



First Horizon TreasuryConnectSM

Stop Payment



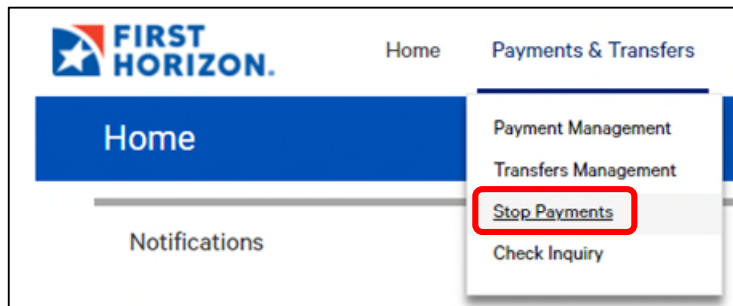


STOP PAYMENT

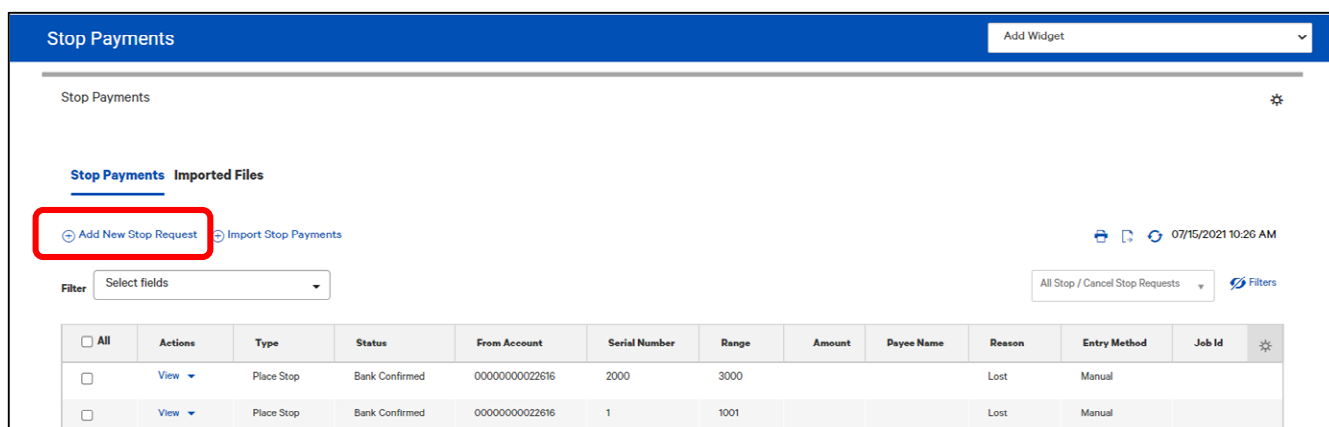
You may halt payment on a transaction, import stop payment files and see a list of formerly imported files.

To place a stop payment on a check:

1. Select **Stop Payments** from the **Payments & Transfers** menu.



2. The **Stop Payments** widget is displayed.
3. Click **Add New Stop Request**.



4. The **Stop Payment Request** screen appears.
5. Select the proper stop type, check or pre-authorized debit, by clicking the appropriate icon.
6. Enter check detail information.
7. Use the drop-down to select the **From Account**.
8. Enter the serial number of the check you want to stop payment on.
9. Use the **Stop Duration** drop-down to select a period of time during which the stop will be in effect—for example, **24 hours**.

NOTES

- You can stop a range of checks by clicking **Range** and then enter the beginning and ending check numbers in the **To** and **From** fields (which become active after a number has been entered into the **Serial Number** field). When a check range is entered, the **Payee Name**, **Amount**, and **Date** fields will be unavailable for modification.
- The **Serial Number** field is not available if you selected **Pre-authorized Debit**.



10. Use the **Stop Duration** drop-down to select a period of time during which the stop will be in effect—for example, **24 hours**.
11. (optional) If necessary, enter a **Payee Name**.
12. (optional) Enter a **Memo** if necessary.
13. (optional) Enter the amount of the payment.
14. (optional) Use the calendar icon to select an **Issue/Void Date**.
15. (optional) Use the **Stop Reason** drop-down to select a reason for the stop—for example, **Insufficient Funds**.
16. Click **Save**.

NOTE

Stop payment(s) may require additional approval(s).

STOP PAYMENT LIST

The **Stop Payments** widget displays a list of check entries including the following information about each entry:

- Company ID
- Company Name
- Place Stop/Cancel Stop
- Stop Type
- Type
- From Account
- Bank ID
- Serial Number, including a range if available
- Range
- Amount
- Memo, if available
- Check Issue Date
- Created By
- Payee Name



- Status
- Entry Date
- Duration
- Bank Confirmed: Date and time the bank confirmed the latest action on the item.
- Reason

Depending on its status and your entitlements, you can view, modify, delete, or approve items that appear in the list.

<input type="checkbox"/> All	Actions	Type	Status	From Account	Serial Number	Range	Amount	Dayee Name	Reason	Entry Method	Job Id
<input type="checkbox"/>	View	Place Stop	Bank Confirmed	0000000022616	2000	3000			Lost	Manual	
<input type="checkbox"/>	View	Place Stop	Bank Confirmed	0000000022616	1	1001			Lost	Manual	

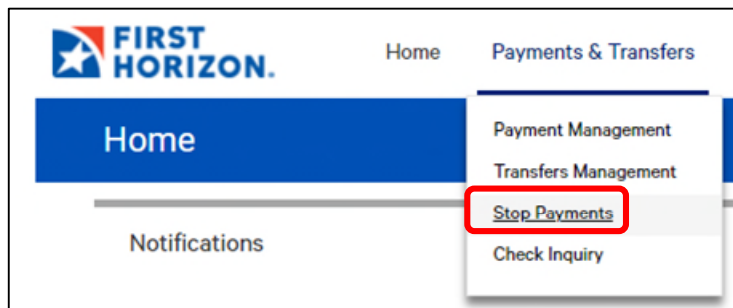
APPROVE A STOP REQUEST

You can approve a stop request from either the **Check Issue Management** widget or the **Stop Payments** widget.

CANCEL STOP PAYMENT

To cancel a stop payment:

1. Select **Stop Payments** from the **Payments & Transfers** menu.



2. On the Stop Payments screen, click **Add Cancel Stop Request**.
The system displays the **Cancel Stop Payment Request** screen.
3. Use the drop-down to select the **From Account**.
After selecting the **From Account**, the **Account Name** should populate.
4. (optional) Enter a **Memo** if necessary.
5. Enter the serial number or range of numbers of the check(s) you want to stop payment on.
6. Enter an amount, if you are entering the serial number of a single check.



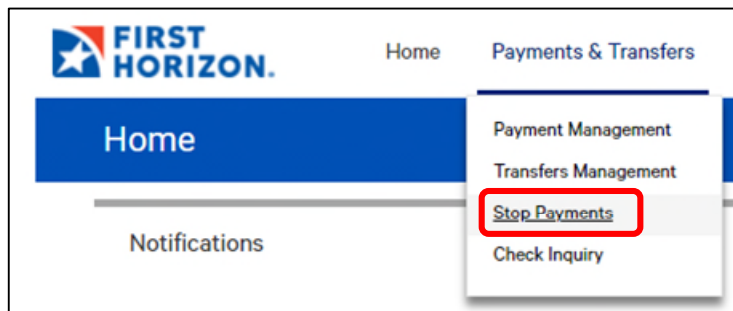
7. Click **Save**.

CANCEL A RANGE STOP

If a listed stop payment is for a range of check numbers and is in the status of Bank Confirmed, a **Cancel Stop** option will be available from the **Actions** drop-down.

To cancel a range stop:

1. Select **Stop Payments** from the **Payments & Transfers** menu.



2. Select the appropriate **Place Stop** entry in the **Stop Payments** list.
3. Using the **Actions** drop-down, select **Cancel Stop**.
The Cancel Stop Payment Request screen appears.
4. (optional) Enter a **Memo** if necessary.
5. Click **Save**.



APPROVE CANCEL STOP REQUEST

You can approve a cancel stop request from either the **Check Issue Management** widget or the **Stop Payments** widget.

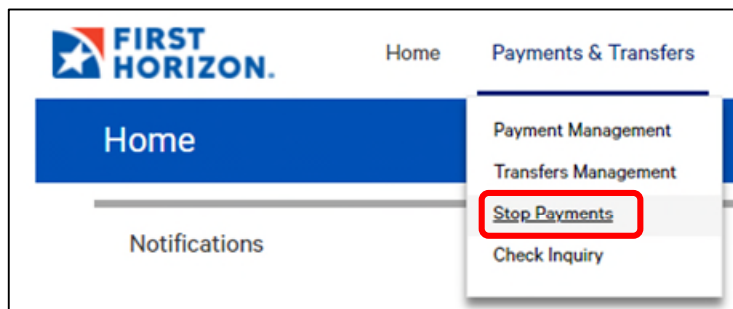
PRINT THE STOP PAYMENT LIST


The **Print** option at the top right-hand corner of the **Stop Payment** list allows you to choose whether to print the entire list or selected items.

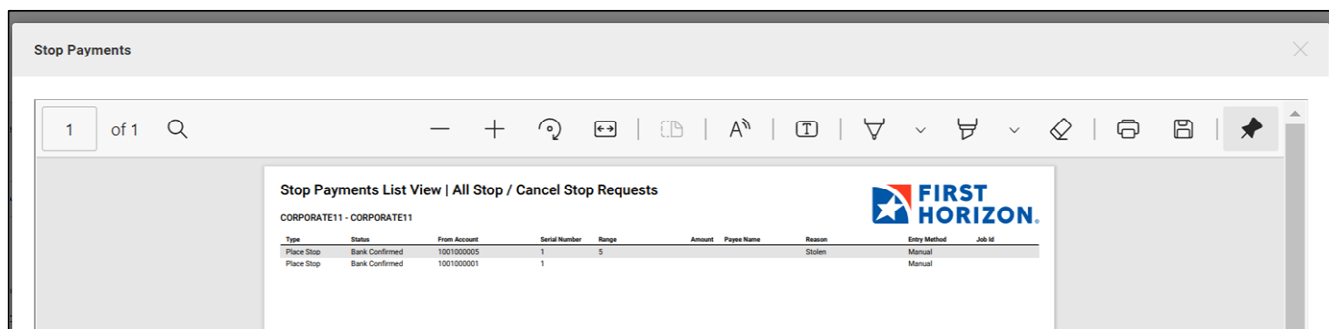
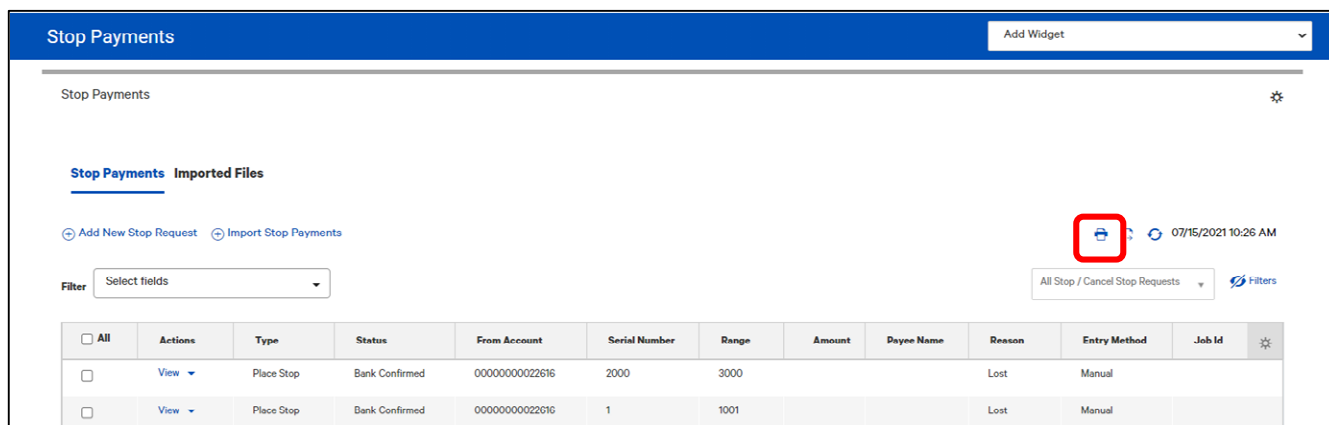
To print the Stop Payments list:

1. Select **Stop Payments** from the **Payments & Transfers** menu.

The system displays the **Stop Payments** widget.



5. If you want to print only selected stop payments, select them in the list and click the **Print** icon . If you want to print the entire list, just click **Print**.





STOP PAYMENT – IMPORTED FILES

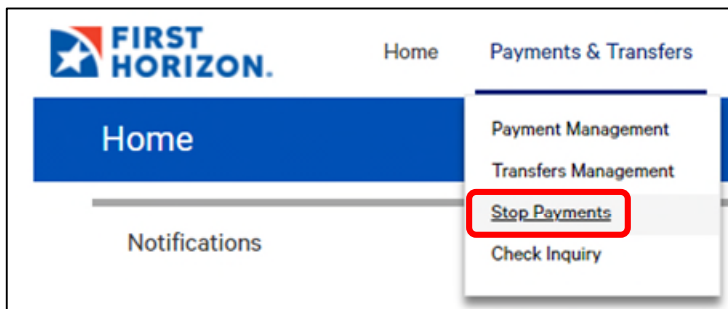
The **Imported Files** tab in the **Stop Payments** widget displays a list of imported stop payments. Here, you can also import stop payments using a predesigned import map.

IMPORT STOP PAYMENT FILES

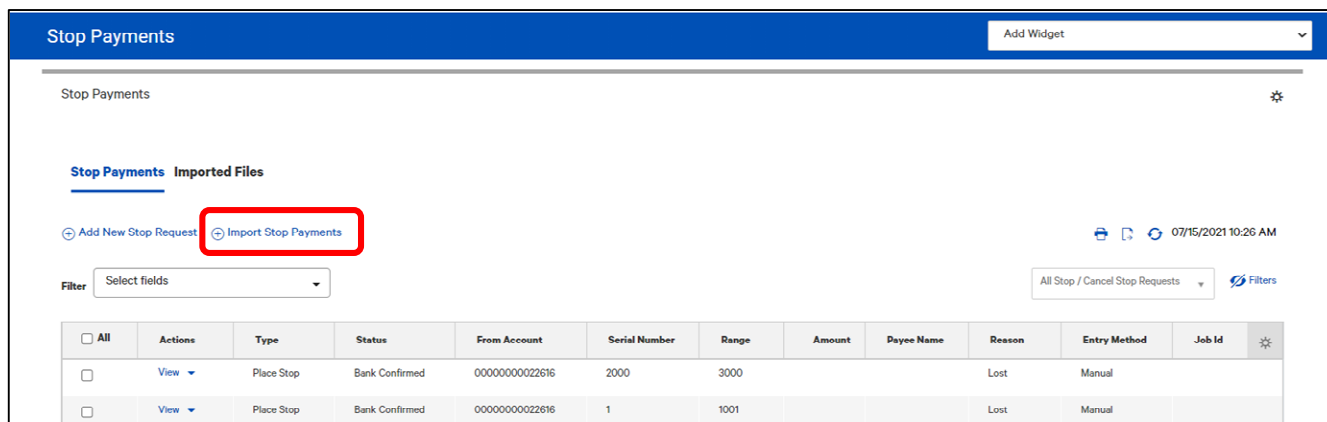
To import a stop payment file:

1. Select **Stop Payments** from the **Payments & Transfers** menu.

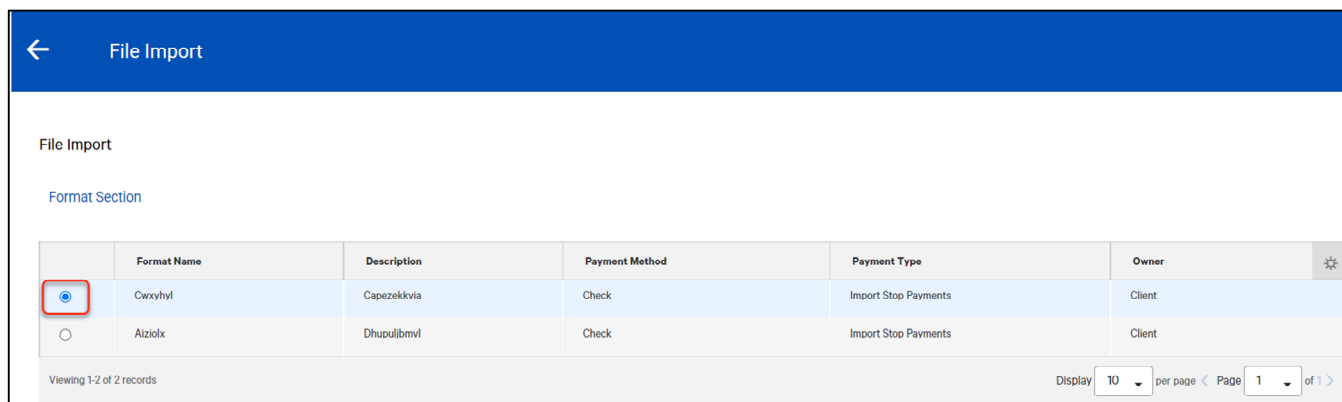
The system displays the **Stop Payments** widget.



2. Click **Import Stop Payments**.



3. In the **Format Section**, select the format of the file. Formats are set up by your organization.





4. In the **File Selection** section, check the **Load the file in test mode** box if you want to test load and validate the files before officially loading them.
5. Click the **Browse** button and browse to and select the file you would like to import.
6. Click **File Import**.

A message will appear at the top of the screen indicating that the file has been queued for import.

File Section

Load the file in test mode.

* Select Import File

Choose File No file chosen

File Import Refresh Cancel

NOTES

Using the test mode option will let you verify that the data is populated correctly in the system. Test mode segments test files from active, production files.

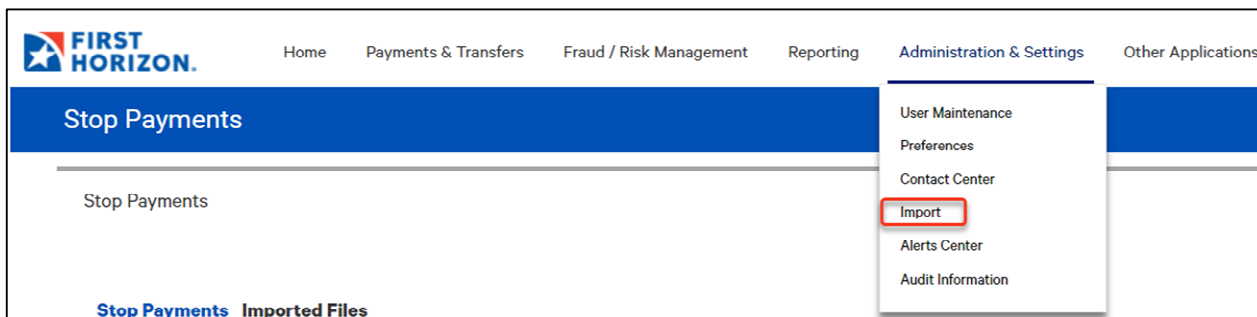
- Totals shown in the **Stop Payments** list will exclude items loaded from test files.
- Reports will exclude data loaded from test files.
- The status of files imported in test mode will be appended with "test xxx". For example, "test entered", "test approved", etc.
- Records created as "test" are only eligible for the view and delete action.
- Test file imports will not be auto approved regardless of the user's permissions.
- Alerts and MFA checks will not be triggered for test file imports.



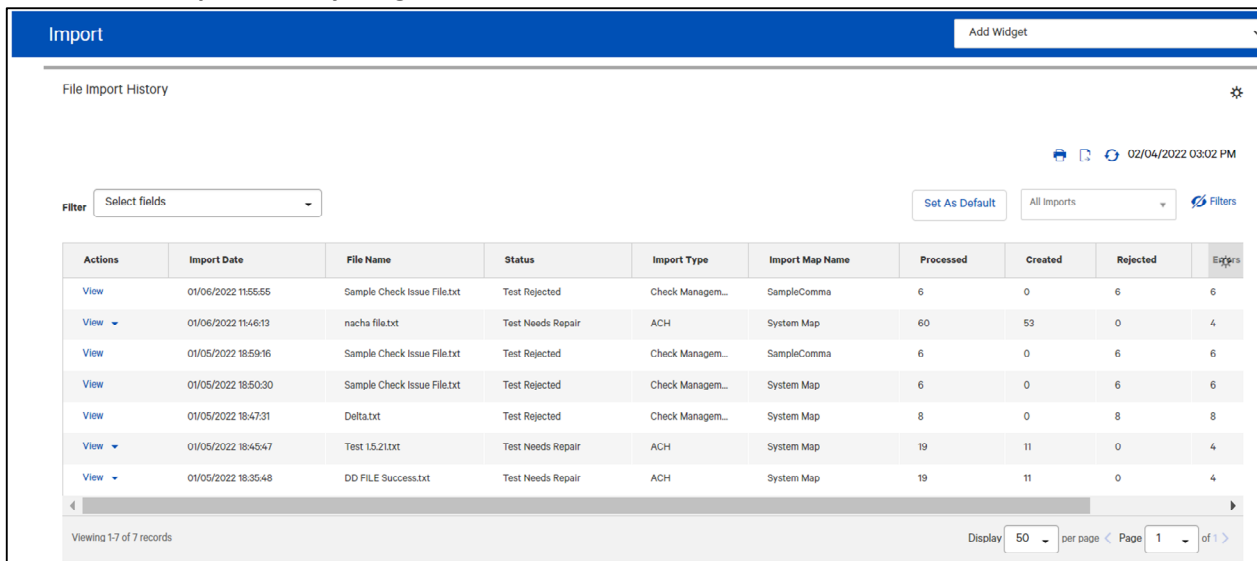
CHECK STATUS OF IMPORT

You may check the status of the stop payment file import.

1. Select **Import** from the **Administration & Settings** menu.



2. View the **File Import History** widget.




3. The system displays the **Import** workspace with the **File Import History** widget at the top of the screen. The widget lists all imported files.

The list displays the following information for each file:

- Import Date
- File Name
- Status
- Import Type
- Processed
- Created
- Rejected
- Errors
- Job ID



NOTES

In addition to these default columns of information, you can add the **Import Map Name** to see the name of the import map used for importing the file. (Click the **Options**  icon, see *the Using Filters and Managing Columns User Guide*.)

Scroll to the right to see a listing of the number of items successfully created from the imported file, as well as the number of the number of rejected items and errors associated with the import.
