



**LAW  
MASTER<sup>®</sup>**

Law Practice Technology

# Accounting for Operators

## Navigation Guide

Upgrade.

A MASTRIN CREATION

# Preface

## About this Manual

This guide is intended for accounts operators who are involved in the accounting processes of the business. It is assumed that the user of this guide has the working knowledge of using the LawMaster application.

The manual consists of:

- ❖ Chapter 1 – [INTRODUCTION](#)
- ❖ Chapter 2 – [ACCOUNTS PAYABLE](#)
- ❖ Chapter 4 – [CASH RECEIPTS \(Accounts Receivable\)](#)
- ❖ Chapter 5 – [BANK RECONCILIATION](#)
- ❖ Chapter 6 – [TRUST ACCOUNTING](#)
- ❖ Chapter 7 – [PERIODIC PROCESSING](#)
- ❖ APPENDIX A – FUNCTION KEYS

## Other Related Documentation

- ❖ Advanced Accounting manual
- ❖ End of Year Processing
- ❖ Billing in LawMaster
- ❖ GST Reconciliation – Cash
- ❖ GST Reconciliation – Accrual

## Text Conventions

This document uses the text conventions identified below.

- ❖ *Italic text* Identifies button names and other screen items that you can see on the LawMaster application.
- ❖ **Blue text** indicates the screen path names within LawMaster.
- ❖ **Note:** Notes provide extra information about a topic that is good to know.

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## Introduction

The **Accounting for Operators, Navigation Guide** provides details on the daily accounting processes, such as Accounts Payable, Receipts, Bank Reconciliation, Trust Accounting and Periodic Processing.

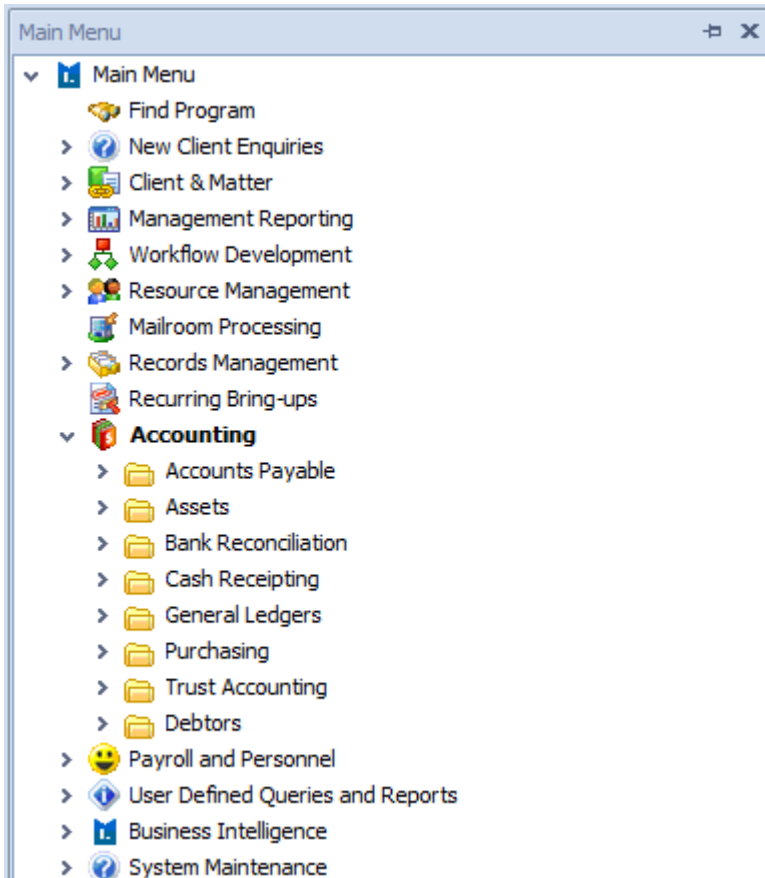
## Accessing the Accounting Module

There are multiple ways to access the Accounting module in LawMaster.

These Include:

- ❖ Menu bar – Lists of quick access links to frequently used functions. A number of accounting-related modules that can be accessed under the *Transactions* and *Enquiries* options on the Menu bar.
- ❖ Main Menu – The Accounting module under the Main Menu provides access to the entire accounting module in LawMaster, from inputting payments and receipts to reporting. The modules under [Main Menu](#) → [Accounting](#) can be expanded by clicking the (+) button from the tree structure.

In this guide, we will be working through the *Main Menu* area so that we can work through the entire Accounting module in a sequence that is easy to follow.



## Accounts Payable

The Accounts Payable module is where payments, (other than the payroll costs), are entered, processed, reviewed and reported on.

In this section, we will be discussing the following topics:

- ❖ [Creditor Payments](#)
- ❖ [Drawing a cheque for Trust to Office payments](#)
- ❖ [Reviewing Unpaid Items](#)
- ❖ [Enquiries – looking at what has been entered](#)
- ❖ [Periodic Payments](#)
- ❖ [Reports](#)

### Creditor Payments

Creditor Payments are the payments that you owe to your creditors or vendors. A creditor may be any organisation, for example, Telstra to whom the phone bill is paid or the real estate agency to whom rent is paid. You may also have creditor payments that link to matters, such as the payment of Barrister invoices.

The *Input Vouchers* module allow you to enter the payments to vendors via cheques, EFT and BPAY. The *Input Payment Voucher* screen allows you to process payments out of both the general and trust accounts. You either can enter a payment in the system before or after the transaction has been processed through the bank.

#### **A note on the “Payment Voucher” terminology and use**

Using what is known as “payment vouchers” is a way of recording and tracking payments in the system. When a payment is entered in the system, a payment voucher is raised and the entry is given a unique voucher number. This means that you can enter a payment in the system regardless of its payment status, i.e. you can enter both unpaid and paid payments in the system. You can track payments via the voucher number and easily see where the payment is in the process, i.e. paid, unpaid, reversed etc.

### Trust to Office Payments

The payments from the firm’s trust account to the firm’s office account can be done by EFT and by drawing a cheque. This is done via the *Input Payment Vouchers* screen, i.e. the same area that you enter the creditor payments.

For the payments from the trust account, the details in the payment voucher screen will change slightly to provide a different set of data entry fields that are applicable for the trust accounts. Also see Possible Trust Transfers later in this document.

## Requisitions

If your firm uses Requisitions, the menu item to process these is listed under the Trust Accounting menu. Please refer to the [Review Trust and General Requisitions](#) topic later in this document.

## Entering a Payment – Input Payment Vouchers

The payments are entered via the Input Payment Voucher screen under the Accounts Payable module. The payment entry process is done on two entry screens; the first where you enter the payment voucher and the second is an allocation screen.

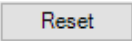
Main Menu ➔ Accounting ➔ Accounts Payable ➔ Input Payment Vouchers

OR

Menu bar ➔ Transactions ➔ Input Payment Vouchers

Figure 1: Input Payment Vouchers

Field	Description
Office	Enter the office where the payment is being drawn. If you only have one office, you can leave this blank.
Bank No.	Bank number from where the cheque has to come. Usually either: <ul style="list-style-type: none"> <li>❖ "11" - Office Account</li> <li>❖ "21" - Trust Account</li> </ul>
Purchase Order	Select the purchase order payment that is to be attributed to, if applicable. If you do not use purchase orders, leave this blank.

Field	Description
Date	Date of original invoice (or date of drawing the cheque).
Entity ID	Enter an Entity ID for the person or organisation being paid or you can look for the entity by selecting the ellipsis (...) lookup. Entity SUNDRY can be used as the payee of miscellaneous monies or one-off payments where you are unlikely to pay this entity again.
Reference No.	Enter the reference number for the payment. This may be the invoice number or the customer number. A reference number must be entered for direct deposits. You can also enter text in this field.
Supplier ABN	ABN number of creditor.
Linked Invoice	You can link an invoice to the voucher by either selecting <i>Folio</i> or <i>File</i> options. Folio looks for the document within the LawMaster system; file looks for the document on your computer.
Payment Method	You can select from the following options: <ul style="list-style-type: none"> <li>❖ P - Already Paid</li> <li>❖ Y - Pay now (print cheque)</li> <li>❖ S - Pay (by cheque) Singly by Due Date</li> <li>❖ B - Pay with other items for creditor by due date</li> <li>❖ D - Direct Bank Deposit (bulk)</li> <li>❖ E - Direct Bank Deposit (single)</li> <li>❖ X - Pre-paid Direct Deposit</li> </ul>
Details	Enter a narrative for the payment by selecting an appropriate disbursement code via the ellipsis (...) lookup or this can be manually typed.
Gross Invoice Amount	This is the total amount of the payment, including GST.
GST	This is the GST portion of the gross invoice amount. This is automatically calculated by the system but may be overridden, if required.
Cheque No.	If the payment is already made, enter the cheque number for the payment. <ul style="list-style-type: none"> <li>❖ If a due date is being used for payment in a later time, this field will not be available for entry.</li> <li>❖ If the payment is via direct deposit, then the cheque number will be generated by the system.</li> </ul>
Cheque/Due Date	Enter the date the payment is due or the processing date on the cheque.
Reset Button	Clicking the button resets the entries on this screen to the default values.
	

Note: The system keeps track of the last cheque number in the Last Receipt/Cheque Number (LO parameter).

Selecting *OK* to save the voucher details opens the *Voucher Allocations* screen. Some of the fields on this screen are auto-filled based on the values in the previous screen.

The allocations can be made against matters (for matter related expenses) as well as for GL accounts (general firm expenses).

Figure 2: Voucher Allocations screen

Field	Description
Allocation Type	<p>You can select from the following allocation types:</p> <ul style="list-style-type: none"> <li>❖ <i>M</i> – Matter: General (for payments made from General and Service Company accounts)</li> <li>❖ <i>G</i> – Non Matter G/L Account (for payments made from the firm’s General and Service Company accounts)</li> <li>❖ <i>T</i>– General (available for payments made from Trust accounts only)</li> <li>❖ <i>L</i> – Law Society Deposit (available for payments made from Trust accounts only)</li> <li>❖ <i>P</i> – Investment Principal (available for payments made from Trust accounts only)</li> </ul>

Field	Description
	Based on your selection in this field, the details on the screen will change accordingly.
Matter/GL Code	Based on your selection in the <i>Allocation Type</i> field: <ul style="list-style-type: none"> <li>❖ If <i>Allocation Type 'M'</i> is selected, enter or select (via ellipsis lookup) appropriate matter number in the <i>Matter</i> field.</li> <li>❖ If <i>Allocation Type 'G'</i> is selected, enter or select (via ellipsis lookup) the general ledger account number in the <i>GL Code</i> field. If the entity selected has a general ledger account specified at the time of defining this entity in LawMaster (in the <i>Default GL Account</i> field on the <i>Other</i> tab), then this account number will appear automatically. It can be overridden, if necessary.</li> </ul>
Expense Type	If <i>Allocation Type 'M'</i> is selected, an expense type must be entered. This can be selected from the lookup list of Disbursement Code parameters. If a disbursement code was already specified in the Details field on the previous screen, this will automatically complete this field.
Reference	Enter the reference for payment being made, e.g. invoice number.
Details	The narrative from the previous screen will be copied into the details field. Additional information can be added, if required.
Gross Amount	This amount is automatically input using the Gross Amount from the previous screen. This can be overridden for multiple allocations, but can be no less or greater than the amount specified on the previous screen.
GST	This amount is automatically input using the GST amount from the previous screen. This can also be overridden for multiple allocations, but again can be no less or greater than the amount previously specified. You may want to make this field "0" for payments from trust.
A/Disbursement	Select the Anticipated Disbursement payment is to be attributed to, if applicable.
Reduce To	Amount to which associated anticipated disbursement entry should be reduced, if applicable.

**Note:** The GST field populates using the following rules: If date of transaction < GST date, or a payment code was entered with GST Code of EXEMPT or PAYEX, then GST = 0; Else GST = Gross Invoice Amount / (1 + GST% / 100). The GST amount can be overridden.

## Trust Account Allocations

Transaction Type	Trust Account allocations <ul style="list-style-type: none"> <li>❖ T – General (Matter allocation)</li> <li>❖ L – Law Society Deposit</li> <li>❖ P – Investment Principal</li> </ul>
Matter	Regardless of which <i>Transaction Type</i> you select, you will need to enter the matter number.
Fund	Only select if the funds are protected funds. If these are to be used to pay Disbursements & Fees then leave blank.
MIN	Will only be available if you have selected Investment Principal as the Allocation Type.
Gross Amount	If the total amount is being allocated to the matter entered, select, Allocate.  If you are splitting the voucher across multiple matters, change the Gross Amount to the amount applicable to that matter and Allocate. Repeat the above steps until the total Gross Amount has been allocated.

## Enquiries

The system provides the facility to enquire upon Vouchers, Cheques and Anticipated Disbursements by a number of different access paths.

These modules may be invoked from either [Main Menu](#) ➔ [Accounting](#) ➔ [Accounts Payable](#) ➔ [Enquiry](#) or from [Menu bar](#) ➔ [Enquiries](#).

In addition to this, you can also view the cancelled vouchers, listed by accounting period. This module can be accessed from [Main Menu](#) ➔ [Accounting](#) ➔ [Accounts Payable](#) ➔ [Enquiry](#) ➔ [Cancelled Items](#).

The Enquiries module allows you to look at entries in the following areas:

- ❖ [Vouchers](#)
- ❖ [Cheques](#)
- ❖ [Cancelled Items](#)
- ❖ [Anticipated Disbursements](#)

## Voucher Enquiry




The *Voucher Enquiry* screen is used to look at payments entered and track their status. Using the *Search By* field on this screen, you can search for vouchers based on voucher number, entity ID, unpaid items, items paid today, unaudited items or reference number.

Main Menu → Accounting → Accounts Payable → Enquiry → Voucher Enquiry

Voucher No	Cheque/Date	Payment Method	Paid?	Cheque No	Voucher Date	Entity ID	Payee	Amount	GST	Ref No	Details
11058	27/02/2018	B - Cheque (bulk)	UNPAID INVOICE		27/02/2018	IN000431M	Infotrack	\$110.00	\$1.00	11058	Searches
11059	27/02/2018	B - Cheque (bulk)	UNPAID INVOICE		27/02/2018	IN000431M	Infotrack	\$58.65	\$1.00	11059	Searches Payex
11060	27/02/2018	B - Cheque (bulk)	UNPAID INVOICE		27/02/2018	IN000431M	Infotrack	\$58.65	\$1.00	11060	Searches Payment Exempt
11061	27/02/2018	B - Cheque (bulk)	UNPAID INVOICE		27/02/2018	IN000431M	Infotrack	\$58.65	\$0.00	11061	Searches Payex
11072	15/04/2018	B - Cheque (bulk)	UNPAID INVOICE		16/03/2018	RO00078M	Ross & McCarthy Barristers	\$10.00	\$0.91	11072	Barristers Fees
11098	4/02/2019	S - Cheque (sing...)	UNPAID INVOICE		4/02/2019	BA001724M	Barry Barrister	\$5,500.00	\$500.00	4444	Barristers Fees
11099	6/03/2019	S - Cheque (sing...)	UNPAID INVOICE		4/02/2019	RO00078M	Ross & McCarthy Barristers	\$4,000.00	\$363.64		Barristers Fees
11102	4/02/2019	S - Cheque (sing...)	UNPAID INVOICE		4/02/2019	BA001724M	Barry Barrister	\$2,100.00	\$190.91	ss	Barristers Fees
11103	4/02/2019	S - Cheque (sing...)	UNPAID INVOICE		4/02/2019	RO00078M	Ross & McCarthy Barristers	\$2,000.00	\$181.82	492	Barristers Fees
11104	8/02/2019	S - Cheque (sing...)	UNPAID INVOICE		8/02/2019	D100051M	Mrs J M Dimmock	\$55.00	\$0.00	B10000405	Refund of receipt: 147292
11066	1/03/2018	E - Direct bank d...	UNPAID INVOICE		1/03/2018	AN00073M	ANZ Banking Group Ltd	\$11.00	\$1.00	11066	Barristers Fees
11071	13/03/2018	E - Direct bank d...	UNPAID INVOICE		13/03/2018	LE001518M	Leibmann Smythe	\$180.00	\$16.35	SYSTEM	Trust Transfer

Figure 3: Voucher Enquiry screen with Search By options highlighted

The vouchers grid displays the content highlighted in the following colour statuses:

Colour	Status
	Overdue
	Cancelled
	On Hold

Right-click on an entry in the grid to display the following context menu options:

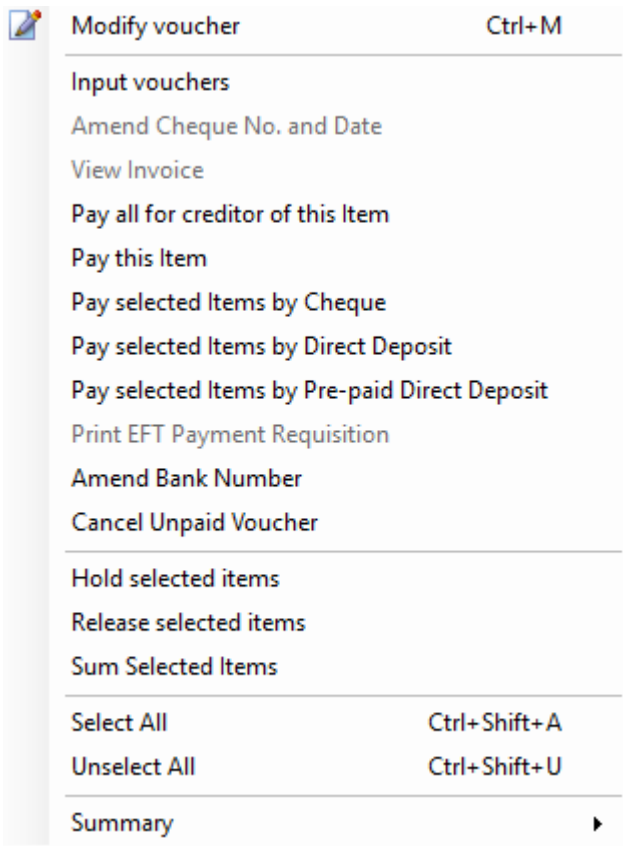


Figure 4: Right-click menu on the Voucher Enquiry screen

The following table provides the context menu options and their utility.

Context Menu Option	Description
Modify Voucher	Opens the <i>Modify Voucher</i> screen wherein the following details can be updated – Payment method, Date, Entity Id, Reference Number, Details, GST and Cheque/Due Date. If you need to modify any other details, select <i>Cancel Unpaid Voucher</i> option from the same context menu and re-enter the voucher payment.
Input Voucher	Opens the <i>Input Payment Vouchers</i> screen to enter a new payment voucher.
Amend Cheque No and Date	Allows cheque number and date to be amended for a paid item where you have entered the wrong cheque number.
View Invoice	Allows to view the invoice folio for an unpaid item, if it has been linked to the payment voucher.
Pay all for creditor of this item	To pay <b>all vouchers</b> payable to this creditor via cheque or direct deposit. Use the 'Unpaid Items' tab to view these invoices.
Pay this item	To pay this <b>selected</b> item via cheque or direct deposit.
Pay selected items by cheque	To pay <b>all</b> of the <b>selected</b> voucher/s by cheque.
Pay selected items by Direct Deposit	To pay <b>all selected</b> voucher/s via direct deposit. This creates an APCA file for Online banking.

Context Menu Option	Description
Pay selected items by Pre-paid Direct Deposit	Allows you mark the voucher as paid and to select the due date it was actually paid.
Print EFT Payment Requisition	Allows you to print the EFT Requisition for a trust payment once it has been marked as paid.
Amend Bank Number	Amending the bank number will cancel and re-issue the voucher where you have allocated an unpaid voucher to the wrong bank.
Cancel Unpaid Voucher	To cancel an unpaid voucher that is no longer required or details need to be changed.
Hold selected items	To place a hold on a selected item, i.e. To stop it being paid.
Release selected items	To release a held item so it can be paid.
Sum Selected items	Calculates the total of the selected items.
Select All	To select all in the list.
Unselect All	To unselect all in the list.

## Cheque Enquiry

The *Cheque Enquiry* screen allows you to review any paid items. This will show all payments, even if they were not made by cheque. When a payment is made in LawMaster, even if it is an electronic payment, it will be given a cheque number. (The cheque number for electronic payments will start with 19900 so will be easily distinguishable from physical cheques.)

On this screen, you can review by:

- ❖ *Bank & Cheque Number* – search for a particular cheque or electronic payment cheque number for the selected bank.
- ❖ *Entity ID* – search for all payments paid to a selected entity.

Main Menu → Accounting → Accounts Payable → Enquiry → Cheque Enquiry

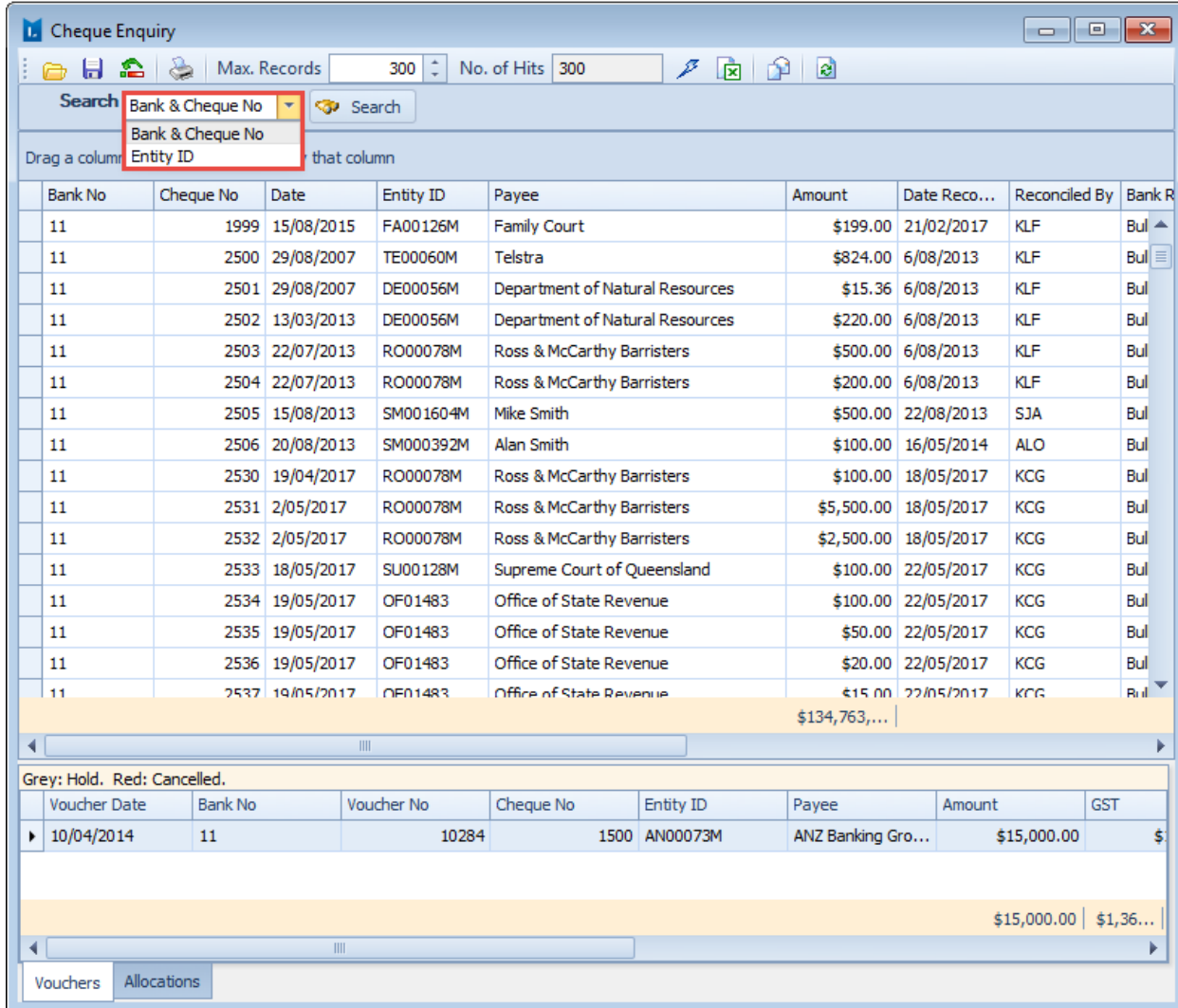


Figure 5: Cheque Enquiry screen with Search By options highlighted

The context menu on the screen displays the following options:

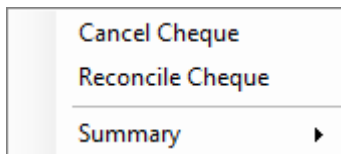


Figure 6: Right-click menu on Cheque Enquiry

The following table provides the context menu options and their utility.

Context Menu Option	Description
Cancel Cheque	Cancels the selected cheque and reverses all general ledger and matter transactions associated with it.

Context Menu Option	Description
Reconcile Cheque	Reconciles this cheque in the bank reconciliation. We recommend that you reconcile your payments using the Reconciliation process.

Note: If you cancel a cheque that was issued as part of a trust to office transfer, the associated receipt for the office account will also be reversed.

## Cancelled Items

The Cancelled Items screens allows you to search on all cancelled items in LawMaster in the Current or Previous year for a selected period.

Main Menu ➔ Accounting ➔ Accounts Payable ➔ Enquiry ➔ Cancelled Items

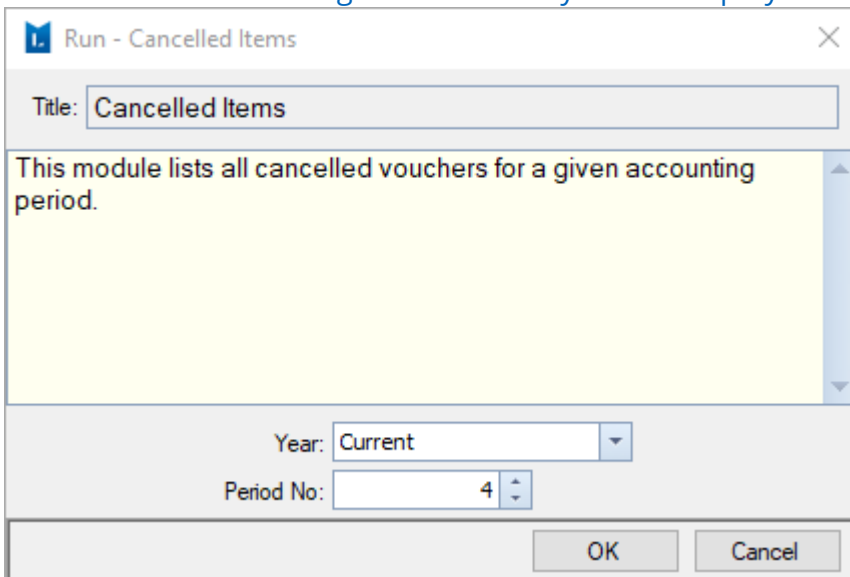


Figure 7: Enquiry on all the Cancelled Items

## Anticipated Disbursements

Anticipated Disbursements are matter disbursements incurred or anticipated but for which an invoice has not yet been received.

### Adding an Anticipated Disbursement

Anticipated Disbursements can be added from the [Matter ➔ Costs tab ➔ Right Click ➔ Input Cost Journal](#) OR from [Transactions ➔ Cost Journal input](#).

Figure 8: Add Anticipated Disbursement

Field	Description
Author	Initial of the Author adding the Anticipated Disbursement or Matter Lawyer's initials.
Matter	Matter number the anticipated disbursement is to be allocated against.
Client Name	The Client on the Matter
Date	Date of the Anticipated Disbursement or invoice date if known
Tran Type	Select Disbursements
Expense Type	Select the relevant disbursement code e.g. BAR for Barrister's fees
Anticipated Disbursement	Ensure this is ticked so LawMaster knows that this is an anticipated disbursement.
Supplier	The Supplier who is providing the service. Should be an entity on the database.
Reference No.	Internal reference number or invoice number if known
Narrative	Will default to the Expense Type selected. Can be updated as necessary.
Units	Leave as zero
Amount	The total amount of the Anticipated Disbursement including GST.

Field	Description
Billable GST	Amount of GST to be billed to the client
Paid GST	The amount of GST to be paid to the Supplier.

Once you have completed these fields, select Add Transaction in the bottom left-hand side of the screen which will add the cost transaction to the grid. Select OK or Apply.

Once the Anticipated Disbursement has been added, this will appear under the *Costs* tab on the Matter Workbench. Each anticipated disbursement will have its own unique ID and Journal Number prefixed with CJ. The Anticipated/Held Cost Column will show the value of "Yes".

Drag a column header here to group by that column

ID	Transaction ...	Journal Nu...	Narrative	Payee Name	Transaction T...	Expense Type	Anticipated / Held Cost	Amount	GST	GST Billed /...	Amount includi...	GST Paid
11915	11/02/2019	CJ5011961	Barristers Fees	BARRISTER,Barry	Disbursement	BAR	Yes	\$1,090.91	Applicable	\$109.09	\$1,200.00	\$109.09

Figure 9: Costs screen showing added Anticipated Disbursement

### Anticipated Disbursement Enquiry

The *Anticipated Disbursements* screen allows you to review any unpaid items. You can search anticipated disbursements by *All*, *Matter No* or *Entity ID*.

Main Menu → Accounting → Accounts Payable → Enquiry → Anticipated Disbursement OR Enquiries → Anticipated Disbursements

The screenshot shows a software window titled 'Anticipated Disbursements'. At the top, there is a search bar and a 'No. of Hits' indicator showing 32. Below this is a table with columns: A/Disb No, Transaction Date, Expen..., Description, Referen..., Amount, GST Paid, Total, Remarks, Units, Matter No., Payee, Supplier Description, and Date Inc. A context menu is open over the 'File' column, with options: All, Matter, and Entity. The table contains numerous rows of financial data, including transactions for accountants, barristers, medical reports, and sundry items.

Figure 10: Anticipated Disbursements screen with File options highlighted

The context menu on the screen displays the following options:

Pay	
Connect to Matter	
Summary	▶

Figure 11: Right-click menu on Anticipated Disbursements

The following table provides the context menu options and their utility.

Context Menu Option	Description
Pay	Process Anticipated Disbursement payment
Connect to Matter	This will open the matter the Anticipated Disbursement has been allocated to.

### Paying an Anticipated Disbursement from the Anticipated Disbursement Screen

1. On the *Anticipated Disbursements* screen, select the item that you wish to pay.
2. Right-click and select "Pay".  
Complete the payment information screen.

#### Anticipated Disbursements → Right-click → Pay Anticipated Disbursement

Figure 12: Paying Anticipated Disbursement

The system allows you to reduce or delete an anticipated disbursement associated with the payment.

NOTE: If the 'reduce to' amount is not zero, the system writes back on an anticipated cost transaction for the 'reduce to' amount and if the original entry was billed also bills off the cost entries just created. This is for where you may be part paying an invoice that relates to an anticipated disbursement.

Each anticipated disbursement will need to be paid individually, there is no bulk selection option.

### Paying an Anticipated Disbursement from the Matter

1. Go to the matter;
2. [Matter Menu](#) → [Fees & Disbursements](#) → [Outstanding Expenses](#).

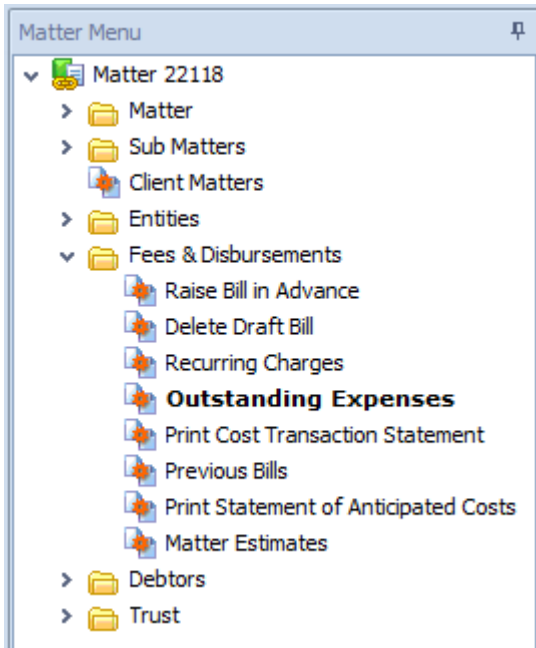


Figure 13: Matter Menu screen showing Outstanding Expenses option.

3. Select the anticipated disbursement you wish to pay, right click and select "Pay Transaction".
4. Complete the payment voucher details to finalise the payment.

### Removing/Cancelling an Anticipated Disbursement

1. Go to the matter, and then click on *Costs*.
2. In the *Search By* menu, choose *Anticipated Costs and Cash* and click *Search*.
3. Select the anticipated disbursement you wish to alter, right click on it and "Reduce to"
4. Enter the amount you are reducing the Anticipated Disbursement to.

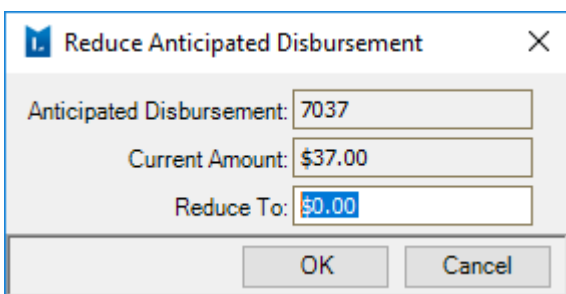


Figure 14: Reducing Anticipated Disbursement Amount from a matter

### Receipting onto a Matter with Anticipated Disbursements

The default system is set up so that if you receive monies from a client and you have anticipated disbursements, you will be prompted to pay those first.

There should be a dialogue box that pops up showing you the anticipated disbursements that need to be paid. If you choose not to pay the disbursement and mark it as reconciled, then the monies would need to be receipted into trust.

Transactions ➔ Cash Receipts Input.

In the second screen, i.e. the allocation screen, select the matter.

Cash Receipt Allocations
✕

To Allocate: <input type="text" value="\$770.00"/>	Allocated: <input type="text" value="\$0.00"/>	Unallocated: <input type="text" value="\$770.00"/>
--	--	--

Allocation Type: <input type="text" value="M - Matter: Debtors"/>	Debtor AC: <input type="text" value="\$0.00"/>
Matter: <input type="text" value="22003"/> ... <input type="text" value="Will and Enduring Power of Attorney"/>	Debtor Balance: <input type="text" value="\$0.00"/>
Client: <input type="text" value="AD0017..."/> ... <input type="text" value="Adstream Holdings Pty Limited"/>	
Apply To Invoice: <input type="text"/> ... <input type="text" value="All unpaid invoices for selected matter"/>	Interest Date To: <input type="text"/>
Details: <input type="text"/>	
Amount: <input type="text" value="\$770.00"/>	

Matter No	GL Account No	Apply Inv	Amount	Allocation Type	Details	Trust Use
<div style="border: 1px solid #ccc; padding: 10px; width: fit-content; margin: 0 auto;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>LawMaster</span> <span>✕</span> </div> <div style="text-align: center; margin-top: 10px;"> <p style="margin: 5px 0;">The matter has Anticipated Disbursements, Unpresented Payments or Creditors.</p> <p style="margin: 5px 0;">Do you wish to review these?</p> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 10px;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </div> </div> </div>						

If you select 'Yes' you will be presented with the list of anticipated disbursements. In this screen, you can check the invoice number that contains the relevant anticipated disbursement.

Select Anticipated Disbursement

File: Matter 22003 Will and Enduring Power of Attorney

Drag a column header here to group by that column

A/Disb No	Transactio...	Expense T...	Description	Reference ...	Amount	GST Paid	Total	Remarks	Units	Matter No.	Payee	Supplier Description	Date Input	Input t
9145	17/08/2017	AF	Accountants Fees		\$454.55	\$45.45	\$500.00		0.0000	22003	AC001723M	ACCOUNTANT,Anne	17/08/2017	PROAC
11970	20/05/2019	BAR	Barristers Fees		\$700.00	\$70.00	\$770.00		0.0000	22003	BA001724M	BARRISTER,Barry	20/05/2019	PROAC
					\$1,154.55	\$115.45	\$1,270.00		0.0000					

Anticipated Disbursements | Payments and Creditors | Purchase Orders

You are then returned to the allocation screen, where you can choose the correct invoice to which the receipt is to be applied.

Cash Receipt Allocations

To Allocate: \$770.00    Allocated: \$0.00    Unallocated: \$770.00

Allocation Type: M - Matter: Debtors    Debtor AC: \$700.00

Matter: 22003 Will and Enduring Power of Attorney    Debtor Balance: \$31,332.59

Client: AD0017... Adstream Holdings Pty Limited

Apply To Invoice: All unpaid invoices for selected matter    Interest Date To:

Amount: \$770.00

Matter No	GL Account No	Apply Inv	Amount	Allocation Type	Details	Trust Use		
Unpaid Invoices for Matter: 22003								
Drag a column header here to group by that column								
Invoice No	Invoice Date	Billing Entity Name	Invoice Balance	Interest	Disbursements	Fees	GST	Unp
BI0000418	18/08/2017	ASHTON,David	\$20.00	\$0.00	\$18.18	\$0.00	\$1.82	
BI0000419	21/08/2017	ASHTON,David	-\$20.00	\$0.00	-\$18.18	\$0.00	-\$1.82	
BI0000428	11/09/2017	BEN JOB	\$297.50	\$0.00	\$70.46	\$200.00	\$27.04	
BI0000429	11/09/2017	BEN JOB	\$14,663.49	\$0.00	\$12,330.44	\$1,000.00	\$1,333.05	
BI0000440	26/09/2017	BEN JOB	\$3,094.60	\$0.00	\$2,733.27	\$79.98	\$281.35	
BI0000442	26/09/2017	BEN JOB	\$550.00	\$0.00	\$0.00	\$500.00	\$50.00	
BI0000499	8/01/2018	ADSTREAM HOLDINGS PTY LIMITED	\$11,000.00	\$0.00	\$0.00	\$10,000.00	\$1,000.00	
BI0000500	20/05/2019	ADSTREAM HOLDINGS PTY LIMITED	\$770.00	\$0.00	\$700.00	\$0.00	\$70.00	

## Cheque Processing

You are able to process your payments from the Vouchers Enquiry screen however there is additional functionality under this Menu in relation to your bulk payments.

### Print Continuation Advices for Bulk Cheques

This allows you to print continuation advices for a given bank and cheque run number after a bulk cheque run where the full details of the payment are not listed on the remittance advice. It uses the WP form CA - Cheque continuation advices.

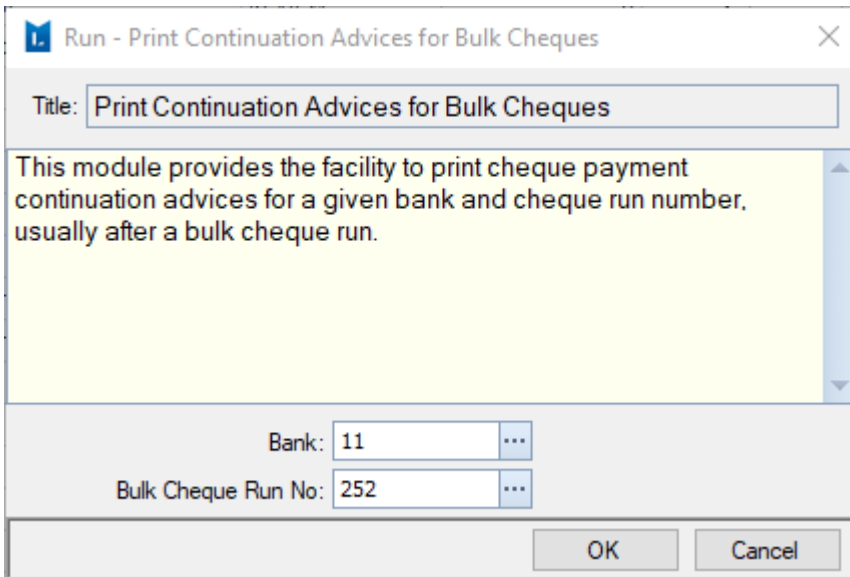


Figure 15: Print Continuation Advice screen.

## Un-Print Cheques

This module allows you to un-print your cheque/s where an incorrect cheque number was used or you accidentally paid multiple vouchers. This module can also be used for your Direct Debit payments. You can only use this module where an end of day has **not** been done. By using this module, the system will re-allocate the vouchers as unpaid vouchers.

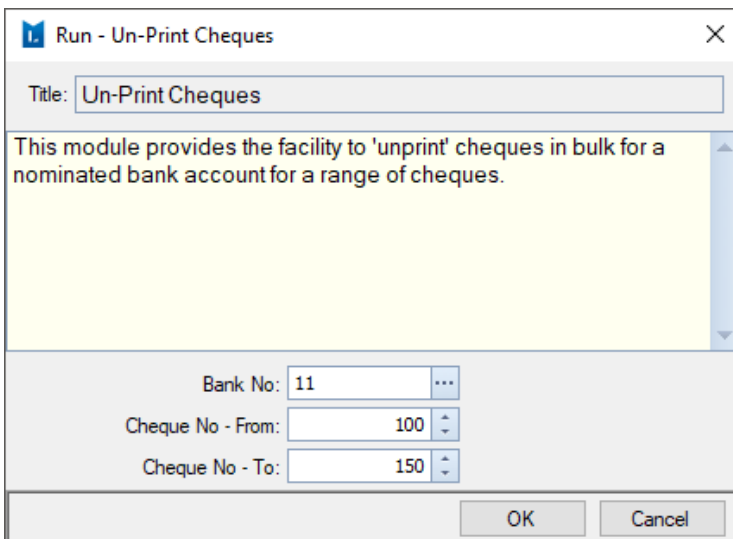


Figure 16: Un-Print Cheques screen.

NB. If you have processed an End of Day, you will need to Cancel the payments and re-enter the vouchers. If you need to re-use a cheque number, you will need to modify the cheque number before cancelling the payment.

## Direct Bank Deposit Processing

It is recommended that you process your direct bank deposits from the Vouchers Enquiry screen however there is additional functionality under this Menu in relation to your direct debit payments.

### Print Payment Advices for Direct Bank Deposits

This module provides the ability to print payment advices for a direct bank deposit run. This uses WP form PA – Payment Advice.

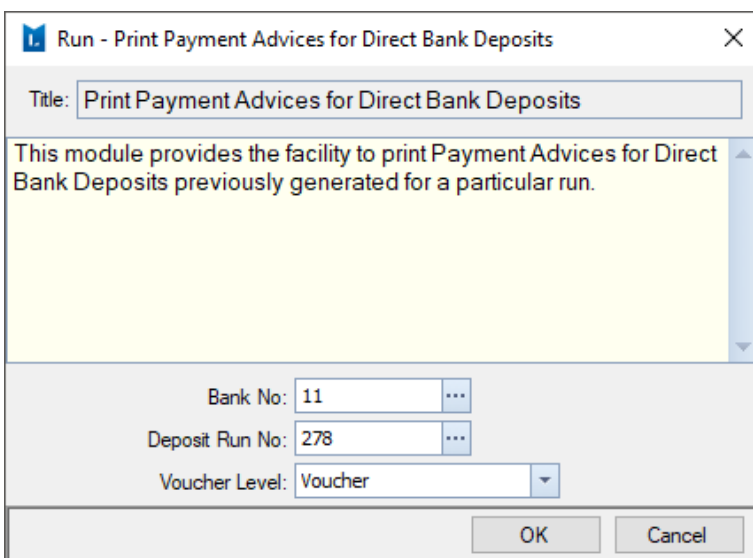


Figure 17: Print Payment Advices for Direct Bank Deposits.

### Produce Direct Deposit File

Where you have generated your direct deposits from the Voucher screen and the file to be uploaded to the Bank was not produced, this module allows you to re-create the file for uploading to the bank. You select the Bank Number, the Run Number and Recreate File will be Yes.

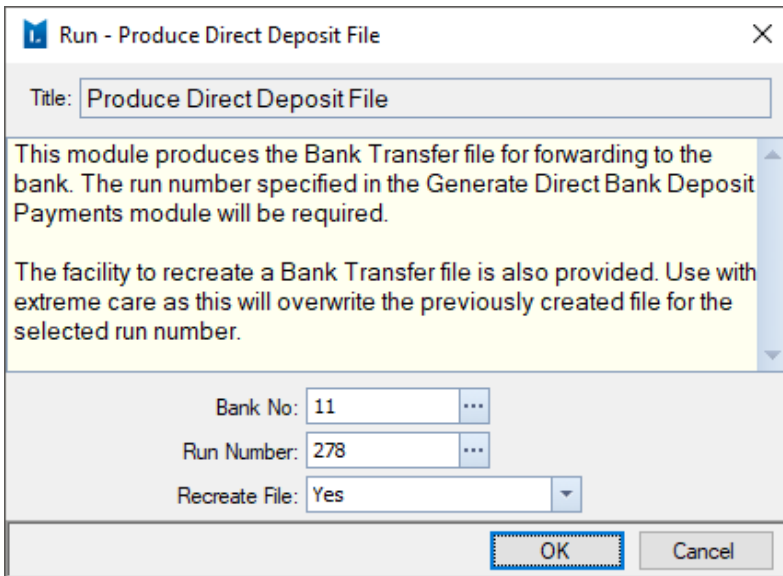


Figure 18: Produce Direct Deposit File.

## Review Direct Deposit Payments

This provides a grid list of the direct deposit payments made for a particular run.

## Periodic Payments

LawMaster provides the facility to record details of payments made on a periodic basis and to generate the voucher based on when the transaction falls due. If you wish for the periodic payment to automatically generate based on the date it is due, then you must also have the Parameter **PR - Special End of Day Modules - E08** code set.

## Adding Periodic Payments

Main Menu ➔ Accounting ➔ Accounts Payable ➔ Periodic Payments ➔ Add/Review Periodic Payments ➔ Context Menu ➔ Add

Figure 19: Adding Periodic Payments

The following table describes the fields and their descriptions on the *Add Periodic Payments* screen.

Field	Description
Creditor ID	Entity identifier of creditor / supplier. Use the ellipses to search for the creditor’s name. If they are not in the system, you must add them before you can proceed.
Date Started	The date the payment is to commence. The first payment will commence after one full processing cycle from the Date Started. Refer to the screen shot above, the first payment will commence on 11 February 2019.
Date Finish	The date the payment is to finish.
Date Review	Date the payment arrangements are to be reviewed, usually annually.
Charge Frequency	Number of days / months / years between payments. i.e. 1 month
Charge Indicator	<ul style="list-style-type: none"> <li>❖ M – Month</li> <li>❖ Q – Quarters</li> <li>❖ Y – Years</li> <li>❖ D – Days</li> </ul>
Amount	Gross invoice amount, including the GST component.
GST Exempt	Tick if the payment is exempt of GST.
GST Override Amount	If the payment is not GST exempt, enter the GST amount if not 1/11 of the gross amount.
Bank No.	The bank number the payments are being made from.
GL Account	Expense account for the payment.

Field	Description
Payment Type	<ul style="list-style-type: none"> <li>❖ Direct Debit by Bank Authority</li> <li>❖ Single Cheque</li> <li>❖ Bulk Cheque</li> <li>❖ Single direct debit</li> <li>❖ Direct debit (bulk)</li> </ul>
Remarks	<p>Narration of the payment, this will be recorded against the GL account details and against the Cheque enquiry. Make sure it is a clear description of what the periodic payment is for: BMW CZ1540 Monthly Loan Repayment (36mnths)</p>
Date Last Payment	<p>The date the next payment is to commence, if this is the first payment and it has not been debited from the account yet, set it to be the previous months date from when the payment will be debited.</p> <p><b>Please note:</b> This date can be amended, however do so with care as this will control when the next payment is generated.</p>

## Generating Periodic Payments

If you do not have the parameter PR set, then you must manually generate the periodic payments.

Main Menu ➔ Accounting ➔ Accounts Payable ➔ Periodic Payments ➔ Generate Periodic Payments

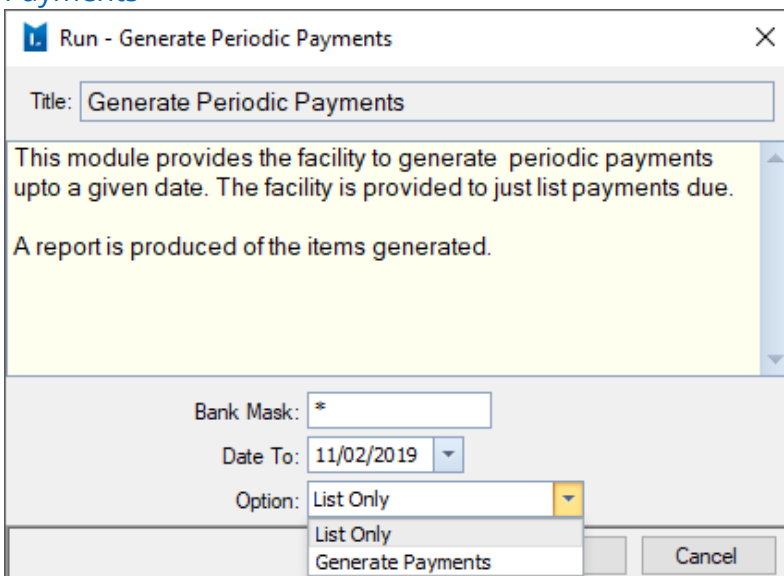


Figure 20: Generate Periodic Payments

As each payment is generated, the system updates the date of the last payment and this is then used for subsequent payment generations. Furthermore, for new periodic payments, the

system commences from the 'start date' plus the payment term i.e. payments will not be generated until at least one term has passed.

## Accounts Payable Reports

The *Reports* in *Accounts Payable* module contains many standard reports that are valuable for monitoring, evaluating, and distributing information about your expenditure.

### Print Creditor Statements

Main Menu ➤ Accounting ➤ Accounts Payable ➤ Reports ➤ Print Creditor Statements

Figure 21: Print Creditor Statements

Allows you to print creditor statements for selected creditors using WP Form CR – Creditor Statement. You have the option to generate a statement for *All items, Unpaid Items Only or Paid Items*.

## Print Payment History (GST)

Main Menu ▶ Accounting ▶ Accounts Payable ▶ Reports ▶ Print Payment History

Figure 22: Print Payment History – showing GST Only Payments

Lists payment (and allocation) details in bank and cheque number order over a specified date range or accounting period range. Used in conjunction with GST Reporting for Cash purposes and can be filtered by GST payments, non-GST payment or all payments.

## Print Creditors – GST Reporting Accruals (GST)

Main Menu ▶ Accounting ▶ Accounts Payable ▶ Reports ▶ Print Payment History

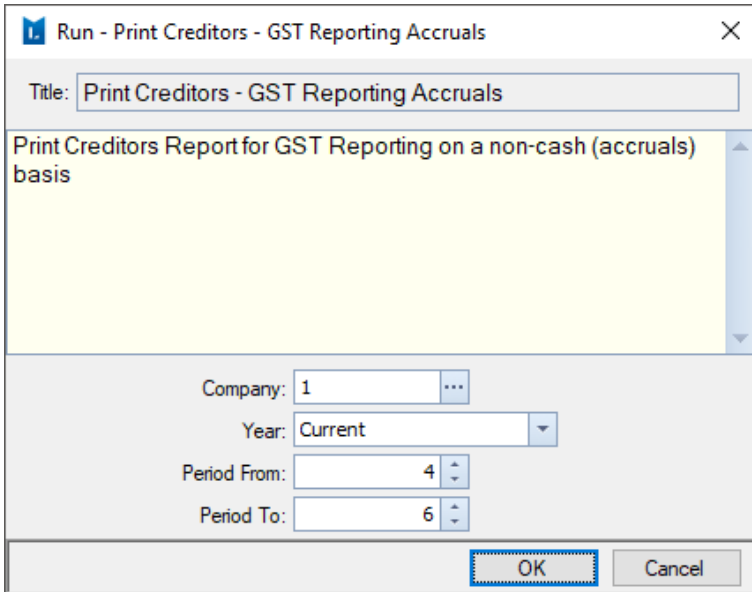


Figure 23: Print Creditors – GST Reporting Accruals

Prints a Creditors report for a nominated period and company, for GST reporting on a non-cash accruals basis.

## Print Aged Creditor Balances (EOM)

Main Menu ➤ Accounting ➤ Accounts Payable ➤ Reports ➤ Print Aged Creditor Balances

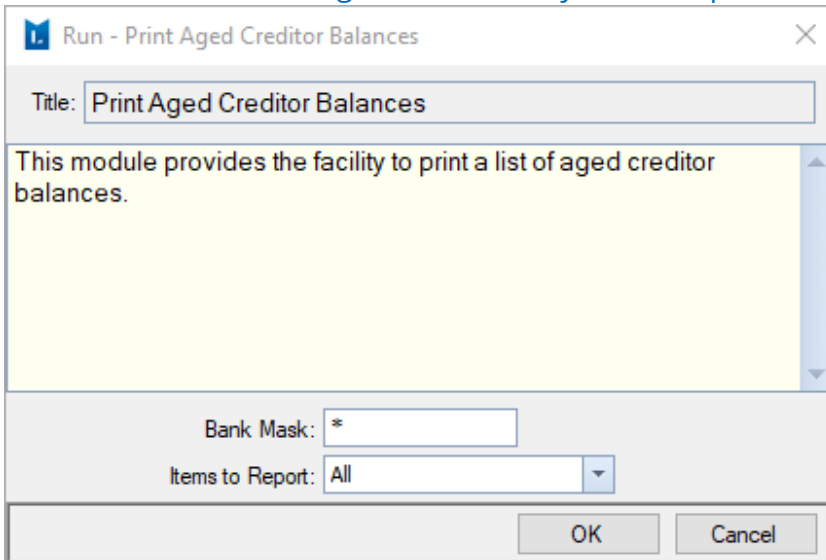


Figure 24: Print Aged Creditor Balances

Lists all unpaid creditor balances aged by current, 30 days, 60 days and 90 days for the relevant Bank.

## Print Cash Forecast

Main Menu ▶ Accounting ▶ Accounts Payable ▶ Reports ▶ Print Cash Forecast

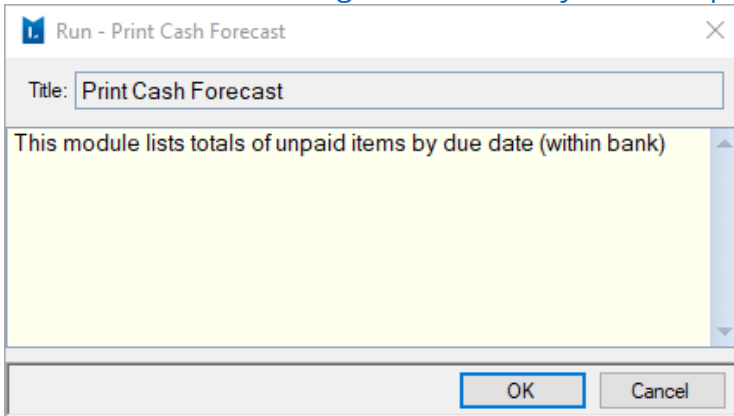


Figure 25: Print Cash Forecast

Lists totals of unpaid items by due date within bank account.

## List Missing Cheques

Main Menu ▶ Accounting ▶ Accounts Payable ▶ Reports ▶ List Missing Cheques

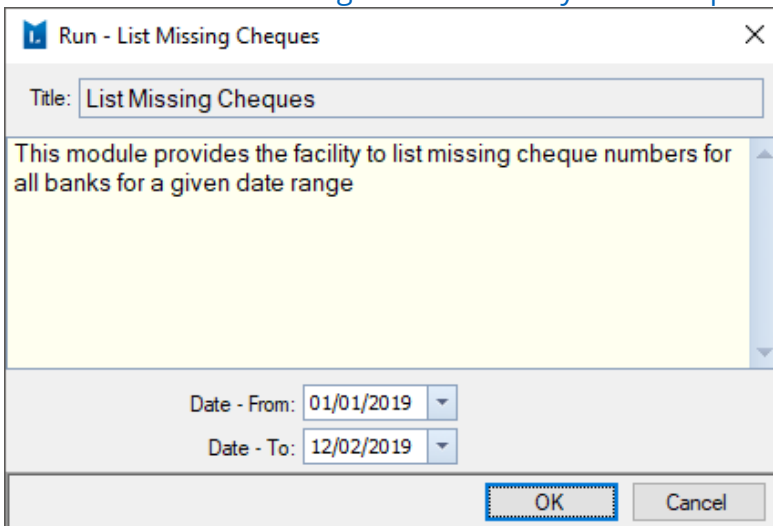


Figure 26: List Missing Cheques

Lists all missing cheque numbers for all banks over a specified date range.

## Transfer Creditors To a New Bank Account

Main Menu ➤ Accounting ➤ Accounts Payable ➤ Reports ➤ Transfer Creditors To a New Bank Account

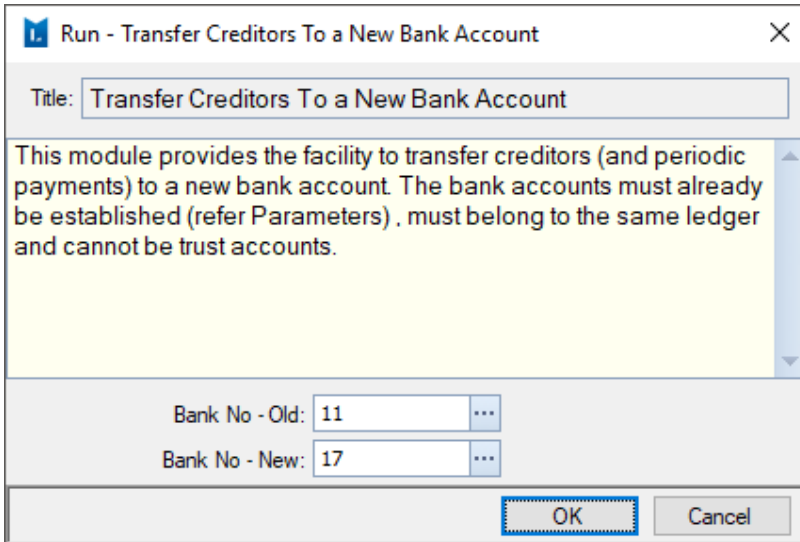


Figure 27: Transfer Creditors To a New Bank Account

Allows creditors to be transferred to a new bank account (including periodic payments). The banks must belong to the same ledger e.g. 11 to 17 and not 11 to 31 and cannot be trust accounts.

## Print Items for Payment

Main Menu ➤ Accounting ➤ Accounts Payable ➤ Reports ➤ Print Items for Payment

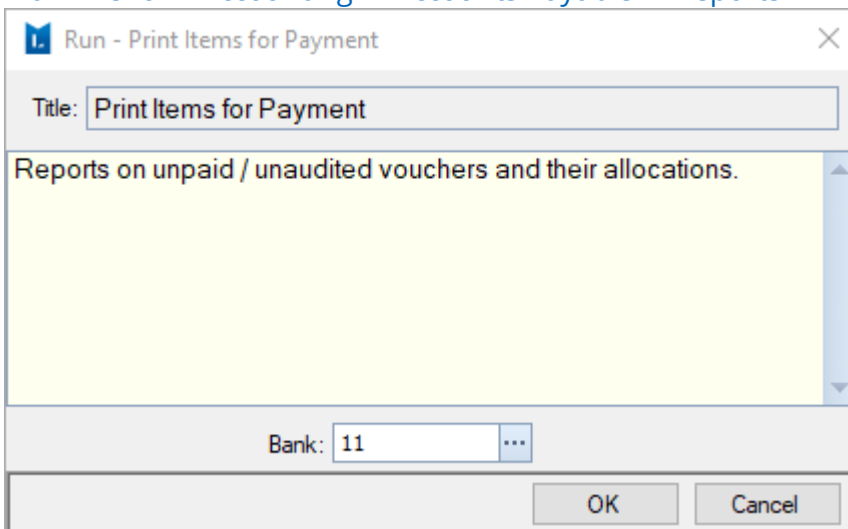


Figure 28: Print Items for Payment

Reports on unpaid/unaudited vouchers and their allocations for a particular bank.

# Cash Receipts

Receipt of monies is entered into the system via the Cash Receipts area, even if the monies received were not a cash payment. Both office and trust receipts are entered here.

## Input Cash Receipts

Enter receipts in the *Cash Receipts Input* screen.

You can record a previously issued receipt only (in which case the user must specify a receipt number).

Receipts can be printed when they are entered, or you can select to print a receipt later, usually at the end of day.

The entry process is done on two entry screens, the first is Receipt Details and the second is an allocation screen.

Receipts are processed from [Main Menu](#) → [Accounting](#) → [Cash Receipting](#) → [Processing](#) → [Cash Receipts Input](#) OR [Menu bar](#) → [Cash Receipts Input](#).

Figure 29: Input Cash Receipts

The following table describes all the fields and their description on *Input Cash Receipts*:

Field	Description
Receiving Office	<p>This is the code for the office from which receipting is performed to enable separate bank deposit listings to be produced. Leave code blank if you only have one office.</p> <p>Where you have multiple offices that use different receipt numbers, these can be added to the Last Receipt Number parameter ('LO') based on the work unit otherwise the next receipt number for the Bank specified will be used.</p>
Bank	<p>Enter which bank the funds are being receipted into, usually</p> <ul style="list-style-type: none"> <li>❖ 11 - Office Account</li> <li>❖ 21 - Trust Account</li> </ul>
Date Received	<p>Date of receipting (defaults to today but can be changed if necessary). This is the day that the funds were received. It might be different to the date that the receipt entry is being made in the system.</p>
Amount	<p>Total amount received.</p>
Media	<p>You can select from the following options:</p> <ul style="list-style-type: none"> <li>❖ <i>C - Cash</i>: Cash can be entered without a drawer</li> <li>❖ <i>Q - Cheque</i></li> <li>❖ <i>B - Bank Cheque</i></li> <li>❖ <i>M - Money Order</i></li> <li>❖ <i>R - Credit Card</i>: You can enter the Credit Card details in the credit card specific fields; you will be prompted to apply a credit card surcharge (if applicable)</li> <li>❖ <i>T - Direct Deposit</i></li> <li>❖ <i>D - Direct Debit Authority</i>: Generates a direct debit file for processing by the firm's bank</li> <li>❖ <i>E - EFTPOS Transaction</i></li> <li>❖ <i>G - Telegraphic Transfer</i></li> </ul> <p><b>Note:</b> The options <i>T</i> or <i>G</i> is to be used where money has been deposited into the firm's bank account electronically. These transactions are passed to the General Ledgers system as individual items i.e. they are not summarised.</p>
Received From Type	<p>You can select from one of the following:</p> <ul style="list-style-type: none"> <li>❖ <i>Entity</i></li> <li>❖ <i>Bill No</i></li> <li>❖ <i>Matter</i></li> </ul> <p>An input field is available next to this list where the appropriate identifier can be added, based on your selection in the drop down list.</p>

Field	Description
	If you choose <i>Entity</i> , the "SUNDRY" entity id may be used for miscellaneous receipts. The name of payee may be entered or overridden.
Received From	This field is automatically populated based on the selections made in the <i>Received From Type</i> field and the value input.
Drawer	Name on cheque (if applicable). Pressing F3 from your keyboard will duplicate the contents of the <i>Received From</i> field to the <i>Drawer</i> field.
Cheque Bank	The name of bank for cheques, bank cheques or money orders. This field is available when <i>Media</i> type <i>Q - Cheque</i> is selected.  Upon selecting <i>R - Credit Card</i> as <i>Media</i> type, this field will change to <i>C/Card Organisation</i> where you can enter the associated credit card company, e.g. Visa, American Express.
Cheque Location	<ul style="list-style-type: none"> <li>❖ For cheques, enter the branch of bank.</li> <li>❖ For credit cards, enter the credit card number. This field will display as <i>Credit Card Number</i>. (This is optional)</li> <li>❖ For direct debits, enter the direct debit reference number for the debtor.</li> </ul>
Clearance Date	Depending on the <i>Media</i> type selected, the Clearance Date is set based on the Receipt Date plus 'Clearance Days'.  If the clearance date falls on a weekend, the clearance date is then set forward to the next available working day.  The Clearance Day is set from the CD parameter which can be maintained from <a href="#">Parameters</a> → <a href="#">Accounting</a> → <a href="#">Clearance Days</a> .
Action	You can select from the following options: <ul style="list-style-type: none"> <li>❖ <i>P - Receipt already printed</i>. Use this if you do not intend to physically print the receipt.</li> <li>❖ <i>Y - Print receipt</i>, i.e. print immediately on the user's default printer. This is the default selection.</li> <li>❖ <i>N - Defer receipt printing</i>. Use this to allow bulk printing or printing at a later date.</li> </ul>
Receipt Number	This is the number pre-printed on the receipt. This number is entered if the receipt has already been printed / issued. The system should default to the next receipt number. You can overwrite this number if required.

After you have entered the cash receipt details in the *Input Cash Receipts* screen, clicking *OK* to save the receipt details opens the *Cash Receipt Allocations* screen

Figure 30: Cash Receipt Allocations screen

Some of the fields on this screen are auto-filled based on the values in the previous screen.

The following table describes all the fields and their description on *Cash Receipt Allocations*:

Field	Description
Allocation Type	<ul style="list-style-type: none"> <li>❖ <i>M – Matter Debtors</i> – receipt for matter (general)</li> <li>❖ <i>C – Matter Costing</i> – matter cost credit (please note GST is added to the cost journal when using this option).</li> <li>❖ <i>G – Non-Matter G/L Account</i> – general-non matter receipt</li> <li>❖ <i>T – General</i> – trust receipt</li> <li>❖ <i>L – Law Society Deposit</i> – law institute receipt of deposit</li> <li>❖ <i>P – Investment Principal</i> – principal monies from investments paid back into trust</li> <li>❖ <i>I – Investment interest</i> – interest received from investment paid into Trust</li> </ul>
Matter	This field is available only when one of the <i>M, T, P, C, L</i> or <i>I</i> allocation types has been selected.

Field	Description
	This is for matter related items only. In the case of matter debtor allocations, the lookup function lists matters by received from entity identifier. If the receipts are for a matter where unpaid creditor disbursement outstanding is not equal to 0, an alert message will display.
Apply to Invoice	This field is presented for general receipts with an allocation type <i>M</i> only. This is the invoice number that the matter general receipts are to be applied to.
MIN	This is the Matter Investment Number and is available only for allocation types <i>P</i> and <i>I</i> .
Trust Fund Type	For trust receipts only (allocation types <i>T</i> , <i>L</i> , <i>P</i> and <i>I</i> ), represents the specific purpose/use of the fund.
GL Code	Only prompted for transaction type <i>G</i> , otherwise generated by system based on the bank account and the transaction type.
Details code	A 2-character code for all transactions except <i>M</i> and <i>C</i> . In the latter case, this must be the relevant matter disbursement codes, as defined for Disbursement Code parameters. Enables narrative to be generated.
Amount	The amount to be allocated.

## Reviewing Receipts

Receipt data may be enquired from:

[Main Menu](#) ➔ [Accounting](#) ➔ [Cash Receipting](#) ➔ [Enquiry](#) ➔ [Receipt Enquiry](#)

OR

[Menu bar](#) ➔ [Enquiries](#) ➔ [Receipt Enquiry](#)

**Receipt Enquiry**

Max. Records: 300 | No. of Hits: 10

Search: Today's Receipts

Entity ID: Bank equals "11"

Receipt No	Payer ID	Payer Name	Drawer	Received Date	Amount	Received From	Media	Bank	Location
147312	DI00051M	Mrs J M Dimmock	John Adams	16/01/2018	\$2.00	John Adams	Q	ANZ	Kew
11	1724	147317 SUNDRY	P Sundry	6/02/2018	\$10.00	P Sundry	Q	x	x
11	1736	0 LE001518M	Leibmann Smythe	13/03/2018	\$180.00	Leibmann Smythe	T		
11	1739	0 LE001518M	Leibmann Smythe	20/03/2018	\$550.00	Leibmann Smythe	Q		
11	1740	0 LE001518M	Leibmann Smythe	20/03/2018	\$110.00	Leibmann Smythe	Q		
11	1741	0 LE001518M	Leibmann Smythe	20/03/2018	\$242.00	Leibmann Smythe	Q		
11	1742	0 LE001518M	Leibmann Smythe	20/03/2018	\$14,300,440.00	Leibmann Smythe	Q		
11	11	1744	147325 DI00051M	Mrs J M Dimmock	28/03/2018	\$50.00	John Adams	C	
11	11	1745	147326 SM001604M	Mr J Bailey & Mr A Smith	28/03/2018	\$100.00	Mr M Smith	C	
11	11	1750	0 LE001518M	Leibmann Smythe	8/01/2019	\$6,761.10	Leibmann Smythe	Q	

Total: \$14,308,445.10

Receipt No: Red = Reversed.

Allocation Type	Matter No	Trust Use	Matter Investme...	GL Account No	Amount	Apply Inv	Details
MF	22015			0 1213400.1	\$1.82	BI5000110	x
MG	22015			0 1213400.1	\$0.18	BI5000110	x

Total: \$2.00

Allocations

Figure 31: Receipt Enquiry screen

You can search for the required receipt by *Entity ID, Receipt No, Transaction No, Today's Receipts, Received Date* or *Bank Deposit Listing ID*.

Note: Any reversed receipts are highlighted red in the grid.

Right-click on an entry in the grid to display the following context menu options:

- Add Receipt Ctrl+A
- Reverse Receipt
- Print selected receipts Ctrl+P**
- Print receipt COPY Ctrl+Shift+P
- Modify Receipt Ctrl+M
- Modify Receipt No Ctrl+R
- View Allocations
- Generate Direct Debit File
- Select All Ctrl+Shift+A
- Unselect All Ctrl+Shift+U
- Summary ▶

Figure 32: Receipt Enquiry Context Menu

The following table provides the context menu options and their utility.

Context Menu Option	Description
Add Receipt	Opens the <i>Input Cash Receipts</i> screen to enter a new receipt
Reverse Receipt	Allows you to reverse a receipt and give a reason for the reversal
Print selected receipts	Allows you to print a receipt or bulk receipts where this is no receipt number.
Print receipt COPY	Print a copy of a receipt previously entered.
Modify Receipt	Where a receipt has been set to N – Defer receipt printing i.e. there is no receipt number, you can modify the <i>Date, Media, Entity Id, Received From, Drawer, Cheque Bank and Cheque Location</i>
Modify Receipt No.	Allows you to modify the receipt number.
View Allocations	This shows the allocations at the bottom of the Receipt Enquiry screen.
Generate Direct Debit File	Where Media Type D – Direct Debit Authority is used, this will generate the direct debit file to be uploaded to the Bank.
Select All	To select all in the list.
Unselect All	To unselect all in the list.

## Print Receipts in Bulk

Receipts are printed in bulk through [Main Menu](#) ➔ [Accounting](#) ➔ [Cash Receipting](#) ➔ [Processing](#) ➔ [Print Receipts in Bulk](#). This will print all receipts for the selected bank where there is no receipt number i.e. where you selected N – Defer receipt printing upon inputting the cash receipt. This would be the case when you have used the Possible Trust Transfer functionality.

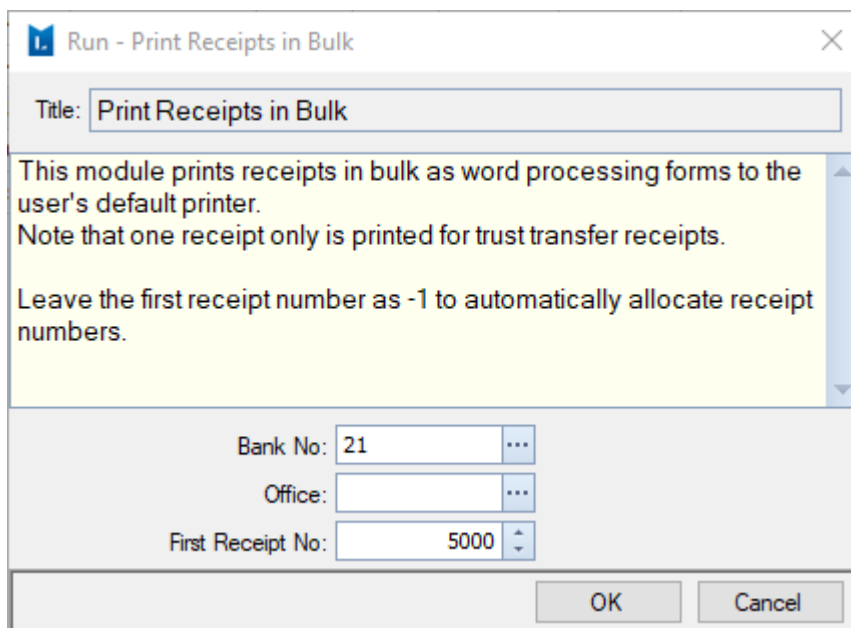


Figure 33: Printing Receipts in Bulk

These can also be generated from the Receipts Enquiry screen by selecting the relevant receipts in the grid → right click → [Print Selected Receipts](#).

## Cash Receipting Reports

The following Cash Receipting Reports are available.

### Bank Deposit Listing

(Required if cash or cheques have been receipted)

The bank deposit listing needs to be run in order for cash and cheque receipts to appear in the bank reconciliation screen.

[Main Menu](#) → [Accounting](#) → [Cash Receipting](#) → [Reports](#) → [Bank Deposit Listing](#)

Figure 34: Produce Bank Deposit Listing

This module prints the Bank Deposit Listing for the selected receipts filtered by the nominated bank and office. The Bank Deposit Listing is generated using the WP Form 'CBK' and should be saved to a subject file.

The user may review the folio from the Bank Deposit Listing Enquiry module [Main Menu](#) → [Accounting](#) → [Cash Receipting](#) → [Enquiry](#).

The Select Receipts button allows the user to preview and select which receipts are to be deposited before running the Bank Deposit Listing. Receipts are shown filtered by the Bank (and optionally by the Office). All receipts are initially selected by default, as indicated by the ticked checkbox on each row. The user may select or unselect a receipt on individual rows or use

the context menu for bulk operations. On OK the selected rows are passed back to the Bank Deposit Listing form.

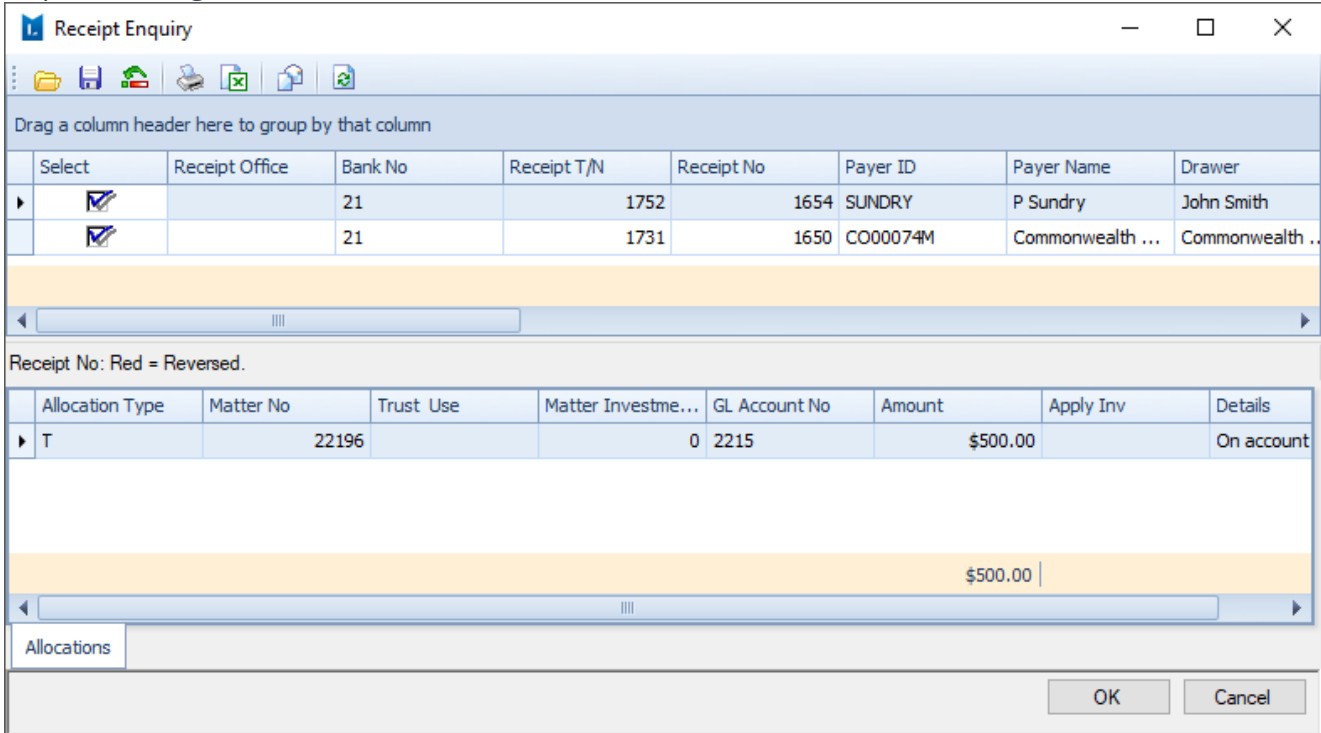


Figure 35: Select Receipts from Bank Deposit Listing

The Deposit Date may also be specified if the deposit was made prior to the date of running the Bank Deposit module. (The Received Date for the selected receipts must be on or before the nominated Deposit Date.)

Where funds have been receipted as Cash the user is able to enter the breakdown of notes and coins to meet Trust Legislation requirements. Input fields for Notes and Coins can be left blank, i.e. it is not mandatory for these fields to be filled. If they are filled the total of Notes and Coins must match the total specified in Cash.

**Note:** If you are retrospectively running bank deposit listings, be careful to select the receipts for each deposit date to create a listing that will match the actual deposits made into the bank account. If you create a deposit listing for a number of receipts that were actually deposited into the bank over a number of days, they will be added as one amount to the bank reconciliation screen which can get rather confusing for the person doing the reconciliation.

The Bank Deposit Listing ID is noted in the Reference Number field of all physical deposits, these are identified as a CASH Transaction Type in the Bank Reconciliation > Present Items and Electronic Bank Reconciliation modules to enable easy identification of deposits and their associated receipts.

## Direct Deposit Listing (Optional)

Main Menu ➔ Accounting ➔ Cash Receipting ➔ Reports ➔ Direct Deposit Listing

This module produces a grid report specifying the direct deposits received over the specified bank range and office.

The report is run as part of end of day processing to flag direct bank deposit items as 'processed'. No output is produced by this process. It is included as part of end of day to ensure that these transactions are audited. The report must be manually run if a printout is required.

## Print Receipts History (GST)

Main Menu ➔ Accounting ➔ Cash Receipting ➔ Reports ➔ Print Receipt History.

Figure 36: Print Receipts History

This report allows you to print details of cash received for a given bank and a date range or accounting period range.

**Note for GST:** This report is one of the substantiating reports to assist you with your GST Reconciliation on a Cash basis.

## List Missing Receipts

Main Menu ➤ Accounting ➤ Cash Receipting ➤ Reports ➤ List Missing Receipts.

Figure 37: List Missing Receipts

This report lists the duplicate and missing receipt numbers for all banks over a given date range.

## List Cancelled Receipts

Main Menu ➤ Accounting ➤ Cash Receipting ➤ Reports ➤ List Cancelled Receipts.

Figure 38: List Cancelled Receipts

This report lists all cancelled receipts by accounting period for Current or Previous year.

## Bank Reconciliation

Before commencing a bank reconciliation, ensure that the end of day process has been run. This ensures that all cheques and receipts entered during the day have been posted to the general ledger.

You can reconcile bank accounts without finalising the reconciliation until required, for example, you can reconcile daily but finalise at the end of the month. We recommend reconciling frequently so that discrepancies can be resolved quickly which minimises the amount of work involved. This is especially important for firms that manage trust accounts.

LawMaster supports the reconciliation of bank deposits and payments [manually](#) and [electronically](#).

### Electronic Bank Reconciliation

The electronic bank reconciliation provides the facility to import bank statements using a variety of formats, with reconciliation involving a matching of Bank Statement items against LawMaster transaction items. Instead of the process involving a user checking off a list of electronic records (LawMaster transactions) against a paper record (a bank statement), the process will be electronic-to-electronic matching.

This allows features such as:

- ❖ Electronic record of bank statements.
- ❖ Automatic matching and recommendations for near matches.
- ❖ Assisted operations related to statement items, such as adding new transaction items on the basis of statement items. E.g. easily add a transaction for a bank fee.
- ❖ The two file formats currently supported are:
  - BTRS – 2 comma separated file; and
  - Generic comma separated file (Date, Reference, Amount, Narrative)

N.B. You may need to manipulate the file that you download from the bank so that it is in correct format to upload to LawMaster.

[Main Menu](#) ➔ [Accounting](#) ➔ [Bank Reconciliation](#) ➔ [Electronic Bank Reconciliation](#)

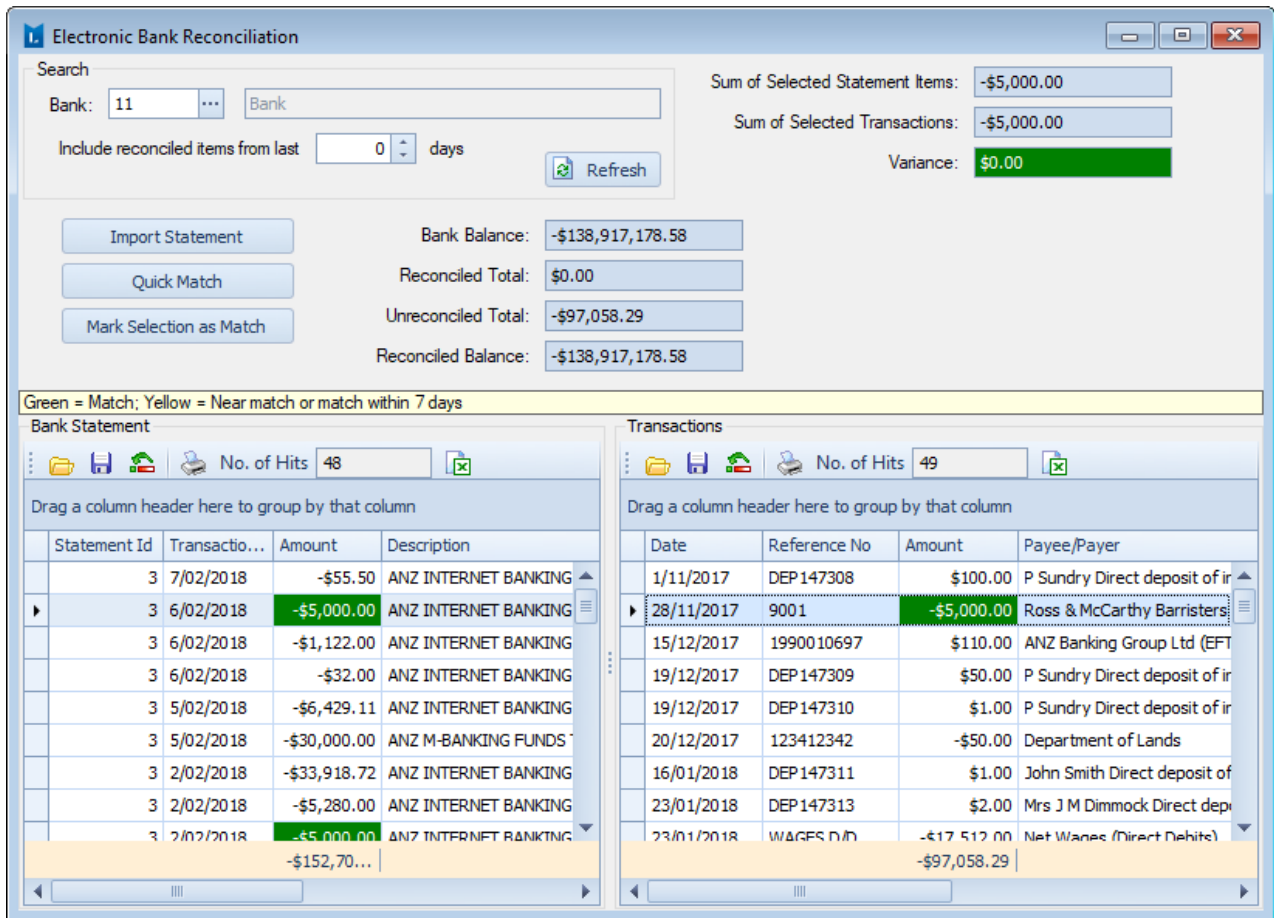


Figure 39: Electronic Bank Reconciliation

The basic process of the Electronic Bank Reconciliation includes the following steps:

1. Open the *Electronic Bank Reconciliation* module in LawMaster.
2. Import a bank statement by clicking on the **Import Statement** button.
3. Click on the **Quick Match** button. The system provides recommendations for automatic matches, the Match % column provides you with an indication of the confidence level.
4. You may immediately accept recommendations and mark those items as reconciled, or make further adjustments.
5. You may also perform various manual reconciliation operations in the main Reconciliation screen, such as:
  - a. Selecting matches from the Bank Statement and Transactions grid on a 1-to-1, 1-to-many or many-to-1 basis and click the **Mark Selection as Match** button.
  - b. Add LawMaster transaction items, payments, receipts to match bank statement items and run End of Day, where required.
  - c. Manually mark bank statement or LM transaction items as 'Reconciled', without indicating a match.

Once reconciliation has been completed, you can print the Bank Reconciliation Report from [Main Menu](#) ➔ [Accounting](#) ➔ [Bank Reconciliation](#) ➔ [Print Bank Reconciliation Report](#).

The audit process must then be run from [Main Menu](#) ➔ [Accounting](#) ➔ [Bank Reconciliation](#) ➔ [Audit Reconciled Items](#).

## Manual Bank Reconciliation

The process of performing a bank reconciliation is to match the unreconciled items on the *Present Items* screen with the bank statement. As you check off each item and perform the necessary adjustments, the amount is added or subtracted from the closing balance of the prior reconciliation until the reconciled balances match with the closing balance on the bank statement.

You can access the Manual Bank Reconciliation module from the following locations in LawMaster:

[Main Menu](#) ➔ [Accounting](#) ➔ [Bank Reconciliation](#)

OR

[Menu bar](#) ➔ [Transactions](#) ➔ [Bank Reconciliation](#)

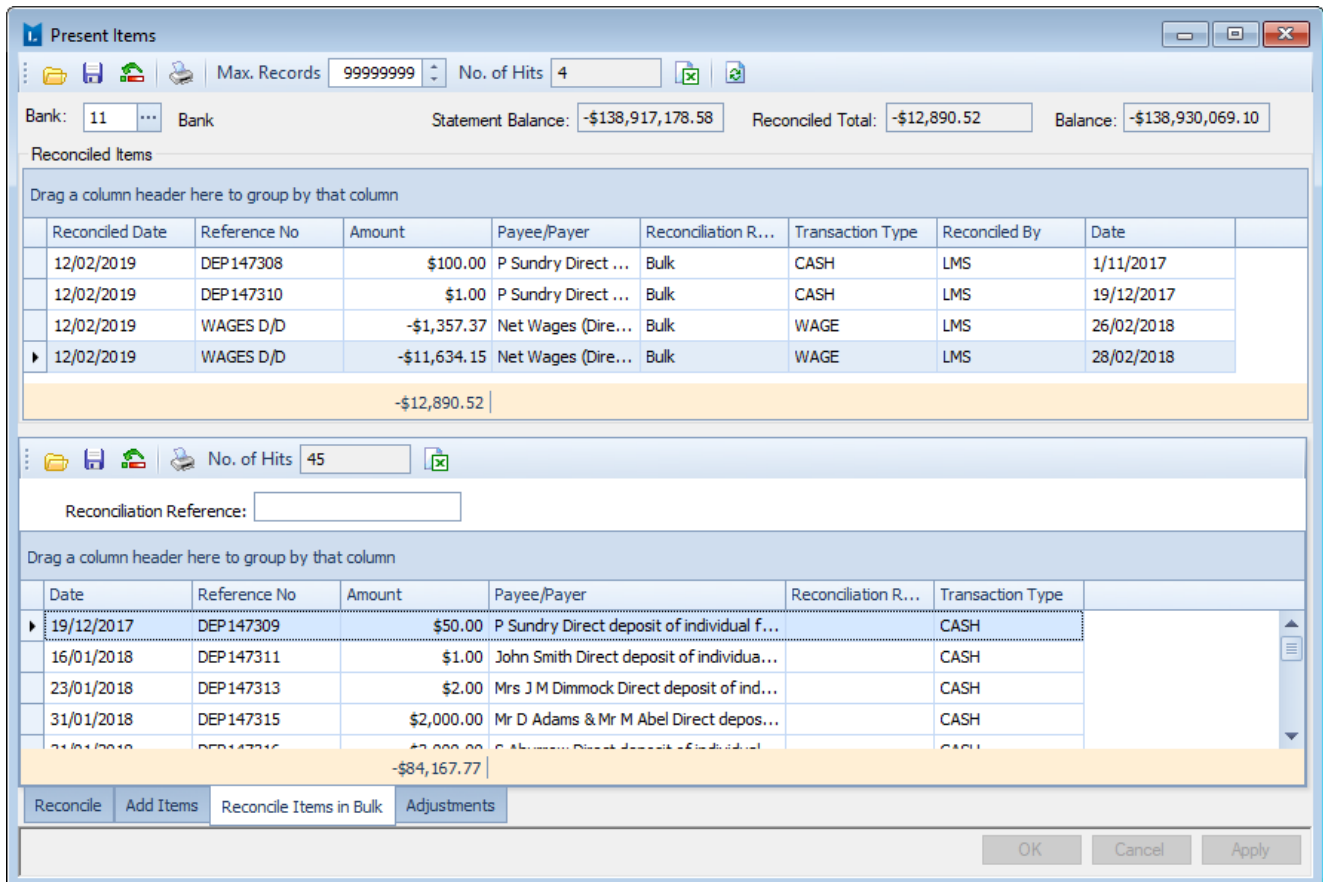


Figure 40: Manual Bank Reconciliation > Present Items screen

The basic process of the Manual Bank Reconciliation includes the following steps:

1. Run End of Day to ensure that all the transactions entered during the day are posted to General Ledgers.
2. Ensure that the opening balance on the bank statements is the same as the amount on Statement Balance on *Present Items* screen that can be accessed via [Main Menu](#) → [Accounting](#) → [Bank Reconciliation](#) → [Present Items](#)
  - a. If you have adjustments in the system, you will need to look at the *Adjustments* tab and check that the *Reconciled Balance Plus Adjustments* figure matches the bank statement opening balance.
  - b. Click the *Reconcile Items in Bulk* tab, located at the bottom of the screen. Work through the process of reconciling items in bulk or individually that appear on the bank statement. **Do not reconcile unrepresented items.**
  - c. For any difference in the balance due to missing receipts or payments and other unidentified transactions, do the following:
    - i. Add Missing Receipts (through *Cash Receipts Input*)
    - ii. Add Missing Payments (through *Input Payment Vouchers*)
    - iii. Add Unidentified Transactions (through *Adjustments* tab on *Present Items*)
  - d. On the Add Items tab, you can quickly enter the GST exclusive items for interest and bank charges.
3. Before you finalise the reconciliation via the audit process, you must print a Bank Reconciliation Report for the bank for which you performed the reconciliation. You can print the report from [Main Menu](#) → [Accounting](#) → [Bank Reconciliation](#) → [Print Bank Reconciliation Report](#).
4. List Reconciled Items from [Main Menu](#) → [Accounting](#) → [Bank Reconciliation](#) → [List Reconciled Items](#).
5. Audit reconciled items for finalising the reconciliation, for example at the end of month.

This stage of the bank reconciliation finalises the bank reconciliation by moving the closing balance to the opening statement balance, and clearing presented items from the current bank reconciliation. This will clear the reconciled Items list and mark the payments from *Present Items* and receipts as audited. [Main Menu](#) → [Accounting](#) → [Bank Reconciliation](#) → [Audit Reconciled Items](#).

6. If you had entered any adjustments on the *Adjustments* tab of the *Present Items* screen, and entered its reversal making the net entry value as 0, you will need to run *Clear Adjustments* from [Main Menu](#) → [Accounting](#) → [Bank Reconciliation](#) → [Clear Adjustments](#). Do not run this process if you have entered any one part of the transaction. Note: use with caution, as

it will clear all adjustments for that bank. You may prefer to manually delete each adjustment that is no longer required from the Context Menu.

## Bank Reconciliation Reports

The following reports are available from the **Bank Reconciliation** module:

### Print Bank Reconciliation Report

Main Menu ➔ Accounting ➔ Bank Reconciliation ➔ Print Bank Reconciliation Report

Figure 41: Print Bank Reconciliation Report

Print the Bank Reconciliation Report for the selected bank e.g. 21 to 21. Note for the 'Date To' field, this is the date you run the report. This means that if you are reconciling January's transactions on 1 February 2019, leave the date as 1 February 2019. The reason for this is that the system will pick up all transactions inputted on 1 February 2019 even if dated in January. If you back date the reconciliation report, the system will only pick up the transactions that have been entered to e.g. 31 January 2019 and will show a figure in the Difference field; otherwise the difference should always be zero. If there is an amount in the 'Difference' field, you will need to investigate this.

If the Bank Reconciliation Report merges into Word you can modify the 'Date Reconciled To' to be a different date e.g. 31 January 2019. This uses the WP Forms BR – Bank Reconciliation or BRA – Bank Reconciliation with Adjustments with both forms being set to automatically save to Subject Files within LawMaster.

## List Reconciled Items

Main Menu ➤ Accounting ➤ Bank Reconciliation ➤ List Reconciled Items

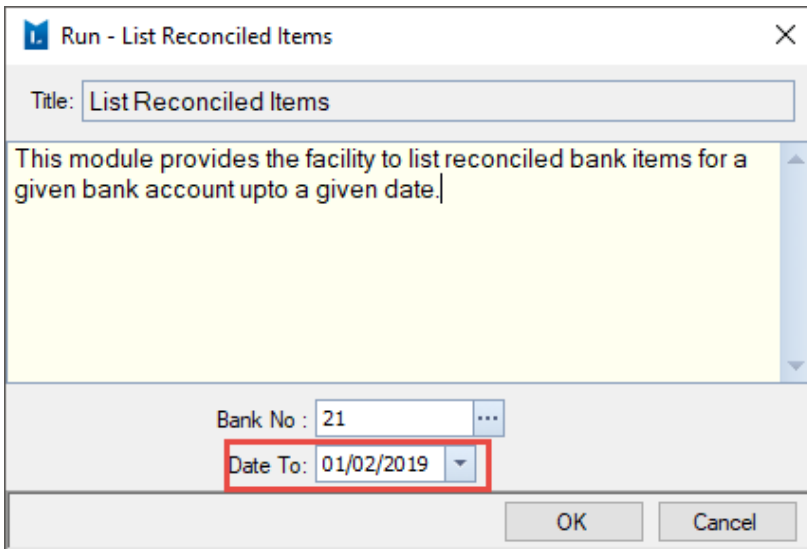


Figure 42: List Reconciled Items

This reports lists the reconciled items for the current Bank Reconciliation you are undertaking (or since the last Audit Reconciled Items was processed). When printing, ensure that the 'Date To' is the date you are conducting your Bank Reconciliation e.g. 1 February 2019.

As this is a grid, report, we recommend that you Export this file to an Excel spreadsheet and then save this to a Subject File in LawMaster as per the following steps:

1. Select Export to Excel on the grid tool bar:

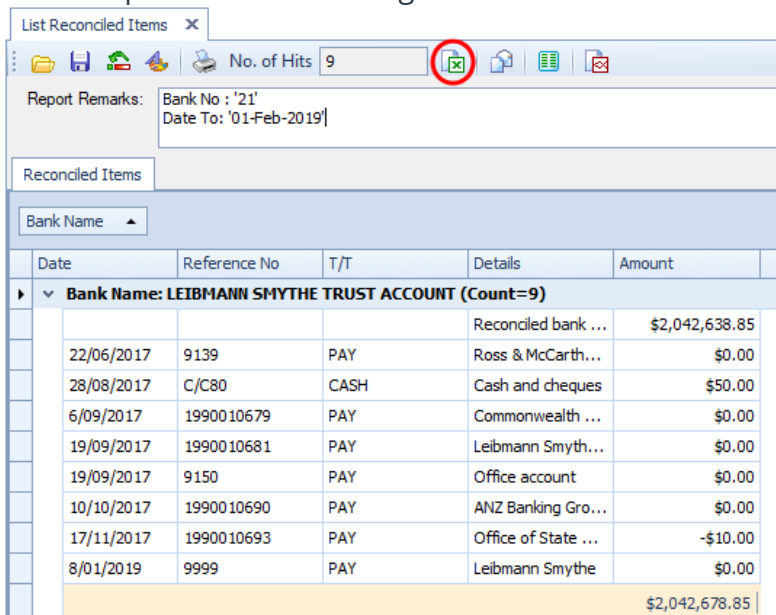


Figure 43: List Reconciled Items – Grid Report showing Export to Excel

2. Export Contents as an Excel Workbook (xlsx). Which will open an Excel workbook.

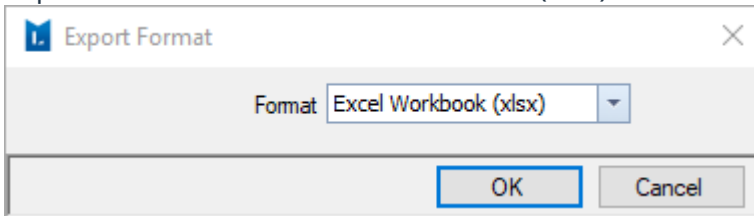
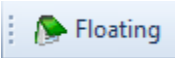


Figure 44: Export format

3. From the Lawyers toolbar in LawMaster, Select Floating.  This will open the Floating File Note screen.

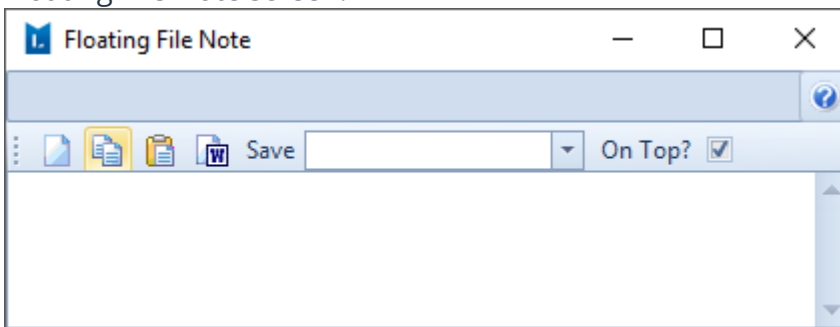


Figure 45: Floating File Note

4. From the drop down, select Excel Document.

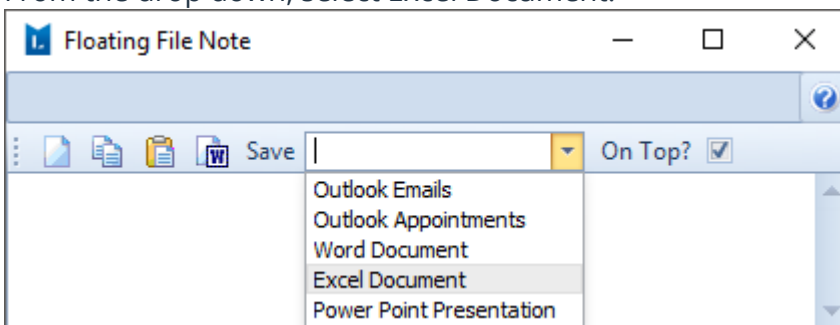


Figure 46: Floating File Note – Excel Document selected

5. This will then open a Folio screen, where you can complete the relevant information for the spreadsheet you are saving and select the correct Subject File.
  - a. Complete Preci;

b. Internal file No. select Subject File (from the drop down);

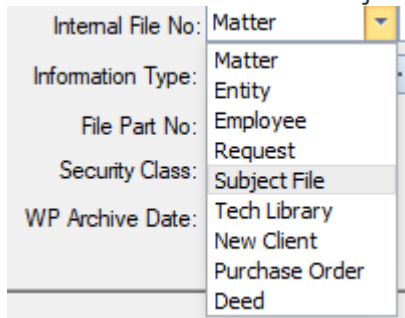


Figure 47: Internal File No. drop down list

- i. Select the ellipses to search for the Subject file number;
- ii. Search on e.g. %recon;
- iii. Click Search;
- iv. Select the relevant subject file;
- v. Select OK.

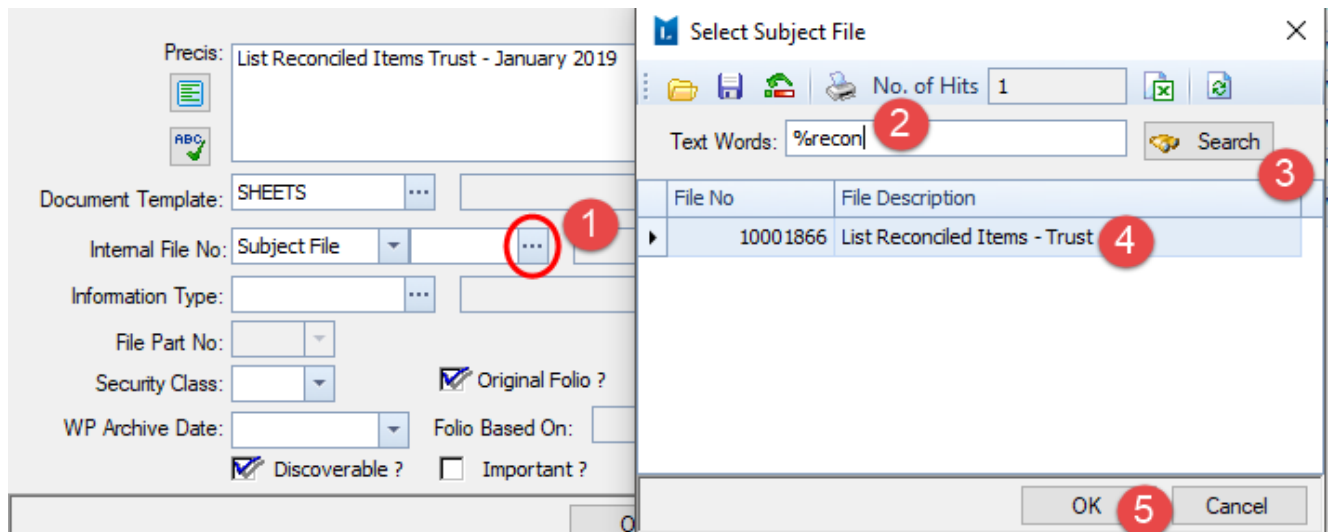


Figure 48: Select Subject File

c. This will populate the data into the Folio Screen → Select OK.

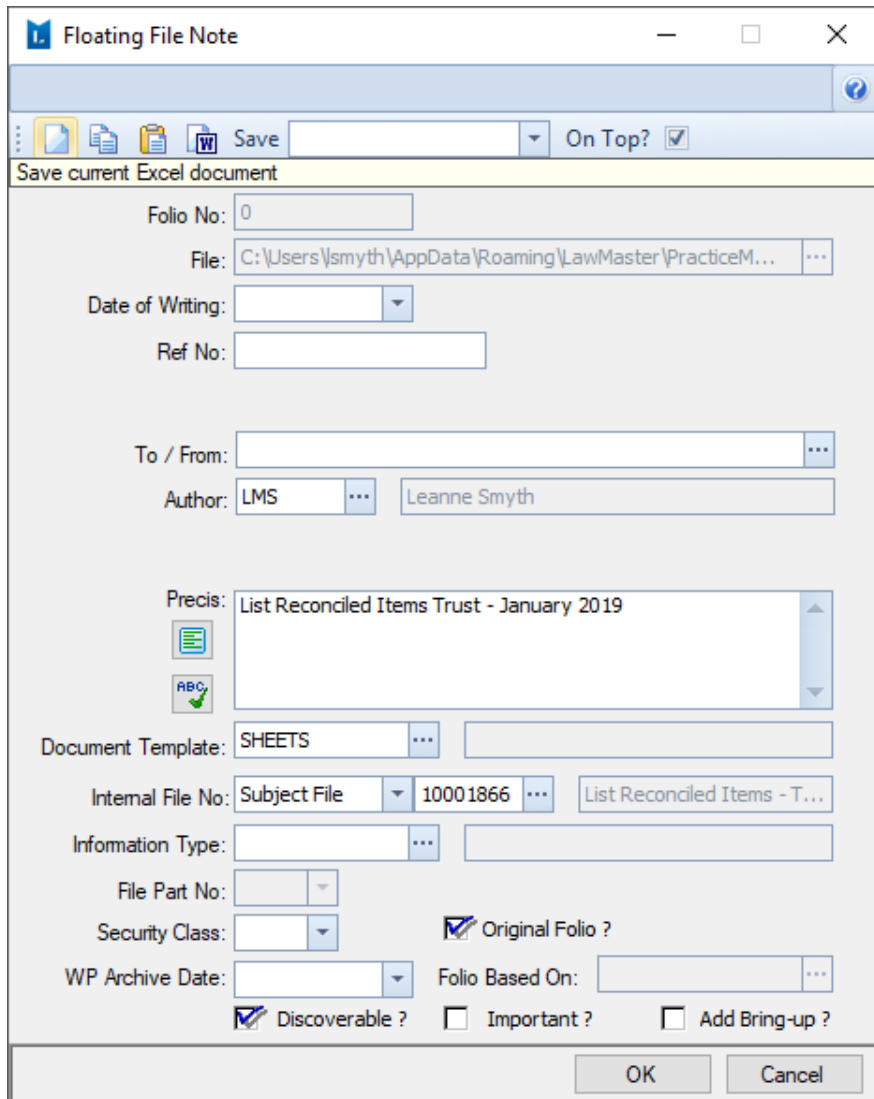


Figure 49: Completed Floating File Note screen

- d. When the Document Management dialog box appears, you can decide to either *Open (Read Only)*; *Edit Document* to make changes or review or *Cancel* if you do not wish to Open or Edit the spreadsheet.

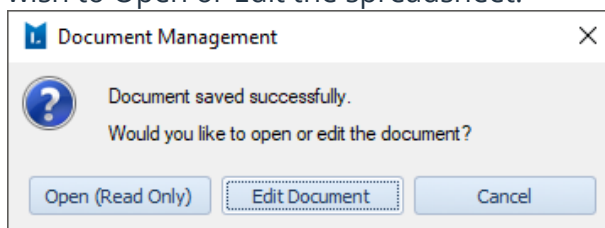


Figure 50: Document Management screen

- 6. The system will then save the spreadsheet as a folio record into the selected Subject File.

## List Unreconciled Items Only

Main Menu ➔ Accounting ➔ Bank Reconciliation ➔ List Unreconciled Items Only

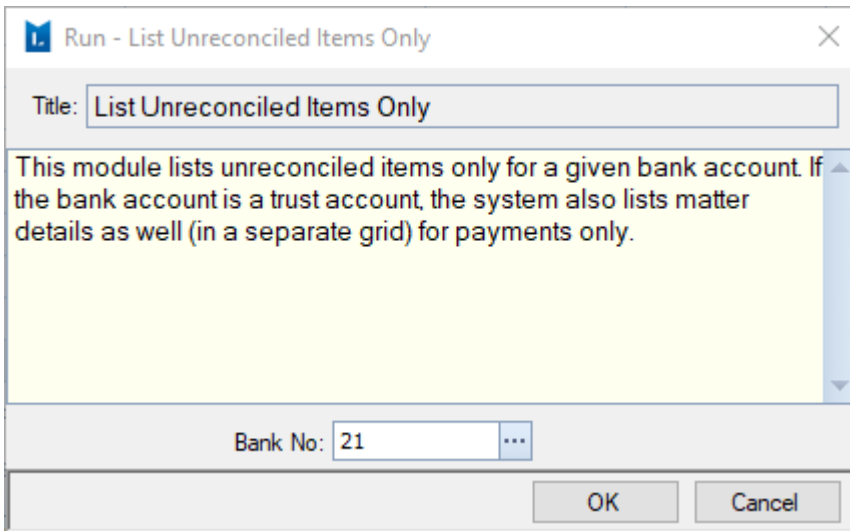


Figure 51: List Unreconciled Items Only

This provides a grid report of the unreconciled items for the selected Bank. These items are also included on your Bank Reconciliation Report. If you would like to have a version that can be exported to excel for future manipulation, this can be exported to Excel and save to a Subject File in LawMaster.

## Audit Reconciled Items

Main Menu ➔ Accounting ➔ Bank Reconciliation ➔ Audit Reconciled Items

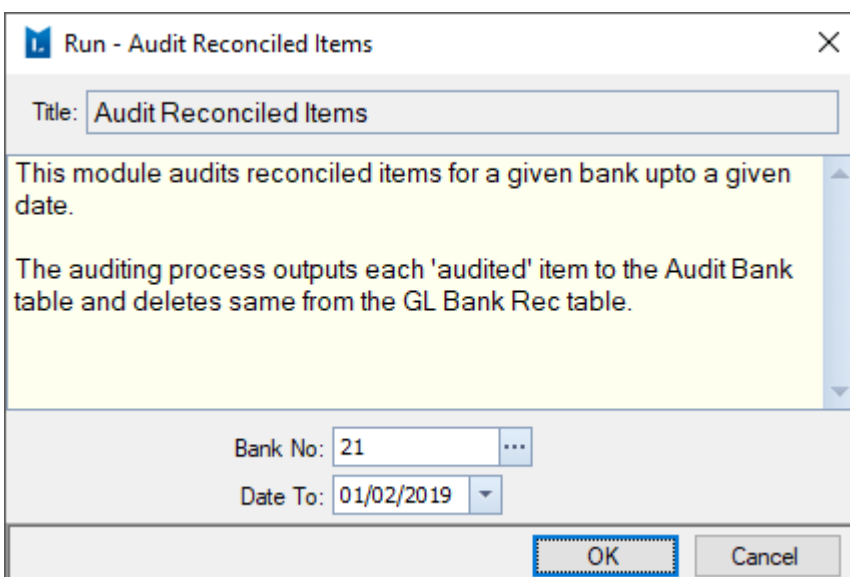


Figure 52: Audit Reconciled Items

This audits all reconciled transactions for the selected bank and updates the Closing Bank Balance to the Statement Balance. It is recommended that you do this at least once a month at the end of month prior to rolling into the next period.

## Trust Accounting

The Trust Accounting menu in LawMaster allows you to print various reports to be compliant with your Trust Legislation. There is also additional processing functionality to assist you with maintaining your trust accounts. This information is listed below and is available from the [Main Menu](#) → [Accounting](#) → [Trust Accounting](#) → [Trust](#).

## Trust Processing

This section discusses the different options to assist you with your trust account processing.

## Payments and Receipts

Your trust payments and trust receipts are processed using an [Input Payment Voucher](#) or through the [Cash Receipt Input](#). Please refer to previous sections in this document for these options.

## Input Trust Journal

The Trust Journal Input allows you to make adjustments to trust balances for matters. This can be for transferring of funds between matters or transferring funds between 'Fund' types e.g. Stamp Duty to [Firm] funds. When processing a trust journal, there will be two sides of the journal i.e. a debit and a credit. Note: that trust funds on a matter show as a credit (i.e. -ve).

[Main Menu](#) → [Accounting](#) → [Trust Accounting](#) → [Trust](#) → [Input Trust Journals](#)

OR

[Menu bar](#) → [Transactions](#) → [Trust Journal Input](#)

Field	Description
Bank Code	Trust Bank being used for the matter e.g. 21.
Date	Date of the transaction.
Tran. Type	Type of Transaction: <ul style="list-style-type: none"> <li>❖ General – used for a standard trust journal;</li> <li>❖ Law Institute Journal – journaling balances from and to the special trust account (law society deposit).</li> </ul>
Matter	Matter number where funds are being journalled – you can select the ellipsis to look up and search on the matter number.
Fund	Allows you to define the purpose of the funds, leave blank to allocate as [Firm] funds. Where funds have previously been set as a specific purpose, you will need to select that first and then select [Firm] funds

Field	Description
Reference	A reference for the journal, can be an internal number that is used.
Amount	Amount of the journal entered as either a negative (-ve) for a credit or positive (+ve) for a debit amount.
Narrative	Narrative of the journal.

After entering each line of your journal, ensure that you select Add Transaction and the Sum of the journal must equal zero. Once you have completed your trust journal, select OK or Apply.

Bank Code: 21 Leibmann Smythe Trust Account  
 Date: 15/02/2019  
 Tran. Type: General  
 Matter: 22177 Invested Balance: \$0.00 Trust Balance: \$0.00  
 Description: Sale to J P Brown  
 Fund: Fund Balance: Fund Status:  
 Reference: UL150219  
 Amount: -\$2,000.00  
 Narrative: Transfer funds from matter 22379 to matter 22177 as authorised by client dated 13 February 2019

Matter No.	Matter Reg...	Transactio...	Trans. Type	Fund No	Amount	Narrative
22379	0	15/02/2019	MJ	[FIRM]	\$2,000.00	Transfer funds from matter 22379 to ...

Sum: \$2,000.00

Buttons: Add Transaction, OK, Cancel, Apply

Figure 53: Trust Journal Input

## Review Possible Trust Transfers

This provides the facility to review possible trust transfers for all of the firm, for a given Lawyer (in charge of matters), for a given work unit.

Main Menu ➔ Accounting ➔ Trust Accounting ➔ Trust ➔ Review Possible Trust Transfers

OR

Menu bar ➔ Transactions ➔ Review Possible Trust Transfers

Figure 54: Review Possible Trust Transfers

The grid report shows a list of matters, and the Suggest Transfer Amounts. Where the Suggested Transfer Amount is grey in colour, the user must allocate the amount to be transferred.

Right-click on an entry in the grid to display the following context menu options:

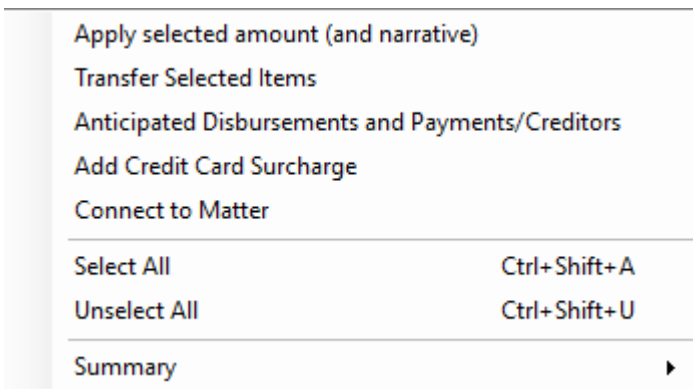


Figure 55: Right-click menu on the Possible Trust Transfer screen

The following table provides the context menu options and their utility.

Context Menu Option	Description
Apply selected amount (and narrative)	Here you are applying the amounts to transfer over interest, fees, disbursements and GST. The amount to transfer cannot exceed the invoice balance. Where the amount to transfer is LESS than the invoice balance,

Context Menu Option	Description
	the amount gets applied to interest and this pro-rata the remaining amount over fees, disbursements and GST.
	The narrative can be defined on the Trust Transfer Narrative parameter ( <a href="#">Menu bar</a> ➔ <a href="#">Parameters</a> ➔ <a href="#">Set Parameters</a> ➔ <a href="#">Accounting</a> ➔ <a href="#">Trust Transfer Narrative</a> ).
Transfer Selected Items	You can select multiple items to transfer, and apply the Suggested Transfer Amount.
Anticipated Disbursements and Payments/Creditors	Allows you to review the anticipated disbursements, creditors and purchase orders for the matter. You also have the ability to pay these items from this screen.
Add Credit Card Surcharge	Allows you to add a credit card surcharge to the invoice outstanding.
Connect to Matter	Connects you to the Matter Workbench.
Select All	To select all in the list.
Unselect All	To unselect all in the list.

When allocating your trust transfer amounts, the system will create a Trust Payment Voucher and a General Cash Receipt. The payment method for the payment vouchers, is defined by the [Accounting](#) ➔ [Processing Options](#) parameter.

**Note:** if you cancel/reverse either the payment voucher or cash receipt, both the voucher and the receipt will be cancelled.

## Review Trust and General Requisitions

LawMaster provides the facility for users (with appropriate security rights) to enter requisitions for payments from both the trust and general bank accounts.

Users can add Requisitions directly from a matter. When the user adds a requisition, they will enter data similar to that entered for a payment voucher. The entry screens differ slightly between trust and office requisitions.

**Note:** A user will not be able to enter a trust requisition if there are no cleared funds in trust.

To review the Requisitions go to:

[Main Menu](#) ➔ [Accounting](#) ➔ [Trust Accounting](#) ➔ [Trust](#) ➔ [Review Trust and General Requisitions](#)  
 OR  
[Lawyers Toolbar](#) ➔ [Requisitions](#)

Type	Date Inserted	Matter No	Payee	Gross Amount	GST	Date Required	Instructions	Disburse...	Details	Reference No	Bank No	Matter Re
Trust	11/01/2018	22476	Commissioner of Stamp Duty	\$250.00	\$0.00	11/01/2018	i need this by 12pm		Stamp duty	668766	21	Commercial Matter
Trust	9/03/2017	22211	Ross & McCarthy Barristers	\$5,500.00	\$500.00	9/03/2017	Please issue cheque for payment.		Barrister's Fees	Inv1224	21	Consent Orders
General	9/01/2017	22017	Ross & McCarthy Barristers	\$550.00	\$0.00	9/01/2017		BAR	Barristers Fees	xxx	11	Estate of James William ...
				\$6,300.00	\$500.00							

Figure 56: Review Requisitions

By default, the grid report displays by Requisitioner, however you have the ability to Search by Requisitioner, Payee ID, Matter No and Status.

Right-click on an entry in the grid to display the following context menu options:

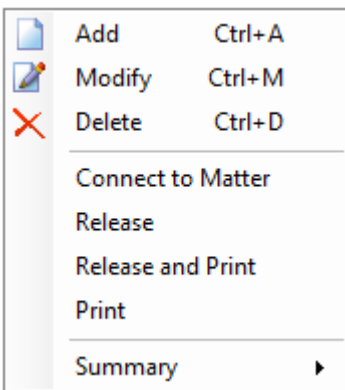


Figure 57: Right-click menu on Review Requisitions screen

The following table provides the context menu options and their utility.

Context Menu Option	Description
Add	Allows you to Add a requisition for either trust or general.
Modify	Modify a requisition previously added that has not been released.
Delete	Deletes a requisition.
Connect to Matter	Connect to the selected matter.
Release	Releases the requisition for payment, which will open the <i>Input Payment Vouchers</i> screen.
Release and Print	Releases the requisition for payment, which will open the <i>Input Payment Vouchers</i> screen and Prints the requisition using the settings on WP form TR – Requisition.
Print	Prints the requisition using the settings on WP form TR – Requisition.

## Release a Requisition

Below is the process to release a requisition from the *Review Requisitions* screen.

1. Select the Requisition → right click → Release.

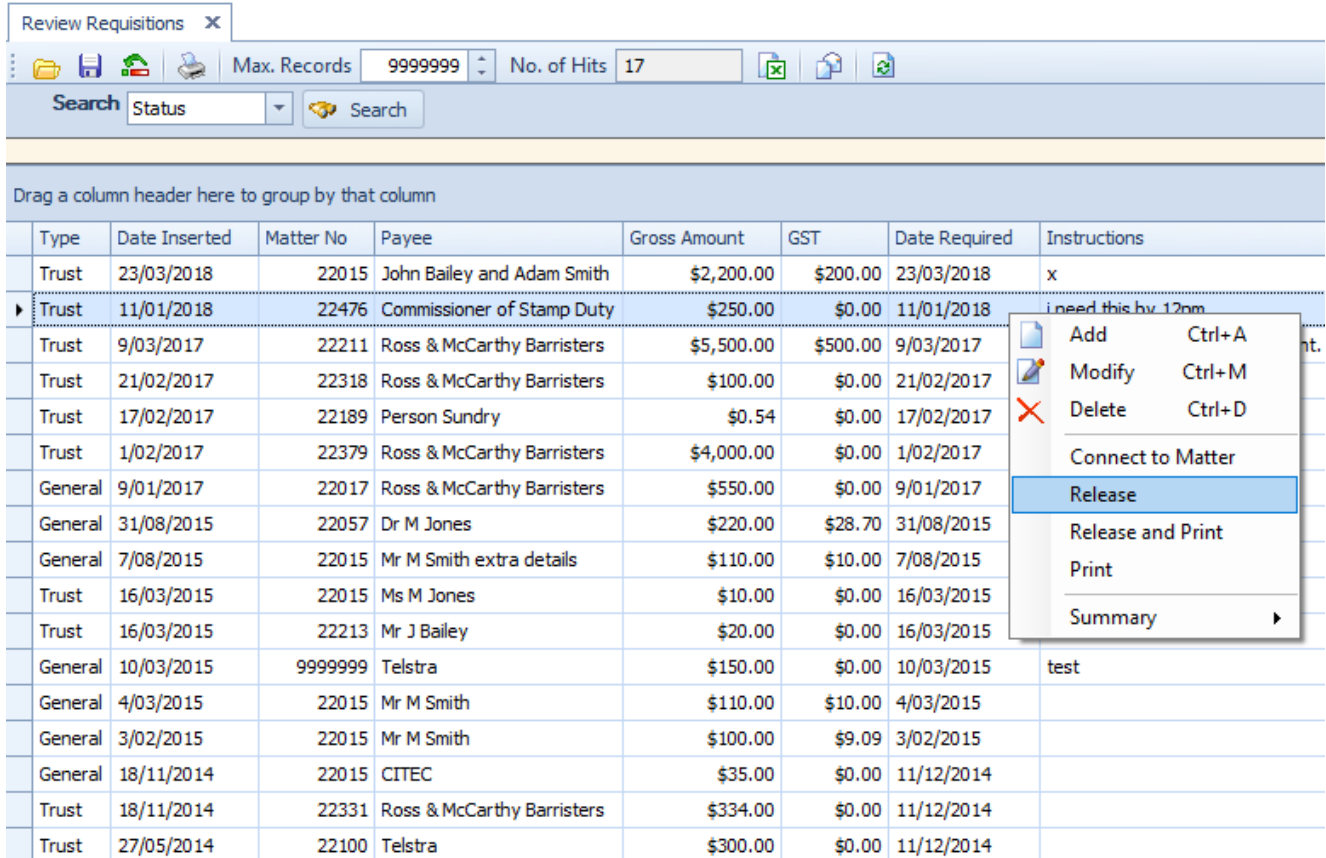


Figure 58: Right-click menu on Review Requisitions screen → Release

2. This will present the *Input Payment Voucher* screen. Where you can complete the Payment Method, and Cheque No. (if required), review the Amount and GST, select OK to go to the *Allocations* screen.

**Input Payment Vouchers**

Office: [ ] [ ]

Bank No: 21 [ ] Leibmann Smythe Trust Account \$7,890,758.00

Purchase Order: [ ] [ ]

Date: 15/02/2019 [ ]

Entity ID: SUNDRY [ ] Commissioner of Stamp Duty

Reference No: 668766

Supplier ABN: [ ]

Linked Invoice: Folio [ ] Folio: [ ] [ ]

Payment Method: Y [ ] Pay Now (Print Cheque) **1**

Details: [ ] Stamp duty

Gross Invoice Amount: \$250.00 GST: \$0.00 **2**

Cheque No: 10000 **3**

Cheque/Due Date: 15/02/2019 [ ]

Reset [ ] **OK** [ ] Cancel [ ]

Figure 59: Input Payment Vouchers screen

- You will see that the details of your payment, have already been allocated from the requisition. You can delete this allocation and re-add if necessary or select OK and your payment will be processed.

**Voucher Allocations**

To Allocate: \$250.00 Allocated: \$250.00 Unallocated: \$0.00

Allocation Type: T - General [ ]

Matter: [ ] [ ]

Client: [ ] [ ]

Fund: [ ] [ ] In Trust: \$0.00

Reference: [ ]

Details: Stamp duty

Gross Amount: \$0.00 GST: \$0.00

A/Disbursement: 0 [ ] [ ]

Reduce To: \$0.00

Trans. Type	Expense Type	Matter No	GL Account No	Amount	GST	Details	Ref No
T	21T	22476	2205	\$250.00	\$0.00	Stamp duty	668766

Allocation already added

OK [ ] Cancel [ ]

Figure 60: Voucher Allocation screen

- Once processed, the Payment Status of the requisition is updated to Paid.

## Trust Reporting

This section outlines the various trust account reports available to you.

### List Possible Creditor Payments

Main Menu ➤ Accounting ➤ Trust Accounting ➤ Trust ➤ List Possible Creditor Payments

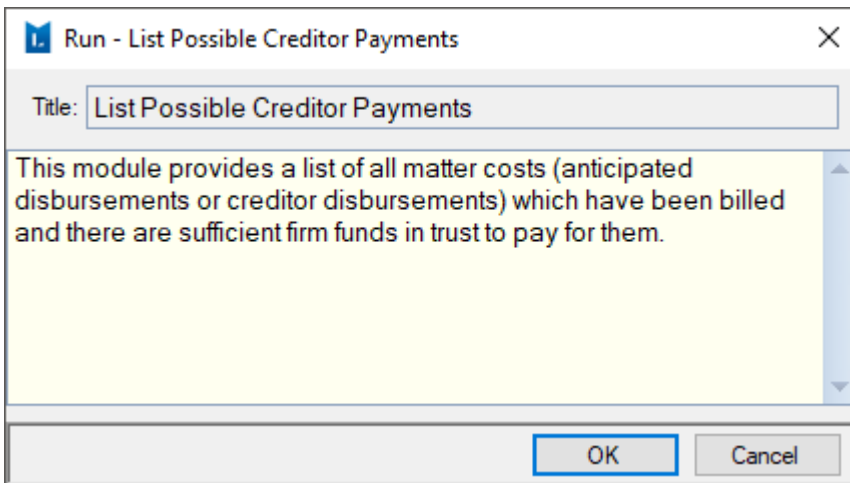


Figure 61: List Possible Creditor Payments

This provides a grid report of all matter costs which have been billed and there are sufficient firm funds in trust to pay for them.

### Transit Register Enquiry

Main Menu ➤ Accounting ➤ Trust Accounting ➤ Trust ➤ Transit Register Enquiry

Matter No	Matter Regi...	Details	Date Received	Balance	Per Medium	Drawer	On Behalf Of	Received from	Amount Received	Date Paid	Paid To
22195	1	Settlement	24/06/2014	-\$50,000.00	B	ANZ	BEAN,Trevor	John smith	-\$50,000.00		
22086	1	Stamp Duty	2/01/2014	\$20,000.00	B	John Smith	ABURROW,Steve	John Smith	\$20,000.00		
157041	1		23/08/2017	\$2.00	B		BAILEY,John & SMITH,Adam	test	\$2.00		

Figure 62: Transit Register Enquiry

Provides a grid report of Transit Register items where you can Search by *Matter*, *Date Received* and *Unforwarded Items*.

## Trust Transaction Enquiry (EOM)

Main Menu ➔ Accounting ➔ Trust Accounting ➔ Trust ➔ Transit Register Enquiry

**Run - Trust Transaction Enquiry**

Title: Trust Transaction Enquiry

This module provides the facility to select trust history transactions for a given accounting period (& date range) over a key range as selected by the user. The facility is provided to print details or output to a spreadsheet.

Year: Current

Period No - From: 4

Period No - To: 4

Date - From: 01/01/1900

Date - To: 31/12/9999

**Transaction Type: Journals**

Transaction Reference:

Filter By: Client

Key - From:

Key - To: ZZZZZZ

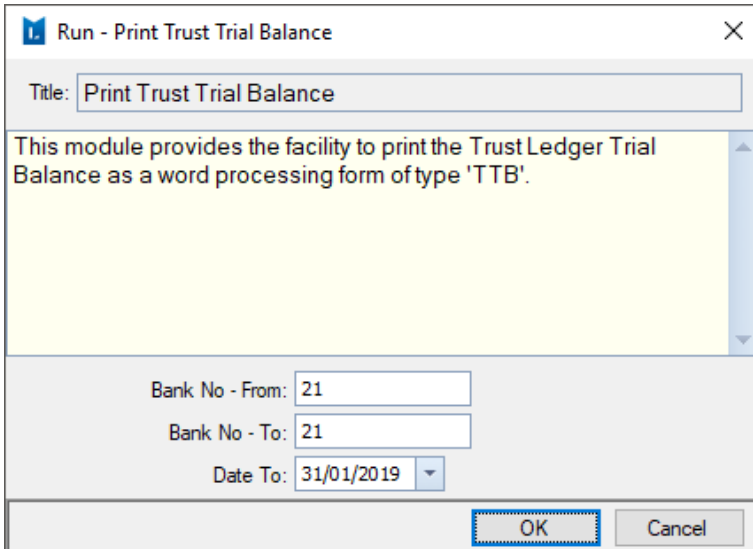
OK Cancel

Figure 63: Trust Transaction Enquiry > showing Transaction Type of Journals selected

Allows you to report on trust history transactions over a given date range or period. This is the report to generate to review any trust journals entered for the month.

## Print Trust Trial Balance (EOM)

Main Menu ▶ Accounting ▶ Trust Accounting ▶ Trust ▶ Print Trust Trial Balance



Run - Print Trust Trial Balance

Title: Print Trust Trial Balance

This module provides the facility to print the Trust Ledger Trial Balance as a word processing form of type 'TTB'.

Bank No - From: 21

Bank No - To: 21

Date To: 31/01/2019

OK Cancel

Figure 64: Print Trust Trial Balance

This generates your trust trial balance using the WP Form – TTB and is merged based on the settings on the form e.g. merge as Word document or as a PDF.

This report can be generated as part of your end of month reports to check that everything balances **prior** to running the Trust Trial Balance as part of the [Reports for Publication](#).

## Print Trust Balances

Main Menu ➔ Accounting ➔ Trust Accounting ➔ Trust ➔ Print Trust Balances

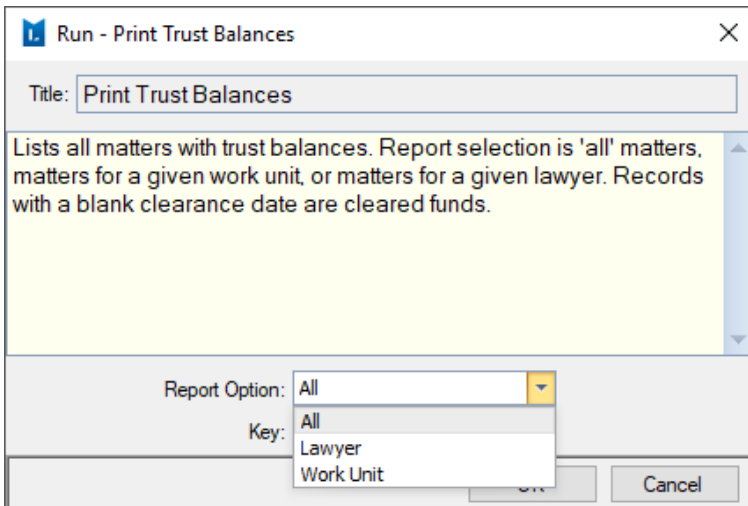


Figure 65: Print Trust Balances

Allows you to print a report for those matters with trust balances. The report options are *All* matters, for a particular *Lawyer* or a particular *Work Unit*.

## List Trust & Investment Balances

Main Menu ➔ Accounting ➔ Trust Accounting ➔ Trust ➔ List Trust & Investment Balances

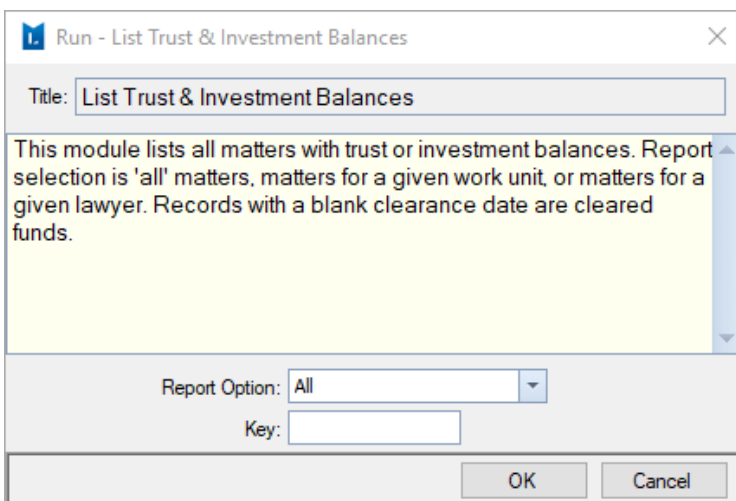


Figure 66: Print Trust and Investment Balances

Allows you to print a report for those matters with trust and investment balances. The report options are *All* matters, for a particular *Lawyer* or a particular *Work Unit*.

## Print Trust Cash Book (EOM)

Main Menu ➤ Accounting ➤ Trust Accounting ➤ Trust ➤ Print Trust Cash Book

Figure 67: Print Trust Cash Book

This is a grid report listing all cash received and payments made throughout the month. You can report on date range or period. This should be printed each month and should balance to the trust trial balance, trust ledger and bank reconciliation.

## Print Trust Receipts Cash Book

Main Menu ➤ Accounting ➤ Trust Accounting ➤ Trust ➤ Print Trust Receipts Cash Book

Figure 68: Print Trust Receipts Cash Book

This is a grid report listing all cash received for a given date range or period. As part of your end of month reports, you should print the report listed under [Reports for Publication](#).

## Print Trust Payments Cash Book

Main Menu ➔ Accounting ➔ Trust Accounting ➔ Trust ➔ Print Trust Payments Cash Book

Figure 69: Print Trust Payments Cash Book

This is a grid report listing all cash payments for a given date range or period. As part of your end of month reports, you should print the report listed under [Reports for Publication](#).

## List or Print Trust Ledger (EOM)

Main Menu ➤ Accounting ➤ Trust Accounting ➤ Trust ➤ List Trust Ledger  
OR

Main Menu ➤ Accounting ➤ Trust Accounting ➤ Trust ➤ Print Trust Ledger

**Run - Print Trust Ledger** [X]

Title:

View the trust ledger. The user may select the bank number range and the date range to report upon.

If the Include Closed Matters selection is set to No, closed matters will not be reported upon.

Bank No - From:  ...

Bank No - To:  ...

Date - From:  ▾

Date - To:  ▾

Include Closed Matters:  ▾

Figure 70: Print Trust Ledger

These two reports shows all trust ledgers for those matters that have a trust balance. If no trust transactions were entered for the selected period, then the system will show this as a balance brought forward. The list trust ledger report is a grid report and the print trust ledger is a MS Report. As part of your end of month reports, you should print the report listed under [Reports for Publication](#).

## Print Trust No Movement (EOM)

Main Menu ➤ Accounting ➤ Trust Accounting ➤ Trust ➤ Print Trust No Movements

Figure 71: Print Trust No Movements

This provides a grid report listing for those current matters with no movement i.e. trust transactions over the given date range. This report can be exported to excel and saved to a subject file.

## Print Monthly Trust Ledger Statements

Main Menu ➔ Accounting ➔ Trust Accounting ➔ Trust ➔ Print Monthly Trust Ledger Statements

Figure 72: Print Monthly Trust Ledger Statements

This produces your trust ledger statements for each matter where a trust transaction has occurred during the date range specified. The trust ledger statements are based on the WP Form – TS (Trust Statement). If you want the matter trust ledger statement to be formatted differently to the trust statement, you can create matter trust ledger statement based on the TS form.

## Print Controlled Funds Report

Main Menu ➤ Accounting ➤ Trust Accounting ➤ Trust ➤ Print Controlled Funds Report

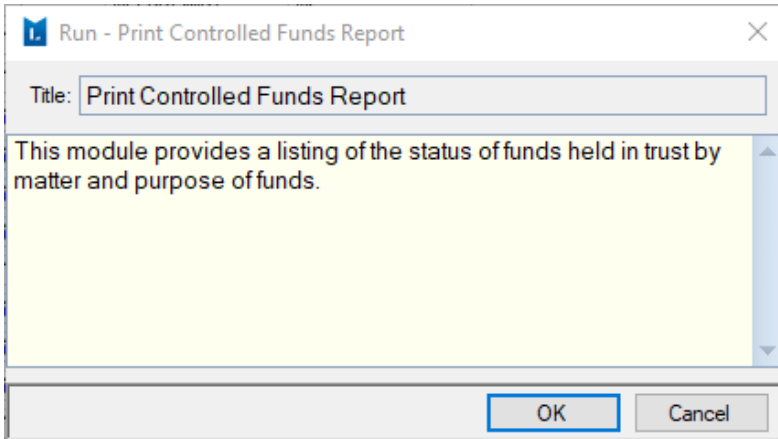


Figure 73: Print Controlled Funds Report

This is a grid report which lists those matters that have trust balances and the status and purpose of the funds held in trust e.g. those funds that have been reserved with a selected fund type.

## Show Minimum Trust Balances

Main Menu ➤ Accounting ➤ Trust Accounting ➤ Trust ➤ Show Minimum Trust Balances

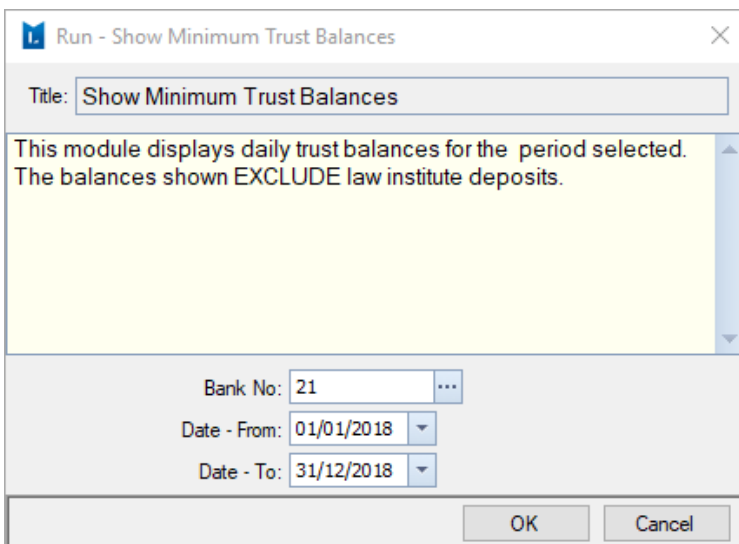


Figure 74: Show Minimum Trust Balances

This is a grid report which lists the daily trust balances for the period selected and excludes any Law Society deposits. This report can also be exported to Excel.

## Trust Statements (EOFY)

Main Menu ➔ Accounting ➔ Trust Accounting ➔ Trust ➔ Trust Statements

Trust Statements

Max. Records: 99999999 No. of Hits: 85

Search: Trust Statements Form: TS Trust Account Statement **Print Statements**

Drag a column header here to group by that column

Print Statement	Matter No.	Matter Description	Client Name	Trust Ba...	Trust Balance	Last Trust Statement	Reason for Statement	Last Trust Transaction	Date Opened
<input checked="" type="checkbox"/>	22003	Will and Enduring Power of Attorney	ADSTREAM HOLDINGS PTY LIM...	21	-\$261,462.15	20/09/2017	No statement since 30/06/2018	17/01/2019	27/09/2002
<input checked="" type="checkbox"/>	22004	Will	ACKLAND, Peter	21	-\$6,000,010.00	22/08/2016	No statement since 30/06/2018	20/03/2018	27/09/2002
<input checked="" type="checkbox"/>	22007	Estate of the late Agnus Barker	BARKER, Juliet	21	-\$60.00	22/08/2016	No statement since 30/06/2018	1/02/2017	27/09/2002
<input checked="" type="checkbox"/>	22008	Enduring Power of Attorney	BELCHER, Mark	21	-\$4,999.00	22/08/2016	No statement since 30/06/2018	31/07/2017	27/09/2002
<input checked="" type="checkbox"/>	22010	Lease of 22 Dulwich Avenue	BUILDER, Harold Thomas	21	-\$850.00	22/08/2016	No statement since 30/06/2018	31/07/2015	27/09/2002

Figure 75: Trust Statements screen

This module lists all matters that meet the search criteria selected and allows you to print your trust statements in bulk.

Trust Statement Search

No Statement Since Matter Closed:

Configure Using Months

No Statement Since: 30/06/2018

And Ledger Opened Before: 30/12/2017

And For Zero Balance, Where Transactions After: 30/06/2017

And For Non-Zero Balance, Transactions Since Last Statement After: 30/06/2017

Reset OK Cancel

Figure 76: Trust Statements Search criteria

Once the results appear in the grid, right-click on an entry to display the following context menu options:

- Select All
- Unselect All
- Reverse Selection
- Set Last Statement Date to Close Date
- Set Last Statement Date to Specific Date
- Select Highlighted
- Unselect Highlighted
- Summary

Figure 77: Right-click menu on Trust Statements screen

The following table provides the context menu options and their utility. These can be used in bulk by selecting multiple lines in the grid.

Context Menu Option	Description
Select All	Selects all items in the grid
Unselect All	Unselects all items in the grid
Reverse Selection	Reverses the selection of the print statement column (based on the highlighted items previously selected).
Set Last Statement Date to Close Date	Allows you to set the last statement date to the close date from the matter on the selected item in the grid
Set Last Statement Date to Specific Date	Allows you to set the last statement date to a specific date on the selected item in the grid
Select Highlighted	Where you have selected specific rows in the grid; updates the Print Statement field to be ticked.
Unselect Highlighted	Where you have selected specific rows in the grid; updates the Print Statement field to be unticked.

When printing your trust statement, they use the WP Form – TS, Trust Statement by default (unless you have specified another form for this purpose).

## Print Overdrawn Trust Report (EOM)

Main Menu ➔ Accounting ➔ Trust Accounting ➔ Trust ➔ Print Overdrawn Trust Report

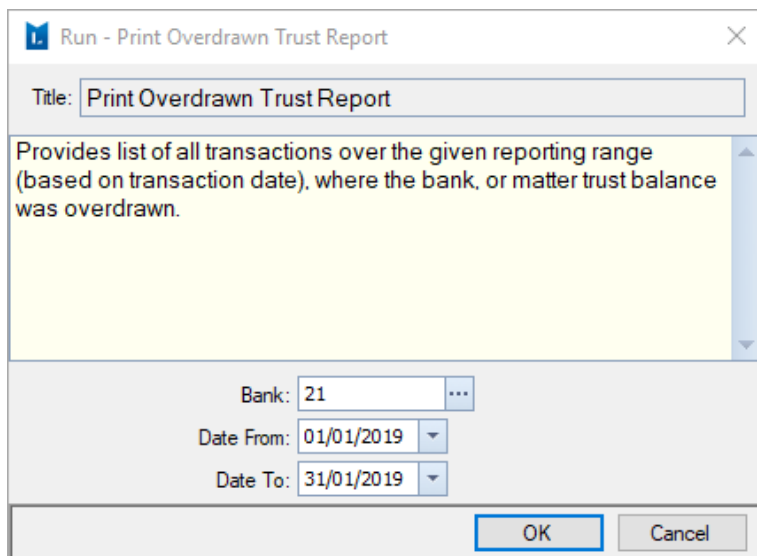


Figure 78: Print Overdrawn Trust Report

Provides a grid report where the bank or matter trust balance was overdrawn based on the selected date range.

## Reports for Publication (EOM)

Main Menu ▶ Accounting ▶ Trust Accounting ▶ Trust ▶ Reports for Publication



Figure 79: Reports for Publication folder

This menu folder includes four reports that should be published monthly. They are allocated a sequential report number based on the Sequential Report Numbering (SEQR) parameter. These reports will be saved to Subject Files defined on the SEQR parameter and are MS Reports.

These reports are also available from the Trust Accounting menu to allow you to print these reports numerous times throughout the month for review.

1. Publish [Trust Trial Balance](#);
2. Publish [Trust Ledger](#);
3. Publish [Trust Receipts Cash Book](#);
4. Publish [Trust Payments Cash Book](#).

The last menu item, View Published Trust Reports directs you to the Subject Files where you can review from the Folios tab found at the bottom of the screen

## End of Month Process - Trust

In order for your accounts to be compliant with Trust Legislation, you will need to adhere to the prescribed trust accounting procedures that requires the following processes to be run sequentially at the end of each month:

1. Reconcile accounts.
2. Print Reports.
3. Roll accounting period as part of normal process.
4. Commence transacting for new period.

If transactions are entered for a subsequent month before the end of month is run, there will be unreconciled / unrepresented items appearing from the subsequent month and these transactions will also result in an imbalance between the Bank Reconciliation Statement and the Trust Trial Balance Statement.

We recommend reconciling your trust account daily so that the account can be reconciled without issue on the end of the month (or close enough there to so as to ensure that transactions of the subsequent period have not yet been entered). You do not need to generate your Bank Reconciliation Report, this can be done at the end of the month as part of the last reconciliation.

As long as you have not entered transactions subsequent to month end, this will produce a report that is compliant with the legislation and represents the bank account as at the end of the month. This report will also balance with the cash book, trust trial balance and trust ledger.

The following are the quick steps for reconciling a Trust Account at month end and required reports:

1. **Present Items** from [Main Menu](#) → [Accounting](#) → [Bank Reconciliation](#) → [Present Items](#) – Tick off items until the balance reconciles with your closing bank statement balance
2. **Print Bank Reconciliation Report** from [Main Menu](#) → [Accounting](#) → [Bank Reconciliation](#) → [Print Bank Reconciliation Report](#) – Confirm that the difference is zero.
3. **List Reconciled Items** from [Main Menu](#) → [Accounting](#) → [Bank Reconciliation](#) → [List Reconciled Items](#) – Print and/or save the report to a **Subject File**.
4. Run these **End of Month trust reports** as a minimum from [Main Menu](#) → [Accounting](#) → [Trust Accounting](#) → [Trust](#) → [Reports for Publication](#):
  - a. *Publish Trust Trial Balance;*
  - b. *Publish Trust Receipts Cash Book;*
  - c. *Publish Trust Payments Cash Book;*
  - d. *Publish Trust Ledger,*
  - e. Confirm that the trust trial balance is same as the reconciled bank balance, the trust ledger balance and the cash book balance (**Note:** you can run the reports under the Trust Accounting menu first before running these to check all is in balance).
5. Once everything is confirmed, **audit the bank reconciliation report** from [Main Menu](#) → [Accounting](#) → [Bank Reconciliation](#) → [Audit Reconciled Items](#).

## Periodic Processing

There are 3 processing events that occur within LawMaster:

- ❖ End of Day
- ❖ End of Month
- ❖ End of Year

This manual outlines the processes for both an End of Day and End of Month. **A separate document is emailed each year for the End of Year and is also available on our Knowledge Base.**

## End of Day Processing

LawMaster provides the ability to perform a number of auditing tasks in a batch. The end of day process is generally set to run at a given time on the server via the LawMaster Administration program. However it can also be generated from [Menu bar](#) → [Periodic Processing](#) → [End of Day Run](#).

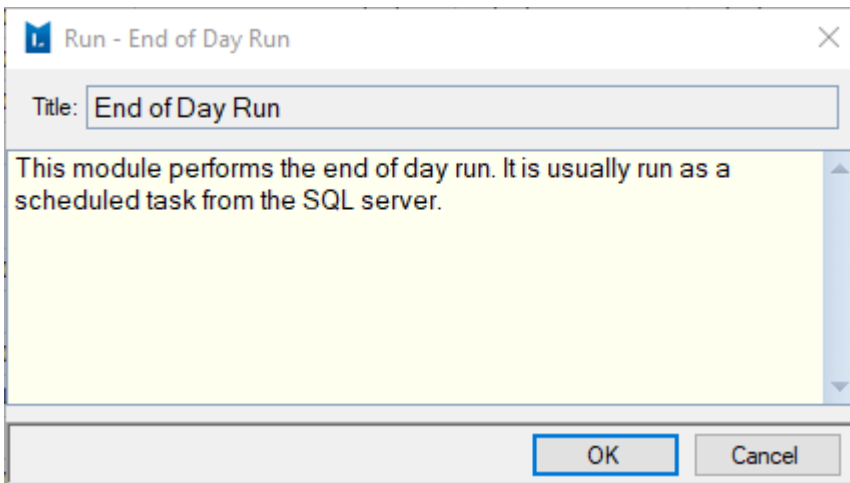


Figure 80: End of Day Run screen

An end of day performs the following tasks:

- ❖ Audits entries from the subsidiary system to the General Ledgers;
- ❖ Builds resource performance data (at the lawyer level);
- ❖ Builds resource performance 'reporting' table for use by Management Workbench;
- ❖ Audits system log file;
- ❖ Checking on and logging system imbalances.

## System Control Report

If there is an imbalance in the system, an email is generated and sent to the email address as defined on the PROADM user. Any imbalance found should be corrected immediately and can be reviewed using the System Control Report via [Menu bar](#) → [Periodic Processing](#) → [View System Control Report in Grid](#). The most recent report is selected by default and any errors will display on the Messages tab with \*\*\* as a prefix.

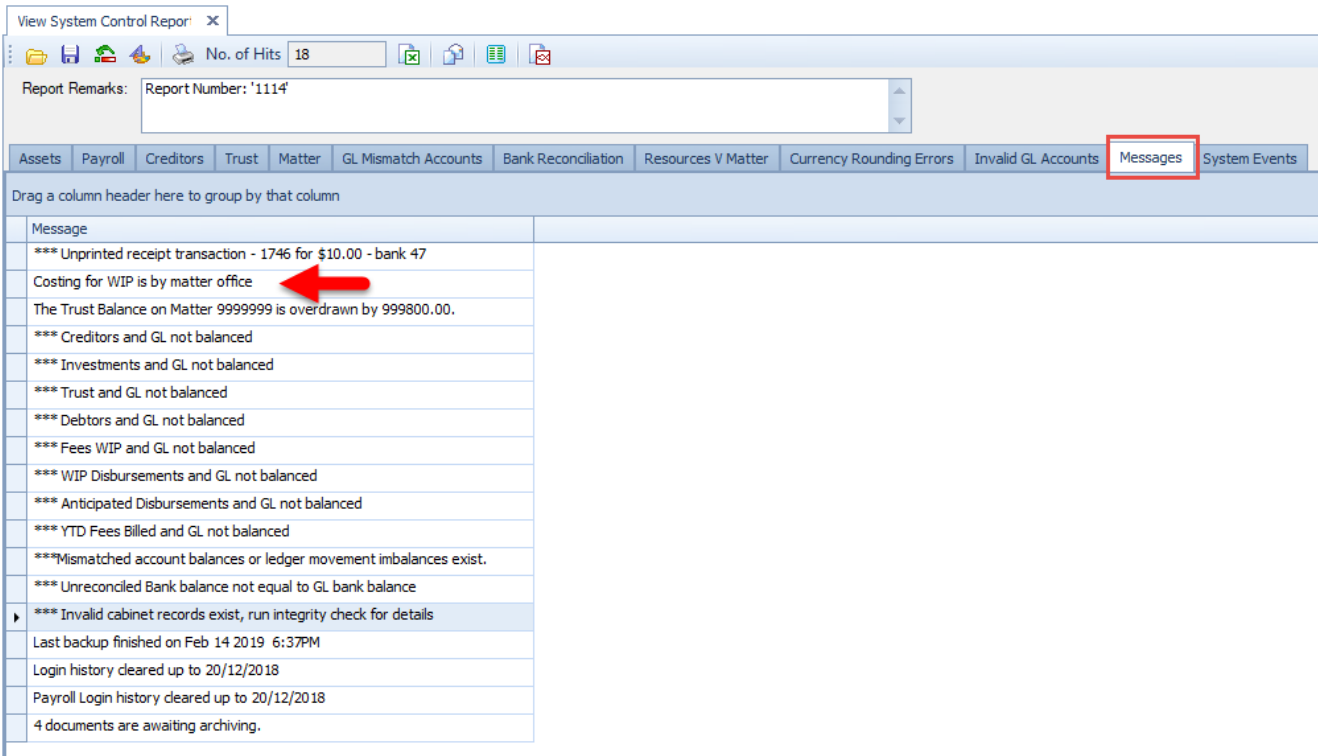


Figure 81: System Control Report > Messages tab

Any messages above the “Costing for WIP ....” row should be rectified immediately as this will affect your end of month roll. Any messages below the “Costing for WIP ....” row should be rectified as soon as reasonably possible and will not affect your end of month roll. They should not be left until the end of financial year.

### Clear Periodic Processing Flag

During your end of day process, the system prevents users from processing any data which would compromise the integrity of the system e.g. inputting time and places a lock on these activities.

If an end of day is abnormally terminated i.e. does not finish correctly due to an error, the lock must be removed via [Menu bar](#) ➔ [Periodic Processing](#) ➔ [Clear Periodic Processing Flag](#).

### End of Month

LawMaster accounting periods are based on a 12 month period for the following financial years:

- ❖ Australia runs from 1 July to 30 June with July being period 1 and June being period 12.
- ❖ New Zealand run from 1 April to 31 March with April being period 1 and March being period 12.


Transactions entered are flagged with the current period e.g. say it's October (period 4) but you haven't rolled over so you were still in period 3 (September) any transactions entered would go against period 3. We do an end of month roll over to separate the accounting periods.

Complete the following process after reconciling your bank accounts and running reports:

1. Ensure no one is logged onto the system – [Menu bar](#) → [Periodic Processing](#) → [Show User Logins](#).
2. Ask users to log out of LawMaster or disable their access via [Right Click](#) → [Disable All](#). Fresh to make sure you are the only person in LawMaster.
3. Prevent users from logging back in - [Menu bar](#) → [Periodic Processing](#) → [Show User Logins](#) → [Prevent Login](#).
4. Run the End of Day Procedure – [Menu bar](#) → [Periodic Processing](#) → [End of Day Run](#).
5. Check the System Control Report – e.g. [Menu bar](#) → [Periodic Processing](#) → [View System Control Report in Grid](#).
6. Back up the database - [Menu bar](#) → [Periodic Processing](#) → [End of Period Backup](#).
7. Run Roll Accounting Period (not end of year) – [Menu bar](#) → [Periodic Processing](#) → [Roll Accounting Period](#).
8. Enable Users – [Menu bar](#) → [Periodic Processing](#) → [Allow Logins](#).

Once you have rolled your accounting period the period will be closed off and no further transactions are able to be posted to that period unless the posting to prior period has been updated for Accounts Payable or Assets ([Menu bar](#) → [Parameters](#) → [Set Parameters](#) → [Accounting](#) → [Posting to Prior Period](#)).

## Appendix A - Function Keys

- F1 Help
- F2 Apply
- F3 When using a 1 character code for Standard Clauses in File Note Field, Time and Disbursements details of a Matter Workbench. F3 will insert the text of the Standard Clause.
- When in Debtor Workbench F3 key will copy and paste the previously used sentence prior to selecting OK.
- F5 Lookup. Where you see the Icon  the F5 key can be used to present the Lookup screen rather than clicking on the breadcrumbs with the mouse.
- When used in Disbursement Details Narration Fields will insert what is in the Time Details Narration.
- F6 When used in Time and Disbursement Narration fields will insert the first sentence of the File Note.
- F7 When used in File Note, Time and Disbursement Narration fields this invokes Spell Check.
- F9 When used in Time and Disbursement Details Narration fields will insert the whole file note.
- ESC Will close the current window you have open.
- OK Saves changes and closes the window open.
- Cancel Closes windows opened without saving changes.
- Apply Saves changes and leaves current window open.