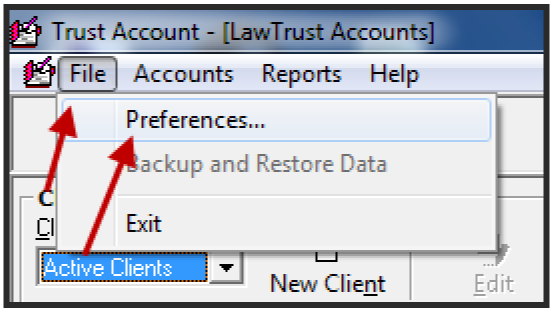
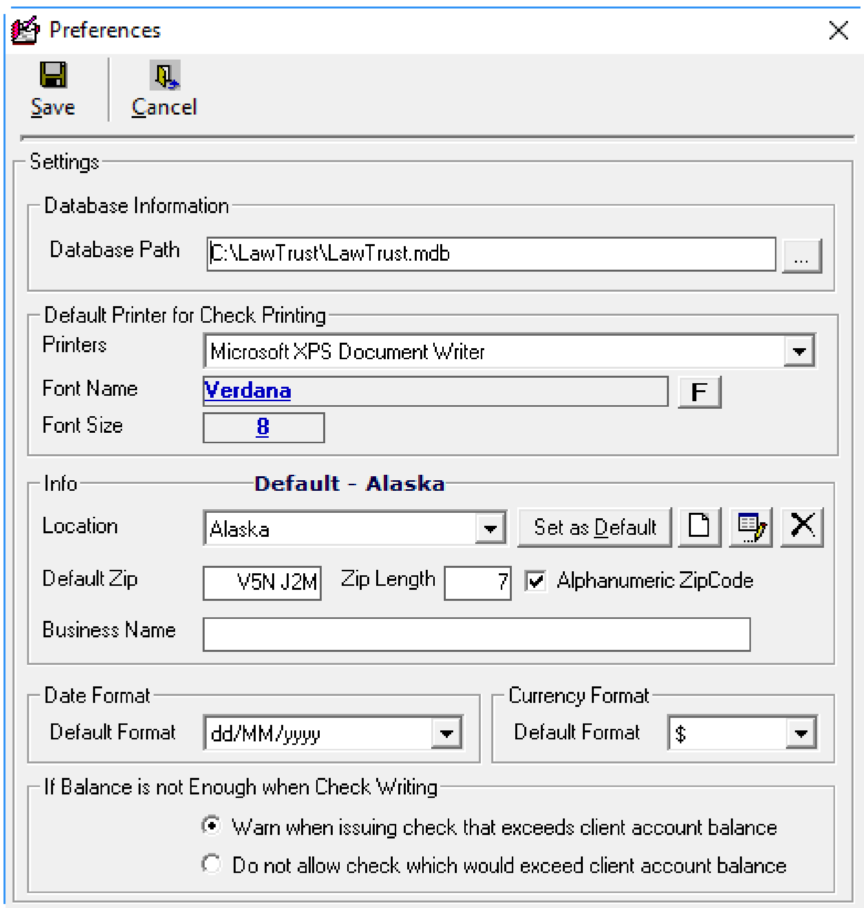
LawTrust Manual

Updated September 2025

STEP NUMBER ONE - Set Your Preferences



This screen will appear. Please read on.

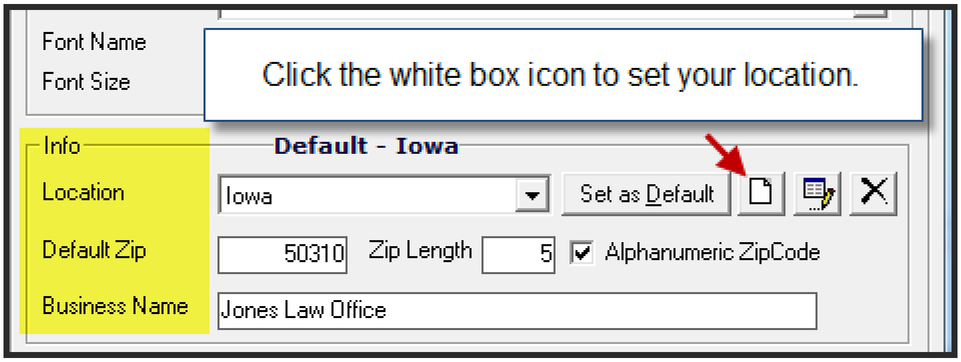


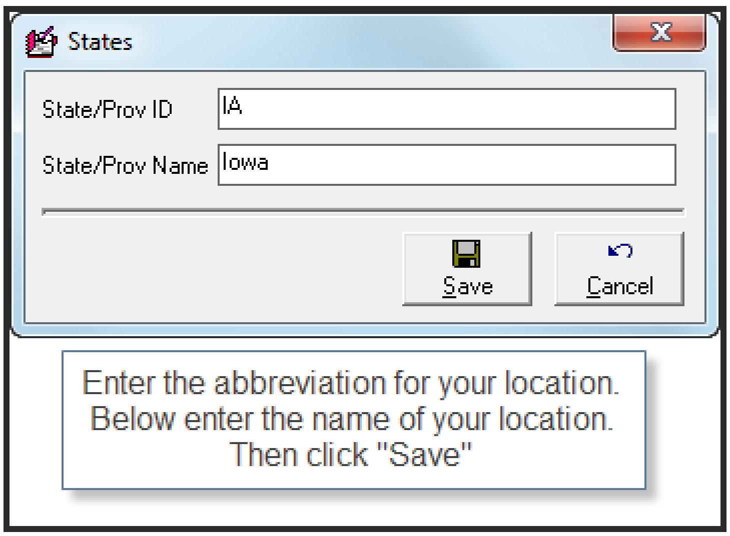
SETTINGS:

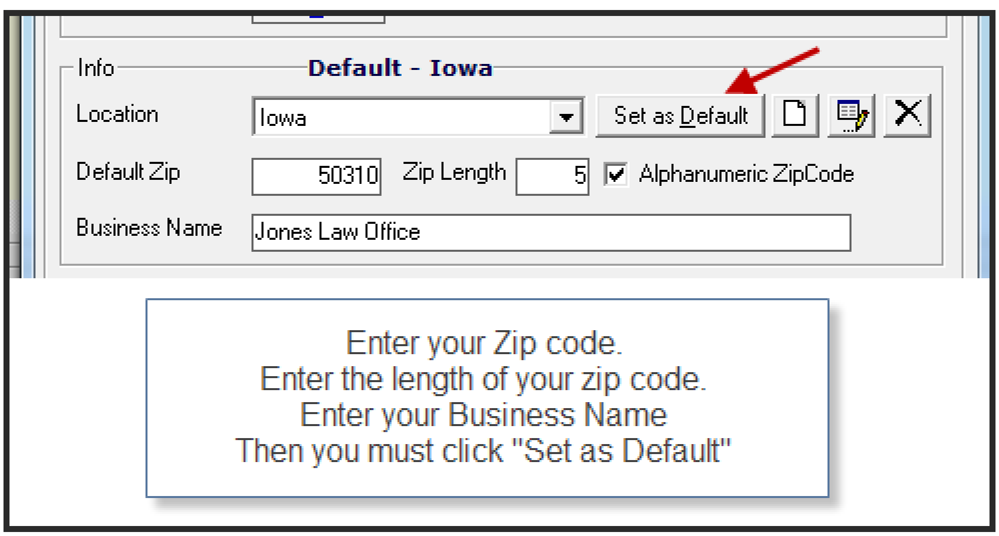
a. Database Path. Do not change this setting unless you know what you are doing. The program defaults to the setup location. If you changed the database path, then you would need to change this setting.

b. Default Printer – DO NOT change this. Once you are finished setting up the preferences, print a report or check. If the printer prints fine, leave this setting alone.

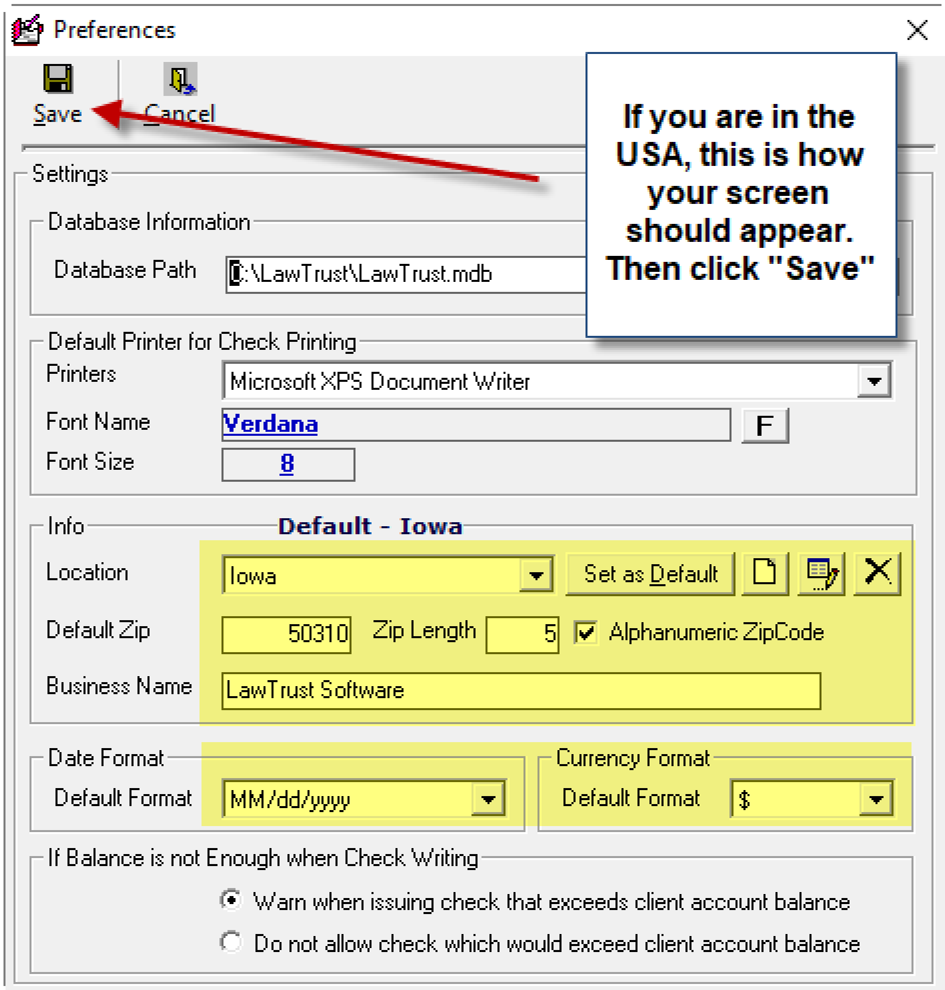
c. Location. Set your default location/zip and business name. Follow the image instructions below.







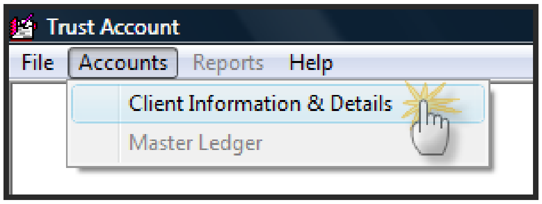
d. Set the Currency Format by clicking the down arrow (see the image below).
e. Date Format – speaks for itself.
f. When Finished - Click "Save" at the top of the screen.

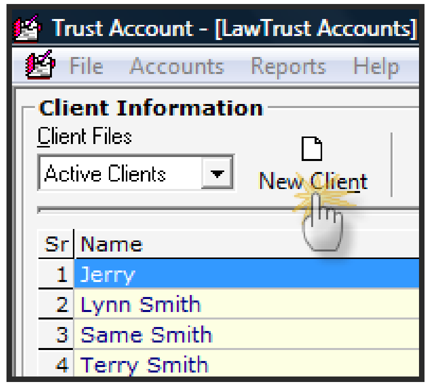


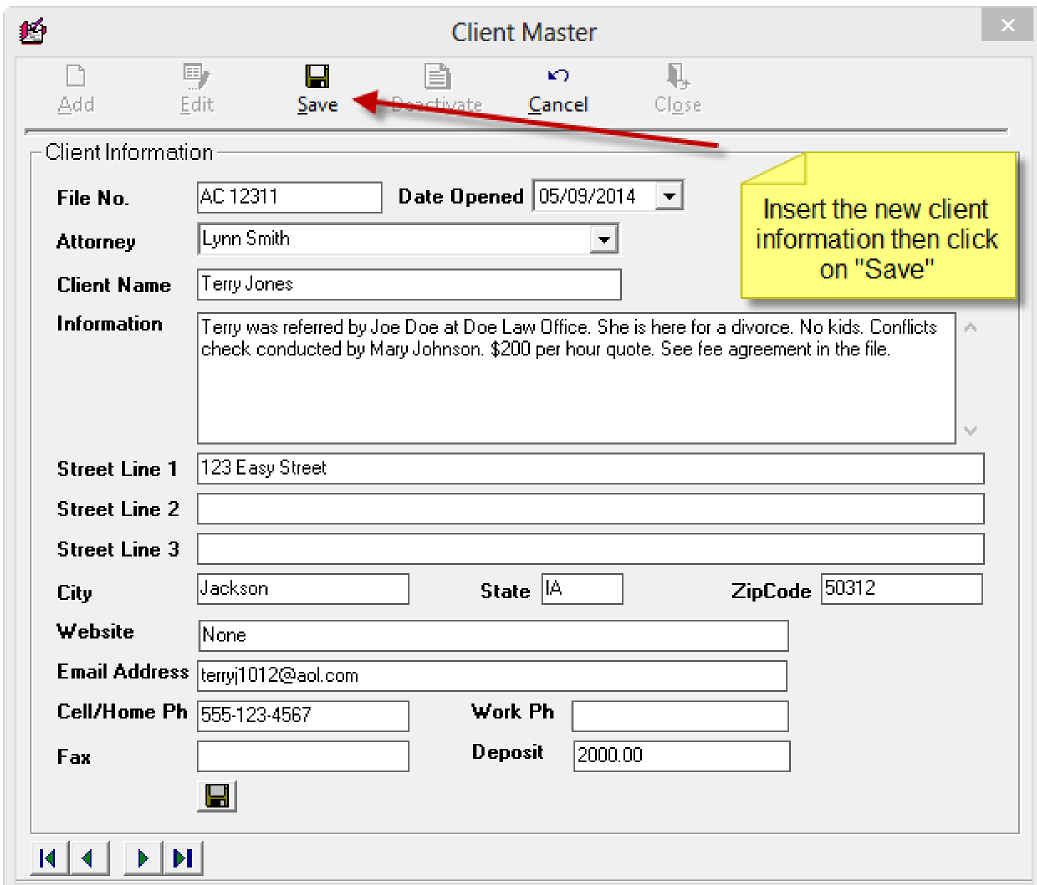
If you are in a foreign country, you may easily add the name of your location by using the edit buttons to the right of the "Default Location". In the image, above, under "Default Location" you will see a small button with a white box and boxes to the right. Click on the button with the white page and add your location then save it. Once it appears in the "Default" location window, click on the Zip Code and change it to your location. Save the settings.

ADD A NEW CLIENT

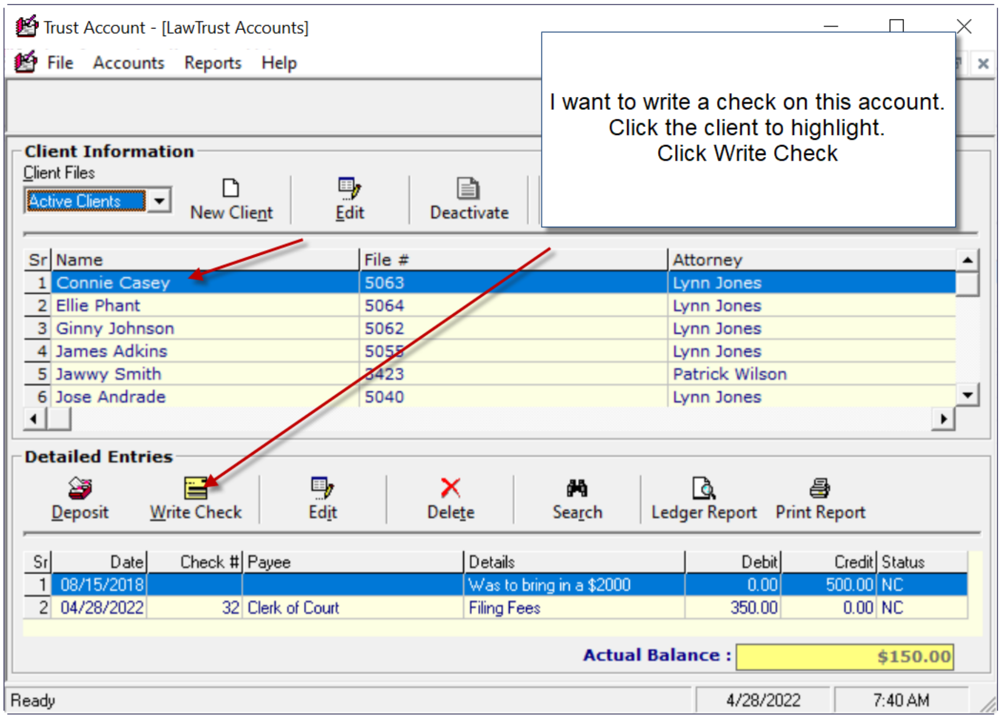
You must be viewing the Client Information screen. To get there, click on "Accounts" then click on "Client Information and Details" .

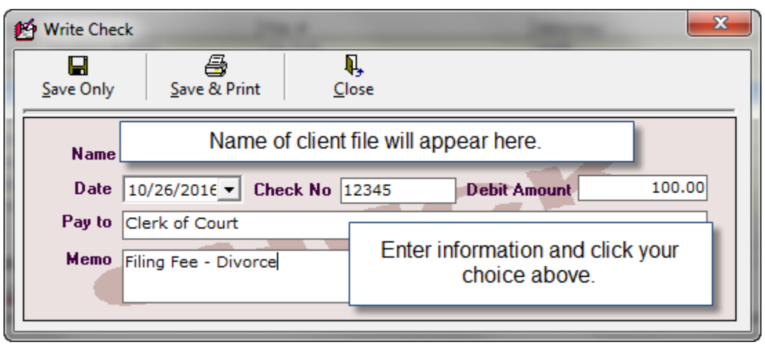

Trust Account
File
Accounts
Reports
Help
Client Information & Details
Master Ledger


Trust Account - [LawTrust Accounts]
File
Accounts
Reports
Help
Client Information
Client Files
Active Clients
New Client
Sr
Name
1 Jerry
2 Lynn Smith
3 Same Smith
4 Terry Smith

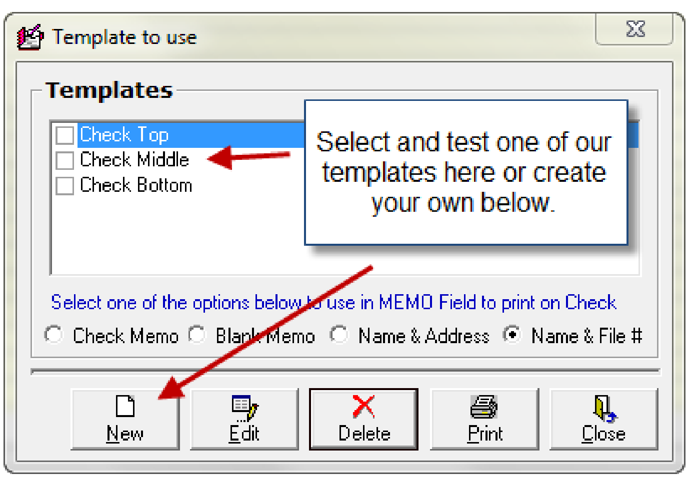

Client Master
Add
Edit
Save
Deactivate
Cancel
Close
Client Information
File No.
AC 12311
Date Opened
05/09/2014
Attorney
Lynn Smith
Client Name
Terry Jones
Information
Terry was referred by Joe Doe at Doe Law Office. She is here for a divorce. No kids. Conflicts check conducted by Mary Johnson. $200 per hour quote. See fee agreement in the file.
Street Line 1
123 Easy Street
Street Line 2
Street Line 3
City
Jackson
State
IA
ZipCode
50312
Website
None
Email Address
terryj1012@aol.com
Cell/Home Ph
555-123-4567
Work Ph
Fax
Deposit
2000.00
Insert the new client information then click on "Save"

Save/Print Checks





Select your option “Save Only” or “Save & Print”. If “Save & Print” you will get this option:



SETTING UP CHECK PRINT INSTRUCTIONS

If you wish to print a check with your printer, the first time you print a check, you will most likely need to adjust in the program to print the check properly.

To tweak the program, make several copies of your blank check form. Compare the copies with the original check form to make sure the lines are aligned. If not, make adjustments and copy again.

See the screen picture above. “Check Top” “Check Middle” and “Check Bottom” are pre-prepared designs already in place for your use.

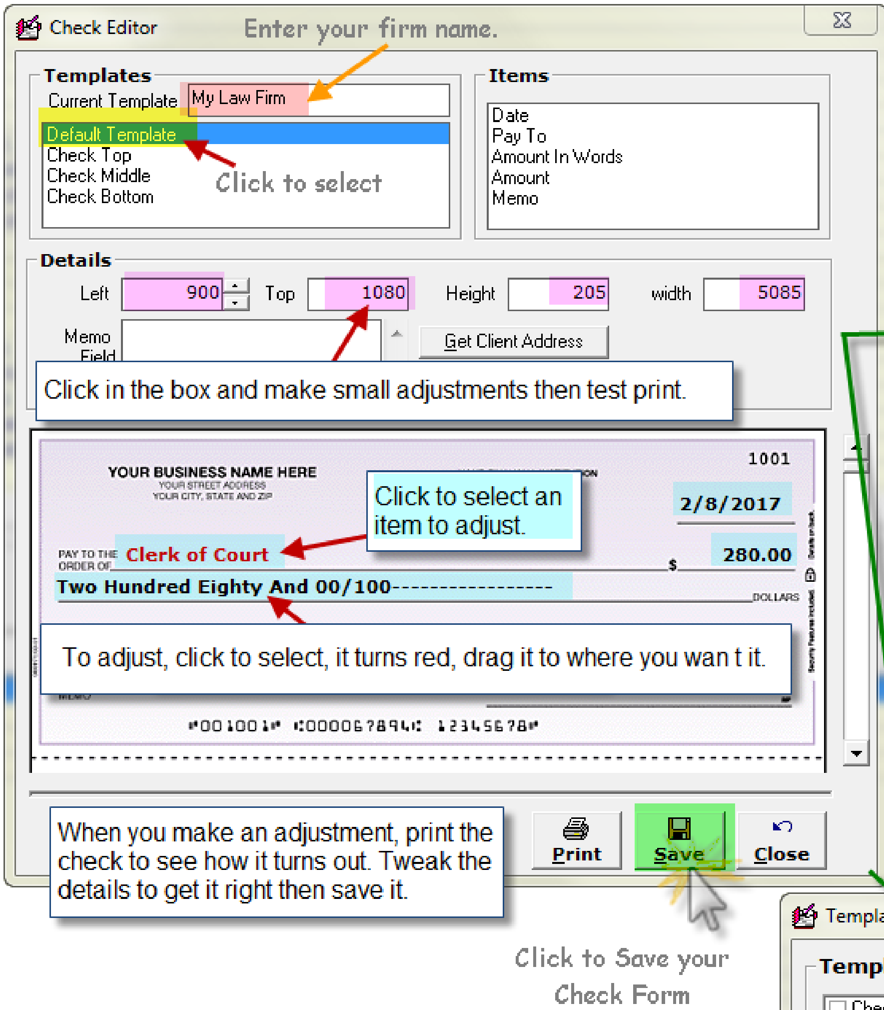
Check inside the box that represents where the actual check appears on your check form. Once you check the box, try printing onto one of your photocopied check forms. See how everything lines up. If things are off, come back to this screen and click the “Edit” button.

A screen named Check Editor will appear with a sample check. Examine the check that printed. You must determine what items need to be moved. To fix any item that is not printed in the proper location, place your mouse curser on the item, click on it and drag it to where it should print. Print another copy of the check and see how it turns out. Continue to drag and drop until you get it right.

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.

If you monkey with the “details” Left – Top – Height – Width, make SMALL changes to the numbers.



INSTRUCTIONS!

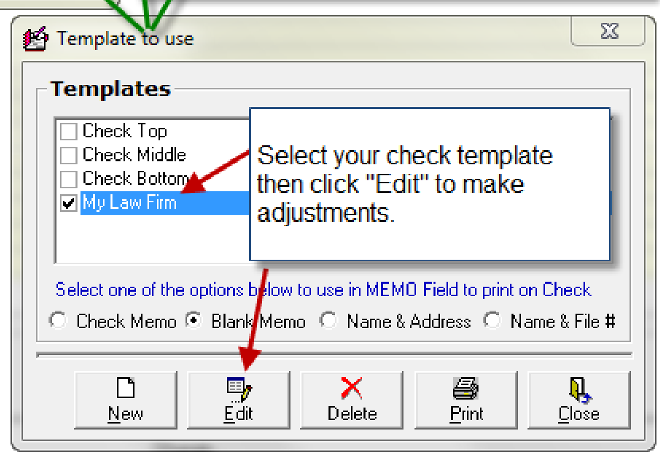
Create your own check form format using our editor. Makee several photocopies of a blank trust account check then follow these steps:

1. Click on "Default Template"
2. Type a name for your template.
3. Click "Save"
4. You will be taken back to the screen as shown immediately below. Put a blank copy check in the printer then click Print.

If the information prints out-of-whack, select your template and click "Edit".

Have the check handy. Let's assume "Clerk of Court" is printed too far above the line.

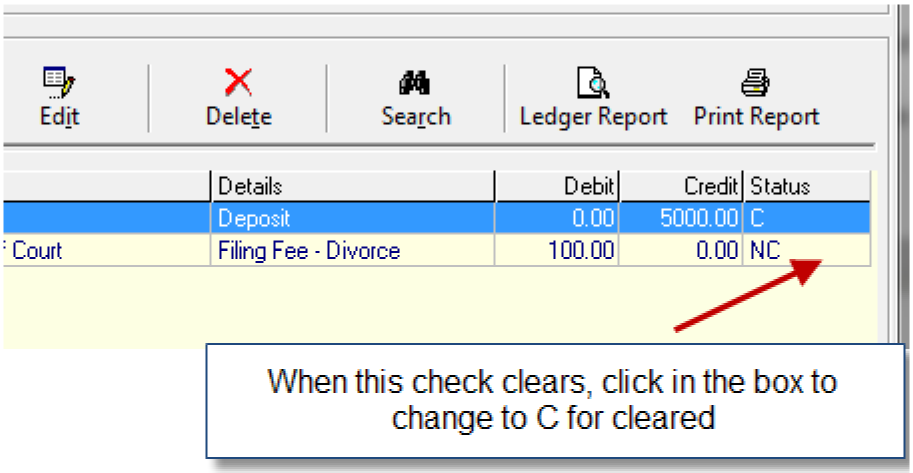
1. Click on "Clerk of Court" - it will turn red.
2. Look at the number in the "Top" box. Click on it and change it from 1080 to 980 then press Tab. Look and see where it moved it in the check sample. Make small adjustments until you get it right. Then click SAVE.



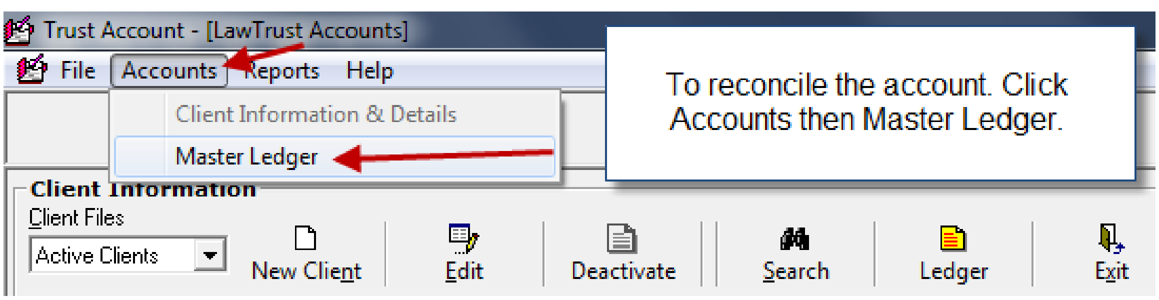
Make a deposit.
Deposits can be made when you first set up a client file by indicating the deposit amount in the proper field in the New Client window.

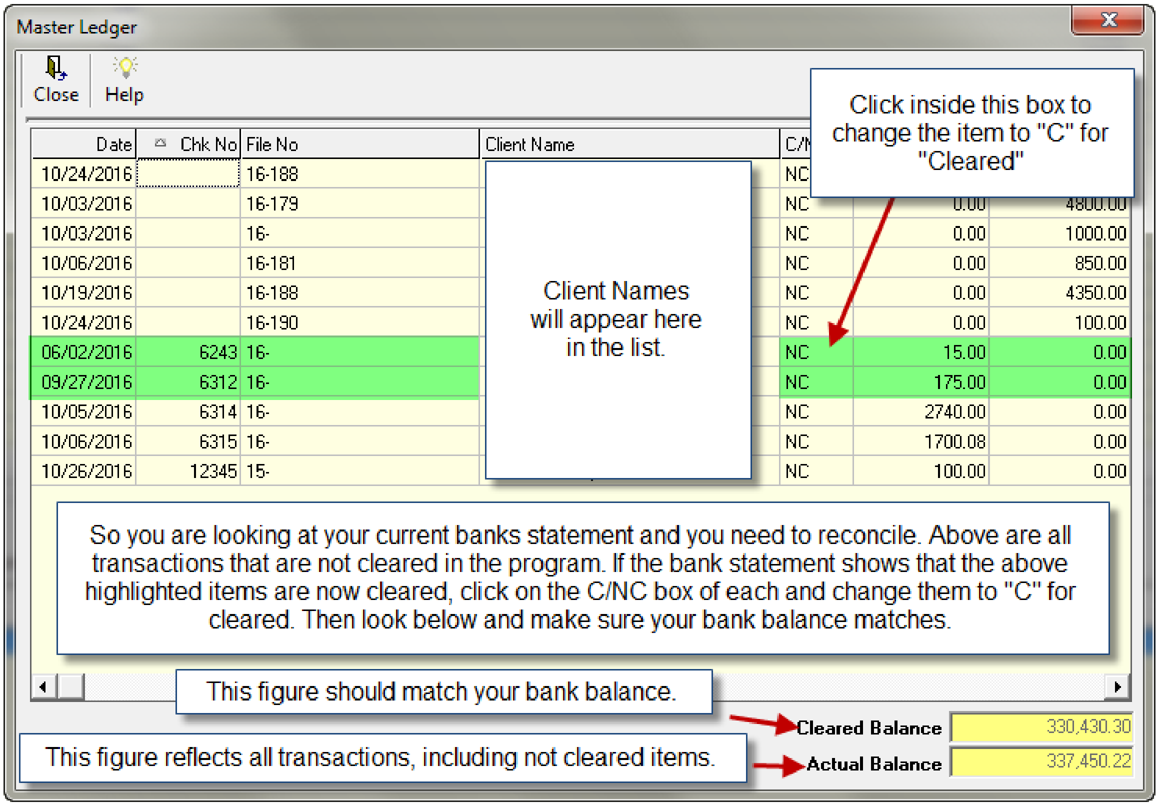
You may also make deposits by opening the Client Information and Details window. Click on the client file for whom the deposit will be credited. In the Details portion of this window, click on the Deposit icon.

Clear a Transaction



Reconcile the Account with Bank Statement





Balancing the Account - Cleared Balance and Actual Balance

"Cleared Balance" as shown in the Master Ledger should match your bank statement once you have cleared those transactions that cleared at the bank. Once you receive the bank statement, open LawTrust then go to "Master Ledger".

As you go through each transaction on the statement, clear those transactions in the “Master Ledger”. Make a mark next to each transaction on the actual bank statement so that you know you have cleared each such transaction. This is important. Once you are finished, the "Cleared Balance" should match the balance in the account as shown on the bank statement. If they do not match, you must determine why. The marks on the bank statement will help you to see if a transaction appears that you have not cleared or does not appear in LawTrust.

“Actual Balance” is assuming that all current transactions in LawTrust are cleared. It makes no difference what your bank statement says, "Actual Balance" reflects what is happening in LawTrust. Every transaction entered into LawTrust is reflected in "Actual Balance". It makes no difference whether the transaction is cleared or not. You write a check, even if we know it is not cleared at the bank, will immediately affect the "Actual Balance".

If you attempt to "Deactivate" a client file that has transactions that have not been cleared, the program will give you a prompt that there are open transactions. If you proceed to "Deactivate" a client file that has transactions that have not been cleared, those transactions that were not cleared will still appear in the Master Ledger in the color RED. If you see the transactions in red, this means this client file has been sent to the deactivated area of the program. You can still clear them on the Master Ledger.

If you cannot get the Cleared Balance to match your statement, you will need to go back through your bank statements to see what's missing. Perhaps a check that was to go into the office account got deposited in the trust account. And thus, there is no entry in LawTrust for that deposit. Or someone wrote a check on the trust account and did not enter it into LawTrust. Go to the last statement that balanced and work your way forward.

It is critical that as each bank statement comes, a step-by-step process is in place to clear each transaction. Make a note on the bank statement as to the date it was reconciled and the name of the person/date on which it was reconciled.

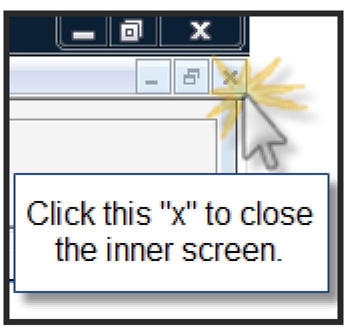
Backup/Restore client files.
Use the backup feature found within the LawTrust software to create a backup of your data. Your computer will crash, sooner or later and when it does, you will wish you had used this feature of the software.

Do not rely on other computer systems or programs for a backup of your data file. Use the feature found in LawTrust.

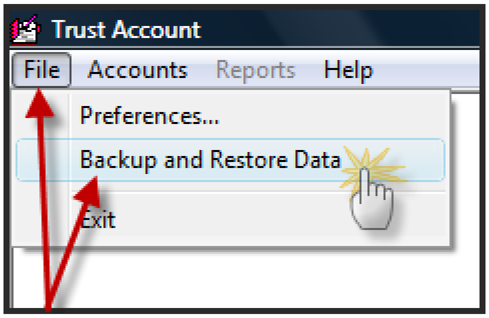
Create a backup of your data file at least once per month. Do so when you complete your monthly reconciliation.

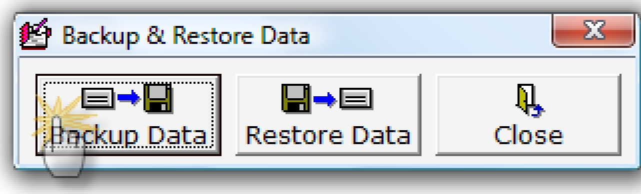
Don't save the backup file to your hard drive, put it on a USB storage device or get a free, cloud-based backup system in place such as that provided by dropbox.com.

PLEASE use the LawTrust backup data feature!
Close the Client Information and Details window. This is the main screen in LawTrust where you will see a listing of your client accounts. Look for the small X located within a small grey box in the upper right corner of the Client Information and Details window. Click that X to close the window.



Click on "File" at the top of the screen then click "Backup and Restore Data".





Once you click the Backup Data button, a window will appear asking you where you want to save the backup file and what name to give the file.

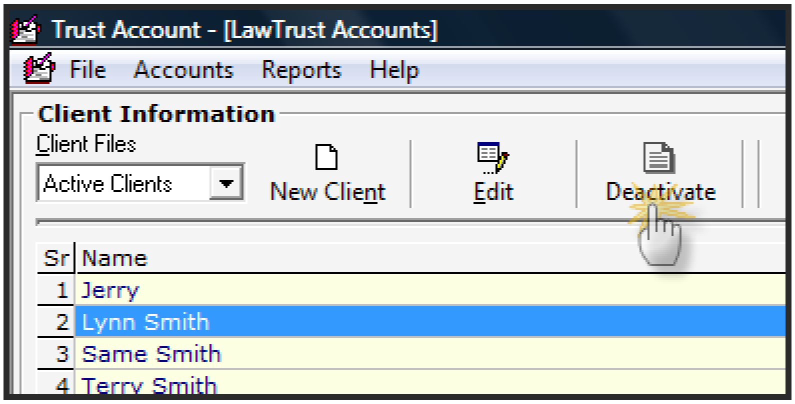
Location: we suggest you save the file to a USB thumb drive or put it on a cloud based drive such as the free system at dropbox.com.

Give the file a name that will help you associate it with the current date. Example: So the todays date is 10/26/2016. Name the file 10262016 or OCT262016.

Restore Database Warning: if you must restore the data file and you have added new client files or worked in the program since you last backed up the database, you will lose those changes by restoring the data file from an earlier backup date. We recommend you backup your data after each use of the program. It is your responsibility to make sure you backup your data and use caution when restoring the data file.

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.

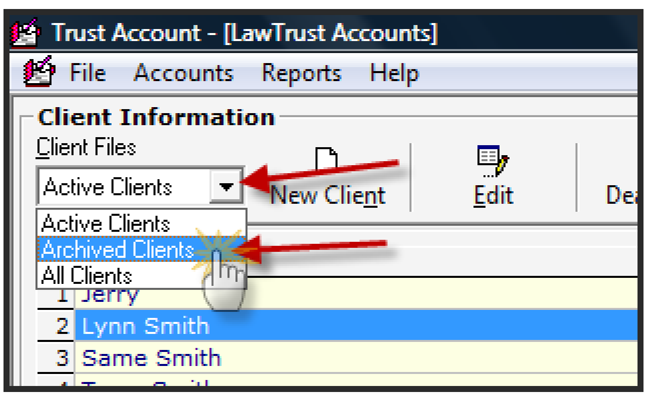
Archive a client file.
In the Client Information and Details screen, select the client file you wish to move to the archive database. Click on it with your mouse to highlight it. Click the Deactivate button under Client Information.



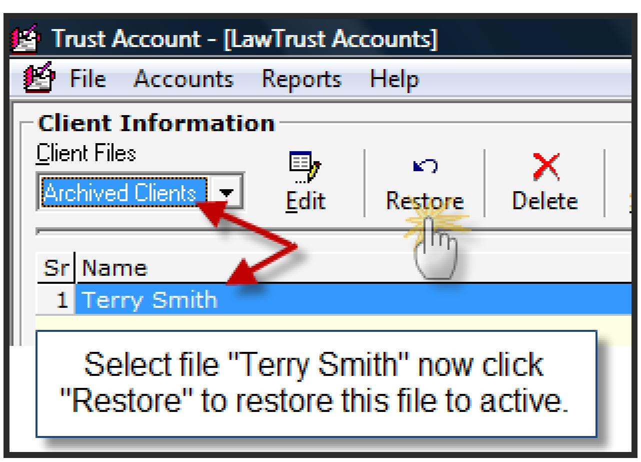
If there are transactions in this file that have not been cleared, you will receive a warning message, otherwise, fix the closing date then click OK.

Restore a file from the archive.

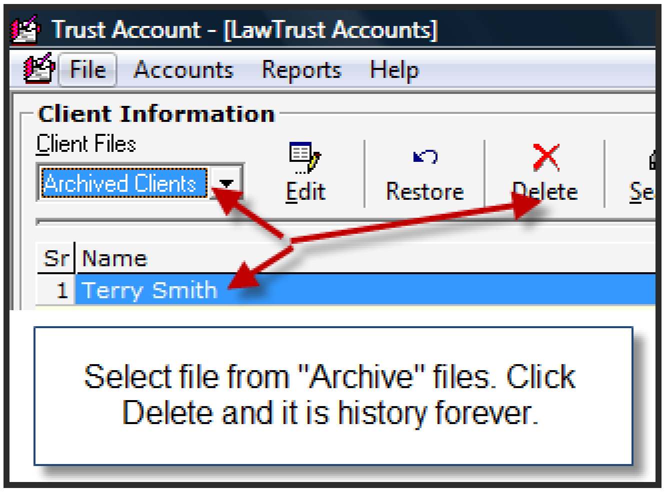
In the Client Information and Details screen, directly under the words "Client Information" you will see the words "Client files." There is a field that should say "Active Clients." A small arrow appears to the right, click it and select Archived Clients.



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.



Delete a client file forever.
Client files may only be completely deleted after they are sent to the archive (see 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. You should always use the backup/restore feature of LawTrust before you delete any files in the event of a user error or computer failure.***

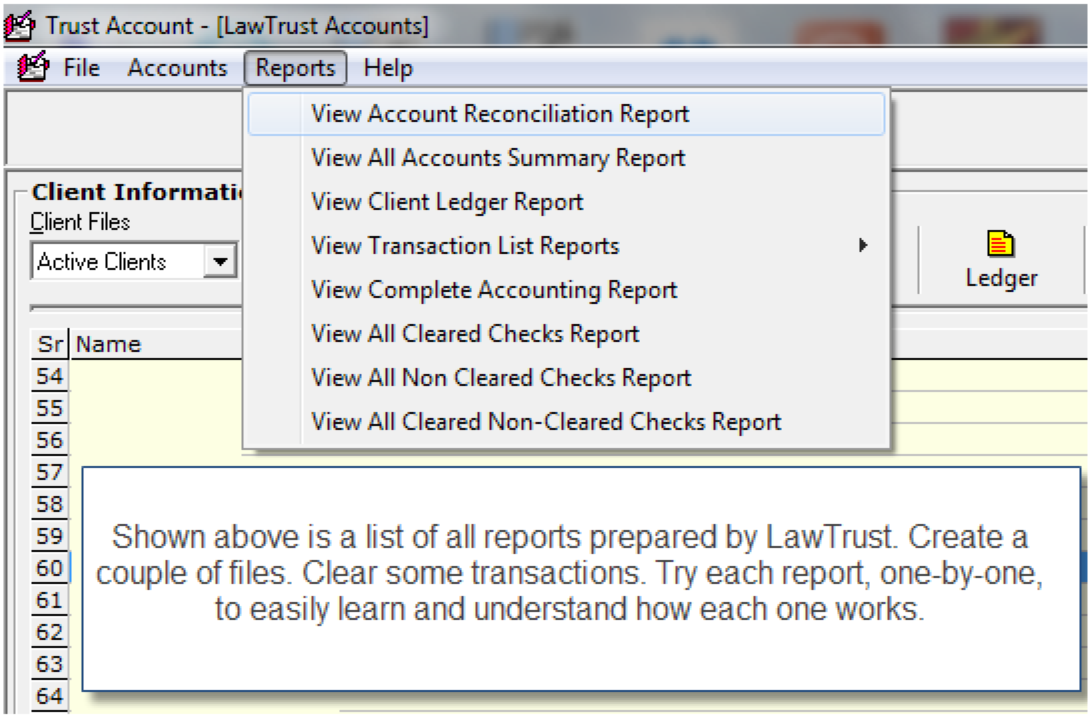


Fix an error.
If the error is in the basic information of the client file, double click on the client's name in the Client Information and Details window. That client's information screen will appear. Make your changes then click Save.

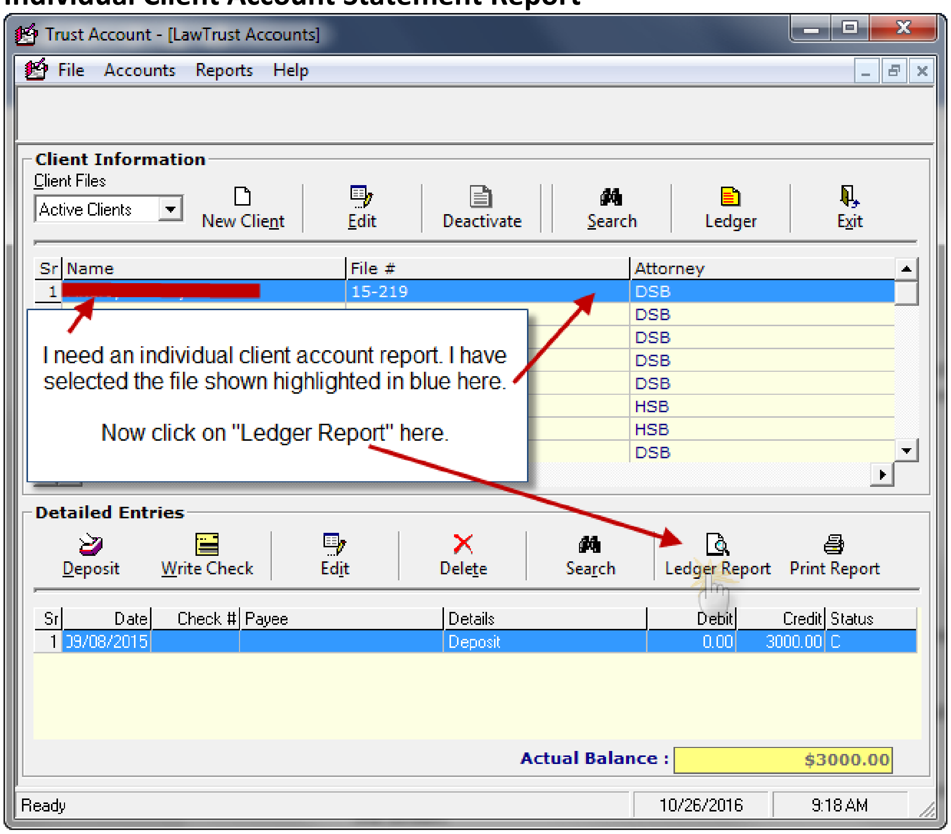
For an error in a deposit or check, double click on the item in the Detailed Entries portion of the Client Information and Details window. Make your changes then save the change.

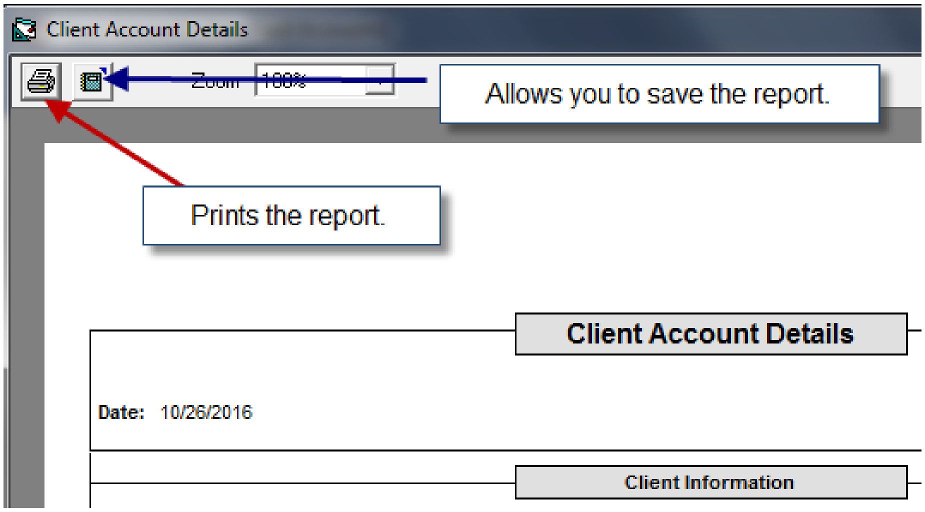
For an error in whether an item is cleared or not, look at the Detailed Entries portion of the Client Information and Details window. Click on the Status of the item and simply change it. It is either C for cleared or NC for not cleared.

LAWTRUST REPORT OPTIONS



Individual Client Account Statement Report





Three-Way-Reconciliation
Some State IOLTA rules require that you perform a 3-way account reconciliation. LawTrust performs that function for you.

Step One: have your current bank statement in hand. (This assumes you have been balancing your books every month in a timely fashion. If you have not, go to the last statement that balanced and start from there).

Step Two: open LawTrust then click on "Accounts" then "Master Ledger" (top left of screen). This will display the items in your trust account that are currently outstanding and that have not cleared. Cross reference these items to your current bank statement and clear those items that are cleared as shown in your bank statement. As you clear the items, you will see in the Master Ledger the "Cleared Balance" and "Actual Balance". You must make sure that the items as shown cleared in the bank statement match those in LawTrust. Check the amounts. For example, if in LawTrust the check is shown as $182.00 but the bank statement shows it is $180, then you must edit the client check item as someone has made an error. The "Cleared Balance" must match your bank statement for that month when you are finished clearing the items shown in your current bank statement. If the numbers do not match, you must determine why. Therefore, it is important to make sure that as you clear items, the items you clear are matched to the entries in LawTrust.

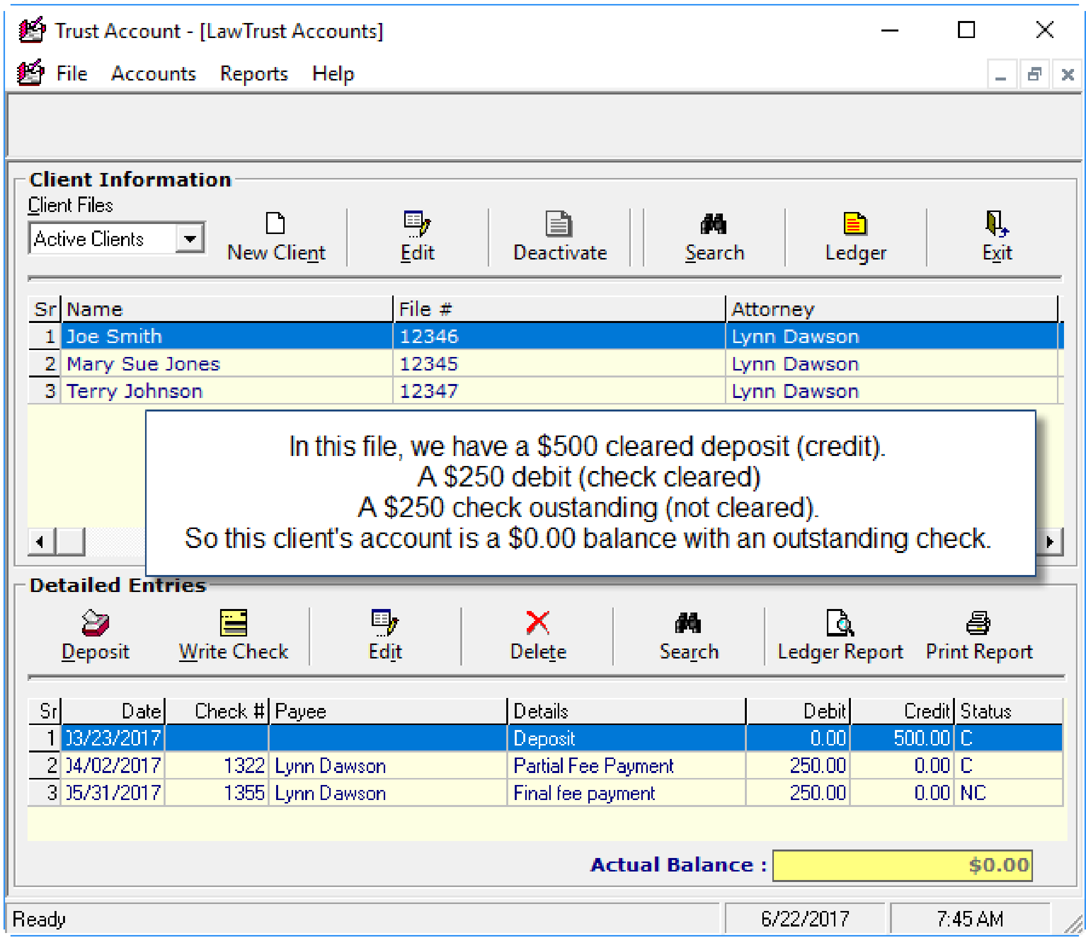
Step Three: once you have finished with the Accounts/Master Ledger and the numbers match, you must then produce the report that the auditor will use to determine that your account is balanced per the 3-way reconciliation. Go to "Reports" then "View Complete Accounting Report". Simply click "Report".

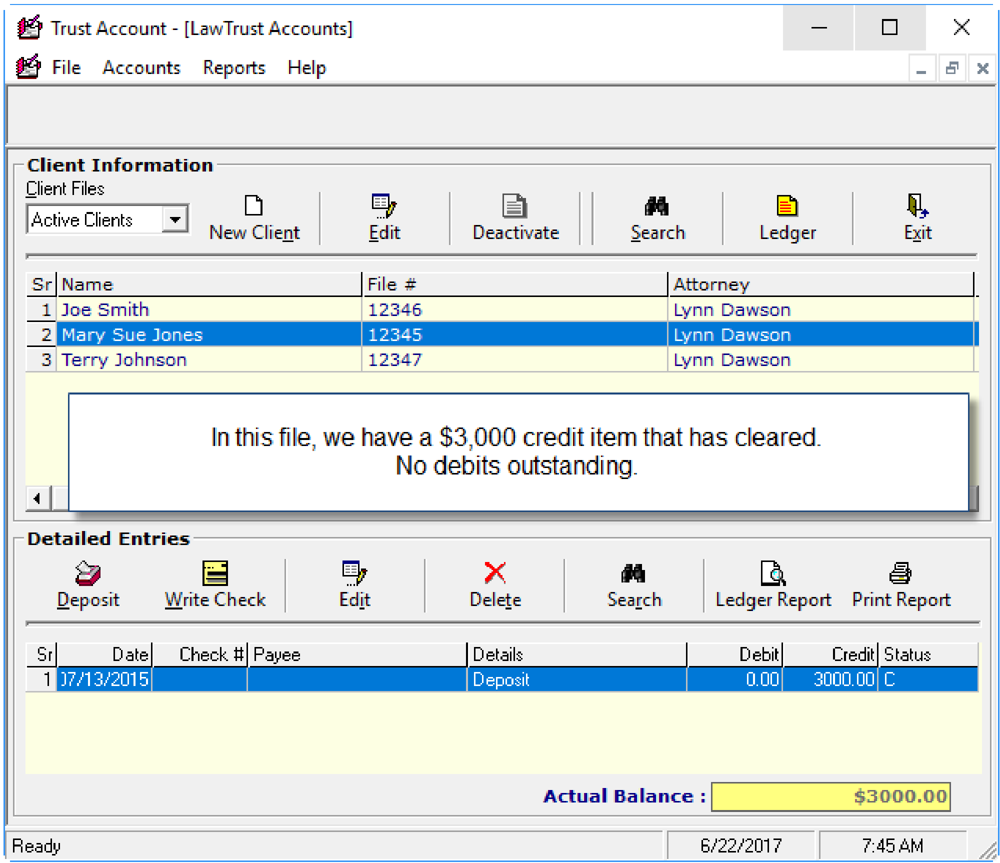
The "Complete Accounting Report" will display for you a listing of every client file. The complete transaction list in each file and at the very end of the report there will be a summary showing the current balance. This balance will match the bank statement balance if you have correctly performed the accounting as described in Step Two above.

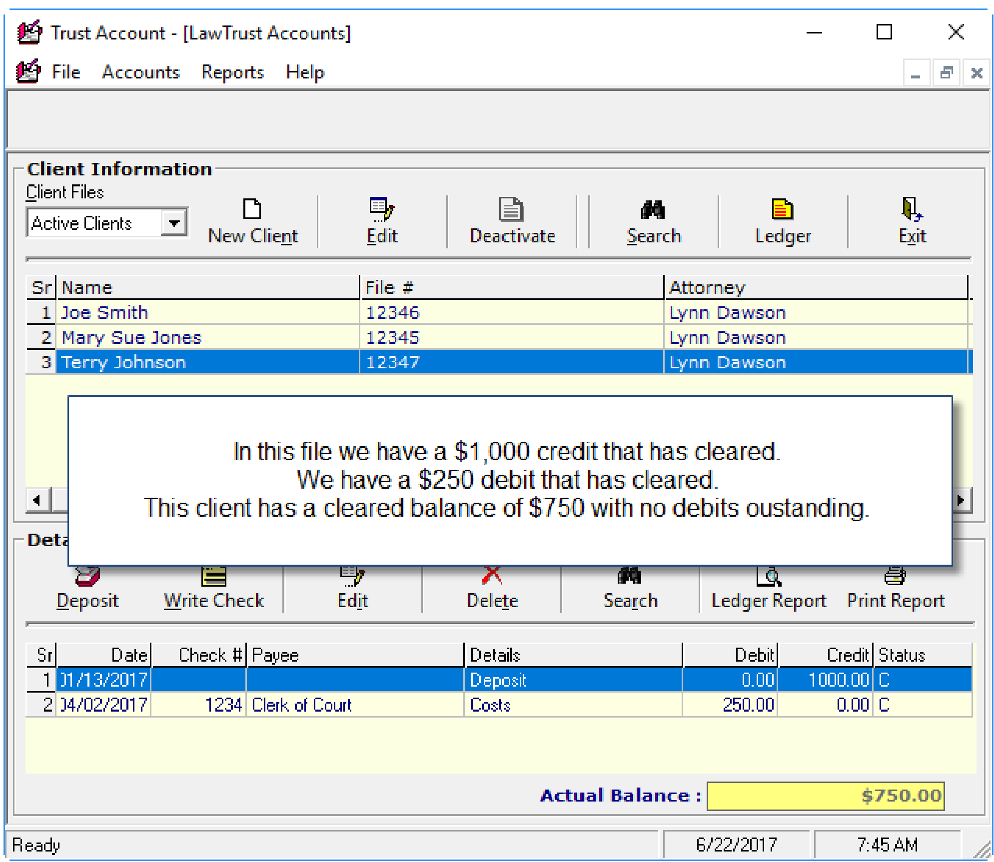
Sample File – 3 Way Report

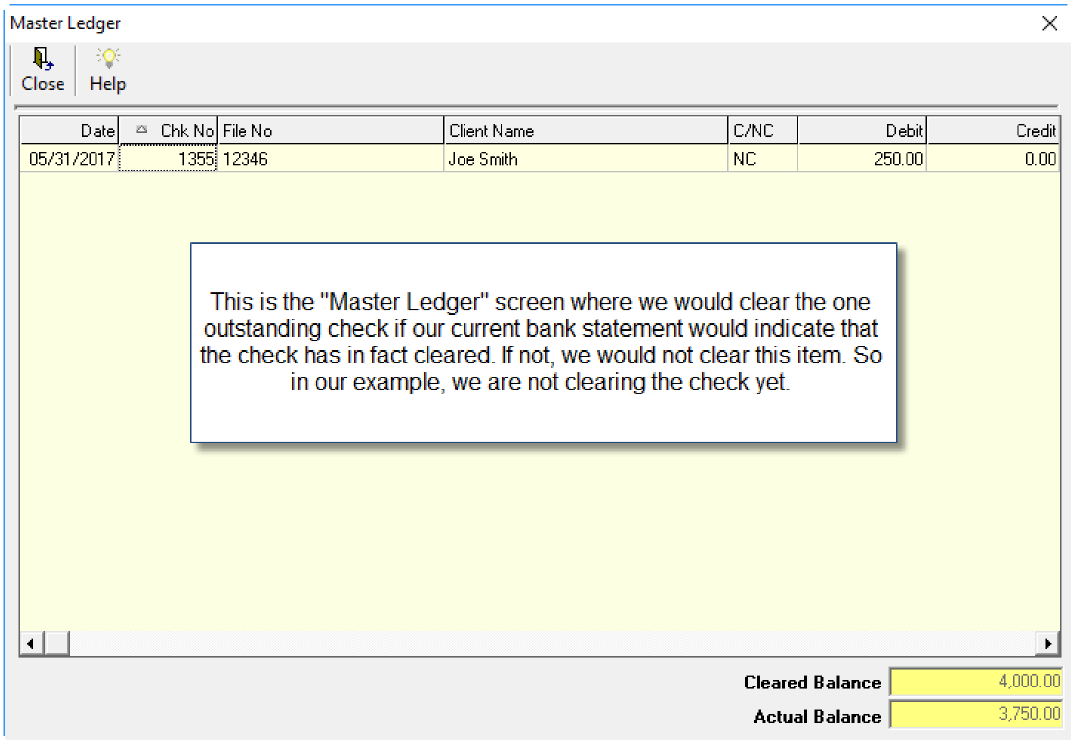
We created a sample to help you understand how to prepare and create a 3-way reconciliation.

Three files were created. Follow along with the images below to see how to create a 3-way reconciliation report. LawTrust makes it simple.

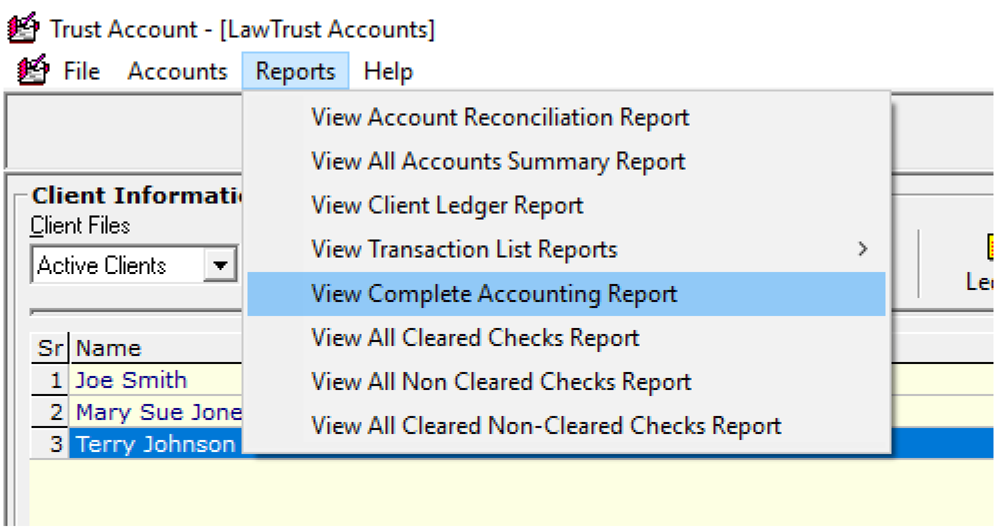


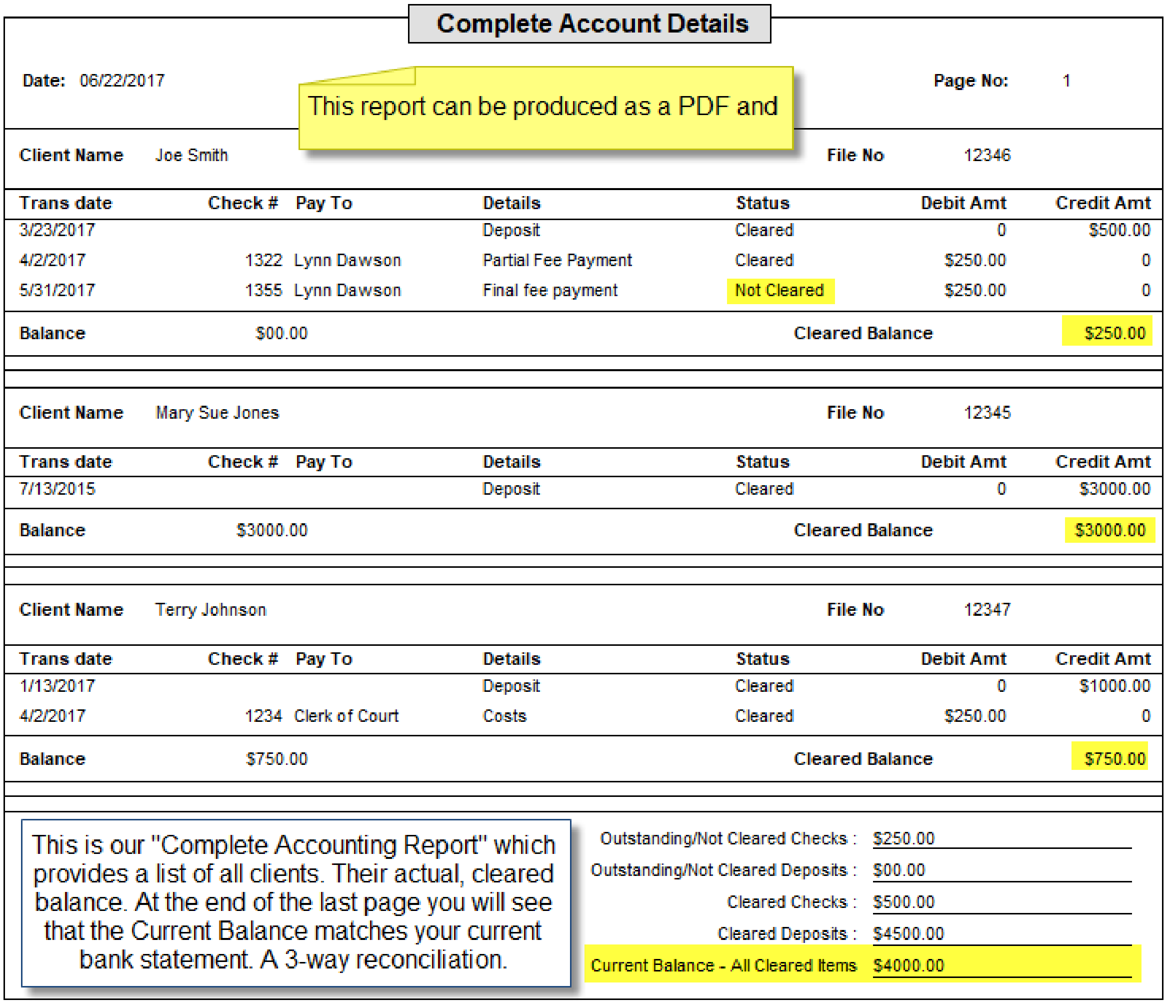

Trust Account - [LawTrust Accounts]
File Accounts Reports Help
Client Information
Client Files
Active Clients
New Client
Edit
Deactivate
Search
Ledger
Exit
Sr Name File # Attorney
1 Joe Smith 12346 Lynn Dawson
2 Mary Sue Jones 12345 Lynn Dawson
3 Terry Johnson 12347 Lynn Dawson
In this file, we have a $3,000 credit item that has cleared.
No debits outstanding.
Detailed Entries
Deposit
Write Check
Edit
Delete
Search
Ledger Report
Print Report
Sr Date Check # Payee Details Debit Credit Status
1 07/13/2015 Deposit 0.00 3000.00 C
Actual Balance : $3000.00
Ready
6/22/2017
7:45 AM


Trust Account - [LawTrust Accounts]
File Accounts Reports Help
Client Information
Client Files
Active Clients
New Client
Edit
Deactivate
Search
Ledger
Exit
Sr Name File # Attorney
1 Joe Smith 12346 Lynn Dawson
2 Mary Sue Jones 12345 Lynn Dawson
3 Terry Johnson 12347 Lynn Dawson
In this file we have a $1,000 credit that has cleared.
We have a $250 debit that has cleared.
This client has a cleared balance of $750 with no debits oustanding.
Deta
Deposit
Write Check
Edit
Delete
Search
Ledger Report
Print Report
Sr Date Check # Payee Details Debit Credit Status
1 01/13/2017 Deposit 0.00 1000.00 C
2 04/02/2017 1234 Clerk of Court Costs 250.00 0.00 C
Actual Balance : $750.00
Ready
6/22/2017
7:45 AM



Once you have cleared items per your bank statement, you must now generate the report that will provide the 3 way reconciliation. Click on "Reports" then "View Complete Accounting Report".





Complete Account Details

Date: 06/22/2017 — Page No: 1

This report can be produced as a PDF and

Client Name: Joe Smith — File No: 12346

Trans date	Check #	Pay To	Details	Status	Debit Amt	Credit Amt
3/23/2017			Deposit	Cleared	0	$500.00
4/2/2017	1322	Lynn Dawson	Partial Fee Payment	Cleared	$250.00	0
5/31/2017	1355	Lynn Dawson	Final fee payment	Not Cleared	$250.00	0

Balance: $00.00 — Cleared Balance: $250.00

Client Name: Mary Sue Jones — File No: 12345

Trans date	Check #	Pay To	Details	Status	Debit Amt	Credit Amt
7/13/2015			Deposit	Cleared	0	$3000.00

Balance: $3000.00 — Cleared Balance: $3000.00

Client Name: Terry Johnson — File No: 12347

Trans date	Check #	Pay To	Details	Status	Debit Amt	Credit Amt
1/13/2017			Deposit	Cleared	0	$1000.00
4/2/2017	1234	Clerk of Court	Costs	Cleared	$250.00	0

Balance: $750.00 — Cleared Balance: $750.00

This is our "Complete Accounting Report" which provides a list of all clients. Their actual, cleared balance. At the end of the last page you will see that the Current Balance matches your current bank statement. A 3-way reconciliation.

Outstanding/Not Cleared Checks :	$250.00
Outstanding/Not Cleared Deposits :	$00.00
Cleared Checks :	$500.00
Cleared Deposits :	$4500.00
Current Balance - All Cleared Items	$4000.00

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.

IOLTA, interest deposits/withdrawals.

If your banker does not remit interest monthly, 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.

Manage Multiple Accounts

LawTrust was designed to be a stand-alone, single account management software program. However, it is possible to manage more than one account using LawTrust. You must be very careful when managing more than one account because it is possible to overwrite your backup file using the wrong account.

You must download a file from our website called yourbank.mdb. This is an empty database file. It is found on our Support page at http://lawyertrustaccount.com/support.html#addaccount

Or click this link: http://www.lawyertrustaccount.com/mdb/yourbank.mdb

You need to know where the file was saved on your computer. Keep reading.

Click the link above and it will take you directly to the information and link to the file.

Steps

1. Setup a sub-folder in LawTrust for your additional account. For example, go to My Computer, click on the C drive. Double click on the LawTrust folder to expand it. Right click in the directory and select "Create new folder". Name it, for example, USbank2
2. Save the download into your new folder or move it there after you have finished the download.
3. You can rename the file but do not rename the extension. So you can change it from yourbank.mdb to usbank2.mdb
4. Open LawTrust and click on File then Preferences
5. The top field says "Database Path" – it is currently set to default to the main account . When you want to work on the new account you just created, you must switch the path to the new account. Do so by clicking the small box to the right of the field that has tiny dots on it. You will then browse to the new folder you created and the database file you just downloaded. Double click on that new database file. The path will then show that it has changed from the default file to the new file. Click Save.

Just remember, when you work on this database and you create a backup of the file, make sure you save it with a name different from your other database file. You can easily goof this up and lose your data.

To switch back, you will need to follow those steps outlined above.

Support

Support is available at the LawTrust Internet site.

Internet: **http://www.lawyertrustaccount.com**