



DOCUMENT DETAILS		
Project Name	Module	Business Scenario:
SUGAM	FICO	FINANCE & CONTROLLING
MODULE LEAD - BSPTCL	Module Lead – Yash	PROCESS OWNER
Shri. Pradeep Kumar	Narasimha Rao N	Ajay Rai
BBP NUMBER AS PER BPML	PROCESS NAME	
	FICO	

AUTHORS & PARTICIPANTS				
Role	Name			
	Sri. Chandan Kumar			
	Sri. Mrutyunjay			
	Ms. Shweta			
	Sri. Ravindra Singh			
Core Team Members	Sri. Anand Shekhar			
	Sri. Shivendra Kashyap			
	Sri . Ajay Kumar			
	Sri. Ajay Kumar IT (BPO)			
	Sri. Rahul IT (Manager)			
Consultant	Naveen			
Business Process Owner	Ajay Rai			

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BSPTCL	End User Manual	Technologies
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REVISION HISTORY				
Date	Document Version	Document Revision Description	Author	Reviewer
24.02.2019	0.1	User Manual Preparation	Vivek	Naveen

1.1. Post Vendor Invoice Booking

SAP T-code	FB60
Process	Enter FB60 in Transaction box and click Enter or Tick symbol

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	SAP Ea	asy A	ccess			

SAP T-code	FB60	
Process	•	Go to Basic Data Tab - Enter vendor number - Enter invoice
		date - Posting date - Enter reference, example bill number –
		Enter Amount - Enter Business place and Section code - Enter
		text - Enter expense G/L - Enter amount – Enter Tax Code - Enter
		cost centre

Enter Vendor Invoice: Company Code 1000

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Transactn	Invoice	•	Bal.	0.00					000		
Basic data 🛛 🖡	Payment Details	Tax Withhole	ding tax 🚽	Notes		Vendor					
						Address					
Vendor	100005	Sp.G/LI			^	Mr. and	Mrs.				
Invoice date	24.02.2019	Reference C	HECQUE			KPM Pvt	t Ltd				
Posting Date	24.02.2019					Bally Roa	ad				
Document type	Vendor Invoice 🔹				11	800001	Patna-	Patna	I		
Cross-CC Number				l							
Amount	65,000.00		INR								
		Calculate Tax				Bank acco	ount	1209	3746527		
Tax Amount				-		Bank Key		SBIN	0009995		
Bus.Place/Sectn	BH01 / BH01				^	State Bar	n <mark>k Of I</mark> r	ndia			
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1 Items (No ent	ry variant selected)										
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SAP T-code	FB60									
Process	Click on Sin	nulate - E	Enter							
Document Overvi	iew									
🕄 🖒 Reset 🚹 Taxes	📮 Park 🛛 📮 Com	plete 🍞 🕯	576	🔁 Choo	ose 🕒 Save	Σ	W 🞝	2	🗰 ABC	I
Dog Time i VD (Mondo	n Trucico \ Norm	al degument								
Doc. Number	Compa	ai document ny Code	1000	Fis	cal Year	2018				
Doc. Date 24.02.	2019 Posti	ng Date	24.02.201	9 Per	iod	11				
Calculate Tax 🗌		-								
Ref.Doc. CHECQU	E									
Doc. Currency INR										
		1				-				
Itm PK Account Acco	unt Short Text	Assignment		Тх	Amount	\square				
1 31 100005 KPM	Pvt Ltd				65.000.00-					
2 40 750100 Sala	ries				65,000.00					
						,				

Document 1900000108 was posted in company code 1000

1.2. Vendor Payment

SAP T-code	F-53
Process	Enter F-53 in Transaction box and click Enter or Tick symbol



SAP T-code	F-53
Process	Enter document date (date when the payment is made) &
	Posting date - Enter reference - Enter Bank Account Number -
	Enter amount - Enter text - Enter vendor number - After filling
	the details, press enter or click on process open items





Post Outgoi	ing Payments:	: Header	Data	,		
Process Open Iten	ns					
Document Date	24.02.2019 Typ	De K	Z	Company Code	1000	
Posting Date	24.02.2019 Per	riod 1:	1	Currency/Rate	INR	
Document Number				Translation dte		
eference	cheque			Cross-CC Number		
oc.Header Text] _	Trading part.BA		
clearing Text						
Bank data						
Account	160302			Business Area		
Amount	1					
Amt.in loc.cur.						
Bank Charges				LC Bank Charges		
Value date	24.02.2019			Profit Center		
Text	cheque			Assignment		
Open item selection	ı			Additional selection	ns l	
Account	100005			None		
Account Type	K Otł	ner Accounts	;	OAmount		
Special G/L Ind	✓ Sta	ndard OIs		ODocument Nu	mber	
Part Advice No.		D		OPosting Date		
Distribute by Age	-	-		ODunning Area		
Automatic Search	h			Others		

SAP T-code	F-53
Process	Select all – Deactivate - Select the items that needs to be cleared
	and click on document menu option and select simulate – Save –
	Document Generated





Post Outg	oing Paym	ents Pro	cess open items				
🚨 📝 Distribu	te Difference	Charge Off D	ifference 🖉 Editing Options 🛛 💋 Cas	h Disc. Due			
Standard	Partial Pmt	Res.Items	WH Tax				
Account items	100005 KPM Pv	/t Ltd					
Document D	Document P.	. Bu Da	INR Net	CashDiscount	CDPer.	••••	
1900000100 KR	18.02.2019 31	. 6	39,200.00-				
1900000101 KR	18.02.2019 31	. 6	29,400.00-				
1900000102 KR	18.02.2019 31	. 6	49,000.00-				
1900000103 KR	18.02.2019 31	. 6	73,500.00-				
1900000106 KR	22.02.2019 31	. 2	12,250.00-				
1900000107 KR	22.02.2019 31	. 2	15,500.00-				
1900000108 KR	24.02.2019 31	. 0	65,000.00-				
5100000068 RE	13.02.2019 31	11	1,150,200,00-			A	
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• •						4 >	
	a7 Hk	Am	Gross< 👪 Currency 🎼 Items	👸 Items 🕴 Disc. 👸 Disc.			
Processing State	us						
Number of Item	ns 21		Amount Entered	d	1.00-		
Display from Ite	m 14		Assigned	65	,000.00-		
Reason Code			Difference Posti	ngs			
Display in clearing	ng currency		Not Assigned	64	,999.00		

SAP T-code	F-53
Process	Click on Document and simulate – Save – Document Generated
Post Outgoing	Payments Display Overview
🕄 🏥 Display Currency	y 🚺 Taxes ⊨⊘Reset
Document Date 24. Posting Date 24. Document Number INT Reference CHE Doc.Header Text Items in document current	02.2019 Type KZ Company Code 1000 02.2019 Period 11 Currency INR ERNAL Fiscal Year 2018 Translation dte 24.02.2019 QUE Cross-CC Number Trading part.BA
PK BusA Acct	INR Amount Tax amnt
001 50 00001	.00302 Canara Bank Out 206 65,000.00- .00005 KPM Pvt Ltd 65,000.00
<u>D</u> 65,000.00	<u>C</u> 65,000.00 0.00 <u>*</u> 2 Line Items

Document 1500000081 was posted in company code 1000

1.3. Create Cheque lots and Cheques(cheque leafs)

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SAP T-code	FCHI
Process	Enter FCHI in Transaction box and click Enter or Tick symbol

¢	<u>C</u> heck	lot	<u>E</u> dit	<u>G</u> oto	S <u>y</u> stem	Help
(FCI	HI		•	4 🔳 I	🛠 🚱 😫 🖴 🕌 1 🏝 19 🖧 19 🐺 💌 🎯 🖫
	Chec	k Lo	ts			
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SAP T-code	FCHI
Process	Paying company code - House Bank - Account ID - Click on
	Change (Pen)

SAP T-code	FCHI
Process	Click on New Icon - Under Lot - Lot number - check number - to
	number - Non sequential - Under Additional Information - Short
	Info – ok - save



Maiı	ntain Check Lo	ts					
°P 🕄	🗋 🗊 🕅 Split la	t					
Paying c	ompany code	1000 BSPTC	L				
House ba	ank	🖙 Create Lot		X			
Account	ID						
		Lot					
Check	lots	Lot Number	8				
Lot N	Short Info	Check Number	8000		t lot	Number Status	Non-seq 🚺
1	SBI Current Account	То	8050			1005	-
2	ICICI Current Account						
3	Canara Bank 3rd check	Control data				IN USE	✓ #
4	Canara Bank 4th chec	Next lot number	✓ Non-sequential			IN USE	 Image: A start of the start of
5	Bandhan bank	Pmnt Meths List				IN USE	\checkmark
6	Canara Bank 5th Chek					IN USE	\checkmark
7	Canara Bank 6th Chek	Additional informat	ion				\checkmark
		Short Info	Canara Bank 5th checklot				
		Purchase date					
				🖌 🔀			

Maintain Check Lots					
💯 🕄 🗋 🖬 🖗 Split lot					
Paying company code 1000 House bank CANAR Account ID CANAR	BSPTCL CANARA BANK CANARA BANK				
Check lots					
Lot N Short Info	Check no. from	Check number to	Next lot	Number Status	Non-seq 🛄
8 Canara Bank 5th checklot	8000	8050)	✓ ▲
					•

Check numbers have been saved

1.4. Assign Cheque against Payment Document (ManaulCheque Assignment)

SAP T-code	FCH5
Process	Enter FCH5 in Transaction box and click Enter or Tick symbol



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SAP E	asy Access		
B	🏷 🖧 Other me	nu 🗌 😹 🔠 🧷	🛛 💌 🔺 🛛 🏠 Create role 🛛 🚳 Assign users 🛛 🔂 Documentation

SAP T-code	FCH5
Process	Payment Document Number -Paying Company Code - Fiscal Year
	-Check - House Bank - Account ID - Check Number -Enter - Save

Create Check Information							
65 Ø							
Payment Document Number Paying company code Fiscal Year	150000081 1000 2018	BSPTCL					
Check							
House bank	CANAR	CANARA BANK					
Account ID	CANAR	CANARA BANK					
Check number	8001		,				



Create Ch	Create Check Information								
Accompanying docs By Payment document									
						_			
Payment Docum	ent Number	150000081	House bank		CANA	R			
Paying company	code	1000	Account ID		CANA	R			
Fiscal Year		2018	Check numb	er	8001				
Payment Date		24.02.2019							
Issuing amount									
Currency		INR							
Amount Paid		65,000.00							
Cash discount a	imount								
Address									
Title	Mr. and Mrs.								
Pavee name	KPM Pvt I td								
	<u> </u>								
				DO Boy					
Chroat	Pally Dead			PO box post	eda 🗍				
Street	Bally Roau			PO Dox post	cue l				
City	Patna			Post.code	800	001			
Country	IN			Regional cod	e 04				

Check 1000 CANAR CANAR 8001 created manually

1.5. Display Cheque Information

SAP T-code	FCH1
Process	Enter FCH1 in Transaction box and click Enter or Tick symbol

2	<u>M</u> enu	<u>E</u> dit	<u>F</u> avorites	Extr <u>a</u> s	S <u>y</u> stem	<u>H</u> elp			
Ø	FCH:	1	-	ا 🖪 ا	C 😧	😪 🖴	H H \$ 1	1 3 🐺 🔊 (2 🖪
SAP Easy Access									
6		õ 4	other men	u 🛛 😹	B 🥖	🛨 🔺	Create role	🕼 Assign users	Documentation

SAP T-code	FCH1
Process	Paying Company Code - Check Data - House Bank - Account ID -
	Check Number – Enter





Display Check Information										
Ø										
aying company code	1000	BSPTCL								
Check data]						
House bank	CANAR	Bank Key								
Account ID	CANAR	Bank Account								
Check number	8001									

Display Check Information									
🖉 🕴 📑 Check recipient	Check issuer	Accompanying docs	Be Payment document						
Paying company code	p000	Payment Doc.No.	150000081						
Bank details									
House bank	CANAR	Bank Key	CNRB0000352						
Account ID	CANAR	Bank Account	0352101042062						
Bank name	CANARA BANK								
City	Patna								
Check information									
Check number	8001	Currency	INR						
Payment Date	24.02.2019	Amount Paid	65,000.00						
Check encashment		Cash discount amount	0.00						
Check recipient									
Name	KPM Pvt Ltd								
City	Patna								
Payee's country	IN								
Regional code	04								

1.6. Payment Document Cheque

SAP T-code	FCH2
Process	Enter FCH2 in Transaction box and click Enter or Tick symbol



C	<u>M</u> enu	<u>E</u> dit	<u>F</u> avorites	Extr <u>a</u> s	S <u>y</u> stem	<u>H</u> elp						
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	SAP Easy Access											
	G 🔄	õ 4	Cther men	u 😹	B 🥖	•	Cre	eate role	🕼 Assig	gn users	Documentation	

SAP T-code	FCH2
Process	Payment Document Number - Paying Company Code - Fiscal Year
	- Enter

Payment Document Checks				
0				
Payment Document Number	150000081			
Paying company code	1000	BSPTCL		
Fiscal Year	2018			

Display Check In	formation		
Check recipient	Check issuer	Accompanying docs	Payment document
Paying company code	1000	Payment Doc.No.	150000081
Bank details			
House bank	CANAR	Bank Key	CNRB0000352
Account ID	CANAR	Bank Account	0352101042062
Bank name	CANARA BANK		
City	Patna		
Check Information			
Check number	8001	Currency	INR
Payment Date	24.02.2019	Amount Paid	65,000.00
Check encashment		Cash discount amount	0.00
Check recipient			
Name	KPM Pvt Ltd		
City	Patna		
Payee's country	IN		
Regional code	04		

1.7. Void Issued Cheque

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SAP T-code	FCH9
Process	Enter FCH9 in Transaction box and click Enter or Tick symbol

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•	FCH)		• 1	🗏 🛠 🙆 🚷	I 🗅 🚻	He 29 49 49 1 🗙 🖪 🚱 🖪
	Void Issued Checks						
6	ം Void						

SAP T-code	FCH9
Process	Paying Company code - Bank Data - House Bank - Account ID -
	Checks to be Voided - Check Number - Void Reason code - Click
	on Void button

Void Issued Chec	ks		
්ය Void			
Paving company code	1000	RSPTCI	
aying company code	1000	DSFILE	
Bank data			
House bank	CANAR	Bank Key	
Account ID	CANAR	Bank Account	
Check to be voided			
Check number	8001		
Void reason code	06		

Check 8001 voided, payment document not reversed

1.8. Cheque Register

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SAP T-code	FCHN
Process	Enter FCHN in Transaction box and click Enter or Tick symbol

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SAP T-code	FCHN
Process	Paying Company Code - House Bank - Account ID - Payroll Checks
	- Execute

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Check Register	
(b)	
Paying Company Code	1000 to 🖻
House bank	CANAR to
Account ID	CANAR to
Payroll Checks	





Check Register					
3 4 7 7 2 % 2 7 4 4 4	•	₩ 1. 4 4 > 9			
BSPTCL Patna Company code 1000		Check Register	2 0 1	4.02.2019 / ser: age:	19:48:47 YASH_FI2 2
Bank CANAR CANARA BANK Bank Key CNRB0000352 Acct number CANAR 0352101042062			P	atna	
Checks created manually					
Check Number from To Payment Pmnt Date	Crcy	Amount Paid (FC)	Recipient/Void Reason Code		Enca./Void
3004 150000051 11.02.2019 3005 150000075 15.02.2019 3006 1500000051 11.02.2019 4000 1500000078 18.02.2019 5000 1500000079 22.02.2019	INR	158.76-	voided by YASH_FI2 - Destroyed/unusable voided by YASH_FI2 - Stolen Harsh Tour & Travels Patha 04 voided by YASH_FI2 - Destroyed/unusable voided by YASH_FI2 - Destroyed/unusable		15.02.2019 15.02.2019 18.02.2019 22.02.2019
6003 150000080 22.02.2019			voided by YASH_FI2 - Destroyed/unusable		22.02.2019
8001 150000081 24.02.2019			voided by YASH_FI2 - Destroyed/unusable		24.02.2019
* Payment Method Checks created manually	INR	158.76-			

1.9. Cancellation of Cheque

SAP T-code	FCH8
Process	Enter FCH8 in Transaction box and click Enter or Tick symbol

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FCH8	} 🗸]1 🗏 C 🙆	2 😪 🖵 🛍 🛗 22 12 42 43 13 13 19 19 🔤
SAP Ea	asy Access		
🕒 📑 🖡	🏷 📇 Other mer	nu 🛛 😹 🔀 🥖	🛿 🛛 🖛 🛛 🚺 Create role 🔰 🚳 Assign users 🛛 🗟 Documentation

SAP T-code	FCH8
Process	Paying company code - House Bank - Account ID - Under Check
	Payment to be reversed - Check number (8002 Another Manual
	check lot I Created In FCH5) - Void reason code - Under Reversal
	data - Reversal Reason - Posting Date - Posting Period - Click on
	Cancel Payment



Cancel Check Pa	ayment	
ි Cancel Payment		
Paying company code	1000	BSPTCL
Bank data		
House bank	CANAR	Bank Key
Account ID	CANAR	Bank Account
Check payment to be rev	versed	
Check number	8002	
Void reason code	06	
Reversal data		
Reversal Reason	01	
Posting Date	24.02.2019	
Posting period		

Payment for check 8002 was cancelled, reverse document 1700000038

Manual End