

## **FBCJ - Cash Journal Posting**

### **Functionality**

Cash journal is an online cash book in SAP system. It allows you to post cash documents (like expenses, cash receipts, cash withdrawal from bank etc.)

It calculates the balance of cash remaining on hand each time a cash expense and cash receipt is posted.

This function also allows you to print typical cash journal documents and cash report for a specified period.

### **Scenario**

A cashier wants to operate the cash journal in SAP system. He has various cash transaction like payment for expenses, receipt of cash from bank etc

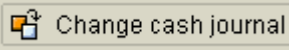
### **Requirements**

Defined cash journals per company code. Transferred opening balances for GL.

<b>Menu Path</b>	Accounting → Financial Accounting → Banks → Incomings → FBCJ - Cash Journal
<b>Transaction Code</b>	FBCJ

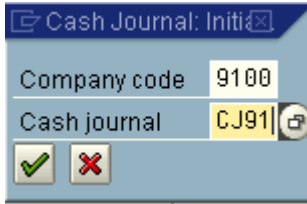
1. Double click on FBCJ - Cash Journal.

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2. Before you begin to enter a transaction, you need to select proper cash journal. You want to post some transactions in the company code 9100.
3. Click Change Cash Journal  button to choose your cash journal for posting. The system will display cash journal initial data:

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**Cash Journal: Initial Data**



The screenshot shows a dialog box titled "Cash Journal: Initial Data". It contains two input fields: "Company code" with the value "9100" and "Cash journal" with the value "CJ91". Below the fields are two buttons: a green checkmark (confirm) and a red X (cancel).

4. Update the following fields:

Field Name	Field Description	Values
Company code	Code identifying a separate legal entity for which a separate set of accounts is maintained for external reporting purposes	9100
Cash journal	Required cash journal ID	CJ91

5. Click **Enter** Button. 

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The screenshot shows the SAP Cash Journal CJ91 interface for Company Code 9100. The top menu bar includes 'Cash Journal', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main window is titled 'Cash Journal CJ91 Company Code 9100' and contains several sections:

- Data selection:** Includes a 'Display period' section with buttons for 'Today', 'This week', and 'Current period'. Below it, 'Cash journal: PETTY CASH JO...' and 'Company code: A Ltd.' are displayed.
- Balance display for display period:** A summary table showing:

Opening balance	0.00	INR	
+ Total cash receipts	0.00	INR	Number: 0
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	0.00	INR	Number: 0
= Closing balance	0.00	INR	
Cash thereof	0.00	INR	
- Transaction Table:** A table with columns: Business transaction, Amount, Do..., Split T., G/L, Recpt recipient, Text, Vendor, Customer, OT..., Posting Da..., Doc. Num..., and Net. The first row is highlighted in yellow and contains a plus sign in the 'Business transaction' field and a right-pointing arrow in the 'Split T.' field. The 'Posting Da...' column shows '21.01.2006'.

At the bottom of the window, there is a toolbar with icons for 'Save sel.', 'Post sel.', 'Receipt', and 'Follow-on doc.'. The status bar at the very bottom shows 'ACE (2) (800) server INS'.

6. Click **Cash receipts** **Cash receipts** tab. You can now enter a cash receipt transaction.
7. Take a drop down in the field Business transaction

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Cash Journal Business Transaction (2)

Restrictions

Business transaction

Bus. transac. number

Company Code

Business trans. type

G/L Account No.

Tax code

Bus. Trans. Blocked

Maximum no. of hits

8. Click 

Cash Journal Business Transaction (2) 4 Entries Found

Restrictions

Business transaction	Tran.no	CoCd	Type	G/L Ac...	Tx	BusTraBl...	Acct M...	Tax Mod.
CONVEYANCE EXPENSES	1	9100	E	470000		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MISC. SALES	4	9100	R	821201		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PAYMENT TO BANK	3	9100	B	111410		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RECEIPT FROM BANK	2	9100	C	111410		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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9. Select **RECEIPT FROM BANK** :

10. Update the following fields:

Field Name	Field Description	Values
Amount	Amount of the line item	100000
Recpt. Recipient	Name of the Receipt Recipient	Withdrawn from ICICI Bk

11. Click 

**Cash Journal C.J91 Company Code 9100**

Save Post Print cash journal Change cash journal Editing Options

**Data selection**

Display period: 21.01.2006 - 21.01.2006  
 Today  
 This week  
 Current period

Cash journal: PETTY CASH JO...  
 Company code: A Ltd.

**Balance display for display period**

Opening balance	0.00	INR	
+ Total cash receipts	0.00	INR	Number: 0
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	0.00	INR	Number: 0
= Closing balance	0.00	INR	
Cash thereof	0.00	INR	


Cash payments Cash receipts Check receipts

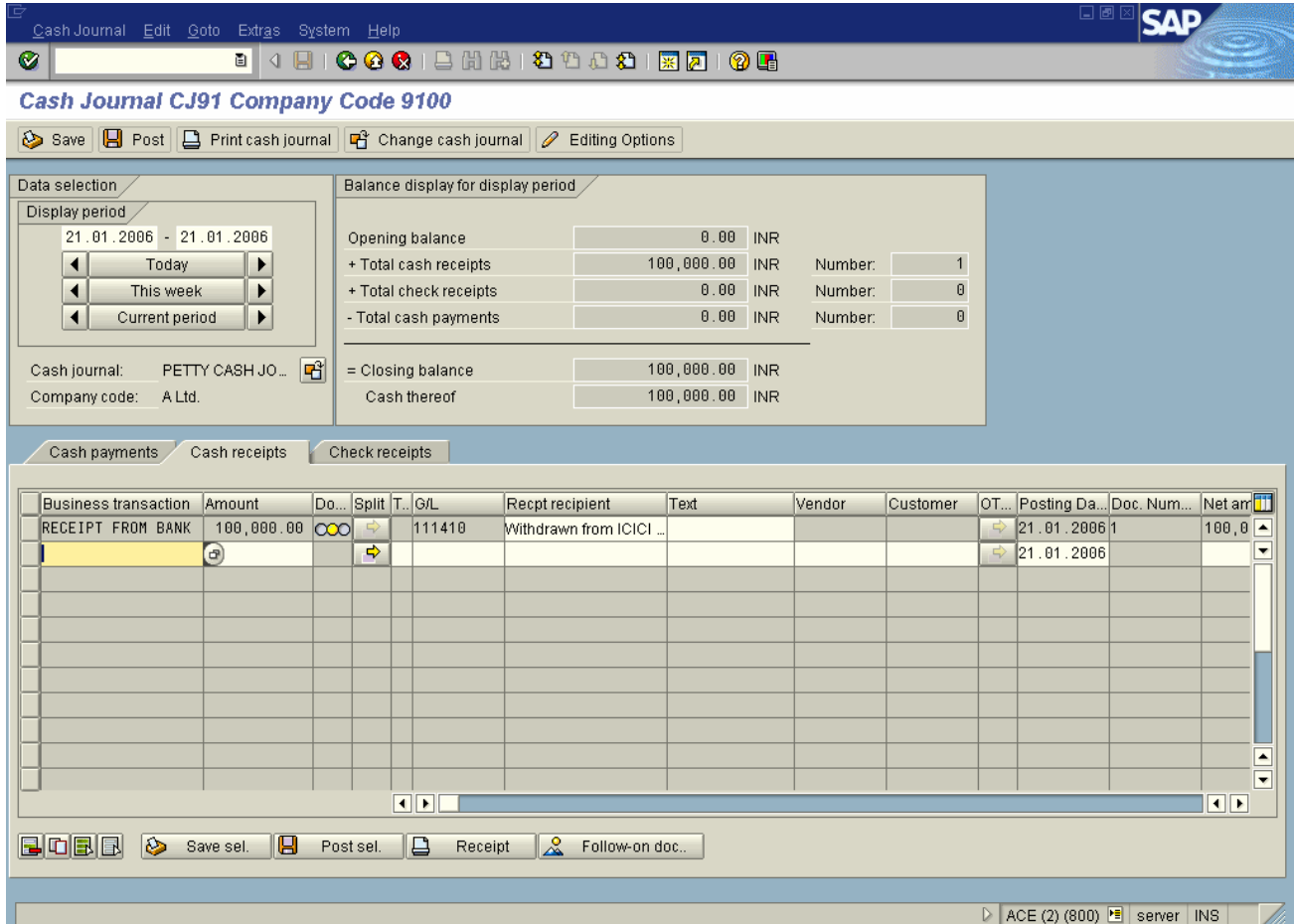
Business transaction	Amount	Do...	Split	T...	G/L	Recpt recipient	Text	Vendor	Customer	OT...	Posting Da...	Doc. Num...	Net am
RECEIPT FROM BANK	100,000.00	●○○	→		111410	Withdrawn from ICICI ...					21.01.2006		100,0
			→								21.01.2006		

Save sel. Post sel. Receipt Follow-on doc...

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12. You can save your entry before postings. Click  Save



The screenshot shows the SAP Cash Journal interface for Company Code 9100. The display period is set to 21.01.2006 - 21.01.2006. The balance display shows an opening balance of 0.00 INR, a total cash receipt of 100,000.00 INR (Number: 1), and a closing balance of 100,000.00 INR. The transaction table below shows a receipt from bank for 100,000.00 INR on 21.01.2006.



Business transaction	Amount	Do...	Split	T..	G/L	Recpt recipient	Text	Vendor	Customer	OT...	Posting Da...	Doc. Num...	Net an
RECEIPT FROM BANK	100,000.00	○○○	→		111410	Withdrawn from ICICI ...					21.01.2006	1	100,0
			→								21.01.2006		

13. There are now some money on our cash account and we can start to post expenses. Click **Cash payments** Cash payments tab:

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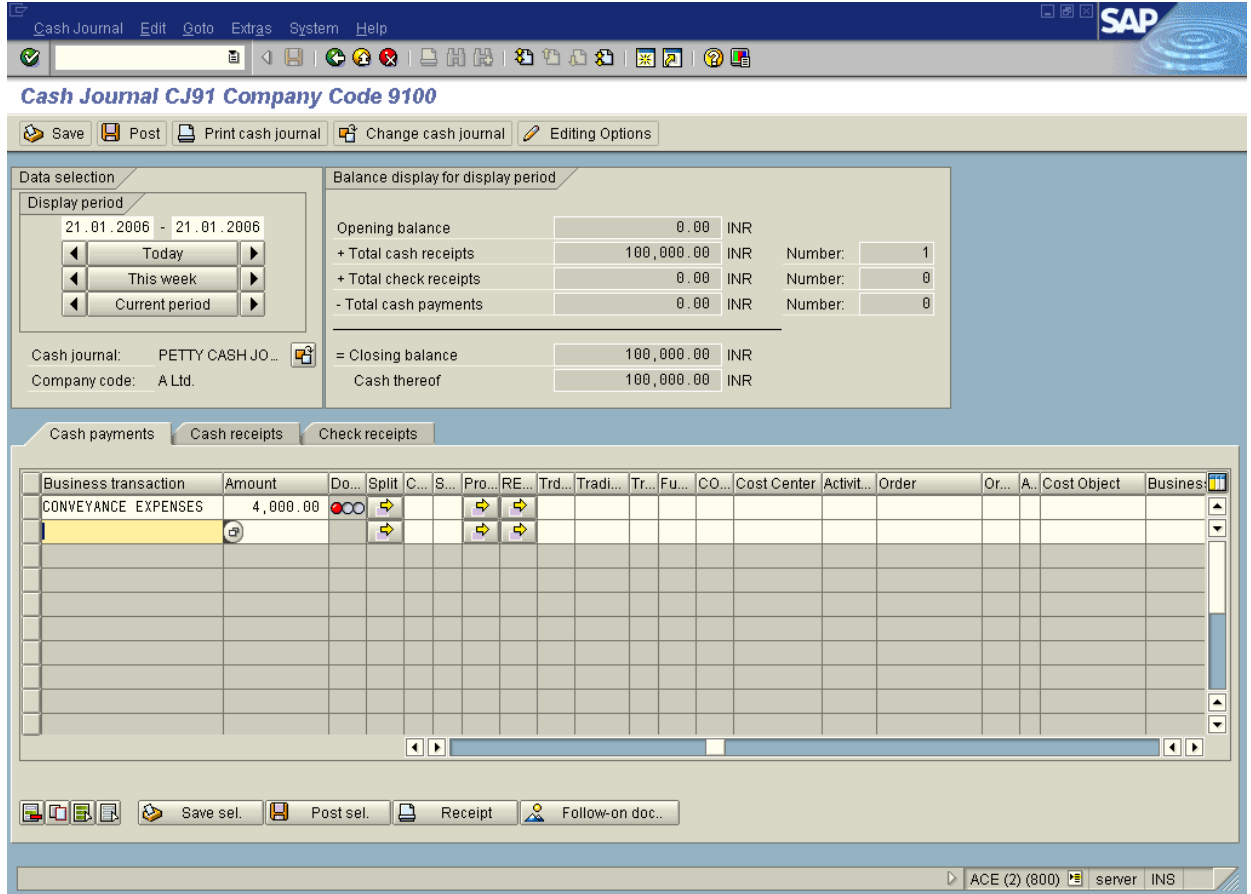
14. Update the following fields:

Field Name	Field Description	Values
Business Transaction	Business transaction code	CONVEYANCE EXPENSES
Amount	Cash payment amount	4000
Recpt Recipient	Recpt Recipient	James

15. Click **Enter**  and scroll to the right 




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16. Update the following fields:


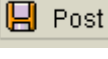
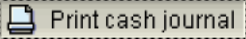
Field Name	Field Description	Values
Cost Center	Cost Center number	9119000

17. To save your entry, click **Save**  button.

**COST CENTER ACCOUNTING**  
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The screenshot shows the SAP Cash Journal interface for Company Code 9100. The display period is set to 21.01.2006 - 21.01.2006. The balance display for the period shows an opening balance of 0.00 INR, total cash receipts of 100,000.00 INR, total check receipts of 0.00 INR, and total cash payments of 4,000.00 INR, resulting in a closing balance of 96,000.00 INR. The main table shows a cash payment entry for 'CONVEYANCE EXPENSES' with an amount of 4,000.00 INR. The entry is highlighted in yellow, and the 'Select all' button is visible in the bottom toolbar.

Business transaction	Amount	Do...	Split	C...	S...	Pro...	RE...	Trd...	Tradi...	Tr...	Fu...	CO...	Cost Center	Activit...	Order	Or...	A...	Cost Object	Busines
CONVEYANCE EXPENSES	4,000.00	OO										9100	9119000						

18. Both transactions: cash receipt (100000,) and cash payment (4000) are saved in the system. To post them, simply mark them by pressing **Select all**  button. Then press **Post**  button. All selected items will be posted.
19. Cash journal also allows you to print a cash report. Click **Print cash journal** Button . The system will display a report of cash transactions for a specified period.

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**SAP**

List Edit Goto Settings System Help

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**Cash Journal**

A Ltd. CASH JOURNAL Page: 1  
 Mumbai PETTY CASH JOURNAL INR Rupee  
 9100 CJ91 / 110000 06.02.2006 10:05:39  
 21.01.2006 - 21.01.2006 RFCASH20 / SAPUSER

<b>Opening Balance:</b>						0.00	INR
Document N	Postg	Date	Business Trans.	Expenses	Receipts	Tax amount	
Item			Business Trans.	Expenses	Receipts	Tax amount	Text for item BusA Profit Ctr Cost Ctr
1		21.01.2006	RECEIPT FROM B...	0.00	100,000.00	0.00	○○○
1			RECEIPT FROM B...	0.00	100,000.00	0.00	
2		21.01.2006	CONVEYANCE EXP...	4,000.00	0.00	0.00	○○○
1			CONVEYANCE EXP...	4,000.00	0.00	0.00	1110 9119000
<b>* Total</b>				4,000.00	100,000.00	0.00	
<b>* Total Expenses only Saved</b>				0.00			
<b>* Total Receipts only Saved</b>					0.00		Number of Saved Documents: 0
<b>Closing Balance</b>						96,000.00	INR

Symbols: ○○○ Posted      ○○○ Saved      ✗ Reversed/Reversal Document

Signatures:

Prepared                      Checked                      Confirmed

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