

# Hi, how can we help?

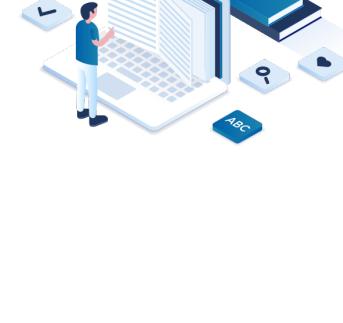
 Search for help articles, community posts, ideas...

## NEWS AND ANNOUNCEMENTS

- Server Maintenance Completed - 7:30 PM, 2 Feb 2019
- Next LEAP Maintenance Window - 2:30 PM, 14 Jan 2019



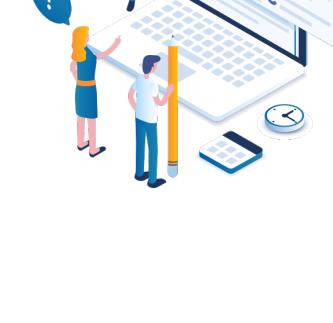
## Let's learn our products...



### Knowledge Base

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec mattis arcu est, et euismod massa vestibulum ut.

[Browse 404 articles →](#)



### Community

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec mattis arcu est, et euismod massa vestibulum ut.

[Ask or Join the community →](#)

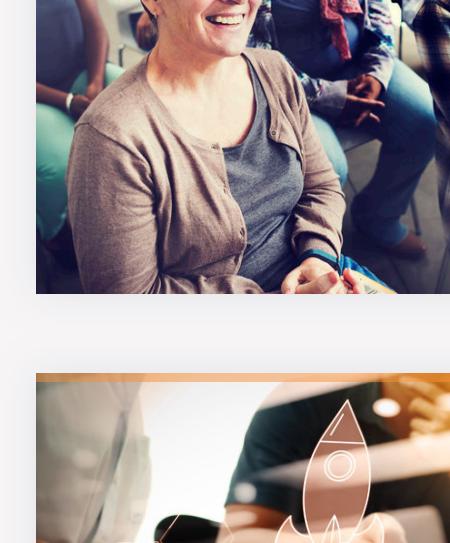


### What's New

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec mattis arcu est, et euismod massa vestibulum ut.

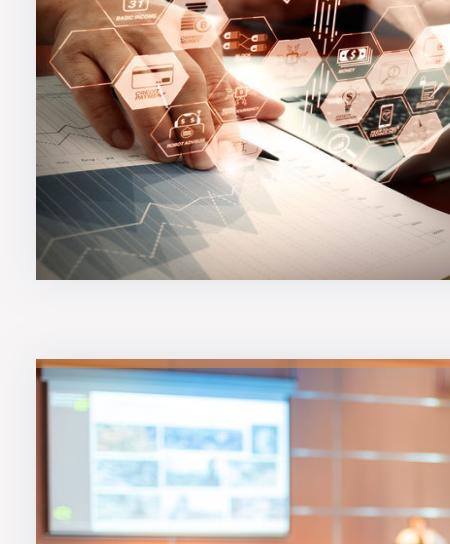
[Learn about new features →](#)

## Popular articles & highlights



### LEARNING University

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec mattis arcu est



### COMMUNITY Ideas Hub

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec mattis arcu est



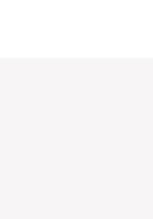
### EVENTS Summit 2020

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec mattis arcu est

## Trending Articles

### INSTALLING AND SETUP

#### Getting Started



You'll need an internet connection for our servers to synchronise matter information, precedents, reports...

### CORRESPONDENCE

#### Importing a document to a matter

There are 2 ways of importing documents into LEAP from your computer. 1. using the import function...

### INVOICING

#### Calculation of VAT on Invoices - Rounding of Amounts

When you have multiple lines on an invoice, the sum of these rounded amounts can sometimes be different...

### TIME & FEES

#### Recording time in Microsoft Outlook

By default, time recording is enabled for all Microsoft Office products. Although the Keep the timer running...

## Companion Products

### Trending ByLawyers Articles

#### INSTALLING AND SETUP

##### About-ByLawyers

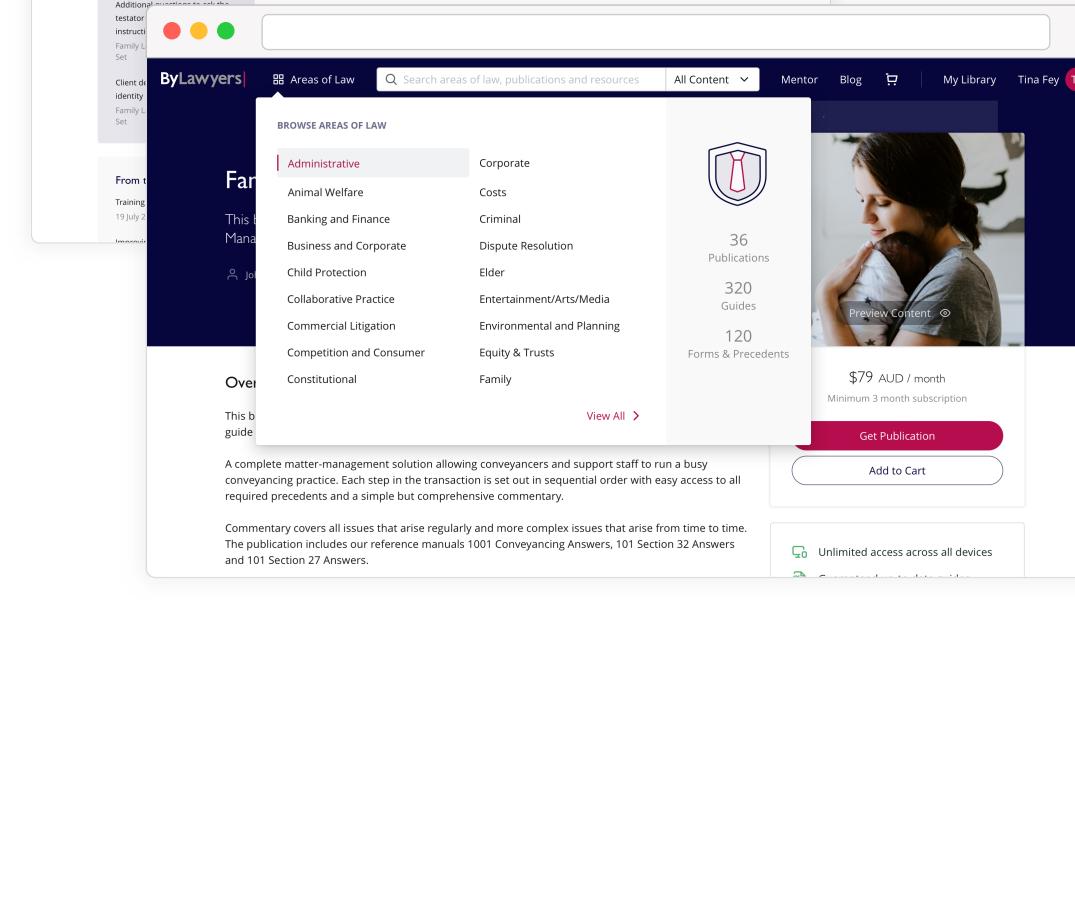
#### DOCUMENTS

##### Tips and Tricks for working with By Lawyers precedents

#### SUBSCRIPTION

##### An online subscription service from By Lawyers

[VIEW MORE ARTICLES](#)



### ByLawyers

Australia's most comprehensive online legal library of guides

### InfoTrack

Integrated searching and innovative services for professionals

### RapidPay

Payment system designed specifically for modern law firm

### LawConnect

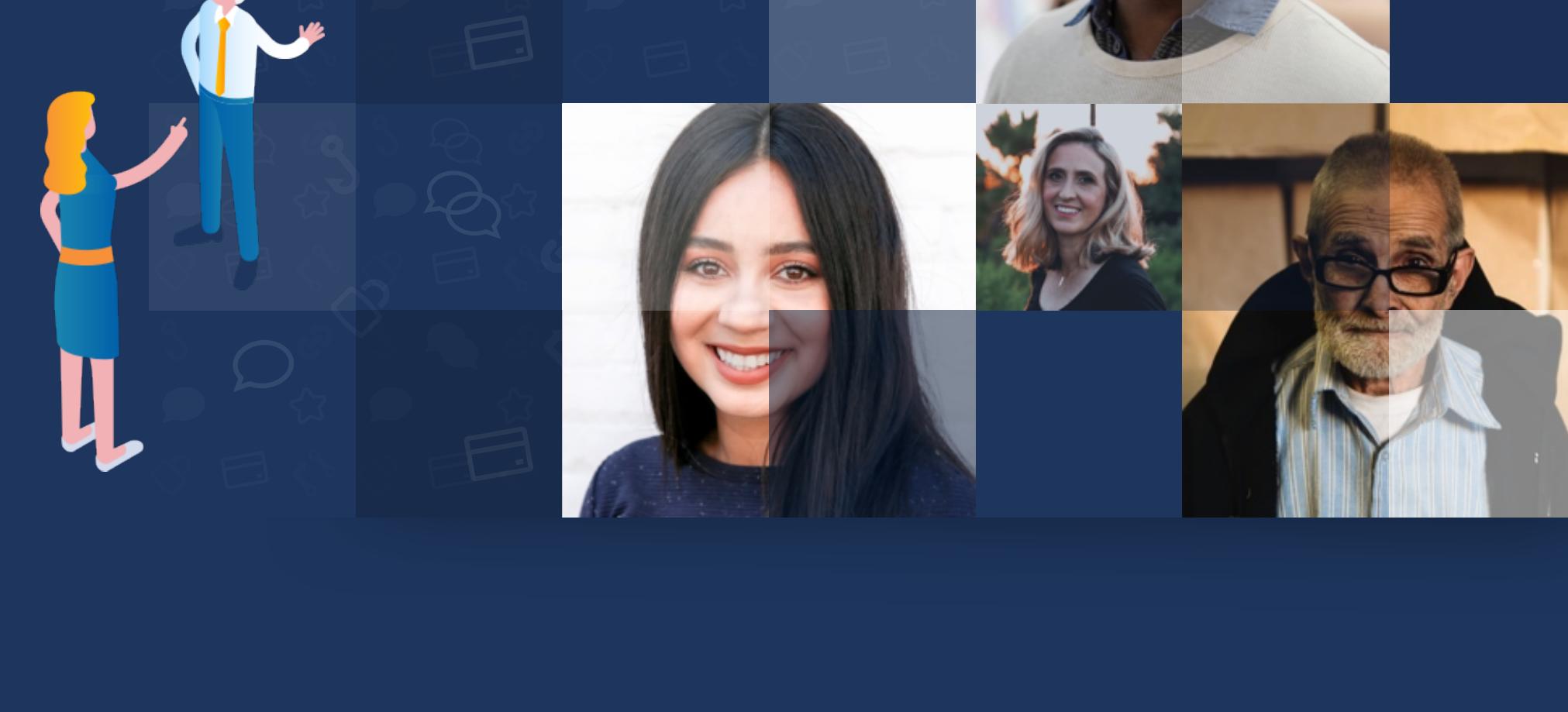
LawConnect is a secure legal document management system

## Explore Our Community

Find solutions. Share ideas. Join the conversation. Browse the Community to find your answers quicker. It's not the same without you so join the Community.

[EXPLORE COMMUNITY](#)

[JOIN THE COMMUNITY](#)



## LEAP

### RESOURCES

Text H4

### COMMUNITY & SUPPORT

Text H4

### TECHNICAL

Text H4

**Main Topics**

- [What's New](#)
- [Installing & Setting Up](#)
- [Matters](#)
- [Cards](#)
- [Calendar & Tasks](#)
- [Time & Fee Recording](#)
- [Guides & Precedences](#)
- [Office Accounting](#)
- [Trust Accounting](#)
- [Reports & Dashboards](#)

# Knowledge Base

Browse our topics & articles to learn how to use LEAP to its full potential.

APPLICATION

COMPANIONS

**What's New**

- [Link](#)
- [Link](#)

[VIEW ALL 2 ARTICLES](#)**Installing & Setting Up**

- [Link](#)
- [Link](#)
- [Link](#)
- [Link](#)
- [Link](#)
- [Link](#)

[VIEW ALL 27 ARTICLES](#)**Matters**

- [Link](#)
- [Link](#)

[VIEW ALL 27 ARTICLES](#)**Cards**

- [Link](#)
- [Link](#)
- [Link](#)
- [Link](#)
- [Link](#)
- [Link](#)

[VIEW ALL 23 ARTICLES](#)**Correspondence**

- [Link](#)

[VIEW ALL 25 ARTICLES](#)**Calendar & Tasks**

- [Link](#)
- [Link](#)
- [Link](#)

[VIEW ALL 7 ARTICLES](#)**Guides & Precedences**

- [Link](#)
- [Link](#)

**Time & Fee Recording**

- [Link](#)
- [Link](#)
- [Link](#)
- [Link](#)

[VIEW ALL 19 ARTICLES](#)[VIEW ALL 5 ARTICLES](#)

## Accounting

**Office Accounting**

- [Link](#)
- [Link](#)
- [Link](#)
- [Link](#)
- [Link](#)

[VIEW ALL 22 ARTICLES](#)**Trust Accounting**

- [Link](#)
- [Link](#)
- [Link](#)
- [Link](#)
- [Link](#)
- [Link](#)

[VIEW ALL 42 ARTICLES](#)

## Reports

**Reports & Dashboards**

- [Link](#)
- [Link](#)
- [Link](#)
- [Link](#)
- [Link](#)

[VIEW ALL 22 ARTICLES](#)**RESOURCES**

- [Text H4](#)

**COMMUNITY & SUPPORT**

- [Text H4](#)

**TECHNICAL**

- [Text H4](#)

**Stay Updated**

Follow us on Twitter for support updates.

[FOLLOW ON TWITTER](#)

## Related Articles

## MATTER MANAGEMENT

[Customising a Matter](#)

## CORRESPONDENCE

[Importing a document to a matter](#)

## GUIDES AND PRECEDENTS

[Adding the LEAP Document Manager to Word](#)

## CORRESPONDENCE

[Using a different template for a document type](#)

## INSTALLING AND SETUP

[Importing a document to a matter](#)

## MATTERS

## Creating a new matter

DESKTOP

iOS

ANDROID

Lore ipsum dolor sit amet, consectetur adipiscing elit. Integer neque dui, euismod et cursus non, molestie sed turpis. Interdum et malesuada fames ac ante ipsum primis in faucibus. Ut scelerisque aliquet dui. Nullam consequat sollicitudin lobortis. Aenean diam felis, accumsan quis quam quis, convallis volutpat nulla. Sed eu felis feugiat, cursus ipsum at, vulputate libero.

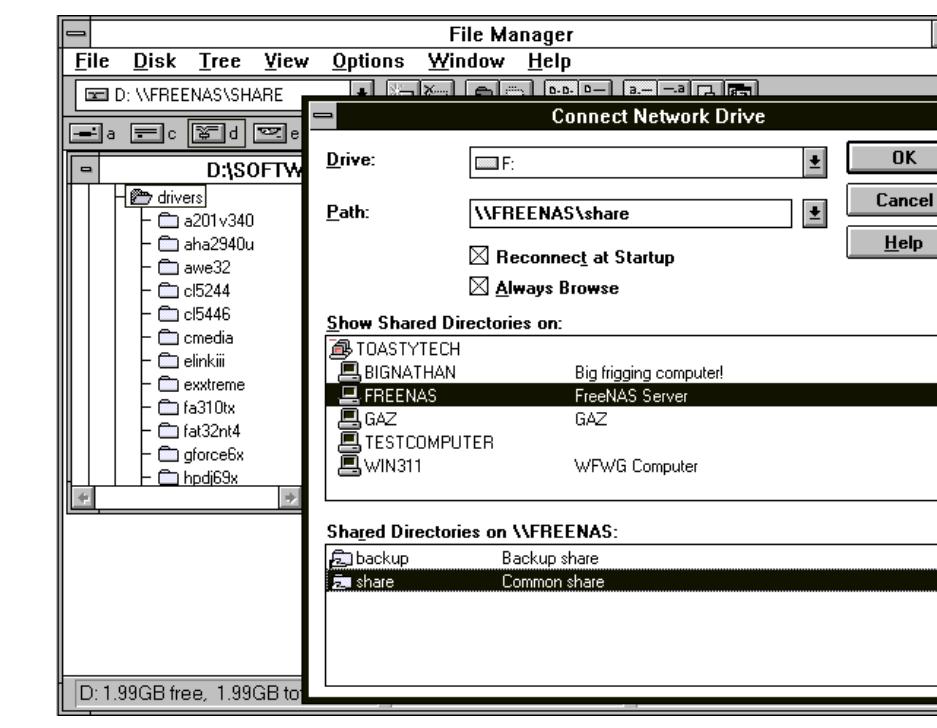
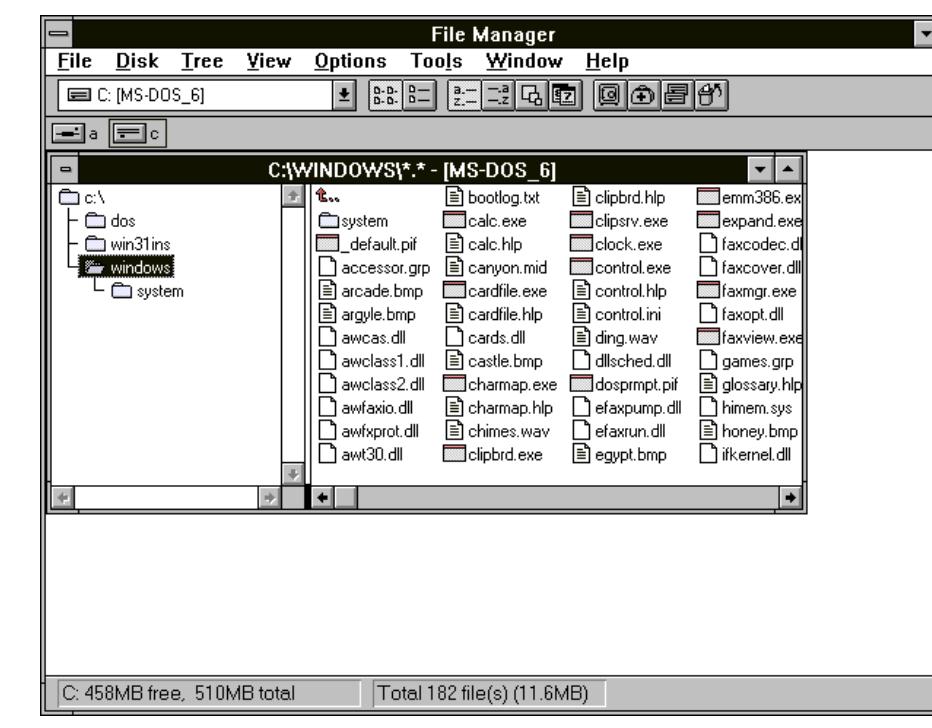
Maecenas in pretium elit. Aenean sed odio vehicula, auctor orci aliquet, fermentum elit. Lorem ipsum dolor sit amet, consectetur adipiscing elit. In accumsan at tortor at congue. Fusce sollicitudin pretium nisl, in auctor nulla ullamcorper ac. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Vivamus ligula tortor, rutrum nec nibh id, euismod laoreet orci. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Sed volutpat ac risus non tempor.

Lore ipsum dolor sit amet, consectetur adipiscing elit. Integer neque dui, euismod et cursus non, molestie sed turpis. Interdum et malesuada fames ac ante ipsum primis in faucibus. Ut scelerisque aliquet dui. Nullam consequat sollicitudin lobortis. Aenean diam felis, accumsan quis quam quis, convallis volutpat nulla. Sed eu felis feugiat, cursus ipsum at, vulputate libero.



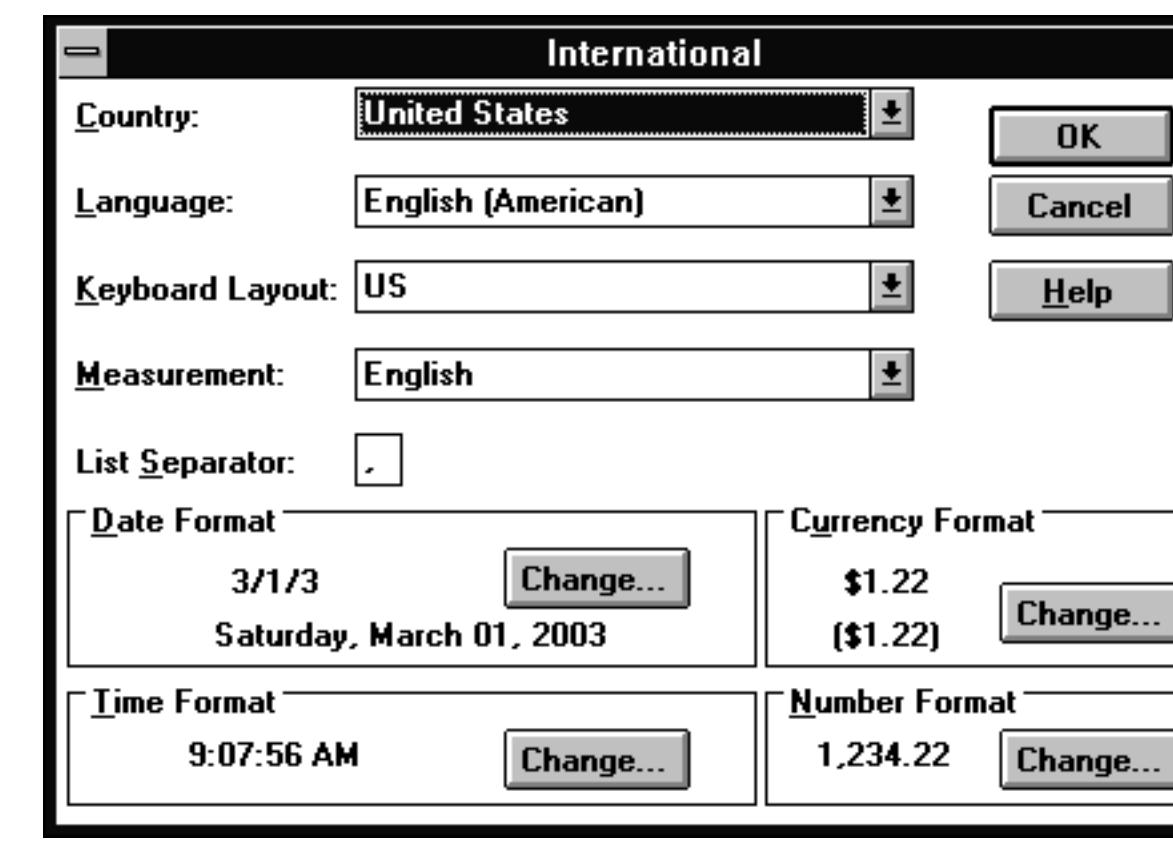
## COMMUNITY Ideas Hub

Lore ipsum dolor sit amet, consectetur adipiscing elit. Donec mattis arcu est



Maecenas in pretium elit. Aenean sed odio vehicula, auctor orci aliquet, fermentum elit. Lorem ipsum dolor sit amet, consectetur adipiscing elit. In accumsan at tortor at congue. Fusce sollicitudin pretium nisl, in auctor nulla ullamcorper ac. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Vivamus ligula tortor, rutrum nec nibh id, euismod laoreet orci. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Sed volutpat ac risus non tempor.

Lore ipsum dolor sit amet, consectetur adipiscing elit. Integer neque dui, euismod et cursus non, molestie sed turpis. Interdum et malesuada fames ac ante ipsum primis in faucibus. Ut scelerisque aliquet dui. Nullam consequat sollicitudin lobortis. Aenean diam felis, accumsan quis quam quis, convallis volutpat nulla. Sed eu felis feugiat, cursus ipsum at, vulputate libero.



Maecenas in pretium elit. Aenean sed odio vehicula, auctor orci aliquet, fermentum elit. Lorem ipsum dolor sit amet, consectetur adipiscing elit. In accumsan at tortor at congue. Fusce sollicitudin pretium nisl, in auctor nulla ullamcorper ac. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Vivamus ligula tortor, rutrum nec nibh id, euismod laoreet orci. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Sed volutpat ac risus non tempor.

## Was this article helpful?

Help us improve our articles for you...

YES

NO

## Related Discussions

## LEAP pop-up windows don't display properly on Microsoft SurfaceBook

16 0 5

LEAP Desktop • Richard Dart 11 • May 2017 at 12:17 AM

## ANSWERED

## I have a paid invoice and an unpaid invoice on a matter. I need to apply a discount to both the...

16 0 5

LEAP Desktop • Richard Dart 11 • May 2017 at 12:17 AM

## Entering a director expense

16 0 5

LEAP Desktop • Richard Dart 11 • May 2017 at 12:17 AM

VIEW ALL DISCUSSIONS

Still can't find what you're looking for?



COMMUNITY  
Start a Discussion with other LEAP Users →



SUPPORT CHAT  
Start a LiveChat session with our Consultant →



SUPPORT EMAIL  
Email us so that we can contact you →



## RESOURCES

Text H4

## COMMUNITY &amp; SUPPORT

Text H4

## TECHNICAL

Text H4

Follow us on Twitter for support updates.

FOLLOW ON TWITTER

## Related Articles

## MATTER MANAGEMENT

[Customising a Matter](#)

## CORRESPONDENCE

[Importing a document to a matter](#)

## GUIDES AND PRECEDENTS

[Adding the LEAP Document Manager to Word](#)

## CORRESPONDENCE

[Using a different template for a document type](#)

## INSTALLING AND SETUP

[Importing a document to a matter](#)COMMUNITY  
Ideas Hub

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec mattis arcu est.

## Question

SIGN IN &amp; ANSWER

SHARE



## MATTERS

I have a paid invoice and an unpaid invoice on a matter. I need to apply a discount to both the paid invoice and the unpaid invoice. I'm unsure of how I apply a credit note to the paid invoice which I will then credit to the unpaid invoice.



JH

Justin Hiew

6 September 2019 at 11:47 AM

Cost Recoveries

Lump Sum

1 answer • 26 views

## Top Rated Answers

BEST ANSWER



FH

Farhana Khan

6 September 2019 at 11:47 AM

BEST ANSWER



To view itemised searches on an invoice, follow these steps:

1. Go to Tools > Options on the LEAP main menu.
2. Click Activity Codes and then click Cost Recovery.
3. Click the pen icon edit the Infotrack cost recovery.
4. There should be an option to choose whether to Group the activity on an invoice or not.
5. Un-tick Group On Invoice if you don't want the activity to be grouped together as one entry.

Best regards,

Farhana

## All Answers



FH

Farhana Khan

6 September 2019 at 11:47 AM



To view itemised searches on an invoice, follow these steps:

1. Go to Tools > Options on the LEAP main menu.
2. Click Activity Codes and then click Cost Recovery.
3. Click the pen icon edit the Infotrack cost recovery.
4. There should be an option to choose whether to Group the activity on an invoice or not.
5. Un-tick Group On Invoice if you don't want the activity to be grouped together as one entry.

Best regards,

Farhana

It's not the same without you...

Sign in to help others or get help from others.

SIGN IN &amp; ANSWER

**Still can't find what you're looking for?**



COMMUNITY  
Start a Discussion with other LEAP Users →



SUPPORT CHAT  
Start a LiveChat session with our Consultant →



SUPPORT EMAIL  
Email us so that we can contact you →



## RESOURCES

Text H4

Text H4

Text H4

Text H4

Text H4

Text H4

## COMMUNITY &amp; SUPPORT

Text H4

Text H4

Text H4

Text H4

## TECHNICAL

Text H4

Text H4

Text H4

Text H4

Text H4

## Stay Updated

Follow us on Twitter for support updates.

FOLLOW ON TWITTER

L T

LT

MAP