

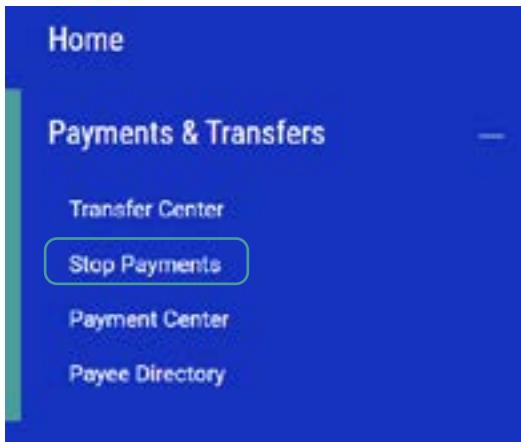
Cash Management Solutions

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 payment requests submitted through Treasury Online.

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 PAYMENTS

The Stop Payment list view widget is pinned to the workspace, provides a history of the stop payments that have been submitted through Treasury Online.

Action	Status	Account Name	Account Number	Check Number/Reason	Stop Reason
View	Pending	John Doe	12345678901234567890	12345678901234567890	Stop Reason 1
View	Pending	John Doe	12345678901234567890	12345678901234567890	Stop Reason 2

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

PLACING STOP PAYMENT(S)

Click on Add Stop Request(s) link:

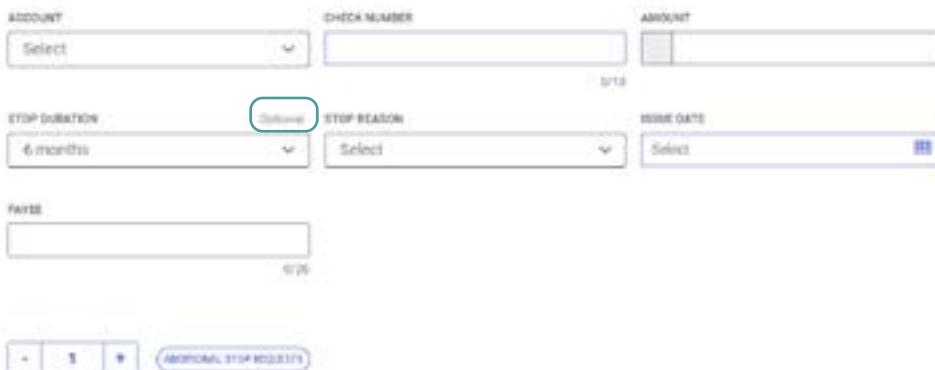


ALL STOP PAYMENTS

ACTIONS	STATUS	ACCOUNT NUMBER	CHECK NUMBER/RANGE	AMOUNT	STOP REASON
No results found					

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

Stop Payment



ACCOUNT: Select

CHECK NUMBER:

AMOUNT: 0.00

STOP DURATION: Optional

STOP REASON: Select

RELEASE DATE: Select

From: 07/26

To:

- 1 + Additional Stop Requests

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



ACCOUNT: Select

CHECK NUMBER: From To

STOP DURATION: Single Optional Clear

STOP REASON:

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

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

Enter all required fields and click to submit.