

CQ request

**T.Code : ZF110**

**Initiation:**

1. Select "Cheque Request Initiation"
2. Click on "Enter".

**Cheque Request**

Cheque Request Initiation

Approval

3. Enter the liability document details and click on "Submit Request".

**Cheque Request**

Profit Center: 2132612000 Metagalli Sub Of

Vendor:

Customer: 7000000019

Fiscal year: 2018

Document No.: 4100000669

Amount: 101.00 INR

Information

Cheque request submitted

Cheque request will be submitted.

CQ request

**Approval:**

**Office Post Mater(CQ request Office):**

1. Select "Approval" and click on "Enter".



The screenshot shows the 'Cheque Request' form. At the top, the title 'Cheque Request' is displayed. Below the title, there are two radio button options: 'Cheque Request Initiation' and 'Approval'. The 'Approval' option is selected and highlighted with a red rectangular box. Below the radio buttons, there is a yellow button with a green checkmark and the text 'Enter'.

2. Select "Office Post Master" and click on "Enter".



The screenshot shows the 'Cheque Request' form. At the top, the title 'Cheque Request' is displayed. Below the title, there are three radio button options: 'Office Post Master', 'Cheque Treasurer', and 'Cheque Received'. The 'Office Post Master' option is selected and highlighted with a red rectangular box. Below the radio buttons, there is a yellow button with a green checkmark and the text 'ENTER'.

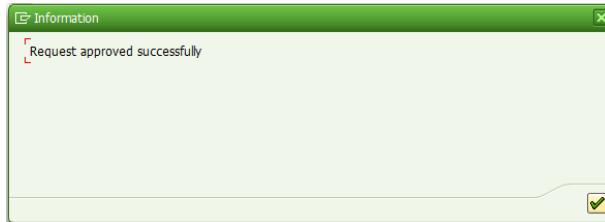
3. Select the requests to be approved and click on "Enter".



The screenshot shows the 'Cheque Request' form. At the top, the title 'Cheque Request' is displayed. Below the title, there is a table with the following columns: Check, Fiscal Year, Accounting ..., Vendor Num..., Customer ..., Amount, Profit Center, and Request Description. The first row of the table is selected and highlighted with a red rectangular box. Below the table, there is a yellow button with a green checkmark and the text 'ENTER'.

Check	Fiscal Year	Accounting ...	Vendor Num...	Customer ...	Amount	Profit Center	Request Description
<input checked="" type="checkbox"/>	2018	4100000669		7000000019	101.00	2132612000	Cheque request from Metagalli Sub Office

CQ request



**Cheque Treasurer(CQ Issue Office):**

Select "Approval" and click on "Enter".



1. Select "Cheque Treasurer" and click on "Enter".



2. Select the requests and click on "Enter".

**Only one request may be processed at a time.**

CQ request

**Cheque Request**

Check	Fiscal Year	Accounting ...	Vendor Num...	Customer ...	Amount	Profit Center	Request Description	Payment Document
<input type="checkbox"/>	2018	2600000301	2000000125		103.00	2132612000	CHEQUE REQUEST FROM METAGALLI SUB OFFICE	
<input checked="" type="checkbox"/>	2018	4100000669		7000000019	101.00	2132612000	Cheque request from Metagalli Sub Office	

ENTER

3. CQ Payment document is posted and displayed on the screen.

**Cheque Request**

Check	Fiscal Year	Accounting ...	Vendor Num...	Customer ...	Amount	Profit Center	Request Description	Payment Document
<input type="checkbox"/>	2018	2600000301	2000000125		103.00	2132612000	CHEQUE REQUEST FROM METAGALLI SUB OFFICE	
<input checked="" type="checkbox"/>	2018	4100000669		7000000019	101.00	2132612000	Cheque request from Metagalli Sub Office	4100000247

ENTER

Note down document number & perform FCH5 to assign CQ number.

CQ request

**Cheque Received(Requesting Office):**

1. Select "Approval" and click on "Enter".



**Cheque Request**

Cheque Request Initiation

Approval

2. Select "Cheque Received" and click on "Enter".



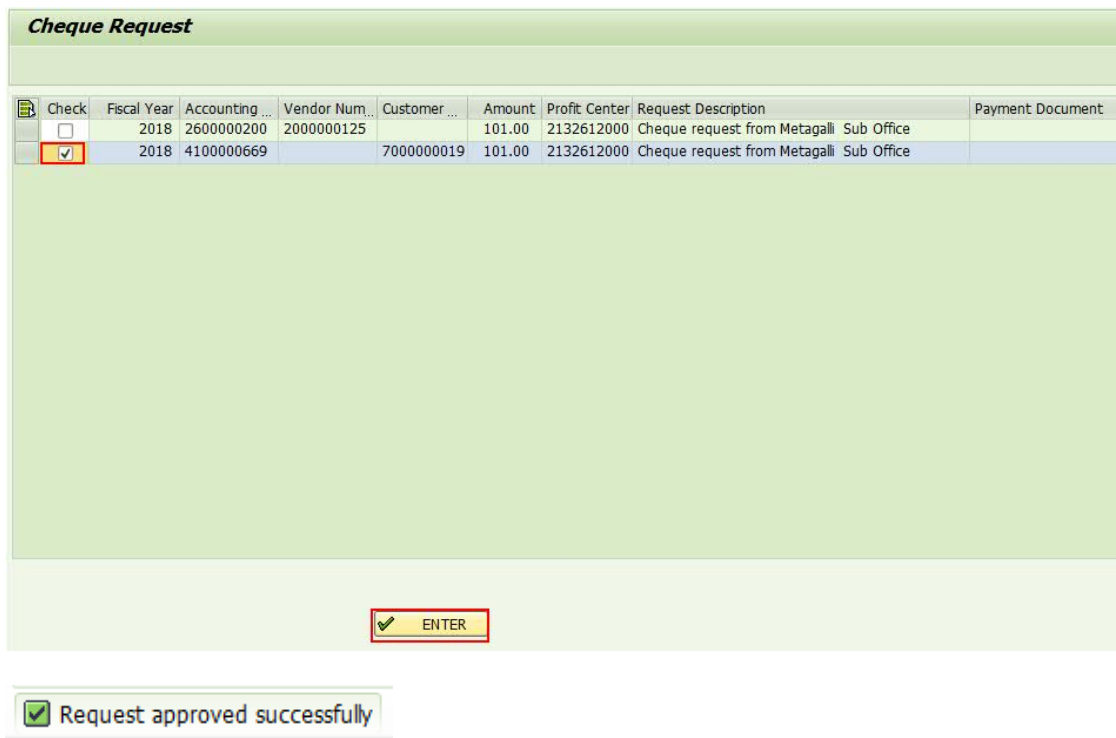
**Cheque Request**

Office Post Master

Cheque Treasurer

Cheque Received

3. Select the requests and click on "Enter". **Only one request may be processed at a time.**



**Cheque Request**

Check	Fiscal Year	Accounting ...	Vendor Num...	Customer ...	Amount	Profit Center	Request Description	Payment Document
<input type="checkbox"/>	2018	2600000200	2000000125		101.00	2132612000	Cheque request from Metagalli Sub Office	
<input checked="" type="checkbox"/>	2018	4100000669		7000000019	101.00	2132612000	Cheque request from Metagalli Sub Office	