

Place an Invoice on Hold

Scope

This section describes how to use SFA FMS to Place an Invoice on Hold.

System References

{List the Oracle application screens that are referenced in the document.}

Policy

{List all policy statements that pertain to this activity.}

Responsibility

SFA FFEL GA Payables.

Distribution

N/A

Ownership

N/A

Activity Preface

This activity is performed whenever the SFA FFEL GA Payables needs to place an invoice on hold.

This procedure continues from:

Release a Hold [PROG0010]

Place an Invoice on Hold-SFA FFEL GA Payables

Credit Memo Invoices

Invoices (SFA FMS) [Action Edit Query Go Folder Special Help]

Batch Control Total
Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amou
<input checked="" type="checkbox"/> Credit Me	GA Instituti	100073	GA-SHOF	19-OCT-2000	235M082000	USD	<215,263.5
<input type="checkbox"/> Standard	GA Instituti	100073	GA-SHOF	25-OCT-2000	235M092000	USD	2,153,030.
<input type="checkbox"/> Standard	GA Instituti	100073	GA-SHOF	19-OCT-2000	235M072000	USD	2,214,731.
<input type="checkbox"/> Standard	GA Instituti	100073	GA-SHOF	24-OCT-2000	235LPIF-0930	USD	3,769,838.
<input type="checkbox"/>							
<input type="checkbox"/>							

Amount Paid: USD

Holds: DistributionTotal:
 Status: Posted:
 Desc:

1. Double-click the row of the invoice that you need to review. The blue box at the front of the row will indicate that invoice has been selected -OR-
2. Click the row of the invoice that you need to review and click the **Distributions** button. The “Distributions (SFA FMS) - # name” window appears. This window shows the amount and account mapping for each of the lines MR-1 through MR-16 of the GA Form 2000 Monthly report.

Distributions (SFA FMS) - 235M092000, GA Institution Name 235

Action Edit Query Go Folder Special Help

Invoice Total 2,153,030.80
Distribution Total 2,153,030.80

Num	Type	Amount	Tax Name	GL Date	Account
1	Item	3,399,350.75		26-OCT-2000	0230X01.B.01.218001.ENNC00
2	Item	34,504.22		26-OCT-2000	0230X01.B.01.218001.ENNC00
3	Item	221,920.68		26-OCT-2000	0230X01.B.01.218001.ENNC00
4	Item	14,817.20		26-OCT-2000	0230X01.B.01.218001.ENNC00
5	Item	461,113.21		26-OCT-2000	0230X01.B.01.218001.ENNC00
6	Item	43.94		26-OCT-2000	0230X01.B.01.218001.ENNC00

Account Description FEELP Loans-Liq.CATEGORY B.Year 2001.Loan Guarantee .PROGRAM ANALYS
Status Never Approved PO Number
Posted No

Prorate... 1 Reverse 1 View PO Calculate Tax

- Click the **X** button to close the “Distributions (SFA-FMS) -# GA” name window. The “Invoices (SFA FMS) - #” window appears.

Invoices (SFA FMS)

Action Edit Query Go Folder Special Help

Batch Control Total
Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amou
Credit Me	GA Instituti	100073	GA-SHOF	19-OCT-2000	235M082000	USD	<215,263.5
Standard	GA Instituti	100073	GA-SHOF	25-OCT-2000	235M092000	USD	2,153,030.
Standard	GA Instituti	100073	GA-SHOF	19-OCT-2000	235M072000	USD	2,214,731.
Standard	GA Instituti	100073	GA-SHOF	24-OCT-2000	235LPIF-0930	USD	3,769,838.

Amount Paid USD 0.00 Holds 0 DistributionTotal <215,263.53>
Status Never Approved Posted No
Desc GA 235 Monthly Financial Report. Month: 8 Fiscal Year: 2000

Actions... 1 Holds Payments Match
Scheduled Payments Overview Distributions

- Click the **Overview** button to view an overview of the invoice. The “Invoice Overview (SFA FMS)” window appears with summary information about the invoice supplier, status, holds, payment schedule, and actual payments.

Invoice Overview (SFA FMS)

Action Edit Query Go Folder Special Help

Supplier: GA Institution Name 235 Site: GA-SHORT-235
 Supplier Num: 100073 Taxpayer ID: 235
 Invoice Num: 235M082000 Batch Name: FFEL235M082000
 Type: Credit Memo Currency: USD
 Date: 19-OCT-2000 Amount: <215,263.53>
 Voucher: Unpaid Amount: <215,263.53>
 PO Number: Unapplied Amount:
 Description: GA 235 Monthly Financial Report. Mo Settlement Date:

Invoice Status

Paid: No
 Posted: No
 Status: Never Approved

Active Hold Reason

Scheduled Payments

Curr	Amount	Remaining	Due Date	Held	Paid By	Paid On
USD	<215,263.53>	<215,263.53>	09-NOV-2000	<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

Actual Payments

Payment Overview View PO Supplier Invoices

- Click the X button to close the “Invoice Overview (SFA FMS)” window”. The “Invoices (SFA FMS) - #” window appears.

Invoices (SFA FMS)

Action Edit Query Go Folder Special Help

Batch Control Total
 Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amo
Credit Me	GA Instituti	100073	GA-SHOF	19-OCT-2000	235M082000	USD	<215,263.5
Standard	GA Instituti	100073	GA-SHOF	25-OCT-2000	235M092000	USD	2,153,030.
Standard	GA Instituti	100073	GA-SHOF	19-OCT-2000	235M072000	USD	2,214,731.
Standard	GA Instituti	100073	GA-SHOF	24-OCT-2000	235LPIF-0930	USD	3,769,838.

Amount Paid: USD 0.00

Holds: 0 DistributionTotal: <215,263.53>
 Status: Never Approved Posted: No
 Desc: GA 235 Monthly Financial Report. Month: 8 Fiscal Year: 2000

Actions... 1 Holds Payments Match

Scheduled Payments Overview Distributions

- Click the **Scheduled Payments** button to see the payment due date and payment method. The “Schedule Payments (SFA-FMS) - #, GA name” window appears.

Scheduled Payments (SFA FMS) - 235M082000, GA Institution Name 235

Action Edit Query Go Folder Special Help

Payment Currency **USD** Invoice Amount **<215,263.53>**
 Amount Paid **0.00** Gross Amount Total **<215,263.53>**

Scheduled Payments

Hold Payment Priority **99** Payment Method **Electronic** **Discount**

Hold	Due Date	Gross Amount	Payment Method	Date	Amount
<input type="checkbox"/>	09-NOV-2000	<215,263.53>	Electronic		
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Amount Remaining **<215,263.53>**
 Discount Amount Remaining **0.00**

- Click the **X** button to close the “Schedule Payments (SFA FMS) - #, GA Name” window. The “Invoices (SFA FMS) - #” window appears.

Place a Hold on an Invoice

Invoices (SFA FMS)

Action Edit Query Go Folder Special Help

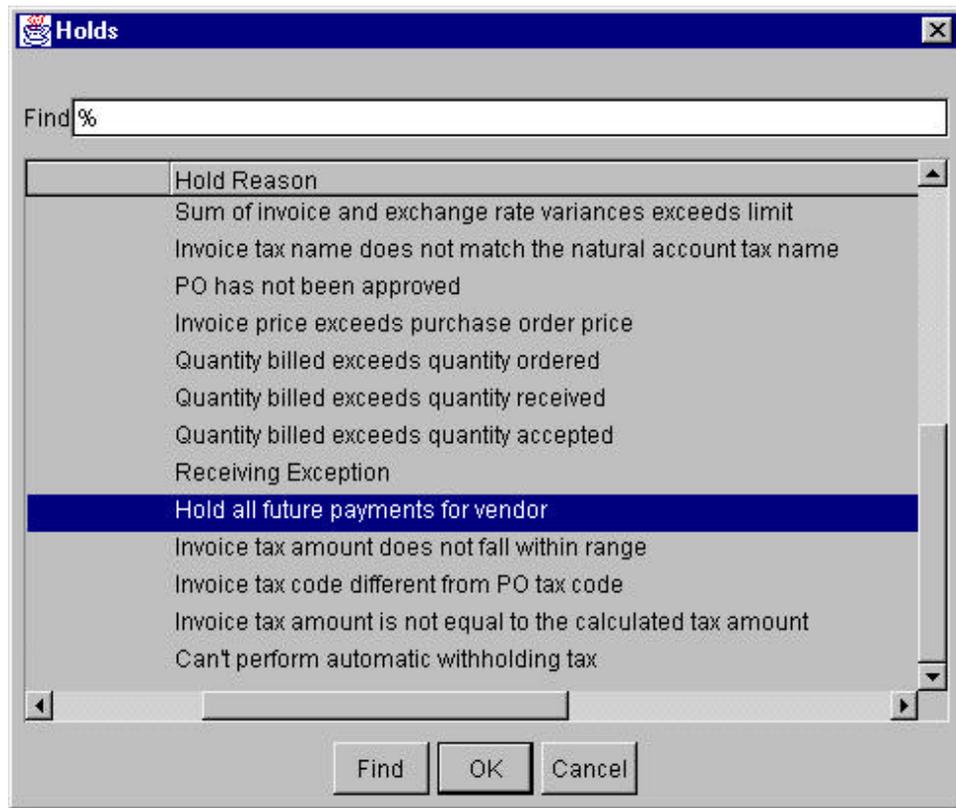
Batch Control Total
 Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amo
Credit Me	GA Instituti	100073	GA-SHOF	19-OCT-2000	235M082000	USD	<215,263.5
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Standard	GA Instituti	100073	GA-SHOF	24-OCT-2000	235LPIF-0930	USD	3,769,838.

Amount Paid **USD 0.00**

Holds **0** Distribution Total **<215,263.53>**
 Status **Never Approved** Posted **No**
 Desc **GA 235 Monthly Financial Report. Month: 8 Fiscal Year: 2000**

8. Click the row of the invoice that you need to place on hold. The blue box at the front of the row will indicate that that invoices has been selected.
9. Click on **Holds** on the “Invoices (SFA FMS) - #” window. The “Invoice Holds (SFA FMS) - #” window appears.
10. Click the **List of Values** icon to on the Toolbar to view the complete list of hold names and hold reasons. The “Holds” window appears.



11. Use the **scroll bar** to view more information about the types of holds and reasons why a hold can be placed on an invoice.
12. Click the **Hold Reason** to identify the type of hold to be placed on the invoice and click **OK**. The “Invoice Holds (SFA FMS) - #” window appears with the hold identified.

Invoice Holds (SFA FMS) - 235M082000, GA Institution Name 235

Action Edit Query Go Folder Special Help

Hold Name	Hold Reason	Release Name	Release Reason
Supplier	Hold all future payments for		

Purchase Order: Number _____, Line _____, Ship To _____

Current Hold: Date 25-OCT-2000, By _____

Current Release: Date _____, By _____

Scheduled Payments View PO Release... 1

- Click the **X** button to close the “Invoices Holds (SFA FMS) --#” window. The “Invoices (SFA FMS)” window appears with the **Status** field updated to Needs Reapproval.

Invoices (SFA FMS)

Action Edit Query Go Folder Special Help

Batch Control Total _____
Actual Total _____

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amo
Credit Me	GA Instituti	100073	GA-SHOF	19-OCT-2000	235M082000	USD	<215,263.5
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Standard	GA Instituti	100073	GA-SHOF	24-OCT-2000	235LPIF-0930	USD	3,769,838.

Amount Paid: USD 0.00

Holds: 1
Status: Needs Reapproval
Desc: GA 235 Monthly Financial Report. Month: 8 Fiscal Year: 2000

DistributionTotal: <215,263.53>
Posted: No

Actions... 1 Holds Payments Match

Scheduled Payments Overview Distributions

- Click the **X** button to close the “Invoices (SFA FMS) --#” window. The “Navigator – SFA FFELGA Payables” window appears.

End of activity.

