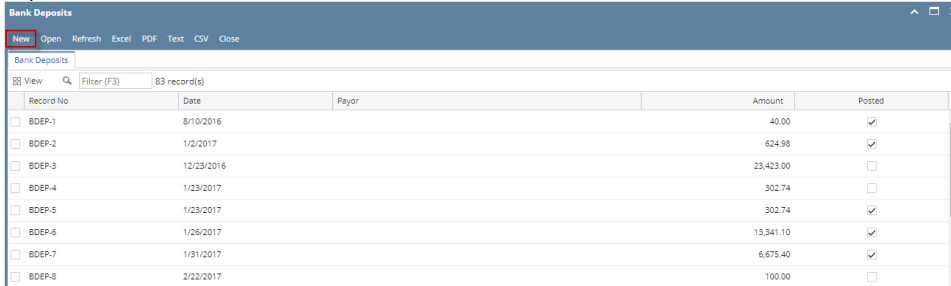


# How to Add Undeposited Fund

Undeposited Payments are payments received from customers awaiting deposit. These payments received are from Origin and the actual deposit is to be done on i21. It is through i21 Bank Deposit where undeposited payments can be added. Follow the steps below on how to add undeposited payments to Bank Deposit.

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.



The screenshot shows the 'Bank Deposits' window with a toolbar at the top containing 'New', 'Open', 'Refresh', 'Excel', 'PDF', 'Text', 'CSV', and 'Close'. Below the toolbar is a search bar with 'Filter (F3)' and '83 record(s)'. The main area is a table with columns: Record No, Date, Payor, Amount, and Posted. The table contains 8 records (BDEP-1 to BDEP-8) with various dates and amounts. The 'Posted' column has checkboxes, some of which are checked.

Record No	Date	Payor	Amount	Posted
BDEP-1	8/10/2016		40.00	<input checked="" type="checkbox"/>
BDEP-2	1/2/2017		624.98	<input checked="" type="checkbox"/>
BDEP-3	12/23/2016		23,423.00	<input type="checkbox"/>
BDEP-4	1/23/2017		302.74	<input type="checkbox"/>
BDEP-5	1/23/2017		302.74	<input checked="" type="checkbox"/>
BDEP-6	1/26/2017		13,341.10	<input checked="" type="checkbox"/>
BDEP-7	1/31/2017		6,675.40	<input checked="" type="checkbox"/>
BDEP-8	2/22/2017		100.00	<input type="checkbox"/>

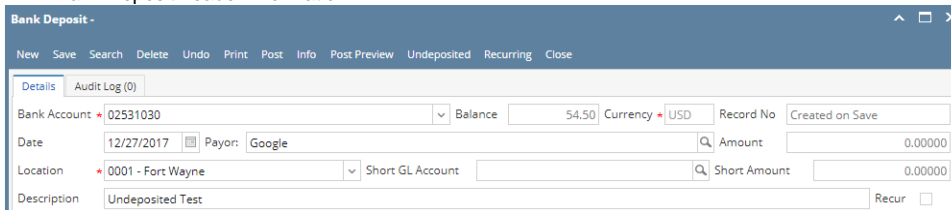
3. In the **Bank Account** field, click the dropdown combo box button to open the combo box list and select the bank account you want to make a deposit to.

Bank Account \* 02531030



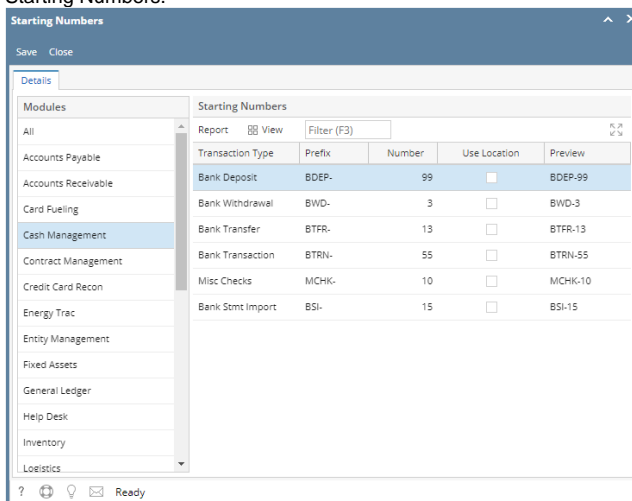
Make sure that the bank account you want to make a deposit to had been added in the Bank Accounts screen. If not, see [How to Add new Bank Account](#) to guide you on how to add it.

4. Fill in Bank Deposit header information.



The screenshot shows the 'Bank Deposit - Details' window. It has a toolbar with 'New', 'Save', 'Search', 'Delete', 'Undo', 'Print', 'Post', 'Info', 'Post Preview', 'Undeposited', 'Recurring', and 'Close'. Below the toolbar is a 'Details' tab. The form contains fields for: Bank Account (02531030), Balance (54.50), Currency (USD), Record No, Created on Save, Date (12/27/2017), Payor (Google), Amount (0.00000), Location (0001 - Fort Wayne), Short GL Account, Short Amount (0.00000), and Description (Undeposited Test). There is also a 'Recur' checkbox.

- a. The **Balance** field will show the current balance for the selected back 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.



The screenshot shows the 'Starting Numbers' window. It has a toolbar with 'Save' and 'Close'. Below the toolbar is a 'Details' tab. The form contains a 'Modules' list on the left and a 'Starting Numbers' table on the right. The table has columns: Transaction Type, Prefix, Number, Use Location, and Preview. The table contains 6 records (Bank Deposit, Bank Withdrawal, Bank Transfer, Bank Transaction, Misc Checks, Bank Stmt Import) with various prefixes and numbers. The 'Use Location' column has checkboxes, some of which are checked.

Transaction Type	Prefix	Number	Use Location	Preview
Bank Deposit	BDEP-	99	<input type="checkbox"/>	BDEP-99
Bank Withdrawal	BWD-	3	<input type="checkbox"/>	BWD-3
Bank Transfer	BTRF-	13	<input type="checkbox"/>	BTRF-13
Bank Transaction	BTRN-	55	<input type="checkbox"/>	BTRN-55
Misc Checks	MCHK-	10	<input type="checkbox"/>	MCHK-10
Bank Stmt Import	BSI-	15	<input type="checkbox"/>	BSI-15

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. Click **Undeposited toolbar button**. Add Undeposited Payments screen will appear listing payments that uses Undeposited Funds account from origin and i21.

The screenshot shows the 'Bank Deposit - BDEP-99' window. The 'Undeposited' button in the toolbar is highlighted with a red box and an arrow. The 'Add Undeposited Payments' dialog box is open, displaying a table of payments.

Date	Name	Record No	Payment Meth	Card Type	Batch Id	Amount	Location	Entered E
9/12/2017	Apple Spice Sales	SI-365	Cash			980.00	0001 - Fort ...	Georg...
9/14/2017	The Andersons	SI-371				6.00	0001 - Fort ...	Georg...
9/18/2017	Cedric Noble	RCV-79	Credit Card	MasterCard	BATCH-4711	880.00	0001 - Fort ...	IRELY ...
9/19/2017	Cedric Noble	RCV-81	Credit Card	MasterCard	BATCH-4730	2,155.28	0001 - Fort ...	IRELY ...
9/21/2017	Cedric Noble	RCV-82	Credit Card	MasterCard	BATCH-4757	2,229.91	0001 - Fort ...	IRELY ...
9/14/2017	The Andersons	SI-372	Check			160.00	0001 - Fort ...	IRELY ...
9/14/2017	The Andersons	SI-373				8.00	0001 - Fort ...	IRELY ...
12/18/2017	ABC Trucking	RCV-95	Credit Card	VISA	BATCH-5125	8.64	0001 - Fort ...	IRELY ...
12/27/2017	ABC Trucking	RCV-96	Cash		BATCH-5129	6.25	0001 - Fort ...	IRELY ...

6. The **Record No** field will then show the deposit transaction number assigned for this transaction since upon click in Undeposited toolbar button, Bank deposit will then be saved.

The screenshot shows the 'Bank Deposit - BDEP-99' window. The 'Record No' field is highlighted in yellow and contains the value 'BDEP-99'. The 'Description' field contains 'Undeposited Test'.

7. Select payment awaiting deposits and click OK button. Selected payments will then appear on the grid.

The screenshot shows the 'Bank Deposit - BDEP-99' window. The 'Add Undeposited Payments' dialog box is open, and the 'OK' button is highlighted with a red box. The dialog box shows a list of payments, with the 'Total Amount Selected' field displaying 6.25.

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

The screenshot shows the 'Bank Deposit - BDEP-99' window. The 'Save' button in the toolbar is highlighted with a red box.



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](#).

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

**Bank Deposit - BDEP-99** ^ □ ×

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

Undeposited Payments are payments received from customers awaiting deposit. These payments received are from Origin and the actual deposit is to be done on i21. It is through i21 Bank Deposit where undeposited payments can be added. Follow the steps below on how to add undeposited payments to Bank Deposit.

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** Open Refresh Report +

Bank Deposits

View Filter (F3) 33 record(s) (1 selected)

Record No	Date	Payor	Amount	Posted
<input type="checkbox"/> BDEP-1	8/10/2016		40.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BDEP-2	1/2/2017		624.98	<input checked="" type="checkbox"/>
<input type="checkbox"/> BDEP-3	12/23/2016		23,423.00	<input type="checkbox"/>
<input type="checkbox"/> BDEP-4	1/23/2017		302.74	<input type="checkbox"/>
<input type="checkbox"/> BDEP-5	1/23/2017		302.74	<input checked="" type="checkbox"/>
<input type="checkbox"/> BDEP-6	1/26/2017		13,341.10	<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 \* 253624539656 ▼



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 Info Post Preview Undeposited Recurring Close

Details Audit Log (0)

Bank Account \* 253624539656 Balance -55,983.27 Currency \* USD Record No Created on Save

Date 7/12/2017 Payor: Brown Brother Farms - test Amount 0.00000

Location \* 0001 - Fort Wayne Short GL Account Short Amount 0.00000

Description Undeposited Test Recur ☐

- a. The **Balance** field will show the current balance for the selected back 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

- All
- Accounts Payable
- Accounts Receivable
- Card Fueling
- Cash Management
- Contract Management
- Credit Card Recon
- Energy Trac
- Entity Management
- Fixed Assets
- General Ledger
- Grain
- Help Desk
- Inventory

Starting Numbers

View Filter (F3)

Transaction Type	Prefix	Number	Use Location	Preview
<b>Module: Cash Management</b>				
Bank Deposit	BDEP-	38	<input type="checkbox"/>	BDEP-38
Bank Withdrawal	BWD-	3	<input type="checkbox"/>	BWD-3
Bank Transfer	BTRF-	4	<input type="checkbox"/>	BTRF-4
Bank Transaction	BTRN-	32	<input type="checkbox"/>	BTRN-32
Misc Checks	MCHK-	2	<input type="checkbox"/>	MCHK-2
Bank Stmt Import	BSI-	15	<input type="checkbox"/>	BSI-15

? Ready

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. Click **Undeposited** toolbar button. Add Undeposited Payments screen will appear listing payments that uses Undeposited Funds account from origin and i21.

The screenshot shows the 'Bank Deposit - BDEP-38' window. The 'Undeposited' button in the toolbar is highlighted with a red box and a red arrow pointing to it. The 'Add Undeposited Payments' dialog is open, displaying a list of payments.

Date	Name	Record No	Amount	Location	Entered By
12/15/2015	City of Fort Wayne	RCV-5	525.47	0001 - Fort Wayne	George M O...
6/6/2017	Apple Spice Sales	RCV-58	14,700.00	0001 - Fort Wayne	IRELY ADMIN
6/6/2017	Apple Spice Sales	RCV-60	50.00	0001 - Fort Wayne	IRELY ADMIN
6/6/2017	Apple Spice Sales	RCV-61	46,000.00	0001 - Fort Wayne	IRELY ADMIN
6/6/2017	Apple Spice Sales	RCV-63	2,605.80	0001 - Fort Wayne	IRELY ADMIN
6/8/2017	Apple Spice Sales	RCV-66	19,401.32	0001 - Fort Wayne	IRELY ADMIN
6/9/2017	Joe Ag	RCV-67	93,700.00	0001 - Fort Wayne	IRELY ADMIN
6/21/2017	Apple Spice Sales	RCV-68	500.00	0001 - Fort Wayne	IRELY ADMIN
7/12/2017	Apple Spice Sales	RCV-69	60.00	0001 - Fort Wayne	IRELY ADMIN

6. The **Record No** field will then show the deposit transaction number assigned for this transaction since upon click in Undeposited toolbar button, Bank deposit will then be saved.

The screenshot shows the 'Bank Deposit - BDEP-38' window. The 'Record No' field is highlighted in yellow and contains the value 'BDEP-38'. The 'Description' field contains 'Undeposited Test'.

7. Select payment awaiting deposits and click OK button. Selected payments will then appear on the grid.

The screenshot shows the 'Bank Deposit - BDEP-38' window. The 'Undeposited' button in the toolbar is highlighted with a red box. The 'Add Undeposited Payments' dialog is open, and the 'OK' button is highlighted with a red box. The dialog displays a list of payments, with the last row selected.

Date	Name	Record No	Amount	Location	Entered By
6/6/2017	Apple Spice Sales	RCV-58	14,700.00	0001 - Fort Wayne	IRELY ADMIN
6/6/2017	Apple Spice Sales	RCV-60	50.00	0001 - Fort Wayne	IRELY ADMIN
6/6/2017	Apple Spice Sales	RCV-61	46,000.00	0001 - Fort Wayne	IRELY ADMIN
6/6/2017	Apple Spice Sales	RCV-63	2,605.80	0001 - Fort Wayne	IRELY ADMIN
6/8/2017	Apple Spice Sales	RCV-66	19,401.32	0001 - Fort Wayne	IRELY ADMIN
6/9/2017	Joe Ag	RCV-67	93,700.00	0001 - Fort Wayne	IRELY ADMIN
6/21/2017	Apple Spice Sales	RCV-68	500.00	0001 - Fort Wayne	IRELY ADMIN
7/12/2017	Apple Spice Sales	RCV-69	60.00	0001 - Fort Wayne	IRELY ADMIN

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

The screenshot shows the 'Bank Deposit - BDEP-38' window. The 'Save' button in the toolbar is highlighted with a red box.



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](#).

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

Bank Deposit - BDEP-38

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

Undeposited Payments are payments received from customers awaiting deposit. These payments received are from Origin and the actual deposit is to be done on i21. It is through i21 Bank Deposit where undeposited payments can be added. Follow the steps below on how to add undeposited payments to Bank Deposit.

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** Open Refresh Export Close

Layout Filter Records (F3) 1 record(s)

Record No	Date	Payor	Amount	Posted
<input type="checkbox"/> BDEP-1	8/4/2016		150.00	<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: 12152015



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 Audit Log (0)

Bank Account: 12152015 Balance: 1,535.31 Currency: USD Record No: Created on Save

Date: 8/4/2016 Payor: Cintas Amount: 0.00

Location: 0001 - Fort Wayne Short GL Account: Short Amount: 0.00

Description: undeposited test

- a. The **Balance field** will show the current balance for the selected back 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.

The Starting Numbers dialog box displays a list of transaction types and their corresponding starting numbers. The 'Bank Deposit' transaction type is highlighted with a yellow background, showing a starting number of 3 and a preview of BDEP-3.

Transaction Type	Prefix	Number	Use Location	Preview
Bank Deposit	BDEP-	3	<input checked="" type="checkbox"/>	BDEP-3
Bank Withdrawal	BWD-	1	<input type="checkbox"/>	BWD-1
Bank Transfer	BTRF-	3	<input type="checkbox"/>	BTRF-3
Bank Transaction	BTRN-	14	<input type="checkbox"/>	BTRN-14
Misc Checks	MCHK-	1	<input type="checkbox"/>	MCHK-1
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. Click **Undeposited** toolbar button. Add Undeposited Payments screen will appear listing payments that uses Undeposited Funds account from origin and i21.

The Bank Deposit - BDEP-3 screen displays the Undeposited Payments screen. The 'Undeposited' button in the toolbar is highlighted with a red box. The screen shows a list of payments with columns for Date, Name, Record No, Amount, Location, and Entered By. A red arrow points from the 'Undeposited' button to the 'Add Undeposited Payments' section.

Date	Name	Record No	Amount	Location	Entered By
4/22/2016	Joe Ag	RCV-10	300.00	0001 - Fort Wayne	IRELY ADM...

6. The **Record No** field will then show the deposit transaction number assigned for this transaction since upon click in Undeposited toolbar button, Bank deposit will then be saved.

The Bank Deposit - BDEP-3 screen displays the Record No field highlighted in yellow. The screen shows the details of the bank deposit, including the Bank Account, Date, Payor, Location, and Description.

Bank Account	Balance	Currency	Record No
12152015	1,535.31	USD	BDEP-3

7. Select payment awaiting deposits and click OK button. Selected payments will then appear on the grid.

**Bank Deposit - BDEP-3**

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

Details Audit Log (3)

Bank Account: 12152015 Balance: 1,535.31 Currency: USD Record No: BDEP-3

Date: 8/4/2016 Payor: Cintas Amount: 0.00

Location: 0001 - Fort Wayne Short GL Account: Short Amount: 0.00

Description: undeposited test

X Remove Layout Filter Records (F3)

Date	GL Account	Description	Record No	Name	Amount
8/4/2016	29000-0000-000	Freight Payable			0.00

**Add Undeposited Payments**

OK Cancel

Details

☒ Select All ☐ Clear All Filter: Location: 0001 - Fort Wayne

Date	Name	Record No	Amount	Location	Entered By
4/22/2016	Joe Ag	RCV-10	300.00	0001 - Fort Wayne	IRELY ADM...

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

**Bank Deposit - BDEP-3**

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



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](#).

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

**Bank Deposit - BDEP-3**

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

Undeposited Payments are payments received from customers awaiting deposit. These payments received are from Origin and the actual deposit is to be done on i21. It is through i21 Bank Deposit where undeposited payments can be added. Follow the steps below on how to add undeposited payments to Bank Deposit.

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 Open Refresh Export Close

Layout Filter Records (F3) 2 record(s)

Record No	Date	Payor	Amount	Posted
BDEP-1	03/09/2016	Swire shipping	5,595.00	<input checked="" type="checkbox"/>
BDEP-2	04/21/2016		0.00	<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: 68215422



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** Audit Log (0)

Bank Account: 68215422 Balance: 4,892.00 Currency: USD Record No: Created on Save

Date: 04/27/2016 Payor: Techtronix Amount: 0.00

Location: 0001 - Fort Wayne Short GL Account: Short Amount: 0.00

Description: undeposited test

- The **Balance** field will show the current balance for the selected back 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

- All
- Accounts Payable
- Accounts Receivable
- Card Fueling
- Cash Management
- Contract Management
- Entity Management
- General Ledger
- Grain
- Help Desk
- Inventory
- Logistics
- Manufacturing
- Notes Receivable
- Patronage

**Starting Numbers**

Transaction Type	Prefix	Number	Use Location	Preview
Bank Deposit	BDEP-	4	<input checked="" type="checkbox"/>	BDEP-4
Bank Withdrawal	BWD-	1	<input type="checkbox"/>	BWD-1
Bank Transfer	BTFR-	1	<input type="checkbox"/>	BTFR-1
Bank Transaction	BTRN-	5	<input type="checkbox"/>	BTRN-5
Misc Checks	MCHK-	1	<input type="checkbox"/>	MCHK-1
Bank Stmt Import	BSI-	1	<input type="checkbox"/>	BSI-1

Ready

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. Click **Undeposited toolbar button**. Add Undeposited Payments screen will appear listing payments that uses Undeposited Funds account from origin and i21.

**Bank Deposit - BDEP-4**

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

**Details** Audit Log (1)

Bank Account: 68215422 Balance: 4,892.00 Currency: USD Record No: BDEP-4

Date: 04/27/2016 Payor: Techtronix Amount: 0.00

Location: 0001 - Fort Wayne Short GL Account: Short Amount: 0.00

Description: undeposited test

**Add Undeposited Payments**

OK Cancel

**Details**

☒ Select All ☐ Clear All Filter: Location: 0001 - Fort Wayne

Date	Name	Record No	Amount	Location	Entered By
<input type="checkbox"/> 12/29/2015	Brown Brother Farms	RCV-7	1,250.00	0001 - Fort Wayne	Steve Palm
<input type="checkbox"/> 12/29/2015	Brown Brother Farms	RCV-8	10,000.00	0001 - Fort Wayne	Steve Palm
<input type="checkbox"/> 04/19/2016	Apple Spice Sales	RCV-9	500.00	0001 - Fort Wayne	IRELY ADM...

- The **Record No** field will then show the deposit transaction number assigned for this transaction since upon click in Undeposited toolbar button, Bank deposit will then be saved.



**Bank Deposit - BDEP-4**

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

Details Audit Log (1)

Bank Account: 68215422 Balance: 4,892.00 Currency: USD Record No: BDEP-4

Date: 04/27/2016 Payor: Techtronix Amount: 0.00

Location: 0001 - Fort Wayne Short GL Account: Short Amount: 0.00

Description: undeposited test

7. Select payment awaiting deposits and click OK button. Selected payments will then appear on the grid.

**Bank Deposit - BDEP-4**

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

Details Audit Log (1)

Bank Account: 68215422 Balance: 4,892.00 Currency: USD Record No: BDEP-4

Date: 04/27/2016 Payor: Techtronix Amount: 0.00

Location: 0001 - Fort Wayne Short GL Account: Short Amount: 0.00

Description: undeposited test

**Add Undeposited Payments**

OK Cancel

Details

☒ Select All ☐ Clear All Filter: Location: 0001 - Fort Wayne

Date	Name	Record No	Amount	Location	Entered By
<input type="checkbox"/> 12/29/2015	Brown Brother Farms	RCV-7	1,250.00	0001 - Fort Wayne	Steve Palm
<input type="checkbox"/> 12/29/2015	Brown Brother Farms	RCV-8	10,000.00	0001 - Fort Wayne	Steve Palm
<input checked="" type="checkbox"/> 04/19/2016	Apple Spice Sales	RCV-9	500.00	0001 - Fort Wayne	IRELY ADM...

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

**Bank Deposit - BDEP-4**

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



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](#).

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

**Bank Deposit - BDEP-4**

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

Undeposited Payments are payments received from customers awaiting deposit. These payments received are from Origin and the actual deposit is to be done on i21. It is through i21 Bank Deposit where undeposited payments can be added. Follow the steps below on how to add undeposited payments to Bank Deposit.

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** Open Refresh Export Close

Layout Filter Records (F3) 1 records

Record No	Date	Payor	Amount	Posted
<input type="checkbox"/> BDEP-1	04/22/2016		100.00	<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: 253624539656



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: 04/22/2016 Payor: Amount: 0.00

Location: 0001 - Fort Wayne Short GL Account: Short Amount: 0.00

Description: undeposited payment

- a. The **Balance field** will show the current balance for the selected back 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**

OK Cancel

Details

Transaction Type	Prefix	Number	Preview
Bank Deposit	BDEP-	3	BDEP-3
Bank Withdrawal	BWD-	1	BWD-1
Bank Transfer	BTRF-	1	BTRF-1
Bank Transaction	BTRN-	5	BTRN-5
Misc Checks	MCHK-	1	MCHK-1
Bank Stmt Import	BSI-	1	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. Click **Undeposited toolbar button**. Add Undeposited Payments screen will appear listing payments that uses Undeposited Funds account from origin and i21.

**Bank Deposit - BDEP-3**

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

**Details**

Bank Account: 253624539656 Balance: 0.00 Currency: USD Record No: BDEP-3

Date: 04/22/2016 Payor: Amount: 0.00

Location: 0001 - Fort Wayne Short GL Account: Short Amount: 0.00

Description: undeposited payment

**Add Undeposited Payments**

OK Cancel

**Details**

☒ Select All ☐ Clear All Filter: Location: 0001 - Fort Wayne

Date	Name	Record No	Amount	Location	Entered By
<input type="checkbox"/> 12/15/2015	City of Fort Wayne	RCV-5	525.47	0001 - Fort Wayne	IRELY ADM...

6. The **Record No** field will then show the deposit transaction number assigned for this transaction since upon click in Undeposited toolbar button, Bank deposit will then be saved.

**Bank Deposit - BDEP-3**

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

**Details**

Bank Account: 253624539656 Balance: 0.00 Currency: USD **Record No: BDEP-3**

Date: 04/22/2016 Payor: Amount: 0.00

Location: 0001 - Fort Wayne Short GL Account: Short Amount: 0.00

Description: undeposited payment

7. Select payment awaiting deposits and click OK button. Selected payments will then appear on the grid.

**Bank Deposit - BDEP-3**

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

**Details**

Bank Account: 253624539656 Balance: 0.00 Currency: USD Record No: BDEP-3

Date: 04/22/2016 Payor: Amount: 0.00

Location: 0001 - Fort Wayne Short GL Account: Short Amount: 0.00

Description: undeposited payment

X Remove RR Layout Filter Records (F3) X

**Add Undeposited Payments**

**OK** Cancel

**Details**

☒ Select All ☐ Clear All Filter: Location: 0001 - Fort Wayne

Date	Name	Record No	Amount	Location	Entered By
<input checked="" type="checkbox"/> 12/15/2015	City of Fort Wayne	RCV-5	525.47	0001 - Fort Wayne	IRELY ADM...

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

**Bank Deposit - BDEP-3**

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



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](#).

9. 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.

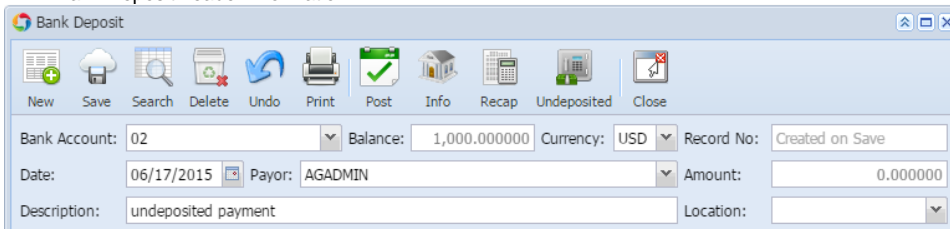


3. In the **Bank Account** field, click the dropdown combo box button to open the combo box list and select the bank account you want to make a deposit to.

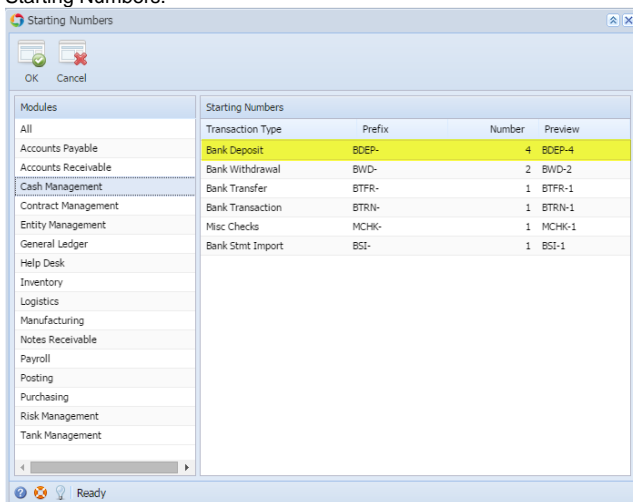


 Make sure that the bank account you want to make a deposit to had been added in the Bank Accounts screen. If not, see [How to Add new Bank Account](#) to guide you on how to add it.

4. Fill in Bank Deposit header information.



- a. The **Balance** field will show the current balance for the selected back 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.



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. Click **Undeposited toolbar button**. Add Undeposited Payments screen will appear listing payments that uses Undeposited Funds account from origin and i21.

The screenshot shows the 'Bank Deposit' window with the 'Undeposited' toolbar button highlighted. Below it is the 'Add Undeposited Payments' window showing a list of payments.

Date	Name	Record No	Amount
05/31/2014	COMPANY OPERATED STORE	STORE2 05312014 0200053114	6,021.52
06/02/2014	COMPANY OPERATED STORE	STORE2 060414 0200060414	4,566.12
05/30/2014	COMPANY OPERATED STORE	STORE2 5302014 0200053014	62,547.11
06/04/2014	COMPANY OPERATED STORE	STORE2 60114 0200000321	5,451.23

6. Select payment awaiting deposits and click OK button. Selected payments will then appear on the grid.

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

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

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

The screenshot shows the 'Bank Deposit' window with the 'Record No' field highlighted, displaying 'BDEP-4'.

! 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](#).

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

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

Undeposited Payments are payments received from customers awaiting deposit. These payments received are from Origin and the actual deposit is to be done on i21. It is through i21 Bank Deposit where undeposited payments can be added. Follow the steps below on how to add undeposited payments to Bank Deposit.

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.

The screenshot shows the 'Search Bank Deposits' window with a list of records.

Record No	Checkbook	Date	Payor	Amount	Posted
BDEP-1	AG	08/22/2014		100.00	<input checked="" type="checkbox"/>
BDEP-2	21	07/01/2014		1,000.00	<input checked="" type="checkbox"/>
BDEP-3	AG	09/03/2014		0.00	<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.

The screenshot shows the 'Bank Account' field with a dropdown arrow.



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' form with the following fields and values:

- 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:** (empty)

- The **Balance field** will show the current balance for the selected back 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 Admin folder > Starting Numbers.

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

Modules	Starting Numbers			
	Transaction Type	Prefix	Number	Preview
<b>Module: Cash Management</b>				
Cash Management	Bank Stmt Import	BSI-	1	BSI-1
Accounts Payable	Misc Checks	MCHK-	7	MCHK-7
General Ledger	Bank Transaction	BTRN-	7	BTRN-7
Posting	Bank Transfer	BTFR-	2	BTFR-2
	Bank Withdrawal	BWD-	2	BWD-2
	<b>Bank Deposit</b>	<b>BDEP-</b>	<b>6</b>	<b>BDEP-6</b>

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 the grid area with the following data:

Date	GL Account	Description	Name	Amount
05/28/2014	538000-00	RAYMOND TO PRINSBURG ACCOUNT -ADMIN		1,000.00
05/28/2014	538000-10	RAYMOND TO PRINSBURG ACCOUNT -PRINSBURG		500.00
05/28/2014	Select a GL Account			0.00
<b>Total:</b>				<b>1,500.00</b>

- 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.

The screenshot shows the 'Bank Deposit' window. At the top, there is a toolbar with buttons: New, Save, Search, Delete, Undo, Print, Post, Info, Recap, Undeposited, and Close. Below the toolbar, the header section contains fields for Bank Account (08), Balance (0.00), Currency (USD), Record No., Date (05/28/2014), Payor (Company), Amount (1,500.00), Description (initial deposit), and Location. A table below the header lists transactions with columns: Date, GL Account, Description, Name, and Amount. The table contains three rows: 05/28/2014, 538000-00, RAYMOND TO PRINSBURG ACCOUNT -ADMIN, 1,000.00; 05/28/2014, 538000-10, RAYMOND TO PRINSBURG ACCOUNT -PRINSBURG, 500.00; and 05/28/2014, Select a GL Account, 0.00. At the bottom right of the table, a 'Total' field shows 1,500.00. The status bar at the bottom indicates 'Ready' and 'Page 1 of 1'.

Date	GL Account	Description	Name	Amount
05/28/2014	538000-00	RAYMOND TO PRINSBURG ACCOUNT -ADMIN		1,000.00
05/28/2014	538000-10	RAYMOND TO PRINSBURG ACCOUNT -PRINSBURG		500.00
05/28/2014	Select a GL Account			0.00
Total:				1,500.00

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

The screenshot shows the 'Bank Deposit' window with the 'Save' button in the toolbar highlighted with a red box. The other elements of the screen are the same as in the previous screenshot.

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 in the header section now displays 'BDEP-6' and is highlighted with a red box. The other elements of the screen are the same as in the previous screenshot.



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 in the toolbar highlighted with a red box. The other elements of the screen are the same as in the previous screenshot.