





Create Bank Master Data – FI01




Accounting → Financial Accounting
→Banks → Master Data →Bank Master
Record →FI01>Create

- 1. Enter Bank Country.
- 2. Enter Bank Key.
- 3. Enter Bank Name.
- 4. Enter Street.
- 5. Enter City.
- 6. Enter Branch.
- 7. Bank Number
- 8. Click on the Address  button enter the required details.
- 9. Click on the **Enter**  Button to confirm your entries
- 10. Click on the **Save**  button.
- 11. Click on the **Exit**  button

Notes

Change Bank Master Data – FI02




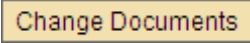
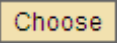

Accounting → Financial Accounting
→Banks → Master Data →Bank Master
Record →FI02>Create

- 1. Enter Bank Country .
- 2. Change the Bank Key.
- 3. Click on the **Enter**  button Enter Street.
- 4. Click on the **Save**  button.
- 5. Click on the **Exit**  button

Notes

Display Bank Master Record – FI03

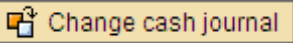


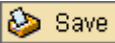
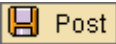

Accounting → Financial Accounting
→Banks → Master Data →Bank Master
Record →FI03-Display

- 1. Enter Bank Country.
- 2. Enter Bank Key.
- 3. Click on the Enter  button.
- 4. Click on the address  button
- 5. Click on the **Enter (Close)**  button
- 6. Click on the  button to view changes made to Bank Master Record.
- 7. Click once on any line of items displayed then Click on the  button.
- 8. Click on the Exit  button

Notes

Recording a cash receipt - FBCJ

Accounting → Financial Accounting →
General Ledger → Posting → FBCJ -
Cash Journal

- 1. Click on the  button
- 2. Enter Company Code.
- 3. Enter cash journal number.
- 4. Click the **Enter**  button
- 5. Click on the  tab.
- 6. Enter Business transaction.
- 7. Enter Amount.
- 8. Enter Reference.
- 9. Enter Profit Centre.
- 10. Enter text.
- 11. Click on the **Save**  button.
- 12. Click on the **Post**  button.
- 13. Click on the  button to display the FI document.
- 14. Double click on the Accounting document.

15. Click on the **cancel**  button.
16. Click on the **Exit**  button

Notes






Notes

Notes

Contents

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- Record Cash Receipt (Cash Journal)

SAP Icons/Buttons

Enter	ENTER	
Save	CTRL-S	
Back	F3	
Exit	SHIFT-F3	
Cancel	F12	
Help	F1	