

AP-16 Release Holds for Invoices

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.

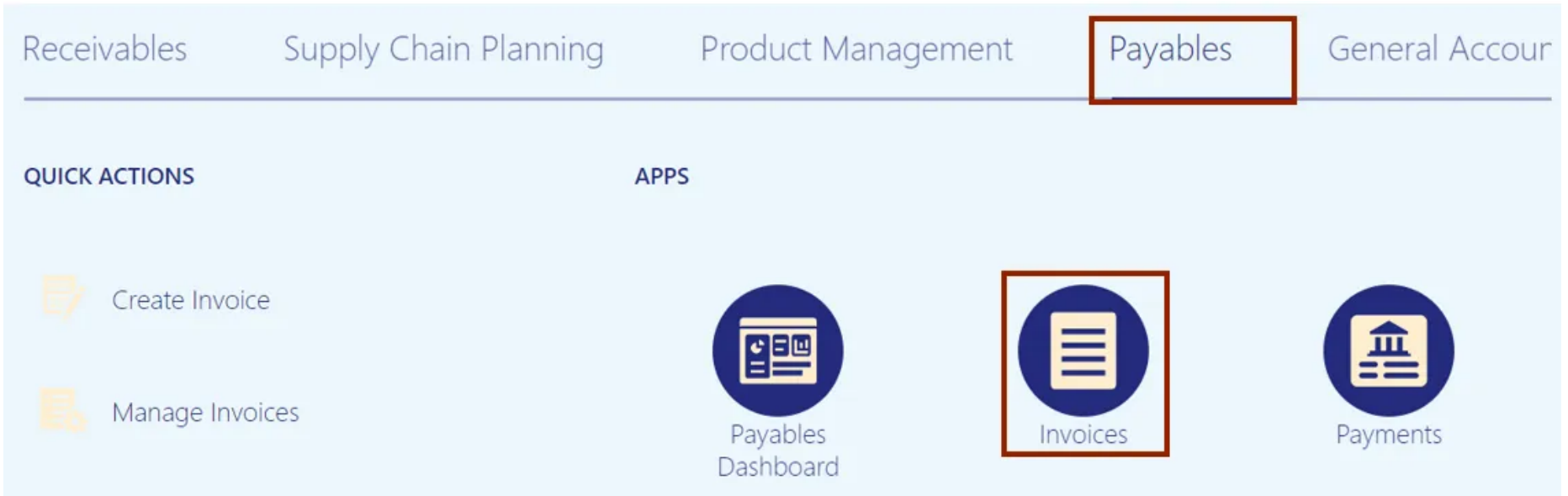
Release Holds for Invoices

To release holds for invoices in NCFS, please follow the steps below. There are 11 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

Step 2. On the **Home** page, click the **Payables** tab and then click the **Invoices** app.

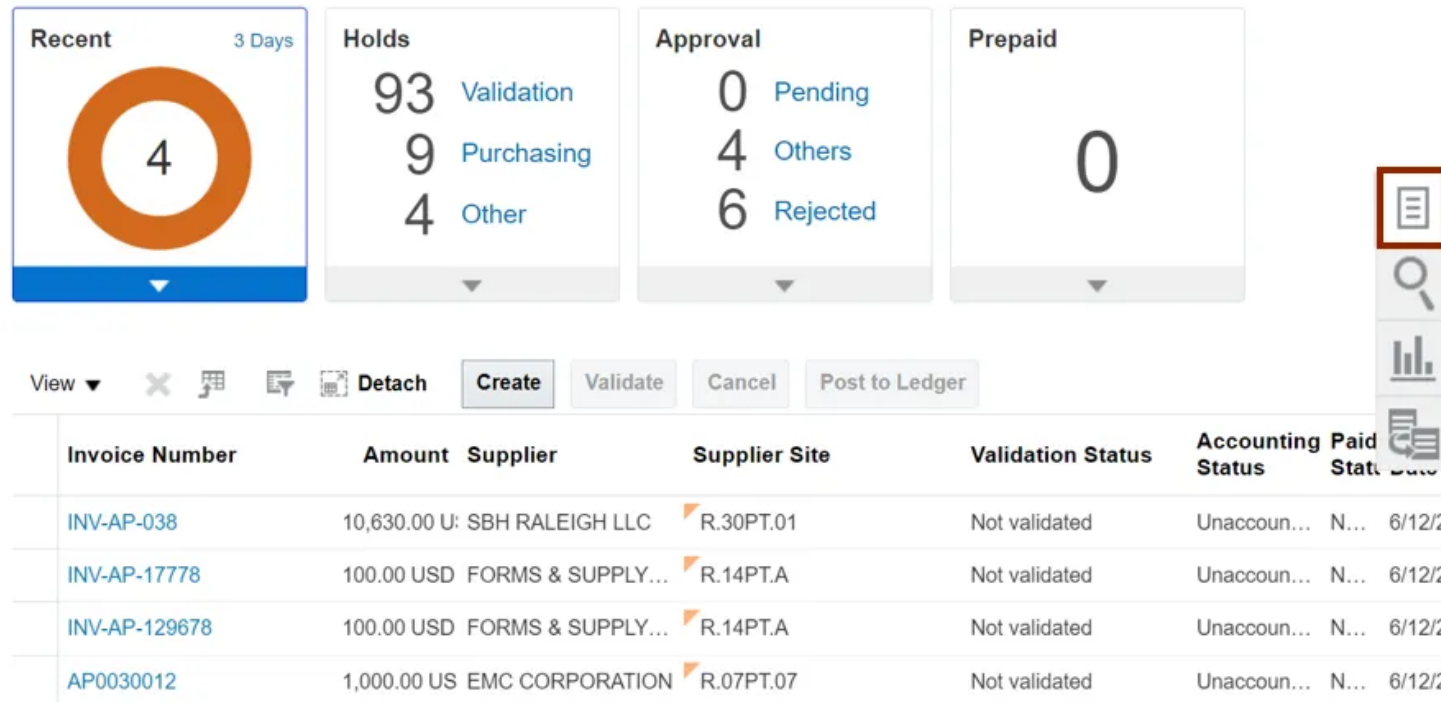
Image



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

Image

Invoices ?



Invoices

- [Create Invoice](#)
- [Create Invoice from Spreadsheet](#)
- [Create Recurring Invoices](#)
- [Manage Invoices](#)
- [validate invoices](#)
- [Initiate Approval Workflow](#)
- [Import Invoices](#)
- [Correct Import Errors](#)
- [Import Payment Requests](#)

Accounting

- [Create Accounting](#)
- [Create Adjustment Journal](#)
- [Review Journal Entries](#)
- [Payables to Ledger Reconciliation](#)

Assets

- [Create Mass Additions](#)

Payables Periods

- [Manage Accounting Periods](#)

Step 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.

Image

Done

Search: Invoice

Business Unit	
** Invoice Number	INV-61723
Invoice Amount	
** Invoice Date	m/d/yy 
** Supplier or Party	

Advanced

Saved Search

All Invoices

** At least one is required

** Supplier Number

Supplier Site

Taxpayer ID

** Invoice Group

Search

Reset

Save...

Image

Done

► **Search: Invoice**

Advanced Saved Search All Invoices

Actions ▼ View ▼       Detach Validate Pay in Full Approval ▼ Post ▼

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 ...	Ne

Step 6. Click the **Needs revalidation** link. The Invoice holds are shown in the *Invoice Summary* pop-up. Click the **X** icon.

Image

Manage Invoices ? Done

Search Results INV_61723

Invoice Details

Invoice Date 5/...

Invoice Type S...

Supplier or Party C...

Supplier Site F...

Address 2...

Validation  Needs revalid...

Funds Reserved

Approval  Required

Accounting Unaccounted

Payments Unpaid

Due Date 6/9/23

Holds

Installments	 0
Line Variance	 0
Distribution Variance	 0
Manual Holds	 0
System Holds	 1
Supplier Site	 No

Needs revalidation 

Actions ▾ Save Save and Close Cancel

Business Unit 1900 DEPARTMENT OF PUBLIC SAFETY

Payment Business Unit 1900 DEPARTMENT OF PUBLIC SAFETY

Payment Terms Net 30

Payment Currency USD

Attachments None +

Step 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.

Image

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.

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

Image

Manage Invoices ?

[Done](#)

Search Results [INV_61723](#)

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 +

Step 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.

Image

Manage Invoices ?

[Done](#)

Search Results [INV_61723](#)

Invoice Details

Invoice Date 5/10/23
Invoice Type Standard
Supplier or Party C
Supplier Site F
Address N

Invoice Summary

Status

Validation	Validated
Funds	Reserved
Approval	⚠ Required
Accounting	Unaccounted
Payments	Unpaid
Due Date	6/9/23

Holds

Installments	✓ 0
Line Variance	✓ 0
Distribution Variance	✓ 0
Manual Holds	✓ 0
System Holds	✓ 0
Supplier Site	✓ No

[Validated](#)[X](#)

Actions ▼

[Save](#)[Save and Close](#)[Cancel](#)

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](#) Pa

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.

Step 10. Click the **Save and Close** button.

Image

Search Results INV_61723

Invoice Details

Validated 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	0	Payment Currency	USD
Address	2400 BEDLE PL, LINDEN, NJ-07036	Notes		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.

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

Image

Manage Invoices ?

Done

Search Results

► Search: Invoice

Advanced

Saved Search

All Invoices



Actions ▼ View ▼											
	Detach	Validate	Pay in Full	Approval ▼	Post ▼						
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](#)

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