

Deposit Report

When you click the button labeled "Find Transaction" you will be taken to the form below. Select deposit for the transaction type. Click on the Return button and you will return to main menu. ***Note all deposits from Draws Enter and from Check register will be displayed.

The screenshot shows the 'Find Transaction' window in the EasyPro 2014 application. The top menu bar includes 'File', 'Bank Transaction', 'Global Reports', 'Settings', 'Window', 'Layout', and 'Help'. Below the menu is a toolbar with icons for 'New Job', 'Open Job', 'Create Transaction', 'Find Transaction', 'Check Reconciliation', 'Check Register', 'Global Report', and 'Exit'. The 'Find Transaction' window has an 'Advanced Search' section with the following fields:

- Date: From 1/ 1/2015 To 1/ 1/2016
- Check#
- Payee
- Transaction Type: Bank
- Bank: Bank of America
- Job Title
- Category
- SubCategory
- Amount
- To
- Cleared: [dropdown]
- Void: NO
- Buttons: Search, Print, Reset

A table below the form has columns: Id, Check#, Date, Payment, Deposit, Payee/Memo, Transaction, Void, Cleared. At the bottom, there is a 'Fees Detail' section with columns: Category, SubCategory, Amount, Customer/Job, Job#. Navigation buttons at the bottom right are Delete (red X), Edit (pencil), and Return (green circular arrow).

Select the Find Transaction tab then choose the Transaction Type and then click on search to get your Deposit Report.