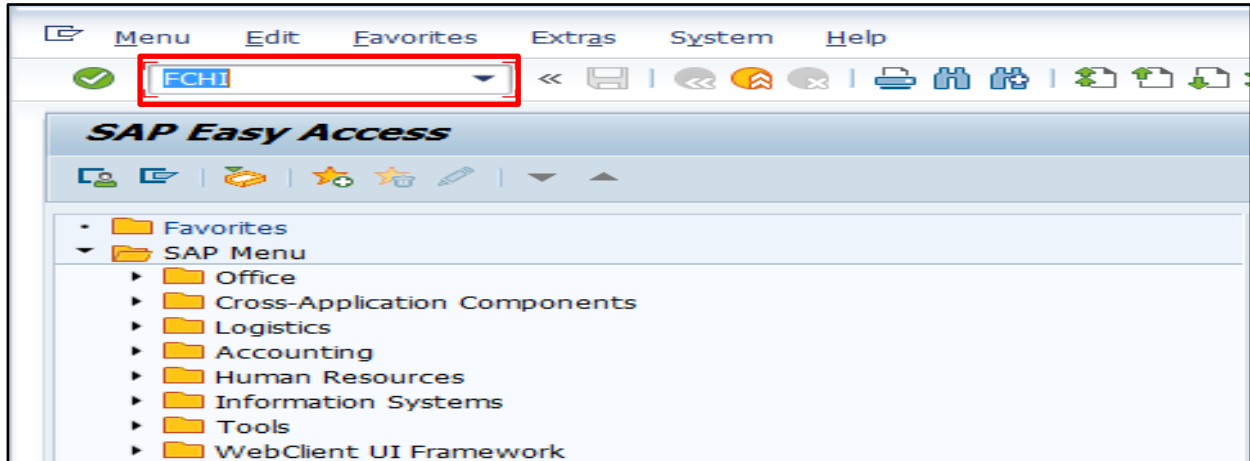




## Project – JBVNL Creation of Check Lot End User Manual - FICO

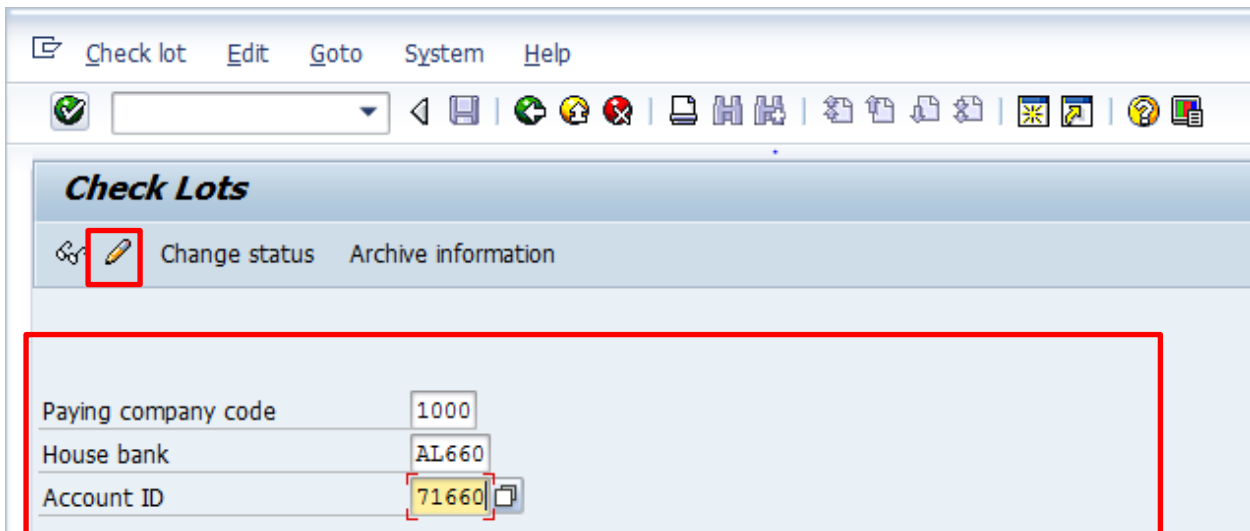


### 1. FCHI – Create Check Lot



- Input FCHI in **Transaction Box** and press **Enter** key

#### 1.1. Check Lots Screen.



- **Paying company code:** Input or select paying company code with the help of **F4** key
  - **House Bank:** Select house bank with the help of **F4** key
  - **Account ID:** Select account id with the help of **F4** key
- Press **Enter** key and click on **Change** icon.



## Project – JBVNL Creation of Check Lot End User Manual - FICO



### 1.2. Maintain Check Lots Screen.

**Maintain Check Lots**

Paying company code: 1000 JBVNL, Ranchi  
House bank: AL660 ALLAHABAD BANK  
Account ID: 71660 ALB BANK(50202671660)

Lot n...	Short info	Check no. from	Check number to	Next lot	Number status	Non-seq

Click on **Create** icon

### 1.3. Create Lot Screen.



## Project – JBVNL Creation of Check Lot End User Manual - FICO



Check lot Edit Goto System Help

**Maintain Check Lots**

Split lot

Paying company code 1000 JBVNL, Ranchi  
House bank AI660 ALLAHABAD BANK  
Account ID

**Create Lot**

Lot

Lot number 01  
Check number 200100  
To 200900

Control data

Next lot number   Non-sequential  
Pmnt meths list

Additional information

Short info Allahabad Check Lot  
Purchase date 16.01.2018

Lot n...	Sh	number to	Next lot	Number status	Non-sequential

- **Lot number:** Input required/relevant lot number
  - **Check number:** Input from check number
  - **To:** Input to check number
  - **Short info:** Input short info for the check lot
  - **Purchas date:** Input or select the purchase dat with the help of **F4** key
- Press **Enter** key



## Project – JBVNL Creation of Check Lot End User Manual - FICO



### 1.4. Maintain Check Lots Screen.

Check lot Edit Goto System Help

Save

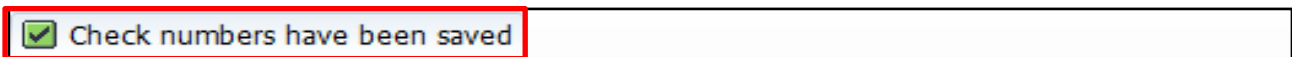
### Maintain Check Lots

Split lot

Paying company code: 1000 JBVNL, Ranchi  
House bank: AL660 ALLAHABAD BANK  
Account ID: 71660 ALB BANK(50202671660)

Lot n...	Short info	Check no. from	Check number to	Next lot	Number status	Non-seq
1	Allahabad Check Lot	200100	200900			<input type="checkbox"/>

Click on **Save** icon or press **Ctrl+S** keys to save the data.



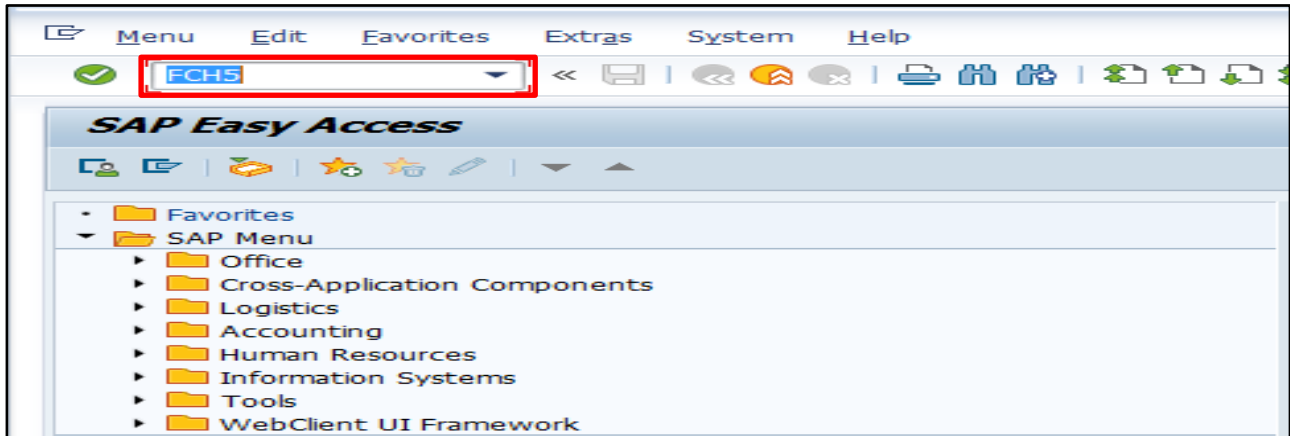
The check numbers have been saved message appears at bottom of the screen



## Project – JBVNL Creation of Check Lot End User Manual - FICO

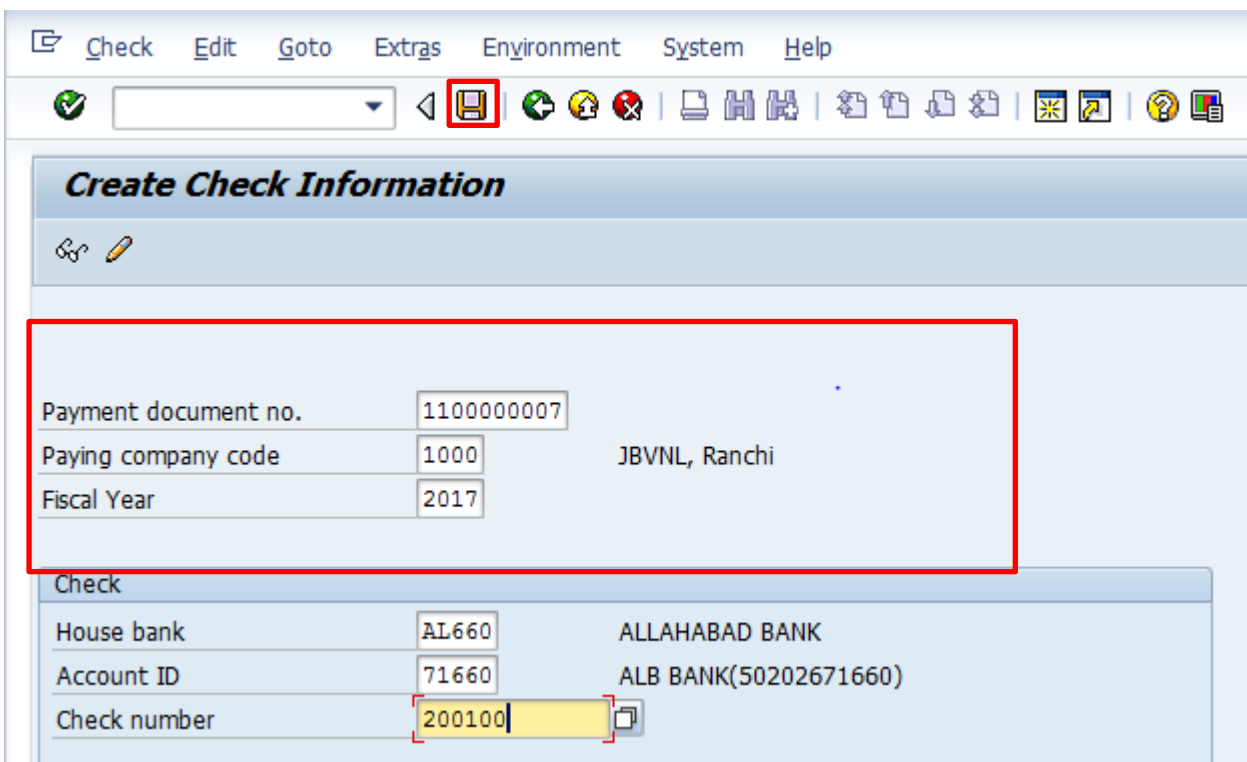


### 2. FCH5 – Create Check Information



- Input FCH5 in Transaction Box and press Enter key

#### 2.1. Create Check Information Screen.



- **Payment document no.:** Input clearing payment document number
- **Fiscal Year:** Input fiscal year



## Project – JBVNL Creation of Check Lot End User Manual - FICO

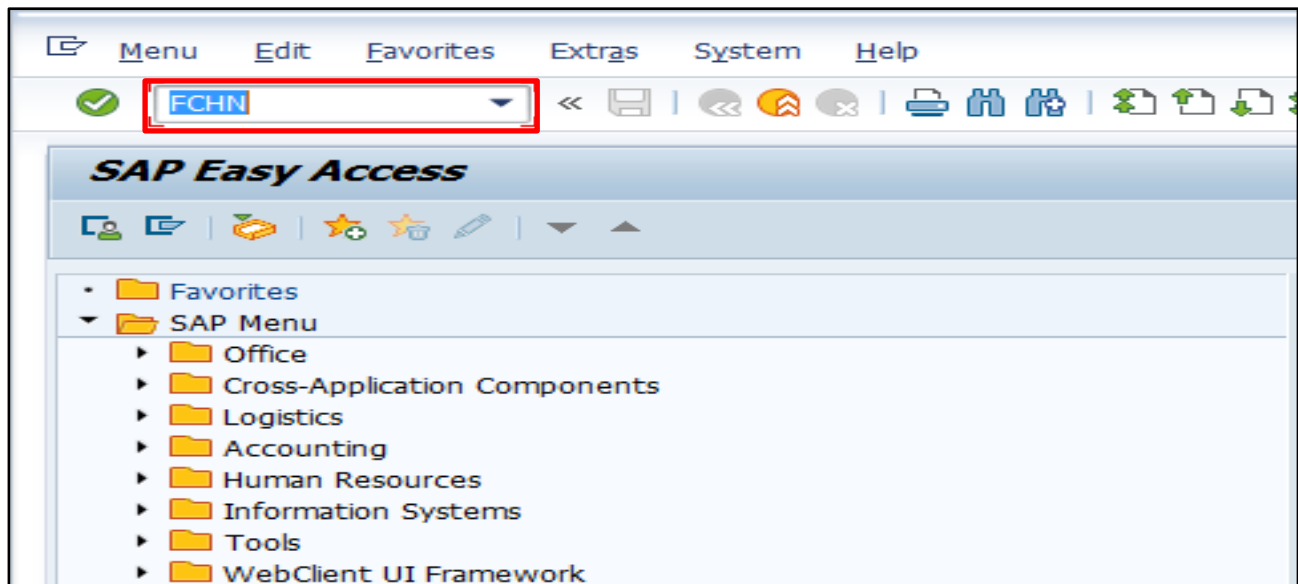


- **Check number:** Input or select the check number with the help of **F4** key  
Click on **Save** icon or press **Ctrl+S** keys to save the data.



The check created manually message appears at bottom of the screen

### 3. FCHN – Check Register



- Input **FCHN** in **Transaction Box** and press **Enter** key

#### 3.1. Check Register Screen.



## Project – JBVNL Creation of Check Lot End User Manual - FICO



Program Edit Goto System Help

**Check Register**

Paying Company Code 1000 to

House bank AL660 to

Account ID 71660 to

Payroll checks

- **Paying Company Code:** Input paying company code
- **House Bank :** Select house bank with the help of **F4** key
- **Account ID:** Select account id with the help of **F4** key

Click on **Execute** icon



## Project – JBVNL Creation of Check Lot End User Manual - FICO



### 3.2. Check Register Screen.

List Edit Goto Settings System Help

Check Register

JBVNL, Ranchi      Check Register      17.02.2018 / 12:21:05  
Ranchi      User: YASHFI2  
Company code 1000      Page: 1

Bank	AL660	ALLAHABAD BANK	RANCHI			
Bank Key	ALLA0212171					
Acct number	71660	50202671660				

Forms voided manually

Check number from to	Payment	Emnt date	Crcy	Amount paid (FC)	Recipient/void reason code	Enca./void
100100					voided by YASHFI2 - Destroyed/unusable	23.01.2018
* Payment method Forms voided manually						

JBVNL, Ranchi      Check Register      17.02.2018 / 12:21:05  
Ranchi      User: YASHFI2  
Company code 1000      Page: 2

Bank	AL660	ALLAHABAD BANK	RANCHI			
Bank Key	ALLA0212171					
Acct number	71660	50202671660				

Checks created manually

Check number from to	Payment	Emnt date	Crcy	Amount paid (FC)	Recipient/void reason code	Enca./void
200100	1100000007	19.01.2018	INR	7,000.00	JBVNL RANCHI 34	
* Payment method Checks created manually			INR	7,000.00		

The check 200100 assigned manually is displayed here

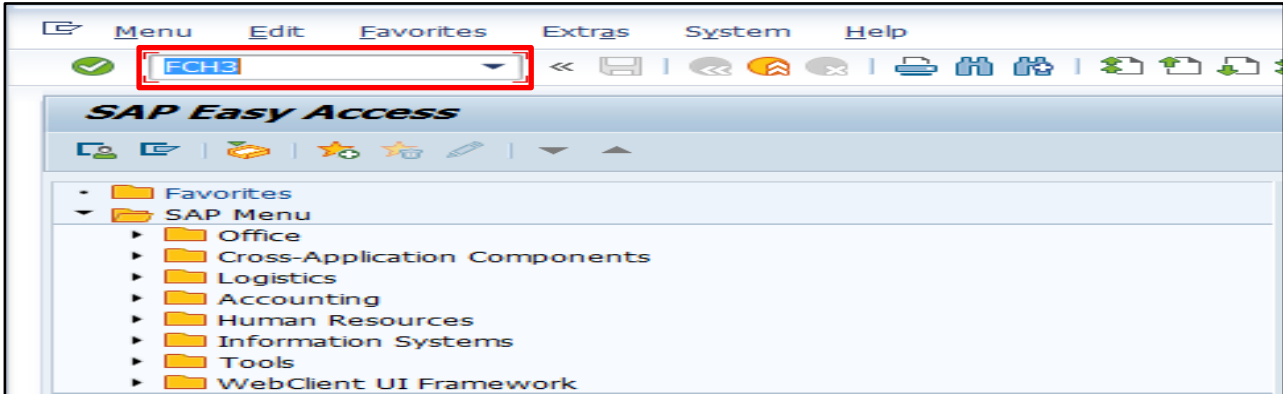




## Project – JBVNL Creation of Check Lot End User Manual - FICO

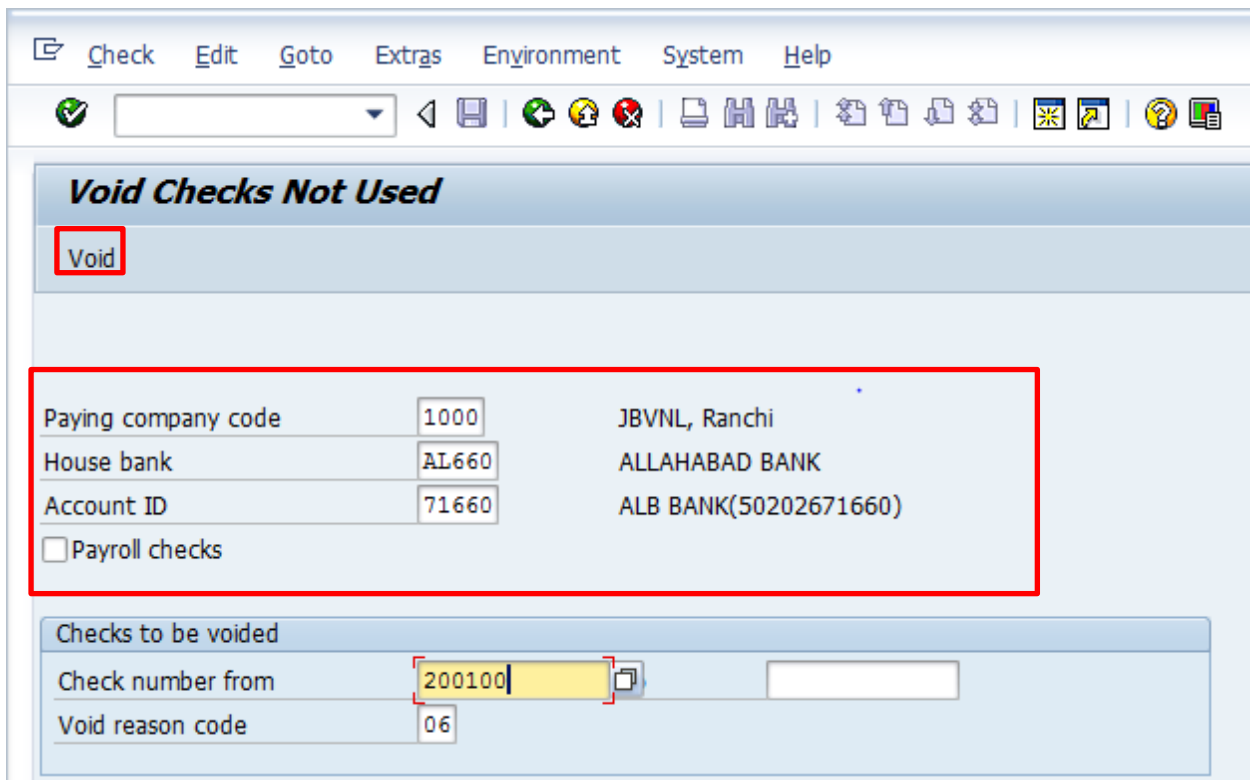


### 4. FCH3 – Void Checks Not Used



- Input **FCH3** in **Transaction Box** and press **Enter** key

#### 4.1. Void Checks Not Used Screen.



- **Paying Company Code:** Input paying company code
- **House Bank :** Select house bank with the help of **F4** key
- **Account ID:** Select account id with the help of **F4** key



## Project – JBVNL Creation of Check Lot End User Manual - FICO

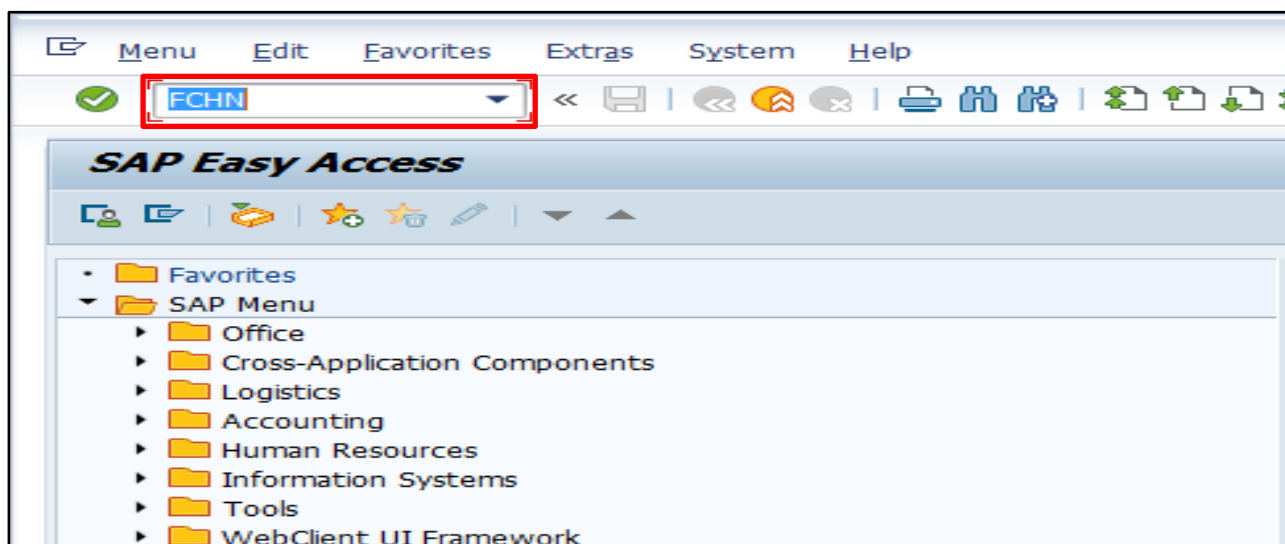


- **Check number from:** Input check number from (i.e. starting number of check to be voided)
- **To:** Input check number to (i.e. end number of check to be voided)
- **Void reason code:** Select void reason code with the help of **F4** Key  
Press **Enter** key and Click on **Void** button



Checks have been voided message appears at bottom of the screen

### 5. FCHN – Display Voided Checks



- Input **FCHN** in **Transaction Box** and press **Enter** key

#### 5.1. Check Register Screen.



## Project – JBVNL Creation of Check Lot End User Manual - FICO



Paying Company Code	1000	to	
House Bank	SJ197	to	
Account ID	00197	to	
<input type="checkbox"/> Payroll checks			

- **Paying Company Code:** Input paying company code
  - **House Bank:** Select house bank with the help of **F4** key
  - **Account ID:** Select account id with the help of **F4** key
- Click on **Execute** icon



## Project – JBVNL Creation of Check Lot End User Manual - FICO



### 5.2. Check Register Screen.

List Edit Goto Settings System Help

Check Register

JBVNL, Ranchi      Check Register      17.02.2018 / 12:25:08  
Ranchi      User: YASHFI2  
Company code 1000      Page: 1

Bank	AL660	ALLAHABAD BANK	RANCHI			
Bank Key	ALLA0212171					
Acct number	71660	50202671660				
Forms voided manually						
Check number from to	Payment	Pmnt date	Croy	Amount paid (FC)	Recipient/void reason code	Enca./void
200100					voided by LKSHFI2 - Destroyed/unusable	23.01.2018
200101					voided by YASHFI2 - Destroyed/unusable	17.02.2018
* Payment method Forms voided manually						

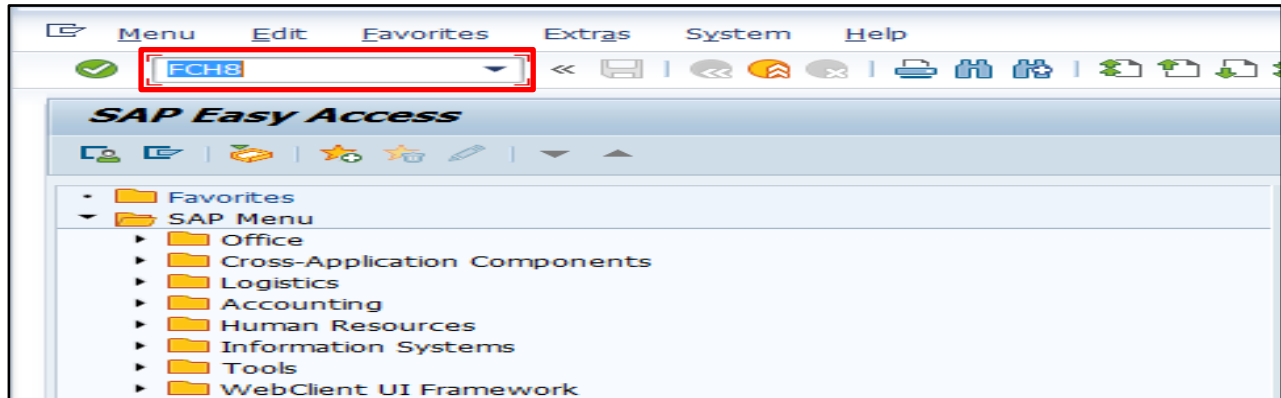
The checks 200101 voided manually are displayed here



**Project – JBVNL  
Creation of Check Lot  
End User Manual - FICO**



## 6. FCH8 – Cancel Check Payment



- Input **FCH8** in **Transaction Box** and press **Enter** key

### 6.1. Cancel Check Payment Screen.



## Project – JBVNL Creation of Check Lot End User Manual - FICO



Check Edit Goto Extras Environment System Help

Cancel Check Payment

Cancel payment

Paying company code 1000 JBVNL, Ranchi

Bank data

House bank	AL660	Bank Key	
Account ID	71660	Bank Account	

Check payment to be reversed

Check number	200100
Void reason code	06

Reversal data

Reversal Reason	01
Posting Date	17.02.2018
Posting period	

- **Check number:** Input check number to be reversed
- **Void reason code:** Select void reason code with the help of **F4** key
- **Reversal Reason:** Select reversal reason with the help of **F4** key
- **Posting Date:** Input or select postin date with the help of **F4** key
- **Posting Period:** Input posting period

Click on **Cancel Payment** button

Payment for check 200100 was cancelled, reverse document 1100000015

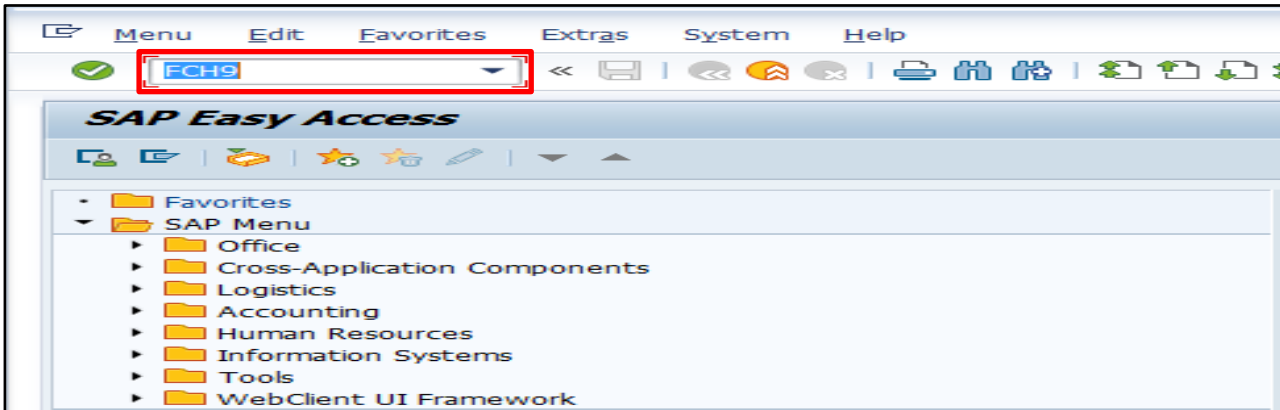
Payment for check was cancelled, reverse document message appears at bottom of the screen



## Project – JBVNL Creation of Check Lot End User Manual - FICO

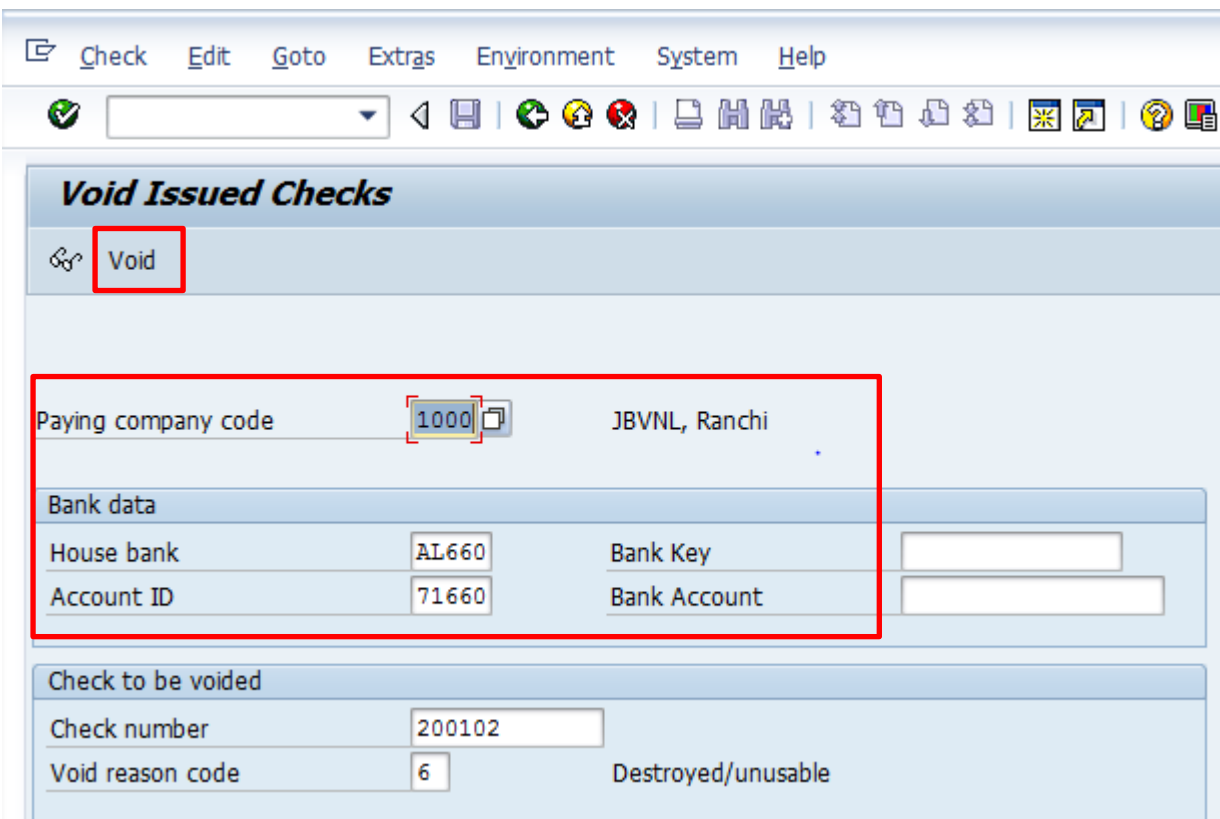


### 7. FCH9 – Void Issued Checks



- Input FCH9 in Transaction Box and press Enter key

#### 7.1. Void Checks Not Used Screen.



- **Paying Company Code:** Input paying company code



**Project – JBVNL  
Creation of Check Lot  
End User Manual - FICO**



- **House Bank** : Select house bank with the help of **F4** key
  - **Account ID**: Select account id with the help of **F4** key
  - **Check numbe**: Input check number to be voided
  - **Void reason code**: Select the void reason code with the help of **F4** Key
- Press **Enter** key and Click on **Void** button

Check 200102 voided, payment document not reversed



Check voided, payment document not reversed message appears at bottom of the screen