

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.

Recent 3 Days	Holds 93 Validation 9 Purchasing 4 Other	Approval0Pending4Others6Rejected	Prepaid O	[Create Invoice Create Invoice from Spreadsheet Create Recurring Invoices Manage Invoices validate Invoices Initiate Approval Workflow Import Invoices Correct Import Errors
View ▼ × ୨ ■	Detach Create Valid	ate Cancel Post to Led	ger		Import Payment Requests Accounting Create Accounting
	Amount Ormalian	Supplier Site	Validation Status	Accounting Paid	Create Adjustment Journal
Invoice Number	Amount Supplier	each and		Status Statt.	Review Journal Entries
Invoice Number	10,630.00 U: SBH RALEIGH L	LC R.30PT.01	Not validated	Unaccoun N 6	Review Journal Entries Payables to Ledger Reconciliation
Invoice Number INV-AP-038 INV-AP-17778	10,630.00 U: SBH RALEIGH L 100.00 USD FORMS & SUPP	LC F R.30PT.01 LY F R.14PT.A	Not validated	Unaccoun N 6 Unaccoun N 6	Payables to Ledger Reconciliatio Assets Create Mass Additions
Invoice Number INV-AP-038 INV-AP-17778 INV-AP-129678	10,630.00 U: SBH RALEIGH L 100.00 USD FORMS & SUPP 100.00 USD FORMS & SUPP	LC * R.30PT.01 LY * R.14PT.A LY * R.14PT.A	Not validated Not validated Not validated	Unaccoun N 6 Unaccoun N 6 Unaccoun N 6	Keview Journal Entries Payables to Ledger Reconciliatio Assets Create Mass Additions //12/2 Payables Periods

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 In	voices ?			Done
Search Results	5			
▲ Search:	Invoice			Advanced Saved Search All Invoices ~
				** At least one is required
	Business Unit	•	** Supplier Number	
	** Invoice Number	INV-61723	Supplier Site	•
	Invoice Amount		Taxpayer ID	
	** Invoice Date	m/d/yy	** Invoice Group	
	** Supplier or Party	Q		
				Search Reset Save

5. Click the **Invoice Number** link.

Manage Invoices ⑦								C) <u>o</u> ne
Search Results Search: Invoice						Advanced	Saved Search	All Invoices	~
Actions View View	/ 🖻 🖉	🖙 📄 Detach	Validate Pag	y in Full Approval	▼ Post ▼				
Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Type	Source	Va
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	Ne

6. Click the **Needs revalidation** link. The Invoice holds are shown in the *Invoice Summary* popup. Click the **X** icon.

Manage Invoices ⑦							D <u>o</u> ne
Search Results INV_61723							
Invoice Details	[Needs revalidation	Actions	Save and Close	<u>C</u> ancel
Invoice Date	Invoice Summa	ry		×	Business U	nit 1900 DEPARTME PUBLIC SAFETY	NT OF
Invoice Type	St Status		Holds		Payment Business U	nit 1900 DEPARTME PUBLIC SAFETY	NT OF
Supplier or Party	Validation	A Needs revalid	Installments	O	Payment Terr	ms Net 30	
Supplier Site	F Funds	Reserved	Line Variance		Payment Curren	cy USD	
Address	V	10301700		••	Attachmer	nts None	
	Approval	A Required	Distribution Variance	O			
	Accounting	Unaccounted	Manual Holds	O			
	Payments	Unpaid	System Holds	<u>A</u> 1			
Lines Holds and Approvals	Due Date	6/9/23	Supplier Site	🕗 No			

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.

Approval and Not	ification H	istory								
View 🔻 🎵 🕎	Detach									
Workflow Type Line	Action	Action Date	Approver	Revie	wed Amount	Com	ments H	old Reason		
Hold resolution	olution Initiated 5/10/23 11:05 AM FRAN MONT						Bi	illed quantity exceeds ordered quantity.		
Hold resolution	Initiated	5/10/23 11:05 AM	FRAN MONT				Bi	illed quantity excee	ds ordered quantity.	
Hold resolution	Withdrawn	5/12/23 5:48 AM	FUSION_AP				Bi	illed quantity excee	eds ordered quantity.	
View 🕶 🕂 🗙	ቻ 🗐 De	etach Release Holds	s Id						Release	
View • + ×	严 I De	eason	s Id	Details	Line H Held H	leld 3y	Date	Name	Release Reason	
View + X Name Line variance	E De Ra	eason cotal of invoice lines does	s Id not equal invoice	Details	Line Held B	leid By	Date 5/10/2	Name Variance con ~	Release Reason Invoice variance corrected.	
View		eason Cotal of invoice lines does	s Id not equal invoice dered quantity.	Details	Line Held	leid By Bystem	Date 5/10/2	Name Variance con ~ Match overrit ~	Release Reason Invoice variance corrected. Matching hold released.	

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

Manage Invoices ②						D <u>o</u> ne
Search Results INV_61723						
Invoice Details				Needs revalidation	Actions v 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				Payment Business Unit	1900 DEPARTMENT OF PUBLIC SAFETY
Supplier or Party	CENTRAL POLY BAG CORPORATION	Applied Prepayments	0.00	USD	Payment Terms	Net 30
Supplier Site	R.19PT.01	Unpaid Amount	14.00	USD	Payment Currency	USD
Address	2400 BEDLE PL, LINDEN, NJ-07036	Holds	1		Attachments	None 📕
		Notes	ت			

9. 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 ⑦							D <u>o</u> ne	
Search Results INV_61723								
Invoice Details				Validate	d Actions	<u>Save and Close</u>	<u>C</u> ancel	
Invoice Date 5/ Invoice Type St	Invoice Summary Status	/	Holds	×	Business L Payment Business L	Init 1900 DEPARTME PUBLIC SAFETY 1900 DEPARTME	ENT OF	
Supplier or Party C	Validation	Validated	Installments	O	Payment Ter	ms Net 30	Net 30	
Supplier Site	Funds	Reserved	Line Variance	O	Attachma	nte Nono III-		
Address _N .	Approval	A Required	Distribution Variance	O	Attachme			
	Accounting	Unaccounted	Manual Holds	O				
	Payments	Unpaid	System Holds	O				
Lines Holds and Approvals Pa	Due Date	6/9/23	Supplier Site	🕗 No				
Approval and Notification View ▼ 第 ☞ 🗊 Det	n History ach				1			
Workflow Type Line Action	n Action Dat	e Approver	Reviewed Amount Com	ments Hold Reas	son			
Hold resolution Initiate	d 5/10/23 11:0	5 AM FRAN MONT	E	Billed quan	tity exceeds ordered qu	antity.		

10. Click the Save and Close button.

Manage Invoices ②					D <u>o</u> ne		
Search Results INV_61723							
Invoice Details				Validated Actions	Save and Close Cancel		
Invoice Date	5/10/23	Invoice Amount	14.00 USD	Business Unit	1900 DEPARTMENT OF PUBLIC SAFETY		
Invoice Type	Standard			Payment Business Unit	1900 DEPARTMENT OF PUBLIC SAFETY		
Supplier or Party	CENTRAL POLY BAG CORPORATION	Applied Prepayments	0.00 USD	Payment Terms	Net 30		
Supplier Site	R.19PT.01	Unpaid Amount	14.00 USD	Payment Currency	USD		
Address	2400 BEDLE PL, LINDEN, NJ-07036	Holds	0	Attachments	None 🗕		
		Notes					
Lines Holds and Approvals	Payments Installments						
Approval and Notification History View ▼ 第 译 ⊇ Detach							
Workflow Type Line Ac	tion Action Date	Approver Reviewed	Amount Comments	Hold Reason			
Hold resolution Init	tiated 5/10/23 11:05 AM	FRAN MONT	R	Billed quantity exceeds ordered quantity	у.		

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

Manage Invoices	?) <u>o</u> ne
Search Results Search: Invoice						Advanced	Saved Search	All Invoices	*
Actions View View	• / 🖻 🧷	Ey 📄 Detac	h Validate Pay	In Full Approval	▼ Post ▼				
Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Type	Source	Va
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