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.

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