



Easy Trust Reconciliation Service FAQ's

1. What are the criteria for having the Easy Soft's Easy Trust Reconciliation Service reconcile my trust account?

- a. You must have at least one license of the most recent release of Easy Trust.
- b. You must have a properly maintained and balanced Trust account (if you are opening a new account this criteria does not apply).

2. What is the Monthly Cost of Service?

- a. Fixed Monthly Fee: \$200.00
- b. Per Transaction Fee: \$0.20

(You can estimate your potential fees by adding up the total number of receipts and disbursements on your last bank statement and multiplying that by \$0.20).

3. How do I send my Easy Trust data to Easy Soft?

Subscribers to the Reconciliation Service will be provided with a new Easy Trust product key that supplies advanced functionality. With this, customers will be able to generate an Easy Trust database that can then be sent to Easy Soft by email. Once reconciled, the database is then returned. If a customer prefers, the Easy Trust database can be copied to CD and sent by regular mail as well.

4. Can I still use Easy Trust while it is being reconciled?

You will not be allowed to make edits to the database while Easy Soft is reconciling your data. In the case where edits need to be made, simply contact us and we will advise you of the proper procedure to follow.

5. What work is performed by Easy Soft's reconciliation group?

Your reconciler at Easy Soft will reconcile your Easy Trust database with the corresponding monthly bank statement and produce a comprehensive set of reports for your review. If there are any missing or additional transactions in your book or bank statement, they will be noted and you will be informed of those discrepancies. In that case, you will need to provide an explanation for those discrepancies before reconciliation can be completed. In general, we will supply you with the following reports:

- a. A monthly reconciliation report that includes an outstanding checks and deposits summary.
- b. Three-way reconciliation report, linking Book, Bank and individual ledger card balances.
- c. Ledger card trial balances as of the month's end.
- d. Monthly bank transactions report.

6. How long does it take to receive my reconciliation?

The turnaround time will depend on whether all needed information is in the database when it is sent to us. In some cases there may be questions about transactions that we will need you to answer, which can extend the turnaround time.

7. Does our account have to be currently reconciled to subscribe to the service?

We can accept customers whose accounts are not currently reconciled, but they will be charged the regular base and transaction fees for each month that we reconcile. For example, if the last time you reconciled was April and you subscribed to the service in July, we would charge for reconciling each statement from May forward - in this case, May, June and July, and then your contract period would begin in July carrying forward for the next 12 months.

8. Can I use this service on a month-to-month basis or do I have to sign a contract?

The Reconciliation Service Agreement requires a one-year commitment for use of this service. Cancellation prior to the completion of your contract will result in your being charged the base fees for the remaining months of your contract.

Reconciliation Service Process

1. Provide your database file and corresponding monthly bank statement no later than the 15th of each month.
2. Promptly research any transactions as requested by Easy Soft. If Easy Soft does not receive a response to the requested research within five business days, these transactions will be recorded in a separate ledger file (labeled "EXCEPTIONS"). You will then be responsible for transferring transactions from this ledger file to Easy Trust in order to complete the reconciliation process.
3. After you receive your reconciled file, check into the database and use your Easy Trust program as usual.
4. Review the reports you receive with your reconciled data.

If you were audited today, would you be ready?

Call Easy Soft at 800-905-7638 and get the peace of mind that comes with the Easy Soft Trust Reconciliation Service!