

Deposits

Category: Deposits | Created: May 04, 2026 | Updated: September 01, 2026

Note: Be sure your deposit slip you create in HaulWare matches the amount of the actual deposit you made at the bank.

Select the Bank Account for this deposit.

Click the New button.

If necessary, change the date to match the date of the actual deposit at the bank.

The screenshot shows the 'Check Writer' application window. At the top, the 'Bank Account' dropdown is set to 'Best Bet Checking'. Below this are four tabs: 'Bank Accounts', 'Checks', 'Deposits' (which is selected), and 'Adjustments'. The main form area is titled 'DEPOSIT 953'. It contains a text box for the company name 'HaulWare Trucking, Inc.' with its address and phone number. To the right, there is a 'Date' field set to '4/2/2020' and an 'Amount' field set to '\$6,400.00'. Below these is a 'Memo' field. To the right of the main form is a 'Cleared Stmt Date' field. At the bottom left, there is a 'GL Accounts' section with an 'Add/View Items' button. To its right is a table with three columns: 'Account', 'Description', and 'Amount'. The table contains two rows of data and a total row. At the bottom of the window, there is a status bar with 'Record: 31 of 33' and a search filter. Below the status bar are several buttons: 'New', 'Delete', 'Find', 'Print', 'UnPost', 'Register', and 'Done'.

Account	Description	Amount
1100	Undeposited Funds	\$6,250.00
6160	Dues and Subscriptions	\$150.00
Total		\$6,400.00

Click the image above Create/View Deposit Slip. This opens the list of checks on this deposit. On a new deposit this list will be blank.

Click Select Undeposited Checks button. This opens the list of checks that have been applied to Invoices but are not yet on a Deposit Slip.

Undeposited Checks

Selec	Date	Check Amt	Check No.	Invoice(s)	Customer
☒	05/06/19	\$300.00	123456	180604-02	A1 Environmental Inc.
☒	12/30/19	\$746.15	122233	180817-11 1912	A1 Environmental Inc.
☒	04/02/20	\$1,566.30	200402-01	200304-11	A1 Environmental Inc.
☒	07/09/20	\$400.00	654321	200115-01	A1 Environmental Inc.
☒	01/15/21	\$750.00	1001	200616-02	A1 Environmental Inc.
☒	07/30/20	\$1,000.00	2020387	200304-18	Alice County Earthworks, Inc.
☒	09/28/21	\$1,000.00	1000	180605-01 2001	Always On Time Construction
☒	05/17/21	\$350.00	4444	210517-01	Bianco Builders Inc.
☒	04/02/20	\$2,619.00	200402-02	200310-01	Bob's Septic Service
☒	10/01/18	\$2,085.82	11	180817-10	Bruner Trucking Inc.
☒	04/07/21	\$982.30	8888	210407-01	Goodwill Excavators

Total Selected: \$0.00

Select All Add to Deposit Done

Record: 1 of 11 No Filter Search

Select the checks on this Deposit, either individually by checking the box at the left end of each line, or click the Select All button to select all checks.

Click the Transfer to Deposit Slip button.

Click Done to display the checks selected for this deposit.

Deposit Slip

Deposit Date: 4/2/2020 Bank Account: Best Bet Checking

Deposit Amount: \$6,400.00

Routing Code	Check No.	Customer/Details	Invoice(s)	Amount
☒	7793737	Always On Time Construction	180227-01 18083	\$1,000.00
☒	00123456	A1 Environmental Inc.	180314-01 18083	\$5,000.00
☒	5142	A1 Environmental Inc.	191121-01	\$250.00
☒	112233	Artronix Computer Solutions	refund	\$150.00
☒				

4 Total Deposit Slip \$6,400.00

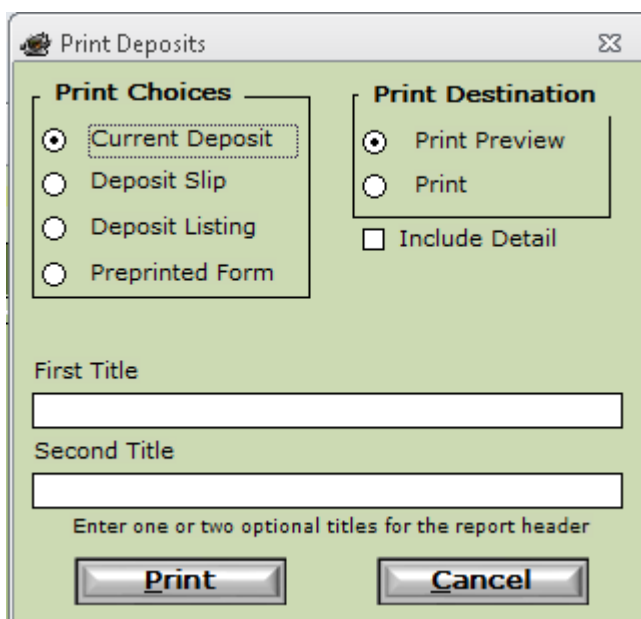
New Delete Print Select Checks Done

If there are additional (non-AR) checks that were not paying Invoices, manually enter them on each line.

Click Done and click OK to update the amount on the Deposit Slip.

Select Undeposited Funds for the Credit Acct for the AR cash (cash received and applied to Invoices). The non-AR cash on this deposit MUST BE DEPOSITED TO A GL ACCOUNT OTHER THAN UNDESPOSITED FUNDS. Your Undeposited Funds account will be out of balance otherwise.

Click the Print button and click the Include Deposit Detail checkbox to print your cover sheet for this deposit.

The image shows a 'Print Deposits' dialog box with a light green background. It has a title bar with a printer icon and the text 'Print Deposits'. Inside, there are two main sections: 'Print Choices' and 'Print Destination'. 'Print Choices' has four radio buttons: 'Current Deposit' (selected), 'Deposit Slip', 'Deposit Listing', and 'Preprinted Form'. 'Print Destination' has two radio buttons: 'Print Preview' (selected) and 'Print', and a checkbox labeled 'Include Detail' which is currently unchecked. Below these sections are two text input fields labeled 'First Title' and 'Second Title'. A small instruction text reads 'Enter one or two optional titles for the report header'. At the bottom are two buttons: 'Print' and 'Cancel'.

Affix the check stubs, remittance advice sheets, and bank deposit receipt to the cover sheet and file by date.

Click the Post button. The Check Register and GL will be updated.

Click the Register button. The last entry (normally) will be your deposit with the updated current balance of that bank account.

Note: After this procedure, your balance in Undeposited Funds on the Accounting > General Ledger account should be zero.

Please call or [Email](#) us for Information on this topic.

