

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.

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

- Choose an **Office** from the list and then select **Create**.

Entering single stop cheque details

- 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)

- Enter the date the cheque was **written**.
- Enter the name of the person or organisation to whom the cheque was 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.

Office and account

Office: Finance Department

Account: Working account 032000 431

Enter details of the sequential cheque range

The maximum number of cheques that can be included in a sequential cheque range stop is 199. To stop greater than 199 sequential cheque numbers you will need to create another request.

Serial from:

Serial to:

First serial number in range

Last serial number in range

[View terms and conditions for this request](#)

Cancel

Submit

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”.