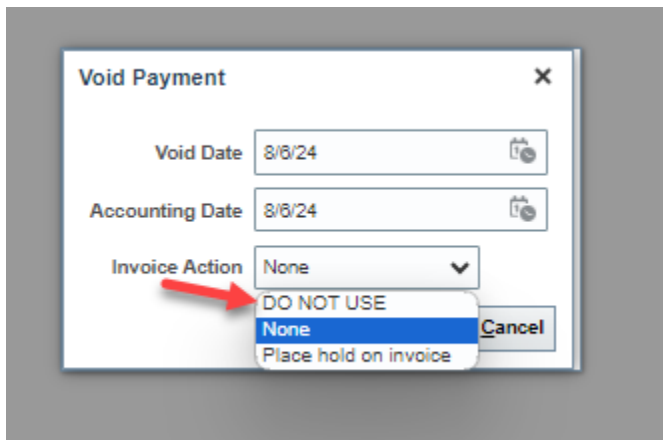


Subject: Voiding Payments

Audience: NCFS Accounts Payable Users

Beginning on August 15, 2024, the option to cancel associated invoices when voiding a payment should no longer be used. This option is causing voided payments to remain unaccounted for, and the invoices are not canceling properly due to prior years' budget periods being closed. The drop-down selection for voiding payments will be updated in NCFS on August 15th to reflect a "**Do Not Use**" status.

Please begin to transition to use either **None** or **Place hold on invoice** options when voiding a payment. If the invoice needs to be cancelled, navigate to the Invoices module and cancel the invoice within that module.



As a reminder, please submit any questions or requests to the OSC Help Desk at ncfs@ncosc.gov.

Thank you,

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