



Invoice on Hold Report (UFS) – XML Publisher

Available in **UFS, Accounts Payable**, this report lists AP transactions that have a hold which need investigating and actioning before payment is made to supplier. The report defaults into Excel, but it can also be displayed in PDF format.

Responsibility AP Invoice Manager, AP Invoice Entry or AP Dept Enquiry
Navigate Other > Requests > Run

Parameter Screen

No additional fields need to be entered, but date ranges can be entered to narrow the report data.

Top Tip: You can view this report in PDF by clicking on the **Options** button and amending the **Format**.

Report output

Invoice on Hold Report		Report Date	24/03/2016 13:07				
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Hold Name		First Entered Date					
Supplier Name		Last Entered Date					
Order By	Hold Name	Department					
Department	ZZ						
Hold Insufficient Funds							
Batch Name	Supplier Name	Invoice Number	PO Number	Invoice Date	Original Amount	Amount Remaining	Description
ZZIALS/22/10/15-1	HASELOFF, DR JP (AG 0068177)	EXP PLASWIRES PARIS		22-Oct-15	857.04	857.04	TRAVEL, TAXI, ACCOMMODATION & MEALS- PLASWIRES COORDINATION MEETING,
ZZEINV140307080926	VWR INTERNATIONAL LTD	5062383648		05-Mar-14	390	0	ZZ-1823120
Hold Line Variance							
Batch Name	Supplier Name	Invoice Number	PO Number	Invoice Date	Original Amount	Amount Remaining	Description
ZZIT20160202190049	STEM CELL INSTITUTE	903026		29-Jan-16	314	314	FLOW CYTOMETRY CHARGES & GENE SERVICES
Hold Qty Rec							
Batch Name	Supplier Name	Invoice Number	PO Number	Invoice Date	Original Amount	Amount Remaining	Description
ZZEINV160219081202	SIGMA-ALDRICH CO LTD	8104261524	2250067	18-Feb-16	565	565	ZZ-2250067
ZZEINV160219081202	SIGMA-ALDRICH CO LTD	8104261530	2249659	18-Feb-16	30.96	30.96	ZZ-2249659
Hold SECONDARY APPROVAL							
Batch Name	Supplier Name	Invoice Number	PO Number	Invoice Date	Original Amount	Amount Remaining	Description
ZZIT20160208190057	PHYSIOLOGY.DEVMT & NEUROSCIENCE	904055		29-Jan-16	220	220	Internal Trading
ZZIT20160209190102	PHYSIOLOGY.DEVMT & NEUROSCIENCE	904220		29-Jan-16	410.52	410.52	POSTERS & PRINTING
ZZIT20160105190050	BIOCHEMISTRY	899494		15	54.1	54.1	Internal Trading