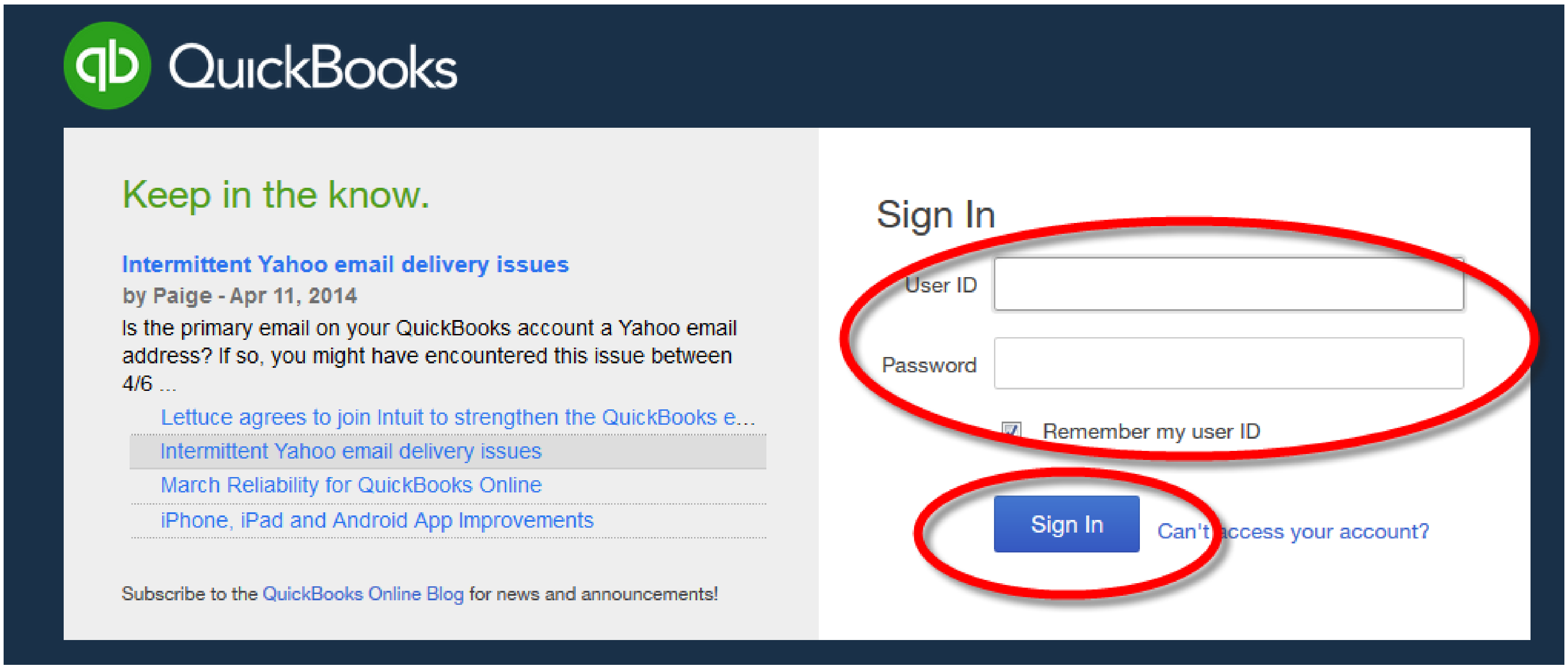
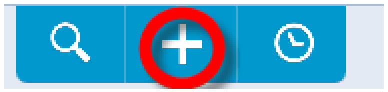
QuickBooks Online

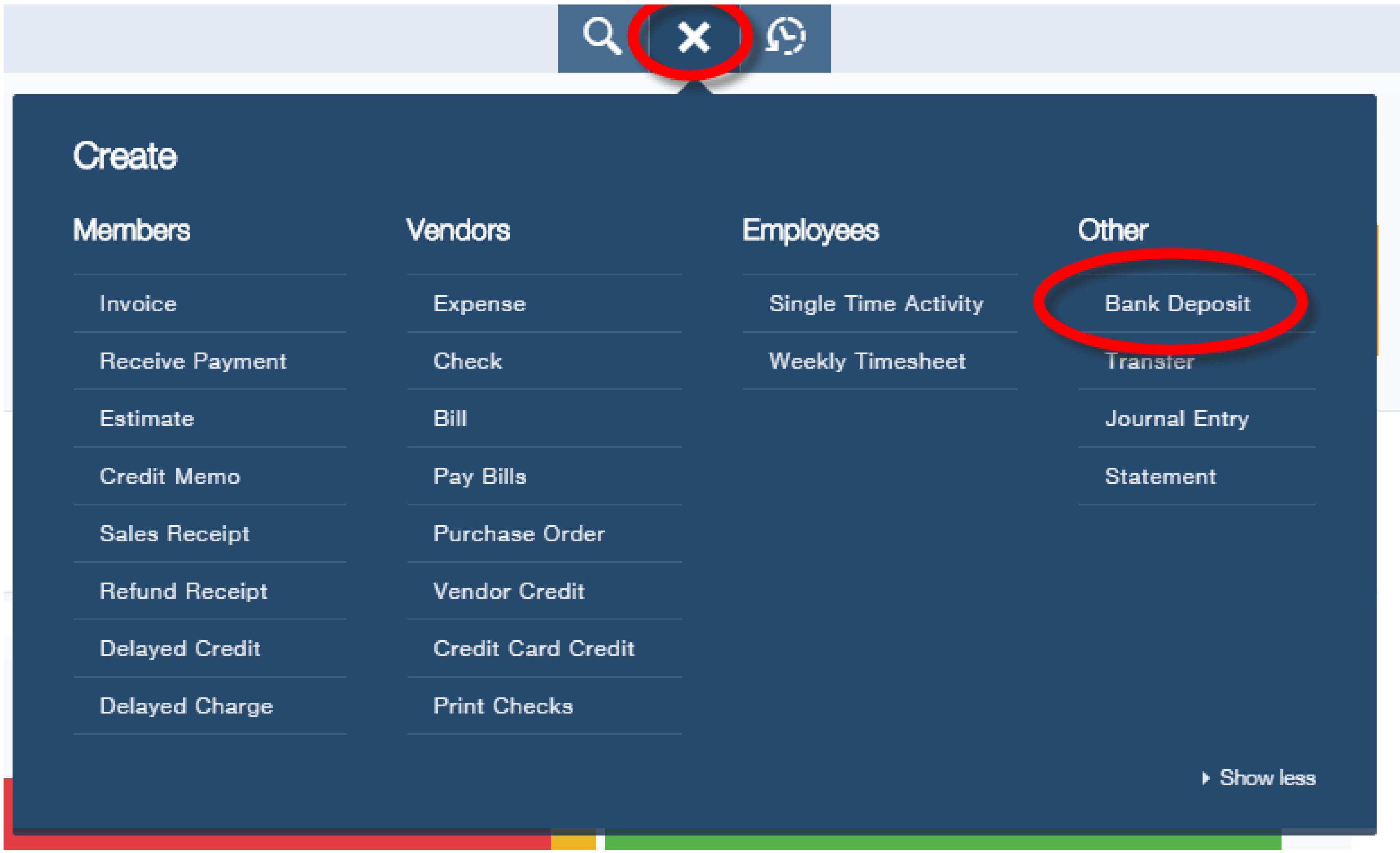
How to Record a Deposit:

1 – Login to your chapter QuickBooks Online, Enter your User ID & Password



2 – Click on 

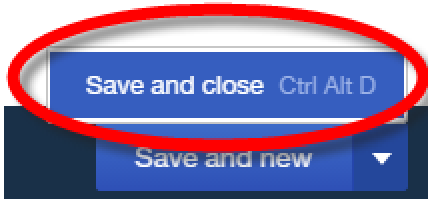
3 – Click on “Bank Deposit”

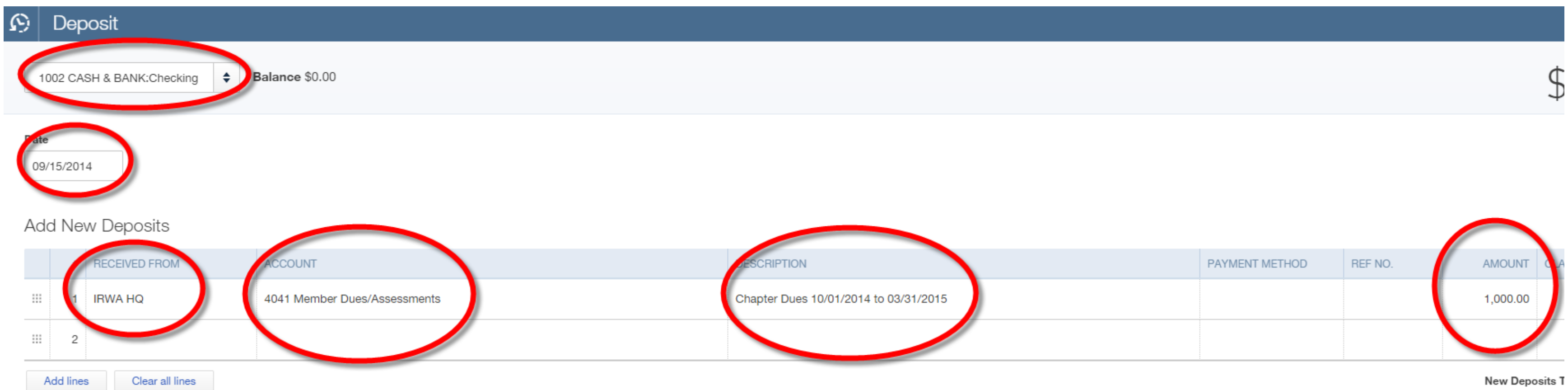


NOTE: Please make sure you include a proper description for all entries.

Sample Descriptions:
C100 05/01-04/2012 Income
2012 Right of Way Land, CA Chapter Meeting
Donation from SOS, Inc.

2- Select proper checking or saving **"Bank Account", "Date", "Received From", "Account", "Sescription", "Amount"** and click on





Note: If not sure about which account is the most proper account for your transaction, please call IRWA HQ at 310-527-9387.