R. Reports Menu: 4. Deposit Report
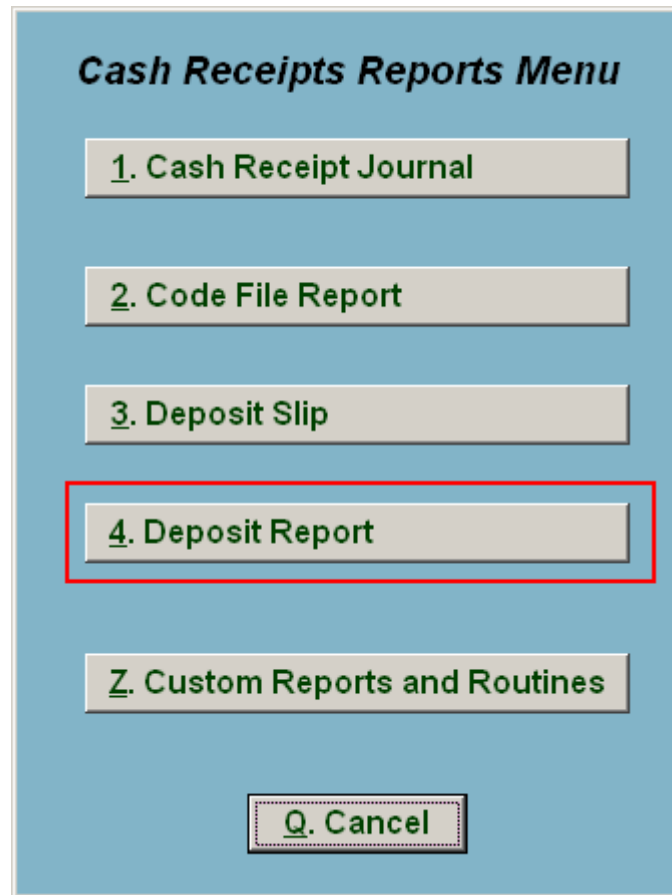
Cash Receipts Main Menu

1. Post Transactions	I. Installation Options
2. Code Table Maintenance	O. NEMRC Backup
3. Reverse Transactions	P. Password Maintenance
4. Close Year 2007	R. Reports Menu
5. Load Balances Due	U. NEMRC Live Update
6. Transfer Data to G/L	X. Index Data Files
7. Transfer Data to T/A	
8. Transfer Data to U/B	
9. Transfer Data to A/R	

Q. Quit Cash Receipts

Year = 2007
Version 7.2Q

Click on "R. Reports Menu" from the Main Menu and the following window will appear:

Cash Receipts

Cash Receipts Reports Menu

1. Cash Receipt Journal

2. Code File Report

3. Deposit Slip

4. Deposit Report

Z. Custom Reports and Routines

Q. Cancel

Click on "4. Deposit Report" from the Reports Menu and the following window will appear:

Cash Receipts

Deposit Report

1. **By deposit number OR By date:** Select which condition for producing a deposit report.

2. **Include posting code summaries:** Click this box to have the report summarize by billing code as well as customer detail.

3. **Deposit numbers/Date Range:** Enter the deposit number range or date range to report, dependant on the choice from item **1**.

4. **PreView:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

5. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

6. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

7. **Cancel:** Click "Cancel" to cancel and return to the previous screen.