

How to Print Bank Deposit

1. Select the bank deposit you want to print. Click **Print toolbar button**.

Bank Deposit - BDEP-58

New Save Search Delete Undo **Print** Unpost Duplicate Info Unpost Preview Undeposited Recurring Close

Details Audit Log (3)

Bank Account: 125-526-5245 Balance: -16,399.92 Currency: USD Record No: BDEP-58

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)

Date	GL Account	Description	Record No	Payment Method	Card Type	Name	Amount
11/8/2017	29000-0000-000	Freight Payable - Home office - Admin					150.00

Total: \$150.00

Posted

2. The **Report Viewer** will open showing the Deposit Summary.

Report - Deposit Summary

Archive Close

Page 1 of 1 Pdf

Deposit Summary iRely LLC

Wednesday, November 8, 2017
07:42:51 PM

Record No.	Bank Name	Check No.	Payment Method	Received From	Description	Amount
BDEP-58	Fifth Third			ABC Trucking	Freight Payable - Home office - Admin	150.00
Subtotal:						150.00
Total:						150.00

3. Close the Deposit Summary report by clicking the **x button** on the **Deposit Summary tab** to close the said report or click the **X button** at the top right corner of the **Report Viewer** to close all reports.

Report - Deposit Summary

Archive Close

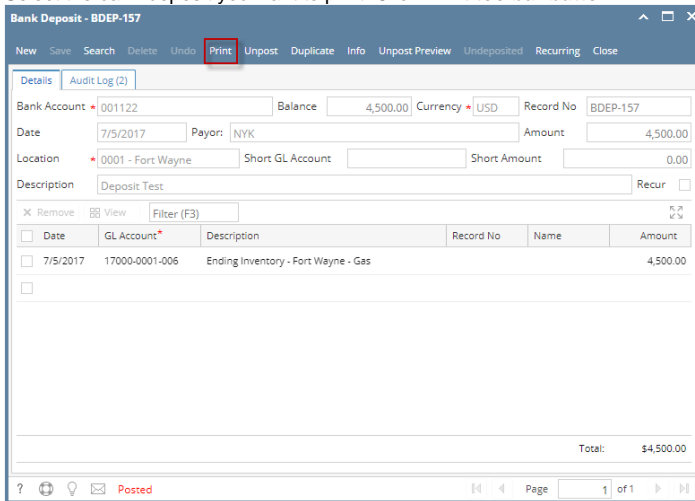
Page 1 of 1 Pdf

Deposit Summary iRely LLC

Wednesday, November 8, 2017
07:42:51 PM

Record No.	Bank Name	Check No.	Payment Method	Received From	Description	Amount
BDEP-58	Fifth Third			ABC Trucking	Freight Payable - Home office - Admin	150.00
Subtotal:						150.00
Total:						150.00

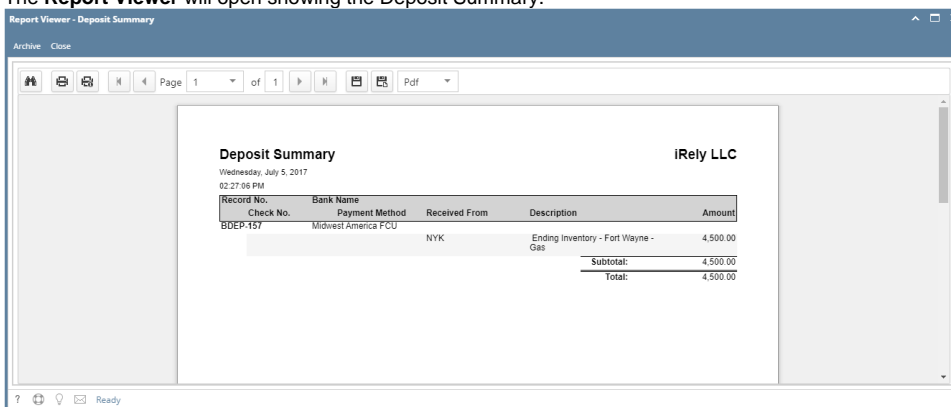
1. Select the bank deposit you want to print. Click **Print toolbar button**.



The screenshot shows the 'Bank Deposit - BDEP-157' window. The 'Print' button in the top toolbar is highlighted with a red box. The window contains fields for Bank Account (001122), Balance (4,500.00), Currency (USD), Record No (BDEP-157), Date (7/5/2017), Payor (NYK), Amount (4,500.00), Location (0001 - Fort Wayne), Short GL Account, Short Amount (0.00), and Description (Deposit Test). A table below shows a single entry for 7/5/2017 with GL Account 17000-0001-006, Description Ending Inventory - Fort Wayne - Gas, and Amount 4,500.00. The total at the bottom is \$4,500.00.

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

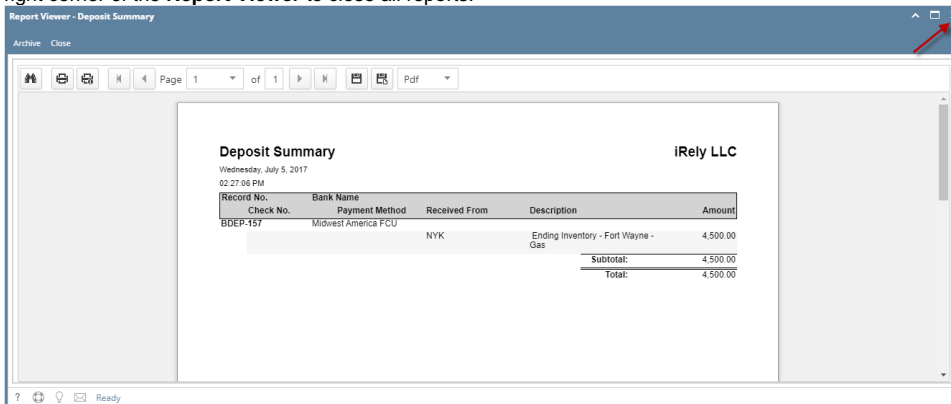
2. The **Report Viewer** will open showing the Deposit Summary.



The screenshot shows the 'Report Viewer - Deposit Summary' window. It displays a 'Deposit Summary' report for 'iRely LLC' dated Wednesday, July 5, 2017, at 02:27:05 PM. The report includes a table with columns: Record No., Bank Name, Payment Method, Received From, Description, and Amount. The data shows a deposit of 4,500.00 from NYK to Ending Inventory - Fort Wayne - Gas. The subtotal and total are both 4,500.00.

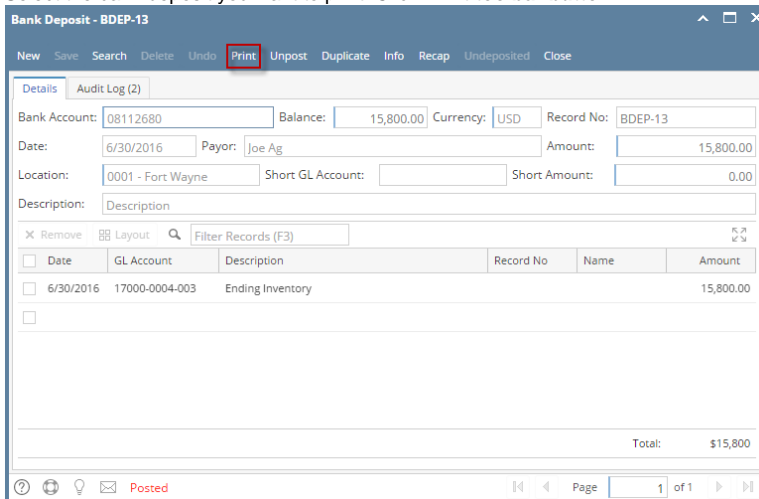
Record No.	Bank Name	Payment Method	Received From	Description	Amount
BDEP-157	Midwest America FCU	NYK		Ending Inventory - Fort Wayne - Gas	4,500.00
Subtotal:					4,500.00
Total:					4,500.00

3. Close the Deposit Summary report by clicking the **x** button on the **Deposit Summary** tab to close the said report or click the **X** button at the top right corner of the **Report Viewer** to close all reports.



The screenshot shows the 'Report Viewer - Deposit Summary' window, identical to the previous one. A red arrow points to the 'X' button in the top right corner of the window, indicating how to close the report.

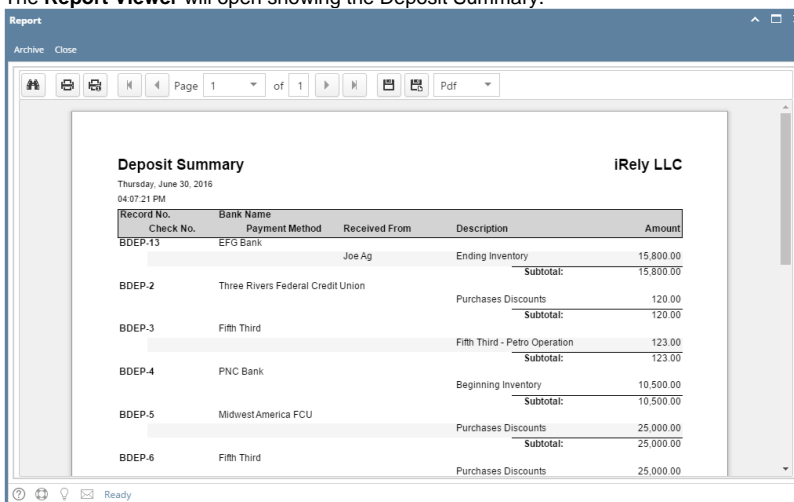
1. Select the bank deposit you want to print. Click **Print toolbar button**.



The screenshot shows the 'Bank Deposit - BDEP-13' window. The 'Print' button in the top toolbar is highlighted with a red box. Below the toolbar, there are fields for Bank Account (08112680), Balance (15,800.00), Currency (USD), and Record No (BDEP-13). The Date is 6/30/2016, Payor is Joe Ag, and Amount is 15,800.00. The Location is 0001 - Fort Wayne, Short GL Account is empty, and Short Amount is 0.00. The Description is 'Ending Inventory'. A table below shows the deposit details with columns: Date, GL Account, Description, Record No, Name, and Amount. The table has one row: 6/30/2016, 17000-0004-003, Ending Inventory, BDEP-13, Joe Ag, 15,800.00. The Total is \$15,800. The window has a status bar at the bottom showing 'Posted' and 'Page 1 of 1'.

Date	GL Account	Description	Record No	Name	Amount
6/30/2016	17000-0004-003	Ending Inventory	BDEP-13	Joe Ag	15,800.00

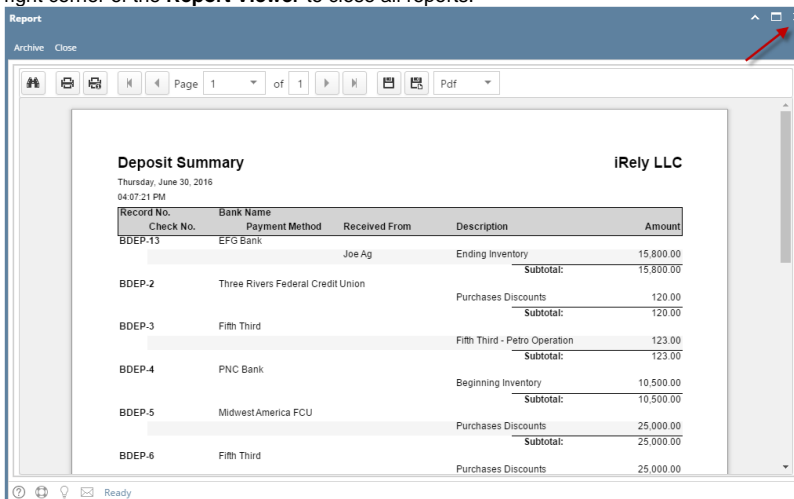
2. The **Report Viewer** will open showing the Deposit Summary.



The screenshot shows the 'Report Viewer' window displaying the 'Deposit Summary' report for 'iRely LLC' on Thursday, June 30, 2016, at 04:07:21 PM. The report is a table with columns: Record No., Bank Name, Check No., Payment Method, Received From, Description, and Amount. The table lists several deposits with their respective amounts and subtotals.

Record No.	Bank Name	Check No.	Payment Method	Received From	Description	Amount
BDEP-13	EFG Bank			Joe Ag	Ending Inventory	15,800.00
					Subtotal:	15,800.00
BDEP-2	Three Rivers Federal Credit Union				Purchases Discounts	120.00
					Subtotal:	120.00
BDEP-3	Fifth Third				Fifth Third - Petro Operation	123.00
					Subtotal:	123.00
BDEP-4	PNC Bank				Beginning Inventory	10,500.00
					Subtotal:	10,500.00
BDEP-5	MidwestAmerica FCU				Purchases Discounts	25,000.00
					Subtotal:	25,000.00
BDEP-6	Fifth Third				Purchases Discounts	25,000.00

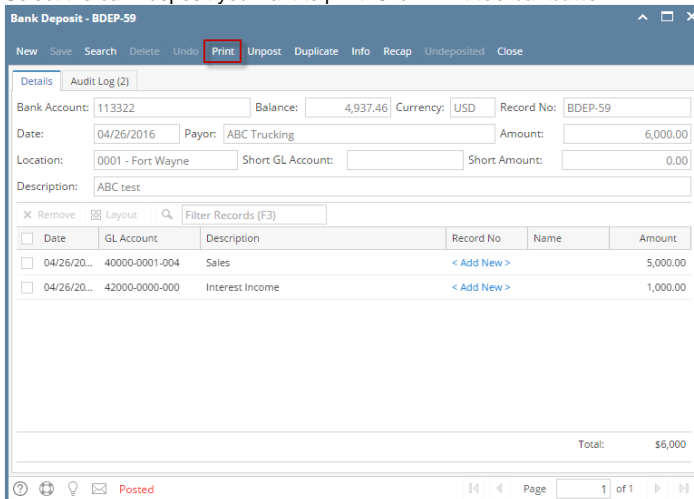
3. Close the Deposit Summary report by clicking the **x button** on the **Deposit Summary tab** to close the said report or click the **X button** at the top right corner of the **Report Viewer** to close all reports.



The screenshot shows the 'Report Viewer' window with the 'Deposit Summary' report. A red arrow points to the 'X' button in the top right corner of the window, indicating the close button. The report content is the same as in the previous screenshot.

Record No.	Bank Name	Check No.	Payment Method	Received From	Description	Amount
BDEP-13	EFG Bank			Joe Ag	Ending Inventory	15,800.00
					Subtotal:	15,800.00
BDEP-2	Three Rivers Federal Credit Union				Purchases Discounts	120.00
					Subtotal:	120.00
BDEP-3	Fifth Third				Fifth Third - Petro Operation	123.00
					Subtotal:	123.00
BDEP-4	PNC Bank				Beginning Inventory	10,500.00
					Subtotal:	10,500.00
BDEP-5	MidwestAmerica FCU				Purchases Discounts	25,000.00
					Subtotal:	25,000.00
BDEP-6	Fifth Third				Purchases Discounts	25,000.00

1. Select the bank deposit you want to print. Click **Print toolbar button**.

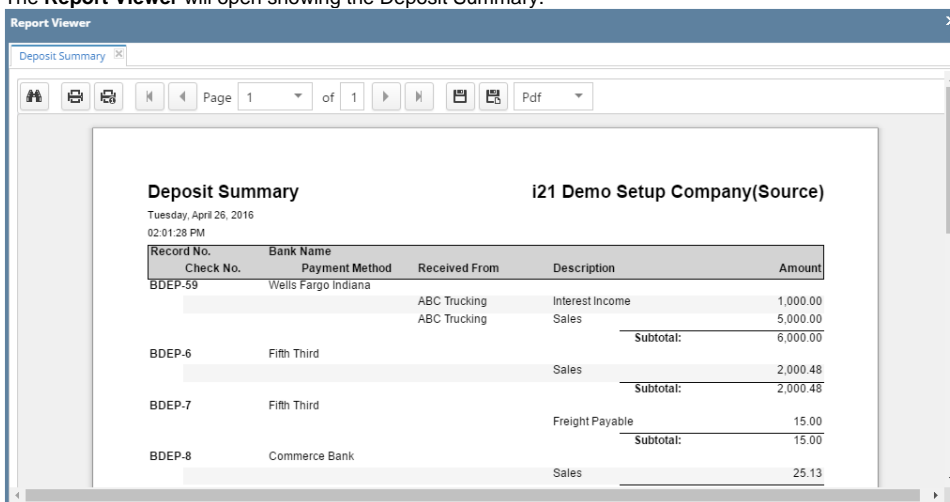


The screenshot shows the 'Bank Deposit - BDEP-59' window. The 'Print' button in the top toolbar is highlighted with a red box. The window contains fields for Bank Account (113322), Balance (4,937.46), Currency (USD), Record No (BDEP-59), Date (04/26/2016), Payor (ABC Trucking), Amount (6,000.00), Location (0001 - Fort Wayne), Short GL Account, Short Amount (0.00), and Description (ABC test). Below these fields is a table with columns: Date, GL Account, Description, Record No, Name, and Amount. The table contains two rows: one for Sales (5,000.00) and one for Interest Income (1,000.00). A 'Total' of \$6,000 is shown at the bottom right.

Date	GL Account	Description	Record No	Name	Amount
04/26/20...	40000-0001-004	Sales			5,000.00
04/26/20...	42000-0000-000	Interest Income			1,000.00

Total: \$6,000

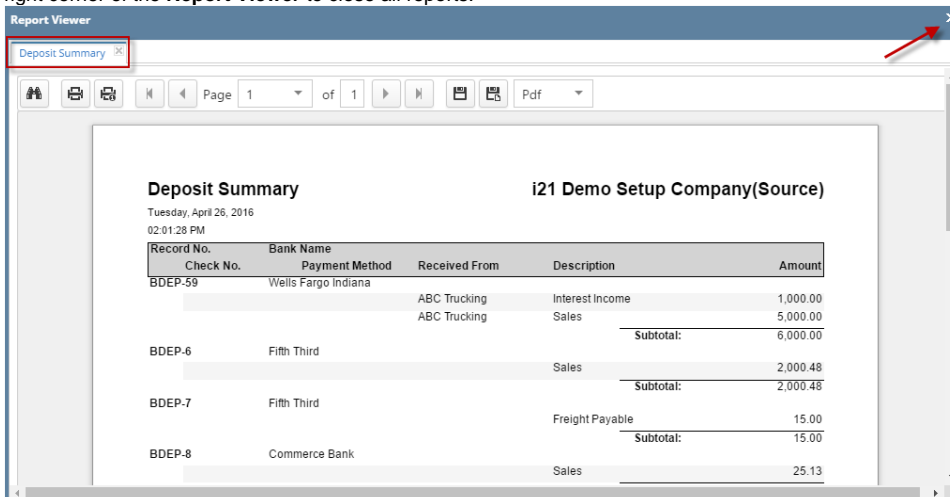
2. The **Report Viewer** will open showing the Deposit Summary.



The screenshot shows the 'Report Viewer' window displaying the 'Deposit Summary' report for 'i21 Demo Setup Company(Source)'. The report is dated Tuesday, April 26, 2016, at 02:01:28 PM. It contains a table with columns: Record No., Check No., Bank Name, Payment Method, Received From, Description, and Amount. The table lists several deposits, including BDEP-59, BDEP-6, BDEP-7, and BDEP-8, with their respective amounts and subtotals.

Record No.	Check No.	Bank Name	Payment Method	Received From	Description	Amount
BDEP-59		Wells Fargo Indiana		ABC Trucking	Interest Income	1,000.00
				ABC Trucking	Sales	5,000.00
					Subtotal:	6,000.00
BDEP-6		Fifth Third			Sales	2,000.48
					Subtotal:	2,000.48
BDEP-7		Fifth Third			Freight Payable	15.00
					Subtotal:	15.00
BDEP-8		Commerce Bank			Sales	25.13

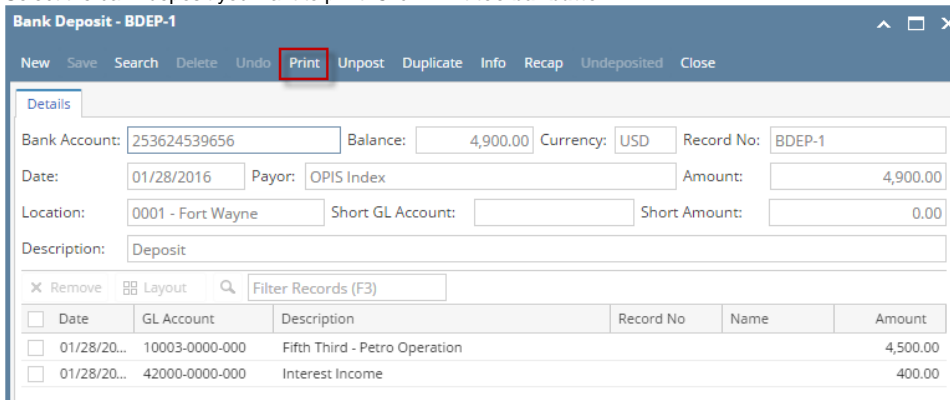
3. Close the Deposit Summary report by clicking the **x** button on the **Deposit Summary** tab to close the said report or click the **X** button at the top right corner of the **Report Viewer** to close all reports.



The screenshot shows the 'Report Viewer' window with the 'Deposit Summary' report. The 'Deposit Summary' tab is highlighted with a red box, and the 'X' button at the top right corner of the window is also highlighted with a red box and an arrow, indicating the close button.

Record No.	Check No.	Bank Name	Payment Method	Received From	Description	Amount
BDEP-59		Wells Fargo Indiana		ABC Trucking	Interest Income	1,000.00
				ABC Trucking	Sales	5,000.00
					Subtotal:	6,000.00
BDEP-6		Fifth Third			Sales	2,000.48
					Subtotal:	2,000.48
BDEP-7		Fifth Third			Freight Payable	15.00
					Subtotal:	15.00
BDEP-8		Commerce Bank			Sales	25.13

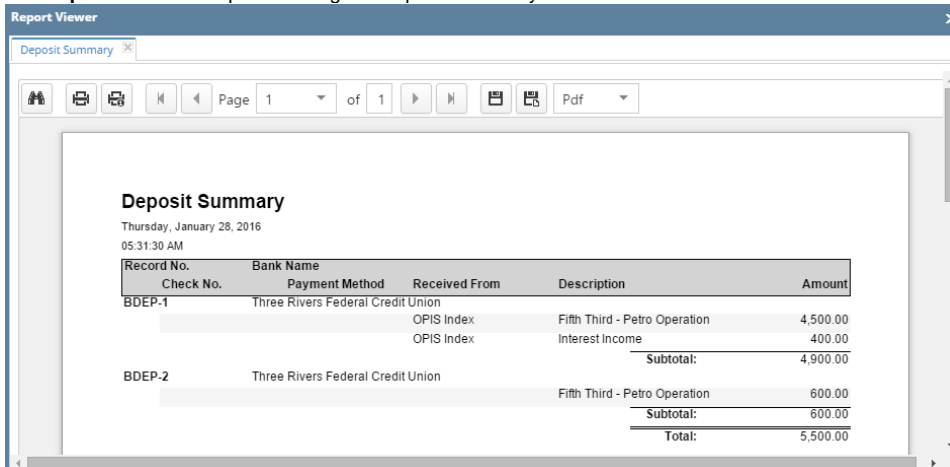
1. Select the bank deposit you want to print. Click **Print toolbar button**.



The screenshot shows the 'Bank Deposit - BDEP-1' window. The 'Print' button in the top toolbar is highlighted with a red box. Below the toolbar, the 'Details' tab is active, showing fields for Bank Account (253624539656), Balance (4,900.00), 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), and Description (Deposit). At the bottom, there is a table with columns: Date, GL Account, Description, Record No, Name, and Amount. The table contains two rows: 01/28/20... 10003-0000-000 Fifth Third - Petro Operation 4,500.00 and 01/28/20... 42000-0000-000 Interest Income 400.00.

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

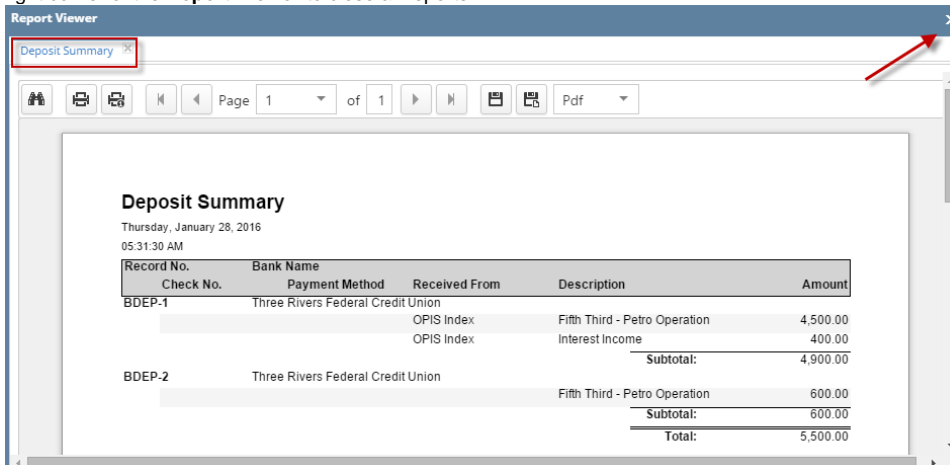
2. The **Report Viewer** will open showing the Deposit Summary.



The screenshot shows the 'Report Viewer' window with the 'Deposit Summary' report open. The report title is 'Deposit Summary' dated Thursday, January 28, 2016, 05:31:30 AM. The report content is a table with columns: Record No., Bank Name, Check No., Payment Method, Received From, Description, and Amount. The table shows two deposits: BDEP-1 from Three Rivers Federal Credit Union with a subtotal of 4,900.00, and BDEP-2 from Three Rivers Federal Credit Union with a subtotal of 600.00. The total for both is 5,500.00.

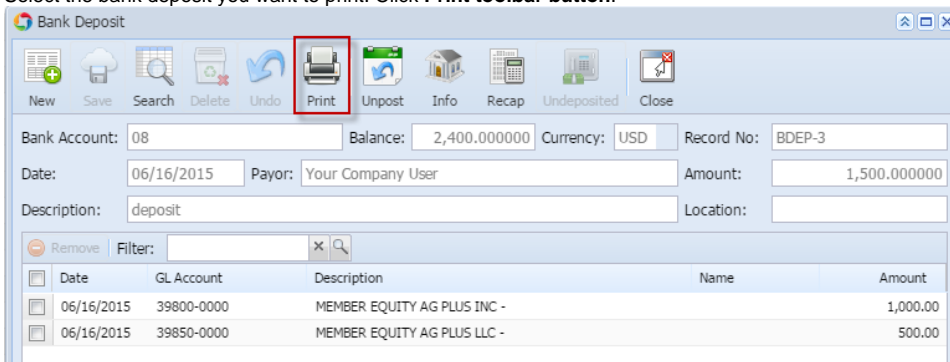
Record No.	Bank Name	Check No.	Payment Method	Received From	Description	Amount
BDEP-1	Three Rivers Federal Credit Union		OPIS Index	Fifth Third - Petro Operation		4,500.00
			OPIS Index	Interest Income		400.00
				Subtotal:		4,900.00
BDEP-2	Three Rivers Federal Credit Union			Fifth Third - Petro Operation		600.00
				Subtotal:		600.00
				Total:		5,500.00

3. Close the Deposit Summary report by clicking the **x** button on the **Deposit Summary** tab to close the said report or click the **X** button at the top right corner of the **Report Viewer** to close all reports.



The screenshot shows the 'Report Viewer' window with the 'Deposit Summary' report open. The 'Deposit Summary' tab is highlighted with a red box, and the 'x' button on the tab is also highlighted with a red box. The 'X' button at the top right corner of the window is also highlighted with a red box.

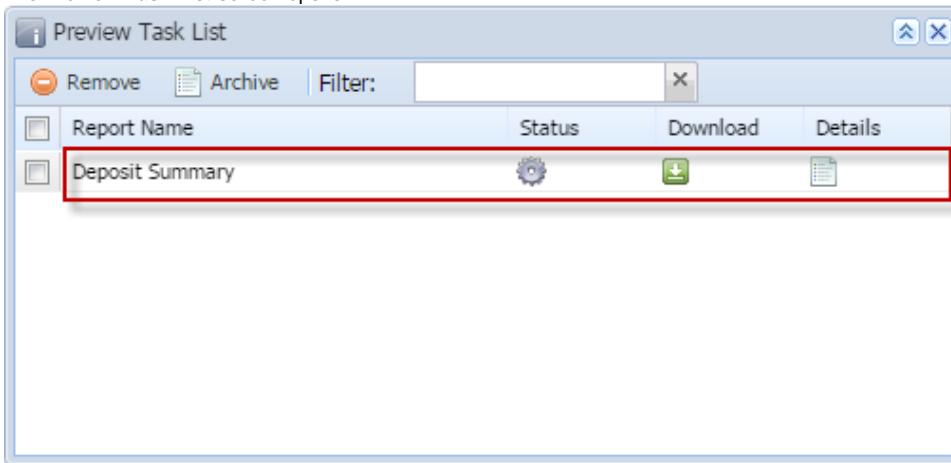
1. Select the bank deposit you want to print. Click **Print toolbar button**.



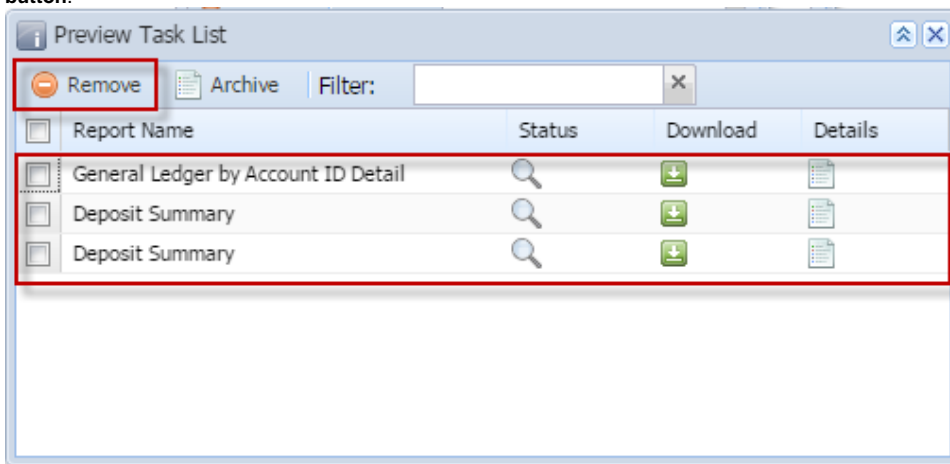
The screenshot shows the 'Bank Deposit' window. The 'Print' button in the top toolbar is highlighted with a red box. Below the toolbar, the 'Details' tab is active, showing fields for Bank Account (08), Balance (2,400.000000), Currency (USD), Record No (BDEP-3), Date (06/16/2015), Payor (Your Company User), Amount (1,500.000000), Description (deposit), and Location. At the bottom, there is a table with columns: Date, GL Account, Description, Name, and Amount. The table contains two rows: 06/16/2015 39800-0000 MEMBER EQUITY AG PLUS INC - 1,000.00 and 06/16/2015 39850-0000 MEMBER EQUITY AG PLUS LLC - 500.00.

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

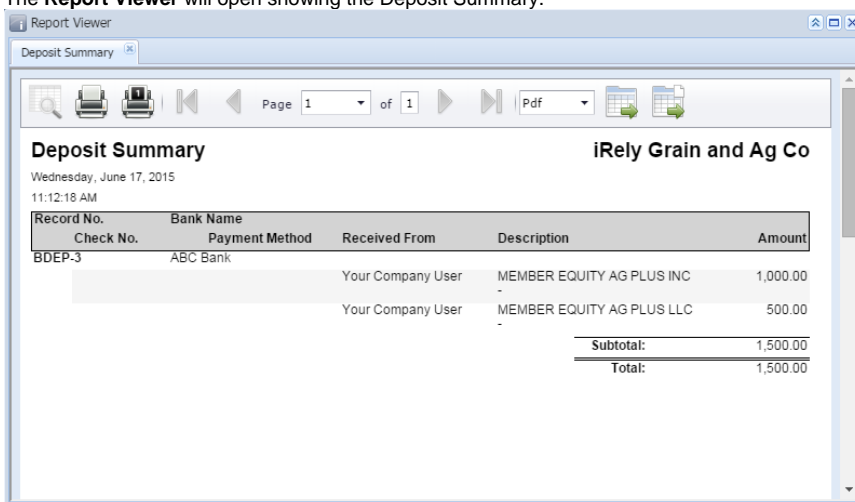
2. The **Preview Task List** screen opens.



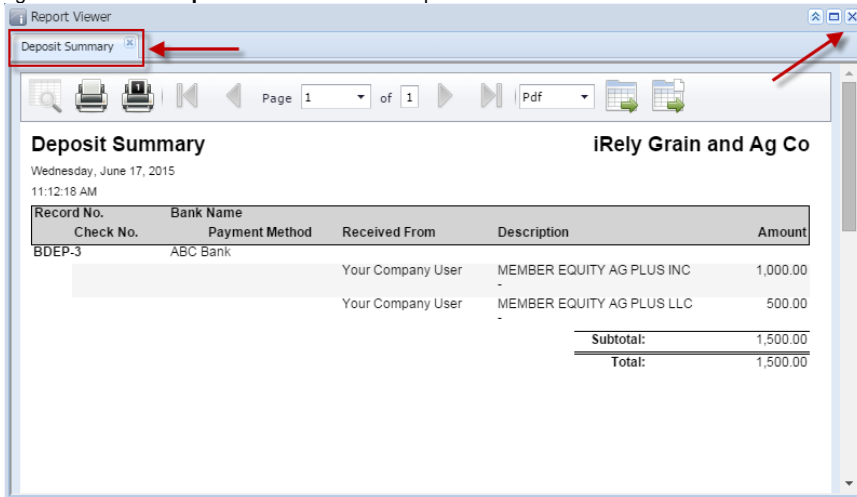
- a. The **Tools** button in the Deposit Summary report > **Status** field signifies that i21 is in the process of generating the report.
- b. This screen stores previous reports previewed/printed. If you would like to clear this screen, select report/s to delete and click **Remove** button.



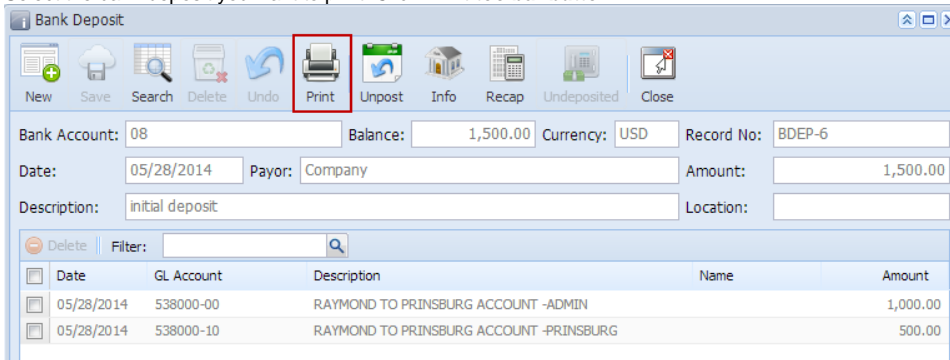
- c. You can also preview report that is existing on this list by clicking the **Magnifying glass** button in the **Status** field for the selected report.
3. The **Report Viewer** will open showing the Deposit Summary.



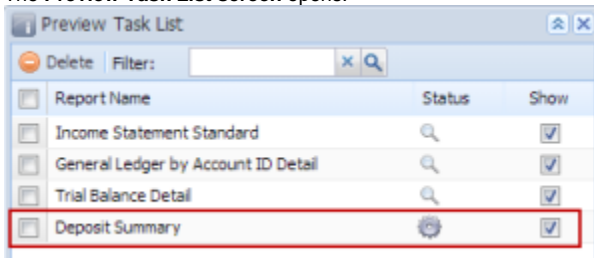
- Close the Deposit Summary report by clicking the **x** button on the **Deposit Summary** tab to close the said report or click the **X** button at the top right corner of the **Report Viewer** to close all reports.



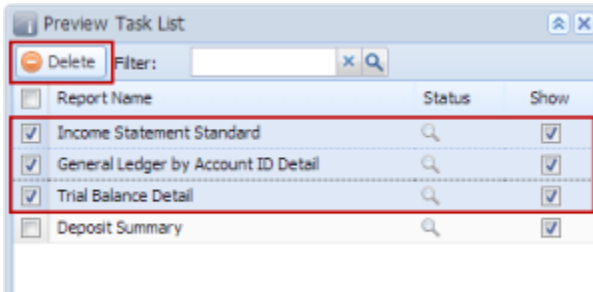
- Select the bank deposit you want to print. Click **Print** toolbar button.



- The **Preview Task List** screen opens.



- The **Tools** button in the Deposit Summary report > **Status** field signifies that i21 is in the process of generating the report.
- This screen stores previous reports previewed/printed. If you would like to clear this screen, select report/s to delete and click **Delete** button.



- You can also preview report that is existing on this list by clicking the **Magnifying glass** button in the **Status** field for the selected report.

3. The **Report Viewer** will open showing the Deposit Summary.

The screenshot shows the 'Report Viewer' window with the 'Deposit Summary' report open. The report header includes the title 'Deposit Summary' and 'RC Company'. Below the header, it shows the date 'Thursday, May 29, 2014' and the time '05:47:04 PM'. The report content is a table with columns: Record No., Check No., Bank Name, Payment Method, Received From, Description, and Amount. The table lists two records from 'ABC Bank' with amounts of 1,000.00 and 500.00. The subtotal is 1,500.00 and the total is 1,500.00. The window has a toolbar with icons for search, print, and navigation, and a page indicator showing 'Page 1 of 1'.

Record No.	Check No.	Bank Name	Payment Method	Received From	Description	Amount
BDEP-6		ABC Bank		Company	RAYMOND TO PRINSBURG ACCOUNT -ADMIN	1,000.00
				Company	RAYMOND TO PRINSBURG ACCOUNT -PRINSBURG	500.00
Subtotal:						1,500.00
Total:						1,500.00

4. Close the Deposit Summary report by clicking the **x button** on the **Deposit Summary tab** to close the said report or click the **X button** at the top right corner of the **Report Viewer** to close all reports. You will then be asked to archive the report. See [How to Archive a report](#).

This screenshot is similar to the previous one but includes red annotations. A red box highlights the 'Deposit Summary' tab in the top-left corner, with a red arrow pointing to the 'x' button on the tab. Another red arrow points to the 'X' button in the top-right corner of the window, indicating the option to close all reports.

Record No.	Check No.	Bank Name	Payment Method	Received From	Description	Amount
BDEP-6		ABC Bank		Company	RAYMOND TO PRINSBURG ACCOUNT -ADMIN	1,000.00
				Company	RAYMOND TO PRINSBURG ACCOUNT -PRINSBURG	500.00
Subtotal:						1,500.00
Total:						1,500.00