

Cheque Formatting Guideline

Go to “FMP > Common Setup > Chart of Account Maintenance > Bank Information”

[S-FCS02-01] FMP > Common Setup > Chart of Account Maintenance > EDB-Defined Code

EDB-Defined Code	Source of Fund	Programme	Ledger	Sub-Ledger	Account	Bank Information
			EDB Defined Code		School	
			(From)	(To)	(From)	
Range of Asset Ledger Code			5000	6999		
Cash at Bank					5000	
Cash in Hand					5100	
Bank Fixed Deposits					5200	
Fixed Assets					5300	
Investment					5500	
Stock					5600	
Receivable					5700	
Deposits					5800	
Other Assets					5900	

Choose “Cheque Format” tab and select a bank

[S-FCS08-07] FMP > Common Setup > Chart of Account Maintenance > Bank Information

Cheque Format

Bank Code

Search Reset

- ABC - ABC
- BEA - Bank of East Asia
- BELGIAN - Belgian Bank
- FORTIS - Fortis Bank
- HS - Hang Seng Bank
- HSBC - Hong Kong & Shanghai Bank
- REGINAREGI - Regina Bank

If there are more than 1 format, choose a format and click on the hyperlink to download the cheque format

Cheque Format

Bank Code

BEA - Bank of East Asia

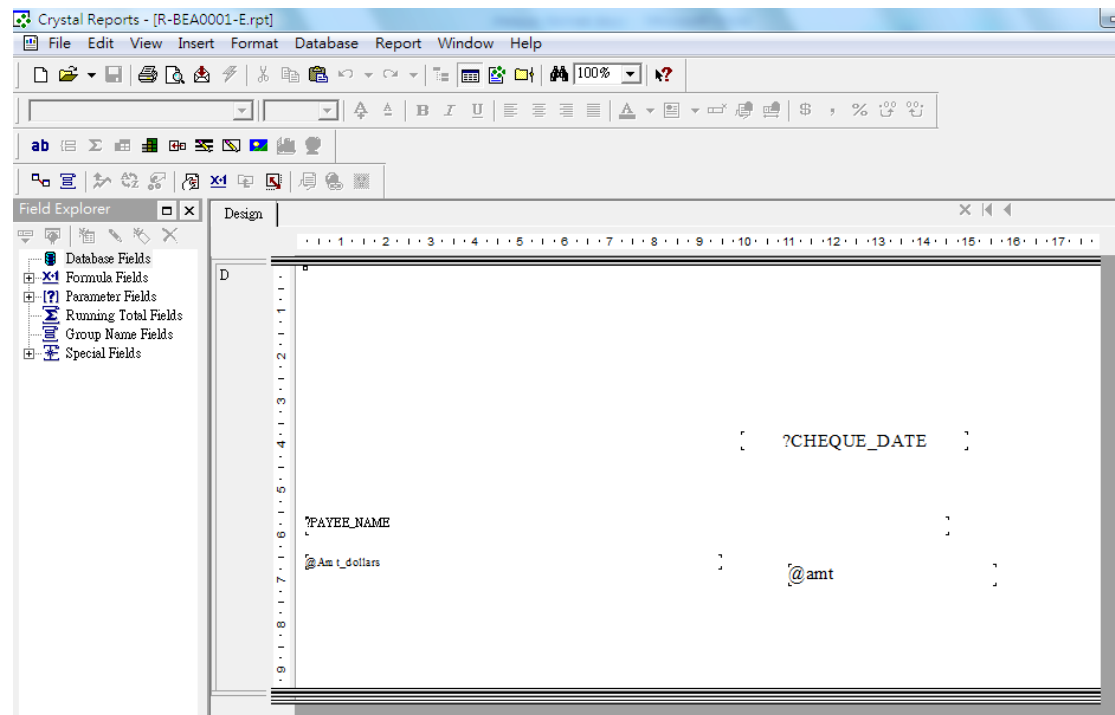
Search Reset

No	Cheque Format ID	Template File
1	BEA0001	Download Cheque Format Upload Cheque Format
2	BEA0002	Download Cheque Format Upload Cheque Format

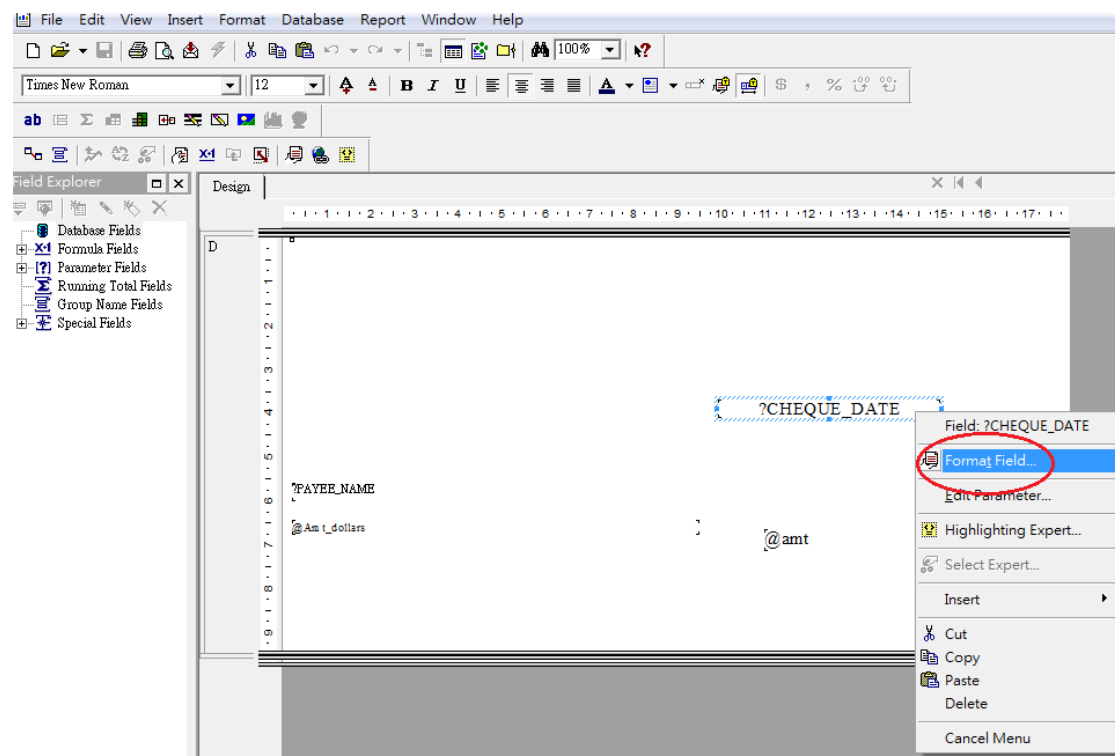
Note: Cheque Format ID is auto generated by the system in this format: <Bank Code><system sequence no.>

Add

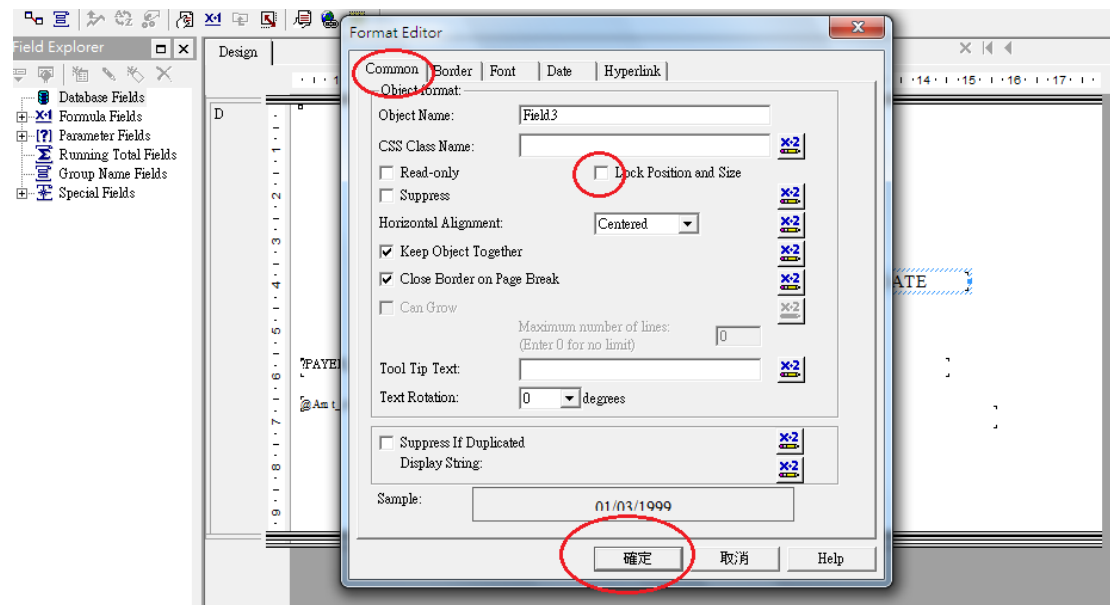
Open the downloaded cheque format with Crystal Report



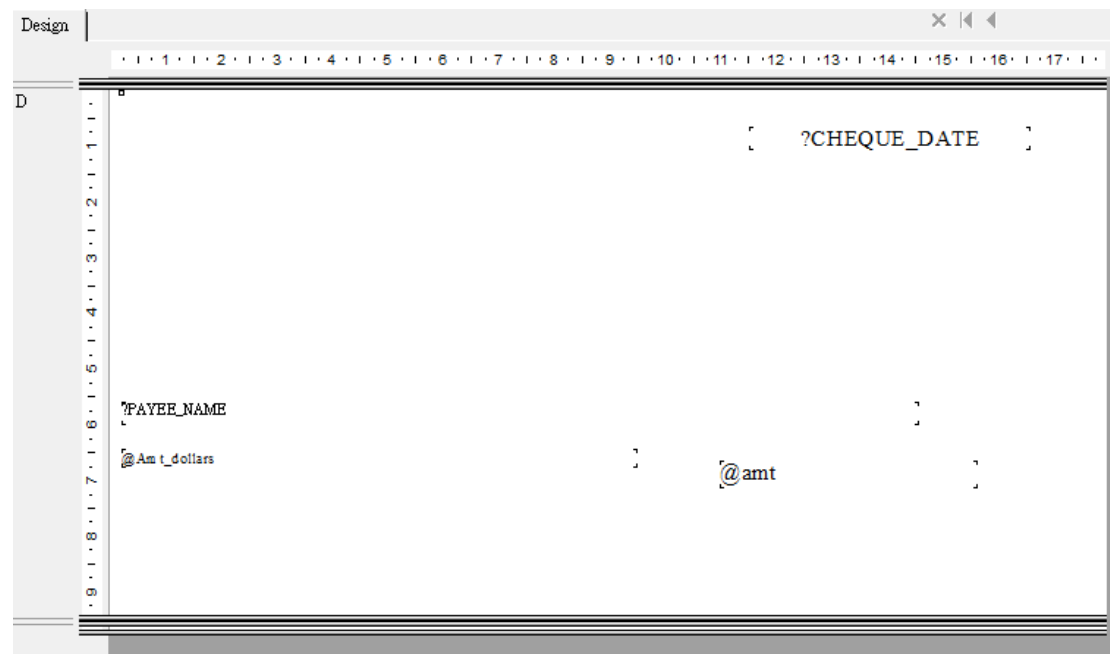
Highlight a field and right click and select "format field"



Choose “Common” tab and uncheck the “Lock Position and Size” box and press “OK”



Move the field to the desire location and repeat the same process for all the remaining fields. Once it's done, save the report.



Click the “Upload Cheque Format” hyperlink and upload the new cheque format

[S-FCS08-08] FMP > Common Setup > Chart of Account Maintenance > Bank Information

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Bank Ledger Information Bank Details Cheque Format Autopay Format

Cheque Format

Bank Code BEA - Bank of East Asia

Search Reset

Cheque Format Repository			
No	Cheque Format ID	Template File	
1	BEA0001	Download Cheque Format	Upload Cheque Format
2	BEA0002	Download Cheque Format	Upload Cheque Format

Note: Cheque Format ID is auto generated by the system in this format: <Bank Code>-<system sequence no.>

Add