

Preparing & Creating Group Deposits

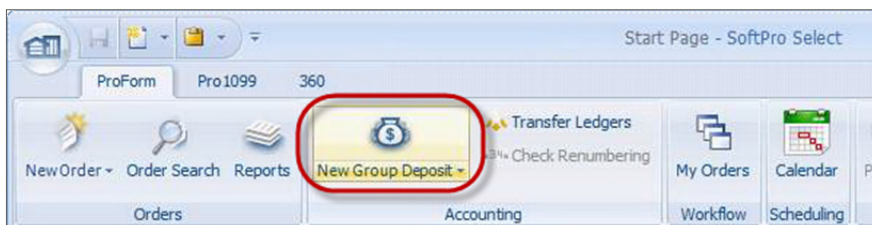
The Group Deposits feature allows you to combine the individual deposits you receive in your branch into one daily group deposit to the bank.

Preparing the Deposit

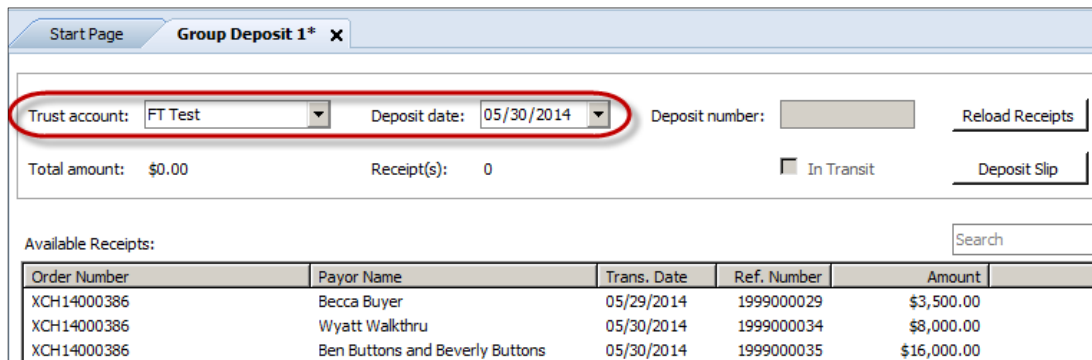
1. Gather all checks (with receipts) receipted into SoftPro Select for that day
2. Verify that the escrow number is on the front of each check
3. Stamp the back of each check
4. Run an adding machine tape, totaling all checks

Creating a New Group Deposit

1. From the **ProForm** ribbon, click the **New Group Deposit** icon



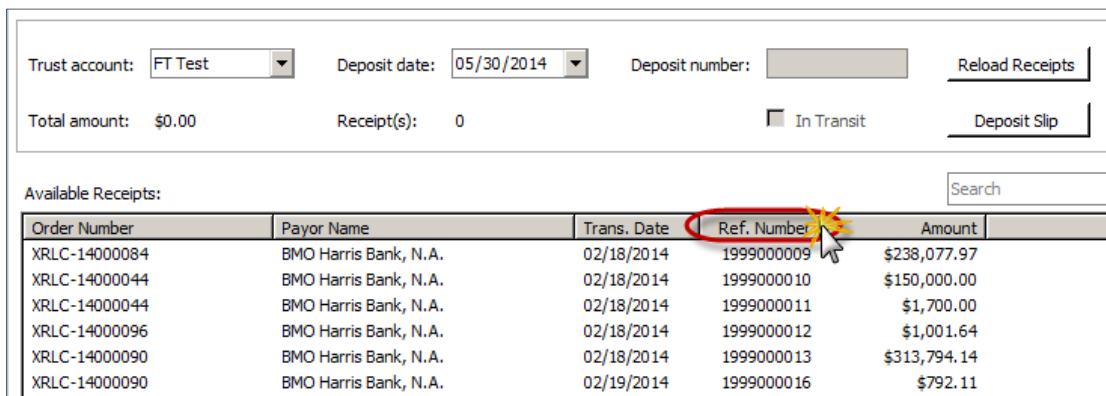
2. In the **Trust account** drop-down, select the appropriate trust account (or verify the correct account is displayed)



Order Number	Payor Name	Trans. Date	Ref. Number	Amount
XCH14000386	Becca Buyer	05/29/2014	1999000029	\$3,500.00
XCH14000386	Wyatt Walkthru	05/30/2014	1999000034	\$8,000.00
XCH14000386	Ben Buttons and Beverly Buttons	05/30/2014	1999000035	\$16,000.00

3. Verify or select the **Deposit date**.

4. In the **Available Receipts** grid, Click the **Ref Number** column header to sort the list of receipts (your branch's receipts are grouped together in the list)



Order Number	Payor Name	Trans. Date	Ref. Number	Amount
XRLC-14000084	BMO Harris Bank, N.A.	02/18/2014	1999000009	\$238,077.97
XRLC-14000044	BMO Harris Bank, N.A.	02/18/2014	1999000010	\$150,000.00
XRLC-14000044	BMO Harris Bank, N.A.	02/18/2014	1999000011	\$1,700.00
XRLC-14000096	BMO Harris Bank, N.A.	02/18/2014	1999000012	\$1,001.64
XRLC-14000090	BMO Harris Bank, N.A.	02/18/2014	1999000013	\$313,794.14
XRLC-14000090	BMO Harris Bank, N.A.	02/19/2014	1999000016	\$792.11

5. Highlight the transactions to be included in the group deposit

NOTES:

- > Press and hold the **Shift** key to "multiple-select" **sequential** receipts
- > Press and hold the **Ctrl** key to "multiple-select" **non-sequential** receipts

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- Click the **Add** button to move the highlighted receipt(s) from the **Available Receipts** to **Selected Receipts**

Available Receipts:

Order Number	Payor Name	Trans. Date	Ref. Number	Amount
XRLC-14000084	BMO Harris Bank, N.A.	02/18/2014	1999000009	\$238,077.97
XRLC-14000044	BMO Harris Bank, N.A.	02/18/2014	1999000010	\$150,000.00
XRLC-14000130	BMO Harris Bank, N.A.	02/19/2014	1999000017	\$197,473.18
XRLC-14000365	U.S. Bank, N.A.	03/14/2014	1999000020	\$30,000.00
XRLC-14000364	U.S. Bank, N.A.	03/14/2014	1999000021	\$750,000.00
XRLC-14000366	BMO Harris Bank, N.A.	03/17/2014	1999000024	\$450,000.00
XCH14000387	Beau Buyer	05/30/2014	1999000033	\$12,000.00
XCH14000386	Wyatt Walkthru	05/30/2014	1999000034	\$8,000.00
XCH14000386	Ben Buttons and Beverly Buttons	05/30/2014	1999000035	\$16,000.00
XCH14000395	Robbie Robertson	05/30/2014	1999000036	\$21,000.00
XCH14000399	Jonathon Depp	05/30/2014	1999000037	\$107,000.00

Selected Receipts:

Order Number	Payor Name
XCH14000386	Becca Buyer

As receipts are added, the **Total amount** field updates.

- Repeat **Steps 5 – 6** until all receipts are in **Selected Receipts**, and the **Total amount** equals your adding machine tape
- Press **Ctrl+S** to save the deposit slip
- Click the **Deposit Slip** button to print the deposit slip for the bank

Trust account: FT Test
Deposit date: 05/30/2014
Deposit number:

Total amount: \$143,500.00
Receipt(s): 4
☐ In Transit

Available Receipts:

Order Number	Payor Name	Trans. Date	Ref. Number	Amount
XRLC-14000084	BMO Harris Bank, N.A.	02/18/2014	1999000009	\$238,077.97
XRLC-14000044	BMO Harris Bank, N.A.	02/18/2014	1999000010	\$150,000.00
XRLC-14000044	BMO Harris Bank, N.A.	02/18/2014	1999000011	\$1,700.00
XRLC-14000096	BMO Harris Bank, N.A.	02/18/2014	1999000012	\$1,001.64
XRLC-14000090	BMO Harris Bank, N.A.	02/18/2014	1999000013	\$313,794.14
XRLC-14000090	BMO Harris Bank, N.A.	02/19/2014	1999000016	\$792.11
XRLC-14000130	BMO Harris Bank, N.A.	02/19/2014	1999000017	\$197,473.18
XRLC-14000365	U.S. Bank, N.A.	03/14/2014	1999000020	\$30,000.00
XRLC-14000364	U.S. Bank, N.A.	03/14/2014	1999000021	\$750,000.00
XRLC-14000366	BMO Harris Bank, N.A.	03/17/2014	1999000024	\$450,000.00
XCH14000386	Wyatt Walkthru	05/30/2014	1999000034	\$8,000.00
XCH14000386	Ben Buttons and Beverly Buttons	05/30/2014	1999000035	\$16,000.00

Selected Receipts:

Order Number	Payor Name	Trans. Date	Ref. Number	Status	Amount
XCH14000386	Becca Buyer	05/29/2014	19990000...	Posted	\$3,500.00
XCH14000387	Beau Buyer	05/30/2014	19990000...	Posted	\$12,000.00
XCH14000395	Robbie Robertson	05/30/2014	19990000...	Posted	\$21,000.00
XCH14000399	Jonathon Depp	05/30/2014	19990000...	Posted	\$107,000.00

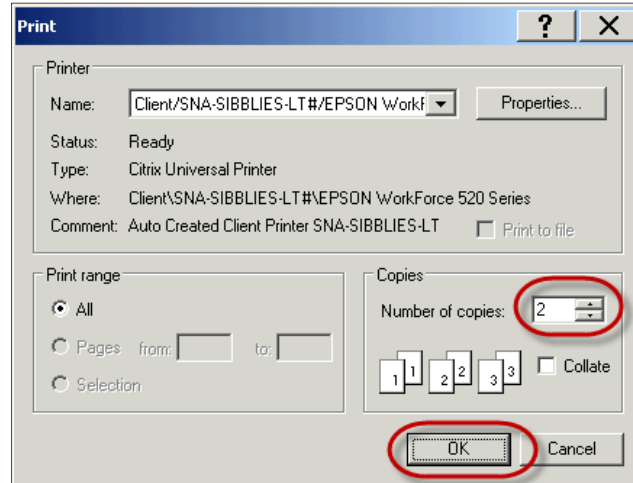
- If necessary, enter a comment; click **OK**

Deposit Slip

Report comments:

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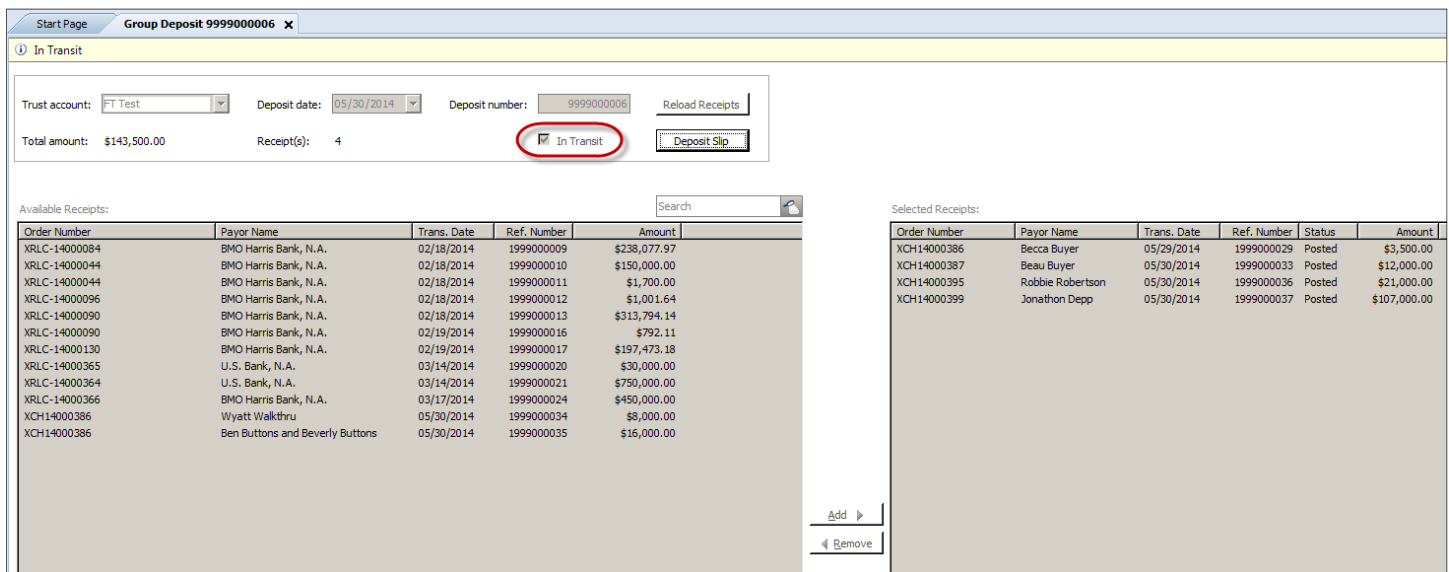
11. Print 2 copies; click **OK**



The Print dialog box shows the following settings:

- Printer:** Client\SNA-SIBBLIES-LT#\EPSON WorkForce 520 Series
- Status:** Ready
- Type:** Citrix Universal Printer
- Where:** Client\SNA-SIBBLIES-LT#\EPSON WorkForce 520 Series
- Comment:** Auto Created Client Printer SNA-SIBBLIES-LT
- Print to file:** ☐
- Print range:**
 - ☒ All
 - ☐ Pages from: [] to: []
 - ☐ Selection
- Copies:**
 - Number of copies:** 2 (highlighted with a red circle)
 - Collate:** ☐
- Buttons:** OK (highlighted with a red circle), Cancel

Once the deposit slip has been printed, the **In Transit** check box is auto-selected. You can no longer edit deposits marked **In Transit**.



The interface shows the following details for Group Deposit 9999000006:

- Trust account:** FT Test
- Deposit date:** 05/30/2014
- Deposit number:** 9999000006
- Total amount:** \$143,500.00
- Receipt(s):** 4
- In Transit:** ☒ (highlighted with a red circle)
- Buttons:** Reload Receipts, Deposit Slip

Available Receipts:

Order Number	Payor Name	Trans. Date	Ref. Number	Amount
XRLC-14000084	BMO Harris Bank, N.A.	02/18/2014	1999000009	\$238,077.97
XRLC-14000044	BMO Harris Bank, N.A.	02/18/2014	1999000010	\$150,000.00
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Selected Receipts:

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XCH14000387	Beau Buyer	05/30/2014	1999000033	Posted	\$12,000.00
XCH14000395	Robbie Robertson	05/30/2014	1999000036	Posted	\$21,000.00
XCH14000399	Jonathon Depp	05/30/2014	1999000037	Posted	\$107,000.00

Buttons: Add, Remove