ERP - PROJECT

SUGAMYA

END USER DOCUMENT

FOR

FINANCIAL ACCOUNTING & CONTROLLING

CASH & BANK

TABLE OF CONTENTS

1   DOCUMENT CONTROL

This is a controlled document and will be maintained on UJVNL portal.

Changes to this document will be recorded below and must be published to all interested parties.

1.1 DOCUMENT HISTORY

Version	Date	Author	VERSION DETAILS
V01	07-02-2018	Durgarao Tirumani & Abhishek Sharma	First ISSUE

1.2 DISTRIBUTION

| Date	Name	Purpose
07-02-2018	Madhur Rastogi	For Information

2   CASH BOOK

2.1   OVERVIEW

It is used to manage a company's cash transactions. The system automatically calculates and displays the opening and closing balances, and the receipts and payments totals. You can run several cash journals for each company code. You can also carry out postings to G/L accounts, as well as vendor and customer accounts.

2.2   MENU PATH

Menu Path	SAP Manu → Accounting → Financial Accounting → General ledger → Document entry → FBCJ-Cash journal posting
Transaction Code	FBCJ-Cash journal posting
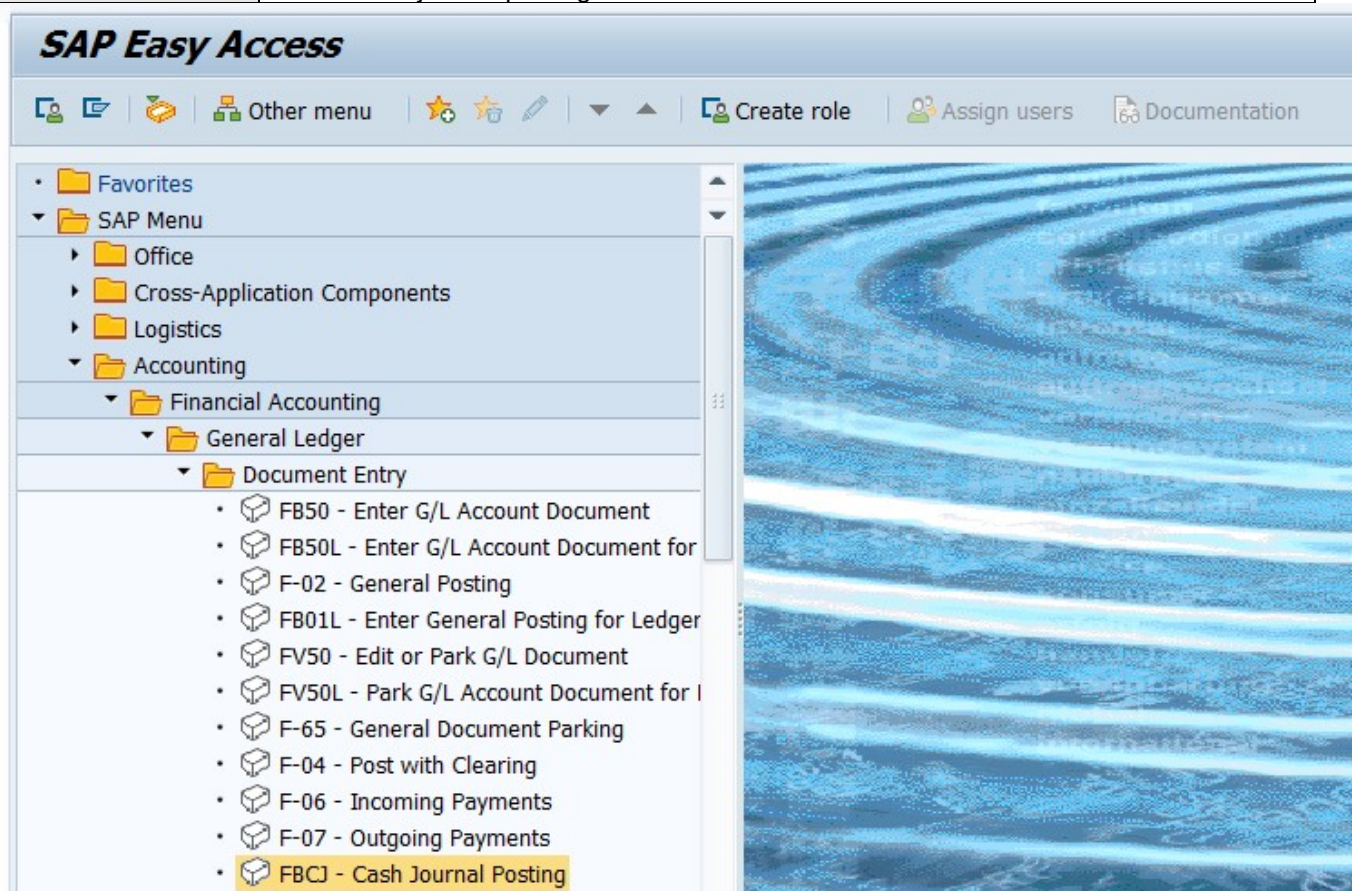
2.3 STEPS

On running FBCJ, we get the initial screen as shown below:


Enter the following data in the Input screen to post cash journal (Book) transactions

S.NO	Field	Description	User Action and Values
1	Company code	Name the bank	1000
2	Cash journal	Name the cash journal	Petty cash CPO
Cash Receipts			
3	Business transactions	The type of business transactions i.e., income from vendors, bank receipts, income from tenders.	Customer, Receipt from advance etc.
4	Amount	Maintain the amount	Maintain the amount Eg;100000
5	GL Account/Customer number	Either give proper GL Account or Customer number	43000000
6	Text	Give Narration for the transactions	Petty transactions
7	Profit center	Maintain profit center	1101
First save the line item and if it is fine than save the document.			
Cash Payments			
8	Business transactions	The type of business transactions i.e., income from vendors, bank receipts, income from tenders.	Vendor, TA Advance etc.
9	Amount	Maintain the amount	100000

S.NO	Field	Description	User Action and Values
10	GL Account/Customer number	Either give proper GL Account or Vendor number	100000
11	Text	Give Narration for the transactions	Petty transactions
12	Profit center	Maintain profit center	1101
First save the line item and if it is fine than save the document.			

Click on Save button or Ctrl+s

☑ Data saved   SAP
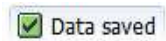
3   BANK KEY CREATION

3.1   OVERVIEW

Bank key is basically a bank code to identify a bank. For UJVNL Bank keys are being created in sequential naming convention i.e., For Punjab National Banks the logic is PUNB0000001, PUNB0000002, PUNB0000003 etc., and for CITI Bank the logic is CITI000001, CITI000002 etc. And For third party bank keys i.e., maintain banks IFSC codes as a bank keys.

3.2   MENU PATH

Menu Path	SAP Manu > Accounting > Financial Accounting > Banks > Master data > Bank Master Record > FI01-Create
Transaction Code	FI01
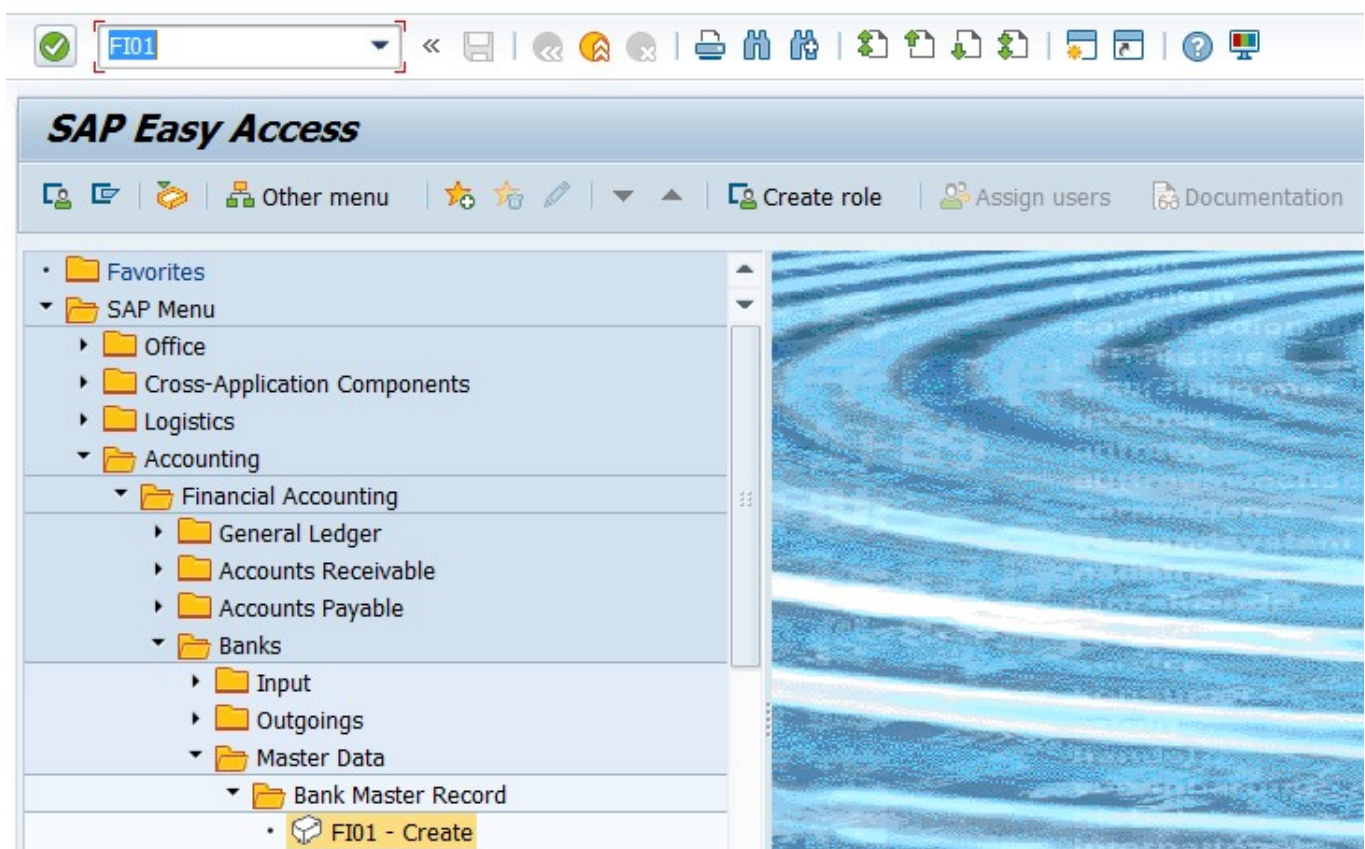
3.3   STEPS

On running FI01, we get the initial screen as shown below:

Create Bank : Detail Screen

Bank Country	IN	India
Bank Key	CITI000003	

Address

Bank name	CITI Bank Ltd
Region	35
Street	Mohit Nager
City	Dehradun
Bank Branch	Dehradun

Control data

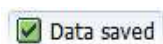| SWIFT/BIC	CITI000003
Bank group	
☐ Postbank Acct	
Bank number	

Enter the following data in the Input screen to create Bank key

S.NO	Field	Description	User Action and Values
1	Bank name	Name the bank	CITI Bank
2	Region	Specify the region	35=Dehradun
3	Street	Specify bank key's address	Mohit nagar
4	City	Specify bank key's city	Dehradun
5	Brank branch	Specify banks branch	Dehradun
6	SWIFT/IDC	Specify here SWIFT/IDC Code.	CITI000003

Click on Save button or Ctrl+s

☑ Data saved

SAP

4   GLOSSARY

FI	Financial Accounting module
CO	Controlling module
Company code	SAP term for legal entity for which a complete self-contained set of accounts can be drawn up for external statutory reporting
Controlling Area	SAP organization element used to cover those company codes that share common cost accounting principles and processes
Cost Element	Cost elements classify an organization's valuated consumption of production factors within a controlling area. A cost element corresponds to a cost-relevant item in the chart of accounts.
Plant	In Logistics, a plant is an organizational unit for dividing an enterprise according to production, procurement, maintenance, and materials planning. A place where materials are produced, or goods and services are provided.
Profit Centre	A profit center is a SAP organizational unit in accounting that reflects a management-oriented structure of the organization for internal Management Accounting controls
SAP	Systems, Applications and Products (in data processing)

5 APPENDIX

5.1 T - CODES FOR REOPRTS

T-Code	Description
FBCJ	Cash Journal Postings
FI01	Bank Key