

ADJUST QBCLIPS DEPOSIT INSTRUCTIONS

Here are three common reasons you may have to adjust the deposit QBClips imports into your bank register.

1. Human error: This may happen to cash deposits where the chance of error increases due to the counting of cash.
 - a. Locate deposit in question - either double click on the deposit or select Edit Transaction.
 - b. On the sales receipt item Bank Deposit Difference enter the amount of the deposit if is over (positive) or short (negative).
 - c. Click Save and Close.

2. Credit Card Fee: Sometimes American Express will deduct their fee out of the daily deposit. (Note: you can call American Express if you want to change this to monthly)
 - a. Locate deposit in question - either double click on the deposit or select Edit Transaction.
 - b. On the sales receipt item Credit Card Fees enter the amount of the fee.
 - c. Click Save and Close.

3. Multiple days deposited as one: You should be doing separate cash deposits for each day; however, American Express will sometime combine Saturday and Sunday into one deposit.
 - a. Locate a deposit in question - either double click on the deposit or select Edit Transaction.
 - b. On the bottom left corner click the drop down menu, Deposit To, change this from your bank to Undeposited Funds.
 - c. Click Save and Close
 - d. Repeat these steps for each multiple deposit.
 - e. From the main menu select Banking then Make Deposits.
 - f. Select the multiple deposits from the list by clicking on each (a check mark should appear for each)
 - g. Click Save & Close.