

Miscellaneous Deposits

Miscellaneous deposits transaction is used for posting cash received which has not been as a result of a receipt from a sales invoice.

Using Miscellaneous Deposits

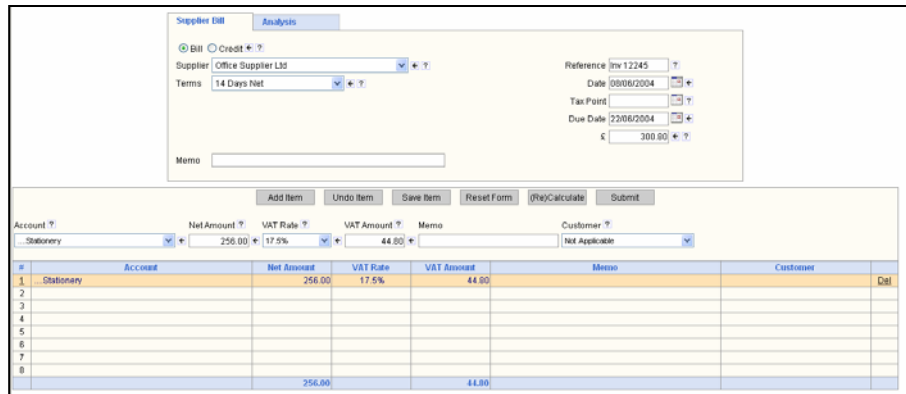
Miscellaneous deposits is accessed via the **ACTIVITIES** menu

ACTIVITIES → MISCELLANEOUS DEPOSIT Tab

Note that if the **Prompt for Analysis** box (set in Profile) is ticked then when transactions are entered which require analysis to branches, IR35 or P11D reporting; the analysis tab is presented first by default so that the required analysis is not forgotten.

Edit the date of transaction if today's default date is not correct.

- ◆ Select the **Deposit to** account into which the cash will be credited.
- ◆ If required or relevant select a **Customer** name.
- ◆ Enter a **Reference** for the transaction if required.
- ◆ The **Date** will default to to-day, amend if necessary
- ◆ The line items that make up the deposit now need to be added. A line item is a particular item to be deposited. In many instances there may only be the one.
- ◆ **ADD ITEM** accesses the Account input. Select the **ACCOUNT** from the dropdown.
- ◆ Enter the **AMOUNT** of the line item
- ◆ Enter a **MEMO** entry if required
- ◆ **SAVE ITEM** to record.
- ◆ Continue with any further items using **ADD ITEM** etc.



#	Account	Net Amount	VAT Rate	VAT Amount	Memo	Customer	Del
1	Stationery	256.00	17.5%	44.00			
2							
3							
4							
5							
6							
7							
8							
		256.00		44.00			

Analysis Tab

The analysis tab allows for further details to be added for recording if the business is using the Branches.

- ◆ Select the relevant Branch from the dropdown.
- ◆ When all items have been entered Select **SUBMIT** to complete the transaction.

Editing a Miscellaneous Deposit Transaction

A miscellaneous deposit transaction can be deleted or edited any time up to it being reconciled or running the year-end close routine.

It is easiest to locate a particular transaction by listing the details of the appropriate bank account.

ACCOUNTS → BANK/CREDIT ACCOUNTS → VIEW relevant account

- ◆ Select a date range, and a full listing of all transactions is presented.
- ◆ Select either **EDIT** to edit or **DEL** to delete the deposit.
- ◆ Selecting **Delete** presents a warning message which needs confirmation to continue.
- ◆ **EDIT** re-presents the original transaction details which can be amended as necessary. Click on **SUBMIT** to complete
- ◆ In addition to the **SUBMIT** button, two others are shown.
- ◆ If the transaction is regular, **MEMORISE**, allows the transaction to be remembered, see the **Memorised Transactions** user guide.
- ◆ **CANCEL** will return to the previous screen making no changes.