

Stopping Payment to a Supplier Overview

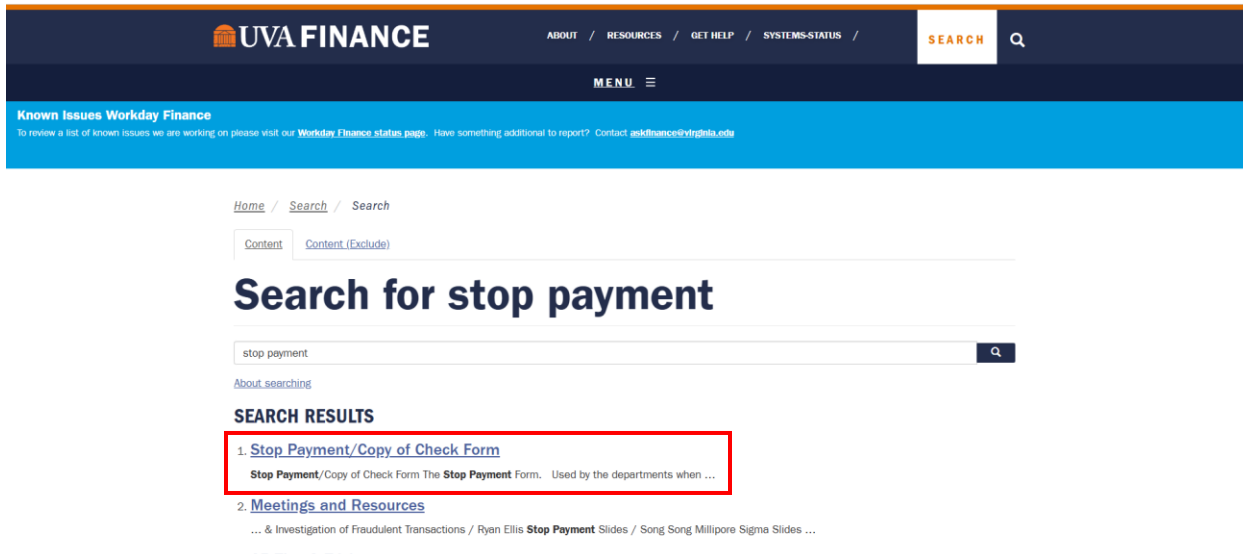
This Quick Reference Guide (QRG) is designed to walk through the process of stopping a check payment to a supplier. A stop payment request may be made for several reasons: Incorrect address, need to change payment from check to ACH, check was never received or was lost, payment was made in error, etc. By the end of this QRG you should be able to submit a Stop Payment form with all the needed information.

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Stopping Payment to a Supplier

1. From the UVA Finance website (<http://www.uvafinance.virginia.edu>), type “Stop Payment” into the Search.
2. Click on the “Stop Payment/Copy of Check Form” option



3. Click on **Go to For (Requires Netbadge)**.
4. Click on **Netbadge Login**.

 NOTE	<p>This Stop Payment request form:</p> <ul style="list-style-type: none"> • Is for Checks Only, not electronic payments. • Require that a check be outstanding for 30 days or more (this does not apply to stolen checks, checks issued to the wrong address, checks written to the wrong supplier, or checks that were damaged or destroyed).
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5. On the **Action to Perform** section of the Stop Payment form, select from the dropdown menu one of the following options: Reissue, Reissue to New Address, Send a Check Copy, Cancel Payment. Note: some choices may prompt additional information.
6. On the **Reason for Request** section, select from the dropdown menu one of the following options: Not Received, Lost, Destroyed, Error, Proof of Payment, Stolen. Note: There is brief description of each option below the dropdown list.

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

- None - ▼

Reason for Request*

- Select - ▼

- 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.

7. In the **Payee Information** section, fill in the name and address of the payee.

PAYEE INFORMATION

Payee Info

Payee Name*

Payee Address*

Payee Address 2

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

 - None -

Country

▼

8. In the **Check & Payment Information** section, fill in the Payment Amount, Transaction Date, select the Transaction Type from the dropdown menu (brief description of each option is shown below the dropdown menu, Transaction or Invoice Number, and the Check Number. Note: The Check Number in Workday is listed under the Transaction Reference column in the Activity tab of the Supplier Invoice.

CHECK & PAYMENT INFORMATION

Payment Amount*

Transaction Date*

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)*

9. The **Submitter Information** section should auto-fill with your information.

SUBMITTER INFORMATION

Submitter Info	
Name*	Department*
<input type="text" value="Jack Jensen"/>	<input type="text" value="FI-Training & Development"/>
Email*	Phone
<input type="text" value="jsj6b@virginia.edu"/>	<input type="text"/>
UVA ComputingID*	
<input type="text" value="jsj6b"/>	

10. After submitting, you will receive a confirmation email and the Settlement Team will receive a copy of your submitted form.