

How to Write Off Client Balance and Close.

1. On Log enter client name and select code ATZ (will adjust to zero client balance). Save. Enter no other data. Will not affect Trust or Retainer Balances.

2. On Log enter client name and select code OUT (will inactivate client). Save. Enter no other data.

3. For over 30 clients at a time Use Contact us in Program and ask Interbill to do.

End