

Deposits

Frequently Asked Questions

- **Do I complete the document in FGADCSR once everything has been entered?**

Yes, only if one of the two (or both) apply to your area:

1. Departments bring their own deposits to the bank
2. Departments with Tran select terminals processing Credit/Debit card sales.
(Cash is deposited directly at the bank).

- **When is the document (FGADCSR) left "IN PROCESS"?**

Form FGADCSR, must be left "In Process" when cheques and Credit/Debit card sales are being submitted to the Accounting department for deposit to the bank.

- **Which form do I use for a US deposit?**

Use the FGAJVCD form in order to make a US deposit.

Bank code will be UD

Rule class code will be CSR

Currency will be USR

If there are tax implications, send to accounting

- **How do I deposit a cheque in foreign currency?**

Follow the same procedures as depositing a regular Canadian cheque.

Enter the foreign amount in the "Amount" field.

Leave the document in process and forward it to accounting.

Accounting will send the cheque for collection and complete the document with the Canadian equivalent once the funds are remitted back to us.

N.B. Foreign cheque 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.