Author: Joel Kristenson
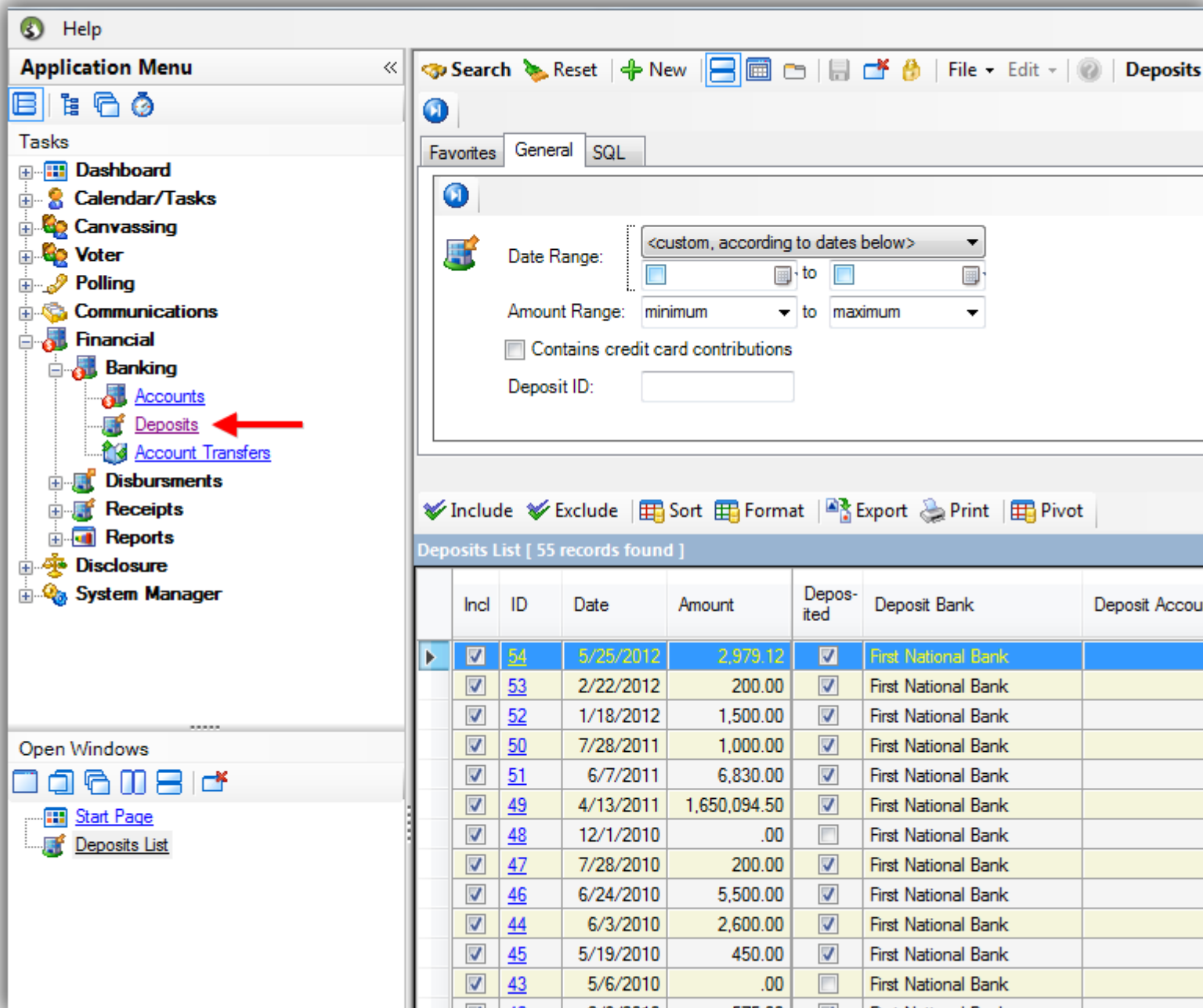**Last Updated:** 2015-04-10

Overview

This article mainly pertains to our _political_ customers who use the financial components to manage invoices, payments, deposits, reconcile bank accounts, etc.

Below are step-by-step instructions to record a deposit of contributions. *It assumes you've already created the contribution record(s) or they've been coming in through your online donation form.*

Steps

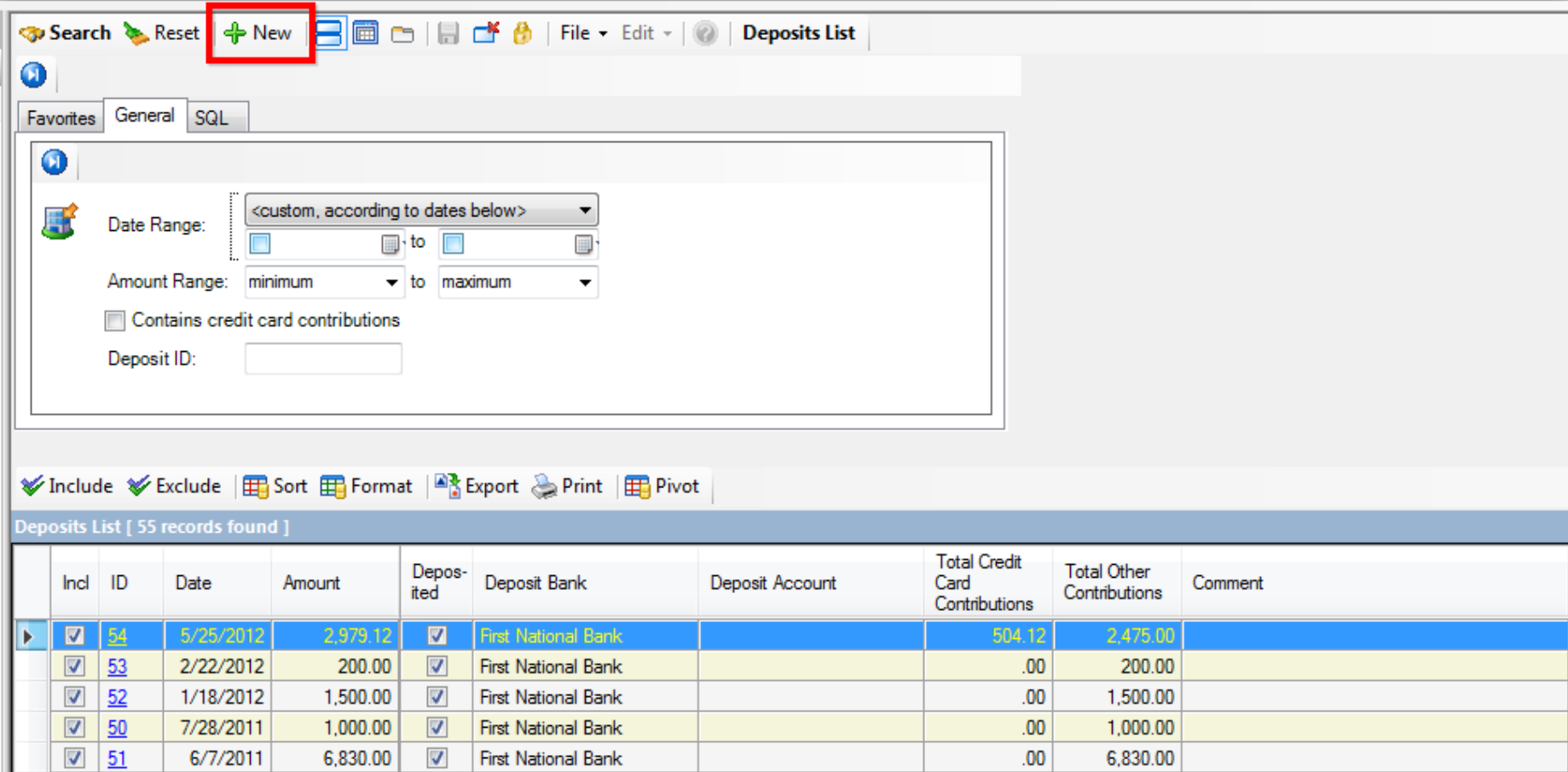Navigate to the Deposits list by following **Application Menu > Financial > Banking > Deposits**

Click **[+ New]**.

This will open a new **deposit slip** and populate all contribution records that have not yet been deposited.

*In my example I had **206** (if you've never done this before, or it's been awhile, it could take a few minutes to load if you have a high volume of donation records waiting to be deposited).*

Check the boxes for the contribution records that you are **including** in the deposit.

*In my example I ran a search query using the search utility on the right to only include recent contributions from this year (2015) after that I select the **5** contribution records I wanted to include in the deposit.*

Select the contribution(s) to include in your deposit.

Filter contributions by date range.

When you're done selecting the contributions to include, check the box in the upper-left for ***Deposited***, select the date the money went to the bank, and choose the bank account it went too. Save-and-Close when you're finished.

Once you're back in the **Deposits** list, click **[Search]** to refresh the list, which by default will display the most recent deposit at the top. *Below is an example of what mine looked like.*

Click [Search] to refresh

This completes the deposit process, as a note, if you have **Loans**, **Receipts**, **Expenditure Refunds**, or **Transfer Ins** you can also include them in the deposit slip by navigating through the different tabs. (*Screenshot below*).

💡 **Tip:** If you have unused deposit records, you can sort your **Deposits** list in descending order by those that haven't been used, and re-use an old one (*since you can't delete the record once it's been created as of the time this kb was put together*). *Image below with details regarding this tip.*

Trail Blazer

- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

#3 Related Resources

Article: Delete a Contribution

Article: Delete an Invoice/Payment

Video: Deposits – Setup Bank Account – Set Bank as Default – Make Deposit

3rd Party Resource (Article): FEC Treasurer Best Practices

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