Deposit Slip Report

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Watch a (1:54) video tutorial on Reconciling Your Cash Drawer

The **Deposit Slip** report organizes revenue by *Payment Method* for a specific day or time period.

From the *Reports* menu > *Transactions / Financials*, the Deposit Slip report can found under the *Recommended* tab.

- ⭐ Reconcile various payment methods each day.
- ⭐ Use for bank deposit of cash and check payments received over a specified time period.
- ⭐ Settle your cash drawer per Jackrabbit user.

Business Scenario

Your office at the dance studio, gym, pool, etc. accepts cash and check payments. Run the Deposit Slip report using the search criteria *Payment Method* to select **Cash** and **Check**. Review the D*ate From* and T*hrough* to make sure it includes the date of the payment(s) received. Print the report and include with your bank deposit for an easy bank transaction!

Search Criteria

Use the Search Criteria to narrow down results to the payments you want to work with.

Leaving a field blank is the same as saying "all". To use the Deposit Slip for your bank deposit of cash and checks, select both *Payment Methods* by holding down the CTRL key (Command if using a Mac) while clicking each one.

Display Settings

Before submitting for results, you can adjust the following settings:

- Subheading
- Show family name
- Show total by family

- Show each Transaction

- Show Refunds

- Show Notes

- Report format

The Report Results

Deposit Slip

4/18/2019 - 4/18/2019

Item #	Date	Chk#	Account(Billing Contact)		Amount
Pmt Method:	**MC**				
1	4/18/2019		Boyd (Emma Boyd)		100.00
				Sub-total:	100.00
				MC total:	100.00

Refunds Total: 0.00		**Net Total:**	100.00
		# of Items:	1