

Release a Hold

Scope

This section describes how to use SFA FMS to release a hold on an invoice.

System References

N/A

Policy

N/A

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 release a hold on an invoice.

This procedure continues from:

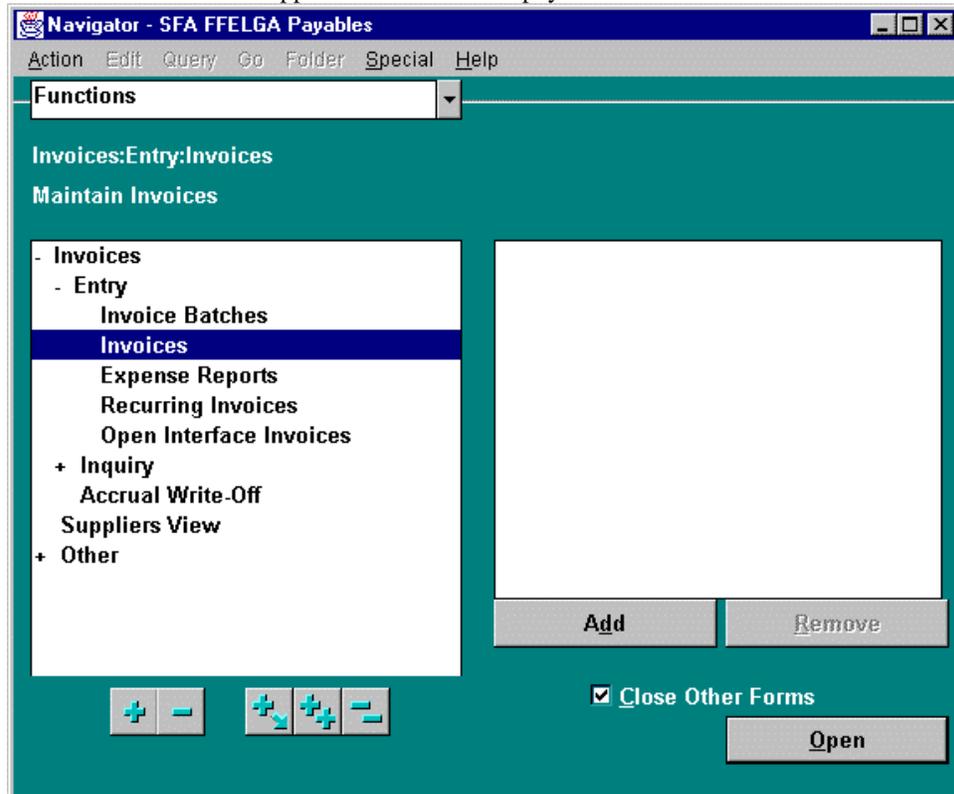
System Holds [PROG0011]

Release a Hold-SFA FFEL GA Payables

Who: SFA FFELGA Payables responsibility

Frequency: As Needed

Situation: Once the reason for the hold has been resolved, the SFA FFELGA Payables can release the hold and approve the invoice for payment.



1. Double-click **Invoices**, the Invoices submenu appears.
2. Double-click **Entry**. The Entry submenu appears.
3. Click Invoices.
4. Click the **Open** button. The “Find Invoices” window appears. Search to find the invoices that you need to review and approve.

Find Invoices

Action Edit Query Go Folder Special Help

Supplier

Name: Number:
 Site: Taxpayer ID:
 PO Num: PO Shipment:

Invoice

Number: Terms:
 Type: Pay Group:
 Amounts: - Invoice Batch:
 Dates: - Currency:

Invoice Status

Paid:
 Posted:
 Status:

Holds

Status:
 Name:
 Reason:

Voucher Audit

Category:
 Name:
 Numbers: -

Invoice Template

Number:
 Period Type:

Calculate Balance Owed... Clear New Find

5. Tab to the field in which you would like to search for and type the information that you would like to find.
6. Click **Find**. The “Invoices (SFA FMS)” window appears with the invoices that match your search listed.

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

Amount Paid: USD

Holds: DistributionTotal:
 Status: Posted:
 Desc:

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

7. Click the **Actions** button. The “Invoice Actions” window appears.

8. Click the **Approve** check box and the **Release Holds** checkbox.
9. Tab to the **Release Name** field and type **Holds Quick Released**. The **Release Name** field is populated.
10. Tab to the **Release Reason** field. The **Release Reason** field is populated.
11. Click the **OK** button. A “Note” window will appear to indicate whether any holds were either placed or released from the invoice. Since the invoice had 1 hold before the approval, the message “Holds placed: 0 Holds released: 1” indicates that the invoice was approved.



- Click **OK** on the “Note” window to continue. The “Invoices (SFA FMS) - #” window appears with the **Status** field updated to Approved.

The screenshot shows the 'Invoices (SFA FMS)' window. At the top, there is a menu bar with 'Action', 'Edit', 'Query', 'Go', 'Folder', 'Special', and 'Help'. Below the menu bar, there are two input fields: 'Batch Control Total' and 'Actual Total'. A table of invoices is displayed with the following columns: Type, Supplier, Supplier Num, Site, Invoice Date, Invoice Num, Invoice Curr, and Invoice Amount. The first row is highlighted and contains the following data: Type: Credit Me, Supplier: GA Instituti, Supplier Num: 100073, Site: GA-SHOF, Invoice Date: 19-OCT-2000, Invoice Num: 235M082000, Invoice Curr: USD, Invoice Amount: <215,263.5. Below the table, there are several summary fields: 'Amount Paid' (USD, 0.00), 'Holds' (0), 'Status' (Approved), 'DistributionTotal' (<215,263.53>), 'Posted' (No), and 'Desc' (GA 235 Monthly Financial Report. Month: 8 Fiscal Year: 2000). At the bottom, there are several buttons: 'Actions... 1', 'Holds', 'Payments', 'Match', 'Scheduled Payments', 'Overview', and 'Distributions'.

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Credit Me	GA Instituti	100073	GA-SHOF	19-OCT-2000	235M082000	USD	<215,263.5

Amount Paid: USD 0.00

Holds: 0

Status: Approved

DistributionTotal: <215,263.53>

Posted: No

Desc: GA 235 Monthly Financial Report. Month: 8 Fiscal Year: 2000

Buttons: Actions... 1, Holds, Payments, Match, Scheduled Payments, Overview, Distributions

- Verify that the **Status** field has been updated to Approved.
- Click the **X** button to close the “Invoices (SFA FMS) - #” window. The “Navigator – SFA FFELGA Payables” window appears.

End of activity.

