Creating an Advance Deposit

• Click on "Advance Deposit" link in "Transactions" column under "Financial Processing" header

Fransactions	Custom Document Searches	Balance Inquiries
Accounts Receivable	Financial Transactions	General Ledger
<u>Cash Control</u>	Accounts Receivable	Available Balances
 <u>Contracts & Grants Collection Activity</u> 		 Balances by Consolidation
 <u>Contracts & Grants Invoice</u> 	<u>Cash Controls</u>	<u>Cash Balances</u>
<u>Contracts & Grants LOC Review</u>	<u>Contracts & Grants Invoices</u>	<u>Current Account Balances</u>
<u>Customer Credit Memo</u>	<u>Customer Credit Memos</u>	<u>General Ledger Balance</u>
<u>Customer Invoice</u>	<u>Customer Invoices</u>	General Ledger Entry
Customer Invoice Writeoff	Customer Invoice Writeoffs	General Ledger Pending Entry
Customer Invoice Writeoff Lookup	 Payment Applications 	Open Encumbrances
Final Billed Indicator	Capital Asset Management	Interest Distribution
 Payment Application 	Capital Asset Management	
inancial Processing	<u>Asset Maintenance</u>	Daily Cash Balances
Advance Deposit	Effort Certification	Labor Distribution
Budget Adjustment Credit Card Reseint	Effort Certification	<u>Account Status (Current Funds)</u>
Disbursement Voucher	Financial Processing	Labor Ledger View Labor Ledger Pending Entry
 Distribution of Income and Expense 		
General Error Correction	Disbursement Vouchers	
Internal Billing	 Procurement Card Documents 	
 Intra-Account Adjustment 	Purchasing/Accounts Payable	Reports
 Pre-Encumbrance 	r arenasing, recounts rayable	Toporto

- 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:			
Organization Document Number:		Explanation:	-d
Financial Document Detail			
			Total Amount:

- 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								
	* Bank Code	* Date	* Reference Number	Description	* Type Code	* Amt	Actions	
add:	030 UNIVERSITY OF HAWAII GENERAL ACCOUNT						add	
						Total: 0.00		

- o 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

Accounting Lines									
Accour	nting Lines 🧧	2							hide detail
									import lines
	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
	KA -	9	8	<u> </u>	<u> </u>	۲		0.00	
add:	Line Description								
									add

• Click "Submit" button



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