AP-04 Force Approve Invoices

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step guide of how to Force Approve Invoices in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the steps to force approve invoices in NCFS to bypass the approvals and immediately approve the invoices for further processing.

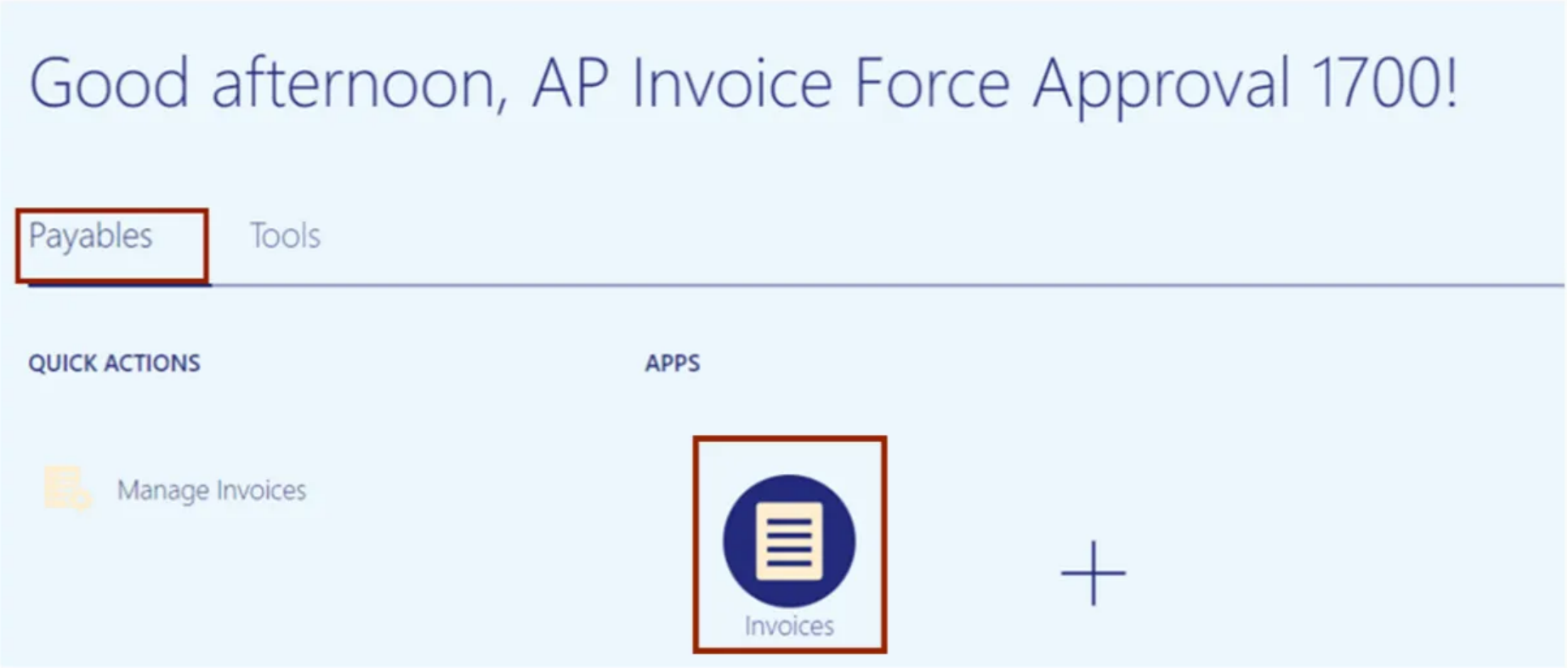
Force Approve Invoice in NCFS

To Force Approve an Invoice in NCFS, please follow the steps below. There are 9 steps to complete this process.

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

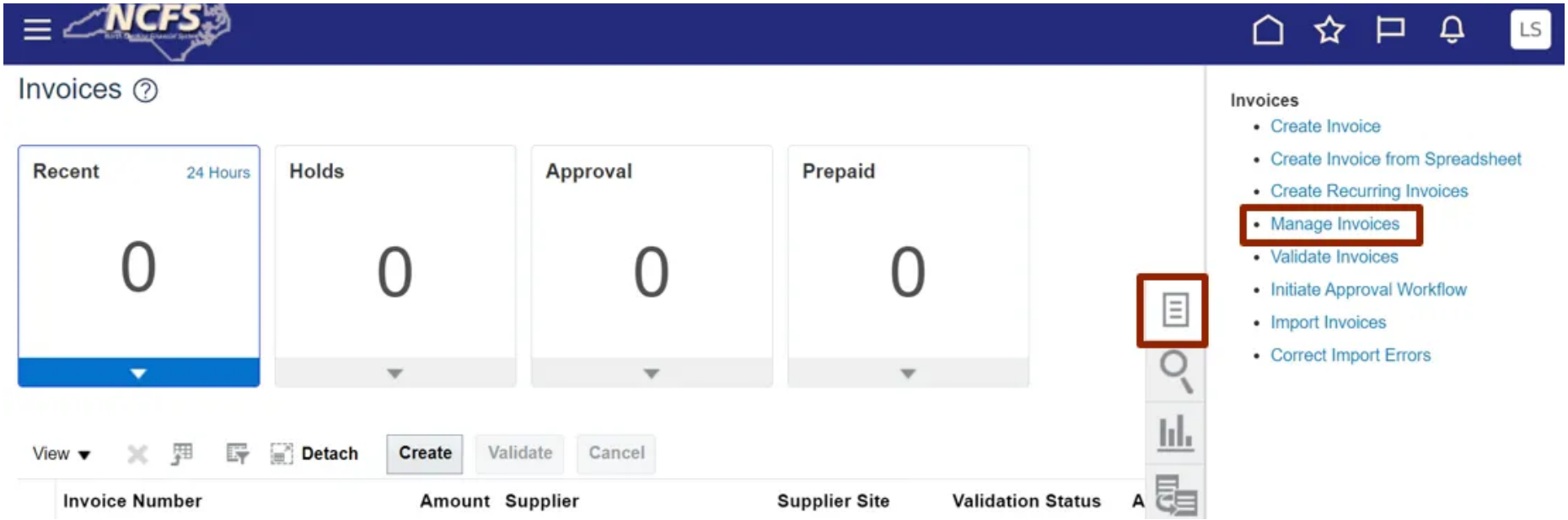
Step 2. On the **Home** page, click the **Payables** tab. Click the **Invoices** app.

Image



Step 3. Click the **Tasks** icon. Click **Manage Invoices** from the **Tasks** pane.

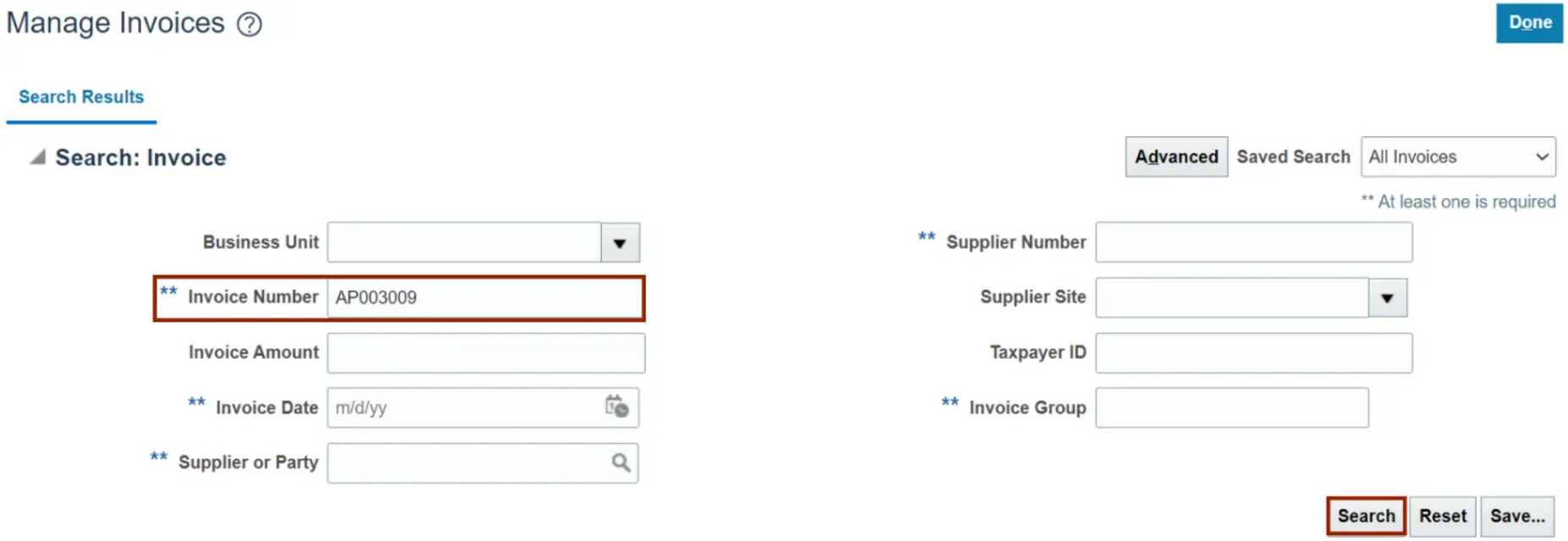
Image



Step 4. On the **Manage Invoices** page, enter data into any one or more fields marked by ** to search the invoice.

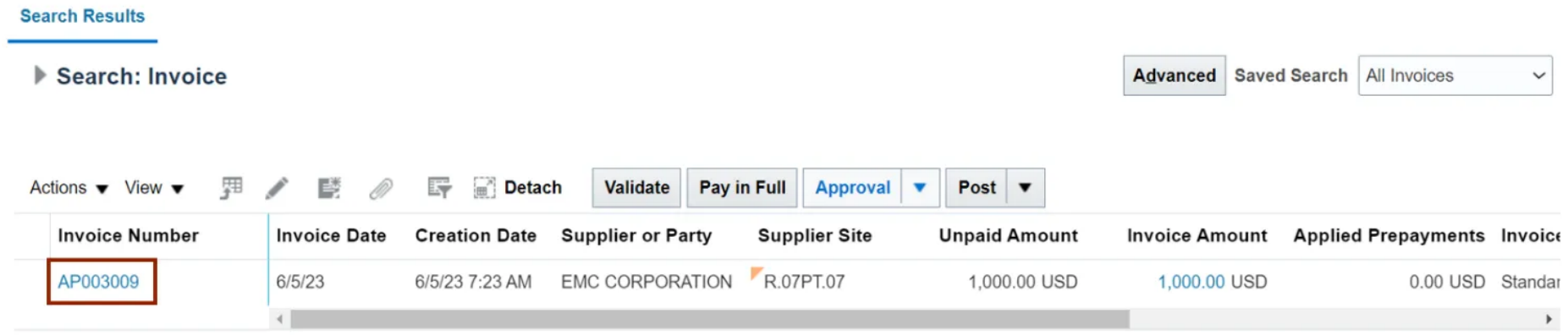
In this example, we enter **AP003009**. Click the **Search** button.

Image



Step 5. The search results are displayed, click **Invoice Number** to view the invoice details.

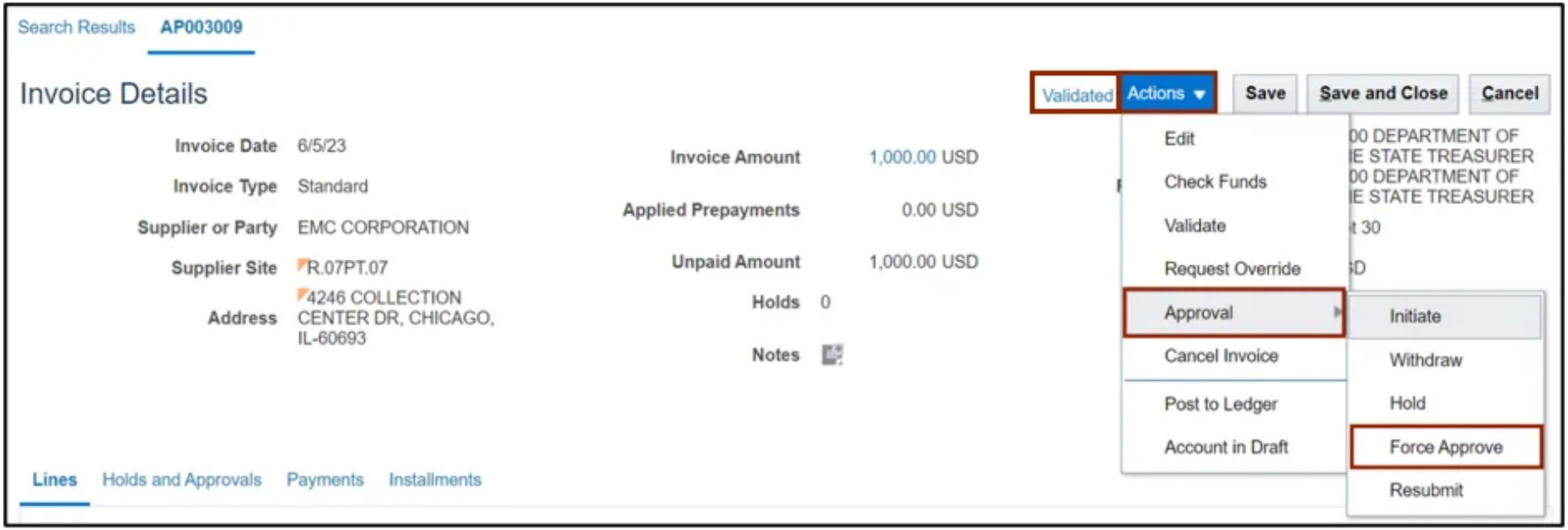
Image



Step 6. The invoice details are displayed, click the *Actions* drop-down. Select ***Approval*** and ***Force Approve*** from the *Actions* drop-down choice list.

Note: The invoice must be Validated before you can Force Approve.

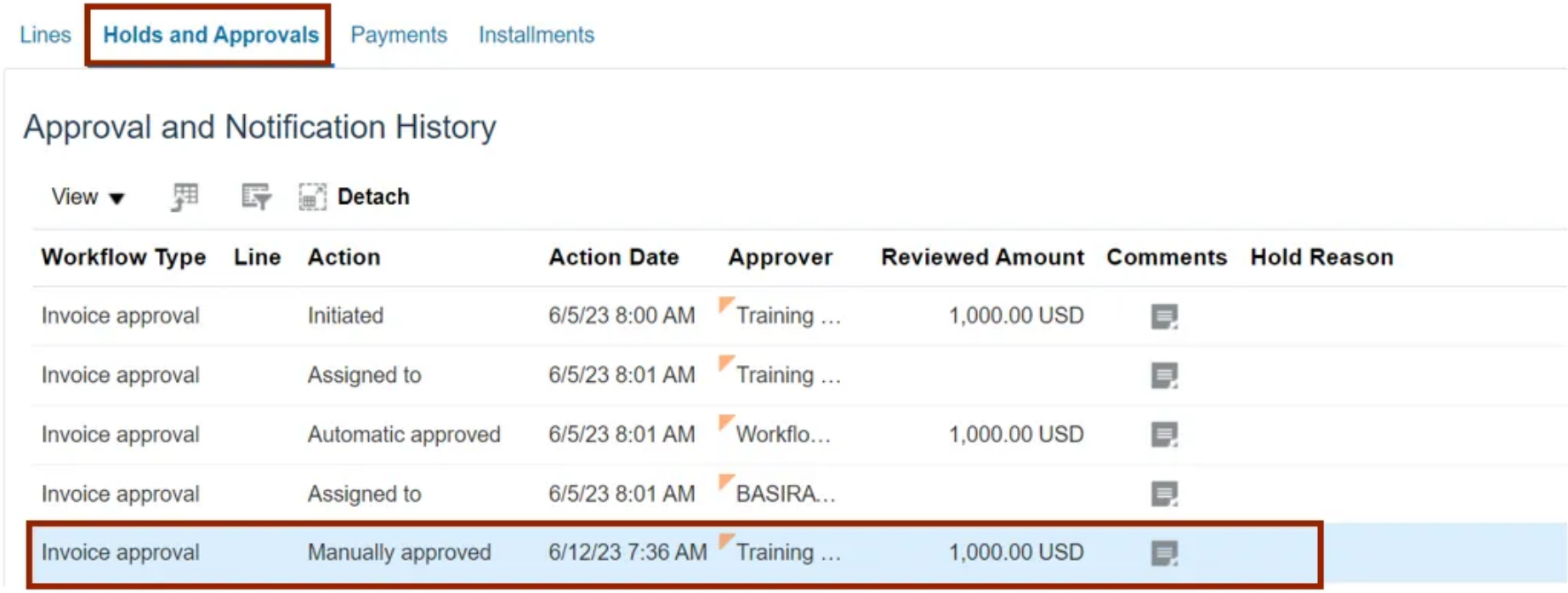
Image



Step 7. Scroll down to the *Approval and Notification* section and click the **Holds and Approval** tab to view the ***Action*** details.

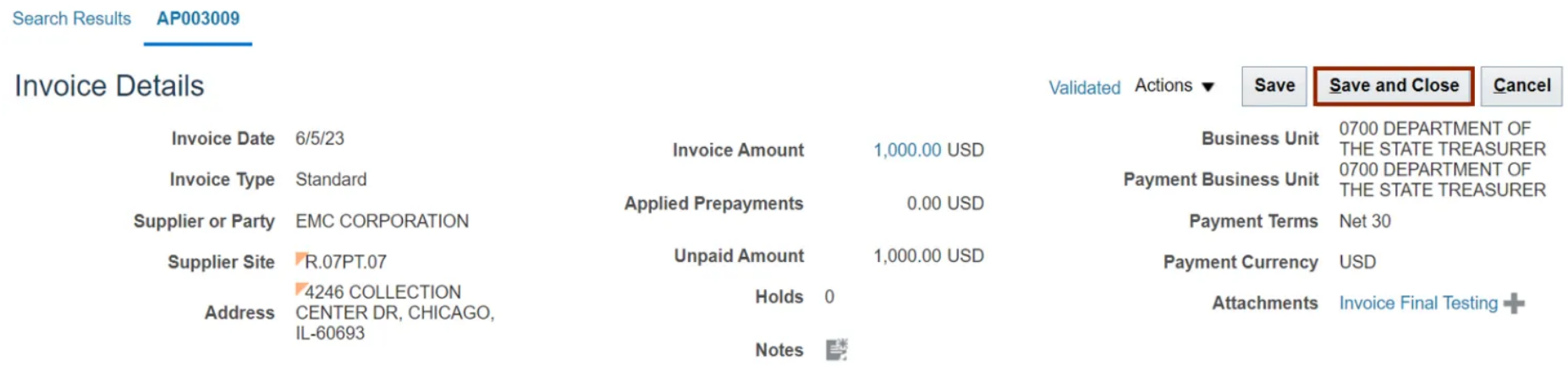
Note: It may take some time for the status to change.

Image



Step 8. Scroll up to the *Invoice Details* section and click the **Save and Close** button. You are redirected to the **Search Results** page.

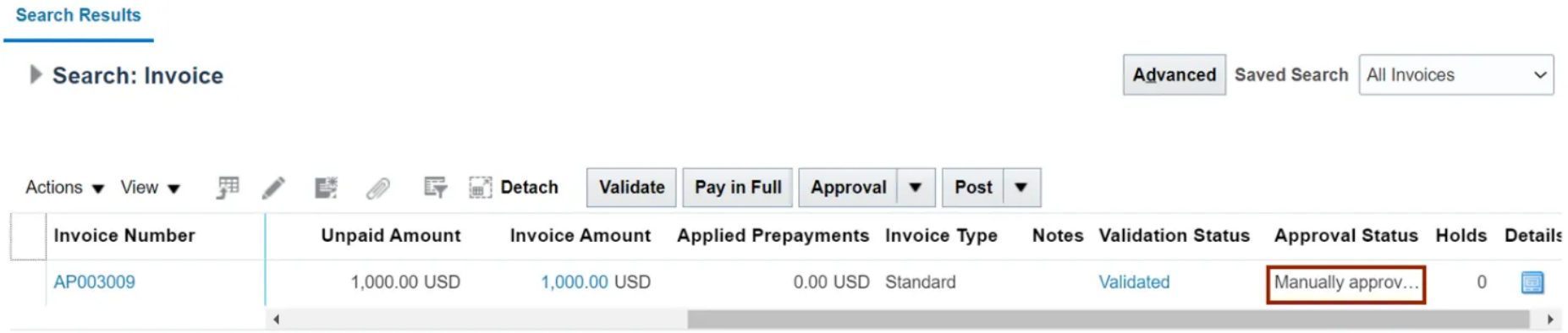
Image



Step 9. The **Approval Status** is displayed as **Manually approved**.

Note: It may take some time for the status to change.

Image



Wrap-Up

Force Approval of an Invoice in NCFS using the steps above.

Additional Resources

- Web Based Training (WBT)
  - AP102: AP Approvals

First Published

Mon, 07/24/2023

Last Updated

Wed, 08/20/2025
Printable PDF