SOFTPRO®

CLOSING AND TITLE SOFTWARE

ProTrust User Guide

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SoftPro Select Overview

SoftPro Select is the most complete office solution for the real estate and title industries. See what you can do with SoftPro Select and inquire today about switching to Select from SoftPro Standard/Enterprise Editions.

The SoftPro Select family of products offer solutions at each level of your needs:

ProForm

ProForm is the leader in title insurance order and closing automation. Enter order data to produce professional closing and title insurance forms. Manage order tasks and run reports to track your business. Customize screens for your workflow.

ProTrust

ProTrust is the choice for trust account management and reconciliation. Works seamlessly with your ProForm data. Print daily and monthly reports according to your criteria.

Pro1099

With Pro1099, your 1099-S filing is now automated. Pro1099 will produce your yearly IRS 1099-S submission file using the data you enter once in ProForm.

SPImage

SPImage enables you to scan documents and associate them with your ProForm orders — making it easy to view images, archive complete files and retrieve when needed.

SPAdmin

SPAdmin is the security module of SoftPro .NET. With it, you manage SoftPro users and their permissions, adjust global program preferences, and create Lookup tables.

Resources

Online

- SoftPro Select on the Internet: www.softprocorp.com
- mySoftPro login: www.softprocorp.com/mySoftPro/mySoftProLogin.asp
- Register with mySoftPro to access the support knowledge base, document downloads, and more.

Support

- SoftPro Solution Center
- **(800) 848-0143**
- Monday to Friday from 8:00 A.M. to 5:30 P.M. EST
- Platinum-level support hours: Monday to Friday from 8:00 A.M. to 10:00 P.M. EST, Saturday 11:00 A.M. to 2:00 P.M. EST

Sales

- Call your SoftPro representative to register for platinum support service or inquire about products
- SoftPro Select Sales
- **(800) 848-0143**
- Monday to Friday from 8:30 A.M. to 5:30 P.M. EST
- sales@softprocorp.com

About ProTrust

ProTrust manages and reconciles one or multiple trust accounts. You can easily and accurately transfer funds and disbursements from a closing to ProTrust. ProTrust maintains all transactions including deposits and checks that are active, voided, pending, or held. You can also quickly search for specific ledgers or transactions, as well as print checks and a variety of reports to assist in reconciliation and auditing procedures.

Reconciliation is quick and easy with ProTrust. Using your monthly bank statement, simply indicate which transactions have cleared on the full screen listing of deposit and check information. You can clear transactions individually or in groups. ProTrust does not delete transactions during reconciliation as some programs do, maintaining the historical data for a detailed audit trail.

Check printing is simple, with automatically-assigned check numbers and the ability to re-print checks. The user may also print a single check or select only the checks needed.

ProTrust contains a wide variety of reports to assist in your reconciliation and auditing procedures including:

- Proofing register
- Receipts and disbursements
- Balances, ledgers, and reminders report
- Running account balance report
- Outstanding checks and deposits

Major features:

- Manage any number of trust accounts
- Generate checks
- Clears checks and deposits individually or in batches
- With **ProClear**, electronically import cleared transactions from your bank directly into ProTrust
- Maintains a complete audit trail of all transactions
- Produces a variety of informative and essential accounting reports
- Allows transfer of funds between ledgers
- Integrates with ProForm for Windows for one-time data entry
- Includes extensive on-line help and user's guides

SoftPro Select updates include:

- Separate transaction date reports and trust accounting date reports
- The ability to run reports with or without adjustments
- A customizable ProTrust report tree, enabling you to group reports into batches for easy printing, add custom reports and remove unused reports from view.

Ledger and Transaction Information

Ledger Information

If the current ledger has a corresponding ProForm file, ledger information defaults from the ProForm file. The ledger information fields are blank when adding a new ledger in ProTrust manually to create a fee ledger, transfer ledger, or a firm ledger.

Transaction Information: Every ledger in ProTrust can have its own transactions associated with it. Various types of funds come in and come out of a ledger by means of transactions. These transactions can be viewed, added, edited and deleted through a grid at the bottom of a ProTrust ledger tab.

Ledger balance (Read-only): The current ledger balance. When the balance is zero, all transactions have cleared, and there are no pending or held checks, the ledger is considered ready for deletion (RFD). If a ledger goes into a negative balance situation, the amount is shown in parenthesis. This field should be calculated in memory and update itself after any change to the ledger's transactions. The data will not be stored in the database. To calculate the balance, posted incoming funds are totaled and posted disbursements are subtracted from the total (Void Check adds to the total).

w/Pending (Read-only): Pending items minus balance. To calculate the **Balance w/ Pending**, pending incoming funds are added to the balance and pending disbursements are subtracted from the balance. If a ledger goes into a negative balance situation, the amount is shown in parenthesis. This field should be calculated in memory and update itself after any change to the ledger's transactions.

w/Held & Pending (Read-only): To calculate the **Balance w/ Held & Pending**, held checks are subtracted from the Balance w/ Pending. If a ledger goes into a negative balance situation, the amount is shown in parenthesis. This field should be calculated in memory and update itself after any change to the ledger's transactions.

IBA balance: Displays the overall balance of IBAs associated with that ledger.

Transactions: The current number of transactions in the ledger.

Trust account: Enter the trust account that this ledger belongs to. For new ledgers, this field cannot be left blank before saving. The default for this field is the Trust Account entered when the corresponding ProForm file was created.

Ledger type: To create a Fee Ledger, select **Fee**. To create a Transfer Ledger, select **Transfer**. To create a Revenue Ledger, select **Revenue**. This field will be blank by default, and shows "Order" for an order-related ledger.

Responsible party: Enter the name of the party responsible for disbursement. The default for this field is the Escrower entered on the Status screen.

Ledger ID: Enter the ledger number.

3-way reconciliation type: The entry you make to this field will determine if this ledger is to be included in the computation of the 3-way reconciliation reports:

- **Guaranty** - Only Guaranty ledgers will be included in the computation of the 3-way reconciliation. This is the default entry for all order-related ledgers and cannot be changed.
- **Non-guaranty** - This can be a firm ledger or operating ledger including service fees and other amounts not related to a specific closing. These ledgers cannot be included in 3-way reconciliation reports.

Reminder date: Enter a reminder date for the purposes of running Reminder Reports. When you run a Reminder Report, you will be asked to enter a date range. All ledgers with reminder dates that fall within the range you specify will be included in the report.

Ledger comment: Enter any useful comments about the ledger such as special instructions about actions required if funds are being held in escrow, or details about the status of a ledger. This field will default to the 1099-S Description entered on the Division of Proceeds & 1099-S Data screen in ProForm.

Locked: When checked, indicates the ledger has been locked. When locked, the Ledger information and Payee information sections cannot be modified and transactions cannot be added or deleted from the register. A ledger may be locked two ways - by auto-locking the ledger once it becomes dormant or manually checking the box.

Exempt: The checkbox is only available on the ProForm register if the register is dormant. With permission, this box can be checked to exclude it from dormant reports.

Payee Information

Payee: Enter the name of the party to whom the funds are being transferred.

Disburse as: Select the transaction type to use as the default transaction type when disbursing transferred funds.

- Check
- Outgoing Wire
- Miscellaneous Debit

Routing number: Enter the routing number of the default account used when amounts are disbursed as an outgoing wire.

Address: Enter the bank address of the default account used when amounts are disbursed as a check.

Bank name: Enter the bank name of the default account used when amounts are disbursed as an outgoing wire.

Special instructions: Enter any useful comments for the outgoing wire.

Account number: Enter the routing number of the default account used when amounts are disbursed as an outgoing wire.

Further credit: Enter information regarding any additional parties to credit for the outgoing wire.

City/State/Zip: Enter the bank city, state and zip of the default account to use when disbursing funds from this ledger.

Foreign: Check to use an address format other than a standard United States address format (e.g. an address in Mexico). Checking this box changes the City, State and ZIP code fields to one text box to enter the information.

Transactions

Add: Click the Add button to add a transaction to the ledger. There are eight options to choose from:

- Incoming Wire
- Interest Credit

- Miscellaneous Credit
- Receipt
- Check
- Miscellaneous Debit
- Outgoing Wire
- Ledger Transfer (-)

Delete: Click the delete button [icon] to remove this transaction from the ledger.

Print and Post: Use this drop-down to print or post pending checks, disbursements or transactions and to reprint checks.

- **Post:** Select this option to add a new posted transaction to the ledger.
- **Print Pending Checks:** Select this option to select pending checks to send to the printer. **NOTE:** a check printing manager must be associated with the profile and trust account to perform this action.
- **Print/Post Pending Disbursements:** Select this option to simultaneously post and print pending disbursements and checks in the ledger.
- **Reprint Checks:** Select this option to reprint checks. **NOTE:** This action requires a separate permission to execute.

Actions:

- **Reassign Transaction:** [This option](#) allows the user to reassign a posted transaction to another ledger.
- **Disburse Transferred Funds:** This option is only available on Fee, Transfer and Revenue ledgers. It allows a user to group multiple transfers into one disbursement.
- **Show Deleted Transactions:** Click this option to show deleted transactions in the transactions grid.
- **Change Pending Transaction Type:** This option allows the user to change a pending transaction type to any other transaction type available.
- **Generate Pending Transactions:** Select to have ProForm-generated transactions feed from an order into the register (necessary when the **Use ProForm-generated transactions** option is unchecked as Profile setting in SPAdmin)
- **Restore Default Grid Layout:** The transactions grid allows the users to drag and drop columns to rearrange the data to best suit their needs. The Restore Default Grid Layout returns the column order to their original placement in the grid.
- **View Fee Details:** Launches the "Fee Details" dialog which displays details associated with any posted transaction to a revenue contact on the ledger/register. Details include: Reference Number, Date, Contact Code, Contact Name, Description, Bill Code and Amount.

Reports: Click this drop-down to select one of four reports available for viewing:

- **Disbursement Summary:** Prints summary of all checks, outgoing wires, manual checks and miscellaneous disbursements associated with the ledger.
- **Single Ledger Balance Report** - Prints transaction detail and balances for a single, specified ledger only. Depending on the report options selected, the report may or may not include pending and held transactions.

- **Transaction Form:** Prints a receipt for funds showing the parties to the transaction, the trust account information, and an area to have the recipient sign acknowledging receipt of said funds.
- **Transaction History:** Contains a record of every posted transaction for the current ledger or ProForm order.

Status: Indicates whether a transaction is pending, held, posted, voided or stop payment.

Type: Indicates:

- HUD transfer in
- Incoming wire
- Interest credit
- Ledger transfer in
- Miscellaneous credit
- Receipt
- Check
- HUD transfer out
- Ledger transfer out
- Miscellaneous debit
- Outgoing wire

Ref. number: The number assigned to the transaction manually, from the reference numbering manager, or from the check printing manager.

Trans date: Indicates the date the transaction took place.

Amount: Indicates the dollar amount of the transaction.

Payee/Payor: Indicates the name(s) of the person or organization making or receiving a payment.

HUD-1: Indicates which HUD a transaction belongs to. For example, in a closing where the borrower receives a first mortgage and an equity loan, the first loan is with Lender A and the second loan is with Lender B. The lenders do not need to see the other lender's information, so they request separate HUDs (settlement statement).

Cleared Date: Indicates the date the payment was completed.

Dep. number: Indicates the number for that specific deposit.

Medium: Indicates the method by which the payment was made:

- Bank Check
- Bank Error
- Cash
- Cashier Check
- Check
- Direct Deposit
- Draft
- Money Order
- NSF Check
- Official Check
- Statement
- Wire

Trust Acct.: Indicates the trust account to which the transaction is tied.

Deleting a Transaction

1. Select the transaction to delete from the transaction list. For example:
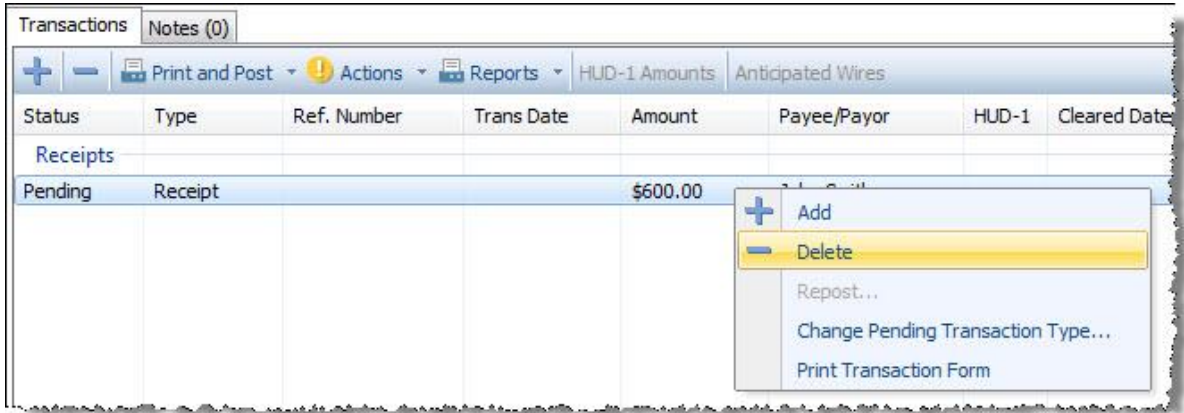
2. Right-click and choose **Delete** or click the **Delete Transaction button**.
3. A deletion confirmation message appears:
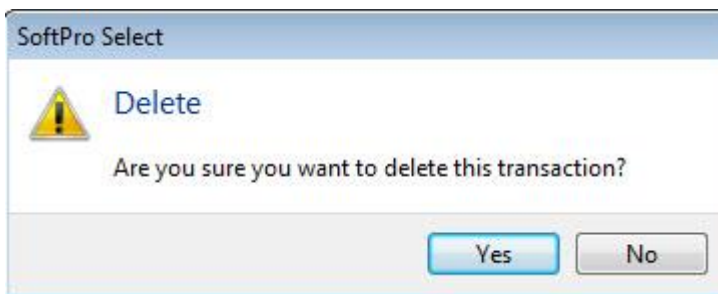
4. Click **Yes** to delete the transaction.

   Note: Users cannot edit ledger information when ProTrust is in Search Mode.

Reassigning a Transaction

Use the Reassign Transaction feature to post a disbursement to a different file. If you have added a disbursement to the wrong file, this is a great way to correct the error without having to delete the disbursement and add it manually to the other file.

1. In the transactions grid in the ledger the transaction is to be reassigned from, click on the desired transaction to highlight it and select **Reassign Transaction** from the **Actions** menu.
2. The **Reassign transaction** dialog will appear:

3. Enter search criteria for to find the ledger to which the transaction should be reassigned.
4. Select the desired ledger from the search results grid and click **Next** to continue.
5. Enter a Reason for the adjustment and click **Next** to continue.
6. Click **Finish** to complete the reassignment.

Trust Accounts Manager

Each trust account has its own unique trust account code. Trust account codes are essential to the proper organization of ledgers and transactions in the ProTrust database. This information is linked to profiles. Profiles may have more than one trust account code.

Adding a Trust Account Code

1. Press or **Insert** key. Enter the applicable information.
2. Enter a code for the trust account (1-10 characters), a brief description and trust (bank) account number.

General

Code: Enter the trust account code. Codes can be from 1-10 characters long. Descriptions can contain up to 30 characters.

Description: Enter a description of the trust account.

Last modified: Defaults to the date the manager was created, and is not editable.

Last Modified By: Defaults to the person name who created the manager, and also is not editable.

Enable this trust account: Check to make the trust account active, leave unchecked to deactivate the trust account.

Bank and Account Detail

Bank name: Enter the name of the bank.

Bank address: Enter the address.

City/State/Zip: Enter the city, state and ZIP code for the bank.

Foreign: Check to use an address format other than a standard United States address format (e.g. an address in Mexico). Checking this box changes the City, State and ZIP code fields to one text box to enter the information.

Foreign address (text box): Enter the foreign address. For example, if the address is:

> Sra. Otilia Ramos Perez
>
> Urión 30
>
> Col. Atlatilco
>
> 77520 CANCUN, Q. ROO
>
> MEXICO

Check the **Foreign** checkbox and enter the address as follows:

Account number: Enter the account number.

Checking routing number/Deposit routing number/Wire routing number: Enter the routing number. A routing number is a nine-digit bank code, used in the United States, which appears on the bottom of negotiable instruments such as checks that identifies which financial institution it is drawn upon.

Default transaction date: Sets the transaction date of all posted transactions to the date you select. Select one of the following from the drop-down list:

- **System date:** Transaction date set to the trust accounting date. The trust accounting date is automatically assigned by ProTrust to all posted transactions.
- **Settlement date:** Transaction date set to the settlement date in the corresponding file in ProForm.
- **Disbursement date:** Transaction date set to the disbursement date in the corresponding file in ProForm.

Deposit slip: If using electronic deposit slips, select the applicable type.

Ledger dormant after: Based on the number of inactive days that are selected, if there has been no activity, the ledger becomes dormant.

Order-related ledger dormancy based on: Select from two options in the Order-related ledger dormancy based on field:

1. **Trust accounting dates (default):** The latest trust accounting date of the transactions within a given ledger is used. This option applies to order-related ledgers and non-order-related ledgers.

2. **Escrow open/closed dates:** The Ledger dormant after field and the escrow open and escrow closed dates determine when the ledger is dormant. This option applies for order-related ledgers only since non-order-related ledgers do not have escrow open or escrow closed dates.

Auto-lock dormant ledgers: Check this preference to automatically lock a register when it becomes dormant. Once the ledger is locked, you can only unlock the ledger if you have permission.

Revenue Disbursement Defaults

Payee name: Funds transferred to revenue ledgers are disbursed (paid) to this recipient.

Memo: Enter a brief memo. The memo appears on the check, on some reports and on transaction forms. **Note:** This field has a maximum of 255 characters.

Disburse revenue as: Select the transaction type to use as the default transaction type when disbursing transferred funds on revenue ledgers:

- Check
- Outgoing Wire
- Miscellaneous Debit

Wire to: (used when transferred funds on revenue ledgers are disbursed as an outgoing wire)

Bank name: Enter the name of the bank to which the money is wired.

Account number: Enter the account number to which the money is wired.

Wire routing number: Enter the routing number of the bank to which the money is wired.

Profiles

Add the applicable profile under the **Profiles** tab to ensure that the trust account manager is visible.

Deleting a Trust Account Code

By default, all new accounts will be considered active. To prohibit posting any new transactions to the account from new ProForm files, uncheck the **Enable this trust account** check box on the General tab of the trust account properties.

If a trust account code is deleted, it is marked as inactive and a message will appear to remove all assigned profiles. To restore, filter by inactive and un-check **Inactive** in the upper right hand screen. Note that the trust account is not being deleted from the database, just marked inactive so that new files are not created. When **No** is selected, the profile will remain if reactivated. If **Yes** is selected, the profile will not remain if it is reactivated.

Note: When the entry is saved, a message appears that the check printing manager has not been assigned. This is merely a reminder to do so, as the check printing manager cannot be added before the trust account code. A message also prompts that the reference numbering manager needs to be set up.

Trust Account Code Examples

ProTrust may be used for any type of trust or escrow account, including estates and guardianships. It is recommended to give each account a code that describes the account type, and include more detail in the description. Numbers may be used in the codes to distinguish accounts of the same type from one another.

Codes can be from 1-10 characters long. Descriptions can contain up to 30 characters. Examples of trust account codes and descriptions are as follows:

Code	Description
RE1	Real Est Acct-First Natl Bank
RE2	Real Est Acct-ABC Bank
FNB	First National Bank
JBD	Guardianship-John B. Doe

Trust Accounting Date

The Trust accounting date is automatically assigned by ProTrust to every posted transaction (Pending and held transactions are excluded). This date allows for an accurate accounting of all funds that are receipted and disbursed on any given day.

The Trust accounting date cannot be modified for a transaction; only a transaction date may be edited. Administrators can set the Trust Accounting Date to use the current system date and time or use the business days and cutoff time as set in SPAdmin. To set the Trust Accounting Date preferences, click on **SPAdmin**, **Managers**, **Office Calendar** and click on the **Trust Accounting tab** of the selected Office Calendar manager.

Searching for a Ledger

Use the Search feature to search for a ledger to edit, delete, or print. Searches cannot be performed while in Add Mode. Press **Esc** to exit Add Mode.

1. Click **Ledger Search** in the Ledgers action ribbon.
2. Enter the search criteria in the **Ledger Search Criteria** section of the blank search screen. Use as many or as few of the fields as needed. Certain wildcards may be used in the entries, if desired. At any time while entering search criteria, click to **Clear** the current screen.

3. Click **Go** or select **Search/Go**. The first matching ledger appears and ProTrust switches to **Edit Mode**. Use the buttons provided on the toolbar to view other matching ledgers.

Hints:

- After searching, select **Search/Enter Search Criteria** to begin a search, or **Ledger/Add New Ledger** to add a new record.
- When entering search criteria, press **Esc** at any time to exit Search Mode.

Ledger Search Criteria

If the current ledger has a corresponding ProForm file, ledger information defaults from the ProForm file. The ledger information fields are blank when adding a new ledger in ProTrust manually to create a Fee Ledger, Transfer Ledger, or Revenue Ledger. To assist with your search, you may append certain wildcard characters to the front or back of your keyword(s) when entering information, but this is not necessary.

Field	Description
Trust account	Select a trust account from the drop-down.
Ledger ID	Enter the ledger number.
Ledger type	Select one of the following:
	Fee: Select this option to search for a fee ledger.
	Transfer: Select this option to search for a transfer ledger.
	Revenue: Select this option to search for a revenue ledger.
	Order: Select this option to search for an order ledger.
3-way recon. type	The option selected determines if this ledger is included in the computation of the Escrow Trial Balance and Book Balance.
	Select one of the following from the drop-down:
	Guaranty: Only guaranty ledgers will be included in the computation of the Escrow Trial Balance and Book Balance.
	Non-Guaranty: This can be a Firm Ledger or operating ledger including service fees and other amounts not related to a specific closing.
Responsible party	Enter the name of the party responsible for disbursement. The default is the Escrower entered on the File No., Settlement Dates, Notes screen in ProForm. If there is no Escrower, the Closer from the same screen in ProForm appears instead.
Ledger comment	Enter any useful comments about the ledger such as special instructions about actions required if funds are being held in escrow, or details about the status of a ledger. This field defaults to the 1099-S Description entered on the Division of Proceeds & 1099-S Data screen in ProForm.
Borrower	Enter the buyer/borrower's name from the order to include in the search parameters.
Seller	Enter the seller's name from the order to include in the search parameters.
Lender	Enter the Lender contact name from the order to include in the search parameters.
Loan Number	Enter the loan number from the order to include in the search parameters.

Property address	Enter the street address from the order to include in the search parameters.
City/State/Zip	Enter the city, select a state, and enter the zip code.
Foreign	Check to use an address format other than a standard United States address format (e.g. an address in Mexico). Checking this box changes the City, State and ZIP code fields to one text box to enter the information.
Settlement date	Select the settlement date for the closing. If the ledger has a corresponding ProForm file, this field defaults to the settlement date entered on the **Order Information** screen in ProForm.
Disbursement date	Select the disbursement date for checks. If the ledger has a corresponding ProForm file, this field defaults to the disbursement date entered on the **Order Information** screen in ProForm.
Reminder date	Enter a reminder date for the purposes of running Reminder Reports. When running a Reminder Report, users are prompted to enter a date range. All ledgers with reminder dates that fall within the range specified are included in the report.
Balance	Enter the current ledger balance. When the balance is zero, all transactions have cleared, and there are no pending or held checks, the ledger is considered ready for deletion (RFD).
IBA bank name	Enter the IBA bank name.
IBA account number	Enter the IBA account number.
Include only: IOLTA	Check this box to search for those ledgers marked as IOTLA ledgers. The IOLTA checkbox is on the register at the order level or in the Order Information section of the Ledger screen.
Include only: Dormant	Check to search for those ledgers that have been marked as dormant. The **Ledger dormant after** timeframe is a setting that is located on the Bank and Account tab of the Trust Account Manager in SPAdmin.
Include only: Locked	Check to include ledgers marked as Locked. Ledgers can be physically marked as locked in the register or locked as a result of dormancy.
Include only: Exempt	Check to search for those ledgers marked as exempt in the register.
Search	Commences a search based on criteria entered on the screen.
Clear	Clears all data entered on the screen.

Transaction Search Criteria

This section contains information for the Transaction Search Criteria in ProTrust. It is possible to narrow your search results by using wildcards when entering information. However, it is not necessary to use wildcards.

Field	Description
Transaction date	Select the transaction date.
Trust accounting date	Select the trust accounting date.
Cleared date	Select the date the transaction cleared.
Voided/Stop payment date	Select the date the transaction was voided or made a stop payment.

Reference number	Enter the reference number.
Amount	Enter the amount of the transaction.
Medium	Select a medium from the drop-down.
Memo	Enter text in the memo field for the transaction.
Type	Select the type of transaction to search for from the drop-down; users can select up to three different types per search. Choices are as follows: • Incoming Wire • Interest Credit • Miscellaneous Credit • Receipt • Check • Miscellaneous Debit • Outgoing Wire • HUD Transfer (+) • HUD Transfer (-) • Ledger Transfer (+) • Ledger Transfer (-) • Group Deposit
Status	Select the status of the transaction. The status field is tied to the type field on the left and the drop-down selection and availability is based on the associated type entry.
Payee/Payor	Enter the payee/payor's name as it shows on any transaction in the ledger.
Address	Enter the street address of the payee/payor as it appears on the check.
City/State/Zip	Enter the city, state and zip of the payee/payor as it appears on the check.
Foreign	If the address of the payee/payor is a foreign address click to modify the address fields to accommodate a foreign address.
IBA transactions only	Click to search for those transactions posted to an IBA account.
Transactions with blank ref. number	Click to search for any transactions entered into the ledger without a reference number.
Draft checks	Click to search for those transactions posted as Draft checks in the register.
Transfer to/from	Enter to search by the name of the party the transfer transaction was posted to/from .
Search	Commences a search based on criteria entered on the screen.
Clear	Clears all data entered on the screen.

ProTrust Ledgers

When creating a ProForm file for a closing, a ProTrust ledger is automatically created to receive trust account information from the ProForm file. The ledger is added to the trust account that is entered when the ProForm file

is created. Ledgers should only be added manually in ProTrust to create Fee Transfer or any other ledgers not intended to administer receipts and disbursements for a single ProForm closing.

Manually Adding a Ledger

Users can manually add a ledger in ProTrust – for instance to create a Fee or Transfer or Firm Ledger. Click **Add Ledger** or select **Ledger/ Add New Ledger**.

Deleting a Ledger

Click **Delete Ledger** or select **Ledger/ Delete Current Ledger**.

Saving a Ledger
Select **Ledger/ Save Ledger Changes**.
Click **Print** or select **File/ Print**.

Fee Ledgers

A fee ledger is a ledger created to receive transfers of fees from various closing ledgers to a common payee. For example, a fee ledger can be set up to receive all of the settlement agent fees for a particular settlement agent. All settlement agent fees are transferred from individual closing ledgers in ProTrust (or from ProForm files using the disbursements register) to the fee ledger, and each month a single check for the total of all fees is issued to the agent from the fee ledger.

Setting Up a Fee Ledger

1. Click the **New Ledger** action item button or from the File menu click **New** ->**New Ledger.**
2. The New Ledger dialog appears.
3. Enter the **Name** of the ledger
4. Select the affiliated **Trust account**.
5. Select **Fee** from the **Ledger type** drop-down, then click **OK**.

Firm Ledgers

A firm ledger is created to record money for the trust account opening balance, bank service charges, and any other operating fees not related to a specific closing ledger.

Setting up a Firm Ledger

1. Click **Add Ledger**.
2. Enter a **Firm File ID**.
3. Enter a **trust account code**.
4. The **Type** field should be blank.
5. Enter any additional information as desired in the ledger fields. The *Firm File ID* and *trust account code* are required.
6. Click **File**, **Save** or press **Ctrl+S** to save the ledger changes.

Transfer Ledgers

A transfer ledger receives lump deposits from a particular party that are disbursed to different closing ledgers. For example, a builder may send a lump sum to a settlement agent to cover two disbursements to different closings. The lump sum is receipted into a transfer ledger created for the builder, and the checks are disbursed to each closing ledger from the transfer ledger.

Setting up a Transfer Ledger

1. Click the **New Ledger** action item button or from the File menu click **New** ->**New Ledger.**
2. The New Ledger dialog appears.
3. Enter the **Name** of the ledger
4. Select the affiliated **Trust account**.
5. Select **Transfer** from the **Ledger type** drop-down, then click **OK**.

Adding a Ledger

Ledgers are manually entered in ProTrust to create fee ledgers, transfer ledgers, firm ledgers or any other ledgers that are not intended to administer the receipts and disbursements for a single ProForm closing.

The **Ledger information** section contains fields that pertain to any type of ledger.

The **Order information or Payee information** section of the header changes depending on whether the ledger is an order-related fee or transfer ledger versus an order-related ledger.

On fee or transfer ledger, the bottom section changes based on data relating specifically to the transfer type. Data entered in this section defaults into the transaction that is created when transferred funds are disbursed.

In Revenue Ledgers, the payee address information is entered in the Trust Account manager and flows forward into the ledger. The fields cannot be edited on the ledger header.

Manually Adding a Ledger

You can manually add a ledger in ProTrust – for example, to create a fee ledger or transfer ledger.

From ProTrust, click the **New Ledger** action item button or from the File menu click **New** ->**New Ledger**.

If the current ledger has a corresponding ProForm file, the ledger information defaults from the ProForm file. The ledger information fields are blank when adding a new ledger in ProTrust manually to create a fee ledger, transfer ledger or firm ledger.

Note: A valid trust account code must be entered in the **Trust Account** field before a ledger can be saved.

Ledger Information

Ledger Balance (Read-only): Displays the current ledger balance. When the balance is zero, all transactions have cleared, and there are no pending or held checks, the ledger is considered ready for deletion (RFD). If a ledger goes into a negative balance situation, the text is red. This field is calculated in memory and updates after any change to the ledger's transactions. The data is not stored in the database. To calculate the balance, posted incoming funds are totaled and posted disbursements are subtracted from the total (Void Check adds to the total).

w/ Pending (Read-only): Displays pending items minus Balance. To calculate the Balance w/ Pending, pending incoming funds are added to the balance and pending disbursements are subtracted from the balance. If a ledger

goes into a negative balance situation, the text is red. This field is calculated in memory and updates itself after any change to the ledger's transactions.

w/ Held & Pending (Read-only): To calculate the Balance w/ Held & Pending, held checks are subtracted from the Balance w/ Pending. If a ledger goes into a negative balance situation, the text is red. This field is calculated in memory and updates after any change to the ledger's transactions.

IBA Balance: **XXXX**

Transactions: Displays the current number of transactions in the ledger.

Trust account: Enter the trust account for this ledger. This field is required for new ledgers. The default value is the trust account entered when the corresponding ProForm file was created.

Ledger type: To create a fee ledger, enter **F**. To create a transfer ledger, enter **T**. This field is blank by default when the information comes from the corresponding ProForm file and is to contain receipts and disbursements for a closing.

Responsible party: Enter the name of the party responsible for disbursement. The default is the Escrow Officer/Closer entered on the Order Information screen in ProForm. If there is no escrow officer or closer, the closer from the same screen in ProForm appears instead.

Ledger ID: File identification for the ledger. Each ledger should have a unique firm file ID. This field defaults to the ProForm firm file number given to the file when it was created.

3-way recon. type: The entry you make to this field determines if the ledger is to be included in the computation of the escrow trial balance and book balance (The escrow trial balance and book balance figures include only funds that come from guaranty files). The default is **G** (guaranty ledger). The escrow trial balance and book balance figures include only funds that come from guaranty ledgers.

- **Guaranty ledger:** Only guaranty ledgers are included in the computation of reports that use 3-way reconciliation. This is the default entry for all ledgers associated with ProForm orders.
- **Non-guaranty ledger:** This can be a firm ledger or operating ledger including service fees and other amounts not related to a specific closing.

Reminder date: Enter a reminder date for the purposes of running reminder reports. When running a reminder report, a prompt appears to enter a date range. All ledgers with reminder dates that fall within the specific range are included in the report.

Ledger comment: Enter any useful comments about the ledger such as special instructions about actions required if funds are being held in escrow, or details about the status of a ledger.

Locked: If the "Auto-lock dormant ledgers" preference has been checked on the Profiles screen, the Locked checkbox is automatically checked when a register becomes dormant. The Locked checkbox is available when you have the "Locked" field locked permission. When the checkbox is available, you can check it to lock the register. If you have the "Locked" field unlock permission, the checkbox remains available so you can check the Locked option when needed.

- **Auto-lock Date dialog:** When you uncheck the "Locked" checkbox--to unlock the ledger--a dialog will appear to confirm a date at which the ledger will automatically re-lock. A date is not required; the date field may be cleared by using the delete key.

Exempt: If you have permission, (only available when the ledger is dormant) check this box to exclude a ledger from reports.

Order Information

Buyer/Borrower: Enter the buyer or borrower in the closing. This field defaults to the last names of the buyer(s) entered on the Buyer/Borrower contact screen in ProForm. Multiple buyers are separated by a slash (/).

Lender: Enter the lender organization in the closing. The default for this field is the Lender entered on the Lender screen in ProForm.

Seller: Enter the seller in the closing. This field defaults to the last names of the seller(s) entered on the Seller contact screen in ProForm. Multiple sellers are separated by a slash (/).

Loan number: Enter the loan number. The default for this field is the loan number entered on the Loan, Funding & ProTrust screen in ProForm.

Property address: Enter the property address for the closing. The default for this field is the property address entered on the Property screen in ProForm.

Settlement date: Enter the settlement date for the closing. If the ledger has a corresponding ProForm file, this field defaults to the settlement date entered on the Order Information screen in ProForm.

Disbursement date: Enter the disbursement date for checks. If the ledger has a corresponding ProForm file, this field defaults to the disbursement date entered on the Order Information screen in ProForm.

City/State/Zip: Enter the property address for the closing. The default for this field is the property address entered on the Property Address, Legal Description screen in ProForm.

Foreign: Check to use an address format other than a standard United States address format (e.g. an address in Mexico). Checking this box changes the City, State and ZIP code fields to one text box to enter the information.

Foreign address (text box): Enter the foreign address. For example, if the address is:

> Sra. Otilia Ramos Perez
>
> Urión 30
>
> Col. Atlatilco
>
> 77520 CANCUN, Q. ROO
>
> MEXICO

Check the **Foreign** checkbox and enter the address as follows:

IOLTA: Select if this is to be an interest on lawyer's trust account ledger (IOLTA).

Payee Information

Payee: Who the funds are being transferred to.

Disburse as: Select the transaction type to use as the default transaction type when disbursing transferred funds.

Address: Enter the property address for the closing. The default for this field is the property address entered on the Property screen in ProForm.

City/State/Zip: Enter the property address for the closing. The default for this field is the property address entered on the Property Address, Legal Description screen in ProForm.

Foreign address (text box): Enter the foreign address. For example, if the address is:

> Sra. Otilia Ramos Perez
>
> Urión 30

Col. Atlatilco

77520 CANCUN, Q. ROO

MEXICO

Check the **Foreign** checkbox and enter the address as follows:

Bank name: Enter the name of the bank.

Account number: Enter the account number.

Routing number: Enter the routing number.

Special instructions: Enter any specific instructions. These instructions print on the transaction form.

Further credit: Enter further credit information.

Adding a Deposit to an Existing Group

1. In ProTrust, click on the **New Group Deposit** icon and select **Group Deposits Search** from the drop-down.
2. Select a **trust account code**.
3. Enter as much pertinent data as possible to locate the desired deposit and click the **Search** button.
4. Double-click on the desired group deposit from the search results grid.
5. The deposit screen opens.
6. From the list of available receipts, highlight the deposit to add (select multiple deposits with the mouse by holding down the **Ctrl** key) and select the **add** button.

Note: If all deposits are added, the dialog closes automatically after printing, print previewing, or saving.
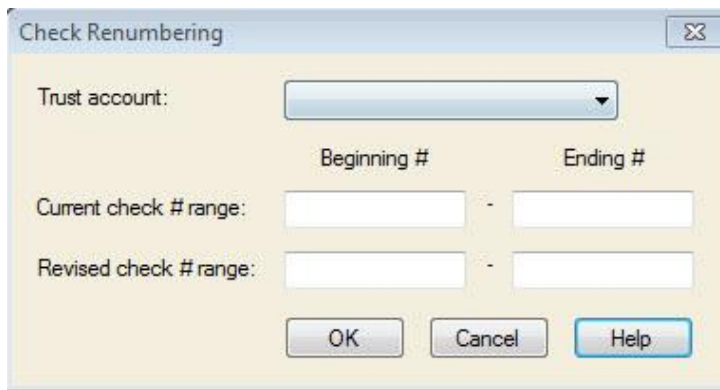
Changing a Pending Transaction Type

1. Select a pending transaction.
2. Click **Actions**, then **Change Pending Transaction Type**.
3. Select the type of transaction from the **Change to** list. (For example, change a transaction from a check to a miscellaneous debit.)
4. Click **OK**. You cannot change the transaction type for a transaction once it has been posted.

Check Renumbering

1. From ProForm or ProTrust, click the Check Renumbering button on the toolbar.
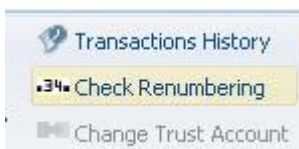
2. Enter the range of current check numbers to change in the **Current Check # Range** fields. *Numbers must be consecutive. No fields may be blank.*

3. Click **OK**.

Note: The Check Numbering Range dialog can be accessed from the Transfer Ledger or Disbursement Registers in ProForm.

Clearing a Deposit

1. Double-click the deposit to clear.
2. Enter the cleared date into the **Cleared field**.
3. Select **OK**.

To quickly move to other transactions, users may utilized the up and down arrows on their keyboard.

Note: Ledger information is not editable when ProTrust is in Search Mode.

Clearing a Check

1. Double-click the check on the **ProTrust ledger screen**.
2. Enter a **cleared date**.
3. Click **OK**.

Creating a New Ledger

To create a new ledger from ProTrust:

1. Click **File**, then **Add New Ledger** or click the Add New Ledger (plus sign) button.
2. A new ledger tab opens. Enter the **required information**.

Creating a Combined Check

If a large number of checks are written to a particular party each month from a number of different ProTrust ledgers, users can save time by combining the amounts together and issuing just one check.

For example, ten checks are written to an overnight shipping company (AirEx) from separate ledgers of one trust account. To simplify the procedure, create a vendor ledger (instead of a client ledger) with the **AirEx** in the **Firm File ID:** field. Each month, transfer funds from the separate ledgers to the one combined ledger, and then print the combined check from it.

- Enter the transactions to be sent to the combined ledger as funds transfers with **Transferred out (-)** transfer types.
- Enter fund transfers in the vendor ledger with **Transferred In (+)** transfer types to account for every **Transferred Out (-)** transaction.
- Enter and print one pending check in the vendor ledger for the total amount of the check to the vendor.

Deleting a Ledger

1. In **ProTrust** perform a **Ledger Search** to pull up the available ledgers.
2. Select the ledger to delete, right click and select **Delete.**
3. The deletion confirmation message will appear.
4. Click **Yes** to delete the ledger **or** No to cancel the action.

Deleting a Check

1. In the appropriate ledger in ProTrust, select the check from the **Disbursements** section of the **Receipts/Disbursements grid**.
2. Right click on the check and select **Delete** or use the button above the grid
3. The **Delete Transaction dialog** appears:
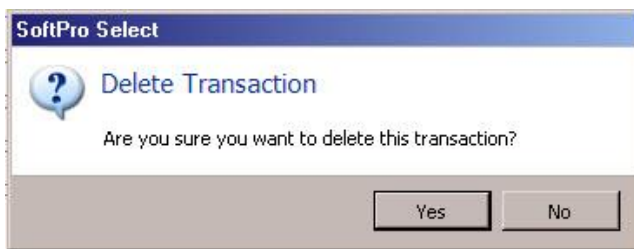
4. Click **Yes** to delete the transaction or **No** to cancel the action.
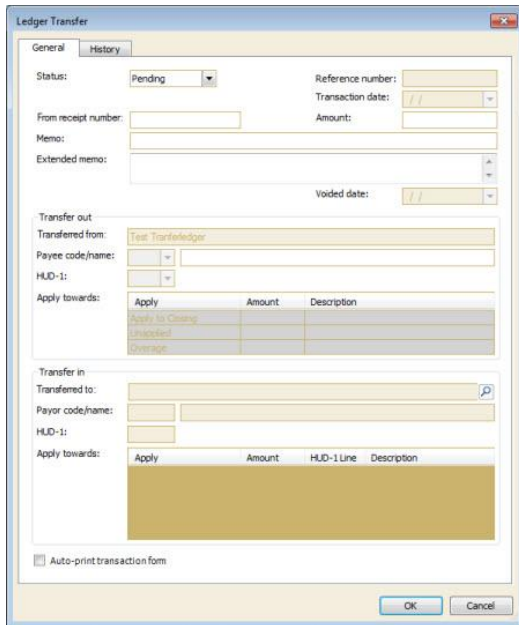5. If Yes is selected, the Adjustment Reason dialog appears:
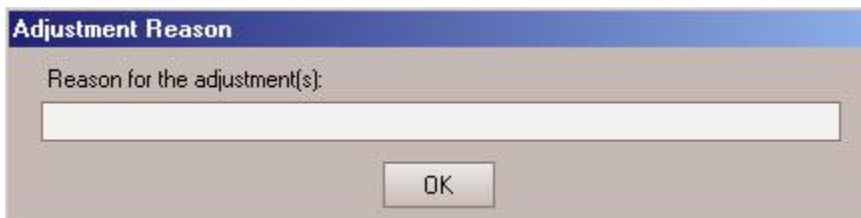
6. Enter the **Reason for the adjustment(s)** and click **OK**.

   Note: The adjustment reason is a required field.

Funds Transfer

Transfer funds from one ledger to another using a funds transfer transaction. For example, transferring funds from a closing ledger to a fee ledger using a funds transfer transaction.

To transfer funds from a closing ledger to a fee ledger or other ledger:

1. Click **Add**. The **Add Transaction** dialog appears.
2. Select **Ledger Transfer (-)**.
3. Click **OK**.
4. Enter the amount, the party to apply the amount to, and the payee name.
5. Enter the ledger you want to transfer the amount to in the **Transferred To** field. For example, if you are transferring an appraisal fee from a closing ledger to the Appraiser fee ledger, and the fee ledger was named appraiser, enter appraiser in the Transferred To field.
6. Click **OK**.

Note: With ProForm Secure Receipting and Disbursing, users can transfer a fee directly to a Fee Ledger or other ledger in ProTrust by posting a funds transfer in the Disbursements Register in ProForm. Enter the ledger to transfer the amount to in the **Transferred To** field when posting the funds transfer.

Disbursing Transferred Funds

This option is only available on Fee, Transfer and Revenue ledgers. It allows a user to transfer multiple transactions at once to the target ledger when funds are pending transfer from one account to another.
To disburse a transferred fund:

1. From the **Transactions** grid menu bar, click **Actions** and select **Disburse Transferred Funds**.
2. The **Disburse transferred funds** dialog opens
3. Select the transactions to include in the transfer from the grid and select from the following **Disburse As** possibilities:

- Outgoing Wire
- Miscellaneous Debit
- Check

4. Click **Next** to continue.
5. The **Edit disbursement** screen appears allowing the user to confirm/edit the transaction information. Click Next to continue.
6. If **Outgoing Wire** was selected, the **Edit bank** details dialog appears allowing the user to enter/edit any bank information for the outgoing wire. Click **Next** to continue.
7. The **Finish** dialog appears signaling that the operation has completed successfully. Click **Finish** to close out of the dialog.

Once disbursed, the transferred funds show under the **Disbursements** section on the ledger and will not be available for selection.

Group Deposits

The Group Deposits allows you to "group number" deposits to make one large deposit at the bank to cover all of the small deposits in each ledger. Users can also print a deposit slip for any deposit number.

Trust Account: Select a trust account code.

Deposit Date: The current business date appears here by default. This date will be assigned to all transactions that are included in the Group Deposit. The date appears in the Trans. Date column of the Transaction window.

Deposit Number: Enter a number for the Group Deposit. Up to 12 characters are accepted in this field. After entering a deposit number, select the transactions to include in the Group Deposit and click **Assign Deposit Number.**

Total amount: The amount of the deposit.

Receipts: The total number of available receipts that can be added to this deposit.

Reload Receipts: Click to refresh the available receipts window. If the receipts in the selected receipts pane have not yet been sent to a deposit slip, clicking on the Reload Receipt button will move all receipts back to the Available Receipts pane, losing any changes made.

Deposit Slip: Click to create the deposit slip for the receipts entered in the Selected Receipts pane.

Available Receipts: Click to search for available receipts under the trust account code and date specified - the search field can be used to filter the results by typing in a keyword to use for the search.

Available Receipts and Deposit Details

In Transit: Check this option when a deposit has been sent to the bank. Once this has been checked, no further changes may be made for that deposit. **Note:** If the Group Deposits "In Transit" preference in SPAdmin is not checked, then this option is not visible.

Order number: Number of the order.

Payor name: To or from whom the funds are being transferred.

Trans. date: Enter the date the transaction is to take place. The date defaults to today's date.

Ref. number: The reference number can be created from SPAdmin in the Reference Number Manager. If a numbering scheme is set up, then this box automatically fills in with a number; if not, the box is enabled, and users can manually enter a reference number.

Amount: The amount of the deposit.

Selected Receipts and Deposit Details

Order number: Number of the order with which the deposit is affiliated.

Payor name: To or from whom the funds are being transferred.

Trans. date: Enter the date the transaction is to take place. The date defaults to today's date.

Ref. number: The reference number can be created from SPAdmin in the Reference Number Manager. If the numbering scheme is set up, this box automatically fills in with a number; if not, the box is enabled, and users can manually enter a reference number.

Status: This column indicates if the receipt is pending or has been posted to a deposit slip.

Amount: The amount of the deposit.

Miscellaneous

1. Click **Add Transaction** or choose **Ledger/Transaction/Add New Transaction**.
2. Double-click **Miscellaneous Credit**. A new Miscellaneous dialog appears.
3. Enter the information to complete the deposit (see field descriptions below) and click **OK** to add it.

Reference Number: The reference number appears automatically if auto-numbering is turned on for Miscellaneous transactions.

Transaction Date: The Transaction Date defaults to the current system date.

Medium: Click the arrow and select the medium.

Amount: Enter the amount. You do not need to enter a dollar sign.

Payee Name: Enter the payee name.

Memo: Use this scrollable field for any additional notes about the transaction.

Edit: Double-click a transaction on the ProTrust ledger screen to edit it.

Printing a Deposit Slip

1. In ProTrust, click the New Group Deposit action icon and select **Group Deposits Search** from the drop-down menu.
2. Enter a trust account code and any other pertinent data to assist in locating the desired group deposit.
3. Click the **Search** button.
4. Double-click the desired Group Deposit from the search results grid.
5. The **Group Deposit** dialog appears.
6. Click **Deposit Slip**.
7. Enter any desired report comments and click **OK** to continue.

Note: When printing a deposit slip, any changes made will automatically be saved. After adding or removing all deposits and printing, the dialog will save and close automatically.

Printing a Ledger

1. Click on the **Reports** action icon in ProTrust
2. Selecting the **Single Ledger Balance Report** from the **General** sub-folder of either the **By Trust Accounting Date with Adjustments** folder or the **By Transactions Date** folder.
3. Double-click the report name to bring up the **Prompts** dialog. (**Note:** Ledger id is required.)
4. Enter the pertinent information and click **Ok** to bring up the print preview pane.
5. From the print preview window, click **Print** to print the report.
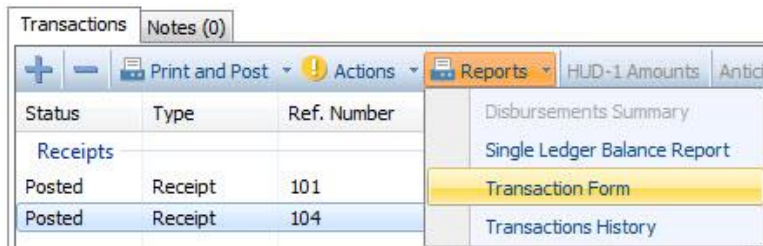
Printing a Transaction Form

In the Transactions grid, highlight the desired transaction.

Right-click and select **Print Transaction Form** from the ledger Print menu:
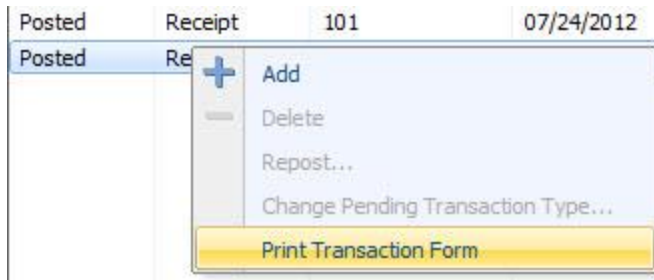
The print **Transaction Form** option is also available from the **Reports** menu on the ledger and register:

Removing a Deposit from an Existing Group

1. In ProTrust, click on the New Group Deposit icon and select **Group Deposits Search** from the drop-down.
2. Select a **trust account code**.
3. Enter as much pertinent data as possible to locate the desired deposit and click the **Search** button.
4. Double-click on the desired group deposit from the search results grid.
5. The deposit screen opens.
6. From the list of selected receipts, highlight the deposit to remove (select multiple deposits with the mouse by holding down the **Ctrl** key) and select the **Remove** button.

Saving a Ledger

At any time, the users may click the **Save** icon in the Quick Access Toolbar or type **Ctrl+S** to save changes. When closing the Ledger tab, the user is prompted to save their changes. Clicking **Yes** saves the ledger and all existing changes.

Searching for a Transaction

1. Click the **Ledger Search** action item button in the Ledgers toolbar in ProTrust.
2. Enter search criteria into the **Transaction Search Criteria** fields. Use as many or as few of the fields as desired. Certain **wildcards** may be used, although they are not required.

3. Click **Search**.
4. Matching results appear in the **Search Results** grid at the bottom of the screen.
5. Double-click on the desired transaction to access the corresponding ledger.
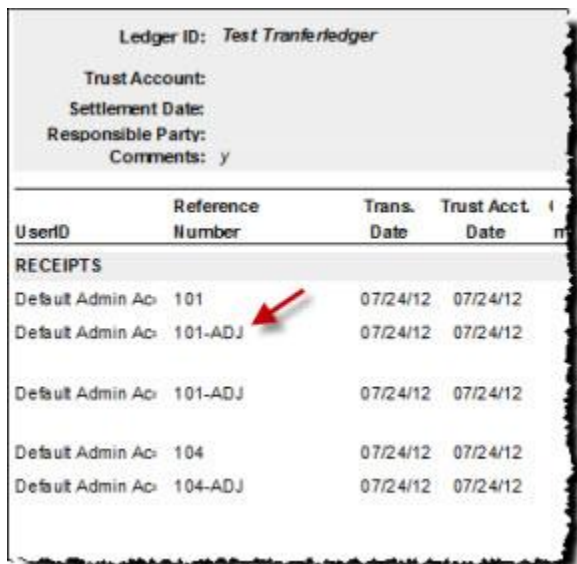
Transactions History

The **Transactions History** report contains a record of every posted transaction for the current ledger or ProForm data file. To access the Transactions History, select **Transaction History** from the **Reports** menu on the Transactions Grid.

All adjustments are included in the Transactions History dialog. Adjustments will have an **ADJ** suffix added to their Reference number in the Reference Number column to distinguish them from the original transactions.

Voiding a Check

1. Double-click the check on the ProTrust ledger screen.
2. Select **Void** from the **Status** field drop down.
3. The **Enter voided date** dialog appears. The current date appears by default.
4. Enter the voided date (if any) or leave the default and click **OK**.
5. Click **OK** to save the void or **Cancel** to cancel the action.
6. Enter the **Adjustment Reason**. **Note:** The Adjustment Reason is a required field.
7. Click **OK**.

Deleting RFD Ledgers

RFD Criteria

A ledger can be deleted using the Delete RFD Ledgers function only if it satisfies **four RFD criteria**:

1. The ledger balance must equal zero.
2. All transaction in the ledger must be cleared.
3. All other ledgers at the other end of funds transfers must also meet all RFD criteria.
4. If the ledger contains deposits that are part of a group deposit, all other ledgers with deposits in the same group must also meet all RFD criteria.

Deleting RFD Ledgers

Note: Before deleting RFD ledgers, as with any database maintenance, have a current backup of the ProTrust database before proceeding.

1. Click the **Ledger Search** action icon in the ProTrust ribbon.
2. Right-click on the ledger to delete and select **Delete** from the menu.
3. If the ledger does not meet the RFD criteria, the user will receive an error message stating the deletion has failed and listing the reasons for failure:
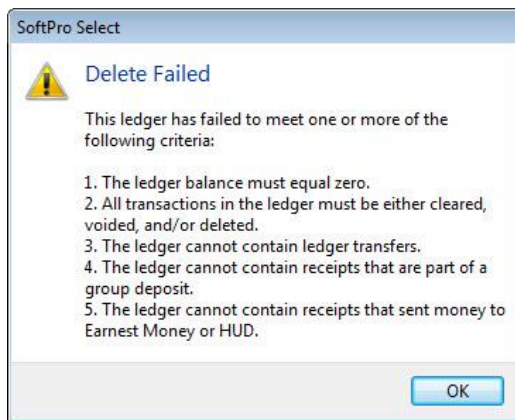
4. If the RFD criteria has been met, the user will receive a confirmation message:
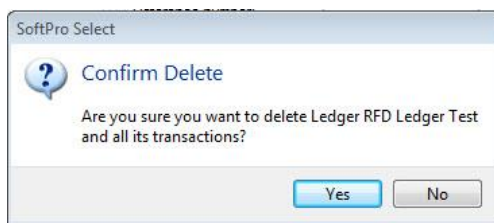
5. Click **Yes** to confirm the deletion, **No** to cancel the action.

Reconciliation

Reconciliation is a procedure used to resolve discrepancies between ProTrust account balances and bank account statements. It is recommended to reconcile all trust accounts monthly. If an account is out of balance, it will be more difficult to isolate problem transactions the further back in time users must go to find them.

The Reconciliation Tab enables the start of a new reconciliation, continuation of an existing reconciliation, cancellation of changes since the last save or marking a reconciliation complete.

The reconciliation criteria filters transactions loaded into the Clearing grid. Criteria includes transaction types (checks, deposits, wires, etc.), reference numbers, transaction dates, amounts, cleared dates, payee/payor information and ledger IDs. The results of the specified criteria display in the next panel, which contains the transactions to be cleared.

Trust account: Displays the trust account associated with the current reconciliation.

Beginning balance: Displays the beginning balance of the reconciliation upon which to base the clearing process.

Cleared balance: Displays the total monetary amount of the transactions marked as cleared.

Reconciliation ending date: Displays the end date for the reconciliation statement.

Cleared receipts: Displays the total number of cleared receipts.

Statement ending balance: Displays the end balance as entered by the user when opening the reconciliation.

Complete reconciliation: Selecting this option updates the reconciled as-of date to the reconciliation ending date.

Cleared disbursements: Displays the total number of cleared disbursements.

Difference: Displays the monetary difference between the total cleared amounts and the recorded statement ending balance.

Search by the range of

Check/Ref. numbers: To search by check or reference number, enter a range of numbers in the **From** and **Through** fields.

Transaction dates: To search by date, enter a range of dates in the **From** and **Through** fields.

Amounts: To search by amounts, enter a range in transaction amounts in the **From** and **Through** fields.

Include

Transactions after <system date>: Select this option to include transactions dated after the current system date.

Outstanding items only: Select this options to view only the outstanding items.

Transaction type: The view can be filtered by specific transaction types - pick from the following drop-down choices (the default is All):

- All
- Check
- Group Deposit
- Incoming Wire
- Interest Credit
- Miscellaneous Credit
- Miscellaneous Debit
- Outgoing Wire
- Receipt

Clear: Click this button to remove the data from all of the filter fields.

Search: Click to begin the search function based on the criteria selected in the filter fields. The search button will need to be clicked after any edits to the filter fields to update the search results.

Clearing Grid

The Clearing grid enables further filtering with the filter-row at the top of the grid. Multiple rows can be selected at the same time. Use the space bar to toggle a transaction between cleared and uncleared. Double-clicking an item launches the transaction dialog for that item. Edit the transaction from the dialog and sort by columns by clicking the header for that column. Filtering only applies to data that has already been loaded into the grid.

Toolbar

- **Clear button:** Press to set the cleared date on any or all transactions highlighted.
- **Unclear button:** Press to undo the currently selected transaction's cleared date.

- **Alternate cleared date button:** Press to type in a different date than the default reconciling end date to be used when clearing transactions in the clearing grid.
- **Cancel changes:** Press to cancel any changes made in the clearing grid since the last save.

Columns

- **Transaction:** Select or enter a transaction type (for example, check, group deposit, incoming wire).
- **Ref. Number:** Enter or select a reference number.
- **Trans Date:** Enter a transaction date.
- **Amount:** Enter and amount.
- **Cleared Date:** Select the date the transaction cleared.
- **Payee/Payor:** Enter or select a payee or payor.
- **Ledger ID:** Enter or select a ledger ID.

Follow these steps to reconcile accounts:

- Printing a Missing Checks Report
- Printing a Transferred Funds Report
- Entering Miscellaneous Transactions
- Clearing Transactions
- Printing Statement Proofing Register
- Comparing Proofing Register with Bank Statement
- Printing Multiple Ledger Balances Report (Balances Only)
- Printing a Receipts and Disbursements Report (Outstanding)
- Printing a Receipts and Disbursements Report (All)

The Reconciliation Summary contains a summary of various reconciliation amounts.

Printing a Missing Checks Report

Print this report before clearing transactions. Ledgers with missing checks must be corrected before proceeding with reconciliation. If a range of check numbers is missing (ex. 101-110), it could be an indication that a closing file has not been exported.

1. Select **Reports/By Trust Accounting date with adjustments/General** and select the **Missing Checks Report.** Or, select **Reports/By Transaction Date/General** and select the **Missing Checks Report**.
2. Enter the code for the trust account you are reconciling in the **Trust Account field** (required field).
3. In the **Beginning Check Number field**, enter the check number after missing checks are to be found (For instance, if the first check used was 101, enter 100).
4. In the **Report Comments** field, enter information that to appear at the top of the report.
5. Click **Ok**.
6. The **Print** dialog appears. Click **Ok**.

For individual check numbers that appear in the report, verify the status of these checks and make the appropriate corrections to them in their ledgers. Print another Missing Checks report after correcting errors and continue to edit check transactions until no checks are identified as missing.

Printing a Disbursed Transferred Funds Report

Print this report before clearing transactions. The balance on the report should be zero.

1. Select **Reports/By Trust Accounting Date with Adjustments/General/Disbursed Transferred Fund Report** or select **Reports/By Transaction Date with adjustments/General/Disbursed Transferred Funds Report**. Select the **Disbursed Transferred Funds Report**.
2. Enter the **Ledger ID transferred from**.
3. Enter the **Ledger ID transferred to**.
4. Select the **Ledger Type**. Choose from *Fee*, *Transfer*, or *Fee and Transfer*. This is a required field.
5. Enter the **Payee**.
6. Select the **Trust Accounting Date** for transfer from and transfer to. Keep in mind that it will auto fill the first of the month and the current date.
7. Select **Group By**. Choose from *Disbursement Ledger ID*, *Disbursement Payee* or *Disbursement Transaction Type*. This is a required field.
8. Select **Sort By**. Choose from *Reference/Check Number* or *Trust Date*.
9. Enter any report comments to appear at the beginning of the report.
10. Click **Ok**.

The balance on the report should be zero. If the **Total transferred funds:** amount on the report is less than or greater than zero (0.00), determine which transferred fund transactions are missing a corresponding entry. Make the corrections necessary before proceeding with the reconciliation.

Entering Miscellaneous Transactions

1. Click **Search**.
2. Enter the **Ledger ID** for the firm ledger.
3. Click Search to open the ledger. Highlight the ledger and select **Open**.
4. Click **Add Transaction**. The **Add Transaction Type** dialog appears.
5. Click **Miscellaneous Credit** (or Debit)
6. Click **OK**. The Miscellaneous Credit dialog appears.
7. Enter the **Reference number** (if applicable).
8. Enter the transaction amount in the **Amount field**.
9. Enter the bank statement date (or bank cleared date) in the **Date field**.
10. Enter information into the **Medium** (ex: Bank Stmt or Bank Error) and **Memo fields** if desired. The Memo field can be used for a brief description of the charge.
11. Enter the payee name or transaction description in the **Payee Name field**.
12. Click **Ok.**

13. Repeat steps 4-11 for each miscellaneous transaction appearing on the bank statement (bank corrections, service charges, interest, and fees).

Clearing a Transaction

1. Open the appropriate reconciliation by either clicking the New Reconciliation action icon or searching for an existing reconciliation using the Reconciliation Search icon.
2. Highlight the desired transaction in the Transactions grid.
3. Right-click and select Clear from the menu.
4. The cleared date will be assigned to the selected transaction.

NOTES:

- Assign an alternate cleared date to any cleared transaction by selecting it and clicking **Alt Cleared Date**.
- To unclear a transaction, select it and click **Unclear**.

Printing a Statement Proofing Register

To print a statement proofing register:

1. Select **Reports/By Trust Accounting Date with Adjustments (By Transaction Date with Adjustments)/3-Way Reconciliation** or **Reconciliation/Statement Proofing Register**. The Statement Proofing Register dialog appears.
2. Enter the code for the trust account being reconciled in the **Trust Account field**.
3. In the Statement Date/Cleared date from option, enter the date of the bank statement in the **Statement Date field**.
4. In the Format option, select from **Brief**, **Detailed** or **Summary Page Only**.
5. In the Sort option, select **Amount**, **Cleared Date**, **Reference Number**, or **Transaction Date**.
6. Enter any report comments to appear at the top of the report.
7. Click **Ok**.

The Statement Proofing Register is made up of three major sections:

- Receipts
- Disbursements
- Proofing Balance Sheet

The Proofing Balance Sheet section reports the amounts of the statement beginning balance, computer account balance, outstanding deposits, outstanding checks, and statement ending balance.

Comparing a Proofing Register with a Bank Statement

1. Compare the Receipts and Disbursements totals on the **Proofing Register** to your bank statement. **If the totals on the Statement Proofing Register do not equal those on your bank statement, you must make corrections before proceeding.**
2. Use the **Search** feature to recall ledgers that need adjustment.
3. After making corrections, reprint the **Statement Proofing Register** and compare totals again. The beginning and ending balances on the Proofing Register and bank statement should match before continuing.
4. The Statement Proofing Register is divided into three sections:

- Receipts
- Disbursements
- Proofing Balance Sheet

Printing a Multiple Ledger Balances Report (Balances Only)

1. Select **Reports/By Trust Accounting Date with Adjustments** (or **By Transaction Date with Adjustments)/General or Reconciliation/Multiple Ledger Balances Report (Balances Only)**. The Multiple Ledger Balances Report dialog appears.
2. Enter the code for the trust account to be reconciled in the **Trust Account field** (required).
3. Enter the date of your bank statement for **Balances as of** (required).
4. Un-check to Include approval signature lines.
5. Un-check to Include ledgers with zero balances.
6. Add **Report Comments** to appear at the top of the report.
7. Click **Ok**. The Balance should match the computer account balance on the **Proofing Balance Sheet**.

The Multiple Ledger Balances Report (Balances Only) provides a listing of all ledgers in which there is a balance (positive or negative). The total on this report represents the checkbook balance. The total should always match the Computer Account Balance amount in the Statement Proofing Register.

Hint: If there is a discrepancy between the Computer Account Balance and the total reported on the Multiple Ledger Balances Report (Balances Only), check the **Total transferred funds:** amount on the Transferred Funds Report. It may not be equal to zero.

Printing a Receipts and Disbursements Report (Outstanding)

1. Select **Reports/By Trust Accounting Date with Adjustments** (or **By Transaction Date with Adjustments)/General, 3-Way Reconciliation or Reconciliation/Receipts & Disbursements Report**. Select the **Receipts & Disbursements Report**.
2. Enter the code for the trust account you are reconciling in the **Trust Account field** (required).
3. Select the **medium**.
4. Select the **Transaction type(s)**.
5. Type the date of your bank statement in the **Outstanding as of field** (required).
6. Select the format option by choosing either **Brief**, **Detailed**, or **Totals Only (No sort)** (required).

7. Select **Print Payee/Payor** names, if desired (detailed format only).

8. Enter the **Report Comments** that you would like to appear at the top of the report.

9. Click **Ok**. The Receipts total should match the outstanding deposits and the Disbursements total should match the outstanding receipts found on the Proofing Balance Sheet.

Printing a Receipts and Disbursements Report (All)

1. Select **Reports/By Trust Accounting Date with Adjustments** (or **By Transaction Date with Adjustments**)/**General/Receipts & Disbursements Report**. Select the **Receipts & Disbursements Report**.

2. Enter the code for the trust account you are reconciling in the **Trust Account field** (required).

3. Select the **medium**.

4. Select the **Transaction type(s)**.

5. Enter the **Trust accounting date from and through**.

6. Type the date of your previous month's bank statement in the **Cleared Date Through field**.

7. Select the format option by choosing either **Brief**, **Detailed**, or **Totals Only (No Sort)** (required).

8. Select the **Sort by** either **Reference/Check Number** or **Transaction Date**.

9. Enter the Report Comments to appear at the top of the report.

10. Click **Ok**.

ProClear

With ProClear, users can import bank data files containing cleared transactions and reconcile them. ProClear provides comprehensive feedback, identifying duplicate transactions and other errors on screen and in a report that users can print and use to manually clear any problematic transactions.

ProClear Definition File (XML): The ProClear definition file (XML) created by SoftPro contains information that is particular to your bank and firm. It is named with the extension .XML and is included with ProClear.

Bank Data File Containing Transactions: The bank data file containing transactions is the file that you receive from your bank containing the cleared transactions that ProClear uses to reconcile your ProTrust database. This file can be in one of several formats including .txt, .csv, .bai or a fixed format file. It can be copied to the directory of your choice before using ProClear.

ProClear Settings and Results

Settings

Bank file format: Select the file format (I.e. .txt or .csv).

Trust account: Associates the trust account code with the bank account.

Bank file: Enter the bank file or click **Browse** to find the file.

Cleared date option: Select the type of date to use to clear transactions:

- **User specific:** Allows users to input a date of their choice.

- **Bank file cleared date:** Uses the date in the bank file as the cleared date.

Results

All transactions: Select to view all transactions processed from the bank file.

Errors & warnings: Select to view any errors processed from the bank file.

Cleared transactions: Select to view only cleared transactions processed from the bank file.

Status: Three icons display the transaction status:

- ✅ - Cleared
- ❌ - Errors
- ⚠️ - Warnings

Type: The transaction type (I.e. deposit, check, etc.)
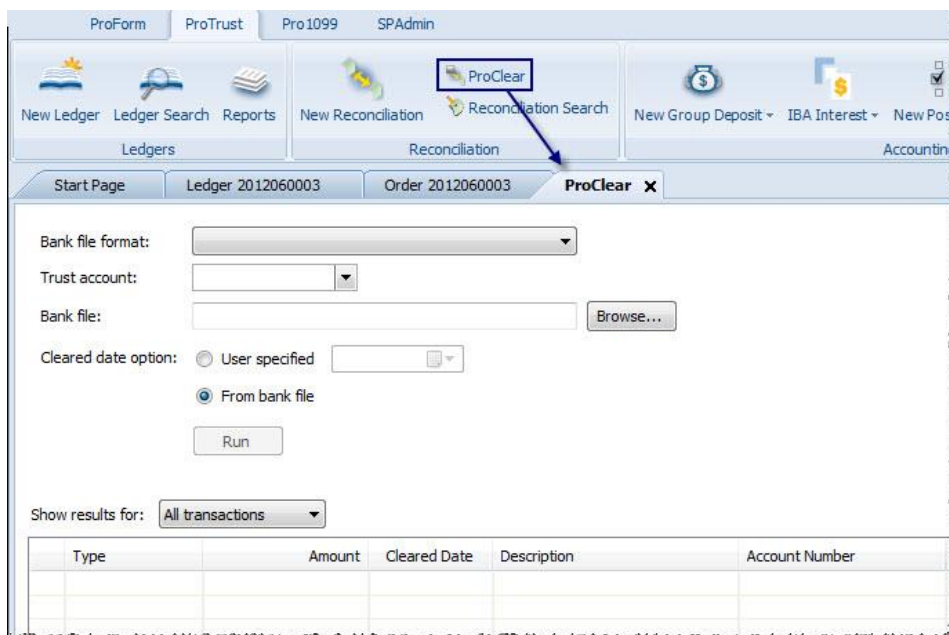
Amount: Amount of transaction.

Cleared Date: Date transaction was cleared.

Description: Details of the transaction such as the name of the person on a check.

Account number: The associated account number. This column will not display if only one account exists.

Using ProClear

To import bank files and clear transactions:

1. Select the **ProTrust** tab, then **ProClear**. The ProClear screen appears.
2. Select a bank file format from the **Bank file format drop-down** list.
3. Enter a **Trust account** if applicable.
4. Enter or browse for the path for the **bank file** (this is the file downloaded from the bank).
5. Select a **Cleared date option**, either using a user-specified date or the date from the bank file.
6. Click **Run**. ProClear reads the bank data file containing the transactions then attempts to find a matching transaction in the ProTrust database. The following message is a confirmation to continue with the process:
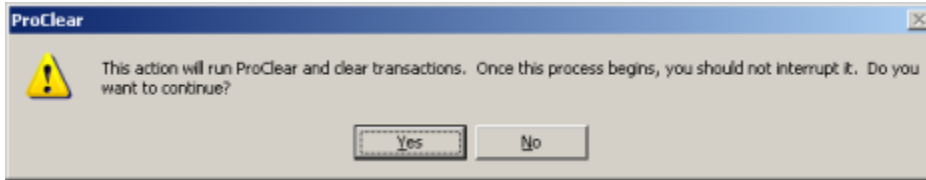
7. Click **Yes** to continue, **No** to cancel.

8. Once the transactions have been found, the following message is a reminder complete the reconciliation process:
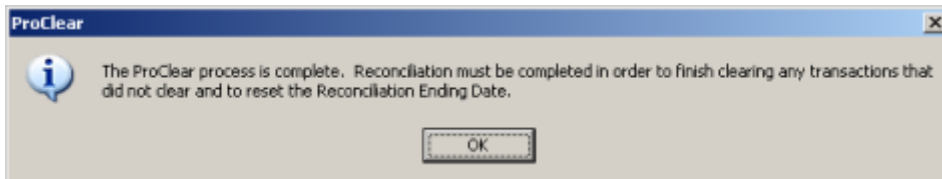
9. The results appear below in the Results area. Result sort options are:

- All transactions
- Errors
- Cleared transactions

A transaction may not be cleared for a number of reasons. One case in particular occurs when multiple transactions are found by ProClear in the ProTrust database for the same amount. For example, "Unable to clear, multiple matches found". ProClear is unable to determine which of these deposits should be cleared in this case, therefore it is up to the user to clear these transactions manually.

Group Deposits

The Group Deposits allows you to "group number" deposits to make one large deposit at the bank to cover all of the small deposits in each ledger. Users can also print a deposit slip for any deposit number.

Trust Account: Select a trust account code.

Deposit Date: The current business date appears here by default. This date will be assigned to all transactions that are included in the Group Deposit. The date appears in the Trans. Date column of the Transaction window.

Deposit Number: Enter a number for the Group Deposit. Up to 12 characters are accepted in this field. After entering a deposit number, select the transactions to include in the Group Deposit and click **Assign Deposit Number.**

Total amount: The amount of the deposit.

Receipts: The total number of available receipts that can be added to this deposit.

Reload Receipts: Click to refresh the available receipts window. If the receipts in the selected receipts pane have not yet been sent to a deposit slip, clicking on the Reload Receipt button will move all receipts back to the Available Receipts pane, losing any changes made.

Deposit Slip: Click to create the deposit slip for the receipts entered in the Selected Receipts pane.

Available Receipts: Click to search for available receipts under the trust account code and date specified - the search field can be used to filter the results by typing in a keyword to use for the search.

Available Receipts and Deposit Details

In Transit: Check this option when a deposit has been sent to the bank. Once this has been checked, no further changes may be made for that deposit. **Note:** If the Group Deposits "In Transit" preference in SPAdmin is not checked, then this option is not visible.

Order number: Number of the order.

Payor name: To or from whom the funds are being transferred.

Trans. date: Enter the date the transaction is to take place. The date defaults to today's date.

Ref. number: The reference number can be created from SPAdmin in the Reference Number Manager. If a numbering scheme is set up, then this box automatically fills in with a number; if not, the box is enabled, and users can manually enter a reference number.

Amount: The amount of the deposit.

Selected Receipts and Deposit Details

Order number: Number of the order with which the deposit is affiliated.

Payor name: To or from whom the funds are being transferred.

Trans. date: Enter the date the transaction is to take place. The date defaults to today's date.

Ref. number: The reference number can be created from SPAdmin in the Reference Number Manager. If the numbering scheme is set up, this box automatically fills in with a number; if not, the box is enabled, and users can manually enter a reference number.

Status: This column indicates if the receipt is pending or has been posted to a deposit slip.

Amount: The amount of the deposit.

Group Deposit Search

Use the Search feature to search for a deposit to edit, delete, or print.

Trust account: Select the trust account to define the search parameters.

Deposit number: Enter a range of deposit numbers within which the search results should fall.

Amount: Enter a range of transaction amounts within which the search results should fall.

Deposit date: Enter a range of deposit dates within which the search results should fall.

Cleared date: Enter a range of transactions cleared dates within which the search results should fall.

Adding Group Deposits

The Group Deposits feature allows users to "group number" deposits and make one large deposit at the bank to cover all of the small deposits in each ledger. Users can also print a deposit slip for any deposit number.

1. From the ProForm tab, select the **New Group Deposit** action item.

2. Select a **trust account**.

3. Select a deposit date.

4. Enter the deposit number. This field will accept up to 12 characters. If reference numbering is being used for group deposits, this field will be unavailable.

5. The deposit displays on the left hand side of the screen with 0.00 for the deposit. From the available receipts, highlight the transaction to add to the group deposit. (Select multiple transactions with the mouse by holding down the **Ctrl** key). Once selected, add it to the deposit.

6. Click **Deposit Slip** to post the transactions and produce the slip.

Adding to Existing Group Deposits

1. Select **Group Deposits Search** from the New Group Deposit action icon. The search page allows users to search based on trust account, deposit number, amount, deposit date and cleared dates.

2. Enter the appropriate data and double-click on the desired group deposit from the search results grid.

3. Select from the **Posted since** drop-down.

4. The highlighted existing group deposit now appears as its own screen tab.

5. From the listing of available receipts, highlight the deposit to add (select multiple deposits with the mouse by holding down the Ctrl key) and press **Add**.

6. Click the **Deposit Slip** button to regenerate the slip with the additional amount added.

Note: If all deposits are added, the dialog closes automatically after printing, print previewing, or saving.

Edit Existing Group Deposits

1. Select **Group Deposits Search** from the New Group Deposit action icon. The search page allows users to search based on trust account, deposit number, amount, deposit date and cleared dates.

2. Enter the appropriate data and double-click on the desired group deposit from the search results grid.

3. Select from the **Posted since** drop-down.

4. The highlighted existing group deposit now appears as its own screen tab, ready for editing.

Group Deposit Details

Viewing Deposit Information

1. Select **Group Deposits Search** from the New Group Deposit action icon. The search page allows users to search based on trust account, deposit number, amount, deposit date and cleared dates.

2. Enter the appropriate data and double-click on the desired group deposit from the search results grid to bring up the deposit detail screen.

IBA Interest

The IBA Interest screen in ProTrust provides a quick way to enter interest for accounts, eliminating the need to search for and open each order or ledger separately to post interest. After entering search criteria, click **Search** to perform a search or click **Clear Fields** to clear data from fields.

Criteria

Trust account: Select a trust account.

Interest last posted prior to: Select a date to find only accounts that haven't already had interest posted for a given month.

Bank name: Enter the name of the bank.

Profile: Select a profile.

Results Grid

Results display in the results grid, with one row for each matching IBA. The non-editable columns (Bank name, trust account, order number, account holder name, interest last posted date, and account number) are unavailable. The **Amount** column is editable. Users can sort by any column heading, with the default sort by bank name then account number.

Memo: This field defaults to "Interest" and enables users to specify a customized memo to apply to all the transactions, for example "November interest".

Click **Post Interest** to cycle through each of the rows with amounts entered and post an interest credit transaction to the appropriate ledger.

Import IBA Interest

The Import IBA Interest screen allows users to import IBA interest from Excel spreadsheets provided by financial institutions. **Note:** An IBA interest import can only be run one time per bank file.

Settings

Bank file format: The only option at this time is **Default** which accepts comma delimited values (.csv). Files imported using this setting must contain the following columns:

- Order Number
- Account Number
- Account Holder
- Beginning Balance
- Interest
- Ending Balance

Values in Ending Balance are required if a file does not contain values in the Beginning Balance column. **Note:** The first row of an import file is considered a column header and is not included during file processing.

Bank file: Displays the .csv file path and name. Press **Browse** to search for the file you want to import

Go: Press Go to import the file selected in the **Bank file** field

Results

All results: Select this filter option to display both rows that did and did not post interest amounts to the IBA.

Errors: Select this filter option to display only the rows that could not post interest.

Posted transactions: Select this filter option to display only the rows that were able to post the interest amount to the IBA.

 : Indicates that the displayed rows posted interest to the IBA.

 : Indicates the row did not post interest to the IBA.

Line: Indicates in which row the bank file was processed.

Order Number: Displays the order number in the bank file.

Account Number: Displays the account number in the bank file.

Account Holder: Displays the account holder name in the bank file.

Interest: Displays the interest in the bank file.

Beginning Balance: If included in the bank file, displays that bank file data and the ending balance column displays the total of the bank file's beginning balance plus the interest amount.

End Balance: If the bank file includes the ending balance, the ending balance column displays that bank file data and the beginning balance column displays the total of the bank file's ending balance minus the interest amount

Detail: Displays a message to confirm that interest was posted successfully or to provide information about the reason for a failure.

Reports

The **IBA Interest Report** has been added to display information related to the IBA Interest Import. The IBA Interest report can be grouped by account and status. Users can display all results, errors only, or posted transactions only. The report is located in the general folder of the ProTrust report tree and displays the following information from the import file:

- Date the file was imported
- Name of the imported file
- Who imported the file
- IBA account number and holder
- Line number
- Order number
- Beginning balance
- Interest
- Ending balance
- Details on successful posts or reasons why the post failed

History

A history of imported files is maintained for 90 days for reporting purposes. When an import file is processed, any records older than 90 days are removed from the database.

About Positive Pay

Positive Pay is a SoftPro utility that creates a file containing a list of checks to be authorized for payment.
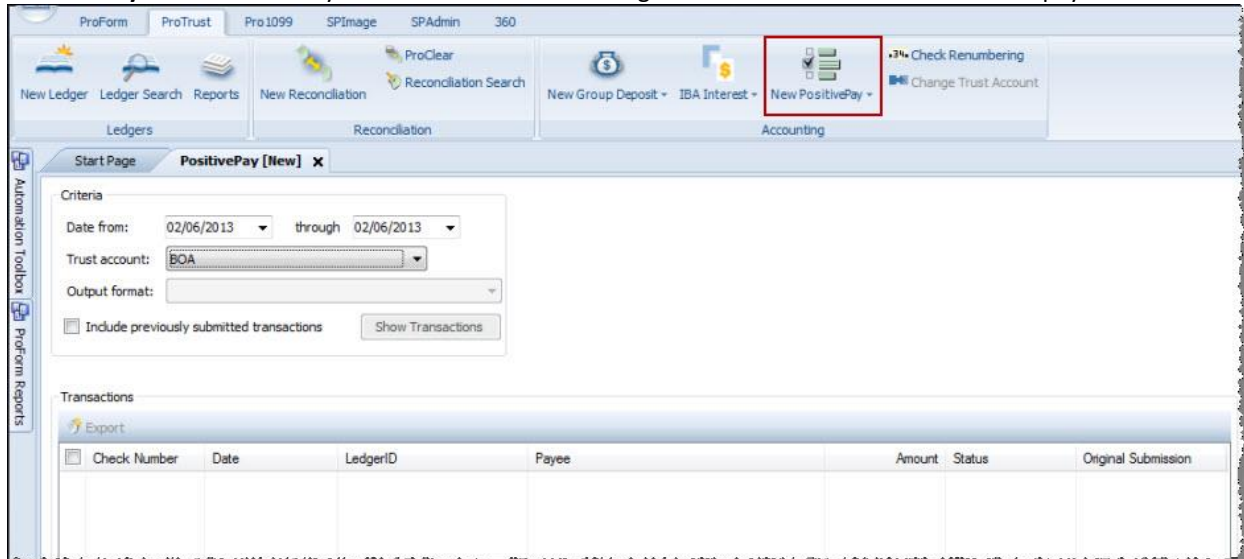
Before the file is made, users select the date range of checks to include in the file. After saving the file to the folder or disk of choice, users send the file to the bank. The checks are then authorized for payment by the bank, thus helping to prevent illicit check writing.

Creating a New Bank File

1. From **ProTrust**, select **New Positive Pay**.
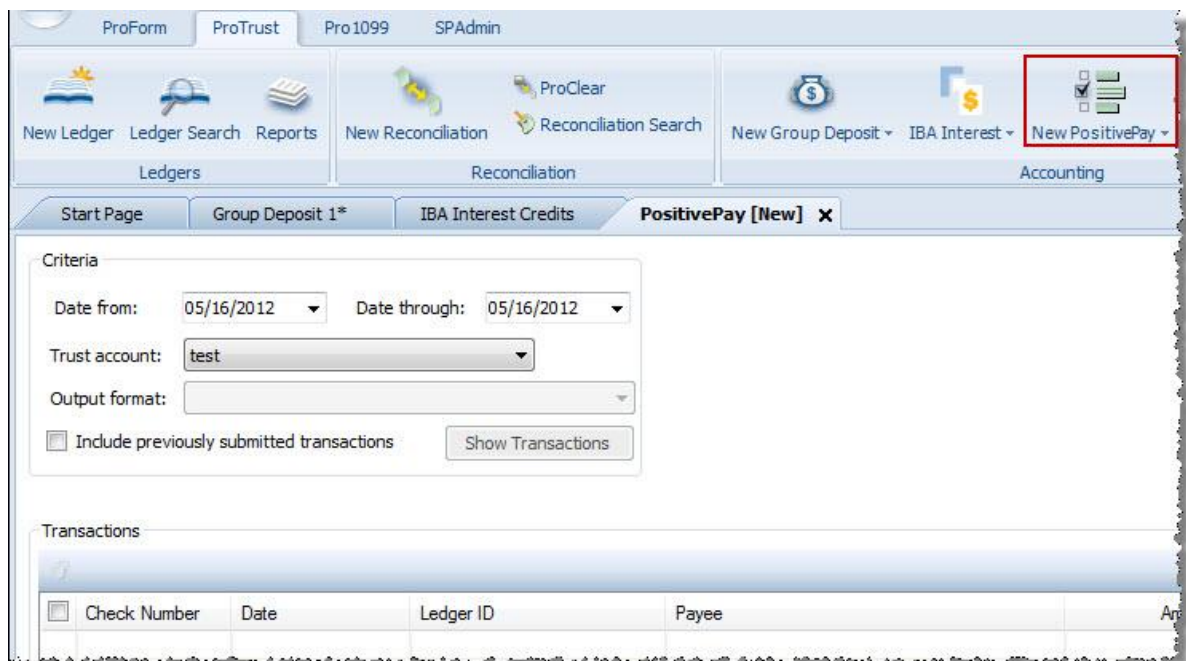
2. The **Criteria** fields are enabled. If no previous Positive pay runs have occurred, the **Date from** and **Date through** fields default to the system date. Once a Positive Pay run has occurred, the **Date from** defaults to the date of the last Positive Pay run. The **Date through** field defaults to the system date. Only checks within

the date range will appear in the transactions grid. Select the date range of checks that you want to include in the file.

3. Select a **Trust account**. If there is only one trust account assigned to the profile, that account is the default. If there are more than one available trust account in the profile, then the drop-down is enabled.

4. Select the **Output format**. The output format is the bank definition .xml file. If there is only one output file assigned, that file is the default. The bank output format is used to define the .txt file that is generated in the Positive Pay run process.

5. Select the **Include previously submitted transactions** checkbox to include them again in the file. **Include previously submitted transactions** is enabled and unchecked by default. If unchecked, only those checks meeting the criteria, but not included in a previous Positive Pay run, appear in the Transactions grid. If checked, all checks that meet the criteria entered will be in the Transactions grid.

6. Click **Show Transactions. Show transactions** is disabled until all criteria has been entered. Once all criteria is entered the field is enabled and the button can be selected.

7. Click **Go** to submit the file to the bank. After you have selected transactions for the output file and clicked the **Go** button, the **Results** grid displays. The rows of the Results grid display what has been included in the output file.

Recreating a Bank File

1. From ProTrust, select **Positive Pay Search** from the **New Positive Pay** action item drop-down.
2. The Previous Submissions dialog appears. **Enter the List session run prior to** date and click **Apply**.
3. Highlight the desired submission and click **Recreate**. The **Previous Run Date window** appears.
4. The date in the **List sessions run prior to** field defaults to the system date. You can change the date if necessary.
5. Click **Apply** (only if you change the date). The top 30 runs appear in descending order.
6. Select a run. Click **OK**.
7. Click **Go** to submit the file to the bank. After selecting transactions for the output file and clicking the **Go** button, the **Results grid** appears. The rows of the Results grid display what is included in the output file.

Check Renumbering Range

1. Select the **Trust Account.**

2. Enter the range of current check numbers to change in the **Current Check # Range** fields. *Numbers must be consecutive.*

3. Enter the new range of numbers in the **Revised Check # Range** fields. *Numbers must be consecutive. No fields may be blank*.

4. Click **OK**.

Change Trust Account

The Change Trust Account feature in ProTrust allows users to transfer current balances from an existing Trust Account to a new Trust Account. No new disbursements or deposits will be allowed in the existing account after the transfer.

This feature allows:

- for an automated and efficient bulk transfer of the balance of one trust account to another at the ledger level
- ledgers to contain transactions from two different trust accounts
- users to see the trust account associated with each transaction after the transfer

Changing a Trust Account

The ability to use the Change Trust Account feature is permission-based. The **Permissions** are set in SPAdmin under **Security/Permissions/ProTrust/Change Trust Account**.

Once appropriate permissions are granted, proceed as follows:

1. Add the new trust account to **SPAdmin.**

2. Click the **Reports** action icon on the ProTrust ribbon and print the Escrow **Trial Balance report** to get the current balance of the trust account.

3. In **ProTrust**, click the **Change Trust Account** action icon.

4. The **Change Trust Account Wizard** appears with a warning stating that the entire balance of one trust account will be moved to another and cannot be undone.

5. Click **Next** to continue or **Cancel** to exit out of the action.

6. After clicking Next, select the **Current trust account** from the drop-down choices and the **New trust account** and click **Next** to proceed. **Note:** The drop-downs will display all active trust accounts available to that profile.

7. A warning appears:
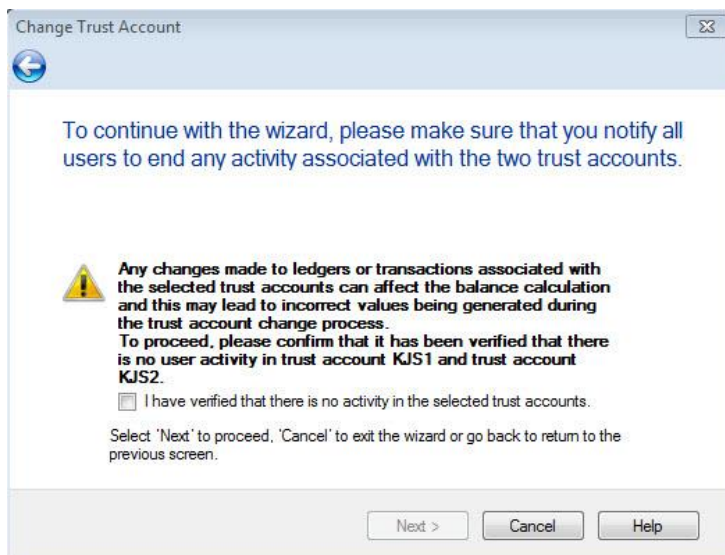
8. Check the verification box and click **Next** to continue
9. Enter the **Balance transfer amount** and click **Next**.
10. If the balance entered does not match the balance of the trust account from the Trial Balance report, a warning will appear:

11. Click **Yes** to continue or **No** to amend the balance amount to match the ledger. **Note: Override Calculated Balance** permission must be granted in SpAdmin to be able to continue when the balances do not match.
12. If the balanced entered matches the balance of the trust account as listed in the Trial Balance report, a warning message appears stating the action cannot be undone. Click the **Yes, I want to continue** box and **Next** to proceed
13. A confirmation window that the transfer has been completed successfully appears. Click **Finish** to exit out of the wizard.

Editing Transactions after Changing Trust Account

Users must have special permission to edit the old trust account's transactions after a trust account change occurs. The Transactions after trust account change must be granted in SPAdmin to enable this permission. This permission has Edit and Delete rights and is not granted to any user or group by default.

- **Edit:** users granted this permission can edit any transaction as normal, except for the following *excluded actions*:
  - change a transaction's amount
  - reassign transactions between ledgers

- repost any voided, stop pay, or deleted transactions
- manually post new transactions for the old account on ledgers affected by the trust account change.
- **Delete:** users granted this permission can delete any transaction as normal

About Reports

The Reports menu contains all of the reports users can run with ProTrust. To run a report, click **Reports** from **ProForm > Orders** and select the report from the menu. To run a daily or monthly report, click the **Daily** or **Monthly** sub-menu. To run 3-way reconciliation reports, click the **3-Way Reconciliation** sub-menu.

Reports Tree (collapsed view)

This is the default tree (collapsed view). Copy and customize the default tree to fit your workflow.
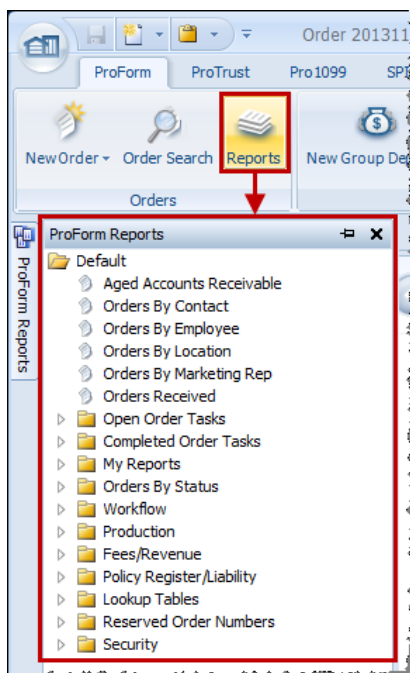
Reports not Shown in Tree

Some reports printed from ProTrust do not appear in the report tree. Instead, these reports are printed from buttons on the ledger, group deposit and other screens. These reports include:

- **Transaction History:** Printed from the ledger and register
- **Transaction Form:** Printed from the ledger and register
- **Deposit Slip:** Printed from the group deposit screen
- **Disbursement Summary:** Printed from the register
- **Order Balance Summary:** Printed from the register. Also available in ProForm ReadyDoc tree under **HUD-1 & Closing | Order Balance Sheets**. There is also an **Order Summary** that is in the ProForm ReadyDoc tree under the Order Tasks folder.
- Checks

Single Ledger Balance

The **Single Ledger Balance report** prints transaction detail and balances for a single, specified ledger only.

Depending on the report options selected, the report may or may not include pending and held transactions.

Receipts and Disbursements Report

Report Detail

The **Receipts and Disbursements Report** is a flexible tool used to view information about transactions in a trust account. Users can select to include all receipts and disbursements, outstanding receipts and/or disbursements, or pending receipts and/or disbursements in the report. Users can also run a report including only void checks or miscellaneous items.

Transactions included in the report can be sorted different ways. By default, transactions are sorted by ledger Firm File ID. Select to sort transactions within each ledger by reference/check numbers, transaction dates, or select to print totals only with no sorting. The Receipts & Disbursements Report can be printed in four formats: **outstanding**, **pending and held**, **void and stop payment** or **all**.

The Receipts & Disbursements Report contains the following information about transactions:

- Reference numbers
- Transaction dates
- Medium
- Firm file IDs
- Cleared dates (voided dates for void checks)
- Amounts
- Payee names
- Purpose/memos
- Ledger comment
- Total number of receipts/disbursements

Receipts and Disbursements (Outstanding) Report

Select this to specify the type of outstanding receipts and disbursements to include in the report. Select receipts and disbursements from a specific time period by entering an outstanding as of date. The report displays receipt and disbursement totals, and the amount of receipts less disbursements if both were included.

The Receipts and Disbursements report is used during reconciliation to verify outstanding receipts (deposits) and disbursements (checks) on the Proofing Balance Sheet of the Statement Proofing Register.

Receipts and Disbursements Report (Pending and Held)

The Receipts and disbursements report generates a list of receipts, disbursements or both. Select this to specify type of Pending and Held receipts and disbursements to be included in the report. The report displays receipt and disbursement totals, and the amount of receipts less disbursements if both were included.

Receipts and Disbursements Report (Voided and Stop Payment)

The Receipts & Disbursements Report is a flexible tool used to view information about transactions in a trust account. Users can include all void and stop payment receipts and disbursements in the report. Transactions included in this report can be sorted different ways. By default, transactions are sorted by Reference number. The Receipts & Disbursements Report contains the following information about transactions:

- Reference numbers
- Transaction dates
- Medium
- Firm file IDs
- Cleared dates (voided dates for void checks)
- Amounts
- Payee names
- Purpose/memos
- Ledger client/matter
- Ledger comment
- Total number of receipts/disbursements

Multiple Ledger Balance, Balances Only

The Multiple Ledgers Balances Report (Balances Only) is similar to the Multiple Ledgers Balances Report (with Detail) in that it allows users to print several Single Ledger Balance Reports at once. The difference is that only summary and balance information is displayed for each ledger included.

1. Select either the **General** folder or the **Reconciliation** folder then **Multiple Ledger Balance (Balances only)** report.
2. Enter the required fields: **Trust account code**, **Balances as of** and the **Sort** option.
3. Click **Ok**. The Multiple Ledger Balance report appears in the report window.
4. To print the report, click the **Applications** button.
5. Select **Print** from the **Print Options** menu.

Multiple Ledger Balance, with Detail

 Running a **Multiple Ledger Balance report with Detail** is an easy way to print several Single Ledger Balance reports at a time. The Multiple Ledger Balance detailed report exists mainly to show an accountant which ledgers do not have a zero balance on a given date. The report prints basic information about the ledger, plus all transactions within the date range.

Interest-Bearing Account Balances (With detail)

The Interest-Bearing Account Balances (With detail) report displays all transactions for interest-bearing accounts within a specified date range. This report also prints the beginning and ending balances for each account as well as basic account information.

IBA Interest Import

The IBA Interest Report displays information related to the IBA Interest Import. The IBA Interest report can be grouped by account and status. Users can display all results, errors only, or posted transactions only. The report is located in the general folder of the ProTrust report tree and displays the following information from the import file:

- Date the file was imported
- Name of the imported file
- Who imported the file
- IBA account number and holder
- Line number
- Order number
- Beginning balance
- Interest
- Ending balance
- Details on successful posts or reasons why the post failed

Escrow Trail Balance Report (with Detail)

The **Escrow Trial Balance detailed reports** exist mainly to show an accountant which ledgers do not have a zero balance on a given date. They print basic information about the ledger, plus all transactions within the date range.

Monthly Savings Report

The **Monthly Savings reports** are a consolidated view of the individual transaction type Monthly reports. They print all transactions within the date range for a given trust account, grouped by transaction type.

Group Deposits Report

The **Group Deposit** report enables users to view information about group deposits for a selected trust account and transaction date range, grouped by deposit number.

Periodic Totals by Ledger

The **Periodic Totals by Ledger Report** lists any ledger that has a transaction during the dates specified on the criteria dialog. If the report is run from 1/1/09 to 12/31/09 for example, then this report will pull up any receipt or any disbursement that falls between these dates. This report also prints Beginning and Ending balances.

Running Account Balance Report

The **Running Account Balance report** prints transaction detail and running balances by transaction date for a specified trust account. The report also shows the balance of a trust account on any day during a selected date range.

Running Ledger Balance Report

The **Running Ledger Balance report** prints transaction detail and running balances by transaction date during a selected date range for a single, specified ledger only.

Anticipated Incoming Wires

The Anticipated Incoming Wire report shows all receipts not yet received that were identified in the receipts register in ProForm as an anticipated wire.

ProClear Results

The ProClear Results report displays details for cleared transactions and any exceptions encountered during the transaction clearing process.

Reminders Report

A **Reminders report** provides users with a calendar of ledgers that require action on or before a given date (the reminder date). When adding or editing a ledger, users have the opportunity to enter a comment in the **Comment** field describing a particular action that needs to be taken, or explaining the funds held in escrow.
A date can also be entered into the **Reminder Date** field of a ledger to use with the comment. All ledgers with a Reminder Date on or before the date entered in the Reminders Report dialog are included in the report.

Overdraft Report

The **Overdraft report** includes any ledgers that have a negative balance as of the report date and includes basic information about the ledger as well as the last activity date, balance, and number of days the ledger has had a negative balance.

Dormant Activity Report

The **Dormant Activity report** tracks when a ledger has been inactive or dormant for six consecutive months and then has a transaction added or edited after the ledger is in a dormant state (or the time frame entered when the trust account code was established). The **Daily Dormant report** is a management report that includes transactions on dormant ledgers.

Disbursed Transferred Funds

The **Disbursed Transferred Funds report** displays a list of transfer types. This report can be run for Transfers on Fee, Transfer or Revenue ledgers..

IOLTA Report

The Interest on Lawyer's Trust Accounts (IOLTA) report displays information regarding the IOLTA such as ledger ID, escrow status, buyer/borrower, last activity date, balance and RFD.

Office Control Summary Report

The **Office Control Summary report** summarizes the overall trust account status. The daily report contains daily, monthly and yearly totals. The monthly report contains monthly and yearly totals. Users can compare the actual instruments issued that day (what they have in hand) along with the previous day's ending balance to the totals contained on the current day's report to verify that balances are accurate.

Dormant Ledgers Report

The **Dormant Ledgers report** details any ledgers that have not had any activity within 6 consecutive months (or the time frame entered when the trust account code was established).

The **Monthly Dormant report** is a cumulative report that keeps track of all dormant ledgers.

The **Daily Dormant report** is a management report that includes transactions on dormant ledgers.

Daily Savings Reports

The **Daily and Monthly Savings reports** are a consolidated view of the individual transaction type daily and monthly reports. The reports print all transactions within the date range for a given trust account, grouped by transaction type and include no ledger information except for the order number.

Missing Checks Report

The **Missing Checks report** displays a list of missing checks in a particular trust account. All existing check numbers are counted, and those check numbers (or range of check numbers) that are not found will be displayed. For instance, if checks 1-10 and 15-20 are found, check numbers 11-14 will be listed as missing checks.

Book Balance Report

The **Book Balance report** lists ledgers containing receipts, disbursements, or voided transactions within the date range specified in the report criteria. The Book Balance Report only includes Guaranty ledgers and is used for 3-way reconciliations.

The **Periodic Balance report** lists ledgers containing receipts, disbursements, or voided transactions within the date range specified in the report criteria. The book balance is computed by adding the beginning book balance for the period prior to the beginning date to receipts for the current period, then subtracting disbursements for the current period, and then adding back any voided transactions.

Escrow Account Reconciliation Summary

The Escrow Account Reconciliation Summary serves as an overall view of the month's reconciliation. It consists of the following four sections:

- **Escrow Trial Balance**
- **Book Balance:** matching the Book Balance report for Guaranty ledgers
- **Bank Balance:** matching the Statement Proofing Register
- **Adjusted Bank Balance:** the bank balance adjusted for Non-Guaranty ledger transactions

Statement Proofing Register

A statement proofing register can help users reconcile a trust account. The report is based on a cleared date entered before printing the report. Users can print a summary page or a proofing register in either a brief or fully-detailed format. Select either the Reconciliation folder or the 3-way Reconciliation folder, then Statement Proofing Register report.

The Statement Proofing Register report lists all bank transactions in a specified trust account which have cleared the bank in a given date range. The final page of the report displays summary information including the beginning bank account balance, totals of receipts and disbursements cleared during the date range and the ending bank account balance. Run this report to compare the data in the application to the data in the bank statement, allowing users to verify a correctly completed reconciliation.

As this report is used as a match against the bank statement, only the current transaction detail will be displayed. History of changes to a transaction (adjustments) are not required.

The report includes transaction detail based on the cleared date (not transaction date or trust accounting date), so the transaction and trust accounting date reports differ only in the computer account (book) balance and outstanding calculations on the summary page.

Bank Adjustments Report

When a company reconciles using the 3-way reconciliation method, they balance using guaranty ledgers. Guaranty ledgers are associated with a ProForm order. The ledgers in ProTrust that are not associated with an order, are non-guaranty ledgers such as Firm and Transfer ledgers.

When reconciling guaranty ledgers, the balance of the non-guaranty ledgers needs to be determined. The **Bank Adjustments report** determines the balance of the non-guaranty ledgers.

Licensing

Upon opening and successfully logging on to SoftPro Select for the first time, the application checks for a license key. If a key has not been entered, a prompt appears to call SoftPro to request a key. SoftPro will e-mail a license key file with the extension **.SPK**. To install the license key, double-click the **.SPK** file from any client workstation. A license is acquired the first time action is taken within a module (ProForm, ProTrust, SPImage, etc.). Simply navigating to the module's tab will not acquire a license. Likewise, opening the application will not acquire a ProForm license – action must be taken in ProForm.

Licenses for all modules are released when SoftPro Select is closed. Module licenses are also released when all module screens are closed and the user navigates to another module tab. For example, open SoftPro Select, view the ProForm start page, and click the ProTrust tab - no licenses are acquired. However, open the Reconciliation screen in ProTrust, and a ProTrust license is acquired. Leave the Reconciliation screen open and click the ProForm

tab, the ProTrust license is still acquired and will not be released until the Reconciliation screen is closed. This process takes approximately 3 minutes.

Exception: ProClear and Positive Pay are licensed separately from ProTrust.

SoftPro Sales

SoftPro's dedicated sales staff is ready to answer your questions.

Contact your account representative for information about the latest SoftPro products, the SoftPro Annual Maintenance Service Plan, Platinum Level Support Plan, upgrade options and prices, and more. Contact the SoftPro Solution Center with any technical questions or problems.

Contacting your SoftPro sales representative

Sales phone:	1 (800) 848-0143
Local calling area:	1 (919) 829-1122
Fax:	1-919-755-8350
Web:	www.softprocorp.com
Sales e-mail:	sales@softprocorp.com
Sales hours:	Monday to Friday from 8:30 A.M. to 5:30 P.M. EST.

Note: When sending e-mail, please include your company name, city, & state to ensure prompt handling of your request.

SoftPro Solution Center

SoftPro's technical support staff is the best in the industry. Use the information below to contact them.

SoftPro Solution Center phone:	1 (800) 848-0143
Local calling area:	(919) 829-1122
Fax:	(919) 755-8350
Web:	www.softprocorp.com
mySoftPro:	www.softprocorp.com/mySoftPro/mySoftProLogin.asp
	(Register with mySoftPro to access the Support Knowledge Base, Document Downloads, and more).
Solution Center hours	Monday to Friday, 8:00 A.M. to 5:30 P.M. EST.
Platinum Level Support hours	Monday to Friday, 8:00 A.M. to 10:00 P.M. EST. Saturday, 11:00 A.M. – 2:00 P.M. EST.

Before calling technical support, please have the following information ready:

- Program version number - select the **File Menu** button, then **Select Options** of SoftPro Select to find this information.
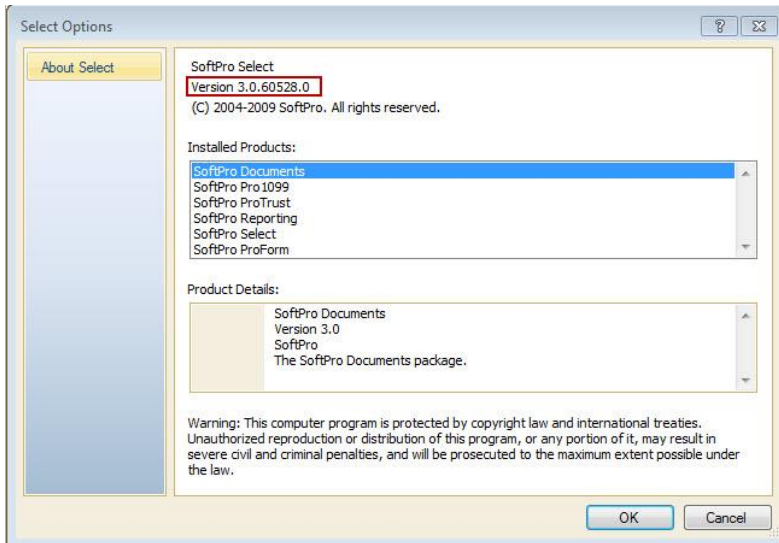
- Text of any error message you have encountered.
- Name and version number of your operating system.

Subscribing to SoftPro's annual maintenance service program can extend technical support service. Subscribing to platinum maintenance service gives you access to technical support for longer hours during the week and on Saturday. For more information, call **SoftPro Sales** at 800-848-0143. You can e-mail SoftPro Sales at **sales@softprocorp.com**.