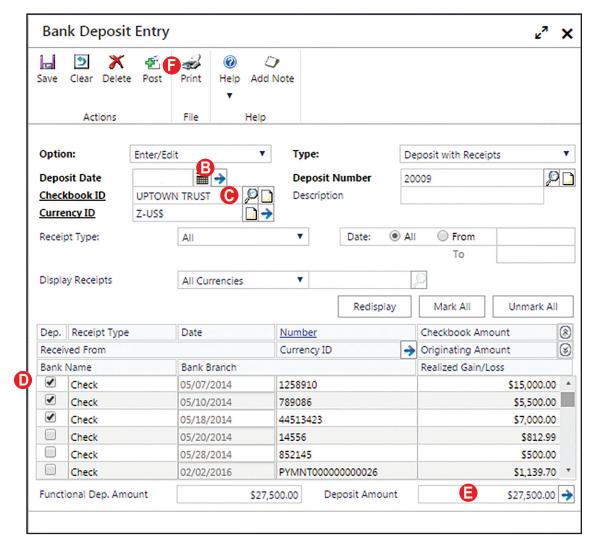# MAKE A BANK DEPOSIT

OVERVIEW

The Bank Deposit Entry window is used to record deposits into a company's bank account. After a bank deposit is posted through this window, the deposit is recorded in *Microsoft Dynamics GP's* bank reconciliation module and will appear as an increase in cash for the next bank reconciliation prepared. No entry is made to the general ledger because no transaction occurs.

QUICK REFERENCE TABLE

Step	Box or Other Location	Procedure
A	Navigation Pane buttons	Click F*Financial* → *Transactions* → *Bank Deposits*.
B	Deposit Date	Review the deposit date and change if necessary.
C	Checkbook ID	Select the Checkbook ID of the depository bank.
D	"Dep." check boxes	Select each cash receipt included in the deposit.
E	Deposit Amount	Review the total deposit amount for accuracy.
F	Post	Click the Post button.

Bank Deposit Entry Window Ⓐ *Financial → Transactions → Bank Deposits*

Bank Deposit Entry

Save	Clear	Delete	Post Ⓕ	Print	Help	Add Note

Actions	File	Help

Option: Enter/Edit ▼ **Type:** Deposit with Receipts ▼

Deposit Date Ⓑ ➔ **Deposit Number** 20009

Checkbook ID UPTOWN TRUST Ⓒ **Description**

Currency ID Z-US$

Receipt Type: All ▼ **Date:** ⦿ All ○ From

To

Display Receipts All Currencies ▼

Redisplay | Mark All | Unmark All

Dep.	Receipt Type	Date	Number	Checkbook Amount
	Received From		Currency ID ➔	Originating Amount
	Bank Name	Bank Branch		Realized Gain/Loss
☑	Check	05/07/2014	1258910	$15,000.00
☑	Check	05/10/2014	789086	$5,500.00
☑	Check	05/18/2014	44513423	$7,000.00
☐	Check	05/20/2014	14556	$812.99
☐	Check	05/28/2014	852145	$500.00
☐	Check	02/02/2016	PYMNT000000000026	$1,139.70

Ⓓ

Functional Dep. Amount $27,500.00 **Deposit Amount** Ⓔ $27,500.00 ➔

DETAILED INSTRUCTIONS

A. Click *Financial → Transactions → Bank Deposits*

▶ *Click Financial → Transactions → Bank Deposits to open the Bank Deposit Entry window.*

B. Review the Deposit Date and change if necessary

The default deposit date is the current date.

▶ *Review the deposit date. If it is not correct, type the correct date.*

C. Select the Checkbook ID of the depository bank

▶ *Use the Checkbook ID lookup button to select the bank account where the funds will be deposited.*

D. Select each cash receipt included in the deposit

The scrolling window at the bottom of the Bank Deposit Entry window contains a list of all undeposited cash receipts. Each receipt has an adjacent check box on the left side of the scrolling window. This box must be checked in order to include a cash receipt in the deposit.

▶ *If all cash receipts are included in the deposit, click the Mark All button at the top of the scrolling window.*

▶ *If only certain cash receipts are deposited, click the check box next to each cash receipt being deposited.*

E. Review the total deposit amount for accuracy

The Deposit Amount box contains a running total of all cash receipts selected in step D. The amount in this box should match the total deposited into the bank account.

▶ *Review the total deposit amount for accuracy. If there are errors, correct them before continuing.*

F. Click the Post button

▶ *Click the Post button to post the bank deposit to the bank reconciliation module.*