

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

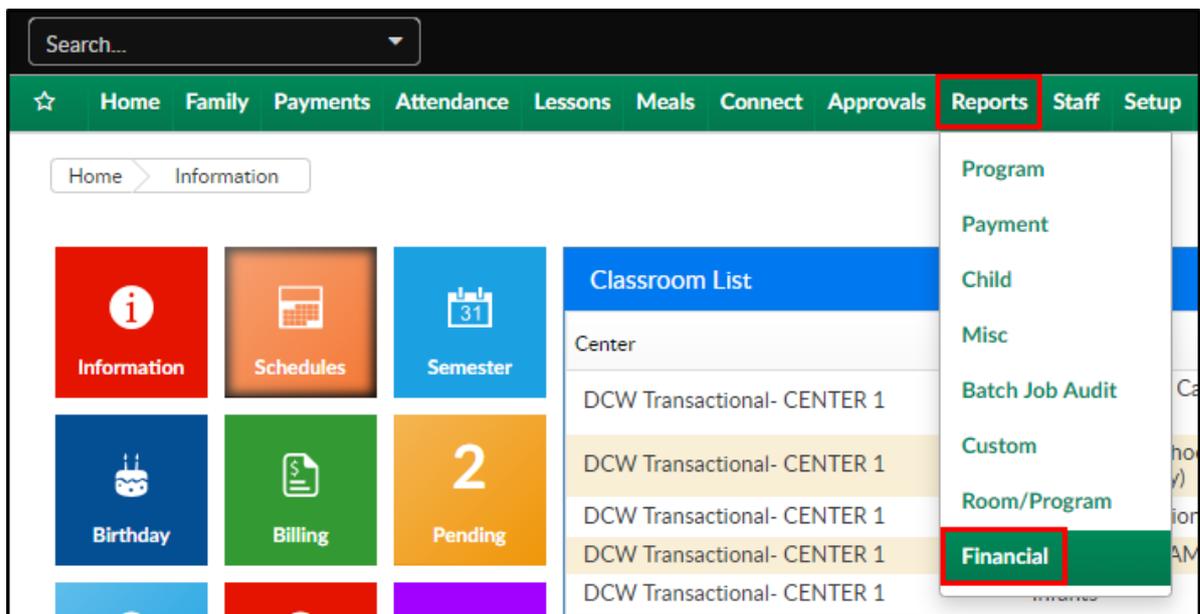
- Leaving the date fields blank will pull all data up until the current date
- When a From Date is entered, data will pull from that date until the current date

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



2. From the Report Category drop-down, select Deposit



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



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

	A	B	C	D	E	F	G	H	I	J	K
1	Date Range: 03/01/2019 - 05/01/2019										
2											
3	Category	Center	Transaction Date	Receipt No.	Invoice No.	Payee	Payment Type	Payment Detail	Card Type	Payment Amount	Total
4	*Early Childhood (Category)	DCW Transactional- CENTER 2	04/17/2019			Carter Family	Third Party Payments -	647563		180.00	180.00
5											
6							Third Party Payments - HOD Total			180.00	
7											
8											
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