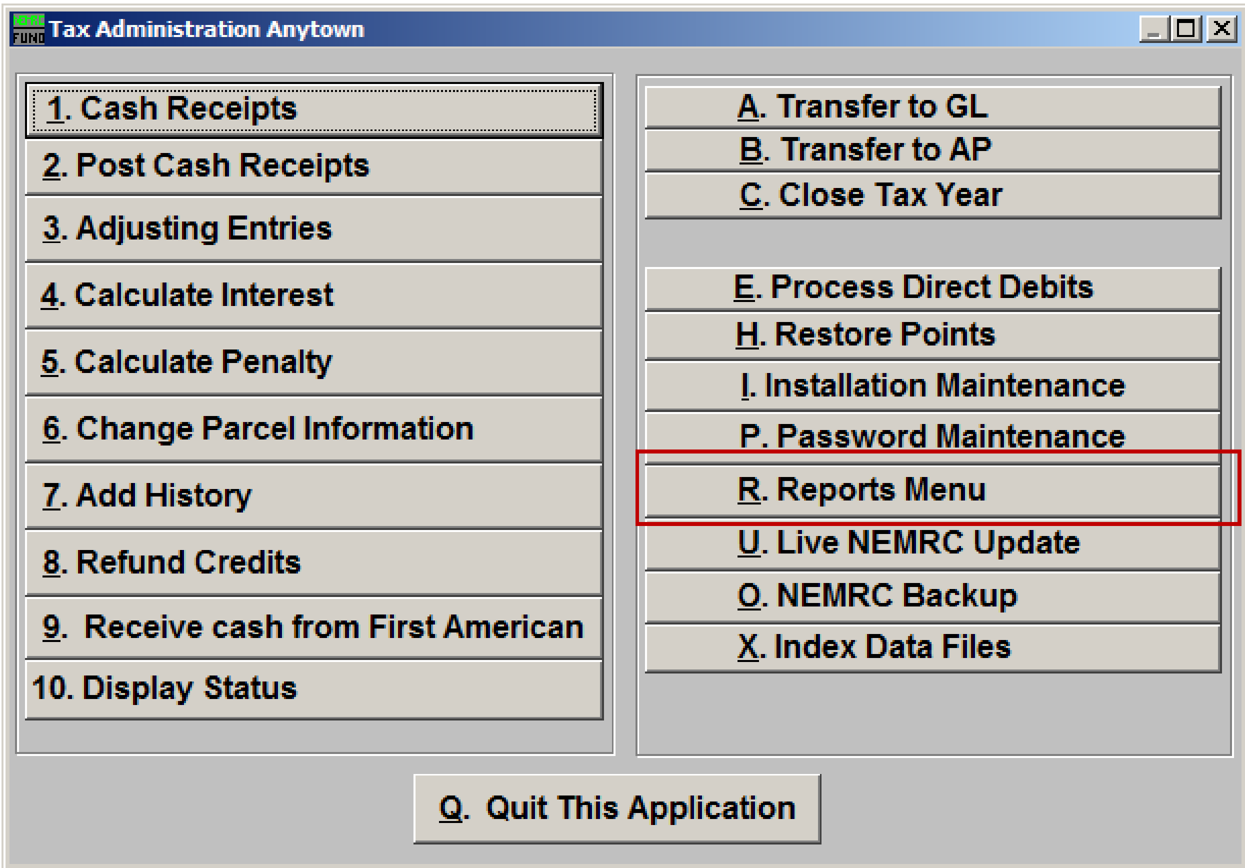
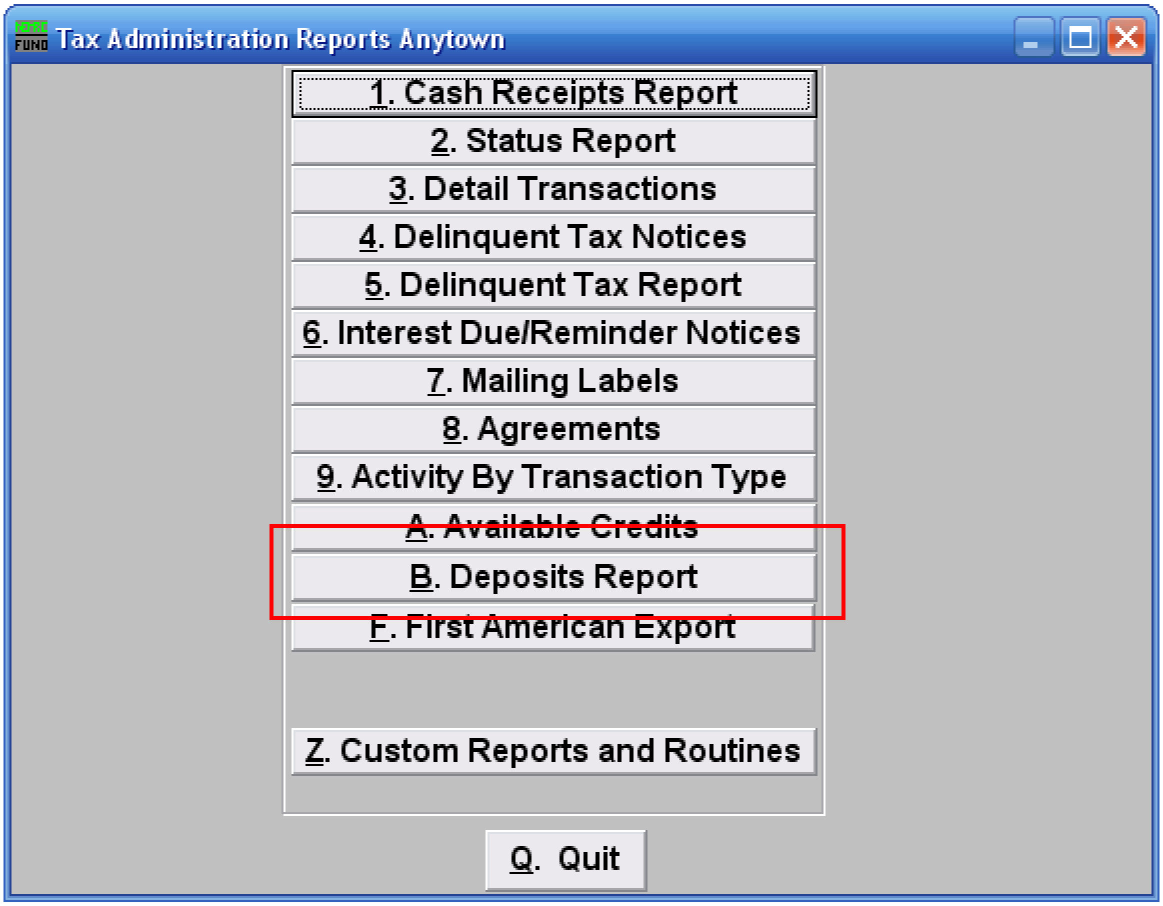
R. Reports Menu: B. Deposits Report

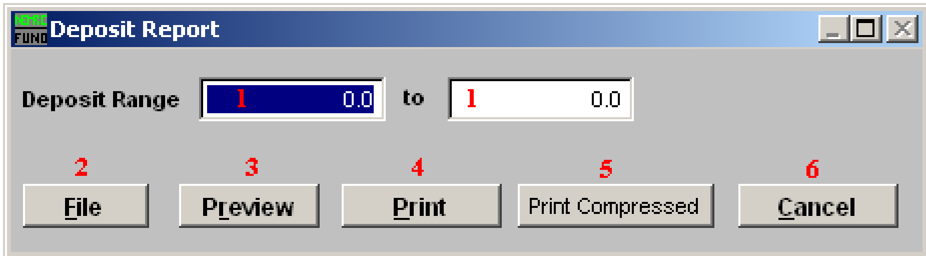


Click on “R. Reports Menu” from the Main Menu and the following window will appear:



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

Deposits Report



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.