



Project – SUGAM End User Manual Cheque Management



DOCUMENT DETAILS

PROJECT NAME	MODULE	Business Scenario:
SUGAM	FICO	FINANCE & CONTROLLING
MODULE LEAD – BSPTCL	MODULE LEAD – YASH	PROCESS OWNER
Shri. Pradeep Kumar	Narasimha Rao N	Ajay Rai
BBP NUMBER AS PER BPML	PROCESS NAME	
	FICO	

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	Sri . Ajay Kumar
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Sri. Rahul IT (Manager)	
Consultant	Naveen
Business Process Owner	Ajay Rai



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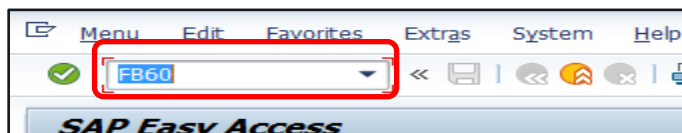


REVISION HISTORY

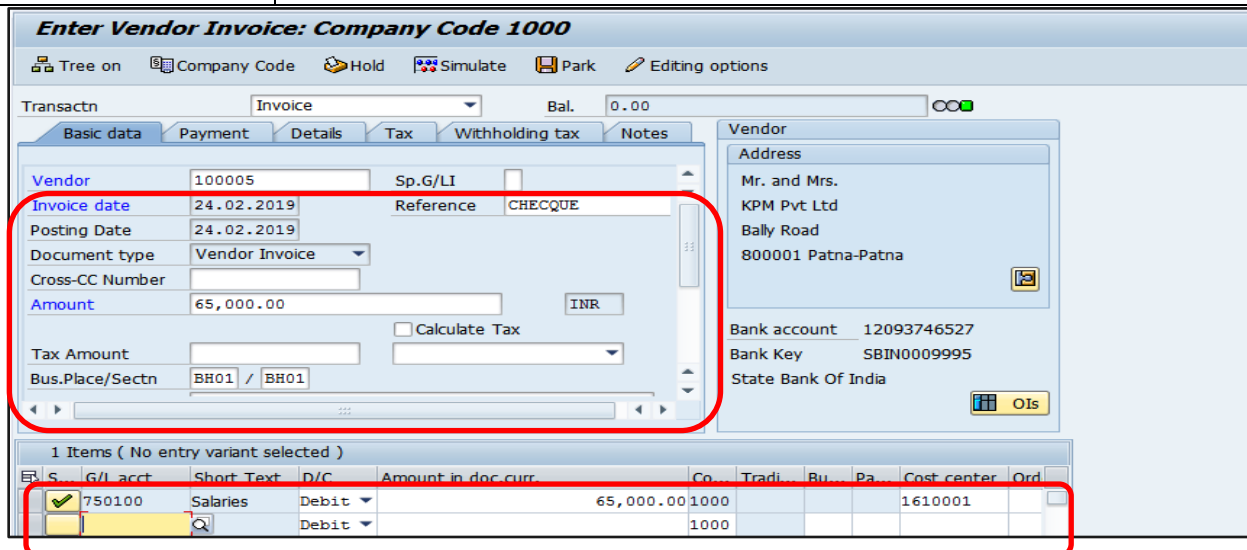
Date	Document Version	Document Revision Description	Author	Reviewer
24.02.2019	0.1	User Manual Preparation	Vivek	Naveen

1.1. Post Vendor Invoice Booking

SAP T-code	FB60
Process	Enter FB60 in Transaction box and click Enter or Tick symbol



SAP T-code	FB60
Process	<ul style="list-style-type: none"> Go to Basic Data Tab - Enter vendor number - Enter invoice date - Posting date - Enter reference, example bill number – Enter Amount - Enter Business place and Section code - Enter text - Enter expense G/L - Enter amount – Enter Tax Code - Enter cost centre





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SAP T-code	FB60
Process	Click on Simulate - Enter

Document Overview

Reset Taxes Park Complete Choose Save

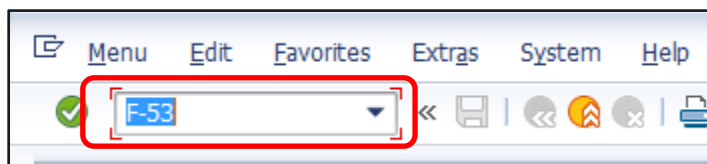
Doc.Type : KR (Vendor Invoice) Normal document					
Doc. Number	24.02.2019	Company Code	1000	Fiscal Year	2018
Doc. Date	24.02.2019	Posting Date	24.02.2019	Period	11
Calculate Tax	<input type="checkbox"/>				
Ref.Doc.	CHECQUE				
Doc. Currency	INR				

Item	PK	Account	Account Short Text	Assignment	Tx	Amount
1	31	100005	KPM Pvt Ltd			65,000.00-
2	40	750100	Salaries			65,000.00

Document 1900000108 was posted in company code 1000

1.2. Vendor Payment

SAP T-code	F-53
Process	Enter F-53 in Transaction box and click Enter or Tick symbol



SAP T-code	F-53
Process	Enter document date (date when the payment is made) & Posting date - Enter reference - Enter Bank Account Number - Enter amount - Enter text - Enter vendor number - After filling the details, press enter or click on process open items



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Post Outgoing Payments: Header Data

Process Open Items

Document Date	24.02.2019	Type	KZ	Company Code	1000
Posting Date	24.02.2019	Period	11	Currency/Rate	INR
Document Number				Translation dte	
Reference	cheque			Cross-CC Number	
Doc.Header Text				Trading part.BA	
Clearing Text					

Bank data

Account	160302	Business Area	
Amount	1		
Amt.in loc.cur.			
Bank Charges		LC Bank Charges	
Value date	24.02.2019	Profit Center	
Text	cheque	Assignment	

Open item selection

Account	100005		
Account Type	K	<input type="checkbox"/> Other Accounts	
Special G/L Ind		<input checked="" type="checkbox"/> Standard OIs	
Pay Adv. No.			
<input type="checkbox"/> Distribute by Age			
<input type="checkbox"/> Automatic Search			

Additional selections

- None
- Amount
- Document Number
- Posting Date
- Billing Area
- Others

SAP T-code	F-53
Process	Select all - Deactivate - Select the items that needs to be cleared and click on document menu option and select simulate - Save - Document Generated



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Post Outgoing Payments Process open items

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standard Partial Pmt Res.Items WH Tax

Account items 100005 KPM Pvt Ltd

Document...	D...	Document...	P.. Bu...	Da...	INR Net	CashDiscount	CDPer.
1900000100	KR	18.02.2019	31	6	39,200.00-		
1900000101	KR	18.02.2019	31	6	29,400.00-		
1900000102	KR	18.02.2019	31	6	49,000.00-		
1900000103	KR	18.02.2019	31	6	73,500.00-		
1900000106	KR	22.02.2019	31	2	12,250.00-		
1900000107	KR	22.02.2019	31	2	15,500.00-		
1900000108	KR	24.02.2019	31	0	65,000.00-		
5100000068	RF	13.02.2019	31	11	1,150,200.00-		

Processing Status

Number of Items	21	Amount Entered	1.00-
Display from Item	14	Assigned	65,000.00-
Reason Code		Difference Postings	
Display in clearing currency		Not Assigned	64,999.00

SAP T-code	F-53
Process	Click on Document and simulate – Save – Document Generated

Post Outgoing Payments Display Overview

Display Currency Taxes Reset

Document Date: 24.02.2019 Type: KZ Company Code: 1000
 Posting Date: 24.02.2019 Period: 11 Currency: INR
 Document Number: INTERNAL Fiscal Year: 2018 Translation dte: 24.02.2019
 Reference: CHEQUE Cross-CC Number:
 Doc.Header Text: Trading part.BA:

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	50	0000160302 Canara Bank Out 206	65,000.00-		
002	25	0000100005 KPM Pvt Ltd	65,000.00		

D 65,000.00 C 65,000.00 0.00 * 2 Line Items

Document 1500000081 was posted in company code 1000

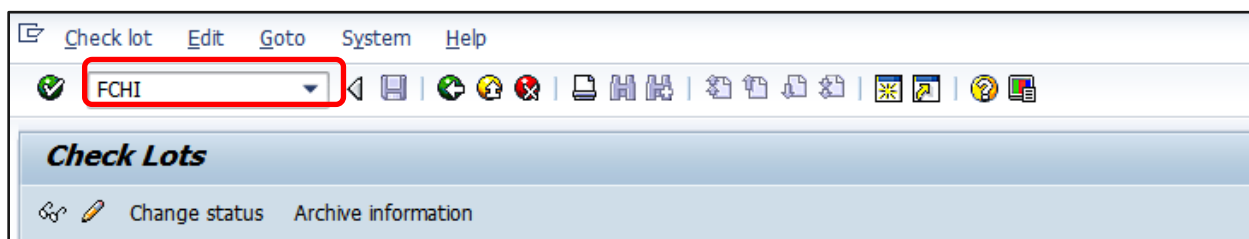
1.3. Create Cheque lots and Cheques(chèque leaves)



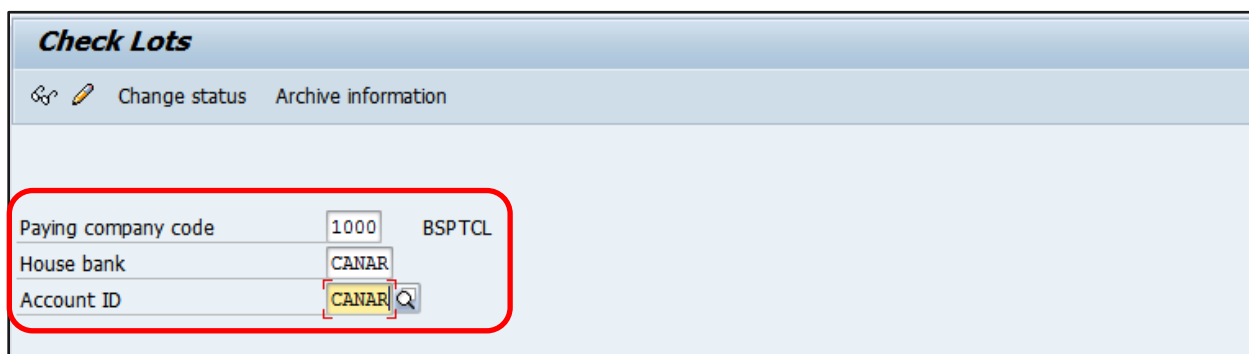
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SAP T-code	FCHI
Process	Enter FCHI in Transaction box and click Enter or Tick symbol



SAP T-code	FCHI
Process	Paying company code - House Bank - Account ID - Click on Change (Pen)



SAP T-code	FCHI
Process	Click on New Icon - Under Lot - Lot number - check number - to number - Non sequential - Under Additional Information - Short Info - ok - save



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Maintain Check Lots

Split lot

Paying company code: 1000 BSPTCL
House bank: [Empty]
Account ID: [Empty]

Lot N...	Short Info	Check no. from	Check number to	Next lot	Number Status	Non-seq
1	SBI Current Account				IN USE	<input checked="" type="checkbox"/>
2	ICICI Current Account				IN USE	<input checked="" type="checkbox"/>
3	Canara Bank 3rd check				IN USE	<input checked="" type="checkbox"/>
4	Canara Bank 4th check				IN USE	<input checked="" type="checkbox"/>
5	Bandhan bank				IN USE	<input checked="" type="checkbox"/>
6	Canara Bank 5th Chek				IN USE	<input checked="" type="checkbox"/>
7	Canara Bank 6th Chek				IN USE	<input checked="" type="checkbox"/>

Create Lot

Lot Number: 8
Check Number: 8000
To: 8050

Control data
Next lot number: [Empty] Non-sequential
Prmnt Meths List: [Empty]

Additional information
Short Info: Canara Bank 5th checklot
Purchase date: [Empty]

Maintain Check Lots

Split lot

Paying company code: 1000 BSPTCL
House bank: CANAR CANARA BANK
Account ID: CANAR CANARA BANK

Lot N...	Short Info	Check no. from	Check number to	Next lot	Number Status	Non-seq
8	Canara Bank 5th checklot	8000	8050			<input checked="" type="checkbox"/>

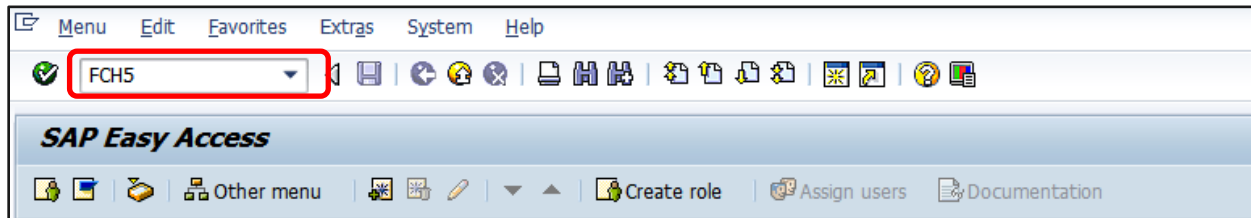
Check numbers have been saved

1.4. Assign Cheque against Payment Document (ManualCheque Assignment)

SAP T-code	FCH5
Process	Enter FCH5 in Transaction box and click Enter or Tick symbol



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SAP T-code	FCH5
Process	Payment Document Number -Paying Company Code - Fiscal Year -Check - House Bank - Account ID - Check Number -Enter - Save

Create Check Information

Payment Document Number: 1500000081
Paying company code: 1000 BSPTCL
Fiscal Year: 2018

Check

House bank: CANAR CANARA BANK
Account ID: CANAR CANARA BANK
Check number: 8001



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Create Check Information

Accompanying docs Payment document

Payment Document Number	1500000081	House bank	CANAR
Paying company code	1000	Account ID	CANAR
Fiscal Year	2018	Check number	8001
Payment Date	24.02.2019		

Issuing amount

Currency:

Amount Paid:

Cash discount amount:

Address

Title:

Payee name:

Street:

City:

Country:

PO Box:

PO box post cde:

Post.code:

Regional code:

Check 1000 CANAR CANAR 8001 created manually

1.5. Display Cheque Information

SAP T-code	FCH1
Process	Enter FCH1 in Transaction box and click Enter or Tick symbol



SAP T-code	FCH1
Process	Paying Company Code - Check Data - House Bank - Account ID - Check Number - Enter



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Americas | EU | ASIA | AUS

Display Check Information

Paying company code BSPTCL

Check data

House bank	<input type="text" value="CANAR"/>	Bank Key	<input type="text"/>
Account ID	<input type="text" value="CANAR"/>	Bank Account	<input type="text"/>
Check number	<input type="text" value="8001"/>		

Display Check Information

Check recipient Check issuer... Accompanying docs Payment document

Paying company code Payment Doc.No.

Bank details

House bank	<input type="text" value="CANAR"/>	Bank Key	<input type="text" value="CNRB0000352"/>
Account ID	<input type="text" value="CANAR"/>	Bank Account	<input type="text" value="0352101042062"/>
Bank name	<input type="text" value="CANARA BANK"/>		
City	<input type="text" value="Patna"/>		

Check information

Check number	<input type="text" value="8001"/>	Currency	<input type="text" value="INR"/>
Payment Date	<input type="text" value="24.02.2019"/>	Amount Paid	<input type="text" value="65,000.00"/>
Check encashment	<input type="text"/>	Cash discount amount	<input type="text" value="0.00"/>

Check recipient

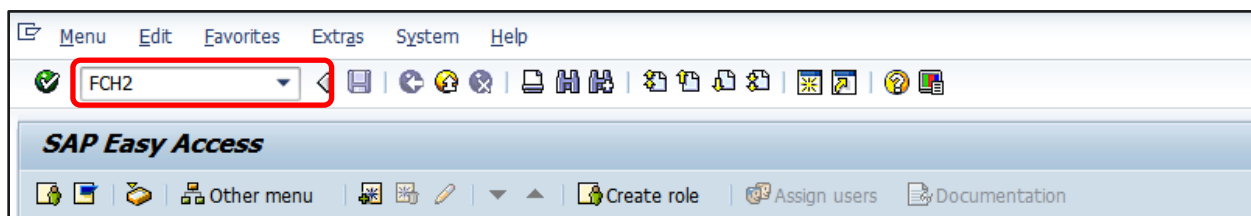
Name	<input type="text" value="KPM Pvt Ltd"/>
City	<input type="text" value="Patna"/>
Payee's country	<input type="text" value="IN"/>
Regional code	<input type="text" value="04"/>

1.6. Payment Document Cheque

SAP T-code	FCH2
Process	Enter FCH2 in Transaction box and click Enter or Tick symbol



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SAP T-code	FCH2
Process	Payment Document Number - Paying Company Code - Fiscal Year - Enter

Payment Document Checks

Payment Document Number: 1500000081
Paying company code: 1000 BSP TCL
Fiscal Year: 2018

Display Check Information

Check recipient | Check issuer... | Accompanying docs | Payment document

Paying company code: 1000 | Payment Doc.No.: 1500000081

Bank details

House bank	CANAR	Bank Key	CNRB0000352
Account ID	CANAR	Bank Account	0352101042062
Bank name	CANARA BANK		
City	Patna		

Check information

Check number	8001	Currency	INR
Payment Date	24.02.2019	Amount Paid	65,000.00
Check encashment		Cash discount amount	0.00

Check recipient

Name	KPM Pvt Ltd
City	Patna
Payee's country	IN
Regional code	04

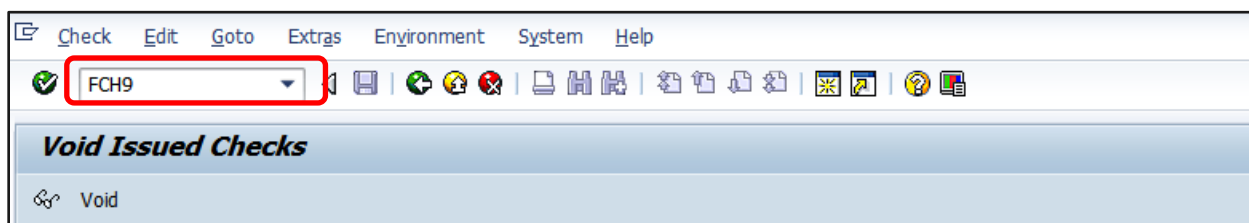
1.7. Void Issued Cheque



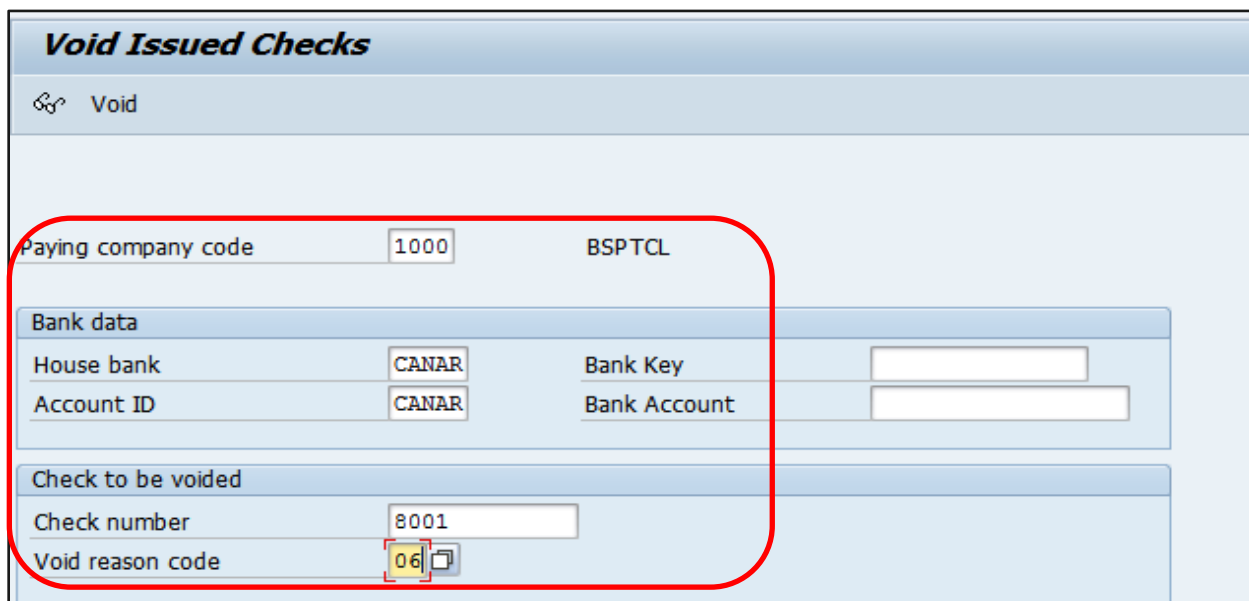
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SAP T-code	FCH9
Process	Enter FCH9 in Transaction box and click Enter or Tick symbol



SAP T-code	FCH9
Process	Paying Company code - Bank Data - House Bank - Account ID - Checks to be Voided - Check Number - Void Reason code - Click on Void button



Check 8001 voided, payment document not reversed

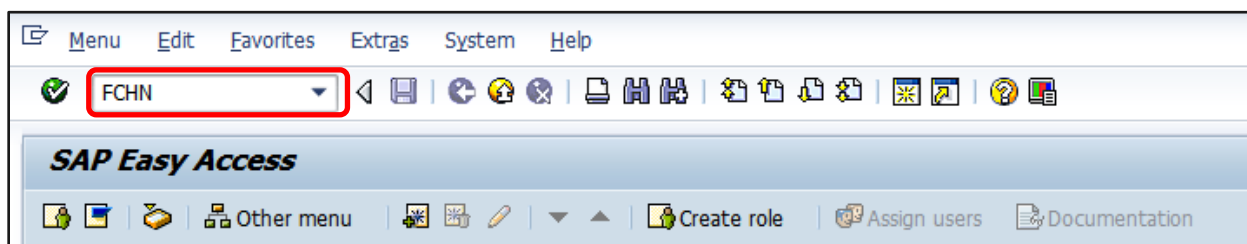
1.8. Cheque Register



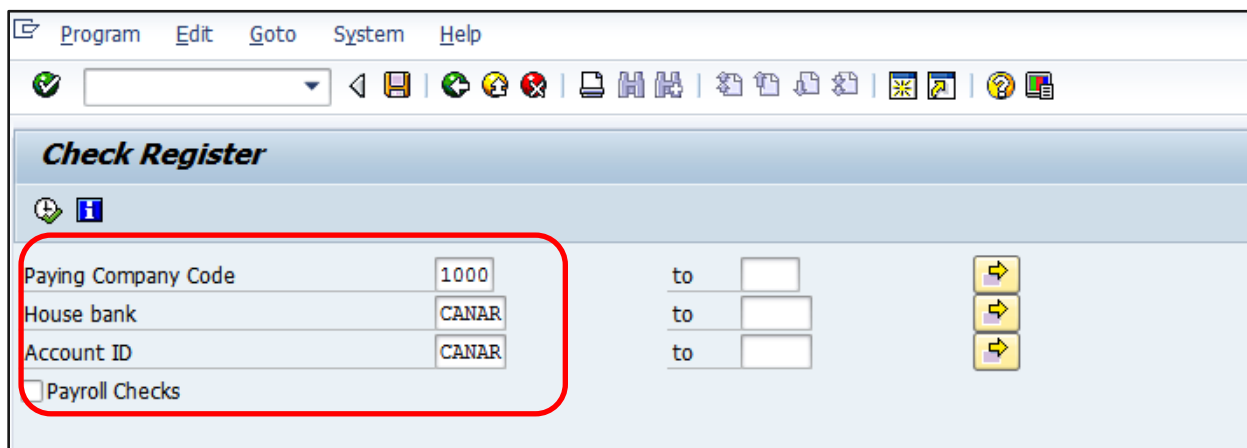
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SAP T-code	FCHN
Process	Enter FCHN in Transaction box and click Enter or Tick symbol



SAP T-code	FCHN
Process	Paying Company Code - House Bank - Account ID - Payroll Checks - Execute





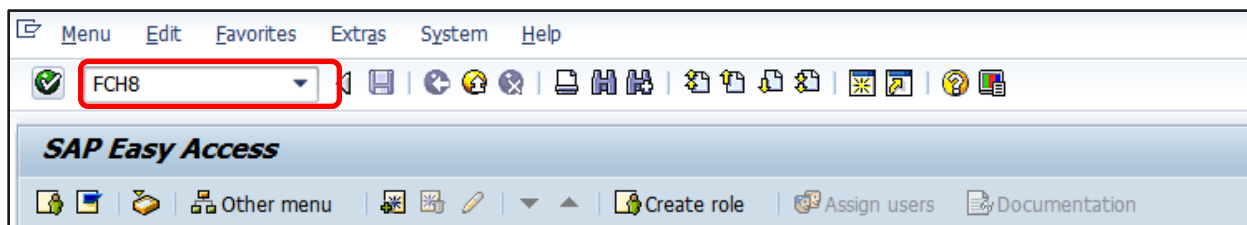
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Check Register						
BSPTCL		Check Register			24.02.2019 / 19:48:47	
Patna					User: YASH_FI2	
Company code 1000					Page: 2	
Bank	CANAR	CANARA BANK				Patna
Bank Key	CNRB0000352					
Acct number	CANAR	0352101042062				
Checks created manually						
Check Number from To	Payment	Pmnt Date	Crcy	Amount Paid (FC)	Recipient/Void Reason Code	Enca./Void
3004	1500000051	11.02.2019			voided by YASH_FI2 - Destroyed/unusable	15.02.2019
3005	1500000075	15.02.2019			voided by YASH_FI2 - Stolen	15.02.2019
3006	1500000051	11.02.2019	INR	158.76-	Harsh Tour & Travels Patna 04	
4000	1500000078	18.02.2019			voided by YASH_FI2 - Destroyed/unusable	18.02.2019
5000	1500000079	22.02.2019			voided by YASH_FI2 - Destroyed/unusable	22.02.2019
6003	1500000080	22.02.2019			voided by YASH_FI2 - Destroyed/unusable	22.02.2019
6005	1500000080	22.02.2019			voided by YASH_FI2 - Destroyed/unusable	22.02.2019
8001	1500000081	24.02.2019			voided by YASH_FI2 - Destroyed/unusable	24.02.2019
* Payment Method Checks created manually			INR	158.76-		

1.9. Cancellation of Cheque

SAP T-code	FCH8
Process	Enter FCH8 in Transaction box and click Enter or Tick symbol



SAP T-code	FCH8
Process	Paying company code - House Bank - Account ID - Under Check Payment to be reversed - Check number (8002 Another Manual check lot I Created In FCH5) - Void reason code - Under Reversal data - Reversal Reason - Posting Date - Posting Period - Click on Cancel Payment



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Cancel Check Payment

Cancel Payment

Paying company code BSPTCL

Bank data

House bank	<input type="text" value="CANAR"/>	Bank Key	<input type="text"/>
Account ID	<input type="text" value="CANAR"/>	Bank Account	<input type="text"/>

Check payment to be reversed

Check number	<input type="text" value="8002"/>
Void reason code	<input type="text" value="06"/>

Reversal data

Reversal Reason	<input type="text" value="01"/>
Posting Date	<input type="text" value="24.02.2019"/>
Posting period	<input type="text"/>

Payment for check 8002 was cancelled, reverse document 1700000038

Manual End