

Placing a Hold on an Invoice

How to place a hold on an invoice that has been initiated
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Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type	Notes	Validation Status	Approval Status	Holds	Details
How To Create an Invoice	18-Mar-2025	18-Mar-2025 ...	Fisher Scientific	MD Boston-1	456.78 USD	456.78 USD	0.00 USD	Standard		Validated	Initiated	0	

- 1 Find the invoice you need to place on hold in Manage Invoices
- 2 Click on the blue invoice number to enter the invoice

• 3

Workflow Type	Line	Action	Action Date	Approver	Reviewed Amount	Comments	Hold Reason
Invoice approval		Initiated	18-Mar-2025 01:...	Thomas Wie...	123.32 USD		
Invoice approval		Automatic a...	18-Mar-2025 01:...	Workflow sys...	123.32 USD		
Invoice approval		Assigned to	18-Mar-2025 01:...	Sarah Stroup...			
Invoice approval		Withdrawn	18-Mar-2025 01:...	Thomas Wie...	123.32 USD		
Invoice approval		Resubmitted	18-Mar-2025 01:...	Thomas Wie...	456.78 USD		

- 3 Find the **Holds** section at the bottom of the page, you may need to scroll down.

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Holds ?

View ▾ + 4 × 📄 Detach Release Holds

Hold	
Name	Reason
No holds.	

- 4 Find To add a hold click on the +

View ▾ + × 📄 Detach Release Holds

Hold				
Name	Reason	Details	Line Held	
Payment Instructions Hold	Hold to print on campus			T

- 5 Select a name for your hold from the drop down menu
- 6 Add specific information in the reason field

Invoice Actions ▾ Save and Create Next Save Save and Close Cancel

- 7 Click **Save** to ensure your hold is in place
- 8 Click **Save and Close**. You have placed a hold on your invoice

**If you have any questions or need any assistance,
please contact Accounts Payable at:
ap@gmhec.org**