

Conveyancing And Trust Account System

VIEW CLIENT LEDGERS

You can view or print out a client's ledger sheet at any time, whether or not a file status is *Open* or *Closed*.

From the side menu, select *View Ledger* to open the client ledger window.

Date	Chq/Rec No	Details	Dr	Cr	Balance
29/06/2010	4588	Settlement proceeds		5,000.00	5,000.00
29/06/2010		Conveyance Fee - Land	495.00		4,505.00
29/06/2010		File Maintenance Fee	97.90		4,407.10
29/06/2010	4923	Land Titles Office	117.00		4,290.10
29/06/2010	0	Cancelled Chq No:4923		117.00	4,407.10
29/06/2010	4924	Funds to vendor	400.00		4,007.10
29/06/2010		SA Water - Meter Reading	16.06		3,991.04
29/06/2010	4925	City of West Torrens	500.00		3,491.04
29/06/2010	4926	LJ Hooker	1,400.00		2,091.04
29/06/2010	4927	SA Water	140.00		1,951.04
29/06/2010	4928	Revenue SA	50.00		1,901.04
29/06/2010	4929	SA Water	139.45		1,761.59
29/06/2010		The works	1,761.59		0.00
29/06/2010	0	Cancelled Chq No:4925		500.00	500.00

The file reference, vendor & purchaser names, property address and file status are shown at top. In the above example, File Status is *C*, indicating it is a closed account.

Where acting for both parties, CATS will keep a separate card for both sides of the transaction, even though it the file/matter has been opened as a single file or matter.

Click the *Vendor / Purchaser* option buttons to display the appropriate ledger.

In very few instances apart from the various Holding Accounts, the entries to the ledger could be numerous and span a long period of time. If you want to print only a portion of the ledger starting from a certain date, click the *All Since* option to display the date picker, otherwise just click the *Print* ledger button to print all of it.

Print all
 Print all since 1 /06/2010