

Deposit Reports



Most pest control companies make a deposit each day. PestaRoo helps with this daily chore by keeping track of your payments as you receive them and compiling them into a deposit report.

Overview

Payments are typically received daily. A single click report summarizes these amounts as a Deposit. The report itemizes the individual checks and/or cash. The Deposit report is designed for placing in a notebook. You can reprint Deposit Reports for any day in the past.

Payments

As you post payments each day, PestaRoo flags that payment as needed for a Deposit report. The list of payments for the report grows and grows until you print the Deposit report. As the report is printed each of those payments is unflagged and associated with that specific date's deposit report.

Printing the Deposit Report

From Home Page >> Select Report to Print... then click on the button "Print Deposit Report". As noted above, you can only click this button once. After you "Print the Deposit Report" the payments are unflagged and you'll need to make another payment before the button is available again. If you need to reprint a report, see below.

Reprinting a Archive Deposit Report

When clicking on the Print Deposit Report, you can hold down the shift key to pull up a list of previous Deposit Report dates on the "Select Archived Deposit Report" layout. Type in the desired date and click "Print Archive Deposit Report." You may use this button as many times as you wish.

Preparing a Deposit for Your Bank

PestaRoo's Deposit Report is not designed to meet your banks deposit slip requirements. This report is designed for your companies record keeping only. Depending upon your bank you will still need to fill out a standard deposit report.