



: Financial Accounting



Area : FI – Accounts Payable

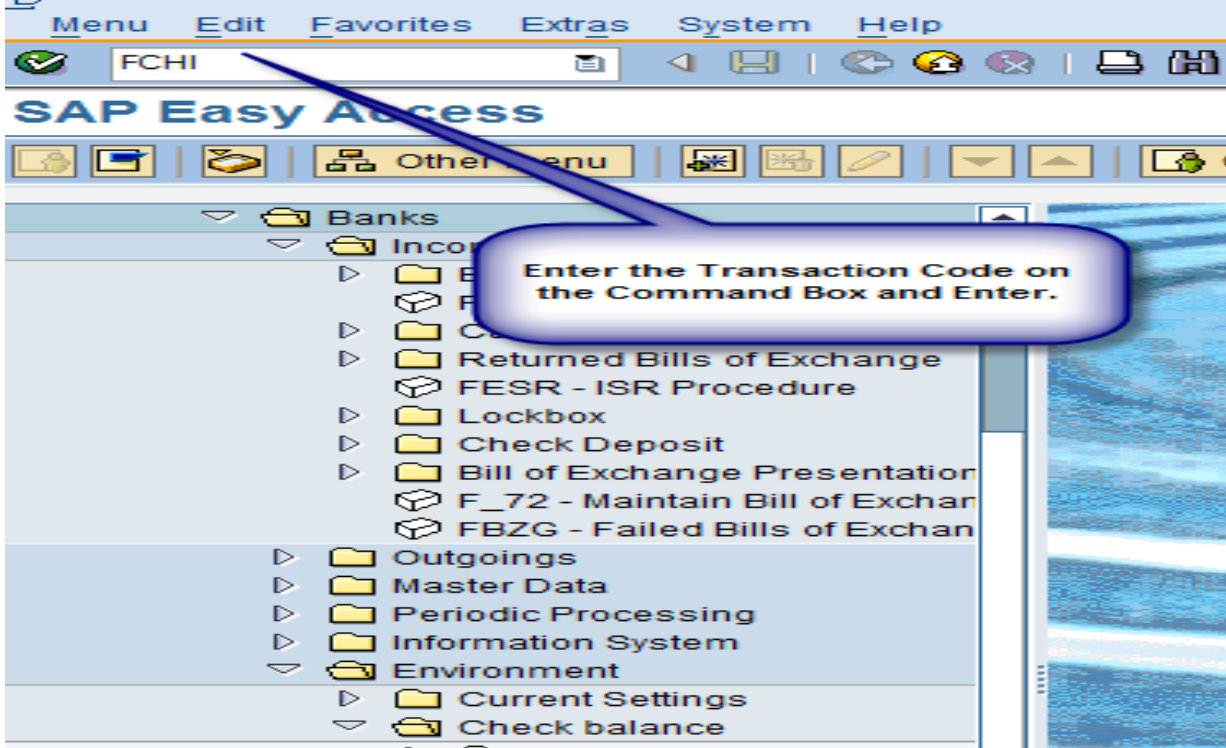
Scenario : AP Cheque Update for manual payment

INTRODUCTION AND PREPARATION STEPS

NO	DESCRIPTION
1	Access SAP system through SAP Logon Pad (SAP GUI)
2	Enter your user ID and password.
3	Execute transaction code FCHI to insert the cheque lots for the bank

TRANSACTIONAL STEPS



	BUSINESS PROCESS STEPS	
1	Cheque Lot Number Update	❑ Transaction FCHI to maintain the manual cheque lot in SAP for the appropriate House Bank and the Bank Account ❖ The requirement to update the cheque number for the manual outgoing payment made to the vendor from SAP. ❖ Enter the transaction code in the command box on the easy access screen which will take you to the vendor manual outgoing payment.
		

PROCESS STEPS

Check lot Edit Goto System Help

Check Lots

Change status Archive information

Paying company code 1000 National Holding LLC

House Bank 1000 NBAD

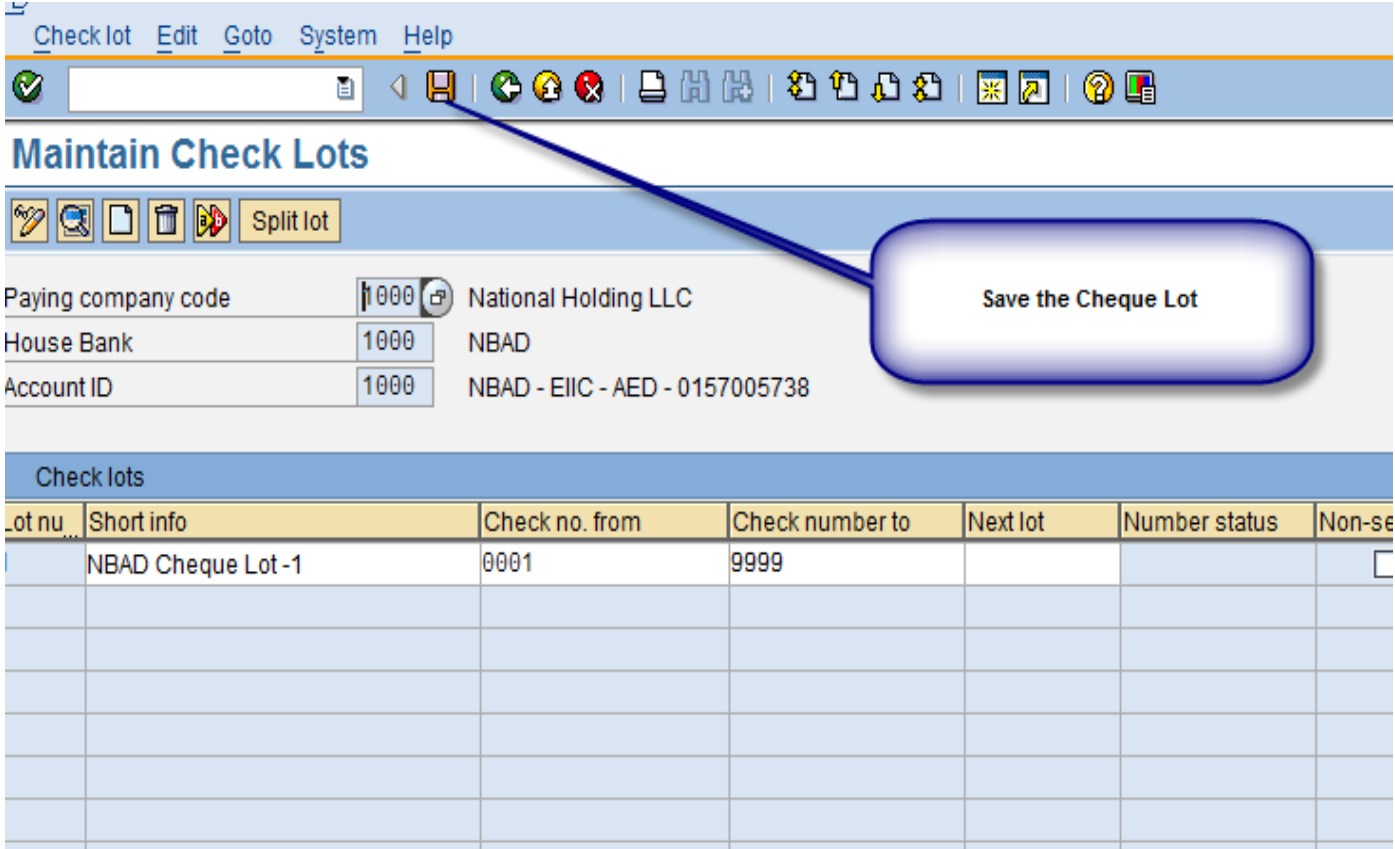
Account ID 1000 NBAD - EIIC - AED - 0157005738

To Maintain the Cheque Lot go to Change Button

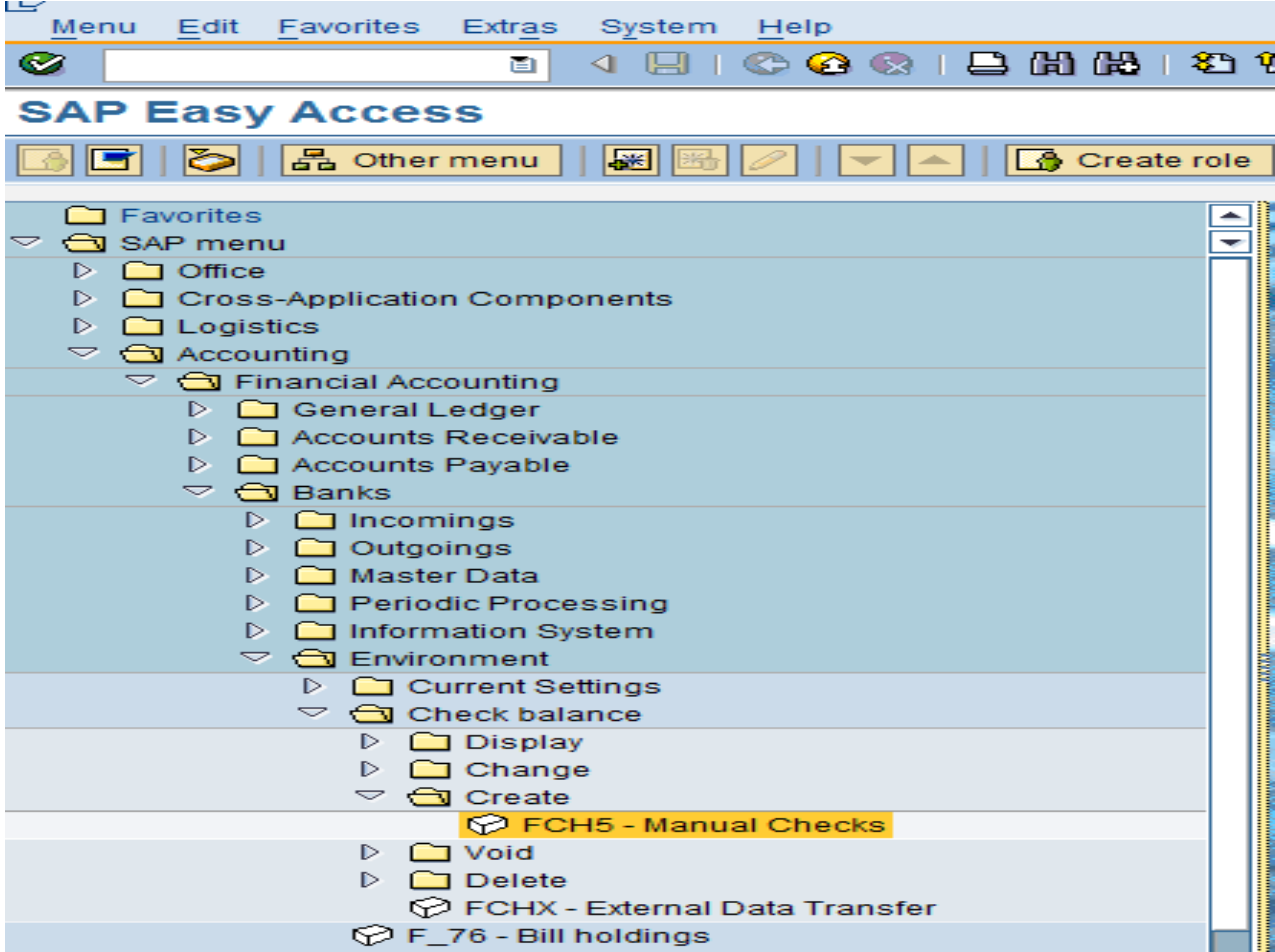
Insert the Appropriate Company Code, House Bank and Account ID of the Bank Account.

Select - Create Cheque Lot Button

Insert the Cheque Lot # and the Cheque From and To Number accordingly.

	PROCESS STEPS	
		
		After saving the cheque lot, we get the message “Check numbers have been saved”.
2	Cheque Number for the	□ Menu Path – Accounting – Financial Accounting – Banks – Environment – Check Balance – Create • The requirement to create and update the cheque number for the manual outgoing payment for Vendor in SAP.



PROCESS STEPS	
Manual Payment	Enter the transaction code –FCH5 in the command box on the easy access screen which will take you to the check creation for the manual payment.
	

Create Check Information

Payment document no. 300000003

Paying company code 1000 National Holding LLC

Fiscal Year 2009

Check

House Bank 1000

Account ID 1000

Check number 0001

Insert the Cheque Details to be created for the payment.

Enter the Outgoing Payment Document # for the payment made to the vendor.

[Check](#)
[Edit](#)
[Goto](#)
[Extras](#)
[Environment](#)
[System](#)
[Help](#)

Create Check Information

Accompanying docs
 Payment document

Payment document no.	300000003	House Bank	1000
Paying company code	1000	Account ID	1000
Fiscal Year	2009	Check number	0001
Payment date	23.05.2009		

Issuing amount

Currency	AED
Amount paid	400,00
Cash discount amount	

Address

Title	Company
Payee name	ABC Electronics LLC
Street	
City	☒
Country	SA

Insert the City Details etc if not already maintained the Vendor Master Record.

PO Box	
PO box post cde	
Post.code	
Regional code	



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BUSINESS PROCESS STEPS

LP

Check Edit Goto Extras Environment System Help

Payment Document Checks

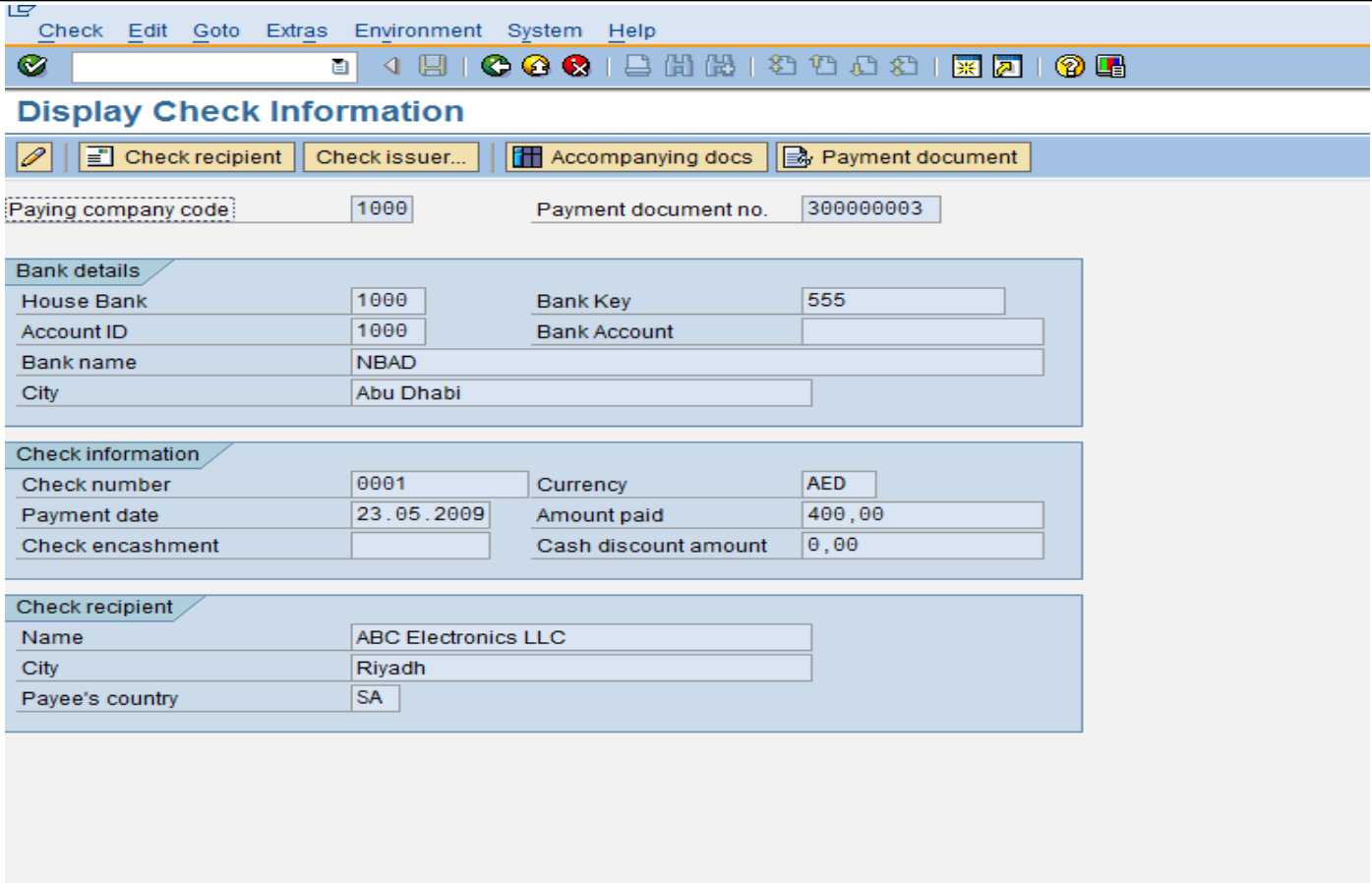


Payment document no.

Paying company code National Holding LLC

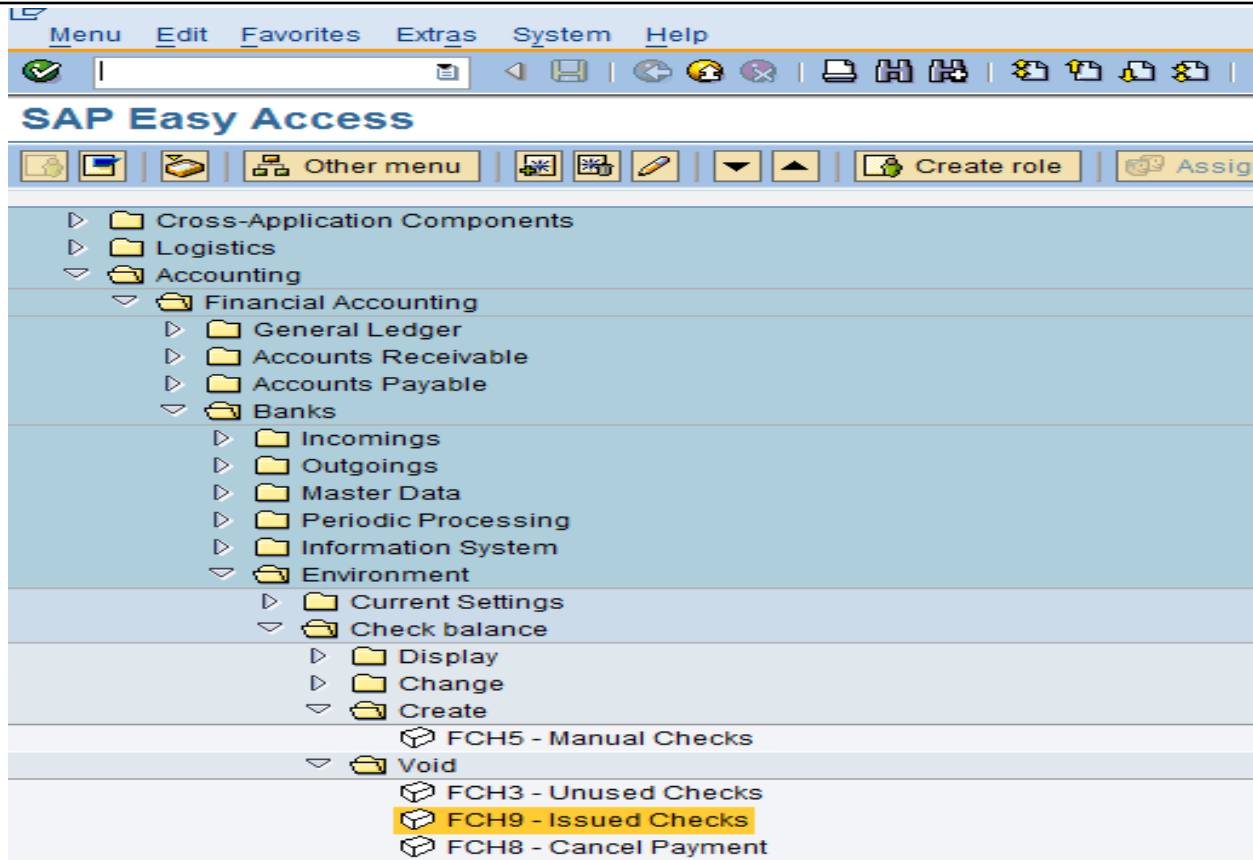
Fiscal Year



	PROCESS STEPS	
		 The screenshot shows the SAP 'Display Check Information' screen. At the top is a menu bar with 'Check', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Display Check Information' and contains several tabs: 'Check recipient', 'Check issuer...', 'Accompanying docs', and 'Payment document'. The 'Check recipient' tab is active. It displays the following information: - Paying company code: 1000 - Payment document no.: 300000003 - Bank details: - House Bank: 1000 - Account ID: 1000 - Bank name: NBAD - City: Abu Dhabi - Bank Key: 555 - Bank Account: (empty) - Check information: - Check number: 0001 - Payment date: 23.05.2009 - Check encashment: (empty) - Currency: AED - Amount paid: 400,00 - Cash discount amount: 0,00 - Check recipient: - Name: ABC Electronics LLC - City: Riyadh - Payee's country: SA
3	Void Cheque for the Manual Payment	□ Menu Path – Accounting – Financial Accounting – Banks – Environment – Check Balance – Void – Issued Checks • The requirement to void an issued cheque for a manual outgoing payment made to a Vendor in SAP. • Enter the transaction code –FCH9 in the command box on the easy access screen which will take you to the void check screen.



PROCESS
STEPS





BUSINESS PROCESS STEPS		DATA INPUT / DESCRIPTION																																												
		Check Edit Goto Extras Environment System Help Void Issued Checks Void Paying company code 1000 National Holding LLC Bank data <table><tr><td>House Bank</td><td> 1000 </td><td>Bank Key</td><td> 555 </td></tr><tr><td>Account ID</td><td> 1000 </td><td>Bank Account</td><td> 157005738 </td></tr></table> Check to be voided Check number 0001 Void reason code ☒ Check void reason code (1) 11 Entries found Restrictions <table><thead><tr><th>Reason</th><th>Reason why a check is void...</th><th>Manual</th></tr></thead><tbody><tr><td>01</td><td>Test Printout</td><td>☐</td></tr><tr><td>02</td><td>Page Overflow</td><td>☐</td></tr><tr><td>03</td><td>Form Closing</td><td>☐</td></tr><tr><td>04</td><td>Ripped during printing</td><td>☒</td></tr><tr><td>05</td><td>Printed incorrectly</td><td>☒</td></tr><tr><td>06</td><td>Destroyed/unusable</td><td>☒</td></tr><tr><td>07</td><td>Stolen</td><td>☒</td></tr><tr><td>08</td><td>Incorrect lot inserted</td><td>☒</td></tr><tr><td>09</td><td>Reversed check payment</td><td>☒</td></tr><tr><td>10</td><td>Check voided after printing</td><td>☒</td></tr><tr><td>11</td><td></td><td>☒</td></tr></tbody></table>	House Bank	1000	Bank Key	555	Account ID	1000	Bank Account	157005738	Reason	Reason why a check is void...	Manual	01	Test Printout	☐	02	Page Overflow	☐	03	Form Closing	☐	04	Ripped during printing	☒	05	Printed incorrectly	☒	06	Destroyed/unusable	☒	07	Stolen	☒	08	Incorrect lot inserted	☒	09	Reversed check payment	☒	10	Check voided after printing	☒	11		☒
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11		☒																																												

Insert the relevant Bank Account Details and the check number to be voided.

Select the appropriate "Void - Reason Code".

BUSINESS
PROCESS
STEPS

Check Edit Goto Extras Environment System Help

Void Issued Checks

 Void

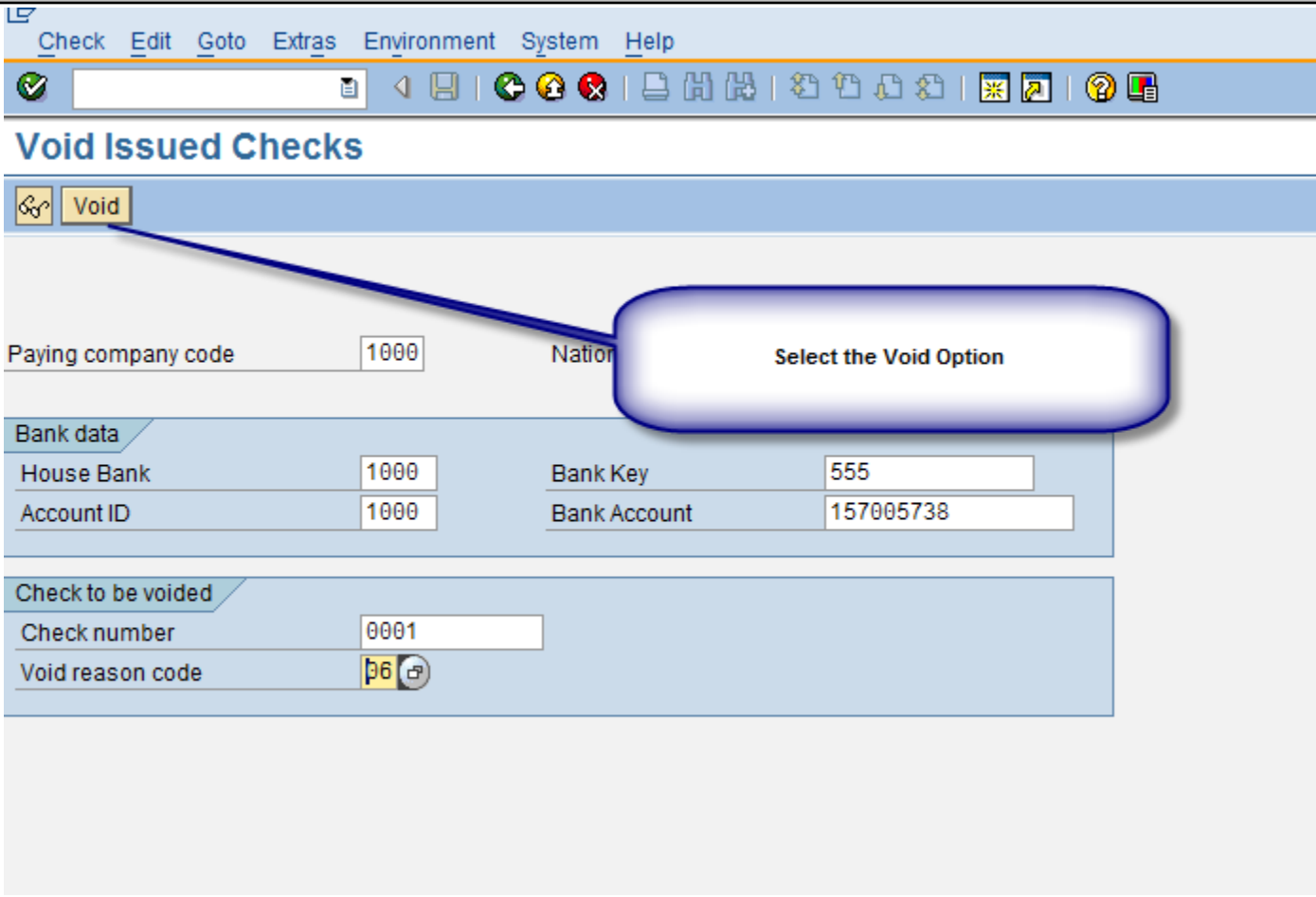
Paying company code National Holding LLC

Bank data

House Bank	1000	Bank Key	555
Account ID	1000	Bank Account	157005738

Check to be voided

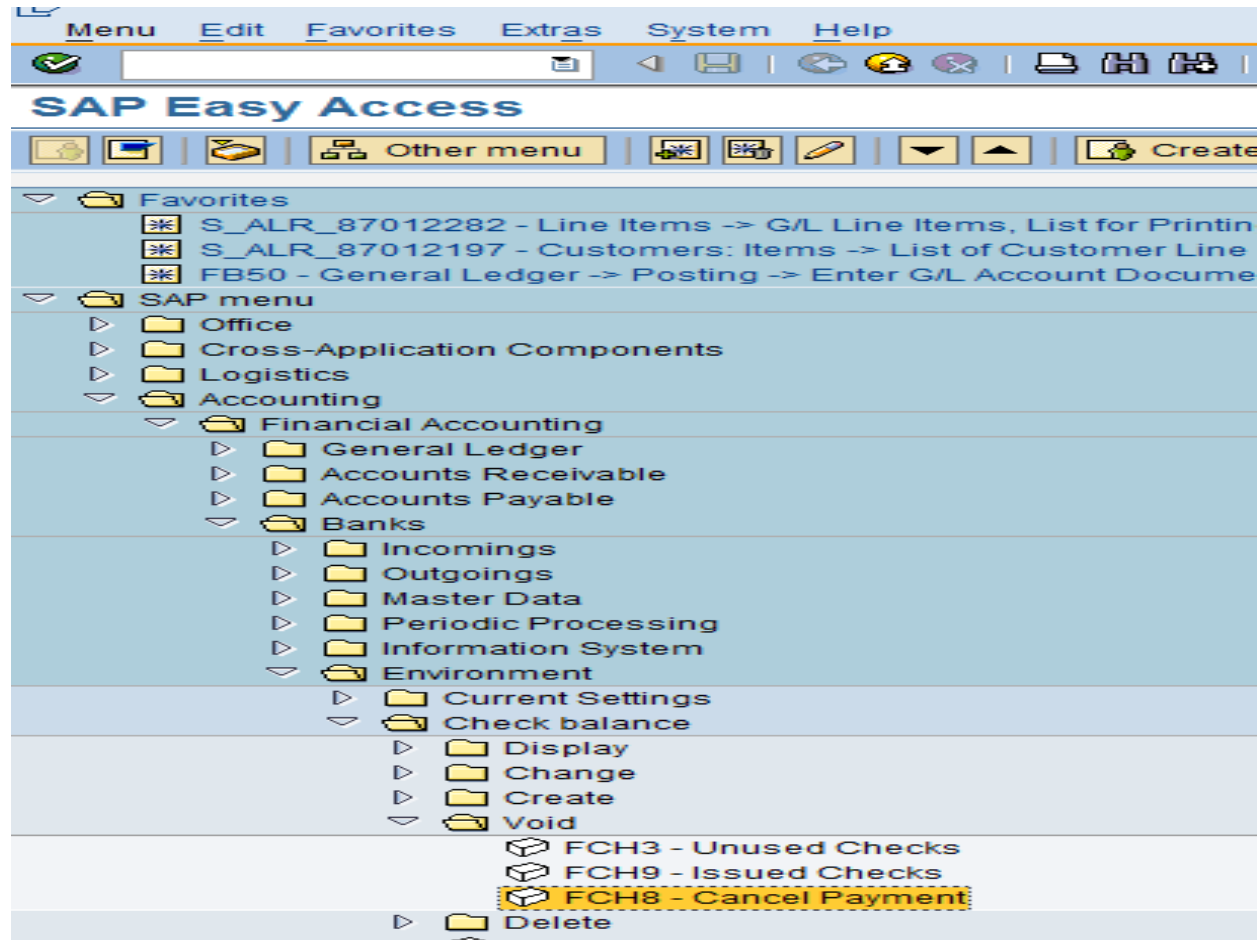
Check number	0001
Void reason code	06 

	BUSINESS PROCESS STEPS	
		
		We get the message - Check 0001 voided, payment document not reversed.



PROCESS
STEPS

Suppose we want to void the check and reverse the payment document, we need to select the transaction FCH8 – Cancel Payment.



PROCESS
STEPS

Check Edit Goto Extras Environment System Help

Cancel Check Payment

Cancel payment

Paying company code 1000 National Holding LLC

Bank data

House Bank 1000 Bank Key

Account ID 1000 Bank Account

Check payment to be reversed

Check number 0002

Void reason code 06

Reversal data

Reversal Reason 01

Posting Date

Posting Period



PROCESS STEPS

Check Edit Goto Extras Environment System Help

Cancel Check Payment

Cancel payment

Paying company code 1000 National Holding

Bank data

House Bank 1000 Bank Key 555

Account ID 1000 Bank Account 157005738

Check payment to be reversed

Check number 0002

Void reason code 06

Reversal data

Reversal Reason 01

Posting Date

Posting Period

After cancelling the check is voided and the payment document is reversed. The message will be shown as below.



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DATA INPUT / DESCRIPTION

	BUSINESS PROCESS STEPS	
		 Payment for check 0002 was cancelled, reverse document 300000005