

Conveyancing And Trust Account System

REGISTRATION OF NEW CHEQUE SERIES

As each new batch of cheques is delivered to the user, they must be registered in CATS by entering the series number into this data table.

The cheques register is accessed through the *Databases/Trust Account Cheque Register* menus.

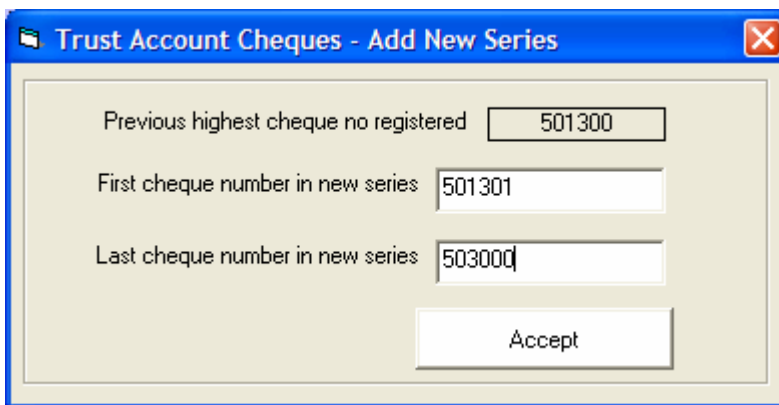
Entry is a simple process but care should be taken to ensure the accuracy of the numbers entered. CATS uses these numbers to verify each cheque as it is printed, necessary to ensure the integrity of the trust account data.

Before entering the new series, ensure that the last cheque number of the previous series displayed is correct, and that the first number in the new series is consecutive to it.

A duplicate number cannot exist in this table.

If the first number in the new series is higher than the last number in the old, it will be accepted.

However, if the first number of the new series is less than the last number of the old, it will be rejected.



Trust Account Cheques - Add New Series

Previous highest cheque no registered

First cheque number in new series

Last cheque number in new series

Click *Accept* to register the new series.