



## View Expenditures on Bill Hold

Use these instructions to view expenditures with a status of "on hold." Items on billing hold are not included in expenditures invoiced to the sponsor through the Oracle invoicing process.

### Prerequisites

- You must have the following responsibility to view expenditures on Bill Hold:
  - ORG OBM Billing Specialist
- You must know the award, project and task number associated with the invoice.

### To View Expenditures on Bill Hold:

1. Select **Expenditures: Expenditure Inquiry > Actuals** to open the **Find Project Expenditure Items** form.
2. Enter the **Project Number** on the **Find Project Expenditure Items** form.
3. Enter the **Task Number** and **Award Number**.

The screenshot shows the 'Find Project Expenditure Items' form with the following data:

Field	Value
Project Number	1142298
Task Number	1
Award Number	74551
Trans Id	
Expend Typ Class	
Item Dates	
Project Name	COE in Nanoelectronics 17-18
Task Name	NYS DED COE 17-18
Award Name	
Expenditure Org	
Expenditure Type	

Below the tabs, the 'Expenditure' section contains:

Field	Value
Expenditure Category	
Expend Ending Dates	
Expenditure Batch	

The 'Other' section contains:

Field	Value
Transaction Source	
Work Type	
Costed Processing Status	

At the bottom, there is a checkbox for 'Exclude tjet Zero Items' and buttons for 'Clear' and 'Find'.

4. In the **Billing Status** region, choose **Billing Hold Yes**.

5. Click **Find** to open the **Project Expenditure Items** form. The **Project Expenditure Items** form displays expenditures on Bill Hold.

Trans Id	Project	Task	Award	Exprd Type	Item Date	Employee/Supplier
43752032	1142298	1	74551	SUP Maintenanc	29-SEP-2017	Evoqua Water Tec
43752036	1142298	1	74551	SUP Maintenanc	29-SEP-2017	Evoqua Water Tec
44638162	1142298	1	74551	SUP Maintenanc	26-SEP-2018	McMaster Carr St
44642905	1142298	1	74551	SUP Other Sup	05-OCT-2017	Maplewood Ice Cr
44668495	1142298	1	74551	SUP Other Sup	05-OCT-2017	Maplewood Ice Cr
44717616	1142298	1	74551	SUP Other Sup	05-OCT-2017	Maplewood Ice Cr
44741010	1142298	1	74551	SUP Other Sup	05-OCT-2017	Maplewood Ice Cr
44741013	1142298	1	74551	SUP Other Sup	05-OCT-2017	Maplewood Ice Cr
44768705	1142298	1	74551	SUP Other Sup	05-OCT-2017	Maplewood Ice Cr
44774878	1142298	1	74551	SUP Other Sup	05-OCT-2017	Maplewood Ice Cr

6. Select **File > Close Form** to close the form and return to the navigator.