



3.113 – Check Scanning Policy

Policy Purpose and Scope

This Policy establishes the requirements for depositing checks via an electronic check scanner.

Roles and Responsibilities

Currently, the Controller maintains and utilizes the electronic check scanner for making bank deposits. Communication of this policy to the appropriate accounting personnel is the responsibility of the Controller.

Operational Procedures

As checks are received, they will be processed through the scanning device provided by Wachovia. The following details the steps necessary for processing these checks via the check scanner.

Once checks are received they must first be endorsed and a deposit ticket should be completed. The check and deposit slip are then forwarded to the Controller for processing.

Before scanning the check, the appropriate bank account must be selected. For all PhotoBiz checks, select the account ending in 8903. If checks are for OfficeBiz or OfficeBiz Spring, the appropriate corresponding checking accounts should be selected. Once the appropriate checking account has been selected, the amount of the check must be entered.

You are now ready to proceed with scanning the check. Place the check in the scanner and select the option to scan the check. Once the check is scanned, select the proceed option. Next, select the proceed option again and then select finish. You will receive a message that states the scanning was successfully completed. Print out this confirmation and attach it to the check and deposit slip for retention. The printed confirmation and deposit slip should be filed with the corresponding monthly bank reconciliation.

Returned Checks

In the event a deposit is returned, the following procedures should be followed. The banking account is set-up to automatically redeposit any checks which are returned.

However, should an additional manual deposit be required, the electronic image generated by the electronic check scanner should be used. Print out the electronic image of the check which was originally deposited and complete a new deposit slip. Take both to the local branch for redepositing. The original check is not required to be redeposited as the bank will use the electronic image as their record for deposit.

Retain validated deposit slip with the corresponding monthly bank reconciliation.