Edit a Deposit

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>.

4. 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.

Receipt on deposit slip

Receipt NOT on deposit slip

5. Find the checkbox "Disable Marking When Row Clicked" - click to unmark. This will allow you to mark and unmark the receipts listed.

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

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>.

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