

# 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.

Post	Date	Location	Method	Check #	Cust ID	Last Name	<G/L Acct>	Amount	Pay Num	Comment	JE Number	JE Line Item	User ID	Database	Control #
<input type="checkbox"/>	06/01/2023	OOMAIN	Cash		AdeJa	Ade		43.44	120273				1RE	Current	
<input type="checkbox"/>	06/01/2023	OOMAIN	Cash		AndBa	Anderson		4001.13	120274				1RE	Current	
<input type="checkbox"/>	06/01/2023	OOMAIN	Cash		238072	Ady		1290.00	120283				1RE	Current	
<input type="checkbox"/>	07/14/2023	OOMAIN	Cash		AdeLI	Ade		22.50	120286				1re	Current	
<input type="checkbox"/>	01/18/2023	OOMAIN	Check	1234	AndBa	Anderson		900.00	120253				1RE	Current	
<input type="checkbox"/>	01/18/2023	OOMAIN	Check	5678	AndBa	Anderson		400.00	120254				1RE	Current	
<input type="checkbox"/>	02/01/2023	OOMAIN	Check		000001	Sprout		150.10	120268				1RE	Current	
<input type="checkbox"/>	02/02/2023	OOMAIN	Check	5678	AndBa	Anderson		-400.00	120269				1RE	Current	
<input type="checkbox"/>	03/29/2023	OOMAIN	Check		AndBa	Anderson		300.00	120270				1RE	Current	
<input type="checkbox"/>	03/29/2023	OOMAIN	Check		AndBa	Anderson		318.75	120271				1RE	Current	
<input type="checkbox"/>	04/14/2023	OOMAIN	Check		AndBa	Anderson		322.50	120272				1RE	Current	
<input type="checkbox"/>	06/06/2023	OOMAIN	Check	8975	CarId	Carmax		7722.89	120279				1RE	Current	
<input type="checkbox"/>	06/06/2023	OOMAIN	Check	76154	CowBo	Cowgill		119824.54	120280				1RE	Current	
<input type="checkbox"/>	06/09/2023	OOMAIN	Check	987	238072	Ady		645.00	120284				1RE	Current	
<input type="checkbox"/>	07/07/2023	OOMAIN	Check	987	AdeLI	Ade		30.00	120286				1re	Current	

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

Checking Account:

Filter

Use Date Range

Start:

End:

<Checking Account>

<Cash Account>

Deposit Type: Deposits

Apply

Buttons: Add, View, Reverse, Reprint, Cancel