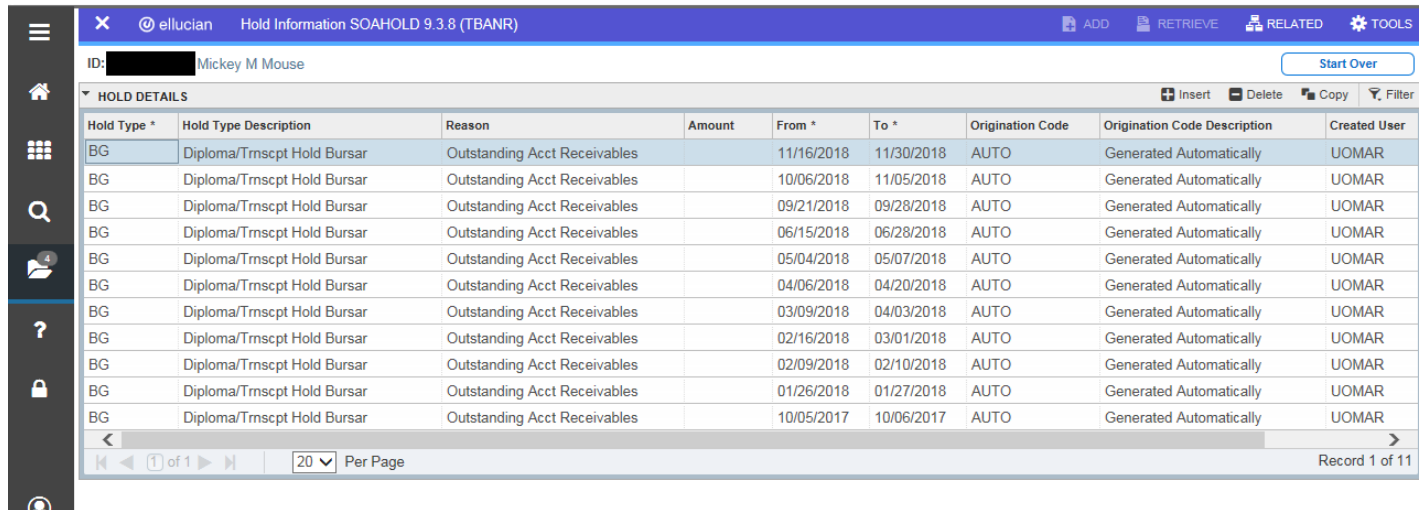


Query a Student's Holds (SOAHOLD)

1. Access the Hold Information page (**SOAHOLD**).
2. In the **ID** field, enter the student's U number.
 - If you do not know student's U number, click the **Lookup button** to perform a person search.
3. Click **Go**.
4. The student's holds will be displayed.
 - The "**From**" date is the effective date of the hold.
 - The "**To**" date determines when the hold is no longer active.
5. To view another student, click **Start Over** and repeat steps 2 and 3.



The screenshot shows the SOAHOLD application interface. At the top, there is a navigation bar with the title "Hold Information SOAHOLD 9.3.8 (TBANR)" and a search bar containing the student ID "Mickey M Mouse". A "Start Over" button is visible in the top right corner. Below the search bar, there is a "HOLD DETAILS" section with a table of holds. The table has columns for Hold Type, Hold Type Description, Reason, Amount, From, To, Origination Code, Origination Code Description, and Created User. The table contains 11 rows of data, all with a Hold Type of "BG" and a Reason of "Outstanding Acct Receivables". The Origination Code Description for all rows is "Generated Automatically" and the Created User is "UOMAR". At the bottom of the table, there is a pagination control showing "1 of 1" and "20 Per Page".

| Hold Type * | Hold Type Description | Reason | Amount | From * | To * | Origination Code | Origination Code Description | Created User |
|-------------|-----------------------------|------------------------------|--------|------------|------------|------------------|------------------------------|--------------|
| BG | Diploma/Trnscpt Hold Bursar | Outstanding Acct Receivables | | 11/16/2018 | 11/30/2018 | AUTO | Generated Automatically | UOMAR |
| BG | Diploma/Trnscpt Hold Bursar | Outstanding Acct Receivables | | 10/06/2018 | 11/05/2018 | AUTO | Generated Automatically | UOMAR |
| BG | Diploma/Trnscpt Hold Bursar | Outstanding Acct Receivables | | 09/21/2018 | 09/28/2018 | AUTO | Generated Automatically | UOMAR |
| BG | Diploma/Trnscpt Hold Bursar | Outstanding Acct Receivables | | 06/15/2018 | 06/28/2018 | AUTO | Generated Automatically | UOMAR |
| BG | Diploma/Trnscpt Hold Bursar | Outstanding Acct Receivables | | 05/04/2018 | 05/07/2018 | AUTO | Generated Automatically | UOMAR |
| BG | Diploma/Trnscpt Hold Bursar | Outstanding Acct Receivables | | 04/06/2018 | 04/20/2018 | AUTO | Generated Automatically | UOMAR |
| BG | Diploma/Trnscpt Hold Bursar | Outstanding Acct Receivables | | 03/09/2018 | 04/03/2018 | AUTO | Generated Automatically | UOMAR |
| BG | Diploma/Trnscpt Hold Bursar | Outstanding Acct Receivables | | 02/16/2018 | 03/01/2018 | AUTO | Generated Automatically | UOMAR |
| BG | Diploma/Trnscpt Hold Bursar | Outstanding Acct Receivables | | 02/09/2018 | 02/10/2018 | AUTO | Generated Automatically | UOMAR |
| BG | Diploma/Trnscpt Hold Bursar | Outstanding Acct Receivables | | 01/26/2018 | 01/27/2018 | AUTO | Generated Automatically | UOMAR |
| BG | Diploma/Trnscpt Hold Bursar | Outstanding Acct Receivables | | 10/05/2017 | 10/06/2017 | AUTO | Generated Automatically | UOMAR |

To filter a specific hold type:

1. Perform steps 1 through 3.
2. Access the filter menu by clicking Filter or pressing **F7**.
3. Enter the Hold Type to filter (or click the Lookup button for a list of values) or enter other information.
4. Click **Go** (or press **F8**).

Enter Comments (SPACMNT)

1. Access the Person Comment page (**SPACMNT**).
2. In the **ID** field, enter the student's U number.
 - If you do not know student's U number, click the **Lookup button** to perform a person search.
3. Click **Go**.
4. Enter the **appropriate Comment Type**. The Comment Type should be 100 for General Comment unless it is tied to a hold in which case the Comment Type will be HXX where XX is the Hold Type that the comment matches.
5. Enter **Originator** for the office of the person creating the comment. Use the Lookup button to find the proper code. Leave the Contact field blank.
6. In the Comments field, type your comment. These should be carefully worded and brief. Offices may want to establish guidelines. These comments can be viewed by all people who have query access to the form. Students do not have access to the information.
7. Click Save.

Note: The confidentiality box indicates that the comment is confidential but it does not restrict it from view. Do not use the Narrative Comments box at this time.

ellucian Person Comment SPACMNT 9.3.9 (TBANR) ADD RETRIEVE RELATED TOOLS

ID: [REDACTED] Mouse, Mickey M. Start Over

PERSON COMMENT Insert Delete Copy Filter

Comment Type * **TQC** General Comment To Time

Originator **REG** Registrar Confidentiality

Contact

Contact Date **08/25/2017** Add Date **08/25/2017**

Activity Date **08/25/2017**

From Time **Appointments** Last Updated by **GYOUNG2**

Comments sent Yellow Ribbon VA application

Narrative Comments

Record 1 of 1

EDIT Record: 1/1 SPRCMNT.SPRCMNT_CMTT_CODE (1) ©2000 - 2018 Ellucian. All rights reserved. ellucian. SAVE

To filter a specific Comment Type:

1. Perform steps 1 through 3.
2. Access the filter menu by pressing **F7**.
3. Enter the Comment Type to filter or enter the Originator (or both).
4. Click **Go** (or press **F8**).