



Riskmaster Accélerator

Stop Pay Workflow

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Overview

17.2 release introduces a new workflow of Stop Pay Check in rmA application. A new screen of 'Stop Pay Checks' is also added under funds menu. This screen will allow users to perform 'Stop Pay' on multiple check at a time. Also, Stop Pay status history is maintained now for each record, user can view it either through Stop Pay Check screen or transaction screen.

Changes in the Existing Funds Feature of rmA

Functional Change

- A new option "Stop Pay Checks" is available under Funds in rmA UX.
- User can Stop Pay multiple checks at one time.
- User can view stop pay history for financial records
- System has new workflow to define stop pay process of checks with having multiple stop pay statuses Request/Accept/Reject/Undo Release.
- Two new settings introduced in Security Management System for stop pay initiation & stop pay approval.
 - Stop pay initiation Controls Requested Action
 - Stop pay approval Controls Accept/Reject/Undo Release Actions
- A new Utility setting added for "Use Stop Pay Bulk Checks screen only for Roll-up Checks", If this setting will be enabled then user can use Stop Pay Check screen only for roll up checks.

Key Points for Customers

- Must upgrade existing PowerViews through PV Upgrade
- By default, newly introduced SMS settings are ON, so review them for all module security groups.
- New Stop pay checks screen under Funds menu will be available only in UX views.
- System would automatically set Stop pay status as Accepted for all the existing checks having stop pay enabled.



New Workflow is added for Stop Pay Check Window





Stop Pay Windows (UI/UX)

Funds => Transaction	Apply Payments to Covera Supervisory Approval Bank Account Bulk Check Release Combined Payment Custom Payment Notificat	ges 🛊 🔯 🍓			۲
Control Number Payment Collection Cleared Final Payment	Deposit Mark Checks as Cleared Payee Check Review Payment Notification Print Checks Re-Create Check File Reset Printed Check Transaction Un-Clear Checks Void Checks		Void		
Bank Account	Test		Transaction Date	05/24/2017	
Payees	2E RML Regul	ar Mail	First Name Pay To The Order Of		

Figure 2.1 Funds Old UI

DSN: RMProdUX View: DefaultView			Docu	ment	Diaries	Funds	My Work	Search	€
Diary List				Appl	y Payments to	Coverages			হি 🖂
				Supe	ervisory Approv	al			
Edit Diary				Auto	matic Checks				
				Bani	Check Delege				
				Bulk	binod Dovmon	e +			
Diary				Cuet	om Payment N	otification			^
				Den	oni i aymenni neit	ouncation			_
Task Name:*		Attach To:		Mark	Checks as Cle	eared			
CLAIM : 17000132		Claim: 17000132	2	Pave	e Check Revie	w			
				Payr	nent Notificatio	n			
Due Date/Time:	Work Activities:	Estimate Time (H	Hours)	Print	Checks				
05/24/2017		0		Re-0	Create Check F	ïle			
				Rese	erveWorkShee	t Approval			
1:32 AM 🕓				Rese	et Printed Chec	k			
				Tran	saction				
	0			Un-C	Clear Checks				
	3		- 1	Stop	Pay Checks		1		
Priority:	Notes:	Automatic Notific	cation	Void	Checks				
Optional 🔻									
Notify by Email	Automatic Notification When Late	Not Routable				Not Rolla	ble		

Figure 2.2 Funds UX



<u>'Stop Pay Checks' window (UX)</u>

Design of 'Stop Pay Check' window

Check Search Criteria				
Bank Account	Check Number	Amount	Stop Pay Status	
Please Select	•		- Not Initiated	Ĩ
Check Date From	Check Date To			
				

Figure 3.1

Description

Check Search Criteria

User can search checks based on the following filtering criteria (Fields):

- Bank Account Name
- Check Number
- Amount

- Stop Pay Status
- Check Date From
- Check Date To

Note: Entering 'Bank account name & check number' is mandatory when utility setting is on for "Use Stop Pay Bulk Checks screen only for Roll-up Checks"



Check Search Criteria				
Bank Account	Check Number	Amount	Stop Pay Status	
Please Select	×		Not Initiated	
Check Date From	Check Date To			
		i i i		



`Stop Pay Status' Filter

'Stop Pay Status' filter is provided with a dropdown with a default value as "Not Initiated". Other values including 'Accepted', 'Rejected', 'Requested' and Undo/Released are populated from system code table "Stop_Pay_Status". Default search or blank search fetches only those records for which stop pay is not initiated. However, user can select any Stop Pay Status to filter desired records with selected status.

Check Search Criteria				
Bank Account	Check Number	Amount	Stop Pay Status	Ţ
Check Date From	Check Date To			112.
		H		

Figure 3.3



Stop Pay Checks Check Search Criteria Check Number Amount Check Number Check Date To Chec	DSN: RMProdUX View: DefaultView			Document	Diaries	Funds	My Work	Search	€
Bank Account Check Number Amount Stop Pay Status Please Select - - Not Initiated Check Date From Check Date To - Accepted Image: Check Date From Image: Check Date To - Accepted Image: Check Date From Image: Check Date To - Accepted Image: Check Date From Image: Check Date To - Accepted Image: Check Date From Image: Check Date To - Accepted Image: Check Date From Image: Check Date To - -	Stop Pay Checks Q Check Search Criteria								5 ×
	Bank Account Please Select ▼ Check Date From	Check Number Check Date To	Amount			Stop Pay Not In - Not In Accepte Rejecte Reques Un-do/F	r Status itilated ed d d Released		Y



New Fields Added to Stop Pay Check under Funds menu

- Toolbar button to open stop pay status history screen
- Stop pay status code lookup
- Stop pay reason code

• Stop pay reason description

Note: Providing 'Stop pay reason code' is mandatory while changing Stop Pay Status Code, however, 'Stop pay reason description' value is optional.

** Only Request action is available for printed records where Stop Pay Check is not initiated. However, Accepted & Rejected will be available after request action took place.



Request Action

Request Stop Pay

	D: I: RMProdUX Y	/iew: Defi	aultView						Document	Diaries	Funds	My Work	Search	
ay	Clecks													
1														
1														
S	heck Search Cr	iteria												^
в	ank Account			Check	k Number		Ar	nount			Stop Pay S	Status		
	Please Select		¥								Not Initi	iated		۳
ī														
С	heck Date From			Check	k Date To									
C	heck Date From		i	Checl	k Date To		=							
C	heck Date From		H	Checl	k Date To		Ĩ							
e	ct Check(s) to St	op Pay	=	Checl	k Date To		=							
le	heck Date From ct Check(s) to St Check Number	op Pay	Claim Number	Checl	k Date To		Control Number	r	Payee Name	Amo	unt	Bank Ad	ccount	
	ct Check(s) to St Check Number Filter	op Pay	Claim Number Filter	Checl	k Date To Check Date Filter	<u>_</u> a	Control Number	Γα	Payee Name Filter	Amo Fitte	unt	Bank Ad	ccount	2
	ct Check(s) to St Check Number Filter 0	op Pay	Claim Number Filter		k Date To Check Date Filter 05/12/2004	<u>_</u> p	Control Number Filter	rQ.	Payee Name Filter Unknown0000000	Amo Filte 3 USD	unt F	Bank Ar Filter	ccount C	2
	ct Check(s) to St Check Number Filter 0	op Pay	Claim Number Filter 0000003 0000010		k Date To Check Date Filter 05/12/2004 05/12/2004	R	Control Number Filter 0000-213817 0000-213818	۲ 	Payee Name Filter Unknown00000001 Unknown00000001	Amo Fitte 3 USD 0 USD	unt r 0.00 0.00	Bank Ad Filter Claims / Claims /	ccount C Account	2

Figure 3.5

Stop Pay Checks					
Q <u>\$</u> 0			Stop Check Reason	×	
Check Search Crit	eria				
Bank Account Please Select Check Date From	•	Check Number	Stop Check Reason Code*	•	Stop
Select Check(s) to Sto Check Number Filter	p Pay Claim Number Filter	Check Date	Stop Check Reason		Amount Filter
	00000003	05/12/2004		100003	USD 0.00

Figure 3.6



€

Accepted & Rejected Action:

Accept Stop Pay Reject Stop Document Diaries Funds My Work Search dUX | View: DefaultViev N. N: RMF 5 × Stop Pay C ecks Q 🗸 🛛 🖸 Check Search Criteria Bank Account Check Number Amount Stop Pay Status -- Please Select --۳ ۳ Requested Check Date To Check Date From Select Check(s) to Stop Pay Claim Number Check Date Control Number Payee Name Check Number Amount Bank Account ≡ Q Filter.. ρ Q Filter... Q Filter... ρ Filter... Q Filter... Q Filter... Filter.. 05/12/2004 Unknown00000003 0000003 0000-213817 USD 0.00 Claims Account 0 05/12/2004 0000-213818 USD 0.00 0 00000010 Unknown00000010 Claims Account 0 00000011 05/12/2004 0000-213819 Unknown00000011 USD 0.00 Claims Account 00000014 05/12/2004 0000-213820 USD 0.00 0 Unknown00000014 Claims Account

Figure 3.7



Stop Pay Checks			
Check Search Criteria		Stop Check Reason	×
Bank Account Please Select *	Check Number	Stop Check Reason Code*	_
		Q Stop Check Posson	
Select Check(s) to Stop Pay Check Number Claim Number	Check Dat	te	Amount
Filter C Filter • 0 00000010	C Filter		100010 USD 0.01

Figure 3.8

Stop Pay Reason Code Table

It's a user code table, User can add/edit reason codes as per their business.

Short Code	Short Description
SD	Stale Date
LC	Lost Check
MC	Missing Check
NR	Never Received
SC	Stolen Check
ТР	Terminated Program
UP	Unauthorized Payment
WCS	Wrong Check Stock
WDA	Wrong Dollar Amount
WA	Wrong Address
WP	Wrong Payee

Stop Pay	/ Checks							
٩	<u>s</u> 0		Stop Pay Reason Co	de				8
C	Check Search Criteria		Short Code as	~	Description	~	Parent Cod	
В	ank Account							stop
	Please Select		LC		Lost Check		-	- N
C	heck Date From		MC		Missing Check			
		i	NR		Never Received			
-			sc		Stolen Check			
Sele	ect Check(s) to Stop Pay		SD		Stale Date			
4	Check Number	Claim Nur	ТР		Terminated Program			
	Filter	Filter	UP		Unauthorized Payment			
	0	00000014	WA		Wrong Address			
	0	00000014	wcs		Wrong Check Stock			
	9	0000015	WDA		Wrong Dollar Amount		-	



Stop Pay Status History

'Stop pay status history' button is provided besides stop pay status field on transaction screen. Also same is added in toolbar button at 'Stop Pay Check' screen.

Stop Pay Checks											
	Stop Pay History							Î			
	C ~	Date	Status	Changed By	Reason	Stop Pay Reason Description	≡	~			
L	S 🗸	09/07/2017 6:41 AM	R - Requested	CSC	SC - Stolen Check	09/07/2017 6:40 AM (csc csc) s…	*				
								Ξ			
		4					F .				
	Total I	tems: 1						-			





Access to 'Stop Pay Check' Controlled Through Security Management System (SMS) Setting in rmA

New Settings in SMS

Two new settings are added to SMS tree under Transaction level of Funds Management.

- Stop pay initiation
- Stop pay approval

when any one of the settings is ON, the respective buttons gets enabled on the Stop Pay Check window for their respective actions. And, if both the settings are OFF, this function will not be accessible. Same are controlled for transaction screen as well.



Figure 4.2

From Stop Pay Check window & transaction screen, a user can perform the following functions

- Request a Stop Pay
- Undo/Release a Stop Pay that was previously placed on a check.
- Accept a Stop Pay check request
- Reject a Stop Pay check request.
- Stop pay history

System Validation

System must validate SMS Permission:

Stop Pay initiation for -

• Request a Stop Pay

Stop pay approval for -

- Undo/Release a Stop Pay that was previously placed on a check.
- Accept a Stop Pay check request.
- Reject a Stop Pay check request.



Note: This Stop Pay Scheck window has two required fields "Stop Pay Reason Code" and "Stop Pay Rea- son". It is mandatory for the user to provide values for these fields to process Stop Pay.

New Utility Setting

A new Utility setting namely "Use Stop Pay Bulk Checks screen only for Roll-up Checks" is introduced to rmA to make sure that the Stop Pay Check screen works for either Roll-up checks or all checks.

When this setting is turned 'ON', the user requires to provide values for 'Bank Account Name' and 'Check Number'.

Also, when this setting is turned 'ON', a user can search only roll-up checks. Otherwise, both rollup checks and single check meeting search criteria will be searched and returned.

Document Diaries Funds Maintenance My Work Policy Repo	rts Search Security User Documents	Utilities Help	
Utilities => Payment Parameter Setup Allow Post Date of Checks:		Print EOB Detail On Check Stud:	
Print Direct To Printer:		Following Printers are attached with the Server:	
Print To Local Printer:			
Max # of Auto Checks per Batch:	50	Please Choose Paper Bin For Checks:	V
Print Check Stub Detail when printing individual EOBs:		Please Choose Paper Bin For EOBs:	V
Print Additional Details of a Check Batch in a Separate Report:		Print Check Memo of Rolled Up Checks:	
Print Claimant EOB:		Print Payee EOB:	
Allow Duplicate Payment Checking:		Prohibit Saving of Duplicate Checks:	
Duplicate Criteria:	0 - No Additional Criteria		Ŧ
Default Level to display on Precheck Register:	None 🔻	LSS Payments on HOLD:	
Check Void Reason:		Create/Update Entities Pushed from LSS:	
Max Payees:	5	Use Policy level Account for LSS payments:	
Include Prefix on Payments:		Include Suffix on Payments:	
Print EOB Description on Checks:		Use Stop Pay Bulk Checks screen only for Roll-up Checks:	0
Print EOB Desc in next line:		Default Distribution Type:	RML Regular Mail
1 12 12 13 14 14 14 14 14 14 14 14 14 14 14 14 14	1000 C		

Figure 4.3