Trust/Retainer Reports - Two separate reports.

Like all reports, we suggest you experiment with selection criteria and running the reports. You can't hurt anything.

The Trust/Retainer Activity Detailed Report: Usually ran for a particular client. Purpose: to list all Trust or Retainer entries for the Office or for a Client. You can also run for closed clients. Can be run for cumulative (since beginning) or selected Start/End Date. This report sorts entries by the date of each entry.

The Trust/Retainer Balance Report: Run for the office, no client selection. Purpose: to display/print the entry type totals and the Trust/Retainer Balance for each client.
Reports one line per client. You can also run for closed clients. Can be run for cumulative (since beginning) or selected Start/End Date.

Selecting Reporting Criteria:

Account: From down arrow menu, select Trust or Retainer.
Timeframe: From down arrow menu, select Cumulative or Start/End Date.
Client Status: From down arrow menu, select Open/Closed or Open & Closed (Closed in red).
Client: (detailed report only) From down arrow menu, select Client Name.

Click on Display Report (top of these selection criteria).

Printing Reports: All reports display in PDF and can be printed like any PDF.

Searching Reports: You can search in PDF report by entering Control F and entering your search word in the search box (for Macs use Command F).

End updated 2/5/17