

Receive a Miscellaneous Cash Receipt

The Make Deposits window is used to process and record miscellaneous cash receipts. After the credit account is selected and the information completed, the following has occurred:

Transactions	DR	CR	Subsidiary Records Updated	General Ledger Updated
Undeposited Cash	\$			✓
Applicable accounts*		\$		✓*

**Examples include Notes Payable (new loans), Property Plant and Equipment (sales for cash), Marketable Securities (sales), Interest Income, and Miscellaneous Income.*

QuickBooks keeps track of money received in the Undeposited Funds Account. Money is kept in the fund until it is deposited into the bank.

Quick Reference Table

Step	Box or Other Location	Procedure
A	Home Page	Click the Record Deposits icon under Banking. If the Payments to Deposit window opens (<i>not shown</i>), click Cancel. A Make Deposits window opens next.
B	Date	Accept the default date or edit.
C	Received From	Select an existing customer or vendor from the drop-down list or add new.**
D	From Account	Select the account to be credited from the drop-down list.
E	Memo	Enter descriptive information about the receipt.
F	Chk No.	If payment method was a check, enter the check number. Skip this box for electronic (ACH) payments received.
G	Pmt Meth.	Select the payment method from the drop-down list. For electronic (ACH) payments received, select E-Check
H	Amount	Enter the amount of the receipt.
I	Various	Repeat steps C – H on the next line if more than one account is to be credited.
J	Make Deposits window	Review the information to verify that it is correct.
K	Print button	Select the Print button at the top of the window if deposit is to be printed.
L	Save & Close/ Save & New buttons	Click the Save & Close or Save & New button.

**For a new “Received From” source, Click <Add New> at the top of the drop-down list to open the Select Name Type window. Click the appropriate type and then OK to open the relevant maintenance window. Complete the maintenance window and save the information to proceed with the remaining steps to Receive a Miscellaneous Cash Receipt.

Receive a Miscellaneous Cash Receipt

QuickBooks windows

