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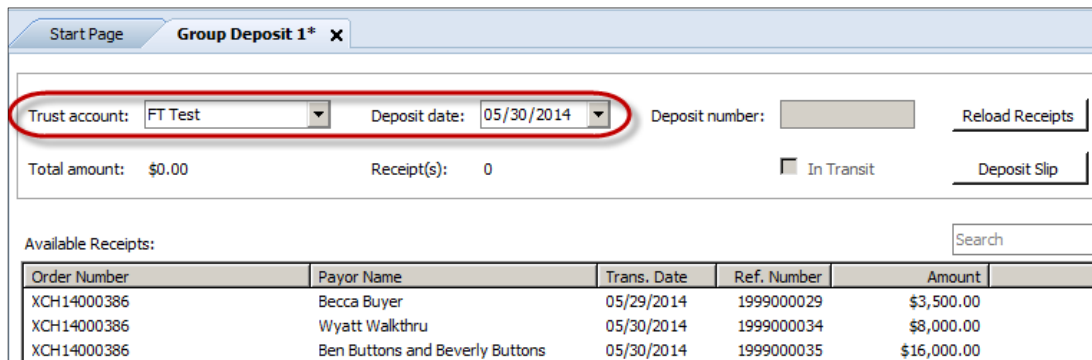
Preparing the Deposit

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

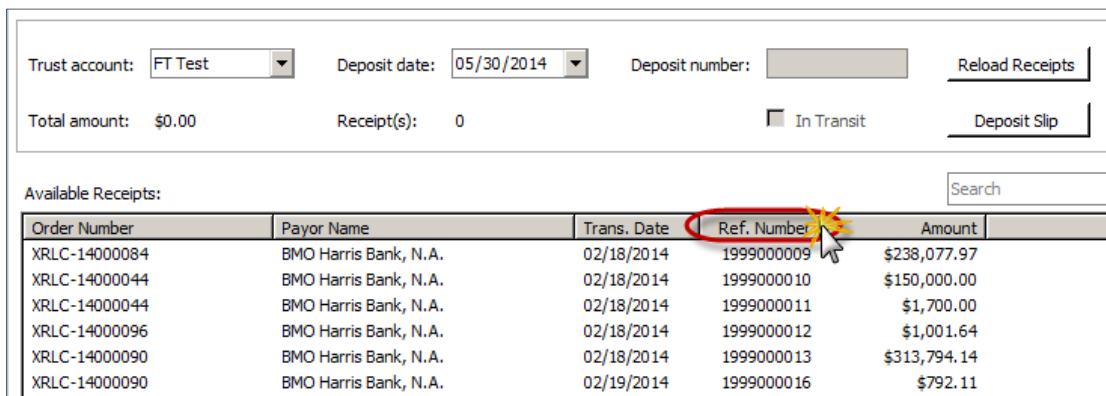1. From the **ProForm** ribbon, click the **New Group Deposit** icon
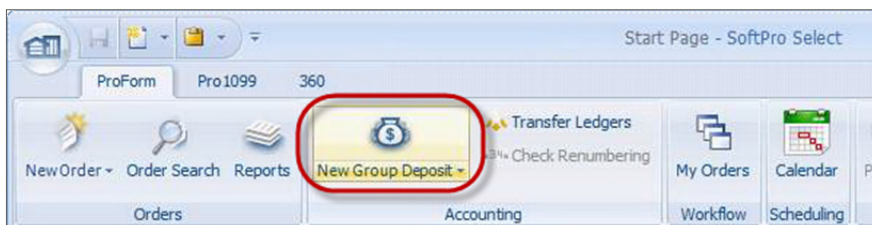
2. In the **Trust account** drop-down, select the appropriate trust account (or verify the correct account is displayed)

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

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

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

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

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

7. Repeat **Steps 5 – 6** until all receipts are in **Selected Receipts**, and the **Total amount** equals your adding machine tape

8. Press **Ctrl+S** to save the deposit slip

9. Click the **Deposit Slip** button to print the deposit slip for the bank

10. If necessary, enter a comment; click **OK**
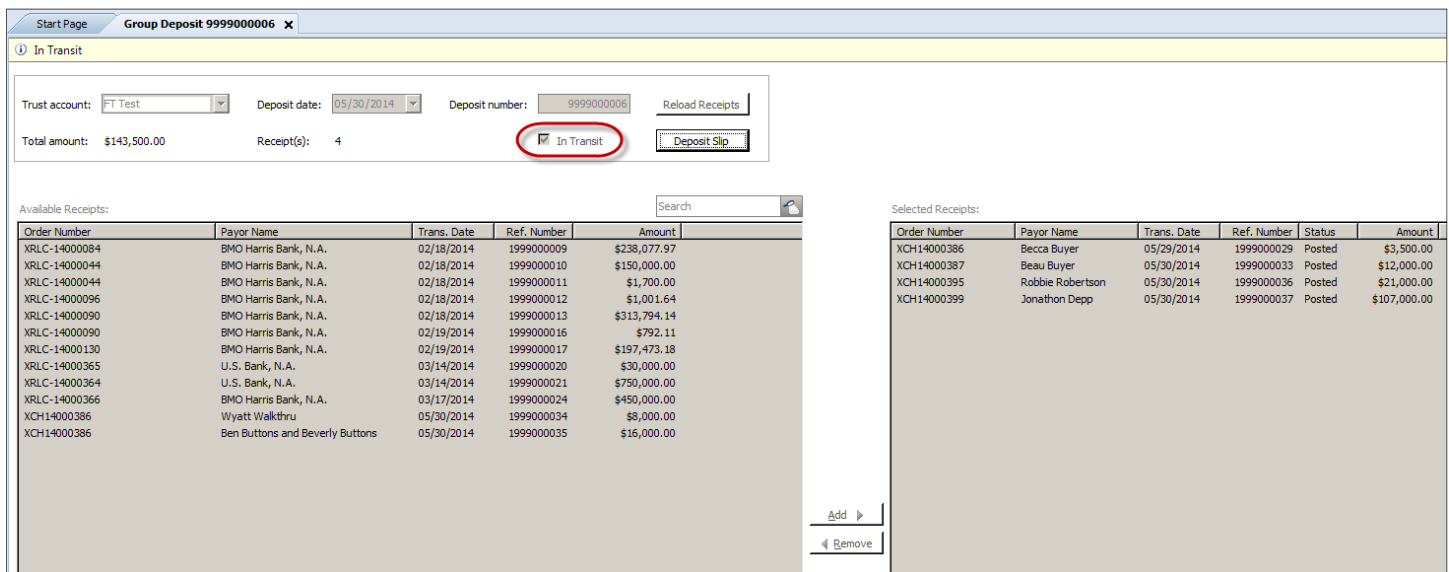
11. Print 2 copies; click **OK**

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