

HOW TO PROCESS DEPOSITS IN BANNER FIS Direct Cash Receipt Form (FGADCSR)

General:

The *Direct Cash Receipt Form* is used to process regular cash and non-cash receipts.

Check List:

Before you proceed, you must have the following information:

- Deposit Slips
- Total of cheques being deposited
- Stamp back of cheques
- Transelect Closing Documents
- Sales reference numbers related to sale

Symbol Explanation:



Double click on this field to access a calendar



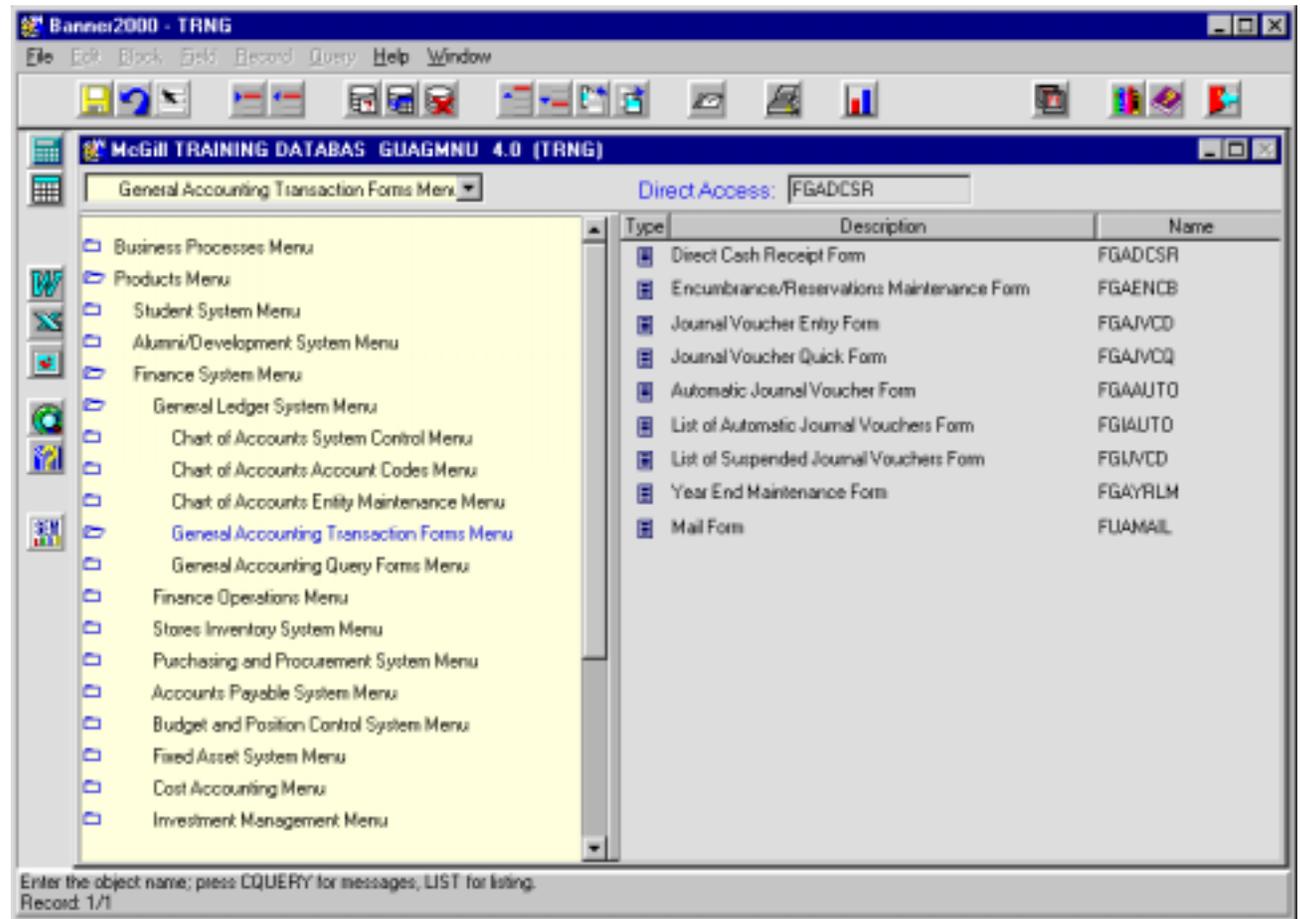
Double click on this field to access a calculator

Accessing the "Direct Cash Receipt Form" (FGADCSR)

Type the name of the form **FGADCSR** in the Direct Access field.
(OR)

Use the Menu Selection:

- 1) Access Main Finance System Menu
- 2) Select General Ledger System Menu
- 3) Select General Accounting Transaction Forms Menu
- 4) Select Direct Cash Receipt Form (FGADCSR)



The adjacent screen will appear:

NOTE: Numbers have been added to the form above to help find and identify the different fields. These numbers correspond to the table below, which not only describes what a user needs to enter in each individual field but also defines or explains the fields' purpose.

The screenshot shows a software window titled "Banner2000 - TRNG" with a menu bar (File, Edit, Block, Field, Record, Query, Help, Window) and a toolbar. The main window is titled "Direct Cash Receipt Form FGADCSR 4.0 (TRNG)". On the left is a vertical "Options" pane with "Header Information" selected. The form fields are as follows:

- Document Number: [1.]
- Vendor Code: [2.]
- Transaction Date: [3.]
- Document Total: [4.]
- Collects Tax: [5.]
- NSF Checking: [6.]
- Document Text Exists: [7.]
- Document Status: [8.]

At the bottom of the window, it says "Record 1/1".

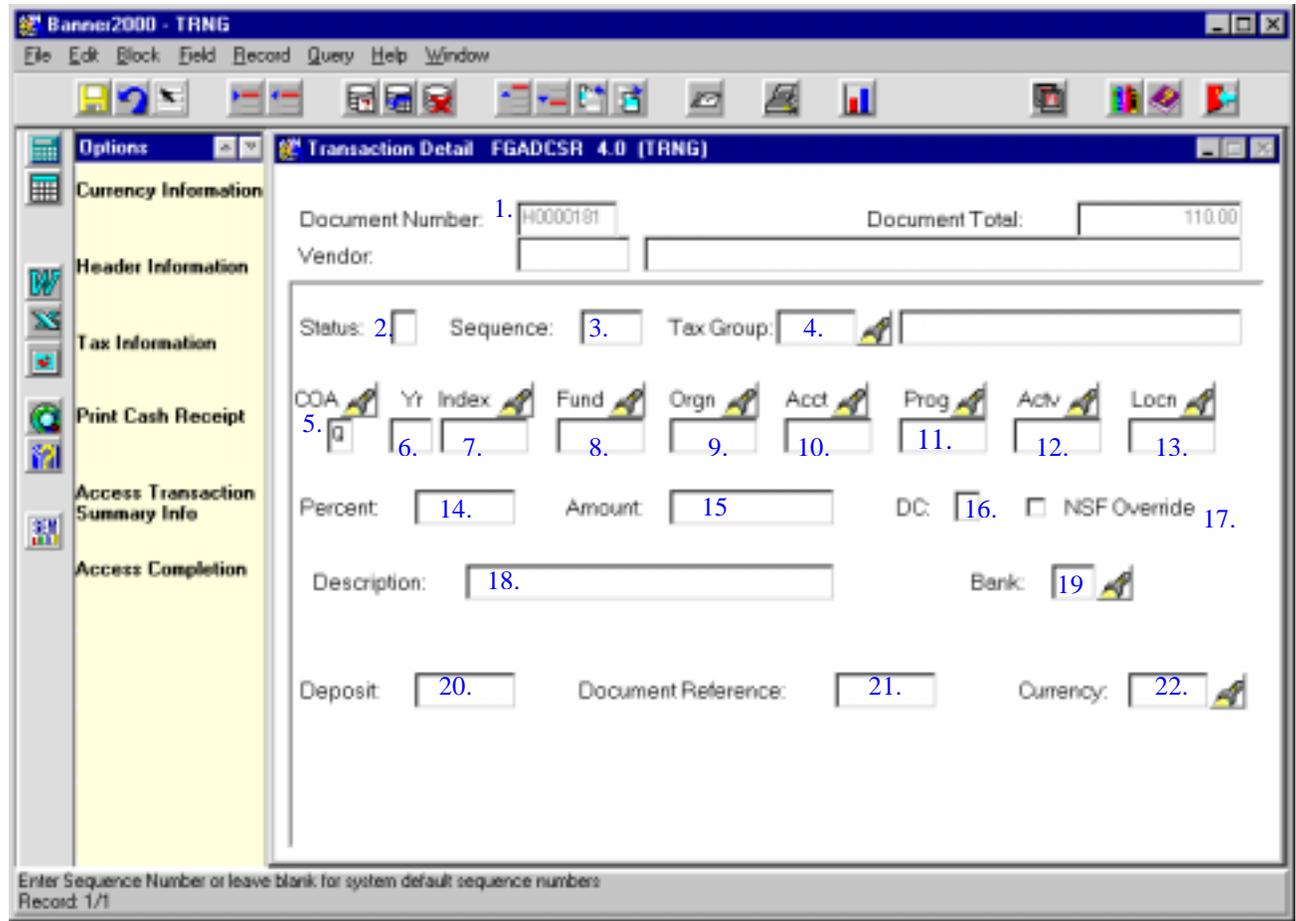
<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
✓	1.	Document Number	Enter <i>NEXT</i>		This field issues a cash receipt document number beginning with H.	
	2.	Vendor code	Leave blank		Optional Field. This field to be used by Accounts Payable to process refunds	⇒ Entity Name/ID Search Form (FTIIDEN) ⇒ Vendor Maintenance (FTMVEND)

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✓		Menu	Proceed to the {Next Block}			
	3.	Transaction Date			 Defaults the current date, but can be overridden.	
✓	4.	Document Total	Enter the transaction amount as a positive number.		 The total absolute value of the Direct Cash Receipt being recorded	
	5.	Collects Tax			This field defaults if you chose a Vendor code.	
	6.	NSF Checking			Y - available balance checking will be done at entry time for this particular Direct Cash Receipt.	
	7.	Document Text Exists			Indicates whether additional text exists for this transaction. Y - text exists N - text does not exist	
	8.	Document Status			Indicates the status of the document. C - document is complete I - document is incomplete	
✓			Click on {Document Text} in the Options Menu.	Takes you to the General Text Entry Form (FOATEXT)	In all instances, the 'Document Text' field should include the following: <ul style="list-style-type: none"> ▪ Line 1: The department initiating the deposit ▪ Line 2: The name of the person who has prepared the document ▪ Line 3 onwards: The phone number where they may be reached. It may also include any information a department may wish to record relating to the entire deposit. In the case of a deposit of several cash receipts being distributed to one FOAPAL with one description	⇒ General Text Entry Form (FOATEXT)

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
					<p>(therefore one tax code), it is recommended that the document text field be used to record the <i>names of the payers</i> and the <i>individual amounts received</i>.</p> <p>*It is worthwhile to note that the month of sale will no longer be recorded when submitting a deposit transmittal. Departments will be expected to report their deposits in the month they are received.</p> <p>Once you have finished entering all the information, click on the Exit icon located at the far right of the toolbar. A message box will appear asking you if you would like to save your changes, click on Yes. Your changes will be saved and you will return to your calling form.</p>	
✓			Proceed to the {Next Block}	Takes you to the <i>Transaction Detail Window</i> .	Used to view details of the transaction eg: FOAPAL string	

Transaction Detail Window:

The *Transaction Detail Window* displays the FOAPAL information for the specified Direct Cash Receipt document.



Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✓	1.	Document Number	Take note of document number for future reference	PAGE HEADER Cannot select field	The number assigned by the system	
	2.	Status			Status Indicator. This field displays the status of the Transaction. P- Postable, E – fails edit, N – NSF checking results	
	3.	Sequence Number				

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
		Number			A number identifying the individual detail transactions within this document	
	4.	Tax Group		The description automatically defaults in.	Tax Group Code. The unique identifier of the tax group associated with this Direct Cash Receipt detail record. This must be matched to the revenue account. Some valid choices are: MCCE = GST included, QST exempt MCEC = QST is included, GST exempt MCEE = both taxes exempt MCZZ = both taxes zero rated 3 rd character of the acronym = GST 4 th character of the acronym = QST	Tax Group List selected through flashlight search
✓	5.	COA	Enter "1"		This is the Chart of Accounts code where transactions will be posted.	
	6.	Yr			Defaults the Fiscal year you are posting to.	
	7.	Index	✗ McGill does not use this field		McGill does not use this field	
✓	8.	Fund	Enter OR {Search} for Fund code		Fund Code. Source of money and how it must be used.	⇒ Fund Code Validation Form (FTVFUND)
✓	9.	Orgn	Enter OR {Select} a five digit Organization code		Organization code. Departmental entities or budgetary units within the University.	⇒ Organization Code Validation Form (FTVORGN)
✓	10.	Acct	Enter OR {Select} a six digit Account code		Account code. Describes nature of expenditures, revenues, assets, liabilities and fund balances.	⇒ Account Code Validation Form (FTVACCT)
✓	11.	Prog	Enter OR {Search} for four digit Program code		Required Field for Operating Ledger distribution but Optional for General Ledger must exist and be data enterable.	⇒ Program Code Validation Form (FTVPROG)
	12.	Actv	Enter OR {Search} a six digit Activity code (optional)		ACTIVITY code. Free form element used for independent reporting needs.	⇒ Activity Code Validation Form (FTVACTV)

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
	13.	Locn	Enter OR {Search} a six digit Location code (optional)		LOCATION code. Identifies the physical whereabouts of financial transactions.	⇒ Location Code Validation Form (FTVLOCN)
	14.	Percent	Enter the percentage of the transaction to be applied to this FOAPAL.		This field indicates the percentage of the deposit to be allocated to the FOAPAL string. 	
✓	15.	Amount	Enter the dollar amount		This field is the dollar amount of the transaction associated with this particular accounting distribution. 	
✓	16.	DC	Enter “+ “ to deposit cash or cheques or record revenues, enter a “-“ if returned items are being posted.		Debit/Credit Indicator. <u>Very Important:</u> Use “+” for incoming cash or cheques, regardless of the FOAPAL it is processed on.	
	17.	NSF Override			Available Budget Override. This indicator is used to override the availability-of-funds checking process, if the user has the authority.	
✓	18.	Description			Transaction Description. This field is used to record any combination of payer, purpose of receipt and cheque date. However if the deposit relates to transelect transactions such as debit cards, Visa, or Master card, this field should be entered as ‘ttmmdd merchant number’* and any other information the department would like captured. *where tt is for the type of transaction (e.g. VI for Visa, EF for debit card, MC for MasterCard) , mmdd are the month and day of sale (e.g. 0726), and the department’s merchant	

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					number provided by General Accounting when a merchant is set up.	
	19.	Bank			Usually "CD" or "MM" for Bank of Montreal Mastercard	
✓	20.	Deposit	Enter related deposit number.		This field is to be used to record the bank deposit slip number.	
	21.	Document Reference			This field is for departmental use and it is recommended that it be used to record invoice numbers or sales references, should they exist.	This number is passed to FGIDOCR
	22.	Currency	None {Tab}		This field is not to be used. It is meant to be the currency code associated with this detail record, but it does not post correctly to the banks. McGill will likely be asking SCT to fix this problem, in conjunction with other Canadian institutions.	
<p>Note: If you want to enter more than one sequence, press the "down arrow" key on your keyboard or click on the {Next Record} icon on your toolbar. Fill in the required information, then go to the {Next Block} to the Completion Window.</p>						
✓			Once you have finished entering all your sequences proceed to the {Next Block}.	Takes you to the <i>Completion Window</i>		

Completion Window:

Only those departments who do their own depositing and therefore have a deposit slip number “**complete**” the form. Departments who send cheques to Accounting for deposit will leave the form “**in process**”.



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	49.	Complete	Click {Complete}	Dialog Box: <i>Document completed and forwarded to the posting process</i>	Completes the transaction and forwards the transaction to the posting or approvals process. Only those departments who do their own depositing “completes” the form.	
✓	50.	In Process			Saves the data without sending it to the posting or approvals process. Puts the transaction in suspense. Departments who send cheques to Accounting for deposit will leave the form “in process”.	

Actions:

To Duplicate a sequence – Go to the sequence number you wish to duplicate. Press F6 which will insert a record. Then press F4 to duplicate the record which you had been on. The information from that transaction will default in to the new sequence and any of the information may be changed.

Change Sequence – Simply select the sequence and tab to the one which you wish to change. Make your changes and save the record, either by pressing the SAVE icon or accessing the completion window and pressing INCOMPLETE.

Remove Sequence – Simply go to the sequence in question and press shift F6 or click REMOVE RECORD.

To remove a document which has not been completed - Go to the header record and move to the transaction date field. Press remove record twice and the document will be removed.

Navigation Bar :

Print Cash Receipts – Optional, to be used if a receipt is required.

Currency Conversion – This may be clicked on if the Currency field was completed to see what the converted amount would be. Ctrl Q to exit.

Tax Information - This may be clicked to see the tax amounts calculated by the Tax Group entered. Ignore the rebate amounts. Click on the transaction detail info on the navigation bar to return to the calling form.

Transaction Summary – This is a way to view the transaction in summary form on FGIBSUM. From here you can view tax information as well on the summary transaction. Exit from this form to return to FGADCSR.

Completion – Once the transaction is complete, you access the completion window. Here you have two options, either to COMPLETE the form or leave it IN PROCESS. If the deposit slip information has been entered, COMPLETE the form. If the cheques are to be deposited by central Accounting, leave the form IN PROCESS and forward the cheques to Accounting with the required information on the back of the cheques.