

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 Accor	unt Histor	У					ŀ
	Ban <u>k</u>	CHECKING: Bank Account Checkir	ng		>	Last Statement	\$11,110.02
Date	e Range 🛛	Last 60 Days	•	<u>R</u> ef	resh	Current Balance	\$9,281.63
	From [2/8/2018 🔢 to 2/5/20	19 15	Rel	oad	Awaiting Deposit	\$0.00
				Legac	y View	Available Balance	\$9,281.63
Date	Check	Description	Additions	Subtractions	Date Cleared	^	
12/12/2018	2	Credit Card Company		\$275.00			Enable Filter
12/18/2018		Deposit	\$4,500.00				Filter
1/23/2019		ACH Batch		\$2,216.70			
1/30/2019	1748	Hero Electric		\$74.00			
							Edit
							<u>V</u> oid
							<u>U</u> nclear
							<u>G</u> eneral Ledger

Deposit Slip									\times
Deposit <u>D</u> ate	12/18/2018 🗊 🗌 Sho <u>v</u>	<u>v</u> All Undeposit	ted Receipts		Tota	al Marked	\$4,50	00.00	
<u>B</u> ank	CHECKING: Bank Account Checki	ng	8	2	Tota	al Deposit	\$4,50	00.00	
<u>T</u> otal Deposit	\$4,500.00				DIF	FERENCE	9	\$0.00	
<u>M</u> emo					Mar <u>k</u> A	All	<u>Start Ove</u>	er	
Comme <u>n</u> t				\sim	Void and	Replace H	lighlighted Rece	eipt	1
					<u>E</u> d	it Highligh	ted Receipt		
				\sim	X Dis <u>a</u> ble M	arking Wł	nen Row Clicke	d	_
Date De	scription	Memo			Amount	Mark			
12/3/2018	BRUNO: Joseph P. Bruno						\$1,140.00	X	
12/3/2018	GURO: Edward & Marianne Gu	iro					\$950.00	×	1-
12/3/2018	ROD: Jerry and Karyl Rodrigue	ez					\$980.00	×	
12/18/2018	ROSEMAN: Rita Roseman						\$1,405.00	×	
12/19/2018	Cash: GURO: Edward & Mariar	nne Guro					\$25.00	×	
1/5/2019	SPOTZ: Robert Spotz						\$400.00		•
Sort By Date	O Sort by Amount						5 M	arke	d
<u> </u>	d <u>∫(3</u> . Unmarked <u>∫(4</u> . Stale <u>∫</u> 5	.Cash /							

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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.

Deposit Slip							\times	
Deposit <u>D</u> ate	12/18/2018 🗾 🗌 Shoy	v All Undepo	sited Receipts	Total	Marked	\$4,500.00		
<u>B</u> an	CHECKING: Bank Account Check	ng	۵	Total	Deposit	\$4,500.00		
<u>T</u> otal Deposi	t \$4,500.00			DIFFE	RENCE	\$0.00		
<u>M</u> emo				Mar <u>k</u> All		<u>S</u> tart Over		
Comment	t		~	Void and <u>R</u> e	eplace Hi	ghlighted Receipt		
				<u>E</u> dit I	Highlight	ed Receipt		
			\sim	X Dis <u>a</u> ble Mar	king Wh	en Row Clicked		
Date D	escription	Memo		Amount N	1ark			
12/3/2018	BRUNO: Joseph P. Bruno					\$1,140.00 🗙		
12/3/2018	GURO: Edward & Marianne G	uro				\$950.00		Receipt on deposit slip
12/3/2018	ROD: Jerry and Karyl Rodrigu	вz				\$980.00 🗙 🖣	4	
12/18/2018	ROSEMAN: Rita Roseman					\$1,405.00 🗙		
12/19/2018	Cash: GURO: Edward & Maria	nne Guro				\$25.00		
1/5/2019	SPOTZ: Robert Spotz					\$400.00	¢.	Receipt NOT on deposit slip
Sort By Date	O Sort by Amount					5 Marke	ed	
<u>1</u> . All <u>2</u> . Mark	ed <u>(3</u> . Unmarked <u>(4</u> . Stale <u>(5</u>	.Cash /						

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

Deposit Slip							\times
Deposit <u>D</u> ate	12/18/2018 🗾 🗆	Sho <u>w</u> All Undepo	sited Receipts	Tota	al Marked	\$4,500.00	
<u>B</u> ank	CHECKING: Bank Account	Checking	۶ 🕞	Tota	al Deposit	\$4,500.00	
<u>T</u> otal Deposit	\$4,500.00			DIF	FERENCE	\$0.00	
<u>M</u> emo				Mar <u>k</u> A	All	Start Over	
Comme <u>n</u> t			^	Void and	<u>R</u> eplace Hig	ghlighted Receipt	
				<u>E</u> d	it Highlighte	ed Receipt	
			\sim	🗙 Dis <u>a</u> ble M	arking Whe	n Row Clicked 🧲	
Date D	escription	Memo		Amount	Mark		
12/3/2018	BRUNO: Joseph P. Brun	0				\$1,140.00 🗙	
12/3/2018	GURO: Edward & Mariar	ine Guro				\$950.00	1-
12/3/2018	ROD: Jerry and Karyl Ro	driguez				\$980.00	
12/18/2018	ROSEMAN: Rita Rosem	an				\$1,405.00	
12/19/2018	Cash: GURO: Edward &	Marianne Guro				\$25.00	
1/5/2019	SPOTZ: Robert Spotz					\$400.00	•
Sort By Date	C Sort by Amount					5 Marke	ed
1 All 2 Mark	ed 🔏 Unmarked 🔏 Sta	le (5. Cash /					

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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.

Deposit Slip							\times
Deposit <u>D</u> ate	12/18/2018 🗾 🗌 Sho	w All Undepos	sited Receipts	Tot	al Marked	\$3,550.00	
<u>B</u> ank	CHECKING: Bank Account Check	ing	۵ 🖌	Tot	al Deposit	\$4,500.00	l
<u>T</u> otal Deposit	\$4,500.00			DIF	FERENCE	(\$950.00)	
<u>M</u> emo				Mar <u>k</u> /	All	Start Over	
Comme <u>n</u> t			^	Void and	<u>R</u> eplace Hi	ighlighted Receipt	
				Ed	lit Highlight	ed Receipt	
			\sim	Dis <u>a</u> ble M	larking Wh	en Row Clicked	
Date De	escription	Memo		Amount	Mark		-
12/3/2018	BRUNO: Joseph P. Bruno					\$1,140.00	
12/3/2018	GURO: Edward & Marianne G	uro				\$950.00	Ē.
12/3/2018	ROD: Jerry and Karyl Rodrigu	ez				\$980.00	
12/18/2018	ROSEMAN: Rita Roseman					\$1,405.00	
12/19/2018	Cash: GURO: Edward & Maria	anne Guro				\$25.00	
1/5/2019	SPOTZ: Robert Spotz					\$400.00	-
Sort By Date	C Sort by Amount					4 Marke	d
<u>1. All (2. Marke</u>	ed <u>(,3</u> . Unmarked <u>(,4</u> . Stale <u>)</u>	<u>5</u> . 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							\times
Deposit <u>D</u> ate	12/18/2018 🗾 🗌 Sho	<u>w</u> All Undepos	ited Receipts	Tot	al Marked	3550.00	
<u>B</u> ank	CHECKING: Bank Account Check	ing	> 🕞	Tot	al Deposit	\$3,550.0	00
<u>T</u> otal Deposit	\$3,550.00			DIF	FERENCE	\$0.0	00
<u>M</u> emo				Mar <u>k</u> /	All	Start Over	
Comme <u>n</u> t			~	Void and	<u>R</u> eplace H	lighlighted Receipt	
				Ed	lit Highligh	ted Receipt	
			~	Dis <u>a</u> ble M	larking Wh	en Row Clicked	
Date De	escription	Memo		Amount	Mark		
12/3/2018	BRUNO: Joseph P. Bruno					\$1,140.00 🗙	
12/3/2018	GURO: Edward & Marianne G	uro				\$950.00	-
12/3/2018	ROD: Jerry and Karyl Rodrigu	ez				\$980.00	
12/18/2018	ROSEMAN: Rita Roseman					\$1,405.00	
12/19/2018	Cash: GURO: Edward & Maria	nne Guro				\$25.00	
1/5/2019	SPOTZ: Robert Spotz					\$400.00	•
Sort By Date	C Sort by Amount					4 Mar	ked
<u>1</u> . All <u>2</u> . Marke	ed <u>(3</u> . Unmarked <u>(4</u> . Stale <u>(</u>	i.Cash					

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