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