Check Pattern

Module Guide: Check Pattern

Module Location

Settings > Document Settings > Check Pattern

Module Purpose

The **Check Pattern** module is used to register and manage the serial number ranges of the company's physical checkbooks or giro slips. By registering the starting and ending numbers of each checkbook, the system can track and use the check numbers sequentially when processing payment transactions, ensuring that no number is skipped or used twice.

1. Main View (List of Check Pattern Groups)

The main page displays a list of the pattern groups that have been created. Each group typically represents a single checkbook or a specific bank account.

View Explanation

- **Search Filter**: Allows searching by **PatternGroup**, Type (Giro), or other keywords.
- **Pattern Group Table**:
  - **No**: Sequential number.

- **PatternGroup**: The name of the group, which usually identifies the related checkbook or bank account (e.g., `1-111025 BANK BCA AC 1666`).

- **Action Buttons**:
  - **New**: A button to create a new check pattern group.
  - **Show All**: Clears the filter and displays all existing groups.

2. Add Check Pattern Page

This page is used to define the range of valid check numbers within a group.

View Explanation

- **PatternGroup**: The name of the pattern group being created or edited.
- **Account**: A dropdown menu to select the CoA (Chart of Accounts) account connected to this checkbook.
- **Pattern Detail Table**:
  - **PatternCode**: An internal code for a specific number range.
  - **StartingNo**: The very first check/giro serial number in a book.

- **EndingNo**: The very last check/giro serial number in a book.
- **Active**: A checkbox to activate or deactivate this number range.

- **Action Buttons**:
  - **Save**: To save the new number range configuration.
  - **Cancel**: To cancel the process and return to the previous page.

3. Steps to Create a New Check Pattern

- From the main page, click the **New** button.
- On the **Add** page, fill in the **PatternGroup** name (e.g., the bank name and account number).
- Select the appropriate bank **Account** from the dropdown.
- In the table section, enter a **PatternCode** (if necessary), then fill in the **StartingNo** and **EndingNo** according to the serial numbers printed on the physical checkbook.
- Ensure the **Active** box is checked so that this number range can be used.
- Click **Save**.

4. Integrated Workflow & Business Process

- When the finance department issues a payment using a check or giro via the payment module, the system will automatically retrieve the next available check number from the range defined in this module.

- The system will ensure that the check number used is valid (within the **StartingNo** and **EndingNo** range) and has not been used before.

- This creates a strong audit trail, simplifies the bank reconciliation process, and enhances control over cash disbursements made via check/giro.

5. Tips & Important Notes

- It is crucial to enter the **StartingNo** and **EndingNo** accurately, matching the physical checkbook to avoid recording errors.

- Every new checkbook received from the bank must be promptly registered in this module before it is used for any transactions.

- This module is a critical part of cash management and is generally managed strictly by the finance or accounting team.

Revision #1
Created 22 October 2025 09:20:16 by Sayu
Updated 22 October 2025 09:22:21 by Sayu