

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.*

### REQUEST A STOP PAYMENT

To create a stop payment request for a single check:

1. From the CHECK MGMT menu, select STOP PAYMENTS. The Stop Payments Compose Disclaimer pane is displayed.
2. Review the Stop Payments Compose disclaimer, then click the OK button to continue.
3. On the Pending Stop Payments tab, click the CREATE button. The Create Stop Payment tab is displayed.  
If you are already on the Create Stop Payment tab, skip to the next step.
4. From the ACCOUNT drop-down list, select the account on which the check was drawn.
5. Choose the SINGLE radio button.
6. In the CHECK field, enter the check number.
7. In the AMOUNT field, enter the check amount.
8. In the ISSUE DATE field, enter the date the check was issued, using mm/dd/yyyy format.
9. In the PAYEE field, enter the name of the check payee.
10. In the REASON field, enter the reason for the request.
11. [OPTIONAL] If you have additional comments, enter them in the COMMENTS field.
12. 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. From the CHECK MGMT menu, select STOP PAYMENT. The Stop Payments Compose Disclaimer pane is displayed.
2. Review the Stop Payments Compose disclaimer, then click the OK button to continue.
3. On the Pending Stop Payments tab, click the CREATE button. The Create Stop Payment tab is displayed.

If you are already on the Create Stop Payment tab, skip to the next step.

4. From the ACCOUNT drop-down list, select the account on which the check was drawn.
5. Select the RANGE radio button.
6. In the CHECK FROM field, enter the first check number of the range.
7. In the CHECK TO field, enter the last check number of the range.
8. In the REASON field, enter the reason for the request.  
[OPTIONAL] In the COMMENTS field, enter any additional comments.
9. 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.

### MODIFY A STOP PAYMENT

To modify Stop Payment requests that have not yet been submitted:

1. Access the Pending Stop Payments tab:
  - From within the Stop Payments module  
Select the PENDING STOP PAYMENTS tab.
  - From anywhere else in the system
    1. From the CHECK MGMT menu, select STOP PAYMENT. The Stop Payments Compose Disclaimer pane is displayed.
    2. Review the Stop Payments Compose disclaimer, then click the OK button to continue. The Pending Stop Payments tab is displayed.
2. Click the MODIFY hyperlink associated with the request to be modified. The Modify Stop Payments screen is displayed.
3. Make the necessary changes.
4. Click the SAVE button.

[OPTIONAL] To discard your changes, click the RESET button.

### SUBMIT STOP PAYMENTS

To submit Stop Payment requests:

1. Access the Pending Stop Payments tab:
  - From within the Stop Payments module  
Select the **PENDING STOP PAYMENTS** tab.
  - From anywhere else in the system
    1. From the **CHECK MGMT** menu, select **STOP PAYMENT**. The Stop Payments Compose Disclaimer pane is displayed.
    2. Review the Stop Payments Compose disclaimer, then click the **OK** button to continue. The Pending Stop Payments tab is displayed.
2. In the Pending Stop Payments pane:
  - Submit a single request  
Click the **SUBMIT** hyperlink associated with the request to be submitted.
  - Submit multiple requests
    1. Select the checkboxes associated with the requests to be submitted.
    2. Click the **SUBMIT** button.
  - Submit all requests
    1. Select the checkbox in the left-hand corner of the header row.
    2. Click the **SUBMIT** button.The Submit Verification screen is displayed.
3. In the **ENTER YOUR PASSWORD FOR SUBMIT** field, enter your transaction password.
4. Click the **VERIFY** button. The Submit Confirmation screen is displayed.
5. [OPTIONAL] To print the confirmation, click the **PRINT** button. Make the necessary selections in the Print dialog box, then click the **OK** button.
6. Click the **OK** button to close the confirmation screen and return to the Pending Stop Payments tab.

### DELETE STOP PAYMENTS

To delete pending Stop Payment requests:

1. Access the Stop Payments module:
  - From within the Stop Payments module  
Select the **PENDING STOP PAYMENTS** tab.
  - From anywhere else in the system
    1. From the **CHECK MGMT** menu, select **STOP PAYMENT**. The Stop Payments Compose Disclaimer pane is displayed.
    2. Review the Stop Payments Compose disclaimer, then click the **OK** button to continue. The Pending Stop

Payments tab is displayed.

2. In the Pending Stop Payments pane:
  - Delete a single request  
Click the **DELETE** hyperlink associated with the request to be deleted.
  - Delete multiple requests
    1. Select the checkboxes associated with the requests to be submitted.
    2. Click the **DELETE** button.
  - Delete all requests
    1. Select the checkbox in the left-hand corner of the header row.
    2. Click the **DELETE** button.A confirmation message is displayed in a pop-up window.
3. Click the **OK** button. The Stop Payment requests are deleted.

### CANCEL SUBMITTED STOP PAYMENTS

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

1. From the **CHECK MGMT** menu, select **STOP PAYMENTS**. The Stop Payments Compose Disclaimer pane is displayed.
2. Review the Stop Payments Compose disclaimer, then click the **OK** button to continue.
3. On the Pending Stop Payments tab, click the **CREATE** button. The Create Stop Payment tab is displayed.  
If you are already on the Create Stop Payment tab, skip to the next step.
  1. From the **ACCOUNT** drop-down list, select the account on which the check was drawn, as entered in the stop payment request.
  2. Select the **CANCEL STOP PAYMENT** radio button.
  3. In the **CHECK** field, enter the check number.
  4. In the **AMOUNT** field, enter the check amount.
5. In the **ISSUE DATE** field, enter the date on which the stop payment request was submitted.
6. In the **STOP DATE** field, enter a date for the request.
7. Click the **SAVE** button. The Pending Stop Payments tab is displayed.