

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 left-hand menu, select **Accounts > Manage > Stop cheques**.

Manage stop cheques

Use this screen to create and manage stop cheque requests. To sort cheques, click the field name you want to sort by (e.g. individual stop cheque details, click the **Serial no** link).

Select office, account and status

Office: Chair Services Pty Ltd
Account: Account A 032000 431
Status: Unauthorised
Search by: All

Update list
Clear
Reset list parameters

List of cheques Page 1 of 1

Serial no. ▲	Amount / details	Payee	Status	Last updated
<input type="radio"/> 0000001	7.00	ABC Company Pty Ltd	Unauthorised	13 Mar 2020
<input type="radio"/> 0000500 to 0000550	51 cheques		Unauthorised	07 Sep 2021
<input type="radio"/> 0002001	8.00	EF Limited	Unauthorised	09 Nov 2021

Delete Amend **Create** Import file
Import file format

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

Entering single stop cheque details

Step 1 - Select account

Office: Chair Services Pty Ltd
Account: Account A 032000 431

Step 2 - Enter details of the cheque to be stopped

Report sequential cheque range lost or stolen

Serial number:
Amount:
Date written: -Day- -Month- -Year-
Payee:
Crossed? Yes No

Cancel **Submit**

1. Complete the details as follows:
 - 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 as written (if known)
- Indicate if the cheque was **crossed** (i.e.: Not negotiate) required for New Zealand only)
- Enter a **reason** for placing a stop on the cheque (Papua New Guinea and Fiji only)
- Select **Submit**. Corporate Online displays the **Confirmation** screen (see below).

Entering stop cheque range details

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

Step 2 - Enter details of the cheque to be stopped

Report sequential cheque range lost or stolen

Office and account

Office: Chair Services Pty Ltd

Account: Account A 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](#)

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**. Corporate Online displays the **Confirmation** screen.

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**.

Corporate Online updates the status of the stop cheque request and displays the **Manage > Stop cheques** list. If the task is displayed with a status of ‘Part authorised’, ask another user to sign-in and authorise the request by selecting **Accounts > Authorise** from the left-hand menu.

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