Payments not Appearing on Bank Deposit Screen

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For payments not appearing on the *Bank Deposit* screen when adding a Bank Deposit at *Accounting / G/L*, use the following process.

1. Select **Add** on the *Bank Deposit* window to add one or more manual line items to the grid.

2. Enter a check number if available in the *Check #* column.
3. Double-click in the *G/L Acct* column on the new line item to choose the account the money will be taken from to add to the deposit. For example, if there is money in the undeposited cash account that did not come into the *Bank Deposit* screen, choose the cash account. This will credit the account chosen and debit the account listed at the top of the screen.
4. Enter the amount to be deposited in the *Amount* column for that line. The only other column that can be edited is *Comments.*