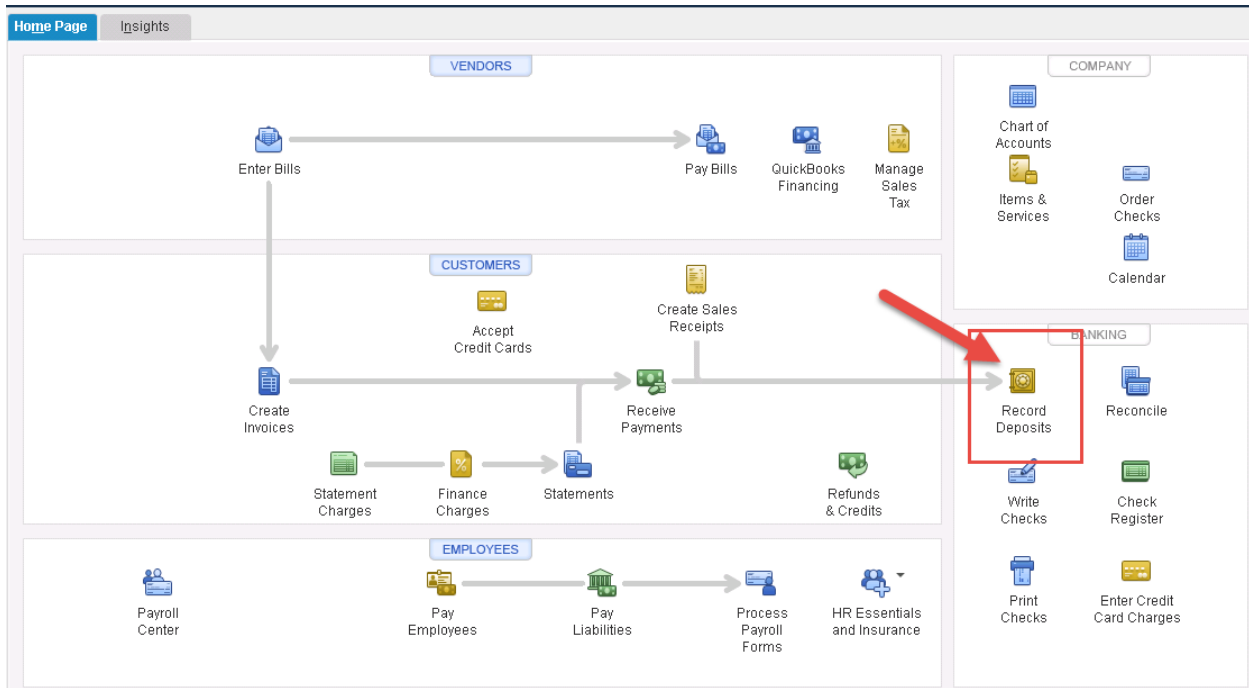


Entering Deposits

From the Home Screen click “Record Deposits”



For Deposits into the Operating account – make sure the operating account is selected in “deposit to”

Make 2 separate entries for the legal income and the advanced client cost reimbursement

You have to use “Ask my Accountant” as the account for Advanced Client Costs Reimbursement. We will have to use a journal entry to clear it from advanced client costs.

After the total deposit is entered, click “Save and Close”

Previous Next Save Print Payments History Attach

Deposit To: **Checking** Date: 12/15/2019 Memo: Deposit

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

RECEIVED FROM	FROM ACCOUNT	MEMO	CHK NO.	PMT METH.	CLASS	AMOUNT
	Legal Fee Income	Doe, John - Legal Fee				15,000.00
	Ask My Accountant	Doe, John - Reimbursement of Advanced Clie...				347.25
Deposit Subtotal						15,347.25

To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.

Cash back goes to: Cash back memo: Cash back amount:

Deposit Total 15,347.25

For deposit in the trust account

First, make sure to choose the trust account for the specific client

Deposit To: TrustAccount:Tr Date: 12/15/2019 Memo: Deposit

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

RECEIVED FROM	FROM ACCOUNT	MEMO	CHK. NO.	PMT METH.	CLASS	AMOUNT
	Trust - Doe, John					
	Checking					
	Cash Expenditures					
	Savings					
	Barter Account					
	Accounts Receivable					
	Advanced Client Costs					
	Prepaid Insurance					
	Employee advances					
	Inventory Asset					
	Undeposited Funds					

Deposit Subtotal

To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.

Cash back goes to: Cash back memo: Cash back amount:

Deposit Total

Make sure to always use the "trust offset" liability account for all entries in the trust account

Enter a memo with the client name

Click "Save and Close"

Deposit To: TrustAccount:Tr Date: 12/15/2019 Memo: Deposit

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

RECEIVED FROM	FROM ACCOUNT	MEMO	CHK. NO.	PMT METH.	CLASS	AMOUNT
	Trust Offset	Doe, John - Gross Settlement Proceeds - Aetna				300,000.00

Deposit Subtotal 300,000.00

To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.

Cash back goes to: Cash back memo: Cash back amount:

Deposit Total 300,000.00