Make a Deposit

The Bank Deposit window is used to record deposits of cash and checks 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	$			✓
Payments to Deposit/Undeposited Funds		$		✓

Quick Reference Table

Step	Box or Other Location	Procedure
A	***QBO* Home Page**	Click the **+ New button** → **Bank Deposit** (in the **Other category**) to open the **Bank Deposit window**.
B	**Account**	Accept default account or change to the account where the funds are being deposited.
C	**Date**	Accept the default date or enter the correct date of the deposit.
D	**Select the payments included in the deposit section of the window**	Select all items being deposited into the bank account by selecting the corresponding check boxes.
E	**Bank Deposit window**	Review the information to verify that the bank deposit is correct.
F	**Save options**	Save the bank deposit and close the window

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Make a Deposit

QBO windows