

Conveyancing And Trust Account System

SETTING PREFERENCES

Setting preferences tells CATS how to act in certain situations. These are being added to as the CATS program evolves. Each setting is explained below.

GENERAL TAB

The screenshot shows the 'Options' dialog box with the 'General' tab selected. The settings are as follows:

- Default Australian State: SA
- Client names separator: and
- Cert of Title series separator: /
- Trust Acc chq type: A4 Loose Leaf
- Max No. of Vendors/Purchasers: 8
- Max No. Certificates of Title: 10
- Word document size on opening (%): 90
- Display print dialogue when printing reports:
- Show name of Suburb/Town in upper case in letters:
- Hide extended address fields:
- Save letters and documents in database:

Default Australian State

Is set to the name of the State in which the conveyancer / solicitor operates.

Client Names Separator

Determines how names are separated in letters and documents. Choices are '&', 'and', ',' or '/'

Cert of Title Series Separator

Determines how Certificate of Title references in letters and documents are separated. Choices are '&', 'and', ',' or '/'

Trust Acc Chq Type

Configures the printing of cheques. There are many different styles of cheques used. For standard CATS cheques, select *A4_Loose Leaf*, Other selections are for those users who have their own customised cheque forms.

Max No of Vendors / Purchasers

At present, CATS is limited to a maximum of eight vendors and eight purchasers per matter.

Max No. of Certificates of Title

At present, CATS is limited to a maximum of ten Certificates of Title per matter.

Word Document Size on Opening

Determines the size of a Microsoft Word document when it is opened by CATS.

Display Print Dialogue When Printing Reports

Displays the printer preferences window allowing the user to change printer, set fonts etc, before output is sent to the printer

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SETTING PREFERENCES (Cont.)

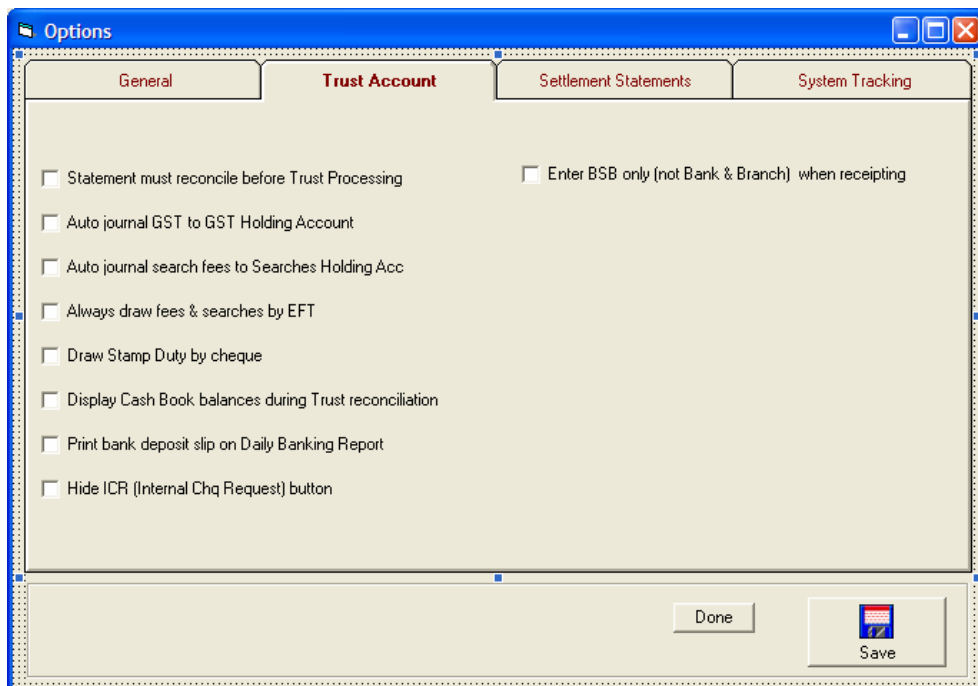
Show Suburb/Town in upper case in letter

The name of the suburb or town will be converted to upper case in letters and documents e.g. Adelaide will show as ADELAIDE.

Hide extended address fields

Extended address fields such as building name, floor number etc were included for users who issue First Title policies. However, for those who want to use these fields in their letters and documents, may do so by including the appropriate insertion fields as listed in appendix B of the user manual.

TRUST ACCOUNT TAB



Statement must reconcile before Trust Processing

Selecting this preference prevents trust account processing such as posting to the ledger, until a settlement statement has been done and reconciled.

Posting of receipts to the trust account for that file is not affected.

Auto Journal GST to GST Holding Account

Select if GST is to be automatically posted to the GST Holding Account when fees or searches are drawn.

If this option is not selected, the amount of fees and searches drawn will include GST.

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Auto journal search fees to Searches Holding Account

Some practices prefer to keep separate records for fees and searches income.

Selecting this option will post fees and searches to their respective holding accounts.

If this option is not selected, search fees will be posted to the Fees Holding Account.

Always Draw Fees & Searches by EFT

There are three options as to how fees and searches are to be physically drawn.

- Auto Cheque (a cheque printed by CATS)
- Manual Cheque (a hand written cheque)
- EFT

This preference allows for EFT to be selected as the default, which reduces the risk of forgetting to select the correct option when drawing fees and searches.

If not selected, the default method to draw fees and searches will be by cheque.

Always Draw Fees & Searches by EFT

This selection affects the Stamp Duty drawing screen.

Select if payment to RevNet is made by cheque, rather than have them drawn on the trust account.

Display Cash Book balances during Trust reconciliation.

The Trust Reconciliation screen allows the cash book to be viewed for the period being reconciled. If this option is selected, a running balance will be displayed after each entry in the cash book.

Print Bank Deposit slip on Daily Banking report.

If selected, details of the users Bank, Branch, BSB account name etc, like a normal bank deposit slip, will be printed at the bottom of the Daily Banking report.

These details are obtained from the User Details table, accessible from the Databases menu.

Hide ICR (Internal Chq Requisition button

Not yet in use.

Enter BSB only (not Bank & Branch) when receipting

Choosing this option will allow a receipt to be entered into CATS without the need to enter the name of the bank and branch upon which a cheque is drawn.

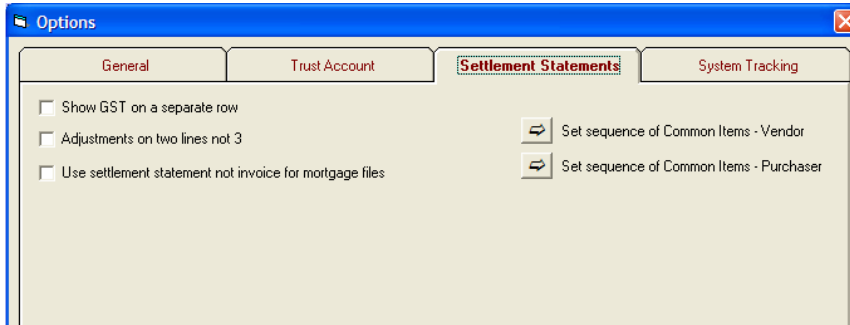
NB: If you use the Daily Banking feature under Trust Account/Reports, the name of the bank and branch will of course be omitted from the bank deposit slip.

In this case you should also check with your bank that this is allowable.

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SETTING PREFERENCES (Cont.)

SETTLEMENT STATEMENTS TAB



Show GST Separately on Settlement Statement

CATS requires all conveyancing and search fees to be entered inclusive of GST (if applicable) when entering default fees/searches and when compiling a settlement statement.

Selection of this item will cause GST and conveyance / search fees on a settlement statement to appear on separate rows when it is printed.

If not selected, the conveyance/search fee will print on the statement inclusive of GST with an asterisk to indicate GST is included, and a notation will be made at the bottom of the statement showing the total amount of GST applicable.

Adjustments on two lines not 3

By default details of each adjustment appear on three lines in a settlement statement. If you prefer these details on two lines instead, select this option.


Use settlement statement not invoice for mortgage files

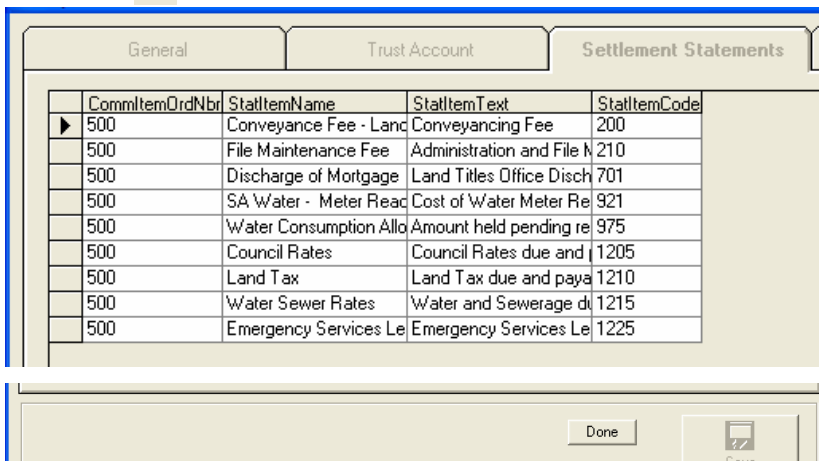
Those practices which prepare private mortgages can choose to prepare the tax invoice in the same format as a settlement statement, rather than as a simple tax invoice.

Set Sequence of common items – Vendor

Set Sequence of common items – Purchaser

You can vary the order in which statement items designated as Common Items by default (see Statement Items Maintenance).

Click the  button to display the following screen.



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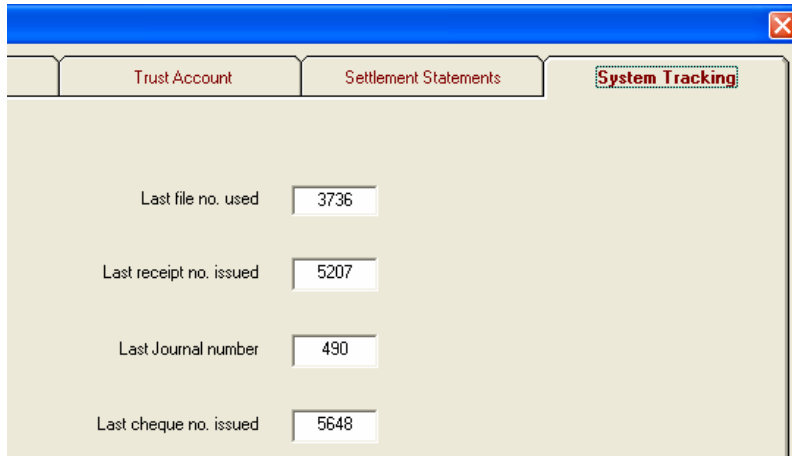
SETTING PREFERENCES (Cont.)

Change the numbers in the left hand column headed *CommItemOrdNumber* to correspond with the order you want the common items to appear in the statement.

Click the *Done* button when finished.

In order for this to work properly, in some cases you may need to create a separate item for both the vendor and purchaser, even if it is the same type of item, e.g. cost of searches.

SYSTEM TRACKING TAB



Field	Value
Last file no. used	3736
Last receipt no. issued	5207
Last Journal number	490
Last cheque no. issued	5648

This screen is used to reset the tracking numbers for

When creating the next new file, issuing a receipt or cheque, or doing a journal, the allocated number will be one greater than appears in the respective box.