



**Project – SUGAM
End User Manual
Creation of Cash Journal**



DOCUMENT DETAILS

PROJECT NAME	MODULE	Business Scenario:
SUGAM	FICO	FINANCE & CONTROLLING
MODULE LEAD – BSPTCL	MODULE LEAD – YASH	PROCESS OWNER
Shri. Pradeep Kumar	Narasimha Rao N	Ajay Rai
BBP NUMBER AS PER BPML	PROCESS NAME	
	FICO	

AUTHORS & PARTICIPANTS

Role	Name
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Consultant	Naveen
Business Process Owner	Ajay Rai



Project – SUGAM End User Manual Creation of Cash Journal

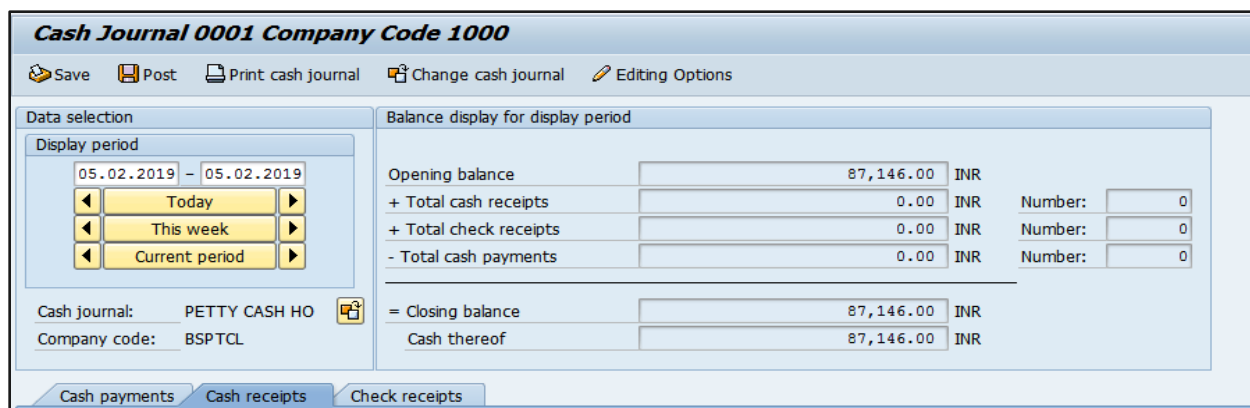
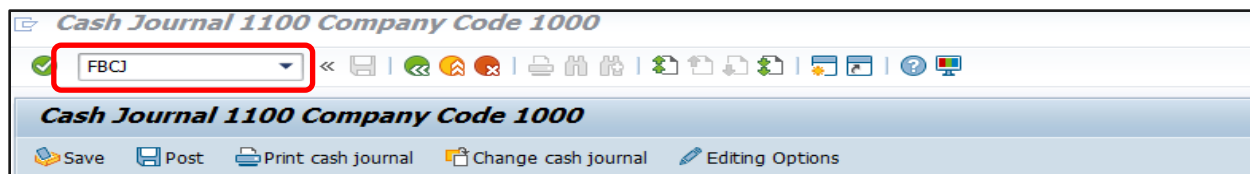


REVISION HISTORY

Date	Document Version	Document Revision Description	Author	Reviewer
04.02.2019	0.1	User Manual Preparation	Vivek	Naveen

1.1. Cash Receipts

SAP T-code	FBCJ
Process	Cash Withdrawal from Bank - Click on Cash Receipts



SAP T-code	FBCJ
Process	F4 In Business Transaction Field and select Cash withdrawal from bank



Project – SUGAM End User Manual Creation of Cash Journal



Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period: 05.02.2019 – 05.02.2019
 Today This week Current period

Cash journal: PETTY CASH HO
 Company code: BSPTCL

Cash payments Cash receipts

Business transaction Amount

Balance display for display period
 Opening balance 87,146.00 INR

Restrict Value Range (1) 5 Entries found

Restrictions

Business transaction	Tran.no	CoCd	Type	SG	G/L	Acct	Tx	BusTraBlkd	Acct Mod.	Tax Mod.	Classifctn
CUSTOMER	4	1000	D					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MISC EXP	1	1000	E			760123		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
RECEIPT FROM BANK	2	1000	C			160302		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TRANSFER FROM HO	0000	1000	C			260300		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
VENDOR	3	1000	K					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SAP T-code	FBCJ
Process	Input Amount

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	Split	T.. G/L	Hou...	Acc...	Receipt Recip.	Text
RECEIPT FROM BANK	1000	<input type="checkbox"/>	<input checked="" type="checkbox"/>					

SAP T-code	FBCJ
Process	Outgoing GL Default come



Project – SUGAM End User Manual Creation of Cash Journal



Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period: 05.02.2019 - 05.02.2019
 Today This week Current period

Cash journal: PETTY CASH HO
 Company code: BSPTCL

Balance display for display period

Opening balance	87,146.00	INR	
+ Total cash receipts	0.00	INR	Number: 0
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments			
= Closing balance			
Cash thereof			

General Ledger Account (1) 355 Entries found

G/L account no. in chart of accounts | G/L account description in chart of ac...

G/L Acct	ChAc	Long Text
160302	BSPT	Canara Bank Outgoing 0352101042062
170100	BSPT	Advance to Suppliers/Contractors (Capital)
170200	BSPT	Advance to Suppliers/Contractors (O&M)
170300	BSPT	Loans and Advance to Staff (Interest Bearing)
170400	BSPT	Loans and Advance to Staff (Interest Free)
170500	BSPT	Advance Income Tax and TDS

Business transaction	Amount	Do...	Split	T..	G/L
RECEIPT FROM BANK	1,000.00	00	→		160302

SAP T-code	FBCJ
Process	Input Profit Centre

Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period: 05.02.2019 - 05.02.2019
 Today This week Current period

Cash journal: PETTY CASH HO
 Company code: BSPTCL

Balance display for display period

Opening balance	87,146.00	INR	
+ Total cash receipts	0.00	INR	Number: 0
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	0.00	INR	Number: 0
= Closing balance	87,146.00	INR	
Cash thereof	87,146.00	INR	

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	Split	Business Proc.	Profit Center	Segment	Partner Pr...	Partner Se...	WBS Element
RECEIPT FROM BANK	1,000.00	00	→		1000000				

SAP T-code	FBCJ
Process	Select Row and click on Save Sel.



Project – SUGAM End User Manual Creation of Cash Journal



Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period: 05.02.2019 - 05.02.2019
 Today This week Current period

Cash journal: PETTY CASH HO
 Company code: BSPTCL

Balance display for display period

Opening balance	87,146.00	INR	
+ Total cash receipts	0.00	INR	Number: 0
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	0.00	INR	Number: 0
<hr/>			
= Closing balance	87,146.00	INR	
Cash thereof	87,146.00	INR	

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	Split	Business Proc.	Profit Center	Segment	Partner Pr...	Partner Se...	WBS Element
RECEIPT FROM BANK	1,000.00	000	→		100000				

Save Sel. Post Sel. Receipt Follow-On Docs

SAP T-code	FBCJ
Process	Ok and enter. It's become Red to Yellow (see below screenshot)

Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period: 05.02.2019 - 05.02.2019
 Today This week Current period

Cash journal: PETTY CASH HO
 Company code: BSPTCL

Balance display for display period

Opening balance	87,146.00	INR	
+ Total cash receipts	1,000.00	INR	Number: 1
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	0.00	INR	Number: 0
<hr/>			
= Closing balance	88,146.00	INR	
Cash thereof	88,146.00	INR	

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	Split	Business Proc.	Profit Center	Segment	Partner Pr...	Partner Se...	WBS Element
RECEIPT FROM BANK	1,000.00	000	→		100000				



Project – SUGAM End User Manual Creation of Cash Journal



SAP T-code	FBCJ
Process	Click on Post sel.

Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period: 05.02.2019 - 05.02.2019
 Today This week Current period

Cash journal: PETTY CASH HO
 Company code: BSPTCL

Balance display for display period

Opening balance	87,146.00	INR	
+ Total cash receipts	1,000.00	INR	Number: 1
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	0.00	INR	Number: 0
= Closing balance	88,146.00	INR	
Cash thereof	88,146.00	INR	

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	Split	Business Proc.	Profit Center	Segment	Partner Pr...	Partner Se...	WBS Element	Network
RECEIPT FROM BANK	1,000.00	OO	→		100000					

Save Sel. Post Sel. Receipt Follow-On Docs

SAP T-code	FBCJ
Process	Entry posted successfully. Its showing Green

Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period: 05.02.2019 - 05.02.2019
 Today This week Current period

Cash journal: PETTY CASH HO
 Company code: BSPTCL

Balance display for display period

Opening balance	87,146.00	INR	
+ Total cash receipts	1,000.00	INR	Number: 1
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	0.00	INR	Number: 0
= Closing balance	88,146.00	INR	
Cash thereof	88,146.00	INR	

Cash payments Cash receipts Check receipts

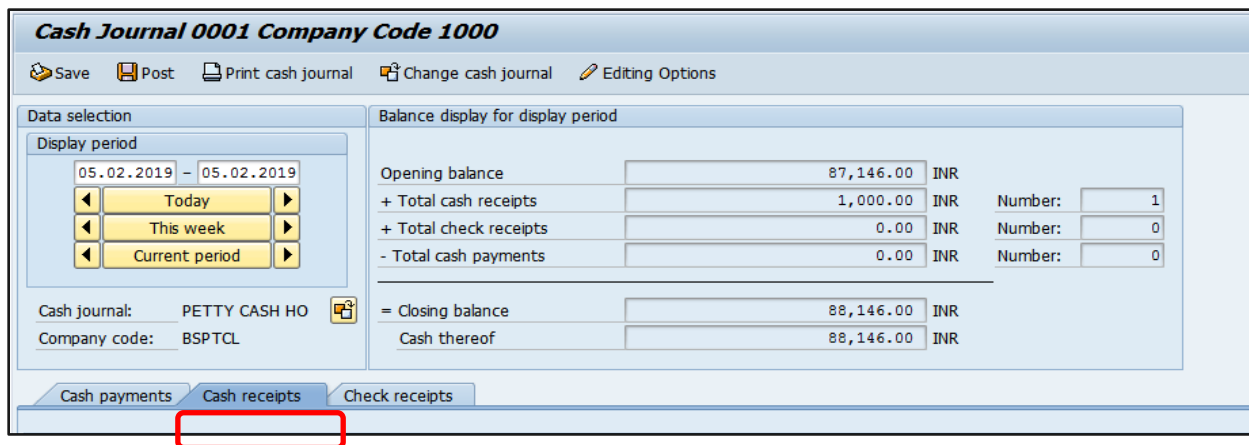
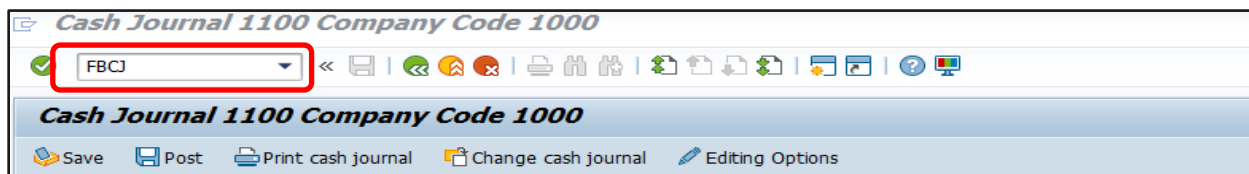
Business transaction	Amount	Do...	Split	Business Proc.	Profit Center	Segment	Partner Pr...	Partner Se...	WBS Element	Network
RECEIPT FROM BANK	1,000.00	OO	→		100000					



**Project – SUGAM
End User Manual
Creation of Cash Journal**



SAP T-code	FBCJ
Process	Cash Receipt from HO



SAP T-code	FBCJ
Process	F4 In Business Transaction Field and select Transfer from HO



Project – SUGAM End User Manual Creation of Cash Journal



Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection Balance display for display period

Display period
05.02.2019 - 05.02.2019
Today This week Current period

Cash journal: PETTY CASH HO
Company code: BSPTCL

Restrictions: Restrict Value Range (1) 5 Entries found

Business transaction	Tran.no	CoCd	Type	SG	G/L Acct	Tx	BusTraBlkd	Acct Mod.	Tax Mod.	Classifctn
CUSTOMER	4	1000	D				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MISC EXP	1	1000	E		760123		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
RECEIPT FROM BANK	2	1000	C		160302		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TRANSFER FROM HO	0006	1000	C		260300		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
VENDOR	3	1000	K				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Cash payments Cash receipts

Business transaction	Amount
RECEIPT FROM BANK	1,000.00

SAP T-code	FBCJ
Process	Input Amount

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	Split	Business Proc.	Profit Center	Segment	Partner Pr...	Partner Se...
TRANSFER FROM HO	1,000.00	<input checked="" type="radio"/>	<input type="radio"/>					

SAP T-code	FBCJ
Process	Outgoing GL Default come



Project – SUGAM End User Manual Creation of Cash Journal



Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period: 05.02.2019 - 05.02.2019
 Today This week Current period

Cash journal: PETTY CASH HO
 Company code: BSPTCL

Balance display for display period

Opening balance: 87,146.00 INR
 + Total cash receipts: 1,000.00 INR Number: 1
 + Total check receipts: 0.00 INR Number: 0
 - Total cash payments: 0.00 INR Number: 0
 = Closing balance: 88,146.00 INR
 Cash thereof: 88,146.00 INR

General Ledger Account (1) 1 Entry found
 G/L account no. in chart of accounts: 260300
 G/L account description in chart of ac...: BSPT Cash Transfer Clearing

Business transaction	Amount	Do...	Split	T..	G/L
TRANSFER FROM HO	1,000.00	⊗○○	→		260300

SAP T-code	FBCJ
Process	Input Profit Centre

Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period: 05.02.2019 - 05.02.2019
 Today This week Current period

Cash journal: PETTY CASH HO
 Company code: BSPTCL

Balance display for display period

Opening balance: 87,146.00 INR
 + Total cash receipts: 1,000.00 INR Number: 1
 + Total check receipts: 0.00 INR Number: 0
 - Total cash payments: 0.00 INR Number: 0
 = Closing balance: 88,146.00 INR
 Cash thereof: 88,146.00 INR

Business transaction	Amount	Do...	Split	Business Proc.	Profit Center	Segment	Partner Pr...	Partner Se...	WBS Element
TRANSFER FROM HO	1,000.00	⊗○○	→						

SAP T-code	FBCJ
Process	Select Row and click on Save Sel.



Project – SUGAM End User Manual Creation of Cash Journal



Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period: 05.02.2019 – 05.02.2019
 Today This week Current period

Cash journal: PETTY CASH HO
 Company code: BSPTCL

Balance display for display period

Opening balance	87,146.00	INR		
+ Total cash receipts	1,000.00	INR	Number:	1
+ Total check receipts	0.00	INR	Number:	0
- Total cash payments	0.00	INR	Number:	0
= Closing balance	88,146.00	INR		
Cash thereof	88,146.00	INR		

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	Split	Business Proc.	Profit Center	Segment	Partner Pr...	Partner Se...	WBS Element
TRANSFER FROM HO	1,000.00	000	000		100000				

Save Sel. Post Sel. Receipt Follow-On Docs

SAP T-code	FBCJ
Process	Ok and enter. It's become Red to Yellow (see below screenshot)

Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period: 05.02.2019 – 05.02.2019
 Today This week Current period

Cash journal: PETTY CASH HO
 Company code: BSPTCL

Balance display for display period

Opening balance	87,146.00	INR		
+ Total cash receipts	2,000.00	INR	Number:	2
+ Total check receipts	0.00	INR	Number:	0
- Total cash payments	0.00	INR	Number:	0
= Closing balance	89,146.00	INR		
Cash thereof	89,146.00	INR		

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	Split	Business Proc.	Profit Center	Segment	Partner Pr...	Partner Se...	WBS Element
TRANSFER FROM HO	1,000.00	000	000		100000				

SAP T-code	FBCJ
Process	Click on Post sel.



Project – SUGAM End User Manual Creation of Cash Journal



Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection		Balance display for display period	
Display period 05.02.2019 - 05.02.2019 Today This week Current period		Opening balance 87,146.00 INR + Total cash receipts 2,000.00 INR Number: 2 + Total check receipts 0.00 INR Number: 0 - Total cash payments 0.00 INR Number: 0 = Closing balance 89,146.00 INR Cash thereof 89,146.00 INR	
Cash journal: PETTY CASH HO Company code: BSPTCL			

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	Split	Business Proc.	Profit Center	Segment	Partner Pr...	Partner Se...	WBS Element
TRANSFER FROM HO	1,000.00				100000				

Save Sel. Post Sel. Receipt Follow-On Docs

SAP T-code	FBCJ
Process	Entry posted successfully. Its showing Green

Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection		Balance display for display period	
Display period 05.02.2019 - 05.02.2019 Today This week Current period		Opening balance 87,146.00 INR + Total cash receipts 2,000.00 INR Number: 2 + Total check receipts 0.00 INR Number: 0 - Total cash payments 0.00 INR Number: 0 = Closing balance 89,146.00 INR Cash thereof 89,146.00 INR	
Cash journal: PETTY CASH HO Company code: BSPTCL			

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	Split	Business Proc.	Profit Center	Segment	Partner Pr...	Partner Se...	WBS Element
TRANSFER FROM HO	1,000.00				100000				

1.2. Cash Payments

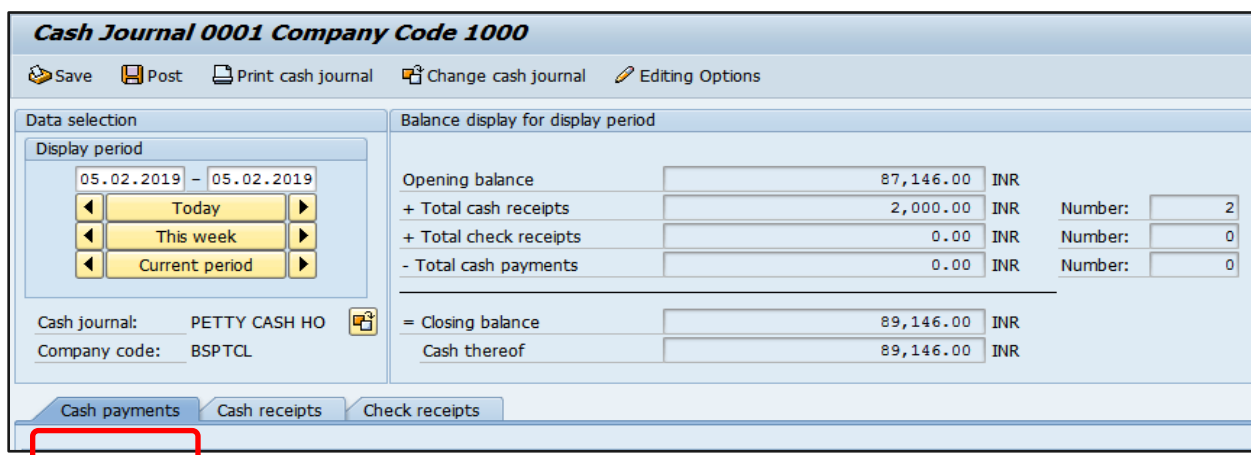
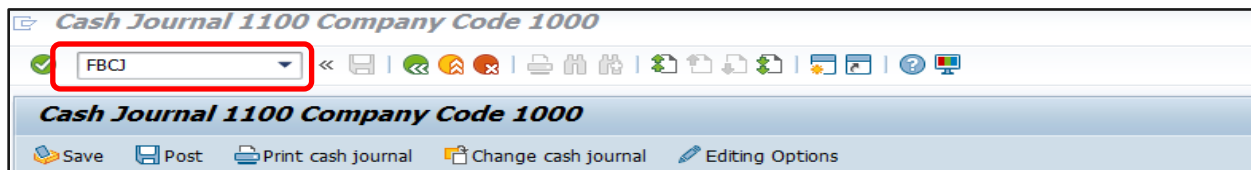
SAP T-code	FBCJ
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**Project – SUGAM
End User Manual
Creation of Cash Journal**



Process	Cash payment To Vendor – click on Cash Payments
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SAP T-code	FBCJ
Process	F4 In Business Transaction Field and select Vendor



Project – SUGAM End User Manual Creation of Cash Journal



Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period: 05.02.2019 - 05.02.2019

Balance display for display period

Opening balance: 87,146.00 INR

+ Total cash receipts: 2,000.00 INR Number: 2

Restrictions: Restrict Value Range (1) 5 Entries found

Business transaction	Tran.no	CoCd	Type	SG	G/L Acct	Tx	BusTraBlkd	Acct Mod.	Tax Mod.	Classifctn
CUSTOMER	4	1000	D				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MISC EXP	1	1000	E		760123		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
RECEIPT FROM BANK	2	1000	C		160302		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TRANSFER TO DIVISION	0005	1000	B		260300		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
VENDOR	3	1000	K				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SAP T-code	FBCJ
Process	Input Amount

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	Split	T.	G/L	Hou...	Acc...	Receipt	Recip.
VENDOR	1000	<input type="checkbox"/>	<input checked="" type="checkbox"/>						

SAP T-code	FBCJ
Process	Outgoing GL Default come



Project – SUGAM End User Manual Creation of Cash Journal



Cash Journal Restrict: Value Range (1) 36 Entries found

Suppliers (General) Suppliers by Country/Company Code Suppliers ...

SearchTerm	Cty	PostalCode	City	Name 1	Vendor	D
PLANT	IN	999999	PATNA	1100-BSPTCL PATNA	1100	
PLANT	IN	821305	DEHRI ON SONE	1200-BSPTCL DEHRI ON SONE	1200	
PLANT	IN	999999	BIHARSHARIFF	1300-BSPTCL-BIHARSHARIFF	1300	
PLANT	IN	999999	GAYA(MAGADH)	1400-BSPTCL-GAYA(MAGADH)	1400	
PLANT	IN	999999	MUZAFFARPUR(TIRHUT)	1500-BSPTCL-MUZAFFARPUR(T	1500	
PLANT	IN	999999	KOSHI(MADHEPURA)	1600-BSPTCL-KOSHI(MADHEPU	1600	
PLANT	IN	999999	DARBHANGA	1700-BSPTCL-DARBHANGA	1700	
PLANT	IN	999999	SARAN(CHAPRA)	1800-BSPTCL-SARAN(CHAPRA)	1800	
PLANT	IN	999999	PURNIA	1900-BSPTCL-PURNIA	1900	
PLANT	IN	999999	BHAGALPUR	2000-BSPTCL-BHAGALPUR	2000	
PLANT	IN	999999	BODHGAYA	8000-BSPTCL-TCS BODHGAYA	8000	
PLANT	IN	999999	MUZAFFARPUR	8100-BSPTCL-TCS MUZAFFARP	8100	
TRANSFORME	IN	301019	GHATAL	MEHRU ELECTRICAL & MECHAN	100000	
ELECT	IN	999999	PATNA	MAHVEER ELECTRICAL PVT.LT	100001	
ELECT	IN	700016	KOLKATA	TECHNO ELECTRIC & ENGINEE	100002	

Number: 2
Number: 0
Number: 0

Vendor Customer

SAP T-code	FBCJ
Process	Input Cost Centre – Click OK

Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period: 05.02.2019 – 05.02.2019

Cash journal: PETTY CASH HO
Company code: BSPTCL

Balance display for display period

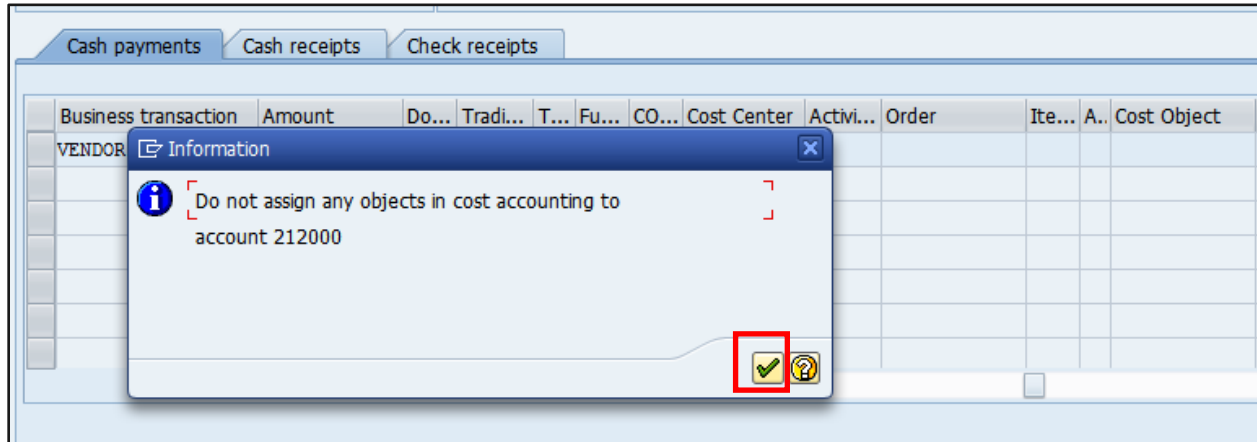
Opening balance	87,146.00
+ Total cash receipts	2,000.00
+ Total check receipts	0.00
- Total cash payments	0.00
= Closing balance	89,146.00
Cash thereof	89,146.00

Cash payments Cash receipts Check receipts

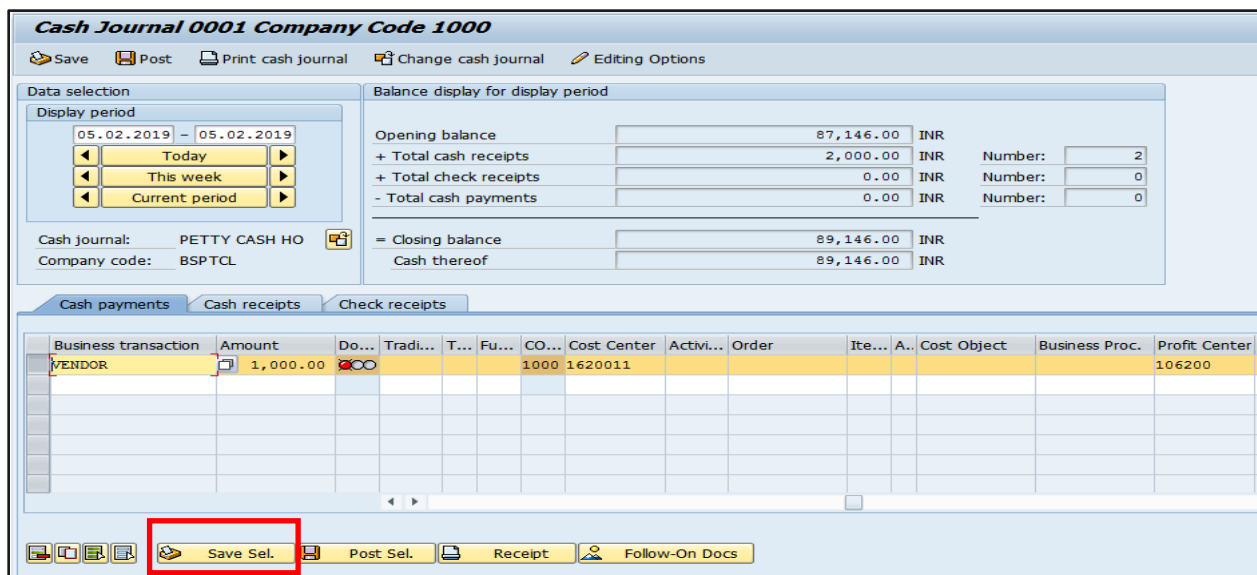
Business transaction	Amount	Do...	Tradi...	T...	Fu...	CO...	Cost Center	Acti...	Order	Ite...	A..
VENDOR	1000						1020011				



Project – SUGAM End User Manual Creation of Cash Journal



SAP T-code	FBCJ
Process	Select Row and click on Save Sel.



SAP T-code	FBCJ
Process	Ok and enter. It's become Red to Yellow (see below screenshot)



Project – SUGAM End User Manual Creation of Cash Journal



Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period

05.02.2019 – 05.02.2019

Today This week Current period

Cash journal: PETTY CASH HO
Company code: BSPTCL

Balance display for display period

Opening balance	87,146.00	INR		
+ Total cash receipts	2,000.00	INR	Number:	2
+ Total check receipts	0.00	INR	Number:	0
- Total cash payments	1,000.00	INR	Number:	1
<hr/>				
= Closing balance	88,146.00	INR		
Cash thereof	88,146.00	INR		

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	Tradi...	T...	Fu...	CO...	Cost Center	Activi...	Order	Ite...	A..	Cost Object	Business Proc.	Profit Center
VENDOR	1,000.00	000				1000	1620011							106200

SAP T-code	FBCJ
Process	Click on Post sel.

Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period

05.02.2019 – 05.02.2019

Today This week Current period

Cash journal: PETTY CASH HO
Company code: BSPTCL

Balance display for display period

Opening balance	87,146.00	INR		
+ Total cash receipts	2,000.00	INR	Number:	2
+ Total check receipts	0.00	INR	Number:	0
- Total cash payments	1,000.00	INR	Number:	1
<hr/>				
= Closing balance	88,146.00	INR		
Cash thereof	88,146.00	INR		

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	Tradi...	T...	Fu...	CO...	Cost Center	Activi...	Order	Ite...	A..	Cost Object	Business Proc.	P
VENDOR	1,000.00	000				1000	1620011							1

Save Sel. Post Sel. Receipt Follow-On Docs



Project – SUGAM End User Manual Creation of Cash Journal



SAP T-code	FBCJ
Process	Entry posted successfully. Its showing Green

Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection
Display period: 05.02.2019 - 05.02.2019
Today This week Current period

Cash journal: PETTY CASH HO
Company code: BSPTCL

Balance display for display period

Opening balance	87,146.00	INR		
+ Total cash receipts	2,000.00	INR	Number:	2
+ Total check receipts	0.00	INR	Number:	0
- Total cash payments	1,000.00	INR	Number:	1
= Closing balance	88,146.00	INR		
Cash thereof	88,146.00	INR		

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	Tradi...	T...	Fu...	CO...	Cost Center	Activi...	Order	Ite...	A...	Cost Object	Business Proc.	Profit Center
VENDOR	1,000.00	CO				1000	1620011			0				106200

SAP T-code	FBCJ
Process	Cash Transfer to Location/Division

Cash Journal 1100 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

FBCJ

Cash Journal 1100 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options



Project – SUGAM End User Manual Creation of Cash Journal



Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period
05.02.2019 - 05.02.2019
Today
This week
Current period

Cash journal: PETTY CASH HO
Company code: BSPTCL

Balance display for display period

Opening balance	87,146.00	INR		
+ Total cash receipts	2,000.00	INR	Number:	2
+ Total check receipts	0.00	INR	Number:	0
- Total cash payments	1,000.00	INR	Number:	1
<hr/>				
= Closing balance	88,146.00	INR		
Cash thereof	88,146.00	INR		

Cash payments Cash receipts Check receipts

SAP T-code	FBCJ
Process	F4 In Business Transaction Field and select Transfer to Division

Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period
05.02.2019 - 05.02.2019
Today
This week
Current period

Cash journal: PETTY CASH HO
Company code: BSPTCL

Balance display for display period

Opening balance 87,146.00 INR

Restrictions

Restrict Value Range (1) 5 Entries found

Business transaction	Tran.no	CoCd	Type	SG	G/L	Acct	Tx	BusTraBlkd	Acct Mod.	Tax Mod.	Classifctn
CUSTOMER	4	1000	D					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MISC EXP	1	1000	E			760123		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
RECEIPT FROM BANK	2	1000	C			160302		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TRANSFER TO DIVISION	0005	1000	B			260300		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
VENDOR	3	1000	K					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Business transaction

SAP T-code	FBCJ
Process	Input Amount



Project – SUGAM End User Manual Creation of Cash Journal



Cash payments								
Business transaction	Amount	Do...	Split	T..	G/L	Hou...	Acc...	Receipt Recip.
TRANSFER TO DIVI...	1000		➔					

SAP T-code	FBCJ
Process	Outgoing GL Default come

Cash Journal 0001 Company Code 1000

Post | Print cash journal | Change cash journal | Editing Options

Data selection

Display period: 05.02.2019 - 05.02.2019
 Today | This week | Current period

Cash journal: PETTY CASH HO
 Company code: BSPTCL

Balance display for display period

Opening balance
 + Total cash receipts
 + Total check receipts
 - Total cash payments
 = Closing balance
 Cash thereof

General Ledger Account (1) 1 Entry found

G/L account no. in chart of accounts | G/L account

Master records

G/L Acct	ChAc	Long Text
260300	BSPT	Cash Transfer Clearing

Cash payments | Cash receipts | Check receipts

Business transaction	Amount	Do...	Split	T..	G/L
TRANSFER TO DIVI...	1,000.00	☉	➔		260300

SAP T-code	FBCJ
Process	Input Cost Centre



Project – SUGAM End User Manual Creation of Cash Journal



Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period: 05.02.2019 – 05.02.2019
 Today This week Current period

Cash journal: PETTY CASH HO
 Company code: BSPTCL

Balance display for display period

Opening balance	87,146.00	INR	
+ Total cash receipts	2,000.00	INR	Number: 2
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	1,000.00	INR	Number: 1
= Closing balance	88,146.00	INR	
Cash thereof	88,146.00	INR	

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	Tradi...	T...	Fu...	CO...	Cost Center	Activi...	Order	Ite...	A..	Cost Object	Business Proc.	P
TRANSFER TO DIVI...	1,000.00	CO				1000	1620011							

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	Tradi...	T...	Fu...	CO...	Cost Center	Activi...	Order	Ite...	A..	Cost Object
TRANSE												

Information

Do not assign any objects in cost accounting to account 260300

SAP T-code	FBCJ
Process	Select Row and click on Save Sel.



Project – SUGAM End User Manual Creation of Cash Journal



Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period: 05.02.2019 - 05.02.2019
Today This week Current period

Cash journal: PETTY CASH HO
Company code: BSPTCL

Balance display for display period

Opening balance	87,146.00	INR		
+ Total cash receipts	2,000.00	INR	Number:	2
+ Total check receipts	0.00	INR	Number:	0
- Total cash payments	1,000.00	INR	Number:	1
= Closing balance	88,146.00	INR		
Cash thereof	88,146.00	INR		

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	Tradi...	T...	Fu...	CO...	Cost Center	Activi...	Order	Ite...	A..	Cost Object	Business Proc.	Profit Center	Segment
TRANSFER TO DIVIS	1,000.00	✓	✓			1000	1620011							106200	

Save Sel. Post Sel. Receipt Follow-On Docs

SAP T-code	FBCJ
Process	Ok and enter. It's become Red to Yellow (see below screenshot)



Project – SUGAM End User Manual Creation of Cash Journal



Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period: 05.02.2019 – 05.02.2019
 Today This week Current period

Cash journal: PETTY CASH HO
 Company code: BSPTCL

Balance display for display period

Opening balance	87,146.00	INR	
+ Total cash receipts	2,000.00	INR	Number: 2
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	2,000.00	INR	Number: 2
= Closing balance	87,146.00	INR	
Cash thereof	87,146.00	INR	

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	Tradi...	T...	Fu...	CO...	Cost Center	Activi...	Order	Ite...	A...	Cost Object	Business Proc.	Profit Center	Segment
TRANSFER TO DIVI...	1,000.00	OO				1000	1620011							106200	

Save Sel. Post Sel. Receipt Follow-On Docs

SAP T-code	FBCJ
Process	Click on Post sel.

Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period: 05.02.2019 – 05.02.2019
 Today This week Current period

Cash journal: PETTY CASH HO
 Company code: BSPTCL

Balance display for display period

Opening balance	87,146.00	INR	
+ Total cash receipts	2,000.00	INR	Number: 2
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	2,000.00	INR	Number: 2
= Closing balance	87,146.00	INR	
Cash thereof	87,146.00	INR	

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	Tradi...	T...	Fu...	CO...	Cost Center	Activi...	Order	Ite...	A...	Cost Object	Business Proc.	Profit Center	Segment
TRANSFER TO DIVI...	1,000.00	OO				1000	1620011							106200	

Save Sel. Post Sel. Receipt Follow-On Docs



Project – SUGAM End User Manual Creation of Cash Journal



SAP T-code	FBCJ
Process	Entry posted successfully. Its showing Green

Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period: 05.02.2019 – 05.02.2019
 Today This week Current period

Cash journal: PETTY CASH HO
 Company code: BSPTCL

Balance display for display period

Opening balance	87,146.00	INR	
+ Total cash receipts	2,000.00	INR	Number: 2
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	2,000.00	INR	Number: 2
= Closing balance	87,146.00	INR	
Cash thereof	87,146.00	INR	

Cash payments Cash receipts **Check receipts**

Business transaction	Amount	Do...	Tradi...	T...	Fu...	CO...	Cost Center	Activi...	Order	Ite...	A.	Cost Object	Business Proc.
TRANSFER TO DIVI...	1,000.00	OO				1000	1620011			0			10

Save Sel. Post Sel. Receipt Follow-On Docs

SAP T-code	FBCJ
Process	Miscellaneous Expenses

Cash Journal 1100 Company Code 1000

FBCJ

Cash Journal 1100 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options



Project – SUGAM End User Manual Creation of Cash Journal



Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Balance display for display period

Display period

05.02.2019 - 05.02.2019

Today This week Current period

Cash journal: PETTY CASH HO
Company code: BSPTCL

Opening balance	87,146.00	INR	
+ Total cash receipts	2,000.00	INR	Number: 2
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	2,000.00	INR	Number: 2
= Closing balance	87,146.00	INR	
Cash thereof	87,146.00	INR	

Cash payments Cash receipts Check receipts

SAP T-code	FBCJ
Process	F4 In Business Transaction Field and select miscellaneous Expenses

Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Balance display for display period

Display period

05.02.2019 - 05.02.2019

Today This week Current period

Cash journal: PETTY CASH HO
Company code: BSPTCL

Restrict Value Range (1) 5 Entries found

Restrictions

Business transaction	Tran.no	CoCd	Type	SG	G/L	Acct	Tx	BusTraBlkd	Acct Mod.	Tax Mod.	Classifctn
CUSTOMER	4	1000	D					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MISC EXP	1	1000	E			760123		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
RECEIPT FROM BANK	2	1000	C			160302		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TRANSFER TO DIVISION	0005	1000	B			260300		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
VENDOR	3	1000	K					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Cash payments

Business transaction



Project – SUGAM End User Manual Creation of Cash Journal



SAP T-code	FBCJ
Process	Input Amount

Cash payments Cash receipts Check receipts									
Business transaction	Amount	Do...	Split	T..	G/L	Hou...	Acc...	Receipt Recip.	Text
MISC EXP	1000		→						

SAP T-code	FBCJ
Process	Outgoing GL Default come

Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal

Data selection

Display period

05.02.2019 – 05.02.2019

Today This week Current period

Cash journal: PETTY CASH HO

Company code: BSPTCL

Balance display for display

Opening balance

+ Total cash receipts

+ Total check receipts

- Total cash payments

= Closing balance

Cash thereof

G/L Acct	ChAc	Long Text
760105	BSPT	Consultancy Charges
760106	BSPT	Director's Sitting Fee
760107	BSPT	Interest on Statutory Dues
760108	BSPT	Technical Fees
760109	BSPT	Holding Charges
760110	BSPT	Other Professional Charges
760111	BSPT	Conveyance & Travel
760112	BSPT	Other Expenses
760113	BSPT	Fees & Subscription
760114	BSPT	Books & Periodicals
760115	BSPT	Printing & Stationary
760116	BSPT	Advertisement
760117	BSPT	Expenditure on CSR
760118	BSPT	Loss on Fire/Theft of Stock
760119	BSPT	Electricity Charges
760120	BSPT	Entertainment Charges
760121	BSPT	Commission for sale of scrap
760122	BSPT	Home Guard/ Security Guard
760123	BSPT	Miscellaneous Expenses
760124	BSPT	Freight

SAP T-code	FBCJ
Process	Input Cost Centre



Project – SUGAM End User Manual Creation of Cash Journal



Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period
05.02.2019 - 05.02.2019
Today
This week
Current period

Cash journal: PETTY CASH HO
Company code: BSPTCL

Balance display for display period

Opening balance	87,146.00	INR	
+ Total cash receipts	2,000.00	INR	Number: <input type="text"/>
+ Total check receipts	0.00	INR	Number: <input type="text"/>
- Total cash payments	2,000.00	INR	Number: <input type="text"/>
<hr/>			
= Closing balance	87,146.00	INR	
Cash thereof	87,146.00	INR	

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	S...	S...	Pr...	RE...	Pa...	Tradi...	T...	Fu...	CO...	Cost Center	Acti...	Order	Ite...	A...
MISC EXP	1,000.00	⊗	⊙		→	→						1620011				

SAP T-code	FBCJ
Process	Select Row and click on Save Sel.

Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period
05.02.2019 - 05.02.2019
Today
This week
Current period

Cash journal: PETTY CASH HO
Company code: BSPTCL

Balance display for display period

Opening balance	87,146.00	INR	
+ Total cash receipts	2,000.00	INR	Number: <input type="text"/> 2
+ Total check receipts	0.00	INR	Number: <input type="text"/> 0
- Total cash payments	2,000.00	INR	Number: <input type="text"/> 2
<hr/>			
= Closing balance	87,146.00	INR	
Cash thereof	87,146.00	INR	

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	S...	S...	Pr...	RE...	Pa...	Tradi...	T...	Fu...	CO...	Cost Center	Acti...	Order	Ite...	A...	Cost Object
MISC EXP	1,000.00	⊗	⊙		→	→						1620011					

Save Sel. Post Sel. Receipt Follow-On Docs



**Project – SUGAM
End User Manual
Creation of Cash Journal**



SAP T-code	FBCJ
Process	Ok and enter. It's become Red to Yellow (see below screenshot)

Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period: 05.02.2019 - 05.02.2019
 Today This week Current period

Cash journal: PETTY CASH HO
 Company code: BSPTCL

Balance display for display period

Opening balance	87,146.00	INR	
+ Total cash receipts	2,000.00	INR	Number: 2
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	3,000.00	INR	Number: 3
= Closing balance	86,146.00	INR	
Cash thereof	86,146.00	INR	

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	S...	S...	Pr...	RE...	Pa...	Tradi...	T...	Fu...	CO...	Cost Center	Activi...	Order	Ite...	A..	Cost Object
MISC EXP	1,000.00	○○○			→	→					1000	1620011					

SAP T-code	FBCJ
Process	Click on Post sel.



Project – SUGAM End User Manual Creation of Cash Journal



Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period

05.02.2019 – 05.02.2019

Today
This week
Current period

Cash journal: PETTY CASH HO
Company code: BSPTCL

Balance display for display period

Opening balance	87,146.00	INR	
+ Total cash receipts	2,000.00	INR	Number: 2
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	3,000.00	INR	Number: 3
= Closing balance	86,146.00	INR	
Cash thereof	86,146.00	INR	

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	S...	S...	Pr...	RE...	Pa...	Tradi...	T...	Fu...	CO...	Cost Center	Acti...	Order	Ite...	A...	Cost Object	Business Proc.
MISC EXP	1,000.00	OO									1000	1620011			0			

Save Sel. Post Sel. Receipt Follow-On Docs

SAP T-code	FBCJ
Process	Entry posted successfully. Its showing Green

Cash Journal 0001 Company Code 1000

Save Post Print cash journal Change cash journal Editing Options

Data selection

Display period

05.02.2019 – 05.02.2019

Today
This week
Current period

Cash journal: PETTY CASH HO
Company code: BSPTCL

Balance display for display period

Opening balance	87,146.00	INR	
+ Total cash receipts	2,000.00	INR	Number: 2
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	3,000.00	INR	Number: 3
= Closing balance	86,146.00	INR	
Cash thereof	86,146.00	INR	

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	S...	S...	Pr...	RE...	Pa...	Tradi...	T...	Fu...	CO...	Cost Center	Acti...	Order	Ite...	A...	Cost Object	Business Proc.
MISC EXP	1,000.00	OO									1000	1620011			0			

Manual End