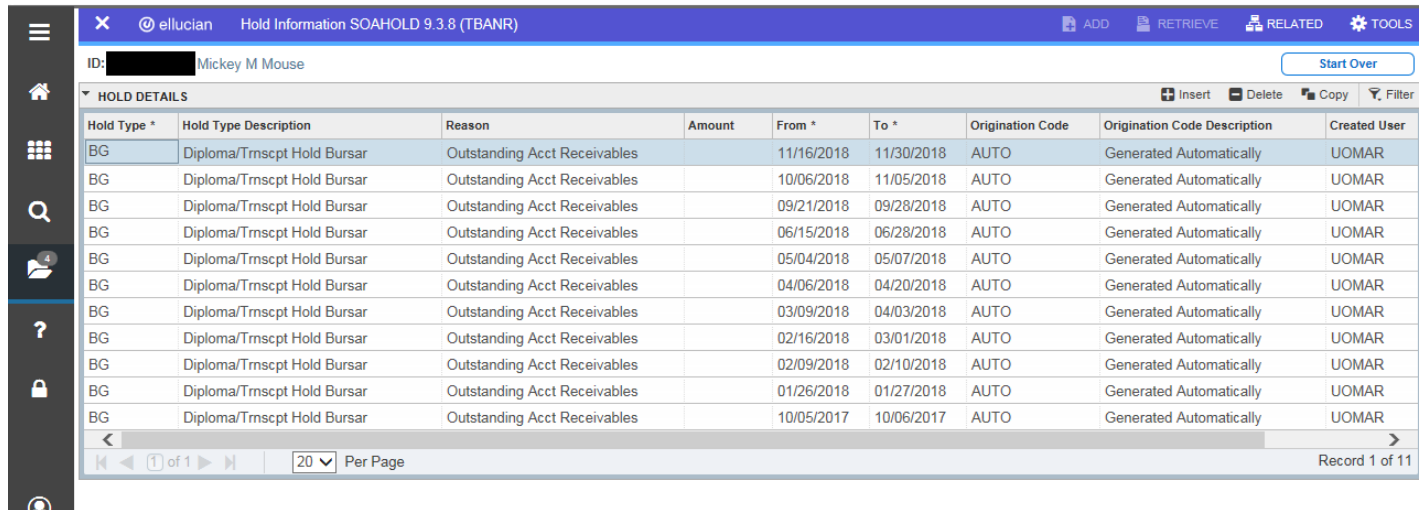## Query a Student's Holds (SOAHOLD)

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   - The "**To**" date determines when the hold is no longer active.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.

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

ID: Mickey M Mouse — Hold Information SOAHOLD 9.3.8 (TBANR) — Record 1 of 11 — 20 Per Page — 1 of 1

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.

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**).