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|  Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small> | Document Name | Object Help Document | |
| | Menu Code | 01.113.01 | |
| | Process Name | Cheque Book Master | |
| Release Version | 1.0 | Document No | LISPL/OHD/Fl/113/001 |
| Release Date | 03-Nov-2016 | Pages | Page - 1 - of 5 |

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 E 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

FM966 -- Cheque Book Master

Filter

Series Issue Date Leaf
From Chq No To Chq No Status Cheque Type

Cheque Book Master

| Series | Tcode | Bank | Issue Date | From Chq No | Leaf | To Chq No | Division Name | Cheque Type |
|--------|-------|-----------------------------------|------------|-------------|------|-----------|----------------------|-------------------|
| O1 | B | HDFC BANK A/C | 11-01-2013 | 3000001 | 25 | 3000025 | CORPORATE | |
| O1 | B | HDFC BANK A/C | 30-10-2013 | 1 | 5 | 5 | | Local City Cheque |
| O1 | B | HDFC BANK A/C | 13-11-2013 | 500801 | 50 | 500850 | DIESEL POWER PLANT | Local City Cheque |
| O1 | B | HDFC BANK A/C | 14-07-2014 | 224151 | 1 | 224151 | SPONGE IRON DIVISION | Multy City Cheque |
| O1 | B | HDFC BANK A/C | 03-02-2015 | 566565 | 5 | 566569 | DIESEL POWER PLANT | Multy City Cheque |
| O6 | B | HDFC BANK | 09-12-2013 | 452001 | 200 | 452200 | | Local City Cheque |
| OI | B | ICICI BANK LTD.A/C NO.11140034801 | 11-01-2013 | 1110001 | 50 | 1110050 | | |
| PY | B | YES BANK 1002004826 CC ACCOUNT | 07-11-2013 | 600001 | 15 | 600015 | | Local City Cheque |
| W1 | B | AXIS | 01-04-2012 | 1200101 | 50 | 1200150 | | |
| W1 | B | AXIS | 17-12-2012 | 9999 | 5 | 1000 | DIESEL POWER PLANT | |
| W1 | B | AXIS | 20-12-2012 | 89999 | 1 | 89999 | DIESEL POWER PLANT | |
| W2 | B | dutches bank | 11-10-2012 | 122001 | 20 | 122020 | | |


Cheque Used XXXXXXXC.....

Cheque Book Status

| Cheque No | Status | Remark | Cancelled By | Cheque cancel date |
|-----------------|-----------|----------------------|--------------|--------------------|
| 3000003 | | FREIGHT & FORWARDING | | |
| 000000003000007 | Cancelled | | SHASHANK | 05-NOV-2015 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |


Cheque Limit

| 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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1.Main Menu 2. Utilities Exit << >> Window


FM966 -- Cheque Book Master

Cheque Book Details

| | | | |
|-----------------|---|--------------------------------------|----------------------|
| Entity Code* | SM E | | |
| Division | OP | Oxygen Plant | |
| Series* | P8 | Union Bank Of India Cc A/C Limit 5cr | |
| From Cheque No* | 5757567 | | |
| Cheque Type* | Local City Cheque | | |
| No.of Leaf* | 1 | U | To Cheque No 5757567 |
| Issue Date* | 04-04-2019 | Tcode* | B |
| Cheque Used | . | | |

| BUTTONS | DESCRIPTION |
|----------------|------------------------------|
| <u>O</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 | O | 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 | O | Enter Issue date (Manual Entry). |
| Tcode | C | Require to select the 'Tcode' |
| Cheque Used | O | 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.