Check Management

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Check Management

Check management is used in cases where, when issuing your checks, you do not want to use the payment document number as the check number, but a different numbering method instead.

The check management functions help you to manage both prenumbered checks and those checks assigned numbers from your own number ranges.

Prenumbered checks are an accepted form of payment in countries such as the USA, the United Kingdom, France, Canada, and Australia. The numbers for these checks are determined by the bank and printed on the check itself.

You can define your own check number ranges in the following circumstances: If the bank defines a certain number interval; If the payment document number cannot be used for other reasons (it is too long or you want to define ranges big enough to last for several years, and so on); or if you want to use aspects of the functionality in check management described below.

Check management functions can be accessed from the *Accounts Payable* or *Accounts Receivable* menu by choosing *Environment* → *Check information.*

Those functions relating to the automatic payment program can also be accessed from the *Automatic Payment Transactions* screen by choosing *Environment* → *Check information*.

This section contains the following topics:

Check Management Configuration

Check Management Functions

Rectifying Problems in Check Management

Check Management

Maintaining Check Lots

Checks supplied by a bank or a printing shop are usually divided into lots, since they may be written (issued) or printed at various different locations. In the SAP System, a check number range represents a batch (lot) of numbered checks.

In the Financial Accounting Configuration menu, you must define check lots (number ranges) that correspond to the actual check lots (in the printer, the safe, or your employees' desks). The print program uses this number range to link the check with the payment.

Proceed as follows to maintain check lots:

1. To do this, choose the activity *Define check number ranges* to be found under *Accounts Receivable and Accounts Payable* section of the Financial Accounting Implementation Guide. For further information on system configuration, refer to Configuring the System Using the Implementation Guide [Ext.]
2. Enter the paying company code and the bank data on the screen that is now displayed.
3. Choose *Goto* → *Back*.

   To **create** lots, choose *Edit* → *Create* on the following screen. A dialog box appears.

   Enter the lot number, check number range, and the next lot number (if known). Choose ENTER.

   You can assign a short descriptive text to a check lot that enables you to assign it either to the place where it is kept, to a printer or to an accounting clerk. You should also specify the next lot in the sequence from which checks can be printed when the current lot has been used up.

   To **rename** check lots, position the cursor on the lot you want to rename and choose *Edit* → *Rename*. A dialog box appears in which you can enter the new lot number.

   You might have to **divide** an existing lot into two or more lots. To do this, position the cursor on the appropriate lot and choose *Edit* → *Split*. A dialog box then appears in which you can enter a new lot number and the lower limit of the number range for the new lot.

   You can only **delete** a check number range if no checks were printed out from this lot. In other words, the check number status must be at its initial value. To do this, position the cursor on the appropriate number range and choose *Edit* → *Delete*.

   To save your entries, choose SAVE.

   

   When maintaining check number ranges, you can also call up information on the number range status of a check lot and its archiving status. You might, for example compare the number range status to the current check in the printer to verify that this is the correct number. Lots for which archiving is completed can be released, enabling you to reuse the check numbers in question.

   

   In defining check number ranges, you are determining the length of the check numbers. You can increase the length of check numbers if they are not long enough. See: Lengthening Check Numbers [Page 30]

Defining Void Reason Codes

You must define void reason codes for checks in the Implementation Guide for *Accounts Receivable and Accounts Payable*. You can use these reason codes later to void checks.

To maintain check lots, execute the activity *Define void reason codes* in the *Accounts Receivable and Accounts Payable Implementation Guide*. For further information on system configuration, refer to Configuring the System using the Implementation Guide [Ext.]

The following void reason codes are issued solely by the print program:

1. Test print
2. Page overflow
3. Form closing section

You can also create your own void reason codes, such as:

- Printed incorrectly
  - Destroyed/unusable before printing
  - Stolen
  - Check payment reversed
  - Further sample printout

Program Run

You enter the check lot number as a parameter for the print program RFFOUS_C or define an appropriate variant for this program. The check print program determines the next free check number and stores the assignment of payment document number to check number or of check number to payroll results (in the case of payment runs in Human Resources (HR)).

A next lot can be entered in Interval Maintenance. The print program is then able to determine which check lot is to be printed next. This means that you do not have to change the variant when a check lot is used up.

The check register file records the data resulting from the print run, and the check number status is updated automatically by the print program.

Printing Checks Online

As well as printing checks by lot, you can also print them individually from the online system. There are two ways of doing this:

- Online check printing for outgoing payment with clearing and simultaneous check print. For this, choose: *Document entry* → *Outgoing Payment* → *Post + print forms from the Accounts Payable* menu.
- Online check printing following the clearing procedure. You can initiate the check print at a later stage by choosing: *Document* → *Additional functions* → *Print payment forms* from the *Accounts Payable* menu.

Entering Manually-Created Checks in Check Management

Checks issued manually need to be dealt with separately in order to create a link between the check number and the payment document. In order to keep the use and management of manually created checks separate from those created automatically, a separate number range should be reserved for them.

To enter manually created checks, proceed as follows from the *Accounts Payable* menu:

1. Post the outgoing payment (*Document entry* → *Outgoing payment*).
2. Choose *Environment* → *Check information* → *Create* → *Manual checks.* A screen is displayed for allocating the payment document number to the check number.
3. Enter the required data and save your entries right away or, if you want to check the data first or you need to supplement it (with the name of the payee, for example), choose ENTER.

Supplementing Check Information/Cashing Individual Checks

The check management function allows you to enter brief information about a check such as the check recipient (when the check is made out to an individual) as well as the date the check was cashed. To do this, choose *Environment* → *Check information* → *Change* → *Additional info/cash.* If you are processing manual checks, you can correct the data saved.

If the manual procedure for notifying payment of checks has been executed using an incorrect check number, you can rectify this by resetting the cleared items and deleting the payment data.

Cashed Checks

If your bank sends you information about your cashed checks by **electronic means**, for example in the form of a file on disk, you can import this data into your system using program RFEBCK00 (after first converting it to SAP format).

If you receive this information **in list form**, you can use the *Manual cashed checks* function to transfer the data. To do so, choose *Environment* → *Check information* → *Change* → *Manual cashed checks.* You can then enter the bank list in the system.

In both of the above cases, postings are made from the outgoing checks account to the bank account. In addition, the date on which the check was cashed is recorded in the check information file.

Displaying Check Information

You can display more detailed check information both via the check number and via the payment document number. To do this, proceed as follows from the *Accounts Payable* menu:

To display via the check number, choose:
Environment → *Check information* → *Display* → *For check*.

To display via the payment document number, choose:
Environment → *Check information* → *Display* → *For payment document*.

After entering the check number or the payment document number in question and choosing *Enter*, the system displays the check information.

From the check information display, you can request details on the check recipient and the check issuer as well as branch to display of the corresponding payment and invoice documents.

Conversely, you can also branch to the check information display from the invoice document display. To do this, proceed as follows:

1. Choose *Document* → *Display*.
2. Enter the document number, company code, and fiscal year.
3. Choose *Enter*. The system displays an overview of the individual items.
4. Select an item and choose *Environment* → *Check Information*.

In the case of payments made by the Human Resources department (HR), you can also call up the accompanying Payroll result and reprint it, if necessary.

Searching for Check Information

If some of your check information is incomplete (for example, you only know the payment recipient or date of issue), you can carry out a search run by entering the information you do know. To do this, proceed as follows from the *Display and/or Change Check Information* screen:

Enter the paying company code and choose *Check* → *List*. You reach the appropriate screen.

On the screen that follows, enter any further selection criteria necessary (for example payment recipient) and choose *Program* → *Proceed*. The next screen shows you a list of the checks found. You are able to branch from here to the display/maintenance of check information. Note that lists generated from the maintenance transaction contain only those checks that can be changed (in other words, those that have not been cashed or voided yet).

Displaying the Check Register

To obtain a full overview of all check information stored in the system, choose the following from the *Accounts Payable* menu: *Environment* → *Check information* → *Display* → *Check register*.

You can find more information on list generation in the program documentation. For this, choose *Help* → *Application help.*

Creating a Check Extract

You can create a file containing all the checks issued to a certain house bank. Your bank can then use this list to check for errors in incoming checks for payment.

A file created this way contains the following header information:

- Bank number of house bank
- Name of company code
- Date and time of extract creation
- An indicator to let you know whether a database update was carried out
- Number of valid and voided checks and the total amount of checks entered
- The total amount payable for all checks

The file also contains the following information on each check:

- Bank account to be debited
- Check number or number range
- Name of check recipient
- Amount in currency specified
- Anticipated payment date
- Void reason code

To create a check extract file, proceed as follows:

1. From the *Accounts Payable/Receivable* menu, choose *Environment* → *Check information* → *Extern.data transfer.* The system then displays the *Check Extract Creation* screen.
2. Here, you enter the paying company code, the house bank ID and the currency of the checks you want to extract. If you want to use the name defaulted by the program, you do not need to enter a file name.
3. Choose *Program* → *Execute.*
   Using the criteria you entered, the program selects the checks and writes the data to a file. If you wish, you can have the program update the fields *Extract date* and *Extract time* for selected checks in the check information.

If you do not specify a standard format, the header data is displayed in the format of internal structure DTACHKH and the check data in the format of structure DTACHKP.

To convert the data to the format required by your house bank, you must run a customer-developed program that supports that particular bank format.

Archiving Checks

Once your checks have been processed by the system (i.e. either cashed or voided), you can archive them. The archiving process is explained in the documentation *Archiving and Deleting Application Data.*

Check Management: Problems and Solutions in Overview

The following overview illustrates the possibilities you have in the event of errors during the handling or printing of checks.

In the following situations	You should...
Incorrect check lot in the printer	...Renumber the checks, see: Renumbering Checks [Page 22]
Checks put into printer in wrong order or incorrect payment document number used when creating check information (with manually created checks)	...Change the assignment of checks for payment, see Reassigning Checks to Payments [Page 23]
Defective printer or paper jam	...Rerun the print program from the first check number that was not printed: see Restart [Page 25]
Check unusable before printing, (torn, soiled)	...Void the unused check, see: Voiding Checks [Page 26]
Check not used after printing, for example because the amount was paid in cash	...Void the unused check, see: Voiding Checks [Page 26]
Loss of printed check	...Reprint the check, for example, using the online check printing function, see: Reprinting Checks [Page 24]
System crash during printing, printing not completed	…Delete the check information and start the print program afresh, see: Deleting or Resetting Check Information [Page 28] and Restart [Page 25]
System crash during check print run; Print not finished. This can happen when the check lot in use is used up, but a new lot has not been maintained	...First correct the error for the system crash, (for example, maintain a new lot), ...and then delete the check information, rerun the print program, delete the print job and rerun the program starting with the first check number that was not printed see: Deleting or Resetting Check Information [Page 28] and Restart [Page 25]
Incorrect check selected when manually cashing checks	…Reset the cashing data from the check information see: Deleting or Resetting Check Information [Page 28]. Also reset the items cleared by the posting *Debit outgoing check, credit bank* and then reverse the clearing document.
Update executed when creating an extract, although the file should only be created for test purposes	…Reset the extract data from check information, see: Deleting or Resetting Check Information [Page 28]

Check voided by accident	...Delete the check information (for unused and voided checks). For checks that were issued and then voided, reset the void data (for example, the void reason code), see: Deleting or Resetting Check Information [Page 28]
The wrong vendor account was cleared with the payment document. The address data on the check is therefore not correct	...Cancel the payment, see Reversing a Check Payment [Page 27]
The wrong check number was entered when the check was reprinted	... Start the correction program RFCHKR10, see: Canceling the Reprinting of Checks [Page 29]
The check number defined was too short	... Start the correction program RFCHKR10, see: Lengthening Check Numbers [Page 30]

Renumbering Checks

It may be necessary to renumber the checks maintained in the system.

During adjustment of the checks, more trial printouts were used than was anticipated. This is why the numbers of the used checks do not correspond with the numbers that were determined in the print run.

Proceed as follows to renumber the check lot in question:

1. Choose *Environment* → *Check information* → *Change* → *Renumber.*
2. When the system displays the next screen, you enter the following values:

- The number range to be shifted
- Void reason code
- First new check number

3. Choose *Check* → *Renumber.*

Reassigning Checks to Payments

If, for some reason, the numbered checks are assigned to the wrong payments (for example, because the checks were fed into the printer in the wrong order), you can reassign the checks to the correct payments before sending them out.

To do this, proceed as follows from the *Accounts Payable/Receivable* menu: *Environment* → *Check information* → *Change* → *Assignment to paymt.*

Reprinting Checks

If a check goes missing (say, it is lost in the post on its way to the recipient) or is rendered unusable for other reasons, you can reprint it. From the *Accounts Payable* menu, choose: *Environment* → *Check information* → *Change* → *Reprint check,* or (if you only know the payment document number), *Document* → *Other functions* → *Print payment form*.

Restart

If the printer stops during printing, for example because of a power failure, you will need to restart the print program.

1. To do this, choose *System* → *Services* → *Reporting*.
2. Enter the name of the print program (**RFFOUS_C**) and select *Program* → *Execute*.
3. Enter the data identifying the print run and enter the check number from which the program should be restarted in the *Restart* field.
4. Select *Program* → *Execute* again.

If there is a system crash during the print run but **before any checks have been printed**, you should proceed as follows:

1. Correct the error that caused the system to crash.
2. Delete the check information. To do this, choose *Environment* → *Check information* → *Delete* → *For payment run.*
3. Restart the print program but do not use the restart option described above.

If there is a system crash during the print run and some checks have **already been printed**, you should proceed as follows:

1. Correct the error that caused the system to crash.

   This error may occur, for example, when a check lot is used up and the next lot has not been maintained. In this case, the first thing to do after the system crash is to enter a new check lot. See: Maintaining Check Lots [Page 7]
2. Delete the check information. To do this, choose *Environment* → *Check information* → *Delete* → *For payment run.*
3. Restart the print program but do not use the restart option described above.
4. Delete the print output from the print management files.
5. Now restart the print program, this time using the restart option, (see above).

Voiding Checks

You can void checks both before and after they have been printed.

Before the print run, you void blank checks that are accidentally damaged, or stolen or rendered unusable for any other reason. Proceed as follows:

1. Choose *Environment* → *Check information* → *Void* → *Unused checks.*
2. On the next screen, enter the check numbers in question and a key for the void reason code.
3. Select *Check* → *Void*.

Checks that are voided **after the print run**, for example, are those that are not required due to cash payment being chosen instead of by check. To void printed checks, proceed as follows:

1. From the *Accounts Payable/Receivable* menu, choose *Environment* → *Check information* → *Void* → *Issued checks.*
2. In the next screen, enter the check numbers in question and a key for the void reason.

You can find information on the procedure regarding checks that are voided in error here:
Deleting or Resetting check Information [Page 28]

Reversing a Check Payment

If it proves necessary to reverse all the cleared items after a check has been printed, choose *Environment* → *Check information* → *Void* → *Cancel payment.*

You may need to do this if, for example, you have forgotten to block a check payment when processing the payment proposal, or if the wrong invoice was selected for the online check print.

The check in question will be marked as void in the system, the payment document reversed and the invoices reopened for payment again.

Deleting or Resetting Check Information

Deleting Check Information for Payment Run

If the print program crashes, the print management file will be incomplete in respect of the following information: The information stored in the check information file up to the time of the crash. The check forms generated by the print program. Since there is also no way of verifying whether the data so far generated is consistent, you have no option but to delete the check information on the payment run.

To do this, choose *Environment* → *Check information* → *Delete* → *For payment run.* On the next screen, enter the data for the payment run in question and choose *Execute*.

In addition to this, you must also delete from the print management files the print jobs that were generated. After this you can rerun the print program.

Deleting Information on Manually Created Checks

You can delete information about a manually created check in the following cases: If you specified an incorrect check number when entering the check number. If a check payment was unexpectedly not made.

To do this, choose *Environment* → *Check information* → *Delete* → *Manual checks*.

Deleting Information on Unused Voided Checks

If an unused check was **incorrectly voided**, you must also delete the information stored for this check as follows:

Choose *Environment* → *Check information* → *Delete* → *Voided checks.* On the next screen, enter the paying company code and the relevant check numbers.

Resetting Void Check Data

If an issued check was mistakenly voided, you can reset the data (void reason code, user, and so on) contained in the check information so that the check is designated as a valid check again and can be cashed by the recipient.

Choose Environment → *Check information* → *Delete* → *Reset data.*

Resetting Data on Cashed Checks/Extracts

If the wrong checks were selected for manual cashing or if an update was carried out when creating an extract, although the file should only be created for test purposes, the incorrect check information can be corrected as follows:

Choose Environment → *Check information* → *Delete* → *Reset data.*

Canceling the Reprinting of Checks

It is possible to cancel the reprinting of a check in the event that you enter an incorrect check number. Start the program RFCHKR10.

You can find more information in the program documentation. To do this, choose *Help* → *Application help*.

Lengthening Check Numbers

The valid check number length for a bank account will be taken from the first number you enter when you maintain the check lot. You can extend the length of check numbers should the length you chose prove not to be long enough. Start the program RFCHKR10

You can find more information in the program documentation. To do this, choose *Help* → *Application help*.