

5. Hold Voucher:

For vouchers that are set up to pay, this enables the user to place them on hold, which may be released for payment at a later date. Key in the voucher number to hold and press enter.

00/00/00 16:27:42 A2HLDM S0002	TRUCKING COMPANY PLACE VOUCHERS ON HOLD STATUS
Voucher Number to Hold:	<u>754198</u>
Vendor Number:	<u>400</u>
Vendor Name:	<u>THE ABC COMPANY</u>
Invoice Number:	<u>20010615</u>
Invoice Date:	<u>6/19/01</u>
Invoice Amount	<u>362.50</u>
F2=Hold Voucher	F12=Cancel

Verify the information is correct and press **F2** to hold the voucher.

6. Release Voucher:

This enables the user to release vouchers that have been placed on hold. Key in the voucher number to be released and press enter.

00/00/00 16:27:42 A2HLDM S0002	TRUCKING COMPANY PLACE VOUCHERS ON RELEASE STATUS
Voucher Number to Hold:	<u>754198</u>
Vendor Number:	<u>400</u>
Vendor Name:	<u>THE ABC COMPANY</u>
Invoice Number:	<u>20010615</u>
Invoice Date:	<u>6/19/01</u>
Invoice Amount	<u>362.50</u>
F2=Release Voucher	F12=Cancel

Verify the information is correct and press **F2** to release the voucher for payment.

7. Voucher Hold/Release Inquiry:

This enables the user to search for accounts payable invoices that have been placed on hold and/or released.

00/00/00 16:39:54 A2HLDJ S0001		TRUCKING COMPANY VOUCHER HOLD/RELEASE STATUS INQUIRY			
<u>POSITION TO</u>					
CUSTOMER NAME	----- VOUCHER -----			CUSTOMER	
	NUMBER	TYPE	STATUS	NUMBER	
	----- HOLD -----			----- RELEASE -----	
	USER	DATE	USER	DATE	
ABE'S PETS	750022	Z	X	204	
	TESTTEST		7/01/98		
ABC COMPANY	750017	X	Z	6	
	SMITH		5/01/98	JONES	5/15/98
CITY OF TOMATO	750006	A	B	32	
	TEST1		2/01/98	TEST2	3/01/98

F3=Exit F5=Refresh