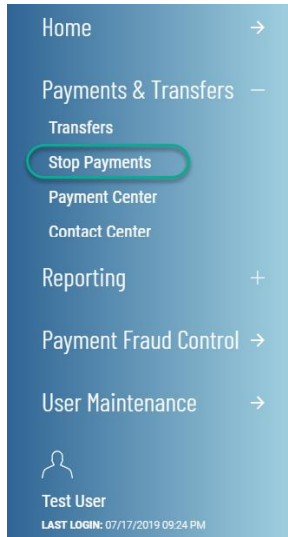


Quick Reference Guide – Stop Payment

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 dark blue header with the title 'Stop Payments' and an 'Add Widget' button. Below the header, there is a section titled 'STOP PAYMENTS'. On the left, there is a '+ Add Stop Request(s)' button and a search input field with a 'Save' button. On the right, there is a refresh icon, a date filter 'As of 08/28/2019 01:55 PM', and icons for filters, trash, print, and download. The main area contains a table with the following columns: ACTIONS, STATUS, ACCOUNT NAME, ACCOUNT NUMBER, CHECK NUMBER/RANGE, AMOUNT, STOP REASON, and EXPIRATION DATE. The table lists five stop payment requests. At the bottom, there is a pagination bar showing 'VIEW 1-5 OF 31' and a 'DISPLAY 5' dropdown menu with page navigation links '1 2 3 ... 7 >'.

ACTIONS	STATUS	ACCOUNT NAME	ACCOUNT NUMBER	CHECK NUMBER/RANGE	AMOUNT	STOP REASON	EXPIRATION DATE
...	Placed	Building Account	23235252	100-200	0		
...	Placed	Capital Account	123456789	2509	52,589.00	Lost Check	
...	Placed	Office Expenses	10010002	12387-12387	1,500.00		09/07/2019
...	Placed	Building Account	23235252	12387	1,500.00		09/07/2019
...	Placed	Capital Account	123456789	12387	1,500.00		09/07/2019

Quick Reference Guide – Stop Payment

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

Account Details

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

[BACK](#)

Placing Stop Payment(s)

Click on Add Stop Request(s) link:

STOP PAYMENTS

[+ Add Stop Request\(s\)](#) As of 08/28/2019 01:58 PM

Save

[Filter](#) [List](#) [Print](#) [Download](#)

ACTIONS	STATUS	ACCOUNT NAME	ACCOUNT NUMBER	CHECK NUMBER/RANGE	AMOUNT	STOP REASON	EXPIRATION DATE
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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 mobile application interface for 'Stop Payment'. At the top is a dark blue header with a back arrow and the text '< Stop Payment'. Below the header is a form with several input fields: 'ACCOUNT' (dropdown menu with 'Select'), 'CHECK NUMBER' (text input), 'AMOUNT' (text input with a 'Clear' button), 'STOP DURATION' (dropdown menu with 'Optional' label), 'STOP REASON' (dropdown menu), and 'ISSUE DATE' (calendar icon). There is also a 'PAYEE' field with an 'Optional' label. A section titled 'ADDITIONAL STOP REQUESTS' contains a counter with minus, plus, and '1' buttons. At the bottom, a dark blue bar displays '1 Total Stop Requests' and two buttons: 'SUBMIT' and 'CANCEL'. Red circles highlight the 'CHECK NUMBER' and 'Range' options in the original image.

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

This screenshot shows the 'CHECK NUMBER' section of the form. The 'CHECK NUMBER' label is followed by 'Single' and 'Optional' labels. The input fields are 'From' and 'To', both text inputs. The 'STOP DURATION' field is a dropdown menu with 'Optional' label. A 'Clear' button is located to the right of the 'STOP DURATION' field. The 'ACCOUNT' dropdown menu is also visible on the left.

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 <small>Range</small> 	AMOUNT <small>Optional</small> 	X
STOP DURATION <small>Optional</small> 6 months	STOP REASON <small>Optional</small> 	ISSUE DATE <small>Optional</small> 	
PAYEE <small>Optional</small> 			
ACCOUNT Select	CHECK NUMBER <small>Range</small> 	AMOUNT <small>Optional</small> 	X
STOP DURATION <small>Optional</small> 6 months	STOP REASON <small>Optional</small> 	ISSUE DATE <small>Optional</small> 	
PAYEE <small>Optional</small> 			

ADDITIONAL STOP REQUESTS
- 1 +