



D365 LEGAL HUB

QUICK START GUIDE

Trust Accounting

Trust ledgers, accounts and transactions

Dashboard • Accounts • Ledgers •
Transactions



d365.Global

Purpose of this guide

A short guide to viewing client money in Legal Hub.

What this covers

The **Trust Dashboard**, **trust accounts**, **trust ledgers** and **trust transactions**.

Who should use it

Finance and **trust accounting** users who need to see where client money sits.

Recommended process

Check the **dashboard**, open the **ledger** for the matter, then review its **transactions**.

Important: ledger **balances** always show the live position. Date filters only change the activity chart.

Trust Dashboard

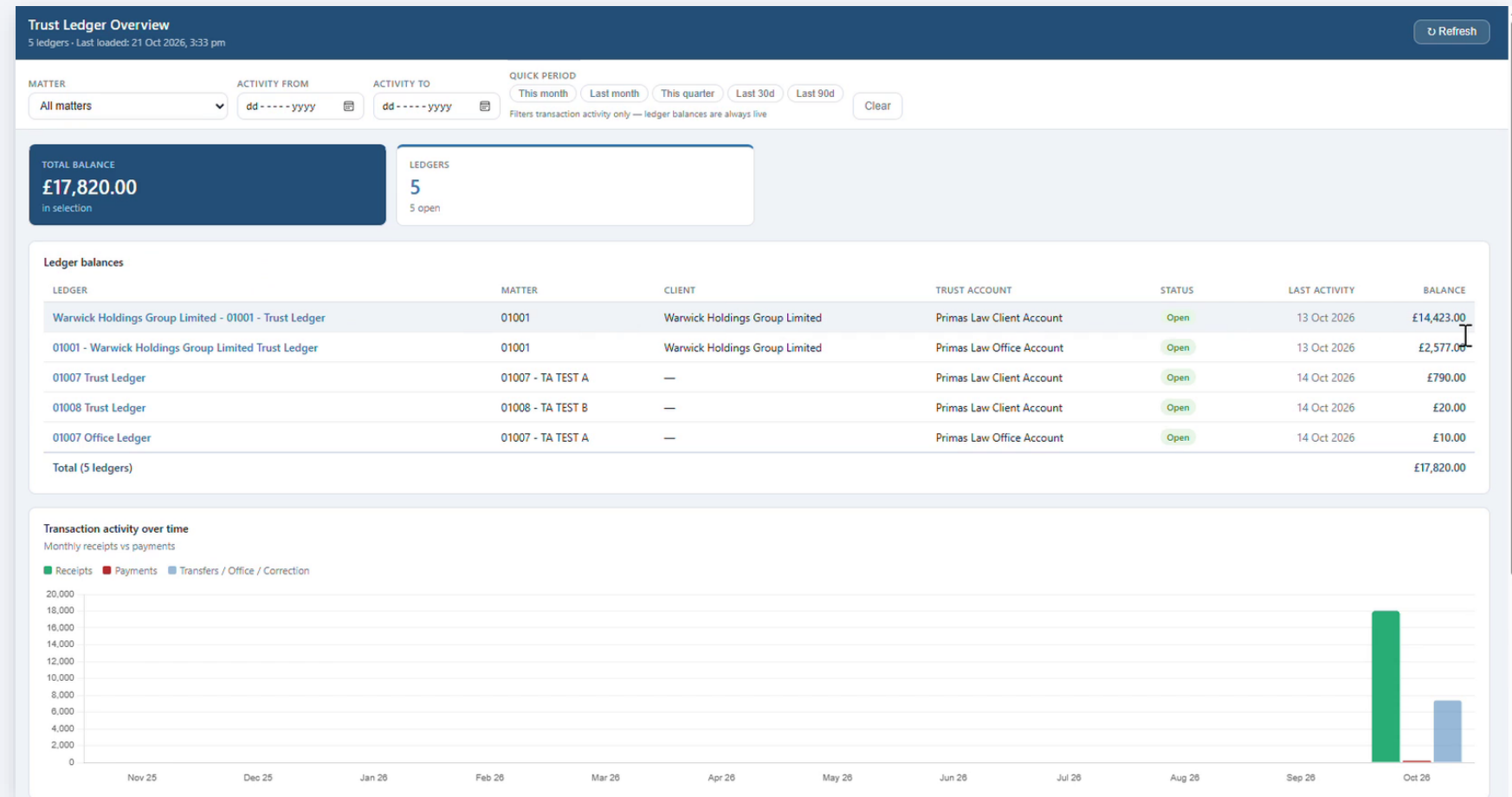
See every ledger balance on one page.

Steps:

1. Under **Trust Accounting**, click **Trust Dashboard**
2. Pick a **matter** or set the dates to filter
3. Review the **Total Balance** and the **ledger table**

Note: A matter can have both a **Client** and an **Office** ledger.

The Trust Ledger Overview shows the total balance, each ledger and recent activity.



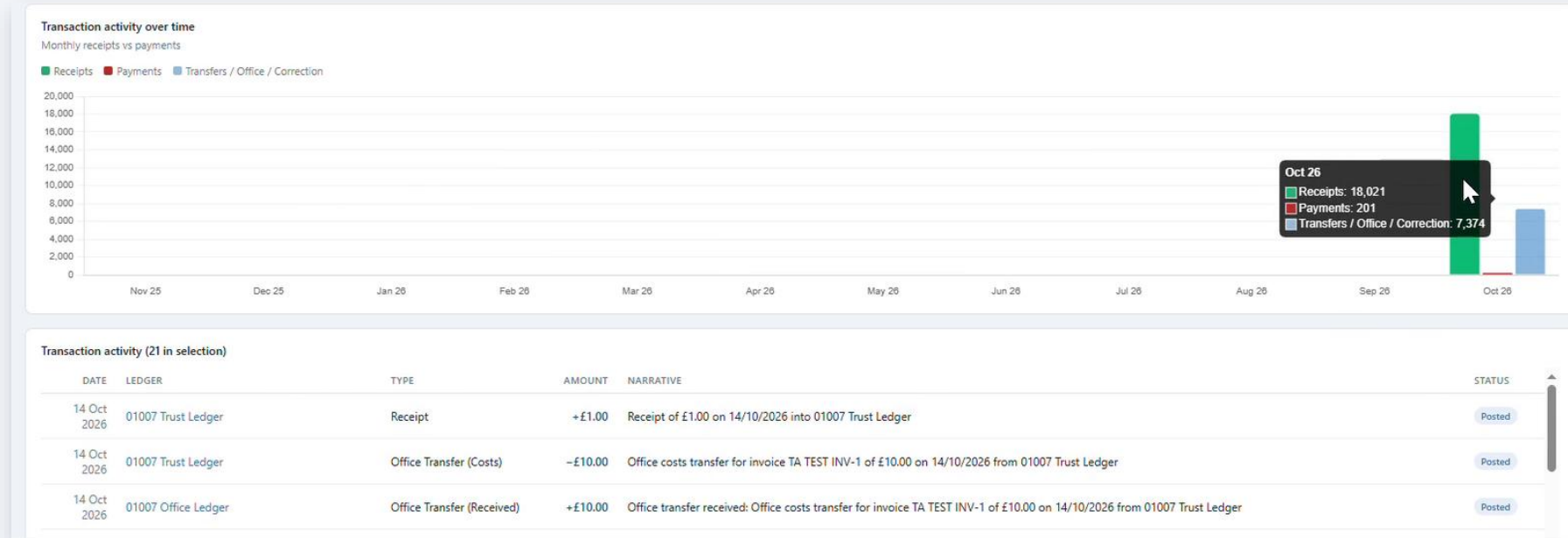
Activity Chart

See money moving over time.

Steps:

1. Read **Receipts** and **Payments** for each month
2. Read **Transfers, Office and Correction** entries
3. Hover a bar to see the amounts

The chart shows receipts, payments and transfers by month, so you can see what came in and what went out.



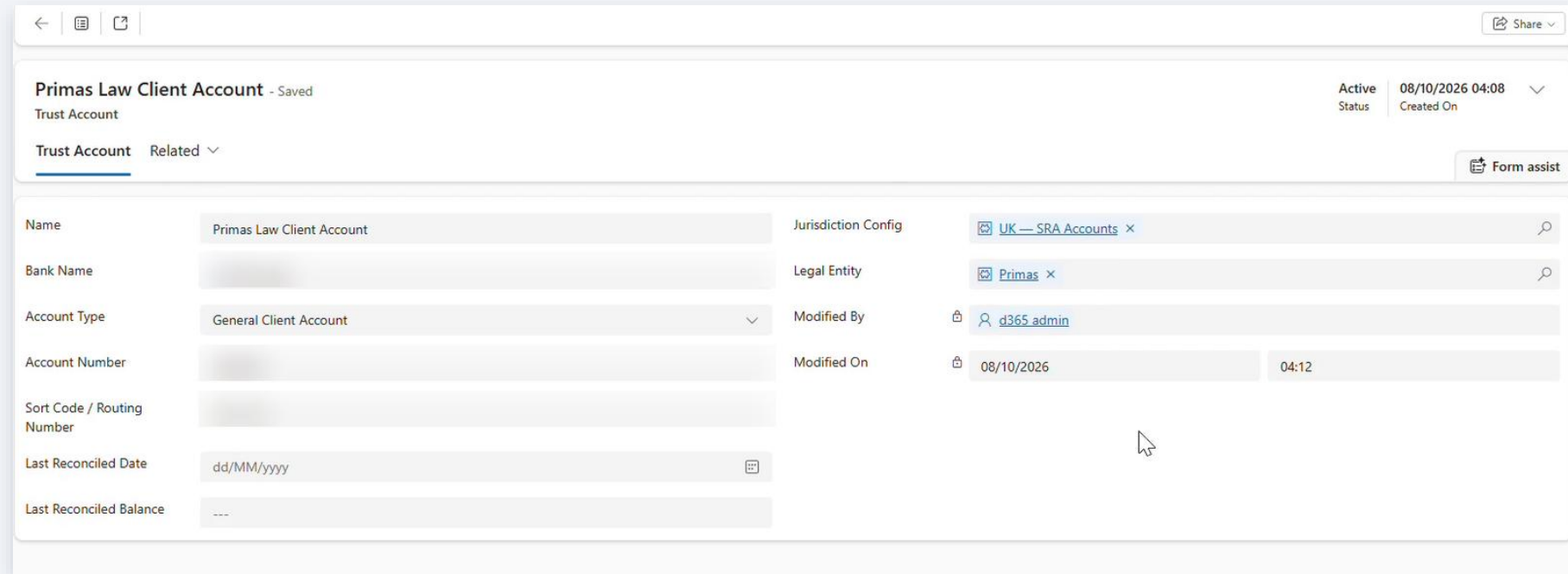
Trust Accounts

The bank accounts that hold client money.

Steps:

1. Click **Trust Accounts** in the navigation
2. Open an account to see its details

Each trust account records the account type and its status.



The screenshot shows the 'Primas Law Client Account' form in the d365 Global system. The form is titled 'Primas Law Client Account - Saved' and is categorized as a 'Trust Account'. It includes a 'Share' button in the top right corner. The form is divided into two tabs: 'Trust Account' (selected) and 'Related'. The 'Trust Account' tab contains the following fields:

Field	Value
Name	Primas Law Client Account
Bank Name	
Account Type	General Client Account
Account Number	
Sort Code / Routing Number	
Last Reconciled Date	dd/MM/yyyy
Last Reconciled Balance	---
Jurisdiction Config	UK — SRA Accounts
Legal Entity	Primas
Modified By	d365 admin
Modified On	08/10/2026 04:12

The 'Related' tab is currently empty. A 'Form assist' button is located in the bottom right corner of the form.

Trust Ledgers

A ledger tracks one matter's money in one trust account.

Steps:

1. Click **Trust Ledgers**
2. Check the **matter, trust account** and **current balance**
3. Open a ledger to see its transactions

A ledger shows the current balance for a matter in a trust account.

Active Trust Ledgers										
Edit columns Edit filters Filter by keyword										
☐	Name ↑	Matter	Trust Acco...	Status	Created On	Last Activity D...	Currency	Current Bala...	Modified ...	Modified ...
☐	01001 - Warwick Holdings Group Limited ...	01001	Primas Law ...	Open	08/10/2026 0...	13/10/2026	British Po...	£2,577.00	14/10/2026...	SYSTEM
☐	01007 Office Ledger	01007 - TA TEST A	Primas Law ...	Open	13/10/2026 2...	14/10/2026	British Po...	£10.00	14/10/2026...	SYSTEM
☐	01007 Trust Ledger	01007 - TA TEST A	Primas Law C...	Open	13/10/2026 1...	14/10/2026	British Po...	£790.00	14/10/2026...	SYSTEM
☐	01008 Trust Ledger	01008 - TA TEST B	Primas Law C...	Open	13/10/2026 1...	14/10/2026	British Po...	£20.00	14/10/2026...	SYSTEM
☐	Warwick Holdings Group Limited - 01001 ...	01001	Primas Law C...	Open	08/10/2026 0...	13/10/2026	British Po...	£14,423.00	13/10/2026...	SYSTEM

Transactions

Every movement is a transaction.

Steps:

1. Open a transaction from the ledger
2. Check the **type**, **amount** and **trust ledger**
3. Read the **narrative** for what the payment was for

Note: **Posted** transactions cannot be edited.

Open a transaction to see its type, amount, ledger, date and narrative.

Invoice total £1,055.00 — transferred from client account £1,050.00 — client account outstanding £0.00

← | 📄 | 🔄 | 💾 Save | 💾 Save & Close | + New | 🚫 Deactivate | 🗑 Delete | 🔄 Refresh | 🔍 Check Access | 👤 Assign | ⚙ Flow | 📄 Word Templates | 📊 Run Report | 📄 Share

01001 - Warwick Holdings Group Limited Trust Ledger - Office Transfer (Received) - 1,055.00 - 08/... - Saved 08/10/2026 07:02 Modified On SYSTEM Modified By 08/10/2026 07:02 Created On

Transaction Related

Form assist

Name	01001 - Warwick Holdings Group Limited Trust Ledger - Office Transfer (Received) - 1,055.0...	Transaction Date	* 08/10/2026
Payee / Payor	---	Status	Posted
Transaction Type	* Office Transfer (Received)	Regulator Authority Reference	---
Related Ledger	🔗 Warwick Holdings Group Limited - 01001 - Trust Ledger	Narrative	* Office transfer received: Office costs transfer for invoice Invoice INV-01001-Q7L4S9_01001_202...
Related Invoice	🔗 Invoice INV-01001-Q7L4S9_01001_2026-10-07		
Payment Method	---		
Amount	* £1,055.00		
Reference	---		
Trust Ledger	* 🔗 01001 - Warwick Holdings Group Limited Trust Ledger		

Transaction Types

Each transaction has a **type**.

Steps:

1. Choose **Receipt** or **Payment** for money in or out
2. Use **Transfer Out** and **Transfer In** between ledgers
3. Use **Office Transfer** to move money to the office account for a billed invoice

Note: A correction is made with a **Journal Correction**.

Receipts bring money in and payments take it out. Transfers and office transfers move money between ledgers.

Name	01001 - Warwick Holdings Group Limited Trust Ledger - Office Transfer (Received) - 1,055.0...
Payee / Payor	---
Transaction Type	* Office Transfer (Received) 
Related Ledger	Receipt
Related Invoice	Payment
Payment Method	Transfer Out
Amount	Transfer In
Reference	Office Transfer (Costs)
Trust Ledger	Journal Correction (Increase)
	Journal Correction (Decrease)
	✓ Office Transfer (Received)
	*  01001 - Warwick Holdings Group Limited Trust Ledger × 

Tips for Trust Accounting

Three things worth remembering.

Balances are live

Ledger **balances** show the current position, whatever **filters** you set.

Client or Office

Check the **Trust Account** column to see whether funds are in the **Client** or **Office** account.

Posted is final

A **posted** transaction cannot be edited. Correct it with a journal.

Need help? Contact **d365.Global** if a balance looks wrong or a ledger is missing.