## Quick Reference Guide

Version 1.0 July 2019

# ProTrust Quick Reference Guide





## PROTRUST QUICK REFERENCE GUIDE

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## **Initial Settings**

1. On the ProSuite Main Menu bar access "My Firm" in order to activate the trust settings:



- 2. When the firm page opens choose the "Settings" tab to set:
  - a) the PTT Payee
    - i. If the Property Transfer Tax is being paid from the Lawyer/Notary's General Account the payee should be set to the name of the firm
    - ii. If the Property Transfer Tax is being paid out of the Trust Account the payee should be set to: Land Title and Survey Authority of BC
  - b) the "Current TAF charge" (Trust Administration Fee)

Firm	Firm Personnel	Settings	Account Lib	rary M	lortgage Library	Adjustment	t Library	Undertakin		
	My Firms Se	ttings								
	Important! P	lease ensu	re that all it	ems have	been set correctly	<b>′</b>				
	Use Complet Firm Holds A Property Sea Client Pays P Listing Comm Victoria base Include Canc	ion Dates For Tax Account arch 2TT Directory nission Is Bein rd? celled Charge	r Report With Municipa to Minister of Ig Paid Separa s	ality Finance ately	Detailed Acco Brief Account Encumbrance Received Fun Create EFS? Vendor's Law	ount : is on Form B ids Clause yer Pays Cor	nmission			
		-								
	LTO	Client No 80	0727111							
	% Increase of Proper	rty Taxes 5.	5.00 %							
	Default Uti	lities Paid 🧕	Annually	Quarte						
	PST	Tax Rate 7.	00 %		HST Start Date	July 1, 201	0	•		
	GST	Tax Rate 5.	00 %		HST End Date	March 31, 2	2013	•		
	HST	Tax Rate 12	2.00 %	HST	Transition End Date	March 31, 2	2015	•		
	Default Docum	nent Path					Select a Fo	lder		
	Current TA	F charge \$1	15.00							
	P	TT Payee La	and Title & Sur	vey Author		۵ 🔍				
	Default	PTT Bank Te	est Credit Unio		۵ 🔍					
	EFS Docum	ent Path					Select a Fo	lder		





## Setting Up A Trust Account Within ProTrust

1. On the Main Menu bar access the Trust centre:



2. With the "Accounts" tab forward click on the "New" icon:

•	: Trust Accou	nting				-		 -	_			l			
B	Generate D	ocuments								No.	0	Ç2		🎋 😈	
	Name												~		
	Accounts	Cheque Search	Cheque Posting	Cheque Clearir	ng Rece	eipt Clearing	Final Reconciliation						-		
															Ê
		Disabled/Inactive	Account Balance	should be \$0.0	00 to Deac	tivate									
		Account Name													
		Account Number	G	eneral Account											
		Bank				۹ 🔶									
		Open Balance	\$0.00 I	nterest Bearing											
		Open Cheque#	0	Interest Rate	\$0.00										
				From		Ŧ									
		Current Balance	\$0.00	То		~									
	=	Monthly	\$0.00	Yearly	\$0.00										
		Monthly	\$0.00	Yearly	\$0.00										
nting		Opening Balances	s for Each Month for I	Each Year											

3. Input an Account Name (i.e. CIBC for Canadian Imperial Bank of Commerce). The same name can be used to create a new contact for the Bank:

Accou	nts	Cheque Search	Cheque Posting	Cheque Cleari	ng	Receipt Clearing	Final Reconciliation
	D	isabled/Inactive	Account Balance	ce should be \$0.	00 to	Deactivate	
-	⇒	Account Name					
	ļ	Account Number		General Account			
E		Bank				Q 🕂	
		Open Balance	\$0.00	Interest Bearing			
		Open Cheque#	0	Interest Rate	\$0.00		
				From		Ŧ	
		Current Balance	\$0.00	То		Ŧ	
	_	Monthly	\$0.00	Yearly	\$0.00		
		Monthly	\$0.00	Vearly	¢0.00		
	_	Monuny	ş0.00	Tearry	ş0.00		
	O	pening Balance	s for Each Month fo	r Each Year			





4. Once a Bank name has been entered click on the "New" icon located at the end of the data entry area to open the new contact:

New : Contact (Bank)			
Generate Documents		🖻 🚳 🏥 🎋	U
lame FTB	Type Bank		
Contact Details	ignatory Other Addresses Notes		-
Contact Status	Shared Access	<b></b> .	~
			_
Contact Name	-18		
Contact Type	3ank ▼		_
Contact Scope	Firm ▼		
Which Office	Primary Address 🔹		
Name on Doc	Fran's Test Bank		
Street	12345 Finance Street	Work Phone 230-123-4567	
City	Any City	Home Phone	
Postal Code	/3C 6B5	Cell Phone	
Province	British Columbia	Fax	
Country	Canada	E-Mail	
ontac		WebPage	

- 5. Make sure the Contact Scope is set to "**Firm**". Complete the contact information with the information that is required by the bank to be printed on the cheques:
  - a. Name on Doc
  - b. Street
  - c. City
  - d. Postal Code
  - e. Work Phone (if the bank phone number is to appear on cheques)

## NOTE: Please make sure this bank is added as a "Firm" contact!

- 6. Save these changes.
- 7. Access the "Details" tab:

🖳 FTB : Contact (Bank)		And the owner wanted				X	
Generate Documents			1ª	0	<b>P</b>	🎋 😈	
Name FTB	Type Bank					] ф	
Contact Details Signatory O	Other Addresses Notes						
						$  \checkmark$	
Account No 123=456							
Transit No 9876	Bank Detail						Save
Institution 003							
Registration No							

- 8. Complete:
  - a. Account No. for any spaces in the account number please insert an equal sign (=);
  - b. Transit No.
  - c. Institution





9. Save these changes and close the contact to return to the Account tab.

Disabled/Inactive	Account Bala	nce should be \$0.	00 to Deactivate
Account Name	FTB		
Account Number	123=456	General Account	
Bank	FTB		۵ 🔍
Open Balance	\$0.00	Interest Bearing	
Open Cheque#	000010	Interest Rate	\$0.00
		From	
Current Balance	\$0.00	То	Ŧ
Monthly	\$0.00	Yearly	\$0.00
Monthly	\$0.00	Yearly	\$0.00

- a. The "Open Balance" should be left at \$0.00, even if you have opened the account and deposited funds for the Float Fund. The Float Fund is moneys that are to cover items such as service charges or interest that may be paid.
- b. The "Open Cheque#" should be completed with the **last** number of any cheques the bank may have provided to you (i.e. if 10 cheques were provided and the number on the last cheque is 00010 this is the number that should be entered.
- 10. Save these changes. The Account Number will then appear for this bank.
- 11. Follow this same procedure (2 10 above) to add additional trust accounts.
- 12. Close the Trust centre.
- 13. Create a Float Fund file for each trust account that has been opened and funds deposited: a. Access the "General" tab mark this file as "TAF Exempt" and choose the Default Trust
  - Access the "General" tab mark this file as "TAF Exempt" and choose the Default frust Account
  - b. Access the "Trust" tab and receipt the funds that were deposited as your float funds

ProTrust will record the funds that are receipted into the Trust centre and will be shown in the "Current Balance" for this trust account:

Disabled/Inactive	Account Bala	nce should be \$0.00 to Deactivate									
Account Name	FTB	В									
Account Number	123=456	General Account									
Bank	FTB	۵ 🔍									
Open Balance	\$0.00	Interest Bearing									
Open Cheque#	000010	Interest Rate \$0.00									
		From									
Current Balance	\$200.00	То									





## Using ProTrust Within A Transaction

#### **Cheques**

1. Some of the tabs within ProSuite offer the option to requisition a cheque (i.e. Property Transfer Tax in the Land Value Tab, the Commissions tab, the Account tab):

Leg	al	Searches	Land V	alue	Charges Remov	ed	Charges On	Mobile Home			
	Pur	chase Price - (	GST - Reb	ate							
		Auto-	Calculate	$\checkmark$	Calculate GST	r 🗹	Use Consider	ation?			Apply 2% Transitic
	GST	Included in La	and Value	<b>V</b> 6	Eligible for Rebate		Define Consider	ation \$ \$339,147	.29	Other	
		Gross La	nd Value	\$350,	000.00		\$350,000.00				
		Net La	nd Value	\$339,	147.29		(Gross:\$350,00	0.00 + Addition:\$0	00.00) / Fact	or:1.0320	=> \$339,147.2868
			GST	\$16,9	57.36		Net:\$339,147.2	868 * Tax:0.05 =	> \$16,957.3	643	
	Total GST Rebate \$6,104.65						GST: \$16,957.3	643 * RebatePerce	entage: 36.0	0% => \$	6,104.6511
			Net GST	\$10,8	52.71		GST:\$16,957.36	543 - Total GST Re	bate:\$6,104	.6511 =>	\$10,852.7132
		Tot	al Taxes	\$10,8	52.71		Net GST:\$10,85	2.7132 => \$10,8	52.7132		
	Pro	perty Transfe	r Tax (PTT	г)							
		G	Fross PTT	\$4,78	2.95						
		1st Tir	me Buyer	0.00	%		Not eligible if lar	or value exceeds \$	500,000.00	and \$400	000.00)
		R	eduction	\$0.00	)		(Note partial ex	emption between s	ə+/3,000.00	anu şəsə	,555,00)
			Net PTT	\$4,78	2.95						
	=	Cheque Re	equisition	0 Che	ques …						





2. To requisition a cheque click into the Cheques area to access the Trust Cheques dialogue. Choose the appropriate bank from which the funds are to be drawn:

🖳 Tru	ist Cheques						GST Surve	ey/Tit
Stat	tus	#	Account			Amount	e	
Ø. OK		0	Capital C	One Ba	•	\$4,782	2.95	
			Acco	ount Nam	e	Current Balance	Total Balance	-
			jcak	e transfe	r	5000.00	-333001.00	
		Ban	k of Mont	re	0.00	200000.00		
			NTB			0.00	100.00	
			jcak	e new		0.00	-150.00	
			FTB			0.00	200.00	U
Numbe	er Of Cheques 1 Che	que	× Cano	Ban	k	Capital One Bank	(Canada Branch)	,104.0
_	Total Taxes	\$10,852.71			Net	GST:\$10,852.713	2 => \$10,852.7132	
Proper	ty Transfer Tax (PTT	)						
	Gross PTT	\$4,782.95			Not	elicible if land valu	a avcaada \$500.000	0.00
	1st Time Buyer	0.00 %			Mot	to partial evenation	n between \$475.000	0.00
	Reduction	\$0.00			(140	te par uar exemptio	n between 9473,000	0.007
	Net PTT	\$4,782.95						
	Cheque Requisition	1 Cheque		•				

- 3. These cheque requisitions will be carried forward to the Trust tab with an issue date of the Completion Date.
- 4. The same scenario can be followed in the Buyer's Other Adjustments and Seller's Other Adjustments tabs for any adjustments that you will be responsible to pay.





5. Cheques can also be manually created when necessary on the "Cheques" subtab of the "Trust" tab for that file:

File	2	Notes/Sha	are	Prope	erty	General	Parties	Mortgages	Taxes/Comm	GST	Survey/Title Ins	Strata/Ins	Undertaking	Accounts	Adjustments	Trust
	Re	eceipts	Che	ques	Trust	In/Out										
	>															
			Che	eques	1											
				Тур	pe 0	) Cheque ) Electronic ) File / Matt	Funds Tran er Transfer	sfer (EFT)								
		Ret	ference	e Numb	er											
			Da	ite Issue	ed			-								
			Fro	om Whe	re Ma	anually Crea	ited Cheque									
				Amou	nt \$0	.00		Trust A	ccount		-					
3		Che	que De	escriptio	on											
VEV											<b>T</b>					
SUR				Poste	d?			▼ Can	celled?		-					
DEC.1	es:			Cashe	d?			1	Void?		-					
ATT	neau			Holdba	ick			•								
1s	Ċ			Paye	ee						Q 🛟					
ust			Is	s Payee	a 🔲	Client?										

#### **Receipts**

6. When funds are received for this transaction they should be recorded in the "Receipts" subtab of the "Trust" tab for that file:

File	Notes/Share Property		General	Parties	Mortgages	Taxes/Comm	GST	Survey/Title Ins	Strata/Ins	Undertaking	Accounts	Adjustments	Trust	
	Rece	ipts C	heques Trust	In/Out										
	>>													
			Receipts											
			Trust Account	FTB			<b>\$</b>							
		Dat	te/Time Received	November	7, 2015									
			Deposit Type	Cheque	•									
			Deposit Amount	\$79,605.5	4	<b>4</b>								
		Dat	e/Time Deposited	November	12, 2015		<b>;</b>							
			Reconciled?	$\checkmark$										
			Description	Funds rec	eived from o	lient		-	<u>^</u>					
	5													
	,605													
	: \$79								-					
	FTB		Cheque No		•	<b>_</b>								
	ts :		Bank Receipt No											
	eceip		Cheque From					0	<b>-</b>					
	æ		Erom Client?					_	•					
			Deperited Pv2					0	A.					
			Deposited By?					~	<b>e</b>					

- a. Check that the appropriate Trust Account is shown
- b. Check the date the funds were received
- c. Input the amount that you deposited into the trust account at that bank
- d. Input the date that the funds were actually deposited
- e. Input a description of the deposit
- f. Record the Cheque No. and Bank Receipt No.





- 7. Save the entry.
- 8. Click the New icon to receipt any other funds that were received and deposited.
- 9. If it becomes necessary to cancel a receipt that has been created, recommended best practice is to manually create a cheque as an offsetting entry to ensure accurate data for the reconciliation. An explanation of the circumstances can be included in the Cheque Description field.

File	Notes	/Share	Prope	rty	General	Parties	Mortgages	Taxes/Comm	GST	Survey/Title Ins	Strata/Ins	Undertaking	Accounts	Adjustments	Trust
	Receipts	s Che	eques	Trust I	in/Out						*				
	>														
		Ch	eques												
			Тур	e 0	Cheque Electronic File / Matte	Funds Trans er Transfer	fer (EFT)								
		Reference	ce Numbe	er											
		Da	ate Issue	ed 📃			-								
		Fr	om Wher	e Man	nually Crea	ted Cheque				→					
			Amour	nt \$0.0	00		Trust	Account		*					
3		Cheque D	Descriptio	n						÷ 🛌	_				
VEV															
SUR			Postec	1?			* C	ancelled?		*					
EC.	es		Cashed	12			1	Void?		*					
ATE	edn		Holdbad	sk			-								
1.S	5		Paye	e						Q 🐣					
ust :		1	Is Payee	a 🔲 C	lient?										





## Printer Setup

- 1. It is recommended that a dedicated printer be used for the cheques see the attached Appendix A for details.
- 2. Cheques are ordered by emailing <u>inquiries@doprocess.com</u> and requesting the cheques see the attached Appendix A for details.
- 3. To download the necessary fonts to be used for the cheques access the "User" icon on the Main Menu bar:



4. Access the "Settings" tab and click on "Install OCR fonts". A message will appear warning that these fonts will be installed temporarily. Make a note of where these fonts are being stored and click "Yes":

en P	Broo	ks : My Set	tings		-				1.1 100		100	-	- 2				5
h	Ger	nerate Doci	uments											1 al	0	<b>P</b>	
I	lame	FBrooks															
	Per	sonal Info	Additio	nal Info	Login Info	Third Party Accounts	Settings	My Holidays	My Internet Conne	ction							
		Admin	File Matte	r													
		Docu	ment Path						Select A Folder								
			EFS Path						Select A Folder								
				Create	e folder for each	n file matter											
				Show I	News on Startup	þ											
					oSuite Trust 8	3 2 2730											
				Noti	osuite must b	0616.5.2											
					Contin Please	ue with Temporary Install: note that these fonts will	be installed tem	porarily, when t	he computer is shut do	wn the fon	ts will be ren	noved.					
rooks					To inst and th	tall the fonts permanently, ien install the fonts from fo	a person in you Ider "C:\Users\	ur office with Op fbrook01\Docum	erating System Adminis ents\ProSuite\Fonts".	strator right	s must log o	nto your con	nputer,				
 				-			-	Yes	No								
etting																	
My St					Update l	ocal LTO files											
					Instal	I OCR fonts											

5. These fonts can be permanently downloaded by copying them from the folder as set out in the warning to the Windows/Fonts folder. If the fonts are not copied to the Windows/Fonts folder they will need to be downloaded the next time you log into ProSuite.





- 6. To print the cheques access the "Generate Documents" icon and select (C-200) Trust Reconciliation Cheques. All cheques that have been requisitioned will generate and can be printed.
- Once the cheques have been printed be sure to input the "Posted?" date within the file. Marking the Posted date will eliminate the possibility of printing the same cheque twice. It is very important that this posting be completed on a daily or weekly basis.





#### Month End Reconciliation

- 1. From the bank statement that has been received from the financial institution for the previous month, **record in the Float Fund file for that bank any service charges or interest** that the bank has charged or credited to that trust account.
- 2. Access the Trust centre on the Main Menu bar and choose the "Cheque Clearing" tab:

2							
enerate Documents					P	0	
e							
ccounts Cheque Search Cheque Posting	Cheque Clearing Receipt	Clearing Final Reconciliation					
Start Date June 1, 2013	End Date November 30, 2015						
File Matter		Payee	Date Issued	Cheque	Amount	Date	Clea
File Matter  Test STG File		Payee Co-Operators Insurance (Coquitlam)	Date Issued Nov 13, 2015	Cheque 16	Amount \$35.00	Date	Clea
File Matter  Test STG File  Test STG File		Payee Co-Operators Insurance (Coquitlam) Baywest Management Local	Date Issued Nov 13, 2015 Nov 13, 2015	Cheque 16 15	Amount \$35.00 \$50.00	Date	Clea
File Matter  Test STG File  Test STG File  Test STG File		Payee Co-Operators Insurance (Coquitlam) Baywest Management Local Stewart Title Guaranty Company	Date Issued Nov 13, 2015 Nov 13, 2015 Nov 13, 2015	Cheque 16 15 19	Amount \$35.00 \$50.00 \$200.00	Date Date	Clea
File Matter       Test STG File       Test STG File       Test STG File       Test STG File		Payee Co-Operators Insurance (Coquitiam) Baywest Management Local Stewart Title Guaranty Company Burke Law Corporation	Date Issued           Nov 13, 2015	Cheque 16 15 19 18	Amount \$35.00 \$50.00 \$200.00 \$334,762.55	Date Date	Clea
File Matter       Test STG File		Payee Co-Operators Insurance (Coquitam) Baywest Management Local Stewart Title Guaranty Company Burke Law Corporation Do Process Law Practice LLB	Date Issued           Nov 13, 2015	Cheque 16 15 19 18 12	Amount \$35.00 \$50.00 \$200.00 \$334,762.55 \$1,300.00	Date Date D	Clea
File Matter       Test STG File		Payee Co-Operators Insurance (Coguitam) Baywest Management Local Stewart Title Guaranty Company Burke Law Corporation Do Process Law Practice LLB Land Title & Survey Authority of BC	Date Issued           Nov 13, 2015	Cheque 16 15 19 18 12 11	Amount \$35.00 \$200.00 \$334,762.55 \$1,300.00 \$4,782.91	Date Date	Clea
File Matter       Test STG File       Test STG File		Payee Co-Operators Insurance (Coquitam) Baywest Management Local Stewart Title Guaranty Company Burke Law Corporation Do Process Law Practice LLB Land Title & Survey Authority of BC Century 21 Coastal Really Ltd.	Date Issued           Nov 13, 2015           Nov 13, 2015	Cheque 16 15 19 18 12 11 11 14	Amount \$35.00 \$50.00 \$334,762.3 \$1,300.00 \$4,782.91 \$3,400.00	Date Date D	Clea

- a. The start date will default to the date ProTrust was activated
- b. Choose the End Date
- c. Choose the Bank Account
- d. Choose either Search on Date Issued OR Search on Date Posted
- e. Click the "Search"
- f. Using the bank statement mark all cheques that have cleared the account in that month *as well as any other debits, ie. service charges recorded in the float fund file*, with a "Date Cleared"

#### OR

Cheque Clearing     Default Dates       Set Cleared     Set All       Reset Cleared     Reset All	Total Cleared \$0.0
---	---------------------

- g. Set the "Default Dates" located at the bottom to the end of the month the cheques cleared the bank and the "Set Cleared" button can be used to clear the cheque.
- 3. Access the "Reports" on the Main Menu bar and access "Trust Account"





#### 4. Generate, save and print each of the Reports:

🖳 Reporting	: Reporting					
Genera	te Documents					
Name Re	porting					
File Mat	tter Trust Account					
TI G R C C C C C C C TI TI TI TI TI	rust Liability (All Banks) eneral Ledger eccipts theques This Period theques Cleared This Period butstanding Cheques loldback Cheques rust Account List AF for this Period rust Reconciliation Detail	Period 11/1/2015 The purpose of this report all monies going out and re previous month for each a for this reporting period. (e only. If reconciling Februa opening balance section u report is February 1 the la	: show that all monie econciles. The recor eccount must be ent e.g. This report is b ary, the January rec nder Trust Accounts ist day of February.	es in the trust nciled balance tered as the op ased on the o conciled balance s tab. So the s	Go! accounts equa from the pening balance urrent month ce will go in the scope of the	

- a. Trust Liability Report this will include all the banks set up for use with ProTrust for the Period to be reconciled choose the Period and click "Go!"
- b. The balance of the Reports are bank specific, therefore choose the Period to be reconciled and click "Go!" These Reports should also be saved and printed.
   NOTE: There is an explanation on the right that describes the purpose of each Report
- 5. Return to the Trust centre on the Main Menu bar and access the "Final Reconciliation" tab: Accounts Cheque Search Cheque Posting Cheque Clearing Receipt Clearing Final Reconciliation

Start Date November 1, 2015	Reconciled Print	IMPORTANT: PRINT & SAVE this Final Reconciliation document as the "Bank Balance from Statement" and "Less Outstanding Cheques NOT in System" fields will NOT be retained
Bank Balance from Statement (Enter this from your Bank Statement)	\$352,6þ5.54	
Less Outstanding Cheques NOT in System (Enter total of all Outstanding Cheques not currently in the System)	υ	
Less Outstanding Cheques in System	\$352,405.54	]
Equals True Bank Balance (Balance - Other System Outstanding - ProTrust Outstanding)	\$200.00	]
Closing Balance (Trust Liability Report Closing Balance) (Opening Balance for the Next Month/Period)	\$200.00	]
Balance Is (\$0.00 means Bank Statement and Trust records balance)	\$0.00	]

- a. Choose the start date for the period to be reconciled
- b. Choose the bank account





- c. Input the balance shown on the bank statement as the end of that period balance
- d. ProTrust will calculate the outstanding cheques, True Bank Balance, Closing Balance and the Balance
- e. The account is reconciled when the bottom Balance Is \$0.00
- f. This should be printed by using the "Print" button and saved
- g. Lastly the "Reconciled" should be checked which will trigger the opening balance for the next month to be automatically inserted in the account record under the "Accounts" tab and this period being marked as reconciled
- 6. Each trust account that is used will require this same process of reconciliation for each period.





## When Your Monthly Reconciliation Doesn't Balance

The following are items to review if your ProTrust reconciliation does not balance:

- 1. Have all of the Trust Reports been produced and checked for accuracy?
- 2. Have non-matter related entries been accurately recorded in the applicable float fund file? This would include items such as interest deposits recorded on the Receipts tab and/or bank fees recorded on the Cheques tab.
- 3. Have all cheques been accurately posted?
  - a. Review the Cheque Posting tab are there cheques showing that should be marked as posted?
- 4. Have all cheques been accurately cleared?
  - a. Review the Cheque Clearing tab are there cheques showing that should be marked as cleared?
  - b. Compare the Cheques Cleared this Period report to the bank statement. Each cheque/withdrawal shown on the bank statement should have a corresponding entry on the Cheques Cleared this Period report, including float fund entries and total debits/withdrawals.
  - c. Were any cheques written on the bank account being reconciled outside of ProTrust? The amount of those cheques must be entered in the "Less Outstanding Cheques NOT in System" section of the Reconciliation.
- 5. Have all receipts been accurately entered?
  - a. Compare the Receipts report to the bank statement. Each credit/deposit shown on the bank statement should have a corresponding entry on the Receipts report.
- 6. Check dates on cheques and receipts are they entered correctly?
  - a. Double check entries made in the month following the month being reconciled, ie. is there a receipt dated June that was actually received in July; is there a cheque cashed (cleared) in July but marked as June?
  - b. Is there a cheque with a posted date that is AFTER the cashed date?
- 7. Has a cheque been mistakenly marked as Void or Cancelled?
- 8. Has a cheque been marked with a Void or Cancelled date that is BEFORE the Posted date?
- 9. Have reconciliations balanced for all previous months? This must be done to ensure an accurate opening balance.





If changes must be made to any entries from previous months, all intervening months must be unreconciled by unselecting the Reconciled check box on the Accounts tab of the Trust centre:

Accounts	Cheque Search	Cheo	que Posting	Cheque	Clearing	Receipt Clearing	Fina	al Reconciliation					
Accounts :	dh New Bank 201	<											
dh New B	ank 2016		Disabled	/Inactive	Accour	nt Balance should b	e \$0.	00 to Deactivate					
Test Bank	c dhh		Accou	unt Name	dhnewbank								
TEST Ban	k of BC		Account	t Number	88888888	General Ac	count						
Adrian No	otReal Bank			Bank	dh New Ban	k 2016			Q	]			
Bank of M	Iontreal - ps		Oper	Balance	\$0.00	Interest Be	earing						
North Sho	ore Credit Union (Main		Open (	Cheque#	001677	Interest	Rate	\$0.00		]			
CIBC - ps	1			•			From		-				
CIBC Mor	tgages - ps		Curren	t Balance	\$1,112,536	47	То		÷.				
CIBC (10	0 Mile House)				<i>\\\\\\\\\\\\\</i>								
Scotiabar	nk (TesT)			Monthly	\$0.00	1	/early	\$300.00					
Credit Un	ion Test			Monthly	\$0.00		/early	\$200.00					
TEST Ban	k of BC - PS								_	]			
Royal Bar	nk of Canada - PS		Opening	Balances	for Each M	Month for Each Yea	ar						
Kootney (	Credit Union - dh		Year		Month			Opening Balance			Reconci	ed	
Test Bank	of Canada - dh2			2019	July					\$500.00			
Royal Bar	nk of Canada (Montre	al		2019	June					\$0.00	1		≡
Scotiabar	nk (TesT)			2019	May					\$0.00			
TD Canad	la Trust (1055 Dunsm	uir)		2019	April					\$0.00			

Make any necessary change(s) and then re-reconcile each month on the Final Reconciliation tab:

Accounts	Cheque Search	Cheque Posting	Cheque Clearing	Receipt Clearing	Final Reconc	iliation	
W	Start Date June 1, /hich Account dhnewt	, 2019 bank	<b>•</b>	Reconciled	Print	(MPORT as the " Cheques	ANT: PRINT & SAVE this Final Reconciliation document Bank Balance from Statement" and "Less Outstanding s NOT in System" fields will NOT be retained
B (	Bank Balance fro Enter this from your B	om Statement ank Statement)			\$303,229.20		
L(	ess Outstanding Enter total of all Outsta	g Cheques NO anding Cheques not	T in System currently in the System	)			
L	ess Outstanding	g Cheques in S	System		\$302,729.20		
E (E	quals True Ban Balance - Other System	k Balance m Outstanding - ProT	rust Outstanding)		\$500.00		
C (t	losing Balance Trust Liability Report C Opening Balance for th	losing Balance) ne Next Month/Period	0		\$500.00		
B (1	alance Is \$0.00 means Bank Stai	tement and Trust rec	ords balance)		\$0.00		





#### **RECOMMENDED BEST PRACTICE:**

- Do not mark a cheque as posted until it has been printed
- Immediately after printing cheques, mark them as posted in addition to accurate record keeping this will prevent printing a cheque more than once
- Do not mark a cheque as cleared unless it appears on the bank statement
- Do not create a receipt until the funds have been deposited/received into the trust account

If you require additional assistance with your Final Reconciliation, please contact your Notary Society representative for trust matters.





## Appendix A

The following is some information with respect to ProTrust:

The Trust feature helps you manage transactions for all your Trust Account Float Funds and Client's moneys. It includes a full month end reconciliation and reporting feature. To start using the **ProTrust** module the appropriate equipment is purchased and then the **Trust** right is enabled to your firm and your Firm Administrator. Your firm's Firm Administrator (usually the Notary) can then provide that Trust right to your staff's user profiles who will be using ProTrust. No further charges for use, set up, training, and support are incurred. Please find an overview of Trust feature below:

#### Printer and Toner Cartridge

A dedicated printer capable of printing with MICR Magnetic Toner and a MICR Magnetic Toner cartridge are required if you would like to use the Trust feature.

#### **Cheque Paper**

ProSuite Trust creates cheques directly to this dedicated printer using blank cheque paper (1,000 sheets/pkg). Currently, this paper is available by email request from <u>inquiries@doprocess.com</u>. For cost information <u>click here</u>.

#### **MICR Fonts**

Each computer that will be generating and printing the ProSuite (C-200) Default Cheque document will require specific fonts to be copied and pasted into the Windows/Fonts folder. If you get a new computer or an older computer has a new operating system installed, the fonts that we will send you would first be copied to My Documents then moved to the Windows/Fonts folder. If you decide to move forward these fonts will be emailed to you on start up.