

# Advantage 3.11- On Demand Training

**Class Title:** How to place a payment on hold in Advantage Financial 3.11

# Goal & Objectives

**Goal:** After taking this class, students will know how to place a payment on hold in Advantage 3.11.

## **Objectives:**

- Show students how to search for a scheduled payment using DISBM page in Advantage 3.11
- Show students how to place a scheduled payment on hold in Advantage 3.11

# How to place a payment on hold in Advantage 3.11

Use the Jump to box to go to the DISBM table -    click "Go"

The Disbursement Management page will come up. Enter the Schedule Payment Date as a greater than, for example >04/01/2018, and the Vendor number; click on "[Browse](#)"

**Disbursement Management** [Menu Back](#)

[Browse](#) [Clear](#)

**▼ Query**

Scheduled Payment Date:

Priority:

Vendor Code:

Disbursement Management:

User Hold:

Hold Payment Reason:

Restricted:

Discounts Pending:

Fiscal Year:

Fund:

Department:

Appr Unit:

Major Program:

Detail Object:

Sub Object:

Object Category:

Object Type:

Object Group:

Funding Source:

Doc ID:

Disbursement Category:

New Field in 3.11

**Totals**      Total Held      Total Restricted      Total Scheduled \$0.00

**▼ Results**

[Change All](#)    Disb Mgt:     User Hold:     Reason:      Reschedule Date:      Priority:      Disbursement Category:

[Change Selected](#)    [Clear All\(on this page\)](#)    [Select All\(on this page\)](#)

Restricted	Document	Vendor Line Number	Commodity Line Number	Accounting Line Number	Vendor Code	Legal Name	Accounting Line Amount	Disbursement Management	User Hold	Hold Payment Reason	Scheduled Payment Date	Priority	Scheduling Reason Code	Disbursement Category
<input type="checkbox"/> No	PRLVP.121.196800000001	1	0	1	A0219581		(\$70.44)	No	No		05/19/2018	1		
<input type="checkbox"/> No	PRLVP.121.196800000001	1	0	2	A0219581		(\$20.14)	No	No		05/19/2018	1		
<input type="checkbox"/> No	PRLVP.121.196800000002	1	0	1	A0219581		\$84.51	No	No		05/19/2018	1		
<input type="checkbox"/> No	PRLVP.121.196800000002	1	0	2	A0219581		\$6.07	No	No		05/19/2018	1		

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If you need to put multiple payments for like vendors on hold, you can enter other information such as the Disbursement Category to limit the search results.

	<b>Disbursement Category</b>	<b>Name</b>
<a href="#">Select</a>	HIDT	HIDTA-TPD Grant
<a href="#">Select</a>	HSNG	Housing Payments
<a href="#">Select</a>	WTR	Water Refunds
<a href="#">Select</a>	P&R	Parks & Recreation
<a href="#">Select</a>	SUN	Sun Tran Payments
<a href="#">Select</a>	LIB	Library Payments
<a href="#">Select</a>	PCRD	Payment Net
<a href="#">Select</a>	HET	High Efficiency Toilet Rebate
<a href="#">Select</a>	MLR	Medical Liab Rebate
<a href="#">Select</a>	TST	Testing patches

All pending payments that meet you search criteria (vendor #, priority, category, etc.) will come up.

Click on “ **▶ Results** ”

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▼ Query

Scheduled Payment Date: >04/01/2018

Priority: 1

Vendor Code:

Disbursement Management:

User Hold: No

Hold Payment Reason:

Restricted:

Discounts Pending:

Fiscal Year:

Fund:

Department:

Appr Unit:

Major Program:

Detail Object:

Sub Object:

Object Category:

Object Type:

Object Group:

Funding Source:

Doc ID:

Disbursement Category:

**Totals**      **Total Held** (\$20.00)      **Total Restricted**      **Total Scheduled** (\$20.00)

**▶ Results**

[Clear All\(on this page\)](#)   [Select All\(on this page\)](#)

Restricted	Document	Vendor Line Number	Commodity Line Number	Accounting Line Number	Vendor Code	Legal Name	Accounting Line Amount	Disbursement Management	User Hold	Hold Payment Reason	Scheduled Payment Date	Priority	Scheduling Reason Code	Disbursement Category
<input type="checkbox"/> No	<a href="#">GAT.121.PYRL0001573</a>	1	0	1	A021983		(\$3.46)	No	No		06/14/2018	1		
<input type="checkbox"/> No	<a href="#">PRLVP.121.198200000003</a>	1	0	1	A021981		(\$16.54)	No	No		06/15/2018	1		

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# How to place a scheduled payment on hold in Advantage 3.11

This will reveal your option to place on hold, reschedule, etc.

Disbursement Management [Menu Back](#)

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▼ Query

Scheduled Payment Date: >04/01/2018  Department:  Disbursement Category:

Priority: 1  Appr Unit:

Vendor Code:  Major Program:

Disbursement Management:  Detail Object:

User Hold: No  Sub Object:

Hold Payment Reason:  Object Category:

Restricted:  Object Type:

Discounts Pending:  Object Group:

Fiscal Year:  Funding Source:

Fund:  Doc ID:

Totals      Total Held (\$20.00)      Total Restricted      Total Scheduled (\$20.00)

▼ Results

[Change All](#)    **Disb Mgt:**     **User Hold:**     **Reason:**     **Reschedule Date:**     **Priority:**     **Disbursement Category:**

[Change Selected](#)

[Clear All\(on this page\)](#)    [Select All\(on this page\)](#)

Restricted	Document	Vendor Line Number	Commodity Line Number	Accounting Line Number	Vendor Code	Legal Name	Accounting Line Amount	Disbursement Management	User Hold	Hold Payment Reason	Scheduled Payment Date	Priority	Scheduling Reason Code	Disbursement Category
<input type="checkbox"/> No	<a href="#">GAT.121.PYRL0001573</a>	1	0	1	A021983		(\$3.46)	No	No		06/14/2018	1		
<input type="checkbox"/> No	<a href="#">PRLVP.121.198200000003</a>	1	0	1	A021981		(\$16.54)	No	No		06/15/2018	1		

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If more than one payment is listed, find the amount you need to put on hold and check the box(es) for the appropriate document(s).

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**▼ Query**

Scheduled Payment Date:  
 Department: 
 Disbursement Category:  

Priority: 
 Appr Unit:

Vendor Code:  
 Major Program:

Disbursement Management: 
 Detail Object:

User Hold: 
 Sub Object:

Hold Payment Reason:  
 Object Category:

Restricted: 
 Object Type:

Discounts Pending: 
 Object Group:

Fiscal Year: 
 Funding Source:

Fund: 
 Doc ID:

**Totals**      Total Held (\$20.00)      Total Restricted      Total Scheduled (\$20.00)

**▼ Results**

[Change All](#)    Disb Mgt:     User Hold:     Reason:      Reschedule Date:      Priority:      Disbursement Category:  

[Change Selected](#)  
[Clear All\(on this page\)](#)    [Select All\(on this page\)](#)

Restricted	Document	Vendor Line Number	Commodity Line Number	Accounting Line Number	Vendor Code	Legal Name	Accounting Line Amount	Disbursement Management	User Hold	Hold Payment Reason	Scheduled Payment Date	Priority	Scheduling Reason Code	Disbursement Category
<input type="checkbox"/>	<a href="#">GAT.121.PYRL0001573</a>	1	0	1	A021983		(\$3.46)	No	No		06/14/2018	1		
<input checked="" type="checkbox"/>	<a href="#">PRLVP.121.198200000003</a>	1	0	1	A021981		(\$16.54)	No	No		06/15/2018	1		

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Select "Yes" under the User Hold option.

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**▼ Query**

Scheduled Payment Date : >04/01/2018	Department : <input type="text"/>	Disbursement Category : <input type="text"/>	
Priority : 1	Appr Unit : <input type="text"/>		
Vendor Code : <input type="text"/>	Major Program : <input type="text"/>		
Disbursement Management : <input type="text"/>	Detail Object : <input type="text"/>		
User Hold : No <input type="text"/>	Sub Object : <input type="text"/>		
Hold Payment Reason : <input type="text"/>	Object Category : <input type="text"/>		
Restricted : <input type="text"/>	Object Type : <input type="text"/>		
Discounts Pending : <input type="text"/>	Object Group : <input type="text"/>		
Fiscal Year : <input type="text"/>	Funding Source : <input type="text"/>		
Fund : <input type="text"/>	Doc ID : <input type="text"/>		

**Totals**      Total Held (\$20.00)      Total Restricted      Total Scheduled (\$20.00)

**▼ Results**

[Change All](#)    Disb Mgt :     **User Hold : Yes**    Reason :     Reschedule Date :     Priority :     Disbursement Category :

[Change Selected](#)  
[Clear All\(on this page\)](#)    [Select All\(on this page\)](#)

Restricted	Document	Vendor Line Number	Commodity Line Number	Accounting Line Number	Vendor Code	Legal Name	Accounting Line Amount	Disbursement Management	User Hold	Hold Payment Reason	Scheduled Payment Date	Priority	Scheduling Reason Code	Disbursement Category
<input type="checkbox"/> No	<a href="#">GAT.121.PYRL0001573</a>	1	0	1	A021983		(\$3.46)	No	No		06/14/2018	1		
<input checked="" type="checkbox"/> No	<a href="#">PRLVP.121.1982000000003</a>	1	0	1	A021981		(\$16.54)	No	No		06/15/2018	1		

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Select one of the Reasons from the drop-down list:

**Disbursement Management**

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**▼ Query**

Scheduled Payment Date: >04/01/2018	Department: <input type="text"/>	Disbursement Category: <input type="text"/>	
Priority: 1	Appr Unit: <input type="text"/>		
Vendor Code: <input type="text"/>	Major Program: <input type="text"/>		
Disbursement Management: <input type="text"/>	Detail Object: <input type="text"/>		
User Hold: No	Sub Object: <input type="text"/>		
Hold Payment Reason: <input type="text"/>	Object Category: <input type="text"/>		
Restricted: <input type="text"/>	Object Type: <input type="text"/>		
Discounts Pending: <input type="text"/>	Object Group: <input type="text"/>		
Fiscal Year: <input type="text"/>	Funding Source: <input type="text"/>		
Fund: <input type="text"/>	Doc ID: <input type="text"/>		

<b>Totals</b>	Total Held (\$20.00)	Total Restricted	Total Scheduled (\$20.00)
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**▼ Results**

[Change All](#)   
 Disb Mgt:    
 User Hold: Yes   
 Reason: 1   
 Reschedule Date:    
 Priority:    
 Disbursement Category:

[Change Selected](#)  
[Clear All\(on this page\)](#)    [Select All\(on this page\)](#)

Restricted	Document	Vendor Line Number	Commodity Line Number	Accounting Line Number	Vendor Code	Legal Name	Accounting Line Amount	Disbursement Management	User Hold	Hold Payment Reason	Scheduled Payment Date	Priority	Scheduling Reason Code	Disbursement Category
<input type="checkbox"/> No	<a href="#">GAT.121.PYRL0001573</a>	1	0	1	A021983		(\$3.46)	No	No		06/14/2018	1		
<input checked="" type="checkbox"/> No	<a href="#">PRLVP.121.198200000003</a>	1	0	1	A021981		(\$16.54)	No	No		06/15/2018	1		

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**Choose**

[Browse](#) [Clear](#)

Hold Code :  Hold Reason :

	Hold Code	Hold Reason
<a href="#">Select</a>	1	User Hold
<a href="#">Select</a>	2	Additional Verification Required
<a href="#">Select</a>	3	Disbursement Management Hold
<a href="#">Select</a>	4	Bank Account Limit Exceeded
<a href="#">Select</a>	5	Vendor Payment on Hold
<a href="#">Select</a>	6	Budget Authority Exceeded
<a href="#">Select</a>	7	Fund Balance Hold
<a href="#">Select</a>	8	Invalid Disbursement Number
<a href="#">Select</a>	9	Disbursement Post Rejection
<a href="#">Select</a>	10	Cash Limit Exceeded
<a href="#">Select</a>	11	Bank Account Not Found
<a href="#">Select</a>	12	Disbursement Parameter Entry Not Found
<a href="#">Select</a>	13	Invalid AL, zero \$

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You can also use the other options to reschedule, change the priority, and change the disbursement category if needed.

Click on “ [Change Selected](#) ”

**Disbursement Management**

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▼ **Query**

Scheduled Payment Date : >04/01/2018

Priority : 1

Vendor Code :

Disbursement Management :

User Hold : No

Hold Payment Reason :

Restricted :

Discounts Pending :

Fiscal Year :

Fund :

Department :

Appr Unit :

Major Program :

Detail Object :

Sub Object :

Object Category :

Object Type :

Object Group :

Funding Source :

Doc ID :

Disbursement Category :

**Totals**      **Total Held** (\$20.00)      **Total Restricted**      **Total Scheduled** (\$20.00)

▼ **Results**

[Change All](#)    Disb Mgt :     User Hold : Yes     Reason : 1     Reschedule Date :     Priority :     Disbursement Category :

[Change Selected](#)

[Clear All\(on this page\)](#)    [Select All\(on this page\)](#)

Restricted	Document	Vendor Line Number	Commodity Line Number	Accounting Line Number	Vendor Code	Legal Name	Accounting Line Amount	Disbursement Management	User Hold	Hold Payment Reason	Scheduled Payment Date	Priority	Scheduling Reason Code	Disbursement Category
<input type="checkbox"/> No	<a href="#">GAT.121.PYRL0001573</a>	1	0	1	A021983		(\$3.46)	No	No		06/14/2018	1		
<input checked="" type="checkbox"/> No	<a href="#">PRLVP.121.198200000003</a>	1	0	1	A021981		(\$16.54)	No	No		06/15/2018	1		

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The payment(s) selected are now on hold and will not pay until removed from hold.

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**▼ Query**

Scheduled Payment Date: >04/01/2018  Department:  Disbursement Category:  

Priority: 1 Appr Unit:

Vendor Code: A021983,A02198  Major Program:

Disbursement Management:  Detail Object:

User Hold:  Sub Object:

Hold Payment Reason:   Object Category:

Restricted:  Object Type:

Discounts Pending:  Object Group:

Fiscal Year:  Funding Source:

Fund:  Doc ID:

**Totals**      **Total Held (\$20.00)**      **Total Restricted**      **Total Scheduled (\$20.00)**

**▼ Results**

[Change All](#)    Disb Mgt:     User Hold:     Reason: 1     Reschedule Date:      Priority:      Disbursement Category:  

[Change Selected](#)

[Clear All\(on this page\)](#)    [Select All\(on this page\)](#)

Restricted	Document	Vendor Line Number	Commodity Line Number	Accounting Line Number	Vendor Code	Legal Name	Accounting Line Amount	Disbursement Management	User Hold	Hold Payment Reason	Scheduled Payment Date	Priority	Scheduling Reason Code	Disbursement Category
<input type="checkbox"/> No	<a href="#">PRLVP.121.198200000003</a>	1	0	1	A021981		(\$16.54)	No	Yes	1	6/15/2018	1		
<input type="checkbox"/> No	<a href="#">GAT.121.PYRL0001573</a>	1	0	1	A021983		(\$3.46)	No	No		06/14/2018	1		

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To remove simply locate and select the payment, change the User Hold to “No” and hit “Change Selected” and the payment will no longer be on hold and will pay in the next run.

Thank You!

This concludes the Vendor/Customer  
Maintenance to Add a TIN Training  
for Advantage Financial 3.11