








How to Deposit a U.S Check Using the Form FGAJVCD

1. Select the form **FGAJVCD** on the **Finance Fast Track Menu** on the Main Menu or type **FGAJVCD** 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 using your keyboard.
4. The **Transaction Date** will automatically default to today's date. Hit the **Tab** key.
5. Enter the **Document Total**. Record the absolute value of the deposit.
Example: Total sales \$200 + Refunds \$ 50 = Document Total \$ 250.
6. Click on **Document Text** on the yellow **Navigation Bar** to the left of your screen.
1. Click on the **Next Bloc** icon  or use **Ctrl-Page Down** if you prefer using your keyboard
Line 1 must have: Name, Department and telephone number of the individual who is preparing the document. Ex: **Jane Smith, Accounting Dept, Local 3333**
Line 2 onwards should record: the names of the payers, cheque numbers, amounts and the reason for the deposit. Ex: **ABC Company, Chq#456 \$300, Reimbursement for long distance charges OR Visa sales for Feb 03, 2001 = \$350 application fees**
2. 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.
Write this number down!
7. Click on the **Next Bloc** icon  or, use **Ctrl-Page Down** if you prefer using your keyboard.
8. Your cursor is in the **Sequence** field. Hit the **Tab** key. The sequence number will automatically default for you.
9. Enter **CSR** in the **Journal Type** field.
10. **Tab** to the **Fund** field and enter your **Fund**.

11. **Tab** to the **Account** Code field and enter the **Revenue** account that best fits your deposit (If you do not know your **Account Code**, click on the **Flashlight** icon  and perform a search).
12. **Tab** to the **Amount** field and enter the amount of your deposit.
 - a. **Tab** to the **Description** field 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.
 - b. For cheque & cash deposits, we recommend the following:
Chq ABC Company – refund long dist
13. **Tab** to the **Bank** field. Enter **UD**.
14. Tab to the **Deposit** field.

If you bring your DEPOSIT to the BANK – Enter the DEPOSIT SLIP NUMBER (THIS IS MANDATORY) in the Deposit field for every sequence. The bank deposit number is the first set of numbers found on the bottom left hand side of the deposit slip starting with the department’s ID followed by a sequential number.
15. **Tab** to the **Currency** field. Enter **USR**.
16. If you are **Bring** your **DEPOSIT** to **ACCOUNTING** – **Leave to form IN PROCESS**  - Put the document number on the back of your cheque and **BRING THE CHEQUE TO ACCOUNTING** for them to complete.
17. **COMPLETE** THE FORM 

For **More Information** on this form see the [Form Documentation](#)