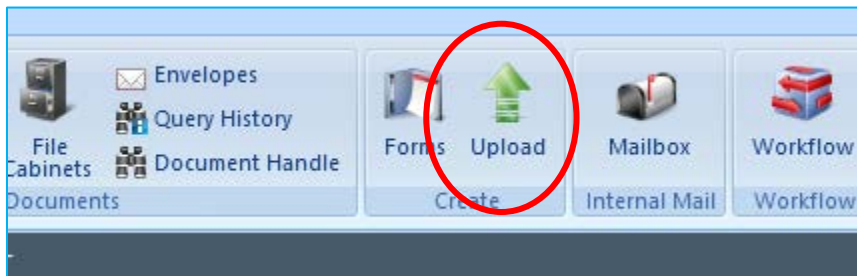
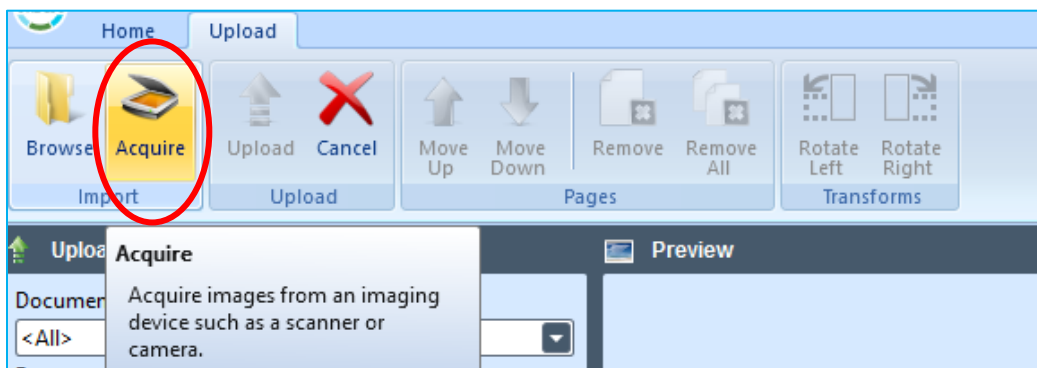


# Uploading MISC Deposit Documents

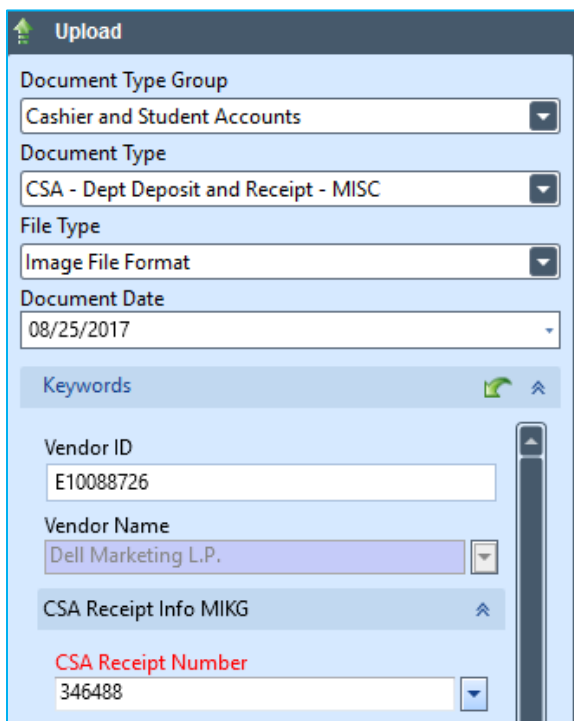
To upload check stubs and other deposit information in the Unity client, click the Upload button.



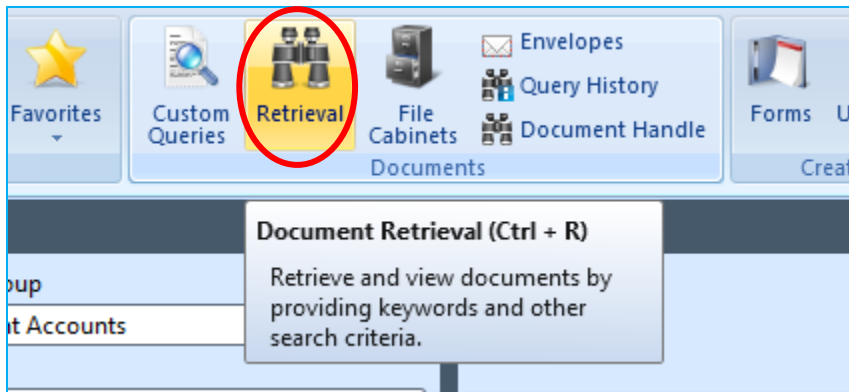
With your document in the scanner, click the acquire button to import.



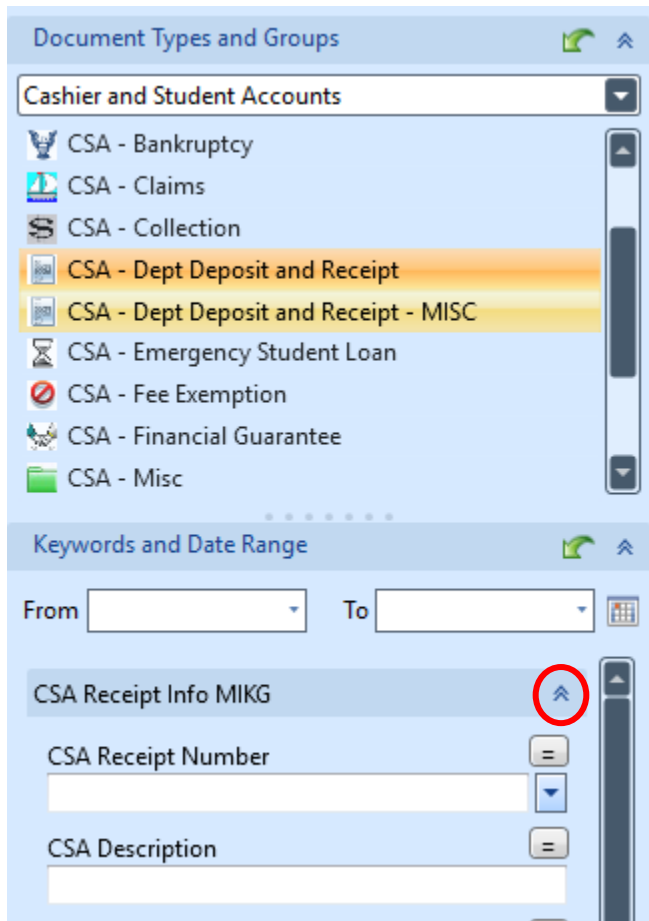
Once the preview of the document appears, enter the doc type as shown below. The CSA Receipt Number is required. Vendor ID and/or Vendor Name can be entered if desired.



If you want to retrieve the document that you have just uploaded, click the retrieval button.



If you don't see the keyword CSA Receipt Number, click the highlighted carrot to open the keyword group. Enter the receipt number and then click find .



This also works in the web client, however, there is no acquire button. Import just like invoices.