




How to Enter Bank Deposits

Description

Use this function to group resident transactions (payments), create bank deposits, and print deposit slips

The system will:



-  Allocate each Resident Transaction flagged to a Bank Deposit
-  Create a bank deposit slip
-  Allow you to print the slip

Step by Step

- 1 Navigate to the Bank Deposits tab. If you do not see a Bank Deposits tab, click the plus sign to the right of your tabs to see a list of all tabs.
- 2 Click **New**
- 3 Specify your **Community**
- 4 Specify the **Deposit Date**
- 5 Specify the **Bank Billing Code** for your Community
- 6 Optional, enter a manual total of the cheques in the **Control Total**
- 7 Optional, enter the number of cheques in **Control Number of Items**
- 8 Specify a **Posting Date**
- 9 Click **Save**

Bank Deposit Edit Save Save & New Cancel

Information

My Community	iaRetirement - GTA	
Deposit Date	5/5/2014	[5/5/2014]
Bank Billing Code	Bank Account GTA	
Control Total	5000.00	
Control Number of Items	3	
Posting Date	5/1/2014	[5/5/2014]
Posted	<input type="checkbox"/>	

Enter Bank Deposits

- 10** The system will display all Resident Transactions for the Community which have not been linked to a Bank Deposit
- 11** Select Resident Transactions to Add to Bank Deposit

Resident Transactions to Deposit						
Save						
	Resident Name	Resident ID	Posting Date	Audit No.	Amount	Add To Deposit
<input type="checkbox"/>	Chu, James (James Chu)		4/24/2014	013251	\$500.00	<input type="checkbox"/>
<input type="checkbox"/>	Chu, James (James Chu)		4/24/2014	013253	\$500.00	<input type="checkbox"/>
<input type="checkbox"/>	Dens, Derrik (Derrik Dens)		4/29/2014	013380	\$500.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Fong, Fred - 180	R-22905	5/1/2014	013417	\$500.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Forrester, Frances -	R-22622	1/15/2014	013178	\$500.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Gee, Grace - 180	R-22907	5/1/2014	013419	\$500.00	<input type="checkbox"/>
<input type="checkbox"/>	Gerrard, Helen - 135	R-22605	3/1/2014	013177	\$500.00	<input type="checkbox"/>

- 12** Click **Save** and refresh screen
- 13** Optionally, print the Deposit Verification Report
- 14** Click **Print Deposit Slip**