

<b>Exercise 1</b>	Processing a GL Account posting - <b>Cash Receipt</b>
Objective	Process a <b>cash receipt</b> for revenues earned through <b>departmental sales</b> .
Scenario	<b>Student Services</b> runs a coin-operated photocopier for student use. \$150.00 (\$50.00 in \$1.00 coins and \$100.00 in quarters) has been collected last month; HST of 13% is included in the amount. The revenue will be deposited at the Cashier's Office at 215 Huron Street. 2 <sup>nd</sup> Floor

1. **Use** the form marked **Demo/Exercise 1** to process the transaction in FIS (see "Hints" below).
3. How much is actually deposited to the Student Services account?  
(*Hint: You'll be able to answer this question when you "simulate" the transaction, prior to posting.*)

**HINTS:**

- **QRG:** Create Cash Receipts
- **To find the G/L Account:** Do a **Match Code search** using the "**G/L account description in company code**" tab. In the "**G/L long text**" field, enter **\*cop\***; in the "**G/L account**" field enter **7\***.
- Record the document number on the **Internal Cash Receipts Deposit Form**.