

Archiving Manual

This manual is designed to help you and your team understand archiving in OnePractice.



To Archive or Close a Matter

RULES:

- + A matter cannot be closed unless all transactions are reconciled and batched, and the balances of the Trust, WIP, IBD, AR and TPC are at \$0.00
- + Users must have the appropriate permissions before they can perform this action. The person in the firm with the Administration tab can set this up

1. Open the matter so it displays on the screen (see Figure 1 below)

Cast Away 2000 (1053.3) - created 21/06/2023

Client: [Hanks, Thomas J Mr](#)

Description: Cast Away 2000

Fee Type: Employment - Employment Contracts

Trust Account: Clarke Cooper Law Trust

Default Time Rate:

Team: DB - DB, BK - bob@clarkecooperlaw.co.nz*, CS - CS

Financial Summary: 1053.3

Date	Type	Reference	Narration	Billed	Funds Out(\$)	Funds In(\$)	Balance(\$)
20/06/2024	Pmnt	191	To: George Timothy Clooney Payment for Espresso machine		2,555.10		0.00
24/05/2024	Fee	001426	Our fee	001426	230.00		2,555.10
24/05/2024	Fee	001425	Our fee	001425	1,644.50		2,785.10
24/05/2024	Jnl	JNL26	To: Hanks, Thomas J Mr, The Termin For: Transfer funds to pay invoice		570.40		4,429.60
24/05/2024	Rct	00353	From: Thomas J Hanks On account of costs			5,000.00	5,000.00

Figure 1.

2. Check all balances are zero, then select the Archives tab (see Figure 2 below)

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Financial Summary: 1053.3

Financials | Parties | Notes | Billing | **Archives** | Tasks | InfoSheets

Date	Ref	User	Note
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Figure 2.

3. Select the green plus to open the Matter Archive dialog box (see Figure 3 below)

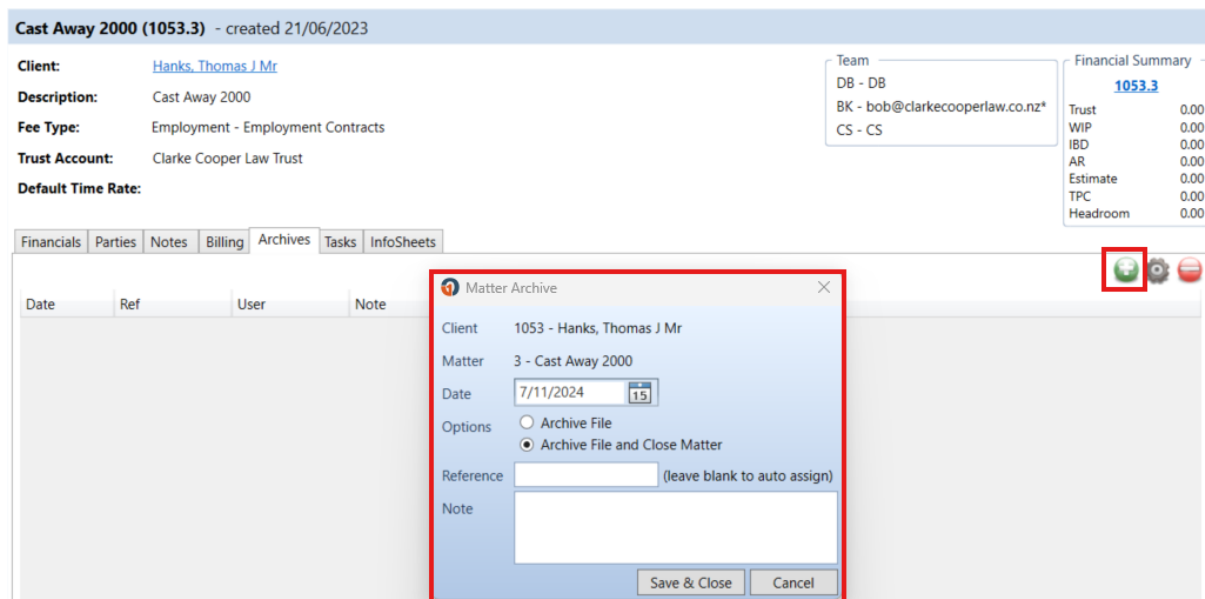


Figure 3.

4. Select either 'Archive File' (the physical copy of the file to date is to be closed, but the matter remains open) or 'Archive File and Close Matter' (the matter is to be closed) (see Figure 4 below)

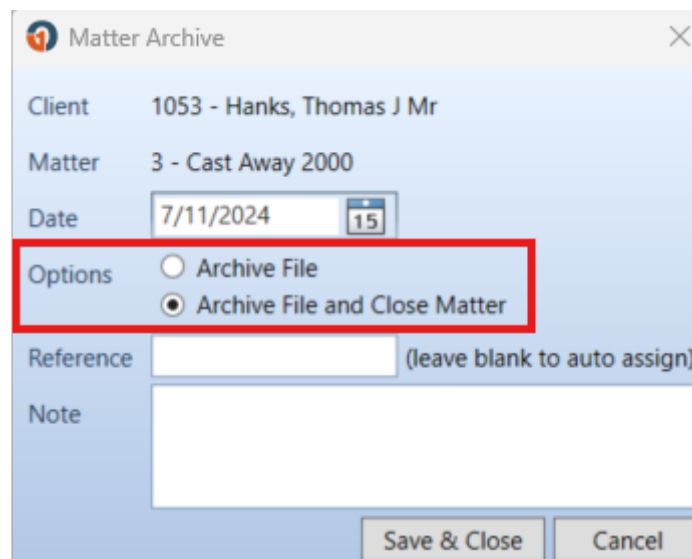


Figure 4.

- The Reference will be automatically created on 'Save & Close,' or an archive number can be manually typed. On 'Save & Close' in this example (Figure 5 below), the matter then shows as '***Closed***' and an Archive record is created with the Reference number



Figure 5.

Possible Error Messages

The message below (Figure 6) will display if there are unbatched entries on the matter. Wait until the trust accountant has completed the Batch Update, then archive the matter.

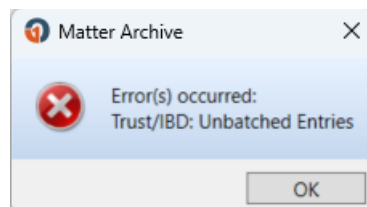


Figure 6.

The message below (Figure 7) will display if there is an unbilled WIP on the matter. Either bill the WIP or write off, then wait until the trust accountant has completed the Batch Update before archiving.

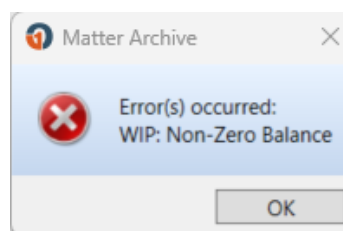


Figure 7.

The message below (Figure 8) will display if an expense is posted on the matter. Either reverse or write off, then wait until the trust accountant has completed the Batch Update before archiving.

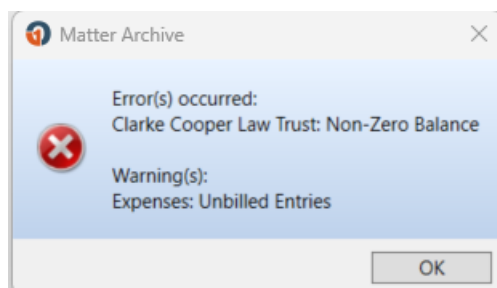


Figure 8.

The message below (Figure 9) will display if the matter has a non-zero balance, check the trust ledger.

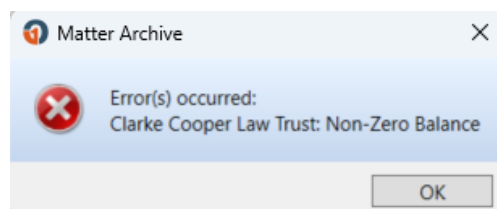


Figure 9.

The message below (Figure 10) will display if an expense is present that has not been attached to an invoice. Check that the matter balances are all at 0.00, this will not stop the file from being archived. Click 'OK' and the archive will continue.

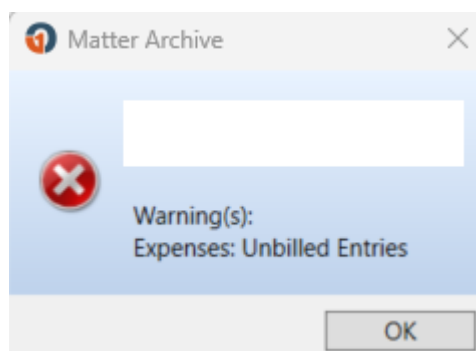


Figure 10.

Reopen an Archived/Closed Matter

1. To re-open an archived/closed matter, open the matter so it displays on the screen and select 'Edit' in the Matter section of the ribbon (see Figure 11 below).

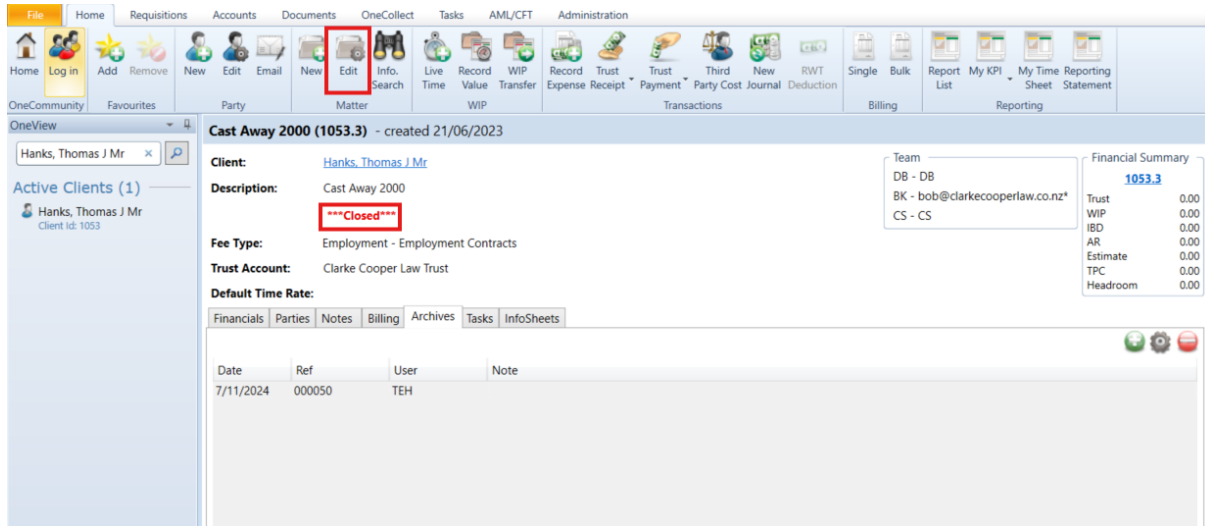


Figure 11.

2. Click the 'Reopen' button in the bottom left corner (see Figure 12 below).

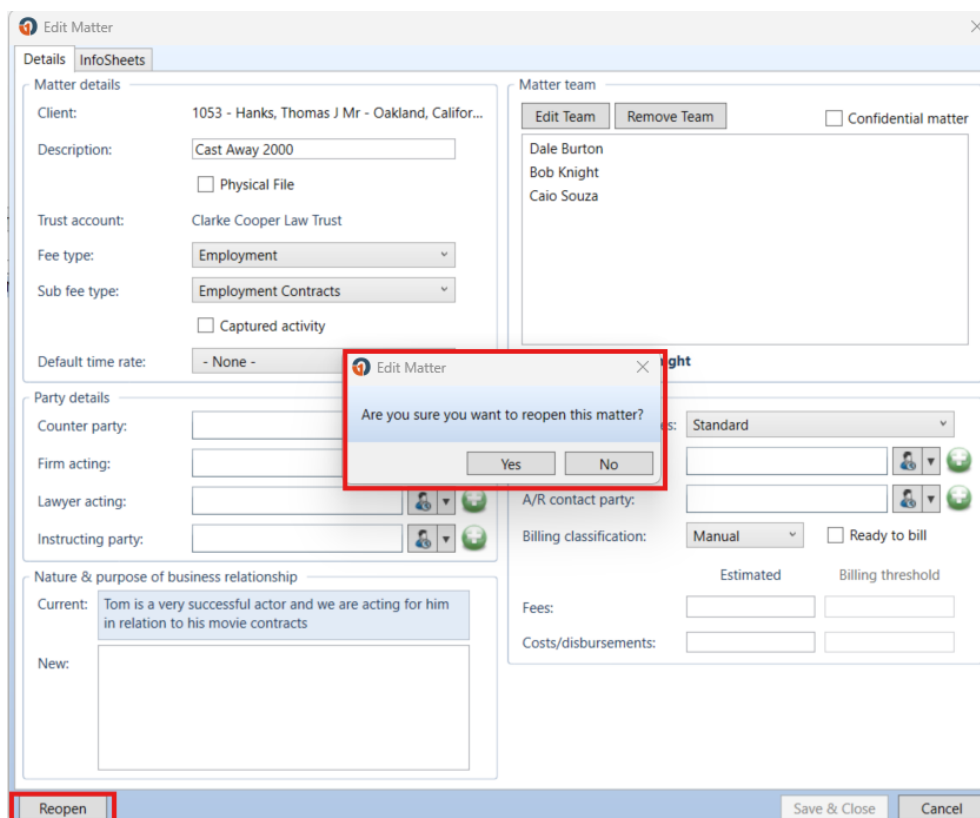


Figure 12.