

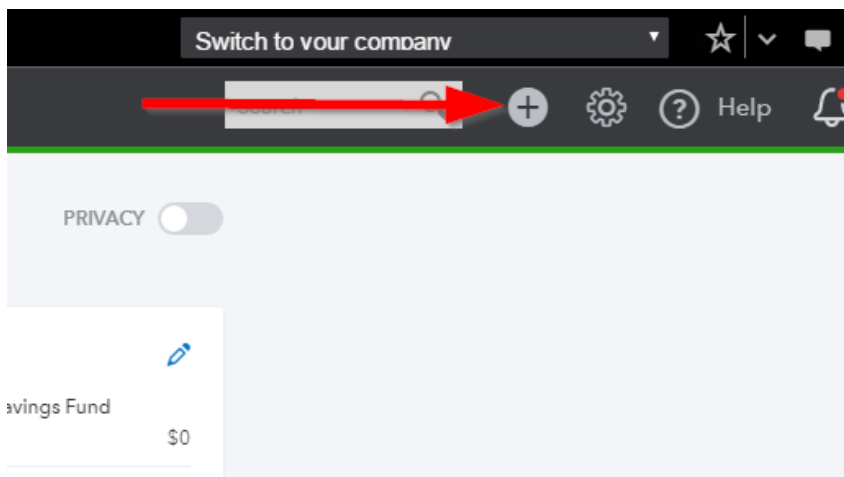
Instructions to Record a Bank Deposit

PROCESS/PROCEDURE

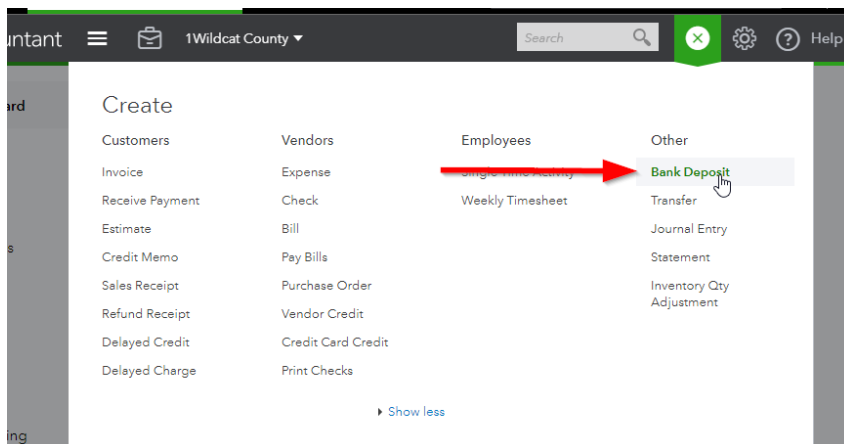
Instructions for entering bank deposits into your County Quickbooks Account.

INSTRUCTIONS

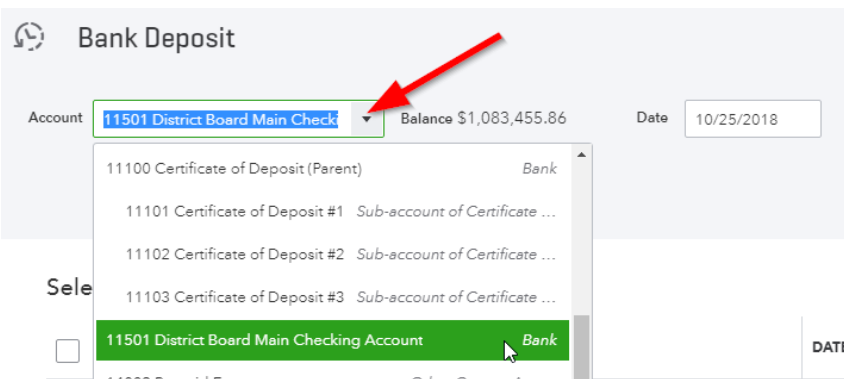
1. From the **Dashboard**, select the Plus icon (+) at the top right hand corner of the screen.



2. Under Other, Choose **Bank Deposit**.





3. Under the **Account** drop-down, choose the bank account to which you wish to deposit funds.



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<p>4. If you see additional options for Select the payments included in this deposit or QuickBooks Payments, check for the transactions you want to deposit. If they appear in these sections, check the box next to each payment you want to include in the deposit.</p>	<p>Select the payments included in this deposit</p> <table border="1"> <thead> <tr> <th><input checked="" type="checkbox"/></th> <th>RECEIVED FROM</th> <th>DATE</th> <th>TYPE</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>County Clerks Office</td> <td>10/18/2018</td> <td>Sales Receipt</td> </tr> </tbody> </table> <p>1 - 1 of 1 results</p> <p>Select all Clear all</p> <p>Back to the previous payment screen</p>	<input checked="" type="checkbox"/>	RECEIVED FROM	DATE	TYPE	<input checked="" type="checkbox"/>	County Clerks Office	10/18/2018	Sales Receipt																								
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<p>5. In the Add funds to this deposit table, add any additional items to include in this deposit. You can also use this section to account for processing fees by adding the fee as a negative amount.</p> <ul style="list-style-type: none"> Choose the Account, add a description, choose the payment method of how the funds were received In the REF NO. field, enter the receipt number. Enter the Amount Choose the appropriate class 	<p>▼ Add funds to this deposit</p> <table border="1"> <thead> <tr> <th>#</th> <th>RECEIVED FROM</th> <th>ACCOUNT</th> <th>DESCRIPTION</th> <th>PAYMENT METHOD</th> <th>REF NO.</th> <th>AMOUNT</th> <th>CLASS</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Jane Doe</td> <td>41001 Taxes:Real Pro</td> <td></td> <td>Check</td> <td>123456</td> <td>25,248.00</td> <td>100 District Board</td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Add lines Clear all lines</p>	#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT	CLASS	1	Jane Doe	41001 Taxes:Real Pro		Check	123456	25,248.00	100 District Board	2								3							
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<p>6. Extension Employees are NOT ALLOWED to receive cash back from a deposit. Either leave this area blank or put 0.00 in</p>	<p>Cash back goes to: 11501 District Board Main Cl</p> <p>Cash back memo:</p> <p>Cash back amount: 0.00</p> <p>Total \$25,448.00</p>																																
<p>7. Print the deposit slip summary by clicking the print button at the bottom-middle of the page and select "Print Deposit Summary Only" as shown here.</p>																																	

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<p>8. Sign the Deposit Summary and give to the Fiscal contact for Review.</p>	 <p>Deposit Summary</p> <p>Summary of Deposits to 11501 District Board Main Checking Account on 10/25/2018 10/25/2018</p> <table border="1"> <thead> <tr> <th>CHECK NO.</th> <th>PMT METHOD</th> <th>RECEIVED FROM</th> <th>MEMO</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>123456</td> <td>Check</td> <td>County Clerks Office Jane Doe</td> <td></td> <td>200.00 25248.00</td> </tr> <tr> <td colspan="4"></td> <td>DEPOSIT SUBTOTAL 25448.00</td> </tr> <tr> <td colspan="4"></td> <td>LESS CASH BACK</td> </tr> <tr> <td colspan="4"></td> <td>DEPOSIT TOTAL 25448.00</td> </tr> </tbody> </table> <p><i>Jy Becke</i></p>	CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT	123456	Check	County Clerks Office Jane Doe		200.00 25248.00					DEPOSIT SUBTOTAL 25448.00					LESS CASH BACK					DEPOSIT TOTAL 25448.00
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<p>9. After Review, the fiscal contact should also sign off on the Deposit summary.</p>	 <p>Deposit Summary</p> <p>Summary of Deposits to 11501 District Board Main Checking Account on 10/25/2018 10/25/2018</p> <table border="1"> <thead> <tr> <th>CHECK NO.</th> <th>PMT METHOD</th> <th>RECEIVED FROM</th> <th>MEMO</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>123456</td> <td>Check</td> <td>County Clerks Office Jane Doe</td> <td></td> <td>200.00 25248.00</td> </tr> <tr> <td colspan="4"></td> <td>DEPOSIT SUBTOTAL 25448.00</td> </tr> <tr> <td colspan="4"></td> <td>LESS CASH BACK</td> </tr> <tr> <td colspan="4"></td> <td>DEPOSIT TOTAL 25448.00</td> </tr> </tbody> </table> <p><i>Jy Becke</i></p> <p><i>John A. Roseman</i></p>	CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT	123456	Check	County Clerks Office Jane Doe		200.00 25248.00					DEPOSIT SUBTOTAL 25448.00					LESS CASH BACK					DEPOSIT TOTAL 25448.00
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<p>10. Once the deposit is made, the fiscal contact should then verify that the deposit receipt matches the signed deposit summary and was deposited into the appropriate account. If the numbers are the same, the fiscal contact should sign the deposit receipt and it should be filed with the deposit summary accordingly.</p>																										
<p>11. Attach a scan or jpeg of the deposit summary and the bank receipt to the bank deposit in Quickbooks.</p>																										
<p>TIPS & TRICKS</p> <ul style="list-style-type: none"> • 																										
<p>CONTACT INFO</p>																										
<p>Contact District Support Staff or the Extension Financial Operations team, with any questions or issues.</p>																										