

LawTrust Manual

Updated November, 2011

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I. Backup/Restore client files.

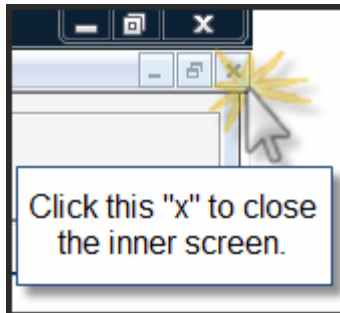
CRITICAL: The most important function of LawTrust is the backup/restore feature. The program features an easy-to-use, backup/restore files function. You should use it every time you reconcile the account. We receive frequent requests for assistance with this. Users do not backup their data then when their computer crashes or there is a hard drive malfunction, their data is lost.

Backup Options:

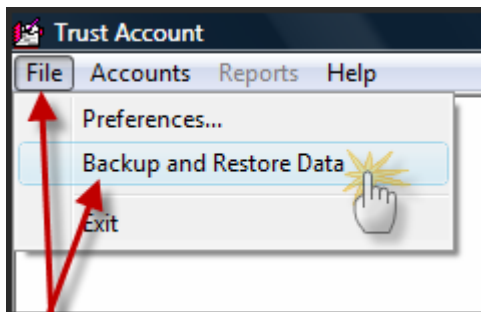
1. Dropbox. Go to www.dropbox.com and set up a FREE account. They will give you 2 GB of free, online storage. This is more than enough room to keep your data.
2. USB thumb drive storage device. Do not simply backup the data file and leave it on the computer hard drive. If there is a catastrophic computer failure or user error, you will lose your database.

How to Backup:

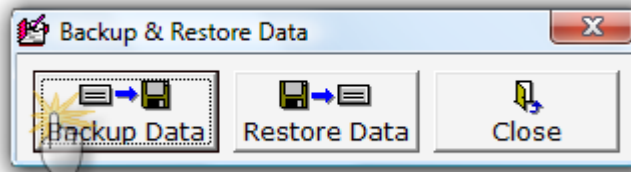
1. Close the Client Information and Details window that may appear in the LawTrust main screen. There is a small X located within a small grey box in the upper right corner of the Client Information and Details window. Click the small X to close the window. Don't click the larger X as this will close the program.



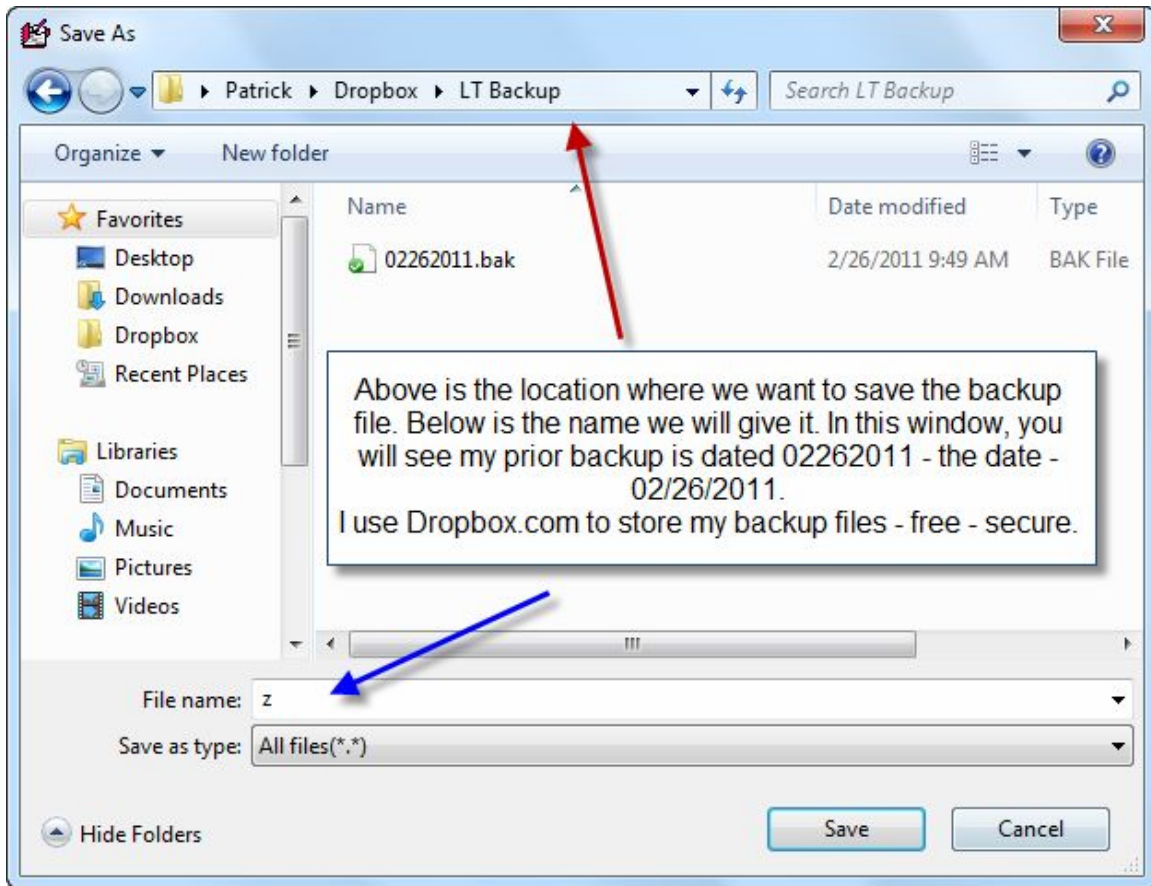
2. Click "File" then "Backup" and "Restore Data."



3. Click "Backup Data"



4. You should see a screen similar to this:



Location: we suggest you save the file to your free Dropbox folder. Go to www.dropbox.com and set up your free account.

If you are saving the file to a USB thumb drive, always make sure you check the drive to see if your file is there.

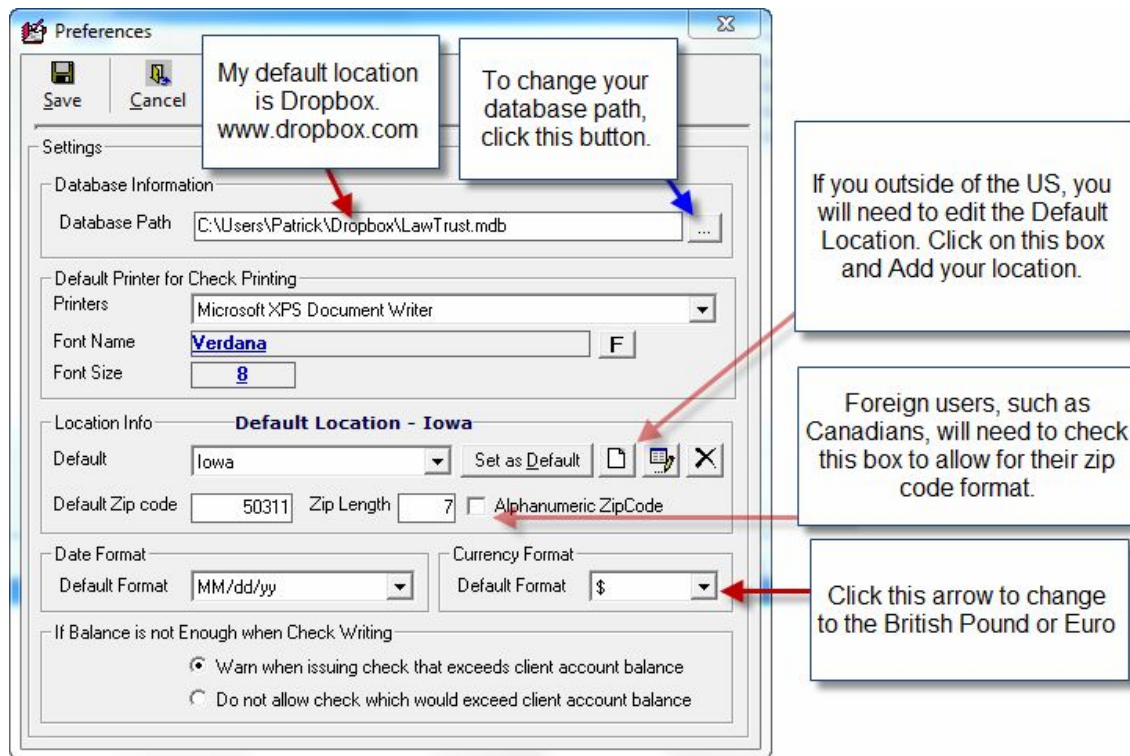
File Name: we recommend giving the backup file a name associated with the current date. Example: 04102009 which represents the date the backup file was created (April 10, 2009). The program will then save the file as 04102004.bak. This way when you see it, you will know on what date it was created.

Retore Database Warning: if you must restore the data file and you have added new client files or made changes to the data since you last backed up the database, you will lose those changes by restoring the data file from an earlier backup date. If you lose data, you will wish you had taken the one minute this takes. Slow down, enjoy life.

RESTORE: If you need to restore the data file, follow the same steps above but click Restore instead of Backup. Find the file you previously saved and click on it. This will restore it to the program. Doing so will erase any entries that were not included in the backup file you used to restore the data.

II. Set Your Preferences.

Open LawTrust, click on “File” then “Preferences.”



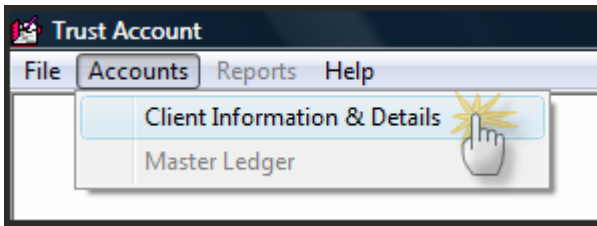
1. Database Path: This is where the program saves your data file. This isn't the back up, this is the actual database of your client files. I use Dropbox as my default location, that way, I can access my account information from any computer where LawTrust is installed. It's safe and secure.

2. Default Printer for Check Printing. Select where you want to print your checks.

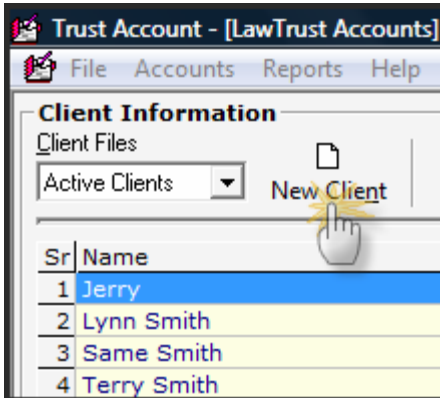
3. Location Info: Set your default location. If you are in a foreign country, you can add your location and fix the zip code size. If you are in Canada, click the Alphanumeric box and you will be able to use your zip codes.

III. ADD A NEW CLIENT

Make sure you are viewing the Client Information and Details window in the main screen. If it does not appear, click Accounts then Client Information and Details.



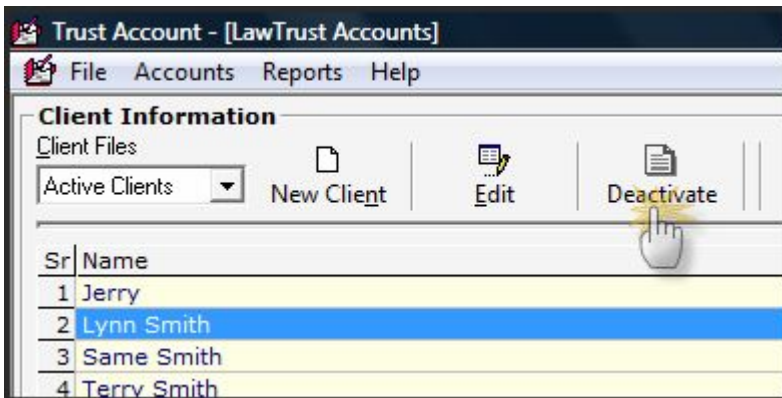
Click on the New Client icon under Client Information.



Make your entries then click Save.

IV. Archive a client file.

In the Client Information and Details screen, select the client file you wish to move to the archive database. Click on it with your mouse to highlight it. Click the Deactivate button under Client Information.

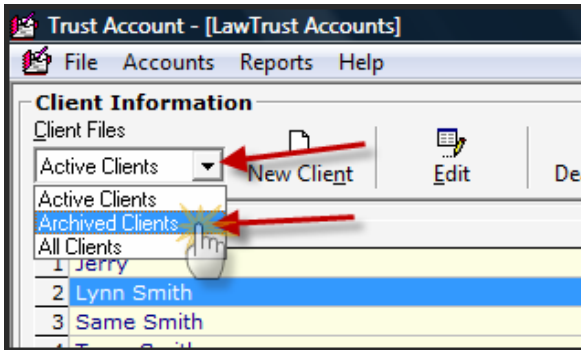


If there are transactions in this file that have not been cleared, you will receive a warning message, otherwise, fix the closing date then click OK.

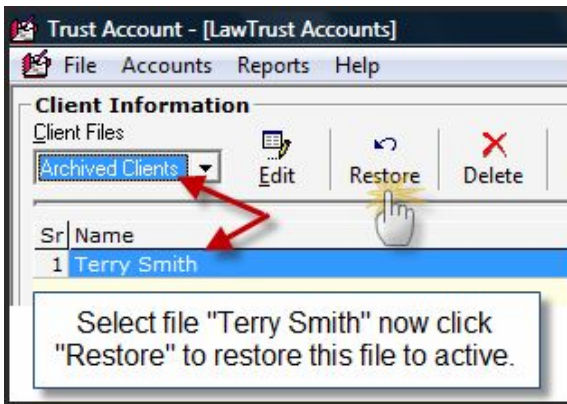
V. Restore a file from the archive.

In the Client Information and Details screen, directly under the words "Client Information" you will see the words "Client files." There is a field that should say

“Active Clients.” A small arrow appears to the right, click it and select Archived Clients.

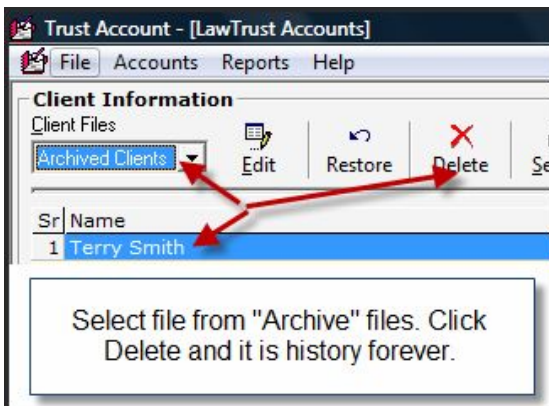


The files you have archived will now appear in a list. Select the file you wish to restore by clicking it with your mouse to highlight it. Click the Restore button.



VI. Delete a client file.

Client files may only be deleted after they are sent to the archive (see item IV above). **Warning: once a file is deleted, it is history. It can only be restored if you have previously performed a backup of the database.**



VII. Fix an error.

For an error located in the basic information of the client file, double click on the client's name in the Client Information and Details window. A window will appear. Make your changes then click Save then Close.

For an error in a deposit or check, double click on the item in the Detailed Entries portion of the Client Information and Details window. Make your changes then save the change.

For an error in whether an item is cleared or not, look at the Detailed Entries portion of the Client Information and Details window. Click on the Status of the item and simply change it. It is either C for cleared or NC for not cleared.

VIII. Save or Save/Print a check.

1. Select the client file in Client Information and Details that you want to write a check on. Make sure it is highlighted.
2. Click the Write Check button in the Details portion of the screen.
3. Fill out the check screen that appears.
4. If you hand print checks, click the Save Only button.

LawTrust allows you to print on virtually any check. If you can feed the check through your printer, LawTrust will print it.

If you wish to print a check with your printer, the first time you print a check, you will most likely need to make adjustments in the program to print the check properly. **To tweak the program, make a number of photocopies of the blank check form you will use. Compare the copies with the original check form to make sure the lines are aligned.**

Follow the numbered steps above but in step 4, click on the Save/Print button. A screen will appear named Template to use. There are pre-prepared designs already in place for your use. Select a template that most closely matches the check form you use. You may need to click on the Edit button to edit the settings.

A screen named Check Editor will appear with a sample check. Put one of your check copies in the printer and click the print button. Once the check is printed, examine the check to see what items need to be moved. To fix any item that is misprinted, place your mouse cursor on the item in that misprinted, click on it and drag it to where it should print. Print another copy and see how it turns out.

In the memo field, you can summon your client's name and address or type in anything else you may want to be printed in the memo field.

You can add other check formats by designing them yourself in the Template to use screen. Click on the “New” button.

While LawTrust asks you to enter the check number when writing a check, it does not print the number on the check. Pre-printed checks are almost always pre-numbered.

IX. Make a deposit.

Deposits can be made when you first set up a client file by indicating the deposit amount in the proper field in the New Client window.

You may also make deposits by opening the Client Information and Details window. Click on the client file for whom the deposit will be credited. In the Details portion of this window, click on the Deposit icon.

X. Print a client account statement.

Select the client file in the Client Information and Details window. Under the Details portion of the window, click the Ledger Report button.

In the next window, you may print this report by clicking on the small printer button icon or click on the Export button to save the report on your computer.

To close the account statement window, simply click on the small X in the upper right corner of the screen.

XI. Print a master account summary.

At the top of the program window, click on Reports then click View All Clients Report.

The files will always appear in alphabetical order, this cannot be changed. If there are multiple pages and you wish to view any other pages, look in the lower left corner of the screen. You can click the arrows to move about the pages.

To print the summary, click the printer icon in the upper left corner. To export the file, click on the Export button and save the file.

Warning: print this form after you reconcile your bank statement and attach it to your bank statement. The auditor will appreciate it.

To close the window, click the small X in the upper right corner of the screen.

XII. Sort files.

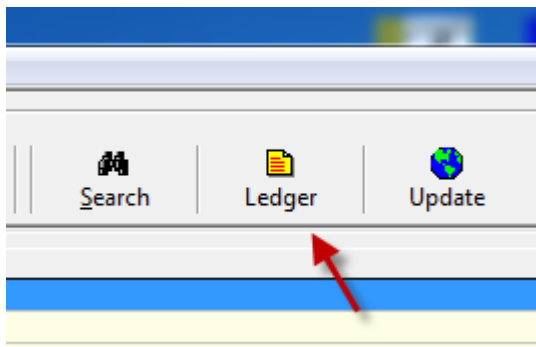
In the Client Information and Details window, simply click on the identifier at the top of the item list that you wish to sort. For instance, if you want the files sorted by file number, double click on the words “File #” at the top of the table. If you want to sort the files by name of lawyer, double click on the word “Attorney” at top of the table. If you want to reverse the sort, double click the word again.

XIII. IOLTA, interest deposits/withdrawals.

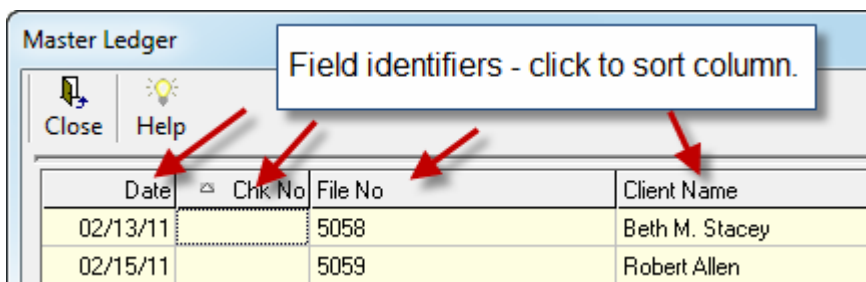
If your bank does not remit interest on a monthly basis, simply set up a client file and name it Interest. You can make deposits and write checks even though you don't write checks. The check numbers entered in the program do not print and are only stored for future reference in client files.

XIV. Reconcile the account.

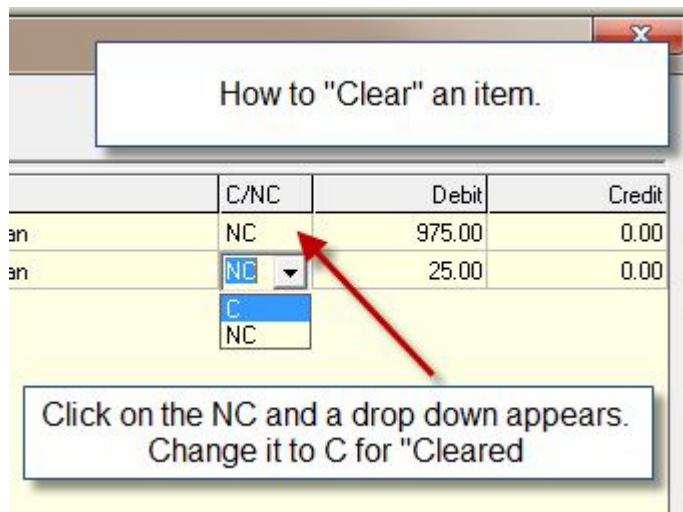
In the Client Information and Details window, click on the Ledger icon found in the Client Information portion of the window.



You may sort the fields by double clicking the field identifier. If you want to list the checks in numerical order, double click on “Chk No” All deposits move to the top when you first sort the check number field. To sort the fields by client name, double click on “Client Name.”



Simply go down the list of deposits and checks and click to clear those that appear cleared on your bank statement.



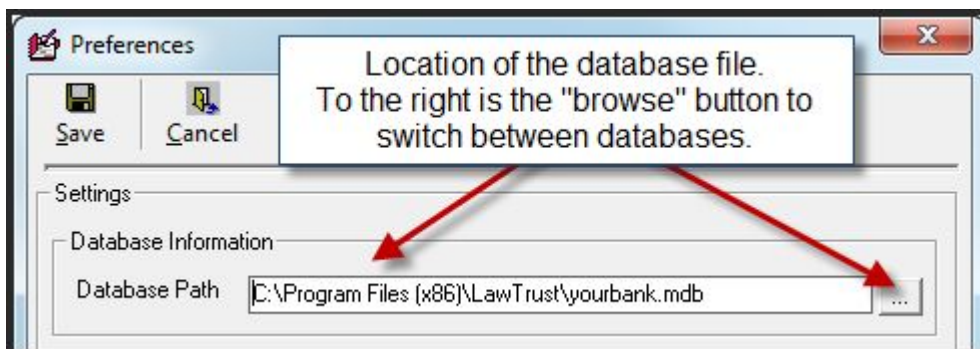
When you are finished, the "Cleared Balance" should match your bank statement. When you close this ledger page and confirm the account is balanced, the items you have cleared will leave this ledger card. Only not-cleared items appear on the ledger card.

XV. Add and Manage Multiple Accounts

You may manage as many accounts as you like.

If you have already built an account database, use the LawTrust backup feature to make a backup of you data file. Save it as previously instructed.

Step 1. You need to know where the LawTrust database is installed on your computer. Start LawTrust then click on "File" > "Preferences." In the example below, you can see that the database file is located at C:\Program Files (x86)\LawTrust.



Example: You have two bank accounts you need to manage. Bank A and Bank B. The LawTrust.mdb file is your main account file so treat it like it is Bank A. We now need to add a second account for Bank B.

Step 2. Download a blank database file from our website. It is called “yourbank.mdb” It is found at this link:

www.lawyertrustaccount.com/mdb/yourbank.mdb

Save it to your LawTrust folder (the one you found in step 1 above). Go to My Computer and locate the file you just downloaded called yourbank.mdb. Right-click on this new file and select "Rename" Give it the name you want it to have, ie. BankB.mdb

Step 3: When you first open LawTrust, it will default to the original LawTrust.mdb file, which in our example would be the Bank A account. To switch to your new account file, Bank B, click on “File” then “Preferences.”

To the right of the database path name you will see a small "browse" box (see the image above – the box has three periods within). Click on browse box and select the new file you just downloaded and renamed. A sample file should appear. Deactivate it then go to archived files and delete it.

Enter your data into the new Bank B account.

If you need more accounts, repeat the process above and change the names.

Step 4: To switch back to your original file - click on File -> Preferences and change the database path to the LawTrust.mdb file, or any of the other files.

BACKUP INSTRUCTIONS

Each database file needs it's own backup. If you open the Bank B account and make entries, you must backup the Bank B account while you are working in it. Call it “bankb02262011” which would represent Bank B 02/26/2011 or give it a name that associates it with the Bank B account. If you are working on the Bank A account, backup that data file and give it a Bank A name so that you know which one you are restoring.

WARNING: If you are working on Bank B and you use the Backup/Restore to restore the Bank A account while working in the Bank B account, you will overwrite your Bank B data. Always, Always, Always check “File” then “Preferences” to make sure you know which account you are working in and which you are backing up or restoring.

XVI. Update the software - bugs.

You may download the latest version of LawTrust by going to our website and clicking on “Download.” You will be taken to Download.com to retrieve the latest

version. PLEASE MAKE A BACKUP of all data files before downloading and installing the latest version.

If you believe you have experienced a bug issues, please report those to us:
support@lawyertrustaccount.com

XVII. Support.

Support is available at the LawTrust Internet site and via Email. Phone support is not provided to those customers who purchase extended support.

Internet: <http://www.lawyertrustaccount.com>