

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:
 - o 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.

Trans Id	Project	Task	Award	Expnd Type	Item Date	Employee/Supplie
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 Meals	14-SEP-2018	Research Founda
44851210	1150198	1	82911	TRV Dom Meals	14-SEP-2018	Research Founda
4485 (212	1150198	1	82911	TRV Dom Trave	08-SEP-2018	Research Founda
4851214	1150198	1	82911	TRV Dom Trave	09-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. Dorot

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.

0015	Reports W								
View Accounting									
Billable 1									
Billing Hold 1									
One-Time Hold 1									
<u>R</u> elease Hold 1									
<u>C</u> hange 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**, O Decision select Yes. A note screen states 1 item(s) adjusted successfully, 0 item(s) Do you want to continue the adjust action ? rejected.

1 item(s) adjusted successfully, 0 item(s) rejected.

<u>Ο</u>K

O Note

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.

Award Nu	Draft Invoice	AR Invoice Num	Credit No	Customer	Bill Through	Invoice Date	Invoice Amount	
82901	1	1858002		Water Research Foundation	31-DEC-2018	08-JAN-2019	753.6	
				Water Research Foundation	31-MAR-2019	31-MAR-2019	4,075.53	
							_	
4							·	

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Yes

No

- 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.

	O Note		 Invoice only Include Revenue 	9		
	Unreleased invoice(s) will be regenerated		○ Include Cost and	d Revenue Through Date	16-APR-2019	
	<u>OK</u>		○ <u>D</u> elete Invoices			
lling	L	Hold			<u>O</u> K Cancel	(B)

Run Process (The Research Foundation for SUNY)

Award Number 82901 Award Name Atkinson, J

Pegenerate Invoices

Releasing Expenditures from Bil

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 billi status field, click the down arrow or Billing Hold line, select Both, and cl Find.
- 3. Find and select the expenditure to b removed from billing hold.

4. Choose **Tools** from the Tools Rep tool bar and select View Accou Release Hold 1. Billable 1

ct the billing	Find Project Ex	penditure l	tems								_ D ×
n arrow on the											
th and click	Project Number 1150198]		Project Name	e 550-Evans-NYSDEC-FP540			
	Task Number]	Task Name					
	Award Number				Į	Award Na					
diture to be	Trans Id					Expenditure					
1	Expend Typ Class					Expenditur					
1.	lte	m Dates			- [
Tools Reports W			_								
	Expenditure	Billin	9	Resource	S	upplier	Cross Charge	Provider/Receiver	Capital		
View Accounting					D						
Billable 1					Billing) Status Dillokia					
Billing Hold 1					6	Billing Hold	Both	•			
One-Time Hold 1						Billeo		~			
<u>Delegen</u> Held 4					Proce	ssing Stat	us				
Release Hold 1						Revenue					
Change Comment						Distributed					
Split					Bill(Group					
	L										
	Exclude Net Zero Items										

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**.

