

## **Print Deposit Slips**

**PROGRAM NAME:** DPBANK  
**MENU OPTION TITLE:** Print Deposit Slips  
**MAIN MODULE:** PAYMENT PROCESSING  
**HELP KEY ACTIVE:** NO

### **PROGRAM OVERVIEW**

This program generates a "REPORT OF ACTUAL BANK DEPOSITS" and a "REPORT OF TOTAL RECEIPTS" journal from all payments entered into the system from either the Distribution, Point-of-Sale, or Accounts Receivable system. It is the collection point of all payment transactions and is intended to be generated on a dailey basis or the day you actually make the deposit. This program must be ran prior to running the labels and updating payments to the invoices. The system will lock out payment processing once an initial deposit slip has been ran and will not release payment processing until the final deposit slip has been ran. This program uses a field in the system setup file called {DEPOSIT SLIP PRINT FLAG} to lockout payments.

The first report "REPORT OF ACTUAL BANK DEPOSITS" includes all cash and check entries. This would represent actual monies collected and paid against orders. NOTE: The deposit slip will not include Mastercard, Visa, or Trade transactions. Mastercard and Visa are direct deposits to your bank account and cannot be listed on your deposit slips. Trades will also not be included on the deposit slip. This report prints out the customer id, the customer name, the date entered, the payment type, the document number, and the amount. You will notice that the report prints a blank line to the right of the payment amount which can be used to check off all checks received. The subtotal to this report will include a total of all cash refunds paid also. This will be deducted from the actual bank deposit total. There will be a printout of the cash refund details after the next report.

The second report "REPORT OF TOTAL RECEIPTS" is the journal, which is broken down into the individual payment categories, so that you can see itemized payments per order and totals per payment type. This report includes the customer id, customer name, payment transaction number, the invoice number, the date the payment was entered, the payment type, and the payment amount.

### **PROGRAM OPERATION**

**IS THIS A INITIAL, REPRINT, OR FINAL PRINTING?** You must print the Initial deposit slip first, The program places a temporary date of 11/11/11 in all payment records for identification while in the update routine. The "Reprint" option allows you to reprint the deposit slip as many times as needed. You will need to run the initial slip again, when you have made a correction. Then run the reprint to see all entries, and then the final only when you are sure it is exactly correct.

**INPUT REPORT DATE:** When you choose the Final print option, the program will automatically load the current system date. You have the ability to type in a date, which should be the actual deposit date. REMEMBER, this is the batch of all payments entered

into the system since the last update. It updates and stores all payments as a unique deposit slip when the Final option is chosen, and stores the actual deposit date and deposit number in each payment.

**IS THIS CORRECT ? <Y/N>**