User Manual Cash Accounting

ElectroSteel Steels Limited

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24 Feb 2020



User Manual

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User Manual



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 \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Banks \rightarrow Incoming/Input \rightarrow Cash Journal
Transaction Code	FBCJ

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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	Balance display for display per	riod				
Display period						
06.02.2020 - 06.02.2020	Opening balance		204,000.00	INR		
Today	+ Total cash receipts		10,000.00	INR Number:	1	
This week	+ Total check receipts		0.00	INR Number:	0	
Current period	- Total cash payments		50,000.00]	INR Number:	1	
Cash journal: PETTY CASH- BO 🖻	= Closing balance		164,000.00	INR		
Company code: Electrosteel Steels Lt	Cash thereof		164,000.00]	INR		
Cash payments Cash receipts Ch	eck receipts					
Business transaction Amount D	o Split T. G/L Acct Hou	u Acc Receipt Rec	ip. Text	Vendor	Customer	O Posting Date Doc. Nun
CASH RECEIPT FROM 10,000.00 C	X 55100152					06.02.2020 26

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Document Date 06.02.2020	Posting Date	06.02.2020	Period	11
Reference	Cross-Comp.No.			
Currency INR	Texts Exist		Ledger Group	
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Co Itm PK S Account Description	n		Amount Curr.	Tx
1000 1 40 55200010 PETTY CA	SH BOKARO	10	,000.00 INR	
2 50 55100152 SBI-ESL21	4-RTGS/NEFT	10	,000.00- INR	

1.2. Cash Payment – Deposit into Bank

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

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Accounts Payable
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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 🛛 🖉 Ed	iting Options		
Data selection Display period	Balance display for display period			
06.02.2020 🗇 06.02.2020	Opening balance	204,000.00	INR	
Today	+ Total cash receipts	10,000.00	INR Number: 1	
This week	+ Total check receipts	0.00	INR Number: 0	
Current period	- Total cash payments	51,000.00	INR Number: 2	
Cash journal: PETTY CASH- BO 🖻	= Closing balance	163,000.00	INR	
Company code: Electrosteel Steels Lt	Cash thereof	163,000.00	INR	
Cash payments Cash receipts Ch	eck receipts			
Business transaction Amount Do	Split T. G/L Acct Hou A	Acc Receipt Recip. Text	Vendor Custome	er O Posting Date Doc. N
CASH DEPOSIT INT 1,000.00	55100111			06.02.2020 41

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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.
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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 \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Banks \rightarrow
	Incoming/Input \rightarrow Cash Journal
Transaction Code	FBCJ

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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 Contor:

Pront	Center:

Cash Journal 1000 Company	Code 1000			
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Data selection	Balance display for display period			
Display period 06.02.2020 06.02.2020 Today This week Current period Cash journal: PETTY CASH- BO Company code: Electrosteel Steels Lt	Opening balance + Total cash receipts + Total check receipts - Total cash payments = Closing balance Cash thereof	204,000.00 10,000.00 0.00 52,000.00 162,000.00 162,000.00	INR Number: 1 INR Number: 0 INR Number: 3 INR INR	
Cash payments Cash receipts Che	eck receipts			
Business transaction Amount Do ADV. AGAINST EXP 1,000.00 CC	Split T G/L Acct Hou A	cc Receipt Recip. Text Mr. EMPLOYEE VENDOR	Vendor Custo EM00100365	mer O Posting Date Doc. N

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Document Number 13	00000034	Company Code	1000	Fiscal Year	2019		
Document Date 06	5.02.2020	Posting Date	06.02.2020	Period	11		
Reference		Cross-Comp.No.					
Currency IN	IR	Texts Exist		Ledger Group			
Co Itm PK S Accourt	nt Description	n		Amount Curr.	Tx		
1000 1 50 55200	010 PETTY CA	SH BOKARO		1,000.00- INR			
2 29 5 EM001	100365 EMPLOYER	E VENDOR		1,000.00 INR			

1.4. Cash Payment – Adv Against Salary

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

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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:

Cash Journal 1000 Company	' Code 1000				
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Data selection	Balance display for display period				
Display period					
06.02.2020 - 06.02.2020	Opening balance	204,000.00	INR		
Today	+ Total cash receipts	10,000.00	INR Number:	1	
This week	+ Total check receipts	0.00	INR Number:	0	
Current period	- Total cash payments	53,000.00	INR Number:	4	
Cash journal: PETTY CASH- BO 📑	= Closing balance	161,000.00	INR		
Company code: Electrosteel Steels Lt	Cash thereof	161,000.00	INR		
Cash payments Cash receipts Ch	eck receipts				
Business transaction Amount Do	Split T. G/L Acct Hou A	cc Receipt Recip. Text	Vendor	Customer O Posti	ing Date Doc. N
ADV.AGAINST SALAR	58200110	Mr. EMPLOYEE VENDOR	EM00100365	6.0	2.2020 43

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Reference	Cross-Comp.No).		
Currency INR	Texts Exist		Ledger Group	
3 1 7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2.%]	
Co Itm PK S Account	Description		Amount Curr.	Тх
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 \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Banks \rightarrow Incoming/Input \rightarrow Cash Journal
Transaction Code	FBCJ

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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 🛛 🖉 Eo	liting Options			
Data selection	Balance display for display period				
Display period					
06.02.2020 - 06.02.2020	Opening balance	204,000	0.00 INR		
◀ Today ▶	+ Total cash receipts	10,000	0.00 INR	Number: 1	1
This week	+ Total check receipts		0.00 INR	Number: 0	0
Current period	- Total cash payments	51,000	0.00 INR	Number: 2	2
Cash journal: PETTY CASH- BO	= Closing balance	163,000	0.00 INR		
Company code: Electrosteel Steels Lt	Cash thereof	163,000	0.00 INR		
Cash payments Cash receipts Cho	eck receipts				
Business transaction Amount Do	Split T. G/L Acct Hou	Acc Receipt Recip. Tex	xt	Vendor Custo	comer O Posting Date Doc. N
CASH ADV. TO VEN 50,000.00	33100230	Mr. Abhishek Sharma		400007	06.02.2020 28

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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		Ledger Group		
g i F M	Main Z 1 / 2) - H []			
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1000 1 50 552	200010 PETTY C/	ASH BOKARO	50	,000.00- INR		
2 25 400	0007 Abhishek	Sharma	50	,000.00 INR		

1.6. Cash Payment – Cust In/Out Payment

SAP Menu	Sap Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Banks \rightarrow Incoming/Input \rightarrow Cash Journal
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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:

Cash Journal 1000 Company	Code 1000				
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Data selection	Balance display for display period				
Display period					
06.02.2020 - 06.02.2020	Opening balance	204,000.0	0 INR		
Today	+ Total cash receipts	10,000.0	0 INR Number:	1	
This week	+ Total check receipts	0.0	0 INR Number:	0	
Current period	- Total cash payments	56,600.0	0 INR Number:	7	
Cash journal: PETTY CASH- BO	= Closing balance	157,400.0	0 INR		
Company code: Electrosteel Steels Lt	Cash thereof	157,400.0	0 INR		
Cash payments Cash receipts Ch	eck receipts				
Business transaction Amount Do	Split T. G/L Acct Hou A	cc Receipt Recip. Text	Vendor	Customer	O Posting Date Doc. N
UST.IN/OUT PYMNT 🗇 1,300.00 📿	54100020	Export CUST		650000	06.02.2020 46

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Document Number 130000038	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	
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1000 1 50 55200010 PETTY C/	ASH BOKARO		1,300.00- INR	
2 05 650000 Export CL	JST		1,300.00 INR	

1.7. Cash Payment – Vend In/Out Payment

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

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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:

Cash Journal 1000 Company	Code 1000			
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Data selection	Balance display for display period			
Display period				
06.02.2020 - 06.02.2020	Opening balance	204,000.00	INR	
◀ Today ▶	+ Total cash receipts	10,000.00	INR Number: 1	
This week	+ Total check receipts	0.00	INR Number: 0	
Current period	- Total cash payments	55,300.00	INR Number: 6	
Cash journal: PETTY CASH- BO 🖻	= Closing balance	158,700.00	INR	
Company code: Electrosteel Steels Lt	Cash thereof	158,700.00	INR	
Cash payments Cash receipts Ch	eck receipts			
Business transaction Amount Do	Split T. G/L Acct Hou A	cc Receipt Recip. Text	Vendor Custon	ner O Posting Date Doc. N
NDOR IN/OUT PYMNT 🗇 1,200.00 📿	33100270	Company ABC LOGISTI	500003	06.02.2020 45

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Document Number 1300000037 Document Date 06.02.2020	Company Code 1000 Fiscal Year 2019 Posting Date 06.02.2020 Period 11
Reference	Cross-Comp.No.
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1000 1 50 55200010 PETTY	CASH BOKARO 1,200.00- INR
2 25 500003 ABC LOC	ISTICS LTD 1,200.00 INR

1.8. Cash Payment – Expense

SAP Menu	Sap Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Banks \rightarrow	
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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			
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Data selection Display period 06.02.2020 06.02.2020 Today	Balance display for display period Opening balance + Total cash receipts	204,000.00	INR INR Number: 1	
Cash journal: PETTY CASH- BO	- Total Cleck receipts - Total cash payments - Closing balance	54,100.00	INR Number: 0	
Company code: Electrosteel Steels Lt Cash payments Cash receipts Ch	Cash thereof eck receipts	159,900.00	INR	
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Document Number	130000036	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	
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1000 1 50 552	200010 PETTY C/	ASH BOKARO	1	,100.00- INR	
2 40 851	100510 GIFT EXP	ENSES	1	,100.00 INR	

1.9. Print Receipt

SAP Menu	Sap Menu \rightarrow Accounting \rightarrow Financial Accounting \rightarrow Banks \rightarrow Incoming/Input \rightarrow Cash Journal
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Today			+ Total ca	sh rece	eipts			1	0,000.	00 INR	Number:	1		
This wee	k 🕨		+ Total ch	eck red	ceipts				0.	00 INR	Number:	0		
Current per	riod 🕨		- Total cas	h payn	nents			5	4,100.	00 INR	Number:	5		
		-									_			
Cash journal: PET	TY CASH- BO 🧗		= Closing I	alance	1			15	9,900.	00 INR				
Company code: Elect	trosteel Steels Lt		Cash th	ereof				15	9,900.	00 INR				
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FI Document No. Company code Cash journal	Posti 1000 Elec 1000 PETI	ing Dat ctroste TY CASH	e el St - BOK	06.02. eels L ARO	2020 td.		
Payment							
From/to For							
Transaction Currency	EXPENSE INR						
Code & Description	Amount	Profit	Center	Internal	Order	Cost	Object