

Cancel Transaction

Cancelling

On the **Transaction Details** screen you can see the different options available. You can choose to **Cancel & Keep** or **Cancel & Release**.

- **Cancel & Keep** will cancel the transaction but keep the transaction details and reserve the permit so that you can process the payment at another time.
- **Cancel and Release** will cancel the payment and release the permit back into the system

Transaction Details

Receipt header beside HST in a table HST #1234556789 🔊

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Confirmation Number: c9678z315bd2548f9939

User: Michael Ashbury [mashbury]
Amount: \$169.50
Submit Date: Oct. 23, 2019 @ 4:07pm [View Snapshot ?](#)
Comment:

Payment Method: [Change](#)

[Process Manually](#) [Cancel & Keep](#) [Cancel & Release](#)

Permits:

	Submit Date	Permit No.	Amount
[ADJUST]	Test Annual [Oct. 23, 2019]	52	\$150.00
Taxes:			\$19.50
Total:			\$169.50

[View User Info](#)

Total: \$169.50

A pop-up message will ask that you confirm. Click OK to confirm the cancellation of the transaction.