

# How to make a Deposit

Last Modified on 01/10/2023 10:00 am EST

Once all payments have been entered the batch may deposited into a bank account.

Located on the *Make Deposit* form is a checkbox labeled *Single Deposit in GL*. If this checkbox is selected, and 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 being posted. 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 steps on the following page to deposit the payment batch into a bank account.

**Make Deposit**

Deposit Date: 4/1/2015      Deposit Total: \$ 1,875.15

Single Deposit in GL

Branch Code: MI

Bank Account: 100200  
*Cash - Operating\**

Description: [CJ Checks 2015-04-01]       Check 21 Only  
 Print Deposit Ticket

Sel	Date	Description	Quan...	Tape Total	Entered Total	Balance
<input checked="" type="checkbox"/>	4/1/2015	CJ Checks 2015-...	3	1875.15	1875.15	0.00

Save      Close