

How to Create Bank Deposit

1. From Cash Management module click **Bank Deposits**.
2. It will open the **Search Bank Deposits** screen where existing bank deposits are displayed. Click the **New toolbar button** to open the new Bank Deposit screen.

Record No	Date	Payor	Amount	Posted
BDEP-1	8/10/2016		40.00	✓
BDEP-2	1/2/2017		624.98	✓
BDEP-3	12/23/2016		23,423.00	□
BDEP-4	1/23/2017		302.74	□
BDEP-5	1/23/2017		302.74	✓
BDEP-6	1/26/2017		13,341.10	✓
BDEP-7	1/31/2017		6,675.40	✓
BDEP-8	2/22/2017		100.00	□
BDEP-9	3/9/2017		3,572.50	□
BDEP-10	12/31/2019		50.00	✓
BDEP-11	12/31/2019		100.00	✓
BDEP-12	12/31/2019		50.00	✓
BDEP-13	12/31/2019		100.00	✓
BDEP-14	3/31/2017		0.00	□
BDEP-15	4/18/2017		10.00	□
BDEP-16	5/1/2017		127,832.92	✓
BDEP-17	5/2/2017		63,916.46	✓
BDEP-18	5/2/2017		63,916.46	✓
BDEP-19	5/3/2017		0.00	□
BDEP-20	5/3/2017		0.00	□

3. In the Bank Account field, click the dropdown combo box button to open the combo box list and select the bank account you want to make a deposit to.

Bank Account * 123452



- Make sure that the bank account you want to make a deposit to had been added in the Bank Accounts screen. If not, see [How to Add new Bank Account](#) to guide you on how to add it.
- If Company Location has set Bank Account, Bank Account should automatically be selected upon opening new Bank Deposit Screen

4. Fill in Bank Deposit header information.

Bank Deposit -

New Save Search Delete Undo Print Post Info Post Preview Undeposited Recurring Close

Details	Audit Log (0)						
Bank Account *	123452	Balance	7,216,459.26	Currency *	USD	Record No	Created on Save
Date	11/7/2017	Payor:	ABC Trucking	Amount	0.00		
Location	* 0001 - Fort Wayne	Short GL Account		Short Amount	0.00		
Description	Deposit Test 1	Recur	<input type="checkbox"/>				

- a. The **Balance** field will show the current balance for the selected bank account. This is a good way to track how much is the current bank account balance.
- b. The **Currency** field by default will show the Currency setup from the selected Bank Account.
- c. The **Record No** field will only be filled with the deposit transaction number as soon as the Bank Deposit is saved. This will be based in the Starting Numbers setup from the Starting Numbers screen > Bank Deposit. That screen can be opened from System Manager > Starting Numbers.

Starting Numbers				
Save Close Details				
Modules	Starting Numbers			
All	Report	View	Filter (F3)	
Accounts Payable	Bank Deposit	BDEP-	58	<input type="checkbox"/> BDEP-58
Accounts Receivable	Bank Withdrawal	BWD-	3	<input type="checkbox"/> BWD-3
Card Fueling	Bank Transfer	BTR-	15	<input type="checkbox"/> BTR-15
Cash Management	Bank Transaction	BTRN-	41	<input type="checkbox"/> BTRN-41
Contract Management	Misc Checks	MCHK-	3	<input type="checkbox"/> MCHK-3
Credit Card Recon	Bank Stmt Import	BSI-	15	<input type="checkbox"/> BSI-15
Energy Trac				
Entity Management				
Fixed Assets				
General Ledger				
Help Desk				
Inventory				
Logistics				

This number will also be used to track the transaction later on.

- d. The **Date field** by default will show today's date. Change this date as you feel necessary.
 - e. Select Payor from the combo box list or add it on the fly. The **Payor field** is used to enter the name of an individual or company who pays in the form of deposit. Can be a customer or can be a memo for what the Receipt of cash is for. Click the **dropdown combo box button** to bring down the combo box list. This list will show all customers added in the Accounts Receivable module along with contacts added on the fly.
 - f. Enter a description for the Bank Deposit in the **Description field**.

2. In the grid area, add the counter-entry/ies for the cash account assigned for the bank account selected.

- a. Each line has **Date field** that allows you to set specific date for each entry. This is useful if you are grouping together multiple deposit transactions within a period and you would want it be entered as one deposit transaction.
 - b. In the **GL Account field**, select GL Account.
 - c. In the **Amount field**, enter deposit amount.
 - d. At the bottom of the grid, a **Total** of all deposits added in the grid is shown. And that same amount is reflected as well in the **Amount field** in the header part of the screen.

Bank Deposit -

New Save Search Delete Undo Print Post Info Post Preview Undeposited Recurring Close

Details Audit Log (0)

Bank Account *	123452	Balance	7,216.459.26	Currency	USD	Record No	Created on	Save
Date	11/8/2017	Payor:	ABC Trucking	Amount	150.00			
Location	* 0001 - Fort Wayne	Short GL Account		Short Amount	0.00			
Description	Deposit test				Recur			
X Remove	Report	View	Filter (F3)					
<input type="checkbox"/> Date	GL Account*	Description	Record No	Payment Method	Card Type	Name	Amount	
<input type="checkbox"/> 11/8/2017	29000-0000-000	Freight Payable - Home office - Admin					150.00	
								Total: \$150.00

? Edited Page 1 of 1

3. Click **Save** toolbar button to save the bank deposit.



The **Record No** field will then show the deposit transaction number assigned for this transaction.

Date	Payor	Amount
11/8/2017	ABC Trucking	150.00
11/8/2017	Freight Payable - Home office - Admin	150.00



If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See [How to Post Bank Deposit](#).

4. Click **Close** toolbar button to close the screen.



- From Cash Management module click **Bank Deposits**.
- If this is the first record you are to create, it will open directly on new Bank Deposit screen where you can then add the transaction. Otherwise, it will open the **Search Bank Deposits screen** where existing bank deposits are displayed. Click the **New toolbar button** to open the new Bank Deposit screen.

Record No	Date	Payor	Amount	Posted
BDEP-1	8/10/2016		40.00	✓
BDEP-2	1/2/2017		624.98	✓
BDEP-3	12/23/2016		23,423.00	□
BDEP-4	1/23/2017		302.74	□
BDEP-5	1/23/2017		302.74	✓
BDEP-6	1/26/2017		13,341.10	✓
BDEP-7	1/31/2017		6,675.40	✓
BDEP-8	3/28/2017		50.00	✓
BDEP-9	4/11/2017		1,500.00	✓
BDEP-10	4/11/2017		500.00	✓
BDEP-11	4/11/2017		155.00	✓
BDEP-12	4/11/2017		250.00	✓

3. In the Bank Account field, click the dropdown combo box button to open the combo box list and select the bank account you want to make a deposit to.



Make sure that the bank account you want to make a deposit to had been added in the Bank Accounts screen. If not, see [How to Add new Bank Account](#) to guide you on how to add it.

4. Fill in Bank Deposit header information.

Bank Account *	001122	Balance	0.00	Currency *	USD	Record No	Created on Save
Date	7/5/2017	Payor:	NYK	Amount	0.00		
Location	* 0001 - Fort Wayne	Short GL Account		Short Amount	0.00		
Description	Deposit Test						

- a. The **Balance field** will show the current balance for the selected bank account. This is a good way to track how much is the current bank account balance.
- b. The **Currency field** by default will show the Currency setup from the selected Bank Account.
- c. The **Record No field** will only be filled with the deposit transaction number as soon as the Bank Deposit is saved. This will be based in the Starting Numbers setup from the Starting Numbers screen > Bank Deposit. That screen can be opened from System Manager > Starting Numbers.

Transaction Type	Prefix	Number	Use Location	Preview
Bank Deposit	BDEP-	158	<input type="checkbox"/>	BDEP-157
Bank Withdrawal	BWD-	4	<input type="checkbox"/>	BWD-4
Bank Transfer	BTFR-	16	<input type="checkbox"/>	BTFR-16
Bank Transaction	BTRN-	60	<input type="checkbox"/>	BTRN-60
Misc Checks	MCHK-	17	<input type="checkbox"/>	MCHK-17
Bank Stmt Import	BSI-	1	<input type="checkbox"/>	BSI-1

This number will also be used to track the transaction later on.

- d. The **Date field** by default will show today's date. Change this date as you feel necessary.
- e. Select Payor from the combo box list or add it on the fly. The **Payor field** is used to enter the name of an individual or company who pays in the form of deposit. Can be a customer or can be a memo for what the Receipt of cash is for. Click the **dropdown combo box button** to bring down the combo box list. This list will show all customers added in the Accounts Receivable module along with contacts added on the fly.

- f. Enter a description for the Bank Deposit in the **Description field**.

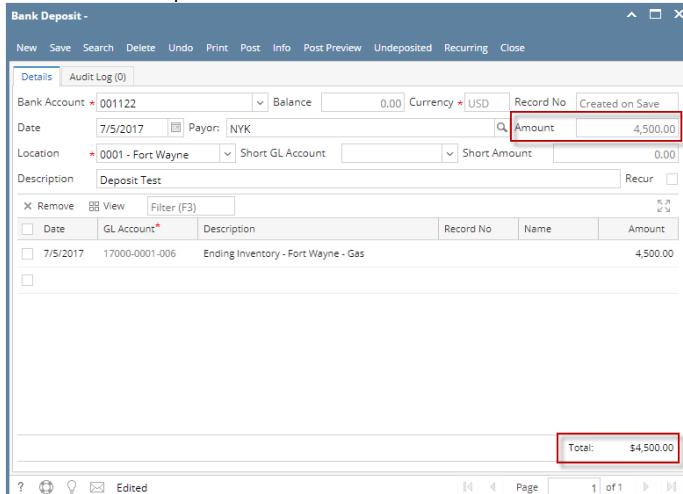
5. In the grid area, add the counter-entry/ies for the cash account assigned for the bank account selected.

Date	GL Account*	Description	Record No	Name	Amount
7/5/2017	17000-0001-006	Ending Inventory - Fort Wayne - Gas			4,500.00

Total: \$4,500.00

- a. Each line has **Date field** that allows you to set specific date for each entry. This is useful if you are grouping together multiple deposit transactions within a period and you would want it to be entered as one deposit transaction.
- b. In the **GL Account field**, select GL Account.
- c. In the **Amount field**, enter deposit amount.

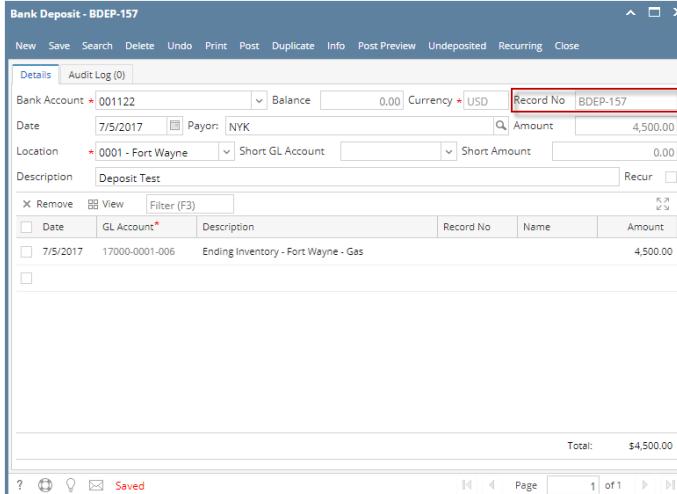
- d. At the bottom of the grid, a **Total** of all deposits added in the grid is shown. And that same amount is reflected as well in the **Amount** field in the header part of the screen.



6. Click **Save toolbar button** to save the bank deposit.



The **Record No** field will then show the deposit transaction number assigned for this transaction.



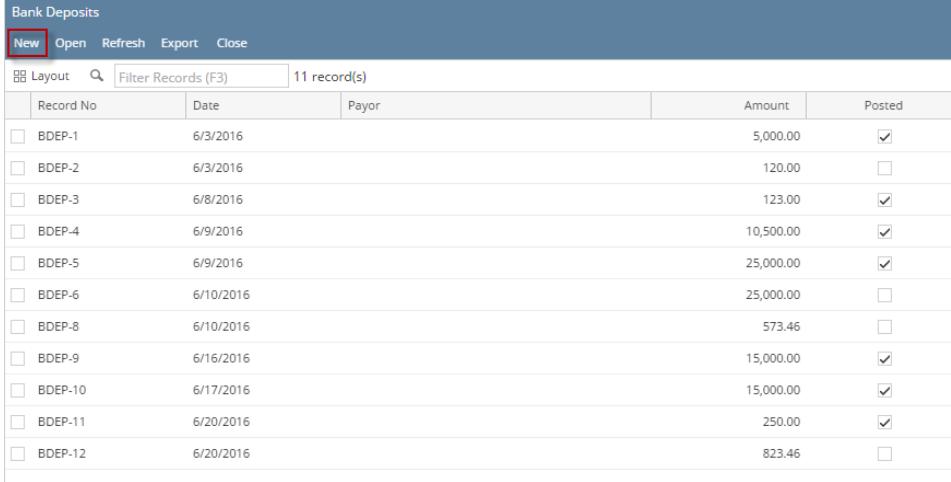
If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See [How to Post Bank Deposit](#).

7. Click **Close toolbar button** to close the screen.



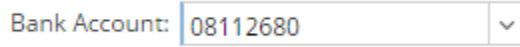
1. From Cash Management module click **Bank Deposits**.

2. If this is the first record you are to create, it will open directly on new Bank Deposit screen where you can then add the transaction. Otherwise, it will open the **Search Bank Deposits screen** where existing bank deposits are displayed. Click the **New toolbar button** to open the new Bank Deposit screen.



Record No	Date	Payor	Amount	Posted
BDEP-1	6/3/2016		5,000.00	<input checked="" type="checkbox"/>
BDEP-2	6/3/2016		120.00	<input type="checkbox"/>
BDEP-3	6/8/2016		123.00	<input checked="" type="checkbox"/>
BDEP-4	6/9/2016		10,500.00	<input checked="" type="checkbox"/>
BDEP-5	6/9/2016		25,000.00	<input checked="" type="checkbox"/>
BDEP-6	6/10/2016		25,000.00	<input type="checkbox"/>
BDEP-8	6/10/2016		573.46	<input type="checkbox"/>
BDEP-9	6/16/2016		15,000.00	<input checked="" type="checkbox"/>
BDEP-10	6/17/2016		15,000.00	<input checked="" type="checkbox"/>
BDEP-11	6/20/2016		250.00	<input checked="" type="checkbox"/>
BDEP-12	6/20/2016		823.46	<input type="checkbox"/>

3. In the Bank Account field, click the dropdown combo box button to open the combo box list and select the bank account you want to make a deposit to.

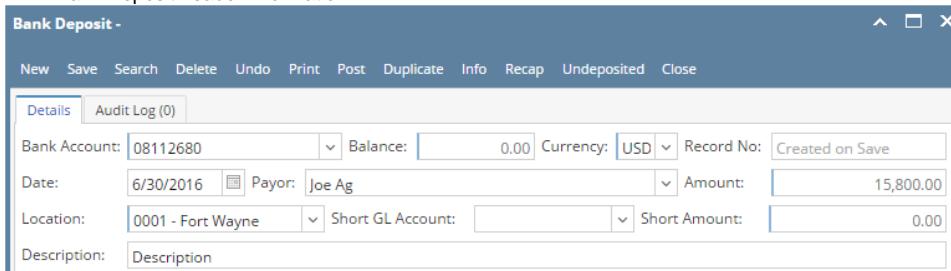


Bank Account: 08112680



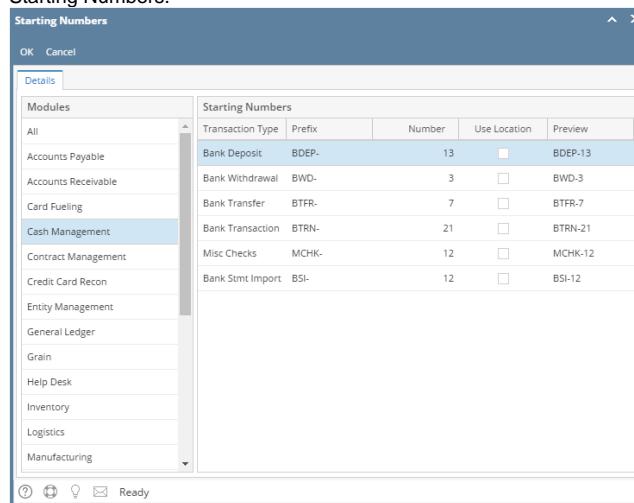
Make sure that the bank account you want to make a deposit to had been added in the Bank Accounts screen. If not, see [How to Add new Bank Account](#) to guide you on how to add it.

4. Fill in Bank Deposit header information.



Bank Deposit -	
New Save Search Delete Undo Print Post Duplicate Info Recap Undeposited Close	
Bank Account:	08112680
Balance:	0.00
Currency:	USD
Record No:	Created on Save
Date:	6/30/2016
Payor:	Joe Ag
Amount:	15,800.00
Location:	0001 - Fort Wayne
Short GL Account:	
Short Amount:	0.00
Description:	Description

- a. The **Balance field** will show the current balance for the selected bank account. This is a good way to track how much is the current bank account balance.
- b. The **Currency field** by default will show the Currency setup from the selected Bank Account.
- c. The **Record No field** will only be filled with the deposit transaction number as soon as the Bank Deposit is saved. This will be based in the Starting Numbers setup from the Starting Numbers screen > Bank Deposit. That screen can be opened from System Manager > Starting Numbers.



Starting Numbers				
Details				
Starting Numbers				
Modules	Transaction Type	Prefix	Number	Use Location
All	Bank Deposit	BDEP-	13	<input type="checkbox"/>
Accounts Payable	Bank Withdrawal	BWD-	3	<input type="checkbox"/>
Accounts Receivable	Bank Transfer	BTFR-	7	<input type="checkbox"/>
Cash Fueling	Bank Transaction	BTRN-	21	<input type="checkbox"/>
Cash Management	Misc Checks	MCHK-	12	<input type="checkbox"/>
Contract Management	Bank Stmt Import	BSI-	12	<input type="checkbox"/>
Credit Card Recon				
Entity Management				
General Ledger				
Grain				
Help Desk				
Inventory				
Logistics				
Manufacturing				

This number will also be used to track the transaction later on.

- d. The **Date field** by default will show today's date. Change this date as you feel necessary.
- e. Select Payor from the combo box list or add it on the fly. The **Payor field** is used to enter the name of an individual or company who pays in the form of deposit. Can be a customer or can be a memo for what the Receipt of cash is for. Click the **dropdown combobox**.

button to bring down the combo box list. This list will show all customers added in the Accounts Receivable module along with contacts added on the fly.

- Enter a description for the Bank Deposit in the **Description field**.

- In the grid area, add the counter-entry/ies for the cash account assigned for the bank account selected.

The screenshot shows a software interface for managing bank deposits. At the top, there are buttons for 'Remove', 'Layout', 'Filter Records (F3)', and a search icon. Below this is a table with columns: Date, GL Account, Description, Record No., Name, and Amount. A single row is visible: '6/30/2016' in the Date column, '17000-0004-003' in the GL Account column, 'Ending Inventory' in the Description column, and '\$15,800.00' in the Amount column. At the bottom of the grid, it says 'Total: \$15,800.00'. The status bar at the bottom indicates the record is 'Edited'.

- Each line has **Date field** that allows you to set specific date for each entry. This is useful if you are grouping together multiple deposit transactions within a period and you would want it be entered as one deposit transaction.
- In the **GL Account field**, select GL Account.
- In the **Amount field**, enter deposit amount.
- At the bottom of the grid, a **Total** of all deposits added in the grid is shown. And that same amount is reflected as well in the **Amount field** in the header part of the screen.

The screenshot shows the 'Bank Deposit - Details' screen. The header includes buttons for New, Save, Search, Delete, Undo, Print, Post, Duplicate, Info, Recap, Undeposited, and Close. The main area has tabs for 'Details' and 'Audit Log (0)'. Under 'Details', the 'Record No.' field is empty. Other fields include 'Bank Account: 08112680', 'Balance: 0.00', 'Currency: USD', 'Record No: Created on Save', 'Date: 6/30/2016', 'Payor: Joe Ag', 'Amount: 15,800.00', 'Location: 0001 - Fort Wayne', 'Short GL Account: 17000-0004-003', 'Short Amount: 0.00', and 'Description: Ending Inventory'. Below this is a grid with columns: Date, GL Account, Description, Record No., Name, and Amount. The same entry as above is present. The status bar at the bottom indicates the record is 'Edited'.

- Click **Save toolbar button** to save the bank deposit.

The screenshot shows the 'Bank Deposit' screen with the 'Save' button highlighted in red. The toolbar also includes New, Search, Delete, Undo, Print, Post, Duplicate, Info, Recap, Undeposited, and Close buttons.

The **Record No** field will then show the deposit transaction number assigned for this transaction.

The screenshot shows the 'Bank Deposit - BDEP-13' screen. The 'Record No.' field now contains 'BDEP-13'. The rest of the fields and grid are identical to the previous screenshots. The status bar at the bottom indicates the record is 'Saved'.



If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See [How to Post Bank Deposit](#).

7. Click **Close toolbar button** to close the screen.

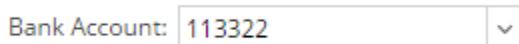


1. From Cash Management module click **Bank Deposits**.

2. If this is the first record you are to create, it will open directly on new Bank Deposit screen where you can then add the transaction. Otherwise, it will open the **Search Bank Deposits screen** where existing bank deposits are displayed. Click the **New toolbar button** to open the new Bank Deposit screen.

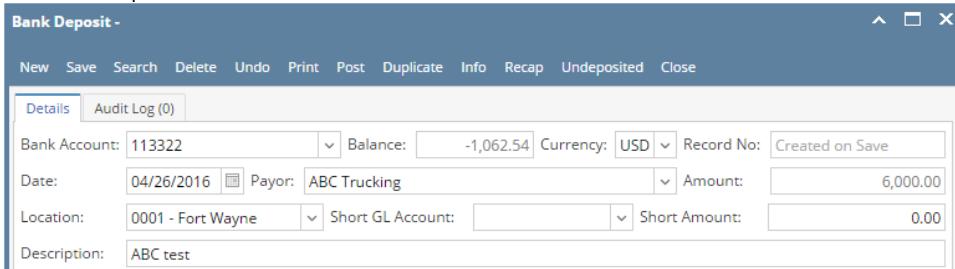


3. In the Bank Account field, click the dropdown combo box button to open the combo box list and select the bank account you want to make a deposit to.

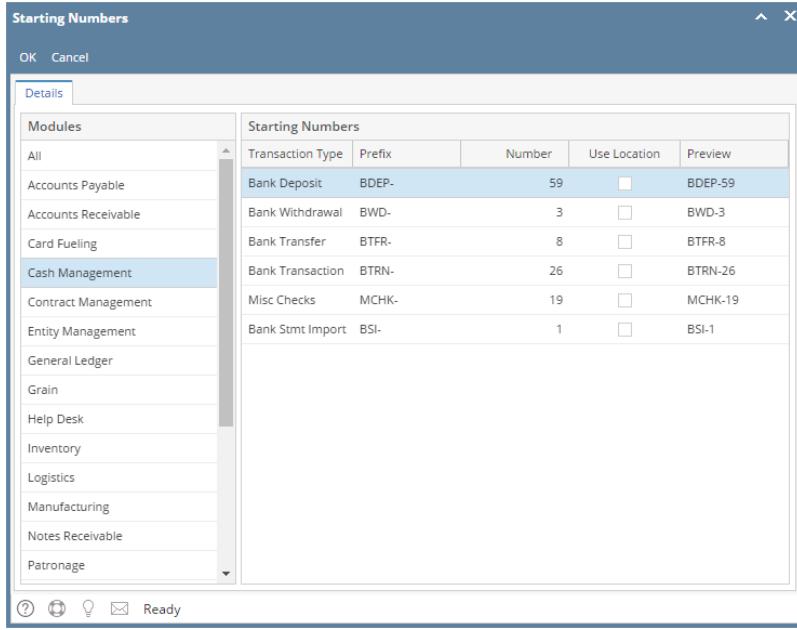


Make sure that the bank account you want to make a deposit to had been added in the Bank Accounts screen. If not, see [How to Add new Bank Account](#) to guide you on how to add it.

4. Fill in Bank Deposit header information.



- The **Balance field** will show the current balance for the selected bank account. This is a good way to track how much is the current bank account balance.
- The **Currency field** by default will show the Currency setup from the selected Bank Account.
- The **Record No field** will only be filled with the deposit transaction number as soon as the Bank Deposit is saved. This will be based in the Starting Numbers setup from the Starting Numbers screen > Bank Deposit. That screen can be opened from System Manager > Starting Numbers.



This number will also be used to track the transaction later on.

- d. The **Date field** by default will show today's date. Change this date as you feel necessary.
 - e. Select Payor from the combo box list or add it on the fly. The **Payor field** is used to enter the name of an individual or company who pays in the form of deposit. Can be a customer or can be a memo for what the Receipt of cash is for. Click the **dropdown combo box button** to bring down the combo box list. This list will show all customers added in the Accounts Receivable module along with contacts added on the fly.
 - f. Enter a description for the Bank Deposit in the **Description field**.
5. In the grid area, add the counter-entry/ies for the cash account assigned for the bank account selected.

X Remove Layout Filter Records (F3)					
Date	GL Account	Description	Record No	Name	Amount
04/26/20...	42000-0000-000	Interest Income	< Add New >		1,000.00
04/26/20...	40000-0001-004	Sales	< Add New >		5,000.00
	Select a GL Accou...		< Add New >		

Total: \$6,000.00

② ⏪ ⏴ Edited Page 1 of 1

- a. Each line has **Date field** that allows you to set specific date for each entry. This is useful if you are grouping together multiple deposit transactions within a period and you would want it be entered as one deposit transaction.
- b. In the **GL Account field**, select GL Account.
- c. In the **Amount field**, enter deposit amount.

- d. At the bottom of the grid, a **Total** of all deposits added in the grid is shown. And that same amount is reflected as well in the **Amount** field in the header part of the screen.

The screenshot shows the 'Bank Deposit' window. In the header, the 'Amount' field is set to \$6,000.00. At the bottom of the grid, there is a summary row with a 'Total' field also set to \$6,000.00.

6. Click **Save toolbar button** to save the bank deposit.

The screenshot shows the 'Bank Deposit' window with the 'Save' button highlighted in red in the toolbar.

The **Record No** field will then show the deposit transaction number assigned for this transaction.

The screenshot shows the 'Bank Deposit' window after saving. The 'Record No' field now displays 'BDEP-59'. The status bar at the bottom indicates the transaction was saved.



If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See [How to Post Bank Deposit](#).

7. Click **Close toolbar button** to close the screen.

The screenshot shows the 'Bank Deposit' window with the 'Close' button highlighted in red in the toolbar.

- From Cash Management module click **Bank Deposits**.
- If this is the first record you are to create, it will open directly on new Bank Deposit screen where you can then add the transaction. Otherwise, it will open the **Search Bank Deposits screen** where existing bank deposits are displayed. Click the **New toolbar button** to open the new Bank Deposit screen.

The screenshot shows the 'Bank Deposits' window with the 'New' button highlighted in red in the toolbar.

- In the Bank Account field, click the dropdown combo box button to open the combo box list and select the bank account you want to make a deposit to.

Bank Account:



Make sure that the bank account you want to make a deposit to had been added in the Bank Accounts screen. If not, see [How to Add new Bank Account](#) to guide you on how to add it.

4. Fill in Bank Deposit header information.

Bank Deposit -

New Save Search Delete Undo Print Post Duplicate Info Recap Undeposited Close

Details

Bank Account:	253624539656	Balance:	0.00	Currency:	USD	Record No:	Created on Save
Date:	01/28/2016	Payor:	OPIS Index	Amount:	0.00		
Location:	0001 - Fort Wayne	Short GL Account:		Short Amount:	0.00		
Description:	Deposit						

- The **Balance field** will show the current balance for the selected bank account. This is a good way to track how much is the current bank account balance.
- The **Currency field** by default will show the Currency setup from the selected Bank Account.
- The **Record No field** will only be filled with the deposit transaction number as soon as the Bank Deposit is saved. This will be based in the Starting Numbers setup from the Starting Numbers screen > Bank Deposit. That screen can be opened from System Manager > Starting Numbers.

Starting Numbers

OK Cancel

Details

Modules	Starting Numbers
All	Transaction Type Prefix Number Preview
Accounts Payable	Bank Deposit BDEP- 1 BDEP-1
Accounts Receivable	Bank Withdrawal BWD- 1 BWD-1
Card Fueling	Bank Transfer BTFR- 1 BTFR-1
Cash Management	Bank Transaction BTRN- 3 BTRN-3
Contract Management	Misc Checks MCHK- 2 MCHK-2
Entity Management	Bank Stmt Import BSI- 1 BSI-1

This number will also be used to track the transaction later on.

- The **Date field** by default will show today's date. Change this date as you feel necessary.
- Select Payor from the combo box list or add it on the fly. The **Payor field** is used to enter the name of an individual or company who pays in the form of deposit. Can be a customer or can be a memo for what the Receipt of cash is for. Click the **dropdown combo box button** to bring down the combo box list. This list will show all customers added in the Accounts Receivable module along with contacts added on the fly.
- Enter a description for the Bank Deposit in the **Description field**.

5. In the grid area, add the counter-entry/ies for the cash account assigned for the bank account selected.

Date	GL Account	Description	Record No	Name	Amount
01/28/20...	10003-0000-000	Fifth Third - Petro Operation			4,500.00
01/28/20...	42000-0000-000	Interest Income			400.00
<input checked="" type="checkbox"/>	Select a GL Accou...				0.00
<input type="checkbox"/>	Select a GL Accou...				

- Each line has **Date field** that allows you to set specific date for each entry. This is useful if you are grouping together multiple deposit transactions within a period and you would want it be entered as one deposit transaction.
- In the **GL Account field**, select GL Account.
- In the **Amount field**, enter deposit amount.

- d. At the bottom of the grid, a **Total** of all deposits added in the grid is shown. And that same amount is reflected as well in the **Amount field** in the header part of the screen.

Bank Deposit - BDEP-1

New Save Search Delete Undo Print Post Duplicate Info Recap Undeposited Close

Details

Bank Account:	253624539656	Balance:	0.00	Currency:	USD	Record No.:	BDEP-1																								
Date:	01/28/2016	Payor:	OPIS Index	Amount:	4,900.00																										
Location:	0001 - Fort Wayne	Short GL Account:		Short Amount:	0.00																										
Description:	Deposit																														
<input type="button" value="X Remove"/> <input type="button" value="Layout"/> <input type="button" value="Filter Records (F3)"/> <input type="button" value="x"/>																															
<table border="1"> <thead> <tr> <th>Date</th> <th>GL Account</th> <th>Description</th> <th>Record No.</th> <th>Name</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>01/28/20...</td> <td>10003-0000-000</td> <td>Fifth Third - Petro Operation</td> <td></td> <td></td> <td>4,500.00</td> </tr> <tr> <td>01/28/20...</td> <td>42000-0000-000</td> <td>Interest Income</td> <td></td> <td></td> <td>400.00</td> </tr> <tr> <td colspan="6"><input type="button" value="Select a GL Accou..."/></td> </tr> </tbody> </table>								Date	GL Account	Description	Record No.	Name	Amount	01/28/20...	10003-0000-000	Fifth Third - Petro Operation			4,500.00	01/28/20...	42000-0000-000	Interest Income			400.00	<input type="button" value="Select a GL Accou..."/>					
Date	GL Account	Description	Record No.	Name	Amount																										
01/28/20...	10003-0000-000	Fifth Third - Petro Operation			4,500.00																										
01/28/20...	42000-0000-000	Interest Income			400.00																										
<input type="button" value="Select a GL Accou..."/>																															
Total: \$4,900																															
<input type="button" value="?"/> <input type="button" value="○"/> <input type="button" value="!"/> <input type="button" value="Email"/> <input type="button" value="Saved"/>																															
Page 1 of 1																															

6. Click **Save toolbar button** to save the bank deposit.

Bank Deposit - BDEP-1

New **Save** Search Delete Undo Print Post Duplicate Info Recap Undeposited Close

The **Record No** field will then show the deposit transaction number assigned for this transaction.

Bank Deposit - BDEP-1

New Save Search Delete Undo Print Post Duplicate Info Recap Undeposited Close

Details

Bank Account:	253624539656	Balance:	0.00	Currency:	USD	Record No.:	BDEP-1																								
Date:	01/28/2016	Payor:	OPIS Index	Amount:	4,900.00																										
Location:	0001 - Fort Wayne	Short GL Account:		Short Amount:	0.00																										
Description:	Deposit																														
<input type="button" value="X Remove"/> <input type="button" value="Layout"/> <input type="button" value="Filter Records (F3)"/> <input type="button" value="x"/>																															
<table border="1"> <thead> <tr> <th>Date</th> <th>GL Account</th> <th>Description</th> <th>Record No.</th> <th>Name</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>01/28/20...</td> <td>10003-0000-000</td> <td>Fifth Third - Petro Operation</td> <td></td> <td></td> <td>4,500.00</td> </tr> <tr> <td>01/28/20...</td> <td>42000-0000-000</td> <td>Interest Income</td> <td></td> <td></td> <td>400.00</td> </tr> <tr> <td colspan="6"><input type="button" value="Select a GL Accou..."/></td> </tr> </tbody> </table>								Date	GL Account	Description	Record No.	Name	Amount	01/28/20...	10003-0000-000	Fifth Third - Petro Operation			4,500.00	01/28/20...	42000-0000-000	Interest Income			400.00	<input type="button" value="Select a GL Accou..."/>					
Date	GL Account	Description	Record No.	Name	Amount																										
01/28/20...	10003-0000-000	Fifth Third - Petro Operation			4,500.00																										
01/28/20...	42000-0000-000	Interest Income			400.00																										
<input type="button" value="Select a GL Accou..."/>																															
Total: \$4,900																															
<input type="button" value="?"/> <input type="button" value="○"/> <input type="button" value="!"/> <input type="button" value="Email"/> <input type="button" value="Saved"/>																															
Page 1 of 1																															



If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See [How to Post Bank Deposit](#).

7. Click **Close toolbar button** to close the screen.

Bank Deposit - BDEP-1

New Save Search Delete Undo Print Post Duplicate Info Recap Undeposited **Close**

1. From Cash Management module click **Bank Deposits**.

2. If this is the first record you are to create, it will open directly on new Bank Deposit screen where you can then add the transaction. Otherwise, it will open the **Search Bank Deposits screen** where existing bank deposits are displayed. Click the **New toolbar button** to open the new Bank Deposit screen.

Bank Deposits

New View Refresh Close

Layout Filter Records (F3) 2 records

Record No.	Checkbook	Date	Payor	Amount	Posted
BDEP-1	RR	06/10/2015		1,000.00	<input checked="" type="checkbox"/>
BDEP-2	08	06/16/2015		1,000.00	<input checked="" type="checkbox"/>

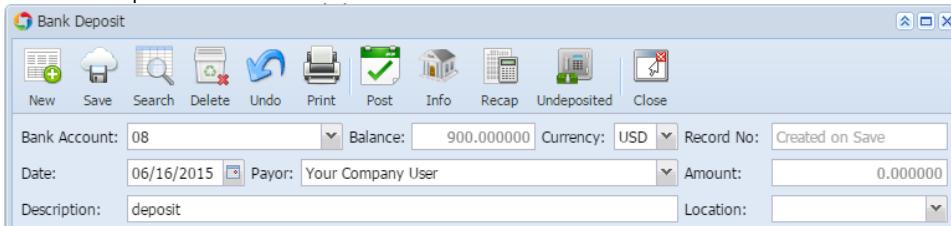
3. In the Bank Account field, click the dropdown combo box button to open the combo box list and select the bank account you want to make a deposit to.

Bank Account: 08



 Make sure that the bank account you want to make a deposit to had been added in the Bank Accounts screen. If not, see [How to Add new Bank Account](#) to guide you on how to add it.

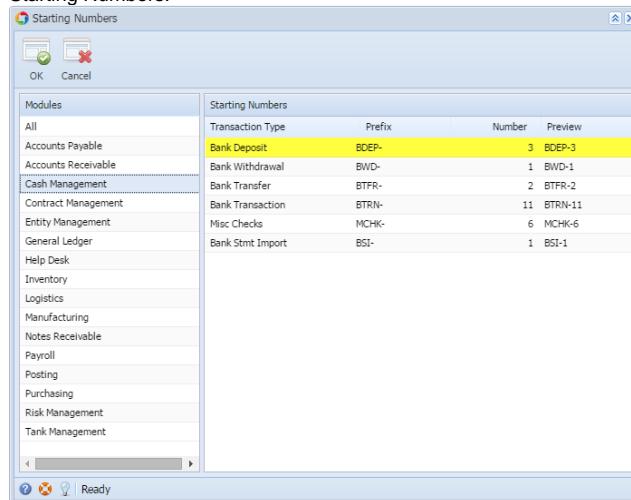
4. Fill in Bank Deposit header information.



The screenshot shows the 'Bank Deposit' window with the following details:

- Bank Account: 08
- Balance: 900.000000
- Currency: USD
- Record No: Created on Save
- Date: 06/16/2015
- Payor: Your Company User
- Amount: 0.000000
- Description: deposit
- Location: (dropdown menu)

- The **Balance field** will show the current balance for the selected bank account. This is a good way to track how much is the current bank account balance.
- The **Currency field** by default will show the Currency setup from the selected Bank Account.
- The **Record No field** will only be filled with the deposit transaction number as soon as the Bank Deposit is saved. This will be based in the Starting Numbers setup from the Starting Numbers screen > Bank Deposit. That screen can be opened from System Manager > Starting Numbers.



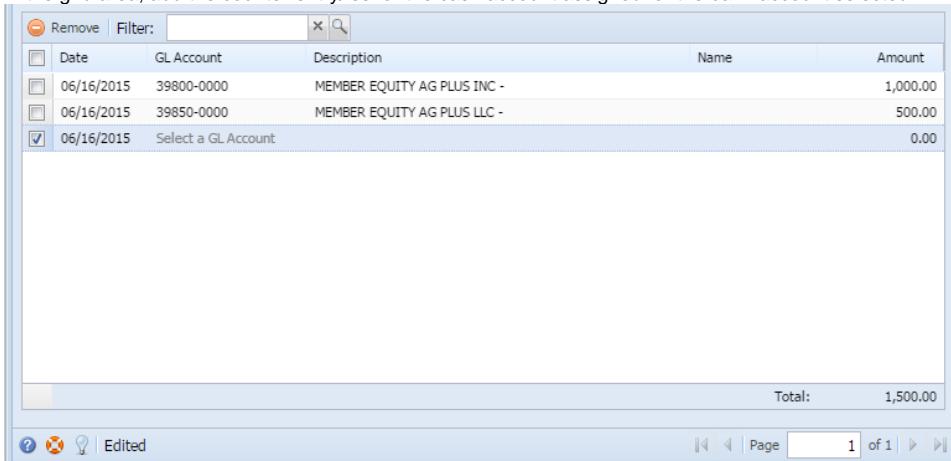
The screenshot shows the 'Starting Numbers' window with the following data:

Transaction Type	Prefix	Number	Preview
Bank Deposit	BDEP-	3	BDEP-3
Bank Withdrawal	BWD-	1	BWD-1
Bank Transfer	BTFR-	2	BTFR-2
Bank Transaction	BTRN-	11	BTRN-11
Misc Checks	MCHK-	6	MCHK-6
Bank Stmt Import	BSI-	1	BSI-1

This number will also be used to track the transaction later on.

- The **Date field** by default will show today's date. Change this date as you feel necessary.
- Select Payor from the combo box list or add it on the fly. The **Payor field** is used to enter the name of an individual or company who pays in the form of deposit. Can be a customer or can be a memo for what the Receipt of cash is for. Click the **dropdown combo box button** to bring down the combo box list. This list will show all customers added in the Accounts Receivable module along with contacts added on the fly.
- Enter a description for the Bank Deposit in the **Description field**.

5. In the grid area, add the counter-entry/ies for the cash account assigned for the bank account selected.



The screenshot shows a grid for adding counter-entries:

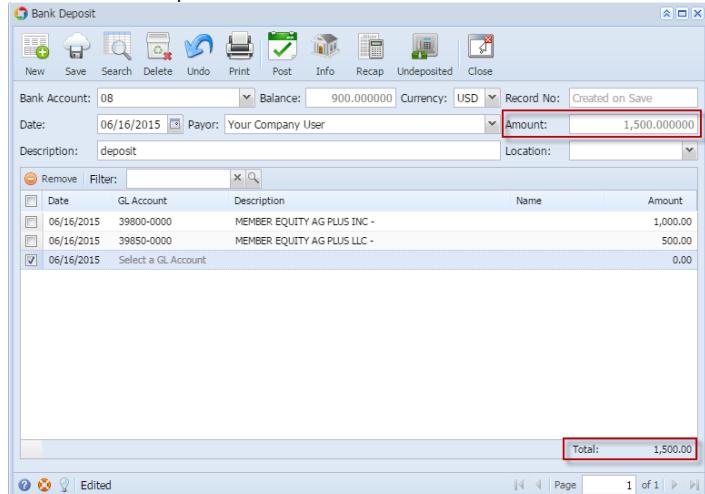
Date	GL Account	Description	Name	Amount
06/16/2015	39800-0000	MEMBER EQUITY AG PLUS INC -		1,000.00
06/16/2015	39850-0000	MEMBER EQUITY AG PLUS LLC -		500.00
<input checked="" type="checkbox"/>	06/16/2015	Select a GL Account		0.00

Total: 1,500.00

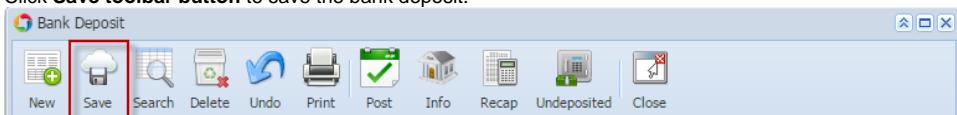
Buttons at the bottom: ? X ! Edited | Page 1 of 1 <>

- Each line has **Date field** that allows you to set specific date for each entry. This is useful if you are grouping together multiple deposit transactions within a period and you would want it be entered as one deposit transaction.
- In the **GL Account field**, select GL Account.
- In the **Amount field**, enter deposit amount.

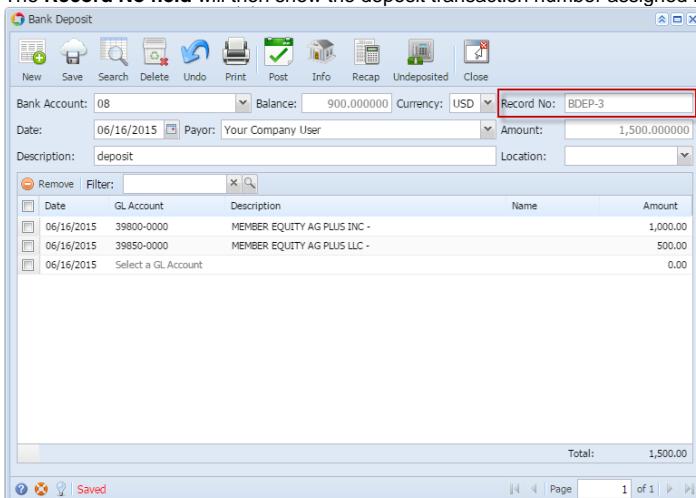
- d. At the bottom of the grid, a **Total** of all deposits added in the grid is shown. And that same amount is reflected as well in the **Amount** field in the header part of the screen.



6. Click **Save toolbar button** to save the bank deposit.



The **Record No** field will then show the deposit transaction number assigned for this transaction.



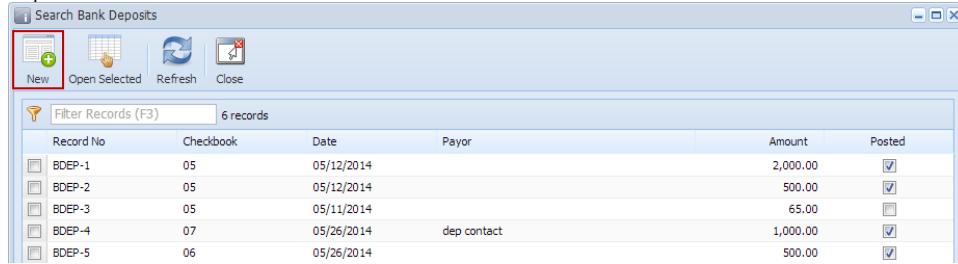
If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See [How to Post Bank Deposit](#).

7. Click **Close toolbar button** to close the screen.



1. From Cash Management module > Activities folder > double-click **Bank Deposits**.

2. If this is the first record you are to create, it will open directly on new Bank Deposit screen where you can then add the transaction. Otherwise, it will open the **Search Bank Deposits screen** where existing bank deposits are displayed. Click the **New toolbar button** to open the new Bank Deposit screen.



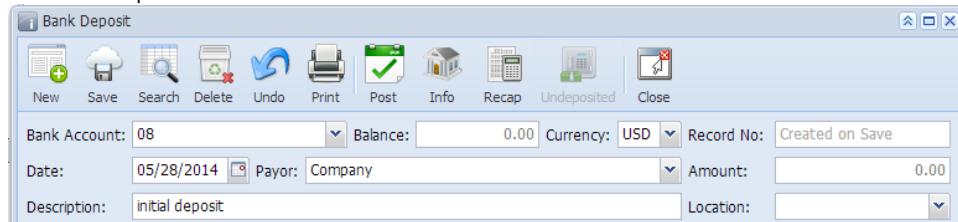
Record No	Checkbook	Date	Payor	Amount	Posted
BDEP-1	05	05/12/2014		2,000.00	<input checked="" type="checkbox"/>
BDEP-2	05	05/12/2014		500.00	<input checked="" type="checkbox"/>
BDEP-3	05	05/11/2014		65.00	<input type="checkbox"/>
BDEP-4	07	05/26/2014	dep contact	1,000.00	<input checked="" type="checkbox"/>
BDEP-5	06	05/26/2014		500.00	<input checked="" type="checkbox"/>

3. In the Bank Account field, click the dropdown combo box button to open the combo box list and select the bank account you want to make a deposit to.



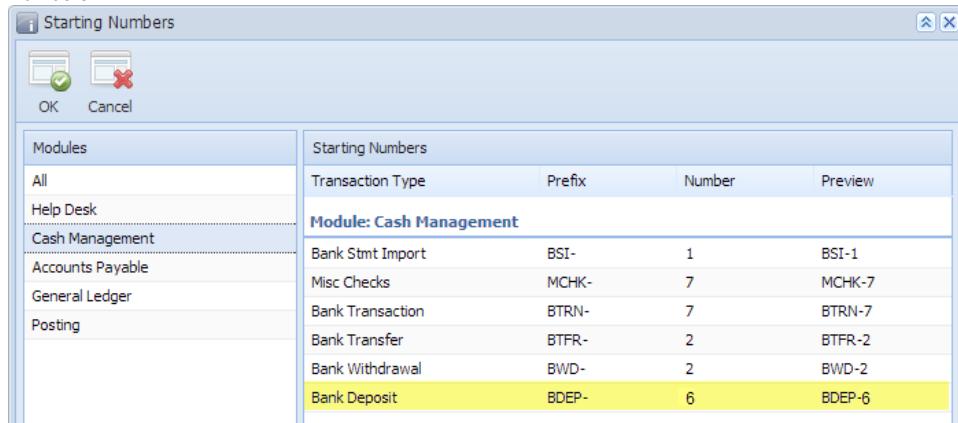

Make sure that the bank account you want to make a deposit to had been added in the Bank Accounts screen. If not, see [How to Add new Bank Account](#) to guide you on how to add it.

4. Fill in Bank Deposit header information.



Bank Account:	08	Balance:	0.00	Currency:	USD	Record No:	Created on Save
Date:	05/28/2014	Payor:	Company	Amount:	0.00		
Description:	initial deposit			Location:			

- a. The **Balance field** will show the current balance for the selected bank account. This is a good way to track how much is the current bank account balance.
- b. The **Currency field** by default will show the Currency setup from the selected Bank Account.
- c. The **Record No field** will only be filled with the deposit transaction number as soon as the Bank Deposit is saved. This will be based in the Starting Numbers setup from the Starting Numbers screen > Bank Deposit. That screen can be opened from Admin folder > Starting Numbers.



Modules	Starting Numbers		
All	Transaction Type	Prefix	Number
Help Desk			
Cash Management	Bank Stmt Import	BSI-	1
Accounts Payable	Misc Checks	MCHK-	7
General Ledger	Bank Transaction	BTRN-	7
Posting	Bank Transfer	BTFR-	2
	Bank Withdrawal	BWD-	2
	Bank Deposit	BDEP-	6

This number will also be used to track the transaction later on.

- d. The **Date field** by default will show today's date. Change this date as you feel necessary.
- e. Select Payor from the combo box list or add it on the fly. The **Payor field** is used to enter the name of an individual or company who pays in the form of deposit. Can be a customer or can be a memo for what the Receipt of cash is for. Click the **dropdown combo box button** to bring down the combo box list. This list will show all customers added in the Accounts Receivable module along with contacts added on the fly.
- f. Enter a description for the Bank Deposit in the **Description field**.

5. In the grid area, add the counter-entry/ies for the cash account assigned for the bank account selected.

<input type="checkbox"/>	Date	GL Account	Description	Name	Amount
<input type="checkbox"/>	05/28/2014	538000-00	RAYMOND TO PRINSBURG ACCOUNT -ADMIN		1,000.00
<input type="checkbox"/>	05/28/2014	538000-10	RAYMOND TO PRINSBURG ACCOUNT -PRINSBURG		500.00
<input type="checkbox"/>	05/28/2014	Select a GL Account			0.00

Total: 1,500.00

- a. Each line has **Date field** that allows you to set specific date for each entry. This is useful if you are grouping together multiple deposit transactions within a period and you would want it be entered as one deposit transaction.
- b. In the **GL Account field**, select GL Account.
- c. In the **Amount field**, enter deposit amount.
- d. At the bottom of the grid, a **Total** of all deposits added in the grid is shown. And that same amount is reflected as well in the **Amount field** in the header part of the screen.

Bank Deposit

New Save Search Delete Undo Print Post Info Recap Undeposited Close

Bank Account: 08 Balance: 0.00 Currency: USD Record No:

Date: 05/28/2014 Payor: Company Amount: 1,500.00

Description: initial deposit Location:

<input type="checkbox"/>	Date	GL Account	Description	Name	Amount
<input type="checkbox"/>	05/28/2014	538000-00	RAYMOND TO PRINSBURG ACCOUNT -ADMIN		1,000.00
<input type="checkbox"/>	05/28/2014	538000-10	RAYMOND TO PRINSBURG ACCOUNT -PRINSBURG		500.00
<input type="checkbox"/>	05/28/2014	Select a GL Account			0.00

Total: 1,500.00

Ready | Page 1 of 1

6. Click **Save toolbar button** to save the bank deposit.



The **Record No** field will then show the deposit transaction number assigned for this transaction.

A screenshot of the 'Bank Deposit' screen. The toolbar at the top is identical to the one above. The main area contains fields for Bank Account (08), Balance (0.00), Currency (USD), and Record No (BDEP-6, highlighted with a red box). Below these are fields for Date (05/28/2014), Payor (Company), Amount (1,500.00), Description (initial deposit), and Location. A grid below shows transaction details: Date, GL Account, Description, Name, and Amount. The grid data is as follows:

If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See [How to Post Bank Deposit](#).

7. Click **Close toolbar button** to close the screen.

