



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](#)