

# How to Track a Trust Fund?

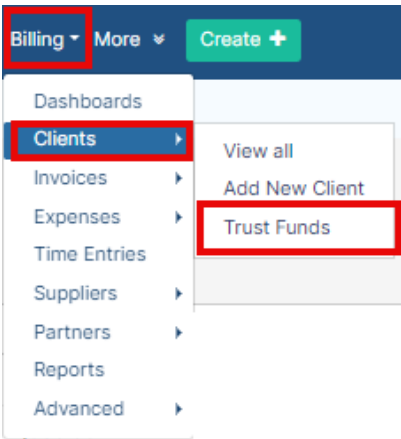
## Objectives

- Add Trust Fund
- Manage Trust Fund

## Steps

To manage your Client's Trust Fund Deposits, you must:

Click on the **Billing Module** Go to **Clients Trust Funds**.



The system will redirect you to view all the trust funds deposits that you have.

App4Legal-USD - USD													
Bills													
1 - 20 of 71 Item													
Bill Date	Bill#	Supplier Account	Supplier Account Number	Total (USD)	Payment Made (USD)	Balance Due (USD)	Due Date	Status	Supplier Bill#	Matter ID	Matter Name	Client Name	Note
2023-12-06	BIL-0000107	SA Trading Company - USD	SUP20	2,255.00	0.00	2,255.00	2023-12-06	Overdue		M00000341	Legal Advice for Mar	Maria Smith	
2023-12-06	BIL-0000106	SA Trading Company - USD	SUP20	2,600.00	0.00	2,600.00	2023-12-21	Draft		M00000341	Legal Advice for Mar	Maria Smith	
2023-11-27	BIL-0000105	Brandy Translation - EUR	SUP8	1,070.00	1,000.00	70.00	2023-12-27	Partially Paid					
2023-11-10	BIL-0000104	SSC Software - USD	SUP10	5,550.00	0.00	5,550.00	2023-11-10	Draft					
2023-10-25	BIL-0000103	Common Law - USD	SUP18	300.00	300.00	0.00	2023-10-31	Paid		M00000305	DIG International li		
2023-10-25	BIL-0000102	Common Law - USD	SUP18	200.00	200.00	0.00	2023-10-31	Paid		M00000043	Legal Advice for Adv		
2023-10-24	BIL-0000101	Common Law - USD	SUP18	555.00	555.00	0.00	2023-10-24	Paid					
2023-10-24	BIL-0000100	Common Law - USD	SUP18	950.00	950.00	0.00	2023-10-25	Paid		M00000209	Legal opinion for Se		Adv

You can **add** a new Trust Fund from the **"Add"** button.

App4Legal-USD - USD													
Trust Fund Deposits													
1 - 13 of 13 Items													
Deposited On	Trust Fund ID	Client Name	Trust Liability Account	Trust Asset Account	Trust Deposited (USD)	Trust Balance (USD)	Payment Method	Description					
2022-06-03	DP3	Adnan Hamza	Adnan Hamza Trust Liability Account - USD (1)	Trust Asset Account - USD (1)	10,000.00	9,500.00	Bank Transfer						
2022-06-17	DP4	BLP industry	BLP industry Trust Liability Account - USD (2)	Trust Asset Account - USD (1)	10,000.00	9,600.00	Bank Transfer						
2022-06-01	DP5	Alvah Scott	Alvah Scott Trust Liability Account - USD (3)	Trust Asset Account - USD (1)	500.00	500.00	Cash						
2022-07-07	DP6	SA Constructions	SA Constructions Trust Liability Account - USD (4)	Trust Asset Account - USD (1)	5,000.00	3,900.00	Bank Transfer						
2022-07-15	DP7	Modern Structure	Modern Structure Trust Liability Account - USD (5)	Trust Asset Account - USD (1)	5,000.00	14,000.00	Cash						
2022-08-08	DP10	BLP industry	BLP industry Trust Liability Account - USD (2)	Trust Asset Account - USD (1)	2,000.00	9,600.00	Cash						

Once adding a new trust fund, you need to select the **client name**, **amount**, the **deposited** date, and the **payment method**.

## Add Trust Fund



Client Name\*

BLP industry



Start typing to select from possible matches.

Amount\*

2000

USD ▼



Deposit To Trust Asset Account (1)

Trust Deposited 2000 (USD)

Deposited On\*

2023-01-24



Payment Method\*

Cash ▼

Description

Cancel

Save

You will be able also to **View/Edit** or **Delete** the Trust Fund from the actions wheel on the left side in every line level.

Dashboards Clients Invoices Expenses Time Entries Suppliers Partners Reports Advanced ▼								
Trust Fund Deposits								
1 - 13 of 13 items								
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2022-07-15	DP7	Modern Structure	Modern Structure Trust Liability Account - USD (5)	Trust Asset Account - USD (1)	5,000.00	14,000.00	Cash	

View / Edit  
Delete

For more information about LEXZUR, kindly reach out to us at [help@lexzur.com](mailto:help@lexzur.com).

Thank you!