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