

Conveyancing And Trust Account System

RECEIPTING TO THE TRUST ACCOUNT

Overview

CATS prints out receipts on blank A4 paper. All receipts entered except EFT will be included in the *Daily Banking Report* (see *Trust Account- Reports*) which can be used as a bank deposit slip.

The *Daily Banking Report* will include all funds receipted to the trust account since the last *Daily Banking Report* was run.

A receipt under the *EFT/DIRECT DEPOSIT* option is required when a client deposits funds direct to the trust account via internet banking, or pays the money direct into the trust account by other means. Receipting funds under *EFT/DIRECT DEPOSIT* option excludes them from the *Daily Banking Report*.

Entering a receipt

From the side menu, select *Receipts*.

Three types of receipts can be entered, Cheques, Cash or EFT.

The default will be cheques as that is the most common selection.

If *Cash* or *EFT* is selected, all boxes not required will disappear. If EFT, a date selection box will appear to allow the EFT to be posted as at the day it was deposited to the trust account by a third party.

All fields in this screen are compulsory for audit purposes.

Trust Account Receipts - 3239 Burton & Burton to TBA

Payment Method
 Cheque Cash EFT / Direct Deposit

Rec'd From

Cheque Details
Drawer
Bank
Branch BSB No.

General
Purpose of Payment
Amount \$ For Vendor For Purchaser

Previous receipts issued for this client Double click a row to re-print a receipt

Rcpt No	Date	Pmt By	Drawer	BSB	Amount
4588	29/06/2010	EFT			5,000.00

A receipt will not be accepted if any of the displayed fields are left blank.

The above screen shot shows another receipt was made to this file on on 29/6/2010.

Vendor/Purchaser Ledger

The receipt can be entered for either the vendor or purchaser. The default option will be the party you are acting for.

If an attempt is made to enter a receipt into the ledger of the party for whom you are not acting, you will be prompted to confirm that this is correct.

Conveyancing And Trust Account System
RECEIPTING TO THE TRUST ACCOUNT (Cont.)

Saving & Printing Receipts

When all data has been entered, click the *Save* button. The data will be checked for completeness. If the receipt was entered correctly it will be saved.

An option to print the receipt will be displayed. Click the *Yes* button to print it. If it is decided not to print the receipt, it can always be printed at a later date if required.

Reprinting a Receipt

All receipts entered for a particular file will be listed in the grid at the bottom of the *Receipts* window.

To re-print any of the receipts in this list, double click on the required row and follow the prompts.

Entering Multiple Receipts - Same File.

After a receipt is saved and more receipting is required for the same file, click the *More – This File* button.

If the details of the next cheque to be receipted are the same as the first, click the *Copy Previous* button. This will copy all details from the last receipt entered except for the amount.

SHORTCUT

If the drawer of the cheque is the same as the party named in the Rec'd From field, double click in the Drawer field to copy and insert those details.
