

## Daily Deposit AV Ref # 554

### This document will explain:

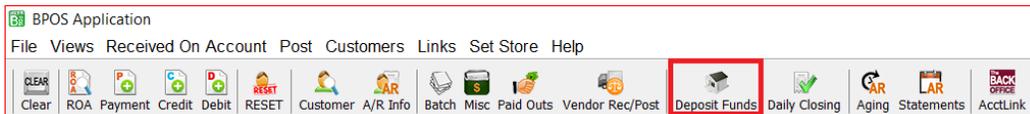
- Deposits
- Which Figures To Include
- How To Process

### About:

The Daily deposit function is a feature that allows for an end-of-day payment accountability for your counter employees and bookkeeping staff.

### How:

1. **Views** → **Bookkeeping**
2. Click on the **Deposit Funds** icon on your toolbar:



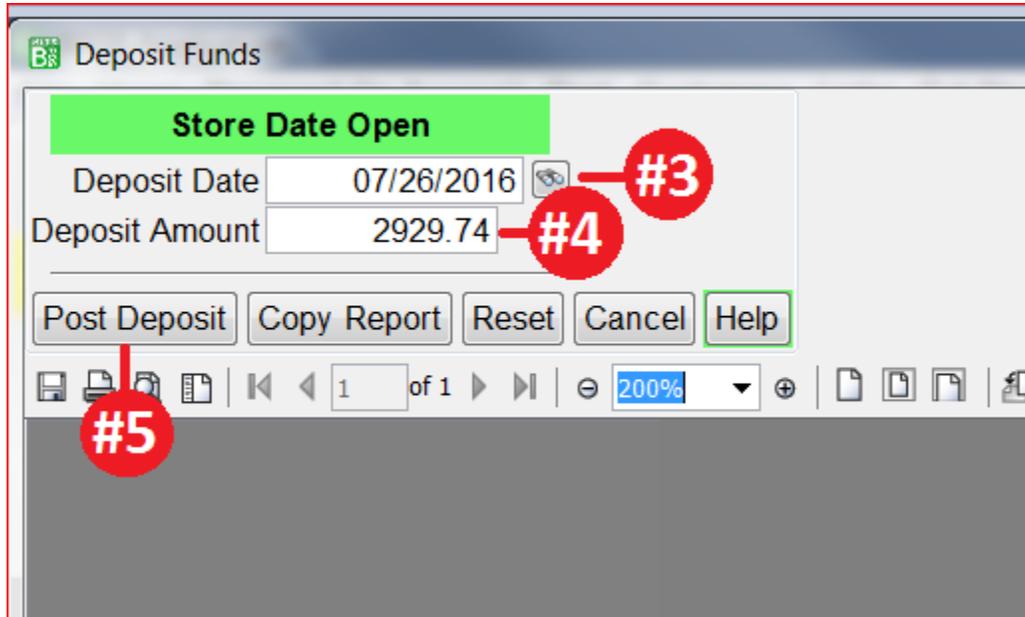
(Continued on next screen)

**HITS Technical Support:** Mon-Fri : 8:30am-4:30pm EST

**Phone:** (800) 422-2032 **Email:** tech@aasys.com

**Note:** For after-hours emergency support - Use the 24/7 number provided with your software

3. On the **Deposit Funds** screen (shown below), verify that the date displayed is the date on which you want to make your store deposit.
4. Key in your total deposit. The deposit amount is comprised of all **Cash, Checks and Credit Card payments** you have received for that store date. They can be from invoices, payments, and/or miscellaneous receipts.
5. Click on the **Post Deposit** button:



(Continued on next screen)

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- Review your **Store Deposit** Screen (shown below). The field shows you whether you were over/short. A summary of each payment type is listed at the bottom:

STORE Deposit Date : 07/29/16 Time : 18:58 Page 1

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HITS DEMO STORE #2

STORE Deposit for Date [ 07/26/2016 ] Close Code :

S T O R E   D E P O S I T	R E G I S T E R   S U M M A R Y
Amount of This Deposit  <span style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;">2929.74</span>	SALES TOTAL >>>> : 2929.74
	(-) A/R Charg. : 0.00 (-) Misc. Adj. : 0.00 SALES RECEIPTS >> : 2929.74
	(+) R.O.A.'s : 0.00 (+) Misc. Rec. : 0.00 (-) Paid Outs : 0.00 AMT to DEPOSIT >> : 2929.74
	(-) Deposits : 2929.74 DIFFERENCE >>>>> : 0.00
	Cash/Check : 1038.72 Credit Cards : 1891.02 TENDER TOTALS >>> : 2929.74

- If everything looks good, you can now proceed to your **Store Daily Closing** (AV #543).
- If you need to make an adjustment, you can key in your adjustment amount in the Deposit Amount field at the top of the screen where you made your initial deposit and click on the Post Deposit button again. If you need help, please call the Technical Support Center for assistance.

**Option Settings:**

You can make multiple deposits on a single store date along with posting adjustments if you over/under deposit by mistake. However, once a store date has been closed, no more deposits/adjustments can be made.

*Note* – Users must have password permission to post a store deposit (P24). If you need to give a user permission to perform this function, please contact your system administrator.