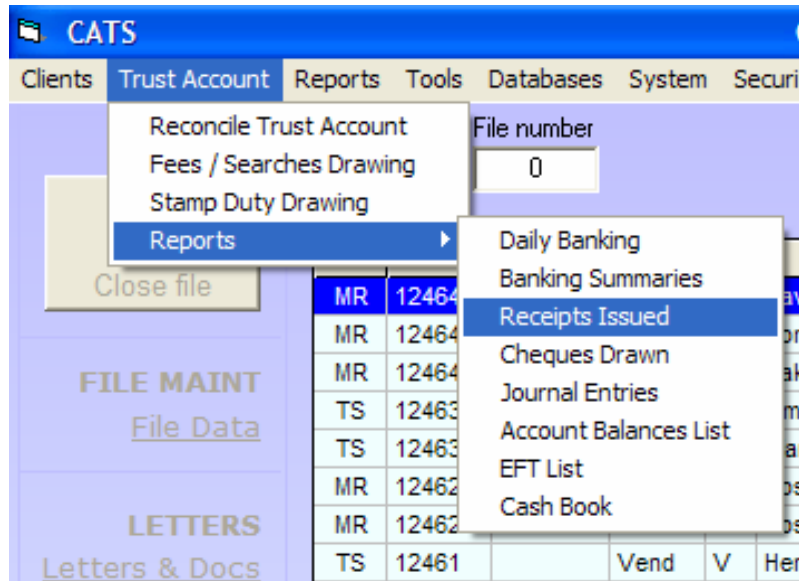


Conveyancing And Trust Account System

TRUST ACCOUNT REPORTS

Several reports are available in the main Trust Account Menu which you can access from the Trust Account menu in the main screen.

Use these for production of reports which may be requested by auditors, or for general management requirements.



Daily Banking

Creates a report showing all deposits received to the trust account since the last banking was done.

When printed, this report can be used as a bank deposit slip, and saves the need to physically write out details of all cheques and total them ready for banking.

To create this report, see separate chapter called *Daily Banking*.

It is recommended that this report be run daily (if any receipts have been entered), then marked as banked.

This makes the *Banking Summaries* report described below accurate and more meaningful as a valuable aid to reconciling the trust account.

Conveyancing And Trust Account System

TRUST ACCOUNT REPORTS (Cont.)

Banking Summaries

This report summarises details of each deposit made at the bank on a specific day, including the date of the receipt, the receipt number, and the file reference to which it was received.

It can be a useful aid if you are having difficulty reconciling your trust account.

Account Balances		EFT List		Cash Book	
Bank Deposit Slip		Banking Summaries		Receipts Issued	
Cheques Drawn					
From	01 Feb 2011	<input checked="" type="checkbox"/> Show EFT deposits		Compile	Print
To	23 Apr 2011				
Date of Rcpt	Date Banked	File Ref	Receipt No	Amount	Total Banked
4/02/2011	4/02/2011	3642	5131	12,603.50	\$12,603.50
7/02/2011	7/02/2011	3647	5132	28,896.15	
7/02/2011	7/02/2011	3647	5133	3,407.32	\$32,303.47
7/02/2011		3648	5134	37,617.01	
8/02/2011	8/02/2011	3615	5136	11,126.40	\$48,743.41
	9/02/2011				\$0.00
9/02/2011		99988	5137	82.62	
11/02/2011		3645	5138	6,564.10	
11/02/2011	11/02/2011	3649	5139	19,504.47	\$26,151.19
14/02/2011		3650	5140	9,500.00	

There is an option to include direct credits in the list e.g. funds transferred to the trust account by Internet Transfer.

Bank Deposit Slip		Banking Summaries		Receipts Issued	
Cheques Dre					
From	31 Mar 2011	<input checked="" type="checkbox"/> Show EFT deposits		Compile	Print
To	23 Apr 2011				

If this is selected, all EFT receipts made within the selected period will be displayed at the bottom of the report.

				TOTAL BANKED	\$934,746.03
				
		DIRECT	CREDITS		
17/03/2011		03684	5184	64,000.00	
22/03/2011		03428	5187	205.71	
23/03/2011		03708	5191	1,000.00	
28/03/2011		03711	5202	2,357.23	\$67,562.94
				REPORT TOTAL	\$1,002,308.97
				

Conveyancing And Trust Account System
TRUST ACCOUNT REPORTS (Cont.)

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Account Balances List

View or print a list of all client ledgers with a balance greater than zero.

Receipts Issued

View or print a list of all receipts issued within a selected period.

Cheques Drawn

View or print a list of

- All cheques issued within a selected period

- All cancelled cheques

- All unpresented cheques

- All cheques printed but not yet posted to the trust account. Forgetting to post printed cheques to the trust account is a common cause of not being able to reconcile the trust account.

There is also a choice of four sorting preferences.

Journals

View or print a list of all journals made between various trust account ledgers within a selected period.

EFT List

View or print a list of all EFTs made from the trust account within a selected period.

Conveyancing And Trust Account System

TRUST ACCOUNT REPORTS (Cont.)

Cash Book

The cash book is a record of all items debited or credited to the trust account between two selected dates, including journals between various ledgers.

The details column shows;

- For a receipt – From whom received and the purpose of the receipt.
- For a cheque issued – The payee and the purpose for which the cheque was issued.
- For a journal - the details of the journal

To include only those items which physically appear as a debit or a credit on the trust account bank statement, select the *Bank items only* option.

ID	Date	File Ref	Item Ref	Description - Received From/Details - Payee/Purpose	Dr	Cr
43511	07/01/11	3598		Conveyance Fee - Land	\$495.00	
43513	07/01/11	3598		File Maintenance Fee	\$97.90	
43528	07/01/11	3618	5089	CBA / settlement funds		\$14,062.00
43516	07/01/11	99998		Title Search - B3598		\$20.57
43527	07/01/11	99997		Stamp Duty Transfer - B3531		\$10,380.00
43518	07/01/11	3531		Conveyance Fee - Land	\$506.00	
43519	07/01/11	99998		Conveyance Fee - Land - B3531		\$506.00
43520	07/01/11	3531		File Maintenance Fee	\$97.90	
43521	07/01/11	99998		File Maintenance Fee - B3531		\$97.90
43522	07/01/11	3531		Title Search	\$20.57	
43523	07/01/11	99998		Title Search - B3531		\$20.57
43524	07/01/11	3531		Transfer Registration Fee	\$1,757.00	
43525	07/01/11	99997		Transfer Registration Fee - B3531		\$1,757.00
43512	07/01/11	99998		Conveyance Fee - Land - B3598		\$495.00
43515	07/01/11	3598		Title Search	\$20.57	
43514	07/01/11	99998		File Maintenance Fee - B3598		\$97.90
43847	10/01/11	3612	5519	Corporation of the City of Unley / Payment of Council Rates	\$554.10	
43551	10/01/11	3556	5091	NAB / settlement funds		\$40,721.47
43550	10/01/11	99995	EFT	Fees drawn	\$41.14	
43549	10/01/11	99998	EFT	Fees drawn	\$4,336.37	
43845	10/01/11	3612	5517	Land Titles Office /	\$121.00	
43850	10/01/11	3568	5516	ANZ Banking Group / Settlement Proceeds	\$28,124.04	
43577	10/01/11	99998		File Maintenance Fee - B3619		\$97.90
43848	10/01/11	3612	5520	Fisher Jeffries / Settlement Fee	\$368.50	
43554	10/01/11	3568		Transfer Registration Fee	\$2,226.00	
43846	10/01/11	3612	5518	SA Water / Water rates	\$180.85	