



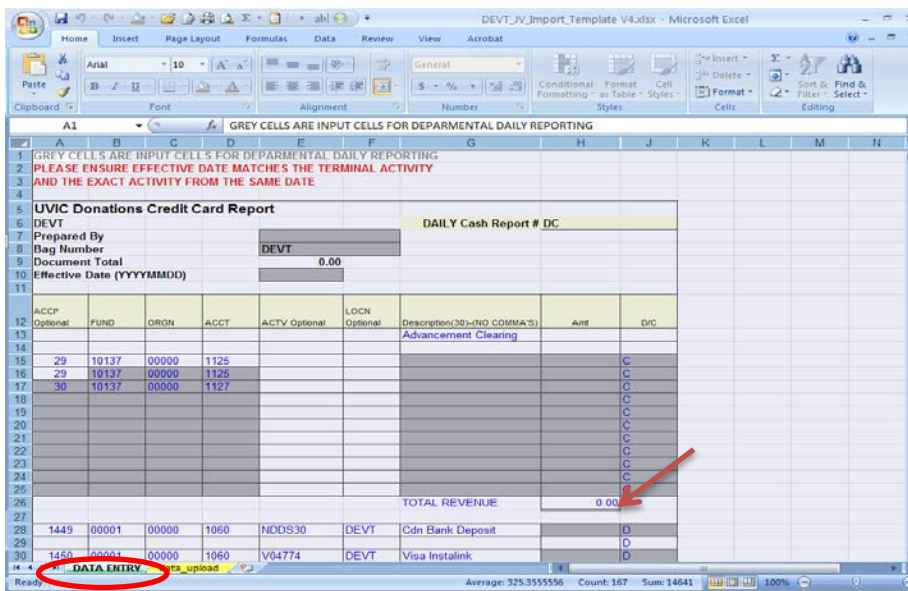
# Daily Cash Report (DCR) Guide

Banking in Accounting Services provides a customized FAST JV template for each department to upload payments received into their FAST account(s). If you have questions, please contact Accounting Services – [banking@uvic.ca](mailto:banking@uvic.ca)

**Note:** Complete the [Financial Systems Access Form](#) to get access to FAST

## Prepare FAST JV Template

1. Make a copy of the customized FAST JV template provided and 'Save As' 'DCYYYYMMDD' (i.e. DC20160414) in a folder location of your choice
2. On the Data Entry tab enter the payments received in the appropriate grey shaded cells

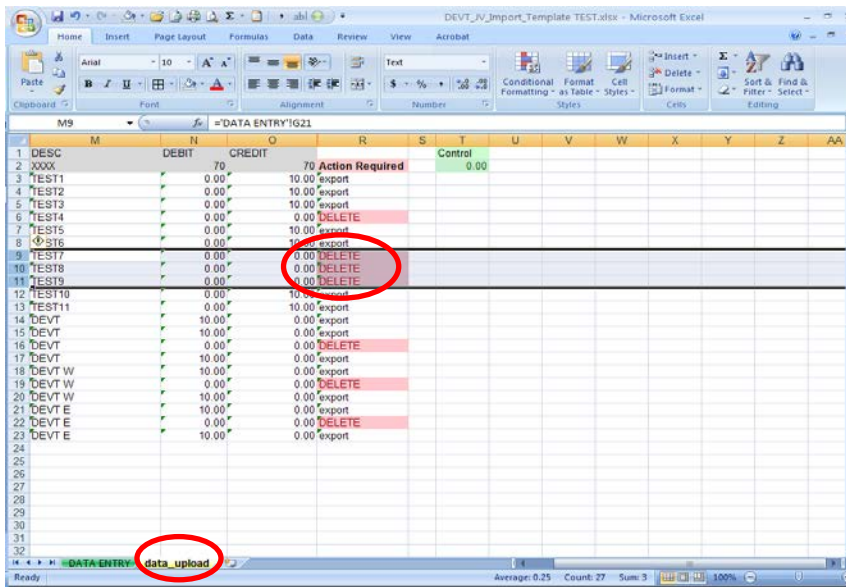


3. Verify the 'TOTAL REVENUE' is equal to the total deposit and the data entered matches the backup documentation (bank deposit slip, cash register receipts, POS closing report, Moneris PED or eCommerce report, etc)

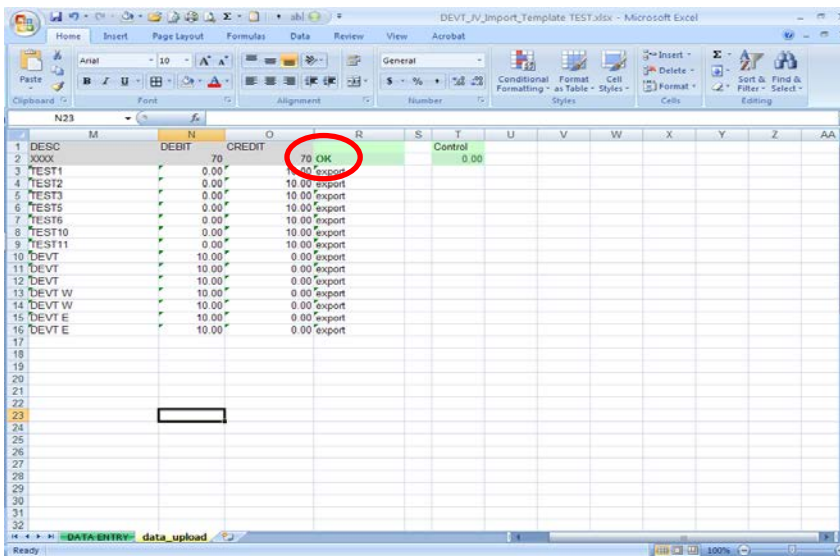
**Note:** Backup documentation must be retained on file for seven years

## Accounting Services

- Click on the 'data upload' tab and delete the rows marked 'DELETE' highlighted in red in the 'Action Required' column

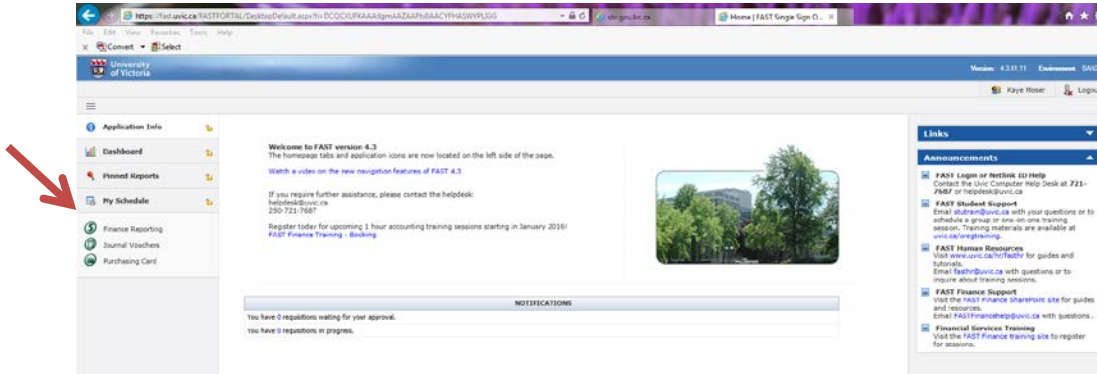


- When the template is completed correctly, 'Action Required' will change to 'OK' and highlight green. Click save and close the upload template

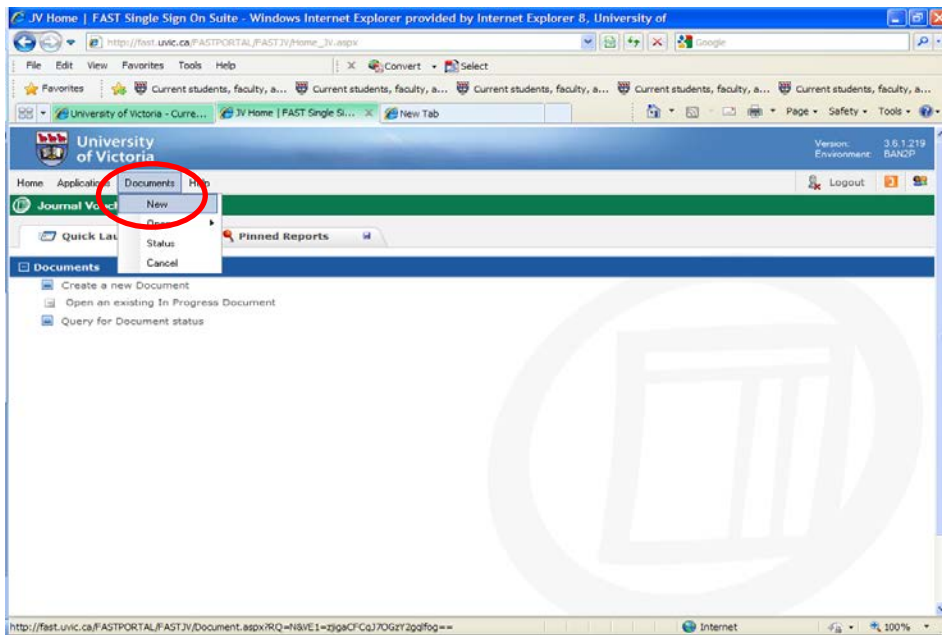


## Upload DCR to FAST

6. Log into FAST using your Netlink ID and password and access Journal Vouchers



7. Click on 'Documents, New' to create a new DC document



## Accounting Services

8. Type 'DC' in the 'Document' box and enter the 'Effective Date', it must equal the date on the data entry tab of the template

Note: If the cash report is for a month that was already closed you are required to use the first day of the current month

Document | FAST Single Sign On Suite - Windows Internet Explorer provided by Internet Explorer 8, University of Victoria

http://monarch.comp.uvic.ca/FASTPORTAL/FAST/IV/Document.aspx?REQ=H&VE=1=09&CPC=3700&T=29&F=0

University of Victoria Version Environment: 3.6.1.331 5/9/2012

Home Applications Documents Departments Help Logout

Journal Vouchers > Document > Document

Document

Document (Optional) Effective Date  
DC 09/MAY/2012

Trans Type Bank Code Reference Deposit Description  
FT01 Bank Code Reference Deposit Description

Document Text BAG #123456

Create Document

Millennium FAST  
fast administration support tool

9. In the 'Document Text' box enter the **BAG#** if there are any **Bank deposits** included in the Cash Report, tab to the 'Description' field and enter your department acronym (i.e. DEVT also found in the right hand corner of the Data Entry tab of the template), then click on 'Create Document'

Document | FAST Single Sign On Suite - Windows Internet Explorer provided by Internet Explorer 8, University of Victoria

http://monarch.comp.uvic.ca/FASTPORTAL/FAST/IV/Document.aspx?REQ=H&VE=1=09&CPC=3700&T=29&F=0

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Journal Vouchers > Document > Document

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Document (Optional) Effective Date  
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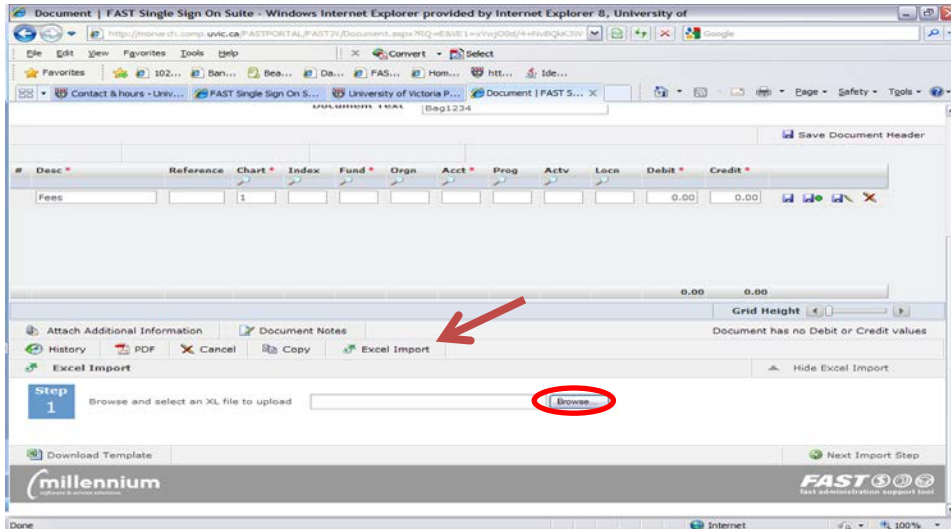
Trans Type Bank Code Reference Deposit Description  
FT01 Bank Code Reference Deposit Description

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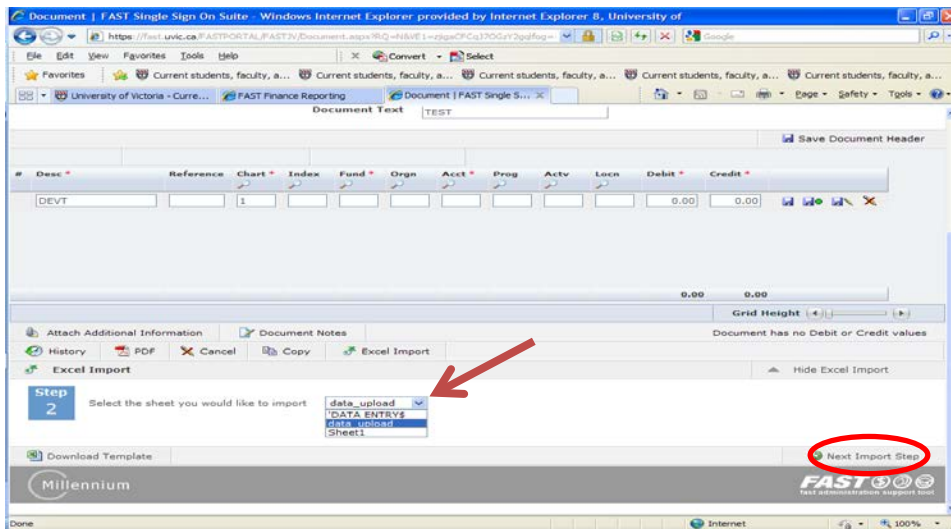
Create Document

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10. Click on Excel Import at the bottom of the page and then on the Browse button. Select the document you would like to upload (this is your new DC template you saved as DCYYYYMMDD in a folder/location of your choice)



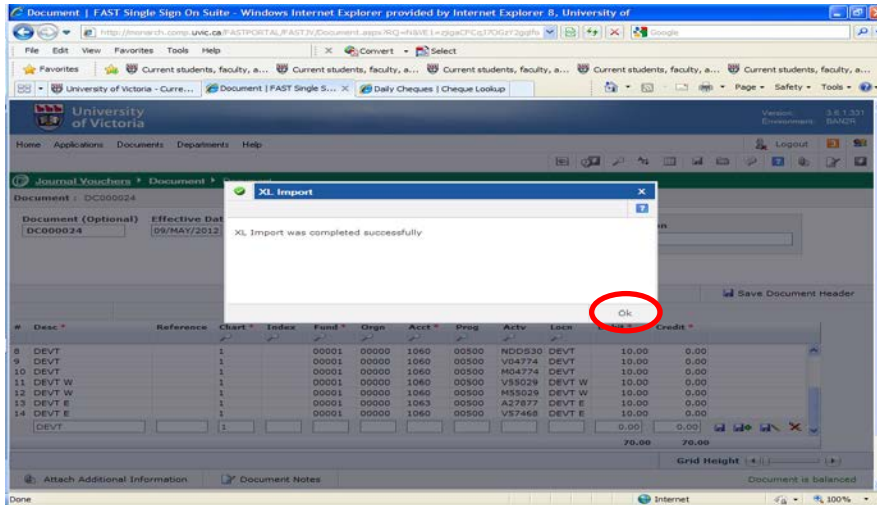
11. Choose 'data upload' from the drop down box and click 'Next Import Step'



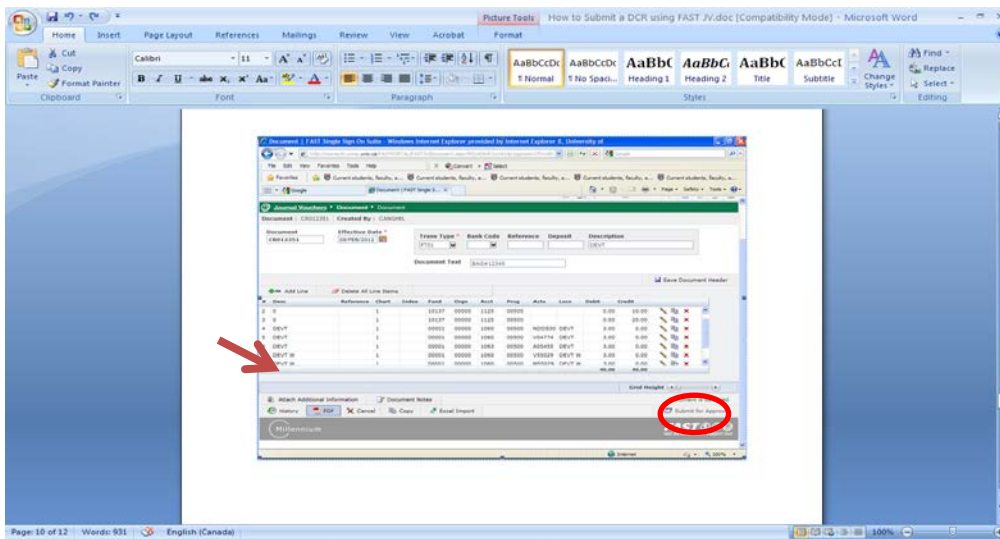


12. If the upload is successful you will get the message shown below, click OK

Note: If there are errors a message will be displayed and a detailed error report will be available to help you make the required corrections



13. Verify the data displayed against the data you entered. Click on the PDF button located on the lower left hand side of the page to print a copy of this document or alternatively save a copy in a folder of your choice. Click on "Submit for approval" on the lower right hand side of your page



14. Select “Send document to a Department” and then choose ‘Banking- Daily Cash Reports’

**Note:** If your departmental internal process requires review and approval from a Supervisor/Manager select “Search for an employee to approve this document”, enter the Netlink ID of the approver or search by clicking on the magnifying glass

If you are the approver, after review select “Send document to a Department” and choose Banking- Daily Cash Reports

Click Submit. You will get a message that the document has been submitted.

