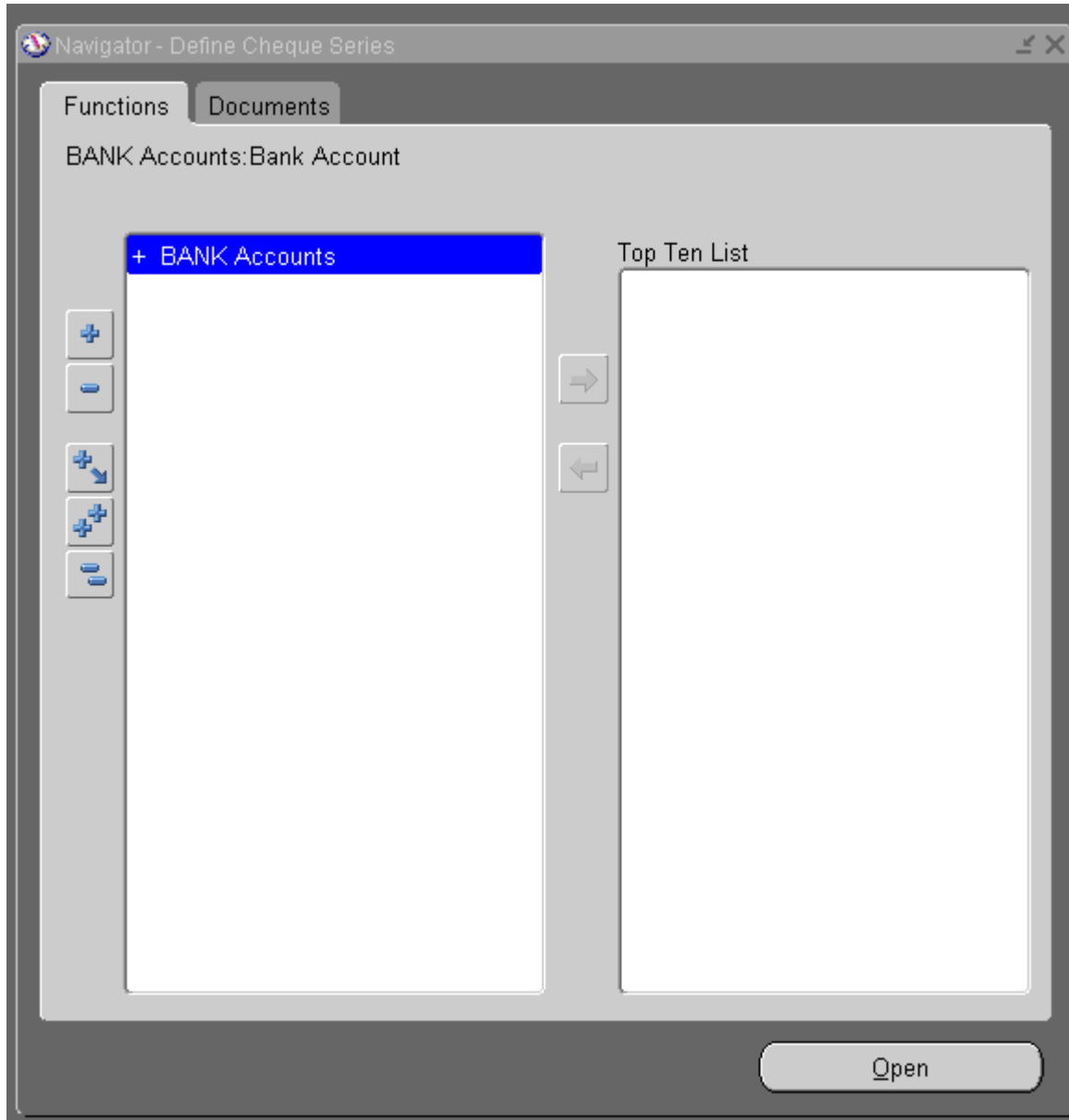


DEFINING CHEQUE SERIES (other than electronic payment) IN THE SYSTEM

Step 1 Go to the responsibility "Define Cheque Series"






Step 2 Click on Bank Accounts and the Manage Bank Accounts Window will open up



Manage Bank Accounts



Bank Accounts

Simple Search

Account Name  Alternate Account Name 

Short Account Name  Account Number

Account Owner  Currency 

Bank Name  Branch Name 



Select Account Name	Alternate Account Name	Short Account Name	Account Number
No search conducted.			


Step 3 Enter the Account Number for which the cheque series is to be added in the field of Account Number and click on GO



Manage Bank Accounts



Bank Accounts

Simple Search

Account Name  Alternate Account Name 

Short Account Name  Account Number

Account Owner  Currency 

Bank Name  Branch Name 

Select Account Name	Alternate Account Name	Short Account Name	Account Number
No search conducted.			

Manage Bank Accounts Close Window Preferences Diag
About this Page Privacy Statement

Step 4 Once you Click on Go, the system will show you the details of your account as shown follows.

The screenshot shows the 'Manage Bank Accounts' page with a search section and a table of accounts.

Simple Search

Account Name Alternate Account Name
 Short Account Name Account Number
 Account Owner Currency
 Bank Name Branch Name

Go Clear All

Select Account | Update Account | Manage Payment Documents | Create

Select Account Name	Alternate Account Name	Short Account Name	Account Number	Bank Name	Bank Number	Branch Name	Br
Training Bank Account			1100234678900	Vijaya Bank India		Abhirampuram, Chennai	

Step 5 Select the Account and click on Manage Payment Documents Tab. Once you click on Manage payment Documents, the following window will open. Click on Create

The screenshot shows the 'Manage Bank Accounts' page with the 'Payment Documents' tab selected.

Bank Name
Branch Name
Country

Account Name
Account Number
Currency Name

Create

Name	Paper Stock Type	Format	Status	Skipped Do
No results found.				

Step 6 Once you click on create the following window opens.

The screenshot shows the 'Create Payment Document' window with various input fields.

Bank Name
Branch Name
Country

Account Name
Account Number
Currency

* Indicates required field

Document Information

* Name
 * Paper Stock Type
 Attached Remittance Stub
 Number of Lines per Remittance Stub
 Number of Setup Documents
 * Format
 * Payment Document Category

Document Numbers

* First Available Document Number
 Last Available Document Number

Checkbooks

Step 7 Now fill the fields as mentioned below:

Name: Cheque Series 1-100(Please follow this format only)

Format: In format, please fill Standard Check Format only

Payment Document Category: In this write INSTITUTE NAME_PAY (For Example: If the institute is CRIJAF, the payment document category will be CRIJAF_PAY)

Note: Institute Name should be written in short (for example Central Research Institute For Jute and Allied Fibre will write CRIJAF)

First Available Document Number: In First Available Document Number, write down the first Cheque available number

Last Available Document Number: In last Available Document Number, write down the last Cheque available number

* Name	Cheque Series 1-100
* Paper Stock Type	Blank Stock
	<input type="checkbox"/> Attached Remittance Stub
Number of Lines per Remittance Stub	
Number of Setup Documents	
* Format	Standard Check Format
* Payment Document Category	CRIJAF_PAY

* First Available Document Number	1
Last Available Document Number	100

Step 8 Click on Apply and the Cheque series shall be created

NOTE: THIS METHOD IS ONLY RELEVANT FOR CHEQUE SERIES DEFINITION. FOR CHEQUE SERIES OF ELECTRONIC PAYMENT, KINDLY CONTACT THE IBM HELPDESK