



KORBICOM

GhostPractice Consulting Services

Objectives:

- Assisting Partner in the running of a legal practice (GP reflects how well your practice is performing)
 - Work more efficiently by using software – ensure staff are using all the tools correctly
 - GP- add examples
 - Excel- Graphs and sms'ing
 - Word- auto text
 - Outlook- templates
 - GC- processes are being used correctly
 - No manual work being done that can be done by the PC
 - No duplication of work
 - Reduction in errors (credit notes and Journals)
 - Accounting for 7.5/8 hours a day
 - Targets for staff- fee target
 - Targets for staff- receipts
- Financial controls
 - Trust is in balance
 - Bank recons are up to date
 - Trust Transfers done frequently
 - No unauthorised payments
 - No unallocated receipts
 - Clients without cover being managed correctly
 - Unbilled Fees converted
 - Outstanding debtors being followed up
 - Petty Cash being managed
- Development and creation of policies and procedures
 - Billing
 - Receipts
 - Debtors / Collections
 - Debt Recovery
 - Reporting
 - Software usage
 - HR
 - Time management
 - New matters and clients
 - Marketing
 - Communicating with clients
 - Birthdays and special events

- Advertising
 - File Management
 - Archiving
 - Template Management (Precedents)
 - Disaster recovery
- Performance Analysis (knowledge- understanding data)
 - Monthly management reporting
 - Invoiced
 - Received
 - Journals
 - Credit notes
 - Payments
 - Impact on results:
 - Variances
 - Compare to prior months
 - Compare to budget
 - Compare to prior year
 - Budgeting
- Pricing and profitability
 - Matter profitable or not
 - Client profitable or not
- Balance sheet- story of your business
- Income statement- profit or loss for month
- Age analysis (D&C)- Owed to and from you
- Fees and Receipts- who is performing and who isn't
- Opportunities and threats in your business- by understanding your data
 - Number of matters
 - Number of debtors
 - Number of trust transfers