



Invoice hold types and hold reasons

Use this Quick Reference to identify various invoice holds and understand the associated reason and resolution for each type of hold.

If the hold name is:	The hold has occurred because:	Hold is released:
Distribution Acct	An account segment within the account distribution was no longer valid at the time AP matched the invoice to the approved web voucher.	Once AP obtains new account coding from the original requester and updates the invoice accordingly.
Distribution Variance	The invoice amount does not equal the distribution amount when AP matched the invoice to the approved web voucher.	Once AP staff review and correct the variance. This review is performed daily.
HU Local Unit Request	A local unit representative has requested AP place a hold on the invoice payment.	Once the person who originally requested the hold asks that AP release the hold.
Invoice Import	Invoice import files are automatically placed on hold by the system upon receipt.	Once the documentation associated with the invoices with the import file is received by AP.
MA Tax Hold	Charges posted to certain object codes require additional review by the tax services office.	Once tax services completes their review.
Price	The invoice price exceeds the amount approved on the web voucher.	Once AP receives approval from the original approver of the web voucher.
Supplier Hold	All invoices for 1042S supplier invoices are placed on hold at the time AP matches the invoice to the approved web voucher.	Once tax services complete their review and identifies whether any amount needs to be withheld from the invoice payment.