



Master File Agreements Transactions Reconcile Audits

Welcome David Clerk

[logout](#)

Update Barristers

Update Clients

Update Solicitor

Update Matter

Update System

Update User

Update Barristers

Barrister Name



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Update Clients





Master File Agreements Transactions Reconcile Audits

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Update Barristers

Update Clients

Update Solicitor

Update Matter

Update System

Update User

Update Solicitor

Solicitor Name



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Update Matter

Matter No: 75 43 84 67

Unique

Must be have either
Client or Solicitor or both

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Update System





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Update Barristers

Update Clients

Update Solicitor

Update Matter

Update System

Update User

Update System

User Name

User Initials



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Fee Agreement

agreement_fee



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Welcome David Clerk

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Disclosure Form



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General Letter

agreement_general



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Welcome David Clerk

[logout](#)

Incoming

incoming includes [cash](#), [bank cheque](#), [cheque](#) and [eft](#)

Pay Feeslip

Refund

Incoming Cheque

Payment

- ☐ cash
☐ bank cheque
☒ cheque
☐ eft

\$ Amount

Matter No

Matter Name

Barrister Name

Solicitor Name

Client Name

notes

Drawer

- ☐ solicitor
☐ client
☐ current
☐ other

Drawer

Bank

Ask for further details if other

If current account then LSB should be notified

transaction_incoming_cheque



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Welcome David Clerk

[logout](#)[Incoming](#)incoming includes [cash](#), [bank cheque](#), [cheque](#) and [eft](#)[Pay Feeslip](#)[Refund](#)

Incoming Cash

Payment

- ☒ cash
☐ bank cheque
☐ cheque
☐ eft

\$ Amount

Matter No

Matter Name

Barrister Name

Solicitor Name

Client Name

notes

Paid By

- ☐ solicitor
☐ client
☐ other

Ask for further details if other

transaction_incoming_cash



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Welcome David Clerk

[logout](#)**Incoming**

Pay Feeslip

Refund

incoming includes [cash](#), [bank cheque](#), [cheque](#) and [eft](#)

Incoming Cheque

Payment

- ☐ cash
- ☒ bank cheque
- ☐ cheque
- ☐ eft

\$ Amount

Matter No

Matter Name

Barrister Name

Solicitor Name

Client Name

notes

Paid By

- ☐ solicitor
- ☐ client
- ☐ other

Bank

Branch

Ask for further details if other

transaction_incoming_bank_cheque



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Welcome David Clerk

[logout](#)

Incoming

incoming includes [cash](#), [bank cheque](#), [cheque](#) and [eft](#)

Pay Feeslip

Refund

Incoming Cheque

Payment

- ☐ cash
☐ bank cheque
☐ cheque
☒ eft

\$ Amount

Matter No

Matter Name

Barrister Name

Solicitor Name

Client Name

notes

Paid By

- ☐ solicitor
☐ client
☐ current
☐ other

Ask for further details if other

If current account then LSB should be notified



transaction_incoming_eft

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Welcome David Clerk

[logout](#)

Incoming

incoming includes [cash](#), [bank cheque](#), [cheque](#) and [eft](#)

Pay Feeslip

Refund

Pay Feeslip

Matter No

Matter Name

\$ Total

Barrister Name

Solicitor Name

Client Name

dd/mm/yyyy

feeslip no

\$ amount

Balance

dd/mm/yyyy

feeslip no

\$ amount

Balance

dd/mm/yyyy

feeslip no

\$ amount

Balance

Save

Cancel

transaction_outgoing_feeslip



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Welcome David Clerk

[logout](#)

Incoming

incoming includes [cash](#), [bank cheque](#), [cheque](#) and [eft](#)

Pay Feeslip

Refund

Outgoing Other

Matter No

Matter Name

\$ Total

Barrister Name

Solicitor Name

Client Name

Sent to (notes)



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Welcome David Clerk

[logout](#)[Outstanding Report](#)

Outstanding Report

Matter No	Barrister	Matter Name	User	Last Updated	Amount
123456	John Smith	Jones Case	AT	01-07-2014	1275

