



RELEASE HOLDS FOR INVOICES

AP

QUICK REFERENCE GUIDE AP-16

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation of Release Holds for Invoices in the North Carolina Financial System (NCFS).

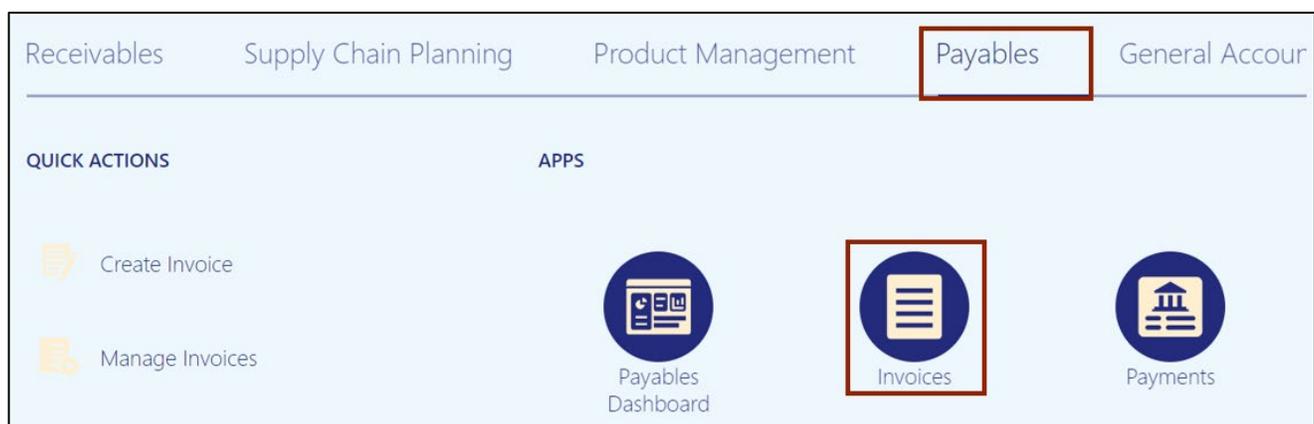
Introduction and Overview

This QRG covers how to release holds for invoices in NCFS which are applied for holds that needs to be validated.

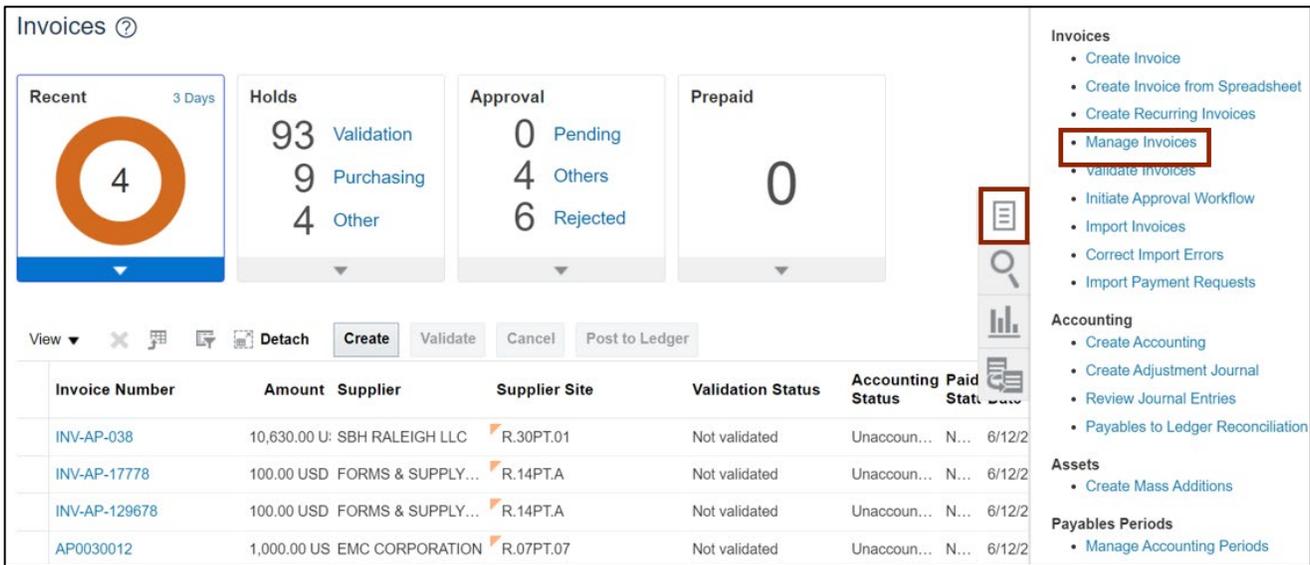
Release Holds for Invoices

To release holds for invoices in NCFS, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Payables** tab and then click the **Invoices** app.



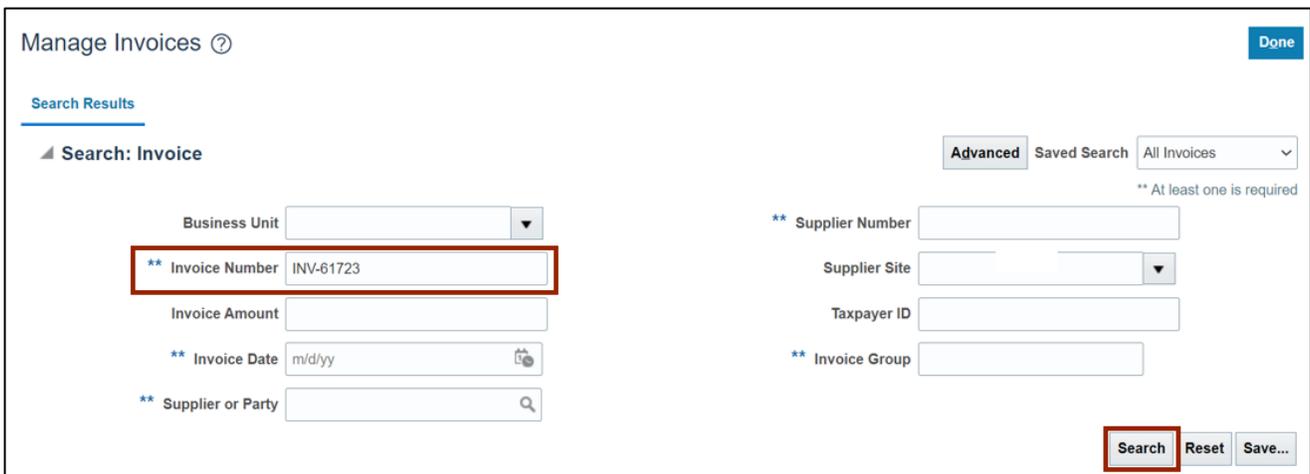
3. On the **Invoices** dashboard, click the **Tasks** [] icon and click **Manage Invoices**.



Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Accounting Status	Paid Status	Date
INV-AP-038	10,630.00 U:	SBH RALEIGH LLC	R.30PT.01	Not validated	Unaccoun...	N...	6/12/2
INV-AP-17778	100.00 USD	FORMS & SUPPLY...	R.14PT.A	Not validated	Unaccoun...	N...	6/12/2
INV-AP-129678	100.00 USD	FORMS & SUPPLY...	R.14PT.A	Not validated	Unaccoun...	N...	6/12/2
AP0030012	1,000.00 US	EMC CORPORATION	R.07PT.07	Not validated	Unaccoun...	N...	6/12/2

4. On the **Manage Invoices** page, enter the **Invoice number** in the **Invoice Number** field.

In this example, we enter **INV-61723**. Click the **Search** button.



Manage Invoices ? Done

Search Results

Search: Invoice Advanced Saved Search All Invoices ▼

** At least one is required

Business Unit ▼

**** Invoice Number**

Invoice Amount

**** Invoice Date** 

**** Supplier or Party** 

**** Supplier Number**

Supplier Site ▼

Taxpayer ID

**** Invoice Group**

Search Reset Save...

7. Scroll down and select the **Holds and Approvals** tab. Select the required Release Hold **Name** from the *Name* drop-down choice list.

In this example, we choose **Match override**. Release reason is defaulted. The user can change it, if required.

Lines **Holds and Approvals** Payments Installments

Approval and Notification History

View Detach

Workflow Type	Line	Action	Action Date	Approver	Reviewed Amount	Comments	Hold Reason
Hold resolution		Initiated	5/10/23 11:05 AM	FRAN MONT...			Billed quantity exceeds ordered quantity.
Hold resolution		Initiated	5/10/23 11:05 AM	FRAN MONT...			Billed quantity exceeds ordered quantity.
Hold resolution		Withdrawn	5/12/23 5:48 AM	FUSION_AP...			Billed quantity exceeds ordered quantity.

Holds

View Detach Release Holds

Hold						Release	
Name	Reason	Details	Line Held	Held By	Date	Name	Reason
Line variance	Total of invoice lines does not equal invoice			System	5/10/2...	Variance con	Invoice variance corrected.
Ordered quantity	Billed quantity exceeds ordered quantity.			System	5/10/2...	Match overri	Matching hold released.
Ordered quantity	Billed quantity exceeds ordered quantity.			System	5/10/2...	Match overri	Matching hold released.

8. Scroll up and click the **Save** button.

Manage Invoices

Search Results [INV_61723](#) Done

Invoice Details

Needs revalidation Actions **Save** Save and Close Cancel

Invoice Date	5/10/23	Invoice Amount	14.00 USD	Business Unit	1900 DEPARTMENT OF PUBLIC SAFETY
Invoice Type	Standard	Applied Prepayments	0.00 USD	Payment Business Unit	1900 DEPARTMENT OF PUBLIC SAFETY
Supplier or Party	CENTRAL POLY BAG CORPORATION	Unpaid Amount	14.00 USD	Payment Terms	Net 30
Supplier Site	R.19PT.01	Holds	1	Payment Currency	USD
Address	2400 BEDLE PL, LINDEN, NJ-07036	Notes		Attachments	None

- Once all the invoice holds are released, **Needs revalidation** changes to **Validated**. Click the **Validated** link. You can view that the invoice has 0 holds. Click the **X** icon.

Manage Invoices ? Done

Search Results [INV_61723](#)

Invoice Details

Validated X Actions ▾ Save Save and Close Cancel

<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"> <table border="0" style="width: 100%;"> <tr><td>Status</td><td>Validated</td></tr> <tr><td>Funds</td><td>Reserved</td></tr> <tr><td>Approval</td><td>⚠ Required</td></tr> <tr><td>Accounting</td><td>Unaccounted</td></tr> <tr><td>Payments</td><td>Unpaid</td></tr> <tr><td>Due Date</td><td>6/9/23</td></tr> </table> </td> <td style="width: 50%;"> <table border="0" style="width: 100%;"> <tr><td>Instalments</td><td>✔ 0</td></tr> <tr><td>Line Variance</td><td>✔ 0</td></tr> <tr><td>Distribution Variance</td><td>✔ 0</td></tr> <tr><td>Manual Holds</td><td>✔ 0</td></tr> <tr><td>System Holds</td><td>✔ 0</td></tr> <tr><td>Supplier Site</td><td>✔ No</td></tr> </table> </td> </tr> </table>	<table border="0" style="width: 100%;"> <tr><td>Status</td><td>Validated</td></tr> <tr><td>Funds</td><td>Reserved</td></tr> <tr><td>Approval</td><td>⚠ Required</td></tr> <tr><td>Accounting</td><td>Unaccounted</td></tr> <tr><td>Payments</td><td>Unpaid</td></tr> <tr><td>Due Date</td><td>6/9/23</td></tr> </table>	Status	Validated	Funds	Reserved	Approval	⚠ Required	Accounting	Unaccounted	Payments	Unpaid	Due Date	6/9/23	<table border="0" style="width: 100%;"> <tr><td>Instalments</td><td>✔ 0</td></tr> <tr><td>Line Variance</td><td>✔ 0</td></tr> <tr><td>Distribution Variance</td><td>✔ 0</td></tr> <tr><td>Manual Holds</td><td>✔ 0</td></tr> <tr><td>System Holds</td><td>✔ 0</td></tr> <tr><td>Supplier Site</td><td>✔ No</td></tr> </table>	Instalments	✔ 0	Line Variance	✔ 0	Distribution Variance	✔ 0	Manual Holds	✔ 0	System Holds	✔ 0	Supplier Site	✔ No	<table border="0" style="width: 100%;"> <tr><td>Business Unit</td><td>1900 DEPARTMENT OF PUBLIC SAFETY</td></tr> <tr><td>Payment Business Unit</td><td>1900 DEPARTMENT OF PUBLIC SAFETY</td></tr> <tr><td>Payment Terms</td><td>Net 30</td></tr> <tr><td>Payment Currency</td><td>USD</td></tr> <tr><td>Attachments</td><td>None +</td></tr> </table>	Business Unit	1900 DEPARTMENT OF PUBLIC SAFETY	Payment Business Unit	1900 DEPARTMENT OF PUBLIC SAFETY	Payment Terms	Net 30	Payment Currency	USD	Attachments	None +
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Payment Terms	Net 30																																				
Payment Currency	USD																																				
Attachments	None +																																				

Invoice Date 5/10/23
 Invoice Type Standard
 Supplier or Party CENTRAL POLY BAG CORPORATION
 Supplier Site R.19PT.01
 Address 2400 BEDLE PL, LINDEN, NJ-07036

Invoice Amount 14.00 USD
 Applied Prepayments 0.00 USD
 Unpaid Amount 14.00 USD
 Holds 0
 Notes

Business Unit 1900 DEPARTMENT OF PUBLIC SAFETY
 Payment Business Unit 1900 DEPARTMENT OF PUBLIC SAFETY
 Payment Terms Net 30
 Payment Currency USD
 Attachments None +

Lines [Holds and Approvals](#) [Payments](#) [Installments](#)

Approval and Notification History

View ▾ 📄 🗨 🔗 📄 🔗 📄 🔗 Detach

Workflow Type	Line	Action	Action Date	Approver	Reviewed Amount	Comments	Hold Reason
Hold resolution		Initiated	5/10/23 11:05 AM	FRAN MONT...			Billed quantity exceeds ordered quantity.

- Click the **Save and Close** button.

Manage Invoices ? Done

Search Results [INV_61723](#)

Invoice Details

Validated Actions ▾ Save Save and Close Cancel

Invoice Date 5/10/23
 Invoice Type Standard
 Supplier or Party CENTRAL POLY BAG CORPORATION
 Supplier Site R.19PT.01
 Address 2400 BEDLE PL, LINDEN, NJ-07036

Invoice Amount 14.00 USD
 Applied Prepayments 0.00 USD
 Unpaid Amount 14.00 USD
 Holds 0
 Notes

Business Unit 1900 DEPARTMENT OF PUBLIC SAFETY
 Payment Business Unit 1900 DEPARTMENT OF PUBLIC SAFETY
 Payment Terms Net 30
 Payment Currency USD
 Attachments None +

Lines [Holds and Approvals](#) [Payments](#) [Installments](#)

Approval and Notification History

View ▾ 📄 🗨 🔗 📄 🔗 📄 🔗 Detach

Workflow Type	Line	Action	Action Date	Approver	Reviewed Amount	Comments	Hold Reason
Hold resolution		Initiated	5/10/23 11:05 AM	FRAN MONT...			Billed quantity exceeds ordered quantity.

11. Click the **Done** button. This will redirect you to the **Manage Invoices** page.

The screenshot shows the 'Manage Invoices' interface. At the top right, a blue 'Done' button is highlighted with a red box. Below the header, there is a search bar with 'Search: Invoice' and a dropdown menu set to 'All Invoices'. A toolbar contains buttons for 'Validate', 'Pay in Full', 'Approval', and 'Post'. Below the toolbar is a table with the following data:

Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Type	Source	Val
INV_61723	5/10/23	5/10/23 11:01 ...	CENTRAL POLY BA...	R.19PT.01	14.00 USD	14.00 USD	Standard	Manual Invoice ...	Val

Wrap-Up

Release holds for invoices using the steps above, for any invoice which needs holds released manually.

Additional Resources

Web-based Training (WBT)

- AP108: Invoice Release Holds