

Using Zero Fee to Write off WIP Manual

This manual is designed to help users understand the process of writing off WIP using a zero fee.



In OnePractice, WIP can be written off by using a 'zero fee'.

Home ribbon>Single billing – insert client and matter number, click 'New'

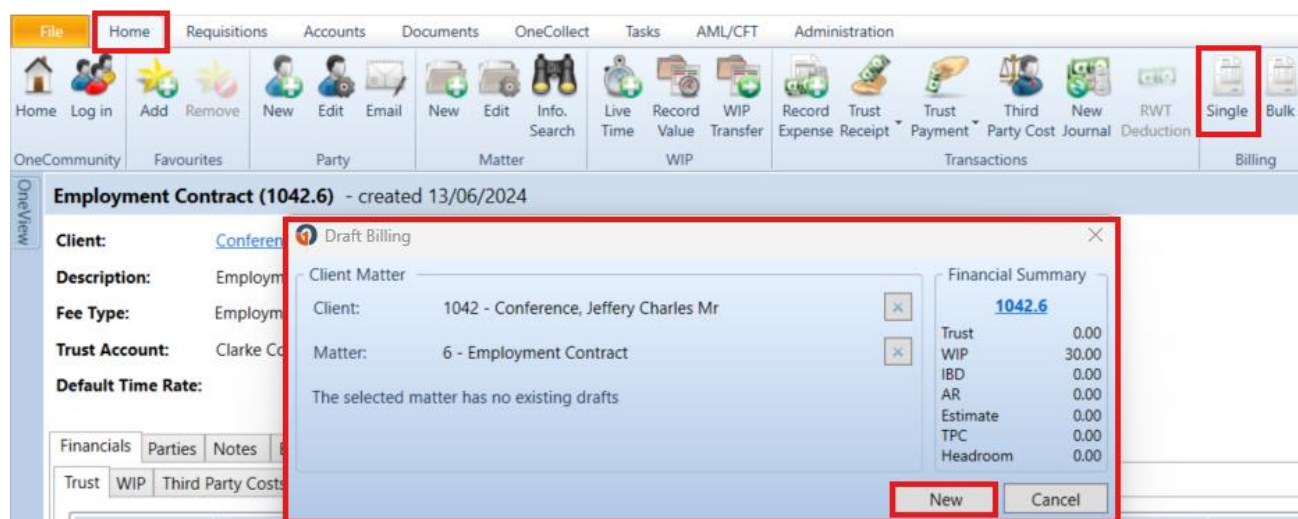


Figure 1.

Use W/O as the bill reference for all WIP write offs (untick 'Use auto incrementing reference' if this is ticked)

Change the fee narration to "WIP write off" – (add "as per **Authors initials**" here if required).

Use the grey cog to edit the fee

Bill Maintenance

Invoice | Statement

Client: 1042 - Conference, Jeffery Charles Mr - 19 Tapuae Road, R D 5 , Otorohanga
 Matter: 6 - Employment Contract
 Bill To: 1042 - Conference, Jeffery Charles Mr - 19 Tapuae Road, R D 5 , Otorohanga

Bill Creator: TEH Tracey Elizabeth Hadwin
 Bill Date: 11/04/2025

Bill Reference: W/O ☐ Use auto incrementing reference

Payment Terms: Default

Printed Invoice
 Bill Signatory: TEH Tracey Elizabeth Hadwin Invoice Template: Clarke Cooper Invoice ☒ Include signatory block ☒ Include payment slip

Invoice Narration:

Financial Summary
 1042.6
 Trust 0.00
 WIP 30.00
 IBD 0.00
 AR 0.00
 Estimate 0.00
 TPC 0.00
 Headroom 0.00

Fee
 Fee Narration (for invoice & trust A/C) WIP write off as per JMC GST Rate Standard (15%) Fee (\$) \$30.00 GST (\$) \$4.50 Total (\$) \$34.50

Expenses & Disbursements
 Select items to be billed

Date	Type	Ref	Narration	Qty	GST (\$)	Total (\$)

Bill Totals

	NET (\$)	GST (\$)	Total (\$)
Fees	\$30.00	\$4.50	\$34.50
Trust Expenses		\$0.00	\$0.00
Disbursements		\$0.00	\$0.00
Bill Total:			\$34.50

Save Save & Authorise Save & Post Close

Figure 2.

Change the fee amount to \$0.00, then click 'Pro-Rate Fee'

Check all totals are back to \$0.00, then click 'OK'

The screenshot shows the 'Fee Maintenance' window with the following details:

- Narration:** WIP write off as per JMC
- Selected WIP:** \$30.00 (with a 'Select WIP' button)
- Fee Amount:** \$0.00 (highlighted with a red box) and 'Pro-Rate Fee' button (also highlighted with a red box)
- Billed Fees to Date:**
 - Value of WIP Billed: \$1,620.00
 - Fees Generated: \$1,510.00
 - Premium: (\$110.00)
- Author Contributions Table:**

Author	Premium	WIP Amount	% of WIP	Fee (\$)	% of Fee
TEH	(\$30.00)	\$30.00	100.0%	\$0.00	0.0%
- Totals:**
 - Total: \$0.00
 - Fee Total: \$0.00
 - Out of Balance: \$0.00
- Buttons:** 'OK' (highlighted with a red box) and 'Cancel'

Figure 3.

Make sure the Bill Total is \$0.00 and click 'Save & Post'

The screenshot shows the 'Bill Maintenance' window with the 'Invoice' tab selected. The client is '1042 - Conference, Jeffery Charles Mr - 19 Tapuae Road, R D 5, Otorohanga'. The matter is '6 - Employment Contract'. The bill date is '11/04/2025'. The bill creator is 'TEH Tracey Elizabeth Hadwin'. The bill reference is 'W/O'. The payment terms are 'Default'. The bill signatory is 'TEH Tracey Elizabeth Hadwin'. The invoice template is 'Clarke Cooper Invoice'. The bill total is '\$0.00'. The 'Save & Post' button is highlighted. A confirmation dialog is open, asking 'Are you sure you want to post this bill?'. The dialog has options for 'Invoice', 'Invoice and Statement', 'Print?', and 'Manage to matter?'. The 'Post' button is highlighted.

Financial Summary

Item	Amount
Trust	0.00
WIP	30.00
IBD	0.00
AR	0.00
Estimate	0.00
TPC	0.00
Headroom	0.00

Bill Totals

	NET (\$)	GST (\$)	Total (\$)
Fees	\$0.00	\$0.00	\$0.00
Trust Expenses		\$0.00	\$0.00
Disbursements		\$0.00	\$0.00
Bill Total:			\$0.00

Confirmation Dialog:

Are you sure you want to post this bill?

After saving

- ☒ Invoice
- ☐ Invoice and Statement
- ☐ Print?
- ☒ Manage to matter?
- ☐ Set as default

Buttons: Post, Cancel

Figure 4.

The matter trust ledger will be as below

Employment Contract (1042.6) - created 13/06/2024

Client: [Conference, Jeffery Charles Mr](#)
Description: Employment Contract
Fee Type: Employment - Employment Contracts
Trust Account: Clarke Cooper Law Trust
Default Time Rate:

Team: TEH - TEH*
SR - SR

Financial Summary: 1042.6
Trust: 0.00
WIP: 0.00
IBD: 0.00
AR: 0.00
Estimate: 0.00
TPC: 0.00
Headroom: 0.00

Date	Type	Reference	Narration	Billed	Funds Out(\$)	Funds In(\$)	Balance(\$)
11/04/2025	Fee	W/O	WIP write off as per JMC	W/O	0.00		0.00
10/04/2025	Rct	00785	From: Jeffery Charles Conference Payment of Account			488.75	0.00
24/03/2025	Fee	001879	Our fee	001879	402.50		488.75 Dr
22/11/2024	Rct	00709	From: Jeffery Charles Conference Payment of Account			1,422.55	86.25 Dr
5/08/2024	OA		Office Administration	001879	86.25		1,508.80 Dr
13/06/2024	Fee	001578	Our fee	001578	1,334.00		1,422.55 Dr
13/06/2024	OA		Office Administration	001578	86.25		88.55 Dr
12/06/2024	PPSR		PPSR Fee -	001578	2.30		2.30 Dr

Figure 5.

The matter WIP tab will be as below

Employment Contract (1042.6) - created 13/06/2024

Client: [Conference, Jeffery Charles Mr](#)
Description: Employment Contract
Fee Type: Employment - Employment Contracts
Trust Account: Clarke Cooper Law Trust
Default Time Rate:

Team: TEH - TEH*
SR - SR

Financial Summary: 1042.6
Trust: 0.00
WIP: 0.00
IBD: 0.00
AR: 0.00
Estimate: 0.00
TPC: 0.00
Headroom: 0.00

Type	Date	Author	Code	Chg	Narration	Units	Value (\$)	Judged	Billed (\$)	Status
	1/04/2025	TEH	P		Perusal	3	30.00		0.00	W/O
	6/11/2024	TEH	EM		Email	2	80.00		60.87	001879
	6/11/2024	TEH	TEL		Telephone	4	160.00		121.74	001879
	25/07/2024	JMC	D		Drafting	10	220.00		167.39	001879
	13/06/2024	TEH	TEL		Telephone	5	200.00		200.00	001578
	13/06/2024	TEH	EM		Email	3	120.00		120.00	001578
	13/06/2024	TEH	CO		Correspondence	2	80.00		80.00	001578
	13/06/2024	TEH	D		Drafting	5	200.00		200.00	001578
	13/06/2024	TEH	P		Perusal	4	160.00		160.00	001578
	13/06/2024	TEH	AT		Attendance with Jeff	10	400.00		400.00	001578

Figure 6.