

## PROTRUST

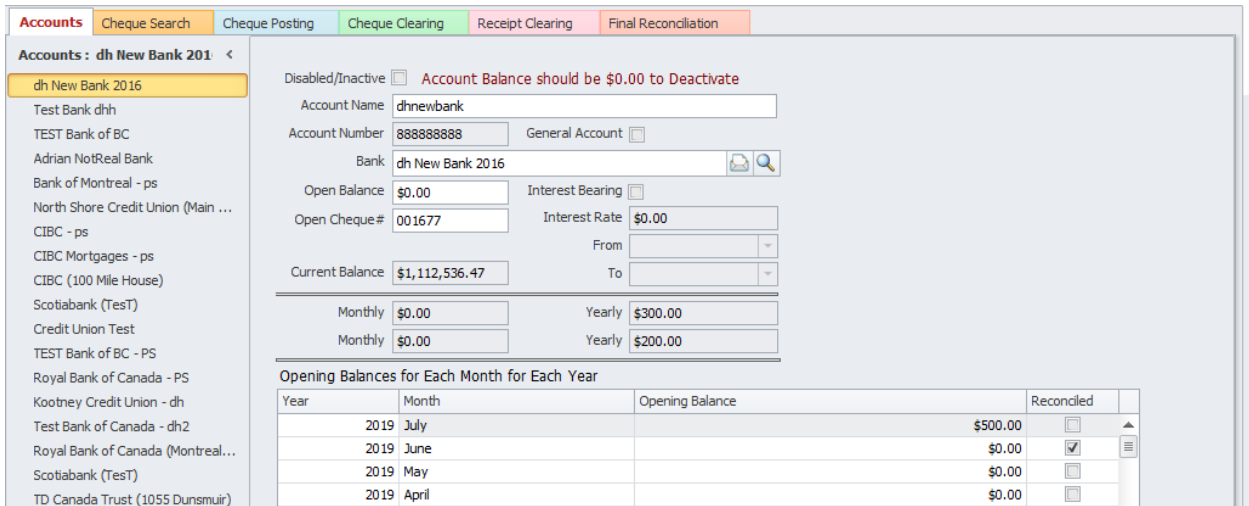
### When Your Monthly Reconciliation Doesn't Balance

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:




The screenshot shows the 'Accounts' tab in ProSuite. The account selected is 'dh New Bank 2016'. The account details are as follows:

- Account Name: dhnewbank
- Account Number: 88888888
- Bank: dh New Bank 2016
- Open Balance: \$0.00
- Open Cheque#: 001677
- Current Balance: \$1,112,536.47
- Interest Bearing:
- Interest Rate: \$0.00
- Monthly: \$0.00
- Yearly: \$300.00
- Monthly: \$0.00
- Yearly: \$200.00

Below the account details is a table titled '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	<input checked="" type="checkbox"/> Reconciled		 Print	<b>IMPORTANT: PRINT &amp; SAVE this Final Reconciliation document as the "Bank Balance from Statement" and "Less Outstanding Cheques NOT in System" fields will NOT be retained</b>
Bank Balance from Statement <small>(Enter this from your Bank Statement)</small>				\$303,229.20	
Less Outstanding Cheques NOT in System <small>(Enter total of all Outstanding Cheques not currently in the System)</small>					
Less Outstanding Cheques in System				\$302,729.20	
Equals True Bank Balance <small>(Balance - Other System Outstanding - ProTrust Outstanding)</small>				\$500.00	
Closing Balance <small>(Trust Liability Report Closing Balance) (Opening Balance for the Next Month/Period)</small>				\$500.00	
Balance Is <small>(\$0.00 means Bank Statement and Trust records balance)</small>				\$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**

Review the ProTrust Quick Reference Guide <https://doprocess.zendesk.com/hc/en-ca/articles/206865196> for additional detailed information regarding ProTrust.

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