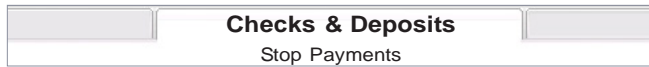


Stop Payments



The Stop Payments module provides you with the ability to create, track, and manage Stop Payment requests for paper checks issued by your company or a proxy.

Note: The Stop Payments module works only with paper checks issued by your company or a proxy. Payments and funds transfers issued by other means, whether initiated using the system or outside of its functionality, cannot be “stopped” using the Stop Payments module.

Accessing the Stop Payments Module

To access the Stop Payments module:

1. Click or move your mouse cursor over the **Checks & Deposits** navigation tab. The Payments & Transfers submenu is displayed.
2. Click the **Stop Payments** submenu item. The Stop Payments Compose Disclaimer pane is displayed.
3. Review the Stop Payments Compose disclaimer, then click the **OK** button to continue.

Requesting a Stop Payment

To create a stop payment request for a single check:

1. Click the **Create Stop Payments** tab.
2. From the **Account** drop-down list, select the account on which the check was drawn.
3. Choose the **Single** radio button.
4. In the **Check** field, enter the check number.
5. In the **Amount** field, enter the check amount.
6. In the **Issue Date** field, enter the date the check was issued, using mm/dd/yyyy format.
7. In the **Payee** field, enter the name of the check payee.
8. In the **Reason** field, enter the reason for the request.
9. *[Optional]* If you have additional comments, enter them in the **Comments** field.
10. Click the **Save** button.

The system verifies the status of the checks (e.g. Paid, Not Paid).

- If the check has been processed

A status message is displayed.

- If the check has not been processed

Your request is added to the Pending Stop Payments pane.

The Pending Stop Payments tab is displayed. There, you can modify, submit, or delete Stop Payment requests.

To create a stop payment request for a range of checks:

1. Click the **Create Stop Payments** tab.
2. From the **Account** drop-down list, select the account on which the check was drawn.
3. Select the **Range** radio button.
4. In the **Check From** field, enter the first check number of the range.
5. In the **Check To** field, enter the last check number of the range.
6. In the **Reason** field, enter the reason for the request.
[Optional] In the **Comments** field, enter any additional comments.
7. Click the **Save** button.

The system verifies the status of the checks (e.g. Paid, Not Paid).

- If the check has been processed

A status message is displayed.

- If the check has not been processed

Your request is added to the Pending Stop Payment pane.

The Pending Stop Payments tab is displayed. There, you can modify, submit, or delete Stop Payment requests.

Modifying a Stop Payment Request

For instructions, see the *Modifying Items, Batches, and Templates* topic on the Getting Started Quick Reference.

Submitting Stop Payment Requests

For instructions, see the *Submitting Items, Batches, and Templates* topic on the Getting Started Quick Reference.

Deleting Stop Payment Requests

For instructions, see the *Deleting Items, Batches, and Templates* topic on the Getting Started Quick Reference.

Cancelling Submitted Stop Payment Requests

To cancel a stop payment request that already has been submitted:

1. Click the **Create Stop Payments** tab.
2. From the **Account** drop-down list, select the account on which the check was drawn, as entered in the stop payment request.
3. Select the **Cancel Stop Payment** radio button.
4. In the **Check** field, enter the check number.
5. In the **Amount** field, enter the check amount.
6. In the **Issue date** field, enter the date on which the stop payment request was submitted.
7. In the **Stop date** field, enter a date for the request.
8. Click the **Save** button. The Pending Stop Payments tab is displayed.

Stop Payments (Cont'd)

Stop Payment Report

The Stop Payment report displays the status of Stop Payment requests.

To access the Stop Payment report:

1. Click the **Reporting** tab.
2. Click the **Stop Payments Report** hyperlink. The Stop Payments Report parameters pane is displayed.
3. From the **Account** drop-down list, select an account number, or select All.
4. From the **Status** drop-down list, select a status, or select All.
5. In the **Date Range From** and **To** fields, enter starting and ending dates. Use mm/dd/yyyy format.
6. Click the **Submit** button. The Stop Payments Report pane is displayed.