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Meet the New Stop Payment Form

Agenda

- Step 1: Determine a stop payment is necessary
- Step 2: Locate payment details
- Step 3: Verify check status
- Step 4: Submit Stop Payment Form
- Step 5: Track stop payment request
- Wrap-up & resources



Learning Objectives

- Determine when a stop payment request should be submitted.
- Locate payment details for BUY.IU and Chrome River payments.
- Verify whether a check has been cashed.
- Complete and submit a Stop Payment Form.
- Track your Stop Payment Form using FireForm's workflow states.





Step 1:

**Determine a stop payment
is necessary**

What does “stop payment” mean?

- A stop payment is a request for IU’s bank to stop a check payment that is waiting to be processed.
- There is a \$10 fee (charged to IU as a whole) per request.
- Two types:
 - **Cancel:** payment details incorrect or payment is no longer needed. E.g., incorrect amount, issued to wrong payee, etc.
 - **Reissue:** payment details correct but check cannot be cashed. E.g., damaged check, sent to the wrong address, etc.



What types of payments can be stopped?

- Physical check payments issued from the following systems:
 - BUY.IU: purchasing
 - Chrome River: expense management
 - HRMS: payroll
 - SIS: bursar
 - Others as established (i.e., Libraries)

This process does not apply to wire transfers, direct deposit, or P-Card payments.

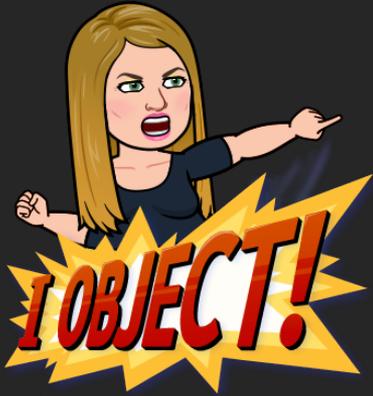


Pop Quiz!

Stephen G. Miller, attorney at law, contacts you to check on the status of his payment. You realize that payment was issued to Stephen **F.** Miller, the wrong payee.

Is a stop payment request appropriate in this case?

- A. Yes
- B. No



Pop Quiz!

Stephen G. Miller, attorney at law, contacts you to check on the status of his payment. You realize that payment was issued to Stephen **F.** Miller, the wrong payee.

Is a stop payment request appropriate in this case?

A. Yes – Cancel

B. No

If Stephen F. Miller has cashed the check, he must return the funds by making out a check to Indiana University.



Pop Quiz 2

Hawthorne Entertainment is under new management and reviewing their Accounts Receivable ledger. They contact your department about a missing payment for an event held last year. You locate the BUY.IU invoice and see payment was issued 9 months ago via check.

Is a stop payment request appropriate in this case?

- A. Yes
- B. No



Pop Quiz 2

Hawthorne Entertainment is under new management and reviewing their Accounts Receivable ledger. They contact your department about a missing payment for an event held last year. You locate the BUY.IU invoice and see payment was issued 9 months ago via check.

Is a stop payment request appropriate in this case?

A. Yes – Verify check status. Reissue if outstanding.

B. No



Checks issued 6 or more months ago are stale and cannot be cashed.

This payment is still due and should be reissued to the supplier.

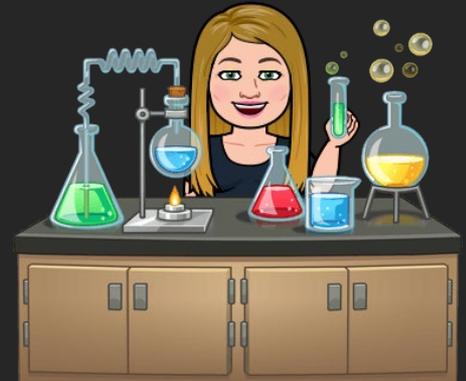


Pop Quiz 3

You're sorting your department's mail and find a returned check from Veridian Dynamics. The check could not be delivered to the address stated on the check. You contact Veridian and confirm their current remit address.

Is a stop payment request appropriate in this case?

- A. Yes
- B. No



Pop Quiz 3

You're sorting your department's mail and find a returned check from Veridian Dynamics. The check could not be delivered to the address stated on the check. You contact Veridian and confirm their current remit address.

Is a stop payment request appropriate in this case?

A. Yes

B. No

Mail the check to the supplier's correct address. If the check is over 6 months old, reissue is needed.



Pop Quiz 4

Leia Organa, a distinguished professor in the IU Women's Studies department, contacts you about her mileage reimbursement. You check Chrome River and see her report was approved three weeks ago. A check was issued.

Is a stop payment request appropriate in this case?

- A. Yes
- B. No



Pop Quiz 4

Leia Organa, a distinguished professor in the IU Women's Studies department, contacts you about her mileage reimbursement. You check Chrome River and see her report was approved three weeks ago. A check was issued.



Is a stop payment request appropriate in this case?

A. Yes – Verify check status. Reissue if outstanding.

B. No

We'll return to this example later.



What information do you need?

All requests

- Employee, supplier, or payee name
- Employee, supplier, or payee ID
- Check number
- Check date
- Check amount

Situation specific

- BUY.IU/Chrome River payments:
 - PO, SI, and/or report number(s)
- For reissues:
 - Physical check: new remit address
 - ACH/direct deposit: email address
 - Special handling instructions





Step 2:

Locate payment details

Locate payment details

- For the purposes of this training, we will focus on BUY.IU and Chrome River payments.
 - If you need to locate Payroll or Bursar payment details, contact your Payroll Processor or University Bursar, respectively.
- Use payment details to verify whether a check has been cashed and collect information for the Stop Payment Form.





BUY.IU payment details



Orders

Quick search



Search

All Orders

Requisitions

Purchase Orders

Change Requests

Procurement Requests

Invoices

Receipts

Use the Orders module to locate POs or check request requisitions.



My Orders



Approvals



Punchout Showcase

Frequently Used Catalogs

Other Useful Links

- Support Form
- Buy.IU Resource Library
- Furniture Purchase Procedures

Purchase Order • PO0338708 Revision 1



- Status
- Summary
- Revisions **2**
- Confirmations
- Shipments
- Change Requests
- Receipts
- Invoices **129****
- Comments
- Attachments
- History

General Information

PO/Reference No. PO0338708

Revision No. 1

Supplier Name Linde Gas & Equipment Inc.

Address 1400 Polco St
Indianapolis, Indiana
46222 United States

Phone +1 317-481-4550

Order Restricted? **×**

Supplier Fax No. +1 317-554-2251

Purchase Order Date 6/25/2021

Total 7,990.00

Requisition Number 145590567 [view](#) | [print](#)

University Defined Special Circumstance? (e.g. *no value*)

Shipping Information

Ship To

ATTN: Robert Orr
Building Indiana University
Room# UH 5582C
550 University Blvd
Indianapolis, IN 46202-5255
United States

ShipTo Address Code IN037

Visit the Invoices tab on the Purchase Order (PO) to view a list of processed invoices.

Billing Options

Payment Terms 0, Net 30

F.O.B. N/A

Purchase Order • PO0338708 Revision 1

- Status
- Summary
- Revisions **2**
- Confirmations
- Shipments
- Change Requests
- Receipts
- Invoices 129**
- Comments
- Attachments
- History

Records found: 129, Totaling: 8,053.23

Invoice No. ↓	Supplier Invoice No.	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Amount	System
SI1036279	10176092	4/30/2022	5/30/2022	Invoice	Paid		
SI1036278	10176116	4/30/2022	5/30/2022	Invoice	Paid		
SI1036276	10176099	4/30/2022	5/30/2022	Invoice	Paid		
SI1036273	10176086	4/30/2022	5/30/2022	Invoice	Paid		
SI1036271	10176082	4/30/2022	5/30/2022	Invoice	Paid		
SI1035256	10176107	4/30/2022	5/30/2022	Invoice	Paid		
SI1035253	10176079	4/30/2022	5/30/2022	Invoice	Paid		
SI1035248	10176089	4/30/2022	5/30/2022	Invoice	Paid		
SI1034909	10176111	4/30/2022	5/30/2022	Invoice	Paid		
SI1034906	10176120	4/30/2022	5/30/2022	Invoice	Paid	79.87	System
SI1034903	10176100	4/30/2022	5/30/2022	Invoice	Paid	70.84	System

Payment Status must = Paid. This means payment has been generated.

Click the Invoice No. to locate payment details.

General

Addresses

Note/Attachments

Integration

Payment Information

Discount, Tax, Shipping & Handling

Accounting Date	5/6/2022
Payment Method	Check
Payment Record No.	301840269
Payment Record Date	5/24/2022

Conversion Rate (used by Treasury) *no value*

Reject Reason AP *no value*

Reject Reason Import Notification Process *no value*

Discount, tax, shipping & handling

Allocation	Weighted	Header-level
Terms Discount		0.00 USD
Discount		0.00 USD
Sales Tax		0.00 USD
VAT		0.00 USD
Shipping		15.00 USD
Handling		10.00 USD

Total 70.84 USD

Payment Method must state **Check**.

Payment Record No. = Check number.

Payment Record Date = Check date.



Chrome River payment details

Viewing Chrome River reports

- Chrome River is not an “open” system and does not have a general document search.
- Reports are visible to:
 - The expense owner.
 - Delegates or super delegates who have access to the expense owner or the organization.

The steps outlined in this section pertain to the expense owner or their delegate.





eWallet

Unused Items

4069 Credit Card Items

0 Receipts

VIEW ALL 4065 UNUSED ITEMS

Cash Adv

Cash Advance Balance

USD: 0.00 USD

Expenses

+ Create

153
Draft

3
Returned

33
Submitted
Last 90 Days

Trip Authorization

+ Create

15
Draft

1
Returned

6
Submitted
Last 90 days

My Statements

CURRENT
0
0.00 USD

PRIOR
0
0.00 USD

UPCOMING DUE
-49
Days



Hello Cynthia

Welcome to Chrome River!

IMPORTANT NOTICES

Click Submitted in the Expenses ribbon to view reports and locate payment details.

Approval document for the trip to be authorized. In the case of University-affiliated travel paid by a third party, the form may be submitted directly to OVPIA via e-mail at ovpia@iu.edu. Please visit [Mobility Updates: Coronavirus: International Resources: IU Global: Indiana University](#) for international travel approval process guidance for Students and Non-employees.

Chrome River Pre-Approval Requirement: All university-affiliated travel expenses, funded in whole or in part by IU or IU Foundation funds, require a Chrome River Pre-Approval. Click [here](#) to view how to submit a Pre-Approval report or [here](#) to view how to import a Pre-Approval to an expense report.

Lodging expense no longer requires itemization of room rate and taxes by day! Instead, hotel room rate and taxes are now entered as a lump sum amount using the Lodging Room Rate plus Taxes/Fees ex-



Submitted			
3.30 NE w/o wire export est QA0047842191	10/11/2021	15.00 USD PENDING	
9.30 Paid Expense API testing QA0047594875	09/30/2021	787.27 USD PAID	
9.30 Paid Expense API testing QA0047594872	09/30/2021	12.65 USD PAID	
9.30 Paid Expense API testing QA0047594871	09/30/2021	50.00 USD PAID	
9.30 Paid Expense API testing QA0047594888	09/30/2021	45.23 USD PAID	
9.30 Paid Expense API testing QA0047594884	09/30/2021	138.63 USD PAID	
9.30 Paid Expense API testing QA0047594883	09/30/2021	35.72 USD PAID	
9.30 Paid Expense API testing QA0047594882	09/30/2021	72.00 USD PAID	
9.30 Paid Expense API testing QA0047594881	09/30/2021	12.00 USD PAID	
9.30 Paid Expense API testing	09/30/2021	10.00	

Report status of Paid or Partially Paid means payment has been generated.



Submitted



3.30 NE w/o wire export est

10/11/2021

15.00

QA0047842191

PENDING

9.30 Paid Expense API testing

09/30/2021

787.27

QA0047594875

PAID

9.30 Paid Expense API testing

09/30/2021

12.65

QA0047594872

PAID

9.30 Paid Expense API testing

QA0047594871

50.00

PAID

9.30 Paid Expense API testing

QA0047594888

45.23

PAID

9.30 Paid Expense API testing

QA0047594884

09/30/2021

138.63

PAID

9.30 Paid Expense API testing

QA0047594883

09/30/2021

35.72

PAID

9.30 Paid Expense API testing

QA0047594882

09/30/2021

72.00

PAID

9.30 Paid Expense API testing

QA0047594881

09/30/2021

12.00

PAID

9.30 Paid Expense API testing

09/30/2021

10.00

Select report to view payment details.

Open

PDF

Tracking

Tracking Summary

Paid

787.27 USD

Payment Data

DATE	BANK ID	CHECK/ACH #	AMOUNT (USD)
10/05/2021		#100858099	787.27

Financial Summary

Total Expense R 1.27

Amount Due Em 1.27

Total Expenses 1.27

Applied Pre- (USD)

DATE 09/30/2021 1.00

Remaining Bal 1.00

Expense Summary

AMOUNT (USD) APPROVED (USD)

Date: Check Date

Check/ACH #:

- Checks start with "1" or "2"
- ACH/direct deposit: start with "5" or "6"



Step 3: **Verify check status**

You have the payment details. Now what?

- Use an IUIE report to confirm whether the check has been cashed.
- Two reports, available to all users:
 - Non-Payroll payments: **IUIE PDP Disbursement (Check) Status Report**
 - Payroll payments: Paycheck Status Report



- Constituent Relationships
- Cross-Application
- Departmental Reporting
- E-Training
- Ecommerce
- Faculty Annual Report
- Financial
- Human Resource Management
- Information Technology
- IUIE
- Kuali Financial
- Libraries
- Physical Facilities
- Research
- Student

Basic: PDP Disbursement Status Report

Last Refresh Of Referenced Data:

06/02/2022 02:13:30 - FP_BR_CHECK_STATUS_V

[Security Information](#)

[Report Object Help](#)

[Instructions](#)

Run Save Settings Advanced

Specify Parameter Values to Restrict Output

Disbursement / Check Number	301825236
Customer Payment Document Number (DV/PREQ Doc ID)	

[Wildcards Allowed](#)

[Wildcards Allowed](#)

[Wildcards Allowed](#)

[Wildcards Allowed](#)

PO Number	
Customer Organization Code	
Disbursement Date	
Fiscal Officer User ID	
Is Outstanding?	
Is Stale?	
Is Reissued?	
Accounting Line Amount	
Financial Chart of Account	
Account Organization Code	
Account Number	
Reports to Org Code	

Disbursement/Check Number = the check number from BUY.IU or Chrome River.

Customer Payment Document Number = the BUY.IU SI (invoice) number or Chrome River report number.

Include Parameters with Output

Do not Include Parameters with Output

- Constituent Relationships
- Cross-Application
- Departmental Reporting
- E-Training
- Ecommerce
- Faculty Annual Report
- Financial
- Human Resource Man
- Information Technology
- IUIE
- Kuali Financial
- Libraries
- Physical Facilities
- Research
- Student

Include Parameters with Output
 Do not Include Parameters with Output
 Include Parameters that Have Values
 Include All Parameters

Select Columns to Include
 All Columns
 Selected Columns

Include Column Names?
 Yes
 No

- Current Disbursement Number
- Disbursement Type Code
- Customer Organization Code
- Disbursement Date
- Total Disbursement Amount
- Chart of Accounts Code
- Reports to Organization Code
- Fiscal Officer User ID
- Fiscal Officer Email Address
- Invoice Number
- Stale Check Reissue Document Number
- Stale Check Reissue Number
- Stale Check Routing Status Description
- Payment Attachment Indicator
- Is Stale?
- Is Reissued?
- Disbursement Cleared Date

- Disbursement / Check Number
- Customer Chart of Accounts Code

Retain Leading Zeros of Character Columns

Maximum Number of Rows to Return
 100
 No Limit

Include SQL Query Text with Output

Only Return a Row Count

Select the Output Format

- HTML
- MS Excel (XLS)

Select the Output Destination*

- Wait
- Send to Completed Reports

Select All Columns to return data.
If you don't select columns you'll receive an error message.

- Shared Folder
- Completed R
- Job Log
- New Shortcut
- Scheduled Jo

Basic: FP BR CHECK STATUS V=> 06/02/22 09:46:50 (PROD - 14905339)

Current Disbursement Number	Disbursement / Check Number	Disbursement Type Code	Customer Chart of Accounts Code	Customer Organization Code	Customer Subunit Code	Disbursement Date	Disbursement Status	Total Disbursement amount	Accounting Line Amount	Chart of Accounts Code	Organization Code	Repor Organ Code
301840269	301840269	CHCK	BL	BYIU	PUR	05/24/2022	Cleared Dt: OUTSTANDING	1087.85	220.36	IN	BIOM	MED
301840269	301840269	CHCK	BL	BYIU	PUR	05/24/2022	Cleared Dt: OUTSTANDING	1087.85	78.52	IN	TTBR	SSF
301840269	301840269	CHCK	BL	BYIU	PUR	05/24/2022	Cleared Dt: OUTSTANDING	1087.85	51.92	IN	ANAT	ACBP
301840269	301840269	CHCK	BL	BYIU	PUR	05/24/2022	Cleared Dt: OUTSTANDING	1087.85	34.64	IN	GECT	CORZ
301840269	301840269	CHCK	BL	BYIU	PUR	05/24/2022	Cleared Dt: OUTSTANDING	1087.85	44.86	IN	TPDF	IUCC
301840269	301840269	CHCK	BL	BYIU	PUR	05/24/2022	Cleared Dt: OUTSTANDING	1087.85	222.61	IN	GECT	CORZ
301840269	301840269	CHCK	BL	BYIU	PUR	05/24/2022	Cleared Dt: OUTSTANDING	1087.85	32.95	IN	PHCB	PHIA
301840269	301840269	CHCK	BL	BYIU	PUR	05/24/2022	Cleared Dt: OUTSTANDING	1087.85	44.86	IN	TPDF	IUCC
301840269	301840269	CHCK	BL	BYIU	PUR	05/24/2022	Cleared Dt: OUTSTANDING	1087.85	70.84	IN	CPLX	CPL
301840269	301840269	CHCK	BL	BYIU	PUR	05/24/2022	Cleared Dt: OUTSTANDING	1087.85	38.76	IN	MECH	ENGT
301840269	301840269	CHCK	BL	BYIU	PUR	05/24/2022	Cleared Dt: OUTSTANDING	1087.85	103.4	IN	SNRI	RESW
301840269	301840269	CHCK	BL	BYIU	PUR	05/24/2022	Cleared Dt: OUTSTANDING	1087.85	112.43	IN	SNRI	RESW
301840269	301840269	CHCK	BL	BYIU	PUR	05/24/2022	Cleared Dt: OUTSTANDING	1087.85	31.7	IN	DSOT	DSOH

Cleared Date = Outstanding
The check has **not** been cashed.

Stop Payment Form is required.

- Folder Constituent Relations
- Folder Cross-Application
- Folder Departmental Reports
- Folder E-Training
- Folder Ecommerce
- Folder Faculty Annual Reports
- Folder Financial
- Folder Human Resource Management
- Folder Information Technology
- Folder IUIE
- Folder Kual Financial
- Folder Libraries
- Folder Physical Facilities
- Folder Research
- Folder Student

Basic: PDP Disbursement Status Report

Current Disbursement Number	Disbursement / Check Number	Disbursement Type Code	Customer Chart of Accounts Code	Customer Organization Code	Customer Subunit Code	Disbursement Date	Disbursement Status	Total Disbursement Amount	Accounting Line amount	Chart of Accounts Code	Organization Code	Re On Co
301825236	301825236	CHCK	BL	BYIU	PUR	03/10/2022	Cleared Dt: 03/21/2022	3000	3000	IN	AHEC	FAI

Cleared Date = a date
 The check **has** been cashed.

Stop Payment Form should not be submitted.

If you need a copy of the check image, submit a UCO Contact Form using these options:

1. Employee (current or former)
2. Check Image Request



Step 4: Submit Stop Payment Form

Scenario

Leia Organa, a distinguished professor in the Women's Studies department, contacts you about her mileage reimbursement. You check Chrome River and see her report was approved three weeks ago. A check was issued. You lookup the check number in IUIE and verify it has not been cashed.

Because a physical check was issued and you've verified it has not been cashed, a Stop Payment Form **is** appropriate.



Before you complete the form...

Ideal

Send Prof. Organa instructions to setup a direct deposit reimbursement account. Submit Stop Payment Form after setup is complete.

- The reissue will be sent to the direct deposit account.
- All future Chrome River reimbursements will be sent to the direct deposit account.

Less ideal

The Professor refuses to setup a direct deposit reimbursement account.

- Collect an alternate mailing address or enter instructions to pickup the check via special handling.
- Until a reimbursement account is established, future reimbursements will be mailed to **campus address**.



Remember this?

All requests

- Employee, supplier, or payee name
- Employee, supplier, or payee ID
- Check number
- Check date
- Check amount

Situation specific

- BUY.IU/Chrome River payments:
 - PO, SI, and/or report number(s)
- For reissues:
 - Physical check: new remit address
 - ACH/direct deposit: email address
 - Special handling instructions



This scenario's information:

- Employee name: Leia Organa
- Employee ID: 0002000838
- Check number: 900858000
- Check date: 5/23/22
- Check amount: \$56.48
- Chrome River report number: QA000055555
- ACH email address: aldy4ever@gmail.com

The new Stop
Payment Form
goes live July 1.

Until then, use the
existing form
available in One.IU.





Home / Cash Control / Stop Payment Form

Please note, this form cannot be used to reissue a payment to a different payee.

Requestor Information

Name, User Name, and Email
Name: Chavez, Sarah Julia
User Name: schavez2
Email Address: schavez2@iu.edu

Do you want the check printed at IUPUI? (* required)
 Yes No

Phone Number w/ Area Code (* required)
(812) 856-4574

Department (* required)
Training & Communications

Payee Information

Payee Name (* required)
Leia Organa

Employee/Supplier/Payee ID
0002000838

Check Information

Check Type (* required)

Check Date (* required)

Defaults to "No."
Check "Yes" if payment is funded by an IN account.





Check Information

Check Type (* required)

Invoice/Travel/Bursar--PDP

Check Date (* required)

05/23/2022

Check Number (* required)

900858000

Check Amount (* required)

\$ 56.48

Original PO, Invoice, or Payment Document

PO Number

Invoice/Payment Document

QA000055555

Current Check Location

Do you have the original check? (* required)

Choose an option...

Choose an option...

Yes, and the check was issued within the past 6 months

Yes, but the check was issued over 6 months ago

No

Why are you submitting this request? (* required)

Form dynamically updates based on the choice you make.





Current Check Location

Do you have the original check? (* required)

Yes, and the check was issued within the past 6 months

Each stop payment results in a fixed fee paid by Treasury. **If the check has been returned (bad address), mail it to the new updated address of the payee.** Neither a stop payment at the bank or cancellation in PDP are needed in this situation. For reissue requests, a new disbursement will still be printed with **the same bad address information and manually routed to the new address.**

Check Return Process for Cancel and/or Reissue Requests:

1. Complete and submit this form.
2. Void the check by removing the number strip on the bottom.
3. Write your contact information on the check.
4. Send the check to Cash Accounting, 1024 E 3rd St., Bloomington, IN 47405.
5. The original check will be stopped at the bank and cancelled in PDP when your request is processed by Cash Accounting. **Due to the current mobile banking practice, a stop payment at the bank is still required even though the original check is physically returned to BL or IN Cash Accounting.**

After your request is processed it will appear in the General Ledger (GL) as described below for non-payroll checks:

- Reissue Request: When the request is complete you will see a negative CHKR and positive CHKD in the GL, and a new disbursement number in IU Payment System.
- Cancel Request: You will see a negative CHKC in the GL and a CDIS for non-payroll check in IU Payment System.

Payroll cancels and reissues will run through the payroll general ledger feeds.

Instructions for next steps are baked into the form itself! 😊





Current Check Location

Do you have the original check? (* required)

No

Reason for Request

Why are you submitting this request? (* required)

Choose an option...

- Choose an option...
- No Longer Owed (Cancel)
- Paid by Other Means (Cancel)
- Reapply to Bursar Account (Cancel)
- Wrong Amount (Cancel)
- Wrong or Misspelled Payee (Cancel)
- Other (Cancel)
- Damaged (Reissue)
- Lost/Never Received (Reissue)
- Stale Check (Reissue)
- Other (Reissue)

Submit

Cancel

Remember:
Cancel = the payment is wrong or no longer needed.

Reissue = the payment is right but check could not be cashed.





Current Check Location

Do you have the original check? (* required)

No

Reason for Request

Why are you submitting this request? (* required)

Lost/Never Received (Reissue)

How should the new disbursement be handled? (* required)

Choose an option...
Choose an option...
Send Check to the Same Address
Use ACH/Direct Deposit
Send Check to a New Address
Special Handling

Any final comments about your stop payment request?

Special Handling

Check will be held at:

- UCO Customer Service (BL)
- LV 1173 (IN)
- mailed to regional accounting office for pickup.





Reason for Request

Why are you submitting this request? (* required)

Lost/Never Received (Reissue)

How should the new disbursement be handled? (* required)

Use ACH/Direct Deposit

Recipient Email Address (* required)

The email address of whomever is receiving the ACH payment (or handles ACH issues/questions).

aldy4ever@gmail.com

Comments

Any final comments about your stop payment request?

Leia is a professor in our department. She's setup a direct deposit reimbursement account which is where this reissue should be sent. Please contact with any questions - thanks!

Enter any additional details that may help Cash Accounting and other processors with the request in the Comments field.

Submit

Cancel



After form submission

- If you have the original check it must be returned to Cash Accounting.
 - Void the check by removing the number strip at the bottom.
 - Write your contact information clearly on the check.
 - Use Campus Mail to send the check to:

Cash Accounting
Music Practice Building
1024 E 3rd St.
Bloomington, IN 47405

If you work at IUPUI you can also return the check to Finance and Administration office (LV 1173).



Write your contact information on the check.
Bonus points: include your FireForm number!

Sarah Chavez
6-4574
schavez2@iu.edu
Form #1534308

DATE: Jan 1, 2018

PAY TO THE ORDER OF: John Doe \$ 23,010.52

Twenty-three thousand ten dollars and 52 cents DOLLARS

MEMO: January Rent Payment

Signature

⑆000045678000 0000⑆ ⑆0000

Remove account information from the bottom to void the check. Cut this section off to remove.

[Photo Credit](#)



Address updates

- If you sent the payment to a new address, follow up with your supplier.
 - They need to update their remit information in their supplier portal.
 - Or better yet – add ACH/direct deposit information!
- If supplier is not able to update portal, you can submit a supplier edit request form on their behalf.
 - Request must contain substantiation documentation directly from the supplier stating where payments should be sent.





Step 5: Track stop payment request

Following up on your request

- You will receive an email notification when your form moves to a new state.
 - Use your My Entries page to review additional details.
- FireForm does not have a commenting function like other IU systems.



How do I access My Entries?

1. Visit the Stop Payment Form, or any FireForm.
2. Click “Login” in the upper right-hand corner.
3. After you’ve logged in, you’ll see “My Entries” next to your name in the upper right-hand corner.





Entries

Copy Form Entry

Home / Entries

Search entries... Form: All State: All

Form ID	Application	Form	Submitted Date	
1539941	EBPS FireForm	FireForm Support Request	4/19/2022 10:42:55 PM	
1534308	Office of the University Controller	Stop Payment Form	4/14/2022 10:34:22 AM	
1534302	Office of the University Controller	Stop Payment Form	4/14/2022 10:33:20 AM	Approved
	Office of the University Controller	Stop Payment Form	4/14/2022 10:32:02 AM	Denied
	Office of the University Controller	Stop Payment Form	4/14/2022 10:30:53 AM	Denied
	Office of the University Controller	Stop Payment Form	4/14/2022 10:25:29 AM	Approved
		FireForm Support Request	3/24/2022 10:18:50 AM	Work Assigned
	President & Chief Financial Officer	Spark and Division Merit Award Nomination Form	3/22/2022 4:02:22 PM	Pending EVPFA Initial Approval
1264008	EBPS FireForm	FireForm Support Request	11/17/2021 5:03:43 PM	Work Assigned
1263697	IU Vice President & Chief Financial Officer	CFO Winter Soiree 2021	11/17/2021 3:26:47 PM	Email CFOdesk
117258	IU Vice President & Chief Financial Officer	Spark and Division Merit Award Nomination Form	9/26/2021 8:24:56 PM	Pending EVPFA Initial Approval

My Entries displays your FireForm entries for all IU organizations.





Entries

Copy Form Entry

Home / Entries

Search entries...

Search

Form:

All

All

EBPS FireForm

FireForm Support Request

FireForm Tenant Request

Identity Management Systems

CAS Protocol Integration Request

Indiana University

COVID-19 Mitigation Testing Exemption

COVID-19 Vaccine Reporting Form

Flu Vaccine Reporting Form

IU Events Management

Events & Conference Request

IU Vice President & Chief Financial Officer

CFO Winter Soiree 2021

Spark and Division Merit Award Nomination Form

Office of the University Controller

Stop Payment Form

Update Form Library

VPCPF Forms

IU Material Requests

State:

All

Submitted Date

State

Filter by Form to review Stop Payment Forms only.

[1534298](#) Office of the University Controller

[1534285](#) Office of the University Controller

[1510464](#) EBPS FireForm

[1508291](#) IU Vice President & Chief Financial Officer

[1264008](#) EBPS FireForm

[1263697](#) IU Vice President & Chief Financial Officer

[1172258](#) IU Vice President & Chief Financial Officer

FireForm Support Request

CFO Winter Soiree 2021

Spark and Division Merit Award Nomination Form

11/17/2021 5:03:43 PM

11/17/2021 3:26:47 PM

9/26/2021 8:24:56 PM

Work Assigned

Denied

Approved

Denied

Denied

Approved

Work Assigned

Pending EVPFA Initial Approval

Work Assigned

Email CFOdesk

Pending EVPFA Initial Approval





Entries

Copy Form Entry

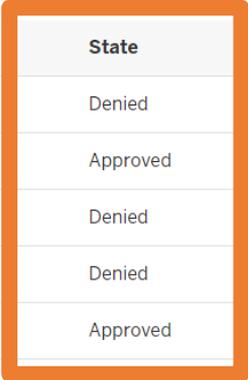
Home / Entries

Form:

Stop Payment Form

State column reflects the status of your request.

Form ID	Application	Form	Submitted Date	State
1534308	Office of the University Controller	Stop Payment Form	4/14/2022 10:34:22 AM	Denied
1534302	Office of the University Controller	Stop Payment Form	4/14/2022 10:33:20 AM	Approved
1534299	Office of the University Controller	Stop Payment Form	4/14/2022 10:32:02 AM	Denied
1534298	Office of the University Controller	Stop Payment Form	4/14/2022 10:30:53 AM	Denied
1534285	Office of the University Controller	Stop Payment Form	4/14/2022 10:25:29 AM	Approved



Click a Form ID to see additional details or edit and resubmit a returned request.

Workflow states

State	Description
New	Request in process.
Approved	Form approved and the payment was cancelled or reissued as requested.
Denied	Form disapproved. Review the Comments section of the form for explanation.



Locate new disbursement details

- When the form reaches “Approved” state, you will receive an email notification which contains the new check number.
- Or use the IUIE PDP Disbursement (Check) Status Report to locate the new check number for Chrome River, BUY.IU, or other PDP payments.

g **Manage Access** **Utilities**

Test Catalog

Basic: PDP Disbursement Status Report

Current Disbursement Number	Disbursement Check Number	Disbursement Type Code	Customer Chart of Accounts Code	Customer Organization Code	Disbursement Date
301839184	301833052	CHCK	BL	BYIU	05/17/2022
301839184	301839184	CHCK	BL	BYIU	05/17/2022

Current Disbursement
Number = New Check
Number





Wrap up & resources

Recap: stop payment steps



Who do I contact for support?

- It depends on what you need help with.
 - Completing the Stop Payment Form: Cash Accounting email
 - Locating BUY.IU payment details: Accounts Payable support form
 - Locating Chrome River payment details: Travel Management Services email



Resource recap

- [UCO Stop Payment Form task tile](#)
- [Locating Chrome River Payment Detail](#)
- [PDP Disbursement \(Check Status\) Report](#)
- [Paycheck Status Report](#)
- [Employee Direct Deposit Reimbursement instructions](#)
- [Supplier Edits Resource Center](#)
- [Supplier Manage your Direct Deposit instructions](#)
- Cash Accounting email: bankrecs@iu.edu
- IUPUI Cash Accounting: bank@iupui.edu
- [UCO Contact Us form](#)
- [Purchasing, P-Card, AP, and SDM Support Form](#)
- Travel team email: travel@iu.edu
- Training team email: estc@iu.edu
- [Training Team Events Calendar](#)



Question & Answer

Let's answer the questions that
have come in!

