## HOW TO process a US currency deposit (FGAJVCD)

<u>Purpose of Receipt</u> - Indicate a descriptive purpose of the receipt (e.g., room rental, research grant instalment, etc.).

Avoid using acronyms.

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.

11. **Gick on the** Save icon (diskette).

- 12. Click on the Exit (black X) icon to return to the Document Header.
- 13. A check box now appears in the

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If your Unit is not set-up with bank deposit slips, then leave the Bank Desposit Slip field blank - you will be sending cheque deposits to Financial Services for completion. TIP: You must print the FOAPAL sequence record as you will be sending the cheque deposit to Financial Services for completion. Be sure to attach the printed FOAPAL sequence record to the cheque, and to write the deposit documen