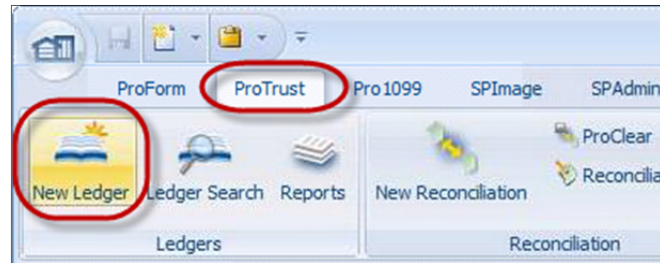
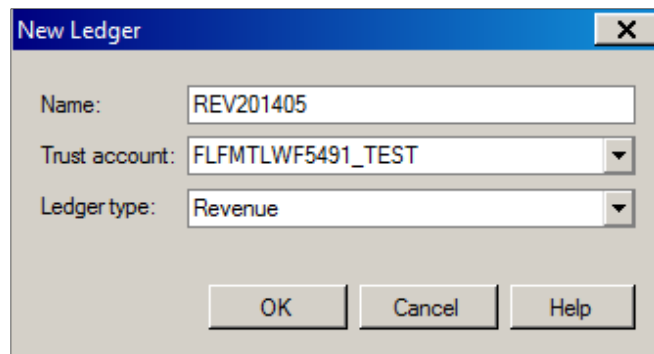


Follow these steps to create monthly revenue ledger.

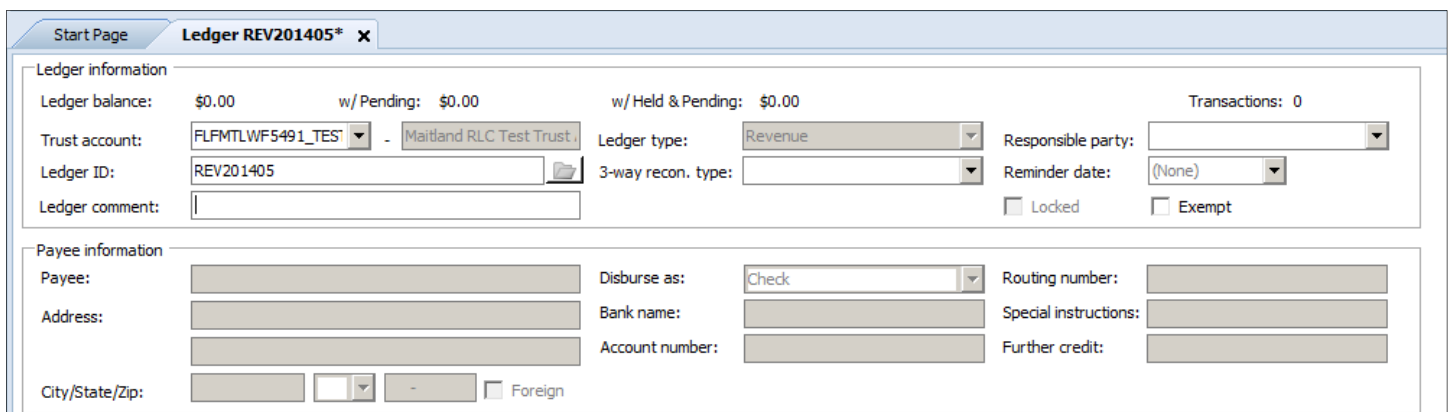
1. From the **ProTrust** ribbon, click the **New Ledger** Button



2. In the **Name** Field, enter REV[YYYYMM]
3. Select the appropriate **Trust account**
4. Select the appropriate **Ledger type**
5. Click **OK**



### Results



**Ledger information**

Ledger balance: \$0.00 w/ Pending: \$0.00 w/ Held & Pending: \$0.00 Transactions: 0

Trust account: FLFMTLWF5491\_TEST - Maitland RLC Test Trust Ledger type: Revenue Responsible party: (None)

Ledger ID: REV201405 3-way recon. type: (None) Reminder date: (None)

Ledger comment: Locked Exempt

**Payee information**

Payee: Disburse as: Check Routing number:

Address: Bank name: Special instructions:

City/State/Zip: Account number: Further credit:

Foreign