

Creating an Advance Deposit

- Click on “**Advance Deposit**” link in “**Transactions**” column under “**Financial Processing**” header

<p>Transactions</p> <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>Custom Document Searches</p> <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>Balance Inquiries</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 <p>Reports</p>
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- Tabs to input information
 - Document Overview
 - **Description**
 - Start with FO code
 - Department and date depositing for
 - Example: “057 - KCC Culinary Dept. 07/01/19”

Document Overview hide

Document Overview

* Description: <input style="width: 90%;" type="text"/>	Explanation: <input style="width: 90%;" type="text"/>
Organization Document Number: <input style="width: 80%;" type="text"/>	

Financial Document Detail

	Total Amount: <input style="width: 150px;" type="text"/>
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- Advance Deposits
 - **Date:** Date deposit is for
 - **Reference Number:** Deposit slip number (Six digit number in bottom left hand corner when held horizontally)
 - **Description:** Same as document overview description
 - **Type Code:** “Cash/Check”
 - **Amt:** Amount of deposit ***
 - Click “**Add**” button

Advance Deposits hide

Advance Deposits

	* Bank Code	* Date	* Reference Number	Description	* Type Code	* Amt	Actions
add:	030 UNIVERSITY OF HAWAII GENERAL ACCOUNT	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input type="button" value="add"/>
						Total: 0.00	

- Accounting Lines
 - **Chart:** "KA" (or appropriate campus/chart code)
 - **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 the specific accounting line
 - Click "**Add**" button

- Click "**Submit**" button



*** Accounting lines tab total must match amount entered in Advance Deposits tab