

Complete Banking Receipts on Web App for each separate deposit made

1. Login at: <https://volunteer.salvos.org.au/>
2. From main menu, select "Banking Receipts"
3. Click "Create New" (green button, top right corner)
4. Complete required fields:
 1. Bank account
 2. Zone/Corps Name
 3. Corps Bank ID (see attached listing if you are unsure – for NSW/ACT/QLD this is your TRANSCODE)
 4. NAB Express Business deposit bag number if using (EBD bag)
 5. Amount deposited
 6. Deposit Location Type
 7. Branch Postcode
 8. Postcode
 9. Date Banked (date the funds were deposited at the bank)
 10. Notes/Comments
 11. Option to upload a photo of the receipt

The donor services team have access to this report and reconcile amounts to the Corps. This will help when the funds are sitting unallocated due to the Agent code being missed