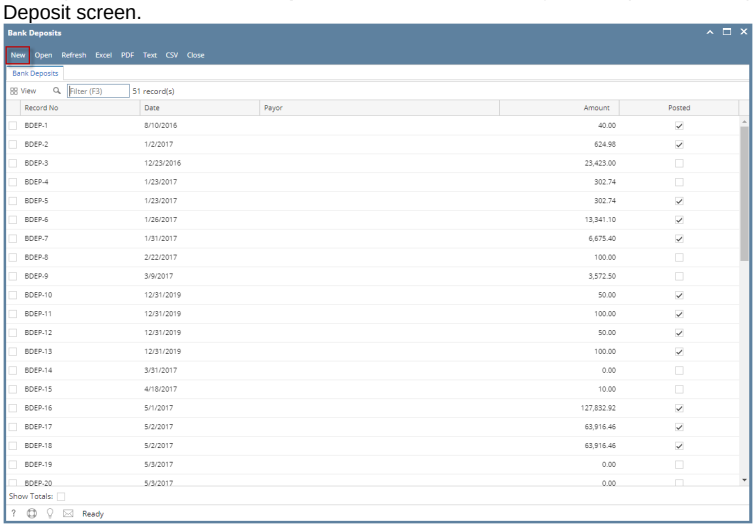
How to Create Bank Deposit

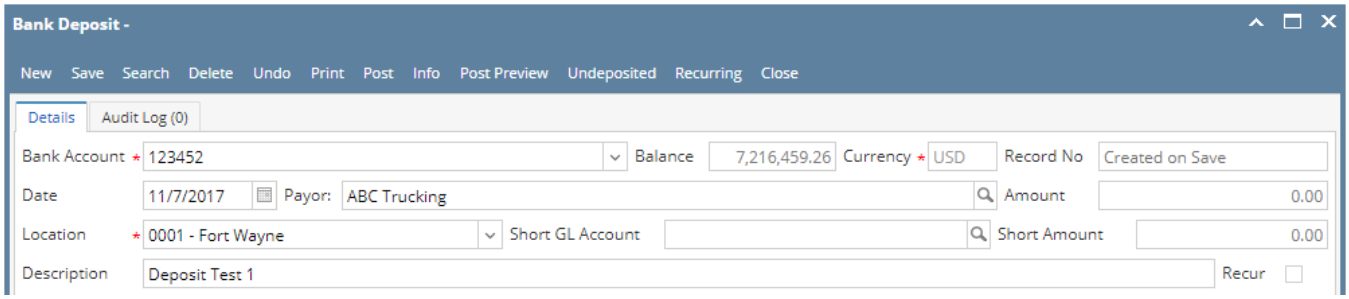
1. From Cash Management module click **Bank Deposits**.
2. It will open the **Search Bank Deposits screen** where existing bank deposits are displayed. Click the **New toolbar button** to open the new Bank Deposit screen.



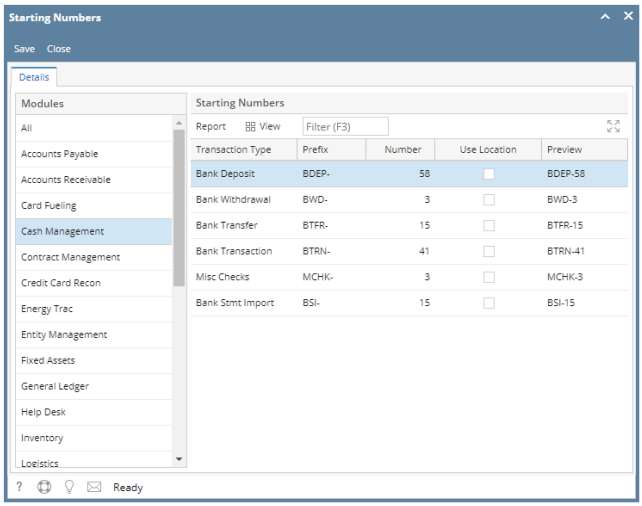
3. In the Bank Account field, click the dropdown combo box button to open the combo box list and select the bank account you want to make a deposit to.

- 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.



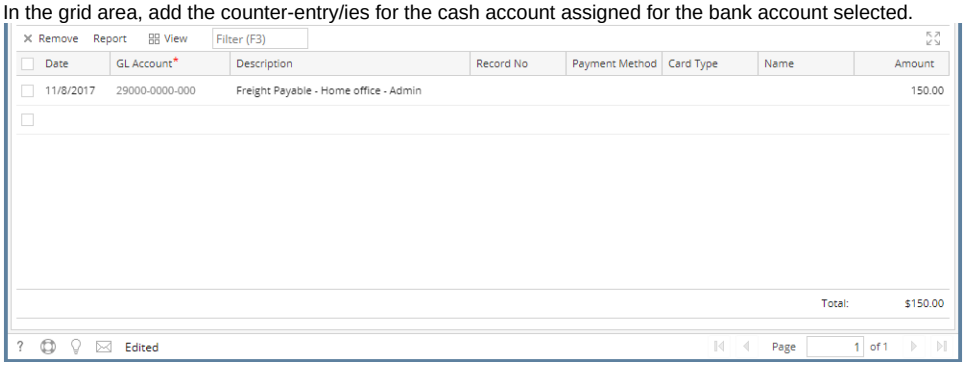
a. The **Balance field** will show the current balance for the selected back account. This is a good way to track how much is the current bank account balance.
b. The **Currency field** by default will show the Currency setup from the selected Bank Account.
c. The **Record No field** will only be filled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



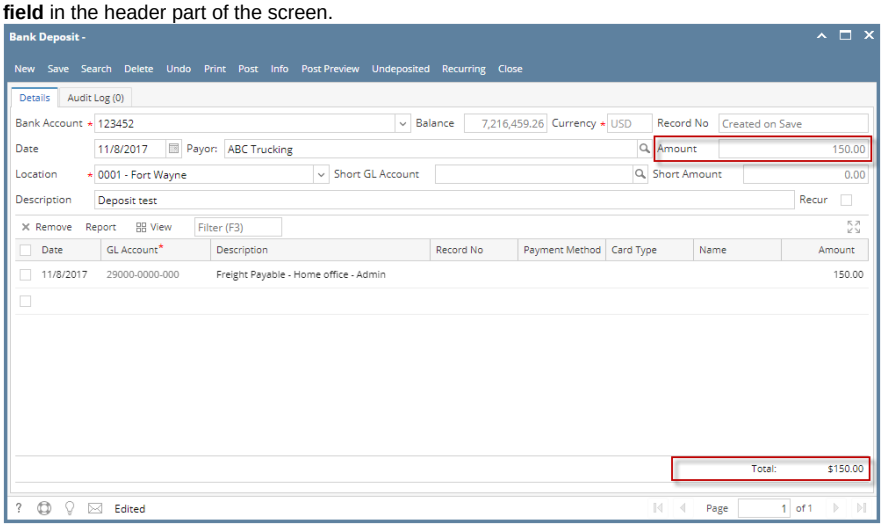
This number will also be used to track the transaction later on.

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**.

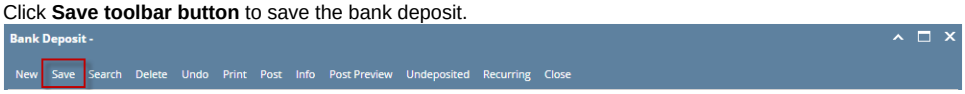
2. In the grid area, add the counter-entry/ies for the cash account assigned for the bank account selected.



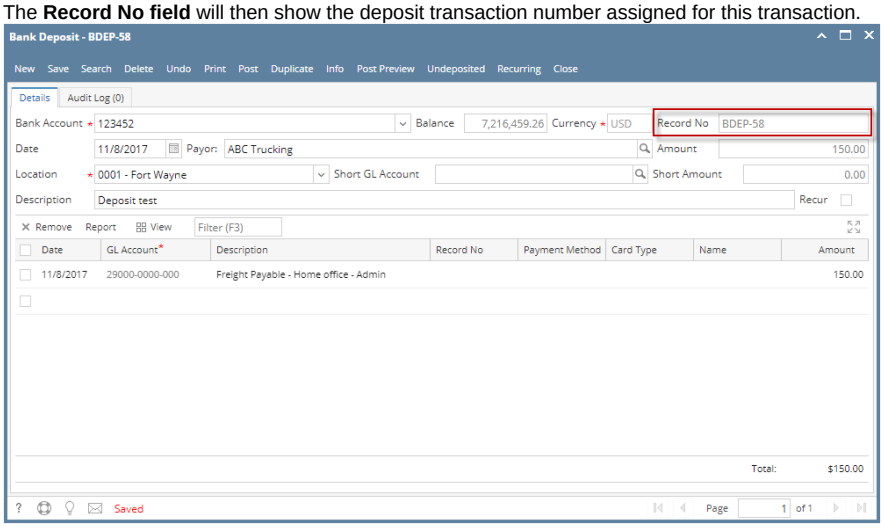
a. Each line has **Date field** that allows you to set specific date for each entry. This is useful if you are grouping together multiple deposit transactions within a period and you would want it be entered as one deposit transaction.
b. In the **GL Account field**, select GL Account.
c. In the **Amount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

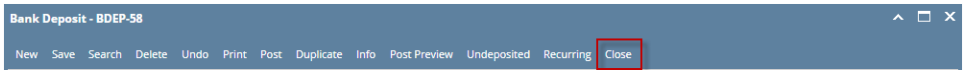


The **Record No field** will then show the deposit transaction number assigned for this transaction.

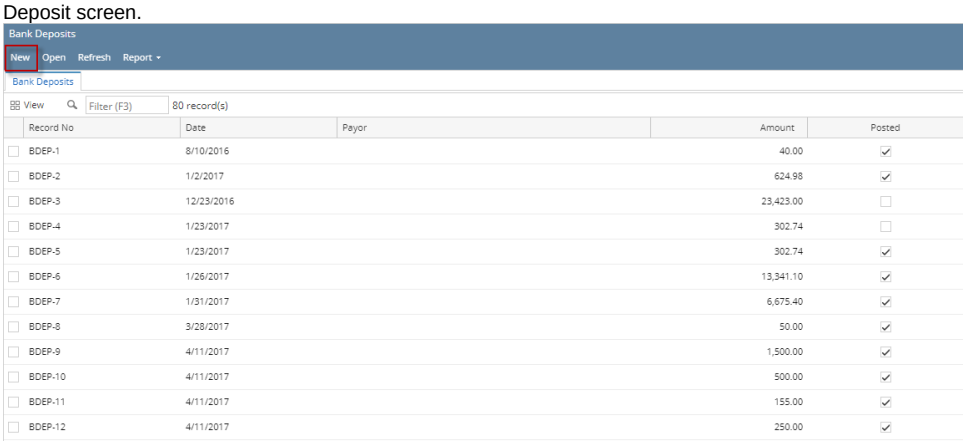


> If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See How to Post Bank Deposit.

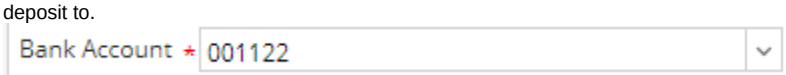
4. Click **Close toolbar button** to close the screen.



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.

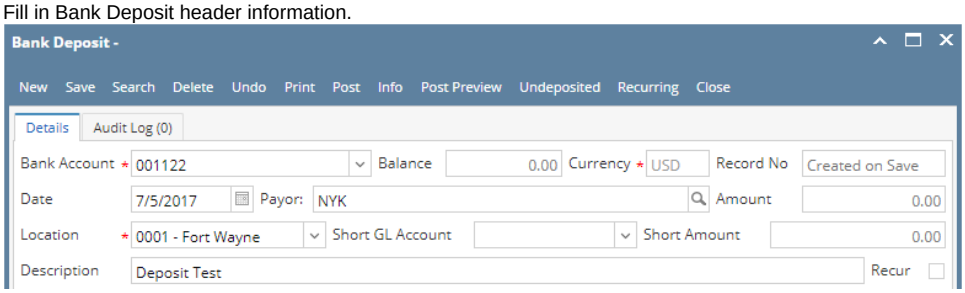


3. In the Bank Account field, click the dropdown combo box button to open the combo box list and select the bank account you want to make a deposit to.

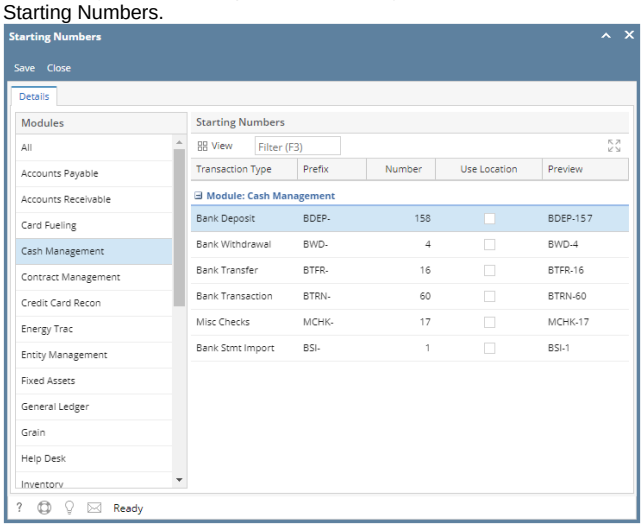


> Make sure that the bank account you want to make a deposit to had been added in the Bank Accounts screen. If not, see How to Add new Bank Account to guide you on how to add it.

4. Fill in Bank Deposit header information.

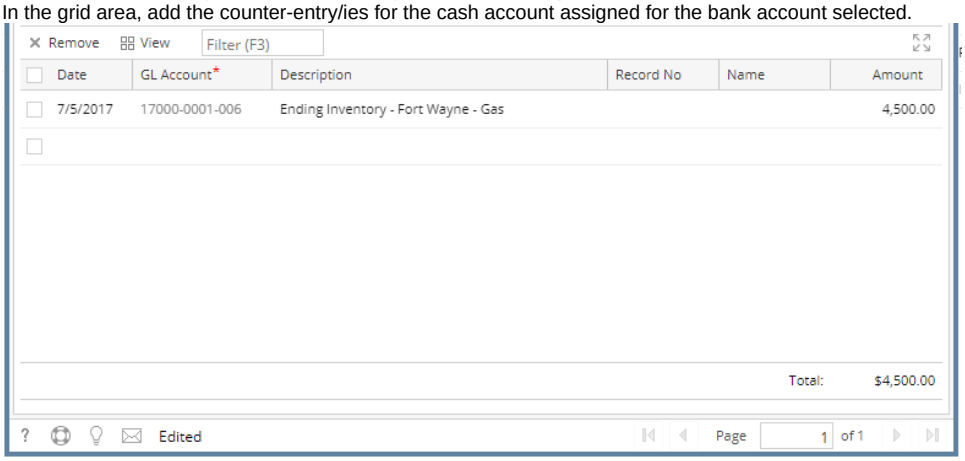


   a. The **Balance field** will show the current balance for the selected back account. This is a good way to track how much is the current bank account balance.
   b. The **Currency field** by default will show the Currency setup from the selected Bank Account.
   c. The **Record No field** will only 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.
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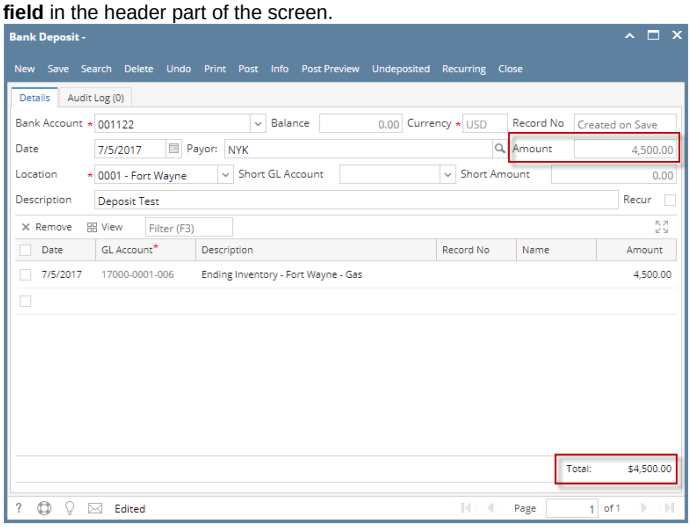
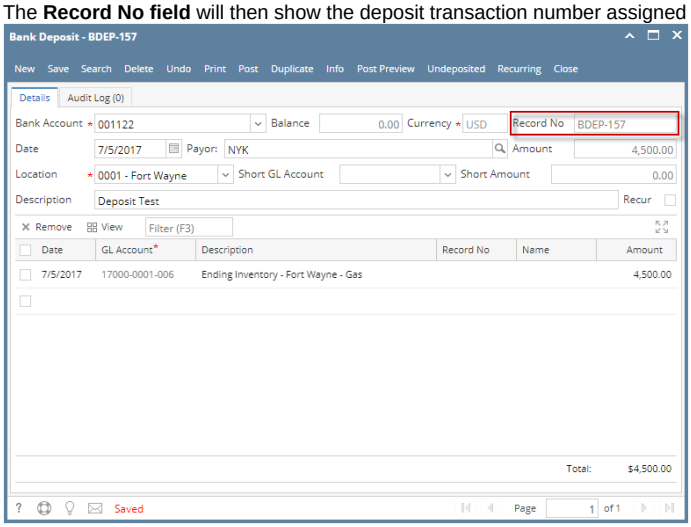
d. At the bottom of the grid, a **Total** of all deposits added in the grid is shown. And that same amount is reflected as well in the **Amount field** in the header part of the screen.



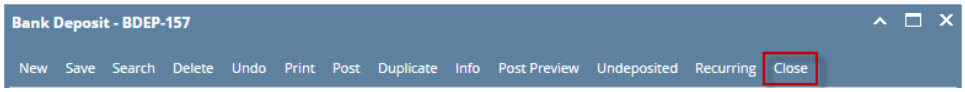
6. Click **Save toolbar button** to save the bank deposit.

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.



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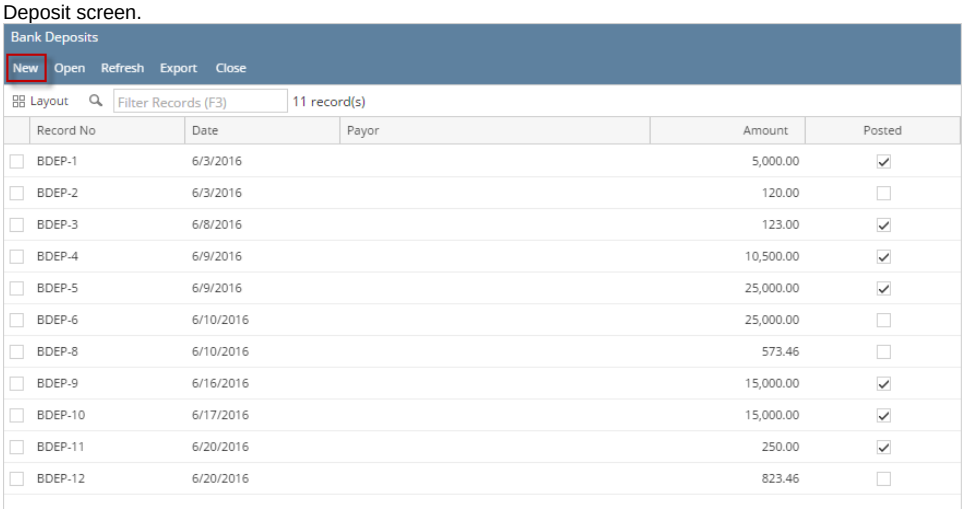

3. In the Bank Account field, click the dropdown combo box button to open the combo box list and select the bank account you want to make a deposit to.

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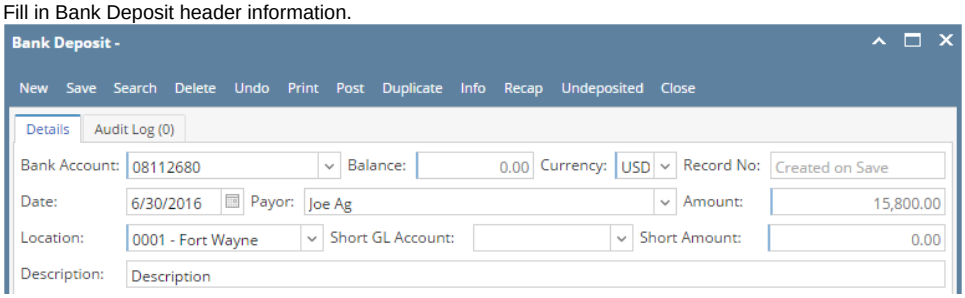

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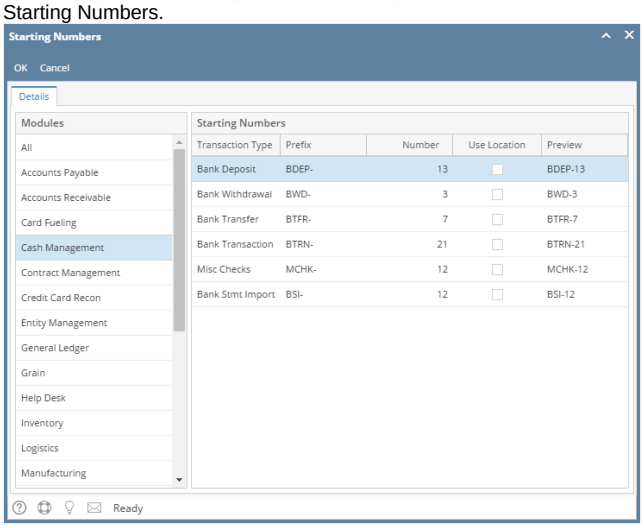

   This number will also be used to track the transaction later on.
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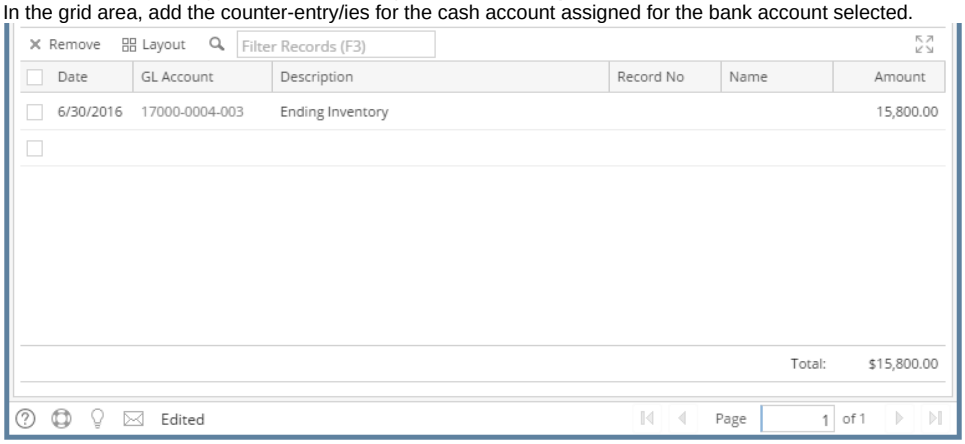

a. Each line has **Date field** that allows you to set specific date for each entry. This is useful if you are grouping together multiple deposit transactions within a period and you would want it be entered as one deposit transaction.

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

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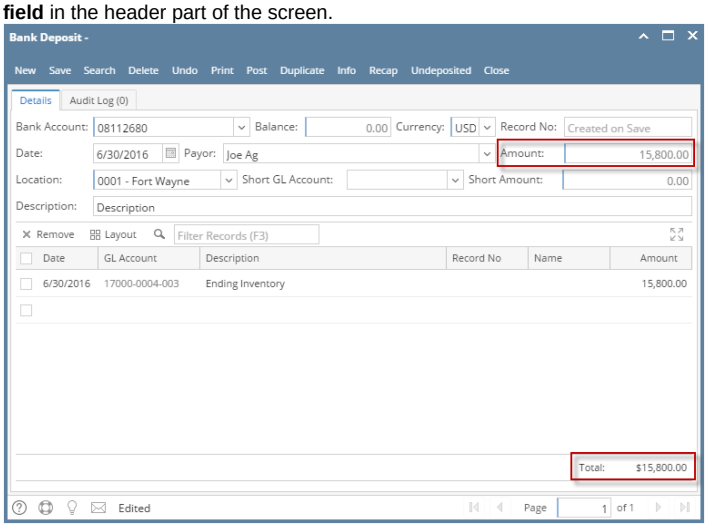
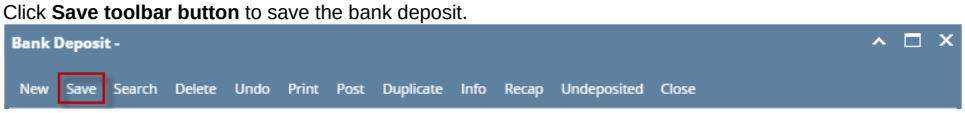
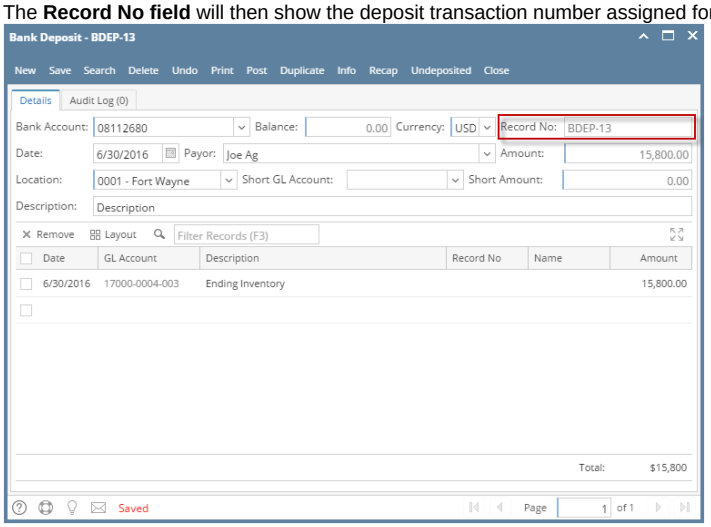


6. Click **Save toolbar button** to save the bank deposit.

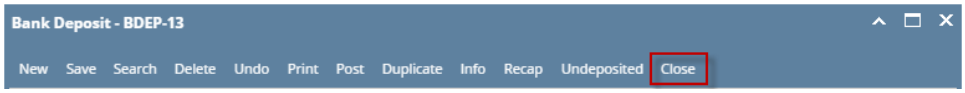


The **Record No field** will then show the deposit transaction number assigned for this transaction.



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.



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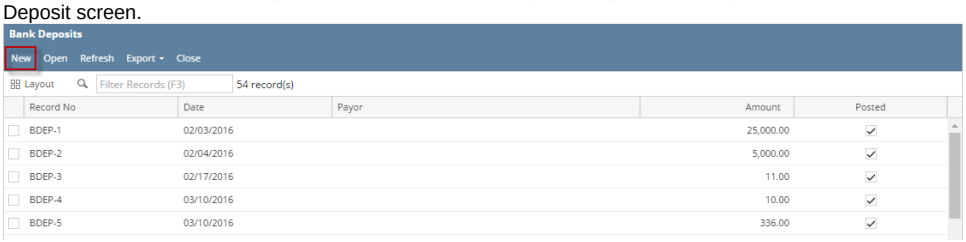
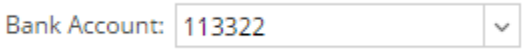
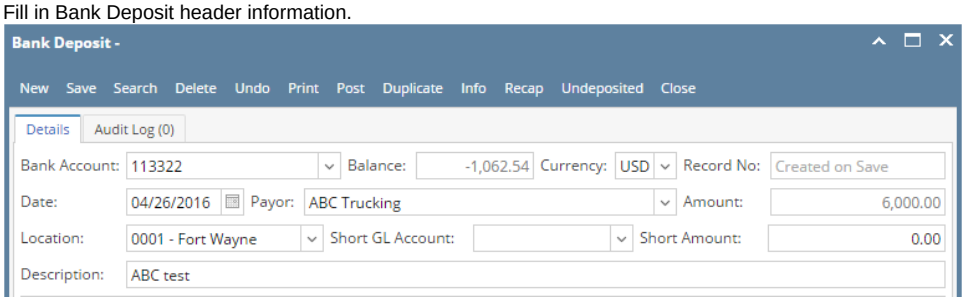


3. In the Bank Account field, click the dropdown combo box button to open the combo box list and select the bank account you want to make a deposit to.



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.



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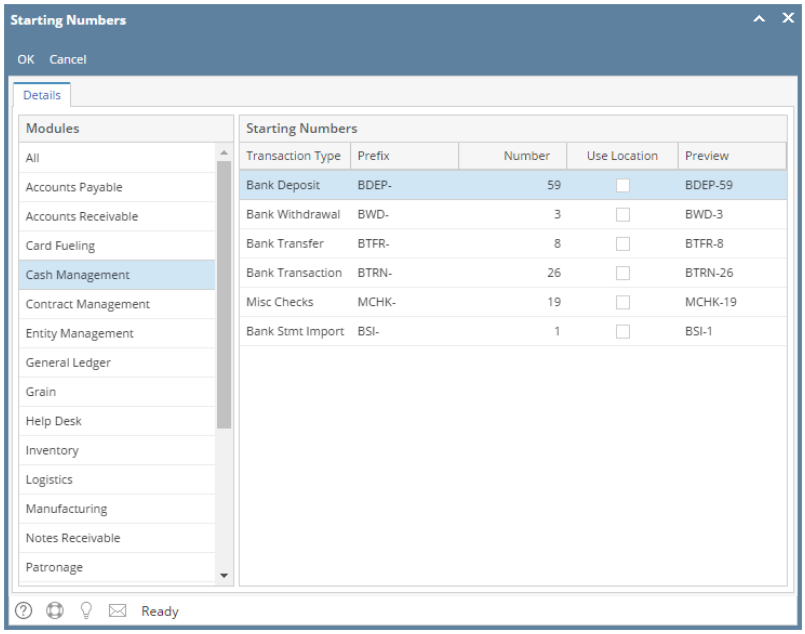

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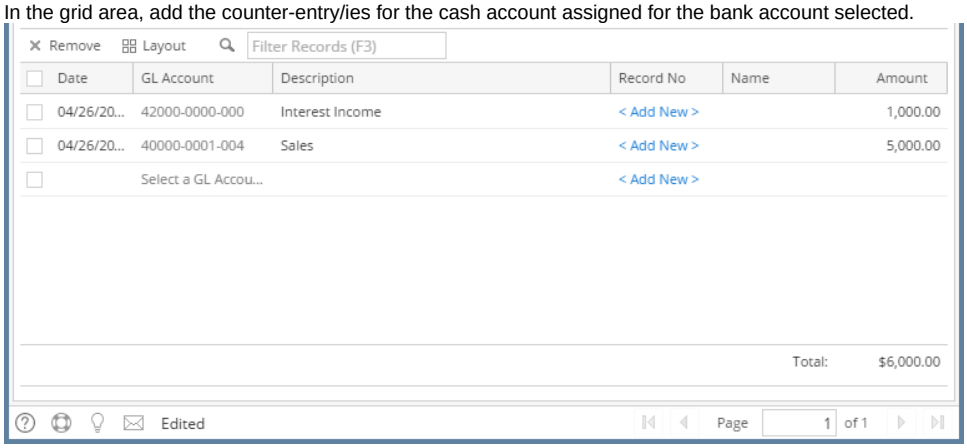

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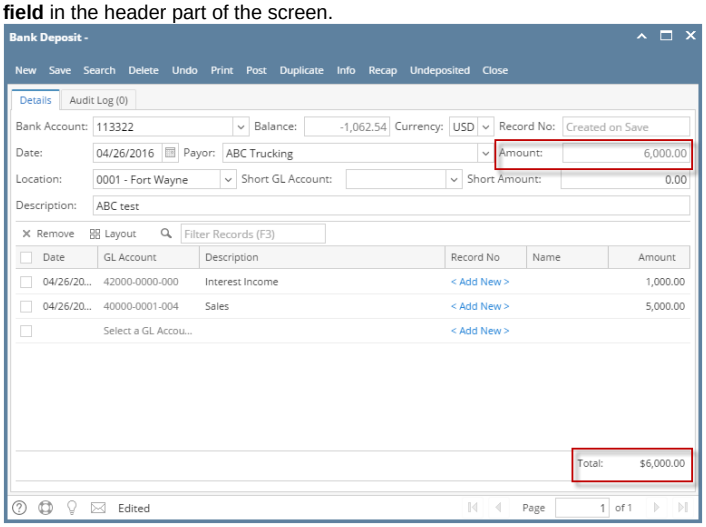

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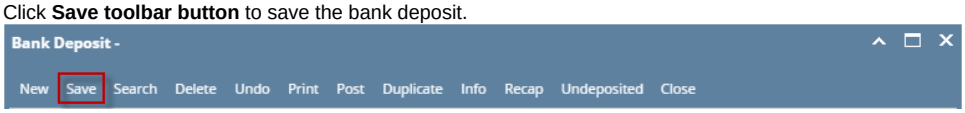

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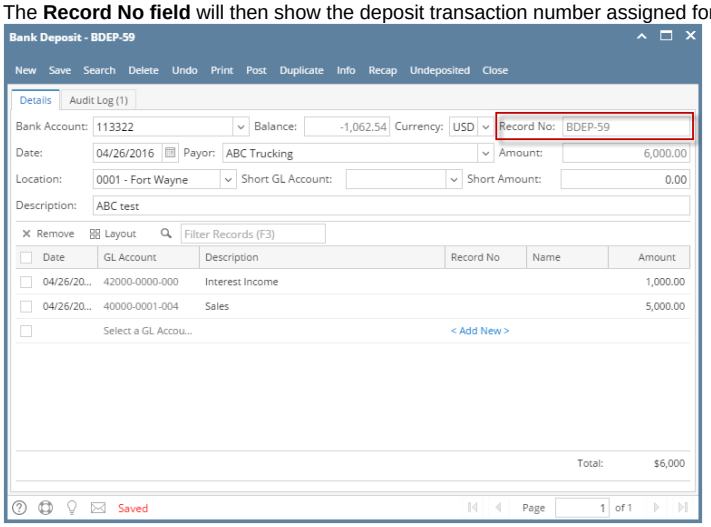

If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See How to Post Bank Deposit.

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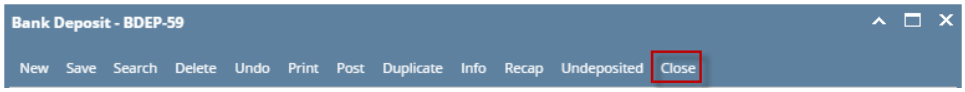

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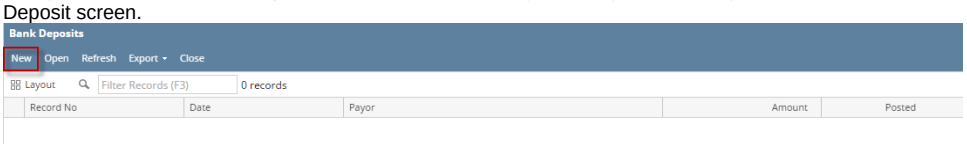

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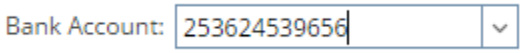

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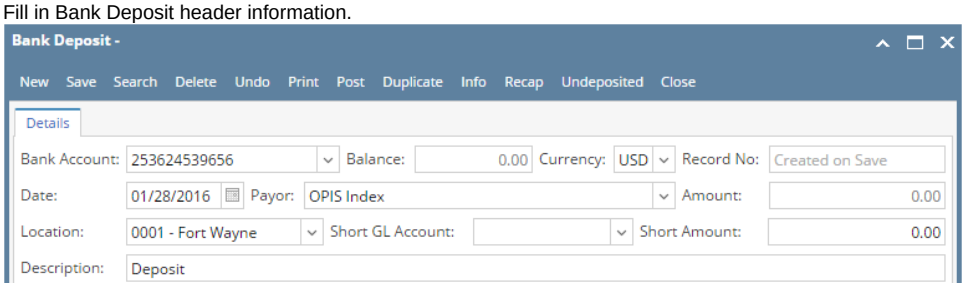

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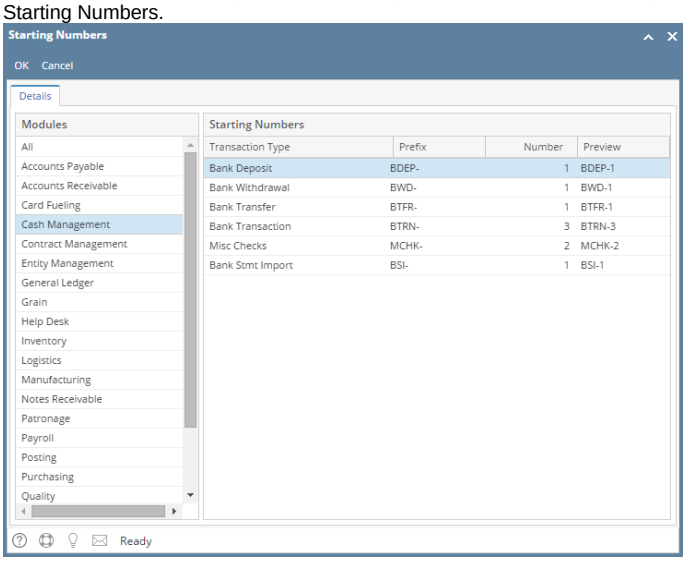
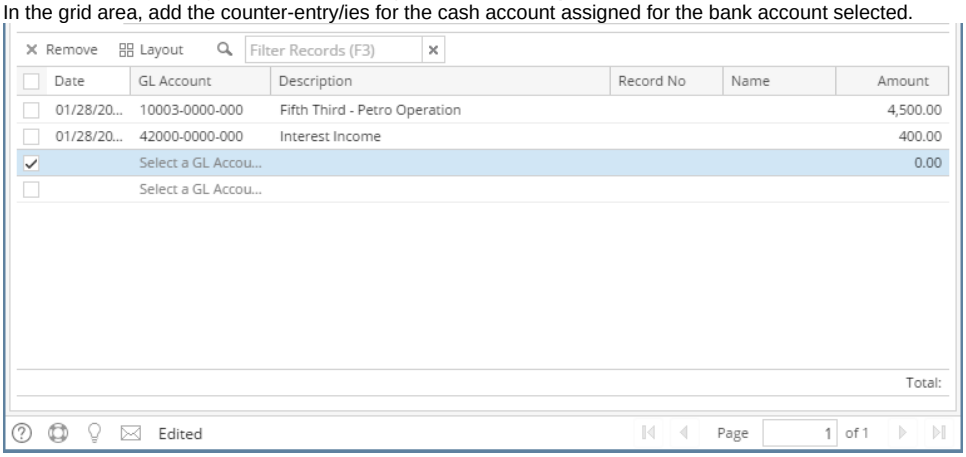
   b. The **Currency field** by default will show the Currency setup from the selected Bank Account.
   c. The **Record No field** will only be filled with the deposit transaction number as soon as the Bank Deposit is saved. This will be based in the Starting Numbers setup from the Starting Numbers screen > Bank Deposit. That screen can be opened from System Manager > Starting Numbers.



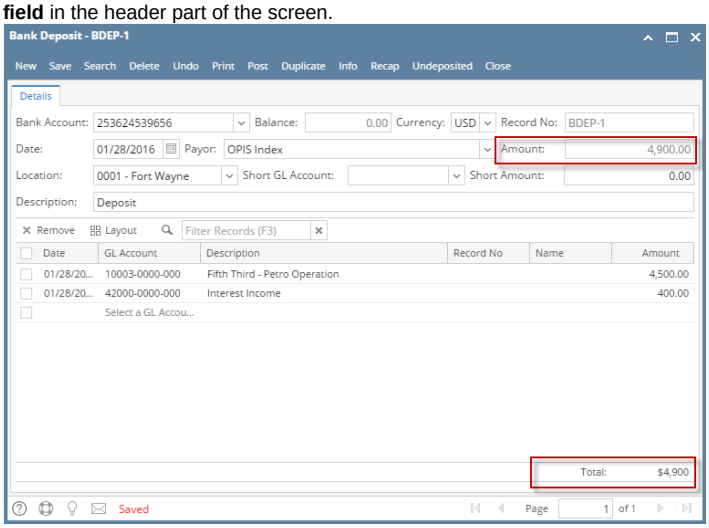
   This number will also be used to track the transaction later on.
   d. The **Date field** by default will show today's date. Change this date as you feel necessary.
   e. Select Payor from the combo box list or add it on the fly. The **Payor field** is used to enter the name of an individual or company 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.

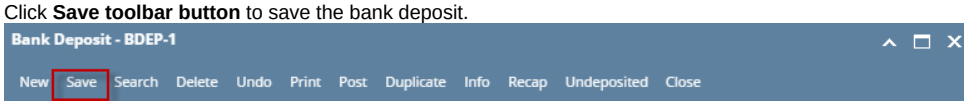


   a. Each line has **Date field** that allows you to set specific date for each entry. This is useful if you are grouping together multiple deposit transactions within a period and you would want it be entered as one deposit transaction.
   b. In the **GL Account field**, select GL Account.
   c. In the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

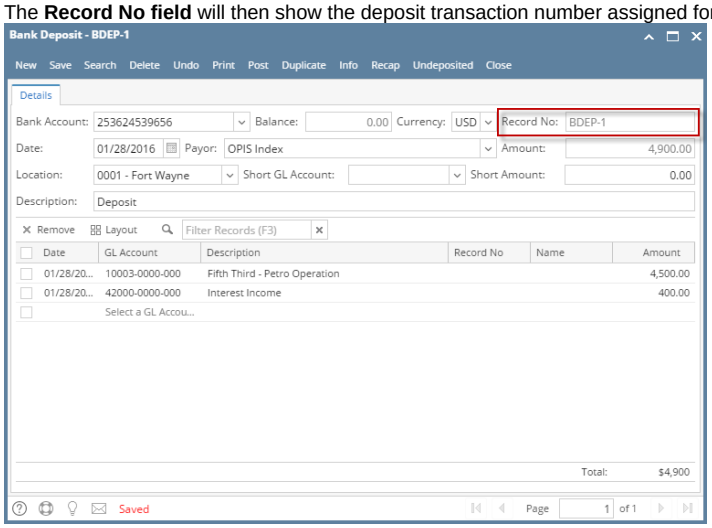
d. At the bottom of the grid, a **Total** of all deposits added in the grid is shown. And that same amount is reflected as well in the **Amount field** in the header part of the screen.



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

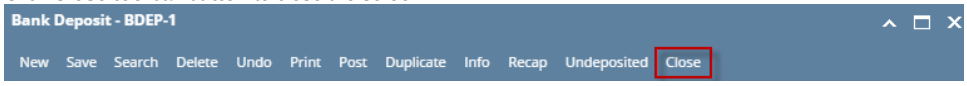


The **Record No field** will then show the deposit transaction number assigned for this transaction.

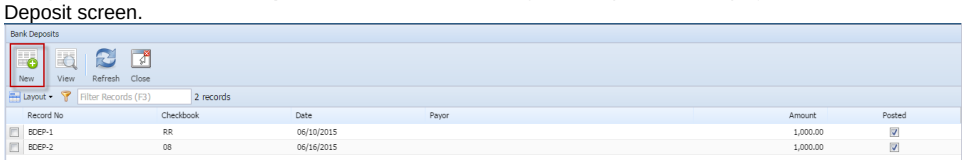


If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See How to Post Bank Deposit.

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



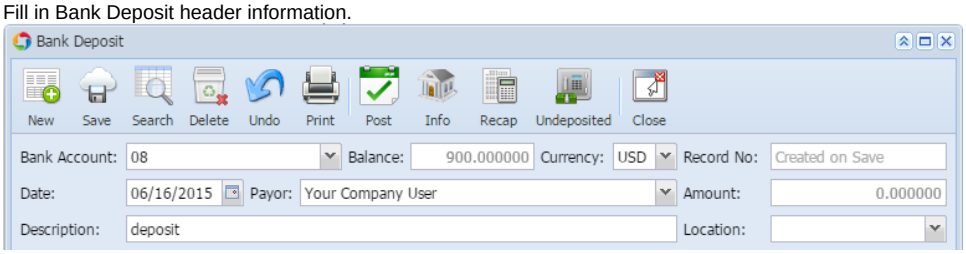
1. From Cash Management module click **Bank Deposits**.
2. If this is the first record you are to create, it will open directly on new Bank Deposit screen where you can then add the transaction. Otherwise, it will open the **Search Bank Deposits screen** where existing bank deposits are displayed. Click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



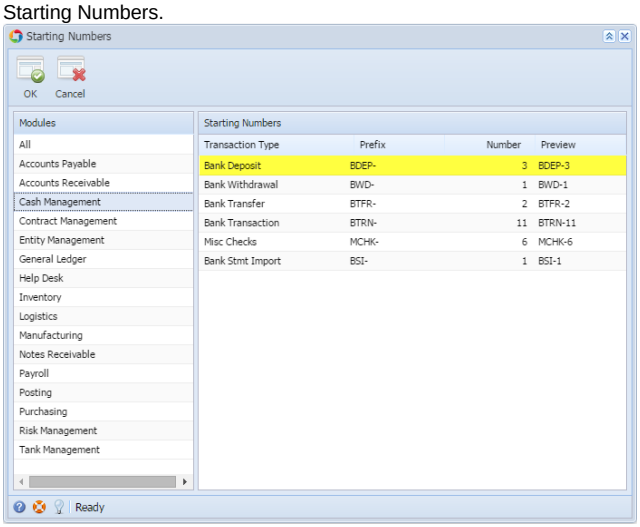
3. In the Bank Account field, click the dropdown combo box button to open the combo box list and select the bank account you want to make a deposit to.

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.

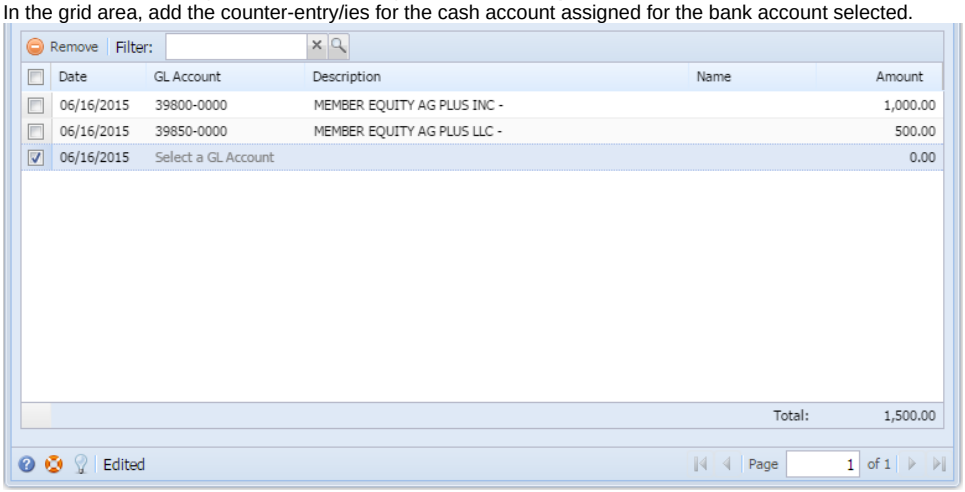


   a. The **Balance field** will show the current balance for the selected back account. This is a good way to track how much is the current bank account balance.
   b. The **Currency field** by default will show the Currency setup from the selected Bank Account.
   c. The **Record No field** will only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



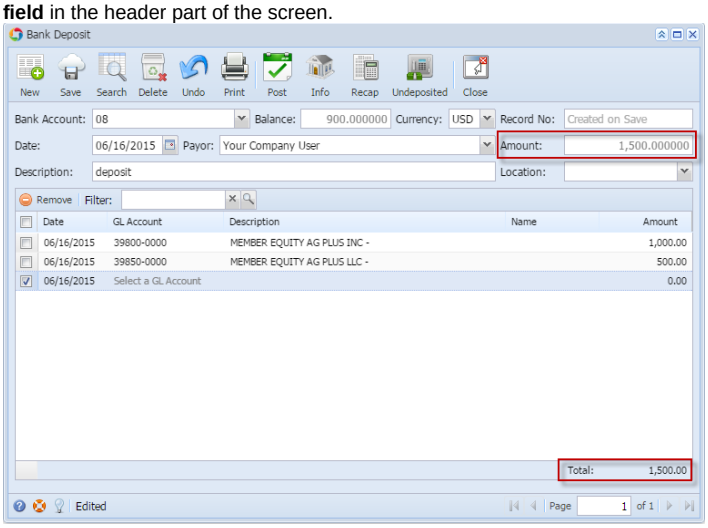
   This number will also be used to track the transaction later on.
   d. The **Date field** by default will show today's date. Change this date as you feel necessary.
   e. Select Payor from the combo box list or add it on the fly. The **Payor field** is used to enter the name of an individual or company 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.

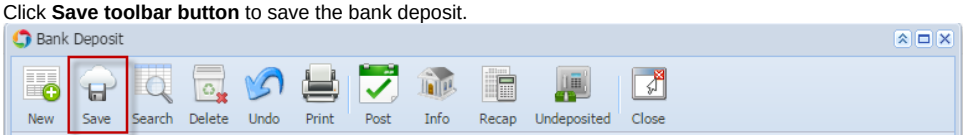


   a. Each line has **Date field** that allows you to set specific date for each entry. This is useful if you are grouping together multiple deposit transactions within a period and you would want it be entered as one deposit transaction.
   b. In the **GL Account field**, select GL Account.
   c. In the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

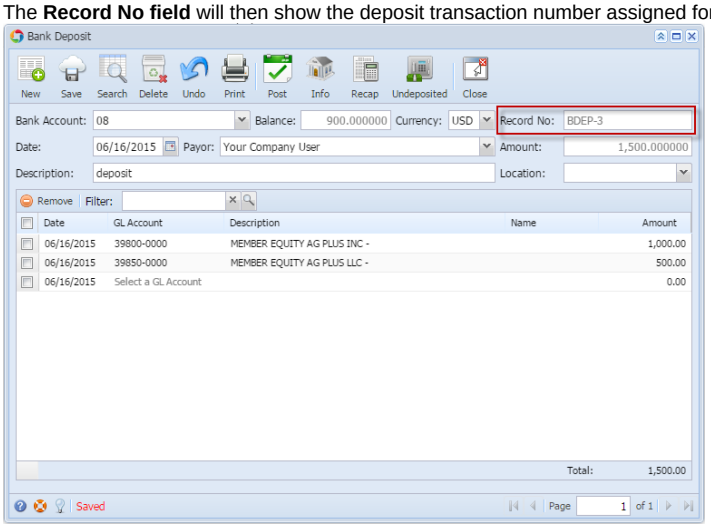
d. At the bottom of the grid, a **Total** of all deposits added in the grid is shown. And that same amount is reflected as well in the **Amount field** in the header part of the screen.



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

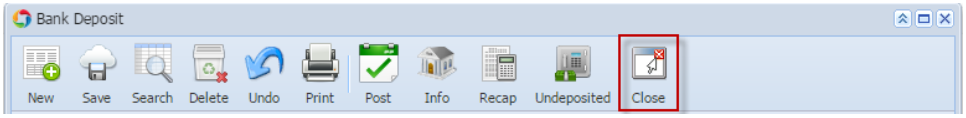


The **Record No field** will then show the deposit transaction number assigned for this transaction.



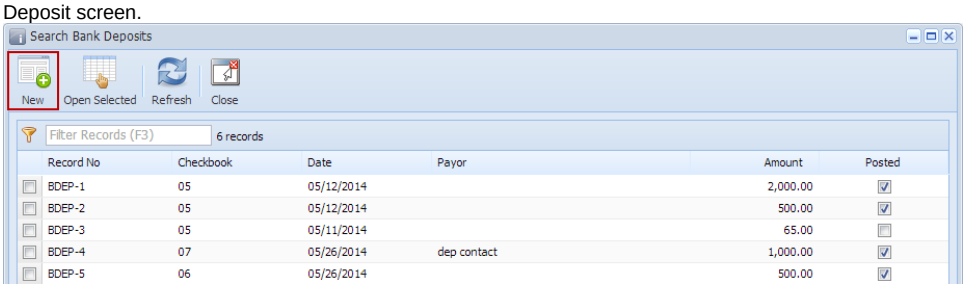
> If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See How to Post Bank Deposit.

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



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

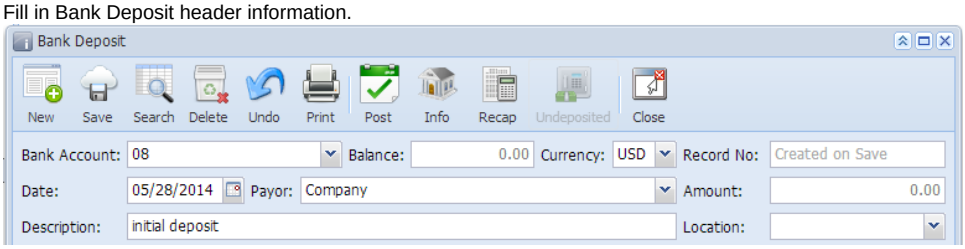
2. If this is the first record you are to create, it will open directly on new Bank Deposit screen where you can then add the transaction. Otherwise, it will open the **Search Bank Deposits screen** where existing bank deposits are displayed. Click the **New toolbar button** to open the new Bank Deposit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



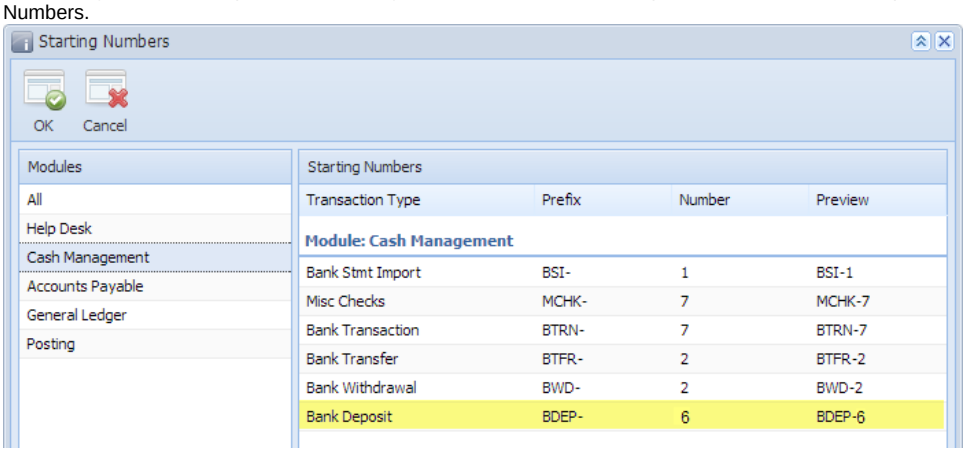
3. In the Bank Account field, click the dropdown combo box button to open the combo box list and select the bank account you want to make a deposit to.

> 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.

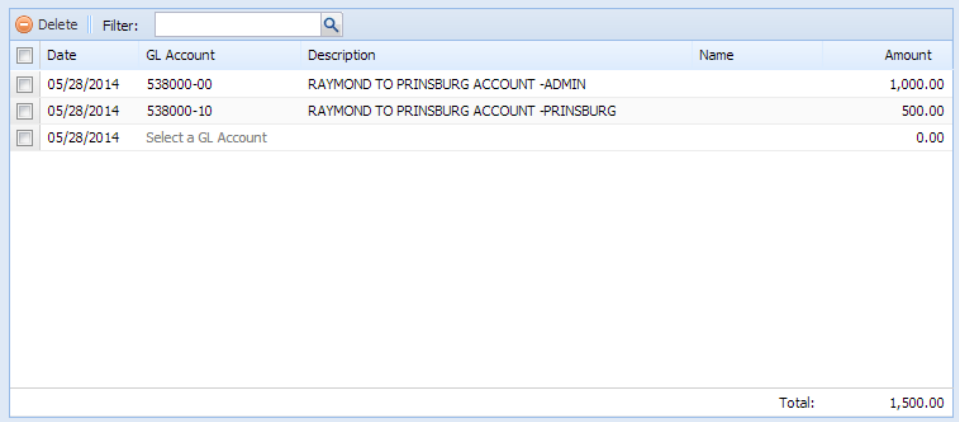


   a. The **Balance field** will show the current balance for the selected back account. This is a good way to track how much is the current bank account balance.
   b. The **Currency field** by default will show the Currency setup from the selected Bank Account.
   c. The **Record No field** will only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

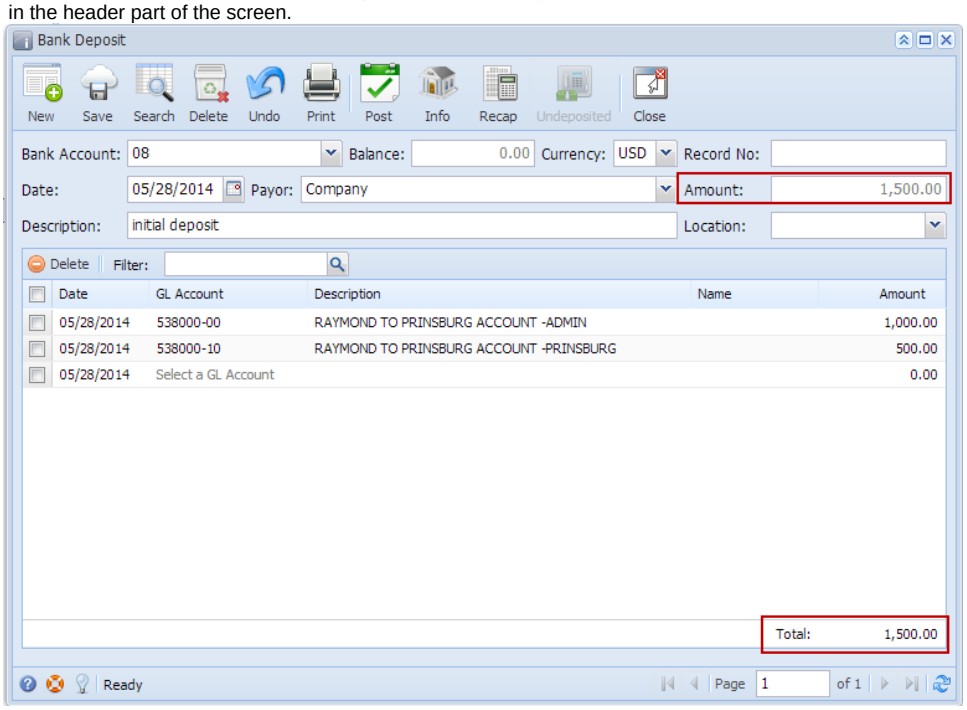


   This number will also be used to track the transaction later on.
   d. The **Date field** by default will show today's date. Change this date as you feel necessary.
   e. Select Payor from the combo box list or add it on the fly. The **Payor field** is used to enter the name of an individual or company 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**.

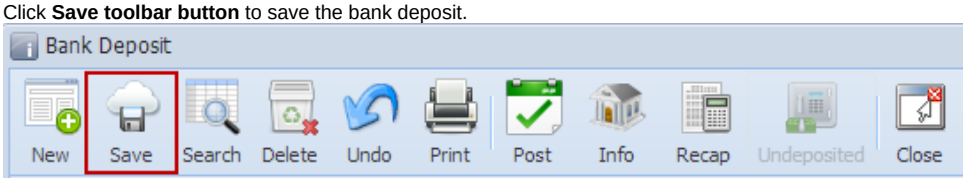
5. In the grid area, add the counter-entry/ies for the cash account assigned for the bank account selected.



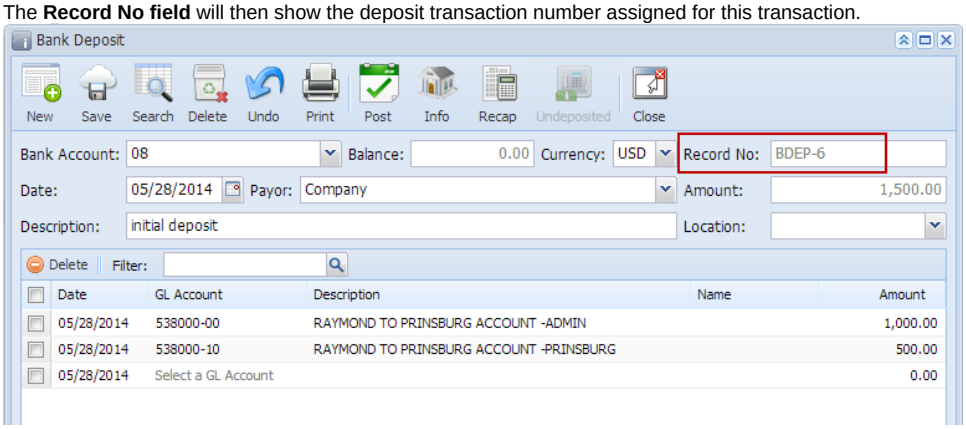
   a. Each line has **Date field** that allows you to set specific date for each entry. This is useful if you are grouping together multiple deposit transactions within a period and you would want it be entered as one deposit transaction.
   b. In the **GL Account field**, select GL Account.
   c. In the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

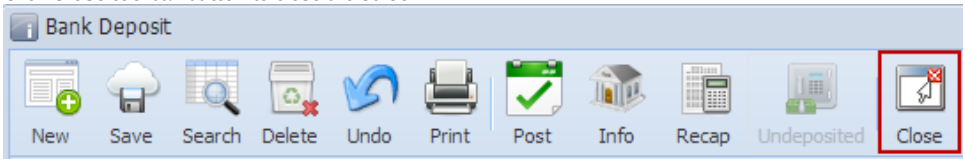


6. Click **Save toolbar button** to save the bank deposit.



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.