

Remove Case Payments Using the Payment Utility Tool

Payments can only be removed from a case using the **Payment Utility** tool.

1. Open the **Payment Utility** page.



TIP: You may need to add a menu item in order to access the page. See [Add Menu Items](#) in the Respond Guide for Trimble Unity Maintain and Trimble Unity Permit for more information.

2. Search for a case by entering criteria in the search fields, such as the case type and status, and clicking **Search**.

Results matching your search criteria display below the search form.

3. Select the check box next to the desired case number and click **Actions**.

The **Payment Action** panel opens and displays all payments associated to the case.

4. Select one or more payments to remove and select **Delete Selected Payments**.
5. Click **Update** to save the changes.