Preparing Cash Deposit
Cash Departmental

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON DC

F I N A N C E

Comptroller
Risk Management
Treasury
BMAG
Procurement

Accuracy • Integrity • Insight

total GW

Office of the Senior Associate Vice President for Finance

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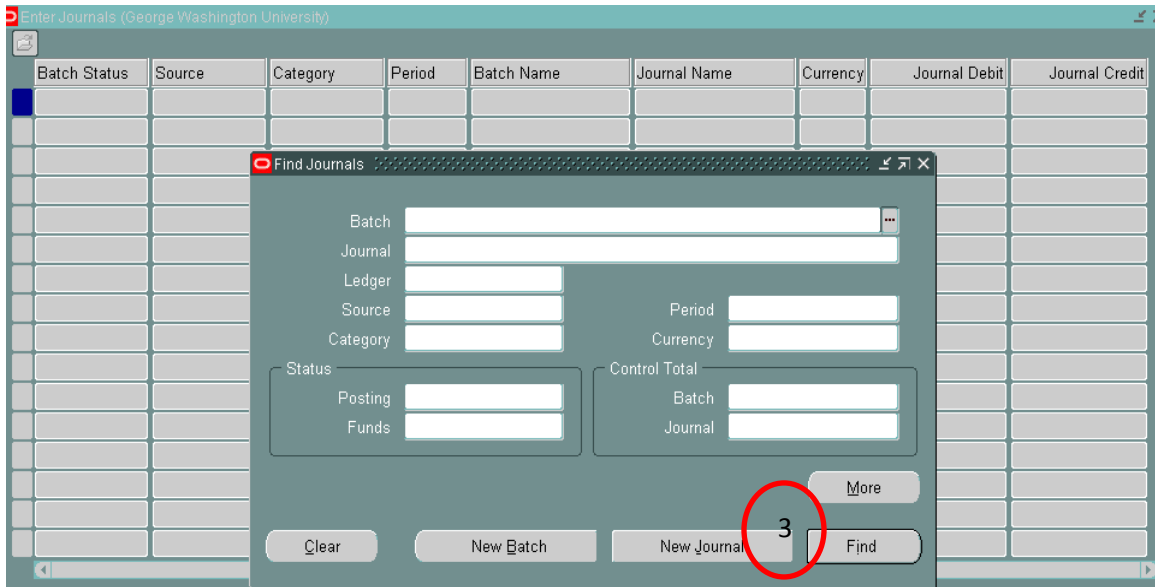
Please make a copy of the journal entry or note the batch number for the staff.

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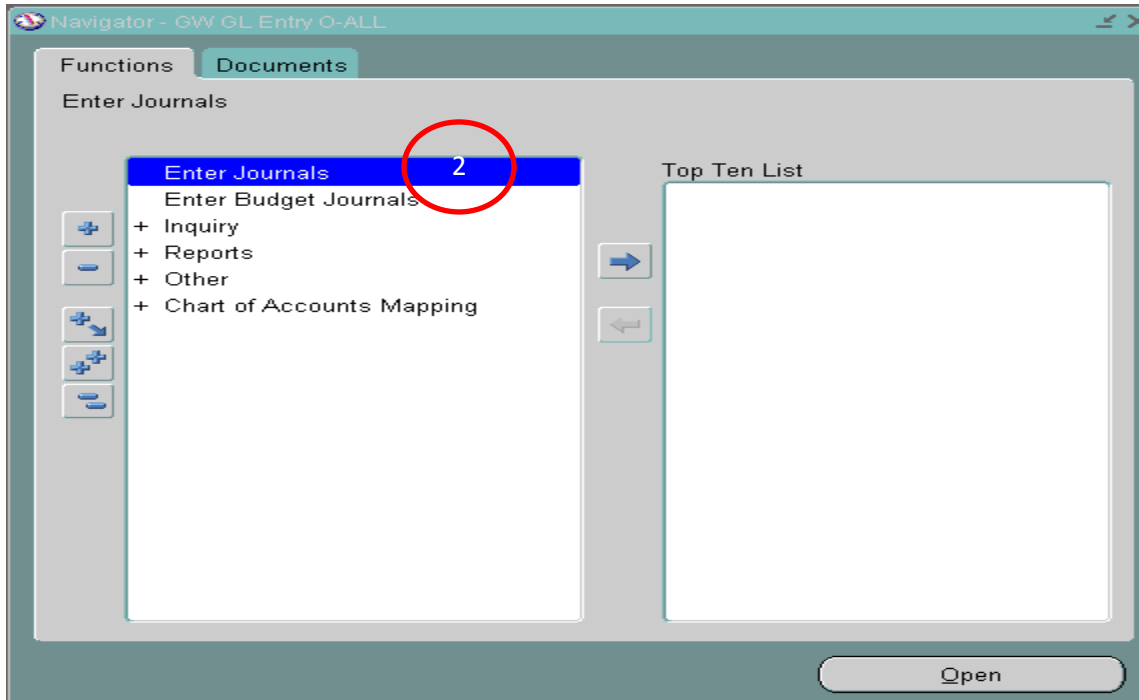
1. Select a GW GL Entry Responsibility
2. Double Click: Enter Journals

3. Click: New Journal

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

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

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
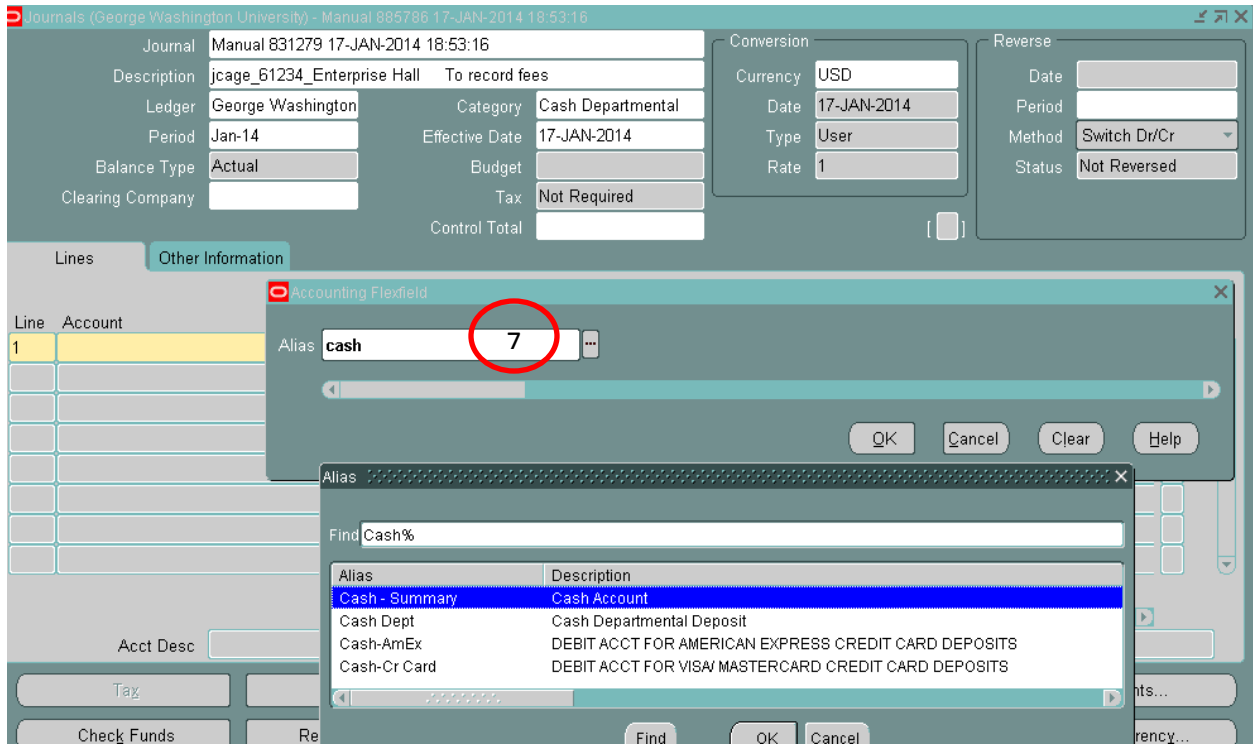
7. A list of cash alias will appear, select Cash Dept and Click OK. Then Click OK at the Alias window. The full accounting string for the cash account is populated.
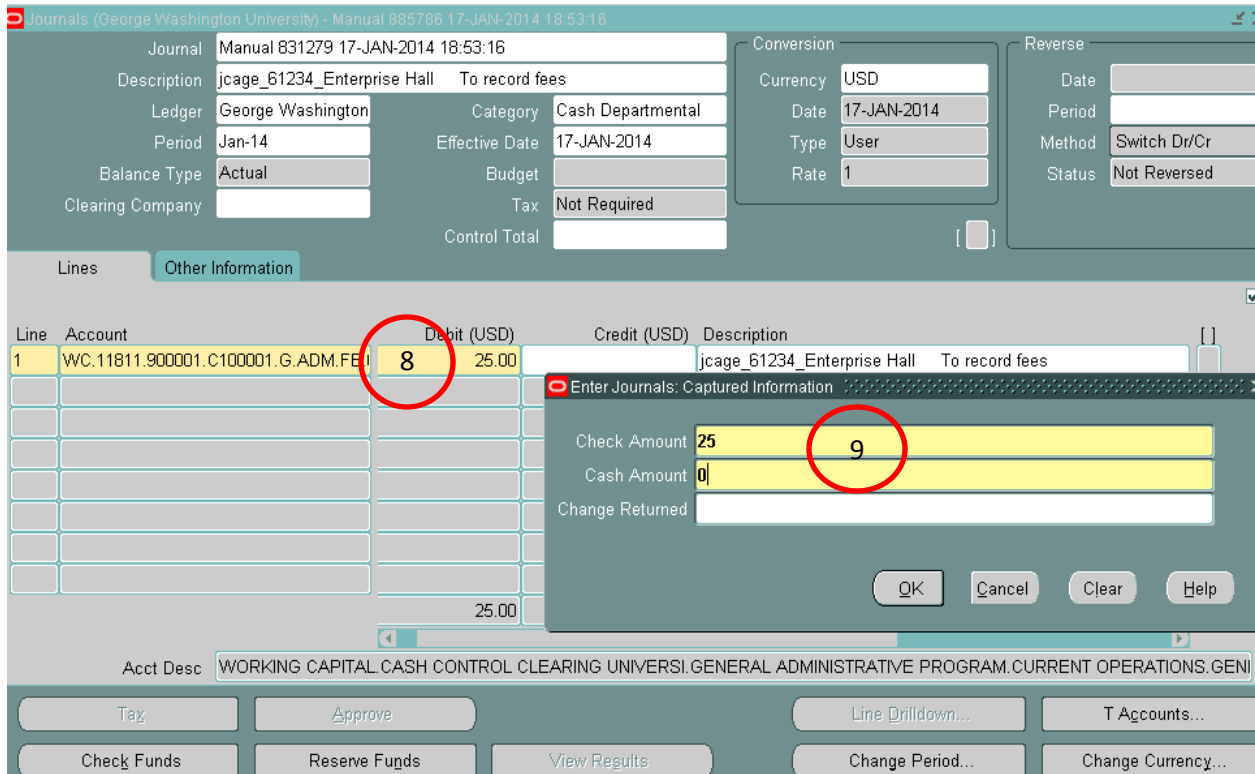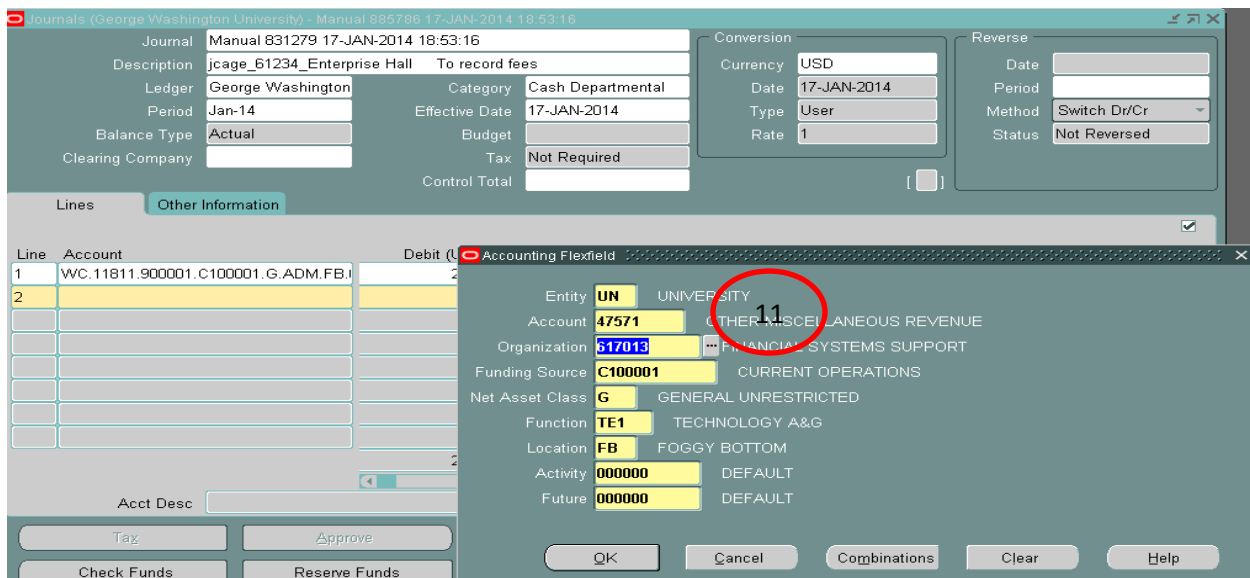
8. Enter the total dollar amount of deposit in the debit column
9. Tab to the last column, Enter Journals: Capture Information. This where you will enter the check/cash information for the deposit.
    - If deposit is a mix of cash and checks, enter appropriate amount for each, leave Change Returned blank
    - If deposit is either all cash or all checks, enter the appropriate amount and enter 0 for the other; leave Change Returned blank
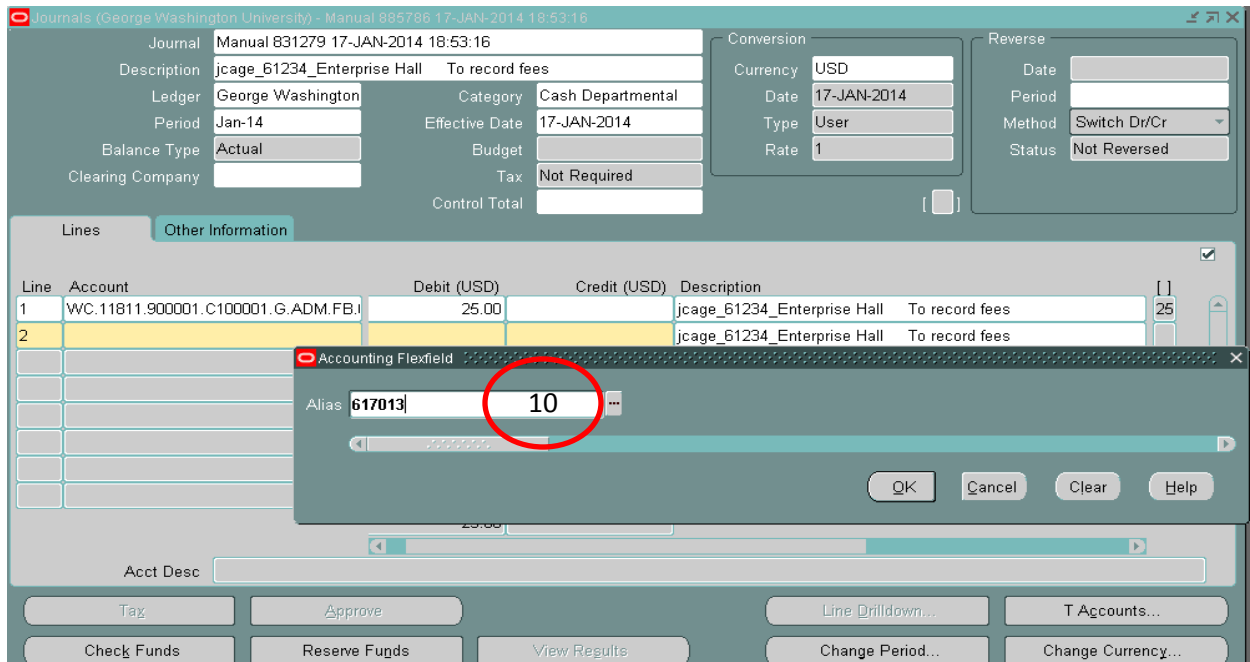
10. You are ready to enter information on line 2
    - Press CTRL key to bring up alias box or click the box with the 3 dots to bring up the alias box
    - Enter the alias, Click OK

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

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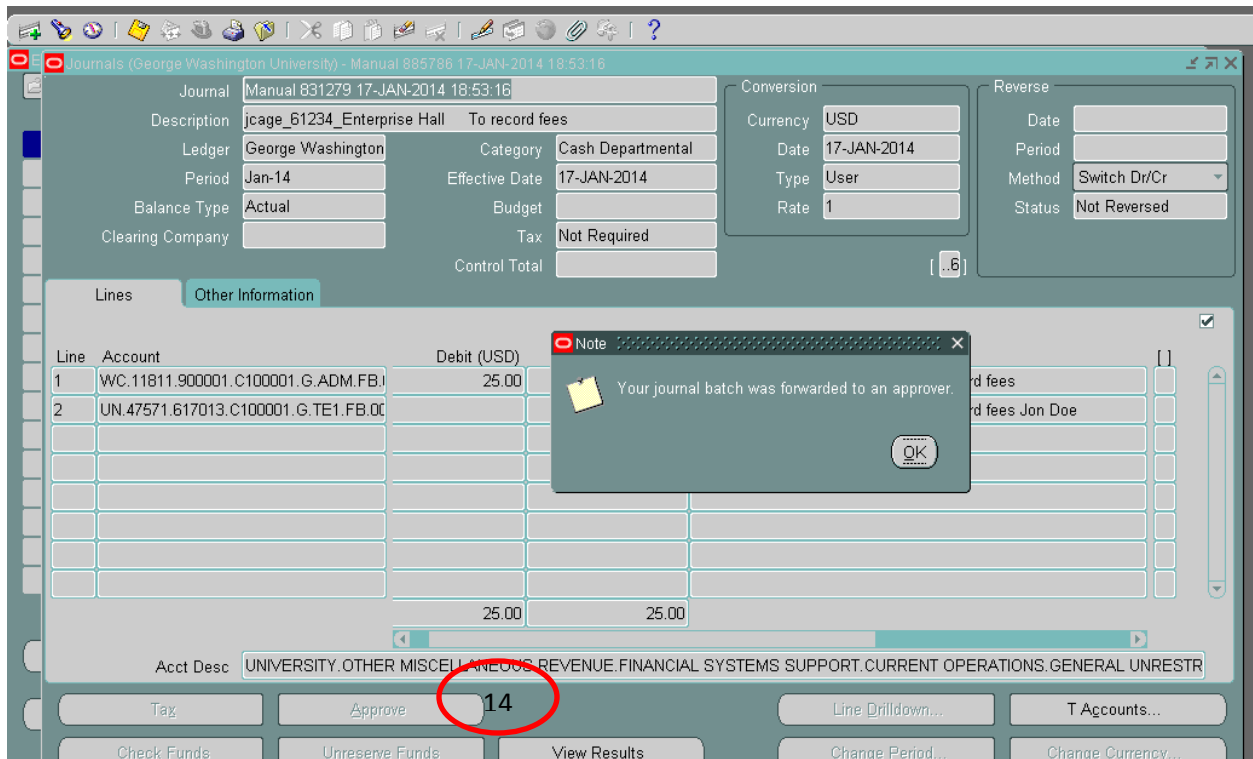
14. Click Approve tab. A note will appear letting you know that the journal batch was forwarded to an approver.

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