



User Guide

for

Trust Accounting



Trust Accounting User Guide.

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Introduction

About the Trust Accounting Program

The Trust Accounting module allows firms to record details of monies held in trust, for example prepayments.

Trust accounts are separate bank accounts that hold client funds in separate ledgers. Funds held on trust can be released from trust so that they may be applied against bills or returned to the client. Trust bank accounts are managed and reconciled like any of the firm's other bank accounts.










The Trust Accounting module allows firms to:

- set up bank accounts for use as trust accounts
- receipt and deposit payments on behalf of clients
- release funds from the trust account to the firm's office account for payment of invoices issued by the firm
- release trust funds back to the client
- run enquiries and reports of trust funds by account, responsible attorney, debtor and so on
- produce debtor statements.

Screen Layouts and Navigation

Buttons

Refer to the following table for the functions of buttons:

Button	Shortcut key	Purpose	How referred to
	[Ctrl] [X]	Cut selected text from field	[Cut]
	[Ctrl] [C]	Copy selected text from the field	[Copy]
	[Ctrl] [V]	Paste copied or cut text into selected field	[Paste]
	[Alt] [Backspace]	Undo the most recent cut, copy or paste action	[Undo]
		Clear all fields ready for a new entry to be added	[Clear All]
	[Ctrl] [S]	Saves the entry	[Add]
	[F1]	Help	
		Exits the application	
		Closes the window	[Close]

Set-up Information

Prerequisites

In order to use the Trust Accounting module, the firm needs to have a Trust Accounting licence as well as the General Ledger module installed, licenced and properly configured.

i If your firm wants to be able to release funds as prepayments, it is recommended that the Accounts Receivable and the Financial Interface modules be installed and configured correctly.

Setting up users

Users will need to be granted sufficient licensing and security rights to:

- the new Trust Accounting program
- database tables used by Accounts Receivable and Accounts Payable
- insert and update rights to the following database tables:

TRUSTACCOUNT

TRUSTITEM

TRUSTHISTORY

Setting up accounts

To set up Trust Accounting for your firm, you will need to:

- Set up all the necessary ledger, control and financial accounts.
See the notes regarding control accounts below.
- Set up bank account information for the trust account.
- Ensure that entity, profit centre and ledger account combinations are linked to a single financial account in the Accounts Receivable module.
- Ensure that the *Financial Interface with GL* Site Control is set to TRUE.

For information on setting up accounts, refer to the *CPA Inprotech Accounting Setup Guide*.

Setting up control accounts for Trust Accounting

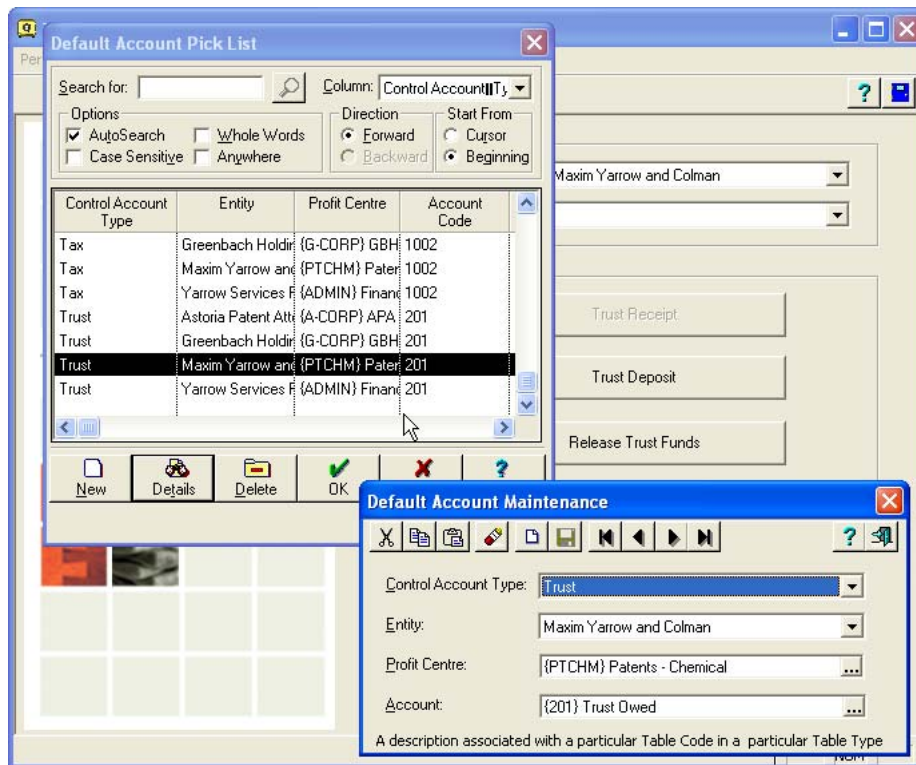
New control account types are available for cash, prepayment and trust; and along with existing bank and bank charges control accounts types, these must be set up via the Default Account Pick List so that as funds are released as prepayments, they will flow correctly through to Accounts Receivable via the Financial Interface.

To access the Default Account Pick List:

- 1 Start Trust Accounting from the Launchpad.

Set-up Information

- 2 From the Maintenance menu, select Default Account.
- 3 On the Default Account Pick List window, click [New].
- 4 Complete the fields on the Default Account Maintenance window to ensure that the account is compatible with how the accounts were set up in Financial Interface for processing Accounts Receivable transactions. Contact your CPA Software Solutions Consultant for assistance if required.



Setting up payment methods

For the system to be able to transfer funds from Trust Accounting to Accounts Receivable, a list of system defined payment methods must be available in Accounts Receivable that are compatible with those used in Trust Accounting.

To install these payment methods, run the database utility script *AR_System_Payment_Methods.sql* located in the CPA Inpro Database Utilities folder (e.g. C:\Program Files\CPA Inpro\Database\Utilities).

Using the Trust Account Module

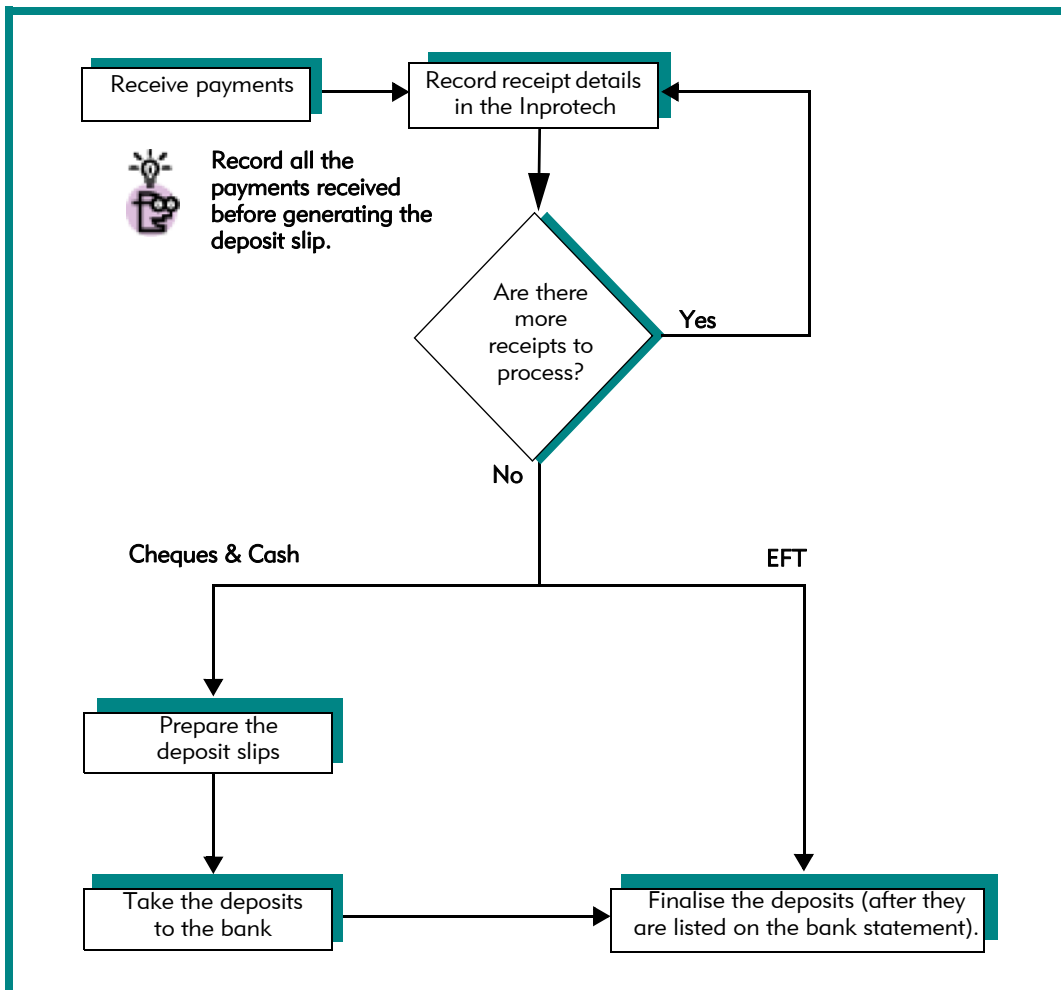
Receipts and Deposits

There are two stages to processing monies received from clients that are to be held in the trust account:

- Each payment received is recorded as a trust receipt.
- A deposit slip is prepared for banking.

Suggested Work Flow for Trust Receipts

i Payments received via EFT need to be receipted only.



Receiving payments from clients

Use this procedure for payments received at the firm, for example by cheque or cash, that have not been deposited directly into firm's account by the client.

Receipts are processed on the Trust Receipt window. The fields on this screen change to reflect the payment method selected - there are different fields for cheques, cash, credit cards etc.

To receipt a cash trust account payments received from a client.

- 1 Start Trust Account from the Launchpad.
- 2 At the Trust Accounting window, select a Bank Account from the drop-down list and then click [Trust Receipt].
The Trust Receipt window displays.
- 3 What is payment method?

If...	Do this...
Bank draft	go to step 4
Cash	go to step 6.
Cheque	go to step 8.
Credit card	go to step 10.
Electronic Funds Transfer	go to step 12.

Bank drafts

Trust Receipt - [MY&C AUS Trust Account]

Date: 01-May-2008 ... Method: Bank Draft Category: Electronic Receipts

Debtor: Asparagus Farming Equipment Pty Ltd{002345} ...

Trust Balance: \$15,000.00

Drawer: Asparagus Farming Equipment Pty Ltd

Bank Draft

Reference: BRT ref # 12985/4

Bank: Industrial Bank of Mesopotamia

Desc: Prepayment

☒ Deposit Immediately

New Balance: \$30,000.00

Amount Received

Currency: AUD ...

Receipt Amount: \$15,000.00

Amount Banked

Banked Amount: \$15,000.00

Bank Exchange:

Accounting:

Profit Centre: (PTCHM) Patents - Chemi ...

Account: (201) Trust Owed ...

Local: \$15,000.00

Foreign:

Rate:

For Help, press F1

- 4 Complete the fields on the Trust Receipt window:

Field	Particulars
Date	Type the date the payment was received from the client.
Method	Select Bank Draft.
Category	Select Electronic Receipts.
Debtor	Select the client. Note: The client should have already been set up as a name.
Drawer	If the payment has been by someone other than the client, type the name.
Reference	Type a reference number for the payment.
Desc	Type why the money was received, recording as much information as possible including case numbers if applicable.
Deposit immediately	Select this box only if the draft has already been banked and you do not want to generate a deposit slip.

- 5 Complete the other fields as required and go to step 13 when finished.

Using the Trust Account Module

Cash receipts

Trust Receipt - [MY&C AUS Trust Account]

Date: 01-May-2008 ... Method: Cash ... Category: Local Receipts ...

Debtor: Asparagus Farming Equipment Pty Ltd(002345) ...

Trust Balance: \$30,000.00

Drawer: Ivor Thurston

Cash

Reference: Rcp # B87482

Desc: Prepayment

☐ Deposit Immediately

New Balance: \$31,000.00

Amount Received

Currency: AUD ...

Receipt Amount: \$1,000.00

Amount Banked

Banked Amount: \$1,000.00

Bank Exchange:

Accounting:

Profit Centre: (PTCHM) Patents - Chemi ...

Account: (201) Trust Owed ...

Local: \$1,000.00

Foreign:

Rate:

For Help, press F1

6 Complete the fields on the Trust Receipt window:

Field	Particulars
Date	Type the date the payment was received from the client.
Method	Select Cash.
Category	Select Local Receipts.
Debtor	Select the client. Note: The client should have already been set up as a name.
Drawer	If the person making the payment is not the client, type their name.
Reference	Type a reference number. For example, if there was physical receipt issued, type the receipt number.
Desc	Type why the money was received, recording as much information as possible including case numbers if applicable.
Deposit immediately	Select this box only if the cash has already been banked and you do not want to generate a deposit slip.

7 Complete the other fields as required and go to step 13 when finished.

Cheque receipts

Trust Receipt - [MY&C AUS Trust Account]

Date: 01-May-2008 ... Method: Cheque Category: Local Receipts

Debtor: Asparagus Farming Equipment Pty Ltd{002345} ...

Trust Balance: \$15,000.00

Drawer: Asparagus Farming Equipment Pty Ltd

Cheque

Reference: 157896

Branch No: 9587

Bank: River Bank

Branch: Olive

Desc: Prepayment for Prune Thrasher challenge

☐ Deposit Immediately

New Balance: \$30,000.00

Amount Received

Currency: AUD ...

Receipt Amount: \$15,000.00

Amount Banked

Banked Amount: \$15,000.00

Bank Exchange:

Accounting

Profit Centre: (PTCHM) Patents - Chemi ...

Account: (201) Trust Owed ...

Local: \$15,000.00

Foreign:

Rate:

For Help, press F1

- 8 Complete the fields on the Trust Receipt window as required:

Field	Particulars
Date	Type the date the payment was received from the client.
Method	Select Cheque.
Category	Select the Category for the payment.
Debtor	Select the client. Note: The client should have already been set up as a name.
Drawer	Type the name of the drawer of the cheque.
Reference	Type the cheque number.
Branch No.	Type the bank/branch number.
Bank	Select the bank the cheque is drawn on.
Branch	Type the branch that the cheque is drawn on.
Desc	Type why the money was received, recording as much information as possible including case numbers if applicable.
Deposit immediately	Select this box only if the cheque has already been banked and you do not want to generate a deposit slip.

- 9 Complete the other fields as required and go to step 14 when finished.

Credit card receipts

Trust Receipt - [MY&C AU\$ Trust Account]

Date: 01-May-2008 Method: Credit Card Category: Electronic Receipts

Debtor: Asparagus Farming Equipment Pty Ltd(002345) Trust Balance: \$30,000.00

Drawer: Asparagus Farming Equipment Pty Ltd

Credit Card Reference: 4992 7398 7161

Desc: Prepayment

☒ Deposit Immediately

New Balance: \$30,950.00

Amount Received: \$950.00

Amount Banked: \$950.00

Accounting: Profit Centre: (PTCHM) Patents - Chemi Account: (201) Trust Owed Local: \$950.00 Foreign: Rate:

For Help, press F1

- 10 Complete the fields on the Trust Receipt window as required:

Field	Particulars
Date	Type the date the payment was received from the client.
Method	Select Credit Card.
Category	Select Electronic Receipts.
Debtor	Select the client. Note: The client should have already been set up as a name.
Drawer	Type the name on the credit card.
Reference	Type the credit card number.
Desc	Type why the money was received, recording as much information as possible including case numbers if applicable.
Deposit immediately	Leave this box checked, unless you want to generate a deposit listing for this payment.

- 11 Complete the other fields as required and go to step 13 when finished.

Electronic Funds Transfer (EFT) receipts

Trust Receipt - [MY&C AUS Trust Account]

Date: 01-May-2008 Method: Electronic Funds Transfer Category: Electronic Receipts

Debtor: Asparagus Farming Equipment Pty Ltd(002345)

Trust Balance: \$30,950.00

Drawer: Asparagus Farming Equipment Pty Ltd

Electronic Funds Transfer

Reference: 5468901234903422454

Desc: Prepayment

☒ Deposit Immediately

New Balance: \$40,450.00

Amount Received

Currency: AUD

Receipt Amount: \$9,500.00

Amount Banked

Banked Amount: \$9,500.00

Bank Exchange:

Accounting:

Profit Centre: (PTCHM) Patents - Chemi

Account: (201) Trust Owed

Local: \$9,500.00

Foreign:

Rate:

For Help, press F1

- 12 Complete the fields on the Trust Receipt window as required:

Field	Particulars
Date	Type the date the payment was received from the client.
Method	Select Electronic Funds Transfer.
Category	Select Electronic Receipts.
Debtor	Select the client. Note: The client should have already been set up as a name.
Drawer	If the person making the payment is not the client, type their name.
Reference	Type a reference number.
Desc	Type why the money was received, recording as much information as possible including case numbers if applicable.
Deposit immediately	Leave this box checked.

- 13 Complete the remaining fields as required and click [Save] when finished.
A pop-up window allowing you to print or view the journal entry displays.
- 14 Click [Cancel] to continue.
The fields on the Trust Receipt window clear.
- 15 If you have more payments to process, go back to step 3, otherwise click [Close].

Creating bank deposit slips

After entering the receipts, a bank deposit slip can be created. You can choose to create a deposit slip for all the receipts that have been received since you last created one, or you can use filters to create several separate deposit slips for each client, for example.

To create a deposit slip:

- 1 At the Trust Accounting window, click [Trust Deposit].
The Deposit to Bank window displays.
- 2 Click [Deposit New Receipts].
The Cash Item Filter window displays.
- 3 Complete the fields on the Cash Item Filter window as required and then click [OK].
The Create New Deposits window displays.
- 4 Complete the fields on the Create New Deposits window as required and then click [OK].



To create a deposit slip for all the receipts, just click [OK] on the Cash Filter Window.

If there are...	then...
outstanding deposits	<ul style="list-style-type: none"> the Cash item Filter window closes and the deposits are listed on the Deposit to Bank window, grouped by category. go to step 5.
no deposits outstanding	<ul style="list-style-type: none"> a message stating that the transaction could not be created displays. click [OK] to clear the message. close the Deposit to Bank window.

- 5 If there are more deposit slips to create (e.g. you applied filters), go back to step 4, otherwise go to the next step.
- 6 What do you want to print?

To...	Do this...
print all the deposits on the one slip	<ul style="list-style-type: none"> click [Print All Deposits].
print deposits one at a time	<ul style="list-style-type: none"> click a deposit to print click [Print Deposit List]

- 7 On the Deposit Listing window:
 - select a sort order
 - click [Print] or [View].
- 8 When you have finished printing or viewing:
 - click [Cancel] to close the Deposit Listing window
 - click [Close] to close the Deposit to Bank window.

Finalising deposits

Perform this task after the deposits have been banked and listed on the bank statement. When a deposit is finalised, it is no longer listed as outstanding.

To finalise deposits:

- 1 At the Trust Accounting window, select a Bank Account and then click [Trust Deposit].
The Deposit to Bank window displays.
- 2 At the Deposit to Bank window, click [Finalise Previous Deposits].
The Bank History window displays.
- 3 Complete the fields on the Bank History window as required to locate the deposits and then click [OK].
The Bank History window closes and deposits matching your search criteria are listed on the Deposit to Bank window.
- 4 On the Deposit to Bank window, double-click the deposit to finalise.
The Cash Items Deposited window displays.
- 5 On the Cash Items Deposited window:
 - Check the details of the deposit for accuracy.
 - Complete the fields as required.
 - Click [Save] when finished.



To locate all the deposits yet to be finalised, just click [OK] on the Bank History Window.

Trader	Document Ref No	Item Date	Payment Amount	Bank Amount	Bank Charges	Type	Status	D
Asparagus Farming Co		02-May-2008		\$5,000.00	\$0.00	Cheque	Active	
Asterisk Corporation		02-May-2008		\$15,000.00	\$0.00	Cash	Active	
			\$0.00	\$20,000.00				

The Deposit Listing window displays.

- 6 Print or view the listing and print [Cancel] when finished.
If there are more deposits matching your search criteria, the next one is displayed in the Cash Items Deposited window, otherwise return to the Deposit to Bank window.

Releasing Funds

Funds can be released either to the client (e.g. as a refund) or to the firm (e.g. to pay fees incurred by the client). As funds are released, the payment is allocated to a trust receipt.

Releasing funds to the client

To release funds to the client:

- 1 At the Trust Accounting window, click [Release Trust Funds].

The Release Funds - From window displays.

- 2 Complete the fields on the Release Funds - From window as required and then click [Next] when finished:

Field	Particulars
Funds to be released as	Select Payment to Debtor.
Date	Type the date the funds were released to the client.
Method	Select a payment method.
From - Bank Account	Select the account that the payment is to be made from.
From - Debtor	Select the client on whose account the funds are held.
To - Debtor	If the payment is made to someone other than the client, then select the payee.
Description	Type why the funds are being released to the client.

The Release Funds - Items window displays.

Release Funds - Items

Funds released as: ☐ Prepayments ☒ Payment to Debtor

Date: 02-May-2008 ...

Debtor: Asparagus Farming Equipment Pty Ltd (002345) ...

Locate Item No: [Search Icon]

Item Allocation:

Local: Rate: \$0.00 Unallocated: \$0.00

Foreign: Currency: AUD ... Unallocated:

Item No	Item Date	Local Balance	Allocated Local	Foreign Balance	Allocated Foreign	Exchange Variance	Local Balance	Exchange Rate
RTF976	02-May-2008	\$10,000.00					\$10,000.00	
RTF977	02-May-2008	\$15,000.00					\$15,000.00	
RTF983	02-May-2008	\$5,000.00					\$5,000.00	

< Back Next > Save

For Help, press F1

3 On the Release Funds - Items window:

- Type the amount to pay in the Local field.
For payments in foreign currencies, see "Making payments in foreign currencies" on page 22.
- Allocate the payment to one or more receipts:
 - Click the receipt to allocate the payment against.
 - Typing the amount to be allocated in the Allocated Local column.
- Click [Next] when finished.



Double-click a deposit to allocate the entire payment is to it.



To allocate against the oldest receipt, enter the amount, press tab and then click [By Age].

By Age

Using the Trust Account Module

The Release Funds - To window displays

Release Funds - To

Funds released as: ☐ Prepayments ☒ Payment to Debtor

Amount Withdrawn
From: MY&C AU\$ Trust Account
Amount Drawn: \$10,000.00

Payee: Asparagus Farming Equipment Pty Ltd
Cheque No: ☒ Produce Cheque
F/X Dealer Ref:

< Back Next > Save


For Help, press F1

4 How are you making the payment?

If paying by...	Do this...
cheque	go to Step 5.
EFT	go to Step 6.
cash	go to Step 8.


Cheque payments

- 5 Complete the fields on the Release Funds - To window as required:
- Ensure that the Cheque No is correct.
 - Clear the Produce Cheque checkbox if the cheque is to be written by hand.
 - Click [Save] when finished.
 - Go to Step 9.

 If your firm prints cheques from the program, the cheque number is generated automatically. All you need to do is check that it is correct and adjust if necessary.

EFT Payments

- 6 Complete the fields on the Release Funds - To window as required:
- Select a File Format for the payment from the drop-down list.

 You must select a File Format before generating the reference number.

If you select SWIFT, then complete the Bank Operation Code and Details of Charges fields as required.

- Click [Set] to generate a payment reference number.
- Click [Save] when finished.

7 A dialogue box displays prompting you to save the file.

- Save the file in folder where you can access it easily for uploading.
You will be prompted to print or view the remittance advice. Click [Cancel] when finished.
- Go to Step 9.

Cash payments

8 On the Release - To window, complete the Reference field and then Click [Save].

Final step

9 Depending on the system has been set up, a pop-up window allowing you to print or view the journal entry may display. Click [Cancel] to continue.

The fields on the Trust Receipt window clear.

If you have more funds to release, go back to Step 2, otherwise click [Close].

Releasing funds to the office account

Use this procedure to release funds from a client's account to the firm's office account, for example to pay fees invoiced.

To release funds from a client to the office account:

- 1 At the Trust Accounting window, click [Release Trust Funds].
The Release Funds - From window displays.

- 2 Complete the fields on the Release Funds - From window as required and then click [Next] when finished:

Field	Particulars
Funds to be released as	Select Prepayments.
Date	Type the date the were released to the client.
Method	Select a payment method.
From - Bank Account	Select the account that the payment is to be made from.
From - Debtor	Select the client on whose account the funds are held.
To - Bank	Select an office account from the drop-down list.
Description	Type why the funds are being released to the office account.

The Release Funds - Items window displays.

Release Funds - Items

Funds released as: ☒ Prepayments ☐ Payment to Debtor

Date: 02-May-2008 ...

Debtor: Asparagus Farming Equipment Pty Ltd (002345) ...

Locate Item No:

Local: Rate: \$2,500.00 Unallocated: \$0.00

Foreign: Currency: ... Unallocated:

Item No	Item Date	Local Balance	Allocated Local	Foreign Balance	Allocated Foreign	Exchange Variance	Local Balance	Exchange Rate
RTF977	02-May-2008	\$15,000.00					\$15,000.00	
RTF983	02-May-2008	\$2,500.00	\$2,500.00			\$0.00	\$5,000.00	


< Back Next > Save


For Help, press F1

3 On the Release Funds - Items window:

- Type the amount to pay in the Local field.
For payments in foreign currencies, see "Making payments in foreign currencies" on page 22.
- Allocate the payment to one or more receipts:
 - Click the receipt to allocate the payment against.
 - Typing the amount to allocated in the Allocated Local column.
- Click [Next] when finished.

The Release Funds - To window displays.

 Double-click a deposit to allocate the entire payment is to it.

 To allocate against the oldest receipt, enter the amount, press tab and then click [By Age].

Using the Trust Account Module


4 How are you making the payment?

If paying by...	Do this...
cheque	go to Step 5.
EFT	go to Step 6.
cash	go to Step 8.

Cheque payments

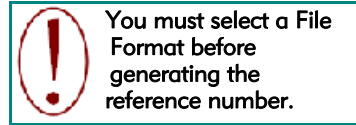
5 Complete the fields on the Release Funds - To window as required:

- Ensure that the Cheque No is correct.
- Clear the Produce Cheque checkbox if the cheque is to be written by hand.
- Click [Next] when finished.
The Release Funds - Prepayments window displays.
- Go to Step 9.

 If your firm prints cheques from the program, the cheque number is generated automatically. All you need to do is check that it is correct and adjust if necessary.

EFT Payments

- 6 Complete the fields on the Release Funds - To window as
 - Select a File Format for the payment from the drop-down list.
If you select SWIFT, then complete the Bank Operation Code and Details of Charges fields as required.
 - Click [Set] to generate a payment reference number.
 - Click [Save] when finished.
- 7 A dialogue box displays prompting you to save the file.
 - Save the file in folder where you can access it easily for uploading.
You will be prompted to print or view the remittance advice. Click [Cancel] when finished.
The Release Funds - Prepayments window displays.
 - Go to Step 9.



Cash payments

- 8 On the Release - To window, complete the Reference field and then Click [Save].
The Release Funds - Prepayments window displays.

Final steps

The Release Funds - Prepayments window displays.

Release Funds - Prepayments

Funds released as: ☒ Prepayments ☐ Payment to Debtor

Type: ☒ Case ☐ Debtor

Cash Balance: \$2,500.00

Reason: Accounts Payable Offset

Can be used to pay for:

Only specific property type:

☒ Non-renewal related work

☒ Renewal related work

Description:

Please distribute total among Cases:

Unallocated: \$0.00

Case Reference	AUD
→ 1234/G	\$2,500.00
→	

New Row Delete Row

< Back Next > Save

For Help, press F1

Using the Trust Account Module

Is the payment to be made against a case?

If...	Do this...
Yes	<ul style="list-style-type: none"> • Click Type - Case. • Type a Description. • Select a Reason from the drop-down list. • In the Case Reference column, type the case number. • Click [Save].
No	<ul style="list-style-type: none"> • Click Type - Debtor. • Type a Description. • Select a Reason from the drop-down list. • Select what the payment is for from the Only specific property type drop-down list. • Tick the checkboxes as required. • Click [Save].



If you need to allocate the payment to more than one case, then:

- type the case reference and the amount to allocate
- click [New Row] and the next case and amount
- and so on until all cases have been allocated.

A pop-up window allowing you to print or view the journal entry displays.

9 Click [Cancel] to continue.

The fields on the Trust Receipt window clear.

If you have more funds to release, go back to Step 2, otherwise click [Close].

Making payments in foreign currencies

When releasing funds in a foreign currencies, follow the procedures above and on the Release Funds - Items window:

- select the Foreign Currency
- type the foreign amount.

The local amount updates automatically. Allocate the payment to one or more receipts in the same way as you would in the local currency.



If you want to clear the local and foreign values, up the top you can do this by clearing the Currency field if a Foreign Amount has been set otherwise clearing the local amount. Clearing amounts when a foreign currency is in use will prompt the program to re-derive the cleared value.

Enquiries

Three enquiries are available in Trust Accounting:

- Cash History: provides detail history of each trust receipt, trust payment and trust transfer
- Bank History: provides an audit trail of all the increases and decreases to the trust bank accounts, depending on the deposit options used, can provide the same level of detail as a bank statement making it useful for reconciliation purposes
- Trust History: provides an audit trail of all transactions that alter the trust ledger balance.

A variety of filters can be applied to the enquiries, including:

- debtor name
- amounts
- periods
- transaction types
- and many more.

To run an enquiry:

- 1 From the Trust Account window, click the enquiry to run.
- 2 Enter filters as required and click [OK].
The History window displays the results of the query.
- 3 Double-click a transaction in the list to view its details.

Reports

Trust Accounting provides two reports:

- Deposit Listing: lists all the deposits made to the bank account
- Debtors Trust Item Movement Statement: that lists all the monies paid into and released from the trust account for debtors.

Running the Deposit Listing Report

To run the Deposit Listing report:

- 1 On the Trust Accounting window and from the Reports menu, select Deposit Listing. The Bank History window displays.
- 2 On the Bank History window, set up your filter by completing the fields as required and then click [OK].
- 3 Select a sort order for your report on the Deposit Listing pop-up and then click [Print] or [View]. You can still print a report from the viewing window by click the print icon on the toolbar.

Running the Debtors Trust Item Movement Statement

To run the Running the Debtors Trust Item Movement Statement:

- 1 On the Trust Accounting window and from the Reports menu, select Debtors Trust Item Movement Statement. The Debtors Trust Item Movement Statement window displays.
- 2 On the Debtors Trust Item Movement Statement window, set up your filter by completing the fields as required and then click [Print] or [View]. You can still print a report from the viewing window by click the print icon on the toolbar