# AFO 239 – Release blocked invoice

## 239.1 Introduction

When you select this AFO a survey screen will be displayed showing all the locked invoices, if there are any invoices present in a locking file. This file is created when AFO 273 ("Generate control file for budgets") is run. The procedure is similar to that of AFO 219 ("Release blocked orders").

If there are no invoices in a locking file after AFO 273 has been run or when you have exited the survey screen described above, an input screen will be displayed. Any invoices which have caused problems since the last time AFO 273 was used (and are thus not included in the overview mentioned above) can be unlocked by following the procedure described below.
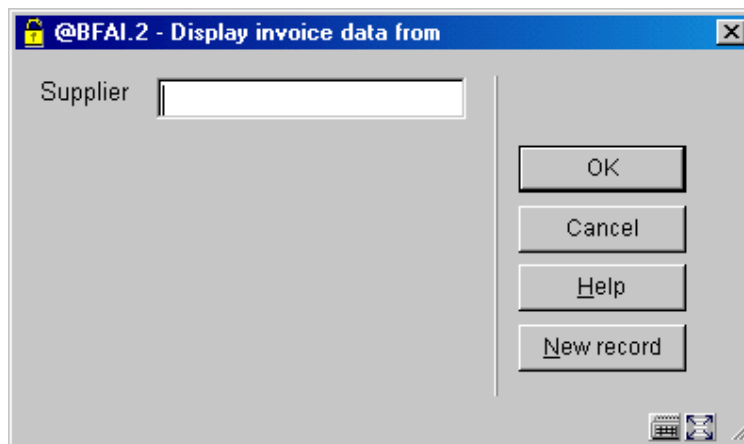


Enter the supplier's name or part of the name. A survey screen will be displayed with a list of suppliers that fulfil the criterion specified. Alternatively, if you have defined a supplier code you can enter it here or the internal number of the supplier if you know it. In both of these cases an input screen will immediately be displayed on which you should enter a valid invoice number. For more information see the introduction to the section on AFO 231 (**Invoice control**).

After you have entered an invoice number an information screen will be displayed stating that the invoice has been unlocked. You can then switch directly to another AFO by entering the AFO number on this screen.

- **Document control - Change History**

| Version | Date | Change description | Author |
|---------|------|--------------------|--------|
| **1.0** | **unknown** | **Creation** <br><br> **Delivered as part of build 17 set** | |