

KPI and Fee Reports Manual

This manual is designed to help users understand and get the most from the KPI and Fee reports available in OnePractice



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Key Performance Indicator (KPI) is a measurable value that demonstrates how effectively your firm is achieving. Firms use KPIs to evaluate their success at reaching budgets.

Key Performance Indicator (KPI) Reports in OnePractice allow you to track how your staff and firm are doing.

Author Individual KPI

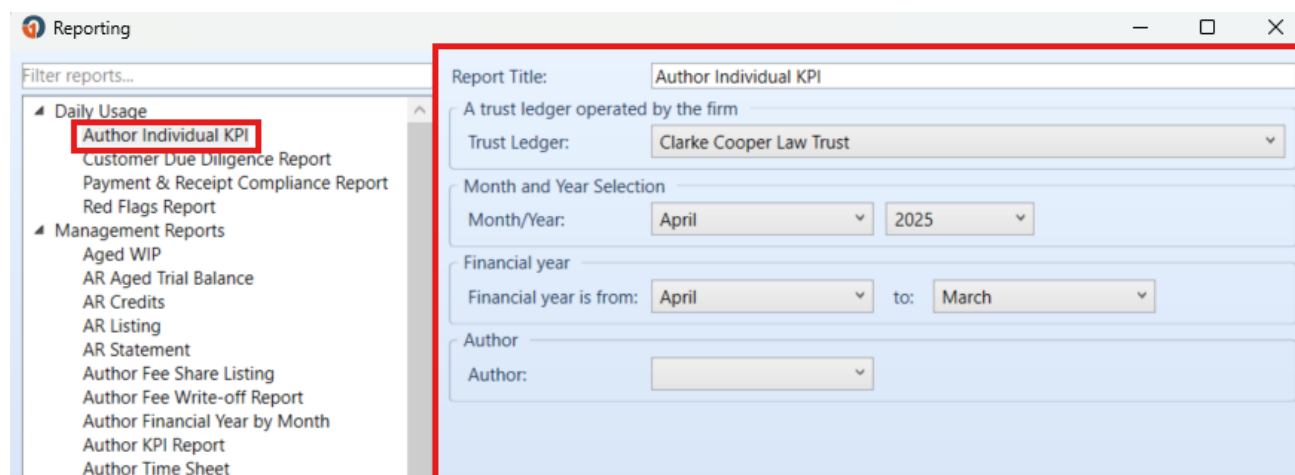


Figure 1.

- + Select the Month/Year
- + Financial Year defaults to the financial year set in Practice Settings
- + Select an Author

On the sample report (see figure 2) the following is used:

- Average Daily Chargeable Hours is “Chargeable Hours” divided by the number of weekdays (Monday-Friday) in the period where the author had some WIP for a chargeable WIP code
- If the report is run for a “closed” month (end of month has been run for the report month), then fees for the 12 calendar months ending on the report month is used
- If the report is run for the current month (end of month has not yet been run for this month), then fees for the previous 12 calendar months (ending on the previous month) is used.

Author Individual KPI

For month: Apr-25

Weekdays with chargeable WIP: MTD 4 YTD 4

Author: Jo Maree Cleminson Default Hourly Rate: \$220

Role: Associate Annual Fee Budget: \$120,000

Team: Conveyancing Annual Time Budget: 120

Billing	MTD	Budget	% of Budget	YTD	Budget	% of Budget
Net Fees	3,661	15,000	24%	3,661	15,000	24%
Fees Generated	3,661			3,661		
Fees Written-Off	0			0		
Value of WIP Billed	3,674			3,674		
Premium / (Discount)	(13)			(13)		
WIP to Fees Recovery %	100%			100%		
Effective Hourly Rate (time only)	219			219		
Fees from My Matters	4,886			4,886		
Fee Write-offs from My Matters	0			0		
Fees from My Clients	4,886			4,886		
Fee Write-offs from My Clients	0			0		

Activity	MTD	Budget	% of Budget	YTD	Budget	% of Budget
Chargeable Hours	17	15	114%	17	15	114%
Avg Daily Chargeable Hours	4.3			4.3		
New Matters	4			4		
New Clients	1			1		
Active Clients (1+ Open Matters)				77		

Lockup	Now	At Last FYE	Variance
Matters with My Unbilled WIP	116		
My Unbilled WIP	58,409	58,321	88 ↑
Over 3 months old	36,186	30,631	5,555 ↑
Unbilled WIP on My Clients	47,957	42,563	5,394 ↑
Over 3 months old	28,988	26,911	2,077 ↑
Lockup on My Matters			
Unbilled WIP	43,448	38,246	5,202 ↑
Over 3 months old	23,682	22,956	726 ↑
Unpaid Accounts Rendered	38,892	32,805	6,087 ↑
Over 3 months old	25,953	25,953	0
Unbilled Debit Balances	1,579	1,494	85 ↑
Total Lockup on My Matters	83,919	72,545	11,374 ↑

Figure 2.

Author KPI Report

This report provides a summary of author fees and time recorded compared to the budget for the Month and Year to Date. It also shows the number of new matters opened during the period. (see Figures 3 & 4 below).

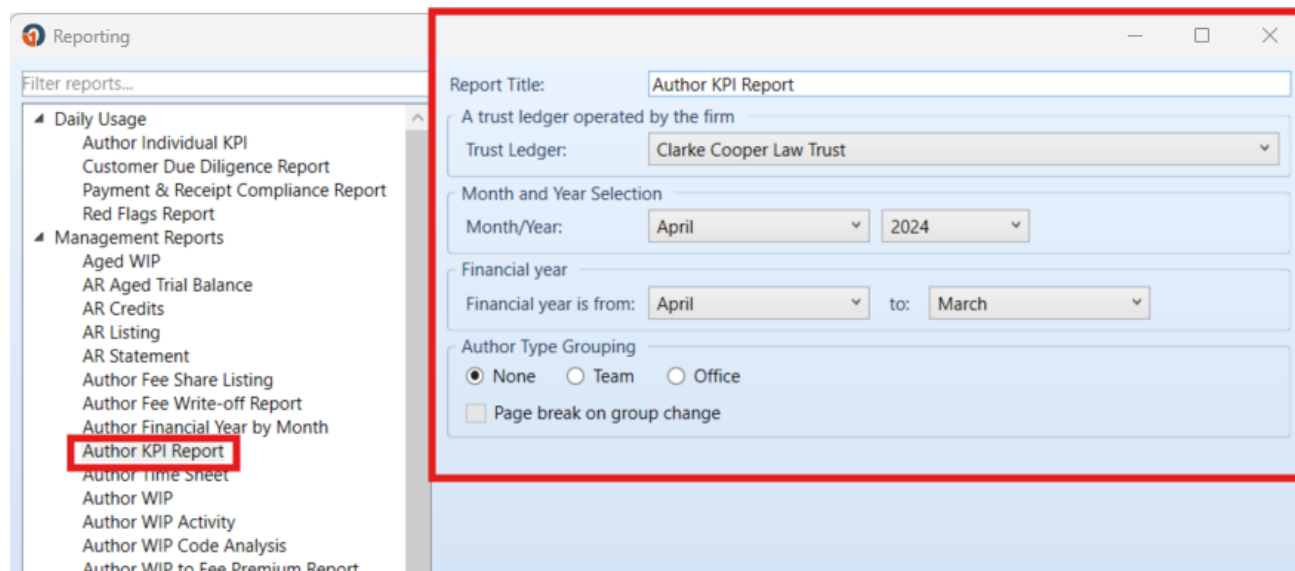


Figure 3.

Author KPI Report

Report Selections : Trust Account: Clarke Cooper Law Trust; Month: April; Year: 2024; Author type grouping: None

Author	Fees						WIP/Time						New Mtrs	
	Actual	Budget	%	Write-offs	Net Fees	Actual	%	Hrs	Budget	%	Time \$	Value\$		Total \$
	MTD	MTD		MTD	MTD	Last		MTD	MTD		MTD	MTD		MTD
	YTD	YTD		YTD	YTD	Year		YTD	YTD		YTD	YTD	YTD	
Caio Souza	1,122	10,000	11%	-	1,122			-	40	0%	-	-	-	0
	1,122	10,000	11%	-	1,122	-	-	-	40	0%	-	-	-	0
Dale Burton	-	22,000	0%	-	-			-	75	0%	-	-	-	0
	-	22,000	0%	-	-	-	-	-	75	0%	-	-	-	0
Danie Meissel	-	-	-	(50)	(50)			-	-	-	-	-	-	0
	-	-	-	(50)	(50)	-	-	-	-	-	-	-	-	0
James Hendrix	292	-	-	-	292			0	-	-	280	-	280	1
	292	-	-	-	292	-	-	0	-	-	280	-	280	1
Jo Cleminson	36,721	15,000	245%	(426)	36,295			104	15	692%	22,757	6,500	29,257	3
	36,721	15,000	245%	(426)	36,295	308	11922%	104	15	692%	22,757	6,500	29,257	3
Mark Conant	90	-	-	-	90			-	-	-	-	-	-	0
	90	-	-	-	90	-	-	-	-	-	-	-	-	0
Nadine Banfield	15,009	-	-	-	15,009			-	-	-	-	-	-	0
	15,009	-	-	-	15,009	-	-	-	-	-	-	-	-	0
Robyn Smillie	16,921	-	-	(144)	16,777			19	-	-	5,700	-	5,700	0
	16,921	-	-	(144)	16,777	-	-	19	-	-	5,700	-	5,700	0
Sally Rossiter	1,760	-	-	-	1,760			-	-	-	-	-	-	1
	1,760	-	-	-	1,760	-	-	-	-	-	-	-	-	1
Tom Holland	12	-	-	-	12			-	-	-	-	-	-	0
	12	-	-	-	12	-	-	-	-	-	-	-	-	0
Tracey Hadwin	12,398	37,000	34%	(245)	12,153			76	25	304%	27,915	-	27,915	1
	12,398	37,000	34%	(245)	12,153	1,170	1060%	76	25	304%	27,915	-	27,915	1
xPhilippa Brothersx	12,674	-	-	-	12,674			26	-	-	6,257	400	6,657	0
	12,674	-	-	-	12,674	1,056	1200%	26	-	-	6,257	400	6,657	0
xx	-	25,000	0%	-	-			-	20	0%	-	-	-	1
	-	25,000	0%	-	-	-	-	-	20	0%	-	-	-	1
Totals	96,998	109,000	89%	(864)	96,134			226	175	129%	62,909	6,900	69,809	7
	96,998	109,000	89%	(864)	96,134	2,534	3828%	226	175	129%	62,909	6,900	69,809	7

Figure 4.

Firm's KPI

This reports on various totals for the firm as a whole. (see Figures 5 & 6 below).

The denominator of the Debtor Days calculation is the net fees (generated fees, less reversals, less write-offs) for the last 12 calendar months.

If there is a February 29th (Leap Day) in that 12-month period, the calculation is $366 \times \text{Debtors} \div \text{Fees}$, otherwise it is $365 \times \text{Debtors} \div \text{Fees}$.

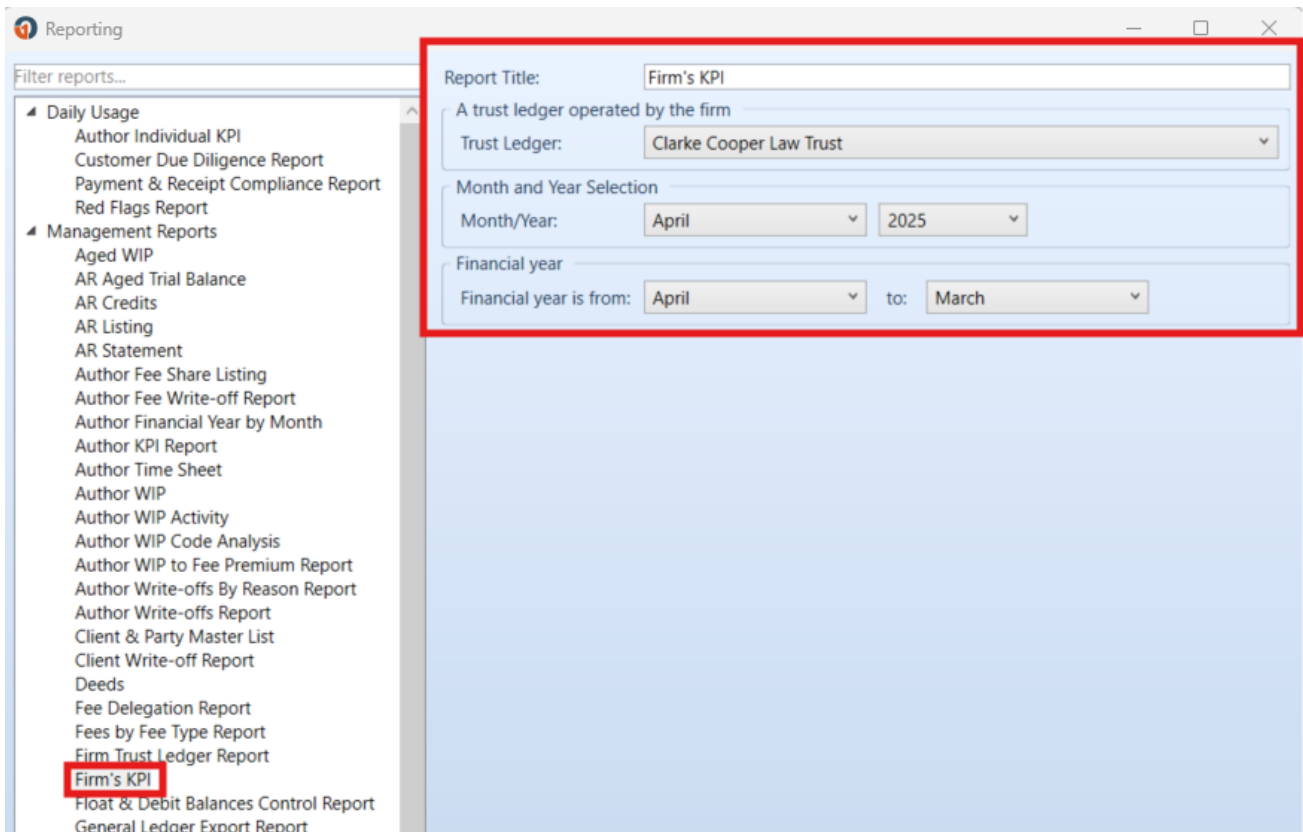


Figure 5.

Firm's KPI

Report Selections : Trust Account: Clarke Cooper Law Trust; Month: April; Year: 2025

Billing	Apr 2025 (part month)	% of budget	Mar 2025	% of budget	Apr 2024	% 2025 on 2024
Net Fees Month	11,497	9%	14,325	7%	96,134	12%
Generated Fees Month	11,497	9%	19,727	10%	96,998	12%
Fees Written Off Month			(5,402)		(864)	
Net Fees YTD	11,497	9%	869,825	41%	96,134	12%
Generated Fees YTD	11,497	9%	887,538	42%	96,998	12%
Fees Written Off YTD			(17,713)		(864)	
Value of WIP Billed	11,030		809,755		80,426	
Premium / (Discount)	467		77,783		16,572	
YTD WIP to Fees Recovery %	104%		110%		121%	
Chargeable Hours						
Month	46	11%	118	18%	226	20%
YTD	46	11%	1,902	33%	226	20%

Lockup	Apr 2025	% of total	Mar 2025	% of total	Apr 2024	% of total
WIP						
WIP Balance	170,055		157,478		259,070	
Prior FYE	157,478		269,687		269,687	
Variance	12,577		(112,209)		(10,617)	
WIP over 3 months	117,227	69%	104,468	66%	96,178	37%
WIP over 6 months	72,700	43%	69,668	44%	22,144	9%
Debtors						
Trust Debit Balances (Receivables)	254,663		246,591		7,124,281	
Float Balance	61,754		54,301		24,801	
Total Debtors	316,417		300,892		7,149,082	
AR Total	237,575		229,513		218,337	
AR over 3 months	179,436	76%	150,512	66%	87,047	40%
AR over 6 months	88,481	37%	72,534	32%	36,841	17%
Debtor Days	133		126		3,000	
Total Lock Up	486,472		458,370		7,408,151	

Activity	Apr 2025	Mar 2025	Apr 2024
New Clients MTD	2	3	11
New Clients YTD	2	73	11
Matters Opened MTD	8	11	8
Matters Opened YTD	8	142	8
Matters Currently Open	562	554	442
Total Receipts MTD	7,054	1,420,347	50,000
Total Receipts YTD	7,054	81,259,751	50,000
Bank Balances			
Clarke Cooper Law Trust	2,541,309	2,537,355	5,605,018

Figure 6.

Author Fee Share Listing

Reports on fees in the stated period, displaying the individual author fee allocation (fee share, fee split, fee credit) on each invoice. Can be produced for an individual author or all authors, includes a summary for all authors (see Figures 7 & 8 below).

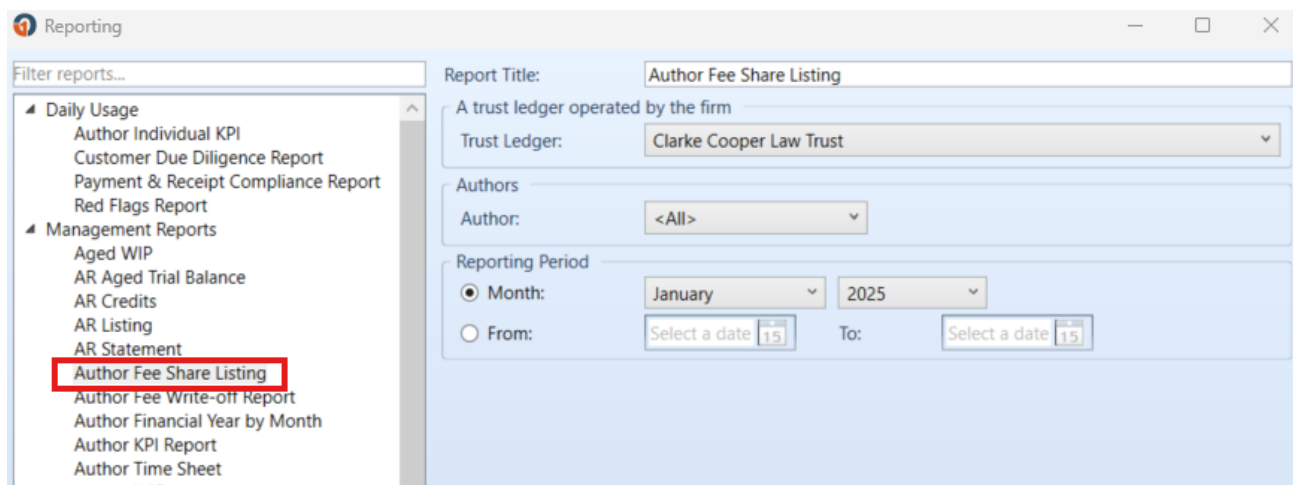


Figure 7.

Author Fee Share Listing

Report Selections : Trust Account: Clarke Cooper Law Trust; Authors: All; Reporting Period: January 2025

Account	Client	Matter	Date	Author	Bill Ref	Amount	Type	Premium
1283.1	123 Limited	Sale X Y Z Limited	08/01/2025	CS	001836	1,280.00	Fee	-
				IAD	001836	1,008.00	Fee	-
				JMC	001836	858.00	Fee	-
						3,146.00		-
1032.1	Rogers, Peter Andrew Estate Mr	Estate Administration	08/01/2025	JMC	001837	196.18	Fee	(67.82) ↓
				RS	001837	579.62	Fee	(200.38) ↓
				TEH	001837	624.20	Fee	(215.80) ↓
						1,400.00		(484.00) ↓
1209.1	Smith, Andrew George & Joanne Maree	Sale of 131 Lindstock Ave, Rotorua	09/01/2025	CD	001669	200.00	Fee	-
				JMC	001669	0.00	Fee	(220.00) ↓
				RS	001669	90.00	Fee	-
				TEH	001669	1,510.00	Fee	430.00 ↑
						1,800.00		210.00 ↑
1310.1	Estate of Albus Percival Wulfric Brian Dumbledore	Estate Administration - A P W B Dumbledore	13/01/2025	JMC	001838	946.74	Fee	242.74 ↑
				PB	001838	235.34	Fee	60.34 ↑
				RS	001838	242.07	Fee	62.07 ↑
				TEH	001838	1,075.85	Fee	275.85 ↑
						2,500.00		641.00 ↑
1131.1	Smith, Belinda Rita	Trademark Issue	13/01/2025	JMC	001839	396.00	Fee	-
				JMC	001842	751.31	Fee	(106.69) ↓
				TEH	001842	748.69	Fee	(106.31) ↓
						1,500.00		(213.00) ↓
1176.1	Jackson, Casey Ms	Purchase 16 Watea Road	20/01/2025	JMC	001844	322.11	Fee	146.11 ↑
				PB	001844	2,177.89	Fee	987.89 ↑
						2,500.00		1,134.00 ↑
1307.1	Norris, Mary Ms	Sale of 19 Rimu Street, New Lynn	20/01/2025	EG	001820	120.00	Fee	-
				PB	001820	910.00	Fee	-
				TEH	001820	590.00	Fee	-
						1,620.00		-
1147.1	Smith, Fiona Grace	Purchase 9 Brighton Terrace	20/01/2025	JMC	001843	266.17	Fee	24.17 ↑
				TEH	001843	1,583.83	Fee	143.83 ↑
						1,850.00		168.00 ↑
1005.2	Jackson, Samuel Lionel Mr	Purchase 39 Zendra Road, Higgletoun	22/01/2025	HHB	001777	50.00	Fee Rev	50.00 ↑
				JMC	001777	(220.00)	Fee Rev	(220.00) ↓
				TEH	001777	220.00	Fee Rev	220.00 ↑
						50.00		50.00 ↑
1130.1	Smith, Aaron Rex	Delta Force Purchase	24/01/2025	BC	001846	500.00	Fee	-
				CD	001846	300.00	Fee	-
				TEH	001846	1,935.00	Fee	-
						2,735.00		-
1127.2	Smith, Asha Jane	Will 2024	24/01/2025	EM	001847	1,800.00	Fee	-
				IAD	001847	600.00	Fee	-
				PB	001847	735.00	Fee	-
				TEH	001847	1,395.00	Fee	-
						4,530.00		-
1005.7	Jackson, Samuel Lionel Mr	Purchase Beach House	28/01/2025	CS	001851	320.00	Fee	-
				JMC	001851	132.00	Fee	-
				RS	001851	150.00	Fee	-

Account	Client	Matter	Date	Author	Bill Ref	Amount	Type	Premium
1005.7	Jackson, Samuel Lionel Mr	Purchase Beach House	28/01/2025	TEH	001851	400.00	Fee	-
						1,002.00		-
1005.8	Jackson, Samuel Lionel Mr	Purchase Frank's Pizza Parlour	28/01/2025	BC	001852	500.00	Fee	-
				JMC	001852	450.00	Fee	-
				TEH	001852	550.00	Fee	-
						1,500.00		-
Totals						26,529.00		1,506.00 ↑

Author totals for above listed fees	Author	Amount	Premium
Bex Craig	BC	1,000.00	-
Caleb Davies	CD	500.00	-
Caio Souza	CS	1,600.00	-
EJ Gray	EG	120.00	-
Emily McDonnell	EM	1,800.00	-
Harry Hazza	HHB	50.00	50.00 ↑
Isabel Duncan	IAD	1,608.00	-
Jo Cleminson	JMC	4,098.51	(201.49) ↓
xPhilippa Brothersx	PB	4,058.23	1,048.23 ↑
Robyn Smillie	RS	1,061.69	(138.31) ↓
Tracey Hadwin	TEH	10,632.57	747.57 ↑
Totals		26,529.00	1,506.00 ↑

Figure 8.

Author Financial Year by Month

Reports on WIP or Fees for the financial year ending for the month/year you select, includes the totals for authors and the firm (see Figures 9, 10 & 11 below).

Figure 9.

Author Financial Year by Month

Report Selections : Trust Account: Clarke Cooper Law Trust; Month: January; Year: 2025; WIP or fees: **WIP**; Authors: All; Author type grouping: None

Author	WIP	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	YTD	Year
Rob Nob Bob	Hours	-	1.1	-	-	-	-	-	-	-	-	-	-	1.1	1.1
	Budget	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Variance %	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Variance Hours	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Robyn Smillie	Hours	19	8.5	0.3	-	-	2.6	10.7	-	24.3	5.1	-	-	70.5	70.5
	Budget	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Variance %	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Variance Hours	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sally Rossiter	Hours	-	-	-	-	-	-	1	-	6.9	-	-	-	7.9	7.9
	Budget	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Variance %	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Variance Hours	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tim Recorder	Hours	-	-	-	-	0.4	0.4	-	-	6.4	-	-	-	7.2	7.2
	Budget	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Variance %	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Variance Hours	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tracey Elizabeth Hadwin	Hours	76	171.5	132.3	92.4	122.7	77.9	26.3	32.4	91.3	24.5	-	-	847.3	847.3
	Budget	25	25	25	25	25	25	25	25	25	25	25	25	250	300
	Variance %	304%	686%	529%	370%	491%	312%	105%	130%	365%	98%	-	-	339%	282%
	Variance Hours	51	146.5	107.3	67.4	97.7	52.9	1.3	7.4	66.3	(0.5)	-	-	597.3	547.3
xPhilippa Brothersx	Hours	26.5	1.3	1.3	1.4	4	48.5	1.3	3.3	4.2	4.6	-	-	96.4	96.4
	Budget	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Variance %	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Variance Hours	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Firm	Hours	226.8	236.1	199.3	231	259.9	245.1	72.2	43	241.8	67.8	-	-	1,823	1,823
	Budget	80	140	320	320	321	555	460	410	470	470	470	470	3,546	4,486
	Variance %	284%	169%	62%	72%	81%	44%	16%	10%	51%	14%	-	-	51%	41%
	Variance Hours	146.8	96.1	(120.7)	(89)	(61.1)	(309.9)	(387.8)	(367)	(228.2)	(402.2)	-	-	(1,723)	(2,663)

Figure 10.

Author Financial Year by Month

Report Selections : Trust Account: Clarke Cooper Law Trust; Month: January; Year: 2025; WIP or fees: Fees Authors: All; Author type grouping: None

Author	Fees	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	YTD	Year	
Tom Holland	Generated	12	-	-	-	-	-	-	-	-	-	-	-	12	12	
	Less Reversed	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Less Written-Off	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Net Fees	12	-	-	-	-	-	-	-	-	-	-	-	12	12	
	Budget	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Variance %	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Tracey Elizabeth Hadwin	Generated	12,398	123,312	65,639	30,376	24,925	66,159	13,262	19,240	17,328	11,413	-	-	384,051	384,051	
	Less Reversed	-	-	418	367	1,380	80	-	-	-	780	-	-	3,025	3,025	
	Less Written-Off	245	4	0	-	250	720	614	-	-	-	-	-	1,834	1,834	
	Net Fees	12,153	123,307	65,221	30,009	23,294	65,359	12,648	19,240	17,328	10,633	-	-	379,192	379,192	
	Budget	37,000	37,000	37,000	37,000	37,000	37,000	37,000	37,000	37,000	37,000	37,000	37,000	37,000	370,000	444,000
	Variance %	33%	333%	176%	81%	63%	177%	34%	52%	47%	29%	-	-	102%	85%	
Variance \$	(24,847)	86,307	28,221	(6,991)	(13,706)	28,359	(24,352)	(17,760)	(19,672)	(26,367)	-	-	9,192	(64,808)		
xPhilippa Brothersx	Generated	12,674	17,409	5,348	1,925	-	9,405	2,442	4,217	2,742	4,058	-	-	60,220	60,220	
	Less Reversed	-	-	330	633	89	-	-	-	-	-	-	-	1,052	1,052	
	Less Written-Off	-	-	-	-	-	-	236	-	-	-	-	-	236	236	
	Net Fees	12,674	17,409	5,018	1,292	(89)	9,405	2,206	4,217	2,742	4,058	-	-	58,932	58,932	
	Budget	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Variance %	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
xx	Generated	-	-	750	-	-	-	-	-	-	-	-	-	750	750	
	Less Reversed	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Less Written-Off	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Net Fees	-	-	750	-	-	-	-	-	-	-	-	-	-	750	750
	Budget	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000	300,000	
	Variance %	-	-	3%	-	-	-	-	-	-	-	-	-	-	0%	0%
Total Firm	Generated	96,998	262,808	102,835	60,339	53,572	118,691	31,791	35,893	57,365	27,679	-	-	847,971	847,971	
	Less Reversed	-	-	(4,848)	(1,000)	(1,950)	(844)	-	-	-	(1,150)	-	-	(9,792)	(9,792)	
	Less Written-Off	(864)	(4)	(350)	-	(450)	(3,520)	(850)	0	-	-	-	-	(6,039)	(6,039)	
	Net Fees	96,134	262,804	97,637	59,339	51,172	114,327	30,941	35,893	57,365	26,529	-	-	832,140	832,140	
	Budget	109,000	134,000	159,000	165,000	150,001	219,752	196,000	184,000	199,000	199,000	199,000	199,000	1,723,753	2,121,753	
	Variance %	88%	196%	61%	36%	32%	52%	16%	20%	29%	13%	-	-	48%	39%	
Variance \$	(12,866)	128,804	(61,363)	(105,661)	(107,829)	(105,425)	(165,059)	(148,107)	(141,635)	(172,471)	-	-	(891,613)	(1,289,613)		

Net Fees equals Generated less Reversed less Written-off.

Fee reversals that occur in the same month as the fee are included in the Generated line. Reversals that are reported on the Reversed line are for fees that were created in prior periods.

Figure 11.

Author WIP to Fee Premium Report

Reports on billed WIP, by author or for a single author, for a month or date range, showing the total number of bills, the author's fee share and amount of premium (the difference between the WIP billed and the fee amount) up or down in both dollars and percentage (see Figures 12 & 13 below).

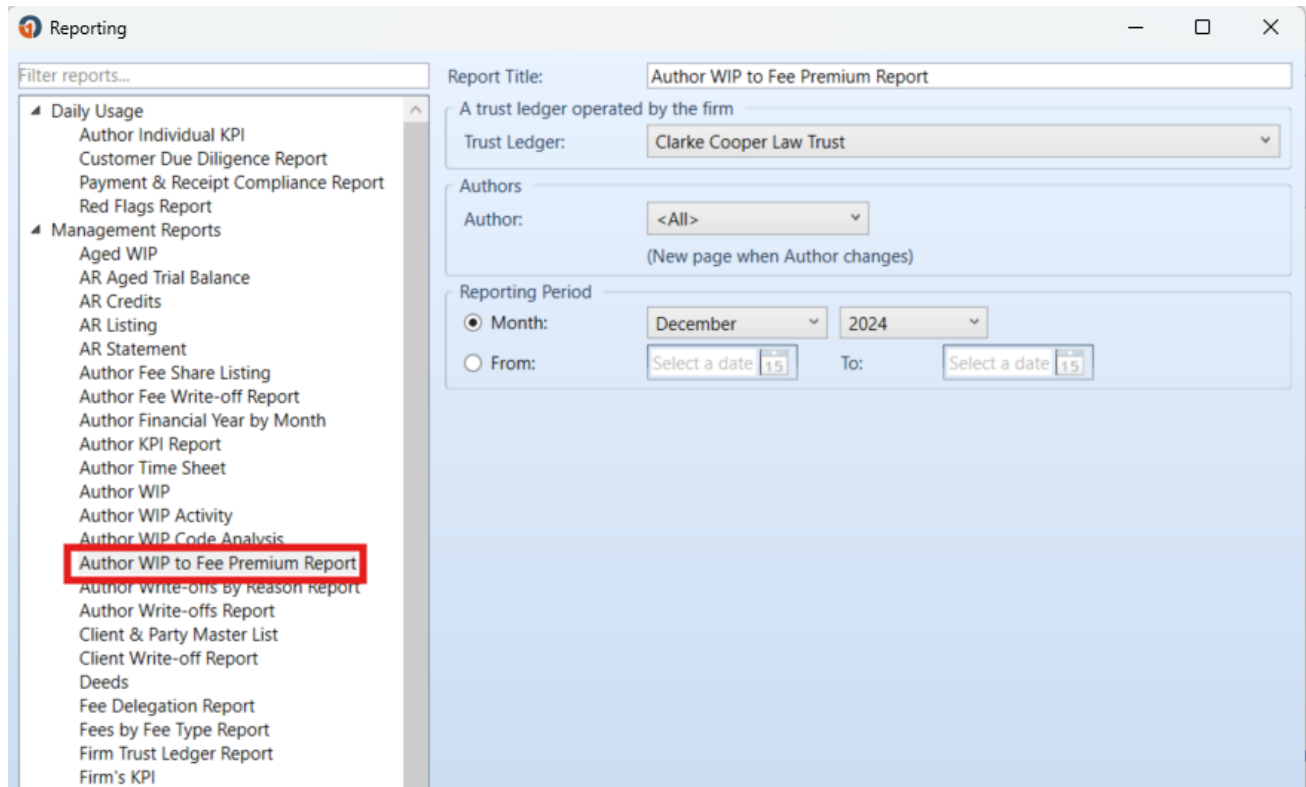


Figure 12.

Author WIP to Fee Premium Report

Report Selections : Trust Account: Clarke Cooper Law Trust; Authors: All; Reporting Period: December 2024

Account	Client	Matter	Matter Author	Bill Date	Bill Ref	Billed WIP	Fee Share	Premium \$	Premium %	
Author: JMC - Jo Cleminson										
1005.4	Jackson, Samuel Lionel Mr	*** CONFIDENTIAL ***	PB	06/12/2024	001758	\$330.00	\$198.00	(\$132.00)	-40%	
1020.1	Carmichael Andrew James, Smith Brittany Jayne	Sale 55 Green Haven Lane to BK Lane	SCM	06/12/2024	001822	\$726.00	\$726.00	\$0.00	0%	
1322.1	Grouch, Oscar The Mr	Purchase Trash Can	JMC	06/12/2024	001823	\$154.00	\$186.57	\$32.57	21%	
1040.1	Dutton, Jamie	Employment Contract	PB	06/12/2024	001824	\$1,474.00	\$2,770.68	\$1,296.68	88%	
1120.1	Magnus Bane & Alexander Gideon Lightwood	Purchase 63 Seaview Road, Akaroa	TEH	09/12/2024	001825	\$3,168.00	\$3,328.78	\$160.78	5%	
1205.1	Smith and Walker Limited	Purchase of private home	JMC	10/12/2024	001827	\$1,496.00	\$1,514.68	\$18.68	1%	
1201.1	Smith, John David Mr & Smith Jane Michelle Ms	Sale 4 Hubbard Street	MAA	10/12/2024	001828	\$1,650.00	\$1,650.00	\$0.00	0%	
1045.1	Affleck, Ben Mr	Batman Contract	DOC	10/12/2024	001829	\$440.00	\$387.65	(\$52.35)	-12%	
1169.1	Smith, Isaac John	Trust Formation	TEH	10/12/2024	001830	\$132.00	\$132.00	\$0.00	0%	
1151.1	Smith, Bartholomew James & Denise Joy	Wills	TEH	18/12/2024	001832	\$506.00	\$506.00	\$0.00	0%	
1039.1	Dutton, Kayce	Land Claim	JMC	20/12/2024	001834	\$1,144.00	\$1,047.62	(\$96.38)	-8%	
1195.1	Smith, Peter David Dr	Empolymnt Contract	JMC	23/12/2024	001835	\$374.00	\$324.23	(\$49.77)	-13%	
Totals for JMC - Jo Cleminson						Bills: 12	\$11,594.00	\$12,772.21	\$1,178.21	10%

Figure 13.

Author Write-offs Report

Reports on fees, disbursements and expenses written off where a credit has been processed, for a month or date range, by client author or matter author, by author or for a single author, or by Team or Office (see Figures 14 & 15 below).

Figure 14.

Author Write-offs Report

Report Selections : Trust Account: Clarke Cooper Law Trust; Reporting Period: September 2024; Author Role: Client Author; Authors: All; Author type grouping: None

Client Author Write-offs	Write-offs					Total
	No of Bills	Fee	Disb	Expense	GST	
All Authors						
TEH - Tracey Hadwin	1	\$300.00	\$0.00	\$0.00	\$45.00	\$345.00
JMC - Jo Cleminson	1	\$240.00	\$0.00	\$0.00	\$36.00	\$276.00
DOC - David Cooper	1	\$2,980.00	\$0.00	\$0.00	\$447.00	\$3,427.00
Totals for All Authors	3	\$3,520.00	\$0.00	\$0.00	\$528.00	\$4,048.00
Total		\$3,520.00	\$0.00	\$0.00	\$528.00	\$4,048.00

Figure 15.

Fee Delegation Report

Can be produced in either Summary (totals per author) or Detail (listing each fee and the author fee share) format to report on the individual authors with a fee share based on either the client author or matter author (See figures 16, 17 & 18 below).

The screenshot shows the 'Reporting' window with the following configuration:

- Report Title:** Fee Delegation Report
- Trust Ledger:** Clarke Cooper Law Trust
- Author Grouping:** Client Author for Author: <All>
- Reporting Period:** Month: December 2024
- Report Format:** Summary

Figure 16.

“Summary” format

Fee Delegation Report

Report Selections : Trust Account: Clarke Cooper Law Trust; Author Role: Client Author; Authors: All; Reporting Period: December 2024; Report Format: Summary

Delegating Client Author: JMC - Cleminson, Jo Maree

Working Author	Clients	Matters	Billed WIP	Fees	Recovery
CS Souza, Caio	1	1	\$ 1,500.00	\$ 1,518.73	101%
JMC Cleminson, Jo Maree	4	4	\$ 3,168.00	\$ 3,073.10	97%
NB Banfield, Nadine	1	1	\$ 1,680.00	\$ 2,035.31	121%
PB Brothers, Philippa H	1	1	\$ 455.00	\$ 551.23	121%
RS Smillie, Robyn	1	1	\$ 1,680.00	\$ 1,700.98	101%
TEH Hadwin, Tracey Elizabeth	4	4	\$ 4,650.00	\$ 4,470.65	96%
Totals	4	4	\$ 13,133.00	\$ 13,350.00	102%

Figure 17.

“Detail” format

Fee Delegation Report

Report Selections : Trust Account: Clarke Cooper Law Trust; Author Role: Client Author; Authors: All; Reporting Period: December 2024; Report Format: Detail

Delegating Client Author: JMC - Cleminson, Jo Maree

Working Author			Clients	Matters	Billed WIP	Fees	Recovery
CS Souza, Caio			1	1	\$ 1,500.00	\$ 1,518.73	101%
Account	Client	Matter		Bill Ref.	Billed WIP	Fees	Recovery
1205.1	Smith and Walker Limited	Purchase of private home		001827	1,500.00	1,518.73	101%
JMC Cleminson, Jo Maree			4	4	\$ 3,168.00	\$ 3,073.10	97%
Account	Client	Matter		Bill Ref.	Billed WIP	Fees	Recovery
1039.1	Dutton , Kayce	Land Claim		001834	1,144.00	1,047.62	92%
1195.1	Smith, Peter David Dr	Empolymnt Contract		001835	374.00	324.23	87%
1205.1	Smith and Walker Limited	Purchase of private home		001827	1,496.00	1,514.68	101%
1322.1	Grouch, Oscar The Mr	Purchase Trash Can		001823	154.00	186.57	121%
NB Banfield, Nadine			1	1	\$ 1,680.00	\$ 2,035.31	121%
Account	Client	Matter		Bill Ref.	Billed WIP	Fees	Recovery
1322.1	Grouch, Oscar The Mr	Purchase Trash Can		001823	1,680.00	2,035.31	121%
PB Brothers, Philippa H			1	1	\$ 455.00	\$ 551.23	121%
Account	Client	Matter		Bill Ref.	Billed WIP	Fees	Recovery
1322.1	Grouch, Oscar The Mr	Purchase Trash Can		001823	455.00	551.23	121%
RS Smillie, Robyn			1	1	\$ 1,680.00	\$ 1,700.98	101%
Account	Client	Matter		Bill Ref.	Billed WIP	Fees	Recovery
1205.1	Smith and Walker Limited	Purchase of private home		001827	1,680.00	1,700.98	101%
TEH Hadwin, Tracey Elizabeth			4	4	\$ 4,650.00	\$ 4,470.65	96%
Account	Client	Matter		Bill Ref.	Billed WIP	Fees	Recovery
1039.1	Dutton , Kayce	Land Claim		001834	1,040.00	952.38	92%
1195.1	Smith, Peter David Dr	Empolymnt Contract		001835	1,760.00	1,525.77	87%
1205.1	Smith and Walker Limited	Purchase of private home		001827	1,250.00	1,265.61	101%
1322.1	Grouch, Oscar The Mr	Purchase Trash Can		001823	600.00	726.89	121%
Totals			4	4	\$ 13,133.00	\$ 13,350.00	102%

Figure 18.

Fees by Fee Type Report

Reports on fees by Fee Types and Sub Fee Type for Month to Date This Year, This Year to Date, Month to Date Last Year and Last Year to Date (see Figures 19 & 20 below).

The screenshot shows the 'Reporting' window with the 'Fees by Fee Type Report' selected in the sidebar. The main configuration area includes the following fields:

- Report Title: Fees by Fee Type Report
- Trust Ledger: Clarke Cooper Law Trust
- Month/Year: January 2025
- Financial year: April to March
- Author: <All>
- Author Type Grouping: None (selected), Team, Office
- Page break on group change:

Figure 19.

🔍 Fees by Fee Type Report

Report Selections : Trust Account: Clarke Cooper Law Trust; Month: January; Year: 2025; Author: <All>; Author type grouping: None

Fee Type Sub-Fee Type	Month to Date this Year				This Year to Date				Month to Date last Year				Last Year to Date			
	MTD Fees	% MTD	% sub	Recovery Rate %	YTD Fees	% YTD	% sub	Recovery Rate %	MTD Fees	% MTD	% sub	Recovery Rate %	YTD Fees	% YTD	% sub	Recovery Rate %
Commercial	7,381	27.0%		100.0%	100,207	12.0%		113.2%	6,091	4.7%		124.0%	64,437	8.6%		279.5%
Business Purchase	4,235	15.5%	57.4%	100.0%	31,281	3.8%	31.2%	99.1%	3,138	2.4%	51.5%	160.3%	52,332	6.9%	81.2%	418.3%
Business Refinancing	0	0.0%	0.0%		2,207	0.3%	2.2%	108.0%	0	0.0%	0.0%		0	0.0%	0.0%	
Business Sale	3,146	11.5%	42.6%	100.0%	37,997	4.6%	37.9%	149.3%	863	0.7%	14.2%	100.0%	3,863	0.5%	6.0%	155.1%
Company Formation	0	0.0%	0.0%		12,622	1.5%	12.6%	92.0%	2,090	1.6%	34.3%	100.0%	6,692	0.9%	10.4%	102.9%
Securities	0	0.0%	0.0%		9,000	1.1%	9.0%	104.2%	0	0.0%	0.0%		1,550	0.2%	2.4%	100.0%
Trade Terms	0	0.0%	0.0%		7,100	0.9%	7.1%	100.1%	0	0.0%	0.0%		0	0.0%	0.0%	
Conveyancing	8,760	32.1%		120.7%	329,056	39.5%		106.1%	47,226	36.3%		103.2%	316,563	42.0%		111.5%
Commercial Properties	0	0.0%	0.0%		32,414	3.9%	9.9%	106.3%	0	0.0%	0.0%		15,634	2.1%	4.9%	133.6%
Leasing	0	0.0%	0.0%		35,290	4.2%	10.7%	104.3%	3,098	2.4%	6.6%	116.0%	15,948	2.1%	5.0%	117.2%
Refinance	0	0.0%	0.0%		6,675	0.8%	2.0%	132.8%	0	0.0%	0.0%		0	0.0%	0.0%	
Residential	8,760	32.1%	100.0%	120.7%	215,259	25.8%	65.4%	107.2%	42,544	32.7%	90.1%	102.5%	264,037	35.1%	83.4%	107.6%
Rural	0	0.0%	0.0%		31,298	3.8%	9.5%	96.8%	880	0.7%	1.9%	100.0%	20,240	2.7%	6.4%	161.5%
Subdivisions	0	0.0%	0.0%		8,120	1.0%	2.5%	104.9%	704	0.5%	1.5%	100.0%	704	0.1%	0.2%	100.0%
Elder Law	3,900	14.3%		104.2%	39,536	4.7%		121.6%	3,344	2.6%		100.0%	23,106	3.1%		102.4%
Estate Administration	3,900	14.3%	100.0%	104.2%	29,703	3.6%	75.1%	124.2%	3,344	2.6%	100.0%	100.0%	14,126	1.9%	61.1%	104.0%
Personal Care	0	0.0%	0.0%		2,200	0.3%	5.6%	119.0%	0	0.0%	0.0%		0	0.0%	0.0%	
Planning	0	0.0%	0.0%		6,200	0.7%	15.7%	116.3%	0	0.0%	0.0%		8,980	1.2%	38.9%	100.0%
POA	0	0.0%	0.0%		1,433	0.2%	3.6%	101.1%	0	0.0%	0.0%		0	0.0%	0.0%	

Figure 20.

Invoice Activity

This report will allow filtering by bills paid and unpaid within both a posted period and an activity period (e.g. journals, receipts and credit notes). This report has extensive filtering capabilities including by fee type, client referral, client category (and more) together with fee and fee credit summary options.

Note the two figures below (21A & 21B) to display all the selection criteria

The screenshot shows the 'Reporting' window with the following configuration:

- Report Title:** Invoice Activity
- Trust Ledger:** Clarke Cooper Law Trust
- Client and Matter picker:** Client and Matter fields with user selection icons.
- Reporting Period:**
 - Posted:** Month: [Month], To: [Date] (leave empty for all)
 - Activity:** Month: January, 2025, To: [Date] (leave empty for all)
- Matter fee types:**
 - Select All
 - Commercial
 - Conveyancing
 - Elder Law
 - Employment
 - Family
 - Honorary
 - Immigration
 - Intellectual Property
 - Legal Aid
 - Litigation
 - Local Government
 - Off Shore
 - Sports Law
 - Succession Planning
 - Taxation
 - Trusts
- Client selection:** Parties | Referral | Marketing | Categories; Party type: <All>
- Author/Team/Office:** Author Role: Matter Author; Author: <All>; Team: <All>; Office: <All>
- Invoice Payment Status:** Include: Unpaid & paid invoices
- Reversal Selector:** Reversals: Include reversals
- Report sections:** [Expandable]
- Format:** PDF Word Excel
- Buttons:** Show Report, Close

Figure 21A.

- Author WIP
- Author WIP Activity
- Author WIP Code Analysis
- Author WIP to Fee Premium Report
- Author Write-offs By Reason Report
- Author Write-offs Report
- Client & Party Master List
- Client Write-off Report
- Deeds
- Fee Delegation Report
- Fees by Fee Type Report
- Firm Trust Ledger Report
- Firm's KPI
- Float & Debit Balances Control Report
- General Ledger Export Report
- GST Accruals Report
- IBD Interest Activity Report
- IBD Ledger Balance Report
- IBD Ledger Transaction Report
- Invoice Activity
- Invoice List
- Ledger Balance Report
- Matter Balances Report
- Matter Master List
- New Clients & Matters Report
- Stale Matters Report
- Top Billed Clients
- Trust Balance Management Report
- Trust Transactions Report
- Unbilled Trust Debit Balances
- Unpresented Cheques
- ▲ Matter Reports
 - Archived Matters Report

Client selection

Parties Referral Marketing Categories

Party type: <All>

Author/Team/Office

Author Role: Matter Author

Author: <All>

Team: <All>

Office: <All>

Invoice Payment Status

Include: Unpaid & paid invoices

Reversal Selector

Reversals: Include reversals

Report sections

Invoice Activity

Section title: Invoice Activity

Per invoice AR Cash Credits against Author Fees

Per invoice Author Fee Share

Summary of AR Cash Credits against Author Fees

Section title: Summary of Accounts Rendered Cash Credits against Author Fees

Summary of Author Fee Share

Section title: Summary of Author Fee Share

Format

PDF Word Excel

Show Report Close

Figure 21B.

Invoice Activity

Report Selections : Trust Account: Clarke Cooper Law Trust; Invoice Posted: First record to Last record; Activity: January 2025; Matter fee types: All; Matter Author Authors: All; Include: Unpaid & paid invoices; Reversals: Include reversals; Sections: Invoice activity, Per invoice cash credits, Summary cash credits

Status	Date	Account	Client	C.Author	Matter	M.Author	Ref	Expenses	Disbs	TPCs	Fees	AR Adjust	Total
Unpaid	27/01/2025	1295.1	Jones, Norman & Nancy Deborah	HC	Purchase 10 Bellamy Avenue, New Brighton	HC	001850	-	-	402.50	-	-	402.50
	27/01/2025	Receipt					00753	-	-	402.50	-	-	402.50
	29/01/2025	Receipt					00753	-	-	(402.50)	-	-	(402.50)
		AR Closing						-	-	402.50	-	-	402.50
Unpaid	28/01/2025	1005.7	Jackson, Samuel Lionel Mr	PB	Purchase Beach House	PB	001851	108.85	-	-	1,152.30	-	1,261.15
Unpaid	28/01/2025	1005.8	Jackson, Samuel Lionel Mr	PB	Purchase Frank's Pizza Parlour	PB	001852	-	-	-	1,725.00	-	1,725.00
Unpaid	29/01/2025	1053.1	Hanks, Thomas J Mr	BK	Forrest Gump 1994	BK	001854	136.75	-	-	1,207.50	-	1,344.25
Unpaid	31/01/2025	1040.1	Dutton, Jamie	PB	Employment Contract	PB	001855	207.50	-	-	1,725.00	-	1,932.50
Paid	31/01/2025	1176.2	Jackson, Casey Ms	PB	Sale of 238 Sandringham Road	PB	001845	36.00	-	-	2,162.00	-	2,198.00
	31/01/2025	Receipt					00761	36.00	-	-	2,162.00	-	2,198.00
		AR Closing						0.00	-	-	0.00	-	0.00
			Author	Fee%	Fee Credit (Ex GST)	GST							
			BC	26.6%	500.00	75.00							
			PB	39.1%	735.00	110.25							
			RS	12.8%	240.00	36.00							
			TEH	21.5%	405.00	60.75							
Unpaid	31/01/2025	1312.1	Scott, Michael Gary Mr	BF	Purchase 123 Scranton Road	EG	001856	-	-	200.00	-	-	200.00
A/R Opening Balance								7,774.35	-	2,297.50	177,480.83	-	187,552.68
Plus ARs Created								1,794.28	-	602.50	35,602.85	-	37,999.63
Less Credit Applications								1,281.00	-	500.00	21,477.40	-	23,258.40
A/R Closing Balance								8,287.63	-	2,400.00	191,606.28	-	202,293.91

Figure 22.

Summary of Accounts Rendered Cash Credits against Author Fees

Report Selections : Trust Account: Clarke Cooper Law Trust; Invoice Posted: First record to Last record; Activity: January 2025; Matter fee types: All; Matter Author Authors: All; Include: Unpaid & paid invoices; Reversals: Include reversals; Sections: Invoice activity, Per invoice cash credits, Summary cash credits

Client Author Totals	Author	Credit Share				
		Fee (Ex GST)	GST	Exps (Incl GST)	Disbs (Incl GST)	TPCs (Incl GST)
	HC	0.00	0.00	0.00	0.00	0.00
	JLS	3,470.00	520.50	92.50	0.00	0.00
	JR	1,162.00	174.30	0.00	0.00	0.00
	MC	1,400.00	210.00	35.00	0.00	0.00
	PB	5,980.00	897.00	151.00	0.00	500.00
	TEH	6,664.00	999.60	967.50	0.00	0.00
	Total	18,676.00	2,801.40	1,246.00	0.00	500.00

Matter Author Totals	Author	Credit Share				
		Fee (Ex GST)	GST	Exps (Incl GST)	Disbs (Incl GST)	TPCs (Incl GST)
	HC	0.00	0.00	0.00	0.00	0.00
	JLS	3,470.00	520.50	92.50	0.00	0.00
	JR	1,162.00	174.30	0.00	0.00	0.00
	MC	1,400.00	210.00	35.00	0.00	0.00
	PB	4,380.00	657.00	91.00	0.00	0.00
	TEH	8,264.00	1,239.60	1,027.50	0.00	500.00
	Total	18,676.00	2,801.40	1,246.00	0.00	500.00

Working Author Totals	Author	Fee Credit (Ex GST)	GST
	ALF	420.00	63.00
	BC	2,700.00	405.00
	CS	1,280.00	192.00
	IAD	1,008.00	151.20
	JMC	2,916.29	437.45
	PB	3,332.89	499.93
	RS	819.62	122.94
	TEH	6,199.20	929.88
	Total	18,676.00	2,801.40

Figure 23.

Invoice List

Reports can be run on an individual client (leave matter field blank for all matters for a client), also on a singular matter or across all matters in the firm. Filter by month or a selected reporting period, select a fee type or choose all, choose a specific author/team/office, choose to include or exclude reversals and to include Invoices & Credit Notes, Invoices Only or Credit Notes Only.

Author options are Client Author or Matter Author.

The screenshot shows the 'Reporting' window with the following configuration:

- Report Title:** Invoice List
- Trust Ledger:** Clarke Cooper Law Trust
- Reporting Period:** Month: January 2025
- Matter fee types:** All categories are checked, including Commercial, Conveyancing, Elder Law, Employment, Family, Honorary, Immigration, Intellectual Property, Legal Aid, Litigation, Local Government, Off Shore, Sports Law, Succession Planning, Taxation, and Trusts.
- Author/Team/Office:** Author Role: Matter Author; Author, Team, and Office are set to <All>.
- Author Type Grouping:** None (selected), Team, Office.
- Reversal Selector:** Reversals: Include reversals.
- Invoices & credit notes:** Include: Invoices & credit notes.
- Format:** PDF (selected), Word, Excel.

Figure 24.

Invoice List

Report Selections : Trust Account: Clarke Cooper Law Trust; Reporting Period: January 2025; Matter fee types: All; Matter Author Authors: All; Author type grouping: None; Reversals: Include reversals; Bills: Invoices & credit notes

Date	Account	Client	Author	Matter	Author	Reference	Fees	Expenses	Disbs	TPCs	GST	Total
08/01/2025	1283.1	123 Limited	TEH	Sale X Y Z Limited	TEH	001836	3,146.00				471.90	3,617.90
08/01/2025	1032.1	Rogers, Peter Andrew Estate Mr	MC	Estate Administration	MC	001837	1,400.00	30.43			214.57	1,645.00
09/01/2025	1209.1	Smith, Andrew George & Joanne Maree	IAD	Sale of 131 Lindstock Ave, Rotorua	IAD	001669	1,800.00	386.30			327.95	2,514.25
13/01/2025	1310.1	Estate of Albus Percival Wulfric Brian Dumbledore	BC	Estate Administration - A P W B Dumbledore	BC	001838	2,500.00	56.74			378.26	2,935.00
13/01/2025	1131.1	Smith, Belinda Rita	TEH	Trademark Issue	TEH	001839	396.00	30.43			63.97	490.40
13/01/2025	1131.1	Smith, Belinda Rita	TEH	Trademark Issue	TEH	001036		(30.43)			(4.57)	(35.00)
20/01/2025	1176.1	Jackson, Casey Ms	PB	Purchase 16 Watea Road	PB	001844	2,500.00	47.82			382.18	2,930.00
20/01/2025	1307.1	Norris, Mary Ms	PB	Sale of 19 Rimu Street, New Lynn	PB	001820	1,620.00	251.40			280.73	2,152.13
20/01/2025	1131.1	Smith, Belinda Rita	TEH	Trademark Issue	TEH	001842	1,500.00	150.00			247.50	1,897.50
20/01/2025	1147.1	Smith, Fiona Grace	TEH	Purchase 9 Brighton Terrace	TEH	001843	1,850.00	13.04			279.46	2,142.50
22/01/2025	1005.2	Jackson, Samuel Lionel Mr	PB	Purchase 39 Zendra Road, Higglestoun	TEH	001777	(1,150.00)	(23.91)			(176.09)	(1,350.00)
22/01/2025	1005.2	Jackson, Samuel Lionel Mr	PB	Purchase 39 Zendra Road, Higglestoun	TEH	001777	1,200.00	23.91			183.59	1,407.50
24/01/2025	1130.1	Smith, Aaron Rex	TEH	Delta Force Purchase	TEH	001846	2,735.00	173.30			436.25	3,344.55
24/01/2025	1127.2	Smith, Asha Jane	TEH	Will 2024	TEH	001847	4,530.00				679.50	5,209.50
27/01/2025	1295.1	Jones, Norman & Nancy Deborah	HC	Purchase 10 Bellamy Avenue, New Brighton	HC	001850				350.00	52.50	402.50
28/01/2025	1005.4	Jackson, Samuel Lionel Mr	PB	*** CONFIDENTIAL ***	JMC	001853		75.00			11.25	86.25
28/01/2025	1005.7	Jackson, Samuel Lionel Mr	PB	Purchase Beach House	PB	001851	1,002.00	94.65			164.50	1,261.15
28/01/2025	1005.8	Jackson, Samuel Lionel Mr	PB	Purchase Frank's Pizza Parlour	PB	001852	1,500.00				225.00	1,725.00
29/01/2025	1053.1	Hanks, Thomas J Mr	BK	Forrest Gump 1994	BK	001854	1,050.00	118.91			175.34	1,344.25
29/01/2025	1053.1	Hanks, Thomas J Mr	BK	Forrest Gump 1994	BK	001038	(272.00)				(40.80)	(312.80)
31/01/2025	1040.1	Dutton, Jamie	PB	Employment Contract	PB	001855	1,500.00	180.43			252.07	1,932.50
31/01/2025	1176.2	Jackson, Casey Ms	PB	Sale of 238 Sandringham Road	PB	001845	1,880.00	31.30			286.70	2,198.00
Total							30,687.00	1,609.32	0.00	350.00	4,891.76	37,538.08

Figure 25.

Trust Transactions Report

Reports on fees posted for a month or date range – NOTE: displays the fee and GST component, this report does not include detail on expenses or disbursements attached to invoices.

The screenshot shows the 'Reporting' window with the following configuration:

- Report Title:** Trust Transactions Report
- Trust Ledger:** Clarke Cooper Law Trust
- Client and Matter picker:** Client and Matter fields are empty.
- Reporting Period:** Month: January 2025. From: Select a date 15. To: Select a date 15.
- Transaction Types:**
 - Select All
 - Expense
 - Fee
 - Receipt
 - Payment
 - Interest
 - RWT
 - Commission
 - Journal
 - Advance
 - Gain
 - DataImportAdjustment
 - Disbursement Write-off
 - Third Party Cost
- Reversal Selector:** Reversals: Include reversals
- Draft Transaction Selector:** Draft transaction selector: Exclude draft transactions
- Include:** Client names & matter descriptions
- Sort order:**
 - Date, Transaction Type
 - Account, Date
 - Client name, Matter number, Date
 - Transaction Type, Date (subtotal per type)
- Client, Float & RWT Transactions:** Included: Client Side Only All
- Format:** PDF Word Excel
- Buttons:** Show Report, Close

Figure 26.

Trust Transactions Report

Report Selections : Trust Account: Clarke Cooper Law Trust; Reporting Period: January 2025; Transaction Types: Fee; Reversals: Include reversals; Draft Transactions: Exclude draft transactions; Sort order: Date, Transaction Type; Client Side Only: Yes

Date	Type	Account	Client Name	Matter Description	Ref	Batch	Narration	GST Content	Funds In	Funds Out
08/01/2025	Fee	1283.1	123 Limited	Sale X Y Z Limited	001836	328	Our fee	471.90 Dr		3,617.90
08/01/2025	Fee	1032.1	Rogers, Peter Andrew Estate Mr	Estate Administration	001837	328	Our fee	210.00 Dr		1,610.00
09/01/2025	Fee	1209.1	Smith, Andrew George & Joanne Maree	Sale of 131 Lindstock Ave, Rotorua	001669	329	Our fee pulls into invoice here	270.00 Dr		2,070.00
13/01/2025	Fee	1310.1	Estate of Albus Percival Wulfric Brian Dumbledore	Estate Administration - A P W B Dumbledore	001838	331	Our fee	375.00 Dr		2,875.00
13/01/2025	Fee	1131.1	Smith, Belinda Rita	Trademark Issue	001839	333	Our fee	59.40 Dr		455.40
20/01/2025	Fee	1307.1	Norris, Mary Ms	Sale of 19 Rimu Street, New Lynn	001820	336	Our fee to 4 December 2024	243.00 Dr		1,863.00
20/01/2025	Fee	1131.1	Smith, Belinda Rita	Trademark Issue	001842	336	Our fee	225.00 Dr		1,725.00
20/01/2025	Fee	1147.1	Smith, Fiona Grace	Purchase 9 Brighton Terrace	001843	336	Our fee	277.50 Dr		2,127.50
20/01/2025	Fee	1176.1	Jackson, Casey Ms	Purchase 16 Watea Road	001844	336	Our fee	375.00 Dr		2,875.00
22/01/2025	Fee	1005.2	Jackson, Samuel Lionel Mr	Purchase 39 Zendra Road, Higglestoun	001777	337	Reversal of: Our fee	172.50		(1,322.50)
22/01/2025	Fee	1005.2	Jackson, Samuel Lionel Mr	Purchase 39 Zendra Road, Higglestoun	001777	337	Our fee	180.00 Dr		1,380.00
24/01/2025	Fee	1130.1	Smith, Aaron Rex	Delta Force Purchase	001846	337	Our fee	410.25 Dr		3,145.25
24/01/2025	Fee	1127.2	Smith, Asha Jane	Will 2024	001847	337	Our fee	679.50 Dr		5,209.50
28/01/2025	Fee	1005.7	Jackson, Samuel Lionel Mr	Purchase Beach House	001851	339	Our fee	150.30 Dr		1,152.30
28/01/2025	Fee	1005.8	Jackson, Samuel Lionel Mr	Purchase Frank's Pizza Parlour	001852	339	Our fee	225.00 Dr		1,725.00
29/01/2025	W/O Fee	1053.1	Hanks, Thomas J Mr	Forrest Gump 1994	001038	-	Fee Write-off	40.80		(312.80)
29/01/2025	Fee	1053.1	Hanks, Thomas J Mr	Forrest Gump 1994	001854	340	Our fee	157.50 Dr		1,207.50
Totals								4,096.05 Dr	0.00	31,403.05

Figure 27.