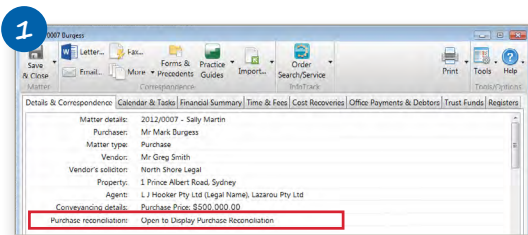


9. Purchase & Sale Reconciliation

For NSW and Victorian conveyancers, the Purchase and Sale Reconciliation functions enable you to double check figures and enter all cheques required for Settlement. Once cheque details are entered the information can then be merged into multiple documents, as well as into your Settlement instructions, ensuring consistency of Settlement information across documents.

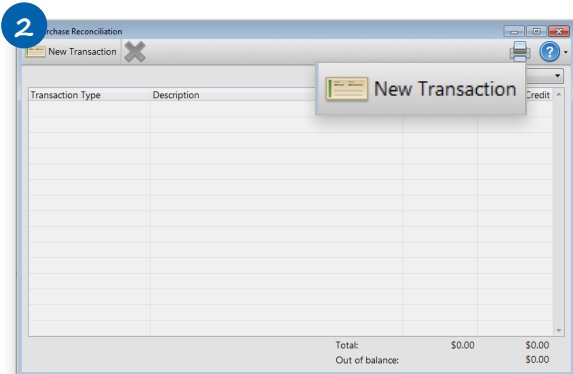
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- Purchase Reconciliation: Accessing
 1. Enter Amount due on Settlement
 2. Enter Costs
 3. Enter Cheques required at Settlement
- Sale Reconciliation: Accessing
- Completed Reconciliation

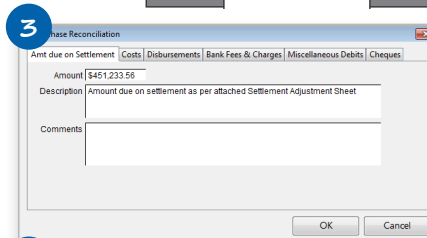


Purchase Reconciliation: Accessing

In an open Purchase Matter double-click the row in the Matter Details & Correspondence tab.

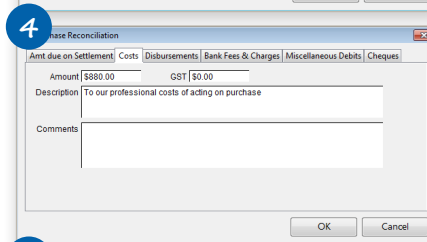


In the Purchase Reconciliation window click **New Transaction**.



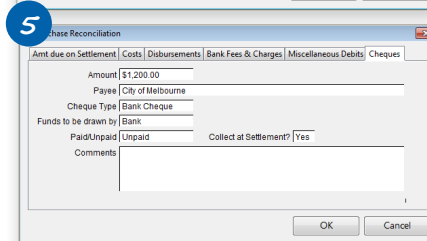
1. Enter Amount due on Settlement

From your Statement of Adjustments or Settlement Adjustment sheet.



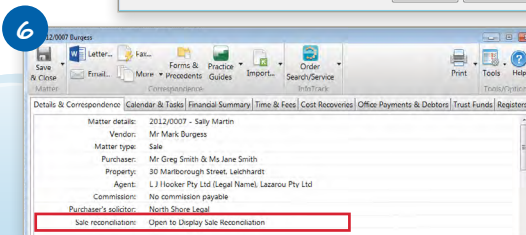
2. Enter Costs

Enter any additional amounts to be provided at Settlement.



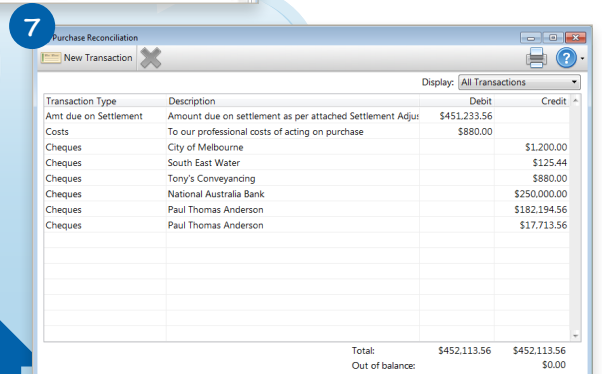
3. Enter Cheques Required at Settlement

Enter the breakdown of cheques required at Settlement.



Sale Reconciliation: Accessing

In an open Sale Matter double-click the row in the Matter Details & Correspondence tab.



When completed, the reconciliation can be printed, provided to the client, and the information entered in a variety of documents.

