

## Cash Receipts

### R. Reports Menu: 4. Deposit Report

**Cash Receipts Main Menu**

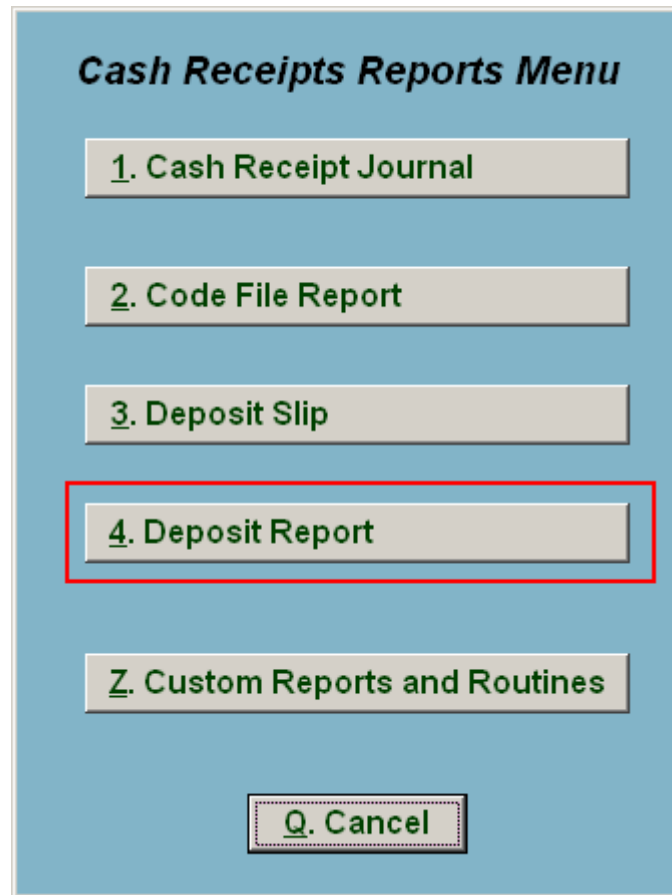
<u>1</u> . Post Transactions	<u>I</u> . Installation Options
<u>2</u> . Code Table Maintenance	<u>Q</u> . NEMRC Backup
<u>3</u> . Reverse Transactions	<u>P</u> . Password Maintenance
<u>4</u> . Close Year 2007	<b><u>R</u>. Reports Menu</b>
<u>5</u> . Load Balances Due	<u>U</u> . NEMRC Live Update
<u>6</u> . Transfer Data to G/L	<u>X</u> . Index Data Files
<u>7</u> . Transfer Data to T/A	
<u>8</u> . Transfer Data to U/B	
<u>9</u> . Transfer Data to A/R	

Q. Quit Cash Receipts

Year = 2007  
Version 7.2Q

Click on “R. Reports Menu” from the Main Menu and the following window will appear:

## Cash Receipts



A screenshot of a software menu titled "Cash Receipts Reports Menu". The menu is displayed on a light blue background. It contains five main options, each in a grey button with green text: "1. Cash Receipt Journal", "2. Code File Report", "3. Deposit Slip", "4. Deposit Report", and "Z. Custom Reports and Routines". The "4. Deposit Report" button is highlighted with a red rectangular border. At the bottom of the menu is a "Q. Cancel" button, which is smaller and has a dotted border.

***Cash Receipts Reports Menu***

**1. Cash Receipt Journal**

**2. Code File Report**

**3. Deposit Slip**

**4. Deposit Report**

**Z. Custom Reports and Routines**

**Q. Cancel**

Click on “4. Deposit Report” from the Reports Menu and the following window will appear:

# Cash Receipts

## Deposit Report

1. **By deposit number OR By date:** Select which condition for producing a deposit report.
2. **Include posting code summaries:** Click this box to have the report summarize by billing code as well as customer detail.
3. **Deposit numbers/Date Range:** Enter the deposit number range or date range to report, dependant on the choice from item 1.
4. **PreView:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
5. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
6. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
7. **Cancel:** Click “Cancel” to cancel and return to the previous screen.