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
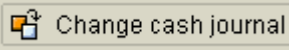
Requirements

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

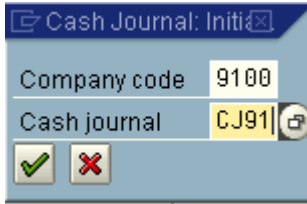| Menu Path	Accounting → Financial Accounting → Banks → Incomings → FBCJ - Cash Journal
Transaction Code	FBCJ

1. Double click on FBCJ - Cash Journal.

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:

Cash Journal: Initial Data

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.

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

8. Click ☑

:

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 Recipient	Name of the Receipt Recipient	Withdrawn from ICICI Bk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 ✓

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

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

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
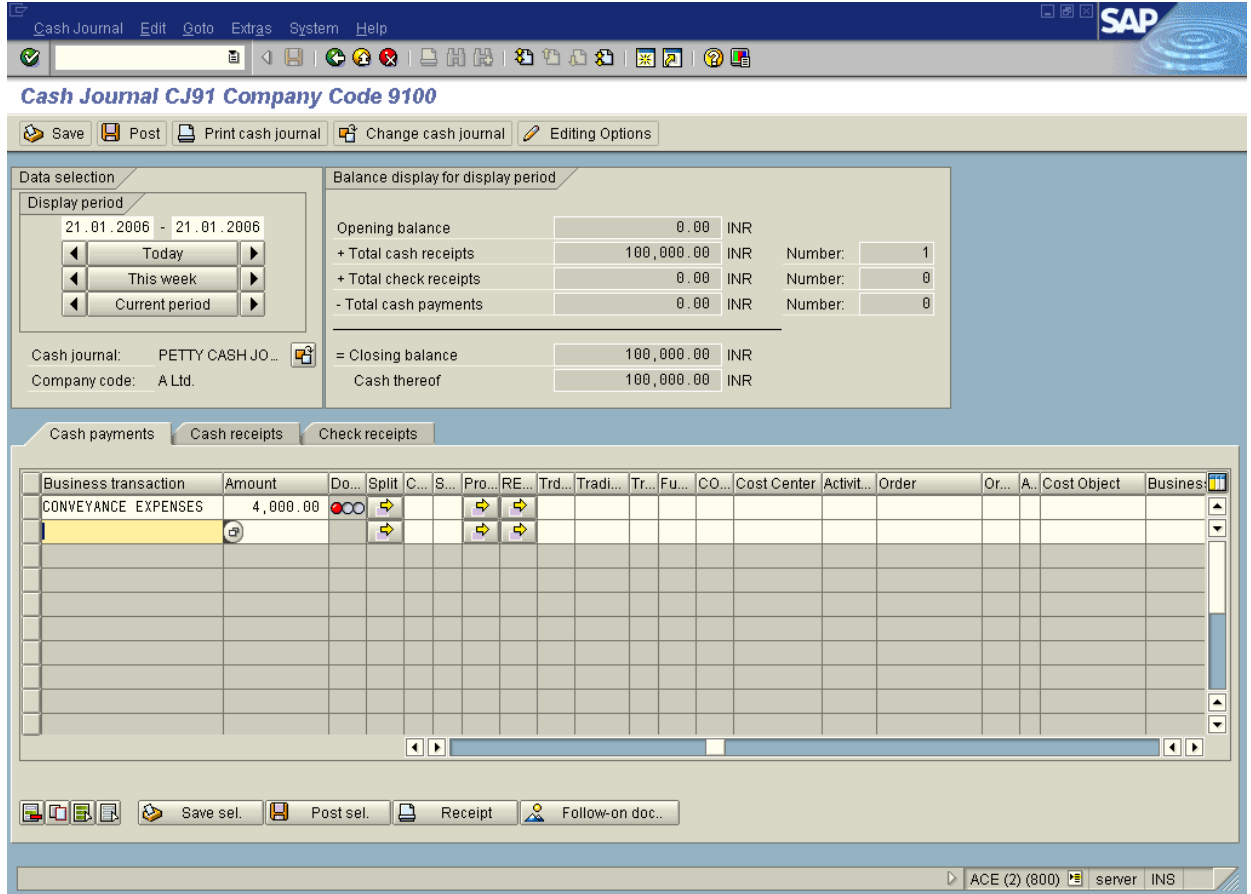
16. Update the following fields:
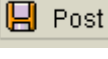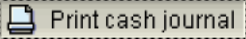
Field Name	Field Description	Values
Cost Center	Cost Center number	**9119000**

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

Cash Journal   Edit   Goto   Extras   System   Help

SAP

Cash Journal CJ91 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	100,000.00	INR	Number:	1
+ Total check receipts	0.00	INR	Number:	0
- Total cash payments	4,000.00	INR	Number:	1
= Closing balance	96,000.00	INR		
Cash thereof	96,000.00	INR		

Cash payments | Cash receipts | Check receipts

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	○○○	⇨			⇨	⇨					9100	9119000							
			⇨			⇨	⇨													

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

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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 Print cash journal. The system will display a report of cash transactions for a specified period.

List Edit Goto Settings System Help

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
```

				Expenses	Receipts	Tax amount				
Opening Balance:									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
* Total				4,000.00	100,000.00	0.00				
* Total Expenses only Saved				0.00						
* Total Receipts only Saved					0.00	Number of Saved Documents:			0	

| Closing Balance | | | | | | | | | 96,000.00 | INR |

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Symbols:       ○○● Posted        ○○○ Saved        ✖ Reversed/Reversal Document

               Signatures:

Prepared              Checked              Confirmed
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