

Deposit Slip Report

The **Deposit Slip** is a revenue report that is most commonly used to show payments received over a specified date range organized by payment method.

Get to this report from the **Reports** menu > **Find Reports** > **Transactions/Financials** (left menu) > **Recommended** (tab).

- ★ Reconcile your bank accounts using this report.
- ★ Generate a deposit slip to include with your bank deposits for cash and check payments.
- ★ Run the report by Jackrabbit User to settle your cash drawer each shift.

Search Criteria

Use the Search Criteria to define the report results.

- Leaving a field blank is the same as saying "all". For example, leaving the *Payment Method* criteria blank will show payments made by all payment methods.
- Some fields allow multiselection. Use ctrl (cmd for Mac) to select multiple values.

Report: Deposit Slip

← RETURN ✓ SUBMIT

Search Criteria 🔍 Favorites 📌 Save Favorites ✕ Refresh ?

Location: ALL (dropdown)
Main (dropdown)

Type: Payment (Credit) (dropdown)

Subtype: (dropdown)

Payment Method: Bank Draft, Cash, Check, Coupon (multiselect)

Date from: 8/25/2023 (calendar) through 8/28/2023 (calendar)

Recorded by User: barnhardth (dropdown)

Hold down the shift key to select all or **Ctrl** to select more than one from the list.



If you are just getting started with this report, try running it as is, i.e., with the default Search Criteria and Display Settings, to see what's included in the results. Then, go back and refine the selections to customize as needed.

Display Settings

A subheading can be added in this section to customize your report under the Display Settings.

- Add an optional subheading to add a description to the report title.
- When working with a range of dates, simplify bank reconciliation by sorting by *Date* vs. by *Family*.
- It is a recommended best practice to set *Show each Transaction* to **Yes** so that each individual transaction displays. When set to **No**, transactions in the same family are grouped together into one line item, which condenses the report but can make reconciling your bank difficult.
- The default format for the report is PDF; however, you can select a different format. Choose from Excel, HTML, Word, Text, or Tiff.

Display Settings

Subheading: Heather's Deposits

Sort by: Date

Show family name: Yes

Show total by family: No

Show each Transaction: Yes

Show Refunds: Yes

Show Notes: No

Report format: PDF

Give your report title more detail by adding an optional subheading here.

Report Results

As an example, this Deposit Slip report was generated based on the Search Criteria and Display Settings selected in the screenshots in this article.

It shows, for all Locations, the cash and check (*Payment Method*) payment transactions (*Type*) recorded by User ID barnhardth (*Recorded by User*) between August 25th and August 28th.

Deposit Slip
Heather's Deposits
8/25/2023 - 8/28/2023

Optional subheading displays here.

Item #	Date	Chk#	Account(Billing Contact)	Amount
Pmt Method: Cash				
1	8/28/2023		Ager (Holly Ager)	25.00
2	8/28/2023		Brown (Gabby Brown)	90.95
Sub-total:				115.95
Cash total:				115.95
Pmt Method: Check				
3	8/25/2023	352	Morris (Aiden Morris)	200.62
4	8/28/2023	117	Gunnar (Deanne Gunnar)	291.58
Sub-total:				492.20
Check total:				492.20
Refunds Total:				0.00
Net Total:				608.15
# of Items:				4

