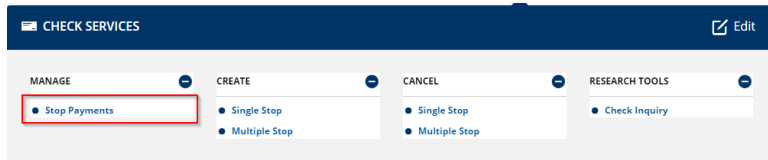


## CHECK SERVICES

Treasury Internet Banking's Check Services feature provides several options to help you manage your check-related tasks, including a real-time interface for inquiring on the status of checks and issuing stop payment instructions.

This guide reviews the Manage Stop Payment dashboard, how to inquire on the status of a check, creating single and multiple check stop payments and cancellations, and the Check Services reporting options.



### NAVIGATION

Navigate to the *Check Services* menu and select *Stop Payments* from the *Manage* sub-menu.

Check Number(s)	Account Nickname Account Number	Check Date	Amount	Type	Status	Expiration	Create Date/Time
2001	ABCD Enterprises *****1		\$ 99.00	Stop Request	Stopped	08/03/2023	08/03/2022 12:09
10001 - 10010	ABCD Enterprises *****1			Stop Request	Stopped	08/03/2023	08/03/2022 12:09
98765	ABC Petty Cash *****5	07/12/2022	\$ 103.50	Stop Request	Stopped	08/03/2023	08/03/2022 11:57
98765	ABC Petty Cash *****5		\$ 103.50	Cancel Stop Request	Cancelled		07/29/2022 07:13

### MANAGE STOP PAYMENTS

The *Manage Stop Payments* page contains a list of the stop payments submitted and processed in Treasury Internet Banking.

STOP PAYMENT REQUEST	
Checking Account	*****1 - ABCD Enterprises
Check Numbers	2001
Amount	\$ 99.00
Memo	Check was lost in Apr 2022
Expiration	08/03/2023
Timestamp	08/03/2022 12:09
<input type="button" value="Cancel"/> <input type="button" value="Cancel Stop Request"/>	

Click on the *Check Number(s)* hyperlink to view details for a specific request.

The *View Stop Payment Request* screen displays details and provides the opportunity to cancel the stop payment if desired. Simply click the *Cancel Stop Request* button if desired.

Click the *Cancel* button to return to the previous screen.

**CHECK SERVICES**

MANAGE: Stop Payments

CREATE: Single Stop, Multiple Stop

CANCEL: Single Stop, Multiple Stop

RESEARCH TOOLS: **Check Inquiry**

### CHECK INQUIRY

To search for the status of a check, select *Check Inquiry* from the *Research Tools* sub-menu.

**CHECK INQUIRY**

Use this page to search for Checks on the basis of Check Number, Amount or Status.

Account: \*\*\*\*\*5 - ABC Petty Cash

Check Number(s): ☒ Single ☐ Range

Check Number:  Enter a Number

Amount: ☐ Single Amount ☒ Amount Range

From: 50.00 To: 110.00

Status: Select a Status

Search

On the *Check Inquiry* screen, select the *Account* using the drop-down.

Select the *Single* or *Range* radio button in the *Check Number(s)* field and enter the check number(s).

The *Amount* field is optional but can help to narrow the search. Select the *Single Amount* or *Amount Range* radio button as needed and enter the information.

To further refine the search, select a specific *Status* (Stopped or Paid), using the drop-down menu.

Click the *Search* button.

**CHECK INQUIRY RESULTS**

Use this page to view the check inquiry results.

SEARCH CRITERIA

Account: \*\*\*\*\*5 - ABC Petty Cash

Single Amount: 50.00 to 110.00

New Search

CHECK INQUIRY RESULTS

Check Number	Posted Date	From Account	Status	Single Amount	Action
5455		*****5	Stopped	\$ 99.99	Cancel Stop

Show / Hide Columns Show 100

The system inquires against available history stored in Prior Day reporting within Treasury Internet Banking (up to one year). If the item is not found in the Treasury Internet Banking transaction history, the system searches the bank's internal account platform for up to 45 days of transaction history.

From the *Check Inquiry Results* screen, you can perform other actions, based on the Status of an item.

Inquiry results can be:

- *Paid* with an option to view the image;
- *Stopped* with an option to cancel the stop payment request; or
- *Not Found in History* indicating the check was not found within the available online history.

### STOP PAYMENT REQUESTS

There are two entry options for stop payment requests:

*Single Stop:* One stop payment request for a check or check range.

*Multiple Stop:* Numerous stop payment requests on one screen.

### CREATE SINGLE STOP

Select *Single Stop* from the *Create* sub-menu.

Select the appropriate *Account* from the dropdown list.

The default *Expiration Term* is 12-months. If other terms are available in the menu, select the desired expiration.

Select the *Single* or *Range* radio button in the *Check Number(s)* field and enter the check number(s).

For the best results, provide additional information such as the *Date Written*, *Amount*, *Payee* and select a *Reason* for the request from the dropdown menu.

Information entered in the optional *Memo* field is displayed in Treasury Internet Banking for future reference but is not sent to the bank.

Click the *Continue* button to proceed.

Review details on the preview page.

Click *Edit* if any changes need to be made to the Stop Information details.

Click *Cancel* if the entry is to be cancelled totally

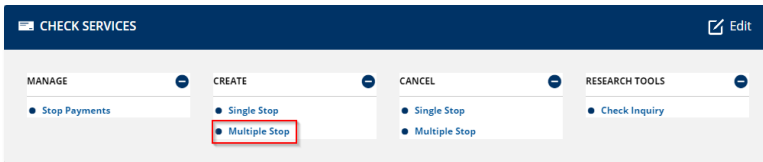
Click *Submit* to process the Stop Payment.



A *Successful Submit* message confirms the successful submission

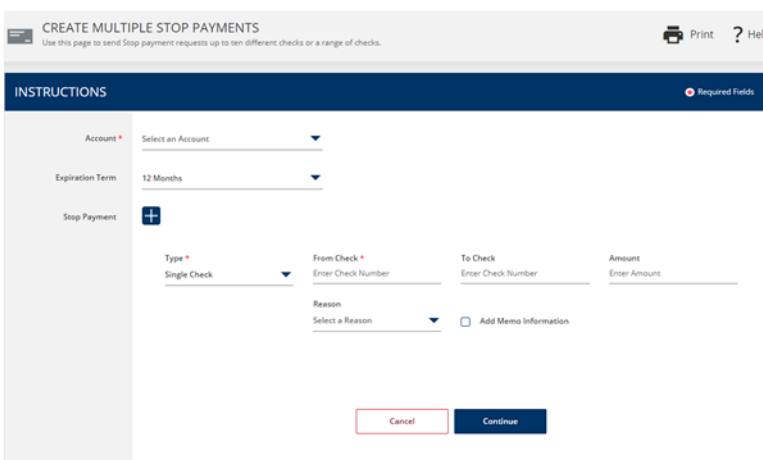
Click on *Manage Stop Pay* to review the status.

Click on *Create Another* to enter another stop payment request.



### CREATING MULTIPLE STOPS

Select *Multiple Stop* from the *Create* sub-menu.



Select the *Account* from the dropdown list.

The default *Expiration Term* is 12-months. If other terms are available in the menu, select the desired expiration.

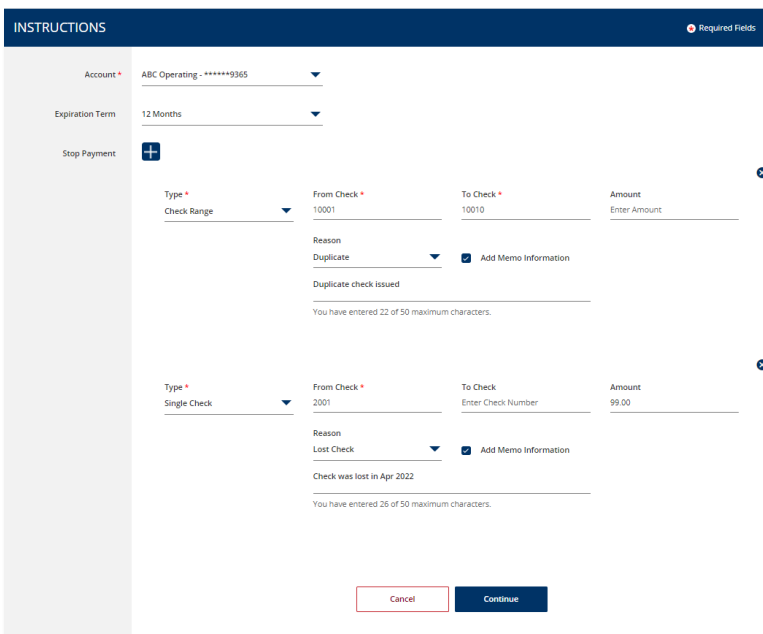
The Stop Payment *Type* defaults to *Single* with fields to provide the *Check Number* and *Amount*.

If desired, use the *Type* dropdown list to select *Check Range* and provide the first and last check number. The *Amount* field does not apply to range stop payment requests.

Click on the '+' icon to enter additional stop payment requests for the same account.

A maximum of 10 additional entries can be entered at one time.

Click *Continue* to proceed.



**PREVIEW STOP PAYMENT**  
Before submitting the request, use this page to review the stop payment details.

\*\*\*\*\*1

Account \*\*\*\*\*1 - ABCD Enterprises

Expiration Term 12

Stop Payment

Type	From Check	To Check	Amount	Reason	Memo
Check Range	10001	10010		Duplicate	Duplicate check issued.
Single Check	2001		\$ 99.00	Lost Check	Check was lost in Apr 2022

Cancel Edit Submit

Click *Submit* on the *Preview Stop Payment* screen, or *Edit* to return to the previous page and make changes.

A *Successful Submit* message confirms the submission of the stop payment requests.

**CHECK SERVICES** Edit

MANAGE ☐ CREATE ☐ CANCEL ☐ RESEARCH TOOLS ☐

• Stop Payments • Single Stop • Multiple Stop • Single Stop • Multiple Stop • Check Inquiry

### CANCELLING STOP PAYMENT REQUESTS

To cancel a stop payment request, navigate to the *Cancel* sub-menu.

**CANCEL SINGLE STOP PAYMENT**  
Use this page to cancel a previously placed stop payment request for a check or a range of checks.

CANCEL INFORMATION Required Fields

Account \*\*\*\*\*5 - ABC Petty Cash

Stop Type ☒ Single ☐ Range

Check Number 98765

Amount 103.50

Cancel Continue

### CANCELLING A SINGLE STOP PAYMENT

Select *Single Stop* from the *Cancel* sub-menu.

Enter the required information and click *Continue*.

**PREVIEW CANCEL STOP PAYMENT**  
Use this page to review the cancel stop payment details.

CANCEL INFORMATION

Account \*\*\*\*\*5 - ABC Petty Cash


Stop Type Single

Check Number 98765

Amount \$ 103.50

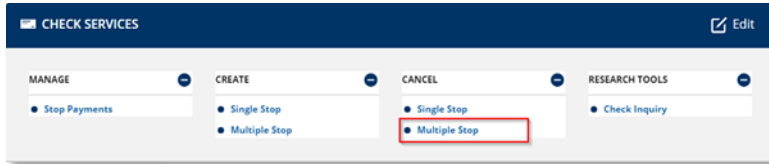
Cancel Edit Submit

Review the details and click on *Submit* to process the cancellation request.

 **Successful Submit**  
You have successfully created the Cancel Stop Payment Request for check(s) 98765.

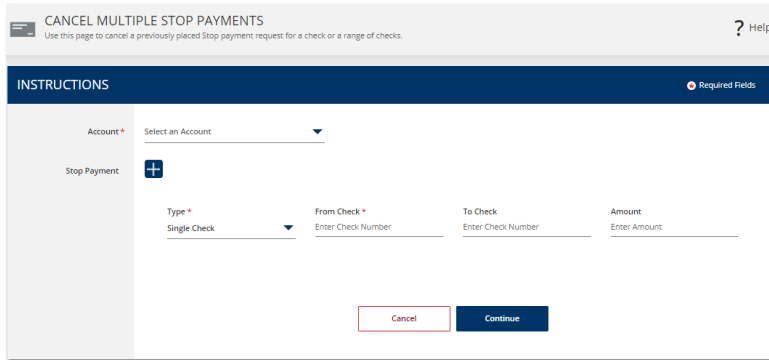
Manage Stop Pay Create Another

A *Successful Submit* message displays confirming the cancellation.



### CANCELLING MULTIPLE STOP PAYMENTS

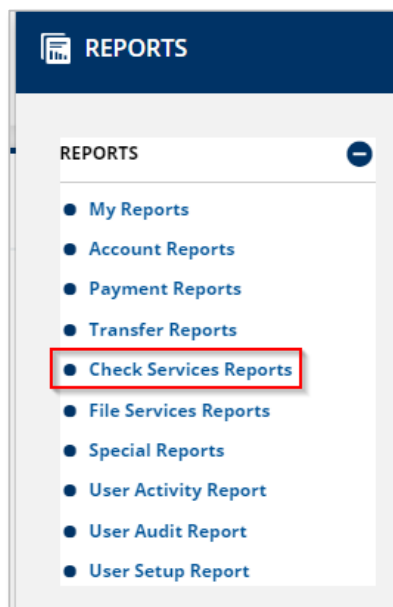
Select *Multiple Stop* from the *Cancel* sub-menu.



On the Cancel Multiple Stop Payment Requests screen, enter the required information and click *Continue*.

Review the details and click on *Submit* to process the cancellation requests.

A *Successful Submit* message displays confirming the cancellations.



### CHECK SERVICES REPORTS

Reports pertaining to Check Services are available within the *Reports* menu.

Select *Check Services Reports* to view the report options.

You may also add your favorite standard and customized reports to the *My Reports* screen for easier access.