Payment – Cancel or Hold

Steps
Payment requests are routed to a fiscal officer’s action list. Fiscal officers can cancel a payment or place it on hold.

1. Select the payment request from the action list.
2. Do one of the following:
   - To cancel a payment request, click the request cancel button. Enter a system note indicating the reason why the payment request is being canceled.
   - To place a payment on hold, click the hold button. Enter a system note indicating the reason why the payment request is being held. The fiscal officer is responsible for removing the hold.

Notes
- Any finance system user can search for payment requests. Only fiscal officers or Accounts Payable can cancel a payment or place a payment on hold.
- The fiscal officer or Accounts Payable can remove a hold on a payment. If a payment request is placed on hold, it cannot be routed or paid until the hold is removed.

Additional Information
Course Vendor Payment and Credits Advanced