



# TRUST OUT DATA ENTRY

## In This Document:

Learn about trust check entry.

Understand how to allocate trust checks to individual or multiple contacts.

Briefly review the check release function.

The Trust (IOLTA) Bank is where your trust checks and receipts are generated. The **TRUST OUT** function in Soluno® is where any trust money is withdrawn from the Trust or IOLTA account.

To navigate to the Trust Out screen, select the **DATA ENTRY** icon.



Then, click on the **TRUST OUT** tab.



There are two sections of this screen. The first is the **CHECK ENTRY** portion at the top, and second is the **CHECK ALLOCATION** portion at the bottom.

## CHECK ENTRY

The check entry section is where you will enter to whom the trust funds are paid, on behalf of the client.

File	Client	Balance	Act Code	Explanation	Amount
①		\$0.00			0.00
①		\$0.00			0.00

Let's review the different fields you will need to populate.

**BANK ACCOUNT:** This section is where you select the trust account from which the funds should be taken. Soluno allows for unlimited bank accounts. To see the full list of available accounts, click on the Bank Account field and select the desired account from the drop-down list.

Bank Account	Date
t1	Jun 8, 202
t1 Trust Account 1 Trust	
t2 Trust Account 2 Trust	

**Note:** Bank accounts are controlled in [SYSTEM SETTINGS](#).

**DATE:** This will display the date of the Trust Out entry. Soluno automatically defaults to the current date, but this can be manually changed by typing the date in or clicking the field to see a calendar.

**AMOUNT \$:** Enter the dollar amount of the withdrawal you are entering.

**TYPE:** This field denotes the way in which trust funds are to be disbursed. By clicking in the field, you can select Cash, Check, Bank Draft, Certified Check, EFT (Electronic Funds Transfer), Bank Charge or NSF.

Type  


- Cash
- Check
- Bank Draft
- Certified Check
- EFT
- Bank Charge
- NSF


**CHECK #:** This field allows you to use a numbering convention to track the checks you have entered into the system. Depending on the Type of payment chosen, the check number will only be assigned when the check is printed.

**BANK BALANCE AND PROJECTED BALANCE:** These two informational headings allow you to see the current balance for the selected bank account (Bank Balance), and the new balance after the withdrawal is processed (Projected Balance).

**Note:** Depending on your security access level, bank balances may not be visible.

**CONTACT:** If the withdrawal is written out to one of your contacts, you can select them in this field. If you do so, the **PAYEE** field to the right will become non-editable and will automatically populate with the contact's name.

If you wish to add a new contact to the check you can click on the [ADD CONTACT](#) icon.

Contact 

To learn about adding new contacts, please review the [Adding Contacts](#) document.

**PAYEE:** This field contains the name of the payee and is a required field unless you have already selected a contact.

**MEMO:** Any notes regarding the withdrawal can be entered here.

## CHECK ALLOCATION

The check allocation section of the Trust Out screen determines which file the trust disbursement will be posted against.

The screenshot shows the Soluno Trust Out screen. The top navigation bar includes tabs for Time Fees, Expenses, Operating In, Operating Out, Payable, Batch Pay Payables, Trust In, Trust Out (selected), and Transfer. The main form area has fields for Bank Account (t1), Date (Jun 8, 2020), Amount (\$), Type (Check), Reference, Check # (at printing), Bank Balance (\$5,193.00), and Projected Balance (\$5,193.00). Below these are fields for Contact +, Payee, Address, and Memo. The Check Allocation section is a table with columns: File, Client, Balance, Act Code, Explanation, and Amount. It contains two rows with File 1 and 2, both with a balance of \$0.00. The bottom of the screen has buttons for Save, Cancel, Check Mgt, and Release/Print Check.

**FILE:** This is a required field because all trust entries must be associated with a file. You can search for a file using a file number, contact name, or file description. Simply click on the field, begin to enter the information you have and select the file from the suggested list.

File	Client	Client Name
vs	2	Cappello, Jack
13-001	13	Jackson, Katlyn Jackson vs walmart
2-002	2	Cappello, Jack Jane Cappello vs. Jack Cappello
3-002	3	Daughtrey, Carolyn Carolyn Daughtrey vs. Paul Daughtrey
4-002	4	Evenson, Patrick Patrick Evenson vs. Janet Evenson
5-002	5	Farrell, Ronald Farrell vs. Acme Corporation

File	Client	Client Name
2	2	Cappello, Jack
1-001	1	Bartlett, John John Bartlett - House purchase - 123 Main Street
2-001	2	Cappello, Jack Jane Cappello - General Matter
2-002	2	Cappello, Jack Jane Cappello vs. Jack Cappello

To see the details about the selected file, click the **INFORMATION** icon beside the number in the field.



After selecting the file, the contact number will appear in the **CLIENT** field, and the trust balance for this file and contact will display in the **BALANCE** field.

**Note:** The balance shown in the Balance field does not include the current entry.

**CLIENT:** This field contains the contact related to the file. This will be automatically populated with the contact number associated with the selected file.

**ACT CODE:** This denotes the activity code associated with the entry. This is an optional field, however if an activity code is entered, the **EXPLANATION** field will automatically show the activity description associated with the activity code.

Memo For research work in insurance settlement case							
File	Client	Client Name	Balance	Act Code	Explanation	Amount	
2-001	②	Cappello, Jack	\$13,148.00	medr	Medical Report For research work in insurance settlement case	50.00	ⓧ
	①		\$0.00		For research work in insurance settlement case	0.00	ⓧ
	①				For research work in insurance settlement case	0.00	ⓧ

**EXPLANATION:** Notes regarding the entry can be entered here. Any information entered in the Memo field of the Check Entry section, as well as the description associated with a selected activity code will appear here as well. The activity code explanation will appear before the memo text in the field. Soluno will display the explanation field on reports and invoices where applicable.

**AMOUNT:** This column shows the dollar amount being paid out on behalf of the file.

## BREAKING OUT A CHECK

In the check allocation area, you can distribute a check against multiple files and contacts depending on the nature of the check entry.

In the example below, a check for \$50.00 is being created to pay for the services of Mr. Holsten in an insurance settlement case. Two different clients were involved in the case and each is paying the amount agreed upon beforehand.

The total of the check is tracked at the bottom of the data entry screen.

To remove one of the allocations, click on the **DELETE** icon on the far right of the row you wish to remove.



## FINISHING UP

Bank Account: t1, Date: Jun 8, 2020, Amount \$: 50.00, Type: Check, Reference: at printing, Bank Balance: \$18,341.00, Projected Balance: \$18,291.00

Contact + Payee: Mr. Holsten, Address: [icon]

Memo: For research work in insurance settlement case

File	Client	Balance	Act Code	Explanation	Amount
2-001	②	\$13,148.00		For research work in insurance settlement case	30.00
14-001	⑭	\$69.00		For research work in insurance settlement case	20.00
	①			For research work in insurance settlement case	0.00
	①			For research work in insurance settlement case	0.00

50.00

Save Cancel Check Mgt Release/Print Check

Once the check has been fully allocated, click the **SAVE** button. If the allocated amount does not equal the Amount \$ field in the Check Entry section, the save button will be greyed out. You also have the option to **CANCEL** the check if needed.

Bank Account: t1, Date: Jun 8, 2020, Amount \$: 50.00, Type: Check, Reference: at printing, Bank Balance: \$18,341.00, Projected Balance: \$18,291.00

Contact + Payee: Mr. Holsten, Address: [icon]

Memo: For research work in insurance settlement case

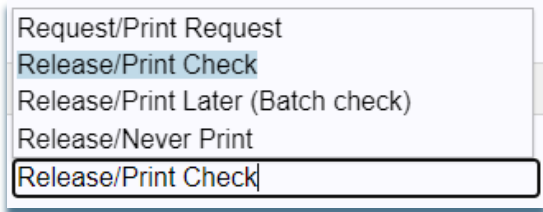
File	Client	Balance	Act Code	Explanation	Amount
2-001	②	\$13,148.00		For research work in insurance settlement case	20.00
14-001	⑭	\$69.00		For research work in insurance settlement case	20.00
	①			For research work in insurance settlement case	10.00
	①			For research work in insurance settlement case	0.00

40.00

Save Cancel Check Mgt Release/Print Check

Save Cancel Check Mgt Release/Print Check

Select how the check will be processed with the **CHECK MANAGEMENT** field. Let's review each option.



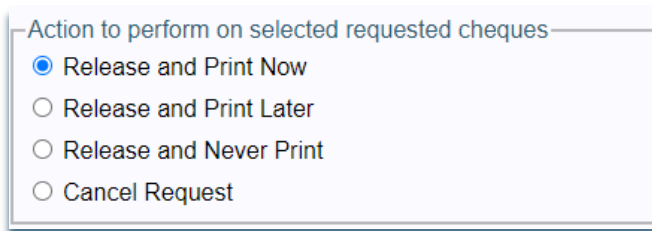
**REQUEST:** If the administrator of Soluno has set up the **REQUEST AND RELEASE** function for all outbound expenditures, select the **REQUEST** option to put the check in queue for release.

## THE RELEASE FUNCTION

The release function can be found in **BANK ADMIN → RELEASE**.



Here the administrator can select the checks they wish to release or reject the request.



Once the checks have been selected, click on the **PROCESS ACTIONS** button in the bottom left hand corner of the screen.

**RELEASE/PRINT NOW:** This option processes the check and prints it. Before printing, Soluno will prompt you for a check number. Make sure the check number corresponds to the next available preprinted check.

**RELEASE/PRINT LATER (BATCH CHECK):** Select this option to process the check immediately but save the entry to be printed in a batch later.

**RELEASE/NEVER PRINT:** This option processes the check but will not create the image to be printed (hand-written check, EFT, Certified check, and Bank Charge are entry types which would not require a printed check).

After selecting how you wish the check to be processed, click on **SAVE** to finish processing the entry.