

How to Settle Payments on Invoices

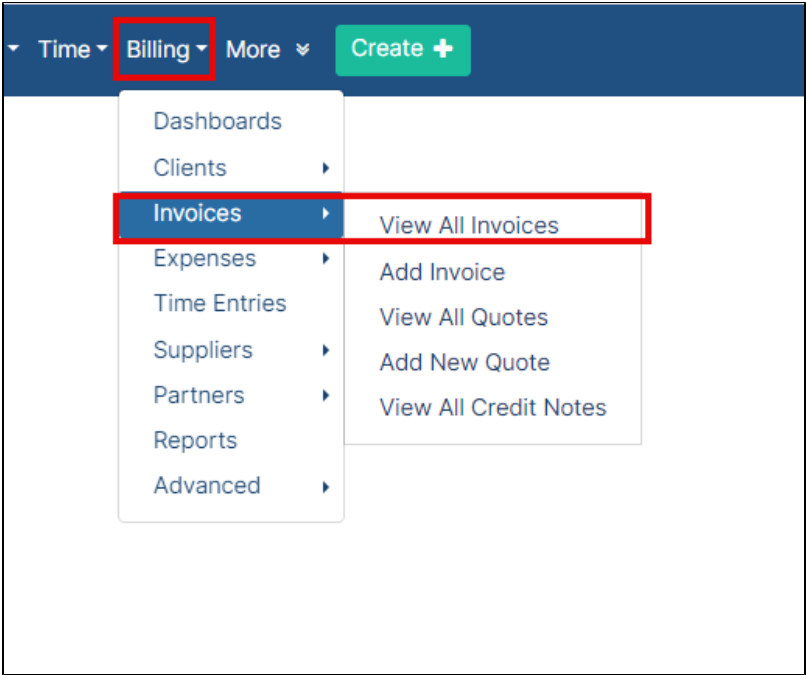
Objectives

- 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.

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Invoice#	Client's Account	Matter Name	Invoice Date	Approval Stat...	Status	Practice Area	Total	Total Tax	Paid	Curren
INV0000180	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
INV0000179	BLP Industry - USD	BLP x ABC	2024-05-07	approved	open	Commercial	20,000.00 USD	0.00 USD	0.00	USD
<div>Invoice Details</div> <div>Export</div> <div>Payment/Collection</div> <div>Delete</div> <div>More</div>	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
	INV0000176	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

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.

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Invoice Details

Payment

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Email

TOTAL

PAID

USD 20,000.00

USD 0.00

Collected Payments

Date	Payment Method
------	----------------

New Payment

Date *

2024-05-09

Payment Method *

Cash

Deposit To *

Bank CBD - USD (BNK1234592)

Amount *

10,000

Reference #

Comments

Attach File

+ Choose

Cancel

Save

INV0000179

BLP Industry (USD)

Invoice Date: 2024-05-07

Due Date: 2024-06-06

+ New Payment

Reference #	Attachments
-------------	-------------

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.

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TOTAL

PAID

CREDIT

BALANCE

USD 20,000.00

USD 10,000.00

USD 0.00

USD 10,000.00

INV0000179

BLP Industry (USD)

Invoice Date: 2024-05-07

Due Date: 2024-06-06

50%

Collected Payments

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

+ New Payment

+ Add a Payment

+ Use Trust Fund

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

2023-11-22

Deposit To

Petty Cash (AED)

+ Add Account

Amount

1,000

AED

Reference #

Comments

Attach File


+ Choose

Cancel

Save

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

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<div> Trust Fund Deposits <div>+ Add</div> <div>Export to Excel</div> <div>Advanced</div> </div> <div> 1 - 1 of 1 items </div>								
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.

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TOTAL

USD 20,000.00

PAID

USD 10,000.00

CREDIT

USD 0.00

BALANCE

USD 10,000.00

INV0000179

BLP Industry (USD)

50%

Invoice Date: 2024-05-07

Due Date: 2024-06-06

Collected Payments

+ New Payment

View

Edit

Print

Delete

Export to Word

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

Thank you!