

triSearch®

Training Guide

# TRUST ACCOUNTING

- Navigating to Billing System & Open Trust Transactions
- Entering a Trust Deposit
- Entering a Trust Payment

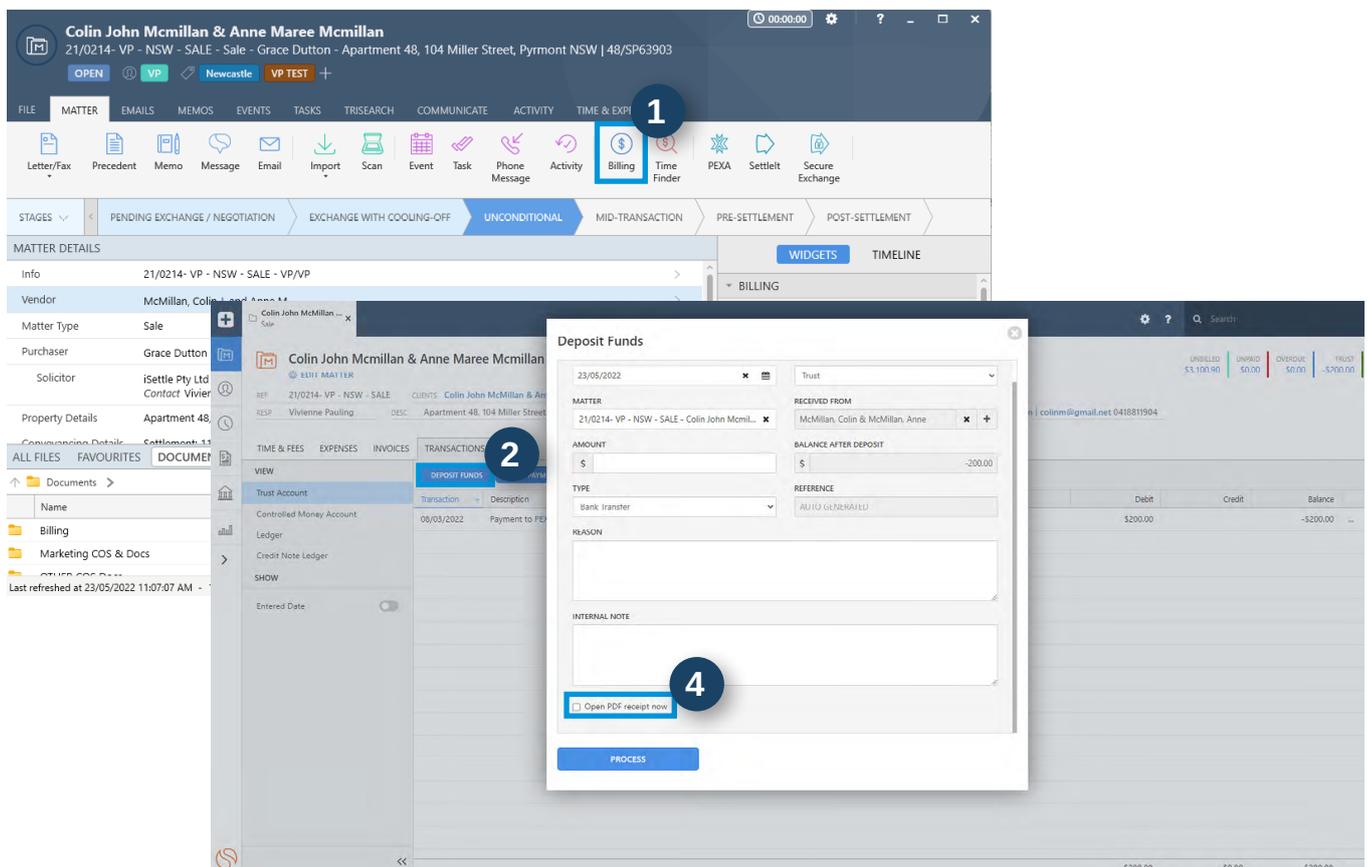
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# Navigating to the Billing System

1. From the triConvey dashboard, enter the intended matter card.
2. Select the 'Billing' icon from the top action bar.
3. Select 'Transactions' tab to open matter trust options.

## Entering a Trust Deposit

1. Repeat Steps 1-3 in 'Navigating to the Billing System'.
2. Select 'Deposit Funds' button.
3. Enter all deposit fields necessary and reason for deposit. NOTE: The deposit date will default to the date you action this but can be changed to suit the deposit day.
4. Select 'Open PDF receipt now' button.
5. Once finished, select 'Process' button. The receipt is auto generated and opened on screen for review.
6. The new deposit will now appear in the matter Trust Account 'Transactions' tab.



The screenshot displays the triConvey Billing System interface. The main window shows the 'Billing' tab selected in the top action bar (marked with a '1'). The 'Deposit Funds' dialog box is open, showing the following fields:

- DATE:** 23/05/2022
- TRUST:** Trust
- MATTER:** 21/0214-VP-NSW-SALE-Colin John McMillan & Anne Maree McMillan
- RECEIVED FROM:** McMillan, Colin & McMillan, Anne
- AMOUNT:** \$
- BALANCE AFTER DEPOSIT:** -\$200.00
- TYPE:** bank transfer
- REFERENCE:** AUJLO GENERALLED
- REASON:** (Empty text area)
- INTERNAL NOTE:** (Empty text area)
- Buttons:** 'Open PDF receipt now' (marked with a '4') and 'PROCESS'.

The background interface shows the 'Transactions' tab selected in the 'MATTER DETAILS' section (marked with a '2'). The 'Deposit Funds' dialog box is also visible in the background, showing the 'DEPOSIT FUNDS' button (marked with a '2') and the 'Open PDF receipt now' button (marked with a '4').

# Entering a Trust Payment

1. Repeat Steps 1-3 in 'Navigate to the Billing System'.
2. Select 'Trust Payment' button.
3. Enter all payment fields necessary and reason for deposit.
4. Select 'Open PDF payment order now' button.
5. Once finished, select 'Process' button. The payment is auto generated and opened on screen for review.
6. The new payment will now appear in the matter Trust Account 'Transactions' tab.

The screenshot displays the 'Trust Payment' form within the triConvey application. At the top, a red warning message reads: "Warning: As of the transaction date, the trust account will be overdrawn to a balance of -\$200". The form contains several input fields: TYPE (set to Bank Transfer), TRANSFER TYPE (set to Direct Deposit), REFERENCE (set to AUTO GENERATED), ACCOUNT NAME, BSB, and ACCOUNT NUMBER. A REASON field and an INTERNAL NOTE field are also present. A checkbox labeled "Open PDF payment detail now" is highlighted with a blue box and a circled '4'. At the bottom of the form is a blue "PROCESS" button. The background shows the application's navigation menu and a table of transactions.