

# HandiTrust

## Simple and efficient trust account management



Managing trust bank accounts has never been this easy. Optimise your workflow: HandiTrust imports ATO receipt information from HandiTax, then generates covering letters, EFT transactions and/or refund cheques.

A.B.N. 32 123 456 789  
PO Box 789, Example City NSW 2345  
Phone (02) 9000 0000 Fax (02) 9111 1111

**Company Pty Ltd**

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23 November, 2015 Our Ref: PANT0001

Mr Panther Philip Charles  
56 Costley Street  
SYDNEY NSW 2000

Dear Mr Panther,

**RE: Taxation Refund**

Please be advised that we have received your refund cheque from the Australian Taxation Office. In accordance with your earlier instructions this refund cheque has been deposited into our Trust Account. We have then deducted our fees for services rendered, retained the amount you requested and have then deposited the balance of the refund into your bank account.

Details of the transaction are as follows:

Paid into Account:	Phillip Panther
Account Number:	123-456 1233322
ATO Refund	2,924.12
Less: Service Fee	175.00
Amount Retained on Trust	0.00
Balance of this Payment	2,749.12

The transaction was conducted in our Trust Account #123456, account name Acton Partners Trust Account. Should you have any queries, please do not hesitate to contact our office.

Bank Reconciliation (123456) - Statement Date 29/09/2015

Calculations		HandiTrust Balance (at Statement Date)	
Balance as per Bank Statement	6,348.00C	HandiTrust Balance (at Statement Date)	6,348.00C
Add, Outstanding Deposits	0.00	Reconciliation Balance	6,348.00C
Less, Unpresented Cheques	0.00	Discrepancy	0.00
Less, Unprocessed EFT	0.00		
Reconciliation Balance	6,348.00C		

**To Reconcile: Select the Post button**

C	Date	Cleared Date	Transaction	Type	Deposit No	Chq/Rec No	Dr	Cr	Drawer/Payee
C	10/07/2015	10/07/2015	7	Receipt	17			1420.00	ATO
C	10/07/2015	10/07/2015	7	Cheque	58		1145.00		Mr Logan William Jeffrey
C	11/07/2015	11/07/2015	8	Receipt	18			228.00	ATO
C	11/07/2015	11/07/2015	8	Cheque	59		53.00		Miss Clinton Julie Mary
C	12/07/2015	12/07/2015	9	Receipt	19			2950.00	ATO
C	12/07/2015	12/07/2015	9	Cheque	60		2725.00		Smith Sue
C	29/07/2015	29/07/2015	15	Receipt	21			2924.12	ATO
C	29/09/2015	29/09/2015		EFT			4757.12		ATO Refunds

Toggle the cleared value of the highlighted record.

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Mr Panther Philip Charles  
56 Costley Street  
SYDNEY NSW 2000

**Trust Account Statement**

To 23/11/2015

Your Reference: PANT0001      Trust Account: 123456  
Our Reference: ACTON          Our Activity:

Date	Description	Debit	Credit
29/07/2015	ATO REFUND (15) Receipt (Receipt number: 21) Payment Service Fee	2,749.12 175.00	2,924.12

**ATO Refund**

**General**  
Date: 29/07/2015      Category: ATO REFUND

**Card**  
Client: PANT0001      Mr Panther Philip Charles  
Account: 123456      Acton Partners Trust Account  
Firm: ACTON  
Activity:      Account Balance: 6,173.00C      Trust Card Balance: 0.00

**Details**  
Cheque: 0.00      Receipt Details  
EFT: 2,924.12      Rec No: 21      Drawer: ATO  
Fee: 175.00      Bank: Reserve      Branch: Sydney  
Handling: 0.00      Receipt: Select a receipt form to print  
Payment: 2,749.12      Letter: Select a receipt letter to print  
Retain: 0.00      Narration:  
Authority:

**Payment Details**  
 Pay by Chq      Chq No: 61      Payee: Mr Panther Philip Charles  
Cheque: Select a cheque form to print      Skip: 0  
 Pay by EFT      Acct No: 123-456 1233322      Name: Philip Panther  
Desc: ATO refund  
Letter: Select a letter to print

Transaction description to appear on statement

HandiTrust is a total trust management accounting package for accountants, or any other professional holding client funds in a trust bank account.

### Key Features

- HandiTrust simplifies trust account management
- by importing ATO receipt information directly from HandiTax.
- You can optionally select ASCPA, NIA or ICAA as ruling bodies to apply appropriate professional restrictions.
- Full audit trails may be viewed and printed.
- HandiTrust supports unlimited numbers of trust account clients and entries.
- HandiTrust performs bank reconciliations, plus notification of reconciliation due.
- You can specify cheque clearance days, to prevent a client's card from being overdrawn.
- HandiTrust facilitates electronic fund transfers, printing of cheques, letters, deposit slips and receipts at the time of data entry.
- You can also batch print receipts, payments and statements for trust cards.
- You can create and maintain authority letters within HandiTrust (for trust account deposits and withdrawals).
- The Authorities Register tracks outstanding authorities, signed authorities and authorities that have been applied.
- Transactions are stored permanently.
- You can assign a handling fee for processing transactions.
- HandiTrust offers a wide range of standard reports, including client cards.

*Deducting fees from clients' refunds is a vital part of our business and HandiTrust makes the process an absolute breeze.*

Gail Gransden, Administration Manager, Wealth Creation Accountants.

### One Suite Solution

- Client Relationship Management
- Document Management
- Taxation & ELS
- Billing & Practice Management
- Client Accounting
- Online Business Accounting

For more info, visit: [sagehandisoft.com.au](http://sagehandisoft.com.au)  
Call (07) 3199 2032 or email [sales@sagehandisoft.com.au](mailto:sales@sagehandisoft.com.au)

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