Receive a Miscellaneous Cash Receipt

The Bank Deposit 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 Funds/Cash	$			✓
Applicable accounts*		$		✓*

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

QBO keeps track of cash and checks received in the Payments to Deposit or Undeposited Funds Account. Money is kept in the fund until it is deposited into the bank. Electronic payments are kept track of in whichever cash account receives the electronic payment from the customer (checking, savings. etc.).

Quick Reference Table

Step	Box or Other Location	Procedure
A	*QBO* Navigation bar	+ Create → Bank Deposit (in the Other category) to open the Bank Deposit window.
B	Account	Accept the default deposit account or change.
C	Date	Accept the default date or enter the correct date of the miscellaneous cash receipt.
D	Add funds to this deposit section of the window	Click to expand the Add funds to this deposit section of the window if it is not already expanded.
E	Received From	Select an existing customer or vendor from the drop-down list or add a new one.**
F	Account	Select the general ledger account to be credited from the drop-down list.
G	Description	Type a description of the transaction.
H	Payment Method	Select the payment method.
I	Ref No.	Type the check or electronic payment number.
J	Amount	Type the amount of the receipt.
K	Various	Repeat steps E-J on the next line if more than one account is to be credited for the transaction.
L	Bank Deposit window	Review the information to verify that the miscellaneous cash receipt transaction is correct.
M	Save options	Save the miscellaneous cash receipt and close the window.

** To enter a new Received From source on the fly, type the entity name in the Received From box and then click +Add new to open a new detail window for adding a record. Make sure that the Name/Company name box is completed correctly. Select Customer or Vendor in the Type/Contact type box. Click the Save button.

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QBO windows

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