
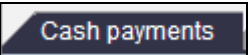

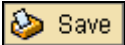
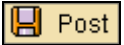




Entering an Expense Transaction-FBCJ

Accounting → Financial Accounting →Banks → Out goings → Posting → FBCJ - Cash Journal

- 1. Click on the **Change Cash Journal**  button
- 2. Enter Company Code.
- 3. Enter Cash Journal number.
- 4. Click on the  tab.
- 5. Click on the **Enter**  button.
- 6. Enter Business transaction.
- 7. Enter amount.
- 8. Enter cost Centre.
- 9. Enter Line Item text
- 10. Click on the **Save**  button.
- 11. Click on the **Post**  button.
- 12. Click on the  button to display the FI document. Or double click on the line item
- 13. Double click on the Accounting document.
- 14. Click on the **Back**  button.




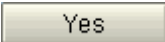

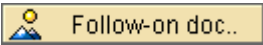


15. Click on the **cancel**  button.

16. Click on the **Exit**  button

Notes

Reverse Cash Journal -FBCJ

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

- 1. Click on the Change Cash Journal  button
- 2. Enter Company Code.
- 3. Enter Cash Journal number.
- 4. Click on the Enter  button.
- 5. Select the **line item** to be reversed
- 6. Click **Delete Row**  button.
- 7. Click on the  button.
- 8. Enter Reversal reason.
- 9. Click on the Enter  button.
- 10. Click on the  button or double click on the line item.
- 11. Click on the **back**  button.
- 12. Click on the **cancel**  button

13. Click on the Exit  button

Notes

Manual bank statement processing

Accounting → Financial Accounting → Banks → Incoming → Bank Statement → FF67 -- Manual Entry

1. Select from the menu **setting-> Specifications.**

2. A specification screen must pop up it is your first time to process a manual bank statement if it does not pop out use the above menu.

3. Select into Bank Determine. Check box

4. Enter Start Variant.

5. Enter the customer Match Code id

6. Enter processing type.

7. Select the transfer value date check box.

8. Click the Enter  button.

9. Assumption. Not the first statement:

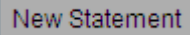
10. Enter the Company code.

11. Enter house bank.

12. Enter account ID

13. Click on the  Overview button.

Select the Bank account for which the reconciliation is to be done, choose you account by double clicking on it.

14. Click on the  button.

15. *Note: that the Statement number, Statement date and Beginning balance will automatically default Check the Closing Bank Statement balance and enter it in the Ending balance field. This balance is the one reflected on the bank statement.*

16. Click the **Enter**  button

17. Enter Bank Posting Date

18. Enter bank reference

19. Enter Transaction code

20. Enter Value Date

21. Click on the Save  button.

22. Select bank Statement → Post → Individual

23. **Assumption. first statement:**

24. Enter the Company code.

25. Enter house bank.

26. Enter account ID.


27. Enter Statement number

28. Enter Statement Date

29. Enter Posting Date

30. Enter Opening balance

31. Enter Closing Balance

32. Click on the enter  button

33. Enter Bank Posting Date

34. Enter bank reference

35. Enter Transaction code

36. Enter Value Date

37. Click on the Save  button.

38. Select bank Statement → Post → Individual.

39. Click on the Exit  button

(<http://www.sapdb.info>)






SAP Quick Reference
FI_06 Bank Accounting II

2008

Contents

- Entering an Expense Transaction-FBCJ
- Reverse Cash Journal -FBCJ
- Manual bank statement processing

SAP Icons/Buttons

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