**QuickBooks Desktop**

**Steps to Deposit Cash Overpayment**

Use these steps to record a “keep the change” transaction:

1. Apply just the Invoice amount as a payment; or record a Sales Receipt for just the sale amount. Do not have the overpayment on the invoice/sales receipt.
2. Go to the Record Deposit screen, check mark that sale to deposit.
3. On the next line underneath enter the customer’s name, use the 4500 Miscellaneous Income account, make a note it was a donation, enter the amount of the overpayment.
4. Then deposit to either your checking account or petty cash account.