



# Preparing Cash Deposit Cash Departmental

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

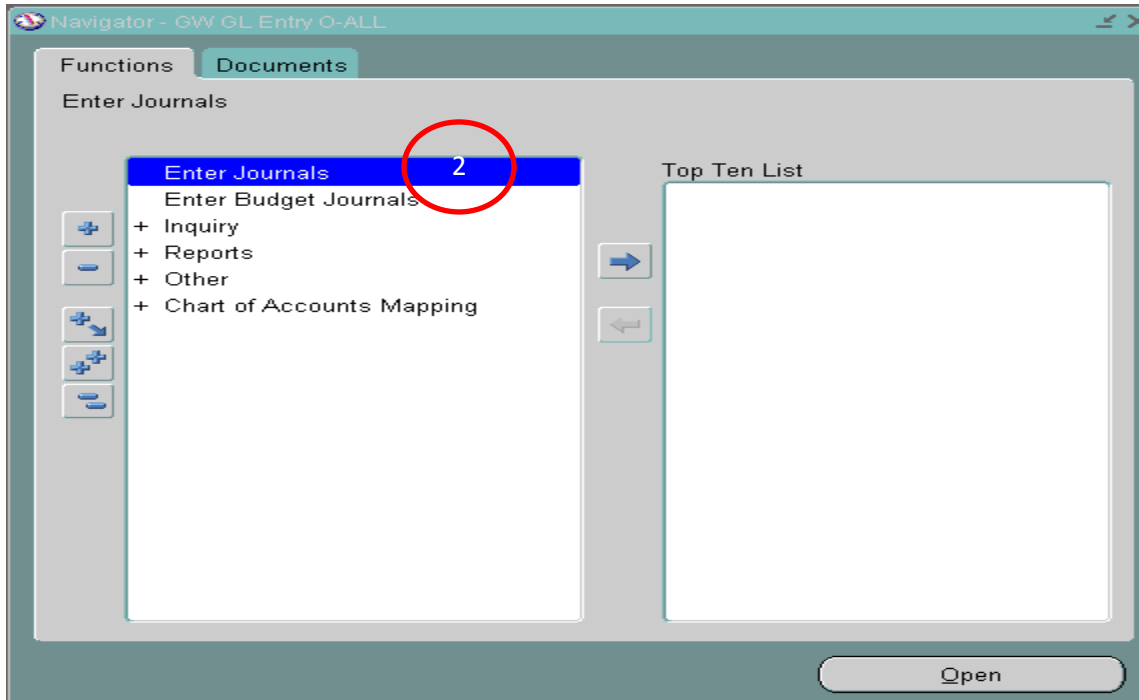
The Colonial Central Processing Unit closes between 2:30p.m. and 3:30 p.m. everyday. If you deliver the deposit prior to 2:30 p.m., your journal must reflect today's date in the Effective Date field. If you deliver the deposit after 3:30 p.m., your journal must reflect the following business day's date.

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

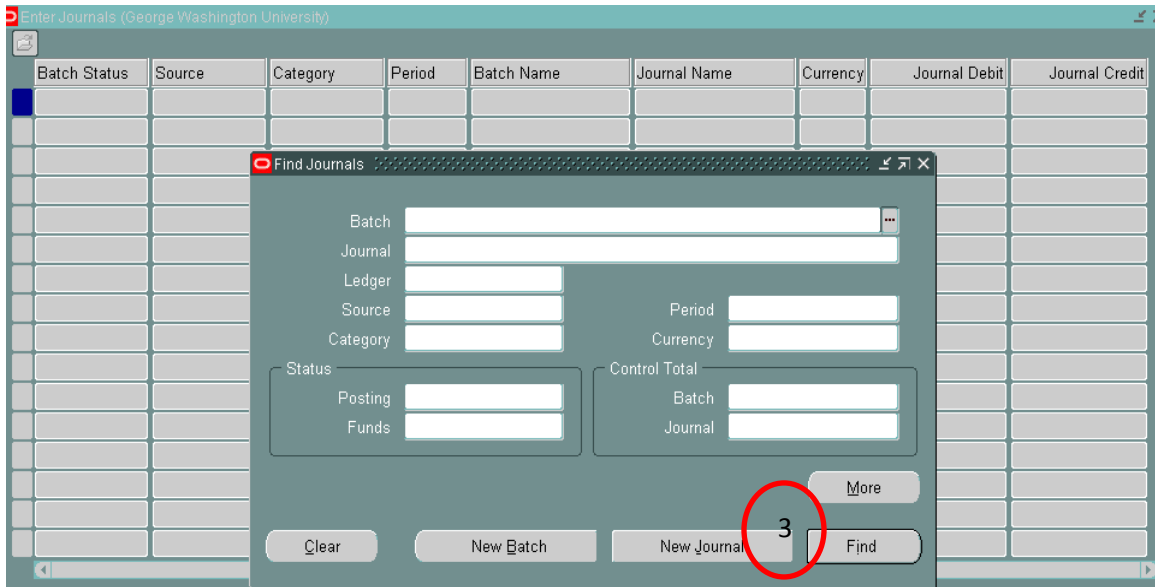
Please note that the following CANNOT be performed via a Cash Departmental Journal:

- 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 Departmental



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



3. Click: New Journal

Journal: Manual 831279 17-JAN-2014 18:53:16

Description: jcase\_61234\_Enterprise Hall To record fees **4**

Ledger: George Washington Category: [ ]

Period: Jan-14 Effective Date: 17-JAN-2014

Balance Type: Actual Budget: [ ]

Clearing Company: [ ] Tax: Not Required

Conversion: Currency: USD Date: 17-JAN-2014 Type: User Rate: 1

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

Line	Account	Debit (USD)	Credit (USD)	Description

Acct Desc: [ ]

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

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**

Journal: Manual 831279 17-JAN-2014 18:53:16

Description: jcase\_61234\_Enterprise Hall To record fees

Ledger: George Washington Category: cash **5**

Period: Jan-14 Effective Date: 17-JAN-2014

Balance Type: Actual Budget: [ ]

Clearing Company: [ ] Tax: Not Required

Conversion: Currency: USD Date: 17-JAN-2014 Type: User Rate: 1

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

Line	Account	Debit (USD)	Credit (USD)	Description

Acct Desc: [ ]

Buttons: Tax, Approve, Line Drilldown..., T Accounts...

Categories

Find: cash %

Category	Description
Cash Credit Card	GW Credit Card Receipts
Cash Credit Card Return	GW Cash Credit Card Return/Refund
Cash Departmental	GW Departmental Cash Receipts
Cash Foreign Source Inc	GW Cash Foreign Source Inc
Cash Smmy Remote Deposit	GW Cash Summary Remote Deposit
Cash Stdnt Remote Deposit	GW Cash Student Remote Deposit
Cash Student	GW Cash Student
Cash Student Credit Card	GW Cash Student Credit Card
Cash Student Lbx	GW Cash Student Lockbox
Cash Summary	GW Cash Receipts Summary

Buttons: Find, OK, Cancel

5. Type the word "Cash" in the Category filed and press the Tab key

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

Journal: Manual 831278 17-JAN-2014 16:13:26

Description: jcage, 61234, Enterprise Hall, To record fees

Ledger: George Washington Category: Cash Departmental

Period: Jan-14 Effective Date: 17-JAN-2014

Balance Type: Actual Budget: Tax: Not Required

Clearing Company: Control Total: [ ]

Conversion: Currency: USD Date: 17-JAN-2014 Type: User Rate: 1

Reverse: Date: Period: Method: Switch Dr/C Status: Not Reverse

Line	Account	Debit (USD)	Credit (USD)	Description
1	6			jcage, 61234, Enterprise Hall, To record fees

Accounting Flexfield

Alias: cash

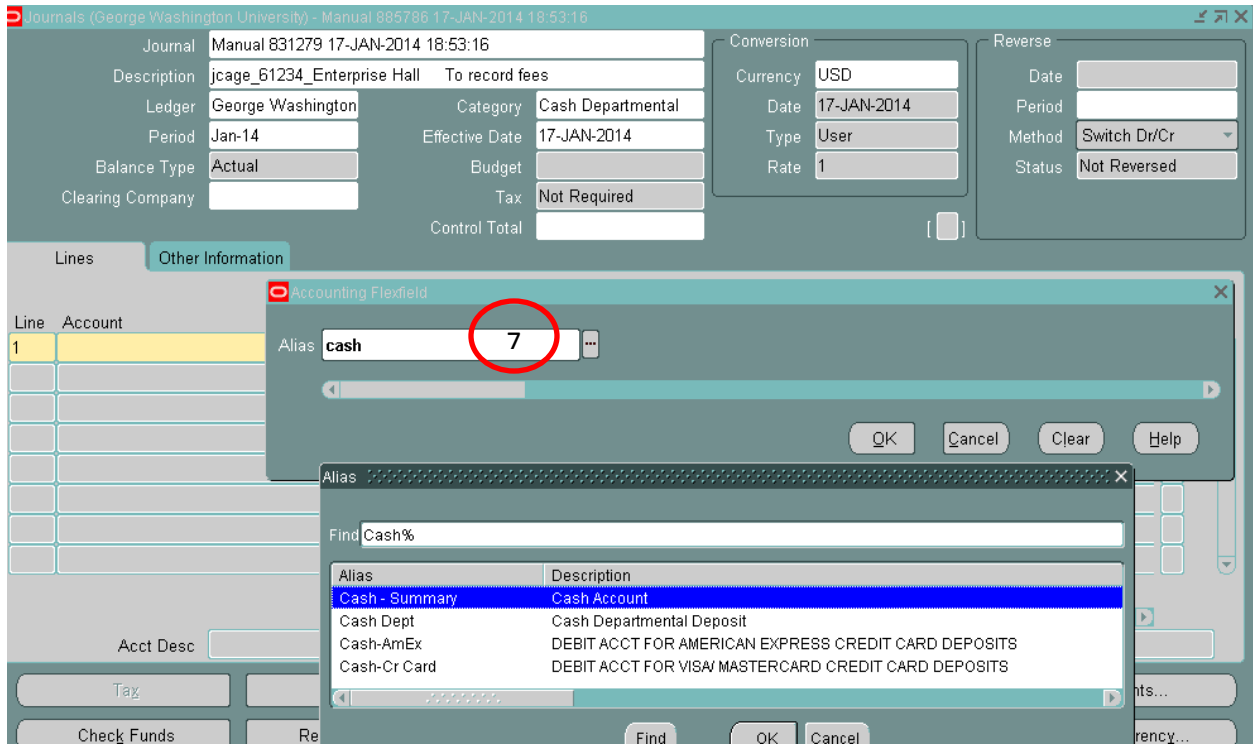
OK Cancel Clear Help

Acct Desc: Tax Approve Line Drilldown... T Accounts...

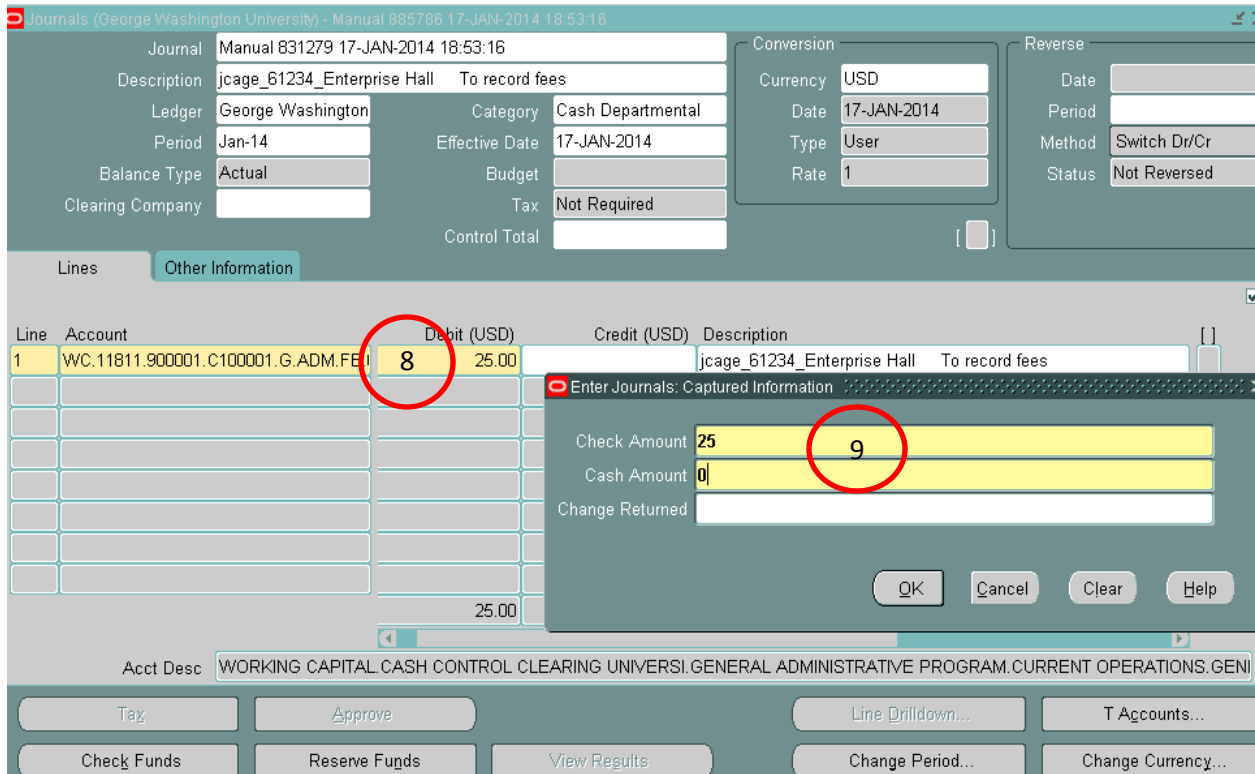
6. The journal header is complete. You are now ready to enter the line information for your deposit

- 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”

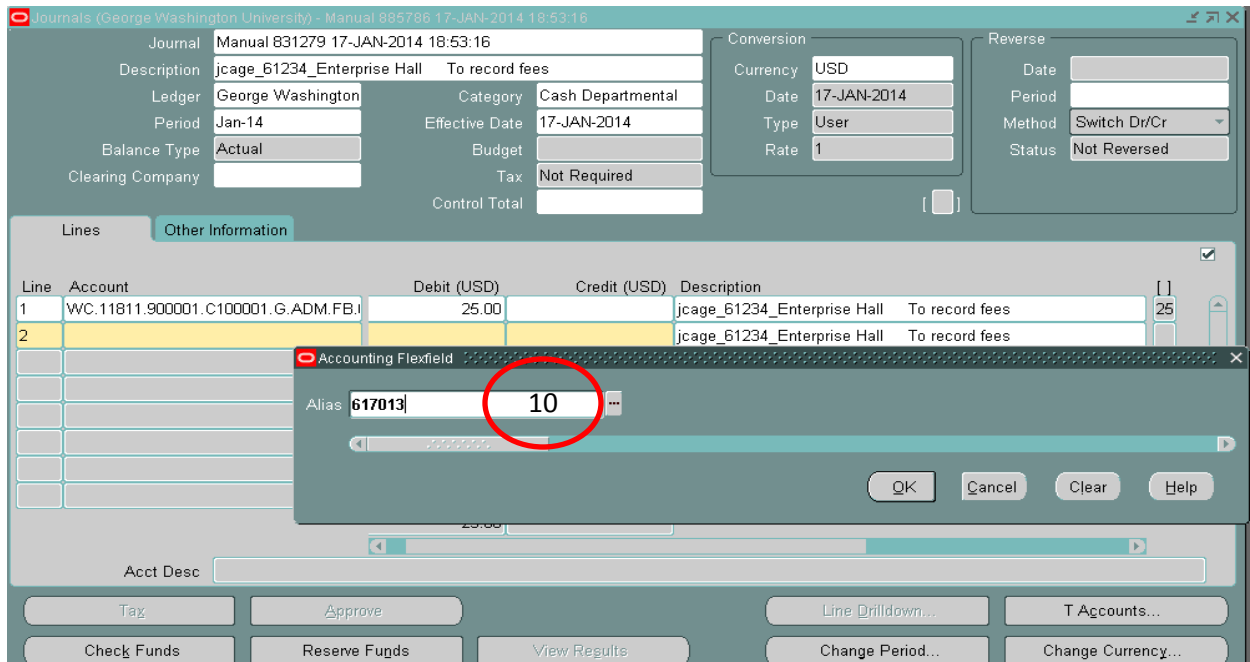
**Note: The journal description populates the line description**



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

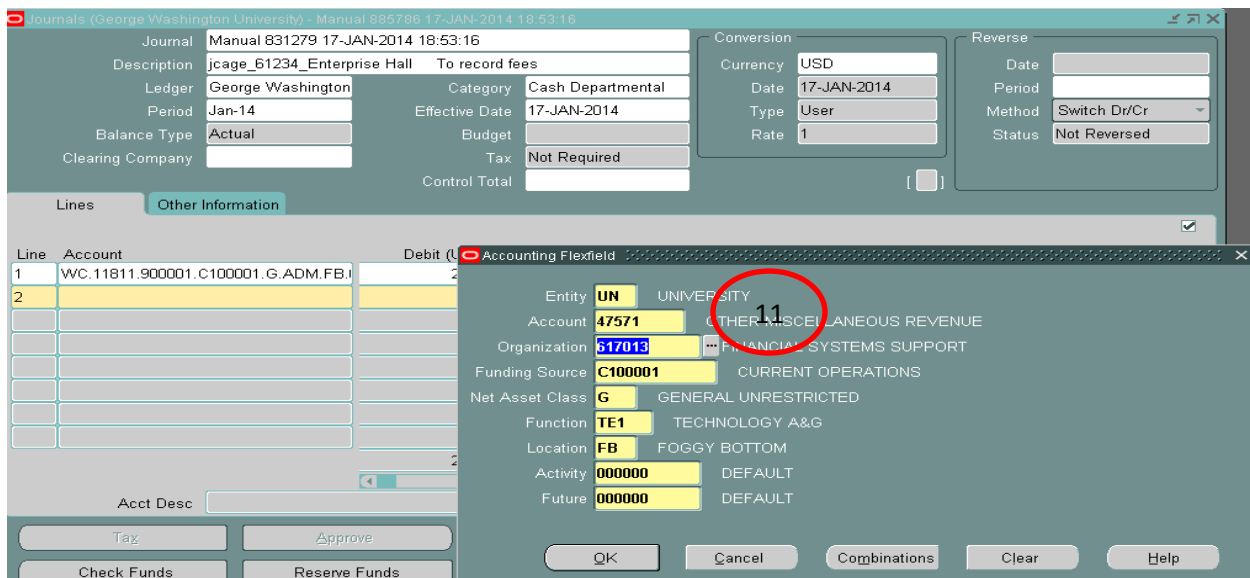


8. Enter the total dollar amount of deposit in the debit column
9. Tab to the last column, Enter Journals: Capture Information. This where you will enter the check/cash information for the deposit.
  - If deposit is a mix of cash and checks, enter appropriate amount for each, leave Change Returned blank
  - If deposit is either all cash or all checks, enter the appropriate amount and enter 0 for the other; leave Change Returned blank



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



Journals (George Washington University) - Manual 885786 17-JAN-2014 18:53:16

Journal: Manual 831279 17-JAN-2014 18:53:16

Description: jcage\_61234\_Enterprise Hall To record fees

Ledger: George Washington Category: Cash Departmental

Period: Jan-14 Effective Date: 17-JAN-2014

Balance Type: Actual Budget: Tax: Not Required

Clearing Company: Control Total:

Conversion: Currency: USD Date: 17-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.11811.900001.C100001.G.ADM.FB.I	25.00		jcage_61234_Enterprise Hall To record fees
2	UN.47571.617013.C100001.G.TE1.FB.00		25.00	jcage_61234_Enterprise Hall To record fees Jon Doe
		25.00	25.00	

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

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

## 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

Journals (George Washington University) - Manual 885786 17-JAN-2014 18:53:16

Journal: Manual 831279 17-JAN-2014 18:53:16

Description: jcage\_61234\_Enterprise Hall To record fees

Ledger: George Washington Category: Cash Departmental

Period: Jan-14 Effective Date: 17-JAN-2014

Balance Type: Actual Budget: Tax: Not Required

Clearing Company: Control Total:

Conversion: Currency: USD Date: 17-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.11811.900001.C100001.G.ADM.FB.I	25.00		jcage_61234_Enterprise Hall To record fees
2	UN.47571.617013.C100001.G.TE1.FB.00		25.00	jcage_61234_Enterprise Hall To record fees Jon Doe
		25.00	25.00	

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

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

Journals (George Washington University) - Manual 885786 17-JAN-2014 18:53:16

Journal: Manual 831279 17-JAN-2014 18:53:16

Description: jcage\_61234\_Enterprise Hall To record fees

Ledger: George Washington Category: Cash Departmental

Period: Jan-14 Effective Date: 17-JAN-2014

Balance Type: Actual Budget: Tax: Not Required

Clearing Company: Control Total: [ .6]

Conversion: Currency: USD Date: 17-JAN-2014 Type: User Rate: 1

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

Lines: Other Information

Line	Account	Debit (USD)
1	WC.11811.900001.C100001.G.ADM.FB.I	25.00
2	UN.47571.617013.C100001.G.TE1.FB.OC	
		25.00
		25.00

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

Buttons: Tag, 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

Journals (George Washington University) - Manual 885786 17-JAN-2014 18:53:16

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Ledger: George Washington Category: Cash Departmental

Period: Jan-14 Effective Date: 17-JAN-2014

Balance Type: Actual Budget: Tax: Not Required

Clearing Company: Control Total: [ .6]

Conversion: Currency: USD Date: 17-JAN-2014 Type: User Rate: 1

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

Lines: Other Information

Line	Account	Debit (USD)
1	WC.11811.900001.C100001.G.ADM.FB.I	25.00
2	UN.47571.617013.C100001.G.TE1.FB.OC	
		25.00
		25.00

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

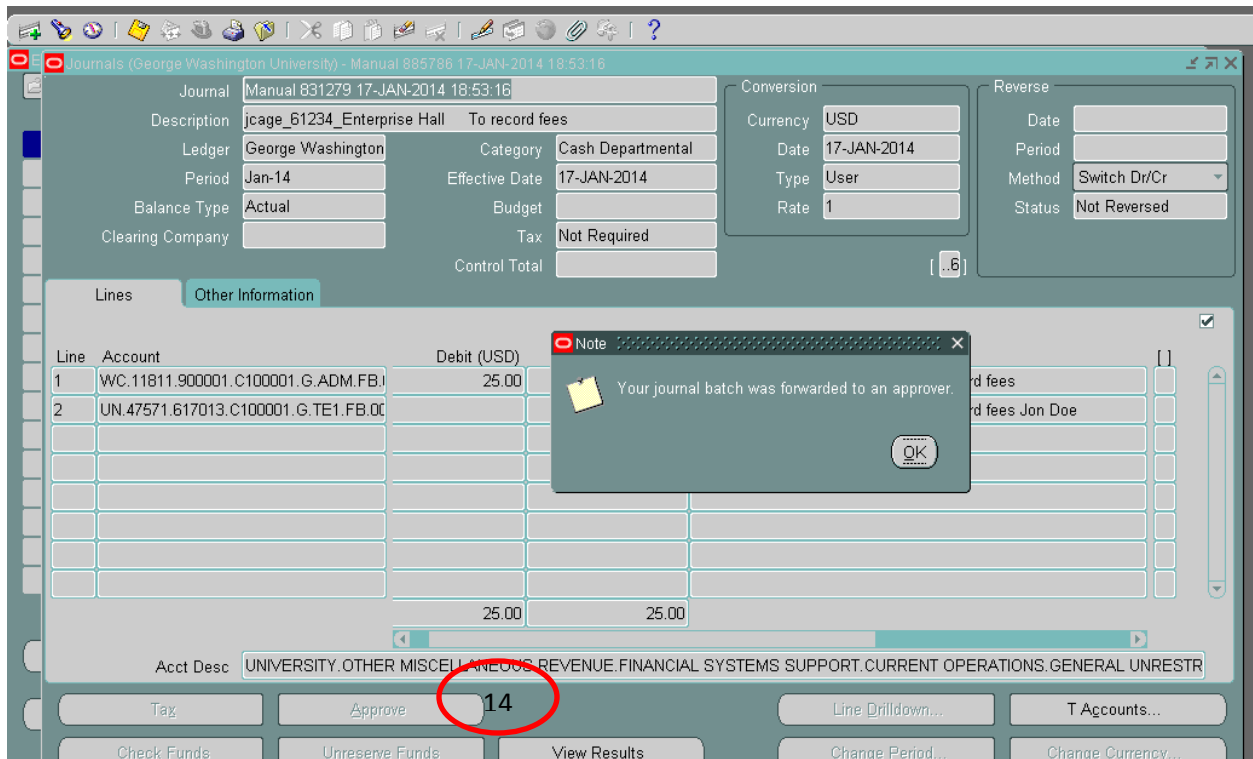
Buttons: Tag, Approve, Line Drilldown..., T Accounts..., Check Funds, Unreserve Funds, View Results, Change Period..., Change Currency...

Note: Your transaction(s) passed funds reservation. OK

### 13. 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.



14. 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.

