



**MerchantAg**<sup>TM</sup>  
agri-business management

## How To Use Deposits by Drawer



EFC • SYSTEMS

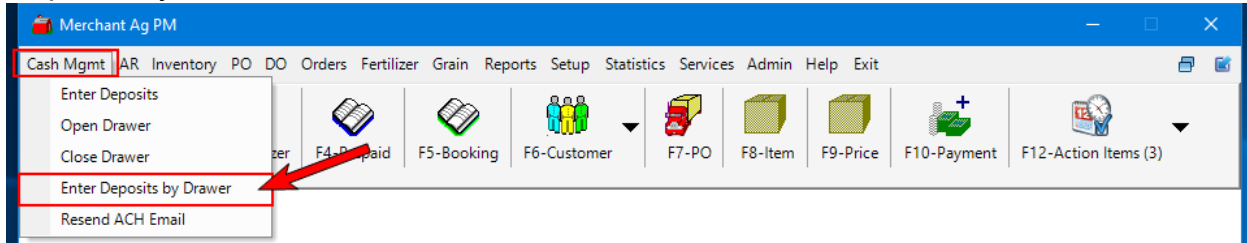
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## How to Use Deposits by Drawer

The Enter Deposits by Drawer function is found by navigating to Cash Mgmt | Enter Deposits by Drawer.



The Enter Deposits by Drawer window opens.

1. The required fields needed to complete the Deposit by Drawer include the Cash and Checks bank account, a Deposit Description, the Operator ID of who is completing the deposit and a Reference.

The 'Enter Deposits By Drawer' window contains the following fields and a table:

- 1** Cash Account (F12)
- Deposit ID (A1)
- Checks Account (F12)
- Checks Account Deposit ID (A1)
- Operator
- Description
- Reference

	Drawer	Name	Cash	Checks	Drawer Total
<input type="checkbox"/>	1002	Lavergne Counter 3	69,405.98	339.50	69,745.48
<input type="checkbox"/>	2001	Smyrna Counter 1	19,468.26	15,349.39	34,817.65
<input type="checkbox"/>	NCD1	NC Drawer1	23,000.00	0.00	23,000.00

**2**

**3** Total of Checked Rows: 0.00, 0.00, 0.00

Verify Deposit with Tally

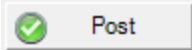
**4** Post, Cancel, Deposits By Drawer

Deposits completed on the same day with the same Deposit ID will be combined and recorded as one single deposit in Merchant Ag records.

The Bank account used in Deposit by Drawer can be set to default by adding a Cash and/or Check Bank account in Cash Drawer settings found in Setup | Access Cash Drawers.

Cash Bank Account	Checks Bank Account	Bank Name	Location
10109011	10114011	Union Way Bank	La Vergne Main S
		Smyrna Trust Bank	La Vergne Main

2. Select the drawer(s) to be included in the deposit by selecting the checkbox to the left of the Drawer ID. As drawers are selected, the Totals of Checked Rows updates.

3. Manually enter totals for the deposit by selecting Verify Deposit with Tally then select  to open the Deposit tally window and enter the cash and checks for the deposit. Complete the Deposit by selecting OK in the Deposit Tally to finalize the deposit.

4. Select Deposit by Drawer to generate a Deposit Detail report.

## Deposit with Tally

**Deposit**

**a**

Cash

Rolls	Quantity	Denomination	Extended
0	34	0.01	0.34
0	20	0.05	1.00
0	32	0.10	3.20
0	46	0.25	11.50
	0	0.50	0.00
	0	1.00	0.00
<b>Total Coins</b>			<b>16.04</b>
	7	1.00	7.00
	11	5.00	55.00
	6	10.00	60.00
	14	20.00	280.00
	0	50.00	0.00
	0	100.00	0.00
<b>Total Bills</b>			<b>402.00</b>

**b**

Checks

Amount
12.85
448.20
88.09

**Total Checks** 549.14

**Grand Total** 967.18

**Deposit Total** 23,000.00


**Discrepancy** -22,032.82


OK Cancel Help


The Deposit Tally opens after a Cash Drawer has been selected, the Verify Deposit with Tally has been selected and the Post button clicked.

a. Enter the number of each coin and bill type. Reminder: Enter the number of coins and not the value.

b. Enter the amount of each check individually.

Use  to add a check row.

Use  to remove a check row.

Click  to compare the tally entered to the Drawer Total displayed. The Grand Total displays the total for the Cash and Checks entered in the Deposit Tally.

The Deposit Total copies the Drawer Total.

The Discrepancy displays the difference between the Grand Total and Deposit Total.

Click OK if the Totals match