

Billing Manual

This manual is designed to help you and your team understand the billing functionality and processes in OnePractice.



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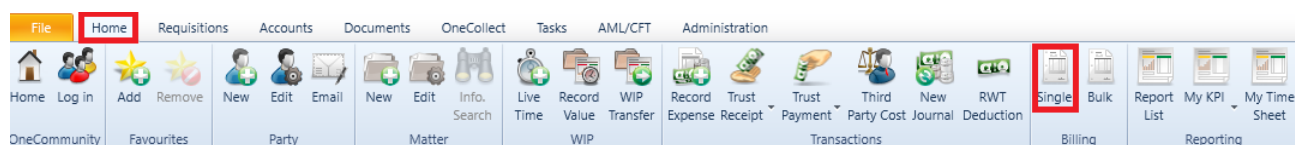
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Role Permissions for Billing

There are 3 different role permissions to consider assigning to staff, depending on their role within your firm:

- Drafting Bills** - Allows user to create, edit, delete and authorise draft bills
- Posting Bills** - Allows user to post bills
- Authorising Bills** - Allows user to authorise drafted bills

Creating a single bill



1. Use the client and matter picker to navigate to the correct matter. See Figure 1 below
2. Click “New”

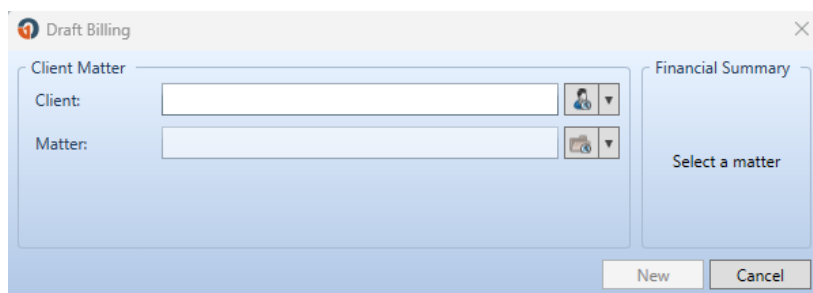


Figure 1.

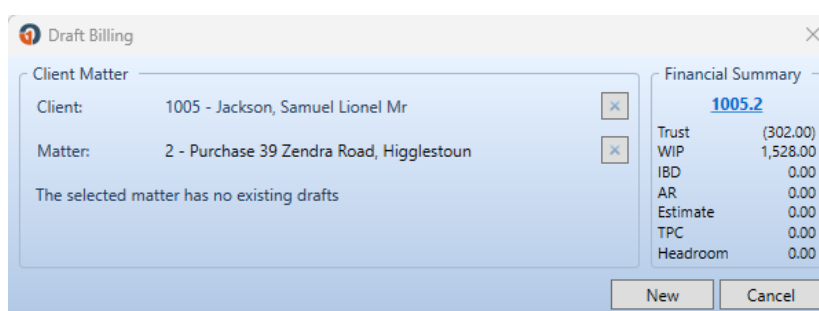


Figure 2.

Bill Maintenance screen

- + **“Bill Creator”** will default to the logged in user, but can be changed by using the dropdown box
- + **“Bill Date”** will default to today’s date but can be changed either by typing the date in or using the calendar to pick the correct date. Please note there are rules that apply, including that the date must be in the current month or if the previous month is still open a bill can be back dated into that month

- + **“Bill To”** this is the party that the invoice will be addressed to. This will default to the chosen client or to the party as pre-set on the matter (if different from the client) and can also be changed to another party by clicking on the green cross, this will give you the option to either choose another existing client/non-client from your database or to add a new party
- + **“Bill Reference”** will create an auto-incremented reference number if selected however will otherwise be customisable. The Bill Reference is not populated until the invoice reaches the Authorised stage
- + **“Bill Signatory”** will default to the logged in user, but can be changed by using the dropdown box, some invoice templates may include the Bill Signatory
- + **“Invoice Template”** if your firm has more than one invoice template set up, you can use the dropdown box here to select the correct one
- + **“Include signatory block”** untick the box if you do not want to include the signatory block included on the invoice
- + **“Include payment slip”** untick the box if you do not want to include the payment slip
- + **“Invoice Narration”** is a free text typing box (note: there are no formal formatting rules in this box, paragraphs of text are best)
- + **“Use WIP File Notes”** click this button to insert your WIP file notes into the Invoice Narration box
- + **“Select Narration”** your firm may have set narrations for different fee types. These can be set via the Administration Tab, Manage Codes and Invoice Narrations. Select the required narration from the dropdown box

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

- Client:** 1058 - Potter, Harry James - 4 Privet Drive, Little Whinging, Surrey, United Kin...
- Matter:** 1 - Purchase 12 Grimmauld Place, London
- Bill To:** 1058 - Potter, Harry James - 4 Privet Drive, Little Whinging, Surrey, United Kingdom
- Bill Reference:** 1001154 (with 'Use auto incrementing reference' checked)
- Payment Terms:** Default
- Bill Signatory:** BC Bex Craig
- Invoice Template:** Clarke Cooper Invoice Templat
- Include signatory block:**
- Include payment slip:**
- Invoice Narration:** (Empty text box)
- Financial Summary:** 1058.1

Trust	(21,071.45)
WIP	875.00
IBD	0.00
AR	27,782.95
Estimate	0.00
TPC	5,000.00
Headroom	0.00
- Fee Table:**

Fee Narration (for invoice & trust A/C)	GST Rate	Fee (\$)	GST (\$)	Total (\$)
Our fee	Standard (15%)	\$630.00	\$94.50	\$724.50
- Expenses & Disbursements Table:**

Date	Type	Ref	Narration	Qty	GST (\$)	Total (\$)
<input checked="" type="checkbox"/> 14/11/2023	Third Party Cost		Fee for expert advice	1	\$652.17	\$5,000.00
<input checked="" type="checkbox"/> 05/12/2023	AGENT		Agency Fee	1	\$22.50	\$172.50
<input checked="" type="checkbox"/> 05/12/2023	BF		Bank Fee	1	\$0.00	\$6.00
<input checked="" type="checkbox"/> 05/12/2023	LIM		LIM Report	1	\$32.61	\$250.00
- Bill Totals Table:**

	NET (\$)	GST (\$)	Total (\$)
Fees	\$630.00	\$94.50	\$724.50
Trust Expenses		\$62.94	\$488.50
Disbursements		\$652.17	\$5,000.00
Bill Total:			\$6,213.00

Figure 3.

Statement tab

When creating a single invoice there is also a Statement tab, this allows a reporting statement to be created as well (as per Figure 4 below). You can also create a standalone reporting statement from the Home ribbon in OnePractice. View the Reporting Statement Manual in OneCommunity to learn more about this function.

Figure 4.

- + **“Title”** will default to Reporting Statement but can be changed by typing in a new name
- + **“Statement Template”** if your firm has more than one statement template set up, you can use the dropdown box here to select the correct one
- + **“Date Range”** select “All” or fill in a custom range
- + **“Sort Order”** select which order you would like to show transaction dates and/or credits and debits
- + **“Options”** select to include reversals & reversed transactions and/or requisitions (which will display as anticipated transactions)
- + **“IBD”** there are two options for displaying the IBD transactions: a summary at the end of the report or itemising each interest transaction within the statement. There is also the option to include the transactions between the IBD and Trust ledger, which will not impact the overall balance

Setting the fee value

The middle portion of the Bill Maintenance screen relates to setting the fee value for the invoice. WIP already recorded on the matter will appear here and be ticked on to be included in the bill. To choose or add WIP or to write off or premium up the WIP already recorded, click the grey cog.

As shown in Figure 5 below, this is the first method to set the fee value of the bill. By default all WIP on the matter will be included on the bill. If the amount shown in Fee Amount is correct, there is no edit required and you can select “OK”. If the amount is not correct, highlight the amount and type in the required value, click “Pro-Rate Fee”. This will proportionately adjust the fee value across all authors with WIP on the matter based on each authors percentage of WIP.

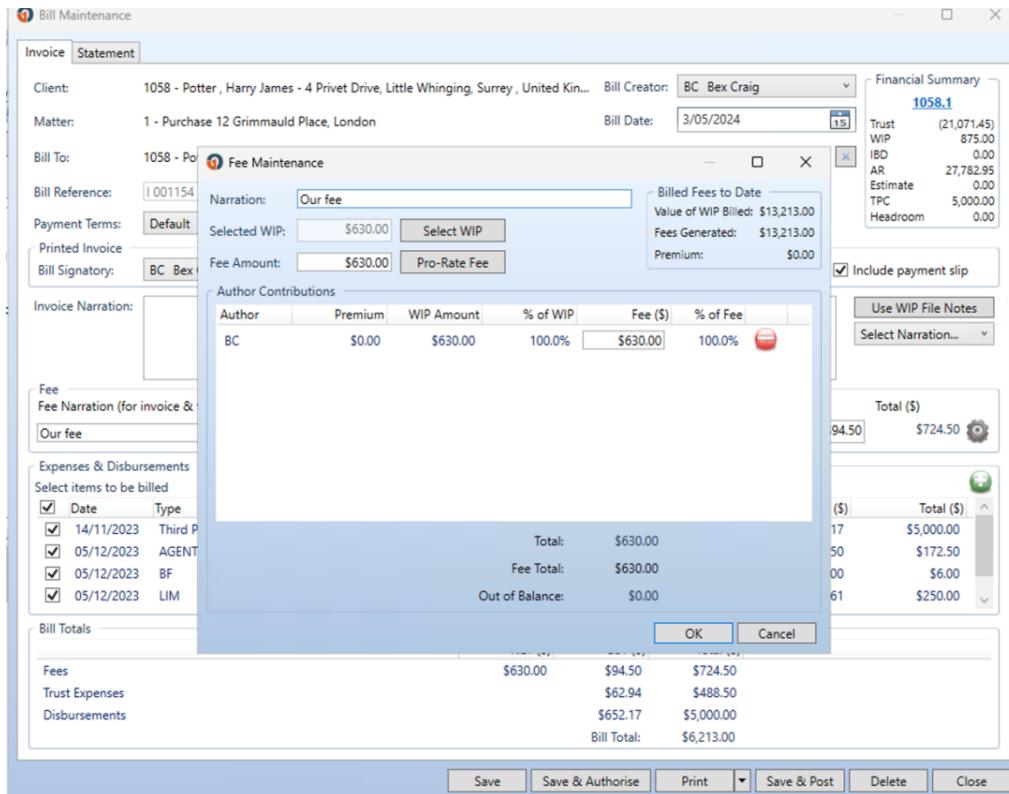


Figure 5.

The example below (Figure 6) shows the mark-up/premium of \$1,000 from the WIP on the matter. The fee share for each author is highlighted in green. The premium is split according to each author’s percentage share of the recorded WIP but can be custom split by overwriting the fee in the green boxes.

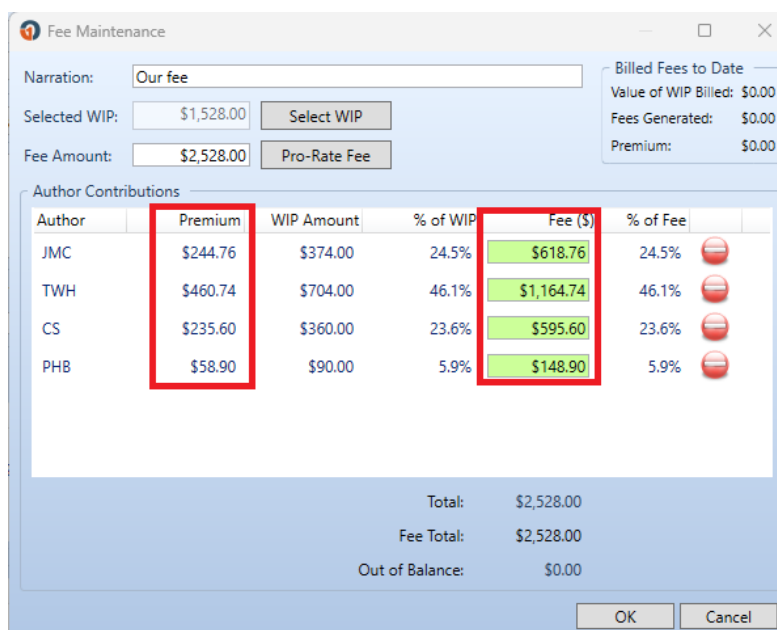


Figure 6.

The example below (Figure 7) shows a mark down/write off of \$600 from the WIP value on the matter. The fee share for each author is highlighted in red. The write off is split according to each author's percentage share of the recorded WIP but can be custom split by overwriting the fee amount in the red boxes.

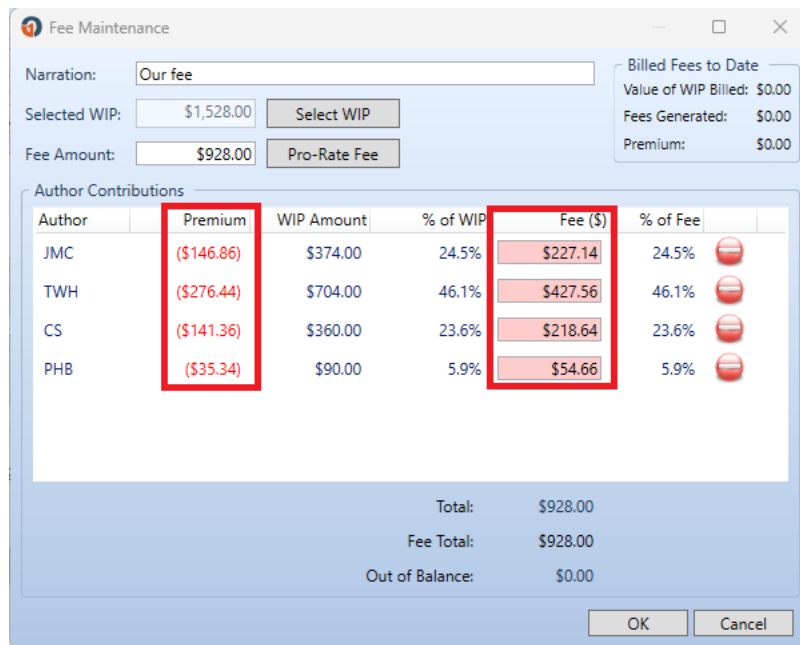


Figure 7.

In the example below (Figure 8), click on "Select WIP" to move to the method of manually editing the individual WIP transactions that will be included in the fee.

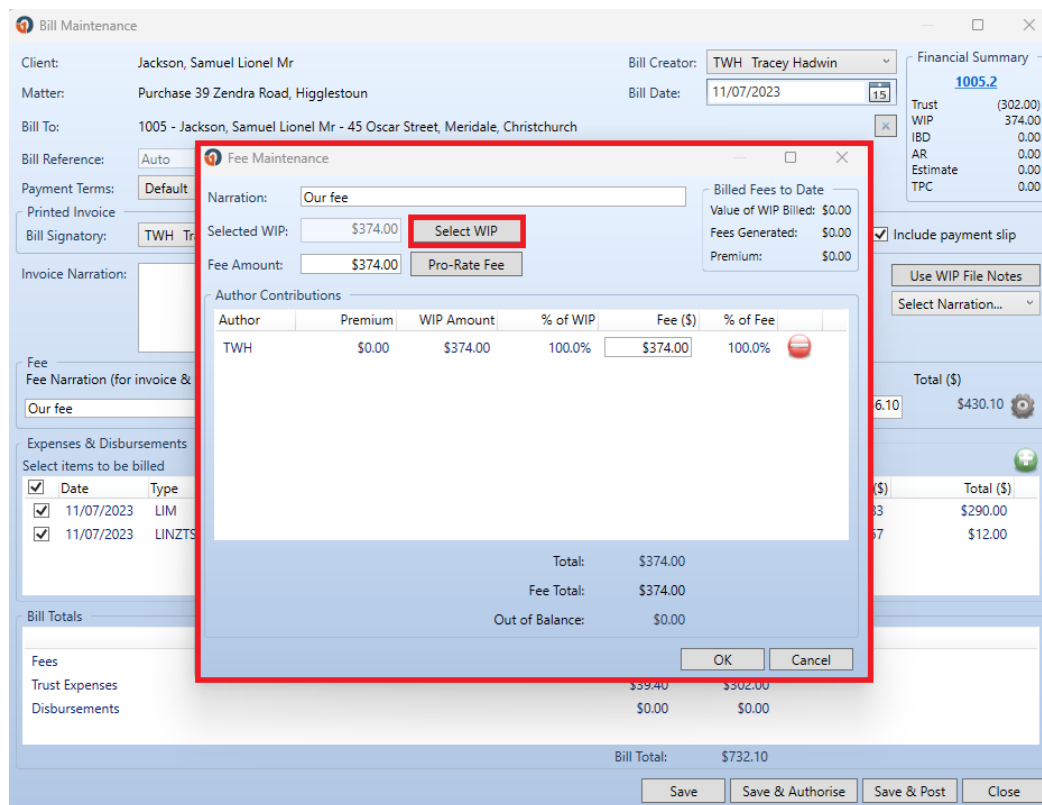


Figure 8.

You can manually tick or untick the individual WIP records to be included or excluded ie left between as WP on the matter for a future invoice, or use the “up to date” or “up to value” options and click “Go” (see Figure 9 below). Selecting “up to date” will untick all WIP records after the selected date (as per Figure 10 below).

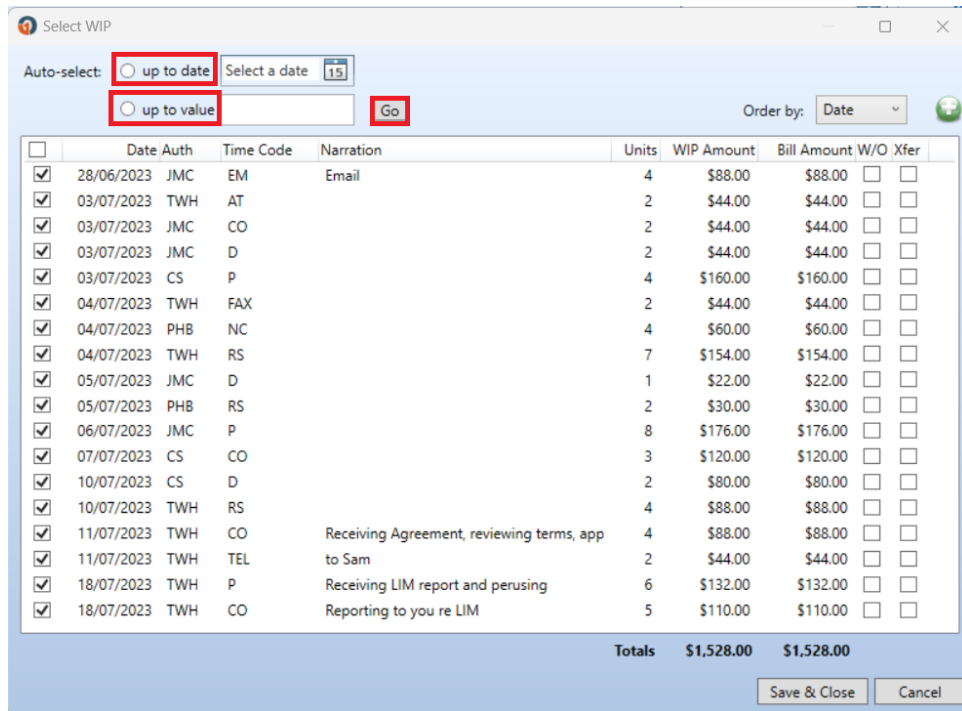


Figure 9.

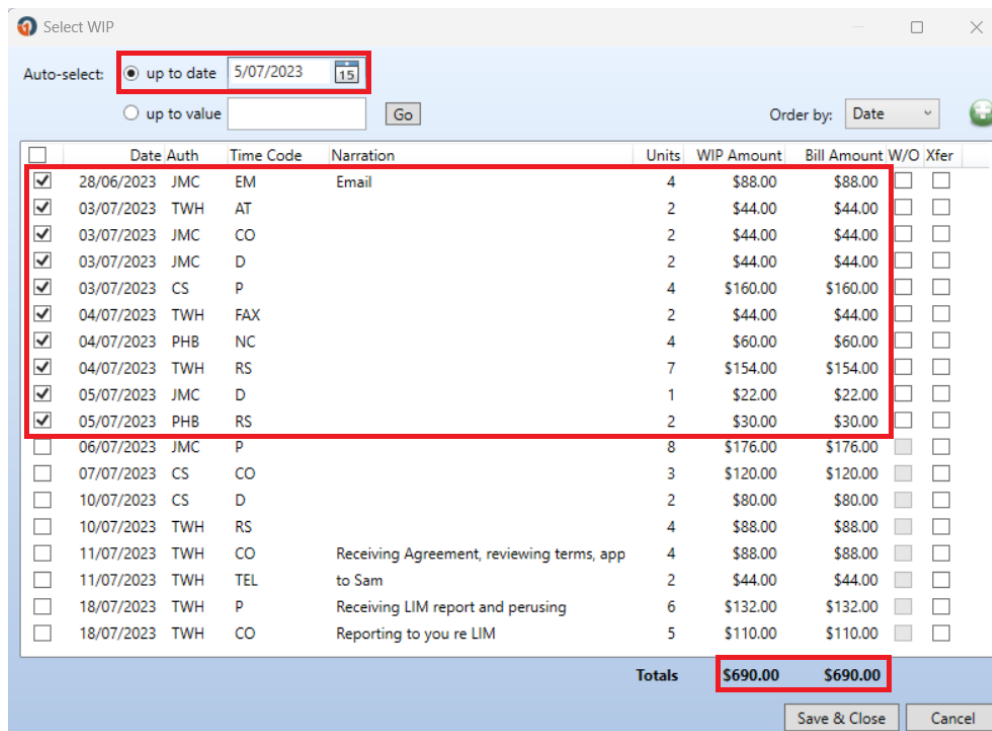


Figure 10.

Selecting “up to value” will get you as close as possible to the loaded value but will not split WIP records to get you to the exact value. To get to the exact value, you will need to return to the first method and Pro-Rate the fee (as per Figure 11 below).

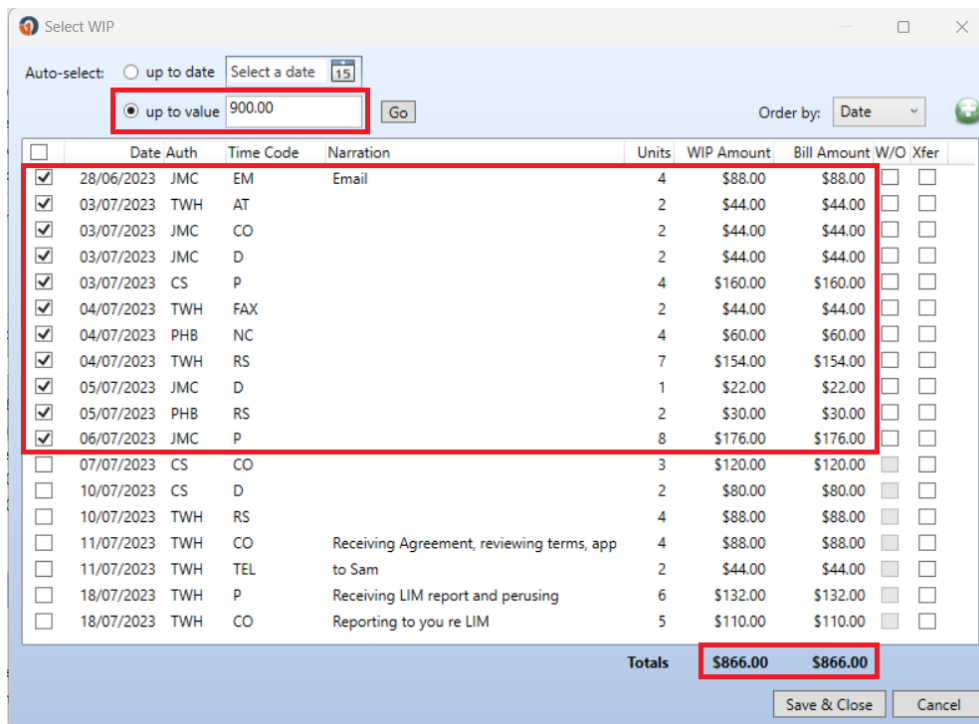


Figure 11.

In this screen you can also choose to order the WIP transactions by date or by author, which is useful if there are a lot of WIP records. The example below (Figure 12) shows the order by date.

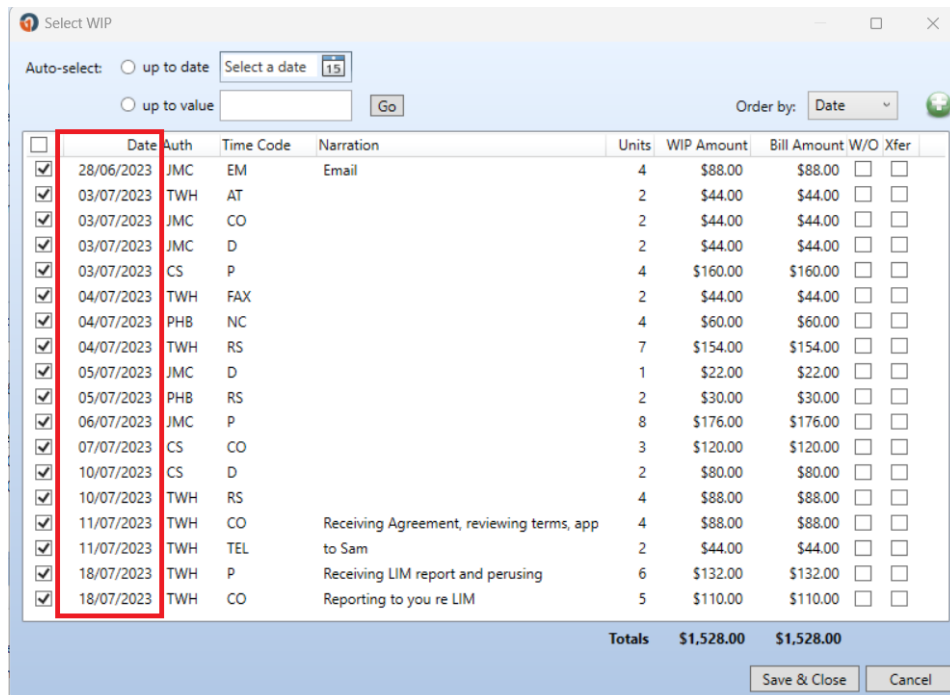


Figure 12.

The example below (Figure 13) shows the order by author.

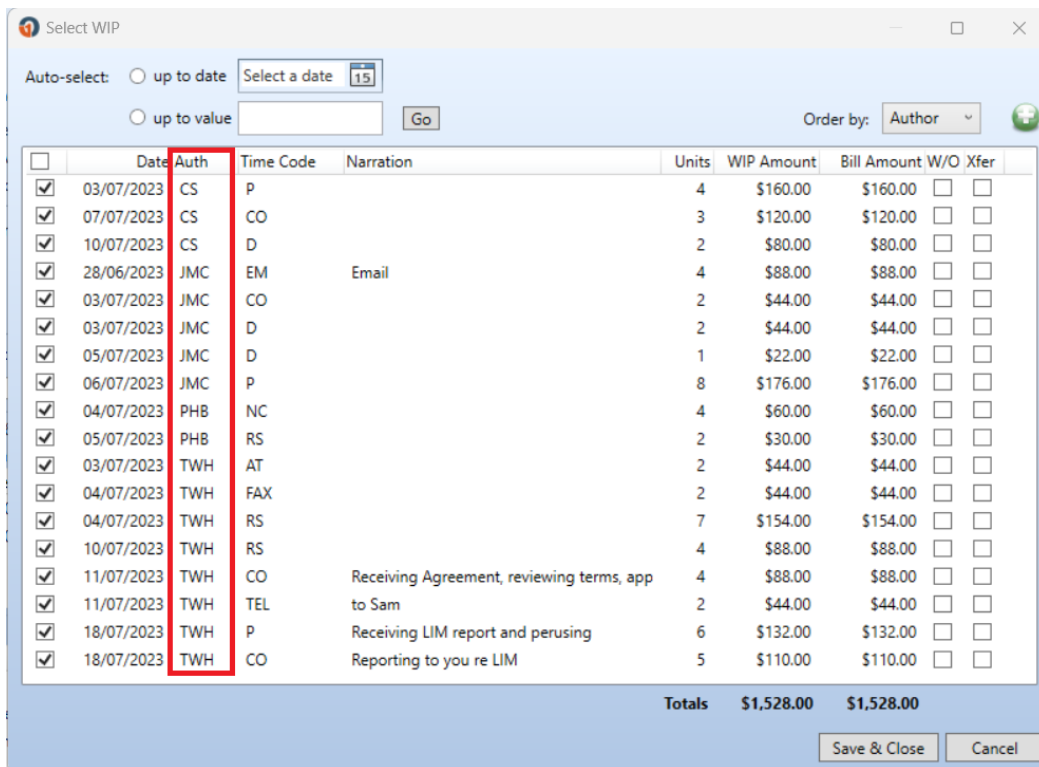


Figure 13.

In the Select WIP screen, you can choose to write off individual WIP transactions or transfer them to another matter – in the example below (Figure 14), all the WIP for author CS will be written off

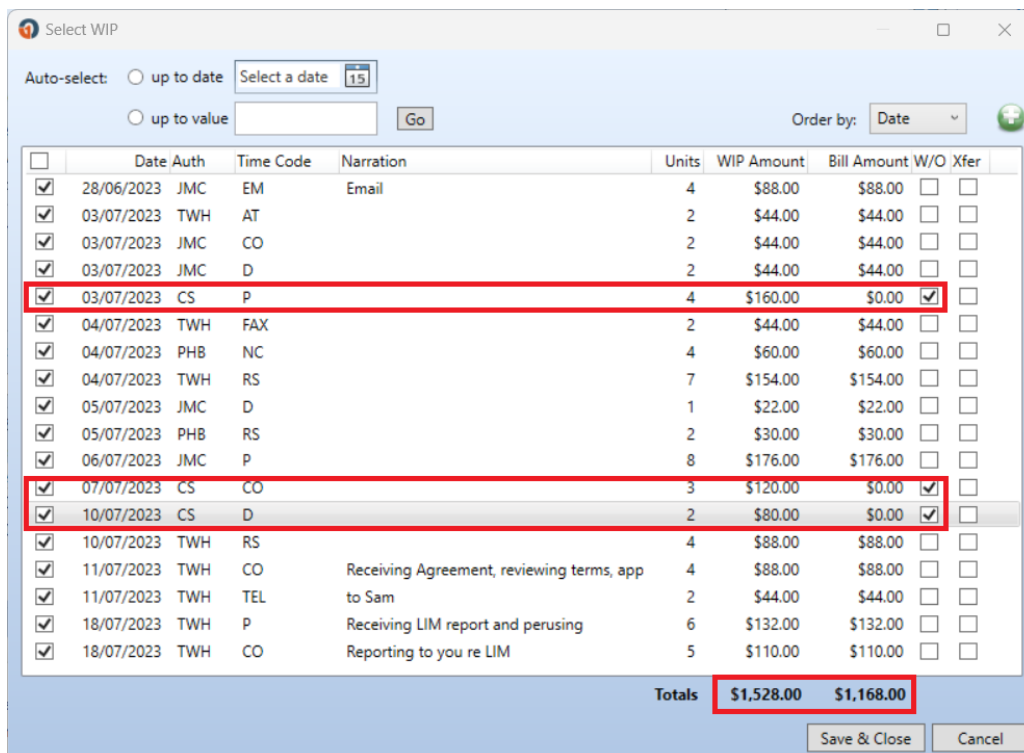


Figure 14.

Using the example as per figure 14 where all WIP for author CS is going to be written off then after clicking “Save & Close”, the Fee Maintenance screen will look like this (see Figure 15 below).

Fee Maintenance

Narration:

Selected WIP:

Fee Amount:

Billed Fees to Date
 Value of WIP Billed: \$0.00
 Fees Generated: \$0.00
 Premium: \$0.00

Author	Premium	WIP Amount	% of WIP	Fee (\$)	% of Fee
JMC	\$0.00	\$374.00	32.0%	\$374.00	32.0%
TWH	\$0.00	\$704.00	60.3%	\$704.00	60.3%
CS	(\$360.00)	\$0.00	0.0%	\$0.00	0.0%
PHB	\$0.00	\$90.00	7.7%	\$90.00	7.7%

Total:

Fee Total: \$1,168.00

Out of Balance: \$0.00

Figure 15.

Returning back to the Select WIP screen, in the example below (Figure 16), all the WIP for author CS is going to be transferred.

Select WIP

Auto-select: up to date

up to value

Order by:

<input type="checkbox"/>	Date	Auth	Time Code	Narration	Units	WIP Amount	Bill Amount W/O Xfer	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	28/06/2023	JMC	EM	Email	4	\$88.00	\$88.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	03/07/2023	TWH	AT		2	\$44.00	\$44.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	03/07/2023	JMC	CO		2	\$44.00	\$44.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	03/07/2023	JMC	D		2	\$44.00	\$44.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	03/07/2023	CS	P		4	\$160.00	\$160.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	04/07/2023	TWH	FAX		2	\$44.00	\$44.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	04/07/2023	PHB	NC		4	\$60.00	\$60.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	04/07/2023	TWH	RS		7	\$154.00	\$154.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	05/07/2023	JMC	D		1	\$22.00	\$22.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	05/07/2023	PHB	RS		2	\$30.00	\$30.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	06/07/2023	JMC	P		8	\$176.00	\$176.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	07/07/2023	CS	CO		3	\$120.00	\$120.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10/07/2023	CS	D		2	\$80.00	\$80.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10/07/2023	TWH	RS		4	\$88.00	\$88.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	11/07/2023	TWH	CO	Receiving Agreement, reviewing terms, app to Sam	4	\$88.00	\$88.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	11/07/2023	TWH	TEL		2	\$44.00	\$44.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	18/07/2023	TWH	P	Receiving LIM report and perusing	6	\$132.00	\$132.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	18/07/2023	TWH	CO	Reporting to you re LIM	5	\$110.00	\$110.00	<input type="checkbox"/>	<input type="checkbox"/>
Totals						\$1,168.00	\$1,168.00		

Figure 16.

On saving the invoice you are presented with the WIP Transfer screen (as per Figure 17 below).

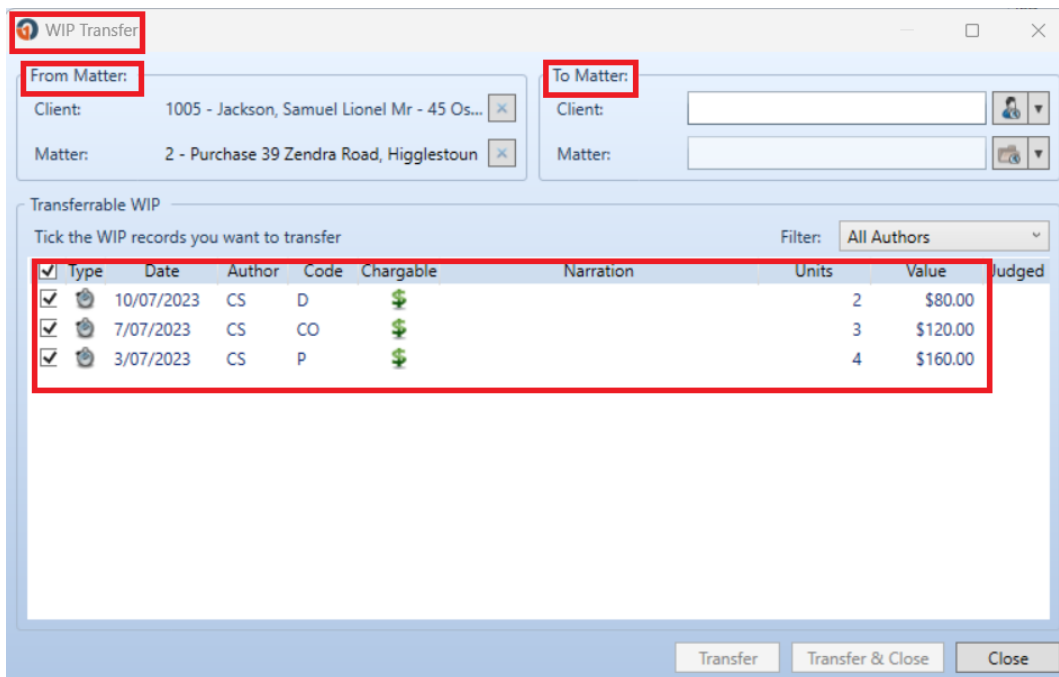


Figure 17.

Use the Select WIP screen to add an author into the fee that has not recorded any time on the matter. Click on the green plus to add WIP to the fee (see Figure 18 below)

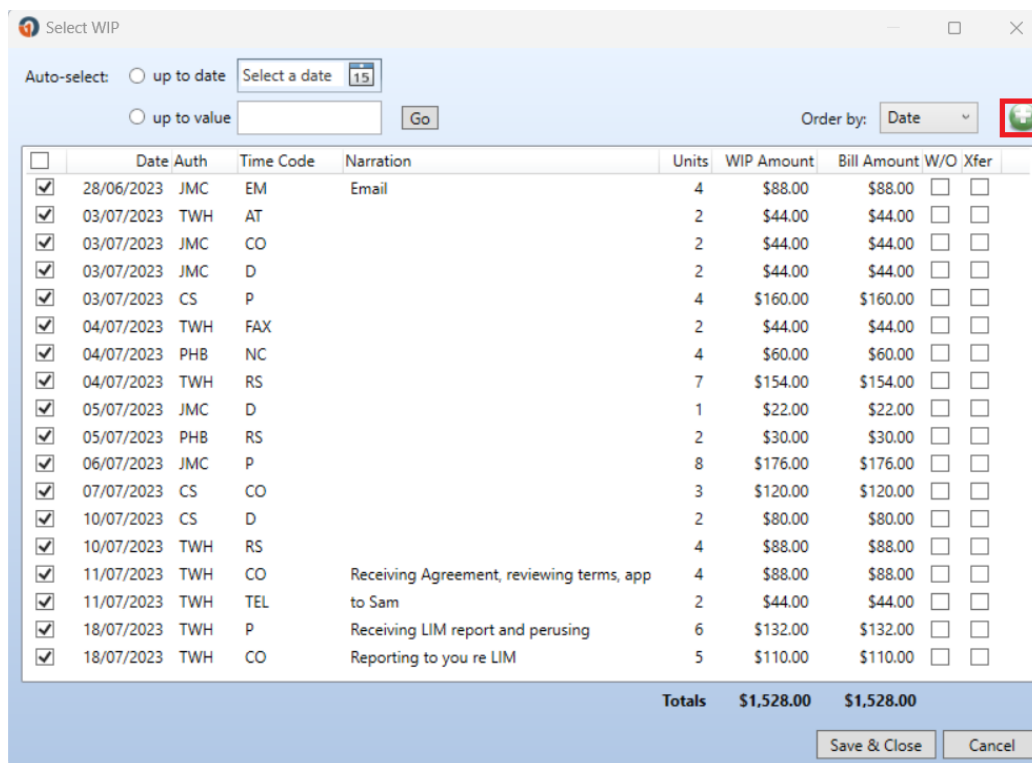


Figure 18.

This will open the Value WIP Recorder screen. Enter the dollar value of the WIP to be added for an individual author (see Figure 19 below).

Value WIP Recorder

Client: 1005 - Jackson, Samuel Lionel Mr - 45 Oscar Street, Meridale,...

Matter: 2 - Purchase 39 Zendra Road, Higgletoun

Date: 12/07/2023

WIP Code: S Settlement

Task:

Amount: \$250.00

File Note

Fee Type: Conveyancing

Sub Fee Type: Residential

Author: SMD Sam Mark Dunn

Financial Summary

1005.2

Trust (302.00)

WIP 1,528.00

IBD 0.00

AR 0.00

Estimate 0.00

TPC 0.00

Headroom 0.00

Ready to Bill Save + Task Save Edit Delete Cancel

Figure 19.

This will add a Value WIP transaction to the matter but this transaction does not have a number of units associated with it, as below (Figure 20).

Select WIP

Auto-select: up to date Select a date 15 up to value Go

Order by: Date

<input type="checkbox"/>	Date	Auth	Time Code	Narration	Units	WIP Amount	Bill Amount W/O Xfer	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	03/07/2023	TWH	AT		2	\$44.00	\$44.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	03/07/2023	JMC	CO		2	\$44.00	\$44.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	03/07/2023	JMC	D		2	\$44.00	\$44.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	03/07/2023	CS	P		4	\$160.00	\$160.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	04/07/2023	TWH	FAX		2	\$44.00	\$44.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	04/07/2023	PHB	NC		4	\$60.00	\$60.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	04/07/2023	TWH	RS		7	\$154.00	\$154.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	05/07/2023	JMC	D		1	\$22.00	\$22.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	05/07/2023	PHB	RS		2	\$30.00	\$30.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	06/07/2023	JMC	P		8	\$176.00	\$176.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	07/07/2023	CS	CO		3	\$120.00	\$120.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10/07/2023	CS	D		2	\$80.00	\$80.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10/07/2023	TWH	RS		4	\$88.00	\$88.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	11/07/2023	TWH	CO	Receiving Agreement, reviewing terms, app	4	\$88.00	\$88.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	11/07/2023	TWH	TEL	to Sam	2	\$44.00	\$44.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	12/07/2023	SMD	S			\$250.00	\$250.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	18/07/2023	TWH	P	Receiving LIM report and perusing	6	\$132.00	\$132.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	18/07/2023	TWH	CO	Reporting to you re LIM	5	\$110.00	\$110.00	<input type="checkbox"/>	<input type="checkbox"/>
					Totals	\$1,778.00	\$1,778.00		

Save & Close Cancel

Figure 20.

When you have selected / written off / added a mark-up / recorded all the WIP required for the fee, click Save & Close – the fee amount will be reflected on the Fee Maintenance screen, click Ok to return to the Bill Maintenance screen – the fee amount and the GST on the fee will be displayed (as per Figure 21 below).

Author	Premium	WIP Amount	% of WIP	Fee (\$)	% of Fee
JMC	\$0.00	\$374.00	21.0%	\$374.00	21.0%
TWH	\$0.00	\$704.00	39.6%	\$704.00	39.6%
CS	\$0.00	\$360.00	20.2%	\$360.00	20.2%
PHB	\$0.00	\$90.00	5.1%	\$90.00	5.1%
SMD	\$0.00	\$250.00	14.1%	\$250.00	14.1%
Total:				\$1,778.00	
Fee Total:				\$1,778.00	
Out of Balance:				\$0.00	

Fee (\$)	GST (\$)	Total (\$)
\$1,778.00	\$266.70	\$2,044.70

Qty	GST (\$)	Total (\$)
1	\$37.83	\$290.00
2	\$1.57	\$12.00

Total (\$)		
\$2,044.70	\$0.00	\$0.00

Bill Total: \$2,044.70

Figure 21.

Expenses and Disbursements

You are now ready to include expenses & disbursements on the invoice. If expenses or disbursements have already been debited to the matter, and have not been included in a previous invoice, they will appear in the Expenses & Disbursements box, already ticked on, automatically adding them to the invoice (as per Figure 22 below).

Fee Narration (for invoice & trust A/C)	GST Rate	Fee (\$)	GST (\$)	Total (\$)
Our fee	Standard (15%)	\$1,778.00	\$266.70	\$2,044.70

Expenses & Disbursements						
Select items to be billed						
<input checked="" type="checkbox"/>	Date	Type	Ref	Narration	Qty	Total (\$)
<input checked="" type="checkbox"/>	11/07/2023	LIM		LIM Report	1	\$290.00
<input checked="" type="checkbox"/>	11/07/2023	LINZTS		LINZ - Title Search Fees	2	\$12.00

Bill Totals			
	NET (\$)	GST (\$)	Total (\$)
Fees	\$1,778.00	\$266.70	\$2,044.70
Trust Expenses		\$39.40	\$302.00
Disbursements		\$0.00	\$0.00
Bill Total:			\$2,346.70

Figure 22.

If you do not want to include any of these expenses or disbursements to this invoice, simply untick the items.

If there are more expenses to be added to this invoice, use the green plus (see Figure 22 above). This will open the Expense posting screen, use this to add the rest of the required expenses (as per Figure 23 below).

The screenshot shows the 'Expense' dialog box with the following fields and values:

- Client: 1005 - Jackson, Samuel Lionel Mr - 4...
- Matter: 2 - Purchase 39 Zendra Road, Higgle...
- Date: 13/07/2023
- Expense Type: (dropdown menu)
- Unit Price: (text input)
- Quantity: 1
- Tax Type: (dropdown menu)
- Excl: (checkbox)
- GST: (checkbox)
- Inc: (checkbox)
- Reference: (text input)
- Narration: (text input)

At the bottom are buttons for 'Save & New', 'Save & Close', and 'Cancel'.

A 'Financial Summary' window is open in the top right corner, showing:

Financial Summary	
	.1005.2
Trust	(302.00)
WIP	1,778.00
IBD	0.00
AR	0.00
Estimate	0.00
TPC	0.00
Headroom	0.00

Figure 23.

Saving your invoice

When you have finished adding expenses and disbursements, your invoice is ready to:

- + **“Save”** this saves the invoice in draft with a draft bill reference, draft invoices can be amended at any time including deleting the draft. All WIP transactions and expenses & disbursements attached to this invoice will be tagged with the draft bill reference. NOTE that a draft fee is not shown on the matter
- + **“Save & Authorise”** this saves the invoice and assigns an invoice number. All WIP transactions and expenses & disbursements attached to this invoice will be tagged with the invoice reference number. NOTE that an authorised fee is not shown on the matter. An authorised fee and be deauthorised, this returns the fee to a draft. As a draft it can be amended or deleted.
- + **“Save & Post”** this saves the invoice, assigns an invoice number (if the invoice did not pass through the authorise stage) and posts the fee to the matter. This is the point of no return. A saved fee can not be deleted. If a saved fee is no longer needed it must be reversed. Reversing a fee will reinstate all WIP and expenses back as unbilled.

When you Save & Post the invoice you will get the following options, below (Figure 24):

- + Print will print the invoice in PDF format
- + Print Invoice and Statement will print the combined invoice and statement in PDF format
- + Manage Invoice to matter will manage the invoice to the matter in PDF format with the Filename as set up by your firm (Administration Tab>Practice Settings>Invoice Settings>Invoice filename format)
- + Manage invoice and statement to matter will manage the combined document to the matter in PDF format with the Filename as set up by your firm (Administration Tab>Practice Settings>Invoice Settings>Combined Invoice and Reporting Statement filename format)

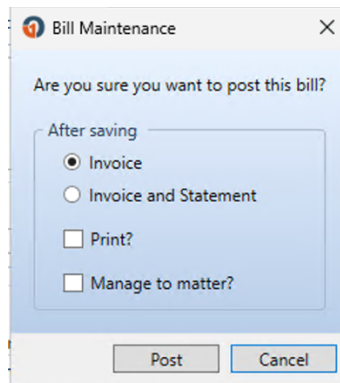


Figure 24

Finally, the Account Rendered Maintenance screen will display – you can apply funds in hand to the account rendered, if you have client authority to do so by clicking on the green plus (see Figure 25 below). Select “OK” (Figure 26).

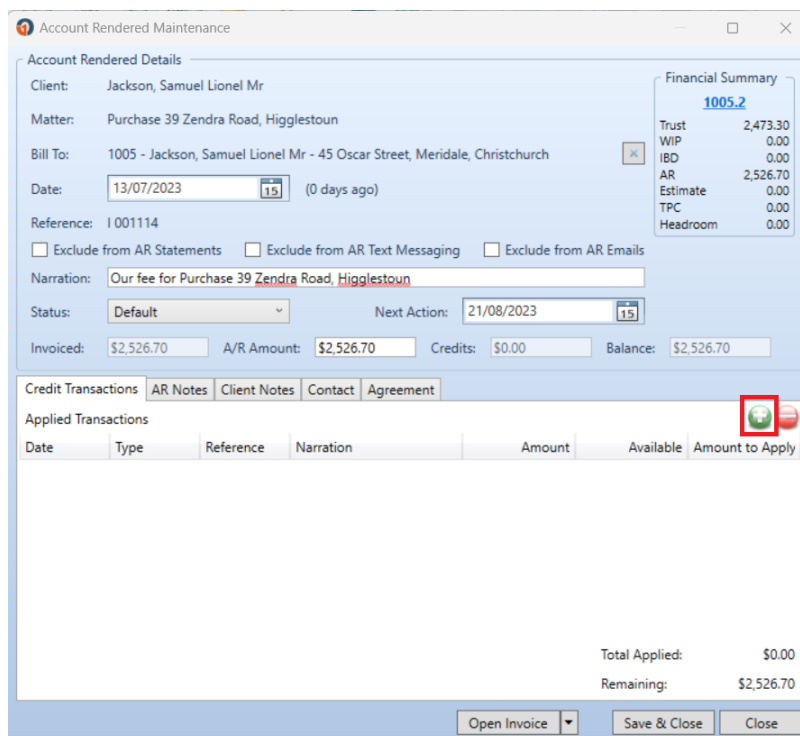


Figure 25.

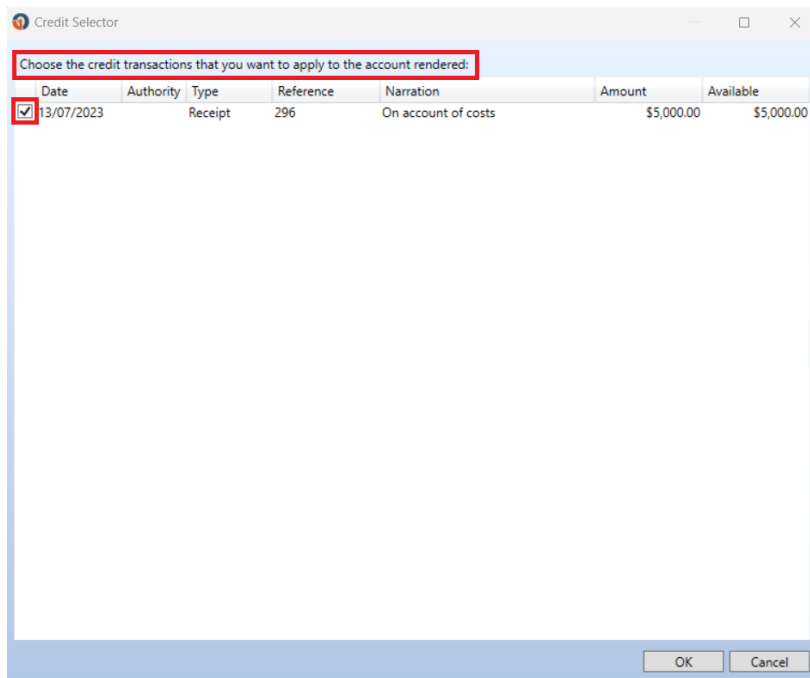


Figure 26.

Click into the Amount to Apply box to apply the funds to the AR, then tab to finish (see Figure 27 below).

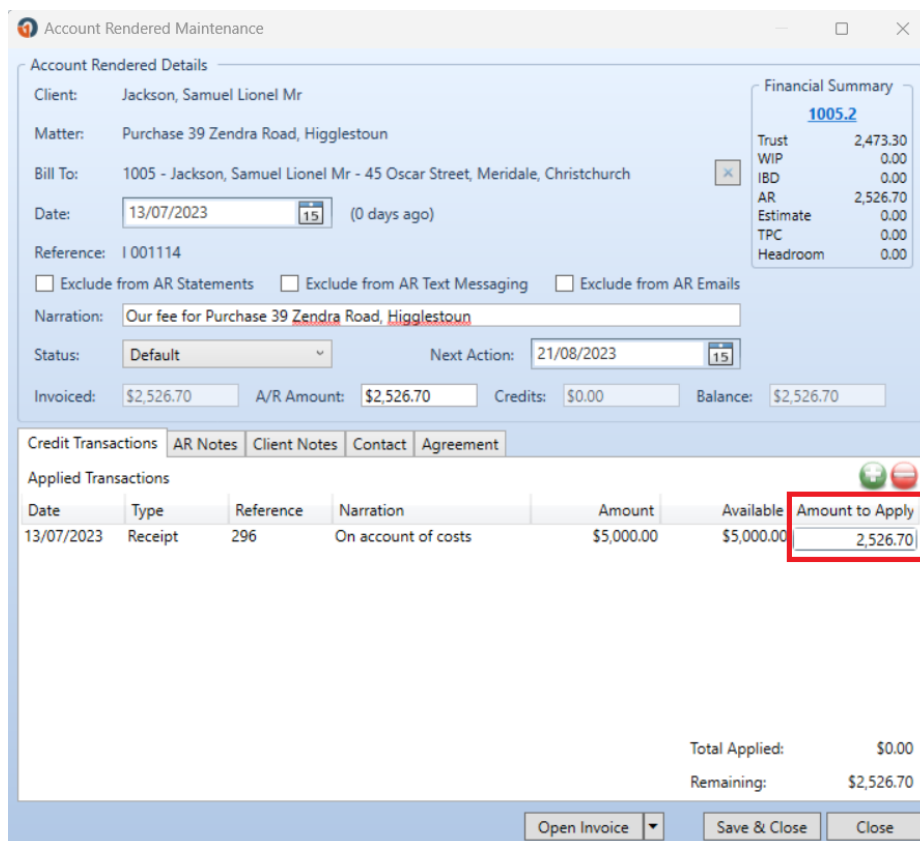


Figure 27.

The AR will be marked as paid, click “Save & Close”, the Financial Summary will also reflect a zero balance AR (as per Figures 28 and 29)

Account Rendered Maintenance

Account Rendered Details

Client: Jackson, Samuel Lionel Mr
 Matter: Purchase 39 Zendra Road, Higgletoun
 Bill To: 1005 - Jackson, Samuel Lionel Mr - 45 Oscar Street, Meridale, Christchurch
 Date: 13/07/2023 (0 days ago)
 Reference: I 001114
 Exclude from AR Statements Exclude from AR Text Messaging Exclude from AR Emails
 Narration: Our fee for Purchase 39 Zendra Road, Higgletoun
 Status: Default Next Action: 21/08/2023
 Invoiced: \$2,526.70 A/R Amount: \$2,526.70 Credits: \$2,526.70 Balance: \$0.00

Financial Summary
 1005.2
 Trust 2,473.30
 WIP 0.00
 IBD 0.00
 AR 2,526.70
 Estimate 0.00
 TPC 0.00
 Headroom 0.00

Credit Transactions | AR Notes | Client Notes | Contact | Agreement

Applied Transactions

Date	Type	Reference	Narration	Amount	Available	Amount to Apply
13/07/2023	Receipt	296	On account of costs	\$5,000.00	\$2,473.30	\$2,526.70

Total Applied: \$2,526.70
 Remaining: \$0.00

Open Invoice | Save & Close | Close

Figure 28.

Financial Summary
 1005.2

Trust	2,473.30
WIP	0.00
IBD	0.00
AR	0.00
Estimate	0.00
TPC	0.00
Headroom	0.00

Figure 29.

Bulk billing

The Billing Classification for a matter can be set within the Edit Matter screen (see Figure 30 below). The options here are Manual, Progress Bill and Monthly Bill.

Figure 30.

Billing Candidates tab

From the Home ribbon – Bulk Billing, you will see two tabs, Billing Candidates and Draft Bills. The Billing Candidates tab can be used to search for the above billing classifications by selecting the option(s) and selecting search (as per Figure 31).

Figure 31.

When selecting “Manually Billed WIP” and entering in an amount, you will be able to report on all matters with WIP over the specified amount. This can then be filtered by authors including their Role and their Team. You can use these results as a WIP report for pre-billing as this can be printed (as per Figures 32 and 33 below). In the below example (Figure 32), an author has been selected and all WIP over \$0.00 is displayed.

Bulk Billing

Billing Candidates **Draft Bills**

Search Filters

Manually billed where ready Progress billed Filter by **Author(s): JMC**

Manually billed, WIP > \$0.00 Monthly billed Role: **Matter Author**

Team: <All>

Account	Client	Auth.	Matter	Auth.	Draft Exists	Last Bill	AR	Trust	Unbilled	Headroom	WIP	TPC
<input type="checkbox"/> 1216.1	Smith Tools NZ Ltd	JMC	Export contract	JMC			\$0.00	\$0.00	\$0.00		\$3,200.00	\$0.00
<input type="checkbox"/> 1220.2	Smith Group NZ Ltd	JMC	test time rate	JMC			\$0.00	\$0.00	\$0.00		\$2,092.00	\$0.00
<input type="checkbox"/> 1017.1	Answer, James William Mr	JMC	Purchase Lot 63 River View	JMC		16/01/2024	\$0.00	\$132.90	\$0.00		\$1,804.00	\$0.00
<input type="checkbox"/> 1058.1	Coles, Dane Mr	JMC	World Cup 2023 France	JMC		16/01/2024	\$1,028.90	\$0.00	(\$1,030.90)	\$2,712.00	\$1,672.00	\$0.00
<input type="checkbox"/> 1016.1	Dutton, John Wayne	JMC	Sale 20 Cattle Avenue	JMC		30/11/2023	\$0.00	\$0.00	\$0.00		\$1,660.00	\$0.00
<input type="checkbox"/> 1075.1	Savea, Ardie Mr	JMC	World Cup 2023 France	JMC			\$0.00	\$3,500.00	\$0.00		\$1,610.00	\$0.00
<input type="checkbox"/> 1111.1	Café	JMC	Purchase	JMC			\$0.00	\$0.00	\$0.00		\$1,440.00	\$0.00
<input type="checkbox"/> 1085.1	Clarke, Caleb Mr	JMC	World Cup 2023 France	JMC			\$0.00	\$0.00	\$0.00		\$1,430.00	\$0.00
<input type="checkbox"/> 1057.1	Clarke Cooper Law	JMC	Admin matter	JMC		4/08/2023	\$0.00	\$0.00	\$0.00		\$1,276.00	\$0.00
<input type="checkbox"/> 1195.1	Smith, Peter David Dr	JMC	Employment Contract	JMC			\$0.00	\$0.00	\$0.00		\$1,244.00	\$0.00
<input type="checkbox"/> 1070.1	Whitlock, Samuel Mr	JMC	World Cup 2023 France	JMC		30/04/2024	\$8,587.50	(\$8,587.50)	\$0.00		\$1,212.00	\$0.00
<input type="checkbox"/> 1087.1	Jordan, Will Mr	JMC	World Cup 2023 France	JMC			\$0.00	\$0.00	\$0.00		\$1,210.00	\$0.00
<input type="checkbox"/> 1105.2	Lester, Howard Bruce & Ros	JMC	Purchase Redberry Books	JMC			\$0.00	\$261,250.00	\$0.00		\$1,210.00	\$0.00
<input type="checkbox"/> 1058.2	Coles, Dane Mr	JMC	Part Archive	JMC			\$0.00	\$0.00	\$0.00		\$1,166.00	\$0.00
<input type="checkbox"/> 1089.1	Telea, Mark Mr	JMC	World Cup 2023 France	JMC			\$0.00	\$0.00	\$0.00		\$1,144.00	\$0.00
<input type="checkbox"/> 1058.4	Coles, Dane Mr	JMC	Purchase	JMC			\$0.00	\$0.00	\$0.00		\$1,118.00	\$0.00
<input type="checkbox"/> 1049.6	Damon, Matthew Paige Mr	JMC	Ford V Ferrari	JMC			\$0.00	(\$75.00)	(\$75.00)		\$1,076.00	\$0.00
<input type="checkbox"/> 1060.1	Taylor, Codie Mr	JMC	World Cup 2023 France	JMC		10/04/2024	\$4,498.80	(\$4,498.80)	\$0.00		\$1,040.00	\$0.00
<input type="checkbox"/> 1072.1	Frizell, Shannon Mr	JMC	World Cup 2023 France	JMC			\$0.00	\$0.00	\$0.00		\$1,014.00	\$0.00
<input type="checkbox"/> 1092.1	Ekenasio, Ameliranne Ms	JMC	World Cup 2023	JMC			\$0.00	\$0.00	\$0.00		\$1,008.00	\$0.00
<input type="checkbox"/> 1049.17	Damon, Matthew Paige Mr	JMC	The Last Duel	JMC			\$0.00	(\$75.00)	(\$75.00)		\$956.00	\$0.00
<input type="checkbox"/> 1029.1	Ravenscar, Louise Jane Ms	PB	Purchase rental property 16	JMC		20/03/2024	\$439.30	\$1,266.35	\$0.00	(\$2,931.00)	\$880.00	\$0.00
<input type="checkbox"/> 1068.1	Retallick, Brodie Mr	JMC	World Cup 2023 France	JMC		25/10/2023	\$0.00	\$0.00	\$0.00		\$880.00	\$0.00
<input type="checkbox"/> 1069.1	Vaa'i, Tupou Mr	JMC	World Cup 2023 France	JMC		30/01/2024	\$0.00	\$0.00	\$0.00		\$858.00	\$0.00
<input type="checkbox"/> 1220.1	Smith Group NZ Ltd	JMC	test time rate 4	JMC			\$0.00	\$0.00	\$0.00		\$840.00	\$0.00
<input type="checkbox"/> 1060.2	Taylor, Codie Mr	JMC	Sale 36 Williams Street	JMC			\$0.00	\$0.00	\$0.00		\$840.00	\$0.00
<input type="checkbox"/> 1049.22	Damon, Matthew Paige Mr	JMC	Green Zone	JMC			\$0.00	(\$75.00)	(\$75.00)		\$790.00	\$0.00
<input type="checkbox"/> 1049.11	Damon, Matthew Paige Mr	JMC	The Adjustment Bureau	JMC			\$0.00	(\$75.00)	(\$75.00)		\$770.00	\$0.00
<input type="checkbox"/> 1059.1	Tauke'aho, Samisoni Mr	JMC	World Cup 2023 France	JMC			\$0.00	\$0.00	\$0.00		\$770.00	\$0.00

Figure 32.

Bulk Billing Candidates

Report Selections : Team: <All>, Author: JMC, Author Role: Matter Author, Billing Classification: Manually billed where ready, Manually billed with WIP > \$0.00

Account	Client	Auth.	Matter	Auth.	Last Draft	Last Bill	AR	Trust	Unbilled	Headroom	WIP	
<input type="checkbox"/> 1049.10	Damon, Matthew Paige Mr	JMC	Happy Feet Two	JMC			\$0.00	\$6,975.00	(\$75.00)		\$310.00	
<input type="checkbox"/> 1049.20	Damon, Matthew Paige Mr	JMC	Contagion	JMC			\$0.00	(\$75.00)	(\$75.00)		\$300.00	
<input type="checkbox"/> 1049.7	Damon, Matthew Paige Mr	JMC	The Great Wall	JMC			\$0.00	(\$75.00)	(\$75.00)		\$264.00	
<input type="checkbox"/> 1012.4	Dock, Peter David	TEH	Trust formation - PDD Trust	JMC		31/01/2024	\$0.00	\$446.10	\$0.00		\$264.00	
<input type="checkbox"/> 1029.3	Ravenscar, Louise Jane Ms	PB	Draft new Will	JMC		18/09/2023	\$429.50	(\$429.50)	\$0.00		\$242.00	
<input type="checkbox"/> 1192.1	Smith, Steven John Mr	JMC	Employment Contract	JMC			\$0.00	\$0.00	\$0.00		\$242.00	
<input type="checkbox"/> 1049.25	Damon, Matthew Paige Mr	JMC	The Rainmaker	JMC			\$0.00	(\$75.00)	(\$75.00)		\$240.00	
<input type="checkbox"/> 1076.1	Christie, Finlay Mr	JMC	World Cup 2023 France	JMC			\$0.00	\$0.00	\$0.00		\$240.00	
<input type="checkbox"/> 1080.1	Mo'unga, Richie Mr	JMC	World Cup 2023 France	JMC		30/01/2024	\$6,900.00	(\$6,900.00)	\$0.00		\$240.00	
<input type="checkbox"/> 1017.6	Answer, James William Mr	JMC	Commercial Captured Activity	JMC			\$0.00	\$650.00	(\$500.00)		\$225.00	
<input type="checkbox"/> 1029.4	Ravenscar, Louise Jane Ms	PB	Selling family home	JMC		15/02/2024	\$0.00	(\$18.00)	(\$18.00)	\$830.00	\$220.00	
<input type="checkbox"/> 1077.1	Roigard, Cam Mr	JMC	World Cup 2023 France	JMC			\$0.00	\$0.00	\$0.00		\$220.00	
<input type="checkbox"/> 1049.2	Damon, Matthew Paige Mr	JMC	We Bought a Zoo	JMC		20/02/2024	\$884.60	(\$884.60)	\$0.00		\$220.00	
<input type="checkbox"/> 1049.5	Damon, Matthew Paige Mr	JMC	Stillwater	JMC			\$0.00	(\$75.00)	(\$75.00)		\$198.00	
<input type="checkbox"/> 1049.21	Damon, Matthew Paige Mr	JMC	The Talented Mr. Ripley	JMC			\$0.00	(\$75.00)	(\$75.00)		\$176.00	
<input type="checkbox"/> 1081.1	Barrett, Jordie Mr	JMC	World Cup 2023 France	JMC			\$0.00	\$0.00	\$0.00		\$176.00	
<input type="checkbox"/> 1033.1	Delicious Deli	JMC	Purchase of Business	JMC		14/12/2023	\$0.00	\$0.00	\$0.00		\$154.00	
<input type="checkbox"/> 1049.15	Damon, Matthew Paige Mr	JMC	True Grit	JMC			\$0.00	(\$75.00)	(\$75.00)		\$132.00	
<input type="checkbox"/> 1061.1	De Groot, Ethan Mr	JMC	World Cup 2023 France	JMC		20/02/2024	\$540.50	(\$540.50)	\$0.00		\$132.00	
<input type="checkbox"/> 1064.1	Newell, Fletcher Mr	JMC	World Cup 2023 France	JMC			\$0.00	\$0.00	\$0.00		\$132.00	
<input type="checkbox"/> 1049.4	Damon, Matthew Paige Mr	JMC	Downsizing	JMC		22/01/2024	\$0.00	\$0.00	\$0.00		\$132.00	
<input type="checkbox"/> 1049.14	Damon, Matthew Paige Mr	JMC	Elysium	JMC			\$0.00	(\$75.00)	(\$75.00)		\$110.00	
<input type="checkbox"/> 1065.1	Tu'unga'asi, Ofa Mr	JMC	World Cup 2023 France	JMC			\$0.00	\$0.00	\$0.00		\$110.00	
<input type="checkbox"/> 1066.1	Williams, Tamati Mr	JMC	World Cup 2023 France	JMC			\$0.00	\$0.00	\$0.00		\$110.00	
<input type="checkbox"/> 1226.2	Smith School	JMC	sale	JMC			\$0.00	\$0.00	\$0.00		\$110.00	
Totals									(\$3,249.65)		\$57,151.00	

Figure 33.

Creating draft bills

Within the Billing Candidates tab, you can create draft invoices in bulk. Select the top tick box to select all or multi-select different matters by selecting the tick box next to the account number. Then click “Select Drafts” (as per Figure 34 below). When selecting “Create Drafts” you will then be prompted to select a Billing Date (as per Figure 35 below). Select a date for the draft bills and click “OK”.

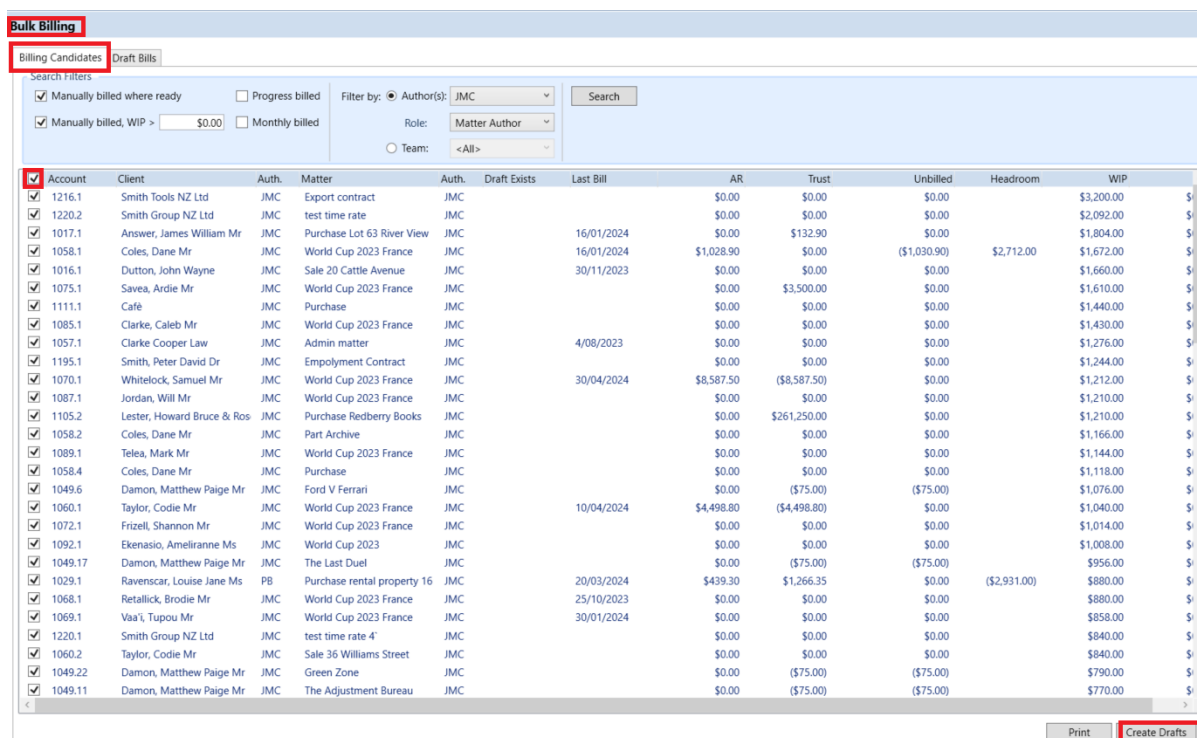


Figure 34.

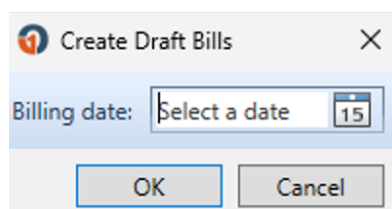


Figure 35.

Draft Bills tab

Once you have draft invoices created you will be able to view them (and edit) from the Draft Bills tab. You can filter on the following:

- + “Draft Creator” will filter on the user who created the drafts
- + “Authorisation” allows filtering on draft bills, authorised draft bills or both
- + “Role” filter on Client Author or Matter Author
- + “Team” filter on a specific team

If you wish to open a specific draft in the screen, select the blue hyperlink within the Ref. Column (as per Figure 36 below).

Bulk Billing

Billing Candidates **Draft Bills**

Search Filters
 Draft Creator: <All> Filter by: Authoris: <All> Search
 Authorisation: Both Role: Matter Author
 Team: <All>

Account	Client	Auth.	Matter	Auth.	Draft Date	Creator	Authorised	Authorisor	Ref.	Fee	Premium	Exp. Disb.	Total (Inc. GST)
<input type="checkbox"/>	1000.1	Adams, Mark James Mr	JMC	Purchase 37 Winchester Plac	DC	3/05/2024	RS		DRAFT473	\$4,848.00	\$0.00	\$491.30	\$6,140.20
<input type="checkbox"/>	1216.1	Smith Tools NZ Ltd	JMC	Export contract	JMC	7/05/2024	JMC		DRAFT474	\$3,200.00	\$0.00	\$0.00	\$3,680.00
<input type="checkbox"/>	1113.1	Black, Sirius Mr	BF	Appeal of conviction	BF	10/05/2024	JMC		DRAFT454	\$2,626.00	\$0.00	\$0.00	\$3,019.90
<input type="checkbox"/>	1058.1	Coles, Dane Mr	JMC	World Cup 2023 France	JMC	7/05/2024	JMC		DRAFT477	\$1,672.00	\$0.00	\$896.43	\$2,953.70
<input type="checkbox"/>	1150.1	Smith, Frank Garry	TEH	Lease to Ichigo Ichie	TEH	10/05/2024	JMC		DRAFT456	\$2,464.00	\$0.00	\$0.00	\$2,833.60

Figure 36.

Within the Draft Bills tab, you can also edit dates, and delete and authorise draft bills in bulk. Select some or all draft invoices in this list and the three options: “Edit Bill Date”, “Delete” and “Authorise” will appear in the bottom right-hand corner (as per Figure 37 below).

Bulk Billing

Billing Candidates **Draft Bills**

Search Filters
 Draft Creator: <All> Filter by: Authoris: <All> Search
 Authorisation: Both Role: Matter Author
 Team: <All>

Account	Client	Auth.	Matter	Auth.	Draft Date	Creator	Authorised	Authorisor	Ref.	Fee	Premium	Exp. Disb.	Total (Inc. GST)
<input type="checkbox"/>	1000.1	Adams, Mark James Mr	JMC	Purchase 37 Winchester Plac	DC	3/05/2024	RS		DRAFT473	\$4,848.00	\$0.00	\$491.30	\$6,140.20
<input checked="" type="checkbox"/>	1216.1	Smith Tools NZ Ltd	JMC	Export contract	JMC	7/05/2024	JMC		DRAFT474	\$3,200.00	\$0.00	\$0.00	\$3,680.00
<input checked="" type="checkbox"/>	1113.1	Black, Sirius Mr	BF	Appeal of conviction	BF	10/05/2024	JMC		DRAFT454	\$2,626.00	\$0.00	\$0.00	\$3,019.90
<input type="checkbox"/>	1058.1	Coles, Dane Mr	JMC	World Cup 2023 France	JMC	7/05/2024	JMC		DRAFT477	\$1,672.00	\$0.00	\$896.43	\$2,953.70
<input type="checkbox"/>	1150.1	Smith, Frank Garry	TEH	Lease to Ichigo Ichie	TEH	10/05/2024	JMC		DRAFT456	\$2,464.00	\$0.00	\$0.00	\$2,833.60
<input type="checkbox"/>	1037.1	Dutton, Beth	TEH	Assault Charge	TEH	10/05/2024	JMC		DRAFT458	\$2,336.00	\$0.00	\$0.00	\$2,686.40
<input type="checkbox"/>	1006.1	Puddleduck, Jemima Ms	JR	ACC claim	JR	10/05/2024	JMC		DRAFT465	\$2,102.00	\$0.00	\$217.39	\$2,667.30
<input type="checkbox"/>	1045.1	Affleck, Ben Mr	DC	Batman Contract	DC	10/05/2024	JMC		DRAFT460	\$2,274.00	\$0.00	\$20.00	\$2,635.10
<input type="checkbox"/>	1056.1	O'Sullivan, Mark	JVC	Will 2024	JVC	10/05/2024	JMC		DRAFT459	\$2,284.00	\$0.00	\$0.00	\$2,626.60
<input type="checkbox"/>	1120.1	Bane & Lightwood, Magnus	TEH	Purchase 63 Seaview Road,	TEH	10/05/2024	JMC		DRAFT461	\$2,230.00	\$0.00	\$0.00	\$2,564.50
<input type="checkbox"/>	1119.1	Lightwood, Alexander Gidec	TEH	Will	TEH	10/05/2024	JMC		DRAFT462	\$2,134.00	\$0.00	\$0.00	\$2,454.10
<input type="checkbox"/>	1051.1	De Niro, Robert Mr	JMC	The Godfather	JMC	10/05/2024	JMC		DRAFT463	\$2,116.00	\$0.00	\$0.00	\$2,433.40
<input type="checkbox"/>	1220.2	Smith Group NZ Ltd	JMC	test time rate	JMC	7/05/2024	JMC		DRAFT475	\$2,092.00	\$0.00	\$0.00	\$2,405.80
<input type="checkbox"/>	1017.1	Answer, James William Mr	JMC	Purchase Lot 63 River View	JMC	7/05/2024	JMC		DRAFT476	\$1,804.00	\$0.00	\$0.00	\$2,074.60
<input type="checkbox"/>	1075.1	Savea, Ardie Mr	JMC	World Cup 2023 France	JMC	7/05/2024	JMC		DRAFT479	\$1,610.00	\$0.00	\$0.00	\$1,851.50
<input type="checkbox"/>	1093.1	Gordon, Maddy Miss	DC	World Cup 2023	DC	10/05/2024	JMC		DRAFT467	\$1,418.00	\$0.00	\$89.48	\$1,733.60
<input type="checkbox"/>	1016.1	Dutton, John Wayne	JMC	Sale 20 Cattle Avenue	JMC	7/05/2024	JMC		DRAFT478	\$1,660.00	\$0.00	\$0.00	\$1,660.00
<input type="checkbox"/>	1111.1	Cafe	JMC	Purchase	JMC	7/05/2024	JMC		DRAFT480	\$1,440.00	\$0.00	\$0.00	\$1,656.00
<input type="checkbox"/>	1085.1	Clarke, Caleb Mr	JMC	World Cup 2023 France	JMC	7/05/2024	JMC		DRAFT481	\$1,430.00	\$0.00	\$0.00	\$1,644.50
<input type="checkbox"/>	1043.1	Gould, Ellen Ms	PB	Sale of Atanga Ave	PB	10/05/2024	JMC		DRAFT469	\$1,402.00	\$0.00	\$15.65	\$1,630.30
<input type="checkbox"/>	1050.1	Clooney, George Timothy M	MM	Ticket to Paradise	MM	10/05/2024	JMC		DRAFT470	\$1,386.00	\$0.00	\$0.00	\$1,593.90
<input type="checkbox"/>	1002.1	Edwards, Sophie Anne	PB	Lease unit 666785 Manches	DB	10/05/2024	JMC		DRAFT471	\$1,308.00	\$0.00	\$0.00	\$1,504.20
<input type="checkbox"/>	1140.1	Smith, Doreen Florence	TEH	Assignment of Lease	TEH	10/05/2024	JMC		DRAFT472	\$1,298.00	\$0.00	\$0.00	\$1,492.70
<input type="checkbox"/>	1057.1	Clarke Cooper Law	JMC	Admin matter	JMC	7/05/2024	JMC		DRAFT482	\$1,276.00	\$0.00	\$0.00	\$1,467.40
<input type="checkbox"/>	1195.1	Smith, Peter David Dr	JMC	Employment Contract	JMC	7/05/2024	JMC		DRAFT483	\$1,244.00	\$0.00	\$0.00	\$1,430.60
<input type="checkbox"/>	1070.1	Whitelock, Samuel Mr	JMC	World Cup 2023 France	JMC	7/05/2024	JMC		DRAFT484	\$1,212.00	\$0.00	\$0.00	\$1,393.80
<input type="checkbox"/>	1087.1	Jordan, Will Mr	JMC	World Cup 2023 France	JMC	7/05/2024	JMC		DRAFT485	\$1,210.00	\$0.00	\$0.00	\$1,391.50
<input type="checkbox"/>	1105.2	Lester, Howard Bruce & Ros	JMC	Purchase Redberry Books	JMC	7/05/2024	JMC		DRAFT486	\$1,210.00	\$0.00	\$0.00	\$1,391.50
<input type="checkbox"/>	1058.2	Coles, Dane Mr	JMC	Part Archive	JMC	7/05/2024	JMC		DRAFT487	\$1,166.00	\$0.00	\$0.00	\$1,340.90

Edit Bill Date Delete Authorise

Figure 37.