

Conveyancing And Trust Account System

SETTLEMENTS DIARY

Access through the Reports/Settlements Diary menu

Lists all files that are pending settlement.

The column at left shows how many files are due to settle on a given day.

The screenshot shows the 'Management Reports' window with the 'Settlements Pending' tab selected. It features a table on the left with columns for Date, Day, and No. The table lists two entries: 25/03/2008 (Tuesday) with 2 files, and 07/04/2008 (Monday) with 1 file. To the right of the table, the details for the selected date (25/03/2008) are displayed, showing file numbers 3799 (Battler - Mungas) and 3970 (Made - Lyons).

Date	Day	No.
25/03/2008	Tuesday	2
07/04/2008	Monday	1

3799 Battler - Mungas
3970 Made - Lyons

Clicking on any date in that list will display the details of the files due to settle on that day.

This screenshot shows the same interface as the previous one, but with the date 06/02/2009 (Friday) selected in the table. The details to the right now show file numbers 2370 (Rock - Starr) and 2371 (Appleseed & May - House & Takar).

Date	Day	No.
06/02/2009	Friday	2
16/02/2009	Monday	1

2370 Rock - Starr
2371 Appleseed & May - House & Takar

There are several print options available at the bottom of screen as shown in the illustration below. Select the preferred option then click *Print Selected Diary*

The screenshot shows the bottom of the interface with a dropdown menu open. The text 'Select period to be printed' is followed by a dropdown menu containing the following options: Selected day, Week from today, Week from selected day, Fortnight from today, Fortnight from selected day, Month from today, Month from selected day, and Quarter from Today. A 'Print Settlements Diary' button is visible to the right of the dropdown.

Select period to be printed

- Selected day
- Week from today
- Week from selected day
- Fortnight from today
- Fortnight from selected day
- Month from today
- Month from selected day
- Quarter from Today

Print Settlements Diary