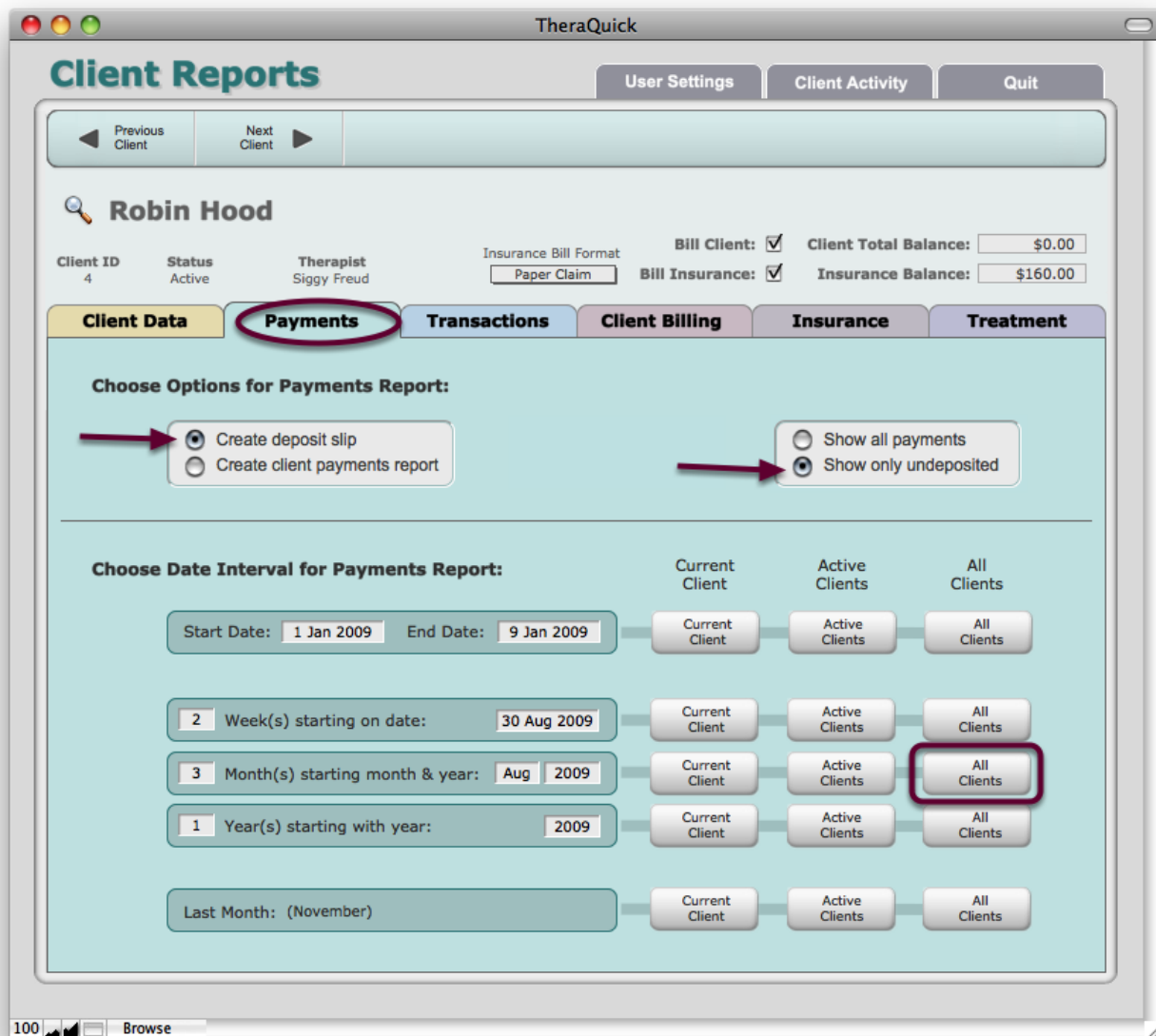


# Selecting Items for Inclusion on Bank Deposit Slips

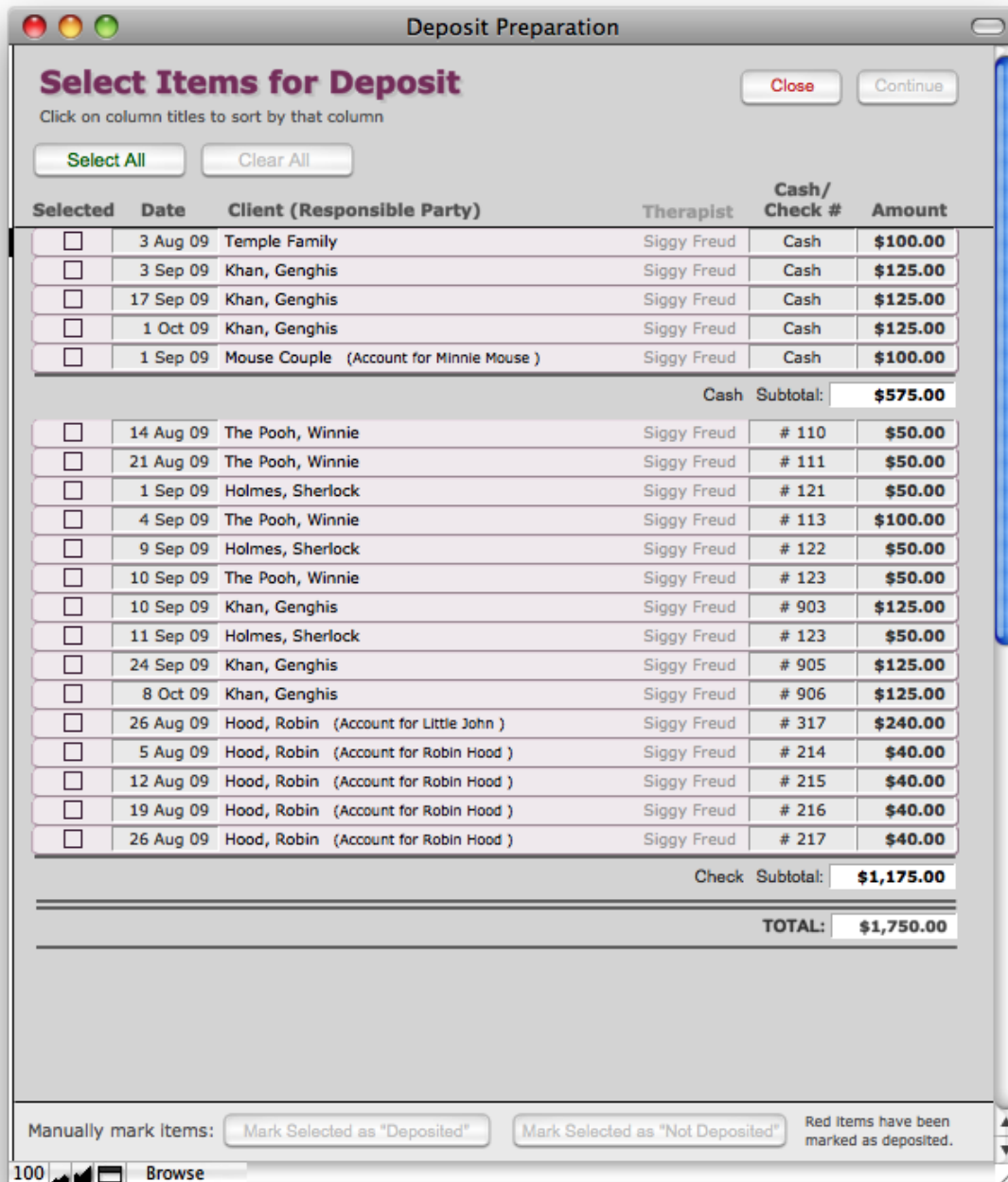
How to individually specify payments to be included on a deposit slip and track deposited vs. undeposited items.

**To create a deposit slip or view undeposited items, navigate to the Reports > Payments tab.**



Click on the "Create deposit slip" option, then the "Show only undeposited" option. Select the time period and group of clients as usual for a report. In this example, the time period is 3 months starting Aug 1, 2009, and the group of clients is "All Clients."

A "Deposit Preparation" window will appear showing the cash and check payments that have not yet been deposited.



The items will initially be sorted by the Cash/Check# column (then by date) to display subtotals for the cash and check amounts. You can click on "Select All" to select all the items for inclusion on the deposit slip, or select items individually by clicking in the "Selected" box. Items with an "X" will be included on the deposit slip.

Items marked with an "X" in the "Selected" column will be included in the deposit slip.

Deposit

**Items selected for deposit**

Close Continue

### Select Items for Deposit

Click on column titles to sort by that column

Select All
Clear All

Selected	Date	Client (Responsible Party)	Therapist	Cash/ Check #	Amount
<input checked="" type="checkbox"/>	3 Aug 09	Temple Family	Siggy Freud	Cash	\$100.00
<input checked="" type="checkbox"/>	1 Sep 09	Mouse Couple (Account for Minnie Mouse)	Siggy Freud	Cash	\$100.00
<input checked="" type="checkbox"/>	3 Sep 09	Khan, Genghis	Siggy Freud	Cash	\$125.00
Cash Subtotal:					<b>\$325.00</b>
<input checked="" type="checkbox"/>	5 Aug 09	Hood, Robin (Account for Robin Hood)	Siggy Freud	# 214	\$40.00
<input checked="" type="checkbox"/>	12 Aug 09	Hood, Robin (Account for Robin Hood)	Siggy Freud	# 215	\$40.00
<input checked="" type="checkbox"/>	14 Aug 09	The Pooh, Winnie	Siggy Freud	# 110	\$50.00
<input checked="" type="checkbox"/>	19 Aug 09	Hood, Robin (Account for Robin Hood)	Siggy Freud	# 216	\$40.00
<input checked="" type="checkbox"/>	21 Aug 09	The Pooh, Winnie	Siggy Freud	# 111	\$50.00
<input checked="" type="checkbox"/>	26 Aug 09	Hood, Robin (Account for Little John)	Siggy Freud	# 317	\$240.00
<input checked="" type="checkbox"/>	26 Aug 09	Hood, Robin (Account for Robin Hood)	Siggy Freud	# 217	\$40.00
<input checked="" type="checkbox"/>	1 Sep 09	Holmes, Sherlock	Siggy Freud	# 121	\$50.00
<input checked="" type="checkbox"/>	4 Sep 09	The Pooh, Winnie	Siggy Freud	# 113	\$100.00
<input checked="" type="checkbox"/>	9 Sep 09	Holmes, Sherlock	Siggy Freud	# 122	\$50.00
<input checked="" type="checkbox"/>	10 Sep 09	The Pooh, Winnie	Siggy Freud	# 123	\$50.00
Check Subtotal:					<b>\$750.00</b>
Items Subtotal:					<b>\$1,075.00</b>
<input type="checkbox"/>	17 Sep 09	Khan, Genghis	Siggy Freud	Cash	\$125.00
<input type="checkbox"/>	1 Oct 09	Khan, Genghis	Siggy Freud	Cash	\$125.00
Cash Subtotal:					<b>\$250.00</b>
<input type="checkbox"/>	10 Sep 09	Khan, Genghis	Siggy Freud	# 903	\$125.00
<input type="checkbox"/>	11 Sep 09	Holmes, Sherlock	Siggy Freud	# 123	\$50.00
<input type="checkbox"/>	24 Sep 09	Khan, Genghis	Siggy Freud	# 905	\$125.00
<input type="checkbox"/>	8 Oct 09	Khan, Genghis	Siggy Freud	# 906	\$125.00
Check Subtotal:					<b>\$425.00</b>
Items Subtotal:					<b>\$675.00</b>
TOTAL:					<b>\$1,750.00</b>

Manually mark Items: Mark Selected as "Deposited" Mark Selected as "Not Deposited" Red items have been marked as deposited.

After selecting the desired items, you can sort by "Selected" (click on the "Selected" column title) to preview the subtotals and totals for the items included in the deposit. Then click on "Continue" to complete the preparation of the deposit slip.



The alternative deposit slip format is the QuickBooks format shown below.

DEPOSIT TICKET
DEPOSIT SLIP

**SIGMUND FREUD**  
1 Psycho Way  
New York, NY 10016

Date 31 Oct 2009

Signature \_\_\_\_\_  
SIGN HERE FOR LESS CASH

**Bank of the Unconscious**  
New York

CASH	<b>\$325.00</b>	214	\$40.00	
110	\$50.00	215	\$40.00	
111	\$50.00	216	\$40.00	
113	\$100.00	217	\$40.00	
121	\$50.00	317	\$240.00	
122	\$50.00			
123	\$50.00			
			<small>SUBTOTAL LESS CASH RECEIVED</small>	<b>\$750.00</b>

DEPOSIT MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.  
ALL ITEMS RECEIVED FOR DEPOSIT ARE SUBJECT TO THE  
RULES AND REGULATIONS OF THE FINANCIAL INSTITUTION

TOTAL  
NUMBER OF  
DEPOSITED  
ITEMS

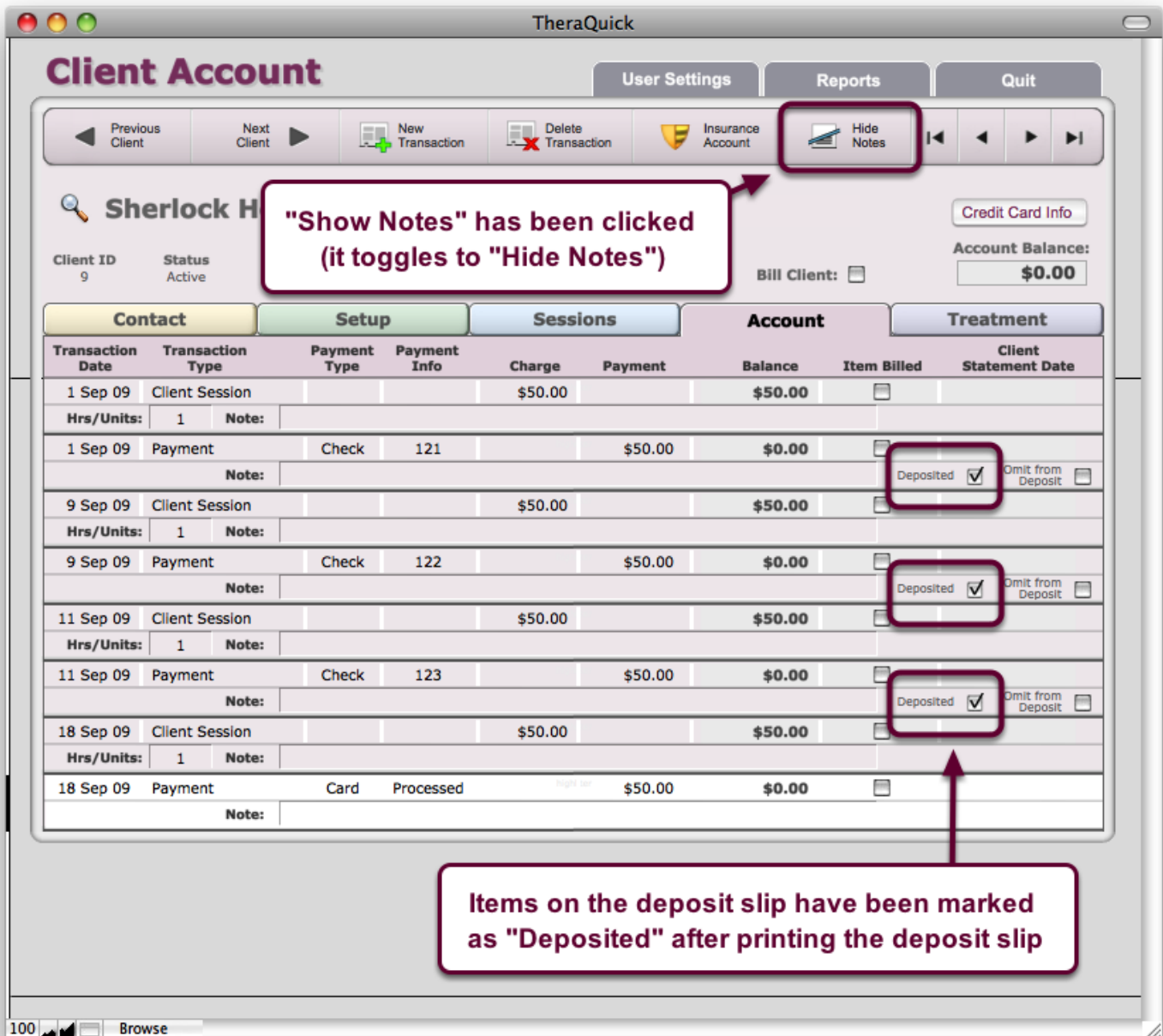
11

**\$1,075.00**

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The QuickBooks format will print only the date and payment items (with subtotals and totals) onto your custom pre-printed QuickBooks deposit slip forms. Click "Continue" in the Navigate Preview window (not shown) to print the deposit data onto the pre-printed form.

After printing the deposit slip, the included items will be marked as "Deposited" in the Client Activity > Account.



**Client Account**

User Settings | Reports | Quit

Previous Client | Next Client | New Transaction | Delete Transaction | Insurance Account | Hide Notes

Sherlock H... Client ID: 9 | Status: Active | Credit Card Info | Account Balance: \$0.00

Transaction Date	Transaction Type	Payment Type	Payment Info	Charge	Payment	Balance	Item Billed	Client Statement Date
1 Sep 09	Client Session			\$50.00		\$50.00	<input type="checkbox"/>	
	Hrs/Units: 1	Note:						
1 Sep 09	Payment	Check	121		\$50.00	\$0.00	<input checked="" type="checkbox"/> Deposited	<input type="checkbox"/> Omit from Deposit
	Note:							
9 Sep 09	Client Session			\$50.00		\$50.00	<input type="checkbox"/>	
	Hrs/Units: 1	Note:						
9 Sep 09	Payment	Check	122		\$50.00	\$0.00	<input checked="" type="checkbox"/> Deposited	<input type="checkbox"/> Omit from Deposit
	Note:							
11 Sep 09	Client Session			\$50.00		\$50.00	<input type="checkbox"/>	
	Hrs/Units: 1	Note:						
11 Sep 09	Payment	Check	123		\$50.00	\$0.00	<input checked="" type="checkbox"/> Deposited	<input type="checkbox"/> Omit from Deposit
	Note:							
18 Sep 09	Client Session			\$50.00		\$50.00	<input type="checkbox"/>	
	Hrs/Units: 1	Note:						
18 Sep 09	Payment	Card	Processed	high ser	\$50.00	\$0.00	<input type="checkbox"/>	
	Note:							

100 | Browse

To view the "Deposited" status of an item, use the "Show Notes" button on the function toolbar. Deposited items will be checked. (You can still prevent undeposited items from being included by using the "Omit from Deposit" option.)

**OPTIONAL:** You can review all items which have been deposited by selecting the "Create deposit slip" and "Show all payments" option on the Reports > Payments layout.



Click on the "Create deposit slip" option, then the "Show all payments" option. Select the time period and group of clients as usual for a report, for which you want to see all payments.

All cash and check payments for the selected date interval and client group will be displayed.

**Deposit Preparation**

### Select Items for Deposit

Click on column titles to sort by that column

Selected	Date	Client (Responsible Party)	Therapist	Cash/ Check #	Amount
<input type="checkbox"/>	3 Aug 09	Temple Family	Siggy Freud	Cash	<b>\$100.00</b>
<input type="checkbox"/>	1 Sep 09	Mouse Couple (Account for Minnie Mouse)	Siggy Freud	Cash	<b>\$100.00</b>
<input type="checkbox"/>	3 Sep 09	Khan, Genghis	Siggy Freud	Cash	<b>\$125.00</b>
<input type="checkbox"/>	17 Sep 09	Khan, Genghis	Siggy Freud	Cash	<b>\$125.00</b>
<input type="checkbox"/>	1 Oct 09	Khan, Genghis	Siggy Freud	Cash	<b>\$125.00</b>
				Cash Subtotal:	<b>\$575.00</b>
<input type="checkbox"/>	5 Aug 09	Hood, Robin (Account for Robin Hood)	Siggy Freud	# 214	<b>\$40.00</b>
<input type="checkbox"/>	12 Aug 09	Hood, Robin (Account for Robin Hood)	Siggy Freud	# 215	<b>\$40.00</b>
<input type="checkbox"/>	14 Aug 09	The Pooh, Winnie	Siggy Freud	# 110	<b>\$50.00</b>
<input type="checkbox"/>	19 Aug 09	Hood, Robin (Account for Robin Hood)	Siggy Freud	# 216	<b>\$40.00</b>
<input type="checkbox"/>	21 Aug 09	The Pooh, Winnie	Siggy Freud	# 111	<b>\$50.00</b>
<input type="checkbox"/>	26 Aug 09	Hood, Robin (Account for Little John)	Siggy Freud	# 317	<b>\$240.00</b>
<input type="checkbox"/>	26 Aug 09	Hood, Robin (Account for Robin Hood)	Siggy Freud	# 217	<b>\$40.00</b>
<input type="checkbox"/>	1 Sep 09	Holmes, Sherlock	Siggy Freud	# 121	<b>\$50.00</b>
<input type="checkbox"/>	4 Sep 09	The Pooh, Winnie	Siggy Freud	# 113	<b>\$100.00</b>
<input type="checkbox"/>	9 Sep 09	Holmes, Sherlock	Siggy Freud	# 122	<b>\$50.00</b>
<input type="checkbox"/>	10 Sep 09	The Pooh, Winnie	Siggy Freud	# 123	<b>\$50.00</b>
<input type="checkbox"/>	10 Sep 09	Khan, Genghis	Siggy Freud	# 903	<b>\$125.00</b>
<input type="checkbox"/>	11 Sep 09	Holmes, Sherlock	Siggy Freud	# 123	<b>\$50.00</b>
<input type="checkbox"/>	24 Sep 09	Khan, Genghis	Siggy Freud	# 905	<b>\$125.00</b>
<input type="checkbox"/>	8 Oct 09	Khan, Genghis	Siggy Freud	# 906	<b>\$125.00</b>
				Check Subtotal:	<b>\$1,175.00</b>
					<b>TOTAL: \$1,750.00</b>

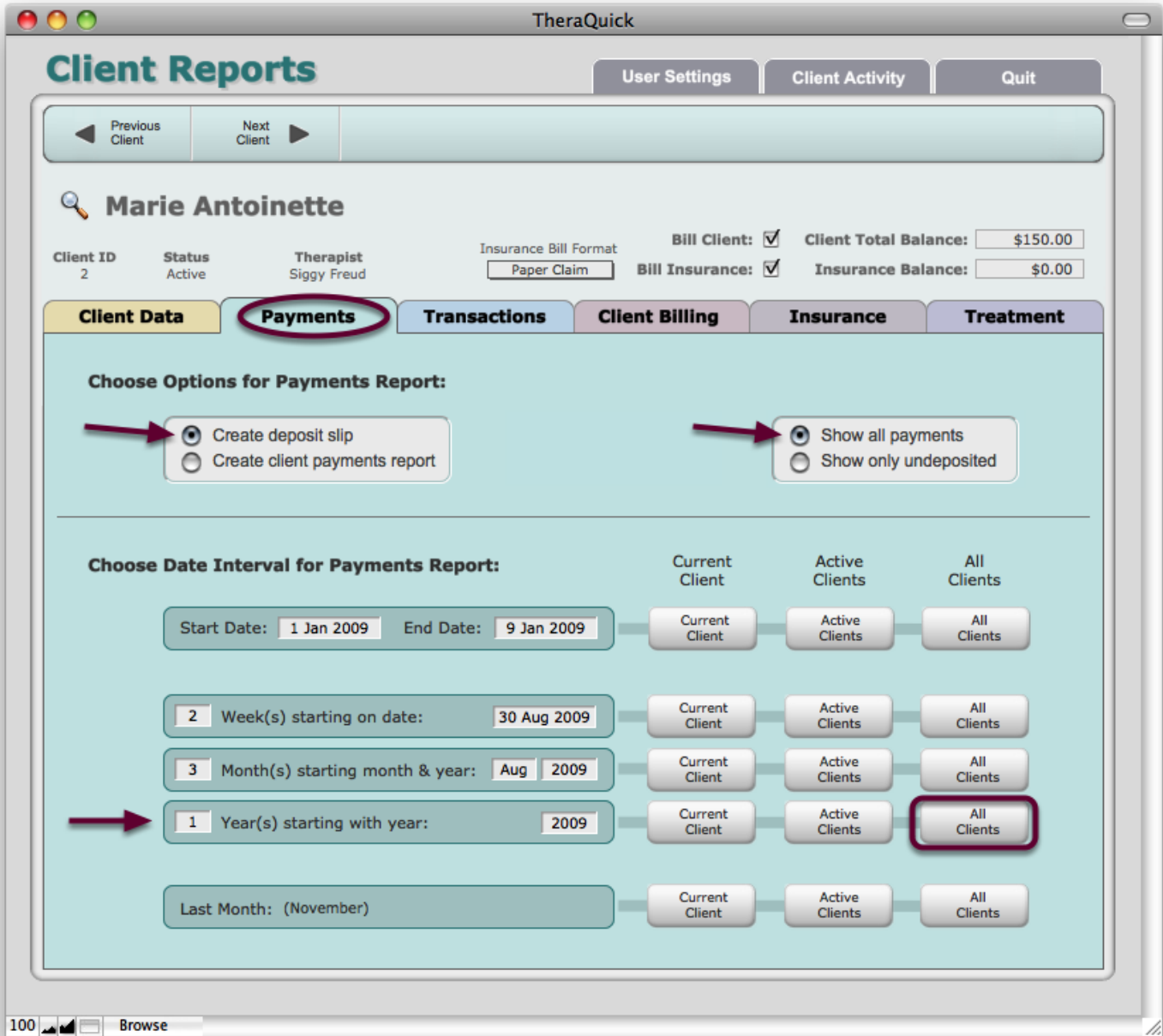
**Items marked "Deposited" are shown in red**

Manually mark Items:   Red items have been marked as deposited.

100 Browse

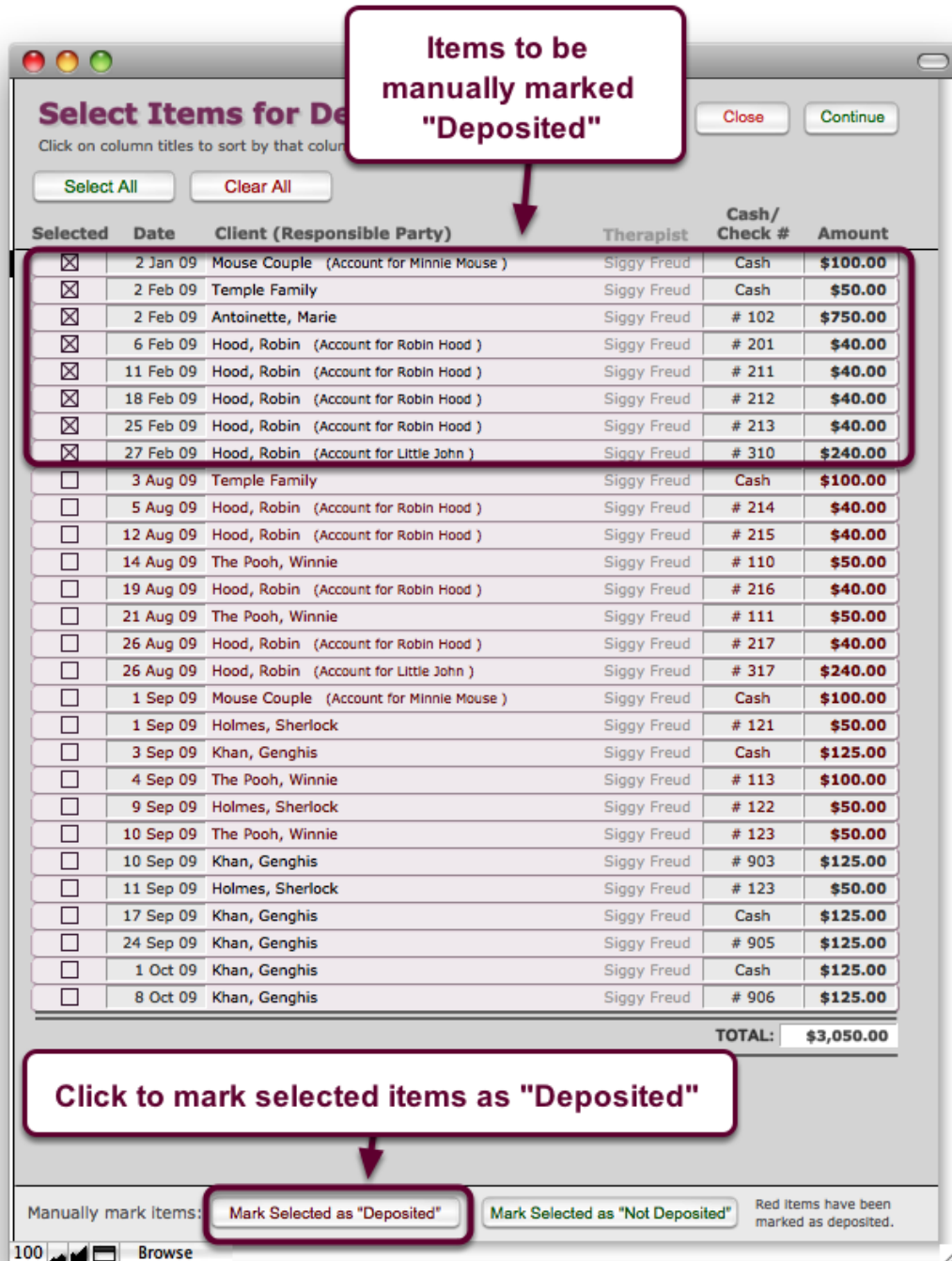
The payments which have already been deposited (marked as "Deposited") will be displayed in red text.

**OPTIONAL: Marking previous items as "Deposited."**



If you have deposited payments without using the deposit slips in TheraQuick, or you have deposited payments prior to using TheraQuick version 1.6.3, you can manually mark these items as "Deposited." To do this, create the deposit slip report that includes the date interval for these payments. In this example, we've chosen all of 2009.

**Manually mark items as "Deposited."**



**Select Items for Deposit**

Click on column titles to sort by that column

Select All Clear All

Close Continue

Selected	Date	Client (Responsible Party)	Therapist	Cash/Check #	Amount
<input checked="" type="checkbox"/>	2 Jan 09	Mouse Couple (Account for Minnie Mouse)	Siggy Freud	Cash	\$100.00
<input checked="" type="checkbox"/>	2 Feb 09	Temple Family	Siggy Freud	Cash	\$50.00
<input checked="" type="checkbox"/>	2 Feb 09	Antoinette, Marie	Siggy Freud	# 102	\$750.00
<input checked="" type="checkbox"/>	6 Feb 09	Hood, Robin (Account for Robin Hood)	Siggy Freud	# 201	\$40.00
<input checked="" type="checkbox"/>	11 Feb 09	Hood, Robin (Account for Robin Hood)	Siggy Freud	# 211	\$40.00
<input checked="" type="checkbox"/>	18 Feb 09	Hood, Robin (Account for Robin Hood)	Siggy Freud	# 212	\$40.00
<input checked="" type="checkbox"/>	25 Feb 09	Hood, Robin (Account for Robin Hood)	Siggy Freud	# 213	\$40.00
<input checked="" type="checkbox"/>	27 Feb 09	Hood, Robin (Account for Little John)	Siggy Freud	# 310	\$240.00
<input type="checkbox"/>	3 Aug 09	Temple Family	Siggy Freud	Cash	\$100.00
<input type="checkbox"/>	5 Aug 09	Hood, Robin (Account for Robin Hood)	Siggy Freud	# 214	\$40.00
<input type="checkbox"/>	12 Aug 09	Hood, Robin (Account for Robin Hood)	Siggy Freud	# 215	\$40.00
<input type="checkbox"/>	14 Aug 09	The Pooh, Winnie	Siggy Freud	# 110	\$50.00
<input type="checkbox"/>	19 Aug 09	Hood, Robin (Account for Robin Hood)	Siggy Freud	# 216	\$40.00
<input type="checkbox"/>	21 Aug 09	The Pooh, Winnie	Siggy Freud	# 111	\$50.00
<input type="checkbox"/>	26 Aug 09	Hood, Robin (Account for Robin Hood)	Siggy Freud	# 217	\$40.00
<input type="checkbox"/>	26 Aug 09	Hood, Robin (Account for Little John)	Siggy Freud	# 317	\$240.00
<input type="checkbox"/>	1 Sep 09	Mouse Couple (Account for Minnie Mouse)	Siggy Freud	Cash	\$100.00
<input type="checkbox"/>	1 Sep 09	Holmes, Sherlock	Siggy Freud	# 121	\$50.00
<input type="checkbox"/>	3 Sep 09	Khan, Genghis	Siggy Freud	Cash	\$125.00
<input type="checkbox"/>	4 Sep 09	The Pooh, Winnie	Siggy Freud	# 113	\$100.00
<input type="checkbox"/>	9 Sep 09	Holmes, Sherlock	Siggy Freud	# 122	\$50.00
<input type="checkbox"/>	10 Sep 09	The Pooh, Winnie	Siggy Freud	# 123	\$50.00
<input type="checkbox"/>	10 Sep 09	Khan, Genghis	Siggy Freud	# 903	\$125.00
<input type="checkbox"/>	11 Sep 09	Holmes, Sherlock	Siggy Freud	# 123	\$50.00
<input type="checkbox"/>	17 Sep 09	Khan, Genghis	Siggy Freud	Cash	\$125.00
<input type="checkbox"/>	24 Sep 09	Khan, Genghis	Siggy Freud	# 905	\$125.00
<input type="checkbox"/>	1 Oct 09	Khan, Genghis	Siggy Freud	Cash	\$125.00
<input type="checkbox"/>	8 Oct 09	Khan, Genghis	Siggy Freud	# 906	\$125.00

TOTAL: \$3,050.00

Manually mark items: **Mark Selected as "Deposited"** Mark Selected as "Not Deposited" Red items have been marked as deposited.

Select those items that have already been deposited and click on the "Mark Selected as Deposited" button at the bottom of the window. These items will then be considered "Deposited" and will not be included in future deposit slips when you select the "Show only undeposited" option.