Bookkeepers

Posting Transactions

Receive monies from a client *i*

Payment to client / on behalf of client *i*

Invoices from suppliers *i*

Pay suppliers *i*

Business Receipt *i*

Business Payment *i*

LPA Section 86(4) Investments / withdrawals *i*

LPA Section 86(4) interest and charges *i*

Trust Transfers *i*

Bank Transfers *i*

Bank Recon *i*

Journal Entries *i*

Posted as a Matter Receipt, Trust or Business. Also used when receiving Trust Transfer into firms bank: post against system Trust Transfer Clearing Matter.

Also used to post trust transfer payment (to firm): post against system Trust Transfer Clearing Matter.

Suppliers include Advocates and Sheriffs (disbursements) as well as business suppliers such as the stationary store.

Client investments. LabPracticeZA maintains balances for business, trust and investments for all Matters.

**Automatic trust transfer establishes and updates the amount available for transfer, to be paid from trust (Matter payment, Trust) and receipted into business (Matter Receipt, Business), posted against the system Trust Transfer Clearing Matter.
See Trust Transfer report.**

Masterfile Maintenance

General Ledger Accounts *i*

General Ledger account categories *i*

Suppliers *i*

Departments *i*

Posting codes *i*

Clients *i*

Matters *i*

Business and Trust Banks *i*

Receipt Methods *i*

Bank Reconzilla *i*

Provides flexibility in categorising accounts for financial reports such as the Balance Sheet and Income and Expense report.

For capturing time-based and unitary fees, as well as disbursements. Tariff Bundles contain groups of associated tariffs, e.g. court tariffs or legal insurance company (LegalWise) tariffs.

Adding clients and Matters also accessible from Dashboard icons.

Banks are special General Ledger accounts that work in conjunction with Receipt Methods. Petty Cash is considered a bank and can be reconciled as one.

Import bank statements and capture transactions directly from the import. Match transactions with LawPracticeZA bank account.

Reports

All transactions recorded for selected period (default current month) with filter option.	Statement of Account(s) *i*
	Audit Trail *i* — General Ledger accounts with transactions for the selected period. Export to spreadsheet for analysis.
On demand or in bulk: client can load invoices and receipts directly from statement body in email. Business, Trust and Investments shown separately.	Bank Recon *i* — Manual Bank recon. See Reconzilla for imported bank statements and automated recon.
	Client Statement *i*
	Matter Movement *i*
	Account Enquiry *i* — All Matters with trust and/or investment balances, with Trust Banks and S86(4) investment accounts. Trust recon in single report.
	Trust Transfers *i*
	Trust Investments / Commitments *i*
Monthly target with calculated MTD comparision for all Fee earners.	Debtors Age Analysis *i*
	Suppliers Age Analysis *i*
	Target Report *i* — Export to spreadsheet to analyse WIP and invoiced fees by Fee Earner, Client and Matter, selected period, etc., using Pivot Table
	Unbilled Fees and Disbursements *i*
	Invoiced Fees and Disbursements *i*
VAT 201 form produced for easy completion, with spreadsheet containing corresponding detail.	VAT *i* — Trial Balance, Income and Expense report and Balance Sheet for the selected period
	Financial Reports *i*
	Analytics *i*

Period End

Set the 'freeze date' for month-end or year-end. Takes only a second as no balances are rolled: LawPracticeZA calculates balances on the fly.	Send proforma and/or bulk invoices *i* — Select from available Clients Matters and email in bulk, to email address in client / matter
	Send Statements *i*
	Set Period End *i*