

Enter a New Deposit (Post to Receivables) (Page 154)

Start by opening the Checkbook file. Go to the Functions menu and choose New Deposit, or type Cmd/Ctrl-D. Think of **D** for **D**eposit.



A new Deposit record is added to the Checkbook and you are now in the Deposit window with the cursor in the cell for the Deposit Date. Enter a different date then hit the Tab key, or tab to accept today's date and move to the Description cell.

If this deposit is for anything other than from a Client paying an Invoice, enter a description, otherwise tab to Memo. Enter a Memo if one applies and tab to Notes. The Notes popup will "mark as 1099 eligible" if it applies to this deposit, or enter any information that applies and tab to the first line of Client Information.

If the deposit is for an Invoice in Receivables...

When you receive a check for an Invoice in your Receivables file, click in the first cell located under the Inv# popup then click and hold on the Inv# popup button. If Link Receivables is in the popup menu, choose Link Receivables first, then click and hold on the Inv# popup again and choose the Inv# that this line of the deposit represents. Do not enter an account code for the deposit. (See the Warning on page 155 of your User's Guide.) Enter the amount.



If you have more than one check to enter, click on the second line under the Inv# popup and again choose the appropriate Inv# from the popup.

Click the red **Post** button when you're done entering all checks received that have an Invoice in Receivables. Post enters the deposit entries as "Payments" in your Receivables file.

If the Deposit is not for an outstanding Invoice in Receivables...

Tab to the Account Name and enter a name or use the Account Name popup menu to choose the income account, such as Interest Earned. If you prefer, use the Account Code popup instead. Enter the amount. Posting is not required because this deposit has no Invoice in Receivable to Post to.

