

"H & I" Hold Reason Codes

Code	Description	Notes
AE	FORWARDED TO EFM FOR EXCEPTION APPROVAL	IF FURTHER ACTION IS REQUIRED, YOU WILL BE NOTIFIED
AG	FORWARDED TO GENERAL ACCOUNTING FOR EXCEPTION APPROVAL	IF FURTHER ACTION IS REQUIRED, YOU WILL BE NOTIFIED
AP	BACKUP FORWARDED TO PAYROLL FOR EXCEPTION APPROVAL	IF FURTHER ACTION IS REQUIRED, YOU WILL BE NOTIFIED
AR	ATTACH RECEIPTS	
AT	FORWARDED TO TRAVEL ACCOUNTING FOR EXCEPTION APPROVAL	IF FURTHER ACTION IS REQUIRED, YOU WILL BE NOTIFIED
CA	CHECK CANCELLED - WRONG AMOUNT	Internal code – No Department Action Needed
CB	CHECK CANCELLED - WRONG INVOICE NUMBER	Internal code – No Department Action Needed
CC	CHECK CANCELLED - WRONG VCK# OR WRONG VENDOR	Internal code – No Department Action Needed
CD	STALE CHECK - UNCLAIMED CHECK	Internal code – No Department Action Needed
CE	STALE CHECK - REISSUE - UNCLAIMED CHECK	Internal code – No Department Action Needed
CF	STALE CHECK - NO REISSUE - UNCLAIMED CHECK	Internal code – No Department Action Needed
CG	DUPLICATE PAYMENT - KEY ERROR - NO REISSUE	Internal code – No Department Action Needed
CH	DUPLICATE PAYMENT - PER DEPT - NO REISSUE	Internal code – No Department Action Needed
CI	VARIOUS MAIL DELIVERY PROBLEM - CHECK CANCEL	Internal code – No Department Action Needed
CJ	NOT NEEDED - CHECK CANCELLED - NO REISSUE	Internal code – No Department Action Needed
CK	REISSUE - OTHERS	Internal code – No Department Action Needed
CL	DUPLICATE PAYMENT PER VENDOR - NO REISSUE	Internal code – No Department Action Needed
CM	OFFSET CREDIT AND DEBIT	Internal code – No Department Action Needed
CN	"STOPPAYPROG"	Internal code – No Department Action Needed
CO	PER VENDOR CREDIT OFFSET OUTSTANDING DEBIT	Internal code – No Department Action Needed
CR	CHECK RECEIVED FROM VENDOR FOR CREDIT INVOICE	Internal code – No Department Action Needed
CS	STOP PAYMENT FROM DEPT - REISSUE	Internal code – No Department Action Needed
CT	STOP PAYMENT FROM DEPT - NO REISSUE	Internal code – No Department Action Needed
CU	STOP PAYMENT FROM VENDOR - REISSUE	Internal code – No Department Action Needed
CV	STOP PAYMENT FROM VENDOR - NO REISSUE	Internal code – No Department Action Needed
CW	WRITE OFF BY GEN ACCTG - NO REISSUE	Internal code – No Department Action Needed
CZ	REFER TO CREDIT FILE	
DA	NEED HOME ADDRESS OF PAYEE	
DB	ADDRESS IS MISSING ON DOCUMENT	Unable to process payment without a remit to address on document. Please provide the updated document to the AP Processor via email.
DC	INVOICE RETURNED TO DEPT FOR SIGNATURE	
DD	BLANKET AGREEMENT EXPIRED	
DE	CHANCELLOR'S APPROVAL REQUIRED	IF FURTHER ACTION IS REQUIRED, YOU WILL BE NOTIFIED
DF	DEAN'S APPROVAL REQUIRED	IF FURTHER ACTION IS REQUIRED, YOU WILL BE NOTIFIED
DG	DIRECTOR'S SIGNATURE REQUIRED	IF FURTHER ACTION IS REQUIRED, YOU WILL BE NOTIFIED
DI	FOREIGN/NEED VISA INFORMATION	
DJ	NEED ITEMIZED RECEIPTS	Provide a document reflecting the breakdown of the charges.
DK	BUSINESS JUSTIFICATION REQUIRED	Provide a detailed business justification in compliance with University
DL	INSURANCE	
DM	CANNOT EXCEED GIFT ALLOWANCE	Amount requested over gift allowance.
DN	WAITING FOR GUEST LIST	
DO	PERSONNEL RULE 260	
DP	SOCIAL SECURITY NUMBER MISSING	
DR	ORIGINAL RECEIPT REQUIRED	
DS	INVALID FAU	
DT	PO NUMBER MISSING	Please provide an open and valid PO. Please notify the AP Processor via email once complete.
DU	NEED CLAIMANT'S SIGNATURE	
DV	"EXCEED PO"	
DX	SPECIAL ITEMS JUSTIFICATION REQUIRED	PLEASE REFER TO POLICY 740.1 ATTACHMENT A http://www.adminpolicies.ucla.edu/app/Default.aspx?id=740-1
DY	ORIGINAL INVOICE REQUIRED	PLEASE FORWARD THE ORIGINAL DOCUMENT TO AP
DZ	DEAN/VICE CHANCELLOR APPROVAL	IF FURTHER ACTION IS REQUIRED, YOU WILL BE NOTIFIED
EA	EXCEPTION APPROVAL	
EC	BRUIBUY CATALOG PRICE MISMATCH. PURCHASING WILL RESOLVE WITH VENDOR	Internal code – No Department Action Needed
EF	FREIGHT NOT ALLOWED ON BRUIB BUY CATALOG ORDERS. PURCHASING WILL OBTAIN CREDIT FROM VENDOR	Internal code – No Department Action Needed
ER	AP AWAITING EDI INVOICE FROM VENDOR	Internal code – No Department Action Needed
EX	EXCEPTIONAL APPROVAL REQUIRED - ROUTED FOR REVIEW	Reimbursements that are against policy and/or require additional review and approval. If further action is needed you will be notified.
FE	PENDING FOREIGN PAYMENT REVIEW	IF FURTHER ACTION IS REQUIRED, YOU WILL BE NOTIFIED

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GA	INVALID FAU	
GO	NEED TO CHANGE THE OBJECT CODE	Object code used on PO needs to be updated via change order.
IE	PENDING IT SECURITY COMPLIANCE REVIEW - EQUIPMENT	This review covers hardware and computer equipment
IT	PENDING IT DATA SECURITY REVIEW	This review covers software, SaaS, and webhosting services that may be used to manage and share confidential data.
MG	CAO/CFO APPROVAL REQUIRED	Please provide CAO/CFO approval
OA	EXCEPTION APPROVAL FOR ENTERTAINMENT RELATED ITEM	IF FURTHER ACTION IS REQUIRED, YOU WILL BE NOTIFIED
PA	QUANTITY INVOICED > QUANTITY ON PO	Please submit a change order to increase the quantity on the applicable lines on the PO. To see a copy of the invoice, view the "Invoice Payment" tab & click "e-Invoice" to have a copy sent to your campus email Once the PO has been updated, please notify the AP Processor via email.
PB	INVOICE UNIT PRICE IS > UNIT PRICE ON PO	Please submit a change order to adjust the unit price on the applicable lines on the PO. To see a copy of the invoice please view the "Invoice Payment" tab & click "e-Invoice" to have a copy sent to your campus email. Once the PO has been updated, please notify the AP Processor via email
PD	INVOICE AMOUNT > PO AMOUNT	Please submit a change order to increase funds on the PO. To see a copy of the invoice please view the "Invoice Pay tab & click "e-Invoice" to have a copy sent to your campus email. Once the PO has been updated, please notify the AP Processor via email.
PE	PO IS CLOSED	Please create a new PO to replace the closed PO or request a credit memo from vendor if this invoice is a duplicated. Once the new PO has been created or a credit memo received, please notify the AP Processor via email.
PF	PO IS CREATED FOR ANOTHER VENDOR	The PO provided on the invoice was created for another vendor. Please close the PO and create a new one using the VCK. Please notify the AP Processor via email with the new PO.
PG	LINES ON INVOICE DO NOT MATCH PO	Please check the ORD screen to verify what was invoiced. Submit a change order by adding new lines for the invoiced or obtain a corrected invoice or a credit memo from the vendor. Please notify the AP Processor via email once the appropriate action has been completed.
PH	PO ON H STATUS-PLEASE REPOST IT	When reposted, please notify the AP Processor via email.
PI	PO IS NOT POSTED	The PO provided on the invoice has not posted in PAC. This could be a contract agreement/requisition. Please review. posting, please contact the AP Processor via email.
PK	BRUINBUY CATALOG ORDER MISMATCH	Please create a new PO or request a credit memo from the vendor. Please contact the AP Processor via email with the PO or once the credit has been uploaded to the AP Invoice Submission Site.
PO	AP OVERRIDE	Internal code – No Department Action Needed Unless Notified
PQ	REMOVE QUANTITY-UNIT AND PRICE. PO WILL CLOSE PAID AS IS	If you intended for this PO to be a blanket and pay multiple invoices, please submit a change order to remove the unit and quantity. Once the PO ha updated, please notify the AP Processor via email.
PU	IS THE PAYEE A UNIVERSITY EMPLOYEE?	Please verify with the AP Processor via email if the payee is a current UC Employee.
PV	MAINTENANCE AGREEMENT 'A' CLASS ORDER REQUIRED	
PW	WHERE IS THE SERVICE PERFORMED?	Please contact the AP Processor via email to confirm the physical location of service. Kindly note that "Remotely/Via Zoom" is not a valid location.
PX	NOT VALID PO. PO DOES NOT EXIST ON OUR SYSTEM	Please provide a valid PO. Notify the AP Processor via email.
PY	PLEASE DO RECEIVING ON A40 SCREEN	"H" STATUS INVOICE: It is not necessary to notify AP once receiving is complete. This is an automatic process and the status should change automatically from H to P. If the status does not change, the receiving function has not been properly completed. "I" STATUS INVOICE: Notify the AP Processor via email once receiving is completed. Payment will need to be released manually.
PZ	CAN'T TAKE CREDIT UNTIL DEBIT IS PAID	We have received a credit for which there is no corresponding debit. Please submit the debit invoice to the AP Submission Site. Please notify the AP Processor via email when this has been done.
R8	REQUIRE 8233 FORM IF ELIGIBLE FOR TAX TREATY	
R9	REQUIRE I-94 FORM - VISA INFORMATION	
RA	CERTIFICATION OF ACADEMIC ACTIVITY	

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<i>Code</i>	<i>Description</i>	<i>Notes</i>
RB	REQUIRE A CANCELLED CHECK OR BANK CARD STATEMENT	
RC	REQUIRE CASH RECEIPT	
RG	FORWARD A COMPLETE SET OF THE INVOICE-MISSING PAGES	
RM	REIMBURSEMENT	Hold code "RM" in combination with AP1PORT1 log on. Employee Reimbursement is in queue for processing - No Department Action
RO	REQUIRE THE ORIGINAL CREDIT CARD STATEMENT	
RP	REQUIRE COPY OF PASSPORT	
RR	REQUIRE A COPY OF THE CREDIT CARD STATEMENT	
RS	ATTACH DOCUMENTS/BACKUPS	
RT	REQUIRE ITIN NUMBER	
RW	REQUIRE W8-BEN FORM WITH SIGNATURE	
SV	PENDING EXCEPTIONAL REVIEW OF SERVICES	
TA	TRAVEL ADVANCE	
VL	VENDOR LOCATION	Address on Invoice does not match Vendor Address in System. VCK update request is needed via Payment Works. Please work with the
VA	PAYEE ADDRESS / NO PUNCTUATIONS / ABBREVIATE ST, BLVD ETC.	PLEASE SEE OUR WEBSITE FOR THE PROPER ADDRESS FORMAT. https://ucla.app.box.com/v/ap-pdf-one-time-payee-format
VC	"VEN CITY"	
VN	NAME FORMAT / LAST, FIRST / REMOVE TITLE, PUNCTUATIONS	
VS	"VEN ST CD"	
VT	TAX ID / INVALID FORMAT / MISSING / UC REGENTS TAX ID	
VY	COUNTRY CODE / LEAVE BLANK FOR USA	
VZ	ZIP CODE / INVALID / ADD TO CITY FIELD IF FOREIGN ADDRESS	
W9	W9 VERIFY	IF FURTHER ACTION IS REQUIRED, YOU WILL BE NOTIFIED
WC	WRONG CLASS	Payment can not be processed under the provided class PO provided, this is most commonly tied to an invoice submitted under and LVO that requires review and approval from Central Purchasing, a requisition will need to be submitted.
XX	MULTIPLE ISSUES	Reference notes from the AP Processor: <ol style="list-style-type: none"> 1. Log in to BruinBuy. 2. Select "All Orders" or "My Orders". 3. Filter or Select the correct Purchase Order Number. Make sure that you are selecting the Purchase Order Number ends in "00". (Click on the actual purchase order 4. Select "Order Invoice Summary" link on the far-right 5. Select "Invoice Number". 6. Select "Invoice Detail". 7. Read notes in "Description" field. <p>If you have additional questions, please email the AP Processor.</p>

Accounts Payable Representative Logon Contact Information

Logon ID	Contact	Email
AP1EDI1	Generic Logon ID – EDI Invoices	vip_ap1port1@finance.ucla.edu
AP1PORT1	Generic Logon ID – VIP Invoices	vip_ap1port1@finance.ucla.edu
AP1REMB	Generic Logon ID – VIP Invoices	With Hold Code "RM" Reimbursement in queue, kindly allow time for processing. All other hold codes please contact AORYN - Ruby Navarrete
AOAEC	Alex Centeno	acenteno@finance.ucla.edu
AOAGM	Amalia Martirosyan	amartirosyan@finance.ucla.edu
AOARG	Angel Gomez	agomez@finance.ucla.edu
AOAGO	Angela Gonzales	agonzales@finance.ucla.edu
AOASF	Asriel Flores	aflores@finance.ucla.edu
AOCCM	Carla Manacop	cmanacop@finance.ucla.edu
AOCLF	Clifford Farrar	cfarrar@finance.ucla.edu
AOCZM	Cynthia Jimenez Martinez	cjmartinez@finance.ucla.edu
AOCDA	David Chen	dchen@finance.ucla.edu
AODGA	David Garcia	dgarcia@finance.ucla.edu
AOEDU	Eduardo Ruiz	eruiz@finance.ucla.edu
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AOMVR	Milan Raskovich	mraskovich@finance.ucla.edu
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AONCM	Natalia Magana	nmagana@finance.ucla.edu
AORSO	Richard Suh	rsuh@finance.ucla.edu
AORMW	Rosa Wellborn	rwellborn@finance.ucla.edu
AORYN	Ruby Navarrete	rnavarrete@finance.ucla.edu
AOSAD	Sara Delavari	sdelavari@finance.ucla.edu
AOVHO	Victor Herrera	vherrera@finance.ucla.edu

For any **Travel & Entertainment invoices**, kindly contact the Travel Accounting Office for assistance, travelacct@finance.ucla.edu

For **Accounts Payable Invoices**, it is advisable to get in touch directly with the AP representative who placed the invoice on H&I. However, if that person is no longer active or if you are unable to find the appropriate in Bruin Buy, please contact our central help desk via email at ap@finance.ucla.edu

How to Locate AP Rep in BruinBuy:

<https://purchasing.ucla.edu/accounts-payable/how-to-locate-the-correct-accounts-payable-representative>

Inactive Accounts Payable Rep Example

User Name: **HSU, JEFFREY A.**

Org	Div	Sub Div	Dept	Phone	Email Address	Status
6400	6440	5980	3510	310-794-0197	AP@FINANCE.UCLA.EDU	I (Inactive)