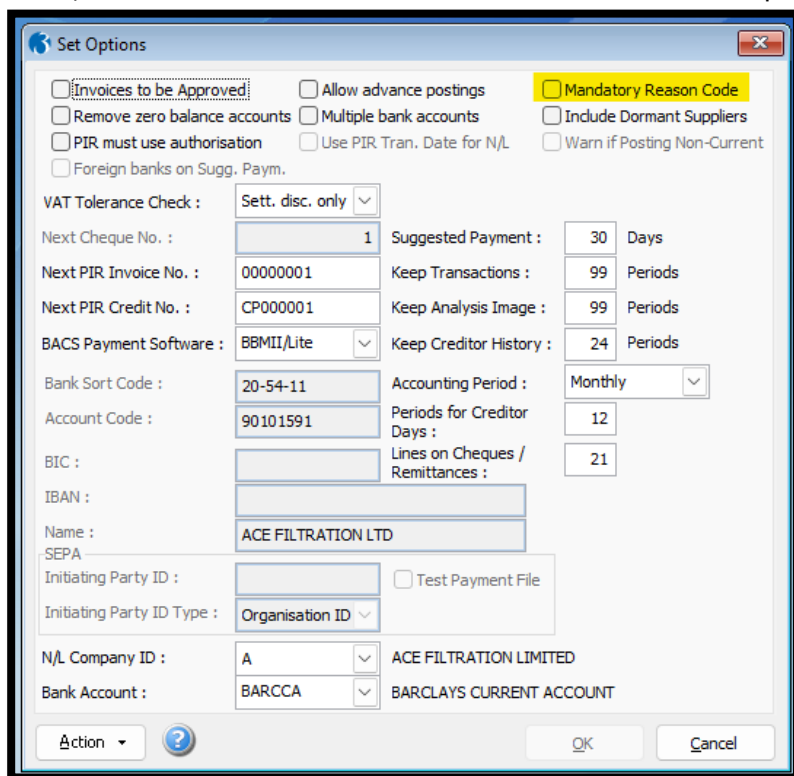
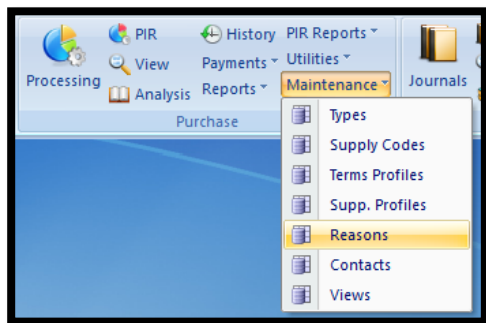


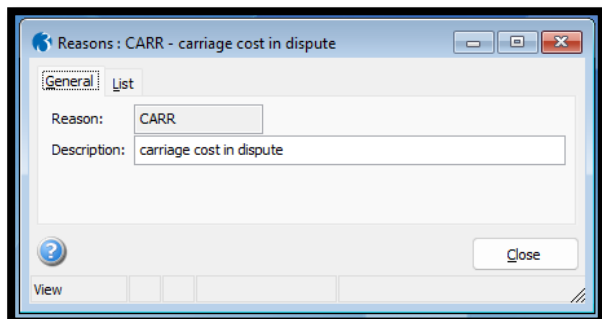
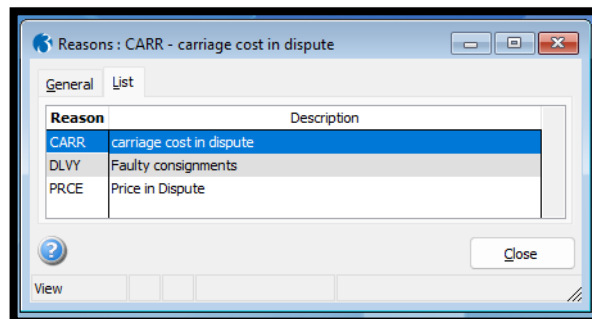
Mandatory reason codes

You can create descriptions that help explain reasons why a transaction is put on hold. When you use the Hold/Rel command associated with the Supplier form to put one or more transactions on hold, you can retrieve and assign a reason description which can be viewed subsequently in enquiries. The Purchase Options form includes an option called Mandatory Reason Code. If this is selected, you must create at least one reason code record, because a reason must be entered when a transaction is put on hold.






Reason descriptions are indexed by a code of up to four characters. Once you have saved a reason code record, you cannot amend the code. However, you can change the description, and this will be updated automatically on any transactions already on hold using the same code.



Reason	Description
CARR	carriage cost in dispute
DLVY	Faulty consignments
PRCE	Price in Dispute

To define reason codes

1. Open the Purchase folder and then click Maintenance or click the Financials tab and then click Purchase - Maintenance on the  Ribbon Bar.
2. Click Reasons.
3. To create a new record, click the  icon on the toolbar or press CTRL+N.
4. In the boxes provided, enter a code and description for the reason.
5. To save the record, click the  icon on the toolbar or press CTRL+S.

Tip*

Use a code that will help you identify the reason. For example, PRCE for Pricing in Dispute.

Reason Entries

Reason A unique reference for the reason. You can use up to four characters.

Description You can add a corresponding description of up to 50 characters.

Holding or Releasing Postings

Use the Hold/Rel command to display a list of all outstanding transactions for the currently selected supplier and put one or more transactions on hold or clear already held transactions. You can perform one of the following actions for the currently selected transaction:

Hold Sets the current transaction's status to 'on hold'.
A transaction with this status cannot be paid or allocated.

Hold All Sets the status of all transactions to 'on hold'.

Release Sets the current transaction's status to 'released'.
Released transactions are available to be paid when they become due.

Release All Sets the status of all transactions to 'released'.
Released transactions are available to be paid when they become due.

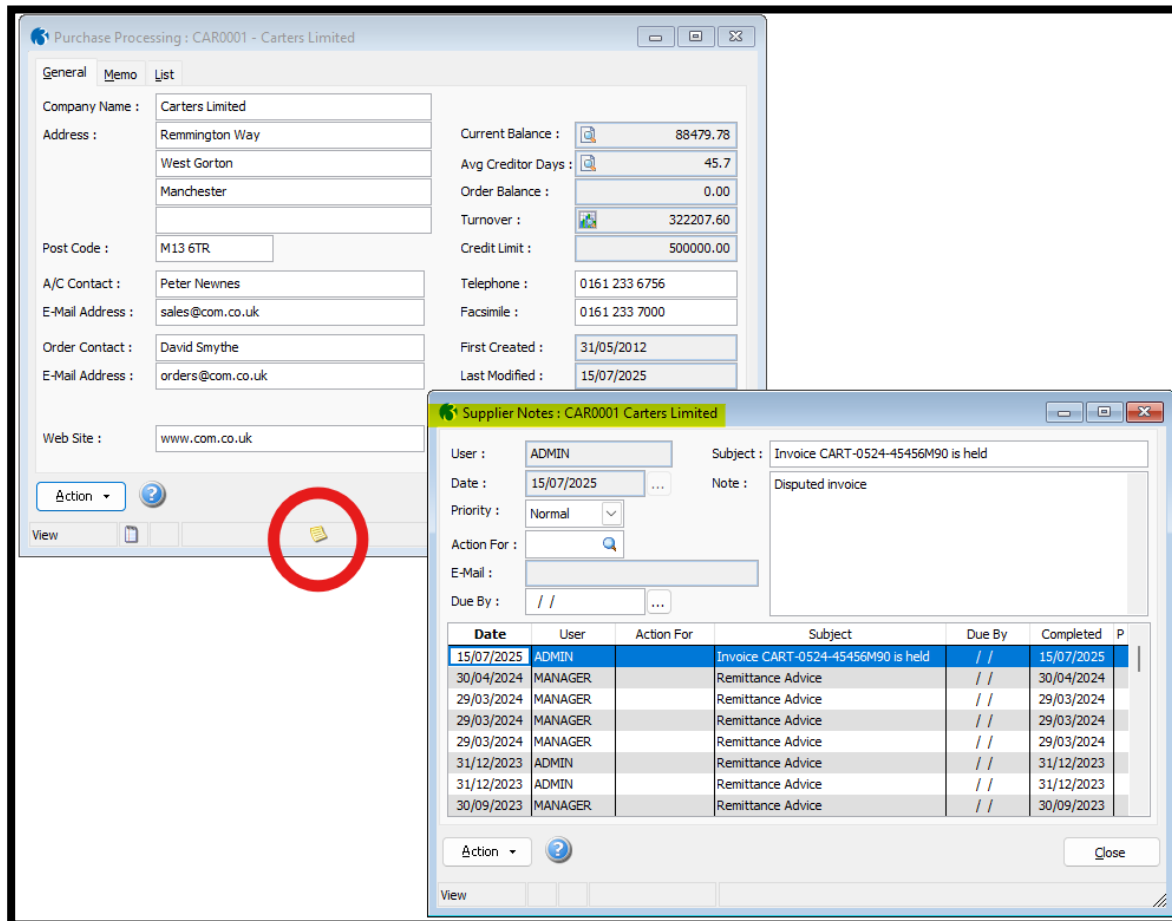
Due Date Displays a Due Date box showing the current transaction's due date which you can amend.

Last Payment Date Changes the last payment date for invoice.

Accept Accepts the processing and stores the changes.

If the Invoices to Approve option is selected on the Purchase Options form, purchase invoice and credit note transactions are automatically put 'on hold' after posting and must be released using this Hold/Rel command before you can process them for payments or allocations. Held transactions are included in the supplier's outstanding balance but do not appear on any payments list until released. You can get a list of such transactions using the Held Invoices command on the Reports submenu of the Purchase module. You can assign a reason code to a held transaction. If the Mandatory Reason Code option is selected for the module using the Set Options command, the selection of a reason code will be required before you can put the transaction on hold. If the option is not selected, you can hold a transaction without having to select a reason code. Reason code records are maintained using the Reasons command on the Maintenance menu.

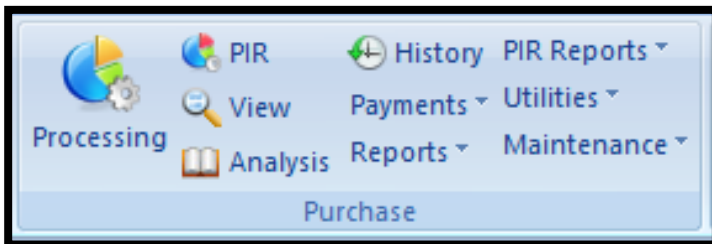
Tip** The holding or clearing of a transaction will create a note record for the supplier concerned.



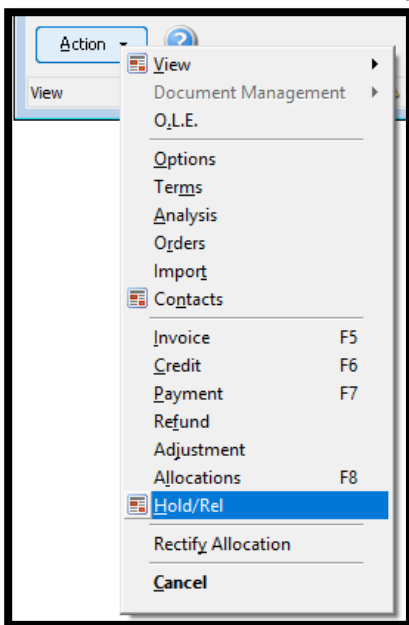
Date	User	Action For	Subject	Due By	Completed	P
15/07/2025	ADMIN		Invoice CART-0524-45456M90 is held	/ /	15/07/2025	
30/04/2024	MANAGER		Remittance Advice	/ /	30/04/2024	
29/03/2024	MANAGER		Remittance Advice	/ /	29/03/2024	
29/03/2024	MANAGER		Remittance Advice	/ /	29/03/2024	
29/03/2024	MANAGER		Remittance Advice	/ /	29/03/2024	
31/12/2023	ADMIN		Remittance Advice	/ /	31/12/2023	
31/12/2023	ADMIN		Remittance Advice	/ /	31/12/2023	
30/09/2023	MANAGER		Remittance Advice	/ /	30/09/2023	

To hold or release purchase transactions

1. Open the Purchase folder, and then click Processing.



2. Retrieve the supplier record for which you want to hold or release transactions, click Action and then click Hold/Rel. The Hold/Release form appears.



3. Click to select the transaction you want to process.
4. Click Action and select the action you want to take.

Hold/Release

Tran. Date	Type	Ref1	Ref2	Value	Balance	Due Date	Last Pmt. Date	Status	Reason	Held Date
28/03/2024	Inv	CAR-0324-49584GINV	IP000467	15570.00	15570.00	27/04/2024	/ /			/ /
03/04/2024	Inv	CART-0424-57323M77		555.55	555.55	03/05/2024	/ /			/ /
03/04/2024	Inv	CART-0424-57323M78		87923.38	87923.38	03/05/2024	/ /			/ /
03/04/2024	Inv	CART-0424-57323M79		0.85	0.85	03/05/2024	/ /			/ /
03/05/2024	Inv	CART-0524-45456M89		555.55	555.55	02/06/2024	/ /			/ /
03/05/2024	Inv	CART-0524-45456M90		87923.38	87923.38	02/06/2024	/ /	Held	DISP	15/07/2025
03/05/2024	Inv	CART-0524-45456M91		0.85	0.85	02/06/2024	/ /			/ /

Due Date : 02/06/2024 ...

Last Pmt. Date : / / ...

Reason Code : DISP Disputed invoice

Action View

- Hold F4
- Hold All F5
- Release F6
- Release All F7
- Due Date F8
- Last Payment Date F11
- Accept F9
- Cancel

OK Cancel

5. Select the relevant reason code from the dropdown

Hold/Release

Tran. Date	Type	Ref1	Ref2	Value	Balance	Due Date	Last Pmt. Date	Status	Reason	Held Date
28/03/2024	Inv	CAR-0324-49584GINV	IP000467	15570.00	15570.00	27/04/2024	/ /			/ /
03/04/2024	Inv	CART-0424-57323M77		555.55	555.55	03/05/2024	/ /			/ /
03/04/2024	Inv	CART-0424-57323M78		87923.38	87923.38	03/05/2024	/ /			/ /
03/04/2024	Inv	CART-0424-57323M79		0.85	0.85	03/05/2024	/ /			/ /
03/05/2024	Inv	CART-0524-45456M89		555.55	555.55	02/06/2024	/ /			/ /
03/05/2024	Inv	CART-0524-45456M90		87923.38	87923.38	02/06/2024	/ /	Held	DISP	15/07/2025
03/05/2024	Inv	CART-0524-45456M91		0.85	0.85	02/06/2024	/ /			/ /

Due Date : 02/06/2024 ...

Last Pmt. Date : / / ...

Reason Code : DISP Disputed invoice

Hold awaiting authorisation

Price query

Quality issue

Credit Note Expected

Supply dispute

Action Modified

OK Cancel

6. Select OK.

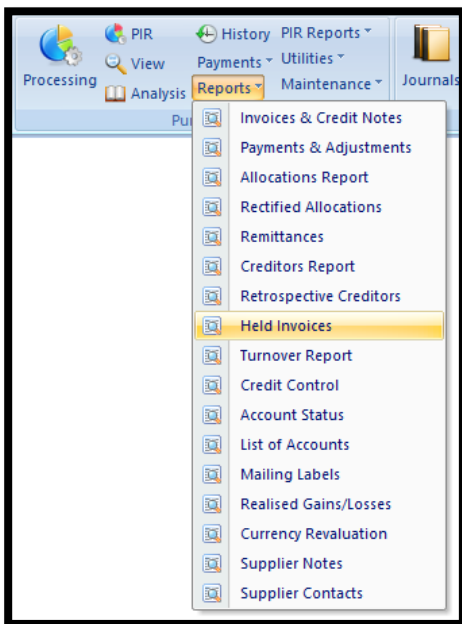
Reporting on held invoices

The Held Invoices report lists purchase invoice invoices and credit notes that have been put on hold by setting a 'dispute' flag against the transaction on the Purchase - Processing- Allocations form.

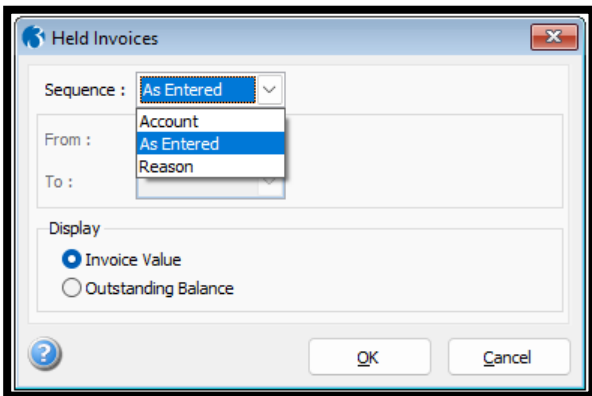
This report includes options to show either the total invoice value or an invoice's outstanding balance on the report. If credit notes are used for adjusting the VAT Return when settlement discount is taken, this report can be used to show invoices paid in Authorise Cheques/BACS that have been put on hold with an outstanding balance.

To Print the Held Invoices Report

1. Go to the Purchase Ledger module - select the option Reports - from the list, select Held Invoices.



2. In the Sequence list, select the sequence option you want. You can produce the report in account or entry date sequence.



3. If you choose to print the report in account sequence, use the From and To lists to define the range of records you want included in the report.

4. Select either Invoice Value (total invoice value) or Outstanding Balance (invoice's outstanding balance) for the report.
5. Click OK. On the Publisher form, click the tab to select the output device you want to use and then complete any settings or options you want to apply to the output device. To process the output, click Publish. The report file name is SQLPHELD.*

Orion Vehicles Leasing									
Purchase Ledger Held Invoices									
Created on 15/07/2025 at 15:02 by ADMIN Showing Original Values									
Orion Vehicles Leasing					Purchase Ledger Held Invoices by As Entered				
Account	Date	Type	Ref1	Ref2	Held By	Held On	Reason	Value	Due Date
CAR0001	03/05/2024	Invoice	CART-0524-		ADMIN	15/07/2025	DISP	Disputed invoice	555.55 02/06/2024
	03/05/2024	Invoice	CART-0524-		ADMIN	15/07/2025	DISP	Disputed invoice	87923.38 02/06/2024
Total								88478.93	

6. To save this report as a Microsoft Excel spreadsheet, select Excel Report from the Report Layout box on the Publisher form.

