Lighthouse Info Systems Pvt. Ltd.	Document Name	Object Help Documen	t
	Menu Code	01.113.01	
	Process Name	Cheque Book Master	
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# 01.113.01 - Cheque Book Master

#### **PROCESS OVERVIEW**

A check is a document that orders a bank to pay a specific amount of money to a person's account to the person in whose name the cheque has been issued .The person writing the cheque, known as the drawer, has a transaction banking account where their money is held. The drawer writes the various details including the monetary amount, date, and a payee on the cheque, and signs it, ordering their bank, known as the drawee, to pay that person or company the amount of money stated

## **PROCESS PRE-REQUISITES**

Input Fields	Input Details	General Remarks
Entity Code	Entity master	Select an Entity on clicking <b>E</b> button.
Division	Division Master	Select Predefined Division on pressing F9 button
Series	Bank Master	Select predefined series on pressing F9 button.

### **KEY FEATURES**

- Cheque details can be maintained in the cheque book master.
- The details can further be used for accounting purpose.

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### **PROCESS DETAILS**



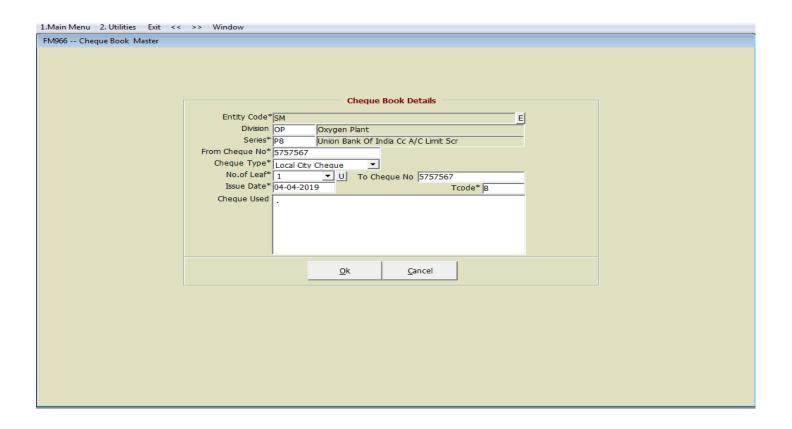
BUTTONS	DESCRIPTION
Add	To Add new record.
Find	To find record.
Print	To print the record.

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Excel	To extract details in excel format.
Leaf Edit	To edit leaf [Note - Tcode/Series/From Cheque No./To cheque No./Leaf, these fields cannot be changed]
Close	To Close the form.
Used Details	To view cheque details of used leafs [On clicking 'Used details' button, you will be navigated to 'BANK Cheque Dashboard' form].
Exit	To Exit from the current opened window.
Show	To populate record.

On Clicking 'Add' button, below window will populate

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BUTTONS	DESCRIPTION	
<u><b>O</b></u> k	To save record.	
<u>C</u> ancel	To cancel/terminate process.	

FIELDS	R/O/C	FIELD VALUE / COMMENTS
Entity Code	R	Select Pre-defined entity code on pressing F9 button.

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Division	0	Select Pre-defined division on pressing F9 button.
Series	R	Select series on pressing F9 button.
From Cheque No.	R	Enter From Cheque No. (Manual Entry)
Cheque Type	R	Select predefined cheque type.
No. Of Leaf	R	Select No. Of leaf from drop-down list.
Issue date	0	Enter Issue date (Manual Entry).
Tcode	С	Require to select the 'Tcode'
Cheque Used	0	Enter details of used cheque.

R = Required, O = Optional, C = Conditional

### **Work Step – To Add Cheque Book Master**

- Step 1 Click on 'Add' button.
- Step 2 Select 'Entity Code' on pressing **E** button.
- Step 3 Select 'Division' on pressing F9 button.
- Step 4 Select 'Series' on pressing F9 button.
- Step 5 Enter 'From Cheque No.' [Note Maximum data length capacity is 20 character].
- Step 6 Select 'Cheque Type' from drop-down list [Note Maximum data length capacity is 4000 character].
- Step 7 Select 'No. Of Leaf' from drop-down list.
- Step 8 Enter 'Issue Date'
- Step 9 Enter the details of 'Used Cheque' [Note Maximum data length capacity is 4000 character]
- Step 10 Click 'Ok' buttons to save record.