



Placing Expenditures on Bill Hold

Use these instructions to place an expenditure in an "on-hold" status prohibiting its generation on an Accounts Receivable (AR) invoice. Items on billing hold are excluded from expenditures invoiced to the sponsor through the Oracle invoicing process. Releasing a billing hold on an expenditure will allow the expenditure to appear on the next system-generated invoice that is produced.

Prerequisites

- You must have the following responsibility to place expenditures on Bill Hold:
 - ORG OGM Billing Specialist
- You must know the draft invoice number.
- You must know the award, project and task number associated with the invoice.
- You must be able to identify the expenditures to be placed on Bill Hold.

To place expenditures on bill hold:

Billing Hold Prior to Invoice Generation

1. Navigate to **Expenditures > Expenditure Inquiry > Actuals**, click **Open**.
2. Identify the expenditure and associated F and A to be placed on Billing Hold.
3. Determine if the associated F and A charge is the correct amount for the total expenditures to be placed on billing hold.

If the F and A amount is **not correct**, the F and A must be split and the correct portion placed on billing hold. For more information on splitting an F and A expenditure, refer to the Process Help:

[Split F and A Expenditures](#).

Important! For these situations, an IDC analysis must be performed and a **Split Facilities and Administrative Cost Approval Form** ([word](#)) ([pdf](#)) must be completed and approved. Once the correct amount has been created, then continue to **Step 5**.

If the F and A amount is **correct**, continue to **Step 4**.

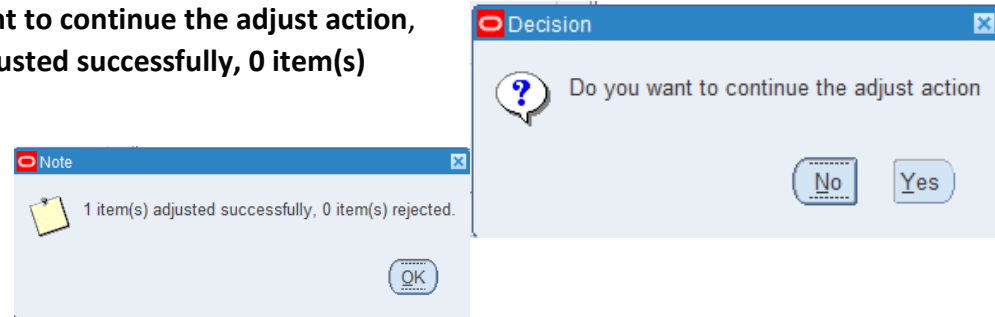
4. Select the expenditure and associated F and A to be placed on Billing Hold by clicking the in the area referenced above.
5. Choose **Tools** from the tool bar.

Trans Id	Project	Task	Award	Expnd Type	Item Date	Employee/Supplier
44851202	1150198	1	82911	SUP Class Lab	28-SEP-2018	Research Founda
44851204	1150198	1	82911	TRV Dom Lodgi	13-SEP-2018	Research Founda
44851206	1150198	1	82911	TRV Dom Lodgi	13-SEP-2018	Research Founda
44851208	1150198	1	82911	TRV Dom Meal	14-SEP-2018	Research Founda
44851210	1150198	1	82911	TRV Dom Meal	14-SEP-2018	Research Founda
44851212	1150198	1	82911	TRV Dom Trave	08-SEP-2018	Research Founda
44852747	1150198	1	82911	FAC F and A C	02-NOV-2018	
44885925	1150198	1	82911	SWR Regular E	09-NOV-2018	Edinger, Mr. Greg
44885941	1150198	1	82911	SWR Regular E	09-NOV-2018	Evans, Ms. Dorotl

- Tools
- Reports
- W
- View Accounting
- Billable 1
- Billing Hold 1
- One-Time Hold 1
- Release Hold 1
- Change Comment
- Split

6. Select one of the following: **Billing Hold 1**, which places the expenditure on hold until manually released, or **One-Time Hold 1**, which places the expenditure on hold for the next invoice generation.

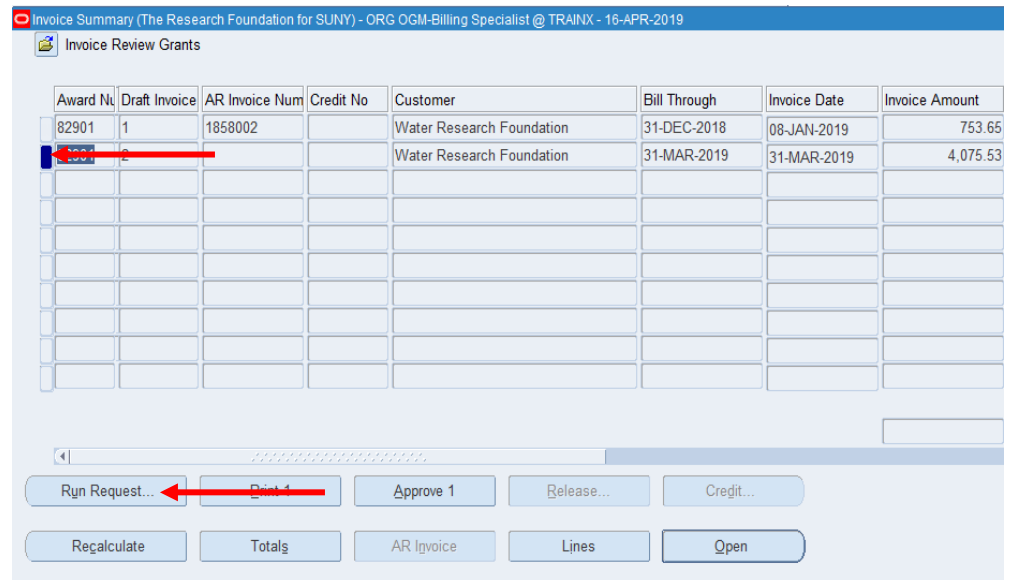
When a decision screen displays, **Do you want to continue the adjust action**, select **Yes**. A note screen states **1 item(s) adjusted successfully, 0 item(s) rejected**.



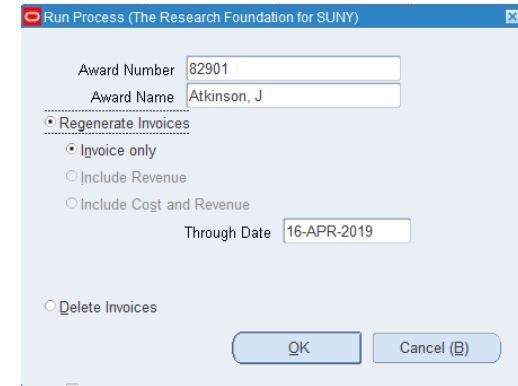
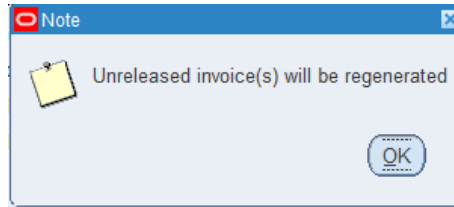
7. Click **OK**.

Billing Holds When an Unapproved Invoice Exists

1. Using the **Billing - Invoice Review** form, query to find the award number.
2. In the **Invoice Summary** screen, highlight the unapproved invoice and click the **Run Request** button.



3. Select **Regenerate Invoices; Invoice only** and verify that the **Through Date** is correct. Then click **OK**.
4. A note screen displays, **Unreleased invoice(s) will be regenerated**. Click **OK**.

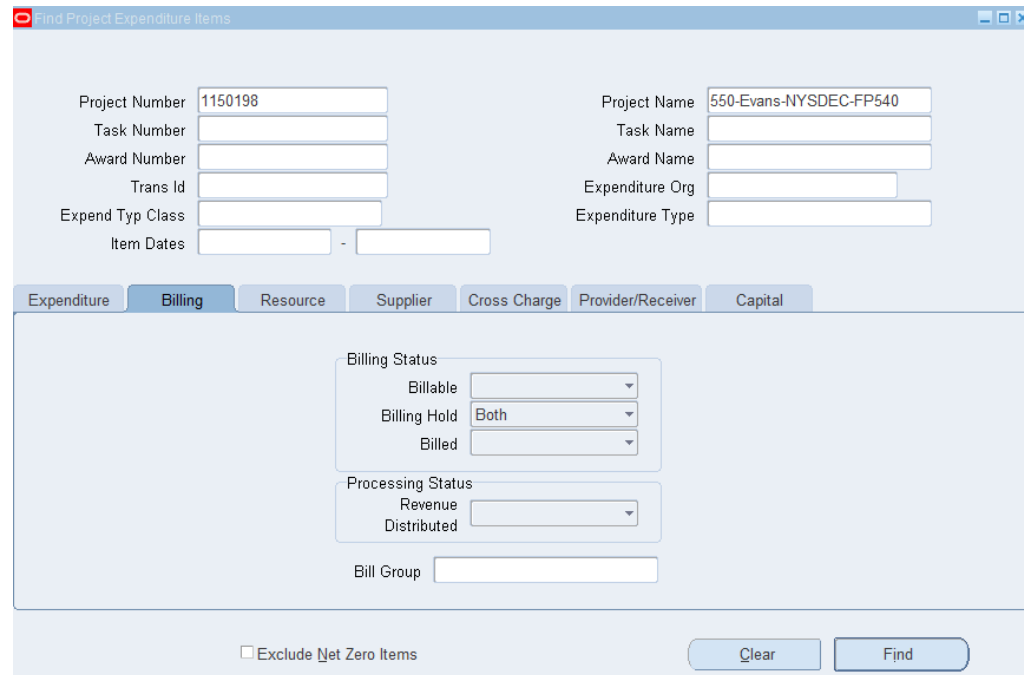
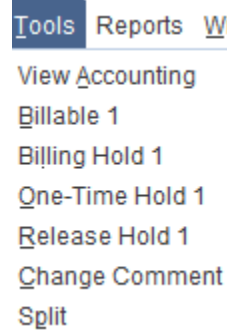


Releasing Expenditures from Billing

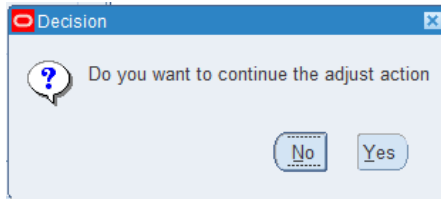
Hold

Releasing a billing hold on an expenditure allows the expenditure to be processed in the next system-generated invoice that is produced. The responsibility required is ORG-OGM Billing Specialist.

1. Using the **Expenditure Inquiry-Actuals** form, enter the project, task, and award numbers.
2. Under the Billing tab, select the billing status field, click the down arrow on the **Billing Hold** line, select **Both**, and click **Find**.
3. Find and select the expenditure to be removed from billing hold.
4. Choose **Tools** from the tool bar and select **Release Hold 1**.



5. When a decision screen displays **Do you want to continue the adjust action**, select **Yes**.



A note screen states **1 item (s) adjusted successfully, 0 item (s) rejected**.

6. Click **OK**.

