How to process a U.S. dollar deposit

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Before you start
Use the FGAJVCD form to process regular US cash and non-cash receipts.

Before you proceed, you must have:

- The deposit slips
- The total of U.S. dollar cheques being deposited
- The back of the cheques stamped (to indicate FOAPAL/document number)
- The sales reference numbers related to the sale if applicable.

Process
- Open the form FGAJVCD and create a new document.
- Add the document total, your contact information and a description of the deposit.
- Add the Journal Type, the FOAPAL and the amount of the deposit.
- Indicate it is a deposit, add a description and the bank code.
- Add the deposit slip number (optional).
- Enter the currency.
- Complete the document or leave it in process.

Creating a new document
1   To open the form FGAJVCD and create a new document:

    a   Select the form FGAJVCD from the **Finance Fast Track Menu** or enter 'FGAJVCD' in the **Go To...** field and press <Enter>.

    b   In the **Document Number** field, enter 'NEXT'.

c   Next Block 🗗 (or Ctrl + Page Down) to the **Journal Voucher Document Header** block.

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

d   <Tab> to **Document Total**.

Add totals and description   2   To add the document total, contact information and a description of the deposit:

a   In **Document Total**: record the absolute value of the Direct Cash Receipt   (Example: Total sales = $200 + refunds = $50, document total = $250).

b   Select the **Options** > **Document Text** menu option to display the FOATEXT form.

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).

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

Note   A document number will appear in **Document Number** in the key block pf FGAJVCD, as illustrated below. **Take note of this number!**

Journal type, FOAPAL, and amount

3 To add the Journal Type, the FOAPAL and the amount of the deposit:

  a Next Block to this untitled block.

Transaction Detail FGAJVCD 7.1 (BANUP7B)

Document Number: 00203887   Submission: 0   Document Total: 200.00

Status: ☐   Sequence: ☐   Journal Type: ☐ ▼ ☐

COA   Index   Fund   Orgn   Acct   Prog   Actv   Locn   Project
☐▼   ☐▼   ☐▼   ☐▼   ☐▼   ☐▼   ☐▼   ☐▼   ☐▼

Percent: ☐   Amount: ☐   Debit/Credit: ☐   ☐NSF Override

Description: ☐   Bank Code: ☐▼   Deposit: ☐

Encumbrance Number: ☐▼   Item Number: ☐   Sequence: ☐   Action: (None) ▼   Commit Ty

Document Reference: ☐   Budget Period: ☐   ☐Accrual Indicator   Currency: ☐▼

Pool COA: ☐▼   Pool Fund: ☐▼   Gift Date: ☐ ▦   Number of Units: ☐

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

    A sequence number automatically defaults in.

  c In **Journal Type**, enter 'CSR'

  a <Tab> to the **Fund** field and enter your fund number.

  b <Tab >to the **Acct** field and enter the revenue account that best fits your deposit; if you do not know your Account code, click ☐▼ to perform a search.

  c <Tab> to **Amount** and enter the amount of your deposit.

4 To indicate it is a deposit, add a description and the bank code:

  a <Tab> to the **Debit/Credit** field and enter a plus sign (+) indicating a deposit.

  b <Tab> to the **Description** field and enter a 35-character description for your deposit. Use this field to include information that will help you to quickly identify any item that will be charges or credited to your fund code.

Tip

  For cheque & cash deposits, we recommend the following: e.g. 'Chq ABC Company - refund long dist'.

  c <Tab> to the **Bank Code** field and enter 'UD'.

5   To add the deposit slip number (optional):

a   <Tab> to the **Deposit** field.

b   If you are bringing the deposit to the bank, enter the deposit slip number in **Deposit** field for every Sequence. This is mandatory in order to complete the document.

The bank deposit number is the first set of numbers found on the bottom left of the deposit slip, starting with the department's ID followed by a sequential number.

6   To enter the currency, <Tab> to the **Currency** field and enter 'USR'.

The form will look something like this at this point:

Completing the document

7   To complete the document or leave it in process:

a   Next block to the **Completion** window.

b   Click on **Complete only** if you entered the deposit slip number.

c   If you are bringing the deposit to the Accounting department, click on **In Process**.

Make sure to indicate the document number on the back of your cheque and bring the cheque to Accounting where they will complete the form.