

- 4800 Falls of Neuse Road, Suite 600
- Raleigh, NC 27609
- Sales & Service: 800-848-0143
- Email: sales@softprocorp.com
- Web: www.softprocorp.com

Disbursing Funds from a Ledger

On the **ProTrust** ribbon, select **Ledger Search**

	roForm ProT	·	ProDesign Pro 109	9 SPImage SPAd	min 360			
New Ledger	Ledger Search	Reports	New Reconcilation	♣ ProClear ≷ Reconciliation Search	New Group Depost -	IBA Interest +	New PositivePay -	-3% Check Renumbering
	Ledgers		Reco	indiation		,	Accounting	

In the **ProTrust Search** screen, select the appropriate **Trust Account** from the dropdown arrow (if no **Trust Account** is chosen, the search will be across all **Trust Accounts** available to the profile the user is in). Enter the name of the ledger and select Search. The results of the search will populate at the bottom of the screen under **Search Results**.

Start Page ProTrust Search X	
Ledger Search Criteria	Transaction Search Criteria
Trust account: EWB V	Transaction date: (None) - (None)
Ledger ID: Rev2020Q2	Trust accounting date: (None) · (None)
Ledger type: V 3-way recon. type: V	Cleared date: (None) · (None)
Responsible party: V Ledger comment:	Voided/Stop payment date: (None) V (None)
Borrower:	Reference number:
Borrower: Seller:	Amount:
Address:	Medium: V Memo:
Address: City/State/Zip: - Foreign	Type: V Status:
	×
Settlement date: (None) V (None) V	×
Disbursement date: (None) V (None) V	Payee/Payor:
Reminder date: (None) V (None) V	Address:
Balance:	City/State/Zip:
IBA bank name: IBA account number:	
	IBA transactions only Transactions with blank ref. number
Search only: 🔄 IOLTA 📄 Dormant 🛄 Locked 🛄 Exempt	Transfer to/from:
Search Glear	

Double click on the ledger to open. (TIP: if the ledger is highlighted, pressing enter will open the ledger)

Show results from	: ProTrust Ledger	s	- 🖶 🖺									
 Search Result 	ts: 1 record foun	d.										
Ledger	Trust Account	Balance	Settlement	Disbursement	Buyer/Borrower	Seller	Lender	Address 1	Address2	City	State	Zip
Rev2020Q2	EWB	\$13,691.69	-									



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edger inform Ledger balar	1	Δ									
	nce: \$13,691.69	w/P	ending: \$13,69	1.69	w/ Held & Pending	\$13,691.69			Transactions	: 5	
Trust accour	nt: EWB	\sim	- East West B	Bank	Ledger type:	Revenue	\sim	Responsible party:		~	·
Ledger ID:	Rev2020Q2				3-way recon. type:	Non-Guaranty	\sim	Reminder date:	(None) ~	•	
Ledger comm	nent:							Locked	Exempt		
ayee inform	ation										
Payee:	Titan Settleme	nt Services			Disburse as:	Check	~	Routing number:			
Address:					Bank name:			Special instructions:]
					Account number:			Further credit:			1
City/State/Z	ip:	~	-	Foreign							
ransactions	Notes (0)										
+	Print and Post 👻 🕛 A	Actions 🔹 🖡	Reports 🔹								
Status	Туре	Ref	Trans. Date	Am	iount Payee/Payor		Cleared Date	Transferred To/From	Dep. Number	Medium	Trust Acc
Receipts -											
osted	Ledger Transfer(+)	7006	04/22/2020	\$3,32	1.25 Titan Settleme	nt Services		20-0507			EWB
osted	Ledger Transfer(+)	7007	04/22/2020	\$3,32	1.25 Titan Settleme	nt Services		20-0505			EWB
	Ledger Transfer(+)	7008	04/22/2020	B \$3,17	5.39 Titan Settleme			20-0503			EWB
osted	2				6.90 Titan Settleme						

- A. The Ledger balance will show at the top of the ledger.
- B. All funds that have been transferred into the ledger will be listed in the **Transactions / Receipts** section

From the **Actions** drop down menu on the **Transactions** toolbar select the **Disburse Transferred Funds** option.

Status	Туре	Actions	e/Payor	Cleared Date	Transferred To
Receipts		Reassign Transaction			
Posted	Ledger Transfer(+)	Disburse Transferred Funds	Settlement Services		20-0507
Posted Posted	Ledger Transfer(+) Ledger Transfer(+)	Show Deleted or Reassigned Transactions	Settlement Services Settlement Services		20-0505
Posted	Ledger Transfer(+)	Change Pending Transaction Type	Settlement Services		20-0501
Posted	Ledger Transfer(+)	Generate Pending Transactions	Settlement Services		20-0500
		Restore Default Grid Layout			
		View Fee Details			
	l	View Fee Details			

NOTE: Under <u>no circumstances</u> should a receipt or disbursement be manually added to a Fee or Revenue Ledger using the Plus icon. The **Disburse Transferred Funds** feature will not recognize any amounts manually receipted or disbursed and could cause an "out-of-balance" scenario.



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The Ledger Transfer selections window will appear.

G		burse Transfer					×
	Ledge	r Transfer	selections				
t	Please se	lect the transfe	n.				
	C						
e		Ref. Number	Pavee	Transfer From	Amount	Transaction Date	
		7006	Titan Settleme	20-0507	\$3 321 25	04/22/2020	
	M		Titan Settleme			04/22/2020	
1	NNN	7008	Titan Settleme			04/22/2020	
		7009	Titan Settleme	20-0501	\$1,936.90	04/23/2020	
		7010	Titan Settleme	20-0500	\$1,936.90	04/23/2020	
	۲					>	
	Disburse	as: Check	•	~	Selection t	otal: \$13,691.69 D	
5							
	Click New	to continue					
	Ceck IVEX	in continue				6	
						Next > Cance	4

In the Edit disbursement window:

	ent			
Please review/	edt the disbursement.			
Check type:	Posted V To IBA	Check number:		
Medium:	Check 🗸	Transaction date:	04/23/2020 🗸	
Payee code:	×	Amount:	\$13,691.69	
Pay to the order of:	Titan Settlement Services			
Address:				
Ctv/State/Zip:		~	- Foreign	
Memo:				
Extended memo:			^	
		Cleared date:	· · · · ·	
		Amount Der	cription	
Apply towards:	Apply			
Apply towards:	Apply to Closing	\$0.00		
Apply towards:	Apply to Closing Unapplied	\$13,691.69		
Apply towards:	Apply to Closing Unapplied Overage			
Apply towards:	Apply to Closing Unapplied	\$13,691.69		
Apply towards:	Apply to Closing Unapplied Overage Draft	\$13,691.69		

C. Check the box next to the transaction(s) to be disbursed. To disburse all transactions, check the top box (next to **Ref.Number**) and all individual boxes will automatically be checked. Individual boxes can be checked or unchecked as needed.

D. **Selection total** displays the total to be disbursed of the items checked.

E. **Disburse as** will populate from the Ledger setting. This can be changed by clicking the dropdown and selecting a different disbursement format.

F. Click **Next** to move to the next step of the disbursement.

G. Enter the name of the Payee in the Pay to the order of field.

H. If a receipt is desired, click the **Auto-print transaction form** checkbox.

I. Click **Next** to complete the disbursement.

For physical checks being cut, a printer designation box will display. Select the correct check printer and click **OK**.

When the **Disburse Transferred Funds** process has completed, a confirmation will display. Click **Finish** to exit this screen.



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The **Ledger balance** will now update to the current amount available for disbursement (if any). The individual **Receipts** (**Ledger transfers +**) that were disbursed will display the reference number of the disbursement transaction in the **Dep. Number** field.

Ledger infori Ledger bala		w/P	ending: \$2,101.	45 v	v/Held & Pending:	\$2,101.45			Trar	nsactions	: 9	
Trust accou	ent: EWB	~	. East West Ba	ank Led	dger type:	Revenue	\sim	Responsible party:			~	/
Ledger ID:	Rev202002	_			vay recon. type:	Non-Guaranty	~	Reminder date:	(None)	~		
Ledger com									Exem	ot		
Ledger com	ment							Locked	Exem	pt		
ayee inform												-
Payee:	Titan Settler	ent Services		Dis	burse as:	Check	~	Routing number:				
Address:				Bar	nk name:			Special instructions:				
				Acc	count number:			Further credit:				ĩ
City/State/				Foreign								_
ansactions	Notes (0)			_ rocgi								
ransactions 		Actions *			: Payee/Payor		Cleared Date	Transferred To/From	Dep.	Number	Medium	Trust Acct
ransactions 	Notes (0)	Actions * Ref	Reports * Trans. Date	Amount		nt Sanurar	Cleared Date		Dep.	_	Medium	Trust Acct.
ransactions 	Notes (0) Print and Post v () Type Ledger Transfer(+)	Actions *	Reports V Trans. Date 04/22/2020	Amount \$3,321.25	Titan Settlemen		Cleared Date	Transferred To/From 20-0507 20-0505	Dep.	6009	Medium	Trust Acct. EWB EWB
ransactions 	Notes (0)	Actions >	Reports * Trans. Date	Amount \$3,321.25 \$3,321.25		nt Services	Cleared Date	20-0507	Dep.	_	Medium	EWB
ransactions 	Notes (0) Print and Post Type Ledger Transfer(+) Ledger Transfer(+)	Actions × Ref 7006 7007	Reports * Trans. Date 04/22/2020 04/22/2020	Amount \$3,321.25 \$3,321.25 \$3,175.39	Titan Settlemen Titan Settlemen	nt Services nt Services	Cleared Date	20-0507 20-0505	Dep.	6009 6009	Medium	EWB EWB
ransactions Status Receipts Posted Posted Posted Posted Posted Posted	Notes (0) Type Ledger Transfer(+) Ledger Transfer(+) Ledger Transfer(+) Ledger Transfer(+) Ledger Transfer(+) Ledger Transfer(+)	Actions > Ref 7006 7007 7008	Reports ~ Trans. Date 04/22/2020 04/22/2020 04/22/2020 04/22/2020 04/23/2020	Amount \$3,321.25 \$3,321.25 \$3,175.39 \$1,936.90 \$1,936.90	Titan Settlemen Titan Settlemen Titan Settlemen Titan Settlemen Titan Settlemen	nt Services nt Services nt Services nt Services	Cleared Date	20-0507 20-0505 20-0503	Dep.	6009 6009 6009 6009 6009	Medium	EWB EWB EWB EWB
ransactions Status Receipts Posted	Notes (0) Print and Post • (1) Type Ledger Transfer(+) Ledger Transfer(+) Ledger Transfer(+) Ledger Transfer(+) Ledger Transfer(+) Ledger Transfer(+)	Actions * Ref 7006 7007 7008 7009 7010 7011	Reports ~ Trans. Date 04/22/2020 04/22/2020 04/22/2020 04/22/2020 04/22/2020 04/22/2020	Amount \$3,321.25 \$3,321.25 \$3,321.25 \$3,175.39 \$1,936.90 \$1,936.90 \$3,321.25	Titan Settlemen Titan Settlemen Titan Settlemen Titan Settlemen Titan Settlemen Titan Settlemen	nt Services nt Services nt Services nt Services It Services	Cleared Date	20-0507 20-0505 20-0503 20-0501 20-0500 20-0500	Dep.	6009 6009 6009 6009	Medium	EWB EWB EWB EWB EWB
ransactions Status Receipts Posted	Notes (0) Print and Post V Type Ledger Transfer(+) Ledger Transfer(+) Ledger Transfer(+) Ledger Transfer(+) Ledger Transfer(+) Ledger Transfer(+) Ledger Transfer(+)	Actions × Ref 7006 7007 7008 7009 7010	Reports ~ Trans. Date 04/22/2020 04/22/2020 04/22/2020 04/22/2020 04/22/2020 04/22/2020	Amount \$3,321.25 \$3,321.25 \$3,321.25 \$3,175.39 \$1,936.90 \$1,936.90 \$3,321.25	Titan Settlemen Titan Settlemen Titan Settlemen Titan Settlemen Titan Settlemen	nt Services nt Services nt Services nt Services It Services	Cleared Date	20-0507 20-0505 20-0503 20-0501 20-0501 20-0500	Dep.	6009 6009 6009 6009 6009	Medium	EWB EWB EWB EWB
ransactions Status Receipts - Posted Posted Posted Posted Posted Posted Posted	Notes (0) Print and Post ~ () Type Ledger Transfer(+) Ledger Transfer(+) Ledger Transfer(+) Ledger Transfer(+) Ledger Transfer(+) Ledger Transfer(+) Ledger Transfer(+)	Actions * 1 Ref 7006 7007 7008 7009 7010 7011 7012	Reports Trans. Date 04/22/2020 04/22/2020 04/22/2020 04/23/2020 04/22/2020 04/22/2020 04/23/2020 04/23/2020	Amount \$3,321.25 \$3,321.25 \$3,175.39 \$1,936.90 \$1,936.90 \$3,321.25 \$2,521.25	Titan Settlemen Titan Settlemen Titan Settlemen Titan Settlemen Titan Settlemen Titan Settlemen	nt Services nt Services nt Services nt Services nt Services nt Services	Cleared Date	20-0507 20-0505 20-0503 20-0501 20-0500 20-0500	Dep.	6009 6009 6009 6009 6009		EWB EWB EWB EWB EWB
Transactions Status Receipts Posted Posted Posted Posted Posted Posted Posted Posted Posted Posted	Notes (0) Print and Post V Type Ledger Transfer(+) Ledger Transfer(+) Ledger Transfer(+) Ledger Transfer(+) Ledger Transfer(+) Ledger Transfer(+) Ledger Transfer(+)	Actions * Ref 7006 7007 7008 7009 7010 7011	Reports ~ Trans. Date 04/22/2020 04/22/2020 04/22/2020 04/22/2020 04/22/2020 04/22/2020	Amount \$3,321.25 \$3,321.25 \$3,321.25 \$1,936.90 \$1,936.90 \$1,936.90 \$1,936.90 \$1,936.90 \$1,936.90 \$1,936.90 \$1,3691.60	Titan Settlemen Titan Settlemen Titan Settlemen Titan Settlemen Titan Settlemen Titan Settlemen	nt Services nt Services nt Services nt Services nt Services nt Services	Cleared Date	20-0507 20-0505 20-0503 20-0501 20-0500 20-0500	Dep.	6009 6009 6009 6009 6009	Medium Check Wire	EWB EWB EWB EWB EWB

As supporting documentation to the disbursement, print the **Disbursed Transferred Funds** report.

On the **ProTrust** ribbon, select **Reports / Default / By Transaction Date / General / Disbursed Transferred Funds**. (NOTE: if the office utilizes the Trust Account Date reports, select that folder under Default). Double click on the report to open the criteria screen.

lisbursed Transferred Funds	×
Trust account code:	Eve eve
Ledger ID transferred from:	
Ledger ID transferred to:	
Ledgertype:	☐ Fe ☐ Tander Ø Peveroe &
Payee:	
Transaction date from:	04/22/2020 ~
Transaction date through:	04/23/2020 ~
Group by:*	Disbursement Ledger ID 🗸
Sort by:"	Transaction Date ~
Report comments:	
* Required	OK Cancel

J. Select the **Trust account code** (if nothing is checked, the report will return for all trust accounts listed).

K. Select the **Ledger type** (if nothing is checked, the report will return for all ledger types listed).

L. Click the dropdown and select the **Transaction date from** (the beginning date range for the report)*

M. Click the dropdown and select the **Transaction date through** (the ending date range for the report)*

N. Click OK

NOTE: The report results can be modified by making selections from the **Group by** dropdown or the **Sort by** dropdown.

*In this example, the disbursement took place on 4/23/2020 and the date range of 4/22/2020 - 4/23/2020 was entered. If the report needed to return all disbursements for the month, the date range of 4/1/2020 - 4/30/2020 would have been entered. That would return all disbursements made during the month.

Disbursing Funds from a Ledger



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The Disbursed Transfer Funds report will populate with the relevant information.

			Disbursed Transferred By Tra	d Funds
	Trust Accoun	nt: EWB		
	Ledger ID From	n: All		
	Ledger ID Te			
	Ledger Type			
		e: All		
		e: 04/22/20 through 04/23/20	ID and had a second s	
Form	nat/Sort Option:	s: Group by disbursement Ledger	ID; sort by transaction date	
Trans.	Reference			
Date	Number	Ledger ID From	Ledger ID To	Amoun
st Account:	Number	Ledger ID From est Bank (Acct 98786876)	Ledger ID To	Amoun
st Account:	Number EWB / East We		Ledger ID To Rev2020Q2	
ist Account: Ledger ID:	Number EWB / East We Rev2020Q2	est Bank (Acct 98786876)	-	3,321.25
Ledger ID: 04/22/20	Number EWB / East We Rev2020Q2 7006	est Bank (Acct 98786876) 20-0507	Rev2020Q2	3,321.25 3,321.25
1st Account: Ledger ID: 04/22/20 04/22/20	Number EWB / East We Rev2020Q2 7006 7007	est Bank (Acct 98786876) 20-0507 20-0505	Rev2020Q2 Rev2020Q2	Amoun 3,321.25 3,321.25 3,175.39 1,936.90
ast Account: Ledger ID: 04/22/20 04/22/20 04/22/20	Number EWB / East We Rev2020Q2 7006 7007 7008	est Bank (Acct 98786876) 20-0507 20-0505 20-0503	Rev2020Q2 Rev2020Q2 Rev2020Q2	3,321.25 3,321.25 3,175.39
Ist Account: Ledger ID: 04/22/20 04/22/20 04/22/20 04/23/20	Number EWB / East We Rev2020Q2 7006 7007 7008 7009	est Bank (Acct 98786876) 20-0507 20-0505 20-0503 20-0501 20-0500	Rev2020Q2 Rev2020Q2 Rev2020Q2 Rev2020Q2 Rev2020Q2	3,321.25 3,321.25 3,175.39 1,936.90
ast Account: Ledger ID: 04/22/20 04/22/20 04/22/20 04/23/20	Number EWB / East We Rev2020Q2 7006 7007 7008 7009	est Bank (Acct 98786876) 20-0507 20-0505 20-0503 20-0501 20-0500	Rev2020Q2 Rev2020Q2 Rev2020Q2 Rev2020Q2 Rev2020Q2 Rev2020Q2	3,321.25 3,321.25 3,175.39 1,936.90 1,936.90 \$13,691.6 9
ist Account: Ledger ID: 04/22/20 04/22/20 04/22/20 04/23/20 04/23/20	Number EWB / East We Rev2020Q2 7006 7007 7008 7009 7010 7011	est Bank (Acct 98786876) 20-0507 20-0505 20-0503 20-0501 20-0500 Disbursed Check 6009 d 20-0506	Rev2020Q2 Rev2020Q2 Rev2020Q2 Rev2020Q2 Rev2020Q2 Rev2020Q2 ated 04/23/20 to Titan Settlement Services	3,321.25 3,321.25 3,175.35 1,936.90 1,936.90
ist Account: Ledger ID: 04/22/20 04/22/20 04/22/20 04/23/20 04/23/20	Number EWB / East We Rev2020Q2 7006 7007 7008 7009 7010 7011	est Bank (Acct 98786876) 20-0507 20-0505 20-0503 20-0501 20-0500 Disbursed Check 6009 d 20-0506	Rev2020Q2	3,321.25 3,321.25 3,175.35 1,936.90 1,936.90 \$13,691.65 3,321.25

In the example above -

- Five orders were disbursed in Check #6009 on 4/23/2020 in the total amount of \$13,691.69.
- One order was disbursed via Outgoing Wire, reference #5000 on 4/23/2020 in the total amount of \$3,321.25.

To print the report, press Ctrl P on the keyboard or go to the Home button, select Print / Print

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ProForm Pro	Trust ProDesign Pro1099 SPImage SPAdmi
New •	Preview and print a document.
	Print
Dpen 🕨	Click to print the active document.
Save •	Print Preview
Save •	Click to preview the active document.
1 Start Page	
My Work Items	
Print •	
Send >	