Statements Manual

This manual is designed to help users create and maintain reporting statements, settlement statements and general statements.

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Administration

Statements within OneLaw are created using a base template that can be customised with a firm's font, firm contact details, logo and text. Statements cannot be created without templates being set up and customised. Once a template has been created they can be loaded and maintained via the Administration ribbon by selecting Document Templates and the green plus '+' button or the cog wheel (see Figure 1 below).

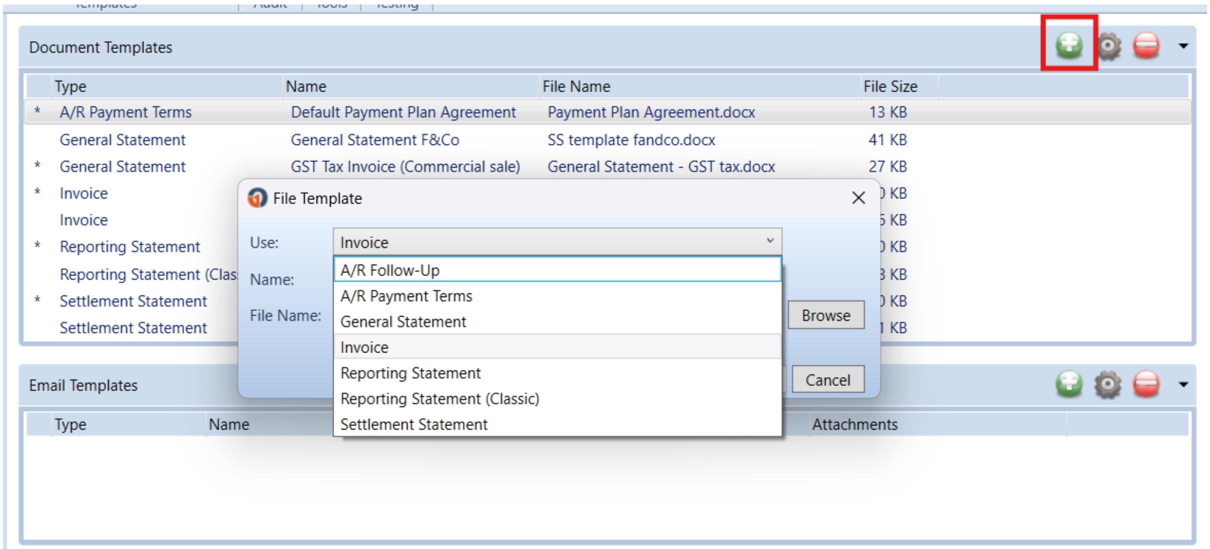

Figure 1: Document Template upload

Multiple templates can be set up per type however only one of each type can be set as the default. This is the template that will display automatically in the various Statement Builders (outlined below).

NOTE: Reporting statements can only be used if the firm is using the invoice generation method 'Invoice and Reporting Statement Templating,' which can be found under Invoice Settings in the Practice Settings.

Reporting statement (Classic) templates are the templates used prior to development of the Statement Builder and Statement Search functionality. In order to allow editing within OneLaw it is recommend to use the reporting statement base template (link below) and upload this as the reporting statement type.

Customising Statement Templates

Base templates are available via the article in our knowledge base here.

Statement templates can be customised by following the steps. Settlement statements have a number of other considerations and these are outlined further on in this manual.

1. Open the base template from the link mentioned previously and save it to a secure location

2. Customise the header and footer per the firms' preferences. For any images in the header or footer, we recommend editing the image file and using the layout option 'In front of text'
3. 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 the firm has a full letterhead (or footer) image file in use that contains the firm's contact details, then insert this and delete the address placeholder text.
4. The font can be selected (across the entire document) and changed to the firm's standard font for correspondence
5. Type in the correct firm name to be displayed at the bottom of the statement
6. 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 OneLaw
7. **For the reporting statement template:** if required edit the default wording for the various 'Balance' lines, i.e. Balance held to your credit, Balance Payable. For the settlement statement, this will pull through the firm's default balance narration as set up under Manage Codes in the Administration ribbon
8. Ensure that there are no additional paragraph markers in the transaction grid as this can impact exporting the file from OneLaw.
9. Save the edited statement template to your desktop or other location on your computer
10. Upload the statement template into OneLaw. This is done under the Administration ribbon > Document Templates. In the top Document Templates section, click the green plus to add a new template and choose the correct type. Complete the name and browse to the location where the template is saved. Click 'Save & Close' to upload a copy of the template

NOTE: 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 statement template in Word. Make the required edits, then repeat steps 8 and 9 from above.

Customising Settlement Statement Templates

There are two ways to set up and build settlement statements in OneLaw: with or without InfoSheet matter data pulling in. There is a base template available for both instances and linked on page 1 of this manual.

Each of these templates provides an author signature field which can either be kept or removed depending on the firm's preference. The behaviour of this signature is outlined in the Settlement Statement section on page 11.**Note:** Signatures are only available in Settlement Statements and General Statements, not for Reporting Statements

<u>Settlement Statement (no InfoSheets)</u>

Customising this base template can be done by following steps 1-9 above together with a few additional considerations.

The fields below, shown in figure 2, do not relate to OneLaw data fields. They are set to pull in the information that is loaded when creating a Settlement Statement in the Statement Builder (as shown in figure 3). We do not recommend changing these fields to ensure the correct information is populated.

«RecipientName»
c/- «AddresseeName»
«AddresseePostalAddress»

By email: «AddresseeEmail»

Figure 2

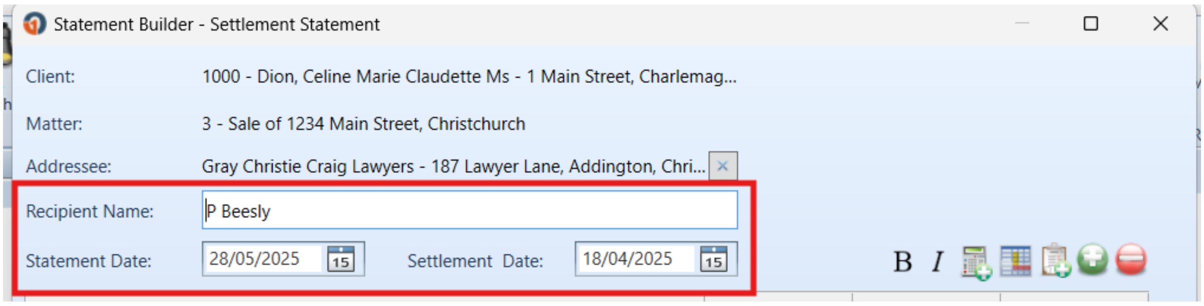

Figure 3

<u>Settlement Statement (with InfoSheets)</u>

If the firm wants to display additional fields in the top section of the Settlement Statement e.g. vendor name, purchaser name, property address, this will require an InfoSheet to be attached to the settlement statement template. Note: Adding InfoSheet fields to documents is only available to customers with our OneAuthor module.

To upload our recommended Conveyancing InfoSheet click the link here and follow these steps:

1. Save the file to a secure location
2. Navigate to the Administration ribbon in OneLaw and select InfoSheets
3. Select Import InfoSheet (shown in figure 4 below) and select the file from the saved location
4. Name the InfoSheet e.g. Conveyancing and select the fee types this InfoSheet relates to. This means that any new matter opened with these fee types will automatically have this InfoSheet attached
5. Click Save & Close

One the InfoSheet is uploaded, the matter information can then be mapped to your settlement statement as follows:

1. Open the base template from the link above into Word
2. Save the template to a secure location
3. Navigate to the OneAuthor ribbon in Word
4. Select InfoSheets and click '+'
5. Double click on the chosen InfoSheet and click Close
6. Then select Merge Field Names which will open a separate document in Word. This document has all available fields both from OneLaw and for the specific
7. Scroll through the document until the fields begin with the name of the InfoSheet e.g. conveyancing are displayed

8. Copy and paste across the required fields e.g. Property Address (from InfoSheet), Client Full Name (for Vendor) and Counterparty Full Name (for Purchaser
9. Position these in the template as per the firm's requirements
10. Ensure that there are no additional paragraph markers in the transaction grid as this can impact exporting the file from OneLaw.
11. Save the template
12. Upload the statement template into OneLaw. This is done under the Administration ribbon > Document Templates. In the top Document Templates section, click the green plus to add a new template and choose settlement statement as the type Complete the name and browse to the location where the template is saved. Click 'Save & Close' to upload a copy of the template

Roles and Permissions

To be able to edit reporting statements, users will need to have the Edit Reporting Statement permission ticked on for their role. This can be maintained by the firm's System Administrator.

Practice Settings

There are two practice settings to consider when setting up statement templates in OneLaw.

1. **Filename Formats.** If the firm would like to customise the filenames for statements when managed, this can be done so via the setting displayed below. Statements, invoices and credit notes can all have a separate format (see Figure 4 below)

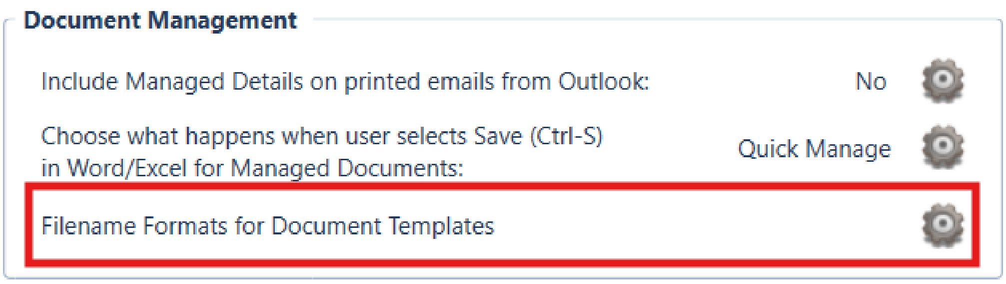

Figure 4: Filename Format setting

2. **Reporting Statement narrations.** Firms can decide whether the To and From parties in the reporting statement display in the narration with the setting displayed below. When set to 'Yes' the narrations will automatically display as per Figure 5 below. When set to 'No' the narrations will automatically display as per Figure 6 below

Date	Detail	Subtotal	Debit	Credit
11/04/2025	From: Lorelai Leigh Gilmores, Client contribution to deposit portion			$35,000.00
11/04/2025	From: ANZ Kiwisaver Scheme, First home withdrawal funds			$37,852.12
14/04/2025	To: Gray Christie Craig Lawyers, Payment of deposit funds - Kiwisaver funds included		$65,000.00	

Figure 5.

Date	Detail	Subtotal	Debit	Credit
11/04/2025	Client contribution to deposit portion			$35,000.00
11/04/2025	First home withdrawal funds			$37,852.12
14/04/2025	Payment of deposit funds - Kiwisaver funds included		$65,000.00	
5/05/2025	Our invoice I 001029		$3,010.88	

Figure 6.

Settlement Statement Narrations & Undertakings

Under the Manage Codes section of the Administration ribbon, calculator narrations and undertakings can be set at a firm level for settlement statements (see Figure 7 below). Default narrations and undertakings are provided in OneLaw which can be edited, added or deleted depending on the firm’s preference.

Settlement Statement Narrations

Type	Name
Body Corporate	Body Corporate
Rates	Rates
Rent	Rent
Settlement Statement Balance	Statement Balance Narration
Subdivision	Subdivision

Settlement Statement Undertakings

Type	Name
Body Corporate	BC Undertaking
General	Insurance
Rates	Rates Undertaking
Subdivision	Subdivision

Figure 7.

1. **Settlement Statement Narrations.** These narrations relate to each calculator available within the settlement statement builder. Depending on firm preference, these can be set up as single lines, multiple lines or subtotal lines. Multiple narrations can be set up per type. NOTE**:** The settlement statement balance narration does not include field selections. We suggest using text such as “Amount required to settle on” in this narration and then including a date field in the template to pull the settlement date through. The base template linked above is set up to accommodate this
2. **Settlement Statement Undertakings.** Undertakings can be set up per calculator type or without a type for firm standard undertakings. Additional undertakings can be included when creating a settlement statement for ad hoc scenarios

Default narrations for statement debits and credits (from various calculators):
<u>Body Corporate</u>:
Purchaser's share of [BodyCorporateYear] Body Corporate levy from [SettlementDate] to [ToDate] being [PurchasersDays] at [AnnualBodyCorporate] per annum
<u>Rates</u>:

Purchaser's proportion of [CouncilName] [RatingYear] rates from [SettlementDate] to [ToDate] being [PurchasersDays] at [AnnualRates] per annum
Rent:
Purchaser's proportion of [CouncilName] [RatingYear] rates from [SettlementDate] to [ToDate] being [PurchasersDays] at [AnnualRates] per annum
Rates (Subdivision):
Purchaser's share of rent from [SettlementDate] to [ToDate] being [PurchasersDays] at [RentAmount] [RentFrequency]
Settlement Statement Balance narration:
Amount required to settle on [SettlementDate]

Default undertakings:
Body Corporate: (this is linked to the Body Corporate calculator)
The Body Corporate levies for [BodyCorporateYear] will be paid by the Vendor on settlement to the date as specified.
Rates: (this is linked to the Rates calculator)
The [CouncilName] rates will be paid by the Vendor on the settlement date to the date as specified above.
Subdivision: (this is linked to the Rates (Subdivision) calculator)
The [CouncilName] rates for the underlying property have been paid by the Developer up until the end of the [RatingYear] rating year.

Fields indicated with [ ]'s will be populated from details loaded into the calculators

Your firm may have additional general undertakings that can be added eg water rates, insurance, settlement payment via Same Day Cleared Payment (this would be in additional to your firms settlement requirements).

Statement Dashboards

Each saved statement can be located under the Statement Search button. There are three separate dashboards available via the Statement Search button on the Home ribbon (see Figure 8 below). Each of these dashboards have different filtering options based on the type of statement.

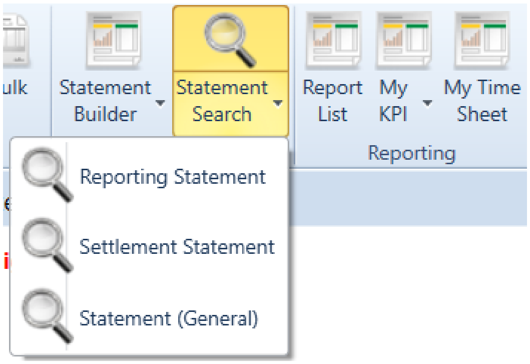

Figure 8.

Statement Builder

To build a statement, there are three different options available via the Statement Builder button on the Home ribbon (see Figure 9 below).

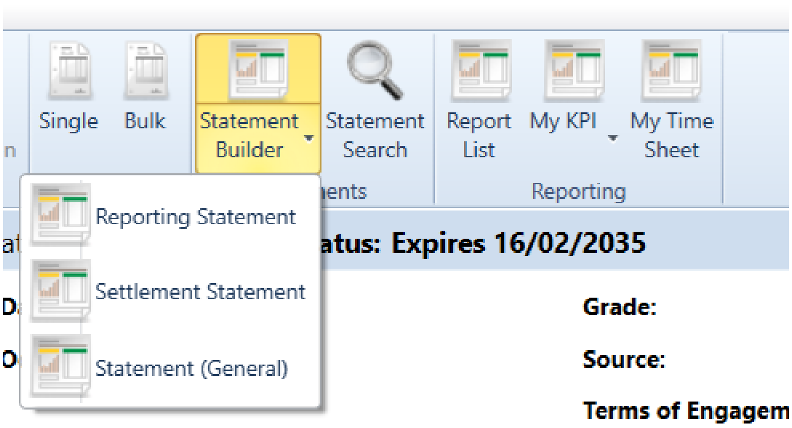

Figure 9.

Reporting Statement

Creating a Reporting Statement via the Home ribbon

From the Statement Builder, select Reporting Statement to get started. On the Home ribbon click the 'Reporting Statement' button to start the process (see Figure 10 below). This form will be pre-filled with the client and matter that is being viewed. The reporting statement builder does allow for multiple statements on matters for one client to be created at one time.

If than one reporting statement template has been setup select the required template from the Statement Template dropdown.

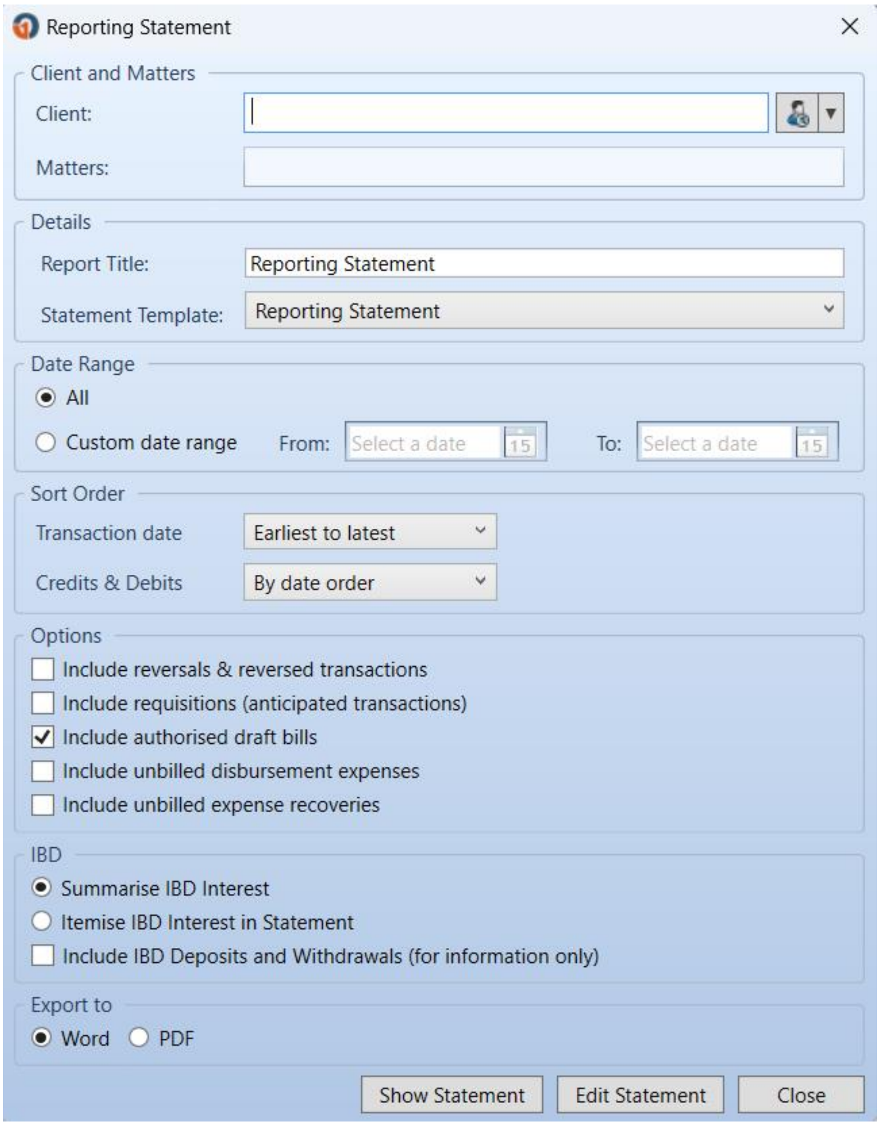

Figure 10.

Reporting Statement Filters and Options:

- **Date Range.** A date range of 'All' will display all trust transactions for the life of the matter(s) or a specific date period can be loaded e.g. a financial year
- **Options.** There are several options to include and exclude certain transactions from the reporting statement, including:
    - Include requisitions on the reporting statement, to provide forecasted transactions. This option will pull through all requisitions, if any, attached to the matter at the time of creating the statement. They will display in a section as 'Anticipated Transactions' as per the example below (see Figure 11 below)
    - Include authorised draft bills. Please note that there is no option to include bills that are in a draft state and any posted bills will be included in the statement by default
    - Include unbilled disbursement expenses and expense recoveries. These options are to report on expense items on the trust ledger that have not yet been captured in a bill. Once these are attached to a bill and the bill has been authorised, these individual items will not display on the statement and will be included in the bill line
    - NOTE: Disbursement expenses and expense recoveries types are set up in the Administration ribbon under Managed Codes
- **IBD.** IBD transactions can be summarised or separately itemised. The deposit and withdrawal transactions can also be displayed however these are for information only and will not impact the trust balance in the statement

Purchase 7 Main View Road, Stars Hollow

27/03/2025	From: Lorelai Leigh Gilmore, Client funds to put towards deposit portion of purchase		27,000.00
27/03/2025	From: ANZ Kiwisaver Scheme, First Home withdrawal from ANZ L L Gilmore kiwisaver fund		42,350.82
28/03/2025	To: Gray Christie Craig Lawyers, Payment of purchase funds for 7 Main View Road - Kiwisaver funds	65,000.00	
08/04/2025	LINZ Fee - Guaranteed Title Search	6.00	
08/04/2025	Office Administration	75.00	
11/04/2025	LINZ Registration Fee – Mortgage	95.00	
11/04/2025	LINZ Registration Fee - Transfer	95.00	
	Anticipated Transactions		
10/04/2025	*From: Lorelai Leigh Gilmore, Funds required to complete purchase of property*		*7,500.00*
10/04/2025	*From: Estate of Richard Gilmore, Estate Administration of R Gilmore (1014.1)* For: Journal of funds - inherited funds to assist with purchase of first home		*55,000.00*
11/04/2025	*From: ANZ Bank New Zealand Limited, Drawdown of loan funds to complete purchase*		*520,000.00*
11/04/2025	*To: Gray Christie Craig Lawyers, SDCP to complete purchase of 7 Main View Road*	*585,975.48*	
	Balance	604.34	
		$651,850.82	$651,850.82
	Balance held to your credit		**$604.34**

Figure 11: Reporting statement including requisitions (displayed as Anticipated Transactions)

Export Options:
When selecting Show Statement, the statement will be exported to the selected format (either Word or the default PDF editor).

Edit Statement:
When using a reporting statement template, there will be the option to edit the statement which will pull all transactions from the ledger (pending filtering options above) and populate a grid that is fully editable (see Figure 12 below).

NOTE: If the firm is using a reporting statement (classic) type, these templates are not editable, and a new reporting statement template will need to be created. See page 1 for a link to this base template.

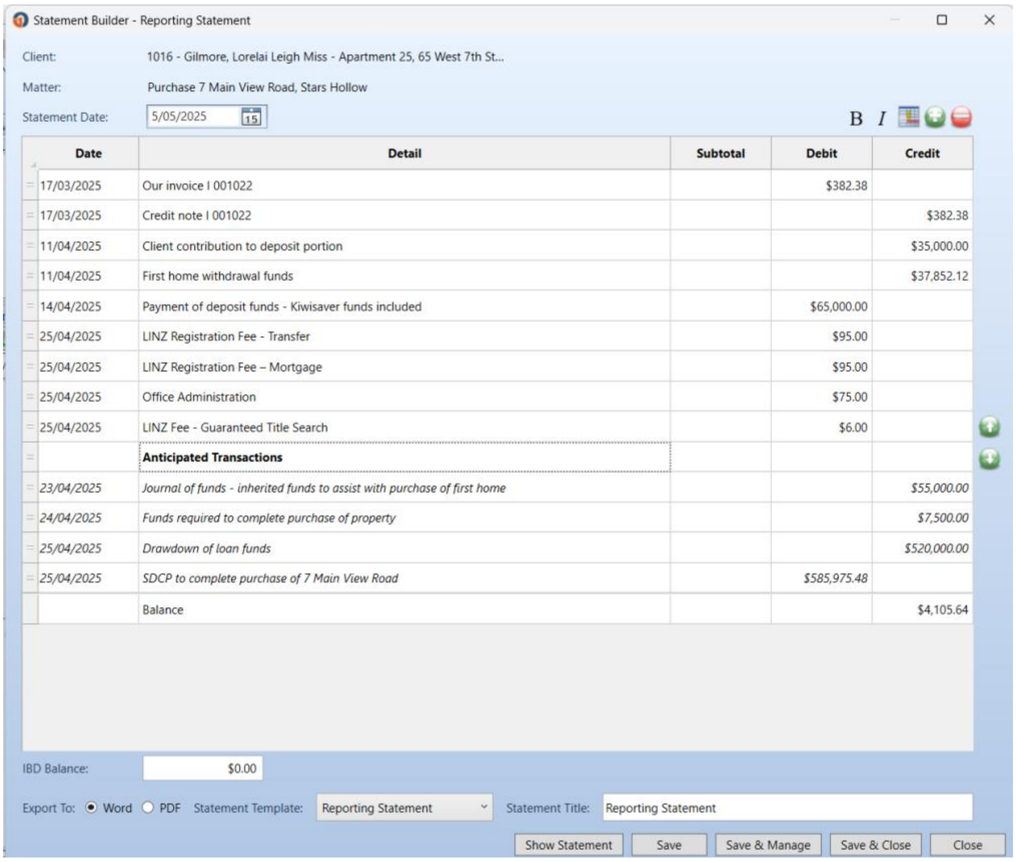

Figure 12.

- The grid can then be fully edited across narrations and values. Clicking and using the tab button will allow easy navigation and any additional figures will automatically re-calculate the balance
- Rows can also be re-ordered via the green arrows on the right-hand side or by dragging and dropping from the grey column on the left-hand side
- Rows can be multi-selected, cut, copied and pasted using keyboard shortcuts
- Use the ‘B’ and ‘I’ buttons or keyboard shortcuts (Ctrl + B or Ctrl + I) will **bold** or *italicise* the selected cell or row
- The date will display on the grid however dates can be removed from the firm’s template
- Subtotal values can be added (debit or credit) via the subtotal button (see Figure 13 below)

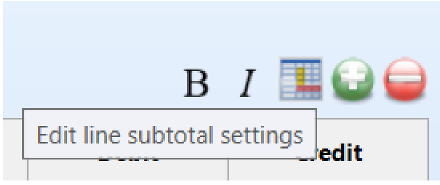

Figure 13.

<u>Show Statement:</u>
Selecting Show Statement will export the statement in the edited form to Word or PDF on the template selected.

<u>Save and Manage:</u>
Selecting Save will save the reporting statement to the Reporting Statement dashboard. Selecting Save and Manage will save the reporting statement(s) and manage a copy in the chosen format on to the matter (or matters).

Reporting Statement via Single Billing

When creating a single bill, there is a Statement tab in the Bill Maintenance screen (see Figure 14 below) to set the filers and options for the creation of a reporting statement.

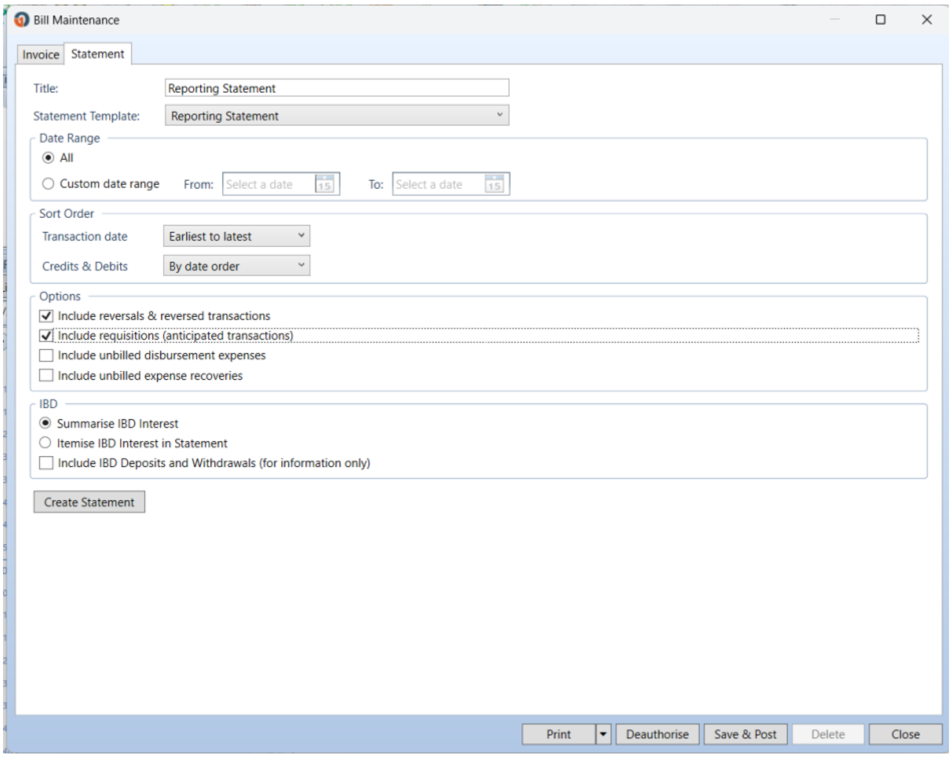

Figure 14: Bill Maintenance screen – Statement tab

Statements can only be produced during the billing process once the bill has moved into the authorised draft state.

Once selections have been made, to create a statement select Create Statement. A bill and statement can then be produced at this stage or alternatively, the statement can then be edited by selecting Edit Statement. Once the statement has been edited this can be saved to the Statement Dashboard and will remain attached to that invoice.

Settlement Statements

From the Statement Builder, select Settlement Statement to get started. Select a client and matter (noting that only one matter can be selected), a template, make any edits to the name if required.

In the first screen there is an option to select an author. If the template contains the author signature merge field and the author selected has a signature uploaded on the User record in the Administration ribbon then their signature will display on the statement. Note: the signature will only display when an author is selected and the logged in operator has the authority to use that signature. Otherwise the signature will not display in the statement.

Click Next, the statement builder may make suggestions for transactions or fields on the statement using data preloaded into InfoSheets and/or party records stored against the matter (see Figure 15 below).

Figure 15.

After selecting Add to Statement or Skip, a form will appear with an editable grid that will calculate as it is edited (see Figure 16 below).

<u>Building a Settlement Statement:</u>
The following details will need to be completed:

+ **Client and Matter.** This will pre-fill with the client and matter selected in the first screen
+ **Addressee.** The intention for this field is that it is completed with the party to who the statement is being sent e.g. the purchaser's solicitor
+ **Recipient.** The intention for this field is that it is completed with the name of the purchasing party
  NOTE: Any edits to the fields provided in the settlement statement template may mean that the Recipient and Addressee fields will not display correctly. We therefore do not recommend any edits to these fields in the base template
+ **Statement Date.** This is an editable field however will pre-fill with the date of creation

+ **Settlement Date.** This field may be pulled through via the matter information screen however can be edited

<u>Editing the Settlement Statement:</u>
The following buttons are available for further formatting and additional items:

+ Using the 'B' and 'I' buttons or keyboard shortcuts (Ctrl + B or Ctrl + I) will **bold** or *italicise* the selected cell or row
+ Subtotal values can be added by selecting the Edit Subtotal button (see Figure 15 below)
+ Additional InfoSheet information can be added via the InfoSheet button (see Figure 18 below)
+ Rows can be added and deleted via the + and – buttons
+ The grid can then be fully edited across narrations and values. Click and use the tab button will allow easy navigation and any additional figures will automatically re-calculate the balance
+ Rows can also be re-ordered via the green arrows on the right-hand side or by dragging and dropping from the grey column on the left-hand side
+ The calculator button is for all the additional apportionments that may need to be added (outlined further below)

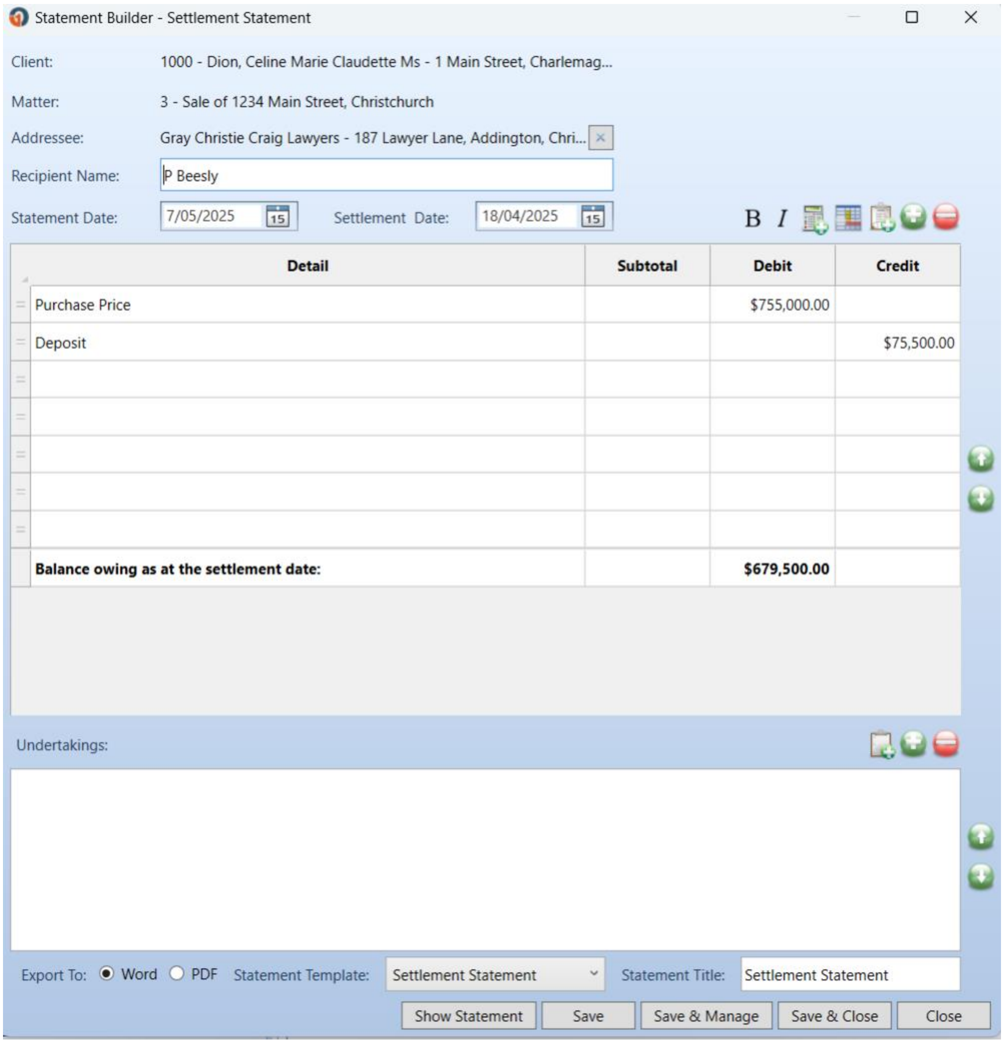

Figure 16.

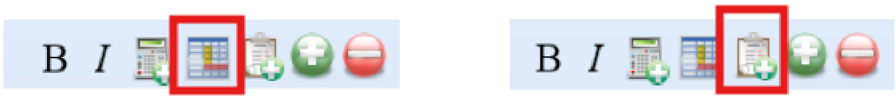

Figure 17 and 18: Subtotal and InfoSheet button

Show Statement:

Selecting Show Statement will export the statement in the edited form to Word or PDF on the template selected.

Save and Manage:

Selecting Save will save the settlement statement to the Settlement Statement dashboard. Selecting Save and Manage will save to the dashboard and manage a copy in the chosen format to the matter.

Settlement Statement Calculators

The settlement statement builder includes several different calculators for common apportionments. These can be accessed via the calculator button in the builder (see Figure 19 below).

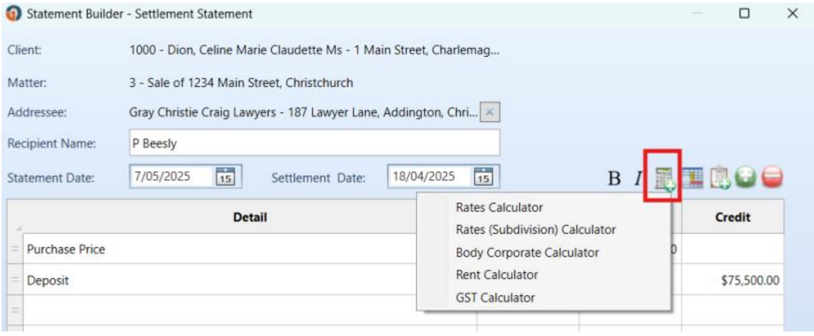

Figure 19.

<u>Rates Calculator:</u>

To include a rates apportionment into a settlement statement, follow these steps:

1. Select the Council
2. Enter the annual amount. NOTE: Selecting Inc. or Exc. GST will not change the figures. This will impact the narration and/or undertaking if GST is an included field
3. Select the instalments paid and enter the amounts for each instalment (see Figure 20 below) Enter the date paid until e.g. 31/03/2025, 30/06/2025
4. Select an undertaking. NOTE: When completing an apportionment, the undertaking must be selected at this stage to ensure that the fields pull the correct details
5. Select Add to Statement

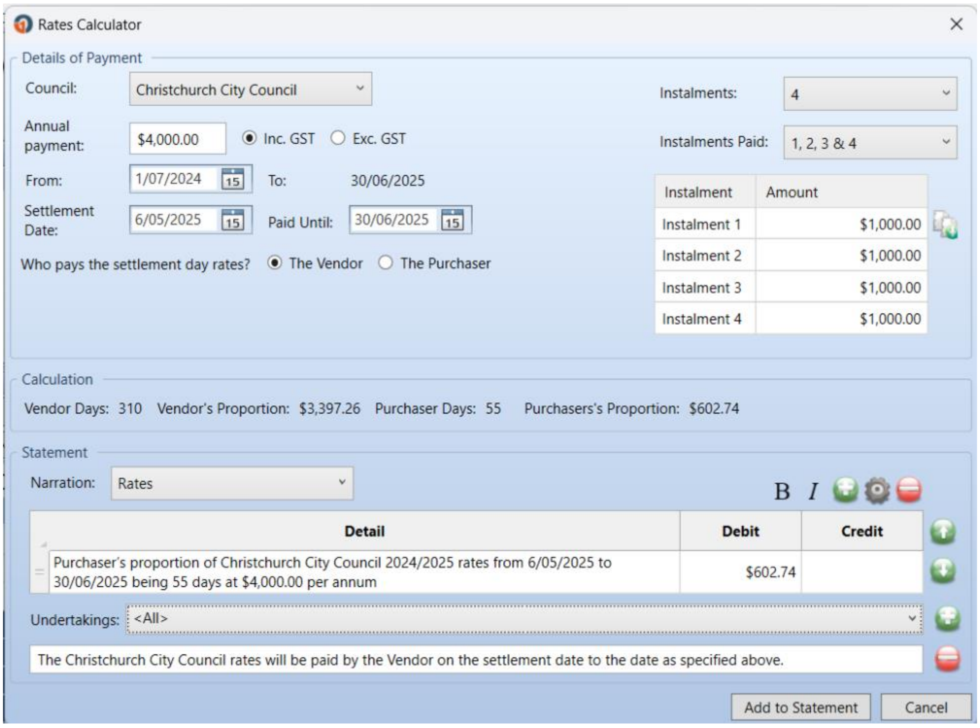

Figure 20.

Rates (Subdivision) Calculator:

This calculator can be used where rates have been set for an underlying piece of land and the transaction relates to a subdivided piece of land. To include this, follow these steps:

1. Select the Council
2. Enter the annual amount. NOTE: Selecting Inc. or Exc. GST will not change the figures. This will impact the narration and/or undertaking if GST is an included field
3. Enter the total area and the measurement
4. Enter the subdivided lot area. The percentage will then automatically calculate
5. Select the instalments paid and enter the amounts for each instalment
6. Enter the date paid until e.g. 31/03/2025, 30/06/2025
7. Select an undertaking. NOTE: When completing an apportionment, the undertaking must be selected at this stage to ensure that the fields pull the correct details
8. Select Add to Statement (see Figure 21 below)

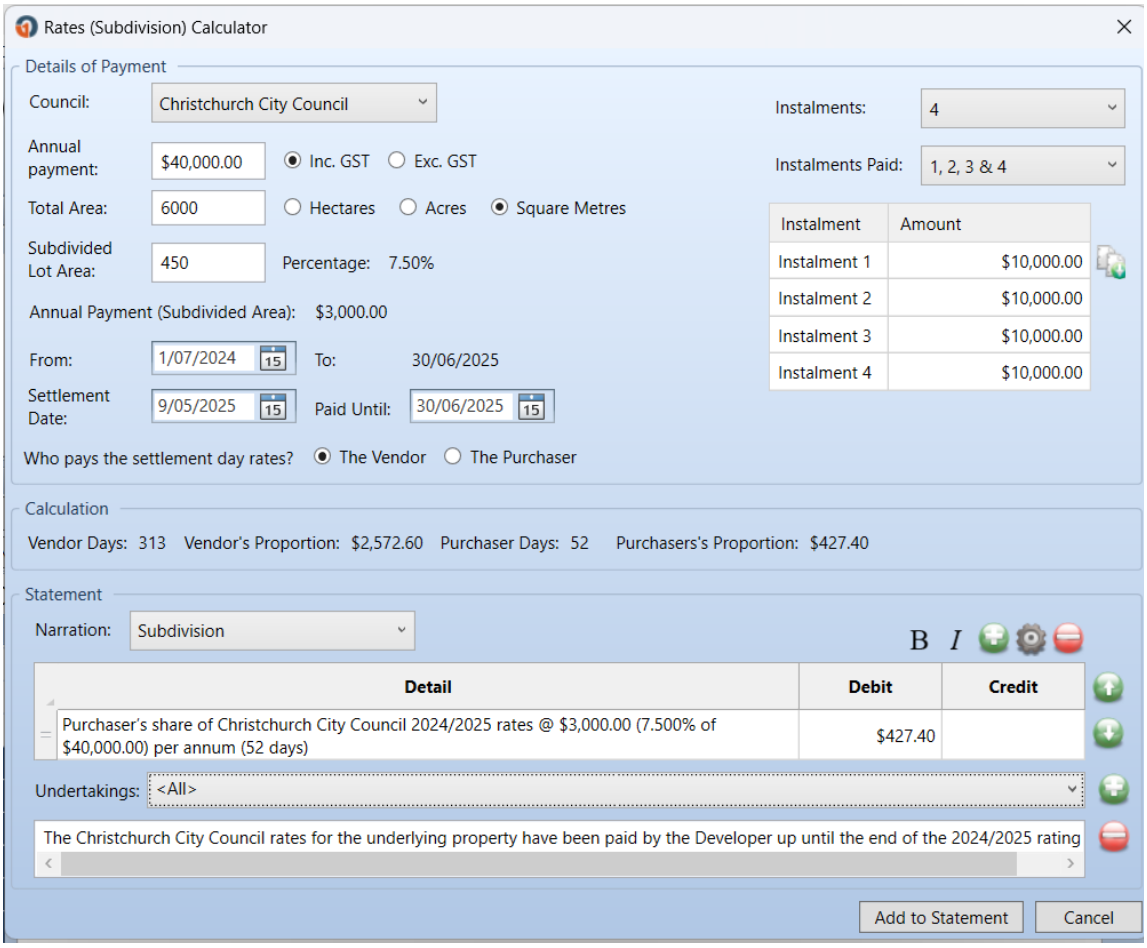

Figure 21.

Body Corporate Calculator:

To include a body corporate apportionment, follow these steps:

1. Select the From and To Date
2. Enter the annual amount. NOTE: Selecting Inc. or Exc. GST will not change the figures. This will impact the narration and/or undertaking if GST is an included field
3. Select an Undertaking
4. Select Add to Statement (see Figure 22 below)

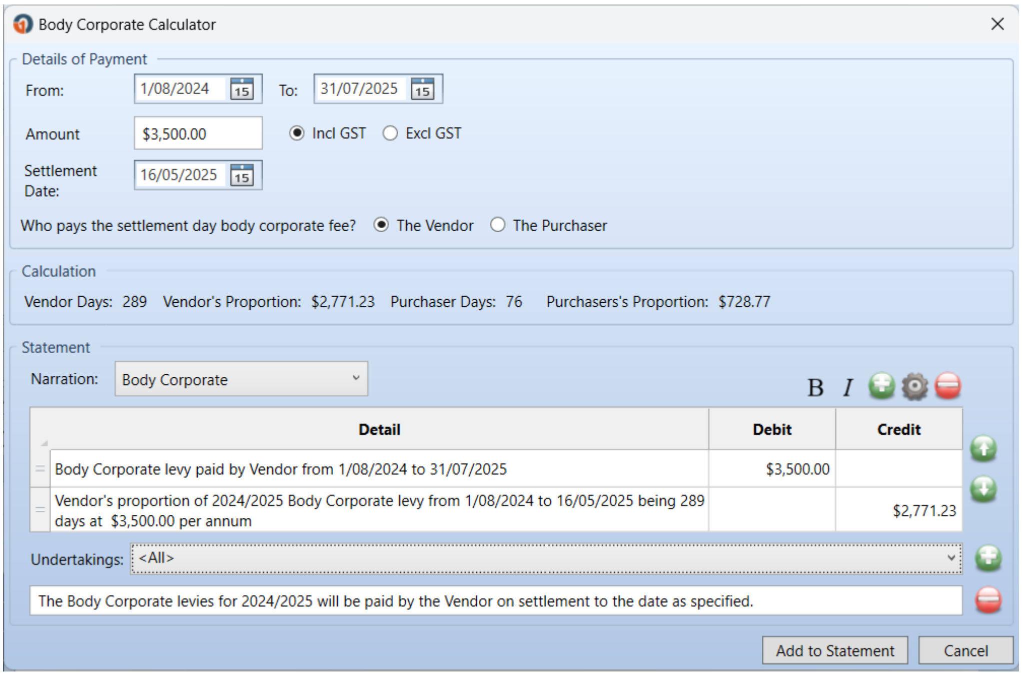

Figure 22.

Rent Calculator:

To include a rent apportionment, follow these steps:

1. Select the Payment Frequency
2. Select the Last Payment date – this will automatically complete the Next Payment date
3. Enter the amount. NOTE: Selecting Inc. or Exc. GST will not change the figures. This will impact the narration and/or undertaking if GST is an included field
4. Select an Undertaking
5. Select Add to Statement (see Figure 23 below)

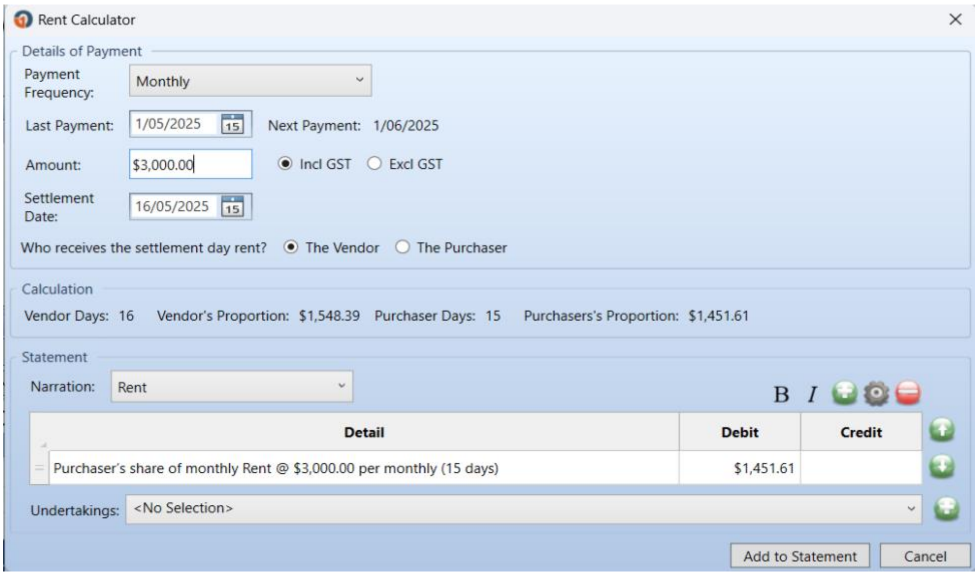

Figure 23.

GST Calculator:

The GST calculator provides the ability to add and subtract GST to a figure, include this in a narration and add it to the statement (see Figure 24 below).

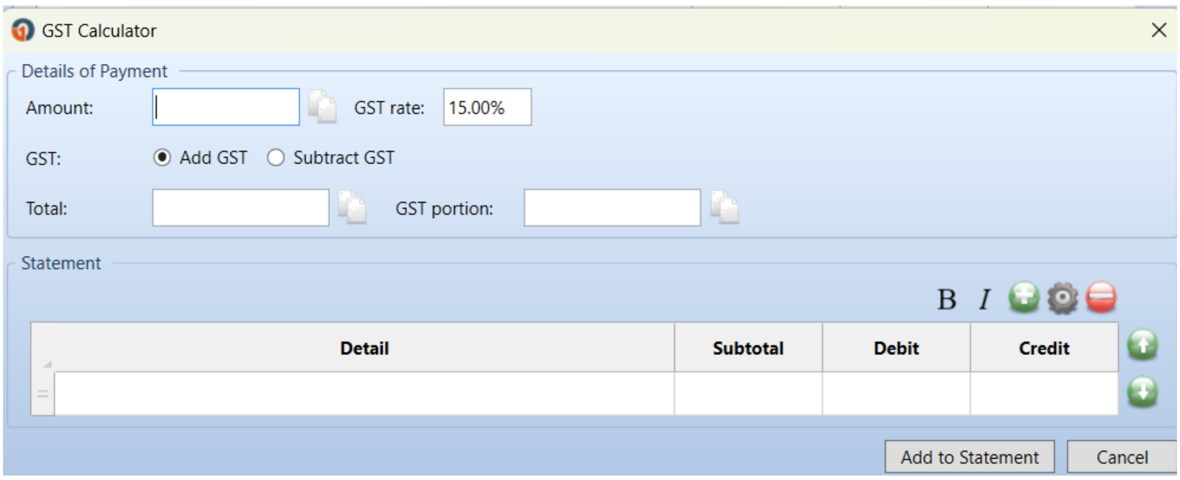

Figure 24.

Undertakings

Undertakings included from a calculator will be pre-populated into the Undertakings section on the settlement statement and can be edited. Further firm set undertakings can be added by selecting the green plus '+' button. If further undertakings are required, ad hoc undertakings can be added via the clipboard button and typed in (see Figure 25 below).

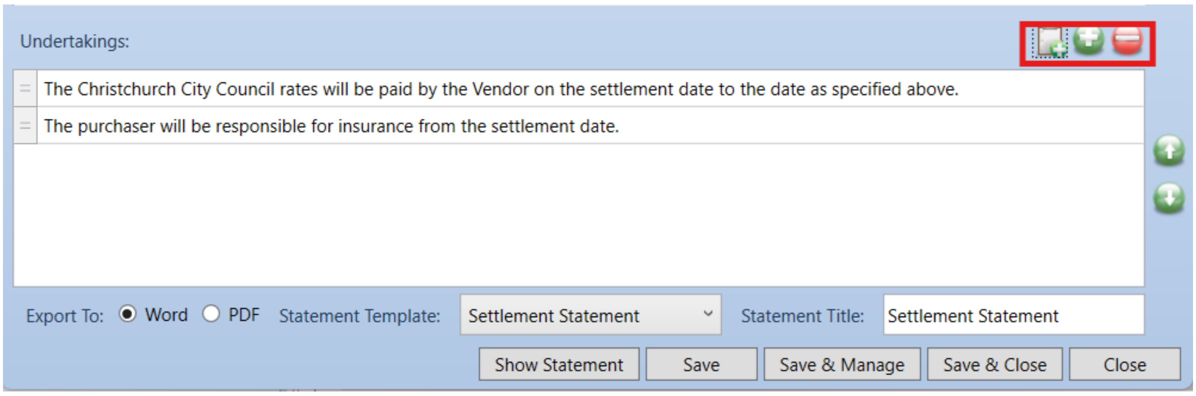

Figure 25.

General Statements

The general statement builder follows the same workflow as a settlement statement with calculators, InfoSheets and a fully editable grid without undertakings (see Figure 26 below).

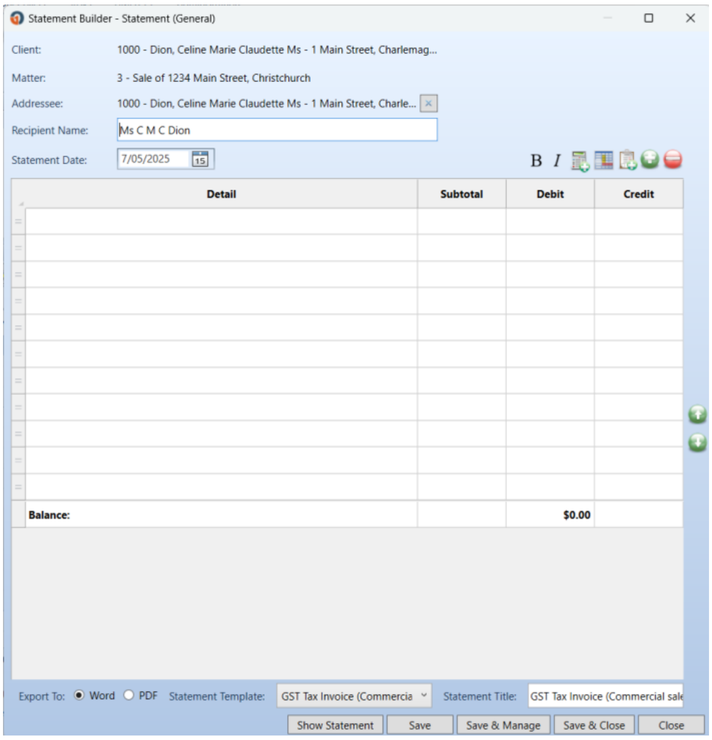

Figure 26.