

# Deposits

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After confirming a deposit has been made into the company's bank account, add the deposit in Managely and apply customer payments to the deposit.

From the main menu, browse to Accounts Receivable > Payments > Deposits.

The Deposits list page opens.

	Batch #	Deposit Date	Payments	Bank Acco	Payment Method	Reconciled	Settled	Deposit Amount	Entered Amount	
+ <input type="checkbox"/>	<a href="#">3644</a>	May 5, 2026	1	10401 - TD Bank - Money Market	CREDIT_CARD	<span>! No</span>	<span>! No</span>	\$313.36	\$313.36	
+ <input type="checkbox"/>	<a href="#">3642</a>	Apr 20, 2026	1	10401 - TD Bank - Money Market	E_CHECK	<span>! No</span>	<span>! No</span>	\$10.00	\$10.00	
+ <input type="checkbox"/>	<a href="#">3640</a>	Apr 20, 2026	2	10401 - TD Bank - Money Market	CREDIT_CARD	<span>! No</span>	<span>! No</span>	\$150.00	\$150.00	
+ <input type="checkbox"/>	<a href="#">3639</a>	Mar 26, 2026	1	10401 - TD Bank - Money Market	CREDIT_CARD	<span>! No</span>	<span>! No</span>	\$100.00	\$100.00	
+ <input type="checkbox"/>	<a href="#">3638</a>	Mar 19, 2026	3	10401 - TD Bank - Money Market	CREDIT_CARD	<span>! No</span>	<span>! No</span>	\$2,278.55	\$2,278.55	
+ <input type="checkbox"/>	<a href="#">3637</a>	Mar 18, 2026	1	10401 - TD Bank - Money Market	CREDIT_CARD	<span>! No</span>	<span>! No</span>	\$25.00	\$25.00	
+ <input type="checkbox"/>	<a href="#">3636</a>	Mar 10, 2026	1	10101 - Charter One - Primary Checking - Ohio	MANUAL	<span>! No</span>	<span>✓ Yes</span>	\$200.00	\$200.00	
								Total: \$645,519.94	Total: \$558,109.72	Net: \$87,410.22

## Adding a Deposit and Customer Payments

On the Deposits list page, click the **Add Deposits** button. This opens the Deposits detail page.

**Deposits**

**< New Deposit** Save Cancel

<p>Deposit Amount • <input type="text" value="\$0.00"/></p> <p>Deposit Date • <input type="text" value="8/29/2024"/></p> <p>Bank Account • <input type="text"/></p>	<p>Deposit Total <b>\$0.00</b></p> <p>Payments Entered Total <b>\$0.00</b></p> <p>Deposit Remaining <b>\$0.00</b></p>
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**Add Payment**

<p>Payment Date • <input type="text" value="8/29/2024"/></p> <p>Payment Type • <input type="text" value="Please Select"/></p> <p>Customer • <input type="text" value="Customer Search: name - cust #"/></p>	<p>Customer Balance: <input type="text"/></p> <p>Late Fee Due: <input type="text"/></p> <p>Invoice: <input type="text" value="Invoice Search: invoice #"/></p> <p>Amount • <input type="text" value="\$0.00"/></p> <p>Late Fee Amount <input type="text" value="\$0.00"/></p>	<p>Auto Apply? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Memo: <input type="text" value="Memo"/></p> <p style="text-align: right;"><span style="background-color: #4CAF50; color: white; padding: 5px;">Apply to deposit</span></p>
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**Deposit Payments**

Payment Date	Customer	Invoice #	Check #	Amount	Late Fee	Auto Apply?
No records available.						

This page has sections for adding a deposit, adding a payment, showing the deposit payments, and totals for the deposit, payments entered, and amount of deposit remaining.

Fields with a red dot are required fields.

## New Deposit

Use this section to add the deposit:

**< New Deposit**

Deposit Amount • <input type="text" value="\$0.00"/>	\$0.00
Deposit Date • <input type="text" value="8/29/2024"/>	
Bank Account • <input type="text"/>	

**Deposit Amount:** Type the deposit amount.

**Deposit Date:** Enter the date for the deposit. Default is today's date.

**Bank Account:** Select the bank account for the deposit.

## Add Payment

Use this section to add payments against the deposit:

**Add Payment**

<p>Payment Date • <input type="text" value="8/29/2024"/></p> <p>Payment Type • <input type="text" value="Please Select"/></p> <p>Customer • <input type="text" value="Customer Search: name - cust #"/></p>	<p>Customer Balance: <input type="text"/></p> <p>Late Fee Due: <input type="text"/></p> <p>Invoice: <input type="text" value="Invoice Search: invoice #"/></p> <p>Amount • <input type="text" value="\$0.00"/></p> <p>Late Fee Amount <input type="text" value="\$0.00"/></p>	<p>Auto Apply? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Memo: <input type="text" value="Memo"/></p> <p style="text-align: right;"><span style="background-color: #4CAF50; color: white; padding: 5px;">Apply to deposit</span></p>
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**Payment Date:** Enter the date for customer's payment. Default is today's date.

**Payment Type:** Choose the payment type: Cash or Check (if you choose check enter the check number in the next field)

**Check Number:** If you selected check as the payment type, type the check number.

**Customer:** Choose the customer.

**Invoice:** Select the invoice the customer is paying, if any. This field is searchable. If you select an invoice before a customer, the customer field automatically fills with the customer associated with the invoice.

**Amount:** Type the amount of the payment.

**Late Fee Amount:** Type the amount to apply to a late fee, if any.

**Memo:** Type a memo to associate with the payment.

**Auto Apply:** If set to YES, Managely applies any remaining payment amount to the customer's invoices starting with the oldest first.

**Apply to deposit:** Click the button to add the customer's payment. This updates the **Payment Entered Total** and **Deposit Remaining**. This is not enabled if a required field is missing.

Continue adding customer payments until the **Deposit Remaining** is zero. These are shown in the Deposit Payments section.

When finished, click **Save**.

You can enter and save a deposit and then add payments later. To do this, on the Deposits list page find the deposit in the list. In its row, click the Batch #. From here the Deposit section cannot be changed. The bottom section shows any payments associated with the deposit.

The screenshot displays the Managely interface for editing a deposit. At the top, the deposit details are shown: Deposit Total (\$20,154.96), Payments Entered Total (\$10,386.87), and Deposit Remaining (\$9,768.09). The deposit date is August 29, 2024, with 3 payments entered. The 'Reconciled' and 'Settled' (YES) status is indicated.

The 'Add Payment' section contains a form with the following fields:

- Customer: Customer Search: name - cust #
- Payment Date: 8/29/2024
- Payment Type: Please Select
- Amount: \$0.00
- Memo: Memo

A green 'Add to deposit' button is located at the bottom of the form.

The 'Deposit Payments' section shows a table of payments associated with the deposit:

#	Payment Date	Customer	Check #	Type	Amount	\$ Unapplied	Settled	Refunded	Apply
2492	8/29/24	Drew Jones - 1030		Cash	\$10,154.96	\$10,154.96	YES	No	Apply
2493	8/29/24	Drew Jones - 1030		Cash	\$8.00	\$8.00	YES	No	Apply
2494	8/29/24	Drew Jones - 1030		Cash	\$223.91	\$223.91	YES	No	Apply

The table includes an 'Export to Excel' button and a 'Refresh' button at the bottom right. The page shows 1 - 3 of 3 items.

Use the Add Payment section to add customer payments until the **Deposit Remaining** is zero.

# Editing a Payment

On the Deposits list page, click the **Batch #** in a row. This opens the Deposits details page.

In the Deposit Payments section, click a payment # in a row. This opens the Payment details page.

Click the **Edit** button (at the top). This opens the payment for edit.

Make and save edits.

The screenshot shows a software interface for editing a payment. At the top, a dark blue header contains the text 'Deposits' and '< Manual - Deposit #3401'. Below this, a summary bar displays three key figures: 'Deposit Total' at \$20,154.96, 'Payments Entered Total' at \$10,386.87, and 'Deposit Remaining' at \$9,768.09. To the right of these figures, it shows 'Deposit Date' as August 29, 2024, 'Number of Payments' as 3, 'Reconciled' as NO, and 'Settled' as YES. The main section is titled 'Edit Payment #2492' and contains several input fields: 'Customer' (Drew Jones - 1030), 'Payment Date' (8/28/2024), and 'Payment Type' (Cash). On the right side, there is an 'Amount' field set to \$10,154.96 and a 'Memo' field containing 'Applied 10154.96 of 20154.96 balance'. A green 'Save Payment' button is located at the bottom right of the form.

# Editing a Deposit

To edit deposit details after it has been entered, on the Deposits list page, find the row with the deposit and click the Edit (pencil) button at the end of the row. Each payment method has some different fields.

## Manual payment

The screenshot shows a dialog box titled 'Edit Deposit' with a close button (X) in the top right corner. The dialog contains four main fields: 'Deposit Amount' with a value of \$1,567.04 and up/down arrows; 'Deposit Date' with the value 8/28/2024 and a calendar icon; 'Bank Account' with a dropdown menu showing '10101 - Charter One - Primary Checkin...' and a close button; and 'Posted to GL' with a toggle switch currently set to 'NO'. At the bottom of the dialog, there are two buttons: a green 'Save' button and a white 'Cancel' button.

## Credit card payment

Edit Deposit
✕

Bank Account • 10101 - Charter One - Primary Checkin... ✕ ▼

Posted to GL  NO

Save
Cancel

eCheck payment

Edit Deposit
✕

Deposit Amount  ▲▼

Deposit Date  📅

Bank Account • 10101 - Charter One - Primary Checkin... ✕ ▼

Posted to GL  NO

Save
Cancel

**NOTE:** The Posted to GL switch is YES when the deposit has been reconciled.

## Deleting a Deposit

You can delete a deposit if no payments have been applied to it. On the Deposits list page, find a deposit row that has zero payments. Click the Delete button at the end of the row.

Batch #	Deposit Date	Payments	Bank Account	Payment Method	Reconciled	Settled	Deposit Amount	Payment Amount	
3358	Feb 28, 2024	0	10101 - Charter One - Primary Checking - Ohio	MANUAL	<span style="color: red;">! No</span>	<span style="color: green;">✓ Yes</span>	\$90.00	\$0.00	✎ 🗑