Branch Daily Bookkeeping Procedures

**IMPACT DEPOSIT PROCESSING**

* Click the Reports button on the Impact Menu row at the top of your Impact Screen
* **Print** your Daily Receipts Journal and **Retain**, if any
* **Print** your Daily Disbursement Journal and **Retain**, if any
* **Choose your branch** from the drop down; Choose your bank from the drop down
* On the left of the screen, in the "Deposit" column, check each receipt you will include in the

deposit you are making to the bank

* **Print** the Impact Deposit slip and **Retain**
* Organize checks for deposit. Follow either manual or remote deposit procedures below

**BANK DEPOSIT PROCESSING**

• All Checks must be properly endorsed

• Escrow Number must be written on check face of check

• Complete either manual or remote deposits

***Manual Deposit -***

1. Run tape on checks to confirm deposit amount = Impact & Manual deposit slip

2. Prepare manual deposit slip

3. Organize & attach checks & Manual deposit ticket with paperclip

4. **Retain** Impact Deposit Slip & copy of Manual deposit slip

5. **Retain** each Escrow Deposit Receipt (issued by Impact) with copy of check

6. Place deposit in a deposit bag and complete courier log if necessary

7. Prepare deposit banking bag for courier pick up

***Remote Deposit* - Scan Deposit (Use your bank instructions)**

1. Run tape on checks, Confirm amounts = Scan deposit = Impact Deposit slip total

2. **Retain** Impact Deposit Slip & e-Deposit Notification from bank (see below)

3. **Retain** each Escrow Deposit Receipt (issued by Impact) with copy of check

4. **Note: Original Checks must be locked in a cabinet and kept for 2 weeks then can be**

**shredded**.

**DAILY CHECKLIST FOR OAC**

* Complete the Daily Trust Accounting Checklist and email to [Gina.Angulo@CTT.com](mailto:Gina.Angulo@CTT.com) the next business morning by 9 AM with required items. (See checklist — items marked "**Retain**" above)
* All original voids and cancelled checks, with the signature line cut out, must be emailed to [Gina.Angulo@CTT.com](mailto:Gina.Angulo@CTT.com) with the checklist and required items.
* Retain copies of the above for office copies

***RETAIN for branch records for 3 months:***

* Daily Trust Accounting Checklist
* Daily Receipts Journal, if any
* All Escrow Deposit Receipts with copy of checks, if any
* Impact Deposit Ticket, if any
* Manual Deposit Slip or eDeposit slip from bank scanner process
* Disbursement Journal, if any

***RETAIN scanned original deposited checks in locked cabinet for at least 2 weeks then shred.***