

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

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QBO windows

The screenshot shows the 'Create' menu in QuickBooks Online. The 'Bank deposit' option is circled in red and labeled with a red 'A'. Other options in the menu include Customers, Vendors, Team, Other, Invoice, Expense, Payroll, Task, Receive payment, Check, Time entry, Bank deposit, Transfer, Statement, Bill, Add contractor, Journal entry, Estimate, Pay bills, Inventory qty adjustment, Sales order, Purchase order, Pay down credit card, Credit memo, Vendor credit, Add product/service, Sales receipt, Credit card credit, Recurring payment, Print checks, Shipping label, and Add vendor.

The screenshot shows the 'Bank Deposit' window in QuickBooks Online. The window title is 'Bank Deposit' (labeled E). The account is '10100 Cash' (labeled B) with a balance of \$12,677.00. The date is '01/21/2023' (labeled C). The amount is '\$0.00'. The window shows a table of payments to be included in the deposit, with one payment from 'Airport Inn' for \$673.75 (labeled D). Below the table, there is a section for 'Add funds to this deposit' with two lines (labeled F). The window also includes a memo field, a 'Cash back goes to' dropdown, and a 'Save and new' button.

RECEIVED FROM	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input type="checkbox"/> Airport Inn	01/21/2023	Payment	Check		123	\$673.75

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1						
2						

