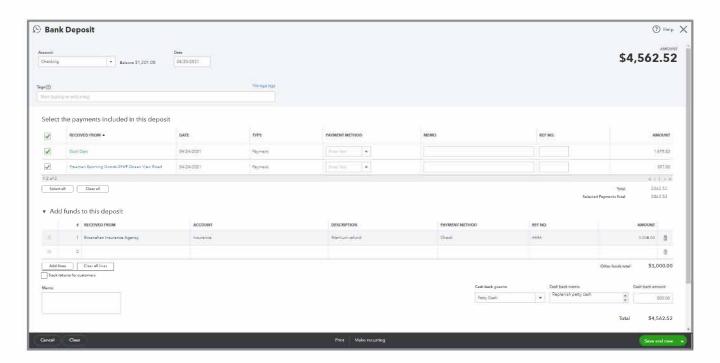


## Step by Step: Make a Bank Deposit

- 1. Select **+New** at the top of left navigation bar.
- If necessary, select Show More.
- 3. Under Other, choose Bank Deposit.
- 4. Select which bank account you are using for the deposit.
- 5. Fill in the deposit date.
- 6. If there are any monies in Undeposited Funds, they will appear in the top part of the screen under Select the payments included in this deposit.
- 7. Select any of the existing payments if they are part of the deposit which you are about to record.
- 8. In the Add funds to this deposit grid below, add any other payments received, which are typically not sales-related transactions such as shareholder loans or insurance premium refunds.
- 9. If you are taking cash back that reduces the amount of the deposit, click in the posting account, (e.g., Petty Cash or Owner's Draw) and the amount of cash be taken. (Petty Cash was created as a new "bank" account.)



By clicking **Print** at the bottom of the deposit form, you can also print a deposit slip and summary using preprinted deposit slips. You can also print a summary on plain paper. This area is also used for setting up and aligning these forms to be printed.



10. Click Save and close or Save and new.