

# Fiscal Admin Meeting | Stop Payments

## Why do a Stop Payment?

- Address is incorrect
- Want to change pay method
  - (from check to ACH, from ACH to wire)
- It's been more than 30 days
- Paid in error

**\*\* TIPS \*\***

*Have Workday open while working on the requests*

The screenshot shows a web browser window with the URL `uvafinance.virginia.edu/search/node?keys=stop+payment`. The page header includes the UVA FINANCE logo and navigation links: ABOUT / RESOURCES / GET HELP / SYSTEMS-STATUS. A search bar is visible with the text "SEARCH" and a magnifying glass icon. Below the header, there is a blue banner with the text "Known Issues Workday Finance" and a link to "Workday Finance status page". The main content area shows search results for "stop payment". The search results are listed as follows:

- 1. [Stop Payment/Copy of Check Form](#)  
Stop Payment/Copy of Check Form The Stop Payment Form. Used by the departments when ...
- 2. [AP Tips & Tricks](#)  
... date that is earlier than the invoice date. Invoice/Payment Research: In Workday, the "Activity" section ... is no "Activity" tab then the invoice is unpaid. Stop Payments/Voids/Re-issues: Please ensure that the ... payment information in payment works before requesting a stop payment if there are changes required. Travel & ...
- 3. [Introducing UVAFinance: Tina Brice and Tim Lingo](#)  
... Tina Brice, Accounts Payable Payment Specialist What do you do as an Accounts Payable Payment Specialist? I do the settlement run to pay ... services,

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## 5 sections of information

### 1. Action to Perform

- Reissue, Reissue to New Address, Send a Check Copy, Cancel Payment  
*\*\*\* Some choices prompt additional information \*\*\**

## Stop Payment Request

- This form is for **CHECKS ONLY, not electronic payments.**
- Stop payment requests **require** that a check be outstanding for **30 days or more** (this requirement does not include stolen checks, checks issued to the wrong address, checks issued to the wrong supplier, or checks that were damaged/destroyed).

**Action to Perform**

Reissue to New Address

**Enter New Address for Reissue** ? \*

Please confirm that the updated address and/or payment method for which the payment should re-issue to is in the system. Stop payment requests will be rejected if the updated information is not present in the system.

If reissuing via check to a new address, please specify the remit-to connection name AND the new address in the box below. (Note: The updated address must be in Workday and active to reissue.)

Please **confirm** that the **updated address** and/or **payment method** for which the payment should re-issue to is in the system. Stop payment requests **will be rejected** if the updated information is not present in the system.

If reissuing via check to a new address, **please specify the remit-to connection name** AND the **new address in the box** below. (Note: The updated address must be in Workday and active to reissue.)

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### 2. Reason for Request

- Not Received, Lost, Destroyed, Error, Proof of Payment, Stolen  
*\*\*\* Each choice is described below the dropdown list \*\*\**

Reason for Request\*

Not Received

- Not Received: The check was never received by the payee.
- Lost: The check was lost in the mail or was received by the payee but was lost.
- Destroyed: The check was destroyed in the mail or accidentally by the payee.
- Error: The check went to the wrong person, wrong address, or should never have been issued.
- Proof of Payment: The check was cashed, and I need a copy of the cashed check as proof of payment.
- Stolen: The payee reports that the check was stolen.

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## 5 sections of information

- 3. Payee Information
  - Name & Address

**PAYEE INFORMATION**

Payee Info

Payee Name\*

Payee Address\*

Payee Address 2

City/Town\* State/Province ZIP/Postal Code

Country

## 5 sections of information

- 4. Check & Payment Information
  - Amount, Date, Type, Invoice, Reference

**CHECK & PAYMENT INFORMATION**

Payment Amount\*

Transaction Date\* mm/dd/yyyy

Transaction Type\*

Oracle Voucher Number : A unique 7 digit number from Oracle to identify an invoice or payment voucher. i.e. 3854321

Supplier Invoice Number: The unique identifier for Workday supplier invoices i.e. SI-0000000001

Miscellaneous Payment Request: Payment requests used only for student and petty cash payments. The unique identifier for these requests looks like the following: MPR-000001

Expense Report: The unique identifier for expense reimbursement request i.e. ER-0000000001

Customer Refund: Refunds used by the Customer Accounts (formerly Accounts Receivable) team only. The unique identifier is RF-00000001.

Ad Hoc Payment: Only used by central finance users (i.e. Payroll, HR, Accounting, Treasury, etc.). There is no unique identifier to reference other than the Transaction Reference ID for the check payment. Please copy a URL link to the payment in question to help ensure accuracy.

Transaction or Invoice Number\*

Check Number (Transaction Reference in WD)\*

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## 5 sections of information

### 5. Submitter Information

- This should auto-fill

After submitting, you will receive a confirmation email and the Settlement's team will receive a copy

### SUBMITTER INFORMATION

Submitter Info

<b>Name*</b>	<b>Department*</b>
<input type="text" value="Ryan Ellis"/>	<input type="text" value="FI-AP &amp; Travel"/>
<b>Email*</b>	<b>Phone</b>
<input type="text" value="wek4yk@virginia.edu"/>	<input type="text"/>
<b>UVA ComputingID*</b>	
<input type="text" value="wek4yk"/>	