

iLaw Accounts

Invoices Wizard

The Invoices Wizard consists of the key invoice postings for legal accounting based on who the invoice is being raised for, Client or Non Client, or if it is for an expense or disbursement. Each invoice type then includes the required postings to be selected and made.

This guide looks at each Invoice type and the required selections needed in each.

Which type of Invoice do you want to record?

1. Raise office invoice
2. Raise office invoice against a client
3. Post an invoice received from a general supplier
4. Post an invoice or claim received for expenses on a client matter
5. Post an invoice or claim received for disbursements on a client matter
6. Allocate and approve Tailored Fixed Fee Invoices

Option 1- Raise office invoice

This is for posting of an invoice raised directly in accounts for an office invoice as opposed to a client invoice.

Raise office invoice

Invoice To	<input type="text" value="Harding & Co. Solicitors"/>
Re nominal code	<input type="text" value="4900 Miscellaneous Income"/>
Date of Invoice	<input type="text" value="01/12/11"/>
Department	<input type="text"/>

[Details ...](#)

Select the person to who the invoice is being sent and the nominal code relevant to the type of work being billed. Change the date if not the actual date of the posting. Then click on “details” to move to the next screen to enter the details of the invoice such as a description of the work carried out and the amount of the invoice.

Raise office invoice

Item Details	Date	Net Amount	VR	VAT Amount
Inter office charge	01/12/2011	£600.00	T01	£120.00
Add				
Totals :		600.00		120.00



If you are VAT registered iLaw will automatically calculate the amount of VAT relevant at the date the invoice is raised. If you are invoicing someone where VAT is not relevant, click into the “VR” column and pick the appropriate VAT rate from the drop down menu.



If you have previously posted disbursements onto this ledger and they are to be included in this invoice, then click on the “add disbursements” link on the left hand side of the screen which will then open another screen to show the disbursements. Select those you wish to be included in this invoice and then click on “back to invoice”. Complete the boxes for “invoice description” and “reference” as appropriate and then click “add”.

Option 2 – Raise office invoice against a client

This is for posting of an invoice raised directly in accounts for a client profit costs invoice where it has not already been posted to accounts from the main billing screen. Select the client and then select the appropriate nominal ledger code for the type of work against which the invoice is to be raised and then change the date if not the day of posting.

Raise office invoice against Client

Invoice To	<input type="text" value="Crisp, Stan : Crisp test"/>
Re nominal code	<input type="text" value="4004 Wills, Probate and Executorship"/>
Date of Invoice	<input type="text" value="01/12/11"/>
Department	<input type="text"/>
<input type="checkbox"/> This invoice represent an SMP claim.	
<input type="button" value="Details ..."/>	

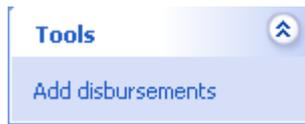
Select the client and the nominal code relevant to the type of work being billed. Change the date if not the actual date of the posting. If this is an invoice to be paid as part of the SMP e.g. a CDS7 or a Claim 1, then tick the box next to “this invoice represents an SMP claim” and iLaw will automatically show this invoice in the SMP allocation screen. Then click on “details” to move to the next screen to enter the details of the invoice such as a description of the work carried out and the amount of the invoice.

Raise office invoice

Item Details	Date	Net Amount	VR	VAT Amount
Profit costs	01/12/2011	£100.00	T01	£20.00
Add				
Totals :		100.00		20.00



If you are VAT registered iLaw will automatically calculate the amount of VAT relevant at the date the invoice is raised. If you are invoicing a client where VAT is not relevant, click into the “VR” column and pick the appropriate VAT rate from the drop down menu.



If you have previously posted disbursements onto this client ledger and they are to be included in this invoice, then click on the “add disbursements” link on the left hand side of the screen which will then open another screen to show the disbursements. Select those you wish to be included in this invoice and then click on “back to invoice”. Complete the boxes for “invoice description” and “reference” as appropriate and then click “add”.

Option 3 – Post an invoice received from a general supplier

This is for the straight posting of a supplier invoice for office purposes e.g. for stationery, utilities etc.

Post an invoice received from a general supplier

From which supplier	<input type="text" value="Scottish Power"/>
Re nominal code	<input type="text" value="7200 Light and Heating"/>
Invoice Date	<input type="text" value="01/12/11"/>
Department	<input type="text"/>
Net amount of Invoice	<input type="text" value="0.00"/>
Vat amount	<input type="text" value="0.00"/>
Invoice Description	<input type="text"/>
Reference	<input type="text"/>

Select the supplier from the drop down menu and the nominal code selected at the time of opening this non-client will show in the next box. If you wish to change the nominal code set when this non-client was set up you can choose an alternative from the drop down menu. Change the date of the invoice to the date on the actual invoice received if not the date of posting. Post net amount of the invoice, noting that if this non-client is set as being VAT registered the VAT amount will automatically calculate. Complete the boxes for “invoice description” and “reference” as appropriate and then click “add”.

Option 4 – Post an invoice or claim received for expenses on a client matter

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This is for posting the payment out of money from either the office account or petty cash account for expenses incurred on behalf of a client, such as travel expenses, where the relevant disbursement has not already been recorded in the time records screen.

Post a claim for an expense received on a client matter

Which account is payment from	Petty Cash
Re nominal code	7400 Travelling
Date expense incurred	01/12/2011
Department	
For which client	Crisp, Stan : Crisp test

Details ...

Select the account the payment is to be paid from and the relevant nominal code for the type of expenditure. Change the date to the actual date the expense was incurred if not the date of posting and select the client from the drop down menu. Click on “details” to go to the next screen and post the amount of the expense incurred.

Post an invoice for an expense

Net amount of Invoice	0.00	
Vat	£0.00	Tariff T01 : Standard VAT Rate
	<input type="checkbox"/> Is VATclaimable as input now?	
Invoice Description		
Reference		

If the expense paid included an element of VAT then post the net amount and the VAT will automatically calculate. NB – where the expense such as travel is one that only attracts VAT at the point of being recharged to the client, post only the amount of the expense and change the VAT figure to £0.00. If you are standard accounting then tick the box next to “is VAT claimable as input now?”, if you are cash accounting leave blank.

iLaw Time Recording information

Fee Earner Initials	<input type="text"/>
Funding Type	<input type="text"/>
Unit Of Work	<input type="text"/>
Charge Code	<input type="text"/>
Reason	<input type="text"/>

 Go back to previous

Complete the “invoice description” and “reference” boxes as appropriate. Complete the other details from the drop down menus, such as the fee earner who is claiming the expense, the type of work undertaken and the charge code. Complete the “reason” box as appropriate and click on “add”.

NB – this will post the expense directly to the client’s ledger, post the payment out from the selected office account and post the expense into the time records screen for the client.

Option 5 – Post an invoice or claim received for disbursements on a client matter

This is for posting the receipt of an invoice for a third party disbursement directly to the client ledger where it has not previously been posted in the time records screen.

Post an invoice for a disbursement received on a client matter

In what capacity is the invoice received ?	Principal <input checked="" type="checkbox"/> Agent <input type="checkbox"/>
For which client	<input type="text" value="Crisp. Stan : Crisp test"/>
Who is the invoice from	<input type="text" value="Dr Foster"/>
Re nominal code	<input type="text" value="9992 Crime Disbursement Suspense Account"/>
Date of the invoice	<input type="text" value="01/12/11"/>
Department	<input type="text"/>

Select whether you incurred this disbursement as a principal or agent and select the client from the drop down menu. Select the supplier from the drop down menu and the nominal code shown will be for the disbursement account relevant to the file type opened. Change the date of the invoice to the date on the actual invoice received if not the date of posting. Click on “details” to go to the next screen.

As in option 4 above, enter the relevant net amount of the invoice, noting that if this non-client is set as being VAT registered the VAT amount will automatically calculate. If you are standard accounting then tick the box next to “is VAT claimable as input now?”, if you are cash accounting leave blank.

Complete the “invoice description” and “reference” boxes as appropriate. Complete the other details from the drop down menus, such as the fee earner who is claiming the expense, the type of work undertaken and the charge code. Complete the “reason” box as appropriate and click on “add”.



This will post the disbursement directly to the client's ledger and post the disbursement into the time records screen for the client.

Option 6 – Allocate and approve Tailored Fix Fee Invoices

This option of the Invoices Wizard relates to the Tailored fixed fee scheme for Civil (not Immigration) introduced in 2005 and phased out when the fixed fee scheme was introduced in October 2007. Outstanding TFF payments can be reconciled and paid by selecting the Family or Civil case types and clicking on the ‘Raise Selected Invoices’ button. You must have your TFF Family and Civil Fixed Fee amount entered in ‘Contract Settings’.