

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 Account	Payment Method	Reconciled	Settled	Deposit Amount	Payment Amount	
3402	Aug 29, 2024	3	10101 - Charter One - Primary Checking - Ohio	MANUAL	No	Yes	\$1,567.04	\$1,567.04	
3401	Aug 29, 2024	3	10101 - Charter One - Primary Checking - Ohio	MANUAL	No	Yes	\$20,154.96	\$10,386.87	
3400	Aug 26, 2024	1	10101 - Charter One - Primary Checking - Ohio	CREDIT_CARD	No	No	\$123.00	\$123.00	
3399	Jul 29, 2024	1	10101 - Charter One - Primary Checking - Ohio	E_CHECK	No	No	\$10.00	\$10.00	
3398	Jul 18, 2024	1	10101 - Charter One - Primary Checking - Ohio	CREDIT_CARD	No	No	\$103.00	\$103.00	
3397	Jul 1, 2024	1	10101 - Charter One - Primary Checking - Ohio	CREDIT_CARD	No	No	\$27.00	\$27.00	
3396	Jul 1, 2024	2	10101 - Charter One - Primary Checking - Ohio	E_CHECK	No	No	\$119.40	\$119.40	
3395	Jun 25, 2024	1	10101 - Charter One - Primary Checking - Ohio	CREDIT_CARD	No	No	\$25.00	\$25.00	
3394	Jun 17, 2024	1	10101 - Charter One - Primary Checking - Ohio	CREDIT_CARD	No	No	\$125.82	\$125.82	
3393	Jun 13, 2024	0	10101 - Charter One - Primary Checking - Ohio	MANUAL	No	Yes	\$1.00	\$0.00	
3392	Jun 12, 2024	1	10101 - Charter One - Primary Checking - Ohio	CREDIT_CARD	No	No	\$329.38	\$329.38	
3391	Jun 7, 2024	5	10101 - Charter One - Primary Checking - Ohio	MANUAL	No	Yes	\$2,597.00	\$2,597.00	

Adding a Deposit and Customer Payments

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

New Deposit

Deposit Amount: \$0.00
Deposit Date: 8/29/2024
Bank Account: [Dropdown]

Deposit Total: \$0.00 | Payments Entered Total: \$0.00 | Deposit Remaining: \$0.00

Add Payment

Payment Date: 8/29/2024
Payment Type: Please Select
Customer: Customer Search: name - cust #
Invoice: Invoice Search: Invoice #
Amount: \$0.00
Late Fee Amount: \$0.00
Late Fee Due: [Dropdown]
Auto Apply?: YES
Memo: [Text Field]
Apply to deposit

Deposit Payments

Payment Date | Customer | Invoice # | Check # | Amount | Late Fee | Auto Apply?

No records available.

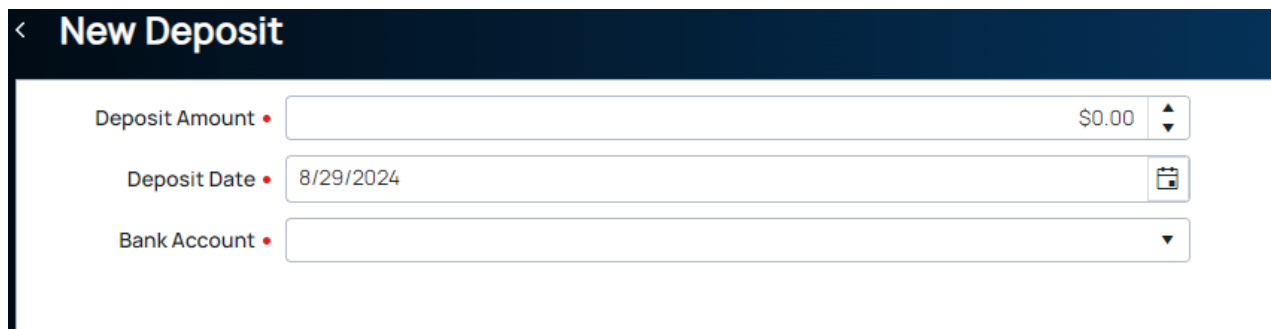
This page has sections for adding a deposit, adding a payment, showing the deposit payments, and totals for the

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:



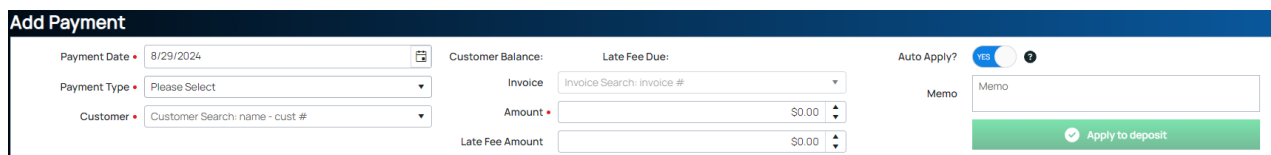
Deposit Amount: Type the deposit amount.

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:



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.

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.

#	Payment Date	Customer	Check #	Type	Amount	\$Unapplied	Settled	Refunded	Apply
2492	8/29/24	Drew Jones - 1030		Cash	\$10,154.96	\$10,154.96	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Apply
2493	8/29/24	Drew Jones - 1030		Cash	\$8.00	\$8.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Apply
2494	8/29/24	Drew Jones - 1030		Cash	\$223.91	\$223.91	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Apply

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.

#	Payment Date	Customer	Check #	Type	Amount	\$Unapplied	Settled	Refunded	Apply
2492	8/28/2024	Drew Jones - 1030		Cash	\$10,154.96		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Apply

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

Edit Deposit ✕

Deposit Amount ▲▼

Deposit Date 📅

Bank Account • ✕ ▼

Posted to GL NO

Save Cancel

Credit card payment

Edit Deposit ✕

Bank Account • ✕ ▼

Posted to GL NO

Save Cancel

eCheck payment

Edit Deposit ✕

Deposit Amount ▲▼

Deposit Date 📅

Bank Account • ✕ ▼

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	
3558	Feb 28, 2024	0	10101 - Charter One - Primary Checking - Ohio	MANUAL	! No	✓ Yes	\$90.00	\$0.00	