

System Holds

Scope

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

System References

N/A

Policy

N/A

Responsibility

N/A

Ownership

N/A

Activity Preface

This activity is performed whenever SFA FMS needs to place a hold on an invoice.

This procedure continues from:

Create and Approve Miscellaneous GA Invoices [PROG0012]

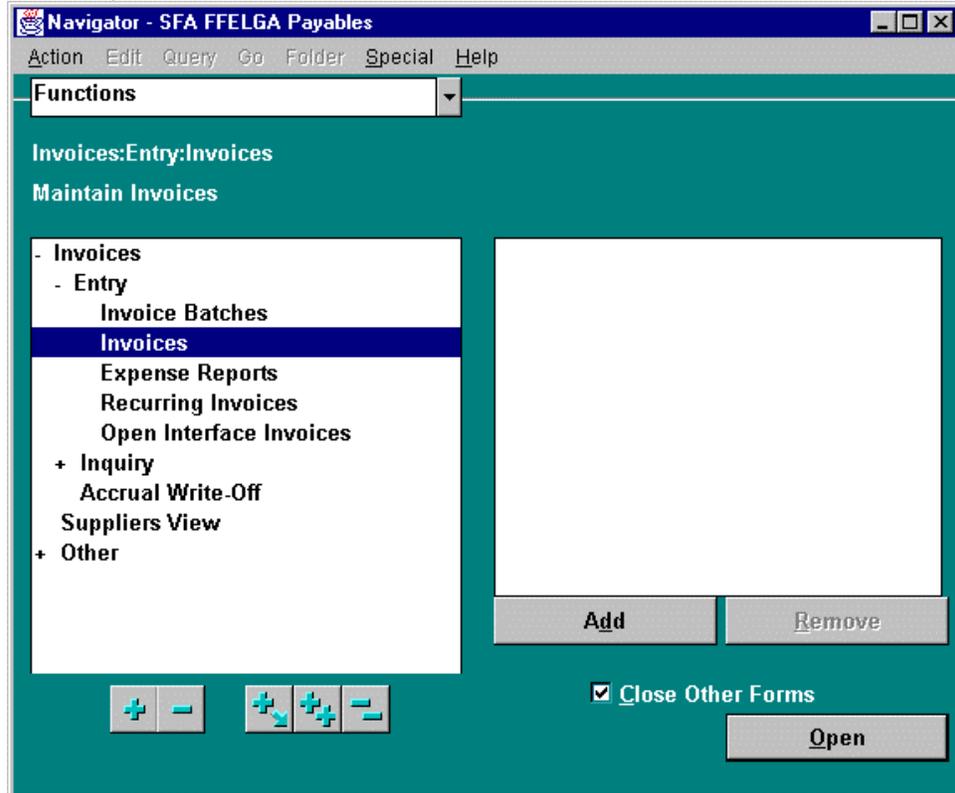
System Holds-SFA FFEL GA Payables SuperUser

Who: SFA FMS

Frequency: As Needed

Situation: When the SFA Financial Manager approves an invoice for payment, the SFA FMS performs funds checking. If there are not adequate funds to pay the invoice, SFA FMS will place a hold on the invoice. This hold cannot be released until there are adequate funds to pay the invoice. Once the funds are replenished, the invoice needs to be reapproved in order to release the system hold.

Place a System Hold



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".

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.
7. Once the invoice has been reviewed and determined payable, from the “Invoices (SFA FMS) window, click the row of the invoice that you need to approve. The blue box at the front of the row will indicate that that invoice has been selected.
8. Click the **Actions** button. The “Invoice Actions” window appears.

Invoice Actions

Approve

Approve Related Invoices

Cancel Invoices

Apply/Unapply Prepayment...

Pay in Full...

Release Holds

Hold Name

Release Name

Release Reason

Print Notice

Printer

Sender Name

Sender Title

Cancel **OK**

- Click the **Approve** check box and click the **OK** button. The SFA FMS system will automatically conduct funds checking at this time. A “Note” window will appear to indicate whether any holds were either placed or released from the invoice. Therefore, if the invoice had no holds before the approval, the message “Holds placed: 1. Holds released: 0” indicates that SFA FMS placed a system hold on the invoice.

Note

i APP-10302: Holds placed: 1
Holds released: 0

OK

- Click the **OK** button on the “Note” window to continue. The “Invoices (SFA FMS) - #” window appears.

The screenshot shows the 'Invoices (SFA FMS)' window. At the top right, there are fields for 'Batch Control Total' and 'Actual Total'. Below these is a table with columns: Type, Supplier, Supplier Num, Site, Invoice Date, Invoice Num, Invoice Curr, and Invoice Amou. The table contains four rows of invoice data. Below the table, there are summary fields: 'Amount Paid' (USD 0.00), 'Holds' (1), 'Status' (Needs Reapproval), 'DistributionTotal' (2,214,731.97), 'Posted' (No), and 'Desc' (GA 235 Monthly Financial Report. Month: 7 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 Amou
Credit Me	GA Instituti	100073	GA-SHOF	19-OCT-2000	235M082000	USD	<215,263.5
Standard	GA Instituti	100073	GA-SHOF	26-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.

11. Verify that the **Status** field has been updated to Needs Reapproval.

12. Click on **Holds** on the “Invoices (SFA FMS) - #” window. The “Invoice Holds (SFA FMS) - #” window appears.

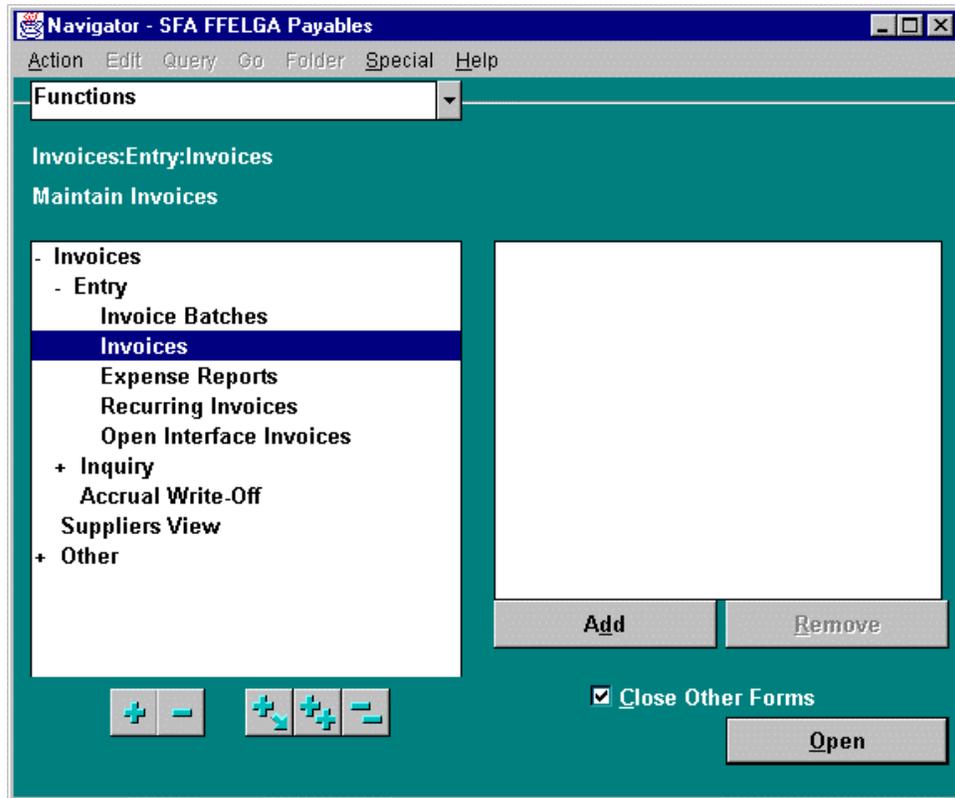
The screenshot shows the 'Invoice Holds (SFA FMS) - 235M072000, GA Institution Name 235' window. It features a table with columns: Hold Name, Hold Reason, Release Name, and Release Reason. The first row shows 'Can't Funds Check' with the reason 'Funds checking could not be'. Below the table, there are three summary sections: 'Purchase Order' (Number, Line, Ship To), 'Current Hold' (Date: 26-OCT-2000, By: System), and 'Current Release' (Date, By). At the bottom, there are buttons: 'Scheduled Payments', 'View PO', and 'Release... 1'.

Hold Name	Hold Reason	Release Name	Release Reason
Can't Funds Check	Funds checking could not be		

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

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

Release a System Hold



15. Double-click **Invoices**. The Invoices submenu appears.
16. Double-click **Entry**. The Entry submenu appears.
17. Click **Invoices**.
18. Click the **Open** button. The "Find Invoice" 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

19. Tab to the field in which you would like to search for and type the information that you would like to find.

20. 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 Amou
Standard	GA Instituti	100073	GA-SHOF	19-OCT-2000	235M072000	USD	2,214,731.

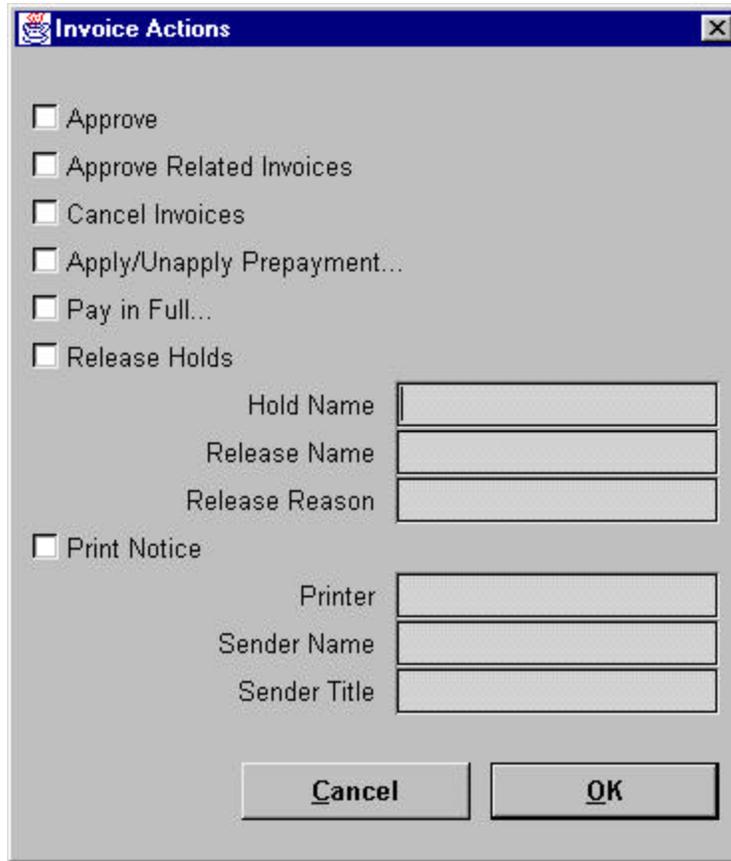
Amount Paid: USD

Holds: Distribution Total:
 Status: Posted:
 Desc:

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

21. Click the row of the invoice that you need to approve. The blue box at the front of the row will indicate that the invoice has been selected.

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



Invoice Actions

Approve

Approve Related Invoices

Cancel Invoices

Apply/Unapply Prepayment...

Pay in Full...

Release Holds

Hold Name

Release Name

Release Reason

Print Notice

Printer

Sender Name

Sender Title

Cancel **OK**

23. Click the **Approve** check box and 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 statement “Holds Placed: 0. Holds Released: 1” indicates that the invoice was approved.



Note

i APP-10302: Holds placed: 0
Holds released: 1

OK

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

The screenshot shows the 'Invoices (SFA FMS)' window with the following data:

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amou
Standard	GA Instituti	100073	GA-SHOF	19-OCT-2000	235M072000	USD	2,214,731.

Summary fields:

- Batch Control Total: []
- Actual Total: []
- Amount Paid: USD [] 0.00
- Holds: 0
- Status: **Approved**
- Desc: GA 235 Monthly Financial Report. Month: 7 Fiscal Year: 2000
- DistributionTotal: 2,214,731.97
- Posted: No

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

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

End of activity.

