

expand all collapse all  
\* required field

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

Document Overview

Document Overview

* Description:	2043, Treasury Ops	Explanation:	
Organization Document Number:			

Financial Document Detail

Total Amount:	
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Advance Deposits

Date you created the AD\* Your location number (i.e. 2043) Total amount of check deposit

* Bank Code	* Date	* Reference Number	Description	* Amt	Actions
add: RIC	02/21/2013	2043		250.00	add
				Total: 0.00	

RIC for Remote Capture

Accounting Lines

Your General Ledger account number Your object code Amount of check

* Chart	Sub-Fund	Org	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
									0.00	add
add: Line Description										

The chart will auto fill once you enter your GL #

This is where you list out your checks

Click "add" to enter additional checks

Click the submit button once the doc is completed

submit save close cancel copy

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