



# Record and Deposit Receipts

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## Overview

This document explains entering receipts from tenants and depositing to the bank.

Recording and depositing receipts are two separate steps. Each payment needs to be entered through AR, Tenant Receipts or AR, Ledger Receipts. The receipts then need to be recorded on a deposit slip that is taken to the bank and recorded as such in PROMAS.

## Record the Receipts

1. Assemble the checks and other payments
2. Determine the total amount of the items that will be on one deposit slip
3. Enter the receipts in AR, Tenant Receipt and AR, Ledger Receipt using the <New> button to record each transaction to bring up the Tenant Receipt screen again for the next entry.

The screenshot shows the 'Tenant Receipt' form with the following details:

- Date: 12/3/2018
- Receipt #: 281214QSHJ
- Unit: OAK2118: 2118 Oak Street
- Tenant: ROD: Jerry and Karyl Rodriguez
- Bank: CHECKING: Bank Account Checking
- Payment: 980.00
- Options:  Distribute,  Prorate,  Apply Open Credits
- Summary: Current Charges Owed: \$980.00, Current Charges Paid: \$980.00
- Table:

Due Date	Charge	Owed	Apply to Charge
12/1/2018	Rent	\$980.00	Amount \$980.00 <input type="checkbox"/> Skip

If the receipt is in the form of cash, mark the Currency checkbox.

The screenshot shows the 'Tenant Receipt' form with the following details:

- Date: 12/19/2018
- Receipt #: 290205JZRU
- Unit: MAIN212: 212 Main Street
- Tenant: GURO: Edward & Marianne Guro
- Bank: CHECKING: Bank Account Checking
- Payment: \$25.00
- Options:  Distribute,  Prorate,  Apply Open Credits
- Summary: Current Charges Owed: \$25.00, Current Charges Paid: \$25.00
- Table:

Due Date	Charge	Owed	Apply to Charge
12/18/2018	Keys	\$25.00	Amount \$25.00 <input type="checkbox"/> Skip
- Additional info: Pay to Ledger: CLAYTON: Frederick Clayton,  Disputed

A red arrow points to the  Currency checkbox.

## Record the Deposit

1. After recording the last item, click the Deposit Receipts button or go to GL, Deposit Receipts
2. Select the bank account
  - a. All the receipts entered will display with a check in the [Mark] checkbox. This means they are marked for deposit and are part of the [Total Marked] amount in the upper right. If any were marked Currency when posted, they will display Cash in the Description field.

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

- Deposit Date: 2/5/2019
- Bank: CHECKING: Bank Account Checking
- Total Deposit: \$0.00
- Total Marked: \$4,500.00
- Total Deposit: \$0.00
- DIFFERENCE: \$4,500.00

Date	Description	Memo	Amount	Mark
12/19/2018	Cash: GURO, Edward & Marianne Guro		\$25.00	<input checked="" type="checkbox"/>
12/3/2018	GURO: Edward & Marianne Guro		\$950.00	<input checked="" type="checkbox"/>
12/3/2018	ROD: Jerry and Karyl Rodriguez		\$980.00	<input checked="" type="checkbox"/>
12/3/2018	BRUNO: Joseph P. Bruno		\$1,140.00	<input checked="" type="checkbox"/>
12/18/2018	ROSEMAN: Rita Roseman		\$1,405.00	<input checked="" type="checkbox"/>

3. If the receipts were entered by different users, mark the "Show All Undeposited Receipts" checkbox.

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

- Deposit Date: 12/3/2018
- Bank: CHECKING: Bank Account Checking
- Total Deposit: \$0.00
- Total Marked: \$3,070.00
- Total Deposit: \$0.00
- DIFFERENCE: \$3,070.00

4. Verify that the Total Marked amount matches the total you calculated
5. If it doesn't match, make the necessary changes so it does (see below)
6. Double click in the Total Marked field to enter that amount in the Total Deposit field.
7. Click <Print> to print a deposit slip and a report or <Report> to print the report.
8. Click <Post>

## Amounts do not match

If there are many line items on the deposit it may be easier to print the report and then figure out which ones don't match. Compare the line items and make whatever transaction adjustments are necessary to get the amounts to match. This may include:

- posting a missing receipt
- voiding a receipt entered with the wrong amount and re-entering it
- skipping a receipt that is not on that deposit slip