

Stop Payments

Add

With the member displayed, select one of the following:

- Folders (below suffixes) > Add > Stop Payments.
- Select the Stop Payments folder > Add.

The Add Stop Payment Wizard is used to add a new stop payment for either a Draft or ACH item for a specific suffix.

Draft Stop Payments may be placed on any share suffix that offers drafts, suffixes coded as HSA's (Health Savings Accounts) and Line of Credit loan suffixes (when drafts are issued).

ACH Stop Payments may be placed on draft suffixes (70-74), share suffixes with ACH items and suffixes coded as HSA's (Health Savings Accounts).

The system supports a maximum of 99 stop payments per suffix for each member.

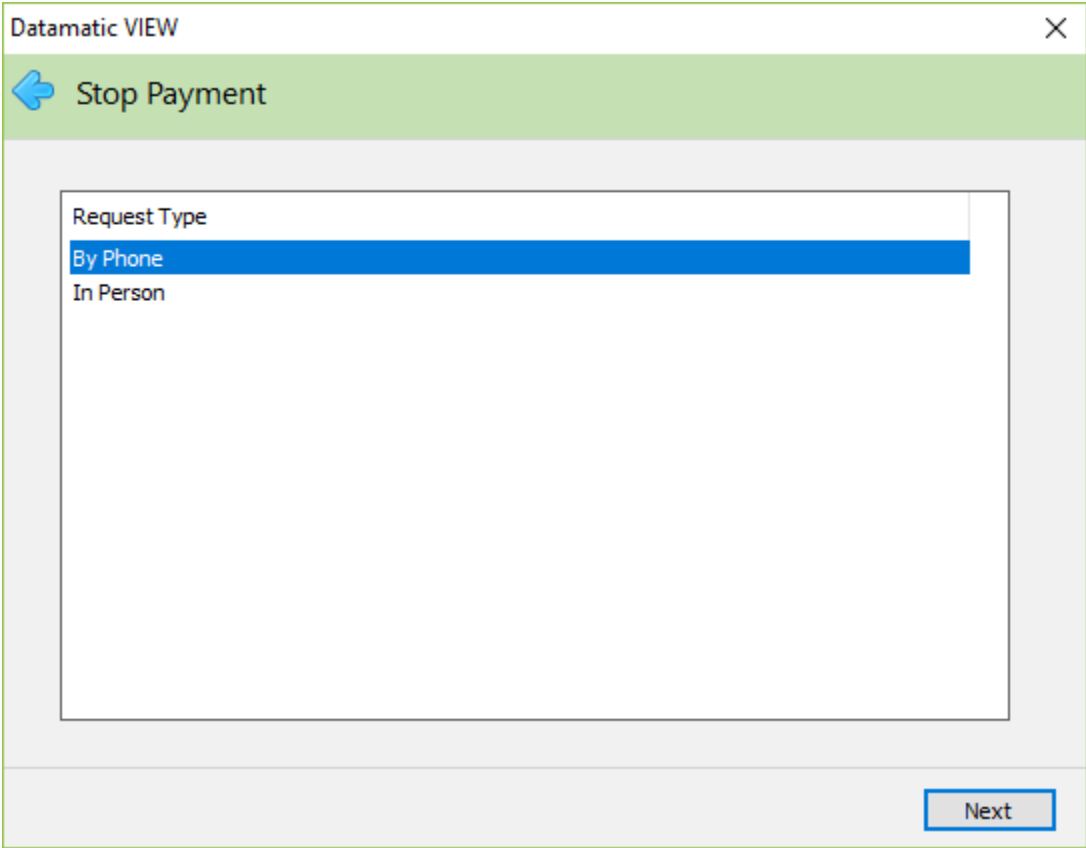
Prior to printing a Stop Payment document, the PDF must be setup in [\[Main Ribbon > System Settings > PDFs\]](#). (See PDFs chapter in the System Settings Manual.)



Note

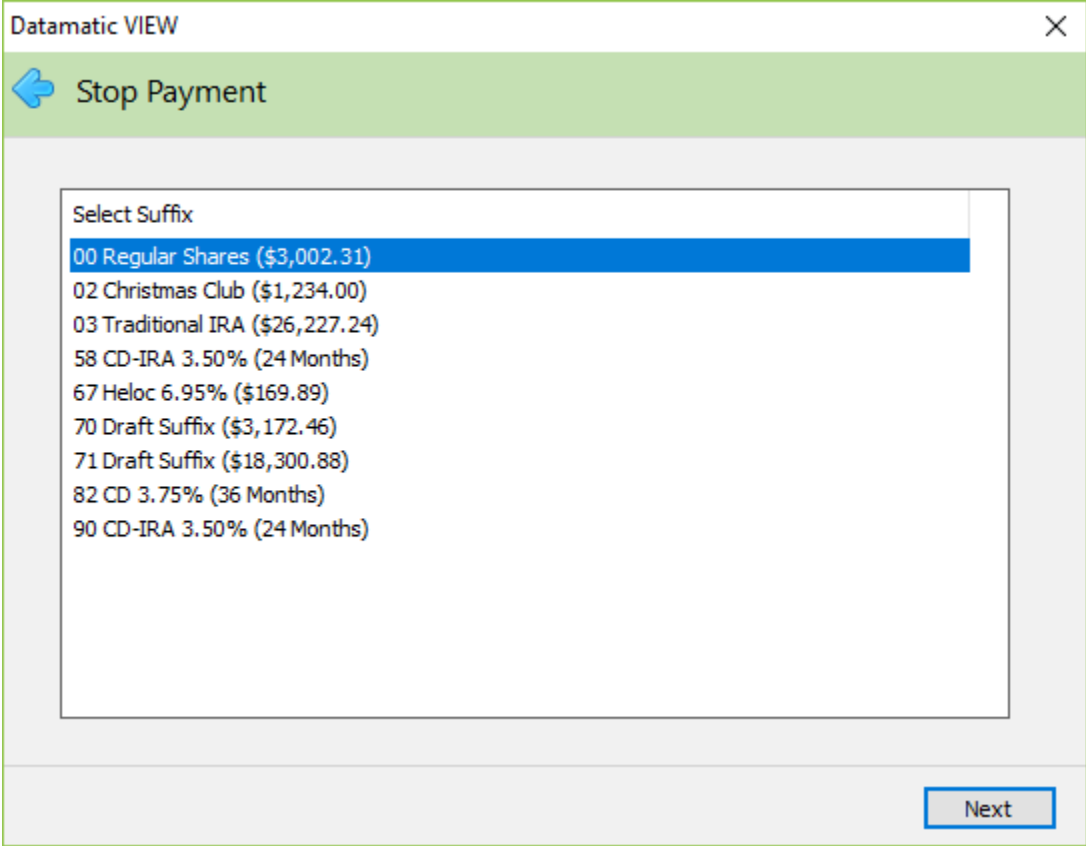
A Stop Payment must be entered on the system prior to an ACH or Draft File being updated in order for the system to stop the item. It is not necessary for the stop payment to be entered prior to the ACH or Draft File being balanced.

The system displays.



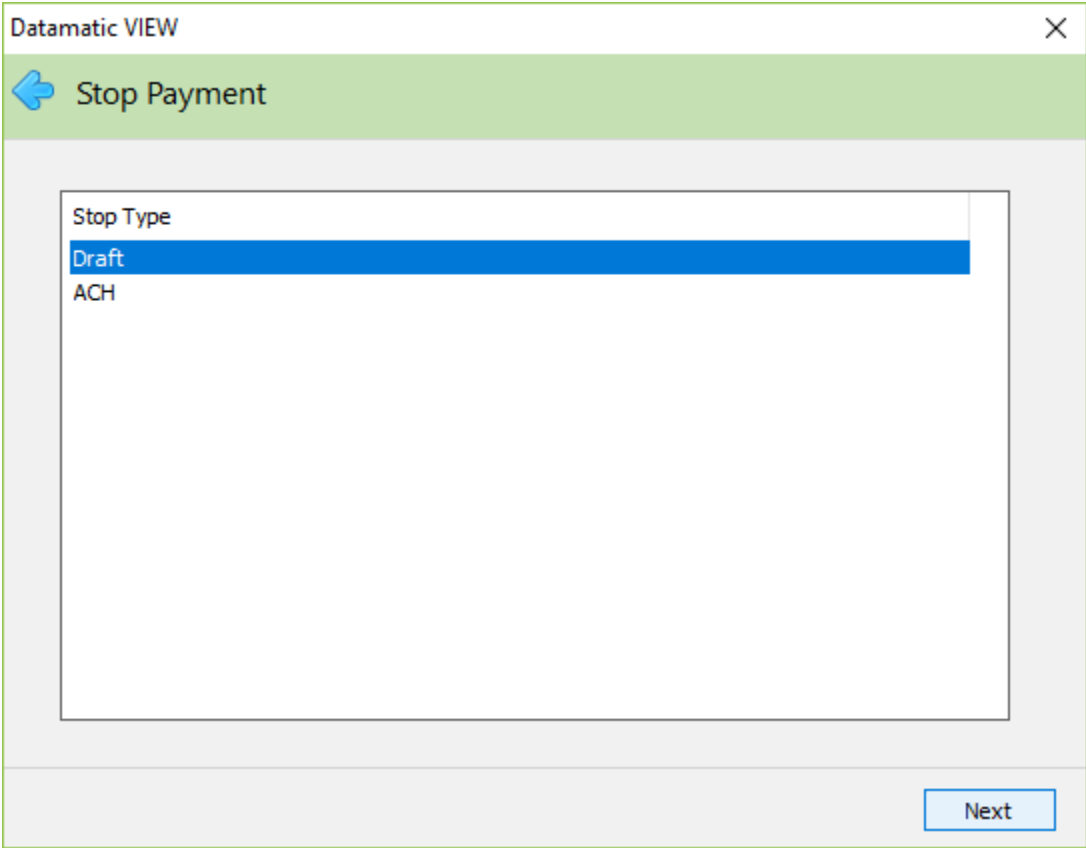
Select the appropriate Request Type for the Stop Payment. Continue to the next window.

The system displays.



Select the suffix that the stop payment is to be applied. Continue to the next window.

The system displays.

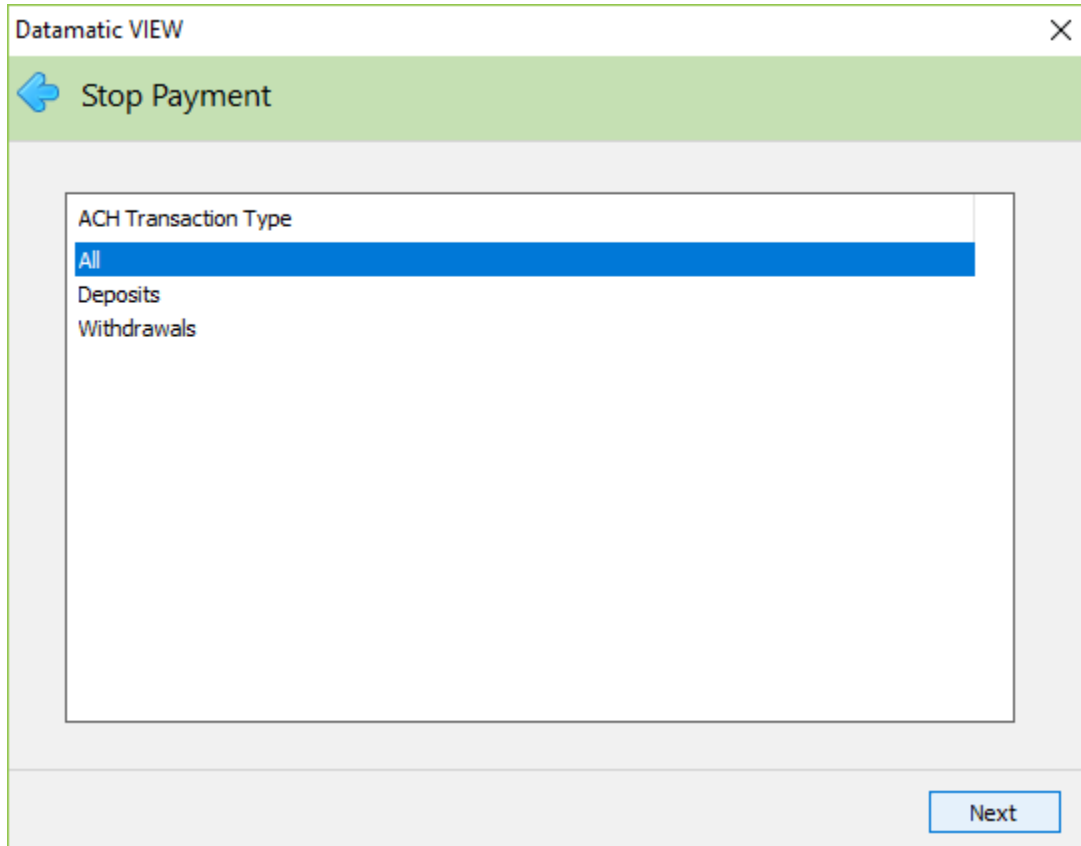


Select the type of transaction to be stopped. Use the arrow keys or click on the transaction type to make a selection. Continue to the next window.

For ACH stop payment information, see pages 5 - 15.

For Draft stop payment information, see pages 16 - 25.

The system displays. **(ACH stop payment)**



Datamatic VIEW

← Stop Payment

ACH Transaction Type

- All
- Deposits
- Withdrawals

Next

Select the appropriate ACH Transaction Type by using the arrow keys or click on the Transaction Type.

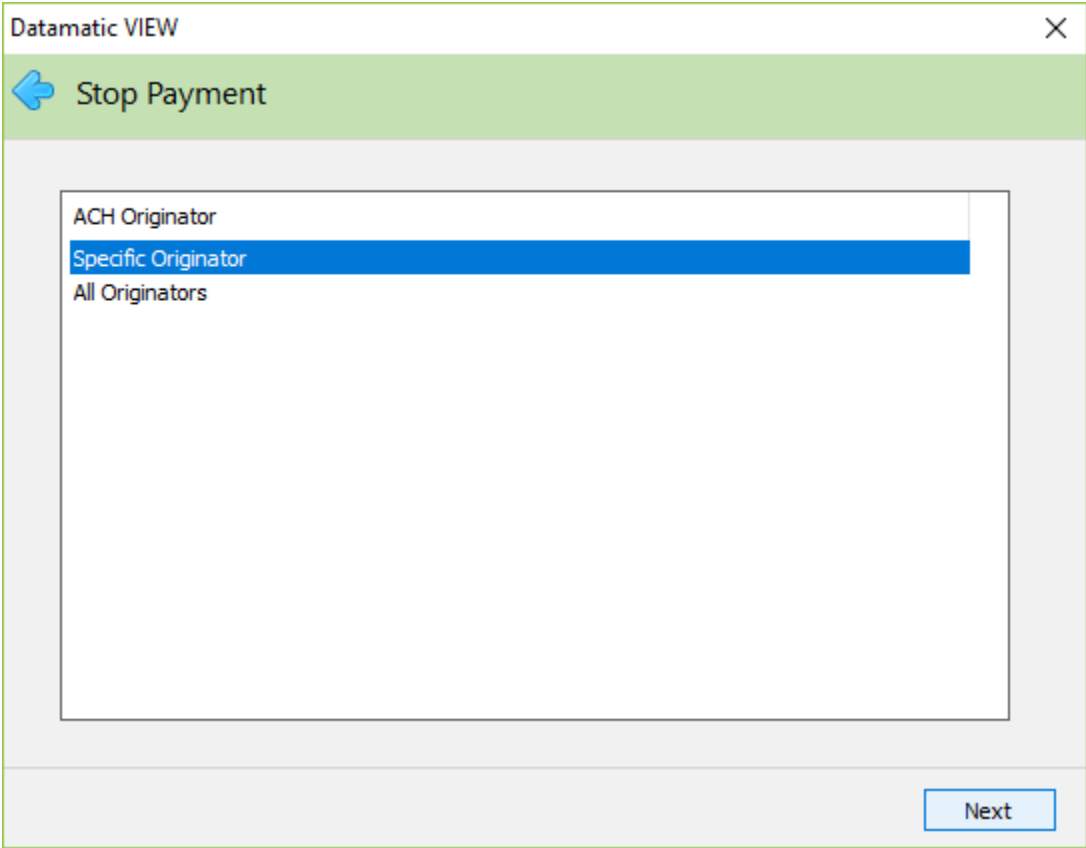


Important

When placing a stop payment on an ACH Deposit transaction that has at least one split, first remove the split(s) then add the stop payment. Otherwise, the stop will not happen.

Continue to the next window.

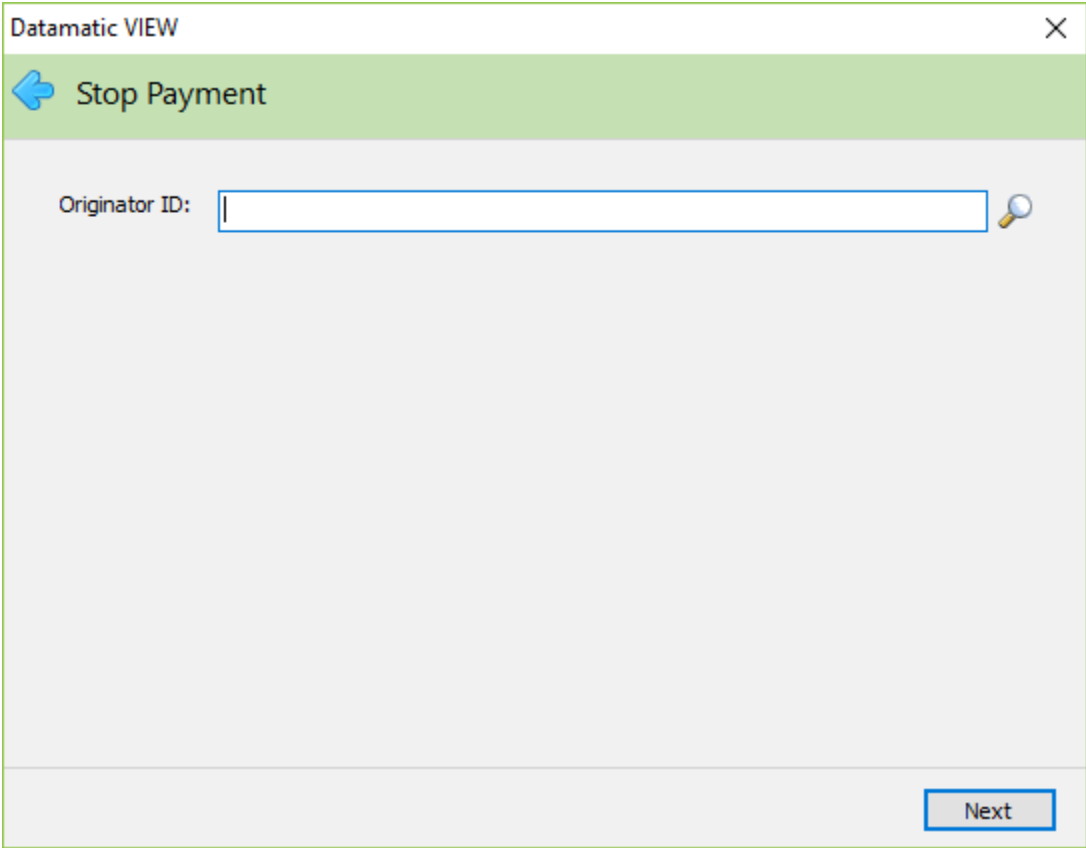
The system displays.



Select one of the ACH Originator options above by using the arrow keys or click on the desired option.

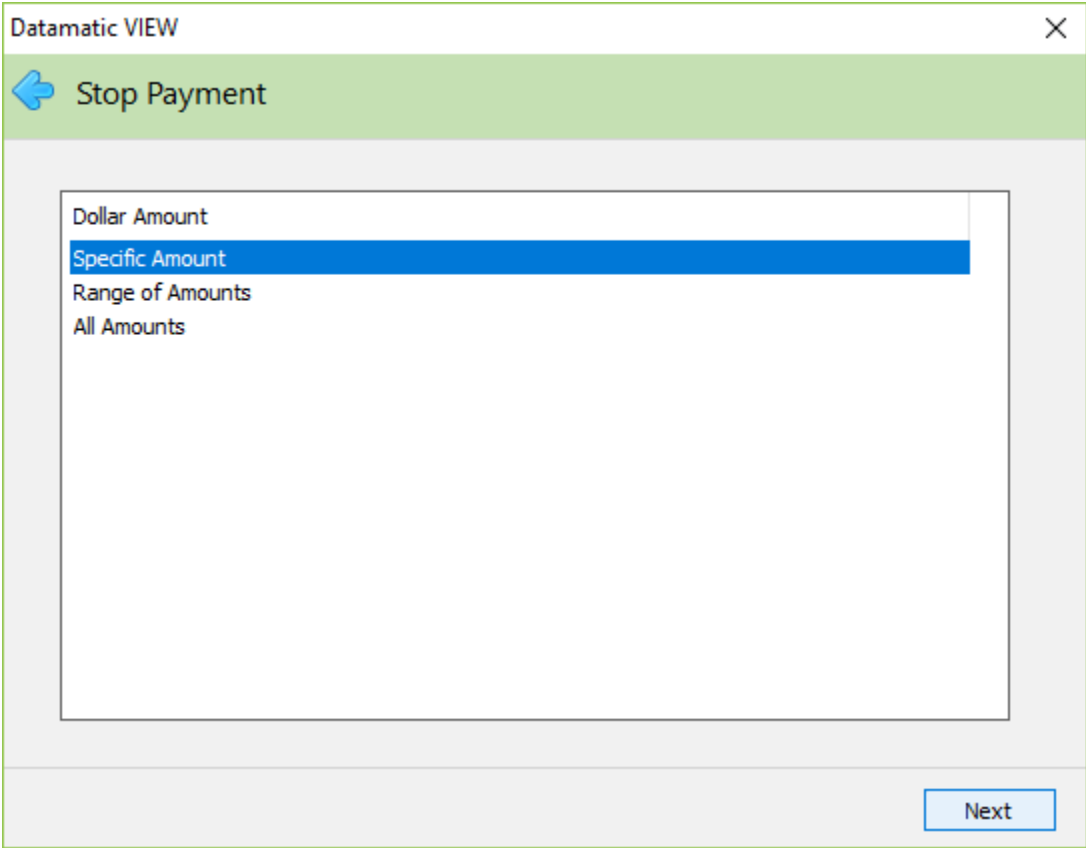
Continue to the next window.

If Specific Originator is selected on the previous window, the system displays.



Continue to the next window.

The system displays.



Select one of the Dollar Amount options above by using the arrow keys or click on the desired option.

Select the All Amounts option, if all amounts are to be stopped.

Continue to the next window.

If Specific Amount selected on the previous window, the system displays.

The screenshot shows a software window titled "Datamatic VIEW" with a close button (X) in the top right corner. Below the title bar is a green header area containing a blue left-pointing arrow icon and the text "Stop Payment". The main content area is light gray and features the label "Specific Amount:" followed by a white rectangular input field with a blue border. In the bottom right corner of the window, there is a button labeled "Next" with a blue border.

Enter the amount for the stop payment.

The system supports stop payments for amounts through \$9,999,999.99. This also applies to drafts that clear through ACH with a draft number through six digits and through \$9,999,999.99.

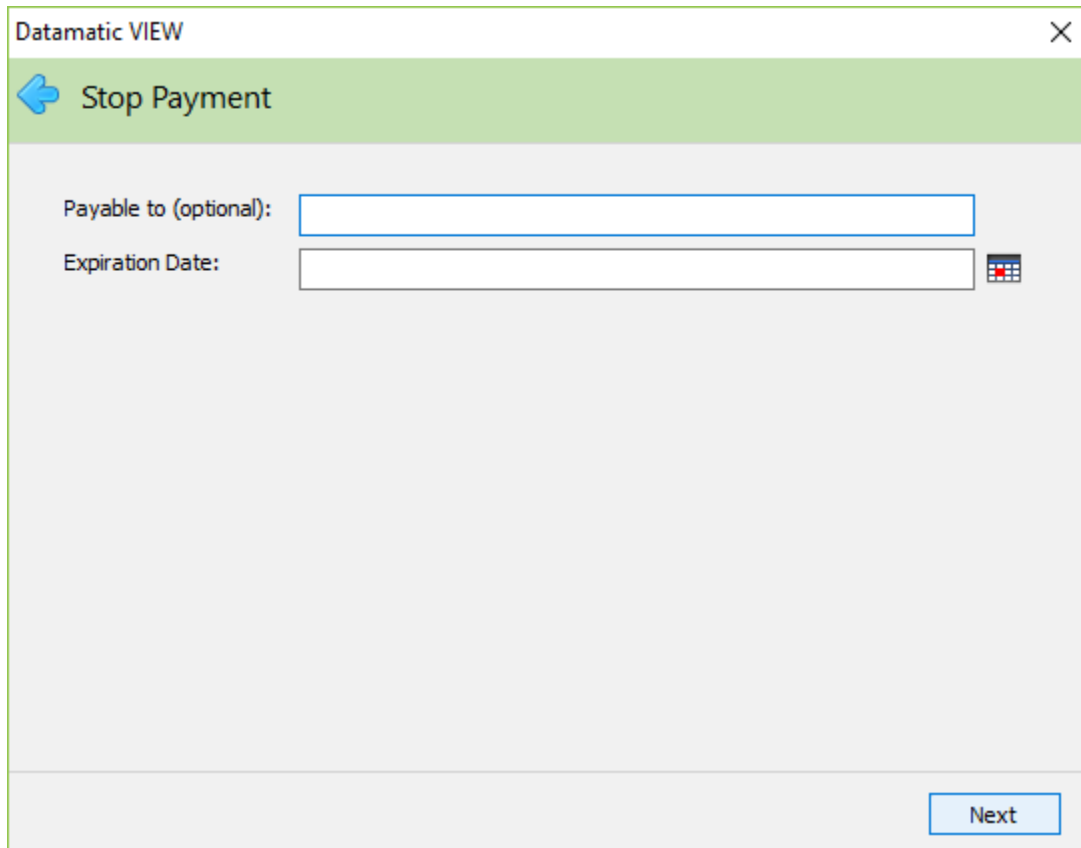
If Range of Amounts selected on the previous window, the system displays.

The screenshot shows a software window titled "Datamatic VIEW" with a close button (X) in the top right corner. Below the title bar is a green header area with a blue left-pointing arrow icon and the text "Stop Payment". The main content area is light gray and contains the text "Amount Range:" followed by two empty rectangular input boxes. The word "to" is positioned between the two boxes. At the bottom right of the window, there is a button labeled "Next".

Enter the from and to amounts. For Range of Amounts, the from and to fields must both be filled in, even if the same amount.

Continue to the next window.

The system displays.



The screenshot shows a window titled "Datamatic VIEW" with a close button (X) in the top right corner. Below the title bar is a green header with a blue left-pointing arrow and the text "Stop Payment". The main area contains two input fields: "Payable to (optional):" followed by a text box, and "Expiration Date:" followed by a date picker box with a calendar icon. At the bottom right, there is a blue "Next" button.

If applicable, enter the Payable to information.

The default Expiration Date for ACH Stop Payments is blank. Generally, ACH Stop Payments for a consumer do not require an expiration date. However, ACH Stop Payments for a business or organization, etc. do require an expiration date. Follow the current ACH rules for the expiration date. If an expiration date is required, enter the appropriate date.

A blank expiration date means that the stop payment will remain on the system indefinitely.



Note

Stop Payments are valid to the expiration date not through the expiration date.

Continue to the next window.

The system displays.

This window will determine if a fee will be assessed for the stop payment and which suffix will be charged.

If a fee is being assessed, select the share suffix to be charged from the drop down list, enter the fee amount (if different than the default fee amount) and a fee description.

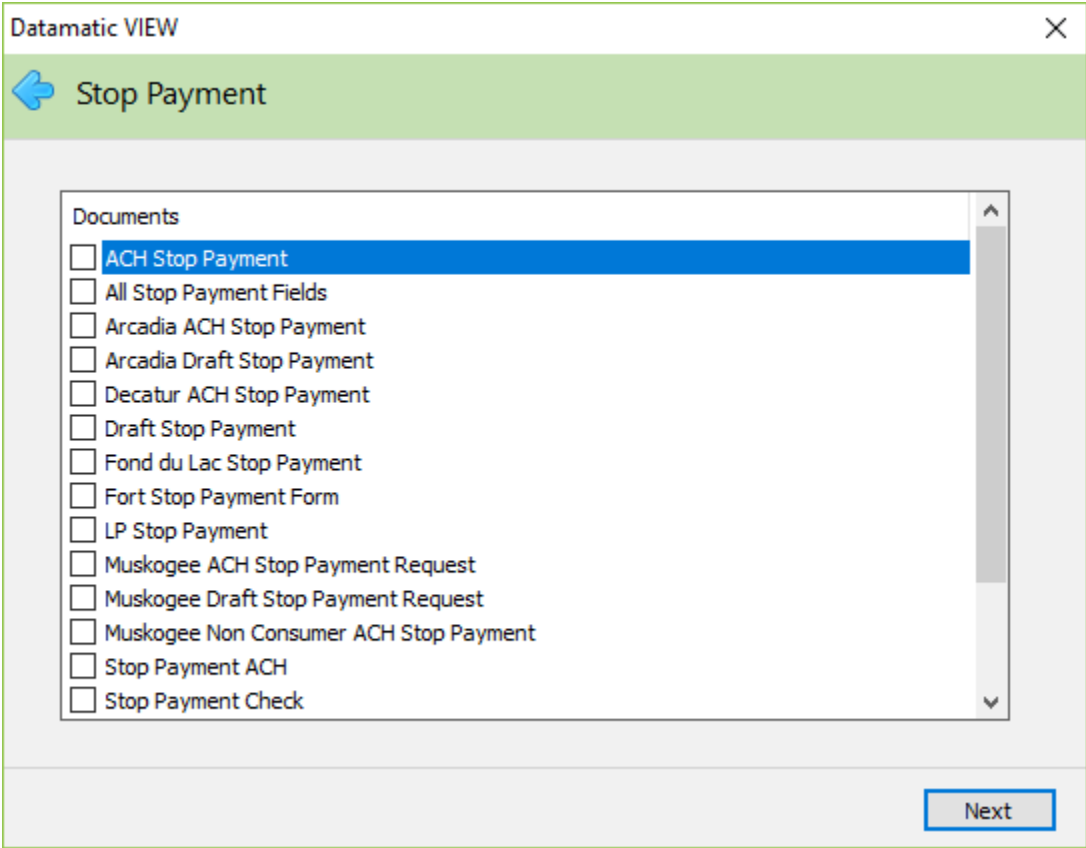
The default selection on the above window above is determined as follows:

- ⇒ If the default amount for Stop Payments on the Automated Fee Setup window is greater than \$0.00, the Charge Fee window will default to checked and the fee amount will automatically be entered. However, the user can unselect the box (to remove the checkmark), if applicable, and remove the fee amount.
- ⇒ If the default amount for Stop Payments on the Automated Fee Setup window is \$0.00 (blank), the Charge Fee window will default to unchecked and no fee amount entered automatically. However, the user can select the box (to add a checkmark), if applicable, and enter the fee amount.

The default amount (optional), ledger account (required) and post method (if applicable) are entered under [\[Main Ribbon > System Settings > Automated Fees Setup\]](#). The Ledger Account must be entered prior to assessing any stop payment fees using this wizard.

Continue to the next window.

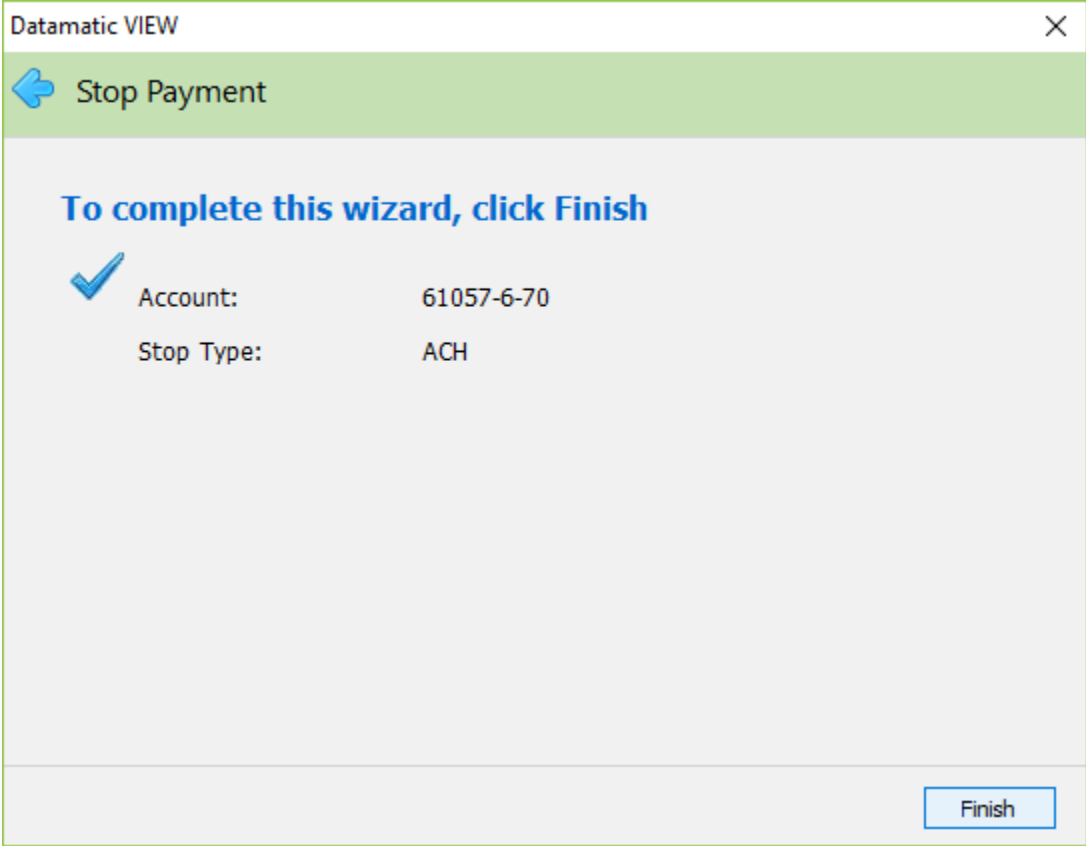
The system displays.



This window determines if a stop payment form will be printed, and if more than one, which document will be printed. Do not select a document, if a stop payment form is not being printed.

Select the document to be printed or continue to the next window.

The system displays a window to preview the information entered in the wizard. If necessary, click on the Back Arrow in the upper left corner to return to any of the previous windows and make changes.





Select Finish to add the stop payment to the system and assess the stop payment fee (if applicable). A message will be displayed of Transaction completed successfully. Receipt #xx. Select OK. The PDF will be displayed. The data for the mapped fields will be filled in. Enter any missing information in the blank fields, if applicable. Select the printer icon on the PDF window to print the document, if desired.

The Stop Payments icon now displays on the Member Summary window. Changes can be made to stop payments on the system by selecting the specific stop payment. A box will display to enter the changes.

Stop Payments

↑ Up One Level + Add ✕ Remove

DESCRIPTION	TYPE	TRANSACTIONS	ORIGINATOR	DRAFT FROM	DRAFT TO	LOW AMOUNT	HIGH AMOUNT	EXPIRATION	REQUEST
 70 Draft Suffix	ACH	Withdrawals	3333344444	-	-	\$500.00	\$500.00	-	Phone
 71 Draft Suffix	ACH	Withdrawals	4141414141	-	-	-	-	-	In Person

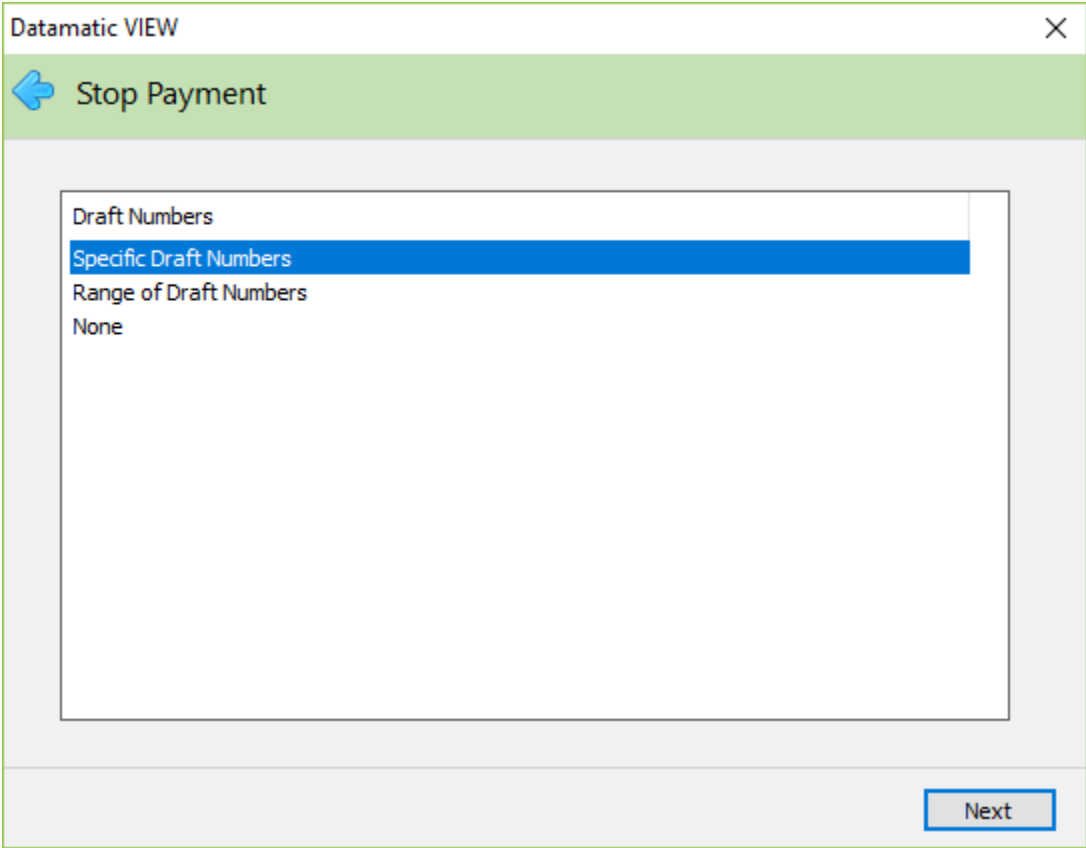


Note
ACH Stop Payments that do not have an expiration date and will stay on the system indefinitely, unless manually removed.



Important
For Stop Payments taken **By Phone**, after the member signs and returns the stop payment form, the **Expiration Date** will need to be file maintained to the appropriate date, when applicable.

The system displays. **(Draft stop payment)**



Select one of the Draft Numbers options above by using the arrow keys or click on the desired option.


Use the **None** selection, if the transaction will not be stopped based on the draft number.

Continue to the next window.

If **Specific Draft Numbers** selected on the previous window, the system displays.

The screenshot shows a software window titled "Datamatic VIEW" with a close button (X) in the top right corner. Below the title bar is a green header area with a blue left-pointing arrow icon and the text "Stop Payment". The main content area is light gray and contains the label "Specific Draft Number:" followed by a white text input field with a blue border. At the bottom right of the window is a blue button labeled "Next".

Enter the specific draft number for the stop payment.

 **Important** If both the Draft Number and Draft Amount are entered for a stop payment, both of these must match in order for the item to be stopped.

If Range of Draft Numbers selected on the previous window, the system displays.

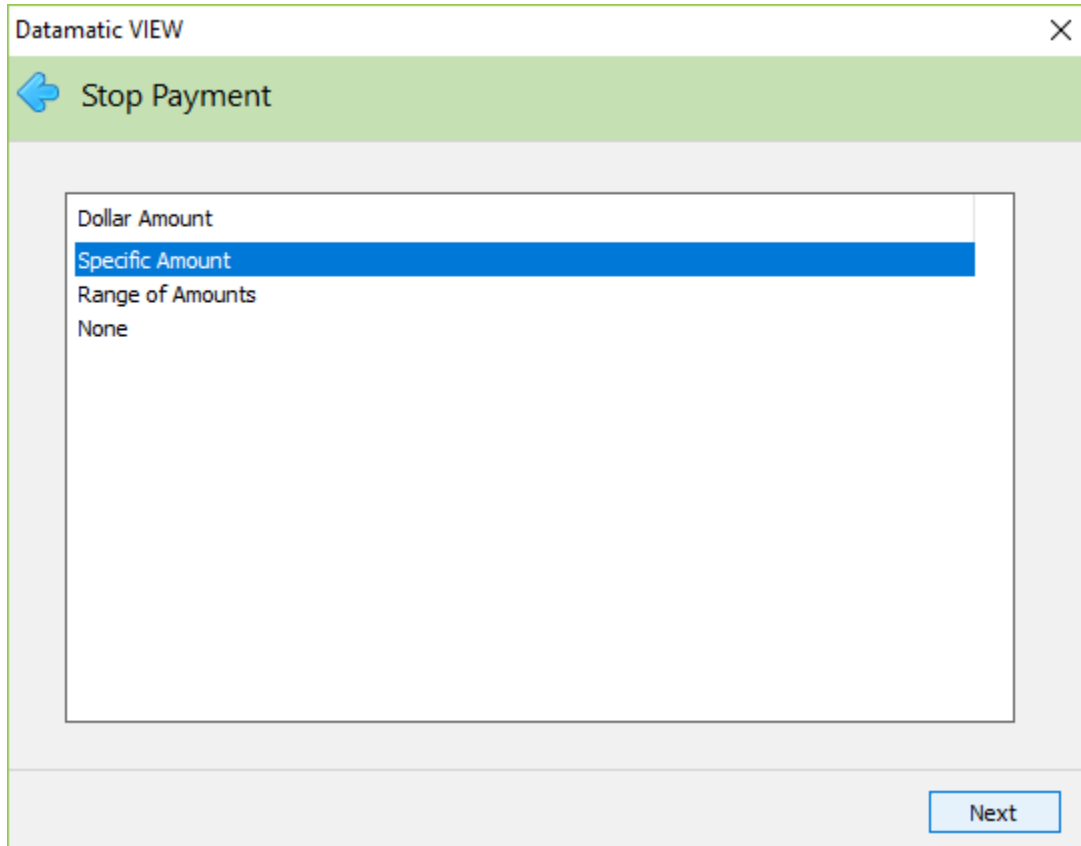
Enter the from and to numbers. For Draft Number Range, the from and to fields must both be filled in, even if the same number.

The Draft Number fields for a stop payment are up to six digits in length. ***Some draft formats allow for up to six digits in the draft number and some only allow for four or five digits in the draft number.*** The Datamatic ACH file has a six-digit space used for the Draft Number when a draft is converted to an ACH item. Therefore, if the draft vendor used by the credit union only supports a four or five-digit draft number and the credit union allows members to order drafts with numbers higher than four digits, it may be necessary to add two stop payments on the system, when entering a stop payment for a draft that has either five or six digits. Since the draft could be converted to an ACH item, it would be a good idea to enter the last four digits of the draft number in the Draft Number area (specific or range of draft numbers) ***and*** adding a second stop payment with the five or six-digit draft number(s).

****IMPORTANT:** Even though Datamatic supports 5 and 6-digit draft numbers, not all draft vendors do.

Continue to the next window.

The system displays.



Select one of the Dollar Amount options above by using the arrow keys or click on the desired option.

Use the None selection, if the transaction will not be stopped based on the amount.

Continue to the next window.

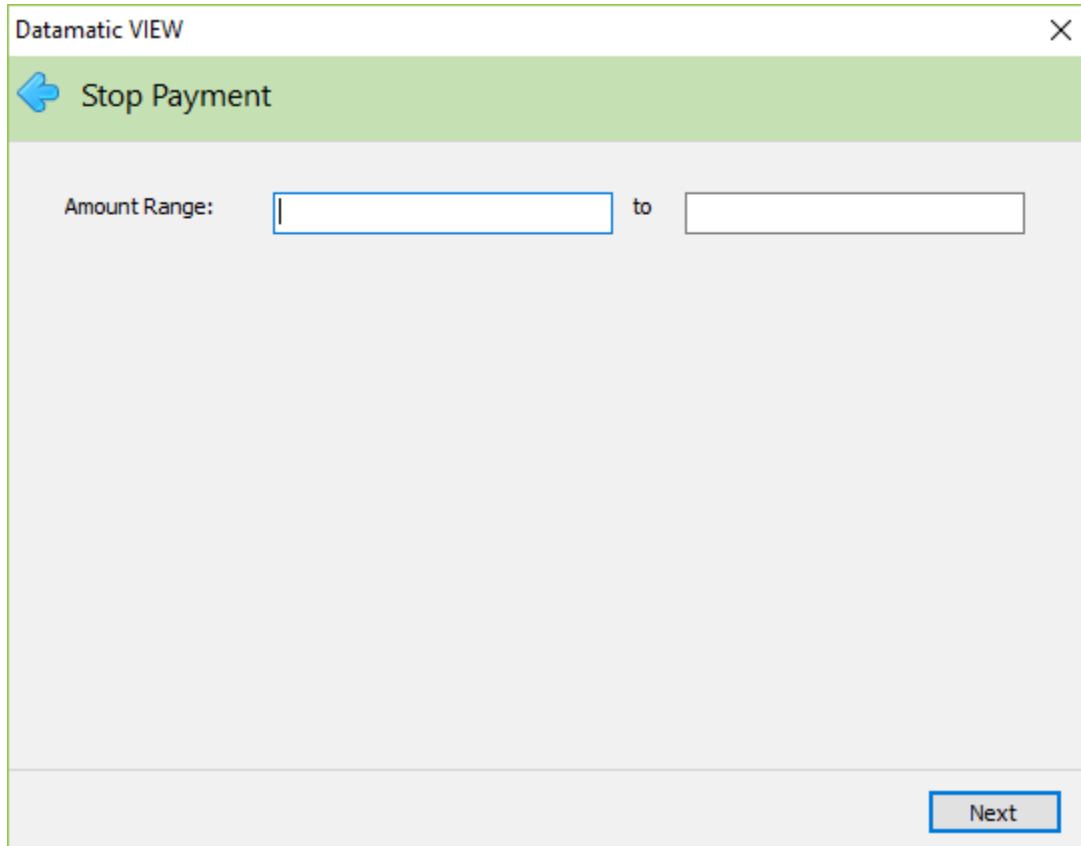
If Specific Amount selected on the previous window, the system displays.

The screenshot shows a software window titled "Datamatic VIEW" with a close button (X) in the top right corner. Below the title bar is a green header area with a blue left-pointing arrow icon and the text "Stop Payment". The main content area is light gray and contains the label "Specific Amount:" followed by a rectangular text input field. At the bottom right of the window, there is a button labeled "Next".

Enter the specific amount for the stop payment.

The system supports stop payments for draft numbers through six digits and through \$9,999,999.99. This also applies to drafts that clear through ACH with a draft number through six digits and through \$9,999,999.99.

If Range of Amounts selected on the previous window, the system displays.



Datamatic VIEW

← Stop Payment

Amount Range: to

Next

If both the Draft Number and Draft Amount are entered for a stop payment, both of these must match in order for the item to be stopped.

Enter the from and to amounts. For Amount Range, the from and to fields must both be filled in, even if the same amount.

Continue to the next window.

The system displays.

Enter the Payable to information, if applicable.

If **By Phone** is selected as the Request Type earlier in the wizard, the default expiration date is 14 days from the current date. If **In Person** is selected as the Request Type earlier in the wizard, the default expiration date is six months from the current date. The expiration date can be changed or removed, if desired. A blank expiration date means that the stop payment will remain on the system indefinitely.



Note

Stop Payments are valid to the expiration date not through the expiration date.

Continue to the next window.

The system displays.

This window will determine if a fee will be assessed for the stop payment and which suffix will be charged.

If a fee is being assessed, select the share suffix to be charged from the drop down list, enter the fee amount (if different than the default fee amount) and a fee description.

The default selection on the Charge Fee window above is determined as follows:

- ⇒ If the default amount for Stop Payments on the Automated Fee Setup window is greater than \$0.00, the Charge Fee window will default to checked and the fee amount will automatically be entered. However, the user can unselect the box (to remove the checkmark), if applicable, and remove the fee amount.
- ⇒ If the default amount for Stop Payments on the Automated Fee Setup window is \$0.00 (blank), the Charge Fee window will default to unchecked and no fee amount entered automatically. However, the user can select the box (to add a checkmark), if applicable, and enter the fee amount.

The default amount (optional), ledger account (required) and post method (if applicable) are entered under [\[Main Ribbon > System Settings > Automated Fees Setup\]](#). The Ledger Account must be entered prior to assessing any stop payment fees using this wizard.

Also, prior to printing a Stop Payment document, the PDF must be setup in PDFs. (See PDFs in the System Settings manual.)

Continue to the next window.

The system displays.

Datamatic VIEW

← Stop Payment

Documents

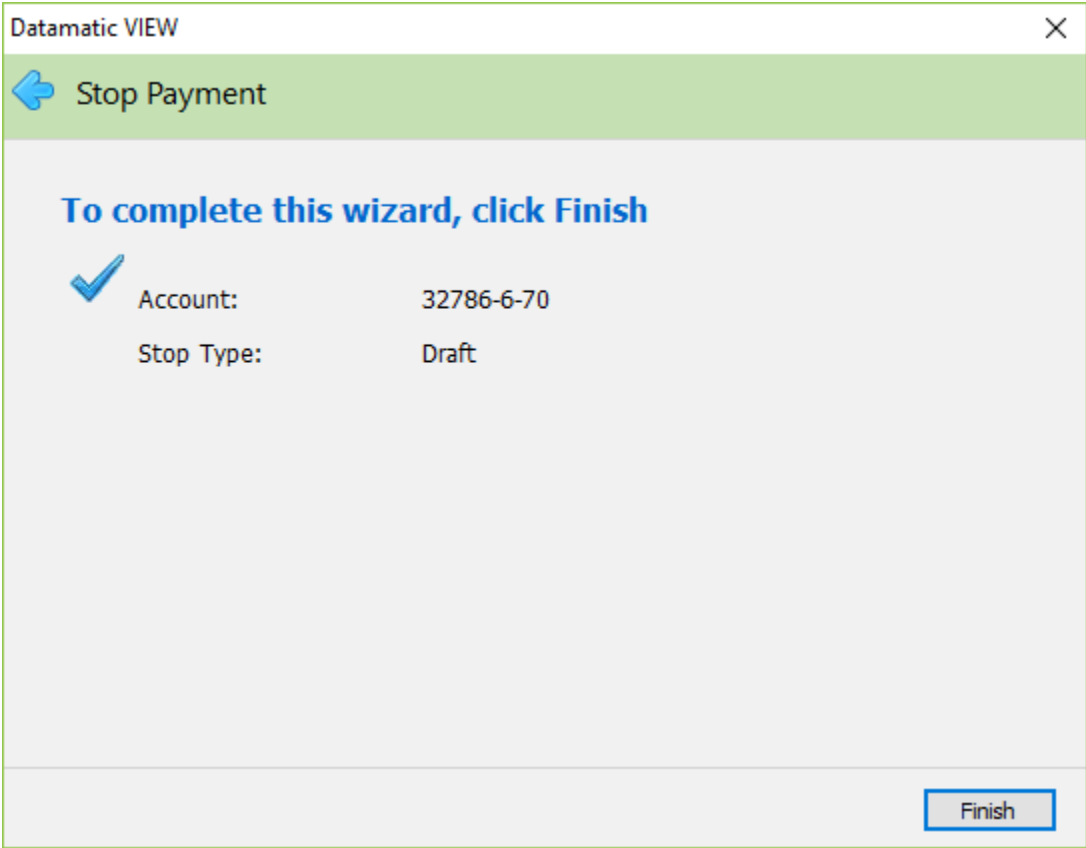
- ACH Stop Payment
- All Stop Payment Fields
- Arcadia ACH Stop Payment
- Arcadia Draft Stop Payment
- Decatur ACH Stop Payment
- Draft Stop Payment
- Fond du Lac Stop Payment
- Fort Stop Payment Form
- LP Stop Payment
- Muskogee ACH Stop Payment Request
- Muskogee Draft Stop Payment Request
- Muskogee Non Consumer ACH Stop Payment
- Stop Payment ACH
- Stop Payment Check

Next

This window determines if a stop payment form will be printed, and if more than one, which document will be printed. Do not select a document, if a stop payment form is not being printed.

Select the document to be printed or continue to the next window.

The system displays a window to preview the information entered in the wizard. If necessary, click on the Back Arrow in the upper left corner to return to any of the previous windows and make changes.



Select Finish to add the stop payment to the system and assess the stop payment fee (if applicable). A message will be displayed of Transaction completed successfully. Receipt #xx. Select OK. The PDF will be displayed. The data for the mapped fields will be filled in. Enter any missing information in the blank fields, if applicable. Select the printer icon on the PDF window to print the document.

The **Stop Payments** icon now displays on the Member Summary window. Changes can be made to stop payments on the system by selecting the specific stop payment. A box will display to enter the changes.

Stop Payments

↑ Up One Level + Add ✕ Remove

DESCRIPTION	TYPE	TRANSACTIONS	ORIGINATOR	DRAFT FROM	DRAFT TO	LOW AMOUNT	HIGH AMOUNT	EXPIRATION	REQUEST
00 Regular S...	ACH	Withdrawals	2222244444	-	-	\$400.00	\$600.00	-	Renewal
70 Draft Suffix	ACH	Deposits	4444455555	-	-	\$554.40	\$554.40	-	In Person
70 Draft Suffix	ACH	Withdrawals	3333344444	-	-	\$250.00	\$300.00	-	Phone
70 Draft Suffix	Draft	-	-	1226	1226	\$100.00	\$100.00	11-22-2018	In Person



Important

For Stop Payments taken **By Phone**, after the member signs and returns the stop payment form, the **Expiration Date** will need to be file maintained to the appropriate date, when applicable.

Audit Stop Payment - ACH

Make one of the following selections:

- [\[Main Ribbon or Member Ribbon > Inquiry > Audit > Stop Payment - ACH\]](#).
- Alt + I > Audit > Stop Payment - ACH.

The Audit - Stop Payments - ACH option is used to view the file maintenance on ACH Stop Payments for a specific suffix.

Enter a valid account number and an ID (1-99) then press enter or click on Go. If the account number is not known, click on the magnifying glass to the right of the Account field to search for the account number.

The first ACH Stop Payment entered on the system would be ID 1, the second ACH Stop Payment entered would be ID 2, etc. The ID is per suffix and per type.

The system displays.

Date	Time	Teller	Description	Old Value	New Value
02-23-2017	07:01 PM	End of Day	Expired Stop Payment		
03-19-2018	05:20 PM	Amy Lewis (104)	New Stop Payment		
05-22-2018	02:30 PM	Mary P. Teller (3)	Stop Amount High	525.00	600.00

The purging of file maintenance is done with year end processing. After the file maintenance is purged from the system, the information will no longer be displayed on the audit inquiry windows. **Examples:** On 12-31-13, file maintenance history before 1-1-13, which includes audit information, was purged from the system. On 12-31-12, file maintenance history before 1-1-12 was purged from the system.

Audit Stop Payments - Draft

Make one of the following selections:

- [\[Main Ribbon or Member Ribbon > Inquiry > Audit > Stop Payment - Draft\]](#).
- Alt + I > Audit > Stop Payment - Draft.

The Audit - Stop Payments - Draft option is used to view the file maintenance on Draft Stop Payments for a specific suffix.

Enter a valid account number and an ID (1-99) then press enter or click on Go. If the account number is not known, click on the magnifying glass to the right of the Account field to search for the account number.

The first Draft stop payment entered on the system would be ID 1, the second Draft stop payment entered would be ID 2, etc. The ID is per suffix and per type.

The system displays.

Date	Time	Teller	Description	Old Value	New Value
03-28-2018	04:27 PM	Mary P. Teller (3)	New Stop Payment		
05-22-2018	02:44 PM	Mary P. Teller (3)	Stop Amount Low	500.00	400.00
05-22-2018	02:44 PM	Mary P. Teller (3)	Stop Payable To	(none)	IRS
05-22-2018	02:44 PM	Mary P. Teller (3)	Draft Stop Number Low	999	997

The purging of file maintenance is done with year end processing. After the file maintenance is purged from the system, the information will no longer be displayed on the audit inquiry windows. **Examples:** On 12-31-13, file maintenance history before 1-1-13, which includes audit information, was purged from the system. On 12-31-12, file maintenance history before 1-1-12 was purged from the system.

Display

From the Member Summary window, select Stop Payments. This selection will only display, if a Stop Payment has been entered for this member.

Stop Payments									
↑ Up One Level + Add ✕ Remove									
DESCRIPTION	TYPE	TRANSACTIONS	ORIGINATOR	DRAFT FROM	DRAFT TO	LOW AMOUNT	HIGH AMOUNT	EXPIRATION	REQUEST
00 Regular S...	ACH	Withdrawals	5858585858	-	-	\$600.00	\$600.00	-	Phone
70 Draft Suffix	Draft	-	-	997	999	\$400.00	\$500.00	09-28-2018	Renewal
70 Draft Suffix	Draft	-	-	1305	1305	\$375.00	\$375.00	11-22-2018	In Person

The stop payments for this member are displayed.

Stop payments will not be removed from the system after the expiration date. The system will purge expired stop payments automatically one year after the expiration date. An expired stop payment is no longer active and will not cause an item to be stopped. It is available to be viewed by the staff until it is removed.

Edit and Delete

To make changes to a stop payment, select the specific stop payment. The Edit (ACH or Draft) Stop Payment box is displayed.

To delete a stop payment from an account, highlight the stop payment to be deleted and press the delete key. A confirmation box will be displayed. To proceed with deleting the stop payment, select yes. Otherwise, select no.

Edit ACH Stop Payment

Datamatic VIEW

Stop Payment - ACH (61057-6-70)

Transaction Type:

Originator ID:

Stop Amount(s): to

Expiration Date:

Payable to (optional):

Request Type:

Print Document

If an amount is applicable to the stop payment, both amount fields must be filled in, even if the same amount.

To reprint a Stop Payment form, click on the box in the lower left corner of the window. The reprint feature only applies to PDF documents (not laser). Change the **Request Type**, if applicable. On the next window, select the Stop Payment PDF form to be reprinted.

Renewal Request

If renewing a Draft or ACH Stop Payment request, a Request Type of Renewal Request is available on the edit Stop Payment window. The Request column on the Stop Payment window will show Renewal.

Stop Payments

↑ Up One Level + Add ✕ Remove

DESCRIPTION	TYPE	TRANSACTIONS	ORIGINATOR	DRAFT FROM	DRAFT TO	LOW AMOUNT	HIGH AMOUNT	EXPIRATION	REQUEST
70 Draft Suffix	ACH	Withdrawals	2222244444	-	-	\$525.00	\$600.00	09-19-2018	Renewal
70 Draft Suffix	Draft	-	-	999	999	\$279.50	\$279.50	11-22-2018	In Person

Edit Draft Stop Payment

Datamatic VIEW

Stop Payment - Draft (66334-4-70)

Stop Draft Number(s): 9999 to 9999

Stop Amount(s): \$250.00 to \$300.00

Expiration Date: 05-27-2018

Payable to (optional): ABC Insurance Co

Request Type: In Person

Print Document Save

If a draft number (or range) is applicable to the stop payment, both draft number fields must be filled in, even if the same draft number. Also, if an amount is applicable to the stop payment, both amount fields must be filled in, even if the same amount.

To reprint a Stop Payment form, click on the box in the lower left corner of the window. Change the Request Type, if applicable. On the next window, select the Stop payment form to be reprinted.

Select the Save button, after making any needed changes.

Stop Payments Reference

Print Stop Payments – Refer to the Reports Manual

Automated Fee Setup – Refer to the System Settings Manual