Cash Deposit: Gifts/Donations (to Ledger 4 cost centers)

Revised 7/27/05, 9/20/05

The document prepared is: Gift Transmittal Form

On the 1074, you should find and reconcile the following transactions:
Equity Transactions beginning with 3xxxx or 4xxxx.

Entering the Gift Deposit in FMP:

- Use the Quick Entry screen.
- Document Type: Gift Transmittal.
- Amount – amount of the check.
- PS Account Code: 42904 (may change once posted to the 1074)
- Document #: “GIFT”. (Document # will be added once posted to the 1074.)
- Description use detailed description including purpose of the gift.
- Reference: If the deposit is for the department, enter one

Reconciling the Gift Deposit to the 1074:

- Verify accuracy of the transaction on the 1074. It will appear under PS account code 3xxx or 4xxx.
- Go to the Quick Entry screen in FMP, enter journal #, change PS account code if needed.
- Go to Transactions List Layout and enter the “ExpDate” and “Exp Amt.”

Codes to use in the Reference field:
DGA - Alumni
DGC - Company
DGI - Individual