

Deposit Book Logs

Table of Contents

How to Fill Out Deposit Book Logs.....	2
Debit/Credit Payments.....	3
Cash Payments	3
Cheque Payments	3
Bank Deposits.....	4
Electronic Deposit Slip	5
Managing the Deposit Book Log Package	6

Deposit Book Logs

How to Fill Out Deposit Book Logs

Deposit Book Log

Shop: _____
 Week: _____

Date	RO	Name	Amount	Method	Ref #	Daily Totals	
MONDAY							
			\$ -			DEBIT	\$ -
			\$ -			VISA	\$ -
			\$ -			M/C	\$ -
			\$ -			AMEX	\$ -
			\$ -			CARD TOTALS:	\$ -
			\$ -			CHQ	\$ -
			\$ -			CASH	\$ -
			\$ -			BANK DEPOSITS:	\$ -
			\$ -			EFT	\$ -
TUESDAY							
			\$ -			DEBIT	\$ -
			\$ -			VISA	\$ -
			\$ -			M/C	\$ -
			\$ -			AMEX	\$ -
			\$ -			CARD TOTALS:	\$ -
			\$ -			CHQ	\$ -
			\$ -			CASH	\$ -
			\$ -			BANK DEPOSITS:	\$ -
			\$ -			EFT	\$ -
WEDNESDAY							
			\$ -			DEBIT	\$ -
			\$ -			VISA	\$ -
			\$ -			M/C	\$ -
			\$ -			AMEX	\$ -
			\$ -			CARD TOTALS:	\$ -
			\$ -			CHQ	\$ -
			\$ -			CASH	\$ -
			\$ -			BANK DEPOSITS:	\$ -
			\$ -			EFT	\$ -
THURSDAY							
			\$ -			DEBIT	\$ -
			\$ -			VISA	\$ -
			\$ -			M/C	\$ -
			\$ -			AMEX	\$ -
			\$ -			CARD TOTALS:	\$ -
			\$ -			CHQ	\$ -
			\$ -			CASH	\$ -
			\$ -			BANK DEPOSITS:	\$ -
			\$ -			EFT	\$ -
FRIDAY							
			\$ -			DEBIT	\$ -
			\$ -			VISA	\$ -
			\$ -			M/C	\$ -
			\$ -			AMEX	\$ -
			\$ -			CARD TOTALS:	\$ -
			\$ -			CHQ	\$ -
			\$ -			CASH	\$ -
			\$ -			BANK DEPOSITS:	\$ -
			\$ -			EFT	\$ -

- Shop: Shop name
- Week: Monday – Friday dates.
- Date: Date of the transaction.
- RO: as shown in Repair Center.
- Name: Exactly as shown in Repair Center! Always double check your spelling, and use the name in Repair Center, even if someone else is paying for it.
- Amount: Exact amount that is paid – be mindful of short payments or admin fees!
- Method: Cash, cheque, debit, credit, EFT, etc.
- Daily Totals: will auto calculate based on the data you have entered per day.

Deposit Book Logs

Debit/Credit Payments

Are taken through the POS (Point of Sale) machines located at the front desk of the office.

Cash Payments

Cash payments are rarely used and we encourage customers to use alternative payment methods when possible. Due to the sensitive nature of cash payments they need to be recorded immediately!

- Post the payment into RC.
- Enter the information on the deposit book log immediately.
 - Enter the date as “PENDING DEPOSIT” if you have not reached a \$200 balance.
- Clip the cash together with a sticky note indicating the RO number.
- Place the cash into the bank deposit bag.
 - Call for bank courier once the balance reaches \$200.00, or at the end of the month if you do not reach that total.
- Place the deposit bag into your petty cash box until it is ready to be sent in.

Cheque Payments

Effective July 2023 shop managers will have access to deposit cheques automatically through the National Bank app. Only shop managers will have logins for this app, and it is managed by our Accounting Department Manager.

- Write “Deposit only” on the back of the cheque in the endorsement box.
- Log in to the app to deposit. The process will be very similar to how you would personally deposit a cheque via app.
- Please try and not detach the pay stub from the cheque. Just fold it behind when taking the pictures. The Accounting Department will need this to enter the deposit in Sage.
- Take your time to make sure you type in the right amount being deposited. This is the most important part; just like with bank deposits we want to ensure that the amount being deposited matches the cheque.
- On the pay stub please write “Deposited, Date you deposited, and your signature.”
- Enter on the weekly deposit slip as usual and attach the cheques.
- Scan and submit your weekly package as usual.

Deposit Book Logs

Bank Deposits

Bank deposit bags are provided by the Accounting Department. If you are running low, please reach out to them asap for more. Bank deposits are picked up by a designated bank courier.



- Bag tab: needs to be kept and attached to the Deposit Book Log, you do not need to fill out the information.
- Customer Name: Name of the shop
- Account No.: Shop's account number – if you do not know this reach out to the Accounting Department.
- Deposit: Total dollar amount being deposited.

Deposit Book Logs

Electronic Deposit Slip

Cash deposits need to have an electronic deposit slip completed and sent into the bank. Failure to do so may result in delays depositing the cash.

CURRENT ACCOUNT

Inter-Access Transit
| 0, 5, 0, 3, 1 |

Account No. _____

Date _____

Cheques	Amount
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____
6 _____	_____
7 _____	_____
8 _____	_____
9 _____	_____
10 _____	_____
11 _____	_____
12 _____	_____
13 _____	_____
14 _____	_____
Total Number of Cheques	0.00

Bank Teller's Int.

NATIONAL BANK

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CURRENT ACCOUNT

Inter-Access Transit
| 0, 5, 0, 3, 1 |

Account No. _____

Date _____

Name _____

	Cash	Dollars	Cts
_____ X 5		0	00
_____ X 10		0	00
_____ X 20		0	00
_____ X 50		0	00
_____ X 100		0	00
_____ X 1000		0	00
Note Total >		0.00	
Coin Total >			
Sub-Total (A) >		0.00	
MasterCard (B) >			
Cheques Total (C) >		0.00	
Number of Items Deposited (B) + (C) >		0.00	
NET DEPOSIT (A) + (B) + (C) >		0.00	

Bank Teller's Int. Signature of Depositor _____

National Bank is a trademark used by National Bank of Canada. 14535-002 (2012-04-16)

- Date: date that the deposit is completed.
 - Account No.: Shop's account number – if you do not know this reach out to the Accounting Department.
 - Cheques: number or name on the cheque – something to identify it.
 - Amount: dollar amount of each cheque individually.
 - Total Number of Cheques: total physical count of cheques being deposited.
 - **Note: cheques should be electronically deposited moving forward. You should only deposit them this way if there is an app error.**
 - Name: Shop's name.
 - Cash: total physical count of each type of bill.
 - Coin Total: total dollar amount of any coins being deposited.
 - Number of Items Deposited: total physical count of all cheques, bills, and coins being deposited.
 - Signature of Depositor: your signature.
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- Once this report is filled out, print 2 copies.
 - 1 copy goes into the deposit bag with the cash/cheques.
 - 1 copy gets attached to the daily deposit book log with the bank bag slip.

Deposit Book Logs

Managing the Deposit Book Log Package

Once a week is completed you should have the following gathered:

- Completed Weekly Deposit Book page,
- Any EFTs that came in,
- Any Cheques and stubs that have come in,
- Daily settlement reports (you do not need to print/keep the individual sale receipts) – balanced to the card totals from their respective days.

This is now your weekly deposit book log package. All these need to be scanned and emailed to receivables@carstarmanitoba.ca on Tuesdays by noon.

At month end, take all the physical copies of the weekly deposit book log packages and send them to the accounting department as a part of your month end package.