

Daily Accounting Sheet & Weekly Package

Basic Instructions

This sheet must be filled out at the end of every day and emailed to accounting. Ask the accounting team any questions you may have.

IMPORTANT:

Do not list an address/contract on the sheet if this condition is true:

- **The contract specifies the holder of the Earnest Money (EM) is our company CBBullard, but the EM hasn't yet been received. If received, it must be scanned and added to dotloop (by the agent).**

Basically, Accounting needs to have access to a copy of the EM check first.

Tip: make a list of all the contracts/addresses which specify the holder of the EM is CBBullard, but the EM hasn't yet been received.

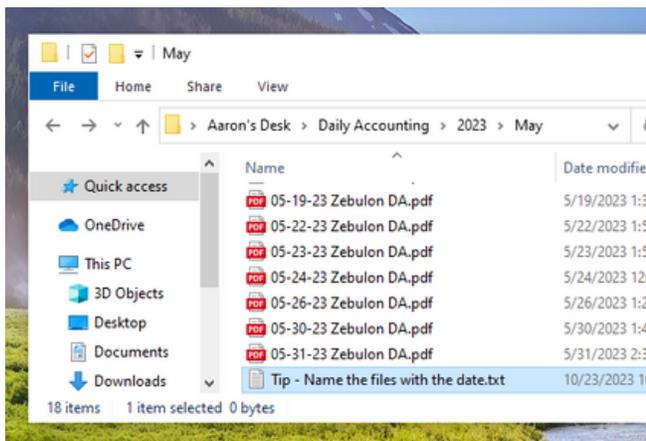
Detailed Instructions On How To Make And Deliver The Daily Sheet

First step: Acquire a copy: Ask the accounting office for this.

Second step: Fill it out. There are two ways to fill the sheet:

Filling the report by pen

1. Open the document on the computer and print it.
2. Fill out each section.
3. Using the printer, make a scan of the sheet. Send it to your email address – this makes a copy for you.
 - a. Black-and-White vs Color scanning makes no difference, except color will make a bigger file size.
4. Find the email that the printer's scan sent, then:
 - a. Download the file in order to store the copy on the computer.
 - b. Rename the file (right-click it, then choose rename)
5. Email this document to accounting (accounting@cbbullard.com)



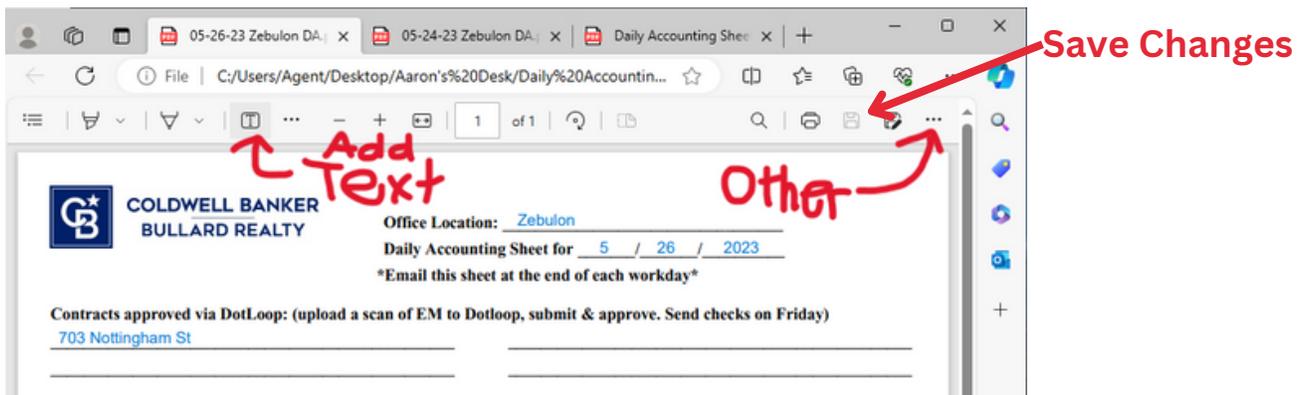
The daily sheets on this computer are stored in a special folder. Each name contains the date.

Filling the report digitally

Instead of printing the sheet, which will use paper and ink, there is an alternative that uses no paper.

WARNING: One time, this method wouldn't work because not all the edits would save. If you use this method, check that the edits are actually saved.

1. Open the document.
 - a. It should be opened with Microsoft Edge. (Similar to Google Chrome)
 - b. To open with Edge, follow these steps:
 - i. Right-click the file
 - ii. Choose 'Open With'
 - iii. Choose Microsoft Edge
2. Click the text button to write. It looks like a capital T.
3. Click anywhere to begin writing.
4. When finished, save the changes.
 - a. Shortcut: press CTRL+S
5. Email this document to accounting.



Occasionally, an update might move the 'Add Text' button to a different part of the tool ribbon. You might have to search for its new spot.

Final Steps: Send The Package/Envelope

Throughout the week, agents should be putting their EM checks and closing checks in a package.

At the end of the week, someone is responsible for delivering the checks to a UPS dropbox nearby. If you are responsible for mailing the package, put the checks in a pre-paid UPS envelope, and deliver the envelope to a nearby UPS dropbox. If the office is low on pre-paid envelopes, ask accounting for more.

Example Sheet

	COLDWELL BANKER	Office Location: <u>Zebulon</u>
	BULLARD REALTY	Daily Accounting Sheet for <u>5 / 26 / 2023</u>
Email this sheet at the end of each workday		
Contracts approved via DotLoop: (upload a scan of EM to Dotloop, submit & approve. Send checks on Friday)		
<u>703 Nottingham St</u>	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Extended Contracts: (Extensions/amendments that you approved in Dotloop)		
_____	Extended Date	____/____/____
Cancelled Contract Information: (T&R's that you approved in Dotloop)		
<u>703 Nottingham St</u>	Reason <u>Terminated same day</u>	Purchaser <u>Doug Talley</u>
_____	Reason <u>Buyer's right due diligence.</u>	Purchaser _____
_____	Reason _____	Purchaser _____
Earnest Money Release Authorizations: (T&R's that you approved in Dotloop)		
_____	_____	_____
New Agents, A/R Checks and Agent's Personal Info Changes (Send documents with check copies by email and checks in Friday Packet)		
_____	_____	_____
Closing Checks: (Approve and submit via Dotloop, send checks Friday in packet)		
_____	_____	_____
_____	_____	_____
Miscellaneous Information: (Send document by email- any interoffice mail for corporate send in packet on Friday)		
_____	_____	_____
_____	_____	_____
_____	_____	_____