

Manage Deposits
This menu lets you create and post deposits after you have entered cash receipts in Manage Receipts.

Help Files
Click the information icon to access step-by-step instructions for this particular menu.

Search
Search for deposits and filter by Bank, Date Range, and Status.

Add
Click Add to create a new deposit.

Expand
Click this icon to view or edit an existing deposit.

View / Edit
Click this button to view the deposit details.

Print and Post Deposit
Click this link to print and post the deposit.

Delete
Click Delete to delete the deposit.

Manage Deposits [Info icon]

Bank: All [Dropdown arrow]

From: 07/15/2018 [Calendar icon]

To: 09/15/2020 [Calendar icon]

Deposit Status: Open [Dropdown arrow]

+ Add

Deposit # ▲	Date	Status	Total
BANK1 - 127	05/08/2019		\$50.00

Customer	Site	Receipt #	Remark	Date	User	Amount
Customer 1	Site 001 - Name	55	Test	05/08/2019	nate@mealsplus.com	\$50.00

VIEW/EDIT

Print and Post Deposit [Printer icon]

Delete [Trash icon]