1. Once on the home page, select the middle symbol – it will appear as a “+” sign and then change to an “x” sign after it has been selected. It is at this screen that making a bank deposit, creating a journal entry, etc. can be selected.

2. Choose “bank deposit” as shown under the category “other.” The following screen will appear.
3. The bank is selected from the bank drop-down choices shown at the left top of the screen shot above. See the following screen shot for the choices available to this site.
4. JPM Chase Bank - checking has been selected. See the following screen shot for the next steps to be taken.
5. The “Date” should be the same as listed on your bank deposit slip – QuickBooks only knows what today’s date is, not what was written on the deposit slip.
6. “Received From” lists customers that you have entered into QuickBooks. If none have been entered, then there will be no selection to make.
7. “Account” will be selected from the drop-down choices that have been entered into QuickBooks.
8. “Description” is informational only – it can be left blank.
9. “Payment Method” needs to be selected from the drop-down choices.
10. “Ref No.” will always be the number shown on your pink/yellow copy of the receipt or EGRY that was given to the customer.
11. “Memo” is informational only – you can copy and paste the information entered in the description area.
12. Remember to save your deposit.