



# THIRD PARTY COSTS USER MANUAL

Third Party Cost (TPC) allows you to add an anticipated disbursement to a Client/Matter without affecting the Trust Account Ledger. It's going to make your job easier – lets show you how to use it

- The OneLaw team

## What is a Third Party Cost?

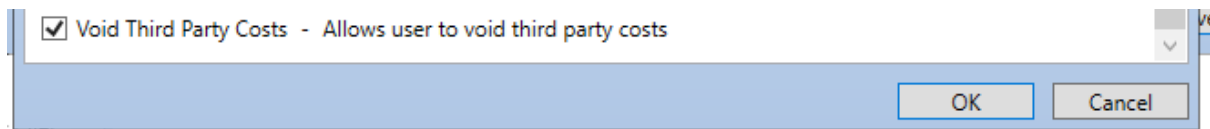
Third Party Cost (TPC) is the functionality that allows you to add an anticipated/expected Disbursement to a Client/Matter without affecting the Trust Account ledger. This will allow you to bill a TPC in advance and have the client pay the funds in, before you need to draw funds from the clients' trust ledger to pay the third party invoice.

### Set Up

All users with access to the Home tab and Accounts tab will be able to record TPC's

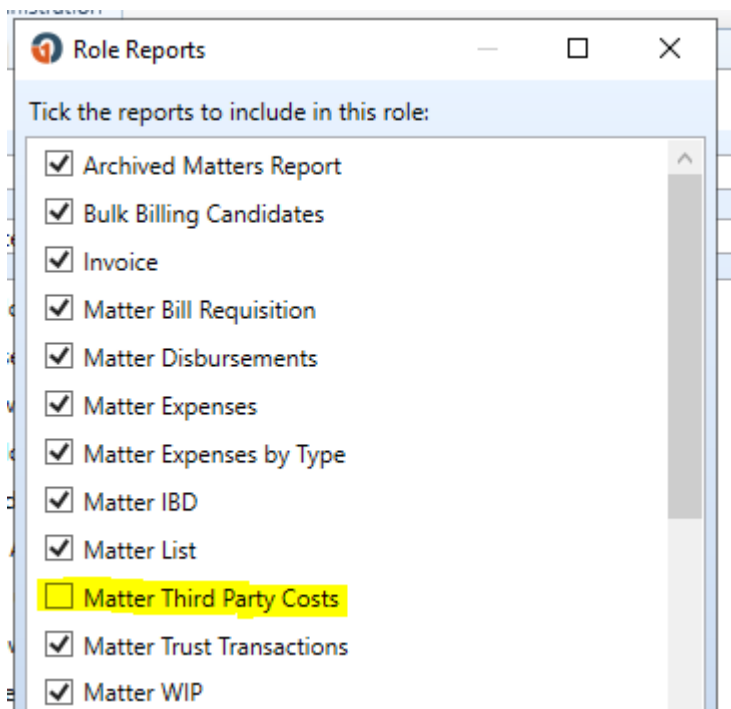
There is a user permission to only allow selected roles the functionality to void (cancel) a TPC

In the Administration tab, click roles → Open an existing Role (highlight in the list and double click) OR Create a New Role (click Green Plus) → click Choose Permissions → Void Third Party Costs. This allows the user to void third party costs



There is a new matter report for TPC and you must give each role the permission to access this

In the Administration tab → click Roles → Open Role (highlight in list and double click) → click Choose Reports → tick Matter Third Party Costs

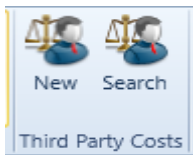


## Third Party Costs

Third Party Costs can be posted from either the Home Tab → Third Party Cost button



OR the Accounts Tab → New button



The Client view shows a TPC column displaying the total value of TPCs on the matter

**Computer, Dell Mrs (201680)** - created 19/06/2018 CDD Status: Expires 27/02/2021

Status: Client  
 Type: Individual  
 Name: Mrs Dell Computer  
 Team: NB - NB\*

Matters Affiliated Matters Addresses Affiliated Parties Related Parties AML/CFT CDD Identity Referral Details Financial Deeds Marketing Red Flags Notes Tasks

All  Open  Closed  My Matters Only

#	Description	Matter Author	Trust (\$)	IBD (\$)	TPC (\$)	AR (\$)	WIP (\$)	Estimate (\$)	Status	Latest Archi
1	Is it the one sided affiliatic	NB	1,985.00	0.00	0.00	0.00	0.00	0.00	Open	
2	TPC testing and billing	NB	(230.00)	0.00	0.00	200.00	0.00	0.00	Open	
3	TPC Status is not changed	NB	(300.00)	0.00	0.00	300.00	0.00	0.00	Open	
4	TPC OL-5748 & OL-5751	NB	(669.75)	0.00	900.00	1,669.75	0.00	0.00	Open	
5	TPC - OL5760	NB	(250.00)	0.00	0.00	400.00	0.00	0.00	Open	
6	Change fee with 3rd party	NB	(460.00)	0.00	700.00	1,160.00	0.00	0.00	Open	
7	More billing with TPC atta	NB	(287.50)	0.00	200.00	487.50	0.00	0.00	Open	
8	TPC 8	NB	570.00	0.00	1,456.00	730.00	650.00	0.00	Open	

The Matter shows a TPC's Tab, listing the TPC's on that matter and the Financial Summary also shows a Total TPC amount

**TPC 8 (201680.8)** - created 22/07/2020

Client: [Computer, Dell Mrs](#)  
 Description: TPC 8  
 Fee Type: General - General 2  
 Trust Account: BNZ Trust A/c  
 Overriding Time Rate:

Team: NB - NB\*  
 Financial Summary: 201680.8  
 Trust 570.00  
 WIP 650.00  
 IBD 0.00  
 AR 730.00  
 Estimate 0.00  
 TPC 1,456.00  
 Headroom 0.00

Financials Parties Notes Billing Archives Tasks

Trust WIP **Third Party Costs** Billing IBD A/R

Date	Author	Reference	Payee	Narration	Amount (\$)	Status	Billed
9/06/2020	NB	TP098	Rennie, Heugh B QC	TPC to bill	500.00	Billed	INV75196
5/06/2020	NB	Inv9887	District Court - HENDERSC	TPC - Filing fees	56.00	Posted	
20/05/2020	NB	BI34	Salisbury Processors	TPC - Processor server fees	250.00	Posted	
10/05/2020	NB	BILL989	Rennie, Heugh B QC	QC Rennie fees	650.00	Posted	

A TPC has 5 status options, and it can move through 2 or more depending on the actions taken”

Posted: TPC has been posted to the matter and is awaiting billing, payment and paying

Billed: TPC has been attached to an invoice and the invoice number will be displayed

Payable: The account rendered the TPC is attached to has been paid, and the TPC has been marked as payable indicating funds are now in trust so TPC can be paid out

Paid: The TPC has been turned in to a trust payment

Void: The TPC has been marked as void manually or the invoice it was attached to has been written off

### **Posting a TPC**

- Select the client and matter
- Date is the date of the TPC invoice
- Reference can be left blank but we advise you put the third party's invoice/statement reference number here, as this reference number will feed in to the narration part of the trust payment field when you pay this TPC entry
- Select GST - GST can be standard (default), exempt or zero rated
- Payment to: Requires the third party entity to already exist in your client/contacts database (as per the trust payment screen)
- The green plus will allow you to create a new third party entity from this screen, on clicking the Green plus will open the 'Create New Party' dialog window

**Third Party Cost**

Client: 201680 - Computer, Dell Mrs

Matter: 8 - TPC 8

Date: 1/03/2020

Reference: TPCINV123

Amount: \$550.00

GST: Standard (15%) \$71.74

Payment To: [Empty Field]

Narration: QC fees

Document: [Empty Field] **Browse...**

**Financial Summary**  
**201680.8**

Trust	570.00
WIP	650.00
IBD	0.00
AR	730.00
Estimate	0.00
TPC	1,456.00
Headroom	0.00

Save & New Save & Close Close

The 'browse' button will open the 'select document' screen so you can attach a managed copy of the third party's invoice (or other supporting document authorising payment) to the TPC

**Select Document**

Search Advanced Search Recent documents

Party: 201680 - Computer, Dell Mrs

Matter: 8 - TPC 8

Client

- 201680 - Computer, Dell Mrs
  - 1 - Is it the one sided affiliation that is
  - 2 - TPC testing and billing
  - 3 - TPC Status is not changed if paid b
  - 4 - TPC OL-5748 & OL-5751
  - 5 - TPC - OL5760
  - 6 - Change fee with 3rd party costs at
  - 7 - More billing with TPC attached anc
  - 8 - TPC 8**

Name	ID	Version	Last Updated
Kids Market Blah Blah Date	553835	3	27/07/2020 10:52:32 AM
Kids Market Blah Blah Date	553835	2	27/07/2020 10:01:58 AM
Kids Market Blah Blah Date	553835	1	27/07/2020 10:00:37 AM
Mary Poppins Music	553836	1	27/07/2020 9:56:04 AM
Ceremony Wedding Poems	553834	1	27/07/2020 9:56:03 AM

Double clicking on the document in the list will insert a link to that document into the TPC screen:

- 'Save & New' will save posting and clear the screen, defaulting the cursor to the client field for the next posting
- 'Save & Close' will save the posting and close the screen
- 'Close' will present message asking if you want to discard (cancel) this posting. Selecting 'Yes' will discard posting details and close window. Selecting 'No' will close message window and allow you to continue with posting

### Third Party Costs Search

The 'Search' button on the accounts tab will allow you to search for all third party costs across all clients and matters

Clicking on the 'Search' button opens the 'Outstanding Third Party Costs' screen

The date range refers to the date that the TPC was dated at the time of posting (we have suggested you use the date of the TPC invoice when posting a TPC entry)

Status allows you to search across all statuses or select 1 or more status to report on

Status are 'Posted,' 'Billed,' 'Payable,' 'Paid' or 'Void'

Payment to: Left blank, this will report on all payees OR you can choose to report on a selected payee as per screen shot

Clicking 'Search' will display your search list as per the selections made

Clicking 'Export' will export the displayed list to an Excel worksheet

Outstanding Third Party Costs											
Filters											
Date Range:		1/05/2020		31/07/2020							
Status:		<All>									
Payment To:		CCC		Search		Export					
Account	Client	Matter	Date	Author	Reference	Payee	Narration	Amount	Tax Content	Status	Billed
201680.4	Computer, Dell Mrs	TPC OL-5748 & OL-5751	6/07/2020	NB	Ref 2020	CCC	TPC - to be billed where bill contains	\$300.00	\$39.13	Void	INV75161
106577.10	Ana Place Ltd	Test to see if the Not Review	22/06/2020	NB	TPC12322334	CCC	Save and new button - defaulted to	\$30.00	\$3.91	Posted	
106577.10	Ana Place Ltd	Test to see if the Not Review	22/06/2020	NB	TPC7843	CCC	Testing added save and new button	\$200.00	\$26.09	Posted	
200487.2	Tangy, May Mrs	Confidential on creation by	9/06/2020	MT	CM45885	CCC	Confidential matter TPC test for user	\$200.00	\$26.09	Void	
201655.1	Radford, Bill Mr	Ready to start 1.18	5/06/2020	NB	TPC-inv-987	CCC	Rates tpc testing	\$80.00	\$10.43	Posted	
201743.2	Bob & Lisa Hummus	TPC matter 2	1/06/2020	NB	TPC01	CCC	TPC to bill then pay then see if it turn	\$50.00	\$6.52	Paid	INV75189
201730.1	Banana Trust	Why are there Apples in m	1/06/2020	NB	TPC#2	CCC	TPC to be billed and paid re TPC sele	\$200.00	\$26.09	Paid	INV75180
201422.1	Aimer, Rooss Fred Mr	Mr Rental Franchise	1/06/2020	NB	INV0098	CCC	TPC bug fixed test OL-5763	\$200.00	\$26.09	Paid	
201680.5	Computer, Dell Mrs	TPC - OL5760	1/06/2020	NB	INV519	CCC	TPC - Edit tests on a PAYMENT with	\$200.00	\$26.09	Paid	
201680.4	Computer, Dell Mrs	TPC OL-5748 & OL-5751	1/06/2020	NB	Ref 9999999	CCC	TPC testing - add TPC. Bill TPC then	\$100.00	\$13.04	Paid	INV75158
201629.3	Block, Jenny Lou Ms	OL3382 Billing Party	26/05/2020	NB		CCC	Edit to payment to party from QC to	\$600.00	\$78.26	Posted	
201733.1	All Clear Glass Cleaners	New to Close	18/05/2020	NB		CCC	TPC - can I archive this matter with a	\$600.00	\$78.26	Void	INV75144
201679.2	Computer, Acer Mr	Chrome Handle Bars	18/05/2020	NB		CCC	Rates - 3rd party cost	\$200.00	\$26.09	Payable	INV75128
201743.1	Bob & Lisa Hummus	TPC	13/05/2020	NB	TPC04	CCC	TPC ccc fees	\$120.00	\$15.65	Posted	
201666.6	Bowie, David Mr	2nd TPC credit note test ap	11/05/2020	NB		CCC	TPC and credit notes and the wonky	\$100.00	\$13.04	Payable	INV75143
201730.5	Banana Trust	TPC Stuff	8/05/2020	NB	TPC#2	CCC	TPC rates fees	\$200.00	\$26.09	Paid	INV75181
201730.6	Banana Trust	TPC Stuff version 2	1/05/2020	NB	TPC1	CCC	Rates	\$100.00	\$13.04	Paid	INV75184
201679.7	Computer, Acer Mr	Multiple 3rd Party Costs	1/05/2020	NB	123	CCC	First TPC	\$500.00	\$65.22	Posted	
Total Costs: \$4,330.00		Total GST: \$564.78		Distinct Clients: 11		Distinct Matters: 16					

You can also maintain and pay TPC from this screen by highlighting a record and double clicking to open it

The status of the TPC will depend on what options/function you will have/can perform

A **'Posted' status** will allow you to:

**Make Payment:** Clicking 'Make Payment' will open a trust payment screen, copying the TPC data into the trust payment screen with all fields being editable. You can then proceed to edit and save the payment. This will mark the TPC as 'Paid' in the TPC tab on the matter and will create a trust account payment entry on the matter.

**Mark Paid:** Clicking 'Mark Paid' opens a message window "Mark this cost as paid without creating a Trust Payment" – Selecting 'Yes' will change the status of the TPC to 'Paid' in the matters TPC tab. Selecting 'No' will take you back to the TPC screen. Once a TPC has been marked as 'Paid' no further actions or changes can be made on that TPC.

**Void:** Clicking 'Void' will change the status of the TPC to 'Void,' and you will no longer be able to do anything with that TPC. A 'Void' action cancels the TPC but retains the TPC record with the status 'Void'. Note – Being able to 'Void' a TPC is a user permission set up in the administrator tab.

A **Billed Status** will allow you to:

**Mark Paid:** Clicking 'Mark Paid' opens a message window "Mark this cost as paid without creating a Trust Payment." Selecting 'Yes' will change the status of the TPC to 'Paid' in the matters TPC tab. Selecting 'No' will take you back to the TPC screen. Once a TPC has been marked as 'Paid,' no further actions or changes can be made on that TPC.

A **Payable Status** will allow you to:

**Make Payment:** Clicking 'Make Payment' will open a Trust Payment screen, copying the TPC data into the trust payment screen with all fields being editable. You can then proceed to edit and Save the payment. This will mark the TPC as 'Paid' in the TPC tab on the matter, and will create a trust account payment entry on the matter.

**Mark Paid:** Clicking 'Mark Paid' opens a message window "Mark this cost as paid without creating a Trust Payment" – selecting 'Yes' will change the status of the TPC to 'Paid' in the matters TPC tab. Selecting 'No' will take you back to the TPC screen. Once a TPC has been marked as 'Paid' no further actions or changes can be made on that TPC.

A '**Paid**' status and a '**Billed**' status are deemed as completed, and no further action can be taken on them, other than viewing them.

Viewing a TPC posting regardless of status will show the TPC history, as highlighted in the screenshot

The screenshot shows a 'Third Party Cost' window with the following details:

- Client:** 201743 - Bob & Lisa Hummus
- Matter:** 2 - TPC matter 2
- Date:** 1/06/2020
- Reference:** TPC01
- Amount:** \$50.00
- GST:** Standard (15%) \$6.52
- Payment To:** CCC
- Narration:** TPC to bill then pay then see if it turns up on a new bill as a payment disbs
- Document:** 553192 - OneDesktop - Tips and Tricks for searching

**Financial Summary (201743.2):**

Trust	(1,140.00)
WIP	0.00
IBD	0.00
AR	1,190.00
Estimate	0.00
TPC	50.00
Headroom	0.00

**History:**

22/07/2020 11:31 AM	NB	Paid	Paid with trust payment DC
22/07/2020 11:30 AM	NB	Payable	Payable now funds receipted in 148233
22/07/2020 11:29 AM	NB	Billed	Billed in INV75189
22/07/2020 11:29 AM	NB	Billed	Drafted in bill DRAFT880
22/07/2020 11:28 AM	NB	Posted	Created cost of \$50.00 for CCC