

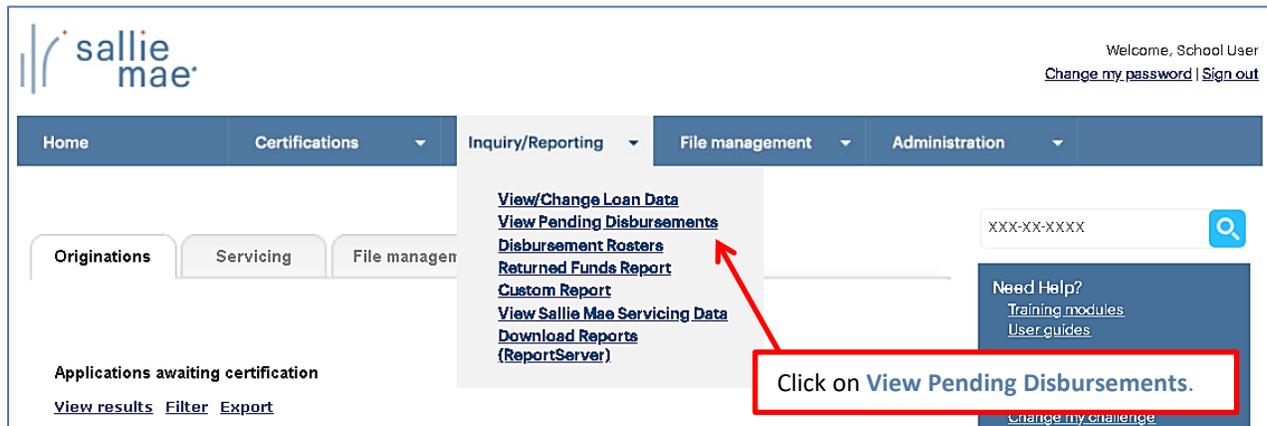
Individual Disbursement Cancel Overview

When you want to cancel an individual disbursement for a loan and the cancellation is not driven by an accompanying enrollment change, the most efficient method to use begins with viewing pending disbursements.

Cancel Individual Disbursements

How to cancel individual disbursements:

1. Hover your cursor over the **Inquiry/Reporting** option on the Menu Bar of any OpenNet® Web Loan Delivery page, and then click on **View Pending Disbursements**.



The Pre-Disbursement Selection page displays.

2. Enter the appropriate query options.
NOTE: If you want to access disbursements for a single borrower, use the Quick Search method to run a query using the borrower's SSN.
3. Click the **Submit** button.
The Pre-Disbursement Results page displays with record information for pending disbursements that match the query criteria.

(Continued on the next page)

Pre-disbursement results

[Update All \(Mass Changes\) >>](#)
[Update All \(Individual Changes\) >>](#)
[View summary totals >>](#)
[Export to file >>](#)

Report run Tuesday, June 2, 2020 at 2:11:51 PM EST

Records 1-2 (of 2)

Click the **Cancel Disb** button.

Disb date	Borrower SSN/ Student SSN	Borrower name/ Student name	School ID/ Lender ID/ Loan product	Loan period	Disb nbr	Grade level/ H/R	method/ Disb destination	Gross amt/ Net amt	
09/25/2020	666-52-5261	FINNEGAN, MICHAEL	00000000 900905 SMART OPTION STUDENT LOAN	01/15/2020 to 12/15/2020	3	1 R	ACH S	\$100.00 \$100.00	Update Disb Cancel Disb View / Update
09/20/2020	666-52-5261	FINNEGAN, MICHAEL	00000000 900905 SMART OPTION STUDENT LOAN	01/15/2020 to 12/15/2020	2	1	ACH S	\$10,000.00 \$10,000.00	Update Disb Cancel Disb View / Update

[Return to selection - keep same criteria](#) [Return to selection - clear all criteria](#)

- Click the **Cancel Disb** button located next to the disbursement you want to cancel.
The Review Changes page displays.

Review changes

Smart Option Student Loan (091)

Borrower

Name: MICHAEL FINNEGAN
 SSN: 666-52-5261
 Date of birth: 05/01/1999

Loan details

Loan period: 01/15/2020 to 12/15/2020

Disbursement details

Disb date	Changed field	Current value	New value
2 09/25/2020	Disb status	AWAITING DISBURSEMENT	CANCELLED

Click the **Submit** button.

[Submit](#) [Discontinue](#)

- Click the **Submit** button to confirm the cancellation.
The Cancel Disbursement process is complete.