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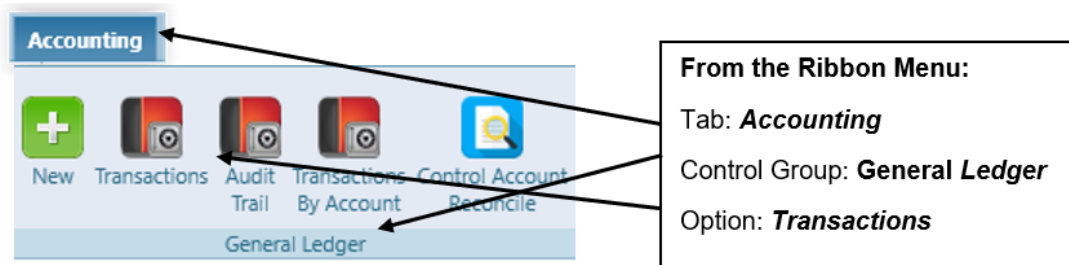
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How Do You Reprint the Deposit Report?

Tammy Mason - 2022-07-18 - in Customers

How Do You Reprint the Deposit Report?

Short answer: Find "Receipts-Deposit" In General Ledger transactions (shown here) or customer history.



Explanation: You can find the Receipts-Deposit Entry in the General Ledger Transactions and search for the entry in the Cash Account (shown below) . Or if you know a specific customer who had a deposit on this report, you can search that customer's history for the same Receipts-Deposit entry.

General Ledger Transactions								
Month	Account	Description	Source	Post Date	Debit	Credit	Net Change	Memo
10/26/2018	100	Cash in Bank	Receipts-Deposit	10/26/2018	\$344.50	\$0.00	\$344.50	123456
10/24/2018	116	Accounts Receivable	Receipts-Allocate	10/24/2018	\$0.00	\$344.50	(\$344.50)	
10/22/2018	100	Cash in Bank	Receipts-Deposit	10/22/2018	\$510.12	\$0.00	\$510.12	4342910397
10/22/2018	100	Cash in Bank	Receipts-Deposit	10/22/2018	\$1,347.33	\$0.00	\$1,347.33	Auth #3214514
10/22/2018	100	Cash in Bank	Receipts-Deposit	10/22/2018	\$1,046.54	\$0.00	\$1,046.54	21531514
10/22/2018	116	Accounts Receivable	Receipts-Allocate	10/22/2018	\$166.72	\$0.00	\$166.72	
10/22/2018	116	Accounts Receivable	Receipts-Allocate	10/22/2018	\$0.00	\$166.72	(\$166.72)	
10/22/2018	116	Accounts Receivable	Receipt-Epayment	10/22/2018	\$0.00	\$510.12	(\$510.12)	
10/22/2018	116	Accounts Receivable	Receipts-Allocate	10/22/2018	\$0.00	\$1,347.33	(\$1,347.33)	
10/22/2018	116	Accounts Receivable	Receipts-Allocate	10/22/2018	\$0.00	\$154.95	(\$154.95)	Discount adjustment

Click **Receipts-Deposit**.

This will open a new tab for **Deposit Adjust**. Click on **Print Deposit**, and **Process**.

General Ledger Transactions		Deposit Adjust			
Process		Cancel Close			
General Ledger	100	Cash in Bank	Deposit Date 10/26/2018		
		Print Deposit			
Check - Total Amount: \$344.50 (1)					
Reference	Posted	Customer	Entered	Memo	Amount
123456	10/24/2018	University of Northern Iowa	10/24/2018		\$344.50