



Trust Account Module

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Trust Account Reporting

Summary manual

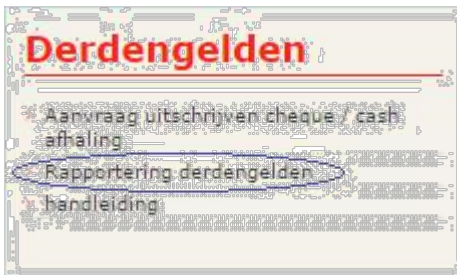
Contents

Trust Account Reporting.....	1
1. Access to module	1
2. Overview of 3rd-party and sub-accounts	2
3. Publishing accounts on website.....	3
4. Adding an Account.....	3
5. Changing account-holder of registered third parties or sub-account	4
6. Entering reporting.....	4
6.1. Reporting on a third party account	5
6.2. Reporting on a sub-account.....	7
6.3. Reporting completed.....	7
7. Consulting and/or removing reporting	7
8. FAQ.....	8
8.1. Reporting on third party account for association or group.....	8
8.2. Account cannot be removed - why not?	9

1. Access to module

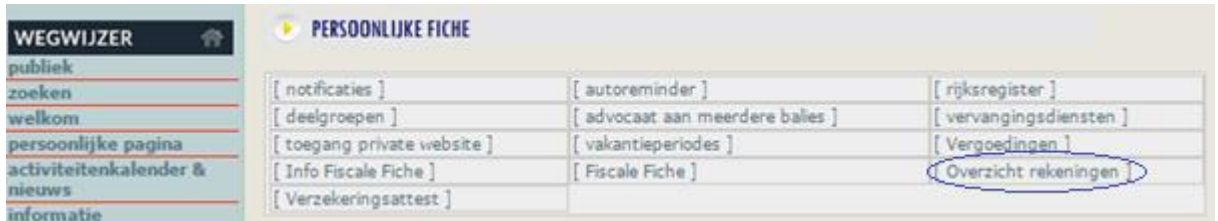
Access to the management of and reporting on the third-party accounts and sub-accounts can be made via the [Private Section](#) ("Privaat Luik") in two ways:

1. Via the quick guide (= "wegwijzer") - section "Trust Account" (= "Derdengelden") - link "Trust Account Reporting" (= "Rapportering derdengelden"):



(The request writing a cheque/cash collection for third party account is not discussed here)

- By clicking on the personal name, which can be found under the left-hand menu bar. This brings the user to the personal file (= "persoonlijke fiche")



At the top of this personal file there is the link headed "Overview of accounts" (= "Overzicht rekeningen") which guides the user to the overview of the third-party and sub-accounts.

2. Overview of 3rd-party and sub-accounts

When accessing the link "Trust Account Reporting" (= "Rapportering derdengelden") (quick guide) or "Overview of accounts" (= "Overzicht rekeningen") (Personal file/"persoonlijke fiche") you will come to a screen with an overview of all third-party accounts and sub-accounts, taken from the reporting of the previous year.

Overzicht rekeningen

Op deze pagina kan u het overzicht van uw rekeningen terugvinden.
U kunt enkel rekeningen verwijderen waar nog geen rapportering op aanwezig is.

Derdenrekeningen - Actief

Op website	IBAN	BIC	Bank	Status rapportering
Ja	BE09063385198957	GKCC BE BB	BELFIUS BANK	Details OK
Toon publiek	BE22679200300047	PCHQ BE BB	bpost	Verwijder Deactiveer Rapporteer NIET OK

[Derdenrekening toevoegen](#)

Rubriekrekeningen - Actief

IBAN	BIC	Bank	Status rapportering
BE20679200233056	PCHQ BE BB	bpost	Verwijder Deactiveer Rapporteer NIET OK

[Rubriekrekening toevoegen](#)

Derdenrekeningen - Niet actief

IBAN	BIC	Bank
BE07679200234066	PCHQ BE BB	bpost

[Activeer](#)

Rubriekrekeningen - Niet actief

IBAN	BIC	Bank
BE48679200550227	PCHQ BE BB	bpost

[Activeer](#)

These accounts are subdivided into *active* and *non-active accounts*:

- *Active* accounts require reporting of the balance dated 31 December of the previous year.
- *Non-active* accounts require no reporting on the previous year (for example, because they were no longer in use, or because you had left the law firm that was the account holder).

To this overview third party and sub-accounts can be added - by default, these accounts are active.

An active account can be removed insofar as in previous years no reporting was recorded in the system, and to the extent that the account is not published on the website (indicated in the column headed "show public"/"toon publiek").

For an active account, a user can:

- report (where there was no reporting on the previous year yet)
- request details of the reporting (if there was already reporting for the previous year).

3. Publishing accounts on website

One of the third-party accounts must be selected for publication on the website via the link headed "Show public" (= "Toon publiek"). The account that is currently published is marked with "Yes"("Ja"). This account will also be included in any booklets of the Bar containing the list of admitted lawyers.

A sub-account cannot be selected for publication.

4. Adding an account

When adding an account, a choice can be made between third-party account and sub-account. The account number and account holder must be specified here.

The screenshot shows a web form titled "Rekening toevoegen". It has two columns of input fields. The first column contains "Type rekening:" with a dropdown menu set to "Derden", "Titularis:" with a dropdown menu set to "Rekeningnummer", and a button "Annuleren". The second column contains "Naam titularis(sen)" with a text input field, a masked text input field for the account number, and a button "Bewaren".

The screenshot shows a web form titled "Rekening toevoegen". It has two columns of input fields. The first column contains "Type rekening:" with a dropdown menu set to "Rubriek", "Titularis:" with a dropdown menu set to "IBAN", and a button "Annuleren". The second column contains "Naam titularis(sen)" with a text input field, a masked text input field for the IBAN number, and a button "Bewaren".



Where multiple account holders apply, they may be entered in the account holder field, separated by a comma.

Where an account holder differs from an account holder already registered in the system, confirmation will be requested:



[Red text: "The account is already registered under the holder "test account". Do you wish to continue and make change?]

This allows the user to:

- Continue, with change of account holder - the account is added and the already registered holder will be overwritten.
- Continue, without change of account holder - the account is added and the already registered holder will be kept.
- Cancel - the account will not be added.

5. Changing account-holder of registered third parties or sub-account

A user can change the holder of a third party or sub-account by following the link after the account number from the overview:



When saving, the modified holder will be applied to all users who have registered this account.
A change of holder will not change anything to the reporting entered for the account number.

6. Entering reporting

If no reporting has yet been made for an account by a user, the link "Report" (= "Rapporteur") will guide the user to a screen for reporting.



If another user has already reported for the account concerned, the user will be asked whether such reporting can be taken over:

A report has already been created for this account.

The balance of this report is {€...}.

The reporting was created by {first name, surname}. Do you wish to take over this report?

If the answer is "Yes" ("Ja") the reporting of the other user that was already registered will be taken over. If the answer is "No" ("Nee") the user himself can report according to the following steps.

The reporting is different depending on whether it concerns a third party account or a sub-account: for a third party account, a breakdown of the balance per file is needed, but this breakdown is not needed for a sub-account.

6.1. Reporting on a third party account

When reporting on a third party account, 3 options are given.

IBAN	BE07679200234066
BIC	PCHQ BE BB
Bank	bpost
Titularis	Testrekening

1. Reporting with supporting accounting document: one or more attachments (Excel, Word, Pdf) can be added here, with a breakdown of the account balance per file.

Derdenrekeningen

IBAN	BE07679200234066
BIC	PCHQ BE BB
Bank	bpost
Titularis	Testrekening

Commentaar (optioneel):

Saldo op 31 december 2014:

Bijlage(s): dekamer_be_qrva_pdf_53_53k0116_pdf.pdf

Handleiding-modulederdengelden.pdf

Wrongly uploaded documents can be removed using the red icon.

All relevant documents must be uploaded via "Upload Document" (= "Document uploaden") before saving the reporting in its entirety.



The balance is defined in EUR - for exceptional multi-currency accounts, the comment field may be used for stating the balance in other currencies. Additional information can also be included in the comment field.

Please note: Nothing can be changed after saving. Adjustments can only be made by removing and re-entering the entire reporting. The Bar will have access to the saved reporting.

2. Report manually: the user must enter a balance manually per file.

You can add as many files as necessary here. A name or reference and an amount must be entered for each file. The sum of the amounts must correspond to the balance of the third party account.

Dossier	Bedrag	Actie
dossier 1	10	X
dossier 2	10	X
dossier 3	10	X

Wrongly entered files can be removed using the red icon.

After all files have been entered the reporting can be saved in its entirety.

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Attention: for a multi-currency third party account, reporting with supporting document is advisable.

Please note: After saving, nothing more can be changed. Adjustments can only be made by removing and re-entering the entire reporting. The Bar will have access to the saved report.

3. Report 0-balance: this is a fast way to report on an empty third party account. A 0-balance report can also be made via manual reporting (if you wish to add an optional comment) or reporting with supporting documents (if you wish to add an optional attachment).



6.2. Reporting on a sub-account

For sub-accounts you need only specify a balance and name/reference of the file:

IBAN	BE20679200233056
BIC	PCHQ BE BB
Bank	bpost
Titularis	Testrekening
Commentaar (optioneel):	<input type="text"/>
Saldo op 31 december 2014:	<input type="text" value="0"/>
Dossier:	<input type="text"/>
<input type="button" value="Bewaren"/>	

6.3. Reporting completed

After saving the entered reporting, you will come to the overview screen, where the status of the reporting changes from "NOT OK" ("NIET OK") to "OK":

Op website	IBAN	BIC	Bank	Status rapportering		
Ja	BE09063385198957	GKCC BE BB	BELFIUS BANK	Rapporteur	NIET OK	
Toon publiek	BE07679200234066	PCHQ BE BB	bpost	Deactiveer	Details	OK

This will enable the Bar to view the reporting.

7. Consulting and/or removing reporting

The details of an entered reporting can be consulted via the "Details" link in the overview.

- For manual reporting:

Type	Derdenrekening
IBAN	BE07679200234066
BIC	PCHQ BE BB
Bank	bpost
Titularis	Testrekening
Commentaar	
Saldo	30,00 €
Dossier	Bedrag
dossier 1	5,00 €
dossier 2	10,00 €
dossier 3	15,00 €
<input type="button" value="Verwijder rapport"/> <input type="button" value="Terug"/>	

- For reporting with supporting documents:

Type	Derdenrekening
IBAN	BE09063385198957
BIC	GKCC BE BB
Bank	BELFIUS BANK
Titularis	Testrekening
Commentaar	
Saldo	10,00 €
Bijlage(s)	Handleiding - module derdengelden1.pdf
<input type="button" value="Verwijder rapport"/> <input type="button" value="Terug"/>	



A reporting can also be removed from here. In this case a warning message will appear asking you to confirm the removal.

Removing a reporting can only be done for the past year (and not for earlier years - that reporting is closed).

8. FAQ

8.1. Reporting on third party account for association or group

The current web site only provides access to lawyers and not to associations or groups. Hence, each lawyer must individually report electronically.

To help provide a more efficient form of electronic reporting, a registered report for a third party account will be reusable for lawyers with the same third party account.

Proposal for method

1. The law firm designates one partner or administrative executive, who will go through the following steps:
 - a. Collect the list of third-party and sub-accounts (with their respective holders, i.e. probably the firm) which were used in the past year, with their respective balances as per 31 December and, where applicable, a breakdown of the balance per file.
 - b. Process this information in an Excel, Word or PDF file per account.
 - c. Collect the lawyers in the office, who are registered with a Flemish Bar (both principal registration and secondary registration).
2. The person responsible will send this information to a partner of the law firm for inspection, if wished.
3. The partner (whether or not through his/her administrative executive) provides for the electronic reporting on each of the accounts:
 - a. add missing accounts
 - b. de-activate or remove irrelevant accounts
 - c. report with supporting document (or 0-balance if applicable) on each of these accounts
4. The person responsible provides each partner or (lawyer) associate with a list of 3rd-party accounts and their holders.
5. Each partner or (lawyer) associate adds these 3rd-party accounts on the Private Section (= "Privaat Luik") to his/her 3rd-party accounts, and thereby takes over the holder exactly.
6. Each partner or associate reports on each of these 3rd-party accounts, whereby he/she agrees with the already registered report (and therefore does not need to state any details).



8.2. Account cannot be removed - why not?

When there is no link "Remove" ("Verwijderen") next to an account number in the overview, that means the user has in the past already reported on this account.

The account can be removed as soon as the user has removed his reporting. However, a reporting can only be removed for the last year - previous reports are closed and may no longer be changed. In that case, the account can only be deactivated.

Flemish Bar Association
14/01/2014

