

Deposits


Transactions to Deposit:

Menu | Miscellaneous | Financial | Deposit

This brings you to the Transactions To Deposit screen.

VERIFY THE TRANSACTIONS THRU DATE AND CHANGE IF NECESSARY!!!

Transactions To Deposit
Select items to deposit. Press Submit to total. Press Update to finish.

Undeposited Funds Account:*	8001 - (Asset) CLERK Undeposited Funds	▼
Bank Account:*	8000 - (Bank) CLERK Checking Account	▼
Transactions Thru:	11/9/2018 3:59:59 PM	
Memo:	<input type="text"/>	
Total Amount to Deposit:	\$0.00	

- **Undeposited Funds Account** - Select the appropriate undeposited funds account that is holding the monies you wish to deposit.
- **Bank Account** - Select the bank account into which you wish to deposit the funds.
- **Transactions Thru** - Enter the date you wish to view transactions through. This cannot be a future date/time. It defaults to today at the financial cut off time. You may need to change the date, don't change the time.
 - a. This is the date and time your deposit will be made in the system. If you are making a deposit for money collected yesterday, you may want to change the deposit date to yesterday. If it is money that was collected on the last day of the month, **you must change the date to the last day of the month or the money will not be available to disburse with that month.**
- **Total Amount to Deposit** - This will calculate the amount of money to deposit from the transactions you select.

Click the **Submit** button to see the transactions that meet your criteria.

Separate Deposits:

You may need to make separate deposits. In this example you have credit card payments, cash payments and check payments.

Undeposited Funds Account:* (8001 - (Asset) CLERK Undeposited Funds) ▼

Bank Account:* (8000 - (Bank) CLERK Checking Account) ▼

Transactions Thru: (11/9/2018 7:17:10 am) 📅

Memo: ()

Total Amount to Deposit: \$0.00

←

Deposit	Date	Type	ID	Amount
Collections from Thompson, Karlene				
<input type="checkbox"/>	11/9/2018 6:38:15 AM	Payment (Credit Card)	0000019	\$196.00
<input checked="" type="checkbox"/>	11/9/2018 7:01:30 AM	Payment (Check)	0000020	\$224.00
<input checked="" type="checkbox"/>	11/9/2018 7:15:42 AM	Payment (Cash)	0000021	\$50.00
<input type="checkbox"/>	11/9/2018 7:16:43 AM	Payment (Credit Card)	0000022	\$196.00

Cash and Check payments will be physically taken to the bank to be deposited. The amount of that deposit should equal the amount of the deposit ticket you are creating.

Select the payments you wish to deposit in the bank, then click the **Submit** button.

Undeposited Funds Account:* (8001 - (Asset) CLERK Undeposited Funds) ▼

Bank Account:* (8000 - (Bank) CLERK Checking Account) ▼

Transactions Thru: (11/9/2018 7:17:10 am) 📅

Memo: ()

Total Amount to Deposit: \$274.00 ←


The Total Amount to Deposit is now showing the total of the selected items. This should match your deposit ticket.

Click the **Update** button to make the deposit.

Credit Card Deposits:

To make another deposit, you must go back to the menu and pull up the deposit screen again.

The credit card payments may be deposited into your checking account individually or as a group at the end of the day. You will want to make these deposits the same way they are being deposited into your account. When it is time to reconcile your bank statement, you want Quest and the Statement to match.


Undeposited Funds Account:*	8001 - (Asset) CLERK Undeposited Funds	▼
Bank Account:*	8000 - (Bank) CLERK Checking Account	▼
Transactions Thru:	11/9/2018 7:28:19 am	
Memo:	<input type="text"/>	
Total Amount to Deposit:	\$392.00	
<input type="button" value="Submit"/>		

Deposit	Date	Type	ID	Amount
	Collections from Thompson, Karlene			
<input checked="" type="checkbox"/>	11/9/2018 6:38:15 AM	Payment (Credit Card)	0000019	\$196.00
<input checked="" type="checkbox"/>	11/9/2018 7:16:43 AM	Payment (Credit Card)	0000022	\$196.00


You should make a separate credit card deposit. Either deposit the money together as one deposit for the day or individually, however your credit card company deposits the money into your checking account.

Select the items to be deposited, click the **Submit** button to verify the amount, click the **Update** button to make the deposit.

eFiled Payments


Undeposited Funds Account:* 

Bank Account:* ▼

Transactions Thru: 

Memo:

Total Amount to Deposit: \$784.00



Deposit	Date	Type	ID	Amount
	Collections from Thompson, Karlene			
<input checked="" type="checkbox"/>	10/9/2018 9:07:34 AM	Payment (Credit Card) *ToPrint		\$196.00
<input checked="" type="checkbox"/>	10/9/2018 9:15:39 AM	Payment (Credit Card) *ToPrint		\$196.00
<input checked="" type="checkbox"/>	10/18/2018 9:12:38 AM	Payment (Credit Card) 0000013		\$196.00
<input checked="" type="checkbox"/>	11/8/2018 7:08:28 AM	Payment (Credit Card) 0365423		\$196.00

eFiled deposits must also be done separately. Once again, however these are being deposited into your account from Chase is how you should deposit them in Quest. The goal is to make the bank reconciliation as easy as possible, so we want Quest to match the bank statement.

Select the items to be deposited, click the **Submit** button to verify the amount, click the **Update** button to make the deposit.

Chart of Accounts

Menu | Miscellaneous | Financial | Chart of Accounts

You can verify the deposits have gone into your checking account by clicking on your checking account. By clicking the account description, you open that account's List Account Register screen.

Chart Of Accounts

Select an account to view details

Account Type: -- Select --

Grouping: CLRK - Clerk

List accounts containing: Wildcard search

Active only

Posting only

Display options

Submit

Account	Description	Type	Active	Balance
Add a new account				
8000	CLERK Checking Account	Bank	Yes	\$3,209.00
8001	CLERK Undeposited Funds	Asset	Yes	\$0.00
8001E	CLERK eFiled payments	Asset	Yes	\$0.00

You can see the three deposits. If you click on the date of the deposit you will see the Transactions To Deposit screen that made this deposit.

List Account Register

Select an account and date range, then press Submit

Account: 8000 - (Bank) CLERK Checking Account

Display transactions between: 11/9/2018 and 11/9/2018

Include sub-account transactions

Submit

Date	Type	Number	Payor/payee	Memo	Requirement	Cleared	Debit	Credit	
Starting balance:								\$1,759.00	
Add a new general journal entry									
11/9/2018	Deposit						\$274.00		
11/9/2018	Deposit						\$392.00		
11/9/2018	Deposit						\$784.00		
Transaction totals:								\$1,450.00	\$0.00
Ending balance:								\$3,209.00	