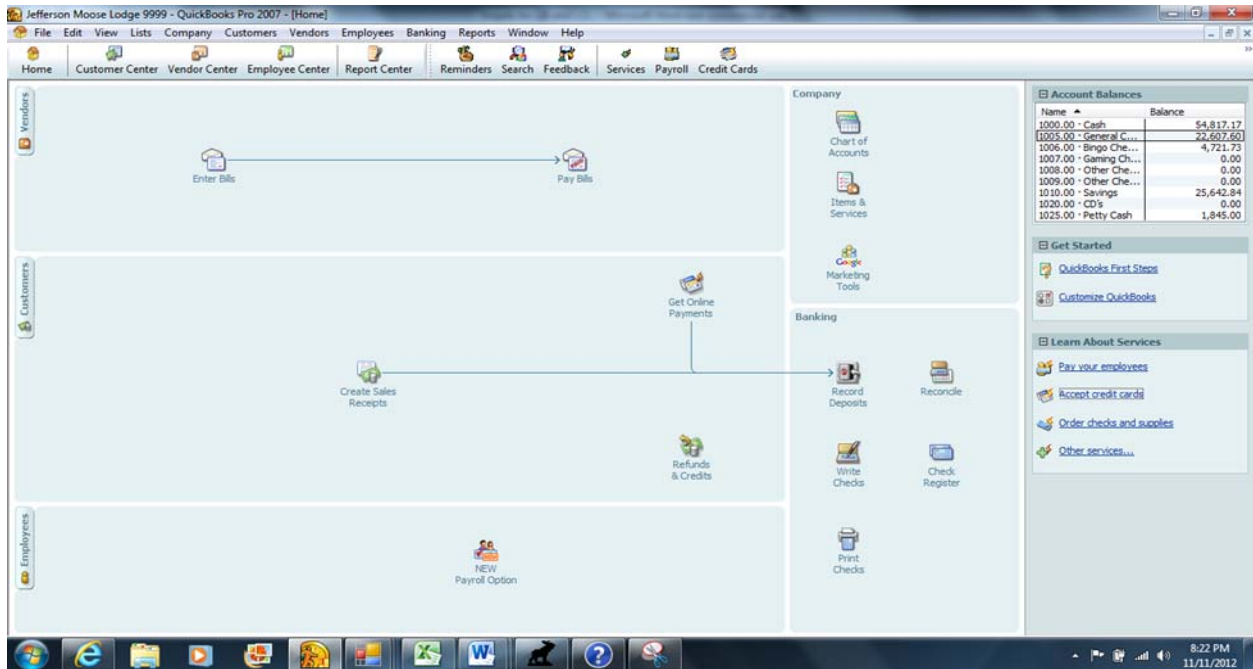


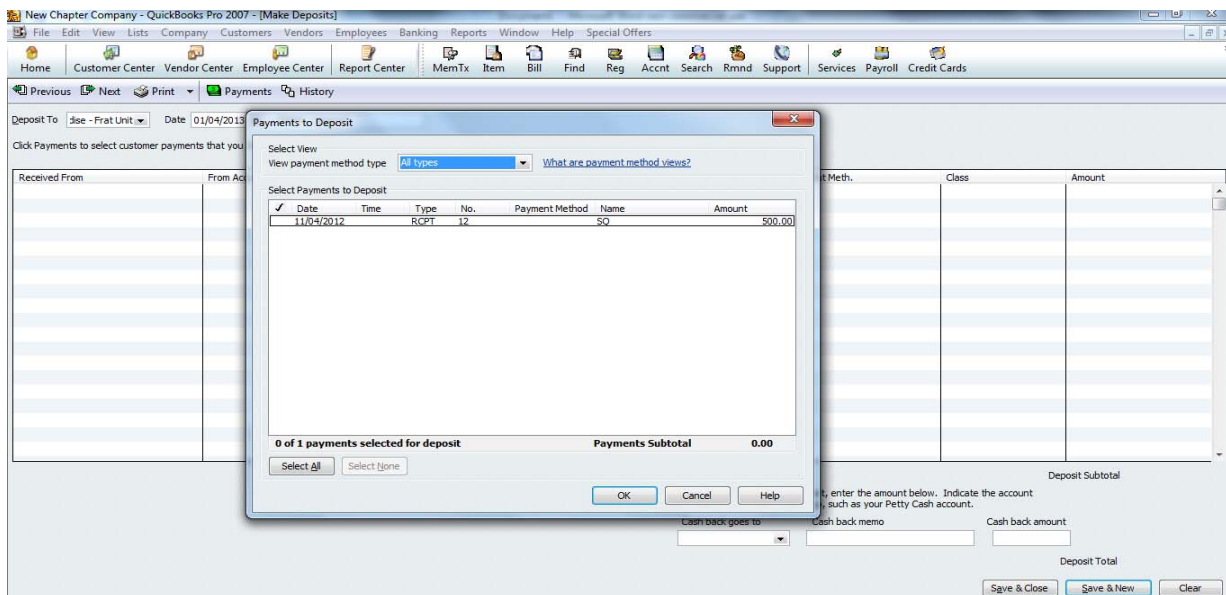
HOW TO RECORD DEPOSITS IN QUICKBOOKS

Open QuickBooks.

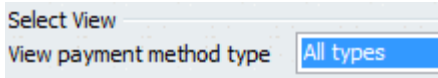
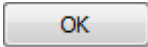
The first page should look like the one below.

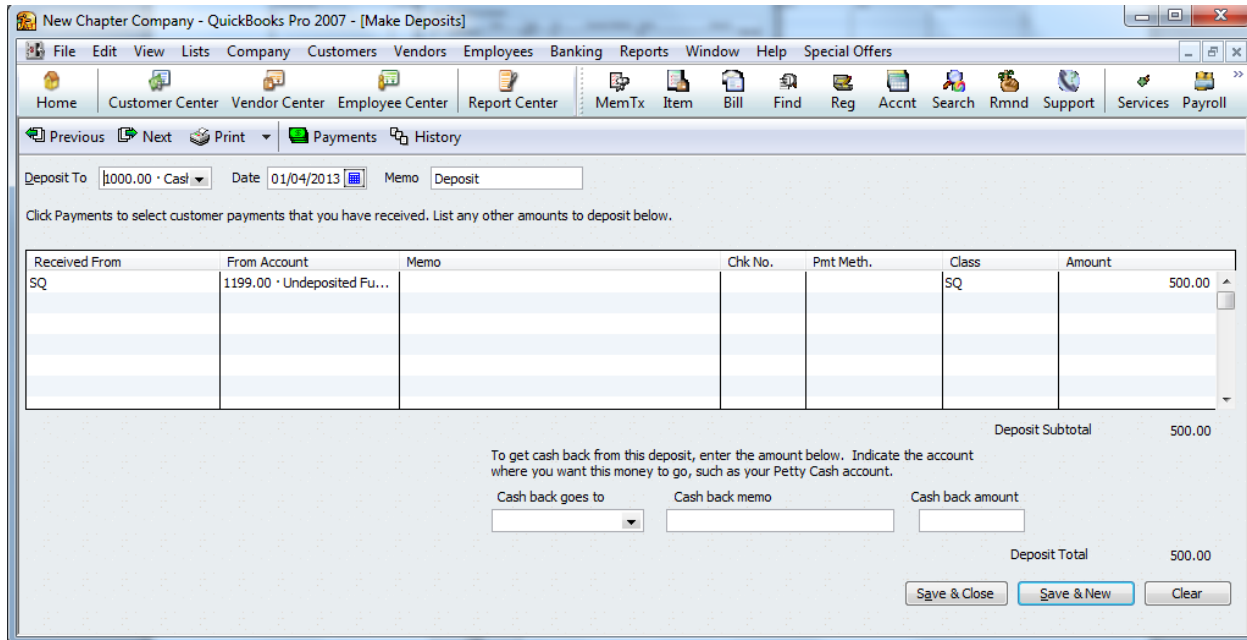


To record deposits click on the icon Record Deposits located in the middle right of the screen. The screen below should appear.

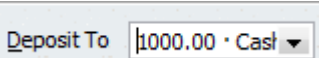
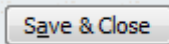
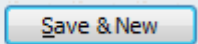


HOW TO RECORD DEPOSITS IN QUICKBOOKS

In this case use the Select View of All Types . Next click on the first entry shown. Notice how a check mark appears next to the first entry. Now click the ok icon on the bottom of the screen . The screen below should appear.



Received From	From Account	Memo	Chk No.	Pmt Meth.	Class	Amount
SQ	1199.00 · Undeposited Fu...				SQ	500.00

Be sure that the Deposit Account is the one you want . This should be the one you set as default. In this case it is the Cash Account. Click on the entry and notice how the whole line is highlighted. If this entry is satisfactory click on Save & Close or if you have other entries you can click on Save & New  . If the Save & Close icon is used you will be taken back to the screen where you began. If you use the Save & New icon you will stay on the current screen and will be able to go to the next entry.