

QUICK REFERENCE GUIDE

November 1, 2019

Check for Incomplete Deposits

This guide covers using the Incomplete Deposits page to find deposits that are not finished.

Step 1: Check for Incomplete Deposits

View posted and unposted deposits that are not yet completely processed. You can see the payment amount for the deposit that is still in process, summarize out of balance deposits (only), or view the list of incomplete deposits by user.

1. Navigate to the *Incomplete Deposits* page as described below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Receivable, Review Payments and Items, left-menu, Review Payments, Incomplete Deposits.

2. At the *Incomplete Deposits* page, enter the search criteria as described below.

Field Name	Field Description
Unit	Accept the default Deposit Unit (same as your Business Unit) or select a different Deposit Unit.
*Balance Status	Accept the default "In And Out of Balance Groups" to see incomplete deposits regardless of Balance status.
*Deposit Amount Switch	Accept the default "Incomplete".
User	Your User ID is selected by default. Accept the default or remove the User ID to see all incomplete deposits for the Deposit Unit.
Payment Type	Accept the default "Regular Payments Only.

3. Click on the **Search** button. The **Incomplete Deposit Information** section lists all incomplete deposit worksheets matching your search criteria. Fields displayed include Deposit ID, Payment Type, Bank Code, Bank Account, Accounting Date, Assigned, Amount, Currency and Balance (Deposit is Balanced = "Yes" or "No").

Incomplete Deposits

Unit

User

*Balance Status

Payment Type

*Deposit Amount Switch

Incomplete Deposit | |

Deposit ID	Payment Type	Bank	Account	Accounting Date	Assigned	Amount	Currency	Balance
132950236	Payment	US001	WF	09/05/2018	01159534	100.00	USD	Yes
132950237	Payment	US002	RH	09/07/2018	01159534	100.00	USD	Yes
3942	Payment	US001	WF	07/23/2018	01159534	9,588.70	USD	Yes

Total: 9,788.70 USD 3

- Click on a **Deposit ID** link to view the deposit information that has been entered on the **Totals** and **Payments** tab.

Regular Deposit

Unit Deposit ID In Workflow

[View Audit Logs](#)

*Accounting Date

*Bank Code US BANK Control Currency

*Bank Account Format Currency

*Deposit Type EFT Rate Type

MIDAS Location STPAUL-FINANCE DEPT Exchange Rate

Control Totals

Control Total Amount	<input type="text" value="100.00"/>	*Count	<input type="text" value="1"/>
Entered Total Amount	100.00	Count	1
Difference Amount	0.00	Count	0
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

Control Data

*Received

*Entered

Posted

Assigned

User