

## Printing Deposit Slips from Within QuickBooks

### Question:

*“How can use QuickBooks to print my Bank Deposit List to give to my Bank?”*

### Answer: - By Printing the Deposit Summary Report

By modifying a few simple settings within QuickBooks you can have the system printing out your bank deposit slips in a format that is accepted by most banks. Therefore saving all that time it used to take to manually write up the deposit book.

#### Step 1

Make a small modification to the name of your Bank Account in the chart of accounts, Via **Lists, Chart of Accounts**, select the bank account you are setting this up for. You will need to edit the name of this account to include your company name and the Bank BSB and the Account number for this account. This is done so that the bank can identify who had made the deposit at their branch.

#### Step 2

When entering a Customer Payment, or Sales Receipt, make sure that you include all relevant details relating to this payment – Such as **Payment Method, Cheque Number** and on the memo line include the **Bank Name and Branch (as indicated on the cheque)**. Also if the name on the cheque is different as to how you have it recorded in QuickBooks then add this information on the memo line as well. This will not only give the bank some information in case they need to match a cheque received with a deposit slip, but also enables you to have this on file if there is ever a dispute over payment of an account.

#### Step 3

Via the **Banking Menu**, select **Make Deposits** and then select the payments that are being banked. In the next screen you need to **Print 2 copies of the Deposit Summary in Landscape Orientation**. This report can then be taken to the bank together with the cheques listed on it and keep a copy for your records.

Deposit Summary

Summary of Deposits to XYZ Pty Ltd (012-345,12345678) on 11/01/2005

Chq No.	Pmt Method	Rec'd From	Memo	Amount
124524	Cheque	Olympic Park	CBA - Byron Bay (Name on Cheque XYZ Pty Ltd)	127.50
123456	Cheque	Cash Customers	NAB - Ballina (P & C Smith)	608.25
455445	Cheque	Zeev Construction	ANZ - Lismore	120.00
<b>Less Cash Back:</b>				
<b>Deposit Total:</b>				<b>855.75</b>

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