# **Corporate Online**

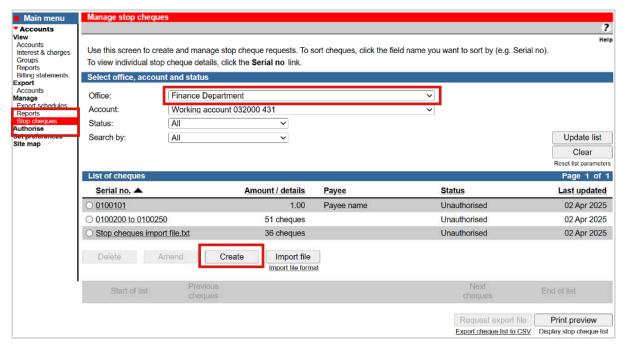


### Creating stop cheques.

Follow this guide to create a stop cheque request for a single or sequential range of cheques.

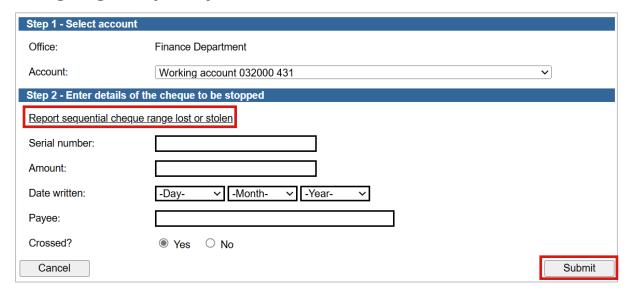
To perform this procedure, you require **Creator** access to the **Manage stop cheques** feature and to an **Office** and **Account group** that includes the account the stop cheque is to be placed on.

1. From the Accounts menu, select Stop cheques under the Manage heading.



2. Choose an Office from the list and then select Create.

#### **Entering single stop cheque details**



- 1. Complete the details as follows:
  - Select an Account from the list.
  - Enter the Serial number of the cheque to be stopped.
  - Enter the Amount of the cheque (if known)

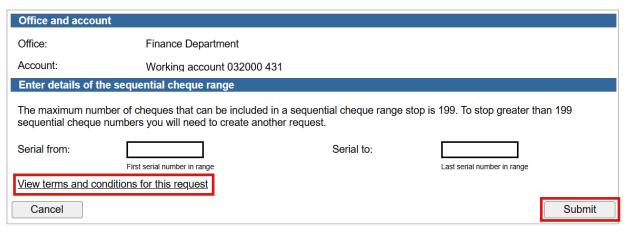
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- Enter the date the cheque was written.
- Enter the name of the person or organisation to whom the cheque as written (if known)
- Indicate if the cheque was **crossed** (i.e.: Not negotiate)
- Enter a reason for placing a stop on the cheque (Papua New Guinea and Fiji only)
- Select **Submit**. **Confirmation** is displayed (see below).

### **Entering stop cheque range details**

1. Select the Report sequential range of cheques lost or stolen link.



- 2. Complete the details as follows:
  - Enter the serial number of the cheque at the start (serial from) if the range to be stopped.
  - Enter the serial number of the cheque at the end (serial to) of the range to be stopped.
  - Review the Terms and conditions for placing a stop on a sequential range of cheques.
  - Select Submit. Confirmation is displayed.

### **Confirmation**

The stop cheque request is ready for authorisation. Depending on the Authorisation model used by your Organisation for stop cheques "single" or "dual" authorisation may be required.

1. Where your access allows select **Authorise now**.

The status of the stop cheque request is updated and the **List of stop cheques** screen displayed. If the request is displayed with a status of 'Part authorised', ask another user to sign-in and authorise the request by selecting **Authorise** in the **Accounts** menu.

After authorisation and processing a successful stop cheque request will be detailed with a status of "Completed".