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1. Cheque lot maintenance for pre-printed and blank i.e. Normal bank stationery - Bank code wise.

Execute the T-code – FCHI

Enter the following details

Field	Value	Remarks
Paying Company Code	1000	Enter the company code
House Bank	ALH01	Enter the House Bank Code
Account ID	1660	Enter the Bank Account ID maintained under House Bank

After entering the above details click on change button





Click on Create button

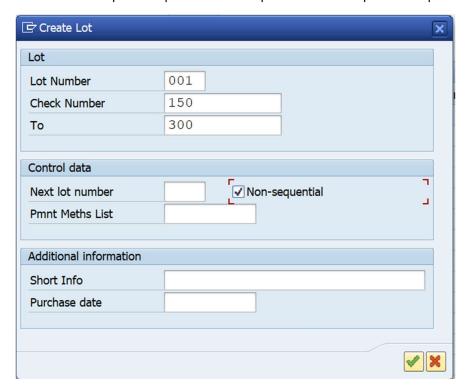




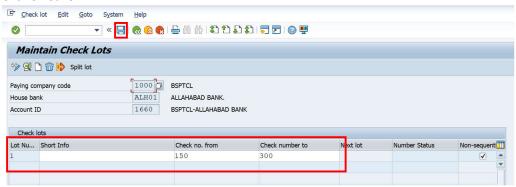


Field	Value	Remarks
Lot Number	001	Enter the Cheque Lot No.
Check Number	150	Enter the first cheque No.
То	300	Enter the last Cheque No.

Click on "Non-sequential option is next cheque lot is not in sequence and press enter.



Click on Save



☑ Check numbers have been saved



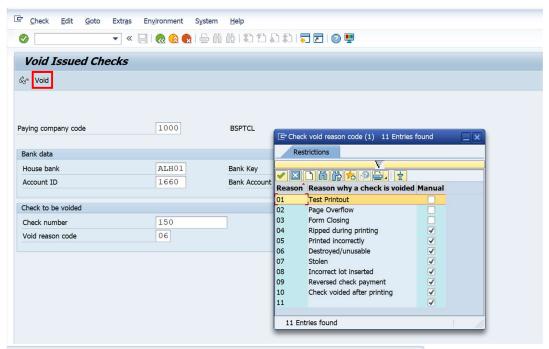


2. Transfer of Stale Cheques to income account

Here user wants to mark the cheque as Void/ stale cheque and transfer the stale cheque to income account.

Enter the following details and click on Void button

Field	Value	Remarks
Paying Company Code	1000	Enter the company code
House Bank	ALH01	Enter the House Bank Code
Account ID	1660	Enter the Bank Account ID maintained under House Bank
Cheque Number	150	Enter the cheque number to be marked as stale
Void Reason Code	06	Select the void reason



Check 150 voided, payment document not reversed

Now through finance entry we can transfer the payment transaction to income account through FB08.





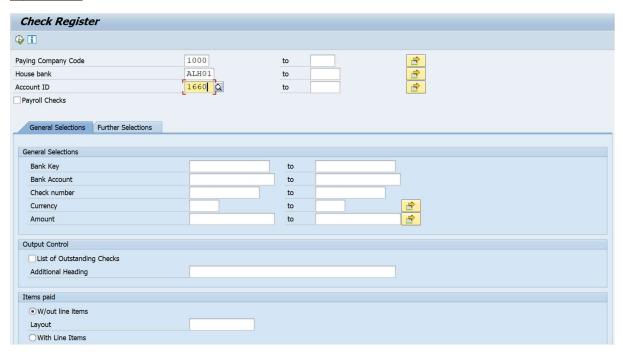
- 3. Facility to track the cancelled / destroyed Cheque during course of operation.
- 4. Tracking for Stop payment cheques
- 5. Identification of stale cheques and transfer accounting thereof

For the above requirement we can view the cheque register in SAP

Execute the T-Code - FCHN

Field	Value	Remarks
Paying Company Code	1000	Enter the company code
House Bank	ALH01	Enter the House Bank Code
Account ID	1660	Enter the Bank Account ID maintained under House Bank

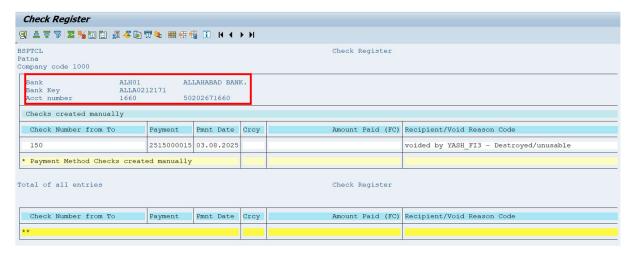
Input Screen



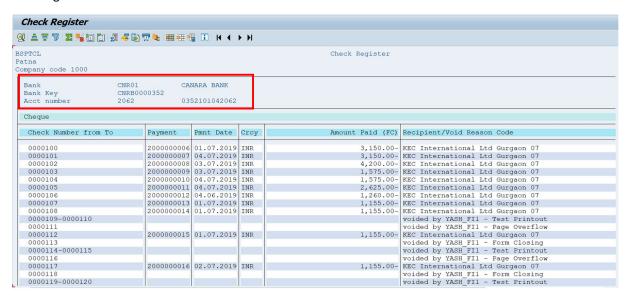




Output Screen



Similarly, if we want to display other banks cheque register, then in the input screen execute the report without entering the House Bank and Account ID



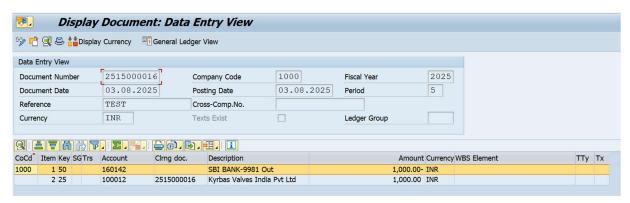




6. Option to print Cheque through SAP

7. There should an option to Cheques print and manually written the cheques

Here to demonstrate the above requirement I have posted the below payment document to print the payment information on cheque in SAP.



Execute the T-Code – ZFI_CHEQUE



Field	Value	Remarks
Document Number	2515000016	Enter the payment document no.
Company code	1000	Enter the company code
Fiscal year	2025	Enter the fiscal year of the Doc.

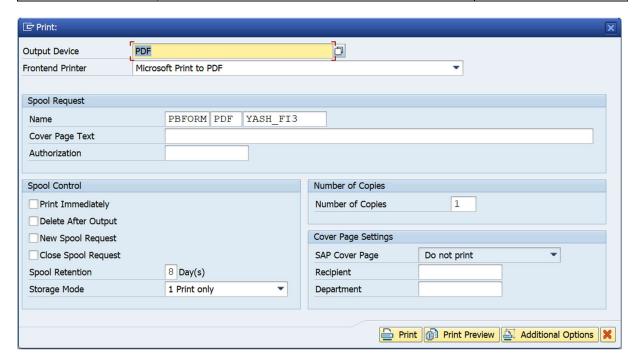


Note: it is not necessary that the Cheque no. should be attached in payment document no. through the T-Code – FCH5. Without attaching the SAP cheque no., we can print the cheque information through payment document

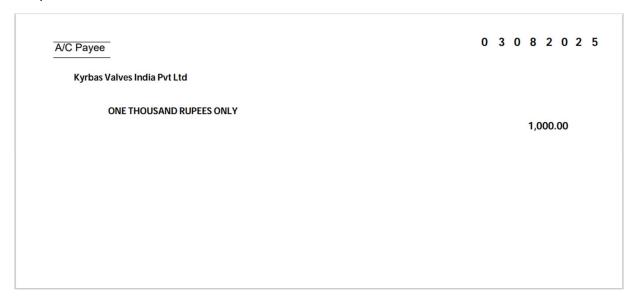
Select the print option







And print



~~ Thank You ~~