

Payments Deposits



Deposits

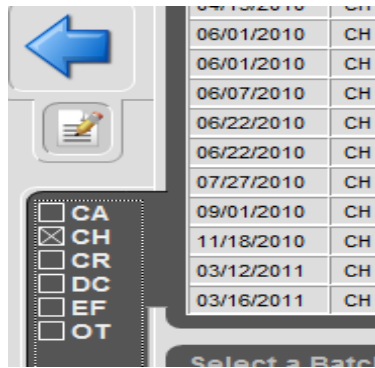
- From the **Payments** menu, click the **Deposit** tab.
- You will see a list of previously created deposits, which you can review by clicking the blue arrow, or the green icon under “**View Deposit Report**”.



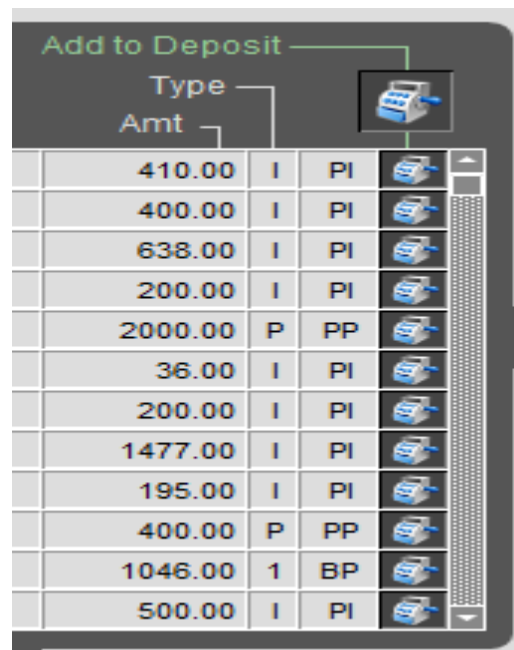
Creating a Deposit

- To create a new deposit, click the green plus icon labeled “**Create a new Deposit**”.
- To see items that have not been attached to a deposit, click the type of deposit choices on the left.

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- Click the **Add to Deposit** icon at the top to add ALL payments to the “**Items Attached to this Deposit**”, or click the icon to the right of each item to add items individually to the list.



- Items can also be added to the Un-Deposited Items list by clicking on the items in the “Select a Batch to Highlight Items”. Click the “**Deposit all remaining Batch Items**” icon to move a batch to the Items Attached. To see which individual payments they are associated with, click the light bulb icon to “**Highlight this Batch**” to see the Items in the Un-Deposited Items list or the Attached list. To remove from the Items Attached list, click the red minus icon.

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Select a Batch to Highlight Items

Remove this Batch from this Deposit
Deposit all remaining Batch Items
Highlight this Batch

Date	ID #				
05/05/2011	EBA132	40.00			
03/16/2011	EBA130	700.00			
09/01/2010	EBA123	595.00			
06/22/2010	EBA120	1513.00			
06/22/2010	EBA121	200.00			
06/16/2010	EBA118	400.00			

Un-Deposited Items Add to Deposit

Date	Method	Chk or Ref #	Amt	Type	
09/12/2009	CH	CHK1111111	410.00	I PI	
04/13/2010	CH	9855214	400.00	I PI	
06/01/2010	CH	7412369	638.00	I PI	
06/01/2010	CH	987987	200.00	I PI	
06/07/2010	CH	897778	2000.00	P PP	
03/12/2011	CH	45887	1046.00	1 BP	
04/21/2011	CH	8787878	305.00	I PI	
04/21/2011	CH	45478899	112.00	P PC	
04/29/2011	CH	45454544		1 PL	

Items Attached to this Deposit ATCH COMM

Remove
Type
Amt
CNT= 8

Date	Method	Chk / Ref #	Amt	Type	
06/22/2010	CH	96325	36.00	I	
06/22/2010	CH	36985	200.00	I	
07/27/2010	CH	12144544	1477.00	I	
09/01/2010	CH	58787	195.00	I	
11/18/2010	CH	45454	400.00	P	
03/16/2011	CH		500.00	I	
04/22/2011	CH	878787	200.00	P	
05/05/2011	CH		40.00	P	

Select a Batch to Highlight Items

Remove this Batch from this Deposit
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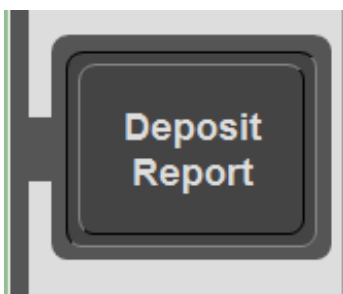
Date	ID #				
05/05/2011	EBA132	40.00			
03/16/2011	EBA130	700.00			
09/01/2010	EBA123	595.00			
06/22/2010	EBA120	1513.00			

Creating a Deposit Report

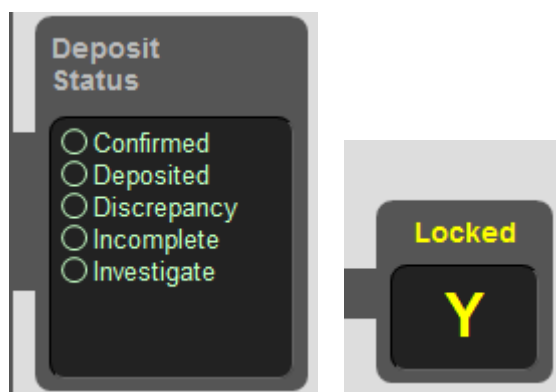
- After all items have been attached, click the **“Deposit Report”** icon to create a deposit report. If you would like to have your bank name and address appear at

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the top of the report, enter the bank name in the **Groups** menu, **Bank** tab. You can also enter the Bank Account # and Bank Routing # to have them appear at the bottom of the report.



- Once the report is printed, select a **“Deposit Status”**. Statuses of “Confirmed” and “Deposited” will lock the attached items to this deposit and stop future editing or changes to the payments. “Discrepancy”, “Incomplete” and “Investigate” will not lock the deposit, which will allow changes later to the included payments. The deposit status will appear on the Deposit tab screen and also the Batch Payment Report.



Deposit Status Options

- Click the **Deposit Status Options** tab on the **Payments** menu to create new Deposit statuses.
- In the field next to the “Type new entry here”, enter the name of the deposit status. Select Y or N to lock the deposit with your new status.

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My Batch List | Payment Search | Batch | Deposit | Deposit Status Options

	Status	Locked			
Incomplete	<input type="radio"/> Y <input checked="" type="radio"/> N	<input checked="" type="radio"/>	X	P	Y -
Discrepancy	<input type="radio"/> Y <input checked="" type="radio"/> N	<input checked="" type="radio"/>	X	P	Y -
Deposited	<input checked="" type="radio"/> Y <input type="radio"/> N	<input checked="" type="radio"/>	X	P	Y -
Confirmed	<input checked="" type="radio"/> Y <input type="radio"/> N	<input checked="" type="radio"/>	X	P	Y -
Investigate	<input type="radio"/> Y <input checked="" type="radio"/> N	<input checked="" type="radio"/>	X	P	Y -
Type new entry here ▶	<input type="text"/>	<input type="radio"/> Y <input type="radio"/> N	<input checked="" type="radio"/>	X	P -