

Cash Deposit: Graduate Application Fee

Revised 4/14/05

The document prepared is: Journal Entry Form

On the 1074, you should find and reconcile the following transactions:
Equity Transactions beginning with 4xxxx.

Entering the Graduation Application Fee Deposit in FMP:

- ✓ Use the Quick Entry screen.
- ✓ Amount – amount of the check.
- ✓ Document Type: **Fees**.
- ✓ Document #: include the PS journal # and the H0107xxx.
- ✓ Description use detailed description: “ <<Name of the Student>> Graduate Application Fee”

The screenshot shows the 'Quick Entry' form in FMP. The 'Document Type' is set to 'Fees' and 'Speed Type' is '18583'. The 'Vendor' is 'Graduate Fees' with a 'Select Vendor' value of '4292'. The 'Description' is 'Chinwangso, Pawilai Graduate Application Fee'. The 'PS Account' is '40717' with a sub-account of 'Application Fee Graduate Income'. The 'Amount' is '-75.00' and the 'Quantity' is '1'. The 'Date Entered' is '9/14/2004' and the 'Document #' is 'H0107700'. The 'Entered By' is 'lrd/EM'.

Reconciling the Graduate Application Fee Deposit to the 1074:

- ✓ Verify accuracy of the transaction on the 1074.
- ✓ Enter the “Exp Date” and “Exp Amt” in FMP.

FY	SpeedType	Sub Acct Code	Type	Vendor Name	Description	DOC #	Ref No	Est Dat	Est Am	Exp Dat	Exp Am	Status
2005	18583	40717	Fees	Graduate Fees	Chinwangso, Pawilai	H0107700		09/14/04	-75.00	09/30/04	-75.00	Paid