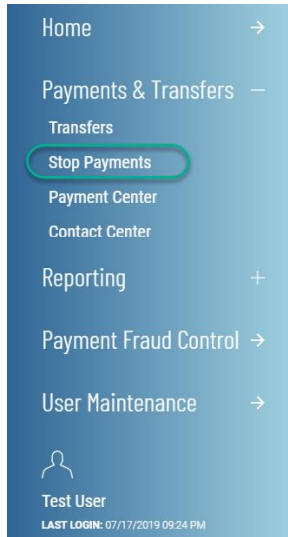


# Quick Reference Guide – Stop Payment

The Stop Payments workspace provides you the ability to place stop payment requests and to view the history of stop payments requests submitted through Digital Banking IQ and Business Financial Services.

To access the Stop Payments workspace, open the left navigation menu, click to expand the Payments & Transfers menu, then select the Stop Payments link.



## View Stop Payment(s)

The Stop Payment list view widget is pinned to the workspace, provides a history of the stop payments that have been submitted through Digital Banking IQ and Business Financial Services.

The screenshot shows the 'Stop Payments' workspace. At the top, there is a header 'Stop Payments' and an 'Add Widget' button. Below the header, there is a section titled 'STOP PAYMENTS'. On the left, there is a button 'Add Stop Request(s)' and a 'FILTER' dropdown menu. On the right, there is a refresh icon, a date 'As of 07/28/2019 05:34 PM', and a 'SAVED VIEWS' dropdown menu. The main content is a table with the following columns: Actions, Status, Account Na..., Account Nu..., Check Num..., Amount, Stop Reason, Expiration D..., and Resp... The table contains 12 rows of data. At the bottom, there is a footer that says 'Viewing 1-10 of 22 records' and a pagination control showing 'DISPLAY 10 per page < PAGE 1 of 3 >'.

Actions	Status	Account Na...	Account Nu...	Check Num...	Amount	Stop Reason	Expiration D...	Resp...
View	Placed	Building Acc...	23235252	100-200				Stop Paymen...
View	Placed	Capital Acco...	123456789	2509	52,589.00	Lost Check		Stop Paymen...
View	Placed	Office Expen...	10010002	12387-12387	1,500.00		09/08/2019	(ErrAcc)
View	Placed	Building Acc...	23235252	12387	1,500.00		09/08/2019	(ErrAcc)
View	Placed	Capital Acco...	123456789	12387	1,500.00		09/08/2019	Stop Paymen...
View	Placed	Building Loan	36254512	250	35.00	Lost Check		Stop Paymen...
View	Placed	Building Acc...	23235252	100	1.00			Stop Paymen...
View	Placed	Office Expen...	10010002	85412	612.00	Fraud		Stop Paymen...
View	Placed	Operating Ac...	10010001	259	25.98	Lost Check		Stop Paymen...
View	Placed	Fleet Vehicles	7777	7214	23,510.00			Stop Paymen...

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Click on View in the Actions column in the list view to see the details of any stop payment.

Account Name	Account Number	Check Number/Range	Amount
Operating Account	10010001	258	123.00
Stop Reason	Expiration Date	Response Description	Check Issue Date
Lost Check	10/08/2019	Stop Payment request accepted	04/08/2019
Payee	Bank Trace Number	Initiated By	Stop Date
	20190980002	A Campbell	04/08/2019

## Placing Stop Payment(s)

Click on Add Stop Request(s) link:

Actions	Status	Account Name	Account Num...	Check Number...	Amount	Stop Reason	Expiration Date	Respon...
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## Quick Reference Guide – Stop Payment

You can add a single, multiple or a range of Stop Payment requests. Optional information on the input form are called out, the rest are required –

The screenshot shows a web interface for adding stop payment requests. At the top, there is a blue header with a back arrow and the text '< Stop Payment'. Below this, the form is divided into several sections. The 'CHECK NUMBER' section has a dropdown menu and a 'Range' button circled in green. The 'AMOUNT' section has a text input field and is labeled 'Optional'. The 'STOP DURATION' section has a dropdown menu and is labeled 'Optional'. The 'STOP REASON' section has a dropdown menu and is labeled 'Optional'. The 'ISSUE DATE' section has a date picker and is labeled 'Optional'. The 'PAYEE' section has a text input field and is labeled 'Optional'. At the bottom of the form, there is a blue bar with the text '1 Total Stop Requests' and two buttons: 'Submit' and 'Cancel'. A 'Clear' button is also visible next to the 'AMOUNT' field. A red box highlights the 'Add 1 Items Add' button at the bottom of the form.

To add a range Stop Payment select Range, the input fields will dynamically present appropriate information needed for a range stop payment –

The screenshot shows the same web interface as above, but with the 'Single' button selected. The 'CHECK NUMBER' section now has two text input fields labeled 'From' and 'To'. The 'STOP DURATION' section has a dropdown menu. The 'AMOUNT' section is no longer visible. The 'STOP REASON' section has a dropdown menu. The 'PAYEE' section is no longer visible. The 'Submit' and 'Cancel' buttons are still present at the bottom.

Click on the Single link to revert the input form back to a single stop payment, as needed.

# Quick Reference Guide – Stop Payment

To add multiple stop payments, enter the desired number of stop payments to add. Click X to remove an unneeded input form –

ACCOUNT Select	CHECK NUMBER Range	AMOUNT	X
STOP DURATION Optional	STOP REASON	ISSUE DATE	
PAYEE Optional			
ACCOUNT Select	CHECK NUMBER Range	AMOUNT	X
STOP DURATION Optional	STOP REASON	ISSUE DATE	
PAYEE Optional			

Add 1 Items **ADD**