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* Navigation bar	+ Create → 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

Make a Deposit
QBO windows