Wellspring Software

Training Notes

Deposit Slips	1 September 2015

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

PrintBoss Deposit Slips are often printed independently of the accounting software. 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.
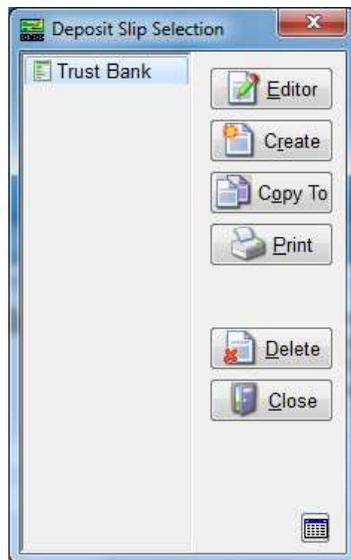
Any number of deposit slip files may be created. Each file typically specifies the bank record and a form (Deposit1 or Deposit3). This process is similar to Hand Checks (see Chapter 14).

NOTE:

Printing deposit slips from PrintBoss does NOT update the accounting software's 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 a **Name** for the deposit slip. Long names may be truncated based on the width of the Deposit Slip Selection window.
4. Click **OK**. The new name appears in the **Deposit Slip Selection** list.

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

6. Fill in the following fields.
    a. **Bank Information** – This information will update once you select a bank record from the **Bank Selection** drop down menu. The Bank Information fields are not editable.
    b. **Company / Account Information** – This information will update once you select a bank record from the **Bank Selection** drop down menu. These fields are not editable.
    c. **Bank Selection** – Choose the correct bank account for this Deposit Slip. This menu lists all the bank records from the PrintBoss Bank List.
    d. **Form Selection** – In most cases, this should be set to either the *Deposit1* or *Deposit3* form. Deposit1 prints a single deposit slip with a copy above the actual slip. The copy does not print the MICR line. Deposit3 prints a deposit slip with two copies – all of the slips print the MICR line.
    e. **Print Deposit Date** – Check this option to print a date on the deposit slip. This field can be edited once it is selected.

NOTE:

1. This Deposit Slip form is different than the forma used to print deposits directly from QuickBooks or other accounting systems. The form that is triggered from QuickBooks is QB_Dpst2 and is available in Top, Middle, and Bottom deposit formats.

    f. **Print Copy** – This option is only available when **Printer** is selected as the **output**. A copy of the deposit slip is sent to the printer with the words *Deposit Slip Copy* printed on the second page where the MICR line appears on the first page.
    g. **Send output to** – There are two options on this drop down menu.
        i. **Printer** –Send the deposit slip(s) directly to the printer. No work or archive file is created. The destination printer is defined by the selected form.
        ii. **Work File** – Process the deposit slip(s) using the form's settings for print time, copies, and archiving. A work file is created. This is the recommended setting

📖   See Chapter 9, *Form Files*, for more information on form settings.

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7. **Description** and **Amount** entries made on the right hand side of this dialog do not carry over to the Print function when entered from the Editor. They are only for Preview purposes. They will print when entered from the Print function.
8. Select **Preview** to view the deposit slip layout before printing.
9. Click **Close** 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* above 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 **Amount** detail. PrintBoss will keep a running total at the bottom of the screen. The final total will be printed on the deposit slip.
6. Click **Preview** to view the deposit slip before printing.
7. Click the **Print** button to create the deposit slips.
8. Click **Close** on the Deposit Slip Print Utility dialog when you are finished.