

FINANCE



Preparing Cash Deposit Cash Summary

In accordance with University policy, any money received must be deposited the day it is received.

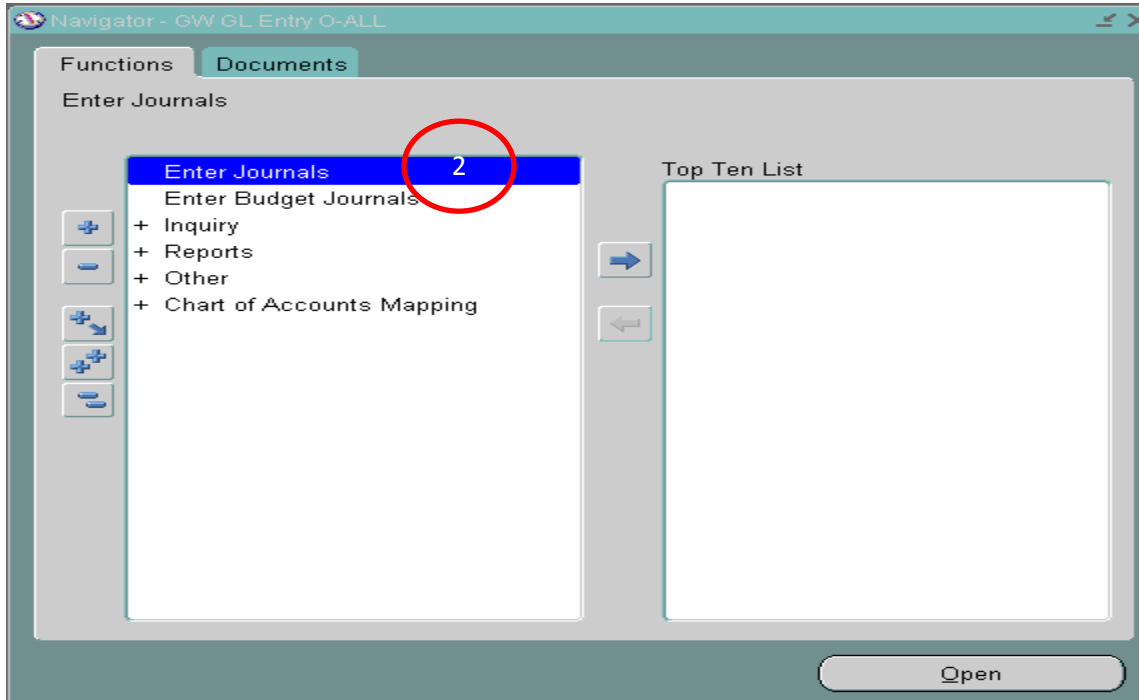
The Colonial Central Processing Unit closes between 2:30p.m. and 3:30 p.m. everyday. If you deliver the deposit prior to 2:30 p.m., your journal must reflect today's date in the Effective Date field. If you deliver the deposit after 3:30 p.m., your journal must reflect the following business day's date.

Please make a copy of the journal entry or note the batch number for the staff.

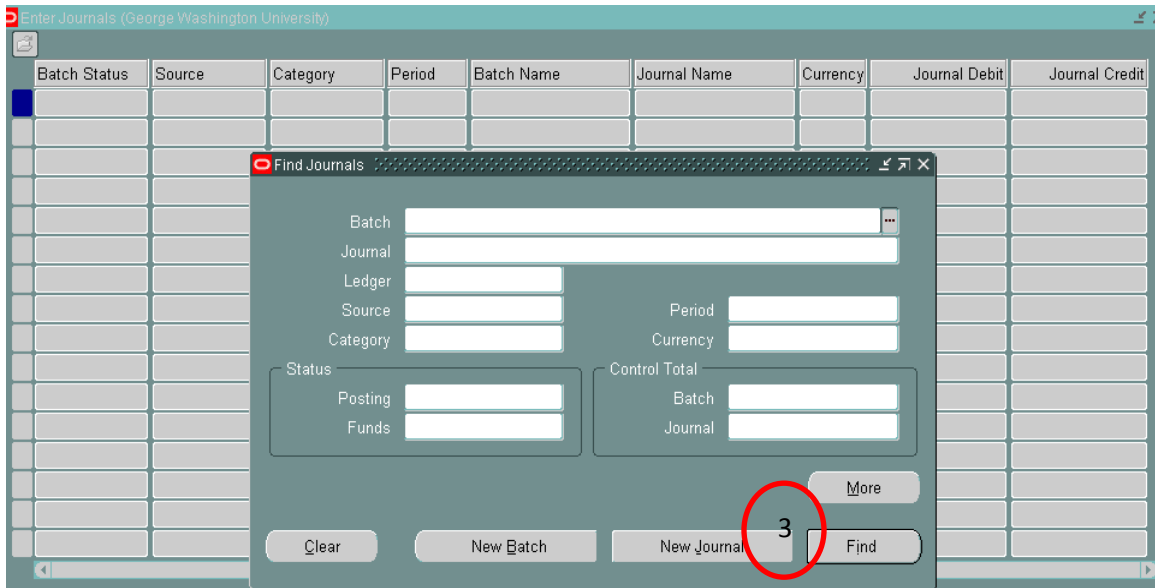
Please note that the following CANNOT be performed via a Cash Summary Journal:

- All gifts must be delivered to the Advancement Office for deposit
- All deposits reimbursing a research grant must be delivered to Grants & Contracts Account Services (GCAS) for deposit.

Preparing the Cash Deposit – Cash Summary



1. Select a GW GL Entry Responsibility
2. Double Click: Enter Journals



3. Click: New Journal

- A list of categories for Cash appear
- Select Cash Summary and Click OK

Journals (George Washington University) - Manual 869732 22-JAN-2014 11:26:47

Journal: Manual 869732 22-JAN-2014 11:26:47

Description: jcage 612345 Enterprise Hall To record fees

Ledger: George Washington Category: Cash Summary

Period: Jan-14 Effective Date: 22-JAN-2014

Balance Type: Actual Budget: Tax: Not Required

Clearing Company: Control Total:

Conversion: Currency: USD Date: 22-JAN-2014 Type: User Rate: 1

Reverse: Date: Period: Method: Switch Dr/Cr Status: Not Reversed

Line	Account	Debit (USD)	Credit (USD)	Description
1	6			jcage 612345 Enterprise Hall To record fees

Accounting Flexfield

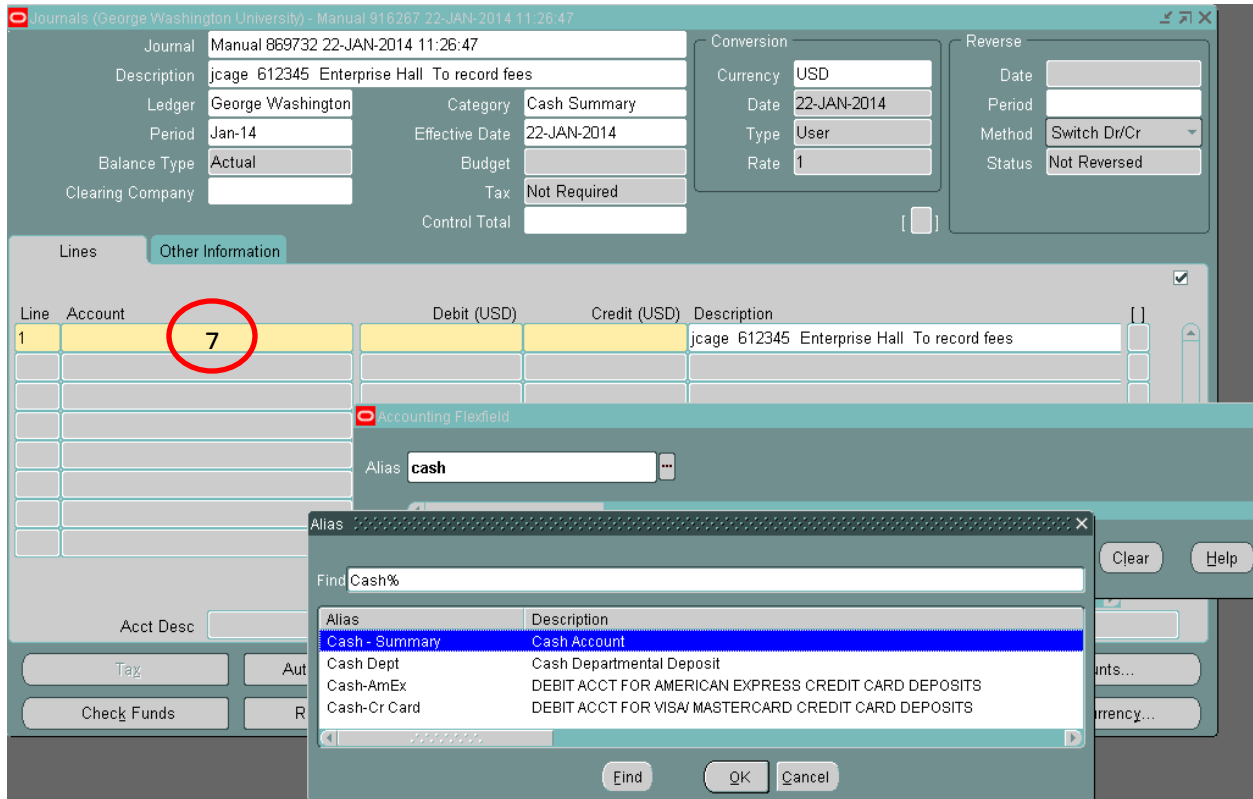
Alias: cash

Buttons: OK, Cancel, Clear, Help

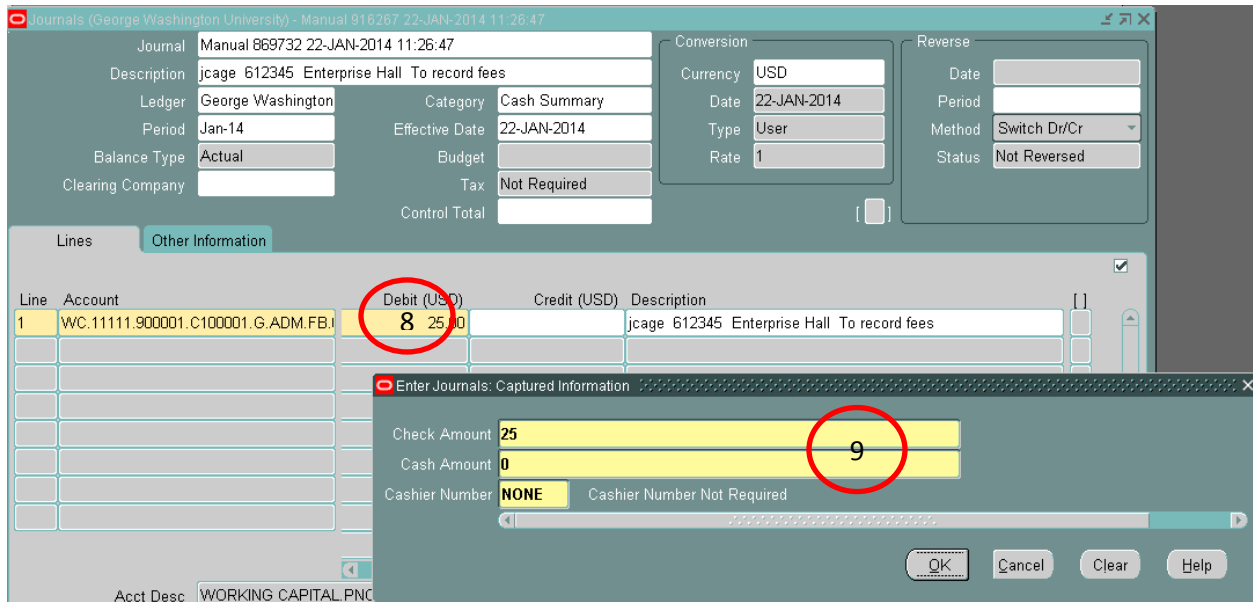
Bottom Buttons: Tag, AutoCopy Batch..., Approve, Line Drilldown..., T Accounts..., Check Funds, Reserve Funds, View Results, Change Period..., Change Currency...

6. The journal header is complete. You are now ready to enter the line information for your deposit
 - Enter Line 1, press Tab key
 - Press CTRL and L key to bring up the alias box or click the box with the 3 dots to bring up the alias box
 - Type the word "cash"

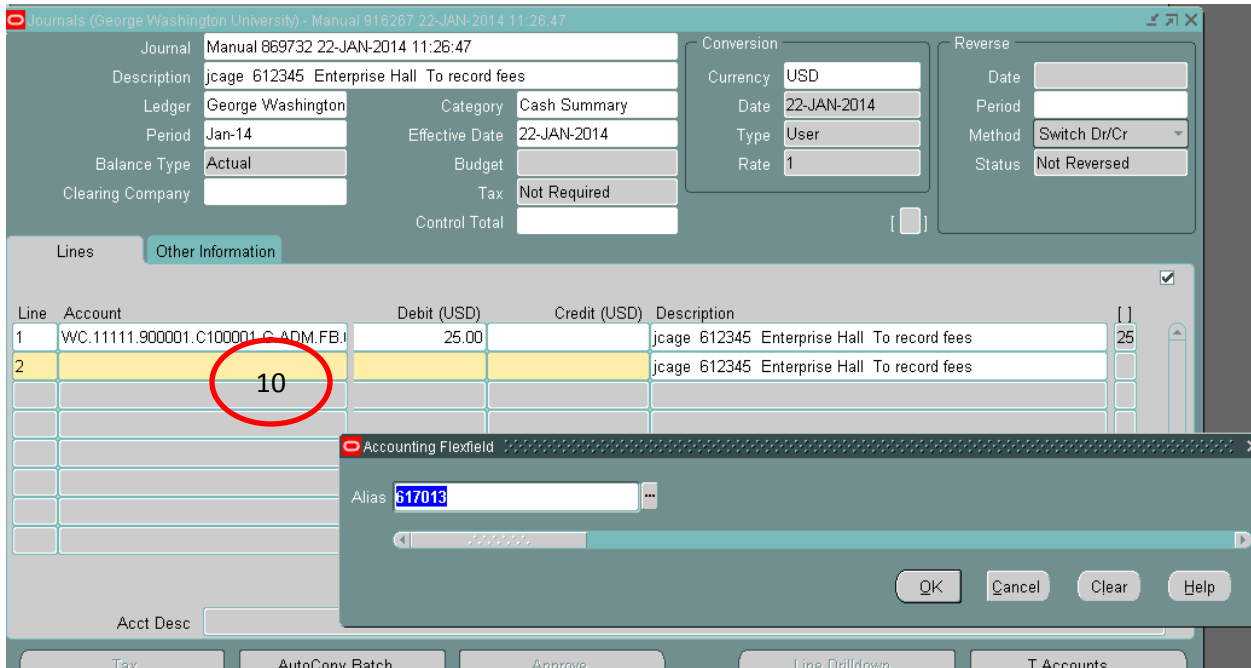
Note: The journal description populates the line description



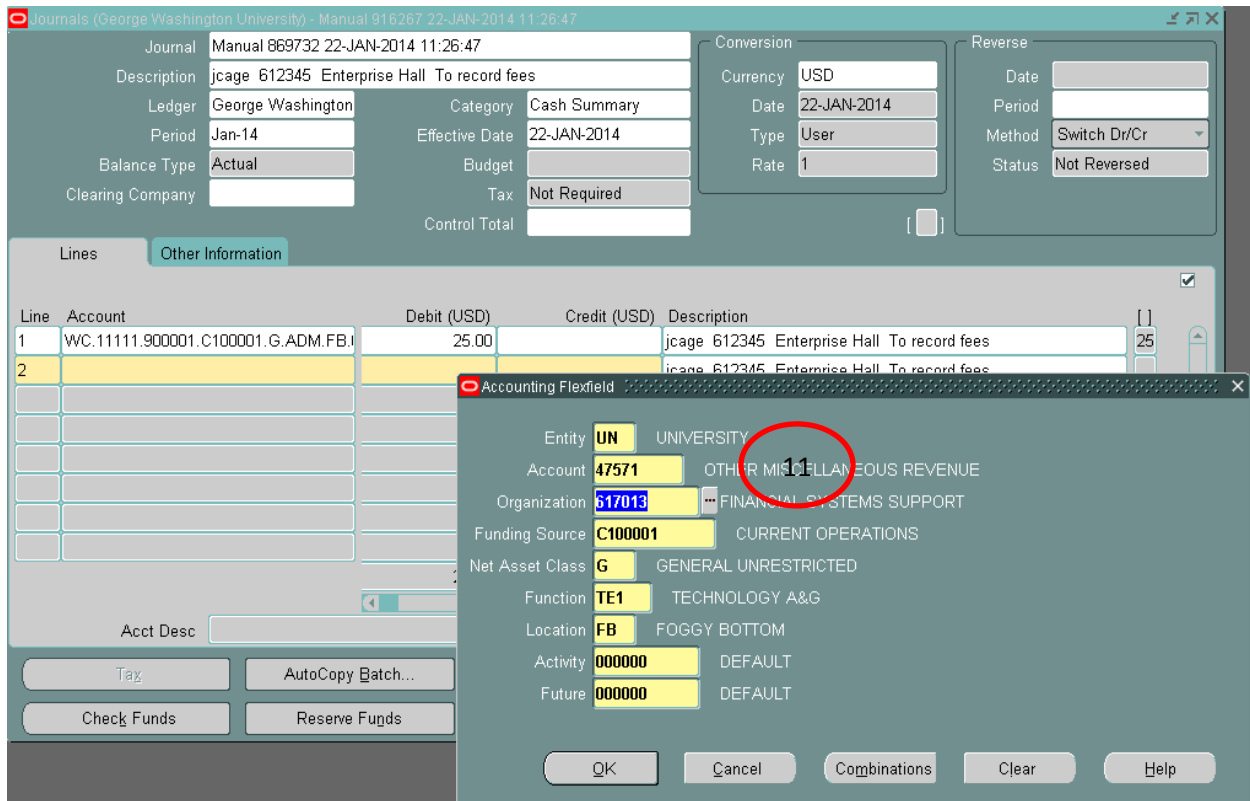
7. A list of cash alias will appear, select Cash-Summary and Click OK. Then Click OK at the Alias window. The full accounting string for the cash account is populated.



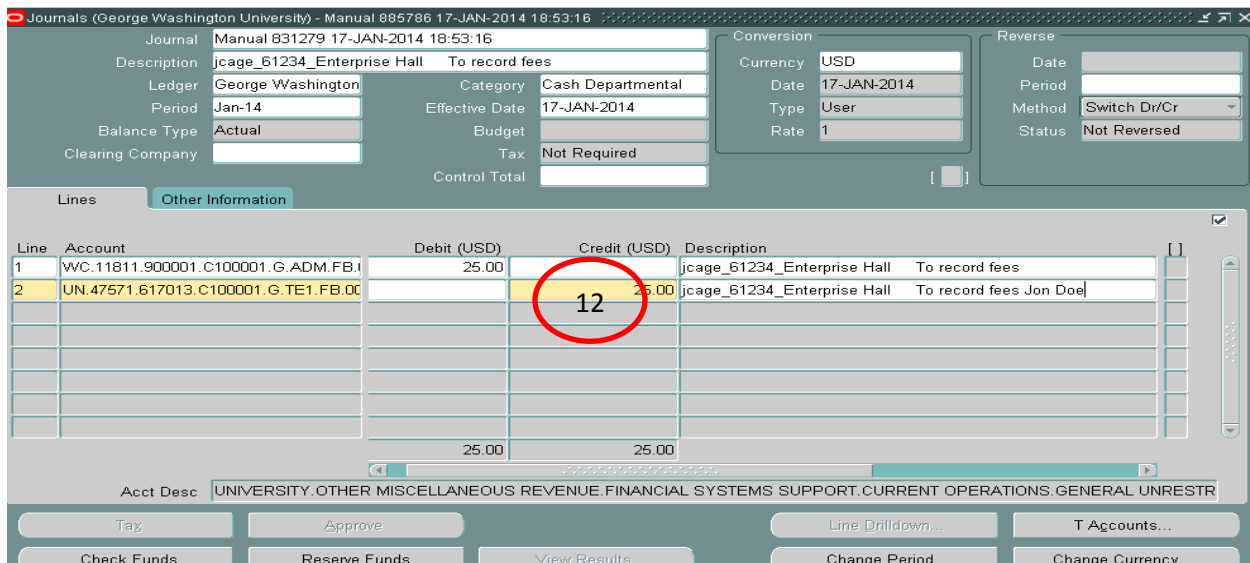
8. Enter the total dollar amount of deposit in the debit column
9. Tab to the last column, Enter Journals: Capture Information. This where you will enter the check/cash information for the deposit.
 - If deposit is a mix of cash and checks, enter appropriate amount for each.
 - If deposit is either all cash or all checks, enter the appropriate amount and enter 0 for the other.
 - Cash Number, enter "NONE" or use the 3 dots box (list of value) and select "NONE".



10. You are ready to enter information on line 2
 - Press CTRL key to bring up alias box or click the box with the 3 dots to bring up the alias box
 - Enter the alias, Click OK

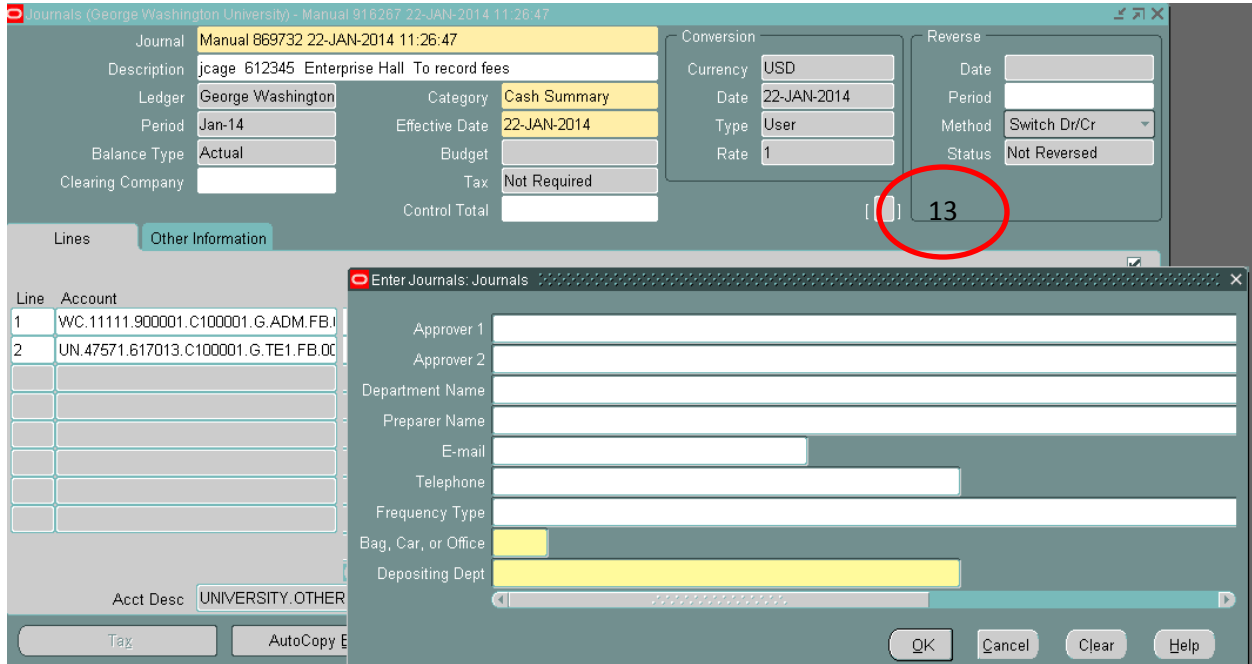


11. At the Accounting Flexfield window, enter the natural account to credit, then Click OK

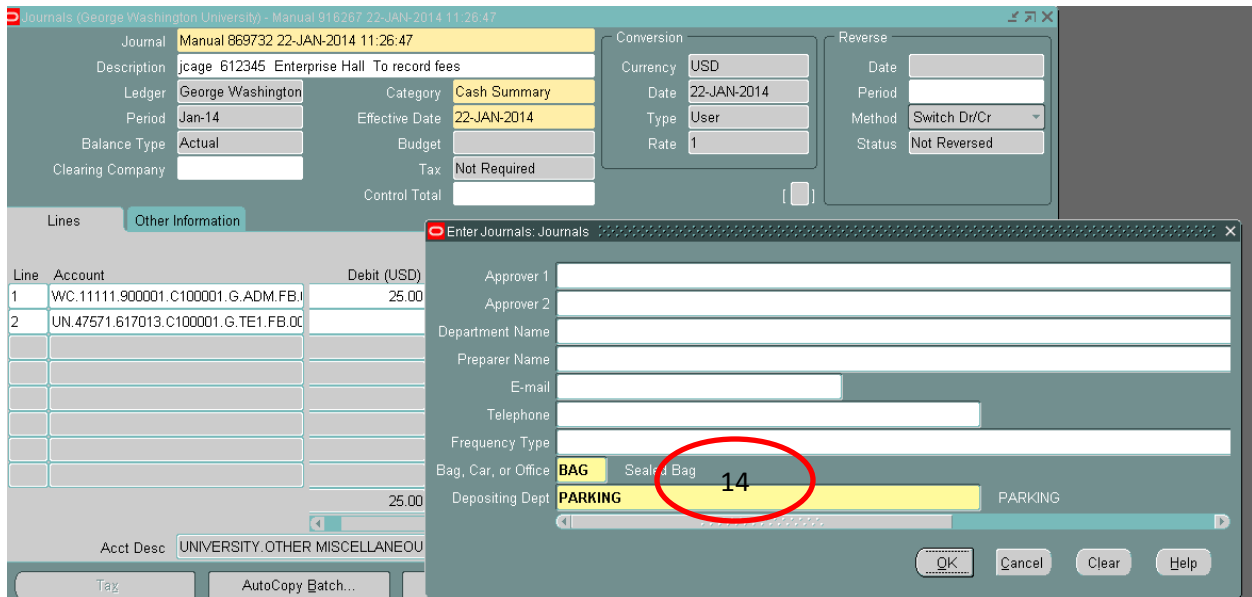


12. Enter credit amount

- The journal description populates the line description, you can append additional information to the line description
- Additional lines can be added for the credit amount, if necessary
- Debit and Credit equal



13. Click the square box surround by brackets. The Enter Journals: Journals window appears.



14. Enter how deposit is sent and Depositing Dept.

- Use CTRL and L keys or 3 dots box (list of values) to select how deposit was sent Bag, Car, or Office

- Depositing Dept, use CTRL and L keys or 3 dots box (list of values) to select your department.

Journals (George Washington University) - Manual 916267 22-JAN-2014 11:26:47

Journal: Manual 869732 22-JAN-2014 11:26:47
 Description: jcage 612345 Enterprise Hall To record fees
 Ledger: George Washington
 Period: Jan-14
 Balance Type: Actual
 Clearing Company: []

Category: Cash Summary
 Effective Date: 22-JAN-2014
 Budget: []
 Tax: Not Required
 Control Total: []

Conversion: Currency: USD, Date: 22-JAN-2014, Type: User, Rate: 1

Reverse: Date: [], Period: [], Method: Switch Dr/Cr, Status: Not Reversed

Lines: Other Information

Line	Account	Debit (USD)	Credit (USD)	Description
1	WC.11111.900001.C100001.G.ADM.FB.I	25.00		jcage 612345 Enterprise Hall To record fees
2	UN.47571.617013.C100001.G.TE1.FB.00		25.00	jcage 612345 Enterprise Hall To record fees
		25.00	25.00	

Acct Desc: UNIVERSITY.OTHER MISCELLANEOUS REVENUE.FINANCIAL SYSTEMS SUPPORT.CURRENT OPERATIONS.GENERAL UNRESTR

Buttons: Tax, AutoCopy Batch..., Approve, Line Drilldown..., T Accounts..., Check Funds, Reserve Funds, View Results, Change Period..., Change Currency...

Journals (George Washington University) - Manual 916267 22-JAN-2014 11:26:47

Journal: Manual 869732 22-JAN-2014 11:26:47
 Description: jcage 612345 Enterprise Hall To record fees
 Ledger: George Washington
 Period: Jan-14
 Balance Type: Actual
 Clearing Company: []

Category: Cash Summary
 Effective Date: 22-JAN-2014
 Budget: []
 Tax: Not Required
 Control Total: []

Conversion: Currency: USD, Date: 22-JAN-2014, Type: User, Rate: 1

Reverse: Date: [], Period: [], Method: Switch Dr/Cr, Status: Not Reversed

Lines: Other Information

Line	Account	Debit (USD)	Credit (USD)	Description
1	WC.11111.900001.C100001.G.ADM.FB.I	25.00		jcage 612345 Enterprise Hall To record fees
2	UN.47571.617013.C100001.G.TE1.FB.00		25.00	jcage 612345 Enterprise Hall To record fees
		25.00	25.00	

Acct Desc: UNIVERSITY.OTHER MISCELLANEOUS REVENUE.FINANCIAL SYSTEMS SUPPORT.CURRENT OPERATIONS.GENERAL UNRESTR

Buttons: Tax, AutoCopy Batch..., Approve, Line Drilldown..., T Accounts..., Check Funds, Reserve Funds, View Results, Change Period..., Change Currency...

Decision: This action will automatically save your work. Do you want to continue? [Yes] [No]

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Journal: Manual 869732 22-JAN-2014 11:26:47

Description: jcase 612345 Enterprise Hall To record fees

Ledger: George Washington Category: Cash Summary

Period: Jan-14 Effective Date: 22-JAN-2014

Balance Type: Actual Budget: Tax: Not Required

Clearing Company: Control Total:

Conversion: Currency: USD Date: 22-JAN-2014 Type: User Rate: 1

Reverse: Date: Period: Method: Switch Dr/Cr Status: Not Reversed

Line	Account	Debit (USD)	Credit (USD)	Description
1	WC.11111.900001.C100001.G.ADM.FB.I	25.00		
2	UN.47571.617013.C100001.G.TE1.FB.00		25.00	
		25.00	25.00	

Acct Desc: UNIVERSITY.OTHER MISCELLANEOUS REVENUE.FINANCIAL SYSTEMS SUPPORT.CURRENT OPERATIONS.GENERAL UNRESTR

Buttons: Tag, AutoCopy Batch..., Approve, Line Drilldown..., T Accounts..., Check Funds, Reserve Funds, View Results, Change Period..., Change Currency...

Forms

FRM-40400: Transaction complete: 3 records applied and saved.

OK

Journal: Manual 869732 22-JAN-2014 11:26:47

Description: jcase 612345 Enterprise Hall To record fees

Ledger: George Washington Category: Cash Summary

Period: Jan-14 Effective Date: 22-JAN-2014

Balance Type: Actual Budget: Tax: Not Required

Clearing Company: Control Total:

Conversion: Currency: USD Date: 22-JAN-2014 Type: User Rate: 1

Reverse: Date: Period: Method: Switch Dr/Cr Status: Not Reversed

Line	Account	Debit (USD)	Credit (USD)	Description
1	WC.11111.900001.C100001.G.ADM.FB.I	25.00		jcase 612345 Enterprise Hall To record fees
2	UN.47571.617013.C100001.G.TE1.FB.00		25.00	
		25.00	25.00	

Acct Desc: UNIVERSITY.OTHER MISCELLANEOUS REVENUE.FINANCIAL SYSTEMS SUPPORT.CURRENT OPERATIONS.GENERAL UNRESTR

Buttons: Tag, AutoCopy Batch..., Approve, Line Drilldown..., T Accounts..., Check Funds, Unreserve Funds, View Results, Change Period..., Change Currency...

Note

Your transaction(s) passed funds reservation.

OK

15. The journal is complete

- Click Reserve Funds (if the journal has not been saved previously, the system will save the journal, Click OK at the Decision box.
- The system will inform you on the number of records saved.
- Then you receive a note that funds passed funds reservation. Click OK

Note: If you need to change the effective date, Click Unreserve Funds. A Note box will appear let you know the funds have been unreserved.

Journals (George Washington University) - Manual 916267 22-JAN-2014 11:26:47

Journal: Manual 869732 22-JAN-2014 11:26:47

Description: jcase 612345 Enterprise Hall To record fees

Ledger: George Washington Category: Cash Summary

Period: Jan-14 Effective Date: 22-JAN-2014

Balance Type: Actual Budget: Tax: Not Required

Clearing Company: Control Total: [...]

Conversion: Currency: USD Date: 22-JAN-2014 Type: User Rate: 1

Reverse: Date: Period: Method: Switch Dr/Cr Status: Not Reversed

Lines Other Information

Line	Account	Debit (USD)	Credit (USD)	Description
1	WC.11111.900001.C100001.G.ADM.FB.I	25.00		jcase 612345 Enterprise Hall To record fees
2	UN.47571.617013.C100001.G.TE1.FB.0C		25.00	Note [REDACTED]
		25.00	25.00	

Acct Desc: UNIVERSITY.OTHER MISCELLANEOUS REVENUE FINANCIAL SYSTEMS SUPPORT.CURRENT OPERATIONS.GENERAL UNRESTR

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Approve

OK

Your journal batch was forwarded to an approver.

16. Click Approve tab. A note will appear letting you know that the journal batch was forwarded to an approver.

The journal has been forwarded to the Colonial Central Processing Unit.

