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| **Procedure Name:**  | **Blottering Checks** |  |
| **Department:** | Investment Team |
| **Effective Date:** | 11/14/2022 | **Author:** |  Katie Weinschenk |

**Description**

All checks received in our office for client accounts must be blottered.

**Assumptions**

N/A

**Procedure**

1. For Pershing accounts –
	1. Notate date received, amount of check, and account details in Redtail
	2. Write the account number on the memo line of the check
	3. Deposit the check in NetX360
	4. Write down the date check was deposited, your initials, and the Mobile Deposit ID on a piece of paper
	5. Scan the check and confirmation information into the Check Blotter file and client’s account file
	6. Blotter check in V2020 by going to Client Management\Client Account Actions\Log A Check
		1. Search for the client by last name
		2. Select the correct account number



* + 1. Enter the check number
		2. Description: Select Personal Check, Bank/Cashier Check, or Other
			1. Use Other when logging a Rollover Check
		3. Reason: Almost always select Deposit
		4. Received from: Client’s Name
		5. Received Date: Date we took possession of the check
		6. Mail to: Pershing
		7. Mail Date: Must be within 24 business hours of taking possession of the check
		8. Tracking Number: Enter the confirmation number you received when depositing the check into NetX360
		9. Click Save
	1. Update the NEW BUSINESS tracking sheet
	2. Verify the contribution deposited into the client's account in NetX
	3. Request the funds be invested in the model by entering a **03 - ADV INVEST ACCOUNT(S) IN MODEL** activity
	4. Confirm the funds invested in the model
1. For Direct Mutual accounts –
	1. Notate date received, amount of check, and account details in Redtail
	2. Write the account number on the memo line of the check
	3. Prepare the letter of instruction and FedEx form to send the check to the mutual fund company
	4. Write down the date check was deposited, your initials, and the FedEx tracking number on a piece of paper
	5. Scan the check, letter of instruction and confirmation information into the Check Blotter file and client’s account file
	6. Blotter check in V2020 by going to Client Management\Client Account Actions\Log A Check
		1. Search for the client by last name
		2. Select the correct account number



* + 1. Enter the check number
		2. Description: Select Personal Check, Bank/Cashier Check, or Other
			1. Use Other when logging a Rollover Check
		3. Reason: Almost always select Deposit
		4. Received from: Client’s Name
		5. Received Date: Date we took possession of the check
		6. Mail to: Fund Company
		7. Mail Date: Must be within 24 business hours of taking possession of the check
		8. Tracking Number: Enter the FedEx Tracking Number
		9. Click Save
	1. Update the NEW BUSINESS tracking sheet
	2. Verify the contribution deposited and invested in the client’s account

**References**

See NetX – Mobile Deposit for instructions on depositing Pershing checks.

**Revision History**

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| --- | --- | --- |
| **Revision Date** | **Revised By** | **Revision Notes** |
| 11/14/2022 | Katie Weinschenk | Procedure Created |
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