

Administrators

Admin

Including hourly rates and monthly targets.

Logins *i*

Add users, remove users, change user passwords (encrypted).

Assign and update Fee Earners *i*

Fee Levels *i*

Firm Details *i*

Includes firm name, address, bank details and logo for invoices and statements to clients plus various other data relating to firm such as VAT settings.

Set Sequences *i*

Typically to allow for auditors adjustments after period has been closed.

Set Temporary Freeze Date *i*

Import data *i*

Import Clients and Matters *i*

Data extracted from legacy system can be imported by LawPracticeZA when converting.
Requires balanced data in spreadsheets in format defined by each import module.

Import Posting codes *i*

Import WIP *i*

Import Suppliers *i*

Import General Ledger *i*