AP 15: Releasing a stop payment

Created on 2/22/2018

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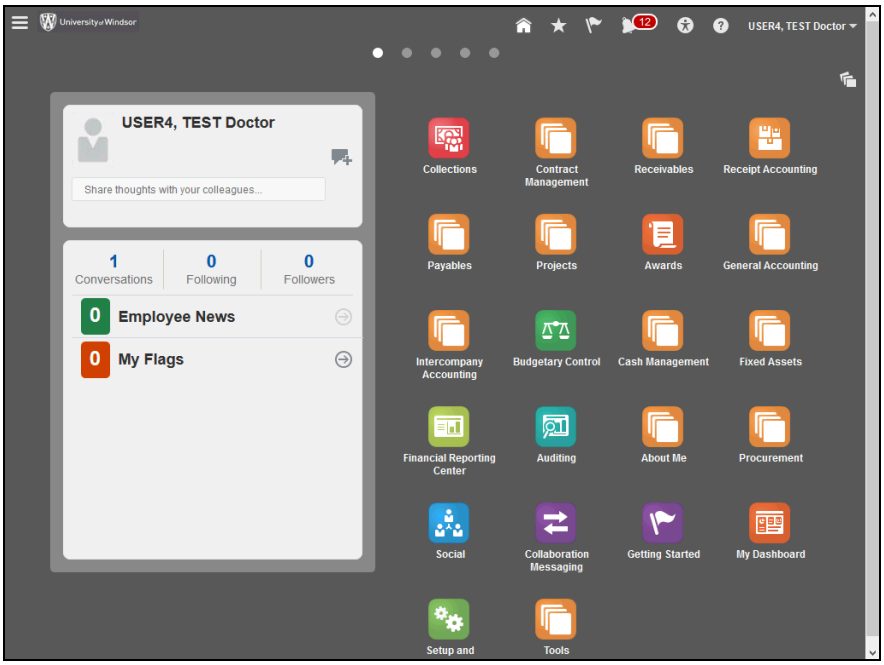
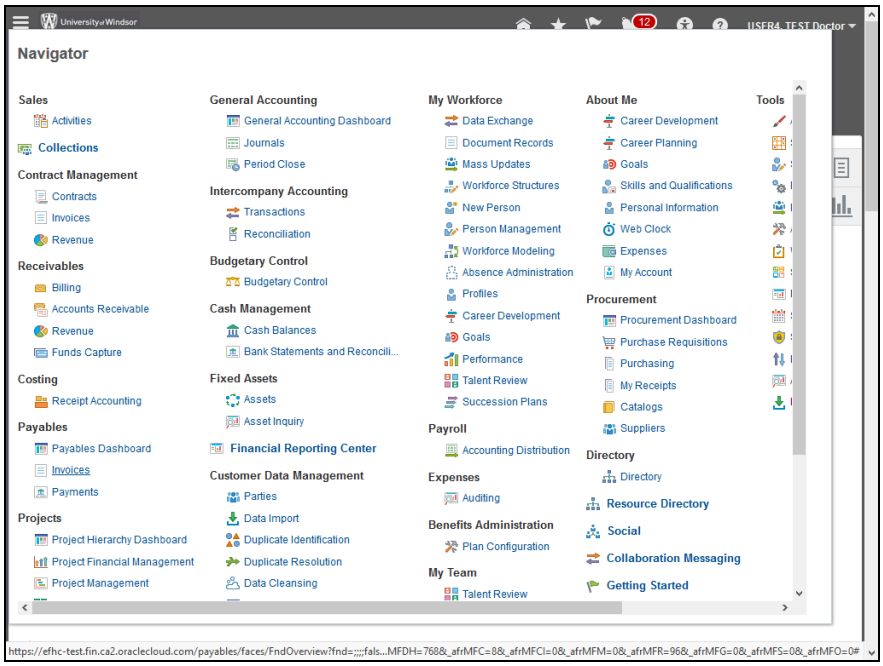
Procedure

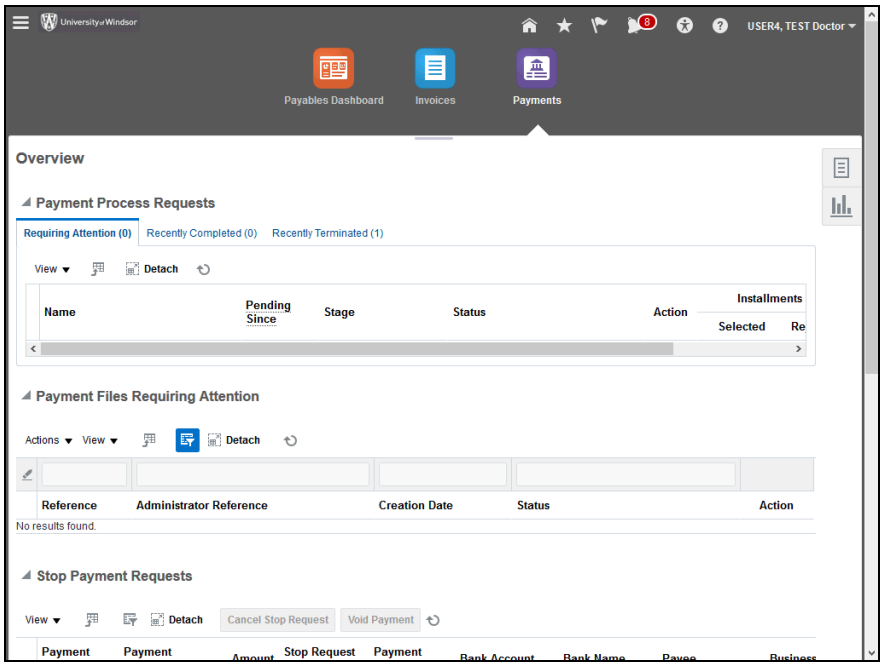
This User Guide outlines the steps required to release a stop payment.



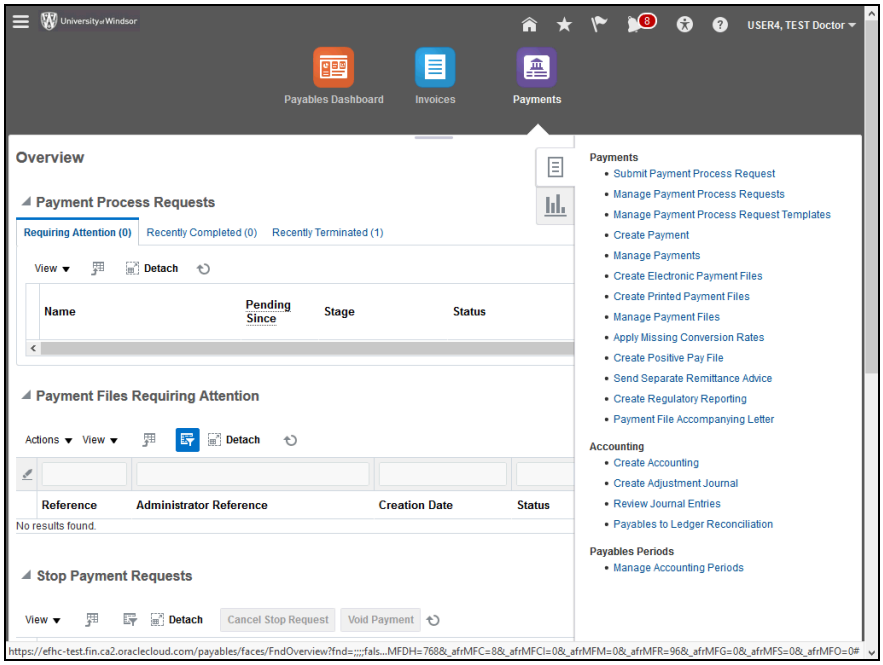
Step	Action
1.	Click the **Navigator** button. 



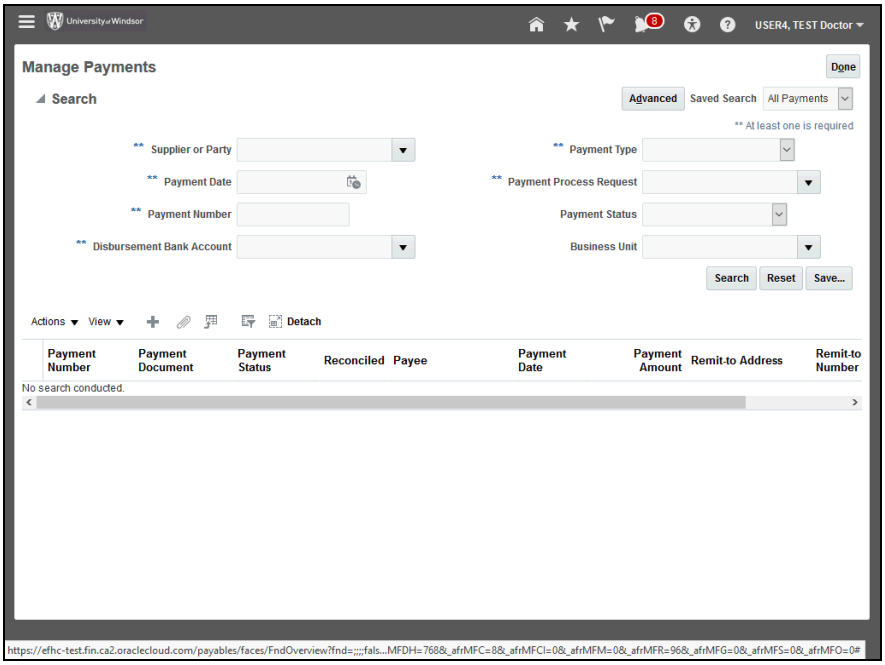
Step	Action
2.	Click the **Payments** link. Payments



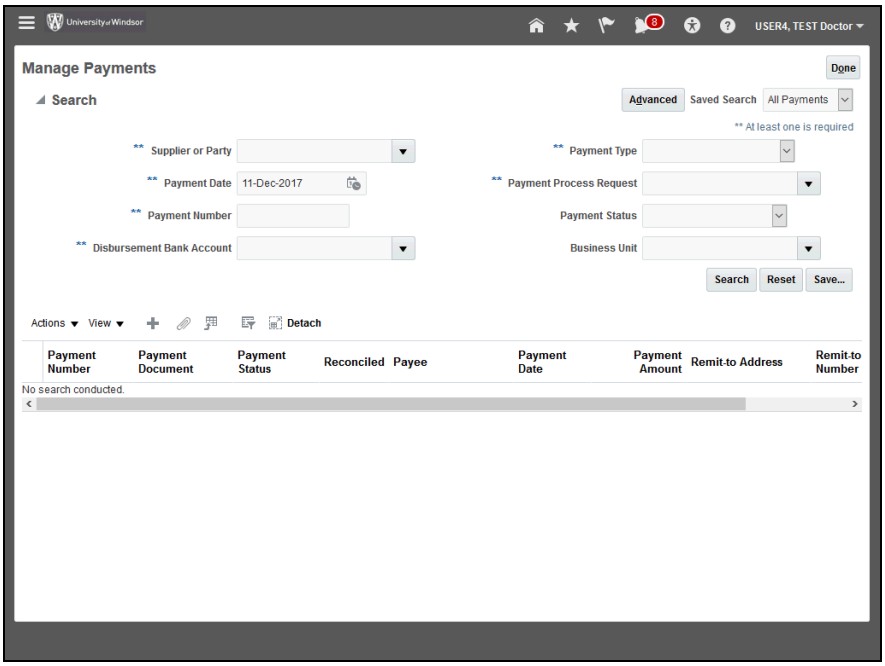
Step	Action
3.	Click the **Go to Task** menu. 



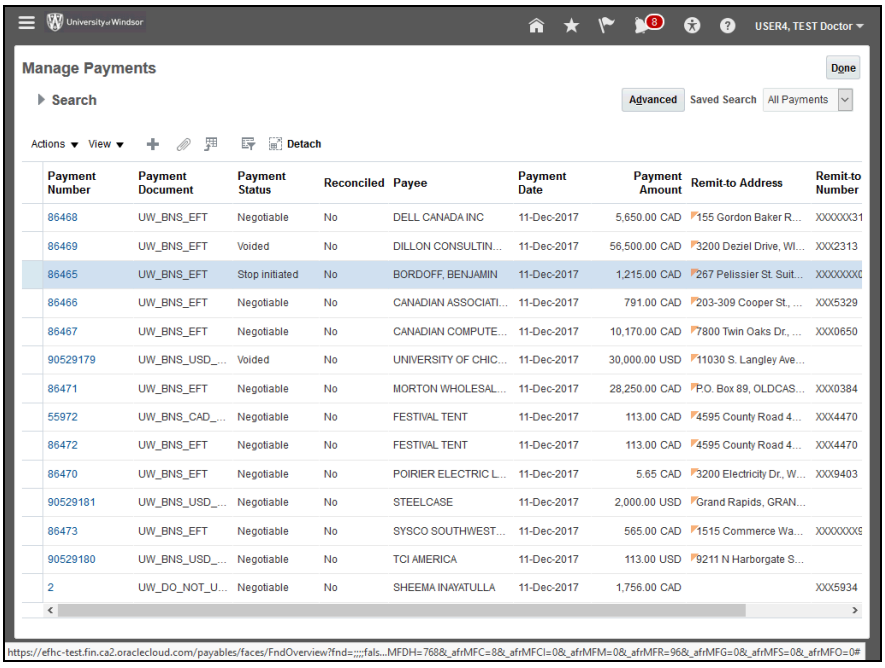
Step	Action
4.	Click the **Manage Payments** link. Manage Payments



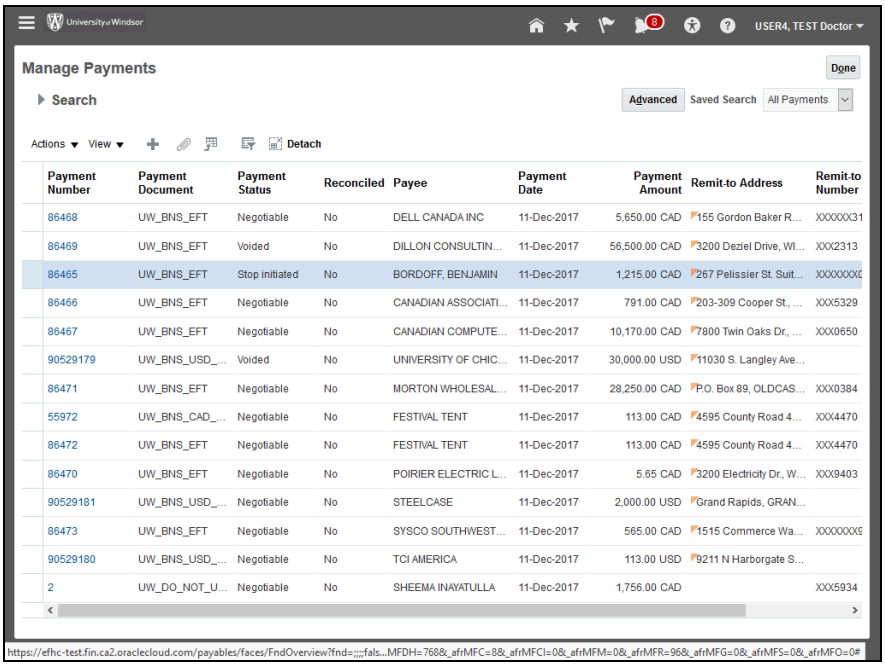
Step	Action
5.	Click the calendar icon for the **Payment Date** field. Click the appropriate **Payment Date**.



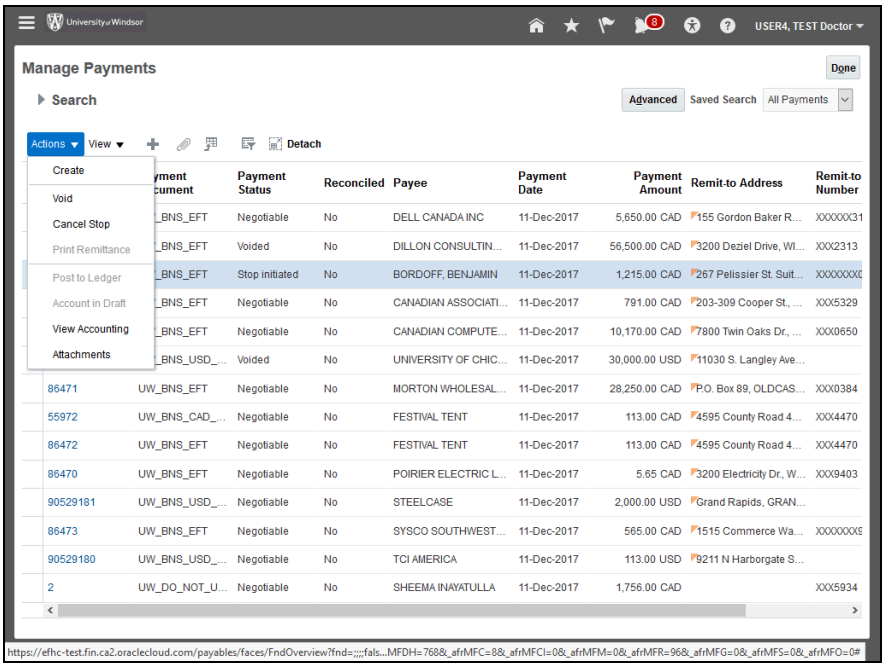
Step	Action
6.	Click the **Search** button. Search



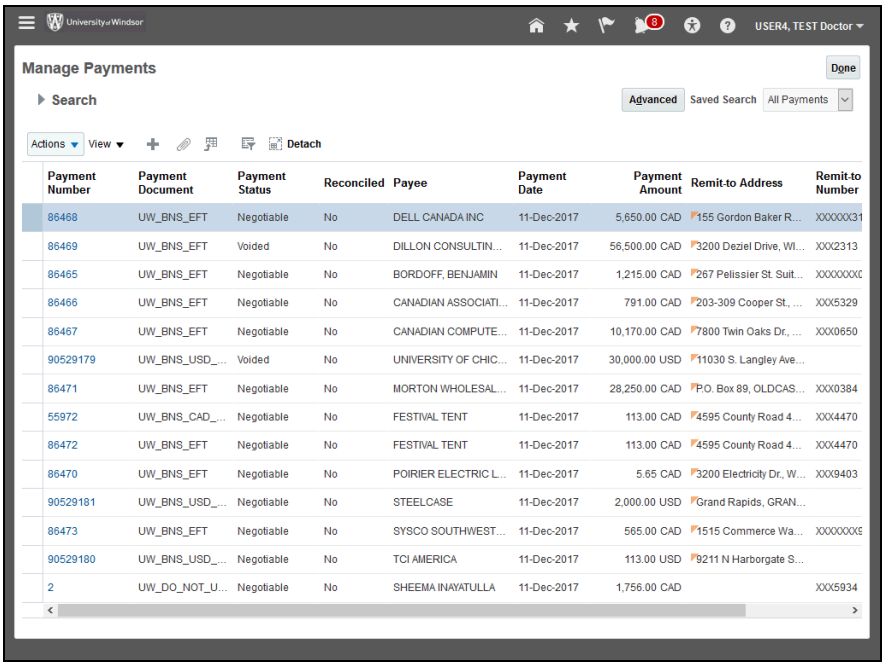
Step	Action
7.	Select the appropriate **Payment Number** of the stopped payment to be released.



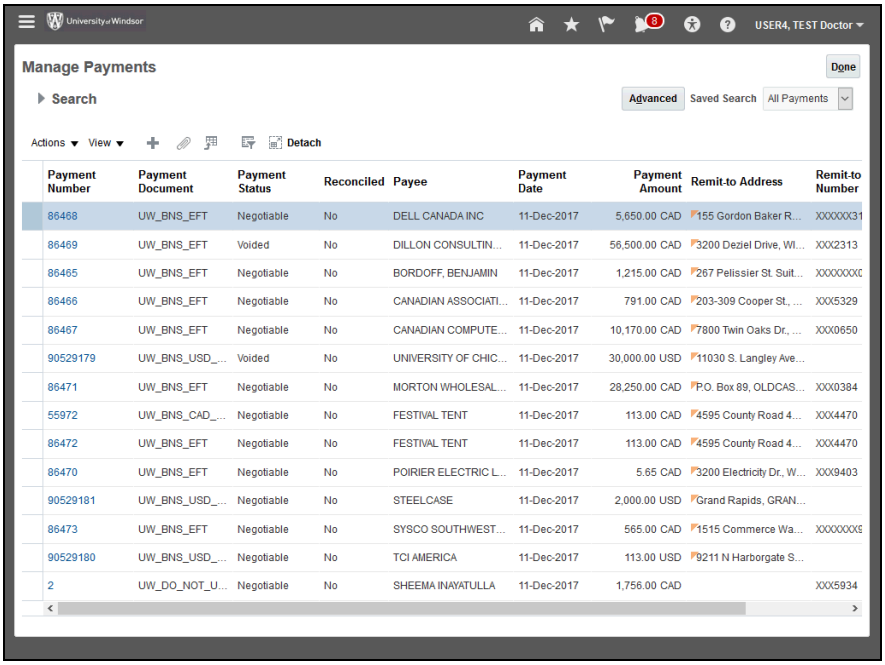
Step	Action
8.	Click the **Actions** drop-down button. ▼



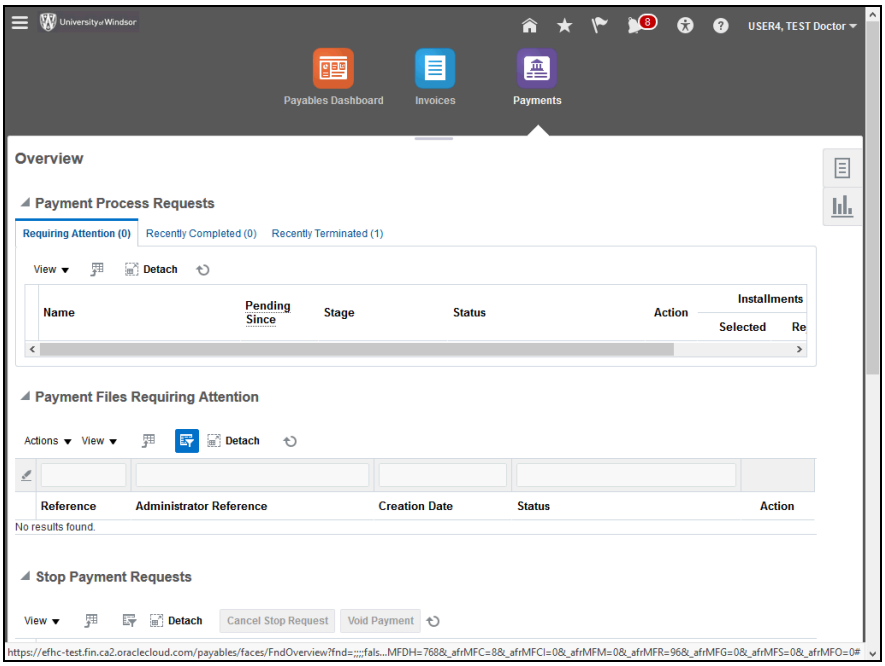
Step	Action
9.	Select the **Cancel Stop** option from the drop-down list.



Step	Action
10.	The payment has been released and the status has been changed to "**Negotiable**".



Step	Action
11.	Click the **Done** button.



Step	Action
12.	**End of Procedure.**