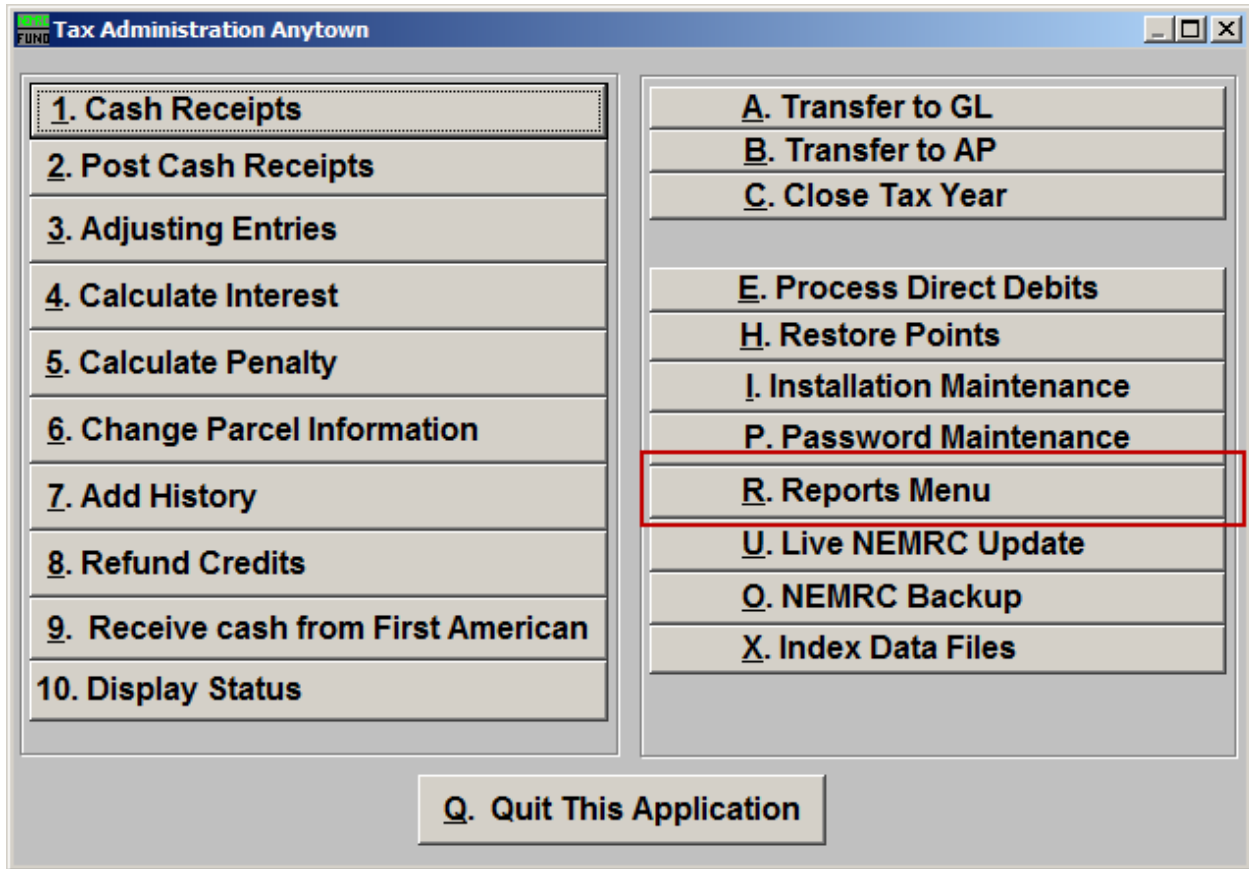


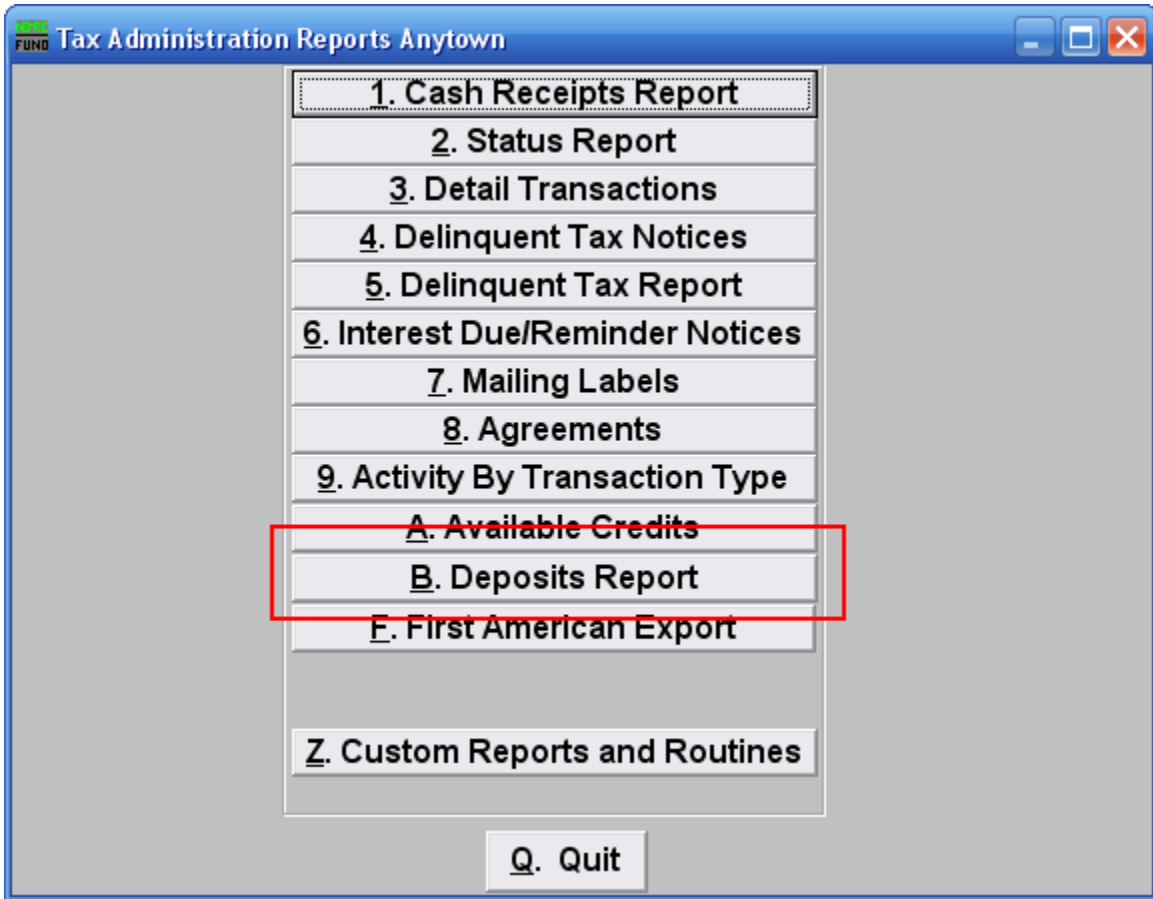
Tax Administration

R. Reports Menu: B. Deposits Report



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

Tax Administration



Click on "B. Deposits Report" from the Reports Menu and the following window will appear:

Tax Administration

Deposits Report

The screenshot shows a dialog box titled "Deposit Report" with a "FUND" icon. It features a "Deposit Range" section with two input boxes, each containing "1" and "0.0" respectively, separated by the word "to". Below this are five buttons: "File", "Preview", "Print", "Print Compressed", and "Cancel". Each button is numbered with a red number above it: 2, 3, 4, 5, and 6.

- 1. Deposit Range:** Enter the deposit number range for which you wish the summary deposit report to show. This report is a summary of the totals that can be found from the Cash Receipts Report (from the “R. Reports Menu”) on posted deposit numbers.
- 2. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 3. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 4. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 5. Print Compressed:** Click this button to print. This is different from the “Print” option in that it will use less paper for the same report.
- 6. Cancel:** Click “Cancel” to cancel and return to the previous screen.