

Hold Invoice

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An invoice can be marked as hold, which disallows the invoice to be tagged for payment. To hold an invoice, select an invoice you wish to hold and click the Hold button. A screen will display with all unpaid invoices for that vendor that are available to hold, giving you the option to hold more than one at a time. The invoice distributions or line items show at the bottom of the screen for the invoice you have selected at the top. You can choose to hold part of an invoice by checking which distributions you want to hold at the bottom.

Note that the invoice you had already selected is checked by default. Check all invoices that you wish to hold and click the Hold button.
