

Manually Adding Missing EFT Deposit Checks in SedonaOffice

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How to Add a Manual Deposit when EFT/ACH Transactions are missing in Payment Processing.

If the user is on the latest version of SedonaOffice make sure the missing deposit check issue is documented and sent to development to track and resolve the defect.

For customers on older versions where deposit checks did sometimes fail to generate follow the steps below:

On occasion some EFT/ACH Transactions from Forte/DEX will be missing from batches in Payment Processing. Follow these steps to manually add a deposit in Sedona Office for those missing transactions.

****Before creating a Manual Deposit verify in Forte/DEX and your Company Bank Account that these missing transactions have been Settled and funded.**

Payment Processing

To create a deposit for the missing EFT/ACH transactions go to Payment Processing and select "New".

Batch Date: this will default to today's date but can be changed if needed.

Description: Enter a description for this deposit (ex: EFT/ACH transactions)

Tape Total: Enter the total of the transactions being entered. Save.

New Batch Information

Batch Information

Batch Date	4/13/2023
Description	EFT/ACH Transactions
Tape Total	500.00
Entered Amount	0.00
Remaining Amount	500.00

Check 21 Batch

Ready to Deposit

Bank Information

Bank Account

Deposit Date

Reconcile Date

Save Close

From the List of Batches either double-click the deposit you just created or select “Enter Payments”.

When the Payment Processing screen opens enter the Customer Number and Amount.

For Payment Method, select the arrow for the drop-down menu and select the appropriate option, such as Visa, Mastercard, Credit Card, EFT, etc.

Check Number: This is optional but can be used to enter the Last Four of the Credit Card or Bank Account or other information that your Company prefers.

Posting Date: Enter the Date that the transactions will be posted to the GL.

Check Date: Enter the date the transaction was created. This is optional.

Now enter the amount being paid under “Payments” for each invoice. Save.

Payment Processing

Batch Tape Amount: 500.00 Amount Entered: 0.00 Batch Balance: 500.00 Entry # 1 of 1

Branch: Alabama

Customer: 48977

Invoice #:

Address: Elizabeth Arrington
2345 Sunny Lane
Daphne, AL 36526

Memo:

Balance to Apply:

Amount:

Payment Method: Check

Check Number:

Posting Date: 4/13/2023

Check Date:

Statement Late Fee: \$1,213.68 Other Credits: 3,158.11

Invoices | Other

Invoice List						
Site Name	Invoice #	Date	Amount	Net Due	Payment	Purchase Order
Pineapple Farms	425210	1/23/2023	421.20	279.91		1234556
Elizabeth Arrington	425243	3/1/2023	249.75	249.75		1234556
Pineapple Farms	425246	2/1/2023	116.00	116.00		
Elizabeth Arrington	447077	2/1/2023	25.00	25.00		
Patrick Starfish	453187	3/1/2023	97.00	97.00		
Elizabeth Arrington Residence	453190	3/1/2023	5.20	5.20		

Total Due: \$5,219.87 Auto Clear

View Checks Import Lockbox Scan Batch Save Close

If the payment is not being applied to an invoice then select the "Other" tab and enter the payment amount for the option selected. Miscellaneous, Advance Deposit, Late Fee, or Unapplied Cash. Select Save.

Payment Processing

Batch Tape Amount: 500.00 Amount Entered: 0.00 Batch Balance: 500.00 Entry # 1 of 1

Branch: Alabama Customer: 48977 Invoice #: Address: Elizabeth Arrington, 2345 Sunny Lane, Daphne, AL 36526 Memo: Balance to Apply: Amount: Payment Method: Check Check Number: Posting Date: 4/13/2023 Check Date: Statement Late Fee: \$1,213.68 Other Credits: 3,158.11

Invoices: Other

Miscellaneous Advance Deposit

GL Account: Job: Category Code: Amount: Amount: Late Fee Unapplied Cash

Amount: Amount: Future Auto Apply Auto Clear

View Checks Import Lockbox Scan Batch Save Close

Repeat above steps for each EFT/ACH transaction.

When all transactions have been entered and the Batch Balance is Zero a pop-up will appear asking if you are ready to deposit the batch. Select Yes.

The Make Deposit screen will open. Enter the Deposit Date, Branch Code, Bank Account, and a Description. Select the batch to be deposited.

Select Save.

Make Deposit [Close]

Deposit Date: 4/14/2023 [Calendar] Deposit Total: \$ 500.00

Single Deposit in GL

Branch Code: MI [Dropdown]

Bank Account: 100204 [Dropdown] [Calendar]
Bank of Montreal

Description: Deposit Description

Check 21 Only
 Print Deposit Ticket

Sel	Date	Description	Quan...	Tape Total	Entered Total	Balance
<input checked="" type="checkbox"/>	4/13/2023	EFT/ACH Transa...	1	500.00	500.00	0.00
<input type="checkbox"/>	2/6/2023	NEgative Batch	1	-157.50	-157.50	0.00

[Save] [Close]