



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.



The screenshot displays the Trust Online Accounting system interface. At the top, there is a navigation bar with the following menu items: Clients, Files, Transactions, Bank, Reports, Settings, and Log Out. Below this, the 'Active Files' section is highlighted. A search bar is present with a 'New' button to its right. The main content area contains a table with the following columns: File Code, Client, Matter, Trust Balance, and Open Date. The table lists 18 active files with their respective details. At the bottom of the table, there is a pagination control showing 'Page 1 of 2 (23 items)' and navigation buttons for first, previous, next, and last pages.

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, Purchase Files** and **Setup a Bank Account**.

Refer to the **Settings & Bank** sections of this guide for instructions on how to perform these tasks.

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.

Reports 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 unrepresented cheques and highlight any unbanked deposits.
- 2. Final Trust Cash Book Report** - This will be used to compare to 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** and **must include** any **unpresented cheque value** pertaining to the file. **(Refer to page #47 - 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 unpresented at the take on date (Refer to the unpresented cheque list on completion of the Trust Bank Reconciliation on the existing system) then the balance to be receipted to the file is \$1500.00.

2. The unpresented cheque is then entered in Trust Online using the Trust Cheque processing function and adding a New Trust Cheque. **(Refer to Page # 28 - 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. **(Refer to Page # 67 - Bank Account Details – Key Values)** however this step would need to be done before entering each unpresented cheque where the numbering was not sequential or alternatively, let the system assign new numbers and enter the unpresented 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.
3. If unbanked deposits exist (i.e. money has been receipted to a file however has not been deposited at the bank) then the 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 is completed and balanced.

Once all file balances have been entered onto the Trust Online accounting system as a multi-receipt the combined receipt total (being made up of all of the 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.

4. Then process a **Trust Deposit** form for inclusion of the Take On Receipt. By flagging the multi receipt transaction and generating a Trust Deposit it will ensure that this receipt is not available to be included in future bank deposits. ([Refer to Page #59 - Create A New Trust Deposit](#))

5. A **Bank Reconciliation** should then be performed in the Trust Online Accounting system ([Refer to Page #69 - New Bank Reconciliation.](#))

6. 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. ([Refer to Pages #71,73 &74 - for printing of the above reports](#)).

You are now able to proceed to process 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

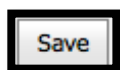
NOTE: If you are using TrustOnline **within Matter Centre**, you **will not need to create TrustOnline Users**. Matter Centre links an MC User Account with a TrustOnline User Account so that you can automatically login.

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.

The screenshot shows the TrustOnline interface. At the top, there's a navigation bar with 'GLOBALX TRUSTONLINE' logo and menu items: 'Clients', 'Files', 'Transactions', 'Bank', 'Reports', 'Settings', and 'Log Out'. The 'Settings' menu is expanded, showing 'Users' and 'Purchase Files'. The 'Users' menu item is selected, and a 'New' button is visible. Below this, the 'User Details' form is displayed. It has a 'Back' button on the left and a 'Save' button on the right. The form fields are: 'User Code' (text input), 'Login' (text input), 'User Name' (text input), 'Password' (text input), and 'Active' (checkbox, which is checked).

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.



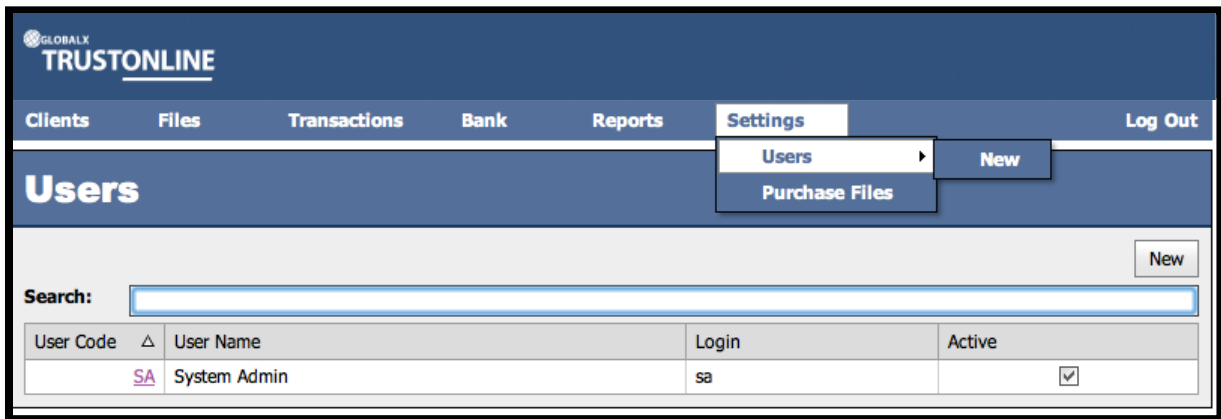
On completion of data entry, select the **save** button before exiting the menu or data will be lost.



To exit from the screen

VIEW & SEARCH EXISTING USERS

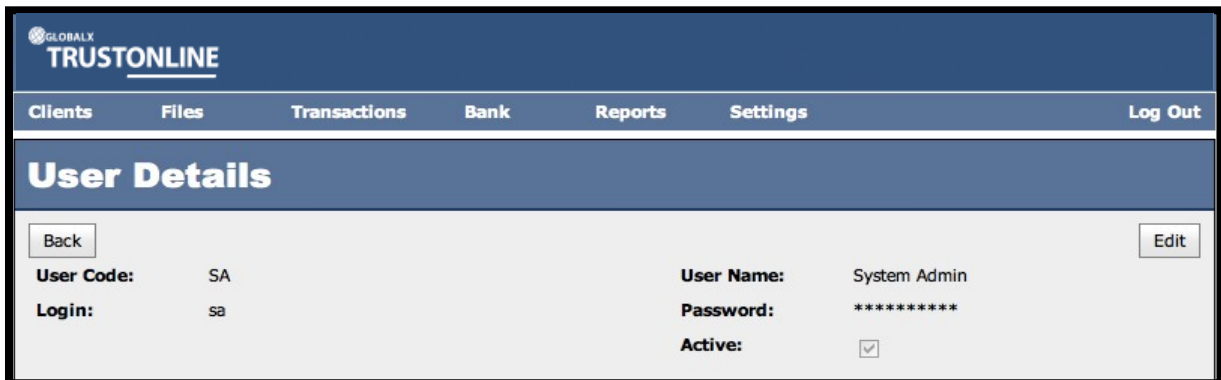
Select the SETTINGS MENU by positioning the cursor on the **Users** menu and select by either using the enter key or mouse. The following screen shot demonstrates the display of the **Users**. This screen enables viewing and searching of users that already exist in the system and allows direct access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





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.



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

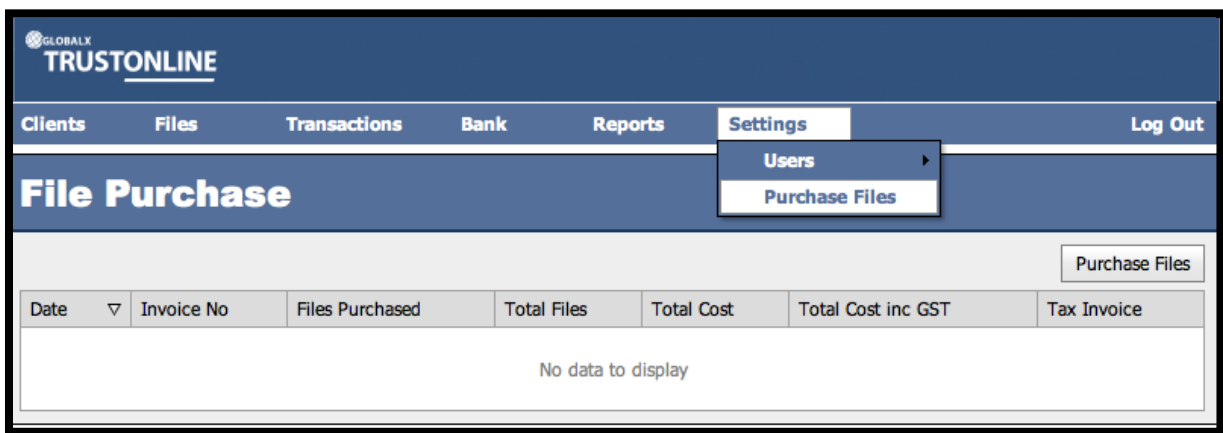
The User Details screen will be re-displayed.

- Select the  button to exit the screen.

PURCHASE FILES

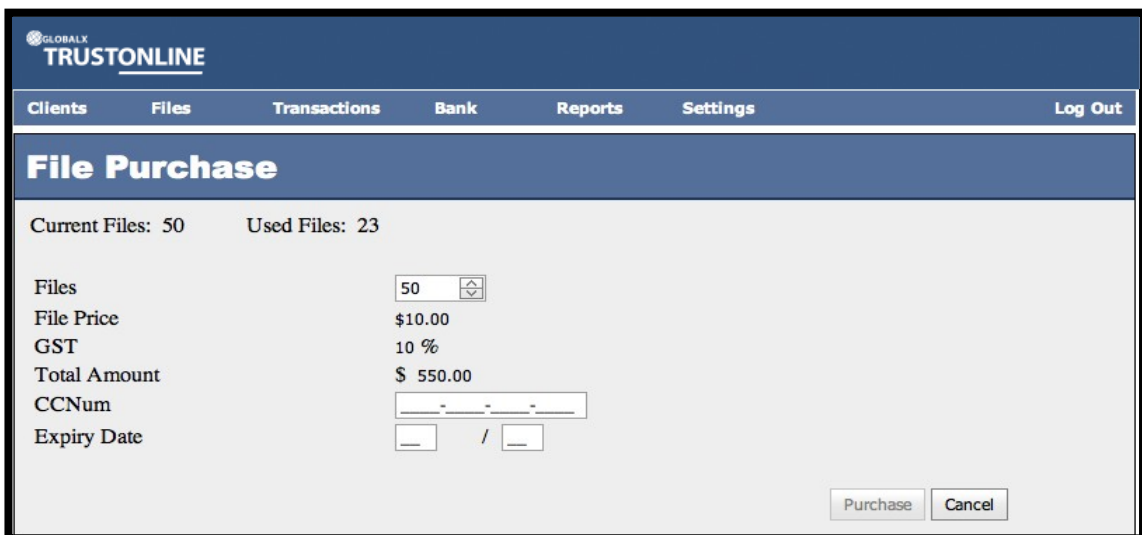
NOTE: If you are using TrustOnline **within Matter Centre**, you **will not need to purchase files**.

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.

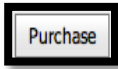
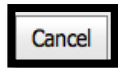


- Select the  button.

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.



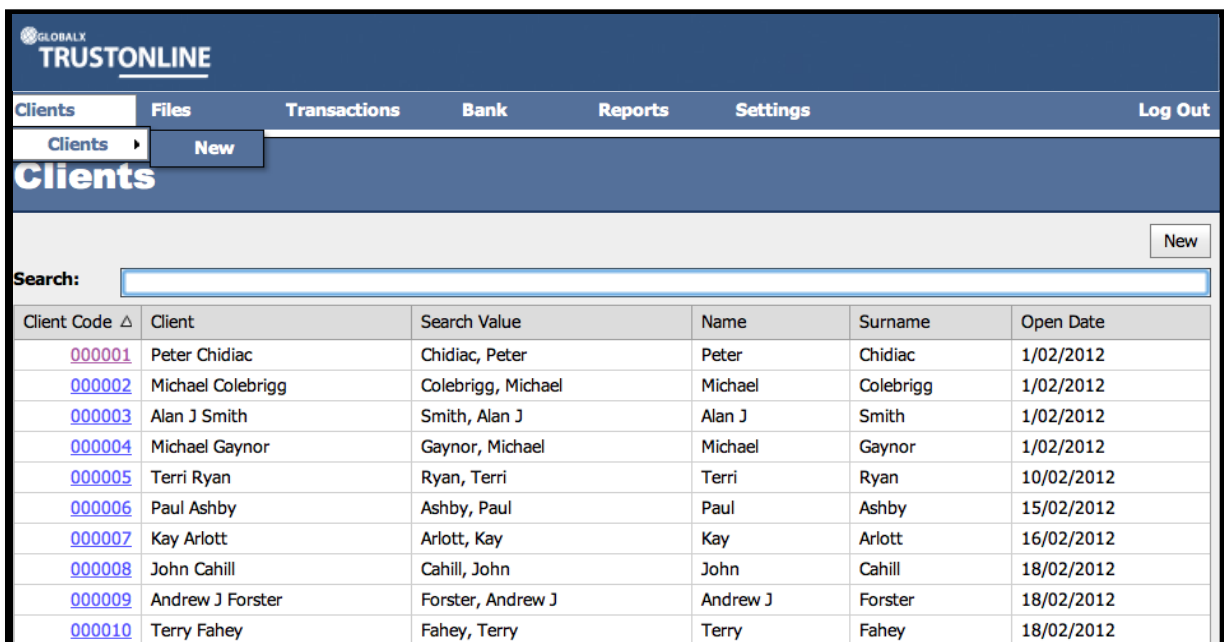
To process a File Purchase: -

- 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.



Client Code Δ	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.

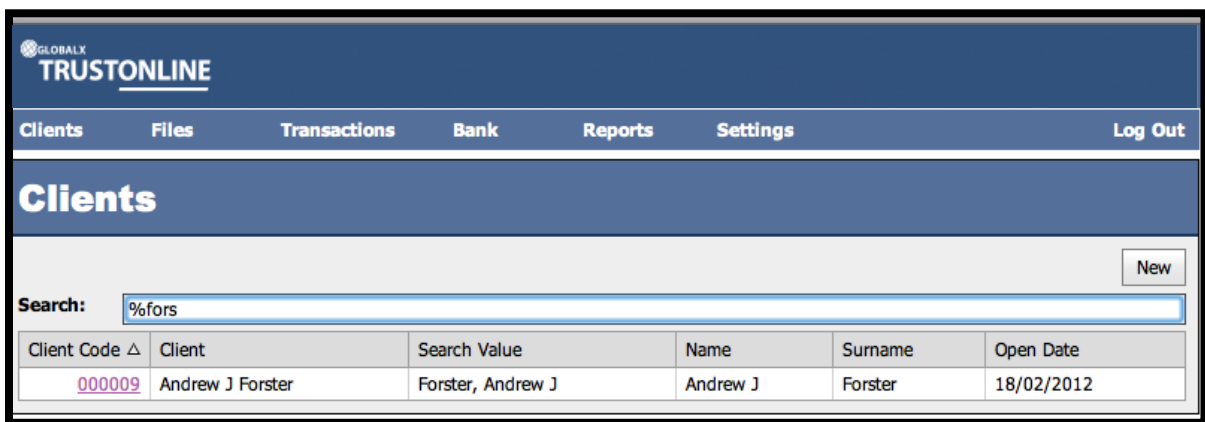
VIEW & SEARCH CLIENTS

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.)



The screenshot shows the TRUSTONLINE interface with a search bar containing '%fors'. Below the search bar is a table with the following data:

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.

GLOBAL TRUSTONLINE						
Clients	Files	Transactions	Bank	Reports	Settings	Log Out

Client Details


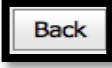
Back
Save

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



GLOBALX TRUSTONLINE								
Clients	Files	Transactions	Bank	Reports	Settings	Log Out		
Client Details								
<input type="button" value="Back"/>						<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	<input type="button" value="New"/>
Client Code:	000009	Open Date:	18/02/2012					
Title:	Mr	Surname:	Forster					
Name:	Andrew J	Search Value:	Forster, Andrew J					
Client:	Andrew J Forster							
Home Phone:		Work Phone:						
Fax:		Mobile:						
Email:		Website:						
Address:	Mailing Details:		Mr Andrew J Forster					
Street:	16 Beard Street		16 Beard Street					
Suburb:	Castle Hill		Castle Hill NSW 2150					
State:	NSW							
Post code:	2150							
Country:								

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

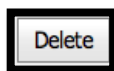
Client Code Δ	Client	Search Value	Name	Surname	Open Date
000001	Peter Chidiac	Chidiac, Peter	Peter	Chidiac	1/02/2012
000002	Michael Colebrigg	Colebrigg, Michael	Michael	Colebrigg	1/02/2012
000003	Alan J Smith	Smith, Alan J	Alan J	Smith	1/02/2012
000004	Michael Gaynor	Gaynor, Michael	Michael	Gaynor	1/02/2012
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.

GLOBALX TRUSTONLINE

[Clients](#)
[Files](#)
[Transactions](#)
[Bank](#)
[Reports](#)
[Settings](#)
[Log Out](#)

Client Details

Confirm Delete

Are you sure you want to delete this client?

<p>Client Code: 0</p> <p>Title: M</p> <p>Name: V</p> <p>Client: V</p>	<p>Open Date: 17/06/2012</p> <p>Surname: Jones</p> <p>Search Value: Jones, William</p>
<p>Home Phone:</p> <p>Fax:</p> <p>Email:</p>	<p>Work Phone:</p> <p>Mobile:</p> <p>Website:</p>
<p>Address: 123</p> <p>Street: Collins Street</p> <p>Suburb: Melbourne</p> <p>State: Vic</p> <p>Post code: 3000</p> <p>Country: Australia</p>	<p>Mailing Details: Mr William Jones</p> <p>123</p> <p>Collins Street</p> <p>Melbourne Vic 3000</p> <p>Australia</p>

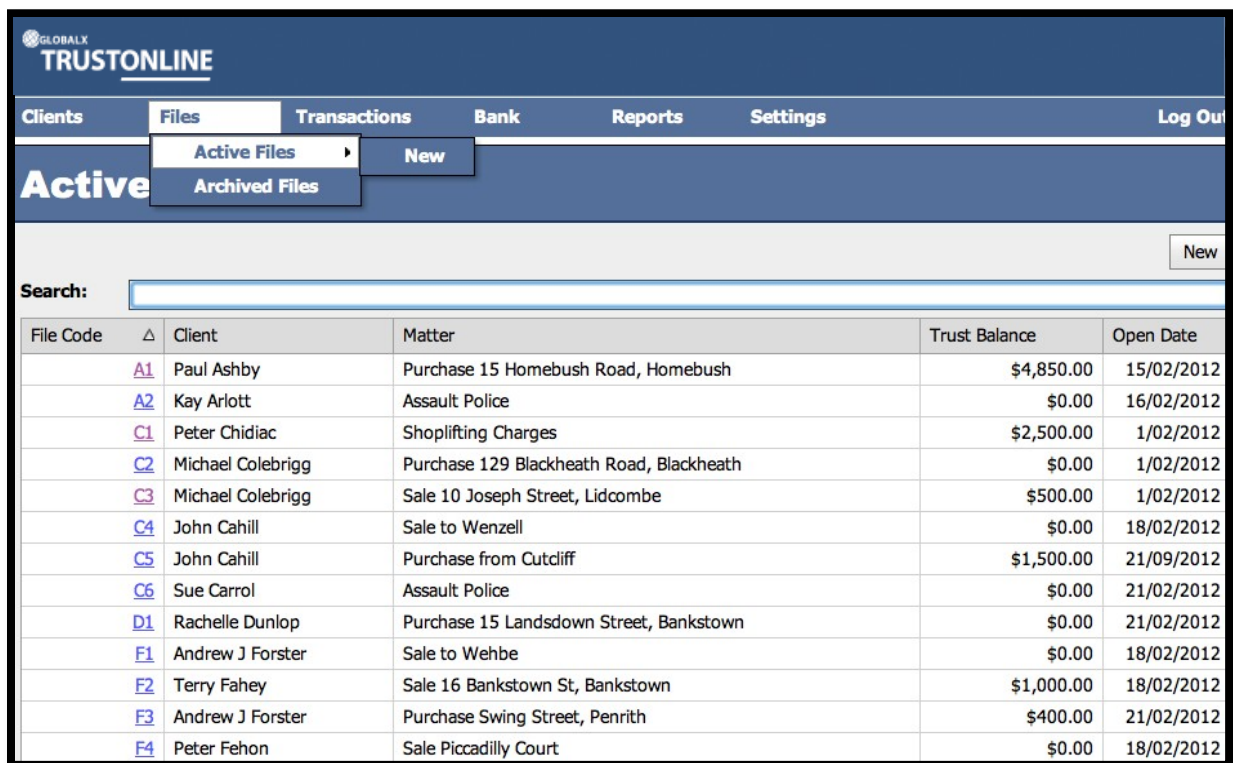
FILES

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

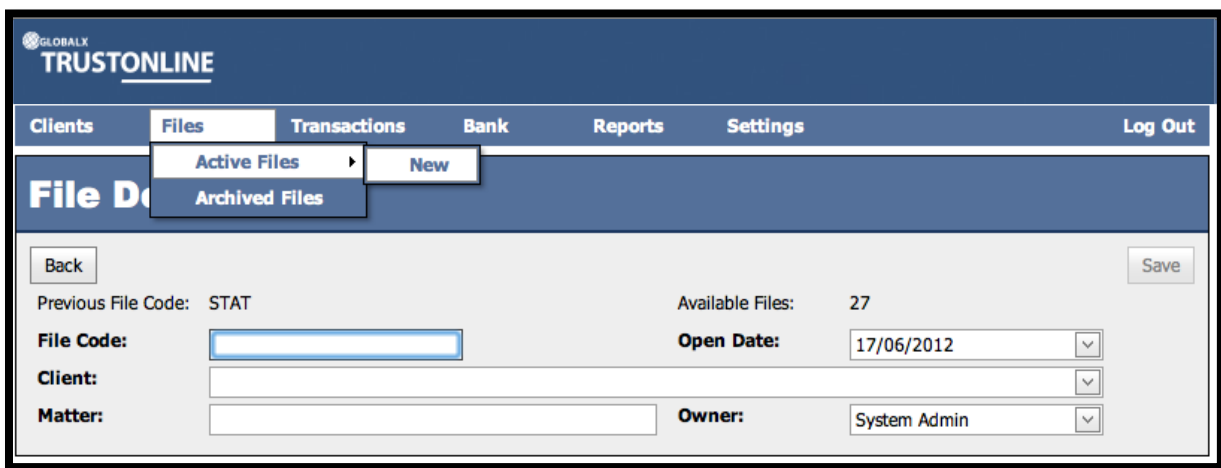
The following screen shot demonstrates the **NEW FILE DETAILS** menu. Position the cursor on the **FILES** menu then **Active Files** and across to the **New** tab and select.

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.

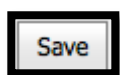
All fields in this form require data to be entered.



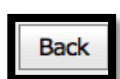
The screenshot shows the TRUSTONLINE interface. At the top, there is a navigation bar with 'Clients', 'Files', 'Transactions', 'Bank', 'Reports', 'Settings', and 'Log Out'. The 'Files' menu is open, showing 'Active Files' and 'Archived Files'. The 'New' tab is selected. Below the navigation bar, the 'File Details' form is displayed. It includes a 'Back' button, a 'Save' button, and several input fields: 'Previous File Code' (STAT), 'Available Files' (27), 'File Code' (empty), 'Open Date' (17/06/2012), 'Client' (empty), 'Matter' (empty), and 'Owner' (System Admin).

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

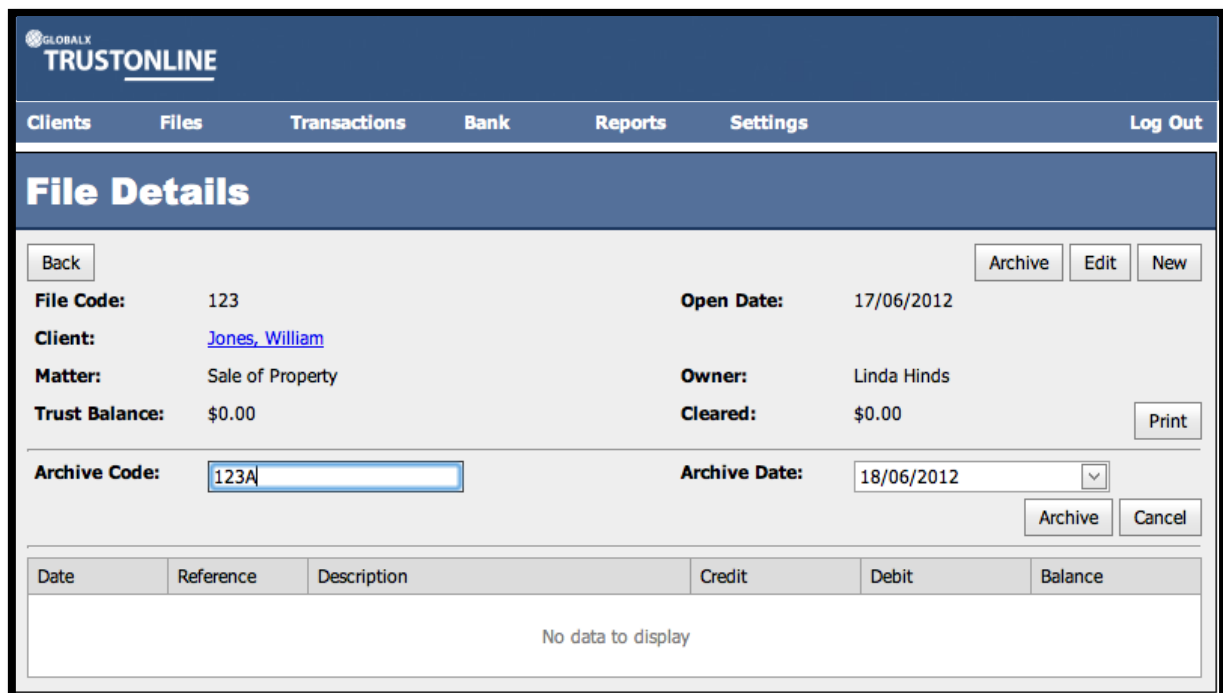
- Select  to save changes

- 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. At the top, there is a navigation bar with 'Clients', 'Files', 'Transactions', 'Bank', 'Reports', 'Settings', and 'Log Out'. Below this is a 'File Details' section. The main content area contains the following information:

- Back** button
- File Code:** 123
- Client:** [Jones, William](#)
- Matter:** Sale of Property
- Trust Balance:** \$0.00
- Open Date:** 17/06/2012
- Owner:** Linda Hinds
- Cleared:** \$0.00
- Archive Code:**
- Archive Date:** 18/06/2012

Buttons for **Archive**, **Edit**, **New**, and **Print** are 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'.

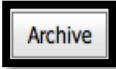

To ARCHIVE a file: -

- 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.

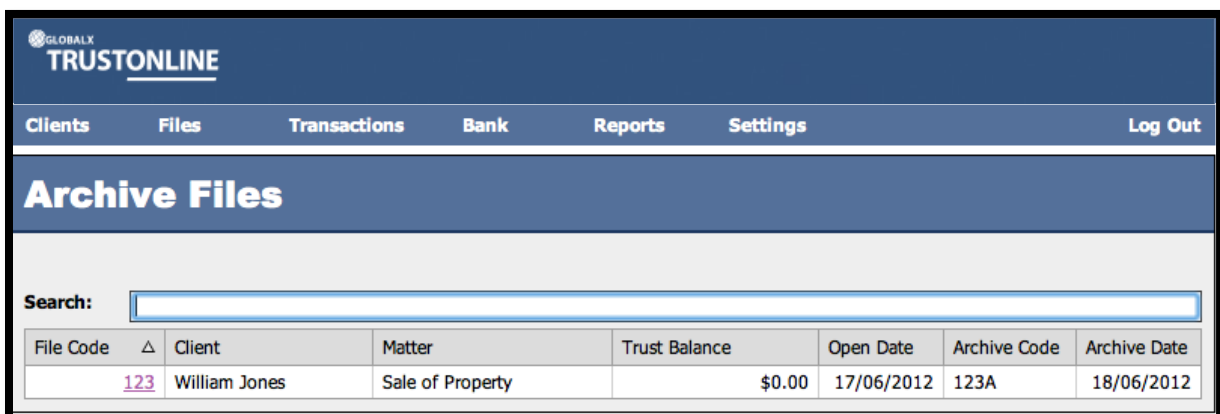
Field Descriptions:

- **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

GLOBALX

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

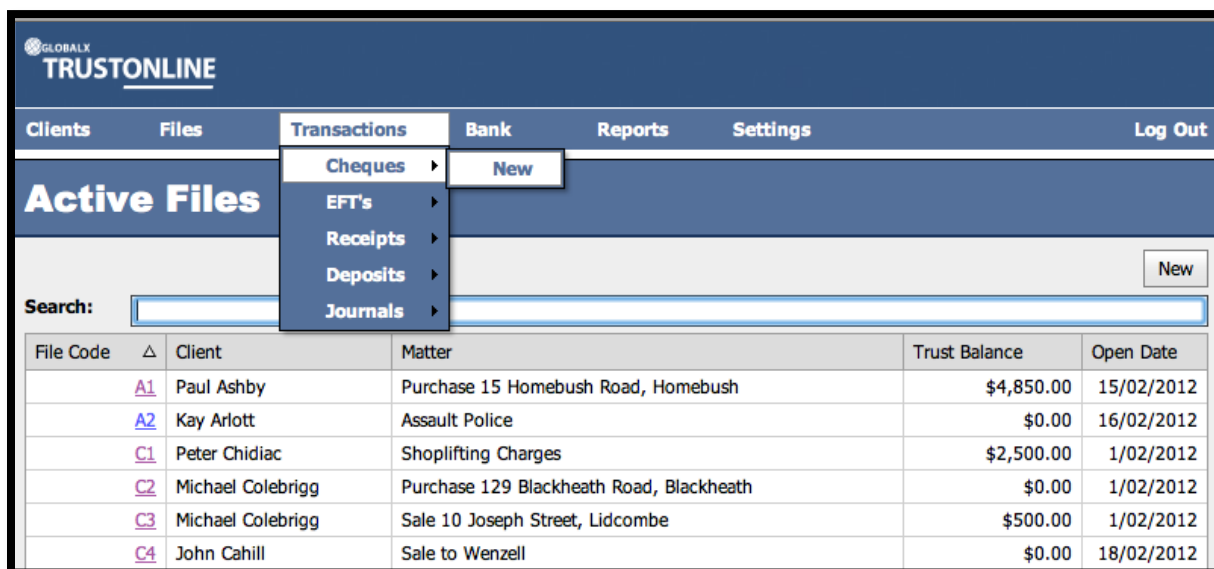
To Re-Activate an Archived file: -

- 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**.



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.)

TRUSTONLINE

Clients Files Transactions Bank Reports Settings Log Out

Trust Cheques

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

Search: %14

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

TRUSTONLINE

Clients Files Transactions Bank Reports Settings Log Out

Trust Cheque - TC000014

Back Reverse Print New

Bank Account: 62000 Date: 28/03/2012



Pay: Office of State Revenue

Bank Cheque: Beneficiary:

Note: The sum of Eight Hundred Dollars and Zero Cents

Total: \$800.00

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 for 'Cheques', 'EFT's', 'Receipts', 'Deposits', and 'Journals'. The 'Cheques' option is selected, and a sub-menu is visible with 'New' highlighted. Below the menu, the 'Bank' field is set to '62000'. The 'Date From' is '1/05/2012' and 'To' is '30/06/2012'. A search bar is present. Below these fields 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. The top navigation bar is the same as in the previous screenshot. The form title is 'Add New Trust Cheque'. It includes a 'Back' button and a 'Save' button. The 'Bank Account' field is set to '62000'. The 'Date' field is set to '21/06/2012'. The 'Pay' field is empty. There is a 'Bank Cheque' checkbox which is currently unchecked. The 'Beneficiary' field is empty. A 'Note' field is also empty. Below these fields, a summary line reads 'The sum of Zero Dollars and Zero Cents ***** Total: \$0.00'. Below that, a line item is shown: 'Demo Data Trust Bank Account 088 766 3498 7456' with an 'Add Line' button to its right. 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



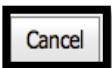
File Code	Description	Amount
0002	National Australia Bank - Settlement Proceeds	\$20,000.00
0001	Purchase Lot 20 Dare Hinds, Linda	1,075.00
0002	Sale of Property 34 Hinds, Linda	50,800.00
124	Test Matter Jones, William	0.00

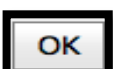
Once the line has been saved using the  button the following screen will display with an option to edit or delete the transaction details.

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.

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

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

Trust Cheque - TC000002

Back Reverse Print New

Bank Account: 62000 Date: 22/06/2012

Pay: NAB

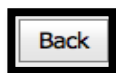
Bank Cheque: Beneficiary: Bill Jones

Note: Proceeds of settlement

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

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




On selection of the  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  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)

Trust Cheques

New

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

Search:

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.

Help Manual

TRUST ACCOUNT CHEQUE

Transaction Date: 22/06/2012 **Process Date:** 22/06/2012
Cheque Number: TC000002
Payee: NAB
Beneficiary: Bill Jones
Note: Proceeds of settlement

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

In relation to:

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

Made out by: Linda Hinds

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.

GLOBALX
TRUSTONLINE
Log Out

Clients Files Transactions Bank Reports Settings

Trust Cheques

Bank: **Date From:** **To:**

Search:

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

The Trust Cheque Transaction Form will be displayed.

Trust Cheque - TC000001

Back Reverse Print New

Bank Account: 62000 Date: 06/06/2012

Pay: City of Greater Geelong

Bank Cheque: Beneficiary: Town Planning Application Fee

Note: Town Planning Application Fee

The sum of One Hundred Twenty-Five Dollars and Zero Cents *****

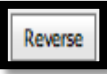

Total: \$125.00

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)

Reason for Reversal

Reason: Cheque drawn for incorrect amount

Date: 22/06/2012

Reverse Cancel

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 interface with a navigation menu (Clients, Files, Transactions, Bank, Reports, Settings, Log Out). The main heading is "Trust Cheque - TC000001R" with a red "Reversal" label. A "Back" button is on the left, and "Print" and "New" buttons are on the right. The transaction details are as follows:

Bank Account: 62000	Date: 22/06/2012
Pay: City of Greater Geelong	
Bank Cheque: <input type="checkbox"/>	Beneficiary:
Note: Town Planning Application Fee	
The sum of Minus One Hundred Twenty-Five Dollars and Zero Cents *****	
Total:	-\$125.00

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.

The screenshot shows the TRUSTONLINE interface with a navigation menu (Clients, Files, Transactions, Bank, Reports, Settings, Log Out). The main heading is "Trust Cheques". A "New" button is on the right. The search criteria are:

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

Search: %1

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.)

The screenshot shows the TRUSTONLINE web application interface. At the top, there is a navigation menu with options: Clients, Files, Transactions, Bank, Reports, Settings, and Log Out. Below the navigation is a header for "Trust EFTs" with a "New" button. The search area includes a "Bank:" dropdown menu set to "62000", "Date From:" set to "1/02/2012", and "To:" set to "30/06/2012". The "Search:" field contains "%1". Below the search area is a table with the following data:

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

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

The sum of Ten Thousand Dollars and Zero Cents

Total: \$10,000.00

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.

Trust EFTs

Cheques EFTs Receipts Deposits Journals

New

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

Search:

Date	EFT No	Transfer To	Amount
No data to display			

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

TRUSTONLINE

Clients Files Transactions Bank Reports Settings Log Out

Add New Trust Transfer

Back Save

Bank Account: 62000 Date: 22/06/2012

Transfer To:

BSB: Account:

Note:

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

File Code	Description	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.

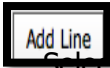


- **Select Add Line.** Secondary data input form will display for entry of File Code, Transaction Description and Amount.

- **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.)

GLOBALX TRUSTONLINE
Log Out

Clients Files Transactions Bank Reports Settings

Add New Trust Transfer

Back
Save

Bank Account:

Transfer To:

BSB:

Note:


Date:

Account:


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

File Code	Description	Amount	
0002	L Hinds - Proceeds of settlement	\$10,000.00	
File Code	Matter	Search Value	Balance
0001	Purchase Lot 20 Dare	Hinds, Linda	1,200.00
0002	Sale of Property 34	Hinds, Linda	50,800.00
124	Test Matter	Jones, William	0.00




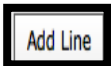
Once the line has been saved using the  button the following screen will display with an option to edit the transaction details.



To edit select the  button and make the necessary changes.



To delete the Line Details select the  button.



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

GLOBALX TRUSTONLINE

Clients Files Transactions Bank Reports Settings Log Out

Add New Trust Transfer

Back Save

Bank Account: 62000 Date: 22/06/2012



Transfer To: L Hinds

BSB: 063 179 Account: 1283 5155


Note: Proceeds of settlement

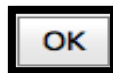
The sum of Ten Thousand Dollars and Zero Cents Total: \$10,000.00

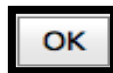
Add Line

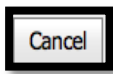
File Code	Description	Amount	
0002	L Hinds - Proceeds of settlement	\$10,000.00	 




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.

Confirm Save
No changes can be made after saving this EFT. Are you sure you want to save?

OK Cancel

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



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).

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




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  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)

The screenshot shows the TRUSTONLINE interface with a navigation menu (Clients, Files, Transactions, Bank, Reports, Settings, Log Out) and a 'Trust EFTs' section. It includes search filters for Bank (62000), Date From (1/05/2012), and To (30/06/2012). A table lists three transactions with columns for Date, EFT No, Transfer To, and Amount. Each row has a printer icon in the right margin.

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.

The document is titled 'Help Manual TRUST ACCOUNT EFT'. It contains transaction details: Transaction Date (22/06/2012), Process Date (22/06/2012), Cheque Number (EFT000003), Transfer To (L Hinds), BSB (063 179), and Account (1283 5155). A note indicates 'Proceeds of settlement'. A sum of 'Ten Thousand Dollars and Zero Cents' is shown as \$10,000.00. Below is a table with columns for File Code, Client Name, Reason, Matter Description, and Amount.

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

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

The EFT Trust Transfer Transaction Form will be displayed.

Bank Account: 62000	Date: 22/06/2012
Transfer To: L Hinds	
Bank Cheque: <input type="checkbox"/>	
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)

Reason for Reversal

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

Reverse Cancel

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

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 - EFT00003R **Reversal**

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

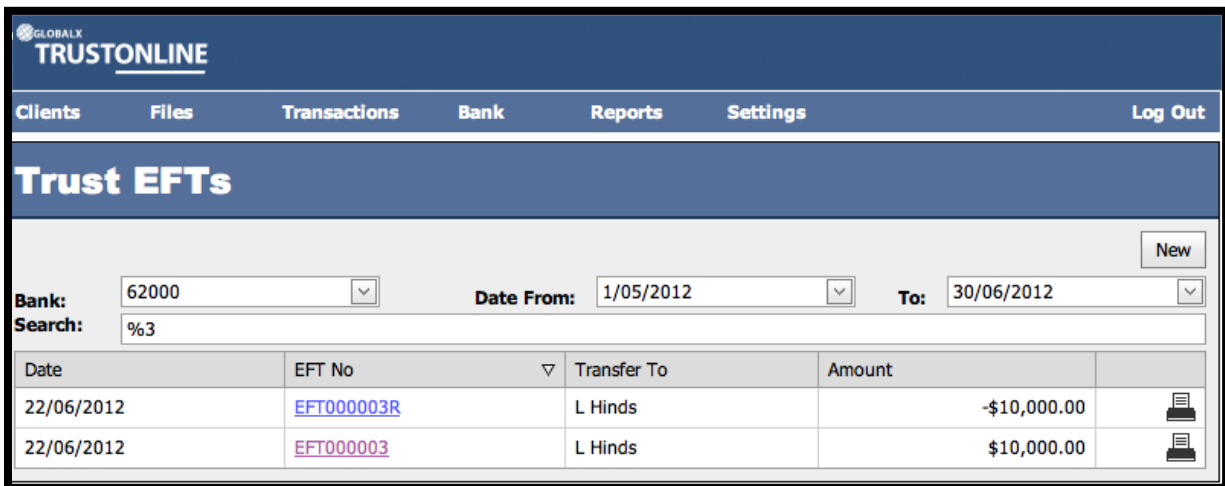
Back

- Select  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.



The screenshot shows the TRUSTONLINE web application interface. At the top, there is a navigation menu with options: Clients, Files, Transactions, Bank, Reports, Settings, and Log Out. Below the menu, the page title is "Trust EFTs". There is a search form with the following fields: Bank (62000), Date From (1/05/2012), To (30/06/2012), and Search (%3). A "New" button is located in the top right corner of the search area. Below the search form, there is a table with the following columns: Date, EFT No, Transfer To, Amount, and a print icon. The table contains two rows of data:

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.)

TRUSTONLINE

Clients Files Transactions Bank Reports Settings Log Out

Trust Receipts

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

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

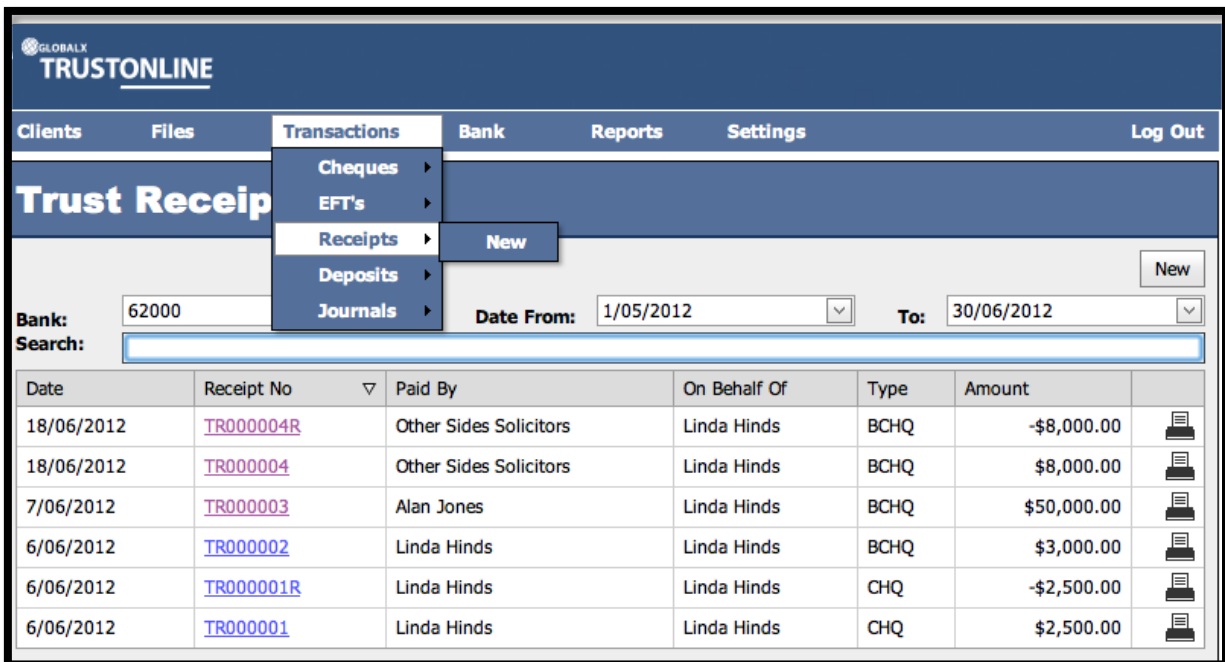
The sum of Fifty Thousand Dollars and Zero Cents

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.



The screenshot shows the TRUSTONLINE interface. The main menu includes Clients, Files, Transactions, Bank, Reports, Settings, and Log Out. The 'Trust Receipt' form is displayed, with the 'Transactions' menu open, showing options for Cheques, EFT's, Receipts, Deposits, and Journals. The 'Receipts' option is selected, and the 'New' button is highlighted. The form includes fields for Bank (62000), Date From (1/05/2012), and To (30/06/2012). A search bar is also present. Below the form is a table of transactions.

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.

GLOBAL X 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:

Bank: Branch:

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

File Code	Reason	Amount
Add Line		

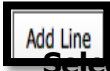
Field Descriptions: -

- **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.)

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	Search Value	Balance	Amount
124	NAB -Settlement Monies			\$210,000.00
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

Clients Files Transactions Bank Reports Settings Log 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 One Thousand Dollars and Zero Cents Total: \$1,000.00 Add Line

File Code	Reason	Amount
0001	Demo Solicitors - Takeon Trust Balance as at 3/7/2012	\$1,000.00
	Demo Solicitors -Takeon Trust Balance as at 3/7/2012	\$0.00

Example - Single Receipt Transaction.

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

Total: \$210,000.00 Add Line

The sum of Two Hundred Ten Thousand Dollars and Zero Cents

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

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

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

Cancel to return to the previous screen for editing.

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

Total: \$210,000.00 Add Line

The sum of Two Hundred Ten Thousand Dollars and Zero Cents

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

Confirm Save

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



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
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



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 **Print** 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)

TRUSTONLINE


Clients Files Transactions Bank Reports Settings Log Out

Trust Receipts

[New](#)

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

Search: %5

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.

Help Manual
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	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.

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.

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

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

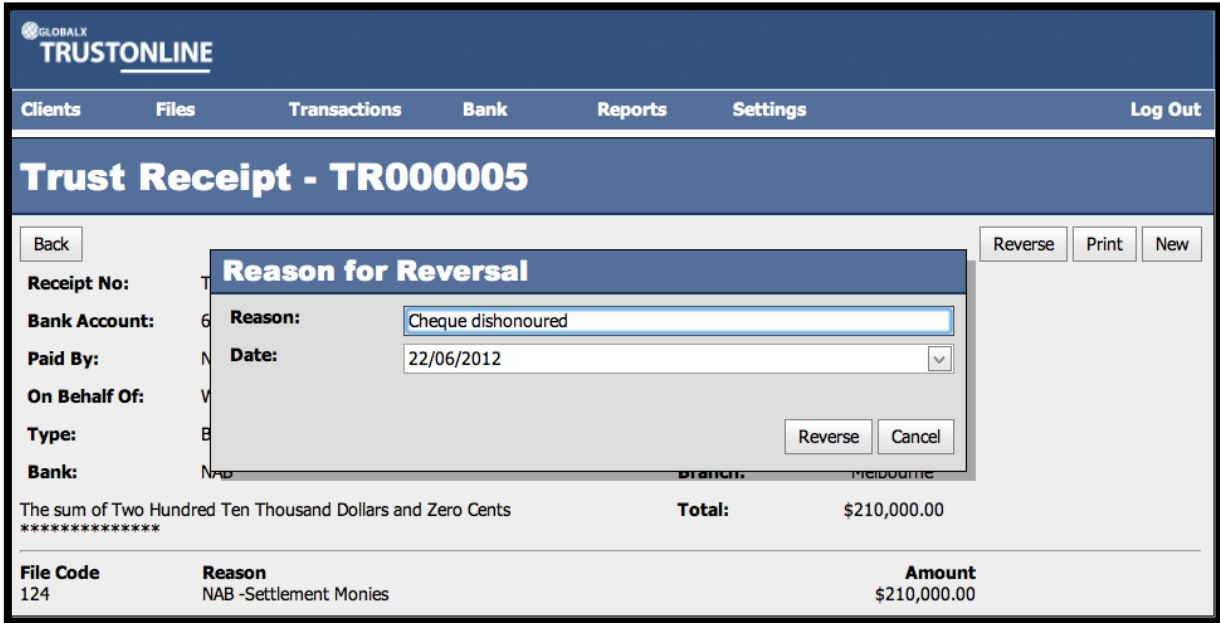
A secondary screen will be displayed for input of the **Reason for Reversal**.

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)



Trust Receipt - TR000005

Reason for Reversal

Reason: Cheque dishonoured
Date: 22/06/2012

Reverse Cancel

Reverse Print New

Receipt No: TR000005
Bank Account: 62000
Paid By: NAB
On Behalf Of: William Jones
Type: BCHQ
Bank: NAB

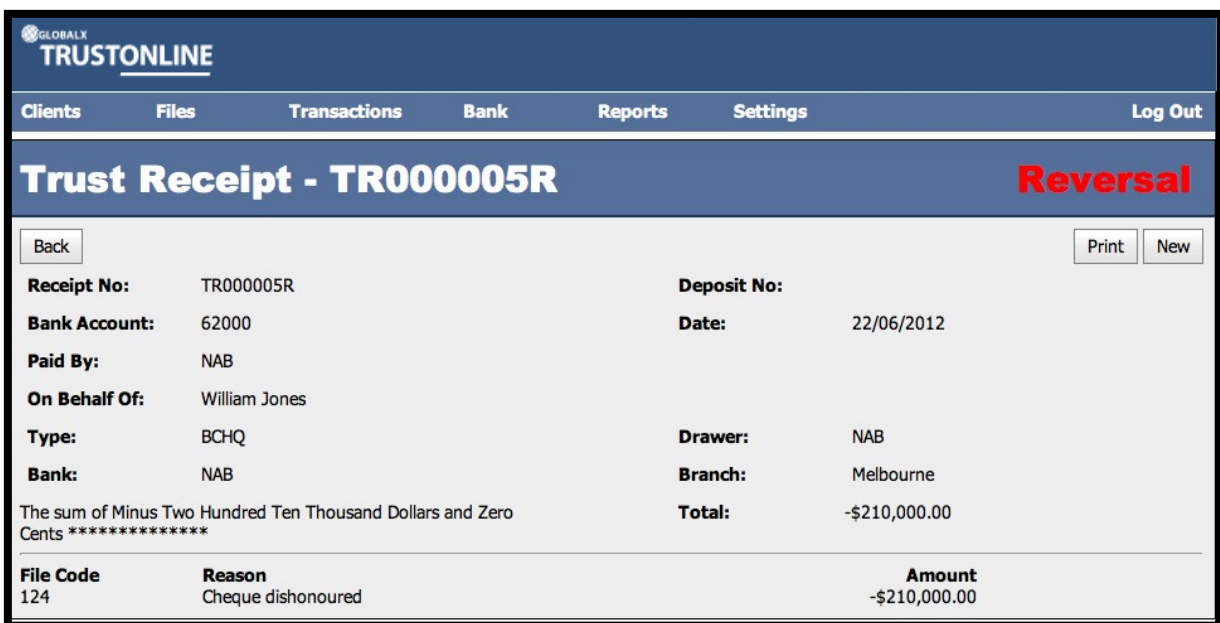
The sum of Two Hundred Ten Thousand Dollars and Zero Cents *****
Total: \$210,000.00

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

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)



Trust Receipt - TR000005R **Reversal**

Back Print New


Receipt No: TR000005R
Bank Account: 62000
Paid By: NAB
On Behalf Of: William Jones
Type: BCHQ
Bank: NAB

Deposit No:
Date: 22/06/2012
Drawer: NAB
Branch: Melbourne
Total: -\$210,000.00

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

File Code	Reason	Amount
124	Cheque dishonoured	-\$210,000.00

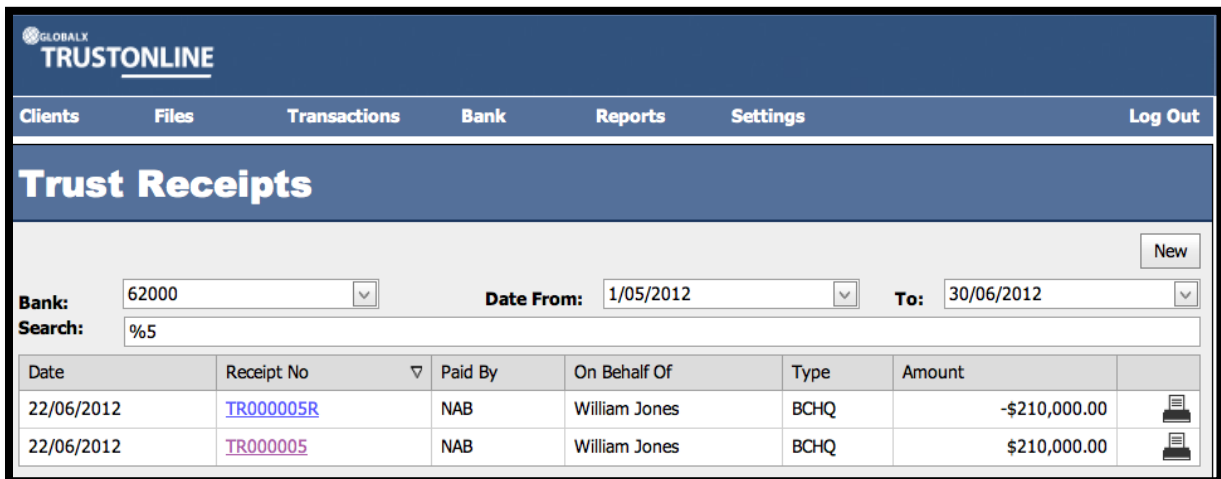
Back

- 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.



The screenshot shows the TRUSTONLINE web application interface. At the top, there is a navigation menu with options: Clients, Files, Transactions, Bank, Reports, Settings, and Log Out. Below the menu, the main heading is "Trust Receipts". There is a search filter section with the following fields: Bank (62000), Date From (1/05/2012), To (30/06/2012), and Search (%5). A "New" button is located in the top right corner of the search area. Below the search filters, there is a table with the following data:

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.)

The screenshot shows the TRUSTONLINE web application interface. At the top, there is a navigation bar with the following menu items: Clients, Files, Transactions, Bank, Reports, Settings, and Log Out. Below the navigation bar is a header section titled "Trust Deposits". Underneath the header, there are search filters: "Bank:" with a dropdown menu showing "62000", "Date From:" with a dropdown menu showing "1/05/2012", and "To:" with a dropdown menu showing "30/06/2012". There is also a "Search:" field containing the text "%2". A "New" button is located in the top right corner of the search area. Below the search filters is a table with the following columns: Date, Deposit No, Description, Amount, and an icon column. The table contains one row of data:

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.

The screenshot shows the TRUSTONLINE web application interface. At the top, there is a navigation bar with the logo 'GLOBALX TRUSTONLINE' and menu items: 'Clients', 'Files', 'Transactions', 'Bank', 'Reports', 'Settings', and 'Log Out'. Below this is a header for 'Trust Deposit'. The main content area contains a form with fields for 'Bank Account:', 'Description:', and 'Cash:'. A modal dialog titled 'Insert Trust Deposit' is open, showing a 'Bank Account:' dropdown menu with '62000' selected, a 'Date:' dropdown menu with '3/07/2012' selected, and a 'Description:' text field containing 'Deposit'. The dialog has 'OK' and 'Cancel' buttons. Below the dialog, there is a table with columns: 'Receipt No', 'Date', 'Paid By', 'Bank', 'Branch', 'Amount', and '#'. The table is currently empty, displaying 'No data to display'.

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: -

GLOBALX TRUSTONLINE

Clients Files Transactions Bank Reports Settings Log Out

Trust Deposit - TD000004

Back Delete Save

Bank Account: 62000 Date: 3/07/2012

Description: Deposit

Cash: \$0.00 Cheques: \$0.00 Total: \$0.00

Add All Receipts


Receipt No	Date	Paid By	Bank	Branch	Amount	#
TR000009	3/07/2012	William Jones	NAB	Melbourne	\$30,000.00	<input type="checkbox"/>

➤ 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
Deposit Slip**
Trust Bank Account

NAB

22 June 2012

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

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

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.)


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

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

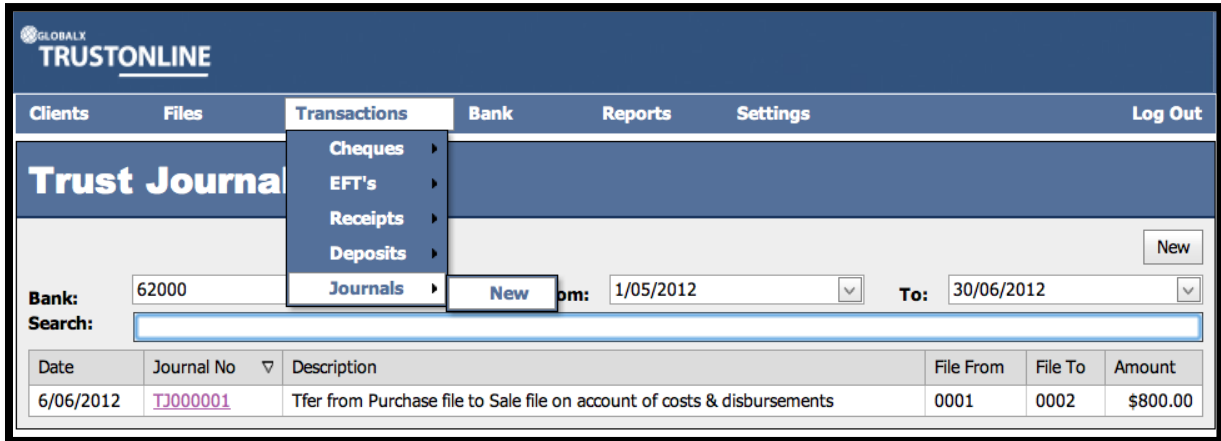
Pay: Tfer from Purchase file to Sale file on account of costs & disbursements

File From: 0001 **File To:** 0002 **Amount:** \$800.00

- Select  button to return to Trust Journals List.

CREATE NEW TRUST JOURNAL

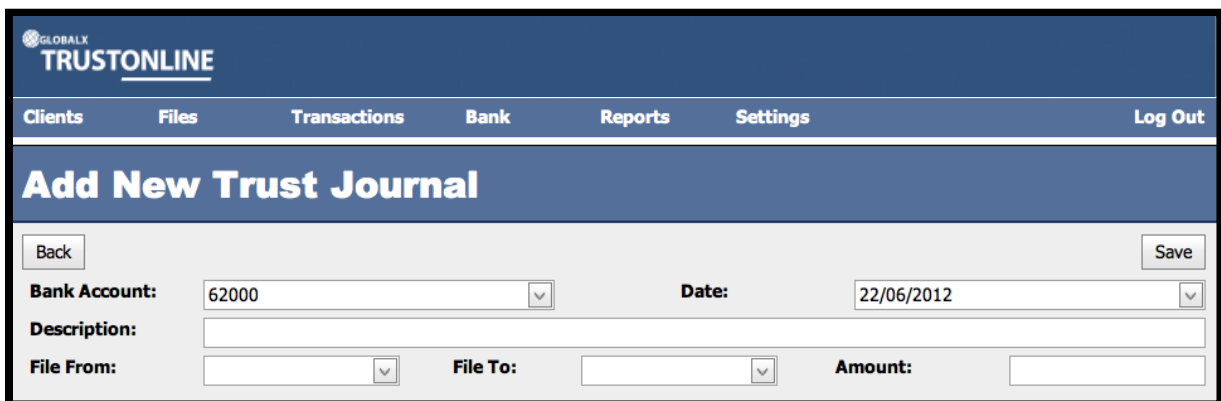
Select **New** from within the Trust Journal List form or from the Main Menu by positioning the cursor on the main **TRANSACTIONS** menu then **Journals** and across to the **New** tab and select.



The screenshot shows the TRUSTONLINE web application interface. The top navigation bar includes 'Clients', 'Files', 'Transactions', 'Bank', 'Reports', 'Settings', and 'Log Out'. The 'Transactions' menu is open, showing options for 'Cheques', 'EFT's', 'Receipts', 'Deposits', and 'Journals'. The 'Journals' option is selected, and a 'New' button is visible. Below the menu, there are input fields for 'Bank:' (62000), 'From:' (1/05/2012), and 'To:' (30/06/2012). A search bar is also present. A table of transactions is displayed below:

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: -



The screenshot shows the 'Add New Trust Journal' form in the TRUSTONLINE web application. The form includes a 'Back' button and a 'Save' button. The fields are as follows:

- Bank Account:** 62000
- Date:** 22/06/2012
- Description:** (empty text field)
- File From:** (empty dropdown menu)
- File To:** (empty dropdown menu)
- Amount:** (empty text field)

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 Vix	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.

The screenshot shows the 'Bank Account Details' form in the TRUSTONLINE system. The form is titled 'Bank Account Details' and has a 'Back' button on the left and a 'Save' button on the right. The form contains the following fields:

- Bank Code:
- Description:
- Bank Name:
- Branch:
- Account Name:
- BSB:
- Account No:

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.

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Bank Account Details

Back Edit

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

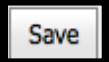
KEY VALUES

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

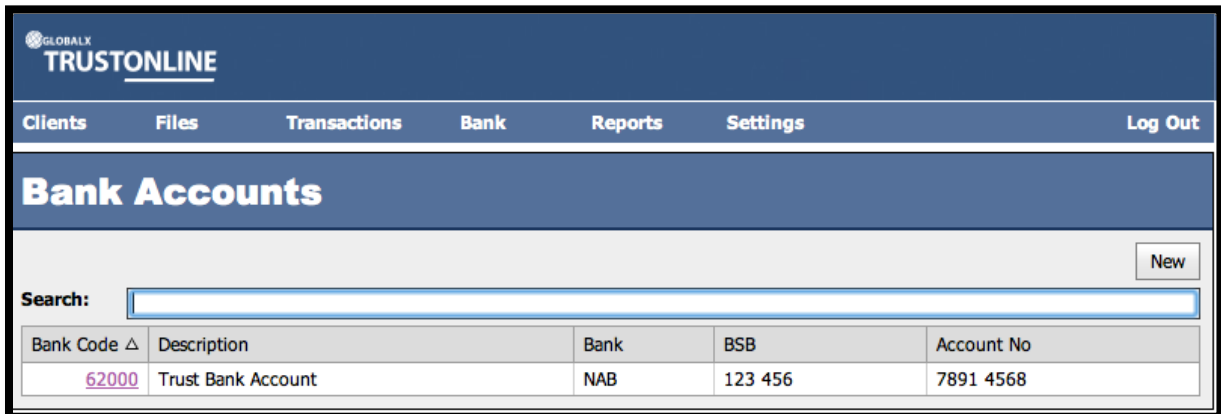
 button.

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)



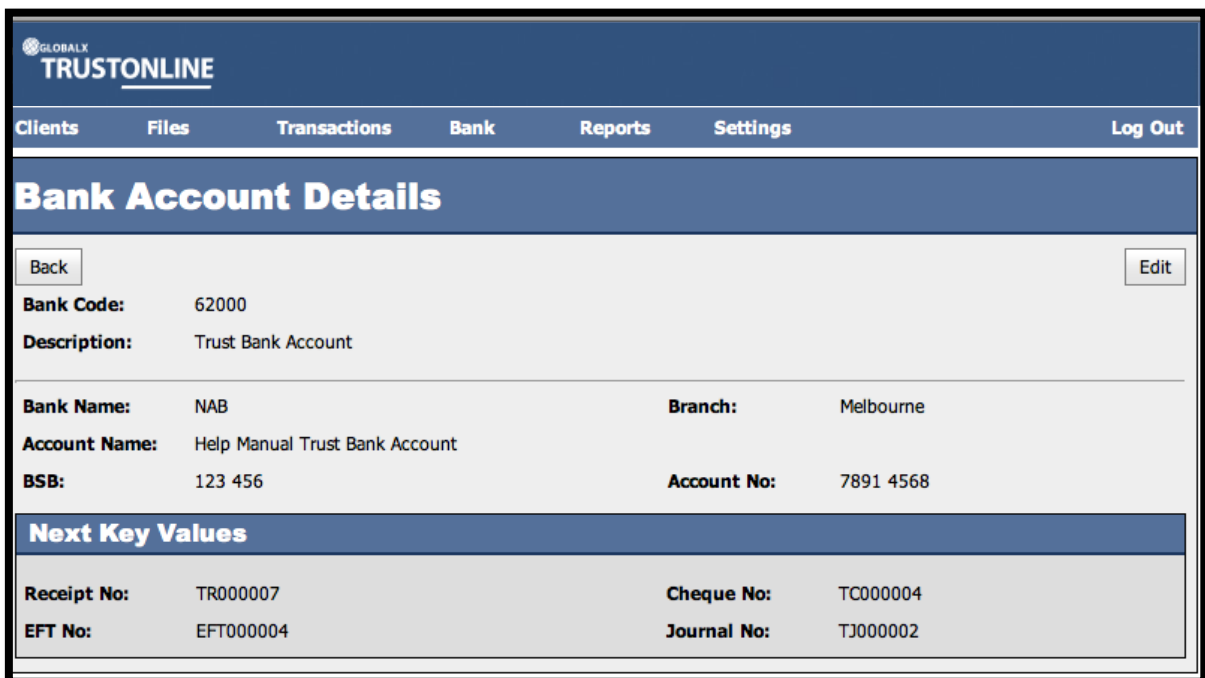
The screenshot shows the TRUSTONLINE interface with a navigation bar containing 'Clients', 'Files', 'Transactions', 'Bank', 'Reports', 'Settings', and 'Log Out'. The main heading is 'Bank Accounts'. Below the heading is a search field with a 'New' button to its right. A table lists bank accounts with columns for Bank Code, Description, Bank, BSB, and Account No.

Bank Code Δ	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: -



The screenshot shows the TRUSTONLINE interface with a navigation bar containing 'Clients', 'Files', 'Transactions', 'Bank', 'Reports', 'Settings', and 'Log Out'. The main heading is 'Bank Account Details'. Below the heading are 'Back' and 'Edit' buttons. The details are presented in a key-value format.

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



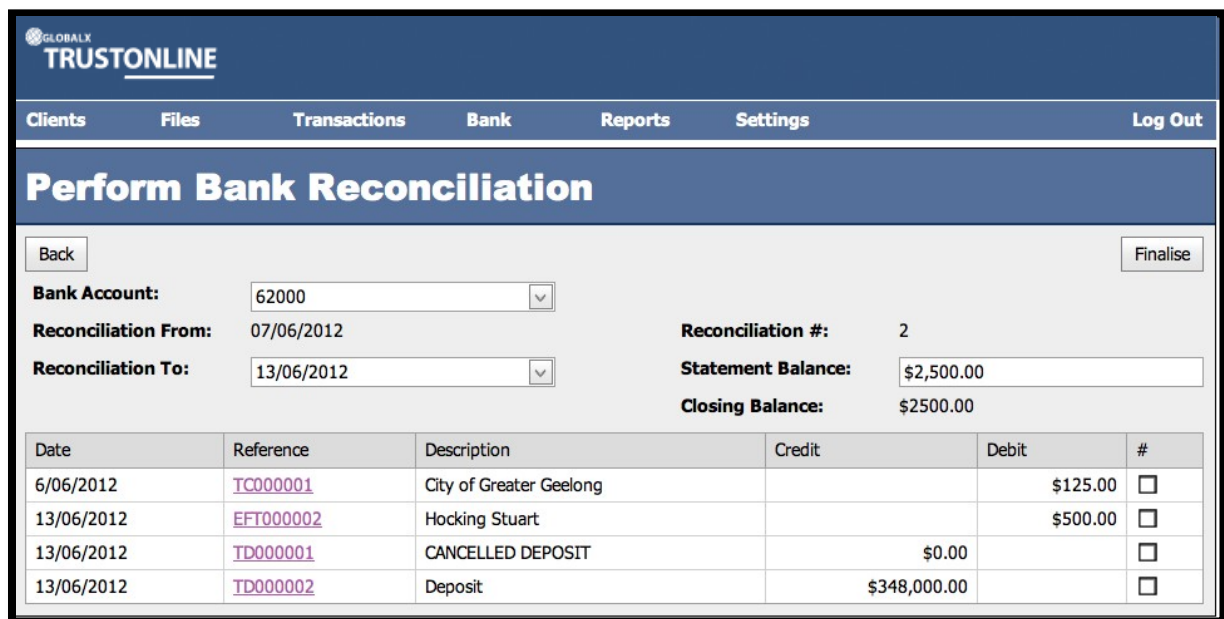
or Exit from this screen by selecting the  button.

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.




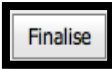
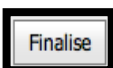
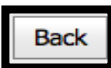
Date	Reference	Description	Credit	Debit	#
6/06/2012	TC000001	City of Greater Geelong		\$125.00	<input type="checkbox"/>
13/06/2012	EFT000002	Hocking Stuart		\$500.00	<input type="checkbox"/>
13/06/2012	TD000001	CANCELLED DEPOSIT	\$0.00		<input type="checkbox"/>
13/06/2012	TD000002	Deposit	\$348,000.00		<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: \$350000.00

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			

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 ***

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: -



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 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			Amount	Receipts	Payments	Balance
Proc Date	File Code	File Name	Matter					
	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:				\$349,875.00

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.

Bank Adjustments

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

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.)

Bank Adjustments

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

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

Bank Adjustment - AD000002

Back Delete Save

Bank Account: 62000 Date: 26/06/2012

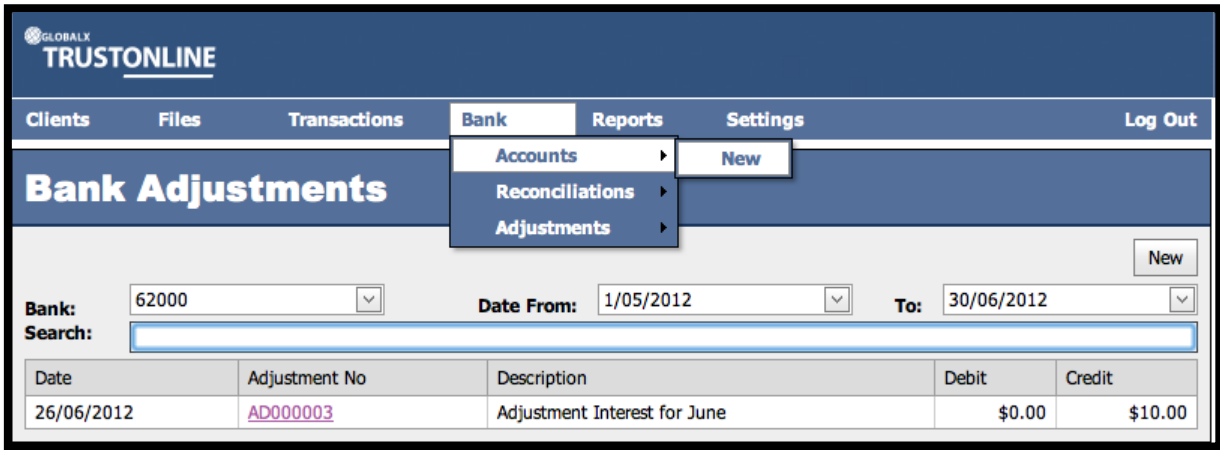
Description: Adjustment Interest June

Debit: \$0.00 Credit: \$10.00

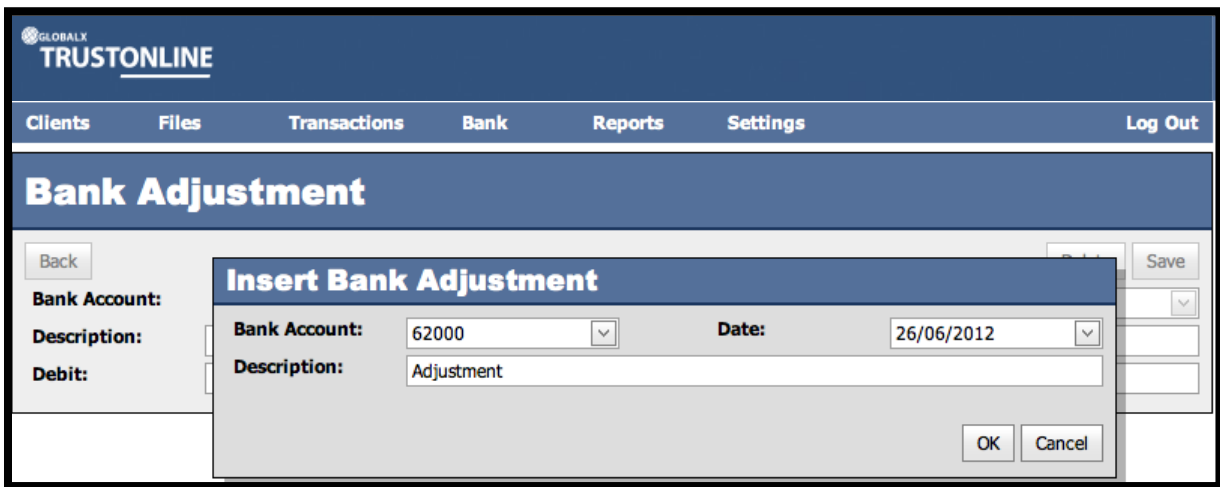
It is also possible to **delete** and **edit Bank Adjustments** from within the above screen.

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.



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



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

Bank Adjustment - AD000004



Back Delete Save

Bank Account: 62000 Date: 26/06/2012

Description: Adjustment

Debit: \$0.00 Credit: \$10.00

The following screen will be displayed:-

- **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.

Bank Adjustments

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

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.

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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

- Select the  button.

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Bank Adjustment - AD000003

Back Delete Save

Bank Account: 62000 Date: 26/06/2012


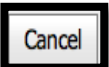
Description: Adjustment Interest for June

Debit: \$0.00 Credit: \$10.00

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.

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.

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.

The screenshot shows the TRUSTONLINE interface. At the top left is the logo 'GLOBALX TRUSTONLINE'. A navigation bar contains 'Clients', 'Files', 'Transactions', 'Bank', 'Reports', 'Settings', and 'Log Out'. The 'Reports' menu is open, showing 'Audit Log'. Below this is the 'Print Audit Log' form. It features a 'Print' button in the top right. On the left, there are two checked checkboxes: 'Include Clients' and 'Include Files'. To the right, there are six input fields: 'Date From' (1/05/2012), 'Date To' (30/06/2012), 'Clients From', 'Clients To' (ZZZZZZZZZZZZ), 'Files From', and 'Files To' (ZZZZZZZZZZZZ).