

## CU Marketplace How-to: Placing Vouchers (Invoices) on Hold <sup>[1]</sup>

Placing a voucher (invoice) on hold will prevent payment from occurring and therefore can only be placed on vouchers that have not yet paid.

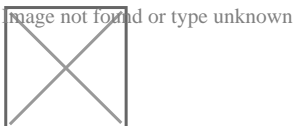
When an invoice is entered into CU Marketplace, it becomes a voucher. A Payment Voucher (PV) created in CU Marketplace also becomes a voucher after SpeedType Fiscal Staff approval occurs. Placing a voucher on hold will prevent payment from occurring... and therefore can only be placed on vouchers that haven't paid yet.

**Note:** For vouchers related to Purchase Orders (POs) over \$10,000, receiving is required for payment to occur - additionally, all vouchers on SPOs must be approved. Withhold payment on vouchers in these cases by not entering receiving or not approving instead of following the steps in this guide. (Use this guide if receiving has been done or approval provided)

Locate the voucher using [CU Marketplace: Searching for Invoices](#) <sup>[2]</sup>

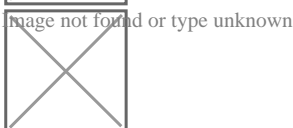
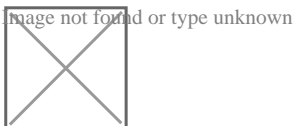
On the voucher's **Summary** page, review the Pay Status located under the **Payment Status Information** section:

If the **Pay Status** = *Paid*, payment been mailed and this voucher therefore **cannot be placed on hold**:



If the **Pay Status** = *Payable* or *In Process*, this voucher **might** be able to be placed on hold.

Whether a voucher can be placed on hold is dependent on when the hold request is processed. For example, a voucher can change Pay Status from Payable to Paid while a hold request is being submitted:



Submit the hold request by adding a comment to the voucher. Go to the **Comments** tab and click **New Comment (plus icon)**. Be sure to check the box next to the Payable Services

technician's name so he or she is notified when you add the comment:

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**Source URL:** <https://www.cu.edu/psc/cu-marketplace-how-placing-vouchers-invoices-hold>

### Links

[1] <https://www.cu.edu/psc/cu-marketplace-how-placing-vouchers-invoices-hold> [2]  
<https://www.cu.edu/psc/cu-marketplace-how-looking-invoices>