









How to Create a Check Deposit Form

1. Select the form **FGADCSR** from the **Finance Fast Track Menu** on the Main Menu or type **FGADCSR** in the **Direct Access** field and hit **Enter**.
2. Type **Next** in the **Document Number** field.
3. Click on the **Next Block** icon  or use **Ctrl-Page Down** if you prefer to use your keyboard.
4. The **Transaction Date** will automatically default to today's date. Hit the **Tab** key.
5. Enter the **Document Total**.
6. Click on **Document Text** on the yellow **Navigation** bar to the left of your screen.
7. Click on the **Next Bloc** icon  or use **Ctrl-Page Down** if you prefer using your keyboard. Type your **Name**, **Phone Extension**, and the **Purpose** for the deposit.
8. Click on the **Exit** icon  or use **Ctrl-Q** if you prefer using your keyboard. A message box will pop up asking you to **Save** your changes. Click on **Yes**.
NOTE: A Document Number now appears in the Document Number field. **It is a good idea to write this number down!**
9. Click on the **Next Block** icon  or use **Ctrl-Page Down** if you prefer using your keyboard.
10. Hit the **Tab** key, a **Sequence** number will automatically default in for you.
11. Hit the **Flashlight** icon  and choose the **Tax** group that fits your deposit. **IF YOU ARE UNSURE OF WHICH TAX GROUP TO CHOOSE, PLEASE CALL ACCOUNTING FOR HELP.**
12. Hit the **Tab** key until you are in the **Fund** field. Enter your Fund number.
13. Hit the **Tab** key until you are in the **Account** field. Enter your **Account** code if you know it, **OR** hit the **Flashlight** icon  and perform a search.
14. Hit the **Tab** key until you are in the **Amount** field. Enter the Amount of your deposit.
15. Hit the **Tab** key once and enter + in the **DC** field.

16. **Tab** to the **Description** field and enter a **30-character** description for your deposit. This description will appear on you ledger.
17. Enter **CD** in the **Bank** field.
18. **IF YOU BROUGHT YOUR DEPOSIT TO THE BANK – ENTER THE DEPOSIT SLIP NUMBER IN THE DEPOSIT FIELD AND COMPLETE**  **THE FORM.**
19. **IF YOU ARE BRINGING YOUR DEPOSIT TO ACCOUNTING – LEAVE THE FORM IN PROCESS**  **- PUT THE DOCUMENT NUMBER ON THE BACK OF YOUR CHECK AND BRING THE CHECK TO ACCOUNTING FOR THEM TO COMPLETE.**

For **MORE INFORMATION** on this form see the [Form Documentation](#).