

Check Services via Webster Web-Link®

With Check Services you can create, and review stop payments and view check images to see if they have been paid or stopped. The Check Services tab is located on the Web-Link top navigation bar:

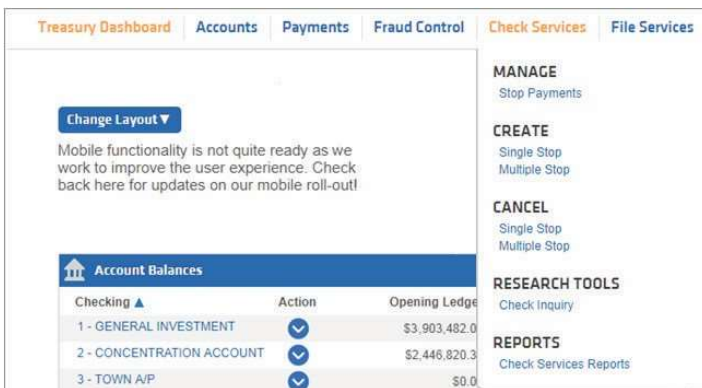


Depending on your entitlements, the top navigation bar may appear different, e.g., Home instead of Treasury Dashboard

How to research possible cashed or stopped checks:

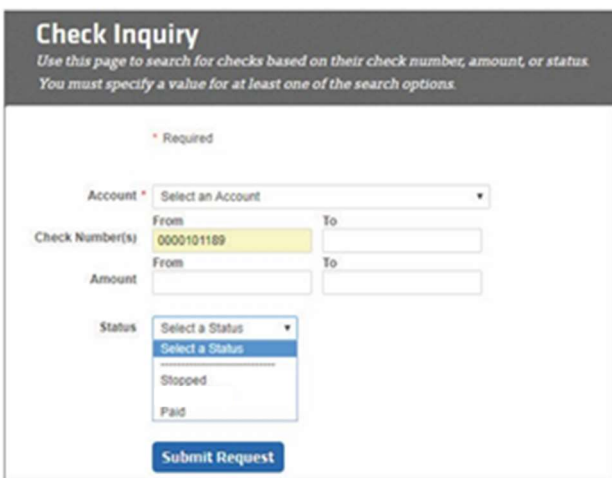
When researching possible cashed or stopped checks, you will need to place four zeros in front of the check number in the From field. Then select Paid or Stopped.

1. Check Services > Research Tools > Check Inquiry



2. Select the Account

3. Enter your Check Number. Then, depending on the length of the number, add enough zeros in front of the Check Number to equal a total of 10 characters. In the example below, the Check Number is 101189 which is 6 characters, so four zeros are added before the number to equal 10 characters. If the Check Number was 234, you would need to add seven zeros in front

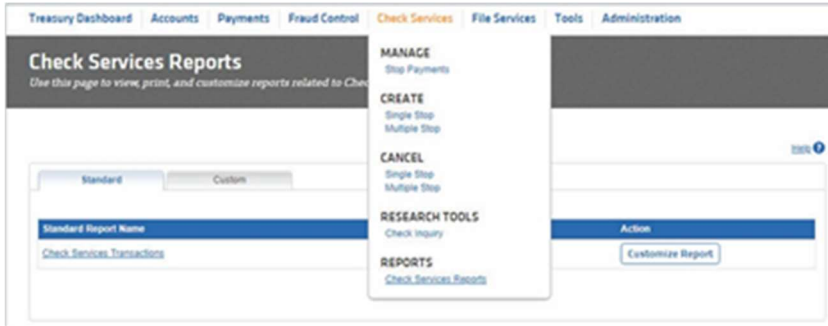


4. Check for Paid or Stopped checks
5. Click Submit Request

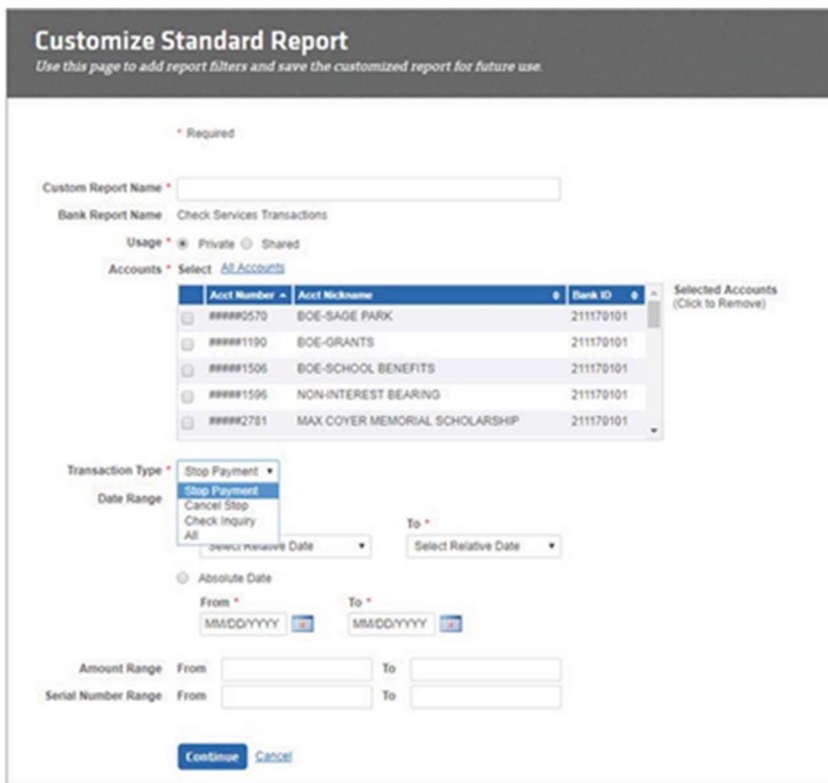
If you have any questions,
 contact your Client Support Specialist.

How to run a report of all stop payments or paid checks:

1. Select Check Services > Reports > Check Services Reports



2. Make sure you are on the Standard Tab
3. Click Customize Report

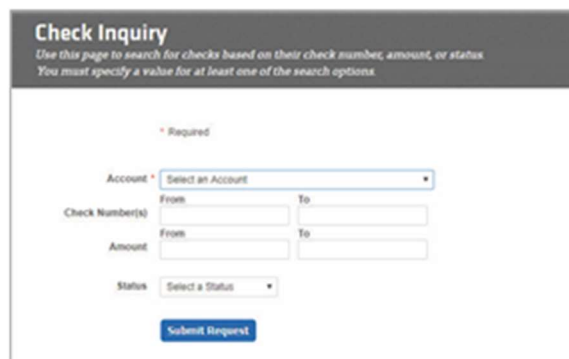


4. Enter the Custom Report Name
5. Select an Account
6. Select a Transaction Type. Check Inquiry refers to Paid checks
7. Select either Relative Date for weekly, monthly, and so forth, or Absolute Dates to enter in a specific date range
8. Click Continue and save the report. You can edit this report anytime

How to view paid and stopped checks:

1. Select Check Services > Research Tools > Check Inquiry
2. Select the Account to view
3. Enter Check Number(s) with four leading zeros
4. Enter Amount(s) if applicable
5. Select a Status (either Paid or Stopped)

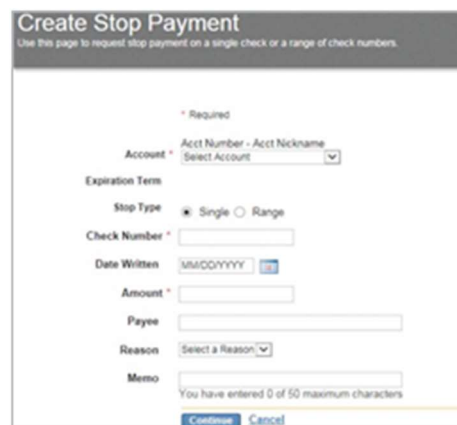
Tip: When inquiring about a Paid or Stopped item, a decimal point is required in the Amount field and leading zeros are required when entering a Check Number.



How to create a stop payment:

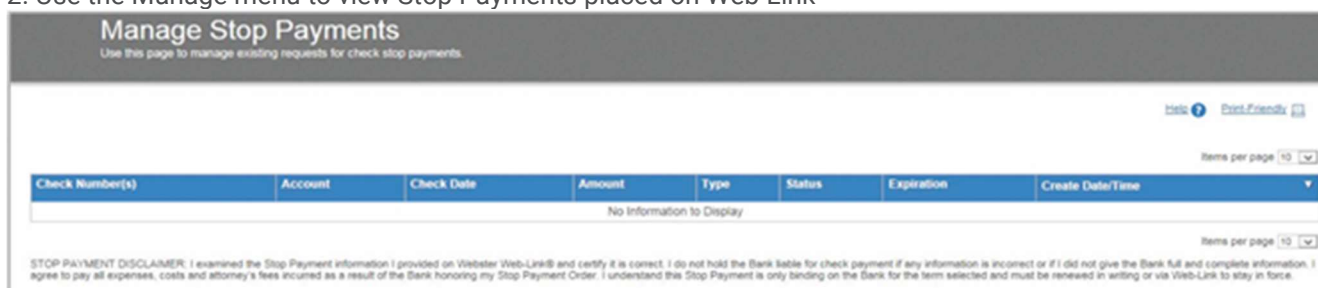
1. Select Check Services > Manage
2. Use the Manage menu to view Stop Payments placed on Web-Link

Tip: When entering a stop payment, a decimal point is not required in the Amount field and leading zeros are not required when entering a Check Number.



How to review your stop payments:

1. Select Check Services > Manage
2. Use the Manage menu to view Stop Payments placed on Web-Link



Tips:

- The Cancel menu will display but the function is not available in this release of Web-Link. You will receive an error message
 Note: If Dual Control is set up for Stop Payments, a stop entered by one user can be deleted by the other while still pending. If a stop needs to be canceled, please contact your assigned Service Specialist
- If a stop is canceled, Web-Link will not reflect that the Stop Payment has been canceled/removed until it expires

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