Cash Receipt Rule Classes

- **CCH-Departmental Cash Only Deposit**: For cash deposits which are required to be segregated from checks, MasterCard, Visa, American Express or Discover Credit Card deposits. The accounts used are restricted to operating accounts that are not in the labor or internal transfer range. Unique deposit ticket numbers are required to be entered into the entry. Use MC (Master Concentration) in the Bank field. Budget Period field is blank. For a deposit to an org, use the plus (+) sign in the Debit/Credit field. To reverse a deposit, use a minus (-) sign in the Debit/Credit field.

- **CCK-Departmental Check Only Deposit**: For check only deposits. The accounts used are restricted to operating accounts that are not in the labor or internal transfer range. Unique deposit ticket numbers are required to be entered into the deposit. Use MC (Master Concentration) in the Bank field. Budget Period field is blank. For a deposit to an org, use the plus (+) sign in the Debit/Credit field. To reverse a deposit, use a minus (-) sign in the Debit/Credit field.

- **CDS-Departmental Discover Card Deposit**: For Discover Card Deposits. The accounts used are restricted to operating accounts that are not in the labor or internal transfer range. Use ED (Electronic Deposit) in the Bank field. Budget Period field is blank. For a deposit to an org, use the plus (+) sign in the Debit/Credit field. To reverse a deposit, use a minus (-) sign in the Debit/Credit field.

- **CMC-Departmental MasterCard/Visa Deposit**: For MasterCard and Visa Deposits. The accounts used are restricted to operating accounts that are not in the labor or internal transfer range. Use ED (Electronic Deposit) in the Bank field. Budget Period field is blank. For a deposit to an org, use the plus (+) sign in the Debit/Credit field. To reverse a deposit, use a minus (-) sign in the Debit/Credit field.

- **CMX-Departmental American Express Credit Card Deposit**: For American Express Credit Card Deposits. The accounts used are restricted to operating accounts that are not in the labor or internal transfer range. Use ED (Electronic Deposit) in the Bank field. Budget Period field is blank. For a deposit to an org, use the plus (+) sign in the Debit/Credit field. To reverse a deposit, use a minus (-) sign in the Debit/Credit field.
1. Go to form FGAJVCVM. Type Next in the Document Number field to create a new document number. Click on Next Block.
2. Transaction Date will auto-fill. Enter the Document Total. This is the total of all the transaction lines. Departmental cash receipt entries are one line per deposit.
3. Type in your Rule Class Type: CCH, CCK, CDS, CMC, CMX. Bank is MC for cash and checks. Bank is ED for credit cards. Type in your description.
4. Enter a unique deposit number that will reconcile to your internal records. Budget Period field is blank. Click on Next Block.
5. Tab to Index and enter the Org. Tab to Acct and enter account. Tab to amount and enter amount.
6. For cash receipt entries, use the plus (+) and minus (-) indicators in the Debit/Credit field. Tab through the rest of the fields on the line. To move to the next line, press the down arrow key on your keyboard.
1. After completing all lines, press the down arrow key on your keyboard to move to a blank line. Then press the up arrow on your keyboard to remove the line. This ensures that the last line of your entry will populate with **Postable** in the Status field.

2. Select **Options>Access Transaction Summary Info** from the toolbar.
1. Review your entry on this form. Make sure the document total equals the document total you entered in the key block (first block).

2. Make sure that all lines of the transaction appear and that each has a status of Postable.

3. Click on the black X on the toolbar to exit the form.
1. Select **Options>Access Completion** from the main menu bar.
2. Click on Complete to submit the cash receipt entry.