

How to Track a Trust Fund?

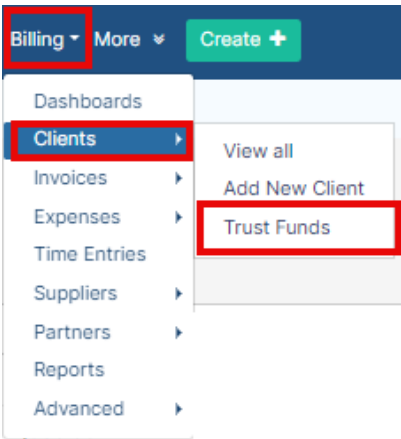
Objectives

- 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.

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

Dashboards Clients Invoices Expenses Time Entries Suppliers Partners Reports Advanced 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'll also have the option to View/Edit or Delete the Trust Fund from the actions wheel on the left side at every line level.

Additionally, this page will assist you in monitoring the trust deposit for each client, including the amount paid and the balance for each deposit if it has been used in payments.

Dashboards Clients Invoices Expenses Time Entries Suppliers Partners Reports Advanced								
								App4Legal-USD - USD
Trust Fund Deposits								+ Add Export to Excel
1 - 13 of 13 Items								Advanced
Deposited On	Trust Fund ID	Client Name	Trust Liability Account	Trust Asset Account	Trust Deposited (USD)	Trust Balance (USD)	Payment Method	Description
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For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!