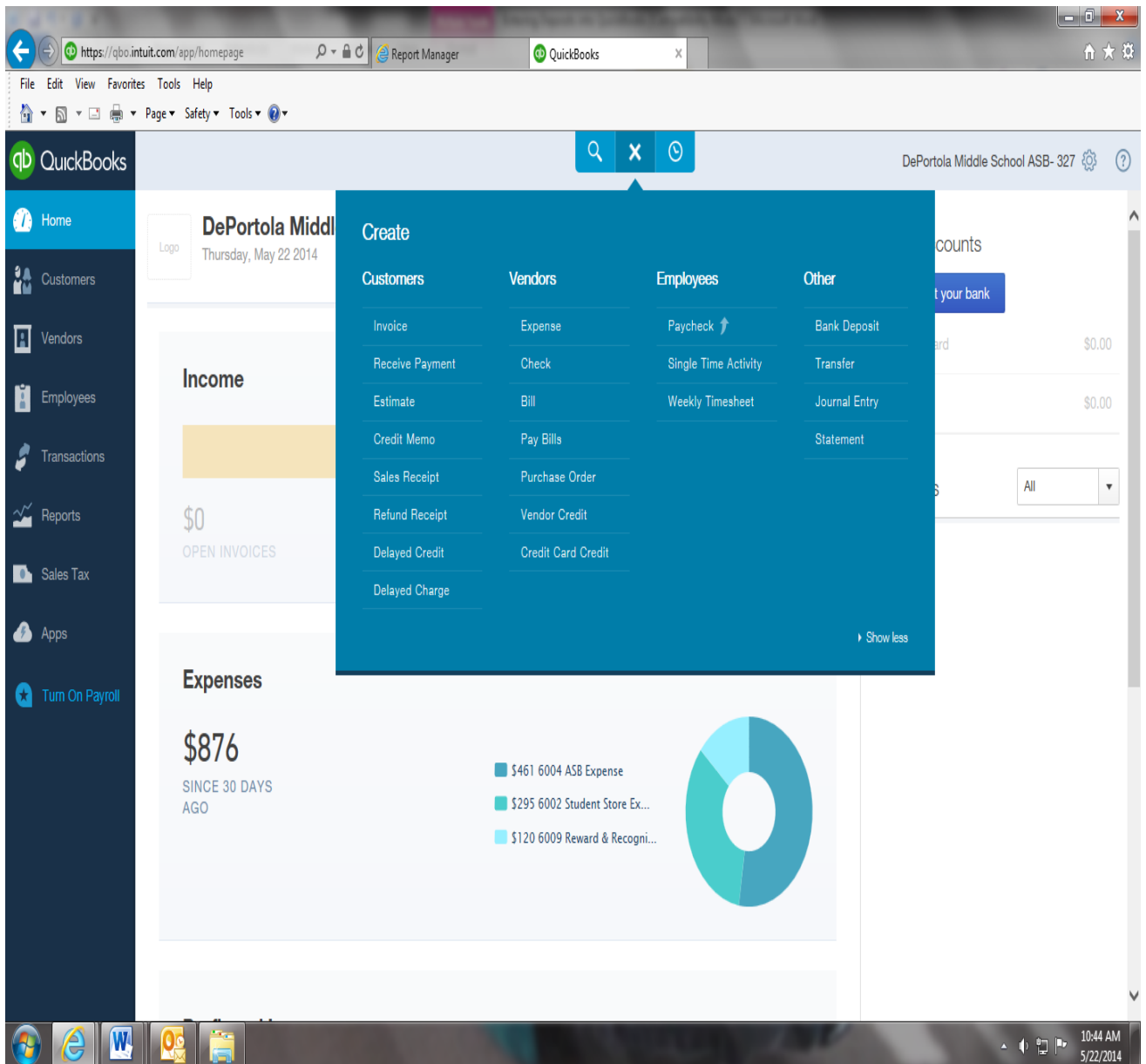
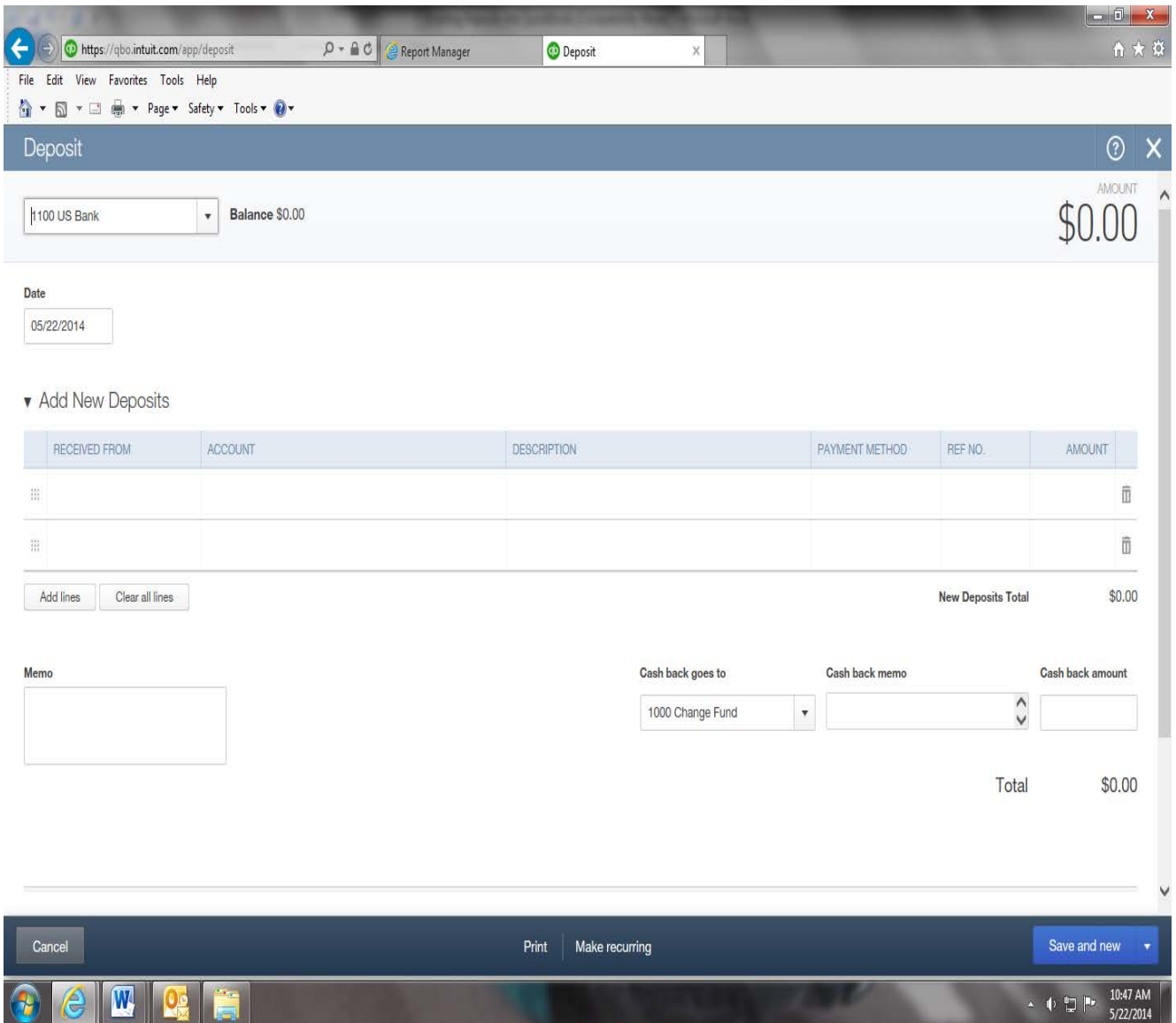


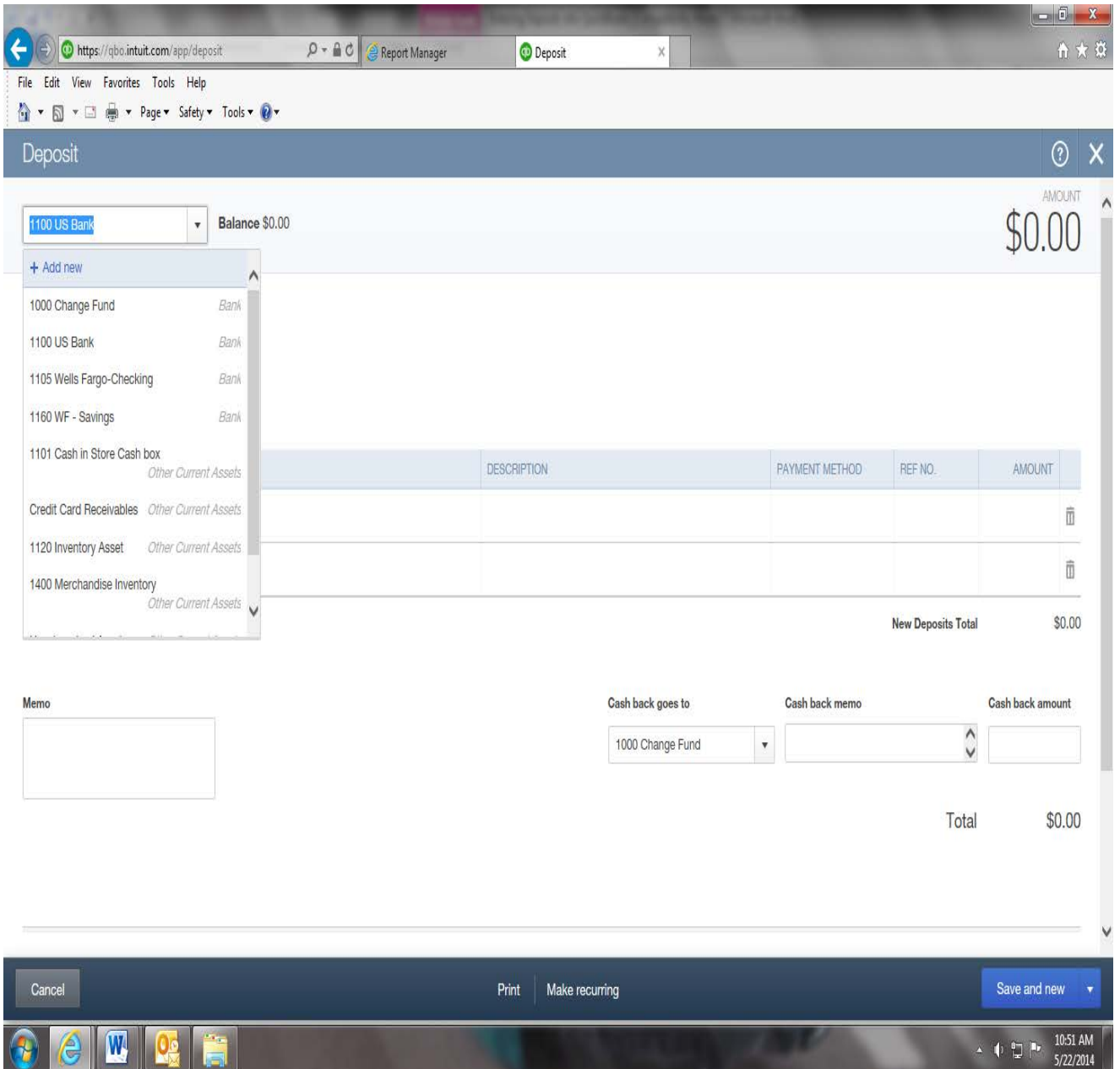
# Entering Deposits into QuickBooks



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.



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.



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

Deposit

MORGAN CHASE CHECKING Balance \$32,951.24 Date 08/09/2016 AMOUNT \$0.00

Add New Deposits

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1						
2						

Add lines Clear all lines New Deposits Total \$0.00

Memo

Cash back goes to 1000 CHANGE FUND Cash back memo Cash back amount

Total \$0.00

Attachments Maximum size: 25MB

Drag/Drop files here or click the icon

Show existing

Privacy

Cancel Clear Print Make recurring Save and new

https://qbo.intuit.com/app/deposit 75%

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.
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.