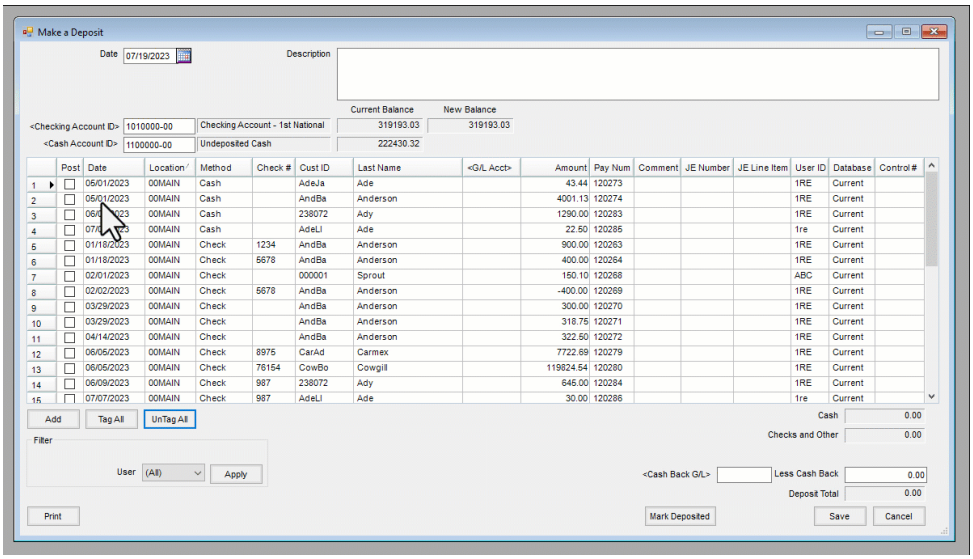
Bank Deposit Entry should not be Posted

Last Modified on 07/28/2023 11:17 am CDT

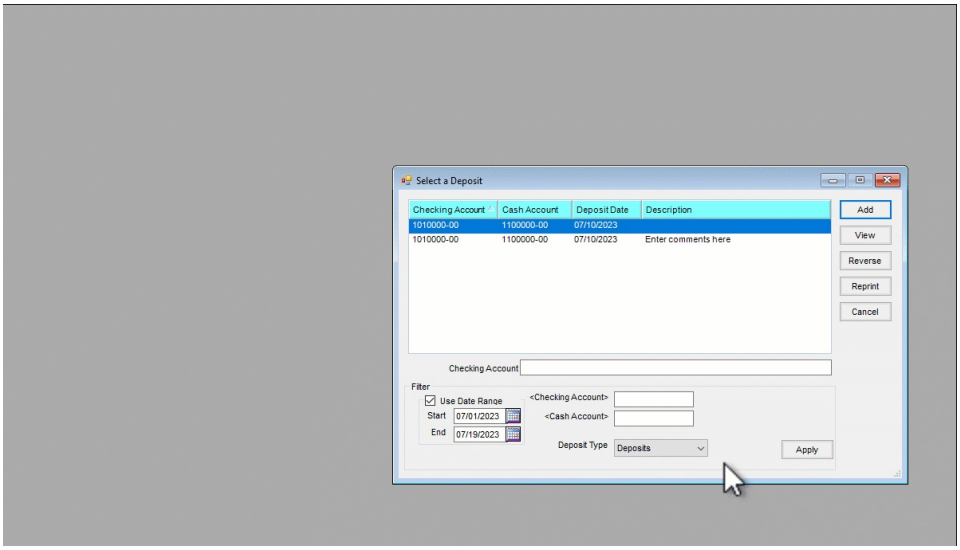
The following outlines how to clear a line from the *Bank Deposit* window without affecting the General Ledger. It is recorded as an entry that can be reversed at the *Select a Deposit* window.

1. Tag the line item(s) under the Post column not to be deposited and choose **Mark Deposited**.
2. A message will display asking to confirm the tagged records should be marked as deposited without affecting the General Ledger. Select **Yes**.
3. Another message will appear confirming the tagged lines have been posted. The lines selected have been removed from the *Make a Deposit* grid.



This process can be reversed at the *Select a Deposit* window by selecting *Mark as Deposits* from the *Deposit Type* drop-down and choosing **Apply**.

1. Highlight the transaction and choose **Reverse**.
2. A window will display to confirm the appropriate transaction is being reversed. Select **Reverse**.
3. Choose **Add** to see the previously removed lines now show in the grid again.


Select a Deposit
Checking Account
Cash Account
Deposit Date
Description
1010000-00
1100000-00
07/10/2023
1010000-00
1100000-00
07/10/2023
Enter comments here
Add
View
Reverse
Reprint
Cancel
Checking Account
Filter
Use Date Range
Start
07/01/2023
End
07/19/2023
<Checking Account>
<Cash Account>
Deposit Type
Deposits
Apply