

User Manual

Cash Accounting

ElectroSteel Steels Limited

Prepared By:

Khagesh Gupta

24 Feb 2020

Table of Contents

Scenario	3
<hr/>	
1. Cash Receipt	4
<hr/>	
1.1. Cash Receipt - Withdrawal from Bank	4
1.2. Cash Payment – Deposit into Bank	6
1.3. Cash Payment – Adv Against Expense	7
1.4. Cash Payment – Adv Against Salary	9
1.5. Cash Payment – Adv to Vendor	11
1.6. Cash Payment – Cust In/Out Payment	13
1.7. Cash Payment – Vend In/Out Payment	15
1.8. Cash Payment – Expense	17

Scenario

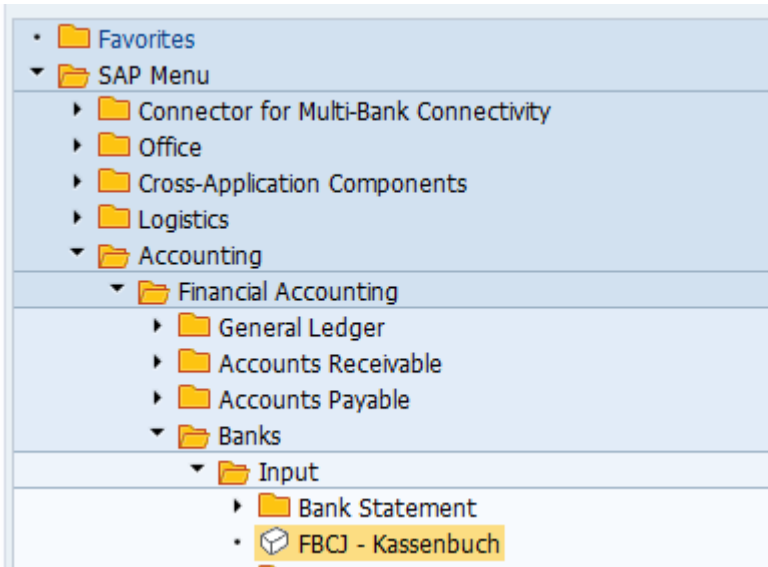
The Cash Journal is a sub-ledger of Bank Accounting. It is used to manage a company's cash and petty cash transactions. The system automatically calculates and displays the opening and closing balances, and the receipts and payments totals. Several cash journals can be created for a single company code.

Postings to G/L accounts, as well as vendor and customer accounts can be carried out either automatically i.e. by providing the accounts in the configuration or manually i.e. by selecting these accounts during postings.

1. Cash Receipt

1.1. Cash Receipt - Withdrawal from Bank

SAP Menu	Sap Menu → Accounting → Financial Accounting → Banks → Incoming/Input → Cash Journal
Transaction Code	FBCJ



Fill in the below details:

Header Data

Company Code: 1000

Cash Journal: 1000

Click on Cash Receipt Tab

Line item data

Business Transaction: Select CASH RECEIPT FROM BANK

G/L Account:

Amount:

Profit Center:

Cash Journal 1000 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period: 06.02.2020 - 06.02.2020

Today This week Current period

Cash journal: PETTY CASH- BO...
Company code: Electrosteel Steels Lt...

Balance display for display period

Opening balance	204,000.00	INR	
+ Total cash receipts	10,000.00	INR	Number: 1
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	50,000.00	INR	Number: 1
= Closing balance	164,000.00	INR	
Cash thereof	164,000.00	INR	

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	Split	T.. G/L Acct	Hou...	Acc...	Receipt Recip.	Text	Vendor	Customer	O...	Posting Date	Doc. Num
CASH RECEIPT FROM...	10,000.00	CC		55100152								06.02.2020	26

Enter

Sign will appear against the line item.

Save



Sign will appear against the line item.

Post



sign will appear after posting the line item

Click on Follow-on document to check accounting entries



Display Document: Data Entry View

Display Currency General Ledger View

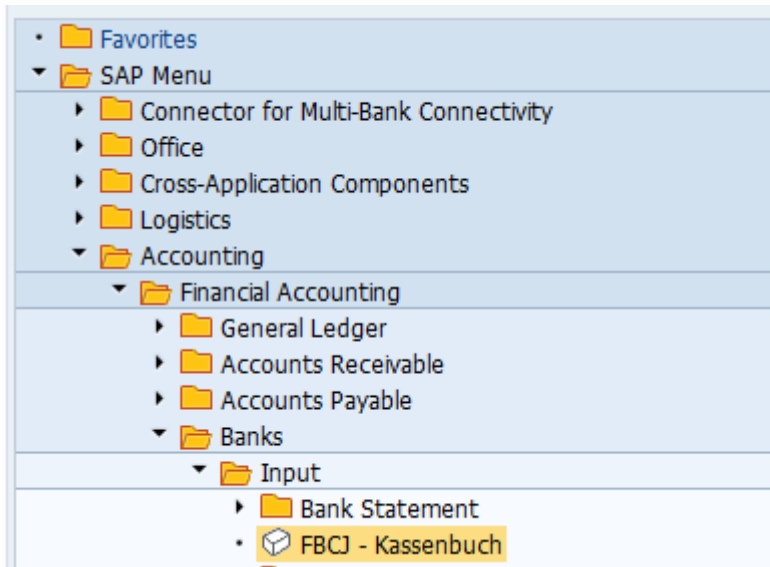
Data Entry View

Document Number	1300000022	Company Code	1000	Fiscal Year	2019
Document Date	06.02.2020	Posting Date	06.02.2020	Period	11
Reference		Cross-Comp.No.			
Currency	INR	Texts Exist	<input type="checkbox"/>	Ledger Group	

Co...	Itm	PK	S	Account	Description	Amount	Curr.	Tx
1000	1	40		55200010	PETTY CASH BOKARO	10,000.00	INR	
	2	50		55100152	SBI-ESL214-RTGS/NEFT	10,000.00-	INR	

1.2. Cash Payment – Deposit into Bank

SAP Menu	Sap Menu → Accounting → Financial Accounting → Banks → Incoming/Input → Cash Journal
Transaction Code	FBCJ



Fill in the below details:

Header Data

Company Code: 1000

Cash Journal: 1000

Click on Cash Payment Tab

Line item data

Business Transaction: Select CASH DEPOSIT INTO BANK

G/L Account:

Amount:

Cash Journal 1000 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period: 06.02.2020 to 06.02.2020

Today This week Current period

Cash journal: PETTY CASH- BO...
Company code: Electrosteel Steels Lt...

Balance display for display period

Opening balance	204,000.00	INR	
+ Total cash receipts	10,000.00	INR	Number: 1
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	51,000.00	INR	Number: 2
= Closing balance	163,000.00	INR	
Cash thereof	163,000.00	INR	

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	Split	T..	G/L Acct	Hou...	Acc...	Receipt Recip.	Text	Vendor	Customer	O...	Posting Date	Doc. N
CASH DEPOSIT INT...	1,000.00				55100111								06.02.2020	41

Enter

Sign will appear against the line item.

Save 



Sign will appear against the line item.

Post 






sign will appear after posting the line item

Click on Follow-on document to check accounting entries














Display Document: Data Entry View

63   Display Currency  General Ledger View

Data Entry View

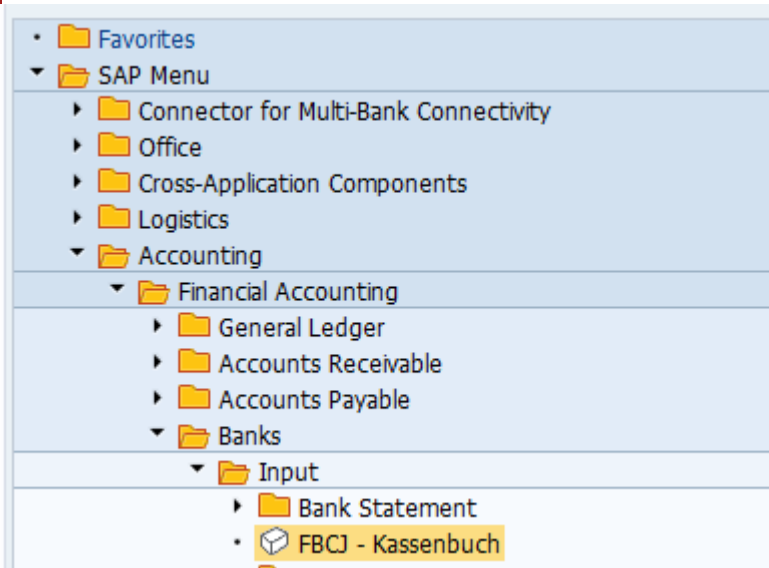
Document Number	1300000033	Company Code	1000	Fiscal Year	2019
Document Date	06.02.2020	Posting Date	06.02.2020	Period	11
Reference		Cross-Comp.No.			
Currency	INR	Texts Exist	<input type="checkbox"/>	Ledger Group	

Co...	Itm	PK	S	Account	Description	Amount	Curr.	Tx
1000	1	50		55200010	PETTY CASH BOKARO	1,000.00-	INR	
	2	40		55100111	SBI-87158028-CH CLG	1,000.00	INR	

1.3. Cash Payment – Adv Against Expense

SAP Menu	Sap Menu → Accounting → Financial Accounting → Banks → Incoming/Input → Cash Journal
Transaction Code	FBCJ



Fill in the below details:

Header Data

Company Code: 1000

Cash Journal: 1000

Click on Cash Payment Tab

Line item data

Business Transaction: Select ADV. AGAINST EXPENSE

Customer:

Amount:

Profit Center:

Cash Journal 1000 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection		Balance display for display period			
Display period 06.02.2020 06.02.2020 Today This week Current period		Opening balance	204,000.00	INR	
Cash journal: PETTY CASH- BO... Company code: Electrosteel Steels Lt...		+ Total cash receipts	10,000.00	INR	Number: 1
		+ Total check receipts	0.00	INR	Number: 0
		- Total cash payments	52,000.00	INR	Number: 3
		= Closing balance	162,000.00	INR	
		Cash thereof	162,000.00	INR	

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	Split	T..	G/L Acct	Hou...	Acc...	Receipt Recip.	Text	Vendor	Customer	O...	Posting Date	Doc. N
ADV. AGAINST EXP...	1,000.00	CC	+		58200130			Mr. EMPLOYEE VENDOR		EM00100365			06.02.2020	42

Enter

Sign will appear against the line item.

Save



Sign will appear against the line item.

Post



sign will appear after posting the line item

Click on Follow-on document to check accounting entries



Display Document: Data Entry View

Display Currency General Ledger View

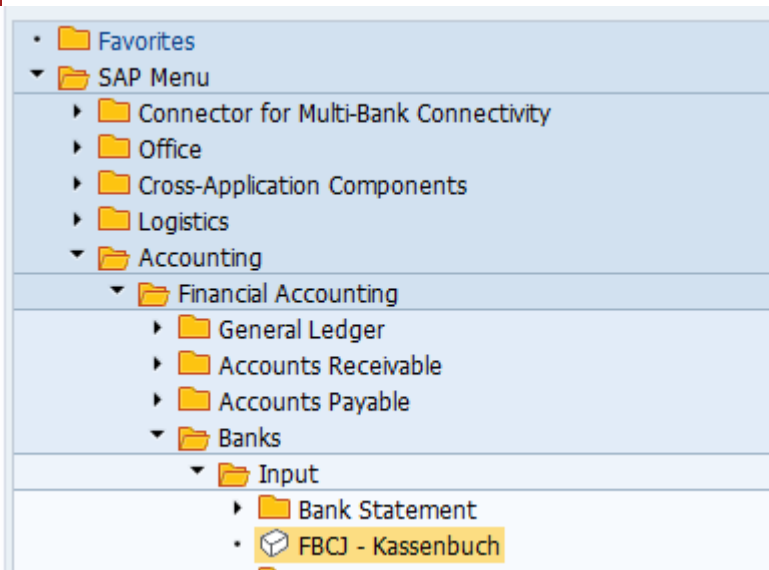
Data Entry View

Document Number	1300000034	Company Code	1000	Fiscal Year	2019
Document Date	06.02.2020	Posting Date	06.02.2020	Period	11
Reference		Cross-Comp.No.			
Currency	INR	Texts Exist	<input type="checkbox"/>	Ledger Group	

Co...	Itm	PK	S	Account	Description	Amount	Curr.	Tx
1000	1	50		55200010	PETTY CASH BOKARO	1,000.00-	INR	
	2	29	5	EM00100365	EMPLOYEE VENDOR	1,000.00	INR	

1.4. Cash Payment – Adv Against Salary

SAP Menu	Sap Menu → Accounting → Financial Accounting → Banks → Incoming/Input → Cash Journal
Transaction Code	FBCJ



Fill in the below details:

Header Data

Company Code: 1000

Cash Journal: 1000

Click on Cash Payment Tab

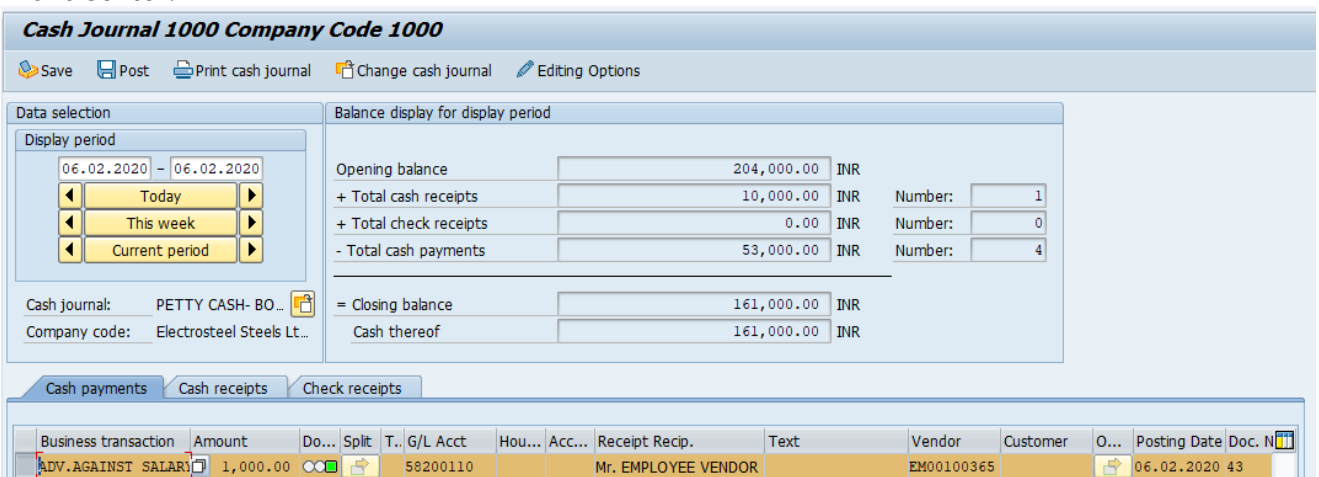
Line item data

Business Transaction: Select ADV.AGAINST SALARY

Customer:

Amount:

Profit Center:



Enter

Sign will appear against the line item.

Save



Sign will appear against the line item.

Post



Sign will appear after posting the line item

Click on Follow-on document to check accounting entries



Display Document: Data Entry View

Display Currency General Ledger View

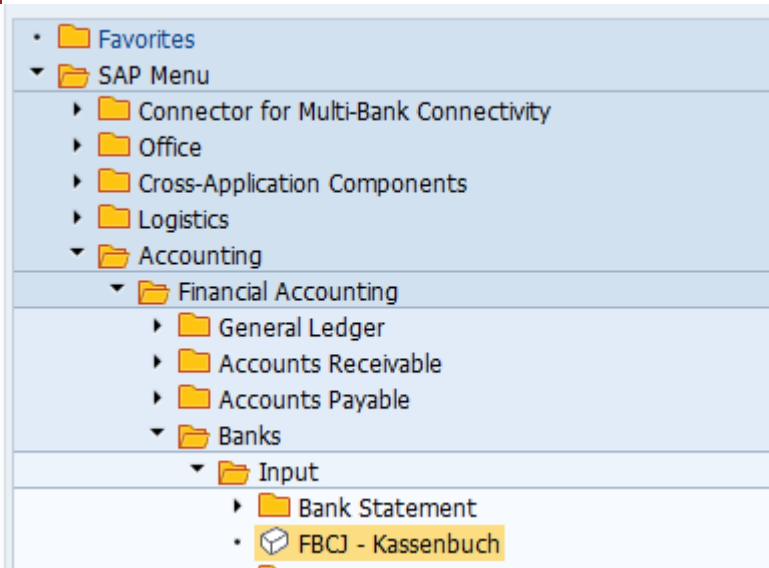
Data Entry View

Document Number	1300000035	Company Code	1000	Fiscal Year	2019
Document Date	06.02.2020	Posting Date	06.02.2020	Period	11
Reference		Cross-Comp.No.			
Currency	INR	Texts Exist	<input type="checkbox"/>	Ledger Group	

Co...	Itm	PK	S	Account	Description	Amount	Curr.	Tx
1000	1	50		55200010	PETTY CASH BOKARO	1,000.00-	INR	
	2	29	4	EM00100365	EMPLOYEE VENDOR	1,000.00	INR	

1.5. Cash Payment – Adv to Vendor

SAP Menu	Sap Menu → Accounting → Financial Accounting → Banks → Incoming/Input → Cash Journal
Transaction Code	FBCJ



Fill in the below details:

Header Data

Company Code: 1000

Cash Journal: 1000

Click on Cash Payment Tab

Line item data

Business Transaction: Select CASH ADV. TO VENDOR

Vendor:

Amount:

Profit Center:

Cash Journal 1000 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period

06.02.2020 - 06.02.2020

Today

This week

Current period

Cash journal: PETTY CASH- BO...

Company code: Electrosteel Steels Lt...

Balance display for display period

Opening balance	204,000.00	INR	
+ Total cash receipts	10,000.00	INR	Number: 1
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	51,000.00	INR	Number: 2
<hr/>			
= Closing balance	163,000.00	INR	
Cash thereof	163,000.00	INR	

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	Split	T.	G/L Acct	Hou...	Acc...	Receipt Recip.	Text	Vendor	Customer	O...	Posting Date	Doc. N...
CASH ADV. TO VEN...	50,000.00				33100230			Mr. Abhishek Sharma		400007			06.02.2020	28

Enter

Sign will appear against the line item.

Save





Sign will appear against the line item.

Post



sign will appear after posting the line item

Click on Follow-on document to check accounting entries



Display Document: Data Entry View

Display Currency General Ledger View

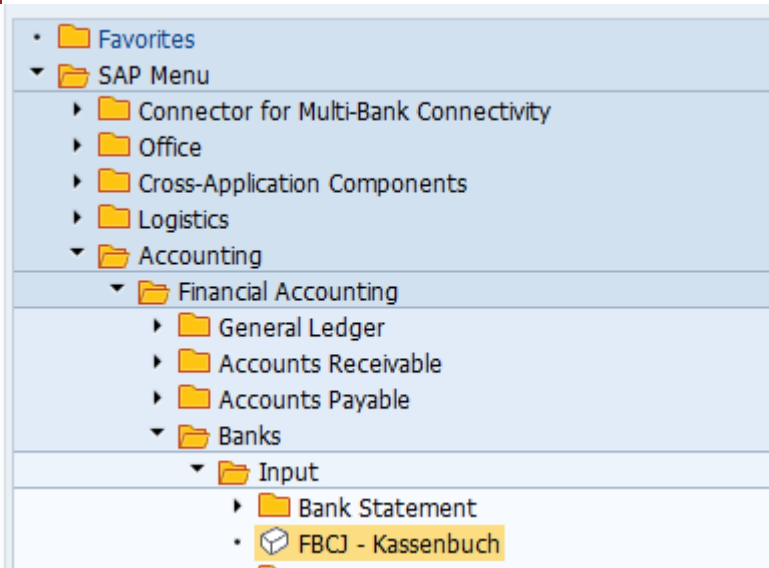
Data Entry View

Document Number	1300000023	Company Code	1000	Fiscal Year	2019
Document Date	06.02.2020	Posting Date	06.02.2020	Period	11
Reference		Cross-Comp.No.			
Currency	INR	Texts Exist	<input type="checkbox"/>	Ledger Group	

Co...	Itm	PK	S	Account	Description	Amount	Curr.	Tx
1000	1	50		55200010	PETTY CASH BOKARO	50,000.00-	INR	
	2	25		400007	Abhishek Sharma	50,000.00	INR	

1.6. Cash Payment – Cust In/Out Payment

SAP Menu	Sap Menu → Accounting → Financial Accounting → Banks → Incoming/Input → Cash Journal
Transaction Code	FBCJ



Fill in the below details:

Header Data

Company Code: 1000

Cash Journal: 1000

Click on Cash Payment Tab

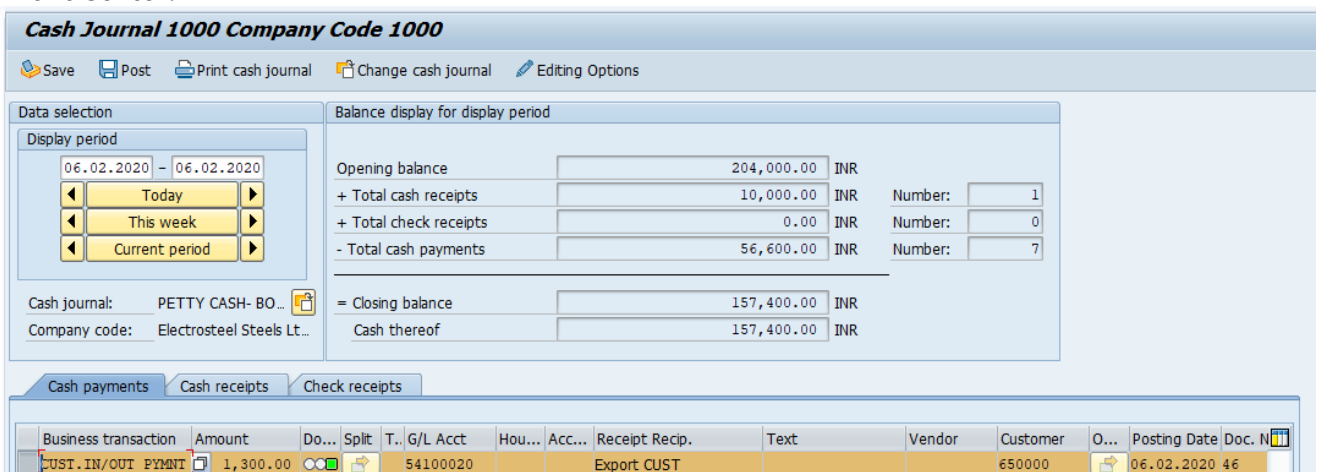
Line item data

Business Transaction: Select CUST.IN/OUT PYMNT

Customer:

Amount:

Profit Center:



Enter

Sign will appear against the line item.

Save

Sign will appear against the line item.





Post  Post

 sign will appear after posting the line item

Click on Follow-on document to check accounting entries













 Follow-On Docs

Display Document: Data Entry View

60    Display Currency  General Ledger View

Data Entry View

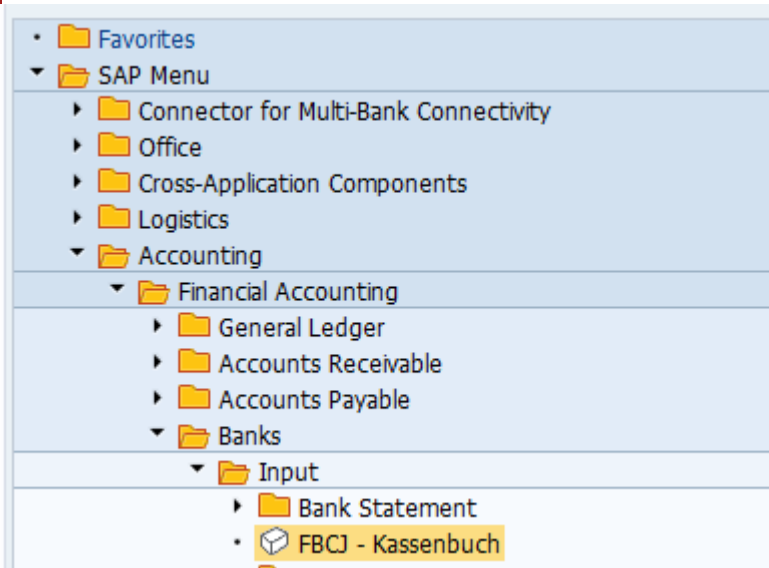
Document Number	1300000038	Company Code	1000	Fiscal Year	2019
Document Date	06.02.2020	Posting Date	06.02.2020	Period	11
Reference		Cross-Comp.No.			
Currency	INR	Texts Exist	<input type="checkbox"/>	Ledger Group	

Co...	Itm	PK	S	Account	Description	Amount	Curr.	Tx
1000	1	50		55200010	PETTY CASH BOKARO	1,300.00-	INR	
	2	05		650000	Export CUST	1,300.00	INR	

1.7. Cash Payment – Vend In/Out Payment

SAP Menu	Sap Menu → Accounting → Financial Accounting → Banks → Incoming/Input → Cash Journal
Transaction Code	FBCJ



Fill in the below details:

Header Data

Company Code: 1000

Cash Journal: 1000

Click on Cash Payment Tab

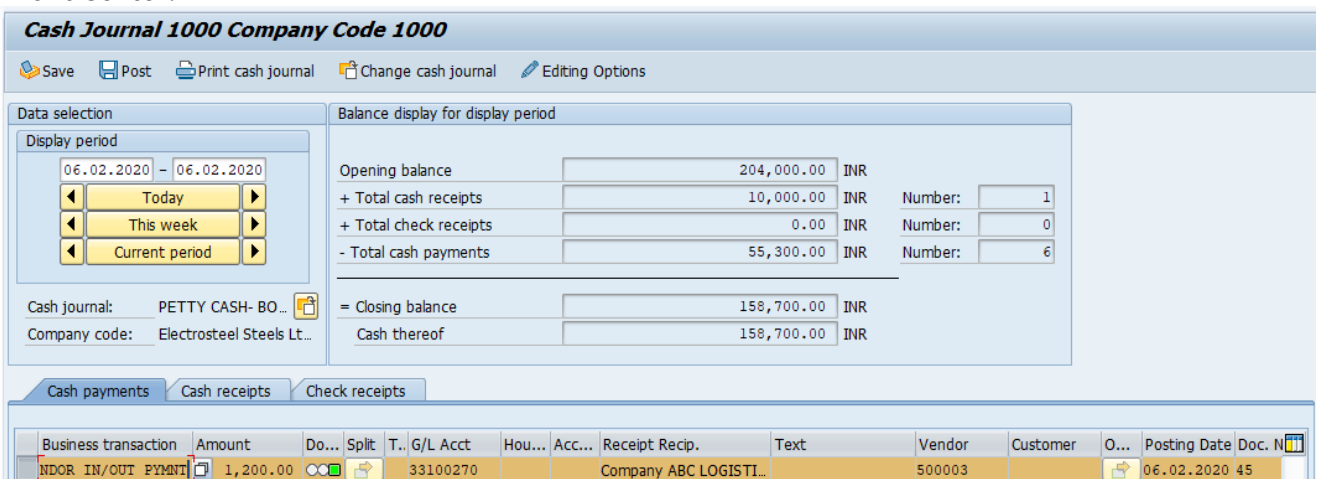
Line item data

Business Transaction: Select VENDOR IN/OUT PYMNT

Vendor:

Amount:

Profit Center:



Enter

Sign will appear against the line item.

Save





Sign will appear against the line item.

Post



sign will appear after posting the line item

Click on Follow-on document to check accounting entries



Display Document: Data Entry View

Display Currency General Ledger View

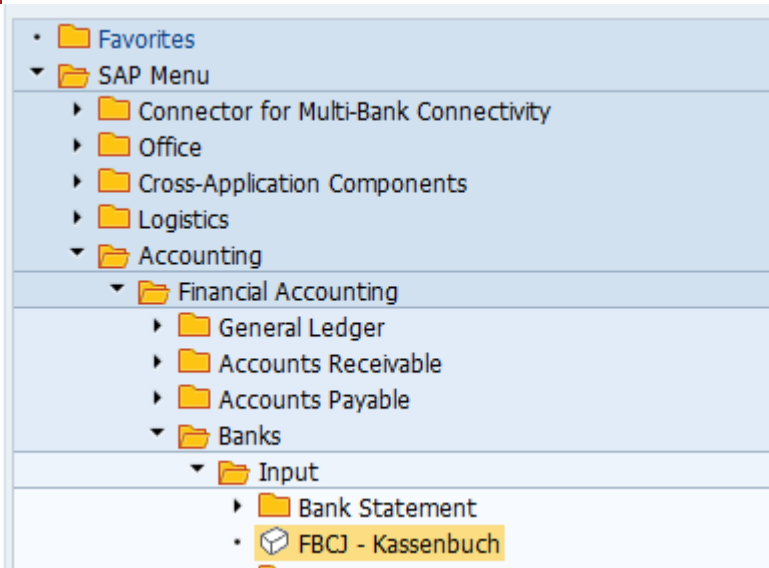
Data Entry View

Document Number	1300000037	Company Code	1000	Fiscal Year	2019
Document Date	06.02.2020	Posting Date	06.02.2020	Period	11
Reference		Cross-Comp.No.			
Currency	INR	Texts Exist	<input type="checkbox"/>	Ledger Group	

Co...	Itm	PK	S	Account	Description	Amount	Curr.	Tx
1000	1	50		55200010	PETTY CASH BOKARO	1,200.00-	INR	
	2	25		500003	ABC LOGISTICS LTD	1,200.00	INR	

1.8. Cash Payment – Expense

SAP Menu	Sap Menu → Accounting → Financial Accounting → Banks → Incoming/Input → Cash Journal
Transaction Code	FBCJ



Fill in the below details:

Header Data

Company Code: 1000

Cash Journal: 1000

Click on Cash Payment Tab

Line item data

Business Transaction: Select EXPENSE

G/l Account:

Amount:

Cost Center:

Cash Journal 1000 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period

06.02.2020 06.02.2020

Today This week Current period

Cash journal: PETTY CASH- BO...
Company code: Electrosteel Steels Lt...

Balance display for display period

Opening balance	204,000.00	INR	
+ Total cash receipts	10,000.00	INR	Number: 1
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	54,100.00	INR	Number: 5
<hr/>			
= Closing balance	159,900.00	INR	
Cash thereof	159,900.00	INR	

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	T...	FU...	CO...	Cost Center	Activi...	Order	Ite...	A...	Cost Object	Business Proc.	Profit Center	Segment	Partner Pr...
EXPENSE	1,100.00	○○			1000	10110300			0				101000	1000	

Enter

Sign will appear against the line item.

Save



Sign will appear against the line item.

Post



sign will appear after posting the line item

Click on Follow-on document to check accounting entries



Display Document: Data Entry View

Display Currency General Ledger View

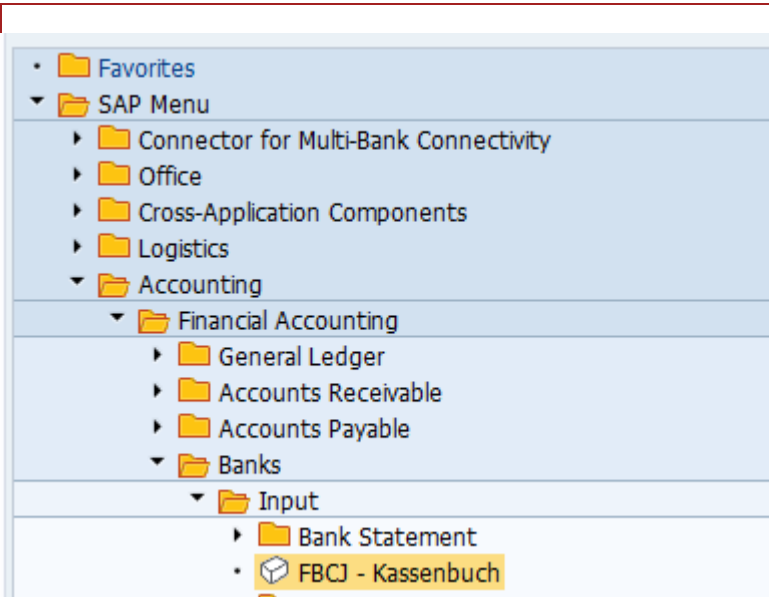
Data Entry View

Document Number: 1300000036 Company Code: 1000 Fiscal Year: 2019
 Document Date: 06.02.2020 Posting Date: 06.02.2020 Period: 11
 Reference: Cross-Comp.No.: Currency: INR Texts Exist: Ledger Group:

Co.	Itm	PK	S	Account	Description	Amount	Curr.	Tx
1000	1	50		55200010	PETTY CASH BOKARO	1,100.00-	INR	
	2	40		85100510	GIFT EXPENSES	1,100.00	INR	

1.9. Print Receipt

SAP Menu	Sap Menu → Accounting → Financial Accounting → Banks → Incoming/Input → Cash Journal
Transaction Code	FBCJ



Cash Journal 1000 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period

06.02.2020 06.02.2020

Today

This week

Current period

Cash journal: PETTY CASH- BO...

Company code: Electrosteel Steels Lt...

Balance display for display period

Opening balance	204,000.00	INR	
+ Total cash receipts	10,000.00	INR	Number: 1
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	54,100.00	INR	Number: 5
<hr/>			
= Closing balance	159,900.00	INR	
Cash thereof	159,900.00	INR	

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	T...	Fu...	CO...	Cost Center	Activi...	Order	Ite...	A.	Cost Object	Business Proc.	Profit Center	Segment	Partner Pr...
EXPENSE	1,100.00	○○	○		1000	10110300			0				101000	1000	

Click on Receipt to check Print Preview  Receipt



CASH VOUCHER

Receipt confirmation

FI Document No. Posting Date 06.02.2020
Company code 1000 Electrosteel Steels Ltd.
Cash journal 1000 PETTY CASH- BOKARO

Payment

From/to
For
Transaction EXPENSE
Currency INR

Code & Description	Amount	Profit Center	Internal Order	Cost Object
	1,100.00	101000		10110300

Total Pavment 1.100.00