

Record Bank Deposits

- 1) From the HOME page choose 'Record Deposits'
- 2) The Payments to Deposit pop up window will appear
- 3) If all the items are to be included in the deposit click Select All, otherwise click on the items to be included in the deposit
- 4) Click OK
- 5) The Payments to Deposit pop up window will disappear and the chosen items will appear on the Make Deposits screen
- 6) Check the Deposit to account and the deposit Date, adjust if necessary
- 7) If necessary add any additional amounts by:
 - Clicking on the first free line
 - Enter the Received From; if the name is new, select <add new> at the top of the drop down list, choose the name type, click OK, fill in the basic information and click OK
 - Enter the From Account—select the appropriate general ledger account
 - Enter a brief description in the Memo column
 - Enter the Chk No, if a check
 - Select the payment type in the Pmt Meth. field
 - Enter the Amount
- 8) If there was cash back on the deposit; select the appropriate general ledger account in the From Account column; enter a brief description in the memo column and enter the appropriate amount as a negative number in the amount column
- 9) Click Save & Close