



## Daily Deposit

Handling your daily deposits in efish is simple. This page will instruct you on exactly how to enter a daily deposit as well as delete one in efish:

### Adding a Daily Deposit:

1. Navigate to the Daily Journal **[Operations > Daily Journal]**
2. Select the day and location you wish to enter the deposit for from the top of the screen.
3. Click the **[Add/Edit GM Entries]** link to the right of the selected location.

Wed< Thu 05/09/2019 >Fri Location: Wired Wine Bar Central Add/Edit GM Entries Reimport POS Data

4. On the newly populated page click on the **[Cash Reconciliation Tab]**.

GM Reporting Cash Reconciliation Paid Outs To Process Inventory Labor Settings

Cash Summary No default cash vendor! Click here to set.

Cash Received (+)	Cash From Cash Banks (+)	Total Cash In	Paid Outs (-)	Deposits (-)	Tips/Grats Payable (-)	Cash Over
\$1,425.70	\$0.00	\$1,425.70	\$0.00	\$0.00	\$0.00	\$1,425.70

Deposits

Deposit Amount	Memo/Note	Entered By (POS only)

5. To add a deposit click on the **green [+ Icon]**.

Deposits

Deposit Amount	Memo/Note	Entered By (POS only)
\$ 0		

Send Email Upon Saving

Save Cancel

6. Enter the Deposit amount in the **[Deposit Amount Field]**.
7. Enter any Memo or Note you wish to link to the deposit in the **[Memo/Note Field]**.
8. If you wish to send an email Upon Saving your Deposit click the **[Send Email Upon Saving Checkbox]**.
9. Click **[Save]**

### Deleting a Daily Deposit:

1. Follow steps 1-4 above for Adding a Daily Deposit.
2. Locate the Deposit you wish to delete and click the **red [X Icon]** to the right of that deposit.
3. Click **[Save]**.