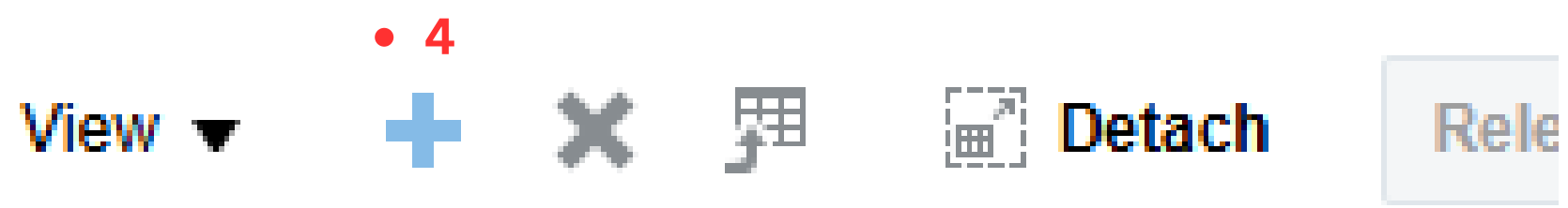


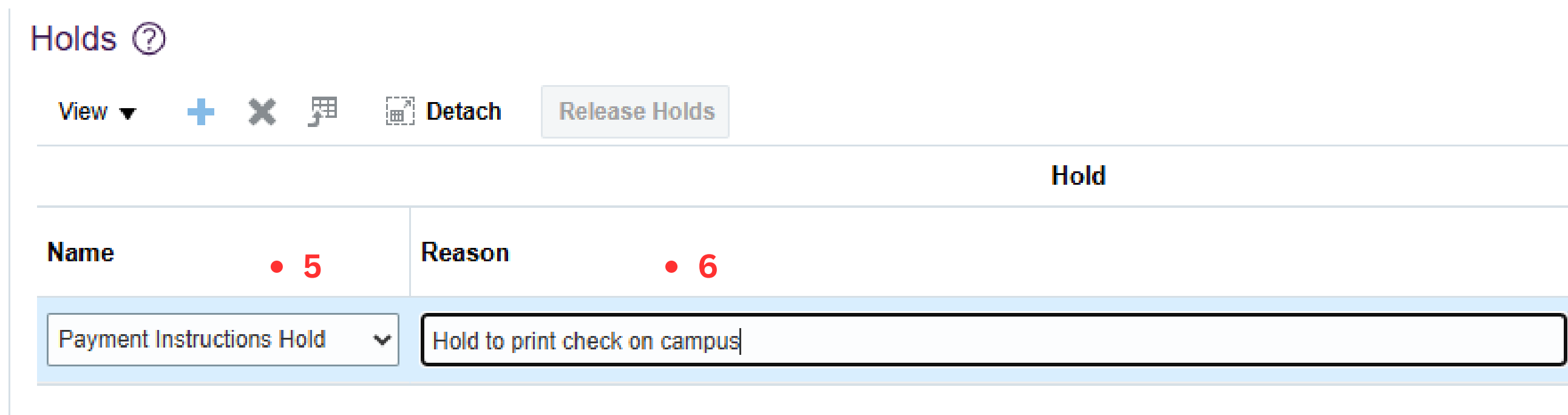
Placing a Hold on an Invoice

How to place a hold on an invoice that has been initiated
Page 2 of 2

Holds ?

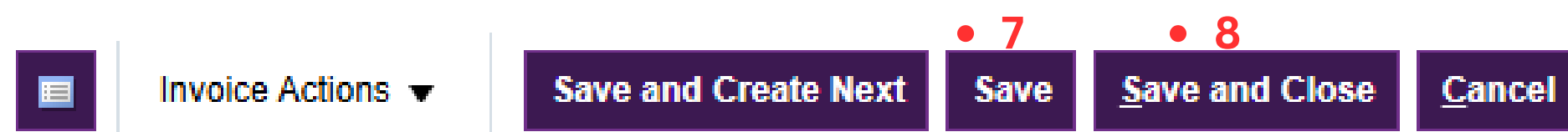


- 4 To add a hold click on the +



Holds ?	
View ▼ + - Detach Release Holds	
Hold	
Name • 5	Reason • 6
Payment Instructions Hold ▼	Hold to print check on campus

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



- 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**