

## Using multiple accounts on checks & deposits

The screenshot displays the QuickBooks Pro 2015 interface for the 'Clark Soil Conservation District'. The top menu bar includes 'File', 'Edit', 'View', 'Lists', 'Favorites', 'Company', 'Customers', 'Vendors', 'Employees', 'Banking', 'Reports', 'Window', 'Help', and 'Special Offers'. The 'Banking' menu is open, showing options such as 'Write Checks' (Ctrl+W), 'Order Checks & Envelopes', 'Enter Credit Card Charges', 'Use Register' (Ctrl+R), 'Make Deposits', 'Transfer Funds', 'Reconcile', 'Bank Feeds', 'Loan Manager', 'Other Names List', and 'See Funding Options'. The main workspace is divided into three sections: 'COMPANY', 'CUSTOMERS', and 'EMPLOYEES'. The 'COMPANY' section includes 'Chart of Accounts', 'Items & Services', 'QuickBooks Mobile', 'Order Checks', and 'Calendar'. The 'CUSTOMERS' section includes 'Estimates', 'Create Invoices', 'Accept Credit Cards', 'Create Sales Receipts', 'Receive Payments', 'Statement Charges', 'Statements', 'Refunds & Credits', and 'Enter Bill'. The 'EMPLOYEES' section includes 'Payroll Center', 'Enter Time', 'Pay Employees', 'Pay Liabilities', 'Process Payroll Forms', and 'HR Essentials and Insurance'. On the right side, there are buttons for 'Record Deposits', 'Reconcile', 'Write Checks', 'Check Register', and 'Print Checks'. An 'Important Notice' is displayed in the bottom left corner, stating: 'On 5/31, Payroll service will no longer work with your version of QuickBooks. Act Now'.

To get started you will first either click on the Record Deposits or Write Checks button or click on the Banking button and scrolling down to the transaction you are preparing.

## *Using multiple accounts on checks & deposits*

**Clark Soil Conservation District - QuickBooks Pro 2015**

File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Window Help Special Offers

Search Company or Help

Write Checks - Clark SCD

Main Reports

Find New Save Delete Create a Copy Memorize Print Pay Online Attach File Select PO Enter Time Clear Splits Recalculate Reorder Reminder Order Checks

BANK ACCOUNT: Clark SCD ENDING BALANCE: 61,538.79

NO: 1172 DATE: 04/12/2018

PAY TO THE ORDER OF: Madison SWCD \$ 4,324.90

Four thousand three hundred twenty-four and 90/100\*\*\*\*\* DOLLARS

ADDRESS: Madison SWCD

MEMO: Quarterly Reimbursement

Expenses \$4,324.90 Items \$0.00

ACCOUNT	AMOUNT	MEMO	CUSTOMER:JOB	BILLABLE?
Madison Quarterly Reimbursm	3,514.18	Qtly payroll & payroll taxes reimbursement		
Madison Quarterly Reimbursm...	677.74	Shared employee travel & training reimbursement		
Madison Quarterly Reimbursm...	29.43	Office supplies		
Madison Quarterly Reimbursm...	103.55	Shared monthly internet service		

Save & Close Save & New Revert

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When writing a check that involves more than one account within the check, the above screen shows what it will look like.

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The screenshot displays the 'Write Checks' interface in QuickBooks Pro 2015. The title bar indicates the company is 'Clark Soil Conservation District'. The menu bar includes options like File, Edit, View, Lists, Favorites, Company, Customers, Vendors, Employees, Banking, Reports, Window, Help, and Special Offers. On the left, there's a sidebar with 'My Shortcuts' and a search bar. The main area shows a list of expense accounts, with 'Shared Payroll' highlighted. Below this list is a table of transactions. An 'Important Notice' is present in the bottom left corner.

Account	Amount	Memo
Madison Quarterly Reimbursm	3,514.18	City payroll & payroll taxes reimbursement
Madison Quarterly Reimbursm...	677.74	Shared employee travel & training reimbursement
Madison Quarterly Reimbursm...	29.43	Office supplies
Madison Quarterly Reimbursm...	103.55	Shared monthly internet service

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The above screen shows the different accounts that are included in the check payment. Use the memo to further describe each account transaction.

## Using multiple accounts on checks & deposits

The screenshot shows the 'Make Deposits' window in QuickBooks Pro 2015. The window title is 'IASCD Idaho Envirothon - QuickBooks Pro 2015 - [Make Deposits]'. The menu bar includes File, Edit, View, Lists, Favorites, Company, Customers, Vendors, Employees, Banking, Reports, Window, Help, and Special Offers. The toolbar has options for Search, Previous, Next, Save, Print, Payments, History, and Attach. The 'Deposit To' dropdown is set to 'Iaho Envirothon', the date is '04/20/2018', and the memo is 'Deposit'. A message says 'Click Payments to select customer payments that you have received. List any other amounts to deposit below.' Below this is a table with columns: RECEIVED FROM, FROM ACCOUNT, MEMO, CHK NO., PMT METH., and AMOUNT. The table contains four rows of data:

RECEIVED FROM	FROM ACCOUNT	MEMO	CHK NO.	PMT METH.	AMOUNT
South Binham SCD	Spectator Registrations	Spectator registration for Alesia Vollmer	3369	Check	40.00
Power SCD	Spectator Registrations	Spectator registration for Pegi Long	1618	Check	40.00
Power SCD	Conservation District donations	District donation	1617	Check	100.00
Idaho Rangeland Resource Comm...	Sponsors (\$500 or less)	Donation	9583	Check	250.00

Below the table, the 'Deposit Subtotal' is 430.00. An 'Important Notice' box on the left states: 'On 5/31, services like Support and Online Backup will no longer work with your QuickBooks.' Below the notice is an 'Act Now' button. At the bottom, there are fields for 'Cash back goes to', 'Cash back memo', and 'Cash back amount'. The 'Deposit Total' is 430.00. At the bottom right are buttons for 'Save & Close', 'Save & New', and 'Revert'.

This screen shows a deposit that contains different accounts in the deposit.

## Using multiple accounts on checks & deposits

The screenshot shows the 'Make Deposits' window in QuickBooks Pro 2015. The window title is 'IASCD Idaho Envirothon - QuickBooks Pro 2015 - [Make Deposits]'. The 'Deposit To' is 'IASCD Idaho ...', the date is '04/20/2018', and the memo is 'Deposit'. Below the header, there is a table with columns: RECEIVED FROM, FROM ACCOUNT, MEMO, CHK NO., PMT METH., and AMOUNT. The table contains four rows of data:

RECEIVED FROM	FROM ACCOUNT	MEMO	CHK NO.	PMT METH.	AMOUNT
South Binham SCD	Spectator Registrations	Spectator registration for Alesia Vollmer	3369	Check	40.00
Power SCD	Unrestricted Net Assets	Equity		Check	40.00
Power SCD	Conservation District donations	Income		Check	100.00
Idaho Rangeland Resource Comm...	IASCD	Income		Check	250.00

A dropdown menu is open for the 'FROM ACCOUNT' column, showing a list of accounts including 'Spectator Registrations' (Income), 'Sponsors (\$500 or less)', 'Team contribution for National', 'Team Registration Fee', 'Uncharacterized', 'Awards', 'Business Expenses', 'Business Registration Fees', 'Checks', and 'Event Supplies'. The 'Spectator Registrations' account is highlighted in green. Below the table, the 'Deposit Subtotal' is 430.00 and the 'Deposit Total' is 430.00. At the bottom right, there are buttons for 'Save & Close', 'Save & New', and 'Revert'. On the left side, there is a sidebar with 'My Shortcuts' and an 'Important Notice' box.

Again, a further breakdown of accounts that can be used on a deposit that involves two or more separate accounts.

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The screenshot shows the QuickBooks Pro 2015 'Make Deposits' window. The window title is 'IASCD Idaho Envirothon - QuickBooks Pro 2015 - [Make Deposits]'. The menu bar includes File, Edit, View, Lists, Favorites, Company, Customers, Vendors, Employees, Banking, Reports, Window, Help, and Special Offers. The toolbar contains Search Company or Help, Previous, Next, Save, Print, Payments, History, and Attach. The main area shows a deposit entry for 'IASCD Idaho ...' on '04/20/2018' with a memo of 'Deposit'. Below this is a table of payments to be deposited.

RECEIVED FROM	FROM ACCOUNT	MEMO	CHK NO.	PMT METH.	AMOUNT
South Binham SCD	Spectator Registrations	Spectator registration for Alesia Vollmer	3369	Check	40.00
Power SCD	Spectator Registrations	Spectator registration for Pegi Long	1618	Check	40.00
Power SCD	Conservation District donations	District donation	1617	Check	100.00
Idaho Rangeland Resource Comm...	Sponsors (\$500 or less)	Donation	9583	Check	250.00

A 'Print Deposit' dialog box is open, asking 'What would you like to print?'. The options are 'Deposit slip and deposit summary' (unselected) and 'Deposit summary only' (selected). The dialog has 'OK' and 'Cancel' buttons.

At the bottom right of the main area, the 'Deposit Subtotal' is 430.00. Below the table, there is a section for 'Cash back' with fields for 'Cash back goes to', 'Cash back memo', and 'Cash back amount'. The 'Deposit Total' is also 430.00. At the bottom right, there are buttons for 'Save & Close', 'Save & New', and 'Revert'.

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The above screen shows the option when you print a deposit. You will be offered the choice of printing a deposit summary that you can file with your deposit in your records.