



Edit a Deposit

Property Management Solutions for Over 30 Years

Overview

It is possible to remove a receipt from a deposit slip or add a receipt to a deposit slip. Be sure you are not doing this to a deposit slip that has already been reconciled if it will change the amount of the deposit.

1. Go to <<GL, Bank Account History>>.
2. Choose the bank account and click on the Deposits tab.
3. Highlight the deposit and click on <Edit>.

Bank Account History

Bank: CHECKING: Bank Account Checking

Date Range: Last 60 Days

From: 12/8/2018 to 2/5/2019

Last Statement: \$11,110.02
 Current Balance: \$9,281.63
 Awaiting Deposit: \$0.00
 Available Balance: \$9,281.63

Date	Check	Description	Additions	Subtractions	Date Cleared
12/12/2018	2	Credit Card Company		\$275.00	
12/18/2018		Deposit	\$4,500.00		
1/23/2019		ACH Batch		\$2,216.70	
1/30/2019	1748	Hero Electric		\$74.00	

Buttons: Refresh, Reload, Legacy View, Enable Filter, Filter, Edit, Void, Unclear, General Ledger

Deposit Slip

Deposit Date: 12/18/2018

Bank: CHECKING: Bank Account Checking

Total Deposit: \$4,500.00

Total Marked: \$4,500.00
 Total Deposit: \$4,500.00
 DIFFERENCE: \$0.00

Buttons: Mark All, Start Over, Void and Replace Highlighted Receipt, Edit Highlighted Receipt

Disable Marking When Row Clicked

Date	Description	Memo	Amount	Mark
12/3/2018	BRUNO: Joseph P. Bruno		\$1,140.00	<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"/>
12/18/2018	ROSEMAN: Rita Roseman		\$1,405.00	<input checked="" type="checkbox"/>
12/19/2018	Cash: GURO: Edward & Marianne Guro		\$25.00	<input checked="" type="checkbox"/>
1/5/2019	SPOTZ: Robert Spatz		\$400.00	<input type="checkbox"/>

Sort By: Date (selected) / Amount

5 Marked

Buttons: 1. All, 2. Marked, 3. Unmarked, 4. Stale, 5. Cash

- The edit screen will show the receipts on the deposit slip - those are the ones with an X in the checkbox on the right. It will also show the receipts that have not been put on a deposit slip yet - those are the ones that do not have an X in the checkbox. Note that any amounts posted as Currency are labeled Cash in the Description field and can be seen on the Cash tab.
- Find the checkbox "Disable Marking When Row Clicked" - click to unmark. This will allow you to mark and unmark the receipts listed.

Deposit Slip

Deposit Date: 12/18/2018 Show All Undeposited Receipts

Bank: CHECKING: Bank Account Checking

Total Deposit: \$4,500.00

Memo:

Comment:

Total Marked: \$4,500.00

Total Deposit: \$4,500.00

DIFFERENCE: \$0.00

Mark All Start Over

Void and Replace Highlighted Receipt

Edit Highlighted Receipt

Disable Marking When Row Clicked

Date	Description	Memo	Amount	Mark
12/3/2018	BRUNO: Joseph P. Bruno		\$1,140.00	<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"/>
12/18/2018	ROSEMAN: Rita Roseman		\$1,405.00	<input checked="" type="checkbox"/>
12/19/2018	Cash: GURO: Edward & Marianne Guro		\$25.00	<input checked="" type="checkbox"/>
1/5/2019	SPOTZ: Robert Spotz		\$400.00	<input type="checkbox"/>

Sort By Date Sort by Amount

5 Marked

1 All 2 Marked 3 Unmarked 4 Stale 5 Cash

- Mark or unmark the checkbox next to the receipt you need to add or remove from the deposit. This will put an amount in the Difference box.

Deposit Slip

Deposit Date: 12/18/2018 Show All Undeposited Receipts

Bank: CHECKING: Bank Account Checking

Total Deposit: \$4,500.00

Memo:

Comment:

Total Marked: \$3,550.00

Total Deposit: \$4,500.00

DIFFERENCE: (\$950.00)

Mark All Start Over

Void and Replace Highlighted Receipt

Edit Highlighted Receipt

Disable Marking When Row Clicked

Date	Description	Memo	Amount	Mark
12/3/2018	BRUNO: Joseph P. Bruno		\$1,140.00	<input checked="" type="checkbox"/>
12/3/2018	GURO: Edward & Marianne Guro		\$950.00	<input type="checkbox"/>
12/3/2018	ROD: Jerry and Karyl Rodriguez		\$980.00	<input checked="" type="checkbox"/>
12/18/2018	ROSEMAN: Rita Roseman		\$1,405.00	<input checked="" type="checkbox"/>
12/19/2018	Cash: GURO: Edward & Marianne Guro		\$25.00	<input checked="" type="checkbox"/>
1/5/2019	SPOTZ: Robert Spotz		\$400.00	<input type="checkbox"/>

Sort By Date Sort by Amount

4 Marked

1 All 2 Marked 3 Unmarked 4 Stale 5 Cash

7. Double click in the Total Marked box. That will change the amount in the Total Deposit and remove the amount from the Difference field.
8. Click <Post>.

Deposit Slip

Deposit Date: 12/18/2018 Show All Undeposited Receipts

Bank: CHECKING: Bank Account Checking

Total Deposit: \$3,550.00

Memo:

Comment:

Total Marked: 3550.00

Total Deposit: \$3,550.00

DIFFERENCE: \$0.00

Buttons: Mark All, Start Over, Void and Replace Highlighted Receipt, Edit Highlighted Receipt

Disable Marking When Row Clicked

Date	Description	Memo	Amount	Mark
12/3/2018	BRUNO: Joseph P. Bruno		\$1,140.00	<input checked="" type="checkbox"/>
12/3/2018	GURO: Edward & Marianne Guro		\$950.00	<input type="checkbox"/>
12/3/2018	ROD: Jerry and Karyl Rodriguez		\$980.00	<input checked="" type="checkbox"/>
12/18/2018	ROSEMAN: Rita Roseman		\$1,405.00	<input checked="" type="checkbox"/>
12/19/2018	Cash: GURO: Edward & Marianne Guro		\$25.00	<input checked="" type="checkbox"/>
1/5/2019	SPOTZ: Robert Spatz		\$400.00	<input type="checkbox"/>

Sort By Date (selected) / Sort by Amount

4 Marked

1. All / 2. Marked / 3. Unmarked / 4. Stale / 5. Cash