

Reversing Expenses Manual

This manual is designed to help you and your team understand how to reverse expenses in OnePractice.



Reversing and Writing off Expenses

If an expense has not been batched and is unbilled, the transaction can be deleted or edited. Double-click on the expense transaction that needs to be amended and select the appropriate button (see Figure 1 below).

Expense

Client: 1001 - Beckham, David James Mr - Penth...
Matter: 1 - House Sale
Date: 21/03/2024
Expense Type: Office Service Fee
Unit Price: \$75.00 Inc. GST
Quantity: 1
Tax Type: Standard (15%)
Excl: \$65.22
GST: \$9.78
Inc: \$75.00
Reference:
Narration: Office Administration
Batch Number: Not yet batched

Financial Summary
1001.1
Trust 98,258.30
WIP 1,308.00
IBD 0.00
AR 1.20
Estimate 10,500.00
TPC 12,345.00
Headroom (28,424.00)

Edit Delete Write-off Cancel

Figure 1.

NOTE: An un-batched expense transaction does not display with the value in the Balance column in **bold** (as per Figure 2 below).

House Sale (1001.1) - created 30/01/2023

Client: [Beckham, David James Mr](#)
Description: House Sale
Fee Type: Family - Dissolution
Trust Account: Clarke Cooper Law Trust
Default Time Rate:

Financials Parties Notes Billing Archives Tasks

Date	Type	Reference	Narration	Billed	Funds Out(\$)	Funds In(\$)	Balance(\$)
21/03/2024	OA		Office Administration		75.00		98,258.30
11/01/2024	Pmnt	80	To: Rolleston Fencing Limited Payment invoice #9834		3,450.00		98,333.30
22/12/2023	Pmnt	75	To: David James Beckham To you as requested		22,500.00		101,783.30
5/12/2023	Fee	001205	Our fee say to you	001205	1,587.00		124,283.30
28/11/2023	Rct	207	From: USA Real Estate limited Part payment of deposit			11,650.00	125,870.30
28/11/2023	Rct	206	From: USA Real Estate limited			11,500.00	114,220.30

Figure 2: Example of an un-batched and unbilled expense

If an expense has been batched (and is not billed), the edit options are Reverse or Write-off (as per Figure 3 below):

- + A reversal will process a credit transaction on the matter using the same expense type as the original transaction
- + A write-off will create a credit transaction on the matter

Expense

Client: 1017 - Answer, James William Mr - Unit 5...

Matter: 1 - Purchase Lot 63 River View

Date: 18/01/2024

Expense Type: Agency Fee

Unit Price: \$150.00 Excl. GST

Quantity: 1

Tax Type: Standard (15%)

Excl: \$150.00

GST: \$22.50

Inc: \$172.50

Reference:

Narration: Agency Fee

Batch Number: 142

Financial Summary

1017.1

Trust (39.60)

WIP 1,584.00

IBD 0.00

AR 0.00

Estimate 0.00

TPC 0.00

Headroom 0.00

Reverse Write-off Cancel

Figure 3.

NOTE:

- + A batched expense transaction is displayed with the value in the Balance column in bold (as per Figure 4 below)
- + An unbilled expense has no invoice number in the Billed column (as per Figure 4 below)

Purchase Lot 63 River View (1017.1) - created 7/03/2023

Client: [Answer, James William Mr](#)

Description: Purchase Lot 63 River View

Fee Type: Conveyancing - Residential

Trust Account: Clarke Cooper Law Trust

Default Time Rate:

Financials							
Parties Notes Billing Archives Tasks							
Trust WIP Third Party Costs Billing IBD A/R							
Date	Type	Reference	Narration	Billed	Funds Out(\$)	Funds In(\$)	Balance(\$)
6/02/2024	Rct	00286	From: James William Answer			150.00	39.60 Dr
			on account of costs				
18/01/2024	AGENT		Agency Fee		172.50		189.60 Dr
6/12/2023	Rct	00230	From: James William Answer			160.00	17.10 Dr
			costs				

Figure 4.

All changes are auditable, when reversing the transaction complete the audit reason for the changes and select a reversal date. The reversal date can only be within the current processing month.

Billed Expenses

Billed expenses cannot be edited or reversed. The invoice that the expense was included on needs to be reversed first, then the expense will be able to be reversed. As shown in the examples below (Figures 5 and 6), when you double-click on a billed expense there are no options to edit, reverse, delete or write off.

House Sale (1001.1) - created 30/01/2023

Client: [Beckham, David James Mr](#)
Description: House Sale
Fee Type: Family - Dissolution
Trust Account: Clarke Cooper Law Trust
Default Time Rate:

Financials | Parties | Notes | Billing | Archives | Tasks

Trust | WIP | Third Party Costs | Billing | IBD | A/R

Date	Type	Reference	Narration	Billed	Funds Out(\$)	Funds In(\$)	Balance(\$)	
13/02/2023	Pmnt	29	To: Margaret Thatcher test		12,345.00		68,241.15	Dr
13/02/2023	Rct	28	From: David James Beckham test change this narration			12,234.00	55,896.15	Dr
9/02/2023	Jnl	JNL3	To: Margaret Thatcher, dispute (100 For: test		1,234.00		68,130.15	Dr
9/02/2023	Pmnt	21	To: David James Beckham ertyy		2,345.00		66,896.15	Dr
9/02/2023	Pmnt	20	To: David James Beckham test		1,223.00		64,551.15	Dr
9/02/2023	Fee	I 001000	Our fee	I 001000	34,672.50		63,328.15	Dr
9/02/2023	Rct	22	From: Margaret Thatcher test			245.00	28,655.65	Dr
30/01/2023	AGENT	test	Agency Fee	I 001000	139.15		28,900.65	Dr
30/01/2023	AML	test	AML Fee, GST inclusive	I 001000	122.00		28,761.50	Dr
30/01/2023	AML	test	AML Fee, GST inclusive	I 001000	246.00		28,639.50	Dr
30/01/2023	AGENT	testing	Agency Fee	I 001000	28,393.50		28,393.50	Dr

Figure 5.

Expense

Client: 1001 - Beckham, David James Mr - Penth...
Matter: 1 - House Sale
Date: 30/01/2023
Expense Type: AML Fee, GST inclusive
Unit Price: \$122.00 Inc. GST
Quantity: 1
Tax Type: Standard (15%)
Excl: \$106.09
GST: \$15.91
Inc: \$122.00
Reference: test
Narration: AML Fee, GST inclusive
Batch Number: 6

Financial Summary
1001.1
Trust 98,258.30
WIP 1,308.00
IBD 0.00
AR 1.20
Estimate 10,500.00
TPC 12,345.00
Headroom (28,424.00)

Cancel

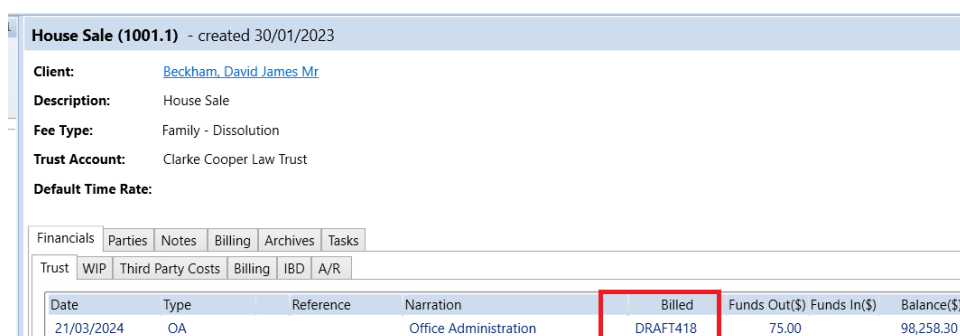
Figure 6.

Expenses included on a draft invoice

If an expense has not been batch updated and is attached to a draft invoice, double click to open the expense

- from within the billing process, the expense can be edited.
- from the matter ledger, the expense can be edited or deleted.

If an expense is attached to a draft invoice the draft invoice number will show in the Billed column in the matter trust tab (as per Figure 7 below).



House Sale (1001.1) - created 30/01/2023

Client: [Beckham, David James Mr](#)

Description: House Sale

Fee Type: Family - Dissolution

Trust Account: Clarke Cooper Law Trust

Default Time Rate:

Financials | Parties | Notes | Billing | Archives | Tasks

Trust | WIP | Third Party Costs | Billing | IBD | A/R

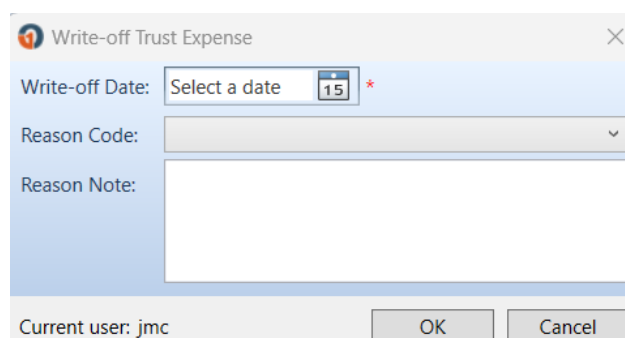
Date	Type	Reference	Narration	Billed	Funds Out(\$)	Funds In(\$)	Balance(\$)
21/03/2024	OA		Office Administration	DRAFT418	75.00		98,258.30

Figure 7.

If the expense is to be deleted, open the draft invoice, untick the expense that needs to be deleted, then click save and close the invoice. Go back to the client and matter to view the expense transaction, double-click to open and choose 'Delete'.

The audit reason box for an un-batched, unbilled expense will appear if you write off the expense (which would be unusual to do as the best option would be to delete the transaction or edit it). See Figure 8 below. If the transaction is only edited or deleted this box will not appear.

If you select to write off the expense, a date is needed as well as a write-off reason and reason note (see Figure 8 below).



Write-off Trust Expense

Write-off Date: *

Reason Code:

Reason Note:

Current user: jmc

Figure 8.

If the expense has been batched but is unbilled, a reversal date and reason are required (see Figure 9 below). This will show in the trust ledger for the matter.

The dialog box is titled 'Expense' and contains the following fields:

- Reversal Date:** A date picker showing '15' with a red asterisk indicating it is required.
- Reason:** A large text area for providing details, also marked with a red asterisk.
- Current user:** jmc
- Buttons:** OK and Cancel

Figure 9.

The reversal expense will show as a credit transaction on the matter, both the original expense and the reversal will display with a green arrow (as per Figure 10 below).

Purchase Lot 63 River View (1017.1) - created 7/03/2023

Client: [Answer, James William Mr](#)

Description: Purchase Lot 63 River View

Fee Type: Conveyancing - Residential

Trust Account: Clarke Cooper Law Trust

Default Time Rate:

Financials Parties Notes Billing Archives Tasks									
Trust WIP Third Party Costs Billing IBD A/R									
Date	Type		Reference	Narration	Billed	Funds Out(\$)	Funds In(\$)	Balance(\$)	
21/03/2024	AGENT			Reversal by JMC on 21/03/2024 - Posted incorrectly - Agency Fee		(172.50)		132.90	
6/02/2024	Rct		00286	From: James William Answer on account of costs			150.00	39.60	Dr
18/01/2024	AGENT			Reversed by JMC on 21/03/2024 - Posted incorrectly - Agency Fee		172.50		189.60	Dr
6/12/2023	Rct		00230	From: James William Answer costs			160.00	17.10	Dr

Figure 10.