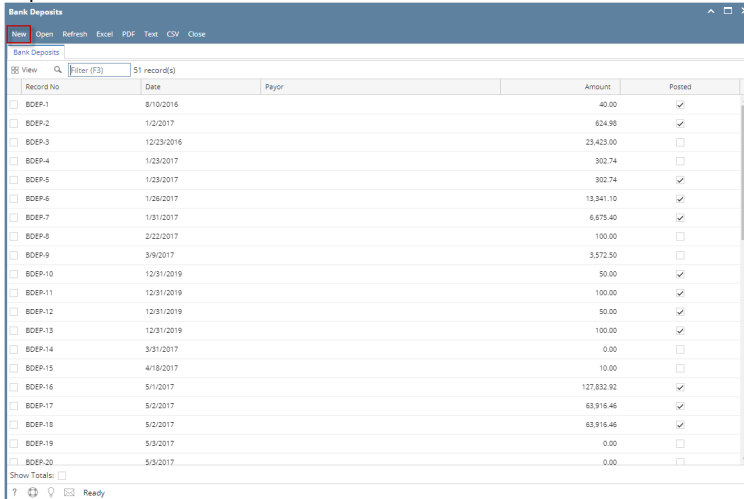# How to Create Bank Deposit

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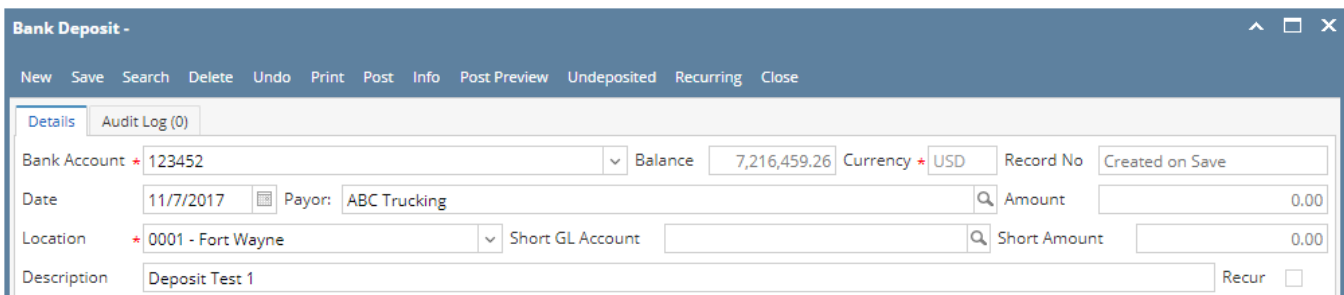

3. In the Bank Account field, click the dropdown combo box button to open the combo box list and select the bank account you want to make a deposit to.

⚠
- 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.
- If Company Location has set Bank Account, Bank Account should automatically be selected upon opening new Bank Deposit Screen

4. Fill in Bank Deposit header information.

  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**.

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

    a. Each line has **Date field** that allows you to set specific date for each entry. This is useful if you are grouping together multiple deposit transactions within a period and you would want it be entered as one deposit transaction.

    b. In the **GL Account field**, select GL Account.

    c. In the **Amount field**, enter deposit amount.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Bank Deposits

New   Open   Refresh   Export   Close

Layout   🔍   Filter Records (F3)   11 record(s)

	Record No	Date	Payor	Amount	Posted
☐	BDEP-1	6/3/2016		5,000.00	✔
☐	BDEP-2	6/3/2016		120.00	☐
☐	BDEP-3	6/8/2016		123.00	✔
☐	BDEP-4	6/9/2016		10,500.00	✔
☐	BDEP-5	6/9/2016		25,000.00	✔
☐	BDEP-6	6/10/2016		25,000.00	☐
☐	BDEP-8	6/10/2016		573.46	☐
☐	BDEP-9	6/16/2016		15,000.00	✔
☐	BDEP-10	6/17/2016		15,000.00	✔
☐	BDEP-11	6/20/2016		250.00	✔
☐	BDEP-12	6/20/2016		823.46	☐

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

Bank Account: 08112680 ⌄

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

4. Fill in Bank Deposit header information.

Bank Deposit -   ∧ ☐ ✕

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

Details   Audit Log (0)

Bank Account: 08112680   ⌄   Balance: 0.00 Currency: USD ⌄ Record No: Created on Save

Date: 6/30/2016 📅 Payor: Joe Ag   ⌄ Amount: 15,800.00

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

Description: Description

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

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

⑦ ⊕ ♀ ✉ 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. In the grid area, add the counter-entry/ies for the cash account assigned for the bank account selected.

    a. Each line has **Date field** that allows you to set specific date for each entry. This is useful if you are grouping together multiple deposit transactions within a period and you would want it be entered as one deposit transaction.

    b. In the **GL Account field**, select GL Account.

    c. In the **Amount field**, enter deposit amount.

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

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

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

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

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

Bank Deposit - BDEP-13   ⌃ ▢ ✕

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

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

Bank Deposits

[New]   Open   Refresh   Export ▾   Close

▦ Layout   🔍 Filter Records (F3)   54 record(s)

	Record No	Date	Payor	Amount	Posted
☐	BDEP-1	02/03/2016		25,000.00	✓
☐	BDEP-2	02/04/2016		5,000.00	✓
☐	BDEP-3	02/17/2016		11.00	✓
☐	BDEP-4	03/10/2016		10.00	✓
☐	BDEP-5	03/10/2016		336.00	✓

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

Bank Account: | 113322 | ⌄ |

> ⚠️ 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: 113322 ⌄   Balance: -1,062.54   Currency: USD ⌄   Record No: Created on Save

Date: 04/26/2016 📅   Payor: ABC Trucking ⌄   Amount: 6,000.00

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

Description: ABC 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.

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

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

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

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

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

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

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

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

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

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

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

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

4. Fill in Bank Deposit header information.

Bank Deposit - ⌃ ▢ ✕

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

| Details |

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

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 |

Modules		Starting Numbers			
All	▲	Transaction Type	Prefix	Number	Preview
Accounts Payable		Bank Deposit	BDEP-	1	BDEP-1
Accounts Receivable		Bank Withdrawal	BWD-	1	BWD-1
Card Fueling		Bank Transfer	BTFR-	1	BTFR-1
Cash Management		Bank Transaction	BTRN-	3	BTRN-3
Contract Management		Misc Checks	MCHK-	2	MCHK-2
Entity Management		Bank Stmt Import	BSI-	1	BSI-1
General Ledger					
Grain					
Help Desk					
Inventory					
Logistics					
Manufacturing					
Notes Receivable					
Patronage					
Payroll					
Posting					
Purchasing					
Quality	▼				

⑦ 🌐 💡 ✉ 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. In the grid area, add the counter-entry/ies for the cash account assigned for the bank account selected.

✕ Remove   ⊞ Layout   🔍 Filter Records (F3) ✕

☐	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
☑		Select a GL Accou...				0.00
☐		Select a GL Accou...				

Total:

⑦ 🌐 💡 ✉ Edited |◁ ◁ Page 1 of 1 ▷ ▷|

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

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

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

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

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

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

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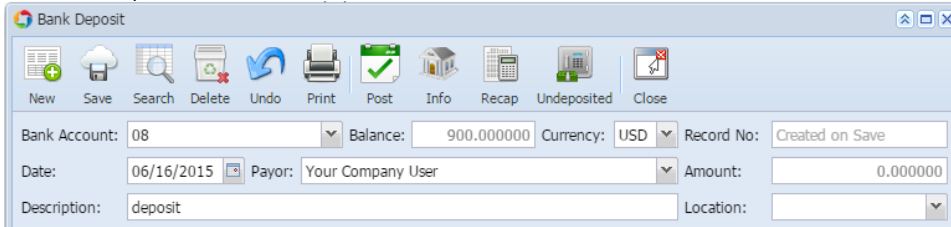

3. In the Bank Account field, click the dropdown combo box button to open the combo box list and select the bank account you want to make a deposit to.

⚠️

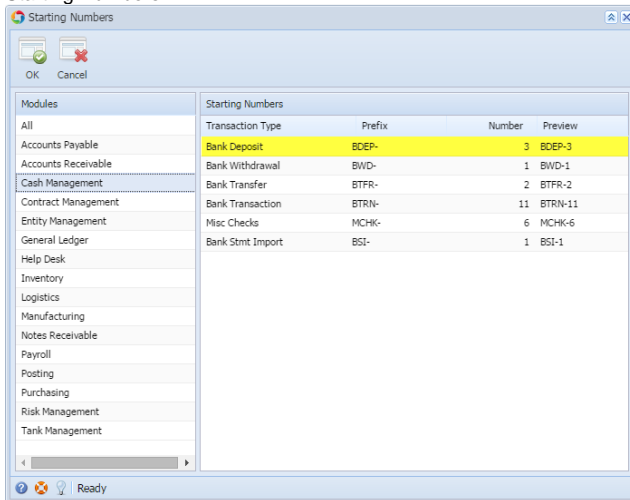Make sure that the bank account you want to make a deposit to had been added in the Bank Accounts screen. If not, see How to Add new Bank Account to guide you on how to add it.

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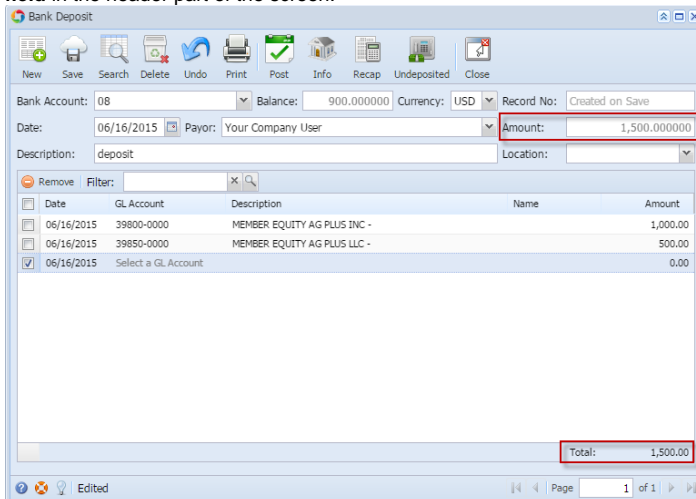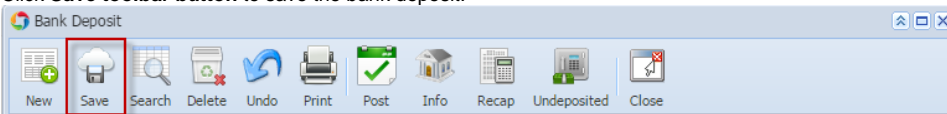

a. Each line has **Date field** that allows you to set specific date for each entry. This is useful if you are grouping together multiple deposit transactions within a period and you would want it be entered as one deposit transaction.
b. In the **GL Account field**, select GL Account.
c. In the **Amount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

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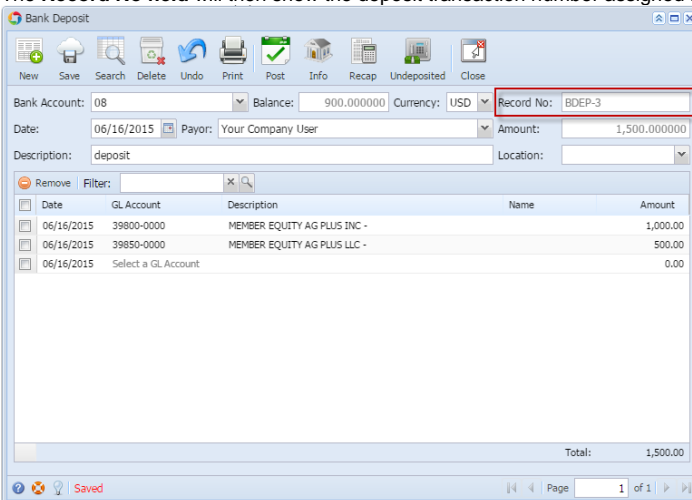

6. Click **Save toolbar button** to save the bank deposit.

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

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

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

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

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

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 Admin folder > Starting Numbers.

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

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

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

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

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

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

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