

Conveyancing And Trust Account System

CANCELLING SPOILT CHEQUES

This operation refers only to blank trust account cheques which have been destroyed, damaged or otherwise made unusable before they have been processed in the CATS system.

To access, the, select *Trust Account* then *Cancel Spoilt Cheques* from the main menu.

The following screen is displayed.

Cancel Unused Trust Account Cheques

Enter the cheque number or range of numbers to be cancelled.
If only one cheque, enter the same number twice.
You can double click the second box to do so.

5900 5920

 Select all

- 5900
- 5901
- 5902
- 5903
- 5904
- 5905
- 5906
- 5907
- 5908
- 5909
- 5910
- 5911
- 5912
- 5913
- 5914
- 5915

To cancel cheques, select the individual numbers in the list then click *Save*.

Caution

Do not click *Save* until you are absolutely sure the details are correct as the cheques will no longer be usable.

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DRAWING FEES & SEARCHES (Cont)

Handling of Searches & GST.

There are three defaults in the menu *System* under *Customise/Preferences* which relate to this screen, so that you can decide how you want to treat searches and GST.

These are;

- For GST to either be automatically journalled to the GST holding account, or drawn with the fees and searches.

The illustration below shows how the summary differs to the above, if this default is set.

Because GST will be automatically journalled to the GST holding account, only the net amount can be drawn as fees.

So in this situation, the total amount of \$8,996.76 will be taken from the fees holding account, \$818.08 will be journalled to the GST holding account, and \$8,180.68 will be drawn as fees by EFT.

Prfx	Gross	GST	Net
X	1,600.39	145.49	1,454.90
Y	4,370.09	397.29	3,972.80
Z	3,028.28	275.30	2,752.98

GST Applicable Items:	\$8,996.76
Non GST items:	\$0.00
Journalled to GST Acc.	\$818.08
Amount to be drawn:	\$8,180.68

- For searches to be journalled to the searches holding account after trust account posting.

If this default is not set, search fees will be posted to the fees holding account along with other conveyancing fees, when posting is done in the *Trust Processing Screen*.

In the illustration on the previous page, this option was not selected under *Preferences*, so the ability to draw searches here has been disabled and appears "greyed out". Note the mixture of search and conveyancing fees in that listing.

If the default to send searches to their own holding account is set, the screen heading would be as below. The *Draw Search Fees* option is enabled and selectable.

Date	Details	Net Amt	GST	Total
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- To always draw fees & searches by EFT.

If this default is set, the *Electronic Funds Transfer (EFT)* option will be selected by default. This reduces the risk of not selecting the correct method of drawing the fees/searches.

Amount to be drawn:

Auto Cheque

Manual Cheque

Electronic Funds Transfer (EFT)

Exit Draw Fees Print