Card, Check, Wire & Bank Deposits

Use **Bank Deposits** for manual cash, check, and wire receipts. Automatic card activity and manual bank-deposit batches are shown separately.

Create a Manual Batch

1. Open **Billing > Bank Deposits**.
2. Select the manual-deposit area.
3. Create a batch for the correct business date.
4. Select the correct company brand or entity.
5. Enter a clear batch name that staff can recognize later.
6. Save the batch.

More than one manual batch can be created for a day when the company makes separate deposits. Keep each batch name clear and consistent with the company's process.

Record a Cash, Check, or Wire Payment

1. Open the correct manual batch.
2. Add a receipt or payment entry.
3. Search for the customer. Search returns only customers in the batch's brand.
4. Confirm the customer, address, and brand.
5. Choose **Cash**, **Check**, or **Wire**.
6. For a check, enter the check number. For a wire, enter the wire reference. For cash, enter the required comment when prompted.
7. Enter the payment amount.
8. If the customer is on a budget and the payment is intended for the budget, select the budget option.
9. Select the invoice or invoices the customer is paying.
10. Review the allocation and remaining amount.
11. Save the entry.
12. Verify the payment on the customer account and Ledger.

FIVE-POINT REVIEW Before saving, confirm the brand, customer, payment type, amount, and invoice allocation.

Do not record a wire as Other. Wire has its own tile and filter on Receipts, its own column on the deposits list, and its own line on Cash Proof.

Finish the Batch

1. Compare the KozyOps batch to the cash, checks, and wires received.
2. Correct open errors before closing the batch.
3. Download or print the batch record if required by company procedure.
4. Lock or close the batch only after review is complete.

Once a deposit batch is closed, additional entries cannot be added to it.

Correct an Entry

If an amount, customer, or invoice was entered incorrectly, use the entry's **Actions** menu and **Roll Back** when that option is available and the batch is still eligible for correction. Re-enter the receipt correctly and verify the Ledger. If Roll Back is unavailable, the batch is closed, or the effect is unclear, stop and escalate to an authorized billing administrator.

The deposits list now sorts card money into the right card brand and no longer subtracts reversed money twice. If deposit totals from before September 2026 looked off, these were the causes.

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