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How Do You Place a Vendor Bill on Hold?

Angie K - 2023-07-11 - in Vendors

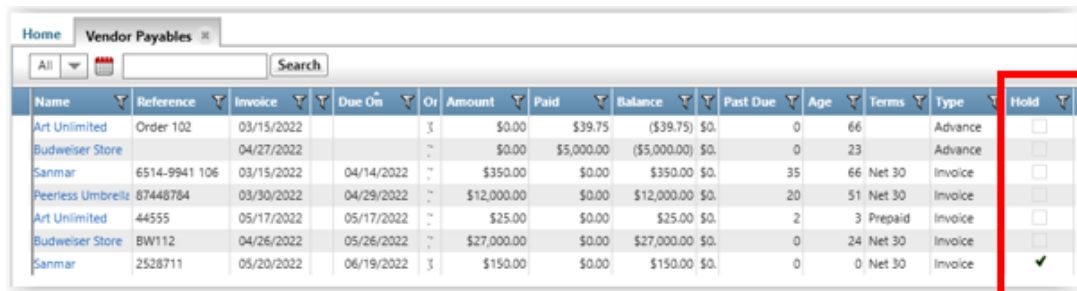
How Do You Place a Vendor Bill on Hold?

Adding or editing a payable record within Bill New, Bill Apply or Bill Adjust will allow you to put the record on/off hold using the Hold checkbox.



The screenshot shows a software interface for creating a new bill. The title bar reads 'Home Bill - New Sanmar'. Below the title bar are buttons for 'Process', 'Import', 'Recurring', 'Cancel', and 'Close'. The main form area includes a 'Type' dropdown set to 'Vendor', a search field containing '64863', a 'Sanmar' vendor name, an 'Edit' button, a checked 'Hold' checkbox (highlighted with a red box), and a 'Posting Date' field set to '5/20/2022'. A 'Classification' dropdown is set to 'Invoice'.

Payables which are on hold, will not appear within Bill Pay or Consolidated Bill Pay. To view the records on hold, a Hold column has been added to the Open Payables and Open Commissions lists.



The screenshot shows a table titled 'Vendor Payables' with a search bar and a 'Search' button. The table has the following columns: Name, Reference, Invoice, Due On, Or, Amount, Paid, Balance, Past Due, Age, Terms, Type, and Hold. The 'Hold' column contains checkboxes for each row. The last row, for 'Sanmar' with reference '2528711', has a checked checkbox in the 'Hold' column, which is highlighted with a red box.

Name	Reference	Invoice	Due On	Or	Amount	Paid	Balance	Past Due	Age	Terms	Type	Hold
Art Unlimited	Order 102	03/15/2022		X	\$0.00	\$39.75	(\$39.75)	\$0.	0	66	Advance	<input type="checkbox"/>
Budweiser Store		04/27/2022		-	\$0.00	\$5,000.00	(\$5,000.00)	\$0.	0	23	Advance	<input type="checkbox"/>
Sanmar	6514-9941 106	03/15/2022	04/14/2022	-	\$350.00	\$0.00	\$350.00	\$0.	35	66 Net 30	Invoice	<input type="checkbox"/>
Peerless Umbrella	87448784	03/30/2022	04/29/2022	-	\$12,000.00	\$0.00	\$12,000.00	\$0.	20	51 Net 30	Invoice	<input type="checkbox"/>
Art Unlimited	44555	05/17/2022	05/17/2022	-	\$25.00	\$0.00	\$25.00	\$0.	2	3 Prepaid	Invoice	<input type="checkbox"/>
Budweiser Store	BW112	04/26/2022	05/26/2022	-	\$27,000.00	\$0.00	\$27,000.00	\$0.	0	24 Net 30	Invoice	<input type="checkbox"/>
Sanmar	2528711	05/20/2022	06/19/2022	X	\$150.00	\$0.00	\$150.00	\$0.	0	0 Net 30	Invoice	<input checked="" type="checkbox"/>