

Exercise 2	Processing a GL Account posting - Cash receipts Direct Bank Deposit
Objective	To process cash receipts directly to the bank for revenues earned by the department last month.
Scenario	The Registrar's Office has collected over the counter monies for transcripts. You deposit the money <u>directly to the bank today</u> . The deposit is to be recorded as revenue in the Registrar's Office account (FC 119820, CC 11043)

The funds received are in the following denominations:

\$326.00	in various cheques
<u>\$531.00</u>	in cash (25 X \$20.00, 3 X \$10.00, 1 X \$1.00)
\$857.00	<u>Total (Includes 13% HST)</u>

1. Complete the “**Banking Report – Direct Bank Deposits Only**” form marked as **Exercise 4**.
2. Process the deposit in FIS using the form you completed in Step 1.

HINTS:

- **QRG:** Create Cash Receipts
- **Document Date:** The date the actual bank deposit took place
- In the case of a Direct Bank Deposit, cheques and cash are treated the same, and are therefore entered on the same line of the form.
- Content of Assignment (Allocation) field aids Cashier; enter **your Dept name and phone number**
- Do a Match Code search on ***trans*** to find the **Revenue** GL (starts with a 7) for Transcripts, via the “G/L account description in company code” tab.