

# Departmental Deposit—Adding a New

## Quick Reference Guide

Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

1. Click **Add a New Value** to enter a new deposit.

2. Verify **Deposit Unit** is **UTETR**.

3. Enter deposit number from bank deposit in **Deposit ID** field.

4. Click **Add**.

Under **Totals** tab:

5. Enter the appropriate information.

- Accounting Date: date of deposit.
- Bank Code: ARBK
- Bank Account: 2DJ1

6. Enter total deposit amount in **Control Total Amount**.

7. **Count**: This field is used for number of payment types. Ex: if the deposit consists of checks and cash then the count would be 2.

Control Totals	
Control Total Amount:	1,000.00
Entered Total Amount:	1,000.00
Difference Amount:	0.00
Posted Total Amount:	0.00
Journalled Total Amount:	0.00

Control Data	
Entered:	03/20/2014
*Entered:	03/20/2014
Posted:	
Assigned:	6001008880
User:	6001008880

## Adding a New Deposit—Cont'd

**3**

Totals Payments

Unit: UTETR **1** Deposit ID: 123456789101112 Date: 03/20/2014 Balance: Balanced

Payment Information

Payment Seq: 1 \*Payment ID: 4444-CHK \*Accounting Date: 03/20/2014

Amount: 400.00 Currency: USD

Rate Type: CRRNT Exchange Rate: 1.00000000

Payment Predictor  **Journal Directly**  Range of References **2**

Payment Method: Check Attachments (0) View Audit Logs

Customer Information

Customer ID: Business Unit:

Remit From: Remit SetID:

Name: Corporate: Corporate SetID:

SubCust1: SubCust2:

MICR ID: Link MICR

Detail References

Qual Code	Reference	To Reference
<b>1</b>		

Payment Seq: 2 \*Payment ID: 4444-CASH \*Accounting Date: 03/20/2014

Amount: 600.00 Currency: USD

Rate Type: CRRNT Exchange Rate: 1.00000000

Payment Predictor  **Journal Directly**  Range of References **2**

Payment Method: Check Attachments (0) View Audit Logs

Customer information

- Under **Payments** tab:
1. Enter the detailed information for each payment that is included in the deposit.
  2. Verify **Journal Directly** is checked.
  3. Click on **Totals** tab and **Save**.