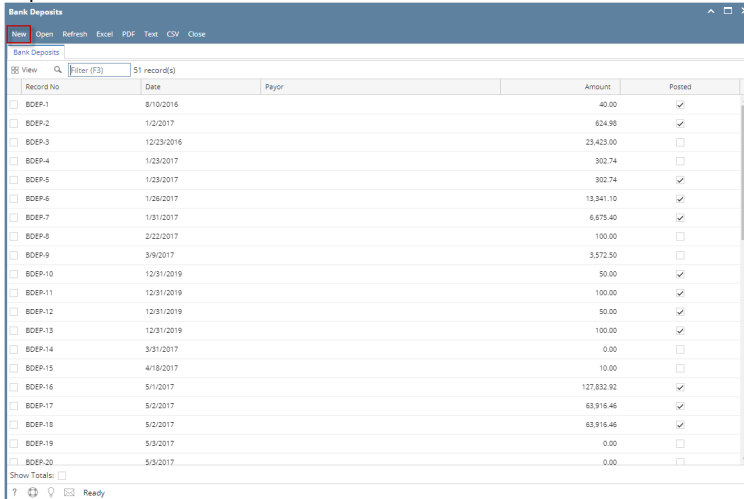


# How to Create Bank Deposit

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



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

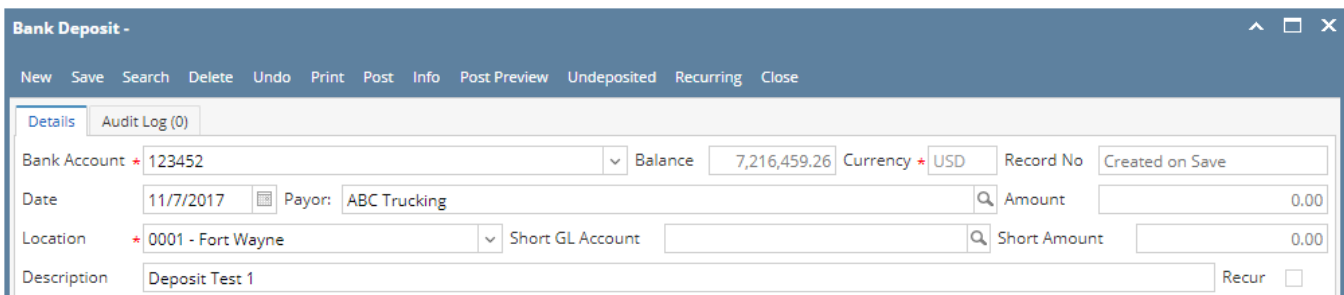
3. In the Bank Account field, click the dropdown combo box button to open the combo box list and select the bank account you want to make a deposit to.

Bank Account \* 123452



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

4. Fill in Bank Deposit header information.



**Bank Deposit -**

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

Details Audit Log (0)

Bank Account \* 123452 Balance 7,216,459.26 Currency \* USD Record No Created on Save

Date 11/7/2017 Payor: ABC Trucking Amount 0.00

Location \* 0001 - Fort Wayne Short GL Account Short Amount 0.00

Description Deposit Test 1 Recur ☐

- 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
- Help Desk
- Inventory
- Logistics

Starting Numbers

Report View Filter (F3)

Transaction Type	Prefix	Number	Use Location	Preview
Bank Deposit	BDEP-	58	<input type="checkbox"/>	BDEP-58
Bank Withdrawal	BWD-	3	<input type="checkbox"/>	BWD-3
Bank Transfer	BTFR-	15	<input type="checkbox"/>	BTFR-15
Bank Transaction	BTRN-	41	<input type="checkbox"/>	BTRN-41
Misc Checks	MCHK-	3	<input type="checkbox"/>	MCHK-3
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**.

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

X Remove Report View Filter (F3)

Date	GL Account*	Description	Record No	Payment Method	Card Type	Name	Amount
<input type="checkbox"/> 11/8/2017	29000-0000-000	Freight Payable - Home office - Admin					150.00
<input type="checkbox"/>							
							Total: \$150.00

? 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.

**Bank Deposit -**

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

Details Audit Log (0)

Bank Account: 123452 Balance: 7,216,459.26 Currency: USD Record No: Created on Save

Date: 11/8/2017 Payor: ABC Trucking Amount: 150.00

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

Description: Deposit test Recur: ☐

X Remove Report View Filter (F3)

Date	GL Account*	Description	Record No	Payment Method	Card Type	Name	Amount
<input type="checkbox"/> 11/8/2017	29000-0000-000	Freight Payable - Home office - Admin					150.00
<input type="checkbox"/>							
							Total: \$150.00

? Edited Page 1 of 1

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

**Bank Deposit -**

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

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

**Bank Deposit - BDEP-58**

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

Details Audit Log (0)

Bank Account \* 123452 Balance 7,216,459.26 Currency \* USD **Record No** BDEP-58

Date 11/8/2017 Payor: ABC Trucking Amount 150.00

Location \* 0001 - Fort Wayne Short GL Account Short Amount 0.00

Description Deposit test Recur ☐

X Remove Report View Filter (F3)

Date	GL Account*	Description	Record No	Payment Method	Card Type	Name	Amount
<input type="checkbox"/> 11/8/2017	29000-0000-000	Freight Payable - Home office - Admin					150.00
<input type="checkbox"/>							

Total: \$150.00

? Saved Page 1 of 1



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

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

**Bank Deposit - BDEP-58**

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

Bank Deposits

View Filter (F3) 80 record(s)

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"/>
<input type="checkbox"/> BDEP-7	1/31/2017		6,675.40	<input checked="" type="checkbox"/>
<input type="checkbox"/> BDEP-8	3/28/2017		50.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BDEP-9	4/11/2017		1,500.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BDEP-10	4/11/2017		500.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BDEP-11	4/11/2017		155.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BDEP-12	4/11/2017		250.00	<input checked="" type="checkbox"/>

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

Bank Account \* 001122



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 \* 001122 Balance 0.00 Currency \* USD Record No Created on Save

Date 7/5/2017 Payor: NYK Amount 0.00

Location \* 0001 - Fort Wayne Short GL Account Short Amount 0.00

Description Deposit Test Recur ☐

- 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**

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-	158	<input type="checkbox"/>	BDEP-157
Bank Withdrawal	BWD-	4	<input type="checkbox"/>	BWD-4
Bank Transfer	BTRF-	16	<input type="checkbox"/>	BTRF-16
Bank Transaction	BTRN-	60	<input type="checkbox"/>	BTRN-60
Misc Checks	MCHK-	17	<input type="checkbox"/>	MCHK-17
Bank Stmt Import	BSI-	1	<input type="checkbox"/>	BSI-1

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

X Remove View Filter (F3)

Date	GL Account *	Description	Record No	Name	Amount
<input type="checkbox"/> 7/5/2017	17000-0001-006	Ending Inventory - Fort Wayne - Gas			4,500.00
<input type="checkbox"/>					
Total:					\$4,500.00

? ? ? ? ? Edited Page 1 of 1

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

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

The screenshot shows the 'Bank Deposit' form. The 'Amount' field in the header is highlighted with a red box and contains the value '4,500.00'. At the bottom right of the grid, a 'Total' field is also highlighted with a red box and contains the value '\$4,500.00'. The form includes fields for Bank Account (001122), Date (7/5/2017), Location (0001 - Fort Wayne), and a description 'Deposit Test'. A table below shows a single entry for 'Ending Inventory - Fort Wayne - Gas' with an amount of 4,500.00.

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

This screenshot shows the top toolbar of the 'Bank Deposit' form. The 'Save' button is highlighted with a red box. Other buttons visible include New, Search, Delete, Undo, Print, Post, Info, Post Preview, Undeposited, Recurring, and Close.

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

The screenshot shows the 'Bank Deposit' form after saving. The 'Record No' field in the header is now populated with 'BDEP-157' and is highlighted with a red box. The 'Amount' field still shows '4,500.00'. The 'Status' at the bottom left has changed to 'Saved'.



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

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

This screenshot shows the top toolbar of the 'Bank Deposit' form. The 'Close' button is highlighted with a red box. The toolbar also includes buttons for New, Save, Search, Delete, Undo, Print, Post, Duplicate, Info, Post Preview, Undeposited, and Recurring.

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					
<div> <div>New</div> <div>Open</div> <div>Refresh</div> <div>Export</div> <div>Close</div> </div>					
<div> <div>Layout</div> <div>Filter Records (F3)</div> <div>11 record(s)</div> </div>					
Record No	Date	Payor	Amount	Posted	
<input type="checkbox"/> BDEP-1	6/3/2016		5,000.00	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BDEP-2	6/3/2016		120.00	<input type="checkbox"/>	
<input type="checkbox"/> BDEP-3	6/8/2016		123.00	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BDEP-4	6/9/2016		10,500.00	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BDEP-5	6/9/2016		25,000.00	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BDEP-6	6/10/2016		25,000.00	<input type="checkbox"/>	
<input type="checkbox"/> BDEP-8	6/10/2016		573.46	<input type="checkbox"/>	
<input type="checkbox"/> BDEP-9	6/16/2016		15,000.00	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BDEP-10	6/17/2016		15,000.00	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BDEP-11	6/20/2016		250.00	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BDEP-12	6/20/2016		823.46	<input type="checkbox"/>	

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

Bank Account:



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

- 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

Credit Card Recon

Entity Management

General Ledger

Grain

Help Desk

Inventory

Logistics

Manufacturing

Starting Numbers

Transaction Type	Prefix	Number	Use Location	Preview
Bank Deposit	BDEP-	13	<input checked="" type="checkbox"/>	BDEP-13
Bank Withdrawal	BWD-	3	<input type="checkbox"/>	BWD-3
Bank Transfer	BTFR-	7	<input type="checkbox"/>	BTFR-7
Bank Transaction	BTRN-	21	<input type="checkbox"/>	BTRN-21
Misc Checks	MCHK-	12	<input type="checkbox"/>	MCHK-12
Bank Stmt Import	BSI-	12	<input type="checkbox"/>	BSI-12

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.

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

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

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

Total: \$15,800.00

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

Bank 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

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

Total: \$15,800.00

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

Bank Deposit -

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

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

Bank Deposit - BDEP-13

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

Bank Account: 08112680 Balance: 0.00 Currency: USD Record No: BDEP-13

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

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

Description: Description

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

Total: \$15,800.00

Saved



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

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

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

Bank Deposits					
<div> <span>New</span> <span>Open</span> <span>Refresh</span> <span>Export</span> <span>Close</span> </div>					
<div> <span>Layout</span> <span>Filter Records (F3)</span> <span>54 record(s)</span> </div>					
Record No	Date	Payor	Amount	Posted	
<input type="checkbox"/> BDEP-1	02/03/2016		25,000.00	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BDEP-2	02/04/2016		5,000.00	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BDEP-3	02/17/2016		11.00	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BDEP-4	03/10/2016		10.00	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BDEP-5	03/10/2016		336.00	<input checked="" 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:  ▼



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.

- 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	Starting Numbers				
	Transaction Type	Prefix	Number	Use Location	Preview
Bank Deposit	BDEP-		59	<input type="checkbox"/>	BDEP-59
Bank Withdrawal	BWD-		3	<input type="checkbox"/>	BWD-3
Bank Transfer	BTFR-		8	<input type="checkbox"/>	BTFR-8
Bank Transaction	BTRN-		26	<input type="checkbox"/>	BTRN-26
Misc Checks	MCHK-		19	<input type="checkbox"/>	MCHK-19
Bank Stmt Import	BSI-		1	<input type="checkbox"/>	BSI-1

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
<input type="checkbox"/> 04/26/20...	42000-0000-000	Interest Income	< Add New >		1,000.00
<input type="checkbox"/> 04/26/20...	40000-0001-004	Sales	< Add New >		5,000.00
<input type="checkbox"/>	Select a GL Accou...		< Add New >		
Total:					\$6,000.00

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.

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

X Remove

Layout

Filter Records (F3)

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

Total: 6,000.00

Edited

Page 1 of 1

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

Bank Deposit -

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

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

**Bank Deposit - BDEP-59**

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

**Details** Audit Log (1)

Bank Account: 113322 Balance: -1,062.54 Currency: USD Record No: BDEP-59

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

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

Description: ABC test

X Remove Layout Filter Records (F3)

Date	GL Account	Description	Record No	Name	Amount
04/26/20...	42000-0000-000	Interest Income			1,000.00
04/26/20...	40000-0001-004	Sales			5,000.00
	Select a GL Account...				
Total:					\$6,000

Page 1 of 1



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

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

Bank Deposit - BDEP-59

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  0 records

Record No	Date	Payor	Amount	Posted
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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.

**Bank Deposit - Details**

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

Date: 01/28/2016 Payor: OPIS Index Amount: 0.00

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

Description: Deposit

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

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, Payroll, Posting, Purchasing, Quality

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

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

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

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

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
<input checked="" type="checkbox"/>	Select a GL Accou...				0.00
<input type="checkbox"/>	Select a GL Accou...				

Total:

Edited Page 1 of 1

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

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

The screenshot shows the 'Bank Deposit - BDEP-1' window. The 'Details' tab is active. Fields include: Bank Account: 253624539656, Balance: 0.00, Currency: USD, Record No: BDEP-1, Date: 01/28/2016, Payor: OPIS Index, Amount: 4,900.00, Location: 0001 - Fort Wayne, Short GL Account: , Short Amount: 0.00, Description: Deposit. Below the details is a grid with columns: Date, GL Account, Description, Record No, Name, Amount. The grid contains two rows: 01/28/20... 10003-0000-000 Fifth Third - Petro Operation 4,500.00 and 01/28/20... 42000-0000-000 Interest Income 400.00. At the bottom right, a 'Total: \$4,900' is displayed. The 'Save' button is highlighted in the toolbar.

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

The screenshot shows the 'Bank Deposit - BDEP-1' window with the 'Save' button highlighted in the toolbar.

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

The screenshot shows the 'Bank Deposit - BDEP-1' window after saving. The 'Record No' field now displays 'BDEP-1'. The 'Save' button is still highlighted in the toolbar.



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 - BDEP-1' window with the 'Close' button highlighted in the toolbar.

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' screen. It has a toolbar with 'New', 'View', 'Refresh', and 'Close' buttons. Below the toolbar is a grid with columns: Record No, Checkbook, Date, Payor, Amount, Posted. The grid contains two records: BDEP-1 with amount 1,000.00 and BDEP-2 with amount 1,000.00. The 'New' button is highlighted.

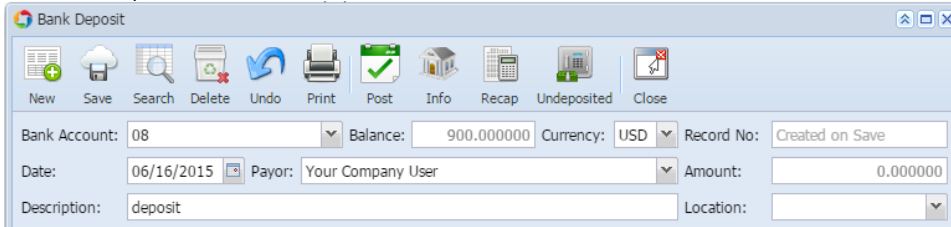
3. In the Bank Account field, click the dropdown combo box button to open the combo box list and select the bank account you want to make a deposit to.

The screenshot shows the 'Bank Account' dropdown menu with the value '08' selected.



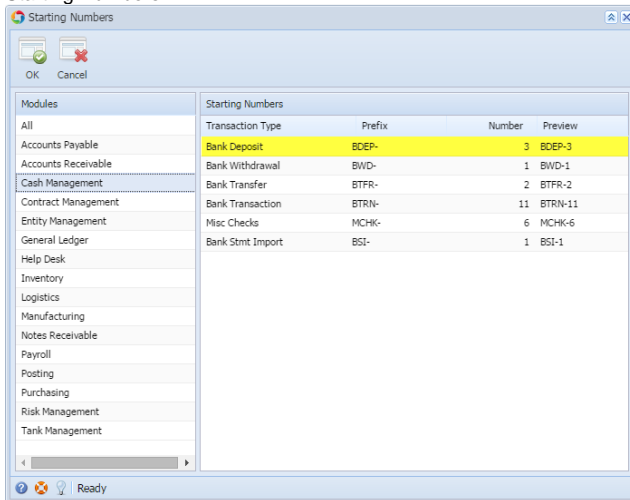
Make sure that the bank account you want to make a deposit to had been added in the Bank Accounts screen. If not, see [How to Add new Bank Account](#) to guide you on how to add it.

4. Fill in Bank Deposit header information.



The screenshot shows the 'Bank Deposit' form with the following fields: Bank Account (08), Balance (900.000000), Currency (USD), Record No (Created on Save), Date (06/16/2015), Payor (Your Company User), Amount (0.000000), Description (deposit), and Location.

- 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.

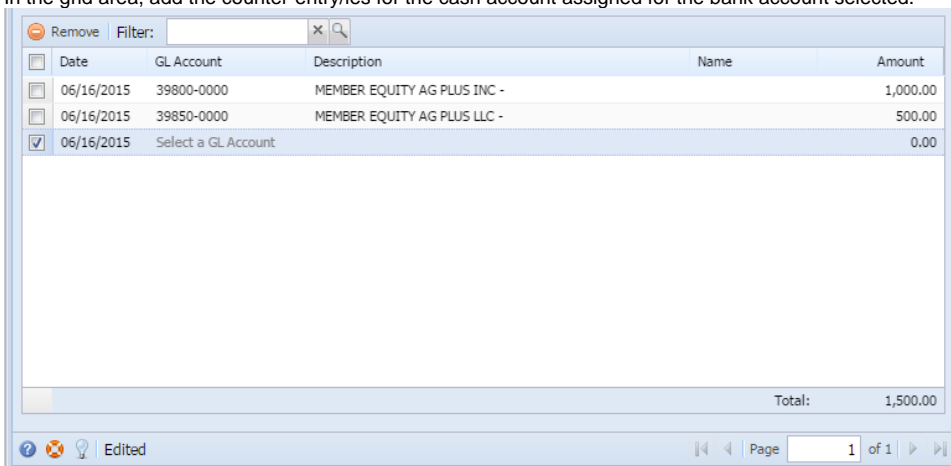


The screenshot shows the 'Starting Numbers' form with a table of transaction types and their starting numbers. The 'Bank Deposit' row is highlighted.

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

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

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



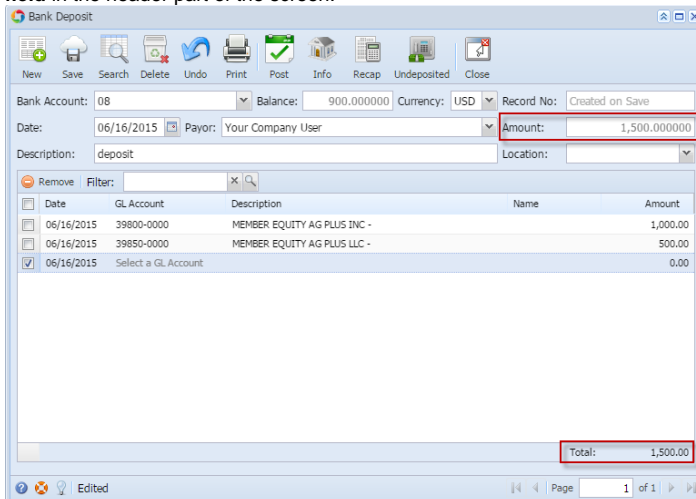
The screenshot shows the grid area with the following data:

Date	GL Account	Description	Name	Amount
06/16/2015	39800-0000	MEMBER EQUITY AG PLUS INC -		1,000.00
06/16/2015	39850-0000	MEMBER EQUITY AG PLUS LLC -		500.00
06/16/2015	Select a GL Account			0.00

Total: 1,500.00

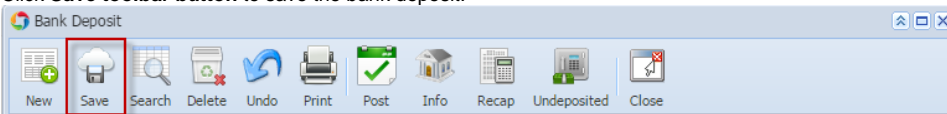
- Each line has **Date field** that allows you to set specific date for each entry. This is useful if you are grouping together multiple deposit transactions within a period and you would want it be entered as one deposit transaction.
- In the **GL Account field**, select GL Account.
- In the **Amount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



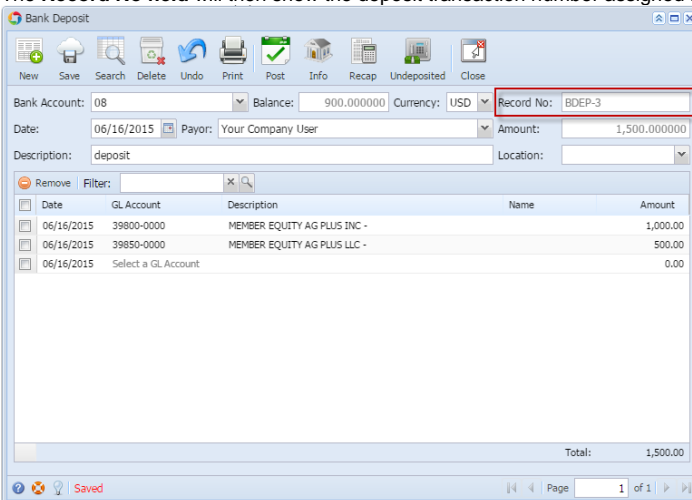
The screenshot shows the 'Bank Deposit' form. At the top, there's a toolbar with buttons: New, Save, Search, Delete, Undo, Print, Post, Info, Recap, Undeposited, and Close. Below the toolbar, the form fields include: Bank Account: 08, Balance: 900.000000, Currency: USD, Record No: Created on Save, Date: 06/16/2015, Payor: Your Company User, Amount: 1,500.000000, Description: deposit, and Location: . Below these fields is a table with columns: Date, GL Account, Description, Name, and Amount. The table contains three rows: 06/16/2015, 39800-0000, MEMBER EQUITY AG PLUS INC - 1,000.00; 06/16/2015, 39850-0000, MEMBER EQUITY AG PLUS LLC - 500.00; and 06/16/2015, Select a GL Account, 0.00. At the bottom right of the table, there's a 'Total: 1,500.00' label.

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



The screenshot shows the 'Bank Deposit' form with the 'Save' button in the toolbar highlighted with a red box.

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

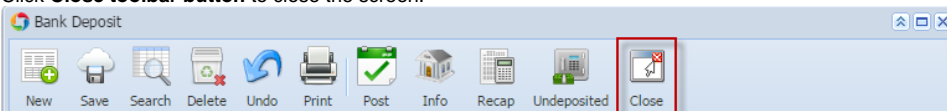


The screenshot shows the 'Bank Deposit' form after saving. The 'Record No' field now displays 'BDEP-3'. The 'Save' button in the toolbar is highlighted with a red box.



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](#).

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



The screenshot shows the 'Bank Deposit' form with the 'Close' button in the toolbar highlighted with a red box.

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

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

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

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

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

4. Fill in Bank Deposit header information.

- 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.

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
	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.

Delete Filter:

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

Bank Deposit

New Save Search Delete Undo Print Post Info Recap Undeposited Close

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

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

Description: initial deposit Location:

Delete Filter:

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

Ready Page 1 of 1



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



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

A screenshot of the 'Bank Deposit' form. The form includes fields for Bank Account (08), Balance (0.00), Currency (USD), Record No (BDEP-6), Date (05/28/2014), Payor (Company), Amount (1,500.00), and Description (initial deposit). The 'Record No' field is highlighted with a red rectangular box. Below the form is a table with columns for Date, GL Account, Description, Name, and Amount.

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.

