

Post Prior Period Deposits (Revenues)

Even though you may have posted a Balance Forward amount for revenues received for jobs on your Chart of Accounts, those revenues will NOT show up on Job Revenues reports unless the detail is posted on the Deposits window. (Balances forward WILL show up in your accounting general ledgers, and on financial statements, but job revenues reports are based on entries made on the Deposits window.) To post “Prior Period Deposits” detail, there is a special process that will make sure the detail does not interfere with the accounting balances forward.

In the setup Document about gathering prior period data, it was suggested that you prepare a detailed list of revenues received up to your Balance Forward date for jobs that were in progress as of the Balance Forward date. Use that list to post “Prior Period Deposits” detail.

To post Prior Period deposits, click on the *Deposits* button under **Payors, Deposits, Receivables, Draws** on the Home tab. On the deposits menu that opens, click the button labeled *Add New Prior Period Deposit*. (First, please read other Help about setting up Deposit Categories AND about posting deposits for more info about the fields.)

Payor / Check#	Job / Dept	Change Order (optional)	Brief Description	Deposit Category	Line Amount
BROWNJAC 1234	H11RIVER CH	NONE	J Brown - down payment To apply this line to Job Costs, and NOT Revenues, select JOB COST as Category.	DOWN PAYMENTS	\$5,000.00

DEPOSIT TOTAL: \$5,000.00
Deposit Date: 12/01/01
Deposit ID Num: 120101

Submit Deposit [Prior Period Deposit] Yes

A Prior Period Deposit will be posted to the Prior Period Cash Account AND all allocation entries will also be posted to the Prior Period Cash Account. This will cause a zero in/out amount on your books. By posting a prior period deposit, the entries WILL show up as Revenues on Job Revenue Reports, AND in Lists Of Deposits, but they will NOT interfere with accounting balances forward.

Simply select the **Payor**, enter their **Check #** (optional), select the **Job**, the **Department**, enter a **Brief Description**, select the **Deposit Category**, and enter the amount of the deposit in the **Line Amount** field. Enter the **Deposit Date** at the bottom of the window. Let the program supply the **Deposit ID Num**. Then click the **Submit Deposit** button.

After posting all of your Prior Period deposits you can print a report of them by clicking the button labeled *Deposits Detail* on the Deposits Menu. Then search for all deposits dated on or before your Balance Forward Date. Then use the Reports button. You can ALSO use the *Job Revenues* button under Actual Job Costs/Revs on the Home tab to search and produce reports of job revenues.