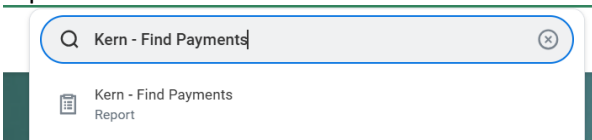
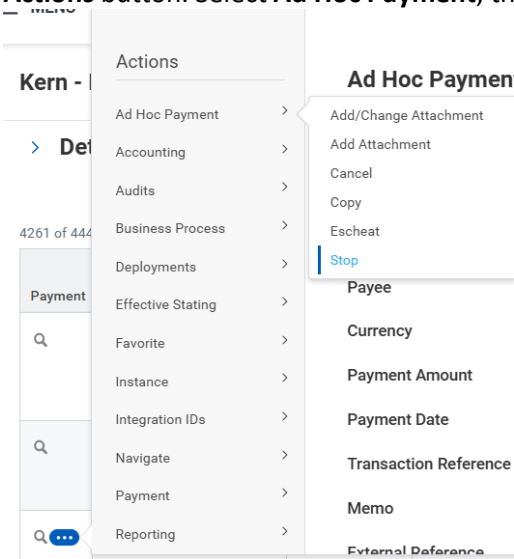


Banking and Settlement: Stop Payment or Reassign Check Number

Audience / Role	Settlement Specialist Accounts Payable Settlement Specialist Miscellaneous Payment Data Entry and Settlement Specialist Procurement Settlement Specialist Expense Settlement Specialist Customer Refund Specialist
Description	This job aid provides instructions to stop a payment. A payment may be stopped if the Payment Status is Complete.
Before You Start	You can record stopped checks you want to track in Workday to prevent automatic bank reconciliation. You can record the stopped payments and supporting documents for the stop payment order before you issue replacement payments.

Stop Payment

1	In the Search bar, enter “ Kern - Find Payments ”. In the search results, select the “ Kern - Find Payments ” report. 
2	Complete search fields to locate the payment to close. Select OK .
3	Under Find Payments , find and select the payment(s) to close. For the Payment, navigate to the Related Actions button. Select Ad Hoc Payment , then select Stop . 
4	Select Submit .
5	If your intention is to <i>not</i> issue a new payment, also cancel the source transaction (Supplier Invoice, Expense Report, etc.) for this payment, otherwise this will show up in settlement again.



Assign Number

Banking and Settlement: Stop Payment or Reassign Check Number

Check

1	In the Search bar, enter “ Kern - Find Payments ”. In the search results, select the “ Kern - Find Payments ” report.
2	Complete search fields to locate the payment to close. Select OK .
3	Under Find Payments, find and select the payment(s) to close. For the Payment, navigate to the Related Actions button. Select Actions, then select Ad Hoc Payment, then select Reassign Check Number and Reprint. Select from Manually Enter Check Numbers and Reprint Or Manually Enter Check Numbers Only Enter new check number and update memo if needed.
4	Select Submit .

What Happens Next?

- The request is submitted for review and approval. Once approved, Workday updates the payment status from Complete to Stopped to reflect that you placed a stop payment request.

Related Reports

- Kern Find Payments