



Bank Deposits

Purpose of this document

Similar to the Cash Receipts Journal functionality, Deposits may be used to record payments from Agencies, Financial Donors, etc. A Deposit can also be used to transfer monies from one Bank Account to another. You can apply the payment to one or more entries when you post the payment, or you can apply the posted entries later.

This document describes how to post transactions to G/L Accounts, Bank Accounts, Agencies, Vendors, and Fixed Assets accounts Bank Deposits.

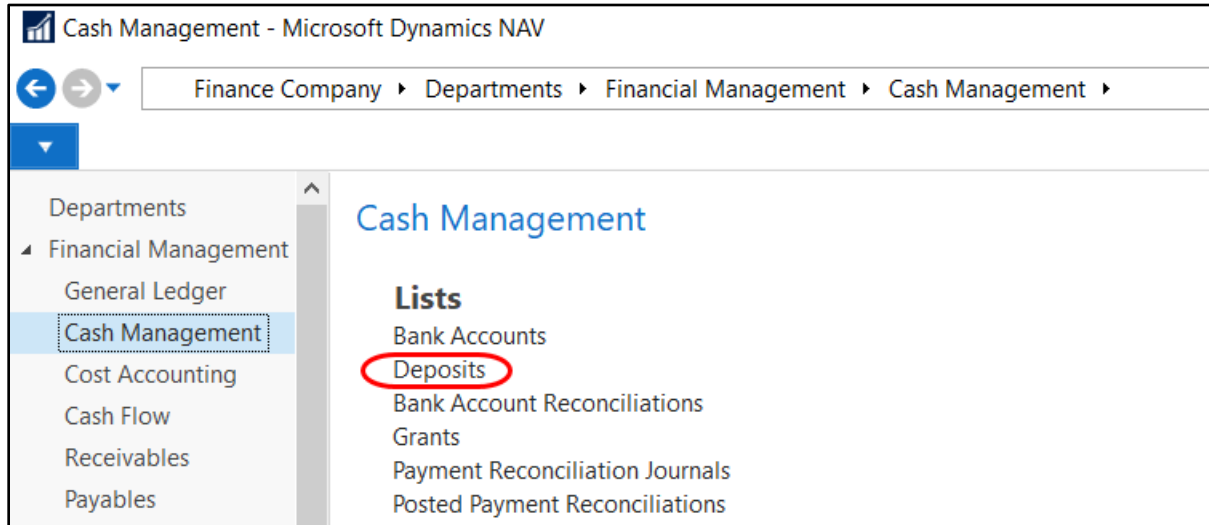
Ceres Object release 5.00.00 is required for the functionality described in this document.

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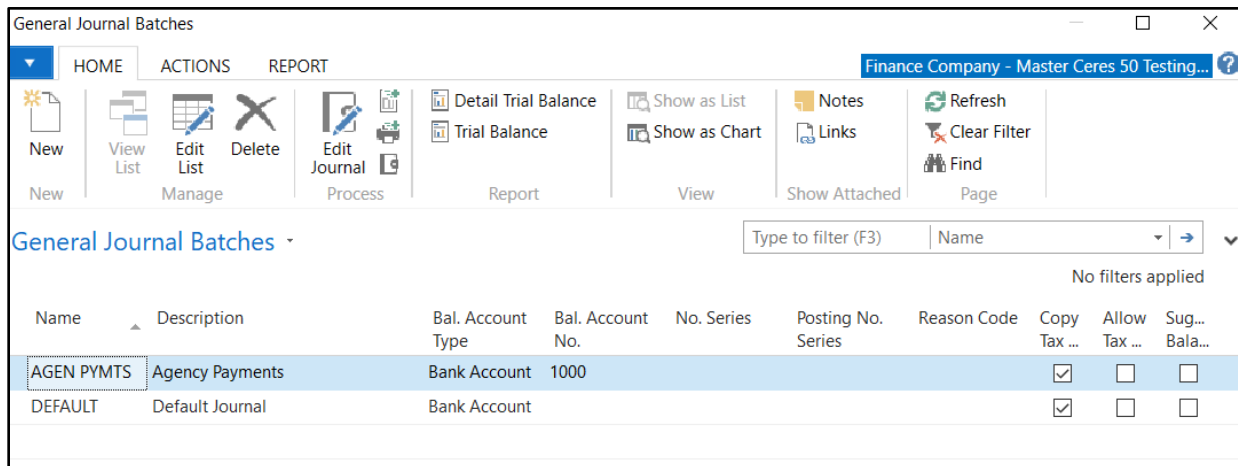
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Creating Deposits

1. Deposits can be accessed from Departments → Financial Management → Cash Management → Lists → Deposits.



2. To start a new Deposit, click on New from the Deposits List.
3. If using Batches, select the Batch you want to use from the from General Journal Batch List and then click OK. To create a new Batch, select New from the Home Tab of the Ribbon, and then update the fields as necessary.



4. Update the fields on the General FastTab of the Deposit. The General FastTab relates to the entire deposit.

No.: Enter the bank deposit number. If a number series has been assigned hit Tab and this will be entered for you.

Bank Account No.: Select the Bank Account from the List. The Bank Account No. field will automatically populate from the Bal. Account Type and Bal. Account No. field of the Batch.

Total Deposit Amount: Enter the amount of the deposit.

Total Deposit Lines: System maintained field which is a total of the Deposit Lines.

Difference: System maintained field which is the difference between the Total Deposit Amount and Total Deposit Lines fields. Unless the difference is \$0 you will not be post the Deposit.

Posting Date: the posting date – date you wish the transaction to be recorded in the General Ledger. Typically, same as Document Date.

Document Date: Enter the date of the deposit.

Department Code and Project Code: These are your Global Dimension 1 and Global Dimension 2 fields. They may have different descriptions depending on what you called them. Select the Global Dimension 1 Code and/or Global Dimension 2 Code from the list that are appropriate. If the deposit is for multiple Dimensions, leave this blank, you will choose the correct Dimension at the line level.

Fund No.: Select the Fund No. from the list. If the deposit is for multiple Funds, leave this blank, you will choose the correct Fund at the line level.

5. Update the lines on the Lines FastTab. The Lines FastTab contains information regarding a specific payment that you wish to record:

Lines													
Functions - Line - Find Filter Clear Filter													
Account Type	Account No.	Account Name	Parent Account No.	Food Drive No.	Grant Agency No.	Description	Fund No.	Departm... Code	Project Code	Document Date	Document Type	Document No.	Credit Amount
Agency	B1404	Synergy Service...	2032			Agency Pymt	UR	1000		7/25/2019	Payment	2233389	57.04
Agency	CL0001	A2H of Greater...	31			Agency Pymt	UR	1000		7/25/2019	Payment	8899	250.00

Account Type: Choose the appropriate Account Type. If the payment is from an agency then select Agency. You can select other Accounts Types for different types of transactions.

Account No.: Choose the corresponding Account No. from the List. The view will only show those applicable to the Account Type that you selected above.

Account Name: Displays the Account Name of the entry in the Journal. The Agency Name will display when the Account Type is Agency and the G/L Account Name when the Account Type is G/L Account.

Parent Account No.: Non-editable field which will automatically fill in if an Agency is associated with a Parent Agency.

Food Drive No: Select the appropriate value if you want to track financial \$ received from a food drive in Ceres.

Grant Agency No. Select the appropriate value to track or allocate \$ to a specific Agency grant.

Description: A description of the entry.

Fund No: If applicable, select the appropriate value from the List.

Dimensions (Department, Project, etc.): If these fields are applicable, select the appropriate data from the lists.

Document Date: Enter the payment date on the check, wire, etc. or the date the payment that was received. This field will automatically default to the Document Date that was entered on the General FastTab but can be overridden.

Document Type: Select Payment from the list.

Document No.: Enter the check number.

Credit Amount: If you do not want to post the application at the same time you post the journal, enter the amount of the check. If you want to post the application at the same time you post the journal do one of the following:

- i. To record a full invoice payment, click on the Lines Functions Button and select Apply Entries. Select the line to which the payment is to be applied, and then click Home, Process, Set Applies-to ID. Once you have set applies-to ID on the relevant line, click OK.

- ii. To record a partial invoice payment, in the Credit Amount field of the Deposit, enter the amount you wish to apply as a positive number. Then click on the Lines Functions button and select Applied Entries. Select the line to which the payment is to be applied, and then click Home, Process, Set Applies-to ID. Once you have set applies-to ID on the relevant line, click OK.
- iii. If you are recording full payment for multiple invoices, click on the Lines Functions Button and select Apply Entries. For each line to which the payment is to be applied, select the line and then click Home, Process, Set Applies-to ID. Once you have set applies-to ID on the relevant lines, click OK.
- iv. If you are recording a partial payment for multiple invoices, click on the Lines Functions Button and select Apply Entries. On each line to which the payment is to be applied, click Home, Process, Set Applies-to ID. Edit the Amount to Apply field, enter the partial amount as a positive number, and then click OK.

Apply Agency Entries - B1404 - Synergy Services-

HOME ACTIONS NAVIGATE Finance Company - Master

Set Applies-to ID Application... Refresh Find

Process Page

General

Posting Date: 7/25/2019 Currency Code:

Document Type: Payment Amount: -57.04

Document No.: 2233389 Remaining Amount: -57.04

Applies-to ID	Posting Date	Document Type	Document No.	Agency No.	Description	Currency Code	Remaining Amount	Appln. Remaining Amount	Amount to Apply
2233389	3/20/2012	Payment	11429	B1404	Deposit No. DEP-CK-081310-2		-2.40	-2.40	-2.40
2233389	3/20/2012	Payment	13279	B1404	Deposit No. DEP-CK-062311-2		-25.96	-25.96	-25.96
	3/20/2012	Payment	13993	B1404	Deposit No. DEP-CK-110311-1		-75.00	-75.00	0.00
	3/20/2012	Invoice	AO-1555...	B1404	Order AO-155524		5.00	5.00	0.00
	3/20/2012	Invoice	AO-1555...	B1404	Order AO-155517		4.00	4.00	0.00
2233389	3/20/2012	Invoice	AO-1555...	B1404	Order AO-155525		30.00	30.00	30.00
2233389	3/20/2012	Invoice	AO-1555...	B1404	Order AO-155526		8.00	8.00	8.00
2233389	3/20/2012	Invoice	AO-1557...	B1404	Order AO-155736		28.00	28.00	28.00
2233389	3/20/2012	Invoice	AO-1700...	B1404	Order AO-170011		3.00	3.00	3.00
2233389	3/20/2012	Invoice	AO-1726...	B1404	Order AO-172607		16.40	16.40	16.40

Reviewing the Deposit

1. After all the Deposit Lines have been entered confirm the Difference field on the General FastTab is \$0. If not update the Total Deposit Line amount or correct and update the Lines.
2. Run the Test Report for a final review of the data. The Test Report can be accessed from Actions → Posting → Test Report. Select Preview to preview the report or Print to print copy of the report.

Deposit Test Report										
<div> <div>1 of 1</div> <div>100%</div> <div>Find Next</div> </div> <div> <div>Deposit DEP-1034 - Test Report</div> <div>Thursday, July 25, 2019 2:51</div> <div>Ceres 5.0 Testing</div> <div>Page ESOPRO</div> </div>										
To Be Deposited In		1000 US Bank Operating		Total Deposit Amount		307.04				
Bank Account No.		USD		Document Date		7/25/2019				
Currency Code		USD		Posting Date		7/25/2019				
Posting Description		Deposit No. DEP-1034		Fund No.		002				
				Branch Code						
Account Type	Account No. / Name	Doc. Date	Document Type	Document No.	Amount Due	Credit Amount	Payment Discount	Pmt. Discount Tolerance	Payment Tolerance	Total Amount Applied
		Due Date	Applies-to	Applies-to		Amount Paid				
Agency	B1404 - Synergy Services- Agency Pymt	7/25/2019	Payment	2233389		57.04				
Applicati	Deposit No. DEP-CK-081310-2	8/13/2010	Payment	11429	-2.40	-2.40				-2.40
	Deposit No. DEP-CK-062311-2	6/23/2011	Payment	13279	-25.96	-25.96				-25.96
	Order AO-155525	10/27/2011	Invoice	AO-155525-1	30.00	30.00				30.00
	Order AO-155526	10/27/2011	Invoice	AO-155526-1	8.00	8.00				8.00
	Order AO-155736	10/29/2011	Invoice	AO-155736-1	28.00	28.00				28.00
	Order AO-170011	2/11/2012	Invoice	AO-170011-1	3.00	3.00				3.00
	Order AO-172607	3/4/2012	Invoice	AO-172607-1	16.40	16.40				16.40
				Remaining Unapplied		0.00			Total Applied	57.04
Agency	CL0001 - A2H of Greater St. Joseph Agency Pymt	7/25/2019	Payment	8899		250.00				
Applicati	Order AO-174200	3/8/2012	Invoice	AO-174200-1	637.50	250.00				250.00
				Remaining Unapplied		0.00			Total Applied	250.00
Total Deposit Amount		307.04								
Total Deposit Lines		-307.04								
Difference		0.00								

Posting the Deposit

1. The General Journal must be posted before the General Ledger is updated.
2. Post or Post and Print the Deposit. Select the icon from the Action Pane or choose Actions → Posting → Print or Post and Print. Select Yes to confirm that you want to post the journal lines.

Related Topics

1. Cash Receipts Journal
2. General Journal Overview