

Creating a Deposit

When you create a transaction the check form is automatically displayed. To display a deposit form you must change the transaction type to Deposit. You will need to select a bank account and which job this deposit should be credited for. You can select a Deposit or Expense related to a specific job by selecting Create a Draw/Deposit on the Entries page.

The screenshot shows a software application window with a menu bar (File, Bank Transaction, Global Reports, Settings, Window, Layout, Help) and a toolbar (New Job, Open Job, Create Transaction, Find Transaction, Check Reconciliation, Check Register, Global Report, Fee Category, Exit). The main interface has a sidebar with a 'JOB TITLE:' section containing 'Entries' and 'Reports' tabs. The 'Entries' tab is circled in red. Below it are various icons for 'Basic', 'Checks/Expenses', 'Estimation', 'General Entries', and 'Change Entries'. The 'Checks/Expenses' section has a 'Create a Draw / Deposit' button circled in red. A callout box points to this button with the text 'Click on the Entries Tab' and 'Double Click on Create a Draw / Deposit'. The main window is titled 'CHECK WRITER' and contains a 'Check Writer' form. The form has fields for 'Account' (Bank of America), 'Transaction Type' (Deposit), and 'TransID'. Below this is a 'DEPOSIT' section for 'Tampa Bay Construction Co., Inc.' with fields for 'Date' (7/11/2016), 'Customer/Job' (Betty Darling (512)), and 'Invoice'. The 'Amount' is set to '\$0.00'. At the bottom of the form is a 'Paid By' field and a MICR line (063100277 229026694886). A callout box points to the bottom toolbar of the form, which contains icons for 'Add New', 'Save', 'Delete', 'Search', 'Print', 'Register', 'Category', and 'Return'. A callout box at the bottom of the image points to this toolbar with the text 'Use these tools to complete transaction'.

Use these tools to complete transaction