Deposit - Deposit By Type Report

Last Modified on 05/01/2019 9:58 am EDT

Report Description

The Deposit By Type report displays deposit allocations sorted by category for each facility. This report can also be searched by invoice number.

Report Conditions

- Leaving the date fields blank will pull all data up until the current date
- When a From Date is entered, data will pull from that date until the current date

Sample Report

Click the report name to view a sample: Deposit By Type Report.xlsx 🗞

Accessing the Report

1. From the Reports menu, click Financial

Search											
☆ Hor	ne Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup	
Home Information								Program			
									Payment		
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2. From the Report Category drop-down, select Deposit

Report Category							
30	Deposit		•				

3. Choose Deposit By Type Report from the Report drop-down

Report		
0	Deposit By Type Report	-

- 4. Select any necessary Search Criteria
 - Center select the business level or a center
 - From Date select a date to pull date for a specific date range
 - To Date select a date to pull date for a specific date range
 - Invoice # From to search invoice numbers, enter the starting number here
 - Invoice # To to search invoice numbers, enter the ending number here
- 5. Click Create Report
- 6. The requested report will open in Excel format

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1	Date Range: 03/01/2019 - 05/01/2019										
2											
			Transaction							Payment	
3	Category	Center	Date	Receipt No.	Invoice No.	Payee	Payment Type	Payment Detail	Card Type	Amount	Total
4	*Early Childhood (Category)	DCW Transactional- CENTER 2	04/17/2019			Carter Family	Third Party Payments -	847563		180.00	180.00
5											
6							Third Party Payments - HOD Total			180.00	
7											
8											
9	9						*Early Childhood (Category) Total			180.00	
10											

Report Fields

- Category
- Center
- Transaction Date
- Receipt No.
- Invoice No.
- Payee
- Payment Type
- Payment Detail
- Card Type
- Payment Amount
- Total