

Statement Footer

You can print anything you want at the bottom of your statements by entering the footer information in Statement Footer.

Clients often tear off the payment stub on the statement and send that back. You will want to have a reference to your office on the bottom part of the statement. The Statement Footer is used for his purpose.

Select Settings in the main menu, then Statement Settings and look to the bottom left side of the Statement Settings Screen for Statement Footer.

You can enter as many lines as you want. Most customers enter something simple like the Law Office Name on the first line and the If you have any questions call: nnn.nnn.nnnn on a second line.

If you use more than one office address on your statements do not put an address in the footer.

End