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”

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.