


Creating a Credit Card Receipt

- Click on “**Credit Card Receipt**” link in “**Transactions**” column under “**Financial Processing**” header

Transactions	Custom Document Searches	Balance Inquiries
<p>Accounts Receivable</p> <ul style="list-style-type: none"> • Cash Control • Contracts & Grants Collection Activity • Contracts & Grants Invoice • Contracts & Grants LOC Review • Customer Credit Memo • Customer Invoice • Customer Invoice Writeoff • Customer Invoice Writeoff Lookup • Final Billed Indicator • Payment Application <p>Financial Processing</p> <ul style="list-style-type: none"> • Advance Deposit • Budget Adjustment • Credit Card Receipt  • Disbursement Voucher • Distribution of Income and Expense • General Error Correction • Internal Billing • Intra-Account Adjustment • Pre-Encumbrance 	<p>Financial Transactions</p> <p>Accounts Receivable</p> <ul style="list-style-type: none"> • Cash Controls • Contracts & Grants Invoices • Customer Credit Memos • Customer Invoices • Customer Invoice Writeoffs • Payment Applications <p>Capital Asset Management</p> <ul style="list-style-type: none"> • Asset Maintenance <p>Effort Certification</p> <ul style="list-style-type: none"> • Effort Certification <p>Financial Processing</p> <ul style="list-style-type: none"> • Disbursement Vouchers • Procurement Card Documents <p>Purchasing/Accounts Payable</p>	<p>General Ledger</p> <ul style="list-style-type: none"> • Available Balances • Balances by Consolidation • Cash Balances • Current Account Balances • General Ledger Balance • General Ledger Entry • General Ledger Pending Entry • Open Encumbrances <p>Interest Distribution</p> <ul style="list-style-type: none"> • Daily Cash Balances <p>Labor Distribution</p> <ul style="list-style-type: none"> • Account Status (Current Funds) • Labor Ledger View • Labor Ledger Pending Entry
		Reports

- 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”

Document Overview		hide	
Document Overview			
* Description:	<input type="text"/>	Explanation:	<input type="text"/>
Organization Document Number:	<input type="text"/>		
Financial Document Detail			Total Amount:
			<input type="text"/>

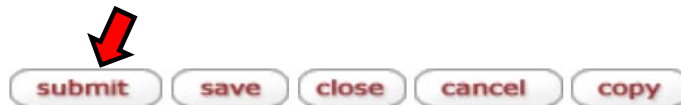
- Credit Card Receipts
 - **Type:** “VM”
 - **Merchant Number:** Input appropriate merchant number
 - **Date:** Date batch was settled
 - **Ref Nbr:** Input appropriate reference number
 - **Amt:** Amount of deposit ***
 - Click “Add” button

Credit Card Receipts						hide
Credit Card Receipts						hide detail
	* Type	* Merchant Number	* Date	* Ref Nbr	* Amount	Actions
add:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	add
					Total: 0.00	

- 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

Accounting Lines								hide	
Accounting Lines								hide detail	
	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	KA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	add
		Line Description							

- Click “Submit” button



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