Deposit Tickets

This screen is available to all DTS users; however, it is not required to be used unless you are using the Bank Accounts feature. This screen loads checks posted to Accounts Receivable and allows the entering of miscellaneous items such as rebates and checks received from revenue other that DTS billing.
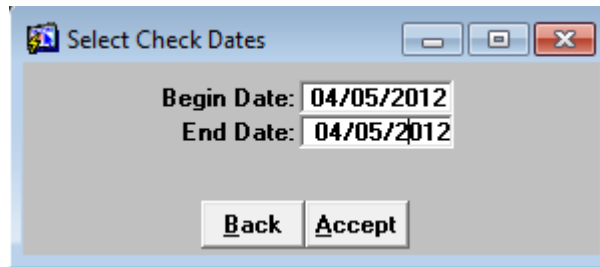

When the screen is entered, if more than one bank account is being used, a pick list of accounts appears. For users with a single bank account of the DTS Basic users, the account will be selected for you.

Click on **[Refresh]** to recalculate the Deposit Amount. Note that this field is calculated for you based on the items entered. You do not type in the amount being deposited. The **[?]** button brings up this user guide. When the items are ready to be deposited, click on the **[Make Deposit]** button.

The **[More]** button provides two additional options. You may elect to review the A/R items awaiting deposit. You may also have a deposit slip print out after the **[Make Deposit]** button is selected.
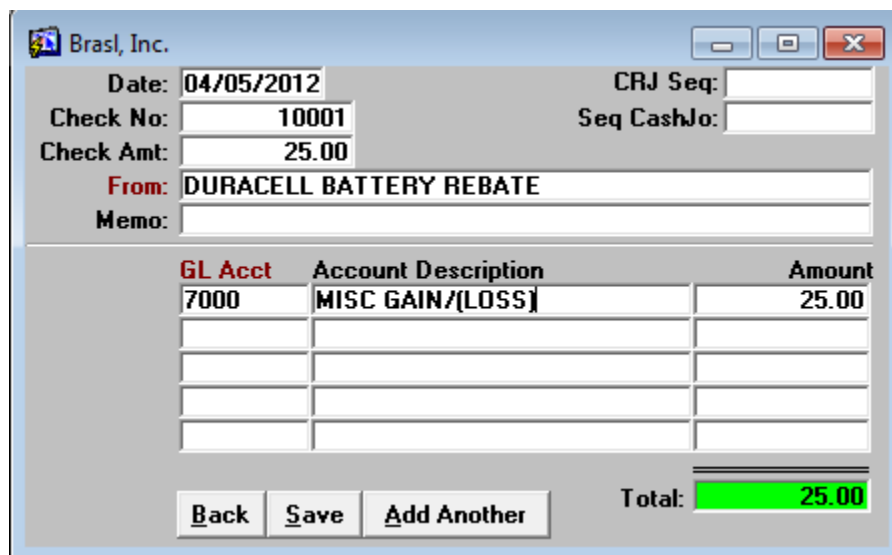
1. Click on **[Load from A/R]**. A window appears that prompts for the beginning and ending dates to bring in from Accounts Receivable. The earliest and latest check dates are supplied for you. Change as necessary. If you are current on your deposit tickets then the beginning and ending dates will usually be the same.

When the **[Accept]** button is selected, all checks that match the time frame that were not already deposited will appear. To select for the deposit ticket, click the left-most column titled "X".

2. If you have any other checks to deposit, click on the **[Add]** button.

3. When the screen matches what was deposited, click on the **[Make Deposit]** button. The checks disappear from the screen and if you have selected the deposit ticket printout to appear, it will show up on the screen. Print or dismiss this report.