# FCHI – Create Check Lot



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

## Check Lots Screen.



* **Paying company code:** Input or select payning 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.

## Maintain Check Lots Screen.



Click on **Create** icon

## Create Lot Screen.



* **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

## Maintain Check Lots Screen.



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

# FCH5 – Create Check Information



* Input **FCH5** in **Transaction Box** and press **Enter** key

## Create Check Information Screen.



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

# FCHN – Check Register



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

## Check Register 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

Click on **Execute** icon

## Check Register Screen.



The check 200100 assigned manually is displayed here

# FCH3 – Void Checks Not Used



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

## 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
* **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

# FCHN – Display Voided Checks



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

## Check Register 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

Click on **Execute** icon

## Check Register Screen.



The checks 200101 voided manually are displayed here

# FCH8 – Cancel Check Payment



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

## Cancel Check Payment Screen.



* **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 was cancelled, reverse document message appears at bottom of the screen

# FCH9 – Void Issued Checks



* Input **FCH9** in **Transaction Box** and press **Enter** key

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