

Deposit Slips

18 April 2008

Deposit Slips can be printed from a Form File or as a Utility. This section describes the Utility.

PrintBoss Deposit Slips are usually printed independently of the **HAS**. This is the more conventional sense of a deposit slip. The Deposit Slips can include the MICR, bank information, and company information from a PrintBoss bank record. The detail (description and amount) is hand entered on the screen.

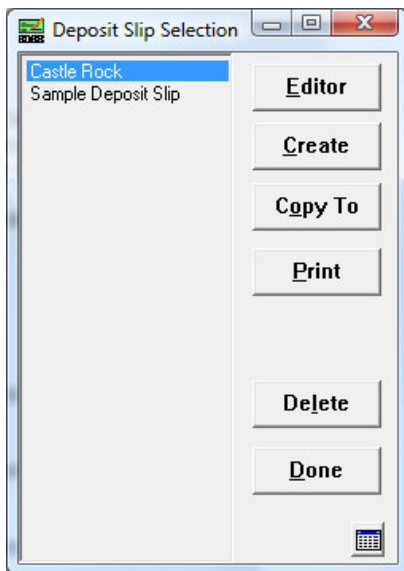
Any number of deposit slip files may be created. Each file typically specifies the bank record and a form (Deposit1 or Deposit3). This process is similar to Hand Checks (see Chapter 14).

NOTE:

Printing deposit slips from PrintBoss does NOT update the HAS database.

CREATING/EDITING DEPOSIT SLIPS

1. Open the PrintBoss Master Application.
2. Click on the **Utilities** menu and select **Deposit Slips**. A list of deposit slip specs defined by others may appear in the Deposit Slip Selection window. Otherwise, the list will be blank.
3. Select a deposit slip from the list or click the **Create** button and enter an 8 characters or less **Name** for the deposit slip.
4. Click **OK**. The new name appears in the **Deposit Slip Selection** list.



5. Select your deposit slip and click the **Editor** button.

9. Click **OK** on the Deposit Slip Print Utility dialog when you are finished making changes.

NOTE:

There should be one Deposit Slip created for each bank account that prints deposits.

PRINTING DEPOSIT SLIPS

1. Open the PrintBoss Master Application.
2. Click on the **Utilities** menu and select **Deposit Slips**. A list of deposit slip specs appear in the **Deposit Slip Selection** dialog. If the list is blank or the deposit slip needed is not in the list, return to *Creating/Editing Deposit Slips* for instructions on how to create a deposit slip.
3. Select the desired deposit slip and click **Print**. The specification fields are displayed in the **Deposit Slip Print Utility** dialog.
4. Confirm the **Bank Selection** is correct. This field determines the *Bank Information* and *Company / Account Information*.
5. Enter the appropriate **Descriptions** and **Amounts**. PrintBoss will keep a running total at the bottom of the screen. The final total will be printed on the deposit slip.
6. Click the **Print** button when you are finished.