Creating an Advance Deposit

- Click on “Advance Deposit” 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”
  - 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
  - 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