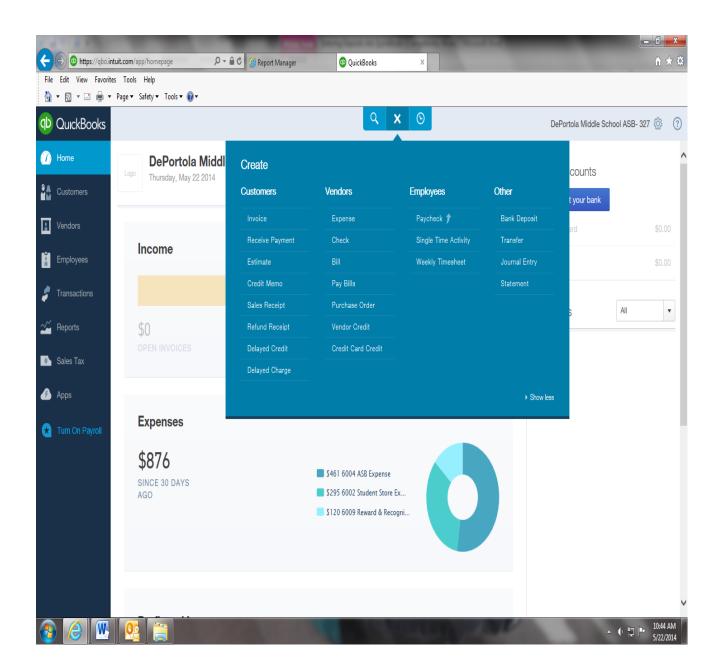
## **Entering Deposits into QuickBooks**



- 1. Once on the home page, select the middle symbol it will appear as a "+" sign and then change to an "x" sign after it has been selected. It is at this screen that making a bank deposit, creating a journal entry, etc. can be selected.
- 2. Choose "bank deposit" as shown under the category "other." The following screen will appear.

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3. The bank is selected from the bank drop-down choices shown at the left top of the screen shot above. See the following screen shot for the choices available to this site.

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4. JPM Chase Bank - checking has been selected. See the following screen shot for the next steps to be taken.

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5. The "Date" should be the same as listed on your bank deposit slip – QuickBooks only knows what today's date is, not what was written on the deposit slip.

€ 75%

- 6. "Received From" lists customers that you have entered into QuickBooks. If none have been entered, then there will be no selection to make.
- 7. "Account" will be selected from the drop-down choices that have been entered into QuickBooks.
- 8. "Description" is informational only it can be left blank.
- 9. "Payment Method" needs to be selected from the drop-down choices.
- 10. **"Ref No."** will always be the number shown on your pink/yellow copy of the receipt or EGRY that was given to the customer.
- 11. "Memo" is informational only you can copy and paste the information entered in the description area.
- 12. Remember to save your deposit.