4.14 Deposits

**Understanding the Basics:**

Deposits track monies coming into your business. Deposits are one of the 12 Main Players in adilas. The standard deposit is made up of money from invoice payments, which is the general flow for almost all deposits. Occasionally other deposits may come from bank transfers or monies that are invested or loaned to your business.

The Deposit and Receivables Homepages both have ways to see monies that still need to be deposited. From the Deposit Homepage there is a quick link for “[payments not yet deposited]”. On the Receivables Homepage use the show/hide search criteria and change the report type to show invoice payments not yet deposited. The Deposit Homepage is where you go to create, edit, search, and manage deposits.

**Getting Started:**

Create a deposit by going to the Deposit Homepage, which also shows your recent deposits, and click the “create new deposit” button. If you do not know the amount of your deposit, put in 0 or any amount and move forward. The next step then has you add the invoice payments that make up your deposit. If you put in 0 or did not know the actual deposit amount, circle back around and edit the main deposit information to match the sum of monies that end up being contributed to that deposit.

Reach the Deposit Homepage from the Classic Homepage under System Assets; My Favorites Homepage under the Deposits section; or the Interactive Map from the “deposits” button. One quick way to add a new deposit is to select “deposit “from the quick search menu, type in “new” and click go.

**Suggested Permissions & Settings:**

**Permissions:**

**Basic Use:**

 System Search: “Deposit” – allows use of the quick search for deposits.

 System Assets: “Basic Deposits” – this allows a user to view deposits and deposit history.

 System Assets: “Sales Deposits” – combined with the Basic Deposits permission, this allows a user to build deposits from invoice payments only.

**Admin Use:**

 System Assets: “Admin Deposits” – combine this with the basic deposit permissions and this user will have full access to deposits so that they can add, edit, verify and manage any deposit needs.

 System Maintenance: “Add/Edit Deposit Type” – this is an accounting level permission and allows you to add/edit your deposit categories to define what you are depositing the money for.

 System Management: “Deposit & Receipt Final Post” – this is a high admin permission which allows this user to put a final lock on deposits and expense/receipts.

**Related Pages & Help File Links:**

Deposit Homepage: This is where you can see recent deposits or start a new deposit.

<https://www.adilas.biz/top_secret/help.cfm?id=81&pwd=deposit>

Add/Edit Main Deposit: This is the main deposit information page.

<https://www.adilas.biz/top_secret/help.cfm?id=82&pwd=deposit>

Add/Edit Deposit Line Items: This is where you add items to build your deposit. This page is also where you will find the admin add/edit deposit line item form for special deposits that are not sales generated.

<https://www.adilas.biz/top_secret/help.cfm?id=83&pwd=line>

**Additional Content:**

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