

POSTING BANK DEPOSITS / DRAWS RECEIVED

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The Add/Edit Deposits window is used for posting monies and draws received. Its main purpose is to post deposits to Bank (Cash) Accounts, but it can also be used to post Interim Loan Draws that may NOT result in an actual Cash Deposit. (This can happen, for example, when a Lot Draw is incurred, but no cash is received.) The posting of these “zero” deposits is described in a separate Help document.

To open the Add/Edit Deposits window, click on ‘**Bank Deposits**’ under the Task Menu on the Navigation/Home window. OR, simply type ‘**DP**’ in the Index field on the navigation window. [Index-> DP - Add/Edit Deposits](#)

The “Top Portion” of the window is used for posting the Total Deposit amount to the Bank/Cash Account. The “Bottom Portion” of the window is used to allocate the “revenue” side of the deposit entry to the appropriate Payors, General Ledger accounts, Deposit Categories, etc.

Fields and buttons on the Add/Edit Deposits Window are described on the following pages.

Add/Edit Payors/Customers | Add/Edit Deposit Categories | Deposit Reports | Cash Balances | Print Deposit Journal Entry | Current Period

ADD or EDIT DEPOSITS

Add New Deposit

Delete Deposit

FIND DEPOSIT

CASH (BANK) ACCOUNT	DATE	DEPOSIT #	Total Deposit
1020 - CASH-CONSTRUCTION CHECKING	02/05/02	DP-020502	\$21,157.45

Gen Ledger Bal

\$0.00

Add 1st Line to Allocate Deposit
(What is it for?)

Change Cash Account or
Total Deposit Amount

Select Task	Payor	COMPASSBAN	AR Inv#	0	<No #	AR#'s	Category	INTERIM DRAW	Check#	Amount
	Job	H11RIVER	CO Num	NONE	<-No CO Num	GL #	2000-CONSTRUCTION LC			\$21,202.45
	Dept	CH	Desc	Compass - Draw 1		Job Cost	0-0-NONE	Markup	0.00%	New Line
	Payor	COMPASSBAN	AR Inv#	0	<No #	AR#'s	Category	JOB COST	Check#	
	Job	H11RIVER	CO Num	NONE	<-No CO Num	GL #	1430-DIRECT CONSTRUC			(\$45.00)
	Dept	CH	Desc	Compass - Wire Fee		Job Cost	6510-Overhead - m	Markup	25.00%	New Line

Please do not use spaces in the AR Invoice Number!

Total \$21,157.45

Once the 1st Line has been added, the Date and Deposit # cannot be changed. To change those, delete the deposit and reenter it. HINT: Print the Deposit JE first.

Accounting Note: Positive amounts entered in the allocation section will be posted to the books as credits and negative amounts are posted as debits. The total of these lines should equal the TOTAL DEPOSIT amount above.

Please use the ENTER KEY on your keyboard to move from field to field, INSTEAD of clicking in a field with your mouse. It's best to let CHS control the data entry order.

ADD/EDIT DEPOSITS WINDOW

This is a screenshot of the Add/Edit Deposits Window. The buttons and fields on the window are described below and on following pages.

Add/Edit Payors/Customers | Add/Edit Deposit Categories | Deposit Reports | Cash Balances | Print Deposit Journal Entry | Current Period

ADD or EDIT DEPOSITS **Add New Deposit** **Delete Deposit**

FIND DEPOSIT	CASH (BANK) ACCOUNT	DATE	DEPOSIT #	Total Deposit	Genl Ledger Bal
DP-020502	1020 - CASH-CONSTRUCTION CHECKING	02/05/02	DP-020502	\$21,157.45	\$0.00

Add 1st Line to Allocate Deposit (What is it for?) Change Cash Account or Total Deposit Amount

Select Task	Payor	COMPASSBAN	AR Inv#	0	<No #	AR#'s	Category	INTERIM DRAW	Check#	Amount
	Job	H11RIVER	CO Num	NONE	<-No CO Num	GL #	2000-CONSTRUCTION LC	Amount		\$21,202.45
	Dept	CH	Desc	Compass - Draw 1	Job Cost	0-0-NONE	Markup	0.00%		New Line
Select Task	Payor	COMPASSBAN	AR Inv#	0	<No #	AR#'s	Category	JOB COST	Check#	Amount
	Job	H11RIVER	CO Num	NONE	<-No CO Num	GL #	1430-DIRECT CONSTRUC	Amount		(\$45.00)
	Dept	CH	Desc	Compass - Wire Fee	Job Cost	8510-Overhead - m	Markup	25.00%		New Line

Please do not use spaces in the AR Invoice Number! **Total** \$21,157.45

Note that these should be the same amount when you finished posting the deposit!

FIND DEPOSIT: - Use this field to find a posted deposit. Click the drop down button to see all posted deposits, OR use the F4 key while the cursor is in the Find field. Find the deposit in the list and click on it, or press "Enter" when it is highlighted.

BUTTON: Add New Deposit - Use this button to add a New Deposit. (Hold down Alt Key, Press Letter N)

BUTTON: Delete Deposit - Use this button to delete the entire deposit. (described later in this document)

CASH (BANK) ACCOUNT (top portion) - Required. Use the drop down list to select the appropriate Cash/Bank Account. You MUST select a Cash account other than the Default zero. Cash Accounts are set up on the Accounting Chart of Accounts and are ones that are marked as 'Yes' in the Cash Account field. See Help documents about setting up the Chart of Accounts.

DATE (top portion) - Required. Enter the date of the Deposit. Enter dates as six digits. (Ex: For Feb 15, 2007, enter 021507) If a date is entered that is outside of the Current Period set up for accounting entries, a warning message will pop up. You can use the 'Current Period' button on the toolbar at the top of the window to view or change the dates for your current period. If the date entered falls before the Balance Forward date for your accounting records, a window will open to verify that you want to post the deposit as a 'Prior Period Deposit'. See Help document about Prior Period Deposits by using the Question Mark

Add/Edit Deposits Window - continued

button towards the top right of the window.

NOTE: After the first allocation line of the deposit has been added (as described farther down), the Date cannot be changed.

DEPOSIT # (top portion) - Required. The program will supply a Deposit Number for you (UNLESS the one it tries to supply has already been used). OR, you may enter your own Deposit Number that uniquely identifies the Deposit. It can help to use the drop down list in that field to see other deposit numbers used. NOTE: After the first allocation line of the deposit has been added (as described farther down), the Deposit Number cannot be changed.

Total Deposit (top portion) - Required. Since this is a Deposit that will increase the Bank/Cash Account, enter the Total amount of all checks/monies included in the deposit as a positive amount. Enter the amount that is actually deposited to the bank account here!

BUTTON: Change Cash Account or Total Deposit Amount - Use this button to change the Cash Account OR the Total Deposit Amount. Those fields are locked after a deposit is posted in order to protect against accidental changes. When the button is clicked, a record of the deposit is sent to the Audit table along with the name of the user that clicked the button.

BUTTON: Add 1st Line To Allocate Deposit (What Is It For?) - Use this button to move to the bottom portion of the window in order to allocate the deposit to appropriate Payors, Deposit Categories, G/L numbers, etc. The total of allocation lines MUST equal the Total Deposit to keep your accounting books in balance!

Payor - This field identifies what entity (customer, payor) the money is from. Select a Payor ID from the drop down list (or start typing in the Payor ID). If the Payor is not in the list, use the + button to the right of the field to set up a payor. See Help documents on the window that opens about setting up Payors.

Job - Use the drop down list (or type) to select the appropriate Job Code (or start typing in the Job Code). If the entry does not apply to a job, leave the generic "H" job code in the field. If the Job is not in the list, use the + button to the right of the field to set up jobs. See Help documents on the window that opens about setting up jobs.

Dept. - Use the drop down list (or type) to enter the appropriate Department Code. If the department is not in the list, use the + button to the right of the field to set up departments. See Help documents on the window that opens about setting up departments.

AR Inv # - IF the deposit is in payment of an Accounts Receivable invoice for the selected Payor, use the drop down list to select the appropriate Accounts Receivable invoice number. A window will pop up with the detail of the invoice. See more information later in this document about posting deposits to Accounts Receivable invoices.

AR NOTE: If the deposit is paying for more than one Accounts Receivable invoice, the deposit will need to be split into

Add/Edit Deposits Window - continued

multiple allocation lines by using the 'New Line' button at the end of the line.

AR NOTE 2: If an AR Invoice number is selected, the only GL # (chart of accounts number) you will be able to use is the control account for accounts receivable. The program will supply that number after an invoice number is selected.

AR NOTE 3: To remove an AR Invoice number from the field because the deposit allocation line is not for an AR Invoice selected, use the 'No #' button to the right of the field.

AR NOTE 4: If the deposit is an advance payment for an Accounts Receivable invoice, you can type in an AR invoice number that has not been created. To decide on an invoice number to use, there is a field labeled 'AR #'s' to review previous AR invoice numbers that should help.

CO Num - If the deposit line is for payment of a Change Order that has been posted, select the Change Order number from the drop down list. After selecting a CO Number, the program will supply the words 'Change Order' as the Deposit Category. If the deposit is for more than one change order, the deposit will need to be split into multiple allocations lines by using the 'New Line' button at the end of the line.

To remove a Change Order number from the field because the deposit allocation line is not for a Change Order, use the 'No CO Num' button to the right of the field.

Desc - Type in descriptive text about the deposit. This text will appear of various deposit and revenues reports. The description may include up to 40 characters.

Category - Deposit Categories are used to group and total deposit lines on Deposit and Job Revenues Reports. There are various events that can be triggered by some of the categories that the program supplies. The categories that trigger these events are described below. You can set up additional deposit categories by clicking the + button to the right of the field. Note, however, that the additional categories should NOT be similar to the ones described below that trigger events. (See Help Document about setting up Deposit Categories.)

REVENUE CATEGORY NOTE: The only Revenues that appear on Job Cost and Revenue Reports are ones that are posted on the Add/Edit Deposit window, but there are a few deposit categories that will cause an allocation line NOT to appear as a Job Revenue on the reports. Those categories are: Accounts Receivable, Sales Tax, Job Cost, Job Cost Credit, and Deduction.

Deposit Categories that trigger events are:

Add/Edit Deposits Window - continued

Accounts Receivable - Select this category ONLY if this is a miscellaneous Accounts Receivable payment that should NOT be recognized as a Job Revenue. It is NOT really necessary to ever use the Accounts Receivable category. The program recognizes receivables entries based on the AR Inv # and Receivables control GL number.

Deduction - Use this when posting a deduction from a deposit that is NOT a job cost.

Job Cost - Use this category when posting a deduction from a deposit that IS a Job cost (like wire fees or closing costs - see screenshot on a previous page). The G/L accounting number to use should be the same one that is generally used for posting job costs when posting vendor bills. If the 'Job Cost' deposit category is selected, the fields 'Job Cost' for entering a Cost Code and 'Markup' will be enabled in order to further identify the line as a job cost, rather than a job revenue. Generally, the amount for the line will be a negative amount that is a reduction to a previous positive revenue amount. (Accountants' Note: Behind the scenes, the program turns positive amounts from the deposit allocation window into credits and negative amounts into debits.)

Job Cost Credit - Use this category when posting a deposit that is a reimbursement for a Job Cost. The G/L accounting number to use should be the same one that is generally used for posting job costs when posting vendor bills. If the 'Job Cost Credit' deposit category is selected, the fields 'Job Cost' for entering a Cost Code and 'Markup' will be enabled in order to further identify the line as a job cost, rather than a job revenue. Generally, the amount for the line will be a positive amount (or a credit behind the scenes as described under Job Cost above).

GL # - If there is a "default" General Ledger accounting number associated with the Deposit Category selected, that default account number will automatically drop into the GL # field. It can be very handy to have your accountant help with attaching G/L accounting numbers to Deposit Categories so a data entry person does not have to remember which G/L number to use. (See info on the Deposit Category setup window). Default G/L numbers that drop in can be overwritten, if needed, when entering a deposit line.

The G/L accounting number (from your Chart of Accounts) is used to post the deposit line to your accounting books. The G/L account will determine where the entry appears on Financial statements. To add a G/L number to the Chart of Accounts, use the + button to the right of the field.

Job Cost code - If the JOB COST or JOB COST CREDIT deposit categories were selected, this field will be enabled to identify the line as a Job Cost entry rather than a Revenue entry. Select a Cost Code from the drop down list.

Markup - If the JOB COST or JOB COST CREDIT deposit categories were selected, this field will be enabled. The program will supply the markup percent that was set up for the Cost Code on the Job's Budget. You may change the Markup % if necessary. Use a decimal number. Ex: for 25%, use .25

Add/Edit Deposits Window - continued

Check # - Optional. Enter the payor's check number.

Amount - UNLESS this entry is for a JOB COST or DEDUCTION, the amount entered will probably be a positive number. JOB COST or DEDUCTION amounts are usually entered as negative numbers. (For Accountants' information, the program will convert the positive numbers to credits, and the negative numbers to debits in your accounting books.) The total of the allocation line amounts entered must equal the TOTAL DEPOSIT amount entered at the top of the window to keep your accounting books in balance.

BUTTON: New Line - Click this button to add another allocation line to the deposit . If you are finished posting the entire deposit, and want to start another one, use the "Add New Deposit" button at the top of the window. (HINT: It can help to hold down the Alt key and press the underlined letter N for this.)

CHECK THE GENERAL LEDGER BALANCE! - After you are finished posting a Deposit entry, be SURE to check the "Genl Ledger Bal" box at the top right of the window. If everything is "in balance", the amount shown should be a zero (unless another user is also in the middle of posting entries). If it is not zero, check your entries!

NOTE: Post NSF Deposit returns on the Add/Edit Deposits screen using a negative amount for "Total Deposit" AND a negative amount in the Deposit Allocation. NSF Deposit returns should not be posted on the Adjusting Journal entries screen.

NOTE: Customer Refunds should be posted on the same window used to post Vendor Bills. Be SURE to read the information in the Payables helps documents about posting Customer Refunds so they will be marked as a reduction to Job Revenues.

Posting Deposits for Accounts Receivable Invoices

If an Accounts Receivable Invoice number is selected on a deposit allocation line, a window will open that displays the detail lines of the invoice. That window can be used to select the amounts to post on the deposit window.

Payor	KINGTAM	+	AR Inv#	65434	<No #	AR#'s	Category	MISC	+	Check#	0
Job	H	+	CO Num	NONE	<-No CO Num	GL #	1210-ACCOUNTS RECEIV	+	Amount	\$0.00	
Dept	OH	+	Desc	0		Job Cost	0-0-NONE	Markup	0.00%	New Line	

Information about using the 'Unrecognized Revenue' features are described in the Accounts Receivable Help documents.

See Info below the screenshot.

Accounts Receivable Records For Invoice Number: 65434

KINGTAM TAMARA KING

Click or use your space bar to place a check mark at the end of a line to post the amount to the current deposit line. OR, use the button at the bottom of the window to Post the Total Amount.

Note: IF entries were not posted to the GL account for Unrecognized Receivables Revenues, amounts can be changed on the deposit window after they are posted, or just entered manually, if preferred.

JRNL	DATE	JOB	DEPT	Description	Tax Line?	AMOUNT	\$ To Post		GL NUM	GL# To Recognize Rev. or Tax
AR	12/01/06	H	OH	T King - reimburse office su	NO	\$35.80	\$35.80	<input checked="" type="checkbox"/>	8270	0-DEFAULT
AR	12/01/06	H	OH	Tamara King - reimburse tel	NO	\$143.50	\$143.50	<input type="checkbox"/>	8260	0-DEFAULT

TOTAL Invoice Balance (not including current deposit line) \$179.30

Total in the \$ To Post Column \$179.30

Post the TOTAL Amount in Blue

If the GL NUM in black is 1212 for Unrecognized Revenue, CHS will post an entry to reverse the amount out of GL 1212 and another entry to recognize it in the GL Number selected in blue below. Either way, CHS will post the amount shown to the current deposit

On the window shown above, you can use the fields in blue text to type in amounts to post to the current deposit line. OR, you can click in a check box to the right of an invoice line amount to use that amount for the deposit line. OR, simply use the button labeled to 'Post the TOTAL Amount in Blue' at the bottom of the window.

We placed a check mark on the \$35.80 line and the program automatically filled in the deposit description and amount on the deposit line..

Payor	KINGTAM	+	AR Inv#	65434	<No #	AR#'s	Category	MISC	+	Check#	0
Job	H	+	CO Num	NONE	<-No CO Num	GL #	1210-ACCOUNTS RECEIV	+	Amount	\$35.80	
Dept	OH	+	Desc	T King - reimburse office supplies			Job Cost	0-0-NONE	Markup	0.00%	New Line

Delete Deposit

To delete an entire Deposit entry, use the **'Delete Deposit'** button at the top of the window. The deposit window will close so that it can be refreshed when reopened after a deposit has been deleted. A pop up window will open to verify that you would like to delete the deposit (as shown below).

To Delete one allocation line on the deposit window, use the **'Select Task'** field to the left of the allocation line. The select the task to **'Delete Line'**. (described on following pages).

NOTE: A Note is sent to the audit table about the deletions and who deleted them!

FIND DEPOSIT		CASH (BANK) ACCOUNT		DATE	DEPOSIT #	Total Deposit	Genl Ledger Bal	
9369		1020 - CASH-CONSTRUCTION CHECKING		06/05/02	9369	\$51,491.54	\$0.00	

Add 1st Line to Allocate Deposit (What is it for?) Change Cash Account or Total Deposit Amount

Select Task	Payor	AR Inv#	Category	Check#
	COMPASSBAN	0	INTERIM DRAW	12345
	H11RIVER	NONE	2000-CONSTRUCTION LC	\$51,491.54
	CH	Compass Bank - Draw 5	0-0-NONE	0.00%

CHS

The Add/Edit Deposit window has closed so the deposit shown below can be deleted. The Main Navigation window will open after choosing whether or not to delete the deposit.

Deposit Number	9369
Deposit Date	6/5/2002
Deposit Amount	\$51,491.54

Delete the Deposit and it's Associated Entries

Do Not Delete the Entries

Select Tasks Related to the Deposit Allocation Line

To the left of every allocation line on the Add/Edit Deposits window is a 'Select Task' field. Use the drop down button in that field to click on a task related to the allocation line. The tasks available are described in this section.

Select Task	Payor	KINGTAM	+	AR Inv#
	Job	H	+	CO Num
Accounts Receivable Open Invoices Accounts Receivable Report For Selected Payor Activities/Notes For This Payor Delete Line List Payor Deposits Revenues Report for Selected Job Revenues/Sales Tax Recognition Entries For Invoice				

Accounts Receivable Open Invoices - Will pop up a window that lists all open accounts receivable invoices for the Payor selected on the line.

Open Accounts Receivable Invoices For Payor		
Payor ID	Invoice Num	Open Balance
KINGTAM	65434	\$143.50
		Review
TOTAL		\$143.50

Record: 1 of 1

Select Task	Payor	KINGTAM	+	AR Inv#
	Job	H	+	CO Num
Accounts Receivable Open Invoices Accounts Receivable Report For Selected Payor Activities/Notes For This Payor Delete Line List Payor Deposits Revenues Report for Selected Job Revenues/Sales Tax Recognition Entries For Invoice				

Accounts Receivable Report For Selected Payor - Opens a report that displays ALL Accounts Receivable Invoices for the Payor selected on the line.

Accounts Receivable Ledger

KINGTAM	TAMARA KING			
INVOICE NUMBER: 65434				
01-Dec-06 DEPOSIT	T King - reimburse office supplies	H	OH	(\$35.80)
01-Dec-06 AR	T King - reimburse office supplies	H	OH	\$35.80
01-Dec-06 AR	Tamara King - reimburse telephone exp	H	OH	\$143.50
		65434	TOTAL	\$143.50
Grand Total				\$143.50

Select Task	Payor	KINGTAM	+	AR Inv#
	Job	H	+	CO Num
Accounts Receivable Open Invoices Accounts Receivable Report For Selected Payor Activities/Notes For This Payor Delete Line List Payor Deposits Revenues Report for Selected Job Revenues/Sales Tax Recognition Entries For Invoice				

Activities/Notes For This Payor - Opens the Activities/Notes window that can be used to record notes about the Payor. See Help documents available on the Activities window.

Continue to next page.

Select Tasks Related to the Deposit Allocation Line - continued

Select Task	Payor	BROWNJAC	+	AR Inv#
	Job	H11RIVER	+	CO Num
Accounts Receivable Open Invoices Accounts Receivable Report For Selected Payor Activities/Notes For This Payor Delete Line List Payor Deposits Revenues Report for Selected Job Revenues/Sales Tax Recognition Entries For Invoice				

Delete Line - When 'Delete Line' is selected, you will receive a pop up message that the 'DELETE' button is now visible. **IMPORTANT!** If the delete button is clicked, the line will be **AUTOMATICALLY DELETED!**

Select Task	Payor	BROWNJAC	+	AR Inv#	0	<No #	AR#'s	Category	CHAI
	Job	H11RIVER	+	CO Num	H11RIVER-021	<-No CO Num	GL #	2021	
	Dept	CH	+	Desc	Jack Brown - Chg Order pmts	Job Cost	0-0-0		

DELETE

DELETE BUTTON ENABLED

The Delete button is now visible for this line. NOTE! If it is clicked, the line will automatically be deleted!

OK

Deposits Report

Select Task	Payor	BROWNJAC	+	AR Inv#
	Job	H11RIVER	+	CO Num
Accounts Receivable Open Invoices Accounts Receivable Report For Selected Payor Activities/Notes For This Payor Delete Line List Payor Deposits Revenues Report for Selected Job Revenues/Sales Tax Recognition Entries For Invoice				

BROWNJAC JACK AND JILL BROWN

DEPOSIT CATEGORY	JOB	DESCRIPTION	REF/CK #	GL NUM	AMOUNT
01-Dec-01 DP-120101					
DOWN PAYMENTS	H11RIVER	J Brown - down pmt		1090	\$5,000.00
					\$5,000.00
25-Jan-02 DP-012502					
CHANGE ORDER	H11RIVER	Jack Brown - Change Order pmt	1234	2021	\$1,625.00
					\$1,625.00
31-Mar-02 7113					
CHANGE ORDER	H11RIVER	Change Order 03	1249	2021	\$1,375.00
CHANGE ORDER	H11RIVER	Change Order 04	1249	2021	\$1,000.74
					\$2,375.74
01-Jan-06 444444					
MISC	H	ar pmt	6543	1210	\$35.06
					\$35.06
01-Jun-06 2034					
CHANGE ORDER	H11RIVER	Change Order partial pmt	1234	2021	\$3,450.00
SALES TAX	H11RIVER	CO h11RIVER-05 Sales Tax Entry	1234	2350	\$284.62
					\$3,734.62
18-Jun-06 7111					
INTERIM DRAW	H11RIVER	testing ar pmt	6789	2000	\$1,400.00
					\$1,400.00
26-Jun-06 7292					
ACCOUNTS RECEIVABLE	H11RIVER	Reverse Unrecognized Revenues or Tax	0	1212	(\$3,000.00)
ACCOUNTS RECEIVABLE	H11RIVER	SALES TAX ENTRY	0	2000	\$2,000.00

List Payor Deposits - Opens a report that lists ALL deposits that have been posted for the selected Payor. The report groups the deposits by Deposit Number.

Select Tasks Related to the Deposit Allocation Line - continued

Select Task	Payor	BROWNJAC	+	AR Inv#
	Job	H11RIVER	+	CO Num
Accounts Receivable Open Invoices Accounts Receivable Report For Selected Payor Activities/Notes For This Payor Delete Line List Payor Deposits Revenues Report for Selected Job Revenues/Sales Tax Recognition Entries For Invoice				

Revenues Report for Select Job - Opens a report that lists All deposits posted for the selected job. The deposits are grouped and subtotaled by Deposit Category.

REVENUES RECEIVED (Deposits in Historical Table are NOT included.) H11RIVER
11 RIVER RUN - Brown

CHANGE ORDER					
DOC #	DATE	PAYOR	DESCRIPTION	AMOUNT	CO NUMBER
DP-012502	25-Jan-02	BROWNJAC	JACK AND JILL BROWN	Jack Brown - Charge Order pmt	\$1,625.00 H11RIVER-021
7113	31-Mar-02	BROWNJAC	JACK AND JILL BROWN	Charge Order 04	\$1,000.74 h11RIVER-04
7113	31-Mar-02	BROWNJAC	JACK AND JILL BROWN	Charge Order 03	\$1,375.00 h11RIVER-03
2034	01-Jun-06	BROWNJAC	JACK AND JILL BROWN	Charge Order partial pmt	\$3,450.00 h11RIVER-05
CHANGE ORDER TOTAL				\$7,450.74	

DOWN PAYMENTS					
DOC #	DATE	PAYOR	DESCRIPTION	AMOUNT	CO NUMBER
DP-120101	01-Dec-01	BROWNJAC	JACK AND JILL BROWN	J Brown - down pmt	\$5,000.00 NONE
DOWN PAYMENTS TOTAL				\$5,000.00	

INTERIM DRAW					
DOC #	DATE	PAYOR	DESCRIPTION	AMOUNT	CO NUMBER
DP-020502	05-Feb-02	COMPASSBA	Compass Bank	Compass - Draw 1	\$21,258.70 NONE
DP-030602	06-Mar-02	COMPASSBA	Compass Bank	Compass - Draw 2	\$18,258.77 NONE
DP-041002	10-Apr-02	COMPASSBA	Compass Bank	Compass - Draw 3	\$76,131.58 NONE

There are hidden Revenue/Sales Tax Recognition Entries Associated with this Deposit! See Journal Entry on Toolbar.

IF the current deposit used the feature to recognize revenues from Accounts Receivable entries ONLY when deposits are posted, a note will display towards the top of the Add/Edit Deposits window.

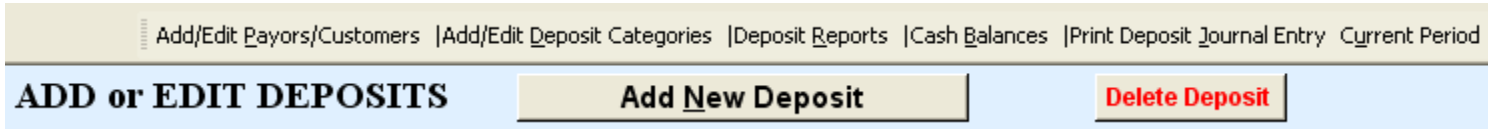
Select Task	Payor	BROWNJAC	+	AR Inv#
	Job	H11RIVER	+	CO Num
Accounts Receivable Open Invoices Accounts Receivable Report For Selected Payor Activities/Notes For This Payor Delete Line List Payor Deposits Revenues Report for Selected Job Revenues/Sales Tax Recognition Entries For Invoice				

You can select the 'Revenues/Sales Tax Recognition Entries For Invoice' to pop up a window that displays the related 'Recognition Entries'. That window can be used to delete the related entries if it is necessary to do so in order to delete the deposit.

See more about Revenue Recognition entries in the Accounts Receivable Help Documents.

Toolbar and Reports on Add/Edit Deposits Window

The toolbar at the top of the Add/Edit Deposits window can be used to display information or open windows that can be useful while posting deposits. The buttons can be triggered by clicking on them OR by holding down the Alt key on your keyboard and pressing the underlined letter shown on the button. The toolbar buttons are described in this section.



Add/Edit Payors/Customers - Will pop up a window to add or edit payors. The same window can be opened by clicking the Plus (+) button to the right of the Payor field on a deposit allocation line. See Help documents about setting up Payors on the window that opens.

Add/Edit Deposit Categories - Will pop up a window to add or edit Deposit Categories. The same window can be opened by clicking the Plus (+) button to the right of the Category field on a deposit allocation line. See Help documents about setting up Deposit Categories on the window that opens.

Deposit Reports - Will pop up a window to use for printing various types of Deposit Reports. See information about the Deposit Reports on the following pages.

Cash Balances - Will pop up a window that displays Cash Balances for all Cash/Bank accounts.

CASH BALANCES		
The balances shown here include ALL transactions posted to the Cash Accounts, INCLUDING any with a future date.		
1000	CASH-OPERATING CHECKING	\$6,882.49
1020	CASH-CONSTRUCTION CHECKING	\$160,795.04
TOTAL		\$167,677.53

Fantastic Builders, Inc.
1/9/2009 10:23:34 AM

Toolbar and Reports on Add/Edit Deposits Window - continued

Print Deposit Journal Entry - Use this button to review how the deposit entries displayed on the window are posted to your accounting books. Accountant's Note: All positive amounts on the Allocation lines are posted as Credits (negative amounts) on your books. All negative amounts on the Allocation lines are posted as Debits (positive amounts). The Deposit window is designed this way so that it is easier for non-accountants to post the allocation lines.

Add/Edit Payors/Customers | Add/Edit Deposit Categories | Deposit Reports | Cash Balances | **Print Deposit Journal Entry** | Current Period

ADD or EDIT DEPOSITS **Add New Deposit** **Delete Deposit**

FIND DEPOSIT CASH (BANK) ACCOUNT DATE DEPOSIT # Total Deposit **Genl Ledger Bal**

DP-020502 1020 - CASH-CONSTRUCTION CHECKING 02/05/02 DP-020502 \$21,157.45 \$0.00

Add 1st Line to Allocate Deposit (What is it for?) Change Cash Account or Total Deposit Amount

Select Task	Payor	COMPASSBAN	+	AR Inv#	0	<No # AR#'s	Category	INTERIM DRAW	+	Check#	
	Job	H11RIVER	+	CO Num	NONE	<-No CO Num	GL #	2000-CONSTRUCTION LC	+	Amount	\$21,202.45
	Dept	CH	+	Desc	Compass - Draw 1		Job Cost	0-0-NONE		Markup	0.00% New Line
Select Task	Payor	COMPASSBAN	+	AR Inv#	0	<No # AR#'s	Category	JOB COST	+	Check#	
	Job	H11RIVER	+	CO Num	NONE	<-No CO Num	GL #	1430-DIRECT CONSTRUC	+	Amount	(\$45.00)
	Dept	CH	+	Desc	Compass - Wire Fee		Job Cost	8510-Overhead - m		Markup	25.00% New Line

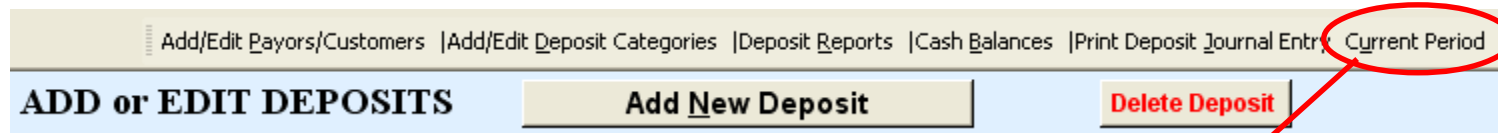
Deposit Journal Entry

*NOTE: The entries are displayed for accounting review. Since the positive entries on the bottom of the Deposit screen are actually Credits on the books, they are shown here with a minus sign. The negative entries are Debits and are shown here as a positive amt. If you delete the deposit and post it again, all entries should be entered opposite than shown here EXCEPT for the ***Deposit*** entry.*

DATE	DOC	CATEGORY	AR INV #	GL ACCT	PAYOR	DESCRIPTION	JOB	DEPT	TOTAL
05-Feb-02	DP-020502			1020		**** Deposit ****	H	OH	\$21,157.45
GL Account: 1020-CASH-CONSTRUCTION CHECKING									
05-Feb-02	DP-020502	INTERIM DRAW	0	2000	COMPASSB AN	Compass - Draw1	H11RIVER	CH	(\$21,202.45)
GL Account: 2000-CONSTRUCTION LOANS PAYABLE									
05-Feb-02	DP-020502	JOB COST	0	1430	COMPASSB AN	Compass - Wire Fee	H11RIVER	CH	\$45.00
GL Account: 1430-DIRECT CONSTRUCTION COSTS									
Journal Entry Total (should be zero if in balance)									\$0.00

NOTE: If the entry has a note that it is an "AR Revenue Recognition Entry", that entry will not be displayed on the Deposit window. Those entries are hidden and can be viewed by Selecting the Task labeled "Revenues/Sales Tax Recognition Entries for Invoice" on a Deposit Line.

Current Period - When a date is entered for the deposit, you might receive messages and warnings about entering a date outside of the current period set up for your accounting records. To view or change the current period, a user with top level passwords can use the 'Current Period' button.



The Current Period for your books is controlled by you and not by the program. You can select a period that is for one month, several months, or for an entire year. The program will warn a user if they enter a date outside of the current period during data entry. ALSO, if 'No' is selected for allowing data entry outside of the period, the program will prevent a user from using a date outside of the period.

Set Current Period For Data Entry

Setting the Current Period Dates allows you to control dates that can be entered for accounting records. If "NO" is selected to 'Allow Data Entry With Dates Outside of Current period', CHS will prevent the user from entering dates outside of the current period. If "YES" is selected, CHS will pop up a warning that the user is entering a date outside of the current period, but WILL allow the date.

CURRENT PERIOD	
BEGIN	01/01/09
END	12/31/09

Allow Data Entry with dates outside of current period?
Yes

Dates: Type 6 digits for date. Ex: 03/15/2004, type 031504 .

The dates for the current period are controlled by you. The program does not change or update them. They are to be used as needed to prevent entry outside of a selected date range or to provide warnings for entries outside of the period. The period can be for an entire year, or one month, etc. In January of each year, a good idea is to set the current period from December of the previous year to November of the current year. That helps prevent errors in entering the previous year as a date for a January invoice (until users have time to get used to using the current year in the date). It also allows users to enter a December invoice for the previous year without accidentally using the current year for the date.

Deposit Reports

The window used to print various types of deposit reports can be opened from several windows in the program. On the Add/Edit Deposits window, use the button on the toolbar labeled 'Deposit Reports'. This window can also be opened by typing 'DPR' in the Index field on the navigation/home window. Samples of the Deposit reports are displayed on the next pages.

Add/Edit Payors/Customers | Add/Edit Deposit Categories | **Deposit Reports** | Cash Balances | Print Deposit Journal Entry | Current Period

ADD or EDIT DEPOSITS **Add New Deposit** **Delete Deposit**

Deposit Reports

Reset All

	FROM	TO	
RANGE OF DATES	01/01/99	12/01/06	Reset
CASH ACCOUNTS	1000	1098	Reset
DEPOSIT NUMBERS	0	ZZZZZZZZZZZZ	Reset

Deposit Report - by Cash Account

PAYORS/ CUSTOMERS ALAMOTITLE Z **Reset**

Based on Range of Dates and Payors **Deposit Report - by Customer/Payor**

PAYOR TYPE CUSTOMER

Based on Range of Dates and Type **Deposit Report - for Selected Payor Type**

JOBS H TEST3 **Reset**

Based on Range of Dates and Jobs **Deposit Report - By Job**

Based on Range of Jobs Only **Deposits Moved to Historical Table**

Deposit Categories CHANGE ORDER SALES TAX **Reset**

Based on Range of Dates, Jobs, and Categories **Deposit Report - By Category, Then Job**

Prior Period Deposit Entries Report

Fantastic Builders, Inc.

Deposits Report - Grouped by Cash Account

	FROM	TO
RANGE OF DATES	1/1/1999	12/1/2006
CASH ACCOUNTS	1000	1098
DEPOSIT NUMBERS	0	ZZZZZZZZZZZZ

1000 CASH-OPERATING CHECKING

MISC	MISC	General liability insurance rebate	8630	OH	H	\$257.28
5/18/2002 Total For Deposit Number-> ChangeID3						\$257.28
BROWNJAC	MISC	ar pmt	1210	OH	H	\$35.06
1/1/2006 Total For Deposit Number-> 444444						\$35.06
JUNE5	MISC	June5 - AR Invoice pmt	1210	OH	H	\$865.18
6/8/2006 Total For Deposit Number-> 6977						\$865.18
FANTASTI	MISC	Internal Cash Transfer	1099	OH	H	\$500.00
6/8/2006 Total For Deposit Number-> Tsf11640						\$500.00
FANTASTI	MISC	Internal Cash Transfer	1099	OH	H	\$750.00
6/8/2006 Total For Deposit Number-> Tsf11641						\$750.00
BANKOFAM	MISC	Bank of Am - interest	3400	OH	H	\$6.75
6/30/2006 Total For Deposit Number-> 65487						\$6.75
FANTASTI	MISC	Internal Cash Transfer	1099	OH	H	\$800.00
7/1/2006 Total For Deposit Number-> Tsf11642						\$800.00
MISC	MISC	Testing Non Operating Expense	9500	OH	H	(\$200.00)
MISC	MISC	Testing Non Operating Income	9000	OH	H	\$600.00
7/9/2006 Total For Deposit Number-> 7353						\$400.00
MISC	MISC	Testing Income Statement	3500	OH	H	\$200.00

Deposits Report by Customer/Payor

	FROM	TO
RANGE OF DATES	1/1/1999	12/1/2006
PAYORS/ CUSTOMERS	BANKOFAM	Z

Date	Dep ID	GL Num	Cash #	Description	Job	Dept	AR Inv #	Chg Ord #	Amount
BANKOFAM Bank of America									
BANKOFAM Bank of America									
MISC									
6/30/2006	65487	3400	1000	Bank of Am - interest	H	OH	0	NONE	\$6.75
7/5/2006	070506	3400	1020	Bank of America - interest	H	OH	0	NONE	\$24.39
7/15/2006	071506	3400	1000	Interest	H	OH	0	NONE	\$15.00
MISC									\$46.14
TOTAL FOR PAYOR									\$46.14

BLACKJOH JOHN AND SUE BLACK

DOWN PAYMENTS

7/2/2006	7332	2010	1020	John and Sue Black - Down Pmt	TEST1	CH	0	NONE	\$10,000.00
DOWN PAYMENTS									\$10,000.00
TOTAL FOR PAYOR									\$10,000.00

BROWNJAC JACK AND JILL BROWN

CHANGE ORDER

1/25/2002	DP-012502	2021	1020	Jack Brown - Change Order pmt	H11RIVER	CH	0	H11RIVER-021	\$1,625.00
3/31/2002	7113	2021	1020	Change Order 04	H11RIVER	CH	0	H11RIVER-04	\$1,000.74
3/31/2002	7113	2021	1020	Change Order 03	H11RIVER	CH	0	H11RIVER-03	\$1,375.00
6/1/2006	2034	2021	1020	Change Order partial pmt	H11RIVER	CH	0	H11RIVER-05	\$3,450.00
CHANGE ORDER									\$7,450.74

DOWN PAYMENTS

12/1/2001	DP-120101	1090	1020	J Brown - down pmt	H11RIVER	CH	0	NONE	\$5,000.00
DOWN PAYMENTS									\$5,000.00

Deposits Report by Job

	FROM	TO
RANGE OF DATES	1/1/1999	12/1/2006
JOBS	H11RIVER	TEST2

Date	Payor	Dep ID	GL Num	Cash #	Description	Dept	AR Inv #	Chg Ord #	Amount
H11RIVER 11 RIVER RUN - Brown									
H11RIVER 11 RIVER RUN - Brown									
CHANGE ORDER									
1/25/2002	BROWNJAC	DP-012502	2021	1020	Jack Brown - Change Order pmt	CH	0	H11RIVER-021	\$1,625.00
3/31/2002	BROWNJAC	7113	2021	1020	Change Order 04	CH	0	h11RIVER-04	\$1,000.74
3/31/2002	BROWNJAC	7113	2021	1020	Change Order 03	CH	0	h11RIVER-03	\$1,375.00
6/1/2006	BROWNJAC	2034	2021	1020	Change Order partialpmt	CH	0	h11RIVER-05	\$3,450.00
CHANGE ORDER									\$7,450.74
DOWN PAYMENTS									
12/1/2001	BROWNJAC	DP-120101	1090	1020	J Brown - down pmt	CH	0	NONE	\$5,000.00
DOWN PAYMENTS									\$5,000.00
INTERIM DRAW									
2/5/2002	COMPASSE AN	DP-020502	2000	1020	Compass - Draw 1	CH	0	NONE	\$21,258.70
3/6/2002	COMPASSE AN	DP-030602	2000	1020	Compass - Draw 2	CH	0	NONE	\$18,258.77
4/10/2002	COMPASSE AN	DP-041002	2000	1020	Compass - Draw 3	CH	0	NONE	\$76,131.58
4/30/2002	COMPASSE AN	DP-043002	2000	1020	Compass - Draw 4	CH	0	NONE	\$20,054.40
INTERIM DRAW									\$135,703.45
JOB COST									
2/5/2002	COMPASSE AN	DP-020502	1430	1020	Compass - Wire Fee	CH	0	NONE	(\$45.00)
JOB COST									(\$45.00)
MISC									

Deposits Report by Category, Then Job

	FROM	TO
RANGE OF DATES	1/1/1999	12/1/2006
JOBS	H11RIVER	TEST2
Deposit Categories	ACCOUNTS RECEIVAB	SALES TAX

Date	Payor	Dep ID	GL Num	Cash #	Description	Dept	AR Inv #	Chg Ord #	Amount
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H11RIVER 11 RIVER RUN - Brown

CHANGE ORDER

H11RIVER 11 RIVER RUN - Brown

1/25/2002	BROWNJAC	DP-012502	2021	1020	Jack Brown - Charge Order print	CH	0	H11RIVER-021	\$1,625.00
3/31/2002	BROWNJAC	7113	2021	1020	Charge Order 04	CH	0	H11RIVER-04	\$1,000.74
3/31/2002	BROWNJAC	7113	2021	1020	Charge Order 03	CH	0	H11RIVER-03	\$1,375.00
6/1/2006	BROWNJAC	2034	2021	1020	Charge Order partial print	CH	0	H11RIVER-05	\$3,430.00
TOTAL FOR THIS JOB									\$7,450.74

CHANGE ORDER

\$7,450.74

DOWN PAYMENTS

H11RIVER 11 RIVER RUN - Brown

12/1/2001	BROWNJAC	DP-120101	1090	1020	J Brown - down pmt	CH	0	NONE	\$5,000.00
TOTAL FOR THIS JOB									\$5,000.00

TEST1 2900 Gibson St. - Black

7/2/2006	BLACKJOHN	7332	2010	1020	John and Sue Black - Down Pmt	CH	0	NONE	\$10,000.00
TOTAL FOR THIS JOB									\$10,000.00

DOWN PAYMENTS

\$15,000.00

INTERIM DRAW

H11RIVER 11 RIVER RUN - Brown

2/5/2002	COMPASSBAN	DP-020502	2000	1020	Compass - Draw 1	CH	0	NONE	\$21,258.70
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