

# Bookkeepers

Replicating the bookkeeper menu with access to the appropriate section in the manual via *i*

## Posting Transactions

- Receive monies from a client**  
Use Reconzilla to post from imported bank statements *i*
- Payment to client / on behalf of client** *i*
- Invoices from suppliers**  
From Advocates and Sheriff's as well as office suppliers *i*
- Pay suppliers** *i*
- Business Receipt**  
Against General Ledger accounts such as drawings *i*
- Business Payment**  
Against General Ledger accounts such as drawings *i*
- LPA Section 86(4) Investments / withdrawals** *i*
- LPA Section 86(4) interest and charges** *i*
- Trust Transfers**  
List all available transfers with option to process *i*
- Bank Transfers**  
For moving funds between banks of the same type *i*
- Bank Recon**  
Manual recon: see Reconzilla for bank imports *i*
- Journal Entries**  
Between Matters, Suppliers or General Ledger accounts *i*
- List by type (of transaction)**  
For all types of transactions: Receipts, Payments, etc. *i*

## Masterfile Maintenance

- General Ledger Accounts**  
Add or update General Ledger accounts *i*
- General Ledger account categories**  
Create and assign sub categories: e.g. Current Assets *i*
- Suppliers**  
Advocates, Sheriff's, etc. + business suppliers (e.g. Rent) *i*
- Departments**  
Add additional departments e.g. Shipping. *i*
- Posting codes**  
Update: 'Activities' for capturing fees & disbursements *i*
- Clients**  
List clients, with filter & menu options *i*
- Matters**  
List Matters, with filter & menu options *i*
- Business and Trust Banks**  
Create bank accounts: automatically creates GL account *i*
- Receipt Methods**  
For each Bank: e.g. EFT *i*
- Bank Reconzilla**  
Import Bank Statements & capture / reconcile *i*

## Reports Excel (spreadsheet) default, with Pivot Tables where appropriate. Optionally PDF.

- Statement of Account(s)**  
General Ledger accounts & transactions: selected dates *i*
- Audit Trail**  
Record of all accounting transactions for selected dates *i*
- Bank Recon**  
Manual bank recon: see Reconzilla *i*
- Client Statement**  
Bulk Statement email to clients: selective *i*
- Matter Movement**  
All Matter transactions for a selected period *i*
- Account Enquiry**  
For Matters, Suppliers or General Ledger *i*
- Trust Transfers**  
PDF of trust transfers processed, by date and time *i*
- Trust Investments / Commitments**  
All matters with trust / investment balances + bank/s *i*
- Debtors Age Analysis**  
Clients Matters with outstanding balance, aged. *i*
- Suppliers Age Analysis**  
Suppliers with outstanding balance, aged. *i*
- Target Report**  
Fee Earners target vs actual with drill-down *i*
- Unbilled Fees and Disbursements**  
Firms entire WIP, analysed using Pivot Tables *i*
- Invoiced Fees and Disbursements**  
For selected period, analysed using Pivot Tables *i*
- VAT**  
VAT 201 completed with spreadsheet detail *i*
- Financial Reports**  
Trial Balance, Income and Expense and Balance Sheet *i*
- Analytics**  
Various (mostly graphic) reports *i*

## Period End

- Send proforma and/or bulk invoices**  
In bulk, selectively *i*
- Send Statements**  
In bulk, selectively *i*
- Set Period End**  
Set month-end and year-end *i*