Your location # & department name (i.e. 2043, Treasury Ops)

**Description:** 2043, Treasury Ops

**Financial Document Number:**

**Organization Document Number:**

**Total Amount:**

**Advance Deposits**

**Bank Code**  
**Date**  
**Reference Number**  
**Description**  
**Amt**  
**Actions**

**Date you created the AD**

**Your location number (i.e. 2043)**

**Total amount of check deposit**

**Advance Deposits**

**Bank Code**  
**Date**  
**Reference Number**  
**Description**  
**Amt**  
**Actions**

**RIC for Remote Capture**

**The chart will auto fill once you enter your GL #**

**This is where you list out your checks**

**Your General Ledger account number**

**Your object code**

**Amount of check**

**Accounting Lines for Capitalization**

**Modify Capital Assets**

**General Ledger Pending Entries**

**Notes and Attachments (0)**

**Ad Hoc Recipients**

**Route Log**

**Click “add” to enter additional checks**

**Click the submit button once the doc is completed**

*The Advance Deposit should always be completed the same day of the check deposit*