# How to use the Cash Management screen (Single Screen)

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## Overview

Use the **single-screen Cash Management** workflow in 1place to **reconcile customer payments** and **record deposits.**

**Reconciliation** means **comparing payments** recorded in 1place with the cash, checks, and electronic payment records actually received. After confirming the amounts match, select the payments that belong together and **record the deposit.**

## Before You Begin

Your company must use **1-step Cash Management**, configured under **Settings > System > AR & GL Settings > Cash Management Flow Options**.

For setup details, see Cash Management Flow Options.

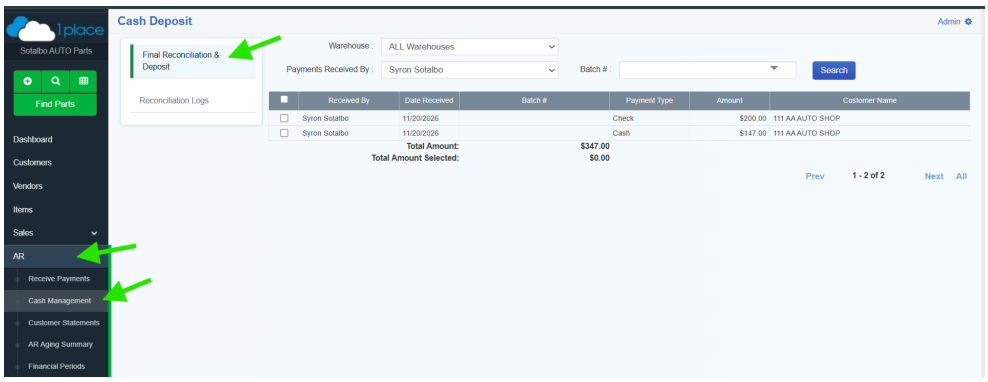
Have the supporting information ready:

- Cash collected and any cash collection reports.
- Checks received.
- Bank or payment processor records for electronic payments.
- Deposit slips or bank confirmations, when available.

## Steps

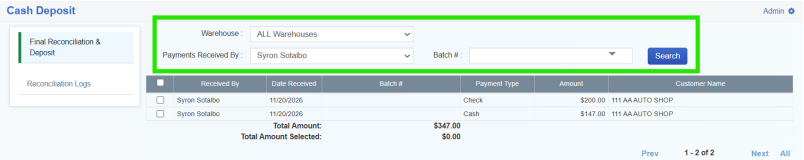
### 1. Open Cash Management

Go to **AR > Cash Management**, then select **Final Reconciliation & Deposit**.




### 2. Locate the Payments to Reconcile

Use the available filters to narrow the list:




- **Warehouse:** Filter by warehouse.
- **Payments Received By:** Filter by the user who received the payments.
- **Batch #:** Filter by payment batch.

For example, when reviewing a cashier's collections, filter by the receiving user and the relevant batch.

## 3. Compare Recorded Payments with What Was Received

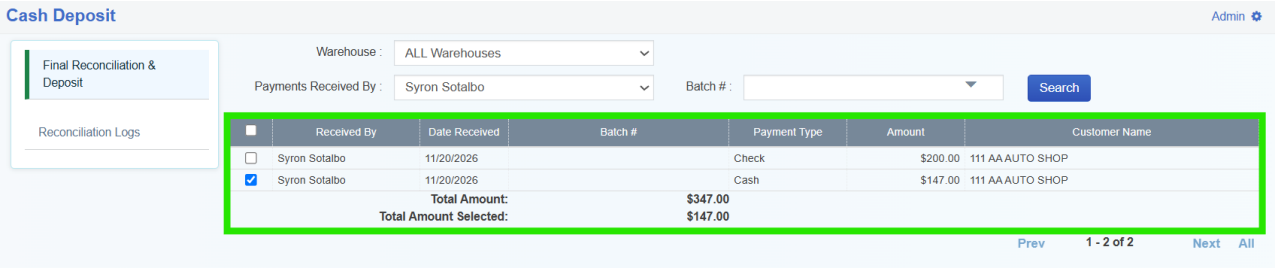
Review the payments against your supporting records:

- **Cash:** Count the cash and compare it with the recorded cash payments.
- **Checks:** Match the checks received with the corresponding payment records.
- **Electronic payments:** Compare the recorded payments with bank or payment processor records to identify payments that have cleared.

Investigate any differences before including the affected payments in a deposit. For example, if the recorded cash payments total **$500** but you count **$480**, resolve the difference before proceeding.

## 4. Select the Payments for One Deposit

Select the **checkbox** beside each payment to include. Use **Select All** at the top of the checkbox column when every displayed payment belongs in that deposit.




Prepare separate deposits for **cash**, **checks**, and each **electronic payment type**. For electronic payments, include those that have cleared the bank account.

For example, if you received **$500 in cash** and **$1,200 in checks**, process each group separately so the records correspond with your deposits.

## 5. Verify the Selected Total

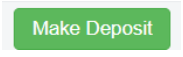
Compare the total of the selected payments with the supporting amount:

- For cash and checks, compare it with the funds being deposited and the deposit slip.
- For electronic payments, compare it with the corresponding bank activity.

Confirm that you selected the correct payments and that the amounts match.

## 6. Record the Deposit

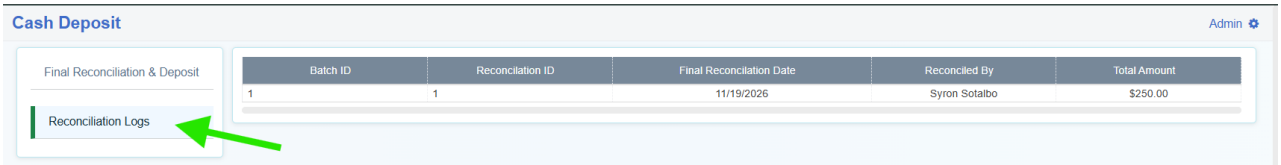
Click **Make Deposit**.



1place records the deposit directly, without opening another form or requiring additional deposit information. The completed entry appears under **Reconciliation Logs**.

## 7. Review the Reconciliation Logs

Select **Reconciliation Logs** on the left side of the screen.




The list displays:

- **Batch ID:** Identifies the batch associated with the entry.
- **Reconciliation ID:** Identifies the reconciliation record.
- **Final Reconciliation Date:** Shows when the reconciliation was completed.
- **Reconciled By:** Shows the user who completed it.
- **Total Amount:** Shows the amount reconciled.

Check the date, user, and total against your supporting records. Keep the deposit slip, bank confirmation, or other documentation according to your company's procedures.

Repeat the process for the remaining payment groups.