

Cash Receipts Journal

Departments that receive checks and cash for non-customer related deposits should be processing such receipts to the general ledger using the Cash Receipts Journal (FBCJ). If your department needs to be set up with a Cash Receipts Journal, refer to the Cash Accounting web page at <http://www.controller.jhu.edu/depts/cash> and follow the **Procedures for Establishing SAP Cash Journal**.

Department personnel who will be responsible for the Cash Receipts Journal will need to complete an ISR to obtain the CM-Cash Receipts role when their Cash Receipts Journal has been established. Training on the Cash Receipts Journal is offered through FITT at 443-997-6453 and is recommended to be completed prior to using the Cash Receipts Journal.

If you have any questions or need a "refresher" on the Cash Receipts Journal, please contact either Linda Sanchez (443-997-8143) or Lisa Alexander (443-997-4189) in General Accounting.

General Reminders

- The Cash Receipts Journal should not be used for collections on sponsored or nonsponsored SAP invoiced accounts. See **Timely Deposit and Recording of Incoming Checks and Cash** article below. Questions may be directed to CashAcctHelp@jhu.edu.
- Timely recording of cash and checks in the Cash Receipts Journal is important for cash reconciliation. Users are urged to enter their receipts each day and post their Deposit to Bank on the day the cash and checks are sent to the bank.

Specific Guidelines on Cash Receipts Journal Processing

- Remember to enter the deposit ticket number in the Assignment field for the Deposit to Bank posting. Many users also enter the deposit ticket number in the general ledger accounts to be credited to trace back to the correlating deposit.
- Post the individual transactions ("Post Selection" button) before posting the Deposit to Bank ("Present Checks" button).
- Cash received is generally entered in the Cash Receipts tab of the Cash Receipts Journal. To reflect the Deposit to Bank, you must enter the total cash amount for that day in the Cash Payments tab and "Post Selection". Alternately, to avoid this additional step, you may enter cash receipts in the Check Receipts tab. If you do so, you should indicate in the text field that the amount represents cash receipts.
- If you do have receipts you need to enter after the actual deposit date, change the document date from the default date (which populates automatically with the current date) to the actual date the bank received the deposit. Remember to enter the deposit ticket number in the Assignment field.