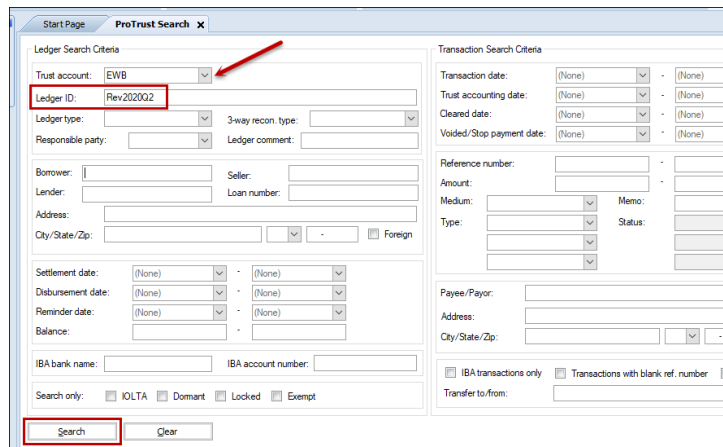


Disbursing Funds from a Ledger

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



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**.



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

Search Results												
Show results from: ProTrust Ledgers												
Search Results: 1 record found.												
Ledger	Trust Account	Balance	Settlement	Disbursement	Buyer/Borrower	Seller	Lender	Address1	Address2	City	State	Zip
Rev2020Q2	EWB	\$13,691.69										



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

Ledger information

Ledger balance: **\$13,691.69** w/ Pending: \$13,691.69 w/ Held & Pending: \$13,691.69 Transactions: 5

Trust account: EWB - East West Bank Ledger type: Revenue Responsible party: [None]

Ledger ID: Rev2020Q2 3-way recon. type: Non-Guaranty Reminder date: [None]

Ledger comment: [] Locked [] Exempt

Payee information

Payee: Titan Settlement Services Disburse as: Check Routing number: []

Address: [] Bank name: [] Special instructions: []

City/State/Zip: [] Foreign [] Account number: [] Further credit: []

Transactions Notes (0)

Status	Type	Ref. ...	Trans. Date	Amount	Payee/Payor	Cleared Date	Transferred To/From	Dep. Number	Medium	Trust Acct.
Posted	Ledger Transfer (+)	7006	04/22/2020	\$3,321.25	Titan Settlement Services		20-0507			EWB
Posted	Ledger Transfer (+)	7007	04/22/2020	\$3,321.25	Titan Settlement Services		20-0505			EWB
Posted	Ledger Transfer (+)	7008	04/22/2020	\$3,175.39	Titan Settlement Services		20-0503			EWB
Posted	Ledger Transfer (+)	7009	04/23/2020	\$1,936.90	Titan Settlement Services		20-0501			EWB
Posted	Ledger Transfer (+)	7010	04/23/2020	\$1,936.90	Titan Settlement Services		20-0500			EWB

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.

Transactions Notes (0)

Print and Post Actions Reports

Receipts

Posted Ledger Transfer (+) Settlement Services 20-0507

Posted Ledger Transfer (+) Settlement Services 20-0505

Posted Ledger Transfer (+) Settlement Services 20-0503

Posted Ledger Transfer (+) Settlement Services 20-0501

Posted Ledger Transfer (+) Settlement Services 20-0500

Actions

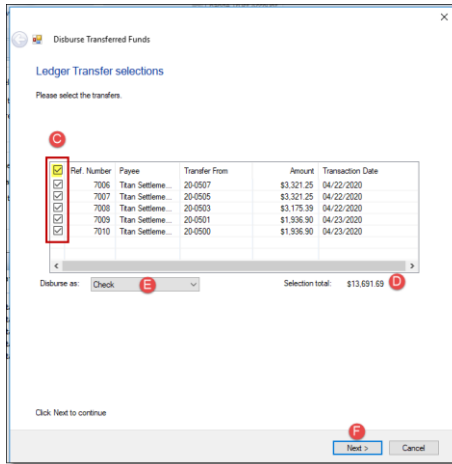
- Reassign Transaction...
- Disburse Transferred Funds...**
- Show Deleted or Reassigned Transactions
- Change Pending Transaction Type...
- Generate Pending Transactions
- Restore Default Grid Layout
- View Fee Details

NOTE:
*Under **no circumstances** 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 received or disbursed and could cause an "out-of-balance" scenario.*



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

The **Ledger Transfer selections** window will appear.



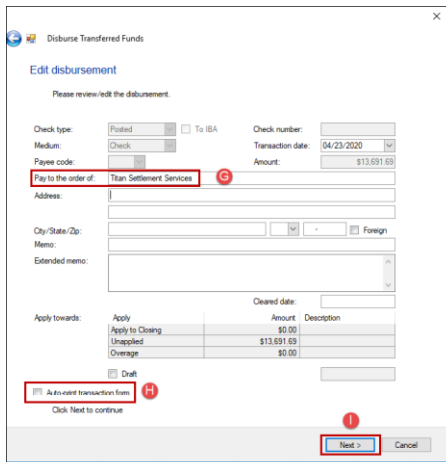
C. Check the box next to the transaction(s) to be disbursed. To disburse all transactions, check the top box (next to **Ref.Number**) and all individual boxes will automatically be checked. Individual boxes can be checked or unchecked as needed.

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.

In the **Edit disbursement** window:



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.

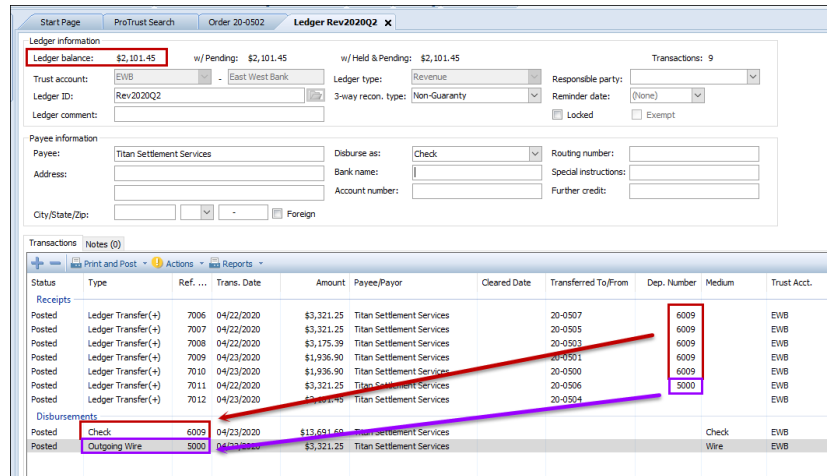
For physical checks being cut, a printer designation box will display. Select the correct check printer and click **OK**.

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



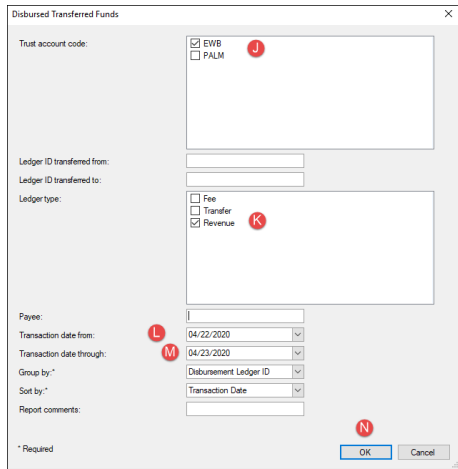
- 4800 Falls of Neuse Road, Suite 600
- Raleigh, NC 27609
- Sales & Service: 800-848-0143
- Email: sales@softprocorp.com
- Web: www.softprocorp.com

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.



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.



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.



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

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

Disbursed Transferred Funds				
<i>By Transaction Date</i>				
Trust Account: EWB				
Ledger ID From: All				
Ledger ID To: All				
Ledger Type: Revenue				
Payee: All				
Transaction Date: 04/22/20 through 04/23/20				
Format/Sort Options: Group by disbursement Ledger ID; sort by transaction date				
Trans. Date	Reference Number	Ledger ID From	Ledger ID To	Amount
Trust Account: EWB / East West Bank (Acct 98786876)				
Ledger ID: Rev2020Q2				
04/22/20	7006	20-0507	Rev2020Q2	3,321.25
04/22/20	7007	20-0505	Rev2020Q2	3,321.25
04/22/20	7008	20-0503	Rev2020Q2	3,175.39
04/23/20	7009	20-0501	Rev2020Q2	1,936.90
04/23/20	7010	20-0500	Rev2020Q2	1,936.90
Disbursed Check 6009 dated 04/23/20 to Titan Settlement Services				\$13,691.69
04/22/20	7011	20-0506	Rev2020Q2	3,321.25
Disbursed Outgoing Wire 5000 dated 04/23/20 to Titan Settlement Services				\$3,321.25
Rev2020Q2 Total:				\$17,012.94
Trust Account: EWB / East West Bank (Acct 98786876) Total:				\$17,012.94

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**

