

Cash Receipts

- Open transaction FBCJ
- Click 'Today' for correct date
- Choose Cash Receipts tab
- Search for G/L code in Business Transaction

NB Children's dinner money should be recorded as Meals and Refreshments Non VAT (230130), staff dinner money should be recorded as Food Staff Vatable (230150)

- Enter amount of cash
- Add receipt and / or text if you wish
- Enter paying in slip number in Reference and Assignment
- Enter your Cost Centre or SIO
- Press Enter
- Scroll back and check the following:
 - Red 'traffic light' has appeared
 - G/L code has been completed
 - Tax code has been completed
- Select line
- Click Post Select
- Line entry now has a green 'traffic light'

Complete further lines or

- Go to Cash Payments tab

*NB for invoice payments, the customer number should be searched for and entered in the **Customer** column and the invoice number should be entered in the **Assignment** column*

Cash Payments

- Choose Cash Payments tab
- Search for Schools Paying In Slip in Business Transaction
- Enter amount to be banked
- Enter paying in slip number in Reference and Assignment
- Select line
- Click Post Select

Ensure that closing balance is £0.00
(and all line entries display a green square)

Cheques

- Open transaction FBCJ
- Click 'Today' for correct date
- Choose Check Receipts tab
- Search for G/L code in Business Transaction

NB Children's dinner money should be recorded as Meals and Refreshments Non VAT (230130), staff dinner money should be entered as Food Staff Vatable (230150)

- Enter amount of cheque
- Enter cheque number
- Enter cheque issuer
- Enter sort code
- Enter bank account number
- Add receipt and / or text if you wish
- Enter paying in slip number in Reference and Assignment
- Enter your Cost Centre or SIO
- Press Enter
- Scroll back and check the following:
 - Red 'traffic light' has appeared
 - G/L code has been completed
 - Tax code has been completed
- Select line
- Click Post Select

Complete further lines

NB for invoice payments, the customer number should be searched for and the invoice number should be entered in the Assignment column

Once all cheques have been posted

- Select all lines
- Click Present checks
- Check that the total and number of cheques is correct
- Search for Schools Paying In Slip in Business Transaction
- Click Post Lot
- Enter paying in slip number in Reference and Assignment
- Select paying in slip line
- Click Post Select

To print cheque list:

- Select paying in slip
- Click Check lot
- Print

Cash Journal FBCJ

Step by Step Quick Guide



Key



Information required



Entry is auto- populated



Tax code – may be auto-populated or information may need to be entered manually



For invoice payments, the customer number should be searched for and entered in the **Customer** column and the invoice number should be entered in the **Assignment** column