

## 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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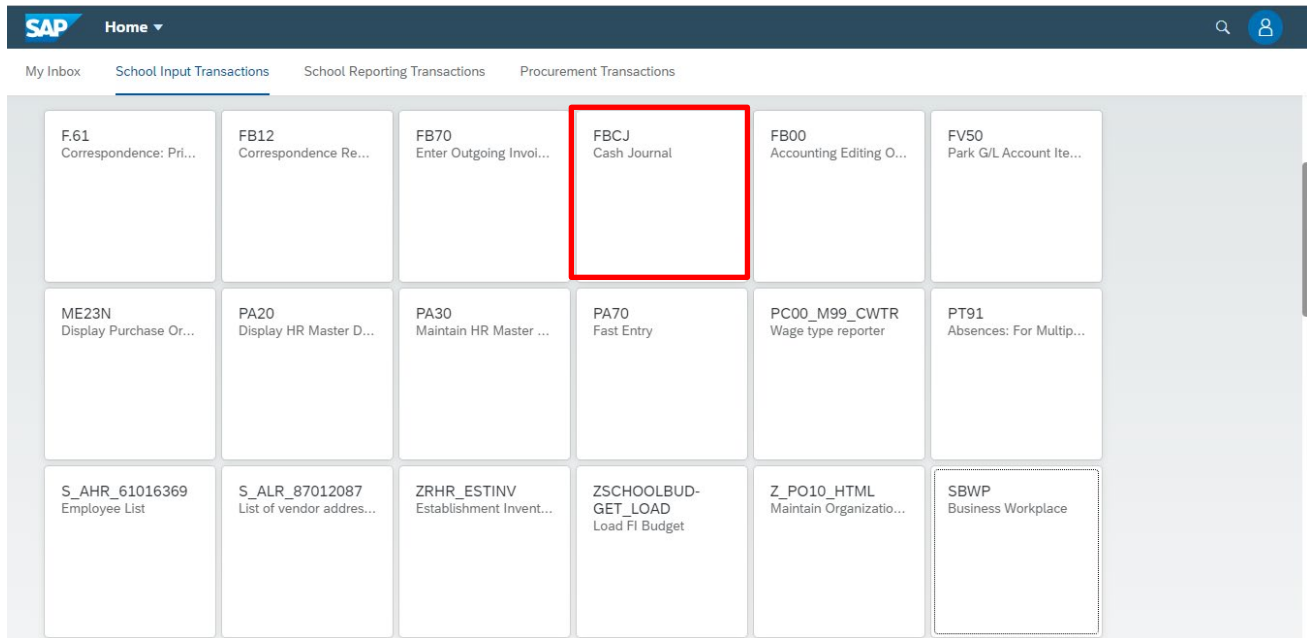


## Section 1 Initial set up of Cash Journal

- Log on to SAP Fiori

This loads the Fiori Dashboard

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

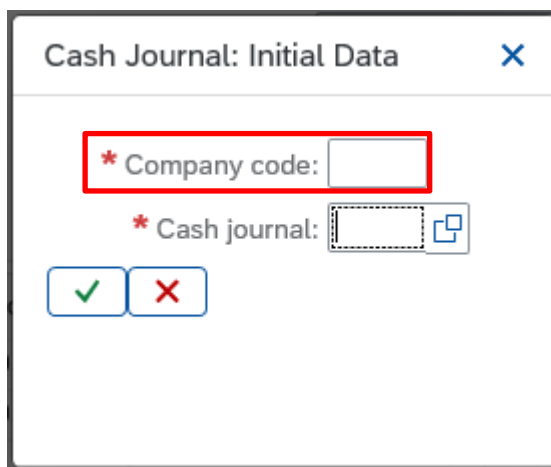


**You will now be in the FBCJ Cash Journal screen.**

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

Cash Journal: Initial Data

\* Company code: 1000

\* Cash journal: [Search Square Icon]

[Green Checkmark] [Red X]

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

Cash Journal Number (1)

Restrictions

Company Code: 1000

Cash Journal Number: [Empty]

Cash journal name: \*schools name\*

Currency: [Empty]

Cash Journal Closed: [Empty]

Check Totals Split: [Empty]

Maximum No. of Hits: 500

[Find] [Multiple Selection] [Close]

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

Cash Journal Number (1)

Restrictions

C...	CJ Num...
[Blue Square]	1000

[Magnifying Glass] [Square with Plus] [Green Checkmark] [Square with Minus] [Red X]



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.

Restrict Value Range (1)

Restrictions

Business transaction:

meal\*

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

### 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.

Restrict Value Range (1)

Restrictions

★

🔍

🔍

🔍

Business transaction	Tran...	C...	Ty...	S...	G/L A...	T...	BusTraB...	Acct M...	Tax
<div></div> MEALS & REFRESH NON-VAT	83	1000	R		230130	AN			

1 Entry found

🔍

🔄

✅

🖨️

❌

Amount

Doc...

Split

T...

G/L Acct

Receipt Recip.

Text

Customer

Posting Date

Tax fa

For assistance e-mail the Budget Manager Support team at [cst.budgetsupport@derbyshire.gov.uk](mailto:cst.budgetsupport@derbyshire.gov.uk)

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

Cash Payments		Cash Receipts	Check Receipts						
<div><div></div><div>Business transaction</div></div>	<div>Amount</div>	Doc...	Split	T...	G/L Acct	Receipt Recip.	Text	Customer	Posting Date
<div><div><input type="checkbox"/></div><div>MEALS &amp; REFRESH N.</div></div>	<div>10.50</div>		<div></div>				Finance report		02.02.2024

- 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

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

- 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**.

Cash payments		Cash receipts	Check receipts					
	Business transaction	Amount	Doc...	Reference	Internal doc....	Assignm...	Cost Center	Order
<input type="checkbox"/>	MEALS & REFRESH NON	10.50		654321		654321		
<input type="checkbox"/>								




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

Assignm...	Cost Center	Order	Profit Center	WBS Eler
654321	CIP1234			

- Press **Enter** on your keyboard to confirm the line entry.







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

Cash payments <u>Cash receipts</u> Check receipts								
	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"/>								

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 <u>Cash receipts</u> Check receipts							
	Business transaction	Amount	Doc...	Split	T...	G/L Acct	
<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	Services 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 blue square to select the VAT code and click on the green tick icon to confirm the selection.

Tax Code (1) ×

> Restrictions

T...	Description
A0	Zero Rated output VAT
A2	Reduced Rate output VAT 5.00%
A3	Delivery of goods within EU
A4	Services within the EU
A6	Reduced rate output VAT: 12.5%
A9	Exempt from output VAT
<b>AA</b>	<b>Standard rated output VAT: 20.0%</b>
AN	Non Business (outside the scope of Output VAT)
V0	Zero Rated input VAT
V2	Reduced Rate Input VAT 5.00%
V3	Delivery of goods within EC

20 Entries found

### 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](mailto: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.

Business transaction	Amount	Doc...	Split	T...	G/L Acct	Receipt Recip.	Text	Customer	Posting Date	Tax rate	Document D...	Referenc
<input checked="" type="checkbox"/> MEALS & REFRESH N...	10.50		<input type="button" value="□"/>	AN	230130		Finance report		02.02.2024	0.000	02.02.2024	654321
<input type="checkbox"/> <input type="text"/>			<input type="button" value="□"/>						02.02.2024	0.000	02.02.2024	
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												

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.

Cash Payments Cash Receipts Check Receipts

Business transaction	Amount	Doc...	Split	T...	G/L Acct	Receipt Recip.	Text	Customer
<input checked="" type="checkbox"/> MEALS & REFRESH N...	10.50	<input checked="" type="checkbox"/>	<input type="button" value="□"/>	AN	230130		Finance report	
<input type="checkbox"/> <input type="text"/>			<input type="button" value="□"/>					



- 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.

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

- 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:

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



- To highlight your selection, click on the blue square.
- 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...
SCHOOLS PAYING IN SLIP NO	91	1000	B		837205			

1 Entry found

Search, Filter, Confirm (Green Tick), Cancel (Red X) icons are visible at the bottom right.

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

Cash payments | Cash receipts | Check receipts

Business transaction	Amount	Doc...	Split	T...	G/L Acct	Receipt Recip.	Text
SCHOOLS PAYING IN	10.50						

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

Cash payments | Cash receipts | Check receipts

Business transaction	Amount	Doc...	Reference	Internal doc...	Assignm...	Cost Center
SCHOOLS PAYING IN	10.50		654321		654321	

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

Cash Payments | Cash Receipts | Check Receipts

Business transaction	Amount	Doc.	Recip.	Text	Customer	Posting Date	Doc. Number	Tax rate	Document D...	Reference	Inter
SCHOOLS PAYING IN	10.50	●				02.02.2024		0.000	02.02.2024	654321	999

Buttons: Save Sel., Post Sel., Receipt, Follow-On Docs



- 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"/>								
<input type="checkbox"/>								

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

- 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	Number:	1
+ Total cash receipts:	10.50	GBP	Number:	0
+ Total Check Receipts:	0.00	GBP	Number:	1
- Total Cash Payments:	10.50	GBP		
= Closing Balance:	0.00	GBP		
Cash Thereof:	0.00	GBP		

RSERY SC...    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				837205				02.02.2024	3537	0.000	02.02.2024	6543
								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.







Complete the following columns:

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

Cash paymentsCash receiptsCheck 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 VATABL	18.75					100123	Mr A Spring	300002	12341234	
<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.ReceiptFollow-On DocsPresent ChecksCheck Lot

- 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 paymentsCash receiptsCheck receipts

C...	Lot	Business transaction	L Acct	Check Number	Check issuer	Bank Key	Bank Account	Ba...	Receipt Recip.	Text
		FOOD STAFF VATABL		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 paymentsCash receiptsCheck receipts

C...	Lot	Business transaction	Reference	Document no...	Assignm...	Cost Center	Order
<input type="checkbox"/>		FOOD STAFF VATABL	654322		654322		
<input type="checkbox"/>							


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

Cash PaymentsCash ReceiptsCheck 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 VATAB...	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"/>					

- 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	<div></div>	<div></div>	AA	230150	100123
<input type="checkbox"/>						<div></div>			



- 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: 0.00 GBP

+ Total cash receipts: 10.50 GBP

+ Total Check Receipts: 18.75 GBP

+ Total Cash Payments: 10.50 GBP

= Closing Balance: 18.75 GBP

Cash Thereof: 0.00 GBP

Number: 1

Number: 1

Number: 1

ip.	Text	Customer	Tax rate	Document D...	Reference	Document no...	Assignm...	Cost C
	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: 0.00 GBP

+ Total cash receipts: 10.50 GBP

+ Total Check Receipts: 39.75 GBP

+ Total Cash Payments: 10.50 GBP

= Closing Balance: 39.75 GBP

Cash Thereof: 0.00 GBP

Number: 1

Number: 2

Number: 1

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			

el.

Receipt

Follow-On Docs

Present Checks

Check Lot







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

Cash Journal Business Transaction (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 blue square.
- 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...
<input checked="" type="checkbox"/> SCHOOLS PAYING IN SLIP NO	91	1000	B		837205			

1 Entry found



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

Clear Checks

You want to withdraw checks from the cash account.

Number of checks: 2

Total Value: 39.75 GBP

To which bank account should they be presented?

\* Business Trans.

SCHOOLS PAYING IN SLIP NO

G/L:

House Bank: /

Posting date: 02.02.2024

Value date: 02.02.2024

Save lot

Post lot

Cancel

- 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.

Cash PaymentsCash ReceiptsCheck 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			AA	230150	100123	Mr A Spring	300002	12341234	GB		Finance report
<input checked="" type="checkbox"/>	6	MEALS & REFRESH ...	21.00			AN	230130	401236	Mrs A Summer	300002	65436543	GB		
<input type="checkbox"/>	6	SCHOOLS PAYING I...	39.75				837205					GB		Check withdrawal
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														

Save Sel.

Post Sel.

Receipt

Follow-On Docs

Present Checks

Check Lot

Cash PaymentsCash ReceiptsCheck 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"/>	6	SCHOOLS PAYING I...	0.000	02.02.2024		1001930828					
<input type="checkbox"/>			0.000	02.02.2024							
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											

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"/>	$\Sigma$	6	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"/>	$\Sigma$	6	SCHOOLS PAYING I...		0.000	02.02.2024	654322	1001930828	654322	
<input type="checkbox"/>					0.000	02.02.2024				
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										



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.

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			AA	230150	100123	Mr A Spring	300002	12341234	GB		Finance repc
<input type="checkbox"/>	6	MEALS & REFRESH ...	21.00			AN	230130	401236	Mrs A Summer	300002	65436543	GB		
<input checked="" type="checkbox"/>	Σ	6 SCHOOLS PAYING I...	39.75-				837205							Check withd
<input type="checkbox"/>												GB		
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														

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

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"/>
<hr/>			
= 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'**.

The screenshot shows a table with columns for various financial data. The first row is highlighted in blue. Below the table is a toolbar with buttons: Save Sel., Post Sel., Receipt, Follow-On Docs, Present Checks, and Check Lot. The 'Check Lot' button is highlighted with a red box.

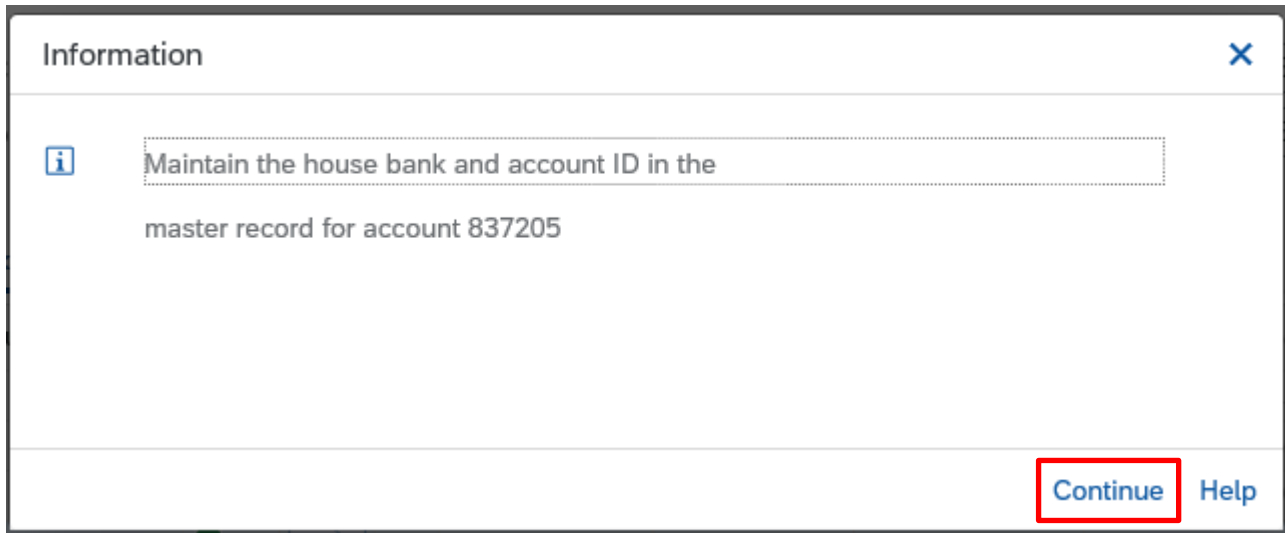
- Ensure that **LP01\_WEB** is displayed in the Output Device box.
- Click **Print Preview**.

The screenshot shows a 'Print:' dialog box with the following sections:

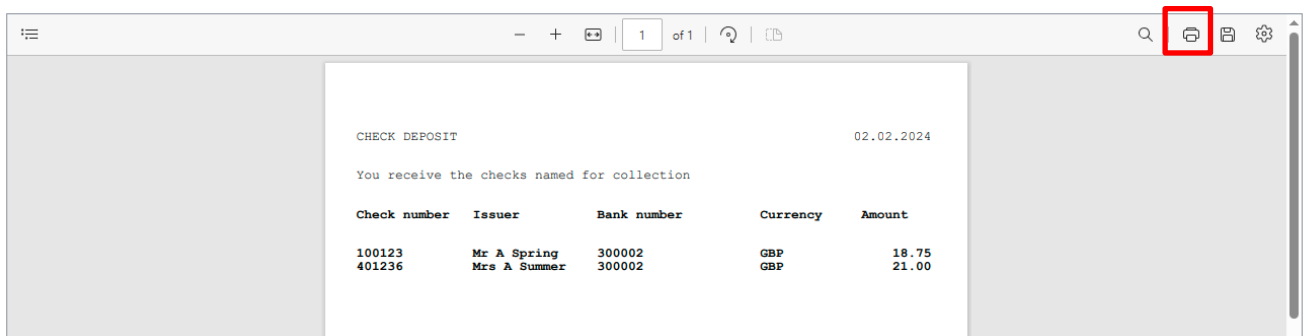
- Output Device:** LP01\_WEB (highlighted with a red box)
- Number of copies:** 1
- Page selection:** (empty text box)
- Spool Request**
  - Name:** SCRIPT SCHOOLINPUT
  - Title:** (empty text box)
  - Authorization:** (empty text box)
- Spool Control**
  - ☐ Print Now
  - ☐ Delete After Output
  - ☒ New Spool Request
  - ☐ Close Spool Request
  - Spool Retention:** 8 Day(s)
  - \* Storage Mode:** Print only (dropdown menu)
- Cover Page Settings**
  - SAP cover page:** Do not print (dropdown menu)
  - Recipient:** (empty text box)
  - Department:** (empty text box)
- Buttons:** Print Preview (highlighted with a red box), Print, Cancel



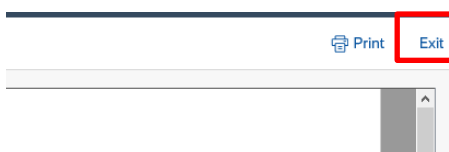
- Click on **Continue** when this information box appears.



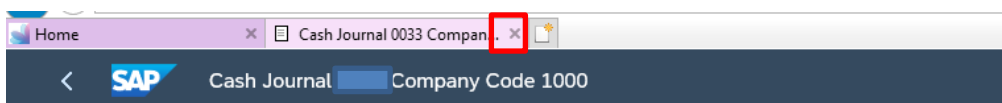
- Click on the **Print icon**.



- 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.

Cash payments	Cash receipts	Check receipts
Business transaction	Amount	Doc...
<input type="text"/>		<input type="button" value="Search Square"/>

- Enter '**invoice\***' into the Business transaction field.
- 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 blue square.
- **Click** on the **green tick icon** to confirm your selection.

Restrict Value Range (1)

Restrictions

Business transact...	Tran...	C...	Ty...	S..	G/L A...	T...	BusTra...	Acct M...	Tax Mod.
<input type="checkbox"/> INVOICE PAYMENT	1	1000	D						

1 Entry found

☒

- 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"/>									
<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="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) ✕

> 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				Cust Inv	<b>40023531</b>	19.02.2024
<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		Cash receipts	Check receipts			
	Business transaction	Amount	Doc...	Reference	Internal doc....	Assignment
<input type="checkbox"/>	INVOICE PAYMENT	125.00		654323		1800012345
<input type="checkbox"/>						

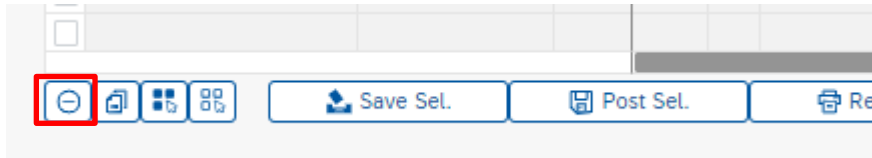


## **Section 5 Deleting a Line that has been Posted**

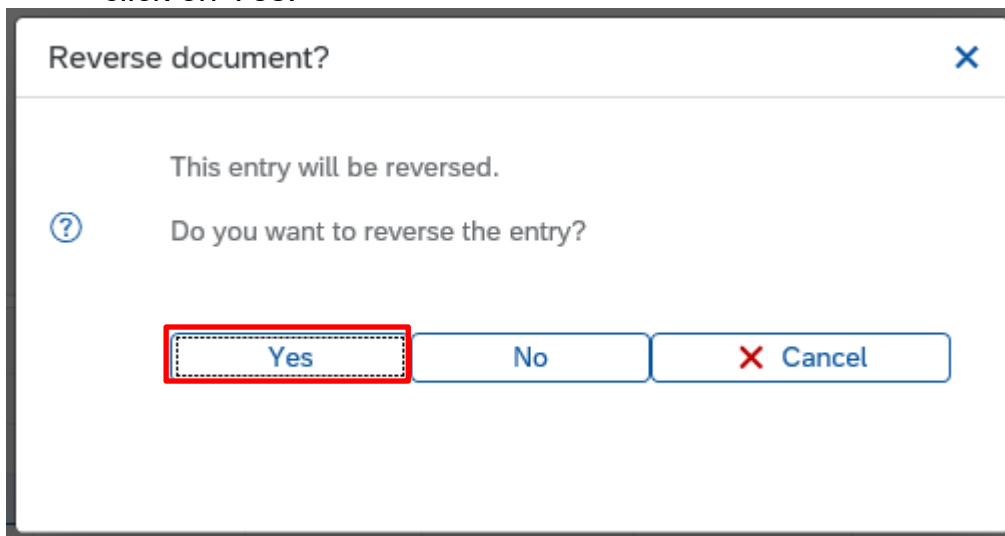
- Highlight the incorrect line by clicking in the box to the left.

<input checked="" type="checkbox"/>	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).

Reason for reversal

Reversal reason:

Posting Date:

Continue Cancel

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

Reason for reversal

Reversal reason: 01

Posting Date:

Continue Cancel

- 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.)



- 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.

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- 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... Te

<input checked="" type="checkbox"/>	EXTENDED SCHOOL CHARGES	88	1000	R		231080	AN		
-------------------------------------	-------------------------	----	------	---	--	--------	----	--	--

1 Entry found

Search, Add, Confirm (Green Tick), Cancel, Close

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

Cash payments Cash receipts Check receipts

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		<input type="checkbox"/>					

- Enter 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 type="checkbox"/>		EXTENDED SCHOOL CHA	125.00		<input type="checkbox"/>			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	CIP1234

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

Cash payments Cash receipts Check receipts

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



- 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.





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- 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 CHARGE	125.00	AN	231080					
<input type="radio"/> 2	MEALS & REFRESH NON-VAT	42.00					December		
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									

  Tax Included 

Tax Code		
AN (Non Business (outside		

Total Amount:  GBP

Total Items:  GBP

Difference:  GBP

[Copy](#)

- 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**.

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- | Cash payments | Cash receipts | <u>Check receipts</u>       |
|---------------|---------------|-----------------------------|
| C...          | Lot           | Business transaction<br>*   |
|               |               | Amount<br>167.00            |
|               |               | Doc... Split                |
|               |               | T... G/L Acct               |
|               |               | Check Number<br>200036      |
|               |               | Check issuer<br>Mr D Winter |
|               |               | Bank Key<br>300002          |
|               |               | Bank Account<br>12581258    |

Navigation icons: Back, Forward, Grid, Print, Save Sel., Post Sel., Receipt, Follow-On Docs, Present Checks, Check Lot.

- | <div> Cash payments Cash receipts <a href="#">Check receipts</a> </div> |      |     |                      |        |        |       |      |          |              |              |
|---|------|-----|----------------------|--------|--------|-------|------|----------|--------------|--------------|
|   | 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"/>  |      |     | <div></div>          |        |        |       |      |          |              |              |


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## 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"/>	

- Enter meals\* and click on **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

☒

MEALS & REFRESH NON-VAT

83

1000

R

230130

AN

1 Entry found

For assistance e-mail the Budget Manager Support team at [cst.budgetsupport@derbyshire.gov.uk](mailto:cst.budgetsupport@derbyshire.gov.uk)

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- 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](mailto: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](mailto: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		v
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			v
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		v

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](mailto: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**

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

Date	
<b>DETAILS OF PAYMENT</b> e.g. transfer Dinner monies for period 01.10.2018 to 30.10.2018	

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

**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**

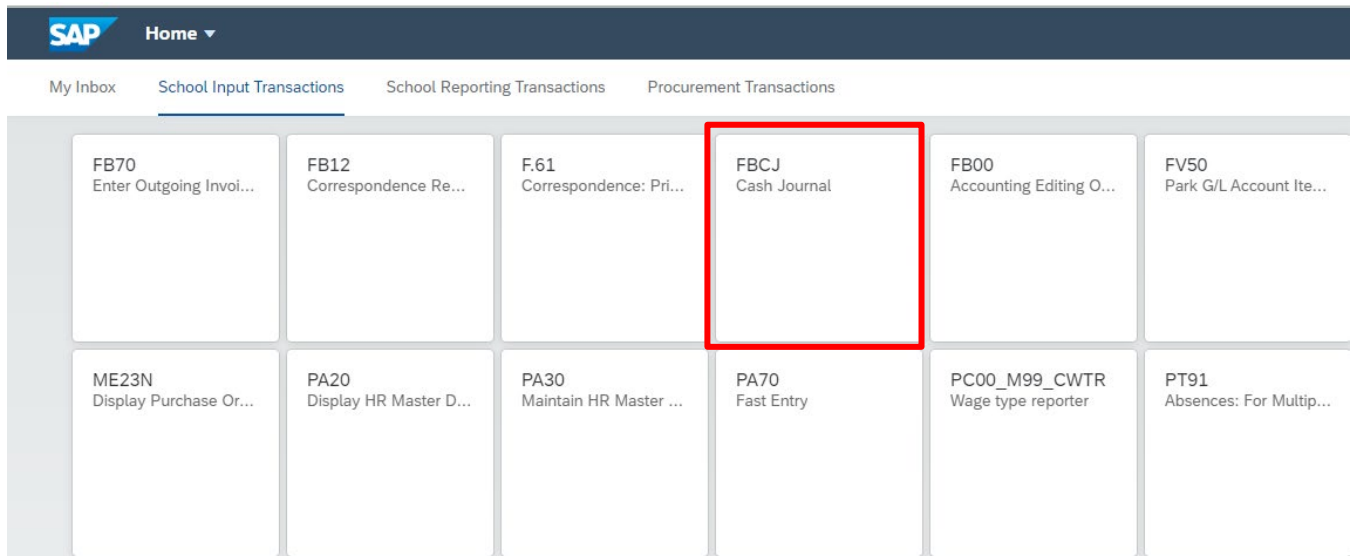
	COST CENTRE or PROFIT CENTRE or WBS or STATISTICAL INTERNAL ORDER or PLANT MAINTENANCE ORDER	AMOUNT	VAT RATE VA = 20% V2 = 5% V0 = 0% V9 = exempt VN = outside the scope
<b>Total Transfer Amount</b>			

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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.

#### Data Selection

##### Display Period

19.09.2024 - : 19.09.2024

< **Today** >

< This Week >

< Current Period >



- 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.

< **SAP** Cash Journal 0397 Company Code 1000

Menu ▾ Save Post Print Cash Journal Change Cash Journal Editing Options

Data Selection Balance Display for Display Period

Display Period

19.09.2024 - 19.09.2024

< Today >

< This Week >

< Current Period >

Opening Balance: 0.00 GBP

+ Total cash receipts: 0.00 GBP

+ Total Check Receipts: 0.00 GBP

- Total Cash Payments: 0.00 GBP

Cash Journal: ...


Company Code: Derbyshire County Council

= Closing Balance: 0.00 GBP

Cash Thereof: 0.00 GBP

Cash Payments Cash Receipts Check Receipts

Business transaction	Amount	Doc...	Split	T...	G/L Acct	Receipt Recip.	Text	Customer	Posting Date
<input type="checkbox"/> <input type="text"/>	<input type="text"/>		<input type="checkbox"/>						19.09.2024

- 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.

< **SAP** Cash Journal 0397 Company Code 1000

Menu ▾ Save Post Print Cash Journal Change Cash Journal Editing Options

Data Selection Balance Display for Display Period

Display Period

19.09.2024 - 19.09.2024

< Today >

< This Week >

< Current Period >

Opening Balance: 0.00 GBP

+ Total cash receipts: 0.00 GBP

+ Total Check Receipts: 0.00 GBP

- Total Cash Payments: 0.00 GBP

Cash Journal: ...

Company Code: Derbyshire County Council

= Closing Balance: 0.00 GBP

Cash Thereof: 0.00 GBP

Cash Payments Cash Receipts Check Receipts

Business transaction	Amount	Doc...	Split	T...	G/L Acct	Receipt Recip.	Text	Customer	Posting Date
<input type="checkbox"/> <input type="text"/>	<input type="text"/>		<input type="checkbox"/>						19.09.2024



- 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.

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:

**Find** Multiple Selection 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.

Restrict Value Range (1) ✕

**Restrictions**

☐ ☐ ☐ ☐

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

1 Entry found

☒ ☐ ☐ ☐ ☐



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

Cash Payments		Cash Receipts	Check Receipts						
<input type="checkbox"/>	Business transaction	Amount	Doc...	Split	T...	G/L Acct	Receipt Recip.	Text	Customer
<input type="checkbox"/>	MEALS & REFRESH N...	345.00							

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

Cash Payments		Cash Receipts	Check Receipts						
	Business transaction	Amount	Doc...	Split	T...	G/L Acct	Receipt Recip.	Text	Customer
<input type="checkbox"/>	MEALS & REFRESH N...	345.00						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**.


Cash Payments

Cash Receipts

Check Receipts

	Business transaction	Amount	Doc...	Reference	Internal doc. ...	Assignment
<input type="checkbox"/>	MEALS & REFRESH N...	345.00		000000		000000
<input type="checkbox"/>						

- 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.

Cash Payments		Cash Receipts	Check Receipts					
	Business transaction	Amount	Doc...	Reference	Internal doc. ...	Assignment	Cost Center	Order
<input type="checkbox"/>	MEALS & REFRESH N...	345.00		000000		000000	CIP1234	

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

Cash Payments		Cash Receipts	Check Receipts				
	Business transaction	Amount	Doc...	Split	T...	G/L Acct	Receipt Recip.
<input type="checkbox"/>	MEALS & REFRESH N...	345.00			AN	230130	
<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.

	Business transaction	Amount	Doc...	Split	T...	G/L Acct
<input type="checkbox"/>	MEALS & REFRESH N...	345.00	●		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	Services 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.

Tax Code (1)

> Restrictions

T...	Description
<input 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	Services within the EU
<input type="checkbox"/> A6	Reduced rate output VAT: 12.5%
<input type="checkbox"/> A9	Exempt from output VAT
<input checked="" 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
<input type="checkbox"/> V2	Reduced Rate Input VAT 5.00%
<input type="checkbox"/> V3	Delivery of goods within EC

20 Entries found

**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](mailto: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.

	Business transaction	Amount	Doc...	Split	T...	G/L Acct	Receipt Recip.	Text
<input checked="" type="checkbox"/>	MEALS & REFRESH N...	345.00	●		AN	230130		Finance Reports
<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

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.

	Business transaction	Amount	Doc...	Split	T...	G/L Acct	Receipt Recip.	Text
<input type="checkbox"/>	MEALS & REFRESH N...	345.00	■		AN	230130		Finance Reports
<input type="checkbox"/>								
<input type="checkbox"/>								

- 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.

#### Balance Display for Display Period

Opening Balance:	0.00	GBP	
+ Total cash receipts:	345.00	GBP	Number: 1
+ Total Check Receipts:	0.00	GBP	Number: 0
- Total Cash Payments:	0.00	GBP	Number: 0
<hr/>			
= Closing Balance:	345.00	GBP	
Cash Thereof:	345.00	GBP	

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

**Cash payments** Cash receipts Check receipts

	Business transaction	Amount	Doc...	Split	T...	G/L Acct	Receipt Recip.	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:

**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...
<input checked="" type="checkbox"/> SCHOOLS PAYING IN SLIP NO	91	1000	B		837205			

1 Entry found

☐ ☐ ☒ ☐ ☐

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

**Cash Payments** Cash Receipts Check Receipts

Business transaction	Amount	Doc...	Split	T...	G/L Acct	Receipt Recip.	Text
<input type="checkbox"/> SCHOOLS PAYING I...	<input type="text" value="345.00"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>							



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

Cash Payments		Cash Receipts	Check Receipts			
	Business transaction	Amount	Doc... Reference	Internal doc. ...	Assignm...	Cost Center
<input type="checkbox"/>	SCHOOLS PAYING I...	345.00	000000		000000	

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

Cash Payments		Cash Receipts		Check Receipts				
	Business transaction	Amount	Doc...	Split	T...	G/L Acct	Receipt Recip.	Text
<input type="checkbox"/>	SCHOOLS PAYING I...	345.00	●			837205		
<input type="checkbox"/>								

- 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 PaymentsCash ReceiptsCheck Receipts

	Business transaction	Amount	Doc...	Split	T...	G/L Acct	Receipt Recip.	Text
<input checked="" type="checkbox"/>	SCHOOLS PAYING I...	345.00	●			837205		
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

Save Sel.**Post Sel.**ReceiptFollow-On Docs

- 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.



Data Selection

Balance Display for Display Period

Display Period

19.09.2024 - 19.09.2024

< Today >

< This Week >

< Current Period >

Cash Journal:

Company Code: Derbyshire County Council

Opening Balance: 0.00 GBP

+ Total cash receipts: 345.00 GBP

+ Total Check Receipts: 0.00 GBP

- Total Cash Payments: 345.00 GBP

= Closing Balance: 0.00 GBP

Cash Thereof: 0.00 GBP

Number: 1

Number: 0

Number: 1

Cash Payments

Cash Receipts

Check Receipts

	Business transaction	Amount	Doc...	Split	T...	G/L Acct	Receipt Recip.	Text	Customer	Posting Date	Doc. Number
<input checked="" type="checkbox"/>	SCHOOLS PAYING I...	345.00		<input type="checkbox"/>		837205				19.09.2024	891
<input type="checkbox"/>				<input type="checkbox"/>						19.09.2024	

**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.