

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

Placing a voucher 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. Withhold payment on these vouchers by not entering receiving instead of following the steps in this guide. (Use this guide if receiving has been done.)

### **Read the procedures**

1. Locate the voucher using one of the following methods:

#### **Method 1: Voucher/PO # known**

If you know the voucher or PO #, use the Quick Search, located in the ribbon at the top of the screen

**If searching by voucher #:** Use the dropdown to select *Voucher Number* and enter the voucher in the next field; click **Search** (magnifying glass).

**If searching by PO #:** Use the dropdown to select *All* and enter the PO in the next field; click **Search** (magnifying glass). Select the voucher from the resulting list.

#### **Method 2: Voucher/PO # not known**

If you do not know the PO or voucher #, perform a Document Search. Use your side navigation bar and go to **Orders > Search > Invoice/Vouchers**.

If needed, use the **Quick Filters** or **Add Filter** options to search. Enter your search criteria and click **Search**.

A list of results will appear. Use the left side of your screen to further refine your search. Select the voucher from the resulting list.

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

section.

3. If the Pay Status = *Paid*
  - 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.
4. Submit your hold request by adding a comment to your 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.

## Have a question or feedback?

## Questions & Feedback <sup>[2]</sup>

### Feedback or Question \*

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#### Your Email Address

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Submit

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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/controller/forms/questions-feedback-0>