
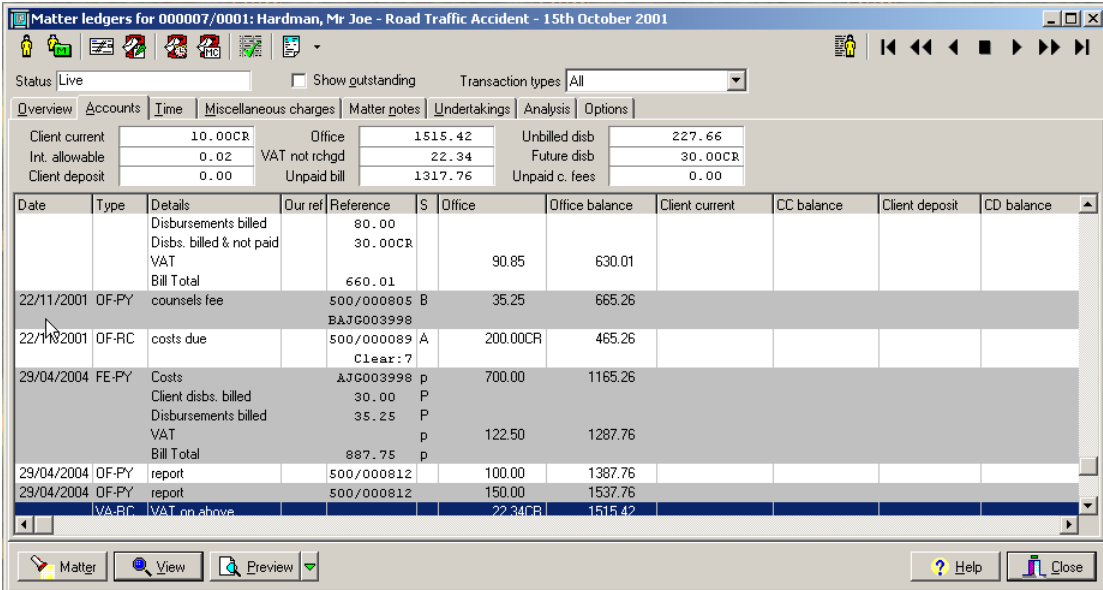


Understanding the client ledger card

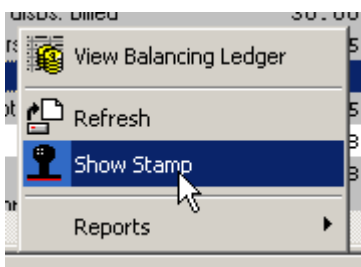
To view a client ledger card:

1. Either click on the **Matter ledger** icon  or press the F8 key to open the matter ledgers.
2. Use the Search facility to locate the ledger card for the client you are interested in.
3. The **Accounts** tab page will display the accounting transactions for that client.



Date	Type	Details	Dur ref	Reference	S	Office	Office balance	Client current	CC balance	Client deposit	CD balance
		Disbursements billed		80.00							
		Disbs. billed & not paid		30.00CR							
		VAT				90.85	630.01				
		Bill Total		660.01							
22/11/2001	OF-PY	counsels fee		500/000805	B	35.25	665.26				
				BAJG003998							
22/11/2001	OF-RC	costs due		500/000089	A	200.00CR	465.26				
				Clear: 7							
29/04/2004	FE-PY	Costs		AJG003998	p	700.00	1165.26				
		Client disbs. billed		30.00	P						
		Disbursements billed		35.25	P						
		VAT			p	122.50	1287.76				
		Bill Total		887.75	p						
29/04/2004	OF-PY	report		500/000812		100.00	1387.76				
29/04/2004	OF-PY	report		500/000812		150.00	1537.76				
		VAT on above				22.34CR	1515.42				

4. The Date column displays the date the transaction was given when it was posted. To view the date that the transaction was made and who made it, you can right-click on an action and select **Show Stamp** from the list:



5. The **Type** column displays the type of transaction (this is an automated action). The codes are:

- CC – Client Current account transaction
- CD – Client Deposit account transaction
- OF – Office account transaction
- FE – fee (representing a bill or credit note)
- ME – memo line (or a proforma bill)

- RC – Receipt
- PY – Payment

TP – Transfer payment

TR – Transfer receipt

6. The **Reference** column shows the bank account number, the cheque/paying in slip number and the bill number as appropriate.

The **S** column is the Status column. These entries represent the status of the transaction and are automatically entered. The codes are:

a – part allocated

A – fully allocated

b – part billed

B – fully billed

c – part cancelled

C – fully cancelled

p – part paid

P – fully paid

These codes are automatically entered.

7. The **Office** column shows the value of the transaction, and the **Office Balance** column shows the running total. There are similar columns for the Client current and the Client deposit accounts.