

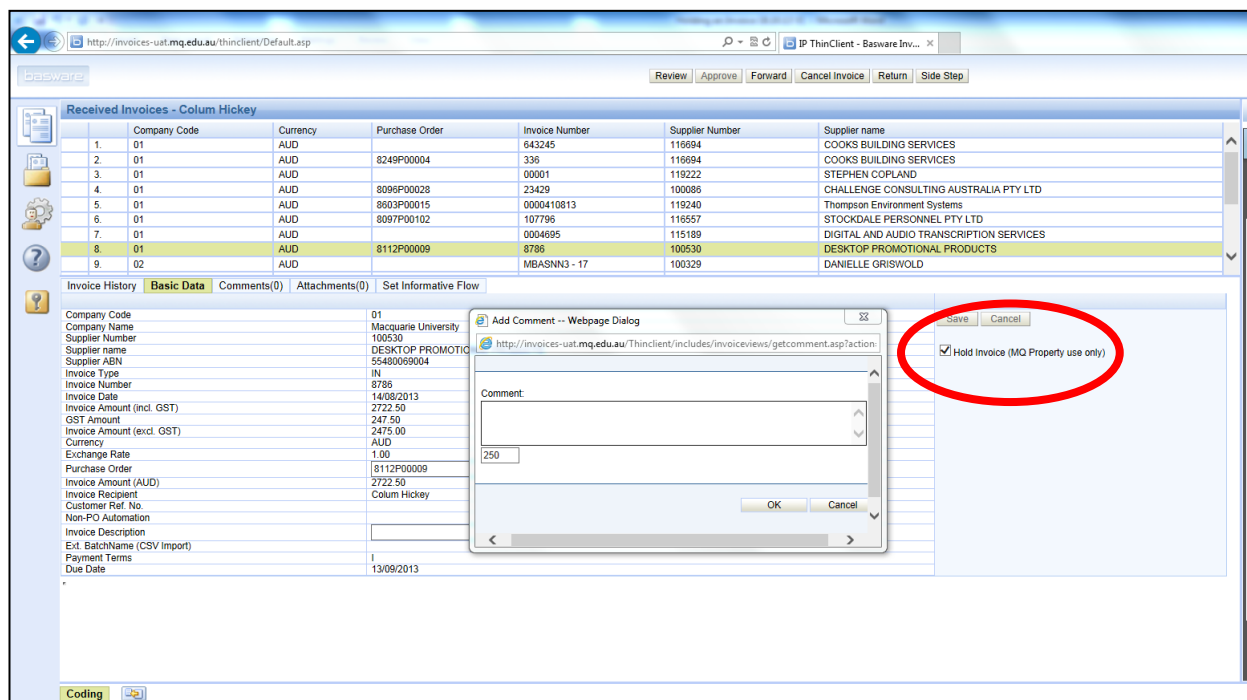
Holding an Invoice

The invoices application allows a user to hold an invoice for an indefinite period. However, the Hold check box should be used in extreme situations. For example, in the case of MQ Property an assessment of work completed is necessary prior to approving the invoice. While an invoice is on hold it does not need to be actioned and will not be escalated within seven days.

Holding an invoice is usually put in place when a user is waiting for more information to come through. For example a user may be waiting for the goods or service to be fully completed before approving the invoice.

How to Place an Invoice on Hold

A checkbox on the basic data screen within the invoices application needs to be selected in order to put an invoice on hold.



The screenshot shows the 'Received Invoices - Colum Hickey' interface. A table lists invoices with columns for Company Code, Currency, Purchase Order, Invoice Number, Supplier Number, and Supplier name. Below the table is the 'Basic Data' form for invoice 8. The 'Hold Invoice (MQ Property use only)' checkbox is circled in red. An 'Add Comment' dialog box is also visible over the form.

	Company Code	Currency	Purchase Order	Invoice Number	Supplier Number	Supplier name
1.	01	AUD		643245	11694	COOKS BUILDING SERVICES
2.	01	AUD	8249P0004	336	11694	COOKS BUILDING SERVICES
3.	01	AUD		00001	119222	STEPHEN COPLAND
4.	01	AUD	8095P00028	23429	100085	CHALLENGE CONSULTING AUSTRALIA PTY LTD
5.	01	AUD	8093P00015	0000410813	119240	Thompson Environment Systems
6.	01	AUD	8097P00102	107796	116557	STOCKDALE PERSONNEL PTY LTD
7.	01	AUD		0004695	115189	DIGITAL AND AUDIO TRANSCRIPTION SERVICES
8.	01	AUD	8112P00009	8786	100530	DESKTOP PROMOTIONAL PRODUCTS
9.	02	AUD		MBASNN3 - 17	100329	DANIELLE GRISWOLD

Selecting the checkbox to place an invoice on hold

The user must provide a comment and then select the ok button to complete the hold process.

An icon appears against Received Invoices to show the user that this invoice is currently locked.

Received Invoices - Colum Hickey

	Company Code	Currency	Purchase Order	Invoice Number	Supplier Number
1.	01	AUD		643245	116694
2.	01	AUD	8249P00004	336	116694
3.	01	AUD		00001	119222
4.	01	AUD	8096P00028	23429	100086
5.	01	AUD	8603P00015	0000410813	119240
6.	01	AUD	8097P00102	107796	116557
7.	01	AUD		0004695	115189
8.	01	AUD	8112P00009	8786	100530
9.	02	AUD		MBASNN3 - 17	100329

Invoice History | **Basic Data** | Comments(0) | Attachments(0) | Set Informative Flow

Company Code: 01
 Company Name: Macquarie University
 Supplier Number: 100530
 Supplier name: DESKTOP PROMOTIONAL PRODUCTS
 Supplier ABN: 55480069004
 Invoice Type: IN
 Invoice Number: 8786
 Invoice Date: 14/09/2013
 Invoice Amount (incl. GST): 2722.50
 GST Amount: 247.50
 Invoice Amount (excl. GST): 2475.00
 Currency: AUD
 Exchange Rate: 1.00
 Purchase Order: 8112P00009
 Invoice Amount (AUD): 2722.50
 Invoice Recipient: Colum Hickey
 Customer Ref. No.

Locked icon against Received Invoices

Taking an Invoice off Hold

When the information has been received or the issue has been resolved the user simply un-ticks the checkbox to remove the invoice and adds comment.

Received Invoices - Colum Hickey

	Company Code	Currency	Purchase Order	Invoice Number	Supplier Number	Supplier name
1.	01	AUD		643245	116694	COOKS BUILDING SERVICES
2.	01	AUD	8249P00004	336	116694	COOKS BUILDING SERVICES
3.	01	AUD		00001	119222	STEPHEN COPLAND
4.	01	AUD	8096P00028	23429	100086	CHALLENGE CONSULTING AUSTRALIA PTY LTD
5.	01	AUD	8603P00015	0000410813	119240	Thompson Environment Systems
6.	01	AUD	8097P00102	107796	116557	STOCKDALE PERSONNEL PTY LTD
7.	01	AUD		0004695	115189	DIGITAL AND AUDIO TRANSCRIPTION SERVICES
8.	01	AUD	8112P00009	8786	100530	DESKTOP PROMOTIONAL PRODUCTS
9.	02	AUD		MBASNN3 - 17	100329	DANIELLE GRISWOLD

Last comment written by Colum Hickey, 10/10/2013 1:19:43 PM:
 • Please check this invoice.

Invoice History | **Basic Data** | Comments(2) | Attachments(0) | Set Informative Flow

Company Code: 01
 Company Name: Macquarie University
 Supplier Number: 116694
 Supplier name: COOKS BUILDING SERVICES
 Supplier ABN: 50763364377
 Invoice Type: IN
 Invoice Number: 843245
 Invoice Date: 17/04/2013
 Invoice Amount (incl. GST): 14480.00
 GST Amount: 1316.38
 Invoice Amount (excl. GST): 13163.62
 Currency: AUD
 Exchange Rate: 1.00
 Purchase Order: []
 Invoice Amount (AUD): 14480.00
 Invoice Recipient: Colum Hickey
 Customer Ref. No.
 Non-PO Automation: Autoflow
 Invoice Description: [cooks building]
 Ext. BatchName (CSV import): []
 Payment Terms: I
 Due Date: 17/05/2013

Save Cancel
 Hold Invoice (MO Property use only)

Removing and invoice from hold

Contact us

Office of Financial Services
 Macquarie University NSW 2109
 Building E11A