

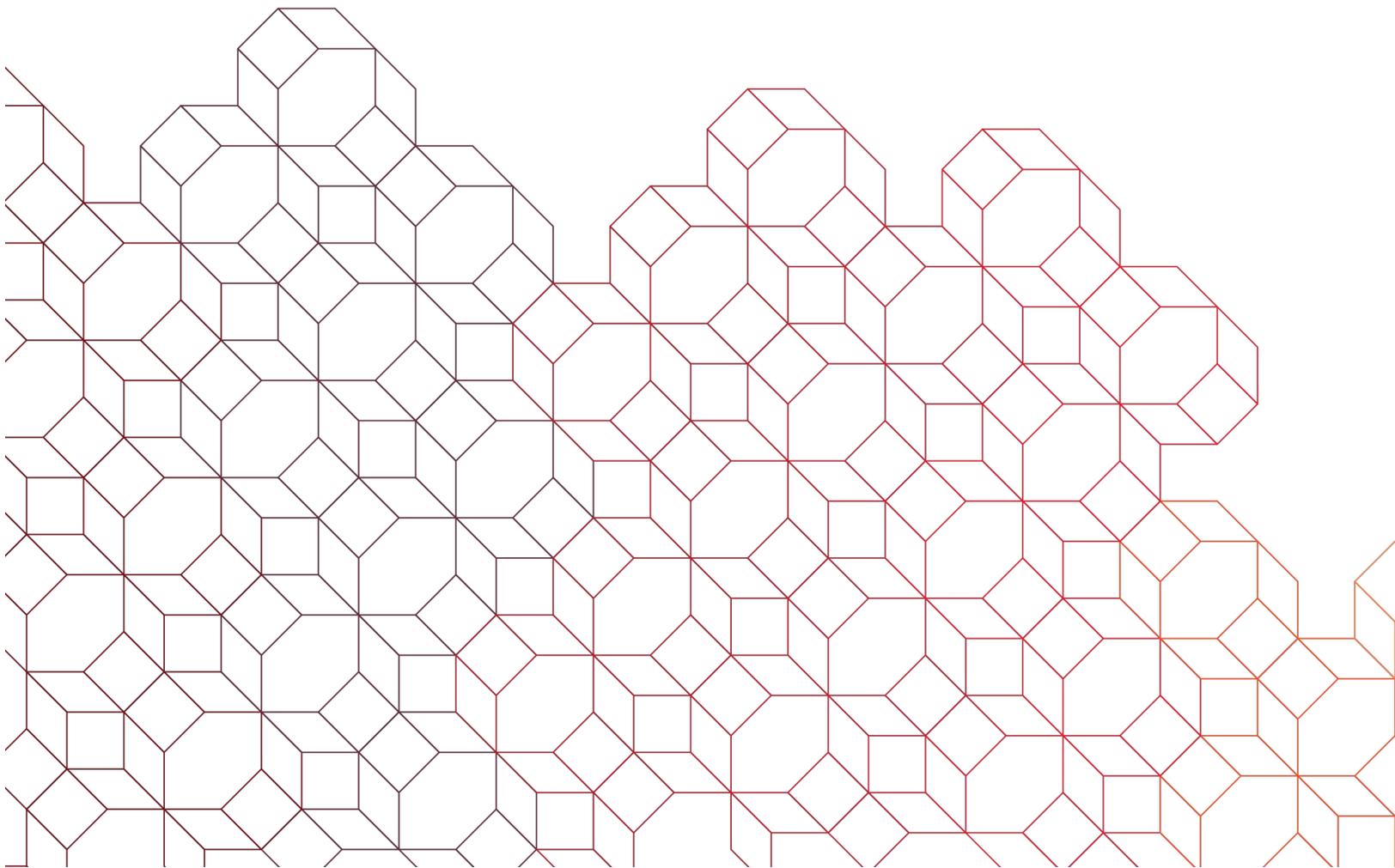


## Stop Payments

This Quick Reference Guide is to assist you in using the Stop Payments widget within Exchange. You will learn how to navigate stop payments list view, create a stop payment and submit a cancel stop request. Use the table of contents below to navigate to different topics within this guide.

### TABLE OF CONTENTS

<b>Stop Payments List View</b>	<b>2</b>
<b>Place a Stop Payment</b>	<b>3</b>
<b>Cancel a Stop Payment</b>	<b>4</b>



## Stop Payments List View

The Stop Payments widget allows **Exchange** Users, based upon permissions, to add a stop payment or cancel an existing stop payment. To create or cancel a stop payment, select **Stop Payment** from the **Fraud & Risk Management** menu.

**Stop Payments**

Stop Payments

[Add New Stop Request](#) [Add Cancel Stop Request](#) 07/16/2021 12:58 PM

Filter  All Stop / Cancel Stop Requests [Filters](#)

<input type="checkbox"/> All	Actions	Type	Status	From Account	Serial Number	Range	Amount	Payee Name	Reason
<input type="checkbox"/>	<a href="#">View</a>	Place Stop	Bank Confirmed	0010000001	12345		1,000.00	payee	DISPUTED PAYMENT

Viewing 1-1 of 1 records Display  per page < Page  of 1 >

[Approve](#) [Delete](#)

Stop Payments list view provides a list of all stops created or cancels performed in the system over the last **90 days**.

- The status of a stop or cancel is provided under the “Status” column, final status is “**Bank Confirmed**”.
- Select “Add New Stop Request” to create a new stop payment.
- Select “Add Cancel Stop Request” to cancel an existing stop payment on the account.
- The “Actions” menu allows you to view the stop/cancel information or cancel a stop payment previously placed.
- Depending on approval requirements, stop payments may need to be approved prior to release to the Bank for processing. If you have the ability to approve, “Approve” will appear as an option under actions for that item.
- To quickly approve a stop or cancel, click the checkbox followed by “Approve”.
- To quickly delete a stop or cancel request, click “Delete” after selecting the checkbox. If the status is “Bank Confirmed”, it can no longer be deleted.



# Place a Stop Payment

- To place a stop payment, click the “Add New Stop Request” link from the “Stop Payments” list view.
- Select the “From Account”, the account the check is drawn on.
- Input the “Serial Number”, check number.
- Select the “Stop Duration”, time the stop is valid, 6 or 12 months.
- Input the “Payee Name”, to whom the check was written.
- Input the “Amount” of the check.
- Select the “Issued Date”, the date the check was written.
- Select the “Stop Reason”.

← Stop Payment Request
Total Stop Requests **1**

Stop Type

Check

<b>* From Account</b> <input type="text"/>	<b>* Serial Number</b> <input type="text"/>	<b>Range</b>	<b>* Stop Duration</b> <input type="text"/>	
<b>* Payee Name</b> <input type="text"/>	<b>Memo</b> <input type="text"/>	<b>* Amount</b> <input type="text"/>	<b>Issued Date</b> <input type="text"/>	<b>Stop Reason</b> <input type="text"/>

Clear

Add  Stop Payment(s)

Total of 20 stop requests allowed: 1 entered, 19 remaining.

**1 Total Stop Requests**

**To input multiple stop payments:**

- Input the number of additional stops needed in the field next to “Add”.
- Click the “Add” button. New additional fields will appear. **NOTE:** The new “Serial Number” fields will automatically default to the next check number.

[+ Add New Stop Request](#)   [+ Add Cancel Stop Request](#)

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✓ Success. 1 Stop Payment Auto Approved  
 Place Stop for Check 12345 processed successfully  
 ID: 261  
 Account Number: 0010000001  
 Serial Number: 12345  
 Amount: 1,000.00  
 Bank Confirmed: 07/06/2021 14:38:14

Once the stop information is entered, click the “Save” button. You will see a Success message appear with details of the stop and it is also displayed in the list view. **Note:** If you do not see “Success” and “Bank Confirmed” in the message, it has most likely “Rejected”, be sure to review the status in the List View of the stop you submitted.

Stops by default are approved automatically. However, should secondary approval be required by your company and if you have permissions to approve your own stop requests, you will see the “Approve” option in the Actions menu. If not, another user with the proper permissions will have to approve it before the stop payment can be released to the Bank for processing.



## Cancel a Stop Payment

**Cancel Stop Payment Request**

Stop Type

\* Stop Type  
Check

Cancel Stop Criteria

\* From Account

Memo

\* Serial Number

Specify a range

Amount

Payee Name

**Save** Cancel

- To cancel a stop payment, click the “Add Cancel Stop Request” link from the “Stop Payments” list view.
- Select the “From Account”, the account the original stop payment was placed.
- Input the “Serial Number”, check number on the original stop payment.
- Input the “Amount” of the original stop payment.
- Input the “Payee Name”, to whom the check was written.

[Add New Stop Request](#) [Add Cancel Stop Request](#)

✓ Success. Cancel Stop Auto Approved

Cancel Stop for Check 12345 processed successfully  
Account Number: 0010000001  
Serial Number: 12345  
Bank Confirmed: 07/06/2021 14:53:20

Once the cancel information is entered, click the “Save” button. You will see a Success message appear with details of the cancel stop request and it is also displayed in the list view. **Note:** If you do not see “Success” and “Bank Confirmed” in the message, it has most likely “Rejected”, be sure to review the status in the List View of the cancel request you submitted.

Cancel stop by default are approved automatically. However, should secondary approval be required by your company and if you have permissions to approve your own cancel stop requests, you will see the “Approve” option in the Actions menu. If not, another user with the proper permissions will have to approve it before the cancel can be released to the Bank for processing.

