

Reporting Statement Manual

This manual is designed to help users understand the creation of a reporting statement through the billing process and standalone.



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Setting up

Reporting statements within OnePractice are created using a base template that can be customised with your firm's font, firm contact details, logo and text.

These are not available unless a template has been set up and customised. They can only be used if your firm is using the invoice generation method 'Invoice and Reporting Statement Templating,' which can be found under the Administration ribbon > Practice Settings > Invoice Settings.

If your firm is using the 'Standard Invoice Report' and would like to move to a customised invoice template (allowing for the use of the reporting statement feature), please get in touch with us at support@onelaw.co.nz

To get started, we have created a base template that can be accessed [here](#).

NOTE: Do not delete data fields that are pulling information into the template from OnePractice. Some text can be edited (for example the firm contact details and headings).

Creating a Reporting Statement

1. This will require your firm logo in .png file format. Insert this into the template. Most firms place this top right, however, your firm may have a different placement. It is recommended to edit the image file and use the layout option 'In front of text.' The logo image may need to be resized and line returns may have to be added or removed before or after it.

Edit the firm's contact details in the header on the top right. Ensure that the header is deep enough to correctly display the firm's header. If your firm has a full letterhead image file in use, then insert and delete the address placeholder text.

2. The font can be selected (across the entire document) and changed to your firm's standard font for correspondence.
3. Type in the correct firm name to be displayed at the bottom of the statement.
4. Edit the details if needed in the report header on page 2 and the footer details on page 1 – NOTE: This is pre-set to pull through fields from inside your OnePractice system.
5. If needed, edit the default wording for the various 'Balance' lines, i.e. Balance held to your credit, Balance Payable.
6. Save the edited reporting statement template to your desktop.
7. The final step is to upload your new reporting statement into OnePractice. This is done under the Administration ribbon > Document Templates.

In the top Document Templates section, click the green plus to add a new template.

Use: Set this to Statement.

Name: Give the template a display name, this is the name that will be displayed in your system for this template.

Click 'Browse,' navigate to your Desktop, and locate the reporting statement file that was saved in Step 6. Double-click the file.

Click 'Save & Close' to upload a copy of the template into your OnePractice system.

If further edits are required to the template, access the template under the Administration ribbon > Document Templates. Double-click on the Statement that needs to be edited (in the top Document Templates area).

Click 'View.' This will launch the reporting statement template in Word. Make the required edits, then repeat steps 6 and 7 from above.

Reporting Statement – Home Tab

On the Home ribbon click the 'Reporting Statement' button to start the process. The most recent client and matter that has been used will be displayed, if needed, pick another client or client and matter.

If your firm has more than one reporting statement template setup select the required template from the Statement Template drop-down. To set up more than one template, please follow the instructions above.

The Client and Matters picker will allow the creation of statements for more than one matter for one client. When more than one matter is selected, the 'Show Statement' button (see Figure 1 below) will instead show as 'Save Statements,' these can be saved to your local disk.

Figure 1: Reporting Statement menu from the Home tab

Date Range and Sort Orders

There are several options to customise how the reporting statement is presented, including date ranges, custom sorting orders for transaction dates (earliest to latest or latest to earliest) and credits and debits (by date order, credits first or debits first). Reversals and reversed transactions are also optional to display, these can also be included under 'Options.'

Options - Requisitions

The option to include requisitions as part of the reporting statement, to provide forecasted transactions for clients is also available. This option will pull through all requisitions, if any, attached to the matter at the time of creating the statement. They will present in their own section as 'Anticipated Transactions' as per the example below (Figure 2).

<p>J M Speedy 175 Clyde Road Fendalton Christchurch 8025</p>	<p>REPORTING STATEMENT</p> <p>Client Ref: 1023.1 Date: 16/12/2024</p>
<p>Purchase Shell Cottage, Akaroa</p>	
<p>22/10/2024 From: Westpac Kiwisaver Scheme, Client's Kiwisaver funds to be used for deposit payment</p> <p>23/10/2024 From: John Michael Speedy, Client contribution to deposit</p> <p>04/11/2024 To: Scott & Frog Law Limited, Payment of deposit on behalf of client, funds to be held as stakeholder</p>	<p>28,750.00</p> <p>21,250.00</p> <p>50,000.00</p>
<p>Anticipated Transactions</p>	
<p>13/11/2024 From: John Michael Speedy, Client contribution to settlement</p> <p>15/11/2024 From: Westpac New Zealand Limited, Loan advance</p> <p>15/11/2024 To: Scott & Frog Law Limited, Settlement purchase</p> <p> Balance</p>	<p>27,500.00</p> <p>372,500.00</p> <p>397,260.00</p> <p>2,740.00</p>
	<p>\$450,000.00 \$450,000.00</p>
	<p>Balance held to your credit \$2,740.00</p>

Figure 2: Reporting statement including requisitions (displayed as Anticipated Transactions)

Options - Authorised Draft Bills

When creating a statement via the button in the Home ribbon, there is an option to include authorised draft bills. Please note that there is no option to include bills in a draft state and any posted bills will be included in the statement by default.

Where a matter has a draft bill attached, the fee portion will not be included, however, any unbilled disbursements (payments made from the Trust Account that have been marked as disbursements) will show in the statement as they do in the trust ledger (see Figure 3 below). Once a bill has been authorised, these individual items will be removed and will be included in the invoice line (see Figure 4 below).

M Speedy 175 Clyde Road Fendalton Christchurch 8025	REPORTING STATEMENT Client Ref: 1023.1 Date: 16/12/2024		
Purchase Shell Cottage, Akaroa			
09/10/2024	To: Quotable Value, Valuation fee	402.50	
22/10/2024	From: Westpac Kiwisaver Scheme, Client's Kiwisaver funds to be used for deposit payment		28,750.00
23/10/2024	From: John Michael Speedy, Client contribution to deposit		21,250.00
04/11/2024	To: Scott & Frog Law Limited, Payment of deposit on behalf of client, funds to be held as stakeholder	50,000.00	
Anticipated Transactions			
13/11/2024	From: John Michael Speedy, Client contribution to settlement		27,500.00
15/11/2024	From: Westpac New Zealand Limited, Loan advance		372,500.00
15/11/2024	To: Scott & Frog Law Limited, Settlement purchase	397,260.00	
	Balance	2,337.50	
		\$450,000.00	\$450,000.00
	Balance held to your credit		\$2,337.50

Figure 3: Reporting statement including unbilled disbursements (invoice excluded as in draft state)

 M Speedy
 175 Clyde Road
 Fendalton
 Christchurch 8025

REPORTING STATEMENT

Client Ref: 1023.1
Date: 16/12/2024

Purchase Shell Cottage, Akaroa

22/10/2024	From: Westpac Kiwisaver Scheme, Client's Kiwisaver funds to be used for deposit payment		28,750.00
23/10/2024	From: John Michael Speedy, Client contribution to deposit		21,250.00
04/11/2024	To: Scott & Frog Law Limited, Payment of deposit on behalf of client, funds to be held as stakeholder	50,000.00	
15/11/2024	Our invoice I 001013	2,740.00	
Anticipated Transactions			
13/11/2024	From: John Michael Speedy, Client contribution to settlement		27,500.00
15/11/2024	From: Westpac New Zealand Limited, Loan advance		372,500.00
15/11/2024	To: Scott & Frog Law Limited, Settlement purchase	397,260.00	
	Balance		0.00
		\$450,000.00	\$450,000.00

Balance held to your credit \$0.00

Figure 4: Reporting statement including invoice in authorised draft state

Options – Include Unbilled Disbursement Expenses/Expense Recoveries

Unbilled disbursement expenses and/or unbilled expense recoveries can be included in the statement as they are in the trust ledger (see Figures 5, 6 & 7 below). Once these are attached to a bill and the bill has been authorised, these individual items will be removed and will be included in the invoice line (see Figure 4 above).

Note: Disbursement expenses and expense recoveries are set up in the Administration tab under Managed Codes.

M Speedy
175 Clyde Road
Fendalton
Christchurch 8025

REPORTING STATEMENT

Client Ref: 1023.1
Date: 17/12/2024

Purchase Shell Cottage, Akaroa

08/10/2024	LINZ – Title Search Fee	12.00	
09/10/2024	To: Quotable Value, Valuation fee	402.50	
22/10/2024	From: Westpac Kiwisaver Scheme, Client's Kiwisaver funds to be used for deposit payment		28,750.00
23/10/2024	From: John Michael Speedy, Client contribution to deposit		21,250.00
04/11/2024	To: Scott & Frog Law Limited, Payment of deposit on behalf of client, funds to be held as stakeholder	50,000.00	
15/11/2024	LINZ Fee - Guaranteed Title Search	6.00	
15/11/2024	LINZ Registration Fee – Mortgage	90.00	
15/11/2024	LINZ Registration Fee - Transfer	90.00	
Anticipated Transactions			
13/11/2024	From: John Michael Speedy, Client contribution to settlement		27,500.00
15/11/2024	From: Westpac New Zealand Limited, Loan advance		372,500.00
15/11/2024	To: Scott & Frog Law Limited, Settlement purchase	397,260.00	
	Balance	2,139.50	
		\$450,000.00	\$450,000.00
	Balance held to your credit		\$2,139.50

Figure 5: Reporting statement including unbilled disbursement expenses (invoice excluded as in draft state)

M Speedy
 175 Clyde Road
 Fendalton
 Christchurch 8025

REPORTING STATEMENT

Client Ref: 1023.1

Date: 17/12/2024

Purchase Shell Cottage, Akaroa

08/10/2024	LINZ – Title Search Fee	12.00	
08/10/2024	Office Administration	50.00	
09/10/2024	To: Quotable Value, Valuation fee	402.50	
11/10/2024	Courier Charge	15.50	
22/10/2024	From: Westpac Kiwisaver Scheme, Client's Kiwisaver funds to be used for deposit payment		28,750.00
23/10/2024	From: John Michael Speedy, Client contribution to deposit		21,250.00
04/11/2024	To: Scott & Frog Law Limited, Payment of deposit on behalf of client, funds to be held as stakeholder	50,000.00	
15/11/2024	LINZ Fee - Guaranteed Title Search	6.00	
15/11/2024	LINZ Registration Fee – Mortgage	90.00	
15/11/2024	LINZ Registration Fee - Transfer	90.00	
Anticipated Transactions			
13/11/2024	<i>From: John Michael Speedy, Client contribution to settlement</i>		27,500.00
15/11/2024	<i>From: Westpac New Zealand Limited, Loan advance</i>		372,500.00
15/11/2024	<i>To: Scott & Frog Law Limited, Settlement purchase</i>	397,260.00	
	Balance	2,074.00	
		\$450,000.00	\$450,000.00

Balance held to your credit \$2,074.00

Figure 7: Reporting statement including both unbilled disbursement expenses and unbilled expense recoveries (invoice excluded as in draft state)

Reporting Statement – Single Billing

When creating a single bill, there is a ‘Statement’ tab in the Bill Maintenance screen (see Figure 8 below) which will allow parameters to be set similarly to creating a statement through the Home ribbon.

Figure 8: Bill Maintenance screen – Statement tab

As shown in Figure 8 above, there is the ability to customise this with similar parameters. However, statements can only be printed during the billing process once the bill has moved into the authorised draft state.

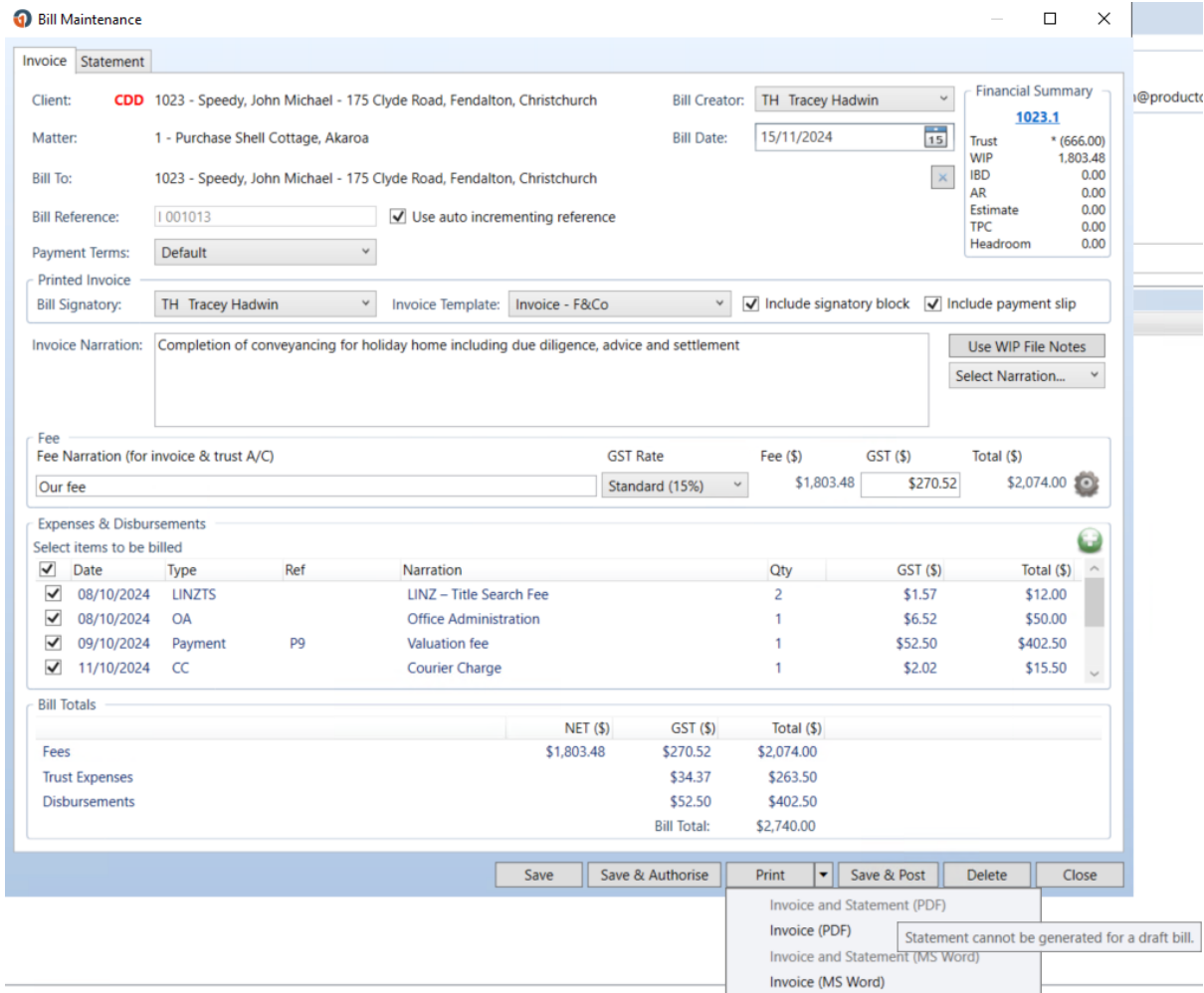


Figure 6: Bill Maintenance screen – print options disabled

While the bill remains in a draft state, the print options for Invoice and Statement (MS Word or PDF) will be disabled and a message will be displayed that a statement cannot be generated for a draft bill.

Once the bill has been authorised, these print options will be enabled allowing a single document to be created with both an invoice and statement included, in your PDF viewer or MS Word.