

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.

The screenshot shows the 'Make a Deposit' window with the following details:

- Date: 03/06/2024
- Description: [Empty]
- Current Balance: 9773.54, New Balance: 202478.11
- <Checking Account ID>: 1010000-00, Checking Account - 1st National
- <Cash Account ID>: 1100000-00, Undeposited Cash

	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 #
1	<input checked="" type="checkbox"/>	06/05/20...	DOMAIN	Check	76154	CowBo	Cowgill		119824.64	120280				1RE	Current	
2	<input checked="" type="checkbox"/>	07/13/20...	DOMAIN	Check		236191	Abeb		10000.00	120298				1re	Current	
3	<input checked="" type="checkbox"/>	07/13/20...	DOMAIN	Check		238836	Adkins		93.75	120299				1re	Current	
4	<input checked="" type="checkbox"/>	07/13/20...	DOMAIN	Check		238836	Adkins		40.00	120300				1re	Current	
5	<input checked="" type="checkbox"/>	07/13/20...	DOMAIN	Check		238836	Adkins		1000.00	120301				1re	Current	
6	<input checked="" type="checkbox"/>	07/28/20...	DOMAIN	Check		WirBa	Wire		1807.64	120304				1re	Current	
7	<input checked="" type="checkbox"/>	08/08/20...	DOMAIN	Check		239269	Brunker		90.00	120309				1RE	Current	
8	<input checked="" type="checkbox"/>	09/26/20...	DOMAIN	Check		238836	Adkins		1612.50	120310				1RE	Current	

Buttons: Add (highlighted), Tag All, UnTag All, Filter, User (All), Apply, Print, Mark Deposited, Save, Cancel.

Summary: Cash 0.00, Checks and Other 192704.57, Deposit Total 192704.57, Less Cash Back 0.00.

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*.