

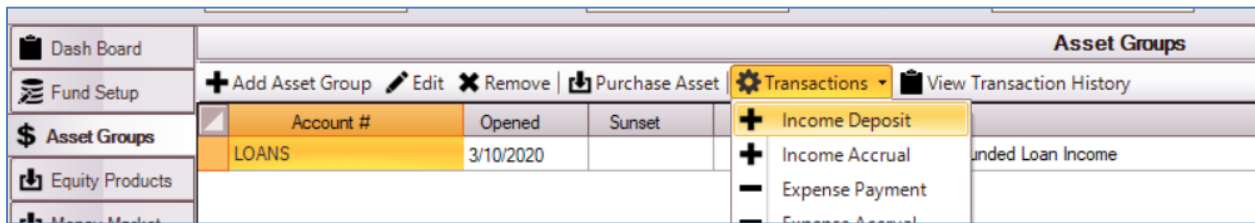
## Asset Transactions – Deposits and Payments in LLC Fund Manager

This document explains the process of posting income and expenses to pooled assets in your **LLC Fund Manager** software:

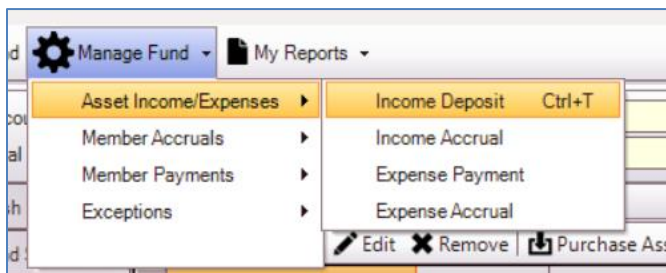
The performance of pooled assets can be used to determine member payout, accrued earnings for the fund, management fees, and other performance related benchmarks. This document will cover deposits (increase to the management account) and expenses/payments (decrease to the management account). For information on accrued income or accrued expense, see the Asset Transactions – Accruals How To Document.

### Asset Transactions

Transactions can be managed from the fund's **Asset Groups** tab from either the **Transactions** button on the toolbar or by right clicking an Asset Group.



Alternatively, use the **Manage Fund** button on the main shortcut menu.



## Deposits

Entering a new deposit will generate an automatic payment number. The Major number will be based on the **Hold To Date** of the deposit and the fund’s management cycle. The Minor number will be based on the number of preceding entries in the current management cycle.

The **Effective Date**, **Amount Received**, and **Hold to Date** are required. Other fields are informational and used to describe the deposit. **Deposit Category** is a user-controlled dropdown list. Use the pencil button next to the Deposit Category to edit the options available in the dropdown list.

*Transactions are date sensitive. The **Effective Date** will not allow you to enter dates prior to existing history in the Asset Group.*

+ Add Record ✕ Delete Record		
GL Category	GL Account	Amount
Accounts Receivable	160 - Outstanding Trust Deeds	0.00
Revenue	410 - Trust Deed Interest	0.00
Revenue	420 - Late Fees	0.00

Distribute the amount received to the available distribution buckets.

*The amount received must match the amount distributed in order to complete the posting.*

## Payments

Expense payments are entered similarly to deposits.

The **Effective Date**, **Amount**, **Payee**, and **Hold to Date** are required. The payment shares similar informational fields as the deposit. The **Payment Category** is another user-controlled dropdown list with separate options than the Deposit Category.

GL Account	Amount
550 - Other Expense	0.00

Distribute the amount received to the available distribution buckets.

*Expense payments can be printed/posted after the transaction has been entered.*

## Editing Transactions

After saving, transactions are available from the Asset Group history. Use the **View Transaction History** button on **Asset Groups** tab of the Fund or right click on the Asset Group to bring up the context menu.

Dash Board		Asset Gr			
Fund Setup	+ Add Asset Group   ✎ Edit   ✕ Remove   📄 Purchase Asset   ⚙ Transactions   📁 View Transaction History				
Asset Groups	Account #	Opened	Sunset	Balance	
	LOANS	3/10/2020		0.00	House Funded Loan Income

Select a transaction and click on the **Edit** button to return to the transaction form.

Transaction History - LOANS

Pmt #	Eff. Date	Amount
1.0	2/1/2021	900.00
1.1	3/9/2023	-100.00
2.0	3/10/2023	380.00
3.0	5/31/2023	1,000.00
4.0	6/30/2023	3,000.00
5.0	7/22/2023	520.00

**Transaction Balance**

Old Principal Balance

New Principal Balance

**Transaction Information**

Transaction Type

Number

Effective Date

Deposit Date

Payment Method

Reference #

Notes

Amount Received

**Disbursement**

Status

Hold To Date

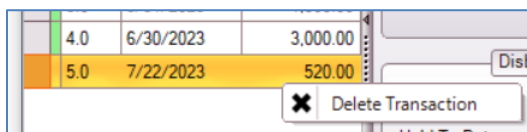
Disbursement Date

Data & Docs

*Some edits cannot be performed once a transaction has been distributed or reconciled.*

## Deleting Transactions

From the Transaction History form, right click on the transaction in the list and select **Delete Transaction**.



*Only the final transaction in the history can be deleted.*