

## QUICK REFERENCE GUIDE

November 1, 2019

### Verify Deposits Are Complete

The guide covers how to see if a deposit is complete using the All Deposits inquiry. It includes examples of deposits that only include AR Items or Direct Journals, and deposits that include both AR Items and Direct Journals.

#### Step 1: View the All Deposits page for the Deposit

1. Navigate to the *All Deposits* page the instructions below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Receivable, Review Payments and Items, Review Payments section, 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.

**All Deposits**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

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▼ Search Criteria

Deposit Unit =

Deposit ID begins with

User ID begins with

Assigned Operator ID begins with

Deposit Balance =

Posting Status =

Entered Date =

Payment Type =

Case Sensitive

Search

 [Basic Search](#)

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- 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.

### All Deposits

Unit G1001	Deposit ID TRN07
Accounting Date 09/07/2018	Deposit Balance Balanced

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Bank Code US002 INTERSTATE	
Bank Account RH	

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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 Total Amount	525.00	Count	1
Entered Total Amount	525.00	Count	1
Difference Amount	0.00	Count	0
Posted Total Amount	525.00	Count	1
Journalled Total Amount	0.00	Count	0

#### Control Data

Received	09/07/2018
Entered	09/07/2018
Posted	09/07/2018
Assigned	0115 <input type="text"/>
User	0115 <input type="text"/>

Return to Search
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# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- 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

### All Deposits

Unit G1001	Deposit ID TRN02
Accounting Date 09/06/2018	Deposit Balance Balanced

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Bank Code US002 INTERSTATE	
Bank Account RH	

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Deposit Type CR	Cash Control N
Rate Type CRRNT	Control Currency USD
Format Currency USD	Exchange Rate 1.00000000
Payment Type Payment	<b>Deposit Status Complete</b>

#### Totals and Counts

Control Total Amount	800.00	Count	1
Entered Total Amount	800.00	Count	1
Difference Amount	0.00	Count	0
Posted Total Amount	0.00	Count	0
Journalled Total Amount	800.00	Count	1

#### Control Data

Received	09/06/2018
Entered	09/06/2018
Posted	<input type="text"/>
Assigned	0115
User	0115

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# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- 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

### 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
Entered Total Amount:	775.00	Count:	2
Difference Amount:	0.00	Count:	0
Posted Total Amount:	300.00	Count:	1
Journalled Total Amount:	475.00	Count:	1
Received:	09/08/2016		
Entered:	09/08/2016		
Posted:	09/08/2016		
Assigned:	TRN19		
User:	TRN19		

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