



Bank Deposit Report

User Guide

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What is The Purpose

Every time you post payments such as cash, check, money order to the family account ledger, the system records these payment items status as current or open in the Bank Deposit Report. When you are ready to make a deposit of all the posted payments to the bank, you should close that particular Bank Deposit Report.

This user guide shows the steps on how to use and the Bank Deposit Report.

1. Posting Payments

You can post payments in OnCare using either Post Ledger Item screen or Quick Post function as shown below:

Ledger	Posting Date	Transaction Type	Description	Check # (Max 15 Chars)	Amount	Child	Comments (Max 100 Chars)
Sponsor	06/18/2016	Payment	Payment - Check	95667	\$ 1200.00	Desmond Tremp-E	
Sponsor	06/18/2016	Select here...	Select here...		\$	Desmond Tremp-E	
Sponsor	06/18/2016	Select here...	Select here...		\$	Desmond Tremp-E	
Sponsor	06/18/2016	Select here...	Select here...		\$	Desmond Tremp-E	

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>> Quick Post

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Family Status: Active

Posting Date	Transaction Type	Description
06/18/2016	Payment	Payment - Check

Family Acct Key	Ledger	Parent Last Name	Parent First Name	Child Name	St	Amount	Comments (Max 100 Chars)	Check # (Max 15 Chars)
BLAN	Sponsor	EagleBlue	Joe EagleBlue	Eagle, BlueJays	Active	\$ 1245		2323
BORE	Sponsor	Bluejays	Andrew	BlueJays	Active	\$ 875		12444
BROW	Sponsor	Brown	Richard	Juliana	Active	\$ 1200		5677

2. Accessing Bank Deposit Report

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>> Reports

Note: The system generates reports in new pop-up windows. If your Internet browser pop-up blocker is turned on, the report will be blocked. To learn how to turn off the pop-up blocker or allow pop-up from our system, [click here](#).

Family/Child Data

1. [Child Allergy / Medication / Special Diets Report](#)
2. [Child Care Facility Roster](#)
3. [Child Immunization / Physical Health Exam Report](#)
4. [Classroom/School Directory Report](#)

Accounting

1. [Account Activity](#)
2. [Aging Report](#)
3. [Child Billing Item Setup Report](#)
4. [Bank Deposit Report](#)
5. [Family Account Statement](#)
6. [Specific Charge/Credit Detail Report](#)
7. [Total Charge/Credit Summary Report](#)
8. [Deposit on Account](#)
9. [Subsidized Care Rates Report](#)
10. [Subsidized Care Contract Expiration Report](#)

Click here



3. Current Bank Deposit Report

When you first access the Bank Deposit Report, it will default to “Current.” Running the Current Bank Deposit Report will show you all the payment items you have recorded since the last bank deposit run.

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All payment transactions recorded in the account ledger are captured in this Bank Deposit Report. There are two statuses for this report:

Current: The initial default status for all recorded payments before deposit
Closed: After the recorded payments have been deposited at the bank

Select Deposit Report Type Current Closed

Select Up to Current Date (06/18/2016)
 Posting Date Range

Sort Order 1 Posting Date - Desc ▼

Sort Order 2 Family Account Key ▼

Sort Order 3 Ledger(Sponsor / Co-Sponsor / Agency) ▼

4. How To Close Deposit Report

On the top of the Current Bank Deposit Report, you will find a button to close the bank deposit report as shown below:

Note: Each report is assigned a number so you can access that closed report quickly by closed report number.

[Print PDF](#) [Print CSV](#) [Change Status of Deposit From Current to Closed](#)

After you are ready to or have deposited the payments on this Current Deposit Report in the bank, you should change the status of the deposit to "Closed" by clicking on the upper right button.


Click here to close the deposit status
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Company Name : Oncare Demo Company (Sandbox)
Center Name : Sandbox Framingham

Current Deposit Report

Report Number : 2 **Reporting Period** : Up to Current Date (06/18/2016)

Payment - Cash Current report number

Family Acct Key	Ledger	Parent Name	Child FN	Post Date	Check #	Comments	Amount
HAMM	Sponsor	Heather, Hammer	Lisa, Victoria	06/18/2016			\$ 250.00
KELLE	Sponsor	Kabrel, Kelley	Alene, Karissa	06/18/2016			\$ 600.00
Total							\$850.00

5. Closed Bank Deposit Report

To access closed bank deposit report, you can choose the report by date range or report number

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All payment transactions recorded in the account ledger are captured in this Bank Deposit Report. There are two statuses for this report:
Current: The initial default status for all recorded payments before deposit
Closed: After the recorded payments have been deposited at the bank

Select Deposit Report Type Current Closed

Select All

Deposit Closed Date Range
 Report Number

Sort Order 1 ▼
 Sort Order 2 ▼
 Sort Order 3 ▼

Report Type Pdf Csv Html



Company Name : Oncare Demo Company (Sandbox)
 Center Name : Sandbox Framingham

Closed Bank Deposit Report

Report Closed Date : 6/19/2016

Report Number : 2

Payment - Cash

Family Acct Key	Ledger	Parent Name	Child FN	Post Date	Check #	Comments	Amount
HAMM	Sponsor	Heather, Hammer	Lisa, Victoria	6/18/2016			\$ 250.00
KELLE	Sponsor	Kabrel, Kelley	Alene, Karissa	6/18/2016			\$ 600.00
Total							\$ 850.00