**AR (Bank Deposit Book – Cheques & Cash)**

* Separate 3 sheets (with blue fold behind)
* Fill Out:
	+ Deposit date & Initials
	+ Customer Name (Who Cheque is From)
	+ Cheque #
	+ Amount of Cheque ($)
* Repeat for multiple cheques
* Double Check Total deposit calculation for multiple cheques
* Place Cheques in Chequebook & have ready for Phil to take to bank for deposit


\*\*\*NOTE – Final step in GL-deposit needs to transfer from HOLD ACCOUNT to BANK ACCOUNT