

# Banner 9 – Hold Information (SOAHOLD)

Search for “SOAHOLD” using either “Search...” on the home screen or the upper left corner magnifying glass.

The screenshot shows the Banner 9 SOAHOLD interface. At the top, there is a navigation bar with a search icon, a user profile icon, and a 'Sign Out' button. Below this is a blue header with the text 'Hold Information SOAHOLD 9.3.2 (RACT)'. The main area contains an 'ID:' label followed by a text input field and a green 'Go' button. A grey message box below the input field says 'Get Started: Fill out the fields above and press Go.'

Enter the student’s ID number in the “ID” field and click “Go”.

Holds on the student’s account will populate the screen. The hold type, description, and reason will tell you why the hold was placed on the account. In the example below the first hold was placed because the student owes money.

Hold Type *	Hold Type Description	Reason	Release Indicator	Amount	From *	To *	Or
FM	Owe Accts Receivable Balance	Owes on Account	<input checked="" type="checkbox"/>		09/11/2017	12/31/2099	ST
IM	Immunization		<input checked="" type="checkbox"/>		01/03/2017	12/31/2099	AI
FY	FYS-Must meet all requirements		<input type="checkbox"/>		03/01/2014	12/31/2099	FF
11	Need Developmental Reading		<input checked="" type="checkbox"/>		02/13/1995	01/01/2099	AI
13	Need Writing Tutorial		<input checked="" type="checkbox"/>		02/13/1995	01/01/2099	AI
15	Need Intermediate Algebra		<input checked="" type="checkbox"/>		02/13/1995	01/01/2099	AI

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The hold is only active during the dates listed on the “from” and “to” fields. If you scroll over you can view the department from which the hold originated and the description lists a phone number to call with questions about that specific hold. The created user is the user that actually placed the hold on the account.

**NOTE:** If “Release Indicator” is checked ONLY the created user can remove that hold. **Do not check this box with personal accounts.** As seen below, the highlighted hold was created by a personal user and so the box is not checked.

Release Indicator	Amount	From *	To *	Origination Code	Origination Code Description	Created User
<input checked="" type="checkbox"/>		09/11/2017	12/31/2099	STAC	Student Accts (870)972-2285	HOLDSTAC
<input checked="" type="checkbox"/>		01/03/2017	12/31/2099	ARR	Admission/Record 972-2031	HOLDREG
<input type="checkbox"/>		03/01/2014	12/31/2099	FRST	First Year Studies 972-2080	SELLENBURG
<input checked="" type="checkbox"/>		02/13/1995	01/01/2099	ADVS	Advisement Serv 972-3001	HOLDAS
<input checked="" type="checkbox"/>		02/13/1995	01/01/2099	ADVS	Advisement Serv 972-3001	HOLDAS
<input checked="" type="checkbox"/>		02/13/1995	01/01/2099	ADVS	Advisement Serv 972-3001	HOLDAS

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Holds can be ended either by changing the “to” date or by removing the record. Use “Delete” to remove records.

*NOTE: Some personal identifying information, including ID Number, has been redacted.*

To add a record click the “Insert” button on the record toolbar.

HOLD DETAILS								+	-	■	🔍
Hold Type *	Hold Type Description	Reason	Release Indicator	Amount	From *	To *	Or				
FM	Owe Accts Receivable Balance	Owes on Account	<input checked="" type="checkbox"/>		09/11/2017	12/31/2099	S				
IM	Immunization		<input checked="" type="checkbox"/>		01/03/2017	12/31/2099	AI				
FY	FYS-Must meet all requirements		<input type="checkbox"/>		03/01/2014	12/31/2099	FF				
11	Need Developmental Reading		<input checked="" type="checkbox"/>		02/13/1995	01/01/2099	AI				
13	Need Writing Tutorial		<input checked="" type="checkbox"/>		02/13/1995	01/01/2099	AI				
15	Need Intermediate Algebra		<input checked="" type="checkbox"/>		02/13/1995	01/01/2099	AI				
<input type="text"/>	<input type="text"/>		<input type="checkbox"/>		11/03/2017	12/31/2099					

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If you know the hold type enter it, or click “...” next to the field to look up a code.

**Hold Type Codes (STVHLDD)** ✕

Criteria

Code	Desc	Reg Hold	Env Hold	Trans Hold	Grad
11	Need Developmental Reading	Y			^
12	Need Language development	Y			
13	Need Writing Tutorial	Y			
14	Need Developmental Algebra	Y			
15	Need Intermediate Algebra	Y			
16	College Reading I	Y			
17	College Reading II	Y			
A1	Needs Acad Integ Course	Y			
A2	DOES NOT HOLD ANYTHING				
A3	Academic Integ MA	Y			▼

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Once all necessary information has been added click “Save” in the lower right.

To look up a different student’s information, click “Start Over” on the upper right.