

Mortgage+Care

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BANK RECONCILIATION FOR ESCROW TRUST ACCOUNT

- 1 PHOTOCOPY BANK STATEMENT.
- 2 IN ESCROW+CARE FROM THE REPORTS MENU OPTION #2 PRINT A BANK REC REPORT WITH THE START AND STOP DATES MATCHING THE BANK STATEMENT, SAY NO TO INCLUDE TRANSFERS ON REPORT.
- 3 COMPARE BANK REC REPORT WITH BANK STATEMENT AND VERIFY THAT ALL ITEMS ON THE BANK STATEMENT HAVE A CORRESPONDING ITEM IN THE BANK REC REPORT.
- 4 FROM THE REVIEW MENU OPTION #2 BALANCE CHECKBOOK FUNCTION, MARK ENTRIES (DEPOSITS AND CHECKS) WITH AND "X" THAT APPEAR ON BANK STATEMENT.
- 5 ONCE ALL ITEMS ARE X'ED PRESS ESC KEY CURSOR TO "BALANCE" OPTION AND PRESS ENTER. THE PROGRAM WILL CALCULATE YOUR CLEARED BALANCE. ENTER THE BANK'S ENDING STATEMENT BALANCE FROM BANK STATEMENT AND PRESS ENTER. WHEN BOTH NUMBERS ARE THE SAME THE DIFFERENCE WILL BE "0". PRESS "PRINT SCR N" KEY THEN "SHIFT PRINT SCR N" KEY THE PRESS "F7" KEY TO GET A HARD COPY OF SCREEN.
- 6 TO VERIFY DEPOSITS: USING THE SAMPLE WORKSHEET, ENTER THE TOTAL RECEIVED FROM THE BANK REC REPORT ON LINE 1. ENTER NSF'S ON LINE 2 (THESE WILL APPEAR AS NEGATIVE ITEMS IN RECEIPTS OF THE BANK REC REPORT). ADDING ITEMS 1 AND 2 WILL EQUAL TOTAL DEPOSITS ON THAT BANK STATEMENT.
- 7 TO VERIFY TOTAL WITHDRAWS: USING THE SAMPLE WORKSHEET, ENTER THE TOTAL PAID ON LINE 4. ENTER TOTAL OF NSF'S ON LINE 5. ENTER TOTAL OF BANK CHARGES ON LINE 6. ENTER TOTAL OF ALL CHECKS THAT CLEARED ON THIS STATEMENT THAT WERE PRINTED IN A PREVIOUS MONTH ON LINE 7. ENTER TOTAL OF ALL CHECKS PRINTED THIS MONTH BUT HAVE NOT CLEARED THE BANK ON LINE 8 (THIS LIST CAN BE PRINTED AS A "VARIATION" OPTION IN THE BANK REC REPORT MENU).
- 8 SUM LINES 4 THRU 8. THE TOTAL WILL EQUAL TOTAL WITHDRAWALS ON THE BANK STATEMENT.
- 9 AS AN ADDITIONAL VERIFICATION, THE "ACCOUNT BALANCE" AT THE END OF THE BANK REC REPORT WILL BE EQUAL TO THE TOTAL OF BOTH THE "BORROWER BALANCE" AND "INVESTOR BALANCE" REPORTS COMBINED.

**BANK RECONCILIATION WORKSHEET
FOR
ESCROW TRUST ACCOUNT**

ACCOUNT FOR TOTAL DEPOSITS

WORKING FROM BANK REC REPORT BACK TO BANK STATEMENT

1	ENTER TOTAL RECEIVED FROM REPORT	\$ _____
2	ADD BACK IN NSF's	+ _____
3	TOTAL OF LINE 1 AND 2 EQUALS TOTAL DEPOSITS ON BANK STATEMENT	= _____

ACCOUNT FOR TOTAL WITHDRAWALS

4	ENTER TOTAL PAID FROM REPORT	\$ _____
5	ADD BACK IN ANY NSF's	+ _____
6	ADD BACK IN ANY BANK CHARGES	+ _____
7	ENTER TOTAL OF ALL CHECKS THAT CLEARED ON THIS STATEMENT THAT WERE PRINTED IN A PREVIOUS MONTH	+ _____
8	ENTER TOTAL OF ALL CHECKS PRINTED THIS MONTH BUT HAVE NOT CLEARED THE BANK	- _____
9	THIS TOTAL WILL EQUAL THE TOTAL WITHDRAWALS ON THE BANK STATEMENT	= _____