

QUICK REFERENCE GUIDE

Verifying Deposits

October 31, 2016

Verify Deposits

The Quick Reference Guide will show you what to look for to see if a deposit is complete/posted. It covers AR Item deposits, Direct Journal deposits and deposits that include both Items and Direct Journals.

Begin by navigating to the *All Deposits* page for the deposit.

1. **Navigation Links:** Accounts Receivable, Payments, Review Payments, All Deposits.
2. Accept the default *Deposit Unit* or enter a *Deposit Unit*.
3. Enter a *Deposit ID* or click on the **Lookup** icon to search for and select a *Deposit ID*.
Note: Other fields can be entered to narrow your search, if you don't know the *Deposit ID*.
4. Click on the **Search** button. The *All Deposit* page displays.

- To verify a deposit that only includes payments for AR Items, the following must be met:

Field Name	Description
Deposit Balance	= Balanced
Deposit Status	= Complete
Posted Total Amount and Count	Should match the Control Total Amount and Count.
Posted Date	Will have a date.

The screenshot shows the 'All Deposits' page with the following details:

- Unit:** G1001
- Accounting Date:** 09/07/2016
- Deposit ID:** 132950183
- Deposit Balance:** Balanced
- Bank Code:** US002 INTERSTATE
- Bank Account:** RH
- Deposit Type:** CR
- Rate Type:** CRRNT
- Cash Control:** N
- Control Currency:** USD
- Format Currency:** USD
- Exchange Rate:** 1.00000000
- Payment Type:** Payment
- Deposit Status:** Complete

Totals and Counts:

Control Total Amount:	750.00	Count:	1
Entered Total Amount:	750.00	Count:	1
Difference Amount:	0.00	Count:	0
Posted Total Amount:	750.00	Count:	1
Journalled Total Amount:	0.00	Count:	0

Control Data:

Received:	09/07/2016
Entered:	09/07/2016
Posted:	09/07/2016
Assigned:	TRN01
User:	TRN01

Navigation bar: Return to Search, Previous in List, Next in List, Notify

- To verify a deposit that only includes Direct Journal deposits for miscellaneous cash receipts, the following must be met:

Field Name	Description
Deposit Balance	= Balanced
Journalled Total Amount and Count	Should match the Control Total Amount and Count.
Deposit Status	= None Applied
Posted Total	= 0.00
Posted Date	Will be blank

Favorites | Main Menu > Accounts Receivable > Payments > Review Payments > All Deposits

All Deposits

Unit: G1001 Deposit ID: 132950184
 Accounting Date: 09/08/2016 **Deposit Balance: Balanced**

Bank Code: US002 INTERSTATE Bank Account: RH

Deposit Type: CR Cash Control: N
 Rate Type: CRRNT Control Currency: USD
 Format Currency: USD Exchange Rate: 1.00000000 
 Payment Type: Payment **Deposit Status: None Applied**

Totals and Counts			Control Data	
Control Total Amount:	500.00	Count: 1	Received:	09/08/2016
Entered Total Amount:	500.00	Count: 1	Entered:	09/08/2016
Difference Amount:	0.00	Count: 0	Posted:	
Posted Total Amount:	0.00	Count: 0	Assigned:	TRN19
Journalled Total Amount:	500.00	Count: 1	User:	TRN19

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- To verify a deposit that has both payments for AR Items and Direct Journals, the following must be met:

Field Name	Description
Deposit Balance	= Balanced
Deposit Status	= Complete
Posted Total Amount and Journalled Total Amount and Counts	Should equal the Control Total Amount and Count.
Posted Date	Will have a date

Favorites | Main Menu > Accounts Receivable > Payments > Review Payments > All Deposits

All Deposits

Unit: G1001 Deposit ID: 132950185
 Accounting Date: 09/08/2016 **Deposit Balance: Balanced**

Bank Code: US002 INTERSTATE Bank Account: RH
 Deposit Type: CR Cash Control: N
 Rate Type: CRRNT Control Currency: USD
 Format Currency: USD Exchange Rate: 1.00000000
 Payment Type: Payment **Deposit Status: Complete**

Totals and Counts				Control Data	
Control Total Amount:	775.00	Count:	2	Received:	09/08/2016
Entered Total Amount:	775.00	Count:	2	Entered:	09/08/2016
Difference Amount:	0.00	Count:	0	Posted:	09/08/2016
Posted Total Amount:	300.00	Count:	1	Assigned:	TRN19
Journalled Total Amount:	475.00	Count:	1	User:	TRN19

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