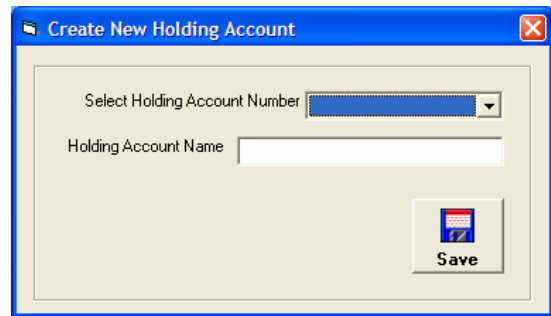


Conveyancing And Trust Account System

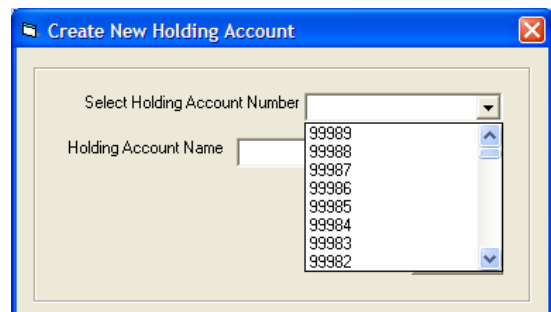
CREATING A CUSTOM HOLDING ACCOUNT

From the main menu, select Clients / New Holding Account to display the *Create New Holding Account* window.



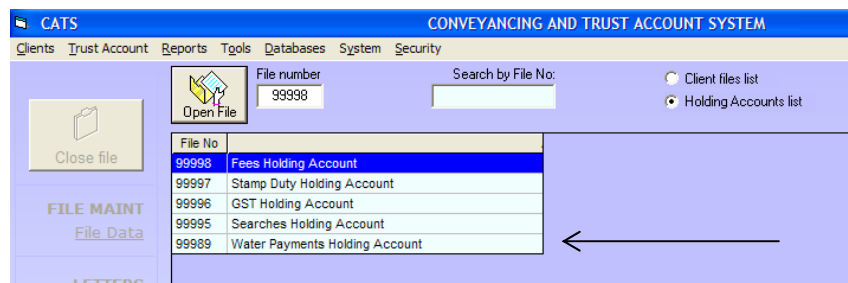
Select a number for the holding account from the drop down list.

Once this file number has been used, it will no longer appear in this list in future.



Enter a name for the new holding account then click *Save*. This creates the new holding account and no further data needs to be entered.

Once created, the holding account will appear in the Holding Accounts List selectable from the main screen.



File No	Description
99998	Fees Holding Account
99997	Stamp Duty Holding Account
99996	GST Holding Account
99995	Searches Holding Account
99989	Water Payments Holding Account

Up to 90 custom holding accounts can be created.

You can use a custom holding account to temporarily hold trust funds in the same way as fees and stamp duty are held until ready to be disbursed.

To designate a statement item to be automatically journalled from a client ledger to a particular holding account at the time of posting to the ledger, see the chapter headed Statement Items.