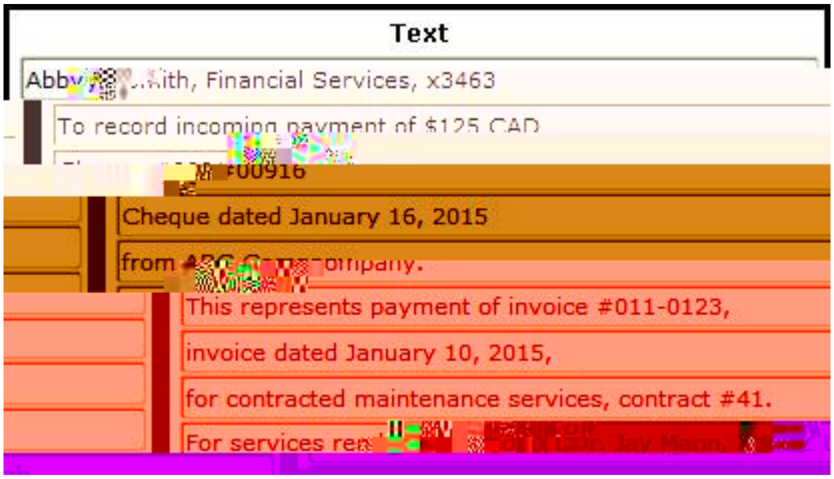
HOW TO process a Canadian currency deposit (FGADCSR)

8. Click the Options menu and select Document Text [FOATEXT].
9. The deposit now has a unique Document Number (HXXXXXXX) which appears in the Code field. If depositing a cheque, write this Document Number on the back of the cheque.

10. Click on the Next Block icon or use Ctrl- Page Down if you prefer using the keyboard to go to the Text lines.
11. Enter the document text for this deposit - describe the purpose:
    Line 1: Name, unit, and contact number of the individual who is preparing the document.
    Line 2 (3,4,etc): Explain why this deposit is being processed. It must include the following information:
    1. Payer - Enter the name of the individual/organization from whom the funds were received.
    2. Sales Reference Number - Source documents concerning all receipts (taxable or exempt) are required to be kept for audit purposes. The sales reference number requires that the department can relate it back to the source document(s). Typical examples of documents that support receipt of funds include: contracts, cash register tapes, copies of receipts. It is the responsibility of departments to ensure that they maintain adequate records and retain these for seven years.
    3. Purpose of Receipt - Indicate a descriptive purpose of the receipt (e.g., room rental, research grant instalment, etc.).

    Avoid using acronyms. If preparing a deposit for credit card sales, do not include the credit card information.

    There is a maximum limit of 50-characters per line with no text-wrapping.
    Use the down-arrow key on your keyboard to move to the next text line or use your mouse to move the cursor.



Abby [illegible]ith, Financial Services, x3463
To record incoming payment of $125 CAD
[illegible] #00916
Cheque dated January 16, 2015
from [illegible]ompany.
This represents payment of invoice #011-0123,
invoice dated January 10, 2015,
for contracted maintenance services, contract #41.
For services re[illegible] Dr. Jay Mann.

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Prepared by

If the Tax Group and Account code do not match, then change either the Tax Group code or the Revenue Account code.

22. Leave the Program code as is and TAB to the next field.
23. If different from 000000, enter the Activity code and TAB to the next field.
24. If different from 000000, enter the Location code and TAB until the cursor is in the Amount field.
25. Enter the Amount of the revenue, or refund, and TAB to the next field.
26. If recording a revenue, select '+ Plus' from the D/C pull-down menu and TAB. If recording a refund, select '- Minus'.
27. Select the Deposit Type that pertains to the revenue by clicking the appropriate radio-button and TAB to the next field.
28. Enter a short Description for this sequence - include a brief description of the revenue, or refund, and TAB to the next field.

    This description will appear on Financial Statements and when querying fund transactions in Banner and Minerva. There is a 30-character limit for this field.

TIP: If you selected Cheque as the Deposit Type,

then begin the Description line with '#' to indicate the cheque number.