

When IBA interest is received, there are three options available to you for posting the interest.

- › **Import Interest** screen - requires a spreadsheet provided by the financial institution; allows for the interest to be imported to multiple ledgers/orders
- › **IBA Interest Credits** screen - interest is entered manually for one or multiple ledgers/orders
- › **IBA Transactions** tab directly in a ledger/order – interest is entered manually for one ledger/order at a time

Follow the steps for the appropriate option to apply the IBA interest.

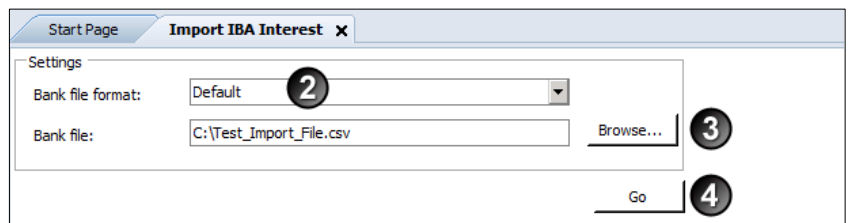
NOTE: For technical assistance, contact your local IT support or the SoftPro Help Desk.

## Using the Import Interest Screen

1. From the **ProTrust** ribbon, click the **IBA Interest** drop-down arrow to select **Import Interest**



2. From the **Bank file format** drop-down, select the format
3. For **Bank File**, click the **Browse** button to search for the bank's .csv file
4. Click the **Go** button



By default, the **All results** radio button is selected, and the **Results** pane displays both posted and un-posted transactions.

Start Page

Import IBA Interest

Settings

Bank file format: Default

Bank file: C:\Test\_Import\_File.csv

Browse...

Go

Results



All results

Errors

Posted transactions






Line	Order Number	Account Number	Account Holder	Beginning Balance	Interest	Ending Balance	Detail
2	Order-1	11234567	Billy Buyer	15000.00	0.85	15000.85	Account number does not exist.
3	Order-1	1234567	Billy Buyer	15000.00	5.15	15,005.15	Interest was successfully posted.
4	Order-2	32165498	ABC Agent	1000	1.05	1001.05	Interest was successfully posted.
5	Order-4b	88268797		100.00	0.09	100.09	Order number does not exist.
6	Order-5	6549797877		110	10.1	120.10	The IBA bank for this account is not found.
7	Order-6	1231321321	Billy Buyer	15000.00	\$3.12	\$15,003.12	Interest was successfully posted.
8	Order-7-Open-Zero-Bal...	111222111		0.00	0.16	0.16	Interest was successfully posted.
9	Order-10-Multiple IBAs	222111222	Billy Buyer	150.00	5.5	155.5	Bank file beginning balance does not match.
10	Order-10-Multiple IBAs	1231321321	Brad Buyer	13000.00	4.5	13004.5	Account number and order number do not match.
11	Order-9-Interest Credit	991991991	Billy Buyer	25000.00	2.25	25002.25	Interest was successfully posted.
12	Order-8-Closed-IBA	113113113	Sammy Seller	0.00	12.34	12.34	Account is closed.

The icons to the left of each line indicate if interest has been posted.

- ›  Indicates interest that has been posted to the IBA
- ›  Indicates interest that did not post to the IBA

Results

☒ All results ☐ Errors ☐ Posted transactions

	Line	Order Number	Account Number	Account Holder	Beginning Balance
	2	Order-1	11234567	Billy Buyer	15000.00
	3	Order-1	1234567	Billy Buyer	15000.00
	4	Order-2	32165498	ABC Agent	1000
	5	Order-4b	88268797		100.00
	6	Order-5	6549797877		110
	7	Order-6	1231321321	Billy Buyer	15000.00
	8	Order-7-Open-Zero-Bal	111222111		0.00

You can also filter the results.

- › Select the **Errors** radio button to filter for orders that did not have interest posted
- › Select the **Posted transactions** radio button to filter for orders that had interest posted

Results

☒ All results ☐ Errors ☐ Posted transactions

	Line	Order Number	Account Number	Account Holder	Beginning Balance
✖	2	Order-1	11234567	Billy Buyer	15000.00
✔	3	Order-1	1234567	Billy Buyer	15000.00
✔	4	Order-2	32165498	ABC Agent	10000.00

## Using the IBA Interest Credits Screen

1. From the **ProTrust** ribbon, click the **IBA Interest** drop-down arrow to select **IBA Interest**



2. Once the **IBA Interest Credits** tab opens, select or enter the
  - a) **Trust Account**
  - b) **Interest last posted prior to date** (the program defaults to today's date)
  - c) **Profile** – select if you have access to multiple profiles
3. Click the **Search** button



The screenshot shows the 'IBA Interest Credits' search form. It includes fields for 'Trust account:' (labeled 'a'), 'Interest last posted prior to:' (labeled 'b'), and 'Profile:' (labeled 'c'). A 'Search' button is highlighted with a red circle. The 'Trust account' field contains 'TRAINING' and the 'Interest last posted prior to' field contains '03/31/2016'.

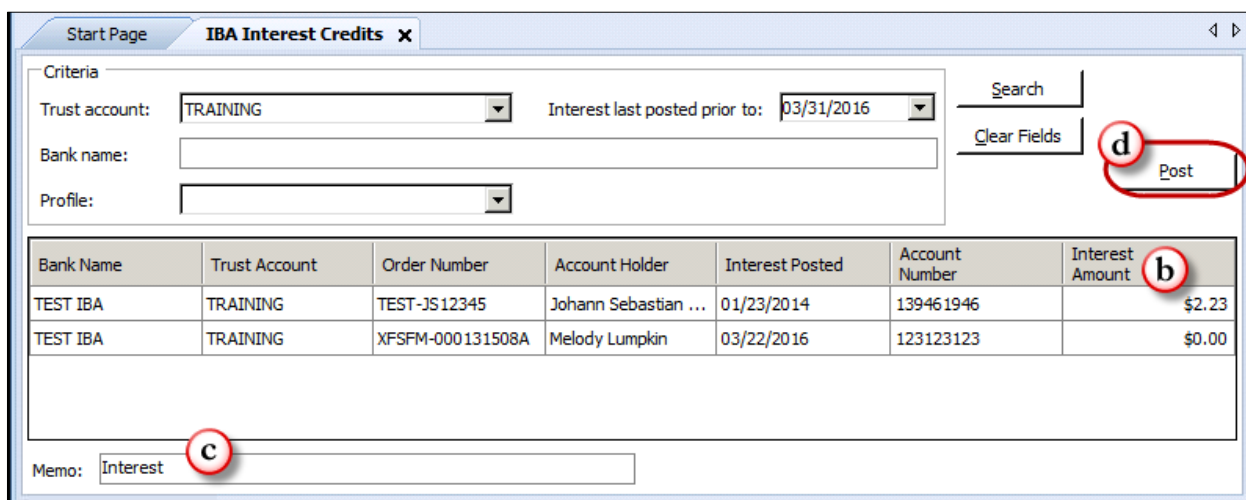
## 4. Post the interest

- Locate the corresponding IBA account in the Results pane

NOTE: If you have several lines of IBA accounts, you can sort the data by clicking any column name.

Bank Name	Trust Account	Order Number	Account Holder	Interest Posted	Account Number	Interest Amount
TEST IBA	TRAINING	TEST-JS12345	Johann Sebastian ...	01/23/2014	139461946	\$2.23
TEST IBA	TRAINING	XFSFM-000131508A	Melody Lumpkin	03/22/2016	123123123	\$0.00

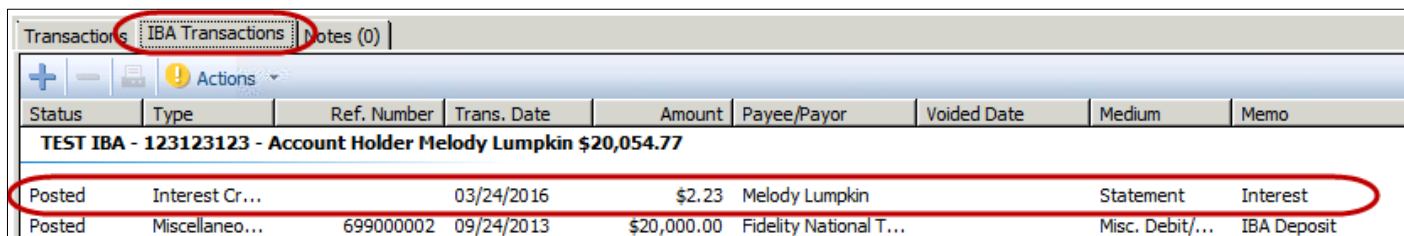
- In the **Interest Amount** field, enter the interest to be posted
- In the **Memo** field, change the notation (defaults to **Interest**), if needed
- Click the **Post** button



Bank Name	Trust Account	Order Number	Account Holder	Interest Posted	Account Number	Interest Amount
TEST IBA	TRAINING	TEST-JS12345	Johann Sebastian ...	01/23/2014	139461946	\$2.23
TEST IBA	TRAINING	XFSFM-000131508A	Melody Lumpkin	03/22/2016	123123123	\$0.00

Memo: Interest

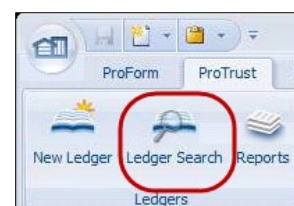
When you review the Ledger, you see the interest as Posted on the **IBA Transactions** tab.




Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor	Voided Date	Medium	Memo
Posted	Interest Cr...		03/24/2016	\$2.23	Melody Lumpkin		Statement	Interest
Posted	Miscellaneo...	699000002	09/24/2013	\$20,000.00	Fidelity National T...		Misc. Debit/...	IBA Deposit

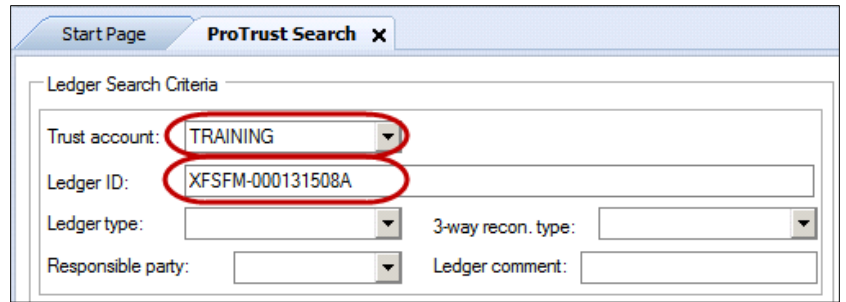
## Using the IBA Transactions Tab

- From the **ProTrust** ribbon, click the **Ledger Search** button



## Importing IBA Interest

2. From the **Trust Account** drop-down, select the corresponding account
3. In the **Ledger ID** field, enter the number of the order for which you are posting interest; click **Search**
4. In the **Search Results** pane, double-click to open the ledger
5. Click the **IBA Transactions** tab
6. Click the **Add Transactions**  icon
7. From the **Add Transaction** window, select **Interest Credit**, click **OK**
8. In the **Amount** field, enter the interest to be posted
9. in the **Memo** field, enter what is to be posted (i.e., *2016 03 INT*); click **OK**



Start Page ProTrust Search X

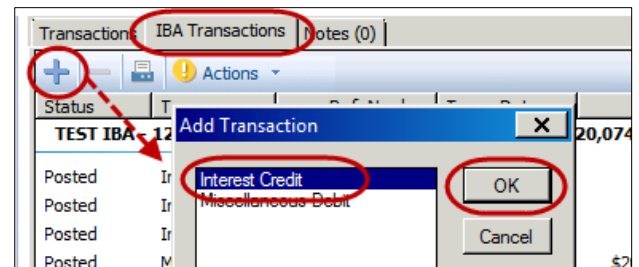
Ledger Search Criteria

Trust account: TRAINING

Ledger ID: XFSFM-000131508A

Ledger type: 3-way recon. type:

Responsible party: Ledger comment:



Transactions IBA Transactions Notes (0)

TEST IBA - 12

Posted Ir Interest Credit

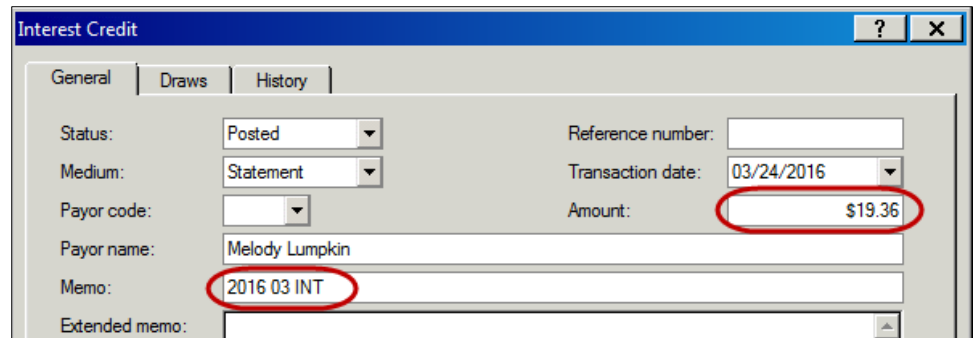
Posted Ir Miscellaneous Debit

Posted Ir

Posted M

OK

Cancel



Interest Credit

General Draws History

Status: Posted

Medium: Statement

Payor code:

Payor name: Melody Lumpkin

Memo: 2016 03 INT

Extended memo:

Reference number:

Transaction date: 03/24/2016

Amount: \$19.36

The interest is then shown as **Posted** in the Ledger.

Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor	Voided Date	Medium	Memo
TEST IBA - 123123123 - Account Holder Melody Lumpkin \$20,074.13								
Posted	Miscellaneo...	699000002	09/24/2013	\$20,000.00	Fidelity National T...		Misc. Debit/...	IBA Deposit
Posted	Interest Cr...		03/24/2016	\$19.36	Melody Lumpkin		Statement	2016 03 INT