



## QuickBooks Online

### How to Record a Deposit:

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

**qb QuickBooks**

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by Paige - Apr 11, 2014

Is the primary email on your QuickBooks account a Yahoo email address? If so, you might have encountered this issue between 4/6 ...

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### Sign In

User ID

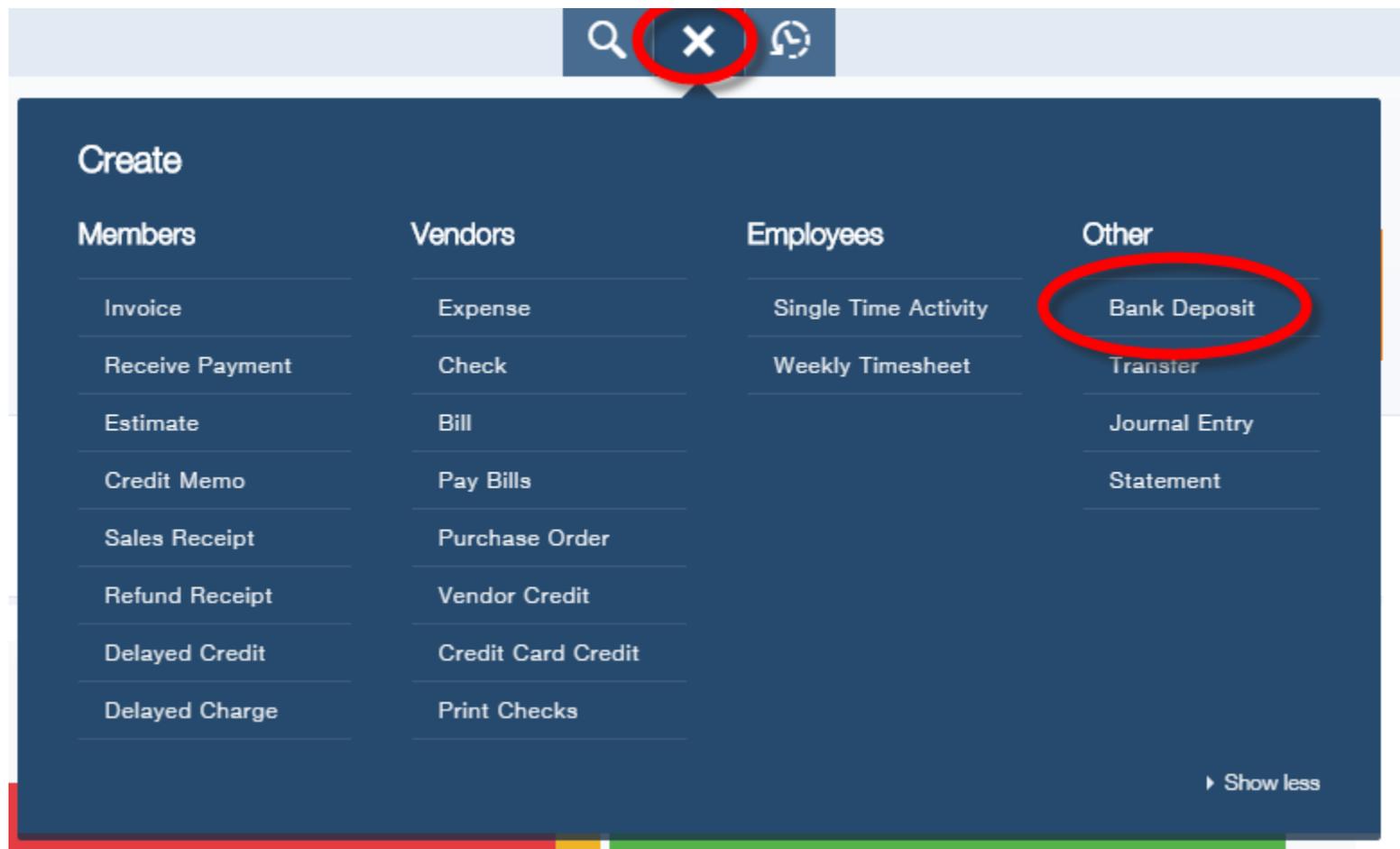
Password

Remember my user ID

[Can't access your account?](#)

2 – Click on 

3 – Click on [“Bank Deposit”](#)



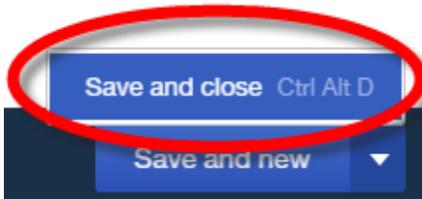
The screenshot shows a software interface with a navigation bar at the top containing search, add, and refresh icons. Below the navigation bar is a 'Create' menu with four columns: Members, Vendors, Employees, and Other. The 'Bank Deposit' option under the 'Other' column is circled in red. A 'Show less' link is visible at the bottom right of the menu.

Members	Vendors	Employees	Other
Invoice	Expense	Single Time Activity	Bank Deposit
Receive Payment	Check	Weekly Timesheet	Transfer
Estimate	Bill		Journal Entry
Credit Memo	Pay Bills		Statement
Sales Receipt	Purchase Order		
Refund Receipt	Vendor Credit		
Delayed Credit	Credit Card Credit		
Delayed Charge	Print Checks		

**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

A screenshot of a "Deposit" form. The form has a header "Deposit" and a sub-header "1002 CASH & BANK:Checking" with a dropdown arrow and "Balance \$0.00". Below this is a "Date" field with "09/15/2014". The main section is titled "Add New Deposits" and contains a table with columns: RECEIVED FROM, ACCOUNT, DESCRIPTION, PAYMENT METHOD, REF NO., AMOUNT, and C/A. The first row has "1" in the first column, "IRWA HQ" in RECEIVED FROM, "4041 Member Dues/Assessments" in ACCOUNT, "Chapter Dues 10/01/2014 to 03/31/2015" in DESCRIPTION, and "1,000.00" in AMOUNT. Below the table are "Add lines" and "Clear all lines" buttons. The text "New Deposits T" is at the bottom right. Several fields are circled in red: the account dropdown, the date, the RECEIVED FROM field, the ACCOUNT field, the DESCRIPTION field, and the AMOUNT field.

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