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	\$			\checkmark
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.				
Ð	Save options	Save the bank deposit and close the window				



Make a Deposit QBO windows

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+ New	Sales				
CUSTOMERS	VENDORS	EMPLOYEES	OTHER		
Involce	Expense	Payroll	Bank deposit		
Receive payment	Check	Single time activity	Transfer		
Estimate	BIII	Wookly timesheet	Journal entry		
Credit memo	Pay bills	Approve time	Statement		
Sales receipt	Purchase order		Inventory qty adjustment		
Refund receipt	Vendor credit		Pay down credit card		
Delayed credit	Credit card credit				
Delayed charge	Print checks				
			,		

	0 Cash:General Accoun	∨ Balance \$15,15	4.04 C Date	2023			\$0.00
ags ?	typing to add a tag			Ma	nago tags		
	· · · · · · · · · · · · · · · · · · ·						
Select the payments included in this deposit							
	RECEIVED FROM	DATE	ТҮРЕ	PAYMENT METHOD A	мемо	REF NO.	AMOUNT
	Airport Inn	01/30/2023	Payment	Check -		123	500.00
1.1 of 1							
						500.00 0.00	
	dd funds to this depo	sit					
• A	# RECEIVED FROM	ACCOUNT		DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
• A							亩
• A(1						亩