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.

Contents

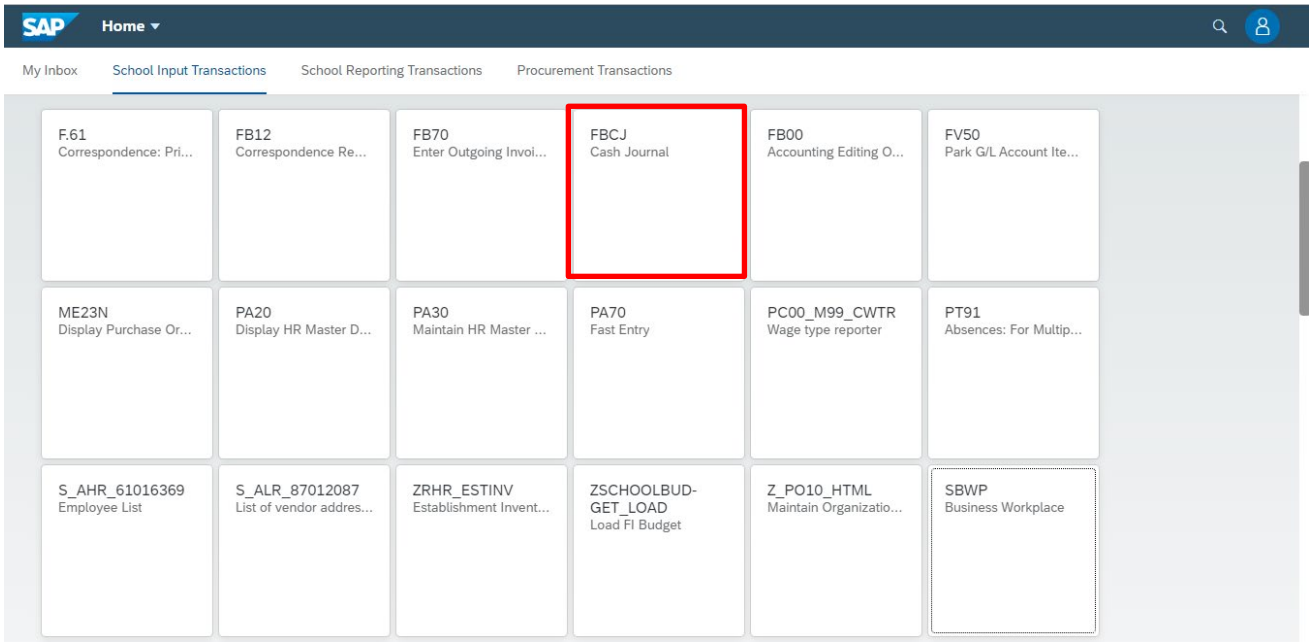
Section 1 Initial set up of Cash Journal 2
Section 2 Entering Cash for Banking.....4
Section 3 Entering Cheques for Banking 13
Section 4 Entering Customer Invoice Payments 24
Section 5 Deleting a Line that has been Posted 28
Section 6 How to split a cheque payment between multiple 'Business Transactions' 30
Section 7 How to Copy and Edit a Line Entry in the Cash Journal 36
Section 8 How to bank cash and cheques received in school using the Secure Collection Service.....38
Section 9 List of Business Transactions.....39
Section10 Entering MD46 Internal Transfer Imprest to County Fund details into FBCJ 42

Section 1 Initial set up of Cash Journal

- Log on to SAP Fiori

  This loads the Fiori Dashboard

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

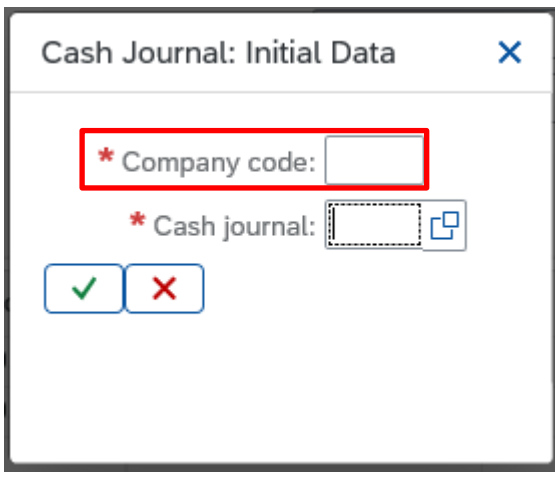


You will now be in the FBCJ Cash Journal screen.

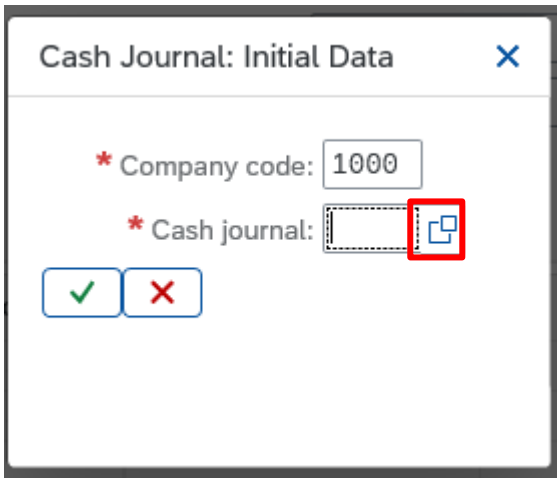
The first time you access the Cash Journal it is necessary to find your school's unique cash journal settings.

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

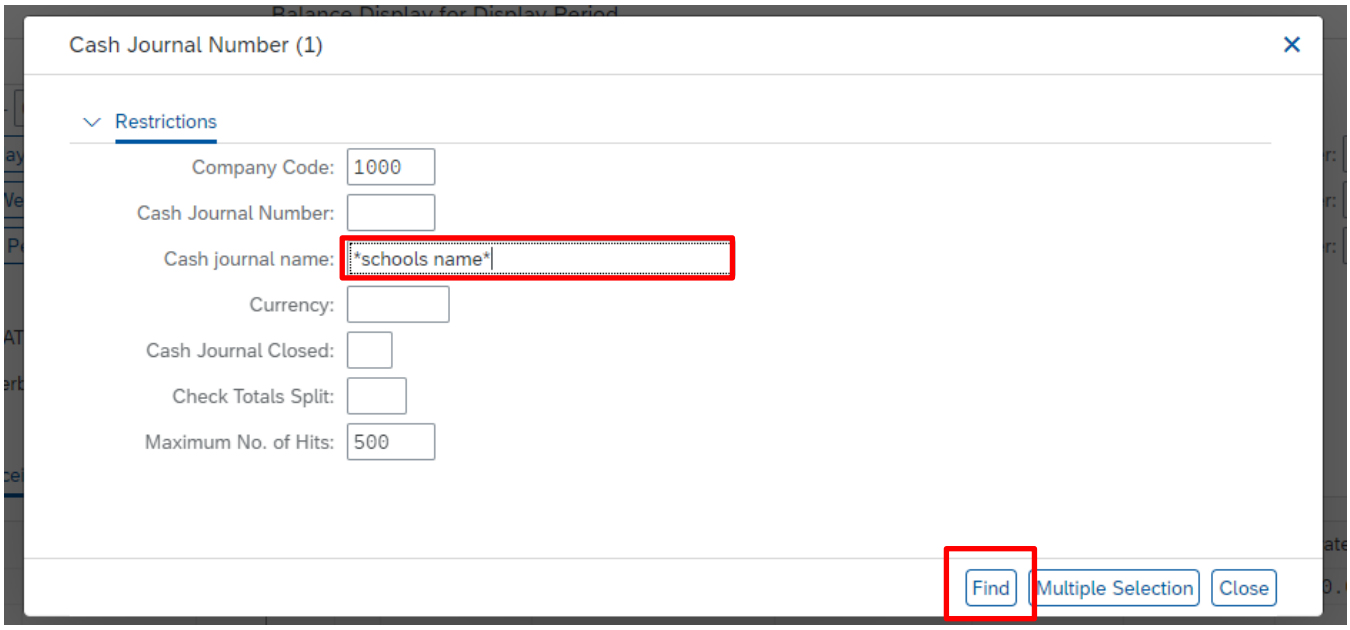
- Click in the **Company code** field and enter 1000.



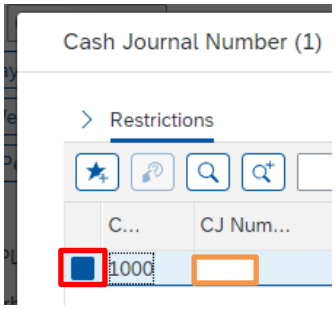
- Click in the **Cash Journal** field, the 'Search Square' icon will appear click on it



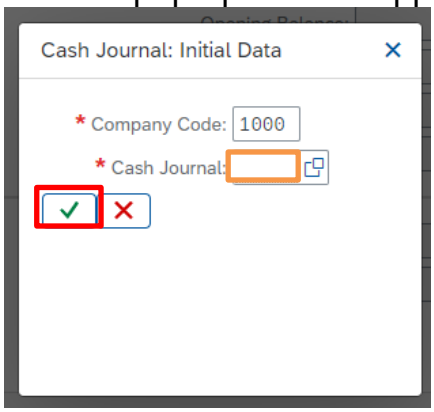
- Type in * followed by the first few letters of the name of your school followed by * in the **Cash journal name** box.
- **Click** on the **Find** button to start your search.



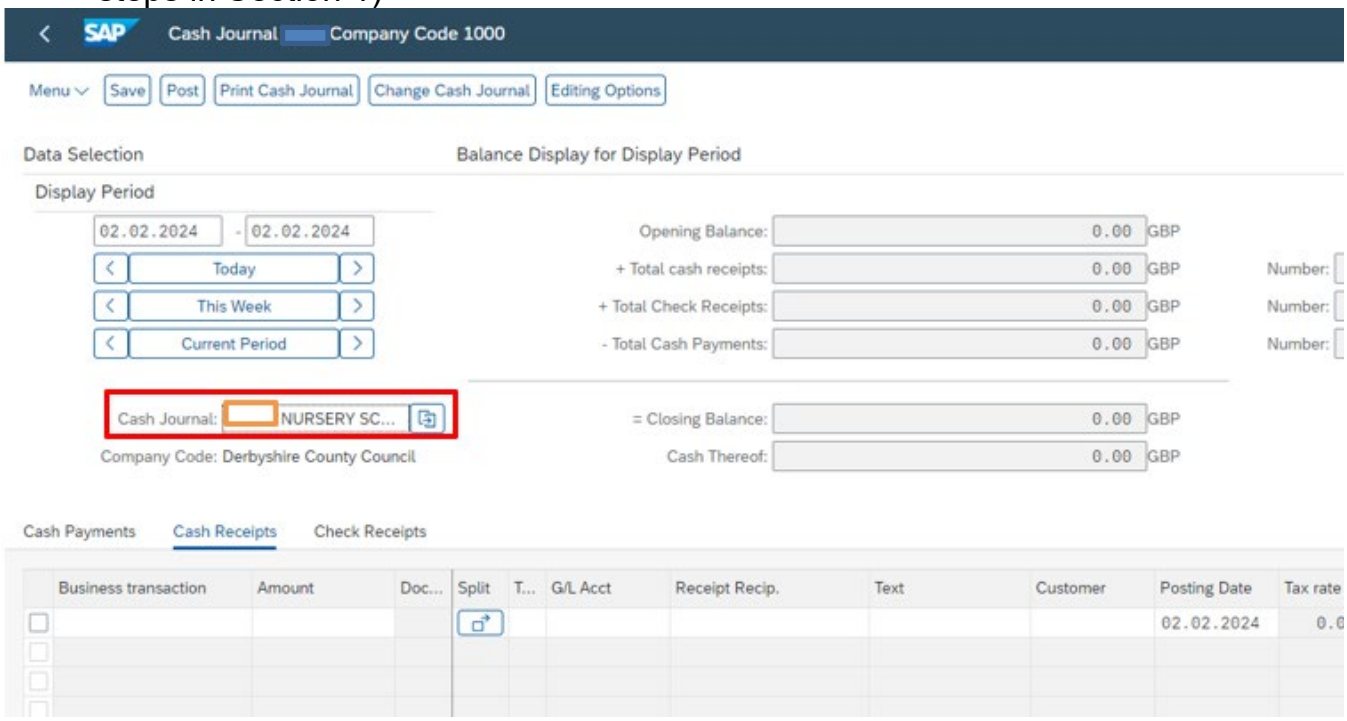
- Click on the square to highlight your school in the list and click on the green tick icon.



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

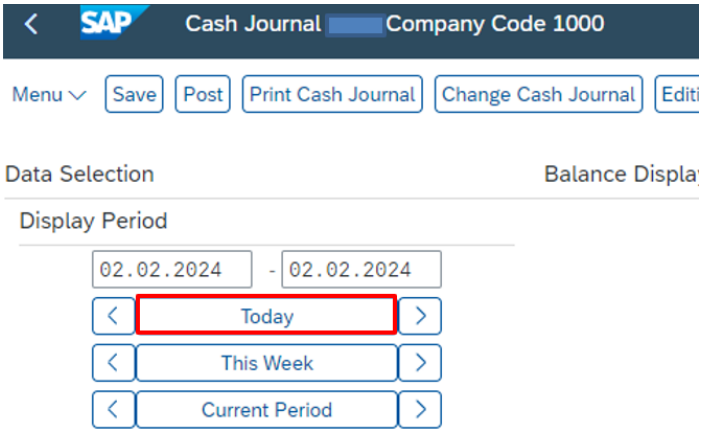


- Check that your school's name shows next to **'Cash Journal'** (if not follow the steps in Section 1)

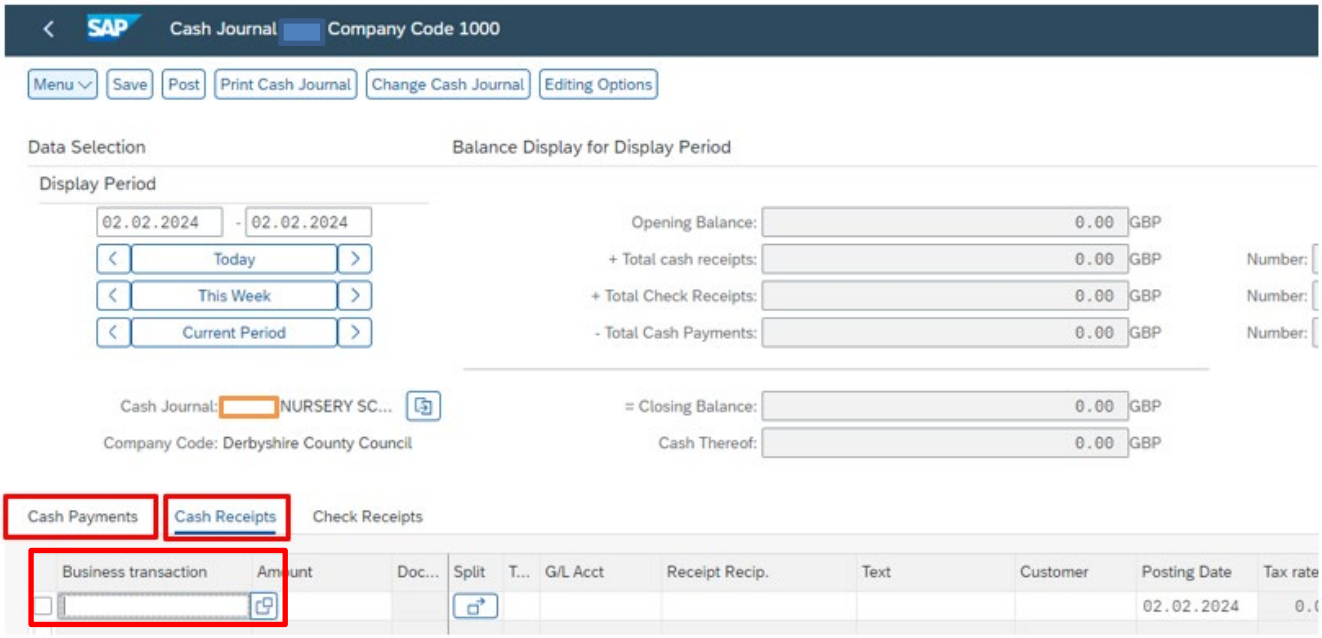


Section 2 Entering Cash for Banking

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

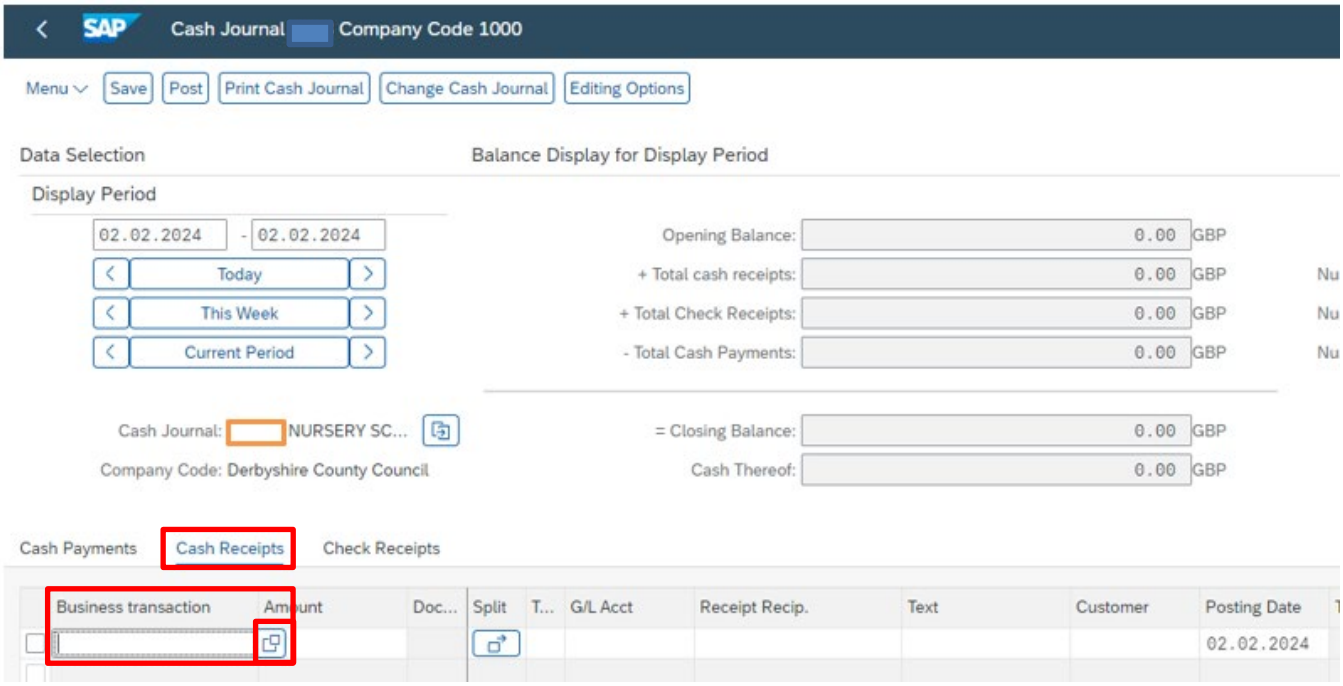


- When you open the cash journal it always defaults to the Cash payments entry screen, select the Cash receipts tab to start the cash entry process.
- To enter Cash received **click** on the **Cash Receipts** tab.

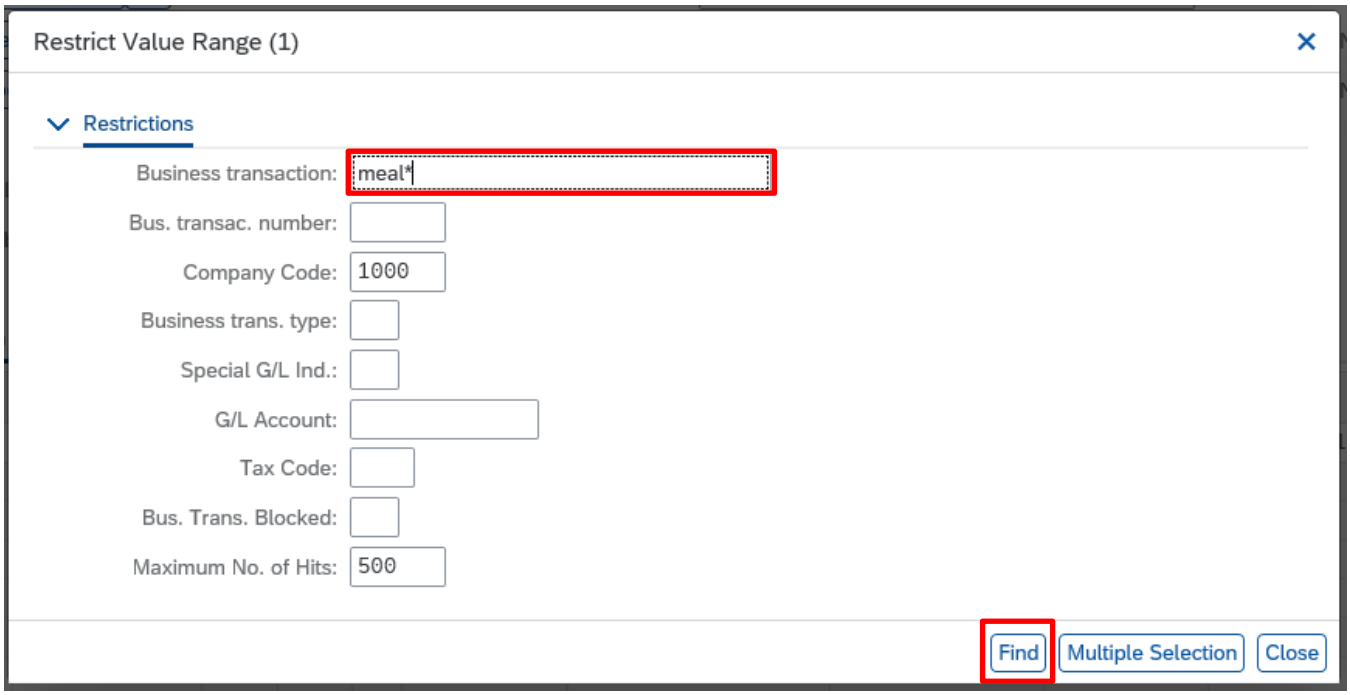


- The cursor is now in the **Business transaction** column and the search square icon is visible.
- To search for the required **Business transaction** (G/L income code) **click** on the Search Square icon.

To see a full list of the Business transactions please see Section 9 of this guide.



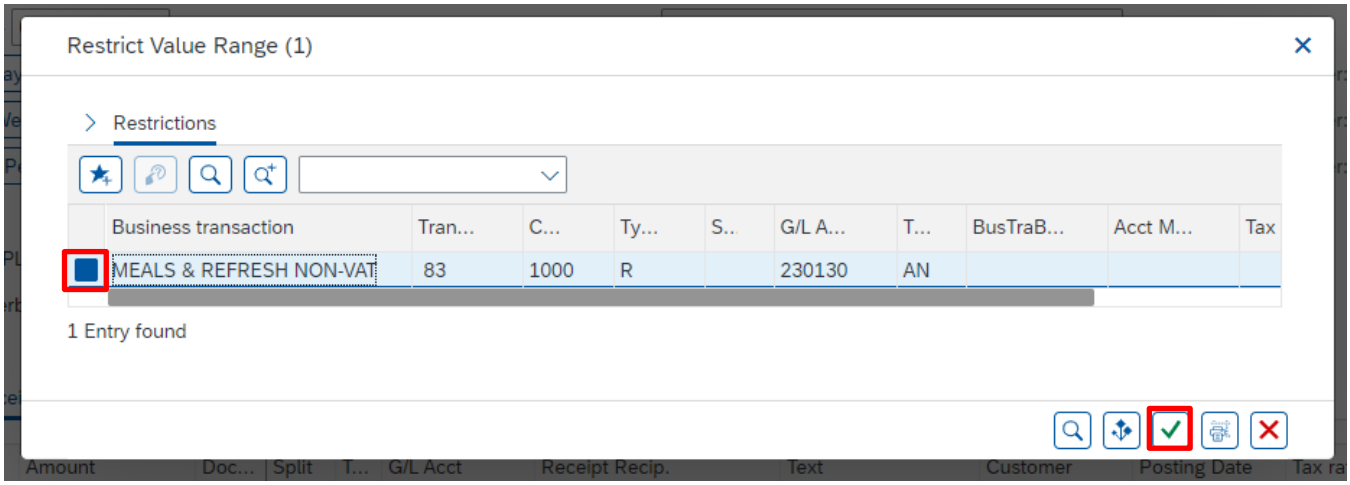
- Type a few letters of the G/L code description required followed by * for example, to search for 'Meals and Refreshments Non-VAT' type in **meal*.**
- **Click** on the **Find** button to start your search.



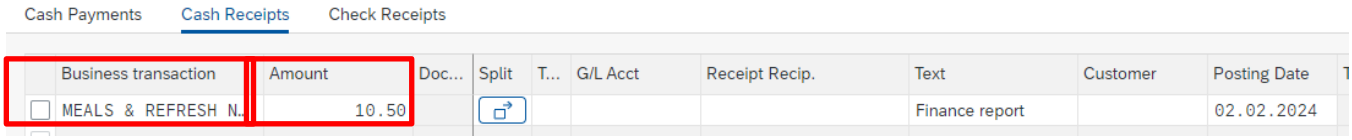
Note

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.
- **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**'

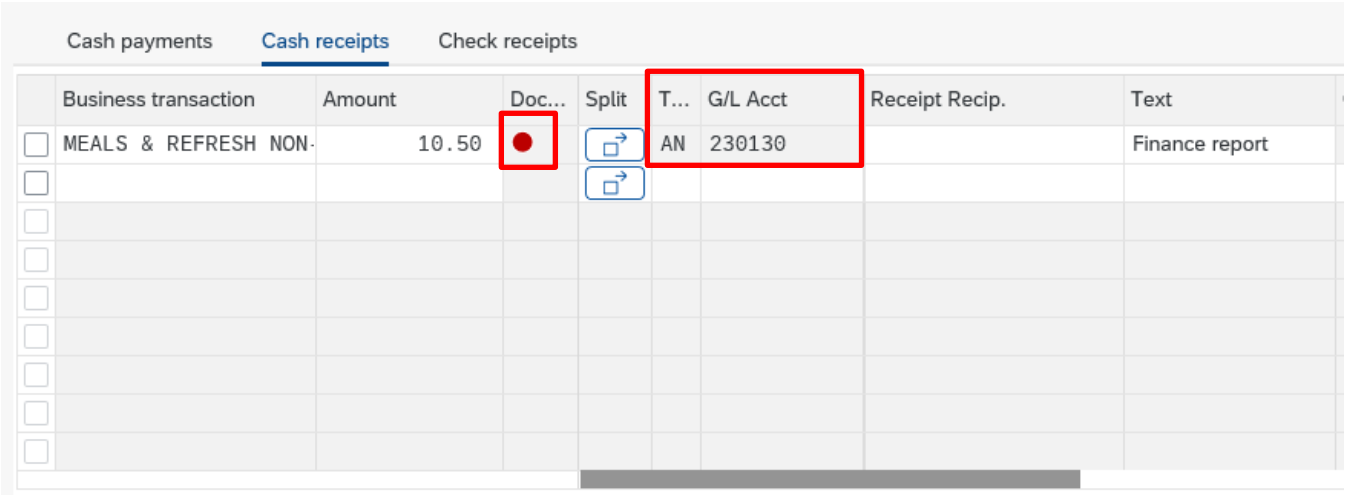
- You can add a note in '**Text**' – this will appear on your finance reports

- 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.

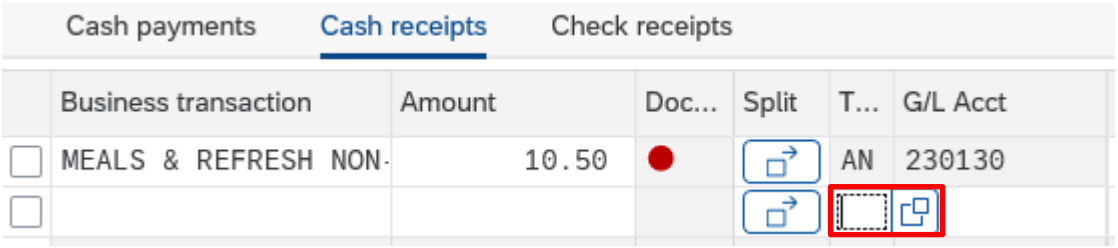
- **Scroll back across** to the left to reveal the Red 'traffic light'.



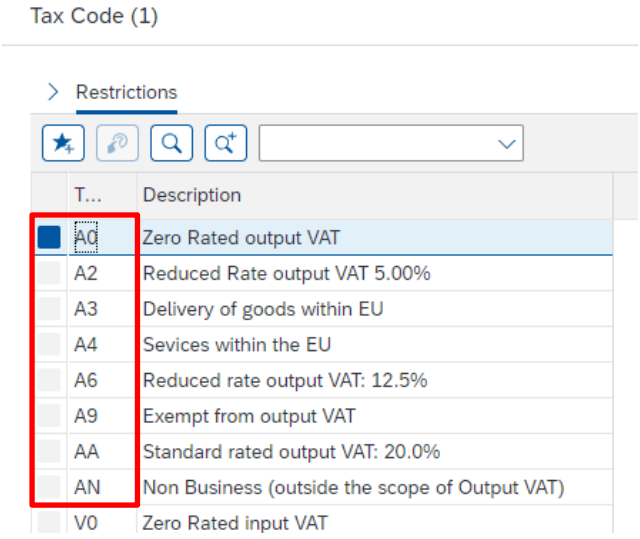
If the G/L income code does **not** have an assigned VAT code, you will need to choose one **BEFORE** you can post your selection.

How to search for a VAT code

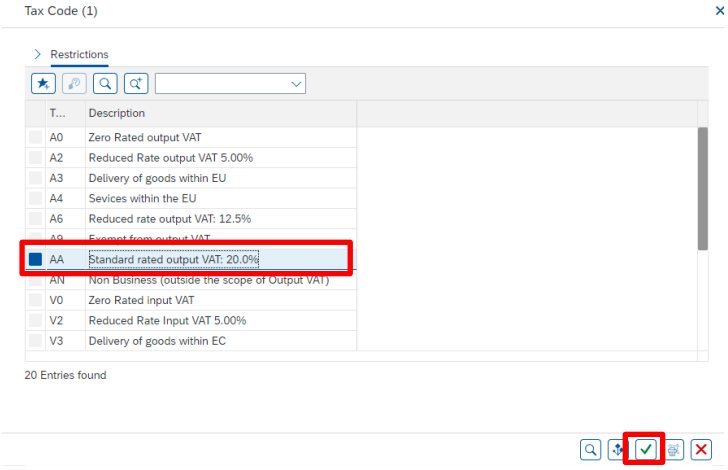
Click in the 'T…' box –the Search Square icon will appear and click on the search square to start your search.



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



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

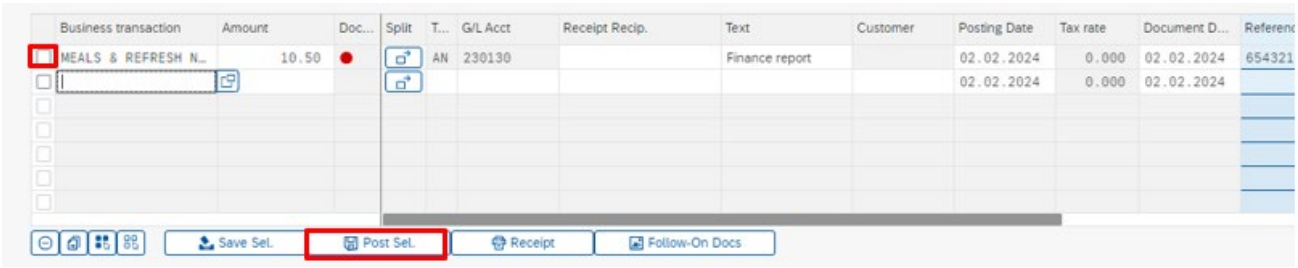


Note

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

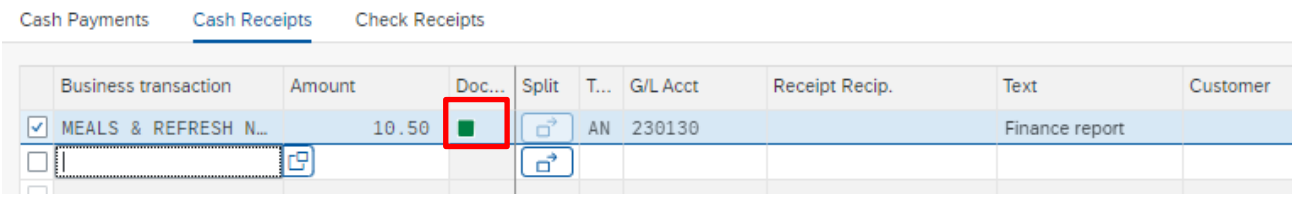
Once you have completed your line entry you can post it

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

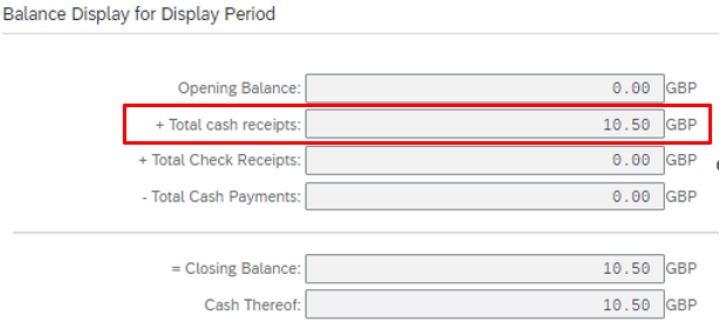


It is possible to enter several lines and post them all at once by selecting several entries, but you should be aware that in order to prevent work being lost it is recommended that you should post entries as you go along.

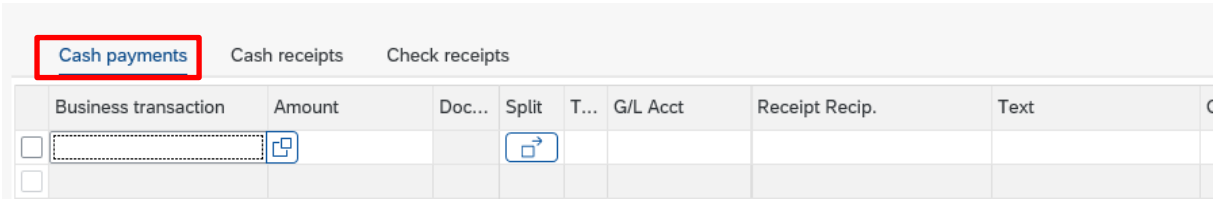
- The posted line entry is now displaying a green square.



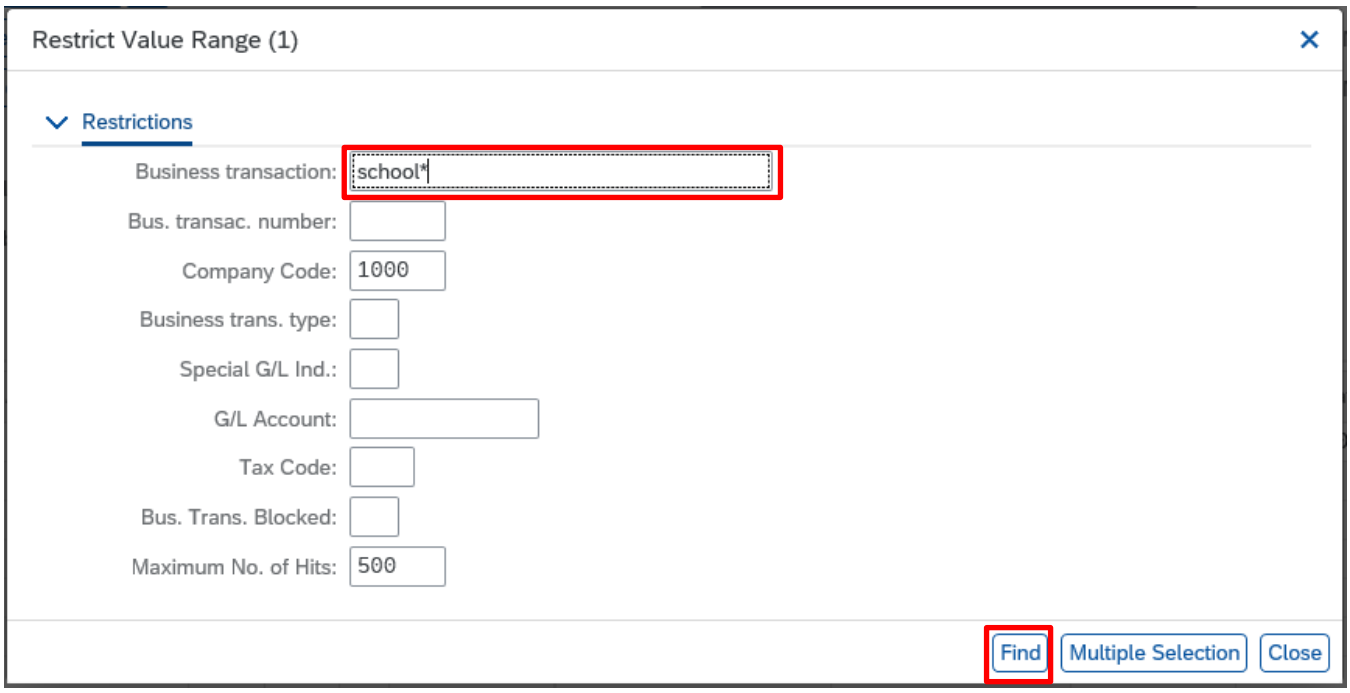
- In the **Balance display for display period** area check that the **Total cash receipts** amount agrees with your paying-in slip and matches the actual amount of cash to be banked.



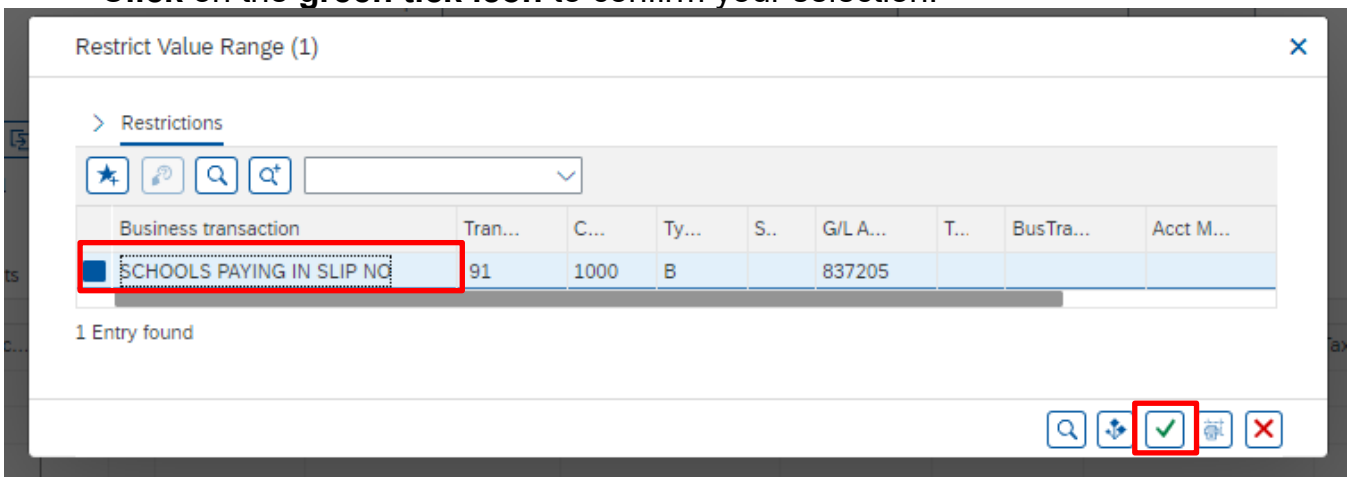
- If this is correct, then select the '**Cash Payments'** tab to create a paying in slip.



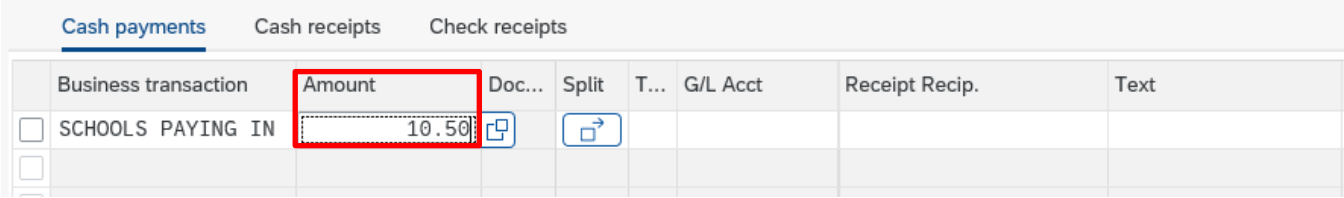
- **Click** in the **'Business Transaction'** box and the 'Search Square' icon will appear, click on it.
- Enter '**school***' in the 'Business transaction' box and click on the **Find** button to start the search.



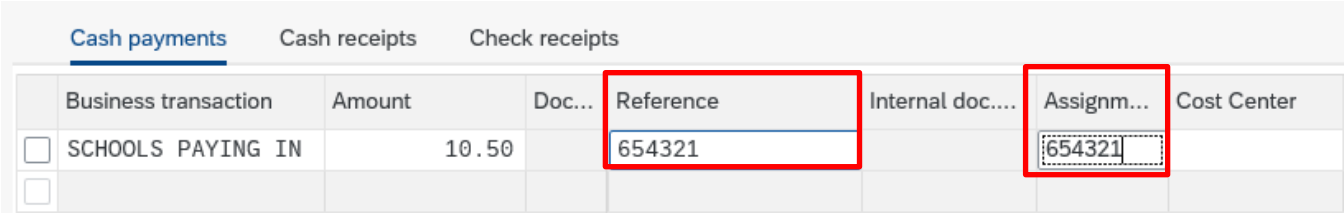
- To highlight your selection, click on the blue square.
- **Click** on the **green tick icon** to confirm your selection.



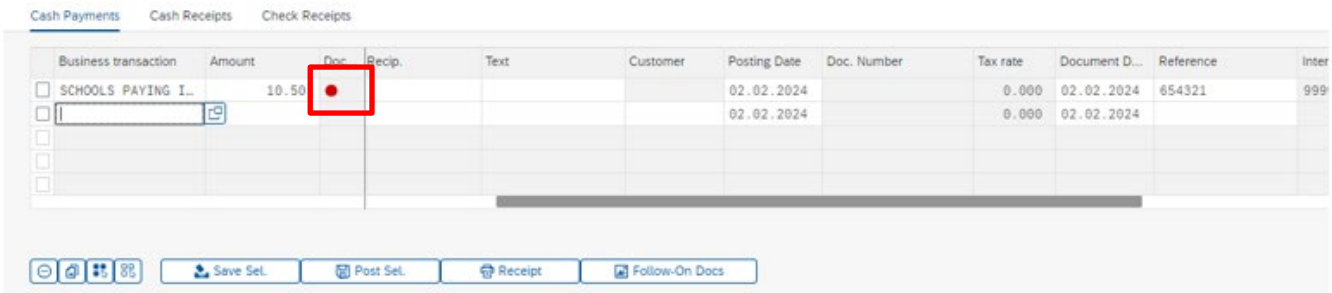
- Enter the **Amount** of cash to be banked (to match the total that was entered on the Cash Receipts tab).



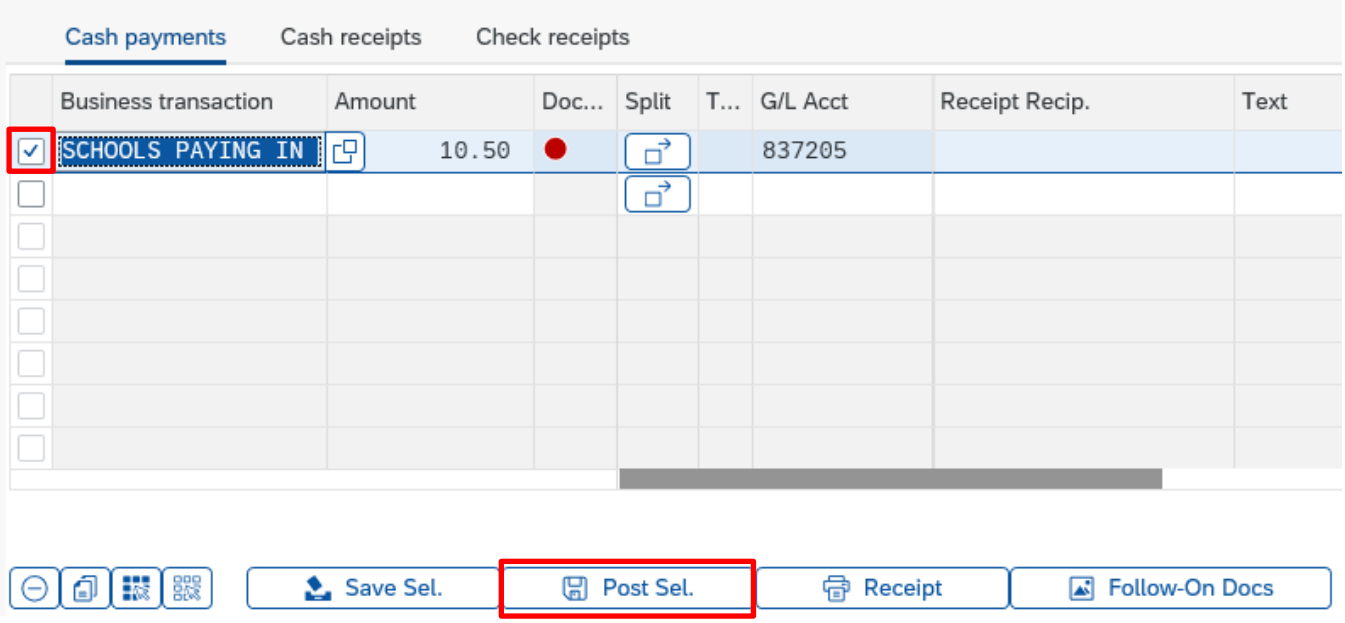
- Use the scroll bar to scroll across to the right and enter your **paying-in slip number** into the **'Reference'** and **'Assignment'** fields.



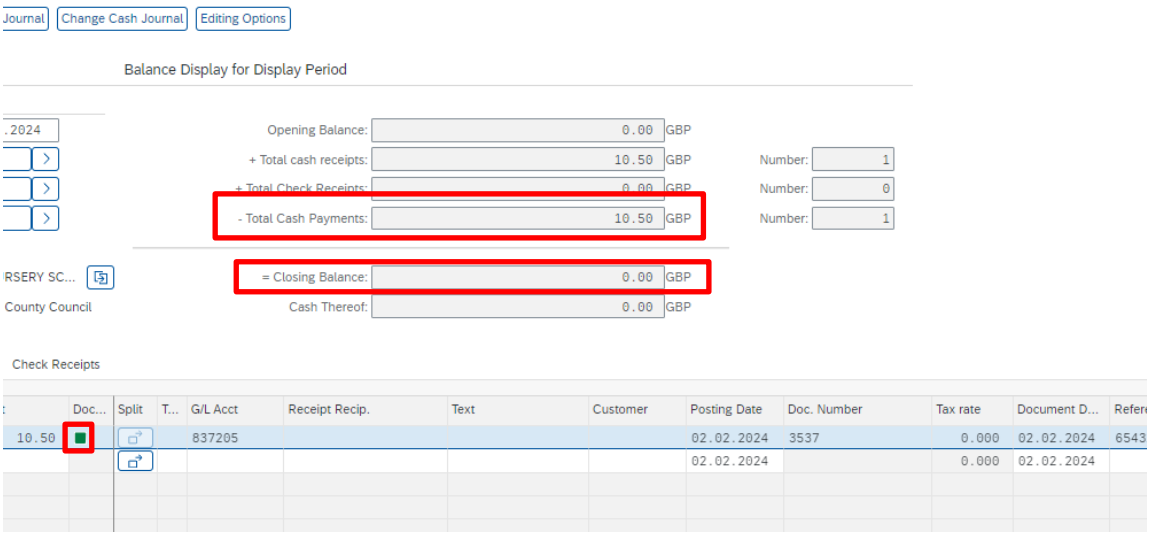
- Press **Enter** on your keyboard – scrolling back to the left will reveal your Red 'traffic light'.



- 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.



- 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



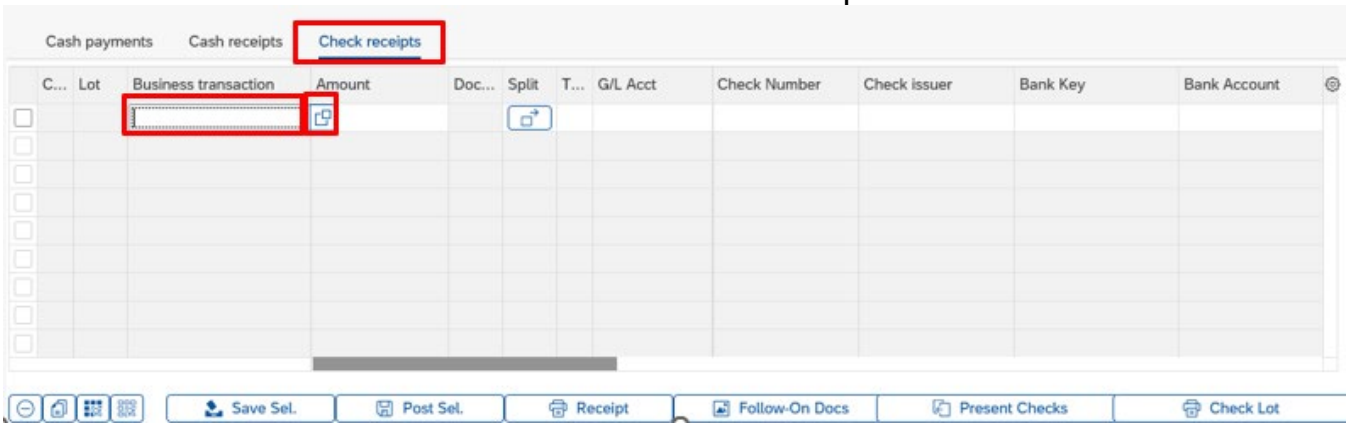
Note

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

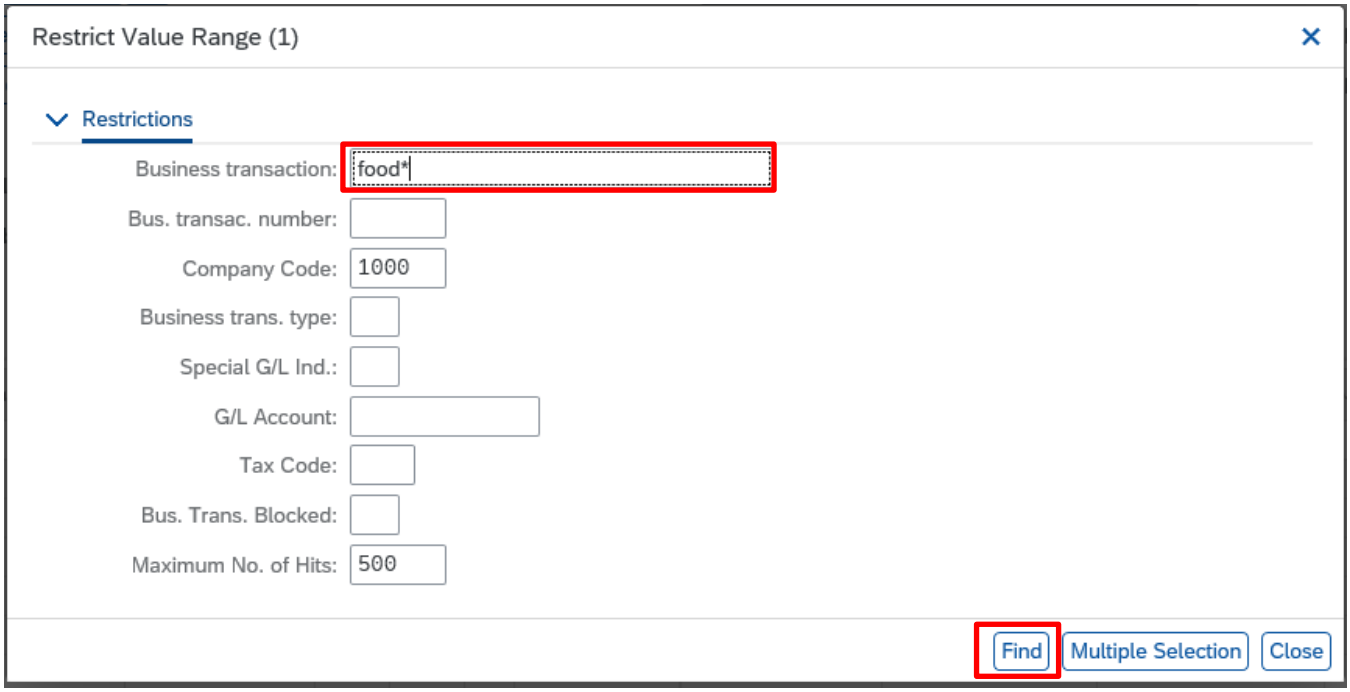
- Check the amount of cash that you wish to pay in.
- Check the income that you have entered in the 'Cash Receipts' tab.
- If you need to correct an entry, see Section 4 of this guide.

Section 3 Entering Cheques for Banking

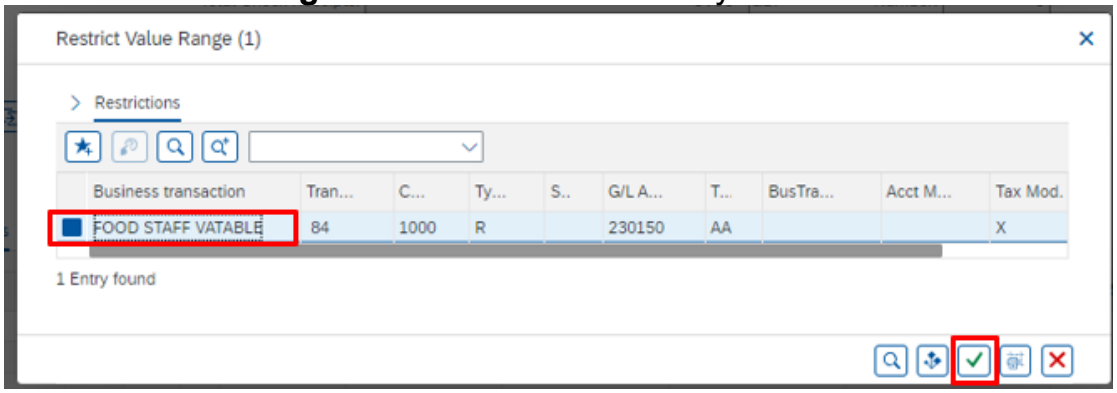
- To enter cheque income, **Click** on the **Check receipts** tab.
- To search for the Business Transaction (income code) **Click** in the **Business transaction column** and **Click** on the Search square icon.



- 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.

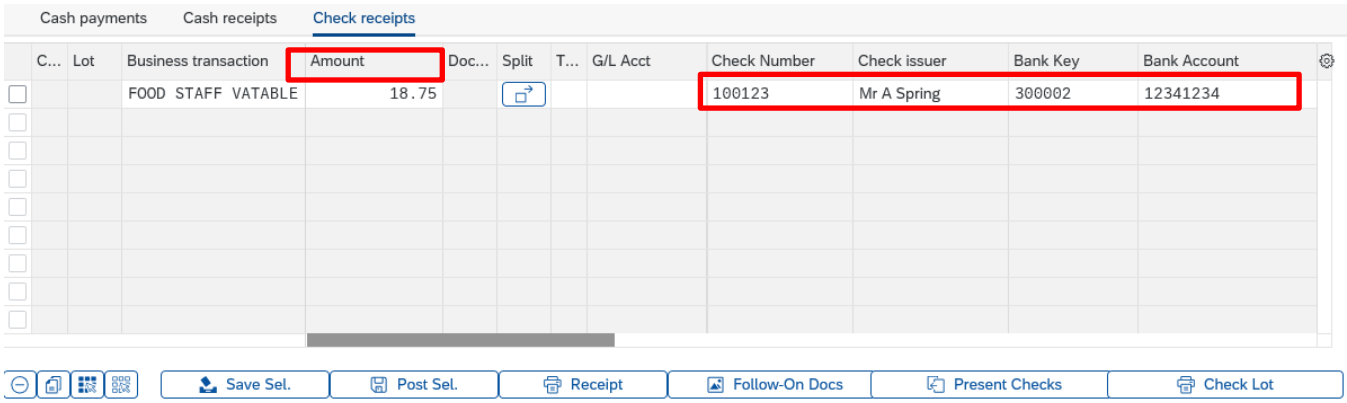


- To highlight your selection, **click** on the blue square.
- **Click** on the **green tick icon** to confirm your selection.



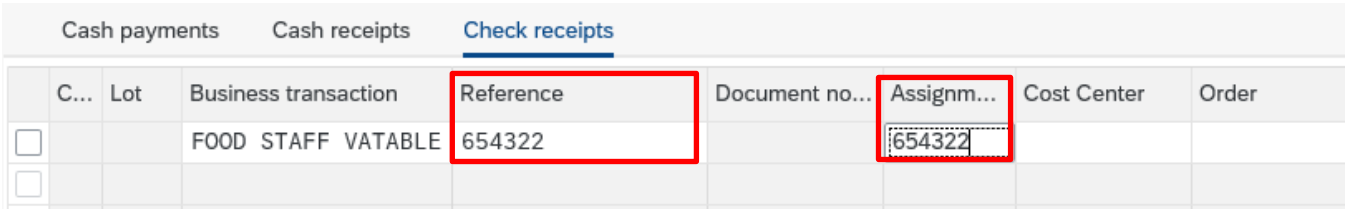
Complete the following columns:

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



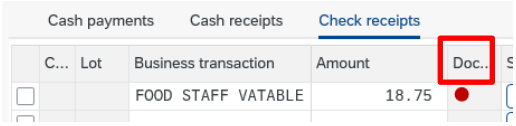
- If you have issued a **receipt** record the number in '**Receipt Recipient'.**
- If you add a note in '**Text**' – this will appear in your finance reports.

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



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

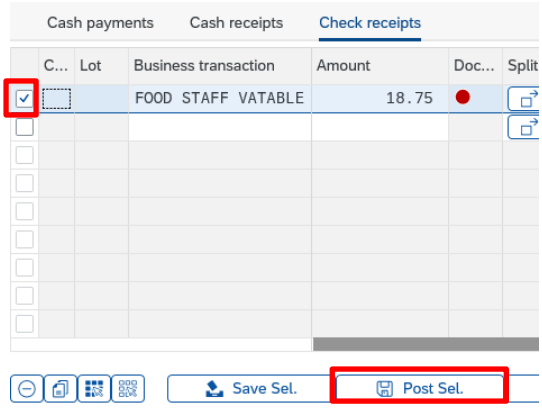
- Press **Enter** on your keyboard – scrolling back to the left will reveal your Red 'traffic light'.



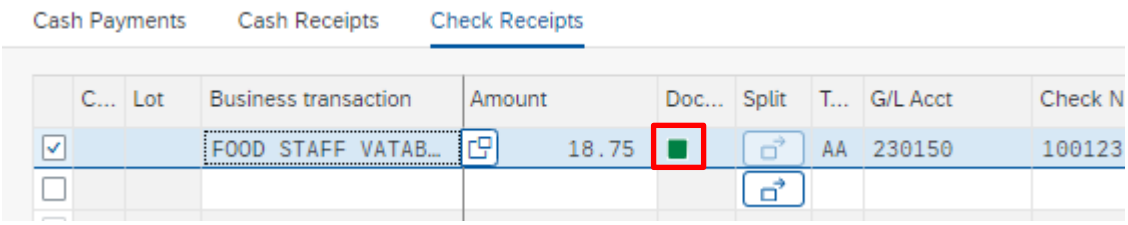
Note

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

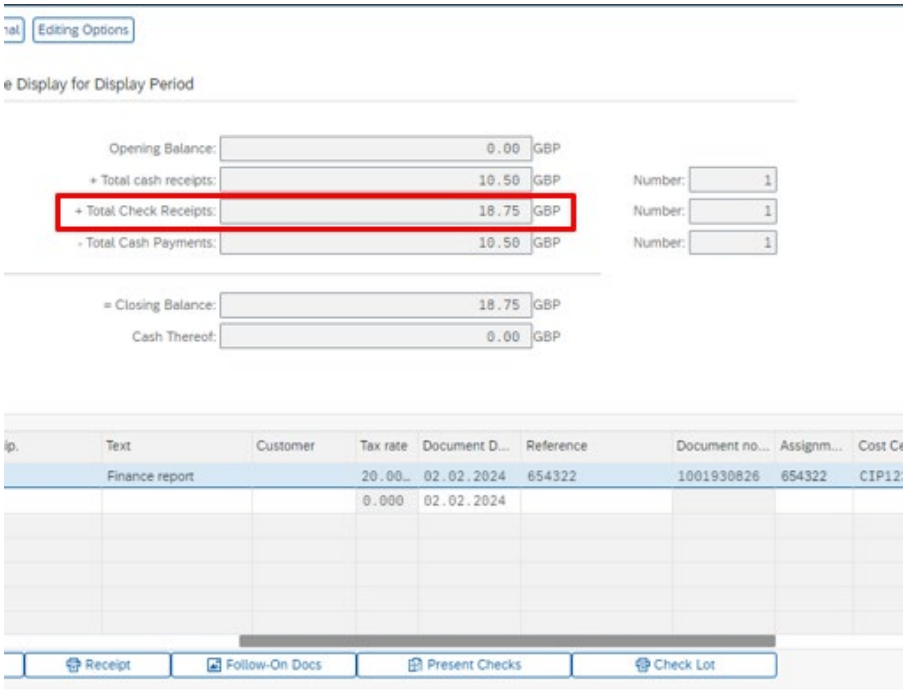
- **Check** the VAT code has been populated.
- Once you have completed your line entry you can post it.
- **Click** on the square at the beginning of the line to highlight it.
- Click **Post sel** button to post your selected line entry/entries.



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

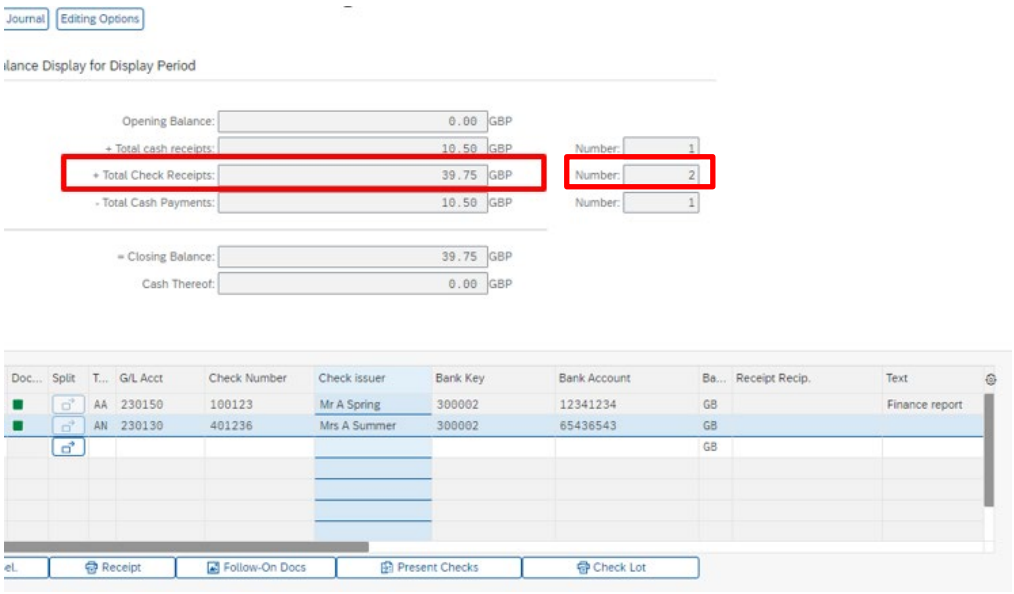


- In the **Balance display for display period** area check that the **Total cheque receipts** amount agrees with your paying-in slip and matches the actual amount of cheques to be banked.



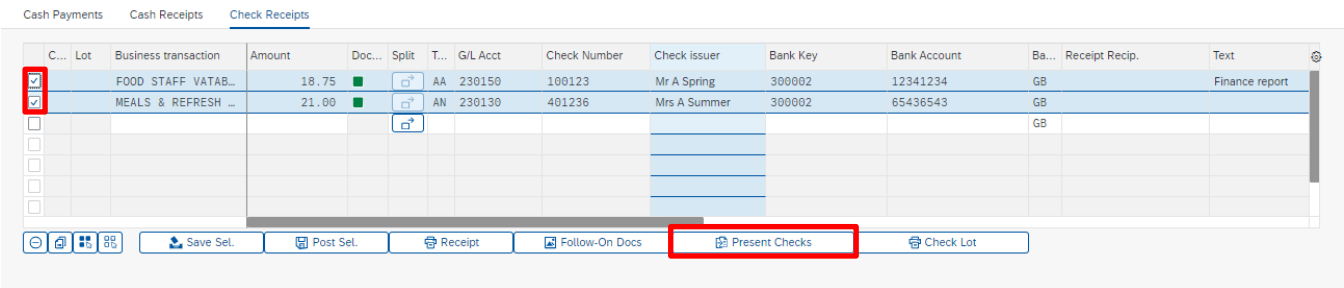
Repeat the steps above to add more cheque line entries.

- 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.

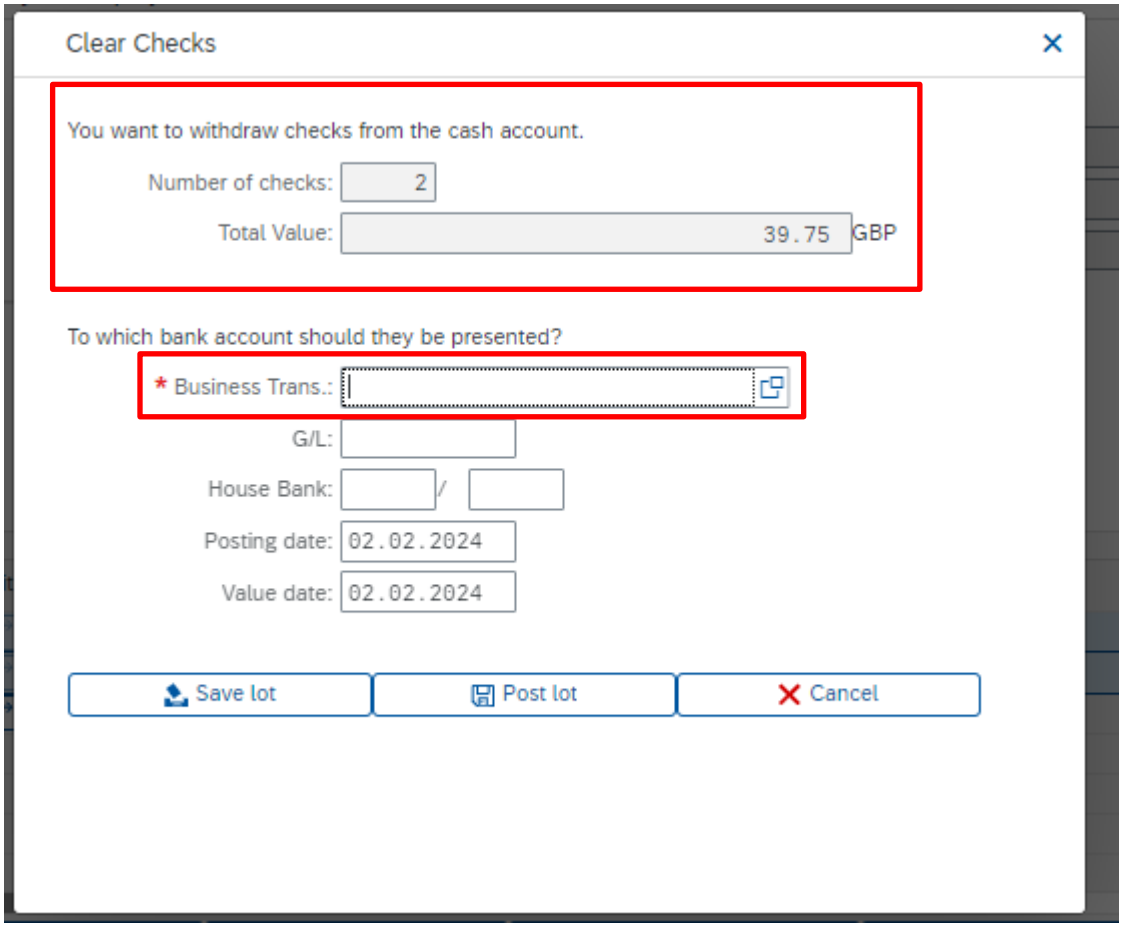


To Bank your Cheque Receipts

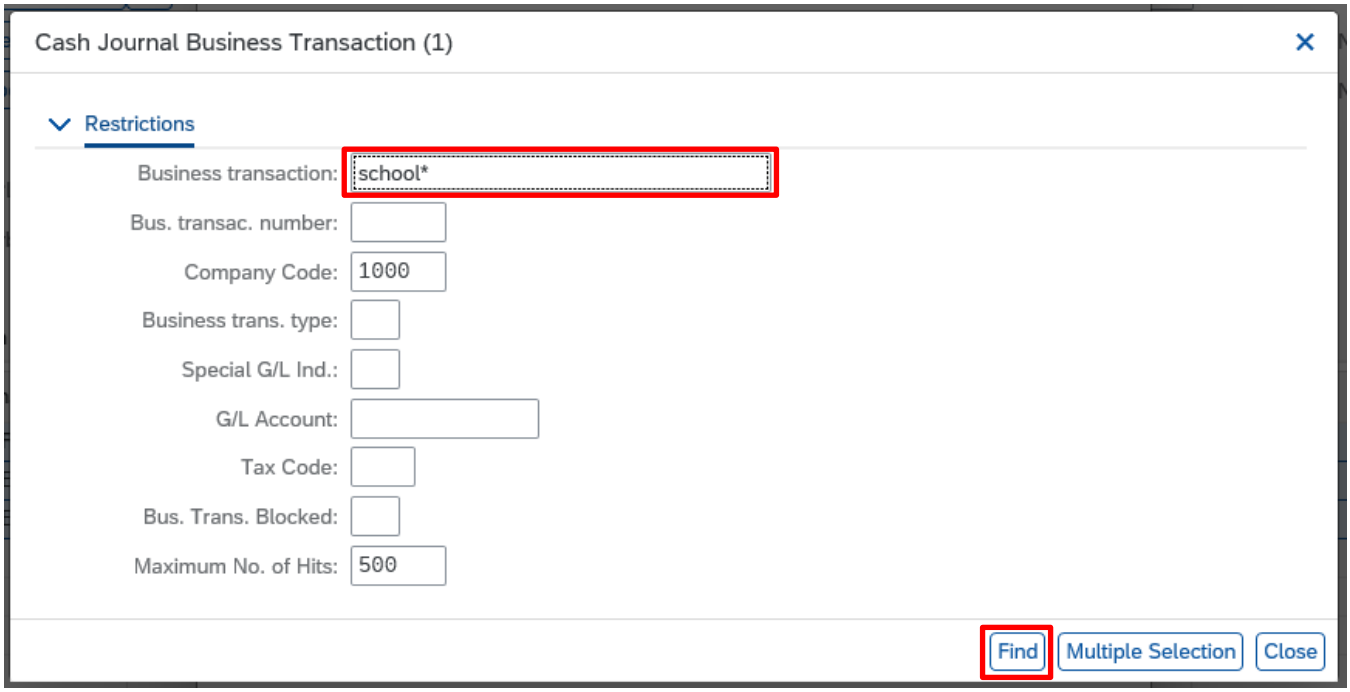
- **Highlight** all lines to select.
- Click **Present checks.**



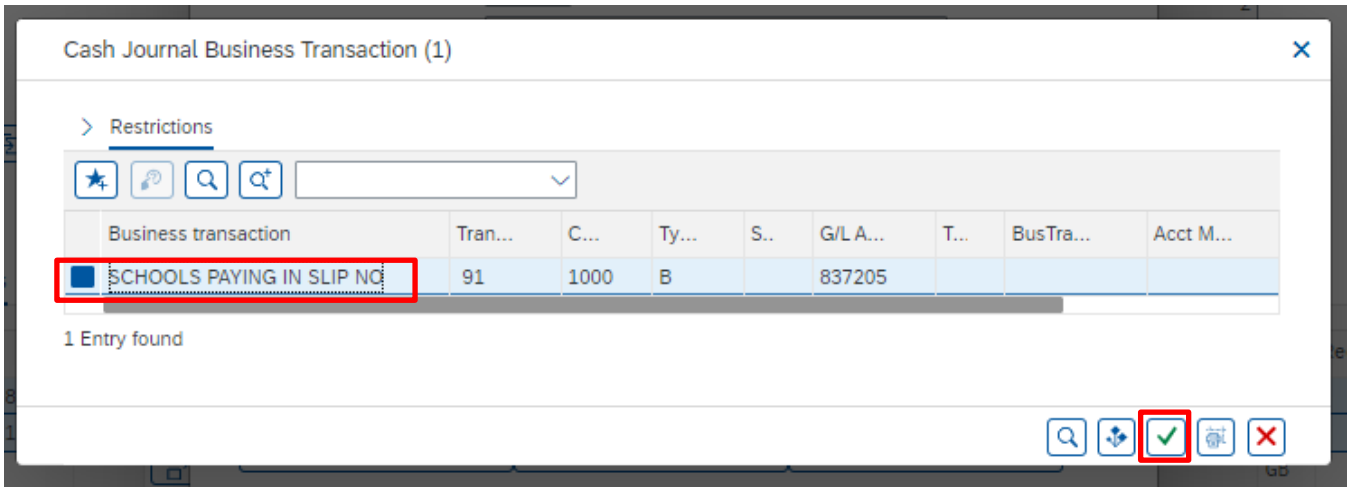
- **In the following pop-up box Check** all your entries have been included.
- **Click** in the **Business Transaction** box and the 'Search Square' icon will appear, click on it.



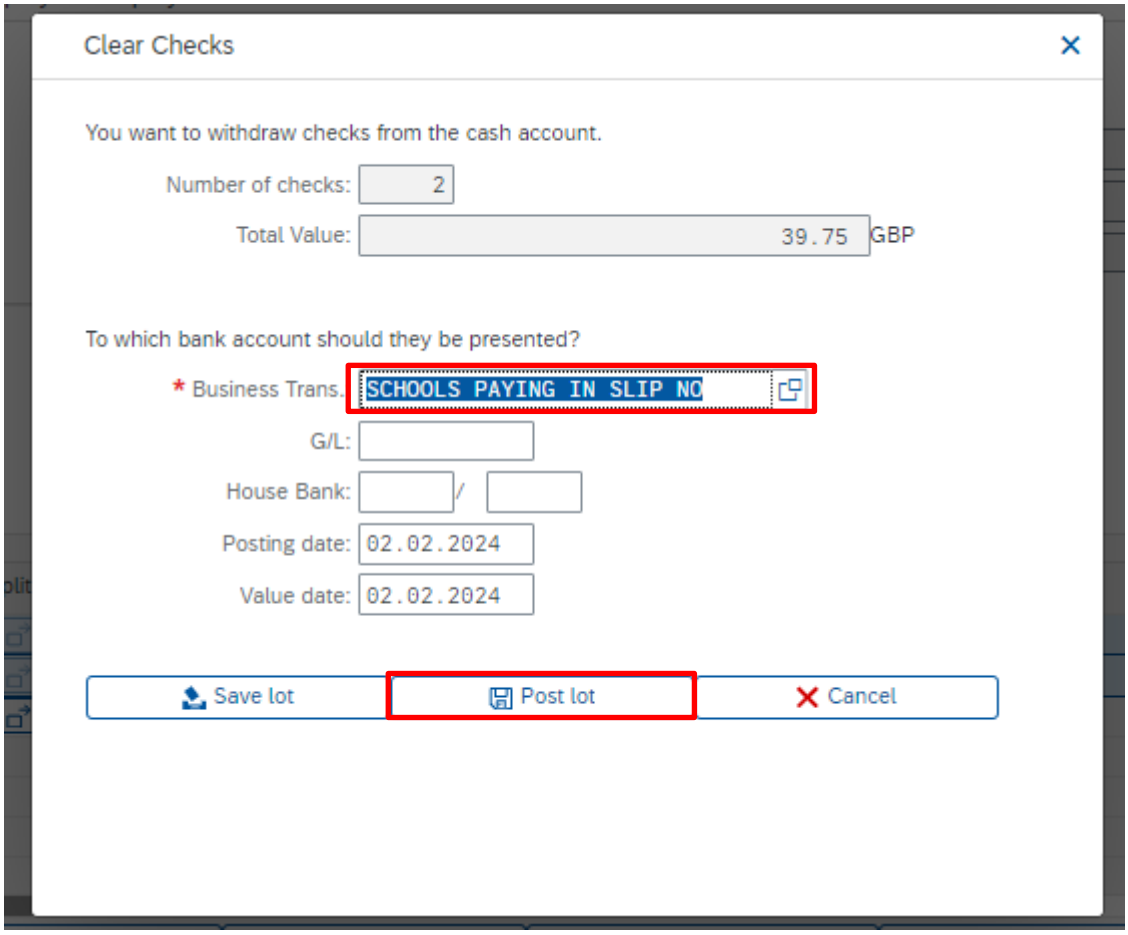
- Enter **school*** in the Business transaction box.
- **Click** on the **Find** button to start search.



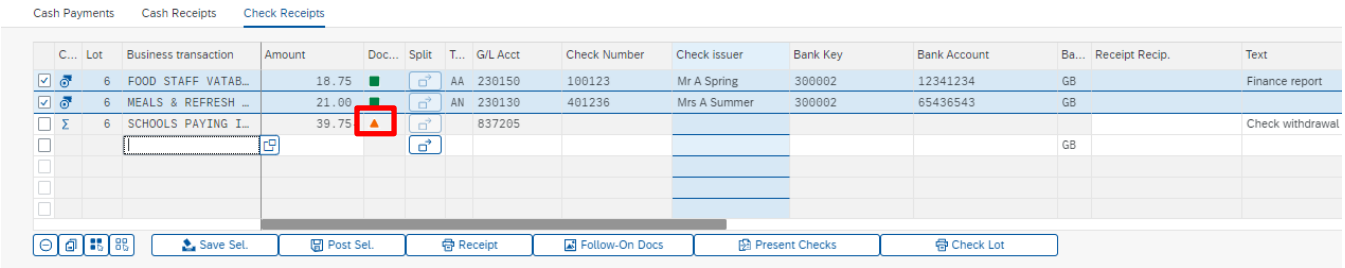
- To highlight your selection, **click** on the blue square.
- Click **green tick** to confirm selection.

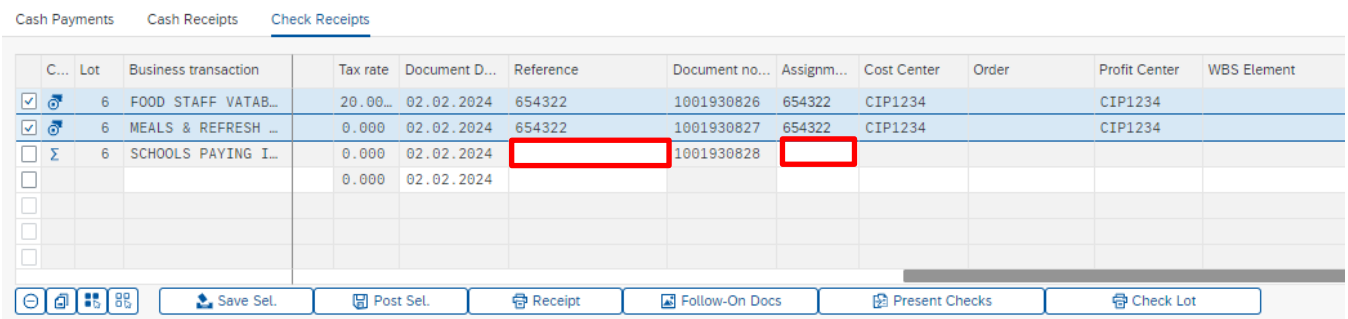


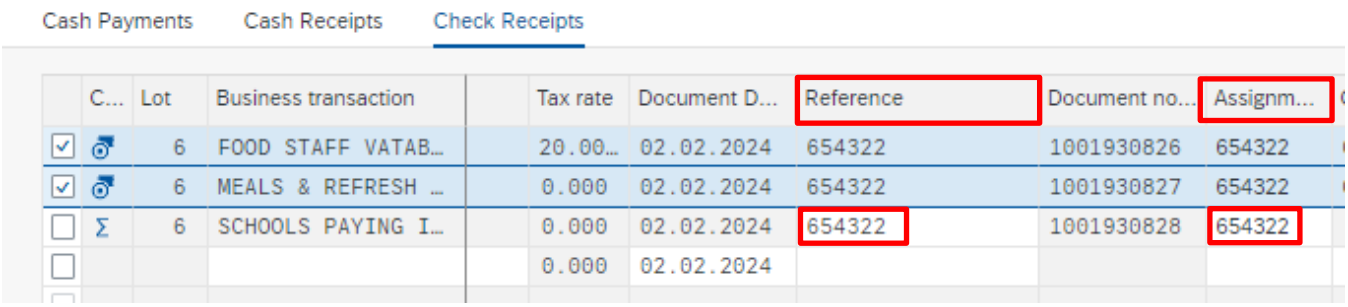
- The **Business Transaction** field will be populated.
- Click **Post lot.**



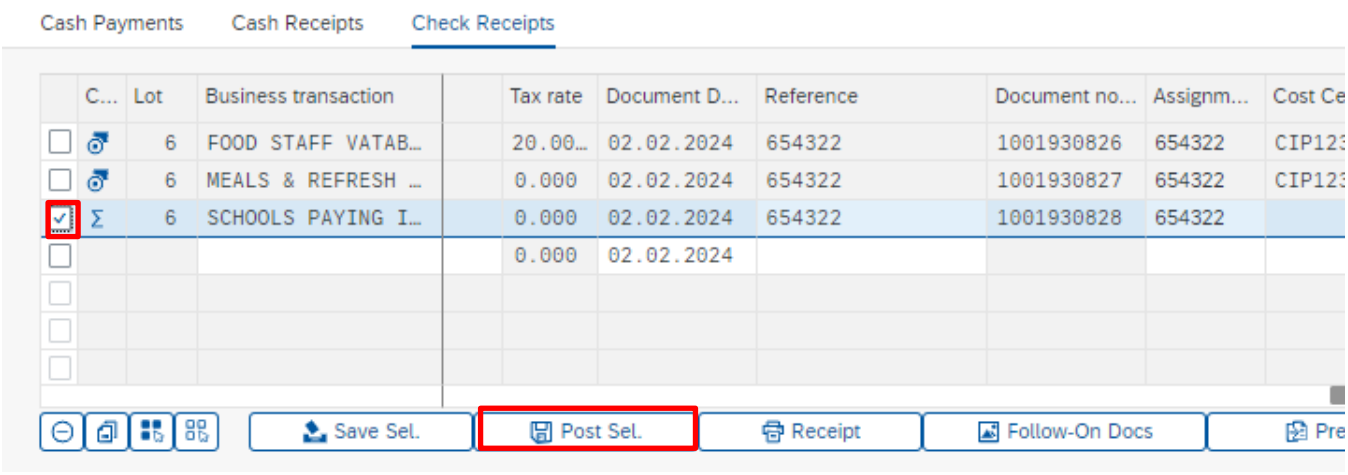
- You will be returned to the main Cash Journal screen where the line entry has been made. The line entry will display an orange/yellow triangle. Scroll across to the right to enter the Paying-in slip number in the **Reference** and **Assignment** fields.



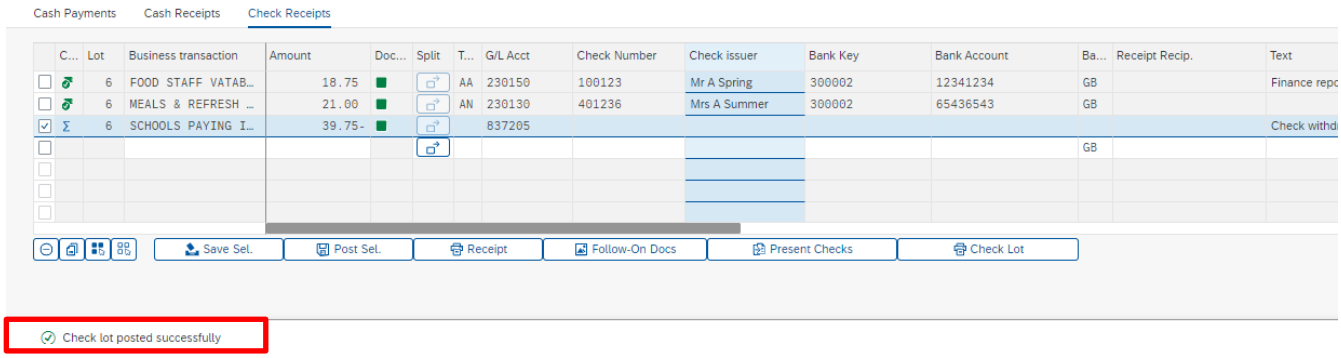




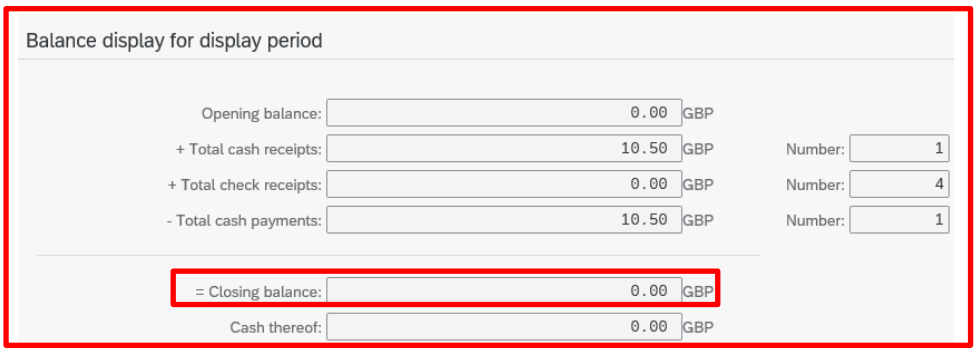
- **Deselect** the rows that have already been posted.
- **Select** the Paying-in slip line entry and Click on **'Post Sel'.**



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

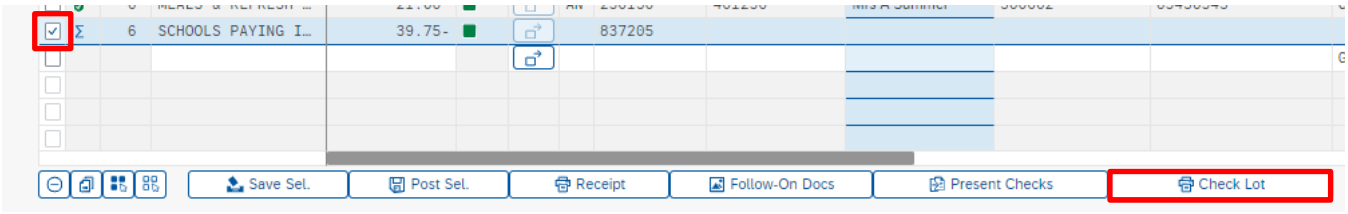


The closing balance will return to 0.00

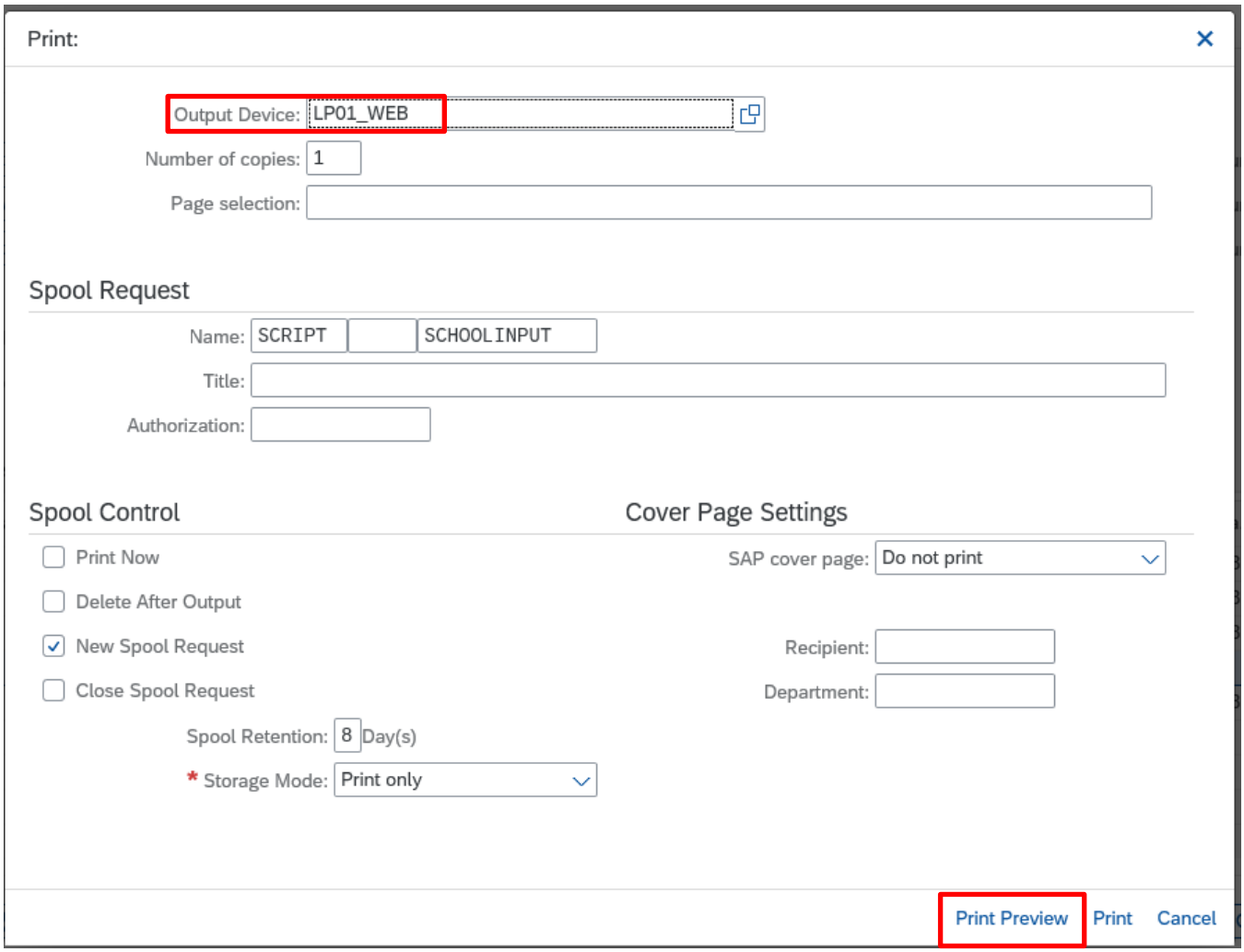


To print a list of your cheques: -

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

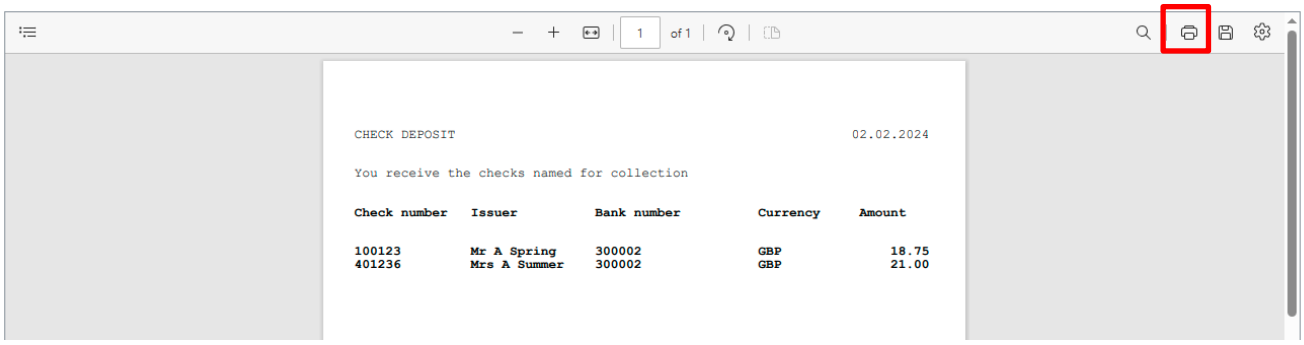


- Ensure that **LP01_WEB** is displayed in the Output Device box.
- Click **Print Preview.**



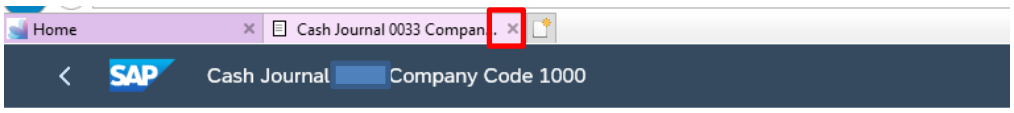
- Click on **Continue** when this information box appears.

- 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.

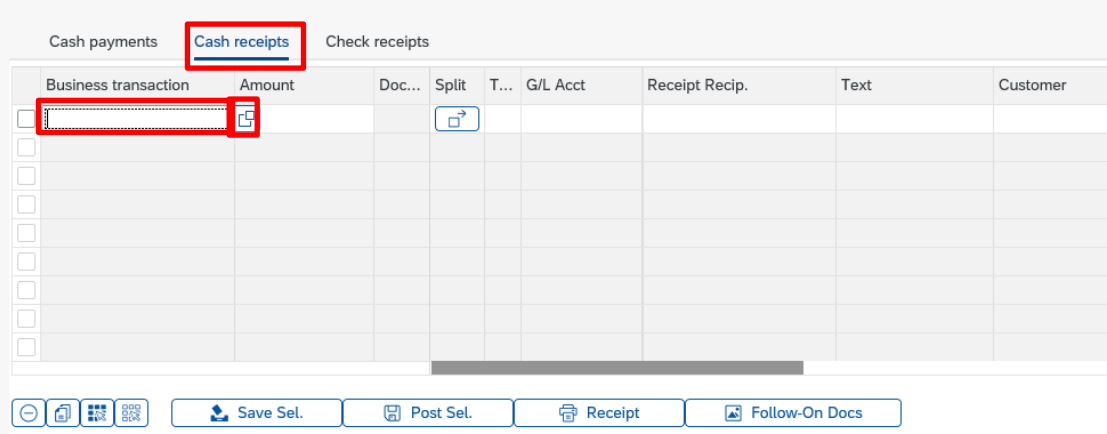


You are returned to the Fiori Dashboard.

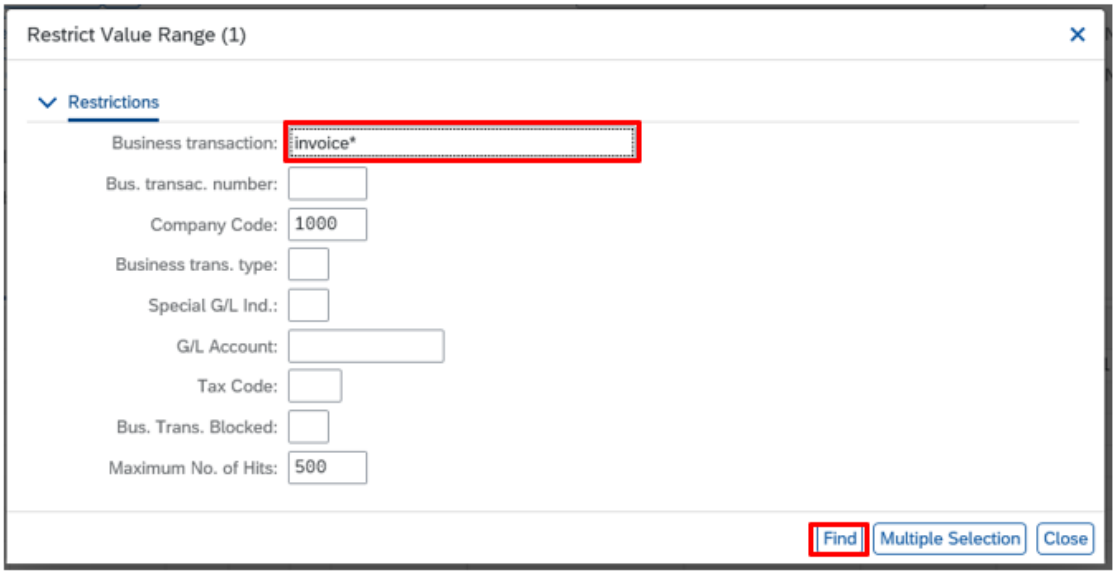
Section 4 Entering Customer Invoice Payments

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

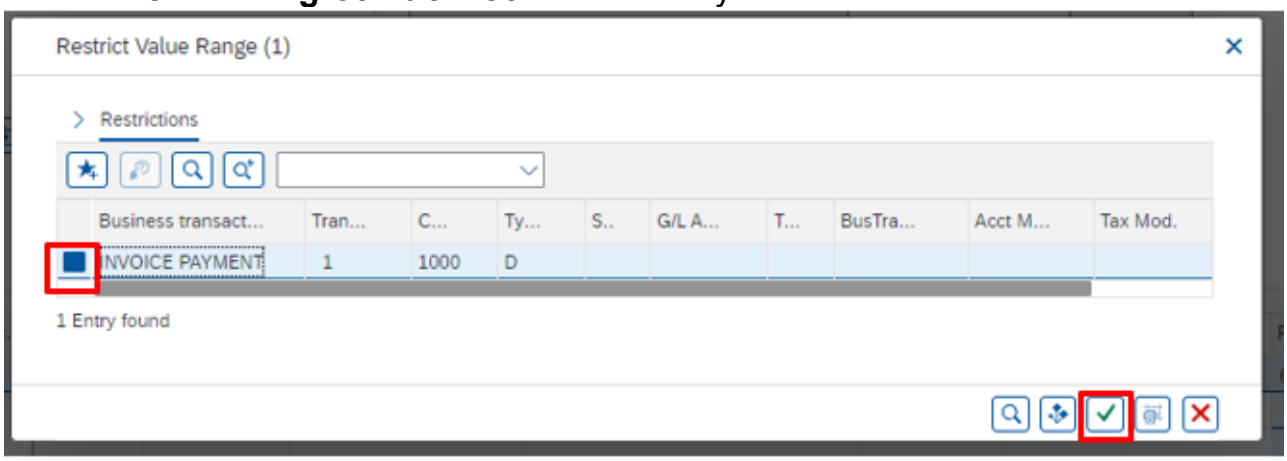
- **Click** in the 'Business Transaction' box and the 'Search Square' icon will appear.
- **Click** on the Search square icon.



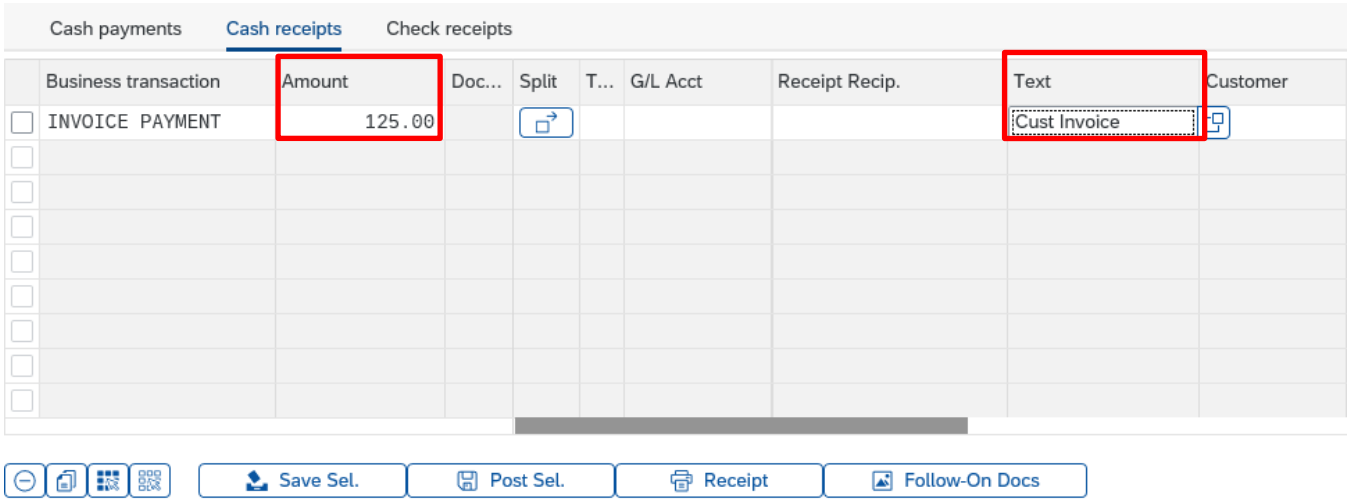
- Enter '**invoice***' into the Business transaction field.
- Click on the Find button to start search.



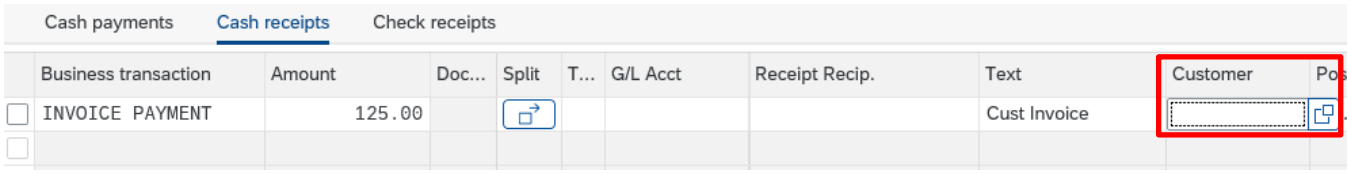
- To highlight your selection, click on the blue square.
- **Click** on the **green tick icon** to confirm your selection.



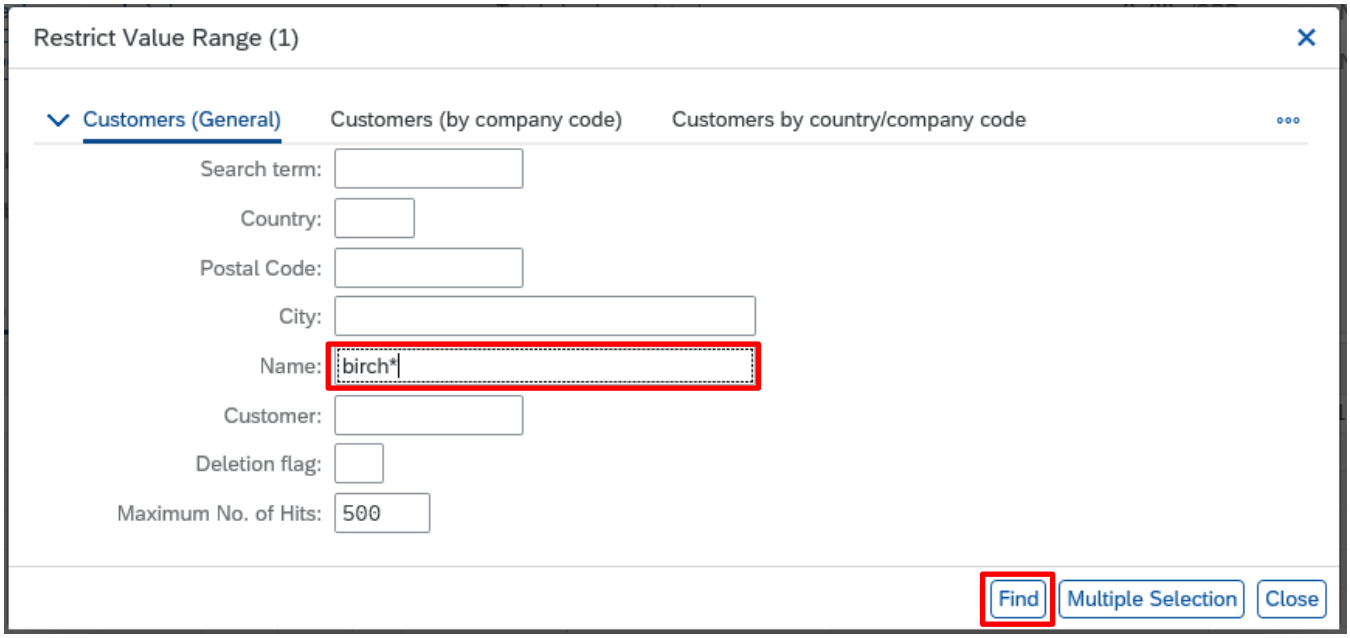
- Complete the **Amount** and **Text** columns.



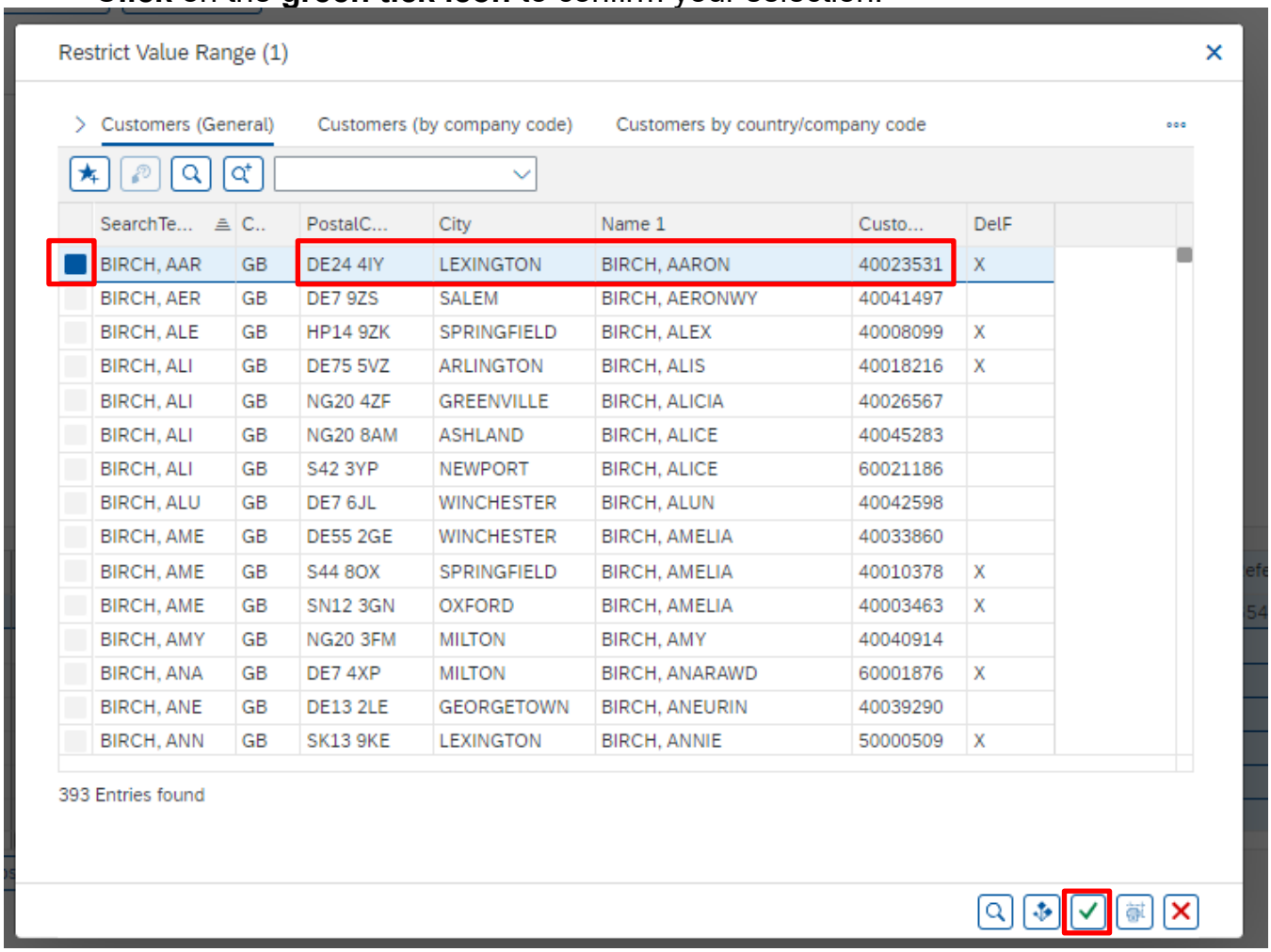
Click into the Customer column and click on the search square icon.



- Enter the name (surname of the customer or company name), with a * at the end.
- 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.



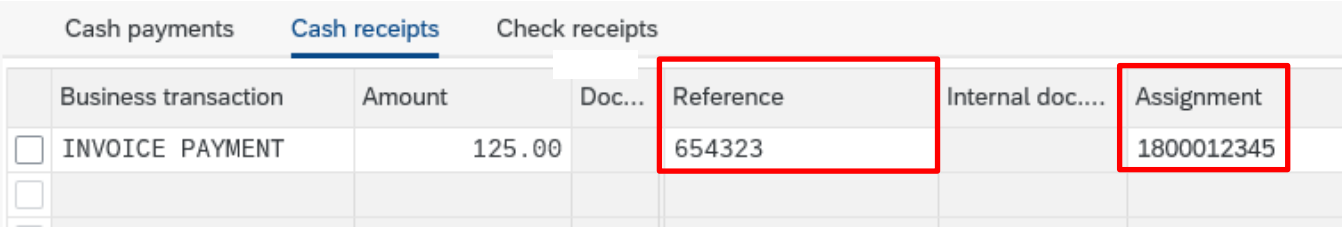
Customer is populated with Customer's account number.

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

OR

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

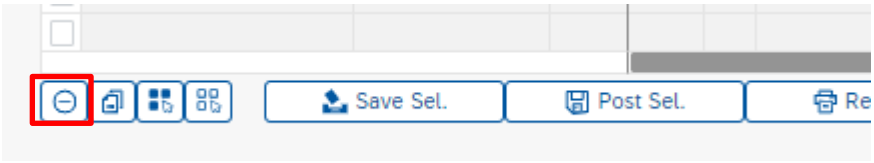
- Enter the **Paying-in slip number** in the Reference field.
- Enter the **Invoice number** in the Assignment field (this is always 10 digits long and begins with 18).



Section 5 Deleting a Line that has been Posted

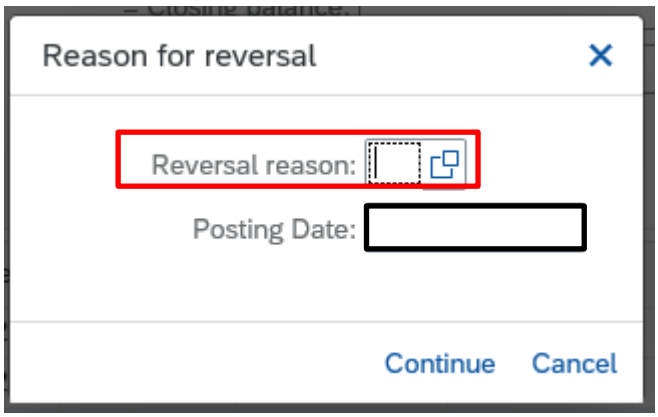
- Highlight the incorrect line by clicking in the box to the left.

- Click on Delete Row icon.

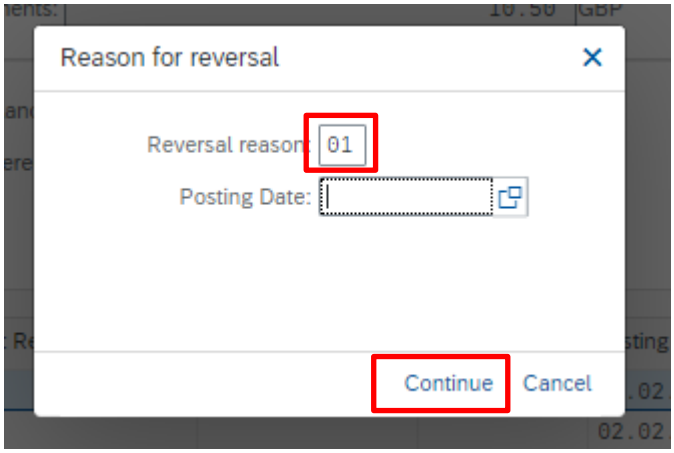


- Message box will confirm that the entry cannot be deleted but will be reversed click on Yes.

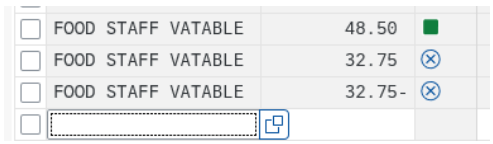
- A further message box will appear asking for 'Reversal reason' (posting date will be default).



- 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.

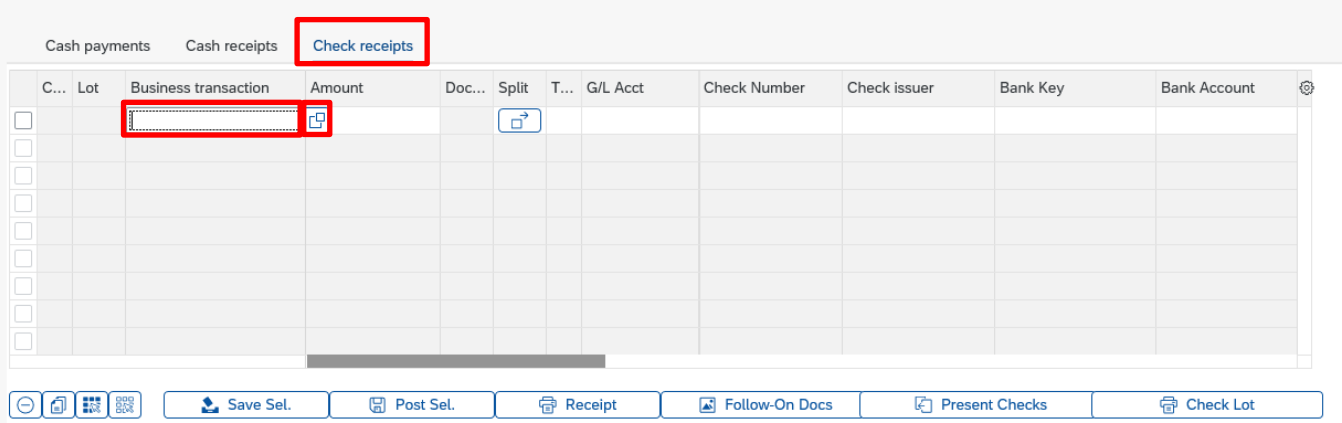


- You will now be able to make the correct entry.

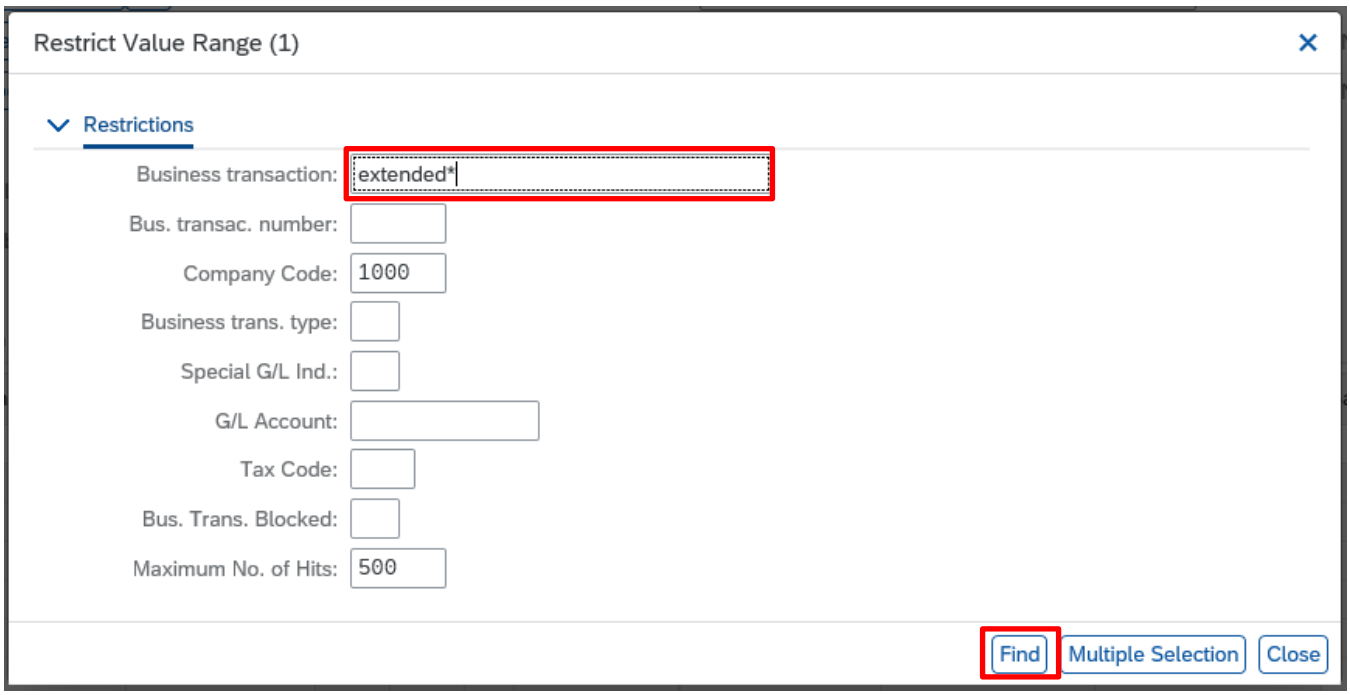
NB If a paying in slip has been created for a receipted entry, the paying in slip must be reversed first, then the receipt can be reversed. Once both reversals have been done, new entries can be made. (It is not always possible to reverse an entry posted in the previous month – please contact the team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

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

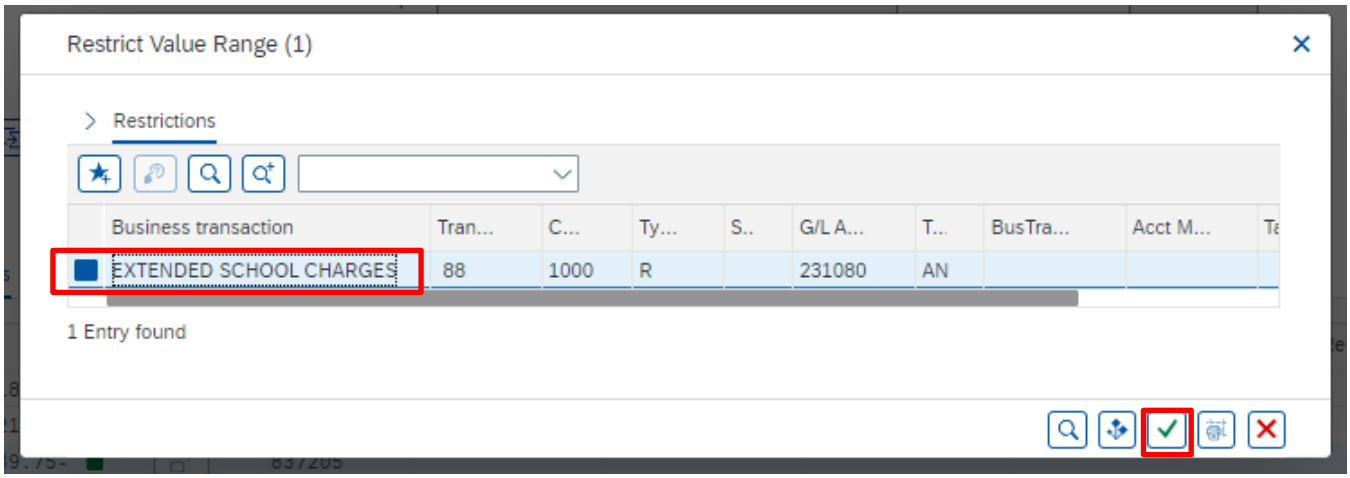
- Click into the 'Business Transaction' and click on the search square for the first part of the split.



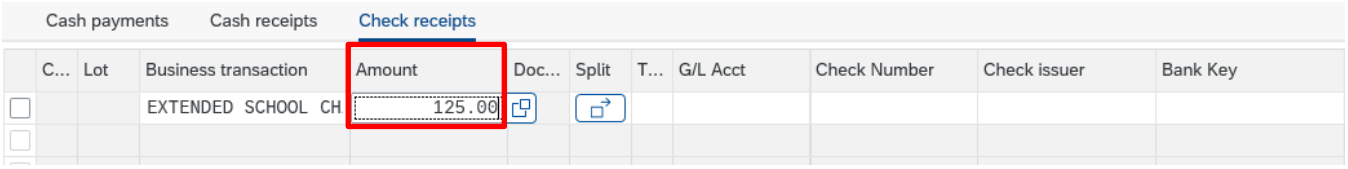
- Click on the Find button to start search.



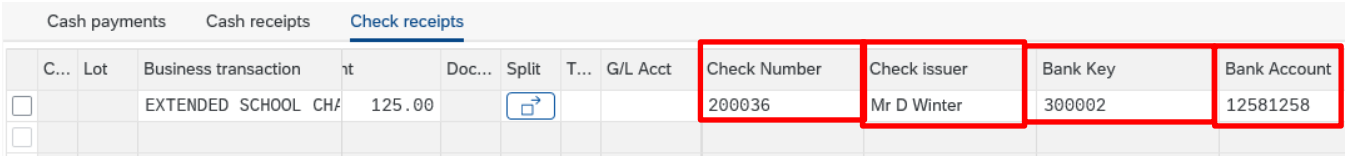
- To highlight your selection, click on the square button.
- **Click** on the **green tick icon** to confirm your selection.



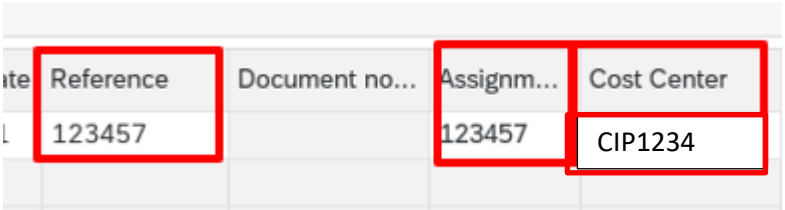
- Enter the amount that should be allocated to that 'Business Transaction'.



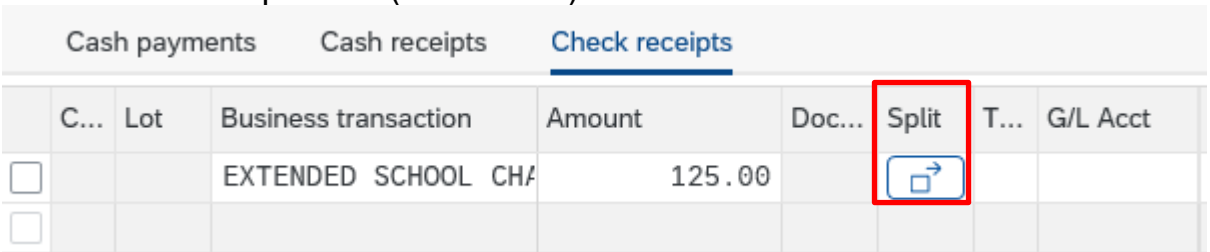
- Enter the cheque details.



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

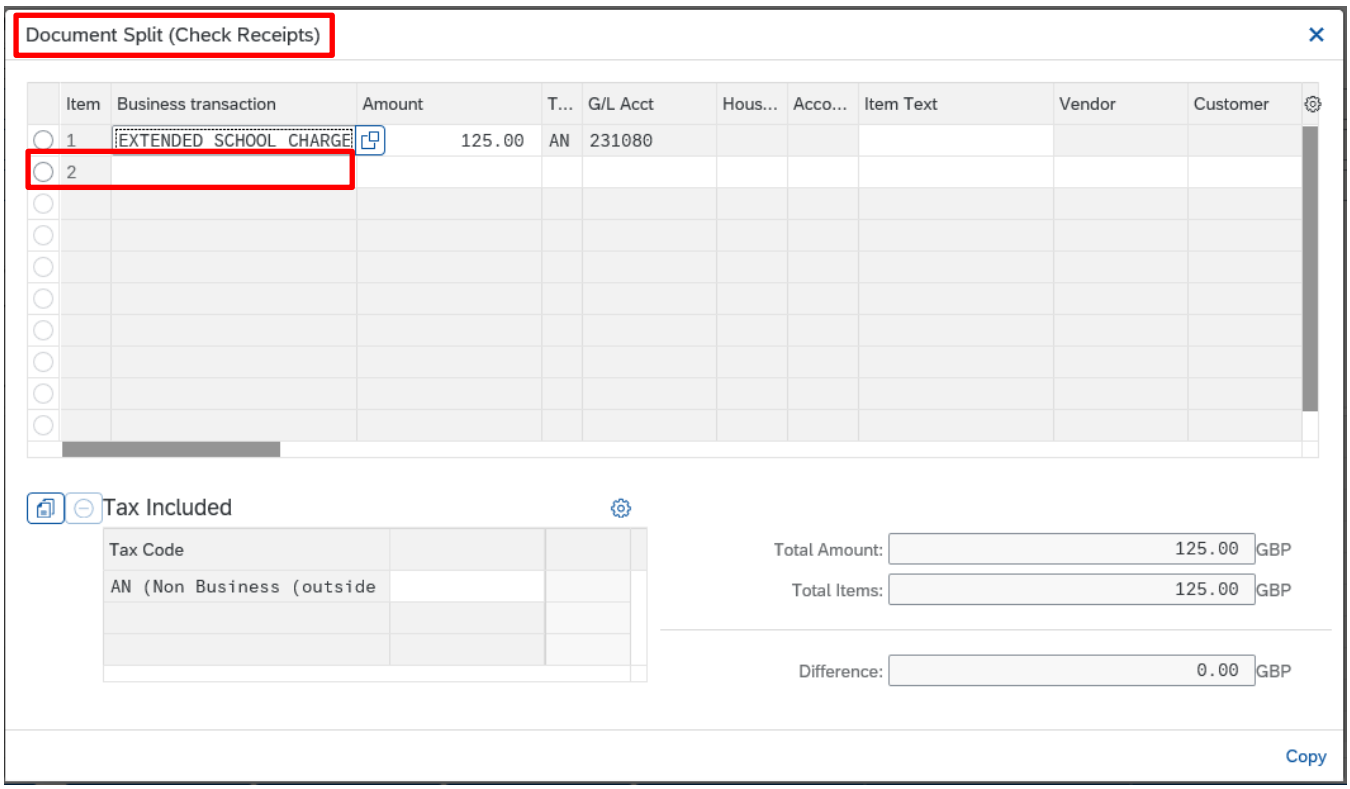


- Scroll back to the left.
- **Click** on Split icon (Blue arrow).

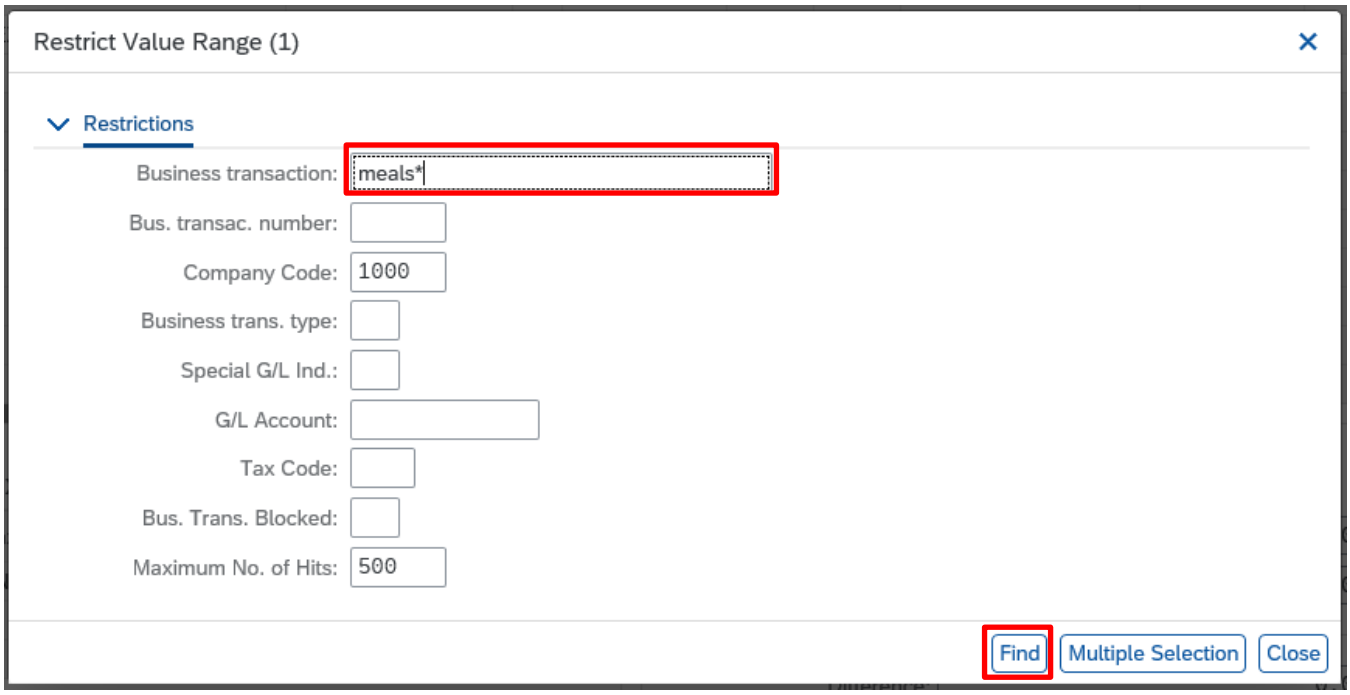


The **Document Split (Check Receipts)** dialogue box will be displayed with the first part of the split included:

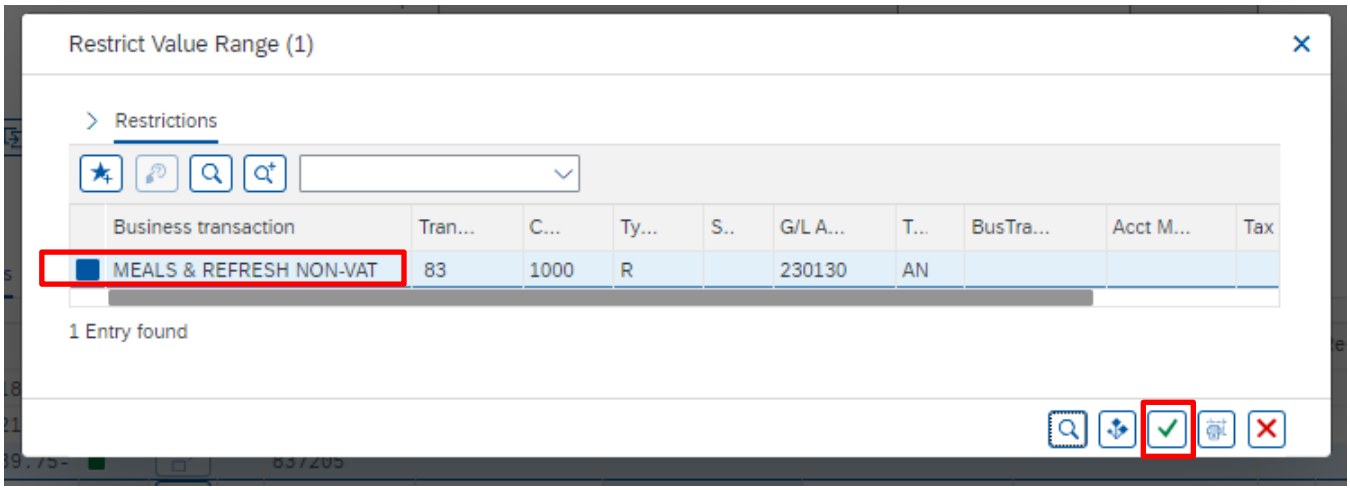
- On line 2 click into Business Transaction' and click on the search square for the next Business Transaction the cheque is going to be allocated to.



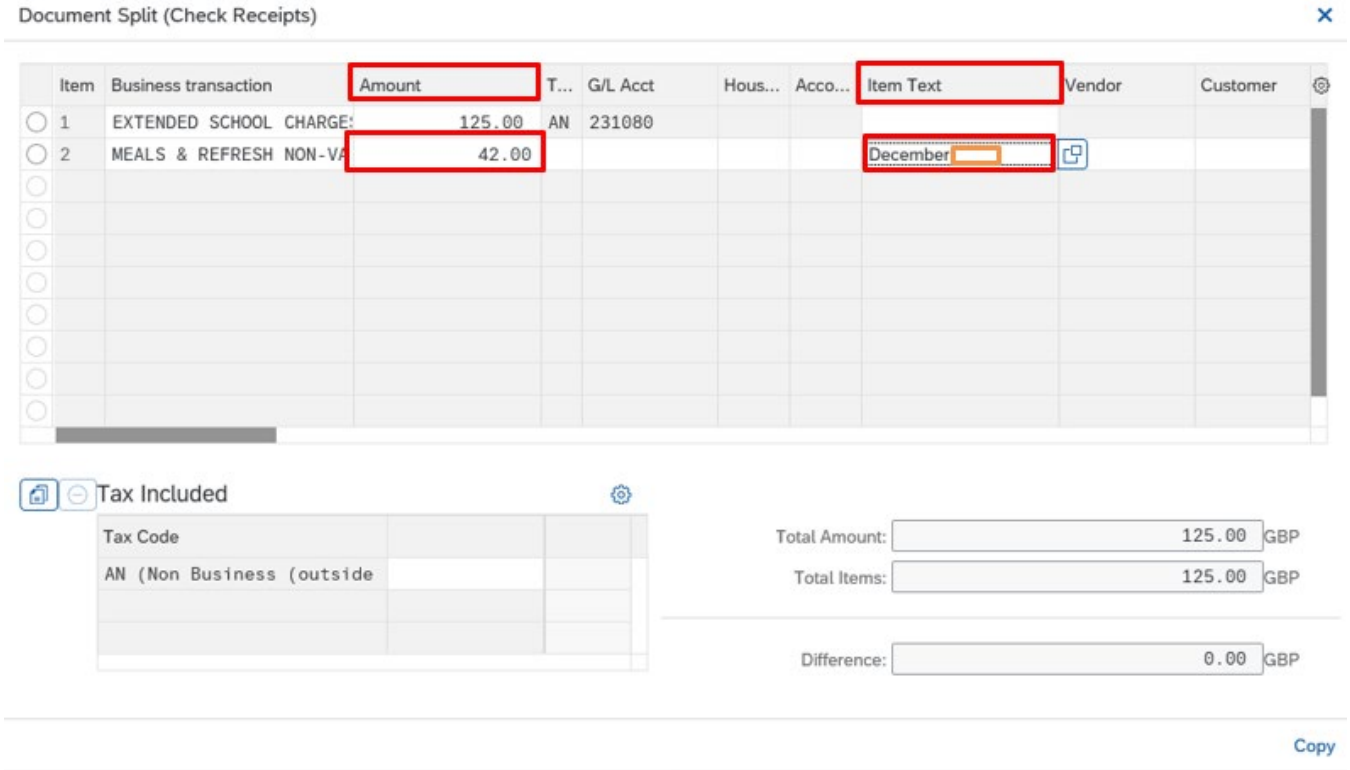
- Click on the Find button to start search.



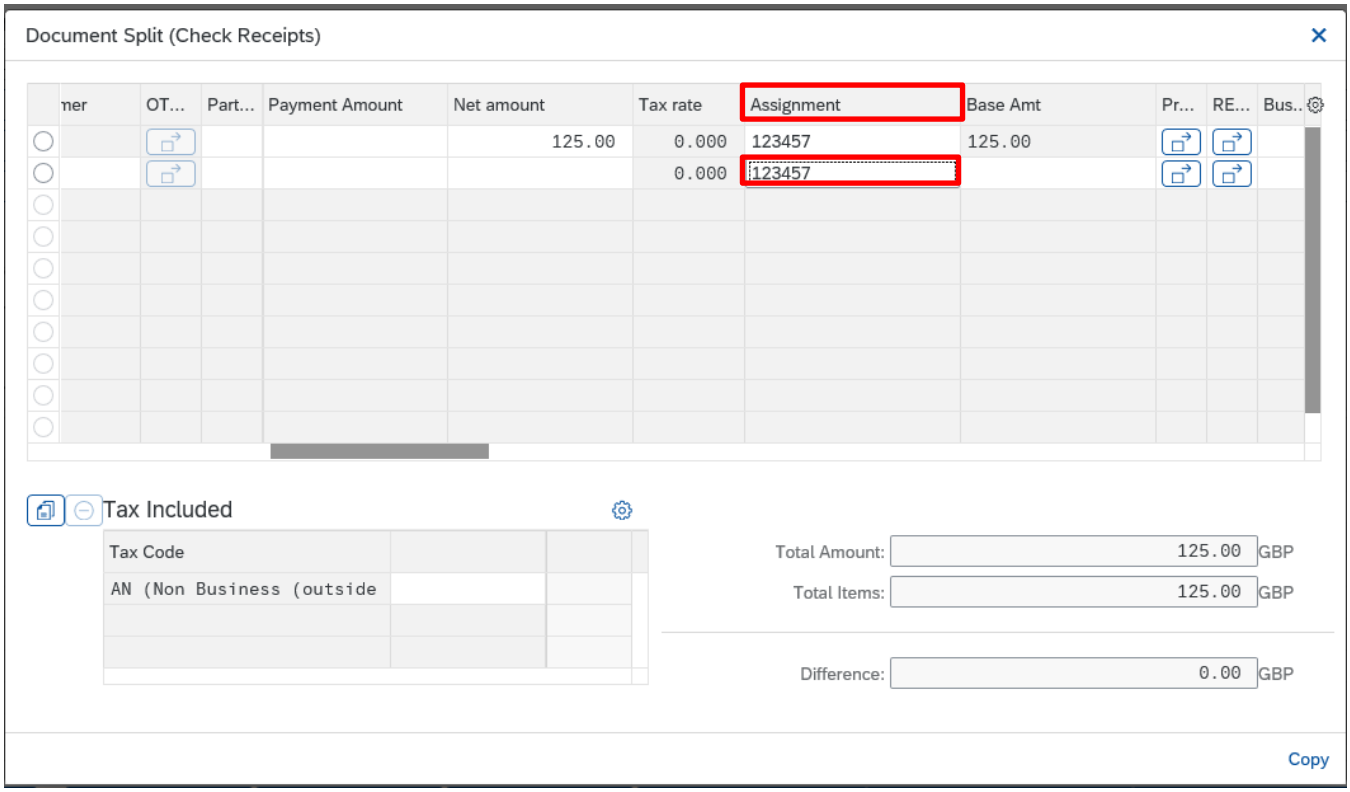
- To highlight your selection, click on the square button.
- **Click** on the **green tick icon** to confirm your selection.



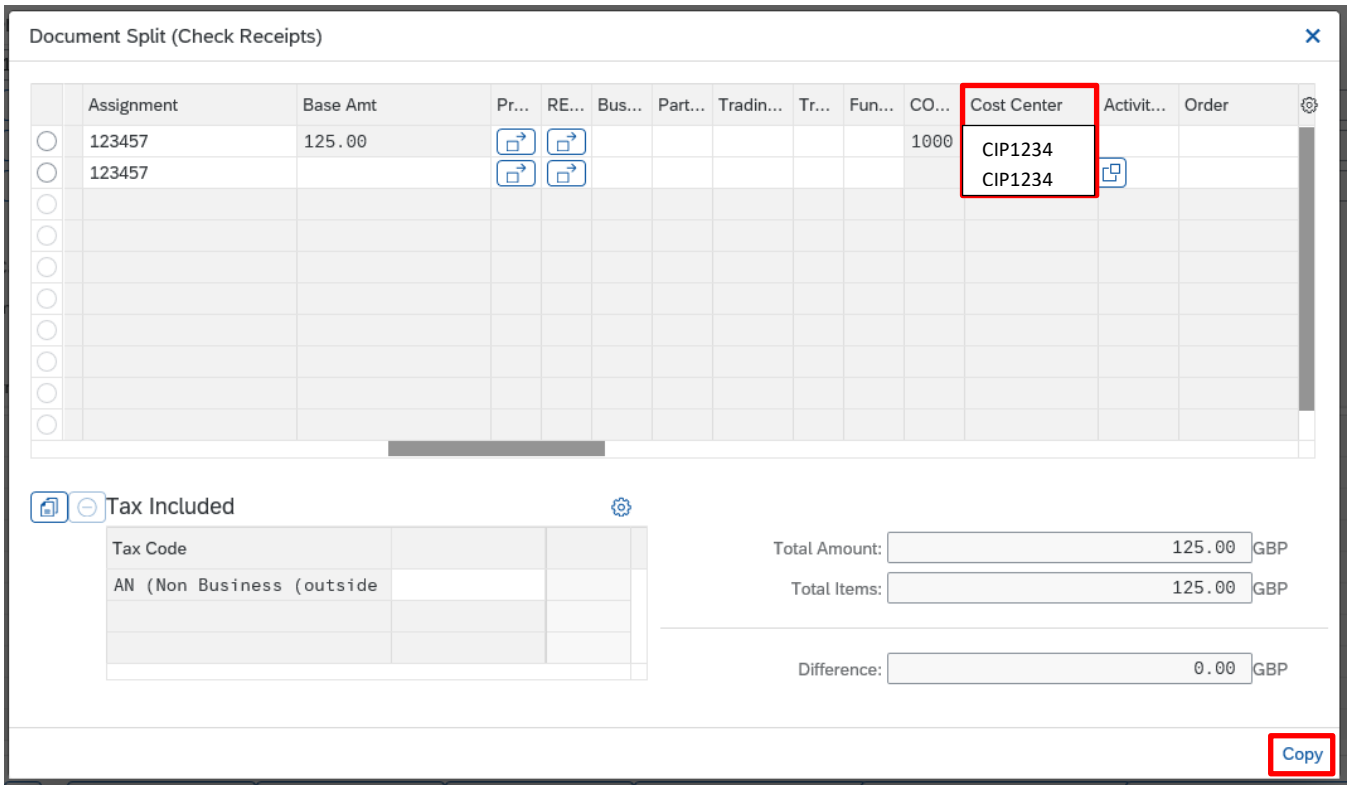
- Enter the **Amount** of the remainder of the split.
- **ItemText** can be entered if required.



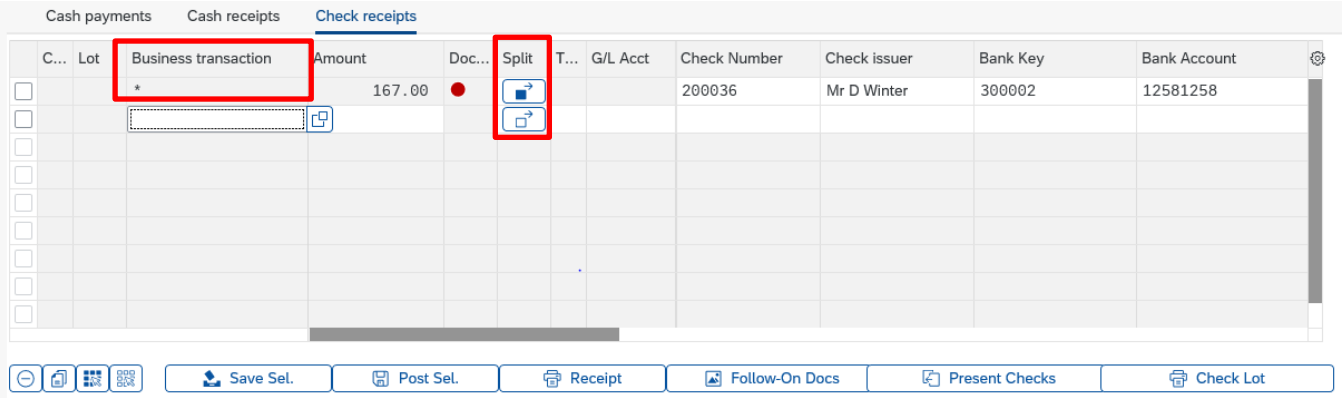
- Scroll to the right.
- Enter the paying in slip number in **Assignment.**



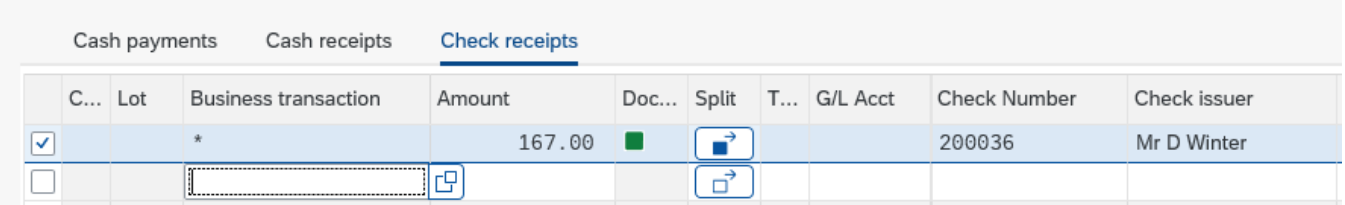
- Scroll to the right.
- Enter the **Cost Centre** (or SIO if required in **Order**).
- If you want to split the cheque over more than two business transactions press enter on the keyboard after Cost Centre/Order to access the next line.
- **Or** if this is your **last** item Click on **Copy.**



- 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.



- Entry should be highlighted and posted as usual.

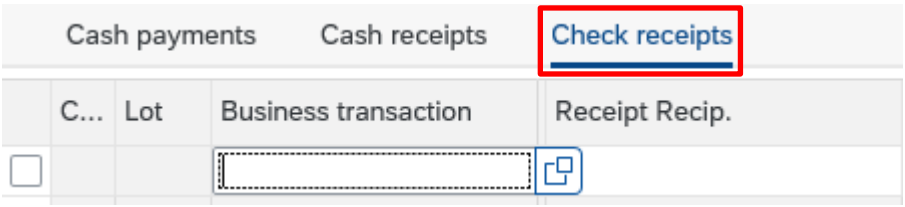


Enter any other cheques and then complete the Present Cheques process to create the cheque paying in slip line entry (See Section 3 of this guide).

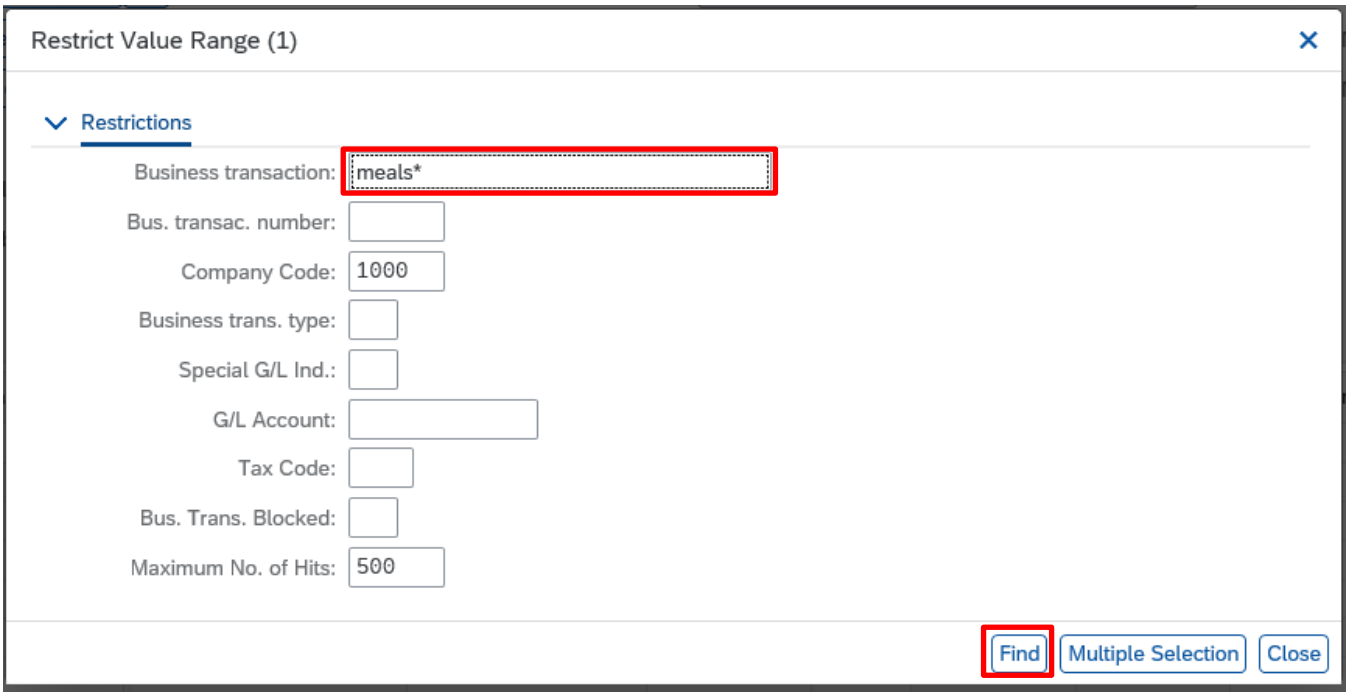
Section 7 How to Copy and Edit a Line Entry in the Cash Journal

For example, several cheques for children's meals

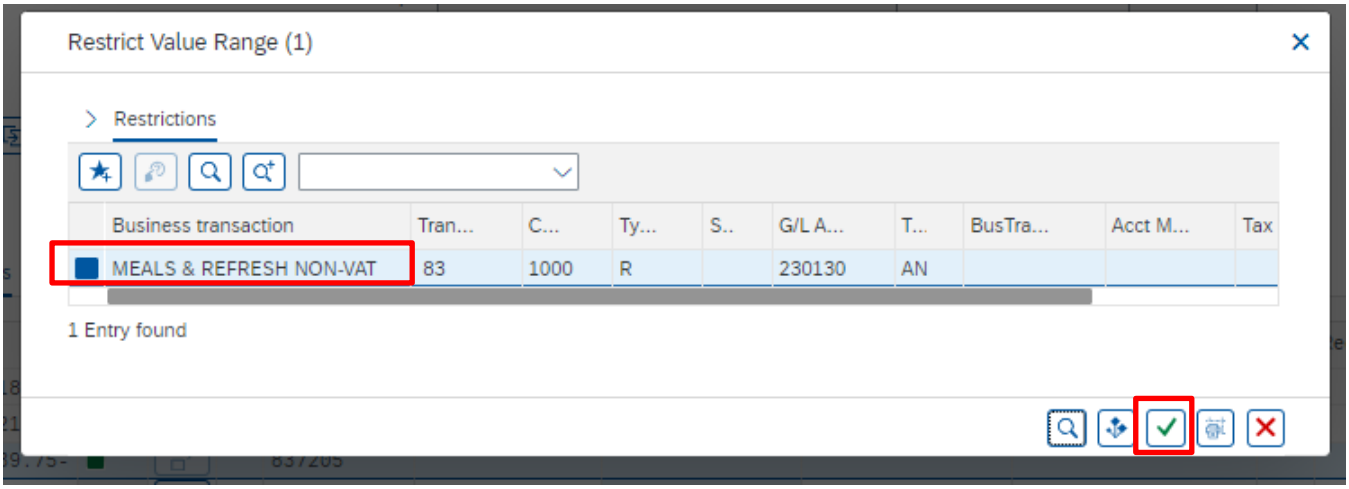
Search for the appropriate 'Business Transaction' in **'Check Receipts'.**



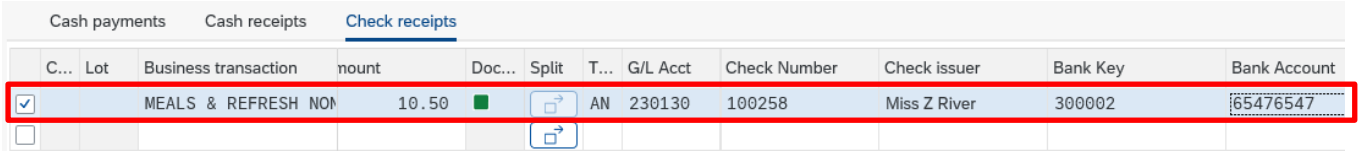
- Enter meals* and click on **Find** button to start search.



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

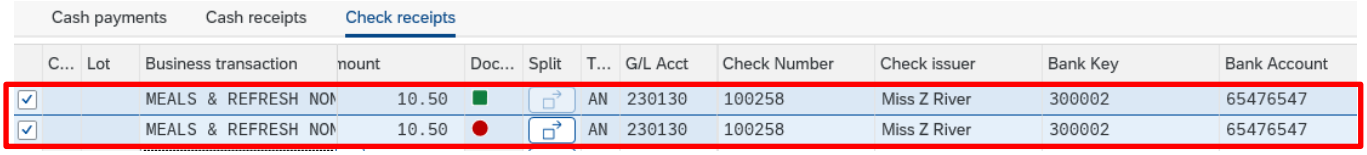


- Enter usual columns for a cheque receipt, press enter, and then post line entry (Only a posted line entry with a green square may be copied on the cash journal).

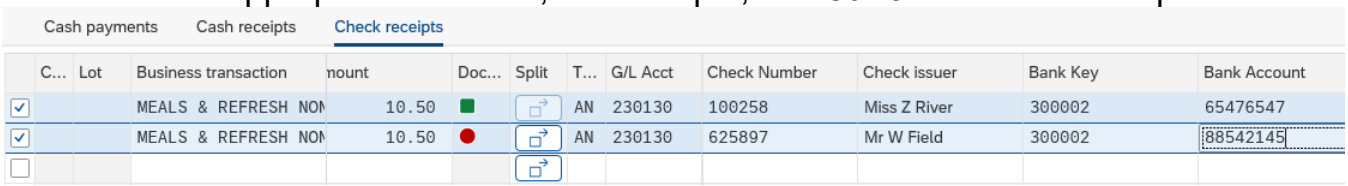


- Highlight the posted entry line, then click on the second icon (Copy line) in the bottom menu bar to copy the line.

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



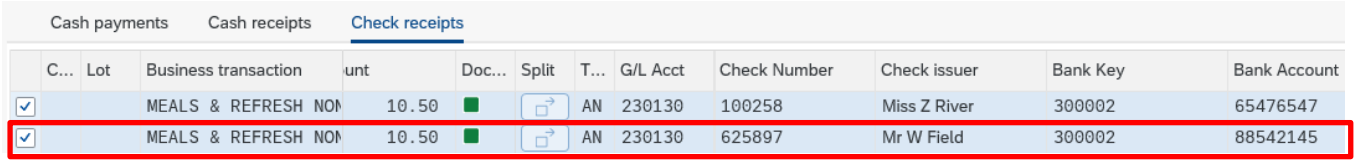
- Edit the appropriate columns, for example, **'Amount'** and all the cheque details.



- 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.



- 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.

Section 9 List of Business Transactions

Business transactions marked with a red box are regularly used by schools, for example: -

Meals & refresh non-VAT - Children's meals.

Food Staff Vatable - Adult meals.

Prt contribution vis - Parental contributions to trips/activities.

Extended school charges - Wraparound care e.g. breakfast club.

Restrictions

Business transaction	Tr...	C...	T	S.	G/L Acct	Tx	BusTraE
ACCOMMODATION FEES	86	1000	R		231000		
ACTIVITIES/AUTHOR VISITS	47	1000	R		231410	AA	
AERIAL RENTAL	90	1000	R		232050	A9	
AUDIO BOOKS RENTAL	43	1000	R		231380	AN	
BOOK REQUESTS/RESERVATION	44	1000	R		231390	AN	
BREAKFAST SALES	81	1000	R		230100	AN	
CAR PARKING	26	1000	R		231160	AA	
CDS - REQUEST/LOANS/REPLA	30	1000	R		231370	AN	
CDS - SALES	16	1000	R		230260	AA	
CENSUS VOUCHERS	12	1000	R		230230		
CENTRAL CASH INCOME	65	1000	R		702220		
CHIP AND PIN PAYMENTS	66	1000	B		837007		
CITIZEN CEREMONIES	40	1000	R		231540		
COMMISSION - PROPERTY SAL	53	1000	R		232060		
COMPUTER GAMES RENTAL	45	1000	R		231400	AA	
CONTRIBUTIONS	76	1000	R		222000		
COST OF REPLACEMENT BOOK	34	1000	R		231600		
COURSE AND CONFERENCE FEE	19	1000	R		231010		
COURT FEES	35	1000	R		231110	AN	
CRAFT SALES	8	1000	R		230040		

EEC MILK SUBSIDY	71	1000	R		210030		
EXAM FEES	49	1000	R		231050	A9	
EXHIBITION SALES	14	1000	R		230240		
EXTENDED SCHOOL CHARGES	88	1000	R		231080	AN	
FEE - LICENCE	21	1000	R		231550	AN	
FEES/CHARGES - GENERAL	20	1000	R		231110		
FOOD STAFF VATABLE	84	1000	R		230150	AA	
GENERAL INTEREST	54	1000	R				
GENERAL REGISTRAR FEES	32	1000	R		231490	AN	
GENERAL SALES	2	1000	R		230000		
GOVERNMENT GRANTS	5	1000	R		210000	AN	
HIRE OF MINIBUS	24	1000	R		231420		
HIRE OF OUTDOOR EQUIPMENT	46	1000	R		231700	AA	
INSURANCE MONIES FROM MMI	33	1000	R		231610		
INVOICE PAYMENT	1	1000	D				
LETTINGS	52	1000	R		232030	A9	
LIABILITIES- CLAIMS UNDER	4	1000	R		231260	AN	
LIBRARY FINES	28	1000	R		231340	AN	
MARRIAGE ACT	37	1000	R		231530	AN	
MEALS & REFRESH NON-VAT	83	1000	R		230130	AN	
MEMBERS BAR	10	1000	R		230060	AA	
MID MORNING BREAK INCOME	80	1000	R		230070	AN	
MILK SALES	92	1000	R		230090	AN	
OTHER	70	1000	R				
OTHER GRANTS	74	1000	R		220000	AN	
OUTDOOR PURSUITS CTR ACC	18	1000	R		231000		
PART III ACCOMMODATION FE	55	1000	R		831130		
PART III PERSONAL ALLOWAN	58	1000	R		320410	AN	
PART III RESIDENTS SAVING	57	1000	R		320400	AN	
PAYING IN SLIP NUMBER	3	1000	B		837005		
PETROLEUM LICENCE	23	1000	R		231140	AN	
PHOTOCOPYING	25	1000	R		231430	AA	

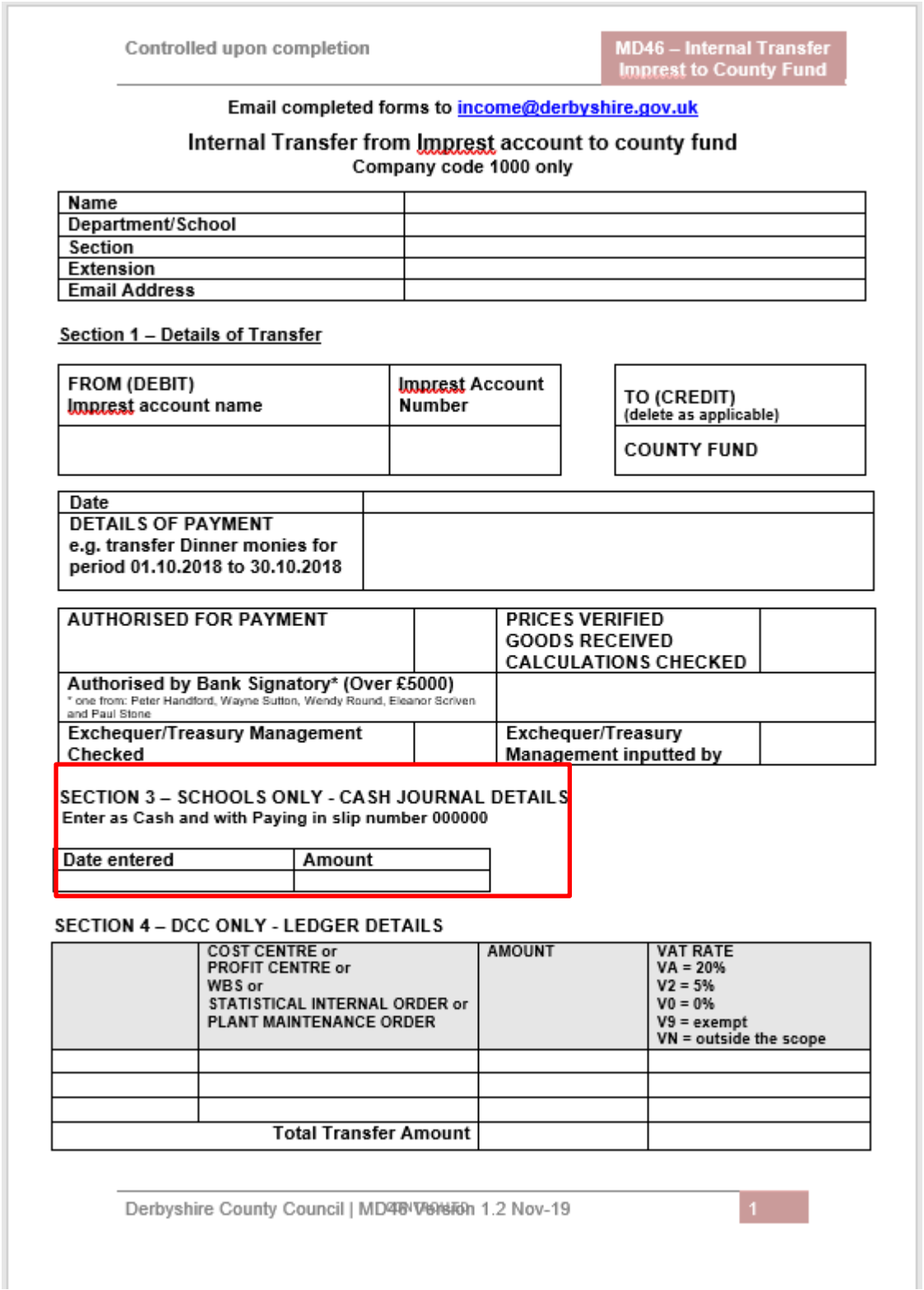
PLANNING APPLICATIONS	69	1000	R		231120	AN	
PRIVATE CONTRIBUTION CA	77	1000	R		222030	AN	
PRT CONTRIBUTION VIS	78	1000	R		222040	AN	
PUBLICATION SALES	6	1000	R		230010	A0	
PUPIL PREMIUM	72	1000	R		210100		
REIMBURSEMENTS	75	1000	R		221000		
RENTS	51	1000	R		232020		
REPL'MENT CHQ DINNERMONEY	82	1000	R		230110	AN	
REPLACEMENT BUS PASS	48	1000	R		231180	AN	
RESIDENTIAL COURSE FEES	87	1000	R		231011		
RESTAURANT/FOOD	9	1000	R		230140	AA	
ROAD OPENING LICENCES	36	1000	R		231250		
SALES - OBSOLETE VEHICLES	7	1000	R		230030		
SALES VATABLE	85	1000	R		230180	AA	
SCAFFOLD PERMITS	42	1000	R		231200	AN	
SCHOOLS PAYING IN SLIP NO	91	1000	B		837205		
SEARCHES - HIGHWAYS	50	1000	R		232000	AA	
SECTION 278 FEES	39	1000	R		231640		
SECTION 38 INSPECTION FEE	38	1000	R		231630		
SECTION 38/278 DEPOSITS	56	1000	R		231790		
SKIP PERMITS	41	1000	R		231190	AN	
SOLICITORS COSTS	31	1000	R		231460		
SPORTING LETTINGS	89	1000	R		232040		
TEACHERS PENSIONS (BASIC)	59	1000	R		701105		
TEACHERS PENSIONS (EMPLOY	68	1000	R		701108		
TELEPHONE CALLS	27	1000	R		231440	AA	
TRANSACTION FEES	93	1000	E		146200	VA	
TUCK SHOP SALES	79	1000	R		230050		
TUITION FEES	17	1000	R		231030	A9	
VENDING MACHINES	11	1000	R		230080		
VIDEOS/DVDS - LOANS/COST	29	1000	R		231360	AN	
VIDEOS/DVDS - SALES	15	1000	R		230250	AA	
WAYFARER ICKETS	67	1000	R		230210	A0	

85 Entries found

Section 10 Entering MD46 Internal Transfer Imprest to County Fund details into FBCJ

This form needs to be completed and entered into SAP using **FBCJ** to move income received into the School's Imprest account to the school's budget (County Fund).

The paying in slip number is always **000000** and entered in the **Reference** and **Assignment** columns on the FBCJ screen.



Controlled upon completion

MD46 – Internal Transfer Imprest to County Fund

Email completed forms to income@derbyshire.gov.uk

Internal Transfer from Imprest account to county fund
Company code 1000 only

Name	
Department/School	
Section	
Extension	
Email Address	

Section 1 – Details of Transfer

FROM (DEBIT) Imprest account name	Imprest Account Number	TO (CREDIT) (delete as applicable)
		COUNTY FUND

Date	
DETAILS OF PAYMENT e.g. transfer Dinner monies for period 01.10.2018 to 30.10.2018	

AUTHORISED FOR PAYMENT		PRICES VERIFIED GOODS RECEIVED CALCULATIONS CHECKED	
Authorised by Bank Signatory* (Over £5000) * one from: Peter Handford, Wayne Sutton, Wendy Round, Eleanor Scriven and Paul Stone			
Exchequer/Treasury Management Checked		Exchequer/Treasury Management inputted by	

SECTION 3 – SCHOOLS ONLY - CASH JOURNAL DETAILS
Enter as Cash and with Paying in slip number 000000

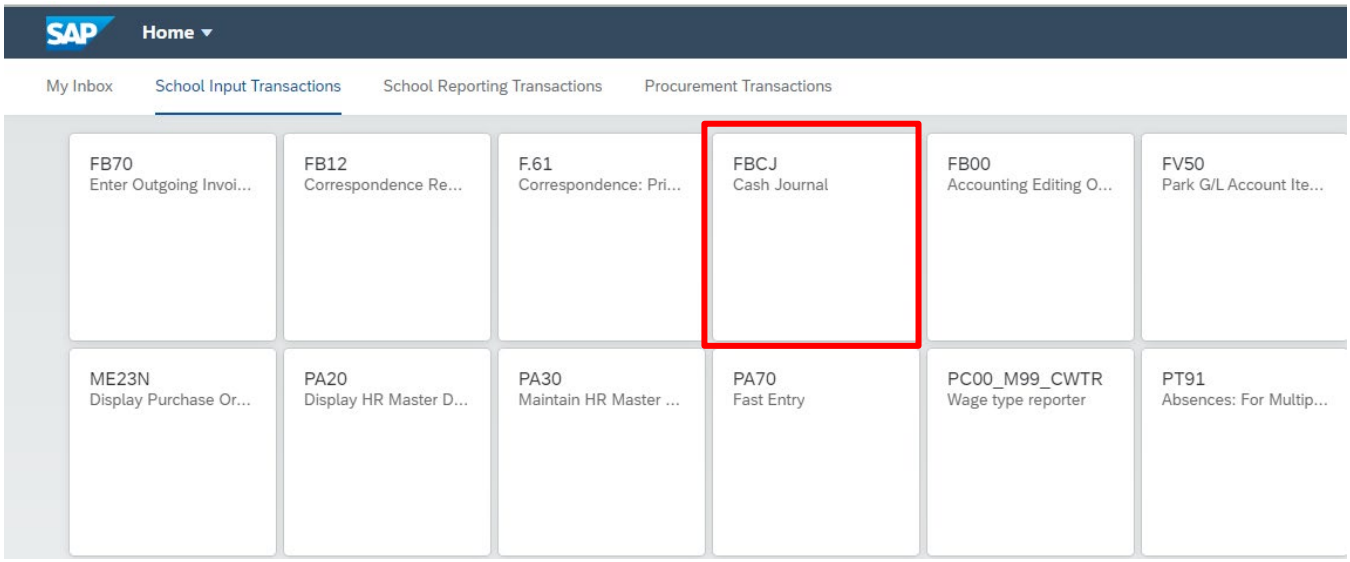
Date entered	Amount

SECTION 4 – DCC ONLY - LEDGER DETAILS

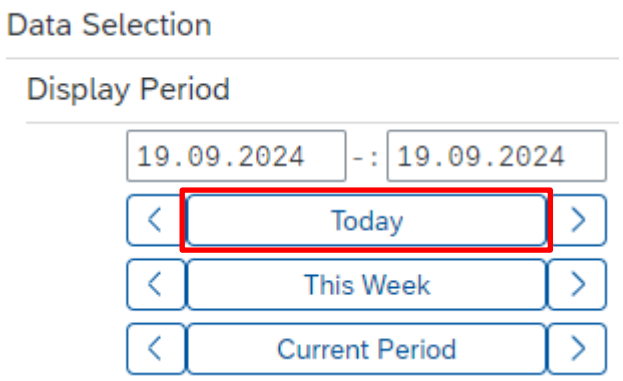
	COST CENTRE or PROFIT CENTRE or WBS or STATISTICAL INTERNAL ORDER or PLANT MAINTENANCE ORDER	AMOUNT	VAT RATE VA = 20% V2 = 5% V0 = 0% V9 = exempt VN = outside the scope
	Total Transfer Amount		

Derbyshire County Council | MD46 Version 1.2 Nov-19 1

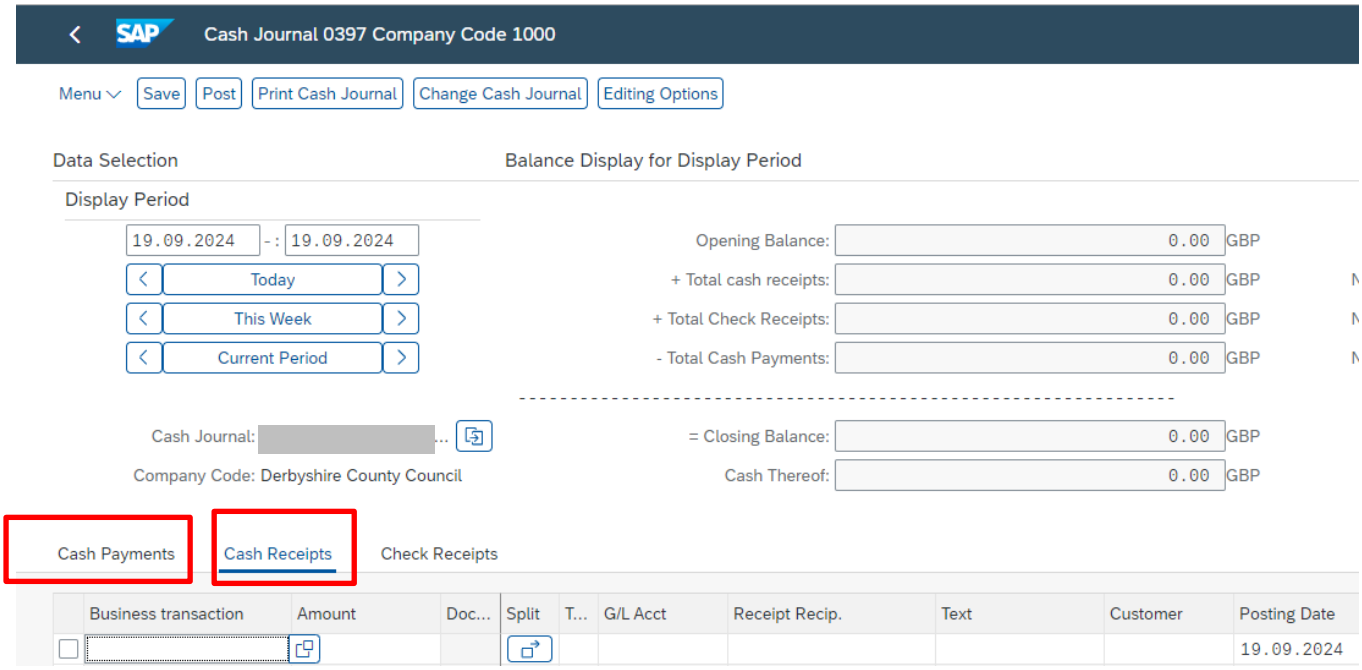
- Log on to SAP Fiori.
- This loads the app home screen.
- Click on the **FBCJ Cash Journal app.**



- Always click on **Today** to display today's date to enter the **MD46** form details into SAP.

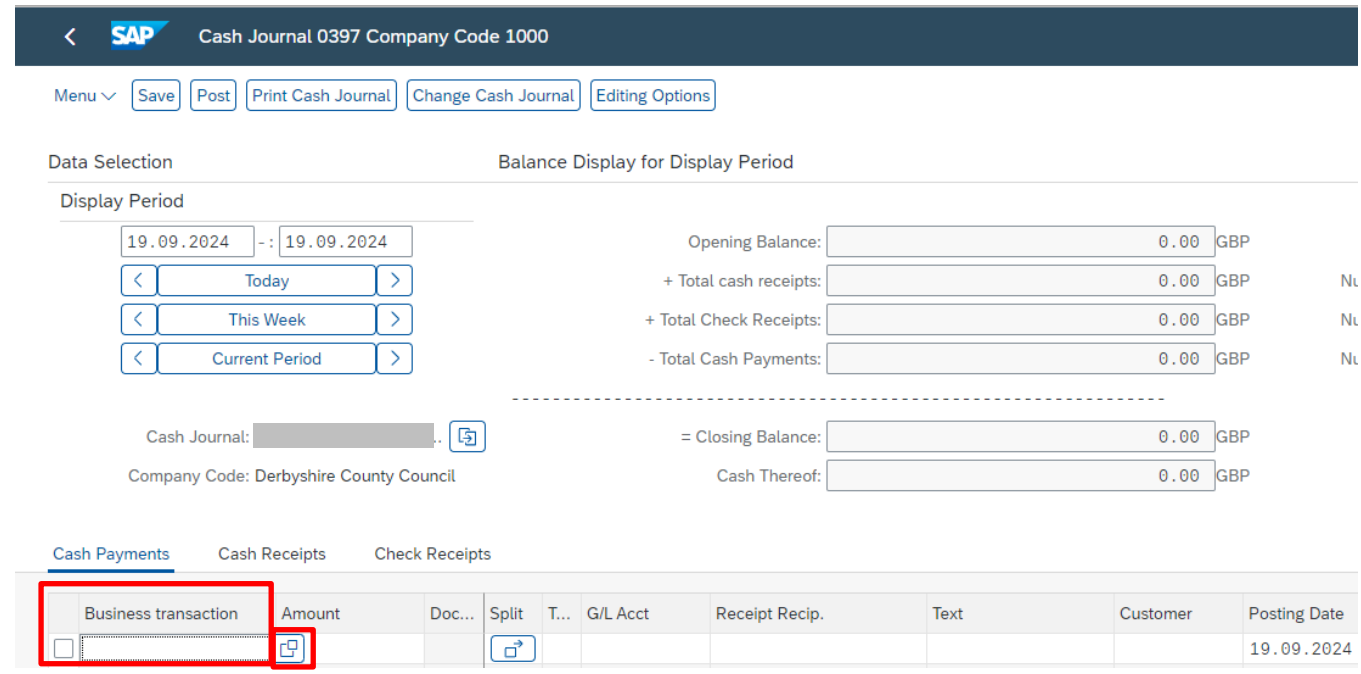


- When you open the cash journal it always defaults to the **Cash payments** entry screen, select the **Cash receipts** tab to start the process of entering the **MD46** details into SAP.

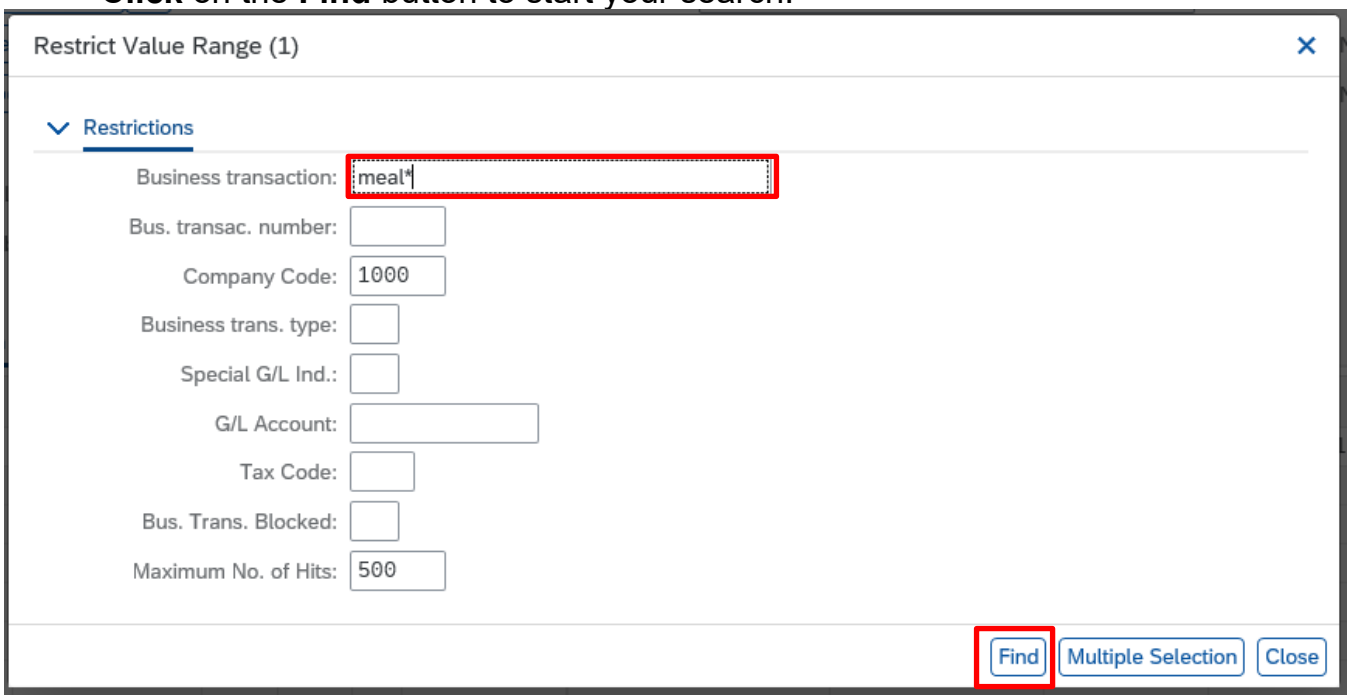


- The cursor is now in the **Business transaction** column and the search square icon is visible.
- To search for the required **Business transaction** (G/L income code) **click** on the Search Square icon.

To see a full list of the Business transactions please see Section 9 of this guide.



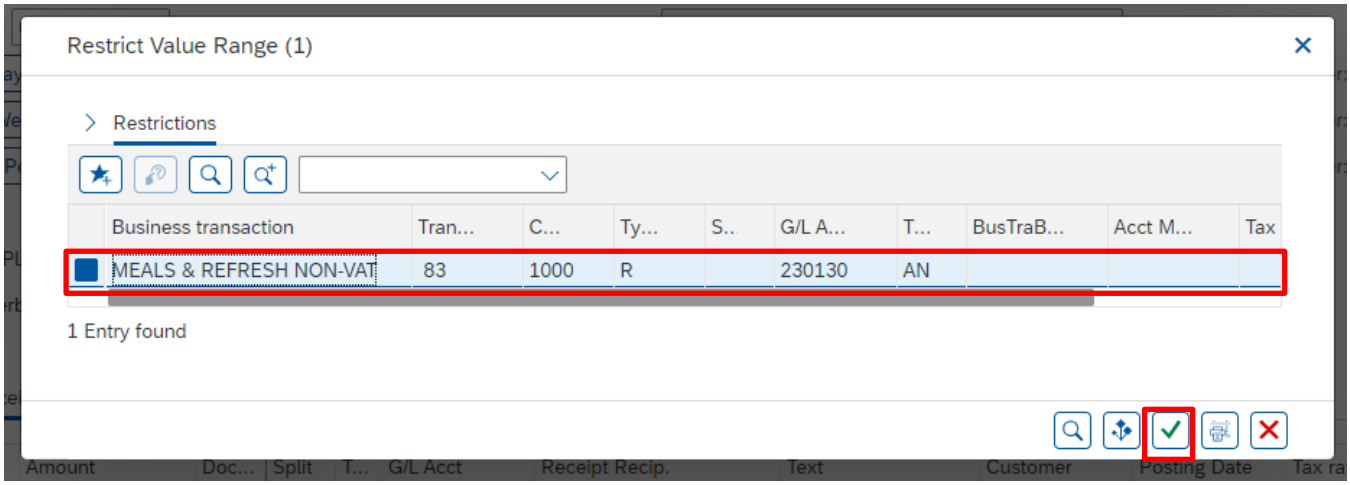
- Type a few letters of the G/L code description required followed by * for example, to search for 'Meals and Refreshments Non-VAT' type in **meal*.**
- **Click** on the **Find** button to start your search.



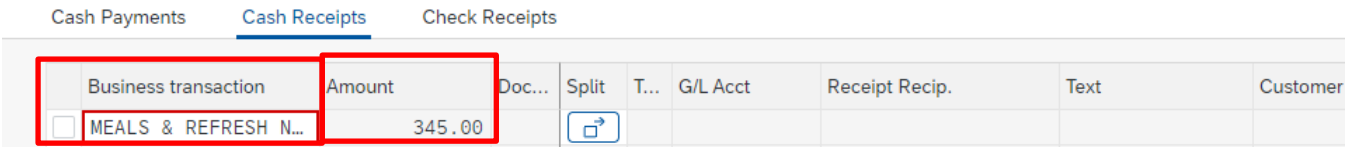
Note

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

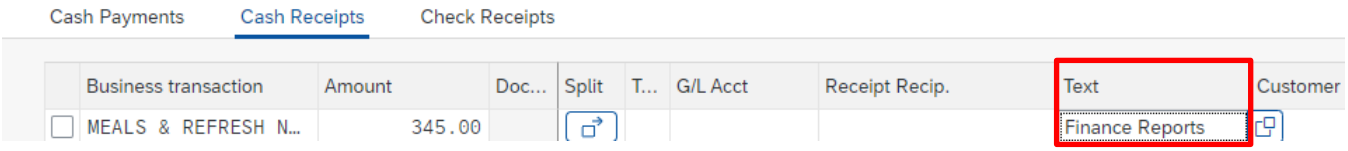
- To highlight your selection, **click** on the square button.
- **Click** on the **green tick icon** to confirm your selection.



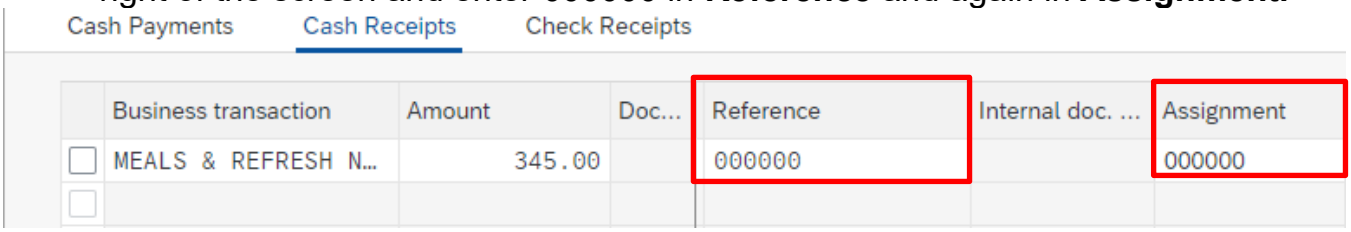
- This will populate the **Business Transaction** field.
- In the **Amount** column enter the amount to be allocated to the business transaction selected.



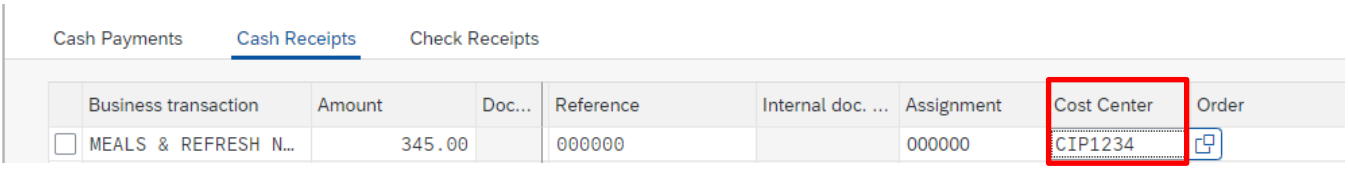
- You can add a note in '**Text**' – this will appear on your finance reports



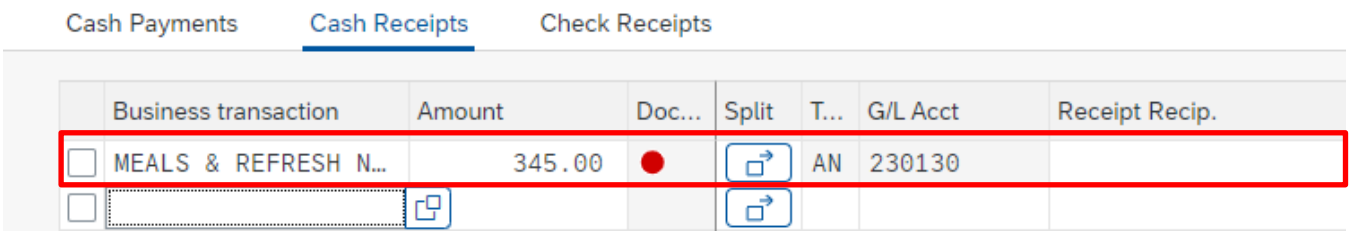
- Use the scroll bar at the bottom of the cash journal screen to scroll across to the right of the screen and enter **000000** in **Reference** and again in **Assignment.**



- 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.



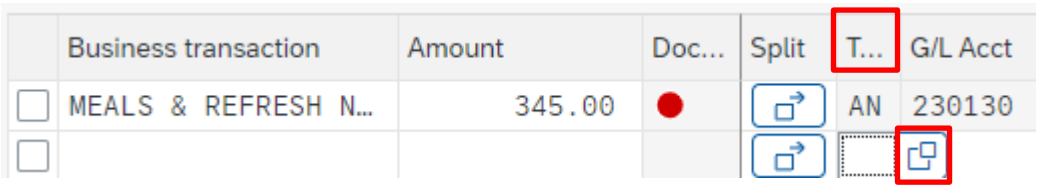
- **Scroll back across** to the left to reveal the Red 'traffic light'



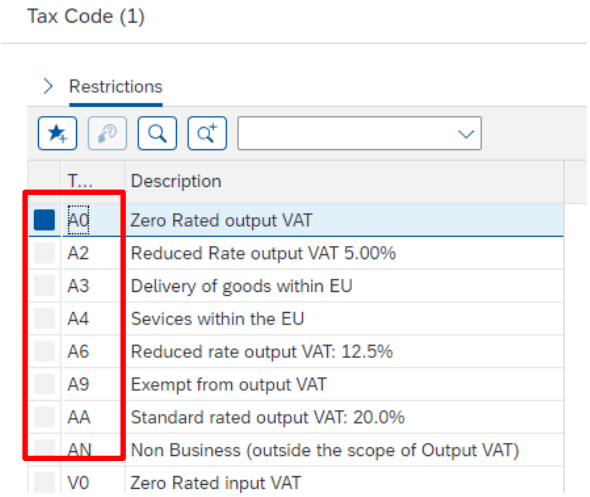
If the G/L income code does **not** have an assigned VAT code, you will need to choose one **BEFORE** you can post your selection.

How to search for a VAT code

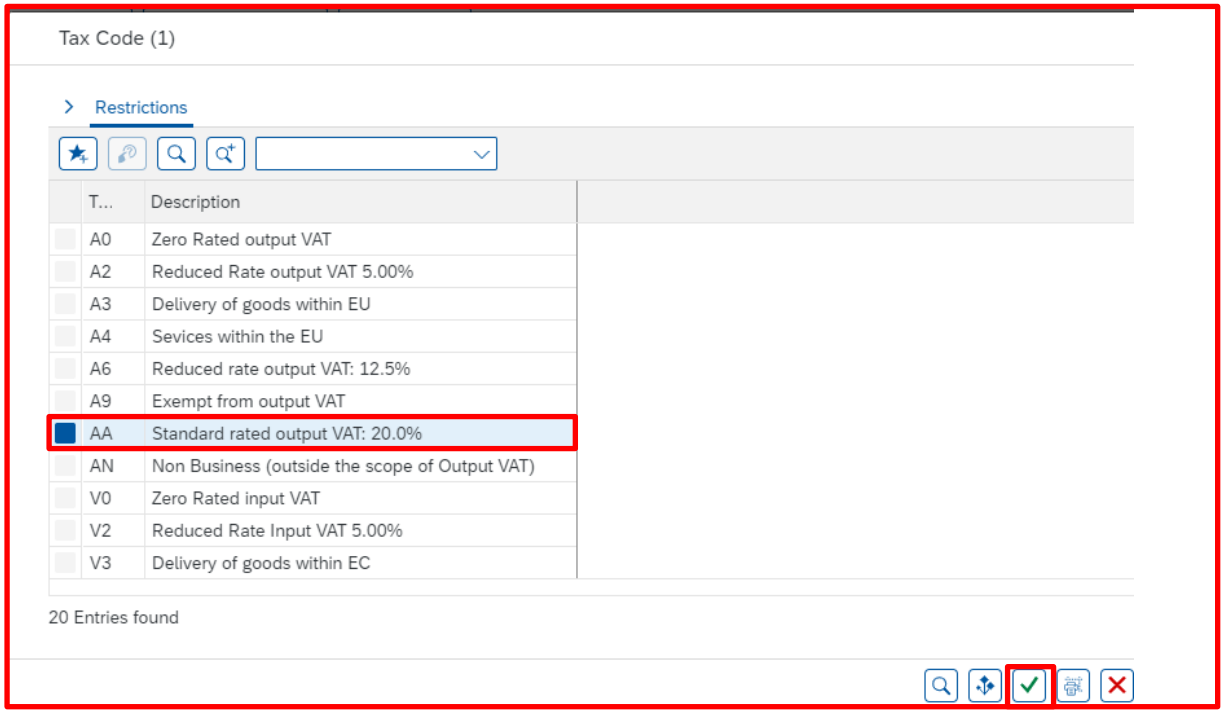
Click in the 'T…' box –the Search Square icon will appear and click on the search square to start your search.



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



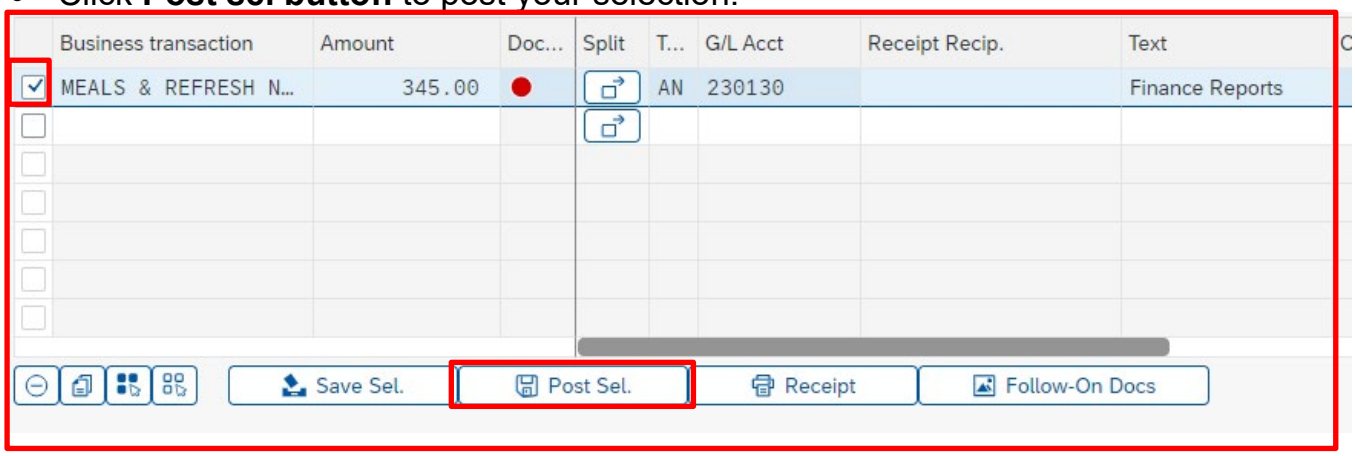
- Click on the square button to select the VAT code and click on the green tick icon to confirm the selection.



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*

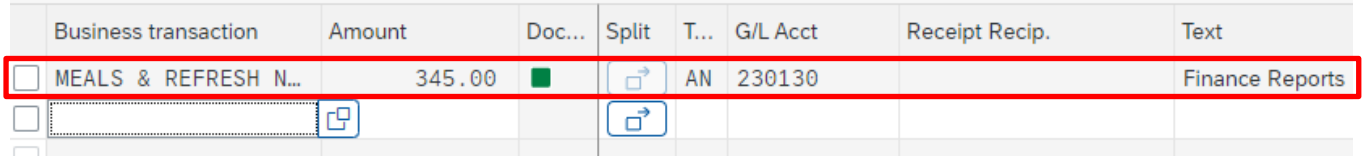
Once you have completed your line entry you can post it

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

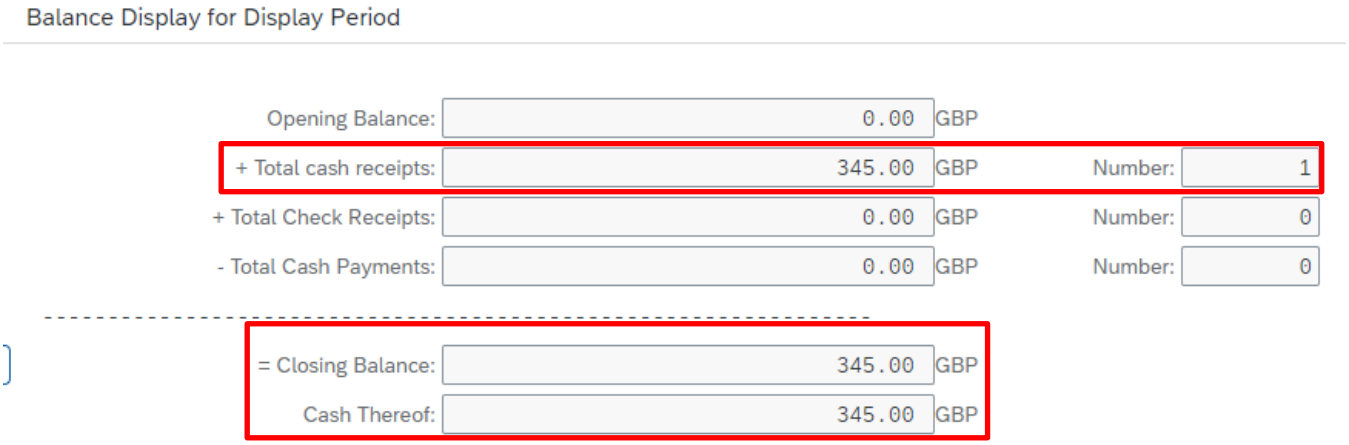


It is possible to enter several lines and post them all at once by selecting several entries, but you should be aware that in order to prevent work being lost it is recommended that you should post entries as you go along.

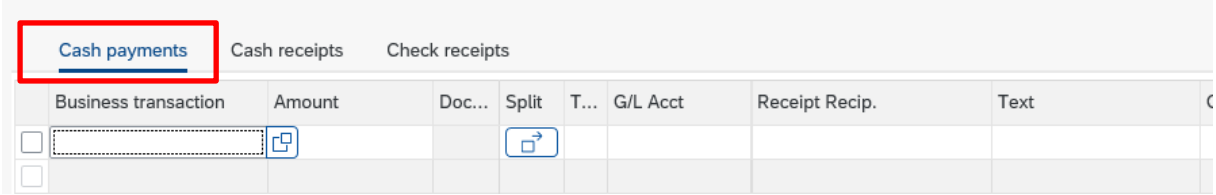
- The posted line entry is now displaying a green square.



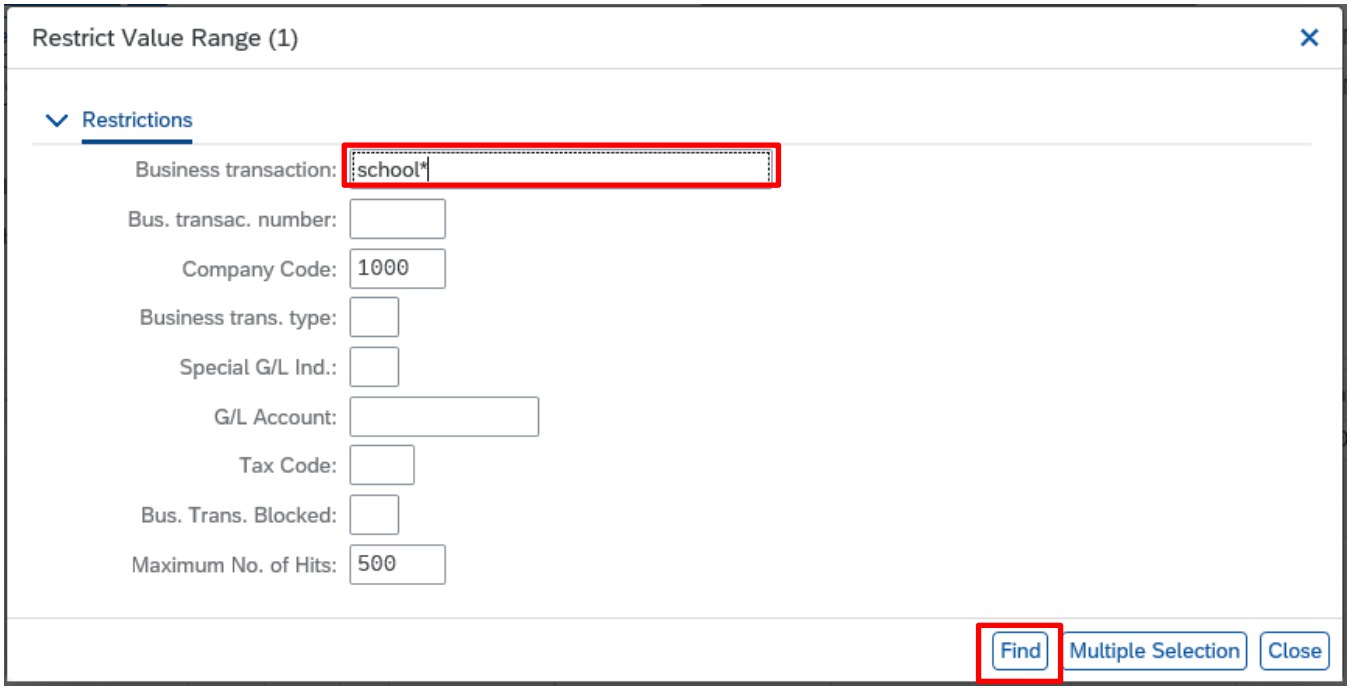
- In the **Balance display for display period** area check that the **Total cash receipts** amount agrees with your **MD46** form and matches the actual amount of income to be transferred from your Imprest account to County Fund.



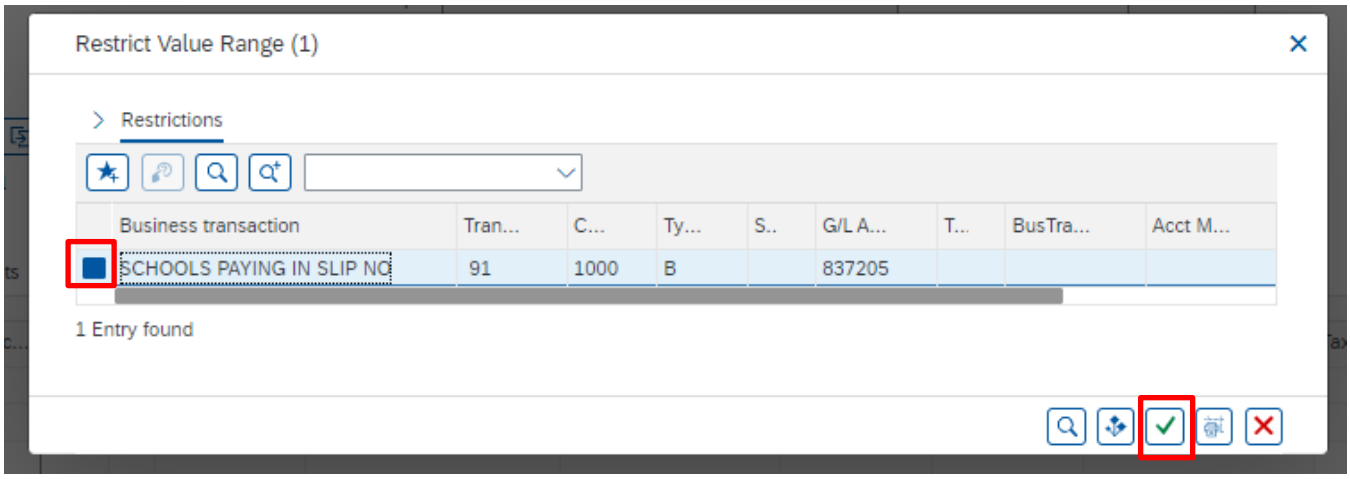
If this is correct, then select the '**Cash Payments'** tab to create a paying in slip entry.



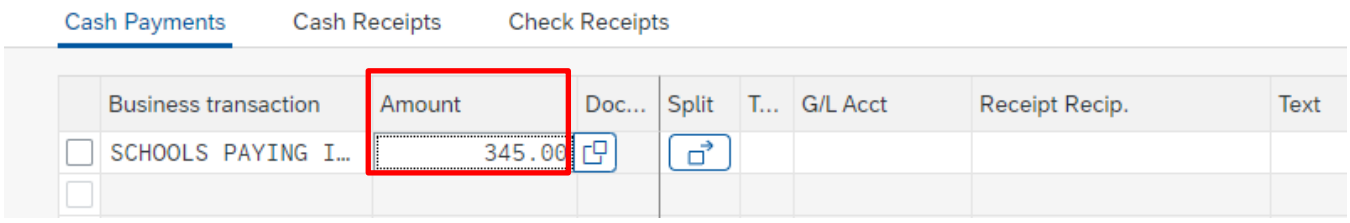
- **Click** in the **'Business Transaction'** box and the 'Search Square' icon will appear, click on it.
- Enter '**school***' in the 'Business transaction' box and click on the **Find** button to start the search.



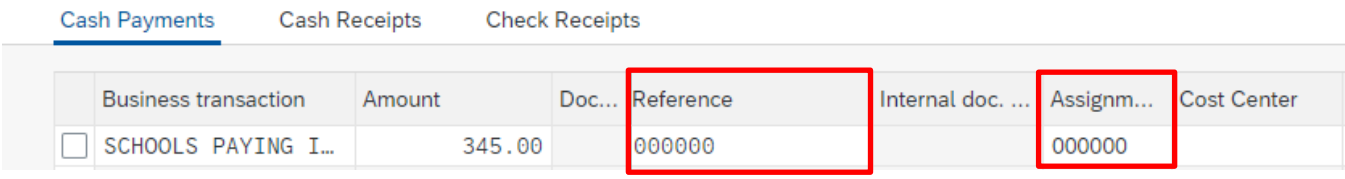
- To highlight your selection, click on the square button.
- **Click** on the **green tick icon** to confirm your selection.



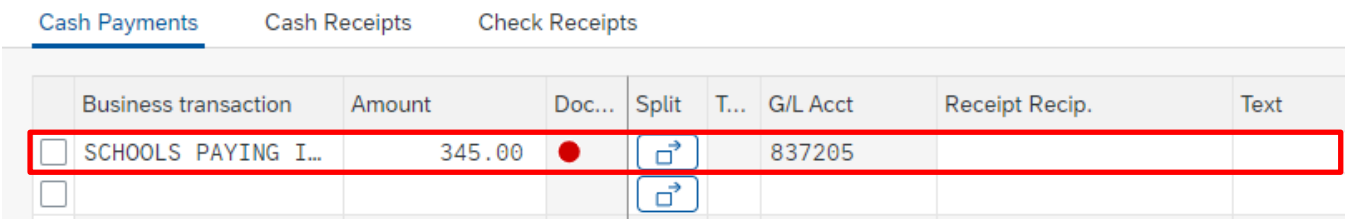
- Enter the **Amount** of cash to be banked (to match the total that was entered on the Cash Receipts tab).



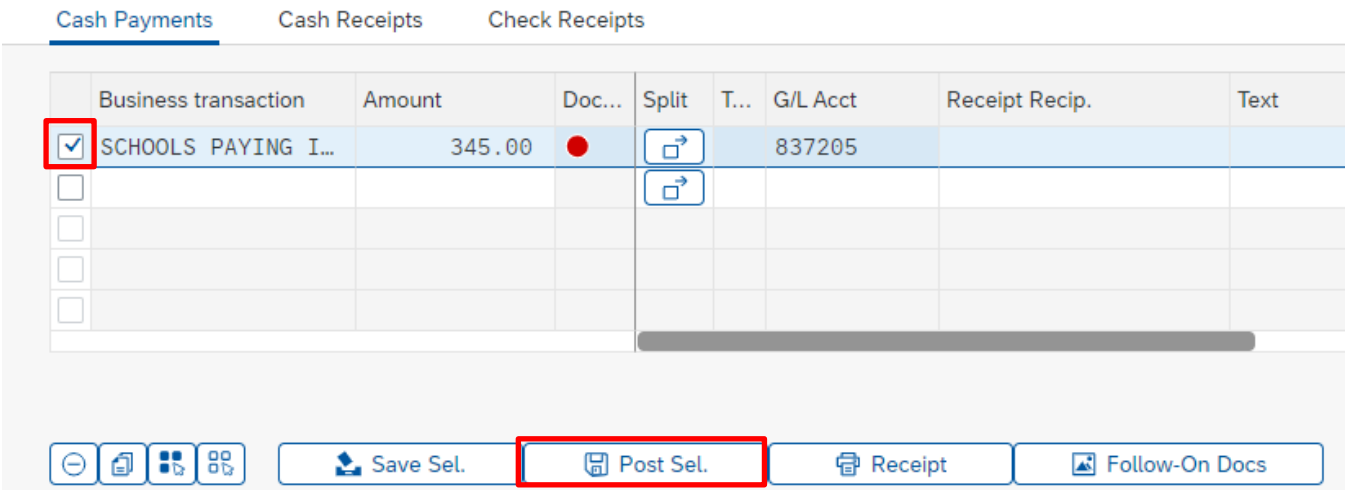
- Use the scroll bar to scroll across to the right and enter **000000 number** into the **'Reference'** and **'Assignment'** fields.



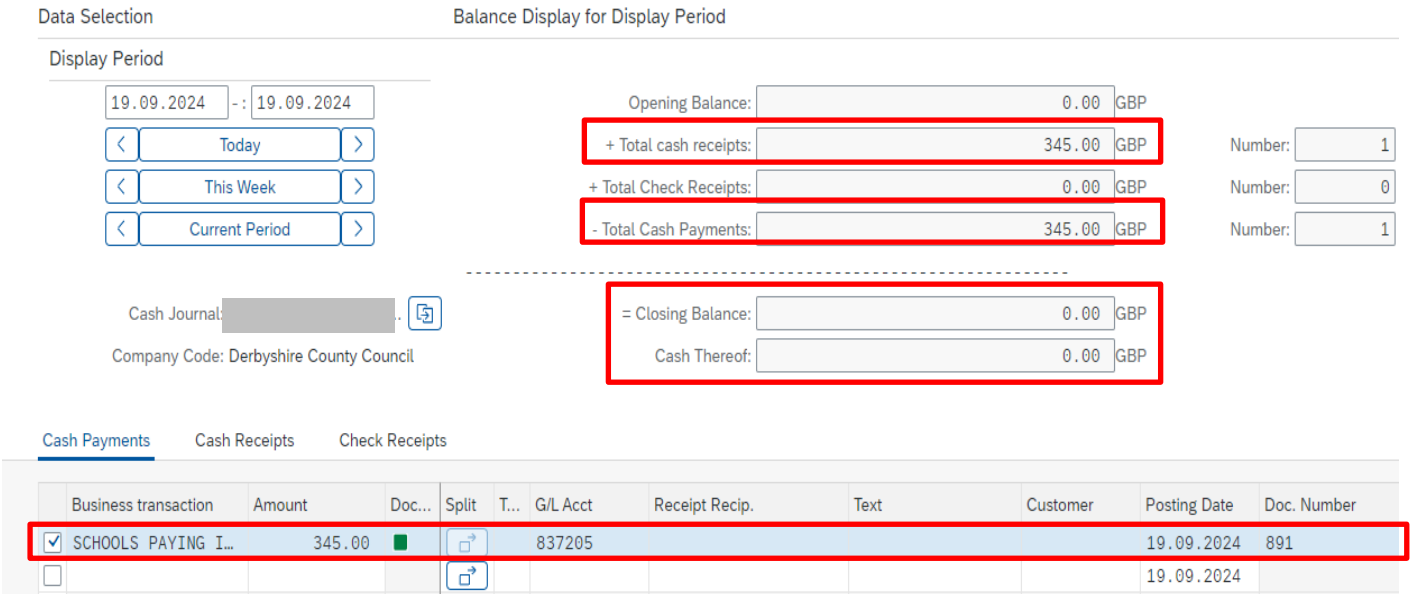
- Press **Enter** on your keyboard – scrolling back to the left will reveal your Red 'traffic light'.



- 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.



- 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.



Note

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

- Check the amounts on the **MD46** form.
- 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.