View Deposit Accounting Entries

The guide covers how to view deposit accounting entries for AR Item payments.

Step 1: View the Deposit Accounting Entries page for the Deposit

1. Navigate to the Deposit Accounting Entries page the instructions below.

<table>
<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigation Collection</td>
<td>Accounting, Accounts Receivable, Review Payments and Items, Review Payments section, Deposit Accounting Entries.</td>
</tr>
</tbody>
</table>

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, such as User ID, Group ID, Entered Date, and Posting Status.

4. Click on the Search button.
5. Select an entry in the Search Results, if necessary. The Payment Control tab opens by default, displaying the Deposit Unit, Deposit ID, Payment ID, Accounting Date, and other deposit posting information.

6. Click on the Accounting Entries tab and review the information.

- The Accounting Entries section displays the Item ID, Line Number, Entry Type, Business Unit, and Amount.
• The **ChartFields** tab in the **Distribution Lines** section displays the accounting entries for the payment. You’ll need to use the scroll bar or click on the **Show all Columns** (ColumnsMode) to view all of the information.

**Note:** The Amount cannot be updated, although the field appears to be editable.

• The **Item Creation/Update Details** tab to view the date and ID of the person or process that created and modified the Item Activity.