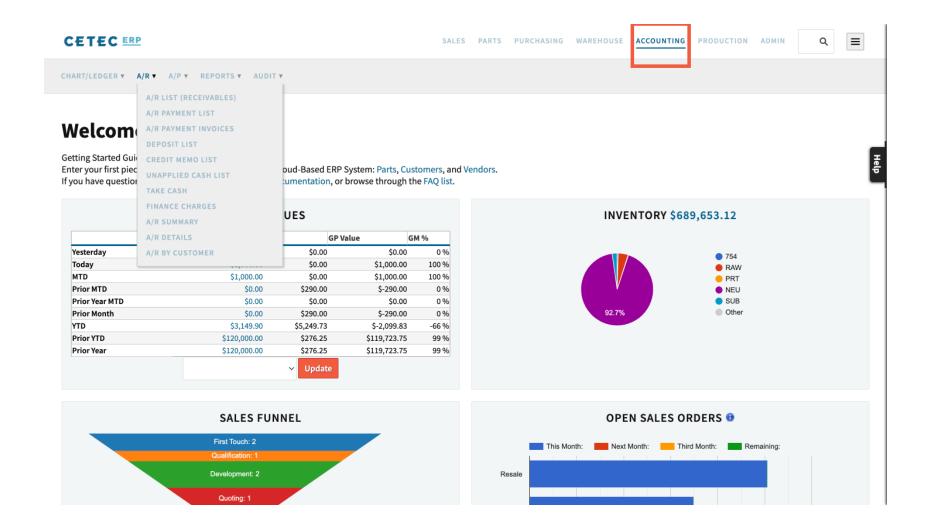A deposit in Cetec is the transaction of compiling closed A/R Payments from customers and depositing them all into the bank. Imagine this is the process of taking multiple checks (from customers) to the bank. Start with clicking Accounting
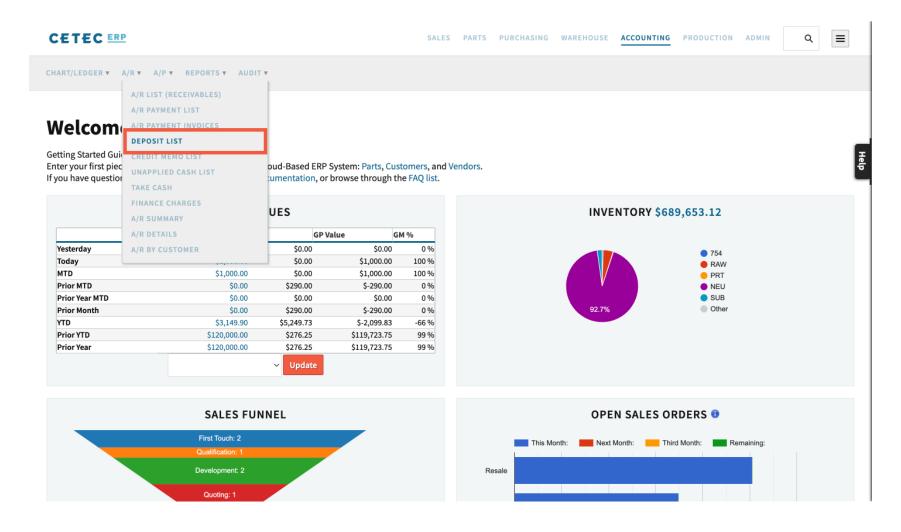
How to Create a Deposit

Cetec ERP

Click A/R, then click Deposit List

Click Submit

Click the Deposit ID. Typically this will correlate with a single day or week that you collect all A/R Payments towards.

How to Create a Deposit
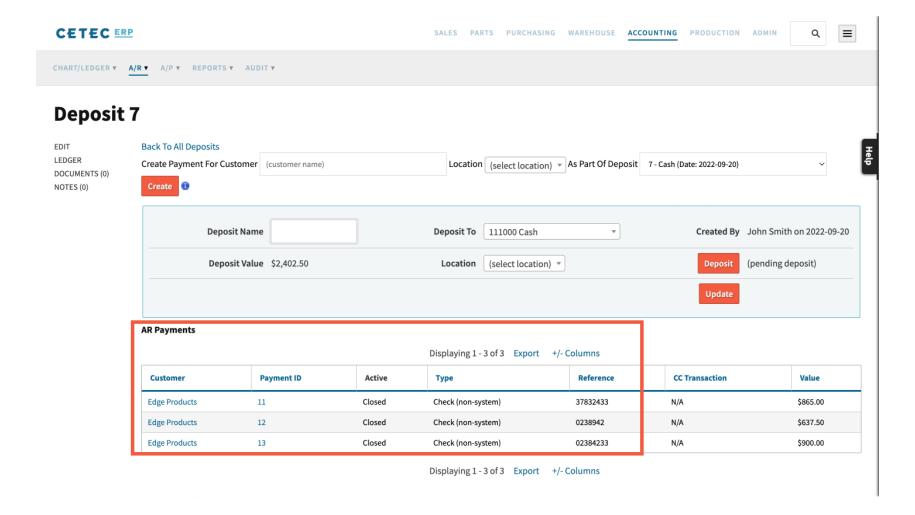
Cetec ERP

See all A/R Payments which correspond to this Deposit.

CETEC ERP
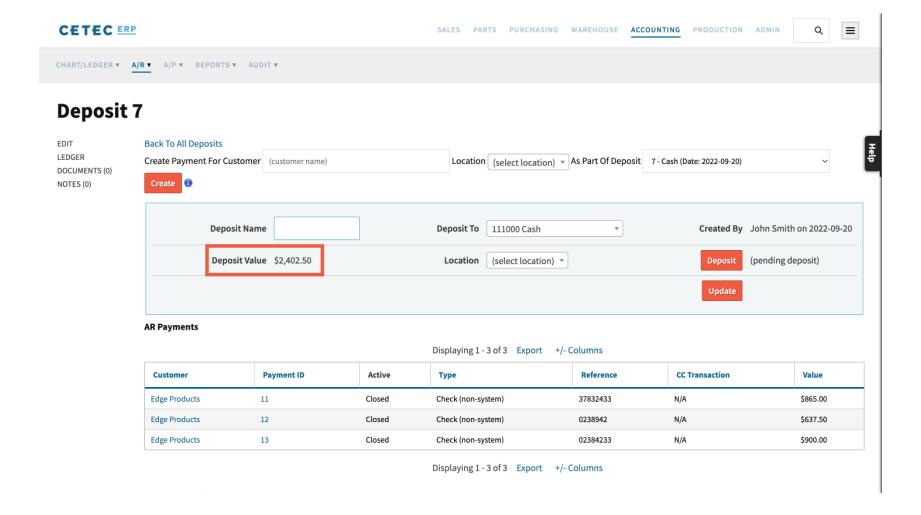
ⓘ This means your Deposit Value matches the total value of all A/R Payments.

CETEC ERP

SALES   PARTS   PURCHASING   WAREHOUSE   **ACCOUNTING**   PRODUCTION   ADMIN

CHART/LEDGER ▾   **A/R** ▾   A/P ▾   REPORTS ▾   AUDIT ▾

Deposit 7

EDIT
LEDGER
DOCUMENTS (0)
NOTES (0)

Back To All Deposits

Create Payment For Customer (customer name)   Location (select location) ▾ As Part Of Deposit 7 - Cash (Date: 2022-09-20) ▾

Create ⓘ

Deposit Name [ ]	**Deposit To** 111000 Cash ▾	**Created By** John Smith on 2022-09-20
Deposit Value $2,402.50	**Location** (select location) ▾	**Deposit** (pending deposit)
		Update

AR Payments

Displaying 1 - 3 of 3   Export   +/- Columns

Customer	Payment ID	Active	Type	Reference	CC Transaction	Value
Edge Products	11	Closed	Check (non-system)	37832433	N/A	$865.00
Edge Products	12	Closed	Check (non-system)	0238942	N/A	$637.50
Edge Products	13	Closed	Check (non-system)	02384233	N/A	$900.00

Displaying 1 - 3 of 3   Export   +/- Columns

ℹ️ Note all A/R Payments must be finalized and closed before you can finalize the Deposit.

You may change which account (likely a bank account) you wish to deposit this money.

Click Update to confirm any changes.

CHART/LEDGER ▾   A/R ▾   A/P ▾   REPORTS ▾   AUDIT ▾

Deposit 7

EDIT
LEDGER
DOCUMENTS (0)
NOTES (0)

Back To All Deposits

Create Payment For Customer (customer name)   Location (select location) ▾ As Part Of Deposit 7 - Cash (Date: 2022-09-20) ⌄

Create ⓘ

Deposit Name	Edge Products Depos	Deposit To	111000 Cash ▾	Created By John Smith on 2022-09-20
Deposit Value	$2,402.50	Location	(select location) ▾	Deposit (pending deposit)
				Update

AR Payments

Displaying 1 - 3 of 3   Export   +/- Columns

Customer	Payment ID	Active	Type	Reference	CC Transaction	Value
Edge Products	11	Closed	Check (non-system)	37832433	N/A	$865.00
Edge Products	12	Closed	Check (non-system)	0238942	N/A	$637.50
Edge Products	13	Closed	Check (non-system)	02384233	N/A	$900.00

Displaying 1 - 3 of 3   Export   +/- Columns

Take Cash Objects

Help

🖱 Click Deposit to finalize and confirm the deposit.

You may click the Ledger link on the left-hand side of your screen to review the corresponding ledger activity.   That's it. You're done!

Scan to go to the interactive player