

## Chapter 14

# Deposits

### IN THIS CHAPTER

- ✦ Handling Deposits
- ✦ Posting the Deposit and Printing the Deposit

## Handling Deposits

Before adding any deposits to Nexsure, the **receive payment** is entered and posted. The receive payment is separate from the deposits to allow the flexibility for persons who are not responsible for the bank account transactions to enter payment information.

When receive payments are added, the amounts are offset to the **undeposited funds** account automatically. The undeposited funds account is a mandatory account that holds all payment amounts until they are identified as being added to the bank account through a deposit. Below is an illustration of this offset. Once the receive payment is picked up in a deposit, it clears that undeposited fund amount.

**Payments Received**

Payment ID: 1312 Posted: <input type="checkbox"/> Processed: Date Booked: 12/12/2005 Data Created: 12/12/2005 Created By: Mary Oberleitner Reference #: Ck# Description: Allied Oct. 05 Stmt	Entity Type: Carrier Name: Allied Insurance 3rd Party Type: Payment Type: Check Payment Amount: \$4,000.00
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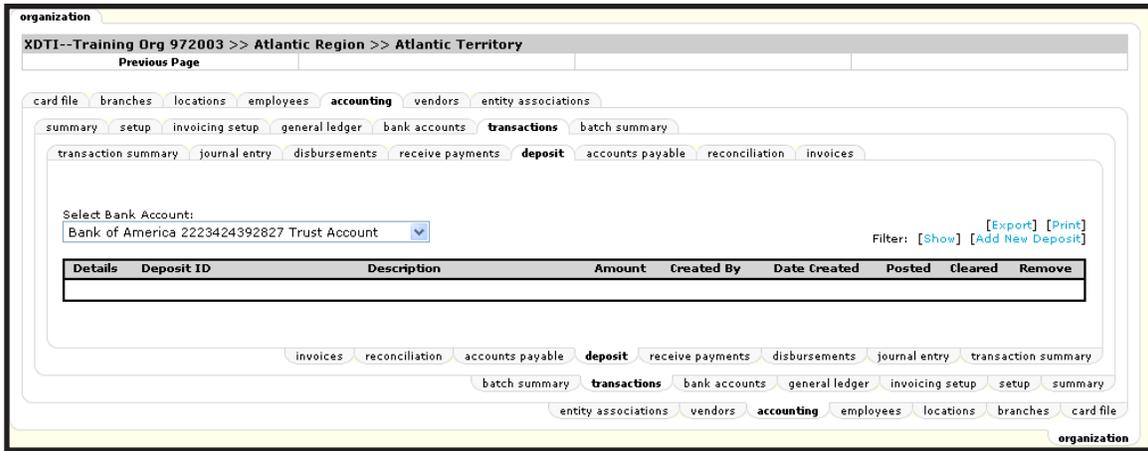
Payment Header  
 General Ledger  
 Accounts Payable  
 Reconciliation  
**Receive Payment Posting**

<b>Payment Summary</b>	Pay All Selected	Print	Post	Abort	Save	Add Row
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Account Number	Account Description	Debit	Credit
02.001.0000.000.00.110910	Reconciliation Clearing Act	\$0.00	\$4,000.00
02.001.0000.000.00.110900	Undeposited Funds Account	\$4,000.00	\$0.00
<b>Total:</b>		<b>\$4,000.00</b>	<b>\$4,000.00</b>

## Adding the Deposit

Begin by accessing the **deposit** tab by first clicking on the **ORGANIZATION** link on the **Primary** menu. Click the **territories** tab and click the **Details**  for the territory where the statement is to be reconciled. Click the **accounting** tab, the **transactions** tab and the **deposit** tab to bring up the **Deposit Summary** screen. If there are no results displayed, then the organization is new and no deposits have been previously done for the current date range. Use the **[Show]** link to search for previously posted or un-posted deposits as necessary.



To add the deposit first select the bank account to enter the deposit for in the **Select Bank Account** drop-down box located on the upper left of the deposit summary screen. Then click the **[Add New Deposit]** link located on the upper right of the screen. After clicking the **[Add New Deposit]** link the deposit is displayed.

There are three sections in the Deposit screen: **Deposit Header**, **Quick Navigation**, and **Input Fields**.

Section	Description
Deposit Header	<p>The Deposit Header section is located at the top of the tab with a shaded background. It summarizes the entire Deposit.</p> <p><u>Header Definitions:</u></p> <ul style="list-style-type: none"> <li>➤ <b>Deposit ID:</b> System-generated ID used to identify the deposit.</li> <li>➤ <b>Date Posted:</b> System-generated date is the date the deposit was actually posted. When posted, the box will contain a check.</li> <li>➤ <b>Cleared:</b> A box with a check inserted indicates that the deposit has cleared the bank. This is done when reconciliation of the bank account is completed by the organization.</li> <li>➤ <b>Date Created:</b> System-generated deposit creation date.</li> <li>➤ <b>Created By:</b> The logged in username is placed here at the point the deposit is added.</li> <li>➤ <b>Bank Name:</b> The name of the bank the deposit is being added to. This is selected prior to adding the deposit on the Deposit Summary screen and displays here on the header.</li> <li>➤ <b>Bank Account #:</b> The bank account number the deposit is being added to. This is selected prior to adding the deposit on the deposit summary screen and displays here on the header.</li> <li>➤ <b>GL Account:</b> This number is assigned when the bank account is added to the territory. The bank selected prior to adding the deposit determines what displays in the header.</li> <li>➤ <b>Balance:</b> The bank balance at the time the deposit was added.</li> <li>➤ <b>Deposit Amount:</b> Once entries (for the deposit) are made, the total of the deposit amount is added to the header.</li> <li>➤ <b>Estimated Balance:</b> The estimated balance shows the balance minus the amount of the deposit from the balance at the time the deposit was added.</li> <li>➤ <b>Description:</b> The description entered in the first description box on the deposit displays here in the header when the <a href="#">Save</a> link on the Navigation toolbar is selected.</li> <li>➤ <b>Difference:</b> The amount shown here is the difference between the Anticipated Total entered and the deposit amount. This will help track all the amounts entered on the deposit are included.</li> </ul>
Quick Navigation	<p>Located on the right side of the tab, the Quick Navigation links are used to access different sections of the deposit. This provides the user the flexibility to select the necessary links for the deposit.</p>

Section	Description
<b>Input Fields</b>	Input Fields are located at the bottom left portion of the screen. The displayed input fields correspond with the selected <b>bolded</b> link on the right side of the screen (Quick Navigation).

**Quick Navigation Link Definitions**

Link	Description
<b>General Ledger</b>	Any adjustments needed for the deposit are added here.
<b>Receipt</b>	This link is used to select the receive payments to be included in the deposit.
<b>Deposit Posting</b>	Contains all the General Ledger entries that are generated for the selected deposit. Posted entries do not display until items have been included and/or entries have been made.

After entering data into the input fields on the first page, click the **Save** link on the navigation toolbar or click one of the links on the right to save entries.

The screenshot displays a software interface for a deposit entry. At the top, there is a header section with the following information: Deposit ID: 710, Bank Name: Bank of America, Bank Account #: 2223424392827, GL Account: 02.001.0000.000.00.100000 Trust Account, Date Booked: 12/21/2005, Deposit Total: \$0.00, Date Created: 12/21/2005, Created By: Mary Oberleitner, Balance: \$1,478,609.39, Deposit Amount: \$15,850.00, Estimated Balance: \$1,478,609.39, Description: Deposit for 12/21/2005, and Difference: \$15,850.00. Below the header is a navigation toolbar with buttons for Deposit Summary, Include All Selected, Print, Post, Abort, Save, and Add Row. On the right side, there is a Quick Navigation menu with links for Deposit Header, General Ledger, Receipt, and Deposit Posting. The main area contains input fields for Date Booked (12/21/2005), Deposit Method (Deposit), Anticipated Total (15,850.00), Description (Deposit for 12/21/2005), and Internal Note (250 Max Chars). A red asterisk indicates required fields.

The **Anticipated Amount** is not a required field. Enter the total amount of the payments received to be included in the deposit here. If a difference is displayed in the header, then either the total entered is incorrect or not all entries were added in receive payments. This helps ensure that all items are entered into the deposit.

Notice the **Difference** in the deposit header is the same as the anticipated amount previously entered. This amount will change when the receipts have been added. To add the receipts, click the **Receipt** link on the right side of the screen. Any receipts not added to other deposits are available to add to this deposit.

Deposit ID: 710 Posted: <input type="checkbox"/> Cleared: <input type="checkbox"/> Date Booked: 12/21/2005 Date Created: 12/21/2005 Created By: Mary Oberleitner	Bank Name: Bank of America Bank Account #: 2223424392827 GL Account: 02.001.0000.000.00.100000 Trust Account Deposit Total: \$0.00 Balance: \$1,478,609.39 Deposit Amount: \$15,850.00 Estimated Balance: \$1,478,609.39 Description: Deposit for 12/21/2005 Difference: \$15,850.00	<b>Quick Navigation</b> Deposit Header General Ledger <b>Receipt</b> Deposit Posting																																													
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If more than one should be included in this deposit, click the box in the **Select** column to choose selected ones or the [\[Select All\]](#) link above the list on the left. Clicking the [\[Deselect All\]](#) link will clear the selections. Click the **Include All Selected** link on the navigation toolbar to include the selected receipts.

Deposit ID: 710 Posted: <input type="checkbox"/> Cleared: <input type="checkbox"/> Date Booked: 12/21/2005 Date Created: 12/21/2005 Created By: Mary Oberleitner	Bank Name: Bank of America Bank Account #: 2223424392827 GL Account: 02.001.0000.000.00.100000 Trust Account Deposit Total: \$0.00 Balance: \$1,478,609.39 Deposit Amount: \$15,850.00 Estimated Balance: \$1,478,609.39 Description: Deposit for 12/21/2005 Difference: \$15,850.00	<b>Quick Navigation</b> Deposit Header General Ledger <b>Receipt</b> Deposit Posting																																													
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After the Include All Selected link has been clicked, the Difference amount in the header now shows \$0.00. If the receipts selected were not the same the difference between them would be displayed instead.

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Click the **Deposit Posting** link on the right side of the screen to show how the accounts will be offset.

Deposit ID: 710 Posted: <input type="checkbox"/> Cleared: <input type="checkbox"/> Date Booked: 12/21/2005 Date Created: 12/21/2005 Created By: Mary Oberleitner	Bank Name: Bank of America Bank Account #: 2223424392827 GL Account: 02.001.0000.000.00.100000 Trust Account Deposit Total: \$15,850.00 Balance: \$1,478,609.39 Deposit Amount: \$15,850.00 Estimated Balance: \$1,494,459.39 Description: Deposit for 12/21/2005 Difference: \$0.00	<b>Quick Navigation</b> Deposit Header General Ledger Receipt <b>Deposit Posting</b>																
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Using the **General Ledger** link on the right side of the screen should only be used if the amount entered is not to be included on the Deposit Slip that goes to the carrier. The amount entered will offset the bank account but will not offset undeposited funds account. It is not recommended to use this link for deposits but to correct the original entry.

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<b>General Ledger</b> <table border="1"> <thead> <tr> <th>Account Number</th> <th>Description</th> <th>Debit</th> <th>Credit</th> <th>LID</th> <th>#</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>02001000000000100000</td> <td>Trust Account Deposit for 12/21/2005</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>Totals:</b></td> <td>\$0.00</td> <td>\$0.00</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Account Number	Description	Debit	Credit	LID	#	Remove	02001000000000100000	Trust Account Deposit for 12/21/2005						<b>Totals:</b>		\$0.00	\$0.00			
Account Number	Description	Debit	Credit	LID	#	Remove																		
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<b>Totals:</b>		\$0.00	\$0.00																					

**Note:** DO NOT post to any of the Mandatory General Ledger Accounts unless directed by XDimensional Technologies' Nexsure workflows. This can cause books to be out of balance as these accounts are used by Nexsure for automatic postings.

### Aborting the Deposit

If the deposit is not needed, it may be aborted prior to posting. Click the **Abort** link on the navigation toolbar.

Deposit ID: 710 Posted: <input type="checkbox"/> Cleared: <input type="checkbox"/> Date Booked: 12/21/2005 Date Created: 12/21/2005 Created By: Mary Oberleitner		Bank Name: Bank of America Bank Account #: 2223424392827 GL Account: 02.001.0000.000.00.100000 Trust Account Deposit Total: \$15,850.00 Balance: \$1,478,609.39 Deposit Amount: \$15,850.00 Estimated Balance: \$1,494,459.39 Description: Deposit for 12/21/2005 Difference: \$0.00								
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## Posting the Deposit and Printing the Deposit

To complete the Process, click the **Post** link on the navigation toolbar.

Deposit ID: 710 Posted: <input type="checkbox"/> Cleared: <input type="checkbox"/> Date Booked: 12/21/2005 Date Created: 12/21/2005 Created By: Mary Oberleitner	Bank Name: Bank of America Bank Account #: 2223424392827 GL Account: 02.001.0000.000.00.100000 Trust Account Deposit Total: \$15,850.00 Balance: \$1,478,609.39 Deposit Amount: \$15,850.00 Estimated Balance: \$1,494,459.39 Description: Deposit for 12/21/2005 Difference: \$0.00	<b>Quick Navigation</b> Deposit Header General Ledger Receipt Deposit Posting							
<table border="1"> <tr> <td><b>Deposit Summary</b></td> <td><b>Include All Selected</b></td> <td><b>Print</b></td> <td><b>Post</b></td> <td><b>Abort</b></td> <td><b>Save</b></td> <td><b>Add Row</b></td> </tr> </table>			<b>Deposit Summary</b>	<b>Include All Selected</b>	<b>Print</b>	<b>Post</b>	<b>Abort</b>	<b>Save</b>	<b>Add Row</b>
<b>Deposit Summary</b>	<b>Include All Selected</b>	<b>Print</b>	<b>Post</b>	<b>Abort</b>	<b>Save</b>	<b>Add Row</b>			

The **Post Deposit** screen is displayed providing an opportunity to review the deposit amount. Confirm the deposit amount is correct; click the **OK** button to complete the post.



Payment is in balance! Total Amount = \$15850.00

Do you wish to Post? Select Cancel to return to Payment or  
OK to Post.

After the deposit is posted the disbursement screen is refreshed and Post is no longer an option.

A deposit may be printed by clicking the **Print** link on the navigation toolbar and selecting **Deposit Slip** from the drop-down box and clicking the **OK** button.



Deposit ID: 710 Posted: <input checked="" type="checkbox"/> 12/21/2005 Cleared: <input type="checkbox"/> Date Booked: 12/21/2005 Date Created: 12/21/2005 Created By: Mary Oberleitner	Bank Name: Bank of America Bank Account #: 2223424392827 GL Account: 02.001.0000.000.00.100000 Trust Account Deposit Total: \$15,850.00 Balance: \$1,478,609.39 Deposit Amount: \$15,850.00 Estimated Balance: \$1,494,459.39 Description: Deposit for 12/21/2005 Difference: \$0.00	<b>Quick Navigation</b> Deposit Header General Ledger Receipt Deposit Posting
Deposit Summary    Include All Selected    Print    Reverse    Abort    Save    Add Row		

Reversed deposits will display on the summary screen with 2 deposit numbers with a “/” between them. This indicates the in and out of the entries. The associated receive payments are available again to be used in the new deposit.

Details	Deposit ID	Description	Amount	Created By	Date Created	Posted	Cleared	Remove
	704		\$1,000,000.00	Mary Oberleitner	11/09/2005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--
	703/702		\$1,000,000.00	Mary Oberleitner	11/09/2005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--
	702/703		(\$1,000,000.00)	Mary Oberleitner	11/09/2005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--
	118	Janet Anderson Penn National policy	\$200.00	Mary Oberleitner	11/12/2003	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--
	74	November Safeco Commission	\$700.00	Mary Oberleitner	11/06/2003	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--
	61		\$300.00	Mary Oberleitner	11/06/2003	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--

### Removing Deposits Not Posted

If the deposit is incorrect, it may be removed by clicking the **Remove** icon on the right side of deposit.

organization

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transaction summary    journal entry    disbursements    receive payments    **deposit**    accounts payable    reconciliation    invoices

Select Bank Account:  
 Bank of America 2223424392827 Trust Account

Filter: [Show] [Export] [Print] [Add New Deposit]

Details	Deposit ID	Description	Amount	Created By	Date Created	Posted	Cleared	Remove
	710	Deposit for 12/21/2005	\$15,850.00	Mary Oberleitner	12/21/2005	<input type="checkbox"/>	<input type="checkbox"/>	

invoices    reconciliation    accounts payable    **deposit**    receive payments    disbursements    journal entry    transaction summary

batch summary    **transactions**    bank accounts    general ledger    invoicing setup    setup    summary

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The abort confirmation is displayed allowing an opportunity to go back to the summary view without aborting the deposit. To confirm the deletion, click the **OK** button. Clicking the **Abort** link on the deposit itself works the same as removing from the summary screen.



## Reversing, Aborting and Removing Accounting Entries

Please refer to Chapter 6, "Reversing, Aborting, and Removing Accounting Entries" of this manual.

