

## Conveyancing And Trust Account System

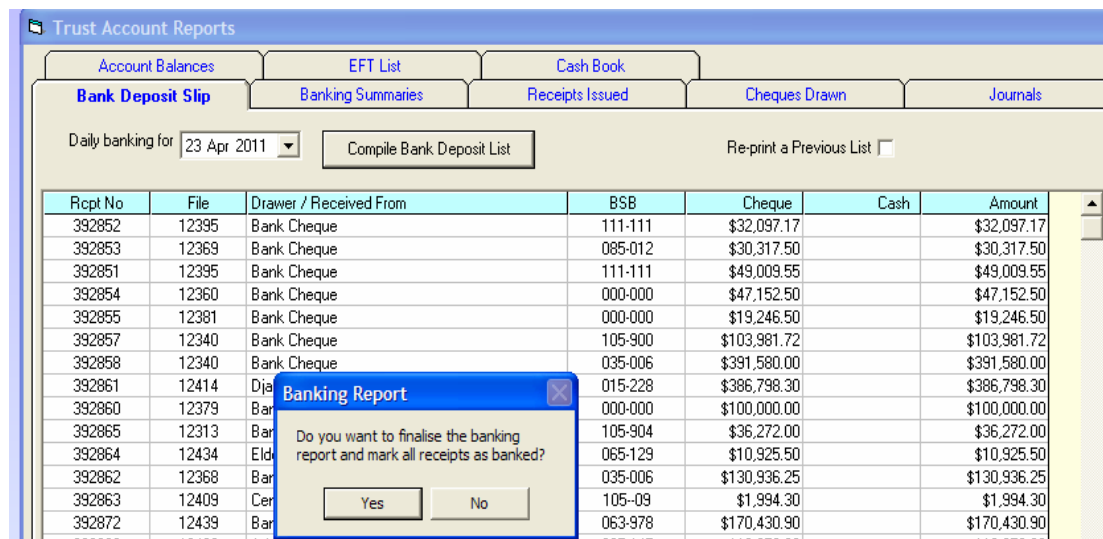
### DAILY BANKING

This report is available from the main Trust Account menu in the main screen.

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.

It displays all deposits receipted to the trust account since the last banking was done.

- Select the date for the banking report (this would normally not be changed) and click *Compile Report*.
- Once the report is compiled, you are prompted to mark those receipts as banked, so they will not appear in the next report.
- If the banking is to be done on the day, answer Yes to this question to 'rule off' the banking to that point.



The screenshot shows the 'Trust Account Reports' window with the 'Bank Deposit Slip' report selected. The report is for the date 23 Apr 2011. A dialog box titled 'Banking Report' is open, asking 'Do you want to finalise the banking report and mark all receipts as banked?' with 'Yes' and 'No' buttons.

Rcpt No	File	Drawer / Received From	BSB	Cheque	Cash	Amount
392852	12395	Bank Cheque	111-111	\$32,097.17		\$32,097.17
392853	12369	Bank Cheque	085-012	\$30,317.50		\$30,317.50
392851	12395	Bank Cheque	111-111	\$49,009.55		\$49,009.55
392854	12360	Bank Cheque	000-000	\$47,152.50		\$47,152.50
392855	12381	Bank Cheque	000-000	\$19,246.50		\$19,246.50
392857	12340	Bank Cheque	105-900	\$103,981.72		\$103,981.72
392858	12340	Bank Cheque	035-006	\$391,580.00		\$391,580.00
392861	12414	Dja	015-228	\$386,798.30		\$386,798.30
392860	12379	Bar	000-000	\$100,000.00		\$100,000.00
392865	12313	Bar	105-904	\$36,272.00		\$36,272.00
392864	12434	Eld	065-129	\$10,925.50		\$10,925.50
392862	12368	Bar	035-006	\$130,936.25		\$130,936.25
392863	12409	Cer	105-09	\$1,994.30		\$1,994.30
392872	12439	Bar	063-978	\$170,430.90		\$170,430.90
392869	12420	Lab	065-145	\$12,950.00		\$12,950.00

Of course, any EFT amounts receipted will not show on the *Daily Banking* report.

The banking report for any day can be re-printed by selecting the *Re-print Bank Deposit* option.

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.