Departmental Deposits

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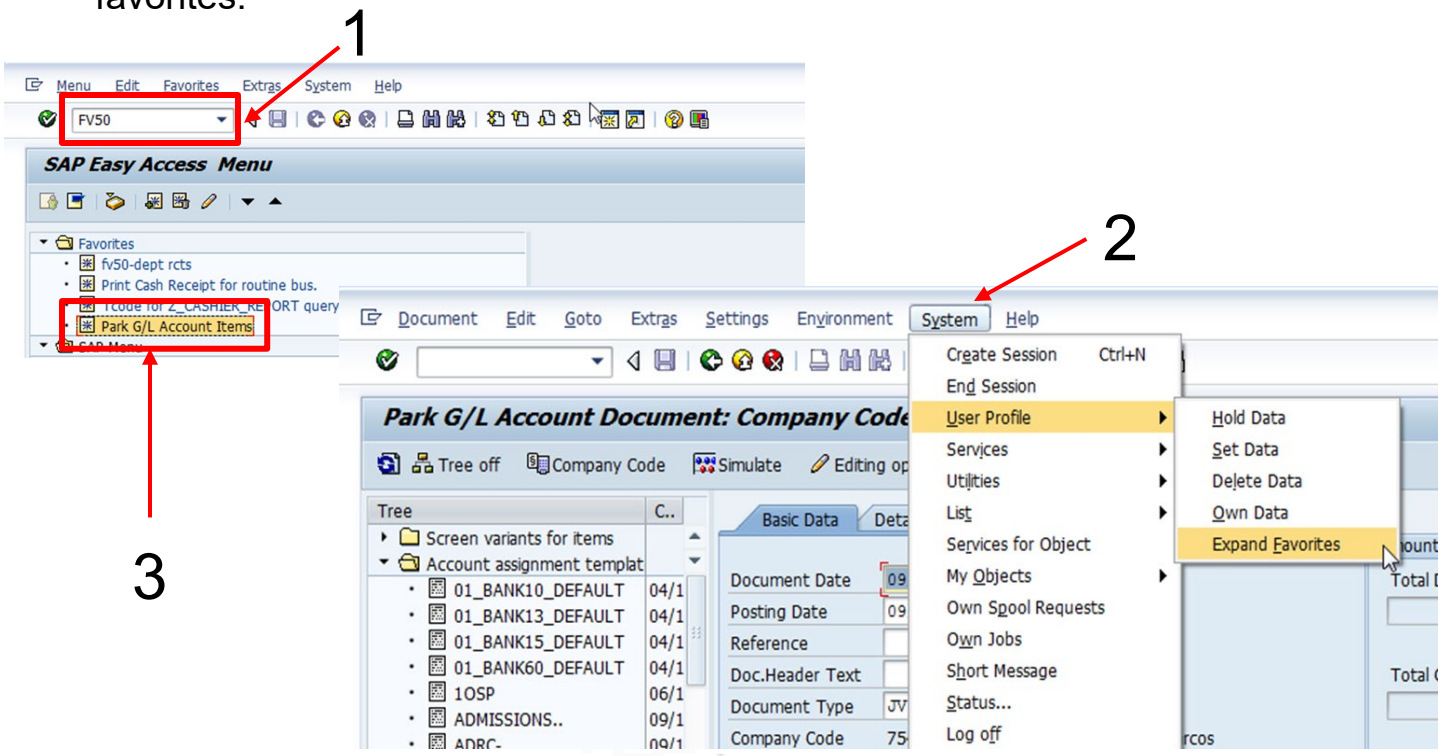
How to Save in Favorites

1. Type FV50 into the box and press <ENTER> to begin the departmental document parking process.
2. To save into your favorites click on System, then User Profile, and then Expand Favorites. You will then see Park G/L Account Items.
3. You will now be able to double click on Park G/L Account Items from your favorites.



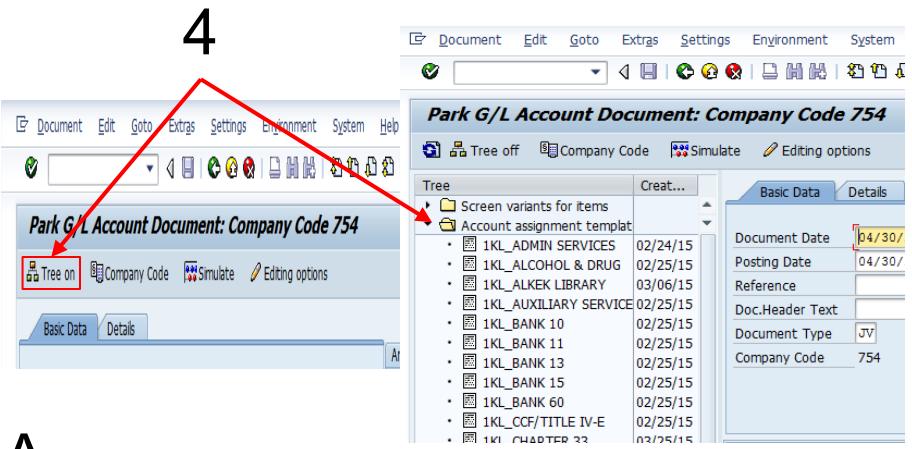
How to Save a Template

4 Once you are in Park G/L Account click on Tree On and open the folder next to Account Assignment template.

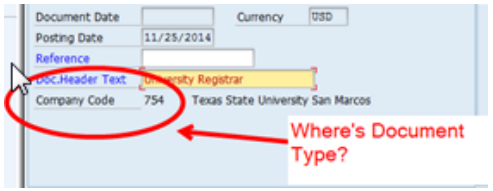
A. Once you are in the document you will not see the Doc Type.

B. Click on Editing Options OR Processing Options

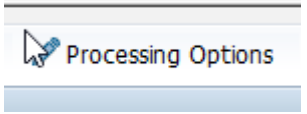
C. Down at the bottom right of the next screen click on the arrow down button and choose the wording that is highlighted in yellow and the first box must be checked.

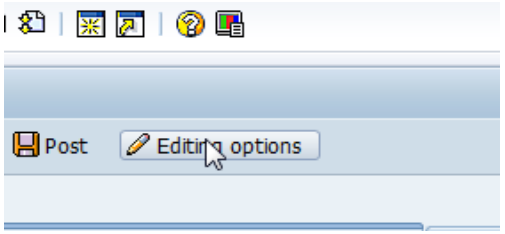


A

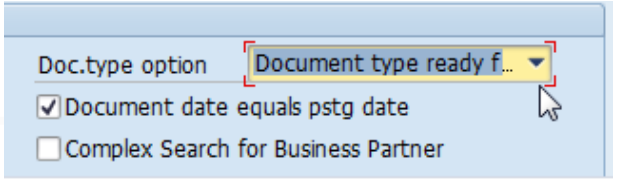


B





C

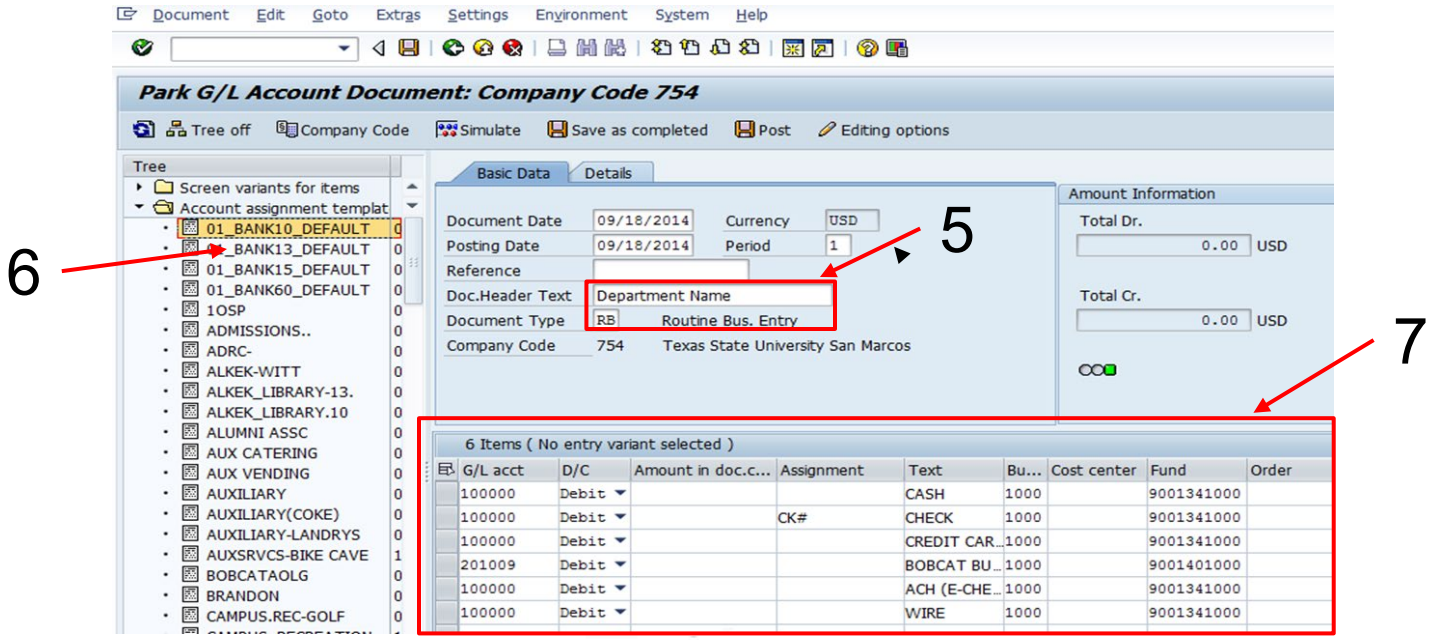


Saving a Template, Continue

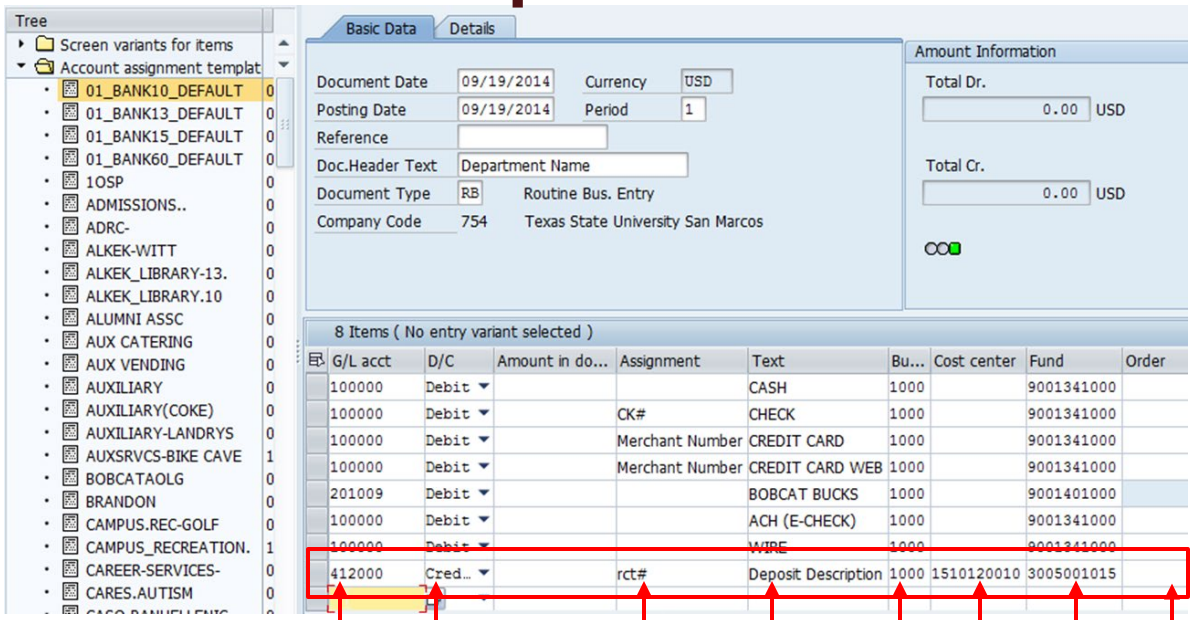
4 Enter you Department Name in the Doc. Header Text box and change the Document Type to RB.

5 Most accounts are Bank 10 (unless you have a special account). Double click on 01_BANK10_DEFAULT.

6 You will see the Debit side of the transaction first equating to Bank, GL & Tender Type (Bank 10, Cash, Check, etc).



8. Enter Your Department Account #'s:



8A. G/L

8B. Credit

8C. RCT# (If you use a Deposit Book)

8D. Deposit Description

8E. 1000 (Business Area must be filled in for every line)

8F. Cost Center

8G. Fund

8H. Order Number (If your account is set up with one)

NOTE: If you have multiple accounts to be deposited, continue on to the next line and enter the account numbers.

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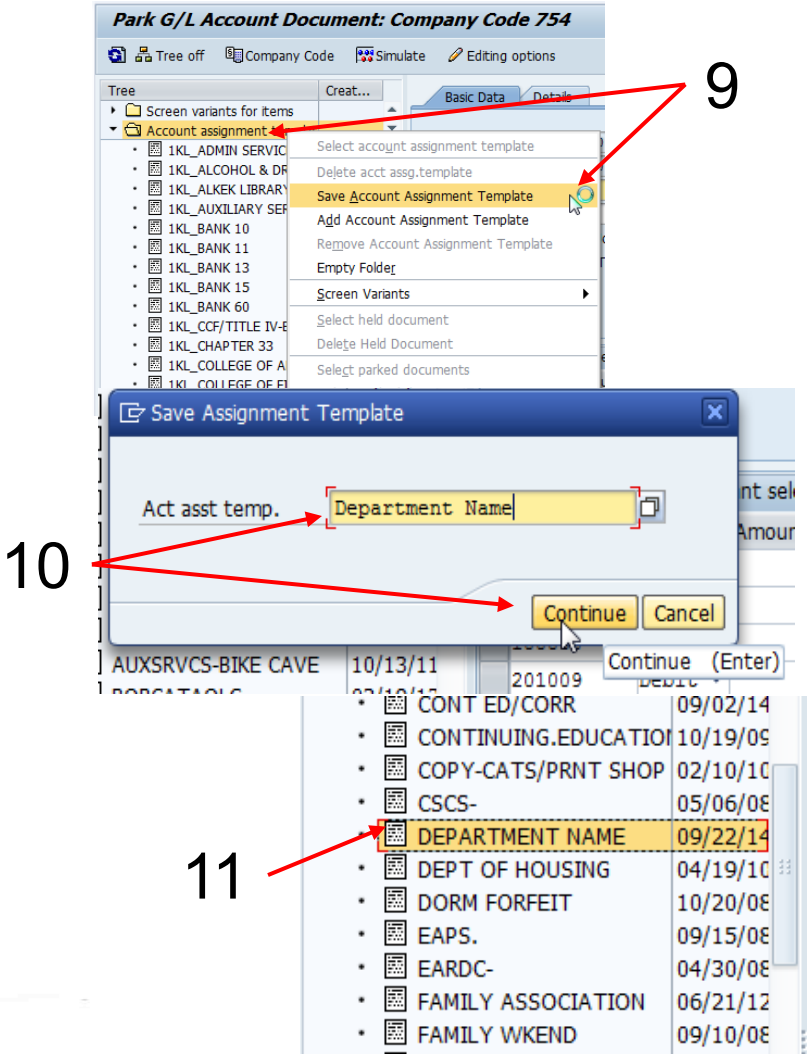
Saving a Template, Continue

9 Once all information is entered right click on Account Assignment Template and then click on Save Account Assignment Template.

10 A pop up box will appear. This is where you will type your department name or what you want to save this template as. Click continue to save.

11 You will then see your template saved into the tree to the left. To open your template you will need to double click on the template name.



How to Park a Document

12 Now that your template has been saved you are now ready to park your document. Enter the dollar amounts of your deposit into the debit side.

13 Enter the total dollar amount of your deposit into the credit line. The debit and credit side must equal the same total. You will see a red light if the totals do not match and you will not be able to go any further. A yellow light means that there is something wrong with the account combination that does not work together.

12

7 Items (No entry variant selected)

G/L acct	D/C	Amount in doc.c...	Assignment	Text	Bu...	Cost center	Fund	Order
100000	Debit			CASH	1000		9001341000	
100000	Debit		CK#	CHECK	1000		9001341000	
100000	Debit		Merchant Number	CREDIT CARD	1000		9001341000	
201009	Debit			BOBCAT BUCKS	1000		9001401000	
100000	Debit			ACH (E-CHECK)	1000		9001341000	
100000	Debit			WIRE	1000		9001341000	
412000	Cred...		rct#	Deposit Description	1000	1510120010	3005001015	

Document Date 09/22/2014 Currency USD
Posting Date 09/22/2014 Period 1
Reference
Doc.Header Text Department Name
Document Type RB Routine Bus. Entry
Company Code 754 Texas State University San Marcos

Amount Information
Total Dr. 500.00 USD
Total Cr. 400.00 USD

13

7 Items (No entry variant selected)

G/L acct	D/C	Amount in doc.c...	Assignment	Text	Bu...	Cost center	Fund	Order
100000	Debit	500.00		CASH	1000		9001341000	
100000	Debit		CK#	CHECK	1000		9001341000	
100000	Debit		Merchant Numb...	CREDIT CAR...	1000		9001341000	
201009	Debit			BOBCAT BU...	1000		9001401000	
100000	Debit			ACH (E-CHE...	1000		9001341000	
100000	Debit			WIRE	1000		9001341000	
412000	Cred...	400.00	rct# 123	Deposit Des...	1000	1510120010	3005001015	

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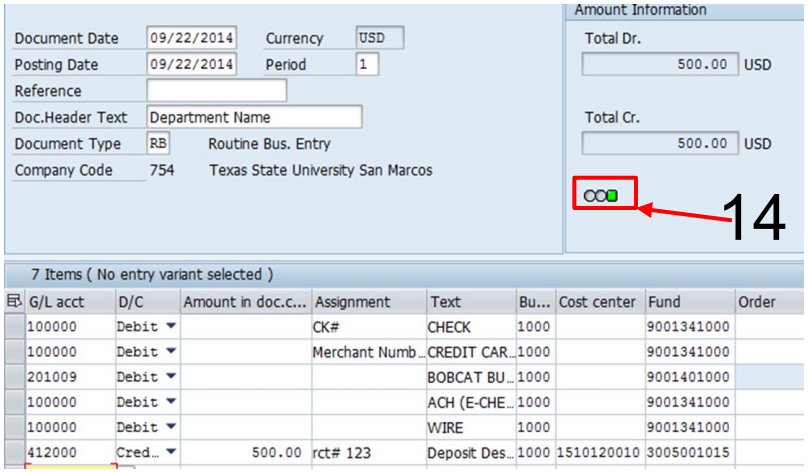
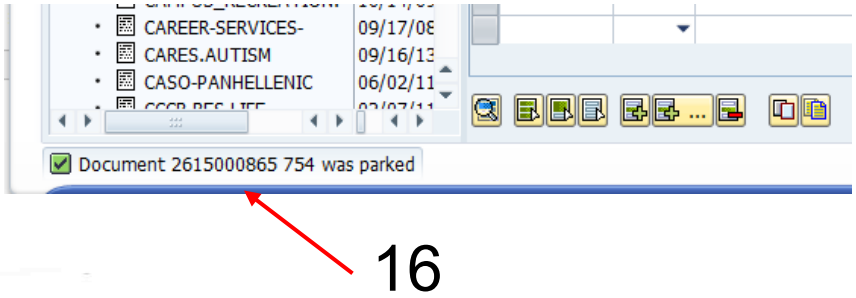
Parking a Document, Continue

14 The green bubble means that you are now ready to park your document. Please, double check all of your entry.

15 Click on Save As Completed/Park and hit enter until the template is saved (may need to enter several times).

16 The information will clear and you will receive a Document number assigned to your deposit.





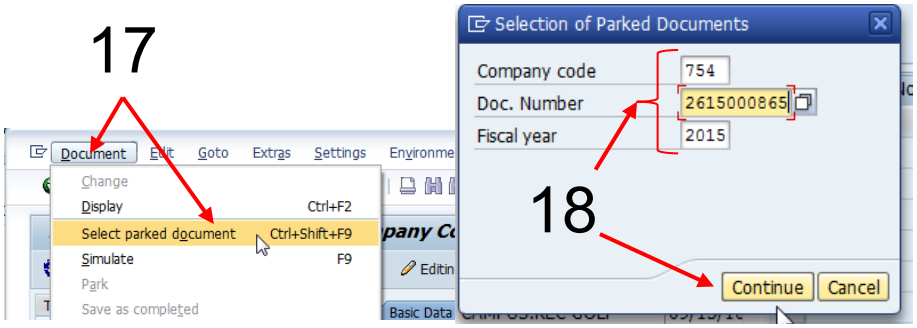
Final Steps in Parking a Document

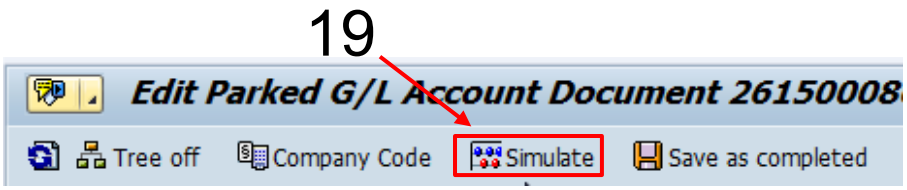
17 Click on Document and then click on select parked document.

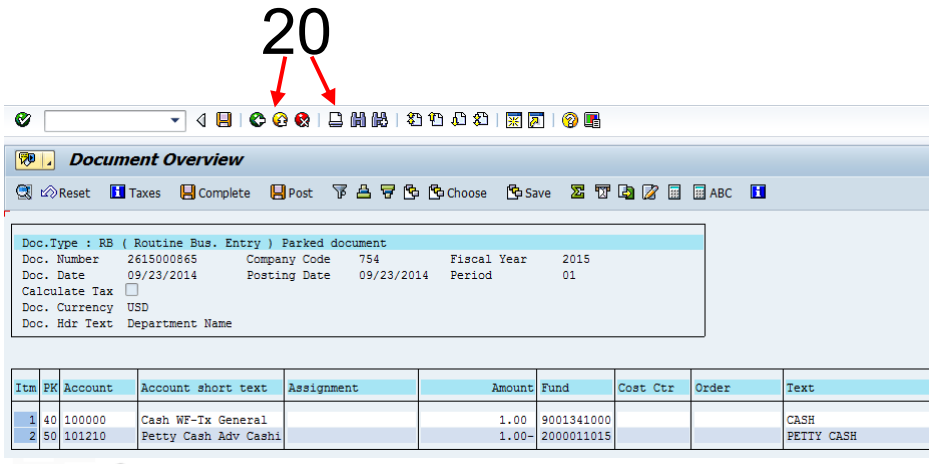
18 A pop up box will appear. The company code will always be 754. Enter the document number and the fiscal year, then click continue.

19 The document you parked will be displayed. Click on Simulate.

20 The format of the document will change. Click printer to print this form to turn in with your deposit. Once you have printed the document click on the yellow up button to exit.







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