

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.

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.

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

Description Undeposited Test Recur

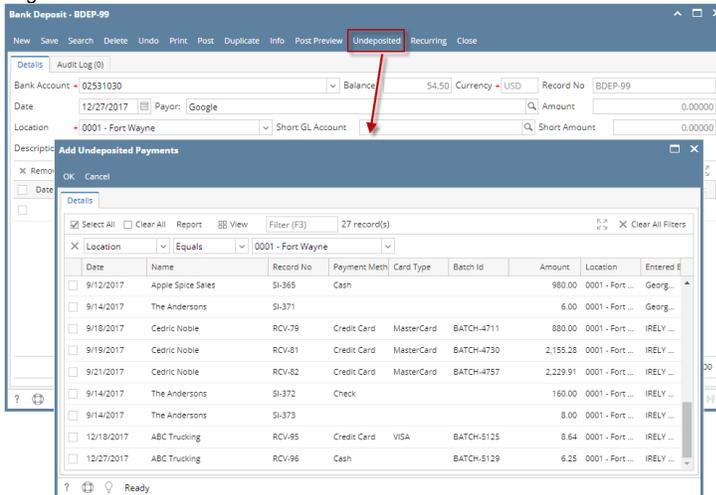
- a. The **Balance** field will show the current balance for the selected back account. This is a good way to track how much is the current bank account balance.
- b. The **Currency** field by default will show the Currency setup from the selected Bank Account.
- c. The **Record No** field will only 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.

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

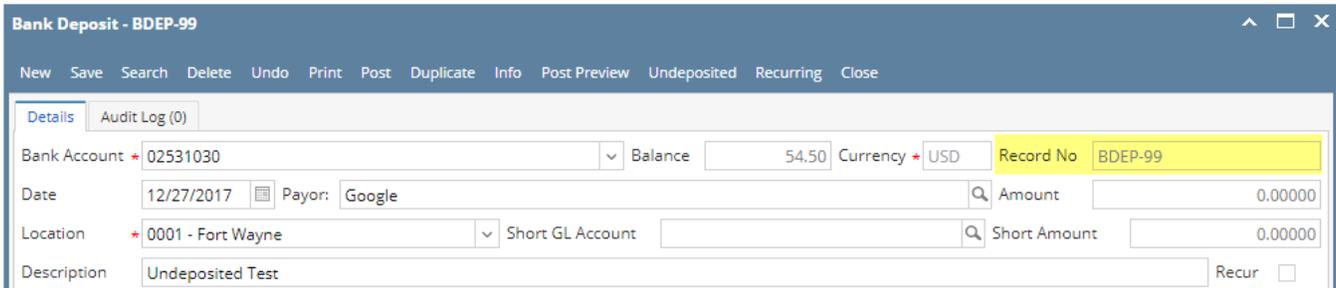
This number will also be used to track the transaction later on.

- 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.

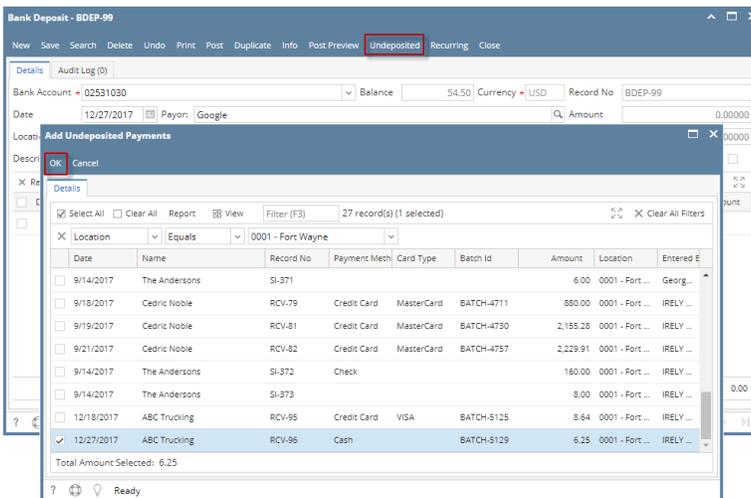
5. Click **Undeposited toolbar button**. Add Undeposited Payments screen will appear listing payments that uses Undeposited Funds account from origin and i21.



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.



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



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



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.

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	12/29/2016		28,423.00	<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.

Transaction Type	Prefix	Number	Use Location	Preview
Module: Cash Management				
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 Soms Import	BSI-	15	<input type="checkbox"/>	BSI-15

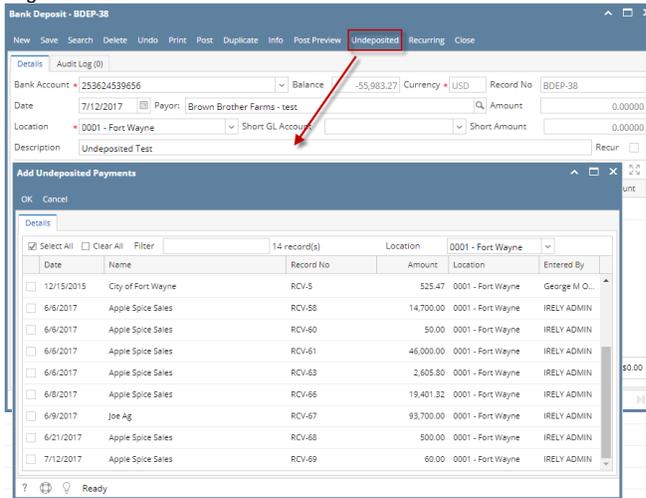
This number will also be used to track the transaction later on.

- 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**

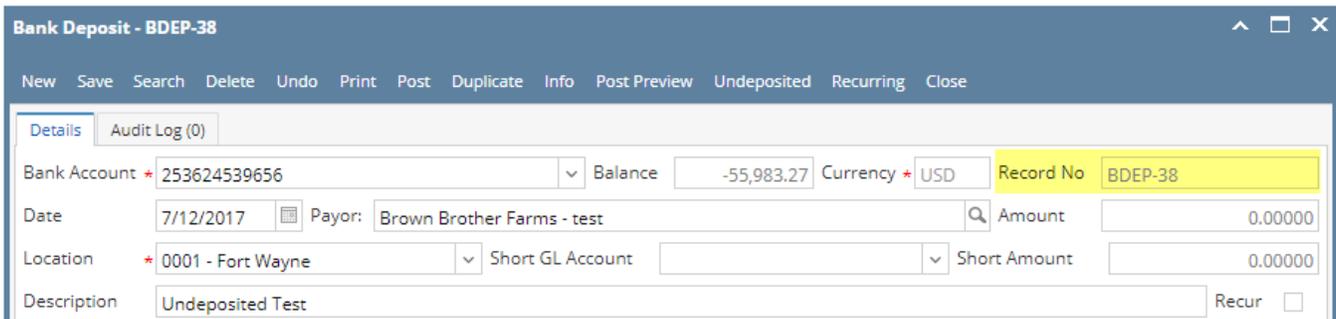
button to bring down the combo box list. This list will show all customers added in the Accounts Receivable module along with contacts added on the fly.

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

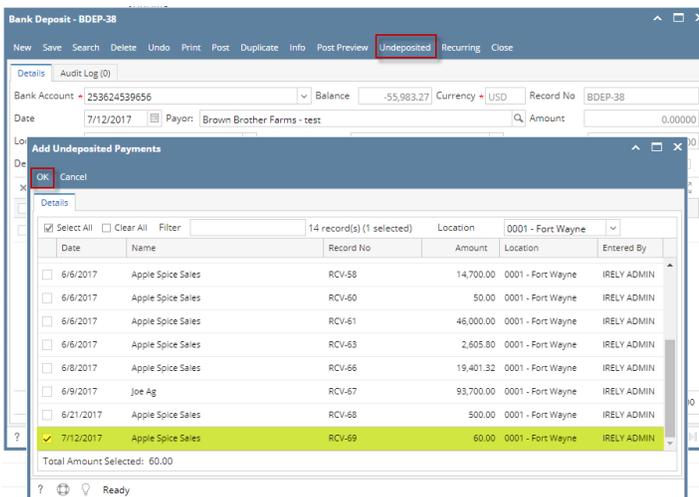
5. Click **Undeposited** toolbar button. Add Undeposited Payments screen will appear listing payments that uses Undeposited Funds account from origin and i21.



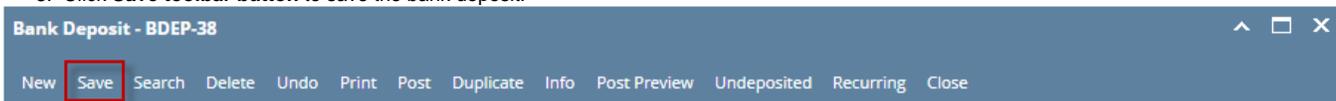
6. The **Record No** field will then show the deposit transaction number assigned for this transaction since upon click in Undeposited toolbar button, Bank deposit will then be saved.



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



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





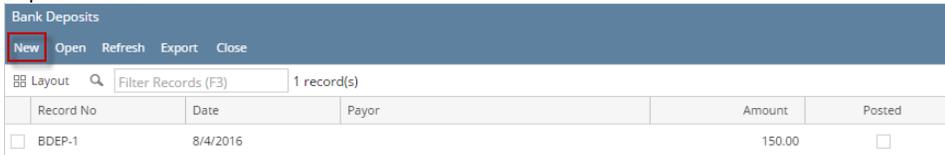
If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See [How to Post Bank Deposit](#).

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



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.



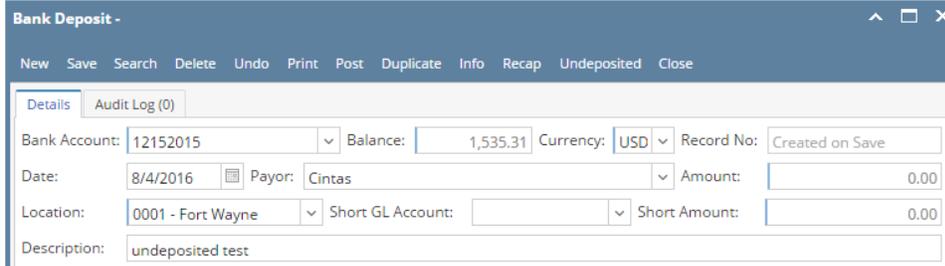
3. In the **Bank Account field**, click the dropdown combo box button to open the combo box list and select the bank account you want to make a deposit to.

Bank Account: ▼



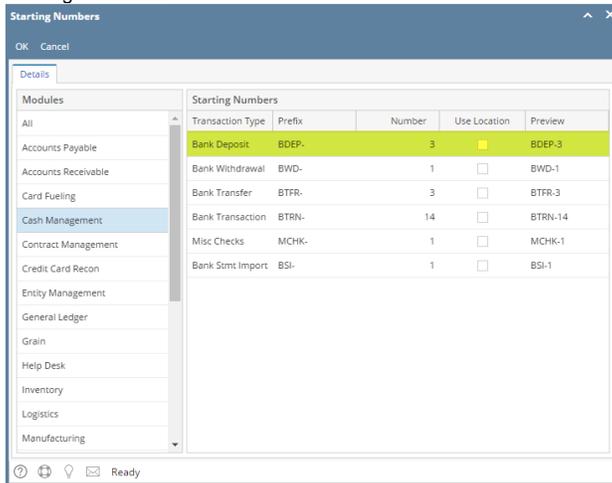
Make sure that the bank account you want to make a deposit to had been added in the Bank Accounts screen. If not, see [How to Add new Bank Account](#) to guide you on how to add it.

4. Fill in Bank Deposit header information.



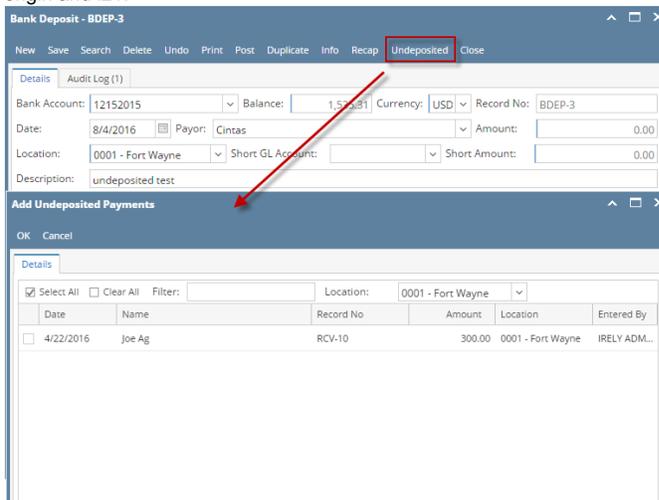
- a. The **Balance field** will show the current balance for the selected back account. This is a good way to track how much is the current bank account balance.
- b. The **Currency field** by default will show the Currency setup from the selected Bank Account.
- c. The **Record No field** will only 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.

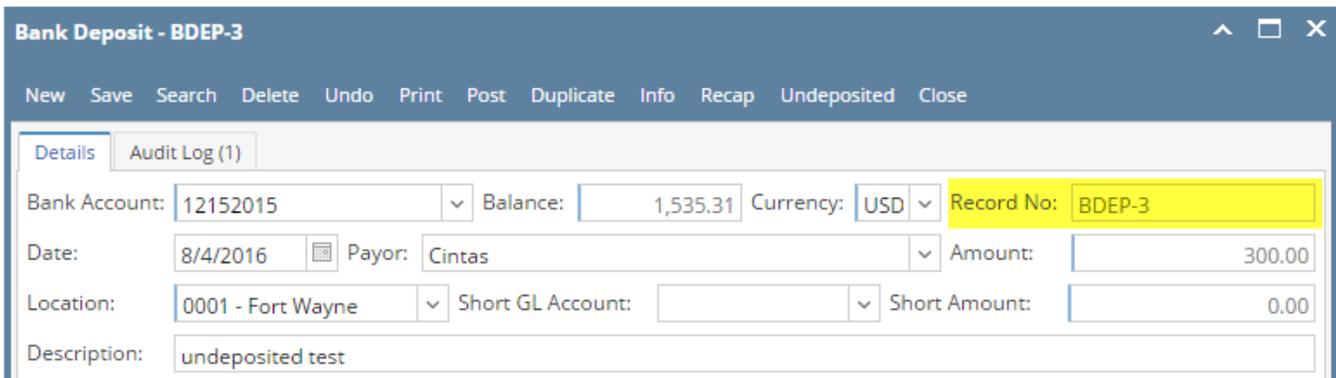


This number will also be used to track the transaction later on.

- 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.



- 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.



- 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:



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 filled in:

- 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: (empty)
- 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 screenshot shows the 'Starting Numbers' dialog box with a table of transaction types and their settings:

Transaction Type	Prefix	Number	Use Location	Preview
Bank Deposit	BDEP-	4	<input 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

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' form with the 'Undeposited' toolbar button highlighted in red. Below it, the 'Add Undeposited Payments' dialog box is open, showing a table of payments:

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...

- 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-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**

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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

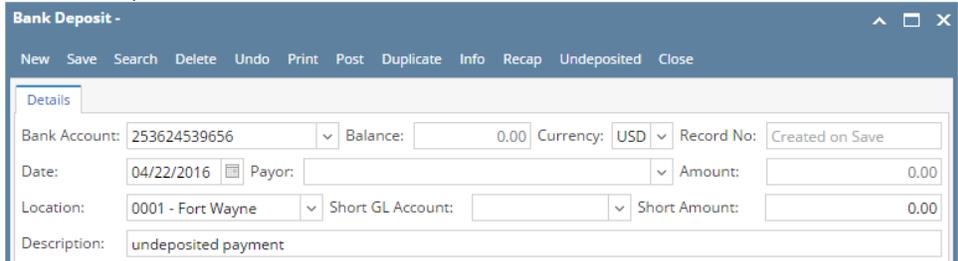
Record No	Date	Payor	Amount	Posted
<input type="checkbox"/> BDEP-1	04/22/2016		100.00	<input type="checkbox"/>

- 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.

- Fill in Bank Deposit header information.



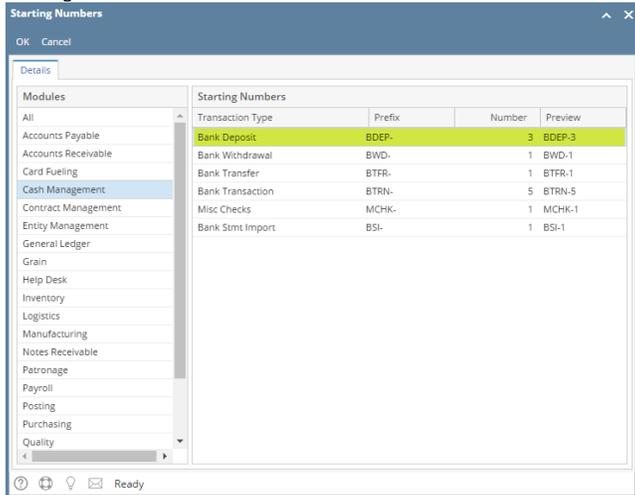
Bank Account: 253624539656 Balance: 0.00 Currency: USD Record No: Created on Save

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

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

Description: undeposited payment

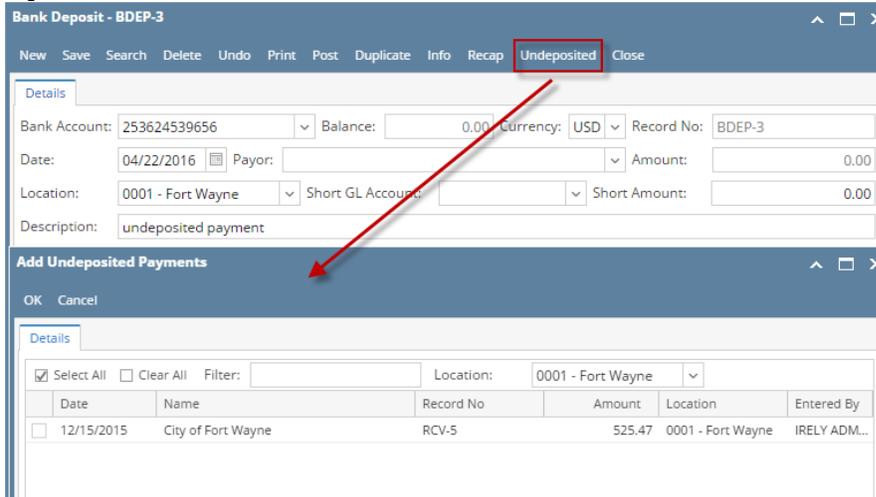
- The **Balance field** will show the current balance for the selected back account. This is a good way to track how much is the current bank account balance.
- The **Currency field** by default will show the Currency setup from the selected Bank Account.
- The **Record No field** will only be filled 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.



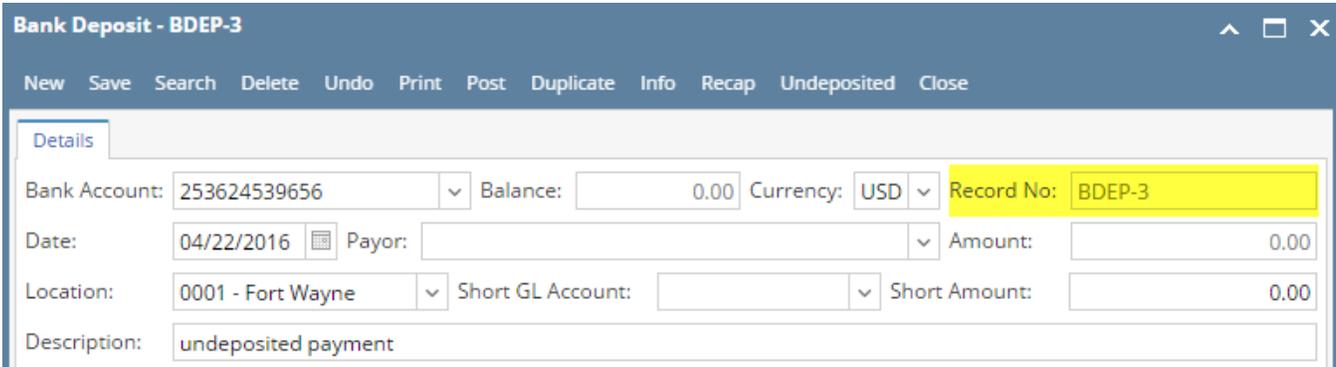
Transaction Type	Prefix	Number	Preview
Bank Deposit	BDEP-	3	BDEP-3
Bank Withdrawal	BIWD-	1	BIWD-1
Bank Transfer	BTRF-	1	BTRF-1
Bank Transaction	BTRN-	5	BTRN-5
Misc Checks	MCHK-	1	MCHK-1
Bank Stmt Import	BSI-	1	BSI-1

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

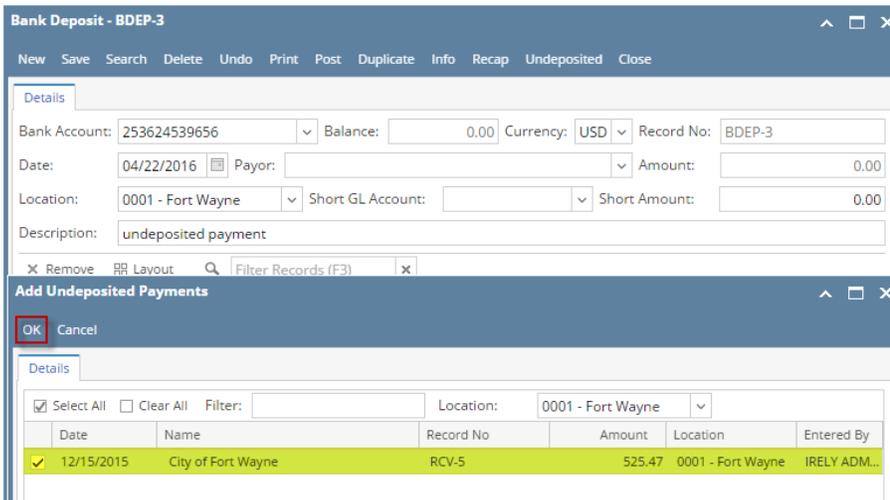
5. Click **Undeposited toolbar button**. Add Undeposited Payments screen will appear listing payments that uses Undeposited Funds account from origin and i21.



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.



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



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



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.



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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.

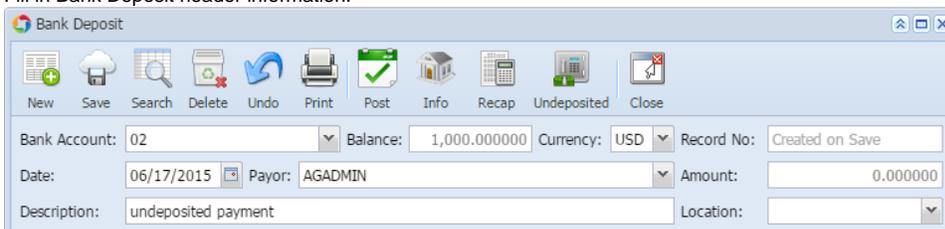


3. In the **Bank Account field**, click the dropdown combo box button to open the combo box list and select the bank account you want to make a deposit to.

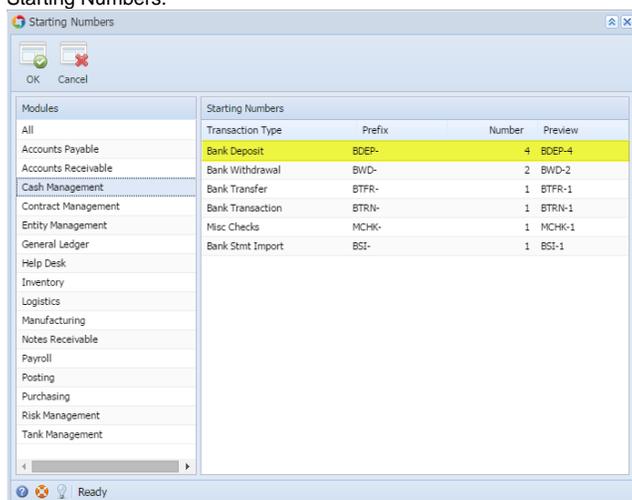


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4. Fill in Bank Deposit header information.



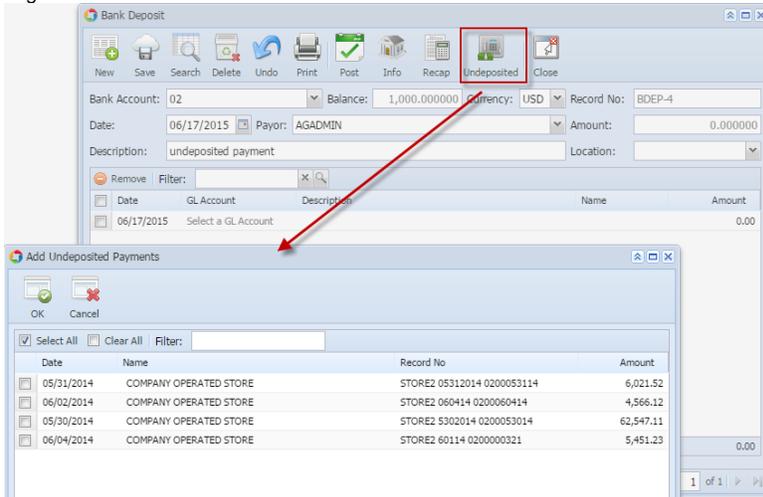
- a. The **Balance field** will show the current balance for the selected back account. This is a good way to track how much is the current bank account balance.
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This number will also be used to track the transaction later on.

- 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**.

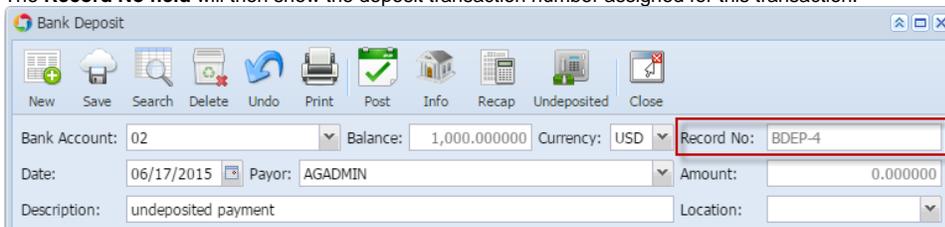
- Click **Undeposited toolbar button**. Add Undeposited Payments screen will appear listing payments that uses Undeposited Funds account from origin and i21.



- Select payment awaiting deposits and click OK button. Selected payments will then appear on the grid.
- 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](#).

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

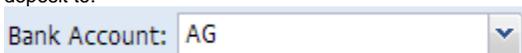


Undeposited Payments are payments received from customers awaiting deposit. These payments received are from Origin and the actual deposit is to be done on i21. It is through i21 Bank Deposit where undeposited payments can be added. Follow the steps below on how to add undeposited payments to Bank Deposit.

- From Cash Management module > Activities folder > double-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.



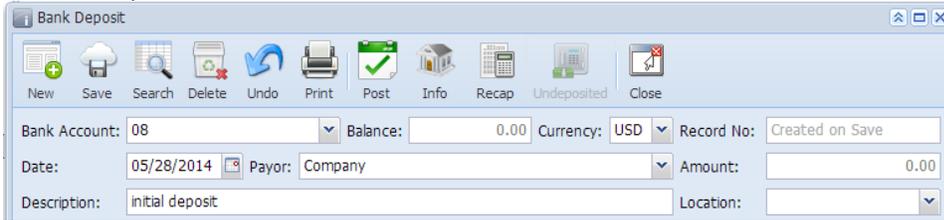
- In the **Bank Account** field, click the dropdown combo box button to open the combo box list and select the bank account you want to make a deposit to.



-

 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.

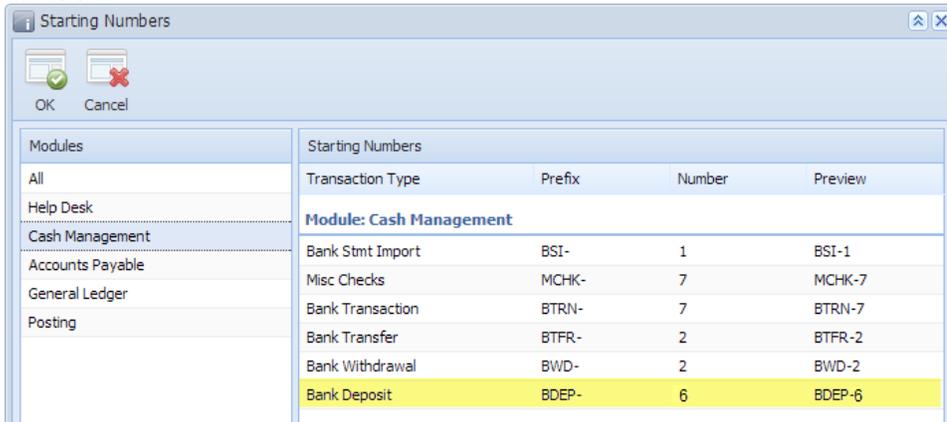
4. Fill in Bank Deposit header information.



The screenshot shows the 'Bank Deposit' form with the following fields:

- 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: (dropdown menu)

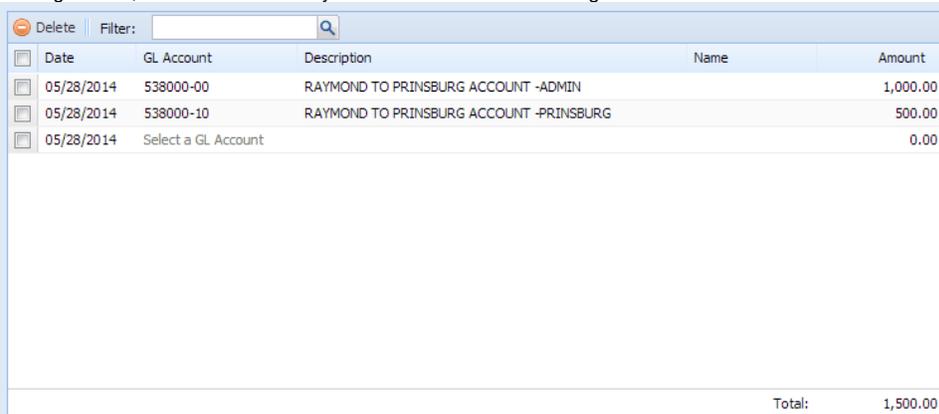
- The **Balance field** will show the current balance for the selected bank account. This is a good way to track how much is the current bank account balance.
- The **Currency field** by default will show the Currency setup from the selected Bank Account.
- The **Record No field** will only be filled 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 Admin folder > Starting Numbers.



Modules	Starting Numbers			
	Transaction Type	Prefix	Number	Preview
Module: Cash Management				
	Bank Stmt Import	BSI-	1	BSI-1
	Misc Checks	MCHK-	7	MCHK-7
	Bank Transaction	BTRN-	7	BTRN-7
	Bank Transfer	BTFR-	2	BTFR-2
	Bank Withdrawal	BWD-	2	BWD-2
	Bank Deposit	BDEP-	6	BDEP-6

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	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

- 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' form with the following details:

- Bank Account: 08
- Balance: 0.00
- Currency: USD
- Record No: (empty)
- Date: 05/28/2014
- Payor: Company
- Amount: 1,500.00 (highlighted with a red box)
- Description: initial deposit
- Location: (empty)

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 (highlighted with a red box)

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

The screenshot shows the 'Bank Deposit' toolbar with the following buttons: New, Save, Search, Delete, Undo, Print, Post, Info, Recap, Undeposited, Close. The **Save** button is highlighted with a red box.

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

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

- Bank Account: 08
- Balance: 0.00
- Currency: USD
- Record No: BDEP-6 (highlighted with a red box)
- Date: 05/28/2014
- Payor: Company
- Amount: 1,500.00
- Description: initial deposit
- Location: (empty)

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



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' toolbar with the following buttons: New, Save, Search, Delete, Undo, Print, Post, Info, Recap, Undeposited, Close. The **Close** button is highlighted with a red box.