




How to Enter Bank Deposits

Description

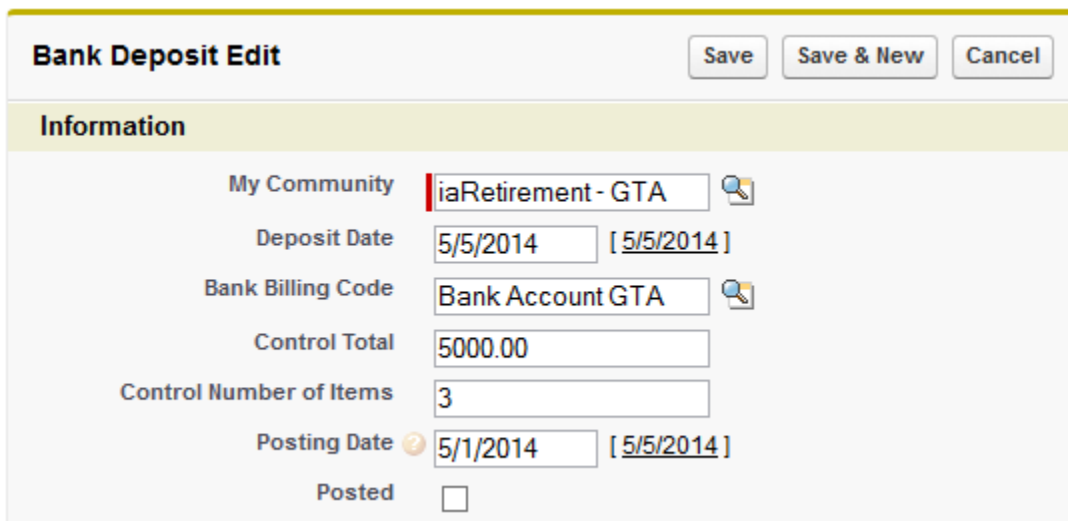
Use this function to group resident transactions (payments), create bank deposits, and print deposit slips

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**



The screenshot shows the 'Bank Deposit Edit' form with the following fields and values:

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"/>			

- 9 If you have any cash to deposit, fill in the Cash section by entering the quantity of each coin or bill

10 Verify the data and click **Save**

Cash

x 1	<input type="text" value="0"/>
x 2	<input type="text" value="0"/>
x 5	<input type="text" value="0"/>
x 10	<input type="text" value="3"/>
x 20	<input type="text" value="15"/>
x 50	<input type="text" value="14"/>
x 100	<input type="text" value="10"/>
Coin	<input type="text" value="0.00"/>

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

12 Select Resident Transactions to Add to Bank Deposit

▼ Resident Transactions To Deposit					
<input type="checkbox"/>	Chu, James (James Chu)		7/27/2014	013251	\$500.00 Cheque
<input type="checkbox"/>	Chu, James (James Chu)		4/24/2014	013253	\$500.00 Cheque
<input type="checkbox"/>	Dens, Derrick (Derrick Dens)		4/29/2014	013380	\$500.00 Cheque
<input checked="" type="checkbox"/>	Fong, Flora -	R-22955	5/6/2014	013466	\$100.00 Cash
<input checked="" type="checkbox"/>	Fong, Fred - 180	R-22905	5/1/2014	013417	\$500.00 Cheque
<input checked="" type="checkbox"/>	Forrester, Frances -	R-22622	1/15/2014	013178	\$500.00 Cheque
<input checked="" type="checkbox"/>	Gee, Grace - 180	R-22907	5/1/2014	013419	\$500.00 Cheque
<input checked="" type="checkbox"/>	Gerrard, Helen - 135	R-22605	3/1/2014	013177	\$500.00 Cheque
<input type="checkbox"/>	Smithers, Sylvia (Sylvia Smithers)		3/5/2014	012812	\$500.00 Cheque
<input type="checkbox"/>	Thomas, Tom - 136	R-22282	3/5/2014	012813	\$343.00 Cheque

13 Click **Save** and refresh screen

14 Optionally, print the Deposit Verification Report

15 Click **Print Deposit Slip**

Enter Bank Deposits

YOUR LOGO

Date: 8-May-14

Cheque	Amount
1	1,500.00
2	1,000.00
3	470.00
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
\$2,970.00	

Total Number of Cheques: **3**

Bank Teller's Init.

Your Bank

CURRENT ACCOUNT
Inter-Branch Transit: #N/A

Revised No.: #N/A

Date: 8-May-14

Name: #N/A

Cash	Dollars / Cents
0	-
3	30.00
15	300.00
14	700.00
10	1,000.00
0	-
Note Total	2,030.00
Coin Total	-
Sub - Total	\$2,030.00
MasterCard	
Cheque Total	\$2,970.00
Item Total	\$2,970.00
Number of Items: 3	
NET DEPOSIT	\$5,000.00

Bank Teller's Init. Signature of Depositor