
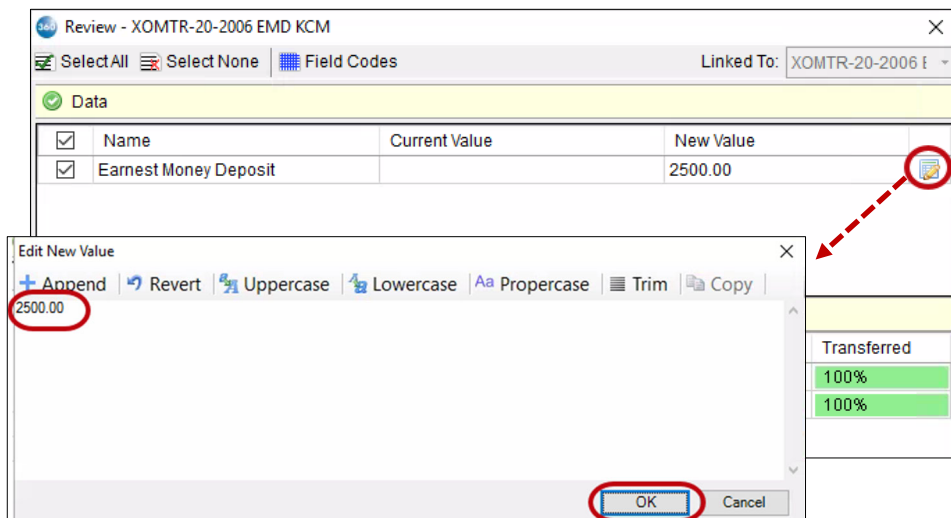


IMPORTANT BANKING PROCESS FOR ESCROW

When the actual check amount does not match the mobile deposit amount, it is important to update the amount when reviewing the data by completing the following steps.

From the **360 Review** screen,

1. Click the **Edit New Value** 
2. Overwrite the amount to match the check image
3. Click **OK**
4. Complete posting the receipt



Name	Current Value	New Value
<input checked="" type="checkbox"/> Earnest Money Deposit		2500.00

Edit New Value
 + Append | Revert | Uppercase | Lowercase | Aa Propercase | Trim | Copy
 2500.00
 OK Cancel

If needed, refer to the job aid, **Mobile Deposit – Accepting in Your Order** (steps 4-8).

If you are,

- › **updating the mobile deposit amount** – it is your responsibility to notify the person in your branch who completes the daily banking process of the change.
- › **completing the daily banking for your branch** – it is your responsibility to update the amount in FTNI and ensure all deposits match what is reflected in SoftPro **before** sending to Accounting.

This applies when accepting a mobile deposit in your order or when processing a standalone mobile deposit.

For more information, refer to job aids, **Mobile Deposit – Accepting in Your Order** or **Mobile Deposit – Processing a Standalone Deposit**.