

Quick
Reference
Guide

Version 1.0
July 2019

ProTrust
Quick Reference Guide

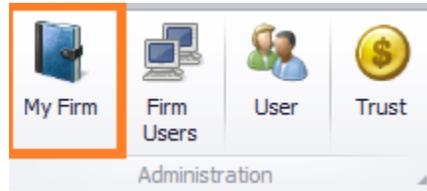
PROTRUST QUICK REFERENCE GUIDE

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Initial Settings

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

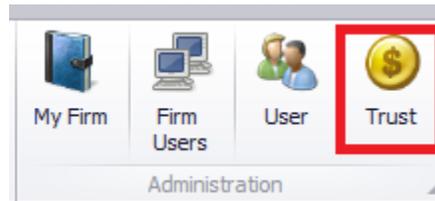


- When the firm page opens choose the "Settings" tab to set:
 - the PTT Payee
 - If the Property Transfer Tax is being paid from the Lawyer/Notary's General Account the payee should be set to the name of the firm
 - If the Property Transfer Tax is being paid out of the Trust Account the payee should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

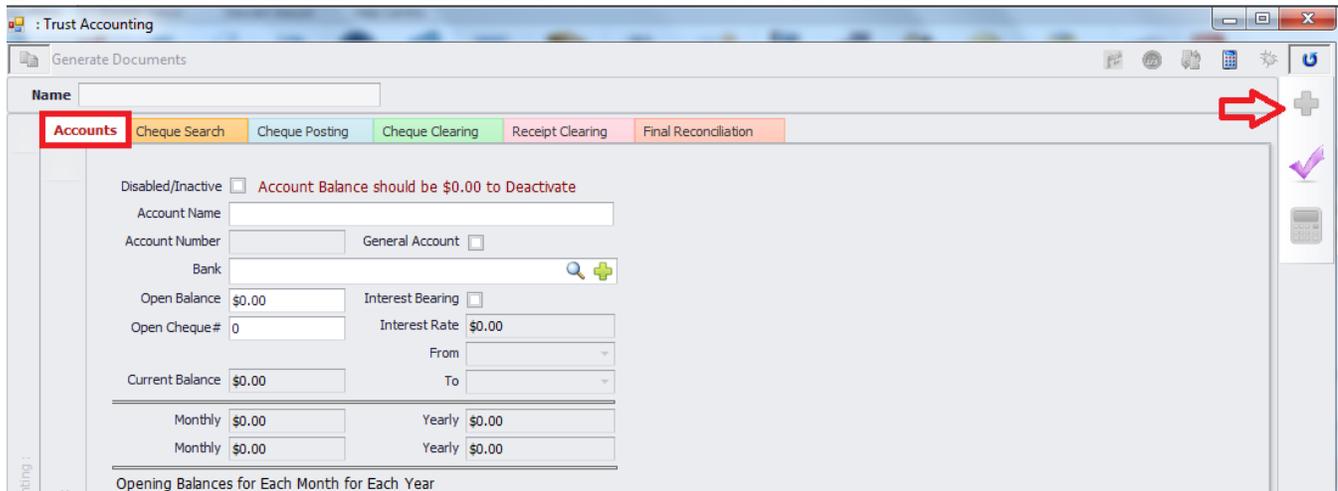
Firm	Firm Personnel	Settings	Account Library	Mortgage Library	Adjustment Library	Undertaking
My Firms Settings						
Important! Please ensure that all items have been set correctly						
<input checked="" type="checkbox"/>	Use Completion Dates For Report	<input checked="" type="checkbox"/>	Detailed Account			
<input checked="" type="checkbox"/>	Firm Holds A Tax Account With Municipality	<input type="checkbox"/>	Brief Account			
<input checked="" type="checkbox"/>	Property Search	<input checked="" type="checkbox"/>	Encumbrances on Form B			
<input type="checkbox"/>	Client Pays PTT Directory to Minister of Finance	<input checked="" type="checkbox"/>	Received Funds Clause			
<input checked="" type="checkbox"/>	Listing Commission Is Being Paid Separately	<input checked="" type="checkbox"/>	Create EFS?			
<input type="checkbox"/>	Victoria based?	<input type="checkbox"/>	Vendor's Lawyer Pays Commission			
<input type="checkbox"/>	Include Cancelled Charges	<input type="checkbox"/>	Interior HOG			
<hr/>						
LTO Client No	80727111					
% Increase of Property Taxes	5.00 %					
Default Utilities Paid	<input checked="" type="radio"/> Annually <input type="radio"/> Quarterly <input type="radio"/> Other					
<hr/>						
PST Tax Rate	7.00 %	HST Start Date	July 1, 2010			
GST Tax Rate	5.00 %	HST End Date	March 31, 2013			
HST Tax Rate	12.00 %	HST Transition End Date	March 31, 2015			
<hr/>						
Default Document Path						Select a Folder
Current TAF charge	\$15.00					
PTT Payee	Land Title & Survey Authority of BC					
Default PTT Bank	Test Credit Union					
EFS Document Path						Select a Folder

Setting Up A Trust Account Within ProTrust

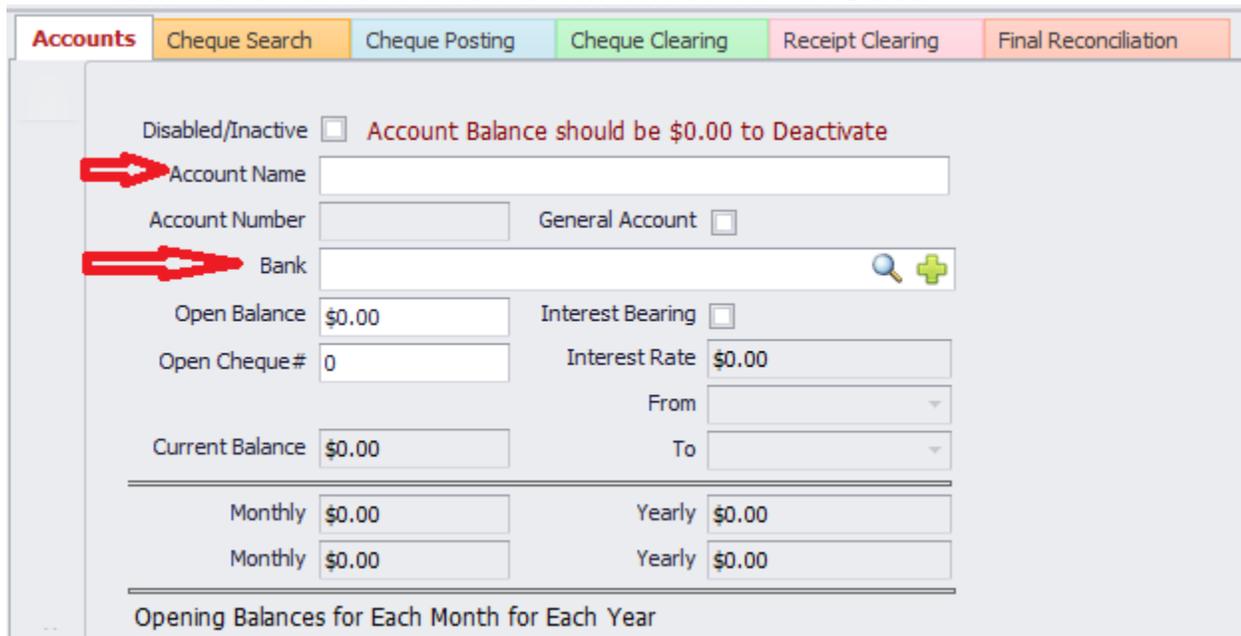
1. On the Main Menu bar access the Trust centre:



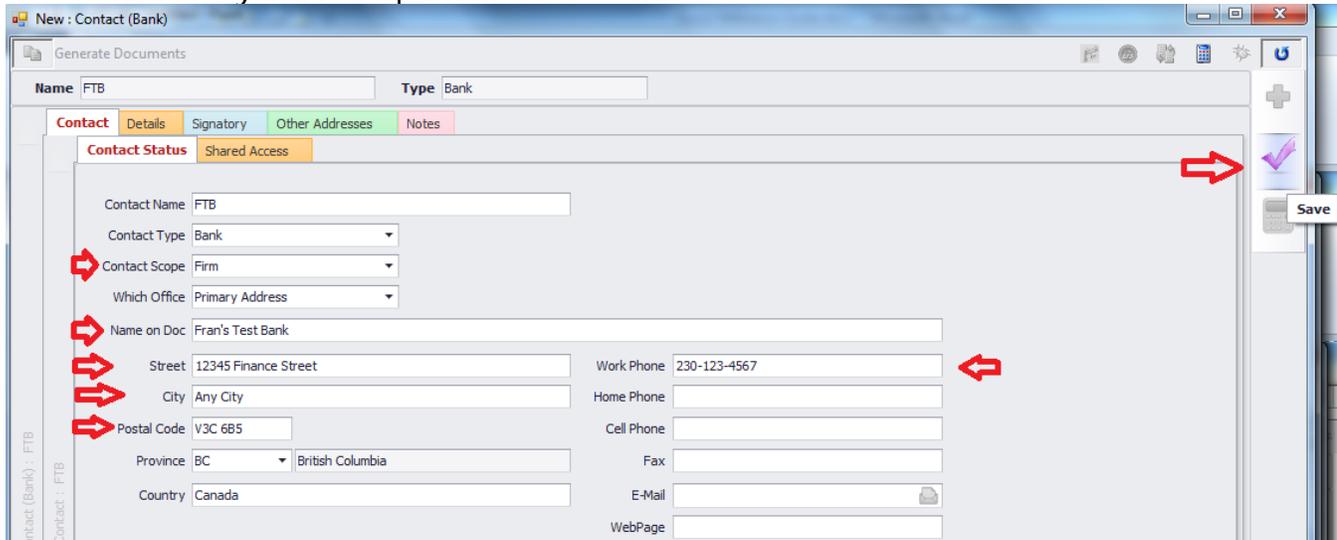
2. With the "Accounts" tab forward click on the "New" icon:



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:



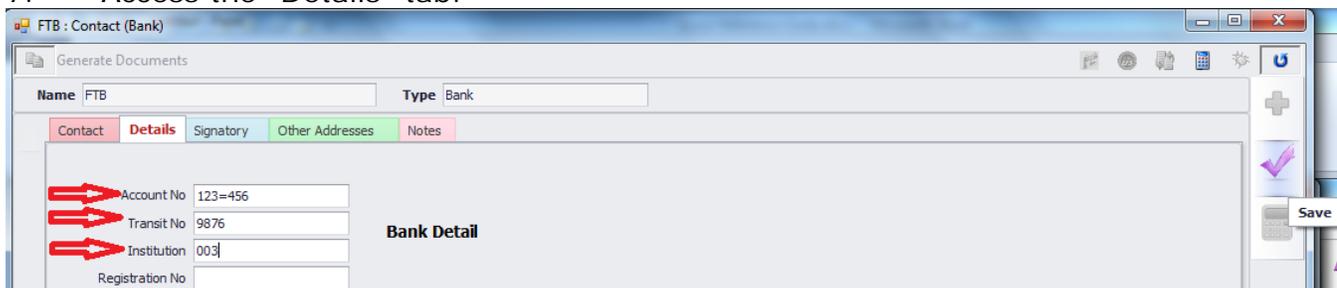
4. Once a Bank name has been entered click on the “New” icon located at the end of the data entry area to open the new contact:



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)

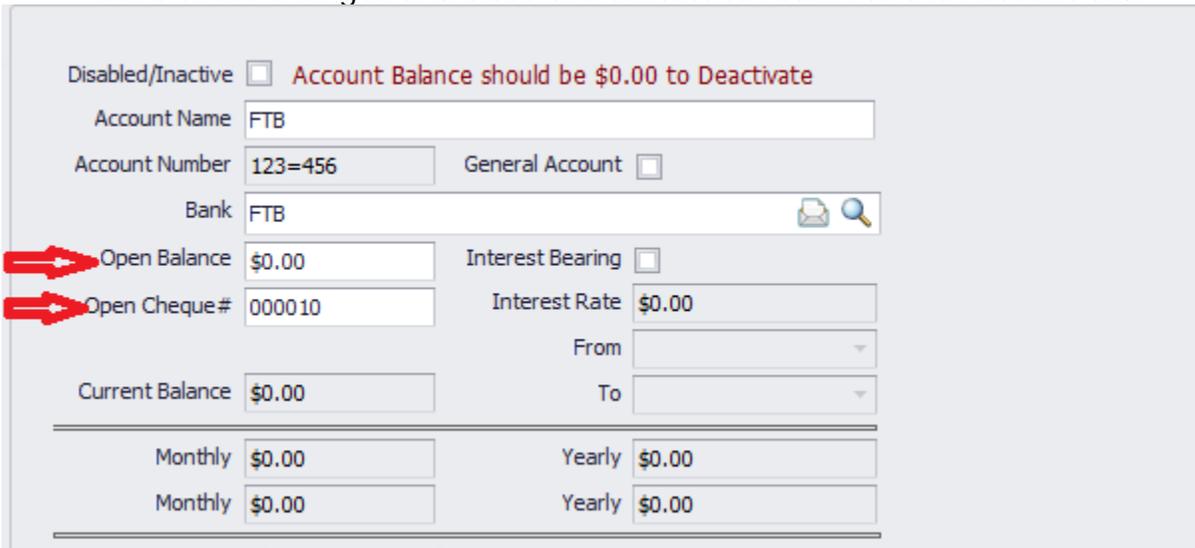
NOTE: Please make sure this bank is added as a “Firm” contact!

6. Save these changes.
7. Access the “Details” tab:



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 Balance should be \$0.00 to Deactivate

Account Name FTB

Account Number 123=456 General Account

Bank FTB

Open Balance \$0.00 Interest Bearing

Open Cheque# 000010 Interest Rate \$0.00

From

To

Current Balance \$0.00

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).

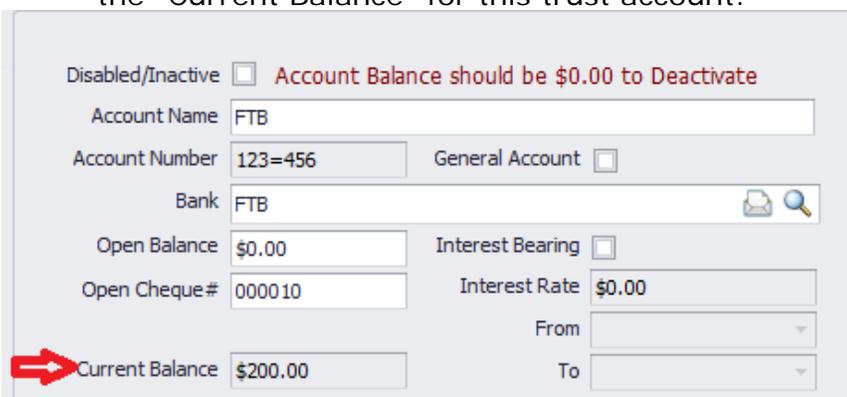
10. Save these changes. The Account Number will then appear for this bank.

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 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 Balance should be \$0.00 to Deactivate

Account Name FTB

Account Number 123=456 General Account

Bank FTB

Open Balance \$0.00 Interest Bearing

Open Cheque# 000010 Interest Rate \$0.00

From

To

Current Balance \$200.00

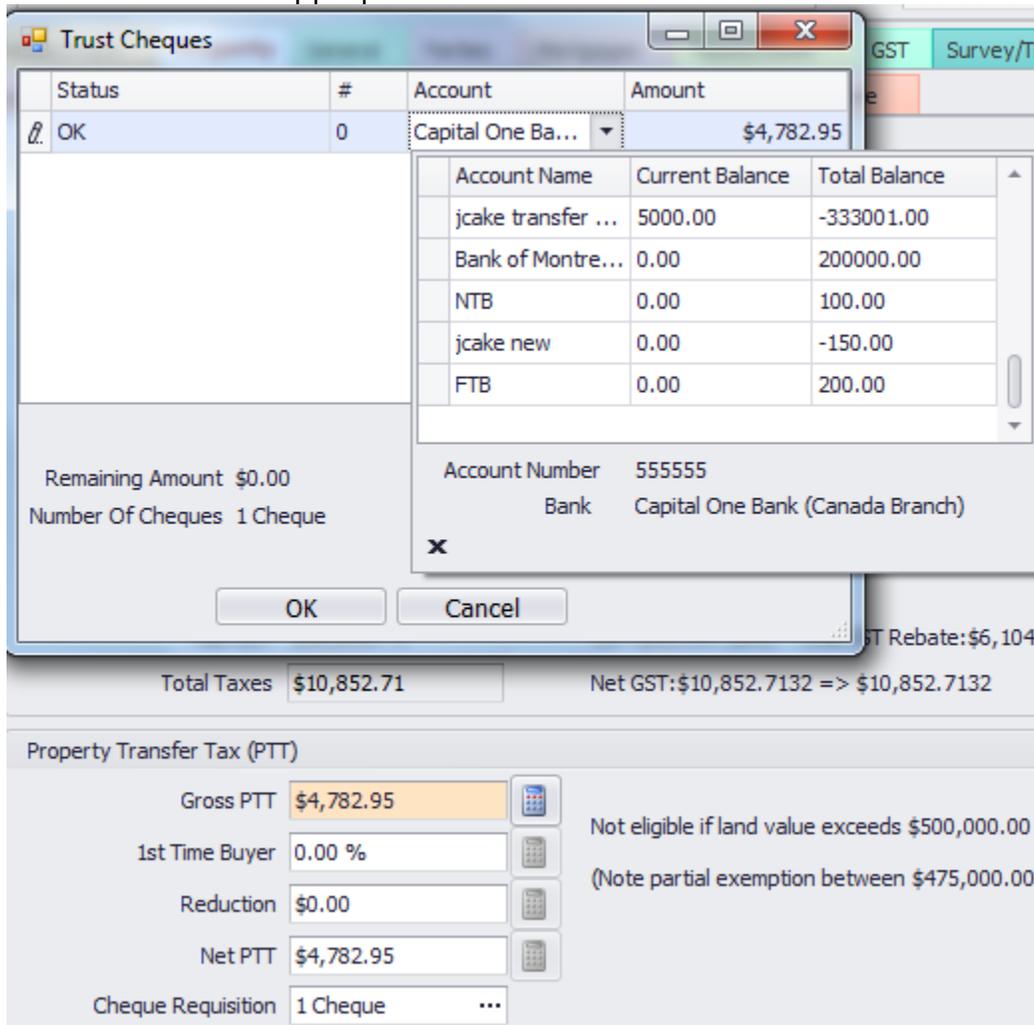
Using ProTrust Within A Transaction

Cheques

- 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):

Legal	Searches	Land Value	Charges Removed	Charges On	Mobile Home
Purchase Price - GST - Rebate					
Auto-Calculate <input checked="" type="checkbox"/>		Calculate GST <input checked="" type="checkbox"/>		Use Consideration? <input type="checkbox"/>	
GST Included in Land Value <input checked="" type="checkbox"/>		Eligible for Rebate <input checked="" type="checkbox"/>		Apply 2% Transition	
Define Consideration \$				\$339,147.29	Other
Gross Land Value	\$350,000.00		\$350,000.00		
Net Land Value	\$339,147.29		(Gross:\$350,000.00 + Addition:\$00.00) / Factor: 1.0320 => \$339,147.2868		
GST	\$16,957.36		Net:\$339,147.2868 * Tax:0.05 => \$16,957.3643		
Total GST Rebate	\$6,104.65		GST: \$16,957.3643 * RebatePercentage: 36.00% => \$6,104.6511		
Net GST	\$10,852.71		GST:\$16,957.3643 - Total GST Rebate:\$6,104.6511 => \$10,852.7132		
Total Taxes	\$10,852.71		Net GST:\$10,852.7132 => \$10,852.7132		
Property Transfer Tax (PTT)					
Gross PTT	\$4,782.95		Not eligible if land value exceeds \$500,000.00		
1st Time Buyer	0.00 %		(Note partial exemption between \$475,000.00 and \$499,999.00)		
Reduction	\$0.00				
Net PTT	\$4,782.95				
 Cheque Requisition	0 Cheques		...		

- 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:



Status	#	Account	Amount
OK	0	Capital One Ba...	\$4,782.95

Account Name	Current Balance	Total Balance
jcake transfer ...	5000.00	-333001.00
Bank of Montre...	0.00	200000.00
NTB	0.00	100.00
jcake new	0.00	-150.00
FTB	0.00	200.00

Account Number 555555
Bank Capital One Bank (Canada Branch)

Remaining Amount \$0.00
Number Of Cheques 1 Cheque

Total Taxes \$10,852.71 Net GST:\$10,852.7132 => \$10,852.7132

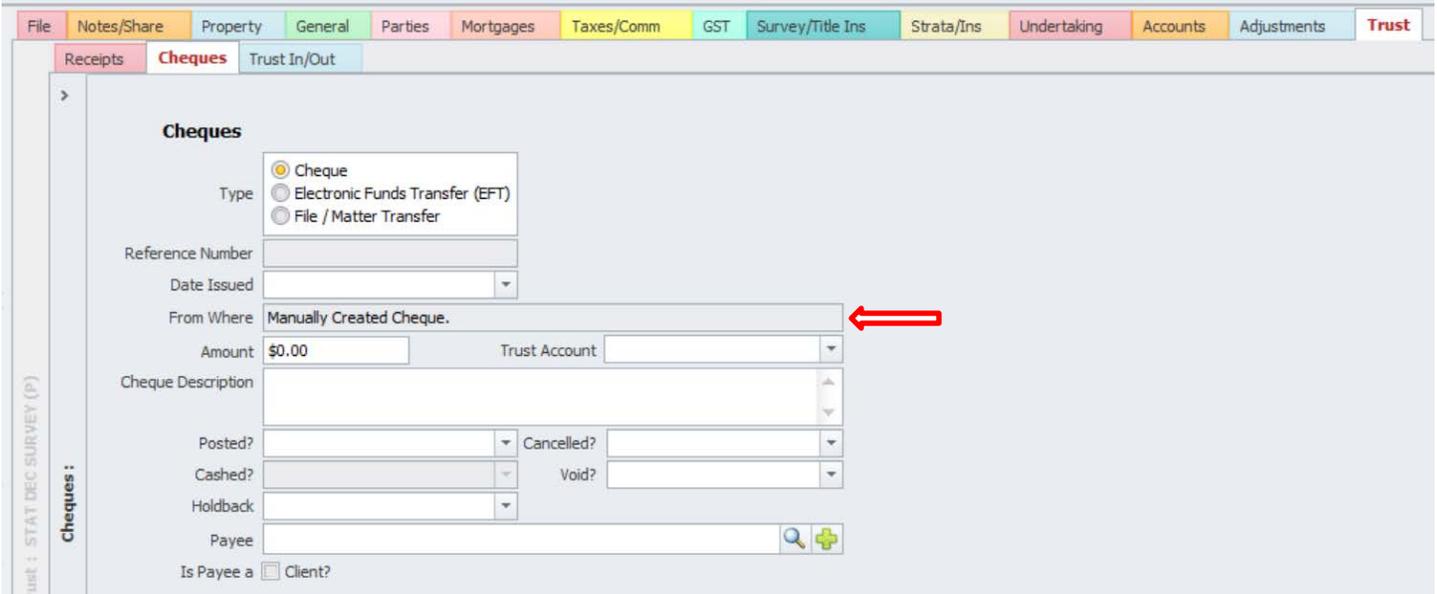
Property Transfer Tax (PTT)

Gross PTT \$4,782.95
1st Time Buyer 0.00 %
Reduction \$0.00
Net PTT \$4,782.95
Cheque Requisition 1 Cheque

Not eligible if land value exceeds \$500,000.00
(Note partial exemption between \$475,000.00

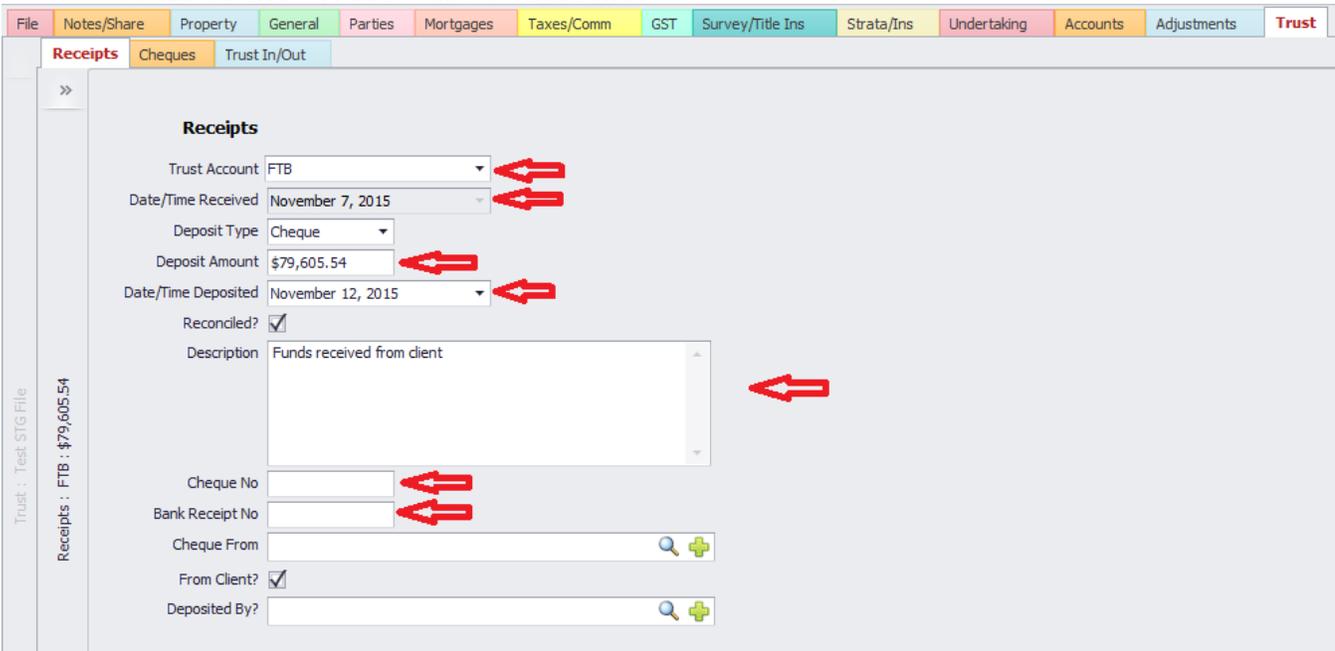
- These cheque requisitions will be carried forward to the Trust tab with an issue date of the Completion Date.
- The same scenario can be followed in the Buyer's Other Adjustments and Seller's Other Adjustments tabs for any adjustments that you will be responsible to pay.

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



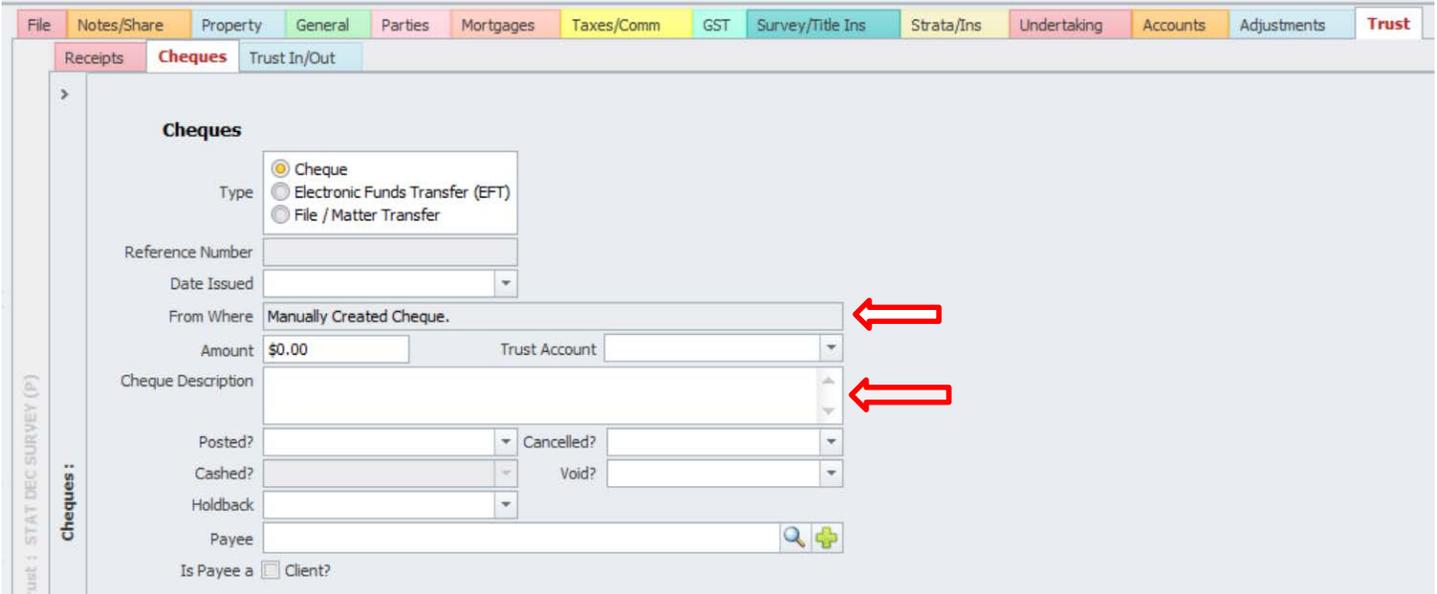
Receipts

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



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

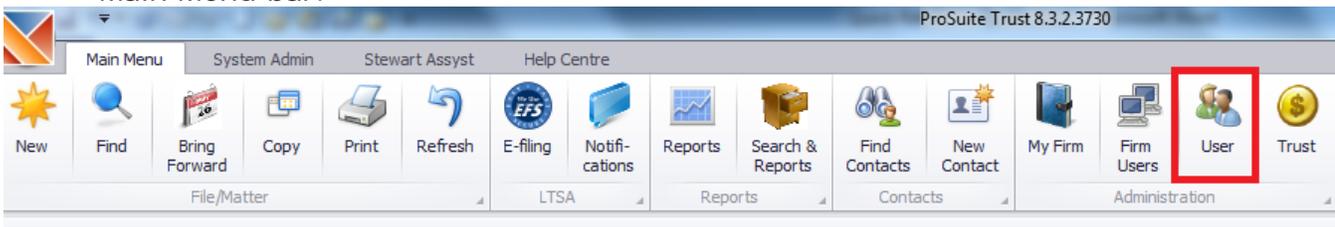
7. Save the entry.
8. Click the New icon to receipt any other funds that were received and deposited.
9. If it becomes necessary to cancel a receipt that has been created, recommended best practice is to manually create a cheque as an offsetting entry to ensure accurate data for the reconciliation. An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



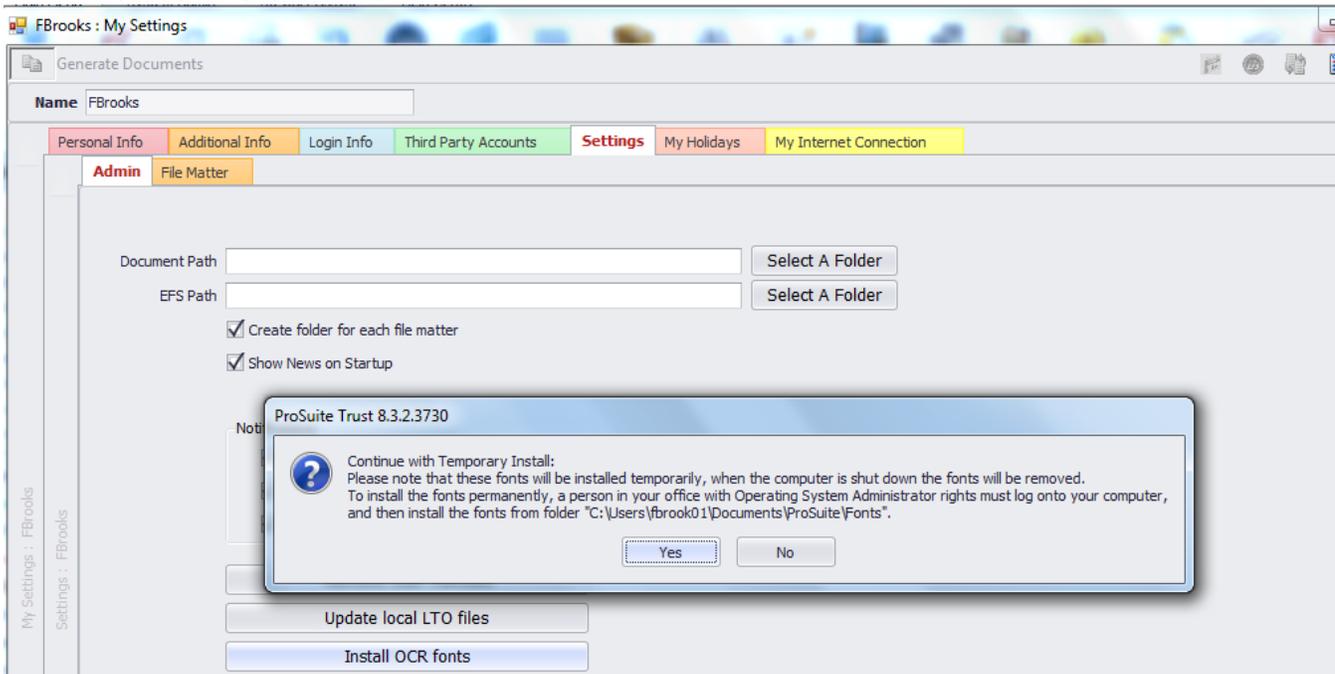
The screenshot displays the 'Cheques' form within the ProSuite software. The form is titled 'Cheques' and is located under the 'Trust In/Out' tab. The 'Type' field is set to 'Cheque'. The 'Reference Number' field is empty. The 'Date Issued' field is empty. The 'From Where' field is set to 'Manually Created Cheque.'. The 'Amount' field is set to '\$0.00'. The 'Trust Account' field is empty. The 'Cheque Description' field is empty. The 'Posted?' field is empty. The 'Cancelled?' field is empty. The 'Cashed?' field is empty. The 'Void?' field is empty. The 'Holdback' field is empty. The 'Payee' field is empty. The 'Is Payee a Client?' checkbox is unchecked. Two red arrows point to the 'From Where' and 'Cheque Description' fields.

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 inquiries@doprocess.com 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”:

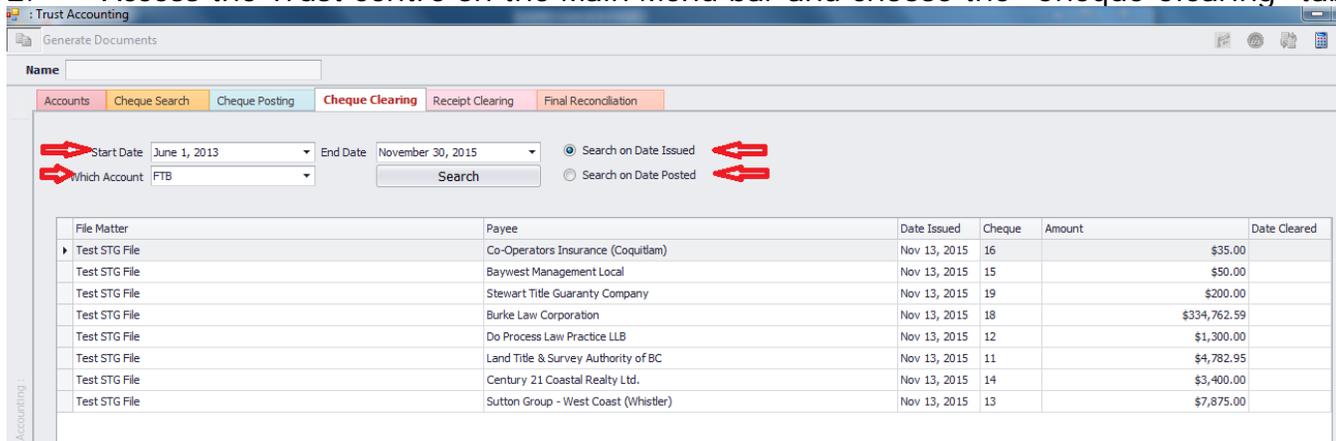


5. These fonts can be permanently downloaded by copying them from the folder as set out in the warning to the Windows/Fonts folder. If the fonts are not copied to the Windows/Fonts folder they will need to be downloaded the next time you log into ProSuite.

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.
7. 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

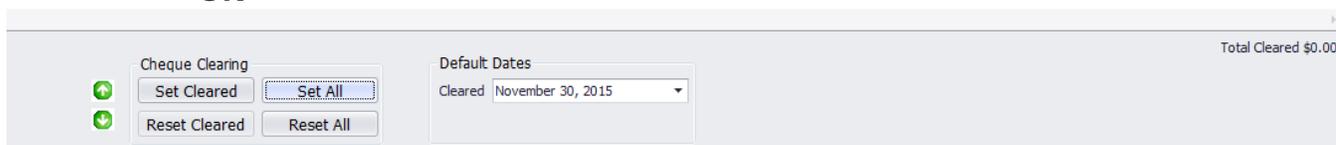
- From the bank statement that has been received from the financial institution for the previous month, **record in the Float Fund file for that bank any service charges or interest** that the bank has charged or credited to that trust account.
- Access the Trust centre on the Main Menu bar and choose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



File Matter	Payee	Date Issued	Cheque	Amount	Date Cleared
Test STG File	Co-Operators Insurance (Coquitlam)	Nov 13, 2015	16		\$35.00
Test STG File	Baywest Management Local	Nov 13, 2015	15		\$50.00
Test STG File	Stewart Title Guaranty Company	Nov 13, 2015	19		\$200.00
Test STG File	Burke Law Corporation	Nov 13, 2015	18		\$334,762.59
Test STG File	Do Process Law Practice LLB	Nov 13, 2015	12		\$1,300.00
Test STG File	Land Title & Survey Authority of BC	Nov 13, 2015	11		\$4,782.95
Test STG File	Century 21 Coastal Realty Ltd.	Nov 13, 2015	14		\$3,400.00
Test STG File	Sutton Group - West Coast (Whistler)	Nov 13, 2015	13		\$7,875.00

- The start date will default to the date ProTrust was activated
- Choose the End Date
- Choose the Bank Account
- Choose either Search on Date Issued OR Search on Date Posted
- Click the “Search”
- 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



- 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.
- Access the “Reports” on the Main Menu bar and access “Trust Account”

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

- 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:

- 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 | Cheque Posting | **Cheque Clearing** | Receipt Clearing | Final Reconciliation

Accounts : dh New Bank 201 <

dh New Bank 2016

Disabled/Inactive Account Balance should be \$0.00 to Deactivate

Account Name: dhnewbank

Account Number: 888888888 General Account

Bank: dh New Bank 2016

Open Balance: \$0.00 Interest Bearing

Open Cheque #: 001677 Interest Rate: \$0.00

Current Balance: \$1,112,536.47

Monthly: \$0.00 Yearly: \$300.00

Monthly: \$0.00 Yearly: \$200.00

Opening Balances for Each Month for Each Year

Year	Month	Opening Balance	Reconciled
2019	July	\$500.00	<input type="checkbox"/>
2019	June	\$0.00	<input checked="" type="checkbox"/>
2019	May	\$0.00	<input type="checkbox"/>
2019	April	\$0.00	<input type="checkbox"/>

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 Reconciliation**

Start Date: June 1, 2019

Which Account: dhnewbank Reconciled

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

Print

Bank Balance from Statement: \$303,229.20
 (Enter this from your Bank Statement)

Less Outstanding Cheques NOT in System:
 (Enter total of all Outstanding Cheques not currently in the System)

Less Outstanding Cheques in System: \$302,729.20

Equals True Bank Balance: \$500.00
 (Balance - Other System Outstanding - ProTrust Outstanding)

Closing Balance: \$500.00
 (Trust Liability Report Closing Balance)
 (Opening Balance for the Next Month/Period)

Balance Is: \$0.00
 (\$0.00 means Bank Statement and Trust records balance)

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 inquiries@doprocess.com. For cost information [click here](#).

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.