

**FIS - General Ledger Part 1: Basic Data Entry
Exercises 1 - 5**

Exercise 4	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</u> today . The deposit is to be recorded as revenue in the Registrar's Office account (FC 119820, CC 11042)

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.
- **13% HST w/rebate** is collected for this type of sale. Do a Match Code search to find the appropriate "revenue" tax code (it will start with the letter R).
- Note that the **Banking G/L accounts** on this form are different than the ones used for deposits through the Cashier's Office

DEMO/EXERCISE 4: Direct Bank Deposits



CANADIAN BANKING REPORT-DIRECT BANK DEPOSITS ONLY

Submit To: Cashiers Office
 Financial Services Department
 Finance Division
 215 Huron Street

Document Date:	<input type="text"/>	BALANCED	Currency: CAD
Posting Date:	<input type="text"/>		
Document Type:	SF	Document #: <input style="width: 100%;" type="text"/>	
Company Code:	UOFT		

DEBIT POSTKEY	G/L ACCOUNT	DIRECT CASH, CHEQUES DEPOSIT	AMOUNT	BUSINESS AREA	ASSIGNMENT (DEPT NAME & PHONE #)	TEXT FIELD REQUIRED TRANSIT # (5 DIGITS) AND ACCOUNT # (7 DIGITS) & DATE					
40	350006	CIBC-Cash/Chq/Wire & EFT Deposit	\$857.00	1000	Reg Office 8-4675	0123-5678910 - CASH/CHEQUE - July 2017					
Add Item											
DEBIT POSTKEY	G/L ACCOUNT	DIRECT CREDIT CARD DEPOSIT MERCHANT DESCRIPTION	AMOUNT	BUSINESS AREA	ASSIGNMENT (DEPT NAME & PHONE #)	TEXT FIELD REQUIRED - * NOTE * MERCHANT # - CC TYPE - DATE					
40	350006	<input style="width: 100%;" type="text"/>		1000		X					
Total Debits:			857.00								
Add Item											
CREDIT POSTKEY	G/L ACCOUNT	AMOUNT	TAX CODE	BUSINESS AREA	COST CENTER	INTERNAL ORDER	COMMITMENT ITEM	FUNDS CENTER	FUND	TEXT (DESCRIPTION)	
50	738290	\$857.00	R1 - HST 13%	1000	11043		119820			Transcript Revenue - Month of July 2017	
Total Credits:		857.00									

CONTACT INFORMATION						FOR INTERNAL USE ONLY					
Deposit Prepared by: Jane Fistrain			Phone Number: (416) 978-4675			Clearing Document # <input style="width: 100%;" type="text"/> Copies ONE (1) COPY FOR ORIGINATING DEPARTMENT ONE (1) COPY TO FINANCIAL SERVICES					
Faculty/Division: Registrar's Office			Date: August 17, 2017								
Address: 255 McCaul St											
Digitally signed by R. Paramsothy <small>DN: cn=R. Paramsothy, o=University of Toronto, ou=Financial Services, email=roparamso@utoronto.ca, c=CA, Date: 2017.08.16 10:28:02 -0400</small>			_____ Title of Delegated Signing Authority								

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