View Deposited Batches

Last Modified on 01/10/2023 10:04 am EST

Users may view a list of all deposited batches, view the list of customer payments within each batch and drill down to the individual customer payments within the batch.

Navigate to the Accounts Receivable module and select the Payment Processing menu option. At the lower left of the *Payment Processing Batches* list click the *View Deposits* button.

Users may view a list of all deposited batches, view the list of customer payments within each batch and drill down to the individual customer payments within the batch.

Navigate to the Accounts Receivable module and select the Payment Processing menu option. At the lower left of the *Payment Processing Batches* list click the *View Deposits* button.

The *Deposits Made* list will be displayed showing all deposited payment batches. You may filter on a particular date range by using the *From Date* and *Thru Date* fields located in the upper right of the list. To open a batch to review the payments contained therein, highlight the desired payment batch then click the *View Checks* button located at the lower right of the list or double-click on the payment batch row to display a list of the payments.
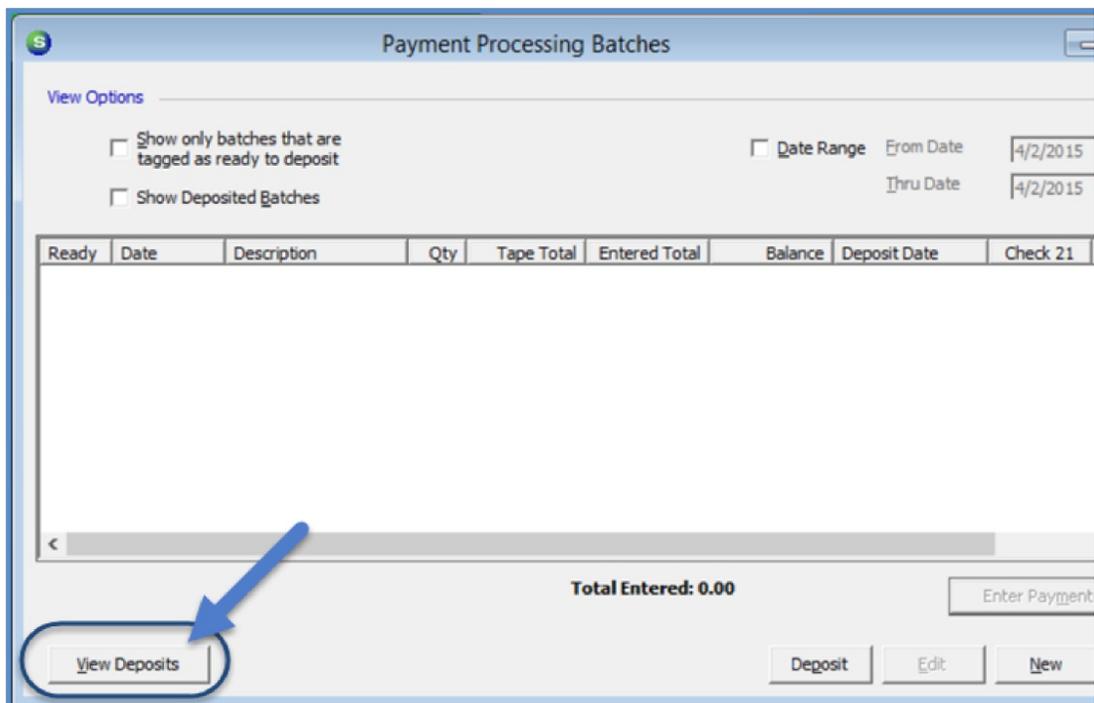
Deposits Made

Date	Description	Amount	Count	Account	Account Description	Cleared
4/1/2015	empty batch	0.00	0	100200	Cash - Operating*	N
4/1/2015	empty batch	0.00	0	100200	Cash - Operating*	N
4/1/2015	CJ Checks 2015-04-01	2125.15	4	100200	Cash - Operating*	N
3/25/2015	Checks	450.00	1	100200	Cash - Operating*	N
3/1/2015	ADI Rebate Check	500.00	1	100200	Cash - Operating*	N
10/24/2014	VISA Refund	-100.00	1	100200	Cash - Operating*	N
8/7/2014	ACH	350.00	2	100200	Cash - Operating*	N
8/7/2014	VISA/MAST	78380.71	62	100200	Cash - Operating*	N
6/17/2014	VISA/MAST	409137.92	3844	100200	Cash - Operating*	N
5/21/2014		100.00	1	100200	Cash - Operating*	Y
5/16/2014	VISA/MAST	2450.81	9	100200	Cash - Operating*	N
5/13/2014	Job deposits	500.00	1	100200	Cash - Operating*	N
5/13/2014	Visa/MC	2450.11	15	100200	Cash - Operating*	Y
5/13/2014	ACH	188.55	7	100200	Cash - Operating*	Y
5/13/2014	Checks 2014-05-13	250.00	1	100200	Cash - Operating*	Y
5/6/2014	Testing prepay AR c…	53.50	1	100200	Cash - Operating*	Y

From Date

Thru Date

View Checks   Close