Make a Deposit Overview and Topics

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Making a Deposit is the final step in Payment Processing. Once a Payment Batch has been completed, the batch will be ready to deposit to a bank account. For most companies the payment batch creation and the deposit are done by the same User.   If your company procedures have separated these two functions to different Users, User Group Security will control which Users are able to make the deposit.

Located on the *Make Deposit* data entry form is a checkbox labeled *Single Deposit in GL.* If your company is operating under multiple branches and customer payments contained within the payment batch being deposited are in multiple branches, the program will post one debit entry to the GL for the bank account where the deposit is going. If this checkbox is not selected, a debit entry to the G/L will be made to the bank account for each branch found in the payment batch.

Follow the topic links below for instructions and additional information related to Payment Deposits.

How to Make a Deposit   SedonaSetup
Reversing a Deposit   User Group Security
Viewing Deposited Batches