

Bank Deposit User Guide



Table of Contents

Bank Deposit 2

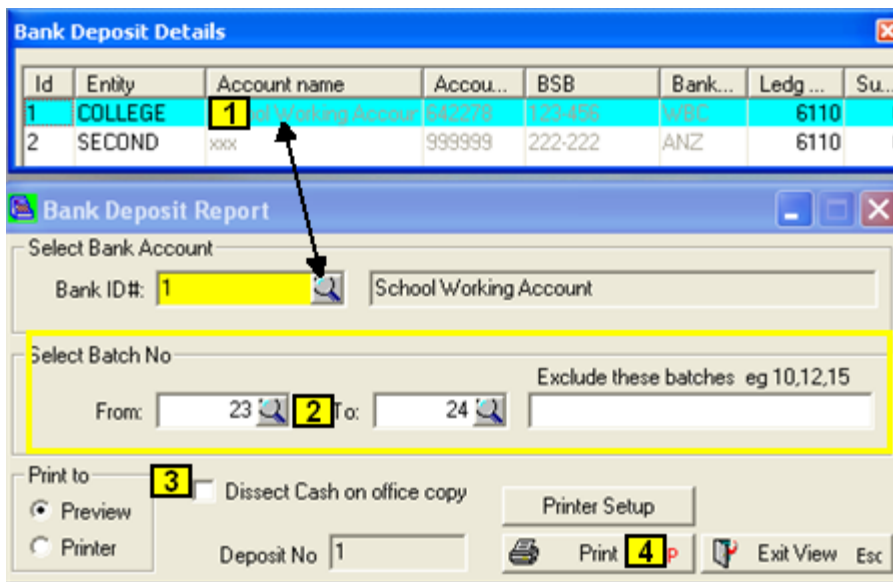
Bank Deposit

The banking slip prints two copies, **one for the bank and a second copy for your own records**. It is automatically generated from the entry of receipts through the Debtors Receipt Entry and prints itemised detail of all transactions within the nominated batches.

It will total cash received to a single \$ figure and itemise all cheque and plastic card details (excluding the Eftpos Transactions).

Electronic banking details (Eftpos) will only be printed on the Office copy for auditing purposes.

For **easy/efficient bank reconciliation**, when depositing monies from single or multiple batches ensure all batches relating to the deposit are finalised. Failure to do so will result in frustration in reconciling part batches with no correlation between receipt batch totals and what appears as banked on the bank statement. For auditing purposes, print and attach copies of all receipt batches that make up a bank deposit.



1.	As receipts can be processed to multiple bank accounts select the bank account for the Bank Deposit.
2.	Select the range of receipt batch numbers to be included on this particular deposit.
3.	Check if you wish the office copy to have the dissection of the Cash receipted amounts printed.
4.	Click Print when all the filter are in place; <ul style="list-style-type: none"> You will have the option to print a second copy with more details.

Bank Copy

<i>Deposit Number = 1</i>	
<i>Page 1</i>	
Bank Deposit Listing- Bank Copy	
Bank Account School Working Account	BSB: 123456
Print records in Receipt Batch between 1 and 1	
<i>Printed on: 08/09/2009</i>	

Cheque	Drawer	Bank	Branch	Amount
	Mrs G Allen	CBA	Yeppoon	200.00
	IR S EA Bert	NAT	Rockhampta	1900.00
	Mr G & Mrs G Glover	ANZ	Hamilton	2000.00
	Dr B M & Mrs Y J Bird	NAT	WELLINGTON	54.00
	Mr KG & Mrs AJ Davis	ANZ	Rockhampta	100.00
	W Smith & Co	ANZ	Brisbane	6000.00
Total Cheques:				10254.00

To: WBC	Cash Total:	440.00
Paid in by: _____ No. Cheques: 6	Cheque/M Order:	10254.00
Account name : School Working Account	Credit Card Total:	0.00
Account number: 642278 Teller:	Banked Total:	10694.00