



How to process a foreign currency deposit



Before you start

Use the FGADCSR form to process regular cash and non-cash receipts. Before you proceed, you must have:

- The deposit slip numbers if you wish to complete the form
- The total of the cheques being deposited
- Transelect closing documents
- If applicable, sales reference numbers related to sales.



Note Foreign collections less than \$100 CAD or USD equivalent will not be accepted. The bank charges could be more than the face value of the cheque.

Process

You will need to:

- Open the form FGADCSR and create a new document.
- Add the document total, contact information and description of deposit.
- Enter the Tax group.
- Add a FOAPAL.
- Add the amount of the deposit, a description and indicate it is a credit.
- **LEAVE THIS FORM IN PROCESS** and bring your deposit to General Accounting.



Creating a new document

- 1 To open the FGADCSR form and create a new document:
 - a Select the FGADCSR form from the **Finance Fast Track Menu** or enter 'FGADCSR' in the **Go To...** field and press <Enter>.

Document Number: ▼

Vendor Code: ▼

Document Header

Transaction Date:  Document Total:

Sales Tax Effective Date:

Collects Tax:

NSF Checking Document Text Exists: Document Status:

Last updated by:

Organisation:

Phone:

Email:

- b In the **Document Number** field, enter 'Next'.
 - c Next Block  (or Ctrl + Page Down) to the **Document Header** block.

The current date automatically defaults into the **Transaction Date** field.

- d <Tab> to **Document Total**.
- 2 To add the document total, your contact information and a description of the deposit:

- a Enter the Document Total by recording the absolute value of the Direct Cash Receipt.

Note Do not convert the deposit to Canadian currency equivalence since Central Accounting is responsible for the conversion, when the cheque is put on collection.

- b Select the **Options > Document Text** menu option.
 - c Put your cursor in the first line of **Text** and enter this information (use the down arrow key to change line):
 - **Line 1 must have:** Name, department and telephone number



of the individual preparing the document. (Example: Jane Smith, Accounting Dept., Local 3333).

- **Line 2 and 3 are used to:** Record the names of the payers, cheque numbers, amounts and the reason for the deposit.

Example 1: ABC Company, Chq#456, \$300, Reimbursement for long distance charges.

Example 2: Visa sales for Feb. 03 2006, \$350, application fees.

If you have transelect closing documents, enter the information here.

- d **Save** and **Exit** the form to return to FGADCSR.

Note

A document number will appear in **Document Number** in the key block. **Take note of this number!**

Entering a tax group

To enter the Tax group:

- a Next Block to this untitled block.

Status:	<input type="checkbox"/>	Sequence:	<input type="text"/>	Tax Group:	<input type="text"/> <input type="button" value="v"/>	<input type="text"/>	
COA	<input type="button" value="v"/>	Year	<input type="text"/>	Index	<input type="button" value="v"/>	<input type="text"/>	
Fund	<input type="text"/>	<input type="button" value="v"/>				Fund Type	<input type="checkbox"/>
Orgn	<input type="text"/>	<input type="button" value="v"/>					
Acct	<input type="text"/>	<input type="button" value="v"/>					
Prog	<input type="text"/>	<input type="button" value="v"/>					
Actv	<input type="text"/>	<input type="button" value="v"/>					
Locn	<input type="text"/>	<input type="button" value="v"/>					
Percent:	<input type="text"/>	Amount:	<input type="text"/>	D/C:	<input type="checkbox"/>	<input type="checkbox"/> NSF Override	
Deposit Type:	<input checked="" type="radio"/> Cheque	<input type="radio"/> Debit Card	<input type="radio"/> Mastercard	<input type="radio"/> Visa	<input type="radio"/> Amex	<input type="radio"/> Cash	<input type="radio"/> Wire
Description:	<input type="text"/>			Bank Deposit Slip:	<input type="text"/>	Document Reference:	<input type="text"/>
				Bank:	<input type="text"/>		

- b <Tab> through the **Sequence** field.

A sequence number automatically defaults in.

- c Click beside **Tax Group** and choose the appropriate Tax group for your deposit.

Note

When the GST & QST are exempted, the tax code is MCEE. IF YOU ARE UNSURE OF WHICH TAX GROUP TO CHOOSE, PLEASE CALL ACCOUNTING FOR HELP.

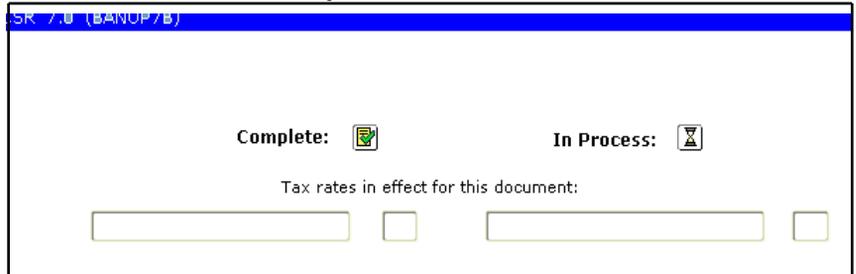


Adding a FOAPAL and description

- 4 To add the FOAPAL:
 - a <Tab> to the **Fund** field and enter your fund number. The **Fund Code** cannot represent an Endowment fund.
 - b <Tab >to the **Acct** field and enter your Account code if known, or click to perform a search. Only Account codes beginning with 1, 2, 5, and 7 can be used.
- 5 To add the amount of the deposit, a description and indicate it is a credit:
 - a <Tab> to **Amount** and enter the amount of your deposit.
 - b <Tab >to the **D/C** and enter a "+" (for Credit).
When you <Tab> out of **DC**, the bank code defaults into the **Bank** field.
 - c Click the **Deposit Type** button that pertains to your deposit.
 - d <Tab >to **Description** and enter description of your deposit, up to 35 characters.
When you <Tab> out of **Description**, the prefix code corresponding to the current Deposit Type will default in.
 - e Enter a **Document Reference** number if you wish. This is not a mandatory field.

Leaving the document In-Process

- 6 To leave the document in process and finish the processing.
 - a Next Block to the **Completion** window.



- b Click the **In-Process** icon .
 - c Put the Document Number on the back of the cheque.
 - d Bring your deposit to General Accounting where they will complete the process.