GhostPractice User Notes 7.2

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General

As of April 2014, Microsoft officially stopped support for their Office 2003 product.

In order to utilise functionality in the newer Office versions, the minimum Microsoft Office requirement for GhostPractice will change to MS Office 2007 and is effective from v7.1.
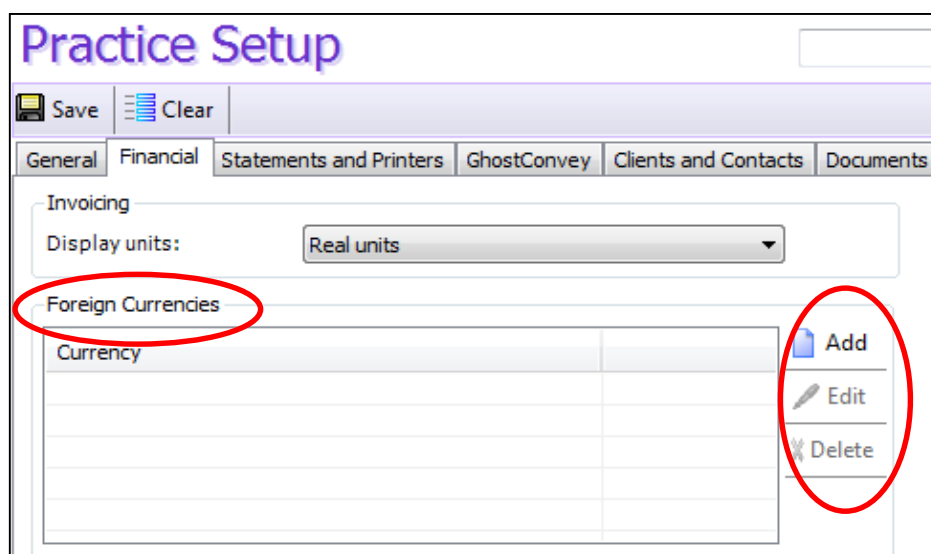
Foreign Currency

Users now have the ability to bill Clients in a foreign currency [GP-85623].

The current functionality set only allows users to configure Foreign Business bank accounts for the Practice. In v7.3 users will be able to configure Foreign Trust banks for the Practice.

Foreign currencies need to be configured in the Practice setup.

- Go to System Administrator, Practice Setup, and Financial tab. Under the "Foreign Currencies" section, users can add/edit and delete foreign currency entries.

- When adding a new foreign currency entry, give it a meaningful name as this will be exposed throughout the application. Include the currency symbol as this will be shown on the invoice document.

- Users need to capture the exchange rate as the amount of local currency a single foreign currency unit represents. For example, for a South African based practice, the user could create an entry called "US Dollar" and the exchange rate would be 10.0. This means R10 to $1 US.

- Changes made to this table will be logged to the Change Log report.

Client and Matter settings

When creating new clients where the firm will bill in a foreign currency, the user needs to

select the applicable currency on the Financial Tab.
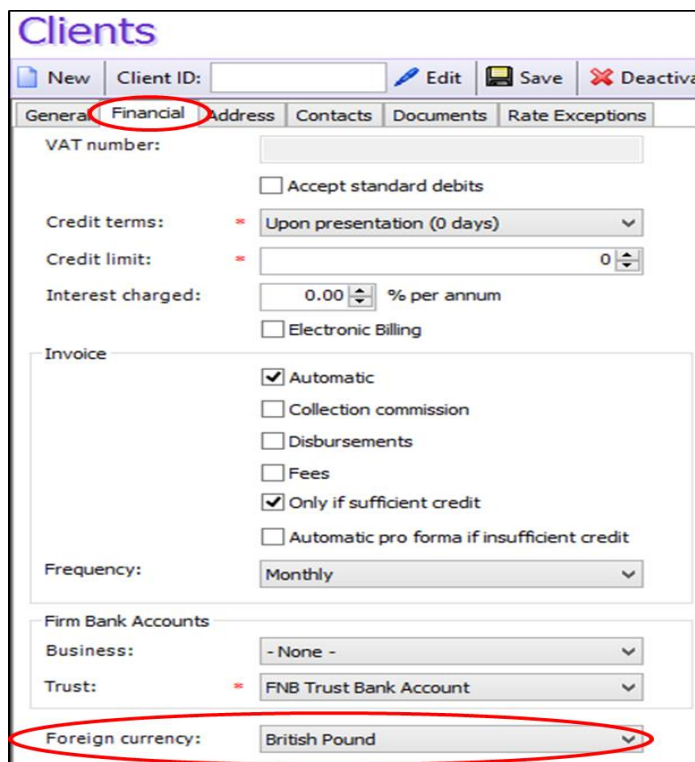
G   When creating the Matter linked to a Foreign client, the VAT setting will default to exempt
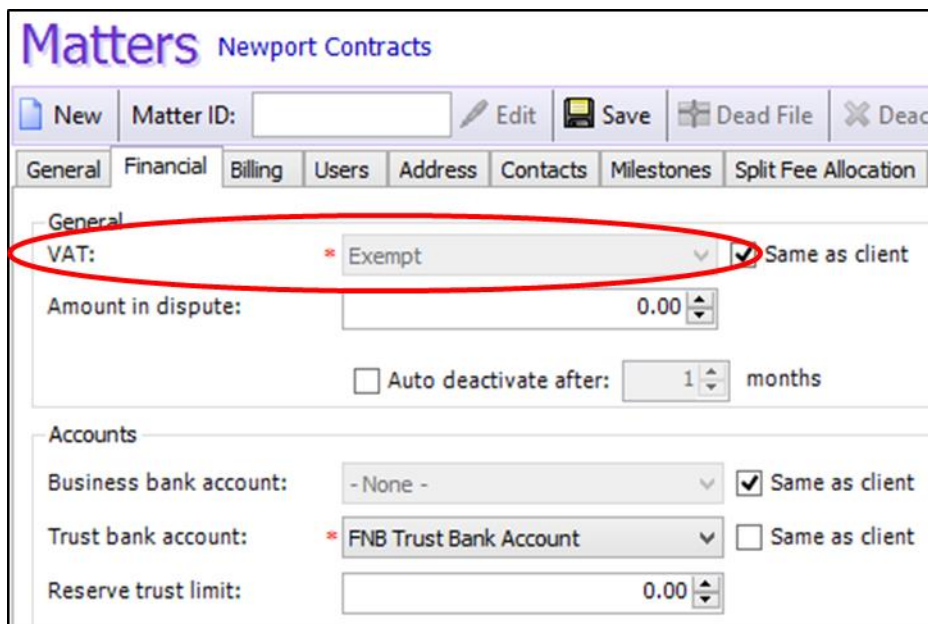
Invoicing

G   Users will capture their time in the local currency and only on invoicing will the invoice be converted to foreign currency. The invoice document will display all amounts and balances in the foreign currency.

G   On Invoicing, the user is also able to amend the exchange rate if it is different to what is captured in GhostPractice.

ⓘ *Editing the Exchange rate is permission-based. To enable the permission, Go to System Administrator, Roles*

⚱ When the invoice is generated the matter will now have a local and a foreign business balance. The local balance will be revalued whenever the exchange rate changes. Any differences will be journaled automatically by the system to the foreign exchange account.

⚱ Two additional columns have be added to the Transaction History screen (Foreign Dr & Foreign Cr) to reflect the invoiced amount.

Right click in the open space to expose the new filters

General Ledger Accounts

When creating the Foreign Currency bank accounts in the General Ledger, the Bookkeeper must select the applicable "Foreign currency" for that particular account. [GP-90915]

For firms with foreign US bank accounts, the user can now configure the ABA code for that bank account. This information will display as part of the bank wiring information on the invoice.

For firms with foreign Canadian bank accounts, the user can now configure the Transit and Institution number of the bank account. This information will display as part of the bank wiring information on the invoice.

Users can now configure the address details for the bank account. This information is required when wiring funds to a foreign bank account.

Banking Instructions for Foreign Clients

Users now have the ability to reflect the banking details for the foreign bank account on the Invoices. [GP-90795]

This setting is found on the Invoice Template. (System Administrator, Practice Information, Documents/Invoices)

> ☑ Display wiring information for foreign clients
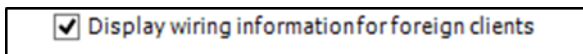
Receipts

For the first implementation of foreign currency, the user can only utilise the batch module to capture receipts to accounts linked to a foreign bank account.

Bank Reconciliation

A new column "Foreign Balance" has been created on the Bank Recon main screen for Foreign Currency accounts

Billing Statement for Foreign Clients

The Billing Statement has been amended to reflect the foreign amounts: [GP-90797]

Statement of Account

The Statement of Account has been updated to reflect foreign movement in the report.

Invoice Templates

Invoice Template

The ability to create invoice templates that allow users to customise invoice settings at a Matter level has been added [GP-90617/GP-60997].

Previously users were only able to configure most invoice settings at branch level. Having invoice templates gives users more flexibility to configure their invoices according to a template for the firm/branch/department/client, etc.

> ⓘ *TAKE NOTE: fields that were previously on the Branch setup have not moved to this new template section. For clients that were on GhostPractice prior to v7.2, this update would have created an invoice template automatically for each branch that existed in the system. The legacy branch invoice settings have been copied across to the new Invoice template and all matters would have been linked to the template automatically. This is to ensure that after the update, invoices would use the same layout settings as previously configured in the system. To setup these Templates go to: System Administrator, Practice Setup, Documents/Invoices tab. Under the "Invoice Templates" section you can choose to Add/Edit/Delete templates.*
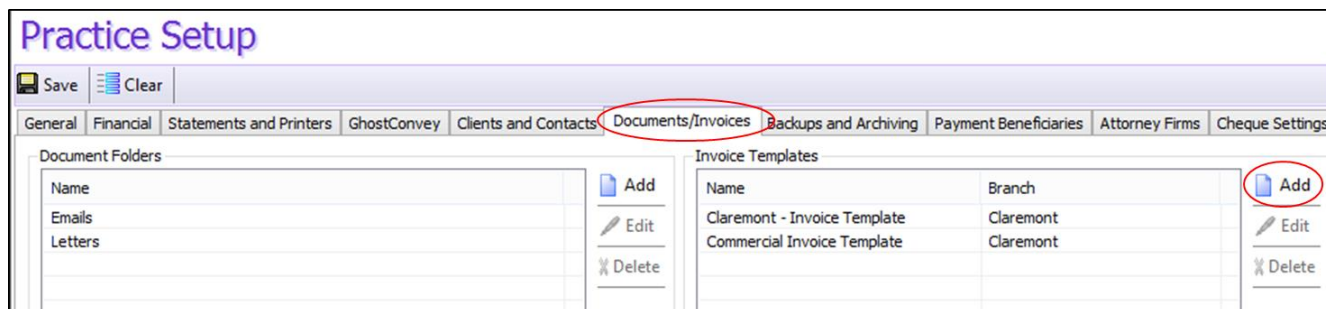
The following window will appear, complete the necessary information and click on OK.
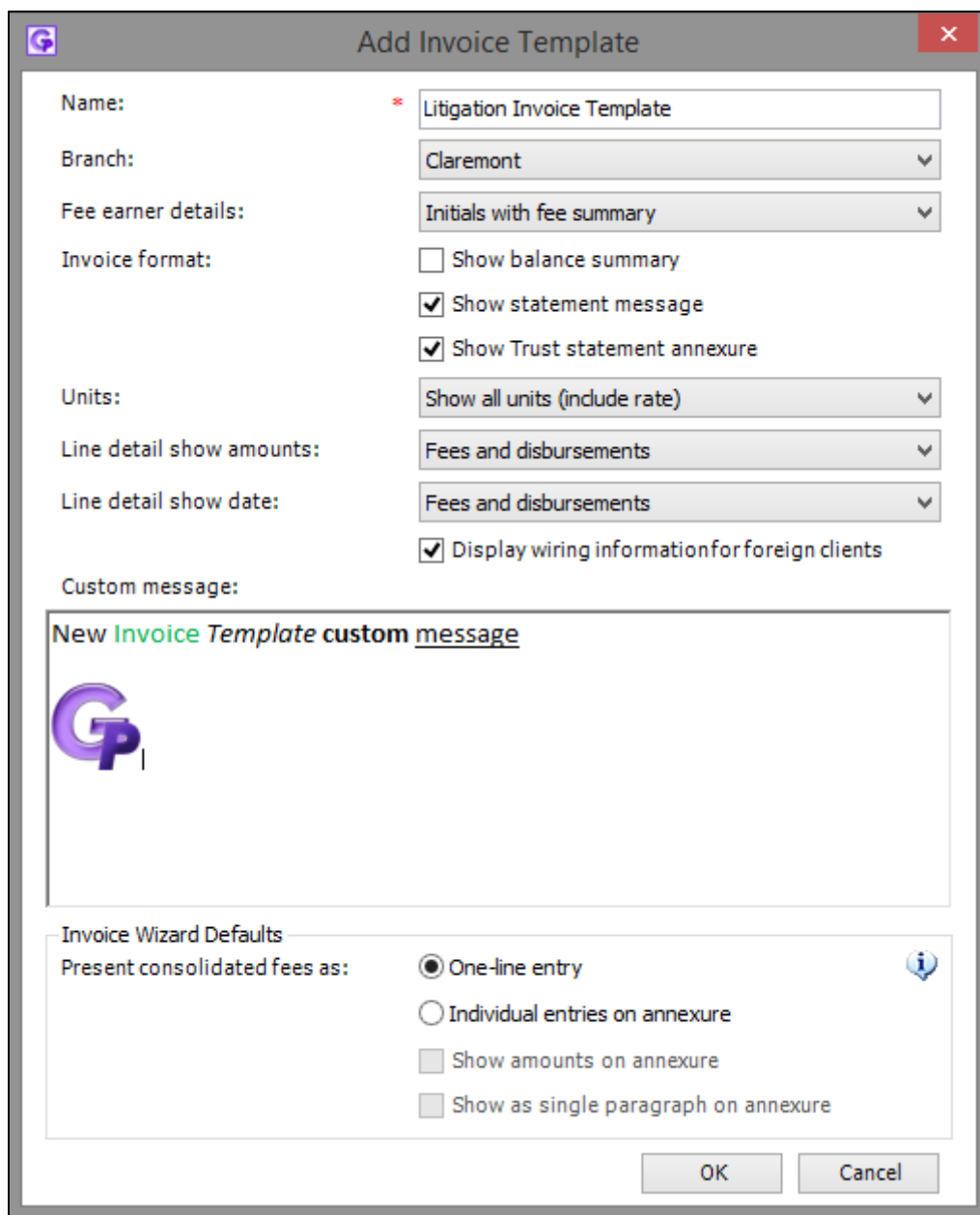
Users also have the ability to add a custom message to an Invoice template. This is a rtf field, which means that you are able to format the text (Bold, underline, colour, etc.) and add characters and images

G   Capture the information in WORD and apply the formatting that you want to use. Select

all the text and copy and paste it into the "Custom Message" field on the invoice template dialog.

Account Name	Employment Contracts / Newport Industries						
Your Ref				Your VAT Reg No.	N/A		
Our Ref	LIT/ADM/MAT1640			Our VAT Reg No.	4840261954		
Account No.	MAT1640	Pro Forma No.	PRF01-100	Date	05 Nov 2014	Page	1 of 1

Date	Description			Amount excl VAT	VAT%	VAT Amount
FEES						
05 Nov 2014	Attending	ADM	15min	187.50	14.00	26.25
05 Nov 2014	Consultation	ADM	1:30hour	1,125.00	14.00	157.50
	SUB TOTAL			1,312.50		
	TOTAL VAT			183.75		
	TOTAL DUE ON THIS PRO FORMA			1,496.25		
	Payable upon presentation (0 days)					

New Invoice Template **custom** message

Users are also able to set an Invoice Template as a default for the branch. To do this, go to System Administrator, Practice Setup. Open the relevant branch and browse to the Financial Tab

To select the Invoice Template on a Matter Level, go to the Matters module and open the relevant Matter. Browse to the Billing Tab and then select the required Invoice Template from the dropdown list
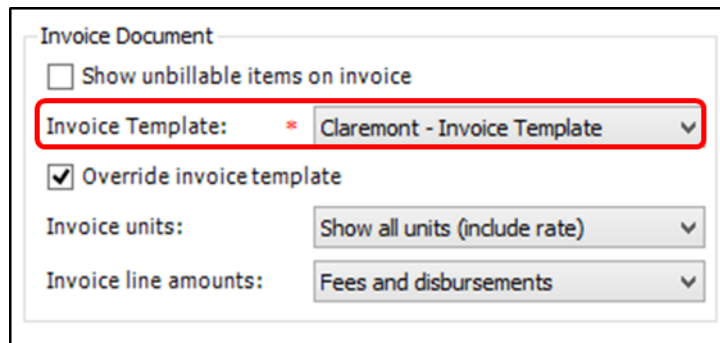
Users also have the option to override certain settings from the invoice template. If the user selects the "Override" setting on the matter, they can then change the Invoice units and Invoice line amounts to be displayed on the invoice document.

Consolidation Defaults

Users have the ability to set consolidation defaults on the invoice templates [GP-90687]

Go to System Administrator, Practice Setup, Documents/Invoices and select the specific default setting
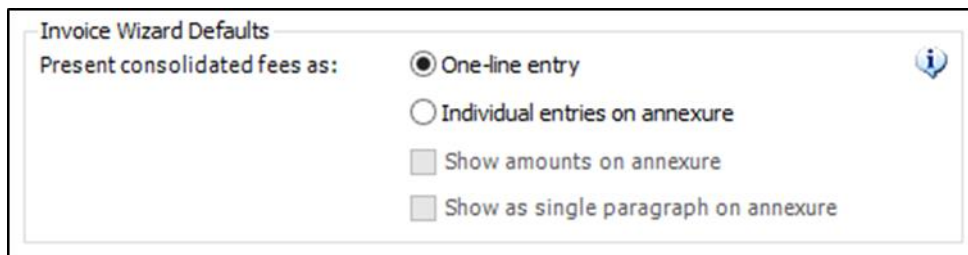
Display Date

Users have the option to not display the date in the Invoice line detail. [GP-90936]

This setting is set on the invoice Template.

Go To System Administrator, Practice Setup, Documents/Invoices

Fee Earner

Fees and File Notes

Users now have the ability to print the details of a fee, including an attached file note if applicable when capturing. [GP–86618]

 Users need to click on the "Save and Print" on the Fees and Files Notes screen
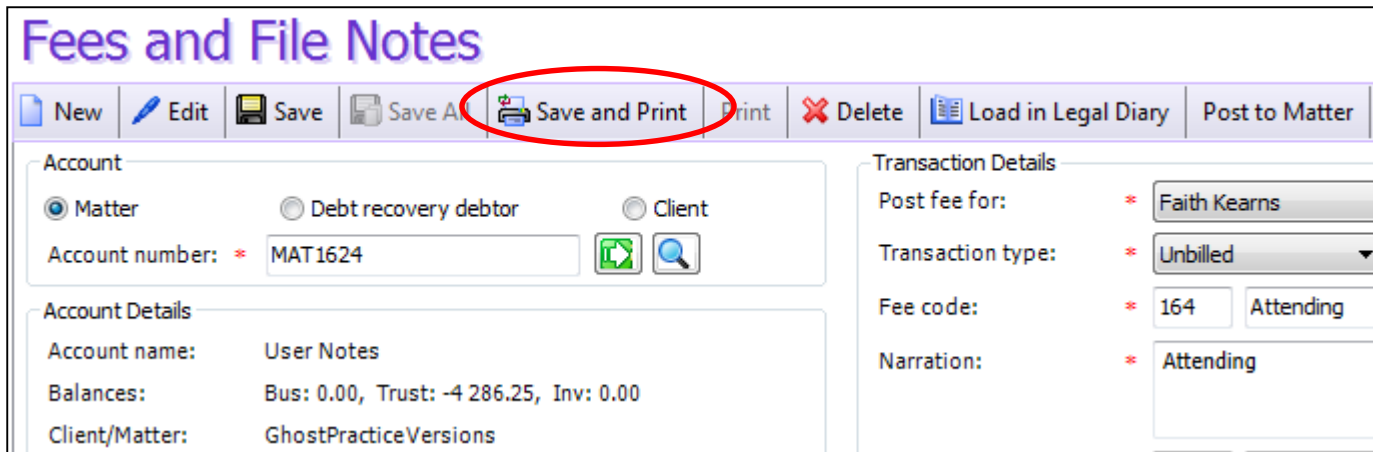
- A print dialog will then appear, the user can then select the appropriate printer and click on Print.

- To print saved fees. The user needs to go to the Fees & File Notes module, Daily Summary and use the filter options to select the unbilled fee that they wish to print.
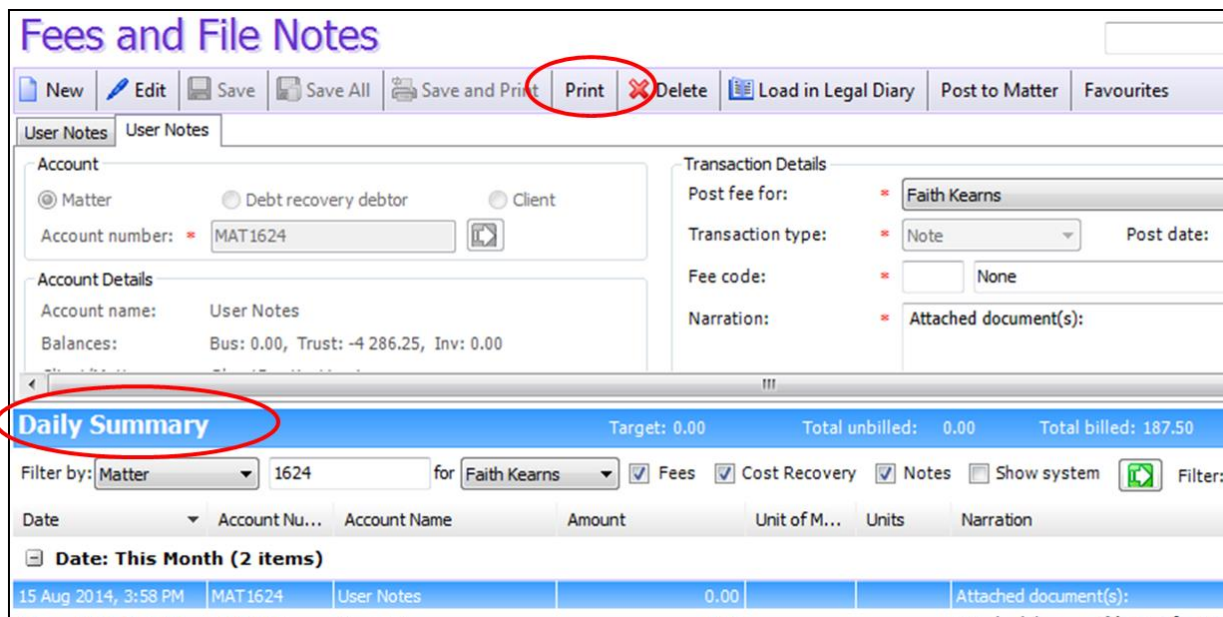
  The unbilled information will display for you to check the details. The user then needs to select "Print".

Matters

Conflict of Interest

Users now have the ability to save the 'Conflict of Interest' search to a Matter [GP-89204].

When running the Conflict of Interest search, the following pop-up will appear:
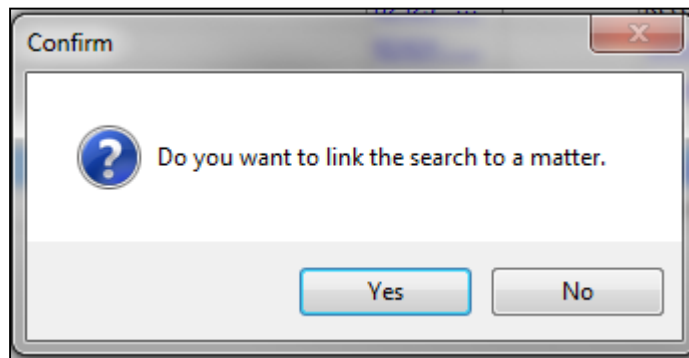
  The user must click on 'Yes' to save the search to a Matter
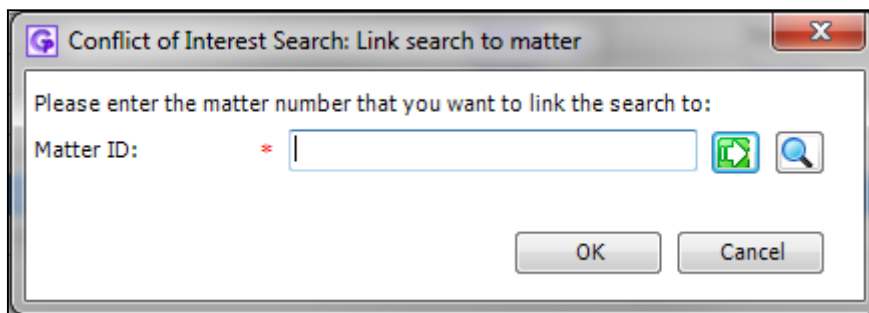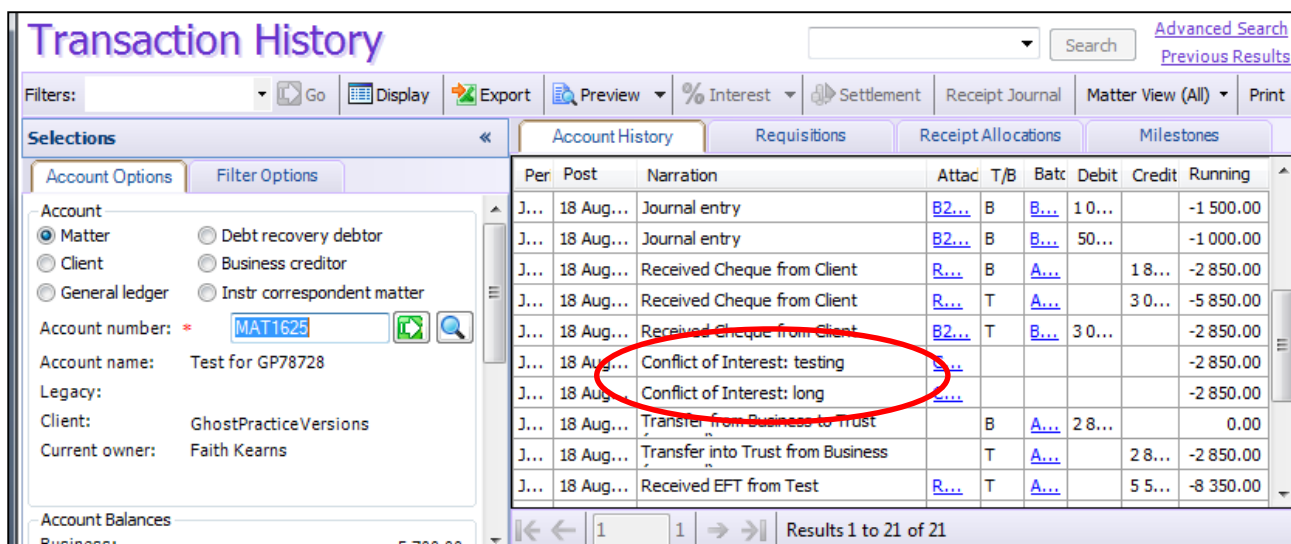
Contacts

Relationship Link

The ability to indicate if a contact is self-represented or not has been added. [GP-86125]
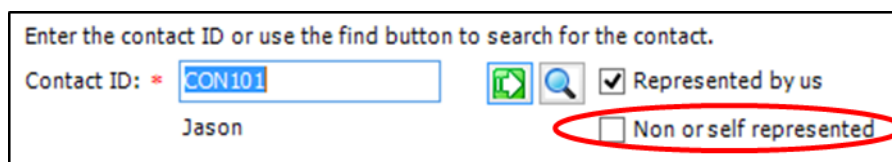
Outlook

Save and Send

When replying to an email in Outlook, users can now press 'Save and Send' which will send and save the email to GhostPractice. [GP-84089]

ⓘ *This feature only applies to users that make use of the 'Save to GP' (WEB) tool which was implemented for the newer versions of Office*
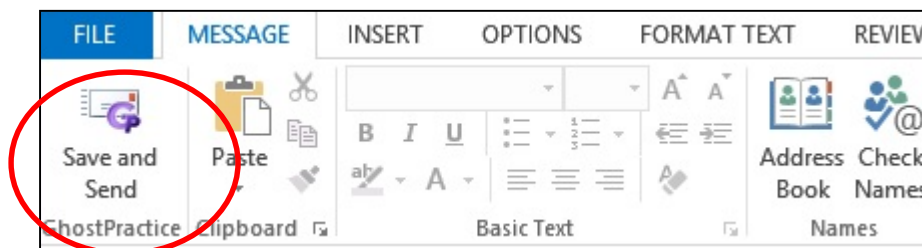
Default Document Folders

You are now able to set a default document folder, when saving emails from Outlook to GhostPractice. [GP-90681]
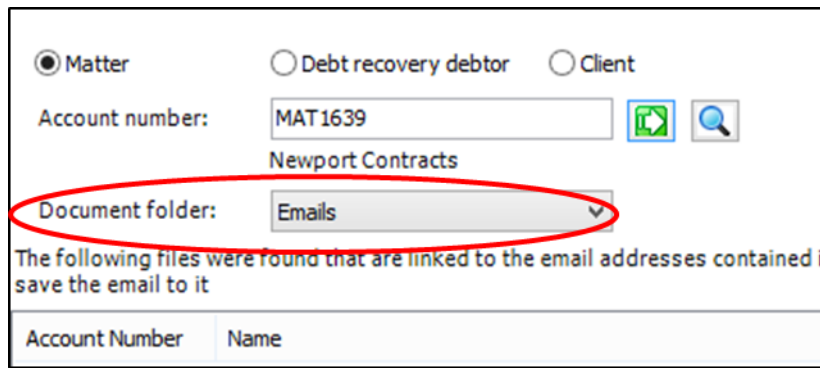
G To do this, Go to System Administrator, Practice Setup, Departments, select the respective document folders.
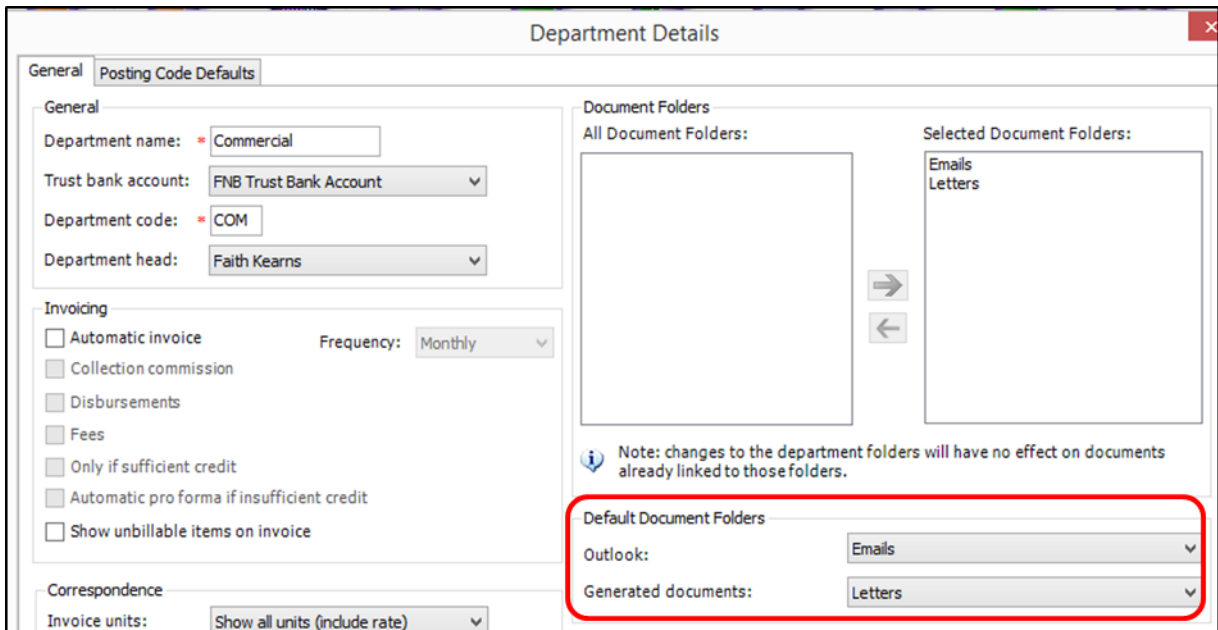
Document Management

Ability to copy files from one Matter to another

Users now have the ability to copy an attachment from one Matter to another Matter. [GP-78728]
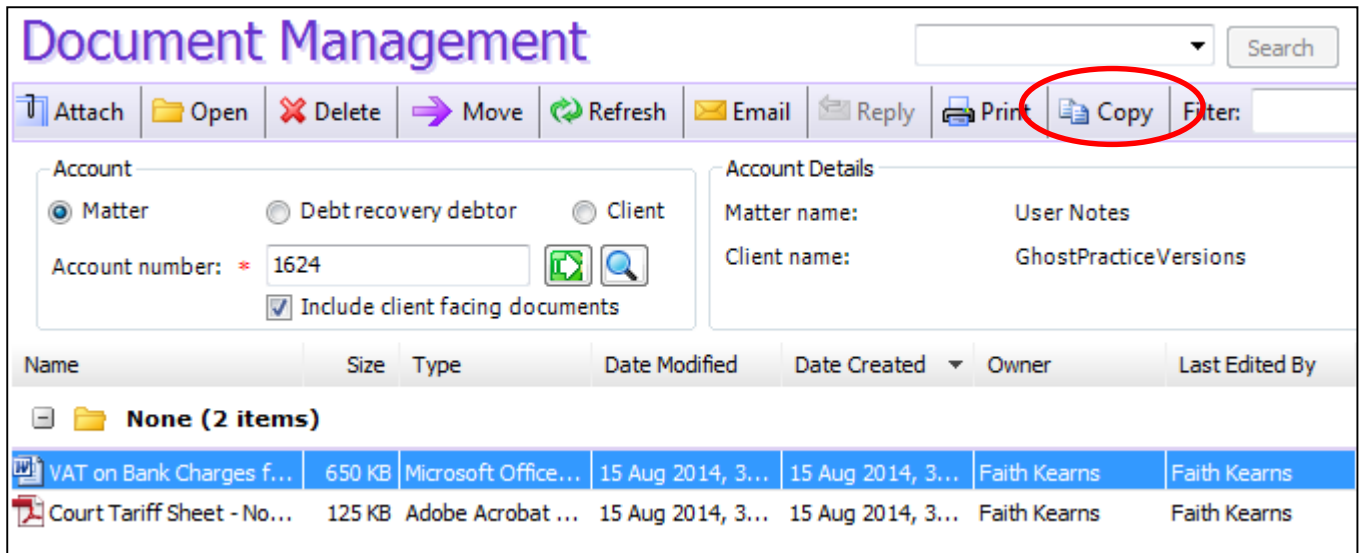
The following window will appear. Enter the new Matter where the attachment must be moved to. You are also able to select a specific Document folder for the attachment. Then click on Save
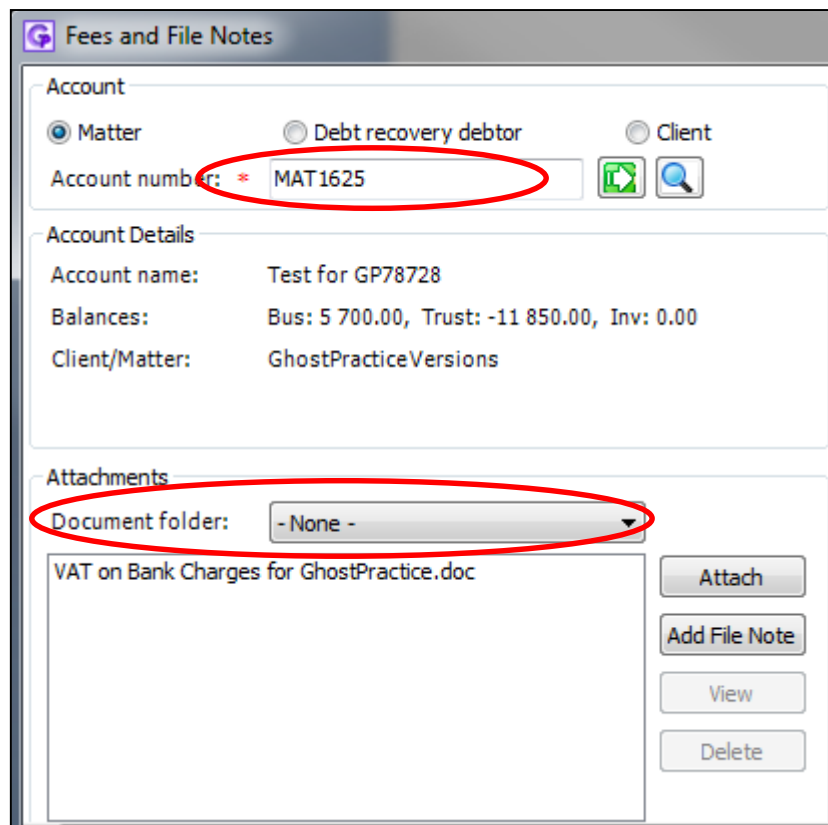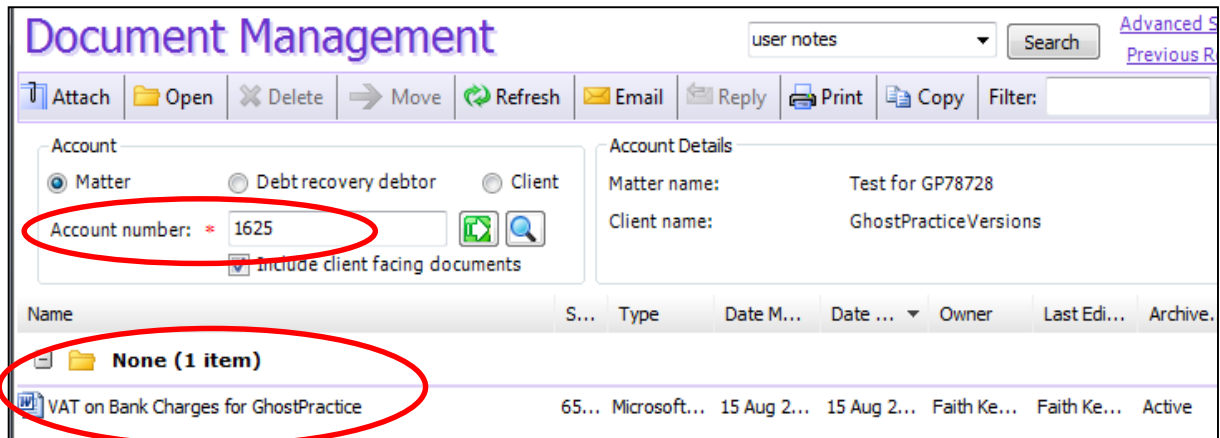
Legal Diary

Task filters

Users now have the ability to easily load all tasks associated with a file in the Legal Diary [GP-88502].
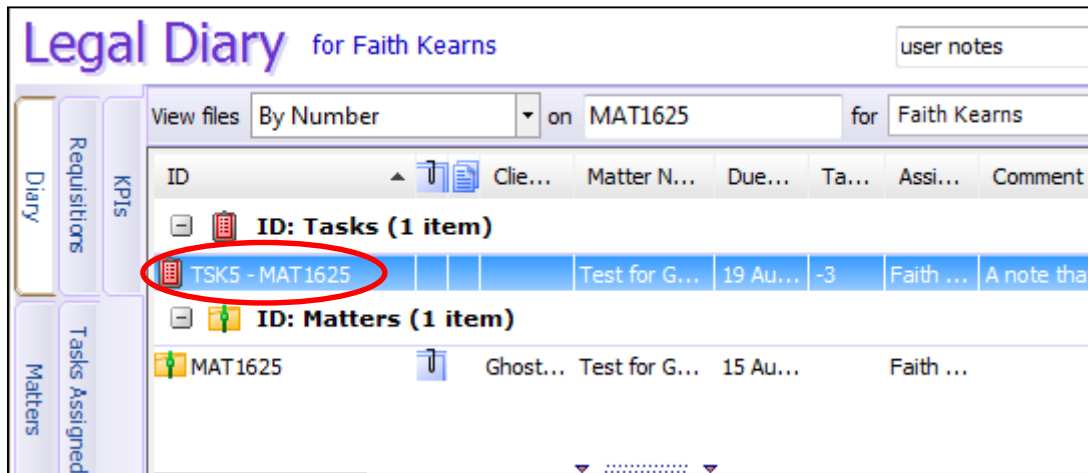
G Users are now able to load tasks for specific dates by using the new task filters in the Legal Diary
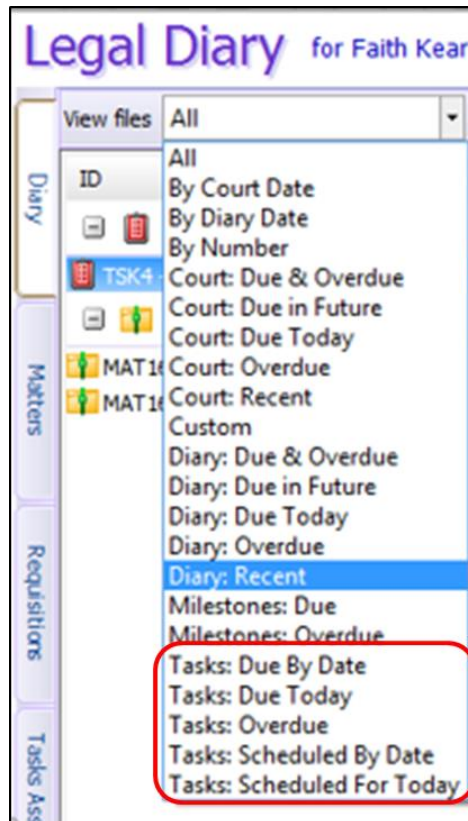
Event Categories

Users now have the ability to create event categories and then apply them to tasks. [GP-90025]

To create these categories, go To System Administrator, Practice Setup, Event Sets.

G Users can add, edit and delete event categories

G Give the category a meaningful name and select one of the available colours to represent the category. Any task/appointment that syncs with Outlook will also be given this category so entries are easily identifiable in Outlook.

G NB. In order for this to work, users will need to create Outlook categories of the same name.

G When creating a new task or amending it, the category can then be selected. (System Administrator, Practice Setup, Event Sets)

Task Category Column

G A task category column (colour coded)has been added to the Legal Dairy [GP-91192]

Appointments

When creating appointments in an Event Set, users now have the ability to categorise the appointments [GP-90025]

Bulk Deactivate/Deadfile

Users now have the ability to dead file in bulk [GP-78890]

G Select files to dead file in the Legal Diary, select Bulk Activities. From the drop down menu, select 'Deactivate/Dead File', the following window will then appear

G Enter the 'storage number' if relevant and click on OK.

Transaction History

Matter Receipt Journal

Users will now receive a warning message if a receipt journal has already been posted on a file [GP-71030].
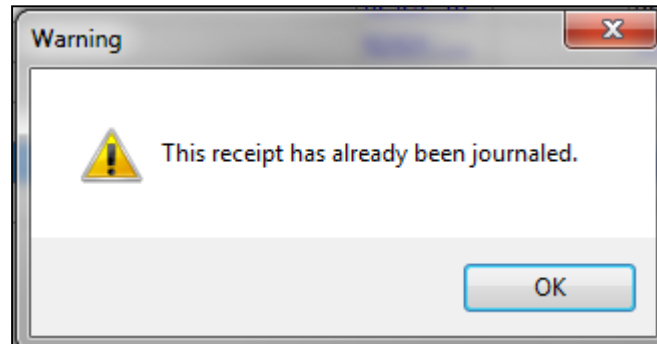
Event Sets

Users are now able to set whether 'schedule' or 'due date' must be calculated using calendar or working days when setting up an event set [GP-89542]
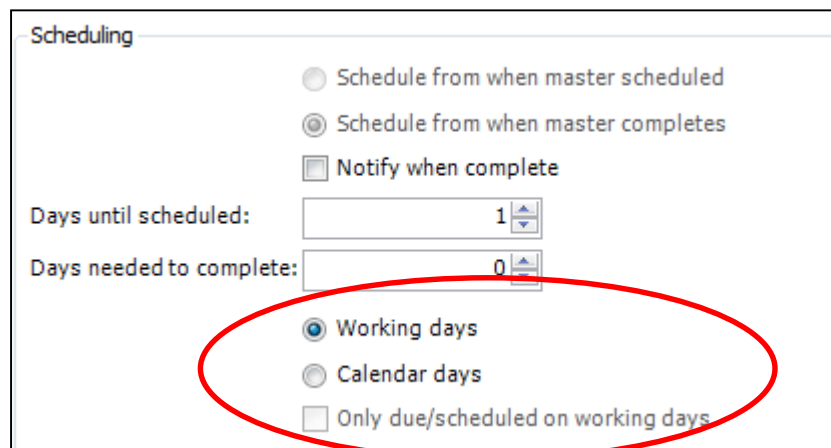
Users are now able to link the due date of dependant events to that of the master due date [GP-90240]

Milestones

Users are now able to set whether the 'due date' must be calculated using calendar or working days when setting up milestone [GP-89543]
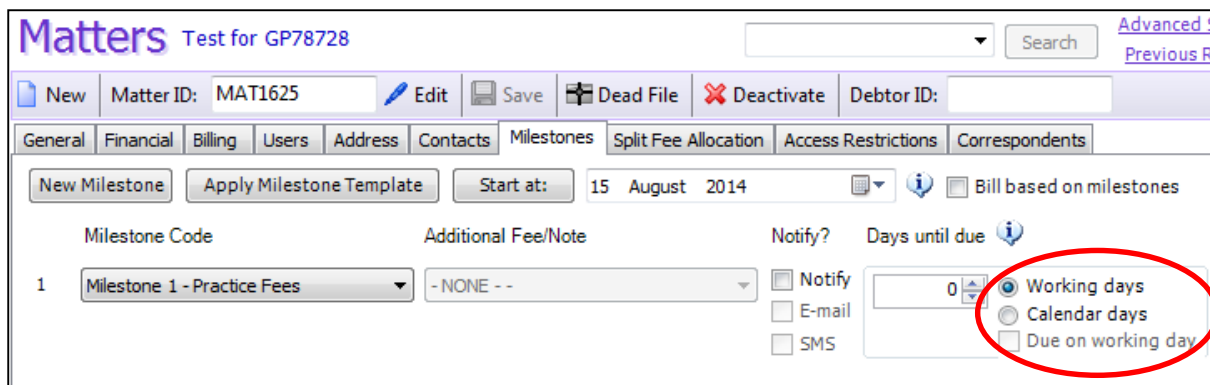
Invoices

Show Time on Invoice

The option to display time in units as a factor of an hour has been added [GP-87997].

- To enable this option. Go to System Administrator, Practice Setup. Select the specific branch. Go to the Financial tab. Select 'Show Time as a factor' from the drop down list.

- Matters that are configured to show time on the invoice will then display 0.5 instead of 30 minutes
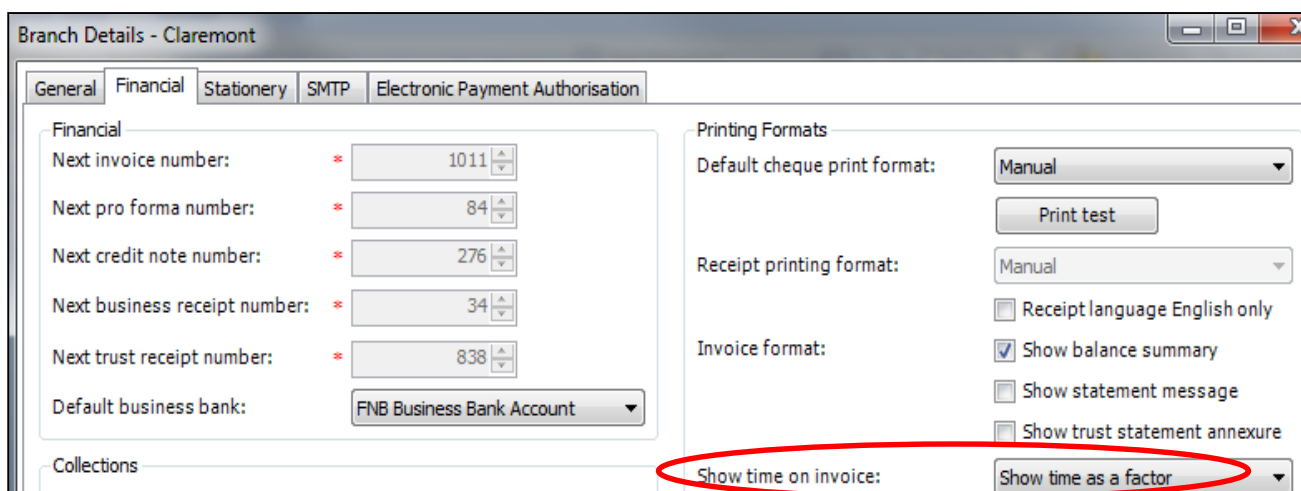
Payment Requisitions

The payee details are now permission-based [GP-90724]

Any changes made to the banking details, will be logged to the Change log report.

- *To grant the editing permission, Go to System Administrator, Roles*
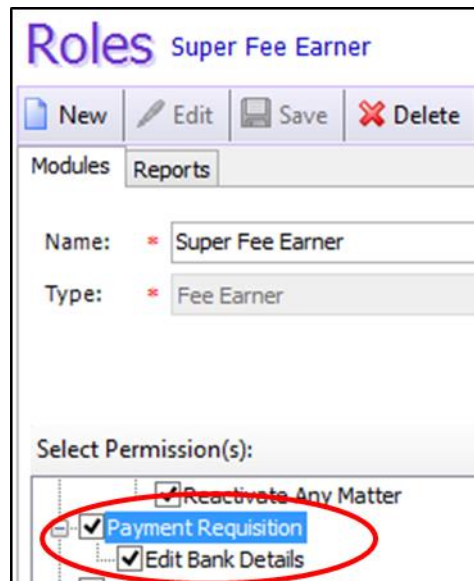
A direct disbursement may also now be set as a default for Matter Business Payments [GP-90696]

Go to Practice Setup, Financial tab and then navigate to the bottom left-hand side.
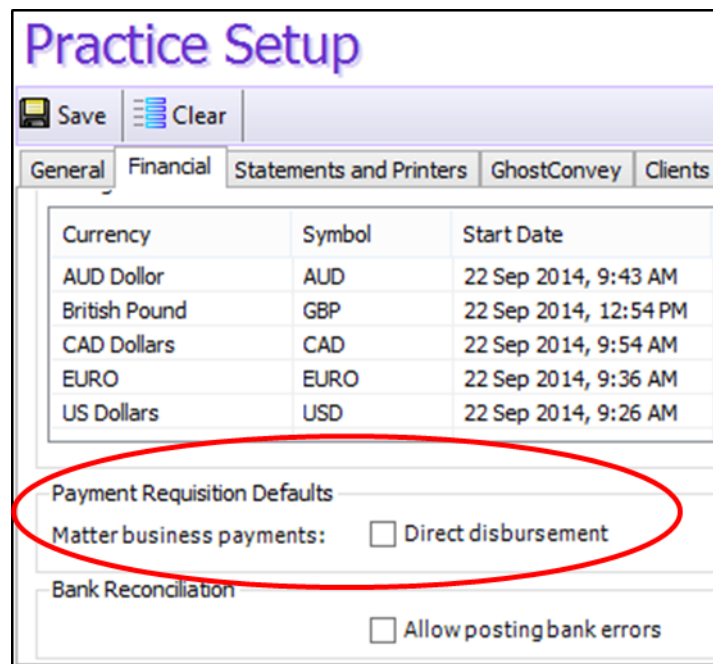
Bookkeeper

Trust Transfer

Automatic Payment Requisition

An automatic Payment requisition audit report is now generated by the system when a Trust

Transfer is run. The Payment Requisition is accessible via Stored Reports [GP-18217]

New layout option: View by Invoice

A new view option has been added in the Trust Transfer module to view Matters by Invoice. [GP-89076]

This view breaks down the fees, disbursements and VAT for the invoice. As per the traditional layout view, users have the option to edit the amount transferred per invoice.

When using this view, the system is able to allocate the transfer to the selected invoice instead of always applying the transfer to the oldest entry.
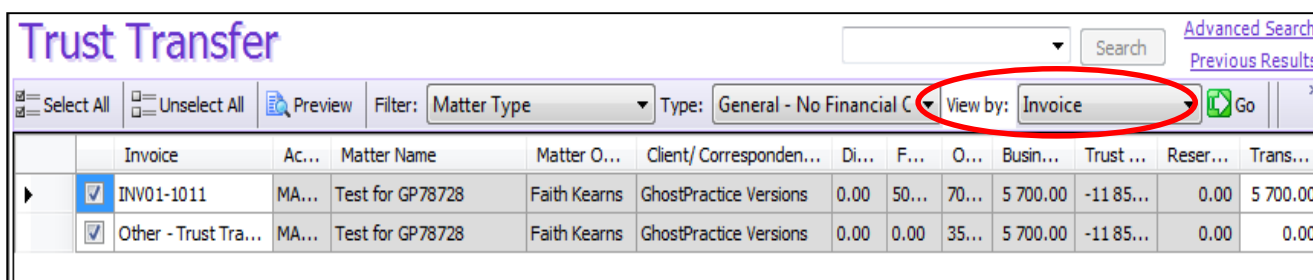
Transaction History

The user now has the ability to view the transaction history for a matter in the Trust Transfer module [GP-78459]

Cheque Printing

Multiple Cheque Printers

The ability to have multiple cheque printers for a bank account, is now available.

The cheque printers all need to be configured in the Practice Setup. Go To System Administrator, Practice Setup, Statements & Printers
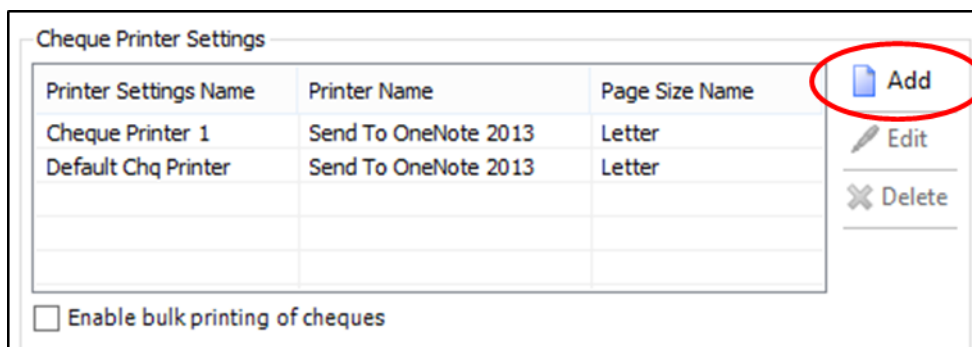
In the General ledger module, the users can now add the additional cheque printers to the bank account. Users can also select which cheque printer should be the default cheque printer.

To select the default printer, Go To, Bookkeeper, General Ledger, select the specific bank account. On the right-hand side, go to Cheque Printers and select the specific printer under "Default Cheque Printer"

When printing cheques for bank accounts that have multiple printers linked to them, the user will be prompted to select which cheque printer they want to use.

System Administrator

Cheque Settings

Additional Field Mappings

The ability to map payee address fields for the counterfoil have been added [GP-90565].

Additional Counterfoil Fields

The following fields have now been added: Client, Client Label, File Owner Label [GP-90203]

Fee Earner User Code

On the counterfoil, the file owner user code has been added [GP-90203]

> ⓘ   *To see these new fields, go to Practice Setup, Cheque Settings, and click on Add*

Additional set of counterfoil fields

Users can now map one or more sets of fields per cheque.

🅖 Go To System Administrator, Practice Setup, Cheque Settings

To add the new fields

Cheque Settings - Cheque 4					
Mapping ID	Field	X Co-ordinate	Y Co-ordinate	Formatting	Field Length
1	Cheque Number	25	37		
2	Payee	50	37		
3	Cheque Date	180	37		
4	Millions	35	55		
5	Hundred Thousands	55	55		
6	Ten Thousands	75	55		
7	Thousands	95	55		
8	Hundreds	112	55		
9	Tens	130	55		
10	Units	147	55		
11	Cents	163	55		
12	Amount	180	55		
13	Counterfoil Cheque Number Label	40	98		
14	Counterfoil Payee Label	40	106		
15	Counterfoil Date Label	40	112		
16	Counterfoil Amount Label	40	118		
17	Counterfoil Cheque Number	70	98		
18	Counterfoil Payee	70	106		
19	Counterfoil Date	70	112		
20	Counterfoil Amount	70	118		

Edit collection

Edit individual

Delete

To edit the specific field (co-ordinates)

To add a new field, click on "Edit Collection". The following window will appear. The user can then select the relevant fields they require. The same field can be selected multiple times.

Cheque Settings - Add Mapping Fields

Select the mapping fields to be added to Cheque Format 1:

ID	Mapping Name
1	Cheque Number
2	Payee
3	Cheque Date
4	Millions
5	Hundred Thousands
6	Ten Thousands
7	Thousands
8	Hundreds
9	Tens
10	Units
11	Cents
12	Amount
13	Counterfoil Cheque Number Label
14	Counterfoil Payee Label
15	Counterfoil Date Label
16	Counterfoil Amount Label
17	Counterfoil Cheque Number
18	Counterfoil Payee
19	Counterfoil Date
20	Counterfoil Amount

Fields mapped onto cheque:

ID	Mapping Name
1	Cheque Number
2	Payee
3	Cheque Date
5	Hundred Thousands
6	Ten Thousands
7	Thousands
8	Hundreds
9	Tens
10	Units
11	Cents
12	Amount
13	Counterfoil Cheque Number Label
14	Counterfoil Payee Label
15	Counterfoil Date Label
16	Counterfoil Amount Label
17	Counterfoil Cheque Number
18	Counterfoil Payee
19	Counterfoil Date
20	Counterfoil Amount
1	Cheque Number

Save   Cancel

User Preference

Users can now choose whether the system should default to "Pro Forma" or "Invoice" when working in the Invoice wizard. This setting is configured in the User's profile under the "Preferences" tab.

Reports

Updated Reports and Report Filters

Billing Statement

The Billing Statement layout has been amended and the following changes have been made: [GP-66974 & GP-88667]

 A filter option 'Invoiced Fees and Disbursements' has been added: show detail or summary

> If 'Detail' is selected, the system will display the invoiced fees and disbursements

> If 'summary' is selected, the system will display the one line invoice entry

 The existing filter option for Financial transactions (None/All/Current Period) will determine whether the system displays the entire history , just the current period financial movement

or none of it

G The section on the report that reads 'Invoices and Receipts to Date' now shows all financial movement and not only invoices and receipts.

GhostPractice Versions						
			Bank Details			
		Bank	First National Bank			
		Branch No.	201409			
		Account Holder	GhostPractice Test			
		Account No.	62254341287			
		Payment Reference	MAT1625			
Account Name	Test for GP78728					
Your Reference			Your VAT Reg No.	N/A		
Our Reference	COM/ADM/MAT1625		Our VAT Reg No.	4840261954		
Account No.	MAT1625		Date	22 Aug 2014		Page 1 of 1

Date	Description		VAT Amount	Debit	Credit	Balance
18 Aug 2014	Received (cheque) ()		-		2,500.00	- 2,500.00
18 Aug 2014	Journal entry ()		-	1,000.00		- 1,500.00
18 Aug 2014	Journal entry ()		-	500.00		- 1,000.00
18 Aug 2014	Received Cheque from Client (BR01-32)		-		1,850.00	- 2,850.00
18 Aug 2014	Received Cheque from Client (TR01-836)		-		3,000.00	- 5,850.00
18 Aug 2014	Received Cheque from Client (TR01-836)		-	3,000.00		- 2,850.00
18 Aug 2014	Received EFT from Test (TR01-837)		-		5,500.00	- 8,350.00
18 Aug 2014	Received EFT from Test (BR01-33)		-		3,500.00	- 11,850.00
		Sub Total	0.00	4,500.00	16,350.00	
FEES						
18 Aug 2014	To our inclusive fee [Faith Kearns] (INV01-1011)	01:00hr @ 5 000/hr	700.00	5,000.00		- 6,150.00
19 Aug 2014	Test for GP-88667 & 66974 [Faith Kearns]	15min @ 750/hr	26.25	187.50		- 5,936.25
		Total Fees 01:15hr	726.25	5,187.50	0.00	
		DUE TO YOU	726.25	9,687.50	16,350.00	- 5,936.25

Invoices are payable on presentation

Statement of Account

A new section "Outstanding Invoices" has been added to the end of the Statement of Account,

Outstanding Invoices			
Date	Tax Invoice No.	Invoice Amount	Outstanding
03 Jun 2014	INV01-881	5,567.79	3,644.49
02 Jul 2014	INV01-996	6,335.07	6,335.07
03 Nov 2014	INV01-1057	2,676.54	2,676.54
	Totals	14,579.40	12,656.10

Business Debtors Age Analysis by Owner

A Report parameter has been added to the Business Debtors Age Analysis by Owner report. This parameter gives the user the choice to either display cents or not.

Tasks Assigned

Tasks now reflect the Client and Matter name

ID	▲	Legacy Acco...			Client Name	Matter Name
⊟ 🔳 **ID: Tasks (1 item)**						
🔳 TSK4 - MAT1639		N/A			Newport, Cha...	Newport Cont.