



User Guide

Helpdesk

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INTRODUCTION

The purpose of this user guide is to describe each function in terms of the following: -

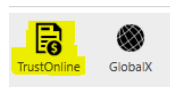
- Navigating the menus & data fields
- Getting started
- Transaction processing
- Printing and reporting

The Trust Online Accounting system consists of a number of functions that are arranged within a scheme of drop down menus. By positioning your cursor on a menu heading, the available functions will be displayed. Several functions consist of one or more data access screens and transaction processing can be performed from a menu or from within a file.

Navigation within the data access screens can be performed by using the **tab** key, **enter** key or **mouse**.

The following screen shot is representative of the main menu displayed once you have logged onto Trust Online using your company number, user login and password.

Please note: Matter Centre clients will access Trust Online directly from their Matter Centre program.



GLOBALX TRUSTONLINE					
Clients Files Transactions Bank Reports Settings Log Out					
Active Files					
Search: <input type="text"/>					New
File Code	△	Client	Matter	Trust Balance	Open Date
A1		Paul Ashby	Purchase 15 Homebush Road, Homebush	\$4,850.00	15/02/2012
A2		Kay Arlott	Assault Police	\$0.00	16/02/2012
C1		Peter Chidiac	Shoplifting Charges	\$2,500.00	1/02/2012
C2		Michael Colebrigg	Purchase 129 Blackheath Road, Blackheath	\$0.00	1/02/2012
C3		Michael Colebrigg	Sale 10 Joseph Street, Lidcombe	\$500.00	1/02/2012
C4		John Cahill	Sale to Wenzell	\$0.00	18/02/2012
C5		John Cahill	Purchase from Cutcliff	\$1,500.00	21/09/2012
C6		Sue Carrol	Assault Police	\$0.00	21/02/2012
D1		Rachelle Dunlop	Purchase 15 Landsdown Street, Bankstown	\$0.00	21/02/2012
F1		Andrew J Forster	Sale to Wehbe	\$0.00	18/02/2012
F2		Terry Fahey	Sale 16 Bankstown St, Bankstown	\$1,000.00	18/02/2012
F3		Andrew J Forster	Purchase Swing Street, Penrith	\$400.00	21/02/2012
F4		Peter Fehon	Sale Piccadilly Court	\$0.00	18/02/2012
G1		Michael Gaynor	Third party - GIO	\$16,255.00	1/02/2012
G2		Wendy Gillett	Defamation ats Mitchell	\$0.00	21/02/2012
Page 1 of 2 (23 items) < [1] 2 >					

GETTING STARTED

To commence using your software it is first necessary to **Create Users, Create Clients, Purchase /Create Files** and **Setup** the **Bank Account/s**.

Refer to the **Settings & Bank** sections of this guide for instructions on how to perform these tasks. [SETTINGS](#) & [BANK](#)

Once the above steps have been completed, should you wish to **Take On Trust Balances from an Existing Accounting System** into the Trust Online Accounting package then follow the procedures as outlined below: -

TAKE ON TRUST BALANCES FROM AN EXISTING ACCOUNTING SYSTEM

In order to take on trust balances from a previous accounting system firstly it is necessary to balance the Trust Bank Account by way of Bank Reconciliation and then to generate the following reports. After the take on of balances is complete, the same reports are to be generated from the Trust Online Accounting system and the figures compared to ensure that the balances correspond on each file, and that the opening cash book balance is correct prior to commencing using the new system.

REPORT REQUIRED FROM EXISTING TRUST ACCOUNTING SYSTEM.

- 1. Trust Bank Reconciliation** - This must be prepared and balanced up-to the take on date. This will provide a list of any unpresented cheques and highlight any unbanked deposits.
- 2. Final Trust Cash Book Report** - This will be used to compare the opening Cash Book Balance in Trust Online accounting system after take on is complete.
- 3. Trust Trial Balance Report** - This should list all file numbers together with the trust account balance that will be taken on for each file. This report should then be used to compare to the Trust Trial Balance report generated from the Trust Online Accounting System after the take on is complete. Ensure that all file balances correspond and that the Final Trust Trial Balance Total is the same.

Once the above steps have been completed the following method is used to take on the balances to Trust Online: -

METHOD FOR TAKE ON OF EXISTING TRUST BALANCES

1. The Trust balance for each file is entered by processing a **Multi Trust Receipt** for all opening balances.
2. For any **UNPRESENTED** Payments & Receipts – as at the MBOB date, enter the respective transaction: Cheques versus Direct payments / receipts as individual transactions. If there is a possibility that a transaction (eg a cheque which was lost in the mail), must be reversed, the original individual transaction can easily be reversed without impacting any other manual bring on balances - as it would if all unrepresented transactions were inserted as a single transaction with multi lines.

CREATE NEW TRUST RECEIPT TRANSACTIONS

For example: If the file balance is \$1000.00 but there has been a cheque drawn on the file for \$500.00 that remains unrepresented at the take on date (Refer to the unrepresented cheque list on completion of the Trust Bank Reconciliation on the existing system) then the opening balance to be receipted to the file is \$1500.00.

3. The unrepresented cheque is then entered in Trust Online using the Trust Cheque processing function and adding a New Trust Cheque.

CREATE NEW TRUST CHEQUE TRANSACTIONS

The cheque numbers can be adjusted to be the same as the original cheque numbers by updating the Key Values for Cheque numbering in the **BANK** menu.

EDIT BANK ACCOUNT & KEY VALUES DETAILS however this step would need to be done before entering each unrepresented cheque where the numbering was not sequential or alternatively, let the system assign new numbers and enter the unrepresented cheque number in brackets after the Payee details for the purpose of display in the Bank Reconciliation and for matching presented cheques from the bank statement.

4. If unbanked deposits exist (i.e. money has been receipted to a file however has not been deposited at the bank) then the opening file value should exclude the receipt value.

For example: If the file balance is \$1000.00 but there is a \$500.00 receipt that has not been deposited with the bank then the take on balance for the receipt to the file is \$500.00.

The \$500.00 unbanked amount is then receipted to the file after the take on balance Receipt is completed and balanced.

Once all opening file balances have been entered into the Trust Online accounting system [multi-receipt] the combined receipt total (being made up of all opening file balances) should be confirmed before the final SAVE is selected. Single saved receipt lines can be edited prior to the final SAVE if necessary. Any unpresented cheques may then be processed as referred to above.

5. Process a **Trust Deposit** form for the inclusion of the Take On Receipt – where payment method was a cheque / cash. By flagging the receipt transaction and generating a Trust Deposit it will ensure that these receipts are not available to be included in future bank deposits. [**DEPOSITS**](#)

6. A **Bank Reconciliation** should then be performed in the Trust Online Accounting system

[NEW BANK RECONCILIATION](#)

Remember: to not include any payments or receipts which have not been presented to the bank as at that date. They should present on the Bank reconciliation as Unpresented Cheques & Unpresented Deposits

7. Generate a **Bank Reconciliation Report, a Cashbook Report and a Trial Balance Report** and confirm all reports correspond with reports generated from the existing accounting system.

[PRINT BANK RECONCILIATION](#)

[PRINT TRUST ACCOUNT CASH BOOK](#)

[PRINT TRUST TRIAL BALANCE REPORT](#)

AN EXAMPLE WORK GUIDE FOR MBOB FROM A LEGACY SYSTEM

1. After finalising the respective Trust related transactions on your files, obtain the following reports in your Legacy System:
Save as an electronic document to an Admin folder, and where applicable to the respective file in Matter Centre.

	Report	Yes/ No
1	Trust File / Matter Ledger	
2	Trust Trial Balances [by File / Matter]	
3	Trust Cashbook Reconciliation Report	
4	Trust Account Statements	

1.1

Version: 8.4.0		Trust Matter Ledger Report				
Transaction Dates - From: To: 28/02/2020		Transaction Output Order: Mode No Posted Date Order				
Client:	Joanna Blogg	Matter:	MC00108	Acting:	CS	
		Matter Details:	Sale of 45 Casablanca Close	Resp:	CS	
Address	452 Howard Place		Sunshine Coast	Branch:	BR	
		Worktype:	Conveyance Sale	Depr:	CONV	
		Opened:	03/04/2020			
		Trust Bank:	TRUST BANK 2			
Trust Transactions						
Trans Date	Posted	Type	Ref / Rec No	From To	Amount	Balance
Trust Bank			Cheque No	Reason Or Details	(Dr/Cr)	(Dr/Cr)
Opening Balance:						0.00 CR
08/02/2020	28/02/2020	Receipt	15	Blogg		
TRUST BANK 2				On account of costs and disbursements	45000.00 CR	45000.00 CR
27/02/2020	28/02/2020	Payment	5	Creditor Pay to: ANZ - settlement acc 125487		
TRUST BANK 2			1	Payee: Joanna Blogg	38000.00 DR	7000.00 CR
				Settlement of mortgage loan 125487		
Balance:						7000.00 CR
Client: Bob Buyer						
		Matter:	MC00109	Acting:	CS	
		Matter Details:	Sale 111 Selling View, Gold Coast	Resp:	CS	
Address	111 Selling View			Branch:	3	
	GOLD COAST MC QLD 4217	Worktype:	Conveyance Sale	Depr:	CONV	
	AUSTRALIA	Opened:	03/04/2020			
		Trust Bank:	TRUST BANK 2			
Trust Transactions						
Trans Date	Posted	Type	Ref / Rec No	From To	Amount	Balance
Trust Bank			Cheque No	Reason Or Details	(Dr/Cr)	(Dr/Cr)
Opening Balance:						0.00 CR
02/02/2020	28/02/2020	Receipt	16	B Buyer		
TRUST BANK 2				On account of costs and disbursements	15000.00 CR	15000.00 CR
Balance:						15000.00 CR

1.2

Version: 8.4.0		Combined Trust Bank Trial Balance Report					Page: 1
BSB No:	176-765	Account No:	784975	Bank Code:	TRUST BANK 2		
				Account Title:	Philpott BOA Trust Account		
				Bank Name:	BANK OF AUSTRALIA		
				Bank Branch:	Sydney, Australia		
					123 Smart Street		
Posted Date Balance at:	28/02/2020						
Date Prepared:	21/04/2020						
Last Transaction Date:	31/01/2020						
Output Order:	Matter Number						
Filtered by:	Matter						
Matter No	Matter Details	Trust Bank	Client Name	Last Transaction	Dr.	Cr.	
MC00108	Sale of 45 Casablanca Close	TRUST BANK 2	Blogg	27/02/2020		7,000.00	
MC00109	Sale 111 Selling View, Gold Coast	TRUST BANK 2	B Buyer	02/02/2020		15,000.00	
MC00110	Purchase of 62 Single Lane	TRUST BANK 2	Day	28/02/2020		10,083.50	
MC00111	Purchase of Lot 654	TRUST BANK 2	Castles	28/02/2020		9,150.00	
MC00112	Sale of 147 Axle Road	TRUST BANK 2	Jones	28/02/2020		8,000.00	
MC00113	Purchase of 147 Hope Close	TRUST BANK 2	Jones	28/02/2020		27,016.50	
		TRUST BANK 2	Total Client Accounts			76,250.00	
		TRUST	Total Client Accounts			0.00	

Version: 8.4.4

Trust Bank Reconciliation

Reconciliation Report as at: 28/02/2020
 Printed for Cash At Bank: Philpott BOA Trust Account
 Bank Code: TRUST BANK 2
 Bank BSB Number: 176-765
 Account Number: 784975
 Prepared By: Colleen Stee. Prepared Date: 20/04/2020

Unpresented Cheques

Cheque No	Entered Date	Payee	Amount
1	27-Feb-2020	Joanna Blogg	38,000.00
4	28-Feb-2020	Department of Natural Resources, Mines and Energy	10,000.00
			48,000.00

Presented Cheques

Cheque No	Entered Date	Payee	Amount
2	28-Feb-2020	Department of Natural Resources, Mines and Energy	2,250.00
2	28-Feb-2020	Department of Natural Resources, Mines and Energy	-2,250.00
3	28-Feb-2020	Department of Natural Resources, Mines and Energy	10,000.00
3	28-Feb-2020	Department of Natural Resources, Mines and Energy	-10,000.00
	25-Jan-2020	Suncorp Home Loan 147852	135,000.00
	25-Jan-2020	Westpac Loan 456987	20,438.93
	31-Jan-2020	OP Training - General Bank	10,068.50
			165,507.43

Unpresented Deposits

Bank Run Id	Banked Date	Amount
4	28-Feb-2020	2,250.00
		2,250.00

Presented Deposits

Bank Run Id	Banked Date	Amount
12	08-Feb-2020	45,000.00
13	02-Feb-2020	15,000.00
14	12-Feb-2020	17,333.50
15	30-Jan-2020	8,400.00
16	10-Feb-2020	6,500.00
17	05-Feb-2020	29,766.50
		122,000.00

Receipts Not Yet Banked

Received From	Amount
	0.00

Reconciliation Report as at: 28/02/2020
 Printed for Cash At Bank: Philpott BOA Trust Account
 Bank Code: TRUST BANK 2
 Bank BSB Number: 176-765
 Account Number: 784975
 Prepared By: Colleen Slee. Prepared Date: 20/04/2020

CASH BOOK SUMMARY

Balance as at 01/02/2020	165,507.43
Receipts	124,250.00
	<u>289,757.43</u>
Payments	-213,507.43
Total	<u>76,250.00 *</u>

BANK STATEMENT RECONCILIATION

Balance as per bank statement	122,000.00	A
Add Receipts not banked	0.00	
Add Outstanding Deposits	2,250.00	B
	<u>124,250.00</u>	
Less Unpresented Payments	-48,000.00	C
Reconciled Cash Book Balance	<u>76,250.00 *</u>	D

*N.B. These totals must agree

Reconciliation Checked By: _____

Date: _____

1.4

28 February 2020

Sydney | Melbourne | Brisbane | Gold Coast | Perth | Ad

Joanna
 Blogg
 452 Howard Place

Matter No: MC00108

TRUST ACCOUNT STATEMENT

Re: Sale of 45 Casablanca Close
 Sunshine Coast

Posted Date Entered Date	Type	Reference No	From/To Reason	Debit Amount	Credit Amount	GST Included	Balance
			Opening Balance				0.00 CR
28/02/2020 08/02/2020	Receipt	15	Blogg		45000.00		45000.00 CR
28/02/2020 27/02/2020	Payment	1	On account of costs and disbursements Payee: Joanna Blogg	38000.00			7000.00 CR
			Settlement of mortgage loan 125487				

TRUST BALANCE as at 28/02/2020	\$7000.00 CR
--------------------------------	--------------

THIS IS A STATEMENT ONLY TO INFORM YOU AND DOES NOT REQUIRE ANY RESPONSE BY YOU

2. From the Above Reports, determine your file balances, for input into TrustOnline.
Using an Excel Spreadsheet, could assist with the efficiency of your data input.

Date	File	Client	Opening Balance	Uncleared Receipt	Uncleared Payment	Closing File Balance
01/02/2020	MC00108	Joanna Blogg	45,000.00		38,000.00	7,000.00
01/02/2020	MC00109	Bob Buyer	15,000.00			15,000.00
01/02/2020	MC00110	Adrian Day	17,333.50		7,250.00	10,083.50
01/02/2020	MC00111	Jenny Castles	8,400.00	750.00		9,150.00
01/02/2020	MC00112	Nash Jones	6,500.00	1,500.00		8,000.00
01/02/2020	MC00113	Sally Jones	29,766.50		2,750.00	27,016.50
			122,000.00	2,250.00	48,000.00	76,250.00
		Process Reference:	A	B	C	D
			Bank Statement Balance	Unpresented Deposits	Unpresented Payments	Reconciled CashBook Closing Balance

3. From the example Table above, your data input into Trust Online could resemble the following:

3.1 Opening Balance receipt: [RECEIPTS](#)

Add New Trust Receipt

Bank Account: TO693

Date: 1/02/2020

Paid By: TrustOnline Training Co Pty - MBOB

On Behalf Of: TrustOnline Training Co Pty

Type: EFT













Drawer:

Bank:

Branch:

The sum of One Hundred Twenty-Two Thousand Dollars and Zero Cents

Total: \$122,000.00

File Code	Reason	Amount	
MC00108	TrustOnline Training Co Pty - MBOB	\$45,000.00	 
MC00109	TrustOnline Training Co Pty - MBOB	\$15,000.00	 
MC00110	TrustOnline Training Co Pty - MBOB	\$17,333.50	 
MC00111	TrustOnline Training Co Pty - MBOB	\$8,400.00	 
MC00112	TrustOnline Training Co Pty - MBOB	\$6,500.00	 
MC00113	TrustOnline Training Co Pty - MBOB	\$29,766.50	 

3.2 Unpresented receipts: *(Remember to consider your numbering sequence)*

Trust Receipt - TR000002		
<div>Back</div> <div>Reverse Print New</div>		
Receipt No:	TR000002	Deposit No:
Bank Account:	TO693	Date:
Paid By:	Jenny Castles	
On Behalf Of:	Jenny Castles	
Type:	CHQ	Drawer:
Bank:	ANZ	Branch:
The sum of Seven Hundred Fifty Dollars and Zero Cents		Total:

File Code	Reason	Amount
MC00111	Jenny Castles	\$750.00

Trust Receipt - TR000003		
<div>Back</div> <div>Reverse Print New</div>		
Receipt No:	TR000003	Deposit No:
Bank Account:	TO693	Date:
Paid By:	Jones Family Trust	
On Behalf Of:	Nash Jones	
Type:	CHQ	Drawer:
Bank:	Suncorp	Branch:
The sum of One Thousand Five Hundred Dollars and Zero Cents		Total:

File Code	Reason	Amount
MC00112	Jones Family Trust	\$1,500.00

3.3 Unpresented Payments: *(Remember to consider your numbering sequence)*

[EFT](#)

Trust Transfer - EFT000001		
<div>Back</div> <div>Reverse Print New</div>		
Bank Account:	TO693	Date:
Transfer To:	AnZ Bank Loan 125478 Joanna Blogg	
Bank Cheque:	<input type="checkbox"/>	
BSB:	111-457	Account:
Note:	Transfer of funds fm sales	
The sum of Thirty-Eight Thousand Dollars and Zero Cents		Total:

File Code	Reason	Amount
MC00108	AnZ Bank Loan 125478 Joanna Blogg - Transfer of funds fm sales	\$38,000.00

[CHEQUES](#)

Trust Cheque - TC000001		
<div>Back</div> <div>Reverse Print New</div>		
Bank Account:	TO693	Date:
Pay:	Department of Natural Resources & Mines	
Bank Cheque:	<input type="checkbox"/>	Beneficiary:
Note:	MBOB transaction payments on files	
The sum of Ten Thousand Dollars and Zero Cents		Total:

File Code	Reason	Amount
MC00110	Department of Natural Resources & Mines - MBOB transaction payments on files	\$7,250.00
MC00113	Department of Natural Resources & Mines - MBOB transaction payments on files	\$2,750.00

3.4 Print your respective reports from Trust Online, and reconcile to Legacy System Reports

	Report – LEGACY SYSTEM	Report - TRUSTONLINE	Yes/ No
1	Trust File / Matter Ledger	Trust Account Cashbook	
2	Trust Trial Balances [by File / Matter]	Trust Trial Balance	
3	Trust Cashbook Reconciliation Report	Bank Reconciliation Statement	

3.4.1 [PRINT TRUST ACCOUNT CASH BOOK](#)

Final Trust Account Cashbook

As at 28/02/2020 for bank account TO693

Trans Date	Ref No	Received from/Paid to		Receipts	Payments	Balance
Proc Date	File Code	File Name	Matter			
	Description	Form	BSB Account			
Balance brought forward						\$ 0.00
01/02/2020	TR000001	TrustOnline Training Co Pty - MBOB		\$ 122,000.00		\$ 122,000.00
20/04/2020	MC00108	Joanna Bloggs	Sale of Land - Lot 4568 Pickle Place	\$ 45,000.00		
		TrustOnline Training Co Pty - MBOB	EFT			
20/04/2020	MC00109	Bob Buyer	Purchase of Lot 4568 - Pickle Place	\$ 15,000.00		
		TrustOnline Training Co Pty - MBOB	EFT			
20/04/2020	MC00110	Adrian Day	Sale of 14578 Homer Street Mullumbimby	\$ 17,333.50		
		TrustOnline Training Co Pty - MBOB	EFT			
20/04/2020	MC00111	Jenny Castles	See MC Details	\$ 8,400.00		
		TrustOnline Training Co Pty - MBOB	EFT			
20/04/2020	MC00112	Nash Jones	See Matter Centre file details	\$ 6,500.00		
		TrustOnline Training Co Pty - MBOB	EFT			
20/04/2020	MC00113	Sally Jones	See Matter Centre for file details	\$ 29,766.50		
		TrustOnline Training Co Pty - MBOB	EFT			
26/02/2020	TR000002	Jenny Castles		\$ 750.00		\$ 122,750.00
20/04/2020	MC00111	Jenny Castles	See MC Details	\$ 750.00		
		Jenny Castles	CHQ			
27/02/2020	TR000003	Jones Family Trust		\$ 1,500.00		\$ 124,250.00
20/04/2020	MC00112	Nash Jones	See Matter Centre file details	\$ 1,500.00		
		Jones Family Trust	CHQ			
28/02/2020	EFT000001	AnZ Bank Loan 125478 Joanna Blogg			\$ 38,000.00	\$ 86,250.00
20/04/2020	MC00108	Joanna Bloggs	Sale of Land - Lot 4568 Pickle Place	\$ 38,000.00		
		AnZ Bank Loan 125478 Joanna Blogg - Transfer of funds fm sales	111-457 12478			
27/02/2020	TC000001	Department of Natural Resources & Mines			\$ 10,000.00	\$ 76,250.00
20/04/2020	MC00110	Adrian Day	Sale of 14578 Homer Street Mullumbimby	\$ 7,250.00		
		Department of Natural Resources & Mines - MBOB transaction payments on files				
20/04/2020	MC00113	Sally Jones	See Matter Centre for file details	\$ 2,750.00		
		Department of Natural Resources & Mines - MBOB transaction payments on files				
				\$ 124,250.00	\$ 48,000.00	\$ 76,250.00

3.4.2 [PRINT TRUST TRIAL BALANCE REPORT](#)

Final Trust Trial Balance

As at 28/02/2020 for bank account TO693

File Code	Client Code	Client Matter	Date Last Active	Amount
MC00108	000030	Joanna Bloggs Sale of Land - Lot 4568 Pickle Place	28/02/2020	\$ 7,000.00
MC00109	000037	Bob Buyer Purchase of Lot 4568 - Pickle Place	01/02/2020	\$ 15,000.00
MC00110	000032	Adrian Day Sale of 14578 Homer Street Mullumbimby	27/02/2020	\$ 10,083.50
MC00111	000033	Jenny Castles See MC Details	26/02/2020	\$ 9,150.00
MC00112	000034	Nash Jones See Matter Centre file details	27/02/2020	\$ 8,000.00
MC00113	000035	Sally Jones See Matter Centre for file details	27/02/2020	\$ 27,016.50
Total Accounts:				\$ 76,250.00

3.4.3 [PRINT BANK RECONCILIATION](#)

Trust Bank Reconciliation Statement TO693

Bank Reconciliation Statement - TrustOnline Law Training PTY as at 28 Feb 2020
Account No - 987456
Branch - Brisbane

Balance as per bank statement(s):	\$ 122,000.00	
Less unrepresented cheques:	\$ 48,000.00	
Plus outstanding deposits:	\$ 2,250.00	
Outstanding Fees/Adjustments:	\$ 0.00	
Cashbook balance:		\$ 76,250.00
Opening cashbook balance:	\$ 0.00	
Less cheques:	-\$ 48,000.00	
Plus deposits:	\$ 124,250.00	
Cashbook balance:		\$ 76,250.00

Unrepresented Cheques

Date	Reference	Description	Amount
27/02/2020	TC000001	Department of Natural Resources & Mines	\$ 10,000.00
28/02/2020	EFT000001	AnZ Bank Loan 125478 Joanna Blogg	\$ 38,000.00
			\$ 48,000.00

Outstanding Deposits

Date	Reference	Description	Amount
26/02/2020	TR000002	Jenny Castles	\$ 750.00
27/02/2020	TR000003	Jones Family Trust	\$ 1,500.00
			\$ 2,250.00

*** End of Bank Reconciliation Statement ***

You are now able to proceed with processing new transactions.

SETTINGS

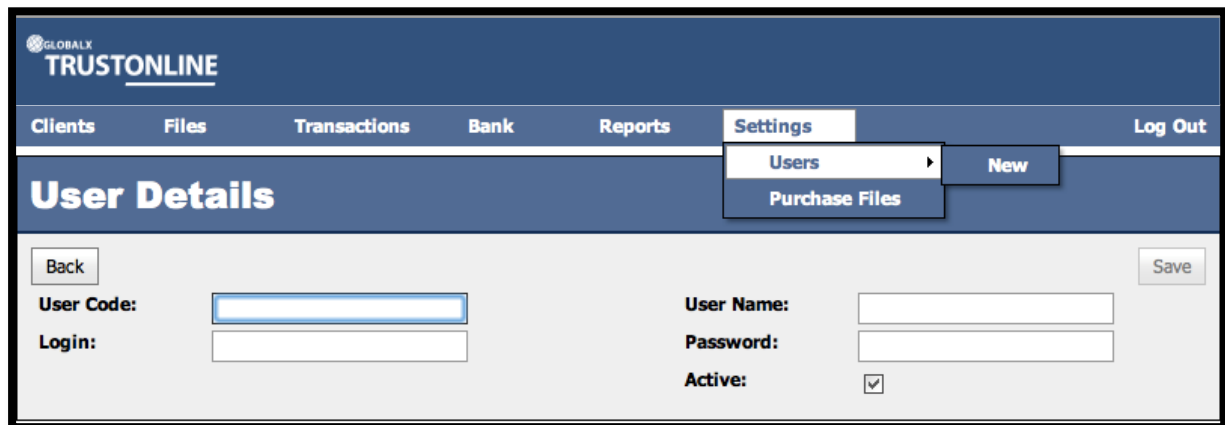
The following screen shot demonstrates the **Settings** menu. The functions available within this menu are displayed in a drop down list once you position the cursor on Settings.

USERS

CREATE NEW USERS

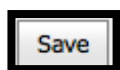
NOTE: If you are using TrustOnline **within Matter Centre**, you **will not need to create TrustOnline Users**. Matter Centre links an MC User Account with a TrustOnline User Account so that you can automatically login.

Position the cursor on the **Users** menu then across to the **New** tab and select. The User Details screen will be displayed with the cursor positioned in the User Code Field. All fields in this form require data to be entered.



Field Descriptions:

- **User Code:** This is the person code. E.g. the person's initials.
- **User Name:** This is the person's name.
- **Login:** This is the users login. It can be the same as the User Code.
- **Password:** User defined.
- **Active:** Automatically defaults as Active.



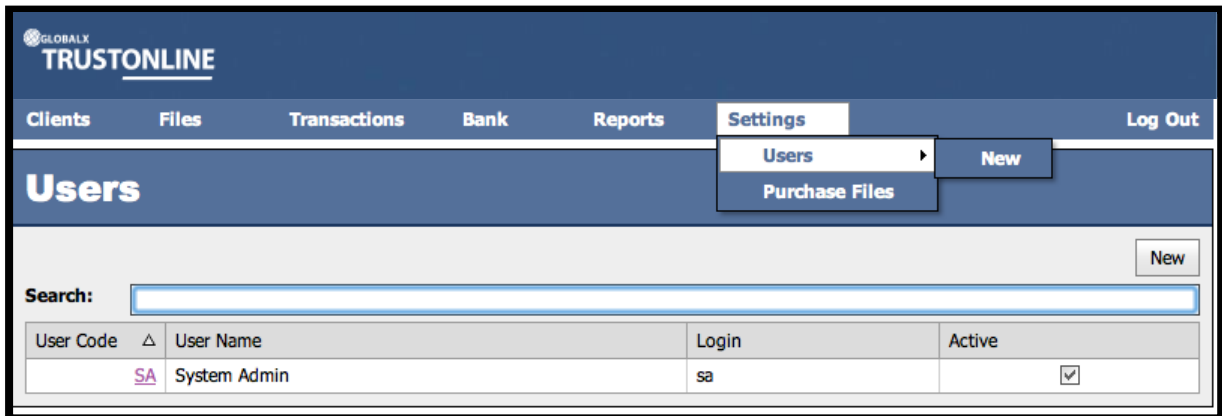
On completion of data entry, select the **save** button before exiting the menu or data will be lost.



To exit from the screen

VIEW & SEARCH EXISTING USERS

Select the SETTINGS MENU by positioning the cursor on the **Users** menu and select by either using the enter key or mouse. The following screen shot demonstrates the display of the **Users**. This screen enables viewing and searching of users that already exist in the system and allows direct access to the **New** user details screen without having to return to the menu.



User Code	User Name	Login	Active
SA	System Admin	sa	<input checked="" type="checkbox"/>



EDIT USERS – From the Users screen as displayed above: -

- Select the **User Code** that requires editing.

The User Details will be displayed as represented in the following screen shot.



User Code:	SA	User Name:	System Admin
Login:	sa	Password:	*****
		Active:	<input checked="" type="checkbox"/>

- Select the  button
- Update the required field/s
- Select the  button

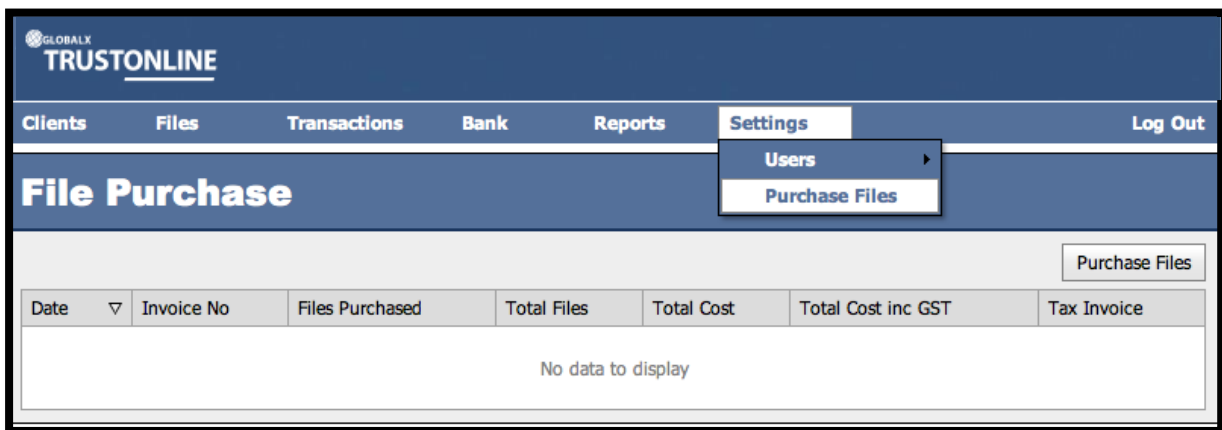
The User Details screen will be re-displayed.

- Select the  button to exit the screen.

PURCHASE FILES

NOTE: If you are using TrustOnline **within Matter Centre**, you **will not need to purchase files**.

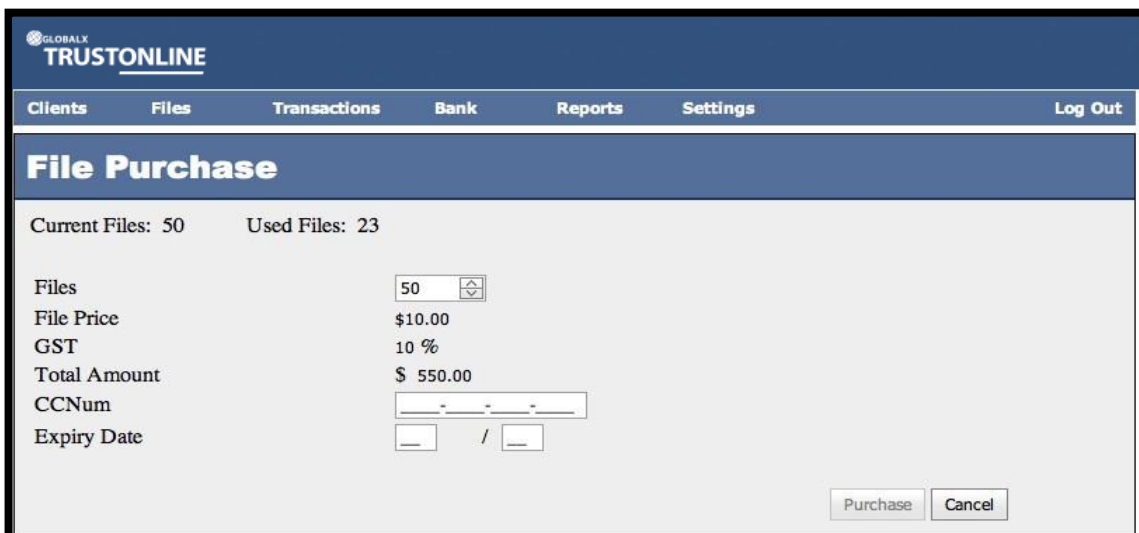
In order to create a new file for a client within the Trust Online Accounting package, you must first **Purchase Files**. They are available for purchase if and when required using the online purchasing system found under the **Settings Menu** as displayed in the screen shot below.



Date	Invoice No	Files Purchased	Total Files	Total Cost	Total Cost inc GST	Tax Invoice
No data to display						

- Select the  button.

The following screen shot is representative of the File Purchase screen. It displays the number of **Current Files** and the number of **Used Files**. This makes it possible to review if and when further file purchases need to be made.

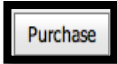



Current Files: 50 Used Files: 23

Files	50
File Price	\$10.00
GST	10 %
Total Amount	\$ 550.00
CCNum	
Expiry Date	

Purchase Cancel

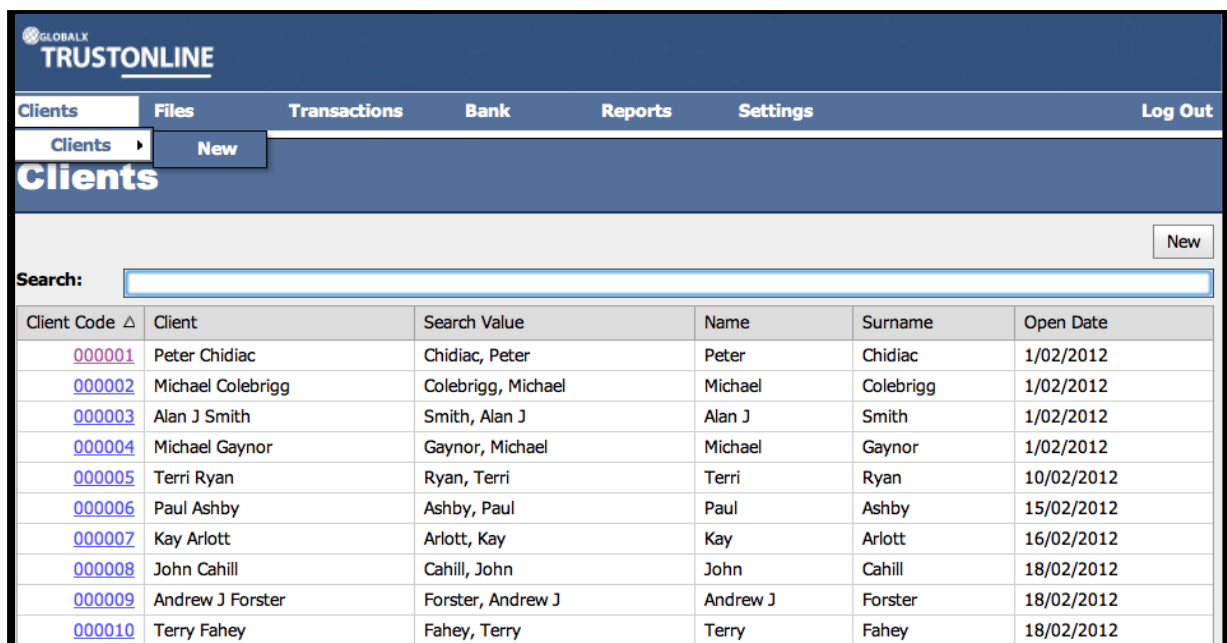
To process a File Purchase: -

- Select or enter the **number of files required**.
- The **File Price, GST and Total** for the current file purchase are displayed.
- Enter **Credit Card number**
- Enter **Credit Card Expiry Date**
- Select the  Button
- OR select  to exit without purchasing.

Records of all file purchases can be viewed from within the **File Purchase** screen. This screen is updated on completion of each purchase and includes the provision to generate a printed tax invoice.

CLIENTS

The following screen shot demonstrates the **Clients** menu. The functions available within this menu are displayed in a drop down list once you position the cursor on **Clients**. This menu enables **Clients** and their associated files to be **Viewed** and **Searched, New Clients** to be created **Edited** and **Deleted** and contains functions consisting of one or more data access screens.



The screenshot shows the TRUSTONLINE web interface. At the top is a navigation bar with 'GLOBALX TRUSTONLINE' and tabs for 'Clients', 'Files', 'Transactions', 'Bank', 'Reports', 'Settings', and 'Log Out'. The 'Clients' tab is selected, and a dropdown menu is open showing 'Clients' and 'New'. Below the navigation bar, the 'Clients' section is displayed with a search bar and a 'New' button. A table lists client information with columns for Client Code, Client, Search Value, Name, Surname, and Open Date.

Client Code △	Client	Search Value	Name	Surname	Open Date
000001	Peter Chidiac	Chidiac, Peter	Peter	Chidiac	1/02/2012
000002	Michael Colebrigg	Colebrigg, Michael	Michael	Colebrigg	1/02/2012
000003	Alan J Smith	Smith, Alan J	Alan J	Smith	1/02/2012
000004	Michael Gaynor	Gaynor, Michael	Michael	Gaynor	1/02/2012
000005	Terri Ryan	Ryan, Terri	Terri	Ryan	10/02/2012
000006	Paul Ashby	Ashby, Paul	Paul	Ashby	15/02/2012
000007	Kay Arlott	Arlott, Kay	Kay	Arlott	16/02/2012
000008	John Cahill	Cahill, John	John	Cahill	18/02/2012
000009	Andrew J Forster	Forster, Andrew J	Andrew J	Forster	18/02/2012
000010	Terry Fahey	Fahey, Terry	Terry	Fahey	18/02/2012

The order in which the columns are displayed in this form can be changed by clicking on the column heading and dragging it into the position in which the user prefers it to appear.

VIEW & SEARCH CLIENTS

Position the cursor on the **Clients** menu and select by either using the enter key or mouse.

A Client list is displayed showing the Client Code, the Client, the Client Search Value, Name, Surname and the date the Client record was opened.

To search for Clients using the Search field: -

- Click in the Search field and type the Client's First Name **OR**
- Click in the Search field and type **%** followed by the Client's Surname or part thereof. (Refer to the example below.)

Client Code Δ	Client	Search Value	Name	Surname	Open Date
000009	Andrew J Forster	Forster, Andrew J	Andrew J	Forster	18/02/2012

CREATE NEW CLIENTS

Position the cursor on the **Clients** menu then across to the **New** tab and select or click directly on the **NEW** button to add a new Client from the Client List screen.

The **Client Details** data access screen will be displayed with the following fields available for update of client information. Use of a mouse or the **tab** key may be used to navigate through these fields.

GLOBALX

TRUSTONLINE

Clients

Files

Transactions

Bank

Reports

Settings

Log Out

Client Details

Back



Save

Client Code:	000002	Open Date:	17/06/2012
Title:	Mr	Surname:	Jones
Name:	William	Search Value:	Jones, William
Client:	William Jones		
Home Phone:	(03) 9123 4567	Work Phone:	(03) 8123 6789
Fax:	(03) 9123 4568	Mobile:	0444 999959
Email:	wjones@gmail.com.au	Website:	
Address:	2/35	Mailing Details:	Mr William Jones
Street:	William Street		2/35
Suburb:	Jonesville		William Street
State:	Vic		Jonesville Vic 3000
Post code:	3000		Australia
Country:	Australia		
BSB:	099 - 999	Account:	123456
Drawer:	Mr W Jones	Bank:	National Bank
Branch:	Jonesville	Tax No:	66 666 666
ACN No:		ABN No:	12 2444 2726

Notes:

Field Descriptions:

- **Client Code** Automatically populated with the next sequential client number
- **Open Date** Automatically defaults from the system date but is able to be changed.
- **Title** Clients title - Mr Mrs & Miss etc.
- **Name** Clients Christian name
- **Surname** Clients Surname
- **Clients Name** Automatically populated from **Name** & **Surname** fields
- **Search Value** Automatically populated with Surname, Name
- **Home phone** Home contact number

- **Work phone** Work contact number
- **Fax** Facsimile number
- **Mobile** Mobile telephone contact number
- **Email** Email address (if available)
- **Website** Web address (if available)
- **Address** This is the street number
- **Street** Street name
- **Suburb** Suburb
- **Postcode** Postcode
- **Country** Country
- **Mailing Details** Automatically populated with Clients Name and Address but can be updated with a different Mailing Address
- **BSB** Numeric Bank and Branch Code
- **Account** Bank Account Number
- **Drawer** Drawer as appears on cheques
- **Bank** Name of Bank
- **Branch** Bank Location
- **Tax No** Clients Tax File Number
- **ACN No** Australian Company Number (if applicable)
- **ABN No** Australian Business Number (if applicable)
- **Notes** This field is available for recording any notes of interest pertaining to the client
-  On completion of data entry, select the **save** button before exiting the menu or data will be lost.
-  To exit from the screen


Note: It is not mandatory to populate every field with data, however the Client section of the data access screen must be populated with the Client's Name or Surname in order to **SAVE** the record.

The following warning message 'Client Must Have a Value' will appear when an attempt is made to save the record without a Client Name.

The following screen shot is representative of the NEW CLIENT DETAILS screen.

EDIT CLIENTS

The following screen shot is representative of the Client details once the New Client record has been saved. If the Client record requires further information to be entered or needs to

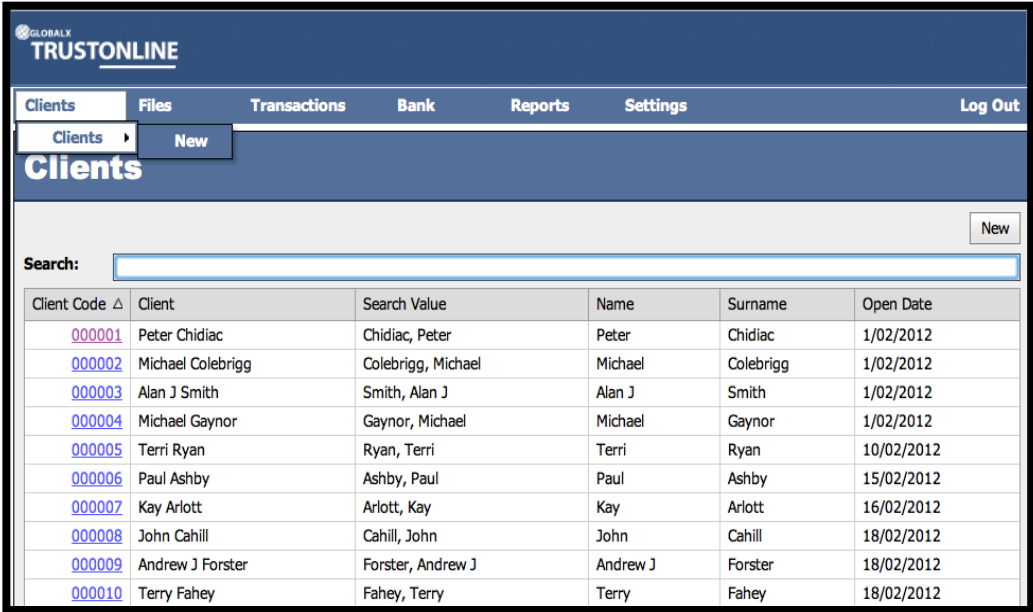
be edited this can be done by selecting the  button.

The Client Details screen will then be re-opened for the required fields to be updated or amended.

➤ Select the  button.



Client details can also be accessed for editing by viewing the Clients List and clicking on the client code.

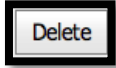


Client Code	Client	Search Value	Name	Surname	Open Date
000001	Peter Chidiac	Chidiac, Peter	Peter	Chidiac	1/02/2012
000002	Michael Colebrigg	Colebrigg, Michael	Michael	Colebrigg	1/02/2012
000003	Alan J Smith	Smith, Alan J	Alan J	Smith	1/02/2012
000004	Michael Gaynor	Gaynor, Michael	Michael	Gaynor	1/02/2012
000005	Terri Ryan	Ryan, Terri	Terri	Ryan	10/02/2012
000006	Paul Ashby	Ashby, Paul	Paul	Ashby	15/02/2012
000007	Kay Arlott	Arlott, Kay	Kay	Arlott	16/02/2012
000008	John Cahill	Cahill, John	John	Cahill	18/02/2012
000009	Andrew J Forster	Forster, Andrew J	Andrew J	Forster	18/02/2012
000010	Terry Fahey	Fahey, Terry	Terry	Fahey	18/02/2012

DELETE CLIENTS

Client records can be deleted by selecting the **DELETE** button on the Client Details form, however it is not possible to **delete** a Client record once it has files attached to it.

To DELETE a Client record: -

- Select the client to be deleted from the Client list by clicking on the Client Code
- Click on the  button
- Click on the **OK button to DELETE** the Client

The Client will no longer appear in the Client List.

The following screen shot demonstrates the **DELETE** function.



The screenshot shows the TRUSTONLINE web application interface. At the top is a navigation bar with links: Clients, Files, Transactions, Bank, Reports, Settings, and Log Out. Below this is the 'Client Details' form. A 'Confirm Delete' dialog box is overlaid on the form, asking 'Are you sure you want to delete this client?' with 'OK' and 'Cancel' buttons. The form fields are as follows:

Client Code:		Open Date:	17/06/2012
Title:		Surname:	Jones
Name:		Search Value:	Jones, William
Client:			
Home Phone:		Work Phone:	
Fax:		Mobile:	
Email:		Website:	
Address:	123	Mailing Details:	Mr William Jones
Street:	Collins Street		123
Suburb:	Melbourne		Collins Street
State:	Vic		Melbourne Vic 3000
Post code:	3000		Australia
Country:	Australia		

FILES

VIEW & SEARCH FILES

The following screen shot demonstrates the **FILES** menu. The functions available within this menu are displayed in a drop down list once you position the cursor on **FILES**. This menu enables **FILES** and their associated Clients to be **Viewed** and **Searched**, their **transactions** to be **viewed printed and processed**, **New FILES** to be created, **Edited and Archived** and contains functions consisting of one or more data access screens.

The order in which the columns are displayed in this form can be changed by clicking on the column heading and dragging it into the position in which the user prefers it to appear.

Note: In this example the File numbers are displayed with the first initial of the Client's surname followed by the file number.

File Code	Client	Matter	Trust Balance	Open Date
A1	Paul Ashby	Purchase 15 Homebush Road, Homebush	\$4,850.00	15/02/2012
A2	Kay Arlott	Assault Police	\$0.00	16/02/2012
C1	Peter Chidiac	Shoplifting Charges	\$2,500.00	1/02/2012
C2	Michael Colebrigg	Purchase 129 Blackheath Road, Blackheath	\$0.00	1/02/2012
C3	Michael Colebrigg	Sale 10 Joseph Street, Lidcombe	\$500.00	1/02/2012
C4	John Cahill	Sale to Wenzell	\$0.00	18/02/2012
C5	John Cahill	Purchase from Cutcliff	\$1,500.00	21/09/2012
C6	Sue Carrol	Assault Police	\$0.00	21/02/2012
D1	Rachelle Dunlop	Purchase 15 Landsdown Street, Bankstown	\$0.00	21/02/2012
F1	Andrew J Forster	Sale to Wehbe	\$0.00	18/02/2012
F2	Terry Fahey	Sale 16 Bankstown St, Bankstown	\$1,000.00	18/02/2012
F3	Andrew J Forster	Purchase Swing Street, Penrith	\$400.00	21/02/2012
F4	Peter Fehon	Sale Piccadilly Court	\$0.00	18/02/2012

Files can be **searched** directly from the **Active Files** screen. However, this may consist of many pages of files. For **fast lookup** of files, refine the search using the **Search field**.

To search for Files using the Search field: -

- Click in the Search field and type the full File Code **OR**
 - Click in the Search field and type the first number/letter of the File Code.
- (Refer to the example below.)

File Code	Client	Matter	Trust Balance	Open Date
F1	Andrew J Forster	Sale to Wehbe	\$0.00	18/02/2012
F2	Terry Fahey	Sale 16 Bankstown St, Bankstown	\$1,000.00	18/02/2012
F3	Andrew J Forster	Purchase Swing Street, Penrith	\$400.00	21/02/2012
F4	Peter Fehon	Sale Piccadilly Court	\$0.00	18/02/2012

VIEW FILE DETAILS

To view a Files Details: -

- Select and click on the file code.

The following screen shot is representative of the File Details. **Transactions** may be **viewed printed and processed, New FILES** created, **Edited** and **ARCHIVED**.

Date	Reference	Description	Credit	Debit	Balance
21/02/2012	TJ000001	Direction from client		\$1,500.00	\$0.00
20/02/2012	TC000007	Pay invoice		\$500.00	\$1,500.00
18/02/2012	TR000013	cost and disbursements	\$2,000.00		\$2,000.00

- Select **PRINT** to print the File Details
- Select the **BACK** button to exit this screen.

VIEW FILE TRANSACTION DETAILS

To view individual transactions on a file from the File Details Screen: -

- Select & Click on the transaction in the **Reference** column.

For example the following screen shot is representative of viewing a TR – Trust Receipt Transaction.

- Select the **PRINT** button to print the receipt (Prints as PDF).
- Select the **NEW** button to process a new receipt transaction.

(Refer to the Transaction Processing section of the User Guide)

Trust Receipt - TR000014

Back Reverse Print New

Receipt No:	TR000014	Deposit No:	TD000004
Bank Account:	62000	Date:	18/02/2012
Paid By:	Paul Ashby		
On Behalf Of:	Paul Ashby		
Type:	BCHQ	Drawer:	St George Bank
Bank:	St George	Branch:	Hurstville
The sum of Five Thousand Dollars and Zero Cents *****		Total:	\$5,000.00

File Code	Reason	Amount
A1	replacement cheque costs disbursements and stamp duty	\$5,000.00

CREATE NEW FILES

The following screen shot demonstrates the **NEW FILE DETAILS** menu. Position the cursor on the **FILES** menu then **Active Files** and across to the **New** tab and select.

The File Details screen will be displayed with the cursor positioned in the File Code Field.

FILE CODES CAN BE ALPHA OR NUMERIC OR A COMBINATION OF BOTH.

The Previous Used File Code is displayed.

All fields in this form require data to be entered.

File Details

Back Save

Previous File Code: STAT Available Files: 27

File Code: **Open Date:** 17/06/2012

Client: **Owner:** System Admin

Matter:

Field Descriptions:

- **File Code:** This is the next available file code.
- **Open Date:** Defaulted automatically from the system date but can be changed
- **Client:** Enter the Client's Surname or Select the Client using dropdown list
- **Matter:** Enter a description of the matter
- **Owner:** Automatically defaults to User Login but can be changed.



On completion of data entry, select the **SAVE** button before exiting the menu or data will be lost.



To exit from the screen

EDIT FILES

To EDIT File details: -

- Select and click on the EDIT button.
- Select field to be edited and make required changes

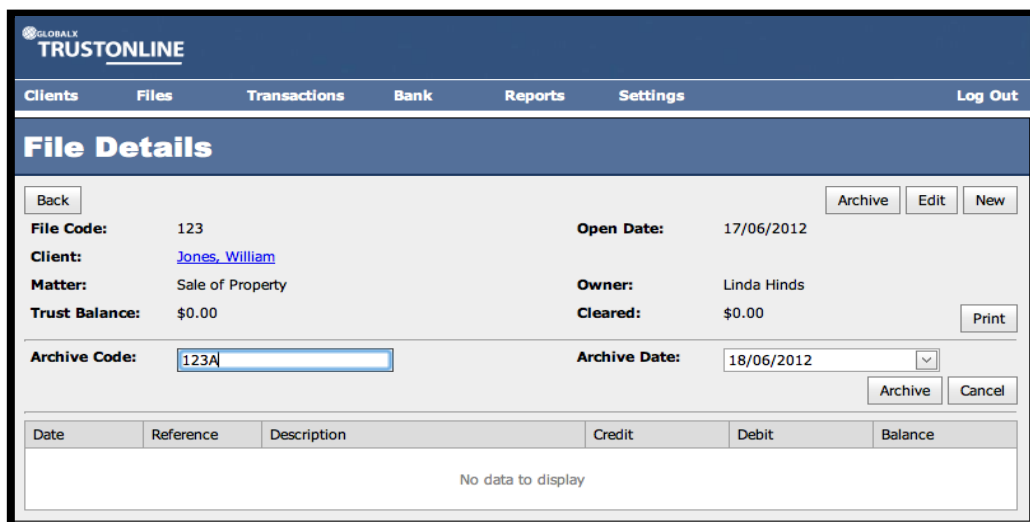
- Select  to save changes

- Select  to exit

ARCHIVE FILES

Once a file has been finalised and the **Trust Ledger Balance is Zero**, the file may be **archived**. The file is then transferred from the Active Files List to the Archived Files List. Archived files may be searched and viewed in the same manner as Active files. Transaction history is maintained on the Archived file and can be viewed and printed.

The following screen shot is representative of File Details once the Archive Button has been selected.



The screenshot shows the TRUSTONLINE interface with a navigation bar (Clients, Files, Transactions, Bank, Reports, Settings, Log Out) and a 'File Details' section. The 'Archive' button is highlighted. The form displays file information: File Code (123), Client (Jones, William), Matter (Sale of Property), Trust Balance (\$0.00), Open Date (17/06/2012), Owner (Linda Hinds), and Cleared (\$0.00). The 'Archive Code' field contains '123A' and the 'Archive Date' is set to '18/06/2012'. A 'Print' button is also visible. Below the form is a table with columns: Date, Reference, Description, Credit, Debit, and Balance. The table is currently empty, displaying 'No data to display'.

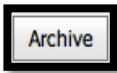

Date	Reference	Description	Credit	Debit	Balance
No data to display					

To ARCHIVE a file: -

- Select File from the **Active Files** List.
- Select the  button on the File Details screen.

A second data access form is presented and displays the Archive Code and Archive Date. Data in these fields is mandatory and can be changed by the user.

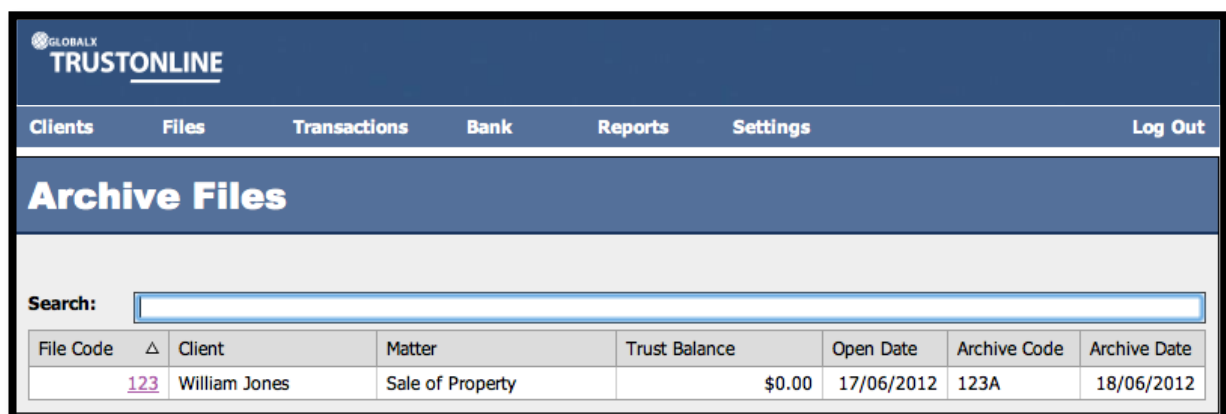
Field Descriptions:

- **Archive Code** Automatically defaulted from the File Code but can be user defined and changed.
- **Archive Date** Automatically defaults to the system date but can be changed.
- Select the  button **OR**
- Select the  button to exit without archiving

DISPLAY ARCHIVE FILES

The following screen shot is representative of the Archived Files List that is automatically displayed after the file has been archived or when it is viewed from the FILES – ARCHIVED FILES menu.

The Search value is based on the original file number & viewing the details of archived files is performed in the same manner as active files.



File Code	Client	Matter	Trust Balance	Open Date	Archive Code	Archive Date
123	William Jones	Sale of Property	\$0.00	17/06/2012	123A	18/06/2012

RE-ACTIVATE ARCHIVED FILES

A file can be re-activated by selecting the file code from the Archive Files list. The File Details form is displayed. (Refer to screen shot below).

TRUSTONLINE

Clients

Files

Transactions

Bank

Reports

Settings

Log Out

File Details

Back

Re-Activate

Edit

New

File Code: 124
 Open Date: 18/06/2012

Archive Code: 124
 Archive Date: 18/06/2012

Client: [Hinds, Linda](#)

Matter: Test Matter for Edit
 Owner: Linda Hinds

Trust Balance: \$0.00
 Cleared: \$0.00

Print

Date	Reference	Description	Credit	Debit	Balance
18/06/2012	TR000004R	Reversal for testing	-\$8,000.00		\$0.00
18/06/2012	TR000004	Other Sides Solicitors	\$8,000.00		\$8,000.00

To Re-Activate an Archived file: -

- Select the  button.

The **Re-Activated** file is transferred from the archived files list to the active files list. The archive file number and closed date are removed from the file details.

TRANSACTION PROCESSING

The following screen shot demonstrates the **Transactions** menu. The functions available within this menu are displayed in a drop down list once you position the cursor on **Transactions**. On selection of a Transaction type it is possible to **list, search and view** previous transactions or **create new transactions**.

GLOBALX TRUSTONLINE

Clients Files **Transactions** Bank Reports Settings Log Out

Active Files

Search:

Cheques ▶ **New**

EFT's ▶

Receipts ▶

Deposits ▶

Journals ▶

File Code	△	Client	Matter	Trust Balance	Open Date
A1		Paul Ashby	Purchase 15 Homebush Road, Homebush	\$4,850.00	15/02/2012
A2		Kay Arlott	Assault Police	\$0.00	16/02/2012
C1		Peter Chidiac	Shoplifting Charges	\$2,500.00	1/02/2012
C2		Michael Colebrigg	Purchase 129 Blackheath Road, Blackheath	\$0.00	1/02/2012
C3		Michael Colebrigg	Sale 10 Joseph Street, Lidcombe	\$500.00	1/02/2012
C4		John Cahill	Sale to Wenzell	\$0.00	18/02/2012

CHEQUES

VIEW & SEARCH TRUST CHEQUE TRANSACTIONS

To list, search and view Trust Cheque transactions: -

Position the cursor on the **Transaction Menu** then **Cheques Menu** and select by either using the enter key or mouse.

A Trust Cheque list will be displayed showing the Date, Cheque Number, Payee, Beneficiary and Amount.

The Trust Bank Account number defaults in the Bank field together with a date range in Date From and Date To fields. If more than one Trust Bank Account exists, select the required Bank from the drop down list and change the date range if required. The Search Field can be used to further refine the search by entering the Trust Cheque Number.

Note: When searching for an individual Cheque transaction make sure that it fits within the selected Date Range. When entering dates and reference numbers in the search field you must tab out of the field for the search function to be able to find and display the filtered data.

To search for Trust Cheques using the Search field:-

- Review the date range fields
- Click in the Search field and type the Full Trust Cheque Reference number **OR**
- Click in the Search field and type **%** followed by the Trust Cheque Reference number or part thereof. (Refer to the example below.)



The screenshot shows the TRUSTONLINE web application. At the top is a navigation bar with links: Clients, Files, Transactions, Bank, Reports, Settings, and Log Out. Below this is a header for 'Trust Cheques'. A search form is displayed with the following fields: Bank (62000), Date From (1/01/2012), To (30/06/2012), and Search (%14). A 'New' button is in the top right. Below the search form is a table with the following data:

Date	Cheque No	Payee	Beneficiary	Amount
28/03/2012	TC000014	Office of State Revenue		\$800.00

- Click on the Cheque Number to view the Trust Cheque Form

The screenshot shows the 'Trust Cheque - TC000014' form. At the top is a navigation bar with links: Clients, Files, Transactions, Bank, Reports, Settings, and Log Out. Below this is a header for 'Trust Cheque - TC000014'. The form contains the following fields: Bank Account (62000), Date (28/03/2012), Pay (Office of State Revenue), Bank Cheque (checkbox), Beneficiary, Note (The sum of Eight Hundred Dollars and Zero Cents), and Total (\$800.00). There are buttons for Back, Reverse, Print, and New. At the bottom, there is a table with the following data:

File Code	Reason	Amount
Z1	land tax outstanding	\$800.00

- Select the  button to exit from the form.
- Select the  button for printing cheques from either the Cheque List screen or directly from the Trust Cheque form.

CREATE NEW TRUST CHEQUE TRANSACTIONS

Select **New** from within an existing Trust Cheque form or from the Main Menu by positioning the cursor on the main **TRANSACTIONS** menu then **Cheques** and across to the **New** tab and select.

The screenshot shows the TRUSTONLINE web application. The top navigation bar includes 'Clients', 'Files', 'Transactions', 'Bank', 'Reports', 'Settings', and 'Log Out'. The 'Transactions' menu is open, showing options: 'Cheques', 'EFT's', 'Receipts', 'Deposits', and 'Journals'. The 'Cheques' option is selected, and a sub-menu is visible with 'New' highlighted. Below the menu, there is a 'Bank:' field with the value '62000' and a 'Search:' field. To the right, there are 'Date From:' and 'To:' date pickers with values '1/05/2012' and '30/06/2012' respectively. A 'New' button is located in the top right corner of the main content area. Below these elements is a table with columns: 'Date', 'Cheque No', 'Payee', 'Beneficiary', and 'Amount'. The table is currently empty, displaying 'No data to display'.


The following screen shot demonstrates the **ADD NEW TRUST CHEQUE** form.

The screenshot shows the 'Add New Trust Cheque' form in the TRUSTONLINE web application. The top navigation bar is the same as the previous screenshot. The form has a 'Back' button on the left and a 'Save' button on the right. The 'Bank Account:' field has a dropdown menu with '62000' selected. The 'Date:' field has a date picker with '21/06/2012' selected. The 'Pay:' field is a text input. The 'Bank Cheque:' field has a checkbox. The 'Beneficiary:' field is a text input. Below these fields, there is a 'Note:' field. A summary line shows 'The sum of Zero Dollars and Zero Cents *****' and 'Total: \$0.00'. Below this, there is a 'Demo Data Trust Bank Account' section with the value '088 766' and a total of '3498 7456'. An 'Add Line' button is located to the right of the total. At the bottom, there is a table with columns: 'File Code', 'Description', and 'Amount'.


Field Descriptions: -


- **Bank Account:** Defaults the Trust Bank Account number. If more than one Trust Bank Account then select account from drop down list.
- **Date:** Defaults to system date, but can be changed.
- **Pay:** Enter the Payee name **OR** use drop down list to select Contact Name from Client List
- **Bank Cheque:** Click on box to select if Bank Cheque required.


- **Beneficiary:** Field is only activated if Bank Cheque Box is selected. Enter Beneficiary Name
- **Note:** May be used to Enter details of payment. This together with the Payee will default into the Description field in secondary data input screen when Add Line button is activated. This field can be left blank and the description of payment entered directly into the Description field.

-  **Select Add Line.** Secondary data input form will display for entry of File Code, Transaction Description and Amount.

- **File Code:** Enter file code or select from drop down list. File List will display available trust balance on file.
- **Description:** Defaults Payee from Pay Field followed by description of payment if entered in Note field **OR** Enter description if Note field left blank.
- **Amount** Enter payment value

-  **Select to save line.**

-  **Select to add another line for multi-cheque transactions.**

-  **Select to edit line** – this button appears after the line has been saved.

-  **Select to remove line and exit from Add Line form.**

-  **Select to save completed cheque transaction.**

NOTE: Failure to select the Save button will result in the loss of the transaction.

(Refer to example Add New Trust Cheque screen shot below.)

GLOBALX TRUSTONLINE

Clients Files Transactions Bank Reports Settings Log Out

Add New Trust Cheque

Back Save

Bank Account: 62000 Date: 21/06/2012

Pay: National Australia Bank

Bank Cheque: ☒ Beneficiary: Arthur Collins-Brown

Note: Settlement Proceeds

The sum of Zero Dollars and Zero Cents ***** Total: \$0.00

Help Manual Trust Bank Account 123 456 7891 4568 Add Line


File Code	Description	Amount
0002	National Australia Bank - Settlement Proceeds	\$20,000.00

File Code	Matter	Search Value	Balance
0001	Purchase Lot 20 Dare	Hinds, Linda	1,075.00
0002	Sale of Property 34 V	Hinds, Linda	50,800.00
124	Test Matter	Jones, William	0.00



Once the line has been saved using the  button the following screen will display with an option to edit or delete the transaction details.



To edit select the  button and make the necessary changes.



To delete the Line Details select the  button.



Select  to continue to process multi trust cheque transactions.

GLOBALX TRUSTONLINE

Clients Files Transactions Bank Reports Settings Log Out

Add New Trust Cheque

Back Save

Bank Account: 62000 Date: 22/06/2012

Pay: NAB

Bank Cheque: ☒ Beneficiary: Bill Jones

Note: Proceeds of settlement

The sum of Twenty-Five Thousand Dollars and Zero Cents ***** Total: \$25,000.00

Help Manual Trust Bank Account 123 456 7891 4568 Add Line

File Code	Description	Amount
0002	NAB - Proceeds of settlement	\$25,000.00

On completion of the cheque transaction and the selection of the **Save** button the following screen will be displayed. On confirmation that the cheque number and transaction details require no further editing, select **OK** to post transaction OR **Cancel** to return to the previous screen for editing.

The screenshot shows the 'Add New Trust Cheque' screen in the TRUSTONLINE system. A 'Confirm Save' dialog box is overlaid on the form. The dialog box contains the text: 'The cheque number that will be assigned to this cheque is: TC000002. No changes can be made after saving. Are you sure you want to save?'. Below the text are 'OK' and 'Cancel' buttons. The background form includes fields for 'Bank Account', 'Pay', 'Bank Cheque' (checked), 'Note', and a table with columns 'File Code', 'Description', and 'Amount'. The table contains one row with '0002', 'NAB - Proceeds of settlement', and '\$25,000.00'. There are also 'Back', 'Save', and 'Add Line' buttons visible.

On selection of the **OK** button the finalised cheque is displayed with an option to **Print, Reverse** or create a **New** Trust cheque. (Refer to example screen shot below).

The screenshot shows the 'Trust Cheque - TC000002' screen. At the top, there are buttons for 'Reverse', 'Print', and 'New'. Below these are fields for 'Bank Account: 62000', 'Date: 22/06/2012', 'Pay: NAB', 'Beneficiary: Bill Jones', 'Bank Cheque: [checked]', and 'Note: Proceeds of settlement'. A line item shows 'The sum of Twenty-Five Thousand Dollars and Zero Cents' with a 'Total' of '\$25,000.00'. At the bottom, a table lists 'File Code: 0002', 'Reason: NAB - Proceeds of settlement', and 'Amount: \$25,000.00'. A 'Back' button is located at the top left of the form area.

On selection of the **Back** button the Trust Cheque View screen will be displayed. A print function is also available.

PRINTING CHEQUES

Printing of Trust Cheques can be performed in two ways.



Firstly by selecting the **Print** button displayed on the Trust Cheque Form immediately after the Trust Cheque has been **SAVED** (Refer to the above screen shot) **OR**



Secondly by selecting the print button from the Trust Cheques View form.

(Refer to the following screen shot)

A screenshot of the "Trust Cheques" view form in the TRUSTONLINE system. The form has a blue header with the "GLOBALX TRUSTONLINE" logo and navigation tabs: "Clients", "Files", "Transactions", "Bank", "Reports", "Settings", and "Log Out". The main title "Trust Cheques" is in a large blue box. Below this, there are search filters: "Bank:" with a dropdown menu showing "62000", "Date From:" with a date picker showing "1/05/2012", and "To:" with a date picker showing "30/06/2012". There is a "New" button in the top right. Below the filters is a table with columns: "Date", "Cheque No", "Payee", "Beneficiary", "Amount", and a printer icon. The table contains two rows of data.

Date	Cheque No	Payee	Beneficiary	Amount	
22/06/2012	TC000002	NAB	Bill Jones	\$25,000.00	
6/06/2012	TC000001	City of Greater Geelong		\$125.00	

The following screen shot is representative of a printed Trust Account Cheque.

A screenshot of a printed "Trust Account Cheque" form. The form has a light gray background and a black border. At the top, it says "Help Manual" and "TRUST ACCOUNT CHEQUE". Below this, there are two columns of information: "Transaction Date: 22/06/2012", "Cheque Number: TC000002", "Payee: NAB", "Beneficiary: Bill Jones", and "Note: Proceeds of settlement" on the left; and "Process Date: 22/06/2012" on the right. Below this, there is a line for "The sum of: Twenty-Five Thousand Dollars and Zero Cents" followed by a dotted line and the amount "\$25,000.00". At the bottom, there is a table with columns: "In relation to:", "File Code", "Client Name", "Matter Description", and "Amount". The table contains one row of data.

In relation to:	File Code	Client Name	Matter Description	Amount
	0002	Linda Hinds	Sale of Property 34 Victoria Street Collingwood	
		NAB - Proceeds of settlement		\$25,000.00

REVERSING TRUST CHEQUES

To process Trust Cheque reversals firstly find the cheque transaction in the Cheque List View Screen and enter on the cheque transaction number.

Date	Cheque No	Payee	Beneficiary	Amount	
6/06/2012	TC000001	City of Greater Geelong		\$125.00	

The Trust Cheque Transaction Form will be displayed.

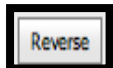
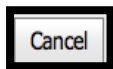
', 'Beneficiary:', 'Note: Town Planning Application Fee', and 'Total: \$125.00'. A text area shows 'The sum of One Hundred Twenty-Five Dollars and Zero Cents *****'. At the bottom, a table shows 'File Code 0001', 'Reason City of Greater Geelong - Town Planning Application Fee', and 'Amount \$125.00'. Buttons for 'Back', 'Reverse', 'Print', and 'New' are at the top right."/>

File Code	Reason	Amount
0001	City of Greater Geelong - Town Planning Application Fee	\$125.00

- Select the  button

A secondary screen will be displayed for input of the **Reason for Reversal**.

Fields displayed: -

- **Reason:** Enter reason for reversal.
- **Date:** Defaults to system date. Unable to be changed.
- Select  to process Trust Cheque transaction reversal **OR**
- Select  to exit without reversal.

(Refer to screen shot below)

The screenshot shows the TRUSTONLINE web application. The top navigation bar includes 'Clients', 'Files', 'Transactions', 'Bank', 'Reports', 'Settings', and 'Log Out'. The main header displays 'Trust Cheque - TC000001'. A 'Reason for Reversal' modal dialog is open, containing a 'Reason' dropdown menu with the selected option 'Cheque drawn for incorrect amount', a 'Date' dropdown menu with '22/06/2012', and 'Reverse' and 'Cancel' buttons. In the background, the 'Bank Account' is '62000', 'Pay' is 'City of Greater Geelong', and 'Bank Cheque' is unchecked. A table at the bottom shows the original transaction:

File Code	Reason	Amount
0001	City of Greater Geelong - Town Planning Application Fee	\$125.00

A Trust Cheque Reversal Transaction is created.

Note: There is also an option to Print the Reversal from this form.

(Refer to following screen shot)

The screenshot shows the TRUSTONLINE web application with the 'Trust Cheque - TC000001R' reversal transaction displayed. The word 'Reversal' is in red. The 'Bank Account' is '62000', 'Date' is '22/06/2012', 'Pay' is 'City of Greater Geelong', 'Bank Cheque' is unchecked, and 'Note' is 'Town Planning Application Fee'. The 'Total' is '-\$125.00'. A table at the bottom shows the reversal transaction:

File Code	Reason	Amount
0001	Cheque drawn for incorrect amount	-\$125.00

➤ Select  to view the Trust Cheque Listing Screen.

The original Trust Cheque transaction together with the Reversal Trust Cheque transaction is displayed.

Note: There is also an option to print the reversal transaction from this form.

The following screen shot is representative of a search on the cheque number with the original and reversal entry displayed.

Date	Cheque No	Payee	Beneficiary	Amount	
22/06/2012	TC000001R	City of Greater Geelong		-\$125.00	
6/06/2012	TC000001	City of Greater Geelong		\$125.00	

EFT

VIEW & SEARCH EFT TRANSACTIONS

To list, search and view Trust EFT transactions: -

Position the cursor on the **Transaction Menu** then **EFT Menu** and select by either using the enter key or mouse.

A Trust EFT list will be displayed showing the Date, EFT Number, Transfer To and Amount.

The Trust Bank Account number defaults in the Bank field together with a date range in Date From and Date To fields. If more than one Trust Bank Account exists, select the required Bank from the drop down list and change the date range if required. The Search Field can be used to further refine the search by entering the Trust EFT Number.

Note: When searching for an individual EFT transaction make sure that it fits within the selected Date Range. When entering dates and reference numbers in the search field you must tab out of the field for the search function to be able to find and display the filtered data.

To search for a Trust EFT using the Search field: -

- Review the date range fields
- Click in the Search field and type the Full EFT Reference number **OR**
- Click in the Search field and type **%** followed by the EFT Reference number or part thereof. (Refer to the example below.)

GLOBALX TRUSTONLINE

Clients Files Transactions Bank Reports Settings Log Out

Trust EFTs

New

Bank: 62000 Date From: 1/02/2012 To: 30/06/2012

Search: %1

Date	EFT No	Transfer To	Amount
21/02/2012	EFT000001	Estate May Smith	\$10,000.00

- Click on the EFT Number to view the Trust Transfer EFT Form

GLOBALX TRUSTONLINE

Clients Files Transactions Bank Reports Settings Log Out

Trust Transfer - EFT000001

Back Reverse Print New

Bank Account: 62000 Date: 21/02/2012

Transfer To: Estate May Smith

Bank Cheque: ☐



BSB: 012-676 Account: 232 465 576

Note: 017545K

Total: \$10,000.00

The sum of Ten Thousand Dollars and Zero Cents

File Code	Reason	Amount
S2	017545K - Direction A Smith	\$10,000.00

- Select the  button to exit from the form.
- Select the  button for printing EFT from either the EFT List screen or directly from the Trust Transfer EFT form.

CREATE NEW EFT TRANSACTIONS

Select **New** from within an existing Trust Transfer EFT form or from the Main Menu by positioning the cursor on the main **TRANSACTIONS** menu then **EFT** and across to the **New** tab and select.







The screenshot shows the TRUSTONLINE web application. The top navigation bar includes 'Clients', 'Files', 'Transactions', 'Bank', 'Reports', 'Settings', and 'Log Out'. The 'Transactions' menu is expanded, showing options for 'Cheques', 'EFTs', 'Receipts', 'Deposits', and 'Journals'. The 'EFTs' option is selected, and a 'New' button is visible. Below the menu, there are input fields for 'Bank' (62000), 'Date From' (1/05/2012), and 'To' (30/06/2012). A 'Search' field is also present. The main content area shows a table with columns 'Date', 'EFT No', 'Transfer To', and 'Amount', but it is currently empty with the message 'No data to display'.

The following screen shot demonstrates the **ADD NEW TRUST EFT** form.

The screenshot shows the 'Add New Trust Transfer' form. The top navigation bar is the same as the previous screenshot. The form includes a 'Back' button and a 'Save' button. The 'Bank Account' field is set to 62000. The 'Date' field is set to 22/06/2012. The 'Transfer To' field is empty. The 'BSB' field is empty. The 'Account' field is empty. The 'Note' field is empty. Below these fields, there is a summary line: 'The sum of Zero Dollars and Zero Cents *****' and a 'Total' of '\$0.00'. An 'Add Line' button is visible. At the bottom, there is a table with columns 'File Code', 'Description', and 'Amount'.

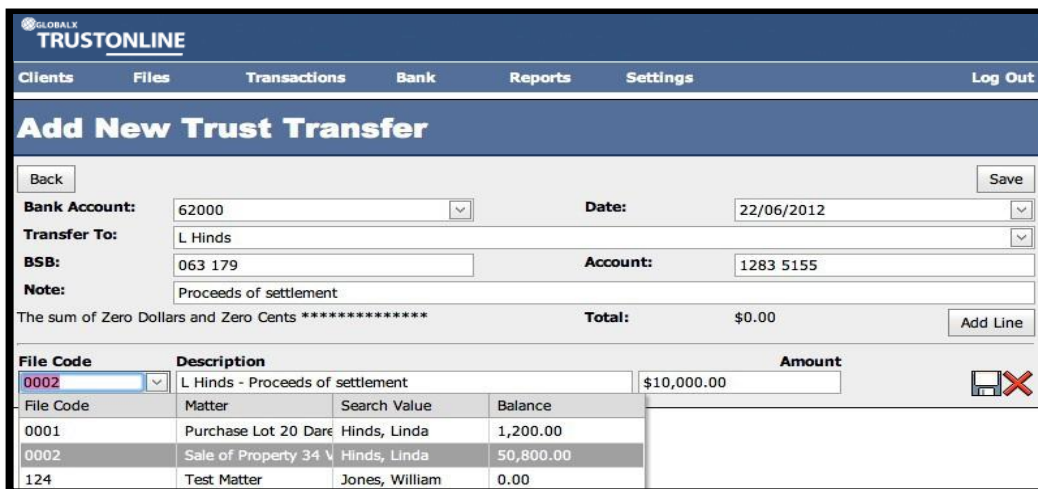
Field Descriptions: -

- **Bank Account:** Defaults the Trust Bank Account number. If more than one Trust Bank Account then select account from drop down list.
- **Date:** Defaults to system date, but can be changed.
- **Transfer To:** Enter the Payee name **OR** use drop down list to select Contact Name from Client List
- **BSB:** Enter BSB. **OR** BSB will default if held on Client record and Client selected from drop down list in Transfer To field.
- **Account:** Enter Account Number **OR** Account Number will default if held on Client record and Client selected from drop down list in Transfer To field.
- **Note:** May be used to Enter details of transfer. This together with the data entered in the Transfer To field will default into the Description field in secondary data input screen when Add Line button is activated. This field can be left blank and the description of payment entered directly into the Description field.

-  **Select Add Line.** Secondary data input form will display for entry of File Code, Transaction Description and Amount.
- **File Code:** Enter file code or select from drop down list. File List will display available trust balance on file.
- **Description:** Defaults Payee from Transfer To Field followed by description of Transfer if entered in Note field **OR** Enter description if Note field left blank.
- **Amount** Enter payment value
-  **Select to save line.**
-  Select to add another line for **multi-transfer** transactions.
-  **Select to edit line** – this button appears after the line has been saved.
-  **Select to remove line** and exit from Add Line form.
-  **Select to save completed EFT Transfer transaction.**

NOTE: Failure to select the Save button will result in the loss of the transaction.

(Refer to example Add New EFT Trust Transfer screen shot below.)




Once the line has been saved using the  button the following screen will display with an option to edit the transaction details.



To edit select the button and make the necessary changes.



To delete the Line Details select the button.



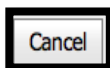
Select to add another line for **multi-transfer** transactions. The previous saved transfer line will be displayed.



On completion of the EFT Trust Transfer transaction and the selection of the button, the following screen will be displayed. On confirmation that the EFT Trust Transfer



transaction details require no further editing select to confirm and post the

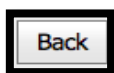


transaction OR to return to the previous screen for editing.



On selection of the **OK** button the finalised EFT is displayed with an option to **Print**, **Reverse** or create a **New** EFT Transaction. (Refer to example screen shot below).

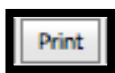
File Code	Reason	Amount
0002	L Hinds - Proceeds of settlement	\$10,000.00



On selection of the **Back** button the Trust EFT View screen will be displayed. A print function is also available.

PRINTING EFT TRANSACTIONS

Printing of Trust EFT Transfer transactions can be performed in two ways.



By selecting the **Print** button displayed on the EFT Trust Transfer Form immediately after the EFT Trust Transfer has been **SAVED** (Refer to the above screen shot) **OR**



By selecting the print button from the Trust EFT View form.

(Refer to the following screen shot)

GLOBALX TRUSTONLINE

Clients Files Transactions Bank Reports Settings Log Out

Trust EFTs

New

Bank: 62000 Date From: 1/05/2012 To: 30/06/2012

Search:

Date	EFT No	Transfer To	Amount	
22/06/2012	EFT000003	L Hinds	\$10,000.00	
13/06/2012	EFT000002	Hocking Stuart	\$500.00	
6/06/2012	EFT000001	Linda Hinds	\$500.00	

The following screen shot is representative of a printed Trust Account EFT.

**Help Manual
TRUST ACCOUNT EFT**

Transaction Date: 22/06/2012 Process Date: 22/06/2012
 Cheque Number: EFT000003
 Transfer To: L Hinds
 BSB: 063 179 Account: 1283 5155
 Note: Proceeds of settlement

The sum of: Ten Thousand Dollars and Zero Cents \$10,000.00

In relation to:

File Code	Client Name Reason	Matter Description	Amount
0002	Linda Hinds	Sale of Property 34 Victoria Street Collingwood	
	L Hinds - Proceeds of settlement		\$10,000.00

Made out by: Linda Hinds

REVERSING EFT TRANSACTIONS

To process EFT Trust Transfer reversals firstly find the EFT transaction in the TRUST EFT List View Screen and enter on the EFT transaction number.

Trust EFTs

Bank: 62000 Date From: 1/05/2012 To: 30/06/2012

Search: %3

Date	EFT No	Transfer To	Amount
22/06/2012	EFT000003	L Hinds	\$10,000.00

The EFT Trust Transfer Transaction Form will be displayed.

Trust Transfer - EFT000003

Back Reverse Print New

Bank Account: 62000 Date: 22/06/2012

Transfer To: L Hinds

Bank Cheque: ☐

BSB: 063 179 Account: 1283 5155

Note: Proceeds of settlement

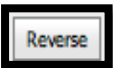

The sum of Ten Thousand Dollars and Zero Cents Total: \$10,000.00

File Code	Reason	Amount
0002	L Hinds - Proceeds of settlement	\$10,000.00

- Select the  button

A secondary screen will be displayed for input of the **Reason for Reversal**.

Fields displayed: -

- **Reason:** Enter reason for reversal.
- **Date:** Defaults to system date. Unable to be changed.
- Select  to process EFT Trust Transfer transaction reversal **OR**
- Select  to exit without reversal.

(Refer to screen shot below)

Trust Transfer - EFT000003

Back

Bank Account: 62000
 Transfer To: L Hinds
 Bank Cheque: ☐
 BSB: 063 179
 Note: Proceeds of settlement

The sum of Ten Thousand Dollars and Zero Cents

Total: \$10,000.00

File Code	Reason	Amount
0002	L Hinds - Proceeds of settlement	\$10,000.00

Reason for Reversal

Reason: Transfer processed for incorrect amount
 Date: 22/06/2012

Reverse Cancel

Reverse Print New

An EFT Trust Transfer Reversal Transaction is created.

Note: There is also an option to Print the Reversal from this form.

(Refer to following screen shot)

Trust Transfer - EFT000003R Reversal

Back

Bank Account: 62000
 Transfer To: L Hinds
 Bank Cheque: ☐
 BSB: 063 179
 Note: Proceeds of settlement

Date: 22/06/2012
 Account: 1283 5155

The sum of Minus Ten Thousand Dollars and Zero Cents

Total: -\$10,000.00

File Code	Reason	Amount
0002	Transfer processed for incorrect amount	-\$10,000.00

Print New

➤ Select Back to view the Trust EFT List Screen.

The original Trust EFT transaction together with the Reversal Trust EFT transaction is displayed.

Note: There is also an option to print the reversal transaction from this form.

The following screen shot is representative of a search on the EFT number with the original and reversal entry displayed.

Date	EFT No	Transfer To	Amount	
22/06/2012	EFT000003R	L Hinds	-\$10,000.00	
22/06/2012	EFT000003	L Hinds	\$10,000.00	

RECEIPTS

VIEW & SEARCH RECEIPT TRANSACTIONS

To list, search and view Trust Receipt transactions: -

Position the cursor on the **Transaction Menu** then **Receipts Menu** and select by either using the enter key or mouse.

A Trust Receipts list will be displayed showing the Date, Receipt Number, Paid By, On Behalf Of, Type and Amount.

The Trust Bank Account number defaults in the Bank field together with a date range in Date From and Date To fields. If more than one Trust Bank Account exists, select the required Bank from the drop down list and change the date range if required. The Search Field can be used to further refine the search by entering the Trust Receipt Number.

Note: When searching for an individual Trust Receipt transaction make sure that it fits within the selected Date Range. When entering dates and reference numbers in the search field you must tab out of the field for the search function to be able to find and display the filtered data.

To search for a Trust Receipt using the Search field: -

- Review the date range fields
- Click in the Search field and type the Full EFT Reference number **OR**
- Click in the Search field and type **%** followed by the Receipt Reference number or part thereof. (Refer to the example below.)

GLOBALX TRUSTONLINE

Clients Files Transactions Bank Reports Settings Log Out

Trust Receipts

Bank: 62000 Date From: 1/05/2012 To: 30/06/2012 New

Search: %3

Date	Receipt No	Paid By	On Behalf Of	Type	Amount
7/06/2012	TR000003	Alan Jones	Linda Hinds	BCHQ	\$50,000.00

- Click on the Receipt Number to view the Trust Receipt Form

GLOBALX TRUSTONLINE

Clients Files Transactions Bank Reports Settings Log Out

Trust Receipt - TR000003

Back Reverse Print New

Receipt No: TR000003 Deposit No: TD000002

Bank Account: 62000 Date: 7/06/2012

Paid By: Alan Jones

On Behalf Of: Linda Hinds



Type: BCHQ Drawer: NAB

Bank: NAB Branch: Albert Park

Total: \$50,000.00

The sum of Fifty Thousand Dollars and Zero Cents

File Code	Reason	Amount
0002	Alan Jones - Deposit	\$50,000.00

- Select the  button to exit from the form.
- Select the  button for printing Trust Receipts from either the Trust Receipts List screen or directly from the Trust Receipt form.

CREATE NEW TRUST RECEIPT TRANSACTIONS

Select **New** from within an existing Trust Receipt form or from the Main Menu by positioning the cursor on the main **TRANSACTIONS** menu then **Receipts** and across to the **New** tab and select.

GLOBALX TRUSTONLINE

Clients Files **Transactions** Bank Reports Settings Log Out

Trust Receipt

Cheques EFT's Receipts Deposits Journals

Bank: 62000 Date From: 1/05/2012 To: 30/06/2012

Search:

Date	Receipt No	Paid By	On Behalf Of	Type	Amount
18/06/2012	TR000004R	Other Sides Solicitors	Linda Hinds	BCHQ	-\$8,000.00
18/06/2012	TR000004	Other Sides Solicitors	Linda Hinds	BCHQ	\$8,000.00
7/06/2012	TR000003	Alan Jones	Linda Hinds	BCHQ	\$50,000.00
6/06/2012	TR000002	Linda Hinds	Linda Hinds	BCHQ	\$3,000.00
6/06/2012	TR000001R	Linda Hinds	Linda Hinds	CHQ	-\$2,500.00
6/06/2012	TR000001	Linda Hinds	Linda Hinds	CHQ	\$2,500.00

The following screen shot demonstrates the **ADD NEW TRUST RECEIPT** form.

GLOBALX TRUSTONLINE

Clients Files Transactions Bank Reports Settings Log Out

Add New Trust Receipt

Back Save

Bank Account: 62000 Date: 22/06/2012

Paid By: On Behalf Of: Type: Drawer: Branch:

Bank: Total: \$0.00

The sum of Zero Dollars and Zero Cents *****

Add Line

File Code	Reason	Amount
-----------	--------	--------

Field Descriptions: -

- **Bank Account:** Defaults the Trust Bank Account number. If more than one Trust Bank Account then select account from drop down list.
- **Date:** Defaults to system date, but can be changed.
- **Paid By:** Enter the Payee name **OR** use drop down list to select Contact Name from Client List
- **On Behalf Of:** Enter Name **OR** use drop down list to select Contact Name from Client List.
- **Type:** Select Payment Type from drop down list
- **Drawer:** Enter Drawer Name **OR** defaults from the information held on Client if selected from the drop down list.
- **Bank:** Enter Bank Name **OR** defaults from the information held on

Client if selected from the drop down list.

➤ **Branch:**

Enter Branch location **OR** defaults from the information held on Client if selected from the drop down list.



Select Add Line. Secondary data input form will display for entry of File Code, Transaction Description and Amount.

➤ **File Code:**

Enter file code or select from drop down list. File List will display available trust balance on file.

➤ **Description:**

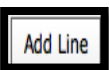
Defaults name from Paid By field - then Enter reason for payment

➤ **Amount**

Enter payment value



Select to save line.



Select to add another line for multi-receipt transactions.



Select to edit line – this button appears after the line has been saved.



Select to remove line and exit from Add Line form.



Select to save completed Trust Receipt transaction.

NOTE: Failure to select the Save button will result in the loss of the transaction.

(Refer to example Add New Trust Receipt screen shot below.)

GLOBALX TRUSTONLINE

Clients Files Transactions Bank Reports Settings Log Out

Add New Trust Receipt

Back Save

Bank Account: 62000 Date: 22/06/2012

Paid By: NAB

On Behalf Of: William Jones

Type: BCHQ Drawer: NAB


Bank: NAB Branch: Melbourne

The sum of Zero Dollars and Zero Cents ***** Total: \$0.00 Add Line


File Code	Reason	Amount
124	NAB -Settlement Monies	\$210,000.00

File Code	Matter	Search Value	Balance
0001	Purchase Lot 20 Dare	Hinds, Linda	1,200.00
0002	Sale of Property 34 Vic	Hinds, Linda	50,800.00
124	Test Matter	Jones, William	0.00



Once the line has been saved using the  button the following screen will display with an option to edit the transaction details.



To edit select the  button and make the necessary changes.



To delete the Line Details select the  button.



To continue to process a **Multi Trust Receipt** select the  button. The previous saved receipt line will be displayed.

Refer to screen shot below.

Example - Multi Receipt Transaction

GLOBALX

TRUSTONLINE

ClientsFilesTransactionsBankReportsSettingsLog Out

Add New Trust Receipt

Back

Save

Bank Account:

62000

Date:

3/07/2012

Paid By:

Demo Solicitors - Takeon Trust Balance as at 3/7/2012

On Behalf Of:

Takeon Trust Balance as at 3/7/2012

Type:

CASH

Drawer:

Bank:









Branch:

The sum of Three Thousand Two Hundred Fifty-Five Dollars and Zero Cents *****

Total:

\$3,255.00

Add Line

File Code	Reason	Amount	
B0100	Demo Solicitors - Takeon Trust Balance as at 3/7/2012	\$1,000.00	 
C6	Demo Solicitors - Takeon Trust Balance as at 3/7/2012	\$1,500.00	 
D1	Demo Solicitors - Takeon Trust Balance as at 3/7/2012	\$755.00	 
<div></div>	Demo Solicitors - Takeon Trust Balance as at 3/7/2012	\$0.00	 

Example - Single Receipt Transaction.

GLOBALX

TRUSTONLINE

ClientsFilesTransactionsBankReportsSettingsLog Out

Add New Trust Receipt

Back

Save

Bank Account:

62000

Date:

22/06/2012

Paid By:

NAB

On Behalf Of:

William Jones

Type:

BCHQ

Drawer:

NAB

Bank:

NAB

Branch:



Melbourne


The sum of Two Hundred Ten Thousand Dollars and Zero Cents *****


Total:


\$210,000.00

Add Line

File Code	Reason	Amount	
124	NAB -Settlement Monies	\$210,000.00	 

On completion of the Trust Receipt transaction and the selection of the  button, the following screen will be displayed. On confirmation that the Trust Receipt transaction

details require no further editing select  to confirm and post the transaction OR

 to return to the previous screen for editing.

GLOBALX TRUSTONLINE

Clients Files Transactions Bank Reports Settings Log Out

Add New Trust Receipt

Back Save

Bank Account:

Paid By:

On Behalf Of:

Type:

Bank:

The receipt number that will be assigned to this receipt is: **TR000005**
No changes can be made after saving. Are you sure you want to save?

OK Cancel

The sum of Two Hundred Ten Thousand Dollars and Zero Cents

Total: \$210,000.00 Add Line

File Code	Reason	Amount
124	NAB -Settlement Monies	\$210,000.00



On selection of the **OK** button the finalised Trust Receipt is displayed with an option to **Print, Reverse** or create a **New** Trust Receipt Transaction. (Refer to example screen shot below).

GLOBALX TRUSTONLINE

Clients Files Transactions Bank Reports Settings Log Out

Trust Receipt - TR000005

Back Reverse Print New

Receipt No: TR000005 **Deposit No:**

Bank Account: 62000 **Date:** 22/06/2012

Paid By: NAB

On Behalf Of: William Jones

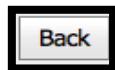
Type: BCHQ **Drawer:** NAB

Bank: NAB **Branch:** Melbourne

The sum of Two Hundred Ten Thousand Dollars and Zero Cents

Total: \$210,000.00

File Code	Reason	Amount
124	NAB -Settlement Monies	\$210,000.00



On selection of the **Back** button the Trust Receipt View screen will be displayed. A print function is also available.

PRINTING TRUST RECEIPTS

Printing of Trust Receipts can be performed in two ways.



Firstly by selecting the button displayed on the Trust Receipt Form immediately after the Trust Receipt transaction has been **SAVED** (Refer to the above screen shot) **OR**



Secondly by selecting the print button from the Trust Receipt View form.

(Refer to the following screen shot)

Date	Receipt No	Paid By	On Behalf Of	Type	Amount
22/06/2012	TR000005	NAB	William Jones	BCHQ	\$210,000.00

The following screen shot is representative of a printed Trust Account Receipt.

Transaction Date: 22/06/2012 Process Date: 22/06/2012
Receipt Number: TR000005
Received from: NAB
On behalf of: William Jones
Payment Type: Bank Cheque

The sum of: Two Hundred Ten Thousand Dollars and Zero Cents \$210,000.00

In relation to:			
File Code	Client Name	Matter Description	
	Reason		Amount
124	William Jones	Test Matter	
	NAB -Settlement Monies		\$210,000.00

Made out by: Linda Hinds

REVERSING TRUST RECEIPT TRANSACTIONS

To process Trust Receipt reversals firstly find the Trust Receipt transaction in the Trust Receipt List View Screen and enter on the Receipt transaction number.

The screenshot shows the 'Trust Receipts' list view screen in the TRUSTONLINE system. The top navigation bar includes 'Clients', 'Files', 'Transactions', 'Bank', 'Reports', 'Settings', and 'Log Out'. The main title is 'Trust Receipts'. Below the title, there are search filters: 'Bank' (62000), 'Date From' (1/05/2012), 'To' (30/06/2012), and 'Search' (%5). A 'New' button is in the top right. A table lists the receipt details:

Date	Receipt No	Paid By	On Behalf Of	Type	Amount	
22/06/2012	TR000005	NAB	William Jones	BCHQ	\$210,000.00	

The Trust Receipt Transaction Form will be displayed.

The screenshot shows the 'Trust Receipt - TR000005' transaction form. The top navigation bar is the same as the previous screen. The main title is 'Trust Receipt - TR000005'. Below the title, there are buttons: 'Back', 'Reverse', 'Print', and 'New'. The form displays the following details:

Receipt No: TR000005	Deposit No:
Bank Account: 62000	Date: 22/06/2012
Paid By: NAB	
On Behalf Of: William Jones	
Type: BCHQ	Drawer: NAB
Bank: NAB	Branch: Melbourne
Total: \$210,000.00	

The sum of Two Hundred Ten Thousand Dollars and Zero Cents

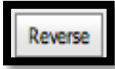
File Code	Reason	Amount
124	NAB -Settlement Monies	\$210,000.00

- Select the  button

A secondary screen will be displayed for input of the **Reason for Reversal**.

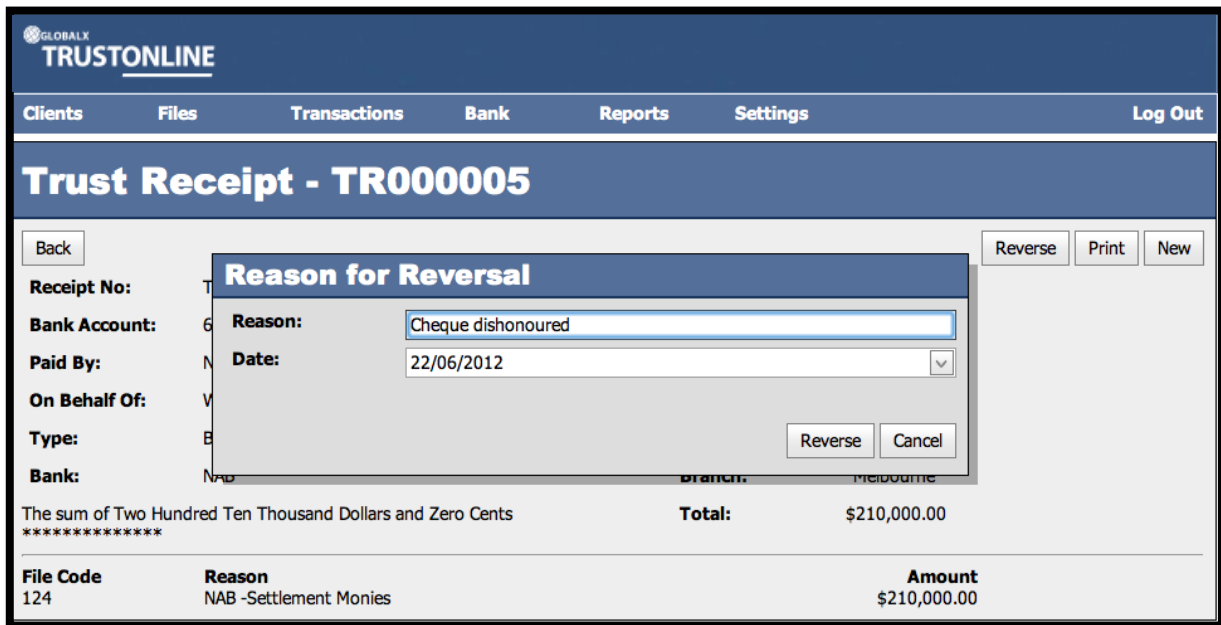
Fields displayed: -

- **Reason:** Enter reason for reversal.
- **Date:** Defaults to system date. Unable to be changed.

➤ Select  to process Trust Receipt transaction reversal **OR**

➤ Select  to exit without reversal.

(Refer to screen shot below)

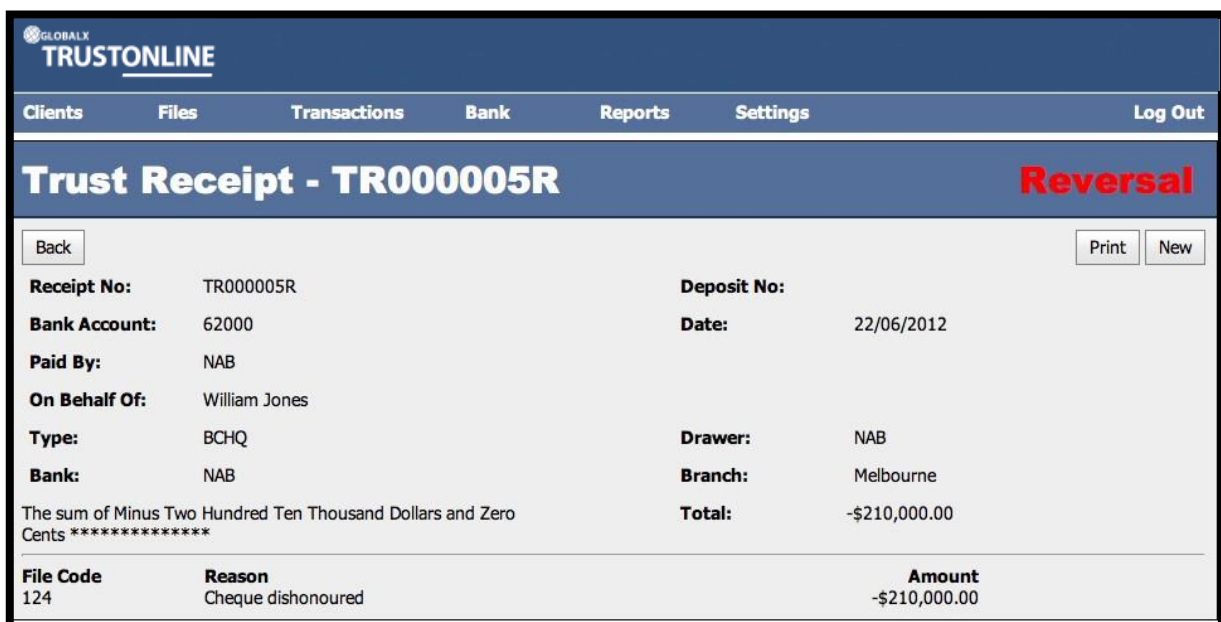


The screenshot shows the TRUSTONLINE web application. The main header includes the logo and navigation tabs: Clients, Files, Transactions, Bank, Reports, Settings, and Log Out. The page title is "Trust Receipt - TR000005". A modal window titled "Reason for Reversal" is open, showing "Reason: Cheque dishonoured" and "Date: 22/06/2012". Buttons for "Reverse", "Print", and "New" are visible. Below the modal, the receipt details are shown: "The sum of Two Hundred Ten Thousand Dollars and Zero Cents", "Total: \$210,000.00", "File Code 124", "Reason NAB -Settlement Monies", and "Amount \$210,000.00".


A Trust Receipt Reversal Transaction is created.

Note: There is also an option to Print the Reversal from this form.

(Refer to following screen shot)



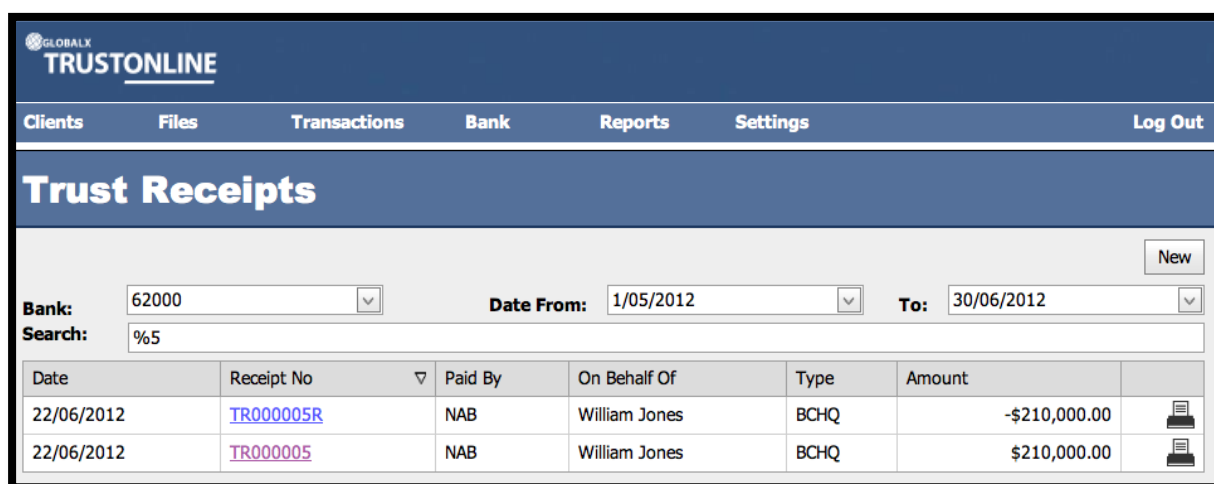
The screenshot shows the TRUSTONLINE web application. The main header includes the logo and navigation tabs: Clients, Files, Transactions, Bank, Reports, Settings, and Log Out. The page title is "Trust Receipt - TR000005R" with a red "Reversal" label. A modal window titled "Reason for Reversal" is open, showing "Reason: Cheque dishonoured" and "Date: 22/06/2012". Buttons for "Reverse", "Print", and "New" are visible. Below the modal, the receipt details are shown: "The sum of Minus Two Hundred Ten Thousand Dollars and Zero Cents", "Total: -\$210,000.00", "File Code 124", "Reason Cheque dishonoured", and "Amount -\$210,000.00".



- Select  to view the Trust Receipts List Screen.

The original Trust Receipt transaction together with the Reversal Trust Receipt transaction is displayed.

Note: There is also an option to print the reversal transaction from this form.

The following screen shot is representative of a search on the Trust Receipt number with the original and reversal entry displayed.



Date	Receipt No	Paid By	On Behalf Of	Type	Amount	
22/06/2012	TR000005R	NAB	William Jones	BCHQ	-\$210,000.00	
22/06/2012	TR000005	NAB	William Jones	BCHQ	\$210,000.00	

DEPOSITS

The Trust Deposit List is designed for the purposes of recording the Trust Receipts that are deposited to the Trust Bank Account each day. It is possible to generate more than one Trust Deposit for each day. This enables a Trust Deposit to be created for only those Trust Receipts that have been paid by Cheques and/or Cash. The printed Trust Deposit is produced in the form of a Bank Deposit Slip that can be taken to the Bank with the accompanying cheques and/or cash. All other Receipt transactions that do not involve being physically deposited at the Bank can be incorporated into a separate Trust Deposit.

VIEW & SEARCH TRUST DEPOSITS

To list, search and view existing Trust Deposits: -

Position the cursor on the **Transaction Menu** then **Deposits Menu** and select by either using the enter key or mouse.

A Trust Deposits list will be displayed showing the Date, Deposit Number, Description and Amount of previously created Trust Deposits.

The Trust Bank Account number defaults in the Bank field together with a date range in Date From and Date To fields. If more than one Trust Bank Account exists, select the required Bank from the drop down list and change the date range if required. The Search Field can be used to further refine the search by entering the Deposit Number.

Note: When searching for an individual Deposit make sure that it fits within the selected Date Range. When entering dates and reference numbers in the search field you must tab out of the field for the search function to be able to find and display the filtered data.

To search for an existing Trust Deposit using the Search field: -

- Review the date range fields
- Click in the Search field and type the Full Deposit Reference number **OR**
- Click in the Search field and type **%** followed by the Deposit Reference number or part thereof. (Refer to the example below.)

Date	Deposit No	Description	Amount	
13/06/2012	TD000002	Deposit	\$50,000.00	

- Click on the Deposit Number to view the Trust Deposit Form

GLOBALX TRUSTONLINE

Clients Files Transactions Bank Reports Settings Log Out

Trust Deposit - TD000002


Back Delete Save

Bank Account: 62000 **Date:** 13/06/2012

Description: Deposit

Cash: \$0.00 **Cheques:** \$50,000.00 **Total:** \$50,000.00

Add All Receipts

Receipt No	Date	Paid By	Bank	Branch	Amount	#
TR000003	7/06/2012	Alan Jones	NAB	Albert Park	\$50,000.00	



The Trust Receipts that have been included in the Trust Deposit are marked .

If an existing Trust Deposit has not been printed and finalised for the day and further trust receipts have been processed they can be selected for inclusion by selecting the existing deposit from the Trust Deposit list and marking the further deposits.

Refer to the following screen shot.

GLOBALX TRUSTONLINE

Clients Files Transactions Bank Reports Settings Log Out

Trust Deposit - TD000002



Back Delete Save


Bank Account: 62000 **Date:** 13/06/2012

Description: Deposit

Cash: \$0.00 **Cheques:** \$348,000.00 **Total:** \$348,000.00

Add All Receipts

Receipt No	Date	Paid By	Bank	Branch	Amount	#
TR000003	7/06/2012	Alan Jones	NAB	Albert Park	\$50,000.00	
TR000006	22/06/2012	National Australia Bank	NAB	350 Collins Street Melbourne	\$298,000.00	

➤ Select  button to update the Trust Deposit List

➤ Select  button to exit back to the Trust Deposits List.

CREATE A NEW TRUST DEPOSIT LIST

Select the Transactions Menu, Deposits Menu and New.

Refer to the following screen shot.

If more than one Trust Bank Account exists select the Bank Account required. The date will default to the system date. The description field defaults with the word Deposit but can be edited.

- Then select the  button.

Refer to the following screen shot: -

- Flag receipts to be included in the deposit or select the  button.

- Then select 

The saved Trust Bank Deposit will then be available for printing from the Trust Deposits List.

PRINTING TRUST DEPOSITS

- Select  button for printing Trust Deposits from the Trust Deposits List.



The following screen shot demonstrates the Trust Bank Deposit List produced when printing Trust Deposits.

Trust Bank		NAB		22 June 2012	
Deposit Slip		Trust Bank Account			
Drawer	NAB	Bank	NAB	Branch	Albert Park
	National Australia Bank		NAB		350 Collins Street Melbourne
				Amount	\$50000.00
					\$298000.00
Deposit Date	13 June 2012	Teller		Bank Stamp	
Account Name	Help Manual Trust Bank Account			Cash	\$100
					\$50
					\$20
					\$10
					\$5
					Coin
Branch Name	BSB 123 456	Account Number	7891 4568	Total Cheques	\$348000.00
	Melbourne			Total Cash	\$0.00
				Total Deposit	\$348000.00

DELETING TRUST DEPOSITS

To Delete a Trust Deposit: -

Select the Trust Deposit number from the Trust Deposit List.

GLOBALX TRUSTONLINE						
Clients	Files	Transactions	Bank	Reports	Settings	Log Out
Trust Deposit - TD000002						
Back					Delete	Save
Bank Account:	62000	Date:	13/06/2012			
Description:	Deposit					
Cash:	\$0.00	Cheques:	\$348,000.00	Total:	\$348,000.00	
Add All Receipts						
Receipt No	Date	Paid By	Bank	Branch	Amount	#
TR000003	7/06/2012	Alan Jones	NAB	Albert Park	\$50,000.00	
TR000006	22/06/2012	National Australia Bank	NAB	350 Collins Street Melbourne	\$298,000.00	

- Select the  button.

The following screen display will be presented: -

Trust Deposit - TD000002

Back Delete Save

Bank Account: 6
Description:
Cash: \$


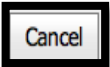
Confirm Delete

This will remove any Trust Receipts attached to this Deposit and attempt to delete it.

Are you sure you want to continue?

OK Cancel

Receipt No	Date						#
TR000003	7/06/2012	Alan Jones	NAB	Albert Park	\$50,000.00		
TR000006	22/06/2012	National Australia Bank	NAB	350 Collins Street Melbourne	\$298,000.00		

- Select  to Confirm Delete **OR**
- Select  to exit without deleting.

JOURNALS

The purpose of Trust Journal Transaction processing is to move Trust Funds from one file to another.

VIEW & SEARCH TRUST JOURNALS

Position the cursor on the **Transaction Menu** then **Journals Menu** and select by either using the enter key or mouse.

A Trust Journal list will be displayed showing the Date, Journal Number, Description, File From, File To and Amount.

The Trust Bank Account number defaults in the Bank field together with a date range in Date From and Date To fields. If more than one Trust Bank Account exists, select the required Bank from the drop down list and change the date range if required. The Search Field can be used to further refine the search by entering the Journal Number.

Note: When searching for an individual Journal transaction make sure that it fits within the selected Date Range. When entering dates and reference numbers in the search field you

must tab out of the field for the search function to be able to find and display the filtered data.

To search for Trust Journals using the Search field: -

- Review the date range fields
- Click in the Search field and type the Full Trust Journal Reference number **OR**
- Click in the Search field and type **%** followed by the Trust Journal Reference number or part thereof. (Refer to the example below.)


The screenshot shows the TRUSTONLINE web application. At the top is a navigation bar with links: Clients, Files, Transactions, Bank, Reports, Settings, and Log Out. Below this is a header for 'Trust Journals'. A search filter section includes a 'Bank' dropdown set to '62000', 'Date From' set to '1/05/2012', and 'To' set to '30/06/2012'. The 'Search' field contains '%1'. A 'New' button is in the top right of the search area. Below the search filters is a table with the following data:

Date	Journal No	Description	File From	File To	Amount
6/06/2012	TJ000001	Tfer from Purchase file to Sale file on account of costs & disbursements	0001	0002	\$800.00

- Click on the Deposit Number to view the Trust Journal Form

The screenshot shows the 'Trust Journal - TJ000001' form. It has a 'Back' button in the top left. The form displays the following details:

Bank Account:	62000	Date:	06/06/2012
Pay:	Tfer from Purchase file to Sale file on account of costs & disbursements		
File From:	0001	File To:	0002
		Amount:	\$800.00

- Select  button to return to Trust Journals List.

CREATE NEW TRUST JOURNAL

Select **New** from within the Trust Journal List form or from the Main Menu by positioning the cursor on the main **TRANSACTIONS** menu then **Journals** and across to the **New** tab and select.

GLOBALX
TRUSTONLINE

Clients Files **Transactions** Bank Reports Settings Log Out

Trust Journal

Cheques
EFT's
Receipts
Deposits
Journals

Bank: 62000 From: 1/05/2012 To: 30/06/2012 New

Search:

Date	Journal No	Description	File From	File To	Amount
6/06/2012	TJ000001	Tfer from Purchase file to Sale file on account of costs & disbursements	0001	0002	\$800.00

The following screen shot represents the New Trust Journal Transaction form: -

GLOBALX
TRUSTONLINE

Clients Files Transactions Bank Reports Settings Log Out

Add New Trust Journal

Back Save



Bank Account: 62000 Date: 22/06/2012

Description:

File From: File To: Amount:

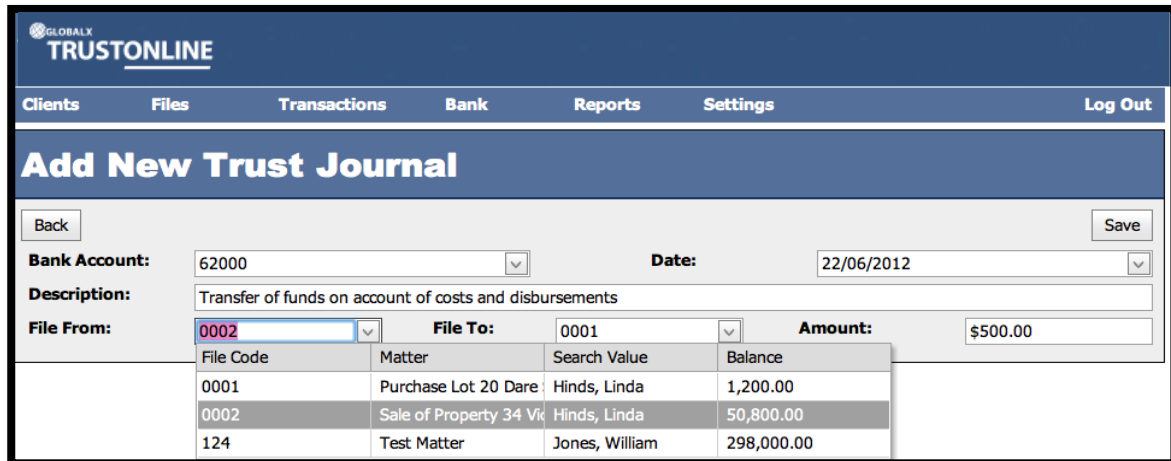
Field Descriptions: -

- **Bank Account:** Defaults the Trust Bank Account number. If more than one Trust Bank Account then select account from drop down list.
- **Date:** Defaults to system date, but can be changed.
- **Description:** Enter the reason/description for the Trust Journal
- **File From:** Enter the file number that the funds are coming from or select the file from the drop down list. The trust balance for the file is displayed.
- **File To:** Enter the file number that the funds are going to or select file number from the drop down list. The trust balance for the file is displayed.
- **Amount** Enter the amount of the Journal.

-  **Select to save** completed Trust Journal transaction.
-  **Select after SAVE OR** to EXIT without saving Trust Journal.

NOTE: Failure to select the Save button will result in the loss of the transaction.

(Refer to an example of New Trust Journal screen shot below.)



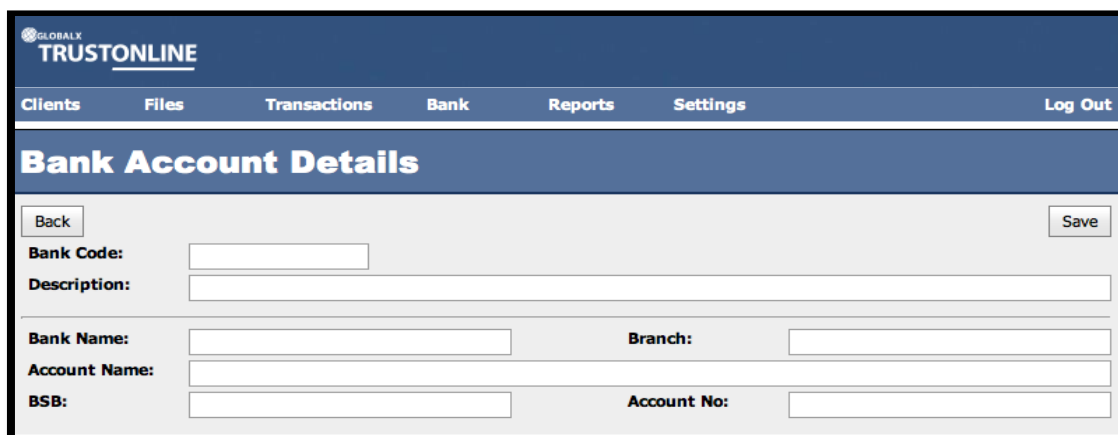
File Code	Matter	Search Value	Balance
0001	Purchase Lot 20 Dare	Hinds, Linda	1,200.00
0002	Sale of Property 34 Vd	Hinds, Linda	50,800.00
124	Test Matter	Jones, William	298,000.00

BANK ACCOUNTS

CREATE NEW BANK ACCOUNT

Position the cursor on the **Bank Menu** then **Accounts Menu** and select the **New** tab.

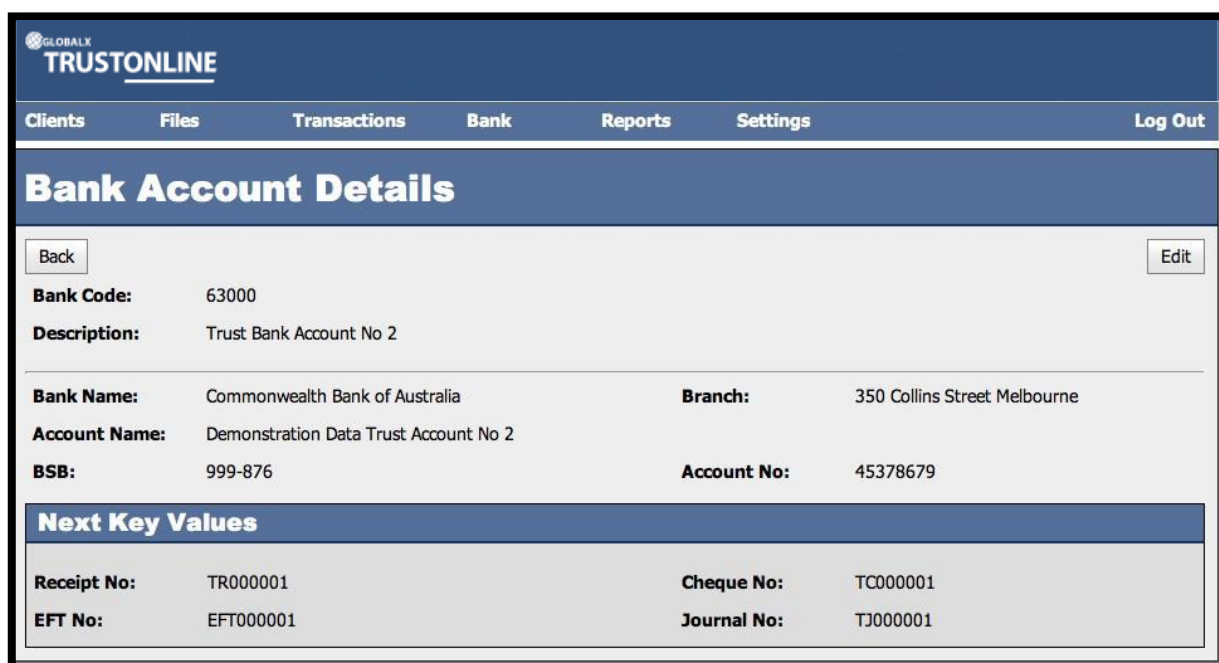
The **Bank Account Details** data access screen will be displayed in order to allow for the input of the bank account details. Use of a mouse or the tab key may be used to navigate through the fields in this screen. All fields in this form require data to be entered.



Field Descriptions:

- Bank Code: User defined Bank identification number
- Description: Bank Account **or** same as Account Name
- Bank Name: Name of the Bank
- Branch: Location of the Bank
- Account Name: Name in which the Bank Account is held at the Bank
- BSB: Bank BSB number
- Account No: Bank Account number

On completion of entry of the Bank Account details select the  button.




TRUSTONLINE						
Clients	Files	Transactions	Bank	Reports	Settings	Log Out
Bank Account Details						
<div>Back Edit</div>						
Bank Code:		63000				
Description:		Trust Bank Account No 2				
Bank Name:		Commonwealth Bank of Australia		Branch:		350 Collins Street Melbourne
Account Name:		Demonstration Data Trust Account No 2				
BSB:		999-876		Account No:		45378679
Next Key Values						
Receipt No:		TR000001		Cheque No:		TC000001
EFT No:		EFT000001		Journal No:		TJ000001

KEY VALUES

On saving the bank account details, the system will automatically assign **KEY VALUES**. **KEY VALUES** are the numbers that will be **automatically assigned** for the **numbering** of Cheque, Receipt, EFT & Journal **transactions**.

NOTE: When creating a new bank account all key values will default to start at number 000001 preceded by the transaction type reference. E.g. TC000001 for trust cheque, TJ000001 for trust journal ETC.

EDIT BANK ACCOUNT & KEY VALUES DETAILS

Bank Account and Key Values details may be edited by selecting the  button from the Bank Account Details Screen. Select the field for update, make changes and select the

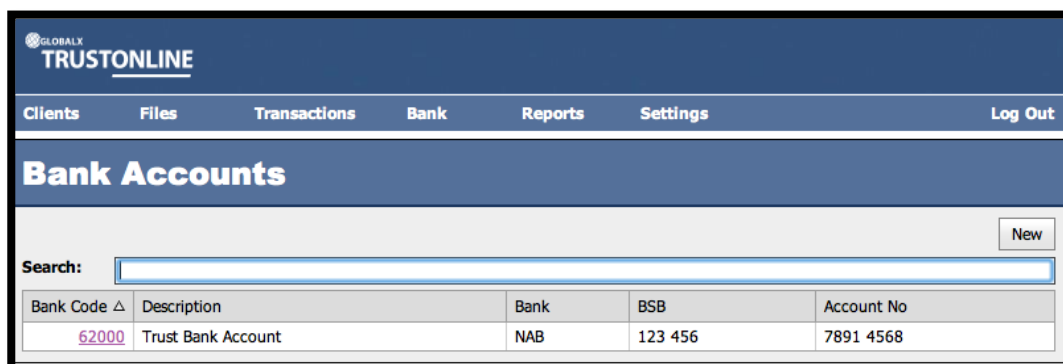
 button.

VIEW & SEARCH BANK ACCOUNTS

To List, Search and View Bank Accounts: -

Position the cursor on the **Bank Menu** then **Accounts Menu** and select by either using the enter key or mouse.

A Bank list will be displayed showing the Bank Code, Description, Bank, BSB and Account Number. (The following screen shot demonstrates the Bank Account Menu & List)



Bank Code	Description	Bank	BSB	Account No
62000	Trust Bank Account	NAB	123 456	7891 4568

The Search Field can be used to further refine the search by entering the Bank Code.

To view the details of the Bank Account position the cursor and click on the Bank Code.

The following Bank Details screen will be displayed: -

GLOBALX TRUSTONLINE

Clients Files Transactions Bank Reports Settings Log Out

Bank Account Details

Back Edit

Bank Code: 62000
Description: Trust Bank Account

Bank Name: NAB **Branch:** Melbourne
Account Name: Help Manual Trust Bank Account
BSB: 123 456 **Account No:** 7891 4568

Next Key Values

Receipt No: TR000007 **Cheque No:** TC000004
EFT No: EFT000004 **Journal No:** TJ000002

Select  for amendments to Bank Details & Key Values

or Exit from this screen by selecting the  button.

RECONCILIATIONS

NEW BANK RECONCILIATION

To perform a Bank Reconciliation Position the cursor on the **Bank Menu , Reconciliations** and select the **New** tab.

The following screen shot demonstrates the Perform Bank Reconciliation screen prior to commencing a new Bank Reconciliation. The statement balance and closing balance are brought forward from the previous period bank reconciliation.

GLOBALX TRUSTONLINE

Clients Files Transactions Bank Reports Settings Log Out

Perform Bank Reconciliation

Back Finalise


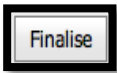
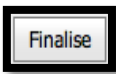

Bank Account: 62000
Reconciliation From: 07/06/2012 **Reconciliation #:** 2
Reconciliation To: 13/06/2012 **Statement Balance:** \$2,500.00
Closing Balance: \$2500.00

Date	Reference	Description	Credit	Debit	#
6/06/2012	TC000001	City of Greater Geelong		\$125.00	<input type="checkbox"/>
13/06/2012	EFT000002	Hocking Stuart		\$500.00	<input type="checkbox"/>
13/06/2012	TD000001	CANCELLED DEPOSIT	\$0.00		<input type="checkbox"/>
13/06/2012	TD000002	Deposit	\$348,000.00		<input type="checkbox"/>

Field Descriptions:

- **Bank Code:** Automatically defaults the first Bank Code however if more than one Bank Account then select a Bank from the drop down list.
- **Reconciliation From:** Displays date immediately after last reconciliation date.
- **Reconciliation #:** Displays sequentially allocated reconciliation number.
- **Reconciliation To:** Defaults to last transaction date but can be changed to a date to which the reconciliation period ends.
- **Statement Balance:** Enter Bank Statement Balance as at Reconciliation To: date
- **Closing Balance:** Automatically calculated using the Closing Bank Statement Balance from the previous bank reconciliation plus receipts, less presented cheques. Once all receipts and payments have been flagged as presented the Statement Balance should be equal to the Closing Balance.

TO PERFORM A NEW BANK RECONCILIATION

- Enter the new **Reconciliation to:** date
- Enter the **Statement Balance**
- Flag transactions that are presented on the bank statement  by clicking each box next to the corresponding transaction in the list.
- Check that the closing balance is equal to the bank statement balance. If not, review transactions that have been flagged to be included in the reconciliation.
- **NOTE:** If the  button is selected when the Closing Balance & the Statement Balance are not equal, a message will appear 'Statement Balance does not equal the Reconciled Balance'. Finalisation of the Bank Reconciliation cannot be performed until corrections are made.
- Transactions that have not been flagged will appear as un-presented transactions on the Bank Reconciliation Report and will re-appear in the transaction list when performing the next NEW Bank Reconciliation.
- Then select  **OR**
- Select  to exit without finalising

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Perform Bank Reconciliation

Back Finalise

Bank Account: 62000

Reconciliation From: 07/06/2012 Reconciliation #: 2

Reconciliation To: 13/06/2012 Statement Balance: \$350,000.00

Closing Balance: \$350,000.00

Date	Reference	Description	Credit	Debit	#
6/06/2012	TC000001	City of Greater Geelong		\$125.00	<input type="checkbox"/>
13/06/2012	EFT000002	Hocking Stuart		\$500.00	<input checked="" type="checkbox"/>
13/06/2012	TD000001	CANCELLED DEPOSIT	\$0.00		<input checked="" type="checkbox"/>
13/06/2012	TD000002	Deposit	\$348,000.00		<input checked="" type="checkbox"/>

NOTE: if the reconciliation is not finalised at this point then on entering a future new bank reconciliation the data input for balances and flagging selections will remain.

The finalised bank reconciliation will appear in the Bank Reconciliation List Screen as demonstrated below: -

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Bank Reconciliations

New

Bank: 62000

Statement Date	Bank Account	Recon No	Statement Balance	Cashbook Balance	Rec	CBK	TB
13/06/2012	62000	2	\$350,000.00	\$349,875.00			
6/06/2012	62000	1	\$2,500.00	\$2,375.00			

VIEW BANK RECONCILIATIONS

To view finalised bank reconciliations select **Bank** from the main menu then **Reconciliations**. A list will appear that enables **Printing** of the selected **Bank Reconciliation Report, Trust Cashbook Report & Trust Trial Balance Report** as at a specific Reconciliation date.

Refer to screen example below: -

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Bank Reconciliations

Bank:

Statement Date ▾	Bank Account	Recon No	Statement Balance	Cashbook Balance	Rec	CBK	TB
13/06/2012	62000	2	\$350,000.00	\$349,875.00			
6/06/2012	62000	1	\$2,500.00	\$2,375.00			

A list of Finalised Bank Reconciliations is displayed. If more than one Bank exists select the Bank from the drop down list on the Bank field. Other fields displayed on the Bank Reconciliations screen are Statement Date, Bank Account, Reconciliation Number, Statement Balance and the Cashbook Balance as at the date of the Reconciliation.

PRINT BANK RECONCILIATION

- To print the BANK RECONCILIATION REPORT select  the PRINT button under the  column heading.

The following screen shot demonstrates the bank reconciliation printed report : -

Trust Bank Reconciliation Statement
62000

Bank Reconciliation Statement - Trust Bank Account as at 13 Jun 2012
Account No - 7891 4568
Branch - Melbourne

Balance as per bank statement(s):	\$350,000.00	
Less unrepresented cheques:	\$125.00	
Plus outstanding deposits:	\$0.00	
Outstanding Fees/Adjustments:	\$0.00	
Cashbook balance:		\$349,875.00

Opening cashbook balance:	\$2,375.00	
Less cheques:	\$500.00	
Plus deposits:	\$348,000.00	
Closing cashbook balance:		\$349,875.00

Unrepresented Cheques			
Date	Reference	Description	Amount
6/06/2012	TC000001	City of Greater Geelong	\$125.00
			\$125.00

*** End of Bank Reconciliation Statement - 26/06/2012 12:34:22 PM ***

PRINT TRUST ACCOUNT CASH BOOK

Each time a Bank Reconciliation is performed and Finalised, a **Final Trust Account Cash Book** Report is generated for the corresponding Bank Reconciliation period.

To print the **Final Trust Account Cash Book Report** from the Bank Reconciliations

screen select the  button under the  column heading.

The following screenshot demonstrates an example Final Trust Account Cash Book Report: -

Help Manual

Final Trust Account Cashbook



As at 13/06/2012 for bank account 62000

Trans Date	Ref No	Received from/Paid to				Receipts	Payments	Balance
Proc Date	File Code	File Name	Matter		Amount			
	Description	Form	BSB	Account				
Balance brought forward								\$ 2,375.00
07/06/2012	TR000003	Alan Jones				\$ 50,000.00		\$ 52,375.00
07/06/2012	0002	Linda Hinds	Sale of Property 34 Victoria Street Collingwood		\$ 50,000.00			
		Alan Jones - Deposit	BCHQ					
13/06/2012	EFT000002	Hocking Stuart					\$ 500.00	\$ 51,875.00
13/06/2012	0001	Linda Hinds	Purchase Lot 20 Dare Street Ocean Grove		\$ 500.00			
		Hocking Stuart - Deposit money	123 056	5679 2787				
13/06/2012	TD000001	CANCELLED DEPOSIT						
13/06/2012					\$ 0.00			
13/06/2012	TD000002	Deposit						
13/06/2012					\$ 348,000.00			
22/06/2012	TR000006	National Australia Bank				\$ 298,000.00		\$ 349,875.00
22/06/2012	124	William Jones	Test Matter		\$ 298,000.00			
		National Australia Bank - Loan Monies	BCHQ					
						\$ 348,000.00	\$ 500.00	\$ 349,875.00

PRINT TRUST TRIAL BALANCE REPORT

Each time a Bank Reconciliation is performed and Finalised a **Final Trust Trial Balance Report** is generated for the corresponding Bank Reconciliation period.

To print the **Final Trust Trial Balance Report** from the Bank Reconciliations screen select

the  button under the  column heading.

The following screenshot demonstrates an example Final Trust Trial Balance Report: -

Final Trust Trial Balance				
As at 13 Jun 2012 for bank account 62000				
File Code	Client Code	Client Matter	Date Last Active	Amount
0001	000001	Linda Hinds Purchase Lot 20 Dare Street Ocean Grove	13/06/2012	\$1,075.00
0002	000001	Linda Hinds Sale of Property 34 Victoria Street Collingwood	7/06/2012	\$50,800.00
124	000003	William Jones Test Matter	22/06/2012	\$298,000.00
Total Accounts:				<u>\$349,875.00</u>

ADJUSTMENTS

VIEW & SEARCH BANK ADJUSTMENTS

To List, Search and View Bank Adjustments: -

Position the cursor on the **Bank Menu** then **Adjustments Menu** and select by either using the enter key or mouse. A Bank Adjustments list will be displayed showing the Transaction Date, Adjustment Number, Description and the Value Debit &/or Value Credit.

Date	Adjustment No	Description	Debit	Credit
30/03/2012	AD000004	Reverse interest from February	\$15.00	\$0.00
30/03/2012	AD000003	Reverse fees from February	\$0.00	\$10.00
29/02/2012	AD000002	Interest incorrectly credited	\$0.00	\$15.00
1/02/2012	AD000001	Bank Charge	\$10.00	\$0.00

The Trust Bank Account number defaults in the Bank field together with a date range in Date From and Date To fields. If more than one Trust Bank Account exists, select the required Bank from the drop down list and change the date range if required. The Search

Field can be used to further refine the search by entering the Adjustment Number.

Note: When searching for an individual Bank Adjustment transaction make sure that it fits within the selected Date Range. When entering dates and reference numbers in the search field you must tab out of the field for the search function to be able to find and display the filtered data.

To search for a Trust Bank Adjustment using the Search field: -

- Review the date range fields
- Click in the Search field and type the full Bank Adjustment Reference number **OR**
- Click in the Search field and type **%** followed by the Bank Adjustment Reference number or part thereof.

(Refer to the example below.)

The screenshot shows the TRUSTONLINE interface with a navigation bar (Clients, Files, Transactions, Bank, Reports, Settings, Log Out) and a title bar 'Bank Adjustments'. Below the title bar, there are search filters: 'Bank' (62000), 'Date From' (1/01/2012), and 'To' (30/06/2012). A 'Search' field contains '%4'. A 'New' button is in the top right. Below the filters is a table with columns: Date, Adjustment No, Description, Debit, and Credit. The table contains one row: 30/03/2012, AD000004, Reverse interest from February, \$15.00, \$0.00.

Date	Adjustment No	Description	Debit	Credit
30/03/2012	AD000004	Reverse interest from February	\$15.00	\$0.00

To view the adjustment transaction details select and click on the Adjustment Number. The following screen will be displayed.

The screenshot shows the TRUSTONLINE interface with a navigation bar (Clients, Files, Transactions, Bank, Reports, Settings, Log Out) and a title bar 'Bank Adjustment - AD000002'. Below the title bar, there are fields for 'Bank Account' (62000), 'Date' (26/06/2012), 'Description' (Adjustment Interest June), 'Debit' (\$0.00), and 'Credit' (\$10.00). There are 'Back', 'Delete', and 'Save' buttons.

Bank Account:	62000	Date:	26/06/2012
Description:	Adjustment Interest June		
Debit:	\$0.00	Credit:	\$10.00

It is also possible to **delete** and **edit Bank Adjustments** from within the above screen.

CREATE NEW BANK ADJUSTMENT

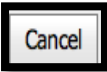

Position the cursor on the main **BANK** menu then **ADJUSTMENTS** and across to the **New** tab and select. Adjustment Transactions can also be created from within the Bank Adjustment List screen by selecting the NEW button.

Date	Adjustment No	Description	Debit	Credit
26/06/2012	AD000003	Adjustment Interest for June	\$0.00	\$10.00

The following screen will display for input of the Adjustment Details: -

Date	Adjustment No	Description	Debit	Credit
26/06/2012	AD000003	Adjustment Interest for June	\$0.00	\$10.00

The following fields are displayed: -

- **Bank Account:** Automatically defaults from first bank account in the list but where more than one bank account exists select from drop down list.
- **Date:** Enter Date that adjustment appears on bank statement
- **Description:** Enter details of the Bank Adjustment
- Then Select  to exit OR
- Select  to continue to enter adjustment value

The following screen will be displayed:-

TRUSTONLINE

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Bank Adjustment - AD000004

Back Delete Save

Bank Account: 62000 Date: 26/06/2012

Description: Adjustment

Debit: \$0.00 Credit: \$10.00

- **Debit:** Enter the amount of the Adjustment.
- **Credit:** Enter the amount of the Adjustment.
-  **Select to save** completed Bank Adjustment transaction.
-  **Select** after SAVE **OR** to EXIT without saving Bank Adjustment transaction

NOTE: Failure to select the Save button will result in the loss of the transaction.

DELETE BANK ADJUSTMENT

To **delete** a Bank Adjustment transaction view the Bank Adjustment list and select the Adjustment transaction by clicking on the Adjustment Number.

TRUSTONLINE

Clients Files Transactions Bank Reports Settings Log Out

Bank Adjustments

New

Bank: 62000 Date From: 1/01/2012 To: 30/06/2012

Search: %4

Date	Adjustment No	Description	Debit	Credit
30/03/2012	AD000004	Reverse interest from February	\$15.00	\$0.00

The Adjustment transaction details screen will be displayed.

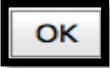

Date	Adjustment No	Description	Debit	Credit
30/03/2012	AD000004	Reverse interest from February	\$15.00	\$0.00

- Select the  button.

Confirm Delete

Are you sure you want to delete this Bank Adjustment?

OK Cancel

- Select  to delete **OR**
- Select  to exit.

Note: Adjustment transactions can no longer be deleted once they have been included in a finalised Bank Reconciliation.

EDIT BANK ADJUSTMENT

To **EDIT** a Bank Adjustment transaction view the Bank Adjustment list and select the Adjustment transaction by clicking on the Adjustment Number.

The Adjustment transaction details screen will be displayed.

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Bank Adjustment - AD000003

Back Delete Save

Bank Account: 62000 Date: 26/06/2012

Description: Adjustment Interest for June

Debit: \$0.00 Credit: \$10.00

- Make required changes and select  button.

Note: When a Bank Adjustment transaction has been included in a finalised Bank Reconciliation it is no longer possible to edit the date and values fields in this form.

REPORTS

PRINT AUDIT LOG

The Audit Log is designed to report any activity associated with changes Client and File Details. In order to print the Audit Log Report, select Reports from the main menu and then Audit Log.

The following screen shot demonstrates the Print Audit Log form and the fields available for the input of report selection criteria.

GLOBALX TRUSTONLINE

Clients Files Transactions Bank Reports Settings Log Out

Audit Log

Print Audit Log

Print

☒ Include Clients ☒ Include Files

Date From: 1/05/2012 Date To: 30/06/2012

Clients From: Clients To: ZZZZZZZZZZZZ

Files From: Files To: ZZZZZZZZZZZZ