

Manage Daily Accounting

Complete the daily accounting from the office at the end of every day or the next morning for all payments received via Cash, Credit Card, or by Check. Communicate within your office so everyone understands who has the responsibility for completing daily accounting and making deposits.

The Process Starts Here:

1. Log into **JHnet** and select the **eServices** Tab.
2. Select the **Daily Accounting** link.
The Daily Accounting View screen will appear.
3. Choose the **Find** menu item (at top, left hand corner in the BLUE bar). Do not click "Edit".

Enter the desired criteria in the following fields using the drop-down boxes:

- **Processing Center:** DK1
 - **Office:** Select your office number.
 - **Start Date:** Enter the date for the day you want to close out
 - **End Date:** Enter the same date as above
 - Start and end date are always the same date because we close out only one day a time.
 - **Employee:** Leave as All
 - **Click Find**
4. Click on ["New Daily Accounting" - on the right side of screen.](#)
Your daily Accounting should now appear.
 5. Enter actual payment information into the Daily Accounting Detail Section. See below.

Daily Accounting Detail Section

The Daily Accounting Detail section provides the ability to confirm actual payments received from returns completed in Profiler, as well as adding payment information for miscellaneous items not recorded in Profiler such as Corp returns, consultations, notary fees, etc. These items are added to the DA by clicking on "Add Receipt". Do not use the add receipt toggle for any Profiler-completed returns.

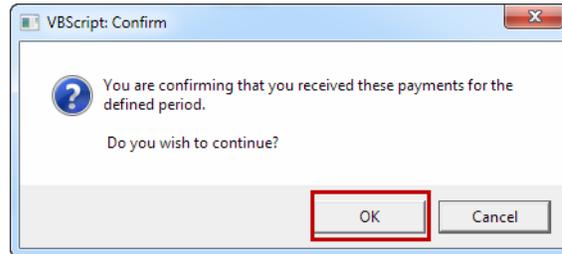
The following graphic is an example. Jane Jones owes a \$245 fee for her tax return. She paid with a check. Click the red checkmark (signifies the customer paid and you have the money) in the actual payment column. The difference field will then update to 0.00 to reflect this payment.

Daily Accounting Detail							Add Receipt	
Receipt Number	Customer Name	Employee Name	Payment Type	Expected Payment	Actual Payment	Difference	Note	
10018	JONES, JANE	Training, Darlene	Check <input type="text"/>	245.00	245.00 <input checked="" type="checkbox"/>	0.00		

Submit

To submit the Daily Accounting with actual payment entries, select the Submit button. When selecting SUBMIT, a confirmation dialog box will appear. Make sure that all the information entered is correct. *Once the Daily Accounting has been submitted, it cannot be edited.*

Select OK to submit the Daily Accounting or Cancel to return to the Daily Accounting – View page.



If you realize that you have made an error in your daily accounting after clicking Submit, do not submit another DA to correct a mistake. Only the bookkeeper can correct mistakes. Please double check your data entry before the final confirmation in order to limit errors. Upon clicking OK, your DA should print in landscape mode. If it prints in portrait, your settings need to be changed.

Credit Cards

The example below shows what your DA will look like when you accept only credit cards. Note that the Batch Report amount matches the Total Payments amount listed on DA.



Daily Accounting Payment Detail

PCenter DKI, Office 12220, Date : 12/17/2019 - 12/17/2019

Payment Type	Total Amount
Total Cash :	\$0.00
Total Checks :	\$0.00
Total Cash / Checks :	\$0.00
Total Charges :	\$300.00
Total eChecks :	\$0.00
Total Payments :	\$300.00

Tracking # : 2896731

Date	Receipt	Office	Customer	Employee	Expected Payment	Actual Payment	Difference	Notes
12/17/2019	11010	12220 - CORNER LAKES PLAZA	LOPEZ, ANGEL L	Adams, Cassandra	\$300.00	\$300.00	\$0.00	
Total Charge - 1					\$300.00	\$300.00	\$0.00	

Jackson Hewitt 12220
16888 E Colonial Dr.
Orlando, FL 32820
(407) 282-1040

Batch Report
12/17/2019 23:00:03
Terminal SN: 28083645
Response: ACCEPTED
EPC: CREDIT

Batch Number: 69
Crd Cont: Tip 0.00
Total 300.00
VI 1 300.00

CREDIT Records: 300.00
CREDIT Total: 300.00
Grand Total: 300.00

Records: Total: 300.00
Overall Total: 300.00
Overall w/o Fees: 300.00

End of Report

Deposit Slip/Bank Deposit

All deposit slips are specific to your office and you will see your office number in the bottom left-hand corner of the deposit slip. If there is a discrepancy, contact your Area Manager. Complete the deposit slip as follows:

DATE: use the date on the DA (date the money was received in office). This will not be the current date.

CASH: Fill in cash amount

CHECKS: List the checks separately down the slip. Important: use **our JH receipt number, not the check number or customer name**. Write "FOR DEPOSIT ONLY" on the back of the checks before depositing.

TOTAL: Total the deposit slip and write in both boxes. NOTE: The total on the deposit slip should match the amount listed on your Daily Accounting for Total Cash/Checks. The Daily Accounting is a tool to help you with your deposit slips to ensure the cash has been counted and checks entered correctly.

Tear the white deposit slip out (leave colored one in the deposit book) and take to the bank with cash/checks. The bank teller will give you a small, white bank receipt as proof of your deposit (see example below). Check the bank receipt for accuracy.



Daily Accounting Payment Detail

PCenter DKI, Office 50959, Date : 12/21/2019 - 12/21/2019

Payment Type	Total Amount
Total Cash :	\$48.00
Total Checks :	\$0.00
Total Cash / Checks :	\$48.00
Total Charges :	\$0.00
Total eChecks :	\$0.00
Total Payments :	\$48.00

Tracking # : 2897233

Date	Receipt	Office	Customer	Employee	Expected Payment	Actual Payment	Difference	Notes
12/21/2019	13651	50959 - BUSHNELL WALMART	HEAD, STEVEN	Stanton, Pamela	\$48.00	\$48.00	\$0.00	
					\$48.00	\$48.00	\$0.00	



Thank you for banking with SunTrust

Access your account information using
Online and Mobile banking or by calling
us at 800.SunTrust (800.786.8787)

PD 12/23/2019 14:58 # 335
CD 12/23/2019 036 1344110 0016

Commercial Deposit \$48.00

Chk/Sav/MMA XXXXX4090

All deposits are subject to verification
and collection from the issuing bank.

Use alerts and Online or Mobile Banking to

Report created 12/21/2019 4:04:45 PM

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Submit Daily Accounting to Bookkeeping

When preparing your Daily Accounting for the bookkeeper, you must include the proof of payments received. This will be in the form of the credit card Batch Report, and/or deposit receipt from bank, depending on what type of payments were received. Please place the report/receipts in the empty, white space on the DA, similar to the examples above. Then scan into your computer and save in the format of **DA #office, date of Daily Accounting**, (not current date). Email to bookkeeping booksclerk account in JHNet email. Shown as an example **DA #15614 01-05-16**. Fill out subject line as shown. To attach the scan document, click on **Browse** and locate the desired attachment and click **Attach**.

Send	Save As Draft	Cancel
To:	Booksclerk Bookkeeping <DKI.bookkeepb@jhnet.com>	
Cc:		
Subject:	DA #12345 01-05-16	
	<input type="checkbox"/> Return Receipt	
Attachments: Maximum attachment file size is 2.9 Mb		
	Browse...	Attach

Once the DA is attached it will be shown as below. You will see the attachment loaded in blue letters.

Send	Save As Draft	Cancel
To:	Booksclerk Bookkeeping <DKI.bookkeepb@jhnet.com>	
Cc:		
Subject:	DA #12345 01-05-16	
	<input type="checkbox"/> Return Receipt	
Attachments: Maximum attachment file size is 2.9 Mb		
	DA #12345 01-05-16.docx 497 KB	Remove
Have a nice day!		
Thank you,		
Amanda		

Your DA has now been completed. Keep the DA's for reference until the accounting period is closed out. You may shred the prior period on the 6th and 21st of the month, or as instructed by your Area Manager.