



First Horizon TreasuryConnectSM

Check Inquiry



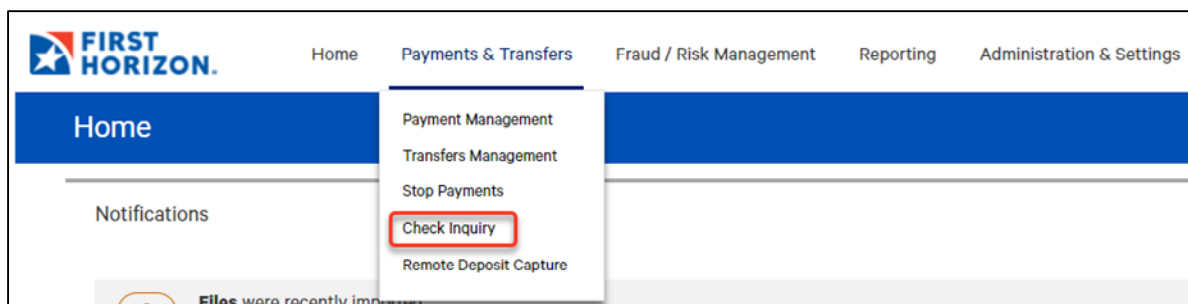


CHECK INQUIRY

The **Check Inquiry** function retrieves information about checks from the Bank. Depending on the status of a check you inquire about, you can carry out various actions on those checks. For example, a check that comes back from the Bank with a status of outstanding can be stopped. A check that comes back from the Bank with a status of paid can be viewed through image retrieval.

PERFORM CHECK INQUIRY:

Select **Check Inquiry** from the **Payments & Transfers** menu.



The system displays the **Check Inquiry** screen. You may perform a **Checks Stopped Inquiry**.

Use the **Account Number** drop-down to select an account.

For **Serial Number**, choose from:

Is equal to.

Is between (use for a range of checks).

When you have entered the necessary filter criteria, click **Search**.

The screenshot shows the 'Check Inquiry' screen. At the top, there is a blue header with the text 'Check Inquiry'. Below the header, there is a section titled '* Select Check Inquiry Type' with a dropdown menu showing 'Checks Stopped Inquiry'. Below this, there is a section titled 'Inquiry Criteria' with the text 'You must provide criteria for one other field in addition to the Account Number.' Below this, there is a section titled '* Account Number' with a dropdown menu showing 'Main Account 0001 - 1001000001 - 170 - First Horizon Bank'. Below this, there is a section titled '* Serial Number' with a dropdown menu showing 'is between' and two input fields containing '1' and '200'. At the bottom, there is a blue button labeled 'Search'.



The results of your inquiry appears at the bottom of the screen. The list contains checks that match your filter criteria.

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Filter

<input type="checkbox"/> All	Actions	Status	Serial Number	Serial Number to	Amount	Payee Name	Stop Creation Date	Issue Date	Stop Type	
<input type="checkbox"/>	Cancel Stop	Stopped	1001						Check	
<input type="checkbox"/>	Cancel Stop	Stopped	1002						Check	
<input type="checkbox"/>	Cancel Stop	Stopped	1003						Check	
<input type="checkbox"/>	Cancel Stop	Stopped	1004						Check	
<input type="checkbox"/>	Cancel Stop	Stopped	1005						Check	

Viewing 1-5 of 5 records Display per page < Page of 1 >

CHECK INQUIRY RESULTS

The **Check Inquiry** list displays the following information for each item listed:

Action – See 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.

View: Available for paid items. If a document image is available, the user can view the image from this screen.

Status:

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. This is typically an issuance.

Serial Number (including a range if available)

Amount

Payee Name

Stop Creation Date

Issue Date

Stop Type