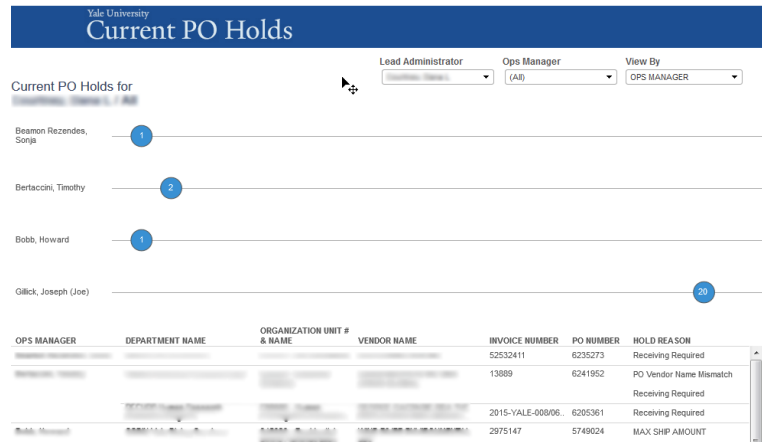


1. The chart at the top of the page displays a bubble for each unit included in your filter results. The bubble will contain the number of invoices currently "On Hold".

- Click on a specific bubble in the chart above to limit the information in the table below to the specific unit.



2. Review the hold reasons for the invoices on hold. To see more detail about the hold reason, click and hover on a reason in question. A pop-up will display

- Click the for details Click to view the AP holds Page hyperlink to view a page on YaleBiz which provides the list of hold reasons and instructions on how to revise each.

VENDOR NAME	INVOICE NUMBER	PO NUMBER	HOLD REASON
GOVCONNECTION INC	52532411	6235273	Receiving Required
JURAN INSTITUTE INC DBA JURAN GLOBAL	13889	6241952	PO Vendor Name Mismatch
GEORGE GASPARIS DBA THE PEER CONSULTING GROUP L...	2015-YALE-008/06	6205361	Receiving Required
WIND RIVER ENVIRONMENTAL LLC			AMOUNT
8X8 INC			required
AP PENDING VENDOR SET-UP	SI288521	No PO	PO Vendor Name Mismatch

3. You are also given the ability to filter the top graph by Ops Manager, Department or Org unit#/Name

