



Project – SUGAM End User Manual Cheque Management



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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 





Check Lots

 Change status  Archive information

Paying company code	<input type="text" value="1000"/>	BSPTCL
House bank	<input type="text" value="ALH01"/>	ALLAHABAD BANK.
Account ID	<input type="text" value="1660"/>	BSPTCL-ALLAHABAD BANK

Click on Create button

Maintain Check Lots

    Split lot

Paying company code	<input type="text" value="1000"/>	BSPTCL
House bank	<input type="text" value="ALH01"/>	ALLAHABAD BANK.
Account ID	<input type="text" value="1660"/>	BSPTCL-ALLAHABAD BANK

Lot Nu...	Short Info	Check no. from	Check number to	Next lot	Number Status	Non-sequent



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

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

The 'Create Lot' dialog box contains three sections: 'Lot', 'Control data', and 'Additional information'. The 'Lot' section has input fields for 'Lot Number' (001), 'Check Number' (150), and 'To' (300). The 'Control data' section has a 'Next lot number' field and a checked 'Non-sequential' checkbox. The 'Additional information' section has 'Short Info' and 'Purchase date' fields. At the bottom right are 'OK' and 'Cancel' buttons.

Click on Save

The 'Maintain Check Lots' screen shows a menu bar (Check lot, Edit, Goto, System, Help) and a toolbar. Below, it displays company details: 'Paying company code' (1000, BSPTCL), 'House bank' (ALH01, ALLAHABAD BANK), and 'Account ID' (1660, BSPTCL-ALLAHABAD BANK). A table titled 'Check lots' contains one entry with 'Lot Nu...' 1, 'Short Info', 'Check no. from' 150, 'Check number to' 300, 'Next lot', 'Number Status', and 'Non-sequential' checked. A red box highlights the first row of the table.

Check numbers have been saved



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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

Void Issued Checks

Void

Paying company code: 1000 BSPTCL

Bank data:

House bank: ALH01 Bank Key:

Account ID: 1660 Bank Account:

Check to be voided:

Check number: 150

Void reason code: 06

Check void reason code (1) 11 Entries found

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

11 Entries found

Check 150 voided, payment document not reversed

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



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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

Check Register

Paying Company Code

House bank


Account ID


☐ Payroll Checks


to

to

to







General Selections

Further Selections

General Selections

Bank Key

Bank Account

Check number


Currency


Amount

to

to

to





Output Control

☐ List of Outstanding Checks

Additional Heading

Items paid

☒ W/out line items

Layout

☐ With Line Items



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Output Screen

Check Register

BSPTCL
Patna
Company code 1000

Check Register

Bank	ALH01	ALLAHABAD BANK.
Bank Key	ALLA0212171	
Acct number	1660	50202671660

Checks created manually

Check Number from To	Payment	Pmnt Date	Crcy	Amount Paid (FC)	Recipient/Void Reason Code
150	2515000015	03.08.2025			voided by YASH_FI3 - Destroyed/unusable
* Payment Method Checks created manually					

Total of all entries

Check Register

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

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

Check Register

BSPTCL
Patna
Company code 1000

Check Register

Bank	CNR01	CANARA BANK
Bank Key	CNRB0000352	
Acct number	2062	0352101042062

Cheque

Check Number from To	Payment	Pmnt Date	Crcy	Amount Paid (FC)	Recipient/Void Reason Code
0000100	2000000006	01.07.2019	INR	3,150.00-	KEC International Ltd Gurgaon 07
0000101	2000000007	04.07.2019	INR	3,150.00-	KEC International Ltd Gurgaon 07
0000102	2000000008	03.07.2019	INR	4,200.00-	KEC International Ltd Gurgaon 07
0000103	2000000009	03.07.2019	INR	1,575.00-	KEC International Ltd Gurgaon 07
0000104	2000000010	04.07.2019	INR	1,575.00-	KEC International Ltd Gurgaon 07
0000105	2000000011	04.07.2019	INR	2,625.00-	KEC International Ltd Gurgaon 07
0000106	2000000012	04.06.2019	INR	1,260.00-	KEC International Ltd Gurgaon 07
0000107	2000000013	01.07.2019	INR	1,155.00-	KEC International Ltd Gurgaon 07
0000108	2000000014	01.07.2019	INR	1,155.00-	KEC International Ltd Gurgaon 07
0000109-0000110					voided by YASH_FI1 - Test Printout
0000111					voided by YASH_FI1 - Page Overflow
0000112	2000000015	01.07.2019	INR	1,155.00-	KEC International Ltd Gurgaon 07
0000113					voided by YASH_FI1 - Form Closing
0000114-0000115					voided by YASH_FI1 - Test Printout
0000116					voided by YASH_FI1 - Page Overflow
0000117	2000000016	02.07.2019	INR	1,155.00-	KEC International Ltd Gurgaon 07
0000118					voided by YASH_FI1 - Form Closing
0000119-0000120					voided by YASH_FI1 - Test Printout



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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.

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number	2515000016	Company Code	1000	Fiscal Year	2025
Document Date	03.08.2025	Posting Date	03.08.2025	Period	5
Reference	TEST	Cross-Comp.No.			
Currency	INR	Texts Exist	<input type="checkbox"/>	Ledger Group	

CoCd	Item Key	SGTrs	Account	Clrng doc.	Description	Amount	Currency	WBS Element	TTY	Tx
1000	1	50	160142		SBI BANK-9981 Out	1,000.00	INR			
	2	25	100012	2515000016	Kyrbas Valves India Pvt Ltd	1,000.00	INR			

Execute the T-Code – ZFI_CHEQUE

Enter the following details and click on execute

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.

FI Cheque Print

BRANCH SELECTION

Document Number	2515000016
Company Code	1000
Fiscal Year	2025

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 no.

Select the print option



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Print:

Output Device: PDF

Frontend Printer: Microsoft Print to PDF

Spool Request

Name: PBFORM PDF YASH_FI3

Cover Page Text:

Authorization:

Spool Control

☐ Print Immediately

☐ Delete After Output

☐ New Spool Request

☐ Close Spool Request

Spool Retention: 8 Day(s)

Storage Mode: 1 Print only

Number of Copies

Number of Copies: 1

Cover Page Settings

SAP Cover Page: Do not print

Recipient:

Department:

Print Print Preview Additional Options

And print

A/C Payee

0 3 0 8 2 0 2 5

Kyrbas Valves India Pvt Ltd

ONE THOUSAND RUPEES ONLY

1,000.00

~~ Thank You ~~