Deposits Window

The Deposits Window is used to enter Deposits in order to determine the over and short amount on the Daily Report.

Accessing the Deposits Window

While in Focus Setup, select Close Day > Deposits.

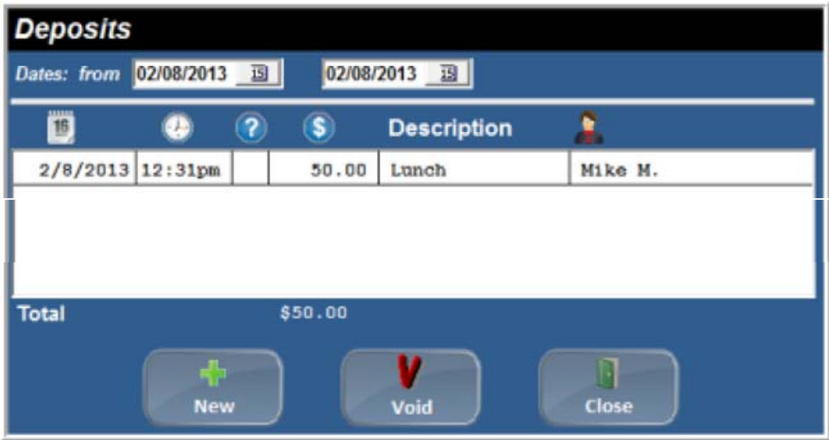


Figure 11.38 Deposits Window

Figure 11.39 Deposits Window Fields

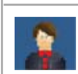
Field	Description
Dates	**From** — Select the starting date to view Deposits. **To** — Select the ending date to view Deposits.
	The date the Deposit was made (not the date it was entered).
	The time the Deposit was entered.
	The status of the Deposit. If the Deposit was Voided then a “V” is displayed.
	The amount of the Deposit.
Description	The Deposit Description usually refers to the Deposit slip identifier.
	The employee that entered the Deposit.

Figure 11.40 Deposits Window Commands

Command	Description
New	Allows you to enter a new Deposit.
Void	Allows you to Void an existing Deposit.
Close	Exits the Deposits Window.

Related Topics

Job Right - 'Deposits'

Job Right - 'Approve Cashier Functions'

Adding a New Deposit

The procedures to enter a new Deposit are listed below.

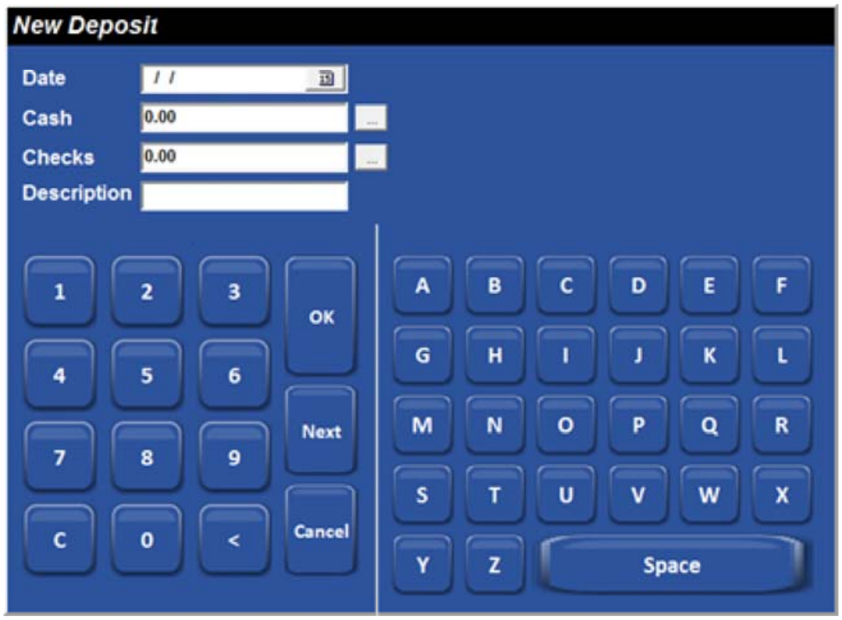


Figure 11.41 New Deposit Window

Figure 11.42 New Deposit Fields

Field	Description
Date	The date the Deposit should be accounted for.
Cash	Enter the amount of cash included in the Deposit. A deposit calculator is available by pressing the '…' button beside the amount.
Checks	Enter the amount of checks included in the Deposit. A deposit calculator is available by pressing the '…' button beside the amount.
Description	Enter the Deposit Description (typically the number on the deposit slip).

Procedure to Enter a Deposit

- Click New.
- Select the date of the Deposit.
- Enter the amount of cash for the Deposit.
- Enter the amount of checks for the Deposit.
- Enter a description for the Deposit.
- Click OK.

Related Topics

Job Right – 'Deposits'