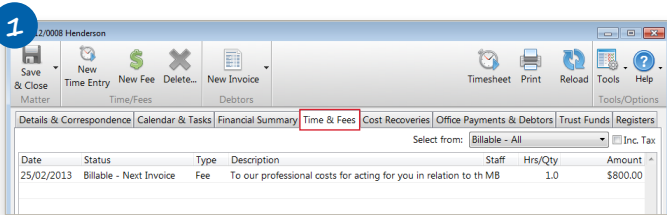


5. Invoicing

LEAP Conveyancer allows you to easily enter fees, and generate invoices and receipts.

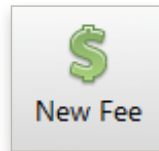
www.leapconveyancer.com.au/training

- Adding a new fee
- Creating a new invoice
- Creating a new receipt

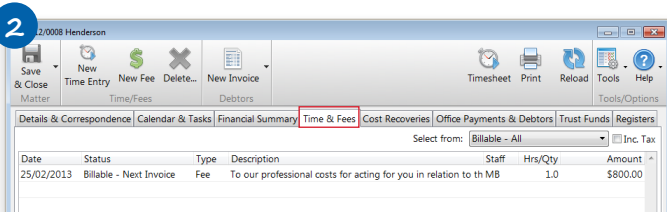


Adding a New Fee

In an open Matter: Time & Fees tab > **New Fee.**

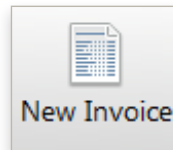


- Select the Activity Code.
- Enter a Billing Description.
- Enter a date, the default is today, but can forward or backdate the invoice.
- Keep or remove the GST component.
- Invoice is billable or written-off.

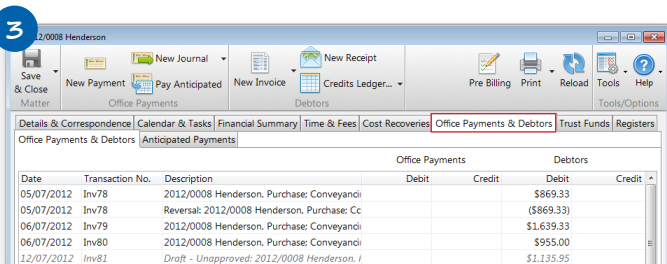


Creating a New Invoice

In an open Matter: Time & Fees tab > **New Invoice.**



- **Edit item:** Right-click the item and select Properties.
- **Delete item:** Right-click the item and select Delete from Invoice.
- **Delete the Invoice** and return all fees and disbursements back to the Matter: Tools/Options menu, Delete.
- **Generate online version of Invoice:** Click the Printer icon.



Creating a New Receipt

In an open Matter: Office Payments & Debtors tab > **New Receipt.**



- **Amount paid:** Add the amount paid to the Apply column if the client has paid too little or too much.
- **Final-Printed/sent:** Only Invoices that have a status of Final-Printed/sent will be able to have a Receipt generated against.

