

Creating a Credit Card Receipt

- Click on “**Credit Card Receipt**” link in “**Transactions**” column under “**Financial Processing**” header
- Tabs to input information
 - Document Overview
 - **Description**
 - Start with FO code
 - Department and date depositing for
 - Example: “057 - KCC Culinary Dept. 07/01/19”
 - **Explanation**
 - Department and date depositing for
 - Include settled date
 - Example: “KCC Culinary Dept. 07/01/19; Settled: 07/01/19”
 - Credit Card Receipts
 - **Type:** “VM”
 - **Merchant Number:** Input appropriate merchant number
 - **Date:** Date batch was settled
 - **Ref Nbr:** Input appropriate reference number
 - **Amt:** Amount of deposit ***
 - Click “**Add**” button
 - Accounting Lines
 - **Chart:** “KA”
 - **Account:** Account code depositing money into
 - **Object:** Object code depositing money into
 - **Amount:** Amount being deposited into that account code and object code ***
 - **Line Description:** Short description for that specific accounting line
 - Click “**Add**” button
- Click “**Submit**” button

*** Accounting Lines tab must match amount entered in Credit Card Receipts tab