

Transaction FBCJ – Cash Journal

This guidance shows how to use transaction **FBCJ** to record your banking in SAP Fiori

- It is important that you enter your income into SAP Fiori in a timely and accurate manner so that income is recorded in the correct period (month), and the Central Banking Team can carry out the daily bank reconciliation of the Council’s bank account.

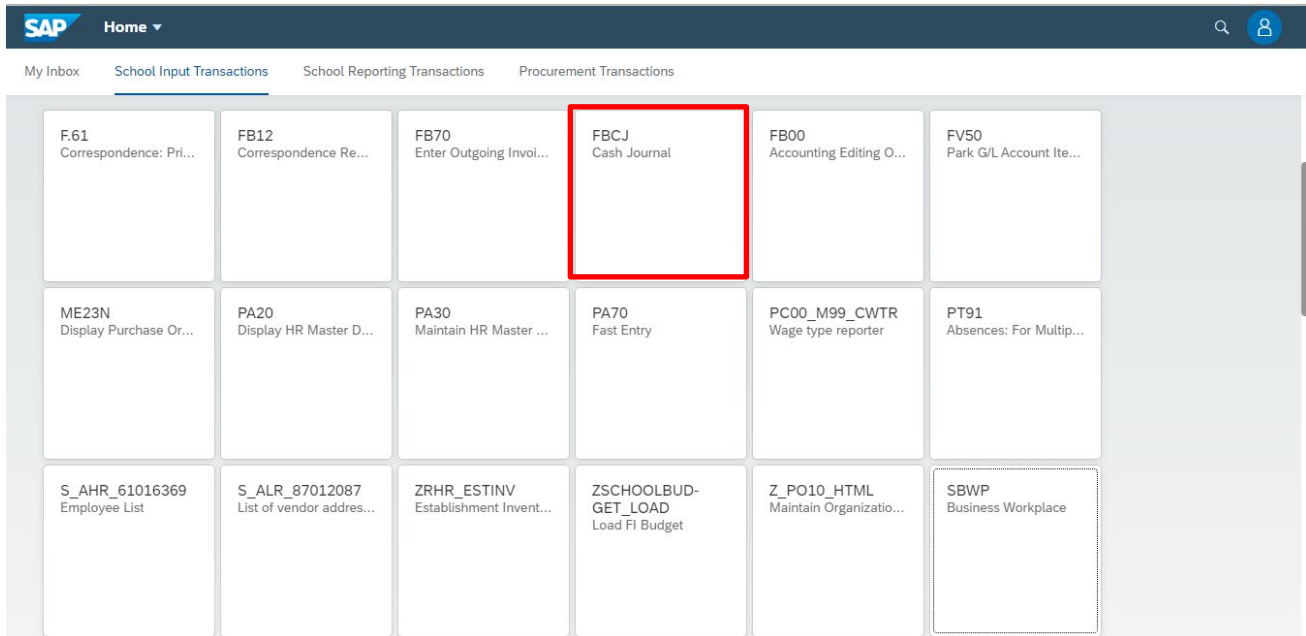
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Section 1 - Initial set up of Cash Journal

- Log on to SAP Fiori.

This loads the app home screen.

- Click on the **FBCJ Cash Journal app**.

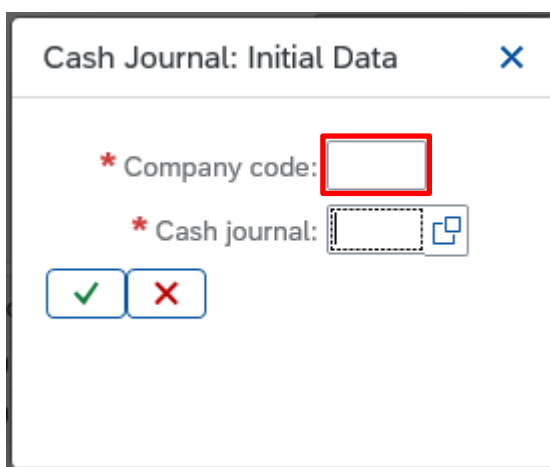


You will now be in the FBCJ Cash Journal screen.

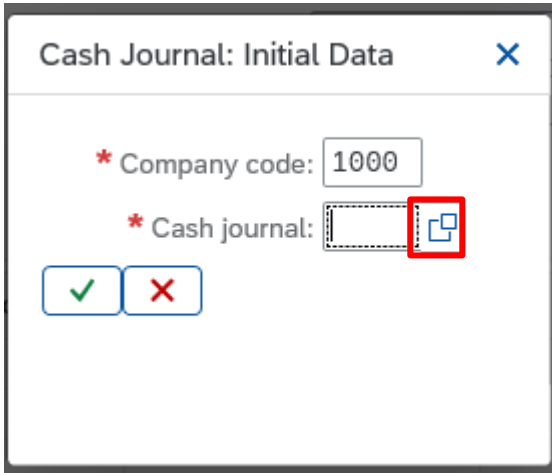
The first time you access the Cash Journal it is necessary to find your school's unique cash journal settings.

In the middle of your screen the following dialogue box will appear

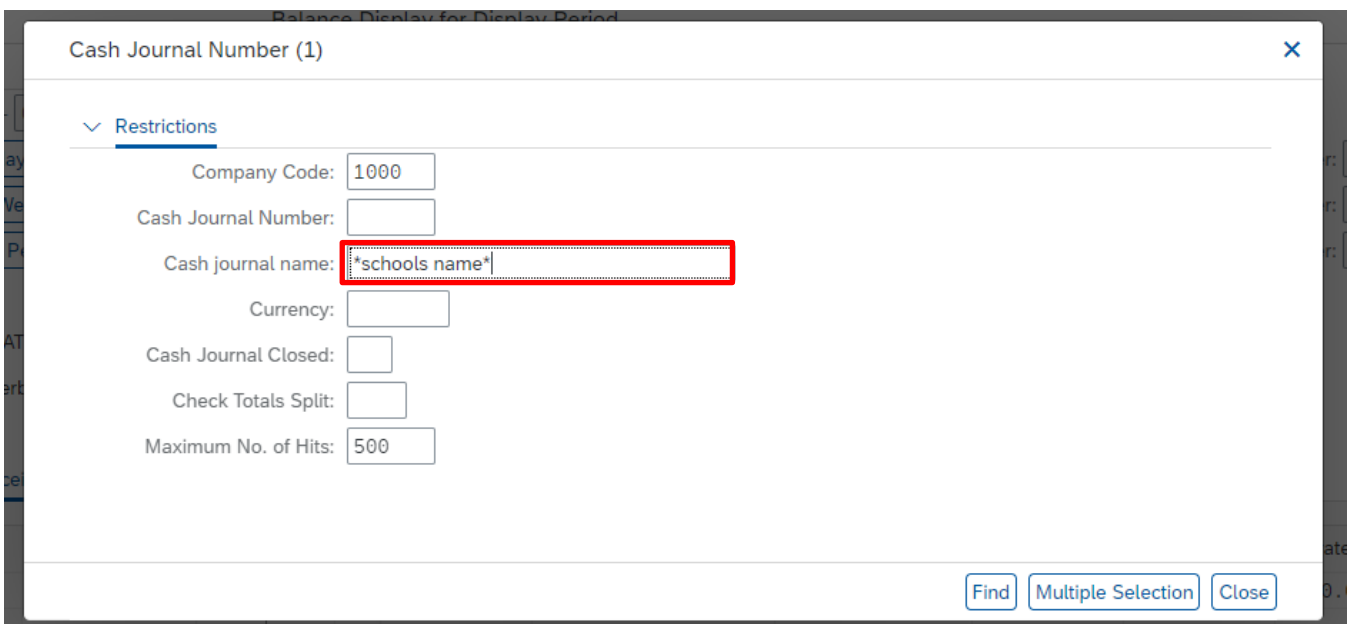
- Click in the **Company code** field and enter 1000.



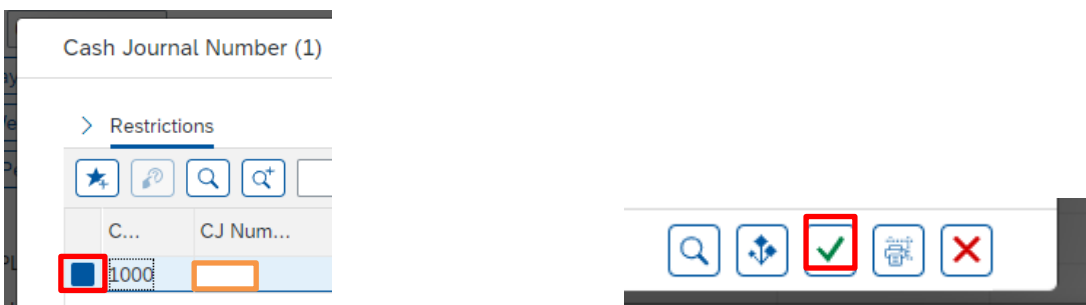
- Click in the **Cash Journal** field, the **'Search Square'** icon will appear click on it.



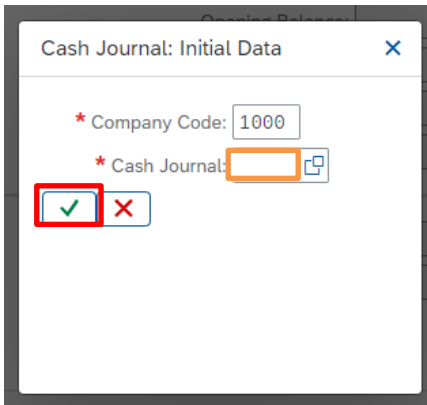
- Type in * followed by the first few letters of the name of your school followed by * in the **Cash journal name** box.
- **Click** on the **Find** button to start your search.



- Click on the square to highlight your school in the list and click on the green tick icon.



- A pop-up box will appear - **confirm** your choice by clicking on the **green tick**.



- Check that your school's name shows here (if not carry out steps in Section 1).

Business transaction	Amount	Doc...	Split	T...	G/L Acct	Receipt Recip.	Text	Customer	Posting Date	Tax rate
<input type="checkbox"/>			<input type="checkbox"/>						02.02.2024	0.0
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										

Section 2 - Entering Cash for Banking

- Always click on **Today** to display today's date to enter your cash/cheques.


The screenshot shows the SAP Cash Journal interface for Company Code 1000. At the top, there are navigation buttons: Menu, Save, Post, Print Cash Journal, Change Cash Journal, and Edit. Below this, the 'Data Selection' section includes a 'Display Period' field with two date boxes set to '02.02.2024'. Below the date boxes are three buttons: 'Today' (highlighted with a red border), 'This Week', and 'Current Period'. The 'Balance Display' section is partially visible on the right.

- When you open the cash journal it always defaults to the Cash payments entry screen, select the Cash receipts tab to start the cash entry process.
- To enter Cash received **click** on the **Cash Receipts** tab.

The screenshot shows the SAP Cash Journal interface with the 'Cash Receipts' tab selected. The 'Display Period' is still '02.02.2024'. Below the date boxes, the 'Cash Journal' field is set to 'NURSERY SC...' and the 'Company Code' is 'Derbyshire County Council'. To the right, a balance summary table is displayed:

Opening Balance:	0.00	GBP	
+ Total cash receipts:	0.00	GBP	Number: []
+ Total Check Receipts:	0.00	GBP	Number: []
- Total Cash Payments:	0.00	GBP	Number: []
= Closing Balance:	0.00	GBP	
Cash Thereof:	0.00	GBP	

At the bottom, there are three tabs: 'Cash Payments', 'Cash Receipts' (highlighted with a red border), and 'Check Receipts'. Below the tabs is a table with columns: Business transaction, Amount, Doc..., Split, T..., G/L Acct, Receipt Recip., Text, Customer, Posting Date, and Tax rate. The 'Business transaction' column has a search square icon.

- The cursor is now in the **Business transaction** column and the search square icon is visible.
- To search for the required **Business transaction** (G/L income code) **click** on the Search Square icon. 

The screenshot shows the SAP Cash Journal interface for Company Code 1000. The 'Data Selection' section includes a 'Display Period' of 02.02.2024 to 02.02.2024. The 'Balance Display for Display Period' section shows a summary of transactions: Opening Balance (0.00 GBP), Total cash receipts (0.00 GBP), Total Check Receipts (0.00 GBP), Total Cash Payments (0.00 GBP), Closing Balance (0.00 GBP), and Cash Thereof (0.00 GBP). The 'Cash Journal' is identified as 'NURSERY SC...' for 'Derbyshire County Council'. The 'Cash Receipts' tab is active, showing a table with columns for Business transaction, Amount, Doc..., Split, T..., G/L Acct, Receipt Recip., Text, Customer, and Posting Date. A red box highlights the 'Business transaction' field in the table.

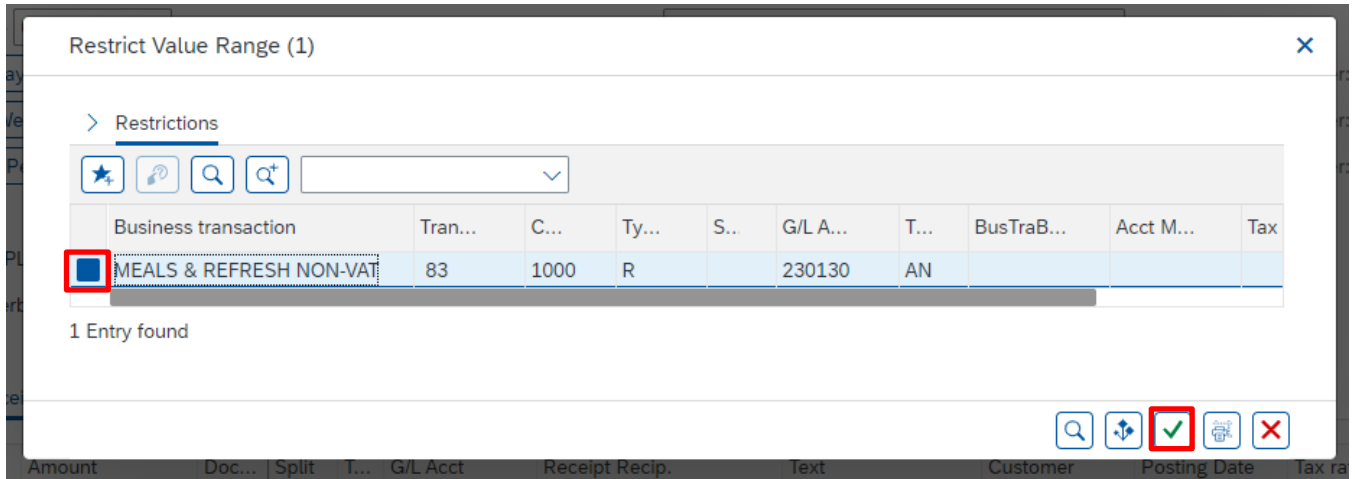
- Type a few letters of the G/L code description required followed by * for example, to search for 'Meals and Refreshments Non-VAT' type in **meal***.
- **Click** on the **Find** button to start your search.

The screenshot shows the 'Restrict Value Range (1)' dialog box. Under the 'Restrictions' section, the 'Business transaction' field contains the text 'meal*' and is highlighted with a red box. Other fields include 'Bus. transac. number', 'Company Code' (1000), 'Business trans. type', 'Special G/L Ind.', 'G/L Account', 'Tax Code', 'Bus. Trans. Blocked', and 'Maximum No. of Hits' (500). At the bottom right, there are three buttons: 'Find' (highlighted with a red box), 'Multiple Selection', and 'Close'.

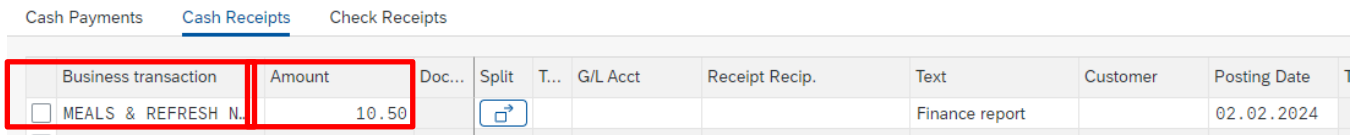
Note

For children’s dinner money you should use ‘**Meals and Refreshments Non-VAT**’ (230130) and for staff meals use ‘**Staff Food Vatable**’ (230150).

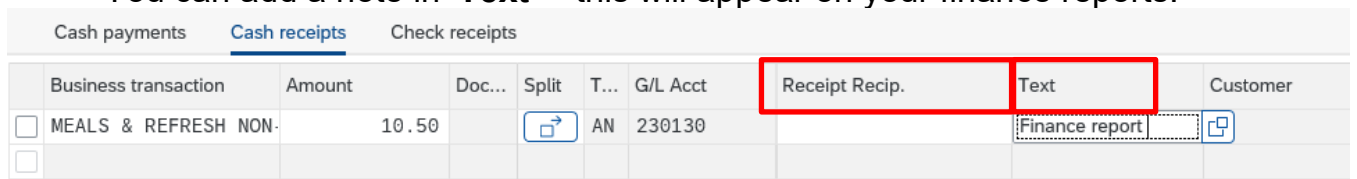
- To highlight your selection, **click** on the square button.
- **Click** on the **green tick icon** to confirm your selection.



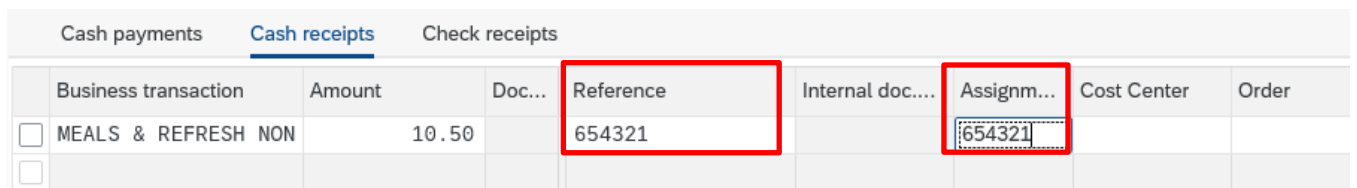
- This will populate the **Business Transaction** field.
- In the **Amount** column enter the amount of cash received.



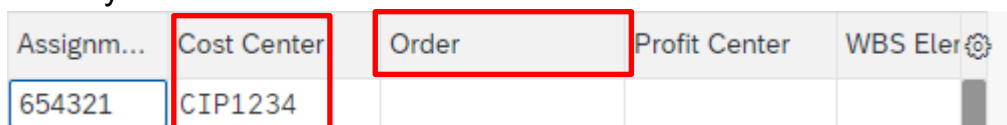
- If you have given the person a receipt, record the number in '**Receipt Recip.**'
- You can add a note in '**Text**' – this will appear on your finance reports.



- Use the scroll bar at the bottom of the cash journal screen to scroll across to the right of the screen and enter the six-digit paying-in slip in number **Reference** and again in **Assignment**.



- Enter either your school's **Cost Centre** or **Statistical Internal Order (SIO)** but you do not need to enter both.



- Press **Enter** on your keyboard to confirm the line entry.
- **Scroll back across** to the left to reveal the Red 'traffic light'.

Cash payments		Cash receipts		Check receipts					
<input type="checkbox"/>	Business transaction	Amount	Doc...	Split	T...	G/L Acct	Receipt Recip.	Text	
<input type="checkbox"/>	MEALS & REFRESH NON-	10.50	●		AN	230130		Finance report	
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

If the G/L income code does **not** have an assigned VAT code, you will need to choose one **BEFORE** you can post your selection.

How to search for a VAT code

Click in the 'T...' box –the Search Square icon will appear and click on the search square to start your search.

Cash payments		Cash receipts		Check receipts					
<input type="checkbox"/>	Business transaction	Amount	Doc...	Split	T...	G/L Acct	Receipt Recip.	Text	
<input type="checkbox"/>	MEALS & REFRESH NON-	10.50	●		AN	230130			
<input type="checkbox"/>									

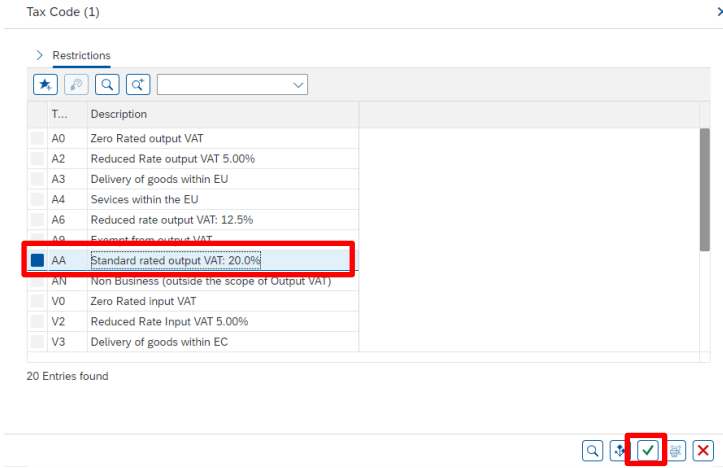
- A list of VAT options is displayed, the VAT codes to use for income received all begin with the letter **A**.

Tax Code (1)

> Restrictions

T...	Description
<input checked="" type="checkbox"/> A0	Zero Rated output VAT
<input type="checkbox"/> A2	Reduced Rate output VAT 5.00%
<input type="checkbox"/> A3	Delivery of goods within EU
<input type="checkbox"/> A4	Sevices within the EU
<input type="checkbox"/> A6	Reduced rate output VAT: 12.5%
<input type="checkbox"/> A9	Exempt from output VAT
<input type="checkbox"/> AA	Standard rated output VAT: 20.0%
<input type="checkbox"/> AN	Non Business (outside the scope of Output VAT)
<input type="checkbox"/> V0	Zero Rated input VAT

- Click on the square button to select the VAT code and click on the green tick icon to confirm the selection.

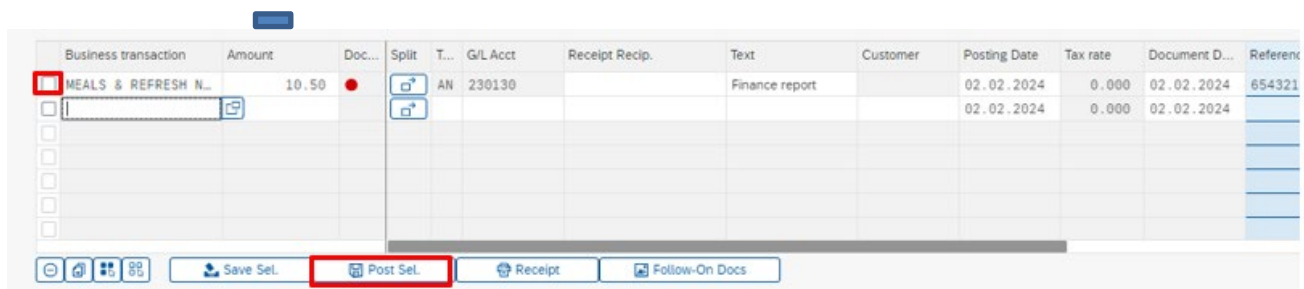


Note

If you are unsure which is the correct income VAT code to use, please contact DCC Technical Accountancy on v.at@derbyshire.gov.uk

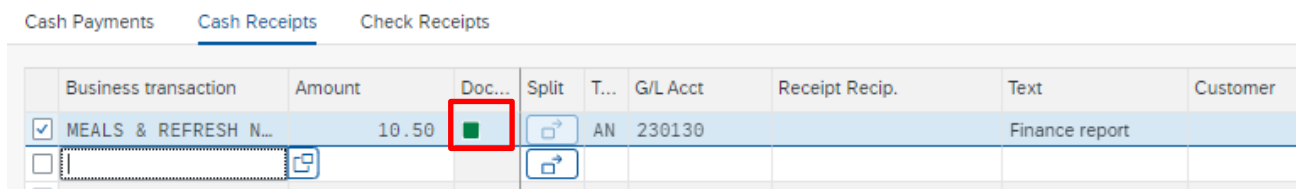
Once you have completed your line entry you can post it

- Click on the square at the beginning of the line to highlight it.
- Click **Post sel** button to post your selection.



It is possible to enter several lines and post them all at once by selecting several entries, but you should be aware that in order to prevent work being lost it is recommended that you should post entries as you go along.

- The posted line entry is now displaying a green square.



- In the **Balance display for display period** area check that the **Total cash receipts** amount agrees with your paying-in slip and matches the actual amount of cash to be banked.

Balance Display for Display Period

Opening Balance:	0.00	GBP
+ Total cash receipts:	10.50	GBP
+ Total Check Receipts:	0.00	GBP
- Total Cash Payments:	0.00	GBP
<hr/>		
= Closing Balance:	10.50	GBP
Cash Thereof:	10.50	GBP

- If this is correct, then select the 'Cash Payments' tab to create a paying in slip.

Cash payments	Cash receipts	Check receipts					
Business transaction	Amount	Doc...	Split	T...	G/L Acct	Receipt Recip.	Text
<input type="checkbox"/>	<input type="text"/>		<input type="checkbox"/>				
<input type="checkbox"/>							

- **Click** in the 'Business Transaction' box and the 'Search Square' icon will appear, click on it.
- Enter 'school*' in the 'Business transaction' box and click on the **Find** button to start the search.

Restrict Value Range (1) ✕

▼ Restrictions

Business transaction:

Bus. transac. number:

Company Code:

Business trans. type:

Special G/L Ind.:

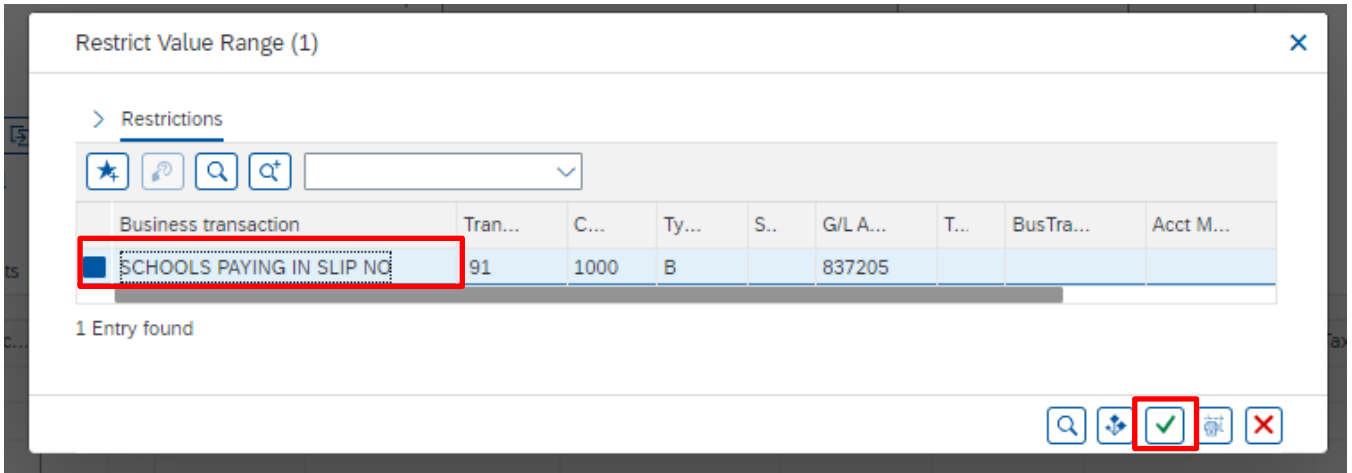
G/L Account:

Tax Code:

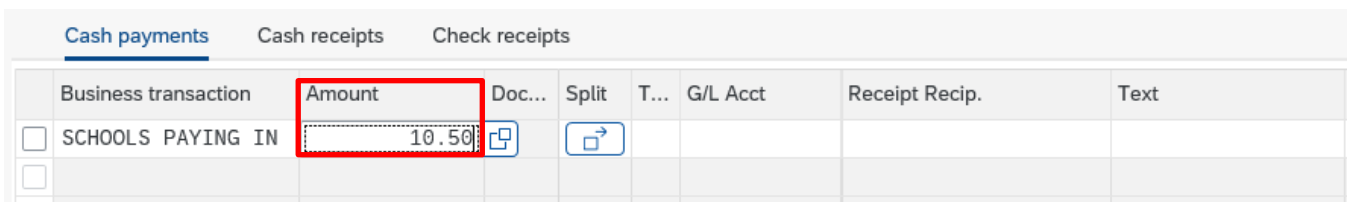
Bus. Trans. Blocked:

Maximum No. of Hits:

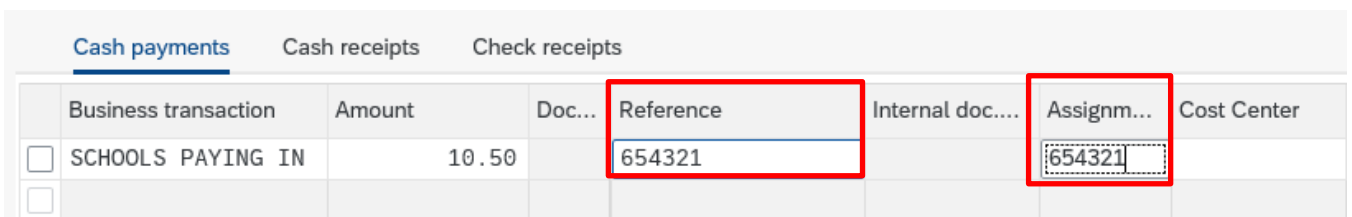
- To highlight your selection, click on the square button.
- **Click** on the **green tick icon** to confirm your selection.



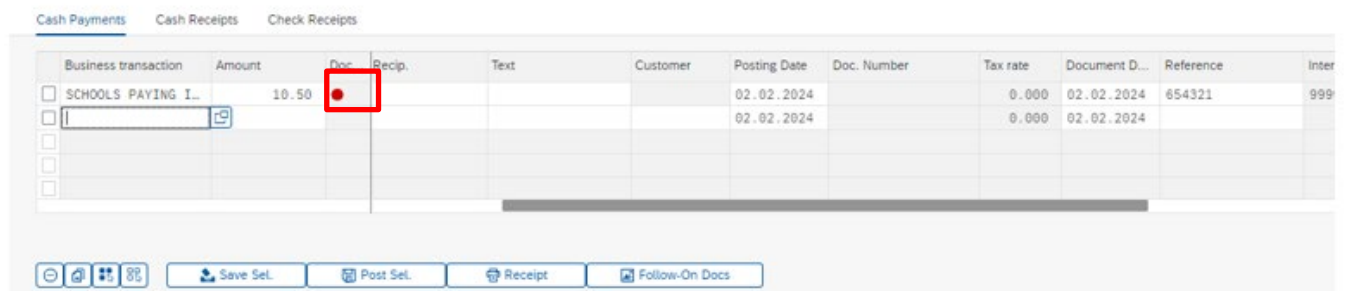
- Enter the **Amount** of cash to be banked (to match the total that was entered on the Cash Receipts tab).



- Use the scroll bar to scroll across to the right and enter your **paying-in slip number** into the **'Reference'** and **'Assignment'** fields.



- Press **Enter** on your keyboard – scrolling back to the left will reveal your Red 'traffic light'.



- Once you have completed your line entry you can post it.
- **Click** on the square at the beginning of the line to highlight it.
- Click **Post sel button** to post your selection.

Cash payments Cash receipts Check receipts

	Business transaction	Amount	Doc...	Split	T...	G/L Acct	Receipt Recip.	Text
<input checked="" type="checkbox"/>	SCHOOLS PAYING IN	10.50				837205		
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

- The line entry will now display a green square.
- The Total cash payments will record the amount paid in and the Closing balance will return to 0.00.

Journal Change Cash Journal Editing Options

Balance Display for Display Period

.2024	Opening Balance:	0.00	GBP	
>	+ Total cash receipts:	10.50	GBP	Number: 1
>	+ Total Check Receipts:	0.00	GBP	Number: 0
>	- Total Cash Payments:	10.50	GBP	Number: 1
	= Closing Balance:	0.00	GBP	
RSERY SC...	Cash Thereof:	0.00	GBP	

County Council

Check Receipts

Doc...	Split	T...	G/L Acct	Receipt Recip.	Text	Customer	Posting Date	Doc. Number	Tax rate	Document D...	Refer
10.50	<input checked="" type="checkbox"/>		837205				02.02.2024	3537	0.000	02.02.2024	6543
	<input type="checkbox"/>						02.02.2024		0.000	02.02.2024	

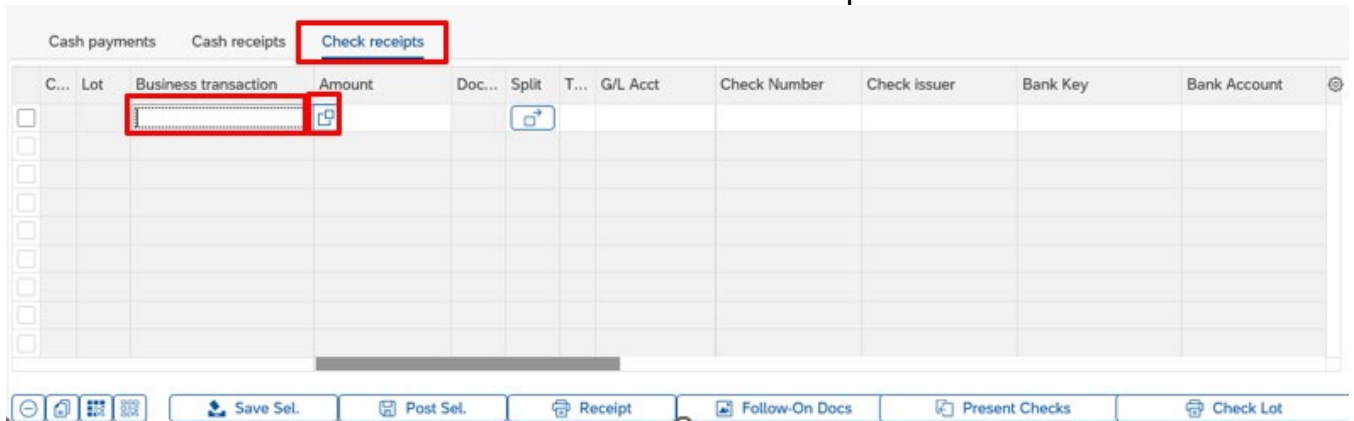
Note

If the closing balance does not return to **0.00**

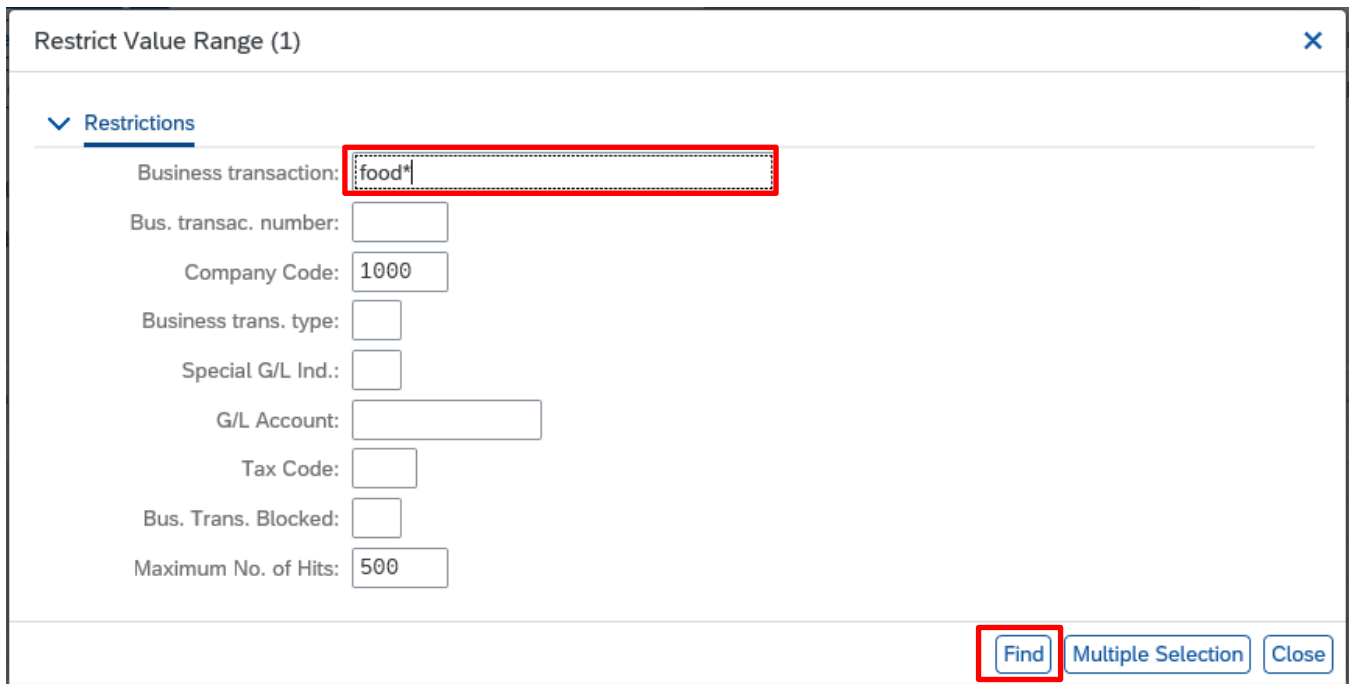
- Check the amount of cash that you wish to pay in.
- Check the income that you have entered in the 'Cash Receipts' tab.
- If you need to correct an entry, see Section 4 of this guide.

Section 3 - Entering Cheques for Banking

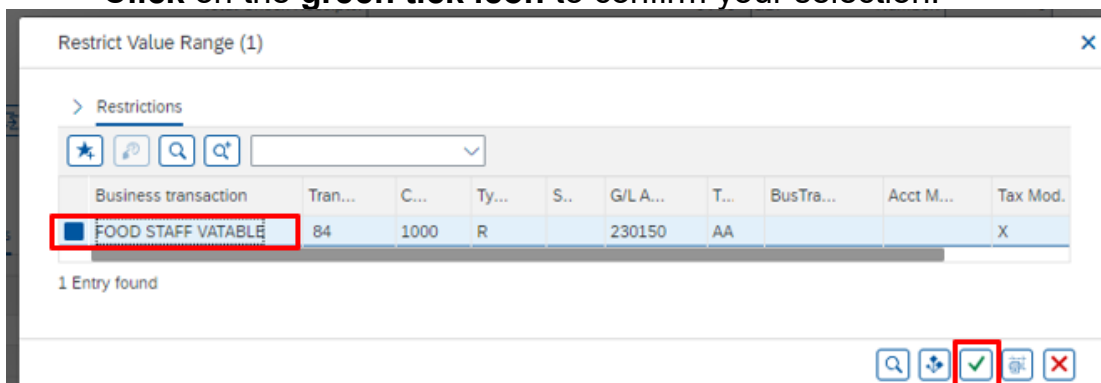
- To enter cheque income, **Click** on the **Check receipts** tab.
- To search for the Business Transaction (income code) **Click** in the **Business transaction column** and **Click** on the Search square icon.



- Type a few letters of the G/L income code description required followed by * for example, to search for **Food Staff Vatable** (Adult meals) type in **food***.
- **Click** on the Find button to start your search.



- To highlight your selection, **click** on the square button.
- **Click** on the **green tick icon** to confirm your selection.



Complete the following columns:

- Amount
- Cheque number
- Cheque issuer (who the cheque is from)
- Bank Key (sort code)
- Bank Account number

Cash payments											Cash receipts											Check receipts										
C...	Lot	Business transaction	Amount	Doc...	Split	T...	G/L Acct	Check Number	Check issuer	Bank Key	Bank Account																					
<input type="checkbox"/>		FOOD STAFF VATABLE	18.75					100123	Mr A Spring	300002	12341234																					

- If you have issued a **receipt** record the number in '**Receipt Recipient**'.
- If you add a note in '**Text**' – this will appear in your finance reports.

Cash payments											Cash receipts											Check receipts										
C...	Lot	Business transaction	L Acct	Check Number	Check issuer	Bank Key	Bank Account	Ba...	Receipt Recip.	Text																						
		FOOD STAFF VATABLE		100123	Mr A Spring	300002	12341234	GB		Finance report																						

- Use the scroll bar to scroll across to the right and enter the **Paying-in slip number** into the '**Reference**' and '**Assignment**' fields.

Cash payments											Cash receipts											Check receipts										
C...	Lot	Business transaction	Reference	Document no...	Assignm...	Cost Center	Order																									
<input type="checkbox"/>		FOOD STAFF VATABLE	654322		654322																											

- Enter either your school's **Cost Centre** or **Statistical Internal Order (SIO)** but you do not need to enter both.

Cash Payments											Cash Receipts											Check Receipts										
C...	Lot	Business transaction	Ba...	Receipt Recip.	Text	Customer	Tax rate	Document D...	Reference	Document no...	Assignm...	Cost Center	Order																			
<input type="checkbox"/>		FOOD STAFF VATABL...	GB		Finance report		20.00...	02.02.2024	654322	9999999994	654322	CIP1234																				
<input type="checkbox"/>			GB				0.000	02.02.2024																								

- Press **Enter** on your keyboard – scrolling back to the left will reveal your Red ‘traffic light’.

Cash payments		Cash receipts		Check receipts	
C...	Lot	Business transaction	Amount	Doc...	
<input type="checkbox"/>		FOOD STAFF VATABLE	18.75	●	

Note

You can enter as many individual cheques for income as necessary, using the same paying-in slip number. Post line entries as you go along to prevent work being lost.

- **Check** the VAT code has been populated .
- Once you have completed your line entry you can post it.
- **Click** on the square at the beginning of the line to highlight it.
- Click **Post sel.** button to post your selected line entry/entries.

Cash payments		Cash receipts		Check receipts	
C...	Lot	Business transaction	Amount	Doc...	Split
<input checked="" type="checkbox"/>		FOOD STAFF VATABLE	18.75	●	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>

- The posted line entry is now displaying a green square.

Cash Payments		Cash Receipts		Check Receipts				
C...	Lot	Business transaction	Amount	Doc...	Split	T...	G/L Acct	Check N
<input checked="" type="checkbox"/>		FOOD STAFF VATAB...	18.75	■	<input type="checkbox"/>	AA	230150	100123
<input type="checkbox"/>					<input type="checkbox"/>			

- In the **Balance display for display period** area check that the **Total cheque receipts** amount agrees with your paying-in slip and matches the actual amount of cheques to be banked.

Journal Editing Options

Balance Display for Display Period

Opening Balance:	<input type="text" value="0.00"/>	GBP		
+ Total cash receipts:	<input type="text" value="10.50"/>	GBP	Number:	<input type="text" value="1"/>
+ Total Check Receipts:	<input type="text" value="18.75"/>	GBP	Number:	<input type="text" value="1"/>
- Total Cash Payments:	<input type="text" value="10.50"/>	GBP	Number:	<input type="text" value="1"/>
<hr/>				
= Closing Balance:	<input type="text" value="18.75"/>	GBP		
Cash Thereof:	<input type="text" value="0.00"/>	GBP		

ip.	Text	Customer	Tax rate	Document D...	Reference	Document no...	Assignm...	Cost Ct
	Finance report		20.00...	02.02.2024	654322	1001930826	654322	CIP12
			0.000	02.02.2024				

Receipt Follow-On Docs Present Checks Check Lot

Repeat the steps above to add more cheque line entries.

- In the **Balance display for display period** area check that the **Total cheque receipts** amount agrees with your paying-in slip and matches the actual amount of cheques to be banked.

Journal Editing Options

Balance Display for Display Period

Opening Balance:	<input type="text" value="0.00"/>	GBP		
+ Total cash receipts:	<input type="text" value="10.50"/>	GBP	Number:	<input type="text" value="1"/>
+ Total Check Receipts:	<input type="text" value="39.75"/>	GBP	Number:	<input type="text" value="2"/>
- Total Cash Payments:	<input type="text" value="10.50"/>	GBP	Number:	<input type="text" value="1"/>
<hr/>				
= Closing Balance:	<input type="text" value="39.75"/>	GBP		
Cash Thereof:	<input type="text" value="0.00"/>	GBP		

Doc...	Split	T...	G/L Acct	Check Number	Check issuer	Bank Key	Bank Account	Be...	Receipt Recip.	Text
		AA	230150	100123	Mr A Spring	300002	12341234	G8		Finance report
		AN	230130	401236	Mrs A Summer	300002	65436543	G8		
								G8		

eL. Receipt Follow-On Docs Present Checks Check Lot

To Bank your Cheque Receipts

- **Highlight** all lines to select.
- Click **Present checks**.

Cash Payments Cash Receipts **Check Receipts**

C...	Lot	Business transaction	Amount	Doc...	Split	T...	G/L Acct	Check Number	Check issuer	Bank Key	Bank Account	Ba...	Receipt Recip.	Text
<input checked="" type="checkbox"/>		FOOD STAFF VATAB...	18.75		<input checked="" type="checkbox"/>	AA	230150	100123	Mr A Spring	300002	12341234	GB		Finance report
<input checked="" type="checkbox"/>		MEALS & REFRESH ...	21.00		<input checked="" type="checkbox"/>	AN	230130	401236	Mrs A Summer	300002	65436543	GB		
<input type="checkbox"/>					<input type="checkbox"/>									
<input type="checkbox"/>					<input type="checkbox"/>									
<input type="checkbox"/>					<input type="checkbox"/>									

- **In the following pop-up box Check** all your entries have been included.
- **Click** in the **Business Transaction** box and the 'Search Square' icon will appear, click on it.

Clear Checks ✕

You want to withdraw checks from the cash account.

Number of checks:

Total Value: GBP

To which bank account should they be presented?

* Business Trans.:

G/L:

House Bank: /

Posting date:

Value date:

- Enter **school*** in the Business transaction box.
- **Click** on the **Find** button to start search.

Cash Journal Business Transaction (1)

Restrictions

Business transaction: school*

Bus. transac. number:

Company Code: 1000

Business trans. type:

Special G/L Ind.:

G/L Account:

Tax Code:

Bus. Trans. Blocked:

Maximum No. of Hits: 500

Find Multiple Selection Close

- Select '**Schools Paying in Slip No**'.
- Click **green tick** to confirm selection.

Cash Journal Business Transaction (1)

Restrictions

Business transaction	Tran...	C...	Ty...	S..	G/L A...	T...	BusTra...	Acct M...
SCHOOLS PAYING IN SLIP NO	91	1000	B		837205			

1 Entry found

Find Refresh Green Tick Filter Close

- The **Business Transaction** field will be populated.
- Click **Post lot**.

Clear Checks ✕

You want to withdraw checks from the cash account.

Number of checks:

Total Value: GBP

To which bank account should they be presented?

* Business Trans. SCHOOLS PAYING IN SLIP NO

G/L:

House Bank: /

Posting date:

Value date:

- You will be returned to the main Cash Journal screen where the line entry has been made. There will be “orange triangle” – warning message: Scroll across to the right to enter the Paying-in slip number in the **Reference** and **Assignment** fields.

Cash Payments Cash Receipts Check Receipts

C...	Lot	Business transaction	Amount	Doc...	Split	T...	G/L Acct	Check Number	Check issuer	Bank Key	Bank Account	Ba...	Receipt Recip.	Text
<input checked="" type="checkbox"/>	6	FOOD STAFF VATAB...	18.75	<input type="checkbox"/>	<input type="checkbox"/>	AA	230150	100123	Mr A Spring	300002	12341234	GB		Finance report
<input checked="" type="checkbox"/>	6	MEALS & REFRESH ...	21.00	<input type="checkbox"/>	<input type="checkbox"/>	AN	230130	401236	Mrs A Summer	300002	65436543	GB		
<input type="checkbox"/>	Σ	SCHOOLS PAYING I...	39.75	<input type="checkbox"/>	<input type="checkbox"/>		837205					GB		Check withdrawat
<input type="checkbox"/>		<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>									

Cash Payments Cash Receipts Check Receipts

C...	Lot	Business transaction	Tax rate	Document D...	Reference	Document no...	Assignm...	Cost Center	Order	Profit Center	WBS Element
<input checked="" type="checkbox"/>	6	FOOD STAFF VATAB...	20.00...	02.02.2024	654322	1001930826	654322	CIP1234		CIP1234	
<input checked="" type="checkbox"/>	6	MEALS & REFRESH ...	0.000	02.02.2024	654322	1001930827	654322	CIP1234		CIP1234	
<input type="checkbox"/>	Σ	SCHOOLS PAYING I...	0.000	02.02.2024		1001930828					
<input type="checkbox"/>			0.000	02.02.2024							

Save Sel. Post Sel. Receipt Follow-On Docs Present Checks Check Lot

Cash Payments Cash Receipts Check Receipts

C...	Lot	Business transaction	Tax rate	Document D...	Reference	Document no...	Assignm...
<input checked="" type="checkbox"/>	6	FOOD STAFF VATAB...	20.00...	02.02.2024	654322	1001930826	654322
<input checked="" type="checkbox"/>	6	MEALS & REFRESH ...	0.000	02.02.2024	654322	1001930827	654322
<input type="checkbox"/>	Σ	SCHOOLS PAYING I...	0.000	02.02.2024	654322	1001930828	654322
<input type="checkbox"/>			0.000	02.02.2024			

- **Deselect** the rows that have already been posted.
- **Select** the Paying-in slip line entry and click on **'Post Sel.'**

Cash Payments Cash Receipts Check Receipts

C...	Lot	Business transaction	Tax rate	Document D...	Reference	Document no...	Assignm...	Cost Ce
<input type="checkbox"/>	6	FOOD STAFF VATAB...	20.00...	02.02.2024	654322	1001930826	654322	CIP123
<input type="checkbox"/>	6	MEALS & REFRESH ...	0.000	02.02.2024	654322	1001930827	654322	CIP123
<input checked="" type="checkbox"/>	Σ	SCHOOLS PAYING I...	0.000	02.02.2024	654322	1001930828	654322	
<input type="checkbox"/>			0.000	02.02.2024				

Save Sel. **Post Sel.** Receipt Follow-On Docs Pre

The message **'Check lot posted successfully'** will be displayed at the bottom of your screen and the line entry will now display a green square.

Cash Payments Cash Receipts Check Receipts

C...	Lot	Business transaction	Amount	Doc...	Split	T...	G/L Acct	Check Number	Check issuer	Bank Key	Bank Account	Ba...	Receipt Recip.	Text
<input type="checkbox"/>	6	FOOD STAFF VATAB...	18.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AA	230150	100123	Mr A Spring	300002	12341234	GB		Finance repc
<input type="checkbox"/>	6	MEALS & REFRESH ...	21.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AN	230130	401236	Mrs A Summer	300002	65436543	GB		
<input checked="" type="checkbox"/>	Σ	6 SCHOOLS PAYING I...	39.75-	<input checked="" type="checkbox"/>	<input type="checkbox"/>		837205					GB		Check withd

Check lot posted successfully

The closing balance will return to 0.00.

Balance display for display period

Opening balance:	<input type="text" value="0.00"/>	GBP	
+ Total cash receipts:	<input type="text" value="10.50"/>	GBP	Number: <input type="text" value="1"/>
+ Total check receipts:	<input type="text" value="0.00"/>	GBP	Number: <input type="text" value="4"/>
- Total cash payments:	<input type="text" value="10.50"/>	GBP	Number: <input type="text" value="1"/>
= Closing balance:	<input type="text" value="0.00"/>	GBP	
Cash thereof:	<input type="text" value="0.00"/>	GBP	

To print a list of your cheques: -

- **Select** the paying in slip line again.
- Click **'Check Lot'**.

<input checked="" type="checkbox"/>	Σ	6 SCHOOLS PAYING I...	39.75-	<input checked="" type="checkbox"/>	<input type="checkbox"/>		837205					GB		
-------------------------------------	---	-----------------------	--------	-------------------------------------	--------------------------	--	--------	--	--	--	--	----	--	--

- Ensure that **LP01_WEB** is displayed in the Output Device box.
- Click **Print Preview**.

Print: ✕

Output Device: LP01_WEB 📄

Number of copies:

Page selection:

Spool Request

Name:

Title:

Authorization:

Spool Control **Cover Page Settings**

Print Now SAP cover page: ▾

Delete After Output

New Spool Request Recipient:

Close Spool Request Department:

Spool Retention: Day(s)

* Storage Mode: ▾

Print Preview [Print](#) [Cancel](#)

- Click on **Continue** when this information box appears

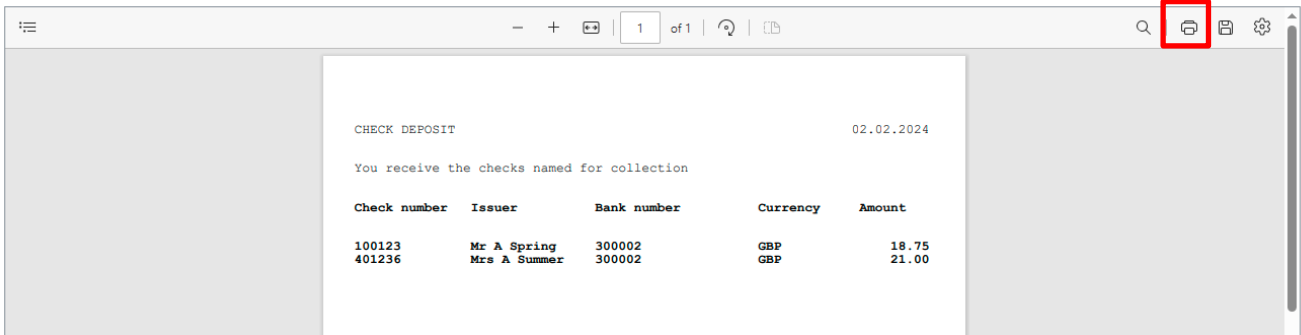
Information ✕

Maintain the house bank and account ID in the

master record for account 837205

Continue [Help](#)

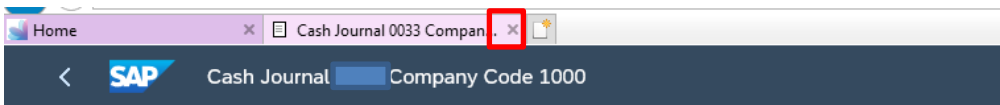
- Click on the **Print icon**



- The cheque listing will print out to your local printer.
- If you use the **'Secure Collection Service'** for your income, remember to include this cheque listing in the bag with your cheques and paying in slip.
- To close down the cheque listing click on the Exit button on the top right. This will return you to the cash journal screen.



- If you have completed all your cash/cheque journal entries, click on the grey cross on the top left to return to the SAP Fiori Home screen.

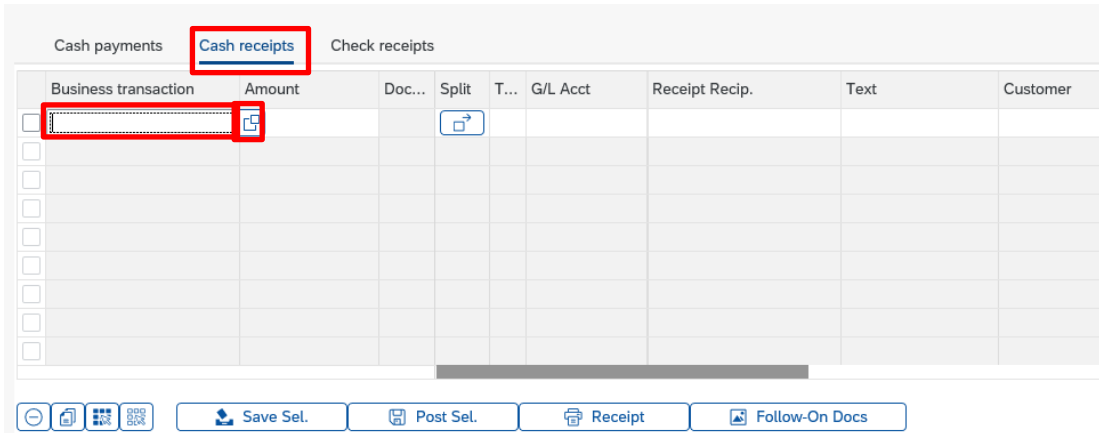


You are returned to the Fiori Dashboard.

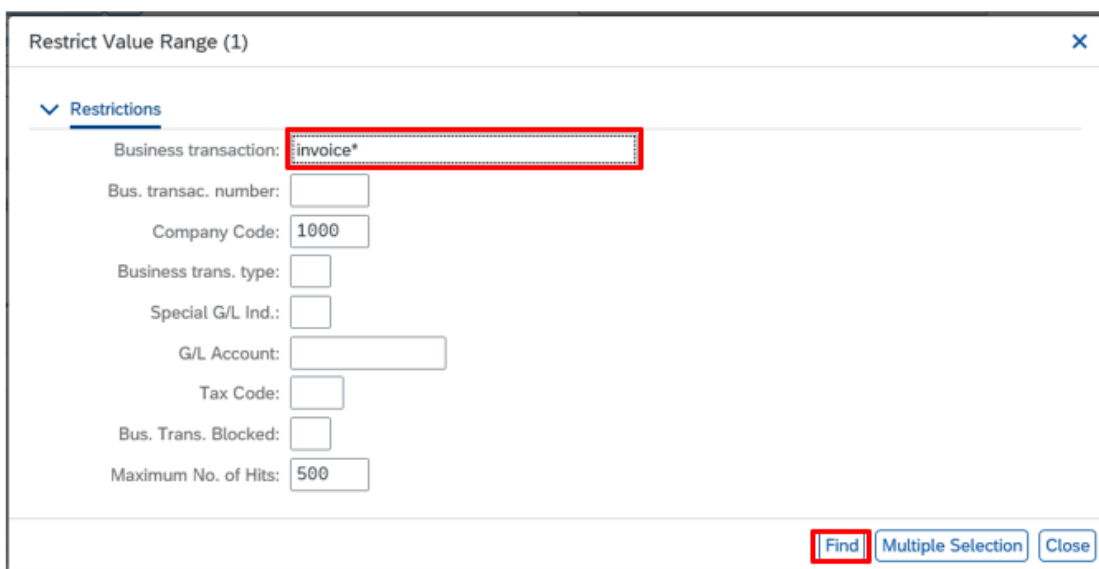
Section 4 - Entering Customer Invoice Payments

To enter a customer's invoice payment, use either the Cash receipts or the Check receipts tab, depending on whether the invoice has been paid by cash or cheque.

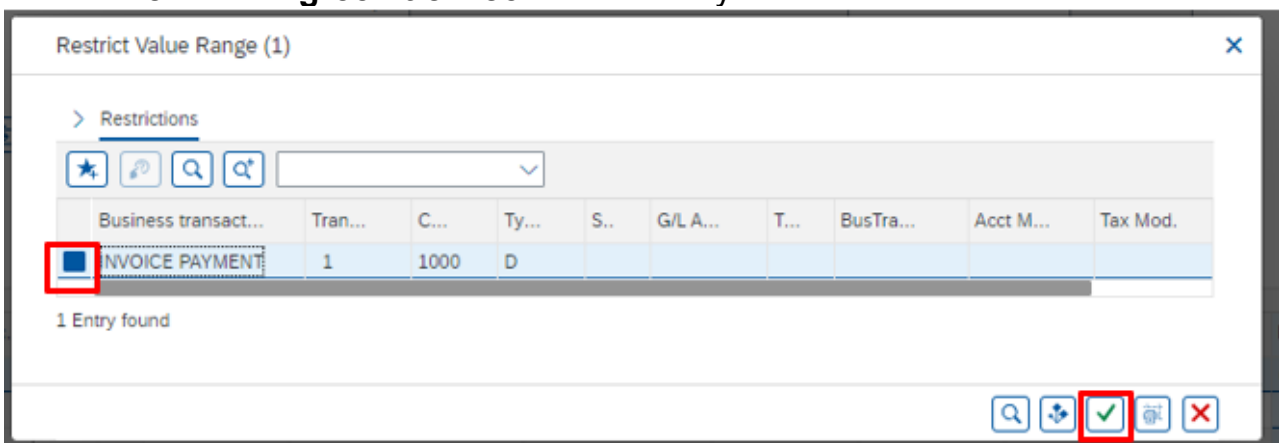
- **Click** in the 'Business Transaction' box and the 'Search Square' icon will appear.
- **Click** on the Search square icon.



- Enter 'invoice*' into the Business transaction field.
- Click on the Find button to start search.



- To highlight your selection, click on the square button.
- **Click** on the **green tick icon** to confirm your selection.



- Complete the **Amount** and **Text** columns.

Cash payments		Cash receipts	Check receipts					
Business transaction	Amount	Doc...	Split	T...	G/L Acct	Receipt Recip.	Text	Customer
<input type="checkbox"/> INVOICE PAYMENT	125.00						Cust Invoice	
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

Save Sel. Post Sel. Receipt Follow-On Docs

- Click into the Customer column and click on the search square icon.

Cash payments		Cash receipts	Check receipts						
Business transaction	Amount	Doc...	Split	T...	G/L Acct	Receipt Recip.	Text	Customer	Pos
<input type="checkbox"/> INVOICE PAYMENT	125.00						Cust Invoice	<input type="text"/>	
<input type="checkbox"/>									

- Enter the name (surname of the customer or company name), with a * at the end.
- Click on the **Find** button to Start Search.

Restrict Value Range (1) ✕

▼ Customers (General)
Customers (by company code)
Customers by country/company code
⋮

Search term:

Country:

Postal Code:

City:

Name:

Customer:

Deletion flag:

Maximum No. of Hits:

Find
Multiple Selection
Close

- To highlight your selection, click on the square button.
- **Click on the green tick icon** to confirm your selection.

Restrict Value Range (1) X

> Customers (General) Customers (by company code) Customers by country/company code ...

	SearchTe...	C..	PostalC...	City	Name 1	Custo...	DelF
<input checked="" type="checkbox"/>	BIRCH, AAR	GB	DE24 4IY	LEXINGTON	BIRCH, AARON	40023531	X
<input type="checkbox"/>	BIRCH, AER	GB	DE7 9ZS	SALEM	BIRCH, AERONWY	40041497	
<input type="checkbox"/>	BIRCH, ALE	GB	HP14 9ZK	SPRINGFIELD	BIRCH, ALEX	40008099	X
<input type="checkbox"/>	BIRCH, ALI	GB	DE75 5VZ	ARLINGTON	BIRCH, ALIS	40018216	X
<input type="checkbox"/>	BIRCH, ALI	GB	NG20 4ZF	GREENVILLE	BIRCH, ALICIA	40026567	
<input type="checkbox"/>	BIRCH, ALI	GB	NG20 8AM	ASHLAND	BIRCH, ALICE	40045283	
<input type="checkbox"/>	BIRCH, ALI	GB	S42 3YP	NEWPORT	BIRCH, ALICE	60021186	
<input type="checkbox"/>	BIRCH, ALU	GB	DE7 6JL	WINCHESTER	BIRCH, ALUN	40042598	
<input type="checkbox"/>	BIRCH, AME	GB	DE55 2GE	WINCHESTER	BIRCH, AMELIA	40033860	
<input type="checkbox"/>	BIRCH, AME	GB	S44 8OX	SPRINGFIELD	BIRCH, AMELIA	40010378	X
<input type="checkbox"/>	BIRCH, AME	GB	SN12 3GN	OXFORD	BIRCH, AMELIA	40003463	X
<input type="checkbox"/>	BIRCH, AMY	GB	NG20 3FM	MILTON	BIRCH, AMY	40040914	
<input type="checkbox"/>	BIRCH, ANA	GB	DE7 4XP	MILTON	BIRCH, ANARAWD	60001876	X
<input type="checkbox"/>	BIRCH, ANE	GB	DE13 2LE	GEORGETOWN	BIRCH, ANEURIN	40039290	
<input type="checkbox"/>	BIRCH, ANN	GB	SK13 9KE	LEXINGTON	BIRCH, ANNIE	50000509	X

393 Entries found

- Customer is populated with Customer's account number.

<input type="checkbox"/>	INVOICE PAYMENT	125	<input type="checkbox"/>	Cust Inv	<input type="text" value="40023531"/>	02.2024
<input type="checkbox"/>						

Now Follow Section 2 onwards for cash received/payments (apart from below).

OR

Follow Section 3 onwards for cheque received/payments (apart from below)

- Enter the **Paying-in slip number** in the Reference field.
- Enter the **Invoice number** in the Assignment field (this is always 10 digits long and begins with 18).

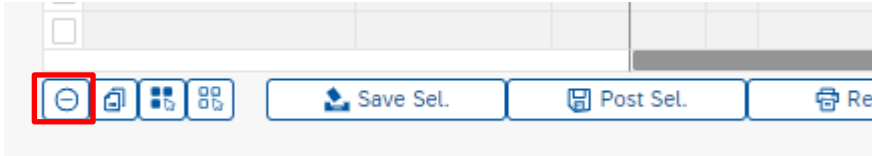
	Cash payments	<u>Cash receipts</u>	Check receipts			
	Business transaction	Amount	Doc...	Reference	Internal doc....	Assignment
<input type="checkbox"/>	INVOICE PAYMENT	125.00		654323		1800012345
<input type="checkbox"/>						

Section 5 - Deleting a Line that has been Posted

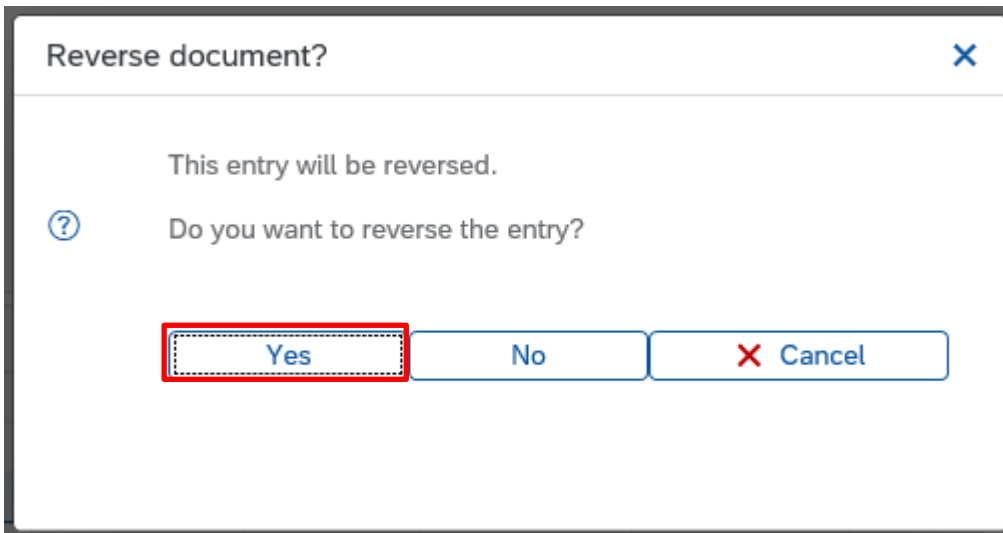
- Highlight the incorrect line by clicking in the box to the left.

FOOD STAFF VATABLE 32.75 ■

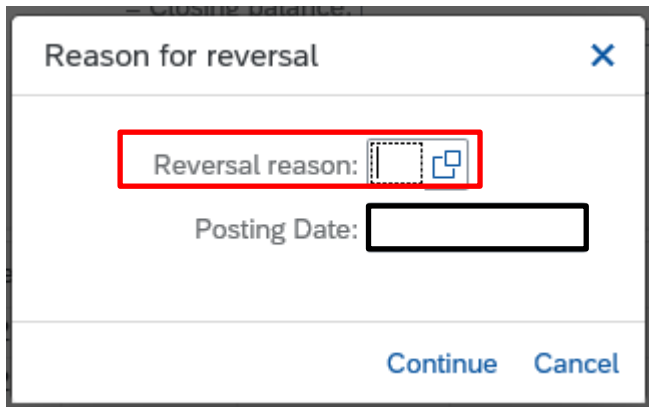
- Click on Delete Row icon.



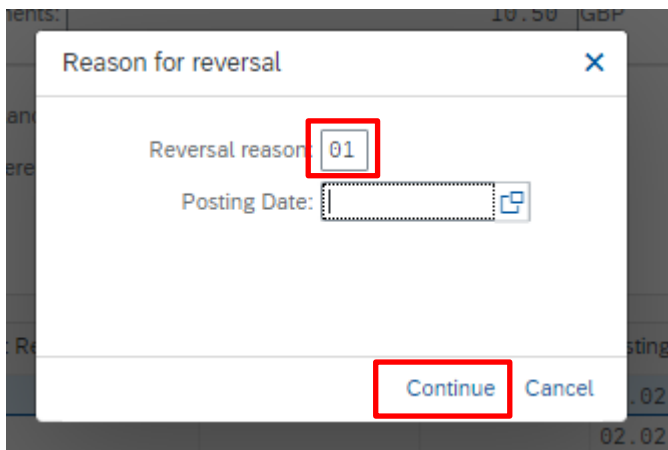
- Message box will confirm that the entry cannot be deleted but will be reversed click on **Yes**.



- A further message box will appear asking for 'Reversal reason' (posting date will be default).



- Type '01' into the Reversal Reason box
- Click on Continue



- Your entry will have been given a blue cross and a further reversal entry will appear on the cash journal also with a blue cross.

<input type="checkbox"/>	FOOD STAFF Vatable	48.50	■
<input type="checkbox"/>	FOOD STAFF Vatable	32.75	⊗
<input type="checkbox"/>	FOOD STAFF Vatable	32.75-	⊗
<input type="checkbox"/>	<input type="text"/>		

- You will now be able to make the correct entry.

NB If a paying in slip has been created for a receipted entry, the paying in slip must be reversed first, then the receipt can be reversed. Once both reversals have been done, new entries can be made. (It is not always possible to reverse an entry posted in the previous month – please contact the team for further guidance.)

Section 6 - How to split a cheque payment between multiple 'Business Transactions'

- Click into the 'Business Transaction' and click on the search square for the first part of the split.

C...	Lot	Business transaction	Amount	Doc...	Split	T...	G/L Acct	Check Number	Check issuer	Bank Key	Bank Account

- Click on the **Find** button to start search.

Restrict Value Range (1)

Restrictions

Business transaction:

Bus. transac. number:

Company Code:

Business trans. type:

Special G/L Ind.:

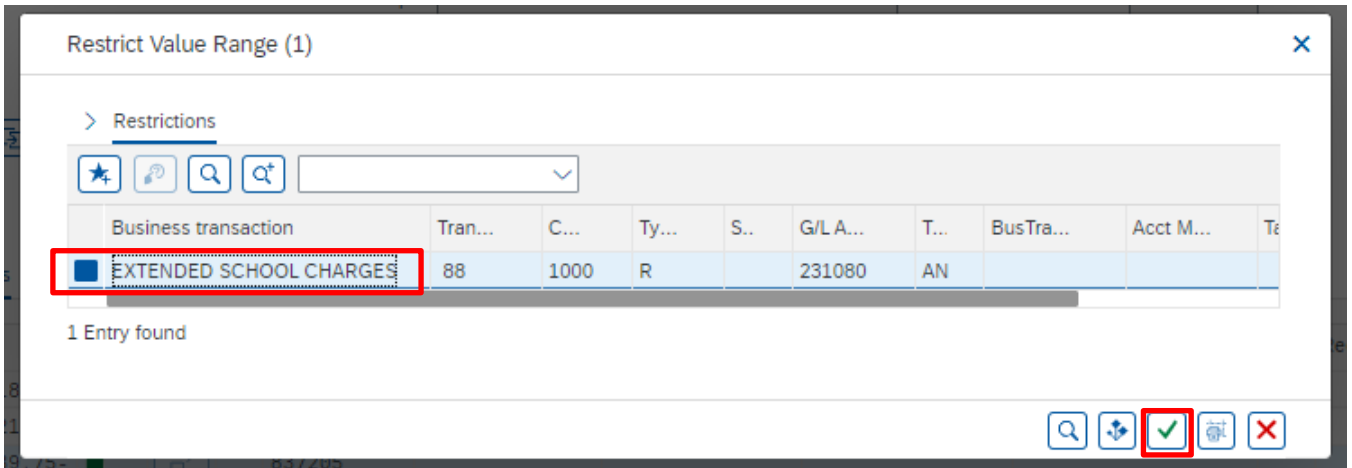
G/L Account:

Tax Code:

Bus. Trans. Blocked:

Maximum No. of Hits:

- To highlight your selection, click on the square button.
- **Click on the green tick icon** to confirm your selection.



- Enter the amount that should be allocated to that 'Business Transaction'.

C...	Lot	Business transaction	Amount	Doc...	Split	T...	G/L Acct	Check Number	Check issuer	Bank Key
<input type="checkbox"/>		EXTENDED SCHOOL CH	125.00							

- Enter the cheque details.

C...	Lot	Business transaction	Amount	Doc...	Split	T...	G/L Acct	Check Number	Check issuer	Bank Key	Bank Account
<input type="checkbox"/>		EXTENDED SCHOOL CHA	125.00					200036	Mr D Winter	300002	12581258

- Enter the paying in slip number in **Reference** and in **Assignment**.
- Enter your **Cost Centre** (or SIO).
- **DO NOT press Enter on your keyboard.**

Reference	Document no...	Assignm...	Cost Center
123457		123457	CIN1013

- Scroll back to the left.
- **Click on Split icon** (Blue arrow).

C...	Lot	Business transaction	Amount	Doc...	Split	T...	G/L Acct
<input type="checkbox"/>		EXTENDED SCHOOL CHA	125.00				

The **Document Split (Check Receipts)** dialogue box will be displayed with the first part of the split included.

- On line 2 click into Business Transaction' and click on the search square for the next Business Transaction the cheque is going to be allocated to.

Item	Business transaction	Amount	T...	G/L Acct	Hous...	Acco...	Item Text	Vendor	Customer
1	EXTENDED SCHOOL CHARGE	125.00	AN	231080					
2									

Tax Included

Tax Code		
AN (Non Business (outside		

Total Amount: 125.00 GBP
Total Items: 125.00 GBP
Difference: 0.00 GBP

Copy

- Click on the **Find** button to start search.

Restrict Value Range (1)

Restrictions

Business transaction: meals*

Bus. transac. number:

Company Code: 1000

Business trans. type:

Special G/L Ind.:

G/L Account:

Tax Code:

Bus. Trans. Blocked:

Maximum No. of Hits: 500

Find Multiple Selection Close

- To highlight your selection, click on the square button.
- **Click** on the **green tick icon** to confirm your selection.

Restrict Value Range (1) ✕

> Restrictions

Business transaction	Tran...	C...	Ty...	S..	G/L A...	T...	BusTra...	Acct M...	Tax
<input checked="" type="checkbox"/> MEALS & REFRESH NON-VAT	83	1000	R		230130	AN			

1 Entry found

- Enter the **Amount** of the remainder of the split.
- **ItemText** can be entered if required.

Document Split (Check Receipts) ✕

Item	Business transaction	Amount	T...	G/L Acct	Hous...	Acco...	Item Text	Vendor	Customer
<input type="radio"/>	1 EXTENDED SCHOOL CHARGES	125.00	AN	231080					
<input type="radio"/>	2 MEALS & REFRESH NON-VAT	42.00					December		

Tax Included ⚙️

Tax Code		
AN (Non Business (outside		

Total Amount: GBP

Total Items: GBP

Difference: GBP

[Copy](#)

- You are returned to cash journal screen and the Business Transaction will display *.
- **Amount** will show total amount of the cheque.
- The red 'traffic light' will appear.
- **Split** arrow will have blue rectangle.

Cash payments Cash receipts <u>Check receipts</u>											
C...	Lot	Business transaction	Amount	Doc...	Split	T...	G/L Acct	Check Number	Check issuer	Bank Key	Bank Account
<input type="checkbox"/>		*	167.00	●				200036	Mr D Winter	300002	12581258
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											

- Entry should be highlighted and posted as usual.

Cash payments Cash receipts <u>Check receipts</u>										
C...	Lot	Business transaction	Amount	Doc...	Split	T...	G/L Acct	Check Number	Check issuer	
<input checked="" type="checkbox"/>		*	167.00	■				200036	Mr D Winter	
<input type="checkbox"/>										

Enter any other cheques and then complete the Present Cheques process to create the cheque paying in slip line entry (See Section 3 of this guide).

Section 7 - How to Copy and Edit a Line Entry in the Cash Journal

For example, several cheques for children's meals.

Search for the appropriate 'Business Transaction' in 'Check Receipts'.

Cash payments		Cash receipts		Check receipts
C...	Lot	Business transaction	Receipt Recip.	
<input type="checkbox"/>		<input type="text"/>	<input type="button" value="Copy"/>	

- Enter meals* and click on **Find** button to start search.

Restrict Value Range (1) ×

Restrictions

Business transaction:

Bus. transac. number:

Company Code:

Business trans. type:

Special G/L Ind.:

G/L Account:

Tax Code:

Bus. Trans. Blocked:

Maximum No. of Hits:

- To highlight your selection, click on the square button.
- **Click on the green tick icon** to confirm your selection.

Restrict Value Range (1) ×

Restrictions

Business transaction	Tran...	C...	Ty...	S..	G/L A...	T...	BusTra...	Acct M...	Tax
<input checked="" type="checkbox"/> MEALS & REFRESH NON-VAT	83	1000	R		230130	AN			

1 Entry found

- Enter usual columns for a cheque receipt, press enter, and then post line entry (Only a posted line entry with a green square may be copied on the cash journal).

Cash payments		Cash receipts		Check receipts							
C...	Lot	Business transaction	Amount	Doc...	Split	T...	G/L Acct	Check Number	Check issuer	Bank Key	Bank Account
<input checked="" type="checkbox"/>		MEALS & REFRESH NOM	10.50	■		AN	230130	100258	Miss Z River	300002	65476547
<input type="checkbox"/>											

- Highlight the posted entry line, then click on the second icon (Copy line) in the bottom menu bar to copy the line.



- There is now an exact copy of the posted entry visible.

Cash payments		Cash receipts		Check receipts							
C...	Lot	Business transaction	Amount	Doc...	Split	T...	G/L Acct	Check Number	Check issuer	Bank Key	Bank Account
<input checked="" type="checkbox"/>		MEALS & REFRESH NOM	10.50	■		AN	230130	100258	Miss Z River	300002	65476547
<input checked="" type="checkbox"/>		MEALS & REFRESH NOM	10.50	●		AN	230130	100258	Miss Z River	300002	65476547

- Edit the appropriate columns, for example, 'Amount' and all the cheque details.

Cash payments		Cash receipts		Check receipts							
C...	Lot	Business transaction	Amount	Doc...	Split	T...	G/L Acct	Check Number	Check issuer	Bank Key	Bank Account
<input checked="" type="checkbox"/>		MEALS & REFRESH NOM	10.50	■		AN	230130	100258	Miss Z River	300002	65476547
<input checked="" type="checkbox"/>		MEALS & REFRESH NOM	10.50	●		AN	230130	625897	Mr W Field	300002	88542145
<input type="checkbox"/>											

- As you are paying all the cheques in on the same paying in slip number the 'Reference' and 'Assignment' columns will be the same and the 'Cost Centre' will be the same.

Reference	Document no...	Assignm...
123458	1001833650	123458
123458		123458

- Highlight and post the edited line entry as normal.

Cash payments		Cash receipts		Check receipts							
C...	Lot	Business transaction	Amount	Doc...	Split	T...	G/L Acct	Check Number	Check issuer	Bank Key	Bank Account
<input checked="" type="checkbox"/>		MEALS & REFRESH NOM	10.50	■		AN	230130	100258	Miss Z River	300002	65476547
<input checked="" type="checkbox"/>		MEALS & REFRESH NOM	10.50	■		AN	230130	625897	Mr W Field	300002	88542145

- Repeat the above steps until you have entered all your cheques that are for the same 'Business transaction'.
- Then Bank your Cheque Receipts as per instructions in Section 3

Section 8 - How to bank cash and cheques received in school using the Secure Collection Service

Cash and cheques to be paid in using the appropriate bag. **Please do not overfill the Secure Collection bags.**

Cash notes should be sorted by denomination and coins sorted into the appropriate denomination coin bags.

- In the **cash bag** you must include the paying in slip. (Notes must be flat, not rolled up or folded; the bank recommends using an elastic band to secure the paying in slip and notes together)

Cheques **must** be completed using blue/black ink, date, payee name, the amount in words and figures and a signature. (Any incomplete cheques will be **rejected** by the bank).

All cheques that are being paid into County Fund Account must be made payable to **‘Derbyshire County Council’**. Please write your school cost centre on the back of the cheque.

- In the **cheques bag** you must include the paying in slip, the Customer Identification Ticket, a cheque listing and the cheques. (Again, the bank recommends that the cheques are flat, not rolled up or folded, and all the required paperwork together with the cheques should be secured with an elastic band). To print a cheque listing please see instructions on Section 3 of this guide.

If any of the above are **not** included with the cheques in the bag, it may delay the income being identified and credited to your school budget.

The same applies to cash, do not forget to include the paying in slip in the bag, as again it delays the income being identified and credited to your school budget.

If you require any further information or assistance regarding preparing your income for the Secure Collection service or banking income at a Lloyds branch, please do not hesitate to contact the Income Team at income@derbyshire.gov.uk or call 01629 538729.

If you require any further assistance with recording any income received in SAP, please contact the Budget Manager Support Team at cst.budgetsupport@derbyshire.gov.uk