

How to set the opening balance of the client account?

Objectives

- Set the opening balance

Steps

LEXZUR allows you to set the opening balance of a client account from the Billing Module. Click on Clients View All and choose the client you would like to set the opening balance for.

Dashboards Clients Invoices Expenses Time Entries Suppliers Partners Reports Advanced			App4Legal-USD - USD	
Clients		Search	Advanced Search	Actions
Client Name	Client Type	Related to		
Reem Salem	Person	PER00000082-Reem Salem		
Peter Insurance Company	Company	COM00000015-Peter Insurance Company		
Asmaa Asmaa	Person	PER00000081-Asmaa Asmaa		
Quality Level Agency	Company	COM00000063-Quality Level Agency		
Brandy Translation	Company	COM00000051-Brandy Translation		
London Medical Center	Company	COM00000062-London Medical Center		
Rim Smith	Person	PER00000080-Rim Smith		

Click "open balance" from the action wheel near the account.

Dashboards Clients Invoices Expenses Time Entries Suppliers Partners Reports Advanced

App4Legal-USD - USD

>Audit

Client Name: Reem Salem

Client Type: Person

ID #: 00000082

General Info

Other Details

Documents

Partner Shares

Add New Account

Add to Trust

Expenses

Related Invoices

Related Bills

Related Accounts

Name	Currency	Debit	Credit	Balance	Description
<div><div>⚙</div>Reem S (86)</div>	USD	0.00	0.00	0.00	

Edit Account

Open Balance

Delete Account

Click on Save after selecting the amount and date of the open balance.

Open Balance



Client Account Reem S (USD)

Opening Balance
Account*

Opening Balance Offset



Amount (USD)*

1000

Date*

2022-09-01



Description

Save

Cancel

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.
Thank you!