

# THE SMART WAY TO RUN YOUR SMALL PRACTICE



## **SILQ Solicitor Learner Guides**

Manual 4 – Advanced Accounting and Reporting

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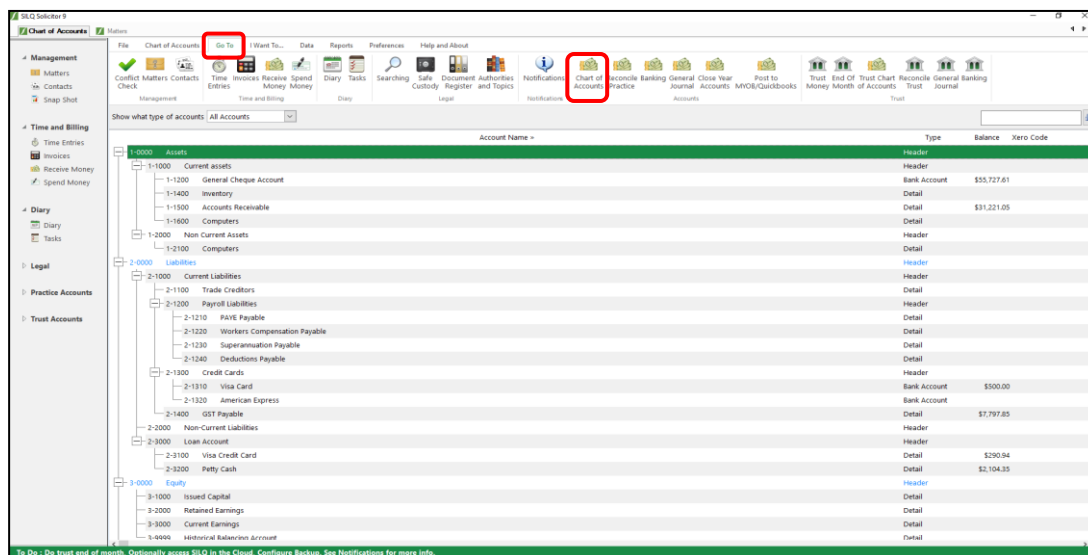
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# 1. Chart of Accounts

## Overview

- **The Chart of Accounts** is the list of ledger accounts used to track the financial information in your practice and produce financial reports. The Chart of Accounts is a way of coordinating all your expenses and income and getting a holistic view. The accounts are arranged into 5 groups: Assets, Liabilities, Equity, Income and Expenses.
- **Accounting requirements special note:** The accounts described in this section are designed to assist you in managing your practice. SILQ does not warrant that information generated by the accounts will satisfy accounting, tax or reporting obligations. You must seek the independent advice of an accountant or other relevant advisor to ensure that you comply with any accounting, tax or reporting obligations.



To display the Chart of Accounts where you can view a list of ledger accounts to track financial information in your practice, do the following:

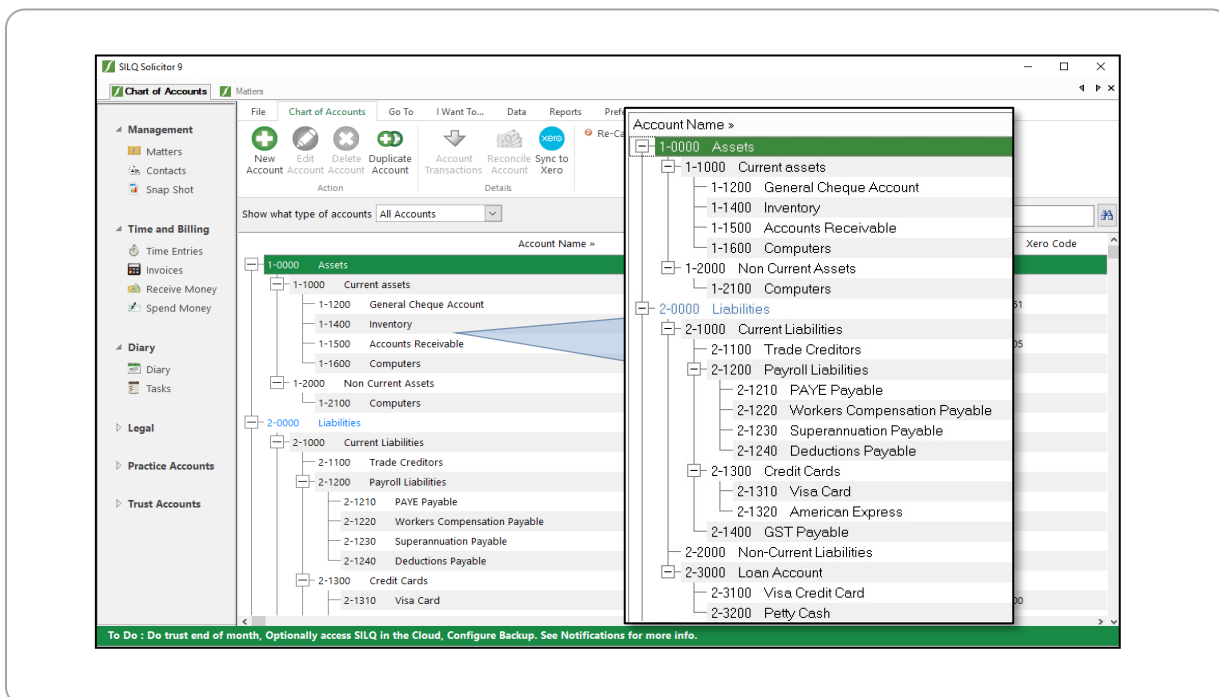
Select the **Go To** Menu at the top of the screen and then click on **Chart of Accounts**. This will take you into the Chart of Accounts screen. From here you can do a range of financial reporting transactions.

You can:

- Allocate all money spent against both the correct account it should work against as well as the method used (such as credit card, cheque etc)
- Allocate all monies coming into your practice so that you get an at a glance view of your cash flow as well as make sure that incoming revenue is being allocated against the correct accounts
- Import your bank statements direct from your bank's internet banking system, and reconcile on the spot



## 1.1 Chart of Accounts Window Overview



Above is an example of the main Chart of Accounts screen. Notice how the Accounts are allocated to different numbering systems. These are the 'header' accounts. All detail accounts sit under those numbers and are completely editable as you can create your own detail accounts.

### Header Accounts:

- 1-0000 = Assets
- 2-0000 = Liabilities
- 3-0000 = Equity
- 4-0000 = Income
- 5-0000 = Expenses

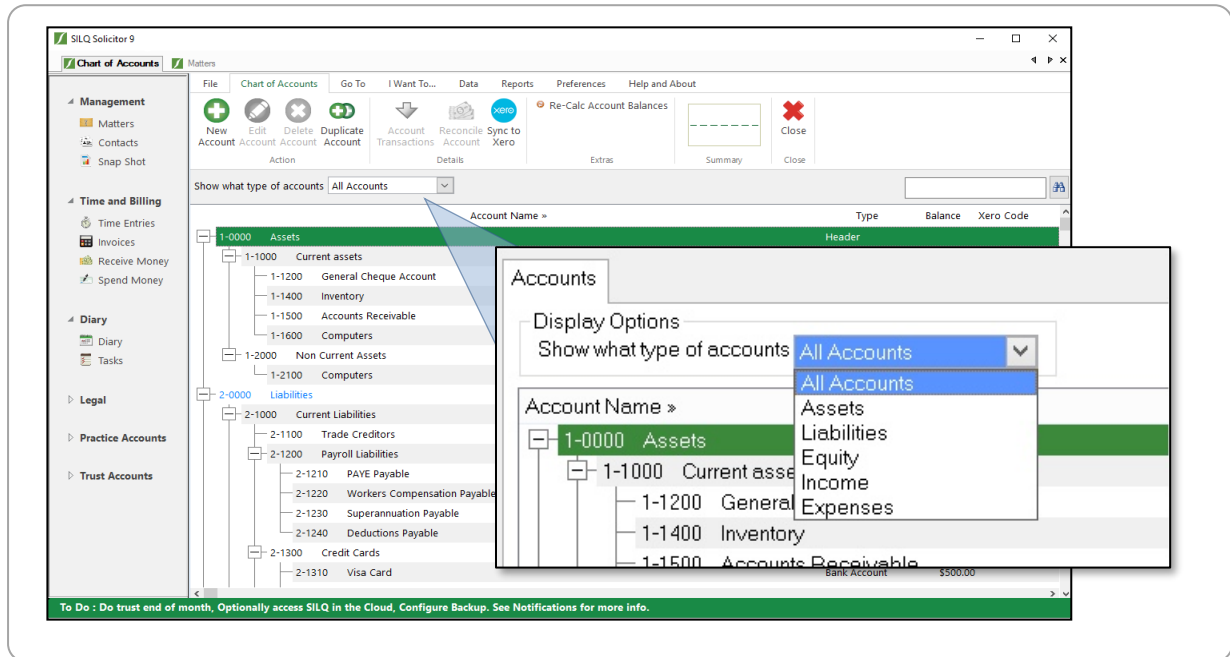
### Detail Account examples:

- 1-1000 = Current Assets
- 1-2000 = Non-Current Assets

Please note: Bank Accounts are a special type of Detail account as they can be used in specific cases and can also be reconciled.

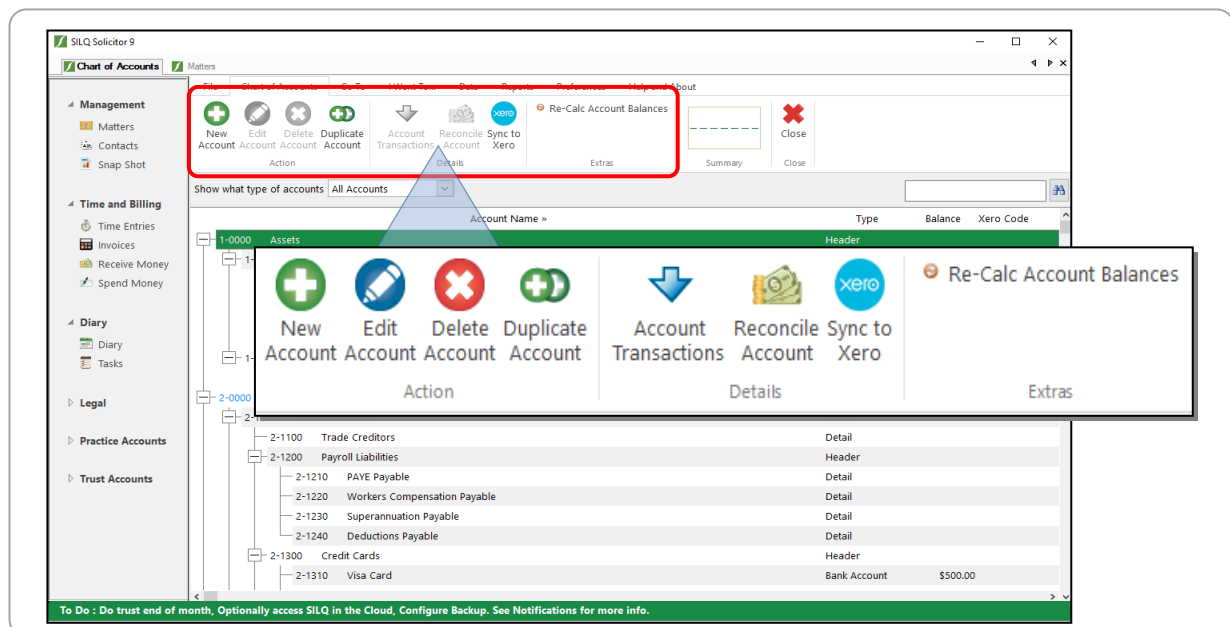


### 1.2 Display Options



The Display options drop down menu, allows you to filter which type of account you want visible in the accounts list. By default it shows all accounts.

### Top Toolbar Buttons



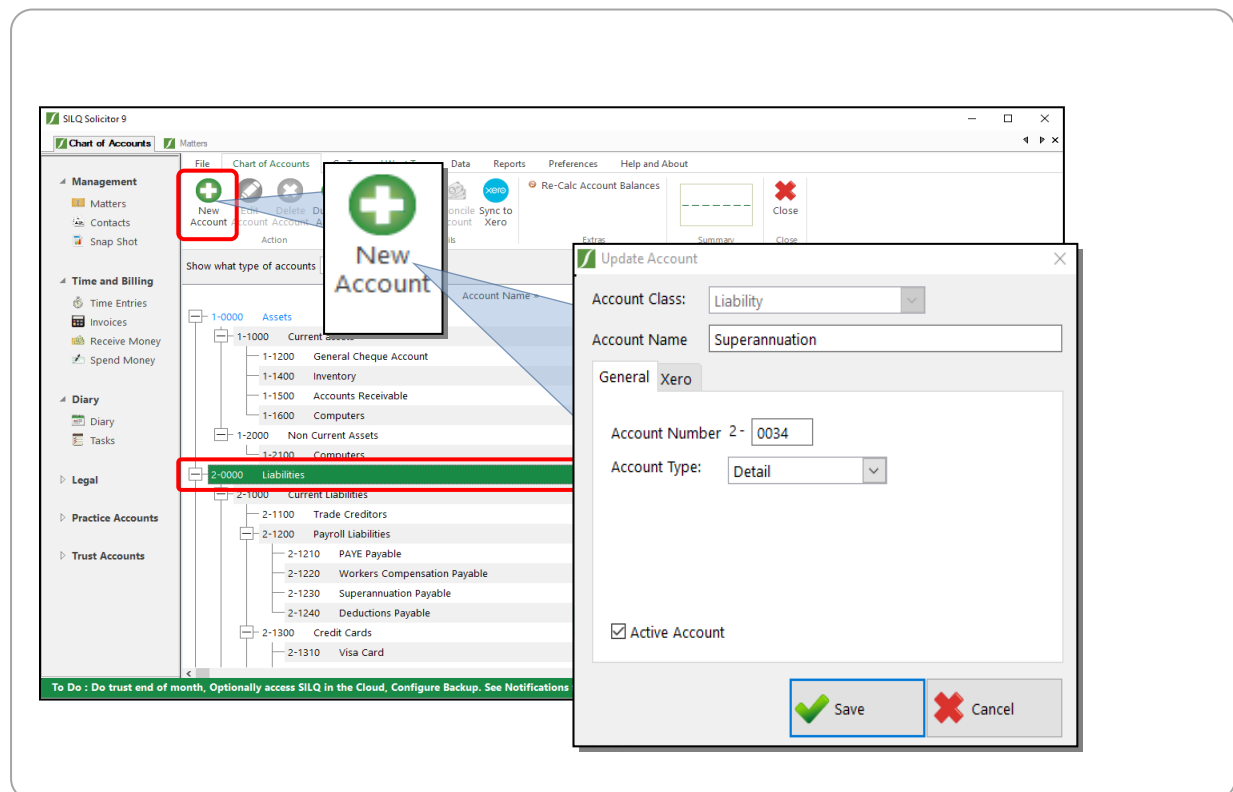
The buttons located on the top toolbar give you all the functionality you will need to create, edit and view transactions on a particular account.



Below is a description of the functionality of each button:

- **New Account:** This will create a new account.
- **Edit Account:** This will edit the selected account.
- **Delete Account:** This will delete the account from the Chart of Accounts. You will not be able to delete the account if any transactions have been posted against it or it has child accounts.
- **Account Transactions:** This will open a window that will show you all the transactions that have been posted against the account.
- **Reconcile Account:** For Bank accounts only, you will be able to reconcile the accounts.
- **Sync to Xero:** To send transaction in accounts linked with Xero to Xero.

### Adding or Editing a Detail Account



All financial information in SILQ will require you to enter it via an account to be processed properly. When you first set up SILQ you may wish to add some of your own detail account types and descriptions that are specific to your practice.

For example you may wish to enter your own Bank Account (Asset) details or Expense Categories or Credit Card (Liabilities).

To add a new detail account, first click once on the Header Account in the main window that you want to create a detail account under. Next, click on the **New Account** button on the top toolbar.

The Update Account window will open up which will allow you to enter the information for the new account.

Below is a description of the fields you will need to enter for a detail account.

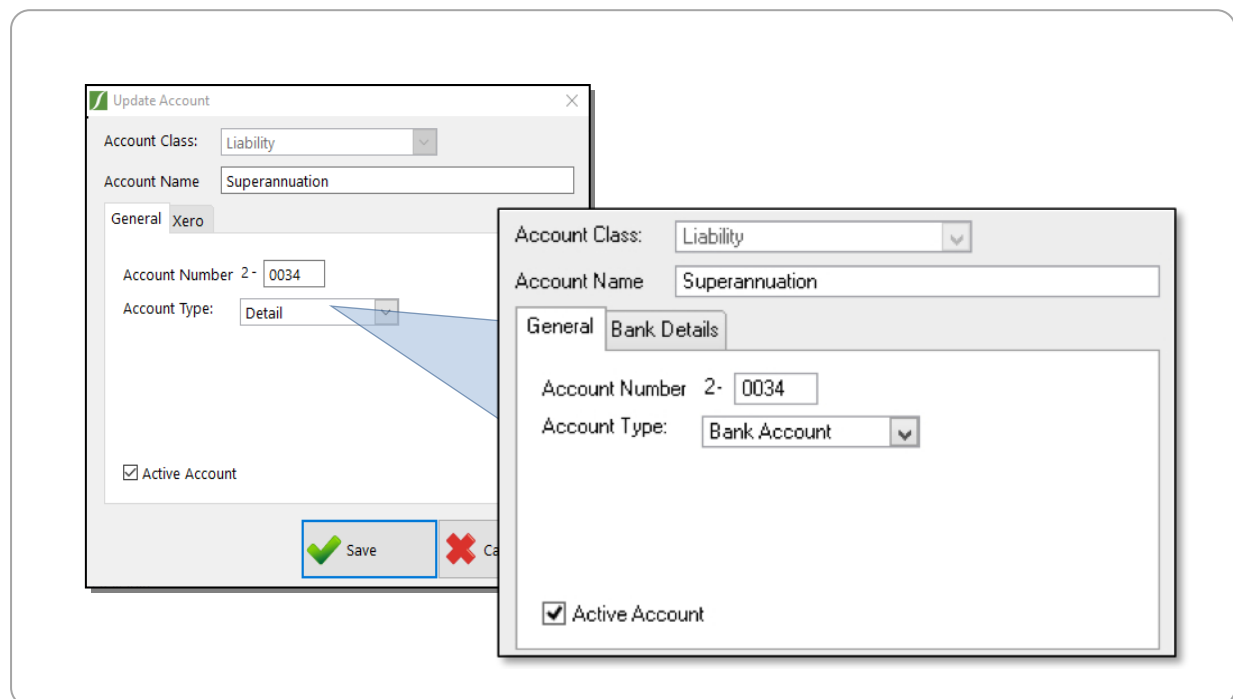


- **Account Class:** This is the account class that the Account will belong to: Asset, Liability, Equity, Income, or Expense
- **Active Account:** This indicates if this account should be made available for use within SILQ
- **Account Type:** This indicates what type of account it is. There are 3 types: header, detail and bank account. A header account cannot be posted to: it is purely for grouping child (detail) accounts together. A detail account is a postable account and cannot have child accounts. A Bank Account is a detail account, but it differs in the respect that it can be reconciled
- **Account Number:** This is the 4-digit account number that identifies the account. The full Account Number must be unique and must begin with the Header account number you wish it to fall under (as in 1. Assets 2. Liabilities etc)

The system will use the Account Number to determine where in the hierarchy the account should sit.

**Example:** If you enter 1234 as the Account Number then it will make it a child of the header account 1230. If there is no header account 1230, then it will attach it to the header account 1200 etc.

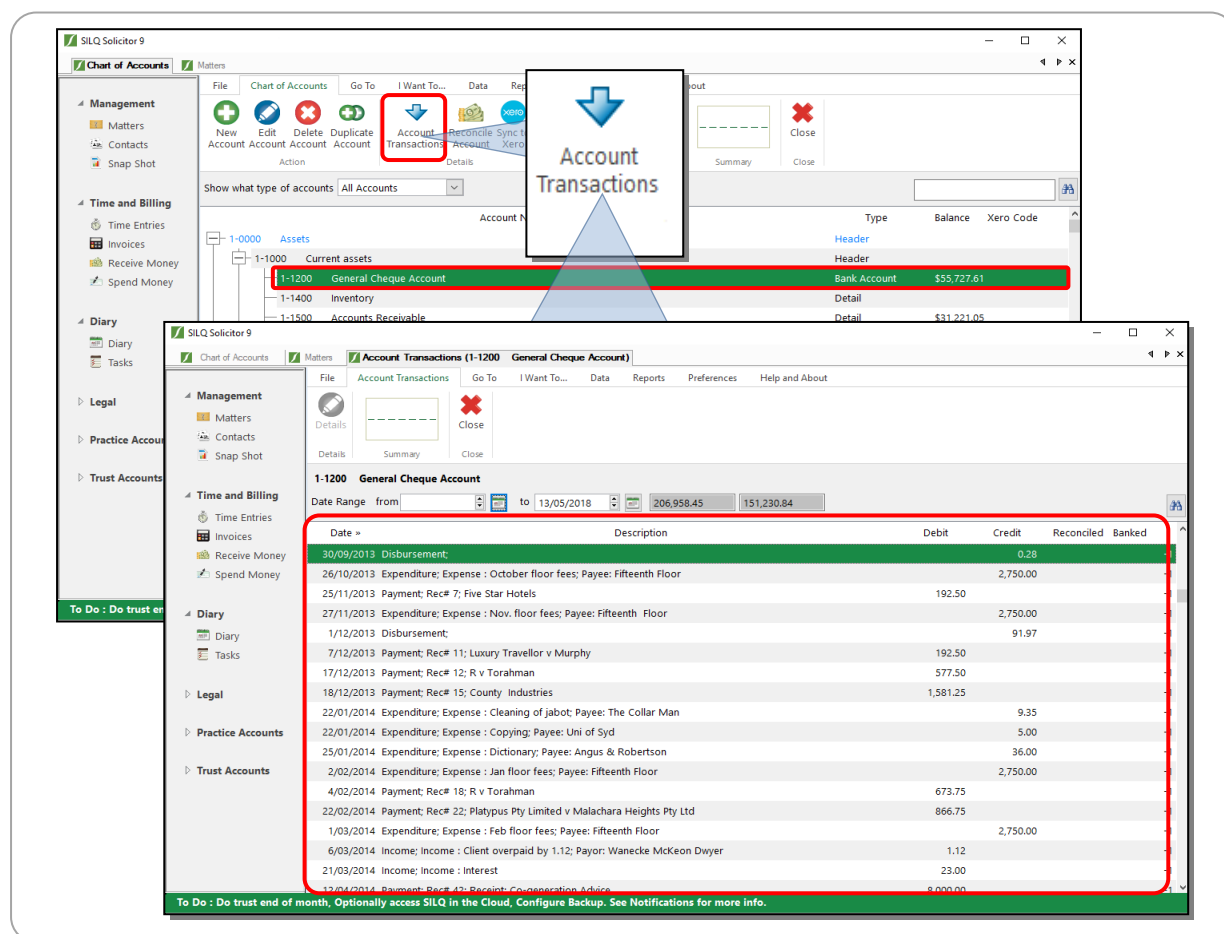
**Example:** "General Cheque Account" (Account Number 1-1200) is a child account of the header account "Current Assets" (Account Number 1-1000).



- In the example on the right, we have created a new Superannuation Account under the Account number 2-0034 (which makes it fall under the Liability category)
- **Account Name:** This is the unique name of the account
- **Active Account:** Tick if currently in use
- **BSB and Banking Details:** If you have selected the account type as Bank Account, another Tab will appear next to the general tab where you can enter the BSB Number and Bank details of the account.



## Account Transactions Window



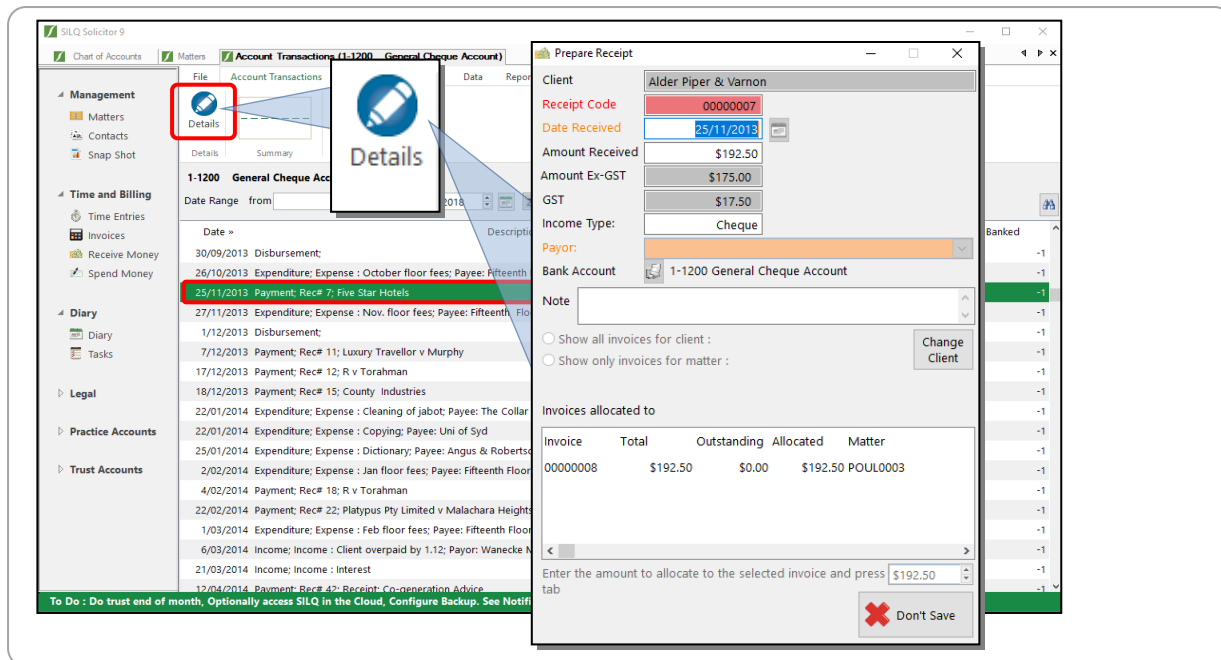
The Account Transactions Window allows you to see what Journal Entries have been posted to the selected Account that you choose to view.

To view the transactions window, click once on the account you want to view so it is highlighted. In the example above the General Cheque Account has been selected. Next click on the Account Transactions button in top toolbar.

The account transactions for the selected account will now be displayed in the main window.



### Details Button



On the top toolbar menu there will be a **Details** button. By selecting a transaction in the main window and then clicking on the Details button, this will open a window showing the details of the selected transaction.

Depending on the type of transaction it will open a different window with its details.

- **Invoice:** Will open the Invoice details window
- **Matter Receipt:** Will open the Receipt details window
- **Income:** Will open the Receive Money details window
- **Expense:** Will open the Spend Money details window

In the example above a Receipt transaction has been selected, and by clicking the details button the Prepare receipt window opens up, allowing you to view the details of that transaction.

Some of the windows that open for a chosen transaction are editable, while some are not. The windows that are editable are: Update Spend Money which is when an expense Transaction is selected and Update Receive Money which is when an Income transaction is selected.

## 2. Reconciling Accounts and Importing Bank Statements

### Overview

- The Bank Reconciliation is designed to keep a track of what has been presented at the bank, compared with what the business thinks is at the bank. A fantastic feature of the bank reconciliation process is that it will show discrepancies if they occur between your statements and what you've entered in SILQ, helping to ensure accuracy.
- The Bank Reconciliation should be done on a regular basis. The first time you do this, you may have to enter more information into SILQ. By completing the Bank Reconciliation on a regular basis, it will reveal the transactional discrepancies and allow you to make appropriate corrections.

### Reconciling Accounts

The screenshot displays the SILQ Solicitor 9 software interface. The top window, titled 'Matters', shows a table of matters. The bottom window, titled 'Account Reconciliation', shows a detailed view of a specific account.

**Matters Window Table:**

Matter Num.	Matter	Unbilled	Invoiced	Received	Unpaid	Total Value	Trust Type	Trust Balance	Exposure
3775	B&G				\$632.50	\$2,365.00		\$-2,365.00	Mr John
20140008	Your Family Law Matter	\$1,732.50	\$632.50						Kim Smith
17-0001	James Cook	\$1,692.50		\$1,692.50		\$1,692.50			James M
17-0002	Estate of Sarah-Jane Craigison						Trust	\$329.00	\$329.00 Mr John
17-0003	Studio 1 Plain Place Alexandria NSW	\$666.00				\$666.00	Trust	\$233.00	\$-433.00 James M
17-0005	Sale of Property 1 Lake Street, Surry Hills NSW 2010	\$432.00	\$1,969.80	\$1,032.30	\$937.50	\$2,401.80	Trust	\$333.00	\$-1,036.50 Steven Sn
17-0006	Mark v Mat		\$374.00		\$374.00				\$-374.00 Plaintiff 1
17-0007	Gav v Garry				\$352.25	\$352.25			\$-352.25 Mr Adam
17-0008	Simpson v Flanders						Trust		Mr John

**Account Reconciliation Window Table:**

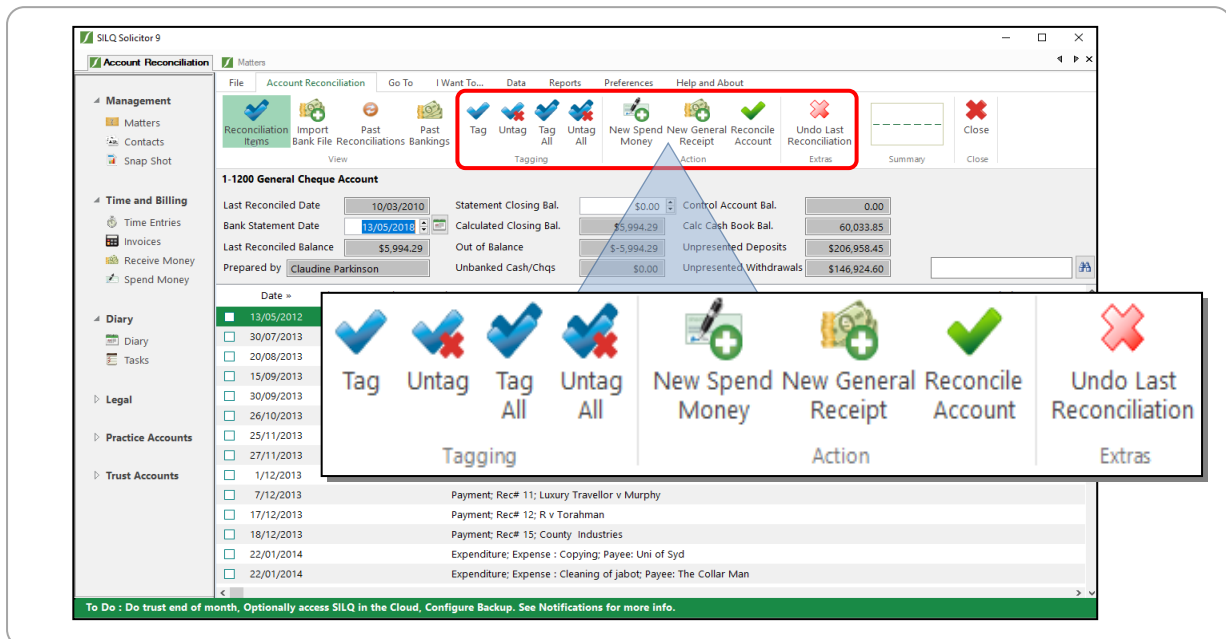
Date	Cheque No	Cheque Total	Description
13/05/2012			Receive Money: Income : Initial Balance
30/07/2013			Payment; Rec# 38; Receipt: R v Torahman
20/08/2013			Payment; Rec# 39; Receipt: R v Torahman
15/09/2013			Payment; Rec# 40; Receipt: Georgio advice
30/09/2013			Disbursement; Payee: Officeworks
26/10/2013	00000093	\$2,750.00	Expenditure; Expense : October floor fees; Payee: Fifteenth Floor
25/11/2013			Payment; Rec# 7; Five Star Hotels
27/11/2013	00000094	\$2,750.00	Expenditure; Expense : Nov. floor fees; Payee: Fifteenth Floor
1/12/2013			Disbursement; Payee: LTO search
7/12/2013			Payment; Rec# 11; Luxury Traveller v Murphy
17/12/2013			Payment; Rec# 12; R v Torahman
18/12/2013			Payment; Rec# 15; County Industries
22/01/2014			Expenditure; Expense : Copying; Payee: Uni of Syd
22/01/2014			Expenditure; Expense : Cleaning of jabot; Payee: The Collar Man

To reconcile a bank account, click on the **Go To** Menu and then select **Reconcile Practice**.

The **Select Account** window will open up. Click once to highlight the account you want to reconcile and then click on the **Select** button.

The **Account Reconciliation** window will open up for the account that you selected. In the example above the General Cheque Account has been selected.

### Top Action Buttons

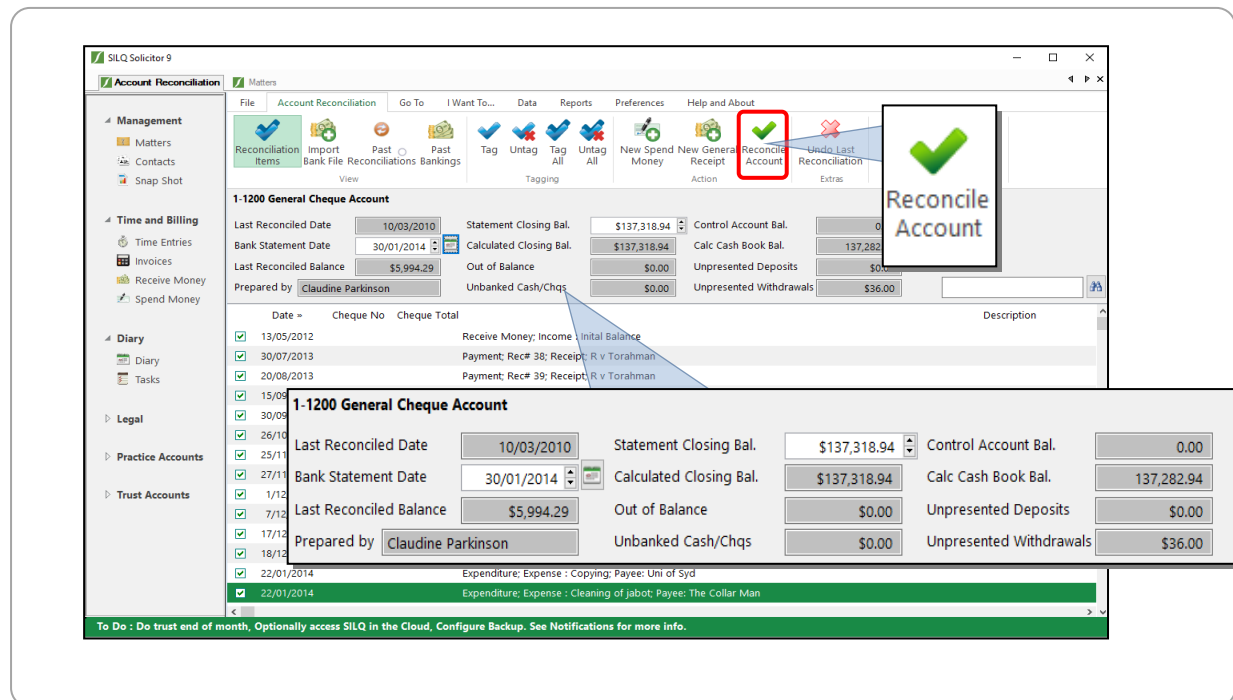


- **New Spend Money:** This will allow you to create a new Spend Money item. Enter the details of the spend money and save it.
- **New General Receipt:** This will allow you to create a new Receive Money item. Enter the details of the spend money and save it. **Note:** If it is a matter receipt you must enter it via the normal methods.
- **Reconcile Account:** Once you are satisfied that all the transactions are entered for the account and Out of Balance is zero. Click on this button and it will finalise the reconciliation.

**Please Note:** This cannot be undone and once a transaction is reconciled it CANNOT be edited in any way.



## Reconciling Accounts



Reconciling your bank accounts is a simple five-step process, which is outlined below ( to see a description of each of the Reconcile Account fields, refer to the next section):

### Step 1

Enter the Last Reconciled balance. The system will remember the balance of the last reconciliation. If, however, this is the first time you have reconciled the account you may have to enter the value.

### Step 2

Enter the Statement closing balance. You will find this on your bank statement. The Out Of Balance field will reveal how much is in error. You cannot complete the reconciliation if it is out of balance.

### Step 3

Compare the bank statement with the items for the account. Tick any items that are on your statement. Leave any items that are not on your statement un-ticked.

### Step 4

Identify any items that have originated at the bank, such as Interest and Bank Fees (and therefore appear on the bank statement but will not yet be recorded by you in SILQ). Use the **New General Receipt** and **New Spend Money** buttons in the right-hand side toolbar to enter these transactions.

### Step 5

The totals should now match and the Out Of Balance should be \$0.00. Once this is the case you can finalise the reconciliation.

To finalise the reconciliation, click on the **Reconcile Account** button in the right-hand side toolbar.

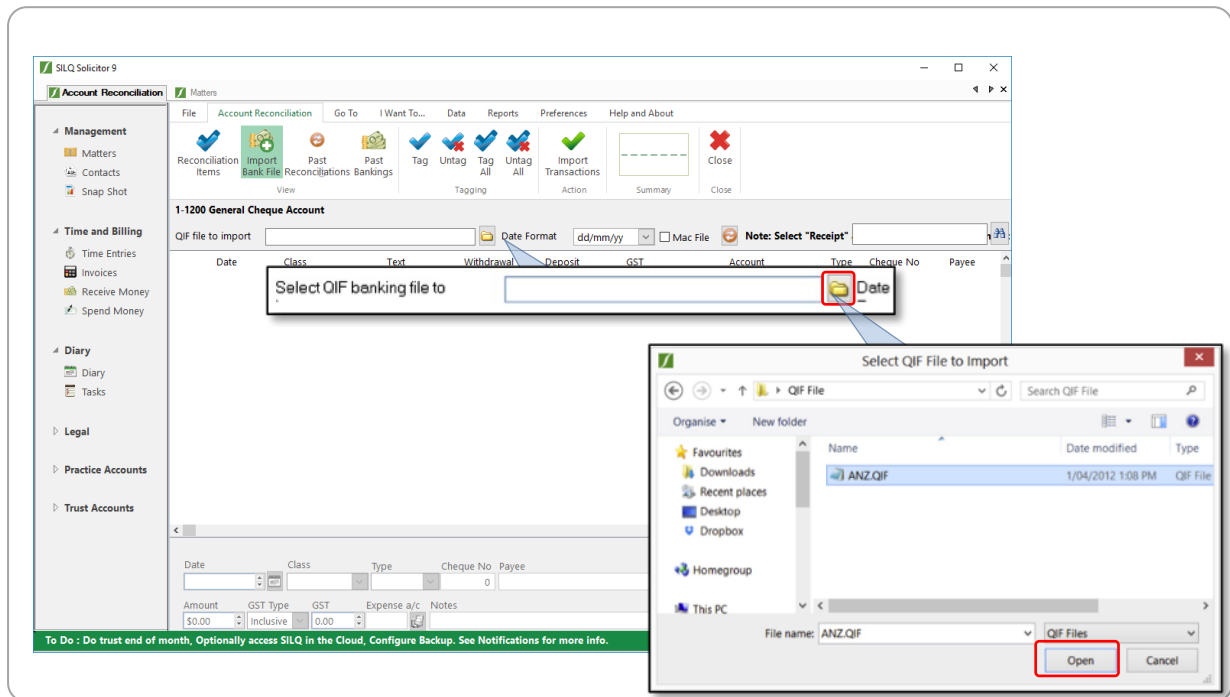
## Reconcile Account Fields



- **Last Reconciled Date:** The bank statement date when last reconciliation occurred
- **Last Reconciled Balance:** The balance the last time the account was reconciled
- **Bank Statement Date:** This is the date on the bank statement that you are currently trying to reconcile. SILQ will not show any transactions past this date
- **Statement Closing Balance:** This is the final balance on the bank statement that you are currently trying to reconcile
- **Calculated Closing Balance:** This is the sum of the last reconciled balance and all the tagged items. This needs to match the Statement Closing Balance so it can be reconciled
- **Out of Balance:** If the Statement Closing Balance and the Calculated Closing Balance are different, this is the amount they differ by. This needs to be zero before you can reconcile the account



## 2.1 How to Import a Bank File



Importing a bank file is a quick and easy way of entering transactions into SILQ and helps ensure that you have included all the transactions on your bank statement. To import a bank statement, you have to be in the account reconciliation screen for the account you want to import a bank statement for. Refer to Section 2 to see how to do this.

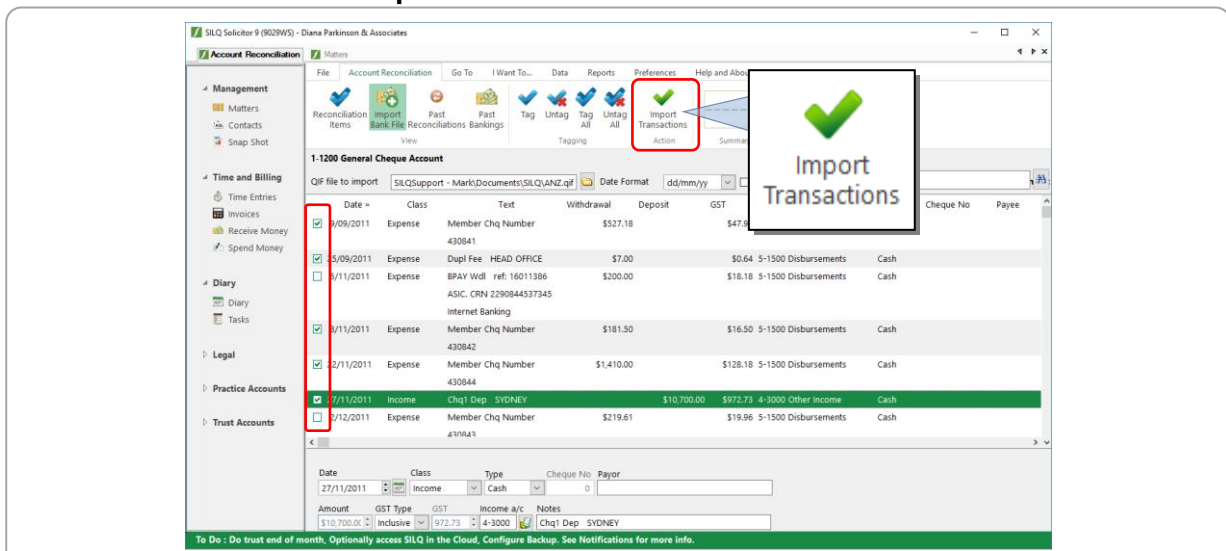
Follow the steps below to import your bank statement:

### Step 1

Log onto your Internet banking site for your account and export the transactions as a QIF file (Quicken).

### Step 2

On the Account Reconciliation screen, click on the **Import Bank File** window. Click on the folder icon to the right of the **Select QIF banking file to import** field. A window will open up allowing you to locate the QIF file that you exported from your banking site file. Select the file in the window and click on **Open**.



### Step 3

When the file is selected, SILQ will automatically load the file.

**Note:** The date format in a QIF file can be one of 4 formats and different banks may use different formats. If the dates appear out range SILQ will give you an error. If this is the case, select an alternative date format and click on the reload button.

### Step 4

Check each item in turn to see if it is not already saved in SILQ by clicking on the Reconcile Account tab

### Step 5

If the item is not already in SILQ, tag it and make any changes to its value in the fields at the bottom of the window.








**Note:** Select the appropriate class in each case, remembering that if it is a matter receipt that you need to select "Receipt" and when you import the transactions it will prompt you to select the matter it is for and then complete the receipt details. Check each item to see if it is already saved in SILQ by clicking on Reconciliation Items window.

### Step 6

Once you have tagged all the items you want to import and made any changes that are necessary, click on the **Import Transactions** button and it will create the transactions for you.

### Past Reconciliations

Within the Account Reconciliation window there is a **Past Reconciliation** tab which will allow you to see a list of all past reconciliations. You can print them by clicking on the **Print Bank Rec Report** button on top toolbar. You can choose to print a report with or without detail.

File	Account Reconciliation	Go To	I Want To...	Data	Reports	Preferences
						
Reconciliation Items	Import Bank File	Past Reconciliations	Past Bankings	Print Bank Rec Report	Print Bank Rec w/ detail	Undo Last Reconciliation
	View			Details		Extras
<b>1-1200 General Cheque Account</b>						
End Date	Rec. Date	Start Bal.	End Bal.	Deposits		
9/06/2007	9/06/2007	\$5,994.29	5,994.29			

## 2.2 Banking

The screenshot shows the SILQ Solicitor 9 interface. The 'Go To' menu is open, and the 'Accounts' dropdown is selected, showing the 'Banking' option. The 'Select Account' window is open, showing a list of accounts. The 'General Cheque Account' is selected. A banking slip for 'DIANA PARKINSON & ASSOCIATES' is displayed, showing a deposit of \$2,500.00.

**DIANA PARKINSON & ASSOCIATES**  
**BANKING**  
 ABN 12 345 6789  
 189 Phillip St, Sydney 2000  
 TEL: (02) 8257 2000 FAX: (02) 9221 8000 DX 189 SYDNEY

Printed: 30 JUN 2014 16:33:04

Drawer	Bank	BSB	Amount
Derek John Smith			\$2,500.00

Deposit Date: 30/06/2014 Banking Slip Id: 3 Cash Breakup

BSB	Account Number	Total Cheques
		\$2,500.00

Account Name: General Cheque Account

Total Cash	Total
\$0.00	\$2,500.00

To generate a banking slip for your general office account, click on the **Accounts** drop down menu and then select **banking**.

The **Select Account** window will open up. Click once to highlight the General Cheque Account, or the account you want to do banking for. Then click on the **Select** button.

Your Banking slip will be generated which you can print.



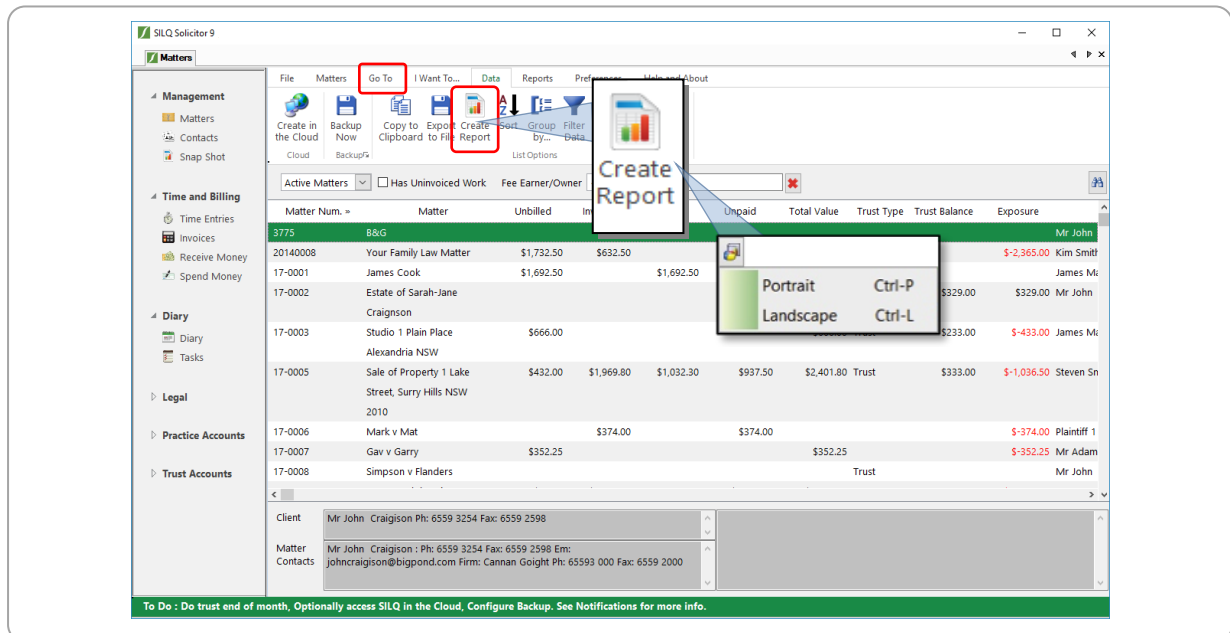


### 3. Reports

#### Overview

- SILQ contains several predefined reports and the ability to turn almost any window into a report by a one-touch feature called **Window Report**. Refer to Manual 4 for Trust Reporting.
- This means that every window is an advanced report window, giving you the ability to sort, filter and group data before turning it into a report. When you generate any report in SILQ, you will be shown the report in a preview window, which then gives you the option to save or print the report. Saving options include PDF or HTML files.

#### Window Reports



A window report allows you to generate a report of all the information in the current active window. For example, by generating a window report on the Matters screen, you can get an overview report of all your active matters on the one page, including how much revenue was outstanding, which clients were involved and how much revenue in total you have generated.

There are 3 ways to create a window report:

You can click on the **Data Menu tab** then click **Create Report** button then choose either Portrait style or Landscape Style report.

Or Right click in the middle of the **Display Window** then click **Create Report** button then choose either Portrait style or Landscape Style report.

Or by using a simple keyboard short cut you can generate the report:

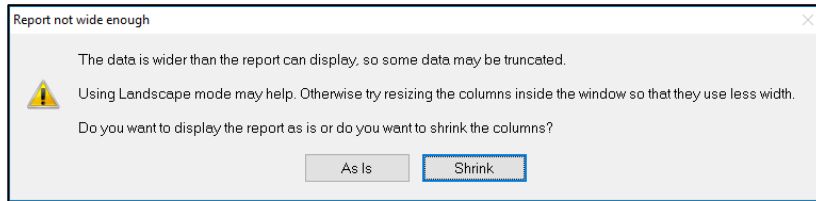
- Control+P for a portrait style report or
- Control+L for a landscape style report.



## Manual 4: Advanced Accounting and Reporting

The report that is created will show exactly what fields are visible in the active window.

After selecting which style of report you would like to create, you will then be presented with the following window which will ask you to resize (if necessary) or display the report as is. Click either As Is or Shrink.



An example below is of a landscape style report on Active Matters. This is a useful feature for displaying such information as outstanding invoices.

Active Matters							
Printed: 28 MAR 2014 9:44:10							
Matter Num.	Matter	Unbilled	Invoiced	Received	Unpaid	Total Value	Client
GEOR0001	Georgio advice	\$1,925.00		\$4,976.40	\$2,887.50	\$2,088.90	\$6,901.40 Wanecke McKeon Dwyer
TORR0002	Co-generation Advice			\$17,559.30	\$10,500.00	\$7,059.30	\$17,559.30 Torre and Fallow
TORR001	Channel Z Publications v BBC International	\$0.28		\$38,793.15	\$38,793.15		\$38,793.43 Torre and Fallow
SMIT0001	Estate late May Smith			\$13,351.75	\$12,751.25	\$600.00	\$13,351.75 A J Smith
SMIT0002	Marshall v Saloman	\$8,756.00					\$8,756.00 A J Smith
POUL0003	Five Star Hotels			\$192.50	\$192.50		\$192.50 Mr Marco Poulos
POUL0002	County Industries			\$1,581.75	\$1,581.25		\$1,581.75 Mr Marco Poulos
POUL0001	Platypus Pty Limited v Melachara Heights Pty Ltd	\$2,021.25		\$1,744.05	\$866.75	\$877.30	\$5,786.55 Mr Marco Poulos
PACK0001	Vang: re: Kor Housing	\$6,477.50					\$6,477.50 Packard Alderheid
JOHN0001	Johnson v Kendal and Garethi	\$7,629.18		\$4,354.00	\$2,158.75	\$2,195.25	\$11,983.18 McCaffery Garling Conn
GARL0001	Garlington Pty Limited v Caringbar Pty Ltd	\$1,732.50		\$866.75	\$500.00	\$366.25	\$4,331.75 Eleanor Carver & Associate
PARK0001	Estate of Parker			\$137.50		\$137.50	\$137.50 Cannan Gaight
Totals	12	\$28,541.71		\$83,557.15	\$70,231.15	\$13,324.50	



## 4. Other Reports

There are a range of reports that can be run in SILQ from the **Reports** menu. We will look at Management and Cash reports in this section and then Accrual Reports in the next section.

### Management Reports

#### 1. Aged Debtors Report

The Aged Debtors report will show you total Invoices outstanding by Client. It breaks down the amounts by age and provides a breakdown of the Invoices that make up this total per Client. You can select what order to print the data in, and whether to print the Invoice details. All Invoices and Receipts need to have been entered correctly for this report to be accurate.

The Age Debtor's report runs as 'an at' report. This means when you specify a date for the report, the total outstanding invoices displayed on the report may actually be paid off, but as at the date the report was specified for, the outstanding invoices were not paid off.

When you select the Aged Debtors Report from the Reports menu the following filter options are available:

**Show what date range:** Allows you to select the period you want the report to display

**Date Range:** Allows you to select the date range you want the report to display

**To Date:** The report will display all the outstanding invoices up until the specified date

**Select owner:** This is only for SILQ Plus where you can select an Owner of a matter from the drop down menu and the report will display all outstanding invoices just for that owner.

**Select Sort Order:** You can choose an option from the drop down menu and the report will sort the data based on the option specified. Referring to the screen shot above, if the sort order of 31-60 days is selected, running this report will display all outstanding invoices 61-90 days old at the top of the report.



**Show Detail:** Ticking this option and running the report displays the report with more detail. For example selecting to run the report with the sort order as Client and having the show detail box ticked, displays the report with the clients name, contact details and invoice number. Removing the tick the report will only display the clients name.

**Report Filter**

Report: Aged Debtors

Show what date range: Date Range

Date Range: To Date: 30/06/2014

Select Owner: <All>

Select sort order: Client

☒ Show Detail

☐ Use Matter instead of Client

OK Cancel

**AGED DEBTORS REPORT**  
As at 30/06/2014  
Printed: 30 JUN 2014 10:55

Client	Total	Current	31-60	61-90	90+
Kim Smith Ph: (02) 9525 3434 Fax: (02) 9525 3434	\$3,272.50	\$2,310.00	\$0.00	\$0.00	\$962.50
<b>Current</b>					
00000005 30/06/2014 SMIT0005 : Kim Smith Ph: (02) 9525 3434 Fax: (02) 9525 3434 Em: kim@internet.com.au					\$770.00
00000011 30/06/2014 SMIT0005 : Kim Smith Ph: (02) 9525 3434 Fax: (02) 9525 3434 Em: kim@internet.com.au					\$1,540.00

**Report Filter**

Report: Aged Debtors

Show what date range: Date Range

Date Range: To Date: 30/06/2014

Select Owner: <All>

Select sort order: Client

☐ Show Detail

☐ Use Matter instead of Client

OK Cancel

**AGED DEBTORS REPORT**  
As at 30/06/2014  
Printed: 30 JUN 2014 10:55

Client	Total	Current	31-60	61-90	90+
Kim Smith	\$3,272.50	\$2,310.00	\$0.00	\$0.00	\$962.50
McCaffery Garling Conn	\$2,887.50	\$0.00	\$0.00	\$0.00	\$2,887.50
Tom Smith	\$3,092.50	\$3,092.50	\$0.00	\$0.00	\$0.00
Torre and Fallow	\$1,155.00	\$0.00	\$1,155.00	\$0.00	\$0.00
Wanecke McKeon Dwyer	\$1,155.00	\$1,155.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$11,562.50</b>	<b>\$6,557.50</b>	<b>\$1,155.00</b>	<b>\$0.00</b>	<b>\$3,850.00</b>

**Report Filter**

Report: Aged Debtors

Show what date range: Date Range

Date Range: To Date: 30/06/2014

Select Owner: <All>

Select sort order: 31 to 60

☒ Show Detail

☐ Use Matter instead of Client

OK Cancel

**AGED DEBTORS REPORT**  
As at 30/06/2014  
Printed: 30 JUN 2014 10:46

Client	Total	Current	31-60	61-90	90+
Torre and Fallow Ph: 9250 4000 Fax: 9250 3000	\$1,155.00	\$0.00	\$1,155.00	\$0.00	\$0.00
<b>31 to 60 days</b>					
00000009 30/06/2014 TORR001 : Ms Katherine Anaheim Ph: 9256 412 Fax: 9857 4562 Em: katherine.anahaim@torre-legal.com.au					\$1,155.00
Wanecke McKeon Dwyer Ph: 9525 8000 Fax: 9526 2000	\$1,155.00	\$1,155.00	\$0.00	\$0.00	\$0.00
<b>Current</b>					
00000005 30/06/2014 GEOR0001 : Mr Mark Andronos Ph: (02) 8954 6523 Fax: (02) 8954 5000 Em: mark.andronos@bigpond.com					\$1,155.00
McCaffery Garling Conn Ph: 9300 3000 Fax: 9200 5900	\$2,887.50	\$0.00	\$0.00	\$0.00	\$2,887.50
<b>90 days plus</b>					
00000007 30/01/2014 JOHN0001 : Ms. Diana Bulley Ph: 8745 1254 Fax: 8745 1200					\$2,887.50
Kim Smith Ph: (02) 9525 3434 Fax: (02) 9525 3434	\$3,272.50	\$2,310.00	\$0.00	\$0.00	\$962.50
<b>Current</b>					
00000005 30/06/2014 SMIT0005 : Kim Smith Ph: (02) 9525 3434 Fax: (02) 9525 3434 Em: kim@internet.com.au					\$770.00
00000011 30/06/2014 SMIT0005 : Kim Smith Ph: (02) 9525 3434 Fax: (02) 9525 3434 Em: kim@internet.com.au					\$1,540.00
<b>90 days plus</b>					
00000010 30/03/2014 SMIT0005 : Kim Smith Ph: (02) 9525 3434 Fax: (02) 9525 3434 Em: kim@internet.com.au					\$962.50
Tom Smith Ph: (02) 9525 9998 Fax: 02 34567890	\$3,092.50	\$3,092.50	\$0.00	\$0.00	\$0.00
<b>Current</b>					
00000004 30/06/2014 SMIT0003 : Tom Smith Ph: (02) 9525 9998 Fax: 02 34567890 Em: ts@isabuilding.com.au					\$3,092.50
<b>Total</b>	<b>\$11,562.50</b>	<b>\$6,557.50</b>	<b>\$1,155.00</b>	<b>\$0.00</b>	<b>\$3,850.00</b>



**Use Matter instead of client:** ticking this option will display the report with the matter name instead of the client name.

Report Filter

Report Aged Debtors

Show what date range Date Range

Date Range

To Date 30/06/2014

Select Owner <All>

Select sort order Client

☒ Show Detail

☒ Use Matter instead of Client

OK

Cancel

Client	Total	Current	31-60	61-90	90+
<b>GEOR0001 - Wanecke McKeon</b> Days Ph: 9525 8000 Fax: 9526 2000	\$1,155.00	\$1,155.00	\$0.00	\$0.00	\$0.00
Current					
00000006 30/06/2014 GEOR0001 : Mr Mark Andronos Ph: (02) 8954 6523 Fax: (02) 8954 5000 Em: mark.andronos@bigpond.com		\$1,155.00			
<b>JOHN0001 - McCaffery Garling</b> Conn Ph: 9300 3000 Fax: 9200 5900	\$2,887.50	\$0.00	\$0.00	\$0.00	\$2,887.50
90 days plus					
00000007 30/01/2014 JOHN0001 : Ms. Diana Bulley Ph: 8745 1254 Fax: 8745 1200				\$2,887.50	
<b>SMIT0003 - Tom Smith</b> Ph: (02) 9525 9998 Fax: 02 34567890	\$3,092.50	\$3,092.50	\$0.00	\$0.00	\$0.00
Current					
00000004 30/06/2014 SMIT0003 : Tom Smith Ph: (02) 9525 9998 Fax: 02 34567890 Em: ts@tsbuilding.com.au		\$3,092.50			
<b>SMIT0005 - Kim Smith</b> Ph: (02) 9525 3434 Fax: (02) 9525 3434	\$3,272.50	\$2,310.00	\$0.00	\$0.00	\$962.50
Current					
00000005 30/06/2014 SMIT0005 : Kim Smith Ph: (02) 9525 3434 Fax: (02) 9525 3434 Em: kim@internet.com.au		\$770.00			
00000011 30/06/2014 SMIT0005 : Kim Smith Ph: (02) 9525 3434 Fax: (02) 9525 3434 Em: kim@internet.com.au		\$1,540.00			
90 days plus					
00000010 30/03/2014 SMIT0005 : Kim Smith Ph: (02) 9525 3434 Fax: (02) 9525 3434 Em: kim@internet.com.au				\$962.50	
<b>TORR001 - Torre and Fallow</b> Ph: 9250 4000 Fax: 9250 3000	\$1,155.00	\$0.00	\$1,155.00	\$0.00	\$0.00
31 to 60 days					
00000009 30/05/2014 TORR001 : Ms Katherine Anaheim Ph: 9258 4123 Fax: 9857 4662 Em: katherine.anahaim@torre.legal.com.au		\$1,155.00			
<b>Total</b>	<b>\$11,562.50</b>	<b>\$6,557.50</b>	<b>\$1,155.00</b>	<b>\$0.00</b>	<b>\$3,850.00</b>

## 2. Unbilled Work Report

This report gives you a breakdown of the time you have recorded on matters (ie. WIP), but have not yet invoiced. You can choose to run the report to display all unbilled work, or display only unbilled fees, sundries, searches and disbursements. The report that is run also displays the unbilled work with an aging day range.

**Report Filter**

**Report** Unbilled Work

Show what date range: Date Range

Date Range

From Date: To Date: 30/06/2014

Select Fee Earner: <All>

Select sort order: Matter Number

Show What: All Unbilled

☒ Show Detail ☐ Active Matters Only

☐ Include Pro Bono and Speculative Matters

☐ Use separate page for each fee earner

OK Cancel

**Callout 1: Show what date range**

- Last Month
- Current Month
- Last Quarter
- Current Quarter
- Last Financial Year
- Current Financial Year
- Date Range**

**Callout 2: Select sort order**

- Matter Number**
- Matter Name
- Client Name
- Amount
- Fee Earner
- Owner
- Primary Fee Earner

**Callout 3: Show What**

- All Unbilled**
- Unbilled Fees
- Unbilled Sund/Search/Disb
- Unbilled Disbursements
- Unbilled Sundries
- Unbilled Searches

When you select the Unbilled Work Report from the Reports menu the following filter options are available:

**Show what date range:** Allows you to select the period you want the report to display

**Date Range:** Allows you to select the date range you want the report to display

**Select Fee earner:** This is only for SILQ Plus where you can select a fee earner from the drop down menu and the report will display only unbilled work for that particular fee earner.

**Select Sort Order:** You can choose an option from the drop down menu and the report will sort the data based on the option specified. Referring to the screen shot below, if the sort order selected is Matter number, the report will display and be sorted by the matter number of each matter.

**Report Filter**

Report: Unbilled Work

Show what date range: Date Range

Date Range

From Date: To Date: 30/06/2014

Select Fee Earning: <All>

Select sort order: **Matter Number**

Show What: All Unbilled

☒ Show Detail ☐ Active Matters Only

☐ Include Pro Bono and Speculative Matters

☐ Use separate page for each fee earner

OK Cancel

**UNBILLED WORK REPORT**

All Non Pro Bono/Spec Matters - All Unbilled - All Fee Earners - up to 30/06/2014

Printed: 30 JUN 2014 11:48:24

Matter	Client	Current	30 - 60 days	60 - 90 days	90+ days	Amount Ex	Amount Inc
20140008	Kim Smith	\$0	\$0	\$0	\$91	\$91	\$100
30/06/2014	Appear at directions hearing				\$91	\$100	
<b>GARL0001</b>	<b>Garling Conn &amp; Associates</b>	\$0	\$0	\$0	\$1,575	\$1,575	\$1,733
24/06/2014	Attend High Court				\$700	\$770	
26/06/2014	Read evidence				\$350	\$385	
26/06/2014	Prepare written memorandum				\$525	\$578	
<b>GEOR0001</b>	<b>Wanecke McKeon Dwyer</b>	\$0	\$0	\$0	\$1,750	\$1,750	\$1,925
24/06/2014	Attend Court of Appeal hearing				\$700	\$770	
25/06/2014	Attend Court of Appeal hearing				\$1,050	\$1,155	

**Show What:** From the Show What drop down menu, you can choose to run the report to display all unbilled work, or display only unbilled fees, sundries, searches and disbursements. Referring to the screen shot below, Unbilled Fees has been selected from the Show What menu, so only unbilled Fees will be displayed on the report. This report also displays the unbilled items in an aging day range.

**Report Filter**

Report: Unbilled Work

Show what date range: Date Range

Date Range

From Date: To Date: 30/06/2014

Select Fee Earning: <All>

Select sort order: Matter Number

Show What: **Unbilled Fees**

☒ Show Detail ☐ Active Matters Only

☐ Include Pro Bono and Speculative Matters

☐ Use separate page for each fee earner

OK Cancel

**UNBILLED WORK REPORT**

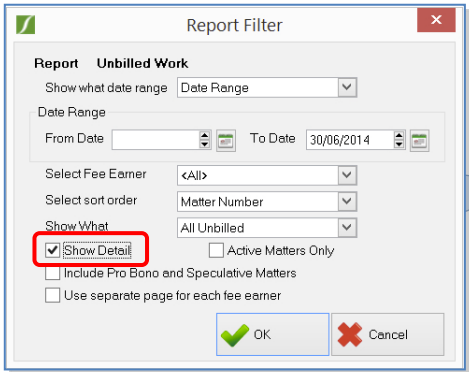
All Non Pro Bono/Spec Matters - Unbilled Fees - All Fee Earners - up to 30/06/2014

Printed: 30 JUN 2014 12:15

Matter	Client	Current	30 - 60 day	60 - 90 day	90+ day	Amount Ex	Amount Inc
20140008	Kim Smith	\$0	\$0	\$0	\$91	\$91	\$100
30/06/2014	Appear at directions hearing				\$91	\$100	
<b>GARL0001</b>	<b>Garling Conn &amp; Associates</b>	\$0	\$0	\$0	\$1,575	\$1,575	\$1,733
24/06/2014	Attend High Court				\$700	\$770	
26/06/2014	Read evidence				\$350	\$385	
26/06/2014	Prepare written memorandum				\$525	\$578	
<b>GEOR0001</b>	<b>Wanecke McKeon Dwyer</b>	\$0	\$0	\$0	\$1,750	\$1,750	\$1,925
24/06/2014	Attend Court of Appeal hearing				\$700	\$770	
25/06/2014	Attend Court of Appeal hearing				\$1,050	\$1,155	
<b>JOHN0001</b>	<b>McCaferri Garling Conn</b>	\$0	\$0	\$0	\$6,530	\$6,530	\$7,185
5/02/2014	Preparation; Attend Hearing; Draft further of Statement of Claim (1 day)				\$1,000	\$1,100	
9/02/2014	Draft Amended Statement of Claim; Conference with Marshall, Johnson, Hannon QC; Taking affidavit from Johnson (1 day)				\$1,000	\$1,100	
10/02/2014	Finalise affidavit; Attend Motion (4 hours)				\$0	\$0	
25/02/2014	Meetings with Hannon and Marshall; Appearance at Notice of Motion to Appoint Receiver; Draft Motion for Expedition and Supporting Affidavit (3.75 hours)				\$650	\$722	
1/03/2014	Settling Motion and Affidavit with Hannon QC; Call with Marshall (1 hour)				\$175	\$195	
4/03/2014	Reading affidavits of Kendall and Gareth; Attend meetings with Hannon QC and Marshall; Review Defence and Defence to Cross-Claim (4.5 hours)				\$788	\$866	
5/03/2014	Prepare for Expedition Motion; Meet with Marshall; Appear at Expedition Motion (2.5 hours)				\$438	\$481	
8/03/2014	Appear at Receiver motion; Attend Settlement Negotiations (1 day)				\$1,000	\$1,100	
28/06/2014	Prepare Notice to Produce motion (3 hours)				\$525	\$578	
28/06/2014	Phone call (0.1 hours)				\$18	\$19	
30/06/2014	Prepare for meeting				\$700	\$770	
30/06/2014	Phone call with Johnson				\$233	\$251	



**Show Detail:** Ticking this option and running the report displays the report with more detail. Refer to the example screen shots below to see an example report with and without detail.



**Report Filter**

Report: Unbilled Work

Show what date range: Date Range

Date Range: From Date: To Date: 30/06/2014

Select Fee Earning: <All>

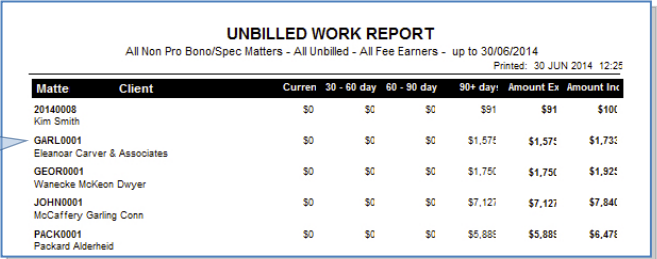
Select sort order: Matter Number

Show What: ☒ Show Detail ☐ Active Matters Only

☐ Include Pro Bono and Speculative Matters

☐ Use separate page for each fee earner

OK Cancel

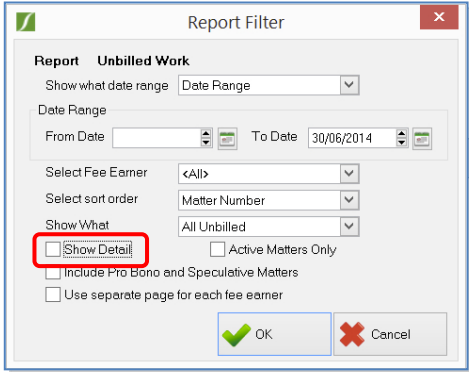


**UNBILLED WORK REPORT**

All Non Pro Bono/Spec Matters - All Unbilled - All Fee Earners - up to 30/06/2014

Printed: 30 JUN 2014 12:25

Matter	Client	Current	30 - 60 day	60 - 90 day	90+ day	Amount Ex	Amount Inc
20140008	Kim Smith	\$0	\$0	\$0	\$91	\$91	\$100
GARL0001	Eleanor Carver & Associates	\$0	\$0	\$0	\$1,571	\$1,571	\$1,731
GEOR0001	Wanecke McKean Dwyer	\$0	\$0	\$0	\$1,751	\$1,751	\$1,921
JOHN0001	McCauley Garling Conn	\$0	\$0	\$0	\$7,121	\$7,121	\$7,841
PACK0001	Packard Alderheid	\$0	\$0	\$0	\$5,881	\$5,881	\$6,471



**Report Filter**

Report: Unbilled Work

Show what date range: Date Range

Date Range: From Date: To Date: 30/06/2014

Select Fee Earning: <All>

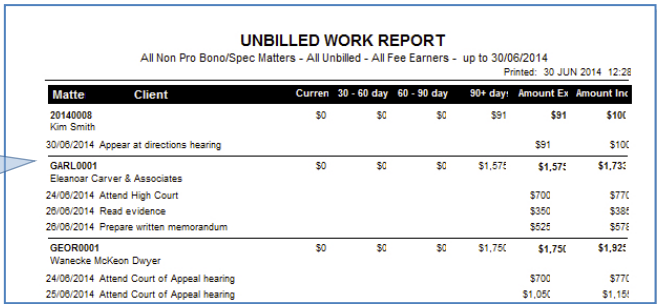
Select sort order: Matter Number

Show What: ☐ Show Detail ☐ Active Matters Only

☐ Include Pro Bono and Speculative Matters

☐ Use separate page for each fee earner

OK Cancel



**UNBILLED WORK REPORT**

All Non Pro Bono/Spec Matters - All Unbilled - All Fee Earners - up to 30/06/2014

Printed: 30 JUN 2014 12:25

Matter	Client	Current	30 - 60 day	60 - 90 day	90+ day	Amount Ex	Amount Inc
20140008	Kim Smith	\$0	\$0	\$0	\$91	\$91	\$100
30/06/2014	Appear at directions hearing					\$91	\$100
GARL0001	Eleanor Carver & Associates	\$0	\$0	\$0	\$1,571	\$1,571	\$1,731
24/06/2014	Attend High Court					\$700	\$771
26/06/2014	Read evidence					\$350	\$381
26/06/2014	Prepare written memorandum					\$521	\$571
GEOR0001	Wanecke McKean Dwyer	\$0	\$0	\$0	\$1,751	\$1,751	\$1,921
24/06/2014	Attend Court of Appeal hearing					\$700	\$771
25/06/2014	Attend Court of Appeal hearing					\$1,051	\$1,151

**Active Matters:** Ticking this option will only display unbilled work from Active matters.

**Use separate page for each fee earner:** If the selected sort order is fee earner, ticking this tick box will display each fee earners unbilled work on a separate page.



### 3. Invoices Issued

This report gives you list of all the Invoices that have been issued to clients according to a date range you specify.

**Report Filter**

**Report Invoices Issued**

Show what date range: Current Month

Date Range

From Date: 1/06/2014 To Date: 30/06/2014

Select Owner: <All>

Select sort order: Matter Name

☒ Show Detail ☐ Active Matters Only

☐ Include Pro Bono and Speculative Matters

OK Cancel

**Date Range**

- Last Month
- Current Month
- Last Quarter
- Current Quarter
- Last Financial Year
- Current Financial Year
- Date Range

**Matter Name**

- Client Name
- Matter Type
- Client Source
- Field of Law
- Industry
- Owner
- Primary Fee Earner

**Show what date range:** Allows you to select the period you want the report to display

**Date Range:** Allows you to select the date range you want the report to display

**Select owner:** This is where you can select an Owner of a matter from the drop down menu and the report will display all invoices issued just for that owner.

**Select Sort Order:** You can choose an option from the drop down menu and the report will sort the data based on the option specified. Referring to the screen shot below, if the sort order selected is Matter number, the report will display and be sorted by the matter number of each matter.

**Report Filter**

**Report Invoices Issued**

Show what date range: Date Range

Date Range

From Date: To Date: 31/03/2014

Select Owner: <All>

Select sort order: Matter Name

☒ Show Detail ☐ Active Matters Only

☐ Include Pro Bono and Speculative Matters

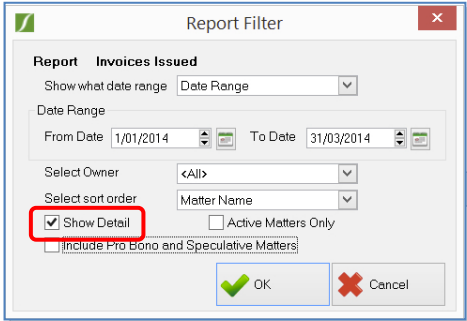
OK Cancel

**INVOICES ISSUED REPORT**

All Non Pro Bono/Spec Matters - All Owners - up to 31/03/2014 Printed: 30 JUN 2014 15:28

Matter Date	Invoice #	Cost	Client Discoun	Disbrs	Sundrie	Tax	Total
<b>TORR0002 - Co-generation Advice</b>							
		\$4,550.00	\$0.00	\$0.00	\$0.00	\$455.00	\$5,005.00
15/08/2013	00000058	\$1,750.00	\$0.00	\$0.00	\$0.00	\$175.00	\$1,925.00
18/09/2013	00000059	\$2,800.00	\$0.00	\$0.00	\$0.00	\$280.00	\$3,080.00
<b>WARW0001 - Luxury Traveller v Murphy</b>							
		\$175.00	\$0.00	\$0.00	\$0.00	\$17.50	\$192.50
24/11/2013	00000012	\$175.00	\$0.00	\$0.00	\$0.00	\$17.50	\$192.50

**Show Detail:** Ticking this option and running the report displays the report with more detail. Refer to the example screen shots below to see an example report with and without detail.



**Report Filter**

Report: Invoices Issued

Show what date range: Date Range

Date Range: From Date 1/01/2014 To Date 31/03/2014

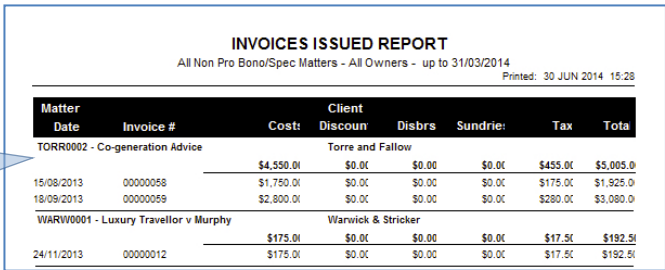
Select Owner: <All>

Select sort order: **Show Detail** (checked)

☐ Active Matters Only

☐ Include Pro Bono and Speculative Matters

OK Cancel

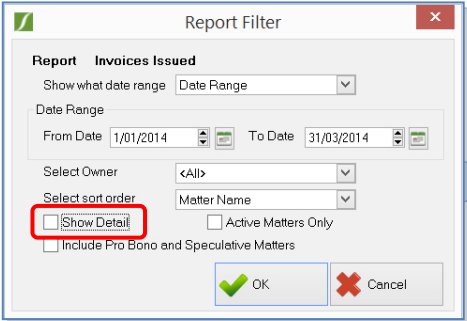


**INVOICES ISSUED REPORT**

All Non Pro Bono/Spec Matters - All Owners - up to 31/03/2014

Printed: 30 JUN 2014 15:28

Matter Date	Invoice #	Cost:	Client Discoun	Disbrs	Sundrie:	Tax	Total
TORR0002 - Co-generation Advice			Torre and Fallow				
		\$4,550.00	\$0.00	\$0.00	\$0.00	\$455.00	\$5,005.00
15/08/2013	00000058	\$1,750.00	\$0.00	\$0.00	\$0.00	\$175.00	\$1,925.00
18/09/2013	00000059	\$2,800.00	\$0.00	\$0.00	\$0.00	\$280.00	\$3,080.00
WARW0001 - Luxury Traveller v Murphy			Warwick & Stricker				
		\$175.00	\$0.00	\$0.00	\$0.00	\$17.50	\$192.50
24/11/2013	00000012	\$175.00	\$0.00	\$0.00	\$0.00	\$17.50	\$192.50



**Report Filter**

Report: Invoices Issued

Show what date range: Date Range

Date Range: From Date 1/01/2014 To Date 31/03/2014

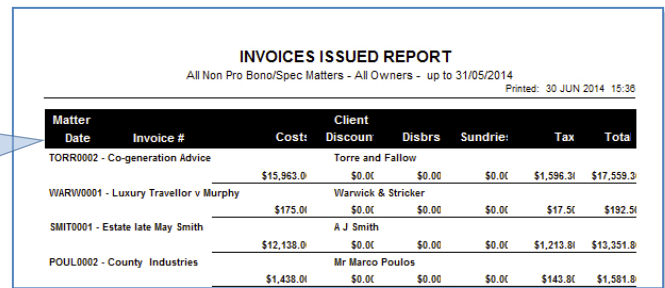
Select Owner: <All>

Select sort order: **Show Detail** (unchecked)

☐ Active Matters Only

☐ Include Pro Bono and Speculative Matters

OK Cancel



**INVOICES ISSUED REPORT**

All Non Pro Bono/Spec Matters - All Owners - up to 31/05/2014

Printed: 30 JUN 2014 15:38

Matter Date	Invoice #	Cost:	Client Discoun	Disbrs	Sundrie:	Tax	Total
TORR0002 - Co-generation Advice			Torre and Fallow				
		\$15,563.00	\$0.00	\$0.00	\$0.00	\$1,596.30	\$17,559.30
WARW0001 - Luxury Traveller v Murphy			Warwick & Stricker				
		\$175.00	\$0.00	\$0.00	\$0.00	\$17.50	\$192.50
SMIT0001 - Estate late May Smith			A J Smith				
		\$12,138.00	\$0.00	\$0.00	\$0.00	\$1,213.80	\$13,351.80
POUL0002 - County Industries			Mr Marco Poulos				
		\$1,438.00	\$0.00	\$0.00	\$0.00	\$143.80	\$1,581.80

**Active Matters:** Ticking this option will only display invoices issued work from Active matters.



## 4. Client Payment History Report

This report gives you an analysis of how quickly Clients pay your Invoices on average.

**Report Filter**

**Report** Payment History

Show what date range **Date Range**

Date Range

From Date 1/05/2014 To Date 31/05/2014

Select sort order Client Name

OK Cancel

**Date Range**

- Last Month
- Current Month
- Last Quarter
- Current Quarter
- Last Financial Year
- Current Financial Year
- Date Range**

**Client Name**

- Total Invoices
- Unpaid Invoices
- Paid Invoices
- Written Off Amount
- 0 - 30 days
- 31 to 60
- 61 to 90
- 90 Plus
- Average days to pay

**Show what date range:** Allows you to select the period you want the report to display

**Date Range:** Allows you to select the date range you want the report to display

**Select Sort Order:** You can choose an option from the drop down menu and the report will sort the data based on the option specified. Referring to the screen shot below, if the sort order selected is Client Name, the report will display and be sorted by the Client Name. It will also list all clients that have ever been issued an Invoice and then breaks down the Invoices in the following way:

- Total value of Invoices
- The amount paid and the amount unpaid
- The paid invoices are broken down into bands of when the Invoice was finally paid
- Average time taken (in days) to pay an Invoice

**Report Filter**

**Report** Payment History

Show what date range **Date Range**

Date Range

From Date 1/01/2014 To Date 31/03/2014

Select sort order Client Name

OK Cancel

**CLIENT PAYMENT HISTORY**  
1/01/2014 through 31/03/2014

Printed: 30 JUN 2014 11:32:27

Client	Total Invoices	Unpaid Invoices	Paid Invoices	Written Off Value	Number of invoices paid within				Average Days taken to pay
					0-30 days	31-60 days	61-90 days	90+ days	
Kim Smith	\$962.50	\$962.50			0	0	0	0	0
McCaffery Garling Conn	\$2,887.50		\$2,887.50		0	0	0	1	151
<b>Totals</b>	<b>\$3,850.00</b>	<b>\$962.50</b>	<b>\$2,887.50</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	



## 5. Individual Matter Financials

This report allows you to select a particular matter, and then view all the transactions that have occurred on this matter.

**DIANA PARKINSON & ASSOCIATES**  
Matter Financial Details  
as at 18/01/2016  
189 Philip St, Sydney 2000  
TEL: (02) 9257 2000 FAX: (02) 9221 6000 DX 189 SYDNEY

Printed: 30 JUN 2014 12:13

**Client** McCaffery Garling Conn  
**Address** Level 55, St. Martins Tower  
40 Market Street  
Sydney NSW 2000

Matter Num. JOHN0001  
Matter Johnson v Kendal and Gareth

Post Date Tran Date	Ref Type	Received From/Paid To Reason	Disbursement	Debtor	Trust
1/12/2013	Diab 23 Cash	photocopying	\$342.71		
1/12/2013	Diab 24 Cash	Telephone	\$91.91		
30/01/2014	Invoice 7	Invoice issued		\$2,887.50	
15/04/2014	Trust Rec 9 Cheque	Paul Ashby Costs, disbursements and stamp duty			\$5,000.00
17/04/2014	Trust Wdl 2 Cheque	Pink Pest Pty Ltd Inspection report			\$(150.00)
17/04/2014	Trust Wdl 2 Cheque	Pink Pest Pty Ltd Reversal - Dishonour of client cheque (Inspection report)			\$(150.00)
17/04/2014	Trust Rec 9 Cheque	Paul Ashby Reversal - Dishonoured by the bank (Costs, disbursements and stamp duty)			\$(5,000.00)
18/04/2014	Trust Rec 14 Cheque	Paul Ashby Costs, disbursements and stamp duty			\$5,000.00
20/04/2014	Trust Wdl 3 Cheque	Pink Pest Pty Ltd Inspection report			\$(150.00)
21/04/2014	Diab 109 Cash	Photocopying	\$110.00		
28/06/2014	Diab 124 Cash	Photocopying	\$110.00		
30/06/2014	Trust Wdl 10 EFT	Diana Parkinson & Associates Pay Inv# 7 : \$2,887.50			\$(2,887.50)
30/06/2014	Receipt 51 EFT	Diana Parkinson & Associates Payment of Invoice #7		\$(2,887.50)	
<b>Totals</b>			<b>\$654.73</b>	<b>\$0.00</b>	<b>\$1,962.50</b>
Unbilled WIP			<b>\$6,974.45</b>		
Unbilled Sundries			<b>\$0.00</b>		



## 6. Aged Matter Summary

This report lists all outstanding invoices by age which includes 30+ days, 60+ days and 90+ days.

**Report Filter**

Report: **Aged Matter Summary**

Select sort order: **Matter No** (dropdown menu)

☒ Show Detail ☐ Active Matters Only

☐ Include Pro Bono and Speculative Matters

**OK** **Cancel**

**Matter No** (dropdown menu options):

- Matter No
- Client Name
- Matter Type
- Client Source
- Field of Law
- Industry
- Owner
- Fee Earning

**Show what date range:** Allows you to select the period you want the report to display

**Date Range:** Allows you to select the date range you want the report to display

**Select Sort Order:** You can choose an option from the drop down menu and the report will sort the data based on the option specified.

You have the option to select the Owner and Fee Earning, so the report will be grouped by the owner and fee earner of each matter.

Referring to the screen shot below, if the sort order selected is Client Name, the report will display and be sorted by the name of the Client, which provides additional summary information at the Client level.

**Report Filter**

Report: **Aged Matter Summary**

Select sort order: **Client Name** (dropdown menu)

☒ Show Detail ☐ Active Matters Only

☐ Include Pro Bono and Speculative Matters

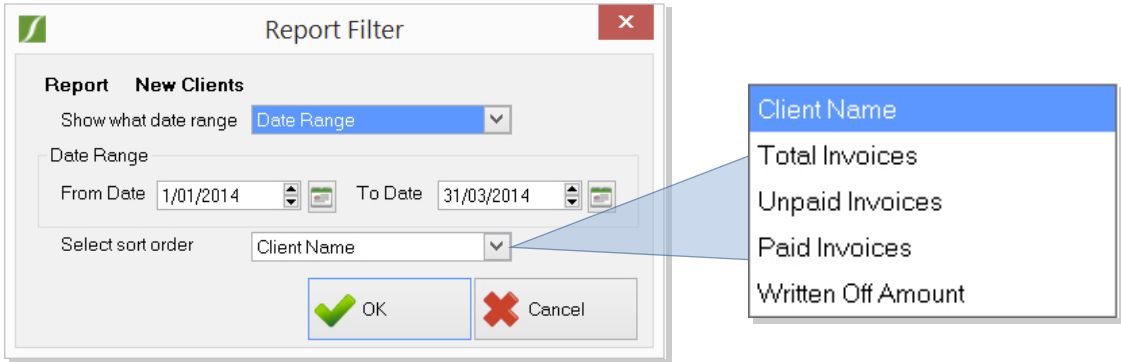
**OK** **Cancel**

**AGED MATTER SUMMARY**  
All Non Pro Bono/Spec Matters  
Printed: 30 JUN 2014 15:39

Matter	Owner	Matter Details	Current	30+ days	60+ days	90+ days	Total
<b>Client: A J Smith</b>							
SMIT0002	Marshall v Saloman						\$8,756.00
Trust							\$0.00
WIP - D			\$0.00	\$0.00	\$0.00	\$1,100.00	\$1,100.00
WIP - Total			\$0.00	\$0.00	\$0.00	\$8,756.00	\$8,756.00
WIP - Unknown			\$0.00	\$0.00	\$0.00	\$7,656.00	\$7,656.00
<b>Total for A J Smith: \$8,756.00</b>							
<b>Client: Cannan Goight</b>							
PARK0001	Estate of Parker						\$0.00
Trust							\$0.00
<b>Total for Cannan Goight: \$0.00</b>							
<b>Client: Eleanor Carver &amp; Associates</b>							
GARL0001	Garlington Pty Limited v Caringbar Pty Ltd						\$1,732.50
Trust							\$0.00
WIP - Total			\$0.00	\$0.00	\$0.00	\$1,732.50	\$1,732.50
WIP - Unknown			\$0.00	\$0.00	\$0.00	\$1,732.50	\$1,732.50
<b>Total for Eleanor Carver &amp; Associates: \$1,732.50</b>							
<b>Client: Kim Smith</b>							
20140008	MS Your Family Law Matter						\$100.00
WIP - TEST			\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
WIP - Total			\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
SMIT0005	JS Compensation Claim						\$3,272.50
Outstanding Invoices			\$0.00	\$0.00	\$0.00	\$3,272.50	\$3,272.50
<b>Total for Kim Smith: \$3,372.50</b>							
<b>Client: McCaffery Garling Conn</b>							
JOHN0001	Johnson v Kendal and Garethi						\$7,629.40
Disbursements			\$0.00	\$0.00	\$0.00	\$654.70	\$654.70
Trust							\$0.00
WIP - Total			\$0.00	\$2,200.00	\$0.00	\$9,174.40	\$9,974.40
WIP - Unknown			\$0.00	\$2,200.00	\$0.00	\$9,174.40	\$9,974.40
<b>Total for McCaffery Garling Conn: \$7,629.40</b>							

## 7. New Clients

This report lists all new clients between a specified date range.



**Report Filter**

**Report** **New Clients**

Show what date range **Date Range**

Date Range

From Date 1/01/2014 To Date 31/03/2014

Select sort order **Client Name**

OK Cancel

Client Name  
Total Invoices  
Unpaid Invoices  
Paid Invoices  
Written Off Amount

**Show what date range:** Allows you to select the period you want the report to display

**Date Range:** Allows you to select the date range you want the report to display

**Select Sort Order:** You can choose an option from the drop down menu and the report will sort the data based on the option specified.

Referring to the screen shot below, selecting Client Name from the sort order drop down menu will display the following information about each new client on the report for the date range specified:

- The number of matters opened
- Unbilled work
- Invoiced Work
- Paid Invoices
- Written Off
- Outstanding

Client	Matters	Unbilled	Invoiced	Paid	Written Off	Outstanding
A J Smith	2	\$7,980.00				
Cannan Gohlt	1					
Eleanor Carver & Associates	1	\$1,575.00				
McCaffery Garling Conn	1	\$8,935.62	\$2,625.00	\$2,625.00		
Mr Marco Poulos	3	\$1,837.50				
Packard Alderheid	1	\$5,888.64				
Torre and Fallow	2	\$0.25	\$1,050.00	\$181.82		\$888.18
Wanecke McKeon Dwyer	1	\$1,750.00	\$1,050.00			\$1,050.00
Warwick & Stricker	1					
<b>Totals</b>	<b>13</b>	<b>\$25,947.01</b>	<b>\$4,725.00</b>	<b>\$2,806.82</b>		<b>\$1,918.18</b>



## 8. Top Clients

This report lists the top clients for a specified date range based on the invoices issued.

**Show what date range:** Allows you to select the period you want the report to display

**Date Range:** Allows you to select the date range you want the report to display

**Select Sort Order:** You can choose an option from the drop down menu and the report will sort the data based on the option specified. Sorting by client name will sort the top clients by client alphabetically. Sorting by Total will display the the highest valued client at the top of the list.

**Top X?:** You can choose an option from the drop down menu to display either your top 10, 25, 50 or 100 clients.

Referring to the screen shot below, selecting Client Name from the sort order drop down menu will display the following information about each new client on the report for the date range specified:

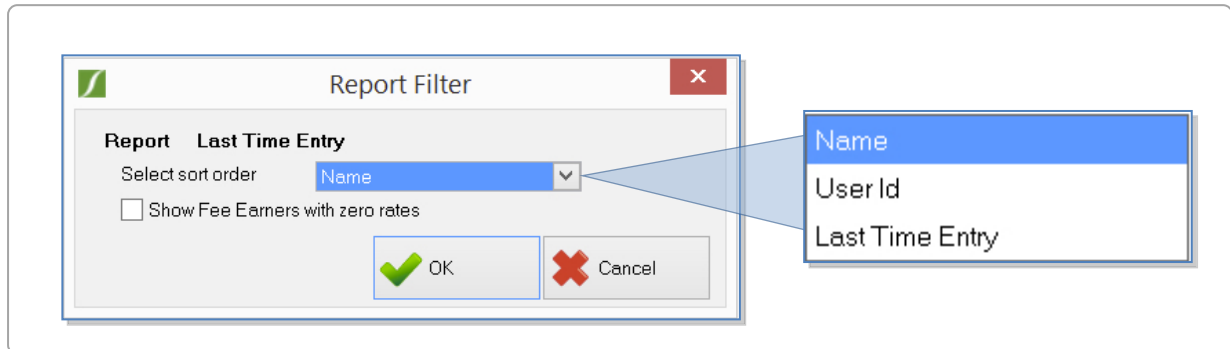
- The number of invoices issued
- Fees
- Disbursements
- Overall total

TOP CLIENTS REPORT				
1/01/2011 through 31/03/2016				
Printed: 30 JUN 2014 12:31				
Client	Invoice	Fees	Disbursement	Total
Kim Smith	3	\$2,975.00		\$2,975.00
McCaffery Garling Conn	1	\$2,625.00		\$2,625.00
Tom Smith	1	\$2,793.18	\$18.18	\$2,811.36
Torre and Fallow	1	\$1,050.00		\$1,050.00
Wanecke McKeon Dwyer	1	\$1,050.00		\$1,050.00
Totals	7	\$10,493.18	\$18.18	\$10,511.36



## 9. Last Time Entered

This report allows you to see all your fee earners and when they last entered time entries.



**Select Sort Order:** You can choose an option from the drop down menu and the report will sort the data based on the option specified. Sorting by Name will display the fee earner by name. Sorting by User ID will display the fee earner by their ID. Sorting by Last Time Entry will display the last fee earner to have entered time.

**Show Fee Earners with Zero rates:** Clicking the Show Fee Earners with zero rates tick box will display a report with fee earners who enter time without a charge.

Referring to the screen shot below, selecting Name from the sort order drop down menu will display the fee earners name and the date they last entered time.

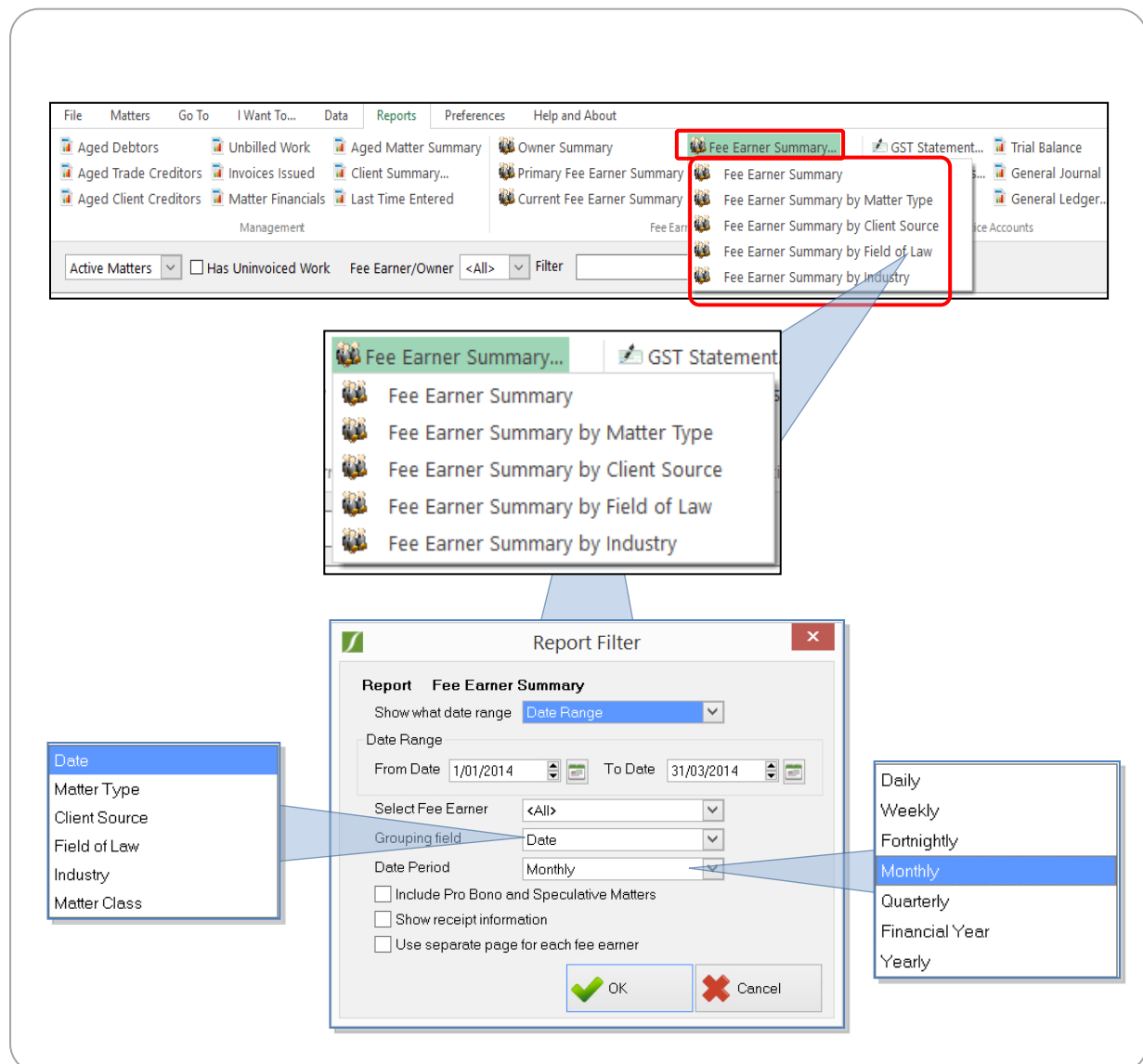
LAST TIME ENTRY REPORT		
All Users		
Printed: 30 JUN 2014 11:11		
User Id	User Name	Date of Last Ent
AD	Admin	30/06/2014
JS	John Smith	30/06/2014
MJ	Mark Johnson	30/06/2014
MS	Mary Smith	30/06/2014



## 10. Fee Earner Reports

The Owner Summary, Primary Fee Earner Summary, Current Fee Earner Summary are essentially all the same reports as the Fee Earner Summary report. All these reports are available so you can quickly find the information you are after related to either the Matter Owner or a specific Fee earner.

These reports summarise work done by Fee Earner both by time and dollars.



When you select to run a Fee Earnings report from the Reports menu the following filter options are available:

**Show what date range:** Allows you to select the period you want the report to display

**Date Range:** Allows you to select the date range you want the report to display

**To Date:** The report will display all the fee earner activity up until the specified date

**Select Fee earner:** This is only for SILQ Plus where you can select 'All' Fee Earners to display on the report or individual Fee Earners from the drop down menu.



**Grouping Field:** Allows you to display a Fee earner Summary report categorised under a particular group. So for example choosing Industry will allow to you see the most common industries your matters relate to.

Referring to the screen shot below, as an example **All fee earners** will be selected and **Date** will be selected from the Grouping field.

The report that is generated will show each Fee earner and summarises the work done by the Fee Earner both by time and dollars.

For example, looking at Mary Smith on the report, the top half refers to the work done in hours. For the period specified she worked 11 hours over 3 fays. She averaged 3.1 hours per day and of the work that has been done, no time was written off. During that period nothing was invoiced and she has 11 hours of unbilled work.

The internal column references unbilled work that is either \$0 in value or is an internal matter. Where Matter Class is selected as Internal. This amount is listed in a separate column as this amount is likely to not be recovered.

The second half of her report shows the work done in dollars.

FEE EARNER SUMMARY REPORT							
1/01/2010 through 31/07/2015							
Printed: 30 JUN 2014 15:34							
Admin (AD)							
Period	Hours	Days Worked	Ave/day	Written Off	Invoiced	Unbilled	Internal
JUN 14	9.1	2	4.6	0.0	2.0	7.1	0.0
Hourly Totals	9.1	2	4.6	0.0	2.0	7.1	0.0
Period	Fees + Disb (E)	Ave/day	Written Off	Invoiced	Unbilled	Internal	Received
JUN 14	\$3,834	\$1,817	\$0	\$800	\$2,834	\$0	\$285
Fee Totals	\$3,834	\$0	\$0	\$800	\$2,834	\$0	\$285
John Smith (JS)							
Period	Hours	Days Worked	Ave/day	Written Off	Invoiced	Unbilled	Internal
JUN 14	13.0	3	4.3	0.0	0.0	13.0	0.0
Hourly Totals	13.0	3	4.3	0.0	0.0	13.0	0.0
Period	Fees + Disb (E)	Ave/day	Written Off	Invoiced	Unbilled	Internal	Received
JUN 14	\$2,271	\$1,100	\$0	\$0	\$1,100	\$0	\$0
Fee Totals	\$2,271	\$0	\$0	\$0	\$1,100	\$0	\$0
Mark Johnson (MJ)							
Period	Hours	Days Worked	Ave/day	Written Off	Invoiced	Unbilled	Internal
JUN 14	2.0	1	2.0	0.0	0.0	2.0	0.0
Hourly Totals	2.0	1	2.0	0.0	0.0	2.0	0.0
Period	Fees + Disb (E)	Ave/day	Written Off	Invoiced	Unbilled	Internal	Received
JUN 14	\$500	\$250	\$0	\$0	\$250	\$0	\$0
Fee Totals	\$500	\$0	\$0	\$0	\$250	\$0	\$0
Mary Smith (MS)							
Period	Hours	Days Worked	Ave/day	Written Off	Invoiced	Unbilled	Internal
JUN 14	11.0	3	3.7	0.0	0.0	11.0	0.0
Hourly Totals	11.0	3	3.7	0.0	0.0	11.0	0.0
Period	Fees + Disb (E)	Ave/day	Written Off	Invoiced	Unbilled	Internal	Received
JUN 14	\$1,100	\$367	\$0	\$0	\$1,100	\$0	\$0
Fee Totals	\$1,100	\$0	\$0	\$0	\$1,100	\$0	\$0

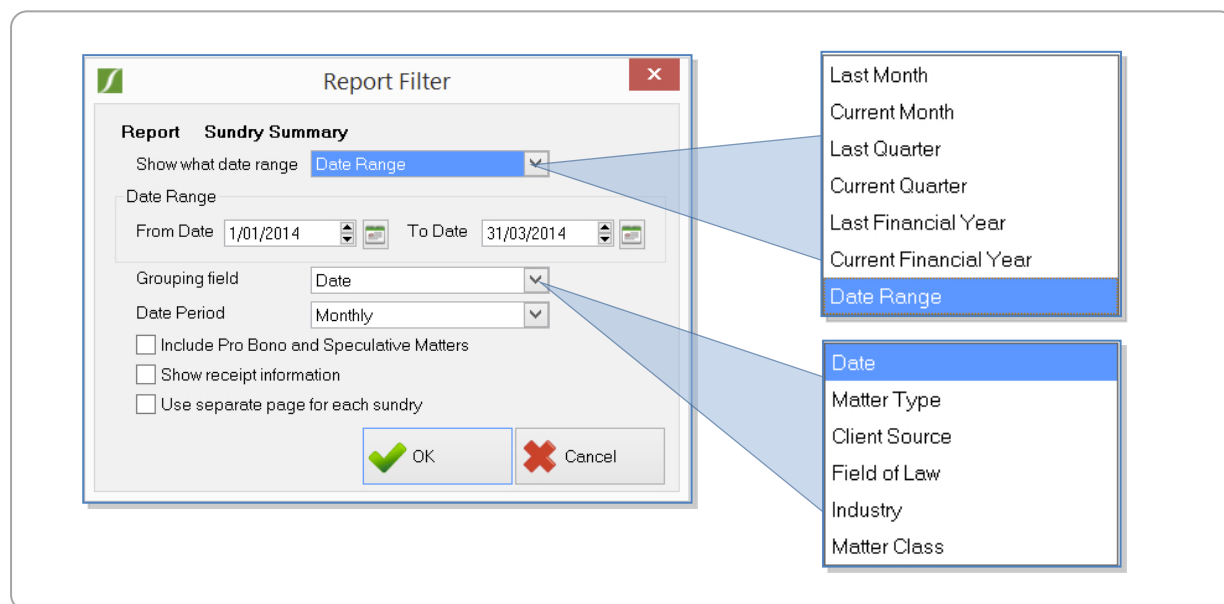


Choosing to run the Fee Earner Report either by Matter Type, Client Source, Field of Law or by Industry runs the same report as the Fee Earner Summary Report. But by selecting for example Matter Type, preselects that it will generate the report and display it by Matter Type which will allow one to view a report to see how much time is being spent on different types of matters by different fee earners.



## 11. Sundry Summary Report

This report displays the total amount of Sundry items entered for the specified date range as well as how much has been invoiced, received and how much of the displayed sundry items are unbilled.



When you select to run a Sundry Summary report from the Reports menu the following filter options are available:

**Show what date range:** Allows you to select the period you want the report to display

**Date Range:** Allows you to select the date range you want the report to display

**To Date:** The report will display all the Sundry items up until the specified date

**Grouping Field:** Allows you to display a Sundry summary report categorised under a particular group. So for example choosing Industry will allow you to see the most common industries the sundry items are recorded against.



SUNDRY SUMMARY REPORT							
1/01/2011 through 31/03/2016							
Printed: 30 JUN 2014 14:33							
Mary Smith (MS)							
Period	Sundrie	Ave/day	Written Off	Invoiced	Unbilled	Internz	Received
JUN 14	\$353	\$353	\$0	\$0	\$353	\$0	\$0
Sundry Totals	\$353	\$0	\$0				
Pens (PN)							
Period	Sundrie	Ave/day	Written Off	Invoiced	Unbilled	Internz	Received
JUN 14	\$178	\$178	\$0	\$0	\$178	\$0	\$0
Sundry Totals	\$178	\$0	\$0	\$0	\$178	\$0	\$0
Photocopying (PC)							
Period	Sundrie	Ave/day	Written Off	Invoiced	Unbilled	Internz	Received
JUN 14	\$353	\$353	\$0	\$0	\$353	\$0	\$0
Sundry Totals	\$353	\$0	\$0	\$0	\$353	\$0	\$0
Stamp (ST)							
Period	Sundrie	Ave/day	Written Off	Invoiced	Unbilled	Internz	Received
JUN 14	\$30	\$30	\$0	\$0	\$30	\$0	\$0
Sundry Totals	\$30	\$0	\$0	\$0	\$30	\$0	\$0



## 12. Disbursement Summary Report

This report displays the total amount of Disbursement items entered for the specified date range as well as how much has been invoiced, received and how much of the displayed disbursement items are unbilled.

**Report Filter**

**Report** Sundry Summary

Show what date range **Date Range**

Date Range

From Date 1/01/2014 To Date 31/03/2014

Grouping field Date

Date Period Monthly

☐ Include Pro Bono and Speculative Matters

☐ Show receipt information

☐ Use separate page for each sundry

**OK** **Cancel**

**Date Range Options:**

- Last Month
- Current Month
- Last Quarter
- Current Quarter
- Last Financial Year
- Current Financial Year
- Date Range**

**Date Options:**

- Date**
- Matter Type
- Client Source
- Field of Law
- Industry
- Matter Class

When you select to run a Disbursement Summary report from the Reports menu the following filter options are available:

**Show what date range:** Allows you to select the period you want the report to display

**Date Range:** Allows you to select the date range you want the report to display

**To Date:** The report will display all the Sundry items up until the specified date

**Grouping Field:** Allows you to display a Disbursement summary report categorised under a particular group. So for example choosing Industry will allow to you see the most common industries the disbursement items are recorded against.

DISBURSEMENT SUMMARY REPORT							
1/05/2011 through 31/05/2016							
Printed: 30 JUN 2014 15:08							
(Disbursements)							
Period	Disbursement	Ave/day	Written Off	Invoiced	Unbilled	Intern:	Received
SEP 13	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DEC 13	\$395	\$395	\$0	\$0	\$395	\$0	\$0
APR 14	\$100	\$100	\$0	\$0	\$100	\$0	\$0
MAY 14	\$1,384	\$1,384	\$0	\$0	\$1,384	\$0	\$0
JUN 14							
(Disbursements)							
Period	Disbursement	Ave/day	Written Off	Invoiced	Unbilled	Intern:	Received
SEP 13	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DEC 13	\$395	\$395	\$0	\$0	\$395	\$0	\$0
APR 14	\$100	\$100	\$0	\$0	\$100	\$0	\$0
MAY 14	\$1,384	\$1,384	\$0	\$0	\$1,384	\$0	\$0
JUN 14	\$308,261	\$102,754	\$0	\$22	\$308,241	\$0	\$26
Disbursement Totals		\$310,121	\$0	\$0	\$22	\$310,101	\$0
							\$26



## Cash Reports

### 13. GST Report

The GST report lists all GST related transactions and their GST component, occurring in the specified period. If there are partial payments of Invoices the GST is allocated on a pro rata basis.

The report lists receipts (on Invoices), expenses, disbursements and other income received. You will need to specify the date range that you want the information displayed for. The report will provide a GST summary at the end which is also a Cash Profit and Loss. It also includes a BAS summary which includes all the codes (Eg G1, 1A, 1B etc) that you find on a BAS Statement, so you only need to transcribe the amounts onto the BAS Statement making the filling out of your BAS statement very quick. In order for this report to be accurate all relevant information must have been accurately entered into the system (including dates and amounts).

**Note:** SILQ only deals with GST and not other items on the BAS such as PAYG, WET etc. If you need to deal with these things, you will need to make the necessary adjustments to values accordingly

### 14. Cash Profit and Loss Report

This report will show you your profit and loss on a cash basis for the period that you select.

189 Phillip St, Sydney 2000		
TEL: (02) 8257 2000 FAX: (02) 9221 8000 DX 189 SYDNEY		
<b>PROFIT AND LOSS - CASH</b>		
<b>DIANA PARKINSON &amp; ASSOCIATES</b>		
ABN 12 345 6789		
1/01/2011 through 31/03/2016		
		Printed: 30 JUN 2014 15:25
4-0000	Income	
4-1000	Consultancy Income	\$81,353.90
4-2000	Interest Income	\$68.78
4-3000	Other Income	\$20,532.60
Total 4-0000	Income	\$81,955.28
5-0000	Expenses	
5-1500	Disbursements	\$328,988.69
5-2700	Clothing	\$508.50
5-3000	Computers	
5-3100	Computer expenses	\$1,691.70
Total 5-3000	Computers	\$1,691.70
5-4000	Education	
5-4300	Professional Fees	\$100.00
5-4400	Books	\$32.73
Total 5-4000	Education	\$132.73
5-5000	Insurance	\$1,033.80
5-6000	Floor Fees	\$18,121.82
5-7000	Stationery	
5-7100	Office Supplies	\$839.81
5-7200	Outside copying and searches	\$53.35
Total 5-7000	Stationery	\$893.16
5-8000	Telephone	\$337.28
5-9000	Travel	\$25.80
Total 5-0000	Expenses	\$349,731.28
Net Profit / Loss		<u><u>\$(267,776.00)</u></u>



## 15. Trust Reports

To see a list of trust reports, refer to **Manual 5. Trust Accounting on page 45**.

## 16. Snapshot

There is a window-based report, that allows you to see a basic summary of the financial transactions that have occurred over a specified period, summarised by week, month, or quarter.

For each period you can see the following :

### Snap Shot Tab

#### 1. Columns

- **Matters** : How many matters were started
- **Word Done (unbilled/billed/total)** : This gives a summary of how much work was done. It has separate columns for each of billed, unbilled and total in both hour and money terms. It also has a cumulative money amount.
- **Invoices** : The value of invoices issued in the period as well as a cumulative figure.
- **Receipts** : The value of receipts (matter income) received in the period as well as a cumulative figure.
- **Money Spent** : The value of expenses in the period as well as a cumulative figure.
- **Write Offs** : The value of invoices that were written off in the period as well as a cumulative figure.
- **Money Received** : The value of other income (non-matter income) in the period as well as a cumulative figure.
- **Tax/GST** : The value of tax or GST that was paid in the period as well as a cumulative figure.
- **Cash Flow** : The net value of receipts, money received, money spent and tax/gst in the period as well as a cumulative figure.

#### 2. Buttons

- You can highlight a record and then click on one of the buttons on the right of the window to see the records that make up the number that is being displayed.



## Accrual Reports

### Overview

- The previous reports looked at are focused on a cash basis (i.e actual money in and money out over a specified period).
- The accrual reports show all revenue in your system on an 'accrued' basis (i.e including any outstanding monies owed). These reports are most likely to be used by your accountant.

There are seven types of Accrual reports (sometimes referred to as Journal reports). All reports are generated from the **Reports** menu and then selecting **Accrual Reports**.

## 17. Profit and Loss Report

This statement generates a Profit and Loss report, based on the Income and Expense accounts in the system. You will need to specify the date range that you want the information displayed for. The profit and loss report refers to Assets, Liabilities and Equity.

On the Profit and Loss Statement, the reference to "Income" includes: Invoices issued. For example the Profit and Loss Statement is done on an accrual basis (accordingly, actual receipts received on invoices do not appear); plus all other income earned (eg. bank interest, dividends).

**Report Filter**

Report: Profit & Loss

Show what date range: Date Range

Date Range

From Date: 1/01/2011 To Date: 31/03/2016

OK Cancel

189 Phillip St, Sydney 2000  
TEL: (02) 8257 2000 FAX: (02) 9221 8000 DX 189 SYDNEY

**PROFIT AND LOSS - ACCRUAL**  
**DIANA PARKINSON & ASSOCIATES**  
ABN 12 345 6789  
1/01/2011 through 31/03/2016

Printed: 30 JUN 2014 12:17

<b>4-0000 Income</b>		
4-1000	Consultancy Income	\$86,695.77
4-2000	Interest Income	\$68.78
4-3000	Other Income	\$20,632.80
<b>Total 4-0000</b>	<b>Income</b>	<b>\$107,297.15</b>
<b>5-0000 Expenses</b>		
5-1500	Disbursements	\$328,988.89
5-2500	Bad Debts	\$1.35
5-2700	Clothing	\$508.50
<b>5-3000 Computers</b>		
5-3100	Computer expenses	\$1,691.70
<b>Total 5-3000</b>	<b>Computers</b>	<b>\$1,691.70</b>
<b>5-4000 Education</b>		
5-4300	Professional Fees	\$100.00
5-4400	Books	\$32.73
<b>Total 5-4000</b>	<b>Education</b>	<b>\$132.73</b>
5-5000	Insurance	\$1,033.80
5-6000	Floor Fees	\$16,121.82
<b>5-7000 Stationery</b>		
5-7100	Office Supplies	\$839.81
5-7200	Outside copying and searches	\$53.35
<b>Total 5-7000</b>	<b>Stationery</b>	<b>\$893.16</b>
5-8000	Telephone	\$337.28
5-9000	Travel	\$25.00
<b>Total 5-0000</b>	<b>Expenses</b>	<b>\$349,732.63</b>
<b>Net Profit / Loss</b>		<b>\$(242,435.48)</b>





## 18. Balance Sheet Report

The Balance Sheet will give you a statement of Financial Position. Simply specify the date at which you want this report calculated and the report will be generated as at the specified date.

## 19. Trial Balance Report

This is a list of all accounts in the system with their respective balances, printed in account number order. This is used to confirm that there are no imbalances between debits and credits in the system as both sides should add to the same amount.

This report is usually used as part of the preparation for closing the financial year. You will have to specify the date at which you want this report calculated for. The report will also display a year to date period.

Running this report outputs a CSV file which is saved in the 'reports' folder located in the SILQ folder on your hard drive. This CSV file can then be used to open in Excel.

**Report Filter**

Report: Profit & Loss

Show what date range: Date Range

Date Range

From Date: 1/01/2011 To Date: 31/03/2016

OK Cancel

**TRIAL BALANCE**  
 165 Phillip St, Sydney 2000  
 TEL: (02) 8257 2000 FAX: (02) 9221 8000 DX 189 SYDNEY  
**DIANA PARKINSON & ASSOCIATES**  
 ABN 12 345 6789  
 1/07/2011 to 30/06/2016

		Period		Year to Date	
		Debit	Credit	Debit	Credit
1-1200	General Cheque Account		\$284,428.85	\$284,428.85	
1-1500	Accounts Receivable	\$20,852.50		\$20,852.50	
2-1310	Visa Card		\$500.00		\$500.00
2-1400	GST Payable	\$24,033.88		\$24,033.88	
2-3100	Visa Credit Card		\$290.94		\$290.94
2-3200	Petty Cash		\$2,104.35		\$2,104.35
4-1000	Consultancy Income		\$88,695.77		\$88,695.77
4-2000	Interest Income		\$68.78		\$68.78
4-3000	Other Income		\$20,532.60		\$20,532.60
5-1500	Disbursements	\$328,988.69		\$328,988.69	
5-2500	Bad Debts	\$1.35		\$1.35	
5-2700	Clothing	\$508.50		\$508.50	
5-3100	Computer expenses	\$1,691.70		\$1,691.70	
5-4300	Professional Fees	\$100.00		\$100.00	
5-4400	Books	\$32.73		\$32.73	
5-5000	Insurance	\$1,033.80		\$1,033.80	
5-6000	Floor Fees	\$16,121.82		\$16,121.82	
5-7100	Office Supplies	\$839.81		\$839.81	
5-7200	Outside copying and searches	\$53.35		\$53.35	
5-8000	Telephone	\$337.28		\$337.28	
5-9000	Travel	\$25.00		\$25.00	
		\$394,619.29	\$394,619.01	\$394,619.29	\$394,619.01

**Trial Balance**

A CSV file of this report has been exported to C:\Users\Silq Training\Documents\SILQ\Reports\TrialBalance.csv

OK

## 20. General Journal Report

This report lists all of the transactions for the specified period. You will need to specify the date range that you want the information displayed for.

## 21. General Ledger Summary Report

This lists a summary of the movement of value in an account. It indicates the starting value, the closing the value, the total debits, total credits and the net movement. You will need to specify the date range that you want the information displayed for.

## 22. General Ledger - Detail Report

This is a list of the transactions that occurred on each account. It shows the starting balances of the account, all the transactions that affected the account and the closing balance. You will need to specify the date range that you want the information displayed for.

Running this report outputs a CSV file which is saved in the 'reports' folder located in the SILQ folder on your hard drive. This CSV file can then be used to open in Excel.

## 23. General Ledger - Selected Account

This is a list of the transactions that occurred on each account. It shows the starting balances of the account, all the transactions that affected the account and the closing balance.

You will need to specify the date range for the information you want displayed.

**At a glance, which report should I view?**

I would like to....	Profit and Loss Report	Balance Sheet Report	Trial Balance Report	General Journal Report	General Ledger Detail Report	General Ledger Summary Report	Selected Account
look at the P & Ls for my business for a specific period							
see a detailed look at all the transactions that occurred on each account							
see a summary of the movement of value in an account. It indicates the starting value, the closing the value, the total debits, total credits and the net movement.							
look at journal entries for a specified period							
quickly check my equity position (assets vs liabilities)							
double check my financial position balances before I do my end of year closing to send to my accountant							



## 4. Posting to MYOB

### Overview

- SILQ gives you the capacity to export your data to MYOB software. The first time you complete a posting there are some simple set up steps that you will need to do.

The following pages will take you through a step by step process on setting up SILQ to do posting to MYOB and completing the transactions when appropriate.

To get to the Post to MYOB/Quickbooks window click on **Go To** then click on **Post to MYOB/Quickbooks**.

Using the Post to MYOB software which can be accessed from the **Accounts** menu at the top of the screen, you can export almost all of the key information entered in SILQ to MYOB software, including the following:

- Invoices
- Receipts
- Expenses
- Income
- General Journal Entries
- Customer Cards

Specifically, the Post to MYOB Software feature allows you to export the data in SILQ to your local hard drive, which is then available for you to manually import into your version of MYOB software using the manual-import options on the File menu in MYOB software.

**Please Note:** This product has not been endorsed and is not supported by MYOB Australia. SILQ users can only use the Post to MYOB feature in conjunction with MYOB software if they are separately a registered licensed end-user of the relevant MYOB software. To post to MYOB software the first time you will need to do some preparation in both MYOB and SILQ. Once you have prepared MYOB and SILQ you will be able to post to MYOB. The first time you post data from SILQ software you will need to do some basic (one-time) preparation so that your accounts in SILQ match the accounts used in MYOB software.

### Step 1: Synchronisation of the Chart of Accounts

The first thing you must do is synchronize the SILQ chart of accounts with the MYOB software chart of accounts. The chart of accounts is the list of categories that accounts such as income, expenses, assets, liabilities fall into. Each account – in both SILQ software and MYOB software – has a unique number and name.

The objective in this step is to make sure the accounts in the SILQ software (in terms of their name and number) exactly match the accounts in MYOB software. This is a manual process, but it only needs to be done once.



### Step 1.1: To find the Chart of Accounts in MYOB

Get your accountant to print out the chart of accounts for you, OR print out the Chart of Accounts in your MYOB software Data file:

- Open your MYOB data file in the MYOB software
- Make sure you are in the command centre
- Click on Reports near the bottom of the command centre
- Select the “Accounts List [Summary]” report
- Select Customise and make sure that the option to “Include Account Numbers” is checked on if it is available. Click “Display” and then print.

### Step 1.2: To make sure the accounts in the SILQ software have the same account number and name as in MYOB software:

- Open the SILQ software
- Select the Go To menu, then Chart of Accounts to see your chart of accounts.
- For each account in the list of accounts from MYOB software, add/edit the appropriate account in the SILQ software so that it has the same account number and the name as in the MYOB software.
- Please Note: There are two components of an MYOB software account number, as described below.

MYOB software Account Type	MYOB software Account Prefix	SILQ software Account Type	SILQ software Account Prefix
Asset	1	Asset	1
Liability	2	Liability	2
Equity	3	Equity	3
Income	4	Income	4
Cost of Sales	5	Not supported	
Expenses	6	Expenses	5
Other Income	8	Not supported	
Other Expense	9	Not supported	

For example: 1-1120. The 1 before the dash indicates that it is an asset account, and the 1120 is the unique number within the Asset category. In this case go to the Asset tab in the SILQ software and add/edit the appropriate account, setting the account number to 1120 (not 1-1120).

While the Cost of Sales, Other Income and Other Expense accounts are not supported, you can use accounts of similar types to achieve the same thing, as per the suggested Account Prefix. For example, for an “Other Income” account (which exists in MYOB software) create an account in the SILQ software with the prefix 4- xxxx.

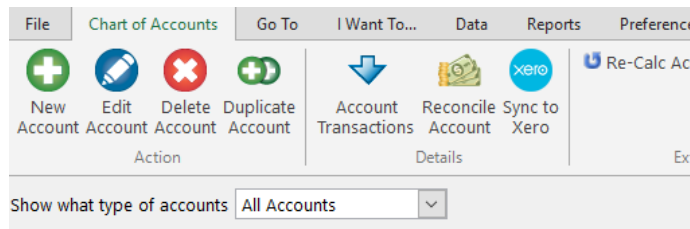


### Step 1.3 Make sure that all accounts in the SILQ software have an equivalent account in the MYOB software

If there is an account in the SILQ software that is not in the MYOB software Data file then you will need to create it in MYOB software. Make sure that header accounts are created as header accounts and detail accounts are set as detail accounts.

It is also possible to link accounts between SILQ and MYOBs chart of accounts.

This will allow SILQ to properly export to MYOB without the need for the both SILQ and MYOB to have the exact same account number.

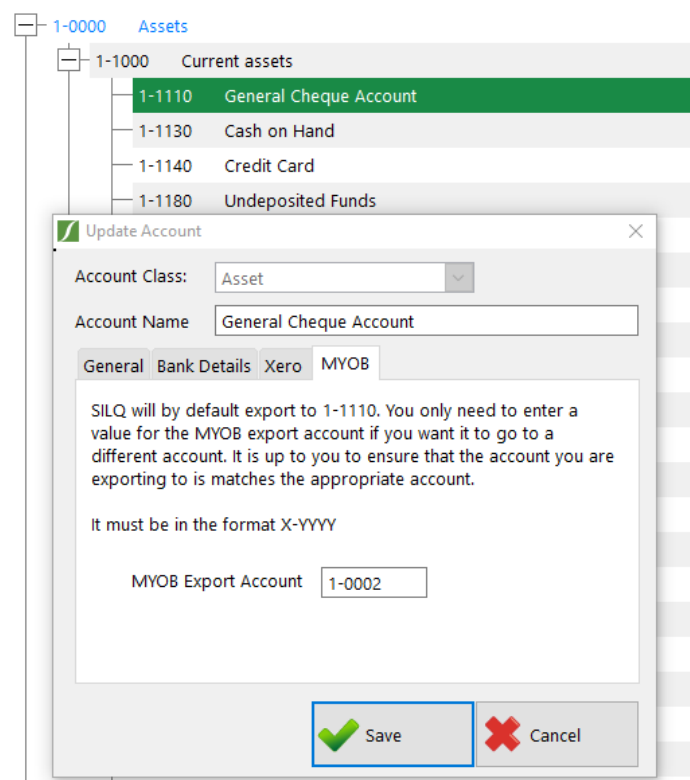


To do this in SILQs Chart of Accounts click to highlight an account.

Click to highlight an account.

Click Edit Account in the top toolbar.

Then click on the MYOB tab and input the MYOB account number. This must be in the format X-YYYY



### Step 1.5 Make sure that bank accounts are marked appropriately.

When you import an expense/income, the MYOB software expects that it was paid for or received into a bank account. So any accounts that are bank accounts in the SILQ software or that you use to pay for things (or to receive money) should be marked as a bank account in both the SILQ software and in the MYOB software. If this has not been done the accounts will be rejected when you try to import it.



### Step 2: Preparation of Activity ID

When MYOB software creates a time entry, it expects that the line item is attached to a specific Activity. This activity needs to exist when you import Invoices, otherwise the Invoice will be rejected. SILQ software uses a reserved Activity ID, named "SILQActivity".

Step 2.1: Open your MYOB data file

Step 2.2: Select the Time and Billing

Step 2.3: Select Activities List

Step 2.4: Select New

Step 2.5: Create the Activity ID

Enter the ID of the Activity as "SILQActivity" Then select the Income Account to allocate the income to. This will be an income account and normally would be something like "Consultancy Income". Then select the Tax Code when sold, this will be "GST". Select OK.

### Step 3: Preparation of Sundry ID

When MYOB software creates a time entry, it expects that the line item is attached to a specific Sundry. This Sundry needs to exist when you import Invoices, otherwise the Invoice will be rejected. SILQ software uses a reserved Sundry ID, named "SILQSundry".

Step 3.1: Open your MYOB data file

Step 3.2: Select the Time and Billing

Step 3.3: Select Sundries List

Step 3.4: Select New

Step 3.5: Create the Sundry ID

Enter the ID of the Sundry as "SILQSundry" Then select the Income Account to allocate the income to. This will be an income account and normally would be something like "Consultancy Income". Then select the Tax Code when sold, this will be "GST". Select OK.

### Step 4: Preparation of Disbursement ID

When MYOB software creates a time entry, it expects that the line item is attached to a specific Disbursement. This activity needs to exist when you import Invoices, otherwise the Invoice will be rejected. SILQ software uses a reserved Disbursement ID, named "SILQDisbursement".

Step 4.1: Open your MYOB data file

Step 4.2: Select the Time and Billing

Step 4.3: Select Disbursement List

Step 4.4: Select New



### Step 4.5: Create the Disbursement ID

Enter the ID of the Activity as "SILQDisbursement" Then select the Income Account to allocate the income to. This will be an income account and normally would be something like "Consultancy Income". Then select the Tax Code when sold, this will be "GST". Select OK.

### Step 5: Preparation of Cost Recovery ID

When MYOB software creates a time entry, it expects that the line item is attached to a specific Cost Recovery/ This activity needs to exist when you import Invoices, otherwise the Invoice will be rejected. SILQ software uses a reserved Cost Recovery ID, named "SILQCostRecovery".

Step 5.1: Open your MYOB data file

Step 5.2: Select the Time and Billing

Step 5.3: Select Cost Recovery List

Step 5.4: Select New

Step 5.5: Create the Cost Recovery ID

Enter the ID of the Activity as "SILQCostRecovery" Then select the Income Account to allocate the income to. This will be an income account and normally would be something like "Consultancy Income". Then select the Tax Code when sold, this will be "GST". Select OK.

## 5.1 Posting data from the SILQ software

### Step 1: Getting Ready

In the SILQ software, click on the Go To menu and then click on Post to MYOB which will open the Post to MYOB window

### Step 2: Choose the MYOB software Format to post data to.

The "Format" section allows you to specify which MYOB software product you will be posting data to.

### Step 3: Decide what data you want to post

SILQ software remembers what it has already posted, so by default it will only show those items that haven't been posted yet, and will tag them ready to post them. You have complete control over what is data is posted to MYOB software and in what format.

#### Show What

There are two alternatives:

- Show items that haven't been posted yet. This will show any items that haven't been posted yet to MYOB software (this is the default option)



- Show items that are in the date range. This will show any items in the date range selected regardless of whether they have already been posted.

**NOTE:** There is a risk of exporting a second time by accident to MYOB, and MYOB will not warn you, so be careful.

### Post What

The Post What section allows you to nominate what types of items are to be Posted. The available types are:

<b>Customers</b>	This will create a file called CUSTCARD.TXT
<b>Invoices</b>	This will create a file called TBSALE.TXT
<b>Receipts</b>	This will create a file called RECEIVEPAY.TXT
<b>Expenses</b>	This will create a file called SPENDMONEY.TXT (If an expense has not been paid for from a bank account it will be posted to the General Journal)
<b>Income</b>	This will create a file called RECEIVEMONEY.TXT (If an income item has not been deposited into a bank account it will be posted to the General Journal)
<b>General Journal</b>	This will create a file called GENERAL.TXT

Expenses categories include both Expenses and Disbursements recorded in SILQ software. Receipts category refers to Receipts for Invoices in SILQ software only. Income category refers to Other Income in SILQ software (ie. Income received other than Receipts for Invoices; for example, dividends and interest).

### Tagging

By default, all items will be tagged ready for posting to MYOB software. But you may want to post specific items, (eg because some items were rejected in a previous posting):

This is done by tagging and untagging items as necessary. If these are not the items you want, then use the Tag/Untag/Tag All/Untag All buttons on the right of the window to select the items you want. Alternatively you can use the hot keys to tag/untag items, which are Alt-T, Alt-U, Ctrl-Alt-T and Ctrl-Alt-U respectively.

Items that are not automatically posted

Write Offs will not automatically be posted (because MYOB software does not provide the functionality to import write-offs). You will accordingly need to manually enter into MYOB software all write-offs you have entered into SILQ software (see section 4.8 below).

General Journal Entries also cannot automatically be posted. You will accordingly need to manually enter into MYOB software all General Journal entries you have entered into SILQ (see section 4.7 below).

### Step 4: You're ready to Post data to MYOB software

In SILQ, once you have selected the items that you want to post to MYOB software, simply click on the Post button. This will create the files as per the names in Post What, and they will be saved in the Data directory: My Docs/SILQ/MYOB





Once the posting is complete it will give you a summary of what has been posted. It tells you which folder the files have been saved in, how many records were posted and what the posted files are called. It will ask you if you want to update the database to remember what has been posted.

This is important so that when you come to post again to MYOB software, SILQ knows what has been posted, and only shows the items that haven't been posted. Also it reduces the likelihood of double importing the same information (which MYOB software will allow). Once the posting is complete it will give you the option to send the import data to your accountant/accounts clerk if they do not work at the same premises as you. If you click yes it will create an email with the relevant post files attached. Also there may be a series of notices that tell you about some of the issues that you may get.

If there were Expenses that need to be imported via the General Journal, then you will be shown the following message. If there were Income Items that need to be imported via the General Journal, then you will be shown the following message. If there were any write offs in the period you will be shown the following message, and then the associated report will be shown.



### Step 5: Posting to MYOB software

#### What to do first?

SILQ recommends that you back up your MYOB software data file before you attempt to import any data that SILQ software has produced. This will allow you to return to the version of the data file prior to import, in the unlikely event that you need to re import for whatever reason.

#### How to import

Open the version of MYOB software that you wish to post data to and then import these items IN THIS ORDER every single time. An example is included over the page for your perusal.

**Please note:** If you import an Invoice where the customer record doesn't already exist for it, then MYOB software will reject the Invoice.

Accordingly, you must import the files in the order specified below:

1 <sup>st</sup>	Customer Cards	No dependencies
2 <sup>nd</sup>	Invoices	Requires Customer Card
3 <sup>rd</sup>	Receipts	Requires Customer Card and Invoice
4 <sup>th</sup>	Expenses	Requires Customer Card
5 <sup>th</sup>	Income	Requires Customer Card
6 <sup>th</sup>	General Journal	No dependencies

#### Importing Example (Customer Cards)

In MYOB software, "Customer Cards" contain all the contact information for any Firms or payees that were connected to an Invoice, expense, Receipt and so on. In SILQ software, the equivalent of Customer Cards is "Firms". Customer Cards must already exist in the MYOB software data file in order for a number of the other imports into MYOB software to be successful.



## Importing

### 1. To import Customer Cards do the following:

- Make sure the MYOB software data file is open.
- Click on File Menu | Import Data | Cards | Customer Cards
- Select the following options
- Import File Format: Tab Delimited
- First Record is: Header Record
- Duplicate Records: Update Existing Record
- Identify Records By: Co./Last Name
- Click Continue
- Select "CUSTCARD.TXT" from the folder where it was created

You will now be shown the list of fields. Click on "Match All"

Scan the list on the right hand side and make sure that all the fields match and that every field has a matching source field. If this is not the case then you may have posted the data into an incorrect format. If it is correct, then click "Import"

### 2. To import Invoices do the following:

**Before you import** - You must have first imported Customer Cards.

Be very careful not to double import Invoices. MYOB does not insist that Invoice numbers are unique, and as such will allow you to import the same Invoice more than once.

## Importing

### To import the Invoice information, do the following:

- Make sure the MYOB software data file is open.
- Click on File Menu | Import Data | Sales | Time Billing Sales
- Select the following options
- Import File Format : Tab Delimited
- First Record is : Header Record
- Duplicate Records: Reject Them
- Match Cards using their: Card ID
- Click Continue
- Select "TBSALE.TXT" from the folder where it was created
- You will now be shown the list of fields
- Click on "Match All"
- Scan the list on the right hand side and make sure that all the fields match and that every field has a matching source field. (If Record ID has been Matched, unmatch it.)
- If this is not the case then you may have posted the data into an incorrect format.
- If it is correct then click "Import"



### 3. To import Invoices do the following:

**Before you import** - You must have first imported Customer Cards and Invoices.

**Note:** here “Receipts” refers to Receipts for Invoices in SILQ only (and does not includes “Other Income” (eg. dividends and interest): for which see section 4.6 below).

Be very careful not to double import Receipts. MYOB software does not insist that Receipt numbers are unique, and as such will allow you to import the same Receipt more than once.

#### Importing

To import the Receipt information, do the following:

- Make sure the MYOB data file is open.
- Click on File Menu | Import Data | Receipts | Receive Payments
- Select the following options
- Select “RECEIVEPAY.TXT” from the folder where it was created
- Import File Format : Tab Delimited
- First Record is : Header Record
- Duplicate Records : Reject Them
- Match Card using: Card ID
- Click Continue
- You will now be shown the list of fields
- Click on “Match All”
- Scan the list on the right hand side and make sure that all the fields match and that every field has a matching source field.
- If this is not the case then you may have posted the data into an incorrect format.
- If it is correct then click “Import”

### 4. To import Expenses do the following:

**Before you import** - You must have first imported Customer Cards.

Be very careful not to double import expenses. MYOB does not insist that expenses are unique, and as such will allow you to import the same expense more than once.

If an expense has not been paid for from a bank account it will be posted to the General Journal.

#### Importing

To import the expense information, do the following:

- Make sure the MYOB data file is open.
- Click on File Menu | Import Data | Disbursements | Spend Money
- Select the following options
- Import File Format: Tab Delimited
- First Record is: Header Record
- Duplicate Records: Reject Them
- Match Cards using: Card ID
- Click Continue
- Select “SPENDMONEY.TXT” from the folder where it was created
- You will now be shown the list of fields
- Click on “Match All”



- Scan the list on the right hand side and make sure that all the fields match and that every field has a matching source field.
- If this is not the case then you may have posted the data into an incorrect format.
- If it is correct then click "Import"

### 5. To import Income do the following:

**Before you import** - You must have first imported Customer Cards.

**Note:** here "Income" refers to "Other Income" recorded in SILQ; namely, income other than Receipts such as dividends and interest income.

Be very careful not to double import Income items. MYOB does not insist that income items are unique, and as such will allow you to import the same income item more than once.

If an income item has not been deposited into a bank account it will be posted to the General Journal.

### Importing

To import the income information do the following:

- Make sure the MYOB data file is open.
- Click on File Menu | Import Data | Receipts | Receive Money
- Select the following options
- Import File Format: Tab Delimited
- First Record is: Header Record
- Duplicate Records: Reject Them
- Match Cards using: Card ID
- Click Continue
- Select "RECEIVEMONEY.TXT" from the folder where it was created
- You will now be shown the list of fields
- Click on "Match All"
- Scan the list on the right hand side and make sure that all the fields match and that every field has a matching source field.
- If this is not the case then you may have posted the data into an incorrect format.
- If it is correct then click "Import"



## **6. To import General Journal Entries do the following:**

Be very careful not to double import General Journal items. MYOB does not insist that General Journal items are unique, and as such will allow you to import the item more than once.

### **Importing**

To import the general journal information do the following:

- Make sure the MYOB data file is open.
- Click on File Menu | Import Data | General Journal Items
- Select the following options
- Import File Format: Tab Delimited
- First Record is: Header Record
- Click Continue
- Select "GENERAL.TXT" from the folder where it was created
- You will now be shown the list of fields
- Click on "Match All"
- Scan the list on the right hand side and make sure that all the fields match and that every field has a matching source field.
- If this is not the case then you may have posted the data into an incorrect format.
- If it is correct then click "Import"



## 5. Xero Integration

### Introduction

SILQ's integration with Xero will allow you to send Invoices, receipts and expenses from SILQ into Xero. Please call SILQ on 1300 55 66 89 for assistance in setting this up.

**Please note** you'll need access to Xero and some knowledge of chart of accounts to set this up successfully.

### After setup

Once the Xero Integration has been set up accounts can be linked and unlinked if needed.

To do this go to the Chart of Accounts (Go To > "Accounts" > Chart of Accounts)

To link an account highlight the Account, then click on Edit Account. Navigate to the Xero tab. Click on Load Xero Accounts to load the accounts, then use the dropdown menu to choose the appropriate account. Lastly click on Link to Xero Account and save.

If you wish to Unlink an account click on the red X button next to the Link to Xero Account button.

