

Application	Chreos Client
Module	Clients
Access	“Clients Trust accounts”
Minimum service pack	SP45
This document	Debtor Trust Accounts Ref 3.21 Release 2 Published March 2009

Overview

“Debtor trust accounts” allows you to administer trust accounts for clients.

Details Displayed

- **Client code, Sort code &  <F3>**. Select the required client. Refer to “Client search (1.3)”.
- **Date opened**. The date that the selected trust account was opened.
- **Accounts**. This displays the following details about each trust account for the selected client.
 - **Date opened** – The date that the trust account was opened.
 - **Type** – The type of trust account that the trust account is:
 - **Layby** – When a client layby is active any deposits that are made will go into a ‘layby’ trust account.
 - **Order** – When an client order is active any deposit that is made will go into an ‘order’ trust account.
 - **Unspecified** – When a layby or order is cancelled any deposits that have been made will go into an unspecified trust account.
 - **Balance** – The current balance of the selected trust account.
- **Balance of all accounts**. The current balance of all of the trust accounts for the selected client.
- **Comment**. Any comment or warning that has been entered about the selected trust account.
- The following details are displayed about each transaction in each trust account as it is selected:
 - **Date** – The date of the transaction.
 - **Time** – The time of the transaction.
 - **Amount** – The amount of the transaction.

- **Current balance.** The current balance of the selected trust account.
- **Layby amount.** The layby amount that is in the trust account.
- **Layby amount owed.** The layby amount that is still owing.

To Find the Source of an Account

- Select the required client.
- Select the required trust account.
- Click the [Source] button.
- Depending on what ‘Type’ the trust account is, one of the following will happen:
 - **Layby** – If the trust account type is ‘Layby’ the “Client laybys (3.20)” screen will appear displaying the details of the layby. The balance of the trust account will be in the ‘Trust balance’ column. You will have the ability to cancel the layby and if you do, the amount that you have already been paid (ie the balance of the account), will be transferred to an ‘Unspecified’ account.
 - **Order** – If the trust account type is ‘Order’ the “Client orders (3.15)” screen will appear displaying the details. The balance of the trust account will be in the ‘Payment’ display field. You will have the ability to cancel the order and if you do, the amount that you have already paid (ie the balance of the account), will be transferred to an ‘Unspecified’ account.
 - **Unspecified** – If the trust account type is ‘Unspecified’ nothing will happen. This is because the layby or order has been cancelled and therefore the ‘Source’ no longer exists.

To Close an Account

- Select the required client.
- Select the required trust account.
- Click the [Close account] button. Note, the account must be an ‘Unspecified’ trust account because the order or layby must be cancelled or completed. Also, the balance of the trust account must be \$0. If you want to close an account that does not have a \$0 balance you must transfer or refund the funds. To refund the funds refer to “Point of sale (5.3)”.

To Transfer To an Account

- Select the required client.
- Select the required trust account
- Click the [Transfer to] button. This will bring up the “Trust account transfer” screen.

- The details for the trust account that the funds are being transferred from will automatically be entered. Select the trust account (this must also belong to the selected client), that the funds are being transferred to.
- Click the [Transfer] button.
- Close the “Trust account transfer” screen. Note, you may need to refresh the “Trust account” screen so that the details can be updated.

To Transfer From an Account

- Select the required client.
- Select the required trust account
- Click the [Transfer from] button. This will bring up the “Trust account transfer” screen.
- The details for the trust account that the funds are being transferred to will automatically be entered. Select the trust account, (this must also belong to the selected client), that the funds are being transferred from.
- Click the [Transfer] button.
- Close the “Trust account transfer” screen. Note, you may need to refresh the “Trust account” screen so that the details can be updated.

To Edit Account Details

- Select the required client.
- Select the required trust account.
- Click the [Edit] button.
- Make the required changes. Note, the only entry point that you will be able to edit is ‘Comment’.
- Click the [Save] button.

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