

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:
 - o 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.

Find Project Expenditure							_ 🗆 ×
		_/					
Project Number	1142298			Project Name	COE in Nanoel	lectronics 17-18	
Task Number	1			Task Name	NYS DED COE	E 17-18	
Award Number	74551			Award Name			
Trans Id				Expenditure Org			
Expend Typ Class				Expenditure Type			
Item Dates	· · ·						
Expenditure Billin	ng Resource	Supplier	Cross Charge	Provider/Receiver	Capital		
Expenditure Expenditure C Expnd Endin Expenditure	ategory Dates Batch			Other Transacti V Costed I	on Source Vork Type Vork Type Status		
	Exclude Net	Zero Items			⊆lear	Find	

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

Billing Status Billable Billing Hold Billed	Yes No Both Once	Y
Processing Status Revenue Distributed		•
Bill Group		

Project Number 1142298 Task Number 1				Project Name	COE in Nanoelectronics 17-18	
				Task Name		
-			Award N		10	
-				Expenditure Org	-	1
-		-		Expenditure Type		
ng	Resource	Supplier	Cross Charge	Provider/Receiver	Capital	
		Billing Status	· ·			
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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	Expnd Type	Item Date	Employee/Supp
43752032	1142298	1	74551	SUP Maintenan	29-SEP-2017	Evoqua Water T
43752036	1142298	1	74551	SUP Maintenan	29-SEP-2017	Evoqua Water T
44638162	1142298	1	74551	SUP Maintenan	26-SEP-2018	McMaster Carr
44642905	1142298	1	74551	SUP Other Sup	05-OCT-2017	Maplewood Ice
44668495	1142298	1	74551	SUP Other Sup	05-OCT-2017	Maplewood Ice
44717616	1142298	1	74551	SUP Other Sup	05-OCT-2017	Maplewood Ice
44741010	1142298	1	74551	SUP Other Sup	05-OCT-2017	Maplewood Ice
44741013	1142298	1	74551	SUP Other Sup	05-OCT-2017	Maplewood Ice
44768705	1142298	1	74551	SUP Other Sup	05-OCT-2017	Maplewood Ice
44774878	1142298	1	74551	SUP Other Sup	05-OCT-2017	Maplewood Ice

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