

BANKOH BUSINESS CONNECTIONS 3.0

QUICK REFERENCE GUIDE

Stop Payments

Stop Payments

Bankoh Business Connections (BBC) 3.0

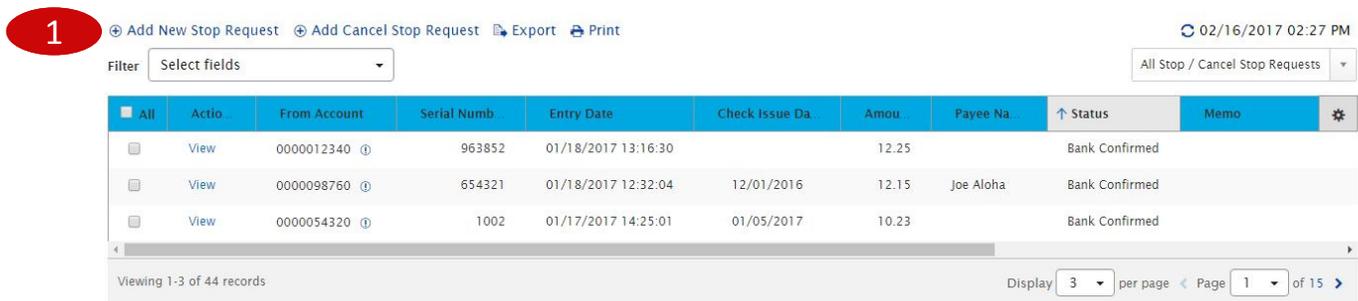
Stop Payments

Stop Payments is used to place or cancel a Stop Payment Request. It also allows you to verify that a check has been paid and to monitor existing stop payments.

Place a Stop Payment Request

1. Select **Add New Stop Request**.

Stop Payments

The screenshot shows the 'Stop Payments' interface. At the top, there are navigation options: 'Add New Stop Request', 'Add Cancel Stop Request', 'Export', and 'Print'. A red circle with the number '1' highlights the 'Add New Stop Request' button. Below the navigation is a filter dropdown set to 'Select fields' and a date/time indicator '02/16/2017 02:27 PM'. The main area contains a table with the following columns: All, Action, From Account, Serial Num., Entry Date, Check Issue Da, Amou., Payee Na., Status, and Memo. The table displays three records, all with a status of 'Bank Confirmed'. At the bottom, there is a pagination control showing 'Viewing 1-3 of 44 records' and 'Display 3 per page Page 1 of 15'.

All	Action	From Account	Serial Num.	Entry Date	Check Issue Da	Amou.	Payee Na.	Status	Memo
<input type="checkbox"/>	View	0000012340	963852	01/18/2017 13:16:30		12.25		Bank Confirmed	
<input type="checkbox"/>	View	0000098760	654321	01/18/2017 12:32:04	12/01/2016	12.15	Joe Aloha	Bank Confirmed	
<input type="checkbox"/>	View	0000054320	1002	01/17/2017 14:25:01	01/05/2017	10.23		Bank Confirmed	

2. Enter information in the Check Detail fields.

- **From Account** – Select an account number from the dropdown menu or use the lookup feature to search for an account number. *This field is mandatory.*
- **Account Name** – This field will auto populate once the account number is selected.
- **Memo** – Enter memo information, if necessary.
- **Serial Number** – Enter the check number. *This field is mandatory.*
- **Amount** – Enter the amount of the payment.
- **Check Issue Date** – Enter the Issue/Void Date (MM/DD/YYYY) or click on the calendar icon and select a date.
- **Payee Name** – Enter a payee name, if necessary.
- **Reason** – Select a reason from the dropdown menu.

3. Click **Save**.

Stop Payments

Bankoh Business Connections (BBC) 3.0

Stop Payments

Place a Stop Payment Request (continued)

 Stop Payment Request

2 Check Detail

* From Account

Account Name



Memo



* Serial Number



Amount



Check Issue Date

Payee Name



Reason



3





Stop Payments

Bankoh Business Connections (BBC) 3.0

Stop Payments

Place a Cancel Stop Payment Request

1. Select **Add Cancel Stop Request**.

Stop Payments *

1

⊕ Add New Stop Request
⊕ Add Cancel Stop Request
📄 Export
🖨 Print
🕒 02/16/2017 02:27 PM

Filter All Stop / Cancel Stop Requests ▾

<input type="checkbox"/> All	Action	From Account	Serial Num...	Entry Date	Check Issue Da...	Amou...	Payee Na...	↑ Status	Memo	⚙
<input type="checkbox"/>	View	0000012340 ⓘ	963852	01/18/2017 13:16:30		12.25		Bank Confirmed		
<input type="checkbox"/>	View	0000098760 ⓘ	654321	01/18/2017 12:32:04	12/01/2016	12.15	Joe Aloha	Bank Confirmed		
<input type="checkbox"/>	View	0000054320 ⓘ	1002	01/17/2017 14:25:01	01/05/2017	10.23		Bank Confirmed		

Viewing 1-3 of 44 records Display per page of 15

2. Enter information in the Check Detail fields.

- **From Account** – Select an account number from the dropdown menu or use the lookup feature to search for an account number. *This field is mandatory.*
- **Account Name** – This field will auto populate once the account number is selected.
- **Serial Number** – Enter the check number. *This field is mandatory.*
- **Amount** – Enter the amount of the payment.
- **Memo** – Enter memo information, if necessary.

3. Click **Save**.

Stop Payments

Bankoh Business Connections (BBC) 3.0

Stop Payments

Place a Cancel Stop Payment Request (continued)



2 Check Detail

* From Account

Account Name



* Serial Number



Amount



Memo



3

✓ Save

Cancel

Stop Payments

Bankoh Business Connections (BBC) 3.0

Check Inquiry

Check Inquiry retrieves information about checks from the bank. Depending on the status of a check from your inquiry, you can carry out various actions on the check.

Performing a Check Inquiry

1. From **Payments/Transfers**, select **Check Inquiry**.
2. In the Inquiry Criteria, provide the following:
 - **Account Number** – Select an account number from the dropdown menu. *This field is mandatory.*
 - **Serial Number** – The check query can be selected by the serial number or through a range of numbers. *This field is mandatory.*
3. Click **Search**.

4. The results of your inquiry will populate a table list with records that match your filter criteria.

Actions	Status	Serial Number	Serial No. To	Amount	Paid/Stop Date	Issue Date	Stop Creation Date	*
Place Stop	Not Found	173						
Place Stop	Not Found	174						

Viewing 1-2 of 2 records Display per page < Page of 1 >

Stop Payments

Bankoh Business Connections (BBC) 3.0

Check Inquiry

Performing a Check Inquiry *(continued)*

5. Each displayed item can have one of four statuses:
 - **Paid** – The item has cleared the bank.
 - **Stopped** – The item has been stopped and has not been paid.
 - **Not Found** – There is no record of this item at the bank.
 - **Outstanding** – There is a record of the item at the bank. The item has not been paid nor has it been stopped.
6. The Actions dropdown will offer different options depending on the status of the individual item:
 - **Cancel Stop** – Available for items where status = stopped. Opens the Cancel Stop screen.
 - **Place Stop** – Available for items where status = Not Found or Outstanding. Opens the Place Stop screen (below).
 - **View** – Available for Paid items.



Check Detail

From Account:
0000 [REDACTED]

Account Name:
Business Checking

Memo

Serial Number:
173

Amount

Check Issue Date



Payee Name

Reason



FAQ

Frequently Asked Questions

Stop Payments

Q: How do I know the bank has received my Stop Request / Cancel Stop Request?

A: A greenbar message will indicate the request was submitted and will move into Entered status. Additional authorization may be required to move the request into Bank Confirmed status.

Contact Information

For more information, contact Cash Management Services at the following:

Hawaii: (808) 694-8021

Toll-free: (877) 232-0118

Guam: (671) 479-3629 or (671) 479-3633

Email: connections@boh.com