

## 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