

# How to Settle Payments on Invoices

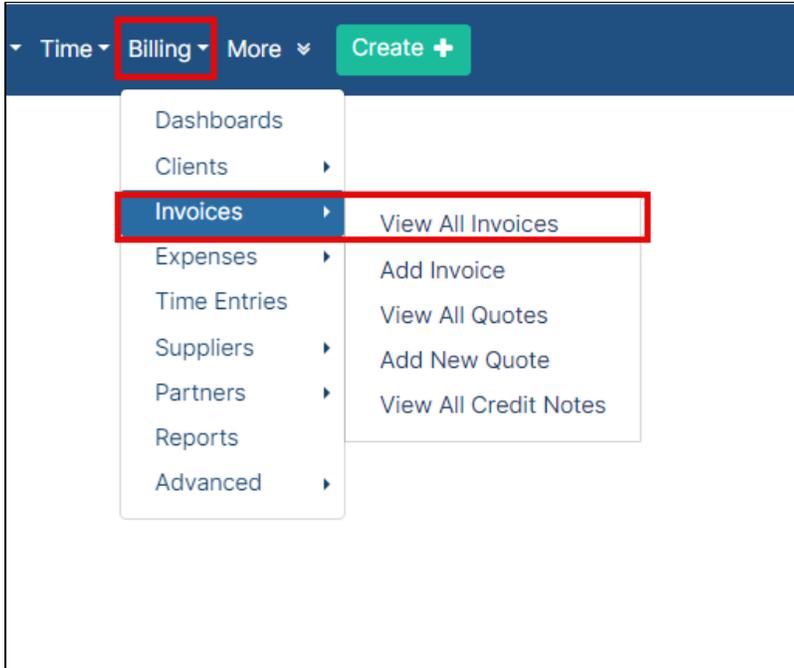
## Objectives

- Record Payments on Invoices
- Pay from Trust Fund Account

## Steps

Once your invoice is ready, and you receive payments on invoices from clients, you can easily record them in the system.

First, from the main menu click on **Billing Invoices View All Invoices** to be directed to the list of invoices page.



From the actions wheel next to each invoice number, click on **Payment/Collection** then choose **Record Payment** to record a new payment to the selected invoice.

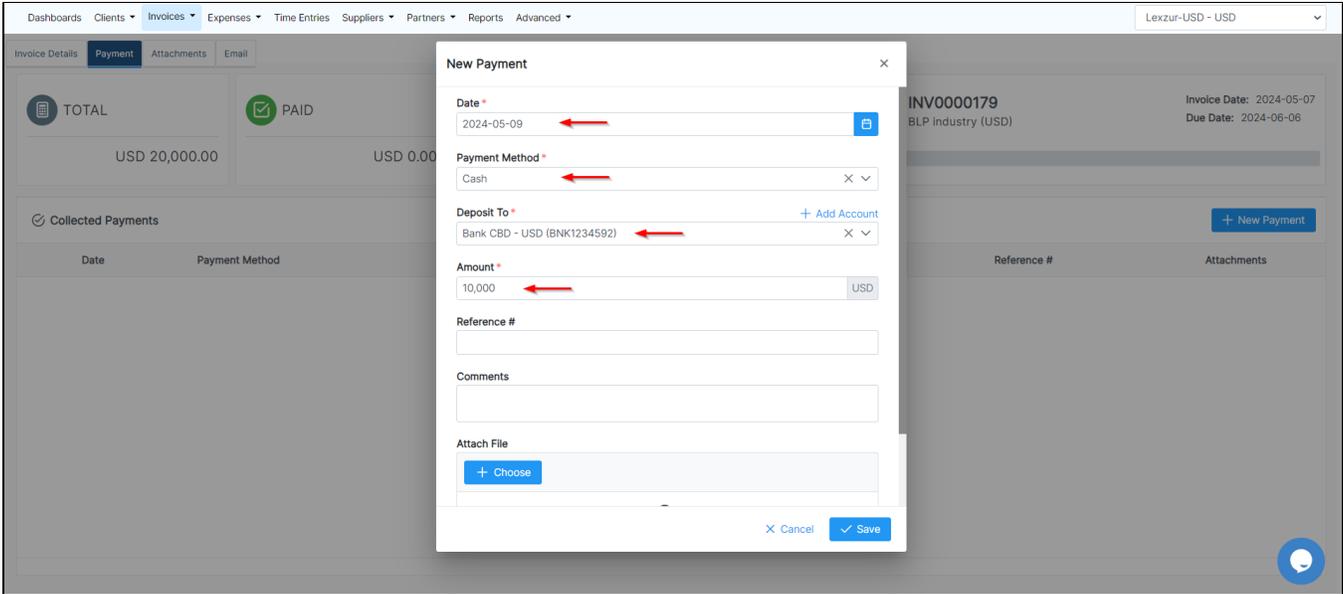
A screenshot of the 'Invoices' list page. The table contains several rows of invoice data. For the invoice with ID 'INV000179', the 'Payment/Collection' action is highlighted with a red box, and the 'Record Payment' option is also highlighted with a red box.

Invoice#	Client's Account	Matter Name	Invoice Date	Approval Stat...	Status	Practice Area	Total	Total Tax	Paid	Curren
INV000180	Advanced Solutions - USD	Legal Advice for Advanced Solutions	2024-05-09	waiting approval	draft	Consultation	2,200.00 USD	0.00 USD	0.00	USD
INV000179	BLP Industry - USD	BLP x ABC	2024-05-07	approved	open	Commercial	20,000.00 USD	0.00 USD	0.00	USD
	BLP Industry - USD	BLP x ALvah, Legal Opinion for BLP industry	2024-05-07	approved	paid	Constitutional Court, Commercial	12,423.37 USD	1,052.77 USD	12,423.37	USD
			2024-05-07	waiting approval	draft		1,000.00 USD	0.00 USD	0.00	USD
INV000176	ABC Services - USD	Legal opinion for ABC services , ABC services x Bernadette	2024-04-24	approved	paid	Legal opinion ,Civil	999.00 USD	99.00 USD	999.00	USD

To record a new payment, you have to fill in the necessary fields:

1. The **date** on which the payment was made.
2. **Payment method**: choose the payment method, for example, Cash, Credit Card, Online Payment...
3. **Deposit To**: choose the account to deposit this payment.
4. **Amount**: specify the amount of this payment.

You can add a reference number, any comments, or attach related files if needed.

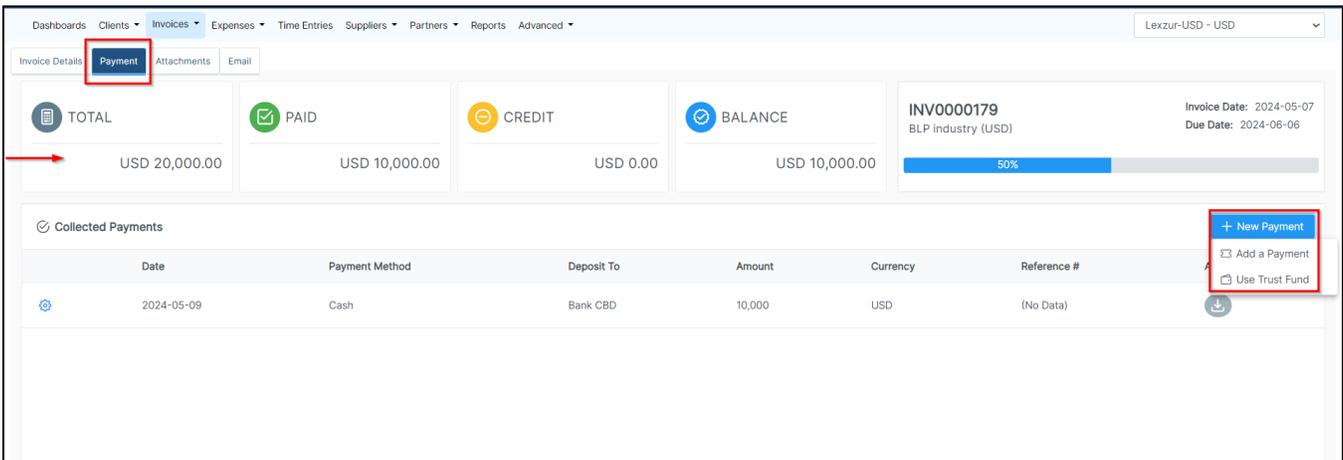


The new payment amount will be automatically added to the Deposited account and deducted from the Balance.

The **Payment** tab enables you to monitor payments registered for each invoice. The tracker at the top displays the total invoice amount, paid amount, balance due, and payments made through credit notes.

Additionally, you can track the percentage of payments completed.

Click **New Payment** to add a new payment, or to use the trust fund deposit for payments.



To record payments from prepaid accounts, or clients' **trust accounts**. Click **Use Trust Fund**, specify the payment date, deposit to account, and the payment amount.

### New Payment ✕

Trust Balance

Trust Asset Account (AED)
10,000 AED

**Date**  
 ← 📅

**Deposit To** + Add Account  
 ← ✕ ▾

**Amount**  
 ← AED

**Reference #**

**Comments**

**Attach File**  
+ Choose

✕ Cancel
✓ Save

The system will automatically withdraw the Amount from the client's trust fund.

Deposited On	Trust Fund ID	Client Name	Trust Liability Account	Trust Asset Account	Trust Deposited (AED)	Trust Balance (AED)	Payment Method	Description
2023-11-01	DP24	Bandia Group	Bandia Group Trust Liability Account - AED (5)	Trust Asset Account - AED (1)	10,000.00	9,000.00	Cash	

✔ [Read this guide](#) to know more about how to manage Trust Funds.

The Receipt voucher could be exported to Word using a predefined invoice template, and it can also be printed and shared with your clients.

Any attachments included in the payments could be also downloaded directly from here.

Dashboards Clients **Invoices** Expenses Time Entries Suppliers Partners Reports Advanced Lexzur-USD - USD

Invoice Details **Payment** Attachments Email

**TOTAL**

USD 20,000.00

**PAID**

USD 10,000.00

**CREDIT**

USD 0.00

**BALANCE**

USD 10,000.00

**INV0000179**  
BLP industry (USD)

Invoice Date: 2024-05-07  
Due Date: 2024-06-06

50%

Collected Payments + New Payment

Date	Payment Method	Deposit To	Amount	Currency	Reference #	Attachments
2024-05-09	Cash	Bank CBD	10,000	USD	(No Data)	

- View
- Edit
- Print
- Delete
- Export to Word

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

Thank you!