Preparing a Cash Credit Card Journal In EAS
Preparing the Cash Credit Card Deposit

1. Select a GW GL Entry Responsibility
2. Double Click: Enter Journals
3. Click: New Journal
4. Enter Journal Header Description Information:
   - Your name, extension, location and brief description
   - Click in the Category Field
   *Note: An automatic Batch Name and journal name appear*

5. Type the word “Cash” in the Category filed and press the Tab key
6. The journal header is complete. You are now ready to enter the line information for your deposit
   - Enter Line 1, press Tab key to the Account field
   - Press CTRL and L keys to bring up the alias box or click the box with the 3 dots to bring up the alias box
   - Type the word “cash” and hit the Tab key

   *Note: The journal description populates in the line description*
7. A list of cash alias will appear, select Cash-AmEx (American Express) or Cash-Cr Card (Visa/Mastercard), 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. Enter Credit information on Line 2
   - You are ready to enter the next line of information, Enter Line, 2 and Tab to Account field
   - 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 (index), Click OK
10. At the Accounting Flexfield window, enter the natural account to credit, then Click OK
11. Enter credit amount

- The journal description populates the line description; you can append additional information to the line description by clicking in the field to type.
- Additional journal lines can be added for the credit amount, if necessary
- Debit (s) and Credit (s) must equal
- Click OK.

*Note: The account display is for Miscellaneous Revenue (47571), an HEA account which has enabled a descriptive flexfield box to appear that requires the input of additional information. If HEA account is used, please complete the fields. If a non-HEA account is used the box is not enabled.*
12. Click the square box surround by brackets. The Enter Journals: Journals window appears.
13. Enter Merchant Number and Batch Transmittal Date.
   - Use CTRL and L keys or 3 dots box (list of values) to select appropriate Merchant Number
   - Enter the Batch Transmittal Date (dd-mon-yyyy)
   - Click OK

14. You are back at the main Journal form and ready send the journal for approval.
   - Click Reserve Funds, if you have not saved your journal contents through the creation process, a Decision box will appear (This action will automatically save your work. Do want to continue? Yes or No.)
• Select Yes.
• The system will inform you on the number of records saved

15. The journal is complete
• 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.
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 University Accounting Services (UAS) for review, approval and posting.
EOM