DisplaySoft™

“Trust Accounting” Program

Real Estate
Software User’s Guide

This publication contains fictitious information and should not be construed as legal training, but as a guide to DisplaySoft software product functions and design.
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GETTING STARTED

Create A New Bank Account

Create a bank account inside Trust to get started. Open the DisplaySoft Real Estate software program. Click “Trust” from the program menu bar.

Getting Started Step 1: Open “Trust”

“Trust” opens in another window as a fully functional and separate program. The main Real Estate Software program remains open and functional, as well. You can switch between the “Trust” program and the main Real Estate Software or close either program. “Trust” may remain open during the “Export To Trust” feature available on the closing statement.
Getting Started Step 2: Login to Trust

You will be prompted to create an Administrator password the first time you access “Trust.” A login is required each time “Trust” is closed then re-activated.

Create separate user accounts under the “Tools,” “Security Editor” menu for each person that uses “Trust.” More than one person may print checks at the same time, but conflicts in check numbers will occur when each person uses the same login name.
Getting Started Step 3: Create A Bank Account

You will be prompted to create a bank account upon the first use of “Trust.”

Click “Bank(s), “New Bank” to create a new checking account. The “Bank Name” and “Trust Account Name” are required. The “Bank Name” and the “Trust Account Name” print on reports and statements. The remaining details are optional. Use a different “Trust Account Name” to separate two or more checking accounts located at the same bank. To create more bank accounts, click “Bank(s), “New Bank” and fill in the checking account details.

When company funds are deposited into a trust/escrow account, you may enter that amount under “Initial Deposit” during the bank creation and keep your company’s funds separated from clients’ funds. The “Initial Deposit” ledger reference name may be changed later, or create a new ledger using your preferred reference name at any time after the bank creation is complete.

The “Account Number” and “Routing Number” will appear on reports and statements. This information is required to use “Positive Pay®,” a security feature available at most banking institutes. The “Positive Pay®” feature inside “Trust” can be customize by selecting an export location under “Tools” located on the top menu after the bank creation is complete.

Next, create ledgers or export checks from a settlement case file.

![Input Bank Account data](image)
EXPORTING FROM “CLOSE IT”

The balance sheet inside the “Close It” program (CDF/HUD/GFE Closing Statement) contains the information being exported to “Trust Accounting.” The “Balance Sheet” and “Modified Balance Sheet” are discussed in a separate publication. The “Close It” program contains several styles of settlement statements, each discussed in separate publications.

Sample File to be Exported

The file# in this “Close It” illustration is named “Sample File.” The file# (or name) will also be the client ledger name when exporting from “Close It” to “Trust.” Name the ledger the same name or number as the settlement case file to maintain the link between “Close It” and “Trust.” Two transactions on this sample balance sheet are purposefully incorrect to provide a reason to discuss editing transactions in “Trust.” Under normal circumstances, when the Balance Sheet correctly represents the incoming and outgoing transactions, there would be no need to edit transactions exported to the Trust AC program.

The “Trust” program operates independent from the “Close It” program. Client ledgers, deposits and checks may be created directly inside “Trust” to meet the needs of a bank account reconciliation; when a deposit is received, a settlement is canceled and a refund of deposit will be performed; and posting credits (interest, sweep in) and debits (check re-orders, wire fees, sweep out, etc.) between the escrow agent and the bank.
Step 1: Open the Closing Statement
After reviewing the balance sheet:

Step 2: Click Export To Trust from the left side menu. A ledger will be created

Select an account: Select a bank account when more than one exists inside “Trust.”

Include Deposits? Choose “no” to send only the disbursements.

Date Deposits: Change the date when necessary. When there is more than one deposit included in the export and those deposits may have different dates, i.e., the earnest money deposit may have a different date then the lender’s funding deposit, the deposit dates can be changed inside “Trust” after exporting. Checks are dated the day they are printed.

Export Button: Click the “Export” button. Export one time. Each time the File# is exported the transactions multiply. It is possible to delete the transactions in “Trust” and then return to “Close It” to export this file again. Follow Steps 1 through 3 to see the exported transactions.

Step 3: Go To Trust
• Click “Trust” from the top program menu
• Login to “Trust”
• Open the bank account if more than one account is listed.
Step 4: Open The Ledger

Click “Open” from the “Banks/Ledgers” menu, then select the client ledger to review the transactions.
BANK(S)/LEDGERS MENU

Once a ledger is open, you can click on the “Banks/Ledgers” heading to change the menu from a bank and client lists menu to a client transactions menu. Once a ledger is opened under the “Banks” menu, the menu list will switch to creating client transactions menu. Click “Banks/Ledgers” to return to the “Banks” menu to open another ledger or switch to a different bank account.

Bank(s): Click “Bank(s),” under the “Banks/Ledgers” menu.
- Click “New Bank” to create a new bank account. Fill in the account information as previously discussed on page 3. Create a “New Bank” for each escrow checking account.
- Click “Bank(s),” under the “Banks/Ledgers” menu to select a bank account.
- Click “Open” to open a ledger.
- Click “New” to create a new ledger.
BANK/ACCOUNT MENU

Click **Bank/Account** on the top menu

**Account Register** - View all checks and deposits in chronological order.

**Edit Bank Account** - The bank account information may be changed any time once the bank account creation is complete. Click “Bank/Account,” “Edit Bank Details” to change the details about this checking account.

**Logout/Change User** - Switch between a user account and the administrator account.
Account Register Features

Click “Bank/Account,” “Account Register” to see a running balance of all transactions by date. Double click a transaction to open that ledger.

From – Through Date
The default date range begins with the date of the first transaction and continues to the date of the last transaction. Type in dates to narrow or extend the range of transactions on the register.

Cleared On
Hover the mouse over the “R” (reconciled) or “C” (cleared) to discover which month and year the transaction cleared.

Search
The expander to the left of “Search” reveals search options. Click the expander to open and collapse the search box. Look for transactions that contain characters, money, cleared and un-cleared.

Print or PDF the search results.

Page
Navigate using page left (up), page right (down) or type in a page number (go to).
Archive Ledgers (TADA!)

Certain ledgers may be “hidden” or archived and unarchived at any time. Any ledger that has a zero balance and all transactions marked reconciled will archive automatically using the “TADA!” (Totally Automated Data Archiving) feature. When a “roll back” of a reconcile occurs, ledgers are unarchived automatically. Unarchive ledgers to locate transactions when searching for something on the account register, if necessary.

To archive ledgers, click “Bank Account” on the top menu, then select “TADA!” When ledgers are archived, a check mark appears to the left of the “TADA!” menu item.

To Un-archive ledgers, click “TADA!” and the ledgers are restored. The check mark to the left of “TADA!” is removed.
Click “New” to create a ledger, even if the File# will be exported at a later time. Post receipts when they occur. Create disbursements when necessary. Exporting from “Close It” will always add transactions to a ledger, neither removing nor replacing client transactions. Exporting the same file name reference will duplicate the transactions in the client’s ledger. If you do not see “Open,” click the “Banks/Ledgers” heading to toggle the menu.
Open Ledger

Click “Open,” from the left side menu. Click a ledger name from the list to open a ledger. More than one ledger may be open at one time. Click the “Banks/Ledgers” heading if you do not see “Open.” The “Banks/Ledgers” heading toggles between two different menus.
Edit Ledger Information

Inside the ledger, click “Edit” located under “Ledger Features” to change the information. Make changes, then click the “Save” button.

Delete Ledger

Only an empty ledger can be deleted. Click “Edit” under “Features.” The “Delete” button will only appear for empty ledgers.
TRANSACTIONS

Creating Transactions
The “Ledgers” menu is shown in this illustration. Click a transaction item name, i.e., “Deposit,” “Wire In,” “Check,” Wire Out,” and “Ldgr Trans” (ledger transfer) to create transactions when necessary.

Undisbursed Checks
A new check is undisbursed until it is printed or a check number is assigned. Each ledger name has its own list of receipts and disbursements. The ledger in this example was exported from “Close It.” The checks have not yet disbursed (no check number), therefore the balance column amount does not change but the “Balance,” being the proposed balance, located in the upper right corner shows what the balance would be when all disbursements are made. Undisbursed checks are a way of keeping track of items to be disbursed while maintaining the actual balance. “Available Funds,” being the actual balance, will have an amount shown until the total for “Receipts” amount matches the total amount for “Disbursements,” and then the “Available Funds” will be zero dollars.
Receipt and Disbursement Transactions

Create Deposit and Wire In

Receipts may be in the form of “Deposit,” which is a check given to the closing agent to deposit to the escrow account and “Wire In”, which is used by “Trust” to refer to any amount transferred electronically.

To create a receipt transaction (income) for a client ledger, open a ledger or create a new ledger.

• Click “Deposit,” fill in the details and then click the “Post” button
• Click “Wire In,” fill in the details and then click the “Post” button

The date and the amount are required. The remaining details are optional.

Edit Deposit and Wire In

Double click an item to edit. Click the “Post” button to save the changes.

To turn a deposit into a wire, delete the deposit and then create a new “Wire In.”

NOTE: Any cleared or reconciled item cannot be changed. Use the “Clear/Reconcile” features to change the cleared status to uncleared, and then edit the transaction.
Create Disbursement: Check, Wire and Ledger Transfer

Disburse by check, wire out, and ledger transfer. Create disbursements using the left side menu bar inside a ledger. A date and amount are required. A check will further require a payee name.

- Check: A check may be printed or “hand written” to gain a check number, which decreases the balance of the ledger (disburse).
- Wire Out: A wire out will decrease the ledger balance (disburse) when posted.
- Ledger Transfer: A ledger transfer sends the amount to another ledger, decreases this ledger balance (disburse) while increasing another ledger’s balance, when saved.
Edit Disbursement

Double click an item to edit. Click on any detail to edit the transaction. Use the “Clear/Reconcile” features, change the cleared status, then return to the ledger to make changes to a wire out.

An undisbursed check may be turned into a wire out. Undisbursed checks will gain a check number when printed from “Trust.” A check that has a check number will not print a check from “Trust.” Duplicate check numbers are not allowed, which is important to note when re-ordering check stock.

Use the “Hand Written” feature to post a check. The “Hand Written” check feature is used when changing over from another accounting software and other reasons that necessitates the recording of a check that was issued previously. See also “Resolve an Issue” under the “Print Checks” discussion.

Only the “Administrator” can modify a check with a check number. Any cleared or reconciled item must be uncleared before it can be modified.
**Edit Checks**

A check that has been issued may not be edited unless you log into “Trust” as an “administrator.” As an administrator, corrections can be made by clicking the padlock icon to the right of the check number. An incorrectly printed check should be marked void and re-issued under a new check number, but if a hand-written check has a data entry error it can be corrected to match the issued check.

Users in the administrator group may:

- Unlock a check to change the date and check number
- Remove the check number and change any detail
- Remove the check number and delete the transaction

Use the “Tools,” “Trust Security Editor” feature to create login accounts for each person that uses “Trust” and eliminate their ability to make changes to issued checks.
• **Combined Check**
A combined check from “Close It” refers to a check with two or more fees payable to the same payee. A combined check from “Close It” itemizes the fees to print on the check’s vouchers. A check created directly in a “Trust” client’s ledger may also be itemized to print on the voucher. Wires and Ledger Transfers do not itemize.

• **Edit Voucher Item**
Click on the description or amount to modify the voucher. Changing the amount will change the total value of the check.

• **“Add Item” Voucher Button**
Inside the undisbursed check, click the “Add Item” button to add fees. Each fee added to the voucher will increase the face value of the total check amount.

• **“Remove Selected” Voucher Button**
Use the check box to the left of the voucher detail items to select one or more items to be removed. Click the “Remove Selected” button to delete items from the voucher and total check amount.
**Void/Un-Void Check**

The “Void” feature is only available for a disbursed check. Double click any check that has a check number to reveal the “Void This Check” button.

**“Void This Check?”**

Choose “Yes” to void the check, or “No” to cancel. A “Void Adjust” transaction places the amount back in the ledger when the check is voided.

**“Would you like to create a new check with the same details?”**

Choosing “Yes” to void the check can create a replacement check using the same details. That replacement check can be edited before printing. This could save time. Choosing “No” will simply increase the balance of the ledger because the amount will no longer be considered a disbursement.

**Un-Void a check**

Double click a check that’s been issued. Click the Un-void button. The void adjustment will be removed and the check reinstated. If a replacement check was created during the original void check process, it will not be removed. Delete or void the replacement check to maintain the ledger balance.
Delete Transactions

Cleared / reconciled transactions and checks with a check number issued are not eligible to be deleted. You must be logged in as the administrator to remove a check number.

To delete eligible transactions:

• Click the check box to the left of the transaction(s) and then click the “Delete” button.
• Click the “All” button to select all transactions, then click the “Delete” button. Only eligible transactions will be removed.
• Click the “Checks” button, then click the “Delete” button. Only undisbursed checks and wire out transactions will be removed.
• Click the “Deposits” button, then click the “Delete” button. Only uncleared/not reconciled receipts will be removed.

Click the “None” button to deselect all selected transactions.
Select/Print Checks

Select Checks
Select one or more checks to print. Use the check box to the left to select on or more checks. Click the “Checks” button to select all undisbursed checks.

Click the “Print” button for the next step.

TEST PRINT CHECKS
Print on plain white paper the very first time checks are printed to avoid ruining the check stock. Use “Resolve An Issue” and “Mark As Not Printed” to repeat this test or to re-print those checks on check stock.
**Preview Checks**
To see the voucher and the face, click the “Preview Checks” button. The proposed check number appears at the bottom of the page.

**Include Property Address?**
Select this option to print the property address on the face of the check.
**Adjustment**
Print on plain white paper the very first time checks are printed to avoid ruining the check stock. Hold the paper and the check stock together against a light source to verify the information from “Trust” will align properly on the check stock. Use the adjustment to move the “Trust” information up and down the page. See the “Resolve an Issue” topic to re-print checks. The adjustment will maintain its setting for future check printing.

**Date Range**
The check dates vary in this example, but using the date range filter would narrow the list.
Print Checks

Selected checks queue to a list. The recommended check style is Intuit (QuickBooks™) 3-Part Laser Voucher style checks. Visit www.intuit.com or contact your bank to order checks.

Before printing:

Starting Check Number
Enter a beginning check number.
- Once the first check completes successfully, the check number will increment automatically.
- In a multi-person environment, each person’s starting check number is saved.
- The starting check number may be changed before printing.

Printed Date on Checks
Change the date if required. Checks printed successfully will change to match this date.

Print Selected ( ) Checks
Click the “Print Selected Checks” button to send (4) checks to the printer. A prompt to finalize checks will be presented afterward.

Check Styles include: CVV (Check, Voucher, Voucher) and VCV (Voucher, Check, Voucher)
After Printing Checks

Review the printed checks. Choose “All Checks Printed Correctly” to proceed when no issues with the printed check or check stock occurs.

Choose “Resolve an Issue” to place a check mark in the resolution column for any check(s) with a problem, and then choose a resolution:

• A problem with the proposed check number (Wrong check number)
• Because there was no check stock in the printer (Mark as not printed)
• Void check(s) when necessary (Void)
• Or possibly to salvage the check stock. (Mark as not printed or Wrong check number)

After a resolution has been made, click the “Finalize” button.

Cancel Resolve An Issue
A ‘never-mind’ choice. When “Resolve An Issue” is selected, the “Cancel Resolve An Issue” is presented to cancel solutions, along with a “Finalize” to accept the printed checks as presented in the list.

Finalize
Choose “Finalize” to accept the printed checks and to accept the solutions and return to the ledger.
Checks Printed Correctly / Finalize

After printing checks, the print checks window closes, the ledger appears with the disbursed check numbers, the ledger’s balance column decreases. The “Disbursements” and “Available Funds” will change.
Export (Positive Pay)

The “Export” (Positive Pay) feature is located inside each ledger. “Export” is designed to export check information to a file that can then be sent to the bank. Choose a convenient location and assign a place to store exported files inside the “Tools” menu.

The format of the file is specific to each bank. Inside the ledger, under “Ledger Features”, click “Export” for the “Positive Pay Export” prompt.

Choose a date range. In this sample there are 4 printed checks dated the 8th, therefore the sample export popup being set “From” the 8th and “To” the 8th will export 4 checks.

Select a bank name from the list. Call support if your bank is not on the list.

Click the “Export” button to send the information to a file in a specified location on your computer. The export location folder opens automatically.
Print Client Ledger

Select “PDF” or “PRINT,” select or deselect “Landscape” and then click “Client Ledger” button to produce a statement.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Reference</th>
<th>Ref</th>
<th>Disbursement</th>
<th>Receipt</th>
<th>CR</th>
<th>V</th>
<th>O</th>
<th>Balance</th>
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<td>10/08/2018</td>
<td>Deposit to Settlement Agent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$10,000.00</td>
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<tr>
<td>10/08/2018</td>
<td>Net Loan Proceeds</td>
<td>Deposit</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td>$225,000.00</td>
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<tr>
<td>10/08/2018</td>
<td>Due From Buyer</td>
<td>Deposit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$265,271.83</td>
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<tr>
<td>10/08/2018</td>
<td>Underwriter’s premium</td>
<td>Check</td>
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<td></td>
<td></td>
<td>$2,443.30</td>
</tr>
<tr>
<td>10/08/2018</td>
<td>Real Estate Commission</td>
<td>Check</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,000.00</td>
</tr>
<tr>
<td>10/08/2018</td>
<td>Real Estate Commission</td>
<td>Check</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,000.00</td>
</tr>
<tr>
<td>10/08/2018</td>
<td>Clerk of Court</td>
<td>Record Payoff First Mortgage</td>
<td>Check</td>
<td>1022</td>
<td></td>
<td>$120.00</td>
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<td></td>
<td></td>
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</tbody>
</table>

Pending Payees

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicago Title Insurance Corp</td>
<td>$1,947.19</td>
</tr>
<tr>
<td>The Title Company</td>
<td>$265,271.83</td>
</tr>
<tr>
<td>The Title Agency, LLC</td>
<td>$150.00</td>
</tr>
<tr>
<td>The Settlement Agent, LLC</td>
<td>$125.00</td>
</tr>
<tr>
<td>The Title Agency, LLC</td>
<td>$2,443.30</td>
</tr>
<tr>
<td>The Title Agency, LLC</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>The Title Agency, LLC</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>The Title Agency, LLC</td>
<td>$120.00</td>
</tr>
<tr>
<td>The Title Agency, LLC</td>
<td>$120.00</td>
</tr>
<tr>
<td>The Title Agency, LLC</td>
<td>$120.00</td>
</tr>
</tbody>
</table>

LEDGER BALANCES

Preview Ledger Balances

Click “Ledger Balances” from the top menu to preview all client ledger balances. This preview does not provide a grand total of all ledgers when printed from this location. The actual “Trial Balance Report” for reconciliation is located under “Reports,” available from the top menu.

Balances at the End of the Date:
The balance report for each ledger are relative to the date in the center of the window. The “To Date” defaults to “today’s” date and can be changed. The “Reset” button resets the date to “Today.”

Select the Ledger Balance Status:
• Show All
• Show negative balances ledgers only
• Exclude zero balances ledgers
• Show all zero balance ledgers

Print/PDF:
Click the “Print” or “PDF” button at any time.
CLEAR/RECONCILE
Each bank account reconciles separately.

Three-Way Reconcile
The required “3-Way” reconciliation for trust accounting is built into the “Reports” menu by combining the “Reconcile Form” and the “Trial Balance Report.” To reconcile, first set the “Month” and “Year” to match the bank statement, clear income and disbursements, and then fill in the “Reconcile Form.”

Trial Balance Report
The “Trial Balance Report” under the “Clear/Reconcile” menu provides a preview of ledger balances at the end of the selected month and year. Use “Reports” at the top of the menu to print the “Trial Balance Report.”

Clear Transactions
To begin a reconciliation, click “Clear/Reconcile” from the menu. Choose the month and year that matches the bank statement. Click the check box to the right of any transactions found on the bank statement. Amounts for the “Cleared Receipts” and “Cleared Disbursements” will increase. They should match the bank statement’s total credits and debits when all matching transactions are selected (cleared). Transactions marked cleared will remain selected should you exit.
Reconcile Form

The “Register Balance” is a preview of the reconcile form ending balance, according to the software. The “Total Receipts” and “Total Disbursements” are accumulative totals of all transactions, unrelated to the “month” and “year.”

The “Mark as Reconciled” is not available until the agent’s register is in balance with the bank statement. Select “Reconcile” then click the “Open Reconcile Form.”
Click the “Open Reconcile Form” button. Type in the ending balance amount provided from the bank statement into the “1B,” “Enter your statement Ending Balance here” then press the Tab key from the keyboard. The “4A” “This is your Adjusted Register Balance” amount should match the “4B” “This balance should equal your Adjusted Register Balance (4A above). When the amount in “4A” matches “4B,” the “Mark Reconciled” button becomes available.

The top value, “1A,” is the software’s “Register Balance,” based on all income and disbursements up to and including the selected “month” and “year.” The “Adjust Register” values are for correcting mistakes made by the bank but will be corrected by the bank in future. Key in the difference into the “+” and “-” to adjust the register balance “4A,” when necessary. Click the “X” in the upper right corner to exit.
Mark Reconciled

When the amount in “4A” matches “4B,” the “Mark Reconciled” button becomes available. Click “Mark Reconciled” to change “C” (cleared) transactions into “R” (reconciled) transactions. The letters “C” and “R” appear on the account register and on transaction reports.

Use “Reports” to print the “3-Way” reconciliation report, which is a combination of the “Reconciliation Form” and the “Trial Balance” report. The grand total of the “Trial Balance Report” should match “4A” and “4B” on the “Reconciliation Form,” providing three matching values.

Roll Back

The “Roll Back” button un-reconciles transactions but does not unclear them, allowing corrections to reconciliations without losing progress.
**Roll Back**

The “Roll Back” button provides a way to re-reconcile when a reconciliation mistake is discovered. All prior months will need to “roll back” to the month the mistake occurred. History is preserved. All cleared transactions remain cleared in the month and year they were marked. Each month’s reconciliation form retains its bank statement ending balance value.

Locate the mistake(s) and correct the situation, i.e., any transactions marked cleared in the “wrong month” should be un-cleared there, then change the “month” and “year,” to mark transactions in the proper month.

The “Roll Back” button changes to “Mark Reconciled” for each successful month that remains in balance, otherwise continue to “Roll Back” each month and make corrections to each month that lost its stability during the roll back process.
REPORTS

Click “Reports” located on the top menu to access the report menu. The required reports are built in. Click the box to the left of any report, and then choose “Print,” “PDF,” or “Outlook Email” to generate reports.

Monthly Reports

Set the “Month” and “Year” to match the bank statement. The default date is “last month.” The required “3-Way” reconciliation for trust accounting is a combination of the “Reconcile Form” and one of the “Trial Balance” reports. The grand total from the “Trial Balance” should match the “Reconcile Form” “1B” register balance and the “4B” adjusted bank statement balance. The “Un-cleared” reports provide itemized details and totals to match values “2B” and “3B” form the “Reconciliation Form.” The “Cleared Month Of” reports provide details to match the bank statement and the “Cleared Transactions” window. The uncleared monthly report will include all transactions prior to and through the month and year selected.

Date Range Reports

The “Date Range Reports” are informational, based on the transaction’s date. Set the “From Date” and the “To Date” then select a report. While there is an “Account Register” report in both categories, the “Date Range Report” does not provide a balance forward of previous transactions. It simply provides a total for the transactions posted within the date range. Likewise, the cleared and uncleared reports in the “Date Range Report” category will return only transactions within the date range.
TOOLS

Set Exports and Other Locations

“Set Exports and Other Locations” will first prompt for the location of where “PDF” generated items are stored. The second prompt sets the location for “Positive Pay Exports” files. The location defaults to the software’s operating folder and can be changed. After the process is completed, the folder will open automatically for your convenience.

Use the scroll bar to navigate away from the default storage location. Use the expanders to open sub-folders.

The “Make New Folder” is available to further customize the locations for PDF and then for Positive Pay.
Database Configuration

The most important information inside “Database Configuration” is the database name and location. This SQL file should be backed up before a disaster occurs. The database contains all of the DisplaySoft software data; client closing statements and the bank account transactions (everything).

Contact your computer administrator, network administrator or call Display Systems, Inc. for more information.
**Trust Security Editor**

Create user names and passwords when “Trust Account” is used by more than one person. It is important to login as different names to avoid issues that may occur when more than one person prints checks at the same time; a collision in check numbers and error messages may result.

Use the expanders next to any item to reveal details.

Click the “Add New User” button to create login accounts.

Expand the user name or group name to “Edit” a user to discover and change information and change which group that person belongs to.

Use “Groups” to restrict or grant permissions. “Administrators” have the most allowances. “Auditors” have the least allowances.
**Printer Setup**

Select a printer for printing ledgers and reports under the “Letter” topic. Nothing in “Trust” prints on legal size paper.

Select a printer for printing checks under the “Checks” topic.

Select a “PDF” printer or select the DisplaySoft “DSIPDF8” that installed with the software.

Click the “Configure Printer” button under each topic separately to select a printer.

The “Print Test Page” will generate a standard test page to verify the printer communicates with the software.
Remove Record Locks

When “Trust” prevents a ledger from opening because it is being used by another person the “Remove Record Locks” will exit everyone from the “Trust” program without notification. The bank account and ledgers will become available.
Forgot Admin Password

The “administrator” is the only user name allowed into the “Tools,” “Trust Security Editor” area.

The owner of the law firm or the title company that purchased the software should call Support (863) 763-5555 at Display Systems, Inc. when the trust account administrator password is not known. The support technician will assist in changing the password.

The administrator may change any name and password after logging into “Trust Account.”
For questions or assistance contact:

Display Systems, Inc.
100 S.W. 15th Avenue
Okeechobee, FL 34974
(863) 763-5555 phone
(863) 467-0816 fax

sales@displaysoft.com
support@displaysoft.com

www.displaysoft.com