

## ENTER A PETTY CASH CLAIM

### Instructions

1. From the Voyager **Home** page click **Launch ERP Central Component**
2. Enter transaction **FBCJ** in the command field and click enter



When accessing this transaction for the **first time** enter **Company Code** 4000 for Birmingham City Council and select the appropriate **Cash Journal** to identify the petty cash account that the claim is to be posted against

Cash Journal: Init

Company code 4000

Cash journal

OK Cancel



If there is no **Opening balance** click on the **Cash receipts** tab, enter **DATA TAKE ON** in the **Business transaction** field, enter the imprest balance in the amount field and then click **Post**

3. Ensure the correct dates are displayed

Display period

01.04.2007 - 24.02.2021

◀ Today ▶

◀ This week ▶

◀ Current period ▶

4. Dates can be changed as required. Use the ◀ or ▶ to move to previous or future dates, or overwrite the dates in the white fields
5. Ensure the 'Cash payments' tab is selected

For each Voucher enter the following Information:

6. In the 'Business transaction' field, enter the subjective code used to identify the type of petty cash expenditure, e.g., L700 for Postage
7. Enter the total amount including VAT amount.
8. Select the correct tax code: e.g. VR for standard 20% VAT
9. Enter the cost centre in the 'Cost Center' field



Complete the **WBS Element** or **Fund** fields if the petty cash voucher is to be charged to a project instead of a cost centre

10. Enter the name of the person to whom the voucher was issued in the 'Receipt recip' field.
11. In the 'Test' field enter a description of the expenditure e.g. toner cartridge and press enter on your keyboard to complete
12. Once completed a red symbol  is displayed against the entry.
13. Click 'Post' to post the petty cash claim.

**NOTE:** the claim will not create a financial transaction until it is posted.

## PETTY CASH RECOUPMENT



Recoupment should be made on a regular basis as Petty Cash accounts cannot be overdrawn in the Voyager System.

You **MUST** print the '**cash payments**' being recouped and obtain signed authorization before processing.



click 'Print cash journal' to print a copy of the petty cash and obtain signed authorization **PRIOR** to starting the Recoupment process on Voyager

1. Ensure the 'Check receipts' tab is selected.
2. Enter Recoupment in the business transaction field 'Business transaction'.
3. In the 'Amount' field enter the amount required to top up the petty cash account.
4. In the 'Check number' always enter today's date.
5. Always complete the following field with the entries below:

Check issuer	BCC
Bank Key	200774
Bank Account	70489166

6. Once completed click 'Post'
7. Tick to acknowledge the warning message.
8. Click 'Post' to post the entry.
9. Select the 'RECOUPMENT' field to highlight it.
10. Click 'Present checks'. The clear checks screen appears.
11. Enter **To Petty Cash Bank** in the 'Business trans' field
12. Check the dates are correct and click 'post lot'.
13. The Print Dialog box appears, click 'cancel'.

**Once the recoupment has been paid into your bank account you must record this on the Voyager system.**

14. Access transaction FBCJ.
15. Select the 'cash receipts' tab.
16. Enter 'FROM BANK' in the 'Business transaction' field.
17. Enter the amount.
18. Click 'post to save & post the entry'.

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### Hints & Tips

If you do not know what Business transaction to use go to the G/L Account field and select the search icon 

To delete a line entry, tick to ensure the line is highlighted.

To copy a line entry, ensure the line is selected.

Use transaction **FBL1N** to view when recoupment payments have been made to a Petty cash account.