

# Transcript

## Completing a Check Deposit Template

Welcome to the Completing a Check Deposit Template video.

In this training, we'll guide you through the process of completing the Check Deposit Template.

We are going to walk you through each field of the template to help you provide clear and accurate information to Kesef.

When you first fill out the template, please make sure you enter your assigned Acronym, Full Synagogue Name, City, and State.

For example, in our case, it's Melissa Shul in Chicago, abbreviated as MSCHI.

Next, add your synagogue's full name, Melissa Shul, followed by the city and state, Chicago, Illinois.

After that enter the deposit date and the total number of checks in the deposit.

The main part of the template is where you'll provide Kesef with the necessary details to process your request.

Accuracy here is crucial, as it ensures a smooth and efficient process with your Kesef AR representative, streamlines the workflow, and helps expedite the overall process.

In column A, Enter the check number. This is typically found in the top right corner of the check.

For column B, Total amount of the check should be provided.

Column C is optional for providing the ShulCloud ID.

If you have two accounts with the same name, it is useful to provide the ID to ensure the payment is applied to the correct account.

We require the full account name as it appears in ShulCloud in column D.

For the charge type, in column E, use the exact name as it appears in ShulCloud.

If you're unsure, you can find this information by navigating to Admin > My Lists > Charge Types to see the list of available charge types.

Adding clear and accurate details here minimizes back-and-forth questions from your Kesef AR representative and streamlines the process.

In Column F, enter the amount to be applied to the charge type in column E.

In a future example we will demonstrate if one check applies to different charge types.

"Apply to account" may be entered in column E in lieu of specific charge types and means we will apply the payment to any open charges on the account.

If the check amount exceeds the balance due on the account, then the remainder of the check amount will be left as an open payment on the account unless otherwise specified on the template.

In Column G, you can also include optional information, such as additional notes to show on statements or dedication details, to provide further clarity.

If the payment is made from a different account than it will be applied to, enter the name of the paying account in column H.

In our next example, we will show you how to apply one check to different charge types on the same account.

Enter columns A through H as you would do for a check being applied to one charge type.

On the next row, skip columns A through D and only enter the next charge type and amount to be applied to that charge type in columns E and F.

Provide information in columns G and H, if applicable.

In our next example, if a check is being sent to Kesef and should not be applied in the ShulCloud database please write "NOT SHULCLOUD - QB ONLY" in column D.

Examples of payments that will be entered directly to QuickBooks rather than ShulCloud could be anything that doesn't relate to a member or donor payment such as vendor refunds and insurance payouts.

If you have GL information about where to apply the payment in QuickBooks provide that in column E. If you have a question about this, please contact your Kesef AR Representative.

Repeat these instructions for each check in the deposit.

Once you've completed the template, save your work to your computer and use your synagogue acronym in the file name. For example, "MSCHI – Deposit – 02.11.2025"

Complete the Kesef 2.0 Form to submit the template.

You can access the form by navigating to the Kesef Help Center

where you will choose the Kesef Help Center button. This will take you to the full Kesef Help Center. From here you will choose the "Kesef 2.0 Communications Form" article.

In the article Select "Click here to submit a request" to be redirected to the Kesef 2.0 form.

If you're unfamiliar with the form, we have a helpful video available to guide you through the process.

You can find this video easily by scrolling to the bottom of the article and selecting it.

If additional information is needed to process your request, your Kesef AR Representative will contact you.

Thank you for watching the Completing a Check Deposit Template video.

If you have any questions, please don't hesitate to contact your Kesef ShulCloud AR representative.