

Bank Deposits

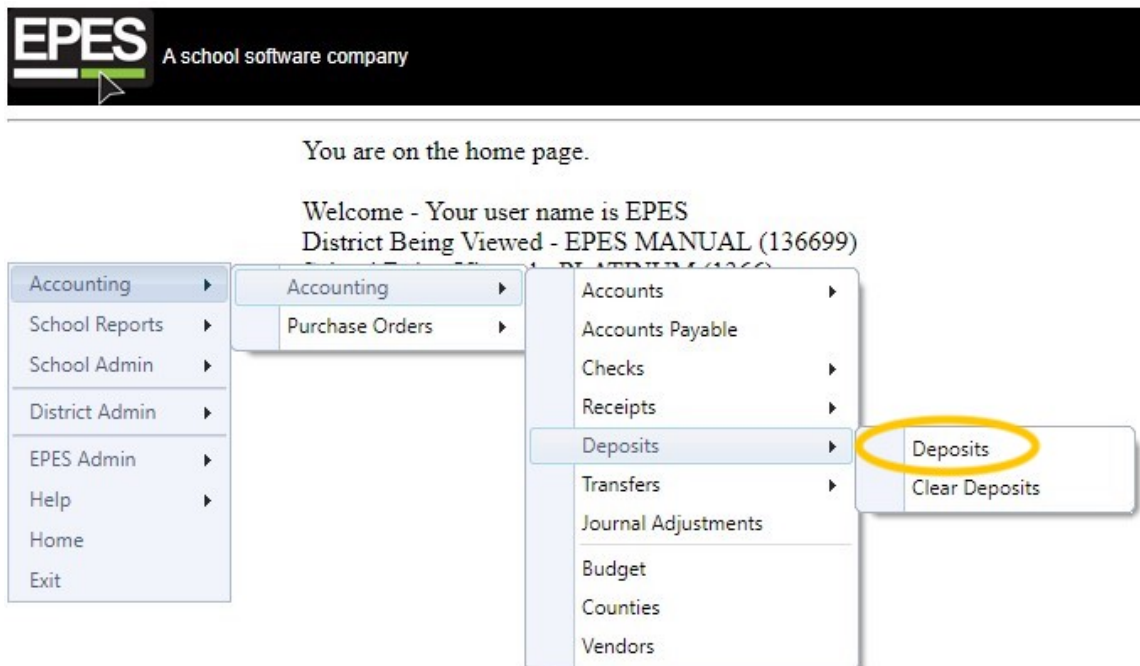
EPES Helplines
1 (800) 237 - 6498
1 (866) 729 - 6316

Record Bank Deposit

This process automatically transfers the money that your receipts put into "Cash on Hand" account (991), to your "Checking" account (992).



Navigate to: **'Accounting/ Accounting/ Deposits/ Deposits'**



NOTE:

You may, occasionally, be required to maintain multiple checking accounts in the event you change banks. You may add a new G.L. Account and specify it as a checking account. For all new checking account transactions you will simply need to change the G.L. designation from 992, to whatever new G.L. Checking account you set up for the new account.

This screen will pop up. Verify the "Deposit Into" (992), and the "Deposit Money From" (991) fields. Make the "Date Deposit" the correct date, if it is not already. The deposit amount should match your receipt total. Enter a brief description of the deposit such as the receipt numbers that create this deposit

Deposits

Deposit

Deposit Date	06/05/2019
Deposit From Acct.	950 - USB Student Store
Deposit Into Acct.	950 - USB Student Store
Deposit Amount	\$23,198.94
Description	

To record the deposit, click on **"Save Deposit."**

Deposits

Deposit

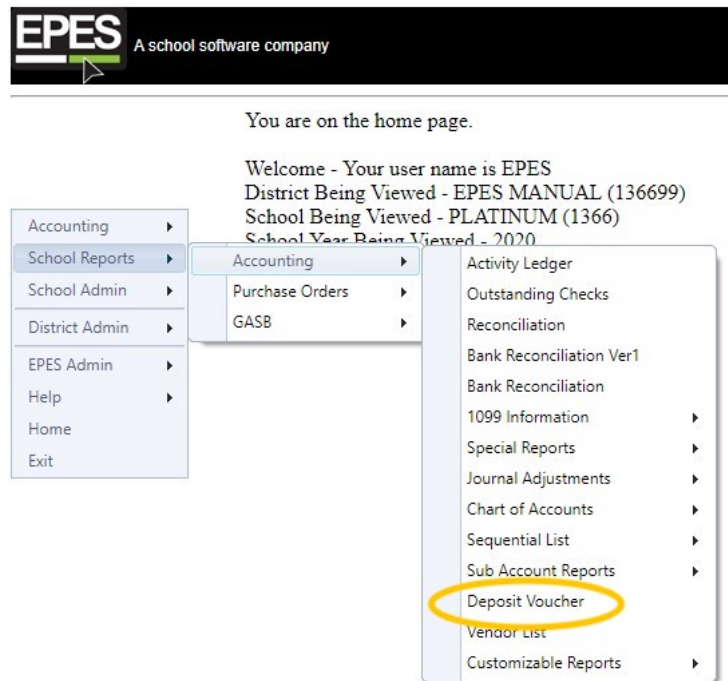
Deposit Date	05/02/2022
Deposit From Acct.	9901 - GL: Cash on Hand
Deposit Into Acct.	992 - Checking
Deposit Amount	\$0
Description	
Date Cleared	

Print Deposit Voucher



Navigate to: **'Reports/ Accounting/ Deposit Voucher.'**

If you want to print a Deposit Voucher/Slip to use as your detail for the bank deposit, click on **"Deposit Voucher."**



Deposit Voucher Report

Accounting ▶	Preview	Print	Exit
School Reports ▶			
School Admin ▶			
District Admin ▶			
EPES Admin ▶			
Help ▶			
Home			
Exit			

Begin Date:	4/1/2021	
End Date:	4/30/2021	

Note: This will show all receipts for the selected date range.

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From Date : 4/1/2021
To Date : 4/30/2021

Grand Totals Received for Deposit

Total:	\$5.00
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