

**GhostPractice**

# GHOSTPRACTICE REPORTS

Software Overview

# GHOSTPRACTICE REPORTS OVERVIEW

- ⦿ The purpose of the GhostPractice Holistic Management System is to align your people; processes and technology so that you achieve better business performance.
- ⦿ GhostPractice produces numerous financial and management reports which allow you to measure the performance of your (now) aligned people; processes and technology.
- ⦿ GhostPractice provides you with 3 categories of reports:
  - AD-Hoc Reports: These are standard format reports which tell you about the real time status of your business as of this moment. There are 125 standard reports analyzing various aspects of your business.
  - Stored Reports: These are standard format reports that are generated at month-end or year-end. These reports are highly analytical and stored per monthly period. Included here are stored copies of invoices and statements (per month) which can be reproduced at any time.
  - Views: This is a powerful analytical tool which allows you to design and configure your own reports in Excel. You can use the powerful wizard or write SQL Database queries from scratch to get at the data you need to analyse!

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# FEE EARNER REVENUE/FEE ANALYSIS

Report Viewer - Fee Analysis

CRYSTAL REPORTS

Main Report

**Fee Analysis by Fee Earner - Detailed**  
**for Mustang Inc - Sandton**  
**for period 7 (Jan 2009) up to 05 Oct 2010**

	GL Fee Income Acc Balance	Un-invoiced this Period	Un-invoiced Total	Pro Forma this Period	Invoiced this Period
<b>Fees</b>					
<b>Ashley Kunene</b>					
Commercial	-1,680.00	0.00	0.00	0.00	0.00
<b>Fee Totals for Ashley Kunene</b>	<b>-1,680.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Deirdre Van Der Walt</b>					
Commercial	-4,200.00	0.00	0.00	0.00	0.00
<b>Fee Totals for Deirdre Van Der Walt</b>	<b>-4,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Marius Bredendam</b>					
Commercial	-5,800.00	0.00	320.00	0.00	0.00
MAT92 Lecture Hall Amphitheatre	-	-	320.00	-	-
<b>Fee Totals for Marius Bredendam</b>	<b>-5,800.00</b>	<b>0.00</b>	<b>320.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Matthew Smith</b>					
Commercial	-445,023.63	9,397.00	13,210.10	0.00	74,217.71
MAT1 Law Society NP - Bank Charges and interest	-	-	300.00	-	-
MAT5 Sale of Shares / ACT Tech	3,650.00	-	3,650.00	-	16,125.00
MAT7 Urgent Application (Anton Pillar)	-	-	930.00	-	-
MAT44 Kramer vs Kramer	75.00	-	75.00	-	1,806.72
MAT54 De Kinderen / Tax Dispute	25.00	-	25.00	-	47,506.39
MAT56 dispute with supplier / abc shop fitters	-	-	1,100.00	-	-
MAT70 George Mulder	-	-	200.00	-	-
MAT78 Arbitration / George Findlay	4,950.00	-	4,950.00	-	7,200.00
MAT87 Jones / Debt Review	-	-	5.00	-	-
MAT90 Administration Building	-	-	400.00	-	-
MAT94 Chucky Smith / Civil Action	297.00	-	675.10	-	-
MAT95 Berrydust Consulting / Affairs Smith	100.00	-	100.00	-	-
MAT103 Dispute with Supplier / Smith and Jones	300.00	-	300.00	-	-
MAT106 Testing Year End Audit	-	-	600.00	-	-
MAT109 Bank Dispute Jones / ABSA	-	-	-	-	1,500.00
<b>Conveyancing</b>	<b>-221,112.47</b>	<b>906.00</b>	<b>121,234.50</b>	<b>0.00</b>	<b>35,205.00</b>
MAT11 Transfer of from BOTH / COETZEE	400.00	-	400.00	-	-
MAT12 Transfer of UNIT 9 & 28 AZALEA & EXCLUSIVE USE AREAS G9 & Y9 AZALEA from FOURIE/GABRIEL	200.00	-	200.00	-	800.00
MAT14 Transfer of from REYNDERS/BRUNDYN	-	-	-	-	800.00
MAT16 Transfer of ERF 343 VANDERBULPARK SOUTH WEST NO2 TOWNSHIP, REGISTRATION DIVISION I.Q., PROVINCE GAUTENG from STEVE BANNISTER FAMILY TRUST / DU PLESSIS	-	-	-	-	10,550.00
MAT18 Bond by C LUBBE over ... to ABSA Bank Limited	-	-	12,060.00	-	-
MAT19 Transfer of from BOTH / MENIN	300.00	-	300.00	-	14,180.00
MAT26 Transfer of EDGE OF THE VAAL 24 & G 22 & BH 40 from VERSFELD/MANTLE	-	-	-	-	8,875.00
MAT30 Transfer of ERF 10128 SASOLBURG from VAN WYK/ESSOP	-	-	6,920.00	-	-
MAT35 Transfer of ERF 23394 SASOLBURG from COOPER/ROTH	-	-	7,630.00	-	-

The GhostPractice Fee Report can be viewed using multiple filters (by Department; Fee Earner; Detailed; Summary; Fees & Disbursements etc). A key element of analysing fees is to accurately reflect those fees which may not have been invoiced as yet. This allows managers to see the “real time” value of the practice as a whole; whereas most systems only analyse invoiced fees. GhostPractice makes sure that you see the full picture and excludes nothing when analysing fees and/or disbursement income.

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# FINANCIAL MANAGEMENT REPORTS

Report Viewer - Financial Status

CRYSTAL REPORTS

Financial Status  
for Mustang Inc - Sandton  
as at 05 Oct 2010

Business Status

Business Debtors			
Matter Business Balances			
Due			36,605.20
Overdue			95,673.64
NotyetDue			6,399.01
Credit Balances			0.00
Matter Business Balance Total			138,677.86
Correspondent Matter Business Balance Total			80.31
		<b>Total for Business Debtors</b>	<b>138,758.16</b>
Business Creditors			
Business Creditors Balances			
Due			0.00
Overdue			0.00
NotyetDue			-126,768.14
Debit Balances			0.00
		<b>Total for Business Creditors</b>	<b>-126,768.14</b>
Business Banks			
	Date Last Reconciled	Reconciled Amount	Receipts for Period
MIC Business Bank	-	213,533.47	997,172.28
			(bank balance according to bank statement)
		<b>Total for Business Banks</b>	<b>997,172.28</b>
VAT			
VAT In - Other Balance			54,948.54
VAT In - Capital Balance			0.00
VAT Out Balance			-180,151.67
		<b>Total VAT</b>	<b>-125,203.13</b>
Unbilled on Active Matters			150,203.66
Unbilled on Inactive Matters			0.00
Pending Disbursements			20,487.19
Available for Transfer			0.00
Projected Monthly Expenses			
Trust Status			
Creditors Control			-27,228,141.20
Trust Banks			
	Date Last Reconciled	Reconciled Amount	Receipts for Period
			(bank balances according to bank statement)

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The “Financial Status” report analyses all the key financial indicators in your business. This report is an example of a management report that enables a partner/decision maker/manager to understand the firm’s financial position at any time without having to delve into a myriad of reports and data.

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