Make a Deposit

The Record Deposits window is used to record deposits into one of the company's bank accounts. After the payment information has been updated and saved, the following had occurred:

Transactions	DR	CR	Subsidiary Records Updated	General Ledger Updated
Checking Account	$			✓
Undeposited Funds		$		✓

Quick Reference Table

Step	Box or Other Location	Procedure
A	Home Page	Click the Record Deposits icon under Banking.
B	Payments to Deposit window	Click anywhere on the line to mark each payment to be deposited and click the OK button to open the Make Deposits window.
C	Date	Accept the default date or enter the correct date of the deposit.
D	Make Deposits window	Review the information to verify that it is correct.
E	Print button	Select the Print button at the top of the window if the deposit is to be printed.
F	Save & Close / Save & New buttons	Click the Save & Close or Save & New button.

Make a Deposit

QuickBooks windows
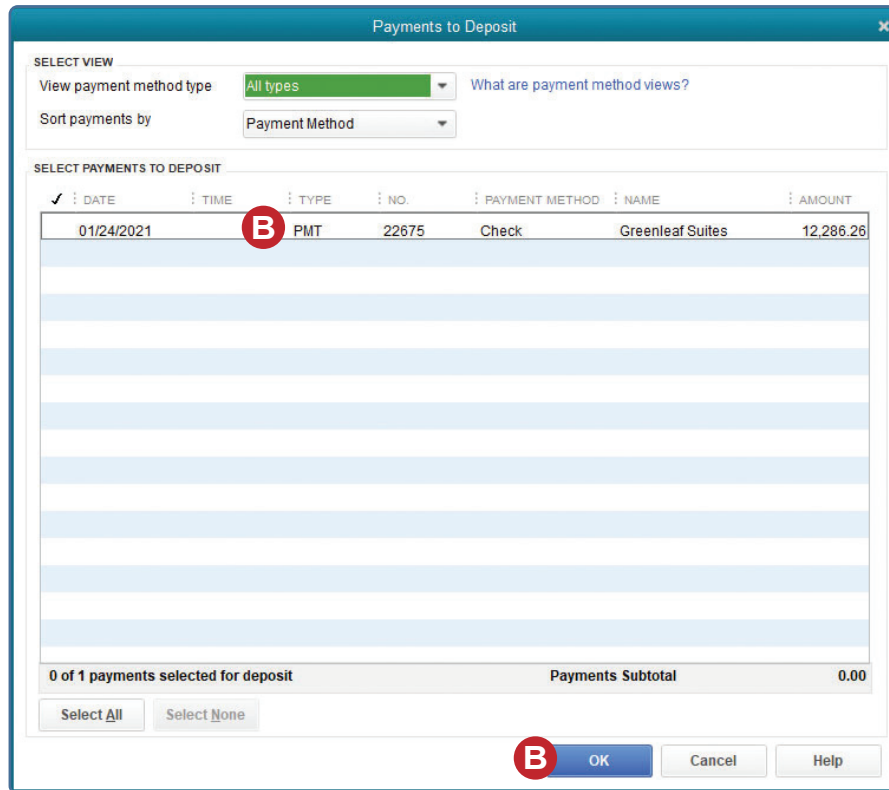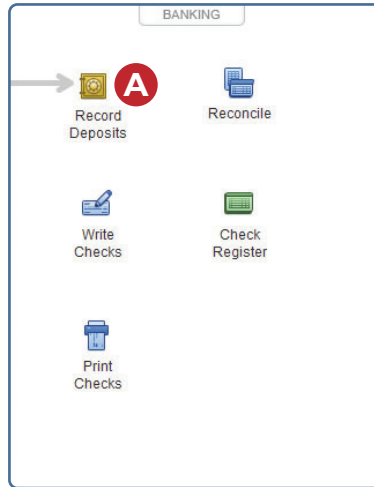
(windows continued on the following page)

Make a Deposit

QuickBooks windows *(continued)*