Held Document Retrieve and Post

When to Use

The Hold Document feature can be used to store documents that contain valid information i.e. valid GLs, CCs, FCs etc, but are not ready for posting. Held documents are saved under a user defined number (or name).

NOTE: This procedure CANNOT be used to retrieve or post held ERDDs (Expense Reimbursement Direct Deposits) or Internal Revenues/Expense Recoveries.

For reference guide on how to Retrieve or Post Held ERDDs:
(instructions immediately following "End of Procedure").

For reference guide on how to Retrieve or Post Held Internal Revenues/Expense Recoveries:

Steps

1. Locate the held document.
2. Post the held document.

Detailed Procedures

Note 1: If the document was held in the current fiscal period, and
- the user holding it is the same person as the one posting it, click here for an alternative way of accessing the held document. (The procedure is outlined in this reference guide at the section called:"Accessing HELD Documents via the "Enter vendor invoice" or "Enter G/L account document" transactions").

Access the transaction via

<table>
<thead>
<tr>
<th>Transaction code</th>
<th>FB11</th>
</tr>
</thead>
<tbody>
<tr>
<td>The transaction detailed in this reference guide is only available through a transaction code. There is no menu path to follow, since the transaction is not part of the menu tree.</td>
<td></td>
</tr>
</tbody>
</table>
Hit or “Enter”.

**Step 1. Locate the held document.**

**Post Held Document: Header Data**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Required / Optional</th>
<th>Description of Field Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>User</td>
<td>R</td>
<td>Your UserID will default in the User field. If applicable, enter the UserID of the person who held the document you are to post.</td>
</tr>
<tr>
<td>Temporary document number</td>
<td>O</td>
<td>Enter the temporary document number. To view a list of all your held documents, leave the &quot;Temporary document number&quot; field blank and click on List.</td>
</tr>
<tr>
<td>List</td>
<td>O</td>
<td>Click on this button if you don’t know the held document number. The &quot;List of Parked Documents&quot; screen will appear.</td>
</tr>
</tbody>
</table>
The documents presented here are your HELD documents, not your parked documents.

Click on the document that you are to post to select it, and then click on (or double-click on the document).

If the document chosen was originally held by somebody else than user currently processing, the following pop-up message will appear:

Click "Yes" to continue.

To proceed with processing click on this icon, or , or hit Enter.

Step 2. Post the held document.

Depending on whether the document was held in the current, or in a previous fiscal period, continue with one of the following options:

I. document was held in the current fiscal period

II. document was held in a past fiscal period

I. If the document was held in the current fiscal period, and there are no information, warning or error messages, the "Display Overview" screen will be presented in the following way (To get to the Display Overview screen, you might need to hit "Enter" to get by any information or warning messages (e.g. "net due date is in the past") that refer to the current state of the held document):
II. If the document was held in a previous fiscal period, the "Display Overview" screen will be presented in the following way (To get to the Display Overview screen, you might need to hit "Enter" to get by any information or warning messages (e.g. "net due date is in the past") that refer to the current state of the held document):

![Display Overview Screen](image)

- Change the posting date to a date in the current fiscal period, and hit ![Enter](image). The period will change automatically to the current period, based on the new posting date entered.
- To post the held document, click on the Post icon ![Post](image).
- You may receive certain warning messages when trying to post, such as:
  - ![Document date and posting date are in different fiscal years](image)
  - ![Net due date on 06.06.2004 is in the past](image)
- To continue processing, hit enter or click on ![Ok](image) to acknowledge the warning messages.
- The following information will confirm the posting, and present the system generated document number:

![Header Data Screen](image)

- Note: The posting date is changeable. You must change the posting date to a date in the current fiscal period in order to post the document.
Enter new document | n/a | Do not use for document entry
--- | --- | ---
| O | Click on this icon to delete your held document.

**End of Procedure.**

**Accessing HELD Documents via the "Enter vendor invoice" or "Enter G/L account document" transactions:**

**Note:**

Held documents only remain in the "Tree On" section of the "Enter G/L account document" or "Enter vendor invoice" screen for the fiscal period in which they were created. After the fiscal period closes (month-end) the document is no longer available for selection in the Tree On screen.

**Detailed Procedures**

Click on the "Tree on" button in the "Enter G/L account document" or "Enter vendor invoice" screen

The "Tree" contains a folder called "Held documents".
Click on the "Held documents" folder to list your held documents.

Double click on the document selected for further processing/posting:

Post Held Document: Header Data
Post Held Document: Header Data

- **Document date**: 14.04.2005
- **Type**: KN
- **Company code**: UOFT
- **Posting date**: 22.08.2005
- **Period**: 4
- **Currency/rate**: CAD
- **Document number**: FC2436
- **Reference**: FC2436
- **Doc.headertext**:

Hit **✓** to scroll through the document, make changes as needed, and to acknowledge warning messages and information messages.

Post the held document by clicking on the Post icon **✓**.

**End of Procedure.**

**Reference Guides:**

- **Journal Entry Create**
- **Invoice Create (Non Purchase Order Related)**