



ERP - PROJECT

SUGAMYA

END USER DOCUMENT

FOR

FINANCIAL ACCOUNTING & CONTROLLING

CASH & BANK

FICO- CASH & BANK For Internal Circulation Only





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1 DOCUMENT CONTROL

This is a controlled document and will be maintained on UJVNL portal.

Changes to this document will be recorded below and must be published to all interested parties.

1.1 DOCUMENT HISTORY

Version	Date	Author	VERSION DETAILS
V01	07-02-2018	Durgarao Tirumani &	First ISSUE
		Abhishek Sharma	

1.2 DISTRIBUTION

Date	Name	Purpose
07-02-2018	Madhur Rastogi	For Information





2 <u>CASH BOOK</u>

2.1 <u>OVERVIEW</u>

It is used to manage a company's cash transactions. The system automatically calculates and displays the opening and closing balances, and the receipts and payments totals. You can run several cash journals for each company code. You can also carry out postings to G/L accounts, as well as vendor and customer accounts.

2.2 <u>MENU PATH</u>

Menu Path	SAP Manu \rightarrow Accounting \rightarrow Financi entry \rightarrow FBCJ-Cash journal posting	al /	Accounting → General ledger	→ Document
Transaction Code	FBCJ-Cash journal posting			
SAP Easy Ac	ccess			
)ther menu 🛛 📩 🏂 🖉 🛛 🔻 🔺 🗌	2	, Create role 🌐 🗳 Assign users	B Documentation
• 🧰 Favorites		•		der Million and State
🔻 🛅 SAP Menu		*		
 Office 				- Hennes
Cross-Applic	cation Components		Long Marker man	intermoter
Logistics			The second s	Contraction of the second s
 Accounting 				A Section of the section of the
🔻 🛅 Financia	Accounting	33		and a second
🔻 🛅 Gene	ral Ledger			
- 🔁 D	ocument Entry		Contraction of the second s	THE REAL PROPERTY OF
. 4	FB50 - Enter G/L Account Document		and the second s	Contraction of the second s
• 9	FB50L - Enter G/L Account Document for			The second s
. 4	F-02 - General Posting			ALLEY A CANADA STREET,
. 4	FB01L - Enter General Posting for Ledger			And the surgestion destination of the surgestion of the
. 4	P FV50 - Edit or Park G/L Document			
. 4	FV50L - Park G/L Account Document for I		and the second se	
. 4	F-65 - General Document Parking			on an interest and a second
. 4	2 F-04 - Post with Clearing			and the
. 4	P F-06 - Incoming Payments			- Straft
• 9	2 F-07 - Outgoing Payments		Charles and the same	
• A	P FBCJ - Cash Journal Posting		termine the second	1





2.3 <u>STEPS</u>

On running FBCJ, we get the initial screen as shown below:

a selection			Balance	display for disp	lay period										
splay period															
30.10.2017 - 0	5.11.2017		Openin	g balance			0.00	INR	-						
Today			+ Tota	cash receipts		1,000	9,000.00	INR	Number: 1	1					
This we	ek 🕨		+ Tota	check receipts			0.00	INR	Number:	0					
Current p	eriod		- Total	cash payments		96	9,000.00	INR	Number:	1					
ash journal: PET	TY CASH CPO		= Closi	ng balance		916	,000.00	INR	_						
ash journal: PET ompany code: UJV	TY CASH CPO (N Limited	eck rec	= Closi Casi	ng balance n thereof		916	0,000.00 0,000.00	INR INR	_						
ash journal: PET ompany code: UJV Cash payments Ca	TY CASH CPO (N Limited	eck rec	= Closi Casi ceipts	ng balance n thereof	Pagaint R	916 916	0,000.00 0,000.00	INR INR	Vonder	Outtomer	OT	Pacting Data	Dag Number	Paument	-F
ash journal: PET ompany code: UJV Cash payments Ca Business transaction	TY CASH CPO (N Limited sh receipts Ch Amount	eck rec	= Clos Cas xeipts Split	ng balance n thereof T G/L	Receipt Re	916 916 ecip.	0,000.00 0,000.00 Text	INR INR	Vendor 100000	Customer	OT	Posting Date	Doc. Number	Payment	4
ash journal: PET ompany code: UJV Cash payments Ca Business transaction VENDOR	TY CASH CPO (N Limited sh receipts Ch Amount 100,000.00	eck rec	= Clos. Casi xeipts Split	ng balance n thereof T G/L 43000000	Receipt Re Company /	916 916 ecip. Accenture Ltd	0,000.00 0,000.00 Text	INR INR	Vendor 100000	Customer	OT	Posting Date 05.11.2017	Doc. Number 3	Payment 91	/[}
ash journal: PET ompany code: UJV Cash payments Ca Business transaction VENDOR	TY CASH CPO (N Limited sh receipts Ch Amount 100,000.00	eck rec	= Clos Cas ceipts Split	ng balance n thereof T G/L 43000000	Receipt Re Company /	910 910 ecip. Accenture Ltd	0,000.00 0,000.00 Text	INR INR	Vendor 100000	Customer	OT	Posting Date 05.11.2017 05.11.2017	Doc. Number 3	Payment 94	/)
ash journal: PET ompany code: UJV Cash payments Ca Business transaction VENDOR	TY CASH CPO (N Limited sh receipts Ch Amount 100,000.00	eck rec	= Clos Cas ceipts Split	ng balance thereof T G/L 43000000	Receipt Re Company /	916 916 ecip. Accenture Ltd	0,000.00 0,000.00 Text	INR INR	Vendor 100000	Customer	OT	Posting Date 05.11.2017 05.11.2017	Doc. Number 3	Payment 91	A _
ash journal: PET ompany code: UJV Cash payments Ca Business transaction VENDOR	TY CASH CPO (N Limited sh receipts Ch Amount 100,000.00	eck rec	= Clos Casi ceipts Split	ng balance thereof T G/L 43000000	Receipt Re Company /	916 916 ecip. Accenture Ltd	0,000.00 0,000.00 Text	INR	Vendor 100000	Customer	OT	Posting Date 05.11.2017 05.11.2017	Doc. Number 3	Payment 90	3

Enter the following data in the Input screen to post cash journal (Book) transactions

S.NO	Field	Description	User Action and Values
1	Company code	Name the bank	1000
2	Cash journal	Name the cash journal	Petty cash CPO
Cash	Receipts		
3	Business transactions	The type of business transactions i.e., income from vendors, bank receipts, income from tenders.	Customer, Receipt from advance etc.
4	Amount	Maintain the amount	Maintain the amount Eg;100000
5	GL Account/Customer number	Either give proper GL Account or Customer number	4300000
6	Text	Give Narration for the transactions	Petty transactions
7	Profit center	Maintain profit center	1101
First s	ave the line item and	if it is fine than save the document.	
Cash	Payments		
8	Business transactions	The type of business transactions i.e., income from vendors, bank receipts, income from tenders.	Vendor, TA Advance etc.
9	Amount	Maintain the amount	100000



S.NO	Field	Description	User Action and Values
10	GL Account/Customer number	Either give proper GL Account or Vendor number	100000
11	Text	Give Narration for the transactions	Petty transactions
12	Profit center	Maintain profit center	1101
First s	save the line item and	if it is fine than save the document.	

Click on Save button or Ctrl+s

Data saved







3 BANK KEY CREATION

3.1 <u>OVERVIEW</u>

Bank key is basically a bank code to identify a bank. For UJVNL Bank keys are being created in sequential naming convention i.e., For Punjab National Banks the logic is PUNB0000001, PUNB0000002, PUNB0000003 etc., and for CITI Bank the logic is CITI000001, CITI000002 etc. And For third party bank keys i.e., maintain banks IFSC codes as a bank keys.

3.2 <u>MENU PATH</u>

	SAP Manu > Accounting > Financial Accounting > Banks > Master data > Bank Master
Menu Path	Record > FI01-Create
Transaction Code	FI01



3.3 <u>STEPS</u>

On running FI01, we get the initial screen as shown below:





Create Ba	nk : Detail Screen
2	
Bank Country	IN India
Bank Key	CITI000003
Address	
Bank name	CITI Bank Ltd
Region	35
Street	Mohit Nager
City	Dehradun
Bank Branch	Dehradun
Control data	
SWIFT/BIC	CITI000003
Bank group	
Postbank Acct	
Bank number	

Enter the following data in the Input screen to create Bank key

S.NO	Field	Description	User Action and Values
1	Bank name	Name the bank	CITI Bank
2	Region	Specify the region	35=Dehradun
3	Street	Specify bank key's address	Mohit nagar
4	City	Specify bank key's city	Dehradun
5	Brank branch	Specify banks branch	Dehradun
6	SWIFT/IDC	Specify here SWIFT/IDC Code.	CITI000003

Click on Save button or Ctrl+s

🕑 Data saved





4 GLOSSARY

FI	Financial Accounting module
СО	Controlling module
Company code	SAP term for legal entity for which a complete self-contained set of accounts
	can be drawn up for external statutory reporting
Controlling Area	SAP organization element used to cover those company codes that share
	common cost accounting principles and processes
	Cost elements classify an organization's valuated consumption of production
Cost Element	factors within a controlling area. A cost element corresponds to a cost-relevant
	item in the chart of accounts.
	In Logistics, a plant is an organizational unit for dividing an enterprise
Plant	according to production, procurement, maintenance, and materials planning.
	A place where materials are produced, or goods and services are provided.
	A profit center is a SAP organizational unit in accounting that reflects a
Profit Centre	management-oriented structure of the organization for internal Management
	Accounting controls
SAP	Systems, Applications and Products (in data processing)





5 <u>APPENDIX</u>

5.1 <u>T - CODES FOR REOPRTS</u>

T-Code	Description
FBCJ	Cash Journal Postings
FI01	Bank Key