



How Do I Put An Invoice On Hold?

There is an option in Orchestrated to put an invoice on "hold" by creating what's called a Payment Block.

To block/hold an invoice, click on the Accounting tab of the invoice and then the drop-down for "Payment Block":

The screenshot shows the 'A/R Invoice' form with the 'Accounting' tab selected. The 'Payment Block' dropdown menu is open, showing 'Define New' as the selected option. Other fields include Customer Code (C1001), Customer Name (MBC-UNITED WHOLESALE LLC), Contact Person (Roger Millwood), and Customer Ref. No. (42690). The Accounting section includes fields for BP Project, Indicator, and Federal Tax ID.

A/R Invoice	
Customer Code	C1001
Customer Name	MBC-UNITED WHOLESALE LLC
Contact Person	Roger Millwood
Customer Ref. No.	42690
Local Currency	
No.	Primary
Status	
Posting Date	
Due Date	
Document Date	
Payment Doc	
Accounting	
Journal Remark	A/R Invoices - C1001
Control Account	11005-00 - Accounts Receivable
<input type="checkbox"/> Payment Block	Define New
<input type="checkbox"/> Max. Cash Discount	
Payment Terms	Define New
Payment Method	IN-EET
BP Project	
Indicator	
Federal Tax ID	



If one doesn't exist, click "Define New" and fill in the Payment Block Reason on the window that pops up:

Payment Blocks - Setup	
#	Payment Block
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You can then attach this block to the invoice and this will be omitted when running through the Payment Wizard.

When it comes time to remove the block, simply pull the invoice back up and uncheck the box next to "Payment Block" on the accounting tab.