Key User Training Document

AP500 Cheque Maintenance

21 / 12/ 2021 Version: 1.0

Author: Supaporn Pomsakha

Course Information

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

Course Information

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)	

Course Information

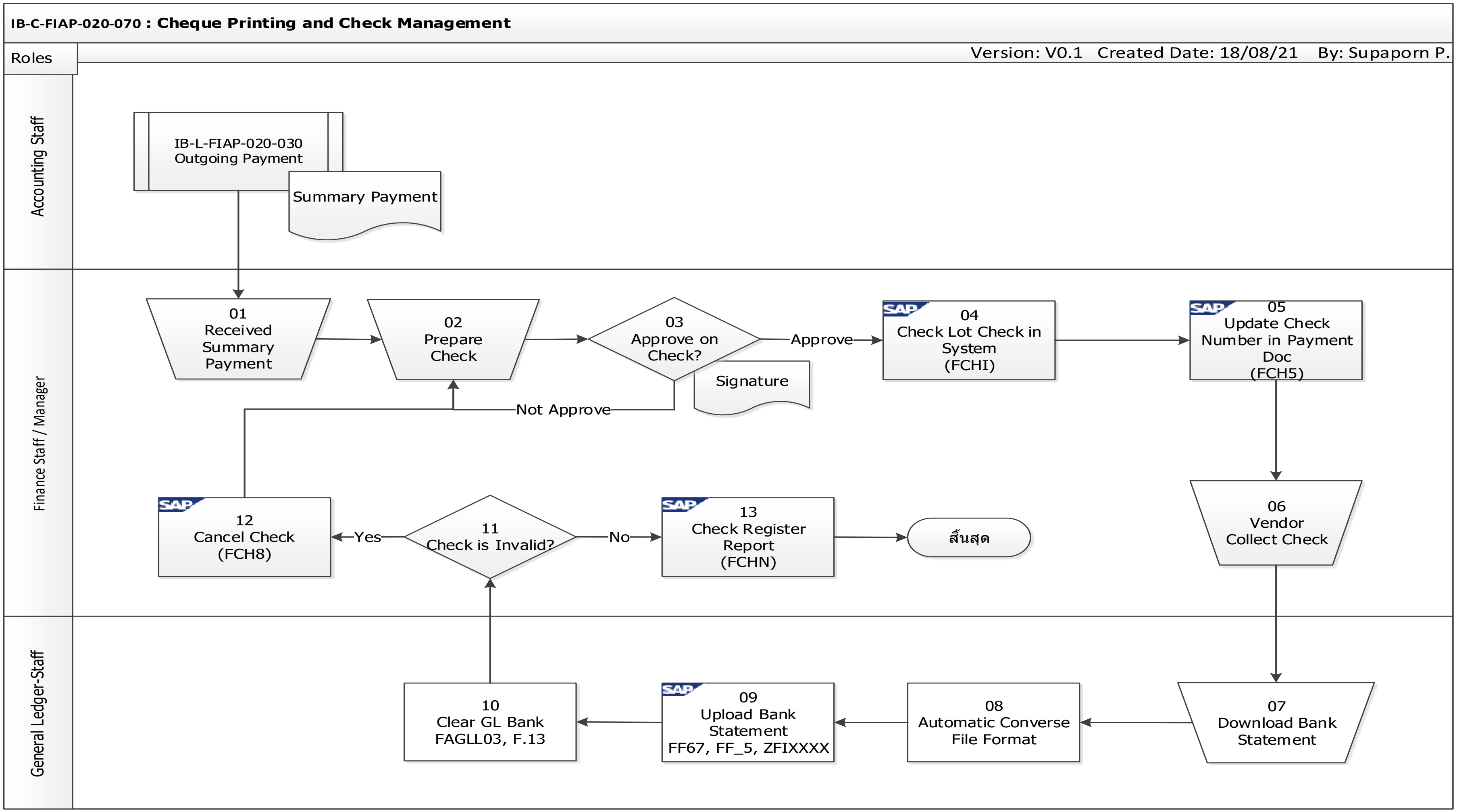
Output (ผลที่คาดว่าจะได้รับ)	User understand on process and can perform below :- 1. Create Check Lot 2. Assign Check to Payment Document 3. Void / Cancel Check 4. Display Check 5. Check Register Report.

Course Outline

- 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

- 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**

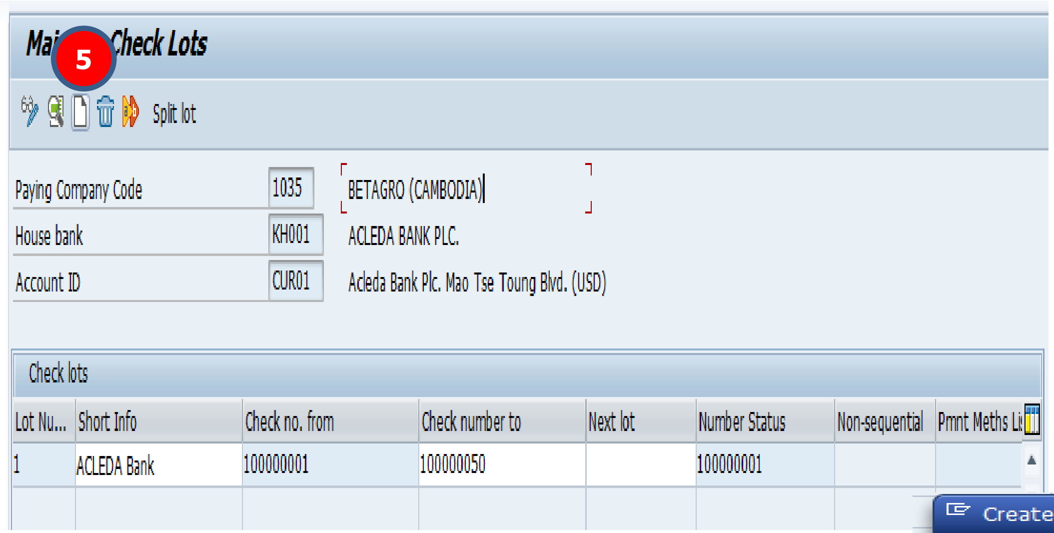
Check Lot

FCHI : Create Check Lot

Create Check Lot.

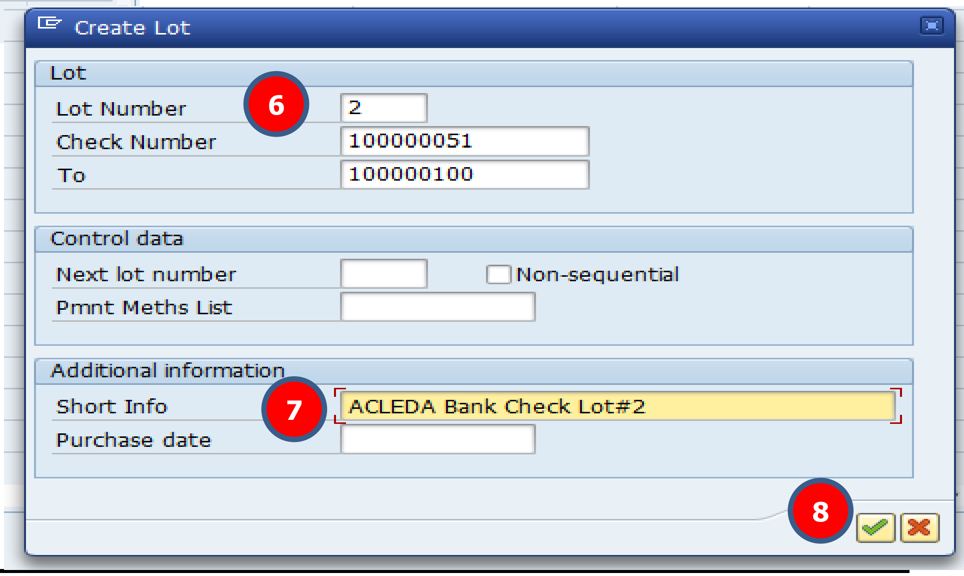
1. **Company Code** = 1035, 1037
2. **House Bank** : Input House Bank Number
3. **Account ID** : Input Bank Account ID
4. Click on change Icon to create check lot

FCHI : Create Check Lot

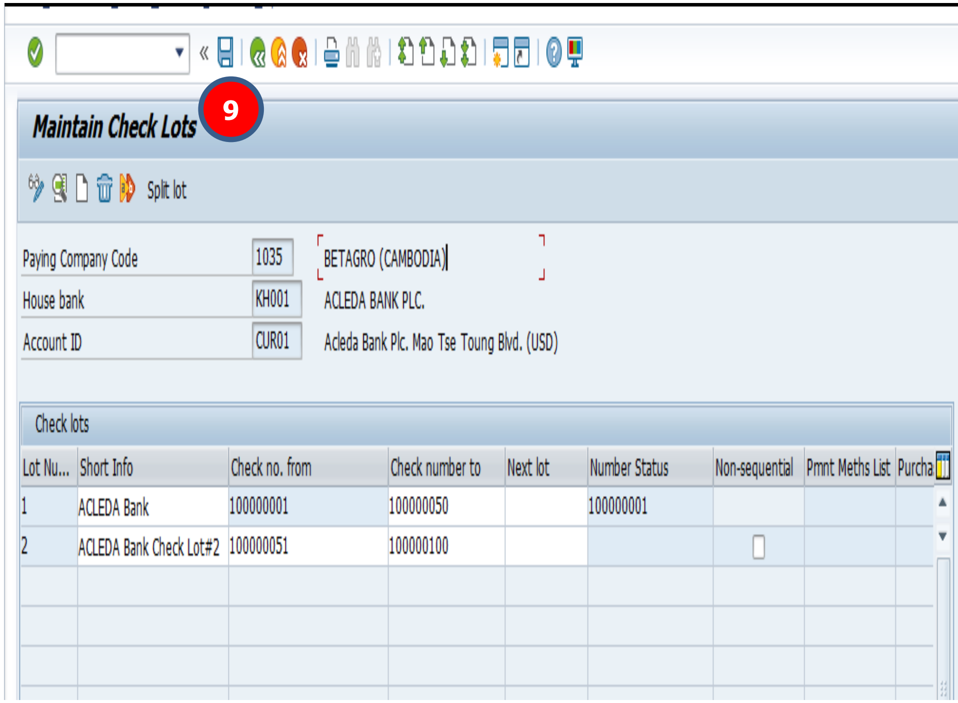


Create Check Lot.

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.

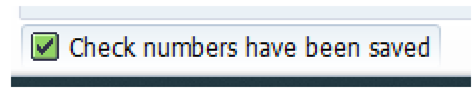


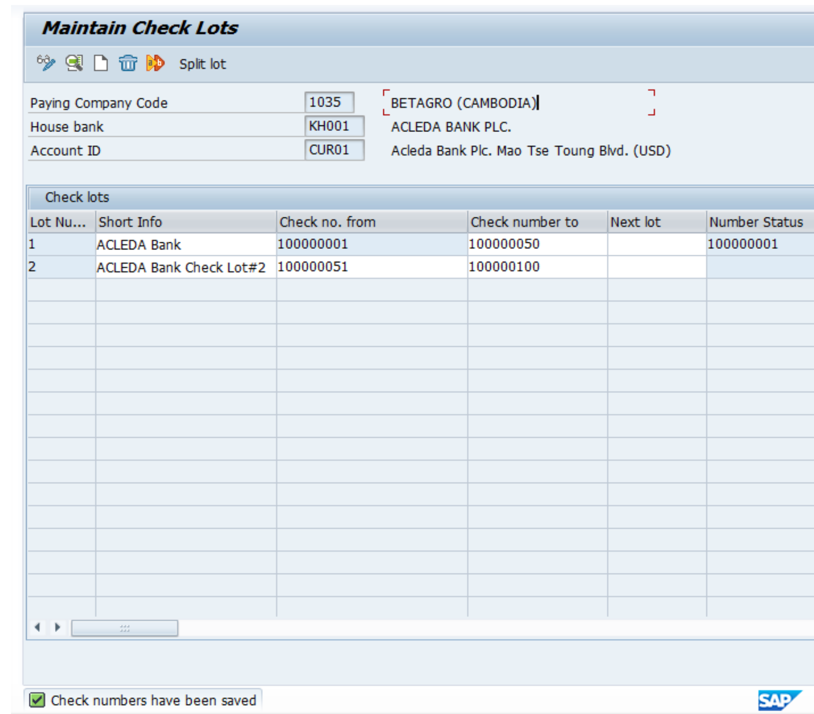
FCHI : Create Check Lot



Create Check Lot.

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





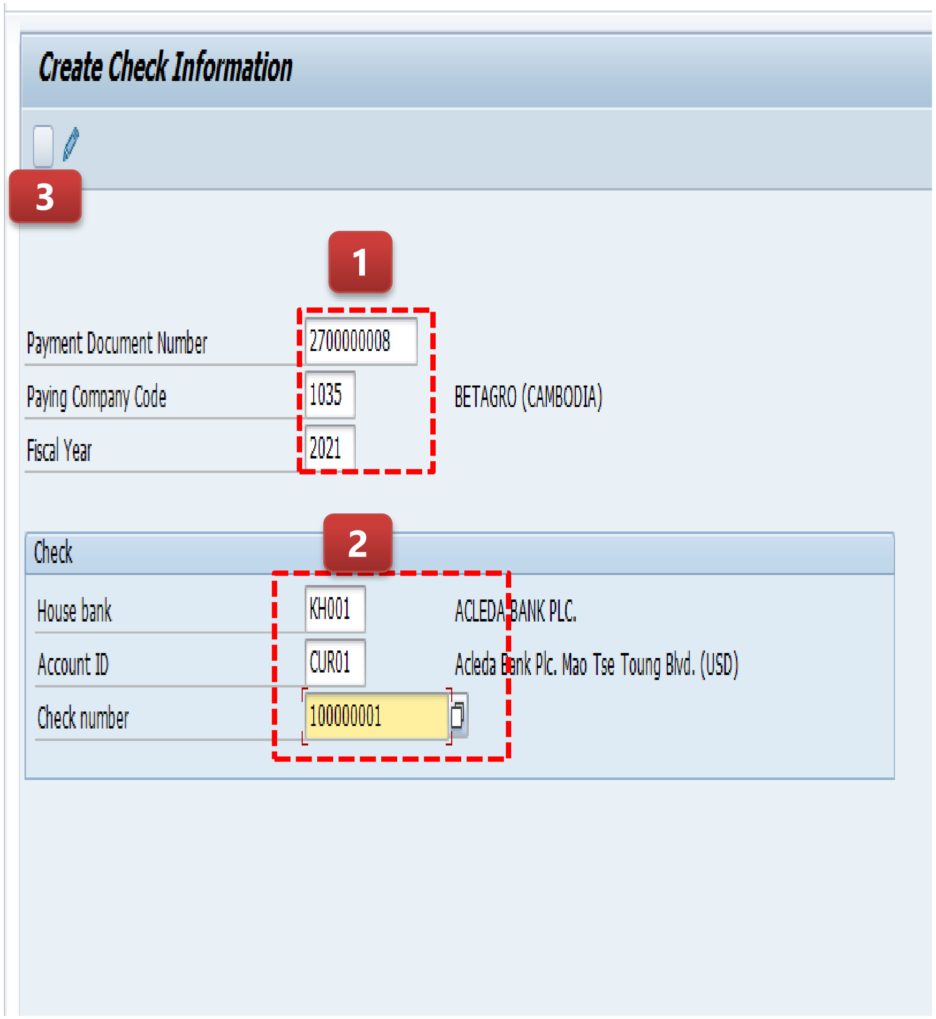
Course Outline

- 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

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



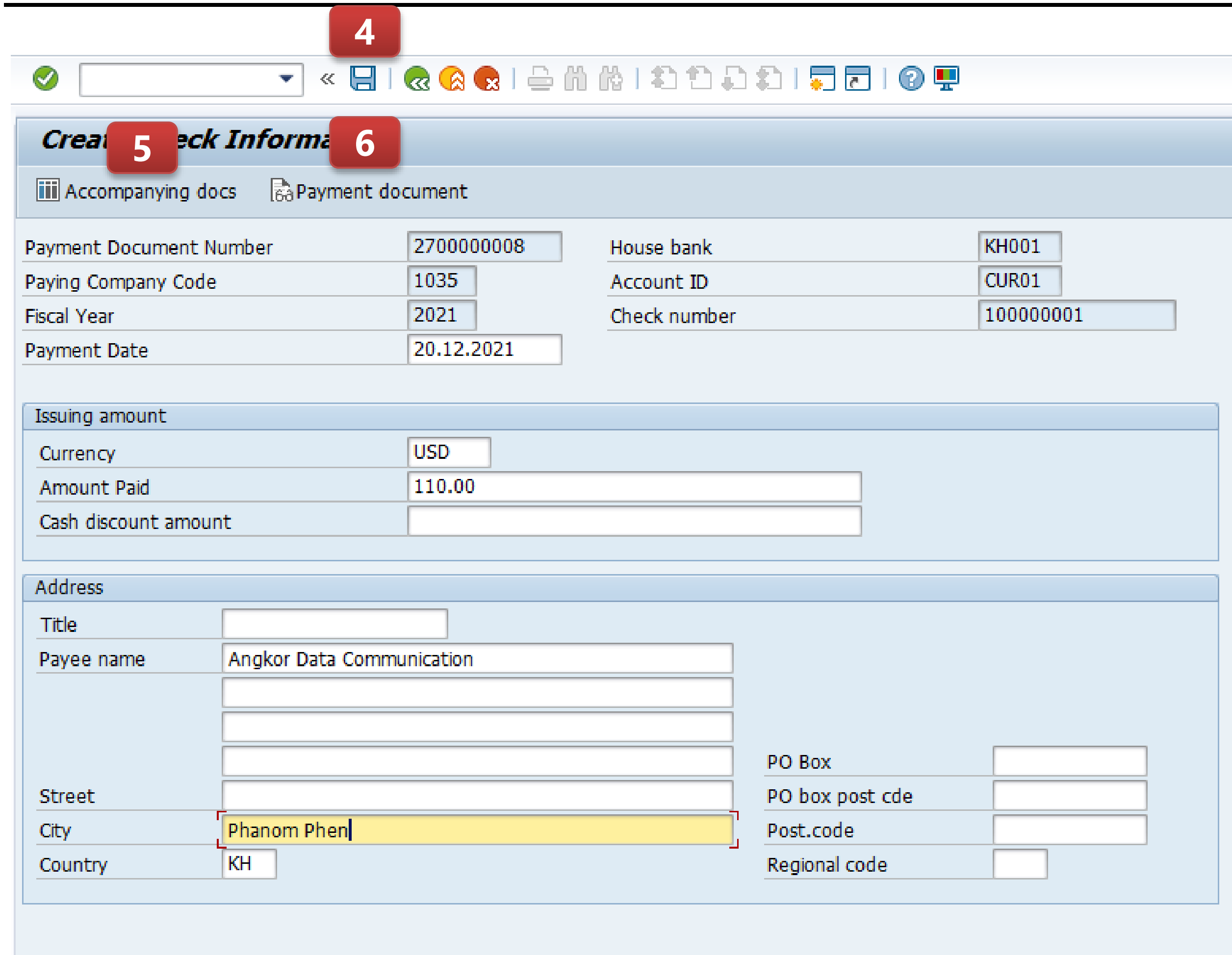
Assign Check to Payment Document.

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.

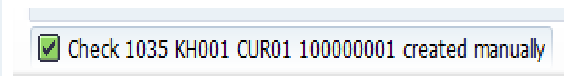
3

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

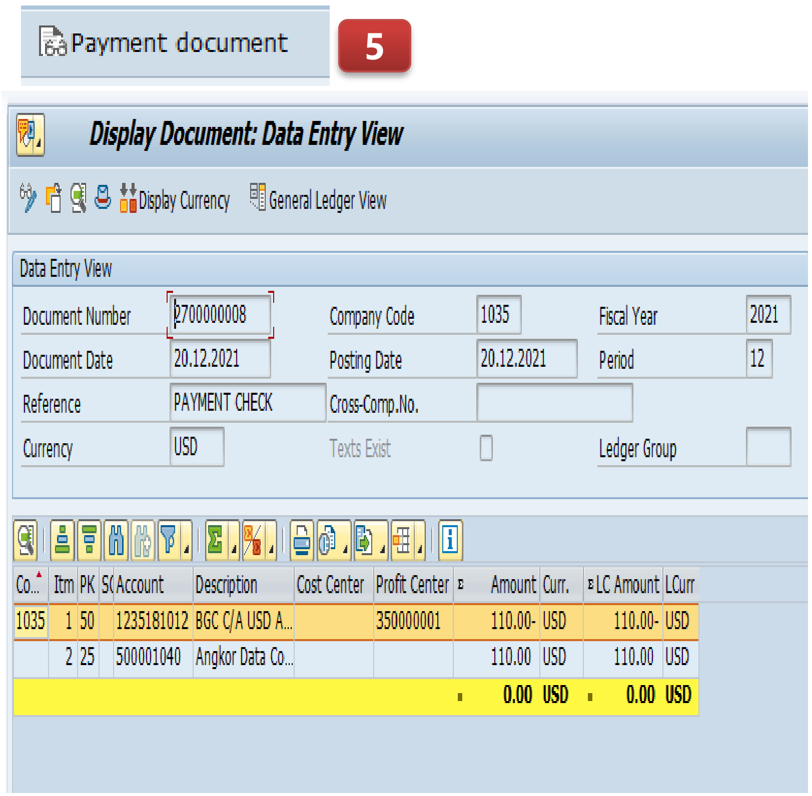


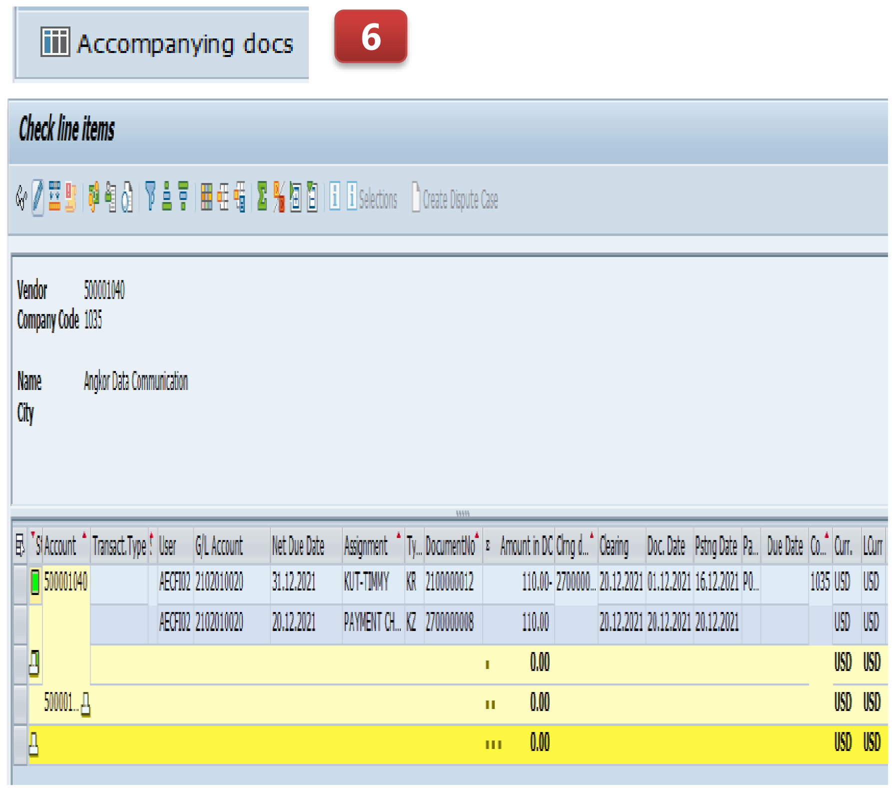
Check vendor information and input data if required.

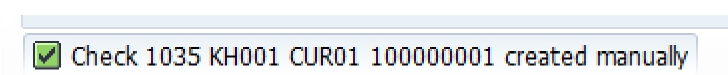
4. Click on save icon to save. System will show below message.



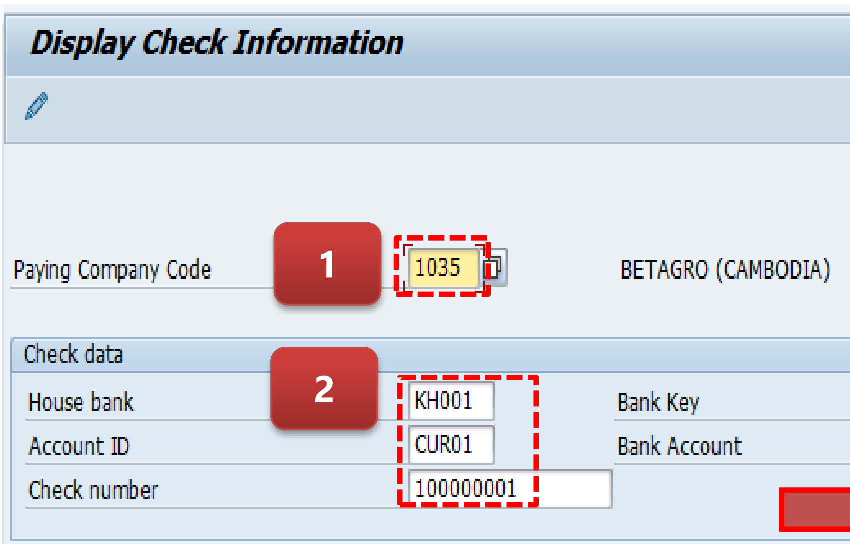
Cheque Management – Display Cheque
FCH5 – Assign Check Number to Payment







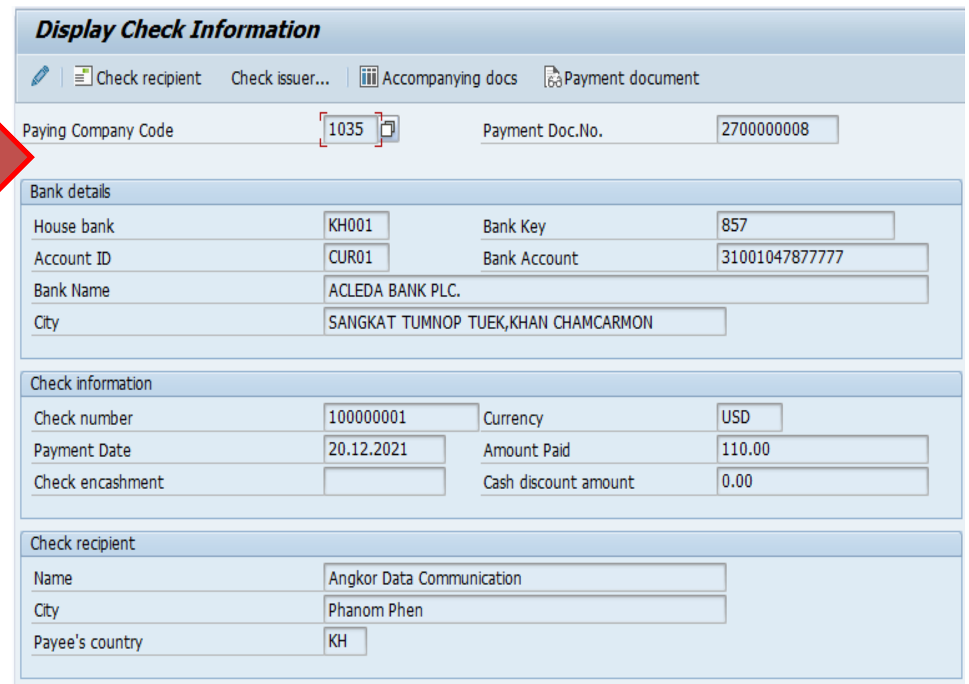
Cheque Management – Display Cheque
FCH1 – Display Cheque Information



Display Check (Input Check Number)

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

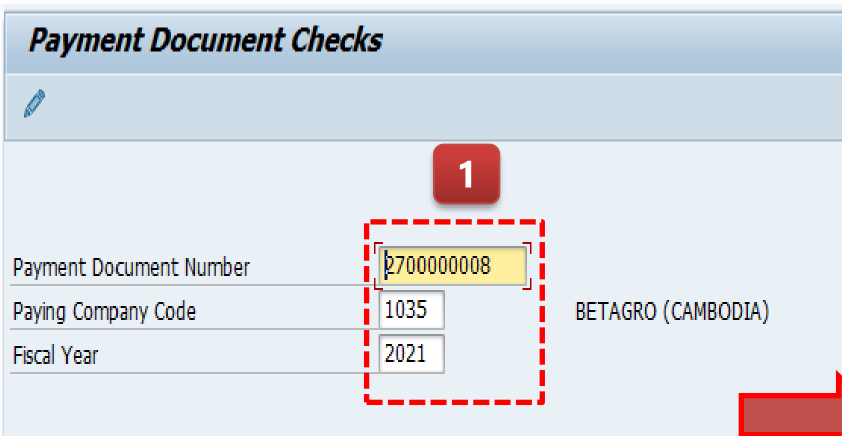
3. Then "Enter" system will show check information



Cheque Management – Display Cheque FCH2 – Display For Payment Document

BETAGRO DIGITAL SERVICES
เบทาโกร ดิจิตัล เซอร์วิสเซส

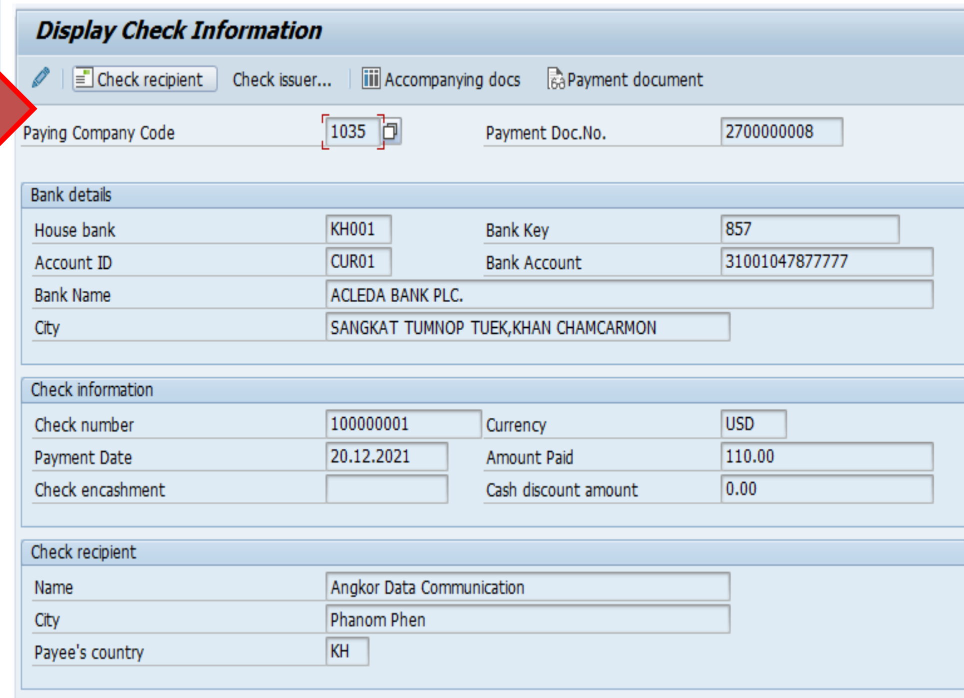
BETAGRO



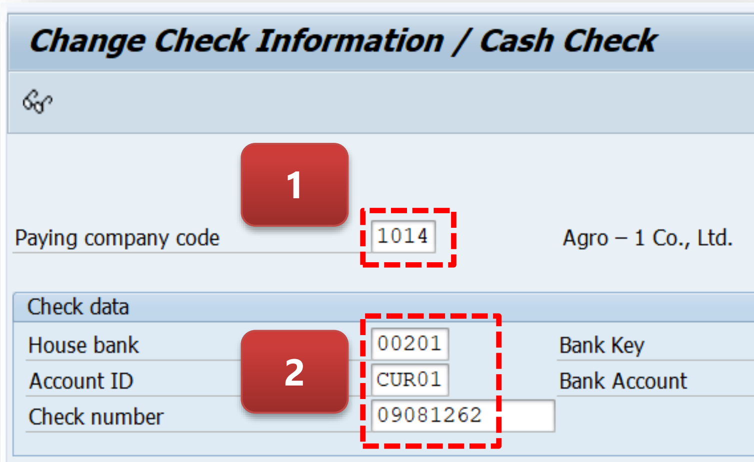
2. Then "Enter"

Display Check (Input Payment Document)

1. Input Payment Document Information
    - Payment Document
    - Paying Company Code: Company Code
    - Fiscal Year



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



Update Pick Up Date.

1. Paying Company Code:

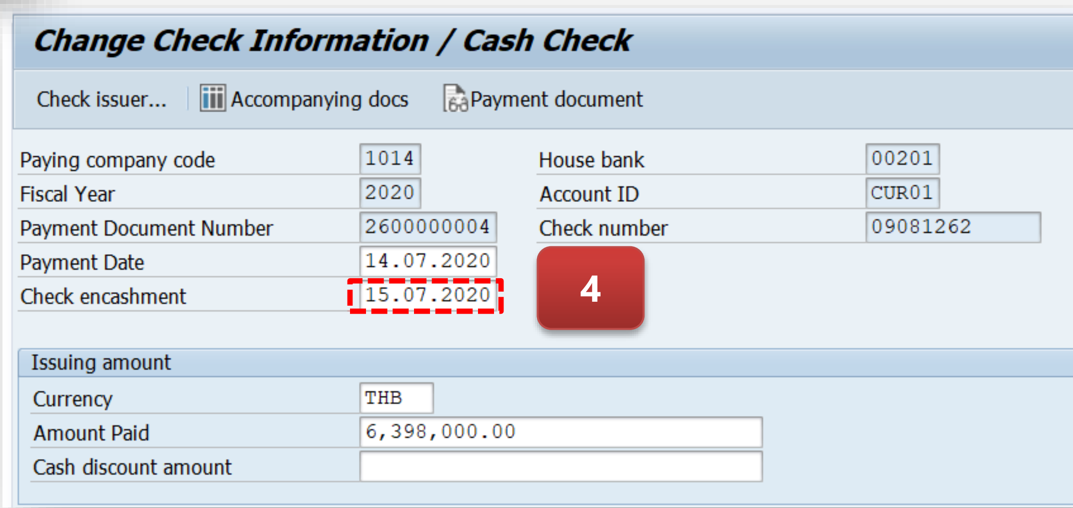
2. Check Information
   - House Bank
   - Account ID
   - Check Number

3. Click "Enter" to see details

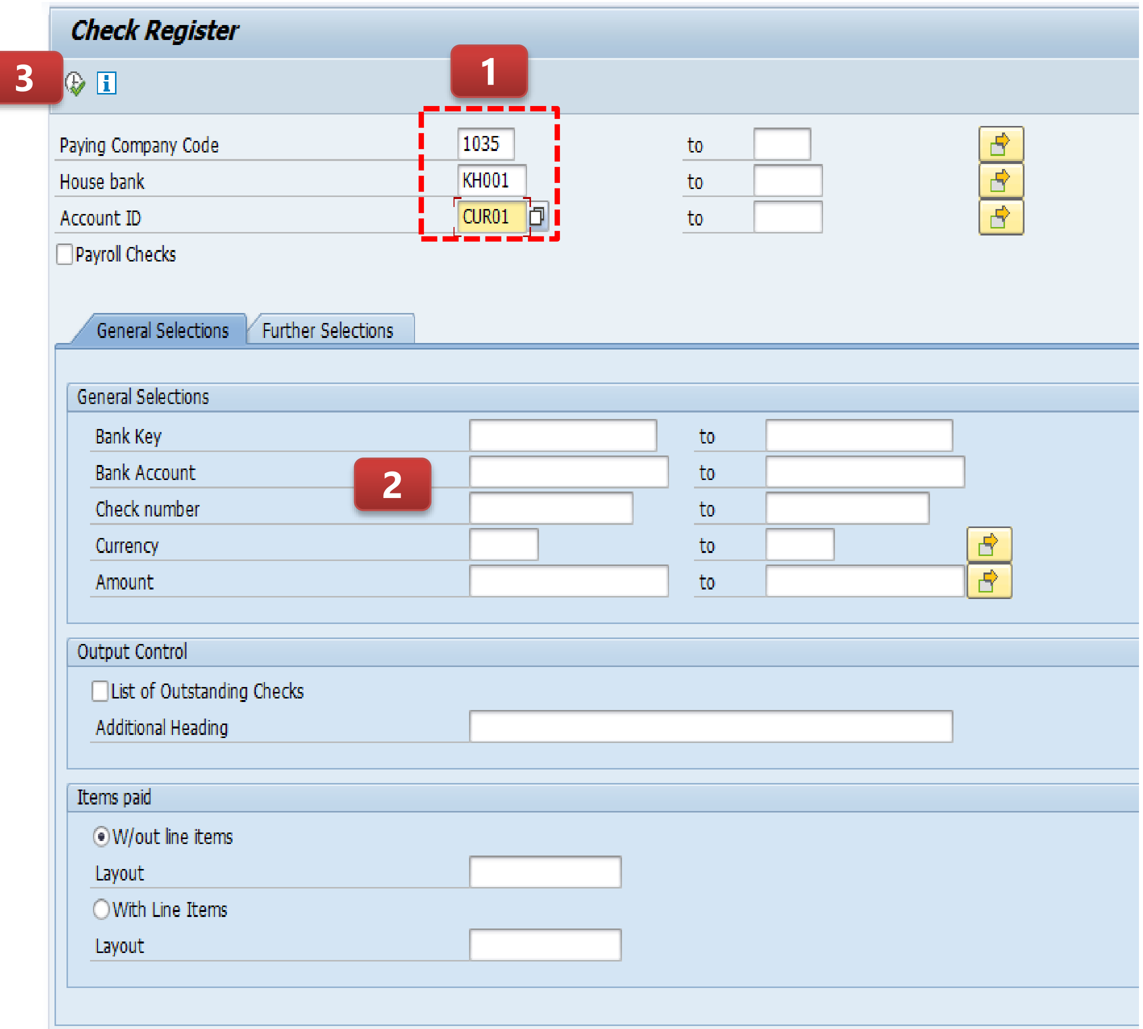
4 . Input Check Encashment Date

5. Then "SAVE" to update.

More Information can check via FCHN : Report Check Register



Cheque Management – Display Cheque
FCHN – Display Cheque Register



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) Check Register 3 20.12.2021 / 22:19:08
Phnom Penh User: AECFI02
Company code 1035 Page: 1
Bank KH001 ACLEDA BANK PLC. SANGKAT TUMNOP TUEK,KHAN
Bank Key 857
Acct number CUR01 31001047877777
Checks created manually 4

Check Number from To	Payment	Pmnt Date	Crcy	Amount Paid (FC)	Recipient/Void Reason Code	Enca./Void
100000001	2700000008	20.12.2021	USD	110.00	Angkor Data Communication Pha X	
* Pmt Method Checks created manually			USD	110.00		

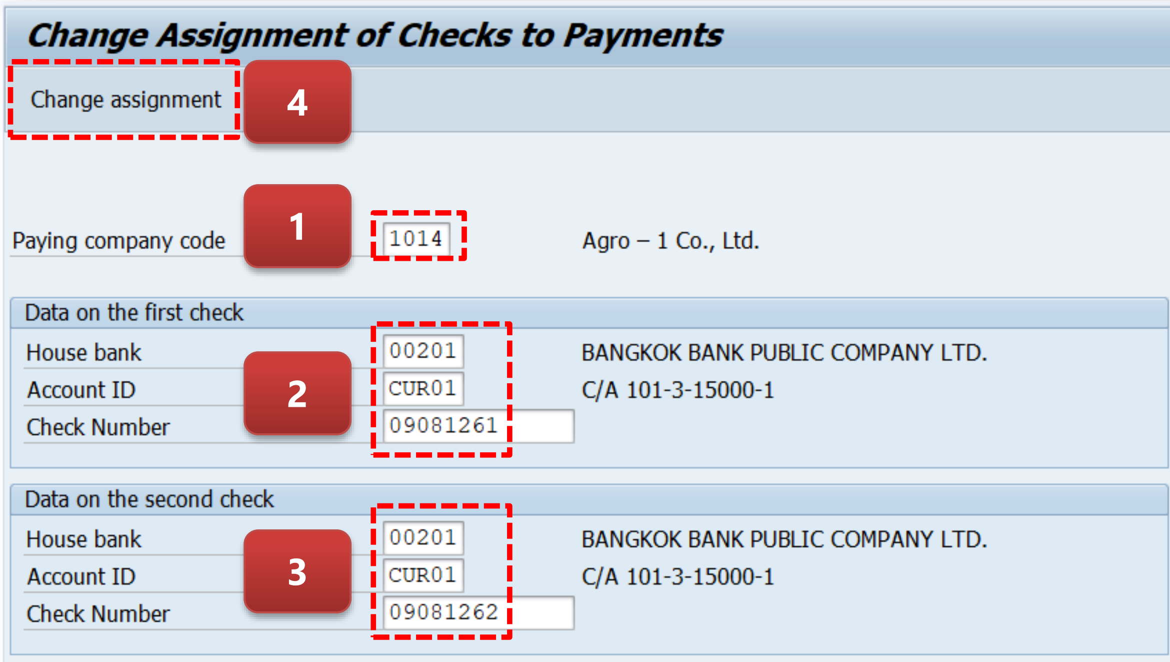
Total of all entries Check Register 20.12.2021 / 22:19:08
User: AECFI02
Page: 2

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

BETAGRO DIGITAL SERVICES เบทาโกร ดิจิตัล เซอร์วิสเซส | BETAGRO



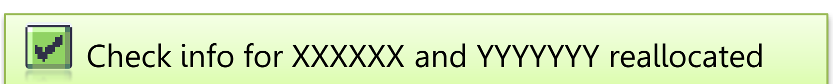
Change Check Assignment in Payment document.

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

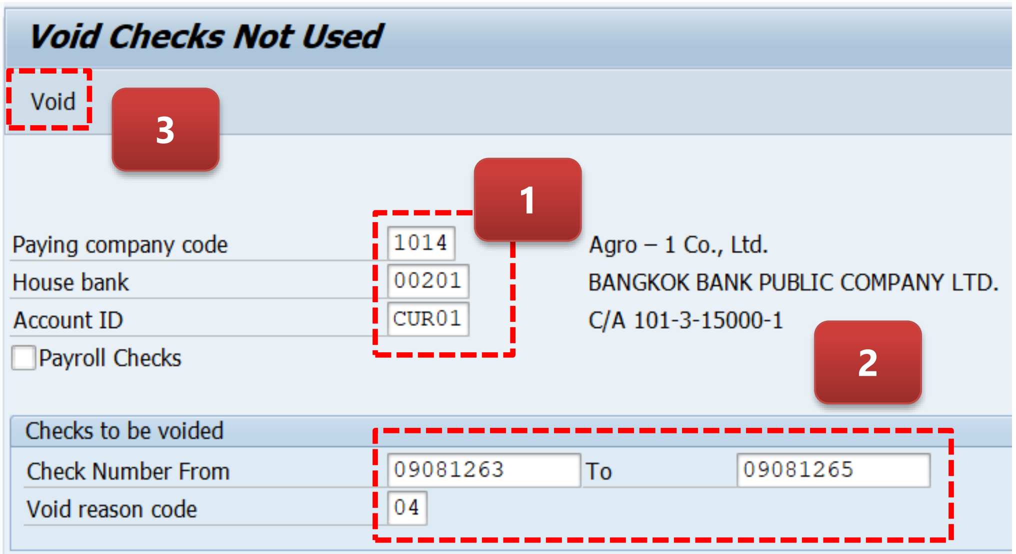
3. Data on check no. 2
   - House bank :
   - Account ID :
   - Check number :

4. Click on "Change assignment"

5. System will show below



Cheque Management – Void Cheque
FCH3 – Void Unused checks



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		☑

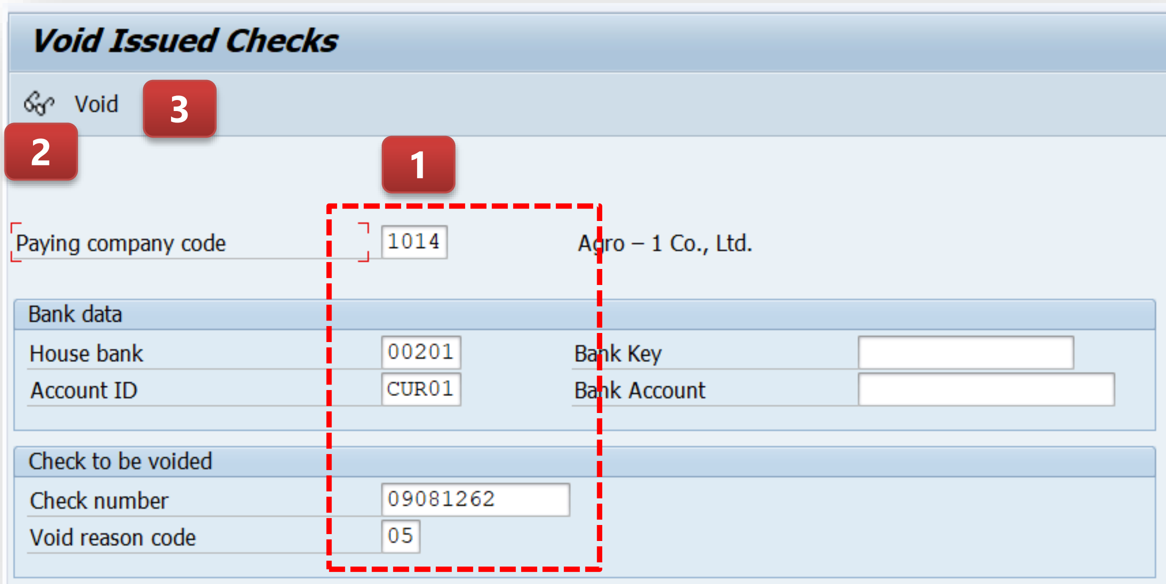
กรณีต้องการ Void หมายเลข Cheque ที่ยังไม่ได้ใช้งาน เนื่องจากไม่มีหมายเลข Cheque ในเล่ม หรือ Cheque หาย

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

BETAGRO DIGITAL SERVICES
เบทาโกร ดิจิตัล เซอร์วิสเซส
BETAGRO



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.

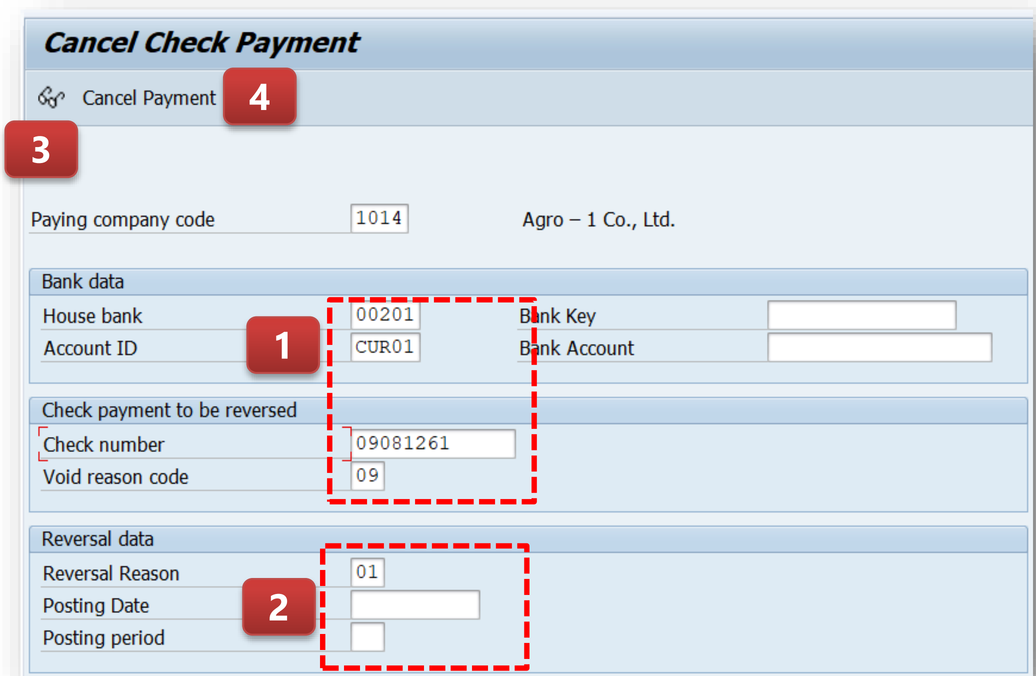
5. System will show status check voided. But payment not yet reverse.

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



5. System will show below message.

Payment for check XXXXXX was cancelled, reverse document 29XXXXXXXX

Case Void Cheque and reverse Payment Document

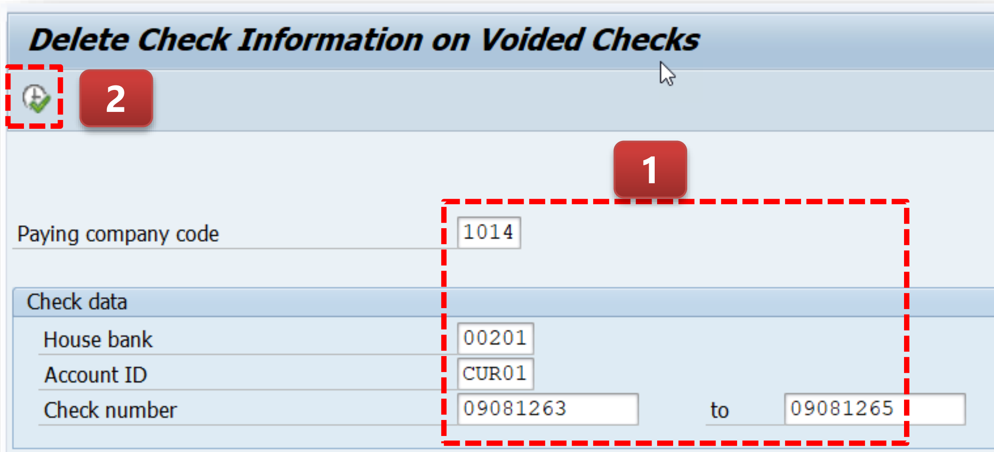
1. Input Check Information
   - Paying company code:
   - House Bank:
   - Account ID:
   - Check number:
   - Void reason code:

2. Input Reversal data
   - Reversal reason:
   - Posting Date:
   - Posting period:

3. Click on [icon] to display before cancel

4. Click Cancel Payment to cancel.

Cheque Management – Delete Cheque
FCHE – Delete Cheque Info. Voided Cheque

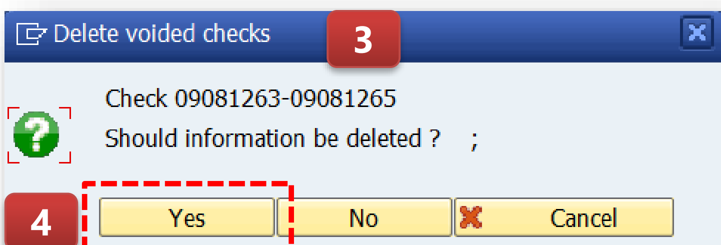


กรณีได้ Void Unused Cheque แล้ว (FCH3) แต่ภายหลังพบ Cheque ดังกล่าวแล้ว และต้องการลบ Void Unused Cheque เพื่อนำเลข Cheque ในระบบออกใช้งานอีกครั้ง

1. Input Check Information
   - Paying company code:
   - House bank:
   - Account ID:
   - Check number:
2. Check on "Execute" to delete

3. System will show message to confirm.

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



5. ระบบแสดงข้อความว่า ข้อมูลของเช็คถูกลบแล้ว

Check information XXXXXX-YYYYYY successfully deleted

Course Outline

Course Overview

Process Overview

Prerequisite for Automatic Payment

Print Cheque

Cheque Management

Q&A

Q&A

Exercise and Test