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	\$			\checkmark
Undeposited Funds		\$		\checkmark

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.
B	Print button	Select the Print button at the top of the window if the deposit is to be printed.
G	Save & Close / Save & New buttons	Click the Save & Close or Save & New button.

Make a Deposit

QuickBooks windows



			Payments to	Deposit		
SELECT VIEW View payment method type Sort payments by		All types Payment Method		What are payment m		
ELECT PAYMENTS	TO DEPOSIT					
✔ : DATE	: TIME	TYPE	NO.	PAYMENT METHOD	NAME	AMOUNT
01/24/202	1	Врит	22675	Check	Greenleaf Suites	12,286.26
0 of 1 payment	is selected for	r deposit		Pavmen	ts Subtotal	0.00
0 of 1 payment				Paymeni	ts Subtotal	0.00
0 of 1 payment Select <u>A</u> ll	ts selected for Select <u>N</u> on			Payment	ts Subtotal	0.00

(windows continued on the following page)

Make a Deposit QuickBooks windows (continued)

Deposit To 10100 · Cash-General Accouncil Click Payments to select customer payments		cposit			
Click Payments to select customer payme.					
	its that you have received. List any other amounts to deposit be	ow.			
RECEIVED FROM	FROMACCOUNT	CHIK NO.	PMT METH	CLASS	AMOUNT
Greenleaf Suites	12000 · Undeposited Funds	22675	Check		12,28