



Key User Training Document

AP500 Cheque Maintenance

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Course Information

Course ID	AP500
Course Description	Cheque Maintenance
Course Duration	4 Hrs.
Course Pre-requisite	SAP Overview

Course Information

BETAGRO
DIGITAL SERVICES
เบตาโกร ดิจิทัล เซอร์วิส



Course Objective (วัตถุประสงค์)

1. Understanding of the process of printing checks and manage checks lot.
2. Giving basic knowledge of SAP Technical Term terminology used in check printing and check management processes.

Course Information

Table of Content

(สารบัญ)

1. Create Check Lot
2. Assign Check to Payment Document
3. Void / Cancel Check
4. Display Check
5. Check Register Report.

Course Information

Output (ผลที่คาดว่าจะได้รับ)

User understand on process and can perform below :-

1. Create Check Lot
2. Assign Check to Payment Document
3. Void / Cancel Check
4. Display Check
5. Check Register Report.

Course Outline

BETAGRO
DIGITAL SERVICES
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Course Overview

Process Overview

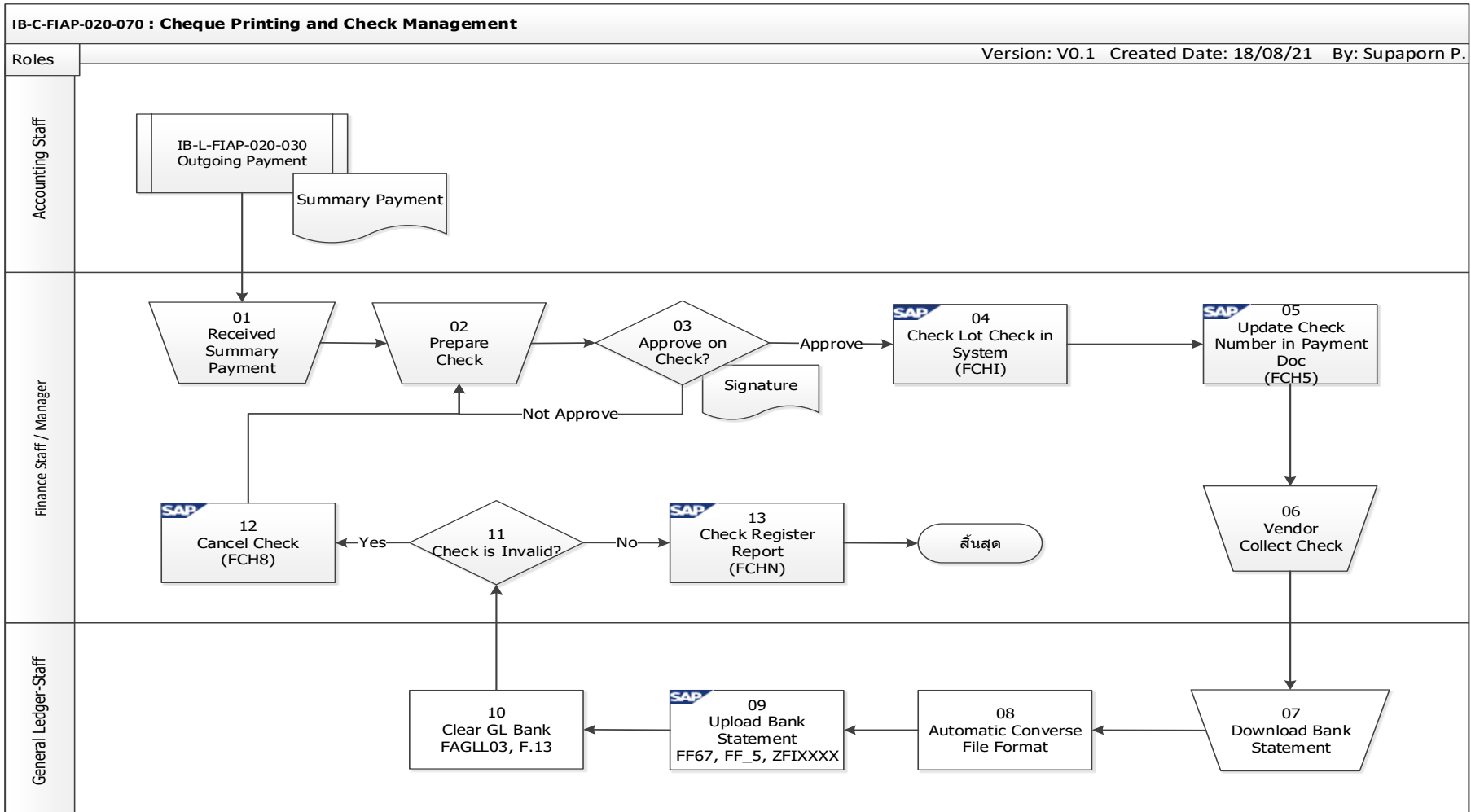
Create Check Lot

Cheque Management

Q&A

Process Overview

IB-C-FIAP-020-070 : Cheque Printing and Check Management



Course Outline

BETAGRO
DIGITAL SERVICES
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Course Overview

Process Overview

Create Check Lot

Cheque Management

Q&A

Cheque Management

Transaction Code in Summary

- **Display**
 - FCH1 – For Check
 - FCH2 – For Payment Document
 - FCHN – Check Register
 - **Change**
 - FCH6 – Additional Info/Cash
 - FCHT – Assignment to Payment
 - **Create**
 - FCH5 – Manual Checks
 - **Create Check Lot**
 - FCNI Create Check Lot
 - **Void**
 - FCH3- Unused Checks
 - FCH9 – Issued Checks
 - FCH8 – Cancel Payment
 - **Reset Cleared Items**
 - FCHR – Reset Clear Items
-

Create Check Lot

Create Check Lot

T-Code: **FCHI**

Check Lot

FCHI : Create Check Lot

Check Lots

 Change status  Archive information

4

Paying Company Code	1	1035	[BETAGRO (CAMBODIA)]
House bank	2	KH001	ACLEDA BANK PLC.
Account ID	3	CUR01	Acleda Bank Plc. Mao Tse Toung Blvd. (USD)

Create Check Lot.

1. **Company Code** = 1035, 1037
2. **House Bank** : Input House Bank Number
3. **Account ID** : Input Bank Account ID
4. Click on change Icon to create check lot

FCHI : Create Check Lot

Main 5 Check Lots

63 Split lot

Paying Company Code: 1035 [BETAGRO (CAMBODIA)]

House bank: KH001 ACLEDA BANK PLC.

Account ID: CUR01 Acleda Bank Plc. Mao Tse Young Blvd. (USD)

Lot Nu...	Short Info	Check no. from	Check number to	Next lot	Number Status	Non-sequential	Pmnt Mths Li
1	ACLEDA Bank	100000001	100000050		100000001		

Create Check Lot.

5. Click on create icon to add check lot
6. Input Check Lot Number and Check number from check book.
7. Input additional information for check lot number.
8. Then click enter to continue.

Create Lot

Lot

Lot Number: 6 2

Check Number: 100000051

To: 100000100

Control data

Next lot number: ☐ Non-sequential

Pmnt Mths List:

Additional information

Short Info: 7 ACLEDA Bank Check Lot#2

Purchase date:

8

FCHI : Create Check Lot

9

Maintain Check Lots

Split lot

Paying Company Code: 1035 [BETAGRO (CAMBODIA)]

House bank: KH001 ACLEDA BANK PLC.

Account ID: CUR01 Acleda Bank Plc. Mao Tse TOUNG Blvd. (USD)

Lot Nu...	Short Info	Check no. from	Check number to	Next lot	Number Status	Non-sequential	Pmnt Meths List	Purcha
1	ACLEDA Bank	100000001	100000050		100000001			
2	ACLEDA Bank Check Lot#2	100000051	100000100					

Create Check Lot.

9. Click on save icon to save check lot.
System will show below message.

Check numbers have been saved

Maintain Check Lots

Split lot

Paying Company Code: 1035 [BETAGRO (CAMBODIA)]

House bank: KH001 ACLEDA BANK PLC.

Account ID: CUR01 Acleda Bank Plc. Mao Tse TOUNG Blvd. (USD)

Lot Nu...	Short Info	Check no. from	Check number to	Next lot	Number Status
1	ACLEDA Bank	100000001	100000050		100000001
2	ACLEDA Bank Check Lot#2	100000051	100000100		

Check numbers have been saved

SAP

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Cheque Management

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 - FCH5 – Manual Checks
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 - FCHR – Reset Clear Items
-

Cheque Management – Display Cheque FCH5 – Assign Check Number to Payment

Create Check Information

3

1

Payment Document Number: 2700000008

Paying Company Code: 1035 BETAGRO (CAMBODIA)

Fiscal Year: 2021

2

Check

House bank: KH001 ACLEDA BANK PLC.

Account ID: CUR01 Acleda Bank Plc. Mao Tse Toung Blvd. (USD)

Check number: 100000001

Assign Check to Payment Document.

1. Input Payment Document, Company Code and Year.
2. **Input Check Information**
 - House Bank :
 - Account ID
 - Check Number

3. Click on Create Icon to assign Check number.

Cheque Management – Display Cheque FCH5 – Assign Check Number to Payment

4

5 6

Accompanying docs Payment document

Payment Document Number	2700000008	House bank	KH001
Paying Company Code	1035	Account ID	CUR01
Fiscal Year	2021	Check number	100000001
Payment Date	20.12.2021		

Issuing amount

Currency	USD
Amount Paid	110.00
Cash discount amount	

Address

Title	
Payee name	Angkor Data Communication
Street	
City	Phnom Phen
Country	KH
PO Box	
PO box post cde	
Post.code	
Regional code	

Check vendor information and input data if required.

4. Click on save icon to save. System will show below message.

✓ Check 1035 KH001 CUR01 100000001 created manually

Cheque Management – Display Cheque FCH5 – Assign Check Number to Payment

Payment document

5

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number	2700000008	Company Code	1035	Fiscal Year	2021
Document Date	20.12.2021	Posting Date	20.12.2021	Period	12
Reference	PAYMENT CHECK	Cross-Comp.No.			
Currency	USD	Texts Exist	☐	Ledger Group	



Co...	Item	PK	S/Account	Description	Cost Center	Profit Center	Amount	Curr.	LC Amount	LCurr
1035	1	50	1235181012	BGC C/A USD A...		350000001	110.00-	USD	110.00-	USD
	2	25	500001040	Angkor Data Co...			110.00	USD	110.00	USD
							0.00	USD	0.00	USD

Accompanying docs

6

Check line items

Selections Create Dispute Case

Vendor 500001040
Company Code 1035

Name Angkor Data Communication
City

S/Account	Transact.Type	User	G/L Account	Net Due Date	Assignment	Ty...	DocumentNo	Amount in DC	Chng d...	Clearing	Doc.Date	Posting Date	Pa...	Due Date	Co...	Curr.	LCurr
500001040	AECF102	2102010020	31.12.2021	KUT-TIMMY	KR	2100000012	110.00-	2700000008	110.00	20.12.2021	01.12.2021	16.12.2021	PO...		1035	USD	USD
	AECF102	2102010020	20.12.2021	PAYMENT CH...	KZ	2700000008	110.00			20.12.2021	20.12.2021	20.12.2021				USD	USD
								0.00								USD	USD
500001...								0.00								USD	USD
								0.00								USD	USD

Check 1035 KH001 CUR01 100000001 created manually

Cheque Management – Display Cheque

FCH1 – Display Cheque Information

Display Check Information



Paying Company Code **1** **1035**  BETAGRO (CAMBODIA)

Check data **2**

House bank	KH001	Bank Key
Account ID	CUR01	Bank Account
Check number	100000001	

Display Check (Input Check Number)

1. Paying Company Code: Company Code
2. Enter Below Information
 - House Bank
 - Account ID
 - Check Number

Display Check Information

  Check recipient  Check issuer...  Accompanying docs  Payment document

Paying Company Code **1035**  Payment Doc.No. **2700000008**

Bank details

House bank	KH001	Bank Key	857
Account ID	CUR01	Bank Account	31001047877777
Bank Name	ACLEDA BANK PLC.		
City	SANGKAT TUMNOP TUEK, KHAN CHAMCARMON		

Check information

Check number	100000001	Currency	USD
Payment Date	20.12.2021	Amount Paid	110.00
Check encashment		Cash discount amount	0.00

Check recipient

Name	Angkor Data Communication
City	Phanom Phen
Payee's country	KH

3. Then "Enter" system will show check information

Cheque Management – Display Cheque FCH2 – Display For Payment Document

Payment Document Checks



1

Payment Document Number	27000000008
Paying Company Code	1035
Fiscal Year	2021

BETAGRO (CAMBODIA)

Display Check (Input Payment Document)

1. Input Payment Document Information

- Payment Document
- Paying Company Code: Company Code
- Fiscal Year



Display Check Information

  Check recipient Check issuer...  Accompanying docs  Payment document

Paying Company Code	1035	Payment Doc.No.	27000000008
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Bank details

House bank	KH001	Bank Key	857
Account ID	CUR01	Bank Account	3100104787777
Bank Name	ACLEDA BANK PLC.		
City	SANGKAT TUMNOP TUEK,KHAN CHAMCARMON		

Check information

Check number	100000001	Currency	USD
Payment Date	20.12.2021	Amount Paid	110.00
Check encashment		Cash discount amount	0.00

Check recipient

Name	Angkor Data Communication
City	Phanom Phen
Payee's country	KH

2. Then "Enter"

Cheque Management – Change Cheque FCH6 - Update Vendor Pick Up Cheque Date

Change Check Information / Cash Check

Paying company code **1** 1014 Agro – 1 Co., Ltd.

Check data

House bank	2 00201	Bank Key
Account ID	CUR01	Bank Account
Check number	09081262	

Update Pick Up Date.

1. Paying Company Code:

2. Check Information

- House Bank
- Account ID
- Check Number

3. Click "Enter" to see details

4. Input Check Encashment Date

5. Then "SAVE" to update.

**More Information can check via
FCHN : Report Check Register**

Change Check Information / Cash Check

Check issuer... Accompanying docs Payment document

Paying company code	1014	House bank	00201
Fiscal Year	2020	Account ID	CUR01
Payment Document Number	2600000004	Check number	09081262
Payment Date	14.07.2020		
Check encashment	4 15.07.2020		

Issuing amount

Currency	THB
Amount Paid	6,398,000.00
Cash discount amount	

Cheque Management – Display Cheque FCHN – Display Cheque Register

Check Register

3  

1

Paying Company Code: 1035 to

House bank: KH001 to

Account ID: CUR01 to

☐ Payroll Checks

General Selections Further Selections

General Selections

Bank Key to

Bank Account to

Check number to

Currency to

Amount to

Output Control

☐ List of Outstanding Checks

Additional Heading

Items paid

☒ W/out line items

Layout

☐ With Line Items

Layout

1. Input Check Information.

- Paying Company Code : Company Code
- House Bank
- Account ID.

2. General Selections :

- Bank Key
- Bank Account
- Check number
- Currency
- Amount

3. Click on Execute to see report.

Cheque Management – Display Cheque FCHN – Display Cheque Register

3. Check Register Report

Check Register

BETAGRO (CAMBODIA)

Phnom Penh

Company code 1035

Bank KH001

Bank Key 857

Acct number CUR01

Checks created manually

Check Register

3

ACLEDA BANK PLC.

31001047877777

20.12.2021 / 22:19:08

User: AECFI02

Page: 1

SANGKAT TUMNOP TUEK,KHAN

4

Check Number from To	Payment	Pmnt Date	Crcy	Amount Paid (FC)	Recipient/Void Reason Code	Enca./Void
100000001	27000000008	20.12.2021	USD	110.00	Angkor Data Communication Pha X	
* Pmt Method Checks created manually			USD	110.00		

Total of all entries

Check Register

20.12.2021 / 22:19:08

User: AECFI02

Page: 2

Check Number from To	Payment	Pmnt Date	Crcy	Amount Paid (FC)	Recipient/Void Reason Code	Enca./Void
**			USD	110.00		

4. Encashment Date update from FCH6

Cheque Management – Change Cheque FCHT – Change Assignment of Cheque

Change Assignment of Checks to Payments

Change assignment **4**

Paying company code **1** 1014 Agro – 1 Co., Ltd.

Data on the first check

House bank **2** 00201 BANGKOK BANK PUBLIC COMPANY LTD.
Account ID CUR01 C/A 101-3-15000-1
Check Number 09081261

Data on the second check

House bank **3** 00201 BANGKOK BANK PUBLIC COMPANY LTD.
Account ID CUR01 C/A 101-3-15000-1
Check Number 09081262

Change Check Assignment in Payment document.

1. Paying company code
2. Data on check no.1
 - House bank :
 - Account ID :
 - Check number :
3. Data on check no. 2
 - House bank :
 - Account ID :
 - Check number :

4. Click on "Change assignment"

5. System will show below



Check info for XXXXXX and YYYYYYY reallocated

Cheque Management – Void Cheque

FCH3 – Void Unused checks

Void Checks Not Used

Void **3**

Paying company code: 1014 Agro – 1 Co., Ltd.
House bank: 00201 BANGKOK BANK PUBLIC COMPANY LTD.
Account ID: CUR01 C/A 101-3-15000-1

☐ Payroll Checks

1

Checks to be voided

Check Number From: 09081263 To: 09081265

Void reason code: 04

2

ตัวเลือก Void Reason Code

Reason	Reason why a check is voided	Manual
01	Test Printout	☐
02	Page Overflow	☐
03	Form Closing	☐
04	Ripped during printing	☒
05	Printed incorrectly	☒
06	Destroyed/unusable	☒
07	Stolen	☒
08	Incorrect lot inserted	☒
09	Reversed check payment	☒
10	Check voided after printing	☒
11		☒

กรณีต้องการ Void หมายเลข Cheque ที่
ยังไม่ได้ใช้งาน เนื่องจากไม่มีหมายเลข
Cheque ในเล่ม หรือ Cheque หาย

1. Input House Bank Data

- Paying company code:
- House Bank:
- Account ID:

2. Input Check Information Void

- **Check number from/to that need to Void**
- **Void reason code**

3. Click on "Void"

4. System will show below message.



Check info for XXXXXX and YYYYYYY have
been voided

Cheque Management – Void Cheque

FCH9 – Void Issued Checks

Void Issued Checks

Void **3**

2

1

Paying company code Agro – 1 Co., Ltd.

Bank data

House bank	00201	Bank Key	
Account ID	CUR01	Bank Account	

Check to be voided

Check number	09081262
Void reason code	05

Void Issued Cheque

1. Input house bank details
 - Paying company:
 - House Bank:
 - Account ID:
 - Check number:
 - Void reason code :
2. Click on  to check details Cheque before void.
3. Click **Void** to void check.
4. System will show check status.

5. System will show status check voided. But payment not yet reverse.



Check XXXXXX voided, payment document not reversed

6. If the check already update Vendor Encashment Date then system will not allow to void.



Cashed checks cannot be processed

Cheque Management – Void Cheque

FCH8 – Cancel Cheque Payment

Cancel Check Payment

 Cancel Payment **4**

3

Paying company code Agro – 1 Co., Ltd.

Bank data

House bank Bank Key

Account ID **1** Bank Account

Check payment to be reversed

Check number

Void reason code

Reversal data

Reversal Reason **2**

Posting Date

Posting period

Case Void Cheque and reverse Payment Document

1. Input Check Information

- Paying company code:
- House Bank:
- Account ID:
- Check number:
- Void reason code:

2. Input Reversal data

- Reversal reason:
- Posting Date:
- Posting period:

5. System will show below message.



Payment for check XXXXXX was cancelled,
reverse document 29XXXXXXXXX

3. Click on  to display before cancel

4. Click **Cancel Payment** to cancel.

Cheque Management – Delete Cheque

FCHE – Delete Cheque Info. Voided Cheque

Delete Check Information on Voided Checks

2

1

Paying company code: 1014

Check data

House bank	00201
Account ID	CUR01
Check number	09081263 to 09081265

3. System will show message to confirm.

4. Click on "Yes" if need to confirm.

Delete voided checks 3

4

Check 09081263-09081265
Should information be deleted ? ;

Yes No Cancel

5. ระบบแสดงข้อความว่า ข้อมูลของเช็คถูกลบแล้ว

Check information XXXXXX-YYYYYY successfully deleted

กรณีได้ Void Unused Cheque แล้ว (FCH3) แต่ภายหลังพบ Cheque ดังกล่าวแล้ว และต้องการลบ Void Unused Cheque เพื่อนำเลข Cheque ในระบบออกใช้งานอีกครั้ง

1. Input Check Information

- Paying company code:
- House bank:
- Account ID:
- Check number:

2. Check on "Execute" to delete

Course Outline

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Course Overview

Process Overview

Prerequisite for Automatic Payment

Print Cheque

Cheque Management

Q&A

???



Q & A

