

GhostPractice

GHOSTPRACTICE BOOKKEEPING & ADMINISTRATION

Software Overview



Legal Accounting in GhostPractice



GhostPractice offers several user-friendly modules ideally configured for bookkeeping and financial Management in a Legal Practice

These modules are:

- Transaction History
- Disbursements
- Payments
- Batch Transactions
- Bank Reconciliation
- Trust Transfer
- Reports

Should you wish to see more of this exciting product, please contact Matthew Spagnoletti on [082 568 4738](tel:0825684738) for an obligation free demonstration.

GhostPractice



Transaction History

Transaction History

Filters: [Go] [Display] [Export] [Preview] [Interest] [Settlement]

Account Details

- Account: Matter Debt recovery debtor
- Client Business creditor
- General ledger Instr correspondent matter

Account number: * MAT2

Name: Law Society WC - bank Charges an...

Legacy:

Client: Law Society South Africa

Current owner: Deirdre Van Der Walt

Account Balances

Business:	1,993.86
Trust:	0.00
Investment:	0.00
Current balance:	1,993.86
Unbilled (ex VAT):	307.80
Pending disbursements (ex VAT):	0.00
Total outstanding:	2,301.66
Balance (incl outst. trust payments):	1,993.86
Reserve Trust:	0.00

Special Instructions

Post Date	Narration	Attachments	Reference	Type	T/B	Debtor	Batch	Debit	Credit	Running Balance
04 Jan 2008, ...	RESCISSION OF JUDGMENT		Deirdre V...	Converted - Fee			I35	1,500.00		0.00
05 Jan 2008, ...	DELIVERY RANDBURG		Deirdre V...	Converted - Fee			I35	20.00		0.00
06 Jan 2008, ...	Fee - E-mail to client with annexures		Deirdre V...	Unbilled				6.00		0.00
06 Jan 2008, ...	Fee e-mail		Deirdre V...	Unbilled				2.00		0.00
06 Jan 2008, ...	Letter client		Deirdre V...	Unbilled				20.00		0.00
06 Jan 2008, ...	Receipt; peruse; consider e-mail from client		Deirdre V...	Unbilled				19.00		0.00
06 Jan 2008, ...	BY REGISTERED POST		Deirdre V...	Converted - Fee			I35	20.00		0.00
09 Jan 2008, ...	Fee sending fax: 2 pages		Deirdre V...	Unbilled				4.00		0.00
09 Jan 2008, ...	Fee phone calls		Deirdre V...	Unbilled				125.00		0.00
09 Jan 2008, ...	Fee letter to client		Deirdre V...	Unbilled				51.80		0.00
15 Sep 2008, ...	Matter Brought Forward Balance from period Jul 2008, as at 15 Sep 2008.			Period Balance				0.00		0.00
04 Jan 2009, ...	Fee Summons		Deirdre V...	Converted - Fee			I38	187.00		0.00
06 Jan 2009, ...	Fee e-mail		Deirdre V...	Converted - Fee			I38	2.00		0.00
06 Jan 2009, ...	Letter client		Deirdre V...	Converted - Fee			I38	20.00		0.00
06 Jan 2009, ...	Matter Brought Forward Balance from period Aug 2008, as at 06 Jan 2009.			Period Balance				0.00		0.00
11 Mar 2009, ...	Brought Forward Balance			Period Balance				0.00		0.00
06 Apr 2009, ...	Invoice of 1,755.60 generated by Paul Smith		INV02-801	Invoice	B		I35	1,755.60		1,755.60
15 Jun 2009, ...	Brought Forward Balance			Period Balance				1,755.60		1,755.60
15 Jun 2009, ...	Brought Forward Balance			Period Balance				1,755.60		1,755.60
22 Jun 2009, ...	Brought Forward Balance			Period Balance				1,755.60		1,755.60
25 Aug 2009, ...	Invoice of 238.26 generated by		INV02-802	Invoice	B		I38	238.26		1,993.86

Results 1 to 23 of 23

Legal Diary Tasks assigned to you: 0

Accurate, up to date matter balances

Filter Options: You can filter the entries in the Transaction History in order to view specific entries e.g. receipts

The GhostPractice Transaction History does not only reflect up to date financial transaction on a matter, but also any unbilled fees, pending disbursements and file notes. The Transaction History can be exported and saved in various formats e.g. Excel.

GhostPractice



Disbursement Posting

Disbursement type: Business creditor Revenue stamps

Account
Business creditor number: * BCR2
Business creditor name: Sheriff of Cape Town

Invoice Information
Capture details for: Invoice Credit note
Post date: * 09 Aug 2010
Invoice number: INV1469
Total amount: * 45.60
Running total amount: 45.60

Invoice Entries
Account type: Matter Debt recovery debtor
Account number: * DEBS
Account name: Unit 27 - M Spagnolo
Balance: 5,922.01
Posting code: Sheriffs Return
Narration: * Sheriff of Cape Town
Amount: * 40.00
VAT: * Excluded
VAT amount: 5.60
Invoice entry total: 45.60

Account Number	Account Name	Posting Code	Narration	Amount	VAT Applicable	VAT Amount	Invoice Entry Total
DEBS	Unit 27 - M Spagnolo...	Sheriffs Return	Sheriff of Cape Town	40,00	Excluded	5,60	45,60

Simply complete the information on the sheriff/ advocate/ tracer etc account in the fields provided.

Ability to post multiple entries on invoice to different matters.

GhostPractice makes provision for the automation of the two legs involved in the processing of a Disbursement- namely the 'purchase' of a service from a service provider (Sheriff/Advocate/Tracer/Etc) , and the billing of that disbursement to your client. GhostPractice furthermore provides for the VAT implications. You are able to process the Business Creditor Invoice without realizing an immediate VAT liability. VAT will only become payable once the client's invoice is raised.



Batch Transactions

Batch Transaction Details

Description: Example Batch

Type: Payments

Batch amount: Bank Charges and Interest
Business Creditor Journals
Business Journals
Cost Recovery
Credit Notes to Clients
Debtor Receipt Journals
Disbursements
Invoices to Clients
Matter Business Journals
Miscellaneous
Office Creditor Invoices

Payment Type

Type: Payments

Bank account: MIC Business Bank

Transaction Item Details

Posting code: Journal entry

Post date: 10 Aug 2010

Branch: Sandton

Batch Transaction Items

Posting Code	Date	Branch	Debit Account	Credit Account	Narration	Reference	Total Amount	
Journal entry	22 Apr 2...	Sandton	BCR4	GEN163	Journal entry		20.00	Edit Batch Item
Journal entry	10 Aug 2...	Sandton	GEN60	GEN163	Pick 'n Pay: Plants for the office	CN130909	100.00	Delete Batch Item

Simply complete the information in the fields provided. Ghost Practice automatically posts the entries to the correct contra accounts,

Ability to post multiple entries, edit or delete entries.

All accounting transactions can be processed through Batch Transactions. GhostPractice has several automated Batch Types, which includes e.g.: Bank Charges and Interest; Journals, Cost Recovery transactions, Investments, Petty Cash and Office Creditor Invoices

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Easy Payment Posting

Req No.	Account Number	Account Name	Payee	Bank Account	Date	Total	Requisition By	Type	Bank Account ...
28	MAT28	Transfer of ERF 24...	SARS	Nedbank Trust Ac...	17 Sep 2008, 11:58 AM	85,000.00	Deirdre Smithson	Trust	Trust
29	MAT29	Transfer of ERF 34...	SARS	Standard Bank Tr...	19 Sep 2008, 10:40 AM	46,000.00	Deirdre Smithson	Trust	Trust
35	MAT5	Sale of Shares / AC...	Milkwo...	Nedbank Trust Ac...	07 Apr 2009, 02:12 PM	3,000.00	Deirdre Smithson	Trust	Trust
38	BCR3	Traceweb	Traceweb	MIC Business Bank	15 Jun 2009, 12:00 AM	353,400.00	Deirdre Smithson	Business	Business
39	BCR4	Andre De Beer	Andre ...	MIC Business Bank	15 Jun 2009, 12:00 AM	64,606.00	Deirdre Smithson	Business	Business
40	BCR7	Deeds Office Pretoria	Deeds ...	MIC Business Bank	15 Jun 2009, 12:00 AM	660.00	Deirdre Smithson	Business	Business
41	BCR3	Traceweb	Traceweb	MIC Business Bank	22 Jun 2009, 12:00 AM	353,400.00	Deirdre Smithson	Business	Business
42	BCR4	Andre De Beer	Andre ...	MIC Business Bank	22 Jun 2009, 12:00 AM	64,606.00	Deirdre Smithson	Business	Business
43	BCR7	Deeds Office Pretoria	Deeds ...	MIC Business Bank	22 Jun 2009, 12:00 AM	660.00	Deirdre Smithson	Business	Business
47	MAT38	Fees for retainer	NEVR P...	Standard Bank Tr...	09 Nov 2009, 08:11 PM	200.00	Deirdre Smithson	Trust	Trust
48	MAT4	Policy Disbute / Van...	NEVR P...	Standard Bank Tr...	16 Nov 2009, 11:15 AM	5,000.00	Deirdre Smithson	Trust	Trust
49	MAT4	Policy Disbute / Van...	NEVR P...	Standard Bank Tr...	01 Mar 2010, 10:45 AM	20.00	Deirdre Smithson	Trust	Trust

Individual payment requests. The bookkeeper only need to process these requests, since the information is already completed when requested. GhostPractice will automatically post the entry to the correct accounts.

Payments are requested through the Payment Requisition module and can be done by any person in the firm with access. The requisition can be printed in order for the partner / responsible individual to sign it, authorising the payment thus ensuring financial controls are maintained.

This will create an entry on the Payments Screen (above), which the bookkeeper can then easily process- without the need for further entries.

Automated Bank Reconciliations

Bank Reconciliation ABSA Trust Account (GEN161)

Reconcile (System) as at date: 09 Aug 2010

Recon Balances: (-4,000.00)

Date	Amount	Narration	Reference	Bank Date	Bank Narration	Reference	Amount
16 Nov 2009	-5,000.00	Journal entry		16 Nov 2009	Journal Entry		-5,000.00
09 Aug 2010	1,000.00	Received EFT from Deposit	TR01-138	09 Aug 2010	Deposit		1,000.00

GhostPractice Unmatched Items

Date	Narration	Reference	Amount
21 Jul 2008	Received EFT from Myerson	TR01-101	130,000...
21 Jul 2008	Transfer from Trust to 78 (2A) Invest...	ms	-120,00...
21 Jul 2008	EFT payment to JHB Municipality	ms	-4,500.00
21 Jul 2008	Received EFT from CP Le Roux	TR01-102	100,000...
22 Jul 2008	Received EFT from Coetsee	TR01-103	120,000...
22 Jul 2008	EFT payment to Krugersdorp Municipality	ms	-4,500.00
25 Jul 2008	Received EFT from Gabriel	TR01-105	100,000...
29 Jul 2008	Received EFT from Bruynders	TR01-107	87,000.00
29 Jul 2008	EFT payment to Tshwane	ms	-4,500.00
29 Jul 2008	Transfer from Trust to 78 (2A) Invest...	ms	-80,000...
31 Jul 2008	Received EFT from Lombard	TR01-109	85,000.00
31 Jul 2008	EFT payment to Tshwane Municipality	ms	-4,500.00
31 Jul 2008	EFT payment to Mustang Inc	ms	-2,500.00
31 Jul 2008	EFT payment to SARS	ms	-69,720...
04 Aug 2008	Received EFT from SJ Meyer	TR01-110	80,000.00
04 Aug 2008	Transfer from Trust to 78 (2A) Invest...	ms	-72,000...
04 Aug 2008	EFT betaling aan Municipality	ms	-3,400.00

Bank Statement Unmatched Items

Date	Narration	Reference	Amount
21 Jul 2008	Receipt		100,000.00

Reconciled balance: -4,000.00

Bank closing balance: 0.00

- Pending deposits: 0.00

- Post dated: 0.00

+ Unpresented credits: 701,419.48

- Unpresented debits: 938,570.00

Reconciled difference: -4,000.00

Automatically matched items

Un-matched Bank Statement items

Un-matched items on GhostPractice

Automatically calculated balances

You have an option to do reconciliations 'manually' or automatically using the 'system reconciliation tool'.
 System Reconciliation tool: You have the ability to upload your bank statement from your internet banking, and the system will automatically match what it can.- you will still have the ability to validate the automatically reconciled items before finalizing the bank reconciliation. You will only need to reconcile the differences.

Trust Transfers

GhostPractice - Mustang Inc

File GoTo View Tools Help

GhostPractice

Transaction History Batch Transactions Disbursements Payments Receipts Bank Deposits Bank Recon Bank Statements Trust Transfer Reports General Ledger Business Creditors

Trust Transfer

Select All Unselect All Process Preview Filter: None Go Total Transfer: 34,218.88

Account Number	Matter Name	Client/ Correspondent Name	Business Balance	Trust Balance	Reserve Balance	Transfer Amount
<input checked="" type="checkbox"/> C T1		Hoek Krook	-942.55	200.00		-200.00
<input checked="" type="checkbox"/> MAT4	Policy Disbute / Van Rensburg	NEVR Pay Recoveries	1,014.60	58.12	0.00	-58.12
<input checked="" type="checkbox"/> MAT5	Sale of Shares / ACT Tech	Milkwood Corporate	353,001.00	-34,561.60	0.00	34,561.60
<input checked="" type="checkbox"/> MAT8	Transfer of from ANGELFISH INVESTMENTS 882 BK	C P LE ROUX	-20,000.00	-85,000.00	0.00	-20,000.00
<input checked="" type="checkbox"/> MAT11	Transfer of from BOTHA / COETZEE	CD COETZEE	6,732.84	-6,700.00	0.00	6,700.00
<input checked="" type="checkbox"/> MAT14	Transfer of from REYNDERS/BRUNDYN	MNR S J & MEV M C BRUNDYN	4,727.60	-1,800.00	0.00	1,800.00
<input checked="" type="checkbox"/> MAT23	Transfer of SECTION 3, G6 AND BH44 EDGE OF THE VAAL F...	EI BOSHOFF	12,198.70	-5,700.00	0.00	5,700.00
<input checked="" type="checkbox"/> MAT29	Transfer of ERF 3472 ZAMDELA, DISTRICT PARYS, FREE S...	TET MALATSI	5,515.40	-85,000.00	0.00	5,515.40
<input checked="" type="checkbox"/> MAT38	Fees for retainer	NEVR Pay Recoveries	5,836.80	-200.00	0.00	200.00

Ad Hoc Activities - Show (Ctrl + Shift + Home) Legal Diary Tasks assigned to you: 0

List of amounts to be transferred

Ability to unselect any amounts you wish not to transfer, unless the amount listed is a trust deficit on the matter concerned.

When invoices are generated on a matter, causing a business debit, GhostPractice automatically checks whether funds are available in trust for the specific matter. If there is, the matter is listed in the Trust Transfer list (as above). Only the amount available in trust, will be transferred when the Trust Transfer is processed. Should there be a trust deficit (debit) on a matter, it will automatically result in a 'Reverse Trust Transfer'.



Comprehensive Reporting

GhostPractice - Mustung Inc

File GoTo View Tools Help

GhostPractice

Transaction History Batch Transactions Disbursements Payments Receipts Bank Deposits Bank Recon Bank Statements Trust Transfer Reports General Ledger Business Creditors

Reports

Select All Unselect All View Report Print Filter

Stored reports Ad hoc reports Stored reports Views

Description	Reference	Archive Status
BusinessDebtorsAgeAnalysisByOwner (Summary).rpt	Dec 2008	Active
BusinessDebtorsAgeAnalysisByDepartment (Detailed).rpt	Dec 2008	Active
BusinessDebtorsAgeAnalysisByClient (Detailed).rpt	Dec 2008	Active
BusinessDebtorsAgeAnalysisByOwner (Summary).rpt	Nov 2008	Active
BusinessDebtorsAgeAnalysisByDepartment (Detailed).rpt	Nov 2008	Active
BusinessDebtorsAgeAnalysisByClient (Detailed).rpt	Nov 2008	Active
BusinessDebtorsAgeAnalysisByOwner (Summary).rpt	Oct 2008	Active
BusinessDebtorsAgeAnalysisByDepartment (Detailed).rpt	Oct 2008	Active
BusinessDebtorsAgeAnalysisByClient (Detailed).rpt	Oct 2008	Active
BusinessDebtorsAgeAnalysisByOwner Summary.rpt	Sep 2008	Active
BusinessDebtorAgeAnalysisDetailed.rpt	Sep 2008	Active
MatterAgeAnalysis.rpt	Sep 2008	Active
BusinessDebtorAgeAnalysisDetailed.rpt	Aug 2008	Active
MatterAgeAnalysis.rpt	Aug 2008	Active
BusinessDebtorAgeAnalysisDetailed.pdf	Jul 2008	Active
MatterAgeAnalysis.pdf	Jul 2008	Active

Day-end Client/matter ledger month-end Business Debtors Age Analysis Business Debtors Profitability Client Status Correspondent Status Debt Recovery Analysis By Owner Debt Recovery Analysis for 12 periods Debt Recovery Profitability Debt Recovery Status Fee Accounts by Fee Earner Fee Analysis Fee and Disbursement Balances Fee Target Progress Invoices, Credit Notes & Pro Formas Generated Matter Analysis by Owner Matter Ledger Card New Matters by Owner Trust Commitments (Detailed) Trust Transfers Unbilled and Pending Disbursements by Matter VAT Output Business creditor ledger month-end General ledger month-end General ledger year-end Thirteenth Period End Bank Reconciliation Batch Audit Trail Debtor Promise To Pay Deposit Slip Disbursement Audit Trail EFT Audit Instructed Correspondent Audit Trail

Advanced Search Previous Results

Show advanced filter... New View Edit View Delete View Archive

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Viewing: 1 to 16 of 16

Easy access to various report categories

Up to the second accurate reports at the click of a button

Easily locate the report you want from over 180 reports available

There are three categories of Reports in GhostPractice:

- **Ad Hoc Reports:** Reports that present live (up to the second) information
- **Stored Reports:** month-end and year-end reports. These reports do not change after a month-end is completed
- **Views** - Tool that enables users to create customised reports for their specific requirements (reporting to clients/analysis of specific performance items)

All reports can easily be exported into other software formats (e.g. Microsoft Excel) where you can do further analysis and calculations