1. Login to
2. Enter   in the   field and hit   or select   (Direct Cash Receipt Form from the   ).
3. Type   in the   field.
4. Leave the Vendor field blank - *this field is <u>not</u> to be used under any circumstances.*
5. Click on the   icon or use   if you prefer using the keyboard to continue to the Document Header.
6. The   will populate with today's date. Leave as is.
7.   to the   field and enter the absolute value of the deposit entry = sum of all sequences. For example, if the deposit document has only two sequences, where one of the sequences is for a sale of $400, and the other sequence is for a sale of $50, enter 450.

    Note: The face value of foreign receipts is always entered in the document total field.

8. Click the   menu and select   .

9. The deposit now has a unique Document Number (   ) which appears in the   field. Write this Document Number on the back of the cheque.

10. Click on the   icon or use   if you prefer using the keyboard to go to the Text lines.
11. Enter the document text for this deposit - describe the purpose:
    Line 1: Name, unit, and contact number of the individual who is preparing the document.
    Line 2 (3, 4, etc): Explain why this deposit is being processed. It must include the following information:
    - <u>Payor</u> - Enter the name of the individual/organization from whom the funds were received.
    - <u>Sales Reference Number</u> - Source documents concerning all receipts (taxable or exempt) are required to be kept for audit purposes. The sales reference number requires that the department can relate it back to the source document(s). Typical examples of documents that support receipt of funds include: contracts, cash register tapes, copies of receipts. It is the responsibility of departments to ensure that they maintain adequate records and retain these for seven years.
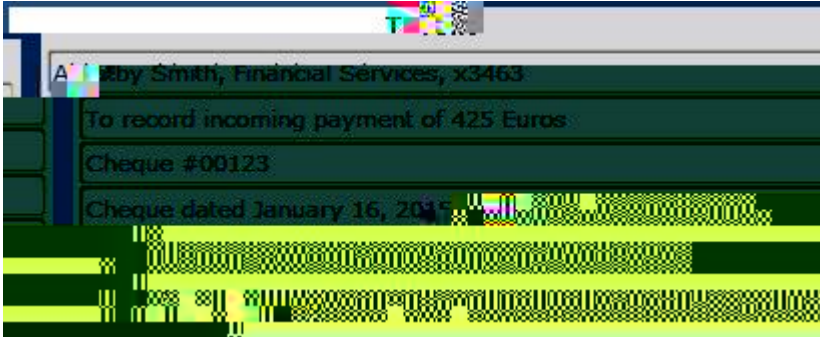- <u>Purpose of Receipt</u> - Indicate a descriptive purpose of the receipt (e.g., room rental, research grant instalment, etc.).

There is a maximum limit of 50-characters per line with no text-wrapping.
Use the _____ key on your keyboard to move to the next text line or use your mouse to move the cursor.

12. Click on the _____.

13. Click on the _____ to return to the Document Header.
14. A check box now appears in the _____ field.

☑ **Document Text Exists**

15. Click on the _____ icon or use _____ if you prefer using the keyboard to go to the FOAPAL sequence block.
16. Follow the steps below to enter sequences to record a revenue or a refund on a 5-Account code or to record a refund on an expense that was charged to a 7-Account code.

Each revenue record must be entered as separate FOAPAL sequence.