

Uncleared Banking Sheet in REST Professional

Overview

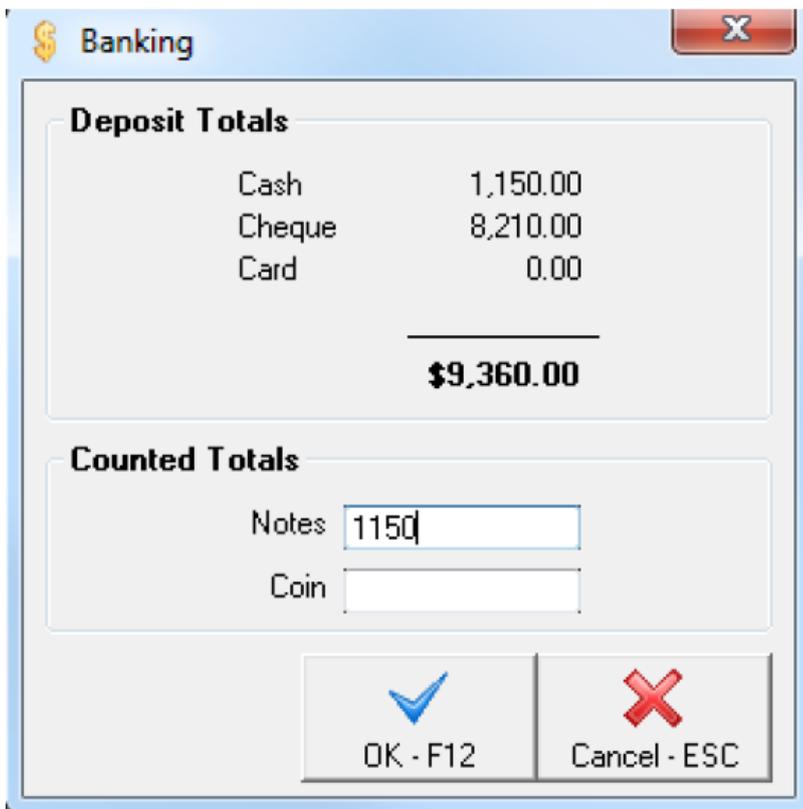
You may have done the banking and printed the banking sheet and taken to the bank, however the banking was not cleared.

This will result in the next banking sheet accumulating the previous banking totals with the current totals.

This document will cover how to clear banking that includes multiple days.

Steps

1. Go to Cash Book > Banking or click on the icon 
2. Enter the notes and coins as needed for the total (including both/all days). NOTE: In this example of the banking total \$9,360.00 which includes 3 days of banking.

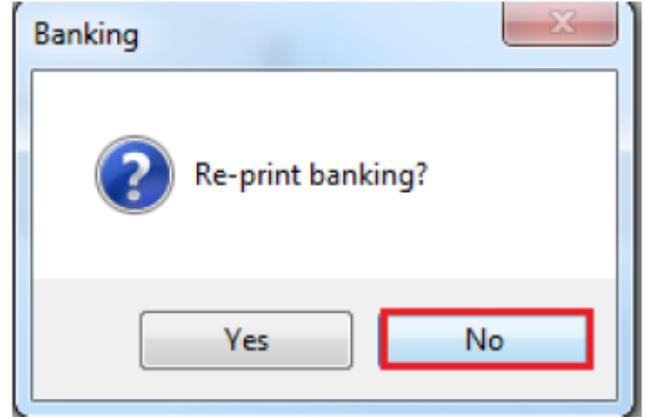
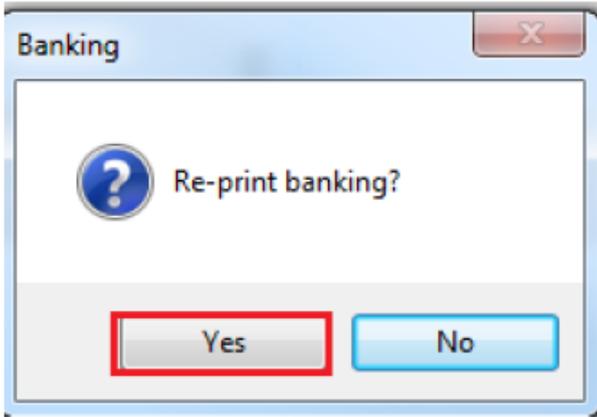


The screenshot shows a 'Banking' dialog box with a title bar containing a dollar sign icon and a close button. The dialog is divided into two sections: 'Deposit Totals' and 'Counted Totals'. The 'Deposit Totals' section contains a table with the following data:

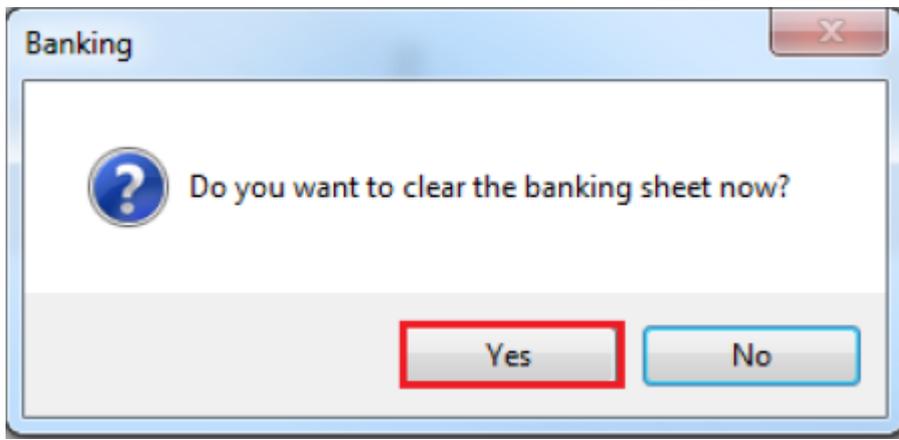
Deposit Totals	
Cash	1,150.00
Cheque	8,210.00
Card	0.00
<hr/>	
\$9,360.00	

The 'Counted Totals' section contains two input fields: 'Notes' with the value '1150' and 'Coin' which is empty. At the bottom of the dialog are two buttons: 'OK - F12' with a blue checkmark icon and 'Cancel - ESC' with a red X icon.

3. Print as many banking sheets as the days included in the banking total. NOTE: In this example I am printing 3 banking sheets - one to represent each day included in the banking total.



- Once all the banking sheets are printed, click No to reprint the banking.
- Click Yes to Clear the banking sheet now



- Manually adjust the banking sheets to reflect the payments made on each of the banking days, do this by dating the sheet and then manually crossing out anything on that sheet that was not included in that day, examples below.

Banking Date: 16/1/14

BANKING SHEET

Date 20/1/14 Page 1

For the credit of: ROCKEND REAL ESTATE TRUST ACCT
Account number: 062-123 1000000 Agent Number:

Ref	Drawer	Bank	Branch	Cash	Card	Cheque
5001	Melony Asbridge			1000.00		
5007	M ASBRIDGE	ANZ	WAVERTON		285.00	
5008	M ASBRIDGE	ANZ	WAVERTON		110.00	
5013	M ASBRIDGE	ANZ	WAVERTON		100.00	
5012	M ASBRIDGE	ANZ	WAVERTON		180.00	
5019	M ASBRIDGE	ANZ	WAVERTON		100.00	
5017	Melony Asbridge			198.99		
5018	M ASBRIDGE	ANZ	WAVERTON		360.00	
5019	M ASBRIDGE	ANZ	WAVERTON		558.00	
5020	M ASBRIDGE	ANZ	WAVERTON		150.00	
5021	M ASBRIDGE	ANZ	WAVERTON		238.00	
5022	M ASBRIDGE	ANZ	WAVERTON		58.00	
5023	M ASBRIDGE	ANZ	WAVERTON		100.00	
				1150.00	0.00	8210.00

Totals for 16/1/14: cash \$1000.00
cheque \$505.00

Banking Date: 17/1/14

BANKING SHEET

Date 20/1/14 Page 1

For the credit of: ROCKEND REAL ESTATE TRUST ACCT
Account number: 062-123 1000000 Agent Number:

Ref	Drawer	Bank	Branch	Cash	Card	Cheque
5001	Melony Asbridge			1000.00		
5007	M ASBRIDGE	ANZ	WAVERTON		285.00	
5008	M ASBRIDGE	ANZ	WAVERTON		110.00	
5013	M ASBRIDGE	ANZ	WAVERTON		100.00	
5012	M ASBRIDGE	ANZ	WAVERTON		180.00	
5019	M ASBRIDGE	ANZ	WAVERTON		100.00	
5017	Melony Asbridge			100.00		
5018	M ASBRIDGE	ANZ	WAVERTON		50.00	350.00
5019	M ASBRIDGE	ANZ	WAVERTON			658.00
5020	M ASBRIDGE	ANZ	WAVERTON			150.00
5021	M ASBRIDGE	ANZ	WAVERTON			238.00
5022	M ASBRIDGE	ANZ	WAVERTON			58.00
5023	M ASBRIDGE	ANZ	WAVERTON			100.00
5029	M ASBRIDGE	ANZ	WAVERTON			100.00
5028	M ASBRIDGE	ANZ	WAVERTON			100.00
				1150.00	0.00	8210.00

Totals for 17/1/14: cash \$150.00
cheque \$7139.00

Banking Date: 20/1/14

BANKING SHEET

Date 20/1/14 Page 1

For the credit of: ROCKEND REAL ESTATE TRUST ACCT
Account number: 062-123 1000000 Agent Number:

Ref	Drawer	Bank	Branch	Cash	Card	Cheque
5001	Melony Asbridge			1000.00		
5007	M ASBRIDGE	ANZ	WAVERTON		285.00	
5008	M ASBRIDGE	ANZ	WAVERTON		110.00	
5013	M ASBRIDGE	ANZ	WAVERTON		100.00	
5012	M ASBRIDGE	ANZ	WAVERTON		180.00	
5019	M ASBRIDGE	ANZ	WAVERTON		100.00	
5017	Melony Asbridge			100.00		
5018	M ASBRIDGE	ANZ	WAVERTON		50.00	350.00
5019	M ASBRIDGE	ANZ	WAVERTON			658.00
5020	M ASBRIDGE	ANZ	WAVERTON			150.00
5021	M ASBRIDGE	ANZ	WAVERTON			238.00
5022	M ASBRIDGE	ANZ	WAVERTON			58.00
5023	M ASBRIDGE	ANZ	WAVERTON			100.00
				1150.00	0.00	8210.00

Totals of 20/1/14: cash 90
cheque \$566.00

7. In the bank reconciliation screen Cash Book > Bank Reconciliation > Total Outstanding Deposits only enter the outstanding deposits for the day or funds that have been receipted into REST but not showing on the bank statement.

Total outstanding deposits	566.00
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02/02/2016 10:49 am AEDT