

# SAP and OrderPoint Schools Circular

# 2017 - 4

**Title:** Banking Income Received and creating a cheque listing in SAP

**Date Released:** March 2017

**Intended Recipients:** Inputters

**Executive Summary:** This circular provides information on how to bank income received and how to create a cheque listing using transaction FBCJ – Cash Journal

It is important you bank and enter your income into SAP using FBCJ 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.

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

- In the **cash bag** include the paying in slip. (Notes to be flat, not rolled up or folded and the bank recommends using an elastic band to secure the paying in slip and notes together).
- In the **cheques bag** you must include the paying in slip, the bulk pod batch ticket and a cheque listing. (Again the bank recommends that the cheques are flat, not rolled up or folded, and all the required paperwork together with the cheques to be secured with an elastic band).

## How to create and print a cheque listing

- Select the "schools paying in slip" line in 'check receipts'
- Click '**Check Lot**'

C... Lot	Business transaction	Amount	Doc.Stat.	Split	T...	G/L	Check number	Check issuer	Bank Key	Bank Account	Receipt Recip.
1	MEALS & REFRESH N	12.00	OOO		AN	230130	890	Davis	089005	78190162	
1	FOOD STAFF VATABL	17.50	OOO		AA	230150	71	Wilson	089005	10849952	
1	SCHOOLS PAYING IN	29.50	OOO			839205					

Toolbar buttons: Save sel., Post sel., Receipt, Follow-on doc., Present checks, **Check lot**

- Ensure that **LP01\_WEB** is displayed in the Output Device box

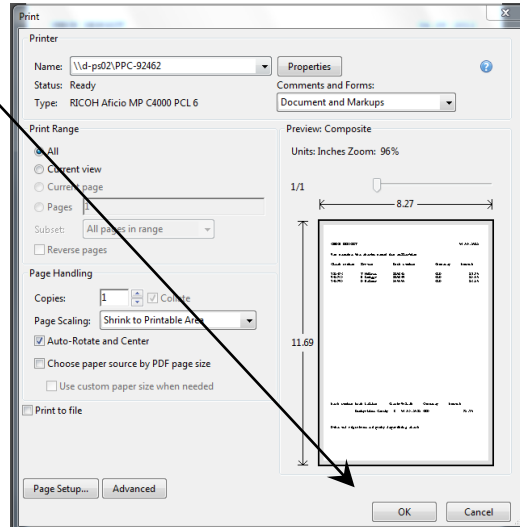
- Click **Print Preview**
- Click **green tick**

- **Expand the screen to view**

Check number	Issuer	Bank number	Currency	Amount
712416	Milton	33040	GBP	37.70
74209	D. Milton	33040	GBP	36.29
74209	D. Milton	33040	GBP	36.29

Bank number: 33040, Bank holder: Derbyshire County, CheckNo.: 04.09.2012, Currency: GBP, Amount: 33.70

- Click on the **Print icon**
- Click OK



If the paying in slip, bulk pod batch ticket and cheque listing 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 on 01629 538729. If you require assistance with recording any income received in SAP, please contact the Core Business Systems Support team on 01629 538088.

**Reminder re Year End:**

Information regarding Financial year has now been published on Schools Net:

<https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/finance-and-legal/schools-financial-year-end.aspx>

**SAP in Schools Guidance**

Current guidance for recording your income in SAP is on SchoolsNet:

<https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/sap-for-schools/cash-and-income.aspx>

**Requests for Derbyshire County Council Bank Details (Income from other sources, for example, if your school is applying for a grant)**

Please contact the Income Team on [income@derbyshire.sch.uk](mailto:income@derbyshire.sch.uk) to request the standard Derbyshire County Council Audit approved 'Bank Details' letter.

In your e-mail request please include your cost centre, the expected income amount, the income code it is to be credited to and any reference number allocated to your school.