

Workbook

Lexis[®] Affinity Library

Version 3.0

Operations

Prepared for Release Documentation

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1. Lexis® Affinity Library Operations

This course is designed for accounts supervisors and operators who need to be able to perform accounting functions in Lexis Affinity Library.

The Operations course will allow the attendee to become proficient in the day-to-day accounting procedures in Lexis Affinity Library.

The course is designed as an introductory level course for staff who are new to the use of the Lexis Affinity Library software in a law office. Best results are achieved if the staff member has already received basic training in law office bookkeeping and administration procedures.

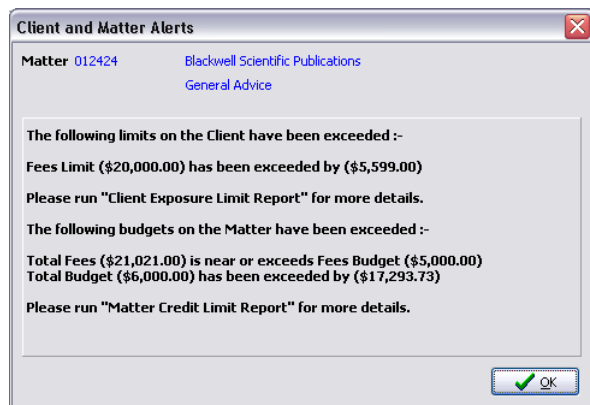
Topics covered in this course include:

- Trust and Office bookkeeping procedures; including
 - > Trust Receipts, Cheques & Journals
 - > Trust Transit Register
 - > Trust Statements
 - > Office Receipts, Cheques & Journals
 - > Cheque Requisitions and Requests
 - > Sundries
 - > Disbursements
- Creditors
- Automatic generation of entries
- Fee recording
- Billing
- Write Offs
- Ledgers
- Month End / Year End Procedures
- System Check

Client and Matter Alerts

When you attempt to process on a matter that has exceeded limits set on the system, Lexis Affinity Library will display an Alert to advise of the situation.

You may see a message similar to the one below.

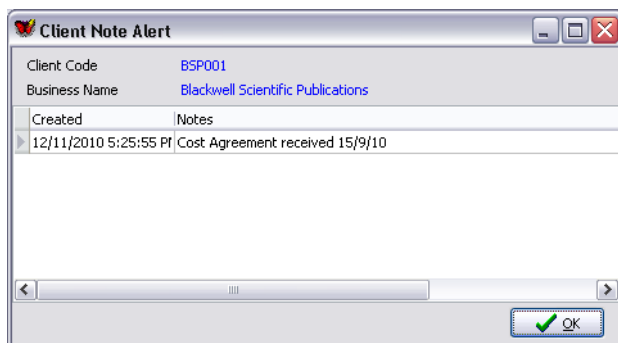


You can then take corrective action, seek further instructions or continue to process the entry.

You will see several of these Alerts during the course.

Alert Notes

If a Client has a Note which has been flagged as an "Alert", this message will display when processing entries for matters that belong to the Client



2. The Structure of Lexis Affinity Library

Lexis Affinity Library offers a complete and integrated approach to Law Office Management.

The Lexis Affinity Library system uses a set of related tables to maintain a complete picture of your practice. These tables are just like a set of card files in which information is recorded in an orderly fashion. Understanding the tables behind Lexis Affinity Library will help you use the system in a more powerful way to accomplish your goals.

PhoneBook

This is the core of Lexis Affinity Library. The PhoneBook should contain the names and addresses of all the people or companies with whom your firm deals. This includes Clients, Employees, Prospects, Debtors and other parties such as; Other Solicitors, Real Estate agents, Barristers, Doctors, and Creditors. The integrity of the data in the PhoneBook is vital to your practice. The PhoneBook also allows you to record relationships between people or companies in the PhoneBook, such as associated companies, employee relationships and Directorships.

The PhoneBook is also your marketing database and therefore can include potential clients or anyone who you want included in your marketing mail outs. The PhoneBook includes the ability to create mail merge documents for all or selected contacts in the PhoneBook.

Clients

Clients are a sub-set of the PhoneBook. Client information is stored in two places (referred to as Tables) in Lexis Affinity Library. Client names and addresses are stored in the PhoneBook and client account balances are stored in the Client record. Although all of the client information can actually be entered in the Client record (so that it is easy to create a new client entry in one place), the name and address details are stored in, and can be accessed through, the central PhoneBook.

This makes it easy for staff to look up any name and address in the PhoneBook, regardless of whether they are looking for a client's telephone number or that of another party.

Matters

Once a client has been created in the system, you are able to create matters for the client. Attributes of the matter, such as the Partner, the Controller and the Author and the matter type are all defined in separate files (or tables).

The matter file records information such as matter number, description of the matter and links to other parties. Other party details are kept in the PhoneBook with all other names and addresses. In addition, the matter file records the various ledger balances such as Fees, Debtors, Billed Fees and Trust.

Other associated variables can be recorded for matters of a particular type. For example - the exchange date for a conveyancing matter or the date of marriage for a family law matter.

SafeCustody

Details of Packets held and the contents of those packets (Packet Items) are recorded and can be accessed by Client or Matter. Lexis Affinity Library also records details of the Date Lodged, Location, Borrower, Date Borrowed and date due for Return, Returned Date, Review Date, and Release to details.

Transactions

Transactions include fee entries, cheques, receipts, bills and journals. They are posted to matters and General Ledger Accounts immediately. Matter, Client and GL Account balances are automatically updated and are therefore always up to date.

Diary

Diary includes the details of appointments, reminders and telephone messages..

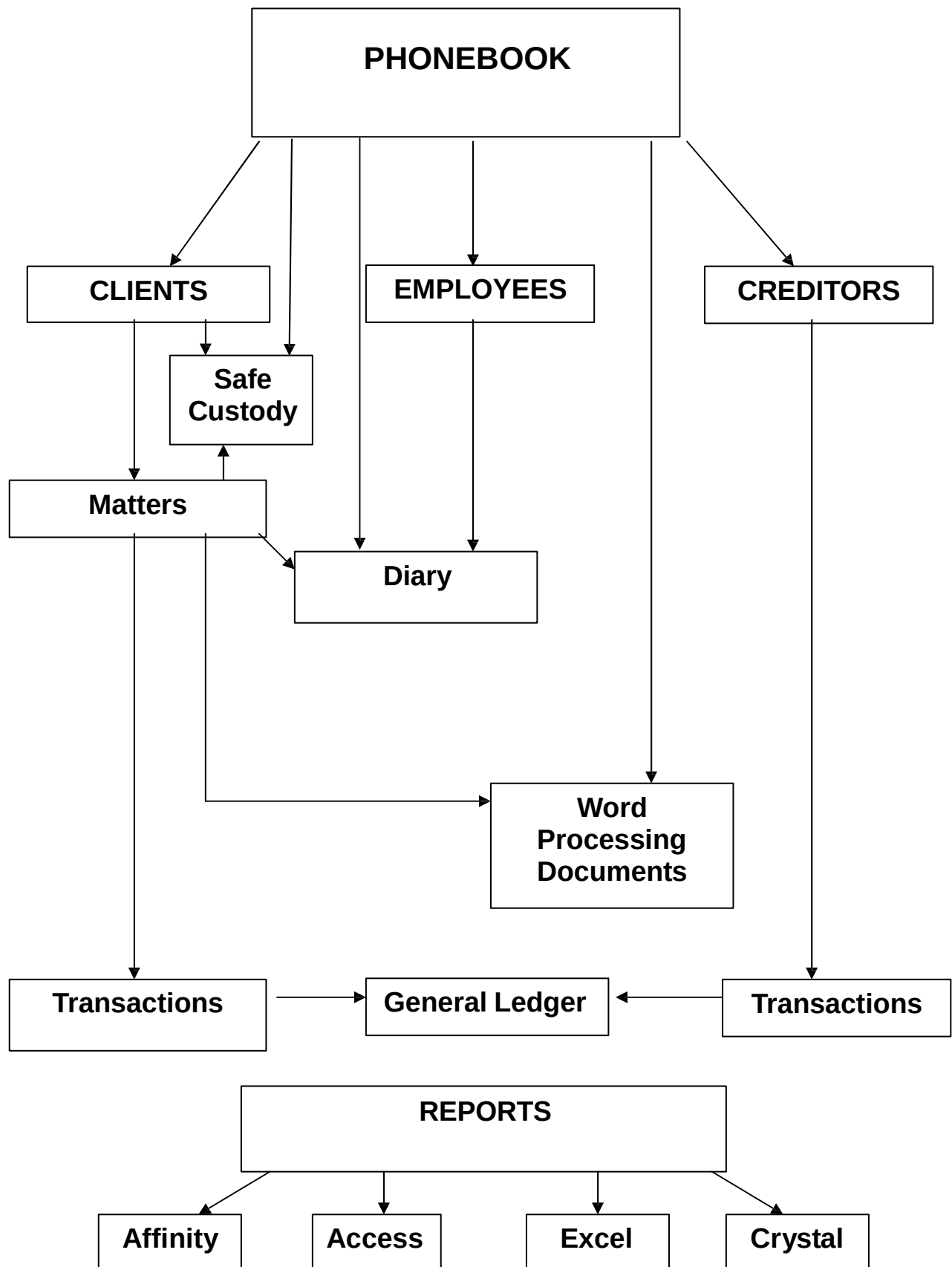
Documents

Details of documents recorded against this matter.

Reporting

Lexis Affinity Library comes with an extensive range of reports. However you can create your own reports by using third party products such as Excel, Access and Crystal Reports.

The general structure of Lexis Affinity Library is shown in the following diagram.



Notes:

3. Lexis Affinity Library Desktop

Access to Lexis Affinity Library is by double-clicking on the Lexis Affinity Library icon on your Windows Desktop and signing in as a User.

The Lexis Affinity Library Desktop will display and you can select individual applications by double clicking on the relevant icon.

The icons that appear on the Desktop will vary from User to User. This reduces the number of icons that appear on most Desktops and makes Lexis Affinity Library easy to navigate.

The applications that are available to a User are determined by the Lexis Affinity Library Administrator.

3.1 Sign into Lexis Affinity Library

HANDS ON

In this exercise you will sign into Lexis Affinity Library as YSR (Password is YSR). YSR has the highest level of Security and access to all applications. This is so that all relevant aspects of Lexis Affinity Library can be used during the training.

In your office, there is usually only one person (the Lexis Affinity Library Administrator) who has access to every application.

1. Double Click the Lexis Affinity Library icon

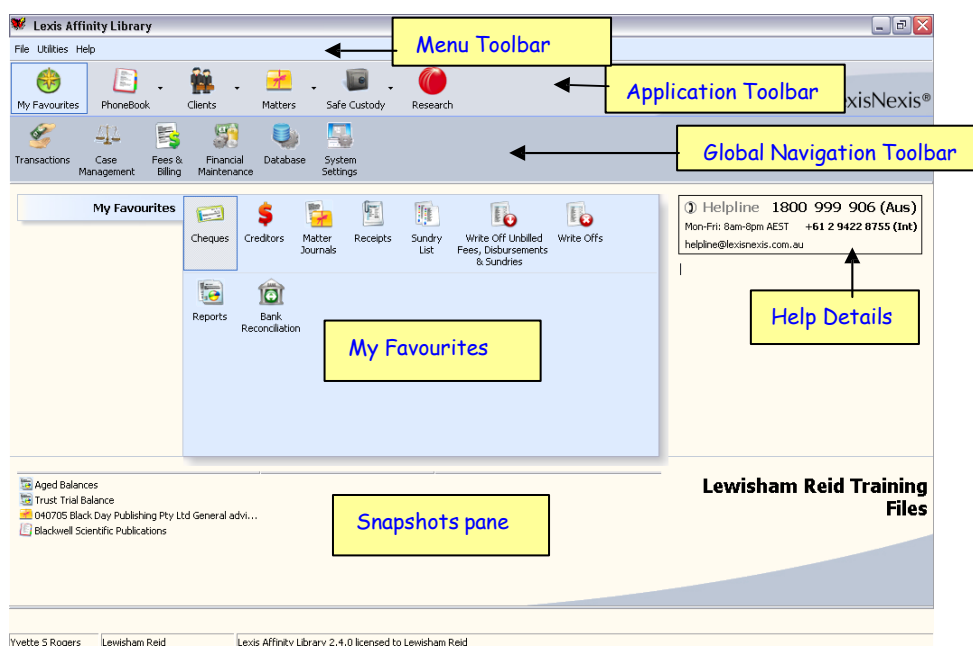
The Lexis Affinity Library Sign-In screen will display:



The image shows a Windows-style dialog box titled "Lexis Affinity Library Sign-In". It features the LexisNexis logo at the top. Below the logo, there are three input fields: "User ID" with the text "ysr" entered, "Password" which is empty, and "Database" with a dropdown menu showing "Lewisham Reid". At the bottom left, it says "Version 2.7.0" and "Build 0". At the bottom right, there are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

2. *User ID* YSR
 3. *Password* YSR (The password is not case sensitive.)
 4. *Database* Select the appropriate Database
 5. Click on **[OK]**
- OR
- Press <ENTER>

The Lexis Affinity Library Desktop appears.



Menu Toolbar

This group of functions is common to all Lexis Affinity Library users.

File

Select Exit, Lock, Set Date, or Check for Task Reminders.

Utilities

Select User Options, Password Change, Postcode Search or QuickCodes.

Help

Select Help to go to the LexisCare Home Page, emPower Precedent Update Site, Release Documentation, User References, Workbooks, run a System Check (if enabled), log a Helpline Call, display the Version & Build number, the number of licensed users and the number of used licences.

Application Toolbar

This is common to all users and gives access to PhoneBook, Clients & Matters, Safe Custody and Research (if licensed).

Global Navigation Toolbar

These are the main headings of the various groups of functions of Lexis Affinity Library. Each functional group opens to display further sub groups. Individual functions can be accessed by a double click.

My Favourites

This is user definable to allow quick access to the most often used functions.

Help Details

The details displayed here are either the standard LexisNexis Helpline details or can be customised for your individual firm. (Select System | General.)

Snapshots pane

This is a user definable area. Users can "snapshot" a particular PhoneBook entry, Client, Matter or Report. They are accessed by a double click.

3.2 My Favourites

It is possible to place frequently used functions in 'My favourites'.

HANDS ON

In this exercise you will add three functions to My Favourites.

1. Open Transactions | Cheques | Cheque Requisitions
2. Right click on the Cheque Requisitions icon and select Add to My favourites
3. Repeat this for Fees & Billing | Fees | Fee Sheet
and
Fee List

The selected icons will now be in My Favourites.

4. Open My Favourites

Open applications from My Favourites

HANDS ON

In this exercise you will open each application. Note that you can have more than one application open and minimised at the same time.

1. Open each application and minimize each one

The application names will display on the Taskbar at the bottom of the screen.

2. Click on the application button in the Taskbar to maximise each application

Close Applications

HANDS ON

In this exercise you will close each application.

3. When each application is maximized, close each one

There are several ways to close a screen:

¾ Click on the X in the top right hand corner

¾ <ALT + F4>

¾ Click on the icon in the top left hand corner and click on Close

Some screens may have "File" as an option on the Menu Bar.

In this case, you can:

¾ File | Exit

¾ <ALT +F> X

3.3 Create Snapshots

Direct links to PhoneBook entries, particular clients and matters, and reports, can be placed on the Snapshots pane.



HANDS ON

In this exercise you will create a snapshot for a matter, a client and a PhoneBook entry.

1. Select *Matters* from the Applications Toolbar to display the Matter Selection screen.
2. Double-click on the first matter to display the details for that matter.

3. Click on the Snapshot button. 

OR

Select File | Snapshot

The selected matter will now be in the Snapshots pane.

4. Close the Matter screen

In this case you can use File | Exit or <ALT + F> X

5. Select *Clients* from the Application toolbar
6. Open the first Client
7. Snapshot this Client
8. Close the Client screen
9. Select *PhoneBook* from the Application toolbar
10. Locate and open Antwell Building Company
11. Snapshot this PhoneBook entry
12. Close the PhoneBook screen

You will see three icons in the shortcut pane. Notice that each icon is different. These icons are the same as the icons on the Application toolbar.

13. Open the Matter from the Snapshot
14. Open the Client from the Snapshot
15. Open the PhoneBook entry from the Snapshot
16. Close each window

3.4 Deleting Shortcuts from My Favourites

HANDS ON

1. Open My Favourites
2. Right click on the Cheque Requisitions icon and select Delete

The icon will then be removed from My Favourites.

NOTE: You can use the same procedure to delete Snapshots.

3.5 Automatically run Functions after Sign-In

It is possible to have certain functions automatically open when you sign into Lexis Affinity Library.

HANDS ON

In this exercise you will flag the Fee Sheet to be opened after signing in.

1. Right click Fee Sheet in My Favourites
2. Select Run after Sign-In
3. Sign out of Lexis Affinity Library
4. Sign into Lexis Affinity Library using the same User and Password as before

You will see the Fee Sheet opened and both windows are available for access.

5. Close the Fee Sheet

To remove functions from “Run after Sign-In”

6. Right click the Fee Sheet icon and remove the tick

3.6 Lock and Unlock Lexis Affinity Library

You can lock Lexis Affinity Library if you need to leave your desk when you are part way through a function.

Lock Lexis Affinity Library

HANDS ON

1. Open Matter 012402

If the Matter screen is maximised, you will need to click on the “Minimise” button on the Toolbar so that you can see the Application Toolbar.

2. On the Menu Toolbar, select File | Lock

This will lock the Lexis Affinity Library application and display a dialog box as shown below:



3. Unlock Lexis Affinity Library by entering the Password.
(The same as when you signed in)
4. Maximise the Matter screen by clicking on the matter icon on the Taskbar (at the bottom of the screen)
5. Close the Matter screen

3.7 Lexis Affinity Library Help

The Help button on the Menu Toolbar gives you access to the following:

LexisCare Home Page

Launches the LexisCare home page

emPower Precedent Update Site**Release Documentation – This Build**

Opens a pdf version of the Enhancement Notice for this build of software.
(The Build Number is displayed in About.)

Release Documentation – Previous Builds

Opens a folder that lists the pdf versions of the Enhancement Notice for previous releases.

User Reference – Advanced Scripting / DataForms & Precedents / Workflow

Opens a pdf version of the User Reference manuals for each of these options.

User References – End of Financial Year / Investments / Safe Custody

Opens a pdf version of the User Reference manuals for each of these options.

Workbook – Essentials / Operations / Administrator

Opens a pdf version of the Workbooks used for training on the Lewisham Reid training files.

System Check

Launches the System Check program.

Log a Helpline call

Launches the LexisCare Service Centre web site.

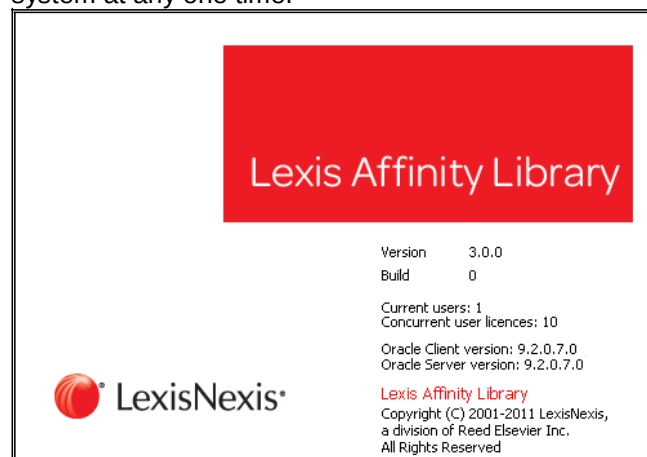
About

Displays information about:

The Version and Build number of the software.

The Current users - ie the number of users in the system.

Concurrent user licences – ie the maximum number of users allowed in the system at any one time.



3.8 Accessing Release Documentation

NOTE: To be able to view the PDF documents, users will need to have a PDF viewer installed on their workstation. If there is not one already installed on the workstation, it is possible to download Adobe Reader free of charge from the Adobe website, at the following web address:

<http://www.adobe.com/au/>

HANDS ON

1. Click on Help on the Applications Toolbar
2. Select Release Documentation – This Build

The PDF document will open.

You can scroll through the document or search for text.

3. Close the document

3.9 Accessing Recently Used Records

The down arrows beside *PhoneBook*, *Clients*, *Matters* and *Safe Custody* on the Application Toolbar gives you a quick way to access the last PhoneBook, Client, Matter or Safe Custody Packet opened. The number of entries that appear in this list is set in the Employee record.

HANDS ON

1. Click on the PhoneBook down arrow to see the latest PhoneBook entries accessed.
2. Click on one of the PhoneBook entries in the drop-down list to open the PhoneBook with that record displayed
3. Close the PhoneBook screen

4. Toolbars

A number of Toolbar options are standard across the system. Some of these are shown below and are referred to throughout this workbook.

The icon or picture appears on the Toolbar. When you rest the cursor on the icon an explanation or description of that icon will display.

If an icon is not required or relevant for the function currently being performed, it will be greyed out.



New Creates a new entry, such as a new PhoneBook Group.
This icon changes from Application to Application.



Reverse
Allows you to reverse the selected entry.



Delete Deletes the entry currently displayed.



Create a Merge File for Word Processing
Links to Microsoft Word to create or edit a document based on a selected document or precedent.
If WordPerfect is used then the WordPerfect icon appears where the links to word processing is enabled.



Find Displays a list of names from which a particular record can be selected.



Snapshot
Creates a Snapshot for a particular Client, Matter Report etc on the Desktop.



Help Displays the On Line Help.



Next Go to the next record in the current sequence.



Previous
Go to the previous record in the current sequence.



First Go to the first record in the current sequence.



Last Go to the last record in the current sequence.



Print Print a report, the current record or a list.
Most reports will be displayed on the screen first and can then be printed or saved to a file.



Refresh Immediately refreshes the data on the screen.



Clear Clears the filter and refreshes the screen.

Notes:

5. QuickCodes

QuickCodes enable the user to enter text in to Lexis Affinity Library with minimal effort. For example, one of the most common reasons for issuing a Trust Receipt is “On account of costs & disbursements”. Rather than type this description every time, Lexis Affinity Library QuickCodes allows the text to be entered once and used many times over. This not only saves typing but also standardises the way text is typed.

Once a QuickCode has been created it can be used in most Lexis Affinity Library applications – for example when creating cheques, receipts, fees, journals etc. More than one QuickCode can be used to insert the detailed description for an entry if multiple lines are required.

5.1 Create a QuickCode

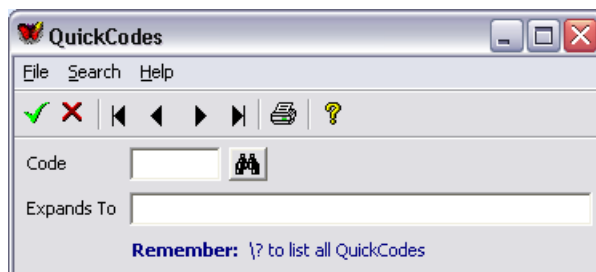
HANDS ON

In this exercise you will create a new QuickCode. The example given is that of SM (Settlement Money), however you may choose to create your name using your initials as the Code.

1. Open QuickCodes (Utilities | QuickCodes)

2. Click on  to create a new code

The screen is displayed below:



3. *Code* SM

A QuickCode can have a maximum of 5 characters.

4. *Expands To* Settlement Money

5. Click on  to update.

QuickCode Field Descriptions

Code the code that is typed to insert the text.
This is a maximum of five characters.

Expands To This is the description that Lexis Affinity Library will insert when the code is entered into a field. **240 characters**

5.2 Print QuickCodes

It is suggested that each User has a printed copy of the QuickCodes for ease of reference.



HANDS ON

In this exercise you will print the QuickCodes.

1. Click on  to see the list of QuickCodes.

A sample list of QuickCodes is shown below:

Printed 17/03/2009 8:44:05 AM		Lewisham Reid
		QuickCodes
Code	Description	
A	Attendance on telephone regarding	
AOD	Affidavit of Debt	
BC	Briefing Counsel	
CA	Court appearance	
CD	On account of costs & disbursements	
FF	Filing fee	
IF	Interpreters fee	
LM	lunch meeting	
LTO	Land Titles Office	
MR	Medical report	
OSR	Office of State Revenue	
PA	personal attendance	
POA	Payment of account	
SF	search fee	
SM	Settlement Money	
TA	Telephone attendance re Matter	
TI	Telephone call - incoming	
TO	Telephone call - outgoing	
WRT	with respect to	
YPF	your purchase from	

2. Close the Print Preview
3. Close QuickCodes

5.2.1 Using QuickCodes

To use QuickCodes throughout Lexis Affinity Library type the Code, preceded by a backward slash and followed by a space, for example, \dnrΔ to insert "Department of Natural Resources".

Look Up List for QuickCodes

QuickCodes can be displayed on the screen (where QuickCodes are available) by typing \?.

6. Trust Receipts

There are many ways of processing Trust Receipts in Lexis Affinity Library.

- Select the receipt icon on a Matter screen
Some details will be automatically completed by Lexis Affinity Library.
- Select Receipt Creation.
- Select Receipts
You can also access other information about receipts from this icon.

It is generally recommended that receipts be processed from the Matter screen, as Lexis Affinity Library will populate most of the fields. The exercises that follow are processed from the Matter screen.

When processing a receipt, you will enter the total of the receipt and then complete the Allocations table. If the receipt is for one reason and for one matter, the table will only contain one line. If the receipt is for more than one reason or for more than one matter, there will be several lines and the total of these lines should equal the total of the Receipt.

Default Amount Allocation

The Lewisham Reid training dataset has this feature enabled. (ie Security Options – Receipt [and Cheque] | Trust [and General] | Default Amount Allocation is ticked.) This setting will default the amount of the receipt (or cheque) to the first line of the Allocations table.

Force Tally setting

The Lewisham Reid Training dataset has this feature enabled. (ie Security Options – Receipt [and Cheque] | Trust [and General] | Force Tally is ticked.) This setting determines whether or not the operator has to make the total of the allocations agree with the total of the receipt (or cheque).

6.1 Receipt for One Matter



HANDS ON

In this exercise you will process a Trust Receipt for Matter 012339, for a total of \$1000.00, \$250.00 of this is to be receipted as Protected funds for Stamp Duty. These funds have been received in response to a letter to the client requesting money up front.

1. Open Matters from the Application Toolbar
2. Open Matter 012339

Note that this matter is held for Time and Disbursement entries, however Receipts can still be processed.

3. Select the "Trust Letters" tab

Note the letters that have been sent requesting trust funds up front.

4. Click on the drop down arrow beside the receipt icon 

5. Select Trust Account

Lexis Affinity Library has populated some fields, as the Matter Number is known.

NOTE: The balances for this Matter are displayed at the bottom of the screen.

6. *Date* Lexis Affinity Library prompts with today's date
7. *Bank* Accept the prompted Bank ID
8. *Receipt #* Lexis Affinity Library prompts with the next Receipt Number.

You may alter this if required.

NOTE: If you need to permanently alter this number, you should do this in Banks (Financial Maintenance | Banking | Banks).

9. *Series* Accept Series 1
10. *Receipt Type* Select CQ (Cheque)

Lexis Affinity Library defaults to Cheque.

11. *Entity* Accept the prompted Entity ID
12. *Branch* Accept the prompted Branch

Lexis Affinity Library will default to the Branch of the matter.

13. *Payor* Accept the prompted Payor

Lexis Affinity Library has automatically populated this field with the name of the Client.

You can use the  to locate another PhoneBook entry or type the name.

NOTE: If you alter the Payor name, Lexis Affinity Library will warn you that the Payor name differs to the PhoneBook and you can then unlink the PhoneBook record from this transaction.

The message is displayed below:



14. *Show Address* Tick this

The Address recorded in the PhoneBook will be inserted.

You can alter the address if required, however this will delete the link between this cheque and the PhoneBook record.

The Address field is primarily for use when sending Cheques to non PhoneBook parties and where the address needs to be included on the Remittance section of the Cheque for mailing purposes.

15. *Reason* \cd <TAB> or <SPACE BAR>

This will insert the text registered for the QuickCode “\cd” or you can type in the description for the receipt.

16. *Amount* 1000

17. *Clearance Date* Accept the prompted date

The date prompted is based on the Receipt type. You can alter the date if required

The clearance date applies to Bank Cheques, Cheques, Direct Deposit and Electronic Funds Transfer receipt types.

Direct Deposits are cleared the same day, EFT Deposits are cleared the next day.

18. *Received* Accept the prompted date

Alter this if required.

Lexis Affinity Library will default to Today's Date

19. *Receipted by* Accept the prompted User

Lexis Affinity Library will default to the logged in User.
You can select another user or simply type text.

20. *Cheque Details / Drawer* Accept the prompted Drawer details

The Cheque Details section appears if the Receipt type is Bank Cheque or Cheque and will be used to complete the Bank Deposit Slip.

Lexis Affinity Library has automatically populated this field. Alter it if required.

21. *Bank* NAB

22. *Branch* Sydney

23. *Cheque #* 542854

Allocations Table

24. *Type* Accept the default of "Matter"

This indicates the funds can be used for any purpose.

25. *Ref No* Accept the prompted Matter Number

26. *Reason* Accept the prompted reason

This can be changed if required.

27. *Amount* Change this to 750 and press <TAB>

This is the amount for this transaction line.

Note the Unallocated Amount at the bottom of the screen.

Pressing <TAB> allows you to enter another line for this receipt.

If a second transaction line appears and is not required, right click on the line and select "Remove". You cannot process a receipt that contains a blank line.

28. Click in the "Type" Column and select "Protected" (or you can type "P")

You can also select "Reserve" to allocate funds against a Bill or Trust Cheque Requisition.

29. *Refno* 012339 <TAB>

You can search for another matter number by clicking on 

30. *Reason* Stamp Duty

31. *Amount* 250

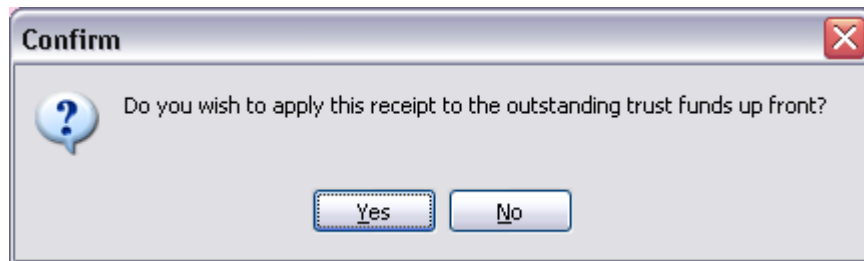
Press <ENTER> to update the Total amount of the receipt.

The "Unallocated Amount" at the bottom of the screen should now show \$0.00

32. *Keep receipt form open after posting?* Leave unticked

33. *Print* Leave unticked
34. Click **[OK]** to process the receipt

The following message displays:



35. Click on **[Yes]**

This message has been displayed, because the matter has had letters sent requesting Trust Funds Up Front, which have not been received and the system is set to prompt users when receipting trust funds to matters where the letters have been sent and no funds have been flagged as Trust Funds Up Front.

Alternately you can tick the *Upfront Trust Funds* option on the receipt screen.

If the receipt is not flagged correctly at the time of processing, you can select Receipts, locate the receipt and click on  .

Display the Matter

36. Select the "Trust Letters" tab

In the lower section, you will see details of the Trust Receipt.

37. Select the "Balances" tab

Note the Trust Balances (Total, Protected and Unprotected), Last Trust Transaction and Trust Clearance Date.

38. Click on **[Trust]** and **[Print]** to print a Trust Ledger
39. Review the transaction just posted
40. Close the print display

6.2 Receipt for Multiple Matters



HANDS ON

In this exercise you will process a Trust Receipt from Blackwell Scientific Publications for 3 different matters as detailed below. This is a Direct Deposit transaction.

Matter No	Reason	Amount
990168	On account of costs & disbursements	500.00
990046	On account of costs & disbursements	600.00
990155	On account of costs & disbursements	200.00
TOTAL		1300.00

1. Click on  to open the Matter Selection Screen

2. Locate and open Matter 990168

You can open any of the matters to be included.

3. Click on the drop down arrow beside the receipt icon 

4. Select Trust Account

5. *Date* Accept today's date

6. *Bank* Select TA

7. *Receipt #* Accept the prompted Receipt Number

8. *Receipt Type* Select DD

9. *Payor* Blackwell Scientific Publications

10. *Entity* Accept the prompted Entity

11. *Branch* Accept the prompted Branch

12. *Reason* \cd

13. *Amount* 1300

14. *Clearance Date* Alter this to the next day

15. *Received* Enter yesterday's date

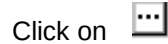
16. *Receipted by* Accept the prompted user

Allocations Table

17. *Type* Select Matter

18. *Ref No* 990168

OR



Click on  to open the Matter Selection screen. You can use the Filter to quickly locate the Client and therefore all the matters for that Client. Highlight the Matter and Click <OK> or Double Click it and the Matter Number will be inserted in the Refno field.

19. *Description*

Lexis Affinity Library will display the Matter Description.

20. *Reason* <TAB>

The Reason field is updated automatically with the Reason entered on the top section of the screen. You may alter the Reason field here if required.

21. *Amount* Change this to 500 <TAB>

22. Repeat the steps above for the remaining amounts

After the last amount press <ENTER>.

The "Unallocated Amount" at the bottom of the screen should now show \$0.00

23. *Upfront Trust Funds* Leave unticked

24. *Keep receipt form open after Posting* Leave unticked

25. *Print* Leave unticked

26. Click **[OK]** to update this receipt

NOTE: If the Receipt is made up of multiple lines, and the Print option is ticked, Lexis Affinity Library will prompt to print an allocation report which lists each matter or GL Ledger that the receipt was allocated to.

6.3 Reserved Trust Funds



HANDS ON

In this exercise you will process a Trust Receipt for funds that have been banked in to your Firm's Trust Account by Electronic Funds Transfer in payment of Bill 452 for Matter 990058 from Walter Turnbull Advertising.

The funds will need to be reserved against Bill 452 and Cheque Requisition 324, which was included in Bill 452.

1. Click on **[Binoculars]** to open the Matter Selection screen
2. Locate and open Matter 990058
3. Click on the drop down arrow beside the receipt icon 
4. Select Trust Account
5. *Receipt Type* ET
6. *Payor* Accept Walter Turnbull Advertising
7. *Reason* Payment of Bill 452
8. *Amount* 2858.11
9. *Clearance Date* Accept the prompted date
10. *Received* Accept today's date
11. *Receipted by* Accept the prompted user

Allocations Table

12. *Type* Select Reserve
13. *Refno* 990058
14. *Reason* Accept the prompted reason <TAB>
15. *Amount* 2858.11 <ENTER>

The Reserve Trust dialog box displays:



Transaction	Amount/Owing	Curr. Reserved	Avail	Reserved
Bill Refno B452 Walter Turnbull	2,508.11	0.00	2,508.11	0.00
Bill Refno B432 Walter Turnbull	660.00	0.00	660.00	0.00
Cheq Req 324	350.00	0.00	350.00	0.00
Bill Refno B465 Walter Turnbull	14,795.00	0.00	14,795.00	0.00

Receipting \$2,858.11
 Unallocated \$2,858.11
 Reserving \$0.00

OK Cancel

16. In the *Reserved* Column for *Bill Refno B452* 2508.11
17. In the *Reserved* column for *Cheq Req 324* 350.00
18. Click on **[OK]** to update the allocation

The Receipt entry screen appears

19. *Print* Leave unticked
20. Click on **[OK]** to update the receipt

Display the Matter

21. Select the "Balances" tab
 Note the balance of Reserved Trust.
22. Print the Trust Ledger, ticking "Include Reserved Trust"
23. Close the print display
24. Close the Matter screen

6.4 Reverse a Trust Receipt

Reversals of Receipts are processed from the Receipts option. You can also use this option to access the Cashbook, Clear Receipts and display or print a graph that compares Cheque and Receipt totals, provided the user has the appropriate permissions.

HANDS ON

In this exercise you will reverse the receipt you have processed for \$1300.00.

1. Open Receipts (Transactions | Receipts | Receipts)
2. Select the "Filter" tab
3. Click on **[Clear All]**
4. Select **[Today]**
5. Select the "Cashbook" tab
6. Highlight the Receipt for \$1300.00
7. Click on  to reverse the entry

Because this receipt has been banked you will be prompted with a message advising this and asking you to confirm.

8. Click on **[Yes]**

Another screen will display giving details of the original receipt.

9. *Reverse as at* Accept today's date

You can select to reverse transactions at the original date, however if the Bank Reconciliation has been completed and the Cashbooks set for that period, it is recommended that you reverse as at Today's date.

10. *Reason* Incorrectly processed
11. *Print* Leave unticked
12. *Use settings for Series* 1 Accept this
13. Click **[OK]**

The Receipts Cashbook now displays.
The Reversed entry displays in green and the reversal entry in red.

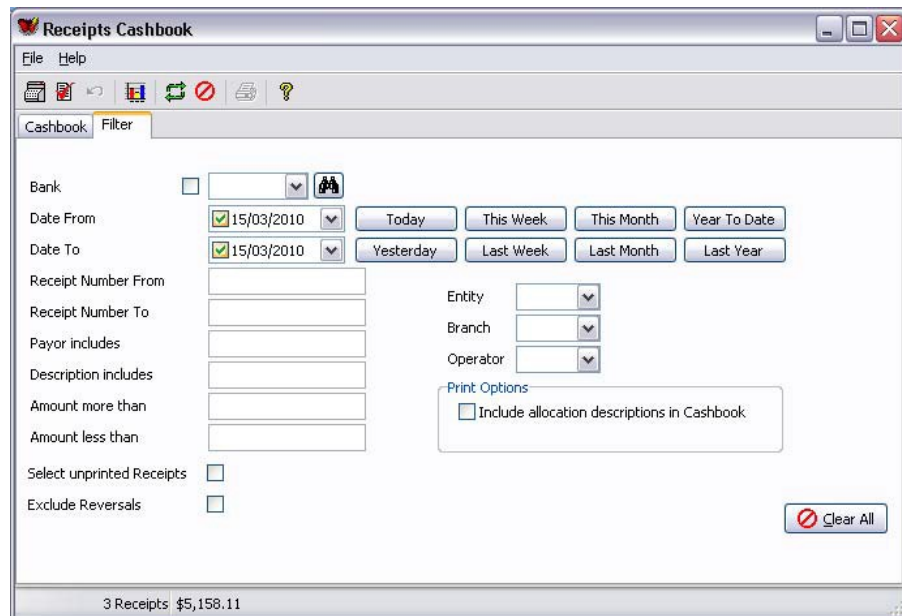
6.5 Receipts Filter

The Receipts Filter can be used to quickly locate one or more particular receipts

PROCEDURE

1. Select the “Filter” tab

The following screen displays



The screenshot shows the 'Receipts Cashbook' window with the 'Filter' tab selected. The window has a menu bar with 'File' and 'Help'. Below the menu bar is a toolbar with icons for file operations. The main area contains various filter fields: 'Bank' with a dropdown and a button; 'Date From' and 'Date To' with date pickers set to 15/03/2010 and buttons for 'Today', 'This Week', 'This Month', 'Year To Date', 'Yesterday', 'Last Week', 'Last Month', and 'Last Year'; 'Receipt Number From' and 'Receipt Number To' with text input fields; 'Payor includes', 'Description includes', 'Amount more than', and 'Amount less than' with text input fields; 'Entity', 'Branch', and 'Operator' with dropdown menus; 'Print Options' with a checkbox 'Include allocation descriptions in Cashbook'; 'Select unprinted Receipts' and 'Exclude Reversals' with checkboxes; and a 'Clear All' button. The status bar at the bottom shows '3 Receipts \$5,158.11'.

2. Complete the fields as necessary to only include those receipts that you require on the Receipts Cashbook List.
3. Close the Receipts Cashbook

Receipts Filter Fields

Bank Select the bank required or leave blank to include all banks.

Date From / To
Enter a date range or select a predefined period or leave blank to include all dates.

Receipt Number From / To
Enter a Receipt Number or a range of numbers if required.

Payor includes
This is a “contains” search field.
Enter all or part of the name of a Payor. For example – “Wal” or “Turn” will find receipts from Walter Turnbull Advertising.

Description includes
This is a “contains” search field.
Enter all or part of the description. For example – “Bill” will find receipts where the description is “Payment of Bill 452”.

Amount more than / less than
This is an “equal to or more/less than” field. For example entering 2858.11 in *Amount more than* will find the receipt for exactly that amount.

Select unprinted Receipts
This is particularly useful if you process all the receipts during the day and want to print them all in one run.

Exclude Reversals
Tick this to exclude the entries that have been reversed.

Entity Select an Entity from the drop down list or leave blank to include all Entities.

Branch Select a Branch from the drop down list or leave blank to include all Branches.

Operator Select an Operator from the drop down list or leave blank to include all Operators. (The Operator is the Logged in User who processed the receipt.)

Print Options – include allocation descriptions in Cashbook
Tick this to include the Reason field of each entry.

6.6 Receipt Fields

Receipt Type

The Receipt Type you select will determine the Clearance Date prompted by Lexis Affinity Library and the way the receipt is handled on the Bank Deposit Slip.

Select from:

BC Bank / Financial Institution Cheque.
The clearance date is determined by the "Clearance Time (Days)" in the Bank Account Details.

CA Cash.
There is no clearance date for Cash.

CC Credit Card.
There is no clearance date for Credit Card.

CQ Cheque.
The clearance date is determined by the "Clearance Time (Days)" in the Bank Account Details.

DD Direct Deposit.
The clearance date is the same as the Receipt date.
These entries do not appear on the Bank Deposit Slip.

ET Electronic Funds Transfer.
The clearance date is the following day.
EFT deposits can be printed on a separate Bank Deposit.

EFT can also be used for on line Credit Card payments.

IC Immediately Cleared Bank Cheque.
The Clearance Date is the same as the Receipt Date.

NOTE: This option is only available if the Security Setting for Receipt | Trust | Allow Immediate Clearance on Cheques is enabled for this user.

TT Telegraphic Transfer.
There is no clearance date for Telegraphic Transfers.
These entries do not appear on the Bank Deposit Slip.

Cheque Details

If the Receipt Types is a Cheque, Lexis Affinity Library prompts with the name of the "Payor".

If the Receipt Type is a Bank Cheque Lexis Affinity Library prompts with "Bank Cheque".

NOTE: Some fields are compulsory when processing a receipt and you will not be able to update the receipt without completing those fields.
A warning message will display detailing the information that is missing.

6.7 Receipts Menu Functions & Toolbars

6.7.1 Menu Functions

File

New Receipt Allows you to process a receipt

Special Clearance

Allows you to alter the Clearance Date on the highlighted entry. The clearance date will be altered to today's date.
This option can only be used on banked receipts.

Print Current Receipt

Allows you to print a receipt for the highlighted entry.
This will be printed directly to the printer – not to the screen.

Print All Receipts

Allows you to print all the receipts listed on the Cashbook tab
This will be printed directly to the printer – not to the screen.

Print Receipt Allocations

Allows you to print the allocations of the highlighted receipt.

Print all Receipts as a Cashbook

Allows you to print the receipts listed on the Cashbook tab in a Cashbook format.

Reverse Current Receipt

Allows you to reverse a receipt.

6.7.2 Toolbar



New Create a New Receipt



Special Clearance

Alter the clearance date on the highlighted entry. The clearance date will be altered to today's date. This option can only be used on banked receipts.



Set / Unset Receipt for trust funds upfront

This toggles the flag for the Trust up from funds.



Reverse

Reverse the highlighted entry.



Graph

Prints a graph of Cheques-v-Receipts.



Print

Prints Cashbook entries defined by Receipts Cashbook Filter.

6.8 Other Methods of Processing Receipts

It is recommended that you process all Matter related receipts from the Matter screen, however it is also possible to process receipts from Receipt Creation or the Receipts (Cashbook) screen.

6.8.1 Receipt Creation

When you access Receipts via Receipts Creation, you will need to complete all the details – ie there are no Matter Numbers or other details automatically inserted as Lexis Affinity Library does not know any information about this receipt. If your dataset contains more than one Entity, you will also need to know the Entity of the matter. For this reason alone it is often easier to process receipts from the matter screen.

6.8.2 Receipts

You can also use this option to process receipts. Other functions in Receipts include; access to the Cashbook, Clear Receipts, Reverse receipts and display or print a graph that compares Cheque and Receipt totals, provided the user has the appropriate permissions.

6.9 Trust Bank Deposit

Lexis Affinity Library is able to produce the Bank Deposit Slip required by the bank when depositing funds. Once printed, you will need to attach the micro encoded slip provided by the bank.

It is recommended that Credit Card Receipts be processed as a separate Bank Deposit.

This will assist with processing Bank Reconciliations.

There are two options available – Bank Deposit and Bank Deposit Query. You should use Bank Deposit to post the Bank Deposit – this allocates a Deposit Number and Bank Deposit Query to print two copies of the Bank Deposit slip – with the Deposit number included.

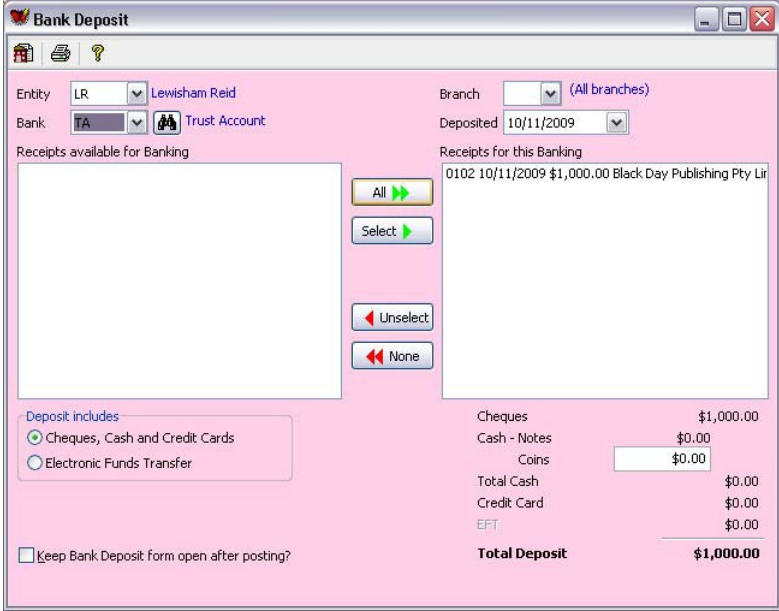
6.9.1 Cheques & Cash or Credit Cards

HANDS ON

In this exercise you will print the Bank Deposit Slip for today's banking of Cheques and Cash.

1. Open Bank Deposits (Financial Maintenance | Banking)
2. *Entity* Accept the prompted Entity
3. *Branch* Ensure the *Branch* field is blank
4. *Bank* Select TA

The following screen displays:



Receipts for this Banking	
0102 10/11/2009	\$1,000.00 Black Day Publishing Pty Lir

Deposit Summary	
Cheques	\$1,000.00
Cash - Notes	\$0.00
Coins	\$0.00
Total Cash	\$0.00
Credit Card	\$0.00
EFT	\$0.00
Total Deposit	\$1,000.00



If receipts appear on the list that should not be included, highlight them and click on [Unselect] before printing the Deposit.

5. *Deposit includes* Select Cheques Cash & Credit Cards

The receipts that you have processed today will be displayed on the right hand side. Lexis Affinity Library assumes that all receipts issued since the last Bank Deposit was processed are to be included in this banking.

To exclude items from this banking, highlight the item and click **[Unselect]**.

Multiple entries can be selected by <CTRL> + Click.

A summary of the banking can be seen in the lower right corner.

If Cash is included, Lexis Affinity Library will prompt with the expected value of coins (ie amounts less than \$5 units). You can alter this amount and Lexis Affinity Library will calculate the value of the Notes.

6. *Keep Bank Deposit form open after posting?* Tick this

To check the Deposit before Posting:

7. Click on  to print the Bank Deposit to the screen

All cheque entries will be listed with a summary of deposit amounts.

8. Select Today's entries (Generally, there would only be current entries.)

9. Close the print display

Post the Bank Deposit

10. Click on  to post the Bank Deposit for the selected items and Bank Account.

A message will display advising the Deposit Number.

11. Click **[OK]** to complete deposit posting.

6.9.2 EFT Deposits

HANDS ON

In this exercise you will post today's total of EFT transactions.

1. *Deposit includes* Check Electronic Funds Transfer

The deposit of \$2858.11 will display on the right.

Post the Deposit

2. Click on  to post the Bank Deposit for the selected items and Bank Account.

A message will display advising the Deposit Number.

3. Click **[OK]** to process the deposit

4. Close the Bank Deposit screen

6.9.3 Print a Final Bank Deposit

Use Bank Deposit Query to print the Bank Deposit after it has been posted.

HANDS ON

In this exercise you will print the Trust Bank Deposit.

1. Open Bank Deposit Query (Financial Maintenance | Banking)

A list of Bank Deposits will display.

As the default Filter is set for Today and no Branch, only those deposits just posted will display.

Unreconciled deposits are shown in red.

2. Select the deposit for \$1000.00

If any other deposits are listed, do not include them in this banking.

3. Click on 

The Bank Deposit will display on the screen.

Note the Deposit Number is included in this copy.

4. Click on  on the display

5. Alter the number of copies to 2

This is so that you have one copy for your records and one copy for the Bank to retain.

6. Click on **[OK]** to print the Bank Deposit

In your office you will need to click on  on the display to send the print job to the printer.

7. Click on **[Close]**

8. Close the Bank Deposit Query screen

6.10 Alter Clearance Date on Trust Receipt

This option allows you to alter the clearance date of a cheque banked into Trust when the Bank has notified that the funds are clear.

Special Clearances can only be processed on receipts that have been banked and posted on a Bank Deposit slip.

This function is accessed via Receipts.

HANDS ON

In this exercise you will alter the Clearance status of the Receipt processed today for \$1000.00 on Matter 012339

1. Open Receipts (Transactions | Receipts)
2. Select the "Filter" tab
3. Click on **[Clear All]**
4. Select **[Today]**
5. Select the "Cashbook" tab
6. Highlight the Receipt dated today for \$1000.00
7. Click on  to alter the clearance status to "Cleared"
The entry is now cleared.
8. Close the Receipts screen

Notes

7. Trust Cheques

There are many ways of processing Trust Cheques in Lexis Affinity Library.

You can:

- Select the cheque icon on a Matter screen
Some details will be automatically completed by Lexis Affinity Library.
- Select Cheque Creation.
- Select Cheques
You can access other information about cheques from this icon.

It is generally recommended that cheques be processed from the Matter screen, as Lexis Affinity Library will populate many fields of information. The exercises that follow are processed from the Matter screen.

When processing a cheque, you will enter the total of the cheque and then complete the Allocations table. If the cheque is for one reason and for one matter, the table will only contain one line. If the cheque is for more than one reason or for more than one matter, there will be several lines and the total of these lines should equal the total of the Cheque.

Default Amount Allocation

The Lewisham Reid training dataset has this feature enabled. (ie Security Options – Receipt [and Cheque] | Trust [and General] | Default Amount Allocation is ticked.) This setting will default the amount of the receipt (or cheque) to the first line of the Allocations table.

Force Tally setting

The Lewisham Reid Training dataset has this feature enabled. (ie Security Options – Receipt [and Cheque] | Trust [and General] | Force Tally is ticked.) This setting determines whether or not the operator has to make the total of the allocations agree with the total of the receipt (or cheque).

Tax

Lexis Affinity Library allows for the processing of Trust Cheques in the nature of Disbursement transactions. A disbursement type of Trust Cheque can be included in a bill. In this case Tax can be recorded on the transactions if appropriate. The funds are still taken from the Trust Ledger.

IMPORTANT THINGS TO NOTE:

- ¾ Lexis Affinity Library can be set to prevent overdrawing the Trust Account. This setting is made in States (System Settings | Register Codes).
- ¾ Employee Security settings either allow or disallow the user to draw against uncleared funds.

7.1 Trust Matter Cheque for One Matter

➤ HANDS ON

In this exercise you will process a Trust Cheque for Matter 990224. This Cheque is payable to the Office of State Revenue paying for Stamp Duty of \$250.00.

1. Open Matters from the Application Toolbar
2. Open Matter 990224
3. Select the "Balances" tab

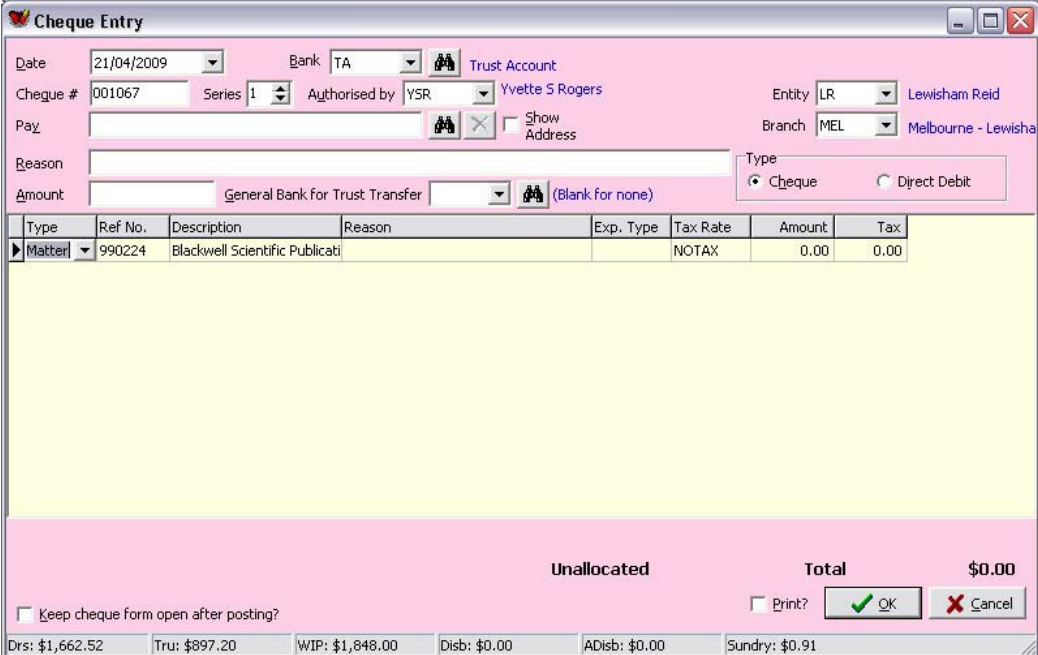
4. Note the Cleared & Unprotected amounts

Cleared

Unprotected

5. Click on the drop down arrow beside the Create a Cheque  icon (4th icon)
6. Select Trust Account

The following screen displays:



Type	Ref No.	Description	Reason	Exp. Type	Tax Rate	Amount	Tax
Matter	990224	Blackwell Scientific Publicati			NOTAX	0.00	0.00

Unallocated: \$0.00 Total: \$0.00

☐ Keep cheque form open after posting?
 ☐ Print?

Drs: \$1,662.52 Tru: \$897.20 WIP: \$1,848.00 Disb: \$0.00 ADisb: \$0.00 Sundry: \$0.91

Lexis Affinity Library has populated some fields, as the Matter Number is known.

NOTE: The balances for this Matter are displayed at the bottom of the screen.

7. *Date* Accept today's date
8. *Bank* Accept the prompted Bank ID

9. *Cheque #* Lexis Affinity Library displays the next Cheque Number

This can be altered if necessary.

NOTE: If you need to permanently alter this number, you should do this in Banks.

10. *Series* Accept the prompted series

11. *Authorised by* Accept YSR

Lexis Affinity Library prompts with the logged in User ID.
You can select another user if necessary.

12. *Entity* Accept the prompted Entity

13. *Pay \osr* (Office of State Revenue)

You can use  to locate a PhoneBook entry
or type it
or you can use QuickCodes.

NOTE: If you alter the Payee name, Lexis Affinity Library will warn you that the Payee name differs to the PhoneBook and you can then unlink the PhoneBook record from this transaction.

The message is displayed below:



14. *Show Address* Tick this

The Address recorded in the PhoneBook will be inserted.
You can alter the address if required, however this will delete the link between this cheque and the PhoneBook record.

The Address field is primarily for use when sending Cheques to non PhoneBook parties and where the address needs to be included on the Remittance section of the Cheque for mailing purposes.

15. *Branch* Accept the prompted Branch

16. *Reason* Stamp Duty

You can use QuickCodes here.

17. *Amount* 250

18. *General Bank for Trust Transfer* Leave blank

This does not apply to this transaction. It is used when you are processing a Trust to Office Transfer.

19. *Type* Select Cheque (located on the right-hand side of the screen)

If you select Direct Debit, the “Cheque Number” will change to “Bank Payment” and a new section “Direct Debit Details” will display on the screen.

You will need to enter details of the Account Name, Number and BSB Number. If the Payee is selected from the PhoneBook and the Bank Details have been recorded, Lexis Affinity Library will default to those details. This can be overwritten if required.

Allocations table

20. *Type* Select Matter

21. *Ref No* Accept the prompted Matter Number

You would alter this if you were processing a Cheque for more than one matter.

22. *Reason* Accept the prompted reason

This can be changed if required.

23. *Expense Type* Leave blank for this exercise

24. *Tax Rate* Accept NOTAX

25. *Amount* 250

26. *Tax* Leave as 0.00

27. *Keep cheque form open after posting?* Leave unticked

Tick this if you have more Cheques to process.

28. *Print* Leave unticked

If ticked, the Cheque will print to the printer nominated for this Bank Account.
If unticked, the Cheque will not print.

29. Click **[OK]** to process the cheque.

NOTE: There is no GST on Trust Cheques.
Lexis Affinity Library will default the Tax Rate to NOTAX.

Display the Trust Ledger

30. Select the “Balances” tab

31. Note the Cleared and unprotected amounts

Cleared

Unprotected

32. Click on **[Trust]**

33. Click on **[Print]**

The Trust Ledger will display on the screen.

34. Close the print display

7.2 Trust Matter Cheque for Multiple Matters



HANDS ON

In this exercise you will process a Trust Cheque to the Department of Consumer Affairs for \$300.00 being payment for report fees on three separate matters as shown in the table below:

Matter	Reason	Amount
990168	Report fees	100.00
010009	Report fees	100.00
990143	Report fees	100.00
TOTAL		300.00

- Click on  to open the Matter Selection Screen
- Locate and open Matter 990168
You can open any of the matters to be included.
- Click on the drop down beside Create a Cheque  icon (4th icon)
- Select Trust Account
- Date* Accept today's date
- Bank* Accept TA
- Cheque Number* Accept the Cheque Number
- Series* Accept Series 1
- Authorised by* Accept YSR
- Entity* Accept the prompted Entity
- Branch* Accept the prompted Branch
- Pay* Department of Consumer Affairs

You can use  to locate a PhoneBook entry or type it or you can use QuickCodes

- Reason* Report Fees
- Amount* 300
- General Bank for Trust Transfer* Leave blank
- Type* Accept Cheque

Allocations Table.

17. *Type* Select Matter

18. *Ref No* 990168

Click on  to open the Matter Selection screen. You can use the Filter to quickly locate the Client and therefore all the matters for that Client. Highlight the Matter and Click <OK> or Double Click it and the Matter Number will be inserted in the Refno field.

19. *Description*

Lexis Affinity Library will display the Matter Description

20. *Reason*

The Reason field is updated automatically with the Reason entered on the top section of the screen. You may alter the Reason field here if required.

21. *Expense Type* Leave blank for this exercise

You can click in this field and select an Expense type from the Drop Down list.

22. *Tax Rate* Accept NOTAX

23. *Amount* 100 <TAB>

24. *Tax* Accept 0.00

25. Repeat the steps above for the remaining amounts

After the last amount press <ENTER>.

The "Unallocated Amount" at the bottom of the screen should now show \$0.00.

26. *Keep cheque form open after Posting* Leave unticked

27. *Print* Leave unticked

28. Click **[OK]**

Display the Trust Ledger

29. Select the "Balances" tab

30. Click on **[Trust]**

31. Click on **[Print]**

The Trust ledger will display on the screen.

32. Close the print display

33. Close the Matter screen

7.3 Trust Disbursement Cheque on One Matter

Cheques can be drawn from the Trust Ledger, in the nature of a disbursement. In this case the transaction can be included in a bill.

HANDS ON

In this exercise you will process a Trust Disbursement Cheque for Matter 990224. This Cheque is payable to the City Council paying for Search Fees of \$44.00.

1. Open Matter 990224
2. Click on the drop down arrow beside the Create a Cheque  icon (4th icon)
3. Select Trust Account
4. *Pay* City Council
5. *Reason* Search Fees
6. *Amount* 44.00

Allocation table

7. *Type* Select Disburse
8. *Expense Type* Select S/FEE
9. *Tax Rate* Select AGENT
10. *Amount* 44.00
11. Click on **[OK]** to process the cheque

Display the Trust Ledger

12. Select the "Balances" tab
13. Click on **[Trust]**
14. Click on **[Print]**

The Trust ledger will display on the screen.

15. Close the print display
16. Close the Matter screen

7.4 Reverse a Trust Cheque

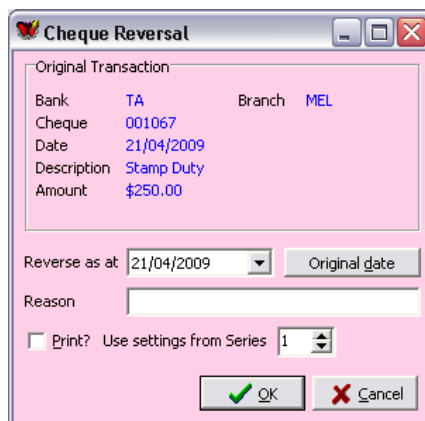
You can reverse a Cheque by selecting the Cheques function. The option to reverse a Cheque on its original date is only available if the Cash book has not been printed and purged and "closed off" the transactions for the prior period. If the original date option is not available, by default the cheque will be reversed with today's date.

HANDS ON

In this exercise you will reverse the cheque you processed for Matter 990224 payable to Office of State Revenue for Stamp Duty.

1. Open Cheques (Transactions | Cheques)
2. Select the "Filter" tab
3. Click on **[Clear All]**
4. Click on **[Today]**
5. Select the "Cashbook" tab
6. Highlight the Cheque for \$250.00
7. Click on  to reverse the entry

A screen will display giving details of the original cheque.



8. *Reverse as at* Accept today's date
9. *Reason* Cheque not required
10. *Print* Leave unticked
11. *Use settings from Series* 1 Accept this
12. Click **[OK]**

The Payments Cashbook now displays.
The Cancelled entry displays in green and the Reversal entry in red.

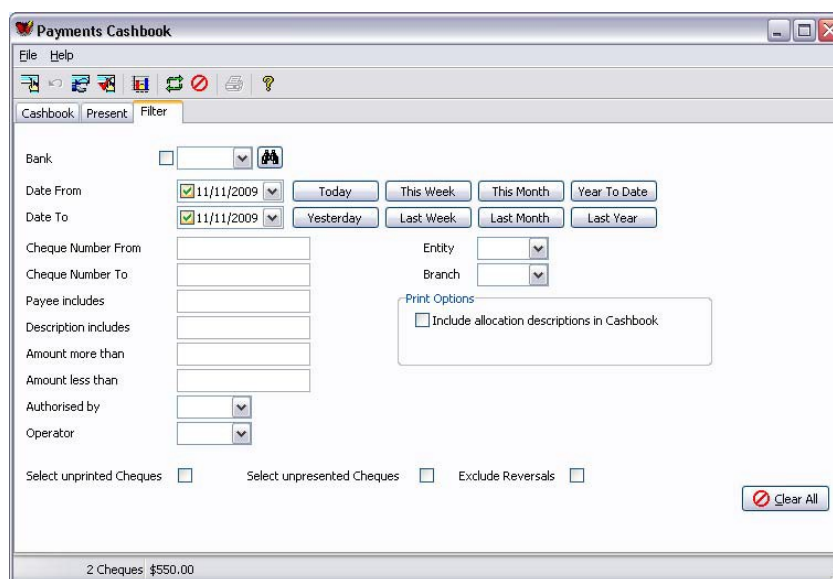
7.5 Cheques Filter

The Cheques Filter can be used to quickly locate one or more particular cheques.

PROCEDURE

1. Select the “Filter” tab
2. Click on **[Clear All]**

The following screen displays:



The screenshot shows the 'Payments Cashbook' application window with the 'Filter' tab selected. The window contains various input fields for filtering cheques, including 'Bank', 'Date From', 'Date To', 'Cheque Number From', 'Cheque Number To', 'Payee includes', 'Description includes', 'Amount more than', 'Amount less than', 'Authorised by', and 'Operator'. There are also buttons for 'Today', 'This Week', 'This Month', 'Year To Date', 'Yesterday', 'Last Week', 'Last Month', and 'Last Year'. A 'Print Options' section includes a checkbox for 'Include allocation descriptions in Cashbook'. At the bottom, there are checkboxes for 'Select unprinted Cheques', 'Select unrepresented Cheques', and 'Exclude Reversals'. A 'Clear All' button is located in the bottom right corner. The status bar at the bottom indicates '2 Cheques \$550.00'.

3. Complete the fields as necessary to only include the cheques that you require on the Cashbook
4. Close the Cheques screen

Note:

You can also use Cheques to access the Cashbook, display or print a graph that compares Cheque and Receipt totals, provided the user has the appropriate permissions. It is also possible to present Cheques as part of the Bank Reconciliation process.

Cheques Filter Fields

Bank Select the bank required or leave blank to include all banks.

Date From / To

Enter a date range or select a predefined period or leave blank to include all dates.

Cheque Number From / To

Enter a Cheque Number or a range of numbers if required.

Payee includes

This is a "contains" search field.

Enter the all or part of the name of a Payee. For example – "State" will find cheque payable to the Office of State Revenue.

Description includes

This is a "contains" search field.

Enter the all or part of the description. For example – "fees" will find cheques where the description is "Report Fees".

Amount more than / less than

This is an "equal to or more/less than" field. For example entering 300.00 in *Amount more than* will find cheques for exactly that amount.

Authorised by

Enter an Employee's initials or select the Employee from the drop down list.

Operator

Enter an Operator's initials or select the Operator from the drop down list. (The Operator is the logged in user who processed the transaction).

Entity

Select an Entity from the drop down list or leave blank to include all Entities.

Branch

Select a Branch from the drop down list or leave blank to include all Branches.

Print Options – include allocation descriptions in Cashbook

Tick this to include the Reason field of each entry.

Select unprinted Cheques

This is particularly useful if you process all the cheques during the day and want to print them all in one run.

Select unrepresented cheques

This is useful for marking cheques as "presented" for bank reconciliation. More information on this can be found in the Bank reconciliation section.

Exclude Reversals

Tick this to exclude the entries that have been reversed.

7.6 Cheques Menu Functions & Toolbars

7.6.1 Menu Functions

File

New Cheque Allows you to process a cheque.

Print Current Cheque

Allows you to print a cheque for the highlighted entry.

Print All Cheques

Allows you to print all the cheques listed on the Cashbook tab.

Print Payment Allocation

Allows you to print the allocations of that highlighted cheque.

Print all Payments as a Cashbook

Allows you to print the cheques listed in a Cashbook format.

Creditor Remittance Advice – Print Creditor Remittance Advice

Allows you to print the Remittance Advice for the selected Cheque.

Creditor Remittance Advice – Print All Creditor Remittance Advices

Allows you to print Remittance Advices for all the Creditor Cheques listed (ie included by the Filter settings).

Creditor Remittance Advice – Setup Creditor Remittance Advice

Allows you to select the margins and messages for the Remittance Advices.

Present Current Cheque

Allows you to mark the selected cheque as presented.

Reverse Current Cheque

Allows you to reverse a cheque

7.6.2 Toolbar



New Create a Cheque



Reverse Reverse the selected cheque.



Present Present this cheque for bank reconciliation.



Batch Present Cheque
Present multiple cheques for bank reconciliation.



Graph Graph comparing cheque and receipts drawn for period selected in Filter.



Print Print Cash Payments Book for period selected in Filter.

8. Trust Journals

Trust Journals can be used to transfer funds from one matter to another and from general funds in one matter to protected funds (or vice versa) in the same matter. It is also possible to process a Trust Journal directly from the matter.

Trust to Office transfers are covered separately.

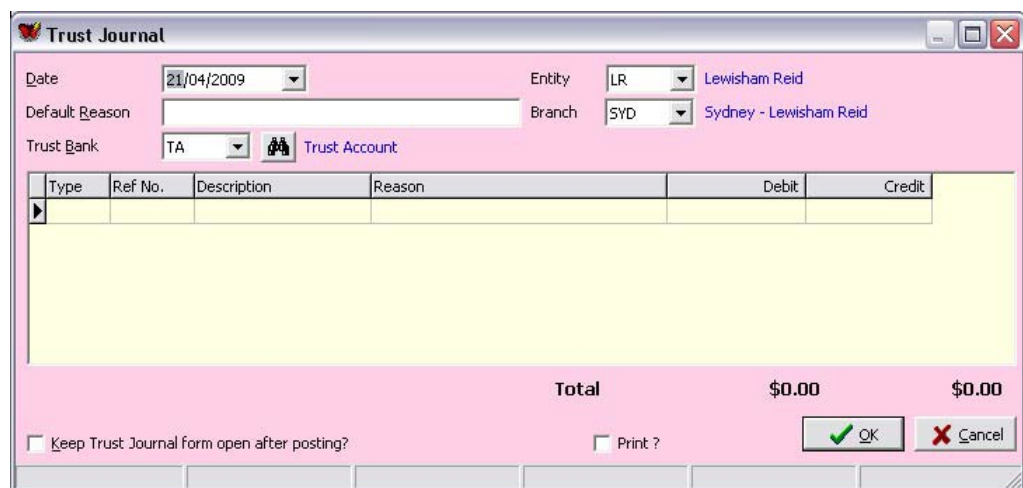
8.1 Between Matters

HANDS ON

In this exercise you will transfer \$100.00 from Matter 990208 to Matter 990042.

1. Open Trust Journals (Transactions | Journals)
2. Select **[New]**

The following screen displays:



Type	Ref No.	Description	Reason	Debit	Credit
Total				\$0.00	\$0.00

3. *Date* Accept today's date
4. *Default Reason* Transfer
5. *Trust Bank* TA (Trust Account)

As each journal will be entered on separate line in the Allocation table and each transfer needs a detailed and specific explanation, you may find it easiest to enter the beginning of the required text, so that you can add to it for each entry.

- NOTE:** The screens are colour coded to match the colour set for the selected Bank Account.
6. *Entity* Accept the prompted Entity
 7. *Branch* Accept the prompted Branch

Allocations Table

8. *Matter* Accept Matter

9. *Refno* 990208

10. *Description* <TAB>

Lexis Affinity Library will automatically insert the Client Name / Matter Description / Matter Number.

11. *Reason* <F2>

12. Amend the text to read "Transfer to Matter 990042 for disbursements"

13. *Debit* 100.00 <TAB>

14. *Credit* <TAB>

15. *Matter* Accept Matter

16. *Refno* 990042

17. *Description* <TAB>

18. *Reason* <F2>

19. Amend the text to read "Transfer from Matter 990208 for disbursements"

20. *Credit* 100.00

21. <ENTER>

The Debits and Credits must be equal before updating the journal.

22. *Keep Trust Journal form open?* Tick this

23. *Print* Tick this to print a Trust Journal

This print out includes a section for authorisation if required, as shown below:

Printed 12/07/2006 11:48:12 AM		Lewisham Reid		Page 1
		Trust Journal for Trust Account (TA)		
Date	12/07/2006	Amount	100.00	
Posted	12/07/2006 11:48:09 AM			
Journal	21			
Description	Transfer			
Matter	Client / Matter Description	Debit	Credit	
	Reason			
990208	Fauldings Pty Ltd Dust Disease - James Hardie -v- Factory	100.00		
	Transfer to Matter 990042 for disbursements			
990042	Fauldings Pty Ltd Trust for John		100.00	
	Transfer from Matter 990208 for disbursements			
Allocations 2				
Signed:				
Name:				
Date:				

24. Click **[OK]** to update the journals

A message will display advising you of the journal number.

25. Click **[OK]**

8.2 Between General (Unprotected) & Protected

When it is necessary to move funds from Protected to Unprotected or vice versa, it is generally more convenient to use the matter option. However, Trust Journals can also be used. Both methods are explained here.

➤ HANDS ON

In this exercise you will transfer \$100.00 from unprotected to protected on Matter 990075.

8.2.1 From the Matter

1. Open Matter 990075
2. Click on the down arrow beside  and select Trust Account

The following screen displays:



3. **Matter** Accept the prompted Matter Number
 4. **Entity** Accept the prompted Entity
 5. **Branch** Accept the prompted Branch
 6. **Trust Bank** Accept TA
 7. **Move Funds from** Check *Unprotected Trust to Protected*
 8. **Date** Accept Today's date
 9. **Reason** Transfer from Unprotected to Protected
 10. **Amount** 100.00
 11. **Keep form open after posting?** Leave unticked
 12. **Print** Leave unticked
 13. Click **[OK]** to update the journals
- A message will display advising the journal number.
14. Click **[OK]**

 ALTERNATE EXERCISE**8.2.2 Using Trust Journals**

1. Open Trust Journals if not already open
2. *Date* Accept today's date
3. *Default Reason* Transfer
4. *Trust Bank* TA (Trust Account)
5. *Entity* Accept the prompted Entity
6. *Branch* Accept the prompted branch

Allocation Table

7. *Matter* Accept Matter
8. *Refno* 990075
9. *Description* <TAB>
10. *Reason* Amend the text to read "Transfer from Unprotected to Protected"
11. *Debit* 100.00 <TAB>
12. *Matter* Select Protected
13. *Refno* 990075
14. *Description* <TAB>
15. *Reason* Amend the text to read "Transfer to Protected from Unprotected"
16. *Credit* 100.00 <ENTER>

The Debits and Credits must be equal before updating the journal.

17. *Keep trust Journal form open ?* Untick this
18. Click **[OK]** to update the journals

A message will display advising the journal number.

19. Click **[OK]**

8.3 Printing Trust Journals

Both the Trust Journals programme and Reports allow for printing of the Trust Journals. However these reports are different and are suited to different purposes.

8.3.1 From Trust Journals

The Trust Journals displayed can be printed by either clicking on the **[Print]** icon, or by selecting File | Print all Trust Journals. You can also print a selected journal, by selecting File | Print Current Trust Journal.

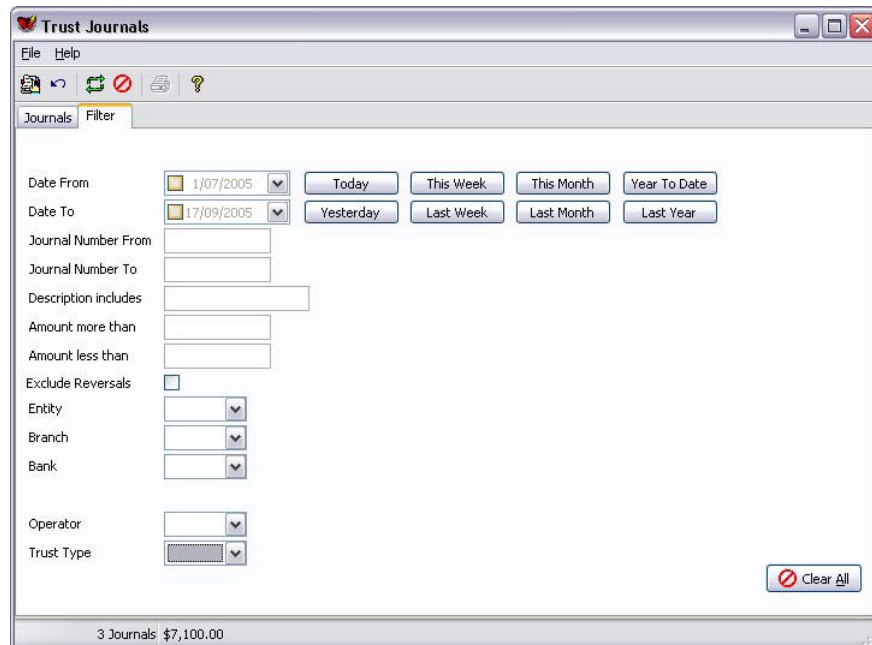
8.3.2 From Reports

The report printed from Reports is for audit purposes and provides for control of the “Audit Date” for Trust Journals. Once a Last Audit Date has been set for Trust Journals, it is not possible to post journals before that date.

8.4 Trust Journal Filter

It is possible to use the filter setting to locate specific Trust Journals that have been processed.

The Filter screen is displayed below:



Trust Type Select a Trust Type from the following list, or leave blank to include all Trust Types.

Type	Explanation
L	Loan Advance
R	Loan Repayment
D	Disbursement (Anticipated Disbursement)
G	General
ID	Investment Deposit
IW	Investment Withdrawal
IM	Investment Management Commission
II	Investment Interest
IT	Investment Tax
W	Write Off Unbilled Trust Disbursements
BW	Write Off Bill or Billed Trust Disbursement
MW	Write Off: Matter Debit Balance
SU	Sundry
B	Bill Journal
CM	Commission on Interest
TM	Trust to Office transfer for paying Management Commission
TD	Trust to Office transfer for paying Debtors

Notes

9. Trust Transit Register

A Transit Register is required in some states to record and monitor third party cheques. These are cheques made payable to a third party and therefore are not processed through the firm's Trust Bank account.

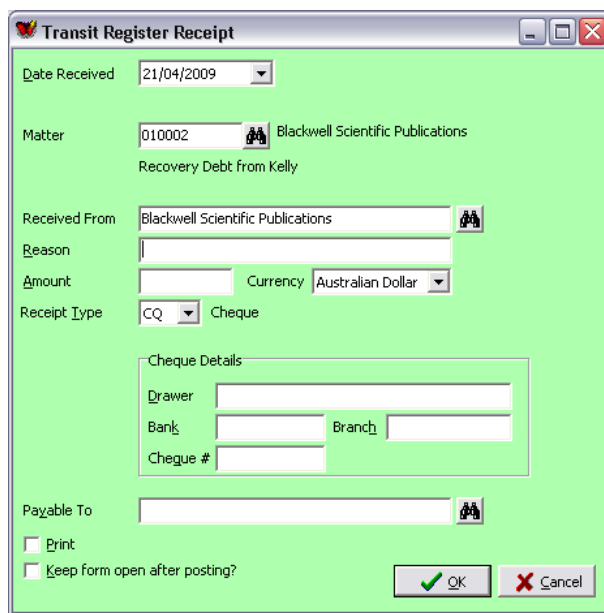
9.1 Create a Transit Receipt from a Matter

HANDS ON

In this exercise you will create a Transit Receipt for Matter 010002. The Cheque you have received is payable to Harper Collins Publishers for \$3000.00.

1. Open Matter 010002
2. Click on  (Transit Register icon)

The following screen will display:



The screenshot shows a software window titled "Transit Register Receipt". The form contains the following fields and options:

- Date Received:** A dropdown menu showing "21/04/2009".
- Matter:** A text field containing "010002" and a button icon to the right. Below it, the text "Blackwell Scientific Publications" and "Recovery Debt from Kelly" is displayed.
- Received From:** A text field containing "Blackwell Scientific Publications" and a button icon to the right.
- Reason:** An empty text field.
- Amount:** An empty text field.
- Currency:** A dropdown menu showing "Australian Dollar".
- Receipt Type:** A dropdown menu showing "CQ" and the word "Cheque" next to it.
- Cheque Details:** A section with three fields: "Drawer" (empty), "Bank" (empty), and "Cheque #" (empty). There is also a "Branch" label next to the "Bank" field.
- Payable To:** An empty text field with a button icon to the right.
- Print:** A checkbox that is currently unchecked.
- Keep form open after posting?:** A checkbox that is currently unchecked.
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

3. *Date Received* Accept the prompted date
4. *Matter* Accept the prompted Matter
5. *Received From* Dr John M Peters

You can use the  to locate Dr Peters in the PhoneBook (Search Key is Peters, John M)
or you can type the name
or you can use a QuickCode

6. *Reason* Settlement of Debt
7. *Amount* 3000
8. *Currency* Select Australian Dollar
9. *Receipt Type* Select CQ from the drop down list
10. *Cheque Details* Complete this with your own details

NOTE: When you click in the *Drawer* field, or press <TAB> past this field, Lexis Affinity Library will automatically insert the name of the *Received from* details.

11. *Payable To* Harper Collins Publishers
12. *Print* Tick or leave unticked
13. *Keep form open after posting?* Leave unticked
14. Click on **[OK]** to update the transit receipt
15. Print the Trust Ledger to view the Transit Receipt

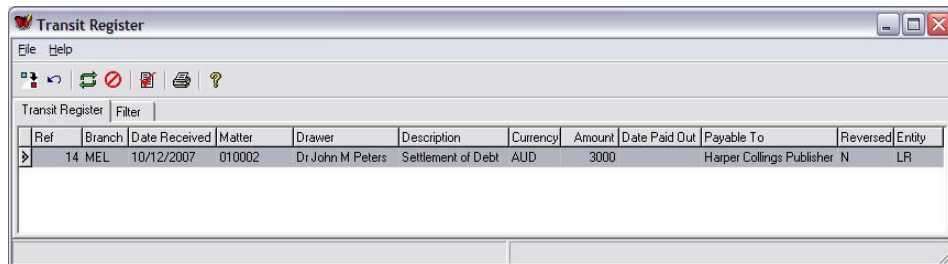
9.2 Pay a Transit Receipt

HANDS ON

In this exercise you will record the payment of the Transit Receipt to Harper Collins Publishers.

1. Open Transit Register (Transactions | Journals)
2. Select the “Filter” tab
3. Click on **[Clear All]**
4. Click on **[Today]**
5. Select the “Transit Register” tab

A list of received Transit Receipts will be displayed as shown below:



Ref	Branch	Date Received	Matter	Drawer	Description	Currency	Amount	Date Paid Out	Payable To	Reversed	Entity
14	MEL	10/12/2007	010002	Dr John M Peters	Settlement of Debt	AUD	3000		Harper Collings Publisher	N	LR

6. Highlight the entry to be paid.
7. Click on 

The following screen displays:



Transit Register Payment

Original Transaction

Drawer: Dr John M Peters
Matter: 010002
Date Received: 11/11/2009
Description: Settlement of Debt
Amount: 3,000.00

Forwarded on: 11/11/2009
Forwarded to: Harper Collins Publishing

OK Cancel

8. *Forwarded on* Accept the prompted date
9. *Forwarded to* Accept the default name
10. Click on **[OK]** to update the payment
11. Minimise the Transit Register Payment screen

Display the Matter

12. Open Matter 010002
13. Select the “Balances” tab
14. Click on **[Trust]**
15. Click on **[Print]**

The Trust Ledger, including the Transit Register transactions, will display on the screen as shown below:

Printed 11/11/2009 12:16:13 PM		Trust Ledger		Page 1	
		for all transactions			
Matter: 010002		Client: Blackwell Scientific Publications			
Description: Recovery Debt from Kelly		Address: PO Box 156 BRISBANE QLD 4001 AUSTRALIA			
Date/Bank	Refno	Description	Debit	Credit	Balance
11/11/2009	19	Received from: Dr John M Peters			
	Transit	Received on: 11/11/2009			
		Payable to: Harper Collins Publishing			
		Settlement of Debt			
		NAB Sydney ChqNo: 852258			
		Drawn by: Dr John M Peters for A\$ 3,000.00			
11/11/2009	19	Received from: Dr John M Peters			
	Transit	Received on: 11/11/2009			
		Payable to: Harper Collins Publishing			
		Settlement of Debt			
		NAB Sydney ChqNo: 852258			
		Drawn by: Dr John M Peters for A\$ 3,000.00			
		Forwarded on: 11/11/2009			
		Forwarded to: Harper Collins Publishing			
Cleared funds \$0.00				0.00	0.00
Balance				0.00	0.00

Note that all the details including the amount are in the description. The entry has not affected the trust balance.

16. Close the print display
17. Close the matter

NOTE: You can also print the Combo Ledger to view details of Transit Payments.

9.3 Reverse a Transit Receipt

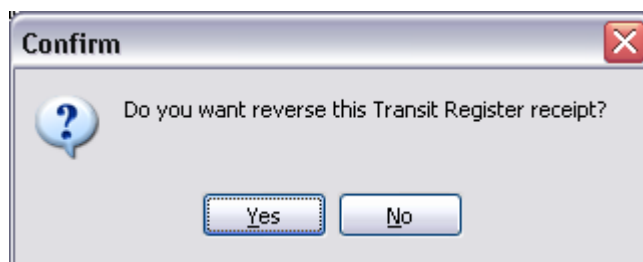
If a transit receipt was processed with the incorrect details, it is possible to reverse the receipt and then re enter it correctly.

HANDS ON

In this exercise you will reverse the Transit Receipt on Matter 012394.

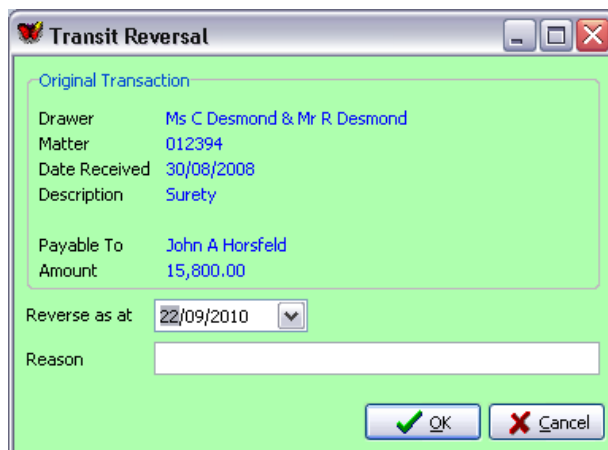
1. Maximise the Transit Register screen (Transactions | Journals)
2. Select the "Filter" tab
3. Click on **[Clear All]**
4. *Unpaid* Tick this
5. Select the "Transit Register" tab
6. Highlight the entry for Matter 012394
7. Click on  to reverse the entry

The following message will display:



8. Click **[Yes]** to proceed.

The Transit Reversal screen will display as shown below:

A "Transit Reversal" window with a green background. It contains the following information:
Original Transaction
Drawer: Ms C Desmond & Mr R Desmond
Matter: 012394
Date Received: 30/08/2008
Description: Surety
Payable To: John A Horsfeld
Amount: 15,800.00
Reverse as at: 22/09/2010 (with a dropdown arrow)
Reason: (empty text box)
At the bottom are two buttons: "OK" with a green checkmark and "Cancel" with a red X.

9. Reason Incorrectly processed
10. Click on **[OK]**
11. Select the “Balances” tab on the Matter
12. Print the Trust Ledger

The ledger will be similar to the one shown below:

Printed 15/11/2010 12:54:33 PM			Trust Ledger for all transactions		Page 1
Matter 012394 Client: Desmond, Cynthia A & Raymond P Description: Sale of Family Home 47 Martin Street Camberwell			Address: PO Box 123 SYDNEY NSW 2000 AUSTRALIA		
Date/Bank	Refno	Description	Debit	Credit	Balance
0/09/2000	14	Received from Ms C Desmond & Mr R Desmond Received on: 30/08/2009 Payable to: John A Horsfield Surety WBC Sydney ChqNo: 5454 Drawn by: Ms C Desmond & Mr R Desmond for A\$ 15,800.00			
15/11/2010	14	Received from Ms C Desmond & Mr R Desmond Received on: 30/08/2009 Payable to: John A Horsfield Surety WBC Sydney ChqNo: 5454 Drawn by: Ms C Desmond & Mr R Desmond for A\$ 15,800.00 Reversed on: 15/11/2010 Reversal Reason: Incorrectly processed			
Cleared funds \$0.00			Balance	0.00	0.00

Transit Register Receipt Fields

Date Received

This will default to system date. Click on the down arrow to select another date, if required.

Matter

Click on Binoculars to open Matter Selection Screen. Select matter.

Received from

Click on Binoculars to open PhoneBook Selection Screen and select appropriate entry. This will be the party paying the cheque.

Reason

Enter the reason.

Amount

Enter amount of cheque.

Receipt Type

Select from:
Bank Cheque (BC)
OR
Cheque (CQ).

Drawer

Enter the name on the Cheque.

Bank

Enter Bank ID. **Branch**

Enter Branch details.

Cheque

Enter Cheque Number.

Payable to

Enter the name of the person or organization to whom the cheque is made payable.

Print

Tick this if a copy of this receipt is required.

Keep Open

Tick this field to process another Transit Register receipt.

Transit Register Toolbar



New. Create a new Transit Receipt.



Reverse Reverse the highlighted entry.



Refresh Refresh the display.



Pay Transit Receipt. Record cheque forwarded to Payee



Print Print the Transit Register.

Notes

10. Trust Statements

There are two ways to print Trust Statements in Lexis Affinity Library;

- from a Matter
- from Reports

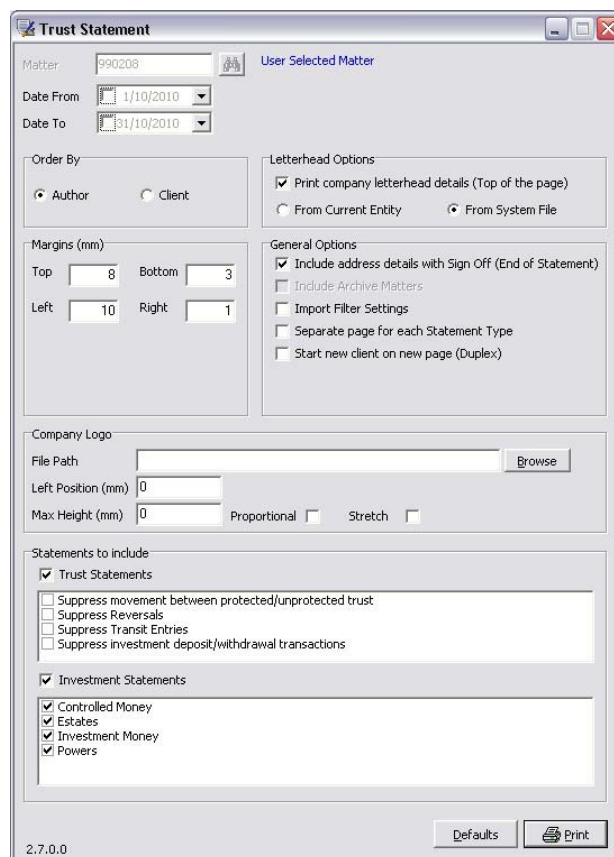
10.1 From a Matter

HANDS ON

In this exercise you will print a Trust Statement for Matter 990208.

1. Open Matters from the Application Toolbar
2. Open Matter 990208
3. Select the “Balances” tab
4. Click on **[Trust]**
5. Click on **[Statement]**

The following screen displays:



The screenshot shows the 'Trust Statement' dialog box with the following settings:

- Matter:** 990208 (User Selected Matter)
- Date From:** 1/10/2010
- Date To:** 31/10/2010
- Order By:** ☒ Author ☐ Client
- Margins (mm):** Top: 8, Bottom: 3, Left: 10, Right: 1
- Letterhead Options:** ☒ Print company letterhead details (Top of the page), ☐ From Current Entity, ☒ From System File
- General Options:** ☒ Include address details with Sign Off (End of Statement), ☐ Include Archive Matters, ☐ Import Filter Settings, ☐ Separate page for each Statement Type, ☐ Start new client on new page (Duplex)
- Company Logo:** File Path: [empty], Left Position (mm): 0, Max Height (mm): 0, Proportional: ☐, Stretch: ☐
- Statements to include:** ☒ Trust Statements (with sub-options: ☐ Suppress movement between protected/unprotected trust, ☐ Suppress Reversals, ☐ Suppress Transit Entries, ☐ Suppress investment deposit/withdrawal transactions), ☒ Investment Statements (with sub-options: ☒ Controlled Money, ☒ Estates, ☒ Investment Money, ☒ Powers)
- Buttons:** Defaults, Print
- Version:** 2.7.0.0

6. *Date From / To* Leave the dates unselected to include all entries

The Date Range is not selected and the Trust Statement will print all entries. You may enter a date range if required.

7. *Order By* Leave Author ticked.

As you are printing only Statements for one client, this does not apply. However if you were printing Statements for matters based on a different criteria, you could choose to sort by either Author or Client.

8. *Margins (mm)* Accept the defaults

Setting margins and other printing features need to be done for each firm individually and sometimes for each printer. Your Lexis Affinity Library Solution Support Representative can help you with this.

9. *Letterhead Options*

Print company letterhead details (Top of the page)? Tick this

10. *From System File* Select this

11. *General Options*

Print address details with Sign Off (End of Statement) Leave ticked

12. *Include Archive Matters* This is not valid for this exercise and is disabled

13. *Import Filter Settings* Leave unticked

14. *Separate page for each Statement Type* Leave unticked

15. *Start new client on new page (Duplex)* Leave unticked

This should be ticked when printing double sided Statements to ensure each new statement starts on a new page.

16. *Company Logo* Leave blank for this exercise

In your firm you would usually include the logo if you are printing on plain paper.

17. *Statements to include* Tick Trust Statements

18. Tick entries that can be omitted from the Trust Statement

19. Tick Investment Statements

20. Tick the Investment Types to be included

21. Click on **[Print]** to print the Statement to the screen

You can click on  to alter the printer, or change the settings.

You can click on  to print the Statement to the printer.

22. Close the Print display

23. Close the Matter screen

10.2 From Reports

This option can be used to print Trust Statements for one or many matters. You can use the Filter to select matters, or you can do a full run and Lexis Affinity Library will produce a Trust Statement for every matter unless it is flagged to not receive a Trust Statement.

HANDS ON

In this exercise you will print Trust Statements for all the matters for Blackwell Scientific Publications.

1. Open Reports (Financial Maintenance | Reports)

2. *Jump to report* trust

The reports starting with trust will display in the listing.

3. Select Trust Statement

4. Click on **[Print]** to open the Trust Statement selection dialog box

5. *Matter* Click on  to open the Matter Selection screen

If the Matter field is left blank, Statements for all Matters will be printed.

6. Select the “Filter” tab

7. *Select where criteria* Select Contains

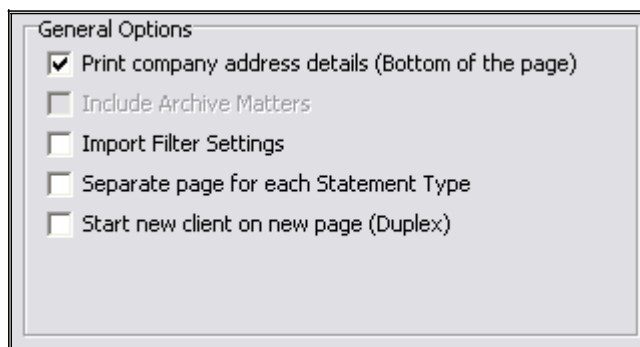
8. Click on  to open to Find Client Blackwell Scientific Publication

9. Select the “Display Grid” tab

Only matters for Blackwell Scientific Publications will display.

10. Click **[OK]** to confirm the matters selected

11. *General Options / Import Filter Settings* Tick this



General Options

- ☒ Print company address details (Bottom of the page)
- ☐ Include Archive Matters
- ☐ Import Filter Settings
- ☐ Separate page for each Statement Type
- ☐ Start new client on new page (Duplex)

There is no need to change any other selections on this screen for this exercise.

12. Click on **[Print]**

The Trust Statements will display on the screen.

13. <PAGE DOWN> through each of the Statements
14. Close the Print display
15. Close Trust Statements
16. Close Reports

11. Office Cheques

There are many ways of processing Office Cheques in Lexis Affinity Library.

You can:

- Select the cheque icon on a Matter screen
Some details will be automatically completed by Lexis Affinity Library.
- Select Cheque Creation.
- Select Cheques
You can access other information about cheques from this icon.

It is generally recommended that cheques be processed from the Matter screen, as Lexis Affinity Library will populate many fields of information. The exercises that follow are processed from the Matter screen.

When processing any cheque, you will enter the total of the cheque and then complete the Allocations table. If the cheque is for one reason and for one matter, the table will only contain one line. If the cheque is for more than one reason or for more than one matter, there will be several lines and the total of these lines should equal the total of the cheque.

Default Amount Allocation

The Lewisham Reid training dataset has this feature enabled. (ie Security Options – Receipt [and Cheque] | Trust [and General] | Default Amount Allocation is ticked.) This setting will default the amount of the receipt (or cheque) to the first line of the Allocations table.

Force Tally setting

The Lewisham Reid Training dataset has this feature enabled. (ie Security Options – Receipt [and Cheque] | Trust [and General] | Force Tally is ticked.) This setting determines whether or not the operator has to make the total of the allocations agree with the total of the receipt (or cheque).

Payments may also be made by a direct credit to the recipient's bank account and processed in the system as Direct Debits or by creating an aba file for the bank to process, if you have this functionality at the bank.

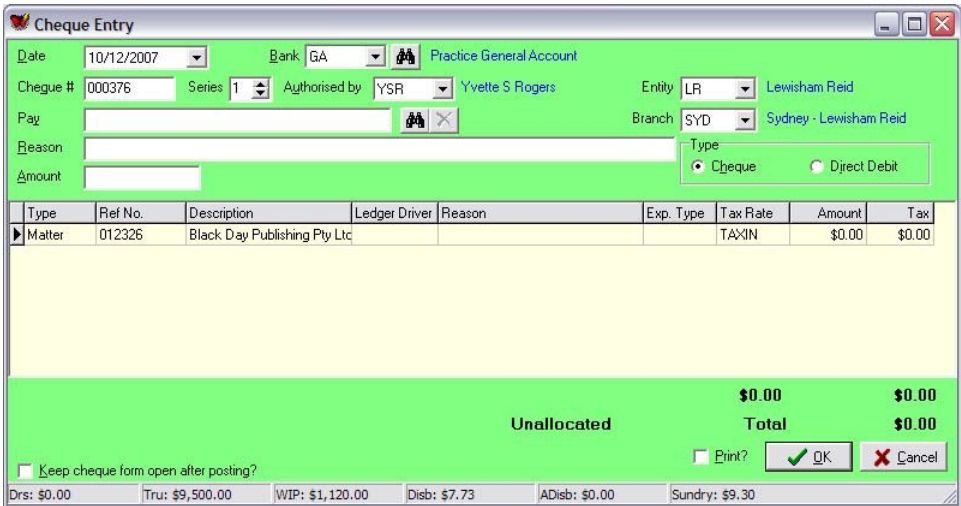
11.1 Cheque for One Matter

➤ HANDS ON

In this exercise you will process an Office Cheque for Matter 012326. This Cheque is payable to Speedy Couriers for Courier fees.

1. Open Matters from the Application Toolbar
2. Open Matter 012326
3. Select the "Balances" tab
4. Note the balance in Unbilled Disbursements
5. Click on the drop down arrow beside the Create a Cheque icon  (4th icon)
6. Select Practice General Account

The following screen displays:



Type	Ref No.	Description	Ledger Driver	Reason	Exp. Type	Tax Rate	Amount	Tax
Matter	012326	Black Day Publishing Pty Ltd				TAXIN	\$0.00	\$0.00

Unallocated **\$0.00** **\$0.00**
Total **\$0.00**

☐ Keep cheque form open after posting? ☐ Print?

Drs: \$0.00 Tru: \$9,500.00 WIP: \$1,120.00 Disb: \$7.73 ADisb: \$0.00 Sundry: \$9.30

Lexis Affinity Library has populated some fields, as the Matter Number is known.

NOTE: The balances for this Matter are displayed at the bottom of the screen.

7. *Date* Accept today's date
8. *Bank* Lexis Affinity Library displays the ID of the Bank you selected.
9. *Cheque #* Lexis Affinity Library displays the next Cheque Number
10. *Series* Accept Series 1
11. *Authorised by* Accept YSR

Lexis Affinity Library prompts with the logged in User ID.

12. *Entity* Accept the prompted Entity

13. *Branch* Accept the prompted Branch

14. *Pay* Click on 

This will open the PhoneBook list

15. Select Speedy Couriers

Alternately, you can use QuickCodes

OR

Type the name required.

NOTE: If you select a PhoneBook entry and then alter the Payee name, Lexis Affinity Library will warn you that the Payee name differs to the PhoneBook and you can then unlink the PhoneBook record from this transaction.

16. *Show Address* Tick this to include the address

17. *Reason* Courier Fee from our office to Client

18. *Amount* 22

19. *Type* Accept Cheque

Allocations table

20. *Type* Accept Matter

The other options include:

Ledger For General Ledger Charts

Debtor For payments from a matter, where the matter has been overpaid, to refund the money to the client.
Only use this option if it complies with your local requirements.

Invoice For payments from a Creditors Account.

21. *Ref No* Accept the prompted Matter Number

22. *Description* <TAB>

23. *Ledger Driver* Leave blank for this exercise

24. *Reason* Accept the prompted reason

This can be changed if required.

25. *Expense Type* Select COUR

The Expense Types have been set by the Lexis Affinity Library Administrator. By selecting an Expense Type Lexis Affinity Library can accumulate individual amounts for the same expenses.

26. *Tax Rate* TAXIN

TAXIN indicates that Tax is included in the value of the Cheque that you entered.
In this case \$2.00 Tax is included in the total amount of \$22.00.

The default TAX Rate has been set by the Lexis Affinity Library Administrator.
You can alter this if necessary, if you have permission to do so.

27. *Amount* Accept the amount <TAB>28. *Tax* Accept the amount

Lexis Affinity Library will calculate the Tax amount and alter the amount of the cheque

29. Check there is no Unallocated Amount

30. *Keep cheque form open after posting?* Leave unticked

Tick this if you have more Cheques to process

31. *Print* Leave unticked32. Click **[OK]** to process the cheque.

Display the Matter

The Matter screen will still be open –sitting behind the Cheque screen.

33. Press <CTRL + TAB> to display the matter screen

34. Ensure the “Balances” tab is displaying

35. Note the Unbilled Disbursements balance

36. Print the Disbursements ledger, ticking “*Print only unbilled items*”

37. Close the print display

11.2 No Tax Cheque

HANDS ON

In this exercise you will process an Office Cheque to City Council for \$200.00 (Tax Free) for Council searches on Matter 990224.

1. Click on **[Binoculars]**
2. Locate and open Matter 990224
3. Click on the Cheque icon and select Practice General Account
4. *Date* Accept today's date
5. *Bank* Accept GA
6. *Cheque #* Accept the Cheque Number
7. *Series* Accept Series 1
8. *Authorised by* Accept YSR
9. *Type* Accept Cheque
10. *Entity* Accept the prompted Entity
11. *Branch* Accept the prompted Branch
12. *Pay* City Council

If the record is in the PhoneBook, you can use  to locate it
OR
Type it
OR
You can use QuickCodes

13. *Reason* Search Fees
14. *Amount* 200

Allocations Table

15. *Type* Select Matter
16. *Ref No* 990224
17. *Description* <TAB>

Lexis Affinity Library will display the Client Name and Matter Description.

18. *Ledger Driver* Leave blank for this exercise <TAB>

19. *Reason* <TAB>

The Reason field is updated automatically with the Reason entered on the top section of the screen. You may alter the Reason field here if required.

20. *Expense Type* Select S/Fee from the Drop Down list

21. *Tax Rate* Select NOTAX

22. *Amount* 200 <TAB>

23. Click **[OK]**

24. *Keep cheque form open after Posting* Tick this

25. *Print* Leave unticked

26. Click on **[OK]**

11.3 General Ledger Cheques

11.3.1 Manually Allocating a General Ledger Cheque to Branch and Department

HANDS ON

In this exercise you will process a Cheque for a Stationery Account for \$38.50, payable to Logan Road Newsagency.

This Cheque is to be posted to GL Account 2504 (Miscellaneous) with \$27.50 allocated to the Melbourne Branch - Administration Department and \$11.00 allocated to the Sydney Branch – Administration Department. As the allocation between the two branches changes from month to month, it is easiest to allocate the payment as it is made.

1. **Open a Cheque Entry screen** if not already open (Transactions | Cheques)
2. **Date** Accept today's date
3. **Bank** Select GA
4. **Cheque #** Accept the Cheque Number
5. **Series** Accept Series 1
6. **Authorised by** Accept YSR
7. **Type** Accept Cheque
8. **Pay** Logan Road Newsagency

This record is not in the PhoneBook.
9. **Entity** Accept the prompted Entity
10. **Branch** Accept the prompted Branch
11. **Reason** Magazines for reception
12. **Amount** 38.50

Allocations Table

13. **Type** Select Ledger
14. **Ref No** 2504

OR

Click on  to open the List of General Ledger Accounts. You can use the Filter to quickly locate the Account Number.

15. **Description** <TAB>

Lexis Affinity Library will display the name of the GL Account

16. **Ledger Driver** Leave blank for now <TAB>

17. *Reason* <TAB>

The Reason field is updated automatically with the Reason entered on the top section of the screen. You may alter the Reason field here if required.

18. *Expense Type* <TAB>

19. *Tax Rate* Select TAXIN

20. *Amount* 27.50 <TAB>

21. Enter another transaction line for 11.00 for GL2504

22. *Keep cheque form open after Posting* Tick this

23. *Print* Untick this

Allocating a Cheque to a Department / Branch

24. Right click on the first transaction line

25. Select Ledger Analysis Driver

26. *Branch* Select MEL

27. *Department* Select ADM

28. Click on **[OK]** to update the Ledger Driver Analysis

29. Right click on the second transaction line

30. Select Ledger Analysis Driver

31. *Branch* Select SYD

32. *Department* Select ADM

33. Click on **[OK]** to update the Ledger Driver Analysis

34. Right click on one of the lines and select Display Ledger Driver

This will display the allocations of the transaction line.

35. Click on **[Cancel]** on the display

36. Click on **[OK]** to update the cheque

11.4 Cheques where amount has been debited to the Bank Account

11.4.1 Using a Default Ledger Driver on a General Ledger Cheque

HANDS ON

In this exercise you will process a Cheque for Rent. The Rent Account already has a Ledger Driver attached (RENT), which automatically allocates the payment to various departments in the Sydney branch.

1. Open a Cheque Entry screen if not already open (Transactions | Cheques)
2. *Date* Accept today's date
3. *Bank* Select GA
4. *Cheque #* Accept the Cheque Number
5. *Authorised by* Select YSR
6. *Pay* Lawson Property Managers Pty Ltd

You can use  to locate the PhoneBook entry or type it or you can use QuickCodes

7. *Entity* Accept the prompted Entity
8. *Branch* Accept the prompted Branch
9. *Reason* Rent for <Current Month>
10. *Amount* 11000.00
11. *Type* Select Direct Debit

A new section "Direct Debit Details" will display on the screen.

12. Accept Australian Bank Account

If the Payee is selected from the PhoneBook and the Bank Details have been recorded, Lexis Affinity Library will default to those details.

You can click on  to clear the bank details.
(if you accidentally delete them, select Cheque and then Direct Debit again.)

The details of the Account Name, Number and BSB Number display.

13. *Banked* Tick this

A tick indicates that this payment has been processed by the Bank.

Allocations Table

14. *Type* Select Ledger
15. *Ref No* 292
16. *Description* <TAB>
17. *Ledger Driver* Accept the prompted Ledger Driver <TAB>
18. *Reason* <TAB>
19. *Expense Type* <TAB>
20. *Tax Rate* Select TAXIN
21. *Amount* Accept 11000.00 <TAB>
22. *Tax* Accept the amount
23. *Keep cheque form open after Posting* Leave ticked

Displaying the Driver Allocations

24. Right click on the transaction line
25. Select Display Driver Allocations

The following screen displays:

Display Ledger Driver Allocations

Ledger 292 Rent

Description Rent for April

Driver RENT Date 21/04/2009 Permanent Driver? Y

Entity	Author	Branch	Department	Matter Type	Amount	Tax	Total
LR		Melbourne - Lewisha Administration			2,500.00	250.00	2,750.00
LR		Melbourne - Lewisha Bankruptcy			1,000.00	100.00	1,100.00
LR		Melbourne - Lewisha Commercial			1,500.00	150.00	1,650.00
LR		Melbourne - Lewisha Criminal			1,500.00	150.00	1,650.00
LR		Melbourne - Lewisha Conveyancing			1,000.00	100.00	1,100.00
LR		Melbourne - Lewisha Litigation			2,000.00	200.00	2,200.00
LR		Melbourne - Lewisha Receivership			500.00	50.00	550.00
Total:					\$10,000.00	\$1,000.00	\$11,000.00

Permanent Driver

Cancel

You will see that the total of \$10,000 (plus TAX) is split between the departments.

As this is a permanent driver, you cannot change the allocations on this screen.

26. Click on **[Cancel]**
27. Click on **[OK]** to update the cheque

11.5 Payments by Bank Transfer

If you have a facility at your bank that allows you to forward an electronic file to them for the automatic transfer of funds to various Payee's accounts, you can process cheques as Direct Debits and create an EFT file.

NOTE: The settings for the EFT files are stored in "Banks".

HANDS ON

In this exercise you will process 2 payments and generate the aba file.

1. Open a Cheque Entry screen if not already open (Transactions | Cheques)
2. *Authorised by* Select YSR
3. *Pay* Select W C Penfolds from the PhoneBook List
4. *Reason* Payment of Account
5. *Amount* 110.00
6. *Type* Select Direct Debit

The Bank Details should now be displayed.
7. Ensure *Banked* is not ticked
8. Complete the Cheque details using Ledger 2506
9. Accept the Ledger Driver - FINANCIAL
10. *Keep cheque form open after posting?* Tick this
11. Click on **[OK]**

A blank cheque form displays
12. Process another cheque for Lanes Motors using Ledger 2502 for \$550.00
13. Accept the Ledger Driver – FINANCIAL
14. Right click on the transaction line to display the allocation of that amount
15. *Keep cheque form open after posting?* Untick this
16. Click on **[OK]** to process the Cheque
17. Close the Cheque Entry screen

11.5.1 Create the EFT file for the Bank

1. Open Bank EFT (Financial Maintenance | Banking)

A screen similar to the following will display"

Pay?	Date	Cheque #	Amount	Payee	Reason	Account Name	Account #	BSB	Branch
☒	19/12/2006	BP554	\$110.00	w C Penfolds Pty Ltd	Payment of November Account	w C Penfolds	327678900	240030	SYD
☐	19/12/2006	BP555	\$550.00	Lanes Motors Pty Ltd	Account due	Lanes Motors Pty Ltd	678009000	560009	SYD

2. **Branch** Delete this if not blank
3. **Authorised by** Select YSR
4. Click on **[Select All]**

Each payment line should now be ticked.

Alternately you can select payments to process by ticking each one individually.

5. Click on  to post the EFT Payment

A message displays advising the EFT Payment Reference Number.

6. Click on **[OK]**

The Create EFT payment export file screen displays as shown below:

7. *Export Using Setting* Accept the default

You can alter this by clicking on .

8. *Export File* Accept the default

9. Click on **[OK]**

If the file already exists you will be given a warning.

This file is now ready for remitting to your bank for processing.

11.6 Other Methods of Processing Cheques

It is recommended that you process all Matter related cheques from the Matter screen, however it is also possible to process cheques from Cheque Creation or the Cheques (Cashbook) screen.

Cheque Creation

When you access Cheques via Cheque Creation, you will need to complete all the details – ie there are no Matter Numbers or other details automatically inserted as Lexis Affinity Library does not know any information about this cheque.

Cheques

You can also use this option to process cheques, access the Cashbook, Reverse Cheques, and display or print a graph that compares Cheque and Receipt totals, provided the user has the appropriate permissions.

The procedures and functions are the same as for processing Cheques.

12. Cheque Requisitions

A Cheque Requisition is a request – usually to the Accounts Department - to issue a cheque. A Cheque Requisition can be for a Matter, either Trust or Office, for an Anticipated Disbursement for Trust or Office or for a General Ledger Account.

Cheque Requisitions may be created from the Matter or directly from the Cheque Requisitions icon in Transactions | Cheques.

A Cheque Requisition does not update the disbursement balance on a Matter or the total of a GL Account, until it is converted to a Cheque (using Cheque Requests).

A Cheque Requisition may be processed as an Anticipated Disbursement, in which case the Anticipated Disbursements balance of the matter will be updated.

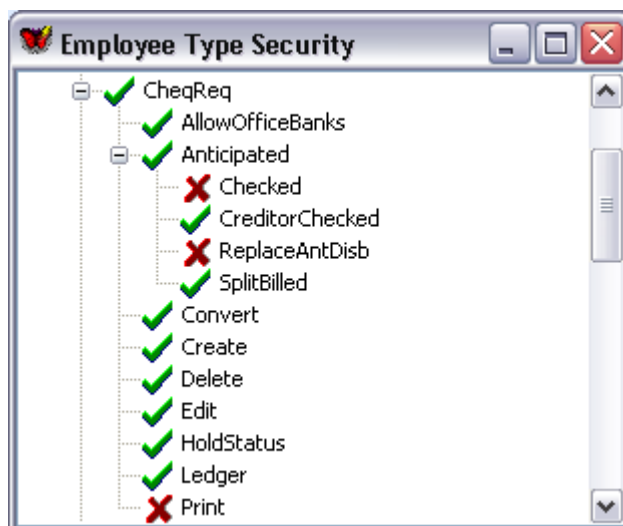
Security Options

Allow Office Banks

If this option is disabled, the user will not be able to create, edit or display a Cheque Requisition on an office (general) bank account.

Anticipated

It is strongly recommended that Anticipated Disbursement Cheque Requisitions are attached to Creditors Accounts. This should be set in Security Options (tick CheqReq | Anticipated | Creditor Checked – as shown below). When an Anticipated Disbursement Cheque Requisition is processed, the Anticipated Disbursements Control Account (nominated in Entities | Posting) is updated with the amount of the entry. If the entry is not also attached to a Creditors Account, the Creditors Trial Balance will not reconcile to the Anticipated Disbursements Control Account.



The Cheque Requisition screen is colour coded to match the colour set for that Bank.

12.1 Trust Cheque Requisitions

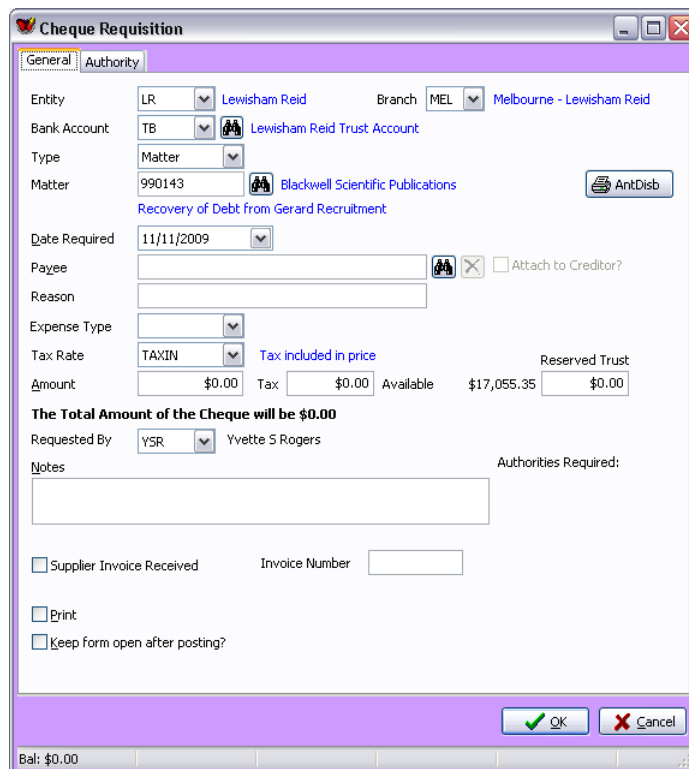
➤ HANDS ON

In this exercise you will display the Trust Ledger of Matter 990143, to determine which Trust Bank Account has funds for this matter. Then you will create a Cheque Requisition for a Cheque payable to Gambelli Interpreting for a fee of \$75.00.

1. Select Matters from the Application Toolbar
2. Open Matter 990143
3. Click on the “Balances” tab
4. Click on **[Trust]**
5. Click on **[Print]**

The Trust Ledger will print to the screen.

6. Note the ID of the Bank where funds are available
[Bank Account TB has the majority of the trust funds.]
7. Close the Ledger display
8. Click on  next to  and select Lewisham Reid Trust Account (5th icon)
The following screen displays:



Cheque Requisition

General Authority

Entity: LR Lewisham Reid Branch: MEL Melbourne - Lewisham Reid

Bank Account: TB Lewisham Reid Trust Account

Type: Matter

Matter: 990143 Blackwell Scientific Publications

Date Required: 11/11/2009

Payee: Attach to Creditor? ☐

Reason:

Expense Type:

Tax Rate: TAXIN Tax included in price

Amount: \$0.00 Tax: \$0.00 Available: \$17,055.35 Reserved Trust: \$0.00

The Total Amount of the Cheque will be \$0.00

Requested By: YSR Yvette S Rogers

Notes:

Authorities Required:

☐ Supplier Invoice Received Invoice Number:

☐ Print

☐ Keep form open after posting?

OK Cancel

Bal: \$0.00

9. *Entity* Accept the prompted Entity
10. *Branch* Accept the prompted Branch
11. *Bank Account* Accept the prompted Bank Account
12. *Type* Accept Matter
13. *Matter* Accept the prompted Matter Number
14. *Date Required* Accept today's date

You can enter a date ahead of time.

15. *Payee* Click on  to open the PhoneBook
16. Locate and select Gambelli Interpreting

NOTE: If you select a PhoneBook entry and then alter the Payee name, Lexis Affinity Library will warn you that the Payee name differs to the PhoneBook and you can then unlink the PhoneBook record from this transaction.

17. *Reason* Interpreting Fees
18. *Expense Type* Leave blank for this exercise

You can use this to collate all payments of a certain type – for example all the Search Fees can be totalled on a Ledger print out or on a draft bill.

19. *Tax Rate* select NOTAX

If the funds will be paid from the Trust Account, generally Tax does not apply. However it is recommended that you verify your procedures with your Tax Accountant.

20. *Amount* 75
21. *Reserved Trust* Leave blank
22. *Requested by* Accept the prompted User ID
23. *Notes* Leave blank

This can be used as a note to the operators who will process this Request.

24. *Supplier Invoice Received* Leave unticked
25. *Print* Leave unticked
26. *Keep form open after posting?* Tick this
27. Click **[OK]**

12.2 Anticipated Trust Cheque Requisitions



HANDS ON

In this exercise you will process an Anticipated Trust Cheque Requisition on matter 990143 for 5,500.00 for Gambelli Interpreting.

1. Ensure the Cheque Requisition screen is open
2. *Entity* Accept the prompted Entity
3. *Branch* Accept the prompted Branch
4. *Bank Account* Select TB Bank Account
5. *Type* Select Anticipated
6. *Matter* 990143
7. *Date Posted* Accept today's date
8. *Payee* Click on  to open the PhoneBook
9. Locate and select Gambelli Interpreting

NOTE: If you select a PhoneBook entry and then alter the Payee name, Lexis Affinity Library will warn you that the Payee name differs to the PhoneBook and you can then unlink the PhoneBook record from this transaction.

NOTE: Also, it is strongly recommended that Anticipated Disbursements are attached to Creditors Accounts.

10. *Reason* Interpreting Fees
11. *Expense Type* Leave blank for this exercise

You can use this to collate all payments of a certain type – for example all the Search Fees can be totalled on a Ledger print out or on a draft bill.

12. *Tax Rate* select NOTAX

If the funds will be paid from the Trust Account, generally Tax does not apply. However it is recommended that you verify your procedures with your Tax Accountant.

If the amount is billed and then converted to a Cheque, the Cheque can be drawn from Trust. However, if the bill amount is received into Office before issuing the Cheque, the Cheque will need to be drawn from Office.

13. *Amount* 5500
14. *Reserved Trust* Leave blank
15. *Requested by* Accept the prompted User ID
16. *Notes* Leave blank

17. *Supplier Invoice Received* Leave unticked
18. *Print* Leave unticked
19. *Keep form open after posting?* Leave unticked for this exercise
20. Click **[OK]**

Display the Matter

1. Display the matter and note the Anticipated Disbursement balance.
2. Print the Anticipated Disbursements ledger

12.3 Office Cheque Requisitions

12.3.1 Where payment will be made shortly

HANDS ON

In this exercise you will create an Office Cheque Requisition for a cheque payable to On Time Copying for \$110.00 for Matter 990235. This amount can be paid in the next Cheque run, it is not necessary to wait for payment by the client. Before processing this Cheque Requisition you will display the Disbursement balance of the Matter.

1. Click on  to open the Matter List
2. Open Matter 990235
3. Click on the “Balances” tab
4. Note the Unbilled Disbursement balance
5. Click on  to open the Cheque Requisition screen (5th icon)
6. *Entity* Accept the prompted Entity
7. *Branch* Accept the prompted Branch
8. *Bank Account* Accept or select GA
9. *Type* Select Matter
10. *Matter* Accept the prompted Matter Number
Details of the Client and Matter Description will display.
11. *Date Required* Accept today's date
12. *Payee* On Time Copying
This record is not in the PhoneBook.
13. *Reason* Photocopying and binding
14. *Expense Type* Leave blank
15. *Tax Rate* TAXIN
16. *Amount* 110

Note: You will need to <TAB> out of this field or click on another field to check the Tax Amount.

17. *Tax* Accept the prompted amount
18. *Requested by* Accept the prompted User ID

19. *Notes* <TAB>

This can be used as a note to the operators who will process this Request.

20. *Supplier Invoice Received* Tick this

21. *Print* Leave unticked

22. *Keep form open after posting?* Leave unticked

Tick this if processing more Cheque Requests.

23. *Invoice Number* 456

24. *Invoice Image* Click on 

25. Locate and select the sample invoice

This may be located at C:\Affinity\Lewisham Reid\sample Invoice.pdf

26. Click **[OK]**

Display the Matter

1. Display the matter and note the Unbilled Disbursement balance.

The Unbilled Disbursement balance has not changed as the Cheque Requisition is not processed as an entry until it is converted to a Cheque.

12.3.2 Where payment will be made after Client pays

HANDS ON

In this exercise you will create an Office Cheque Requisition for Matter 010015 for a Barrister's fee to Mr J Sparrow QC for \$1,100.00 for a court appearance. This requisition must not be converted to a cheque until the Client pays, but the amount must be billed (so that the Client can pay).

In this case you must select "Anticipated Disbursement".

In this exercise only some fields of the Cheque Requisition screen are included.

1. *Matter* click on  to open the Matter List
2. Locate and open Matter 010015
3. Click on  to open the Cheque Requisition screen.
4. *Entity* Accept the prompted Entity
5. *Branch* Accept the prompted Branch
6. *Bank Account* Select GA
7. *Type* Select Anticipated
8. *Matter* Accept the Matter Number
9. *Date Required* Accept today's date

10. *Payee* Click on 

Only the Creditors will be displayed, as you have selected 'Anticipated'.

11. Locate and select Sparrow, James Campbell
12. *Attach to Creditor* This is ticked automatically
13. *Reason* Court Appearance Fees
14. *Expense Type* Select BF
15. *Tax Rate* TAXIN
16. *Amount* 1100
17. *Tax* Accept the prompted amount

18. *Requested By* Accept the prompted User ID
19. *Notes* To be billed and received from Client before paying J C Sparrow QC
20. *Supplier Invoice received* Tick this
21. *Print* Leave unticked
22. *Keep form open after posting* Leave unticked
23. *Invoice Number* 8541
24. *Invoice Image* Leave blank for this exercise
25. Click **[OK]**

Display the Matter

The Anticipated Disbursement Balance been updated to reflect this transaction.
This allows you to bill the amount.

26. Click on **[Ant Disb]** on the “Balances” tab on the Matter Screen.
27. Select **[Print]**

The Anticipated Disbursement Ledger shows \$1100.00, and that the amount is
“Waiting”

28. Select **[Close]**
29. Close the matter screen

To check the Creditor

1. Open Creditors (Transactions | Creditors)
2. Locate and open Sparrow
3. Select the “Balances” tab

The screen is displayed below:

The screenshot shows a window titled "Creditor: Sparrow, James Campbell". The window has a menu bar with "File", "Search", and "Help". Below the menu bar is a toolbar with various icons. The main area is divided into two sections. The top section contains fields for "Business Name" (James Sparrow QC), "Contact" (James), "Type" (Business), "Creditor Group" (Barristers), "Creditor Number" (10), "Creditor Code" (SPA001), "A.C.N.", "A.B.N.", and "Pay Cheques To" (Mr J C Sparrow, QC). The bottom section has three tabs: "Accounts Payable", "Balances", and "Address". The "Balances" tab is selected. It displays a table of financial data:

Terms (in days)	30	Default Sundry Type	
Credit Limit		Default Entity	Lewisham Reid
Current	\$0.00	Default Branch	
Overdue	\$0.00	Last Purchase	11/11/2009 2:25:46 PM
Total Owing	\$0.00	Last Payment	
Anticipated Disbursements	\$1,100.00	Invoices Payable	0
Total Owing incl. Anticip. Disbs	\$1,100.00	Invoices Paid	0
Total Owing on Matters:	\$1,100.00	Aged Creditors as at 6/05/2009	
Total Owing on Ledgers:	\$0.00	Current	\$1,100.00
		30 days	
		60 days	
		90+ days	

At the bottom of the window, there is a section for "Entity Balances" with a dropdown menu set to "All Entities".

4. Select the down arrow on 
5. Select Anticipated Disbursements
6. Click on **[Print]**

OR

File | Print | Anticipated Disbursements

Lexis Affinity Library will display a list of the Anticipated Disbursements for J C Sparrow.

You can also display a list of Cheque Requisitions by selecting Cheque Requests. This is covered separately.

7. Close the Print Display
8. Close the Creditor screen

12.4 Cheque Requisition Fields

- Entity** Select the Entity to which the request belongs. Once the request is created, this field cannot be edited.
- Branch** Select the Branch to which the request belongs. Once the request is created, this field cannot be edited.
- Bank Account** Select the Bank account the cheque will ultimately be drawn from. Once the request is created, this field cannot be edited.
- Type** Select from:
Matter
The Cheque Requisition will be listed in Cheque Requests until it is converted to a Cheque, at which time the ledgers will be updated.
Anticipated
The Cheque Requisition will be listed in Cheque Requests until converted, however the balance of Anticipated Disbursements will be updated by the amount of the Cheque Requisition.
Ledger **If a General Bank Account is selected**
The Cheque Requisition will be listed in Cheque Requests until converted and will then update the balance of the GL Chart to which it is attached.
Invest New / Invest Deposit **If a Trust Bank Account is selected**
Cheque Requisitions can also be processed for Investment transactions.
- Matter / Ledger**
Type the Matter Number or GL Chart or click on the Binoculars to locate the correct account.
- Anticipated Disbursement button** 
Click on this to display or print a ledger of Anticipated Disbursements for the matter.
- Date Required / Posted**
Enter the date the Cheque is required, or click on the down arrow and select the date from the Calendar. If this Cheque Requisition is for an Anticipated Disbursement, the "Date Required" changes to "Date Posted".
- Payee**
Click on the Binoculars to select an entry from the PhoneBook.
If the Cheque Requisition relates to an anticipated disbursement and the creditor has already been established, click on "Attach to Creditor" to insert payee details.
OR
Type the name of the Payee.
- Attach to Creditor**
Click on the Binoculars to select a creditor to attach to the requisition.
- Reason** The reason for drawing the cheque.
- Expense Type**
Lexis Affinity Library offers the ability to group disbursements.
Click on the down arrow to select the Sundry Expenses Type - eg Barristers Fees.
- Tax Rate** Select the Tax Rate.

- Amount** The amount for this transaction.
- Tax** Lexis Affinity Library will calculate the tax Amount. You should not need to change this. If the amount does not agree with the original invoice, you may need to process two separate entries.
- Available** Displays the trust funds available.
- Reserved Trust**
Enter an amount that can be reserved in trust so that it cannot be used for any other purpose.
- Requested By**
The initials of the logged in user will appear in this screen.
Click on the down arrow to select another ID.
- Notes** Additional notes may be added to assist the accounts department in matching the cheque requisition with the invoice being paid.
- Supplier Invoice Received**
Tick this if the Invoice has been received.
- Invoice Number**
If the Invoice has been received, enter the Invoice Number.
- Invoice Image**
Click on the binoculars to locate and attach a pdf image.
- Print** Tick this if you need to generate a printed Cheque Requisition.
You may need to attach this to the suppliers invoice and forward it to the Accounts Department.
- Keep form open after posting**
Will allow you to post another cheque requisition upon completion of this one.

NOTE: If a cheque requisition already exists on the matter for an identical amount, a warning will be given.

“Invoice” tab

This tab is visible if a pdf image has been attached to the Request.

“Authority” tab

Select this tab to view the Authorisations on this request, or to electronically authorize the payment.

13. Cheque Requests

Cheque Requisitions are processed or converted into Cheques from the Cheque Request application. (Transactions | Cheques).

Cheque Requisitions that are marked as “Held” must be cleared before being processed or paid.

Cheque Requisitions that are marked as “Waiting” are Anticipated Requisitions and they will be cleared (and can therefore be processed or paid) when the Client has paid the account which includes the billed Anticipated Disbursement.

It is also possible to pay multiple requisitions with a single cheque. To do this, highlight the entries to be paid by holding the <CTRL> key and selecting the entries.

13.1 List Cheque Requests

HANDS ON

In this exercise you will list Cheque Requests.

1. Open Cheque Requests (Transactions | Cheques)
2. Select the “Filter” tab
3. Click on **[Clear All]** to clear the Filter
4. Select the “Cheque Requisitions” tab

Cheque Requests are displayed in different colours:

Green Cheques able to be drawn

Red Cheques waiting for funds to be received before being drawn.
Shown as “Waiting” in Hold column

Pink/Purple

Cheques that are on hold – ie waiting for action to release the requisition and make it available for paying

As you select different Cheque Requisitions, you will notice the colour of the traffic lights change.

A number of columns of information are displayed. Scroll to the right to view them. These columns can be dragged to another position for viewing.

Details of these columns are found at the end of this chapter.

13.2 Change Status



HANDS ON

In this exercise you will hold the Cheque Requisition for \$385.00 for Australia Post.

1. Select the "Filter" tab
2. Click on **[Clear All]**
3. *Bank* Select GA
4. *Show only* Tick Processable and Matter Requests
5. Select the "Cheque Requisitions" tab
6. Highlight the entry for On Time Copying

7. Click on 

OR

Right click and select Hold

The "Hold" column will now display "Held".

8. To take it off "Held" repeat the above step.

NOTE: It is possible to alter the status of multiple Cheque Requisitions in one step. To select multiple entries, highlight the first entry and <left mouse click + SHIFT> for sequential entries, or <Left mouse click + CTRL> for non sequential entries.

13.3 Review Cheque Requests waiting Authorisation



HANDS ON

In this exercise you will list all Cheques waiting to be authorised, using the filter selections.

1. Select the "Filter" tab
2. Click on **[Clear All]**
3. *Show only* Tick Processable
4. *Authority* Check Unauthorised
5. Select the "Cheque Requisitions" tab

The list will display.

You can now authorise cheques in the usual manner.
(ie Open the Request, select the "Authority" tab and authorise.)

13.4 Convert Trust Cheque Requisition into a Cheque

HANDS ON

In this exercise you will convert the Cheque Requisition for \$1250.00 for Filing Fees payable to the Supreme Court, Sydney into a Cheque. Before doing this you should check that Trust Funds are available and which bank account the funds are in. (This procedure may not always be necessary as you may already know that there are Trust Funds available).

1. Select the "Filter" tab
2. Click on **[Clear All]**
3. *Bank* Select TB
4. *Show Only* Check 'Processable'
5. Select the "Cheque Requisitions" tab
6. Highlight the Cheque Requisition for \$1250.00 for the Supreme Court, Sydney
7. Right Click on the matter and select Open Matter
8. Select the "Balances" tab
9. Click on **[Trust]**
10. Click on **[Print]**

The ledger will display.

Note that the funds are all in the TA Bank Account.

11. Close the print display
 12. Close the Matter screen
 13. Double click the Cheque Requisition for Supreme Court
- The Cheque Request Form displays.
14. Alter the Bank Account to TA
 15. Select the "Authority" tab
 16. Click on **[Authorise]**
 17. Click on **[OK]**
 18. Select the "Filter" tab
 19. Change *Bank* to TA
 20. *Authority* *Authorised by* Select YSR from the drop down list

21. Select the "Cheque Requisitions" tab
22. Highlight the requisition to the Supreme Court for filing fees
23. Click on 

You may see a dialog box display explaining that the Cheque request was originally linked to a Phone Book entry of the District Court but that the Cheque is being made out to the Supreme Court.

24. Click on **[Yes]**

The Cheque Entry screen displays

25. Check the details
26. *Print* Leave unticked
27. Click on **[OK]** to process the Cheque

13.5 Paying part of a Billed Anticipated Disbursement

Occasionally the firm may decide to pay part of a Cheque Requisition that has been flagged as an Anticipated Disbursement, billed to the client, but not yet paid by the client.

Use the “Split Billed Anticipated Disbursement” function to do this.

HANDS ON

In this exercise you will split the Cheque Requisition for John Matthew Peters for \$1100.00, into 2 separate amounts of \$550.00, so that you can then pay \$550.00.

1. Select the “Filter” tab
2. Click on **[Clear All]**
3. *Show only* Tick Waiting
4. *Anticipated Cheque Requests only* Tick Billed
5. Select the “Cheque Requisitions” tab
6. Locate the requisition for John Matthew Peters
7. Double click to open the Cheque Requisition screen

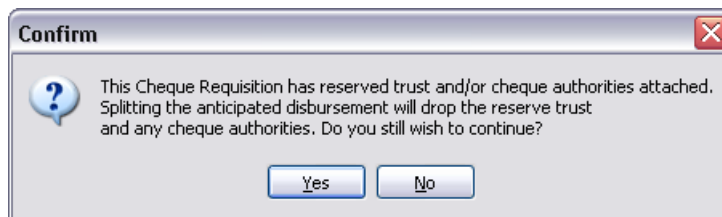
Note the Bill number.

8. Click on **[OK]**

The Cheque Requisition list displays.

9. Ensure the correct requisition is selected and click on 

The following message will display:



This message explains that any trust funds that have been marked as reserved for this Cheque Requisition will no longer be reserved, OR any Authorities that have already been processed for this Cheque Requisition will be removed.

10. Click on **[Yes]**

The Split Billed Anticipated Disbursement screen will be displayed as shown below:

Split Billed Anticipated Disbursement

Original Transaction

Refno 386 Branch SYD
Matter 012407 Payee John Matthew Peters
Date 13/04/2008 Tax Code TAXIN
Total \$1,100.00 Amount \$1,000.00 Tax \$100.00

Split as at 13/04/2008
Reason Consultation Fees

Total Reason
\$0.00 / Consultation Fees

\$0.00

OK Cancel

11. *Split as at* Enter today's date
12. *Reason* Leave the original description
13. Click into the first column of the first line
14. Enter 550.00 <TAB>
15. *Reason* <F2> <End> and add "Part payment of account" <TAB>
16. 550.00 <TAB>
17. *Reason* <F2> <End> and add "Balance of account"

The total of the individual amounts must equal the total of the original amount.

18. Click on **[OK]**

The list now displays 2 entries of \$550.00 each.

19. Double click the first entry
20. Select the "Authority" tab
21. Authorise it
22. Click on **[OK]**

View the Matter

23. Right click on the entry and select Open Matter
24. Select the “Balances” tab
25. Anticipated Disbursements is now 1100.00 – displayed in red

This indicates that the amount has been billed but not paid
26. Click on **[Ant Dis]**
27. Click on **[Print]**

Note the reversed entry of \$1000.00 and \$100.00 TAX and the two new separate entries for \$500.00 + \$50.00 TAX each and the Bill Number.

28. Close the print display
29. Close the matter

13.5.1 Remove the “Waiting” status

30. Display the Cheque Requests listing

This Cheque Requisition is flagged as “waiting” because it is a billed Anticipated Disbursement and the client has not yet paid.

It is necessary to remove the “waiting” flag in order to process the cheque

31. Highlight the first requisition for John Matthew Peters

32. Click on  once

The “waiting” flag should disappear. The entry will turn green.

13.5.2 Pay the Creditor

1. Ensure the first requisition for John Matthew Peters is highlighted
2. Click on 

The Cheque Entry screen displays
3. Check the details
4. *Print* Leave unticked
5. Click on **[OK]** to process the Cheque

13.6 Cheque Requests Columns & Menu Functions

13.6.1 Cheque Requests Columns

Ref	The Cheque Requisition number.
Status/Hold	Denotes if the Requisition is Waiting or Held
Converted?	Denotes if the Cheque Requisition has been converted to a Cheque.
Payee	Who the Cheque will be made out to.
Required (date)	The Date the Cheque is required.
Description	The details of the Cheque Request.
Account Reference	The General Ledger Chart or Matter Number.
Amount	The value of the Cheque Requisition.
Anticipated Debtors paid	The amount that has been paid and allocated to the anticipated portion of the debtors balance.
Reserved Trust	The amount that has been marked as reserved in the Trust Account.
Entity	The Entity of the transaction.
Bank	The Bank on which the cheque will be drawn.
Branch	Denotes the Branch of the User who processed the Cheque Requisition.
Required By	Denotes who has requested the Cheque to be drawn.
Invoice Supplied	Y or N.
Invoice Number	Denotes the Invoice number.
Creditor	The name of the Creditor if the Cheque Request is linked to a Creditor.
Billed	Y or N – has it been billed?
Anticipated	Y or N if it was flagged as an Anticipated Disbursement.
Authorities Required	The number of Authorities required.
Primary Authority	Y or N if a Primary Authority is required.
Invoice Image	File name if an Invoice has been attached.

13.6.2 Menu Functions

File

New Create a new Cheque Requisition.

Open Open the selected Cheque Requisition for editing.

Delete Delete the selected Cheque Requisition.

Convert Current Req

Convert the selected Cheque Requisition to a Cheque.

Print All Requests

Prints all the Cheque Requisitions listed.

Reprint this Request

Prints the selected Cheque Requisition.

13.7 Cheque Requests Filter

The Cheque Requests filter can be used to quickly locate one or more particular cheques.



PROCEDURE

1. Select the "Filter" tab

The following screen displays:

Cheque Requests Filter

Bank Select the Bank that you want to report on.

Date To This is the Required Date.
Enter a date to list all Cheque Requests that are required on or before the date OR untick the Check box to list all Requests regardless of date required.

Show only **Waiting**
If ticked, the list will only include Cheque Requests, than can be processed when the client has paid.

Held
If ticked, the list will only include Cheque Requests that are "Held"

Processable
This is useful to display a list of Cheque Requests that are ready to be paid.

Matter Requests
This is used to list only requests for Matters.

Ledger Requests
This is used to list only requests for General Ledger Accounts.

Anticipated Cheque Requests Only – Billed / Unbilled

This allows you to list only those Cheque Requests that are billed or unbilled.

Anticipated Cheque Requests Only – Invoice Supplied / Not Supplied

This allows you to list only those Cheque Requests where the invoice has been supplied, or not supplied.

Requested by

This allows you to select a specific User.

Matter

This allows you to select a specific Matter.

Payee Includes This allows you to search for a Payee.

Creditor Includes

This allows you to search for a Creditor.

Description Includes

This allows you to search through the text of the Description of the Cheque Request.

Amount more than / less than

This allow you to search for a range of values or for a specific amount.

Entity / Branch / Department / Partner / Controller / Author

This allows you to select one of each or all of these.
Alternately leave them blank to include all Requests.

Currency

The Currency on the Cheque Requisition.

Currency to Display - Local Currency

will display all transactions processed in local currency.

Currency to Display – Currency of Transaction

will show only transactions processed in the nominated currency.

Authority**All**

Select this to include all Cheque Requests that meet the other selection criteria.

Authorised

Select this to include only authorised Cheque Requests.

Unauthorised

Select this to include only unauthorised Cheque Requests.

Authorised by

Select this and select an Employee to include only those Cheque Requests authorized by the selected Employee.

Ready to Authorise by me

Select this to include Cheque Requests that the logged in user can authorize.

Include requests converted since / date

Select this to include Cheque Requests that have already been converted to Cheques since the date specified

Notes

14. Sundries

Sundries can be used to record internal non cash disbursements or can be additional Fee entries on a bill.

Generally users record internal disbursements such as photocopying, facsimile charges, postage, telephone etc. as Sundries. Some firms also treat courier fees as a sundry, that is, they pay the courier out of general expenses and then charge the client in the same way as photocopying.

Fee Entry Sundries can be used to add an amount to the Fee section of a bill. The sundry can either be a % of fees to an amount.

The settings in Entities determine how the values of Sundries are treated in the Profit & Loss or Balance Sheet. Sundries may be recorded as Income when they are billed, or when they are recorded.

Sundries can be recorded either directly from the matter, from Sundry Creation, from Sundry Batch Entry, imported from a file or in a bill.

The Lexis Affinity Library Administrator has determined the Sundry Expense Types.

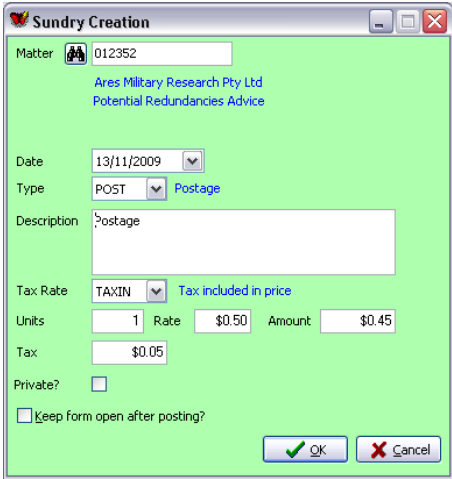
14.1 From a Matter

➤ HANDS ON

In this exercise you will record a Sundry Expense charge to Matter 012352 for a Taxi Fare of \$33.00

1. Open Matters from the Application toolbar
2. Open Matter 012352
3. Note the Sundries balance
4. Click  to create a Sundry Expense

The Sundry Creation screen displays as shown below:



5. *Date* Accept today's date
6. *Type* Select TAXI from the drop down list
7. *Description* Accept the description
8. *Tax Rate* Select TAXIN

This defaults to the TAX option set in the Expense Type.

9. *Units* 1

For Sundries such as Photocopying this would be the number of pages.

10. *Rate* Leave blank for this exercise

For Sundries such as Photocopying, the rate is set when the Expenses Type is created.

11. *Amount* 33.00

Lexis Affinity Library calculates the net amount figures based on the Units and Rate.

12. *Tax* Accept the TAX amount

13. *Private* Leave unticked

Tick this if the value of the expense is to be included in a bill but the description is not.

14. Click on **[OK]** to update the matter.

15. Note the Sundries balance

16. Close the Matter screen

14.2 Sundry Creation

This option is found in Transactions | Sundries and can be used to enter a single charge for a matter.

It is the same as recording expenses from a matter, but you will need to key in the matter number.

14.3 Sundry Batch Entry

This is the preferred method for entering many charges of a similar type to many matters.



HANDS ON

In this exercise you will enter a small batch of charges for photocopying.

The charges to be recorded are in the following table:

Matter Number	Number of Copies
012352	10
012311	12
012326	15

1. Open Sundry Batch Entry (Transactions | Sundries)

The following screen displays:

2. *Date* Accept today's' date
3. *Type* Select COP from the drop down list
4. *Units* Accept 1

Lexis Affinity Library will default to today's' date.
You can alter this date as required.

Lexis Affinity Library will default to 1.
This is the base unit that will appear in the Allocation Table if you tick "Default # of units into description" (see below).

5. *Rate* Accept the prompted rate

Lexis Affinity Library defaults to the rate set on the Expense Type.

This can be changed if necessary.

The altered rate will be shown in the Rate column of the Allocation table.

6. *Reason* Accept the prompted reason

Lexis Affinity Library defaults to the Description field on the Expense Type.

This can be changed if necessary.

7. *Default # units into description?* Tick this

If ticked – Lexis Affinity Library will insert the number of units in the Reason field, after the test in the “Reason” field above: for example ‘Photocopying – 10 units.

If Unticked – the Reason will default to the Reason entered on the top part of the screen.

8. *Date* press <TAB>

Lexis Affinity Library will insert the date at the top of the screen.

9. *Matter* 012352

You can click in this field to open the matter selection screen to select the required matter.

10. *Units* 10

From this point there are no changes to be made.

You can either press <TAB> to move along the line and then to the next line

OR

You can press <DOWN ARROW> and <LEFT ARROW> to move to the Matter Column on the next line

11. Continue posting the number of copies from the table above.

The total of the units should be 37 and the total value should be \$48.84 (which includes GST).

12. Click on



A list of Sundries included in the batch will display on the screen.

This makes it easy to check the entries against the source document.

This may be necessary where there is a total that you need to balance back to.

13. *Keep form open after posting?* Leave unticked

You should tick this if you have more batches of Sundry Expenses to enter.

14. Click **[OK]** to update the batch

14.4 Sundry Interface

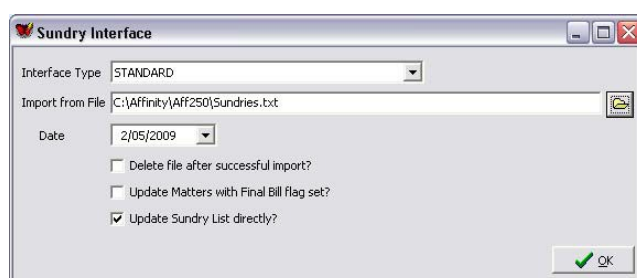
This option allows you to import Sundry entries to matters. Varying formats can be used. The details of the file/s to be imported are recorded in System | Sundry Interface.

➤ HANDS ON

In this exercise you will import a file containing a variety of Sundry entries. This file is a .txt file.

1. Open Sundry Interface (Transactions | Sundries)

The following screen displays:



2. *Interface Type* Accept STANDARD
3. *Import from File* Click on **[Binoculars]** to locate the file - Sundries.txt
(Your instructor will confirm the location for you.)
4. *Date* Accept today's date

This will be the date on which the entries are posted.

5. *Delete file after processing?* Leave unticked for the training exercise

Normally this would be ticked, so that the file is automatically removed after it has been processed.

Each time you import a file it will be the same name as the previous one, so it may be necessary to delete each file before importing. You may choose to delete the file manually.

6. *Update Matters with Final Bill flag set?*

Tick this if you want these entries to be processed even if the matter has the Final Bill flag set.

7. *Update Sundry List directly?* Tick this

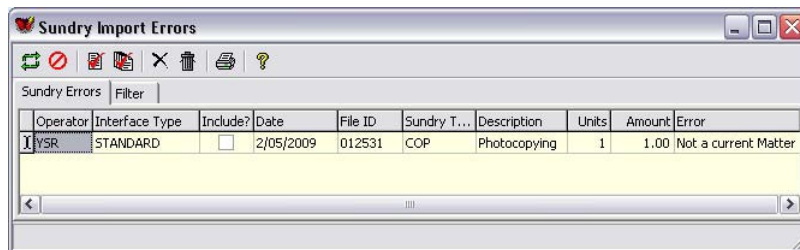
Update Sundry List directly?

If ticked, entries that are successfully updated to matters will be displayed on the Sundry List.

If unticked, all entries will display on the Sundry Import Errors list and will need to be manually updated.

8. Click on **[OK]** to proceed

If there are errors in the file, a screen similar to the following will display:



Actions to take:

- ¾ Highlight and delete the entry
 - ¾ Modify the Matter Number and update the entry
9. Highlight the entry and click on **[Delete]**
10. Close the Sundry Import errors screen

14.5 Fee Type Sundries

Fee Type Sundries can be used to add a specific amount to the fee entries or to add a percentage of fees to a bill. Sundries to add a percentage of fee to a Bill must be done in the draft bill. This area is covered in more detail in Billing.

Fee Sundries to add an amount to a bill can be processed from the matter, from Sundry Creation or Sundry Batch Entry.

14.5.1 From a Matter



HANDS ON

In this exercise you will record an Administration Fee on Matter 012352.

1. Open Matters from the Application toolbar
2. Open Matter 012352
3. Note the Sundries balance
4. Click  to create a Sundry Expense
5. *Date* Accept today's date
6. *Type* Select ADMIN from the drop down list

The screen completes all the details.

7. Check the details and click on **[OK]** to update the matter.
8. Note the Sundries balance
9. Close the Matter screen

14.6 Sundry List

You can also use this option create a new Sundry Expenses charge to a matter. Creating a Sundry Expense in Sundry List is the same as for Sundry Creation.

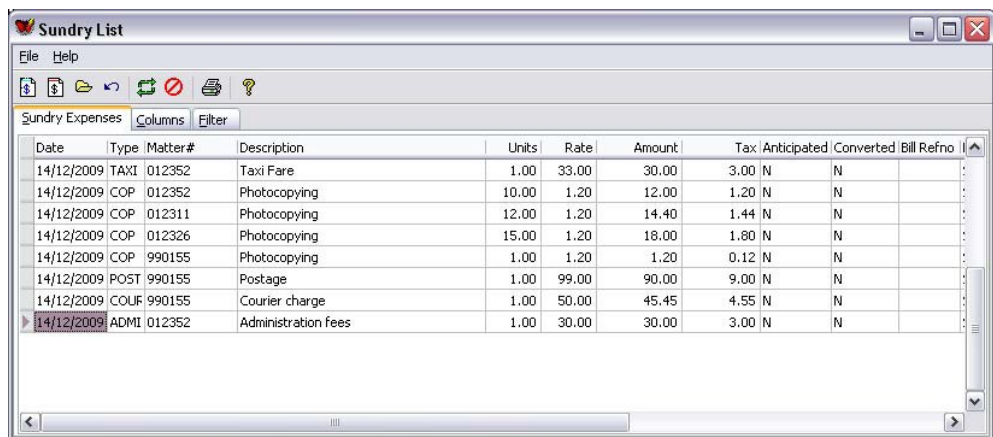
This option also allows you to edit and reverse Sundry Expenses if they have not been billed and to print a list of Sundry expenses.

HANDS ON

In this exercise you will list the Sundry Expenses that have been recorded today.

1. Open Sundry List (Transactions | Sundries)
2. Select the Filter tab
3. Click on **[Clear All]**
4. Click on **[Today]**
5. Select the "Sundry Expenses" tab

The entries for Today will display:



Date	Type	Matter#	Description	Units	Rate	Amount	Tax	Anticipated	Converted	Bill Refno
14/12/2009	TAXI	012352	Taxi Fare	1.00	33.00	33.00	3.00	N	N	
14/12/2009	COP	012352	Photocopying	10.00	1.20	12.00	1.20	N	N	
14/12/2009	COP	012311	Photocopying	12.00	1.20	14.40	1.44	N	N	
14/12/2009	COP	012326	Photocopying	15.00	1.20	18.00	1.80	N	N	
14/12/2009	COP	990155	Photocopying	1.00	1.20	1.20	0.12	N	N	
14/12/2009	POST	990155	Postage	1.00	99.00	99.00	9.00	N	N	
14/12/2009	COUF	990155	Courier charge	1.00	50.00	45.45	4.55	N	N	
14/12/2009	ADMI	012352	Administration fees	1.00	30.00	30.00	3.00	N	N	

You can print this list by clicking on 

OR

File | Print List

You can also print this as a Pie Chart

6. File | Pie Chart

14.6.1 Sundry Columns

The “Columns” tab in Sundry List allows you to set the order of the columns displayed.



DISCUSSION

1. Select the “Columns” tab

If you wish to change the columns displayed from the default, select the columns required in the “Hidden” columns and click on **[Display]**.

Columns can then be moved up or down, by highlighting the column and clicking on **[Up]** or **[Down]**.

14.6.2 Sundry List Filter

The Sundry List Filter defines the entries to appear in the Sundry List.



PROCEDURE

1. Select the “Filter” tab
2. Click on **[Clear All]**

The following screen displays:

Sundry List Filter Fields

Type The filter can be set to display only one type of Sundry Expense Type.

Date From & To

Select the options required by either clicking on the appropriate buttons or click on the down arrows to manually set the date ranges.

Select Sundry Expenses

All All entries will be included.

Recorded

Sundry Adjustments and Write Off entries will not be included.

Unbilled Only

Only unbilled Sundry expenses will be included.

Billings (Invoiced)

Only Billed Sundry Expenses will be included.

Positive Only

Only positive entries will be included.

Negative Only

Only negative entries, adjustments and write offs will be included.

Matter This display can be for all matters or a specific matter.

Department This display can be for all Departments or a specific department.

Matter Type This display can be for all Matter types or a specific type.

Author This display can be for matters belonging to a single Author or all

Partner This display can be for matters belonging to a single Partner or all

Controller This display can be for matters belonging to a single Controller or all.

Operator This display can be for entries processed by a single Operator or all.

Client Master Group

Select the required Client Master Group or leave blank to include all groups.

Client Group

Select the required Client Group or leave blank to include all groups.

Entity Select the required Entity or leave blank to include all Entities.

Branch Select the required Branch or leave blank to include all Branches.

Exclude Reversals

This will exclude reversed entries.

Clear All Will clear the filter to display all transactions.

14.7 Sundry List Menu Functions and Toolbar

14.7.1 Menu Functions

File

New Create a new Sundry Expense

Open Open the selected entry to edit

Delete Reverses the selected entry

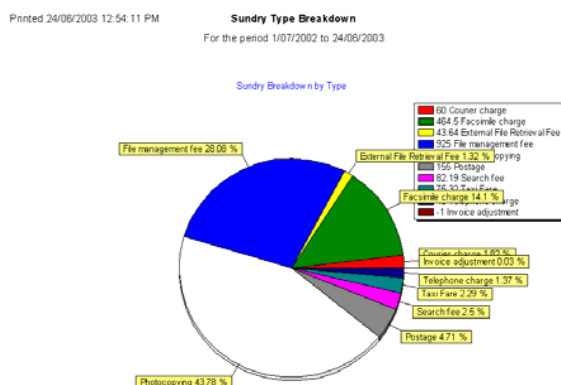
Print List Prints the list of Sundries as displayed – Active only when grid is displayed.

Print Summary
Prints the totals for each Type of Sundry included in the grid.

Print Grouped List
Prints the list of Sundries grouped and totaled by the Type.

Pie Chart Displays a Pie Chart of the Sundries as displayed in the list.

A sample is shown below:



14.7.2 Toolbar

There are a number of icons at the top of the Sundry List screen:



New Allows you to create a new Sundry Expense



Open Opens the highlighted sundry for editing.



Open Matter
Opens the matter for the highlighted entry.



Reverse
Allows you to delete the highlighted entry.



Print Allows you to print the list of sundries.

Notes

15. Petty Cash Disbursement Journals

Petty Cash Disbursement Journals can be used to record disbursements paid in cash for a Matter or GL Account.

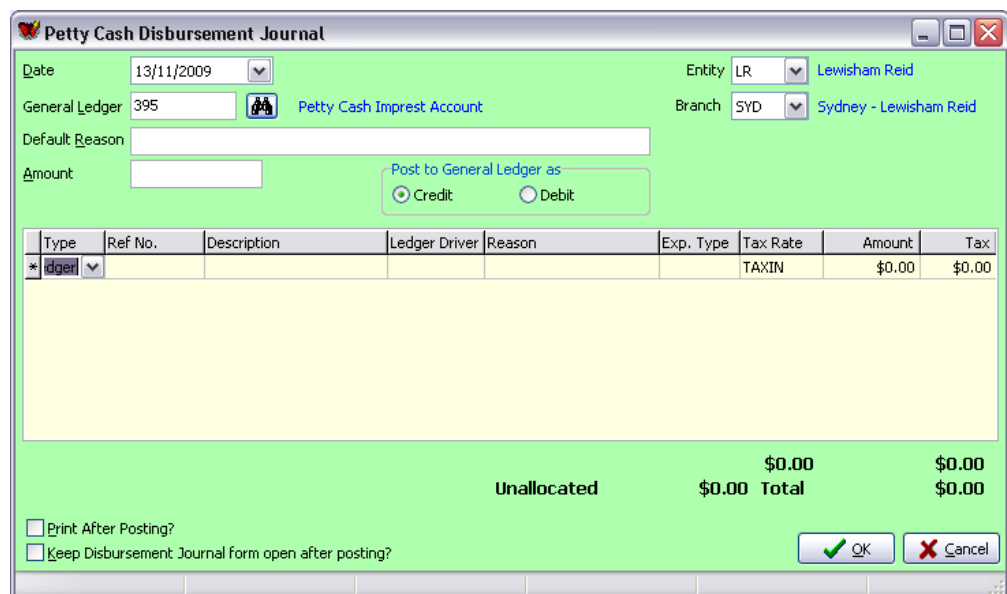
HANDS ON

In this exercise you will process the Petty Cash expenses listed in the table below:

Matter or GL Account	Description	GL Allocation	Amount
012326	Filing Fee (NOTAX)		15.00
012311	Court Fee (NOTAX)		25.00
GL 2505	Milk (NOTAX)	Accept Driver	7.50
GL 2505	Paper Serviettes (TAXIN)	Sydney / Admin	8.95
TOTAL			56.45

1. Open Petty Cash Disbursement Journal (Transactions | Journals)

The following screen will display:



2. *Date* Accept today's date
3. *General Ledger* Accept the default GL Account

Lexis Affinity Library remembers the Imprest Account Number from the last Petty Cash journal processed.

If this field is blank, either use the binoculars to locate the Petty Cash Account or enter the number (395).

4. *Default Reason* Petty Cash for <Month Name>

5. *Amount* 56.45

It is recommended that this field be used as a control to ensure all transactions are posted correctly. However, this field can be left blank and Lexis Affinity Library will update this field on completion of the postings.

6. *Post to General Ledger as* Accept Credit

Lexis Affinity Library will post the Credit entries to GL Account 395 (as indicated) and the debit entries will be posted to the accounts that are entered on the lower half of the screen.

You can change this to a Debit to the GL Account and a Credit to the individual accounts for reversing entries.

7. *Entity* Accept the prompted Entity

8. *Branch* Accept the prompted Branch

Allocations Table

9. *Type* Select Matter

There are two options available; - Matter or Ledger (General Ledger account). You can click on the down arrow to select Matter or Ledger.

10. *Refno* 012326

If the type is Matter, either key in the matter number or click on the down arrow to open the Matter Selection screen.
If the type is Ledger, either key in the General ledger Account Number or click on the down arrow to open the General Ledger List.

11. *Description* <TAB>

Description will either be the Client's Name/Matter Description/Matter Number or the General Ledger Account Name.

12. *Ledger Driver* Leave blank for this exercise

13. *Reason* Filing Fee

14. *Exp Type* Leave blank

If this transaction is a disbursement for a matter you may categorise this expense by using an Expense Type Code.

15. *Tax Rate* NOTAX

You can click on the down arrow to select the option required.

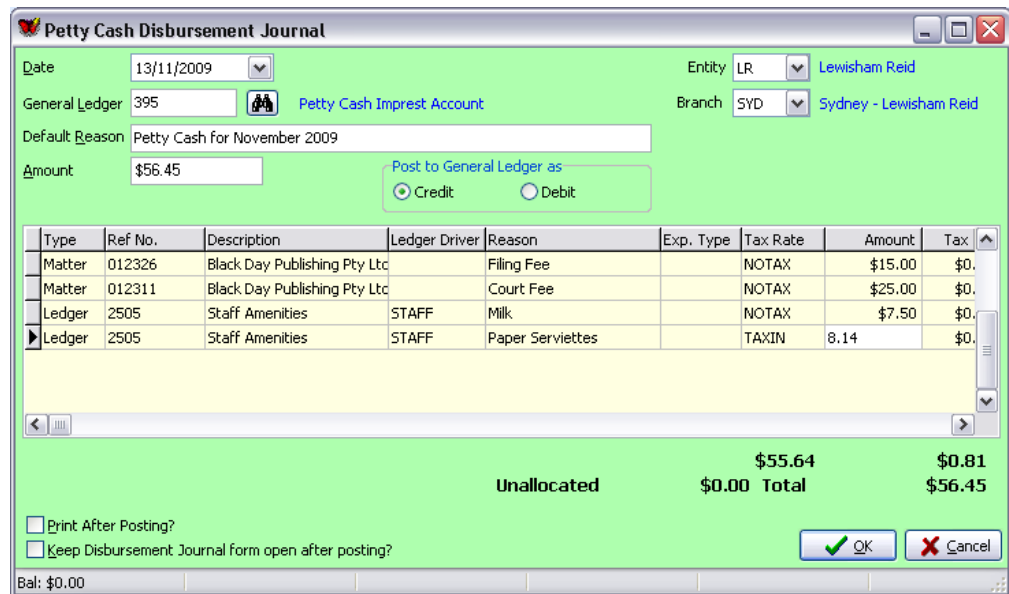
16. *Amount* 15.00

17. *Tax* Accept the calculated amount

This should be zero.

18. Repeat these steps to post all the transactions.

The Petty Cash Disbursements Journal screen should look similar to this:



Type	Ref No.	Description	Ledger Driver	Reason	Exp. Type	Tax Rate	Amount	Tax
Matter	012326	Black Day Publishing Pty Ltd		Filing Fee		NOTAX	\$15.00	\$0.
Matter	012311	Black Day Publishing Pty Ltd		Court Fee		NOTAX	\$25.00	\$0.
Ledger	2505	Staff Amenities	STAFF	Milk		NOTAX	\$7.50	\$0.
Ledger	2505	Staff Amenities	STAFF	Paper Serviettes		TAXIN	8.14	\$0.

Unallocated \$0.00 \$55.64 \$0.81
Total \$56.45

NOTE: GL Account 2505 has a Ledger Driver attached – STAFF.

To Display the Automatic Allocations:

19. Right click on the first GL line
20. Select Display Driver Allocations

The Ledger Driver will allocate the amount to the Sydney Branch and each department listed.

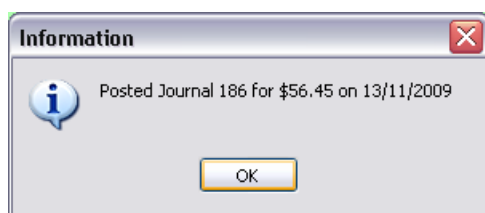
21. Click on **[Cancel]**

To Alter the GL Allocations:

22. Right click on the second GL line
23. Select Ledger Driver Analysis
24. Delete the Default Driver STAFF by clicking on delete icon
25. *Branch* Select Sydney
26. *Department* Select ADM (Administration)
27. *Are the Analysis selections permanent?* Leave unticked
28. Click on **[OK]** to update the Ledger Analysis
29. Repeat this procedure for the other entry

30. Click on **[OK]** to update the Petty Cash Journals

The following message will display:



31. Click **[OK]**

To display these entries:

Matters:

1. Open Matter 012326
2. Select the "Balances" tab
3. Click on the Disbursements button.
4. *Print only unbilled items* Tick this
5. Click on **[Print]**
6. Review the transactions
7. Close the print display
8. Close the Matter

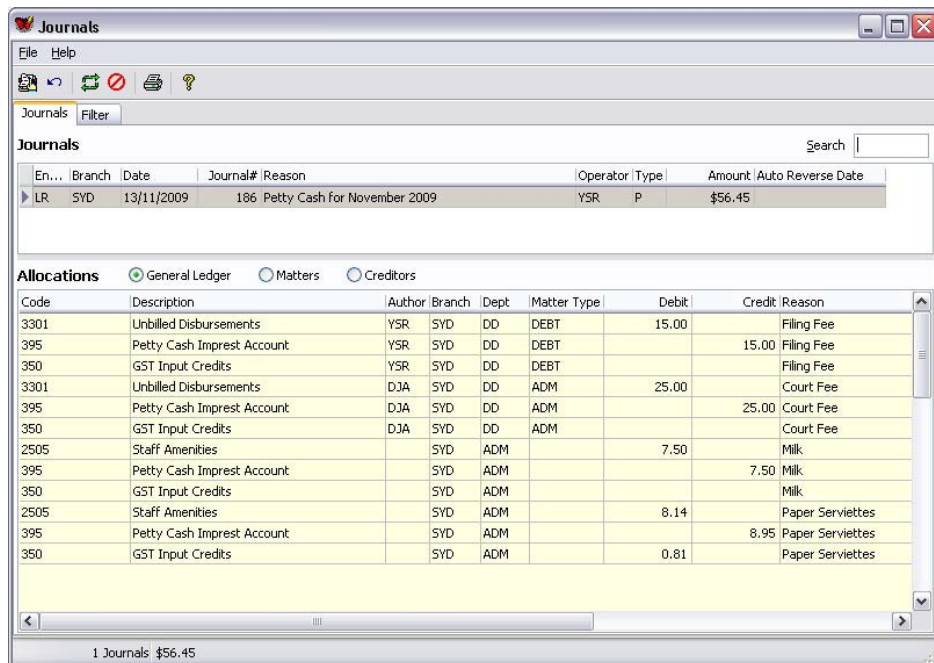
GL Accounts

1. Open General Ledger (Financial Maintenance | Accounts Setup)
2. Select the "Filter" tab
3. Click on **[Clear All]**
4. *Ledger Code From* 395 <TAB> or Click in the next field
5. *Transactions – Date From / To* Select Today
6. Select the "Ledger" tab
7. Click on **[Show Transactions]**

The transactions will display under the heading "Transactions" in the lower section of the screen.

8. In the Allocation table select General ledger

Each transaction will be displayed:



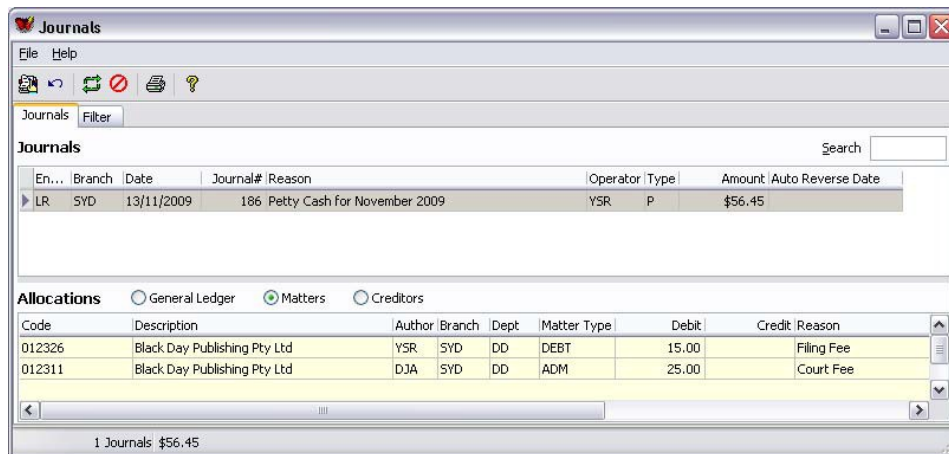
En...	Branch	Date	Journal#	Reason	Operator	Type	Amount	Auto Reverse Date
LR	SYD	13/11/2009	186	Petty Cash for November 2009	YSR	P	\$56.45	

Code	Description	Author	Branch	Dept	Matter Type	Debit	Credit	Reason
3301	Unbilled Disbursements	YSR	SYD	DD	DEBT	15.00		Filing Fee
395	Petty Cash Imprest Account	YSR	SYD	DD	DEBT		15.00	Filing Fee
350	GST Input Credits	YSR	SYD	DD	DEBT			Filing Fee
3301	Unbilled Disbursements	DJA	SYD	DD	ADM	25.00		Court Fee
395	Petty Cash Imprest Account	DJA	SYD	DD	ADM		25.00	Court Fee
350	GST Input Credits	DJA	SYD	DD	ADM			Court Fee
2505	Staff Amenities		SYD	ADM		7.50		Milk
395	Petty Cash Imprest Account		SYD	ADM			7.50	Milk
350	GST Input Credits		SYD	ADM				Milk
2505	Staff Amenities		SYD	ADM		8.14		Paper Serviettes
395	Petty Cash Imprest Account		SYD	ADM			8.95	Paper Serviettes
350	GST Input Credits		SYD	ADM		0.81		Paper Serviettes

1 Journals: \$56.45

9. Select *Matters*

The display changes:



En...	Branch	Date	Journal#	Reason	Operator	Type	Amount	Auto Reverse Date
LR	SYD	13/11/2009	186	Petty Cash for November 2009	YSR	P	\$56.45	

Code	Description	Author	Branch	Dept	Matter Type	Debit	Credit	Reason
012326	Black Day Publishing Pty Ltd	YSR	SYD	DD	DEBT	15.00		Filing Fee
012311	Black Day Publishing Pty Ltd	DJA	SYD	DD	ADM	25.00		Court Fee

1 Journals: \$56.45

10. Repeat these steps to display 2505 to see the transactions posted to Staff Amenities
11. Close the General Ledger screen

Journals

1. Open Journals (Transactions | Journals)
2. Use the Filter to locate the journal

NOTE: Petty Cash Disbursement Journal entries can also be reversed in Journals.
This will reverse the whole of the journal.

16. Transfer Fees, Disbursements & Sundries

Lexis Affinity Library provides a function to quickly and easily transfer Fees, Disbursement or Sundry entries from one matter to another. You can transfer one, many or all the entries of any type. This function is particularly useful where the wrong matter number has been used to process transactions.

You cannot transfer Fee entries if a draft bill exists which contains those Fees.

The matter you are transferring to cannot be on hold, completed or archived.

Note that for Fee entries, the value of the fee may differ between the “From Matter” and the “To Matter”. This can happen where either matter had its own Matter Rate attached. When transferred, the value of the Fee entry will be recalculated.

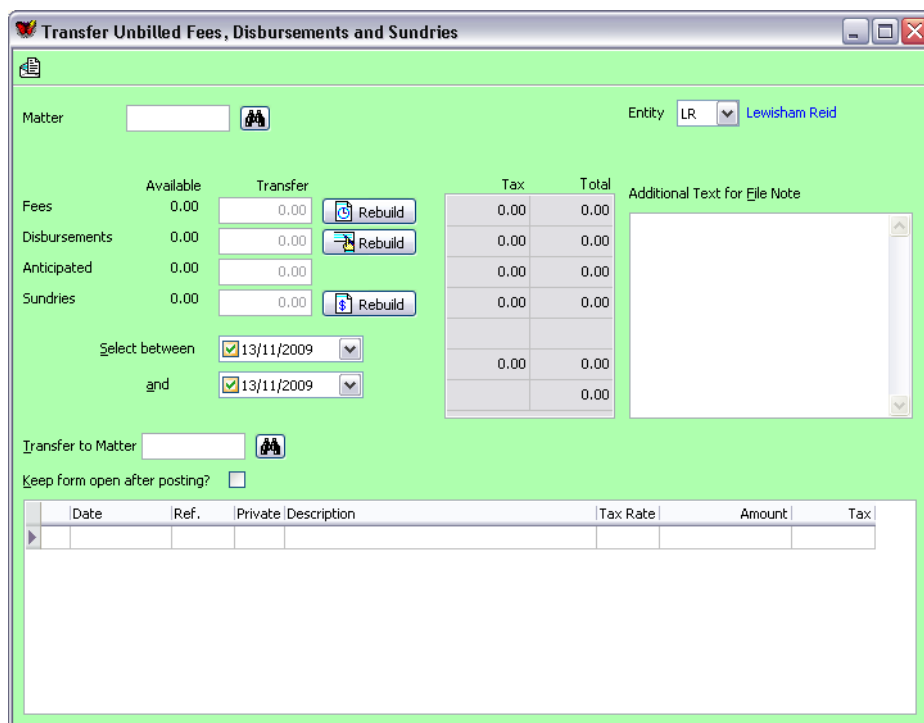
You cannot transfer Anticipated Disbursements. These need to be altered in Cheque Requests.

HANDS ON

In this exercise you will transfer all the Fees, Disbursement and Sundry entries from Matter 010002 to 990085.

1. Open Transfer Fees, Disbursements and Sundries (Transactions | Journals)

The following screen displays:



Date	Ref.	Private Description	Tax Rate	Amount	Tax

2. *Entity* Select LR

3. *Matter* 010002

4. <TAB>

OR

Click in another field

Lexis Affinity Library will display the totals of each of Fees, Disbursements and Sundries in the "Available" column.

Transferring all entries

If you are transferring all unbilled entries

5. *Select between / and* untick these dates to select all unbilled entries

The totals of the amounts within this date range will be inserted in the Transfer column and the individual entries will be displayed in the Allocation table below.

6. *Transfer to Matter* 990085 <TAB>

7. *Keep form open after posting?* Tick this

8. Click on  to transfer all the entries

9. Minimize the Transfer Unbilled . . . screen

Check the Matter Ledgers

1. Open Matter 010002

2. Select the "Balances" tab

Note the WIP is \$0.00 as all unbilled Fees have been transferred.

3. Click on **[Fees]**

The print dialog box displays.

4. *From / To* Select Today's date

5. *Select Fees* Tick All

6. *Include* Tick Both Fee Entries and File Notes

7. Click on **[Print]**

The Fees Ledger will print to the screen.

The entries displayed are the Fees that have already been billed.

A Note indicates the details of Fee, Disbursement and Sundry entries that have been transferred.

These are shown below:

15/08/2005	Transfer to Matter "990085" Consolidated Supplies' Pty Ltd	YSR
Note	the following -	MMC
	Fee Entry on 12/03/2003 for "YSR" and \$35.00	
	Fee Entry on 21/04/2003 for "YSR" and \$35.00	
	Fee Entry on 25/06/2003 for "JW" and \$50.00	
	Fee Entry on 25/06/2003 for "JW" and \$50.00	
	Fee Entry on 26/06/2003 for "JW" and \$50.00	
	Fee Entry on 30/06/2004 for "JW" and \$100.00	
	Fee Entry on 30/06/2004 for "JW" and \$100.00	
	Disbursement Cheque "000059" on 30/08/2001 and \$909.09	
	Sundry Entry on 21/04/2003 for "PBX" and \$0.60	
	Sundry Entry on 22/04/2003 for "FAX" and \$1.20	
	Sundry Entry on 25/06/2003 for "POST" and \$0.50	
	Sundry Entry on 25/06/2003 for "POST" and \$0.50	
	Sundry Entry on 26/06/2003 for "POST" and \$0.50	
	Sundry Entry on 30/06/2004 for "POST" and \$4.50	
	Sundry Entry on 30/06/2004 for "POST" and \$4.50	

8. Close the print display

9. Click on **[Disburse]**

The print dialog box displays.

10. *From / To* Accept the prompts – ie no date range

11. Click on **[Print]**

The ledger will display on the screen.

Note the last entry is for Sparrow and has been credited.
The ledger total is now \$0.00.

12. Close the print display

13. Close the Matter

Selecting individual entries to transfer



HANDS ON

In this exercise you will transfer one unbilled fee entry (dated 7/9/2006) from matter 010006 to matter 990224.

1. Maximize the Transfer Unbilled . . . screen
2. *Matter* 010006
3. *Select between* 07/09/2006 *and* 07/9/2006
4. *Transfer to Matter* 990224

Lexis Affinity Library will display the total of Fees for this period in the “Transfer” column and the individual entry will be displayed in the Allocation table below.

5. *Keep form open after posting?* Untick this
6. Click on  to transfer the entry

Selecting entries using Lexis Affinity Library preset options

Remove Selected Items

Select individual entries by:

Holding the SHIFT key and clicking on the first and last entry

Holding the CTRL key and clicking on the required entries

Right click on one of the entries and select "Remove Selected Entries".

Remove Fees

Right click and select "Remove Fees" to remove all the Fee entries.

Remove Disbursements

Right click and select "Remove Disbursements" to remove all the Disbursement entries.

Remove Sundries

Right click and select "Remove Sundries" to remove all the Sundry entries.

Remove All

Right click and select "Remove All" to remove all the entries.

Rebuild All

Right click and select "Rebuild All" to reinstate all the entries.

Additional Text for File Note

This field can be used to record additional information about the transfer.

For example you may note who gave the approval for the transfer entries, or the reason why these entries are being transferred.

Notes

17. Fees

The term "Fees" is used for time entries.

Lexis Affinity Library offers a variety of options for recording fees against a matter. Primarily fees may be based on either a fee for service (scale costing) or time recorded. A combination of these two options can be recorded on one matter. Fee Rates can be GST inclusive or GST added at the time of billing.

Fee Analysis

When Fee entries are created, Analysis flags are assigned to the entry. These flags are used for reporting and analysis purposes and will ultimately affect the income allocation when the fee entry is billed. Examples of these Analysis flags include;

Fee Type	Describes the work being done, allows activities to be costed at an optional fixed rate or flagged as non-chargeable and to be "grouped" for reporting purposes.
Author	Person recording the time / doing the work.
Employee Type	Describes the role of the employee and allows activities to be costed at an optional fixed rate by Employee Type (Fee Rate Code). Each Fee entry must have an Employee Type.
Department	Time (flowing through to billed Fees and Income allocation) is recorded, by default, to either the Department the Employee belongs to OR the Department of the Matter, depending on the setting in System / Posting. The Department allocation may be changed manually at the time of creating the Fee entry.
Branch	Time (flowing through to billed Fees and Income allocation) is recorded, by default, to either the Branch the Employee belongs to OR the Branch of the Matter, depending on the setting in System / Posting. The Branch allocation may be changed manually at the time of creating the Fee entry.

In addition, the following fields are also stored as part of the fee entry: entries assigned to the Matter Partner, Controller, Matter Author, entries assigned to the client, Business Source, Industry Classification. If your P&L settings require Branch and Department analysis, then the Employee branch assigned to the timekeeper and the Employee department assigned to the timekeeper are also stored (These could be different to the Branch and Department of the fee entry).

There are several ways of setting the method of recording fee entries on Matters. These are;

1. Fee Template
2. Fee Type
3. Fee Rate Code or Hourly Rate on Matter
4. Fee Rate
5. Employee Hourly Rate

Fee Template

A Fee Template is usually based on a Matter Type and is used to record a particular fee for a specific piece of work. Fee Templates can be used for any matter – regardless of the Matter Type. This is also referred to as Item Costing or Scale Costing.

Examples of Fee Templates include; short letter; long letter; telephone attendance. Fee Templates may be a flat rate (eg \$50.00) or a charge per unit (eg \$10 per page).

Fee Templates can be grouped together and the group can be attached to a matter.

Fee Type

A Fee Type can be used on any matter and is used to record a fee for a specific task. A Fee Type can be billable or non-billable and can have a rate or no rate. Fee Types are used to record non-chargeable work and they can be used for certain tasks that should be charged at a particular hourly rate regardless of the employee type carrying out the task. For example, a Partner may lodge court documents, but may not want to charge at his usual rate. In this instance, a “Lodge Documents” Fee Type, with a lower hourly rate, can be used to calculate the fee for this work.

Fee Rate Code

A Fee Rate Code allows you to assign a charge out rate for each Employee Type. You can attach Fee Rate Codes to Matter Types, Clients or Matters.

NOTE: Matter Fee Rate Codes override Client Fee Rate Codes, which override Matter Type Fee Rate Codes.

Hourly Rate on Matter

An Hourly Rate on a Matter means that all fees recorded for that matter are recorded at the same dollar value. If the Hourly rate is set at \$300.00 then Partners and Articled Clerks will be costed at the same rate. This is sometimes referred to as a blended rate.

The Hourly Rate on a Matter may be a percentage. For example – if the Hourly Rate on the matter is \$1.10, fee entries will be recorded as 110% of the Employees Hourly Rate. If the Hourly rate is \$0.90, fee entries will be recorded as 90% of the Employee Hourly Rate. Any value up to, but not including, \$5.00 will be applied as a percentage.

You cannot have both a Fee Rate Code and an Hourly Rate on a Matter.

Fee Rate

A Fee Rate is set on a Matter Type. The Rate may be a dollar value or a percentage rate (as explained below). This Rate is used as a default when creating a new matter.

The Fee Rate may be a percentage. For example – if the Fee Rate on the Matter Type is \$1.10, fee entries will be recorded as 110% of the Employees Hourly Rate.

Employee Hourly Rate

This is set on each Employee record. If an Employee works for more than one Entity, different rates can be set for each Entity.. The number of units recorded is multiplied by the Employee Rate.

Employee Details

Also set on the Employee record are the various default options for Fee Analysis fields for automatic allocation of Branch and Department. When a Fee entry is created the Branch and Department will either default to the setting on the Employee record OR it will be the same Branch and Department as the matter against which the Fee is being recorded.

Determination of rate for a Fee entry

If more than one option applies to a matter, the following order is applied:

1. Matter Rate
2. Matter Fee Rate Code for the Employee
3. Matter Fee Rate Code for the Employee Type
4. Matter Type Rate
5. Matter Type Fee Rate Code for the Employee
6. Matter Type Fee Rate Code for the Employee Type
7. Employee Rate

In all cases a Fee Template or Fee Type (with a rate attached) will override any other recorded rate.

Fees may be recorded several ways:

- Opening a Fee Sheet from a Matter
- Opening Fee Sheet
- Fee Creation from a Matter
- Fee Creation
- Fee Batch Entry
- From a Diary Entry

17.1 Opening a Fee Sheet from a Matter

The Timing option allows you to record the amount of time that you (the logged in user) spend on a particular activity as you do the work. This saves the inconvenience of trying to remember all the different activities you did during the day when you enter your time entries later on. Timing can be accessed from a Matter or from Fee Sheet.

Check Employee Details

➤ HANDS ON

In this exercise you will display the Hourly Rate for YSR.

1. Open Employees (Database | Employees)

Lexis Affinity Library will default to the logged in User – YSR

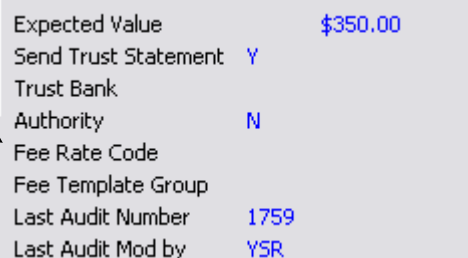
2. Click on 
3. Note the Hourly Rate for YSR is \$480
4. Press **[Cancel]**
5. Close the Employee screen

Check Matter Details

➤ HANDS ON

In this exercise you will display Matter 012399 and confirm that there is no Hourly Rate or Fee Rate attached to the matter.

1. Open Matters from the Application Toolbar
2. Open Matter 012399
3. Select the “Balances | Financial” tab
Note the “Fee Rate Code” is blank
4. Select the “Balances | Rates” tab
Note there are no rates set.



Expected Value	\$350.00
Send Trust Statement	Y
Trust Bank	
Authority	N
Fee Rate Code	
Fee Template Group	
Last Audit Number	1759
Last Audit Mod by	YSR

➤ HANDS ON

In this exercise you will record some time entries for YSR, through Start Timer on Matter 012399.

This exercise will show you recording fees where they are costed at the rate that is applicable to the Employee who is recording the time. This is the lowest ranking form of Fee structure.

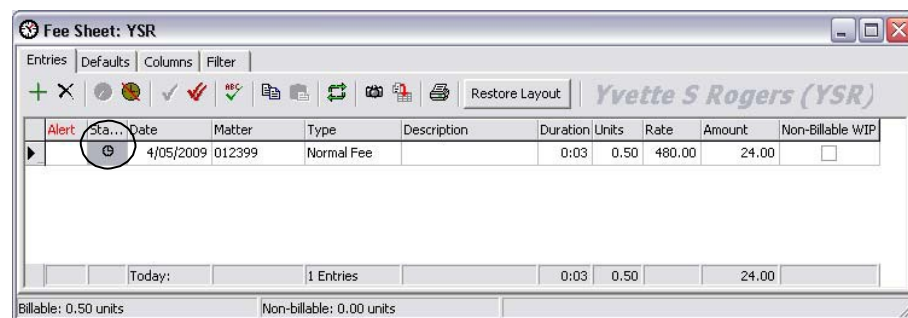
1. Click on  to start timing and open the Fee Sheet for YSR

Lexis Affinity Library has inserted the details of the Matter into the Fee Sheet, including the rate that will be charged for the time you are now recording.

The timer has started – you will see the timer symbol in the Status column. The Units column will accumulate the total time the entry has been timed.

This is shown in the screen below:

(Note that the actual screen you see may be different to this.)



2. Note the Units shown

TIP: You can rest the mouse on the matter number to view the details of the matter; ie the Client Name and Matter Description.

3. Right click on the time entry and select Open Client
4. Review the "Balances" tab for this client
5. Close the Client
6. Return to the Fee Sheet screen

The Duration / Units should now be different.

To stop the Timer

1. Click on  to stop the Timer or <CTRL + S>

To restart the Timer

2. To restart timing, click on  or <CTRL + S>

To start timing another matter

1. Click on  to create a new entry
OR use the down arrow
OR press TAB to move to a new line

2. *Matter* 990058

OR click on  to find the matter number

The timer has started automatically.

NOTE: If you don't want the Timer to start automatically on each new entry, select the "Defaults" tab and untick "Timer Started".

To re-start timing on the first matter

1. Highlight the line for Matter 012399
2. Click on  or <CTRL + S>.

To complete details of time entry for submission

3. Double click the entry to open the Fee Sheet Entry screen
4. *Type* Select Telephone attendance from the drop down list
5. *Description* to discuss possible settlement details

TIP: Double click on an entry to see the full screen if typing a large amount of text.

To add a File Note

6. *Note* insert the text:

“Client is becoming frustrated with stalling techniques from the other side”

7. Click on **[OK]** to update the fee entry
8. Highlight the second entry and <CTRL + S> to start the timer on the second entry

Display Matter Details

You can display the details of any Matter in the Fee Sheet.

9. Right Click the second entry and select Open Matter
10. Click on  to add a Snapshot link for this Matter.
11. Close the matter screen

The Fee Sheet will be displayed.

Totalling Time Entries

Lexis Affinity Library will display the total number of entries, the total duration and the total units (if these columns are displayed) at the bottom of the Fee Sheet.

To select and total entries for another day

PROCEDURE

Use the mouse and click to select the entries to be included.

DO NOT USE the keyboard (up or down arrows etc) to make the selection.

When making the selection, ensure that you click within the grid rows,
not on the grid border.

Use <Shift> and **click** to select sequential entries.

Use <Ctrl> and **click** to select non-sequential entries.

The total will display at the bottom of the Fee Sheet marked “Selected”.

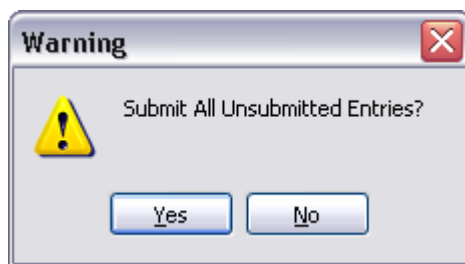
17.1.1 Submit Time from Fee Sheet

HANDS ON

In this part of the exercise you will submit the time entries you have recorded.

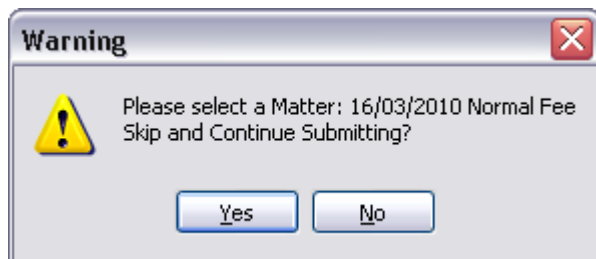
1. Click the Submit All icon 

The following message will display:

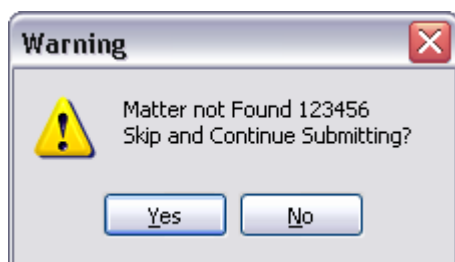


2. Click on **[Yes]**

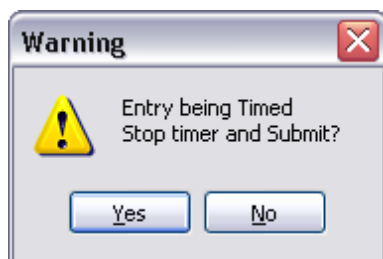
If the matter number is missing, the following warning will display:



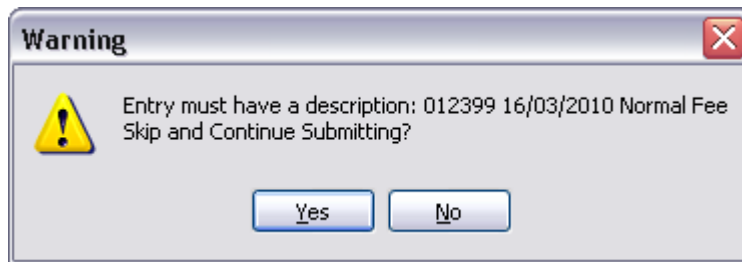
If the Matter Number is not valid, the following message will display:



If a matter is being timed, the following message will display:

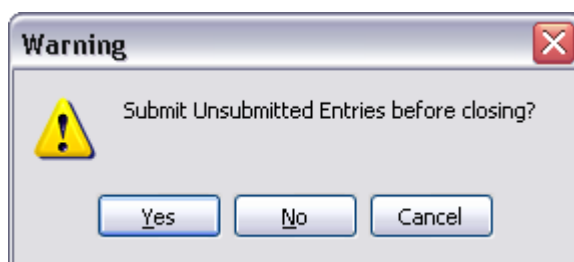


If the description is missing, the following warning will display:



3. Click on **[Yes]**

If you attempt to close the Fee Sheet with unsubmitted entries you may see the following warning:



This is controlled by a setting in the "Defaults" tab.

4. Click on **[Yes]**

17.1.2 Display WIP Ledger and File Notes for Matter

WIP Ledger

HANDS ON

In this exercise you will display the WIP Ledger for Matter 012399, to review the entry you have processed.

1. Highlight the entry for Matter 012399 and right click to open the matter

OR

Open Matter 012399 from the Application Toolbar

2. Select the “Balances” tab
3. Click on **[WIP]**

The WIP Ledger will display on the screen.

4. Locate the entry you have just processed
5. Close the print display

File Notes

6. Click on **[Fees]**
7. *Include - File Notes Only* Tick this
8. Click on **[Print]**

The File Notes will display on the screen.

9. Close the print display
10. Close the Matter screen

17.2 Fee Sheet

You can also open a Fee Sheet from Fees & Billing | Fees.

17.2.1 Fee Sheet Toolbar

Toolbar icons



Add Creates a new entry on the Fee Sheet.



Delete Deletes the selected entries from the Fee Sheet.



Start Starts the clock / timer running on the selected entry. While the clock is running the entry that is being timed displays the clock symbol in the Status column. If a user times an entry and has to stop then restart the clock, time will be added to the original entry with a minimum of 1 minute. Only entries with today's date may be timed.



Stop Stops the clock / timer running. Only one Fee Sheet entry may be timed at a time. If the clock is already running, starting the clock / timer on the new entry automatically stops the clock running on the original entry.



Submit Update the selected entries to the matter Fee ledger. Once an entry has been submitted it is displayed in grey and a "tick" displays in the status column



Submit All
Selects all the Fee entries for submitting.



Spell Check
Click on this to spell check the time entries.
Refer to the "Defaults" tab for Spell Check options.



Copy Copy the selected entry or entries to the clipboard.
To select multiple non sequential entries use the <CTRL> key and click. To select multiple continuous entries, use the <SHIFT> key and up or down-arrow key.



Paste Click on Paste to insert the previously copied entries onto the Fee Sheet as new entries.



Import Fee Entries
Click on this to import an external file to the Fee Sheet.



Print Generate a Print / Preview of the entries on the Fee Sheet.



Restore Restores the default layout of the Fee Sheet back to its original format and column selection.

17.2.2 Menu Options from the Entry lines

In addition to accessing functions via the Toolbar icons, a number of other actions are available from the Fee Sheet. Right-mouse click on the selected entry to display the list of additional options.

Edit Select Edit to open the highlighted Fee entry to display and Edit additional details, including File Notes, Scale / Item costing and Branch and Department settings.

Edit Submitted Fee

Select this option to Edit a previously submitted Fee Entry.
The Fee Creation screen is displayed, allowing a user access to edit the fields according to the users Employee security setting for Fee editing.

Spell Check

If Spell Check is activated, red lines will appear under misspelt words.

Open Matter

Opens the Matter display screen for the highlighted entry.

Open Client

Opens the Client display screen for the highlighted entry.

Select All

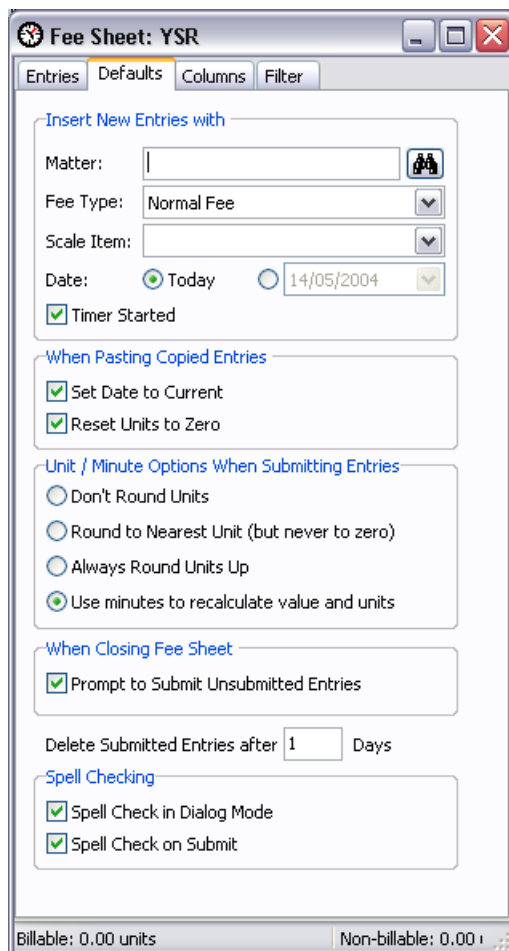
Will highlight all entries in the fee sheet ready for submission.

17.3 Fee Sheet tabs

17.3.1 “Defaults” tab

The Defaults tab allows you to set defaults for new entries, pasting entries and submitting entries.

The screen is shown below:



Insert New Entries with these Values:

Matter If you access the Fee Sheet from the desktop, the Matter ID recorded here will be automatically inserted when you create a new Fee entry. If this reference is left blank, a new Fee entry will have no Matter ID. If you access the Fee Sheet from a Matter, that Matter ID is inserted and the default Matter ID is ignored.

Fee Type Select a default Fee Type which will be used for each new Fee entry.

Scale Item Select a default Scale Item if required.

Date If you access the Fee Sheet from the desktop, the date you select here will be used on new Fee entries. You can select from Today's date or another date. If you access the Fee Sheet from a Matter, today's date will be used.

Timer Started

Tick this to have Lexis Affinity Library automatically start timing a new entry.

When Pasting Copied Entries:**Set Date to Current**

If selected, entries that are copied and pasted will have today's date.
If not selected, the pasted entries will have the original date.

Reset Units to Zero

If selected, entries that are copied and pasted will have zero units.
If not selected, pasted entries will have the original number of units.

When Submitting Entries

If these are disabled, then the rounding options have been set in System / Fee Sheet and you do not have permission to override the settings.

If this is not disabled, you may select from:

Don't Round Units: Units will be submitted as they are recorded – for example - 0.17 units

Round to Nearest Unit (but never to zero): Units will be rounded up or down to the nearest full number, but not down to zero.

Always Round Units Up: Units will be rounded up to the nearest full number.

Use minutes to recalculate value and units: Units and amount value will be adjusted to reflect the actual number of minutes.

When closing Fee Sheet – Prompt to Submit Unsubmitted Time Sheet

If this is not ticked and disabled, then this option is not ticked in System / Fee Sheet.

If this is ticked and disabled, then this option has been set in System / Variables and the user does not have permission to override it.

If ticked, then the user will be prompted to submit the entries when closing the Fee Sheet.

Delete submitted entries after nn Days

This allows a user to set the default for the number of days where submitted entries continue to appear on their Fee Sheet. The recommendation is 30 days as a maximum.

Spell Check – in Dialog mode

Tick this to indicate misspelt words whilst typing in the Fee Sheet Entry dialog box (not on the Fee Sheet grid).

Spell Check – when Submitting

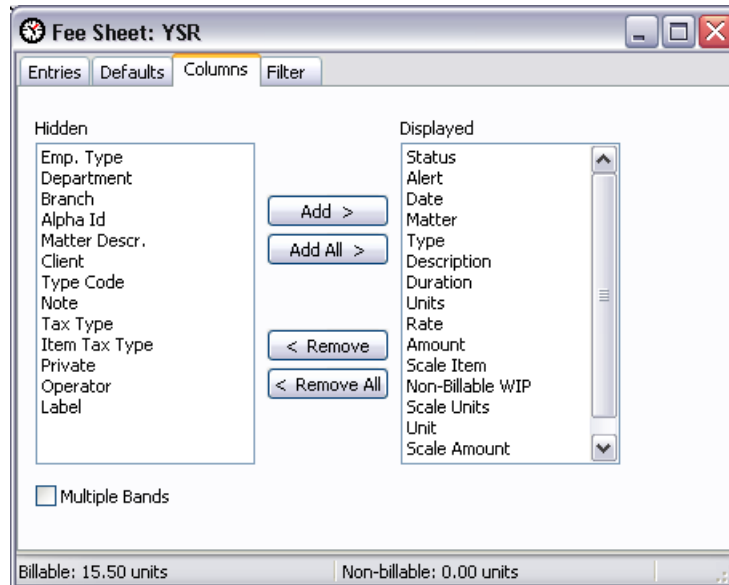
Tick this to check the spelling only when submitting.

Alternately you can click on  for an entry.

17.3.2 “Columns” tab

This allows you to select the columns that will be displayed on the Fee Sheet and also allows you to select a line Fee Entry.

The screen is displayed below:



You can select which additional columns you would like to see on your Fee Sheet, or remove unwanted ones.

If a column is hidden on the Fee Sheet the data contained in that column may still be accessed by opening the Fee entry and displaying the Fee Sheet Entry screen.

Multiple Bands

displays the different fields of information in 2 lines instead of one.

This is useful if you want to include a lot of columns and do not want to reduce the size of the columns.

17.3.3 “Filter” tab

You can use the Filter to select another Author.

17.4 Fee Creation

The Fee Creation option can be used in instances where you do not want to or need to time your entries.

There are a number of ways to access Fee Creation:

- New Fee from the Matter
- Fee Creation
- Create Fee from Fee List

All methods are very similar, however if you select New Fee from Matter, Lexis Affinity Library will automatically insert the Matter Number and details.

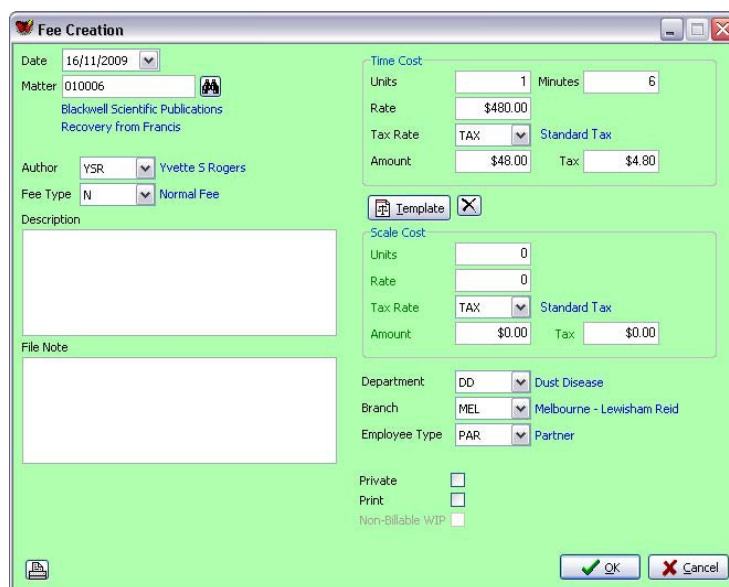
17.4.1 From a Matter

➤ HANDS ON

In this exercise you will record a fee entry for Matter 010006.

1. Open Matter 010006
2. Click on  to open the Fee Creation screen

The following screen will display:



3. **Date** Accept today's date

You may alter this if you are processing an entry for another date

4. **Matter** Accept the Matter Number

5. *Author* Accept YSR

You may alter this to another user if necessary

6. *Fee Type* Select N

This is a normal fee – you can select another Fee Type from the drop down list.

7. *Description* \ti and add the text “from Richard Dean”

If a Fee Type of normal is selected then the Fee Type description will not be included as part of the details of the Fee entry. If another fee type is selected then this will form part of the description.

8. *File Note*

There is no File Note for this Fee entry.

9. *Time Cost / Units* 2

Lexis Affinity Library will recalculate the Minutes, Amount and Tax.

Note the Department, Branch and Employee Type. Depending on the settings in your files, these can be altered for each Fee Entry.

Also note the **[Template]** icon. You can use this to enter a Fee Template entry. (This is used for Scale Costing types of entries).

10. Click **[OK]** to process the time entry

The Matter screen will show the updated WIP amount.

The previous exercises demonstrated how the Employee rate was used when recording fees.

However, it is also possible to record a rate on a Matter. This rate can be the rate that applies to all users who record time on that matter, OR it can be used to apply a percentage of the Employees Hourly Rate to the time recorded by all users.

NOTE: In these exercises the steps are to delete a rate and enter a new one. This is done for illustration purposes only. It is not recommended that you would delete a rate that has been used for fee entries.

17.4.2 Charging a percentage of the Employee Rate for a matter

It is possible to record an Hourly Rate on a Matter. This rate can be the rate that applies to all users who record time on that matter, OR it can be used to apply a percentage of the Employees Hourly Rate to the time recorded by all users.

➤ HANDS ON

In this exercise you will record a Fee Entry for Matter 012311. This entry will be based on the Employee Rate.

1. Click on  to open the Matter Selection screen and select Matter 012311
2. Click on 
3. Process a Fee Entry for 1 unit as explained previously
4. *Description* Drafting Agreement
Note the value of this entry - \$48.00.
5. Click on **[OK]** to update the entry

➤ HANDS ON

In this exercise you will alter the Matter so that only 90% of the usual rate is charged.

1. Click on  to edit the Matter
2. Select the "Rates" tab
3. Select the "Add Rate" tab
4. *Rate* 0.90
5. *Commence* Select Today's date
6. Click on **[Add]** and **[OK]**
The Cost Agreement DataForm may display. This is not relevant to this exercise.
7. Click on **[Cancel]**
8. Click on 
9. Process a Fee Entry for 1 unit as explained previously
10. *Description* Perusing Agreement
Note the value of this entry - \$43.20 (ie \$48.00 x 90%).
11. Click on **[OK]**

17.4.3 Fixed Hourly Rate

In some cases you may have come to an agreement with a Client that all the work done on a particular matter will be charged at \$350.00 per hour – regardless of who does the work.

HANDS ON

In this exercise you will alter matter 012311 to \$350.00 per hour

1. Click on  to edit the Matter
2. Select the “Rates” tab
3. Highlight the rate of 0.90, right click and select **Delete**
4. Enter a new Hourly Rate of 350.00
5. Click on **[OK]**
6. Click on 
7. Process a Fee Entry for 1 unit as explained previously
8. *Description* Send Agreement to Client

The value of that entry should be \$35.00

You could select any Author for this entry and the value will be \$35.00

9. Click on **[OK]**

Display the WIP Ledger

10. Click on **[WIP]**

The WIP Ledger will display on the screen.

Note the 3 entries – they are showing the same unit amount but different values, due to the changes in the “Hourly Rate” field on the matter.

Lexis Affinity Library will apply the rate that is in place when the Fee Entry is made.

11. Close the print display

Remove the Fixed Hourly Rate

1. Click on  to edit the Matter
2. Select the “Rates” tab and delete the Hourly Rate (Right click and select **Delete**)
3. Click on **[OK]**
4. Close the Matter screen

17.4.4 Using Fee Templates to record time

Fee Templates can be created to enable you to record a fixed fee for a specific piece of work, or a rate for each unit of work. (A Unit may be a unit of time or a page or copy etc.).

A setting in Fee Templates indicates if the value of Scale Cost entries is to be recorded separately on the matter. If this setting is not ticked, then the value of WIP will be the value of the Fee template regardless of the length of time recorded.

Fixed Fee – where WIP is recorded as Fee Template Value and Time Value

HANDS ON

In this exercise you will record fees using a Fee Template with a Fixed Fee, where the Scale Cost is recorded as well as the value of Time.

1. Open Matter 012402
1. Click on 
2. *Date* Accept today's date
3. *Matter* Accept Matter 012402
4. *Author* Accept the prompted author
5. *Fee Type* Accept N (Normal Fee)
6. *Description* Leave blank for now
7. *Time Cost / Units* 10
8. Click on **[Template]**
9. Select the "Filter" tab
10. Note the *Group* is set to LITIG

There is no need to change anything on this tab.

11. Select the "Fee Templates" tab
12. Highlight LIT5 (initial meeting)

Note that the "Separate Cost" column is "Y" indicating that the WIP value will be recorded as the Time Value as well as the Fee Template value.

13. Double click, press <ENTER> or click on **[OK]**

The Description field will be completed with the Description of the Fee Template. This is the description recorded on the Fee Template. You may add to it or alter it if required.

The value of the Fee template will be inserted.

Note that the value of the Time Cost entry is shown as 10 units = \$480.00

14. Click on **[OK]**

Display the WIP Ledger

15. Select the "Balances" tab

The WIP is shown below:

Work in Progress	\$480.00	
- Scale Cost	\$113.64	
- Non-Billable WIP		

WIP

This entry: 10 units @ 48.00 per unit 480.00

Scale Cost

This entry: Fixed fee (125.00 incl GST) 113.64

16. Click on **[WIP]**

The WIP Ledger will display.

17. Close the print display

Fixed Fee – where WIP = Fee Template Value

➤ HANDS ON

In this exercise you will record fees using a Fee Template with a fixed fee and where the Scale Cost is not recorded separately. (Not all fields are shown in this exercise.)

1. Click on 
2. *Time Cost / Units* Alter this to 10

The amount will now = \$480.00.

3. Click on **[Template]**

The Fee Template Selection Screen displays

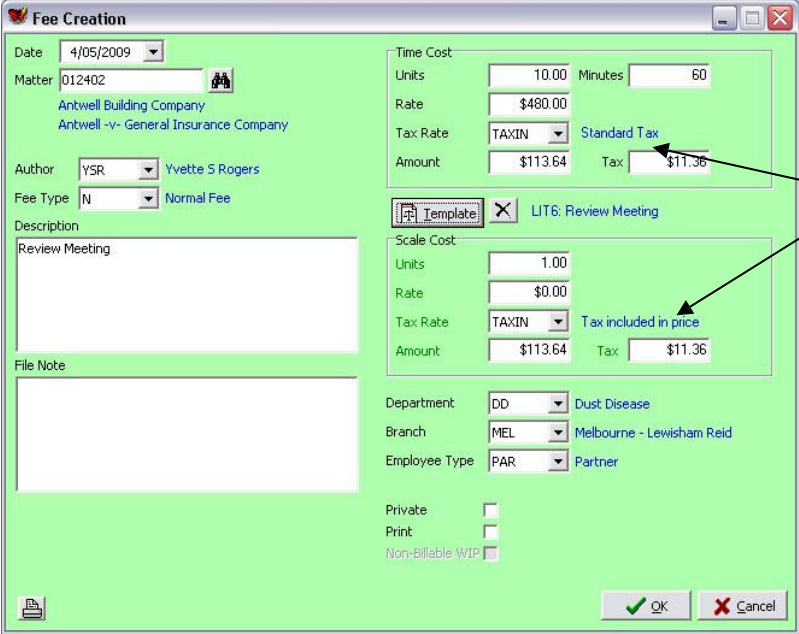
4. Locate and highlight LIT6 (review meeting)

Note the “Separate Cost” column is “N” indicating that the WIP value will be recorded as the Fee Template value.

5. Double click, press <ENTER> or click on **[OK]**

The value of the Fee template will be inserted.

Note that the value of the Time Cost entry is altered to be the value of the Scale Cost entry.



The Description field will be completed with the Description of the Fee Template. This is the description recorded on the Fee Template. You may add to it or alter it if required.

6. Click on **[OK]**

Display the WIP Ledger

7. Select the "Balances" tab

The WIP is shown below:

Work in Progress	\$593.64	 WIP
- Scale Cost	\$227.28	
- Non-Billable WIP		

WIP	
Previous Balance	480.00
This entry: Fixed fee (125.00 incl GST)	113.64
Total	593.64
Scale Cost	
Previous Balance	113.64
This entry: Fixed fee (125.00 incl GST)	113.64
Total	227.28

8. Click on **[WIP]**

The WIP Ledger will display.

9. Close the print display

Rate per Item and Scale Cost recorded separately

 HANDS ON

In this exercise you will record fees using a Fee Template with a Rate per Item, where the Scale Cost is recorded as well as the value of Time.

Not all fields are shown in this exercise.)

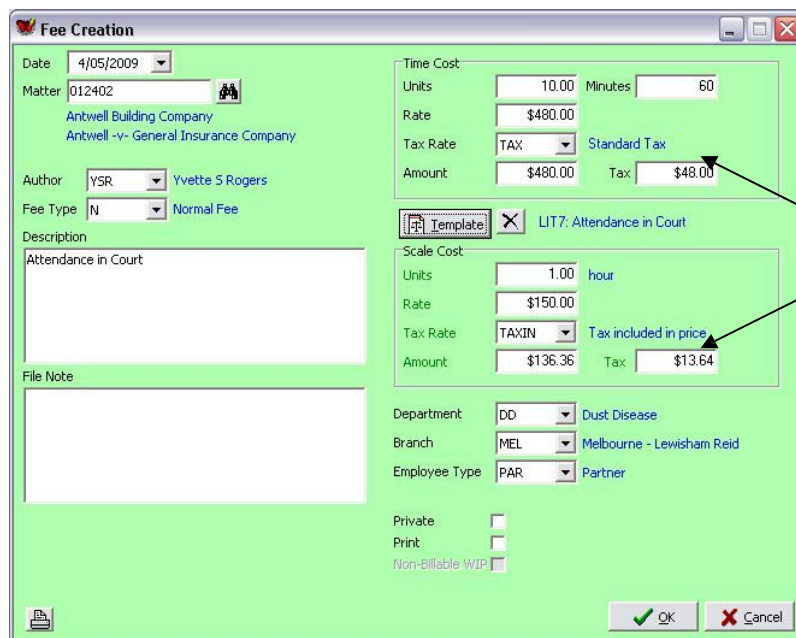
1. Click on 
2. *Time Cost Units* 10
3. Click on **[Template]**
4. Locate and highlight LIT7 (Attendance at Court)

Note the “Separate Cost” column is “Y” indicating that the WIP value will be recorded as the Time Value as well as the Fee Template value.

5. Double click, press <ENTER> or click on **[OK]**
6. *Scale Cost Units* 1

The value of the Fee template will be inserted.

Note that the value of the Time Cost entry is shown as 10 units = \$480.00.



7. Click on **[OK]**

Display the WIP Ledger

The WIP is shown below:

Work in Progress	\$1,073.64	 WIP
- Scale Cost	\$363.64	
- Non-Billable WIP		

WIP

Previous Balance	593.64
This entry: 10 units @ 48.00 per unit	480.00
Total	1073.64

Scale Cost

Previous Balance	227.28
This entry: 1 unit @ 150.00 incl GST	136.36
Total	363.64

8. Click on **[WIP]**

The WIP Ledger will display.

9. Close the print display

Rate per Unit and Time Value = Fee Template value

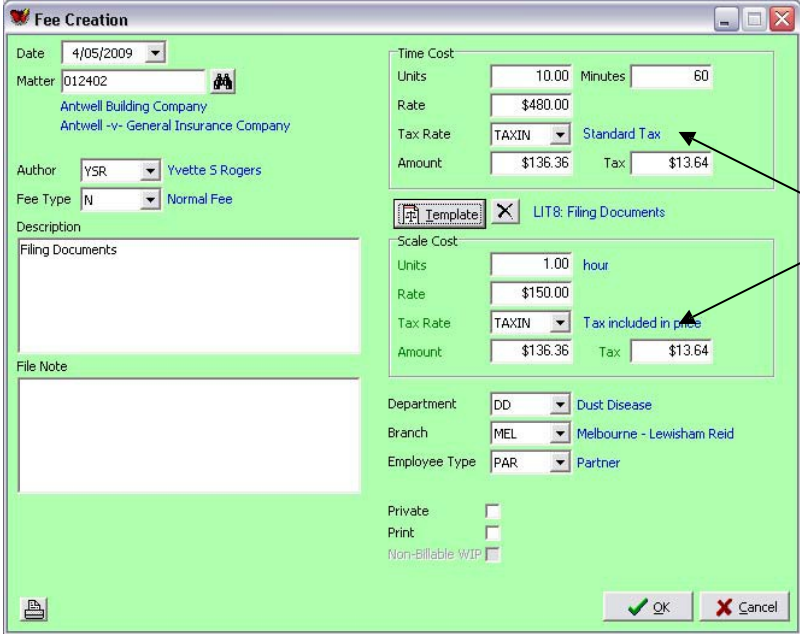
➤ HANDS ON

In this exercise you will record fees using a Fee Template with a Rate per Item, where the Scale Cost is not recorded separately. (Not all fields are shown in this exercise.)

1. Click on 
 2. *Time Cost Units* 10
 3. Click on **[Template]**
 4. Locate and highlight LIT8 (filing documents)
- Note the “Separate Cost” column is “N” indicating that the WIP value will be recorded as the Fee Template value.
5. Double click, press <ENTER> or click on **[OK]**
 6. *Scale Cost - Units* 1

The value of the Fee template will be inserted.

Note that the value of the Time Cost entry is altered to be the value of the Scale Cost entry.



7. Click on **[OK]**

Display the WIP Ledger

The WIP is shown

Work in Progress	\$1,210.00	 WIP
- Scale Cost	\$500.00	
- Non-Billable WIP		

WIP	
Previous Balance	1073.64
This entry: 1 unit @ 150.00 incl GST	136.36
Total	1210.00
Scale Cost	
Previous Balance	363.64
This entry: 1 unit @ 150.00 incl GST	136.36
Total	500.00

8. Click on **[WIP]**

The WIP Ledger will display.

9. Close the print display
10. Close the Matter screen

17.5 Non-Billable Fees

It is possible to flag a matter as Non-Billable. Fees recorded after this flag is set will be shown as Non-Billable WIP on the matter screen.

17.5.1 Recording Fee Entries

➤ HANDS ON

In this exercise you will edit Matter 990208 and flag it as Non-Billable. Then you will record a fee entry and display the matter.

1. Open Matter 990208
2. Select **[Edit]**
3. Select the “Billing” tab
4. *Non-Billable WIP* Tick this
5. Click on **[OK]** to save the change
6. Click on

Note the Non-Billable WIP flag is greyed and ticked

The 'Fee Creation' dialog box shows the following details:

- Date: 4/05/2009
- Matter: 990208 (Fauldings Pty Ltd, Dust Disease - James Hardie -v- Factory)
- Author: YSR (Yvette S Rogers)
- Fee Type: N (Normal Fee)
- Description: (Empty text area)
- File Note: (Empty text area)
- Time Cost: 1 Units, 6 Minutes
- Rate: \$480.00
- Tax Rate: TAX (Standard Tax)
- Amount: \$48.00, Tax: \$4.80
- Department: DD (Dust Disease)
- Branch: SYD (Sydney - Lewisham Reid)
- Employee Type: PAR (Partner)
- Private: (unchecked)
- Print: (unchecked)
- Non-Billable WIP: (checked and greyed out)

7. Process a Telephone fee entry for 10 units
8. Click on **[OK]**
9. Open the matter and select the “Balances” tab

Note the Non-Billable WIP amount.

Work in Progress	\$31,553.00	
- Scale Cost		
- Non-Billable WIP	\$480.00	

17.6 Re-Value Fees

The Fee Revaluation option allows you to alter the value of recorded fees (WIP) where there has been a change in Employee Rate, Fee Rate Code or to change WIP from Non-Billable to Billable (or vice versa).

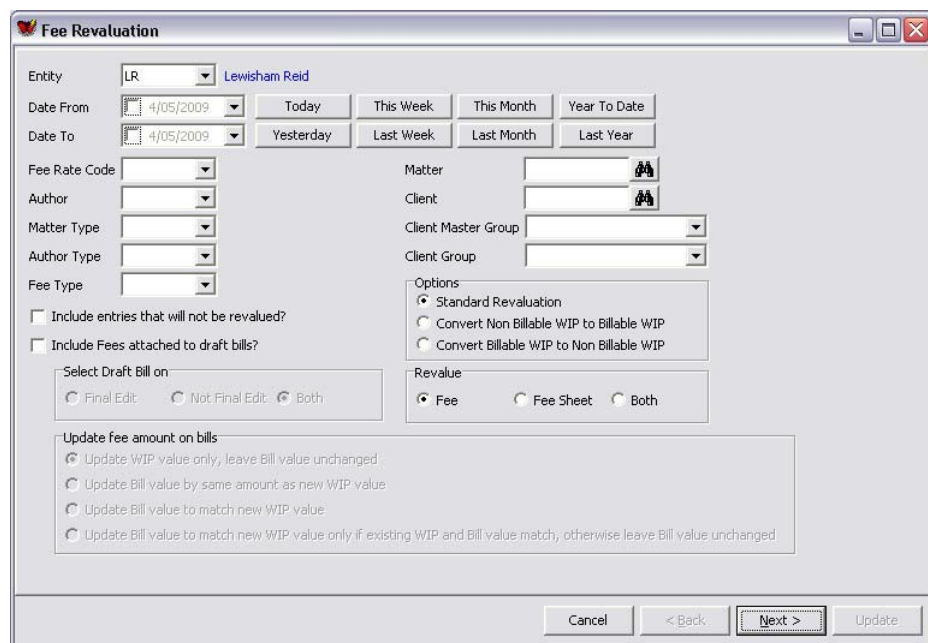
HANDS ON

In this exercise you will revalue fees on Matter 990208 from Non-Billable to Billable.

1. Open Fee Revaluation

(Fees & Billing | Fees)

The following screen displays:



2. *Date From / To* Leave unselected as all entries are to be included
3. *Matter* 990208
4. *Options* Check Convert from Non-Billable to Billable WIP
5. *Revalue* Check *Fee*

Note that there are many other options available here – you can include Fees still on a Fee Sheet that have not been submitted, you can include fees on a Draft bill at various stages. See Fee Revaluation Options for more information.

6. Click on **[Next]**

The screen displays showing the Original Amount and the Revalued Amount.

	WIP	Amount	Tax	Total
Original		0.00	0.00	0.00
Revalued		480.00	48.00	528.00

Update?	Author	Matter	Created	Type	Description	Units	Original Rate	WIP Amount	Tax	New Rate	WIP Amount	Tax
☒	YSR	990208	4/05/2001	N	Discussions with client	10	\$480.00	\$0.00	\$0.00	\$480.00	\$480.00	\$48.00

Summary: \$0.00 \$0.00 \$480.00 \$48.00

Buttons:

7. Click on **[Update]** to proceed
8. Open matter 990208 and select the “Balances” tab

There is no Non-Billable WIP – the WIP balance has been increased by \$480.00.

9. Close the Matter screen

17.7 Fee Batch Entries

If you have recorded your time manually, you may find it preferable to use the Batch Fee Entry option. This provides a fast way to record multiple fee entries or Fee Template entries.

You can also use this option to record time as you go however there is no timer option in Fee Batch Entries.

HANDS ON

In this exercise you will record 3 entries as a batch

1. Open Fee Batch Entry (Fees & Billing | Fees)
2. Select YSR from the list

The Fee List screen displays.

(If there are any un-submitted entries in the Fee Sheet these will be displayed in the Fee Batch).

3. Click on  to start a new entry

Lexis Affinity Library will automatically insert today's date

You may alter this if you are processing time for an earlier date.

4. *Matter* 990205

OR click on  to find the Matter

5. *Type* Select Normal Fee
6. *Description* Attendance on client <TAB>
7. *Units* 5 <TAB>
8. *Rate* Accept the prompted rate <TAB>
9. *Amount* Accept the calculated amount <TAB>
10. Record another entry for the same matter for 3 units

NOTE: when a new entry is inserted it automatically enters the previous matter number.

11. *Description* Perusing Documents

Record a Non Chargeable Fee Entry

12. *Date* <TAB>
13. *Matter* 888001 <TAB>
14. *Type* Annual Leave
15. *Description* Leave blank <TAB>
16. *Units* 75 <TAB>

This should be the number of units an Author should record in one day.

Change Analysis Fields for a Fee Entry

17. *Date* Enter yesterday's date and press <TAB>
18. *Matter* Accept 888001 <TAB>
19. *Fee Type* Type the letter "A" and locate the Fee Type Administration <TAB>
20. *Description* Preparation of Sydney Financial Statements <TAB>
21. *Units* 4
22. Double Click to open the entry
23. *Department* Change to Administration
24. *Branch* Change to Sydney
25. Click on **[OK]** to save the changes
26. Close the Fee Sheet
27. Select <YES> when prompted to Submit unsubmitted entries

17.8 Importing an external file to a Fee Sheet

Lexis Affinity Library provides for the import of a tab separated text file into the Fee Sheet.

This file must conform to certain requirements to be successfully imported. These requirements are detailed in the Administrator Workbook – Fees section.

A sample file has been included with the Lewisham Reid training files.

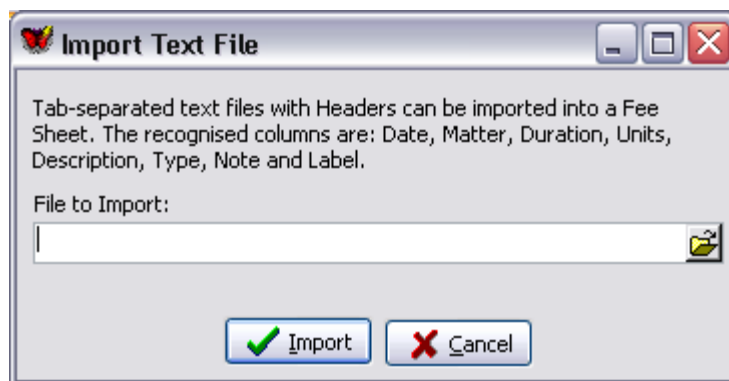
HANDS ON

In this exercise you will import the sample file (YSR_Fees.txt) provided into YSR's Fee Sheet.

1. Ensure the Fee Sheet for YSR is open

2. Click on 

A dialog box displays allowing you to select the file to be imported:



3. Click on 
4. Locate the Affinity folder
5. Locate and open the file "fees_ysr.txt"
6. Click on **[Import]**

The entries will be imported into the Fee Sheet.

You would now need to edit the entries before submitting them.

This is not necessary in this case.

Tips & Tricks

- If the .txt file includes both Duration & Units, only the Duration values will be used.

17.9 Fee List

The Fee List option provides full access to all areas of Fees.

You can create and edit Fee Entries from the Fee List. You can also print Management Reports showing statistics and graphs relating to billed and unbilled time etc.

Some users will only have access to their own Fee List, as determined by the Employee Security level assigned.

HANDS ON

In this exercise you will display the Fee List for YSR for this week.

1. Open Fee List (Fees & Billing | Fees | Fee List)
2. Select the "Filter" tab
3. Click on **[Clear All]**
4. *Author* Select YSR
5. Select "Today"
6. Select the "Fees" tab

The fee entries that have been recorded will be displayed.

17.9.1 “Columns” tab

Each user can select which columns display and the order of the columns on their Fee Sheet.



HANDS ON

In this exercise you will remove two columns and change the order of the columns.

1. Select the “Columns” tab
2. Highlight “Author” and “Partner in the “displayed” column
3. Click on **[Hide]** button

If you have several non sequential column headings to move, you can use <CTRL> and click to select them.

Change the order of the headings

1. Click on “Client” and then click on the UP button until “Client” is the second column.
2. *Sort Columns* 3

This determines the number of columns that are used in the sorting.

If this is 1 – the entries are sorted on the first column only.

If this is 4 – the entries are sorted on the first column, then on the second, then the third etc.

3. Select the “Fees” tab

The Display will now reflect the Columns you have selected.

You can also re order the Columns by clicking and dragging the headers on the Fee Sheet to the left or right.

17.9.2 “Statistics” tab

The Statistics Tab displays various statistics based on the Fees that are in the Fee List at the time. (The Fee List is affected by the Filter settings). These statistics will alter if the filter options are changed.

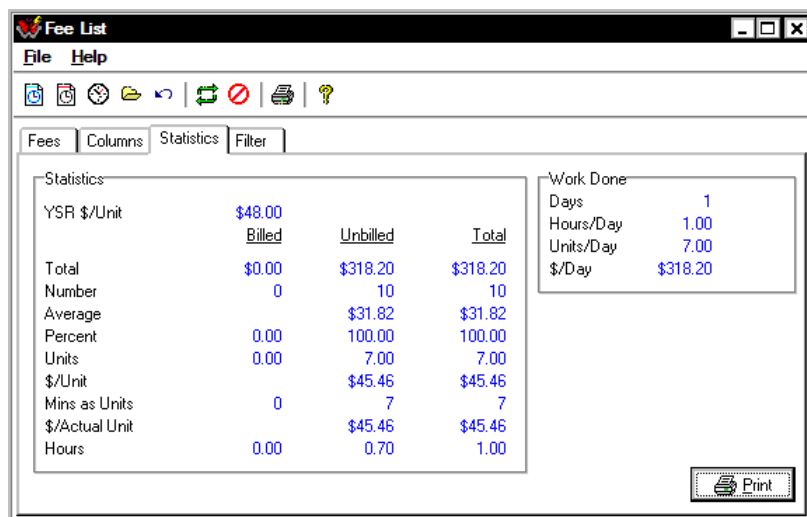
HANDS ON

In this exercise you will display the Statistics for today's fee entries.

1. Select the “Filter” tab
2. Click on **[Today]**
3. Select the “Statistics” tab

The statistics will display on the screen

A screen similar to this will display:



Statistics			
YSR \$/Unit	Billed	Unbilled	Total
Total	\$0.00	\$318.20	\$318.20
Number	0	10	10
Average		\$31.82	\$31.82
Percent	0.00	100.00	100.00
Units	0.00	7.00	7.00
\$/Unit		\$45.46	\$45.46
Mins as Units	0	7	7
\$/Actual Unit		\$45.46	\$45.46
Hours	0.00	0.70	1.00

Work Done	
Days	1
Hours/Day	1.00
Units/Day	7.00
\$/Day	\$318.20

Print

4. Click on **[Print]** to print this information
(This is located on the lower right hand side of the screen.)

The report will print to the screen.

5. Close the print display

Statistics Fields

Employee \$/Unit

This is the standard charge per unit for this employee.
As rates are set by entity, it is necessary to include an Entity selection in the Filter.

Total

Billed = Total fees billed for the period
Unbilled = Fees recorded for period but not yet billed (WIP)
Total = Total value of fees recorded for period

Number

Billed = Number of matters billed for period
Unbilled = Number of matters where fees posted for period
Total = Total number of matters worked on for period.

Average

Billed = Average fees billed per matter
Unbilled = Average unbilled fees posted per matter
Total = Average of fees for all matters worked on for period.

Percentage

Percentage of work for period billed and unbilled.

Units

Billed, unbilled and total for period.

\$ Units

Billed = Average value of units billed for period.
Unbilled = Average value of units unbilled for period
Total = Average value of all units for period.

Mins as Unit

Billed = Actual minutes recorded for units billed
Unbilled = Actual minutes recorded for units unbilled
Total = Actual minutes recorded for total units.

\$/Actual Unit

Billed = True value of unit based on the minutes recorded for units
Unbilled = True value of unit based on the minutes recorded for units
Total = True value of unit based on the minutes recorded for units

Hours

Billed = Actual hours billed
Unbilled = Actual hours worked unbilled
Total = Actual hours worked for period.

Work Done

Shows number of days for the period displayed where fees have been recorded.

Hours/Day

Based on the fees recorded shows the average number of hours worked per day for the period displayed.

Units/Day

This is the average number of units recorded per day for the period displayed.

\$/Day

Average fees recorded per day for the period displayed.

17.9.3 “Filter” tab

The Filter can be used to report on specific fees.

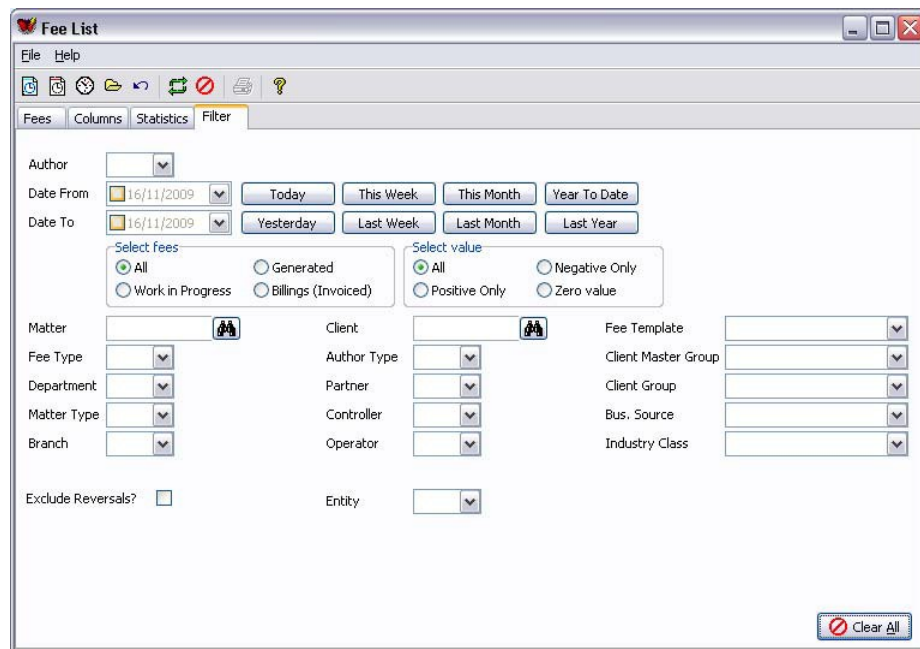
HANDS ON

In this exercise you will use the Filter to produce a list of unbilled fees for all Authors.

Note that only some Employees would be given access to everyone’s Fee List.

1. Select the “Filter” tab
2. Click on **[Clear All]**

The following screen displays:



3. *Author* Leave blank to include all Authors
4. *Date From / To* Leave unticked– as you are reporting on ALL unbilled Work In Progress.
5. *Select Fees* Check Work in Progress

This will include only unbilled fee entries

6. *Select Value* Leave as All

These are the only fields that need to be completed for this exercise.

7. Select the “Fees” tab

Only unbilled fees will be included in the list.

Fee List Filter

Author The default is the logged in User, or from the previous Filter setting.

Date From / To

The Default is for today's date.
You can select one of the standard settings using the buttons displayed, manually enter a date range in the From & To fields or leave the date unselected if date is not a reporting criteria.

Select Fees – All

This will include all fee entries billed or unbilled and write ups and write downs on Bills (shown as Fee Adjustments).

Select Fees - Work in Progress

This will include only unbilled fee entries for actual time recorded.

Select Fees – Generated

This will include only the actual fee entries (time) recorded. This includes billed and unbilled entries but does NOT include adjustments in the form or write up's or write down's.

Select Fees – Billings (Invoiced)

This will include only those fee entries that have been billed including any adjustments.

Select Value – All

This will include all Fee Entries and adjustments (if "All" is selected for "Select Fees" above), whether they are zero value, positive or negative.

Select Value – Positive Only

This will include only positive entries – including Write Ups.

Select Value – Negative Only

This will include only negative entries – including Write Downs.

Select Value – Zero value

This will include only zero value entries.

Matter You can select fees for a particular matter. **Fee**

Type You can select a particular Fee Type.

Department You can select fees for a particular department.

Matter Type You can select fees for a particular Matter Type.

Branch The default is the Branch of the logged in User, however you can select fees for a particular branch.

Client You can select fees for a particular client.

Author Type

You can select a particular Author Type.

Partner You can select a particular Partner.

Controller You can select a particular Matter Controller.

- Operator** You can select a particular Operator.
- Entity** Select the required Entity or leave blank to include all Entities.
- Fee Template**
 You can select fees for a particular Fee Template.
- Client Master Group**
 You can select fees for Clients belonging to a particular Client Master Group.
- Client Group**
 You can select fees for Clients belonging to a particular Client Group.
- Business Source**
 You can select fees for Clients with a particular Business Source flag.
- Industry Class**
 You can select fees for Clients with a particular Industry Classification.
- Exclude Reversals**
 Tick this to exclude reversals from the Fee List.
- Clear All** This clears all settings on the "Filter" tab.

17.9.4 Reports

The reports that are generated are based on the Filter settings and in the case of the Grouped Report the "Grouping" (providing sub-totals) is by the column displayed as the first column in your filtered listing.

HANDS ON

1. Select File | Reports from the Menu Bar

Fee List

2. Select Fee List

The report will display on the screen

This report shows you the Fee entries that are currently displayed in the Fee List.

This is the same report as selecting  from the Toolbar

3. Close the print display

Author Summary

4. Select File | Reports | Author Summary

The report will display on the screen.

This report shows the totals for each Author included in the Fee List.

5. Close the Print display

Grouped List

6. Select File | Reports | Grouped List

The report will display to the screen.

This report shows Fee entries grouped by the criteria in the first column of the displayed list.

For example, if you require a Fee list grouped by Author, click and drag the "Author" column to the left before generating the report.

If, however you require the list to be printed grouped by Matter, simply click and drag the "Matter" number column to be the first column and reprint the report.

You can also select the order of columns by selecting the "Columns" tab and moving column headings up and down the list.

7. Close the print display

File Note

8. Highlight an entry that has a File Note included
9. Select File | Reports | File Note

The File Note report will print directly to the printer.

The File Note report includes the Matter Number, Description, Client details, Fee details and the File Note.

File Note List

10. Select File | Reports | File Note List

The report will display to the screen.

The File Note List will include all the Fee Entries included in the displayed Fee List that have File Notes attached and will include the Date, Author, Client and Matter Description, File Note text, and Matter Number.

11. Close the print display

17.9.5 Graphs

Information can be presented in a graphical format.

The graphs that are generated are based on the Filter settings.

HANDS ON

1. Select File | Graphs | Fees by Date

The graph will display on the screen

This graph shows you the fees for each day in the Fee List.
If only one date is selected, this graph is not available.

2. Close the display

3. Select File | Graphs | Author's Fee

The graph will display on the screen

This graph shows you the fees for each Author in the Fee List.
If only one Author is selected, this graph is not available.

4. Select File | Graphs | Fee Types

The graph will display on the screen

This graph shows you the fees for each type of Fee (such as Normal) in the Fee List.
If only one Fee Type is selected, this graph is not available.

5. Select File | Graphs | Departments

The graph will display on the screen

This graph shows you the fees for each Department in the Fee List.

6. Select File | Graphs | Fee Category

The graph will display on the screen

This graph shows you the fees for each Fee Category:
Chargeable/Billable
Productive Non Chargeable
Non Productive Non Chargeable
Lost Time.

7. Close the display

8. Close the Fee List

18. Billing

Lexis Affinity Library can be used to create bills or to record Bills that have been manually processed in Word Processing. Bills can be generated individually from the Matter or generated for a range of matters through Auto Billing.

Bills generated in Lexis Affinity Library are based on Bill Templates. Many different Bill Templates can be created to meet both the firm's requirements and those of the firm's clients. The Bill Templates are attached to Lexis Affinity Library through the option - Bill Templates (accessed from Fees & Billing | Billing).

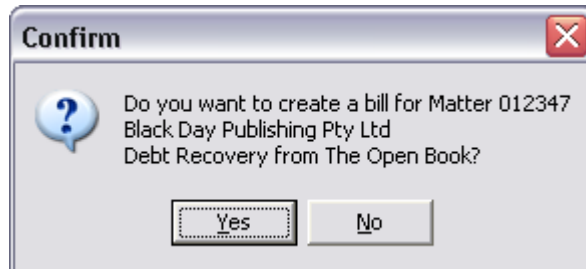
18.1 Create a Draft Bill from a Matter

HANDS ON

In this exercise you will create a Bill for Matter 012347, using the Detailed Bill template.

1. Select Matters from the Application Toolbar
2. Open Matter 012347
3. Click on  to create a new Bill

The following message displays:



4. Click on **[Yes]**

There is now a Draft Bill created for this Matter.

If this Draft is not posted as a Bill immediately, it can be updated to include any extra transactions posted since the draft was created.

The following screen displays:

Bill Creation

Bill Refno: DRAFT 012347 Black Day Publishing Pty Ltd
Debt Recovery from The Open Book

	Available	Bill (ex tax)	Tax	Total	Reserved	Work in Progress
Fees	\$630.00	\$630.00	\$63.00	\$693.00		\$630.00
Disbursements	\$22.50	\$22.50	\$1.00	\$23.50		
Anticipated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sundries	\$3.00	\$3.00	\$0.30	\$3.30		\$3.00
Less Trust	\$8,789.50	\$0.00	\$64.30	\$0.00	\$0.00	
Bill to interim date	22/04/2009			\$719.80		
Tax Status	Taxable Bill		Interest Owning	\$0.00		
				\$719.80		

Bill to: Black Day Publishing Pty Ltd
Contact: Thompson, Black Day Publishing
Template: DETAILED
Plan: Standard Collection Plan (Single Matter)

Options: Note | Multiple Accumulations | Collection | Discount
☐ Final Edit for Draft? ☐ Print Trust Statement? ☒
☐ Use Scale Cost Amount as Fees?
☐ Apply Sundry at Time of Billing

Date	Ref.	Pvt	Description	Tax Rate	Amount	Tax	Template	Units	Rate	WIP
6/12/2006	YSR	N	Preparation and dispatch of TAX		50.00	5.00		0.00	0.00	50.0
26/12/2006	YSR	N	Preparation and dispatch of TAX		96.00	9.60		2.00	480.00	96.0
2/01/2007	YSR	N	Telephone attendance on De TAX		48.00	4.80		1.00	480.00	48.0
5/01/2007	YSR	N	Preparation and dispatch of TAX		48.00	4.80		1.00	480.00	48.0
11/12/2007	YSR	N	Preparation and dispatch of TAX		50.00	5.00		1.00	500.00	50.0
11/12/2007	YSR	N	Preparation and dispatch of TAX		50.00	5.00		1.00	500.00	50.0
15/12/2007	MER	N	Telephone attendance re Ma TAX		240.00	24.00		5.00	480.00	240.0

The top section of the screen gives a summary of the amounts that will be posted.

5. **Bill to interim date** Accept Today's date

Lexis Affinity will assume that all unbilled entries up to today's date are to be billed. You can change this if required.

6. **Tax Status** Accept Taxable Bill

The Tax Status is read from the Matter record and can be changed if required.

7. **Bill to** Accept the prompted Bill to party

You can click on  to select another party.

8. **Contact** Accept the prompted Contact

This indicates that Marianne Thompson has been flagged as the Debtor Contact for this matter. (You can see this on the "Contact" tab on the matter.)

You can click on  to select another party.

9. **Template** Ensure DETAILED is selected

You can click on  to select another template.

10. **Plan** Accept the prompted Plan

You can click on  to select another plan.

Collection Plans determine the criteria for follow up action for outstanding accounts.

The lower section of the screen shows the individual entries that make up the balances.

“Options” tab

11. Select the “Options” tab

12. *Final Edit for Draft* Leave unticked at this stage

This indicates that all edits have been finalised and that the draft can be billed. A Draft Bill can be billed without this flag being set.

13. *Use Scale Cost Amount as Fees?* Leave unticked for this exercise

This can be ticked if the bill is to be prepared on a Scale Costing basis.

14. *Apply Sundry at Time of Billing* Not required for this exercise

15. *Print Trust Statement* Leave ticked

Tick this option if you require a Trust Statement to be included in this bill.

If this is ticked, the “Trust Statement” tab will appear.

The Trust transactions will display and can be edited (subject to the setting sin Security Options)

“Note” tab

This can be used to record a note about this particular bill. This is not used in this exercise.

200 characters

“Multiple Accumulations” tab

Allows you to select various entries to accumulate. This is not used in this exercise.

“Collection” tab

16. *Exclude from Debtors Letters?* Leave unticked

17. *Exclude from Account Rendered Statements* Leave unticked

If ticked, this bill will not be included in follow up letters or statements.

“Discount” tab

18. *Print Fees with Discount / Premium* Leave unticked

Ticked If the *Fees Billed* is altered, both the original value and the increased or reduced amount are shown, depending on the format used.

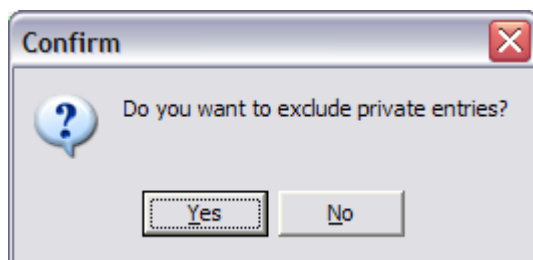
Unticked If the *Fees Billed* is altered only the increased or reduced amount is shown.

19. *Apply Discount Rate to WIP* Not required for this exercise

Draft Copy of Bill

20. Click on 

A message displays asking if you wish to exclude private entries



“Private” entries are those fee entries that have been specially marked as such and can be treated separately in a bill.
Reversals are automatically flagged as “Private” entries.

21. Click on **[Yes]**

A draft copy of the bill includes several sections. The sections are:

The first section shows details of the Fees, Disbursement and Sundry entries that make up the amounts to be billed.

The second section is a **Matter Summary** showing totals of WIP, Disbursements, Sundries and Trust, a Bill Summary, Billing History and provision for notations regarding Write Ups / Down and trust transfers.

The third section is the **Preamble Summary**. (If a Preamble is included in the bill.)

The fourth section is an **Author Summary** showing Units, Hours, Rate, WIP, Fees, Write Up, Fees, Fees Paid and Unrecovered. If the Authors included in this bill are in different Entities, an **Entity Summary** will also be printed.

The fifth section is a **Timekeeper Summary** showing Fees Billed, WIP Billed, WIP Write Ups, Write Downs and Write Offs and Fees Credited.

The sixth section is a **Disbursement Summary** showing disbursements by Sundry expense Type, Taxable, Non Taxable and the amount of tax.

The seventh section is the **Trust Statement** and shows the transactions in Trust and the amount held in trust, or the balance payable by the client.

This Draft Copy can be used by the Author for editing.

22. Close the print display

Preview Copy of Bill

23. Click on 

A bill in the same format as the final bill will be printed.

This can also be used by the author for editing.

24. Locate the document – This usually shows as Document 1 on the Task Bar

You can then select to print this and pass to the Author for editing.

25. Close the Word document

There is no need to save the document.

Notes

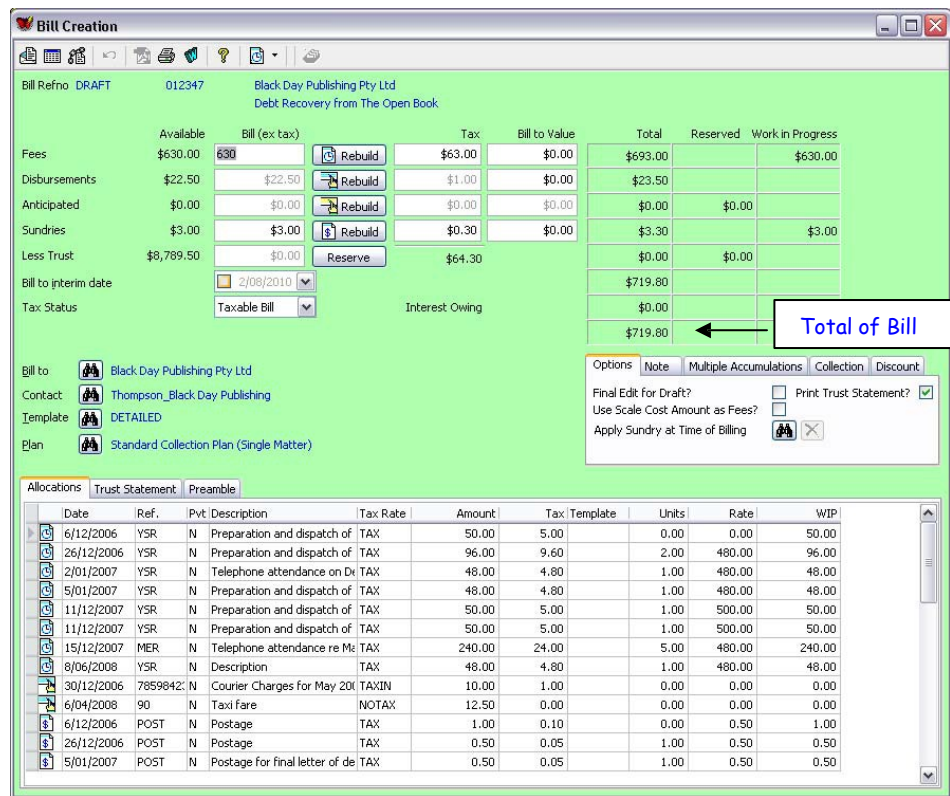
18.2 Editing & Posting Bills

18.2.1 Reserve Trust Funds to pay Bill

➤ HANDS ON

If the draft is to be billed as is (ie no edits are required), you can simply post the Bill and print a final copy.

The screen is displayed below:



Bill Creation

Bill Refno: DRAFT 012347 Black Day Publishing Pty Ltd
Debt Recovery from The Open Book

	Available	Bill (ex tax)	Tax	Bill to Value	Total	Reserved	Work in Progress
Fees	\$630.00	\$630.00	\$63.00	\$0.00	\$693.00		\$630.00
Disbursements	\$22.50	\$22.50	\$1.00	\$0.00	\$23.50		
Anticipated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sundries	\$3.00	\$3.00	\$0.30	\$0.00	\$3.30		\$3.00
Less Trust	\$8,789.50	\$0.00	\$64.30		\$0.00	\$0.00	
Bill to interim date	2/08/2010				\$719.80		
Tax Status	Taxable Bill		Interest Owng		\$0.00		
					\$719.80		

Total of Bill

Options: Note Multiple Accumulations Collection Discount

Final Edit for Draft? ☐ Print Trust Statement? ☒
 Use Scale Cost Amount as Fees? ☐
 Apply Sundry at Time of Billing ☐

Allocations Trust Statement Preamble

Date	Ref.	Pvt. Description	Tax Rate	Amount	Tax Template	Units	Rate	WIP
6/12/2006	YSR	N Preparation and dispatch of	TAX	50.00	5.00	0.00	0.00	50.00
26/12/2006	YSR	N Preparation and dispatch of	TAX	96.00	9.60	2.00	480.00	96.00
2/01/2007	YSR	N Telephone attendance on Di	TAX	48.00	4.80	1.00	480.00	48.00
5/01/2007	YSR	N Preparation and dispatch of	TAX	48.00	4.80	1.00	480.00	48.00
11/12/2007	YSR	N Preparation and dispatch of	TAX	50.00	5.00	1.00	500.00	50.00
11/12/2007	YSR	N Preparation and dispatch of	TAX	50.00	5.00	1.00	500.00	50.00
15/12/2007	MER	N Telephone attendance re Me	TAX	240.00	24.00	5.00	480.00	240.00
8/06/2008	YSR	N Description	TAX	48.00	4.80	1.00	480.00	48.00
30/12/2006	7859842	N Courier Charges for May 20	TAXIN	10.00	1.00	0.00	0.00	0.00
6/04/2008	90	N Taxi fare	NOTAX	12.50	0.00	0.00	0.00	0.00
6/12/2006	POST	N Postage	TAX	1.00	0.10	0.00	0.50	1.00
26/12/2006	POST	N Postage	TAX	0.50	0.05	1.00	0.50	0.50
5/01/2007	POST	N Postage for final letter of de	TAX	0.50	0.05	1.00	0.50	0.50

The top section of the screen gives a summary of the amounts that will be posted. Lexis Affinity Library will assume that all unbilled entries up to today's date are to be billed. You can change this if required.

Tax Status is read from the Matter details and can be changed if necessary.

The lower section of the screen shows the individual entries that make up the balances.

Note that the total of the Bill is \$719.80

26. *Less Trust*

Note that there are sufficient Trust funds to cover this bill.

If the Trust funds are to be used to pay this bill, then it is necessary to indicate this on this bill, so that the bill is produced showing the correct amount payable.

27. Click on **[Reserve]**

This will populate the *Less Trust* amount with the total amount available to pay the bill. In this case \$719.80.

28. Click again on **[Reserve]**

This step is not necessary but is included for illustrative purposes.

This will open the Reserve Trust dialog screen and you will see the amount in trust and the amount applied to this bill.

Bank	Available	Reserved
TA	\$8,789.50	\$719.80
Totals		
	A\$8,789.50	A\$719.80

If there are funds in more than one Bank Account, this screen will be displayed and you can make alterations to the amount to be reserved.

NOTE: This does not perform the transfer of the amount from Trust to Office, it simply deducts the amount from the balance owing to show the client the amount payable.

You will need to process the Trust to Office Transfer separately.

You can process Trust to Office transfers from the matter or from the Bills List.

NOTE: The total of the Bill is now 0.00.

29. Click on **[OK]**30. Select the "Options" tab and tick *Final Edit for Draft?*

This indicates that all edits have been finalised and that the draft can be billed. However, this flag is optional. A matter can still be billed without this flag being set.

31. Select the "Note" tab

You can add in a "Note" about this particular Bill that you will see whenever this bill is opened. This Note does not appear on the "Debt Control" tab.

32. *Plan* Accept the prompted Collection Plan

You can click on  to select another Collection Plan

Alternately, if this Bill should have a Payment Plan attached, click on  and select the appropriate Payment Plan. "Payment Plan is attached to Bill" will now display.

33. Click on  to open the Bill Post screen

The following screen displays:



Bill Post

Dispatch as at: 30/06/2010 Bill Refno: [AUTOMATIC]

Expected Payment: 14/07/2010 Final Bill? ☐

Invoice Amount: 630.00

Fees	630.00
Disbursements	22.50
Anticipated	0.00
Sundries	3.00
Tax	64.30
Total	719.80

Fee Distribution

Author	Name	W.I.P.	W.I.P. %	Fees	Allocation %
MER	Melissa Ryan	\$240.00	38.1	\$240.00	38.1
YSR	Yvette S Rogers	\$390.00	61.9	\$390.00	61.9

W.I.P. 630.00 % Write Up 0.00



34. *Dispatch as at* Accept today's date

The date you enter here will affect the aging of the Debtors balance.

You may need to alter this date if the date on the original Word Processing Bill is earlier than today.

35. *Expected Payment* Accept the prompted date

This date is important for planning Cash Flow.

36. *Bill Refno* the Bill number will be allocated when the bill is posted

37. *Final Bill* Tick this

This flag is optional.

You can tick this if it is expected that this is the final bill for the matter.

If ticked, users will be warned that a final bill has been issued when they process Fee or sundry entries.

To remove the Final Bill flag – edit the matter, select the “Miscellaneous” tab and untick *Final Bill*.

38. *Fee Distribution*

The details of the individual allocation of fees is displayed.

This allocation can be changed. This is discussed in a later exercise.

39. Click on **[Post]** to post the Bill to the ledger

Display the Matter

40. Select the “Balances” tab

The Debtors balance will show \$719.80 for the bill just posted.

The Trust balances will indicate that \$719.80 has been reserved

41. Select the “Bills” tab

The “Owing” column shows the amount of the Bill.

The “Trust” column shows the amount reserved for transfer to Office.

Print Final copy

42. Highlight the Bill you have just posted

43. Click on **[Merge]**

The final copy of the Bill will print in Word – including the Bill Number.

44. Close the Word Document

In the Training Workshop it is not necessary to save each bill, however each Firm may save bills and will have a policy to cover this.

You can display the bills on a Matter by accessing the “Bills” tab for the Matter, or you can use Bills from the desktop to locate a Bill.

Either of these options allows you to view the details of the Bill, reprint the Bill in the same format as the original, or attach a different Bill Template.

Review Professional Overview

45. Open Reports (Financial Maintenance | Reporting)
46. Highlight Professional Overview
47. Click on **[Snapshot]**

TIP: Making a Snapshot of this report will make it easier to access the report in the following exercises.

48. Click on **[Print]** and **[Print]** again

The report will look similar to the one below:

Printed 1/02/2011 10:36:00 AM														Lewisham Reid														Page 1	
Professional Overview by Timekeeper, for Entity Lewisham Reid																													
Period from: 1/02/2011 To: 28/02/2011																													
Comparison from: 1/07/2010 To: 1/02/2011																													
Author	Name	Non-Chg Units			Chg Units			Time Value			Fees Billed			WIP Billed	Net WIP Write up/down/credited	WIP Written Off													
		Est	Actual	%	Est	Actual	%	Est	Actual	%	Est	Actual	%																
MER	Meliss a Ryan	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	240.00	0.0	240.00	0.00	0.00													
		0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	240.00	0.0	240.00	0.00	0.00													
YSR	Yvette S Ragers	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	390.00	0.0	390.00	0.00	0.00													
		0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	390.00	0.0	390.00	0.00	0.00													
Report Totals		0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	630.00	0.0	630.00	0.00	0.00													
		0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	630.00	0.0	630.00	0.00	0.00													

Note the Fees Billed and WIP Billed. These are the same and equal to the total of the fees on the bill. Fees have been allocated to MER and YSR.

18.2.2 Billing Fees that are different to the Fees value

There are many instances where the fee to be charged to the debtor is different to the fees already recorded. Examples of this may be;

- ¾ No time has been recorded although the work has been done
- ¾ Time has been recorded after the draft bill was generated
- ¾ There is a late time entry that should have been recorded and included in the draft bill
- ¾ The Partner / Author decides that a higher amount should be charged
- ¾ The Partner / Author decides that a lower amount should be charged

18.2.3 Insert a Fee entry

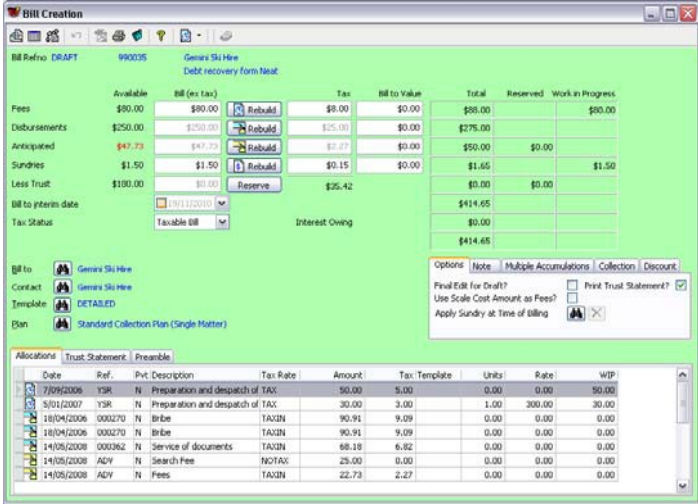
This option allows you to process a normal fee entry without exiting the billing program. Fees entered this way will be treated in the same way as normal WIP entries. (ie it is NOT a Write Up)

➤ HANDS ON

In this exercise you will add a Fee entry to the draft bill for matter 990035.

1. Click on  to open the matter list
2. Locate and open Matter 990035
3. Select the "Bills" tab and open the draft bill

The Bill Creation screen displays as shown below:



Available	Bill (ex Tax)	Tax	Bill to Value	Total	Reserved	Work in Progress
Fees \$80.00	\$80.00	\$8.00	\$0.00	\$88.00		\$80.00
Disbursements \$250.00	\$250.00	\$25.00	\$0.00	\$275.00		
Anticipated \$47.73	\$47.73	\$2.27	\$0.00	\$50.00	\$0.00	
Sundries \$1.50	\$1.50	\$0.15	\$0.00	\$1.65		\$1.50
Less Trust \$100.00	\$0.00			\$0.00	\$0.00	
Bill to interim date 19/11/2010				\$414.65		
Tax Status Taxable Bill				\$0.00		
Interest Owed \$25.42				\$414.65		

Date	Ref.	Pvt. Description	Tax Rate	Amount	Tax Template	Units	Rate	WIP
7/09/2006	YSR	N Preparation and despatch of Tax		50.00	5.00	0.00	0.00	50.00
5/01/2007	YSR	N Preparation and despatch of Tax		30.00	3.00	1.00	300.00	30.00
18/04/2006	000270	N InRe	TAX2N	90.91	9.09	0.00	0.00	0.00
18/04/2006	000270	N InRe	TAX2N	90.91	9.09	0.00	0.00	0.00
14/05/2008	000262	N Service of documents	TAX2N	68.18	6.82	0.00	0.00	0.00
14/05/2008	ADV	N Search Fee	NOTAX	25.00	0.00	0.00	0.00	0.00
14/05/2008	ADV	N Fees	TAX2N	22.73	2.27	0.00	0.00	0.00

Note the total of the Fees is currently \$80.00.

4. Right click in the Allocations table and select Insert New Fee

The Fee Creation screen displays.

5. **Fee Type** Select ATT
6. **Description** Complete the description to read "Attendance on client"
7. **Units** 10
8. Click on **[OK]**

The new fee entry will be included in the grid.

Bill Creation

Bill Refno: DRAFT 990035 Geminis Ski Hire
Debt recovery form Neat

	Available	Bill (ex tax)	Tax	Bill to Value	Total	Reserved	Work in Progress
Fees	\$380.00	\$380.00	\$38.00	\$0.00	\$418.00		\$380.00
Disbursements	\$250.00	\$250.00	\$25.00	\$0.00	\$275.00		
Anticipated	\$47.73	\$47.73	\$2.27	\$0.00	\$50.00	\$0.00	
Sundries	\$1.50	\$1.50	\$0.15	\$0.00	\$1.65		\$1.50
Less Trust	\$180.00	\$0.00	\$65.42		\$0.00	\$0.00	
Bill to interim date	21/09/2010				\$744.65		
Tax Status	Taxable Bill		Interest Owning		\$0.00		
					\$744.65		

Options: Note Multiple Accumulations Collection Discount

Final Edit for Draft? ☐ Print Trust Statement? ☒

Use Scale Cost Amount as Fees? ☐

Apply Sundry at Time of Billing ☐

Allocations Trust Statement Preamble

Date	Ref.	Pvt Description	Tax Rate	Amount	Tax Template	Units
7/09/2006	YSR	N Preparation and despatch of 1st letter of demand	TAX	50.00	5.00	0.00
5/01/2007	YSR	N Preparation and despatch of 1st letter of demand	TAX	30.00	3.00	1.00
21/09/2010	YSR	N Attendance on client	TAX	300.00	30.00	10.00
18/04/2006	000270	N Bribe	TAXIN	90.91	9.09	0.00
18/04/2006	000270	N Bribe	TAXIN	90.91	9.09	0.00
14/05/2008	000362	N Service of documents	TAXIN	68.18	6.82	0.00

Note that the Fees amount has also been increased by \$300.00

9. Post the Bill

Review Professional Overview

10. Open Professional Overview from the Snapshot pane
11. Click on **[Print]**

The report will look similar to the one below:

Printed 1/02/2011 10:39:04 AM

Lewisham Reid
Professional Overview by Timekeeper, for Entity Lewisham Reid
Period from: 1/02/2011 To: 28/02/2011
Comparison from: 1/07/2010 To: 1/02/2011

Page 1

Author	Name	Non-Chg Units			Chg Units			Time Value			Fees Billed			WIP Billed	Net WIP Write	WIP Written Off
		Est	Actual	%	Est	Actual	%	Est	Actual	%	Est	Actual	%		updates/created	
MER	Melissa Ryan	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	240.00	0.0	240.00	0.00	0.00
YSR	Yvette S Rogers	0.00	0.00	0.0	0.00	10.00	0.0	0.00	300.00	0.0	0.00	770.00	0.0	770.00	0.00	0.00
		0.00	0.00	0.0	0.00	10.00	0.0	0.00	300.00	0.0	0.00	770.00	0.0	770.00	0.00	0.00
Report Totals		0.00	0.00	0.0	0.00	10.00	0.0	0.00	300.00	0.0	0.00	1,010.00	0.0	1,010.00	0.00	0.00
		0.00	0.00	0.0	0.00	10.00	0.0	0.00	300.00	0.0	0.00	1,010.00	0.0	1,010.00	0.00	0.00

Note the Fees Billed and WIP Billed (for YSR) are the same, as the inserted fee entry was treated in the same way as a normal fee entry.

18.2.4 Insert Fee Write Up

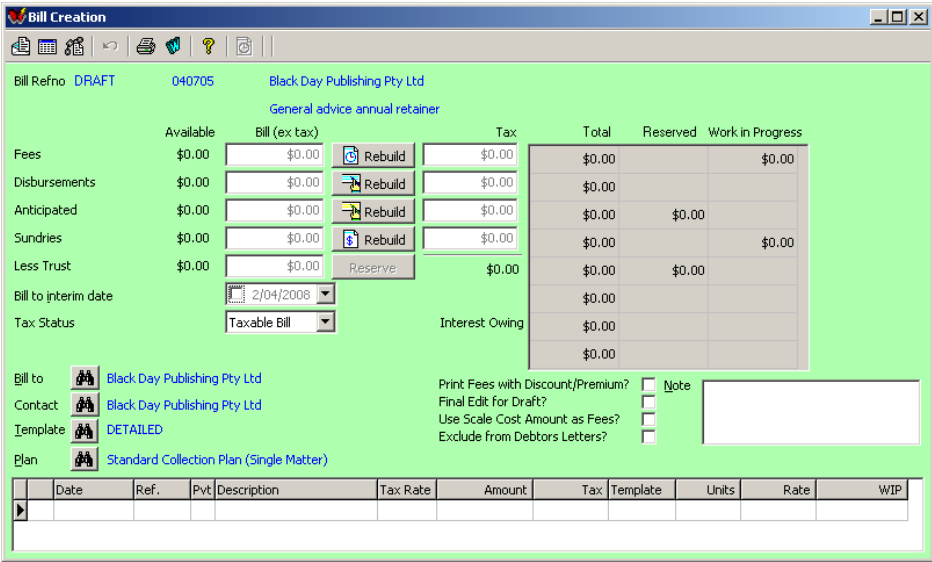
You can use a Fee Write Up where it has been decided to charge more than the original value of the fees. The additional fees will be shown for the selected Author/s as a Write Up.

➤ HANDS ON

In this exercise you will bill \$5000.00 for fees on Matter 040705. There are no fee entries on this matter. This process can also be used where fees have been recorded, but an additional amount is to be charged.

1. Click on  to open the matter list
2. Locate and open Matter 040705
3. Create a Bill

The Bill Creation screen displays as shown below:



Bill Creation

Bill Refno: DRAFT 040705 Black Day Publishing Pty Ltd

General advice annual retainer

	Available	Bill (ex tax)	Tax	Total	Reserved	Work in Progress
Fees	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Disbursements	\$0.00	\$0.00	\$0.00	\$0.00		
Anticipated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sundries	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Less Trust	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Bill to interim date	2/04/2008			\$0.00		
Tax Status	Taxable Bill			\$0.00		
Interest Owning				\$0.00		

Bill to: Black Day Publishing Pty Ltd

Contact: Black Day Publishing Pty Ltd

Template: DETAILED

Plan: Standard Collection Plan (Single Matter)

Print Fees with Discount/Premium? ☒ Note

Final Edit for Draft? ☒

Use Scale Cost Amount as Fees? ☒

Exclude from Debtors Letters? ☒

Date	Ref.	Pvt	Description	Tax Rate	Amount	Tax	Template	Units	Rate	WIP

4. Right click in the Allocations table and select Insert Fee Write Up

The following screen displays:



5. *Author* Accept PGL
6. *Date* Accept today's date
7. *Tax Rate* Accept TAX
8. *Amount Billed* 5000
9. *Tax* Accept the prompted amount
10. *Units* Leave blank for this exercise

NOTE: If you are merging to a bill template that details each Fee entry and the length of time for each entry, the Units need to be completed accurately.

11. *Description* Professional Fees
12. Click on **[OK]**

NOTE: If the original amount of the Write Up needs to be changed, you should either insert another Fee Write Up, or Edit the Write Up entry.

ALSO

If more than one Author should receive the Fees, you should insert individual entries for each Author.

13. Post the Bill

Review Professional Overview

14. Open the Professional Overview from the Snapshot pane

15. Click on **[Print]**

The Overview will look similar to the one below:

Printed 1/02/2011 10:43:06 AM

Lewisham Reid

Page 1

Professional Overview by Timekeeper, for Entry Lewisham Reid

Period from: 1/02/2011 To: 28/02/2011

Comparison from: 1/07/2010 To: 1/02/2011

Author	Name	Non-Chg Units			Chg Units			Time Value			Fees Billed			WIP Billed	Net WIP Write up/down/credited	WIP Written Off
		Est	Actual	%	Est	Actual	%	Est	Actual	%	Est	Actual	%			
MER	Melissa Ryan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	240.00	0.00	240.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	240.00	0.00	240.00	0.00	0.00
YSR	Yvette S Rogers	0.00	0.00	0.00	0.00	10.00	0.00	0.00	300.00	0.00	0.00	770.00	0.00	770.00	0.00	0.00
		0.00	0.00	0.00	0.00	10.00	0.00	0.00	300.00	0.00	0.00	770.00	0.00	770.00	0.00	0.00
PGL	Penny Leonard	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00	0.00	5,000.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00	0.00	5,000.00	0.00
Report Totals		0.00	0.00	0.00	0.00	10.00	0.00	0.00	300.00	0.00	0.00	6,010.00	0.00	1,010.00	5,000.00	0.00
		0.00	0.00	0.00	0.00	10.00	0.00	0.00	300.00	0.00	0.00	6,010.00	0.00	1,010.00	5,000.00	0.00

Note in this case the Fees Billed is not equal to the WIP Billed. This Fee entry is treated as a Write Up and shows in the "Net WIP Write Up Down Credited" column.

18.2.5 Rebuild Fees

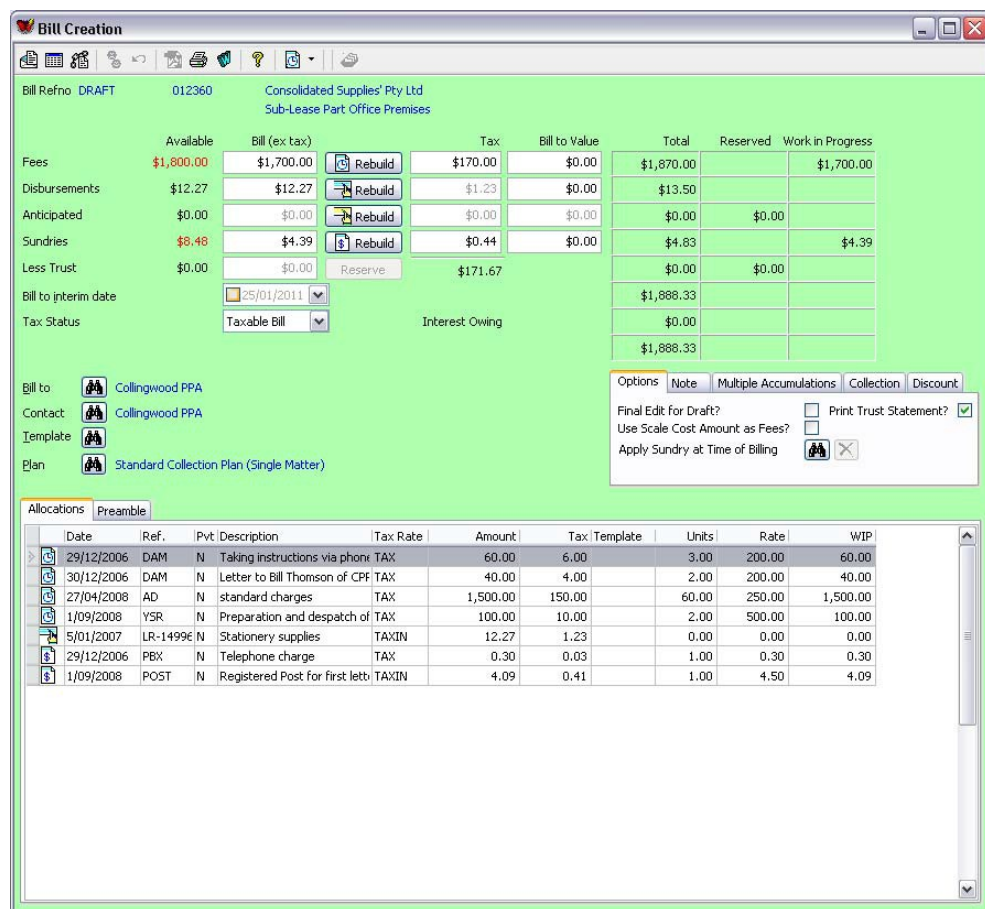
You can use this option where a draft has been generated and there are additional Fee entries to be included in the bill. The additional entries may have already been recorded and they are now to be included in the current bill, or it may be that an Author has reviewed the bill and needs to add some further entries. If you have already made some edits to the bill, it is not always desirable to remove the draft and start again (as you would lose the edits). In this case you can use the “Rebuild” feature to include the additional entries.

➤ HANDS ON

In this exercise you will locate the draft bill for Matter 012360 and use the “Rebuild” feature to update the value of Fees to be billed.

1. Click on  to open the matter list
2. Locate and open Matter 012360
3. Select the “Bills” tab and open the draft bill

The Bill Creation screen displays as shown below:



Bill Creation

Bill Refno: DRAFT 012360 Consolidated Supplies Pty Ltd
Sub-Lease Part: Office Premises

	Available	Bill (ex tax)	Tax	Bill to Value	Total	Reserved	Work in Progress
Fees	\$1,800.00	\$1,700.00	\$170.00	\$0.00	\$1,870.00		\$1,700.00
Disbursements	\$12.27	\$12.27	\$1.23	\$0.00	\$13.50		
Anticipated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sundries	\$8.48	\$4.39	\$0.44	\$0.00	\$4.83		\$4.39
Less Trust	\$0.00	\$0.00			\$0.00	\$0.00	
Bill to interim date	25/01/2011		\$171.67		\$1,888.33		
Tax Status	Taxable Bill		Interest Owing		\$0.00		
					\$1,888.33		

Options: Note Multiple Accumulations Collection Discount

Final Edit for Draft? ☐ Print Trust Statement? ☒

Use Scale Cost Amount as Fees? ☐

Apply Sundry at Time of Billing ☐

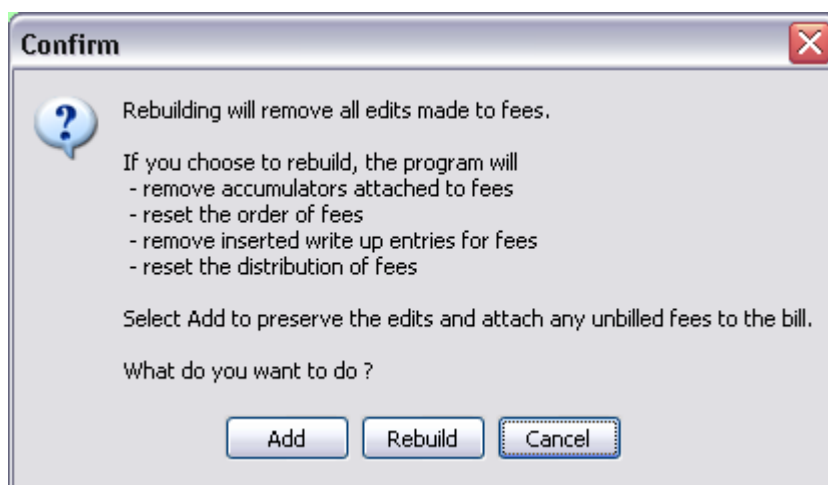
Allocations Preamble

Date	Ref.	Pvt Description	Tax Rate	Amount	Tax Template	Units	Rate	WIP
29/12/2006	DAM	N Taking instructions via phone TAX	60.00	6.00		3.00	200.00	60.00
30/12/2006	DAM	N Letter to Bill Thomson of CPF TAX	40.00	4.00		2.00	200.00	40.00
27/04/2008	AD	N standard charges TAX	1,500.00	150.00		60.00	250.00	1,500.00
1/09/2008	YSR	N Preparation and despatch of TAX	100.00	10.00		2.00	500.00	100.00
5/01/2007	LR-1499E	N Stationery supplies TAXIN	12.27	1.23		0.00	0.00	0.00
29/12/2006	PBX	N Telephone charge TAX	0.30	0.03		1.00	0.30	0.30
1/09/2008	POST	N Registered Post for first letter TAXIN	4.09	0.41		1.00	4.50	4.09

Note that the Fees Available value (\$1800.00) is displayed in red. This indicates that the value of Fees on the matter is not equal to the amount stored in the draft bill (\$1700).

- Click on **[Rebuild]** next to Fees

The following screen displays:



- Click on **[Add]**

This will preserve any edits you may have already made to other fee entries.

- Close the Bill Creation screen

(You will return to this bill in a later exercise.)

18.2.6 Insert an Extra Fee Earner

It is also possible to add extra Fee Earners on the Proportion Fees screen.

HANDS ON

In this exercise you will process a bill for Matter 990205 and add \$1000.00 (net) to the fees – attributing this to DAM.

1. Create a draft bill for Matter 990205
2. *Fees* Add 1000.00 to the total <TAB>

The Proportion Fees screen displays.

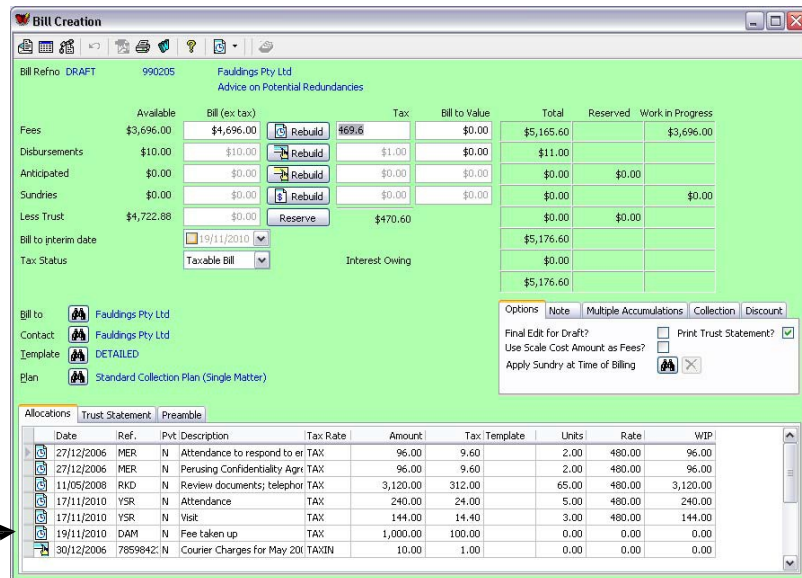
3. Amend the “Billed” amounts to be equal to the Work in Progress amount
4. Press <TAB> after the last entry to insert an additional line

OR

Press the Down Arrow on the last line to insert an additional line.

5. *Reference* DAM
6. *Billed* 1000.00
7. Click on **[OK]**

The Bill Creation screen displays as shown below:



Bill Refno: DRAFT 990205 Fauldings Pty Ltd
Advice on Potential Redundancies

Fees	Available	Bill (ex tax)	Tax	Bill to Value	Total	Reserved	Work in Progress
Fees	\$3,696.00	\$4,696.00	\$69.60	\$0.00	\$5,165.60		\$3,696.00
Disbursements	\$10.00	\$10.00	\$1.00	\$0.00	\$11.00		
Anticipated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sundries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Less Trust	\$4,722.88	\$0.00	\$470.60		\$0.00	\$0.00	
Bill to interim date	19/11/2010				\$5,176.60		
Tax Status	Taxable Bill		Interest Owng		\$0.00		
					\$5,176.60		

Bill to: Fauldings Pty Ltd
Contact: Fauldings Pty Ltd
Template: DETAILED
Plan: Standard Collection Plan (Single Matter)

Options: [Note] [Multiple Accumulations] [Collection] [Discount]
Final Edit for Draft? ☐ Print Trust Statement? ☒
Use Scale Cost Amount as Fees? ☐
Apply Sundry at Time of Billing ☐

Date	Ref.	Pvt	Description	Tax Rate	Amount	Tax Template	Units	Rate	WIP
27/12/2006	MER	N	Attendance to respond to er TAX	96.00	9.60	9.60	2.00	480.00	96.00
27/12/2006	MER	N	Perusing Confidentiality Agri TAX	96.00	9.60	9.60	2.00	480.00	96.00
11/05/2008	RKD	N	Review documents; telephor TAX	3,120.00	312.00	312.00	65.00	480.00	3,120.00
17/11/2010	YSR	N	Attendance TAX	240.00	24.00	24.00	5.00	480.00	240.00
17/11/2010	YSR	N	Visit TAX	144.00	14.40	14.40	3.00	480.00	144.00
19/11/2010	DAM	N	Fee taken up TAX	1,000.00	100.00	100.00	0.00	0.00	0.00
30/12/2006	7859842: N		Courier Charges for May 201 TAXIN	10.00	1.00	1.00	0.00	0.00	0.00

8. Post the Bill

NOTE: If the printed bill includes details of the fee entries you will need to edit the description of the inserted entry.

Review Professional Overview

9. Open the Professional Overview from the Snapshot pane

10. Click on **[Print]**

The Overview will look similar to the one below:

Printed 1/02/2011 10:46:57 AM

Lewisham Reid

Page 1

Professional Overview by Timekeeper, for Entity Lewisham Reid

Period from: 1/02/2011 To: 28/02/2011

Comparison from: 1/07/2010 To: 1/02/2011

Author	Name	Non-Chg Units			Chg Units			Time Value			Fees Billed			WMP Billed	Net WMP Write	WMP Written Off
		Est	Actual	%	Est	Actual	%	Est	Actual	%	Est	Actual	%		up/down/created	
MTR	Melissa Ryan	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	432.00	0.0	432.00	0.00	0.00
		0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	432.00	0.0	432.00	0.00	0.00
RRD	Richard Desmond	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	3,120.00	0.0	3,120.00	0.00	0.00
		0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	3,120.00	0.0	3,120.00	0.00	0.00
YSR	Yvette S Rogers	0.00	0.00	0.0	0.00	10.00	0.0	0.00	300.00	0.0	0.00	770.00	0.0	770.00	0.00	0.00
		0.00	0.00	0.0	0.00	10.00	0.0	0.00	300.00	0.0	0.00	770.00	0.0	770.00	0.00	0.00
DAM	Damien Montague	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	1,000.00	0.0	0.00	1,000.00	0.00
		0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	1,000.00	0.0	0.00	1,000.00	0.00
PGL	Penny Leonard	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	5,000.00	0.0	0.00	5,000.00	0.00
		0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	5,000.00	0.0	0.00	5,000.00	0.00
Report Totals		0.00	0.00	0.0	0.00	10.00	0.0	0.00	300.00	0.0	0.00	10,322.00	0.0	4,322.00	6,000.00	0.00
		0.00	0.00	0.0	0.00	10.00	0.0	0.00	300.00	0.0	0.00	10,322.00	0.0	4,322.00	6,000.00	0.00

Note in this case, Author DAM shows Fees Billed of \$1000.00 and a Write UP of \$1000.00.

18.2.7 Remove Fee Entries

When you remove entries from a draft bill, they will be retained on the ledger and are available to be included in the next bill or written off separately.

HANDS ON

In this exercise you will remove a fee entry.

1. Open Matter 012351 and generate a bill

Note the value of Fees is \$2004.00

2. Locate the fee entry for RVC dated 7/12/06 – Reviewing correspondence...
3. Right click and select Remove Selected Items

The value of the Fees in the Bill (ex Tax) column is now \$1764.00.
Note the original value of Fees is displayed in red.

NOTE: You can highlight any type and any number of items and remove them all.

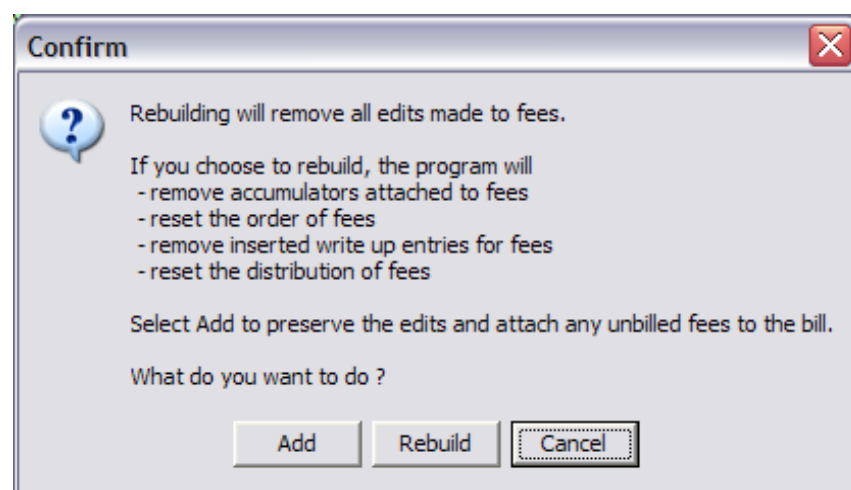
18.2.8 Re-instate Transactions

You are able to reinstate entries that have been removed by selecting **[Rebuild]** next to the type of entries that you need to reinstate

OR

You can right click in the Allocations table and select Rebuild All?

When selecting to “Rebuild” you will see the following screen:



Rebuild Options

Add will retain any edits previously made to the draft bill including accumulations, re-ordering entries, inserted entries and alterations to the distribution of fees, and **attach any new unbilled entries**.

Rebuild Will make the draft bill **exactly the same as it was before**, apart from any spelling mistakes that have been corrected.

4. Post the Bill

The value of Fees should be \$1764.00.

Review Professional Overview

5. Open Professional Overview from the Snapshot pane

6. Click on **[Print]**

The report will look similar to the one below:

Printed 1/02/2011 10:55:27 AM

Lewisham Reid

Page 1

Professional Overview by Timekeeper, for Entity Lewisham Reid

Period from: 1/02/2011 To: 28/02/2011

Comparison from: 1/07/2010 To: 1/02/2011

Author	Name	Non-Chg Units			Chg Units			Time Value			Fees Billed			WP Billed	Net WP Write up/down credited	WP Written Off
		Est	Actual	%	Est	Actual	%	Est	Actual	%	Est	Actual	%			
MER	Meliss a Ryan															
		0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	576.00	0.0	576.00	0.00	0.00
		0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	576.00	0.0	576.00	0.00	0.00
RKD	Richard Desmond															
		0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	3,120.00	0.0	3,120.00	0.00	0.00
		0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	3,120.00	0.0	3,120.00	0.00	0.00
YSR	Yvette S Rogers															
		0.00	0.00	0.0	0.00	10.00	0.0	0.00	300.00	0.0	0.00	770.00	0.0	770.00	0.00	0.00
		0.00	0.00	0.0	0.00	10.00	0.0	0.00	300.00	0.0	0.00	770.00	0.0	770.00	0.00	0.00
DAM	Damien Montague															
		0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	1,000.00	0.0	0.00	1,000.00	0.00
		0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	1,000.00	0.0	0.00	1,000.00	0.00
RVC	Ryan Cole															
		0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	1,620.00	0.0	1,620.00	0.00	0.00
		0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	1,620.00	0.0	1,620.00	0.00	0.00
PGL	Penny Leonard															
		0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	5,000.00	0.0	0.00	5,000.00	0.00
		0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	5,000.00	0.0	0.00	5,000.00	0.00
Report Totals																
		0.00	0.00	0.0	0.00	10.00	0.0	0.00	300.00	0.0	0.00	12,086.00	0.0	6,086.00	6,000.00	0.00
		0.00	0.00	0.0	0.00	10.00	0.0	0.00	300.00	0.0	0.00	12,086.00	0.0	6,086.00	6,000.00	0.00

In this case the fees billed will be the same as the WIP billed. The entry that was not billed is retained on the WIP ledger.

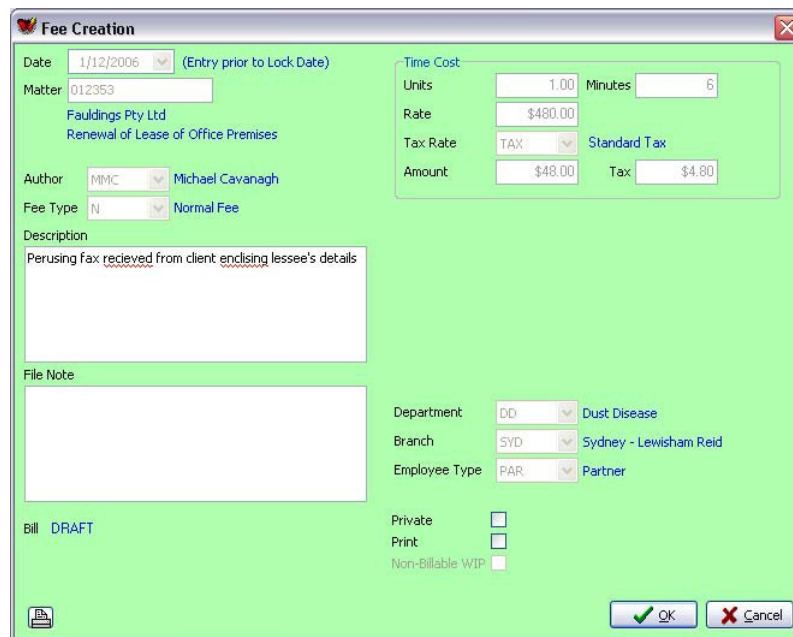
18.2.9 Edit Descriptions

HANDS ON

In this exercise you will edit the description of a fee entry and bill matter 012353.

1. Create a draft bill for Matter 012353
2. Double click the entry dated 1/12/2006 which reads “Perusing fax received”

The Fee Creation dialog box displays:



This screen allows you to alter the Department, Branch, Employee Type or Tax Rate of this entry.

It also allows you to enter a File Note.

This File Note can then be printed by clicking on 

3. Correct the typing mistakes – “received” and “enclosing”

If you have “Speller” activated in your files, these errors will be underlined.

You can alter any piece of information on this screen apart from the Matter Number.

4. Click on **[OK]**

18.2.10 Change the order of Fee entries

You are able to re order the sequence of the entries.
To do this, follow the steps below.



PROCEDURE

1. Right click on any fee entry
2. Select Change Order of Fees / Accumulate
3. Highlight the entry to be moved
4. Click on **[Up]** or **[Down]** to re order the entries
5. Click on **[OK]**

18.2.11 Alter Allocation of Fees

Several options are available for altering the amounts to be billed.



HANDS ON

1. *Fees* Alter the amount to 3000
2. Press <TAB>

The Proportion Fees screen displays.

The “Billed” column shows the value of the fees that will be attributed to each Author.
The fees have been allocated in proportion to the WIP values.

Lexis Affinity Library will allow you to manually alter the Fees for each Author, or you can use the automatic allocating options available.

3. Right click  on the line containing the Author DAM
4. Select “Allocate All” (<CTRL>+A)

DAM now has all the billed fees.

5. Right click  on any line
6. Select “Revert” (<CTRL>+R)

The fee allocations are now as the original.

7. Right click  on the line containing the Author JAE

8. Select "Pro rata Out" (<CTRL>+O)

The allocation for JAE has been reduced to zero and the other authors' allocations have been increased.

NOTE: It can happen that the total value is not all allocated – the total may be 1cent short.
In this case you should select one author- Right click and select "Make 100%".
Check that the total of Allocated and Invoice Amount / Fees agree.

9. Right click  on any line
10. Select "Revert"
11. Alter the "Billed" amount for MMC to 10.00
12. Alter the "Billed" amount for JAE to 10.00
13. Right click  on the line containing the Author DAM
14. Select "Make 100%" (<CTRL>+M)

DAM will now be allocated 954.49 in Fees – ie the remainder after the other authors have been allocated the amounts specified.

You should also use this if you have used "Pro rata Out" as explained previously.

15. Right click  on any line
16. Select "Revert"

TIP: If you have altered the "allocated" amounts ensure you check that the Allocated amount equals the Invoice Amount / Fees to be billed.

17. Click on **[OK]**
18. Post the Bill

Preset Options to adjust Bills



DISCUSSION

You can also select from a range of preset options for altering the entries.

Items that have been removed will be held over until the next Bill. If they will never be billed, they should be written off or reversed.

You can select from:

Edit Select this to edit the entry.
This can be disabled in the Security Settings for the Employee.

Write Off Select this to write off an entry.

Add Tax Select this to alter an entry from NOTAX to TAX.

Remove Tax from Disbursements
Select this to alter the Tax setting to TAXIN.

Set Private Flag / Unset Private Flag
Generally "Private" is not ticked. Bill formats can be tailored so that this feature can be used to include or exclude particular entries.

Change Order of Fees
Select this to alter the order of Fee entries.

Insert Fee Write Up
Select this to insert a Fee entry.

Insert Sundry Write Up
Select this to add additional Sundry entries to the bill.

Remove Selected items
Select this to remove one or more individual items.

Remove All Fees
Select this to remove all the Fees

Remove All Disbursements
Select this to remove all the Disbursements

Remove All Anticipated
Select this to remove all the Anticipated Disbursements

Remove All Sundries
Select this to remove all the Sundries

Remove All transactions
Select this to remove all the entries

Rebuild All Select this to revert to the original values of the bill.

18.2.12 Bill to a Value

It is also possible to bill to a value. Lexis Affinity will locate entries that add to this amount and remove any 'overflow' from the bill. The Bill To value can be applied to fees, disbursements, anticipated disbursements and sundries.

If the system finds one entry that straddles the amount then this entry can be split into two components so that the Billed amount exactly equals the total of the entries.

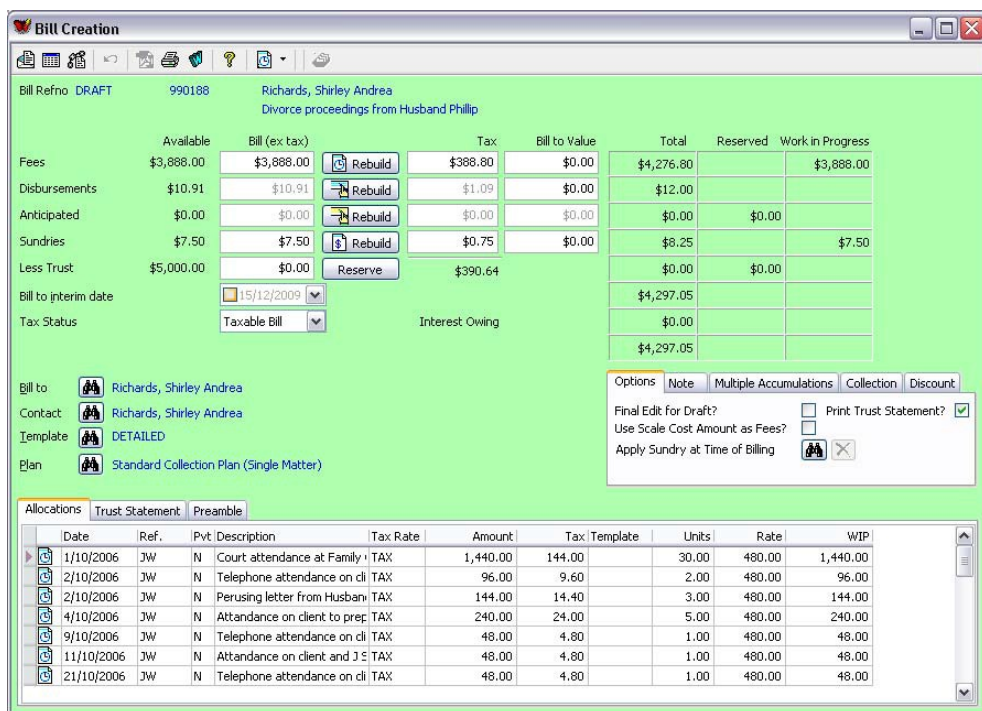
Note that once you have split an entry, this will be recorded on the ledgers, even if you then remove the draft.

➤ HANDS ON

In this exercise you will bill \$3500.00 in fees on matter 990188. Currently there is \$3888.00 in fees on this matter.

1. Create a draft bill for matter 990188

The Bill Creation screen is shown below:



	Available	Bill (ex tax)	Tax	Bill to Value	Total	Reserved	Work in Progress
Fees	\$3,888.00	\$3,888.00	\$388.80	\$0.00	\$4,276.80		\$3,888.00
Disbursements	\$10.91	\$10.91	\$1.09	\$0.00	\$12.00		
Anticipated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sundries	\$7.50	\$7.50	\$0.75	\$0.00	\$8.25		\$7.50
Less Trust	\$5,000.00	\$0.00	\$390.64		\$0.00	\$0.00	
Bill to interim date	15/12/2009				\$4,297.05		
Tax Status	Taxable Bill		Interest Owng		\$0.00		
					\$4,297.05		

Bill to: Richards, Shirley Andrea
 Contact: Richards, Shirley Andrea
 Template: DETAILED
 Plan: Standard Collection Plan (Single Matter)

Options: Note Multiple Accumulations Collection Discount
 Final Edit for Draft? ☐ Print Trust Statement? ☒
 Use Scale Cost Amount as Fees? ☐
 Apply Sundry at Time of Billing ☐

Date	Ref.	Pvt	Description	Tax Rate	Amount	Tax	Template	Units	Rate	WIP
1/10/2006	JW	N	Court attendance at Family TAX	144.00	144.00	144.00		30.00	480.00	1,440.00
2/10/2006	JW	N	Telephone attendance on cli TAX	96.00	96.00	96.00		2.00	480.00	96.00
2/10/2006	JW	N	Perusing letter from Husband TAX	144.00	144.00	144.00		3.00	480.00	144.00
4/10/2006	JW	N	Attendance on client to prep TAX	240.00	240.00	240.00		5.00	480.00	240.00
9/10/2006	JW	N	Telephone attendance on cli TAX	48.00	48.00	48.00		1.00	480.00	48.00
11/10/2006	JW	N	Attendance on client and J TAX	48.00	48.00	48.00		1.00	480.00	48.00
21/10/2006	JW	N	Telephone attendance on cli TAX	48.00	48.00	48.00		1.00	480.00	48.00

2. *Bill to Value* 3500.00 <TAB> or click on another field

If the system cannot find entries that exactly match the value entered, the following screen displays:

Split Fee Entry

Bill Refno: DRAFT 990188 Richards, Shirley Andrea
Divorce proceedings from Husband Phillip

Date: 9/12/2006 1:49:34 PM JW Tax Code: TAX

Reason: Letter to Child Support Agency

	Units	Rate	Amount	Tax
WIP	3.00	\$480.00	\$144.00	\$14.40
Billed	3.00		\$144.00	\$14.40

Original Total on Bill: \$3,504.00 Bill to Value: \$3,500.00 Apply

Total on Bill: \$3,500.00

Units	Amount	Reason	Include on Bill?	Write Off?
2.92	\$140.00	Letter to Child Support Agency	☒	☐
0.08	\$4.00	Letter to Child Support Agency	☐	☐

3.00 \$144.00

OK Cancel

This screen indicates that to make Fees = 3500.00, the entry dated 9/12/06 must be split into 2 entries – one for \$140.00 and the remainder of \$4.00.

Note that the system will also split the units. You can edit the units (right click and select Edit), however the calculation of units x rate will no longer be correct. Therefore this method would not be recommended where the Bill includes the length of time for each entry.

At this point you can accept the prompted values and process the bill.

Note that in this situation, the remaining \$4.00 will be included in the next bill.

Alternately, you can tick *Write Off* for this entry and write off the remainder.

- Click on **[OK]** to accept the split

The Bill Creation screen has been altered to show the new Fees Billed amount.

The Fee entry that was split has been reversed and a new entry has been inserted.

Bill Creation

Bill Refno: DRAFT 990188 Richards, Shirley Andrea
Divorce proceedings from Husband Phillip

Available Bill (ex tax): \$3,500.00 Tax: \$350.00 Bill to Value: \$0.00 Total: \$3,850.00 Reserved: \$0.00 Work in Progress: \$3,500.00

Fees: \$3,888.00 Rebuild

Disbursements: \$10.91 Rebuild

Anticipated: \$0.00 Rebuild

Sundries: \$7.50 Rebuild

Less Trust: \$5,000.00 Reserve

Bill to interim date: 19/11/2010

Tax Status: Taxable Bill Interest Owning: \$351.84

Options: Note Multiple Accumulations Collection Discount

Final Edit for Draft? ☐ Print Trust Statement? ☒

Use Scale Cost Amount as Fees? ☐

Apply Sundry at Time of Billing ☐

Date	Ref	Pvt Description	Tax Rate	Amount	Tax Template	Units	Rate	WIP
1/12/2006	JW	N Attendance at Federal Regs TAX	336.00	33.60	7.66	480.00	336.00	
9/12/2006	JW	Y Letter to Child Support Ager TAX	144.00	14.40	3.00	480.00	144.00	
9/12/2006	JW	Y Letter to Child Support Ager TAX	-144.00	-14.40	-3.00	480.00	-144.00	
9/12/2006	JW	N Letter to Child Support Ager TAX	140.00	14.00	2.92	480.00	140.00	
30/12/2006	7859842	N Courier Charges for May 201 TAXIN	10.91	1.09	0.00	0.00	0.00	
4/01/2007	PBX	N Telephone charge TAX	0.30	0.03	1.00	0.30	0.30	
5/01/2007	PBX	N Telephone charge TAX	7.20	0.72	24.00	0.30	7.20	

- Post the Bill

Display the matter

1. Select the “Balances” tab
2. Review the WIP Ledger
3. Review the Fees Ledger

Note the original entry that was split is now credited and two new entries have been substituted.

18.2.13 Apply a Discount to Fees

This feature can be used to apply a discount to the Fees amount.

NOTE: Discounts should be selected and applied before any other edits are done.

HANDS ON

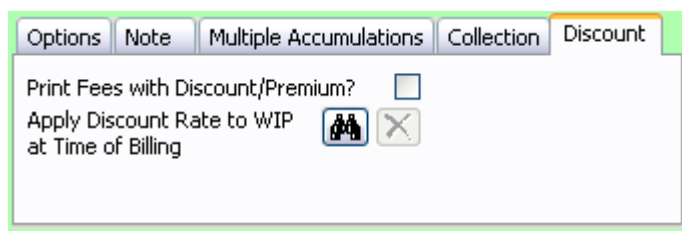
In this exercise you will generate a draft bill for matter 012400 and apply a discount of 5% to the Fees.

1. Create a draft bill for Matter 012400

(If a draft bill already exists, delete it and generate a new bill)

Note the fees to be billed - \$816.00.

2. Select the "Discount" tab



3. *Print Fee with Discount/Premium* Tick this

This will then show the original fees and the amount of the discount.

4. *Apply Discount Rate to WIP at Time of Billing*

5. Click on **[Binoculars]**

6. Highlight 5 and Click on **[OK]**

A message displays advising that to apply this you need to rebuild the Bill.

7. Click on **[Rebuild]**

Note the Fees to be billed had been reduced by 5%.

8. Post the Bill

Display the matter

Display the Matter

9. Select the “Balances” tab

10. Click on **[Fees]**

The Fees Ledger will display as show below:

Printed 31/01/2011 11:22:56 AM

Fee Ledger (Billings)

Page 1

Matter **012400** Client: Richards, Shirley Andrea

Description: Claim for Damages against Ronald Scott for wrongful dismissal

Date	Description	Author	Bill	Minis	Units	Non-Billable	Amount	Tax	Total	Balance
Type		Partner	Filed	Scale Cost		W/P				
26/7/2007	Taking instructions	YSR	8484	40.00	0.00	0.00	364.00	36.40	422.40	422.40
N		MMC	31/01/2011							
1/01/2008	Drafting documents with details of claim	JW	8484	36.00	6.00	0.00	288.00	28.80	316.80	739.20
N		MMC	31/01/2011							
3/06/2008	Telephone attendance re Matter	YSR	8484	12.00	2.00	0.00	96.00	9.60	105.60	844.80
N		MMC	31/01/2011							
3/06/2008	Telephone call from client	YSR	8484	6.00	1.00	0.00	48.00	4.80	52.80	897.60
N		MMC	31/01/2011							
31/01/2011	Fee Adjustment as per Bill 8484	JW	8484	0.00	0.00	0.00	14.40	-1.44	15.84	881.76
wd		MMC	31/01/2011							
31/01/2011	Fee Adjustment as per Bill 8484	YSR	8484	0.00	0.00	0.00	-26.40	-2.64	-29.04	852.72
wd		MMC	31/01/2011							
Totals				102.00	17.00	0.00	775.20	77.52	852.72	

Fees Summary by Author

Author	WLP, units	WLP	Scale Cost	Non-Billable	W/P	Total Units	Total	Total Scale Cost
JW						6.00	273.60	
YSR						11.00	501.60	
	0.00	0.00	0.00	0.00	0.00	17.00	775.20	0.00

Fees Summary by Type

Fee Type	WLP, units	WLP	Scale Cost	Non-Billable	W/P	Total Units	Total	Total Scale Cost
N						17.00	816.00	
wd							40.80	
	0.00	0.00	0.00	0.00	0.00	17.00	775.20	0.00

Note the Write Down amounts for JW (\$14.40) and YSR (\$26.40).

18.2.14 Billing Sundries that are different to the Sundries value

There are two options for increasing the value of Sundries that will be billed. You can add a new Sundry Expense or you can insert a Sundry Write Up. If additional Sundries have been recorded since a draft bill was created, you can also use the 'Rebuild' feature..

18.2.15 Rebuild Sundries

HANDS ON

In this exercise you will use the "Rebuild" feature to update the value of Sundries to be billed in the draft bill for Matter 012360.

1. Open the draft bill for Matter 012360
2. Note the Available Sundries amount is different to the Bill value for Sundries
3. Click on **[Rebuild]** next to Sundries
4. Click on **[Add]**

The value of Sundries to be billed is now the same as the ledger.
(\$8.48 in this example.)

18.2.16 Add a Sundry Expense

HANDS ON

In this exercise you will add a Sundry Expense for File Management Fee to the bill for Matter 012360.

1. Right click in the Allocations table and select Insert New Sundry

The Sundry Creation screen displays.

2. *Date* Accept today's date
3. *Type* Select FM
4. *Description* Accept the prompted description
5. *Tax Rate* Accept TAXIN
6. *Units* Accept 1
7. *Rate* Accept the rate
8. *Amount/ Tax* Accept the calculated amounts
9. *Private* Leave unticked
10. Click on **[OK]** to process the transaction
11. Note the new value of Sundries

18.2.17 Insert Sundry Write Up

HANDS ON

In this part of the exercise you will insert a Sundry Write Up for Service of Documents to the draft bill for Matter 012360.

1. Right click in the Allocations table and select Insert Sundry Write Up

The Insert Sundry Write Up Entry screen displays.

2. *Sundry Type* Select SERV
3. *Date* Accept Todays date
4. *Tax Rate* Accept TAX
5. *Amount* 45.00
6. *Tax* Accept the amount
7. *Description* Accept the description
8. Click on **[OK]**

The Bill Value of Sundries is now \$78.48, however the Available value is still \$33.48. This is because this Sundry entry has not been recorded on the ledger.

Display the Sundry Ledger

9. Minimize the Bill screen
10. Select the “Balances” tab and click on **[Sundry]**

The Sundry ledger will display as shown below:

Sundry Ledger									
Printed 25/01/2011 11:33:45 AM									
Matter 012360 Client: Consolidated Supplies Pty Ltd									
Description: Sub-Lease of Part Office Premises									
Collingwood Past Players Association									
Date	Description	Type	Billed	Bill	Units	Amount	Tax	Total	Balance
29/12/2006	Telephone charge	PEX	N	DRAFT	1.00	0.30	0.03	0.33	0.33
12/06/2008	Registered Post for first letter of demand	POST	N	DRAFT	1.00	4.09	0.41	4.50	4.83
1/05/2008	Registered Post for first letter of demand	POST	N	DRAFT	1.00	4.09	0.41	4.50	9.33
25/01/2011	File management fee	FM	N	DRAFT	1.00	25.00	2.50	27.50	36.83
25/01/2011	Service of documents	SERV	N	DRAFT	0.00	0.00	0.00	0.00	36.83
Totals						33.48	3.35	36.83	

Note the File Management Fee has been entered with a value (because it was recorded as a Sundry entry) however the Service of Documents entry has no value.

11. Close the print display
12. Maximise the Bill screen
13. Post the bill

Display the Sundry Ledger

14. On the “Balances” tab, click on **[Sundry]**

The Sundries ledger will display as shown below:

Printed 25/01/2011 11:39:45 AM		Sundry Ledger							Page 1
Matter: 012360		Client: Consolidated Supplies Pty Ltd							
Description: Sub-Lease of Part Office Premises		Collingwood Past Players Association							
Date	Description	Type	Billed	DB	Units	Amount	Tax	Total	Balance
29/12/2006	Telephone charge	PEX	Y	B477	1.00	0.30	0.03	0.33	0.33
12/06/2008	Registered Post for first letter of demand	POST	Y	B477	1.00	4.09	0.41	4.50	4.83
1/09/2008	Registered Post for first letter of demand	POST	Y	B477	1.00	4.09	0.41	4.50	9.33
25/01/2011	File management fee	FM	Y	B477	1.00	25.00	2.50	27.50	36.83
25/01/2011	Sundry Adjustment for "SERV" as per B477	SERV	Y	B477	0.00	45.00	4.50	49.50	86.33
Totals						75.48	7.85	86.33	

Note the Service of Documents now has a value as it has been billed.

15. Close the print display

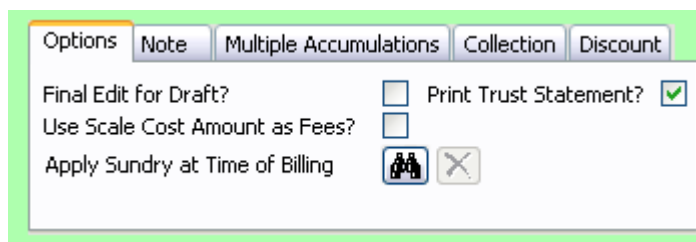
18.2.18 Add a Fee Type Sundry

This feature can be used to add a specified amount or a percentage of Fees to a Bill. One common use of this is to add “Care & Consideration”.

HANDS ON

In this exercise you will generate a draft bill for matter 990180 and add a Sundry charge for Care & Consideration.

1. Create a draft bill for Matter 990180
2. Select the “Options” tab



3. *Apply Sundry at Time of Billing* Click on **[Binoculars]**
4. Highlight **CARE** and Click on **[OK]**

A new line will be inserted in the Allocation table – the amount shown is \$48.00 – ie 5% of the total fees.

Note this transaction is treated as a Sundry, however it is included in the Fees section of the Bill.

5. Post the Bill

18.2.19 Write Offs in Billing

Write Offs can be processed directly from the draft bill and Lexis Affinity will automatically open the Write off process. It is possible to write off Fees, Disbursements and Sundries.



HANDS ON

In this exercise you will write off a disbursement for some "Opinion Fees" (recorded as a disbursement) that are included in the draft bill for matter 010002

1. Open Matter 010002 and create a draft bill
2. Note the value of disbursements to be billed
3. Locate the first entry for Opinion fees dated 31/3/2005
4. Right click on the entry
5. Select Write Off

The Write Off Unbilled Fees, Disbursements & Sundries displays.

6. *Note* Written off – not chargeable

This field is optional.

7. Click on 

This will process the Write Off entry and reduce the amount of Disbursements that will be billed.

8. Note the revised value of disbursements to be billed
9. Post the Bill

18.2.20 Re-Value Non-Billable Fees to Billable in Billing

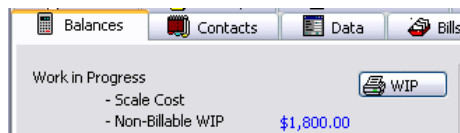
Where Non-Billable fees have been recorded on a matter, it is possible to convert these fees at the time of Billing.

HANDS ON

In this exercise you will generate a draft bill for matter 030244 where all fees are currently Non-Billable.

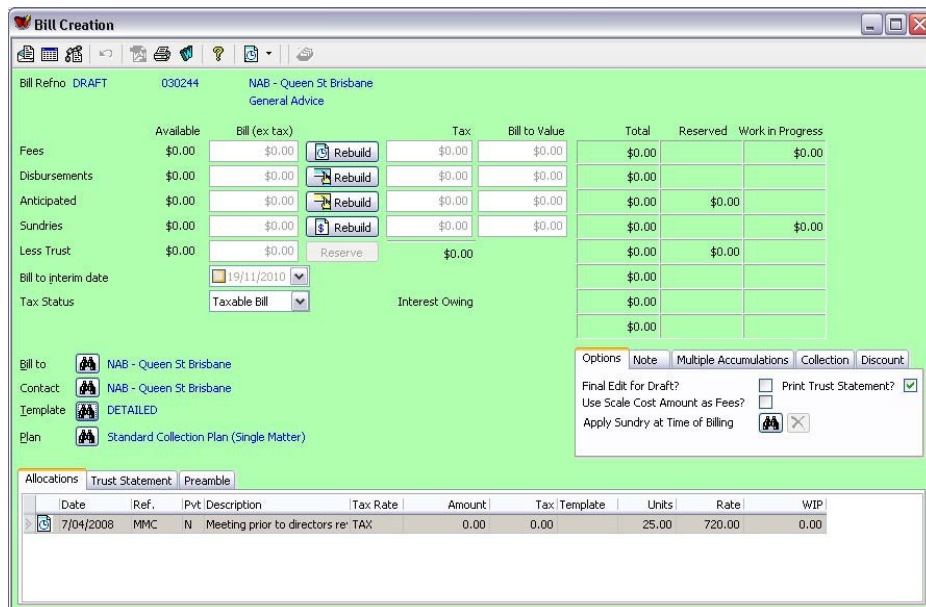
1. Open Matter 030244
2. Select the “Balances” tab

The WIP balances are displayed as shown below:



3. Generate a draft bill

The Bill creation screen displays as shown below:



Note the Fee entry is displayed, however there is no value in the amount column

4. Click on the down arrow



The options display as shown below:

Bill Creation

Bill Refno: DRAFT 030244

Standard Revalue
Convert Non-Billable WIP to Billable WIP
Convert Billable WIP to Non-Billable WIP

	Available	Bill (ex tax)	Tax	Bill to Value	Total	Reserved	Work in Progress
Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Disbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Anticipated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sundries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Less Trust	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Bill to interim date	16/11/2009				\$0.00		
Tax Status	Taxable Bill		Interest Owng		\$0.00		
					\$0.00		

5. Select the required option

In this case – Convert Non-Billable to Billable

The following screen will display:

Revalue WIP

Bill Refno: DRAFT 030244 NAB - Queen St Brisbane
General Advice

	WIP	Amount	Tax	Total	Billed	Amount	Tax	Total
Original		0.00	0.00	0.00		0.00	0.00	0.00
Revalued		1,800.00	180.00	1,980.00		1,800.00	180.00	1,980.00

Update?	Author	Created	Type	Description	Units	Original Rate	WIP Amount	Bill Amount	Total Amount	New Rate	WIP Amount	Tax	Bill Amount	Bill Tax	Total Billed Amount
☒	JPM	7/04/2009	NI	Meeting prior to directors review	25	\$720.00	\$0.00	\$0.00	\$0.00	\$720.00	\$1,800.00	\$180.00	\$1,000.00	\$100.00	\$1,900.00
							\$0.00	\$0.00			\$1,800.00	\$180.00	\$1,600.00	\$180.00	

Entries can be selected / deselected by ticking / un-ticking the "Update" column.

6. Click on **[OK]** to proceed

Values are now inserted in the Amount column and the Fees field for the Bill

7. Post the bill

18.2.21 Preambles in Bills

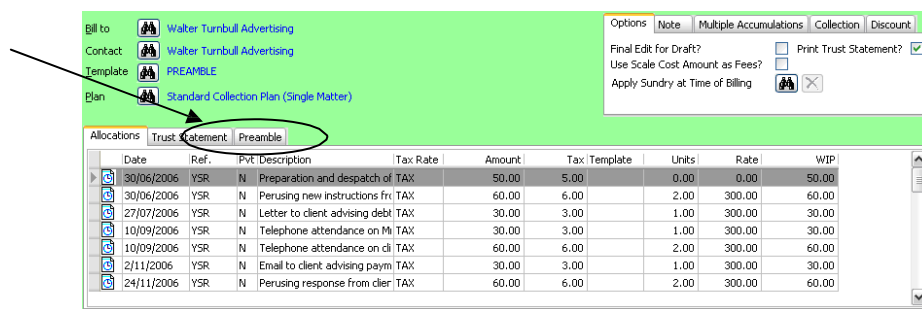
A Preamble can be a paragraph (or more) of text that can be included in a Bill. Each Bill Template can have default Preamble text added to it, or text can be inserted on each draft bill. Users may have a General Template that could be used for one off situations where it is not necessary to have a separate Bill Template.

The Lewisham Reid training dataset has a general use Preamble on the DETAILED Bill Template.

➤ HANDS ON

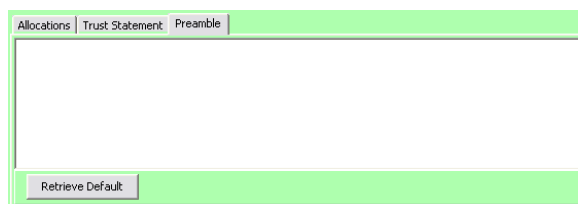
In this exercise you will generate a draft bill for matter 990080 and select the DETAILED Bill Template.

1. Generate a draft bill on Matter 990080
2. *Template* Select DETAILED
3. Select the "Preamble" tab



Date	Ref	Pvt Description	Tax Rate	Amount	Tax Template	Units	Rate	WIP
30/06/2006	YSR	N Preparation and despatch of TAX		50.00	5.00	0.00	0.00	50.00
30/06/2006	YSR	N Perusing new instructions frn TAX		60.00	6.00	2.00	300.00	60.00
27/07/2006	YSR	N Letter to client advising debt TAX		30.00	3.00	1.00	300.00	30.00
10/09/2006	YSR	N Telephone attendance on Ml TAX		30.00	3.00	1.00	300.00	30.00
10/09/2006	YSR	N Telephone attendance on cli TAX		60.00	6.00	2.00	300.00	60.00
2/11/2006	YSR	N Email to client advising paym TAX		30.00	3.00	1.00	300.00	30.00
24/11/2006	YSR	N Perusing response from clie TAX		60.00	6.00	2.00	300.00	60.00

A blank screen will display.

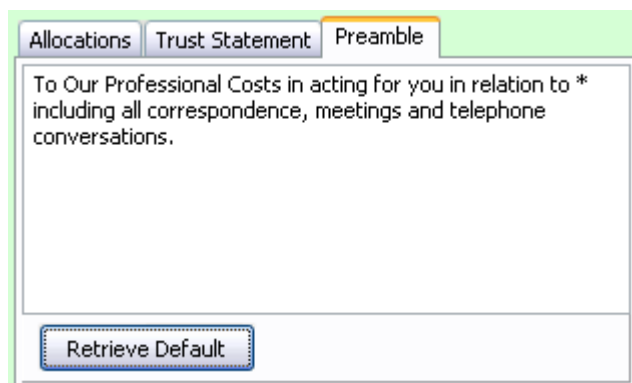


4. Click on **[Retrieve Default]**

The text will be inserted.

This Preamble has been created to allow some flexibility when being used.

The Preamble now displays as shown below:



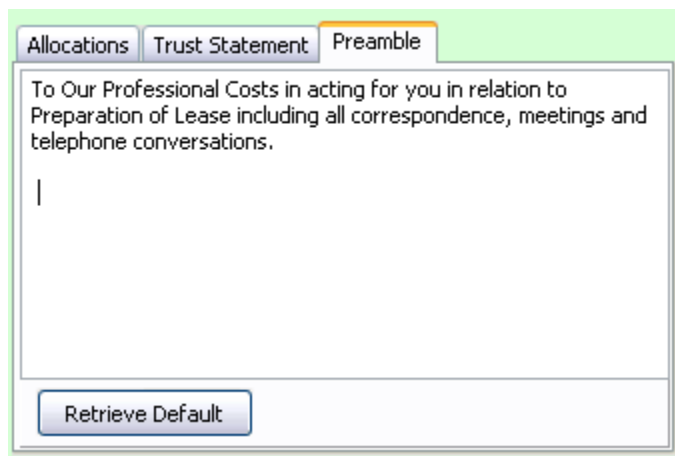
Allocations Trust Statement Preamble

To Our Professional Costs in acting for you in relation to *
including all correspondence, meetings and telephone
conversations.

Retrieve Default

5. Highlight the * and type \lease and press the <SPACE BAR>

The text 'Preparation of Lease' should be inserted in the text and now displays as:



Allocations Trust Statement Preamble

To Our Professional Costs in acting for you in relation to
Preparation of Lease including all correspondence, meetings and
telephone conversations.

|

Retrieve Default

Other QuickCodes can be used here.

6. Post the Bill

18.2.22 Revalue Fees on a Draft Bill due to a change in Rate

In some circumstances, a Firm may decide to increase (or decrease) the rate applied to a matter. This could be a change to any type of rate. – eg Employee Rate, Fee Rate Code etc. In this case it may be appropriate to revalue the fees that have already been recorded but not yet billed. There are two ways to do this – through either Fee Revaluation or from a draft bill. When revaluing fees using the draft bill, only fee entries that are included in the bill are displayed for revaluation.

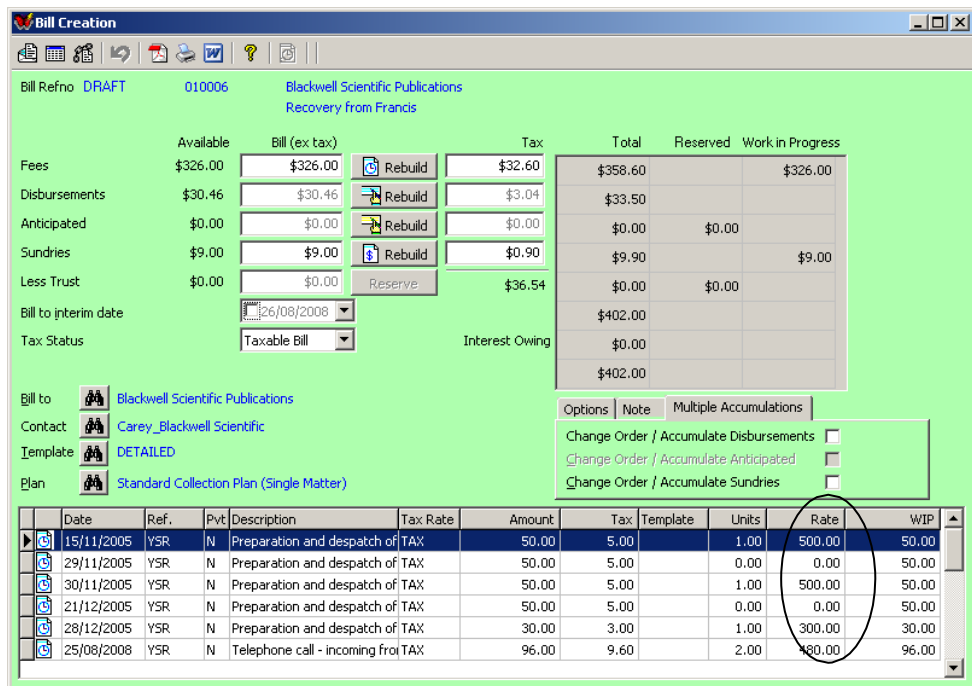
➤ HANDS ON

In this exercise you will create a draft bill for matter 010006 and revalue the WIP entries in the bill.

This matter contains only fees for YSR whose rate is currently 480.00.

1. Open matter 010006 and create a draft bill

The billing screen is displayed below:



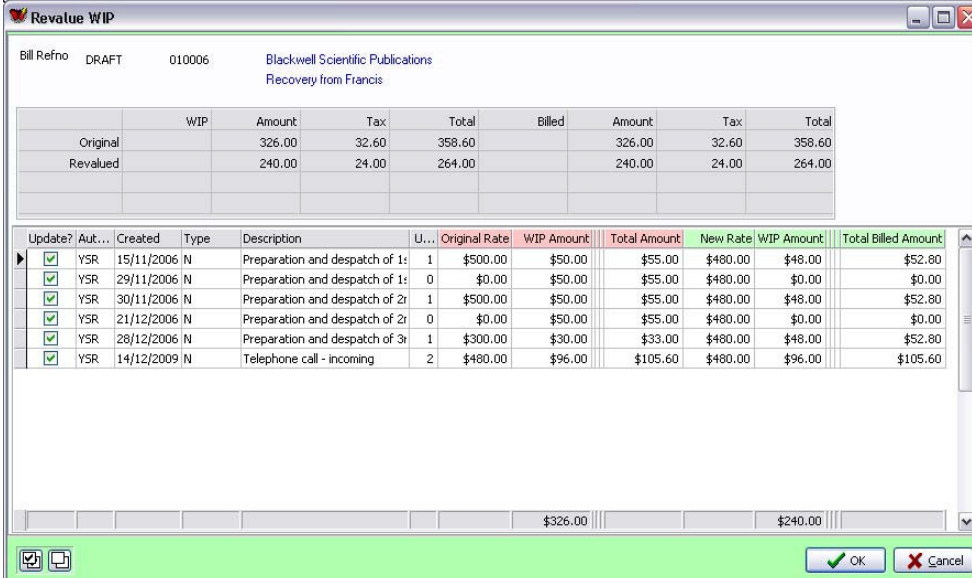
Available	Bill (ex tax)	Tax	Total	Reserved	Work in Progress
Fees \$326.00	\$326.00	\$32.60	\$358.60		\$326.00
Disbursements \$30.46	\$30.46	\$3.04	\$33.50		
Anticipated \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sundries \$9.00	\$9.00	\$0.90	\$9.90		\$9.00
Less Trust \$0.00	\$0.00	\$36.54	\$0.00	\$0.00	
Bill to interim date 26/08/2008			\$402.00		
Tax Status Taxable Bill		Interest Owing	\$0.00		
			\$402.00		

Date	Ref.	Pvt	Description	Tax Rate	Amount	Tax	Template	Units	Rate	WIP
15/11/2005	YSR	N	Preparation and despatch of TAX	50.00	50.00	5.00		1.00	500.00	50.00
29/11/2005	YSR	N	Preparation and despatch of TAX	50.00	50.00	5.00		0.00	0.00	50.00
30/11/2005	YSR	N	Preparation and despatch of TAX	50.00	50.00	5.00		1.00	500.00	50.00
21/12/2005	YSR	N	Preparation and despatch of TAX	50.00	50.00	5.00		0.00	0.00	50.00
28/12/2005	YSR	N	Preparation and despatch of TAX	30.00	30.00	3.00		1.00	300.00	30.00
25/08/2008	YSR	N	Telephone call - incoming from TAX	96.00	96.00	9.60		2.00	480.00	96.00

You will see that the fee entries are at various rates.

2. Click on  **[Revalue WIP entries on this draft bill]**

A screen similar to the following displays: (Note that not all the columns are displayed.)



Revalue WIP

Bill Refno: DRAFT 010006 Blackwell Scientific Publications
Recovery from Francis

	WIP	Amount	Tax	Total	Billed	Amount	Tax	Total
Original		326.00	32.60	358.60		326.00	32.60	358.60
Revalued		240.00	24.00	264.00		240.00	24.00	264.00

Update?	Aut...	Created	Type	Description	U...	Original Rate	WIP Amount	Total Amount	New Rate	WIP Amount	Total Billed Amount
☒	YSR	15/11/2006	N	Preparation and despatch of 1s	1	\$500.00	\$50.00	\$55.00	\$480.00	\$48.00	\$52.80
☒	YSR	29/11/2006	N	Preparation and despatch of 1s	0	\$0.00	\$50.00	\$55.00	\$480.00	\$0.00	\$0.00
☒	YSR	30/11/2006	N	Preparation and despatch of 2r	1	\$500.00	\$50.00	\$55.00	\$480.00	\$48.00	\$52.80
☒	YSR	21/12/2006	N	Preparation and despatch of 2r	0	\$0.00	\$50.00	\$55.00	\$480.00	\$0.00	\$0.00
☒	YSR	28/12/2006	N	Preparation and despatch of 3r	1	\$300.00	\$30.00	\$33.00	\$480.00	\$48.00	\$52.80
☒	YSR	14/12/2009	N	Telephone call - incoming	2	\$480.00	\$96.00	\$105.60	\$480.00	\$96.00	\$105.60

\$326.00 \$240.00

The top section shows the original and revalued amounts.

The lower section shows the individual entries. The 'Original rate' column shows a mixture of rates – 500.00, 300.00 and 480.00. The 'New Rate' column shows all entries at 480.00 and the revised WIP amounts. To the right you can also see the new Bill amounts.

If there are any entries that should not be revalued, untick them in the 'Update?' column.

3. Click on **[OK]** to process the revaluation

NOTE: The revaluation has been processed, even if you do not proceed with posting the bill.

4. Post the Bill

Display the Fees Ledger

5. Select the "Balances" tab and display the fees ledger

Note that all entries are now valued at 480.00 per hour (ie 1 unit = 48.00).

6. Close the Fees Ledger

18.2.23 Consolidate two or more bills into one

This feature will allow you to combine many draft bills into one Bill, which will appear to the client as if the Bill were for just one matter.

- Each Bill that is to be included must have the same details for:

- ¾ Collection Plan
- ¾ Bill to
- ¾ Bill to Contact
- ¾ Currency of Bill
- ¾ Exchange Rate of Bill
- ¾ Tax Rate of Bill
- ¾ Entity

It is not critical to have the same Billing Template attached to each Draft Bill, as the system will use the template attached to the Master Matter.

HANDS ON

In this exercise you will generate draft bills for 012393 and 012398 and consolidate them into one bill. These are matters for John & Sandra Browne.

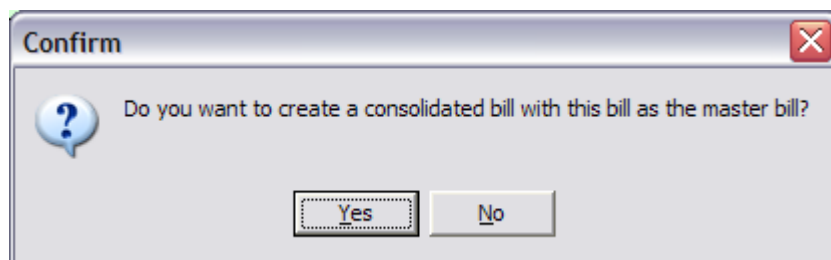
1. Open Matters and search for the Client - Browne

The 2 matters – 012393 and 012398 will be listed.

2. Open matter 012393
3. Create a draft bill
4. Close the Bill
5. Open matter 012398
6. Create a draft bill

7. Click on  **[Consolidate Bill]**

A message will display:



8. Click on **[Yes]**

A screen similar to the following will display:

Consolidated Bill

Bill Refno **DRAFT** 012398 Browne, John & Sandra

Dispatched Advice

	Bill (ex tax)	Tax	Total
Fees	\$2,640.00	\$264.00	\$2,904.00
Disbursements	\$0.00	\$0.00	\$0.00
Anticipated	\$0.00	\$0.00	\$0.00
Sundries	\$0.00	\$0.00	\$0.00
Totals	\$2,640.00	\$264.00	\$2,904.00
Less Reserved Trust			\$0.00
Interest Owing			\$0.00
Net Total			\$2,904.00

Master Bill	Dispatched	Matter	Bill Number	Fees	Disburse	Ant. Disb.	Sundry	Tax	Total	Interest
Y		012398	DRAFT	\$2,640.00	\$0.00	\$0.00	\$0.00	\$264.00	\$2,904.00	\$0.00

Totals \$2,640.00 \$0.00 \$0.00 \$0.00 \$264.00 \$2,904.00 \$0.00

Open Remove Bill Add Bill Print

To Add another Bill

- Click on **[Add Bill]**

The Bill Selection screen will display:

- Select the "Filter" tab
- Client* Browne
- Select the "Bills" tab
- Check that the bill is for matter 012393
- Click on **[OK]**

The Consolidated Bill screen will display.

Consolidated Bill

Bill Refno **DRAFT** 012398 Browne, John & Sandra

Dispatched Advice

	Bill (ex tax)	Tax	Total
Fees	\$4,740.00	\$474.00	\$5,214.00
Disbursements	\$0.00	\$0.00	\$0.00
Anticipated	\$0.00	\$0.00	\$0.00
Sundries	\$0.00	\$0.00	\$0.00
Totals	\$4,740.00	\$474.00	\$5,214.00
Less Reserved Trust			\$0.00
Interest Owing			\$0.00
Net Total			\$5,214.00

Master Bill	Dispatched	Matter	Bill Number	Fees	Disburse	Ant. Disb.	Sundry	Tax	Total	Interest
		012393	DRAFT	\$2,100.00	\$0.00	\$0.00	\$0.00	\$210.00	\$2,310.00	\$0.00
Y		012398	DRAFT	\$2,640.00	\$0.00	\$0.00	\$0.00	\$264.00	\$2,904.00	\$0.00

Totals \$4,740.00 \$0.00 \$0.00 \$0.00 \$474.00 \$5,214.00 \$0.00

Open Remove Bill Add Bill Print

The Bill totals have been updated and a new line for the additional bill has been inserted.

You can continue to add more bills as required.

When all Bills have been added, the billing procedure is the same as before.

15. Close the Bill screen for matter 012398

16. Post the Bill

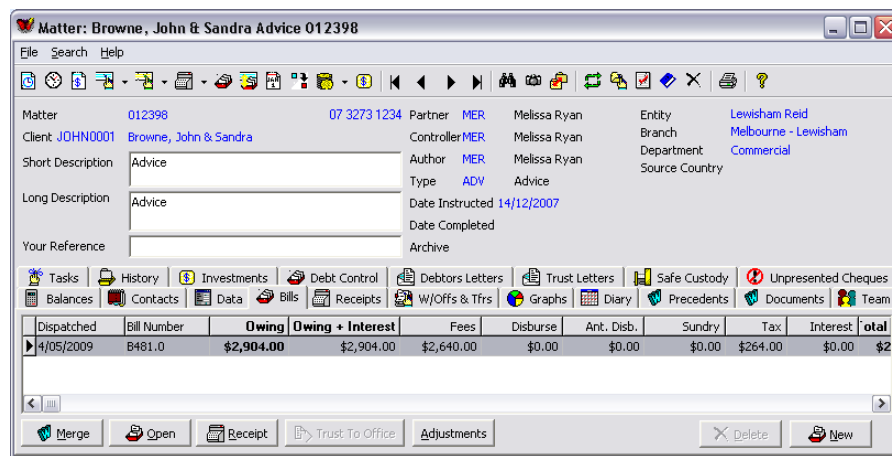
The amounts of the individual components of the Bill are posted to each separate matter number. The Bill numbers are allocated to individual matter as sub numbers of the master bill number. For example the master matter will have B481.0 and each child matter will have a B481.1, B481.2 etc.

Each Author with Fee entries on the ledger will be apportioned fees. Changes to the apportionment of Fees should be done in the individual draft bills.

Display the Matter

1. Open Matter 012398 (if not already open)
2. Select the "Bills" tab

Note the Bill Number and amount.



Dispatched	Bill Number	Owing	Owing + Interest	Fees	Disburse	Ant. Disb.	Sundry	Tax	Interest	total
4/05/2009	B481.0	\$2,904.00	\$2,904.00	\$2,640.00	\$0.00	\$0.00	\$0.00	\$264.00	\$0.00	\$2,904.00

The Bill Number has a suffix – this indicates there are sub bills. The amount shown on this matter is the total for this matter only.

Delete Consolidated Bills

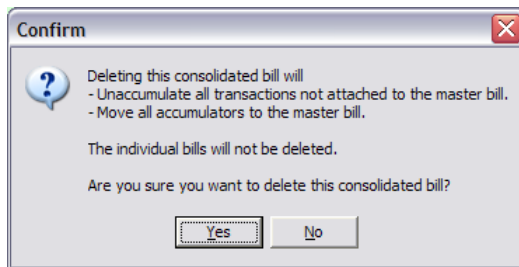
To delete a Consolidated Bill – select  at the top of the Consolidated Bill Screen.

You do not need to remove each child bill first.

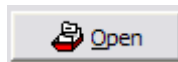
You cannot delete a Consolidated Bill from the “Bills” tab

Once you have 'removed' the consolidated bill, the draft bills will still exist on each matter. You can then remove them if required. Note that you may need to refresh the matter screen before deleting a draft that was attached to a consolidated bill.

When deleting a Master Bill the following message will display:

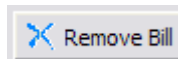


Options on Consolidate Bill screen



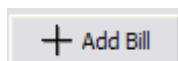
[Open]

Select this to open the Draft Bill screen for the selected Matter.



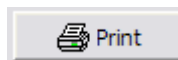
[Remove Bill]

Select this to remove the selected bill from the Master Bill.



[Add Bill]

Select this to add another bill to the Master Bill.

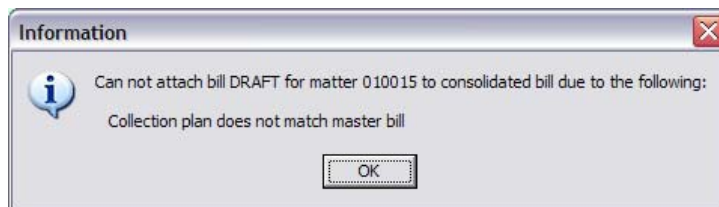


[Print]

Select this to print a Draft Bill for the selected Matter.

Reasons for Bills not being included in a Consolidated bill:

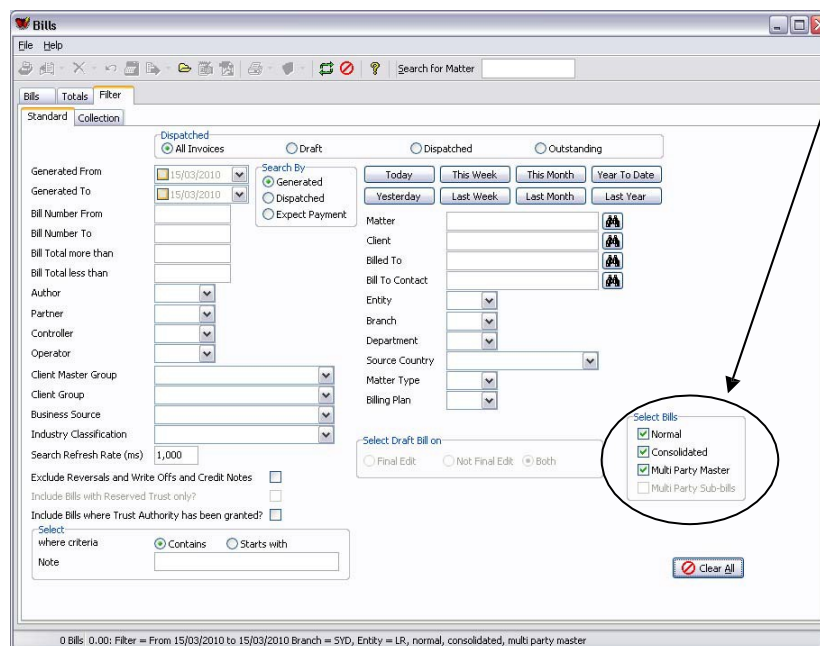
To be able to consolidate multiple bills into one bill, the basic criteria of the drafts must be the same, as noted above. Messages similar to the following may display if the system is unable to consolidate a bill.



To correct these situations, it is necessary to alter the details **on the draft bill**. Although it is possible to alter the matters concerned, this will not affect the drafts that have already been generated.

Bills Filter

To locate the Consolidated Bills using the Bills Filter, check *Consolidated Bills*.



Notes

18.3 Auto Billing

Bills can be automatically generated using Auto Billing. Auto Billing allows you to create a number of bills quickly and easily.

You can create bills for one or more Matter Types, for one or more Authors and / or Partners, where a particular Bill Plan has been set on Matters, for one or more Clients and / or Matters.

Bills may be either created as drafts or posted automatically.

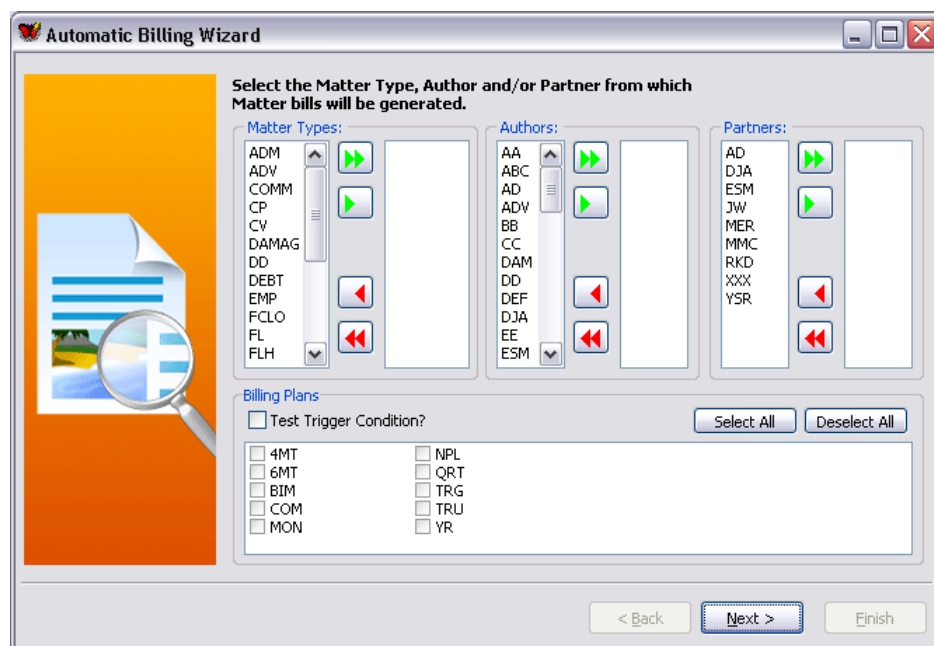
18.3.1 Generating Draft Bills

HANDS ON

In this exercise you will generate draft bills for all the Debt Collection matters for Blackwell Scientific Publications.

1. Open Auto Billing (Fees & Billing | Billing)

The following screen displays:



The screenshot shows the 'Automatic Billing Wizard' window. It has a title bar with a red 'X' icon. The main area is divided into three columns: 'Matter Types', 'Authors', and 'Partners'. Each column has a list of codes and a 'Next' button (green arrow). The 'Matter Types' list includes ADM, ADV, COMM, CP, CV, DAMAG, DD, DEBT, EMP, FCLO, FL, and FLH. The 'Authors' list includes AA, ABC, AD, ADV, BB, CC, DAM, DD, DEF, DJA, EE, and ESM. The 'Partners' list includes AD, DJA, ESM, JW, MER, MMC, RKD, XXX, and YSR. Below these columns is a 'Billing Plans' section with a checkbox for 'Test Trigger Condition?' and a list of codes: 4MT, 6MT, BIM, COM, MON, NPL, QRT, TRG, TRU, and YR. There are 'Select All' and 'Deselect All' buttons. At the bottom are '< Back', 'Next >', and 'Finish' buttons.

2. *Matter Type* Select DEBT

3. Click on 

4. Click on **[Next]**

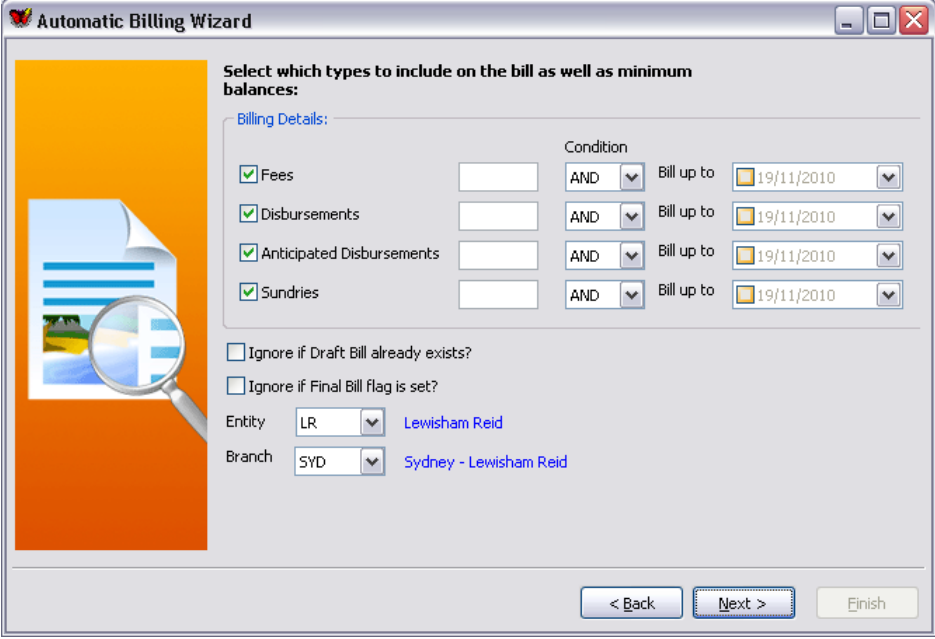
A list of Clients for whom Bills could be produced is displayed.

5. Select Blackwell Scientific Publications

6. Click on 

7. Click on **[Next]**

The following screen displays:



8. Ensure each of Fees, Disbursements, Anticipated Disbursements and Sundries is ticked
9. *Fees* 100.00

This will look for matters where the value of Fees is over \$100.00 and also include the values of Disbursements, Anticipated Disbursements and Sundries.

You can also use this screen to test for Matters where more than one criteria is over a set amount by completing the amounts and ensuring the “Condition” column is set to “AND”

For example; you can select matters where Fees are over \$500.00 and Disbursements are over \$100.00.

If you wanted to generate draft bills for all matters where any balance was over \$100.00, you would enter \$100.00 against each criteria and change the “Condition” column is set to “OR”.

To send Disbursement only bills, you would tick only Disbursements and enter a value of (for example) \$100.00. Drafts will then be generated on matters where Disbursements exceeds \$100.00 and only include the Disbursement values.

You can also select to Bill up to a certain date. This is useful for firms that like to interim bill each month, to the end of the month.

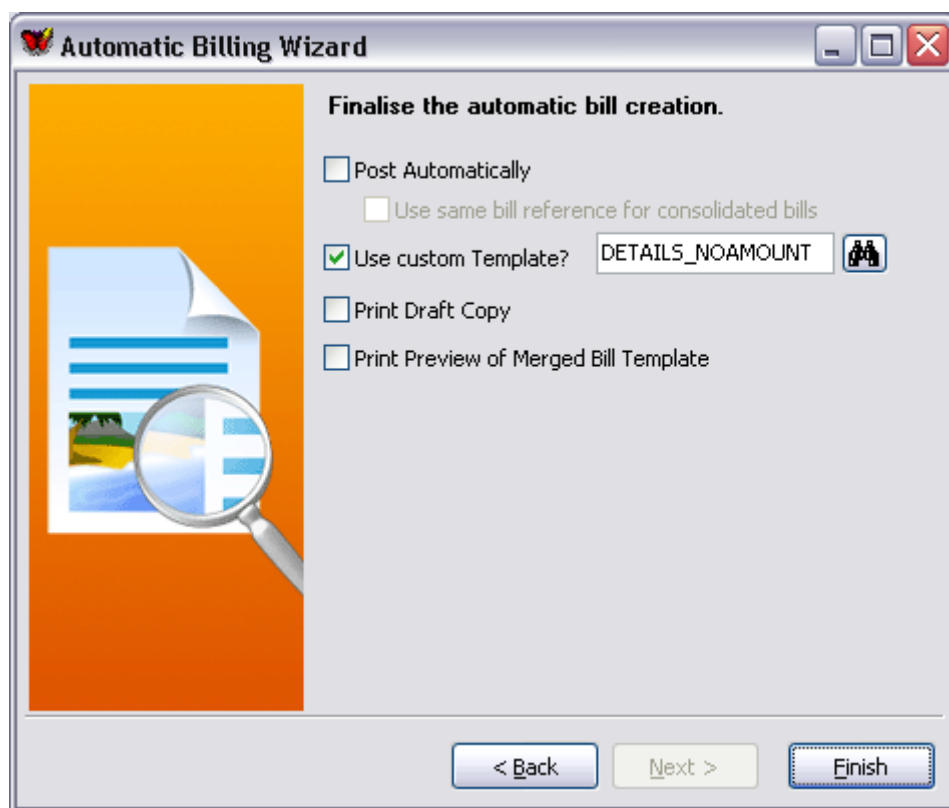
10. *Ignore if Draft Bill already exists* Tick this

11. *Ignore if Final Bill Flag is set* Leave unticked
12. *Entity* Accept the prompted Entity
13. *Branch* Delete the text so that all branches are included
14. Click on **[Next]**

A list of matters that can be billed will be displayed on the screen.
Matters 990046 and 990155 are listed.

15. Click on **[Next]**

The following screen displays:



16. *Post Automatically* Leave unticked

You can tick this to have all the bills posted to the ledgers.

If you have selected to post the bills automatically, you can also select to use the same Bill Number on each matter that is included in a consolidated bill.

17. *Use custom Template* Leave ticked and select DETAILED
18. *Print Draft Copy* Leave unticked

If ticked, Lexis Affinity Library will print a draft copy of each bill.

19. *Print Preview of Merged Bill Template* Leave unticked

In your office it may be necessary to print the draft copies to hand to the Authors or Partners so that they can review them before they are sent to the clients or posted to the ledgers.

20. Click on **[Finish]**

The Bills will now be generated.

Display Matter

1. Open Matter 990046
2. Select the "Bills" tab
3. Note the Draft Bill
4. Close the Matter

18.3.2 Billing Plans

Billing Plans can be created so that you can generate drafts on all the matters that meet the testing criteria for a plan. Examples of Billing Plans include;

- $\frac{3}{4}$ Time based plans such as Monthly (where a bill will be generated if it is a month or more since the date of opening the file or the date of the last bill).
- $\frac{3}{4}$ Value based bills such as where a bill will be generated if the total of the amounts to be billed (excl GST) is equal to or exceeds the Billing Trigger Value
or
the total value of the Bill (incl GST) will not exceed the balance in Unprotected Trust.

18.4 Bills Filter & List

18.4.1 Bills Filter

The Bills Filter allows you to select which Bills will be included in the Bills List and the statistics reported on the “Totals” tab.

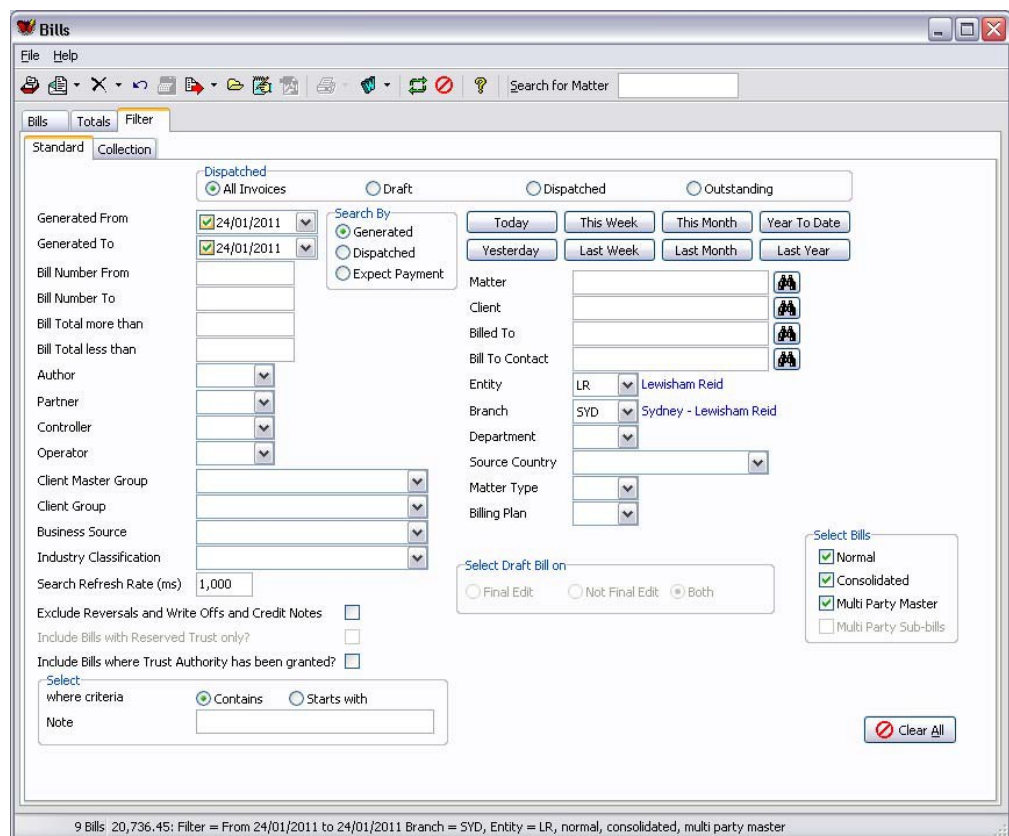
Locate Draft Bills

HANDS ON

In this exercise you will list the draft bills that were generated today.

1. Open Bills (Fees & Billing | Billing)
2. Select the “Filter” tab

The following screen displays:



3. Click on **[Clear All]**
4. *Generated From / To* Select **[Today]**
5. *Dispatched* Check Draft
6. Select the “Bills” tab

Draft Bills that have been generated today will be displayed.

Outstanding Bill for YSR



HANDS ON

In this exercise you will use the Bills Filter to list the outstanding bills for YSR.

1. Select the “Filter” tab
2. Click on **[Clear All]**
3. *Dispatched* Select Outstanding
4. *Author* Select YSR
5. *Exclude Reversals and Write Offs* Tick this
6. Select the “Bills” tab

The Bills that display now are for matters where YSR is the Author, which are outstanding.

If you need to see the individual amounts for each Fee Earner on a matter, you should use the Fee List and select Billings (Invoiced).

Bill Filter Fields

“Standard” tab

Dispatched You can select from: All Invoices Draft Dispatched Outstanding

Dates From / To - Search by

You can select a date range based on Generated Date, Dispatched Date or Expected Payment Date.

You can select a pre-defined date range by clicking on a button

OR

Remove the date range by clicking on "Clear All"

OR

Manually enter a date range.

Bill Number From / To

You can select a number range of Bills, Credit notes or Write Off entries. This number range can be for one Bill Number.

Bill total more than / less than

You can select only those Bills that are more than or less than a specified total. (for Dispatched – All Invoices / Draft / Dispatched).

If the Dispatched selection is Outstanding this option will change to “Bill Owing more / less than”.

Author You can select to display bills for a specific Author.

Partner You can select a specific Partner.

Controller You can select a specific Partner.

Operator You can select a specific Operator (ie ID of person processing the Bill).

Client Master Group

You can select to display Bills for Clients belonging to a specific Client Master Group.

Client Group You can select to display Bills for Clients belonging to a specific Client Group.

Business Source

You can select display Bills for Clients with a specific Business source.

Industry Classification

You can select display Bills for Clients belonging to a specific Industry Classification.

Search Refresh rate (ms)

You may alter this to suit your own requirements.

Exclude Reversals and Write Offs

Check this box to exclude bills that have been reversed or written off and the reversing entry.

Include Bills with Reserved Trust only?

Tick this to locate Bills where there are reserved Trust Funds.
 This option is only available when Outstanding Bills are selected.
 You can use this option to easily locate matters where a Trust to Office transfer is possible.
 If the requirement is that Bills must be greater than 30days old, you can also select the "Dispatched to" as 30 days ago.
 The resulting list will be possible Trust to Office Transfers. You can then select the Trust to Office Transfer icon to automatically process the transfers.
 (The Trust Cheque and Office Receipt will also need to be processed).

Include Bills where Trust Authority has been granted?

Tick this to locate Bills where the Client has provided a Trust Account Authority to transfer funds from Trust.

Matter You can select to display bills for a specific matter.

Client You can select to display bills for a specific Client.

Billed to You can select a specific "Bill to" party, as this may be different to the Client.

Billed to Contact

You can select a specific "Bill to Contact" party, as this may be different to the Client.

Entity You can select a specific Entity, or leave blank to include all.

Branch You can select to display Bills belonging to a specific Branch.

Department You can select to display Bills belonging to a specific Department.

Source Country

You can select to display Bills belonging to a specific Source Country.

Matter Type You can select to display Bills for a specific Matter type.

Billing Plan

Enter a Billing Plan to locate Bills on Matters that have the specified Billing Plan attached.

As Billing Plans are not attached to individual bills, this filter will locate all bills on any matter that currently has the specified Billing plan attached.

Select Draft Bill on – Final Edit / Not Final Edit / Both

Select Both to include all Bills, or either Final Edit copies or not Final edit Copies.

Select Bills

Select Normal, Consolidated, Multiparty Matter or Multi Party Sub-Bills

Select where criteria Starts with / Contains – Note

Enter all or part of a Note to locate Bills.

If a standard note was used to flag bills where the Bill To party require phone reminders, you could locate each of these bills using the Note field.

“Collection” tab

Collection Style

Select one or more of the following:

- Include Bills that are on a Collection Plan.
- Include Bills that are not on a Normal Payment Plan.
- Include Bills that are on a Perpetual Payment Plan.
- Include Bills that are excluded from Debtors Letters.

Collection Plan Bills – Collection Plan Bills

Select a Collection Plan from the drop down list.

Include only Bills that are on the Last Debtors Letter of the Plan

Tick this to locate Bills that may need further follow up.

Include only Bills that have Interest Applied

Tick this to locate Bills that are now subject tot Interest Charges.

Normal Payment Plan Bills

Select one or more of the following:

- Include only Bills that are on a Warning Letter.
- Include only Bills where No Letter has been sent.

18.4.2 Bills List

The Bills List displays the bills that have been selected according to the Filter settings. From this list you can perform most of the billing functions including edit, reverse and re print bills.

A sample of a Bills List is shown below:

</

The Status line shows how many bills are included - (9), the total of the Bills (5408.45), and the Filter settings.

The Allocations table displays the General Ledger entries for the highlighted bill.

18.4.3 Bills Toolbar

**Open**

Open the Bill Creation screen for the highlighted bill.
If it is a DRAFT it can be edited.
Otherwise the details of the bill can be viewed.

**Post**

Click on the down arrow to Post Current Bill, Selected Bills or All Bills.
If you click on the Post icon, Lexis Affinity Library will assume all Draft Bills are to be posted.

**Delete**

Click on the down arrow to Delete Current Bill, Selected Bills, or All Bills.

**Reverse**

Will reverse the selected Bill

**Receipt**

Will create an Auto Receipt for the selected Bill(s)

**Trust to Office Transfer**

Users can select one bill and click on this to open the Trust to Office Transfer screen.

Alternately select an option from the drop down menu:

Current Bill with Cleared Trust

Highlight a bill (with Cleared trust funds) to open the Trust to Office transfer screen.

Selected Bills with Reserved Trust

Select one or more bills from the list and select this option. Lexis Affinity will then automatically prompt to transfer the trust amount on all the selected bills.

NOTE: When using this option it is recommended that you firstly select all Outstanding Bills with Reserved Trust – by using the Filter selections. Lexis Affinity

All Bills with Reserved Trust

Select this to have Lexis Affinity locate all the Bills with Reserved Trust and prompt to transfer automatically.

**Open the matter**

Highlight a Bill and click on this to open the matter.

**Add a Note**

Click on this to enter a Debtors Comment.

**Show the attached PDF**

Click on this to display the saved copy of the bill. If the document has been saved to Affinity as a pdf the pdf version will display.

**Print**

Click on the down arrow to Print Report, Current Bill, Selected Bills, or A Grouped List of Bills.

**Merge with Word Processing**

Print Bills in Word using the associated Bill Template.

If you click on the WP icon without making a selection, Lexis Affinity Library will assume you want to print all bills.

OR

Click on one of the following:

Current Bill / Selected Bills / All Bills

Opens the bills

Print current / Selected / All Bills

Prints the bills

Selected Bills - Consolidated

You can select Multiple Bills – with the same Bill Number and merge them using a special format to produce one Bill to be sent to the client.

**Merge into Precedent with alternate currency**

If Foreign Currency is enabled, users can select a currency other than the original bill currency.

Similar selections are available as for the normal Merge option.

Search for Matter

Enter a Matter number to filter the list for all bills for the selected matter.

18.4.4 “Totals” tab

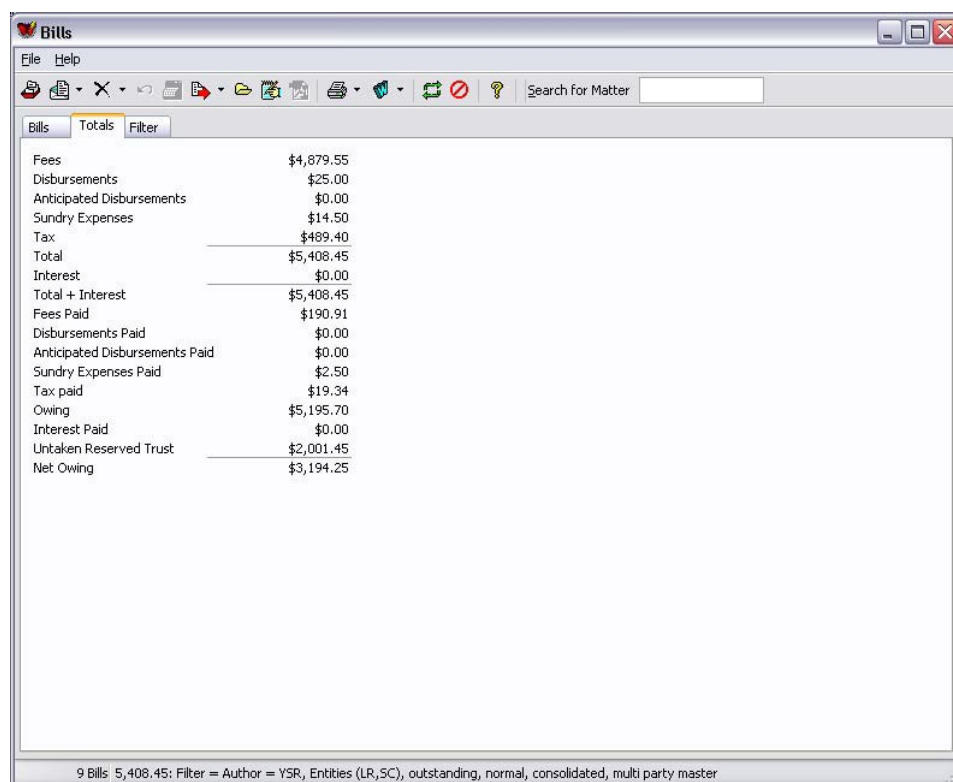
The totals reported will be based on the Bills selected by the Filter settings.

HANDS ON

In this exercise you will display the “Totals” tab. The values reported on the “Totals” tab are for the bills listed – ie for the current filter setting – Outstanding Bills where YSR is the Matter Author.

1. Select the “Totals” tab

A screen similar to the following will display:



Fees	\$4,879.55
Disbursements	\$25.00
Anticipated Disbursements	\$0.00
Sundry Expenses	\$14.50
Tax	\$489.40
Total	\$5,408.45
Interest	\$0.00
Total + Interest	\$5,408.45
Fees Paid	\$190.91
Disbursements Paid	\$0.00
Anticipated Disbursements Paid	\$0.00
Sundry Expenses Paid	\$2.50
Tax paid	\$19.34
Owing	\$5,195.70
Interest Paid	\$0.00
Untaken Reserved Trust	\$2,001.45
Net Owing	\$3,194.25

2. Close Bills

Notes

18.5 Posting Bills generated in Auto Billing

Bills that do not require editing

When you are ready to post the Bills that were automatically generated in Auto Billing that do not require any editing it is convenient to use the Bills function (Fees & Billing | Billing).

HANDS ON

In this exercise you will post the draft bills that were generated in the Auto Billing procedure. You should be in Bills to do this.

3. Open the Bills list if not already open
4. Select the “Filter” tab
5. Click on **[Clear All]**
6. *Dispatched* Check “Draft”
7. Click on **[Today]**
8. Select the “Bills” tab

Only the Draft bills that you have just created will be included.

If there are a number of Bills that can be posted without further editing, you can highlight them and post them all at once.

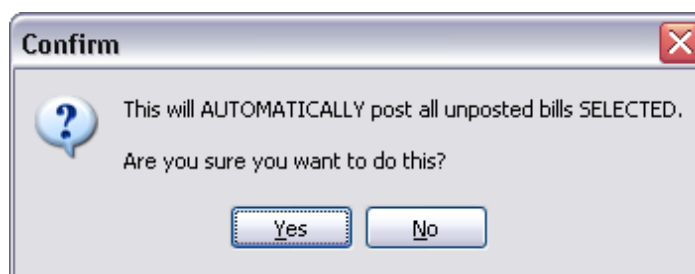
9. Highlight the bills, by pressing <SHIFT> and clicking each Bill entry

If there are Bills to be processed that are not consecutive, you can hold the <CTRL> key and click on each bill.

10. Click on the Down Arrow on the Post icon 
11. Select “Selected Bills”

If you are able to post all the drafts that are listed, select “All Bills”

The following message displays:



12. Click on **[Yes]**

You may see the Bill Posting screens appear and disappear as the bills are posted.

A new Bills list will be displayed.

The draft bills that have been billed have been removed.

13. Select the "Filter" tab

14. *Dispatched* Check Dispatched

15. Select "Bills"

You will now see the Bills and Write Off that have been processed today.

16. Close the Bills List

18.6 Reversing Bills

Bills can be reversed from Matters, or from Bills.

18.6.1 From the Matter

HANDS ON

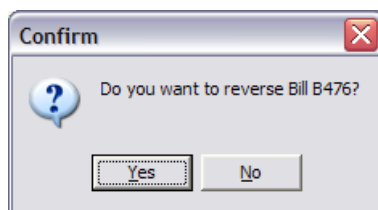
In this exercise you will reverse a Bill on Matter 012347.

1. Open Matter 012347
2. Ensure the “Bills” tab is selected
3. Double click the Bill for matter 012347 that you processed earlier

The Bill Creation screen will display.

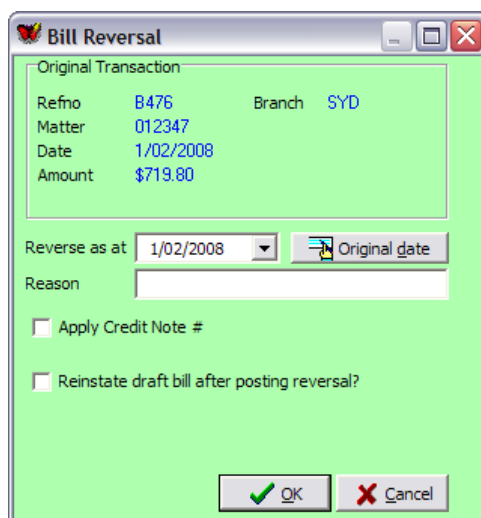
4. Click on 

A message displays asking you to confirm that you want to reverse the bill.



5. Click on **[Yes]** to reverse the Bill

The following screen displays:



6. *Reason* Incorrectly posted

7. *Apply Credit Note #* Leave unticked for this exercise

If ticked, the reversal of the Bill will be treated as a Credit Note.

You would usually issue a Credit Note when the client has disputed the amount and you are prepared to give a Credit.

Leaving this unticked would usually be where the bill was processed incorrectly – ie where the amounts are to be billed later, wrong amounts etc.

8. *Reinstate draft bill after posting reversal?* Leave unticked for this exercise

If ticked, the reversal will reinstate all the fee, disbursements, and sundries edits previously made and create a draft bill.

9. Click on **[OK]**

The “Bills” tab now shows the original bill (in red) and the reversing entry (in green).

10. Close the matter

18.6.2 Reverse a Reversal of a Bill

You can reverse the reversal of a Bill by selecting the “BnnnnRV” (red) entry from the Bills List, unless any of the items in the original bill have changed (ie the amount, tax or Author of the fees).

18.7 Bill Credit Notes

You can use the Bill Credit Note option to process Credit notes.

A Credit Note can be issued against an unpaid bill, for fees, disbursements and sundry disbursements.

Credit notes issued against billed Anticipated Disbursements (unpaid cheque requests) must be processed from the Cheque Request listing.

18.7.1 Issuing a Credit Note for part of an amount owing

HANDS ON

In this exercise you will issue a Credit Note against Bill B185 for \$50 fees.

1. Open Bill Credit Notes (Fees & Billing | Billing)

2. Click on 

The Bill List will display.

3. Clear the Filter using the icon on the Toolbar

4. *Bill* B185

NOTE: This field is case sensitive and you must include the "B".

5. Click on **[Find Bill]**

This will display the selected bill in the grid, so that you can check you have selected the correct number.

6. Click on **[OK]**

The Bill Credit Note screen displays.

Note that Lexis Affinity Library displays the balances of each ledger on the bottom of the screen.

7. *Entity* Accept the prompted Entity

8. *Date* Accept today's date

You can alter this date if necessary.

9. *Credit Note #* Accept [AUTOMATIC]

Automatic will allocate the next Credit Note Number
OR
Enter a manual number.

10. *Template* Click on **[Binoculars]** and select CREDIT NOTE

11. *Description* <TAB>

This defaults to the text that has been recorded when the Bill Credit Note Types were created.

12. *Type* Accept Discount applied

You can select from any type in the drop down list.

13. Click on **[Print Bill]**

The draft bill displays. The Author Summary (in this case – Page 3) indicates the Authors who have recorded fees on this matter.
In this case there is only one Fee Earner.

Allocation Table

The table displays the entries that are available for crediting.

14. Click on **[Credit Fees]**

15. *Amount* 50.00

This is the net amount – ie before Tax

16. Click on **[Apply Amount]**

If there is more than one Author, you can tick *Apply in Proportion*.

17. Click on **[OK]**

The Bill Credit Note will display again with the amounts inserted.

18. Click on **[Print Draft]**

A summary of the Credit Note will display.

19. Close the print display

20. *Keep form open after posting?* Tick this

21. Click on **[OK]** to process the Credit Note

A message will display advising the Credit Note number.

22. Click on **[OK]**

18.7.2 Issuing a Credit Note for the full amount owing

Bill Credit Notes also allows you to process a Credit Note automatically for the full amount owing on a particular bill.

HANDS ON

In this exercise you will process a Credit Note for the full amount owing for Bill 304 (Matter 990224).

1. Click on 
2. *Bill* B304
3. Click on **[Find Bill]**
4. Click on **[OK]**
5. *Date* Accept today's date
6. *Description* <TAB>
7. *Type* <TAB>
8. *Template* Select CREDIT NOTE
9. Click on **[Print Bill]**

Details of the Fees Summary, disbursements and sundries sections are shown below:

Fees	
MER	288.00
MMC	288.00
YSR	712.09
Disbursements	181.82
Sundries	
COP – Photocopying	7.20
Total	1477.11

10. Close the print display

Crediting Fees

11. Click on **[Credit Fees]**
12. Click on **[Fully Credit Items]**
13. Click on **[OK]**

The Fee amounts will be inserted in the Allocation table.

Crediting Disbursements & Unbiling amounts

14. *Unbill Disbursements* Tick this
15. Click on **[Credit Disbursements]**
16. Click on **[Fully Credit Items]**
17. Click on **[OK]**

The Disbursement amount will be inserted in the Allocation table.

Sundries

18. Repeat these steps to credit the Sundries

The total of the Credit Note should now equal 1624.82.

Fees:	1,288.09	Disb:	181.82	AntD:	0.00	Sund:	7.20	Total:	1,477.11
Tax:	128.81	Tax:	18.18	Tax:	0.00	Tax:	0.72	Tax:	147.71
Credit Fees		Credit Disb		Credit AntD		Credit Sund		1,624.82	
☒ Keep form open after posting?		☒ Unbill Disbursements?		☐ Print Credit Note after Post?		<input checked="" type="button" value="OK"/>		Cancel	

19. Click on **[OK]** to process the Credit Note

A message will display advising that there are trust funds reserved against this bill.

Confirm



Bill refno "B304" has \$500.00 in untaken reserved trust still to be transferred.
Do you want to unreserve all untaken reserved trust attached to this bill?

20. Click on **[Yes]**
21. Click on **[OK]**
22. Close the Bill Credit Note screen

Display Ledger

1. Open Matter 990224
2. Select the "Bills" tab

Note the details of the Credit Note.

3. Select the "Balances" tab

Note the Disbursement of 181.82 (+ tax) has been re instated to the matter.

18.7.3 Re-printing Credit Notes

If the Credit Note was not printed at the time of posting, you can print a Credit Note from Bills or from the Matter.

From Bills

PROCEDURE

Follow these steps to print a Credit Note from Bills.

1. Open Bills
2. Select the “Filter” tab
3. Click on **[Clear All]** and click on **[Today]**
4. *Dispatched* Check Dispatched
5. *Exclude Reversals and Write Offs* Leave unticked
6. *Bill Number From* CN

This will list only Credit Notes.

7. Select the “Bills” tab
8. Locate and double click the Credit Note

The Bill Creation screen is displayed.

9. Click on 
10. Locate and select your firms Credit Note template
11. Click on 

From the Matter

PROCEDURE

1. Open Matter 990089
2. Select the “Bills” tab
3. Locate and open the Credit Note
4. Confirm the template selection
5. Click on 

18.7.4 Reverse a Credit Note

PROCEDURE

1. Open Bills (Fees & Billing | Billing)
2. Select the “Filter” tab
3. Click on **[Clear All]**
4. Select the parameters required to locate the Credit Note required

For example:

Complete the “Bill Number from” field with the number of the Credit Note (remembering the prefix CN) and do not tick to exclude reversals etc..

5. Select the “Bills” tab
6. Highlight the Credit Note

7. Click on 

You will be asked if you want to reverse the Credit Note.

8. Click on **[Yes]**

The Bill reversal dialog box will display as shown below:



The dialog box titled "Bill Reversal" contains the following fields and controls:

- Original Transaction** (highlighted in green):
 - Refno: CN10
 - Branch: BRI
 - Matter: 990224
 - Date: 19/11/2010
 - Amount: -\$1,624.82
- Reverse as at**: A date field showing 19/11/2010 with a dropdown arrow.
- Original date**: A button next to the date field.
- Reason**: A large text area for entering the reason for reversal.
- Buttons**: "OK" (with a green checkmark) and "Cancel" (with a red X) at the bottom.

9. *Reason*

Complete the reason for the reversal.

10. Click on **[OK]**

19. Office Receipts

There are many ways of processing Office Receipts in Lexis Affinity Library.

You can:

- Select the Bills tab and the Receipt icon from a Matter screen
- Select Receipts
You can access other information about receipts from this icon.
- Select Receipt Creation

It is generally recommended that cheques be processed from the Matter screen, as Lexis Affinity Library will populate many fields of information. The exercises that follow are processed from the Matter screen.

When processing a receipt, you will enter the total of the receipt and then complete the Allocations table. If the receipt is for one reason and for one matter, the table will only contain one line. If the receipt is for more than one reason or for more than one matter, there will be several lines and the total of these lines should equal the total of the receipt.

Default Amount Allocation

The Lewisham Reid training dataset has this feature enabled. (ie Security Options – Receipt [and Cheque] | Trust [and General] | Default Amount Allocation is ticked.) This setting will default the amount of the receipt (or cheque) to the first line of the Allocations table.

Force Tally setting

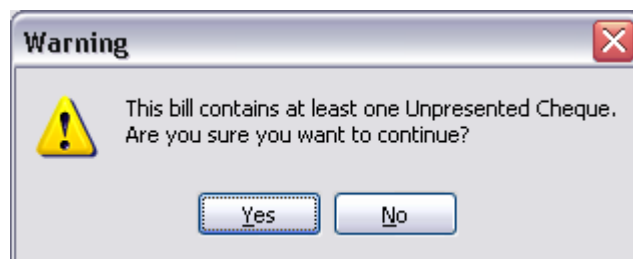
The Lewisham Reid Training dataset has this feature enabled. (ie Security Options – Receipt [and Cheque] | Trust [and General] | Force Tally is ticked.) This setting determines whether or not the operator has to make the total of the allocations agree with the total of the receipt (or cheque).

Write Offs in Receipting

The Lewisham Reid Training dataset has this feature enabled. (ie Security Options – Receipt | General | Write Off is ticked.) This setting allows the user to write off amounts when processing a receipt.

State Settings

There is a setting in States (System Settings) that can be activated so that a warning is displayed when the user selects to write a receipt for a bill that includes one or more unrepresented cheques. The warning message is displayed below:



19.1 Office Receipt for a Bill on a Matter – with Short Payment

➤ HANDS ON

In this exercise you will process an Office Receipt for Matter 010015 for \$563.00 to pay Bill #175. This is a short payment of 20 cents. There are no Anticipated Disbursements included in the total owing.

1. Open Matters from the Application toolbar
2. Open Matter 010015
3. Select the “Bills” tab

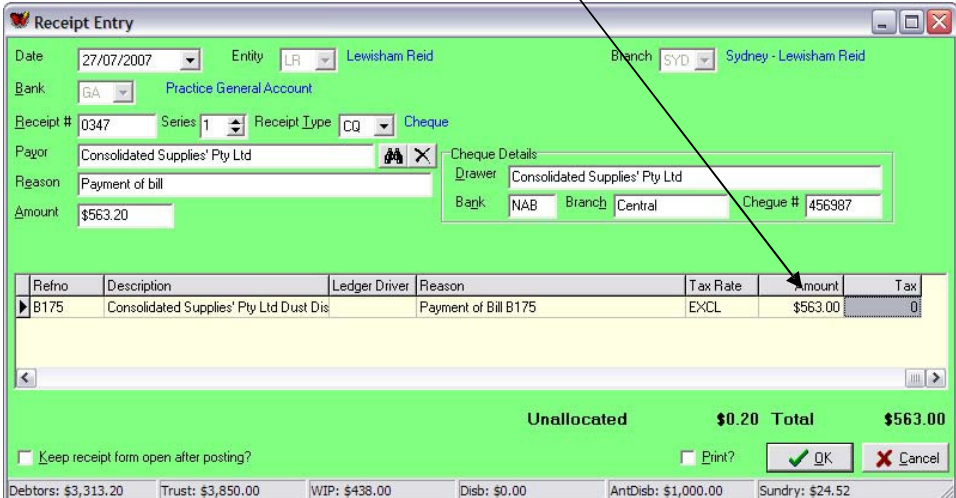
A list of outstanding bills displays.
4. Highlight B175
5. Click on **[Receipt]** on the bottom of the screen

Do not select  as this does not insert the Bill details.

NOTE: If you have more than one General Bank Account registered and you have not registered a Default Bank Account in Entities, you will be prompted to select the Bank Account for this transaction.

The Receipt entry screen displays with all details completed except for the Banking Details.
Lexis Affinity Library assumes that the receipt is for the full amount owing and for a Cheque.

6. Alter the Amount to 563.00
7. Complete the Cheque Details with your own details
8. Alter the amount in the Allocation table to 563.00 and press <TAB>



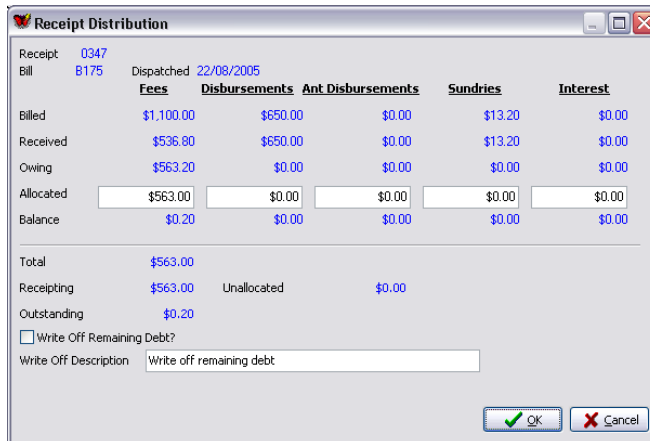
Refno	Description	Ledger Driver	Reason	Tax Rate	Amount	Tax
B175	Consolidated Supplies' Pty Ltd Dust Dis		Payment of Bill B175	EXCL	\$563.00	0

Unallocated \$0.20 Total \$563.00

☐ Keep receipt form open after posting? ☐ Print?

Debtors: \$3,313.20 Trust: \$3,850.00 WIP: \$438.00 Disb: \$0.00 AntDisb: \$1,000.00 Sundry: \$24.52

The Receipt Distribution screen displays as shown below:



	Fees	Disbursements	Ant Disbursements	Sundries	Interest
Billed	\$1,100.00	\$650.00	\$0.00	\$13.20	\$0.00
Received	\$536.80	\$650.00	\$0.00	\$13.20	\$0.00
Owing	\$563.20	\$0.00	\$0.00	\$0.00	\$0.00
Allocated	\$563.00	\$0.00	\$0.00	\$0.00	\$0.00
Balance	\$0.20	\$0.00	\$0.00	\$0.00	\$0.00

Total: \$563.00

Receipting: \$563.00 Unallocated: \$0.00

Outstanding: \$0.20

☐ Write Off Remaining Debt?

Write Off Description: Write off remaining debt

OK Cancel

This shows a balance of 20cents owing for fees.

9. *Write Off Remaining Debt?* Tick this

10. *Write Off Description*

Lexis Affinity Library has completed this with the standard text – you may prefer to add the Bill Number and/or Matter Number.

11. Click **[OK]**

12. Review the screen and check the details

NOTE: The “Reason” field has been automatically completed by Lexis Affinity Library.

The Tax Rate defaults to EXCL. This is correct in an accrued system, as the GST is handled at the time of processing the Bills.

13. *Print* Leave unticked

You should not need to alter anything else on this screen.

14. Click **[OK]**

The Bills tab is still selected.

The balance in the “Owing” column for B175 is updated to display \$0.00.

15. Select the “Balances” tab

16. Click on **[Debtors]** and **[Print]**

The Debtors ledger will display.

17. Click on **[Close]**

18. Select the “Receipts” tab

The details of the receipt are shown.

19.2 Partial Receipts on a Matter

If a client pays only part of what is owed you may need to manually allocate the receipt to the various parts of the Bill.

HANDS ON

In this exercise you will process a receipt for Matter 990188 for \$1000.00 being part payment.

1. Click on  to open the Matter List

2. Open Matter 990188

3. Select the "Bills" tab

A list of outstanding bills displays. Note the "Owing" column.

4. Highlight Bill B426

5. Click on **[Receipt]**

6. *Reason* Alter this to "Part Payment"

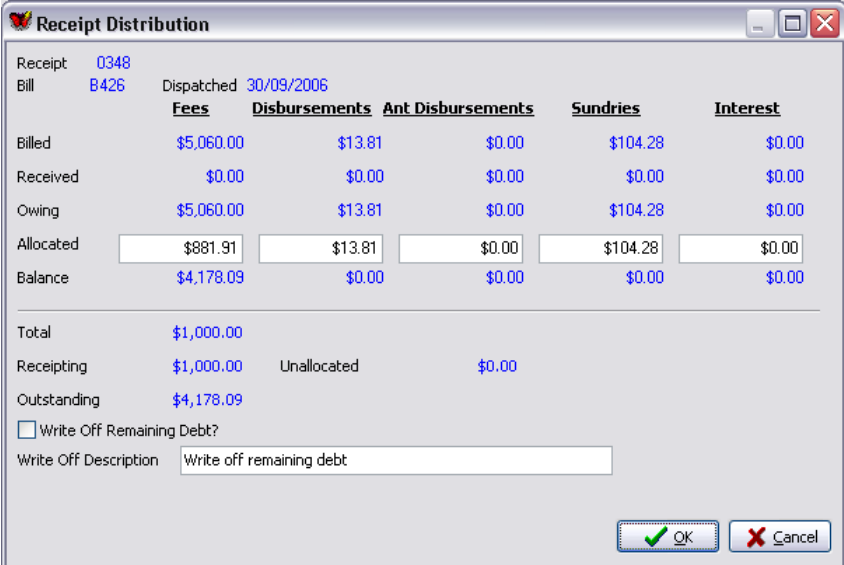
7. *Amount* 1000

8. Complete the banking details

9. Alter the amount in the Allocation table to 1000

Allocations Table

The Receipt Distribution dialog box displays as shown below:



Receipt Distribution

Receipt: 0348
 Bill: B426 Dispatched: 30/09/2006

	<u>Fees</u>	<u>Disbursements</u>	<u>Ant Disbursements</u>	<u>Sundries</u>	<u>Interest</u>
Billed	\$5,060.00	\$13.81	\$0.00	\$104.28	\$0.00
Received	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Owing	\$5,060.00	\$13.81	\$0.00	\$104.28	\$0.00
Allocated	\$881.91	\$13.81	\$0.00	\$104.28	\$0.00
Balance	\$4,178.09	\$0.00	\$0.00	\$0.00	\$0.00

Total: \$1,000.00

Receipting: \$1,000.00 Unallocated: \$0.00

Outstanding: \$4,178.09

☐ Write Off Remaining Debt?

Write Off Description:

The default for posting partial receipts is Disbursements, Anticipated Disbursements, Sundries then Fees. If the System / Posting default is set to exclude Anticipated Disbursements then the receipt will be posted to Disbursements, Sundries, Fees then Anticipated Disbursements.

You may alter this allocation if necessary.

10. Click **[OK]** to allocate the receipt
11. Click **[OK]** to post the receipt
12. Select the "Bills" tab

Note the amount owing is now \$4178.09

13. Close the Matter screen

19.3 Receipt Creation

When you access Receipts via Receipts Creation, you will need to complete all the details. This option is most useful for receipts to the General ledger. However if you have the Bill Number you could use Receipt Creation to receipt to Matters.

HANDS ON

In this exercise you will process an Office Receipt for fees paid by FAI Insurance for YSR speaking at a seminar

1. Open Receipt Creation (Transactions | Receipts)
2. *Entity* Select LR
3. *Bank* Select GA
4. *Payment Type* Select CQ
5. *Payor* FAI Insurance
6. *Show Address* Tick this

The Address fields will display. There are no details as the Payor details are not linked to a PhoneBook entry.

7. Complete an address
8. *Reason* YSR Speaking Fees - Seminar conducted by FAI
9. *Amount* 1100
10. Complete the banking details

Allocations Table

11. *Type* Select Ledger
12. *Ref No* 190
13. *Reason* Accept the prompted reason
14. *Tax Rate* Select TAXIN
15. *Amount* 1100 <TAB>
16. *Tax* Accept 100.00
17. Right click & select Ledger Analysis Driver
18. *Department* Select CRM
19. Click **[OK]**
20. Click on **[OK]** to process the receipt

19.3.1 Receipt Fields

Drawer Details

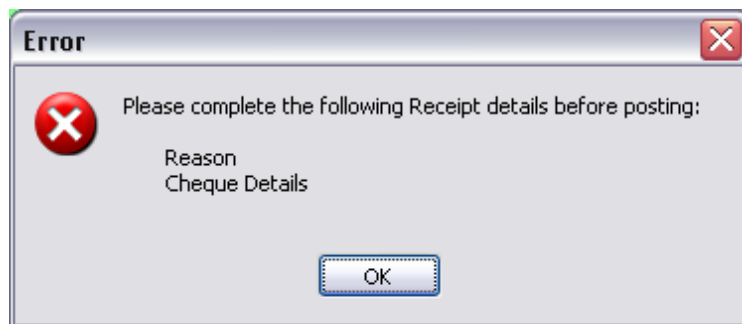
If the Receipt Types is a Cheque, Lexis Affinity Library prompts with the name of the "Payor"

If the Receipt Type is a Bank Cheque Lexis Affinity Library prompts with "Bank Cheque"

Some fields are compulsory when processing a receipt and you will not be able to update the receipt without completing those fields.

A warning message will display detailing the information that is missing.

An example of a warning message is shown below:



19.4 Receipts

This option provides access to the Cashbook, Clear Receipts, Reverse receipts and to display or print a graph that compares Cheque and Receipt totals, provided the user has the appropriate permissions.

These topics will be covered later.



PROCEDURE

1. Open Receipts (Transactions | Receipts)

The Receipts will be listed similar to those shown below:

The screenshot shows a software window titled "Receipts Cashbook". It has a menu bar with "File" and "Help", and a toolbar with icons for file operations. Below the toolbar are two tabs: "Cashbook" and "Filter". The "Filter" tab is active, displaying a "Receipts" table with columns: Entity, Bank, Branch, Date, Receipt, Payor, Operator, Reason, Amount, and Clearance. Two rows of receipts are listed. Below the receipts table is an "Allocations" section with radio buttons for "Matters", "General Ledger", and "Creditors". The "Matters" radio button is selected. Below this is an "Allocations" table with columns: Code, Description, Entity, Author, Branch, Dept, Matter Type, Debit, Credit, and Reason. One row is visible in the allocations table. At the bottom of the window, a status bar shows "2 Receipts \$1,663.00".

Entity	Bank	Branch	Date	Receipt	Payor	Operator	Reason	Amount	Clearance
LR	GA	SYD	16/11/2009	0347	Consolidated Supplies' Pt	YSR	Payment of bill	\$563.00	Cleared
LR	GA	SYD	16/11/2009	0350	FAI Insurance	YSR	Speaking fees	\$1,100.00	Cleared

Code	Description	Entity	Author	Branch	Dept	Matter Type	Debit	Credit	Reason
010015	Consolidated Supplies' Pty Ltd Dust Disease - James LR	LR	YSR	SYD	DD	DEBT		563.00	Payment of Bill B175

This screen will display a list of receipts based on the selections in the "Filter" tab.

2. Click on

The Receipt Entry screen displays.

Processing an Office Receipt in Receipts is the same as for Receipt Creation.

19.5 Receipts Menu Functions & Toolbars

19.5.1 Menu Functions

File

New Receipt Allows you to process a receipt

Special Clearance

This will record today's date as the cleared date

Print Current Receipt

Allows you to print a receipt for the highlighted entry.

This will be printed directly to the printer – not to the screen.

Print All Receipts

Allows you to print all the receipts listed on the Cashbook tab

These will be printed directly to the printer – not to the screen.

Print Receipt Allocations

Allows you to print the allocations of that highlighted receipt.

Print all Receipts as a Cashbook

Allows you to print the receipts listed on the Cashbook tab in a Cashbook format.

Reverse Current Receipt

Allows you to reverse a receipt

19.5.2 Toolbar



New Create a New Receipt



Special Clearance

Alter the clearance date on the highlighted entry. The clearance date will be altered to today's date. This option is only available on receipts that have already been banked.



Reverse

Reverse the highlighted entry.



Graph Prints a graph of Cheques-v-Receipts.



Print Prints Cashbook entries defined by Receipts Cashbook Filter.

19.6 Reverse an Office Receipt

You can reverse a receipt by selecting the Receipts icon on the desktop.

➤ HANDS ON

In this exercise you will reverse the receipt you processed for FAI Insurance.

1. Open Receipts (Transactions | Receipts)

The default Filter for Receipts is for today's date, so only today's receipts are listed.

2. Highlight the Receipt
3. Click on  to reverse the entry.

The Receipt Reversal screen will display giving details of the original receipt



4. *Reason* Incorrectly processed

The Original Date option is only available if the Cashbook for the Receipt selected has not been printed and purged for entries including that date.

5. *Print / Series* Accept the defaults
6. Click [OK]

The Receipts Cashbook now displays.
The Reversed entry displays in green and the reversal entry in red.

7. Close the Receipts Cashbook

19.7 Receipts from Bills

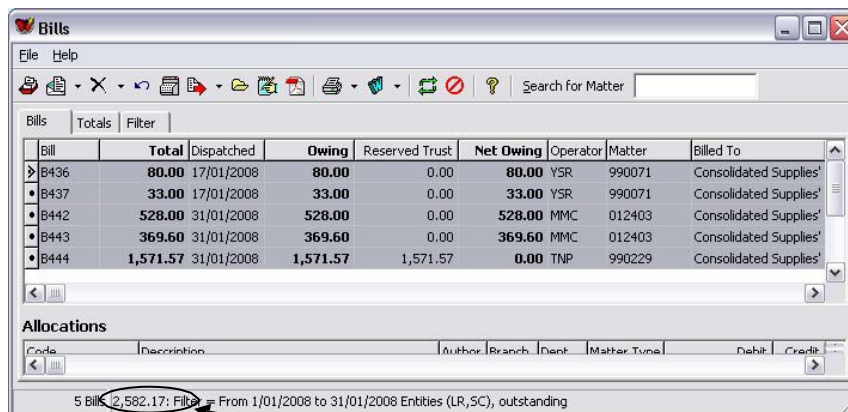
It is also possible to process receipts from the Bills List. This is particularly useful when a client has paid for more than one bill.

➤ HANDS ON

In this exercise you will process a receipt for \$1010.60 received from Consolidated Supplies Pty Ltd. A note accompanied the Cheque – “January 2008”.

1. Open Bills (Fees & Billing | Billing)
2. Select the “Filter” tab
3. Click on **[Clear All]**
4. *Dispatched* Check *Outstanding*
5. *Dispatched From / To* set the date range – 1/1/08 – 31/1/08
6. *Client* Click on **[Binoculars]**
7. Locate and select Consolidated Supplies Pty Ltd
8. Select the “Bills” tab

The screen should look similar to the following:



Bill	Total	Dispatched	Owing	Reserved Trust	Net Owing	Operator	Matter	Billed To
B436	80.00	17/01/2008	80.00	0.00	80.00	YSR	990071	Consolidated Supplies'
B437	33.00	17/01/2008	33.00	0.00	33.00	YSR	990071	Consolidated Supplies'
B442	528.00	31/01/2008	528.00	0.00	528.00	MMC	012403	Consolidated Supplies'
B443	369.60	31/01/2008	369.60	0.00	369.60	MMC	012403	Consolidated Supplies'
B444	1,571.57	31/01/2008	1,571.57	1,571.57	0.00	TNP	990229	Consolidated Supplies'

Allocations

Code	Description	Author	Branch	Dept	Matter Type	Debit	Credit

5 Bills 2,582.17 Filter = From 1/01/2008 to 31/01/2008 Entities (LR,SC), outstanding

Note that there are Reserved Trust Funds on B444.

The Client has paid \$1010.60 which is = the amount owing 2582.17 less 1571.57.

9. Highlight the first bill by clicking in the first column
10. Hold the <SHIFT> key and click in the first column of B443

Note the symbols beside each bill which indicate that the bill is selected.

11. Click on **[Receipt]** at the top of the screen

The Receipt Entry screen displays:

Receipt Entry

Date: 9/09/2008 Bank: GA Practice General Account

Receipt #: 0351 Series: 1 Receipt Type: CQ Cheque Entity: LR Lewisham Reid

Payor: Consolidated Supplies' Pty Limited Branch: SYD Sydney - Lewisham Reid

Reason: Payment of bill

Amount: \$1,010.60

Cheque Details

Drawer: Consolidated Supplies' Pty Limited

Bank: NAB Branch: Sydney Cheque #: 123987

Type	Refno	Description	Ledger Driver	Reason	Tax Rate	Amount	Tax
Bill	B436	Consolidated Supplies' Pty Ltd		Payment of Bill B436	EXCL	80.00	0.00
Bill	B437	Consolidated Supplies' Pty Ltd		Payment of Bill B437	EXCL	33.00	0.00
Bill	B442	Consolidated Supplies' Pty Ltd		Payment of Bill B442	EXCL	528.00	0.00
Bill	B443	Consolidated Supplies' Pty Ltd		Payment of Bill B443	EXCL	369.60	0.00

Unallocated \$0.00 Total \$1,010.60

☐ Keep receipt form open after posting? ☐ Print?

Drs: 897.60 Tru: 0.00 WIP: 96.00 Disb: 0.00 ADisb: 0.00 Sundry: 0.00

12. Review the receipt details and complete the banking details

13. Click on **[OK]** to process the receipt

The Bills List will display – only one bill remains unpaid – B 444 which has the reserved trust funds.

(You may need to refresh the screen).

19.7.1 Office Bank Deposit

Lexis Affinity Library is able to produce the Bank Deposit Slip required by the bank when depositing funds. Once printed, you will need to attach the micro encoded slip provided by the bank.

It is recommended that Credit Card Receipts be processed as a separate Bank Deposit. This will assist with processing Bank Reconciliations.

There are two options available – Bank Deposit and Bank Deposit Query. You should use Bank Deposit to post the Bank Deposit – this allocates a Deposit Number, and Bank Deposit Query to print two copies of the Bank Deposit slip – with the Deposit number included.

HANDS ON

In this exercise you will print the Bank Deposit Slip for today's banking.

1. **Open Bank Deposits** Financial
2. *Entity* Accept LR
3. *Bank* Select GA
4. *Branch* Delete the prompted Branch to include all branches if not already blank
5. *Deposited* Accept today's date
6. *Deposit includes* Select Cheques, Cash and Credit Cards

The receipts of these types that you have processed today will be displayed on the right hand side.

To exclude items from this banking, highlight the item and click on **[Unselect]**.

A summary of the banking can be seen in the lower right corner.

This shows the totals for each of the different types of transactions making up the deposit.

7. *Keep Bank Deposit form open after posting?* Leave unticked for this exercise

Tick this if you are processing Deposits for more than one Bank.

To check the Deposit before Posting:

8. Select  to print the Bank Deposit to the screen

All cheque entries will be listed with a summary of deposit amounts.

9. Close the print display

Post the Bank Deposit

10. Click on  to post the Bank Deposit for the selected items and Bank Account.

A message will display advising the Deposit Number.

11. Click on **[OK]** to complete the deposit posting

19.7.2 Print a Final Bank Deposit

Use Bank Deposit Query to print the Bank Deposit after it has been posted.

HANDS ON

In this exercise you will print the Office Bank Deposit.

1. Open Bank Deposit Query (Financial Maintenance | Banking)
2. Select the "Filter" tab
3. Click on **[Clear All]**
4. Click on **[Today]**
5. Select the "Deposits" tab

A list of Bank Deposits for today will display.

6. Click on 

The Bank Deposit will display on the screen.
Note the Deposit Number is included in this copy.

7. Click on  on the display

8. Alter the number of copies to 2

This is so that you have one copy for your records and one copy for the Bank to retain.

9. Click on **[OK]** to print the Bank Deposit
10. Click on  on the display to send the print job to the screen
11. Click on **[Close]**
12. Close the Bank Deposit Query screen



TIP: Remember to print a deposit for each Bank Account.

20. Trust to Office Transfers

Trust to Office Transfers can be easily located and processed from the Bills List or individually from the Matter record.

Trust to Office transfers are processed as journal entries on the matters and a Control Account. The funds then need to be moved from one Bank Account to another by a Trust Cheque and an Office Receipt.

20.1 From the Bills List

Lexis Affinity Library provides for the automatic transfer of trust funds to Debtors where Reserved Trust Funds exist. This feature is particularly useful if your firm regularly uses the Reserved Trust feature in either Billing or when processing Trust Receipts.

NOTE: Only Cleared Reserve Trust funds can be transferred from the Bills List.

You can use the Filter settings to select entries that are Outstanding and 'Include Bills with Reserved Trust Only'. Additionally, if there is a requirement to wait 30 days before processing a Trust to Office transfer, you can also use the filter to locate only those bills that were dispatched 30 days or more ago.

You can also use the Bills List to process individual transfers where there are cleared but not reserved trust funds.

Matters with Reserved Trust

HANDS ON

In this exercise you will list the Bills where a Trust to Office transfer from Cleared Reserved Trust could occur and then process the transfers.

1. Open Bills (Fees & Billing | Billing)
2. Select the "Filter" tab
3. Click on **[Clear All]**
4. *Dispatched* Select Outstanding
5. *Dispatched from / to* Accept the blank dates

Normally, in your office you would select this date to only include Bills where a Trust to Office transfer can be processed (eg: in states where you must wait 30 days before transferring funds from Trust, set this date to be 30 days earlier than today.).

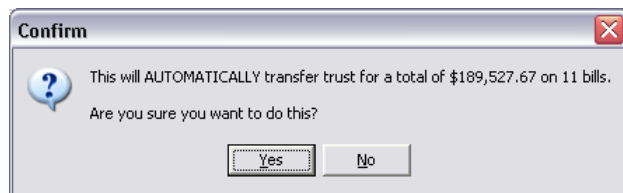
6. *Include Bills with Reserved Trust only?* Tick this
7. Select the "Bills" tab

Outstanding Bills where there is Cleared Reserved Trust Funds will be listed.

8. Click on the down arrow beside 

9. Select All Bills with Reserved Trust

A message advising the amount of the transfer will be displayed similar to the one below:



10. Click on **[Yes]** to process the transfer

You will see Lexis Affinity Library processing the transactions.

11. Close the Bills screen

Trust to Office transfer options

It is possible to perform the transfer function for

Current Bill with Cleared Trust

This will process a Trust to Office transfer on one selected entry if the trust funds are cleared.

Selected Bills with Reserved Trust

This will process a Trust to Office transfer on all selected entries if the trust funds are marked as reserved and are clear funds.

You can use <CTRL>and click to select entries.

All Bills with Reserved Trust

This will process a Trust to Office transfer on all bills included in the display, if there are Clear Reserved Trust funds.

Display the transfer entries

You can see the journal entry details in the following:

- ¾ the Trust Journal Report
- ¾ the Trust to Office Transfer Matter
(in the LR files this is TA_TR_OFF or TB_TR_OFF), select the Trust Ledger printout
- ¾ the transactions within the Trust to Office General Ledger Account
(in the LR files this is 9999)

20.2 From the Matter

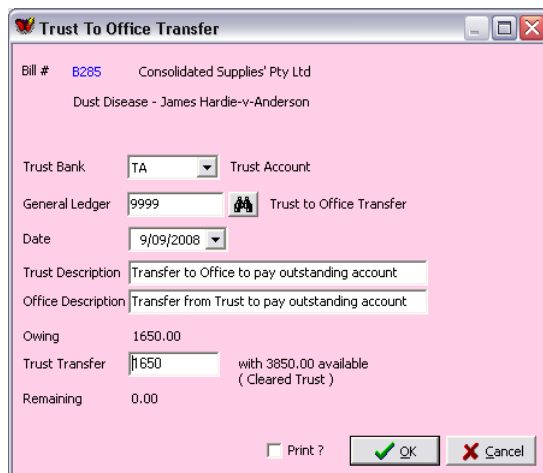
➤ HANDS ON

In this exercise you will process trust to office transfers as detailed below:

Matter Number	Bill Number	Amount
010015	B285	1650.00
010015	B284	1100.00
990075	B292	169.95
Total		2919.95

1. Open Matter 010015
2. Select the "Bills" tab
3. Highlight B285
4. Click on **[Trust to Office]**

The Trust to Office transfer screen is shown below:



5. *Trust Bank* Accept the prompted Bank Account
6. *General Ledger* Accept the prompted GL Account Number
7. *Date* Accept the prompted date
8. *Trust / Office Description* Accept the prompted Descriptions
9. *Trust Transfer* Accept the prompted Amount
10. Click on **[OK]** to process the transfer
11. Repeat these steps for the other transfers
12. Close the Matter screen

20.3 Reverse Trust to Office Transfers

➤ HANDS ON

In this exercise you will reverse the Trust to Office transfer you have processed for Matter 010015 for Bill

1. Open Journals (Transactions | Journals)
2. If necessary, use the filter settings to locate the journal you have processed

The screen will look similar to the one shown below:

The screenshot shows the 'Journals' window with a search bar and a list of journals. Below the list is an 'Allocations' section with tabs for General Ledger, Matters, and Creditors. The General Ledger tab is selected, showing a table of allocations.

Code	Description	Author	Branch	Dept	Matter Type	Debit	Credit	Reason
3001	Debtors - Fees	YSR	SYD	CV	DEBT		1,500.00	Transfer from
9999	Trust to Office Transfer	YSR	SYD	CV	DEBT	1,500.00		Transfer from
3001	Debtors - Fees	YSR	SYD	DD	DEBT		150.00	Transfer from
9999	Trust to Office Transfer	YSR	SYD	DD	DEBT	150.00		Transfer from

At the bottom, it shows '1 Journals \$1,650.00'.

3. Highlight the entry to be reversed
4. Click on **[Reverse Journal]**

The Journal Reversal dialog will display as shown below:

The screenshot shows the 'Journal Reversal' dialog box. It contains a section for 'Original Transaction' with the following details:

- Entity: LR
- Branch: SYD
- Journal: 194
- Date: 7/02/2011
- Description: Transfer from Trust to pay outstanding ac
- Amount: \$1,650.00

Below this, there is a 'Reverse as at' field with a dropdown menu showing '7/02/2011' and a button labeled 'Original date'. There is also a 'Reason' text box. At the bottom, there are 'OK' and 'Cancel' buttons.

5. *Reversal* Incorrect transfer

6. Click on **[OK]** to process the entry

A message advising the Journal Number will display.

7. Click on **[OK]** to accept the message

Display the Matter – “Debtors” ledger

If you now display the Debtors Ledger, you will see the original transfer and the reversal.

Printed 7/02/2011 3:51:45 PM		Debtors Ledger			Page 1
		for all transactions			
Matter 010015		Client Consolidated Supplies Pty Ltd			
Description Dust Disease - James Hardie-v-Anderson					
Date	Refno	Description	Debit	Credit	Balance
8/01/2005	0006	Payment of Bill 9		2,935.30	2,935.30 CR
8/01/2005	9	Client Bill 9	2,935.30		0.00
22/08/2005	0123	Payment of Bill B175		1,200.00	1,200.00 CR
22/08/2005	B175	Client Bill B175	1,763.20		563.20
15/03/2006	B285	Client Bill B285	1,650.00		2,213.20
15/05/2006	B284	Client Bill B284	1,100.00		3,313.20
7/02/2011	194	Transfer from Trust to pay outstanding account of Bill B285		1,650.00	1,663.20
7/02/2011	195	Incorrect reversal	1,650.00		3,313.20
Totals			9,098.50	5,785.30	
Balance			3,313.20		

NOTE: You will not be able to reverse a Trust to Office transfer if there are no available funds in the Trust Transfer Matter.
Refer to the section below for information on checking the balance of the Trust transfer matter and how to transfer the funds.

If the funds have already been transferred to the Office Account, you will need to process an Office Cheque and trust receipt on the Trust transfer matter and then process the reversal

20.4 Check the Trust Balance

To determine the balance of the TA_TR_OFF Account, you can print the trust Ledger



HANDS ON

1. Open Matters
2. Locate and open TA_TR_OFF
3. Select the "Balances" tab
4. Note the Trust balance

This is the amount for the Trust Cheque.

You can display the transactions by clicking on **[Trust]**.

20.5 Process the Trust Cheque / Office Receipt

This process can be done from Cheques/Cheque Creation or from the matter screen of the Trust to Office transfer account.

HANDS ON

In this part of the exercise only some fields are detailed.

1. *Open Cheque Creation* (Transactions | Cheques)
2. *Bank* TA
3. *Authorised* select YSR
4. *Pay* Lewisham Reid General Account
5. *Reason* Trust to Office transfer
6. *Amount* Enter the amount previously noted

NOTE: This is the balance of the TA_TR_OFF account. It includes transfers that were previously processed, but where the Trust Cheque/Office Receipt was not processed

ALTERNATELY:

You can complete the Ref No field and the balance of the matter will be displayed at the bottom of the screen.

7. *General Bank for Trust Transfer* GA

Allocations Table

8. *Type* Select Matter
9. *Ref no* Click on  and locate TA_TR_OFF
10. *Amount* Enter the amount previously noted
11. Click **[OK]**

The Office Receipt screen will automatically open with all details completed.

12. Modify the Payor and Cheque Details (ie Drawer name)
13. Click **[OK]**

Remember that this receipt will need to be included in your normal daily banking.

If you have more than one Trust Bank Account, these steps must be processed on each Bank Account.

Notes

21. Write Offs

In Lexis Affinity Library, there are three Write Off options.

Write Offs Use this feature to write off billed amounts – Fees, Disbursements Anticipateds or Sundries.

This is the preferred method.

Write Off Unbilled Fees, Disbursements and Sundries

Use this feature to write off fees, disbursements or sundries. Write offs will be processed to the GL Account nominated on the Entities | Posting tab.

Write Off Disbursements

Use this feature if you do not use Branch Reporting and to write off only disbursements. It is possible to select the GL Account for the processing of the write off.

21.1 Write Off Billed Amounts

This feature is used when writing off Debtors balances, as in the case of bad debts.

➤ HANDS ON

In this exercise you will write off the balance owing on Matter 990188

1. Open Write Offs (Transactions | Journals)

2. Click on  to open the Bills List

3. Locate B426

The screen will display similar to the one shown below:



Reference	Billed Amount	Billed Tax	Paid Amount	Amount Credited	Tax Credited
JW	\$4,360.34	\$436.03	\$1,621.70	\$0.00	\$0.00
KLM	\$239.66	\$23.97	\$89.13	\$0.00	\$0.00

210		230		220	
Fees:	0.00	Disb:	0.00	AntD:	0.00
Tax:	0.00	Tax:	0.00	Sund:	0.00
Total:		Total:		Total:	
0.00		0.00		0.00	

☐ Private?
☐ Keep form open after posting?

Fees: 2,889.17 Disb: 0.00 AntD: 0.00 Sund: 0.00 Total Debtors: 3,178.09
 Tax: 288.92 Tax: 0.00 Tax: 0.00 Tax: 0.00 Bill Total: 5,178.09

4. *Description* Accept the prompted description

Note that you can select alternate GL Charts for the Write Off entries (if permissions allow).

5. Click on **[Credit Fees]**
6. Click on **[Fully Credit Items]**
7. Click on **[OK]** to accept the Fees Write Off
8. Click on **[OK]** to post the write off

A message displays advising the Journal Number

9. Click on **[OK]**

This entry will be shown as a credit on the Debtors Ledger and in the Bad Debt Accounts.

The Bad Debt Accounts will vary from site to site, but usually these are Bad Debt – Fees and Bad Debt – Sundries Accounts.

10. Display the matter
11. Select the “Balances” tab

The Debtors balance should be \$0.00.

21.2 Write Off Unbilled Amounts

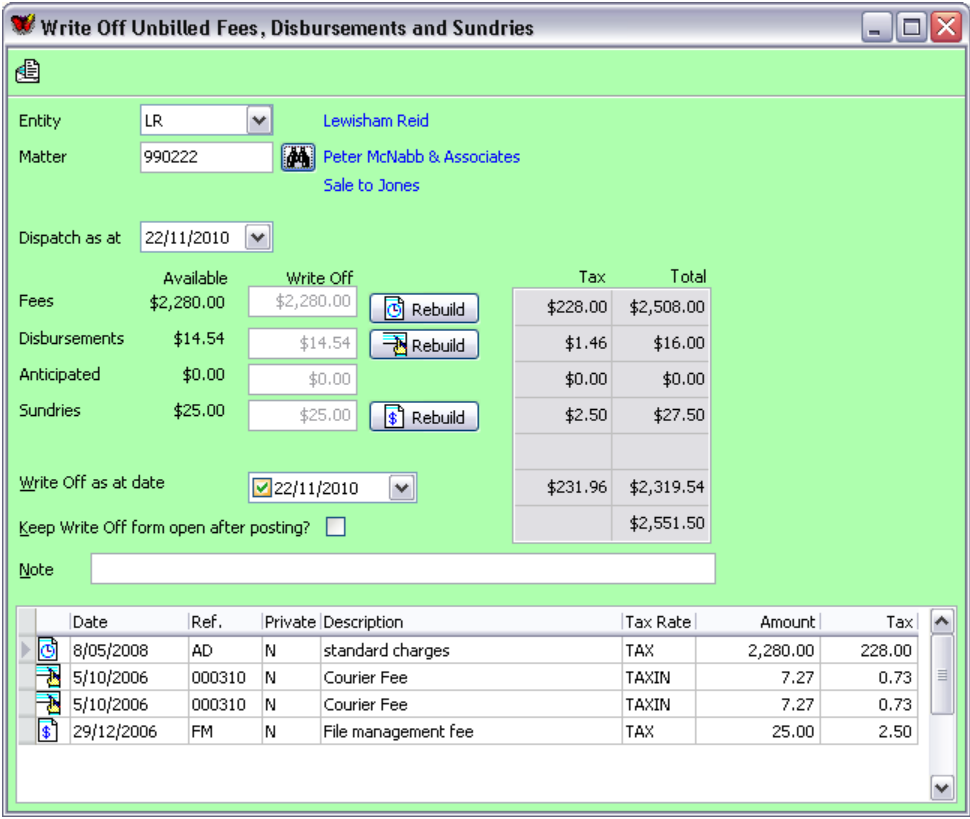
21.2.1 Write off the Balance

➤ HANDS ON

In this exercise you will write off the balance of unbilled Fees and Sundries on Matter 990222 as the matter is not proceeding.

1. Open Write Off Unbilled Fees, Disbursements and Sundries
(Transactions | Journals)
2. *Entity* Accept LR
3. Click on  and select Matter 990222

A screen similar to the following will display:



	Available	Write Off		Tax	Total
Fees	\$2,280.00	\$2,280.00	 Rebuild	\$228.00	\$2,508.00
Disbursements	\$14.54	\$14.54	 Rebuild	\$1.46	\$16.00
Anticipated	\$0.00	\$0.00		\$0.00	\$0.00
Sundries	\$25.00	\$25.00	 Rebuild	\$2.50	\$27.50
				\$231.96	\$2,319.54
					\$2,551.50

Write Off as at date ☒ 22/11/2010

Keep Write Off form open after posting? ☐

Note

	Date	Ref.	Private	Description	Tax Rate	Amount	Tax
	8/05/2008	AD	N	standard charges	TAX	2,280.00	228.00
	5/10/2006	000310	N	Courier Fee	TAXIN	7.27	0.73
	5/10/2006	000310	N	Courier Fee	TAXIN	7.27	0.73
	29/12/2006	FM	N	File management fee	TAX	25.00	2.50

4. *Dispatch as at* Accept today's date

You can alter the date to a prior period date if required.

The values of Fees, Disbursements and Sundries are inserted in the Write Off fields, and the Allocations table displays the entries that make up these amounts.

Anticipated Disbursements must be reversed from Cheque Requests.

5. *Write of as at date* Accept today's date

You can alter the date to write off only those transactions recorded prior to the date entered, if required.

6. *Keep Write Off form open after Posting?* Tick this

7. *Note* Balance written off, matter not proceeding

This field is optional.

8. Click on  to update the Write off entry.

21.2.2 Write off Selected items

HANDS ON

In this exercise you will select various items for Write Off on Matter 990034.

1. Click on the  and select Matter 990034

The following screen will display:

Write Off Unbilled Fees, Disbursements and Sundries

Entity: LR **Lewisham Reid**
 Matter: 990034  **Gemini Ski Hire**
 Debt recovery from Fauldings

Dispatch as at: 22/11/2010

	Available	Write Off		Tax	Total
Fees	\$80.00	\$80.00	 Rebuild	\$8.00	\$88.00
Disbursements	\$190.91	\$190.91	 Rebuild	\$19.09	\$210.00
Anticipated	\$0.00	\$0.00		\$0.00	\$0.00
Sundries	\$1.50	\$1.50	 Rebuild	\$0.15	\$1.65
				\$27.24	\$272.41
					\$299.65

Write Off as at date: ☒ 22/11/2010

Keep Write Off form open after posting? ☐

Note:

	Date	Ref.	Private	Description	Tax Rate	Amount	Tax
	7/09/2006	Y5R	N	Preparation and despatch of 1st letter of	TAX	50.00	5.00
	5/01/2007	Y5R	N	Preparation and despatch of 1st letter of	TAX	30.00	3.00
	4/04/2005	21	N	Petty cash		9.09	0.91
	18/04/2006	000270	N	Bribe	TAXIN	90.91	9.09
	18/04/2006	000270	N	Bribe	TAXIN	90.91	9.09
	7/09/2006	POST	N	Postage	TAX	1.00	0.10
	5/01/2007	POST	N	Postage for letter of demand	TAX	0.50	0.05

Write off Sundries

2. Right Click in the lower section of the screen
3. Select "Remove All"

No amounts have been selected to be written off.

4. Click on **[Rebuild]** (Next to Sundries)

The Write Off amount is now only the Sundry amount, Fees and Disbursements have been removed.

5. Right Click in the lower section of the screen
6. Select "Rebuild All"

Write off one Fee Entry

7. Highlight the first Fee entry

The symbol in the first column must be .

8. Hold the <CTRL> key and highlight all Disbursement and Sundry entries.
9. Right Click on the selected lines
10. Select "Remove Selected Items"

This leaves the value of the 2nd entry to be written off.

11. Right Click in the lower section of the screen & select "Rebuild All"

Write off Fees and Disbursements

12. Right Click in the lower section of the screen
13. Select "Remove Sundries"

The value of the Write Off is now Fees + Disbursements.

14. Right Click in the lower section of the screen & select "Rebuild All"

Write off Fees and Sundries

15. Right Click in the lower section of the screen
16. Select "Remove Disbursements"

The total value of the Write Off is Fees + Sundries.

17. Right Click in the lower section of the screen & select "Rebuild All"

Write off Fees only

18. Right Click in the lower section of the screen & select "Remove All"
19. Click on **[Rebuild]** (next to Fees)

Alternately, you can select "Remove Sundries" and "Remove Disbursements".

20. *Keep Write Off Form open after posting?* Untick this
21. *Note* Write off as per memo YSR

22. Click on  to update the Write Off entry.

Reversing Fee Write Offs

If you need to reverse a Fee Write Off entry, use the Bills feature. Write Off entries will be displayed in the Bills list (depending on the Filter Settings) -usually with a prefix of W. Locate the entry and reverse it in the same way as reversing a Bill. The WIP will be reinstated.

22. Ledgers

You can display or print Matter Ledgers in Lexis Affinity Library. You can print a Ledger just for WIP, Disbursements, Anticipated Disbursements, Sundries, Debtors, Fees, Trust, a Combined Ledger or an Investment Ledger.

Matter Ledgers are accessed from the Matter | “Balances” tab.

HANDS ON

In this exercise you will display and print ledgers for Matter 990227.

1. Open Matters from the Application Toolbar
2. Open Matter 990227
3. Select the “Balances” tab

22.1 WIP Ledger

You can print a Matter Ledger for WIP. This will show all the unbilled Fee entries. Any Fee entries that are included in a Draft Bill will be marked "DRAFT".

1. Note the WIP balances

Work in Progress	\$2,580.00	
- Scale Cost	\$113.64	
- Non-Billable WIP	\$960.00	

2. Click on **[WIP]** to open the Work in Progress Ledger

The Work in Progress Ledger is displayed on the screen.

Printed 4/05/2009 4:22:09 PM		WIP Ledger (excluding reversals)								Page 1
Matter 990227		Client Henderson & Associates								
Description Sale to Browne - 88 Grant Street, Parramatta										
Date	Description	Author Partner	Billed	Misc Scale Cost	Units	Non Billable WIP	Amount	Tax	Total	Balance
0005/2008	Standard charges	AD		360.00	60.00	0.00	2,100.00	210.00	2,310.00	2,310.00
N		MM								
4/05/2009	Initial Meeting	YSR		60.00	10.00	0.00	480.00	48.00	528.00	2,838.00
N		MM					113.64	11.36	125.00	125.00
4/05/2009	Research	YSR		120.00	20.00	960.00	0.00	0.00	0.00	2,838.00
RSCH		MM								
Totals				540.00	90.00	960.00	2,580.00	258.00	2,838.00	
						113.64	113.64	11.36	125.00	
<u>Fees Summary by Author</u>										
Author		W.I.P. units		W.I.P.		Scale Cost	Non Billable WIP	Total Units	Total	Total Scale Cost
AD	Anthony Donnelly	60.00		2,100.00				60.00	2,100.00	
YSR	Yvette S Rogers	30.00		480.00		113.64	960.00	30.00	480.00	113.64
		90.00		2,580.00		113.64	960.00	90.00	2,580.00	113.64
<u>Fees Summary by Type</u>										
Fee Type		W.I.P. units		W.I.P.		Scale Cost	Non Billable WIP	Total Units	Total	Total Scale Cost
N	Normal Fee	70.00		2,580.00		113.64		70.00	2,580.00	113.64
RSCH	Research	20.00				113.64	960.00	20.00		
		90.00		2,580.00		113.64	960.00	90.00	2,580.00	113.64

3. Examine the entries.

In this matter there is one entry for normal Fee recording, one entry for Scale Costing and one entry that is Non-Billable.

Note the Summary by Fee Author and Fee Type.

4. Click on **[Close]**

22.2 Disbursements Ledger

1. Note the Unbilled Disbursements balance

Unbilled Disbursements	\$32.73	 Disburse

This amount represents the disbursements paid from the General bank Account/s.

2. Click on **[Disburse]**

The Matter Disbursements Ledger Selection screen displays as shown below:



The screenshot shows the 'Matter Disbursement Ledger' window. It includes fields for 'Matter' (990227) and 'Client' (Henderson & Associates). There are date range selectors for 'From' (18/09/2006) and 'To' (31/05/2009), along with buttons for 'Today', 'Yesterday', 'This Week', 'Last Week', 'This Month', 'Last Month', and 'Year To Date'. There are also checkboxes for 'Print only unbilled items', 'Include Disbursements Paid by Trust', and 'Exclude Reversals', and a 'Print' button at the bottom right.

3. *From / To*

The default Date Range is to include all transactions.

The From Date defaults to the first Disbursement transaction on the matter, the To date defaults to today's date. Alternately, you can select another date range.

4. *Print only unbilled items?* Tick this
5. *Include Disbursements Paid by Trust* Leave unticked
6. *Exclude Reversals* Leave unticked
7. Click on **[Print]**

The Disbursement Ledger prints to the screen.

Printed 4/05/2009 4:40:37 PM

Disbursement Ledger

Page 1

for unbilled transactions

Matter **990227** Client Henderson & Associates

Description Sale to Browne - 88 Grant Street, Parramatta

Date	Refno	Payer	Invoice	Amount	Tax	Total	Balance
Agent?	Exp Type	Description	Billed				
19/01/2008	000340	Speedy Couriers		32.73	3.27	36.00	36.00
		Courier charges for June					
Totals				32.73	3.27	36.00	

Disbursement Summary

Expense Type	Description	Amount	Unbilled	Tax	Total
.		32.73		3.27	36.00
		32.73		3.27	36.00

8. Note the Total of the Amount column agrees with the Unbilled Disbursements balance on the "Balances" tab (ie \$32.73)
9. Click on **[Close]**

Include Disbursements paid by Trust

10. Click on **[Disburse]**
11. *Include Disbursements Paid by Trust* Tick this
12. Click on **[Print]**

The Disbursement Ledger prints to the screen.

Printed 4/05/2009 4:37:59 PM

Disbursement Ledger (including paid by trust)

Page 1

for unbilled transactions

Matter: **990227** Client: Henderson & Associates

Description: Sale to Browne - 88 Grant Street, Parramatta

Date	Refno	Payer	Invoice	Amount	Tax	Total	Balance
Agent?	Exp	Type Description	Billed	Trust			
19/01/2008	000348	Speedy Couriers Courier charge for June			32.73	3.27	36.00
05/2009	001072	Office of State Revenue Reports fees		T	220.00		220.00
Totals					252.73	3.27	256.00

Disbursement Summary

Expense Type	Description	Amount	Unbilled	Tax	Total
.		252.73		3.27	256.00
		252.73		3.27	256.00

13. Examine the additional transaction

And note the additional information in the heading of the report

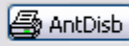
This entry can be included in the disbursements section of a bill, even though it has been paid from Trust.

14. Click on **[Close]**

22.3 Anticipated Disbursements Ledger

The balance of Anticipated Disbursements is the total of Cheque Requisitions that have not been converted – ie processed as Cheques.

1. Note the Anticipated Disbursements balance

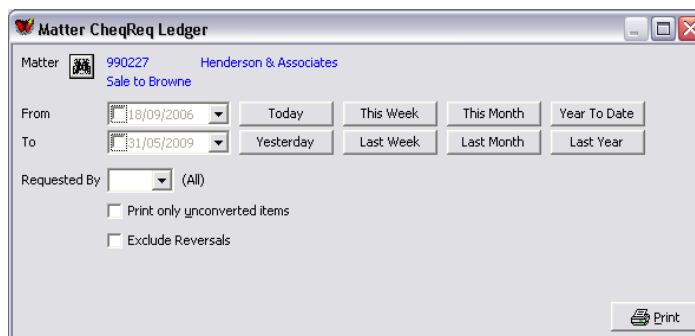
Anticipated Disbs - Unbilled - Debtors	\$500.00	

Unbilled Anticipated Disbursements represents the unconverted, unbilled Cheque Requisitions for this matter.

Debtors – Anticipated Disbursements represents the unconverted billed Cheque requisitions for this matter.

2. Click on **[AntDisb]**

The Matter CheqReq Ledger Selection screen displays as shown below:



The screenshot shows a window titled "Matter CheqReq Ledger". It contains the following fields and controls:

- Matter:** 990227, Henderson & Associates, Sale to Browne
- From:** 18/09/2006 (dropdown)
- To:** 31/05/2009 (dropdown)
- Requested By:** (All) (dropdown)
- Buttons:** Today, This Week, This Month, Year To Date, Yesterday, Last Week, Last Month, Last Year
- Checkboxes:**
 - ☐ Print only unconverted items
 - ☐ Exclude Reversals
- Print Button:** Print

The default Date Range is to include all transactions.

This screen also allows you to select Cheque Requisitions that have been requested by a particular Employee.

3. *Requested by* Leave blank
4. *Print only unconverted items* Tick this
5. *Exclude Reversals* Tick this
6. Click on **[Print]**

The Anticipated Disbursement Ledger will display on the screen.

Printed 22/11/2010 11:20:40 AM

Anticipated Disbursement Ledger (excluding reversals)

Page 1

Matter: 990227

Client: Henderson & Associates

for unconverted transactions

Description: Sale to Browne - 88 Grant Street, Parramatta

For Agent#	Bank Invoice #	Payee Description	Req By Status	Bill Billed	Amount Paid on Bill	Tax Paid on Bill	Total Paid on Bill	Balance
6/05/2009	TA	The Legal Search Company Report fees	YSR Waiting		500.00	50.00	550.00	550.00
Totals					500.00	50.00	550.00	
					0.00	0.00	0.00	

Anticipated Disbursement Summary

Expense Type	Description	Amount	Unbilled Tax	Total	Amount	Tax	Total
SAFE	Search fee	500.00	50.00	550.00	500.00	50.00	550.00
		500.00	50.00	550.00	500.00	50.00	550.00

If all transactions have been included, the converted Cheque Requisitions show the Cheque Requisition (a debit) and the Converting entry (a Credit).

- Click on **[Close]**

22.4 Sundry Ledger

The balance of Sundries is the total of the unbilled Sundry entries that have been processed.

1. Note the Sundries balance

Sundries	\$25.00	 Sundry

2. Click on **[Sundry]**

The Matter Sundry Ledger Selection screen displays as shown below:



Matter Sundry Ledger

Matter  990227 Henderson & Associates
Sale to Browne

From: 18/09/2006 Today This Week This Month Year To Date
To: 31/05/2009 Yesterday Last Week Last Month Last Year

☐ Print only unbilled items
☐ Exclude Reversals

 Print

The default Date Range is to include all transactions.

3. *Print only unbilled items* Tick this

This will show all the unbilled Sundry expenses charged to the Matter.

4. *Exclude Reversals* Tick this

5. Click on **[Print]**

The Sundry Ledger will display on the screen.

Printed 4/05/2009 4:53:51 PM

Sundry Ledger (excluding reversals)

Page 1

Matter **990227**

Client: Henderson & Associates

Description: Sale to Browne - 88 Grant Street, Parramatta

Date	Description	Type	Billed	Bill	Units	Amount	Tax	Total	Balance
18/09/2006	File management fee	FM	N		0.00	25.00	2.50	27.50	27.50
Totals						25.00	2.50	27.50	

Sundry Summary by Type

Code	Description	Unbilled Units	Unbilled	Total Units	Total
FM	File management fee	0.00	25.00	0.00	0.00
			25.00		0.00

6. Click on **[Close]**

22.5 Debtors Ledger

The balance of Debtors is the total billed amount owing on this matter. If Interest has been charged on outstanding bills, this will also be shown and the total debtors will include that amount.

1. Note the Debtors balance

Debtors	\$450.50	 Debtors
- Interest Owing		
- Total + Interest	\$450.50	

2. Click on **[Debtors]**

The Matter Debtor Ledger Selection screen displays as shown below:



The default Date Range is to include all transactions.

3. Include debtor and debtor contact in description Tick this
4. *Exclude Reversals* Tick this
5. Click on **[Print]**

The Debtors Ledger will display on the screen.

Printed 4/05/2009 4:56:18 PM

Debtors Ledger (excluding reversals)

Page 1

for all transactions

Matter 990227 Client Henderson & Associates

Description Sale to Browne - 88 Grant Street, Parramatta

Date	Refno	Description	Debit	Credit	Balance
18/09/2006	0217	Payment of Bill B308		100.00	100.00 CR
18/09/2006	0218	Payment of Bill B309		1,100.00	1,200.00 CR
18/09/2006	0218	Payment of Bill B308		1,037.70	2,237.70 CR
18/09/2006	B308	Client Bill B308 Henderson & Associates	1,137.70		1,100.00 CR
18/09/2006	B309	Client Bill B309 Henderson & Associates	1,100.00		0.00
4/05/2009	B485	Client Bill B485 Henderson & Associates	450.50		450.50
Totals			2,688.20	2,237.70	
Balance			450.50		

6. Click on **[Close]**

22.6 Fees Ledger

The Billed Fees is the total of all Fee entries (before Tax) that have been included in a bill for the matter. The Received Fees is the total of all billed fees (before Tax) that have been paid by the Debtor.

1. Note the Fees balance

Fees - Billed	\$2,384.55		
- Received	\$2,000.00		

1. Click on **[Fees]**

The Matter Fee Ledger Selection screen displays as shown below:



The default Date Range is to include all transactions.

2. *Select fees* Check Billings (Invoiced):
3. *Select value* Tick All
4. *Partner* Select a specific Partner if required
5. *Author* Select a specific Author if required
6. *Fee Type* Select a specific Fee Type if required
7. *Include* Select Fee Entries Only
8. Order Fees by Date of Bill? Leave ticked
9. *Exclude reversals?* Tick this
10. Click on **[Print]**

The Fee Ledger will display on the screen.

Date		Description	Author	Bill	Mrs	Units	Non-Billable	Amount	Tax	Total	Balance
Type			Partner	Dated	Scale Cost		WP				
18/09/2006	N	Letter to agent advising we are acting on your behalf	YSR	E300	0.00	0.00	0.00	50.00	5.00	55.00	55.00
			MMC	18/09/2006							
18/09/2006	N	Letter to purchaser's solicitor enclosing Contract	YSR	E308	0.00	0.00	0.00	50.00	5.00	55.00	110.00
			MMC	18/09/2006							
18/09/2006	wu	Fee Adjustment as per Bill E300	YSR	E308	0.00	0.00	0.00	800.00	80.00	880.00	990.00
			MMC	18/09/2006							
18/09/2006	wu	Fee Adjustment as per Bill E308	DAM	E308	0.00	0.00	0.00	100.00	10.00	110.00	1,100.00
			MMC	18/09/2006							
18/09/2006	wu	Fee Adjustment as per Bill E309	YSR	E309	0.00	0.00	0.00	1,000.00	100.00	1,100.00	2,200.00
			MMC	18/09/2006							
18/09/2006	DD	Delivery of documents	TNP	B476	48.00	8.00	0.00	54.55	5.45	60.00	2,260.00
			MMC	6/05/2009							
18/09/2006	N	Telephone attendance re Matter	TNP	B476	36.00	6.00	0.00	180.00	18.00	198.00	2,458.00
			MMC	6/05/2009							
18/09/2006	N	Preparation of document	TNP	B476	60.00	10.00	0.00	150.00	15.00	165.00	2,623.00
			MMC	6/05/2009	DF2	Folio		150.00	15.00	165.00	165.00
Totals					144.00	24.00	0.00	2,384.55	238.45	2,623.00	165.00
Fees Summary by Author											
Author			WLP, units		WLP,	Scale Cost	Non-Billable WP	Total Units		Total	Total Scale Cost
DAM	Damen Montague									100.00	
TNP	Thomas Peterson							24.00		384.55	150.00
YSR	Yvette S Rogers									1,900.00	
			0.00		0.00	0.00	0.00	24.00		2,384.55	150.00
Fees Summary by Type											
Fee Type			WLP, units		WLP,	Scale Cost	Non-Billable WP	Total Units		Total	Total Scale Cost
DD	Delivery of documents							8.00		54.55	
N	Normal Fee							16.00		430.00	150.00
wu	Write Up									1,900.00	
			0.00		0.00	0.00	0.00	24.00		2,384.55	150.00

11. Click on **[Close]**

Fee Ledger Options

Select Fees – All (Fees and WIP)

This option includes all Fee entries that have been recorded on a matter, if they fall within the date range specified, whether they have been billed or not, and all Adjustments, Write Up and Write Down entries.

Select Fees – Work in Progress

This option includes all unbilled Fee entries that have been recorded on a matter within the selected date range.
This is the same as selecting the WIP ledger.

Select Fees – Generated

This option includes all Fee entries that have been recorded on a matter, if they fall within the date range specified.

Select Fees – Billings (Invoiced)

This option includes all Fee entries that have been billed.

Select Value – All

This option includes Fee entries for any value.

Select – Positive Only

This option only includes positive amounts.

Select – Negative Only

This option only includes negative amounts.

Select – Zero value

This option only includes Fee entries for zero amounts.

Include Fee Entries Only / File Notes Only / Fee & File Notes

This option allows you to select only the Fee entries, only the File notes or both.

Order Fees by date of Bill

This option is only available if *Select Fees – Billings (Invoiced)* is checked.
This will sort the Fees entries by Bill date.

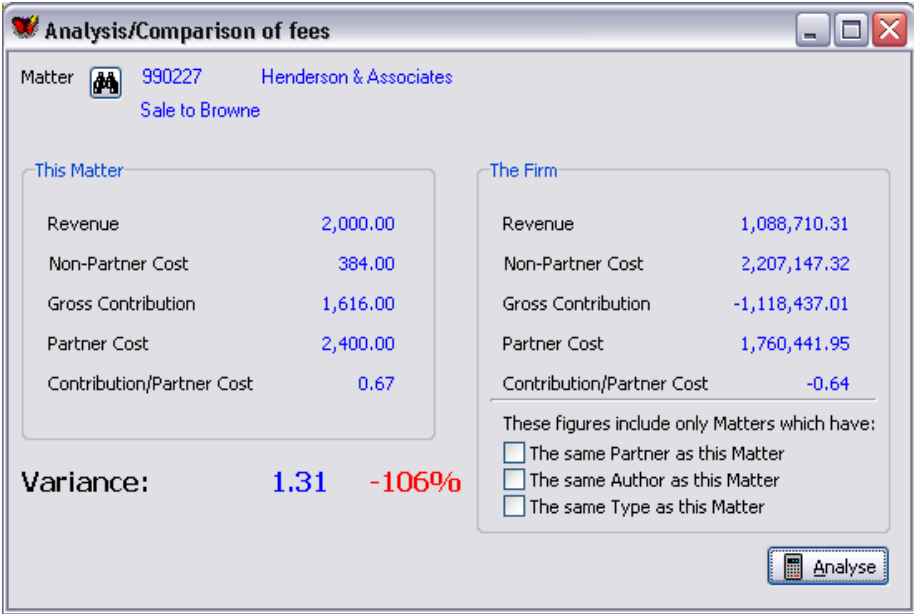
Exclude Reversals?

Tick this to exclude the original and reversing fee entries.

Maister Analysis of Fees

1. Click on  next to **[Fees]**
2. Click on **[Analyse]**

The screen displays as shown below:



Analysis/Comparison of fees

Matter  990227 Henderson & Associates
Sale to Browne

This Matter		The Firm	
Revenue	2,000.00	Revenue	1,088,710.31
Non-Partner Cost	384.00	Non-Partner Cost	2,207,147.32
Gross Contribution	1,616.00	Gross Contribution	-1,118,437.01
Partner Cost	2,400.00	Partner Cost	1,760,441.95
Contribution/Partner Cost	0.67	Contribution/Partner Cost	-0.64

Variance: 1.31 -106%

These figures include only Matters which have:

- ☐ The same Partner as this Matter
- ☐ The same Author as this Matter
- ☐ The same Type as this Matter

 **Analyse**

Explanation of Statistics

This Matter

Revenue Fees Received on the matter to date.

Non Partner Cost

The hours worked on the matter multiplied by the "(Notional) Cost/Hour" for each Employee who is not a Partner.

Gross Contribution

"Revenue" less "Non Partner Cost".

Partner Cost :- The hours worked on the matter multiplied by the "(Notional) Cost/Hour" for each Employee who IS a Partner.'

Contribution / Partner Cost

"Gross Contribution" divided by "Partner Cost"

The Firm

Revenue Sum of fees received on all matters that have been opened on or after the current matter was opened.

Non Partner Cost

The hours worked on all matters where the fees were posted on or after the current matter was opened multiplied by the "(Notional) Cost/Hour" for each Employee who is not a Partner.

Gross Contribution

"Revenue" less "Non Partner Cost".

Partner Cost

The hours worked on all matters where the fees were posted on or after the current matter was opened multiplied by the "(Notional) Cost/Hour" for each Employee who is a Partner '

Contribution / Partner Cost

"Gross Contribution" divided by "Partner Cost"

NOTE: If any check box is ticked the analysis only includes matters that match the current matter for the options selected.

Variance Matter "Contribution / Partner Cost" - Firm "Contribution / Partner Cost".
(In this case 0.67 less negative 0.75 = 1.42).

% Variance Matter "Contribution / Partner Cost" divided by Firm "Contribution / Partner Cost" multiplied by 100%.

22.7 Trust Ledger

The Trust balances represent the totals of the different categories of the Trust funds.

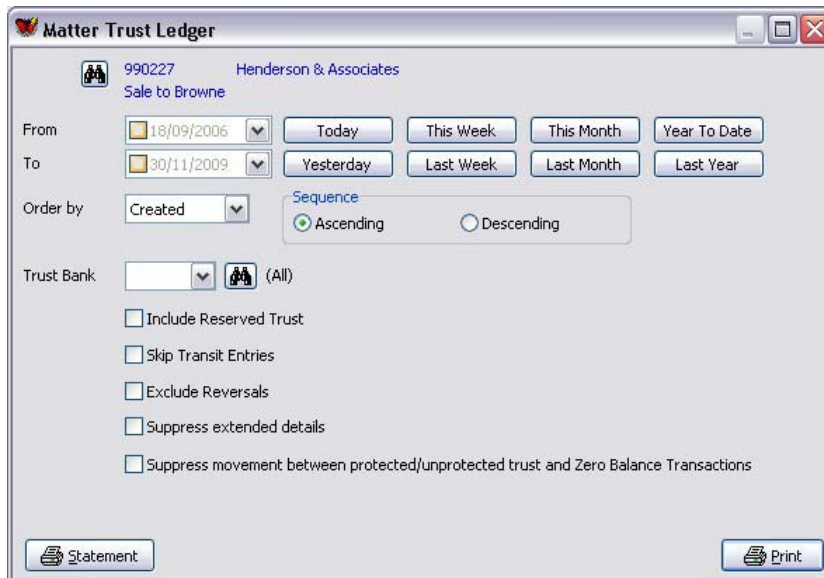
- ¾ Total Trust Monies is the total of all funds held in Trust.
- ¾ Protected is the total of the funds that are flagged as “Protected” and are therefore being held for a specific purpose.
- ¾ Cleared is the total of the funds that can be drawn immediately – ie the funds have been cleared by the bank.
- ¾ Reserved is the total of the funds that have been flagged as being reserved for the payment of a Bill or a Cheque Requisition.
- ¾ Unprotected is the total of the funds held in trust that are not protected.

1. Note the Trust balances

Total Trust Monies	\$1,500.00	 Trust
Protected		
Cleared	\$1,500.00	
Reserved		 Combo
Unprotected	\$1,500.00	

2. Click on **[Trust]**

The Matter Trust Ledger Selection screen displays as shown below:



The screenshot shows the 'Matter Trust Ledger' window. At the top, it displays '990227 Henderson & Associates' and 'Sale to Browne'. Below this, there are date range selectors for 'From' (18/09/2006) and 'To' (30/11/2009), with buttons for 'Today', 'This Week', 'This Month', 'Year To Date', 'Yesterday', 'Last Week', 'Last Month', and 'Last Year'. The 'Order by' dropdown is set to 'Created'. There are radio buttons for 'Sequence' (Ascending selected, Descending unselected). The 'Trust Bank' dropdown is set to '(All)'. Below these are several checkboxes: 'Include Reserved Trust', 'Skip Transit Entries', 'Exclude Reversals', 'Suppress extended details', and 'Suppress movement between protected/unprotected trust and Zero Balance Transactions'. At the bottom, there are 'Statement' and 'Print' buttons.

The default Date Range is to include all transactions.

3. *Order by* Select Created

Created

This will print the entries in the order of the date used when processing the entries.

System Date

This will print the entries in the order in which they were processed.

4. *Sequence* Tick Ascending

If you are looking for a recent transaction, you may prefer to select Descending.

5. *Trust Bank* Leave blank to include all trust banks

OR

Click on **[Find]** to locate a Trust Bank

6. *Include Reserved Trust* Leave unticked

Comments entered on the ledger noting funds that have been reserved will be included. For example: (from matter 990168)

12/04/2008	264	A\$500.00 reserved for Cheque Requisition 264
TA	Reserved	

7. *Skip Transit Entries* Leave unticked

8. *Exclude Reversals* Leave unticked for this exercise

9. *Suppress extended details* Leave unticked for this exercise

If unticked, details of the receipts will be included as shown below:

6/05/2009	0105	Blackwell Scientific Publications
TA CQ		On account of costs & disbursements
Cheque Details : Blackwell Scientific Publications		
654789 ANZ Katoomba		
Due to clear: 9/05/2009		
Receipted by : Yvette S Rogers		

If this option is ticked, the same receipt will print as shown below:

6/05/2009	0105	Blackwell Scientific Publications
TA CQ		On account of costs & disbursements

10. *Suppress movement between protected/unprotected trust and Zero balance transactions*

Leave unticked

11. Click on **[Print]**

The Trust Ledger will display on the screen.

Printed 22/11/2010 2:54:39 PM Page 1

Trust Ledger
for all transactions

Matter: **990227** Client: Henderson & Associates
Description: Sale to Browne - 88 Grand Street, Parramatta Address: PO Box 254
NORTH PARRAMATTA NSW 1750
AUSTRALIA

Date/Bank	Refno	Description	Debit	Credit	Balance
18/09/2006	0072 TA CO	Henderson (John) & Associates On account of costs & disbursements		1,500.00	1,500.00
18/09/2006	9 Transit	Received from Henderson (John) & Associates Received on 18/09/2006 Payable to: State Revenue Office Stamp duty on transfer ANZ Melbourne ChqNo 90768 Drawn by: Henderson (John) & Associates for A\$ 1,500.00			
18/09/2006	9 Transit	Received from Henderson (John) & Associates Received on 18/09/2006 Payable to: State Revenue Office Stamp duty on transfer ANZ Melbourne ChqNo 90768 Drawn by: Henderson (John) & Associates for A\$ 1,500.00 Forwarded on 18/09/2006 Forwarded to: State Revenue Office			
Cleared funds \$1,500.00			0.00	1,500.00	1,500.00
Balance			0.00	1,500.00	1,500.00

Trust Summary		Trust Balance	Cleared Balance	Protected Trust	Reserved Trust	Unprotected
Code	Bank Name					
TA	Trust Account	1,500.00	1,500.00	0.00	0.00	1,500.00

12. Click on **[Close]**

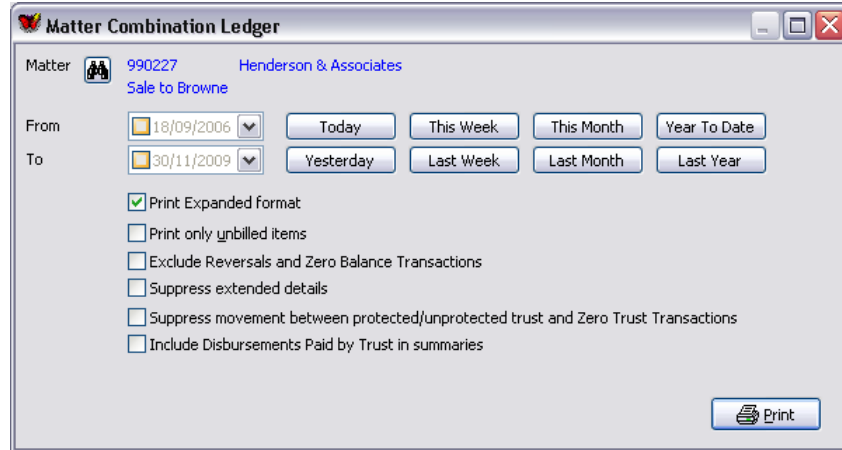
NOTE: You can also print Trust Statements from here.

22.8 Combined Ledger for a Matter

The Combined Ledger will show all the transactions on the matter.

1. Click on **[Combo]**

The Matter Combination Ledger Selection screen displays as shown below:



The default Date Range is to include all transactions.

2. *Print Expanded Format* Tick this

The Expanded Format complies with the LPA Trust Regulations. You can set this as a default in Options | Other.

3. *Print only unbilled items* Leave unticked
4. *Exclude Reversals and Zero balance Transactions* Leave unticked
5. *Suppress extended details* Leave unticked for this exercise

This is the same as the option for Trust Ledgers.

If Extended details are included this will include information about the Cheque Details / Clearance Date and Receipted By.

6. *Suppress movement between protected/unprotected trust and Zero Trust Transactions* Leave unticked
7. *Include Disbursements Paid by Trust in summaries* Tick this
8. Click on **[Print]**

The Combination Ledger will display on the screen.

A sample of a Combined Ledger is shown below:

9. Click on **[Close]**

If Expanded Format is not ticked

10. *Report Options - Print Fees* Tick this
11. *Wrap Description* Tick this

The ledger will include the full text of the Ledger Descriptions.
If this is unticked, you will only see the first line of the Description field.

12. *Exclude Tax from Fees etc Columns* Leave unticked

If ticked, the amounts reported will be net of Tax.

13. *Exclude Reversals* Tick this

22.9 Investment Ledger

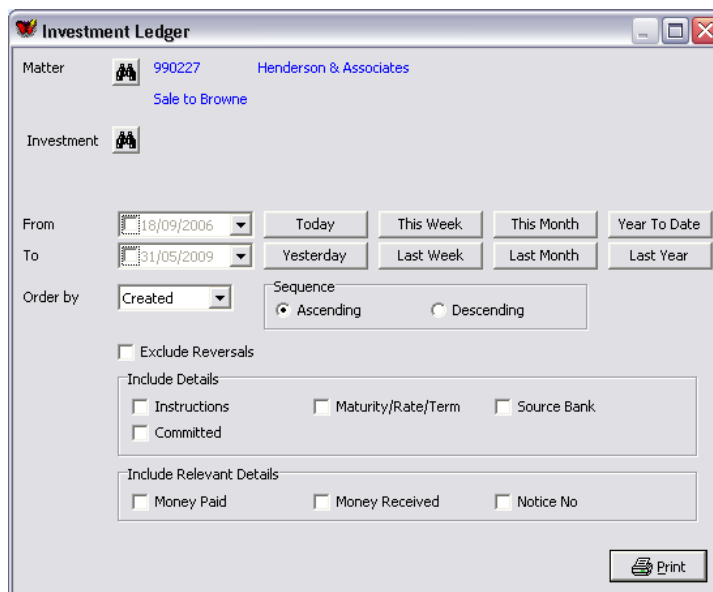
The Investments balance is the total of the funds held in external financial institutions on behalf of the matter.

1. Note the Investments balance

Investments - Balance	\$150,845.32	 Investment

2. Click on **[Investment]**

The Investment Ledger Selection screen displays as shown below:



The screenshot shows the 'Investment Ledger' window. At the top, it displays 'Matter 990227 Henderson & Associates' and 'Sale to Browne'. Below this, the 'Investment' section is active. The 'From' date is set to 18/09/2006 and the 'To' date is 31/05/2009. There are buttons for 'Today', 'This Week', 'This Month', 'Year To Date', 'Yesterday', 'Last Week', 'Last Month', and 'Last Year'. The 'Order by' dropdown is set to 'Created'. The 'Sequence' section has 'Ascending' selected. There are checkboxes for 'Exclude Reversals', 'Include Details' (with sub-options 'Instructions', 'Maturity/Rate/Term', 'Source Bank', 'Committed'), and 'Include Relevant Details' (with sub-options 'Money Paid', 'Money Received', 'Notice No'). A 'Print' button is at the bottom right.

The default Date Range is to include all transactions.

3. *Order by* Select Created by / System Date
4. *Sequence* Select Ascending / Descending
5. *Exclude Reversals*

Tick this if you wish to exclude entries that have been reversed. Remember that if this Ledger report is to be sent to a Client, you must comply with your state regulations regarding the disclosure of reversed transactions.

6. *Include Details* Tick which options are to be included
7. *Include Relevant Details* Tick which details are to be included
8. Click on **[Print]**

The Investment Ledger will display on the screen.

Part of the Investment Ledger is shown below:

Printed 22/11/2010 3:16:36 PM Page 2

Investment Ledger
for all transactions

Matter: **906277** Client: Henderson & Associates
 Description: Sale to Browne - 88 Grant Street, Parramatta
 Address: PO Box 254
 NORTH PARRAMATTA NSW 1750
 AUSTRALIA

Institution: **CBA** Commonwealth Bank of Australia
 Investment Number: 8
 Account Name: Henderson
 Account No: 0097002
 Register: Pre LPA Controlled Money

Date	Refno	Description	Interest	Charges	Tax	Debit	Credit	Balance
4/01/2008	9	Interest	262.30				262.30	150,845.32
4/01/2008	9	Withdrawal				150,845.32		0.00
		Total	262.30	0.00	0.00	150,845.32	262.30	150,845.32
		Balance					0.00	

Institution: **CBA** Commonwealth Bank of Australia
 Investment Number: 10
 Account Name: Henderson
 Account No: 0097003
 Register: Pre LPA Controlled Money

Date	Refno	Description	Interest	Charges	Tax	Debit	Credit	Balance
4/01/2008	9	Deposit					150,845.32	150,845.32
		Total				0.00	150,845.32	150,845.32
		Balance					150,845.32	

9. Click on **[Close]**

23. Creditors - Creation

Lexis Affinity Library provides for both Firm and Client Creditors.

Creditors may be created in the PhoneBook before being created as a Creditor, or created as a Creditor and the PhoneBook will be updated automatically.

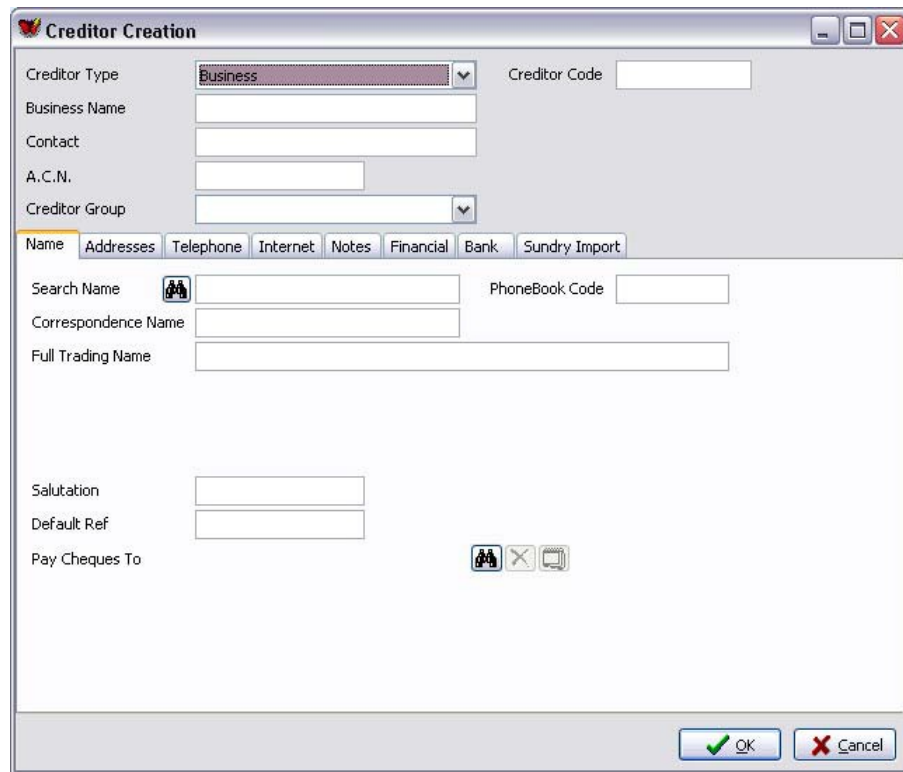
23.1 Create a Creditor

HANDS ON

In this exercise you will create a new Creditor – Flowers 4 U - which is not currently in the PhoneBook.

1. Open Creditor Creation (Transactions | Creditors).
2. *Creditor Type* Select Business from the drop down list

The following screen displays:



Note the field names that displays here depends on the settings in Name Labels and consequently may be different in your files.

3. *Business Name* Flowers 4 U
4. *Creditor Code* Accept the prompted Code
5. *Contact* Rosie Bloomberg
6. *A.C.N.* 851 458 962
7. *Creditor Group* Leave Blank

Creditor Group can be used for reporting purposes.
For example individual Barristers can be grouped together under Barristers.

8. Select the "Name" tab
9. Complete each field as necessary
10. Complete the details on the "Addresses" and "Telephone" tabs

"Addresses" tab

11. *Email* Complete an Email address
12. *Email Remittance* Check this

If you will be paying this Creditor by EFT and wish to send the Remittance Advice by Email, you must complete the Email Address and check this flag.

Note these fields are also available on the "Internet" tab.

13. Select the "Financial" tab

You will need to complete the following details for each Entity. This information is used to calculate the Due Date for each Invoice. A Creditor can be flagged to be payable either a certain number of days after the date of the invoice, or on a set day of a month.

To set for days after the date of the invoice

14. *Terms* 30
15. *Payment Option* Days

To set for a specific day of a month

16. *Terms* 20
17. *Payment Option* Day of the following month
18. *Credit Limit* 500
19. *Payment Bank for Invoice* Click on the down arrow and select a Bank Account
The selected Bank must belong to the selected Entity.

HINT: The Bank Account for the Service Company is GS.

20. *Hold all Processing?* Leave this unticked

If ticked, it is not possible to record any new invoices or credit notes, nor pay any invoices.

21. *Default Sundry Type* Leave blank

If you are creating a Creditor where you will be paying for matter expenses, you can select the type of expense. For example, if you are registering a Courier Company, you could select Courier Fees as the Default Sundry Type.

If you are creating a Creditor for the firm's expenses, you can select a Sundry Type that will automatically default the General Ledger Code in the Allocations table.

22. *Entity for New Invoices* Select Service Company

23. *Allow Entity for New Invoices to be Overridden?* Check this

This will allow you to select another entity (ie not the Service Company) when processing Invoices.

24. *Branch for New Invoices* Leave blank for this exercise

25. Select the "Bank" tab

26. Complete the Bank Account information for this Creditor

If you will be paying this Creditor by EFT, you need to complete the lower section of the screen – "Account Details".

27. Select the "Sundry Import" tab

This tab is used to record details of a file that is to be imported and run as a batch of Invoices.

Each type of import file varies.

This is not necessary in this exercise.

28. Click on **[OK]** to save and update the Creditor

23.1.1 Display New Creditor in PhoneBook

As this Creditor was not already listed in the PhoneBook, Lexis Affinity Library has automatically added this record to the PhoneBook and flagged the PhoneBook Group of "Creditor".



HANDS ON

1. Open PhoneBook from the Application Toolbar
2. Locate and open Flowers 4 U
3. Select the "ID/Reg'n #'s" tab
4. Complete the ABN field
5. Select the "Groups" tab

You will see that the Creditor group is ticked.

6. Close the Creditors screen

23.2 Creditor Creation Fields

Type Select the appropriate creditor Type.

Company / Surname
This is the name of the creditor.

Creditor Code
This is the next sequential creditor number created. This is automatically assigned by Lexis Affinity Library according to the Creditor Code Rules.

Contact / First Names
The prompt for this field will change depending on the Creditor Type selected in the field above.

A.C.N. The name of this field may vary depending on the Type selected.
The creditor's A.C.N. / Registration Number etc.

Creditor Group
A Creditor Group can be used to group together a number of creditors.

"Name" Tab

Default Ref This can be used for your Account Number with the Creditor.

Pay Cheques to
Use this field to store a name for the cheques if different to the name of the creditor. Use the PhoneBook listing to attach a different name.
This can be used where you have several branches of a company registered as Creditors, but all payments must go to Head Office.

When processing a Creditors Payment Run, you can select "Run Cheques by Payee" and Lexis Affinity Library will generate one cheque for Head Office.

"Financial" Tab

Terms Enter the terms in days or date of following month.

Credit Limit Enter your firm's credit limit as issued by the creditor.

Payment Bank for Invoice
Select a Bank from those registered for the Entity.

Hold all Processing
If ticked, no transactions can be recorded for this creditor.

Default Sundry Type
For Creditors where the invoices are generally for a matter, the Default Sundry Type will be prompted on the Allocations Table when you enter an Invoice. All transactions of a Sundry Type can be grouped together into one entry on a bill
For Creditors where the invoices are generally for a General Ledger Chart, the Sundry Type selected here will determine the GL Chart that is prompted when entering invoices. (Each Sundry Type should have a GL Chart attached.)

Entity for New Invoices

Select the Entity that most often pays this Creditor.

Allow Entity for New Invoices to be Overridden

Y Another Entity can be selected when processing the Invoice

N the Entity cannot be altered.

Branch for New Invoices

If Branches are registered and a Creditor usually belongs to one particular branch, select that Branch.

“Bank” Tab

Enter the details of the Creditors Bank Account. The top section is for general reference only.

Account Details

The details recorded in this section are used in the aba file that is created if Creditors are being paid by EFT.

By including these Account details, Lexis Affinity assumes that this creditor will be paid via EFT in a payment run. The operator has to override this if the creditor is to be paid by cheque.

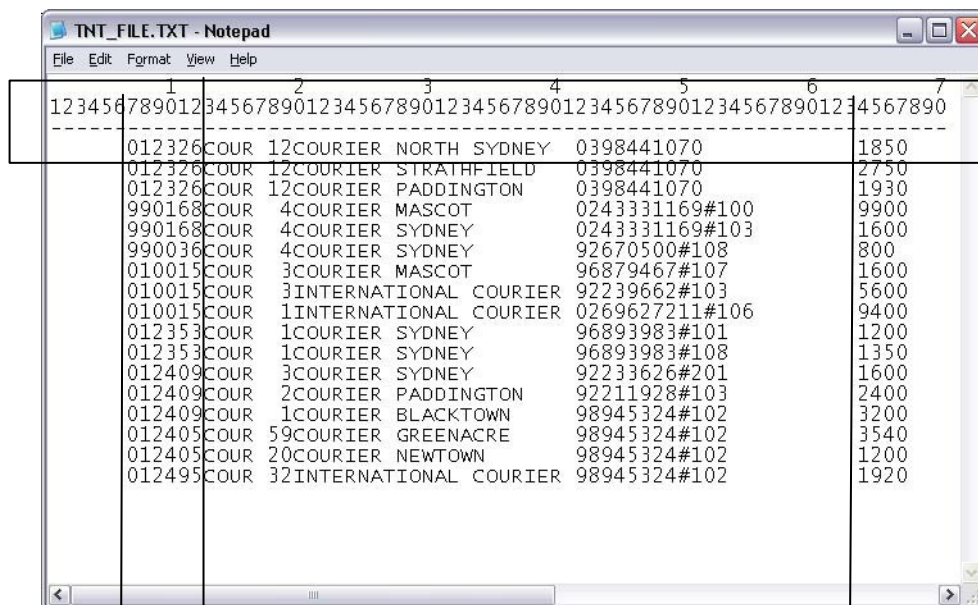
23.2.1 “Sundry Import” tab

If the Creditor is able to supply a file that contains information about the charges to be paid by your Firm, this may be able to be imported into Lexis Affinity. You will need to record the details on this tab and then use the Sundry Invoice Interface option (Transactions | Sundries) to import the file.

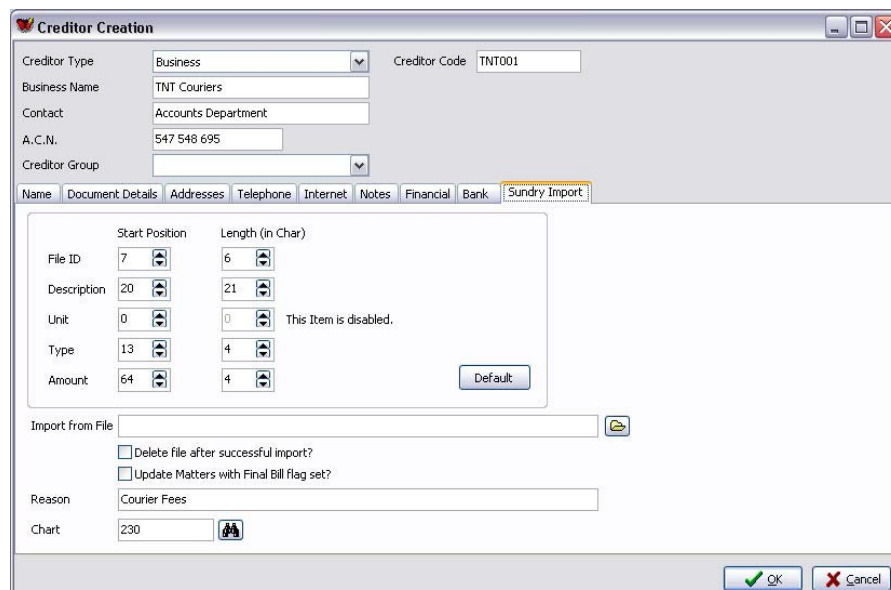
You will need to open (or edit) the file and be able to determine at what point the field starts and how many characters long it is.

A sample txt file is shown below:

In this sample file numbers and the line have been added to clarify the explanation. Generally, you will be able to either count the characters or ask your supplier to tell you the positions and number of characters of each field. If you need to add the numbers as in this example, it is recommended that you make a copy of the file first and use the copy for your calculations.



Line	1	2	3	4	5	6	7
123456789012345678901234567890123456789012345678901234567890							
012326	COUR	12	COURIER	NORTH SYDNEY	0398441070		1850
012326	COUR	12	COURIER	STRATHFIELD	0398441070		2750
012326	COUR	12	COURIER	PADDINGTON	0398441070		1930
990168	COUR	4	COURIER	MASCOT	0243331169#100		9900
990168	COUR	4	COURIER	SYDNEY	0243331169#103		1600
990036	COUR	4	COURIER	SYDNEY	92670500#108		800
010015	COUR	3	COURIER	MASCOT	96879467#107		1600
010015	COUR	3	INTERNATIONAL COURIER		92239662#103		5600
010015	COUR	1	INTERNATIONAL COURIER		0269627211#106		9400
012353	COUR	1	COURIER	SYDNEY	96893983#101		1200
012353	COUR	1	COURIER	SYDNEY	96893983#108		1350
012409	COUR	3	COURIER	SYDNEY	92233626#201		1600
012409	COUR	2	COURIER	PADDINGTON	92211928#103		2400
012409	COUR	1	COURIER	BLACKTOWN	98945324#102		3200
012405	COUR	5	COURIER	GREENACRE	98945324#102		3540
012405	COUR	2	COURIER	NEWTOWN	98945324#102		1200
012495	COUR	3	INTERNATIONAL COURIER		98945324#102		1920



Creditor Creation

Creditor Type: Business | Creditor Code: TNT001

Business Name: TNT Couriers

Contact: Accounts Department

A.C.N.: 547 548 695

Creditor Group: [Dropdown]

Tab: Sundry Import

Field	Start Position	Length (in Char)
File ID	7	6
Description	20	21
Unit	0	0
Type	13	4
Amount	64	4

Import from File: [Text Box] [Browse]

☐ Delete file after successful import?

☐ Update Matters with Final Bill flag set?

Reason: Courier Fees

Chart: 230 [Icon]

[OK] [Cancel]

Start Position / Length

Using the sample txt file you can determine the settings required.

Import from File

If the file is always generated with the same file name, enter it here and it will be completed on the Sundry Invoice Interface dialog.

Or

If the file has a different name each time, enter the drive and folder name.

Delete file after successful import?

Tick this to automatically delete the file.

If the file that is supplied by the creditor has the same name each time, this may be mandatory.

Update Matters with Final Bill flag set?

Tick this to record the additional expense, even if a final bill has been sent.

Reason

This is included on the ledger entries if the Description setting is not used.

Chart

If the import file contains entries that cannot be updated to matters, you can select to record those entries to a General Ledger Chart. You should record this GL Chart number here. (For example the GL for Irrecoverable disbursements.)

23.2.2 Setting up for CITEC

If you use CITEC for searches etc, then you will need to register two Sundry Types (Transactions | Sundries).

For Searches including Tax

Code CITIG

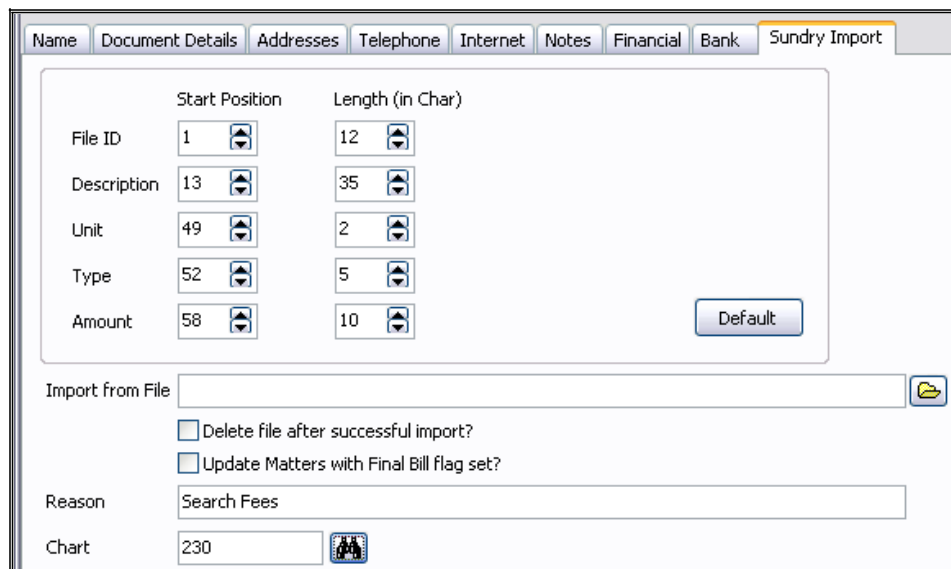
Tax Rate TAXIN

For Searches that are tax free

Code CITEG

Tax Rate NOTAX or AGENT

The Sundry Import settings are as shown below:



	Start Position	Length (in Char)
File ID	1	12
Description	13	35
Unit	49	2
Type	52	5
Amount	58	10

Default

Import from File 

☐ Delete file after successful import?

☐ Update Matters with Final Bill flag set?

Reason: Search Fees

Chart: 230 

23.2.3 Setting up for ESS

If you use ESS for searches etc, then you will need to register the following Sundry Types (Transactions | Sundries).

For Searches that include Tax

Code SRCHG

Tax Rate TAXIN

For Searches that are Tax free

Code SRCHX

Tax Rate NOTAX

For the Service Fee that includes Tax

Code SRVCG

Tax Rate TAXIN

For the Settlement Lodgment Fee that is Tax Free

Code STTLX

Tax Rate NOTAX

NB: The Descriptions of each Type will be used on the matter ledgers.

The Sundry Import settings are as shown below:

	Start Position	Length (in Char)
File ID	11	6
Description	26	30
Unit	0	0
Type	21	5
Amount	58	5

This Item is disabled.

Default

23.3 Display Creditor

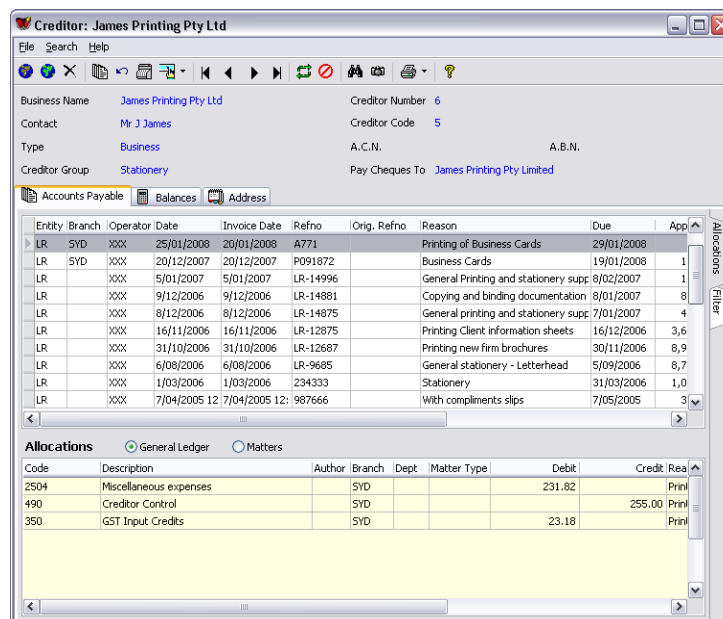
You can display the total amount owing to a Creditor, invoices for a nominated Branch, or view either all the Invoices processed for that Creditor or only those that are still outstanding.

HANDS ON

In this exercise you will display James Printing and look at the outstanding Invoices.

1. Open Creditors (Database | Creditors)
2. Open James Printing.
3. Select the “Filter” tab (A vertical tab located on the right)
4. Click on **[Clear All]**
5. Select the “Allocations” tab

The following screen displays:



Entity	Branch	Operator	Date	Invoice Date	Refno	Orig. Refno	Reason	Due	App
LR	SYD	XXX	25/01/2008	20/01/2008	A771		Printing of Business Cards	29/01/2008	
LR	SYD	XXX	20/12/2007	20/12/2007	P091872		Business Cards	19/01/2008	1
LR		XXX	5/01/2007	5/01/2007	LR-14996		General Printing and stationery supp	8/02/2007	1
LR		XXX	9/12/2006	9/12/2006	LR-14881		Copying and binding documentation	8/01/2007	8
LR		XXX	8/12/2006	8/12/2006	LR-14875		General printing and stationery supp	7/01/2007	4
LR		XXX	16/11/2006	16/11/2006	LR-12875		Printing Client information sheets	16/12/2006	3,6
LR		XXX	31/10/2006	31/10/2006	LR-12687		Printing new firm brochures	30/11/2006	8,9
LR		XXX	6/08/2006	6/08/2006	LR-9685		General stationery - Letterhead	5/09/2006	8,7
LR		XXX	1/03/2006	1/03/2006	234333		Stationery	31/03/2006	1,0
LR		XXX	7/04/2005 12	7/04/2005 12	987666		With compliments slips	7/05/2005	3

Code	Description	Author	Branch	Dept	Matter Type	Debit	Credit	Rea
2504	Miscellaneous expenses		SYD			231.82		Print
490	Creditor Control		SYD				255.00	Print
350	GST Input Credits		SYD			23.18		Print

6. Click on each Invoice to display the different entries showing in the Allocations table
7. Right Click on the first Invoice.
8. Select Hold

This will ensure that the Invoice is not included in a Creditors Payment Run.

9. If necessary, use the scroll bars to move to the right to display the “Held” column

The status of the invoice will now be shown as “Held”.

10. Right click the entry again and select Unhold

23.4 Creditor Tabs

23.4.1 “Accounts Payable” Allocations tab

This displays a list of all outstanding Invoices

Entity	The Entity that the Invoice was processed for. In the training files the Entity DS is the main Partnership (Lewisham Reid) and SC the Service Company.
Branch	The Branch that the Invoice was processed for.
Date	The date of processing.
Invoice Date	The date of the invoice.
Refno	The invoice number or other reference number entered.
Orig. Refno	In the case of a Credit note, the original invoice number or other reference number the Credit note has been allocated against.
Reason	The description of the goods or services purchased.
Due	The date that payment is due.
Approved	The amount that has been approved for payment.
Owing	The amount still owing.
Paid	Amount that has been paid against this invoice.
Held	This column indicates if the invoice is “held” or ready to be paid.
Invoice Image	The path and File Name of the pdf image of the invoice (if applicable)
Allocations	This section of the screen shows the journal entries that were processed in relation to the selected invoice. You can select to display either the General Ledger or Matter allocations.

Actions for Invoices

You can right click on an Invoice and select from the following:

Hold / Unhold

This will hold the Invoice, or take it off Hold status.

Edit Due Date and Approved Amount

You can alter the Due Date and the Approved amount.

Pay

This will open the Cheque screen ready to process the payment.

History

This will display the history of the Invoice.

Reverse

This will open the "Invoice Reversal" screen.

Attach Invoice Image

Select this to attach a pdf file to the Invoice record.

Display Invoice Image

Select this to display the Invoice image.

You can also approve the Invoice when it is displayed.

Unattach Invoice Image

Select this to remove an Invoice image from the Invoice record.

23.4.2 "Accounts Payable" Filter

This allows filtering of the invoices that may also be used when processing cheque payments.

The screenshot shows a software window titled "Creditor: James Printing Pty Ltd". It has a menu bar with "File", "Search", and "Help". Below the menu is a toolbar with various icons. The main area is divided into two sections. The top section displays creditor details: Business Name (James Printing Pty Ltd), Contact (Mr J James), Type (Business), Creditor Group (Stationery), Creditor Number (6), Creditor Code (5), A.C.N. (A.B.N.), and Pay Cheques To (James Printing Pty Limited). The bottom section is titled "Accounts Payable" and contains a sub-section "Invoice Selection". This section has three dropdown menus for "Entity", "Branch", and "Operator". Below these are three checkboxes: "Show only Accounts still owing", "Include Due Invoices only", and "Exclude Reversals". At the bottom of the "Invoice Selection" section is a text field labeled "Invoice Ref contains". To the right of the "Invoice Selection" section is a vertical tab labeled "Allocations Filter". A "Clear All" button is located at the bottom right of the window.

Invoice Selection

Entity Display entries for a single entity (Partnership or Service Company) or click on Clear All to remove the Entity setting and display all invoices.

Branch Display entries for a single Branch or click on Clear All to remove the Branch setting and display all invoices.

Show only Account still owing

If "Show only Accounts still owing" is ticked, fully paid invoices will not be included.

Include Due Invoices only

If ticked only those invoices past the Due Date for payment will be displayed on the list.

Exclude Reversals

If ticked any invoices that have been reversed, including the reversal entry, will be excluded from the list.

Invoice Ref Contains

Enter part or all of the Invoice Reference to search for a particular Invoice.

23.4.3 “Balances” tab

Term Days Displays the payment terms in days.

Credit Limit Displays your firm’s credit limit as issued by the creditor.

Current / Overdue / Total Owing

The total amount owing is separated into Current and Overdue, according to the Due Date. Total Owing does not include any Anticipated Disbursements.

Anticipated Disbursements

The value of unpaid linked Cheque Requests (Anticipated client disbursements) recorded for this Creditor.

Total owing including Anticipated Disbursements

The total amount owing to this Creditor including Current and Overdue invoices and any linked Cheque Requests (Anticipated disbursements).

Default Sundry Type

Displays the Sundry disbursement type attached to this creditor.

Default Entity

Displays the default Entity selected when registering the Creditor.

Default Branch

Displays the default Branch selected when registering the Creditor.

Last Purchase

The date and time of the most recent invoice.

Last Payment

The date of the last payment

Invoices Payable

The number of invoices that have not yet been paid.

Invoices Paid

The number of payments previously made to this creditor.

Aged Creditors as at <date>

The aging of all amounts owing to this Creditor.

Entity Balances

You can select an Entity and the balances reported will change to reflect only what is owing for that Entity.

The colour of the Aged balances will also change to the colour for that Entity.

23.4.4 “Address” tab

The Address, Telephone, Email, web address, *emPower*, Notes and Bank details can be selected.

23.5 Creditor Menu & Toolbar

23.5.1 Menu Functions

Performing different functions in the Creditor area can be achieved by either selecting the icon or by selecting the relevant function from the Menu.

There are three options on the Menu Toolbar: - File, Search and Help (Help is standard).

File

New – Creditor / Account / Credit Note

Create a new Creditor, Create a new Accounts Payable (record an Invoice) or Create a new Credit Note. **Edit**

Edit or alter an existing Creditor.

Reopen Lists the last accessed Creditors.

Delete Deletes the Creditor.

Snapshot Places this Creditor on the Snapshot Pane.

Payment Run

Select from:

Current Creditor

This allows you draw a cheque to pay one Creditor.

All Creditors

This allows you to pay all selected Creditors in one run

Print

Trial Balance

This report provides a listing of invoices for all Creditors or a single Creditor. The report may include all invoices, held or waiting invoices or payable invoices only. To include all Creditors, remove the Entity and Branch displayed.

You can select to include or exclude Anticipated Disbursements.

A Summary report lists totals only.

Requisition

This option allows you to print the selected invoice(s) in the form of a Cheque Requisition.

Ledger

This option allows you to print a ledger for a specified Date range and optionally include linked Cheque Requests (Anticipated disbursements)

Anticipated Disbursements

This option allows you to print a ledger for unpaid linked Cheque Requests (Anticipated Disbursement).

Search

Find Invoice Displays the full list of unpaid Invoices for the Creditors in the list. You can double click an invoice to display the details of that invoice.

Find Select this to open the Creditors listing.

23.5.2 Toolbar

**Create Creditor**

Create a new creditor.

**Edit Creditor**

Edit the details of the selected Creditor

**Delete this Creditor**

Delete the selected creditor – will not delete the PhoneBook entry and is only available if no transactions or Cheque Requests have been processed.

**New Account Payable**

Post an invoice to be paid.

**Reverse Current Invoice**

Reverse the highlighted invoice.

**Credit Note**

Post a Credit Note entry to reduce an outstanding invoice.

**Pay Creditor**

Pay All Invoices, Selected or Due Invoices.

**VCR Buttons: First, Previous, Next, Last**

This provides a quick way of moving through each creditor.

**Refresh**

Immediately refreshed the data on the screen.

**Find**

Opens the Creditors List.

**Snapshot**

Create a Snapshot of this Creditor on the Snapshot Pane.

**Print**

Print the creditors Trial Balance, Cheque Requisitions, Creditor Ledger transactions or Anticipated Disbursement details.

23.6 Remittance Advices

Remittance Advices can be used to advise a Creditor of the amounts you are paying. Remittances may be sent by Email or in the mail.



PROCEDURE

Remittance Advices are set up in:

Creditor Payment Run | Options | Setup

OR

Cheques | File | Creditor Remittance Advice | Setup Creditor Remittance Advice.

1. Select Remittance Advice from one of the available options
2. Select the "Company Logo" tab
3. *File Path* Enter the name of the file or click on **[Browse]** to locate the file
4. *Left / Top Margins* Specify the required margins
5. *Maximum Height* Specify the height of the logo
6. Select Proportional or Stretch as required
7. Select the "Remittance Advice Message" tab
8. *Message* Enter the text required

This is the text for the Remittance Advice, which will be attached to the Email message. For example: Payment of your account has been made. The amount is made up as detailed above.

9. *Alignment* Select Left, Right or Centre
10. Tick Bold or Italic if required

This applies to all the text.

11. Select the "Remittance Email" tab
12. *To:* Enter the Email addresses for the recipients

Select PAYEE to automatically insert the Email address of the Payee.
You can also enter free form text for Email addresses such as
accounts@lewishamreid.com.au.

13. *Subject* Enter the subject line for the Email
– for example "Payment of your Account by Direct Deposit from
Lewisham Reid"
14. *Message* Enter the text required
15. Click on **[OK]**

24. Creditors - Processing

This section covers posting Invoices, importing Invoices from an external file, paying Creditors and posting Credit Notes.

24.1 Post a Creditor Invoice

HANDS ON

In this exercise you will process an Invoice for James Printing for \$3,300.00. This is made up of \$2,200.00 for Brochures and \$1,100.00 for Letterhead.

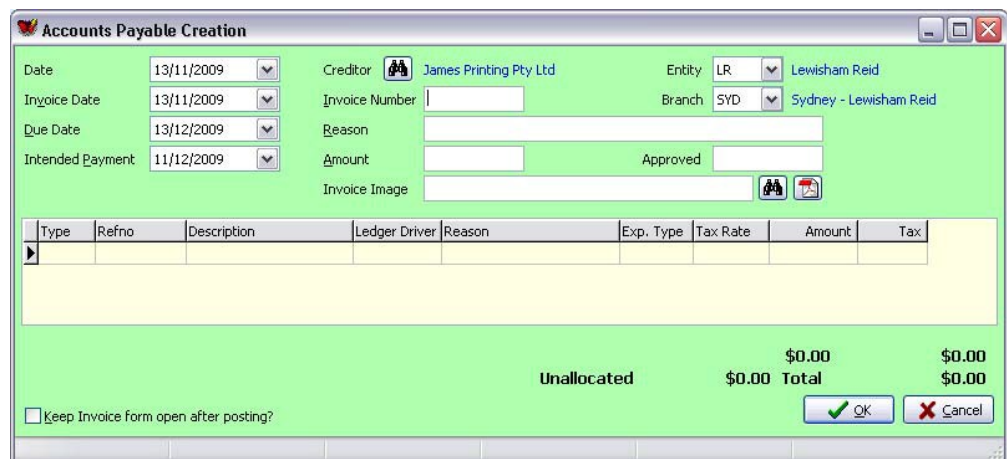
The Brochures should be charged to Marketing Expenses, allocated equally between Melbourne and Sydney branches and to the Administration Department. The letterhead should be charged to Stationery, allocated to the Sydney branch and allocated equally to all Departments.

This is set out in the table below:

		GL Allocation	
Brochures – Marketing GL Account-Melbourne	GL 245	Melbourne / Administration	1100.00
Brochures – Marketing GL Account - Sydney	GL 245	Sydney / Administration	1100.00
Letterhead – Stationery GL Account	GL2506	Sydney / All Departments	1100.00

1. Open Creditors (Transactions | Creditors)
2. Open James Printing from the Creditors list
3. Click on  to post a new Invoice

The following screen displays:



The screenshot shows the 'Accounts Payable Creation' window. It contains the following fields and data:

- Date:** 13/11/2009
- Invoice Date:** 13/11/2009
- Due Date:** 13/12/2009
- Intended Payment:** 11/12/2009
- Creditor:** James Printing Pty Ltd
- Entity:** LR (Lewisham Reid)
- Branch:** SYD (Sydney - Lewisham Reid)
- Invoice Number:** (empty)
- Reason:** (empty)
- Amount:** (empty)
- Approved:** (empty)
- Invoice Image:** (empty)

Below the fields is a table with the following columns: Type, Refno, Description, Ledger Driver, Reason, Exp. Type, Tax Rate, Amount, Tax. The table is currently empty.

At the bottom right, there is a summary section:

Unallocated	\$0.00	\$0.00
Total	\$0.00	\$0.00

At the bottom left, there is a checkbox: ☐ Keep Invoice form open after posting? At the bottom right, there are 'OK' and 'Cancel' buttons.

4. *Date* Accept today's date

5. *Invoice Date* Enter a date earlier in the current month

This should be the actual date of the invoice, so that the Due Date is calculated correctly.

6. *Due Date* Accept the prompted date

This date is automatically created by Lexis Affinity Library and is based on the Invoice Date and the payment terms for the creditor.

7. *Intended Payment* Accept the prompted date

This date will default to two days prior to the due date.

8. *Invoice Number* 345

9. *Reason* Brochures and Letterheads

The text entered here is used as the Description in the Accounts Payable entry and is the prompted Reason for each entry in the Allocations Table.

10. *Amount* 3300.00

This is the total of the Invoice.

11. *Approved* 2200.00

This invoice is only partly approved as there is a concern that the letterhead may need to be returned.

12. *Invoice Image* Click on  to attach a pdf file

13. Locate and select James Printing Invoice 345.pdf

This may be located in C:/Affinity/Lewisham Reid/Exercises.

You can click on  to view an existing pdf file.

14. *Entity* Accept the prompted Entity

15. *Branch* Accept the prompted Branch

Allocation table

16. *Type* Select Ledger

This Invoice is to be charged to a GL Expense Account.

17. *Refno* 245

18. *Description* <TAB>

This is the name of the GL Account.

19. *Ledger Driver* Leave blank

20. *Reason* <F2> amend the text to read "Brochures – Melbourne"

21. *Exp Type* Accept the default

22. *Tax Rate* Accept TAXIN

This may be changed if required.

23. *Amount* 1100.00

24. *Tax* Accept the prompted value

NOTE: At this stage the entry would be posted to the branch shown on the processing screen.

To alter the branch and to select a Department (or Author or Matter Branch if required) you need to select "Ledger Analysis Driver".

Ledger Analysis Driver

25. Right-mouse click on the line and select Ledger Analysis Driver

26. *Entity*

Note that you cannot alter the Entity on this screen – you must do that on the previous (processing) screen.

27. *Author* Leave blank for this exercise

You do not need to select an Author, as this reporting is not set up in the Lewisham Reid files.

28. *Branch* Select MEL (Melbourne)

29. *Department* Select ADM (Administration)

30. *Matter Type* Leave blank for this exercise

You do not need to select a Matter Type, as this reporting is not set up in the Lewisham Reid files.

31. *Driver* Leave blank for this exercise

There is no Ledger Driver applicable to this expense.

32. Click on **[OK]** to update the allocation

This has allocated \$1100.00 to the Melbourne Branch / Administration Department.

33. Repeat the steps above to process the entry for the Sydney Branch / Administration Department
34. Repeat the steps to process the entry for Letterhead (GL 2506), accepting the prompted Driver
35. Right click on the Letterhead entry
36. Select Display Ledger Driver Allocations

Note the allocation between different departments.

37. Click on **[Cancel]**
38. *Keep Invoice form open after posting?* Leave unticked
- Tick this option if you have more than one Invoice to post.
39. Click **[OK]** to process the Invoice

Display the Creditor

The Creditor screen for James Printing will display.

40. Select the “Filter” tab (located on the right hand side)
41. Click on **[Clear All]**
42. *Show only Accounts still owing* Tick this
43. Ensure Invoice 345 is highlighted
44. Select the “Allocations” tab (located on the right hand side)
45. Ensure Invoice 345 is highlighted

The allocations of the Invoice will display. It should look similar to this:

Allocations ☒ General Ledger ☐ Matters							
Code	Description	Author	Branch	Dept	Matter Type	Debit	Credit
245	Marketing Expenses		MEL	ADM		\$1,000.00	
490	Creditor Control		MEL	ADM			\$1,100.00
350	GST input Credit		MEL	ADM		\$100.00	
245	Marketing Expenses		SYD	ADM		\$1,000.00	
490	Creditor Control		SYD	ADM			\$1,100.00
350	GST input Credit		SYD	ADM		\$100.00	
2506	Stationery		MEL	ADM		\$1,500.00	
490	Creditor Control		MEL	ADM			\$1,650.00
350	GST input Credit		MEL	ADM		\$150.00	
2506	Stationery		SYD	ADM		\$1,500.00	
490	Creditor Control		SYD	ADM			\$1,650.00
350	GST input Credit		SYD	ADM		\$150.00	

46. Close Creditors

NOTE: You cannot process an Invoice with a negative amount. Process this as an Invoice Credit Note.
Similarly, you cannot process a negative value Credit Note. These should be entered as Invoices.

An Invoice that is reversed will show with the suffix of "CN". This will allow the same Invoice Number to be used again.

24.2 Sundry Invoice Interface

This option allows you to import an external file to process Invoices from a Creditor to matters. The Sundry Interface details for each type of import file are stored on the Creditor record.

➤ HANDS ON

In this exercise you will import Courier fees. These are stored in an external file – TNT_FILE.txt.

Check Creditor Details

1. Open Creditors (Transactions | Creditors)
2. Open TNT Couriers from the Creditors list
3. Click on **[Edit]**
4. Select the “Sundry Import” tab

The information stored here is used as the defaults when importing the file.

There is no need to change the information.

5. Close the Creditor
6. Close the Creditors listing

Import the File

1. Open Sundry Invoice Interface (Transactions | Sundries)

The following screen displays:

2. *Creditor* Click on **[Binoculars]** and locate or accept TNT Couriers

The details recorded for TNT Couriers will display.

3. Check the following details are correct.

Import from File Click on **[Load File]** to locate the file

(Your instructor will confirm the location for you.)

Delete file after successful import Leave unticked for the training exercise

Normally this would be ticked, so that the file is automatically removed after it has been processed.

Each time you import a file it will be the same name as the previous one, so it may be necessary to delete each file before importing. You may choose to delete the file manually.

Update Matters with Final Bill flag set? Tick this for the training exercise

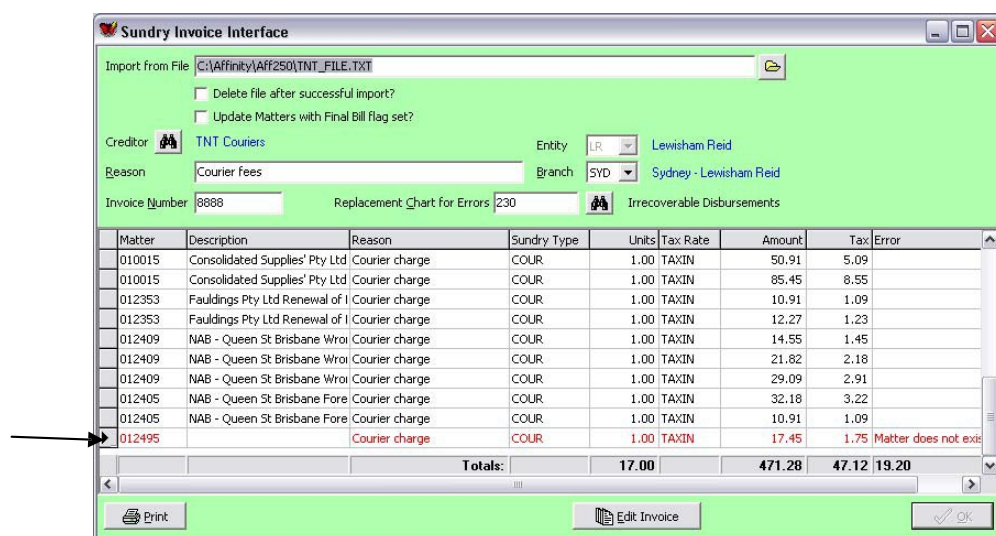
Tick this if you want these entries to be processed even if the matter has the Final Bill flag set.

4. *Reason* Accept Courier Fees
5. *Invoice Number* 56984
6. *Entity* Accept the prompted Entity
7. *Branch* Accept the prompted Branch
8. *Replacement Chart for errors* 230.

If there are entries that cannot be updated, these entries can be posted to the GL Chart.

9. Click on **[OK]**

A screen similar to the following will display:



Matter	Description	Reason	Sundry Type	Units	Tax Rate	Amount	Tax	Error
010015	Consolidated Supplies' Pty Ltd	Courier charge	COUR	1.00	TAXIN	50.91	5.09	
010015	Consolidated Supplies' Pty Ltd	Courier charge	COUR	1.00	TAXIN	85.45	8.55	
012353	Fauldings Pty Ltd Renewal of I	Courier charge	COUR	1.00	TAXIN	10.91	1.09	
012353	Fauldings Pty Ltd Renewal of I	Courier charge	COUR	1.00	TAXIN	12.27	1.23	
012409	NAB - Queen St Brisbane Wroi	Courier charge	COUR	1.00	TAXIN	14.55	1.45	
012409	NAB - Queen St Brisbane Wroi	Courier charge	COUR	1.00	TAXIN	21.82	2.18	
012409	NAB - Queen St Brisbane Wroi	Courier charge	COUR	1.00	TAXIN	29.09	2.91	
012405	NAB - Queen St Brisbane Fore	Courier charge	COUR	1.00	TAXIN	32.18	3.22	
012405	NAB - Queen St Brisbane Fore	Courier charge	COUR	1.00	TAXIN	10.91	1.09	
012495	NAB - Queen St Brisbane Fore	Courier charge	COUR	1.00	TAXIN	17.45	1.75	Matter does not exist
Totals:				17.00		471.28	47.12	19.20

Entries in red indicate an error

10. Click on **[Edit Invoice]**

The following message will display:



You can:

- ¾ Post the error entries to the nominated GL Chart – Click **[Yes]**
- ¾ Edit the error entries to alter the matter number – Click **[No]**

11. Click on **[Yes]**

The entry is amended. Note the screen is now an Accounts Payable Creation screen.

Accounts Payable Creation

Date: 2/05/2009 Creditor: TNT Couriers Entity: LR Lewisham Reid
 Invoice Date: 2/05/2009 Invoice Number: 8888 Branch: SYD Sydney - Lewisham Reid
 Due Date: 1/06/2009 Reason: Courier fees
 Intended Payment: 29/05/2009 Amount: \$518.40 Approved: \$518.40
 Invoice Image: [Icon]

Type	Refno	Description	Ledger Driver	Reason	Exp. Type	Tax Rate	Amount	Tax
Matter	010015	Consolidated Supplies Pty L		Courier charge	COUR	TAXIN	50.91	5.09
Matter	010015	Consolidated Supplies Pty L		Courier charge	COUR	TAXIN	85.45	8.55
Matter	012353	Fauldings Pty Ltd Renewal		Courier charge	COUR	TAXIN	10.91	1.09
Matter	012353	Fauldings Pty Ltd Renewal		Courier charge	COUR	TAXIN	12.27	1.23
Matter	012409	NAB - Queen St Brisbane W		Courier charge	COUR	TAXIN	14.55	1.45
Matter	012409	NAB - Queen St Brisbane W		Courier charge	COUR	TAXIN	21.82	2.18
Matter	012409	NAB - Queen St Brisbane W		Courier charge	COUR	TAXIN	29.09	2.91
Matter	012405	NAB - Queen St Brisbane Fc		Courier charge	COUR	TAXIN	32.18	3.22
Matter	012405	NAB - Queen St Brisbane Fc		Courier charge	COUR	TAXIN	10.91	1.09
Matter	012405	NAB - Queen St Brisbane Fc		Courier charge	COUR	TAXIN	17.45	1.75
							\$471.28	\$47.12
							Unallocated	\$0.00
							Total	\$518.40

☐ Keep Invoice form open after posting? **OK** **Cancel**

At this point you can alter the GL Chart or select another matter

12. Click on **[OK]** to proceed with posting the Invoice

Display Matter 012326

1. Open Matter 012326
2. Print the Disbursements Ledger

Note the 3 entries for TNT for Courier fees, with the same Journal number.

3. Close the print display
4. Close the Matter

24.3 Paying Creditors

Lexis Affinity Library allows you to pay all approved Invoices to all or selected Creditors in Creditors Payment Run. Remittance Advices can be generated at the same time to include with the payment (if required).

Payment runs should be separated into each Bank Account.

You can also pay one Creditor or one Invoice individually.

24.3.1 Preparation for Creditors Payment Run

Before using Creditors Payment Run you should check the following:

- ¾ Remittance Advices must be setup.
- ¾ Each Bank Account that will pay Creditors must be set up to capture bank details.
- ¾ Each Creditor to be paid by Direct Debit must have bank details recorded.
- ¾ Each Creditor that will receive Remittance Advices by Email must have this flag ticked.

Setting up Remittance Advices

Remittance Advices are set up in:

Creditors Payment Run | Options | Setup

OR

Cheques | File | Creditor Remittance Advice | Setup Creditor Remittance Advice.

The Remittance Advice is set up in the Lewisham Reid files.

Alter Bank Account to Force the capture of Direct Debit Account Details

Check that each Bank Account that will be used for Creditors payments have had the Direct Debits settings registered.

Bank GA has been set up for Direct Debits processing.

Add Direct Debit details to Creditor

Most Creditors in Lewisham Reid have had the Bank Details recorded.

Flag each Creditor for Email Remittances & record Email Address

Most Creditors in Lewisham Reid have Email Addresses recorded and are flagged for Email Remittance Advices.

24.3.2 Creditor Payment Run

Creditor Payment Run can be used to generate payments and Remittance Advices for one or more Creditor.

➤ HANDS ON

In this exercise you will print a list of Invoices that can be paid, remove some from the Payment List, process the payments and Remittance Advices.

1. Open Creditor Payment Run (Transactions | Creditors)
2. Click on **[Clear All]**

The following screen displays:

You will need to make the selections as required for your office.

In your office you would need to limit each run to those payments that would come from one Bank Account. You could do this by selecting by Entity or Branch.

NOTE: You can also select to only include the amounts due to a certain date.

3. *Print Remittance Advices* Tick this
4. *Run Cheques by* Select Creditor
5. *Bank Payment Selection*

This displays the details of the Bank Account from which the payments will be made, if the Creditor does not have a specific Bank Account nominated. The next Cheque and Direct Debit Numbers are displayed for checking before you proceed.

6. *Override Creditor Payment Bank for Invoice* Leave unticked

Ticking this will force the payments to be made from the Bank Account nominated above, regardless of the setting on the Creditor.

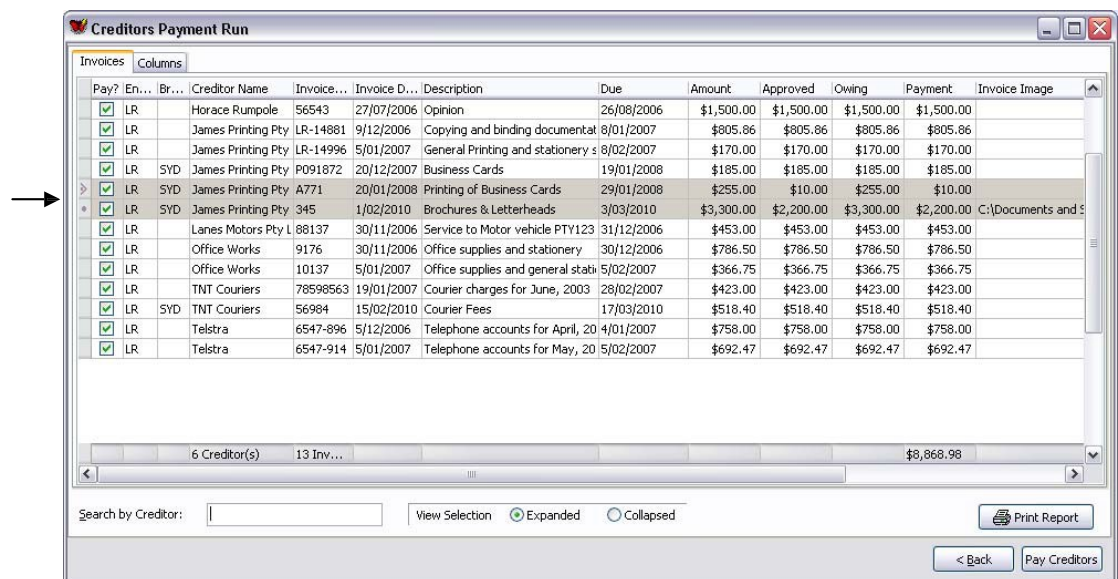
7. Check these details before proceeding
8. *Payment Method Selection* Select Default

This will either generate a Cheque, if no Bank details are stored on the Creditor, or a Direct Debit entry.

9. Click on **[Next]**

A list of Invoices displays. The information included is based on the Columns that have been selected on the “Columns” tab.

The list will display similar to the one below:



Pay?	En...	Br...	Creditor Name	Invoice...	Invoice D...	Description	Due	Amount	Approved	Owing	Payment	Invoice Image
☒	LR		Horace Rumpole	56543	27/07/2006	Opinion	26/08/2006	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	
☒	LR		James Printing Pty	LR-14881	9/12/2006	Copying and binding documentat	8/01/2007	\$805.86	\$805.86	\$805.86	\$805.86	
☒	LR		James Printing Pty	LR-14996	5/01/2007	General Printing and stationery s	8/02/2007	\$170.00	\$170.00	\$170.00	\$170.00	
☒	LR	SYD	James Printing Pty	P091872	20/12/2007	Business Cards	19/01/2008	\$185.00	\$185.00	\$185.00	\$185.00	
☒	LR	SYD	James Printing Pty	A771	20/01/2008	Printing of Business Cards	29/01/2008	\$255.00	\$10.00	\$255.00	\$10.00	
☒	LR	SYD	James Printing Pty	345	1/02/2010	Brochures & Letterheads	3/03/2010	\$3,300.00	\$2,200.00	\$3,300.00	\$2,200.00	C:\Documents and S
☒	LR		Lanes Motors Pty L	88137	30/11/2006	Service to Motor vehicle PTY123	31/12/2006	\$453.00	\$453.00	\$453.00	\$453.00	
☒	LR		Office Works	9176	30/11/2006	Office supplies and stationery	30/12/2006	\$786.50	\$786.50	\$786.50	\$786.50	
☒	LR		Office Works	10137	5/01/2007	Office supplies and general stabi	5/02/2007	\$366.75	\$366.75	\$366.75	\$366.75	
☒	LR		TNT Couriers	78598563	19/01/2007	Courier charges for June, 2003	28/02/2007	\$423.00	\$423.00	\$423.00	\$423.00	
☒	LR	SYD	TNT Couriers	56984	15/02/2010	Courier Fees	17/03/2010	\$518.40	\$518.40	\$518.40	\$518.40	
☒	LR		Telstra	6547-896	5/12/2006	Telephone accounts for April, 20	4/01/2007	\$758.00	\$758.00	\$758.00	\$758.00	
☒	LR		Telstra	6547-914	5/01/2007	Telephone accounts for May, 20	5/02/2007	\$692.47	\$692.47	\$692.47	\$692.47	

6 Creditor(s) 13 Inv... \$8,868.98

Search by Creditor: View Selection ☒ Expanded ☐ Collapsed Print Report < Back Pay Creditors

Note the total of the payment column indicates the total of the amounts to be paid.

10. Review the payments to be made – indicated by a tick in the Pay? column.

Note that James Printing Invoice A771 has been partially approved.

24.3.3 Displaying Invoice Images and approving

Invoices may be approved within the Creditors Payment Run.

11. Right click on the line containing Invoice 345
12. Select Display Invoice Image

The Invoice will display on the screen

13. Click on **[Approve]**

The Invoice is now fully approved.

You cannot part approve an Invoice from the display of the image. To do this, you should select “Edit Due Date and Approved Amount”

If no Invoice Image is attached, or to approve only part of the Invoice

HANDS ON

1. Right click on the line containing Invoice A771
2. Select Edit Due Date and Approved Amount
3. Approve the full amount of the invoice
4. Click on **[Print Report]**

The list will display on the screen. You can print this if required.

Payments to be made by EFT are flagged ***.

Totals of Cheques and EFT Payments are noted at the end of the report.

5. Close the print display.

Remove an Invoice from automatic payment

HANDS ON

In this step you will remove the invoices detailed below:

- Invoice #345 for James Printing as some of the goods have been returned and you do not want to pay until the credit note is received.
- Invoice 78598563 (\$423.00) for TNT as you have decided to delay payment at this stage.

6. Untick these Invoices

TIP: You can click in the box in the 'Pay' column

OR

You can use the arrow keys to move around the grid and use the <SPACE BAR> to toggle the tick on and off.

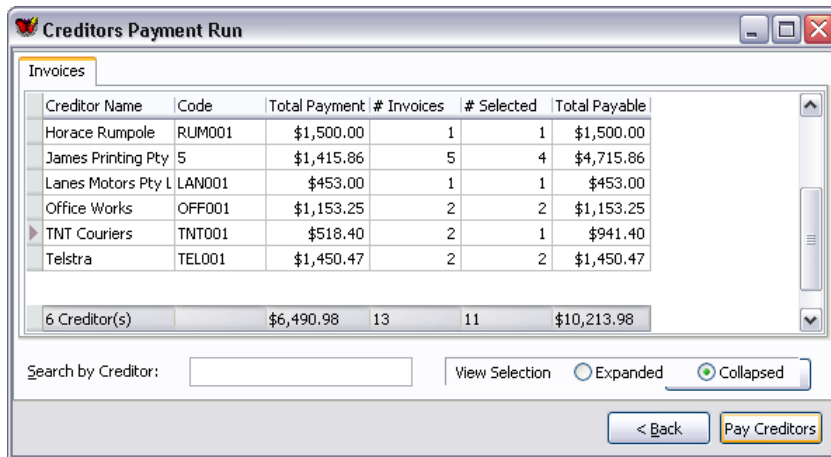
Note that the total of the payment run is now reduced.

At this stage you may prefer to print another report.

7. *View Selection* Select Collapsed

This display is more concise and will list the Payees and the amounts that will be paid with the Invoice details.

A sample is shown below:



The 'Creditors Payment Run' window displays a table of invoices. The table has columns for Creditor Name, Code, Total Payment, # Invoices, # Selected, and Total Payable. The data is as follows:

Creditor Name	Code	Total Payment	# Invoices	# Selected	Total Payable
Horace Rumpole	RUM001	\$1,500.00	1	1	\$1,500.00
James Printing Pty	5	\$1,415.86	5	4	\$4,715.86
Lanes Motors Pty L	LAN001	\$453.00	1	1	\$453.00
Office Works	OFF001	\$1,153.25	2	2	\$1,153.25
TNT Couriers	TNT001	\$518.40	2	1	\$941.40
Telstra	TEL001	\$1,450.47	2	2	\$1,450.47

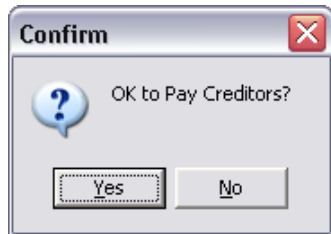
Summary: 6 Creditor(s), \$6,490.98, 13 Invoices, 11 Selected, \$10,213.98 Total Payable.

Search by Creditor: View Selection ☐ Expanded ☒ Collapsed

< Back Pay Creditors

8. Click on **[Pay Creditors]**

The following message displays:



Confirm

OK to Pay Creditors?

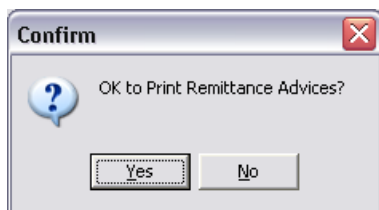
Yes No

9. Click on **[Yes]**

If Remittances are to be e-mailed, Lexis Affinity will open your E-mail system, with the details completed.

You do not need to send this email.

When all cheques are processed the following message displays:



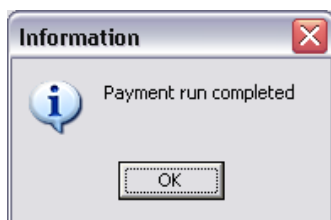
Confirm

OK to Print Remittance Advices?

Yes No

10. Click on **[Yes]**

When Remittance Advices are printed the following message displays:



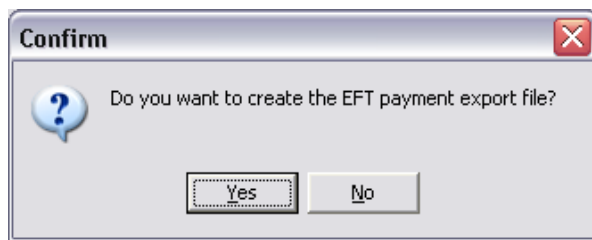
Information

Payment run completed

OK

If any Remittance Advices are to be sent by Email, the Email screen will also display.

If the Payment run includes payments by Direct Debit, the following message will display:



11. Click on **[Yes]**

The Bank EFT Payment screen will display:

The "Bank EFT Payments" screen displays the following information:

- Entity: LR (Lewisham Reid)
- Bank: GA (Practice General Account)
- Transfer Date: 13/11/2009
- Authorised by: [dropdown menu]

Below the form is a table of payments:

Pay? Date	Cheque #	Amount	Payee	Reason
13/11/2009	BP556	1,500.00	Horace Rumpole	Payment of current account
13/11/2009	BP557	1,415.86	James Printing Pty Limited	Payment of current account
13/11/2009	BP558	453.00	Lanes Motors Pty Ltd	Payment of current account
13/11/2009	BP559	1,153.25	OfficeWorks	Payment of current account
13/11/2009	BP560	1,450.47	Telstra Australia	Payment of current account

Summary: 5 Payment(s) \$5,972.58

Buttons: Select All, Deselect All

Checkbox: ☐ Keep form open after posting?

12. *Authorised by* Select YSR

13. Click on  to create the bank file

A confirmation message will display:



14. Click on **[OK]**

A screen similar to the following will display:



The dialog box titled "Create EFT payment export file" contains the following fields and options:

- Bank: National Australia Bank
- Account Name: Practice General Account
- Account Number: 321431 43232
- EFT #: 2
- Transfer Date: 13/11/2009
- Amount: \$5,972.58
- Export Using Setting:  creditors
- Format: Australian Bankers Association
- Export File: c:\Affinity\Aff260\creditors_payments.aba
- Buttons:  OK,  Cancel

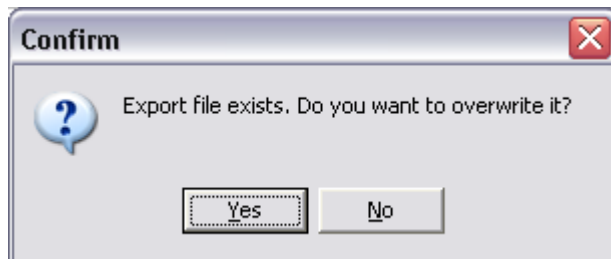
15. *Export Using Setting* Accept the default

16. *Export File*

The settings displayed are recorded in Banks | Direct Debits | ABA Export Settings

17. Click on **[OK]**

If the file already exists, the following message will display:



The "Confirm" dialog box displays the following:

- Icon: 
- Text: Export file exists. Do you want to overwrite it?
- Buttons:  Yes,  No

18. Click on **[Yes]**

The Creditors Payment Run dialog box displays.

19. Click on **[Next]**

If there are payments still to be made, these will display on the screen.

In this exercise you will not pay these invoices at this stage.

20. Click on **[Back]**

21. Click on **[Exit]** to close Creditors Payment Run

24.4 Paying One Creditor

You can pay one Creditor or Invoice from Creditors Payment Run (by using the Filter to select just the required Invoice/s) or from the Creditor itself.

HANDS ON

In this exercise you will pay TNT Couriers from the Creditors option.

1. Open Creditors (Transactions | Creditors)
2. Open TNT Couriers
3. Select the “Filter” tab (vertical tab located on the right hand side)
4. Click on **[Clear All]**
5. *Show only Accounts still owing* Tick this
6. Select the “Allocations” tab (vertical tab located on the right hand side)

The Creditors screen for TNT Couriers displays.

Selecting Invoices to be Paid

There are a number of ways of selecting Invoices that are to be paid.

Click on the down arrow  and select from the following options:

Pay Selected

Highlight the invoice or invoices to be paid. Multiple invoices may be selected by using the <CTRL> key and clicking the mouse on selected Invoices and select “Pay Selected”.

NOTE: You must have  displaying.

Pay All Invoices

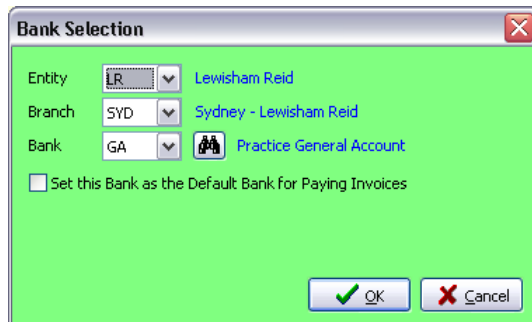
All Invoices will be included for payment.

Pay Due Invoices Only

Only Invoices that are due for payment will be included

7. Click on the down arrow  and select "Pay Due Invoices Only" from the drop down list.

If you have more than one Office Bank Account, you will see this screen, allowing you to select the Office Account from which the Cheque should be drawn.



Bank Selection

Entity: LR Lewisham Reid
 Branch: SYD Sydney - Lewisham Reid
 Bank: GA Practice General Account

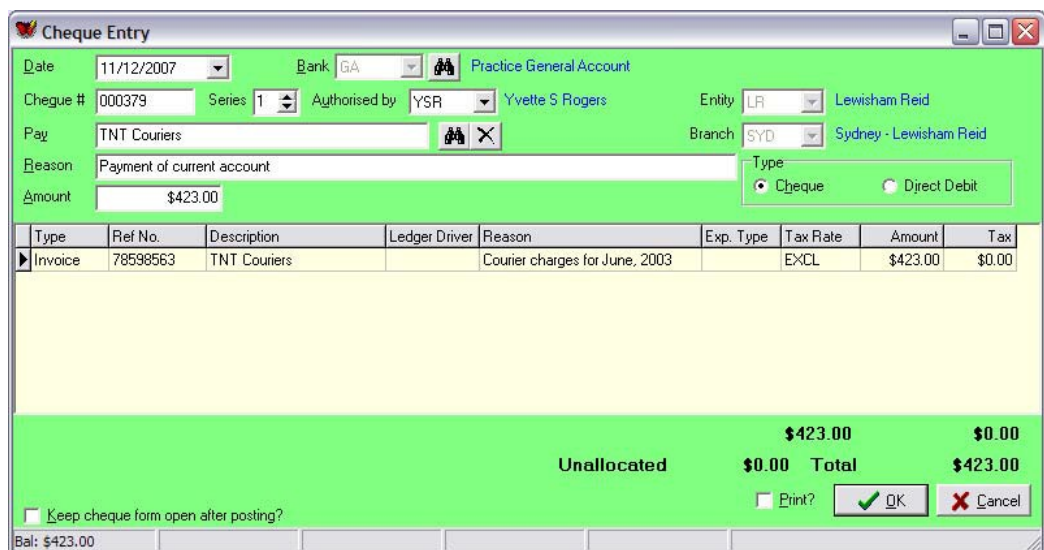
☐ Set this Bank as the Default Bank for Paying Invoices

OK Cancel

NOTE: You can tick "Set this Bank as the Default Bank for Paying Invoices" to set this as the default.

8. Click on **[OK]**

The Cheque Entry screen appears with all the details included. This screen should be similar to this:



Cheque Entry

Date: 11/12/2007 Bank: GA Practice General Account
 Cheque #: 000379 Series: 1 Authorised by: YSR Yvette S Rogers Entity: LR Lewisham Reid
 Pay: TNT Couriers Branch: SYD Sydney - Lewisham Reid
 Reason: Payment of current account Type: ☒ Cheque ☐ Direct Debit
 Amount: \$423.00

Type	Ref No.	Description	Ledger Driver	Reason	Exp. Type	Tax Rate	Amount	Tax
Invoice	78598563	TNT Couriers		Courier charges for June, 2003		EXCL	\$423.00	\$0.00

Unallocated \$0.00 Total \$423.00

☐ Keep cheque form open after posting? ☐ Print? OK Cancel

Bal: \$423.00

9. **Print** Leave unticked
10. Click **[OK]** to process the cheque.

24.5 Print One Remittance Advice

You can print a Remittance Advice to accompany the Cheque to the Creditor from the Cheques option.



HANDS ON

1. Open Cheques (Transactions | Cheques)

2. Locate the Cheque/s for which you need a Remittance Advice

In this case the cheque for \$423.00 for TNT Couriers.

3. Select File
4. Select Creditor Remittance Advice
5. Select Print Creditor Remittance Advice

The Remittance Advice will print to the screen.

6. Close the print display
7. Close Cheques

24.6 Post a Credit Note

HANDS ON

In this exercise you will process a Credit Note for \$1100.00 for James Printing against invoice number 345. The letterhead (for Sydney Branch) was poor quality and has been returned.

1. Open Creditors (Transactions | Creditors)
2. Open James Printing

3. Click on  to create a Credit Note

4. *Entity* Select LR

5. *Credit Note Date* Accept today's date

6. *Credit Note Number* CN-5785

7. *Reason* Returned Goods

8. *Amount* 1100.00

9. *Link to Original Invoice* Click on the Binoculars

The Creditor Accounts Payable Selection screen displays

10. Locate Invoice 345 and click on **[OK]**

If the invoice is not displayed on the list, check the Filter settings.

The original transactions for this invoice will display on the screen.

If all entries are to be included in the Credit Note, you can click on **[OK]**.

To ensure that you select the correct entry to leave in the Credit Note, you can right click on a line and select Ledger Analysis Driver to display the allocation of the entry.

For this exercise the entry to be included in the Credit Note is the last entry – to GL 2506.

11. Right click on the first line
12. Click on **[Remove]**
13. Repeat for the other line to be removed

The total of the Credit Note should now be 1100.00.

14. *Keep Invoice Credit Note open after posting ?* Leave unticked

15. Click on **[OK]**

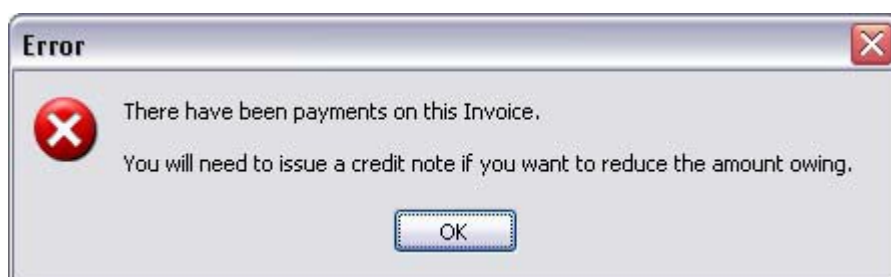
16. Close the Creditors screen

24.7 Reverse an Invoice

PROCEDURE

To reverse an Invoice entered incorrectly, simply highlight the Invoice on the Creditors Accounts Payable screen, and click on  to reverse the Invoice.

If you try to reverse an Invoice that has already been paid the following error message will display:



24.8 Part Payment of an Invoice

You can part pay an Invoice by selecting the Invoice and changing the amount before processing the payment.

25. Payment of Creditors by Credit or Charge Cards.

The following notes are provided as a guide to a method of paying Creditors using Credit/Charge Cards.

The following steps are needed.

Set Up

- Create General Ledger Accounts for the Bank Account and Clearing Account
- Create a Credit Card Bank Account

Processing

- Process the credit card amounts
- Pay the credit card company using the actual (real) Bank Account
- Process a receipt for credit card amounts

Reconciliation

- Reconcile the Credit Card Bank Account

A summary of the steps is provided on the following page. The detailed steps are the provided.

In summary:

Process Supplier invoice:

DR	Expense
CR	Creditor (eg W C Penfolds)

Pay the Creditor by Credit Card:

DR	Creditor
CR	Credit Card Bank

Pay the Credit Card (by Cheque):

DR	Credit Card Clearing Account
CR	General (Actual) Bank Account

Clear Credit Card Clearing Account (by Receipt):

DR	Credit Card Bank
CR	Credit Card Clearing Account

25.1 Setup

This procedure treats the credit card as a bank account.

25.1.1 Create the General Ledger Accounts

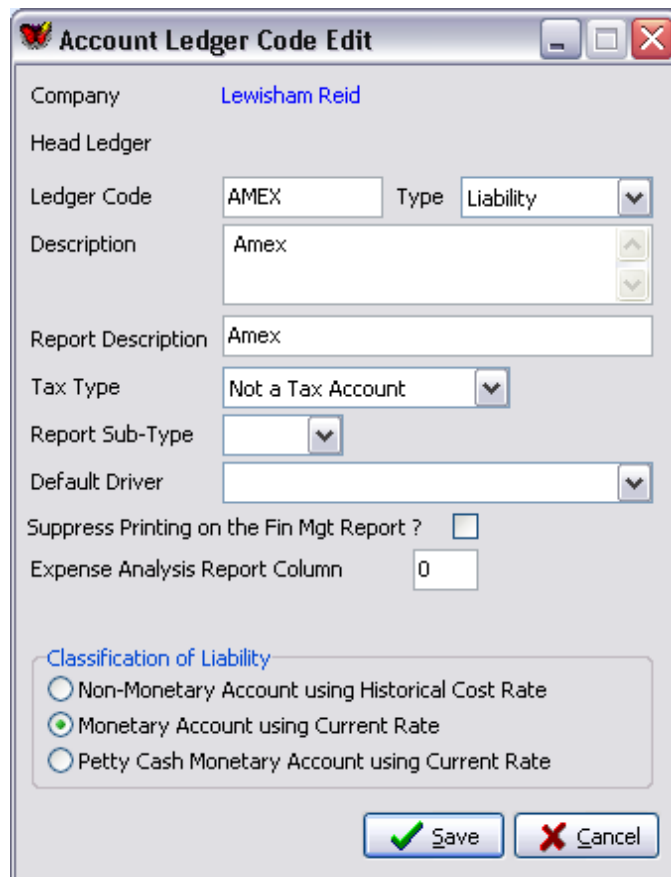
Three General Ledger Accounts are required to implement this procedure.

Bank Account

This should be a Liability Account. The Ledger Code can be the name or abbreviation of the card name and the Description can be "<Name of the Card> Bank Account". In this example the Ledger Code is AMEX and the Description is Amex Bank Account.

It is recommended to have separate Cash at Bank Accounts for each Credit Card. (In particular **don't** use the Account that is attached to your General Bank Account).

An example is shown below:



Account Ledger Code Edit

Company: **Lewisham Reid**

Head Ledger:

Ledger Code: **AMEX** Type: **Liability**

Description: **Amex**

Report Description: **Amex**

Tax Type: **Not a Tax Account**

Report Sub-Type:

Default Driver:

Suppress Printing on the Fin Mgt Report ? ☐

Expense Analysis Report Column: **0**

Classification of Liability

☐ Non-Monetary Account using Historical Cost Rate

☒ Monetary Account using Current Rate

☐ Petty Cash Monetary Account using Current Rate

Save **Cancel**

Clearing Account

Each Credit or Charge card also needs a Clearing Account. These should also be created as Liability Accounts.

The Ledger Code (maximum 8 characters) could be "<Partial name of Card> CLEAR" and the Description could be "<Name of Card> Clearing Account". The Tax Type should be "Exclude from Tax Reporting".

For reconciliation purposes, it is generally better to have separate Clearing Accounts for each card that you use.

An example is shown below:

Account Ledger Code Edit

Company: **Lewisham Reid**

Head Ledger:

Ledger Code: **ACLEAR** Type: **Liability**

Description: **Amex Clearing Accounts**

Report Description: **Amex Clearing Accounts**

Tax Type: **Exclude from Tax Reporti**

Report Sub-Type:

Default Driver:

Suppress Printing on the Fin Mgt Report ? ☐

Expense Analysis Report Column: **0**

Classification of Liability

☐ Non-Monetary Account using Historical Cost Rate

☒ Monetary Account using Current Rate

☐ Petty Cash Monetary Account using Current Rate

Save **Cancel**

Loan Account

Each Bank Account stores the General Ledger Chart for a Loan Account, if required. A Loan Account is used if a payment is made from one Entity on behalf of another Entity – ie where the Partnership Bank Account is used to pay a Service Company Invoice.

This example uses GL 4800.

25.1.2 Create the Bank Account

Create a Bank Account in Lexis Affinity to represent the credit card (in this example AMEX).

Cash at Bank AMEX (ie the GL Chart for the Credit or Charge Card)

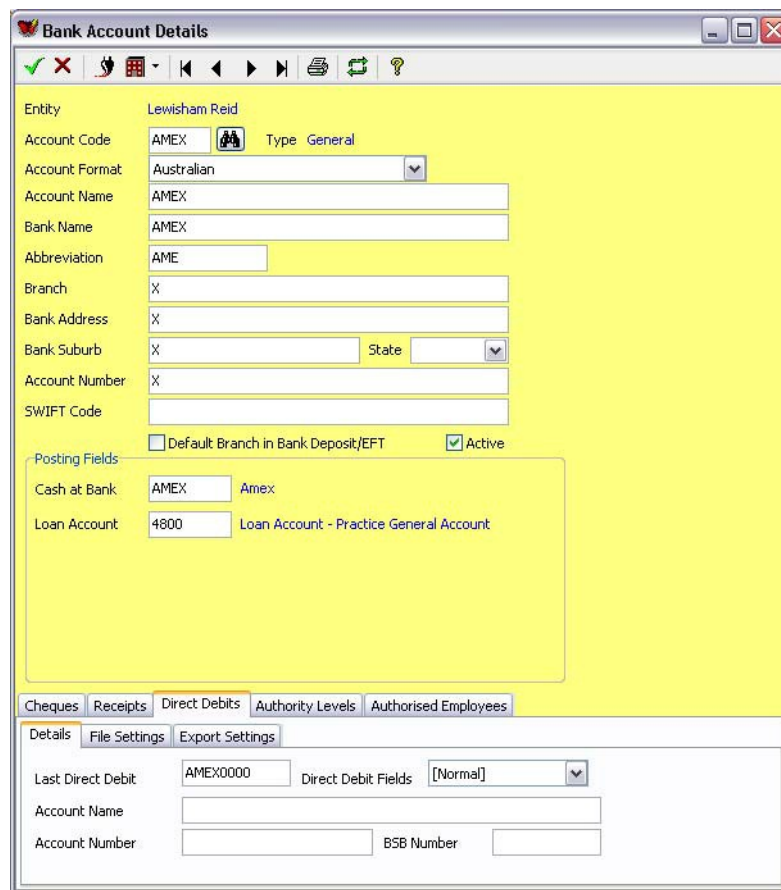
Loan Account 4800

To create the Bank Account, you will need to enter a Series Number on both the “Cheques” & “Receipts” tabs respectively. (Cheques are not used on this Bank Account as all ‘payments’ are processed as Direct Debits, however a dummy receipt is processed.)

On the “Direct Debits” tab establish the last Direct Debit numbers as AMEX0000 (or VISA000 or Diner000 etc).

Each payment from this ‘Bank’ will be processed as a Direct Payment from the bank, and no physical cheques will be drawn against this ‘Bank’.

A sample is shown below:



Bank Account Details

Entity: Lewisham Reid

Account Code: AMEX Type: General

Account Format: Australian

Account Name: AMEX

Bank Name: AMEX

Abbreviation: AME

Branch: X

Bank Address: X

Bank Suburb: X State: [dropdown]

Account Number: X

SWIFT Code: [text box]

☐ Default Branch in Bank Deposit/EFT ☒ Active

Posting Fields

Cash at Bank: AMEX Amex

Loan Account: 4800 Loan Account - Practice General Account

Tabs: Cheques Receipts **Direct Debits** Authority Levels Authorised Employees

Details File Settings Export Settings

Last Direct Debit: AMEX0000 Direct Debit Fields: [Normal]

Account Name: [text box]

Account Number: [text box] BSB Number: [text box]

25.1.3 Edit the Creditors

If payments to a Creditor will always be by a particular Credit Card, you may prefer to set the "Payment Bank for Invoice" to the Credit Card to be used. (In this case AMEX).

Lexis Affinity will default to that Bank Account when selecting to pay Creditors from the Creditors screen or through Creditor Payment Run.

Creditor Creation

Creditor Type: Business
Business Name: W C Penfolds
Contact: Ms Jean Billings
A.C.N.: 123 232 333
Creditor Group: Stationery
Creditor Code: 3

Entity | Terms | Payment Option | Credit Limit | Payment Bank for Invoice

LR	30 Days		1,500.00	
SC	30 Days		0.00	

Hold all Processing? ☐
Default Sundry Type:
Entity for New Invoices: Lewisham Reid
Allow Entity for New Invoices to be Overridden? ☒
Branch for New Invoices:

OK Cancel

25.2 Processing the Invoices

Enter your original invoices for purchases nominating the true creditor, in the usual manner.

This display shows outstanding Invoices for the creditor-the total is \$1540.00.

creditor: W C Penfolds Pty Ltd

File Search Help

e&X ... **Eiii3** **PO** . . G €j . W

BusinessName W C Penfolds Creditor Number 4

Contact Ms Jean Billings Creditor Code 3

Type Business A.C.N. 123 232 333 A.B.N.

Creditor Group Stationery Pay Cheques To W C Penfolds Pty Ltd

Accounts Payable **Sf**

Entity	Branch	Operator	Date	Invoice Date	Refno	Orig. Refno	Reason	Due	Approved	Owing!
HIR	SYD	YSR	24/03/2010	24/03/2010	965		Printing and binding of brochures	24/03/2010	990.00	990.00
YO		YSR	24/03/2010	24/03/2010	854		Stationery	24/03/2010	550.00	550.00

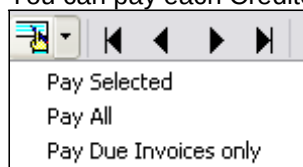
08

25.3 Paying the Creditor

When you contact the Creditor/s and advise them of the Card details, this needs to be processed in Lexis Affinity. You can do this either as individual payments for each Creditor or via Creditor Payment Run.

Individually

You can pay each Creditor directly from the Creditors screen, using any of these options



This is the preferred method as Lexis Affinity will automatically insert the details of the Invoices to be paid in the Cheque Entry screen.

Or you can process a Cheque from Cheques in the usual way.

This example shows the Cheque entry screen after selecting "Pay All". Note the Bank Account has been selected and cannot be changed (because it has been recorded on the Creditor).

Type	Ref No.	Description	Ledger Driver	Reason	Exp. Type	Tax Rate	Amount	Tax
Invoice	965	W C Penfolds Pty Ltd		Printing and binding of brochures		EXCL	990.00	0.00
Invoice	854	W C Penfolds Pty Ltd		Stationery		EXCL	550.00	0.00
							\$1,540.00	\$0.00
Unallocated							\$0.00	Total \$1,540.00

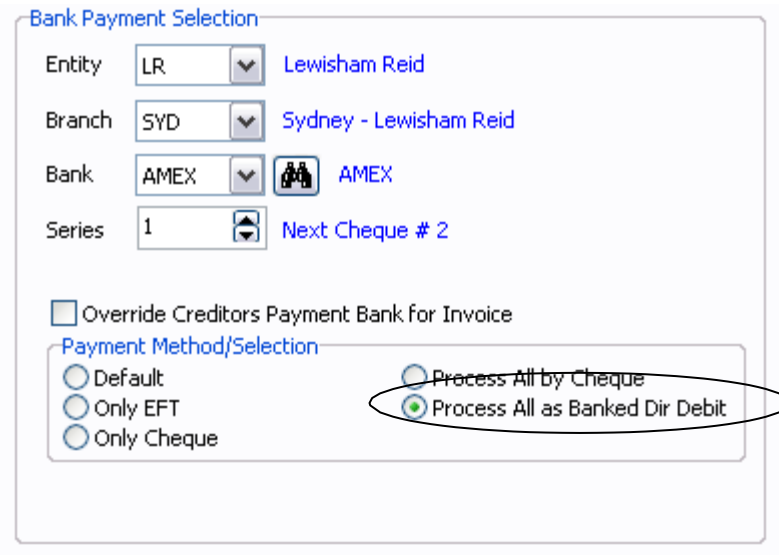
☐ Keep cheque form open after posting?

Bal: \$1,540.00

Ensure that the Tax Rate is EXCL as Tax (GST) has already been taken into account when the original invoices were processed.

Creditor Payment Run

If there are multiple Creditors to be paid via the Credit Card, these could be processed as a Creditor Payment Run, selecting the Credit Card Bank Account (AMEX). Select *“Process All as Banked Direct Debit”*.



The image shows a 'Bank Payment Selection' dialog box. It contains several fields for selection: Entity (LR, Lewisham Reid), Branch (SYD, Sydney - Lewisham Reid), Bank (AMEX, with an AMEX logo), and Series (1, with a 'Next Cheque # 2' link). Below these is an unchecked checkbox labeled 'Override Creditors Payment Bank for Invoice'. Underneath is a section titled 'Payment Method/Selection' with three radio button options: 'Default', 'Only EFT', and 'Only Cheque'. To the right of these are two more radio button options: 'Process All by Cheque' and 'Process All as Banked Dir Debit'. The 'Process All as Banked Dir Debit' option is selected and circled with a black oval.

Process the Cheque

At this stage the Expense is recorded, the Creditors are Nil and the Credit Card Bank Account is overdrawn by the amount paid to the Creditors. In this case \$1540.00.

25.4 Paying the Credit Card

The credit card monthly statement does not need to be entered into the system as a creditor invoice; (since the entries should already be accounted for), however you will need to reconcile the statement with the entries in Lexis Affinity.

Select the Credit Card Bank Account from General Ledger and determine the balance owing. In this case - \$1540.00.

General Ledger									
File Help									
Ledger Filter									
Ledgers									
Code	DESCRIPTION	Type	SubType	Subledgers	Default Driver	Budget Driver	Suppr Print	Debit	Credit
505	Profit Appropriation	Owners Equi		0			N		3,339,216.81
520	Sundry Expenses Unbilled	Owners Equi		0			N		
530	Capital - J Woodward	Owners Equi		0			N		23,464.93
540	Capital - Yvette S Rogers	Owners Equi		0			N		23,464.91
5506	Fees waiting to be Billed	Owners Equi		0			N		125,119.55
9999	Trust to Office Transfer	Asset		0			N	619.45	
ACLEAR	Amex: Clearing Accounts	Asset		0			N		
AMEX	Amex: Bank Account	Liability		0			N		1,540.00

If this agrees with the amount owing on the Credit Card Statement, then there is no need to do any reconciling.

If they are different, the easiest method of reconciling the two amounts is to print the GL Transactions for the Bank Account – or the Cash Book.

GL Transactions

Use the Filter to display only the AMEX Bank Account and the date period required.

Click on the down arrow beside **[Print]** and select Ledger Allocations.

A printout similar to the one below will display:

General Ledger Transactions									
Printed 16/12/2009 12:08:26 PM For Company Lewisham Reid , for Ledgers from AMEX to AMEX for the period 16/12/2009 to 16/12/2009 Page 1									
Ledger Code	Description	Type	Creditor	Driver	Entity	Debit	Credit	Balance	
AMEX	Amex	Liability							
16/12/2009	BBF	Opening Balance for LR			LR				
16/12/2009	CHQ AMEX0001	W C Penfolds Pty Ltd	3		LR	\$550.00		-\$550.00	
16/12/2009	CHQ AMEX0001	Stationery	3		LR	\$990.00		-\$1,540.00	
		Printing and binding of brochures							
AMEX	Movement for Period						\$1,540.00		
Amex	Closing Balance						\$1,540.00		

Alternately, print the Cashbook

Lewisham Reid							
Cashbook of AMEX for 1 Dec 2009 to 16 Dec 2009							
Posted	Reference	Type	Details	Allocations /Deposit	Cheques	Receipts	Balance
Tue 01 December 2009							
			Opening Balance:				0.00
16/12/2009	AMEX0001	BP	W C Penfolds Pty Ltd		1,540.00		1,540.00 OD
			Payment of current account				
			Direct Debit Details : W C Penfolds BSB 240030 Acc# 327678900				
	3		W C Penfolds Pty Ltd	550.00			
			Stationery				
	3		W C Penfolds Pty Ltd	990.00			
			Printing and binding of brochures				
Report Totals					1,540.00	0.00	

Check off each transaction with those on the Statement.

The items appearing on the credit card statement that are **not** in the printout are those transactions that still need to be brought into the system.

Method 1

They could be entered against a creditor as invoices. (as explained previously)

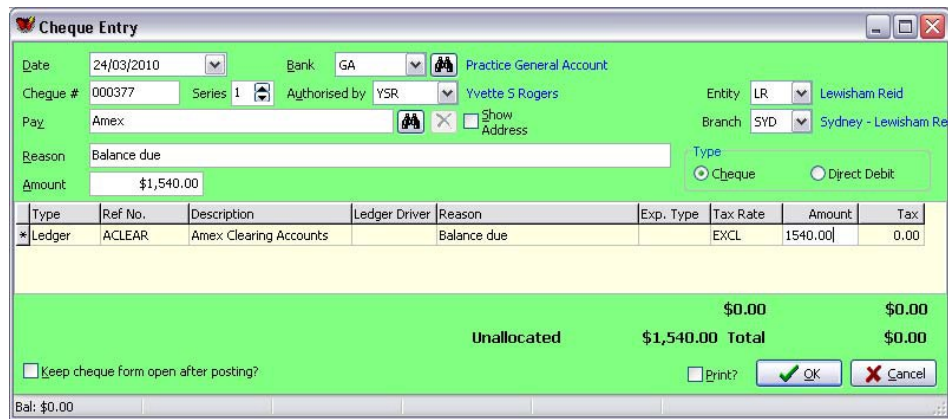
Method 2

They can be entered directly to the General Ledger Accounts (or Matters) at the time of drawing the cheque to the Credit Card Company.

When paying the balance of the credit card (i.e. to AMEX) you will need to draw a cheque from your **actual (real)** General Bank Account. The value of the credit card payment cheque will be the balance of the Credit Card Bank Account if you have entered all the amounts due as Invoices. (ie Method 1)

Method 1 (ie both amounts are the same)

Draw the cheque from the general account. Nominate the credit card company as the payee of the cheque. And select the credit card clearing account as the ledger payment account. Note this payment should also have Tax Rate of EXCL.



Type	Ref No.	Description	Ledger Driver	Reason	Exp. Type	Tax Rate	Amount	Tax
* Ledger	ACLEAR	Amex Clearing Accounts		Balance due		EXCL	1540.00	0.00

Unallocated \$1,540.00 Total \$0.00 Tax \$0.00

☐ Keep cheque form open after posting? ☐ Print?

Bal: \$0.00

Method 2 (If amounts are different)

A common area of difference could be charges on the Credit Card Statement – for example the Annual Fee for the account. These charges can be entered directly against the ledger accounts as required (see grid line 2 in the example below).

In this example a charge of \$100.00 (incl Tax) has been levied. (Remember to select the correct Tax Rate.)

Cheque Entry

Date: 24/03/2010 Bank: GA Practice General Account

Cheque #: 000378 Series: 1 Authorised by: YSR Yvette S Rogers Entity: LR Lewisham Reid

Pay: Amex Branch: SYD Sydney - Lewisham Reid

Reason: Balance Due Type: ☒ Cheque ☐ Direct Debit

Amount: \$1,640.00

Type	Ref No.	Description	Ledger Driver	Reason	Exp. Type	Tax Rate	Amount	Tax
Ledger	ACLEAR	Amex Clearing Accounts		Balance Due		EXCL	1,540.00	0.00
Ledger	2504	Miscellaneous expenses		Card Charges		TAXIN	90.91	9.09

Unallocated: \$1,630.91 Tax: \$9.09 Total: \$1,640.00

☐ Keep cheque form open after posting? ☐ Print?

Bal: \$0.00

Process the cheque

At this point the GL Account for the Amex Bank Account is 1540.00 Overdrawn (Credit) and the Clearing Account has a debit balance of 1540.00.

General Ledger

File Help

Ledger Filter

Code	Description	Type	SubType	Subledgers	Default Driver	Budget Driver	Suppr Print	Debit	Credit
ACLEAR	Amex Clearing Accounts	Liability		0			N	1,540.00	
AMEX	Amex	Liability		0			N		1,540.00

These accounts need to be brought back to zero.

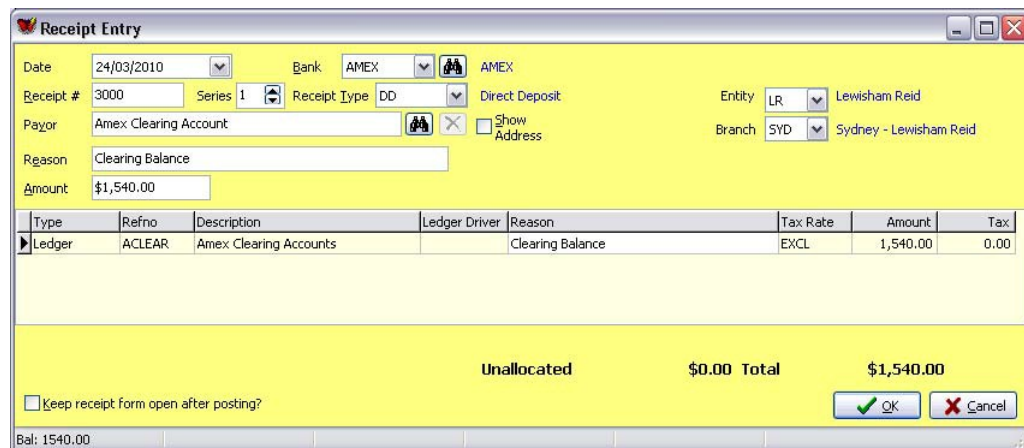
25.5 Clearing the Credit Card Clearing Account

A final step is necessary to complete the processing – this is to process a (dummy) receipt to the Credit Card Bank Account. The effect of this is to negate the (dummy) cheque drawn on the Credit Card Bank Account.

The receipt is shown below:

Note that the amount of the receipt should be equal to the Clearing Account balance (ie the total of the entries processed as Invoices – not including any additional charge you added to the value of the cheque. In this case \$1540.00).

Process this as a Direct Deposit.



Receipt Entry

Date: 24/03/2010 Bank: AMEX AMEX

Receipt #: 3000 Series: 1 Receipt Type: DD Direct Deposit

Payor: Amex Clearing Account Entity: LR Lewisham Reid

Reason: Clearing Balance Branch: SYD Sydney - Lewisham Reid

Amount: \$1,540.00

Type	Refno	Description	Ledger Driver	Reason	Tax Rate	Amount	Tax
Ledger	ACLEAR	Amex Clearing Accounts		Clearing Balance	EXCL	1,540.00	0.00

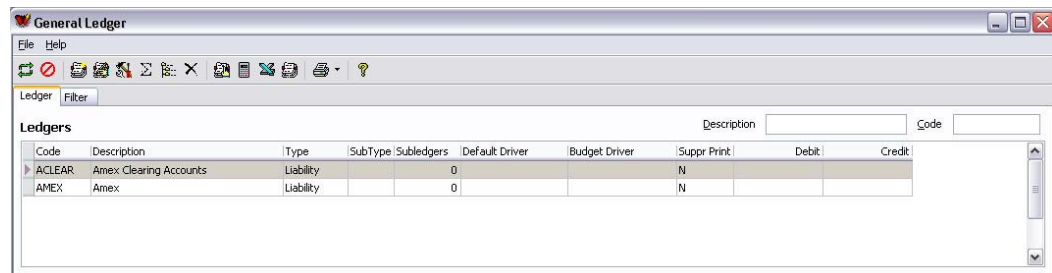
Unallocated \$0.00 Total \$1,540.00

☐ Keep receipt form open after posting?

OK Cancel

Bal: 1540.00

At this stage the balances of the GL Accounts should be 0.00



General Ledger

File Help

Ledger Filter

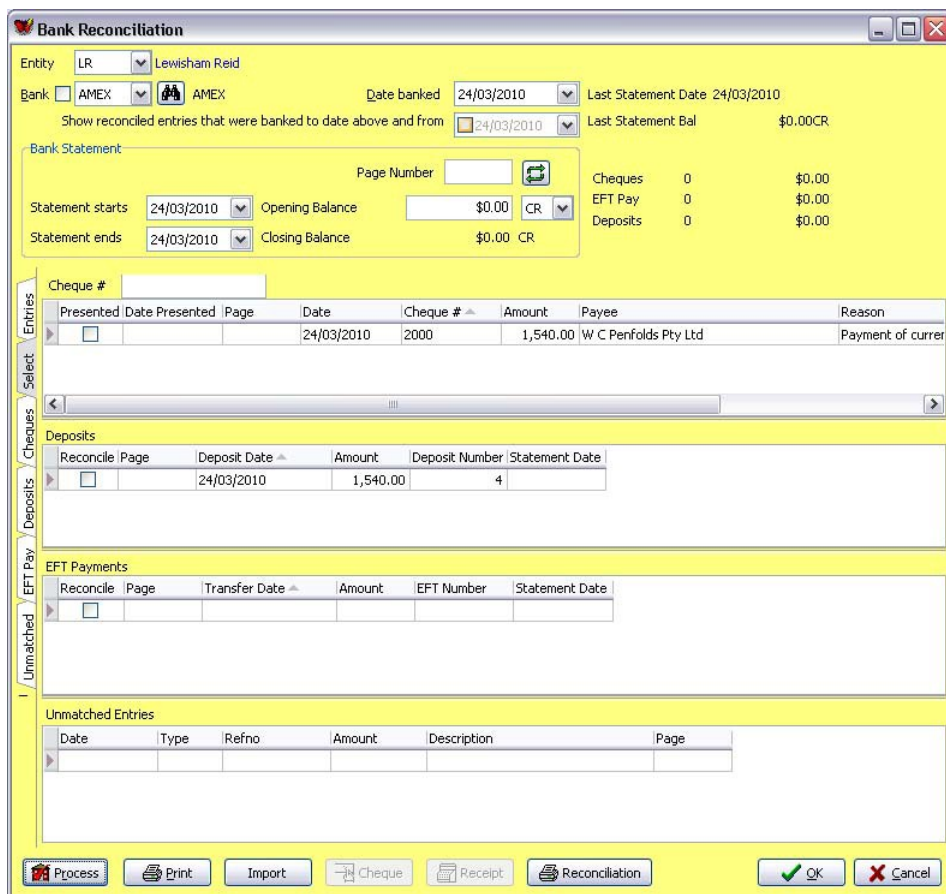
Code	Description	Type	SubType	Subledgers	Default Driver	Budget Driver	Suppr Print	Debit	Credit
ACLEAR	Amex Clearing Accounts	Liability		0			N		
AMEX	Amex	Liability		0			N		

25.6 Reconcile the Credit Card Bank Account

The final step is to “reconcile” the Credit Card Bank Account.

Open Bank Reconciliation and select the Credit Card Bank Account (AMEX).

Select the “Select” tab.



The screenshot shows the 'Bank Reconciliation' window for 'Lewisham Reid'. The 'Bank' is set to 'AMEX'. The 'Date banked' is '24/03/2010' and the 'Last Statement Date' is '24/03/2010'. The 'Last Statement Bal' is '\$0.00CR'. The 'Bank Statement' section shows 'Statement starts' and 'Statement ends' both as '24/03/2010', with 'Opening Balance' and 'Closing Balance' both at '\$0.00 CR'. The 'Cheque #' field is empty. The 'Entries' section has a table with columns: Presented, Date Presented, Page, Date, Cheque #, Amount, Payee, Reason. One entry is shown: Cheque # 2000, Amount 1,540.00, Payee W C Penfolds Pty Ltd, Reason Payment of current. The 'Deposits' section has a table with columns: Reconcile, Page, Deposit Date, Amount, Deposit Number, Statement Date. One entry is shown: Deposit Date 24/03/2010, Amount 1,540.00, Deposit Number 4. The 'EFT Payments' section has a table with columns: Reconcile, Page, Transfer Date, Amount, EFT Number, Statement Date. No entries are shown. The 'Unmatched Entries' section has a table with columns: Date, Type, Refno, Amount, Description, Page. No entries are shown. The bottom of the window has buttons: Process, Print, Import, Cheque, Receipt, Reconciliation, OK, and Cancel.

Presented	Date Presented	Page	Date	Cheque #	Amount	Payee	Reason
☐			24/03/2010	2000	1,540.00	W C Penfolds Pty Ltd	Payment of current

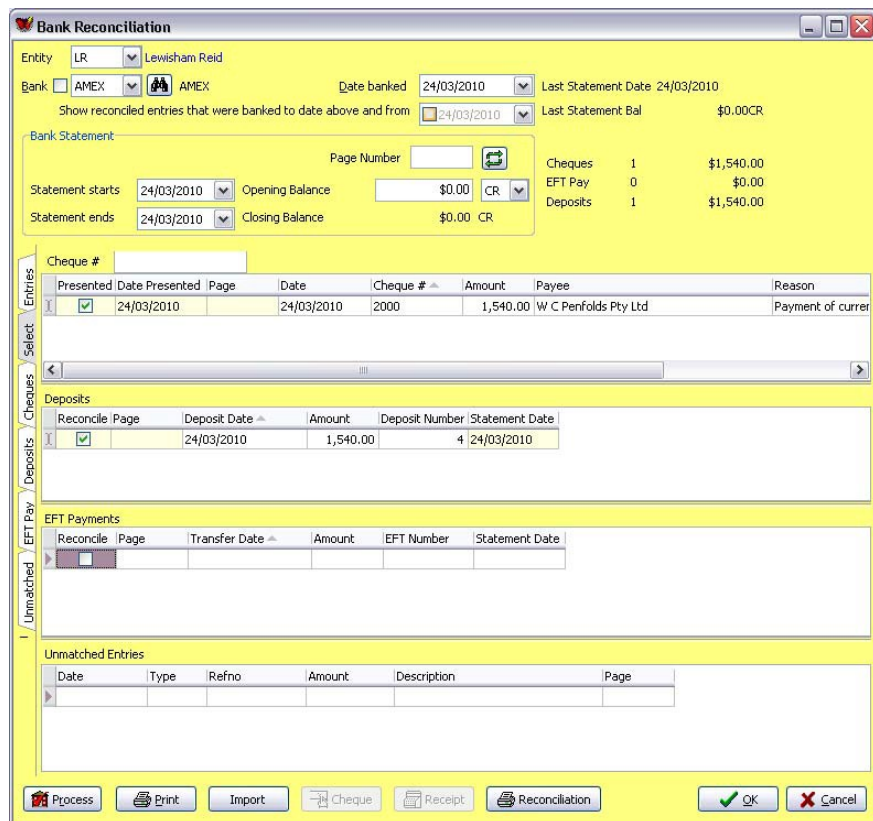
Reconcile	Page	Deposit Date	Amount	Deposit Number	Statement Date
☐		24/03/2010	1,540.00	4	

Reconcile	Page	Transfer Date	Amount	EFT Number	Statement Date

Date	Type	Refno	Amount	Description	Page

The Cheque and Receipt both need to be “reconciled”.

Tick each entry



Bank Reconciliation

Entity: LR Lewisham Reid

Bank: ☐ AMEX ☒ AMEX Date banked: 24/03/2010 Last Statement Date: 24/03/2010

Show reconciled entries that were banked to date above and from: 24/03/2010 Last Statement Bal: \$0.00CR

Bank Statement: Page Number: 

Statement starts: 24/03/2010 Opening Balance: \$0.00 CR

Statement ends: 24/03/2010 Closing Balance: \$0.00 CR

Cheques: 1 \$1,540.00
EFT Pay: 0 \$0.00
Deposits: 1 \$1,540.00

Cheque #:

Presented	Date Presented	Page	Date	Cheque #	Amount	Payee	Reason
☒	24/03/2010		24/03/2010	2000	1,540.00	W C Penfolds Pty Ltd	Payment of current

Deposits

Reconcile	Page	Deposit Date	Amount	Deposit Number	Statement Date
☒		24/03/2010	1,540.00	4	24/03/2010

EFT Payments

Reconcile	Page	Transfer Date	Amount	EFT Number	Statement Date
☐					

Unmatched Entries

Date	Type	Refno	Amount	Description	Page

Buttons: Process, Print, Import, Cheque, Receipt, Reconciliation, OK, Cancel

Click on **[Process]**

A message will display asking you to confirm the closing balance – this should be 0.00.

Click on **[Yes]**

Click on **[Reconciliation]** and **[Print]**

The reconciliation should look similar to the one below:

Printed 24/03/2010 11:35:57 AM	Lewisham Reid	Page 1
Reconciliation of AMEX for 24 Mar 2010 to 24 Mar 2010		
<u>Cashbook reconciliation as at 24 Mar 2010</u>		
Opening Cashbook Balance as at 24 Mar 2010		0.00
Payments this period		-1,540.00
Receipts this period		1,540.00
Closing Cashbook Balance		0.00
<u>Bank reconciliation as at 24 Mar 2010</u>		
Bank Statement as at 24 Mar 2010		0.00
Reconciled Bank Balance		0.00

Notes

26. General Ledger Journals

Lexis Affinity Library offers two options for posting General Ledger Journals:

- from Journals
- from General Ledger

Journals allows access to processing journal entries, reversing journals and printing journals.

General Ledger allows access to creating and editing General Ledger Accounts, processing journal entries, and printing lists of General Ledger Accounts.

For processing Journal entries, both methods are the same.

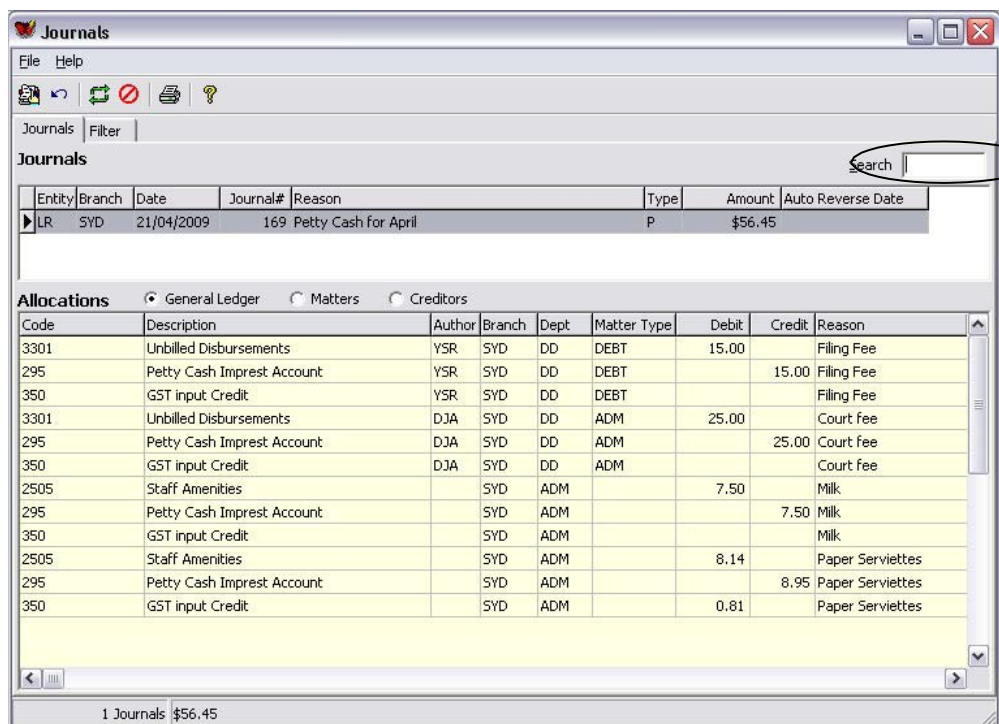
26.1 Process a Journal Entry

➤ HANDS ON

In this exercise you will process a journal entry for Depreciation for \$250.00.

1. Open Journals (Transactions | Journals)

A screen similar to the one below will display:



Entity	Branch	Date	Journal#	Reason	Type	Amount	Auto Reverse Date
LR	SYD	21/04/2009	169	Petty Cash for April	P	\$56.45	

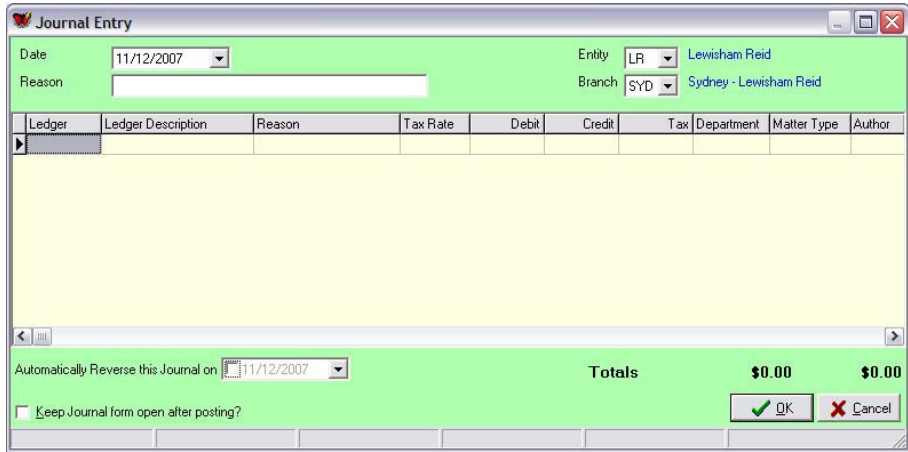
Code	Description	Author	Branch	Dept	Matter Type	Debit	Credit	Reason
3301	Unbilled Disbursements	YSR	SYD	DD	DEBT	15.00		Filing Fee
295	Petty Cash Imprest Account	YSR	SYD	DD	DEBT		15.00	Filing Fee
350	GST input Credit	YSR	SYD	DD	DEBT			Filing Fee
3301	Unbilled Disbursements	DJA	SYD	DD	ADM	25.00		Court fee
295	Petty Cash Imprest Account	DJA	SYD	DD	ADM		25.00	Court fee
350	GST input Credit	DJA	SYD	DD	ADM			Court fee
2505	Staff Amenities		SYD	ADM		7.50		Milk
295	Petty Cash Imprest Account		SYD	ADM			7.50	Milk
350	GST input Credit		SYD	ADM				Milk
2505	Staff Amenities		SYD	ADM		8.14		Paper Serviettes
295	Petty Cash Imprest Account		SYD	ADM			8.95	Paper Serviettes
350	GST input Credit		SYD	ADM		0.81		Paper Serviettes

1 Journals \$56.45

Search This field can be used to search for a Journal by entering the Reference number.

2. Click on  to process a new Journal

The Journal Entry screen opens as displayed below:



3. *Date* Accept today's date
4. *Reason* Depreciation for the month of <Month Year>
5. *Entity* Accept the prompted Entity
6. *Branch* Accept the prompted Branch
7. *Ledger* Enter 2400

Or you can click on the ellipsis to open General Ledger Selection screen.

8. *Ledger Description* <TAB>
9. *Reason* Accept the prompted reason
10. *Tax Rate* Select EXCL
11. *Debit* Enter 250
12. *Department* Select ADM

To allocate the total amount to various Departments / Matter Types or Authors, enter multiple transaction lines and enter the amount for each Department / Matter Type or Author. Matter Types and Authors are not required in the Lewisham Reid files.

13. Press <TAB> to move to the next line
14. *Ledger* 3402
15. *Ledger Description* <TAB>
16. *Reason* Accept the prompted reason
17. *Tax Rate* Select EXCL
18. *Credit* 250 <TAB>

Note that the debits must equal the credits when posting journals.

19. *Department* Select ADM
20. Click on **[OK]** to update the journal

A message displays advising you of the Journal Number.

Both the Debit and Credit sides of the journal are allocated the same journal reference number.

21. Click on **[OK]**

NOTE: If your files are set so that the analysis fields affect only the P&L, then you do not need to allocate Balance Sheet account transactions to Branches or Departments.

You can also set this journal to be automatically reversed on a set date by ticking and selecting a date *"Automatically Reverse this Journal on"*.

26.2 Journal List Columns

Entity	Shows the ID of the Entity used when the journal was posted																
Branch	Shows the ID of the Branch allocated when the journal was posted																
Date	The date the journal was processed.																
Journal #	The journal number.																
Reason	The Journal description entered at the time of posting the journal.																
Operator	The User ID of the person who processed the transaction.																
Type	There are eight options. The ones relevant to this dataset are: <table><tr><td>1</td><td>journals that involve the Debtors balances, including Write Offs.</td></tr><tr><td>2</td><td>journals that involve Disbursements balances on matters,</td></tr><tr><td>C</td><td>creditor to general ledger journals.</td></tr><tr><td>G</td><td>general ledger</td></tr><tr><td>P</td><td>petty cash</td></tr><tr><td>T</td><td>trust to office</td></tr><tr><td>W</td><td>disbursements written off</td></tr><tr><td>Y</td><td>automatic journals processed by running the Year End closing procedure.</td></tr></table>	1	journals that involve the Debtors balances, including Write Offs.	2	journals that involve Disbursements balances on matters,	C	creditor to general ledger journals.	G	general ledger	P	petty cash	T	trust to office	W	disbursements written off	Y	automatic journals processed by running the Year End closing procedure.
1	journals that involve the Debtors balances, including Write Offs.																
2	journals that involve Disbursements balances on matters,																
C	creditor to general ledger journals.																
G	general ledger																
P	petty cash																
T	trust to office																
W	disbursements written off																
Y	automatic journals processed by running the Year End closing procedure.																
Amount	Value of journal entry posting.																
Auto Reverse Date	If the journal has been flagged to be reversed automatically, the date of the planned reversal is shown here.																

Allocations Table

Code	General Ledger Account Number.
Description	The GL Account Name.
Author	Shows the ID of the Author used when the journal was posted.
Branch	Shows the ID of the Branch used when the journal was posted.
Dept	Shows the ID of the Department used when the journal was posted.
Matter Type	Shows the Matter Type allocated when the journal was posted.
Debit/Credit	The amount of the transaction.
Reason	The journal description.

26.3 Journal Filter

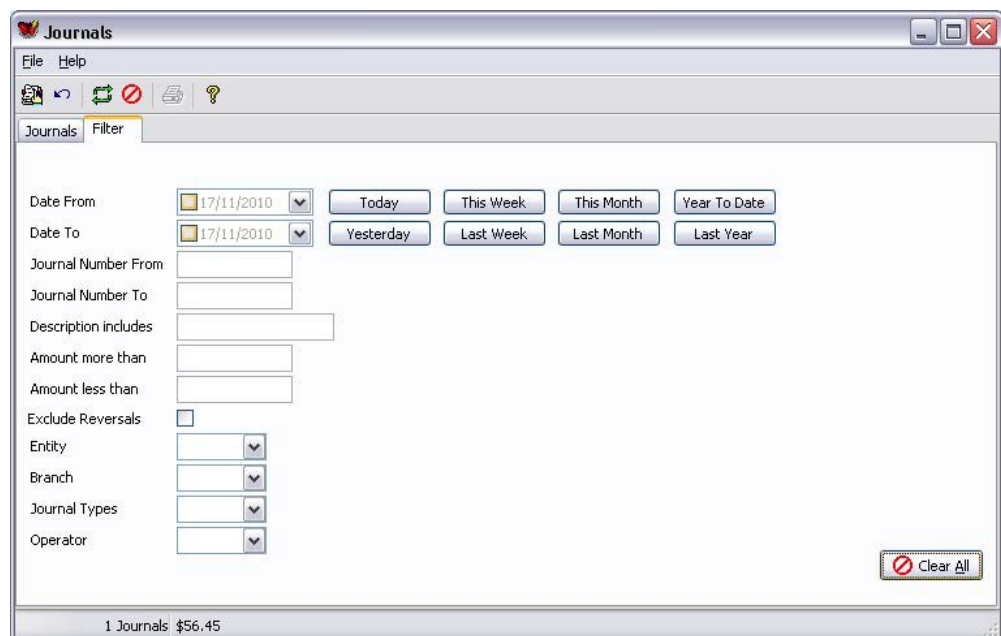
You can display or print a list of journals. The journals included in the list will be determined by the settings in the “Filter” tab.

If included, journals that have been reversed appear in Green. The reversal journal entry displays in Red.

PROCEDURE

1. Select the “Filter” tab
2. Click on **[Clear All]**

The following screen displays:



3. Complete the fields as necessary to only include the journals that you require on the Journals list.

Journal Filter Fields

Date From/To

Select one of the standard date range options or click on the down arrows to open the calendar to select specific dates. To display all journals ignoring date criteria, click on the "Clear All" button to remove the ticks.

Journal Number From/To

Journals may be selected by Journal number: single journal or a range of journals. If a number is entered in the From field and the To field is left blank, Lexis Affinity Library will print journals all journals to date from the one nominated.

Description Includes

Lexis Affinity Library can search journals by description and the text entered here may be a partial description. This search field is NOT case sensitive. For example, if wanting to see all journals relating to Petty cash, the word "petty" typed in this field will locate those entries.

Amounts more than/less than

This option will restrict journals displayed to within this range.

Exclude Reversal

Click on this to exclude all journal reversal entries.

Entity

The ID of the Entity.
In the training files this is DS (Demonstration System) for the main Partnership Entity and SC for the Service Company.

Branch

The ID of the Branch to be displayed.
Leave blank to display all Branches.

Journal Types

Select from the drop down list.

Journal Types are:

- 1 Debtors
- 2 Disbursements
- C Creditor to General Ledger
- F Foreign Currency Ledger
- L Trust Loan
- R Trust Loan Repayment
- V Foreign Currency Re-valuation
- T Trust to Office Transfer
- G General Ledger
- P Petty Cash
- W Disbursements Written Off
- Y End of Financial Year

OR

Leave blank to include all Journal Types

OR

Enter the Types (eg 12) if you want more than one Journal Type.

Operator

Select an Operator or leave blank to include all.

Clear all

Click on this button to clear all fields in the filter.

26.4 Print Journals

PROCEDURE

To print all journals

1. Click on 

OR

File | Print | Print all Journals

To print one journal

1. Highlight the required entry
2. File | Print | Print Current Journal

26.5 Reverse a Journal

To reverse a journal, you should use the Journals option.

PROCEDURE

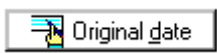
1. Open Journals (Transactions | Journals)
2. Highlight the journal entry to be reversed

Remember that you may need to clear the Filter to locate the entry you require

3. Click on .

The Journal reversal dialog box displays showing details of the original entry

4. *Reverse as at* Enter a date for the reversal
OR

Click on  to automatically insert the original date of the transaction

The Original date option may not be available if the journal was processed in a prior period and that accounting period has been locked. The Employee security setting for Posting / Override Journal Lock date determines an employee's ability to post into a prior period, including reversal entries, although access to that period may be locked for all other users.

5. *Reason* Enter a reason for the reversal.
6. Click **[OK]** to process the reversal

Note on reversing Year End Journals

Where a system generated End of Year Journal is to be reversed, the "Reverse as at" date will default to the date of the transaction -for example 30/6/09 and will be disabled. (ie- you cannot alter this date).

27. AutoGen

The AutoGen feature of Lexis Affinity Library allows you to record details of Cheque Requisitions, Payments and Journals that need to be processed on a regular basis.

The criteria for the automation can be Daily, Weekly, Monthly or Yearly with a Start and Finish Date.

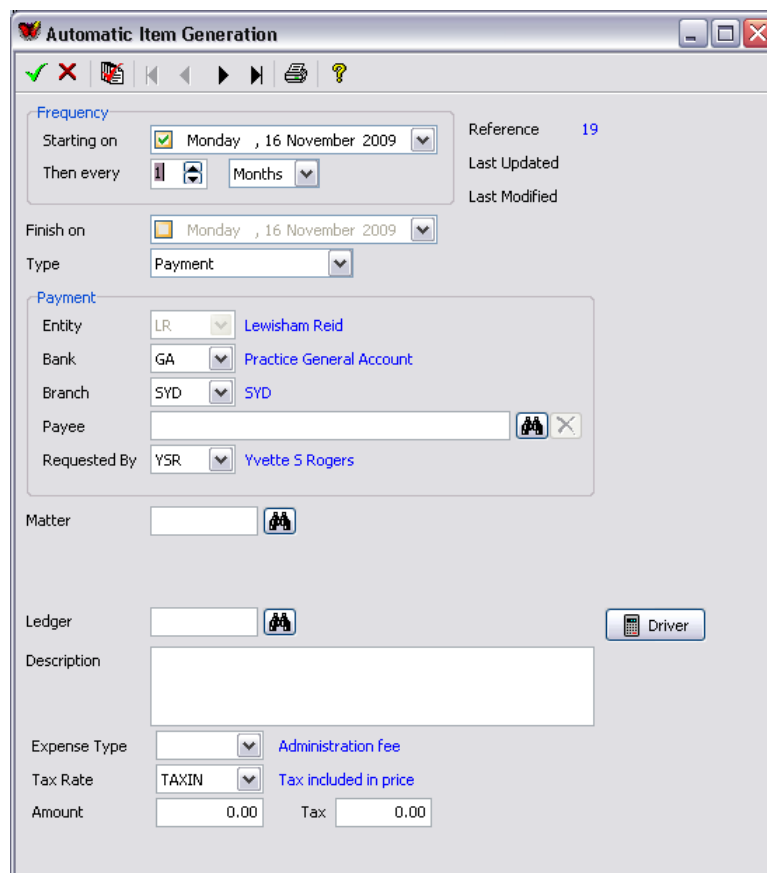
Note that running AutoGen will also cause any Journals that are marked as “Auto Reverse” to be reversed, if they are due for reversal and have not been reversed. This could happen if Journals have been backdated and the Auto Reverse date has been passed. (The AutoGen procedure must include at least one valid AutoGen item.)

HANDS ON

In this exercise you will create an automatic journal entry for the recording of Depreciation. The date range should be from this month to the end of the current financial year.

1. Open AutoGen (Transactions | Journals)
2. Click on  to create a new AutoGen entry

The following screen displays:



The screenshot shows the 'Automatic Item Generation' window. It contains the following fields and options:

- Frequency:** Starting on ☐ Monday, 16 November 2009; Then every ☐ Months.
- Finish on:** ☐ Monday, 16 November 2009.
- Type:** Payment.
- Payment:**
 - Entity: LR [Lewisham Reid](#)
 - Bank: GA [Practice General Account](#)
 - Branch: SYD [SYD](#)
 - Payee:
 - Requested By: YSR [Yvette S Rogers](#)
- Matter:**
- Ledger:**
- Description:**
- Expense Type:** [Administration fee](#)
- Tax Rate:** TAXIN [Tax included in price](#)
- Amount:** 0.00 **Tax:** 0.00

On the right side, there are fields for Reference (19), Last Updated, and Last Modified. A 'Driver' button is located at the bottom right.

3. *Frequency / Starting on* Select the last day of the current Month
4. *Then every* 1 Month
5. *Finish on* Check this box and select the end of the current financial year
6. *Type* Select Journal
7. *Entity* Accept the prompted Entity
8. *Branch* Accept the prompted Branch
9. *Credit Chart* 3402

You can click on  to display and select the correct General Ledger Account.

10. *Post to Chart as a Debit?* Do not tick this

If this is ticked, the Ledger nominated above will receive the debit posting.

11. *Automatically Reverse this Journal?* Leave unticked

If this is ticked, complete the *Reverse Next?* Fields.

12. *Matter* Leave blank for this exercise

13. *Ledger* 2400

This Ledger will receive the opposite side if the journal entry.

14. *Description* Depreciation

15. *Expense Type* Leave blank for this exercise

16. *Tax Rate* EXCL

17. *Amount* 150.00

18. Click on  to create the AutoGen entry

27.1 Listing AutoGen entries

You can print the AutoGen entries by clicking on .

A sample is shown below;

Printed 22/02/2005 8:44:09 AM

Lewisham Reid

Page 1

Automatic Item Generation List

Ref.	Update on	Type	Freq	Every	Amount	Req By	Dept	File/Ledger	Last Updated
1	1/07/2004	Payment	1	Months	9,000.00	YSR		292	16/06/2004
LR	GA	National Australia Bank Properties P/L			Rent Sydney Office				
2	1/03/2005	Payment	1	Months	7,727.27	YSR		292	22/02/2005
LR	GA	Lawson Property Managers Pty Ltd			Rent Melbourne Office				
3	1/03/2005	Payment	1	Months	5,545.45	YSR		292	22/02/2005
LR	GA	UBS Properties Pty Limited			Rent Brisbane Office				
6	1/03/2005	Cheque Requisition	1	Months	1,250.00	JW		2501	22/02/2005
LR	GA	National Australia Bank Limited			Equipment lease				
8	28/02/2005	Cheque Requisition	1	Months	100.00	JW		215	22/02/2005
LR	GA	National Australia Bank Limited			Interest on lease				
9	28/02/2005	Cheque Requisition	1	Months	900.00	JW		2501	22/02/2005
LR	GA	National Australia Bank Limited			Lease payment				
12	1/03/2005	Cheque Requisition	1	Months	1.00	MMC		290	22/02/2005
LR	GA	Australia Post			Top up franking machine				
13	4/03/2005	Cheque Requisition	1	Months	0.01	YSR		ACLEAR	22/02/2005
LR	GA	Amex			Monthly payment requires statement			amount checked from	
14	1/10/2004	Payment	1	Months	1,078.59	YSR		231	
LR	GA	Energy Australia			Electricity				
20	21/03/2005	Journal	1	Months	150.00			2400	22/02/2005
LR					Depreciation				
End of Report									

19. Close the print display

27.2 Processing AutoGen entries

You should incorporate the processing of AutoGen entries into your daily processing. This can be done by setting AutoGen to run after Sign-In.

Run after Sign-In



PROCEDURE

1. Highlight AutoGen (Transactions | Journals)
2. Right click AutoGen and select *Add to My Favourites*
3. Right click the icon in My Favourites and select *Run after Sign-In*
4. Sign Out

Automatic processing at Sign-In

1. Sign into the system again

1. Click on

The procedure will commence.

When all entries have been processed a dialog box will display how many entries of each type were processed.

2. Click on **[OK]**
3. Close AutoGen

28. Processing Bank Reconciliation

Lexis Affinity Library offers various ways of matching items in the Cash Book with those on the Bank Statements.

- Importing a downloaded file from your bank.
- Ticking off cheques and deposits from the printed Bank Statement.
- Manually entering the statement entries from the printed Bank Statement.

Exercises are provided for each method. It is assumed that each exercise will be processed and therefore the Opening Balance on the second exercise depends on the Closing Balance of the first exercise and the Opening balance on the third exercise depends on the previous two exercises. If, for example, the first exercise is not processed, then the Opening Balance for the second exercise will be different to the one noted in the exercise.

As the Lewisham Reid training files are not always currently dated, the last Bank Reconciliation processed may have been several months ago.

Notes about Dates in Bank Reconciliation

The system will default the date fields on the bank reconciliation screen.

On this screen:

- (1) **Date banked**
Defaults to Today's Date. This date also populates the date column in the grid on the "Entries" tab.
- (2) **Last Bank Statement information**
This information relates to the last reconciled Bank Statement.
- (3) **Statement starts**
This defaults to the day after the "Statement ends" date in (2).
- (4) **Statement ends**
This defaults to Today's date.

The screenshot shows the 'Bank Reconciliation' window. Callout 1 points to the 'Date banked' field, which is set to 22/11/2010. Callout 2 points to the 'Last Bank Statement' section, which includes fields for Date (1/10/2009), Started (1/09/2008), Ended (30/09/2009), and Balance (\$2,288,324.01 CR). Callout 3 points to the 'Statement starts' field, which is set to 1/10/2009. Callout 4 points to the 'Statement ends' field, which is set to 22/11/2010. The 'Bank Statement' section also shows 'Opening Balance' and 'Closing Balance' as \$2,288,324.01 CR. The 'Cheques', 'EFT Pay', and 'Deposits' sections all show 0.

Security Option - Override Bank Reconciliation

The Security Option Posting | General (or Trust) | OverrideBankRec controls the user's ability to process entries on a Bank Reconciliation dated earlier than the 'Statement start' date. (ie (3) above).

Under no circumstances can you process an entry dated later than the "Statement ends" date.

If this option is crossed (ie Override bank rec is not allowed), users cannot alter the Start date of the bank reconciliation, nor can they alter dates on entries that were included in a previous Bank Reconciliation.

28.1 Importing Bank Statement File

Lexis Affinity Library provides for the electronic import of bank statement entries in three different formats (.csv, .qif and BAI2).

Information for various banks is included in this document. If you deal with another bank, please contact the LexisNexis Helpline to inquire if your bank format is available.

Download the Statement

PROCEDURE

In your office follow these steps to save your statement entries.

1. Access your online bank account and download your bank statement.

Ensure that the bank file is saved as a QIF, CSV or BAI2 format

2. Make a note of where you saved your bank file and the name of the file.

NOTE: Some BAI2 files contain information for multiple bank accounts.
Lexis Affinity Library allows only one bank account per file.

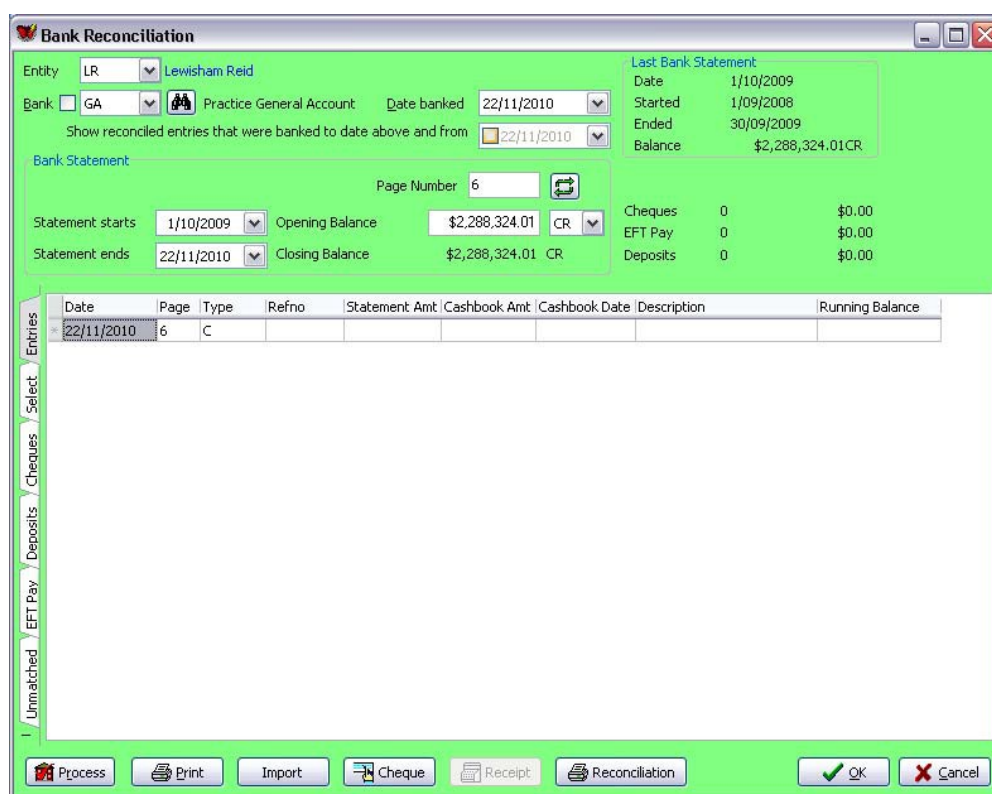
Import the Statement entries

HANDS ON

In this exercise you will import the statement entries contained in the file Operations_27.csv.

1. Open Bank Reconciliation (Financial Maintenance | Banking)
2. Select the “Entries” tab

A screen similar to the following will display:



Date	Page	Type	Refno	Statement Amt	Cashbook Amt	Cashbook Date	Description	Running Balance
22/11/2010	6	C						

3. **Entity** Select the required Entity
4. **Bank** Select GA
5. **Bank Charge Branch** Accept the prompted Branch
6. **Date Banked** Accept Today's date

This can be any date after the date of the Last Bank Statement Ended date.
This date is used as the default Date in the grid.

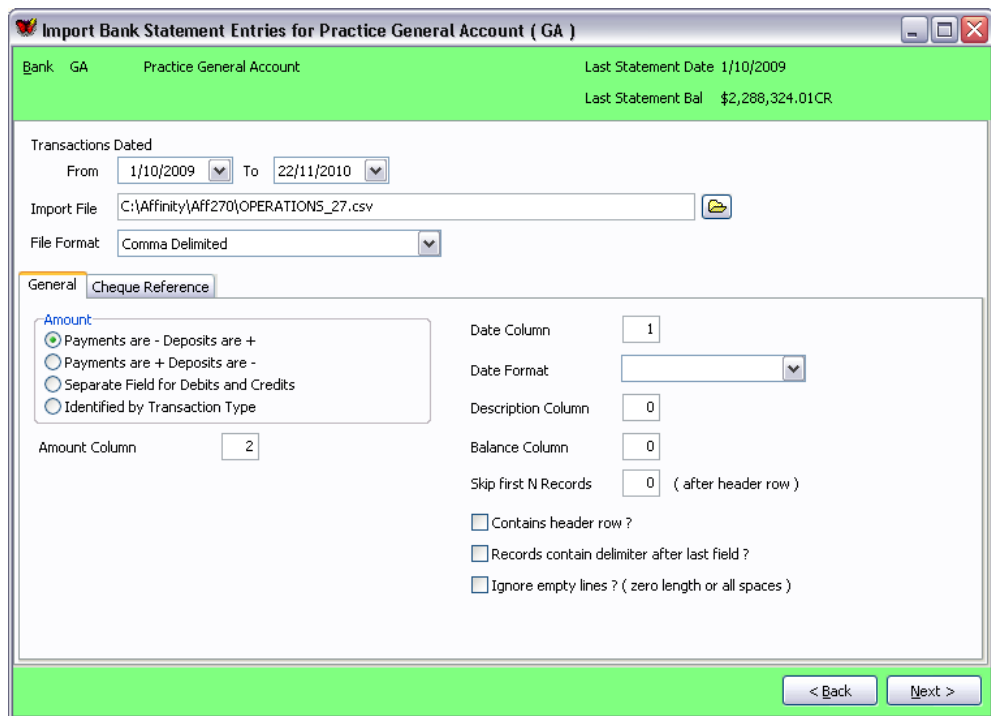
You cannot enter a date ahead of today's date.

The date and closing balance of the last statement is displayed to the right.

7. **Show reconciled entries that were banked to date above and from** Leave unticked

8. *Page Number* Enter the number of the first page of the Bank Statement
9. *Statement starts* Check the Start date agrees with the bank statement
10. *Statement ends* Check the End date agrees with the bank statement
11. *Opening Balance* Check the Opening Balance agrees with the bank statement
12. Click on **[Import]**

The following screen displays:



13. *Transactions Dated From / To* Accept the date range

These dates should be the date range covered by the statement entries.

The From date defaults to the date of the day after the last Bank Reconciliation.

The To date defaults to today's date.

Import a .csv file

The following steps are to import a csv (comma delimited) file. Steps for importing other types of files are similar and the information you require is listed at the end of this section.

14. *Import File* Click on 
15. Locate the import file – Operations_27.csv
Your instructor will tell you the correct path for the exercise.
16. *File Format* Select Comma Delimited
17. Select the “General” tab
18. Complete the settings as shown below
Only those fields that need to be altered are included above.

“General” tab	
Payments as -, Deposits as +	9
Amount Column	2
Date Column	1
Date Format	This can be left blank
Description Column	3
“Cheque Reference” tab	
Column	3
Treatment	Left pad with zeroes to specified length
Pad Length	6
Field	Only contains ref eg. 999999
Cheques identified by: Column	3

19. Click on **[Next]**

If the import is successful, Lexis Affinity Library will display the entries that are about to be imported.

Entries that do not match are displayed in red.
Entries that do match are displayed in green.

NOTE: You can check “Hide Matched Entries” to display only those entries that do not match and therefore require some further steps.

You can select to print this report by clicking on **[Print]**

20. Select the “Log” tab
21. Review this to ensure there are no errors
22. Click on **[Import]**

Processing Unmatched Entries – Deposits/Credits

If the unmatched entry is a Deposit (Type D) you can process a receipt from this screen.

23. Highlight the deposit entry for \$10,237.80
24. Click on **[Receipt]**
25. Complete the details of the receipt as follows
26. *Payor* Federated Bankers Union
27. *Reason* Rent received
28. *Type* Select Ledger
29. *Refno* 190 (Other Income)
30. Complete the other details in the usual way attaching the Driver “RENT”
31. Click **[OK]**

The Deposit entry will now be displayed in green as it has been matched.

Processing Unmatched Entries – Payments/Debits

If the unmatched entry is a Payment or Direct Debit (Type C) you can process a cheque directly from this screen.

32. Highlight the cheque entry for \$2111.52
33. Click on **[Cheque]**
34. Complete the details of the payment as follows
35. *Pay* ANZ Bank
36. *Reason* Rent for mm/yyyy
37. *Type* Ledger
38. *Ref No* 2501 (Leasing)
39. Complete the other details in the usual way

If the Payee is not selected from the PhoneBook – or the PhoneBook record does not have Bank Account details recorded, you will need to enter them here.

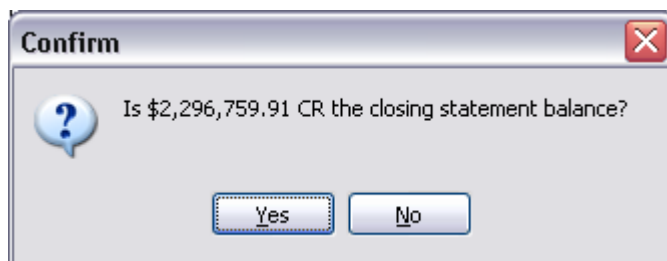
40. Click **[OK]**

The Cheque entry will now be displayed in green as it has been matched.

When all items have been processed and matched;

41. Click on **[Process]**

A message will display similar to the one below:



42. Click on **[Yes]** if the closing balance is correct

NOTE: If the closing balance is not correct, click on **[No]** to have Lexis Affinity Library return you to the Bank Reconciliation entry screen.

43. Click on **[Reconciliation]** to process the Bank Reconciliation

This is the same report as selected from Reports.

44. Click on **[Print]**

The reconciliation will display on the screen.

Review the report – checking the last page to ensure it reconciles.

45. Close the print display

28.2 Settings for Importing Bank Statement files

ANZ.csv

“General” tab	
Payments as -, Deposits as +	9
Payments as +, Deposits as -	
Separate fields for Debits & Credits	
Amount Column	5
Date Column	2
Description Column	4
Balance Column	6
Skip first nn records	
Contains header row	
“Cheque Reference” tab	
Column	3
Treatment	No conversion
Pad Length	
Field	Only contains ref eg. 999999
Cheques identified by: Column	3
Containing	

Bank of Adelaide.csv

“General” tab	
Payments as -, Deposits as +	
Payments as +, Deposits as -	
Separate fields for Debits & Credits	9
Debit Column	3
Credit Column	4
Date Column	1
Description Column	2
Balance Column	
Skip first nn records	
Contains header row	9
“Cheque Reference” tab	
Column	2
Treatment	Left pad with zeroes to specified length
Pad Length	6
Field	Only contains ref eg. 999999
Cheques identified by: Column	
Containing	

Bendigo Bank.csv

"General" tab	
Payments as -, Deposits as +	9
Payments as +, Deposits as -	
Separate fields for Debits & Credits	
Amount Column	2
Date Column	1
Description Column	3
Balance Column	
Skip first nn records	0
Contains header row	
"Cheque Reference" tab	
Column	3
Treatment	Left pad with zeroes to specified length
Pad Length	6
Field	First number eg abc 999999 abc 123
Cheques identified by: Column	
Containing	

Macquarie Bank.csv

"General" tab	
Payments as -, Deposits as +	
Payments as +, Deposits as -	
Separate fields for Debits & Credits	9
Debit Column	6
Credit Column	7
Date Column	3
Description Column	4
Balance Column	8
Skip first nn records	
Contains header row	9
"Cheque Reference" tab	
Column	4
Treatment	Left pad with zeroes to specified length
Pad Length	6
Field	Only contains ref eg. 999999
Cheques identified by: Column	
Containing	

SuncorpMetway.csv

“General” tab	
Payments as -, Deposits as +	9
Payments as +, Deposits as -	
Separate fields for Debits & Credits	
Amount Column	3
Date Column	1
Description Column	2
Balance Column	
Skip first nn records	1
Contains header row	9
“Cheque Reference” tab	
Column	2
Treatment	Left pad with zeroes to specified length
Pad Length	6
Field	First number eg abc 999999 abc 123
Cheques identified by: Column	0
Containing	

Westpac.csv

“General” tab	
Payments as -, Deposits as +	
Payments as +, Deposits as -	
Separate fields for Debits & Credits	9
Debit Column	4
Credit Column	5
Date Column	2
Description Column	3
Balance Column	
Skip first nn records	0
Contains header row	9
“Cheque Reference” tab	
Column	7
Treatment	Left pad with zeroes to specified length
Pad Length	6
Field	First number eg abc 999999 abc 123
Cheques identified by: Column	7
Containing	

UOB.csv

"General" tab	
Payments as -, Deposits as +	
Payments as +, Deposits as -	
Separate fields for Debits & Credits	9
Debit Column	5
Credit Column	4
Date Column	1
Description Column	2
Balance Column	
Skip first nn records	1
Contains header row	9
"Cheque Reference" tab	
Column	3
Treatment	Left pad with zeroes to specified length
Pad Length	6
Field	First number eg abc 999999 abc 123
Cheques identified by: Column	
Containing	

BOQ.qif

"Cheque Reference" tab	
Treatment	No Conversion
Field	Last number eg abc 123 abc 999999 abc

NAB.qif

"Cheque Reference" tab	
Treatment	Left pad with zeroes to specified length
Pad Length	6
Field	First number eg abc 999999 abc 123

CBA BAI2 files

“Cheque Reference” tab	
Column	6
Treatment	Skip leading zeroes
Field	Only contains ref eg 999999
Cheques are identified by:	
Column	5
Containing	CHQ

St George.qif

“Cheque Reference” tab	
Treatment	Left pad with zeroes to specified length
Pad Length	6
Field	First number eg abc 999999 abc 123

NOTE: The St George Bank sometimes uses the same reference number for consecutive bank debits, such as bank fees including interest and for the charge related to issuing Bank Cheques. This will result in duplicated entries, which are not permitted.

To overcome this you can:

<TAB> into the reference field on the Import grid for the duplicated entries and alter the reference number.

There can be no entries described as “Entry duplicated” before processing the imported file.

28.3 Ticking off Cheques and Deposits

A second method of processing Bank Reconciliation is to tick off the cheques and deposits that are included in the Bank Statement. This method is most suited to clients that do not have access to an electronic file.

HANDS ON

In this exercise you will tick off the entries that have appeared on the Bank Statement as detailed in the table below:

	Opening balance	In funds \$2,296,759.91CR
<date>	Chq 000352	60.00
<date>	Chq 000360	110.00
<date>	Chq 000364	2250.00
Closing balance		In funds \$2,294,339.91CR

The following screen is displayed:



1. **Entity** Select the required Entity
2. **Bank** Select the required Bank Account
3. **Date Banked** Accept Today's date
4. **Show reconciled entries that were banked to date above and from** Leave unticked

5. *Page Number* Accept the prompted page number
6. *Statement starts / Statement ends* As you have just processed a Statement the dates will both be <today's date>
7. *Opening Balance* Check the Opening Balance agrees with the bank statement
This is the closing balance from the previous reconciliation.
You can 'tick off' entries from the "Select", "Cheques", "Deposits" or "EFT Pay" tabs.

8. Select the "Cheques" tab

9. *Cheque #* 000352

Lexis Affinity Library will locate the Cheque and mark the grid line with 

10. Check the entry – as shown 

11. Click into the "Date Presented" column

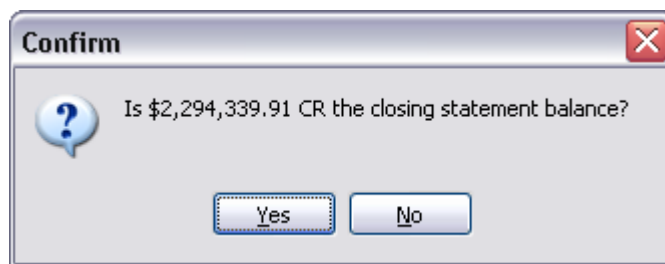
When you move out of that field the entry will display the Date Presented and page Number and the Closing Balance will also alter after each item is ticked.

12. Repeat for Cheque Numbers 000360 and 000364

When all items on the statement are ticked off

13. Click on **[Process]**

A message will display similar to the one below:



14. Click on **[Yes]** if the closing balance is correct

NOTE: If the closing balance is not correct, click on **[No]** to have Lexis Affinity Library return you to the Bank Reconciliation entry screen.

15. Click on **[Reconciliation]** to print the Bank Reconciliation

28.4 Manually entering the Bank Statement Entries

This option allows you to enter the transactions from a Bank Statement. It also allows you to key in the Page Number of the Bank Statement and a description of the entry.

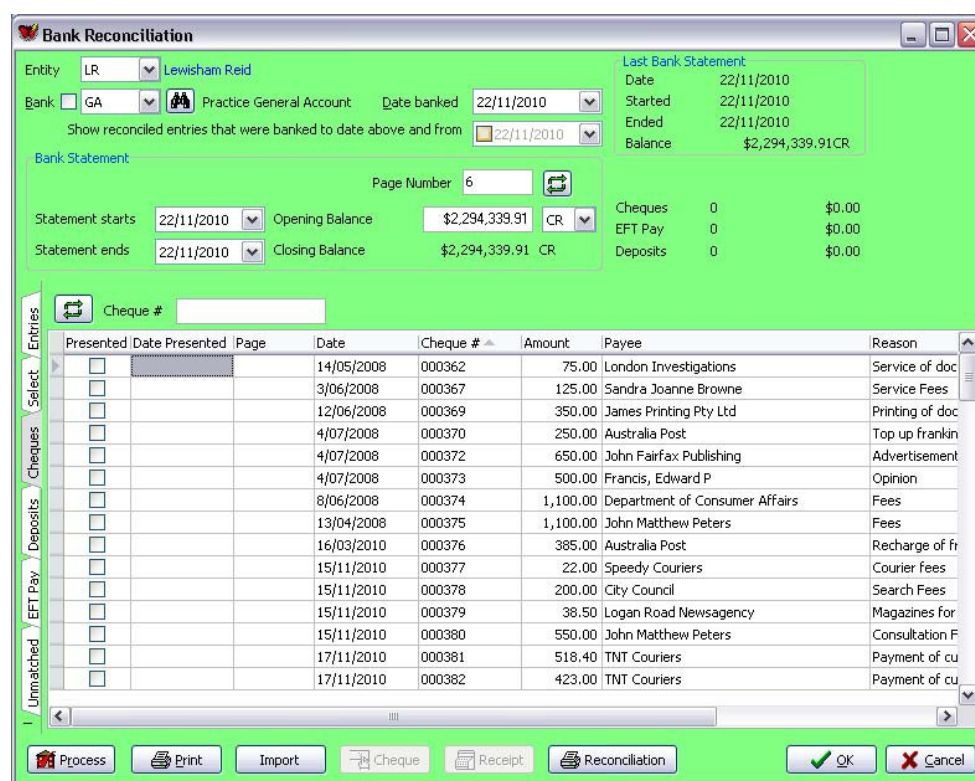
Using this option is a quick way of entering every item on a Statement. Unmatched items will display in red and matched items will appear in green.

HANDS ON

In this exercise you will process the entries that have appeared on the Bank Statement as detailed in the table below:

	Opening balance	In funds \$2,294,339.91CR
<date>	Chq 000372	650.00
<date>	Chq 000373	500.00
<date>	Chq 000375	1100.00
Closing balance		In funds \$2,292,089.91CR

The following screen is displayed:



Bank Reconciliation

Entity: LR Lewisham Reid

Bank: GA Practice General Account Date banked: 22/11/2010

Show reconciled entries that were banked to date above and from: 22/11/2010

Bank Statement

Page Number: 6

Statement starts: 22/11/2010 Opening Balance: \$2,294,339.91 CR

Statement ends: 22/11/2010 Closing Balance: \$2,294,339.91 CR

Last Bank Statement

Date: 22/11/2010

Started: 22/11/2010

Ended: 22/11/2010

Balance: \$2,294,339.91CR

Cheques: 0 \$0.00

EFT Pay: 0 \$0.00

Deposits: 0 \$0.00

Presented	Date Presented	Page	Date	Cheque #	Amount	Payee	Reason
☐			14/05/2008	000362	75.00	London Investigations	Service of doc
☐			3/06/2008	000367	125.00	Sandra Joanne Browne	Service Fees
☐			12/06/2008	000369	350.00	James Printing Pty Ltd	Printing of doc
☐			4/07/2008	000370	250.00	Australia Post	Top up frankin
☐			4/07/2008	000372	650.00	John Fairfax Publishing	Advertisement
☐			4/07/2008	000373	500.00	Francis, Edward P	Opinion
☐			8/06/2008	000374	1,100.00	Department of Consumer Affairs	Fees
☐			13/04/2008	000375	1,100.00	John Matthew Peters	Fees
☐			16/03/2010	000376	385.00	Australia Post	Recharge of fr
☐			15/11/2010	000377	22.00	Speedy Couriers	Courier fees
☐			15/11/2010	000378	200.00	City Council	Search Fees
☐			15/11/2010	000379	38.50	Logan Road Newsagency	Magazines for
☐			15/11/2010	000380	550.00	John Matthew Peters	Consultation F
☐			17/11/2010	000381	518.40	TNT Couriers	Payment of cu
☐			17/11/2010	000382	423.00	TNT Couriers	Payment of cu

Buttons: Process, Print, Import, Cheque, Receipt, Reconciliation, OK, Cancel

1. *Entity* Select LR
2. *Bank* Select GA
3. *Date Banked* Accept Today's date
4. *Show reconciled entries that were banked to date above and from* Leave unticked
5. *Page Number* 6
6. *Statement starts / Statement ends* As you have just processed a Statement the dates will both be <today's date>
7. *Opening Balance* Check the Opening Balance agrees with the bank statement
8. Select the "Entries" tab
9. Create a new line
10. *Type* C
11. *Refno* 000372
12. *Statement Amnt* 650.00 <TAB>

Lexis Affinity Library inserts the Cashbook amount and the date presented if the item matches.

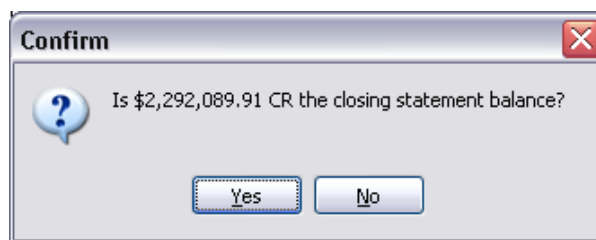
The line turns green – to indicate that it is matched.

Note the running balance alters as you enter Bank Statement entries.

Check this balance against your Bank Statement as you enter amounts, so that you locate errors as soon as you make them.

13. Repeat these steps to enter all presented cheques
14. Click on **[Process]** to update the entries

A message will display with the calculated closing balance as shown below:



15. Click on **[Yes]** if the closing balance is correct
If the balance is not correct, click on **[No]**, locate the incorrect entry and correct it.
16. Click on **[Reconciliation]** to print the Bank Reconciliation
17. Close the print display
18. Click on **[OK]** to close the Bank Reconciliation screen

Description of fields when entering the transactions from the Bank Statement

Date Enter the statement date.
Lexis Affinity Library will default to today's date.

Type **C** Cheque
 D Deposit
 M Matter
 L Ledger

Refno for a "C" Cheque type, this is the Cheque Number
 for a "D" Deposit type, this is blank.

Statement Amt
This is the value on the Bank Statement.

Cashbook Amt / Date
Lexis Affinity Library inserts this information if the entry is found in the cashbook..
If the amounts match the entry will be displayed in green.
If the amounts do not match, the entry will be displayed in red.

Page Lexis Affinity Library will insert the Statement Page Number.

Description Enter a description if the entry on the bank statement does not match the cashbook, such as bank error. A description is required for a Ledger or Matter direct debit entry.

TIP: If the bank processes a transaction incorrectly, leave this transaction on the Bank Reconciliation until the bank has rectified the entry. To remove the entry simply highlight the entry, right click and select Remove.

Note re Matching Deposits

Deposits are matched by date and / or Reference number. If you received funds directly to your bank account on 1/5/10 and process the receipt on 2/5/10 and date it that day, you will need to ensure that the Reference Number is entered against the deposit or change the date of the deposit to 1/5/06.

28.5 Print Bank Reconciliation – from Reports



PROCEDURE

1. Open Reports (Financial Maintenance | Reporting)
2. Select Bank Statement Reconciliation
3. *Entity* Accept the prompted Entity
4. *Bank* GA
5. *From / To* There is no need to alter the dates.
6. *Include Summary Report* Tick this to include a summary report
7. Click on **[Print]**
The Office Bank Reconciliation should print to the screen.
8. Check that it reconciles.
9. Close the Print Display
10. Close Reports

Bank Reconciliation Fields

Entity Select the required Entity.

Bank Select the required Bank Account.

Bank Charge Branch
Select the required Branch.

Date Banked
This is the date of the Bank Statement.

Show Reconciled Entries that were banked to date above and from
Check this field to display a list of matched entries since the last reconciliation.
You can also select a beginning date for this display.

This field must be unchecked before processing entries.

Last Bank Statement Information

Date
This is the date of the last reconciled Bank Statement.

Started
The starting date of the last reconciled Bank Statement.

Ended
The last date of the period covered by the last reconciled Bank Statement.

Balance
This is the closing balance of the last statement and should agree with the opening balance on the statement being entered now.

Page Number
This is the page number of the Bank Statement and is used in the grid displaying the entries.

Statement Starts / Ends
Enter the first and last date of the statement.

Opening Balance
Lexis Affinity Library will default to the Closing Balance from the previous reconciliation. Check that this is correct before proceeding.
DR – indicates that the account is overdrawn.
CR – indicates that the account has funds.

Closing Balance
You cannot alter this balance.
Lexis Affinity Library will alter this as you process entries.

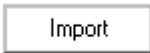
of Cheques / # of Deposits
Lexis Affinity Library will total the number of Cheques and Deposits that you have entered. If this information is available on your statement, you can check this as you process entries.



Select this after entering bank statement entries, or after importing an electronic file.



Select this to list the entries that have been processed.



Select this to import an electronic Bank Statement file.



Select this to process a Cheque.



Select this to process a Receipt.

“Entries” tab

This tab can be used to enter transactions from the Bank Statement, or to view the entries that have been imported.

“Select” tab

This tab can be used to tick off any type of entry that has appeared on your Bank Statement.

There are three sections – Cheques, Deposits and Unmatched Entries.

“Cheques” tab

This tab can be used to tick off Cheques that have been presented.

“EFT Payments” tab

This tab can be used to tick off EFT Payments that have been presented.

“Deposits” tab

This tab can be used to tick off the deposit entries.

“Unmatched” tab

This tab lists Deposits and Cheques that remain unmatched at any time.

Notes

29. System Check

It is important that you verify the information in Lexis Affinity Library files periodically.

LexisNexis recommends that you do a System Check at least daily. A message will display to all users at Login if a System Check has not been run for 14 days and will continue to display until the System Check is run.

A System Check can be run at any time and does not require any special access to the files.

A sample batch file is supplied to automate the running of the System Check.

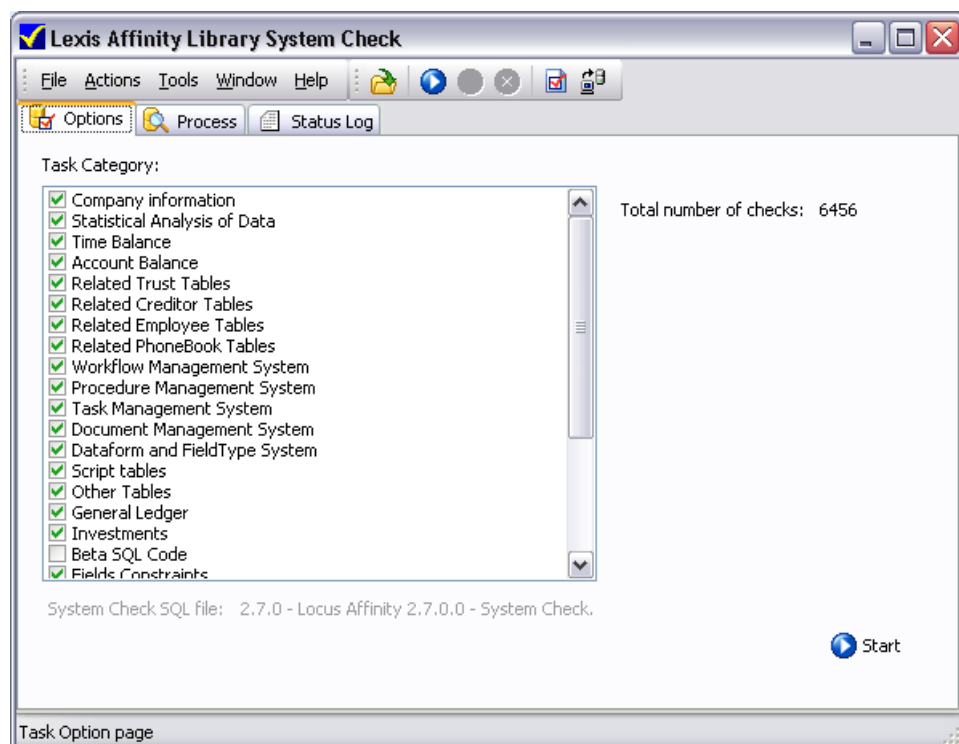
Your Lexis Affinity Library Consultant will assist you with this during installation.

HANDS ON

In this exercise you will perform a System Check on the Lewisham Reid files.

1. Open System Check (Financial Maintenance | Reporting)

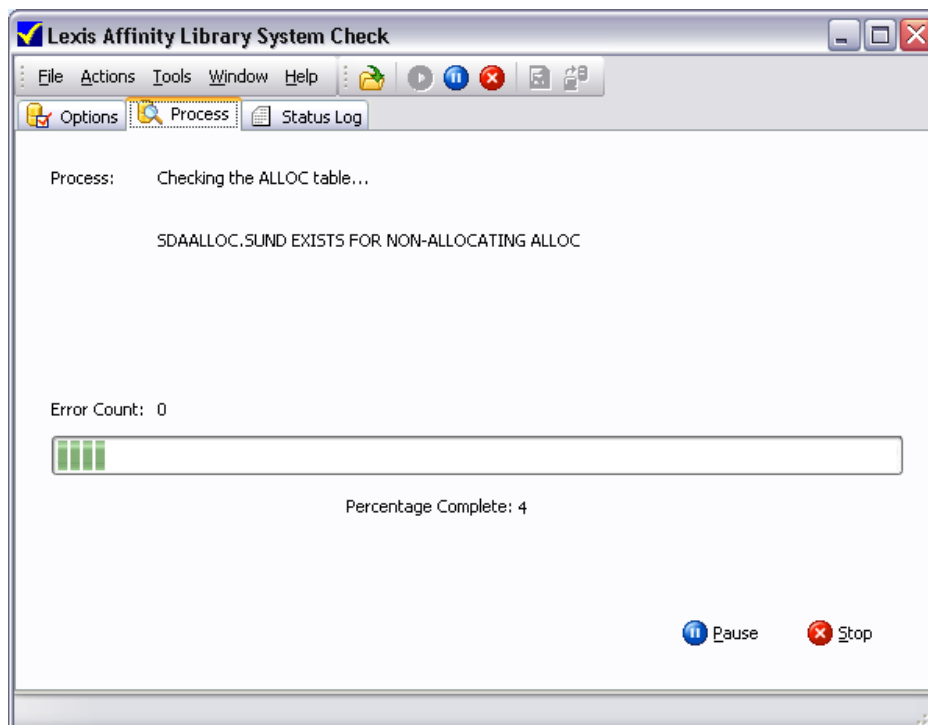
The following screen displays:



The options that should be checked periodically are already ticked.

2. Click on  to start the System Check running.

The process will start and the progress will be shown on the screen:



When the System Check is completed a report will display showing if there are any errors.

If errors are reported, print the report and contact the LexisNexis Helpline.

30. Month End Procedures

Lexis Affinity Library is an open relational data base system that does not require the traditional period close. It is possible for a firm to keep their office journals, bills and sundry transactions open for a full year and allow for back dating of any of these types of transaction at any time.

Because financial reports are required to reflect the position of the firm at certain stages it may be preferred by certain firms that no additional transactions can be processed into a period where reports have been circulated. Lexis Affinity Library has an option that allows a firm to lock a period at any stage. Of course after the end of a financial year it is necessary to lock and close the period prior to starting work for the new financial year. Again it is possible with the correct security permissions to unlock the system and back date transactions where applicable. Lexis Affinity Library stores two dates with every transaction; - the transaction date and the processed date. Both of these dates appear on certain reports.

Time transactions can be posted after a period has been locked. These can be processed from the Fee Sheet, Fee Batch Entry or New Fee options.

Bank Accounts can also be kept open but with the bank accounts it is recommended that once the bank reconciliation for a period is completed and reconciled that the Cashbook is printed and the period closed to stop any further back dated transactions changing the figures previously reported on the bank reconciliation.

Only when all transactions for previous month are completed should the month be locked.

Do not lock the month at the end of financial year before completing the End of Year procedures.

30.1 Lock Date

➤ HANDS ON

1. Open Lock Dates for Entities (Financial Maintenance | Accounts Setup)

The following screen displays:

Entity Lock Dates

Code LR Started 1/01/2005 10:27:36 AM Fin. Year End 30/06/2009

Name Lewisham Reid Entity in Take-up?

Override Lock Dates 28/04/2006

General Journal Lock Date	6/05/2009
Disbursement Journal Lock Date	6/05/2009
Debtors Journal Lock Date	6/05/2009
Anticipated Disbursement Lock Date	6/05/2009
Matter Bill Lock Date	6/05/2009
Creditor Invoice Lock Date	6/05/2009
Fee Lock Date	6/05/2009
Sundry Lock Date	6/05/2009
Transit Register Lock Date	6/05/2009

Trust Journal Lock Date Last Purge Date of Trust Bank's Trust Journal

Investment Journal Lock Date Last Purge Date of Institution's Investment Journal

Cheques, Receipts and Bank Dep Lock Date Last Purge Date of Bank's Combined Cashbook

2. *Override Lock Dates* Click on the down arrow to open the Calendar
3. Select the first day of the new Month
4. Click on  to save

Note the individual dates on the right are altered.

5. Close the Entity Lock Dates screen

Tips & tricks

If you need to unlock a date, so that you can process a particular transaction, you will need to untick *Override Lock Dates* and then untick the Lock Date for the type of transaction.

Remember to lock the dates again after you have completed the transaction.

The ability to do this is controlled by a Security Option (Posting | General | Override Journal Lock Date).

30.2 Reports

Although it is possible to print reports at any time, it is recommended that you print reports that are required for audit purposes, once the date has been locked. These reports might include;

- ¾ Cashbooks
- ¾ Trust Reports – including Trust Journals, Trust Trial Balance, Trust Overdrawn report, Trust Reversal report, Inactive Matters report and Trust Transactions report
- ¾ Investment Reports – including Investment Journals and Investment Trial Balance
- ¾ Profit & Loss and Balance Sheet

You may prefer to print these to a PDF format and save to a specific folder on your server (where the folder is part of your normal daily backup) or an external source such as CD or DVD instead of printing and filing the reports.

The reports discussed here are a guide only. Certain reports may be mandatory to comply with local regulations set by the relevant governing body.

Ageing of balances in Lexis Affinity Library

Clients

The “Balances” tab on the Client screen shows “Aged Debtors as at DD/MM/YYYY”
The date is the last time the Debtors balances were aged. The ageing is re-calculated when an “Aged Debtors report is run and “Update Client/Debtor ageing” is ticked.

Creditors

The “Balances” tab on the Creditor screen shows “Aged Creditors as at DD/MM/YYYY”
The aging is recalculated when an “Aged Creditors” report is run. This happens automatically when you run the report.

30.2.1 Combined Cashbook

A Combined Cashbook should be printed for each month, once the month's cheque and receipt transactions have been finalised for each registered Bank account and the Bank Reconciliation has been completed. This would include any direct debits that have been processed at the end of the month or bank charges appearing on the bank statement.



PROCEDURE

1. Select Reports (Financial Maintenance | Reporting)
2. Select Combined Cashbook
3. Click on **[Print]**

A screen similar to the one below will be displayed:

4. *Entity* Select the required Entity - LR
5. *Bank* Select the required Bank Account - TA
6. Select the required period.

This is usually "Last Month" as this is usually done at the beginning of the following month.

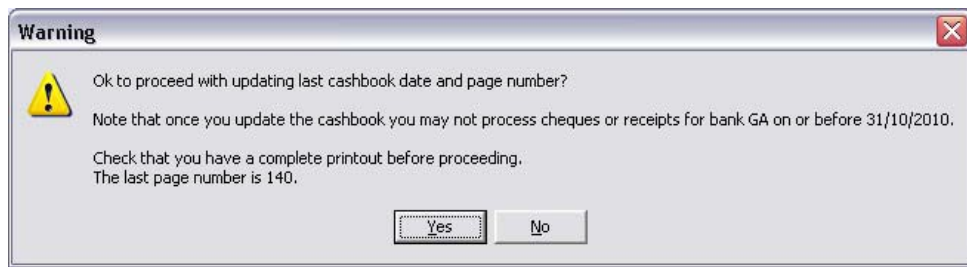
7. Check that the date range is correct
8. Click on **[Print]**

The Cashbook will display on the screen

9. Click on

This will print the Cashbook on the default printer.

When this is complete, a message will display as shown below:



10. Click on **[Yes]** to update

Only proceed if you are sure you do not need to process any more transactions prior to the date nominated.

This will update the Page Numbers and Audit date.

No Cheques or Receipts will be able to be posted before this date.

The Last Audit date function behaves independently and without reference to the Entity Lock Dates.

30.2.2 Trust Reports

Trust Journal

The Trust Journal should be printed at the end of each month for audit purposes. You will need to select each Trust Bank Account separately.

PROCEDURE

1. Select Trust Journal
2. Click on **[Print]**

A screen similar to the one below will be displayed:



The screenshot shows a window titled "Trust Journal". It contains the following fields and controls:

- Entity:** A dropdown menu showing "LR" with the text "Lewisham Reid" next to it.
- Bank:** A checkbox labeled "TA" with a dropdown menu showing "Trust Account" and a small icon of two people.
- From:** A date dropdown showing "1/10/2009".
- To:** A date dropdown showing "21/11/2010".
- Period Selection:** A grid of buttons: "Today", "This Week", "This Month", "Year To Date", "Yesterday", "Last Week", "Last Month", and "Last Year".
- Print Allocations:** A checked checkbox labeled "Print Allocations?".
- Last Audit Date:** A text field showing "30-September-2009".
- Set Dates:** A button.
- Version:** "2.7.0.0" in the bottom left corner.
- Buttons:** "Draft" and "Print" buttons in the bottom right corner.

3. *Entity* Select the required Entity - LR
4. *Bank* Select the required Bank Account - TA
5. Select the required period.

This is usually "Last Month" as this is usually done at the beginning of the following month.

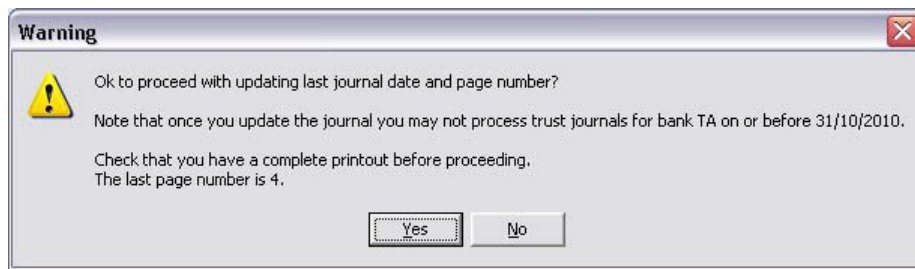
6. Check that the date range is correct
7. Click on **[Print]**

The Trust Journal will display on the screen

8. Click on 

This will print the Journal report on the default printer.

When this is complete, a message will display as shown below:



9. Click on **[Yes]** to update

Only proceed if you are sure you do not need to process any more transactions prior to the date nominated.

This will update the Page Numbers and Audit date.

No Trust Journals will be able to be posted before this date.

The Last Audit date function behaves independently and without reference to the Entity Lock Date..

Trust Trial Balance

It is recommended that you print this each month for audit purposes.



PROCEDURE

1. Select Trust Trial Balance
2. Click on **[Print]**

A screen similar to the one below will be displayed:

3. *Entity* Select the required Entity - LR
4. *Bank* Select the required Bank Account - TA
Click on  to clear the field and include all Trust Bank Accounts.
5. *To* Select the last day of the previous month
6. *State* Leave blank for all States or select each State individually
NOTE: This is the State of the Bank Account.
7. *Options - Group by Author* Tick if required
8. *Options – Suppress Matter Detail* Tick if required
9. Click on **[Print]**

The Trust Trial Balance will display on the screen

10. Click on 

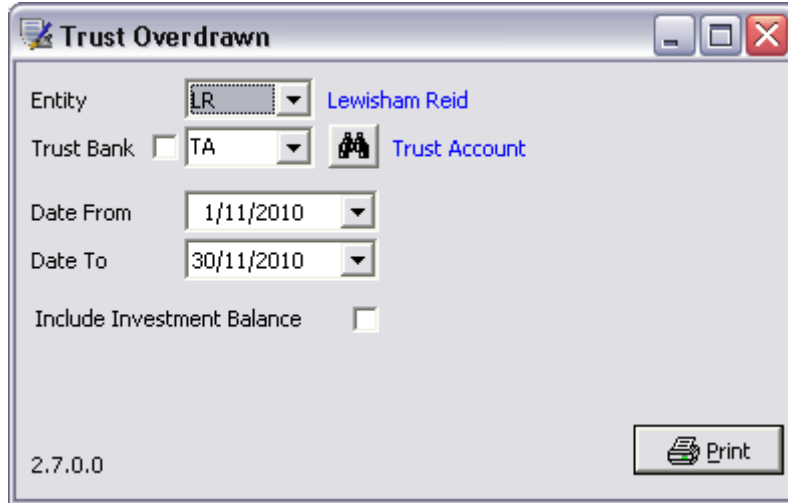
This will print the Trust Trial Balance on the default printer.

Trust Overdrawn Report

Print this each month if it is a Law Society requirement in your region.

1. Select Trust Overdrawn
2. Click on **[Print]**

A screen similar to the one below will be displayed:



The screenshot shows a software window titled "Trust Overdrawn". It contains the following fields and controls:

- Entity:** A dropdown menu showing "LR" with a blue link "Lewisham Reid" next to it.
- Trust Bank:** A checkbox followed by a dropdown menu showing "TA" and a blue link "Trust Account" with a small icon.
- Date From:** A date picker showing "1/11/2010".
- Date To:** A date picker showing "30/11/2010".
- Include Investment Balance:** A checkbox that is currently unchecked.
- Version:** "2.7.0.0" is displayed in the bottom left corner.
- Print Button:** A button with a printer icon and the text "Print" in the bottom right corner.

3. *Entity* Select the required Entity - LR
4. *Bank* Select the required Bank Account - TA
5. *Date From / To* Select the required period
6. *Include Investment Balance* Tick if required
7. Click on **[Print]**

The Trust Overdrawn report will display on the screen

8. Click on 

This will print the Trust Overdrawn report on the default printer.

Trust Reversal Report

Prints a list of transactions which were reversed in the period specified. This report can be selected by Entity and Trust Bank Account.

1. Select Trust Reversal
2. Click on **[Print]**

A screen similar to the one below will be displayed:

A screenshot of a software window titled "Trust Reversal". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. Inside the window, there are four input fields: "Entity" with a dropdown menu showing "LR" and a link "Lewisham Reid"; "Trust Bank" with a checkbox, a dropdown menu showing "TA", a bank icon, and a link "Trust Account"; "Date From" with a dropdown menu showing "1/11/2010"; and "Date To" with a dropdown menu showing "30/11/2010". In the bottom left corner, the version number "2.7.0.0" is displayed. In the bottom right corner, there is a button with a printer icon and the text "Print".

3. *Entity* Select the required Entity - LR
4. *Bank* Select the required Bank Account - TA
5. *Date From / To* Select the required period
6. Click on **[Print]**

The Trust Reversal report will display on the screen

7. Click on 

This will print the Trust Reversal report on the default printer.

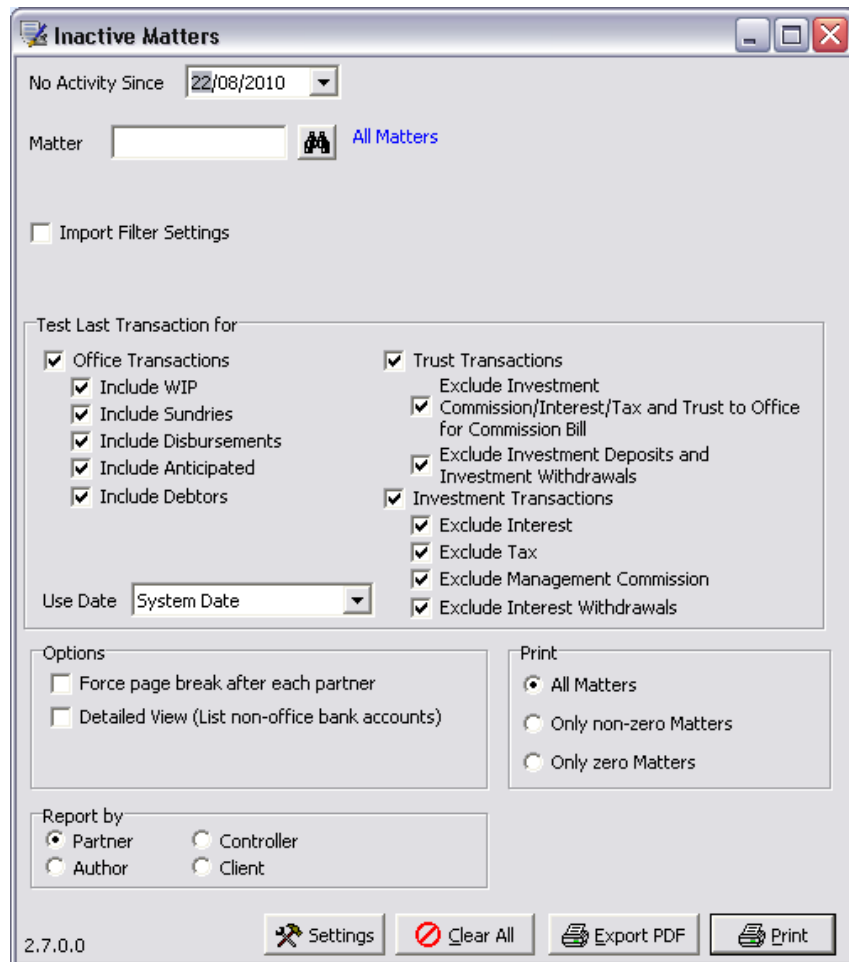
The report will list any matter where the Trust entries on the selected Bank Account were reversed during the period specified.

Inactive Matters Report

The Inactive Matters report can be used to report on Matters (based on the Matter Filter) and their balances (Office, Trust or Investment) by Partner, Author or Controller where there has been no activity since a selected date.

1. Select Inactive Matters
2. Click on **[Print]**

A screen similar to the one below will be displayed:



The screenshot shows a software window titled "Inactive Matters". It contains several sections for configuring the report:

- No Activity Since:** A dropdown menu showing "22/08/2010".
- Matter:** A text input field followed by a button with a group of people icon and the text "All Matters".
- Import Filter Settings:** A checkbox that is currently unchecked.
- Test Last Transaction for:** A section with two columns of checkboxes:
 - Left Column:** ☒ Office Transactions, ☒ Include WIP, ☒ Include Sundries, ☒ Include Disbursements, ☒ Include Anticipated, ☒ Include Debtors.
 - Right Column:** ☒ Trust Transactions, ☐ Exclude Investment, ☒ Commission/Interest/Tax and Trust to Office for Commission Bill, ☒ Exclude Investment Deposits and Investment Withdrawals, ☒ Investment Transactions, ☒ Exclude Interest, ☒ Exclude Tax, ☒ Exclude Management Commission, ☒ Exclude Interest Withdrawals.
- Use Date:** A dropdown menu showing "System Date".
- Options:** Two checkboxes: ☐ Force page break after each partner, ☐ Detailed View (List non-office bank accounts).
- Print:** Three radio buttons: ☒ All Matters, ☐ Only non-zero Matters, ☐ Only zero Matters.
- Report by:** Four radio buttons: ☒ Partner, ☐ Controller, ☐ Author, ☐ Client.
- Footer:** Version "2.7.0.0" and four buttons: "Settings" (with a wrench icon), "Clear All" (with a red circle and slash icon), "Export PDF" (with a printer icon), and "Print" (with a printer icon).

3. *No Activity since* Select a date 3 months earlier

You can select any date to suit your requirements.

4. *Matter* Leave blank for this exercise

The default is to report on all Matters.

You can click on  to use the Matter Filter. This will enable you to restrict the number of matters included in the list.

You may be required to include all matters to comply with your Trust Regulations.

5. *Test Last transaction For* Untick Office Transactions and Investment Transactions

If this report is to comply with a Trust regulation that requires a list of matters with no trust transactions for a certain period, these options do not need to be included.

6. *Print* Check *Only non-zero Matters*

7. *Options* Select to have a page break after each new “*Report by*” option

The prompt will change depending on the selection in *Report by*

8. *Detailed View (List Non-Office Bank Accounts)* Tick this

This will list the balance and last transaction of each individual Trust Bank Account.

9. *Report By* Select Partner/Author or Controller as required.

10. Click on **[Print]**

The Inactive Matters report will display on the screen

You can also create a pdf file of this report.

11. Click on 

This will print the Inactive Matters report on the default printer.

Using the Matter Filter

You can use the Matter Filter to more easily locate matters where some action may be required. For example, it may be a requirement that any Trust Funds over 5,000.00 held for more than one month must be transferred to a Deposit / Investment Account.

PROCEDURE

Follow these steps to produce an Inactive Matters report for matters where the Trust Balance is greater than 5000.00 and the funds have been inactive for greater than one month.

1. *No Activity since* Select the date 1 month earlier

2. *Matter* Click on  to use the Matter Filter

3. Select the "Filter" tab

4. *Balances greater than / Trust* 5000

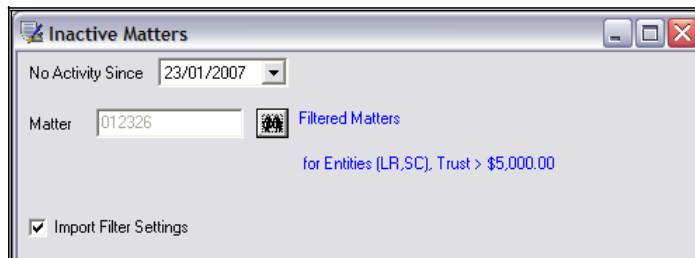
5. Select the "Display Grid" tab

The matters will be displayed.

6. Click on **[OK]**

7. *Import Filter Settings* Tick this

The screen will now display the selection parameters for the matters selected.



8. *Test Last Transaction For* Tick Trust Transactions
9. Select the remaining options as explained in the previous exercise
10. Click on **[Print]**

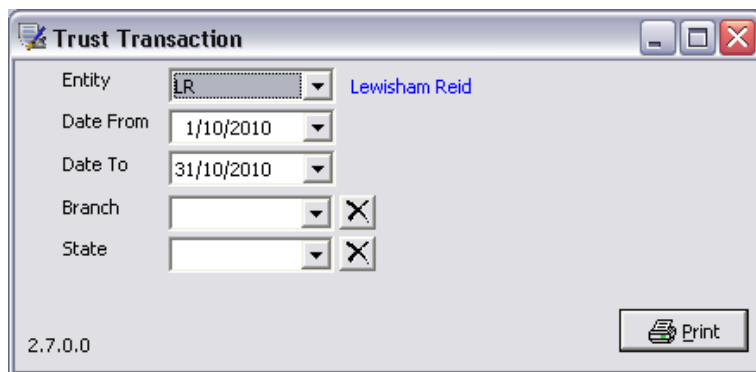
The listing will now show matters where the total Trust balance is >5000.00. The itemisation of the individual Trust Balances will show if one Trust Balance is >5000.00.

Trust Transaction

Prints the trust ledger transactions which occurred in the period specified, plus any matters which have a balance in that period

1. Select Trust Transactions
2. Click on **[Print]**

A screen similar to the one below will be displayed:



3. *Entity* Select the required Entity - LR
4. *Date From / To* Select the required period
5. *Branch* Leave blank for this exercise

Branch refers to the branch of the matter.

6. *State* Leave blank for this exercise

State refers to the State of the Branch.

7. Click on **[Print]**

The Inactive Matters report will display on the screen

8. Click on 

This will print the Inactive Matters report on the default printer.

30.2.3 Investment Reports

If your firm uses Investments, you should also print the Investment Journals and an Investment Trial Balance. These reports need to be printed for each registered institution.

Investment Journal

1. Select Investment Journals
2. Click on **[Print]**

A screen similar to the one below will be displayed:



The screenshot shows a window titled "Investment Journal". It contains the following fields and controls:

- Entity:** A dropdown menu showing "LR" with the text "Lewisham Reid" next to it.
- Institution:** A dropdown menu showing "CBA" with the text "Commonwealth Bank of Australia" next to it.
- From:** A date dropdown showing "1/10/2009".
- To:** A date dropdown showing "21/11/2010".
- Time Period Buttons:** "Today", "This Week", "This Month", "Year To Date", "Yesterday", "Last Week", "Last Month", "Last Year".
- Print Allocations?:** A checked checkbox.
- Last Audit Date:** "30-September-2009".
- Set Dates:** A button.
- Include Author/Partner/Client:** A checked checkbox.
- Treatment of Sign on Investment:** A group box containing two radio buttons:
 - ☒ Deposits are Debits to the Institution
 - ☐ Deposits are Credits to the Institution
- Version:** "2.7.0.0" in the bottom left corner.
- Buttons:** "Draft" and "Print" in the bottom right corner.

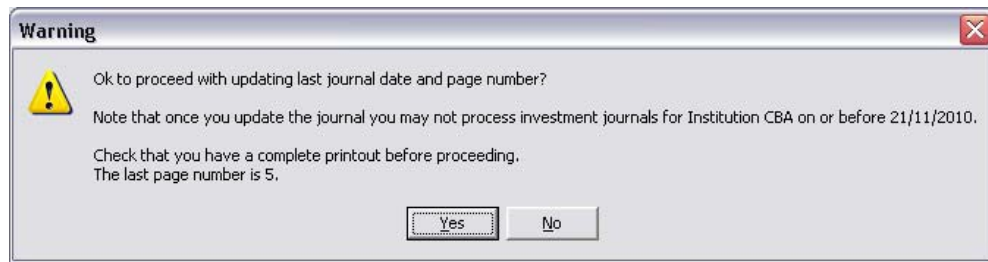
3. **Entity** Select the required Entity - LR
4. **Institution** Select the required institution - CBA
5. **Date From / To** Select the required period
6. **Print Allocations?** Tick if required
7. **Include Author / Partner / Client** Tick if required
8. **Treatment of Sign on Investment** Select the correct option for your region
9. Click on **[Print]**

The Investment Journal will display on the screen

10. Click on 

This will print the Investment Journal report on the default printer.

When this is complete, a message will display as shown below:



11. Click on **[Yes]** to update

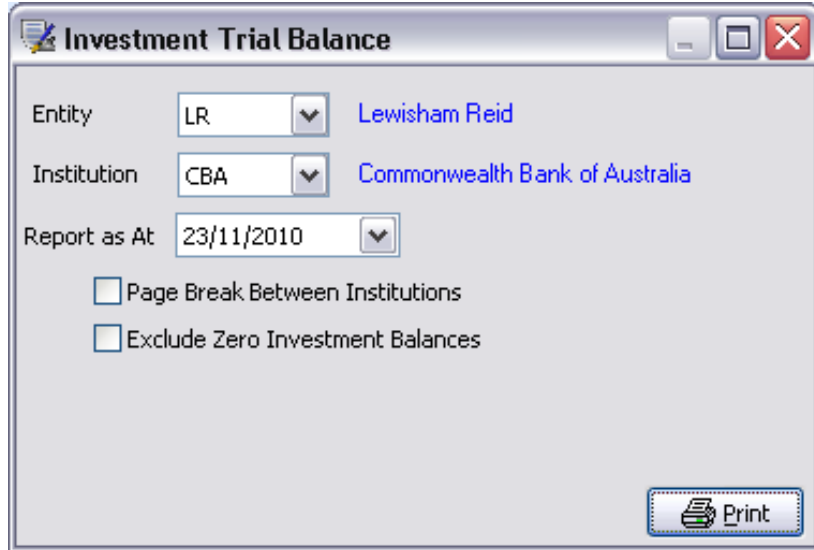
Only proceed if you are sure you do not need to process any more transactions prior to the date nominated.

This will update the Page Numbers and Audit date.
No Investment Journals will be able to be posted before this date.
The Last Audit date function behaves independently and without reference to the Entity Lock Date.

Investment Trial Balance

1. Select Institutions (Transactions | Investments)
2. Open the first Institution
3. Select File | Print | Trial Balance

A screen similar to the one below will be displayed:



4. *Entity* Select the required Entity - LR
5. *Institution* Leave blank for all Institutions
OR Select the required Institution from the drop down list
6. *Report as at* Select the date required
7. *Page Break Between Institutions*
Tick this if separate pages are required for each Institution.
8. *Exclude Zero Investment Balances*
Tick this if you require only Investments with a current balance.
9. Click on **[Print]**
The Investment Journal will display on the screen
10. Click on 
This will print the Investment Journal report on the default printer.

30.3 Profit & Loss and Balance Sheet

1. Select Financial Management Report
2. Click on **[Print]**

A screen similar to the one below will be displayed:

The screenshot shows a window titled "Financial Management Report". At the top, there is a "Settings:" dropdown menu and buttons for "Load", "Save", and a close button. Below this are four tabs: "General" (selected), "Analysis Categories", "Filter", and "Reports". The "General" tab contains the following options:

- Report Date:** A dropdown menu showing "22/11/2010".
- Profit and Loss Comparison by:** Three radio buttons: "Budget" (selected), "Prior Period", and "None".
- Include:** Two checked checkboxes: "Profit and Loss" and "Balance Sheet".
- Output Options:** Three checkboxes: "Show Ledger Detail?" (checked), "Show Sub-Ledger Detail?" (unchecked), and "Include Zero Balance Charts?" (unchecked).

At the bottom of the window, there is a version number "2.7.0.0" and three buttons: "Settings", "Export PDF", and "Print".

"General" tab

3. *Report Date* Select the last day of the month
4. *Profit and Loss Comparison by*

You can select from Budget or Prior Period, or have no comparison.

5. *Include*

Select either Profit and Loss or Balance Sheet or both

6. *Output Options*

Show Ledger Detail

Ticked – Sub-Ledger accounts will not be included.

Un-ticked – Only the total of each section will print (e.g. Income, Expenses).

Show Sub-Ledger Detail

All accounts (including Sub-Ledger Accounts) will be included.

Include Zero Balance Charts

Ticked – all accounts will be printed including those with a zero balance.

7. Click on **[Print]**

The Financial Management report will display on the screen.

Alternately, you may select to print to a PDF format file.

Lexis Affinity Library will prompt for the name and location for the file. This file can also be copied to a CD or DVD for storage.

“Analysis Categories” tab

This option allows you to print reports by Entity, Branch, Department, Matter Type or Author. Separate selections may be made for both Profit and Loss and the balance Sheet.

8. Make your selections for each report

“Filter” tab

This option allows you to select which Entity, Branch, Department, Matter Type or Author is to be included in the report

9. Select the tab that corresponds with the selection in “Analysis Categories”

10. Select which options are to be included

“Reports” tab

This option allows you to select to only print a single section total either Profit & Loss, Balance Sheet or Net Equity.

11. Select the required option.

Saving the report format

When you have made the selections for standard reports that will be required regularly, it is easiest to save the settings so that you can reload the same report in the future.



PROCEDURE

1. Make your selections from each of the tabs to format your report
2. *Settings*

Enter the name of the format that you want to save – for example “Monthly Reports”.

3. Click on **[Save]**

Loading a saved format



PROCEDURE

1. *Settings* Click on the drop down arrow
2. Select the required format
3. Click on **[Load]**

The selections will be altered.

4. Print the report or save it to a PDF file

Saving a report for use in Excel



PROCEDURE

When the report is displayed on the screen:

1. Click on 
2. Save the report as an Excel Spreadsheet (*.xls)
3. Open the report in Microsoft Excel

NOTE: You can also save these reports as .csv or .txt files, but more formatting will be required.

31. Year End

The End of Year procedure is a one-step process that performs the correct clearing journals based on the movement in the Income and Expense accounts for the financial year entered.

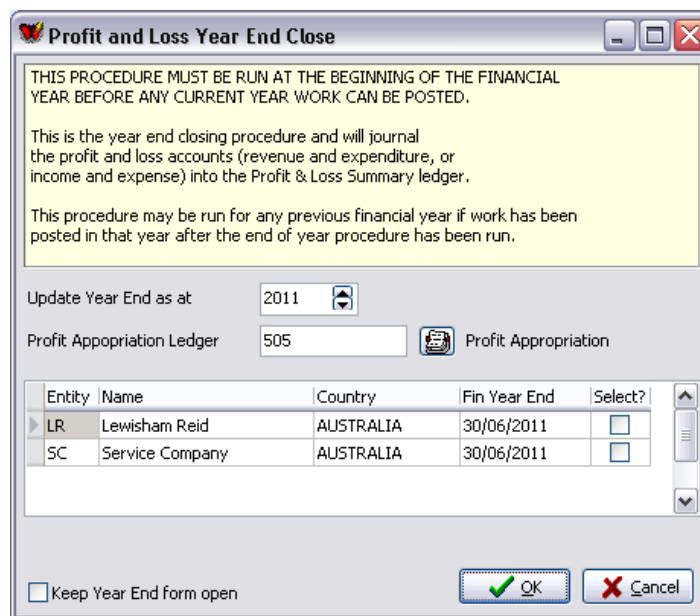
The Year End Profit and Loss close function must be run before commencing posting of any transactions in the new financial year. This year end closing procedure will journal the movement from the profit and loss accounts (Income and Expense) into the Profit & Loss Summary ledger. Until this process is run the transaction posting date will be locked at 30th June for all transactions, with the exception of Fee entries and Sundry postings.

After the Year End function is run, prior period entries may still be made. The Year End closing procedure should be re-run for any previous financial year if additional work has been posted in that year. The Year End closing procedure will update the Financial Year End Date in the Entity table. This date cannot be manually edited.

PROCEDURE

1. Open Year End (Financial Maintenance | Reporting)

The following screen will display:



Profit and Loss Year End Close

THIS PROCEDURE MUST BE RUN AT THE BEGINNING OF THE FINANCIAL YEAR BEFORE ANY CURRENT YEAR WORK CAN BE POSTED.

This is the year end closing procedure and will journal the profit and loss accounts (revenue and expenditure, or income and expense) into the Profit & Loss Summary ledger.

This procedure may be run for any previous financial year if work has been posted in that year after the end of year procedure has been run.

Update Year End as at: 2011

Profit Appropriation Ledger: 505  Profit Appropriation

Entity	Name	Country	Fin Year End	Select?
LR	Lewisham Reid	AUSTRALIA	30/06/2011	☐
SC	Service Company	AUSTRALIA	30/06/2011	☐

☐ Keep Year End form open

 OK  Cancel

Update Year End as at
Select the financial year.

Profit Appropriation Ledger

Accept the prompted GL Chart or click  to open the General Ledger Selection screen and select the account.

Entities Place a Tick in the *Select* column to run year end for that Entity.

NOTE: You can still post GL journals on the "Lock Date".

31.1 Lock Month and Fin Year End

Once the Year End process is completed the final month for the year can be closed.

Select Lock Dates from Financial Maintenance | Accounts Setup.

Lock Date. Click on the down arrow to open the calendar and select the new Lock Date.

Fin Year End. This date cannot be manually updated and will remain unchanged until updated by the Year End process next year.

32. Reports

The Reports function in Lexis Affinity Library provides a wide range of standard reports.

Reports Summary

Each firm will determine the reports required to be printed on a monthly basis. However, there are some standard reports that all firms will require such as Combined Cashbook for Trust and Office, Bank Reconciliations for Trust and Office, Trust Trial Balance, Matter Balances, Trial Balance, Profit & Loss and Balance Sheet.

Detailed below is a list of reports available in Lexis Affinity Library in the Reports section.

Accounts Rendered

Prints a variety of Statements to Debtors.

Accrued Overview

Prints a summary by Timekeeper, Author, Controller, Partner, Client Manager or Introducer of the actual, billed and written off anticipated disbursements, incurred disbursements, fees and sundries during a period with a comparison to the YTD balance.

Aged Balances

Prints a list of matters and the selected balances (Debtors and/or WIP and/or Disbursements with/without Anticipated Disbursements printed separately), filtered by various criteria, grouped as required, aged by the periods you select to the date you require. The Report can also include Trust and Investment balances, Contact details, Bill details, Collection Note information and can be selected for transactions that include specified branches, departments etc.

Aged Creditors

Prints a list of creditors aged by the periods you select to the date you require.

Aged WIP Prints an Aged WIP report by Timekeeper aged by the periods you select.

Aged WIP and Debtors - Excel

Populates a nominated Excel Spreadsheet with the values of Aged WIP and/or Debtors as selected.

Audit Trail - Client and Matter

Prints the Client and Matter Audit Trail for the period selected.

Author Analysis by Matter Type

Prints a cross-tabulation of Author's key performance indicators (fees, Matters opened, etc) by Matter Type.

Author Contribution Analysis

Prints a contribution analysis by Author on the Matter type for fees billed or fees generated during a period with a comparison to the YTD balances.

Author Financial Overview

Prints a summary of the Matter balances for the period selected summarised by Author.

Author Productivity Report

Prints a report of author based fee data for Month to Date and/or year to Date values and budgets.

Bank Statement Reconciliation

Reconciles your bank statement with the cashbook entries in Lexis Affinity Library, with the adjustments made through the Bank Reconciliation.

Bill Credit Notes

Prints a list of credit notes applied to bills during the period specified, grouped by credit note type.

Bill Drafts

Prints a list of draft bills (bills not yet dispatched) grouped by Author.

Billing Days from Matter Opened

Prints a summary by Author of the Matters opened during a period and showing the number of Matters billed, the average days from Matter opening to billing, with minimum and maximum.

Billing Summary by Partner

Prints fees billed by Month or Year to Date for each Partner.

Billing by Client

Prints Fees Billed for each Client, ranked from highest to lowest. This report also shows the percentage of each Client's fees of the Total Fees.

Billing by Fee Earner/Partner

Populates an Excel worksheet, providing monthly totals of fees billed by author for either all partners, or a worksheet per responsible partner.

Bills Dispatched

Prints a list of Bills dispatched during the period selected, grouped by Author.

Cash Overview

Prints a summary by Timekeeper, Author, Controller, Partner, Client Manager or Introducer of the billed and received outlays, fees, sundries and tax during a period with a comparison to the YTD balances and the fees received budget.

Cash Payments Ledger Summary

Prints transactions by cheque for the period specified, summarized by ledger.

Chart of Accounts Imbalances

Displays a list of days for which the raw transactions in the general ledger do not balance.

Client Contribution Analysis

Prints a report by Client, Introducer, Business Source, Client Group or Industry Classification on the Matter type for fees billed, generated, received or written off during a period with a comparison to the YTD balances.

Client Exposure Limit

Prints a list of clients whose exposure limits have been exceeded by a specified amount.

Client Invoice

Prints a report for transactions billed or unbilled transactions posted within a nominated date range for a selected client.

Combined Cashbook

Prints a cashbook for the period selected including cheques and receipts.

Credit Balance Summary

This report is provided for users with a Combined ledger System.
Prints a list of clients and/or matters and their trust and investment balances.
The report can be run to include only records with credit trust balances or possible recoveries. Possible recoveries will only print records with a debit trust balance where funds can be recovered from investment or other trust funds on matters belonging to the same client.

Creditor Transactions

Prints details of all invoices outstanding and paid, for one or more creditors, split between matters and ledgers with full detail, for a selected date range.

Creditors Trial Balance

Prints a list Creditor's Invoices outstanding.

Cross Entity Billings

Prints a Billing report by Timekeeper for a date range, across entities, showing the bills they were involved in and the Fees billed, WIP billed, Write Ups, Write Downs, Write Offs and Fees Credited.

Database Glossary

Prints a list of Tables and information on the field names, type and use

Debtors Allocation

Prints a list of debtors allocations with options to select a date range, types of allocations and viewing fee earner allocations.

Debtors Letters

Produces debtors letters based on a debtors cycle.

Disbursement Summary

Prints a list of disbursements incurred, billed and receipted for the period specified, summarized by Author.

Disbursements Unbilled

Prints a list of unbilled disbursements by Controller.

Employee List

Prints a List of employees. You may group them by type or department.

Expected Cashflow

Graphs the expected income from dispatched invoices against cheque requisitions.

Expense Analysis

Prints a report of expenses, grouped into eight columns, for analysis.

Expense Type Summary

Prints a Report of Disbursements and Sundries in Expense Type Group order for a date range.

Fee Earner Productivity Report

Prints a summary by Timekeeper of the fees billed, fees received and outstanding WIP during a period with a comparison to the YTD balances.

Fee Rate Budget and Status Analysis

Prints the budget against work done on Matters with a Fee Code attached.

Fee Rate Settings

Prints a list of Matters or Clients which have Fee Rates set for them.

Fee Summary by Author

Prints a summary of the fees generated or billed during a period summarised by Author, Partner, Controller, Branch, Department, Client or Matter Type.

Fees Billed and WIP

Prints fees billed for a date range and balance of WIP at nominated date grouped by the selected mechanism. Grouping is performed on the analysis fields stored on the transactions at the time of posting.

Financial Management Report

Prints the Profit & Loss and /or Balance Sheet.

Firm/Author Performance Summaries

Prints a list of Authors and the fees, sundries, disbursements recorded, billed and debtors for the selected period.

Funds Received Status

Prints the status of disbursements and/or debtors posted prior to a cut-off date and then received or credited after the cut-off date.

GST / Tax Accrued

Prints a GST Activity statement on an accrued basis.

GST / Tax Cash

Prints a GST Activity statement on a cash basis.

GST / Tax Hybrid

Prints a GST/Tax Activity statement with supplies on an accrued basis and purchases on a cash basis.

GST / Tax by Ledgers

Prints the general ledger codes with the amount of GST allocated to them for the period specified. You may optionally print all transaction items as well.

Inactive Matters

Prints a list of Matters and their balances by Partner, Author or Controller where there has been no activity since a selected date.

Instructions due

Prints a list Matters which are due for action. Matters can be filtered by Matter Type, Client Group, or Client. Matters are selected if the DataField is blank and the date of instruction is more than a selected number of days ago.

Introducer Report

Prints a list of matters and the fees billed, fees received and outstanding WIP during a period, grouped by the selected mechanism.
[A] on the report indicates an archived matter, [C] is a Completed matter.

Investment Journal

Prints the Journal for the Institution and period selected.

Investment Trial Balance

Prints a trial balance for an Investment for a particular entity and institution.

Itemised Debtors

Prints a list of bills dispatched during the nominated period showing amounts billed, received and outstanding.

Malaysian Deposit Insurance Export

Generates an export file of the Information required for the Malaysian Deposit Insurance Corporation. This includes an export file with Trust and Investment Balances for each matter as well as an export file with Trust Balances for each Client.

Marketing Overview

Prints a list of matters opened, closed and archived during a period, with expected fees and workload and WIP for current matters.

You may print this report by Matter Type, Partner, Controller, Author, Client and Introducer.

Matter Balances

Prints a list of Matters with their balances.

Matter Closed/Archived

Prints a list of Matters with Closed/Archived dates.

Matter Credit Limit

Prints a list of matters whose credit limits are near or have been exceeded by a specified amount or percentage.

Matter Movement

Prints a list of matters opened and closed during a period, with expected and billed fees. You may summarize this report by Matter Type, Partner, Controller, Author and Client.

Matter Unbilled Balances

Prints a list of Matters with Unbilled balances.

Matters Grouped

Prints a list of Matters grouped by the selected mechanism.

Matters Opened

Prints a list or graph of Matters opened during the period selected.

Min/Max Closing Bank Statement Balance

Reports the minimum or maximum Bank Statement or Cashbook Balance for the selected Trust Bank Account for the selected period.

Non-Billable WIP

Creates an excel workbook containing all Non-Billable WIP.

Open File Review Excel Report

Populates an Excel worksheet with details of open matters grouped by Author, Partner or Controller.

Partners Daily Report

Prints a summary of Billings, WIP and Collections for Fees for Today, MTD and YTD with comparisons to the Employee Budgets and a Summary of the number of matters opened by Department.

Payment Plan Letters

Prints letters from the Payment Plan cycles, based on the plans attached to the Outstanding Bills.

Professional Overview

Prints a summary by Timekeeper, Author, Controller, Partner, Client Manager or Introducer of the units, fees and WIP valued billed during a period with a comparison to the YTD balances and to employee budgets.

Receipt List Prints a list of receipts entered in the period selected.

Recovery Rate Report

Prints by Timekeeper the fees billed, WIP billed, WIP written off, WIP cost and recovery rate for a nominated period.

Reports Prints a list of reports.

Roll Call Summary

Prints a summary by Author showing the number of hours recorded each day for the month selected and average hours per day.

Safe Custody Prints a list of safe custody packets and envelopes.

Time Recording Reminders

Prints a list of Authors that have not entered a minimum number of hours or units at least once during the month.
You can also print or e mail individual Authors to remind them to submit time.

Timekeeper - Excel

Populates a spreadsheet with chargeable or non chargeable time units or values as selected.

Timekeeper Bill Summary

Prints a Billing Report by Timekeeper for a nominated period, showing the bills where the Timekeeper had fees recorded and the Fees billed, WIP billed, Write Ups, Write Downs, Write Offs and Fees credited

Timekeeper Detail

Print reports by Timekeeper showing detailed fee entries, Summary of Matters worked on, Summary of Fee Types for the selected period.

Timekeeper Overview

Prints a summary by Timekeeper of the units, fees and WIP valued billed during a period with a comparison to the YTD balances.

Timekeeper Productivity Summary

Prints a summary by Timekeeper of the Hours and fees recorded during a period with a comparison to the YTD balances and to employee budgets.

Timekeeper WIP Matter

Prints by Timekeeper a list of Matters and the Amount of WIP on the Matter and for the Timekeeper.

Transaction Balances

Prints balances for Debtors, Disbursements, Anticipated, Sundry and WIP at a nominated date grouped by the selected mechanism. Grouping is performed on the analysis fields stored on the transactions at the time of posting.

Trial Balance

Prints a Trial Balance for the entity selected.

Trial Balance (by transactions)

Prints a Trial Balance for the period specified based on the raw transactions.

Trust Fund Follow Up Letters

Produces trust fund follow up letters based on a collection plan.

Trust Journal

Prints the Journal for the Trust account and period selected.

Trust Overdrawn

Prints a list of transactions which overdrew the Trust account in the period specified.

Trust Reversal

Prints a list of transactions which were reversed in the period specified.

Trust Statement

Prints a Trust statement for the matter selected, or for all matters that have a trust balance in the period selected.

Trust Transactions

Prints all the trust transactions which occurred in the period specified, plus any matters which have a balance in that period.

Trust Transactions with Tax

Reports Matter transactions by client in the selected period that include tax.

Trust Trial Balance

Prints a list of Matter balances for the trust account selected as at the date selected.

WIP Movement

Prints the movements in WIP, includes WIP Opening balance, WIP Recorded, WIP Billed, WIP Written Off, WIP reversed, WIP Closing Balance at a nominated date grouped by the selected mechanism.

WordLink.DII FieldList

Prints a list of the Lexis Affinity Library fields.

Workflow Area

Print a Workflow Area.

Write Off Report

Prints a summary by Timekeeper, Author, Controller, Partner, Client Manager or Introducer of Fees, Disbursements and Sundries Written Off during a period with a comparison to the YTD balances.

Notes

33. Lawpoint Interface

This component of Lexis Affinity Library will allow you to import the file provided by Lawpoint automatically into your dataset.

Before importing Lawpoint entries, you will need to create a Creditor for Lawpoint.

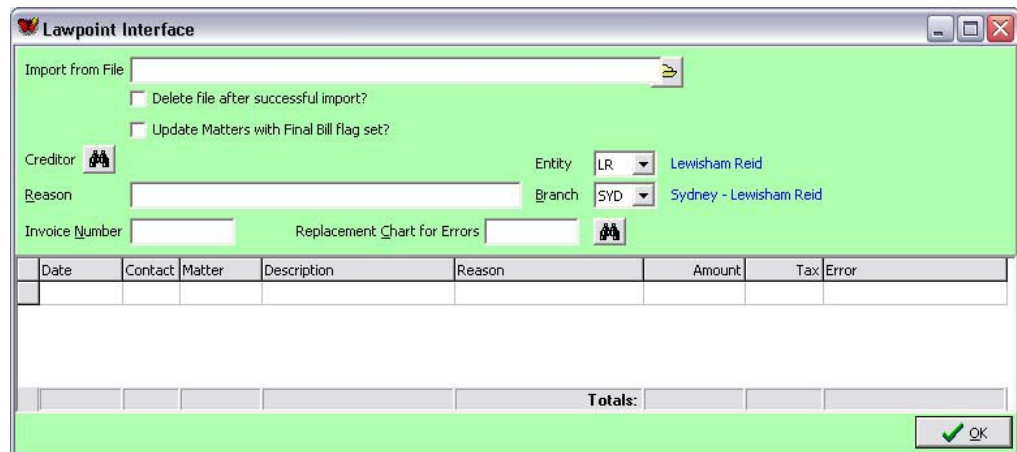
33.1 Lawpoint Interface Import

HANDS ON

In this exercise you will import a sample Lawpoint file. The sample file is named lawpoint1.aff and it should be available in Affinity/Datafiles.

1. Open Lawpoint Interface (Transactions | Sundries)

The screen is displayed below:



2. *Import from File* Click on 
3. Locate and select *Lawpoint1.aff* in Affinity/ Datafiles

This is the location of the file provided by Lawpoint.

4. *Delete file after processing?* Leave unticked

For the training exercise leave this unticked.

Tick this to automatically delete the file after it has been processed and updated.
This is the recommended option.

5. *Update Matters with Final Bill flag set?* Leave unticked

Tick this if you require Lawpoint entries to be processed to matters where the Final Bill flag has been set.

6. *Creditor* Click on  and select Lawpoint.

7. *Entity* Accept the default for this exercise

8. *Branch* Accept the default for this exercise

Select a branch if branches are established in your dataset.

9. *Reason* Lawpoint Search Fees <date>

This is the description that will be used as the Invoice Description on the Creditor Ledger for this invoice.

10. *Invoice Number* Enter an Invoice Number OR Leave blank to have Lexis Affinity Library insert the date of the transactions

11. *Replacement Chart for Errors* Click on 

12. Locate and select GL 230 – Unrecoverable Disbursements

13. Click on **[OK]**

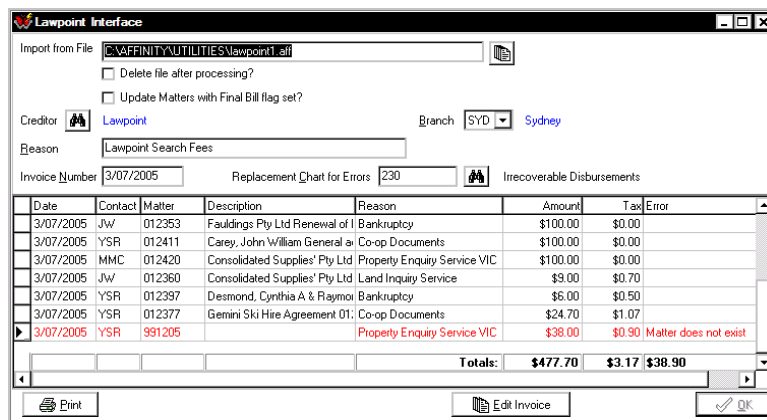
NOTE: The fields entered on the Lawpoint Interface screen will be retained for the next time the function is used.

The entries will be imported and listed in the lower section of the screen.

The information imported includes:

Date	The date of the transaction
Contact	The Contact Code used when you lodge the request with Lawpoint.
Matter	The Matter Number.
Description	The Matter Description.
Reason	The type of service processed by Lawpoint
Amount	The amount for the service net of GST
Tax	The amount of Tax charged for the service.
Error	If any entries cannot be processed they will be displayed in red and a comment inserted in this column to explain the error.

The screen is shown below:



Date	Contact	Matter	Description	Reason	Amount	Tax	Error
3/07/2005	JW	012353	Fauldings Pty Ltd Renewal of Bankruptcy		\$100.00	\$0.00	
3/07/2005	YSR	012411	Carey, John William General a/ Co-op Documents		\$100.00	\$0.00	
3/07/2005	MMC	012420	Consolidated Supplies Pty Ltd Property Enquiry Service VIC		\$100.00	\$0.00	
3/07/2005	JW	012360	Consolidated Supplies Pty Ltd Land Inquiry Service		\$9.00	\$0.70	
3/07/2005	YSR	012397	Desmond, Cynthia A & Raymond Bankruptcy		\$6.00	\$0.50	
3/07/2005	YSR	012377	Gemini Ski Hire Agreement 01: Co-op Documents		\$24.70	\$1.07	
3/07/2005	YSR	991205	Property Enquiry Service VIC		\$38.00	\$0.90	Matter does not exist
Totals:					\$477.70	\$3.17	\$38.90

If there are errors:

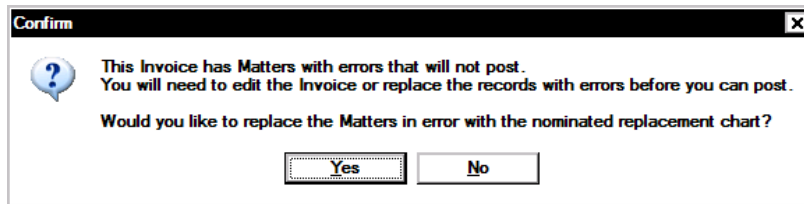
The file used for this example includes a matter number that does not exist.

Other errors include

- A Hold on Matters/Clients
- Final Billing flag has been set on the matter and you have not selected to post to these matters

14. Click on **[Edit Invoice]**

The following message displays:



Confirm

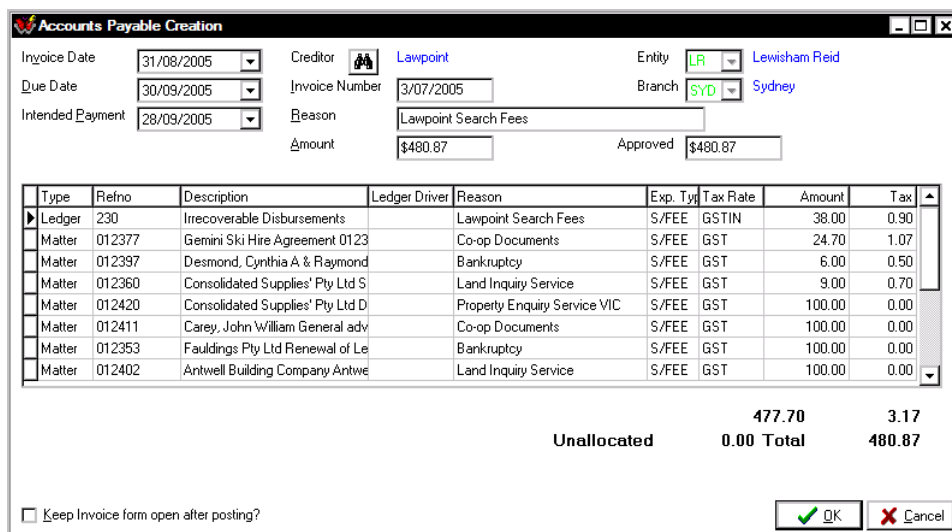
This Invoice has Matters with errors that will not post.
You will need to edit the Invoice or replace the records with errors before you can post.

Would you like to replace the Matters in error with the nominated replacement chart?

Yes **No**

15. Click on **[Yes]**

The Accounts Payable Creation screen will be displayed and GL Account 230 will be used instead of Matter 991205



Accounts Payable Creation

Invoice Date: 31/08/2005 Creditor: Lawpoint Entity: LR Lewisham Reid
Due Date: 30/09/2005 Invoice Number: 3/07/2005 Branch: SYD Sydney
Intended Payment: 28/09/2005 Reason: Lawpoint Search Fees
Amount: \$480.87 Approved: \$480.87

Type	Refno	Description	Ledger Driver	Reason	Exp. Typ	Tax Rate	Amount	Tax
Ledger	230	Irrecoverable Disbursements		Lawpoint Search Fees	S/FEE	GSTIN	38.00	0.90
Matter	012377	Gemini Ski Hire Agreement 0123		Co-op Documents	S/FEE	GST	24.70	1.07
Matter	012397	Desmond, Cynthia A & Raymond		Bankruptcy	S/FEE	GST	6.00	0.50
Matter	012360	Consolidated Supplies' Pty Ltd S		Land Inquiry Service	S/FEE	GST	9.00	0.70
Matter	012420	Consolidated Supplies' Pty Ltd D		Property Enquiry Service VIC	S/FEE	GST	100.00	0.00
Matter	012411	Carey, John William General adv		Co-op Documents	S/FEE	GST	100.00	0.00
Matter	012353	Fauldings Pty Ltd Renewal of Le		Bankruptcy	S/FEE	GST	100.00	0.00
Matter	012402	Antwell Building Company Antwe		Land Inquiry Service	S/FEE	GST	100.00	0.00
							477.70	3.17
Unallocated							0.00	Total 480.87

☐ Keep Invoice form open after posting? **OK** **Cancel**

16. Click on **[OK]**

The entries will be processed to the Matters and the Creditors Account.

Select No

If you select **No** the Accounts Payable Creation screen will display with the original Matter Number.

You can:

- Remove the entry and alter the amount of the Invoice
(Right click on the entry and select Remove).
- Correct the Matter Number.
- Create the Matter (if this is necessary).

33.2 Contents of the Lawpoint file

A sample Lawpoint file is shown below:

01,"Land Inquiry Service",; 02,"ALTS NSW",; 03,"Copy Document and Search NSW",; 04,"Reprint Searches",; 05,"Settlement Sheet NSW",; 06,"RESERVED",; 07,"Business, Assoc, Co-op Documents",; 08,"Billing Reports",; 09,"ASIC Company & Business Searches",; 10,"RESERVED",; 11,"RESERVED",; 12,"Historical Company Documents",; 13,"State Business Name Services",; 14,"SEISEN",; 15,"Property Enquiry Service VIC",; 16,"Other State Land Services",; 17,"ASC Alert",; 18,"Titles and Documents",; 19,"Title Tracking VIC",; 20,"Landata Index VIC",; 21,"Bankruptcy",; 22,"Titles and Documents QLD",; 23,"Online Images VIC",; 24,"Land Inquiry Service QLD",;	Lawpoint System Codes and Descriptions Valid numbers are from 00 – 99 These lines end with a "," (comma).
"00001",480.87,20050703,20050703,#	Batch total and date This line ends with a "#"
"012402",01,,"YSR",20050703,100.00,0.00,0.00,0.00,0.00,; "012423",21,,"JW",20050703,100.00,0.00,0.00,0.00,0.00,; "012422",07,,"YSR",20050703,100.00,0.00,0.00,0.00,0.00,; "012425",15,,"MMC",20050703,100.00,0.00,0.00,0.00,0.00,; "012422",01,,"JW",20050703,2.00,3.00,0.30,4.00,0.40,; "012423",21,,"YSR",20050703,1.00,3.00,0.30,2.00,0.20,; "012402",07,,"YSR",20050703,14.00,4.50,0.45,6.20,0.62,; "012421",15,,"YSR",20050703,25.00,9.00,0.90,4.00,0.00,;	These are the matter entries. and contain the following detail: Matter code, Lawpoint system code, Contact code, Date, Authority fee (GST Exempt), Authority Fee (not GST exempt), GST on Authority Fee (not GST exempt), Lawpoint Fee, GST on Lawpoint Fee.

Notes