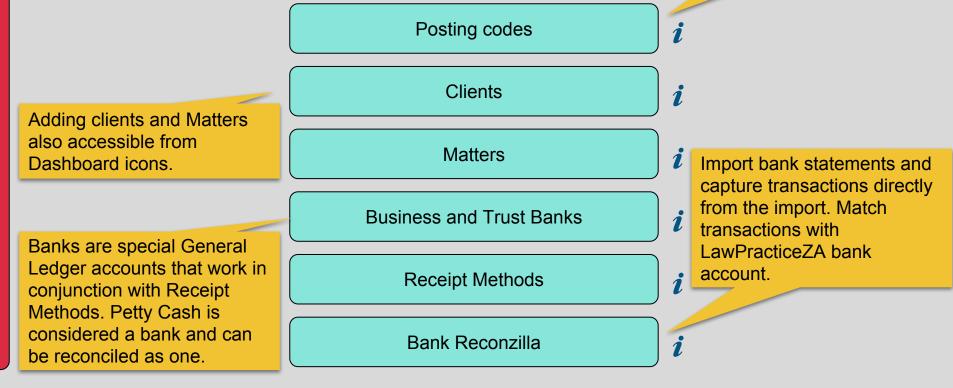
Bookkeepers

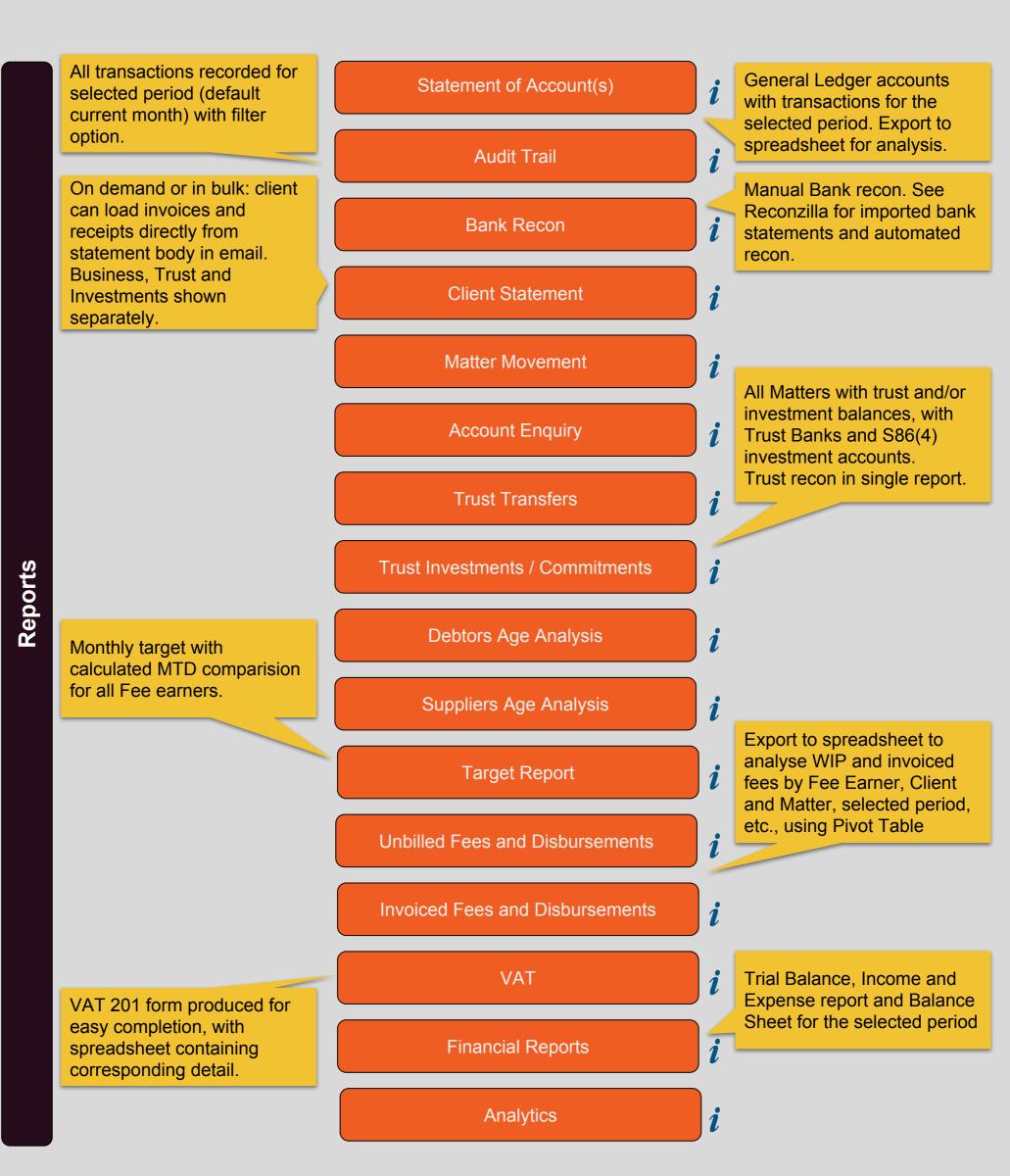
Posting Transactions

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ACTICE		www.lawpracticeza.com
Posted as a Matter Receipt, Trust or Business. Also used when receiving Trust Transfer into firms bank: post against system Trust Transfer Clearing Matter.	Receive monies from a client	<i>i</i> Also used to post trust transfer payment (to firm): post against system Trust
	Payment to client / on behalf of client	<i>i</i> Transfer Clearing Matter.
	Invoices from suppliers	<i>i</i> <i>i</i> <i>i</i> <i>i</i> <i>i</i> <i>i</i> <i>i</i> <i>i</i> <i>i</i> <i>i</i>
	Pay suppliers	<i>i</i> Client investments.
	Business Receipt	<i>i</i> LabPracticeZA maintains balances for business, trust and investments for all
	Business Payment	<i>i</i> Matters.
	LPA Section 86(4) Investments / withdrawals	i
	LPA Section 86(4) interest and charges	<i>i</i> Automatic trust transfer establishes and updates the amount available for transfer,
	Trust Transfers	to be paid from trust (Matter payment, Trust) and receipted into business
	Bank Transfers	<i>i</i> (Matter Receipt, Business), posted against the system
	Bank Recon	<i>i</i> Trust Transfer Clearing <i>i</i> Matter. See Trust Transfer report.
	Journal Entries	<i>i</i>
	General Ledger Accounts	<i>i</i> For capturing time-based
	General Ledger account categories	<i>i</i> and unitary fees, as well as disbursements. Tariff
	Suppliers	<i>i</i> Bundles contain groups of associated tariffs, e.g. court tariffs or legal insurance company (LegalWise) tariffs.
	Departments	<i>i</i>

nance





Period End

Set the 'freeze date' for month-end or year-end. Takes only a second as no balances are rolled: LawPracticeZA calculates balances on the fly.

Send proforma and/or bulk invoices

Send Statements

Set Period End

Select from available Clients Matters and email in bulk, to email address in client / matter

i

i