



Lexpro Litigation Manual

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1. Contact Details

| Branch | Area | Consultant | Office Tel | Email | Cellphone |
|--------------------------------|--------------|--------------------------|--------------|-------------------------|------------|
| Belville | Western Cape | Thomas Harvey | 021 9750261 | thomas@lexpro.co.za | 0714921369 |
| | | Zinia Meintjes | 021 9750261 | zinia@lexpro.co.za | 0836407150 |
| Centurion/ Pretoria | Gauteng | Muller Heyneke | 012 661 0956 | muller@lexpro.co.za | 0718855481 |
| | | Annette Heyneke | 012 661 0956 | annette@lexpro.co.za | 0827724117 |
| Irene / Pretoria | Gauteng | Charmaine Skinner-Schulz | 012 3454510 | cs@lexpro.co.za | 0825429112 |
| | | LP Greyling | 012 3454510 | lpgreyling@lexpro.co.za | 0827088888 |
| Irene / Pretoria | Gauteng | Chris Lubbe | 012 3454510 | clubbe@lexpro.co.za | 0784599904 |
| | | Ruan Pretorius | 012 3454510 | ruan@lexpro.co.za | 0764503045 |
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| | | Nicolise du Preez | 0861119999 | nicolise@lexpro.co.za | 0834477931 |
| Somerset-West | Western Cape | Hein Low | 021 851 0761 | hein@lexprocpt.co.za | 0721771013 |
| | | Monique Low | 021 851 0761 | monique@lexprocpt.co.za | |

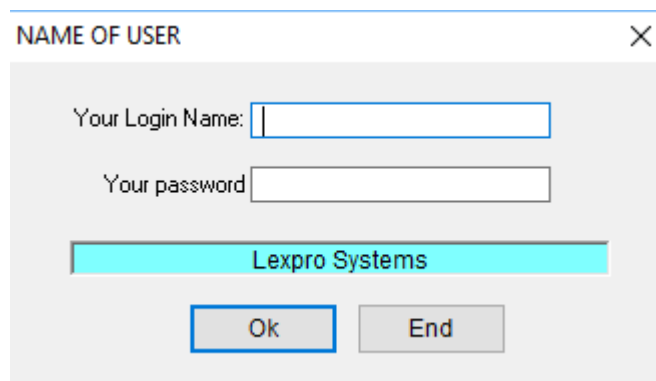
2. Where to start

Where to start after installation

First: Double click the Lexpro Litigation icon



Complete your username and password, provided by your Lexpro Consultant
All Capital letters

A login dialog box titled 'NAME OF USER' with a close button (X) in the top right corner. It contains two input fields: 'Your Login Name:' and 'Your password:'. Below the fields is a cyan button labeled 'Lexpro Systems'. At the bottom are 'Ok' and 'End' buttons.

NAME OF USER

Your Login Name:

Your password:

Lexpro Systems

Ok End

- Type your **Login Name**, e.g. USER1
Press the TAB key

The message below will display

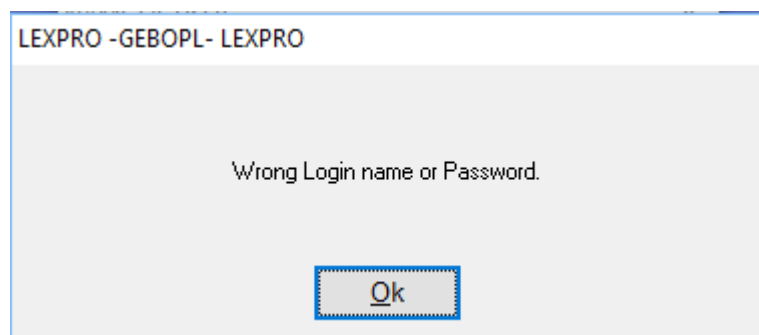
SQL setup found.

- Type your Password, e.g. LEXPRO

Click OK

If the login details are correct, the program will open on the main screen

If the login details are not correct, the message will display:

An error dialog box titled 'LEXPRO -GEBOP- LEXPRO'. It contains the text 'Wrong Login name or Password.' and an 'Ok' button at the bottom.

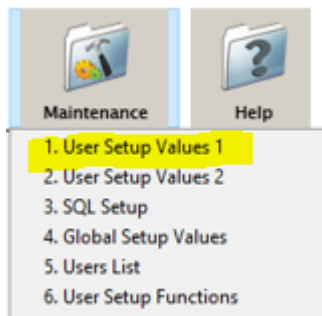
LEXPRO -GEBOP- LEXPRO

Wrong Login name or Password.

Ok

2.1 User setup values 1

Where to find:



Each user need to complete the setup details, including:

- Default Magistrates Court, High Court and Regional Court
- User and Firm contact details
- Attorney's full details

CREATE / AMEND SETUP

| | | |
|---------------------------------|--|--|
| Firm name: | LEXPRO STELSLS | SQL 20180123 |
| Your Email address: | cs@lexpro.co.za | Your Phone No: 012 345 4510 |
| Magistrate Court: | 40 - Pretoria * MAGISTRATES COURT PRETOF | Your Fax No: 086 260 0024 Docex No: 55 |
| Regional Court: | 41 - Pretoria * REGIONAL COURT PRETORIA * | Direct No: 012 345 4510 |
| Add Court | Click on item to make this the default | Your first name: Charmaine |
| Landdroshof: | 35 - PRETORIA * LANDDROSHOF VAN PRETC | Attorney Full names: JOHANNES CHRISTIAAN DU PLESSIS |
| Streek Afdeling: | 37 - Pretoria * STREEKHOF PRETORIA * PRETI | |
| Voeg Hof by | Klik op item om dit verstek Hof te maak. | |
| High Court Name: | 24 - Pretoria, South Africa * In the High Court of Sou | |
| High Court Address 1: | High Court Building | |
| High Court Address 2: | MADIBA STREET PRETORIA | |
| Hoë hof naam: | 23 - Pretoria, Suid-Afrika * In die Hooggeregshof vai | |
| Hoë hof adres 1: | Hoë Hof Gebou | |
| Hoë hof adres 2: | MADIBA STRAAT PRETORIA | |
| Tekenplek: | PRETORIA | |
| Place of signing: | PRETORIA | |
| High Court No: | 20 | Debtor's grace days: |
| Mag. Court No: | 1 | Firm No in docs? <input checked="" type="checkbox"/> |
| VAT percentage: | 14.00 | |
| Character Code: | LATIN1 | |
| Starting date(months) in F4/F3: | 24 Months | |
| Diary days: | 20 | |
| Colours | | |

| AFRIKAANSE DOKUMENTE | |
|----------------------|--------------------------------|
| Tekenprokureur: | JOHANNES CHRISTIAAN DU PLESSIS |
| Firmaanaam: | LEXPRO STELSLS |
| Fisiese adres 1: | Sovereign Drive 49 |
| Fisiese adres 2: | Route 21 Corporate Park |
| Fisiese adres 3: | Irene |
| Firma verwysing: | lexpro/cs |
| Posadres 1: | Posbus 1234 |
| Posadres 2: | Pretoria |

| ENGLISH DOCUMENTS | |
|---------------------|--------------------------------|
| Attorney signing: | JOHANNES CHRISTIAAN DU PLESSIS |
| Firm name: | LEXPRO SYSTEMS |
| Physical address 1: | 49 Sovereign Drive |
| Physical address 2: | Route 21 Corporate Park |
| Physical address 3: | Irene |
| Firm reference: | lexpro/cs |
| Postal address 1: | PO BOX 1234 |
| Postal address 2: | Pretoria |

Save End More

Adding Courts

With Installation, the list for Magistrate and Regional Courts will be empty

To add a Court, click the highlighted area:

The screen to add courts will open:

CHANGE COURT AND ADDRESS DETAILS

Court Identification: 40

Court Details:

Name of Court: MAGISTRATES COURT PRETORIA

Which Place? PRETORIA

Short Court Name: Pretoria

Address of Court Building: SALU Building M2
Francis Baard street
PRETORIA

Telephone No: 012 319 4000

Fax Number:

Court setup:

Magistrate's Court: ☒ Afr ☐
High Court: ☐ Eng ☒
Regional Court: ☐ Default Court? ☒

Attorney Details:

Attorney signing: JOHANNES CHRISTIAAN DU PLESSIS

Firm name: DU PLESSIS PROKUREURS

Firm's physical address: 49 Sovereign Drive
Route 21 Corporate Park
Irene
Irene

Firm's reference: lexpro/cs

Firm's Postal address: PO BOX 1234
Pretoria
1050

Firm's Telephone no: 013 289 1569

Firm's Fax no: 013 289 1568

Email address: info@duplessisproks.co.za

Place of Signature: Middelburg

End Add New Amend

- Type the Court details, as well as the details for the signing Attorney
- Choose Magistrate's Court or Regional Court
- To select this Court as the default court for Court documents, select: Default Court
 - o This details will merge automatically when creating Court documents
 - o You can add more courts, without selecting Default Courts
 - They will then be available in the list of Courts when merging documents
- Click Add New
- The Court will now appear in your list of Magistrate Courts:

Magistrate Court: 42 - Pretoria * MAGISTRATES COURT PRETORIA

- o Follow the same procedure to add Regional and/or Afrikaans Courts
- Select the High Courts (Afrikaans and English from the dropdown list)

High Court Name: 24 - Pretoria, South Africa * In the High Court of Sou

High Court Address 1: High Court Building

High Court Address 2: MADIBA STREET PRETORIA

Hoë hof naam: 23 - Pretoria, Suid-Afrika * In die Hooggeregshof vai

Hoë hof adres 1: Hoë Hof Gebou

Hoë hof adres 2: MADIBA STRAAT PRETORIA

- The information will display automatically
- Complete the Firm's number at the High and Magistrate's court

High Court No: 1 Debtor's grace days:

Mag. Court No: 1 Firm No in docs? ☒

- o The High Court and Mag Court number will display on Court documents if you mark the option: Firm No in docs? ☒
- Type the amount of Debtor's grace days:

Debtor's grace days: 7

 - o This is the number of **days** by which a debtor may exceed the due date before being in default.

| | |
|---------------------------------|--|
| VAT percentage: | <input type="text" value="14.00"/> |
| Character Code: | <input type="text" value="LATIN1"/> |
| Starting date(months) in F4/F3: | <input type="text" value="24"/> Months |
| Diary days: | <input type="text" value="20"/> |

- VAT percentage: type 14.00 if the firm is registered for VAT
 - Leave 0.00 if not
- Character code will be set as default on LATIN1 – your Lexpro consultant will change if necessary. LATIN1 is characters allowed to be used in the program
- Starting date (months) in F4/F3 refers to the default starting date for the Three or Five column report
 - If set on eg. 24, the F3 and F4 report's starting date will default to 24 months prior to 'today's date'
 - You can change the amount of months according to your own preference
- Diary days: When opening a file, the diary day will automatically change to this number of days from the Instruction date
 - Eg. if the file is opened on 1 February, it will appear on the diary the 21st of February. Unless you set a different date

SQL 20180123

- This is the version for the program that you currently use
 - In this case, the SQL version of 23/01/2018

| | | |
|----------------------|---|---|
| Your Phone No: | <input type="text" value="012 345 4510"/> | |
| Your Fax No: | <input type="text" value="086 260 0024"/> | Docex No: <input type="text" value="55"/> |
| Direct No: | <input type="text" value="012 345 4510"/> | |
| Your first name: | <input type="text" value="Charmaine"/> | |
| Attorney Full names: | <input type="text" value="JOHANNES CHRISTIAAN DU PLESSIS"/> | |

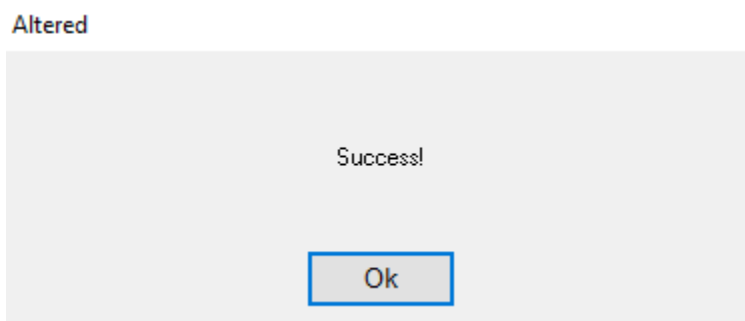
- Each user has to complete his Phone number, fax number, Direct Number, Name, Docex number
- The Attorney Full names are important to merge correctly in the Court documents

- Complete the information to merge
 - o Complete for both Afrikaans and English documents

| AFRIKAANSE DOKUMENTE | |
|----------------------|--------------------------------|
| Tekenprokureur: | JOHANNES CHRISTIAAN DU PLESSIS |
| Firma naam: | LEXPRO STELSELS |
| Fisiese adres 1: | Sovereign Drive 49 |
| Fisiese adres 2: | Route 21 Corporate Park |
| Fisiese adres 3: | Irene |
| Firma verwysing: | lexpro/cs |
| Posadres 1: | Posbus 1234 |
| Posadres 2: | Pretoria |

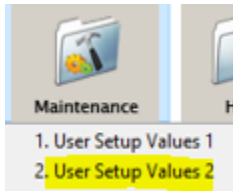
| ENGLISH DOCUMENTS | |
|---------------------|--------------------------------|
| Attorney signing: | JOHANNES CHRISTIAAN DU PLESSIS |
| Firm name: | LEXPRO SYSTEMS |
| Physical address 1: | 49 Sovereign Drive |
| Physical address 2: | Route 21 Corporate Park |
| Physical address 3: | Irene |
| Firm reference: | lexpro/cs |
| Postal address 1: | PO BOX 1234 |
| Postal address 2: | Pretoria |

- Type the signing Attorney's full names
 - o Firm Name
 - o Firm's Physical address
 - o Firm's reference
 - o Firm's Postal address
- Click Save
- The message will display



2.2 User setup values 2

Where to find:



Complete additional settings

ADDITIONAL SETUP

Firm name:

Statement Heading:

Note on Client statement:

Paths and Folders

| | | |
|------------------------------|---|--------------|
| 1. Wordprocessor | <input type="text" value="c:/program files (x86)/microsoft office/root/office16/winword"/> | MS Word |
| 2. Spreadsheet Path: | <input type="text" value="c:/program files (x86)/microsoft office/root/office16/excel.ex"/> | Excel |
| 3. Large Objects: | <input type="text"/> | Libre Office |
| 4. PDF Acro Reader: | <input type="text" value="c:/program files (x86)/adobe/acrobat reader dc/reader/acro"/> | Adobe Reader |
| 5. Graphics with | <input type="text" value="C:\Program Files\Windows NT\Accessories\wordpad.exe"/> | ... |
| 6. PATH of EXE file: | <input type="text" value="c:/pglexpro"/> | |
| 7. RTF,PDF,TXT Documents: | <input type="text" value="c:/pglexpro/rtf"/> | |
| 8. User's Directory: | <input type="text" value="c:/pglexpro"/> | |
| 9. Backup Folder: | <input type="text" value="c:/lit"/> | |
| 10. Email Software: | <input type="text" value="lexsmtp.exe"/> | |
| 11. Email SMTP Server: | <input type="text" value="exchange3.net"/> | |
| 12. Start of Financial year: | <input type="text" value="01-03-2017"/> | |

RTF,PDF,TXT statement name:

RTF name of Label:

F5 - Allocation of New Accounts

First Available Account: ☒

Highest Account Number plus 1: ☐

The default fee account is:

Files: ☐ Setup: ☒

Income Account 1:

Group:

Petty cash account:

Login Name:

User's Id:

Serial Number:

Your password:

Firm's VAT number:

Debtor is also Defendant: ☐

Preprinted Statements?: ☐

Create CSV files?: ☐

Omit 'Fee' from description?: ☐

Save all new documents?: ☐

Are You Office Manager?: ☐

Wide Monitor Screen?: ☐

Trust Bank no:

Business Bank no:

F5 Search number:

After saving User setup values 1, the information in setup values 2 must also be completed and saved

Complete additional settings:

| ADDITIONAL SETUP | |
|---------------------------|---|
| Firm name: | LEXPRO SYSTEMS |
| Statement Heading: | Software |
| Note on Client statement: | Please settle account within 7 days after receipt |

- **Firm name**
 - o Will display on documents and invoices/statements
- **Statement Heading**
 - o Will display on invoices/statements below the firm name
 - o Eg. Attorneys, Notaries, Conveyancers
 - o Give more information regarding the Firm
- The **Note on Client Statement** is a note that will appear on all invoices/statements and can be used as a notice to all clients

Word processor, Excel and PDF settings

| Paths and Folders | | |
|----------------------|---|----------------|
| 1. Wordprocessor | c:/program files (x86)/microsoft office/root/office16/winword | MS Word ▾ |
| 2. Spreadsheet Path: | c:/program files (x86)/microsoft office/root/office16/excel.exe | Excel ▾ |
| 3. Large Objects: | C:/\$/WINDOWS.~/BT/NewOS/Windows/System32/mspaint | MS Picture ▾ |
| 4. PDF Acro Reader: | c:/program files (x86)/adobe/acrobat reader dc/reader/acro | Adobe Reader ▾ |
| 5. Graphics with | C:\Program Files\Windows NT\Accessories\wordpad.exe | ... |

This settings are very important and the reason for many queries if not correct or changes due to Microsoft upgrades. The paths are used for merging of Documents, Excel reports and PDF files

This settings will be setup by your Lexpro Consultant with installation, but the program doesn't amend the settings automatically after e.g. Microsoft Office/Adobe upgrades

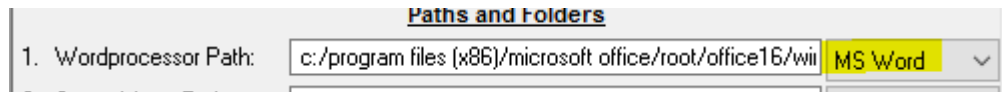
After Microsoft Office/Adobe upgrades or changes, you will have to select the programs used next to each function

Setup 1-4 differs normally on different computers and therefore it is important not to login with different users

E.g. If USER1 uses and older Microsoft Office package than USER2 and USER2 login with USER1, the settings will be incorrect and they wont be able to create Word/Excel or PDF documents

1. Word processor Path

Important to create Documents, Invoices/Statements in Microsoft Word or other Word processor software



Select the specific software that you use from the dropdown list, e.g. Microsoft Word, Open Office or Libre Office

Wait a few moments, until the message: **“Success”** displays, and the path for the program shows

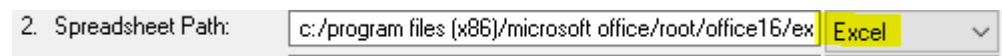
2. Spreadsheet path

The spreadsheet path is important for the program to know which software to use to open text and csv files

Almost all reports has a Text file button 

- Click the Text file button to open report in Excell, Open Office or Libre Office

Choose the program from the dropdown next to Spreadsheet path



3. Large Objects

It is possible to save image files in the database on a specific file to be able to open/view at a later stage

To open these files, the program uses Microsoft Paint, Open Office or Libre Office

Select the program to use from the dropdown list:

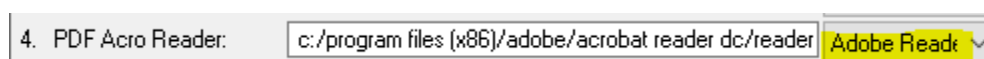


4. PDF Acro Reader

- Also known as Adobe Acrobat Reader

This program is used to merge reports/statements in a PDF format

Select the  button on reports and invoices to merge to PDF format



Choose the correct program that you use, either Adobe Reader or Foxit reader from the dropdown list next to the path

Important:

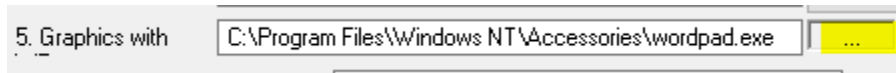
Adobe upgrades automatically when a new upgrade is available


Remember to change the path of the PDF Acro Reader afterwards

If you get an error when trying to merge a PDF document, but it used to work – the upgrade is probably the reason and you need to select Adobe in the dropdown list

5. Graphics

- There are various graphics that you can view in the program
 - Graphics need to merge to “Word pad”
 - Word pad is Microsoft’s own program



- Click the  button, and wait until the path displays

Settings 6-12 will be completed by your Lexpro Consultant during installation

| | |
|------------------------------|-----------------|
| 6. PATH of EXE file: | c:/pglexpro |
| 7. RTF,PDF,TXT Documents: | c:/pglexpro/rtf |
| 8. User's Directory: | c:/pglexpro |
| 9. Backup Folder: | c:/lit |
| 10. Email Software: | lexsmtp.exe |
| 11. Email SMTP Server: | exchange3.net |
| 12. Start of Financial year: | 01-03-2017 |

Email SMTP server:

When sending Invoices or reports via Email, directly from the program, you need to complete the email settings

The **email software (10)** will always be **lexsmtp.exe** – this is the Lexpro program that sends the email

You also need to complete the SMTP server setting for outgoing email **11. Email SMTP Server**

This should be the same setting than your Outgoing mail server setting in your default email application (e.g. Outlook)

| | |
|------------------------------|--------------------|
| Account Type: | IMAP |
| Incoming mail server: | eriond.aserv.co.za |
| Outgoing mail server (SMTP): | eriond.aserv.co.za |

| | |
|--|---|
| RTF,PDF,TEXT statement name: <input type="text" value="STAAT.RTF"/> <input type="text" value="STMT.RTF"/> | RTF name of Label: <input type="text" value="LABEL.RTF"/> |
|--|---|

- **Statements and Invoices can be:**
 - Printed
 - Merge to PDF document
 - Merge to Microsoft Word document
 - When merged to Microsoft Word, it uses a template
 - The template's name for Afr Invoices/Statements is by default Staat.rtf (Rich text format document)
 - And for English invoices the default name is Stmt.rtf (rich text format document)
 - You can change the default template, save under a different name and type the name in the setup
- **Labels** can also be printed for files. The default template name for labels, is Label.rtf (rich text format document)
 - You can change the default template and save with a different name

| |
|---|
| F5 - Allocation of New Accounts First Available Account: <input checked="" type="radio"/> Highest Account Number plus 1: <input type="radio"/> |
|---|

- When opening new files, the user can insert the first letters and the program will automatically allocate the next number
- Use this option to set the method for allocation of new numbers:
- **First Available Account**
 - When choosing this option, the program will always allocate the first available number in a specific range
 - E.g. AA0100 was previously opened manually
 - If you enter AA, the program will allocate any number before or after AA0100 that's still available
 - E.g. if AA0002 is not used, this will be the next number
 - **Highest Account number plus 1**
 - If the user allocated AA0100 manually, and this is the highest number used in the range, then AA0101 will be the next number allocated by the system

The default fee account is:

Files: ☒ Setup: ☐

Income Account 1:

Group:

Petty cash account:

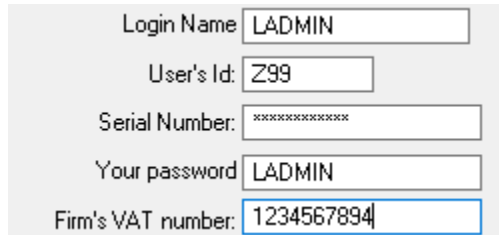
- Each user can have his/her own fee account or use another fee account
 - When postings fees against files, the system needs to credit an income (Fee account) with the fee amount
 - Complete the user's or firm's/attorney's **Income account**, egg ZF0010
 - This number is allocated by the Bookkeeper
 - When opening a new file, you can also allocate a fee earner to the file
 - When posting fees, there are 2 options for fee accounts to be credited:
 - The Fee account in the setup
 - The fee account on the file
 - If the 2 accounts are the same account number, it won't be a problem. Only if they differ, problems can occur and the incorrect Z Fee account can be credited
 - By choosing the default fee account, you indicate to the program what fee account to use by default when posting fees, either
 - Files: credit the fee account allocated to the file (F5 Open/amend file)
 - Or
 - Use the Income account in the setup
- Important: this is only the default. You can still change the fee account when posting fees***
- **Group:**

Files can be divided into different groups, eg. Litigation, Estates, Collections

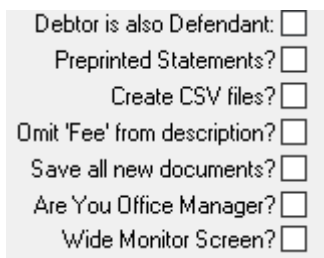
 - Various reports are available according to the different groups in the firm, eg.
 - Fee reports
 - List of files per group
 - Decide on the different groups to use, before opening files
 - Each user needs to complete their specific group in the setup
 - When opening new files, the group will show automatically and can be saved on the file or changed to a different group

- **Petty cash account:**

- Use for petty cash requests
 - Requests for Petty Cash can be send from users to the Bookkeeper
 - This account number will be Credited
 - You can ask the number from the Bookkeeper



- The user's **Login name**, User's ID (unique number for each user), **Serial number** and **Password** will display as per installation by your Lexpro Consultant
 - You can change **your password**, but not Login name
- Do not change the **Serial number**, this is your Firm's Lexpro Licence number
- Type **the Firm's VAT number** if registred for VAT to display on VAT invoices
- Select/de-select the following options:



- **Debtor is also Defendant:** select if Debtor is by default always the Defendant (Debtor will then be stored as Defendant (2nd Party when opening new files)
- **Preprintend Statements and Create CSV files:** Not relevant anymore and shouldn't be marked
- **Omit 'Fee' from description:** When posting fees, the program will automatically add the word "Fee" before the fee description
 - Mark this option, to disallow the program from adding "Fee" in the description line
- **Save all new documents:** Not in use anymore, all documents and invoices merged, will be saved in the Client's file in the database for easier access

- Mark **“Are you Office Manager”** if you are the Office Manager to have certain rights for specific functions (Contact your Lexpro Consultant)
- Mark **Wide Monitor Screen**, if you use this type of screen – for the program to adjust the screen width for reports

| | |
|-------------------|--------------------------------|
| Trust Bank no: | <input type="text" value="1"/> |
| Business Bank no: | <input type="text" value="1"/> |
| F5 Search number: | <input type="text" value="2"/> |

- Set the **default bank number** that is used on your files
 - o E.g. Trust bank 1 – Payments received and made from files will automatically reflect in bank 1 (cashbook 1)
 - o This is only the defaults and can be changed while capturing payments
- **F5 Search number:** Enter the amount of letters that the user needs to complete when opening a new file. The system will then allocate the next available number.
 - o *If you entered 2, you need to enter 2 letters (e.g. AA) when opening a new file and the system will allocate the next available number for the specific range*

Click Save to save the settings

| | | | |
|-------------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| <input type="button" value="Save"/> | <input type="button" value="End"/> | <input type="button" value="Page 3"/> | <input type="button" value="SQL"/> |
|-------------------------------------|------------------------------------|---------------------------------------|------------------------------------|

2.3 User setup no 3

After completing and saving user setup 1 &2, you need to complete and save user setup 3

Where to find:

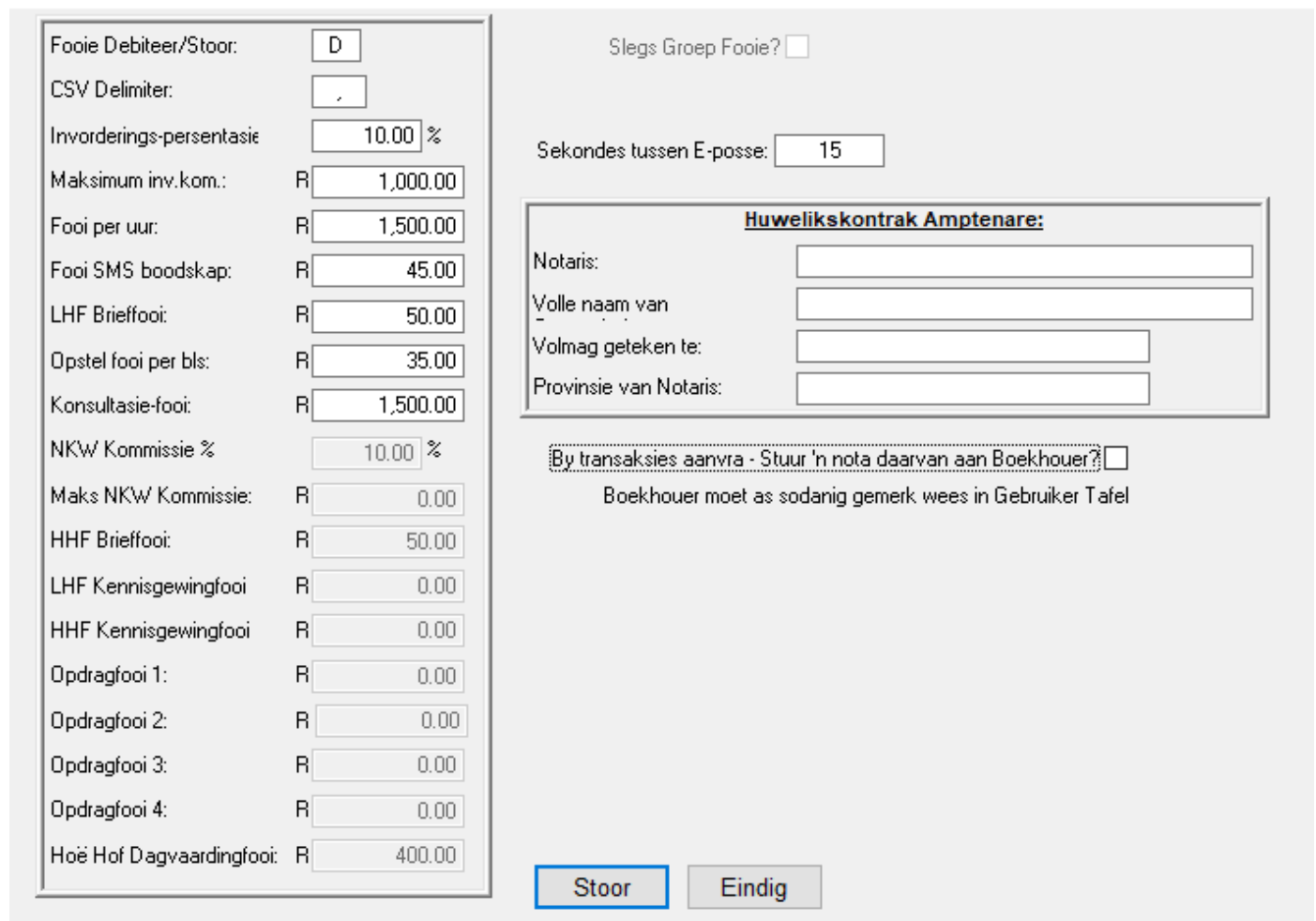
- On the user setup 2 screen:



Click the **Page 3** button to add/amend:

- Fee Tariffs per user
- Ante Nuptial Contract Officials details
- Additional settings

GEBRUIKER OPSTELLINGS NR 3



Fooie Debiteer/Stoor:

CSV Delimiter:

Invorderings-persentasie: %

Maksimum inv.kom.: R

Fooi per uur: R

Fooi SMS boodskap: R

LHF Brieffooi: R

Opstel fooi per bls: R

Konsultasie-fooi: R

NKW Kommissie % %

Maks NKW Kommissie: R

HHF Brieffooi: R

LHF Kennisgewingfooi: R

HHF Kennisgewingfooi: R

Opdragfooi 1: R

Opdragfooi 2: R

Opdragfooi 3: R

Opdragfooi 4: R

Hoë Hof Dagvaardingfooi: R

Slegs Groep Fooie? ☐

Sekondes tussen E-posse:

Huwelikskontrak Amptenare:

Notaris:

Volle naam van:

Volmag geteken te:

Provinsie van Notaris:

By transaksies aanvra - Stuur 'n nota daarvan aan Boekhouer? ☐

Boekhouer moet as sodanig gemerk wees in Gebruiker Tafel

Stoor Eindig

Complete the information:

USER SETUP NO 3

| | |
|----------------------|------------|
| Fee Debit / Store: | S |
| CSV Delimiter: | , |
| Col. com percentage: | 10.00 % |
| Maximum col. com.: | R 1,000.00 |
| Hourly fee: | R 1500.00 |
| Fee SMS message: | R 45.00 |
| Letter fee: | R 50.00 |
| Drafting fee pp: | R 35.00 |
| Consultation Fee: | R 1500.00 |

Fee Debit/Store: Select whether files should be opened to have S (Stored fees) or D (Debit fees) as default option when capturing fees

The difference between Stored fees and Debit Fees

Fees can be either **Debited** or **Stored** in the Litigation program

Stored fees

- Stored fees are fees posted and visible in the Litigation program, reports, debtor statements, client statements, etc.
- They are also referred to as contingency fees, payment of fees are not guaranteed
- You have the option to add stored fees on statements/invoices in the Accounting program, but they will not reflect any VAT
- **VAT cannot be claimed on Stored fees**
 - o If your client asks for a VAT/TAX invoice, the fees must be debited and not stored
- Only Debit fees can be exported to Accounting, Stored fees will stay in Litigation and will not reflect on the Firm's VAT reports, or Trust Transfers

Procedure:

- Stored fees are normally captured on a file with no or insufficient Trust Credit available, for the fee amount
 - o When capturing fees, the file's Trust balance will display and the choice between Stored and Debit fees can be made accordingly
- A statement is then sent to the Client / Debtor
- Payment is then received in Trust, which creates a sufficient Trust credit balance for the fee amount
- Use the Automatic Store to Debit function to change the stored fees to debit fees
- Debit fees can now be exported to Accounting

- The VAT will reflect on the VAT report and VAT invoices can be Issued to clients

Debit fees

When a file has sufficient Trust credit in Accounting, or a Firm is not registered for VAT, fees can be Debited

- Debit fees must be exported to Accounting
- Accounting will import the fees
- The VAT will reflect on the VAT report and VAT/Tax invoices can be issued to clients
- Fees will also display on fee reports and will be available to Transfer from Trust to Business

The **CSV delimiter** will either be a , (comma sign) or a ; (semicolon), depending on your Windows settings

- When merging reports to Excell, the Delimiter indicates the start and end of each column. Columns can be seperated by either a , or ;
 - o If your reports don't merge in columns, you will need to change the delimiter to either a comma or semicolon
 - o The program will default on ,

If you have Debt collection matters and want to post collection commission, you need to complete the **collection commission percentage** as 10%, as well as the **maximum collection commission**

Each user must complete their own **hourly fee tariff**

- When posting fees per hour, the tariff will be used to calculate the correct fee amount

Complete the fee tariffs for SMS, Letters, Drafting and Consultations

| | | |
|-------------------------|---|-------------------------------------|
| Instruction Fee 1: | R | <input type="text" value="0.00"/> |
| Instruction Fee 2: | R | <input type="text" value="0.00"/> |
| Instruction Fee 3: | R | <input type="text" value="0.00"/> |
| Instruction Fee 4: | R | <input type="text" value="0.00"/> |
| High Court Summons Fee: | R | <input type="text" value="400.00"/> |

The fee tariffs above is not relevant anymore and therefore cannot be entered

Seconds between Emails:

Seconds between emails are only relevant if the user sends Invoices/Statements via email directly from the system in batches

- Set the seconds between emails to allow enough time between each message to send and prevent the blocking of emails
- The sending function is a background function, and once sent, you can't change or stop
- 15 seconds should be enough

| <u>Ante Nuptial Contract Officials:</u> | |
|--|----------------------|
| Notary Public: | <input type="text"/> |
| Full name of Appearer: | <input type="text"/> |
| Power of Attorney signed at: | <input type="text"/> |
| Province of Notary: | <input type="text"/> |

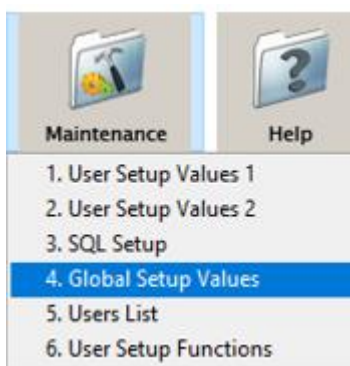
- Complete details for the Officials to merge when creating Ante Nuptial contracts

When requesting Transactions - Send a note thereof to Bookkeeper? ☒

Bookkeeper must be marked as such in User Table

- If the Request Transactions – send note to Bookkeeper is marked, the Bookkeeper will receive a message in the Accounting program, regarding the request
- For this function to work correctly, the bookkeeper's user must be set to "Bookkeeper" in the users settings. Ask your Consultant

2.4 Global setup values

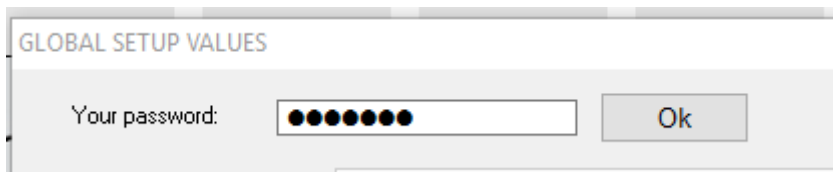


The main reason for the Global setup is to hide certain settings from all users, and only allow one user to setup. The settings will apply to all other users, e.g..

- VAT %
- Masks that determines the format for opening file numbers
- Firm details
- SMS id and password

In other words, if your firm has 10 users, only 1 user needs to complete and save, not all 10 users. It is important to ensure that settings are correct, especially after upgrades.

The global setup is password protected – please contact your Lexpro consultant for the password

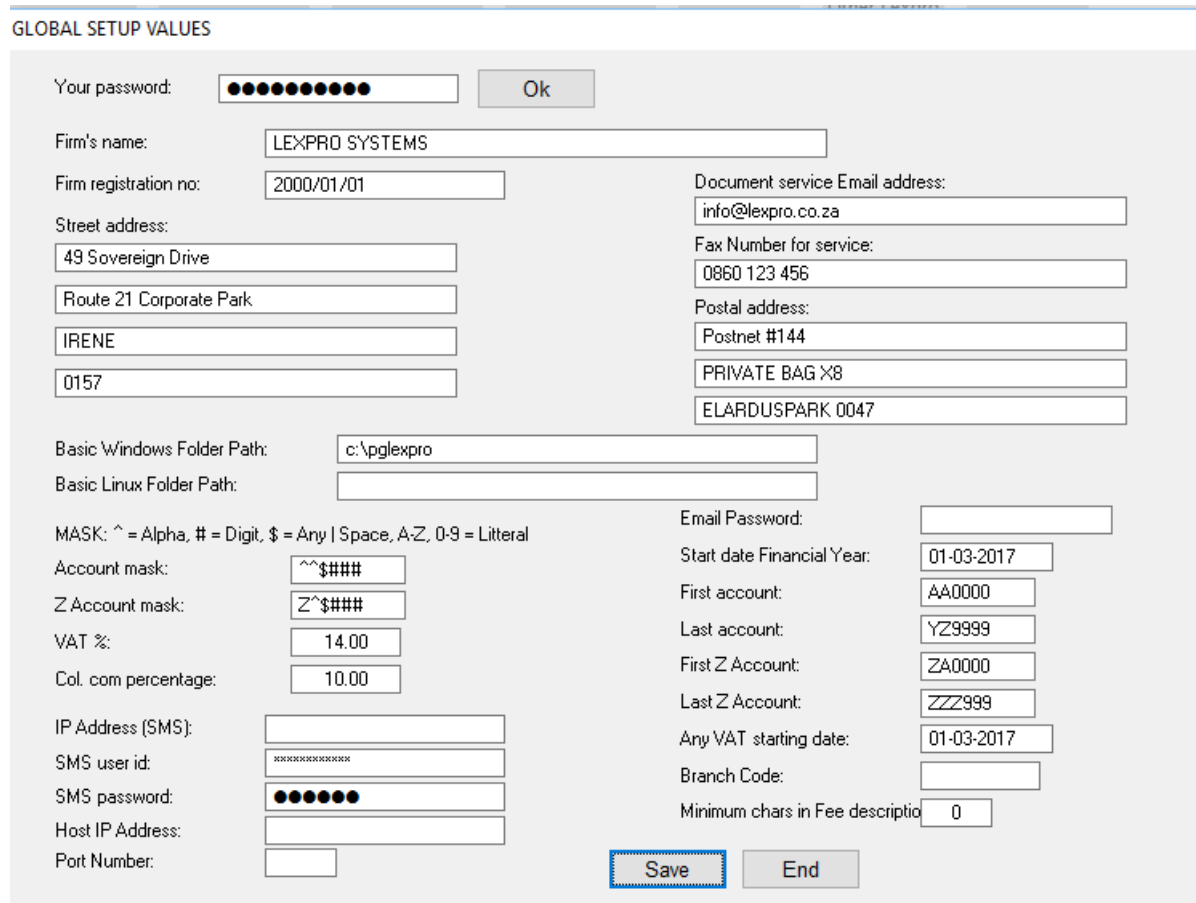


GLOBAL SETUP VALUES

Your password: [password field] [Ok]

Type the password and click OK

The Global setup screen will show:



GLOBAL SETUP VALUES

Your password: [password field] [Ok]

Firm's name: [LEXPRO SYSTEMS]

Firm registration no: [2000/01/01]

Document service Email address: [info@lexpro.co.za]

Street address: [49 Sovereign Drive]
[Route 21 Corporate Park]
[IRENE]
[0157]

Fax Number for service: [0860 123 456]

Postal address: [Postnet #144]
[PRIVATE BAG X8]
[ELARDUSPARK 0047]

Basic Windows Folder Path: [c:\pglexpro]

Basic Linux Folder Path: []

MASK: ^ = Alpha, # = Digit, \$ = Any | Space, A-Z, 0-9 = Literal

Account mask: [^^\$###]

Z Account mask: [Z^\$###]

VAT %: [14.00]

Col. com percentage: [10.00]

IP Address (SMS): []

SMS user id: []

SMS password: [password field]

Host IP Address: []

Port Number: []

Email Password: []

Start date Financial Year: [01-03-2017]

First account: [AA0000]

Last account: [YZ9999]

First Z Account: [ZA0000]

Last Z Account: [ZZ9999]

Any VAT starting date: [01-03-2017]

Branch Code: []

Minimum chars in Fee description: [0]

[Save] [End]

Complete the information:

- Firm name, Registration number, street address, postal address
- Email address and fax number for delivery of court documents
- Basic Windows Folder path:
 - o the path for file folders where Lexpro will automatically save documents after merging
 - e.g.: L:\lexpro – folders for client files will be created in the L:\lexpro drive
 - an electronic file cabinet is created for all documents merged on files
- Basic Linux folder path: the same as Windows path, but for users that use a PC with Linux operating system and not Windows
- **Account mask:**

- Set the format to open client files. This will ensure that users who open files, use the same format for file numbers, e.g.. 2 Letters, 4 digits or 3 letters and 2 digits etc.
- Use the following mask codes:
 - ^ forces user to use a letter (alpha)
 - # forces user to use a number (digit)
 - \$ enables user to use either a letter or digit
 - | forces user to use a space
 - A-Z, 0-9 forces user to use the specific letter or number in the file number

E.g. the mask: ^^#### forces user to open the file with 2 letters and 4 numbers (digits), e.g. AA0000
 OR ##### - user has to open file with 6 numbers(digits). 000001
 etc.

- **Z account mask**

The same method applies as with account mask, but this is used to set the format for opening Z accounts
 Z accounts must always start with the letter Z and therefore the mask is setup with a Z

E.g. Z^#### forces the user to open the file, starting with a Z, one more letter and then 4 numbers

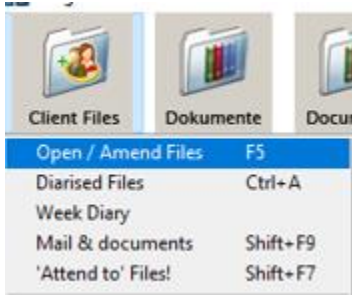
- Complete the **Vat %** as 14.00 if the firm is registered for VAT. Leave 0.00 if not
- Complete the **Collection commission %** as 10.00 if the firm does collections
 - 10% of all payments received on Debt Collection matters will be debited as a fee up to the specified maximum.
- If your firm is registered for the **SMS function**, you will be able to send SMS messages from the system.
 Complete the **SMS id and password** – arrange SMS activation with your Lexpro consultant
 - Complete the starting date of the financial year, for audit reports, e.g. 01-03-2017
 - **1st account – last account:**
 Complete the default first account up to the default last account. This is important for reports etc.
 to include all files on the system
 - E.g. AA0000 is the first and YZ9999, the last possible account number
 - **1st and last Z account:** the same as above but will include all Z accounts in the range
 - e.g. ZA0000 is the first and ZZ9999 is the last Z account
- Any **VAT starting date:**
 - Complete the date for VAT payment
 - A reminder will display on the Accounting main screen as when the next VAT payment date is:

3. Open New Files

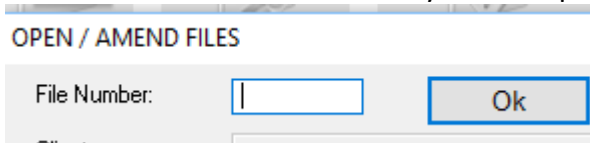
There are 2 kinds of Client files to open:

- Client with one or few instructions
 - o Files are opened under Open/Amend Files (F5 shortcut)
- Client with many instructions
 - o Normally Debt Collection matters
 - o Files are opened under Create Clients (Shift F12 Shortcut)

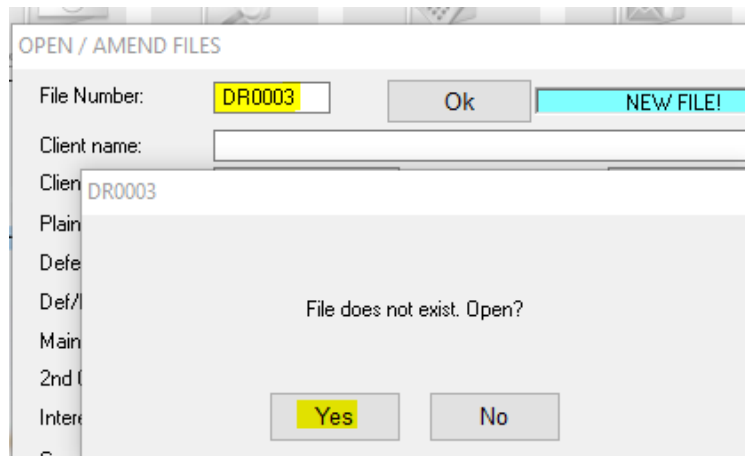
3.1 Open/Amend Files



You can also use the shortcut key – F5 to open the function



- Type the File number for the new file and click OK
 - o Or type an existing file number to edit or view an existing file
- You can also type the first few characters of the new file and click OK
 - o The program will then allocate the next available number for the specified range



- Click Yes to Open

Complete the file details:

| | | | |
|------------------|------------|---------------|--|
| Client name: | DR ALBERTS | | |
| Client initials: | | Client Title: | |
| Plaintiff/App.: | DR ALBERTS | | |
| Defendant/Resp.: | BOTH A | | |
| Def/Resp. ref: | | | |

- Complete all available information for the client
 - o **Client surname/name:** usually the surname is completed first to make searches easier
 - o **Title, Init:** ensure more accurate searches, especially if you have more than one client with the same name and surname
 - o Complete names for **Plaintiff/Applicant and Defendant/Respondent**
 - To add Plaintiffs/Applicants and Defendants/Respondents:
Click the highlighted button next to the party's name:

| | | |
|-----------------|------------|---|
| Plaintiff/App.: | DR ALBERTS |  |
|-----------------|------------|---|

- A new screen will open for **Additional parties**

ADDITIONAL PARTIES

File number: DR0003 NEW PLAINTIFF/APPLICANT : 2, PRESENT TOTAL : 1

Parties: DR ALBERTS * BOTH A, Debt Collection

Party's Name: 2ND PLAINTIFF 1

Identity No: 123456789

Job description:

List of Choices: FEMALE PERSON EMPLOYED

Description of Party: a major female person employed at

Choices:

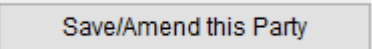
Plaintiff: ☒

Applicant: ☐

Defendant: ☐

Respondent: ☐

Complete the **additional parties'** details

Click 

- The party will be added to the file and merge in Court documents

1
2. 2ND PLAINTIFF

- Type the Defendant/Respondent's **Reference**

| | | | | |
|-----------------|---|----------|-------------------|-------------------|
| Main Claim: | R | 5,600.00 | Instruction date: | 03-05-2017 |
| 2nd Claim: | R | 0.00 | Diary date: | 19-02-2018 |
| Interest rate: | | 10.50 % | Interest date: | 03-05-2017 |
| Group: | | COLL | Client Code: | DR0000 |
| Income account: | | ZF0010 | | ZF0010 * JOHN DOE |

- **Main Claim:** Any amount relevant to the file, e.g.
 - Claim amount on Litigation or Debt Collection matter
 - Purchase amount on Transfer matters
- **2nd Claim:** If there is a second claim amount to the first claim amount
- The **interest rate** is completed automatically according to the instruction date. There are different interest rates, depending on the instruction date of the file. The correct rate will be completed automatically, but you can still change the rate
- **Interest date** is the date that interest starts to calculate on the arrears amount according to the interest rate.
- **Instruction date** is the date when instruction was received / file was opened and will always default on the date that you open the file on the system – you can change if it should be a different date
- **Client code:**

The client code is only used for Debt Collection matters

 - The program can do monthly setoff of balances between the debtors and the clients
 - For this purpose, every debt collection client has a unique client code
 - Debtors for the specific client are then linked to the client with the client code
 - You can ignore the client code if it's not a debt collection matter
- **Group**

The group is the specific department of the firm that handles the matter
You should decide beforehand what different departments you use and allocate files accordingly

 - Groups can be divided according to their types, e.g. Magistrate's Court or High Court etc. Or according to the Attorney's Name / Initials
 - By dividing files into groups, the following reports will be available:
 - Number of files opened per specific group
 - Fees written by each group

- Send Invoices for specific groups only
- Almost all reports can be filtered according to the specific groups

- **How to create groups:**

- The dropdown list won't have any groups available, unless you first add them manually when opening a file

- Type the Group name manually, e.g.

Group:

- This will now create a DIV group for Divorce – meaning that this file will now belong to the Divorce group
 - Save the file
- To add the group in the dropdown list, do the following in the Accounting program
 - Click Firm Admin: List of Groups
 - Click OK
 - The new group that you created manually will now appear in the list of groups

| LIST OF GROUPS | | | | |
|---|---------|-------------|--------|--|
| <div> <input type="button" value="Ok"/> <input type="button" value="End"/> <input type="button" value="More"/> <input type="button" value="Print"/> <input type="text" value="5"/> </div> | | | | |
| Group | Account | Fee Account | Number | |
| | PD1001 | ZF0010 | 25 | |
| AKTES | AT0001 | ZF0010 | 2 | |
| DIV | BF0200 | ZF0010 | 1 | |
| EGSK | AA0000 | ZF0010 | 5 | |
| INV | AB0000 | ZF0010 | 6 | |

- The new group will also now be available in the dropdown list for available groups
- If the firm doesn't use the Accounting program, the groups will appear in the list after the Build indexes function was run *** Build Indexes***

- **Income account**

- The income account is the Fee account (Z-Fee account) of the fee earner that will earn fees on the specific file
- The Income Account will be created by your Bookkeeper in the Accounting program
- When posting fees, the client account is debited with the fee amount and the fee earner account is credited with the fee amount
 - Therefore it is important for the system to know which account should be credited
 - Select the fee account from the dropdown list

- The Z account will appear in the list after you opened the Z account as type Income
- If the account doesn't appear in the list of Income accounts, it hasn't been opened yet or wasn't opened as type Income
- As with groups, there is also many reports per fee account:
 - Fee reports
 - Files opened per each Fee account

| | |
|-------------------|---------------------|
| Client telephone: | 012 569 6543 |
| Client cellphone: | 082 698 4569 |
| Client fax: | 012 569 6555 |
| Client email: | dralberts@gmail.com |
| Client address 1: | Po Box 156 |
| Client address 2: | MONTANA |
| Client address 3: | 0159 |

- Client's **telephone** and **fax number**
- **Client's cellphone:** for contact purposes or to send an SMS message directly from the system. You need to register for the SMS service by informing your Lexpro Consultant that you want to send SMS messages directly from the program
- **Client's email:** the email address where Invoices and correspondence can be sent directly from the program
- **Client's address:** the address where invoices are sent
 - Can be a Postal or Street address
 - Client address 1-3 refers to the address lines.
 - E.g.
 - Address 1 is The postal number or House number
 - Address 2 is the name of the town
 - Address 3 is the Postal or Street Code

| | |
|------------------|-----------------|
| Our reference: | DR0003/John Doe |
| Client ref./id.: | 2016/25412 |
| Client contact: | Catherine |

- **Client's reference** is a number or id etc. that will enable the client to identify the specific file
 - E.g. Collections for a Doctor, it will be the patient number
 - Collections for a Bank – the account number
 - Collections for a University – the Student number
- **Client Contact:** Name of the Contact person

| | | | |
|---------------------|------------|----------|-------------|
| Debtor's Balance: | R | 5,150.79 | Still owing |
| Monthly payment: | R | 500.00 | |
| First payment date: | 30-11-2017 | | |

- The **debtor's balance** will display and be calculated according to the Claim amount plus fees, costs and interest, less payments received
 - o To display the debtor's balance, you first need to create a debtor statement
*** debtor statement***
- Type the agreed **Monthly payment** and **date of First payment**

To see a schedule of payments, and the minimum payment needed to pay debt in 5 years, select

the  highlighted button next to the amount

An additional screen will display:

DR0003

Number of Payments: 14
 Last Payment Date: 31-01-2019
 Monthly Payment of R500.00
 Total of Payments: R7,000.00
 Minimum Installment for 5 years: R27.44

Ok

- o The numbers are calculated according to the current balance and doesn't take any new fees or costs in consideration

| | | |
|----------|---------------------|-----|
| Clients: | DR0000 * DR ALBERTS | ... |
|----------|---------------------|-----|

- o See [3.2 Create clients](#) for more information to create a new client

| | | |
|----------------|------------------------------|-----|
| Employer List: | LEXPRO STELSELS * E00001 * * | ... |
|----------------|------------------------------|-----|

Or


| | | |
|----------------|-----------|-----|
| Attorney List: | No Choice | ... |
|----------------|-----------|-----|

How to add a new Employer or Attorney Firm:

- Select Debt Collection ☒ to see the Employer list which is normally used for Emoluments Attachment Orders
- De-select Debt Collection: ☐ to see the Attorney list for Opponent Firms in a Litigation matter

E.g. Adding a new Employer:

- Click the Add button next to the Dropdown list:

Employer List: 

A New screen will display:

| EMPLOYER DETAILS | |
|--------------------|--|
| Employer Code: | <input type="text" value="E00001"/> |
| Employer's name: | <input type="text" value="LEXPRO STELSELS"/> |
| First names: | <input type="text"/> |
| Client initials: | <input type="text"/> |
| Client Title: | <input type="text"/> |
| List of Employers: | <input type="text"/> |
| Postal address: | <input type="text"/> |

- Type a unique Employer or Attorney code
 - o Each Employer and Attorney must have their own unique code
- Complete all information:
 - o Name
 - o Address
 - o Telephone, etc.

- Click

The newly create Employer or Attorney, will appear in the list and when selected, the information will display on the file:

| | |
|-----------------|--|
| Employer List: | <input type="text" value="LEXPRO SYSTEMS * E00001 *"/> |
| Employer: | <input type="text" value="LEXPRO SYSTEMS"/> |
| Empl address 1: | <input type="text" value="Postnet # 144"/> |
| Empl address 2: | <input type="text" value="PRIVATE BAG X8"/> |
| Empl address 3: | <input type="text" value="ELARDUSPARK"/> |
| Empl address 4: | <input type="text" value="0047"/> |
| Employer refer: | <input type="text"/> |
| Employer tel: | <input type="text" value="012 345 4510"/> |
| Employer Fax: | <input type="text" value="012 345 6987"/> |
| Employer Email: | <input type="text" value="info@lexpro.co.za"/> |

| | | | |
|----------------|---|--------------------|-------------------------------------|
| Judgment date: | <input type="text" value="01-10-2017"/> | Judgment R | <input type="text" value="395.88"/> |
| Trial date: | <input type="text"/> | Prescription date: | <input type="text"/> |
| Case number: | <input type="text"/> | | |

- Complete information, if available:
 - Judgement date and Judgement Costs
 - Trial date
 - Prescription date
 - Case number

| | | | |
|-----------------------------|---|--------|---|
| Debtor's Title,Init,Surname | <input type="text" value="BOTH A"/> | | |
| Debtor's ID no: | <input type="text" value="7012010020083"/> | DR0003 | ▼ |
| Debtor's Phone No: | <input type="text" value="012 658 9856"/> | | |
| Debtor's cellno: | <input type="text" value="081 258 7412"/> | | |
| Debtor's email: | <input type="text" value="botha@gmail.com"/> | | |
| Debtor's address 1: | <input type="text" value="124 Schoemanstraat"/> | | |
| Debtor's address 2: | <input type="text" value="Hatfield"/> | | |
| Debtor's address 3: | <input type="text" value="PRERORIA"/> | | |
| Postal code: | <input type="text" value="0001"/> | | |

- Complete the Debtor's details:
 - Title, Initials and Surname
 - Debtor's ID
 - All file numbers where this ID number appears, will display in the dropdown list next to the ID number
 - This will show that this Debtor has been handed over by another Client
 - Debtor's phone number
 - Debtor's cellphone number – used to receive sms messages from the system
 - Email adress, physical address

Other Functions:

- Click to save all the information on the file
- Click on to view the file's five column report which will include all Accounting transactions:
 - Receipts
 - Payments made
 - Fees
 - Costs

- Click **File Notes** to open the Notes screen where you will be able to see previous notes made or to make new notes
 - See *** notes
- Click **Documents and Images** to view all relevant documents and or images saved on this file
 - See *** documents images
- Click **Send Email** to send email directly from the system regarding this file
 - See *** send email
- Click **File Control Panel** to open the file control panel with various functions
 - See *** file control panel
- Click **Advocate's Detail** to add the Advocate(s) relevant to this File

ADVOCATE DETAILS

File Number: User: List of:

Client:
 Parties:

Advocate:
 Advocate nr 2:
 Advocate nr 3:
 Opposing Adv:

Advocate Details:
 Tel nr: Cell No:
 Fax nr: Email:
 Address:

Assistant Details:
 Assistant:
 Tel nr: Fax nr:
 Email:

DR ALBERTS * BOTHA
 Instruction: Fee p/hour: Fee p/day:
 Hooggeregshof: Op Verhoor:

Make a note regarding the matter

- Complete all the Advocate's details and click Save
 - Click Advocate's Brief to merge the Advocate's Brief to Microsoft Word

Advocate's Brief

| | |
|----------------|-----------------------------------|
| Latest Action: | LETTER OF DEMAND: ADD A+C COSTS.1 |
|----------------|-----------------------------------|

- The last action that took place on the file will display at the bottom of the screen

Click [More](#) to open the 2nd page:

| OPEN / AMEND FILES - DR0003 | |
|-----------------------------|---------------|
| Plaintiff's Idno: | 1995/20/123 |
| Plaintiff's occupation: | Doctor |
| Defendant's Idno: | 7012010020083 |
| Defendant's occupation: | Contractor |
| Defendant/Resp.: | BOTHA |
| Client's VAT No: | 4062548855 |
| File Code: | |

- Complete **Plaintiff's Id and Occupation**
 - o You can type the Company registration number, if not an individual
- The **id** will be added from the previous screen
- Type the **Defendant's occupation**
- The defendant/Respondent's name will be added from the previous screen
- Type the **Client's VAT number**
 - o This will be sent to the Accounting program for Tax Invoices
 - Tax invoices cannot be created in the Litigation program
 - Any invoices greater than R3000 needs a VAT number
- **File code:** any additional code that you want to allocate to the file
 - o E.g. file number on previous system, if you used another program before Lexpro

| | |
|------------------------|---|
| Our client's language: | E |
| Fees Debit/Store: | S |
| Add VAT to fees: | J |

- Choose **Client's Language** – choose between A from Afrikaans and E for English. The default will be set according to the language of the program you use. Therefore the default for the English program will be E (you can change if needed)
 - o The language is important for:
 - Automatic descriptions in the description for each transaction, e.g. Trec for Trust receipts
 - The client's language also shows when posting transactions. This is a reminder to the user to type the description in either English or Afrikaans
 - The template for MS Word invoices will be either English or Afrikaans

- **Fees Debit/Store:** choose whether fees must be debited or stored by default. This can be changed while capturing fees
 - See [The difference between Stored fees and Debit Fees](#)
- **Add VAT to fees:** If the Firm is registered for VAT, you can choose to Add VAT to fee amounts entered, e.g.
 - **When posting fees:** add fee amount and program will add 14%
 - **When creating court documents:** VAT will be added to the fee amount

| | | |
|-----------------------|--------------------------------|----------------------------------|
| ACTION or MOTION: | <input type="text" value="A"/> | |
| Number of Plaintiffs: | <input type="text" value="1"/> | <input type="text" value="..."/> |
| Number of Defendants: | <input type="text" value="1"/> | <input type="text" value="..."/> |
| Auto Post Col Com: | <input type="text" value="N"/> | |

- Select whether this file is an **Action or Motion**
 - The parties will then be described accordingly on court documents
- Select the **amount of plaintiffs and defendants** on the file
Additional plaintiffs and defendants can be added – see from p25 ***
- **Auto post Col com:** if this is a debt collection matter, collection commission can be posted automatically when capturing payments received from the debtor (Trust receipts)
 - Type **Y** to post Collection commission automatically or **N** if you don't want collection commission to be posted automatically

| | |
|---------------------|-------------------------------------|
| Monthly statement? | <input checked="" type="checkbox"/> |
| Statement by Email? | <input checked="" type="checkbox"/> |

- Mark the checkbox if file must receive **monthly statements / invoices**
 - When creating invoices, you can choose to only create for files selected here
- **Statement by email** must be marked if you want to send invoices via email. Clients with email addresses will receive invoices automatically per email

| | |
|-------------------|--------------------------------|
| Trust Bank no: | <input type="text" value="1"/> |
| Business Bank no: | <input type="text" value="1"/> |

- **Trust and Business bank no:** the program will set the defaults as set in the user setup –[2.2 User setup values 2](#)
 - When posting bank transactions, it will be allocated to the specified bank number
 - This specific bank number's details will display on the file's
- Mark the first letter of the Party that our Firm represents, e.g., we represent the **Plaintiff/Defendant** or **Applicant/Respondent**

Block Fees Store to Debit? ☐
 EAO: 5% adjustment? ☐
 No Physical File was Opened? ☐

- **Block Fees Store to Debit:** If marked, all stored fees won't be changed to Debit fees with the Automatic function to change store to debit. You can still change manually
- **EAO: 5% adjustment:** Mark this option to deduct 5% of payments received from the Debtor for payment to the debtor's Employer
- Mark **No Physical File was opened** if file is only opened electronically

| <u>Main claim plus 2nd claim?</u> | |
|-----------------------------------|-------------------------------------|
| In Court Documents? | <input checked="" type="checkbox"/> |
| In Debtor's statement? | <input checked="" type="checkbox"/> |
| In Creditor Statement? | <input checked="" type="checkbox"/> |

- Select options where Main claim and 2nd claim must display:
 - o Court Documents
 - o Debtor's statement
 - o Creditor Statement

Allowance percentage:

- You can allocate a specific **allowance %** against a correspondent file
 - o The allowance will be deducted from fees debited on the file, according to the percentage chosen

Addresses and Phone Numbers:

-> Client's main address

- Use the **Addresses and Phone No's** dropdown to insert more types of addresses per file, e.g.
 - o Sheriff address
 - o Correspondent address
 - o Account payer's address

Defendant type:

- Select the Defendant type to describe in summons

Matter type: Debt Collection

- **Matter Type** - select from the list to allocate specific type to the file
 - o Reports can be viewed according to the filter for specific file types

Date/Period of Cause of Action:
Services rendered

- Type the Cause of action to merge in Court documents
- **Photos, Images, Graphics and other documents** can be uploaded and saved per file. When you create documents and Invoices in the program, it will be saved automatically on the file and can be viewed and reopened from the dropdown list
 - o Photos, Images, Graphics and other documents can also be uploaded to a specific file

Click the ... graphic next to the Blob list:

Photos, Images, Graphics and other documents:
BLOB - List is empty!

The screen will display:

STORE LARGE AND EXTRAORDINARY DOCUMENTS

| | | | |
|--------------------------------------|--------|---------------------------------|--------------|
| File Number: | BF0200 | Ok | Search Names |
| | | List of existing BLOB Documents | |
| | | | |
| | | | |
| | | | |
| Document type: | | png | |
| Search for files in: | | List of possible files: | |
| C:\pglexpro\BF0200 | | | |
| Search | | | |
| Name of Document to store: | | K. Contract documents | |
| Mariage Certificate.pdf | | | |
| Show Doc | | | |
| Category or Class: | | File Type: | |
| Images / Beelde | | Central Divorce Court | |
| Description and Purpose of document: | | | |
| Mariage certificate | | | |
| Save | | End | |
| Change | | Delete | |
| Email | | | |

- Complete the file number and click OK
- Choose the type of document that you want to upload, e.g. png for graphics or pdf etc.

- Type the path where files are stored (the program will automatically insert the folder for the specific file), but edit if not correct
- Click Search – the program will display all documents in the folder in the List of Possible files
 - o Select the file to be uploaded
- Name of documents – Type a name for the specific document that was uploaded
- Click Save
- The document is now saved on the file and appears in the dropdown list:

Photos, Images, Graphics and other documents:

06-07-2017 - Mariage contract

- To view the document, select from the dropdown list

User in Charge of File: Z99 * LADMIN * User1

- Select the **user** that opened the file from the dropdown list
 - o Various reports exist regarding users

Note or Message:

Matter description:

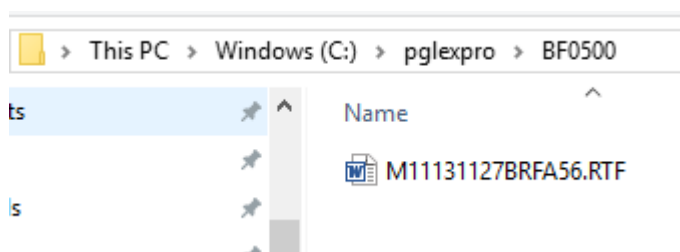
Debt Collection

- You can type any **note or message** regarding the file
 - o This can only be viewed on the system, and your client will not be able to see this note or message
 - o E.g. Client's birthday
- Type the matter description. This will also appear on invoices

Folder of this file:

c:/pglexpro

- All documents created for this file will automatically be saved in the **folder** specified



—

Debit Instruction fee: R

When opening a file, an instruction fee can be debited automatically

- Mark the highlighted check box and type the instruction fee amount
- As soon as the file is saved, the instruction fee will be captured


—

Pay No:
Employee No:

- Type the Debtor's Pay and/or Employee number if applicable
- Other file numbers where this numbers appear, will display next to the number in the dropdown list

Click **Save** to save all new or edited information

Addresses

Click  to see all addresses saved on the file:

| ADDRESS AND TELEPHONE REPORT | | |
|--|-------------------|--|
| End | Count: 10 | DR0003: DR ALBERTS * BOTHA |
| Type of Address | Name of Addressee | Address |
| Client's main address - Physical | LEXPRO STELSELS | Po Box 156 MONTANA 0159 |
| Debtor's main address - Physical | LEXPRO STELSELS | 124 Schoemanstraat Pretoria 0001 |
| Client's employment details - Physical | LEXPRO STELSELS | Postnet Suite 144 PRIVATE BAG X8 ELARDUSPARK |
| | | |
| <div> <div></div> <div></div> </div> | | |
| Phone Details | Owner of Phone | Phone No's |
| Client's main address - Telephone | LEXPRO STELSELS | * 082 698 4569 |
| Client's main address - E-mail | LEXPRO STELSELS | cs@lexpro.co.za |
| Client's main address - Fax | LEXPRO STELSELS | 012 569 6555 |
| Debtor's main address - E-mail | LEXPRO STELSELS | cs@lexpro.co.za |
| Debtor's main address - Fax | LEXPRO STELSELS | 012 569 6555 |
| Client's employment details - E-mail | LEXPRO STELSELS | cs@lexpro.co.za |
| Client's employment details - Fax | LEXPRO STELSELS | 012 569 6555 |

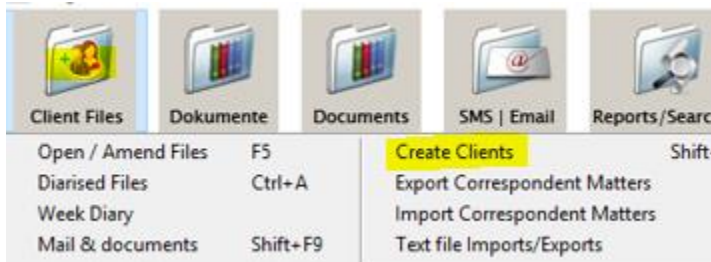
3.2 Create clients

Although the name of the function is to Create Clients, the function can be better described as opening a template file for the client

The file is not created with a file number, but as a template to use to open new files. The template will be saved with a Client Code

All debtors/matters, belonging to the specific client, will have the same client code

Where to create the Template account:



Or use the Shortcut key: **Shift + F12**

The screen to create the Template will open:

NEW CLIENT DETAILS

A screenshot of a dialog box titled 'NEW CLIENT DETAILS'. It contains a label 'Client Code:' followed by a text input field. To the right of the input field is an 'Ok' button.

- The Client Code is a unique code for each client to separate from other clients. The Client Code will also be added to each of his sub matters (debtors) to be able to group them together for the Linking and Setoff
- Although it can be any 6 characters, it is advisable to use the same Client Code and Main Account number for each Client
 - o E.g. DR Alberts is your Client with Main Account as DR0000
 - o Create the Client code for Dr Alberts as DR0000
 - o It will be easier to remember and control if both are the same numbers
- Type the Client Code and click OK
 - o The message will display that the Client does not exist.

NEW CLIENT DETAILS

Client Code: DR0000 Ok

DR0000

Client does not exist. Open?

Yes No

- Click Yes to Open
- Complete the remaining info
 - This information will pull through on new handovers/debtors and the more info completed here, the less will be needed when new handovers/debtors are opened

NEW CLIENT DETAILS

Client Code: DR0000 Ok

Client surname/name: DR ALBERTS

First names:

Client initials: Client Title:

Plaintiff/Applicant: DR ALBERTS

Plaintiff's occupation:

Plaintiff's Idno:

Client contact:

Client ref./Id:

Our reference:

Telephone No: 012 569 6543

Cell Number: 082 698 4569

Fax Number: 012 569 6555

Client's email: info@dralberts.co.za

Client's bank: Absa Bank

Bank account no:

Branch code:

Account Holder:

Income Tax No:

Commission %: 15.00 %

Interest rate: 0.00 %

Account type:

Client's VAT no: 4062548855

Client's Letterhead: 00000000

Client Main Account: DR0000

Client type: For Clients only

Payover agreement: No agreement

Interest agreement: No agreement

Group/Section:

Group Code:

Save End Delete Interest Rate Changes Replace Client detail in Main File Client's main address

List of Clients: No Client Choice.

List of Groups:

Plaintiff type: Unknown type

File Type: No Choice

First Action:

Get Capital from Litigation or Accounting? ☐ L

Auto Post Col Com: ☐ Y

Our client's language: E

Fees: Debit or Store: D

Add VAT to fees: ☐ Y

Monthly Statement? ☐

Payment date:

Hourly Fee tariff: R 0.

Postal address: Po Box 156

MONTANA

0159

Street address: 800 Zambesi ave

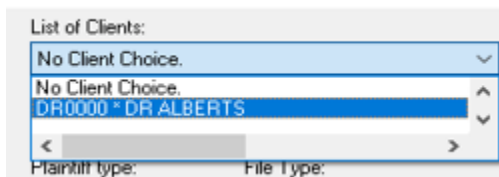
Montana

0159

Make a note: Send monthly invoices after setoff journals

- Complete relevant info for the Client
- Click Save

The name of the Client will now display in the list of Clients



The Client's Template has been created and can be used to open his sub matters

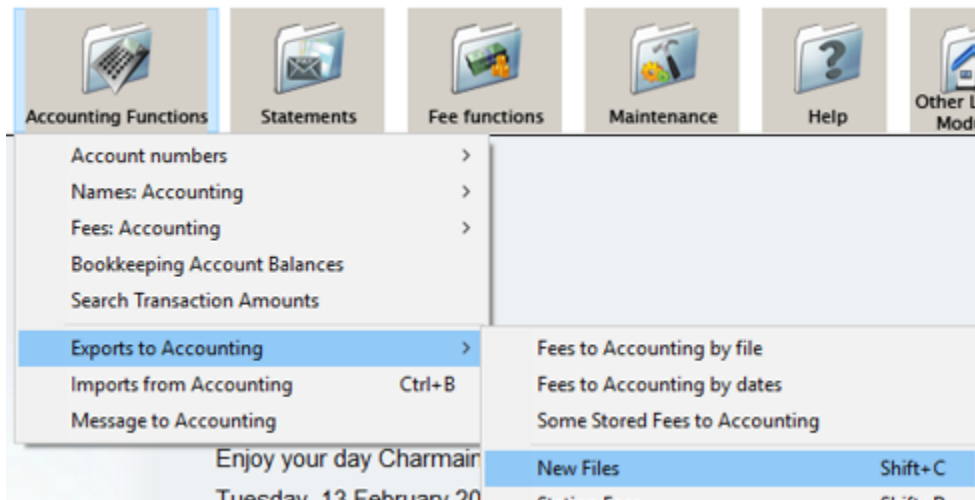
- You also need to open the Client's Main Account, as only the template exists

3.3 Export new files to Accounting

The next step will be to export all new files opened to the Accounting program to be able to post transactions

No transactions can be posted in accounting, while the file hasn't been imported from Litigation

Where to export new files:



The firm needs to decide the following regarding the export of new files:

- How often to export new files, e.g. daily, weekly
- Who will export the new files
 - o Will each user their own files
 - o Will one appointed user export all users' files

Exporting new files:

FILES TO ACCOUNTING

First File: 1 Group: 3 7

Last File: Income account: 4 6

User List: 2 Client name: 5

8 9

| Name of Client | Account | 1st Party | 2nd Party | Matter |
|----------------|---------|-----------|-----------|--------|
| HUGO | BF0500 | HUGO | | |
| VAN DER WALT | BF0600 | | | |

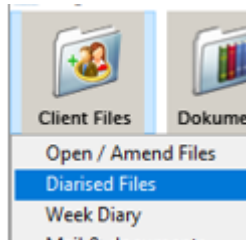
1. Type the range of new files to be exported by selecting the **First and Last File** or leave on default to export all new files, regardless of file numbers
2. Select a **specific user's** files to be exported or leave on No Choice to export all users' new files
3. Select a **specific group's** files to be exported or leave on No Choice to export all groups' new files
4. Select a **specific fee earner's** files to be exported or leave on No Choice to export all fee earners' new files
5. Type a **client's name** to export only specific client's files or leave blank to export all client's files
6. Amount of new files to be exported according to selected filters
7. Amount of current files opened in Litigation
8. Name of temporary file where files will be saved, and used to import new files in Accounting
Each user has their own unique temporary file and is saved according to the User's unique ID
9. Click OK
10. All new files opened will display in the list and is already exported

Do not click OK again – this will create problems as the system will try to export new files again

As soon as new files displays in the list, they have been exported

4. Diary

4.1 View diarised files



The diary is used to view a list of files diarised for a specific day/days, to do actions on the file and set new diary date

DIARISED FILES

First File: DA0000 Last File: DR9999 Starting date: 01-01-2000 Ending date: 13-02-2018 Group: No Choice

List of Clients: No Client Choice. Status: No Choice Client name: ZF0010 * JOHN DOE Income account: 8 Count: 4

User List: No Choice - Users Matter type: No Choice Latest Action > 45 days Blocked arrears? Status, not last Action?

Ok End More Print/PDF Text file

| File | Diary Date | Name of Client | 2nd Party | Date |
|--------|------------|----------------|-----------|------------|
| DR0004 | 12-10-2017 | DR ALBERTS | CILLIERS | |
| DR0200 | 12-10-2017 | DR ALBERTS | PIETERSEN | |
| DR0000 | 07-12-2017 | DR ALBERTS | HOOF LEER | 07-12-2017 |
| DR0003 | 19-02-2018 | DR ALBERTS | BOTHA | 30-01-2018 |

- Choose the range of files to display by typing the **First and Last File** numbers
- Select the period in which to show files, by entering the **Starting and Ending date**
 - o Only files diarised for this period will display
 - o If you leave the Starting date open, the system will default to 01/01/2000 in order to display all files diarised but not yet worked on

Select additional filters:

- **Group:** will only display selected group's diarised files
- **List of Clients:** will only display selected client (Clients opened by using the [3.2 Create clients](#) function)
- **Status:** will only display diarised files with the specific status
- **Income account:** will only display diarised files for a specific fee earner
- **User list:** to display only diarised files, opened by a specific user
 - o This user had to open the file
- **Matter type:** only files opened with this specific matter type will display
- **Client name:** type the name of a specific client, to only display their diarised files.
- **Latest action > 45 days:** select to only show diarised files which last action was done more than 45 days ago. You can change the default amount of days

- **Status, not last action:** select to only show diarised files whose **last status**, and not action, was saved more than this amount of days (latest action>45 days)

Click **OK**

All files within selected filters will display

- You have the option to print the list or merge to PDF/Excel file

4.2 Work on diarised files

After opening your specific list of diarised files, you can right click on each file individually to open their Control Panel

Various functions can be done directly from the control panel

See below: [5. File Control panel](#) for more information

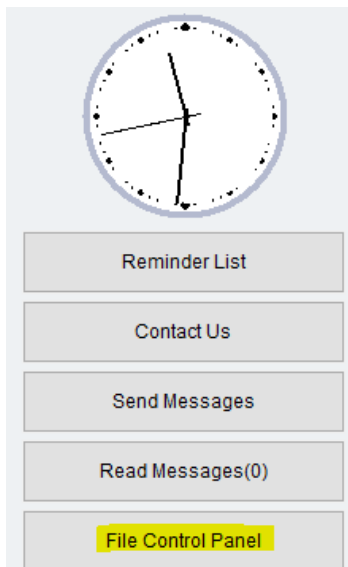
5. File Control panel

The file control panel opens a screen with various functions to complete actions on a file
All functions in the control panel, is also available elsewhere in the program

Where to find:

The control panel is found by either:

- Right click on file in the diary list
- Select the short cut on the main screen



Click File Control panel or right click on diarised file to display the screen:

CHOICES OF ACTIONS

File Number: Client's refer:

Client name:

Parties:

Debtor's Phone No: Income account:

Latest Action: Dagv.:

Diary date: ... Date in Report:

Make Inactive? ☐

Block Arrears in Diary? ☐

Recommended Options:

Action Date:

00:00:00

Choices:
Debt Collection ☐ Litigation ☒ All Other ☐

Actions List: This Action is also Status? ☐

Status:

Function Buttons

| | | | |
|--------------------|----------------------|--------------------|----------------|
| Super Search | Quick Report | Read Message | Send Message |
| Notes | Appointments | Receipts | Wordprocessor |
| History | Send Email | Payments to Client | Court Date? |
| Debtor's Statement | Debit a Fee | Give Instructions | Promise to Pay |
| File Details | A.O.D. | Creditor Statement | Request File |
| Arrear Payments | Debtor TakeOn | Send a SMS | SMS Report |
| File Folder | Documents and Images | Fee Report | Print Account |

ADDRESS & PHONE DETAILS

0: CLIENT'S MAIN DETAILS: LEXPRO STELSLS
Tel: 081 753 8523
Physical: Posbus 2314 Garsfontein 0042

1: DEBTOR'S MAIN DETAILS: LEXPRO STELSLS
Tel: 081 329 8754
Physical: Reuben Straat 222 Irene PRETORIA 0157

2: CLIENT'S EMPLOYMENT DETAILS: LEXPRO STELSLS
Tel: 081 329 8754
Physical: Postnet Suite 144 PRIVATE BAG X8 ELARDUSPARK

7: ACCOUNT PAYER'S ADDRESS: REKENINGBETALER SE ADRE

- Type the file number and Enter or press the TAB key

The following information will display:

- Client name
- Parties
- Debtor's Phone number, including telephone and cellphone
- The Z-fee account of the fee earner on the file

Additional information

- Latest action

| | | |
|----------------|------------|--|
| Latest Action: | 13-02-2018 | Dagv.: draft divorce summons:regional court : 22-01-2018 |
|----------------|------------|--|

- The date and description of the last action on the file will show
- This will be added/amended automatically as actions take place on the file
 - You can also select a specific action to save from the choices:

| | | |
|---|---|--|
| Choices: | | |
| Debt Collection <input type="radio"/> | Litigation <input checked="" type="radio"/> | All Other <input type="radio"/> |
| Actions List: <input type="text" value="3RD PARTY PRETRIALS IN GAUTENG * 476"/> | | This Action is also Status? <input type="checkbox"/> |

- Select between Debt Collection, Litigation and All other
- The specific types of actions will display in the list of Actions
- Select the specific action to display in the description
- You can also type your own description or action that doesn't appear in the list

| | |
|---|--------------------|
| <input type="text" value="Own action"/> | Save Action |
|---|--------------------|

- Type the action and click Save Action to save on the file

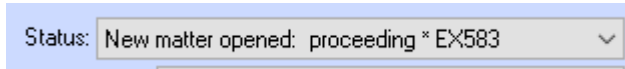
- Diary date

- The date will show as saved when you opened the file
- When you click the ... button next to the diary date, the amount of days in your user setup will add to the current date

- Address & Phone details will show all saved on the file

| | |
|--|--|
| ADDRESS & PHONE DETAILS | |
| 0: CLIENT'S MAIN DETAILS: LEXPRO STELSELS | |
| Tel: 081 753 8523 | |
| Physical: Posbus 2314 Garsfontein 0042 | |
| | |
| 1: DEBTOR'S MAIN DETAILS: LEXPRO STELSELS | |
| Tel: 081 329 8754 | |
| Physical: Reuben Straat 222 Irene PRETORIA 0157 | |
| | |
| 2: CLIENT'S EMPLOYMENT DETAILS: LEXPRO STELSELS | |
| Tel: 081 329 8754 | |
| Physical: Postnet Suite 144 PRIVATE BAG X8 ELARDUSPARK | |
| | |
| 7: ACCOUNT PAYER'S ADDRESS: REKENINGBETALER SE ADRE: | |

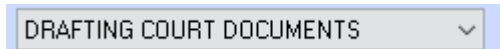
- **Status** will show the file's current status



A screenshot of a web application interface showing a dropdown menu for 'Status'. The selected option is 'New matter opened: proceeding * EX583'.

- Select the current status from the dropdown list and save

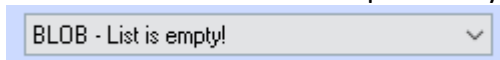
- **Drafting court documents:**



A screenshot of a web application interface showing a dropdown menu for 'DRAFTING COURT DOCUMENTS'.

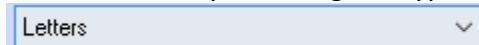
- Select the type of court document to draft
 - The screen to create the specific documents will open

- **Blob list:** Documents saved previously will display in the list where you can select to reopen



A screenshot of a web application interface showing a dropdown menu for 'BLOB - List is empty!'.

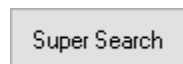
- Create letters by selecting the type of letter from the list



A screenshot of a web application interface showing a dropdown menu for 'Letters'.

Various other functions:

5.1 Search files



A screenshot of a web application interface showing a button labeled 'Super Search'.

Use the super search function to do searches according to:

- Debtor's name
- Defendant's name
- Client's name
- Creditor name
- All names
- Client contact name

SUPER SEARCH FUNCTION

| | | | | |
|--|--------------|--------------------|-------------------------|--|
| Name: | BOTHA | Fast Name Searches | Defendant's Name | Filters |
| Initials: | | General Searches | | No Choice - Income Accounts |
| First Number: | | | | Group: No Choice |
| Last Number: | | | | Inactive files? <input type="checkbox"/> |
| <input type="button" value="Search"/> <input type="button" value="End"/> <input type="button" value="More"/> <input type="button" value="Print"/> <input type="button" value="Text file"/> | | 0 | | |

- Select the type of name to search
- Type the name in the Name field

Click Search:

| | | | | |
|--|---------|--------------------|---------------------------------|--|
| SUPER SEARCH FUNCTION | | | | |
| Name: | BOTHA | Fast Name Searches | Defendant's Name | Filters |
| Initials: | | General Searches | | No Choice - Income Accounts |
| First Number: | | | | Group: No Choice |
| Last Number: | | | | Inactive files? <input type="checkbox"/> |
| <input type="button" value="Search"/> <input type="button" value="End"/> <input type="button" value="More"/> <input type="button" value="Print"/> <input type="button" value="Text file"/> | | 2 | | |
| Debtor | Account | Reference | Parties | Client |
| BOTHA | DR0003 | | DR ALBERTS * BOTHA | |
| SUSANNA BOTHA | BF0100 | | FREDERICK BOTHA * SUSANNA BOTHA | |

- All files with this name saved in the specific field, eg. defendant's name, will display with more information

You can also search **General searches**, including:

- File numbers (One or more)
- Part of any name
- Client reference
- Words and Phrases
- Towns, streets, postal codes
- Phone and cell numbers
- Debtor's id numbers
- Case number

E.g. select Client reference, type the reference number and click Search:

| | | | | |
|--|------------|--------------------|---------------------------------|--|
| SUPER SEARCH FUNCTION | | | | |
| Name: | | Fast Name Searches | | Filters |
| Initials: | | General Searches | | No Choice - Income Accounts |
| First Number: | 123 | | Client Reference | Group: No Choice |
| Last Number: | 123 | | | Inactive files? <input type="checkbox"/> |
| <input type="button" value="Search"/> <input type="button" value="End"/> <input type="button" value="More"/> <input type="button" value="Print"/> <input type="button" value="Text file"/> | | 1 | | |
| Debtor | Account | Reference | Parties | Client |
| SUSANNA BOTHA | BF0100 | 123 | FREDERICK BOTHA * SUSANNA BOTHA | |

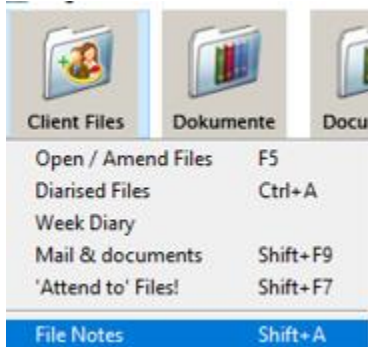
5.2 Notes

Notes

Use the notes function to make notes and read previous notes on files

Some notes will display automatically, e.g. when SMS messages are sent from the program, the date, sender and message will display

The notes function is also on the menu:



Type the file number and click OK

A screenshot of the 'FILE NOTES' window. At the top, there's a title bar 'FILE NOTES'. Below it, a 'File Number' field contains 'BF0100'. To the right of this field are buttons: 'Ok', 'End', 'Save' (highlighted with a blue border), 'Print', 'Text file', 'Acc. Names', 'F4 Report', and 'Debit a Fee'. Below the file number field, there are fields for 'Client: BOTHA FREDERICK F Mnr', 'Parties: FREDERICK BOTHA * SUSANNA BOTHA', and 'Case description:'. To the right of the 'Case description' field is a '186' field. Below these fields are 'Diary date: 05-03-2018' and 'Client tel: 012 965 3216'. To the right of these are 'Sms's:' and a dropdown arrow. Further right are 'Start' and 'Stop' buttons. To the right of these are 'Notes 1:' (selected with a radio button), 'Notes 2:', 'Notes 3:', and 'Notes 4:'. To the right of these is a 'PROMISE TO PAY' button. Below the 'Notes' section is a 'Court date?' button. At the bottom, there are two text areas. The left one contains two lines of text: '25-10-2017, 11:36:18 - LADMIN/Charmaine:-- Contact client for meeting' and '15-11-2017, 11:37:09 - LADMIN/Charmaine:-- Client signs documents'. The right one contains one line of text: '13-02-2018, 15:17:07 - LADMIN/Charmaine:--'.

All previous file notes displaying Date, time, user, and message will appear on the left

New notes must be typed on the right

Click Save to save new notes

Important: existing notes cannot be deleted. This is for security purposes

- Click Print to print notes
- Notes will be printed directly
- Click Text file to merge notes to Notepad

Notes 1: ☒

Notes 2: ☐

Notes 3: ☐

Notes 4: ☐

- You can use 4 different note sets, e.g.
 - o Note set 1 for client notes
 - o Note set 2 for creditor notes
 - o Etc.
- The default will be note set 1

Teller:

00:00:00

Start

Stop

Use the teller to start and stop time spent on a file

- This helps when you need to debit fees on an hourly tariff to ensure the correct amount of time is recorded

Debit a fee from the notes function

Debit a Fee

DEBIT A FEE

File Number: BF0100 22 Telephone calls per 5 mins by Attorney

Fee Date: 13-02-2018 Allowance percentage: 0.00

Fee minutes: 10 Tariff per Hour: R 1500.00

Transaction Description: Fee phone calls: - 10 min

Income account: ZF0010 No Choice - Income Accounts

Reference: Z99

Fees: Debit, Store: S

VAT choice: S

Debit transaction: R 250.00 VAT Excluded

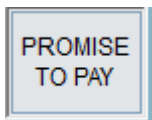
Fee Code:

Ok End

- **Complete the fee information:**
 - Type of fee from the dropdown list or type own fee description
 - Date
 - Minutes and hourly tariff
 - Allowance percentage, if any
 - Z-fee account – should display automatically but can be changed
 - Reference
 - Select Debit or store – see [The different between Stored fees and Debit Fees](#)
 - Debit transaction is the fee amount and will be calculated by the amount of minutes and hourly tariff
 - This amount can be changed manually if not charged per hour
 - Click OK

The fee will now be captured on the file

Capture a **Promise to Pay**



You can also capture a promise to pay

PROMISE TO PAY

File number:

Payment Date:

Payer:

Promised Amount R

Promise Type:

| Pay Date | Real Date | Promise Type | Amount Promised |
|------------|------------|------------------------------|-----------------|
| 13-02-2018 | 13-02-2018 | Telephonic Promise (monthly) | 100.00 |

Complete all details for the Promise to Pay and save

- You can view a Promise to pay report
 - Reports/Searches, PTP report

5.3 History

History

The history shows all previous actions and/or status changes made on files

FILE HISTORY

File Number: ALL DOCUMENTS

Starting date:

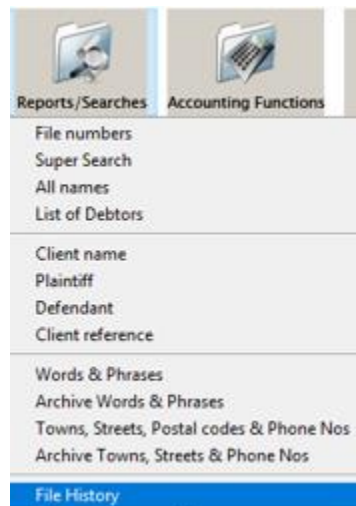
Ending date:

Actions / Statuses:
Actions: ☐
Statuses: ☐
Both? ☒

| Date | Diary Date | Code | Status | Description | User Id |
|------------|------------|-------|--------|--|--------------|
| 13-11-2017 | 13-11-2017 | ED012 | YES | LETTER OF DEMAND: ADD A+C COSTS.1 | Z99 - LADMIN |
| 13-02-2018 | 11-12-2017 | | NO | Dagv.: draft divorce summons:regional court : 22-01-2018 | Z99 - LADMIN |
| 13-02-2018 | 13-02-2018 | | NO | | Z99 - LADMIN |

- Type the file number
- Select the period to show history, by selecting the starting and ending date
- Select to see Actions only, Statuses only or both
- Click OK
- The information will display

The function is also found in Reports/Searches:



5.4 Debtor statement

The debtor statement is used for debt collection matters to give a statement to the debtor, showing the amount still due. The balance is calculated by adding costs and fees to the Claim amount and deducting payments received

To ensure the statement to calculate correctly, you need to have the following completed:

- Claim amount
- Interest date and interest rate

STATEMENT OF DEBTOR'S BALANCE

File Number:

Client: BOTHA FREDERICK F Mnr

Parties: FREDERICK BOTHA * SUSANNA BOTHA

Capital / Balance: R

Interest rate on balance: %

Interest date:

Ending date:

Capital:

Program Capital? ☒

Use Accounting Capital? ☐

Balance is also Capital? ☐

Without Final Col. Com? ☐ New Mora Rate? ☐ Add Allowances? ☐

Load Accounting ☒ Interest changes? ☐ Add client transactions? ☐

Debit transaction R

Credit transaction R

Active File! - PTP DEBTOR: R100.00 Plus Stored Fees? ☒

- Type the File number and click OK
- The file details will show:
 - o Capital/Claim
 - Select which capital amount to use:
 - o Interest rate
 - o Interest date
 - o Ending date – will default today's date
- Click display

Capital:

Program Capital? ☒

Use Accounting Capital? ☐

Balance is also Capital? ☐

| Date | Description | Debit | Credit | Balance |
|------------|---|----------|--------|----------|
| 09-11-2017 | Capital / Balance | 1,300.00 | 0.00 | 1,300.00 |
| 13-02-2018 | Interest for 96 days @ 15.50% from 09-11-2017 | 53.00 | 0.00 | 1,353.00 |
| 13-02-2018 | Fee Summons | 456.00 | 0.00 | 1,809.00 |
| 13-02-2018 | Fee Summons | 456.00 | 0.00 | 2,265.00 |
| 13-02-2018 | Fee phone calls: - 10 min | 285.00 | 0.00 | 2,550.00 |
| 14-02-2018 | Interest for 1 day @ 15.50% from 13-02-2018 | 0.55 | 0.00 | 2,550.55 |
| 14-02-2018 | TRec Payment received | 0.00 | 150.00 | 2,400.55 |
| 14-02-2018 | Final collection commission | 273.66 | 0.00 | 2,674.21 |
| 14-02-2018 | Balance subject to corrections | 0.00 | 0.00 | 2,674.21 |
| 14-02-2018 | Totals: Payments: R150.00, Interest: R53.55 | | | |
| 14-02-2018 | Totals: Fees (excl Col.Com: R1,197.00, Col.Com: R273.66 | | | |
| 14-02-2018 | Totals: Disbursements: R0.00, Arrear: R0.00 | | | |

- The program will show the capital, interest, fees (accounting and litigation), payments received and collection commission with the total due by debtor

Additional filters:

There are additional filters to use, if needed:

Manually

| | | | |
|----------------------|---|-----------------|----------------|
| Description: | Additional entry to display on debtor statement | | |
| Transaction date: | 10-02-2018 | 7 | Add New |
| Debit transaction R | 210.00 | | |
| Credit transaction R | 0.00 | Manually | Save |

Use this manual entry to add items to the debtor statement, not yet captured

Type information and click Add new

The entry will display in the debtor statement, but only temporarily

It will not be a permanent entry

Without Final Col. Com? ☒

If marked, the final collection commission will not be added to the debtor statement

New Mora Rate? ☒

By default, the interest will be calculated according to the current interest rate saved on the file

Mark this option to ignore the interest rate saved on the file, and to use the current new mora rate

Add Allowances? ☒

By default, when fees were posted with allowance, the fee amount shown on the debtor statement, will be the nett amount, less the allowance

Mark this option to add the allowance amount and show the gross amount

Load Accounting ☒

The option will be marked by default in order to also display transactions posted in accounting, eg. trust receipts

Interest changes? ☒

Mark to have the debtor's balance reflect all the different interest rates

Add client transactions? ☒

Client transactions are transactions posted in Accounting for the Client's account and not the debtor's account, eg. trust electronic payments to clients

- This payments/transactions should not reflect on the debtor's statement, only on the client's statement
- The program will by default not show client transactions
- It can happen that the bookkeeper do an incorrect selection in accounting when capturing payments, etc. and it reflects as client transactions and not debtor transactions

- If his happens, you can select to add client transactions in order to reflect the transaction on the debtor's statement

Plus Stored Fees? ☒

This will be marked by default in order to reflect stored fees captured in litigation

Installment

This will show the amount of payments that the debtor will have to make to pay his debt, according to the claim, monthly payment amount, and interest

- You will also see the minimum monthly payment needed to settle debt in 5 years
- This calculations is only according to current claim, fees, costs etc. and will change when new fees/costs are added

The following information will display:

BF0100

| |
|--|
| Number of Payments: 11 |
| Last Payment Date: 31-12-2018 |
| Monthly Payment of: R150.00 |
| Total of Payments: R1,650.00 |
| Minimum Installment for 5 years: R7.12 |

Ok

5.5 File detail

The screen will open to see all file details in the Open/Amend screen - [3.1 Open/Amend Files](#)

5.6 Arrear payments

The function gives a report on monthly payments due by the debtor according to his agreement

Type the file number and click OK

The information will be displayed from the file details:

- Claim / balance
- Interest rate
- Interest date
- Monthly payment
- First payment date
- Ending date

If this details wasn't saved on the file, you will have to complete here

Click OK

The debtor's payment status will display:

DEBTOR'S PAYMENTS STATUS

File Number: SUSANNA BOTHA

Client: BOTHA FREDERICK F * Group: EGSK * Tel: 012 965 3216 * Client's refer: 123 Active File!

Parties: FREDERICK BOTHA SUSANNA BOTHA * Case description:

Capital / Balance: R

Interest rate on balance: %

Interest date:

Monthly payment: R

First payment date:

Ending date:

| Date | Description | Instalment | Paid | Status | Amount |
|------------|------------------------------|------------|--------|--------|---------|
| 01-01-2018 | Instalment for January 2018 | 150.00 | 0.00 | Arrear | -150.00 |
| 01-02-2018 | Instalment for February 2018 | 150.00 | 0.00 | Arrear | -300.00 |
| 14-02-2018 | Payment for January 2018 | 0.00 | 150.00 | Arrear | -150.00 |

5.7 File folder

Documents merged on a file, will be saved automatically in the file's folder on your computer or network

Use this function to open the file's folder and view all documents saved

Type the file number and click OK

The path will show:

GO TO FOLDER OF A FILE

File Number:

List of existing BLOB Documents

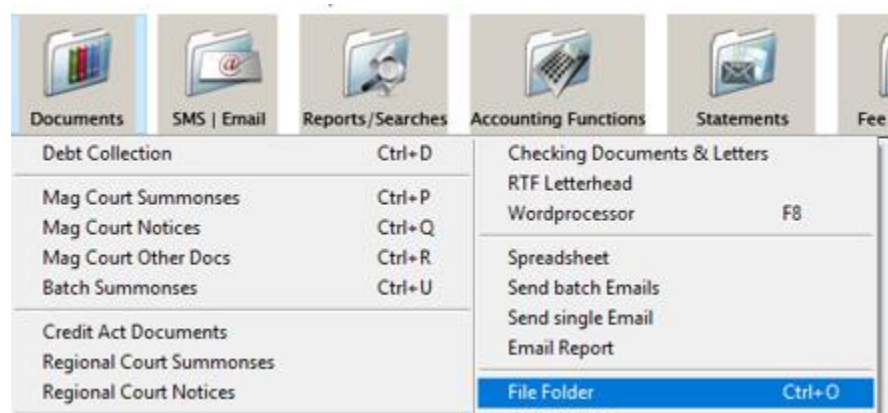
Path of Folder:

Select Folder to open the folder with all previous documents:

This PC > Windows (C:) > pglexpro > BF0100

| Name | Date modified | Type | Size |
|-------------------------------|--------------------|--------------------|--------|
| BETMAGG0123.PDF | 23-Feb-17 11:34 AM | Adobe Acrobat D... | 2 KB |
| draft divorce summons_DIV.rtf | 13-Feb-18 2:56 PM | Rich Text Format | 178 KB |
| M02131455SUM_DIV.RTF | 13-Feb-18 2:55 PM | Rich Text Format | 185 KB |
| M02131456SUM_DIV.RTF | 13-Feb-18 2:56 PM | Rich Text Format | 185 KB |
| M06011216SUM_MGSD.RTF | 01-Jun-17 12:16 PM | Rich Text Format | 126 KB |
| M06020837MJUDG.RTF | 02-Jun-17 8:37 AM | Rich Text Format | 70 KB |

The function is also available in the Documents menu:



5.8 Quick report

Use this function to merge a report of all actions/history on a file to PDF format
You can email the report to the client

5.9 Appointments

Use this option to create new appointments

- Appointments can be assigned to specific users by selecting the username in the dropdown list
- The diary can also be loaded directly from the Main screen if you right click anywhere on the main screen

DIARY APPOINTMENTS

User: Z99 * LADMIN * User Day: 13 Tuesday Month: February Year: 2018 Date: 13-02-2018 Search & Load No Appointments.

F4 Report
Acc. Names
Debit a Fee
Text file
File Notes
End
Save

<<< Back >>> Forward

No Appointments.

| | | | | | |
|-------|--------------------------|-------|---|-------|---|
| 7:00 | | 10:30 | | 14:30 | |
| 7:30 | | 11:00 | | 15:00 | meeting Opponent firm for AB0900. Our boardroom |
| 8:00 | | 11:30 | Consultation - Mr van Graan | 15:30 | |
| 8:30 | | 12:00 | | 16:00 | |
| 9:00 | Appointment - Adv Beyers | 12:30 | | 16:30 | |
| 9:30 | | 13:00 | Lunch meeting - new clients Pachas Restaurant | 17:00 | |
| 10:00 | | 14:00 | | 17:30 | |

List of All Appointments

Type appointments and click Save

To see new appointments, click Search and Load

- To assign a task or meeting to a specific user, you can select the user name from the list of users
 - o Click Search& Load to see the specific user's diary
 - o Add entries and save

To view a list of all appointments for all users, click the button below

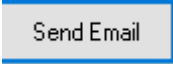
List of All Appointments

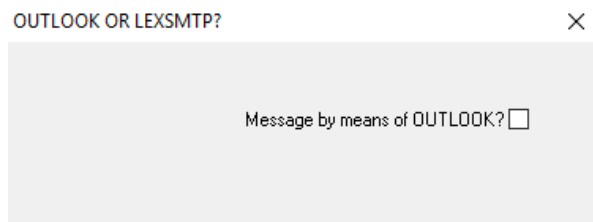
The list will display with the appointments for all users

LADMIN, Z99, 15-02-2018, 1500, Meeting: Opponent firm for AB0900. Our boardroom, Z99, 15-02-2018
LADMIN, Z99, 15-02-2018, 1300, Lunch meeting - new clients Pachas Restaurant, Z99, 15-02-2018
LADMIN, Z99, 15-02-2018, 1130, Consultation - Mr van Graan, Z99, 15-02-2018
LADMIN, Z99, 15-02-2018, 0900, Appointment - Adv Beyers, Z99, 15-02-2018
USER2, G02, 15-02-2018, 0730, Meeting for user2, Z99, 15-02-2018

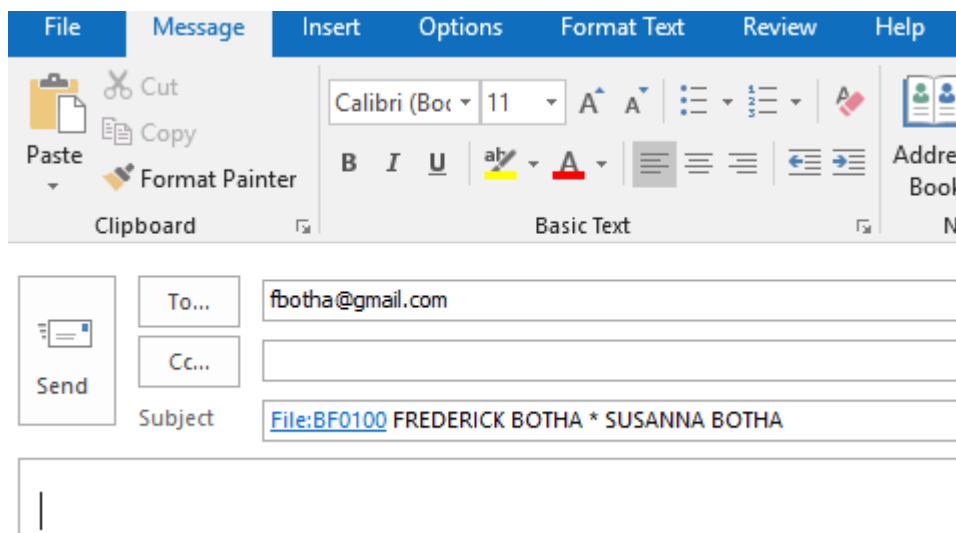
5.10 Send email

Emails can be sent directly from the system's email program or you can connect to your Outlook program

The message will appear when you click the  button



- Mark the checkbox to open your Outlook email program or leave open to send via the Lexpro program
- If you mark the option, Outlook will open with the client's email address and File number, parties as subject
- If you close the message – you will be able to send email directly from Lexpro



- Type the message to be sent
- Attach files if necessary
- Send the message as normally with Outlook
- The message will display in Outlook's sent items
- Replies will display in the inbox

If you don't choose the option to send email with Outlook, and close the message, the screen to send email from Lexpro, will open

SEND AN EMAIL

File Number:

Client: BOTHA FREDERICK F Mnr

Parties: FREDERICK BOTHA * SUSANNA BOTHA

Case description:

File's Email addresses:

List of Messages:

Heading:

Closing Words:

Message:

Characters: 69

Save Email in file Notes? ☐

Fee description:

Fee (VAT Inc): R

Send Email to:

Search for Files to attach in:

1. Type the file number and click OK
2. The file details will display
3. Select the email address from the file to receive the message
4. Select a message from the list of messages (you can also type your own message)
This message will display in the message box (number 7)
5. Type the heading for the email
6. Choose the closing words for the email message
 - the closing words will be drawn from the user setup and file details
 - e.g. Firm name, contact details and file reference
7. The selected message will display with the closing words
 - you can also type your own message
8. Files can be attached from the specified directory
 - The system will default to the directory where the program is installed
 - type the path for a different folder if the attachment is saved elsewhere
9. a list of all available documents in the search directory (8) will display
 - select a file to attach
10. The selected attachment will display

11. a fee can be debited while sending the email
 - type the fee description and amount
 - the fee will be debited when you click the 'send' button
12. Mark the option if the email message should also be saved in the file's notes
13. Click send to send the email, and debit the fee if applicable

5.11 Debit fee

Use the option to debit a fee on the file

This is the same function than debit a fee when doing file notes - [5.2 Notes](#)

See *** debit fees*** for more fee debit options

5.12 AOD / Acknowledgement of debt

To create an AOD for the debtor to sign where he acknowledge the debt amount and agree to pay a certain amount every month until the outstanding amount is paid in full

DEBT DOCUMENTS

File Number:

BF0100

Creditor:

FREDERICK BOTHA

Debtor:

SUSANNA BOTHA

Debtor ID/Pay No:

6901050020081

Debtor Employment Address:

49 Sovereign Drive

Route 21 Corporate Park

IRENE

0157

Debtor Home Address:

Reuben Straat 222

Irene

PRETORIA

0157

Fee description:

Fee (VAT Inc):

R

0.00

Document Choices:

AOD.RTF

Claim Amount:

R

5,600.00

Interest Date:

09-11-2017

Monthly payment:

R

350.00

Date of 1st payment:

01-03-2018

Monthly payment day:

first

Ok

Cancel

- Complete the file and AOD details
- Select AOD.rtf in the Document choices dropdown list
- Click OK. The AOD will merge in Word

5.13 Print file details / Debtor take-on

Use this option to print all file details, as it appears on the F5 Open/Amend screen

- The printout can be placed inside the physical file
- You can print one or many files' details

PRINT ALL FILE DETAILS

First File: AA0000

Last File: YZ9999

Group: No Choice

Income account: No Choice - Income Accounts

Client name:

Matter type: No Choice

Ok End Print

- Complete the filters:
 - o First and Last file
 - Leave the first file and last file on the default numbers to print for all files
 - Change the first and last file to specific range, to print specific range of files
 - To print file details for one specific file, type the file number as the first and last file
 - o Group
 - Select group to only print specific group's files
 - o Income account
 - Select income account to only print files for specific income account
 - o Client name
 - Type Client name to only print files belonging to the specific client
 - o Matter type
 - Select to print only matters of selected type
- Click OK and Print
- The following information will print:
 - o Client's personal details
 - o Contact details
 - o File history, actions and statuses

5.14 Documents and images

Use this option to upload documents and/or images to the file's database
You will be able to open or view this uploaded documents/images anytime

See [3.1 Open/Amend Files](#) for discussion regarding the upload and save of documents and images (BLOB files)

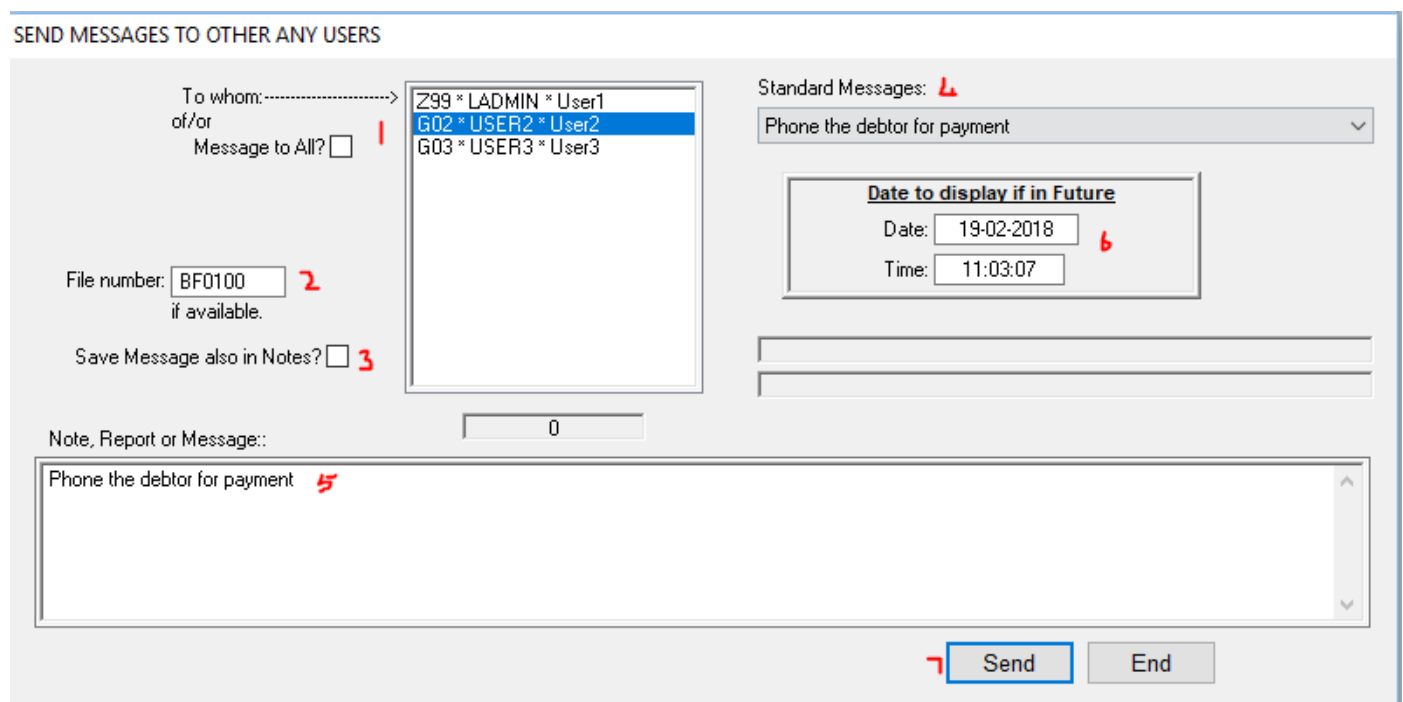
5.15 Send and read messages

Users can send messages internally related to a specific file

How to send messages:

Click the  button

The screen will open:



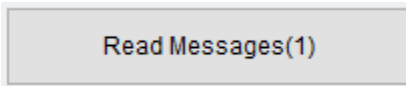
1. Select the user's name from the list to whom you want to send a message
Or mark the checkbox: Message to All? To send to all users
2. The file number that you are busy working on will display
 - type another file number if related to a different file
 - leave open if the message is not related to a specific file
3. Mark the checkbox if the message should also be saved in the file Notes

4. Choose a message from the list of messages or type your own message in 5
5. The selected message will display
You can also type your own message
6. Change the date and time if the user(s) should only receive the message at a later stage
7. Click send to send the message

How to read a message:

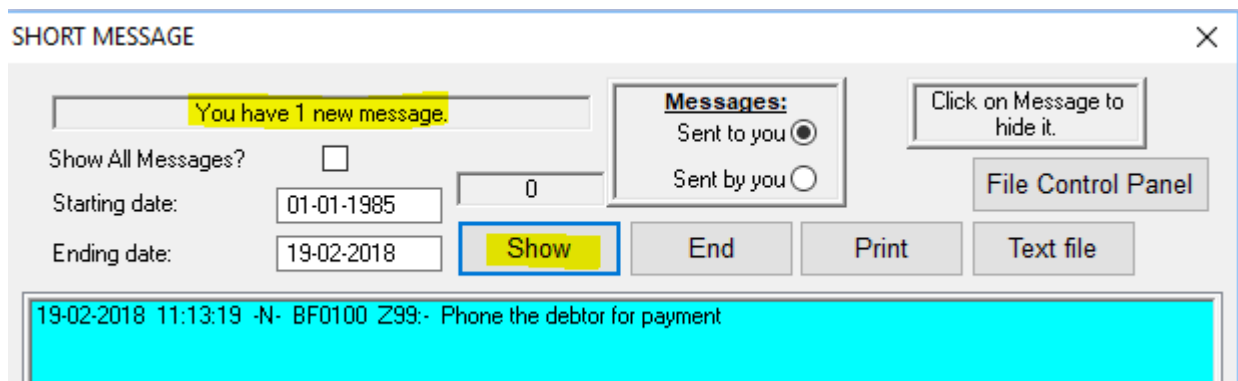
Messages can be read, using two different functions:

- a. Shortcut button on the main screen



- The number of new messages will display (1)

- b. In the File control panel



- Select the starting and ending date to view new messages
- Click Show
 - Only new messages will show
 - To show previous messages, click the "Show all messages" checkbox
- You can also see messages sent by you
- Click on the message to hide/delete from new messages

SHORT MESSAGE

You have 1 new message.

Show All Messages? ☐

Starting date: 01-01-1985

Ending date: 19-02-2018

0

Messages:
 Sent to you ☒
 Sent by you ☐

Click on Message to hide it.

File Control

Show End Print Text file

19-02-2018 11:13:19 -N- BF0100 Z99:- Phone the debtor for payment

USER2 - Remove from "New Messages"?

Phone the debtor for payment

Yes No

- the message will be deleted from new messages and cleared on the Main screen
- you will still be able to see all previous/deleted messages, when you mark the checkbox: show all messages and click Show

The number of new messages will now change

Read Messages(0)

5.16 Receipts

Shows all receipts captured in accounting for specific period:

RECEIPTS BY DATE : 01-02-2018 - 19-02-2018

Starting date: 01-02-2018 Bank Number: 0

Ending date: 19-02-2018 Group: No Choice

Reference: Income account: No Choice - Income Accounts

Client name: Trust: ☒ Business: ☐

Count: 1

Ok End More Print Text file

| Account | Date | Description | Reference | Debit | Credit | Balance |
|---------|------------|-----------------------|------------|-------|--------|---------|
| BF0100 | 14-02-2018 | TRec Payment received | D000034869 | 0.00 | 150.00 | 150.00 |
| | 14-02-2018 | Totals | D000034869 | 0.00 | 150.00 | 150.00 |

5.17 Payments to client

Use the report to view payments made by the debtor to the client

To capture payments made to client - refer to *** PTC***

REPORT OF POSTINGS IN FEES

File number:

Client:

Parties:

Starting date: Start with NIL Balance? ☐

Ending date:

File number:

Choices:
All transactions: ☒
Payments / Debits: ☐
Revenue stamps: ☐

| Date- R | Description | Reference | Type | Debit | Credit | Total | D S |
|------------|--------------------------------|-----------|------|-------|--------|--------|-----|
| 05-01-2018 | Payment received at Dr Alberts | INV | FB | 0.00 | 150.00 | 150.00 | Y |
| 05-01-2018 | Collection com. on R150.00 | INV | FOI | 17.10 | 0.00 | 132.90 | Y |
| 30-01-2018 | Fee letter of demand | INV | FOH | 60.90 | 0.00 | 72.00 | Y |

- Select type of transactions to view under choices:
 - o All transactions
 - o Payments or debits
- Click OK to view the report

5.18 Give instructions

Use the function to give instructions to a specific user regarding the file

GIVING INSTRUCTIONS

First File: Group:

Last File: Income account:

Client name: Diary date:

User:

Description of Instruction:

Count:

Instructions to do saved in Notes and Messages. Diary updated.

The file will appear in the user's diary, on the diary date and in the file notes

5.19 Creditor statement

The creditor statement is used to see the capital amount due to the creditor and includes the claim amount less payments received, plus interest (if creditor receives interest)

BALANCE OWING TO CREDITOR

File number:

Parties:

Capital / Balance: R Ending date: Add Interest? ☒

Interest rate on balance:

Interest date:

| Date | Description | Payments | Indebted | Balance |
|------------|--|----------|----------|----------|
| 03-05-2017 | Capital / Balance | 0.00 | 5,600.00 | 5,600.00 |
| 19-02-2018 | Interest for 292 days @ 10.50% from 03-05-2017 | 0.00 | 470.40 | 6,070.40 |
| 19-02-2018 | Payment received at Dr Alberts | 150.00 | 0.00 | 5,920.40 |
| 19-02-2018 | Payments: R150.00 * Interest: R470.40 * Fees: R0.00 * Costs: R0.00 | | | |

5.20 Send SMS and SMS report

How to send an SMS

Click the button

The function can only be used if the firm is registered to send SMSs via the program
Contact your Lexpro consultant for more information

SEND A SMS MESSAGE

File Number:

This File's Cell numbers:

Client: 2

Parties:

Case description:

Characters available:

Days to Payment date:

To Cell numbers: (comma separated)
 3

List of Messages:
 4

Closing Words:
 6

List of Other Cell numbers:
 8

Save SMS in file Notes? ☒ 9

Diary Date: 10

Fee description: 11

Fee (VAT Inc): R


Message:
 5 7

12

1. Type the file number and click OK
2. Choose the correct cellphone number from all cellphone numbers saved on the file
3. The selected cellphone number will display
 - you can send the sms to more than one number, by typing a , (comma) between the numbers
4. Select a message to send from the pre-added messages
 - you can also type your own message
5. The selected message will display in the message box
 - or type your own message
 - messages can be 459 characters
 - if you use more than 459 characters, a 2nd sms will send
6. Choose the closing words for the email message
 - the closing words will be drawn from the user setup and file details
 - e.g. Firm name, contact details and file reference
7. The closing words will be added to your message
 - remember the closing words are also characters that will add to the length of your message
8. a List will display of all other cellphone numbers saved on the system (not only this file), that could also be used
9. Mark the option if you want the SMS message and sender details to display in the file notes
10. Change the diary date to a new date to display, if applicable
11. You can debit a fee for sending the SMS
 - the amount will be drawn from the user setup or you can type your own fee amount
 - leave the amount 0.00 if you don't want to debit a fee
12. Click send to send the SMS

a Message will display that the SMS was sent successfully

View the SMS report

Click 

You will be able to view the report of SMSes sent, delivered and if the received sent a reply, you will be able to view the reply

SMS REPORT

File number: DR0003

Client: DR ALBERTS

Starting date: 01-08-2017

Parties:: DR ALBERTS * BOTHA

Ending date: 19-02-2018

Case description: Debt Collection

Ok

End

More

Print

Text file

1

| Date | Cell No | Message | Received | Answer |
|---------------------|-------------|--|-----------------------|--------|
| 21-11-2017 10:42:00 | 27825429112 | We remind you of your promise to pay to Dr. AlbertsLEXPRO STELSELSTel: 01... | 21-11-2017 10:42:0... | |

5.21 Fee report

Displays a report of all debit and stored fees on the file

FEE REPORT BY FILE NUMBER

File number: B: R ** T: R0.00

Client: DR ALBERTS

S: R60.90 ** D: R17.10

Fee Type:
Debit Fees: ☐
Stored Fees: ☐
All Fees: ☒

Income account: Fee account from Setup

Starting date: Count: 2

Ending date:

Change All to Debit: ☐
Change All to Store: ☐

Debit Fees: R

| Date | Description | Reference | Fee No | D/S | BK | VAT | Debit | Total |
|------------|----------------------------|-----------|--------|-----|----|------|-------|-------|
| 05-01-2018 | Collection com. on R150.00 | INV | ZF0010 | D | N | 2.10 | 17.10 | 17.10 |
| 30-01-2018 | Fee letter of demand | INV | ZF0010 | S | N | 7.48 | 60.90 | 78.00 |

5.22 Court date

Use the function to save the court date on the file:

MATTER ON A COURT ROLL

File number:

Types of Courts matters:

Choice of Court:

Trial date:

Note or Message:

5.23 Promise to pay/PTP

Capture the date promised by the debtor to make a payment, and display previous promise dates

Click Display to show previous PTP's

PROMISE TO PAY

File number: **Display** Payer:

Payment Date:

Promised Amount R

Promise Type:

| Pay Date | Real Date | Promise Type | Amount Promised |
|------------|------------|------------------------------|-----------------|
| 13-02-2018 | 13-02-2018 | Telephonic Promise (monthly) | 100.00 |

- or type payment date and promised amount for a new PTP
- click save to capture the new PTP
- Update Notes: The PTP will be saved in the file's notes
- Update report: the PTP will be saved as an action on the file

5.24 Print account

To send a statement to a client (not a debtor)

A STATEMENT TO CLIENT

File number:

Starting date:

Ending date:

Show No balance? ☐

Add Interest? ☐

Interest rate: %

Transaction Choices:

Accounting only: ☐

Fees only: ☐

Accounting and Fees: ☒

Account/Invoice

Account: ☒

Invoice: ☐

Statement: Debits only ☐

You can print statements only in the litigation program, Tax invoices can only be printed in the accounting system

- Use this option to print a statement to client, reflecting:
 - o Payments received
 - o Costs
 - o Fees
- Type the file number to receive a statement. The number will default to the file you're working on
- Select the period to show transactions by typing the starting and ending date
- Show No balance: the statement will start with a 0.00 balance, regardless of previous balance
- Add Interest: mark if interest must be added to the outstanding amount, and add the **interest rate**
- Choose the type of transactions to show:
 - o Accounting only: stored fees in Litigation won't show
 - o Fees only: only stored fees in Litigation will show, no Accounting transactions
 - o Accounting and fees: both accounting transactions and stored fees in litigation will show
- Account/Invoice:
 - o Select whether this should be an account showing debits and credits
 - o Or a statement showing only debits (no credits)
- Click Print/PDF



- Select Create PDF statements to merge the statement as a PDF file where you can either download, save or print
- Select Print statements directly to print the statements

6. Create documents

The following types of documents can be created:

Debt Collection

Magistrate's Court:

- Summonses: Single or batch
- Notices: Single or batch
- Other: Single or batch

Credit act documents

Regional court:

- Summonses
- Notices

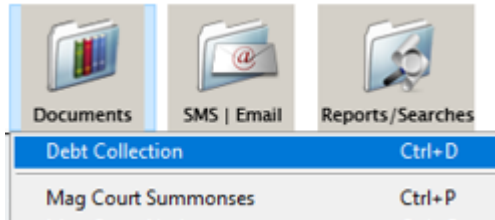
High Court:

- Summonses
- Notices, other

Letters

6.1 Debt Collection documents

Where to find:



Type the file number and click OK

DEBT COLLECTION DOCUMENTS

File Number:

Client:

Matter:

Plaintiff/Applicant:

Defendant/Respondent:

Diary Date: ... Income Account:

Interest Date: Interest Rate:

Claim Amount: R 2nd Claim: R

Id No in Heading? ☐ Case Number:

Letter report to Client? ☐ Court choices: ...

Debtor's Title, Initials & Surname:

Debtor's Identity number:

Debtor's address in 3 lines & postal code:

Debtor's Email:

Judgment costs: R

Judgment Date:

Fee description: A&C Adjustment? ☐

Fee: R Getal Bladsy:

Available Debt Collection Documents:

- A.o.d. - Acknowledgement of Debt
- A.o.d. - Win98
- Affidavit for Tracing Charges
- Agreement to Pay Debt By Instalments
- Application for Attachment Order
- Application for Garnishee Order
- Application in Terms of Section 65(2)
- Application: Emoluments Attachment Order
- Certified Copy of Judgment
- Collision Affidavit
- Compliance Affidavit
- Conditions of Sale
- Consent to Emoluments Attachment Order
- Default Judgment & Warrant of Execution
- Eao Notice to Employer
- Emoluments Attachment Order
- Emoluments Attachment Order & Section 65(2) Certificate
- Extension of Attachment: Immovable Property
- Hein Test Template
- Judgment By Default Only
- Letter of Demand: Add A+c Costs.1
- Letter of Demand: Add A+c Costs.1 - Pdf
- Letter of Demand: Add A+c Costs.2
- Letter of Demand: Add A+c Costs.2 - Pdf
- Letter of Demand: Registered
- Letter of Demand: Registered - Pdf
- Letter of Demand: S. 129 Notice
- Letter of Demand: S. 129 Notice - Pdf
- Letter of Demand: S.345 Companies Act
- Letter of Demand: S.345 Companies Act - Pdf
- Letter of Demand: Schools Act
- Letter of Demand: Section 56

- The file details will be drawn from the saved information entered when the file was opened
- Complete all relevant information not drawn from the file
- Select the document to be created from the list available debt collection documents
- Note the fee description and amount:
 - o The description and amount will automatically display when selecting the document
 - o This will be stored or debited automatically on the file, according to your file/user setup
 - o Change the amount to 0.00 if you don't want to capture the fee automatically
- Click OK

- An additional screen will display for each type of document selected, e.g. letter of demand: registered

LETTER OF DEMAND

Description of Claim:

Debtor title only:

Add instalment agreement? ☒ Show Interest rate in agreement? ☒

Monthly payment: R

Date of 1st Payment:

Fee description:

Fee (VAT Inc): R Postage added

- Type the additional information for the specific document
- Click OK
- The document will merge to Microsoft Word

BY REGISTERED POST

BOTHA
 124 Schoemanstraat
 Pretoria

0001

Dear Sir / Madam

YOUR DEBT DUE TO: DR ALBERTS

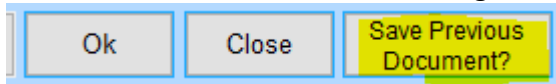
We act on behalf of DR ALBERTS.

We are instructed by our client DR ALBERTS, to demand from you, as we hereby do, the amount of R5,600.00 plus mora interest at the rate of 10.50% per annum in terms of the Prescribed Rate of Interest Act, No 55 of 1975, calculated from date of demand, alternatively from the date of service of the summons, untill date of payment.

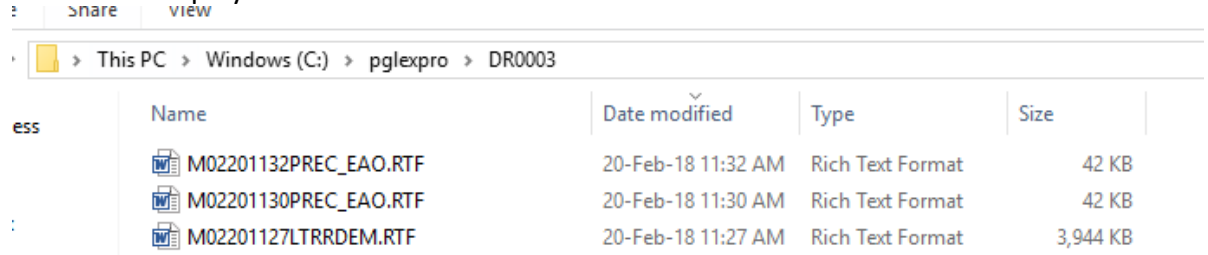
The cause of action against you is Professional services rendered: Debt Collection

- You can view, edit, print
- The document will be saved automatically in the file's folder

- To save the document in the database as a graphic/document, click the Save previous document button after the document was merged



- o It will now display in both the file's folder:



And in the database for documents/graphics:

CHOICES OF ACTIONS

File Number: DR0003 Client's refer: []

Client name: DR ALBERTS

Parties: DR ALBERTS * BOTHA

Debtor's Phone No: [] Income account: ZF0010

Latest Action: 20-02-2018 EAO NOTICE TO EMPLOYER

Diary date: 12-03-2018 Date in Report: []

Make Inactive? []

Block Arrears in Diary? []

Recommended Options: Demand Phone Call

Action Date: 20-02-2018

Choices: Debt Collection (selected) Litigation All Other

Actions List: A.O.D. - ACKNOWLEDGEMENT OF DEBT * DEBAG

Status: Letter of demand: registered * DEMAND

0 DRAFTING COURT DOCUMENTS

20-02-2018 - Eao notice to employer - dr albe

20-02-2018 - Letter of demand: registered - dr alb

21-11-2017 - Aansoek ingevolge artikel 66(1) - dr

21-11-2017 - Aanmaningsbrief: artikel 56 - dr albe

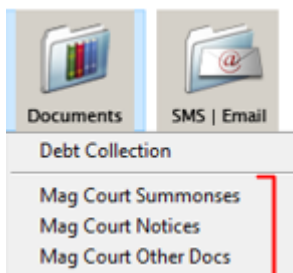
Save Action

Save End

Super Search Quick R

6.2 Magistrate's court documents

Where to find:



Magistrate's court summonses, notices and other types of documents can be created

Select the type of document to create, eg. Summonses

The screen to create summonses will appear

Type the file number and click OK

MAGISTRATE'S COURT SUMMONSES

File Number:

Client:

Matter:

Plaintiff/Applicant:

Defendant/Respondent:

Diary Date:

Income Account:

Interest Date:

Interest Rate:

Claim Amount: R

2nd Claim: R

Id No in Heading? ☐

Letter report to Client? ☐

Court choices:

Description of Plaintiff:

Description of Defendant:

Plaintiff's address in 3 lines:

Defendant's address in 3 lines:

Plaintiff's occupation:

Defendant's occupation:

Demand fee on summons? ☐

Firm No in docs? ☒

Fee description:

A&C Adjustment? ☐

Fee: R Getal Bladsye:

Available Summonses:

- Arrear Home Owners Association Levies
- Arrear School Fees: Simple Summons
- Arrear Sectional Title Levies
- Bank Overdraft
- Claim Details Annexed
- Collision: Buyer for Market Value
- Collision: Buyer for Repair Costs
- Collision: Owner for Market Value
- Collision: Owner for Repair Costs
- Combined Summons
- Draft Divorce Summons: regional Court
- EIE
- Foreclosure of Mortgage Bond
- Goods and Services Rendered
- Goods Sold and Delivered
- Medical Fund Claim
- Municipal Rates and Services
- Municipal Services
- Nca: Credit Agreement - Special
- Nca: Credit Agreements
- Nca: Credit Card Loan
- No Choice
- Oral Money Loan
- Provisional Sentence: Arrear Rental
- Provisional Sentence: Bond
- Provisional Sentence: Cheque
- Provisional Sentence: Debt Agreement
- Rental and Ejectment - Non Residence
- Rental and Ejectment - Non Residence No Interdict
- Rental and Ejectment - Residence
- Rental and Ejectment - Residence No Interdict
- School Fees Summons - Oral Agreement

Jurisdiction

- ☒ Cause of Action
- ☐ Defendant resides/works
- ☐ Written consent

- The file details will be drawn from the saved information entered when the file was opened
- Complete all relevant information not drawn from the file
- Select the document to be created from the list available Magistrate's court documents
- Note the fee description and amount:
 - o The description and amount will automatically display when selecting the document
 - o This will be stored or debited automatically on the file, according to your file/user setup
 - o Change the amount to 0.00 if you don't want to capture the fee automatically
- Click OK
- An additional screen will display for each type of document selected, e.g. Services rendered

GOODS AND/OR SERVICES RENDERED

Date or period of delivery:

Place of agreement:

Date of agreement:

Parties to agreement:

Date Payable:

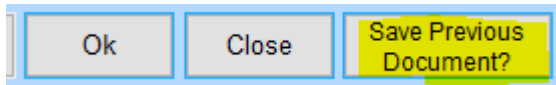
Fee description:

Fee (VAT Inc): R

SMS to Client? ☐

SMS to Debtor? ☐

- Type the additional information for the specific document
- Click OK
- The document will merge to Microsoft Word
- To save the document in the database as a graphic/document, click the Save previous document button after the document was merged



- o It will now display in both the file's folder:

↑ > This PC > Windows (C:) > pglexpro > DR0003

| | Name | Date modified | Type | Size |
|----------|-----------------------|--------------------|------------------|----------|
| CKUP | M02201428SUM_SERV.RTF | 20-Feb-18 2:28 PM | Rich Text Format | 122 KB |
| CKUPS | M02201132PREC_EAO.RTF | 20-Feb-18 11:32 AM | Rich Text Format | 42 KB |
| efhoofde | M02201130PREC_EAO.RTF | 20-Feb-18 11:30 AM | Rich Text Format | 42 KB |
| | M02201127LTRDEM.RTF | 20-Feb-18 11:27 AM | Rich Text Format | 3,944 KB |

- o And in the database for documents/graphics:

CHOICES OF ACTIONS

File Number: DR0003 Client's refer:

Client name: DR ALBERTS

Parties: DR ALBERTS * BOTHA

Debtor's Phone No: Income account: ZF0010

Latest Action: 20-02-2018 Summons - services rendered

Diary date: 12-03-2018 Date in Report:

Make Inactive? ☐

Block Arrears in Diary? ☐

Recommended Options: Demand Phone Call

Action Date: 20-02-2018

00:00:00
Start
Stop

Save End

Choices:
Debt Collection ☒ Litigation ☐ All Other ☐

Actions List: This Action is also Status? ☐

A.O.D. - ACKNOWLEDGEMENT OF DEBT * DEBAG

Status: Letter of demand: registered * DEMAND

DRAFTING COURT DOCUMENTS

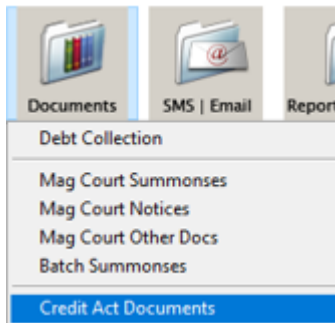
20-02-2018 - Summons - services rendered - dr a
20-02-2018 - Eao notice to employer - dr alberts *
20-02-2018 - Letter of demand: registered - dr al
21-11-2017 - Aansoek ingevolge artikel 66(1) - dr
21-11-2017 - Aanmaningsbrief: artikel 56 - dr albe

ADDRESS & PHONE DETAILS

0 CLIENT'S MAIN DETAILS: LEXPRO STELSLS 1995/20/123

Super Search Quick R

6.3 Credit act documents



Type the file number and click OK

NATIONAL CREDIT ACT DOCUMENTS

File Number:

Matter: Debt Collection - Active File!

Creditor:

Debtor:

Diary Date: Income Account:

Interest Date: Interest Rate:

Claim Amount: R Case Number:

Id no in Heading? ☐ Firm no on Docs? ☐

Debtor's Title, Initials & Surname: Choice of Courts: ...

Debtor's Id no:

Debtor's employment:

Debtor's Address in 3 lines & postal code:

Debtor's Employer:

Employer's Address:

☐ We act for Plaintiff: ☒

☐ We act for Defendant: ☐

Employer's

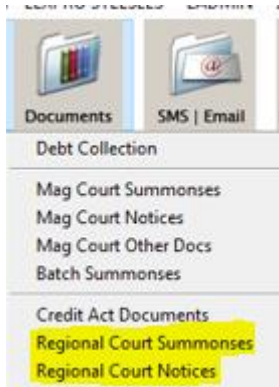
Available Documents:

- ARTIKEL 65A(1) KENNISGEWING
- ARTIKEL 65A(2) BRIEF NA VONNIS
- ARTIKEL 65E(3) KENNISGEWING
- ARTIKEL 65J(2) SERTIFIKAAT
- BBB WERKGEWER KENNISGEWING
- BEëDIGDE VERKLARING A58
- BESOLDIGINGSBESLAGBEVEL
- BESOLDIGINGSBESLAGBEVEL & ARTIKEL 65J(2) S
- BOTSINGVERKLARING
- CERTIFIED COPY OF JUDGMENT
- COLLISION AFFIDAVIT
- COMPLIANCE AFFIDAVIT
- CONDITIONS OF SALE
- CONSENT TO EMOLUMENTS ATTACHMENT ORDER
- DEFAULT JUDGMENT & WARRANT OF EXECUTION
- EAO NOTICE TO EMPLOYER
- EMOLUMENTS ATTACHMENT ORDER
- EMOLUMENTS ATTACHMENT ORDER & SECTION
- ERKENNING VAN SKULD (WIN98)
- ERKENNING VAN SKULD EN AFBETALING
- Extension of Attachment: immovable property
- Hein Test Template
- HERUITREIKING: LASBRIEF VIR EKSEKUSIE
- JUDGMENT BY DEFAULT ONLY
- KENNISGEWING VAN VERKOPING: ONROEREND
- KENNISGEWING VAN VERKOPING: ROEREND
- KENNISGEWING VAN VERKOPING: ROEREND (2)
- LASBRIEF VIR ARRES
- LASBRIEF VIR EKSEKUSIE
- LASBRIEF VIR EKSEKUSIE - SONDER RENTE
- LASBRIEF VIR EKSEKUSIE - WERKGEWER
- LASBRIEF VIR EKSEKUSIE: ONROERENDE GOED

- The file details will be drawn from the saved information entered when the file was opened
- Complete all relevant information not drawn from the file
- Select the document to be created from the list available documents
- Note the fee description and amount:
 - o The description and amount will automatically display when selecting the document
 - o This will be stored or debited automatically on the file, according to your file/user setup

- Change the amount to 0.00 if you don't want to capture the fee automatically
- Click OK
- The document will merge

6.4 Regional documents



Choose between a summons or notice

Type the file number and click OK

HIGH COURT SUMMONSES

File Number:

Client:

Matter:

Plaintiff/Applicant:

Defendant/Respondent:

Diary Date:

Income Account:

Interest Date:

Interest Rate: %

Claim Amount: R

2nd Claim: R

Id No in Heading? ☐

Letter report to Client? ☐

Attorney signs Claim Details? ☐

Description of Plaintiff:

Description of Defendant:

Plaintiff's address in 3 lines:

Defendant's address in 3 lines:

Plaintiff's occupation:

Defendant's occupation:

Demand fee on summons? ☐

Firm No in docs? ☒

Fee description:

A&C Adjustment? ☐

Fee: R Getal Bladsy:

Available Summonses:

- Combined Summons
- Draft Divorce Summons
- Goods and Services Rendered
- Goods Sold and Delivered
- No Choice
- Provisional Sentence High Court
- Services Rendered**
- Simple Summons
- Written Loan Agreement

Jurisdiction

- ☒ Cause of Action
- ☐ Defendant resides/works
- ☐ Written consent

- The file details will be drawn from the saved information entered when the file was opened
- Complete all relevant information not drawn from the file
- Select the document to be created from the list available documents
- Note the fee description and amount:
 - o The description and amount will automatically display when selecting the document
 - o This will be stored or debited automatically on the file, according to your file/user setup
 - o Change the amount to 0.00 if you don't want to capture the fee automatically
- Click OK
- An additional screen will display for each type of document selected, e.g. Services rendered

GOODS AND/OR SERVICES RENDERED

Date or period of delivery:

Place of agreement:

Date of agreement:

Parties to agreement:

Date Payable:

Fee description:

Fee (VAT Inc): R

SMS to Client? ☐

SMS to Debtor? ☐

- Type the additional information for the specific document
- Click OK
- The document will merge to Microsoft Word
- To save the document in the database as a graphic/document, click the Save previous document button after the document was merged

6.5 High court documents



- Choose between summonses, notices or other high court documents, e.g. Notices:
- Type the file number and click OK

HIGH COURT NOTICES

File Number:

Client:

Matter:

Plaintiff/Applicant: 1

Defendant/Respondent: 1

Diary Date: ... Income Account:

Interest Date: Interest Rate: %

Claim Amount: R 2nd Claim: R

Id No in Heading? ☐ Case Number:

Letter report to Client? ☐ Court choices: ...

Firm No in docs? ☒ Attorney signs Claim Details? ☐

Description of Applicant: Description of Respondent:

Opponent Attorney:

Opponent Address 1:

Opponent Address 2:

Opponent Address 3:

Opponent Address 4:

Opponent refer:

Fee description: A&C Adjustment? ☐

Fee: R Getal Bladsye:

Available Notices:

- 3rd Party Pretrials in Gauteng
- Application for Electronic Service in Terms of Rule 19(3)(c)
- Application for Trial Date
- Application to Compel Discovery
- Discovery Notice Ito Rule 35
- Filing Notice**
- Long Notice of Motion
- No Choice
- Notice in Terms of Rule 35(1)
- Notice in Terms of Rule 7(1)
- Notice of Acceptance of Offer
- Notice of Appointment as Attorneys of Record
- Notice of Bar
- Notice of Hearing: Summary Judgment
- Notice of Intention to Defend
- Notice of Intention to Defend in Terms of Rule 19(3)
- Notice of Intention to Tax Bill of Costs
- Notice of Removal
- Notice of Representation for [086]
- Notice of Set Down of Opposed Taxation
- Notice of Setdown
- Notice of Setdown - Normal
- Notice of Setdown - Opposed Motion
- Notice of Setdown: Divorce
- Notice of Taxation New
- Notice of Withdrawal
- Notice of Withdrawal as Attorneys
- Notice to Amend
- Notice to Oppose
- Plea
- Pleading for General Use
- Request for Electronic Service

- The file details will be drawn from the saved information entered when the file was opened
- Complete all relevant information not drawn from the file
- Select the document to be created from the list available notices
- Note the fee description and amount:
 - o The description and amount will automatically display when selecting the document
 - o This will be stored or debited automatically on the file, according to your file/user setup
 - o Change the amount to 0.00 if you don't want to capture the fee automatically
- Click OK
- An additional screen will display for each type of document selected, e.g. Services rendered

FILING NOTICE

Document description:

Date of Hearing:

Fee description:

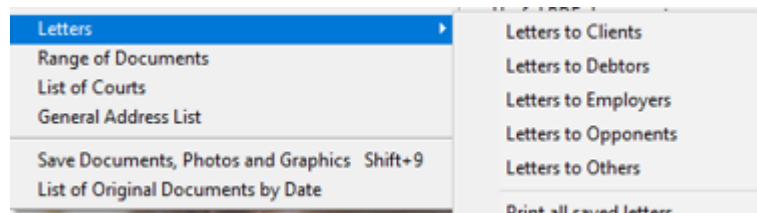
Fee (VAT Inc): R 39.90

Ok Cancel

- Type the additional information for the specific document
- Click OK
- The document will merge to Microsoft Word
- To save the document in the database as a graphic/document, click the Save previous document button after the document was merged

Ok Close Save Previous Document?

6.6 Letters



Choose the type of letter to create

e.g. Letters to clients

LETTERS TO CLIENTS

File Number:

Client name / surname:

Client Initials: Client Title:

Plaintiff/Applicant:

Defendant/Respondent:

Plaintiff's Id: Defendant's Id:

Title, Initials and Surname:

Address on letter:

Po Box 156

MONTANA Postal code:

Email Address:

Fax destination:

Opponent reference:

Opponent telephone:

Opponent fax:

Our reference:

Opponent PARTY ref:

Our client ref.:

Balance owing: R

Monthly payment: R

First payment date:

Matter description:

List of letters:

Addresses for this File:

Diary date:

Demand Payment date:

Plaintiff/Defendant/Applicant/Respondent:

Our client's language:

Judgment date:

Judgment costs: R

Trial date:

Income account:

Fee description:

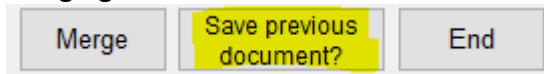
Fee (VAT In R Add VAT? ☒

Add Postage? ☒

Client transaction? ☐

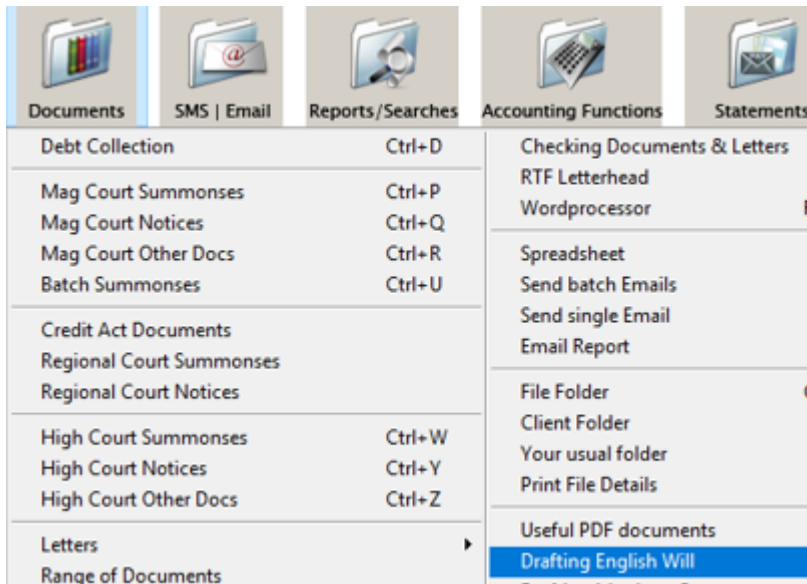
- Type the file number and click OK
- The file details will be drawn from the saved info on the file
- Complete all relevant information
 - o Select the letter from the list of letters
 - o Select the address to display on the letter
 - o See the Fee amount and make sure this is correct

- If you don't want to post a fee while creating the letter, you can change the amount to 0.00
- If you don't change the amount to 0.00, the fee will be posted automatically when you click Merge
- Click Merge
- The document will merge and open in Microsoft Word
 - If the letter doesn't open, it could be because of the letterhead not loaded
 - Contact your Lexpro consultant to load the letterhead
- To save the letter in the file folder and database, click the Save Previous document button after merging of the letter



6.7 Drafting a Will

Where to find:



- To create an English will, choose the Drafting English Will
- You can also create an Afrikaans will, by selecting "Opstel Testamente" in the "Dokumente" menu

- Type the file number and click OK
- The screen will display:

DRAFTING OF WILLS

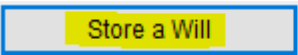
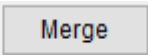
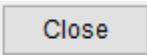
| | | | |
|---|-----------------------------------|--|--|
| File Number: <input type="text" value="AB0000"/> | <input type="button" value="Ok"/> | Testator details Testator 1: <input type="text" value="BOTH A"/> Testator 1 Id: <input type="text"/> Testator 2: <input type="text"/> Testator 2 Id: <input type="text"/> <input type="button" value="End"/> <input type="button" value="Save"/> | |
| Client: BOTH A Parties: BOTH A * Case description: | | Change and Save Description: <div style="border: 1px solid black; height: 150px;"></div> | |
| List of Choices: <input type="radio"/> Testators <input type="radio"/> Executors <input type="radio"/> Special Heirs <input type="radio"/> The Heirs <input type="radio"/> Creating a Trust | | | |

- Type the names of the testator(s) and their ID's
 - Continue by selecting the different clauses on the left
- E.g. Testators:

DRAFTING OF WILLS

| | | | |
|--|-----------------------------------|---|--|
| File Number: <input type="text" value="AB0000"/> | <input type="button" value="Ok"/> | Testator details Testator 1: <input type="text" value="BOTH A"/> Testator 1 Id: <input type="text"/> Testator 2: <input type="text"/> Testator 2 Id: <input type="text"/> <input type="button" value="End"/> <input type="button" value="Save"/> | |
| Client: BOTH A Parties: BOTH A * Case description: | | Change and Save Description: <div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;"><u>Will</u></p> <p>I, the undersigned,</p> <p style="text-align: center;">[155]</p> <p style="text-align: center;">Identity number: [156]</p> <p style="text-align: center;">(hereafter called the TESTATOR)</p> <p>presently residing at (Please complete the address here) hereby declare this to be my last Will and testament and provide as follows:</p> </div> | |
| List of Choices: <input checked="" type="radio"/> Testators <input type="radio"/> Executors <input type="radio"/> Special Heirs <input type="radio"/> The Heirs <input type="radio"/> Creating a Trust <input type="radio"/> Guardians <input type="radio"/> Marriage Clause | | | |

- The information will display
 - o Change and save all changes

- Note: although the merge codes display, e.g. |155|, the correct information will merge when you click Merge. Do not change this manually
- Continue this process with all clauses
- Click Merge to open the Will in Microsoft Word
- Click    to save the document in the file folder and database

STORE LARGE AND EXTRAORDINARY DOCUMENTS

| | | | |
|--|--|---|---|
| File Number: | <input type="text" value="AB0000"/> | <input type="button" value="Ok"/> | <input type="button" value="Search Names"/> |
| Client: | <input type="text" value="BOTH A"/> | | List of existing BLOB Documents <input type="text" value="27-11-2017 - RTF Testament van BOTH A"/> |
| Parties: | <input type="text" value="BOTH A *"/> | | |
| Case description: | <input type="text"/> | | |
| Document type: | <input type="button" value="v"/> | | |
| Search for files in: | <input type="text" value="C:\pglexpro/"/> | <input type="button" value="Search"/> | List of possible files: <input type="text" value="doksfolder1.PNG"/> |
| Name of Document to store: | <input type="text" value="Will"/> | <input type="button" value="Show Doc"/> | Documents: No Type Chosen <input type="button" value="v"/> |
| Category or Class: | <input type="button" value="v"/> | | |
| Description and Purpose of document: | <input type="text" value="Client's will"/> | | |
| <input type="button" value="Save"/> <input type="button" value="End"/> <input type="button" value="Amend"/> <input type="button" value="Delete"/> <input type="button" value="Email"/> | | | |

7. Courts



Use this function to view a list of added courts and to add own courts, not on the list

LIST OF COURTS

Magistrate's Court: ☒ High Court: ☐ Regional Court: ☐ All Courts: ☐ Afr: ☐ Eng: ☐ Both?: ☒

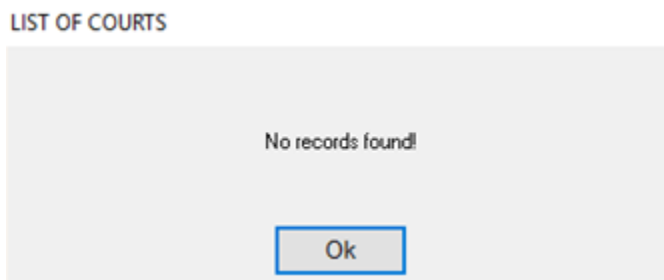
Ok End More Add Delete Print

Note:

- High Courts will be pre-loaded by Lexpro and will display
- Magistrate's and Regional Courts used, must be added
- Courts must be added per firm, and not user
 - o Courts added by a user, will be available to all other users

E.g. Click Magistrate's Court and click OK

- The list of courts added, will display
- Or
- The message "no records found" will display



- Click the ADD button

AMEND OR ADD TO COURT LIST

Court Identification:

Court Details: 1

Name of Court:

Held at:

Short Court Name:

Address of Court Building:

Telephone No:
 Fax Number:

Court setup: 3

Magistrate's Court: ☒ Afr ☐
 High Court: ☐ Eng ☒
 Regional Court: ☐ Default Court? ☐

Attorney Details: 2

Attorney signing:
 Firm name:

Firm's physical address:

Firm's reference:

Firm's Postal address:

Firm's Telephone no:
 Firm's Fax no:
 Email address:
 Place of Signature:

4

1. Court details:

Complete the details that you want to add

- Court name: type the complete description to merge on the court documents
 - o E.g. IN THE MAGISTRATE'S COURT FOR THE DISTRICT OF PRETORIA
- Type the held at address
- Short name for the court what will display in your list of courts
- Address, telephone number and Fax number of the court

2. Attorney details:

Complete the signing attorney's details

- Attorney name
- Firm name
- Firm's physical address
- Firm's reference
- Firm's Postal address, telephone number, fax number, email address
- Place of signature

3. Court setup:

- Select the type of court
- Select if this should display on Afr or English court documents

4. Click Add new or amend if you edited existing courts

LIST OF COURTS

Magistrate's Court: ☒ High Court: ☐ Regional Court: ☐ All Courts: ☐ Afr: ☐ Eng: ☐ Both?: ☒

Ok End More Add Delete Print

| Court... | Description | Address |
|----------|---|--|
| 33 | IN THE MAGISTRATE'S COURT FOR THE DISTRICT OF PRETORIA - Pretoria | Cnr Francis Baard & Sophie de Bruyn Street Pretoria 00 |

The court will be added and will display in list of courts when drafting documents

MAGISTRATE'S COURT SUMMONSES

File Number: DR0003 Ok Debtor's Balance

Client: DR ALBERTS

Matter: Debt Collection - Active File!

Plaintiff/Applicant: DR ALBERTS 1

Defendant/Respondent: BOTHA 1

Diary Date: 21-03-2018 ... Income Account: ZF0010

Interest Date: 03-05-2017 Interest Rate: 10.50 %

Claim Amount: R 5,600.00 2nd Claim: R 0.00

Id No in Heading? ☐

Letter report to Client? ☐

Court choices:

33 - Pretoria * IN THE MAGISTRATE'S COURT FOR THE DISTRICT OF PRETORIA

5. Default court

Court setup:

Magistrate's Court: ☒ Afr: ☐

High Court: ☐ Eng: ☒

Regional Court: ☐ Default Court? ☐ 5

To set this court as the default court, you need to change the settings in the user setup 1

- [2.1 User setup values 1](#)
- Choose the court that you added from the dropdown:


CREATE / AMEND SETUP

Firm name: LEXPRO STELSELS

Your Email address: cs@lexpro.co.za

Magistrate Court: 33 - Pretoria * IN THE MAGISTRATE'S COURT FOR THE DISTRICT OF PRETORIA

- Click the marked button:

IN THE MAGISTRATE'S COURT I ▾ 

- The change court and address details will display:

CHANGE COURT AND ADDRESS DETAILS

Court Identification:

Court Details:

Name of Court:

Which Place?

Short Court Name:

Address of Court Building:

Telephone No:

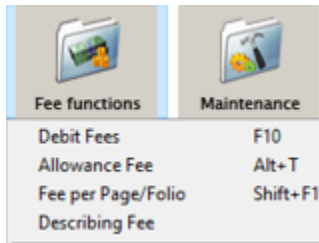
Fax Number:

Court setup:

Magistrate's Court: ☒ Afr ☐
 High Court: ☐ Eng ☒
 Regional Court: ☐ **Default Court? ☒**

- Mark the option: Default court and save
- The court details will display automatically when drafting court documents
 - o You wont need to select the court, unless you want to use a different court than the default

8. Fees

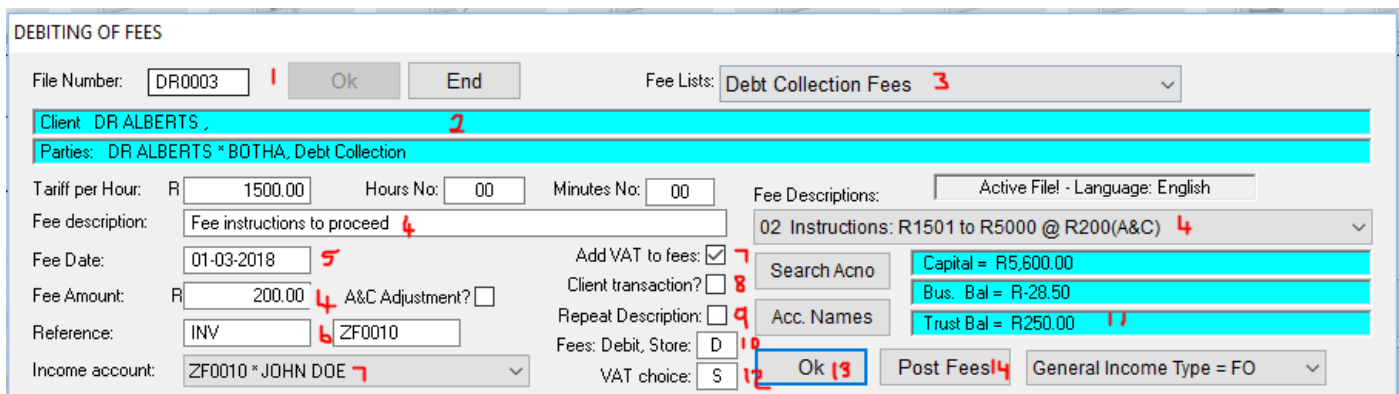


Use this option to debit fees manually

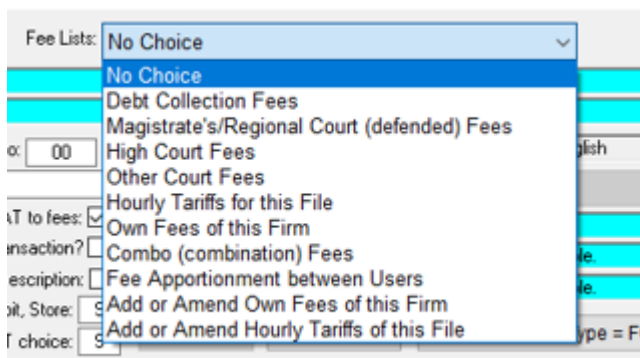
Choose between:

- Debiting fees and per time unit
- Debit allowance fees
- Debit fees per page

8.1 Debit fees

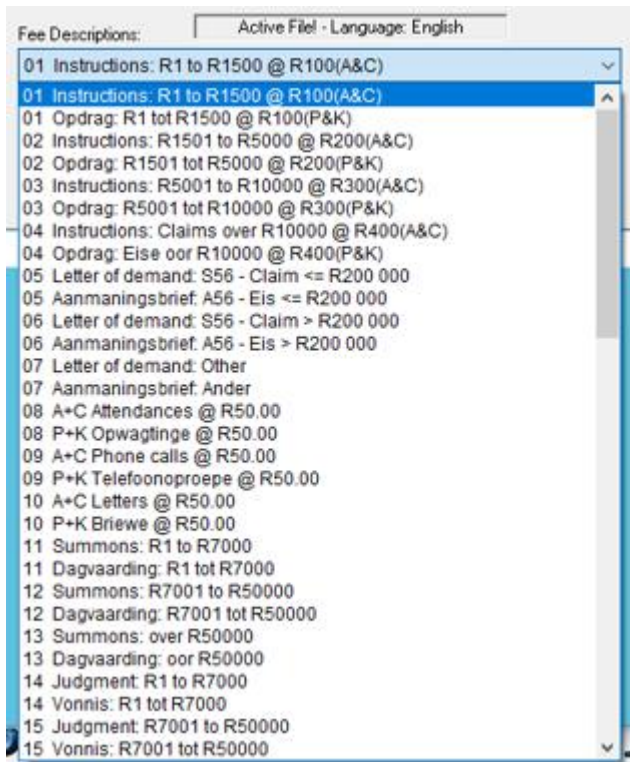


1. Type the file number and click OK
2. The file details will display
3. Choose the type of fee to debit from the fee lists



- E.g. Debt collection fees

4. The list available debt collection fees will display in both Afrikaans and English



- Select the fee to be debited
- The fee description and amount will be inserted

Note: you can also type your own description and amount

5. Make sure the date is correct
6. Type a fee reference
 - when fees are exported to accounting, the reference will change to the user that exported the fee
7. The income account saved on the file, will be credited automatically
 - you can select a different Income account from the list

Select if VAT should be added to the fee amount

- If you select this option, 15% will be added to the fee amount
- If this option is not selected, the 15% will be included in the fee amount

8. Choose whether or not the fee is a client transaction
 - Mark the Client transaction if the client is liable for payment of the fee and will show on the client's statement/invoice only
 - Leave open if this is a debtor transaction, the debtor is liable for payment of the fee and will display on his debtor statement
9. Mark the repeat description option if you want to post the same fee on many files, without having to select the description from the list

10. Choose whether the fee should be debited or stored – see [The different between Stored fees and Debit Fees](#)
11. The current trust and business balances in accounting will display. This helps the user to decide between a debit or stored fee. Normally if there is enough trust money on the file, the fee can be debited
12. Choose the VAT choice as either S (Standard VAT) if your firm is registered for VAT or N (No VAT) if the firm is not registered for VAT
13. Click OK

The fee will display in the list:

| File | Date | Description | Reference | Fee No | D/S | Debit | Total |
|--------|------------|-----------------------------|-----------|--------|-----|--------|--------|
| DR0003 | 01-03-2018 | Fee instructions to proceed | INV | ZF0010 | D | 228.00 | 228.00 |

- Make sure all the information is correct
- To edit, right click on the file number
 - An additional box will display to change fees

14. Click Post Fees to capture the fees on the files

Note: Remember to export fees to accounting *** export fees***

8.2 Debit fees per hour

Use the same function and procedure as with [8.1 Debit fees](#)

DEBITING OF FEES

File Number: Fee Lists:

Client:

Parties:

Tariff per Hour: R Hours No: Minutes No:

Fee description:

Fee Date:

Fee Amount: R A&C Adjustment? ☐

Reference:

Income account:

Add VAT to fees: ☒

Client transaction? ☐

Repeat Description: ☐

Fees: Debit, Store:

VAT choice:

Fee Descriptions:

Search Acno

Acc. Names

Capital = R5,600.00

Bus. Bal = R-28.50

Trust Bal = R250.00

The hourly tariff is saved in the User's setup

2.3 User setup no 3

USER SETUP NO 3

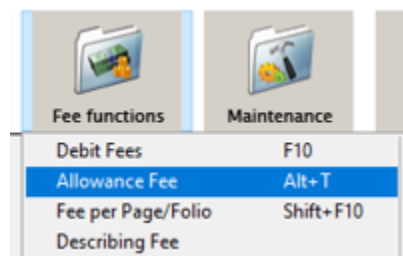
| | |
|----------------------|---|
| Fee Debit / Store: | <input type="text" value="D"/> |
| CSV Delimiter: | <input type="text" value="."/> |
| Col. com percentage: | <input type="text" value="10.00"/> % |
| Maximum col. com.: | R <input type="text" value="1,000.00"/> |
| Hourly fee: | R <input type="text" value="1,500.00"/> |
| Fee SMS message: | R <input type="text" value="45.00"/> |

Type the amount of hours, and or minutes

The system will debit the fee according to the hourly tariff and amount of hours/minutes

8.3 Allowance fee

Where to find:



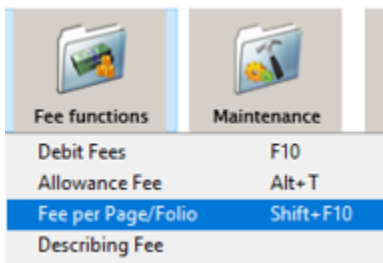
Capture allowance fees where the firm has received instruction from a Correspondent and allocate the agreed percentage of allowance to the Correspondent

| File | Date | Description | Reference | Fee No | D/S | Debit | Total |
|--------|------------|--|-----------|--------|-----|--------|--------|
| DR0003 | 05-03-2018 | Fee instructions to proceed: R228.00 * 33.33% = R76.00 Allow | INV | ZF0010 | S | 152.00 | 152.00 |

- Use the same procedure to capture the fee as in - [8.1 Debit fees](#)
- You can select the % allowance, or the saved percentage will draw from how the file was opened
- Select the fee from your list
- The gross fee amount will show
- Click OK
- The fee amount will now be the gross amount less the % allowance
- The net amount will post, but the gross amount will show on the debtor's balance

8.4 Fee per page/folio

Where to find:



Debit fees according to the tariff and amount of pages

Use the same procedure to debit fees as in - [8.1 Debit fees](#)

DEBITING OF FEES

File Number: Fee Lists:

Client: DR ALBERTS ,

Parties: DR ALBERTS * BOTHA, Debt Collection

Per Page/Folio: R Pages:

Fee description:

Fee Date:

Fee Amount: R A&C Adjustment? ☐

Reference:

Income account:

Fee Descriptions:

Add VAT to fees: ☒

Client transaction?: ☐

Repeat Description: ☐

Fees: Debit, Store:

VAT choice:

Search Acno:

Acc. Names:

| File | Date | Description | Reference | Fee No | D/S | Debit | Total |
|--------|------------|-------------------|-----------|--------|-----|--------|--------|
| DR0003 | 05-03-2018 | Fee - 15.00 pages | INV | ZF0010 | S | 598.50 | 598.50 |

The fee tariff per page is saved in the user's setup number 3

- [2.3 User setup no 3](#)

USER SETUP NO 3

| | |
|----------------------|---|
| Fee Debit / Store: | <input type="text" value="D"/> |
| CSV Delimiter: | <input type="text" value=","/> |
| Col. com percentage: | <input type="text" value="10.00"/> % |
| Maximum col. com.: | R <input type="text" value="1,000.00"/> |
| Hourly fee: | R <input type="text" value="1500.00"/> |
| Fee SMS message: | R <input type="text" value="45.00"/> |
| Letter fee: | R <input type="text" value="50.00"/> |
| Drafting fee pp: | R <input type="text" value="35.00"/> |
| Consultation Fee: | R <input type="text" value="1500.00"/> |

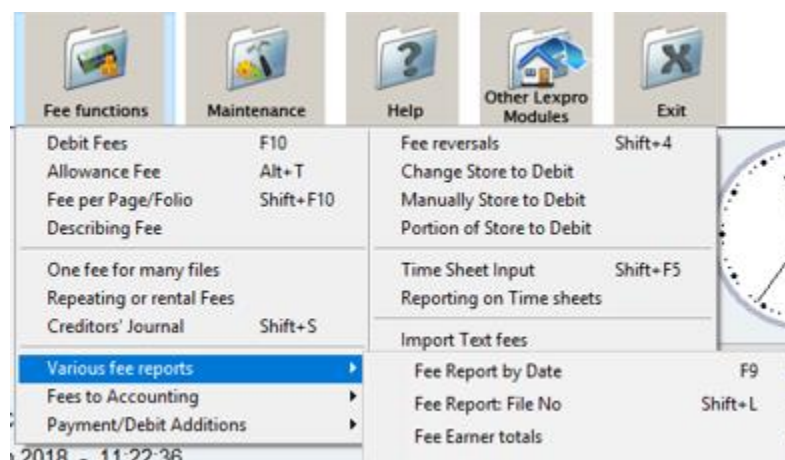
9. Fee reports

Use fee reports to view fees posted:

- Between dates
- For specific or all files
- For specific or all clients
- By specific fee earners
- By specific users
- Amount of stored fees, debit fees or total fees

This reports only applies to fees posted in Litigation and not in Accounting

Where to find:



9.1 Fee report by date

View a report of fees posted for a selected period

FEE REPORT BY DATE

Starting date: Income account: Count: 15

Ending date: Group: 16

User List: Show NOT to Accounting ☐ General Income Type = FO

Debit Fees: ☐ Stored Fees: ☐ All Fees: ☒

| File | Date | Description | Reference | Fee No | D/S | BK | VAT | Debit |
|--------|------------|---|-----------|--------|-----|----|--------|----------|
| DR0003 | 05-01-2... | Collection com. on R150.00 | INV | ZF0010 | D | N | 2.10 | 17.10 |
| DR0003 | 30-01-2... | Fee letter of demand | INV | ZF0010 | S | N | 7.48 | 60.90 |
| DR0001 | 13-02-2... | Fee tracer affidavit | LZ99 | ZF0010 | D | J | 8.19 | 66.69 |
| DR0002 | 13-02-2... | Fee tracer affidavit | LZ99 | ZF0010 | D | J | 0.00 | 58.50 |
| BF0100 | 13-02-2... | Fee Summons | EGSK | ZF0010 | S | N | 56.00 | 456.00 |
| BF0100 | 13-02-2... | Fee Summons | EGSK | ZF0010 | S | N | 56.00 | 456.00 |
| BF0100 | 13-02-2... | Fee phone calls: - 10 min | Z99 | ZF0010 | S | N | 35.00 | 285.00 |
| DR0003 | 20-02-2... | Fee letter of demand | INV | ZF0010 | S | N | 8.95 | 72.90 |
| DR0003 | 20-02-2... | Fee EAO notice to employer | INV | ZF0010 | S | N | 5.60 | 45.60 |
| DR0003 | 20-02-2... | Fee EAO notice to employer | INV | ZF0010 | S | N | 5.60 | 45.60 |
| DR0003 | 20-02-2... | Fee Summons | INV | ZF0010 | S | N | 18.97 | 154.47 |
| DR0003 | 26-02-2... | Fee acknowledge instruction | INV | ZF0010 | S | N | 7.48 | 60.90 |
| DR0003 | 01-03-2... | Fee instructions to proceed | INV | ZF0010 | D | N | 28.00 | 228.00 |
| DR0003 | 05-03-2... | Fee instructions to proceed: R228.00 * 33.... | INV | ZF0010 | S | N | 18.67 | 152.00 |
| DR0003 | 05-03-2... | Fee - 15.00 pages | INV | ZF0010 | S | N | 73.50 | 598.50 |
| | | Totals | | | | | 331.54 | 2,758.16 |

The following information will display:

- File number
- Date that the fee was posted
- Fee description
- Fee reference
- Fee number to be credited
- Reference: this is normally the user's reference, but can also be the group that the file belongs to
- D/S: is the fee a Debit or Stored fee
- BK: has the fee been exported to Bookkeeping Y for Yes and N for No
- | | |
|---|---|
| S | N |
|---|---|

: the fee is stored and Not sent to Accounting
- | | |
|---|---|
| D | Y |
|---|---|

: the fee is debited and sent to Accounting
- | | |
|---|---|
| D | N |
|---|---|

: the fee is debited and not yet sent to Accounting
- VAT: the VAT amount for the fee
- Debit: the fee amount, less VAT

- Choose Debit fees and click OK to view only Debit fees

FEE REPORT BY DATE

Starting date: 01-01-2018 Income account: No Choice - Income Accounts Count: 4

Ending date: 05-03-2018 Group: No Choice 16

User List: No Choice - Users Show NOT to Accounting ☐ General Income Type = FO

Debit Fees: ☒ Stored Fees: ☐ All Fees: ☐ **Ok** End More Print/PDF Text file

| File | Date | Description | Reference | Fee No | D/S | BK | VAT | Debit |
|--------|------------|-----------------------------|-----------|--------|-----|----|-------|--------|
| DR0003 | 05-01-2... | Collection com. on R150.00 | LZ99 | ZF0010 | D | N | 2.10 | 17.10 |
| DR0001 | 13-02-2... | Fee tracer affidavit | LZ99 | ZF0010 | D | Y | 8.19 | 66.69 |
| DR0002 | 13-02-2... | Fee tracer affidavit | LZ99 | ZF0010 | D | Y | 0.00 | 58.50 |
| DR0003 | 01-03-2... | Fee instructions to proceed | LZ99 | ZF0010 | D | Y | 28.00 | 228.00 |
| | | Totals | | | | | 38.29 | 370.29 |

- Choose Stored fees and click OK to view only stored fees

FEE REPORT BY DATE

Starting date: 01-01-2018 Income account: No Choice - Income Accounts Count: 11

Ending date: 05-03-2018 Group: No Choice 16

User List: No Choice - Users Show NOT to Accounting ☐ General Income Type = FO

Debit Fees: ☐ **Stored Fees: ☒** All Fees: ☐ **Ok** End More Print/PDF Text file

| File | Date | Description | Reference | Fee No | D/S | BK | VAT | Debit |
|--------|------------|--|-----------|--------|-----|----|--------|----------|
| DR0003 | 30-01-2... | Fee letter of demand | INV | ZF0010 | S | N | 7.48 | 60.90 |
| BF0100 | 13-02-2... | Fee Summons | EGSK | ZF0010 | S | N | 56.00 | 456.00 |
| BF0100 | 13-02-2... | Fee Summons | EGSK | ZF0010 | S | N | 56.00 | 456.00 |
| BF0100 | 13-02-2... | Fee phone calls: - 10 min | Z99 | ZF0010 | S | N | 35.00 | 285.00 |
| DR0003 | 20-02-2... | Fee letter of demand | INV | ZF0010 | S | N | 8.95 | 72.90 |
| DR0003 | 20-02-2... | Fee EAO notice to employer | INV | ZF0010 | S | N | 5.60 | 45.60 |
| DR0003 | 20-02-2... | Fee EAO notice to employer | INV | ZF0010 | S | N | 5.60 | 45.60 |
| DR0003 | 20-02-2... | Fee Summons | INV | ZF0010 | S | N | 18.97 | 154.47 |
| DR0003 | 26-02-2... | Fee acknowledge instruction | INV | ZF0010 | S | N | 7.48 | 60.90 |
| DR0003 | 05-03-2... | Fee instructions to proceed: R228.00 * 33... | INV | ZF0010 | S | N | 18.67 | 152.00 |
| DR0003 | 05-03-2... | Fee - 15.00 pages | INV | ZF0010 | S | N | 73.50 | 598.50 |
| | | Totals | | | | | 293.25 | 2,387.87 |

Or choose All fees to see both stored and debit fees

Edit fees not yet sent to accounting:

Fees can be edited from the fee reports

Important:

Only Stored fees and debit fees, not yet sent to accounting can be edited

You can also edit a fee to send it to accounting again, if it wasn't imported correctly in accounting

Right click on the file number/ date of the specific fee that you want to edit

A change fee screen will display

CHANGE FEES

| | | |
|--------------------------|------------------------------------|---|
| File Number: | DR0003 | |
| Fee Date: | 05-01-2018 | |
| Transaction Description: | Collection com. on R150.00 | |
| Income account: | ZF0010 | |
| Reference: | LZ99 | Already to Accounting? <input type="checkbox"/> |
| Debit transaction: | R 17.10 | Client transaction? <input type="checkbox"/> |
| Fees: Debit, Store: | D | |
| Flags: | DNG02S D012N10000000000000000U000C | |
| <div>OkEnd</div> | | |

- Make necessary changes and click OK
- To delete a fee – change the amount to 0.00 and click OK
- To re-send a fee to accounting:

| | | |
|--------------------------|----------------------|--|
| File Number: | DR0001 | |
| Fee Date: | 13-02-2018 | |
| Transaction Description: | Fee tracer affidavit | |
| Income account: | ZF0010 | |
| Reference: | LZ99 | Already to Accounting? <input checked="" type="checkbox"/> |

- Unmark the checkbox: Already to accounting
- You will then be able to export the fee to accounting

- You can also draw a report of fees posted by specific users

- o Select the user from the user list and click OK

FEE REPORT BY DATE

Starting date: 01-01-2018 Income account: No Choice - Income Accounts Count: 14

Ending date: 05-03-2018 Group: No Choice 16

User List: Z99 * LADMIN * User1 Show NOT to Accounting ☐ General Income Type = FO

Debit Fees: ☐ Stored Fees: ☐ All Fees: ☒ **Ok** End More Print/PDF Text file

| File | Date | Description | Reference | Fee No | D/S | BK | VAT | Debit |
|--------|------------|----------------------|-----------|--------|-----|----|------|-------|
| DR0003 | 30-01-2... | Fee letter of demand | INV | ZF0010 | S | N | 7.48 | 60.90 |
| DR0001 | 13-02-2... | Fee tracer affidavit | LZ99 | ZF0010 | D | Y | 8.19 | 66.69 |
| DR0002 | 13-02-2... | Fee tracer affidavit | LZ99 | ZF0010 | D | Y | 0.00 | 58.50 |

- o Note: the user had to be logged in with this username when they captured the fee

- Additional filters:

Income account: ZF0010 * JOHN DOE

- o Select specific income account to see only fees posted to the selected income account

Group: INV

- o Select specific group to see only fees debited on files saved with the selected group

9.2 Fee report: File numbers

FEE REPORT BY FILE

First File: A40000 Income account: No Choice - Income Accounts Count: 15

Last File: YZ9999 Group: No Choice 16

User List: No Choice - Users Show NOT to Accounting ☐ General Income Type = FO

Debit Fees: ☐ Stored Fees: ☐ All Fees: ☒ **Ok** End More Print/PDF Text file

| File | Date | Description | Reference | Fee No | D/S | BK | VAT | Debit |
|--------|------------|---------------------------|-----------|--------|-----|----|-------|--------|
| BF0100 | 13-02-2018 | Fee Summons | EGSK | ZF0010 | S | N | 56.00 | 456.00 |
| BF0100 | 13-02-2018 | Fee Summons | EGSK | ZF0010 | S | N | 56.00 | 456.00 |
| BF0100 | 13-02-2018 | Fee phone calls: - 10 min | Z99 | ZF0010 | S | N | 35.00 | 285.00 |
| DR0001 | 13-02-2018 | Fee tracer affidavit | LZ99 | ZF0010 | D | Y | 8.19 | 66.69 |

- To view a fee report for a specific file number range, regardless of fee dates
 - o Differs from 9.1 that shows fees for selected period
 - o Use the same filters as in 9.1

9.3 Fee earner totals

FEE EARNER REPORT - ALL FEES

Starting date: 01-01-2018
 Ending date: 06-03-2018
 Group: No Choice

Starting fee account: No Choice - Income Accounts
 Last fee account: No Choice - Income Accounts

Fee Choices:
 Stored Fees ☐
 Debited Fees ☐
 Stored & Debited ☒

Inactive files? ☐
 1
 Number of Files: 1

Ok End More Print Text file

| Account | Fee Account Name | 2018 | 2017 | 01-03-2017 | 01-03-2016 | % |
|---------|------------------|----------|------|------------|------------|-------|
| ZF0010 | FEES JOHN DOE | 1,263.50 | 0.00 | 1,263.50 | 0.00 | +0.00 |
| | Totals | 1,263.50 | 0.00 | 1,263.50 | 0.00 | +0.00 |

- Shows the total amount of fees posted by fee earner for selected period and compares with the same period in the previous year and display the % difference
- Choose to show:
 - Stored fees
 - Debit fees
 - Both

9.4 Monthly fee totals

FEE EARNER REPORT - PER MONTH

Starting date: 01-01-2018
 Ending date: 06-03-2018
 Group: No Choice

Starting fee account:
 Last fee account:

Fee Choices:
 Stored Fees ☐
 Debited Fees ☐
 Stored & Debited ☒

Inactive files? ☐
 1
 1

Ok End More Print Text file

| Account | Fee Account Name | 06-03-2018 | February | January | December | November | October | September | Average |
|---------|------------------|------------|----------|---------|----------|----------|---------|-----------|---------|
| ZF0010 | JOHN DOE | 2,491.97 | 1,634.97 | 78.00 | 0.00 | 1,736.00 | 390.35 | 57.00 | 649.39 |
| | Totals | 2,491.97 | 1,634.97 | 78.00 | 0.00 | 1,736.00 | 390.35 | 57.00 | 649.39 |

- Shows a report on fee totals for the last 6 months with an average
- Choose to show:
 - Stored fees
 - Debit fees
 - Both

9.5 Fees of one file

FEE REPORT BY FILE NUMBER

File number: B: R-28.50 ** T: R250.00

Client: DR ALBERTS

S: R1,190.87 ** D: R245.10

Fee Type:
Debit Fees: ☐
Stored Fees: ☐
All Fees: ☒

Income account: Fee account from Setup

Starting date: Count: 10

Ending date:

Change All to Debit: ☐
Change All to Store: ☐
Debit Fees: R

| Date | Description | Reference | Fee No | D/S | BK | VAT | Debit | Total |
|------------|---|-----------|--------|-----|----|-------|--------|----------|
| 05-01-2018 | Collection com. on R150.00 | INV | ZF0010 | D | N | 2.10 | 17.10 | 17.10 |
| 30-01-2018 | Fee letter of demand | INV | ZF0010 | S | N | 7.48 | 60.90 | 78.00 |
| 20-02-2018 | Fee letter of demand | INV | ZF0010 | S | N | 8.95 | 72.90 | 150.90 |
| 20-02-2018 | Fee EAD notice to employer | INV | ZF0010 | S | N | 5.60 | 45.60 | 196.50 |
| 20-02-2018 | Fee EAD notice to employer | INV | ZF0010 | S | N | 5.60 | 45.60 | 242.10 |
| 20-02-2018 | Fee Summons | INV | ZF0010 | S | N | 18.97 | 154.47 | 396.57 |
| 26-02-2018 | Fee acknowledge instruction | INV | ZF0010 | S | N | 7.48 | 60.90 | 457.47 |
| 01-03-2018 | Fee instructions to proceed | LZ99 | ZF0010 | D | Y | 28.00 | 228.00 | 685.47 |
| 05-03-2018 | Fee instructions to proceed: R228.00 * 33.33% ... | INV | ZF0010 | S | N | 18.67 | 152.00 | 837.47 |
| 05-03-2018 | Fee - 15.00 pages | INV | ZF0010 | S | N | 73.50 | 598.50 | 1,435.97 |

This report shows all fees posted on a specific file for the selected period

See the report: [9.1 Fee report by date](#) for a discussion regarding the filters and columns

10. Export functions

The litigation program is designed to enable the litigation user to do various functions him/herself and export the transactions to the Accounting program, e.g.

- Open new files
- Post fees
- Request receipts
- Request EFT/cheques
- Request journals

Users need to decide the following:

- How often new requested transactions should be sent to accounting
- Will one user send all requests or
- will each user send his/her own requests

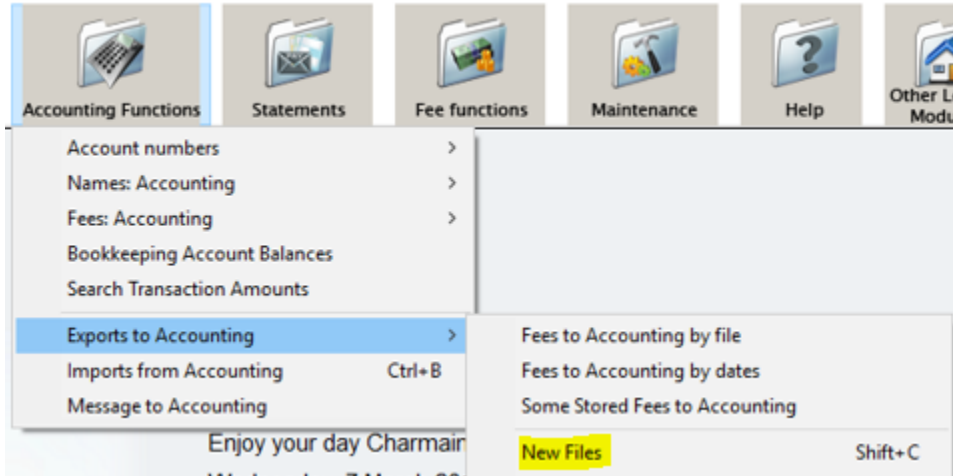
The requested transactions will be available for accounting to import

10.1 Export new files

After opening new files, they must be exported to the accounting program

- accounting will then import the new files to be able to post transactions in the accounting system

Where to export new files:



The export screen will display:

A screenshot of a dialog box titled 'FILES TO ACCOUNTING'. It contains several input fields and dropdown menus, each with a red number annotation: 1. 'First File:' text box with 'A0000'. 2. 'Group:' dropdown menu with 'No Choice'. 3. 'Income account:' dropdown menu with 'No Choice - Income Accounts'. 4. 'Client name:' text box. 5. 'User List' dropdown menu with 'No Choice - Users'. There are also empty text boxes for 'Last File:' and a 'LLZ99' text box. At the bottom are buttons for 'Ok', 'End', 'More', 'Print', and 'Text file'. The 'Ok' button is highlighted with a blue border.

1. Select the specific range of new files to export by entering the First and Last file
Or leave the default to export all new files opened, regardless of the file number
2. Select specific group to only export files belonging to a specific group in the firm or leave on No Choice to export all new files, regardless of the group
3. Select specific income account to only export files belonging to a specific income(Z-Fee account) or leave on No Choice to export all new files, regardless of the income account
4. Type a client name to export only new files belonging to the specific client or leave open to export all new files, regardless of the client's name
5. Select a specific user from the user list to export new files, opened by this specific user or leave on No choice to export all files, regardless of the user that opened them

6. Click OK to export all new files

| | | | | | | |
|----------------|---------|-----------|-----------|--------|-------|-----------|
| LLZ99 7 | | Ok | End | More | Print | Text file |
| Name of Client | Account | 1st Party | 2nd Party | Matter | | |
| HUGO | BF0500 | HUGO | | | | |
| VAN DER WALT | BF0600 | | | | | |

- all new files opened will be exported

7. The new files are stored in this temporary table in the database
- each user, exporting new files, will have their own temporary database
 - accounting uses this file name to import new files from users

Note:

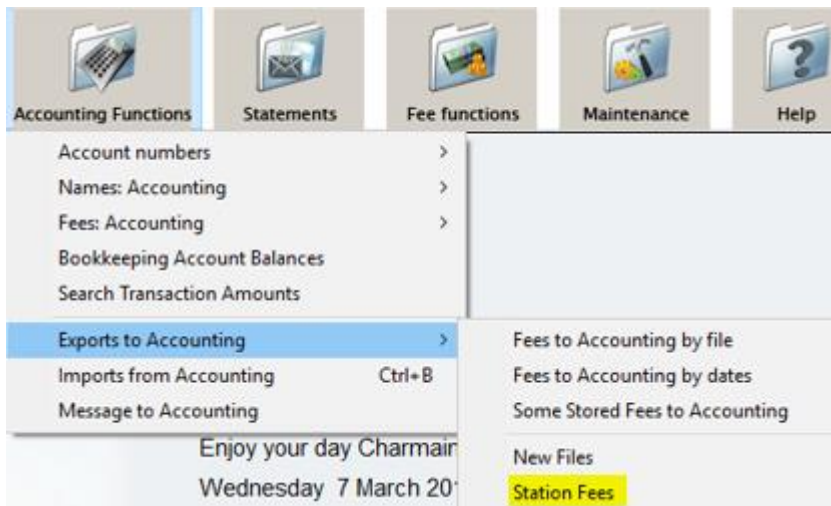
As soon as new files display on the screen, they are exported

Do not click OK again

If you click OK again, the files could disappear, if you choose to empty the database

10.2 Export fees

Where to find:



Other options to export fees:

- fees to accounting by file
- fees to accounting by dates
- some stored fees to accounting

the recommended function to use is the "Station fees"

FEES TO ACCOUNTING BY DATE

Starting date: 01-12-2017 1 Income account: No Choice - Income Accounts 2
Ending date: 07-03-2018 Group: No Choice 3
Send notice to Bookkeeper? ☐ 6 User List: No Choice - Users 4
5 Count: 1 5
LFZ99 9 7 Ok End More Print Text file

| File | Date | Description | Reference | Fee No | VAT | Debit |
|--------|------------|---|-----------|--------|------|-------|
| DR0003 | 05-01-2018 | Collection com. on R150.00 8 | LZ99 | ZF0010 | 2.10 | 17.10 |
| | 05-01-2018 | Totals | | | 2.10 | 17.10 |

1. Type the starting and ending date for debit fees to be exported
2. Select specific income account to only export fees belonging to a specific income(Z-Fee account) or leave on No Choice to export all new fees, regardless of the income account
3. Select specific group to only export fees belonging to a specific group in the firm or leave on No Choice to export all new fees, regardless of the group
4. Select a specific user from the user list to export new files, opened by this specific user or leave on No choice to export all files, regardless of the user that opened them
5. The amount of new exported fees will show
6. Mark if the bookkeeper must receive a message that files was exported to import
7. Click **OK**
8. The exported fees will display in the list box
Note: only debit fees will be exported, stored fees will stay in the Litigation program
7. The fees are stored in this temporary table in the database
 - each user, exporting fees, will have their own temporary database
 - accounting uses this file name to import fees from users

Note:

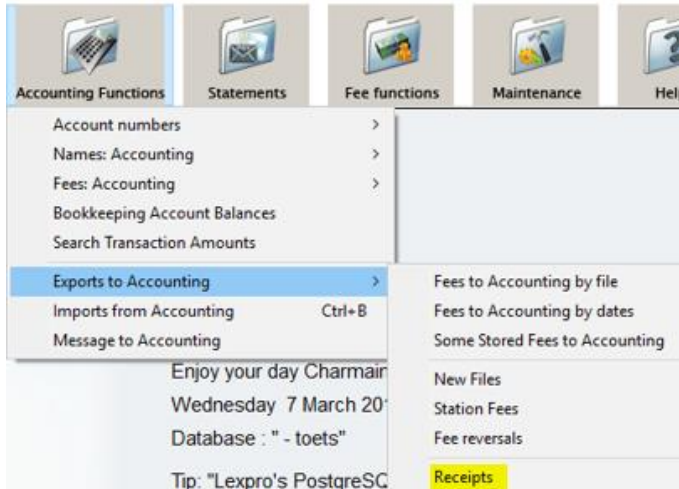
As soon as fees display on the screen, they are exported

Do not click OK again

If you click OK again, the fees could disappear, if you choose to empty the database

10.3 Receipts requested

Where to find:



- Users can request receipts from their stations
- e.g. the user receives a payment notification from the client/debtor and capture the receipt. The receipt is then exported to accounting. Accounting imports the receipt, without having to capture it again

Note:

The receipt needs to be imported by accounting, before it will reflect on the client's account

RECEIPT REQUESTS

File Number:

Client: DR ALBERTS

Parties: DR ALBERTS * BOTHA

Case description: Debt Collection

Payer:

Transaction Description:

Receipt Amount: R

Receipt Date:

Receipt No:

Trust: ☒ Business: ☐

Afrikaans: ☐

English: ☒

ENGLISH

Cash, Cheque, Postal Order:

Cash: ☐

Cheque: ☐

Bank payment: ☒

Postal Order: ☐

Post Collection commission? ☒

Client transaction? ☐

Bank No:

Drawer:

Bank name:

Bank branch:

Send notice to Bookkeeper? ☐

Note or Message:

Complete the information for the payment received:

- File number,
- name of payer
- description for the transaction
- select if payment was received in the trust or business account
- type of payment received (Cash, EFT, etc.)
- type a note to the bookkeeper regarding the payment, if applicable
- date of payment
- the receipt number will be allocated by the bookkeeper, leave this open
- choose if collection commission must be posted. This will only apply where the debtor made payment
- mark client transaction if the payment was done by the client and not a debtor
- choose the bank number where payment was made. The function will default to the bank number saved on the file
- mark if a message must be sent to the bookkeeper regarding the request

Click OK

- The receipt will be saved in the temporary table in the database
- each user, exporting fees, will have their own temporary database
- accounting uses this file name to import fees from users
- The bookkeeper will receive and import the receipt request. The receipt will now be captured on the file in accounting and display on his invoices

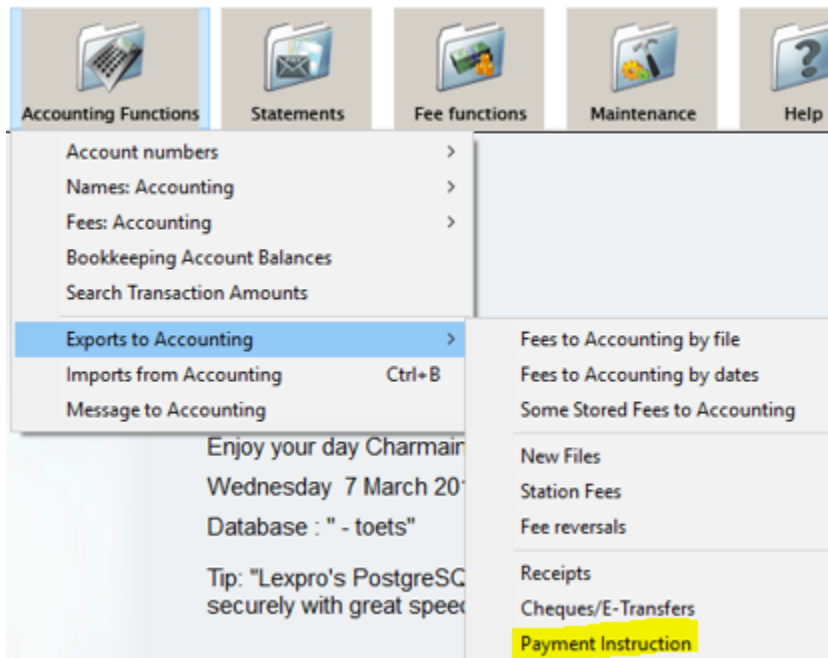
10.4 Cheques/E-transfers

Electronic payments can also be requested

- **with this request, the user has two options:**
 - first complete a payment instruction to be signed and approved by the attorney, and given to the bookkeeper to do the eft
 - accounting will capture the payment from the payment instruction and do the eft
 - the user complete all the transaction information when capturing and exporting the request
 - accounting imports the request
 - the payment reflects on the client's file
 - only now the bank transfer must be approved by the attorney, before the EFT can take place

10.4.1 Payment instruction

Where to find:



- to have a payment pre-approved before capturing or transferring the funds
- accounting will capture the payment after receiving the approved instruction and then do the EFT

PAYMENT AUTHORITY

File number:

Trust: ☒ Business: ☐ Client Authorised Electronic Payments? ☒
VAT choice:

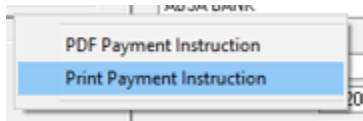
Afrikaans: ☐ English: ☒

Possible Payees:

Name of Payee:
Transaction Description:
Transaction amount: R
Payment Instruction:
Instruction date:
Reason for Payment:
Note or Message:

Payee's Bank details:
Name of Payee:
Bank name:
Account Holder:
Bank branch code:
Bank account no:
Reference:
Email or Cellno:
File number:
Group:
Client Code:

- Complete all information to appear on the instruction
- Click Print



- Choose PDF payment instruction to merge the instruction to a pdf document
 - You will be able to email or print the instruction
- Or choose Print payment instruction to print the document

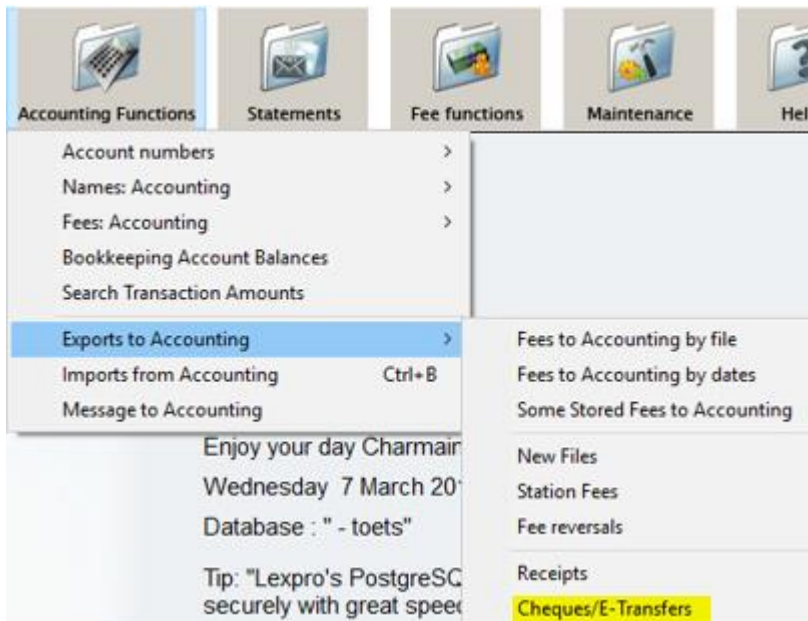
The Instruction will merge or print:

| LEXPRO STELSLS | |
|--|-----------------------------|
| ELECTRONIC TRANSFER | |
| DATE: 07-03-2018 | ACCOUNT NUMBER: DR0003 |
| PAYEE: ADV BEYERS | |
| TRANSACTION: Advocate fees | |
| TRANSFER AMOUNT: 8000.00 | T/B: Trust |
| REQUESTING USER: LADMIN | VAT STATUS: (C)Client Input |
| PAYMENT FROM BANK: | |
| FROM BRANCH AND ACCOUNT: . | |
| FILE PATH: | |
| TRUST BALANCE: 250.00 | BUSINESS BALANCE: -28.50 |
| PARTICULARS OF DESTINATION BANK | |
| BANK NAME: ABSA BANK | |
| BRANCH CODE: 632005 | |
| BANK ACCOUNT NO: 6320052354 | |
| REFERENCE: ZA0000 | |
| PAYMENT DETAILS CONFIRMED BY: | |
| Name | Signature |
| AUTHORISED BY: | DATE AUTHORISED: |
| DONE BY: | DATE DONE: |
| TRANSACTION NO: | |
| <p>I, the undersigned, authorise the payment of the above amount to the said Bank and Account which I have checked and confirm as correct.</p> | |

- The details will show on the instruction
- The authorised person can now sign to approve the payment. Accounting can now capture the payment and do the EFT

10.4.2 Cheques/E-transfers

Where to find:



Use this option to complete all the transaction information and export to accounting

- accounting imports the request
- the payment reflects on the client's file

CHEQUE REQUISITIONS

File Number:

Client: **DR ALBERTS**

Parties: **DR ALBERTS * BOTHA**

Case description: **Debt Collection** Balances: Trust: R250.00 * Bus: R-28.50

Trust: ☒ Business: ☐ Bank No:

Afrikaans: ☐ Client Authorised Electronic Payments? ☒

English: ☒ Client transaction? ☒

Send notice to Bookkeeper? ☒

Make your choice:

Print a Cheque: ☐

Manual Cheque: ☐

E-Payment: ☒

Possible Payees:

Payee:

Transaction line:

Cheque Amount: R

Cheque No:

Cheque Date:

VAT choice:

Email or Cellno:

Bank Details

Name of Payee:

Bank name:

Bank branch code:

Bank account no:

Reference:

File number:

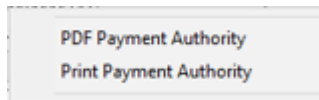
Group:

Client Code:

Reason for Payment:

Note or Message:

- Complete the information to be imported in accounting. This information will show on the client's account:
 - File number
 - Choose if this should be a Business or Trust payment
 - Select the payee from the list of possible payees or type the name of the payee, if not in the list.
 - The list of possible payees will show all names saved on the file
 - Press TAB to have the name of the payee also display in the transaction line or type your own description in the transaction line
 - Type the payment amount
 - You can leave the cheque number on the default, this will change to the correct number when imported by accounting
 - If you have more EFT requests, you can click save and continue with the next requisition
 - Click Print to print a list of all requests captured
 - Click Print E-Transfer to print the Electronic Transfer instruction for approval



- Choose to merge the payment authority in a PDF document or print directly

| LEXPRO STELSLS | |
|---|-----------------------------|
| ELECTRONIC TRANSFER | |
| DATE: 08-03-2018 | ACCOUNT NUMBER: DR0003 |
| PAYEE: DR ALBERTS | |
| TRANSACTION: TE1 DR ALBERTS | |
| TRANSFER AMOUNT: 50.00 | T/B: Trust |
| REQUESTING USER: LADMIN | VAT STATUS: (C)Client Input |
| PAYMENT FROM BANK: ABSA BANK | |
| FROM BRANCH AND ACCOUNT: 654321, 6543217896 | |
| FILE PATH: LTZ99 | |
| TRUST BALANCE: 250.00 | BUSINESS BALANCE: -28.50 |

| PARTICULARS OF DESTINATION BANK | |
|---------------------------------|--|
| BANK NAME: ABSA BANK | |
| BRANCH CODE: 632005 | |
| BANK ACCOUNT NO: 123654987 | |
| REFERENCE: DR0003 | |

PAYMENT DETAILS CONFIRMED BY:

| | |
|------|-----------|
| Name | Signature |
| | |

| | |
|----------------|------------------|
| AUTHORISED BY: | DATE AUTHORISED: |
| | |

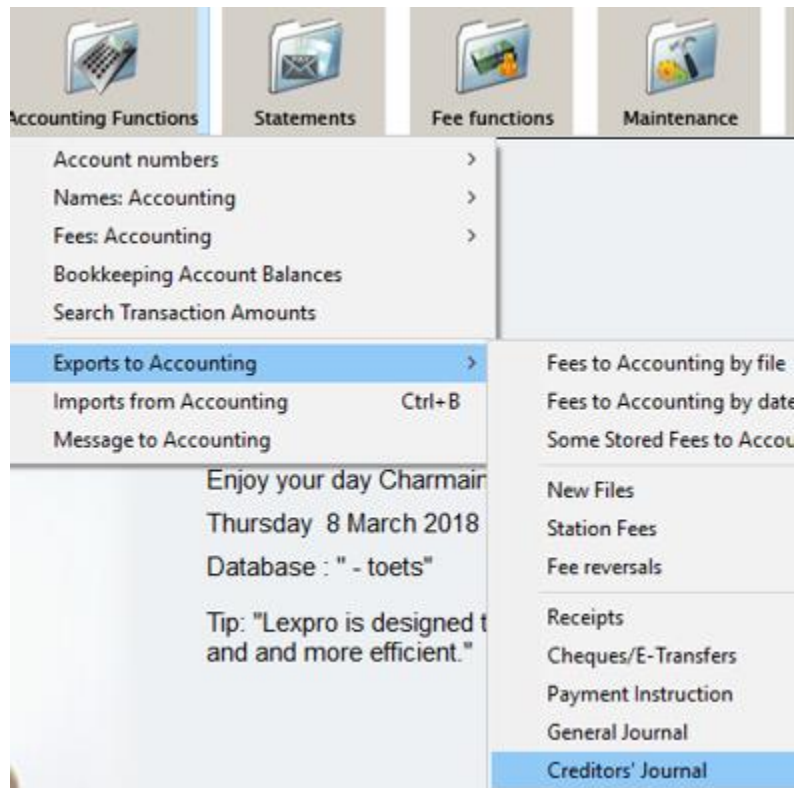
| | |
|----------|------------|
| DONE BY: | DATE DONE: |
| | |

TRANSACTION NO: 0000000003

I, the undersigned, authorise the payment of the above amount to the said Bank and Account which I have checked and confirm as correct.

10.5 Creditors Journal

Where to find:



- The user can request creditor's journals for capturing invoices from example:
 - o Sheriffs, tracers, advocate, etc.
- Debit the client/debtor and credit the Z account

SHERIFF & CREDITORS' POSTINGS

File number:

Client: BALJU PRETORIA OOS

Parties: *

Case description:

Posting date: 08-03-2018 Description: KJnl Invoice 12487/18 0

Reference: DR0003 Client transaction? ☐

VAT choice: N C=Client, F=Firm, N=No VAT LKJZ99

Debit: R 0.00 AFRIKAANS

Credit: R 0.00

Send notice to Bookkeeper? ☐

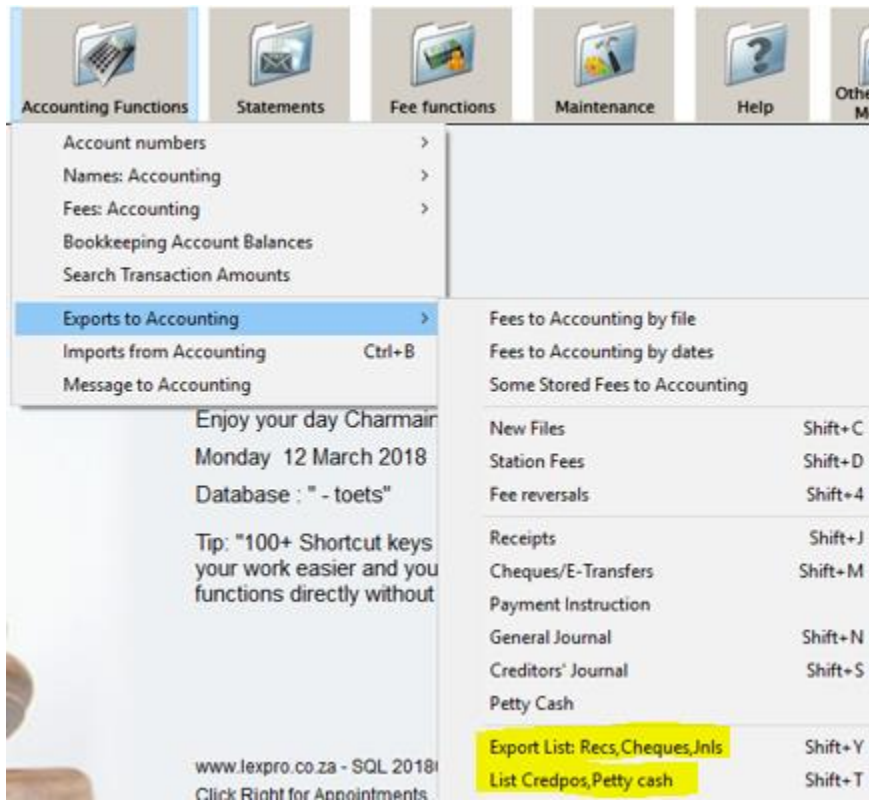
Total Posted: R 0.00 No Choice - Z Accounts

| Account | Date | Description | Reference | VAT | Debit | Credit | Balance |
|---------|------------|-----------------------|-----------|-----|--------|--------|---------|
| DR0003 | 08-03-2018 | CJnl Sheriff Costs | ZB0005 | C | 150.00 | 0.00 | -150.00 |
| ZB0005 | 08-03-2018 | KJnl Invoice 12487/18 | DR0003 | N | 0.00 | 150.00 | 0.00 |

- Capture the transaction to be imported in accounting
- **Debit transaction:**
 - Type the file number to be **debited** and click OK
 - The file details will display
 - Type the posting date
 - Type the reference, e.g. Account number to be credited or invoice number
 - The reference is important for audit trail purposes
 - Type the amount in the **debit** column
 - Leave the credit column on 0.00
 - Type the transaction description
 - Select if this is a client or debtor transaction:
 - Mark the client transaction if this costs is payable by the client and shouldn't appear on the debtor statement
 - Leave open if the cost is payable by the debtor and must appear on the debtor's statement
 - Select the VAT choice:
 - C for Client VAT – the client is registered for VAT and can claim the VAT, e.g. sheriff costs, advocates costs
 - F for Firm – the firm is registered for VAT and can claim the VAT. This is regarding costs for the Firm and not the client, where the firm pays the VAT and can therefore claim the VAT
 - N for No – there is no VAT applicable
 - Mark if the bookkeeper must receive a message that a creditor's request was sent
 - Click OK
 - The debit transaction will display in the entry box
- **Credit transaction:**
 - Type the file number to be **credited** and click OK
 - The file details will display
 - Type the posting date. This should be the same posting date as with the debit transaction
 - Type the reference, e.g. Account number to be debited or invoice number
 - The reference is important for audit trail purposes
 - Type the amount in the **credit** column
 - Leave the debit column on 0.00
 - Type the transaction description
 - Client transaction: this option is not relevant with the credit transaction
 - **VAT** choice: this option is not relevant with the credit transaction
 - The system will show No VAT when you click OK
 - Mark if the bookkeeper must receive a message that a creditor's request was sent
 - Click OK
 - The credit transaction will display in the entry box
- Both the debit and credit transactions will display – make sure the amounts are the same and the balance is 0.00
 - The transaction will not post if the balance is not 0.00
- Click **Post** to post the transaction and export to Accounting
- Click **Print** if you want to give a printout to the bookkeeper

10.6 List of transactions requested

Where to find:



Use this function to print list of transactions requested per user or per firm

- Select the username to see specific user's exports or leave on No choice to see all users' exports
- Select the type of list to view/print, e.g. cheques and click OK

GENERAL EXPORT LIST

GENERAL EXPORT LIST

Cheques: ☒ Receipts: ☐ Journals: ☐

Your name please: Z99 * LADMIN * User1

LTZ99 3

Ok End More Print Text file

| Account | Date | Description | Reference | Type | Debit | Credit | Total |
|---------|------------|---------------|-------------|------|--------|--------|---------|
| AA0001 | 07-09-2017 | TT;ADV BEYERS | 00000000... | TTD | 15.00 | 0.00 | -15.00 |
| DR0003 | 08-03-2018 | TE;DR ALBERTS | 00000000... | TTE | 100.00 | 0.00 | -115.00 |
| DR0003 | 08-03-2018 | TE;DR ALBERTS | 00000000... | TTE | 50.00 | 0.00 | -165.00 |

- The list will display with the transactions requested

11. Reports / Searches

Various reports can be drawn, e.g.

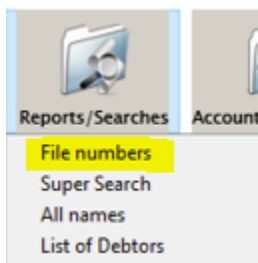
- File numbers
- SMS report
- Files history
- Collection reports
- Debtors reports
- Latest actions
- Production reports
- PTP (Promise to Pay)

Various searches can be done, e.g.

- Client name
- Plaintiff's name
- Defendant's name
- File reference
- Town, telephone number, etc.

11.1 Account numbers

Where to find:



The report shows all files opened according to selected filters:

| LIST BY FILE NUMBER | | | |
|---------------------|--------------|----------------|----------------------------|
| File | Client Refer | Name of Client | Parties |
| DR0000 | | DR ALBERTS | DR ALBERTS * HOOF LEER |
| DR0001 | | DR ALBERTS | DR ALBERTS * VAN DER MERWE |
| DR0002 | | DR ALBERTS | DR ALBERTS * KOEKEMOER |

- Select the **first and last file** to see specific range of files or leave on default to see all files
- Type a specific **client name** to see all files for one client or leave open to see all client's files
- Select a specific user from the **user list** to see files, opened by this specific user or leave on No choice to see all files, regardless of the user that opened them
- Type an **instruction date** to see only files opened on and after the date, or leave open to see all files, regardless of the instruction date
- Select specific **income account** to see files belonging to a specific income(Z-Fee account) or leave on No Choice to see all files, regardless of the income account
- Select specific **status** to see files currently on the status or leave on No Choice to see all files, regardless of their status
- Select specific **group** to see files saved as specific group or leave on No Choice to see all files, regardless of their group
- Choose to see only active file, inactive files or both
- Select specific **matter type** to see files opened as the specific matter or leave on No Choice to see all new files, regardless of their matter type

Click **OK** to display the report

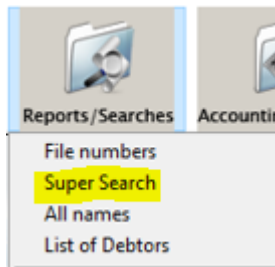
Right click on a file number to open the file's control panel

Click **Print/PDF** to print or merge as PDF document

Click **Text file** to merge as CSV file

11.2 Searches

11.2.1 Super search



Use this option to do various types of searches in one function, namely:

- All names
- List of debtors
- Client name, Plaintiff and defendant's name
- References
- Words
- Addresses
- Etc.

SUPER SEARCH FUNCTION

Name: Fast Name Searches
Initials: Debtor's Name
First Number: 3 General Searches
Last Number: Filters
No Choice - Income Accounts
Group: No Choice
Inactive files? ☐

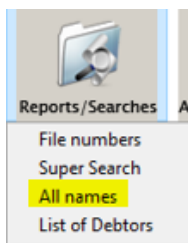
3

| Debtor | Account | Reference | Parties | Client |
|--------------|---------|-----------|-----------------------|--------|
| VAN DER WALT | AT0001 | | THERON * VAN DER WALT | |
| VAN DER WALT | CV0000 | | THERON * VAN DER WALT | |
| VAN DER WALT | XT0001 | | THERON * VAN DER WALT | |

- Choose the **type of search**, nl.
 - o Fast name searches
 - Or
 - o General searches
- **Fast name searches:**
 - o Debtor's name
 - o Defendant's name
 - o Client name
 - o Creditor name
 - o All names
 - o Client contact name

- **General searches:**
 - One or more file numbers
 - Part of any name
 - Client's reference
 - Words and phrases
 - Towns, streets, postal codes
 - Phone and cell numbers
 - Debtor's id numbers
 - Case numbers
- Select the type of search from the dropdown list
- The entry area on the left will open to type the name, number or part of a name
- Select additional filters, if needed:
 - Specific Income account
 - Specific group
 - Mark if inactive files must be included
- Click search
- The information requested will display
- Click Print to Print the report or Text file to merge the report in Excel

11.2.2 Search all names



Use this option to search a specific file number according to a name or surname

SEARCH ALL PARTIES

Name or Surname: User List: Active files? ☒ Inactive files? ☐ Both? ☐

Group: Number of Files:

Income account:

| Name of Client | 1st Party | 2nd Party | File | Matter | Active... | Group | Ref... | Report / Comment |
|----------------|------------|---------------|--------|-----------------|-----------|-------|--------|--------------------------------------|
| DR ALBERTS | DR ALBERTS | CILLIERS | DR0004 | Debt Collection | YES | INV | | Aanmaning om agterstallige te betaal |
| DR ALBERTS | DR ALBERTS | KOEKEMOER | DR0002 | Debt Collection | YES | INV | | AFFIDAVIT FOR TRACING CHARGE |
| DR ALBERTS | DR ALBERTS | PIETERSEN | DR0200 | | YES | | | No report is available. |
| DR ALBERTS | DR ALBERTS | HOOF LEER | DR0000 | Main Account | YES | INV | | Hoofrekening |
| DR ALBERTS | DR ALBERTS | BOTHA | DR0003 | Debt Collection | YES | INV | | Summons - services rendered |
| DR ALBERTS | DR ALBERTS | VAN DER MERWE | DR0001 | Debt Collection | YES | INV | | AFFIDAVIT FOR TRACING CHARGE |

- Type the name or surname for the client or party that you want to find
- Select specific **group** to see files saved as specific group or leave on No Choice to see all new files, regardless of their group
- Select specific **income account** to see files belonging to a specific income(Z-Fee account) or leave on No Choice to see all files, regardless of the income account
- Select a specific user from the **user list** to see files, opened by this specific user or leave on No choice to see all files, regardless of the user that opened them
- Choose to see only active file, inactive files or both

Click **OK** to display the report

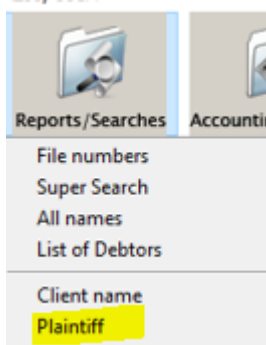
- All files with the specified name/surname in any column, will show with the file number

Right click on a file number to open the file's control panel

Click **Print/PDF** to print or merge as PDF document

Click **Text file** to merge as CSV file

11.2.3 Searches by Plaintiff's name



Use this option to find a file belonging to a specific plaintiff

SEARCH BY PLAINTIFF'S NAME

Plaintiff's name: User List: Active files? ☒ Inactive files? ☐ Both? ☐

Group: Number of Files:

Income account:

| 1st Party | PAY NO/ID | File | Name of Client | 2nd Party | Matter | Active F... |
|------------|-------------|--------|----------------|---------------|-----------------|-------------|
| DR ALBERTS | | DR0004 | DR ALBERTS | CILLIERS | Debt Collection | YES |
| DR ALBERTS | | DR0002 | DR ALBERTS | KOEKEMOER | Debt Collection | YES |
| DR ALBERTS | | DR0200 | DR ALBERTS | PIETERSEN | | YES |
| DR ALBERTS | | DR0000 | DR ALBERTS | HOOF LEER | Main Account | YES |
| DR ALBERTS | 1995/20/123 | DR0003 | DR ALBERTS | BOTHA | Debt Collection | YES |
| DR ALBERTS | | DR0001 | DR ALBERTS | VAN DER MERWE | Debt Collection | YES |

- Type the name or surname for the plaintiff that you want to find
- Select specific **group** to see files saved as specific group or leave on No Choice to see all new files, regardless of their group
- Select specific **income account** to see files belonging to a specific income(Z-Fee account) or leave on No Choice to see all files, regardless of the income account
- Select a specific user from the **user list** to see files, opened by this specific user or leave on No choice to see all files, regardless of the user that opened them
- Choose to see only active file, inactive files or both

Click **OK** to display the report

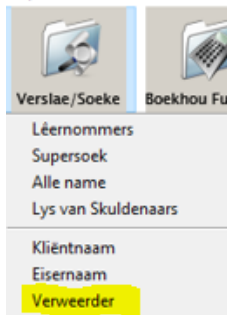
- All files with the specified name/surname in the plaintiff (1st party) column, will display

Right click on a file number to open the file's control panel

Click **Print/PDF** to print or merge as PDF document

Click **Text file** to merge as CSV file

11.2.5 Searches by defendant's name



Use this function to find a file, belonging to a specified defendant

SEARCH BY DEFENDANT'S NAME

Defendant's name: User List: Active files? ☒ Inactive files? ☐ Both? ☐

Group: Number of Files:

Income account:

| 2nd Party | PAY NO/ID | File | Name of Client | 1st Party | Matter | Active F... |
|---------------|---------------|--------|-------------------|-----------------|-----------------|-------------|
| BOTHA | 7012010020083 | DR0003 | DR ALBERTS | DR ALBERTS | Debt Collection | YES |
| SUSANNA BOTHA | 6901050020081 | BF0100 | BOTHA FREDERICK F | FREDERICK BOTHA | | YES |

- Type the name or surname for the defendant that you want to find
- Select specific **group** to see files saved as specific group or leave on No Choice to see all new files, regardless of their group
- Select specific **income account** to see files belonging to a specific income(Z-Fee account) or leave on No Choice to see all files, regardless of the income account
- Select a specific user from the **user list** to see files, opened by this specific user or leave on No choice to see all files, regardless of the user that opened them
- Choose to see only active file, inactive files or both

Click **OK** to display the report

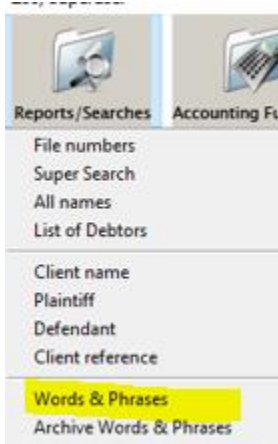
- All files with the specified name/surname in the defendant's (2nd party) column, will display

Right click on a file number to open the file's control panel

Click **Print/PDF** to print or merge as PDF document

Click **Text file** to merge as CSV file

11.2.6 Words and Phrases



Use this function to search a file number where a specific word or part of the word appears in any field, e.g. names, references, descriptions, addresses, etc.

WORDS & PHRASES

Words or Phrase: **DEBT COLLECTION** Inactive files? ☐ Client: Number of Files: 4

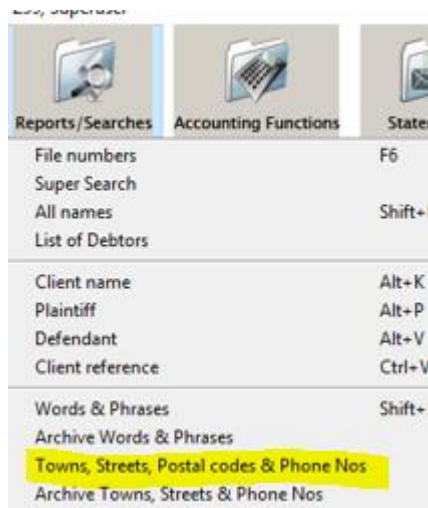
First File: AA0000 Income account: No Choice - Income Accounts

Last File: ZZZ999 Group: No Choice

| Name of Client | Account | 1st Party | 2nd Party | Matter |
|----------------|---------|------------|---------------|-----------------|
| DR ALBERTS | DR0001 | DR ALBERTS | VAN DER MERWE | Debt Collection |
| DR ALBERTS | DR0002 | DR ALBERTS | KOEKEMOER | Debt Collection |
| DR ALBERTS | DR0003 | DR ALBERTS | BOTHA | Debt Collection |
| DR ALBERTS | DR0004 | DR ALBERTS | CILLIERS | Debt Collection |

- Type the word or phrase
- Choose the relevant filters:
 - Select the **first and last file** to search in a specific range of files or leave on default to search in all files
 - Select specific **group** to see files saved as specific group or leave on No Choice to see all new files, regardless of their group
 - Select specific **income account** to see files belonging to a specific income(Z-Fee account) or leave on No Choice to see all files, regardless of the income account
 - Choose to see only **active file, inactive** files or both
 - Type **client's name** to search file of only one specific client
 - Click Search
 - o All files where the word or phrase appears, will display

11.2.7 Towns, Streets, Postal codes and Phone No's



Use this function to find a file according to it's known address or telephone number, etc.

TOWNS, STREETS, POSTAL CODES AND PHONE NUMBERS

Words or Phrase: Inactive files? ☐ Client Number of Files: 6

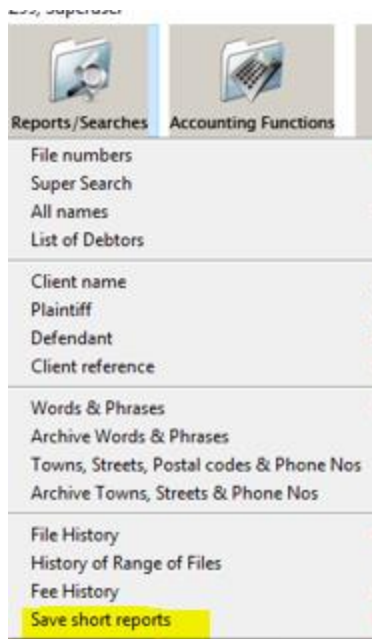
First File: Income account:

Last File: Group:

| Account | Parties | ADDRESSES |
|---------|--|--|
| DR0000 | DR ALBERTS * DR ALBERTS *HOOF LEER | Po Box 156, MONTANA, 0159, 012 569 6543, 082 698 4569, 012 56... |
| DR0001 | DR ALBERTS * DR ALBERTS *VAN DER MERWE | Po Box 156, MONTANA, 0159, 012 569 6543, 082 698 4569, 012 56... |
| DR0002 | DR ALBERTS * DR ALBERTS *KOEKEMOER | PO Box 156, MONTANA, 0159, 012 569 6543, 082 698 4569, 012 5... |

- Type the address, telephone number, etc.
- Choose the relevant filters:
 - Select the **first and last file** to search in a specific range of files or leave on default to search in all files
 - Select specific **group** to see files saved as specific group or leave on No Choice to see all new files, regardless of their group
 - Select specific **income account** to see files belonging to a specific income(Z-Fee account) or leave on No Choice to see all files, regardless of the income account
 - Choose to see only **active file, inactive** files or both
 - Type **client's name** to search file of only one specific client
 - Click Search
 - o All files where the address or number appears, will display

11.3 Save short reports



Use this function to view a list of last actions or status changes on files

- You can also change a file's last action or status with this option

SAVE SHORT REPORTS

First File: Group:

Last File: Income account:

Client name: Our reference:

Status, not last Action? ☐

| File | Name of Client | Parties | Report / Comment |
|--------|----------------|----------------------------|------------------------------|
| BF0201 | BOTHA | * | No report is available. |
| BF0300 | BOTHA FREDDY | FREDDY BOTHA * | No report is available. |
| BF0500 | HUGO | HUGO * | AANMANINGSBRIEF: ARTIKEL 56 |
| BF0600 | VAN DER WALT | * | No report is available. |
| CV0000 | THERON | THERON * VAN DER WALT | Aanmaningsbrief: artikel 56 |
| DR0000 | DR ALBERTS | DR ALBERTS * HOOF LEER | LETTER OF DEMAND: ADD A+C |
| DR0001 | DR ALBERTS | DR ALBERTS * VAN DER MERWE | AFFIDAVIT FOR TRACING CHARGE |
| DR0002 | DR ALBERTS | DR ALBERTS * KOEKEMOER | AFFIDAVIT FOR TRACING CHARGE |
| DR0003 | DR ALBERTS | DR ALBERTS * BOTHA | Summons - services rendered |

- Select the **first and last file** to search in a specific range of files or leave on default to search in all files
- Select specific **group** to see files saved as specific group or leave on No Choice to see all new files, regardless of their group
- Select specific **income account** to see files belonging to a specific income(Z-Fee account) or leave on No Choice to see all files, regardless of the income account

- Type **client's name** to search file of only one specific client
- Type **Our reference** to view files with specific reference only
- Select **Status, not last Action** to view the status on each file and not the last action
- Click OK

The report will display with the last action/status in the report/comment column

To change the report/comment, right click on the file number

The file Control panel will open:

CHOICES OF ACTIONS

File Number: Client's refer:

Client name:

Parties:

Debtor's Phone No: Income account:

Latest Action:

Diary date: Date in Report:

Make Inactive? ☐

Block Arrears in Diary? ☐

Recommended Options:

Action Date:

CHOICES:
 Debt Collection ☒ Litigation ☐ All Other ☐

Actions List:

This Action is also Status? ☐

Status:

Function Buttons

| | | | |
|--------------|--------------|--------------------|---------------|
| Super Search | Quick Report | Read Message | Send Message |
| Notes | Appointments | Receipts | Wordprocessor |
| History | Send Email | Payments to Client | Court Date? |

ADDRESS & PHONE DETAILS

0: CLIENT'S MAIN DETAILS:

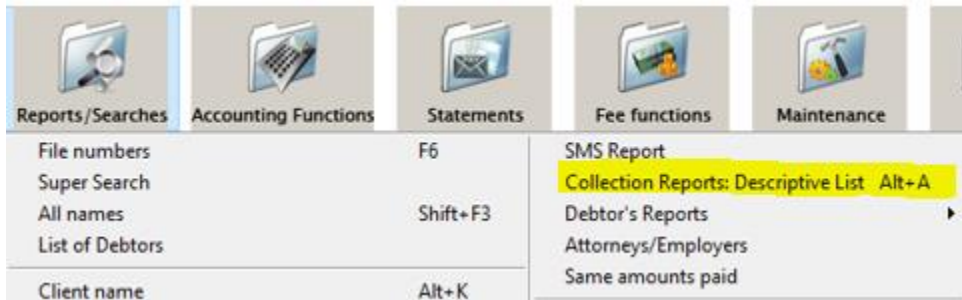
Tel: 082 698 4569

Physical: Po Box 156 MONTANA 0159

- You can do changes in the control panel and save to change the short report

See also [5. File Control panel](#) for more information regarding the control panel

11.4 Collection reports



There are various collection reports available. The collection reports are used to draw reports to the firm's clients regarding their instructions/collections, including:

- Debtor name
- Debtor ID
- Client reference
- Instruction / handover date
- Claim amount
- Fees
- Costs
- Interest
- Payments received
- Last action/status per file
- Debtor balance
- Creditor balance
- Etc.

Click Collection Reports: Descriptive List for a list of collection reports:

COLLECTIONS REPORT

| 26 | | End |
|-----|---|--|
| No. | Report / Comment | Description |
| 1 | 1. General use - Adjustable | Debtor Client ref Creditor File No Capital Interest Costs Payments Client balance Report |
| 2 | 2. Wessels & Smith | Debtor Client ref File No Capital Interest Costs All Payments Debtor balance Period Payments Unpaid Interest Unpaid Cos... |
| 3 | 3. Datnows, VVD and Others | Instruction Date Debtor File No Client ref Capital Costs Interest Payments Period Payments Latest Process Days since Pr... |
| 4 | 4. Abrahams & Kiewiets | Debtor Client ref File No Collected Costs VAT Debits Credits |
| 5 | 5. Datnows and General | Debtor Client ref File No Capital Interest Costs Period Payment Commission Paid over All Payments Balance owing |
| 6 | 6. General use - Adjustable | Debtor Client ref File No Period Payments Unpaid Costs Period Interest Commission paid Payable to Client Creditor Balance |
| 7 | 7. VVD and Others | Debtor Client ref Employer File No Capital Interest D' Fees S' Fees Costs Payments Client Payments Debtors Balance Re... |
| 8 | 8. General use - Adjustable | Debtor Client ref File No Period Costs Period Interest Period Payments Total Payments Commission VAT Debit balance Cr... |
| 9 | 9. General use - Adjustable | File No Datum Debtor Client ref Debits Credits Creditor Balance |
| 10 | 10. Van der Wath and others | File No Telkom ref Id Number Debtor Previous Payments Period Payments Costs Telkom Nett Commission % Paid in Full? |
| 11 | 11. Dyason and others | Debtor's Number Debtor File No Debits Credits Debtor's Balance - for Medihelp |
| 12 | 12. NICS | Client's name Number of Matters Period Payments Payments to Client Capital Creditor Balance Percentage Collected |
| 13 | 13. Du Plessis & Kruysaar | Debtor Client ref File No Capital Creditor balance Period Payments Commission Paid over Report |
| 14 | 14. VVD - Telkom | Telkom ref File No Id Number Firm's name Payment date Total Payments Capital Paid Interest Paid Interest rate Commissi... |
| 15 | 15. Talbot Sadler, Capitec Bank - De Kock, Imp... | Capitec Bank: Handover No Branch Code File No Id Number Client ref Debtor Instruction date Capital Paid Over Period ... |
| 16 | 16. Bouwer & Jacobsohn | File No Client ref Instruction date Debtor Id Number Capital Interest Costs Payments Debtor balance Report |
| 17 | 17. VVD and others - School collections | Parents Learner File No Client ref Capital Payments Period Payments Paid Over Creditor balance Interest Fees Costs Debt... |
| 18 | 18. Keightleys and others | File No Client ref Capital Interest Fees Payments Debtor balance Debtor First names Payover amount Report |
| 19 | 19. Tertius Maree - sectional titles | File No Client ref Body Corporate Flat No Instruction date Attorney Attorney ref Capital Interest Payments Instalment agree... |
| 20 | 20. Consultant Commission - de Kock | Agent Name Agent Id Capital Paid Cost Paid Subtotal Overpaid Totaal |
| 21 | 21. Special Report - DEKOCK_DKA | Instruction date Debtor File No Client refer Capital Costs Interest Period Payments CLID commission Latest Payment date ... |
| 22 | 22. Molenaar & Griffiths - MB Action Uploads | Record Type UniqueID Account number Date Action Code Not used Comment |
| 23 | 23. De Kock Marx Report | Clnt Name Fees Costs Payments Commission |
| 24 | 24. Heynco Report | Creditor File No Handover Amount Handover Date Costs Interest Instalment Payment Period Latest Action Latest Status |
| 25 | 25. Van Deventer & Thoabala | Creditor File No Handover Amount Handover Date Diary Date Last Payment Date Interest Instalment Latest Action Lates... |
| 26 | 26. Van Rhyn Minnaar & Co Inc | File No Handover Date Debtor Name Capital Total Costs to Date Total Interest to Date Total Payments to Date Payment... |

- **No:** The report's unique number
- **Report / Comment:** the name of the Lexpro client who requested the specific report or small comment regarding the name of the report, eg. General use
- **Description:** gives a short description of the columns in the report, eg.
 - o Debtor name
 - o Client name
 - o Reference
 - o File number
- You can use the description to see a list of all fields in the report before deciding which one to use

11.4.1 General Collection report

To open or use a report, click the report number under No, eg. 1

Collection report 1 will now open

Complete the filters:

- Select the **first and last file** to search in a specific range of files or leave on default to search in all files
- Select specific **group** to see files saved as specific group or leave on No Choice to see all new files, regardless of their group
- Select the period for the report by typing the **starting and ending** date
- Select specific **income account** to see files belonging to a specific income(Z-Fee account) or leave on No Choice to see all files, regardless of the income account
- Select a specific client from the list of clients to see only files linked to the main client (this clients was opened as a template, and normally appears in the list of important clients)
- Type **client's name** to search file of only one specific client
 - o This is not clients opened as a template and doesn't appear in the list of clients
- Type **First party** to view files opened with a specific first party
- Choose to view only **Active files, Inactive** files or both
- Click OK

COLLECTION REPORT NO 1

| | | | | | | | |
|------------------|-----------------------------|----------------|------------|----------------|-------------------|--------------------------|----------------------------------|
| First File: | DA0000 | Starting date: | 01-02-2018 | User List: | No Choice - Users | Active files? | <input checked="" type="radio"/> |
| Last File: | YZ9999 | Ending date: | 30-04-2018 | glexpro\IV1Z99 | 24 | Inactive files? | <input type="radio"/> |
| Group: | No Choice | Client name: | | | | Both? | <input type="radio"/> |
| Income account: | No Choice - Income Accounts | First Party: | | | | Status, not last Action? | <input type="checkbox"/> |
| List of Clients: | DR0000 * DR ALBERTS | Ok | End | More | Print | Text/Email | |

| Debtor | Your Ref | Creditor | File | Capital | Interest | Cost | Paid | Creditor Balance | Report / Comment |
|---------------|----------|------------|--------|----------|----------|-----------|----------|------------------|--------------------------------------|
| HOOF LEER | | DR ALBERTS | DR0000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | LETTER OF DEMAND: ADD A+C COSTS.1 |
| VAN DER MERWE | | DR ALBERTS | DR0001 | 5,000.00 | 284.02 | 5,017.10 | 863.00 | 5,194.02 | AFFIDAVIT FOR TRACING CHARGES |
| KOEKEMOER | | DR ALBERTS | DR0002 | 3,500.00 | 380.15 | 12,728.40 | 350.00 | 4,250.05 | AFFIDAVIT FOR TRACING CHARGES |
| BOTHA | | DR ALBERTS | DR0003 | 5,600.00 | 589.62 | 362.70 | 550.00 | 6,039.62 | Summons - services rendered |
| CILLIERS | | DR ALBERTS | DR0004 | 4,000.00 | 49.76 | 0.00 | 4,000.00 | 449.76 | Aanmaning om agterstallige te betaal |
| PIETERSEN | | DR ALBERTS | DR0200 | 0.00 | 0.00 | 0.00 | 2,500.00 | 0.00 | No report is available. |
| TA FERREIRA | | DR VAN AS | DU1999 | 0.00 | 0.00 | 666.70 | 666.90 | 0.00 | No report is available. |

The report will show the following:

- Debtor name
- Your client's reference number
- Name of the creditor (client)
- File number on your system
- Capital (claim amount)
- Interest on the file for the selected period
- Costs
- Paid by the debtor in the selected period
- Creditor balance – still owed to the creditor
- Report/Comment is the last action or status on the files

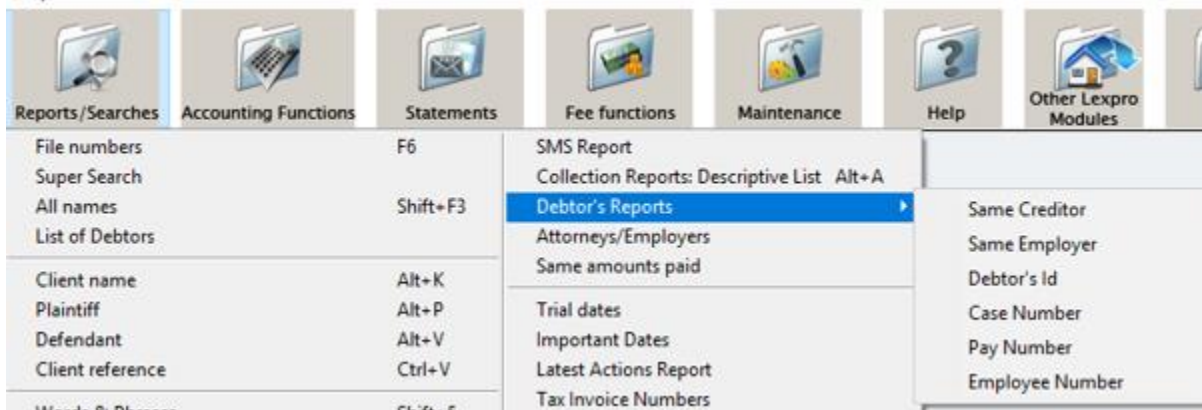
Click Print to print the report or text to merge the report to excel where you can make adjustments, save and email to your client

Collection reports are adjustable and can be customised

- Call your Lexpro consultant for a quotation for your own customised report

11.5 Debtor reports

Where to find:



More reports and searches can be drawn from here regarding the debtors

11.5.1 Same Creditor

To draw a report for debtors with the same creditors and their individual balances due to the creditor

DEBTORS OF THE SAME CREDITORS

Creditor:

Ending date:

| Debtor | Creditor | File | Capital | Balance | Report / Comment |
|---------------|------------|--------|----------|-----------|---|
| CILLIERS | DR ALBERTS | DR0004 | 4,000.00 | 13.93 | Aanmaning om agterstallige te betaal |
| KOEKEMOER | DR ALBERTS | DR0002 | 3,500.00 | 16,227.30 | No report is available. |
| HOOF LEER | DR ALBERTS | DR0000 | 0.00 | -100.00 | No report is available. |
| ROSE | DR ALBERTS | DR0300 | 0.00 | -1,908.80 | No report is available. |
| KOTZE | DR ALBERTS | DR0400 | 5,500.00 | 5,988.90 | Stuur maandelikse faktuur na troujoernale |
| PIETERSEN | DR ALBERTS | DR0200 | 0.00 | -2,651.11 | No report is available. |
| BOTHA | DR ALBERTS | DR0003 | 5,600.00 | 7,140.11 | Acknowledge receipt of instruction |
| VAN DER MERWE | DR ALBERTS | DR0001 | 5,000.00 | 9,442.59 | No report is available. |

- Complete the Creditor name
- Type the ending date

Click **OK**

All files belonging to the creditor will display with the following information:

- Name of Debtor
- Name of Creditor
- Lexpro File number
- Capital / Claim amount
- Balance due to creditor
- Last action on file

Click Print to print the report or Text file to merge to Excel

11.5.2 Debtor's ID

Use this function to search a debtor file according to his Id number

DEBTOR'S ID NUMBER

First Id no: 7012010020083

Last Id no: 7012010020083

Client name:

Choices:
Search on Range ☒
Search on Part ☐

Group: No Choice
Income account: No Choice - Income Accounts

Number of Files: 1

Inactive files also? ☐
Archived files also? ☐

Ok

End

Print

More

Text file

| PAY NO/ID | File | Name of Client | 1st Party | 2nd Party |
|---------------|--------|----------------|------------|-----------|
| 7012010020083 | DR0003 | DR ALBERTS | DR ALBERTS | BOTHA |

Choices:

- **Search on Range** – type the complete ID number in the first Id number and click OK
The system will add the same ID number in the last Id number
- **Search on Part** – type a part of the ID number and click OK
The system will search according to the part of the ID number and will show all files with the same part, e.g. birth date

Click OK

All files with the same ID will display, e.g. the same debtor was handed over by various creditors

Similar searches can be done for:

- Same Employer
- Case number
- Pay number
- Employee number

Click Print to print the report or Text file to merge to Excel

11.6 Latest Actions report



Use this function to draw a report on the last actions on a range of files

LATEST ACTION REPORT

First File: Client name: 27 Count: 8

Last File: Income account: NO CHOICE

Starting date: Group: Matter type:

Ending date:

Choices:
 Debt Collection ☐
 Litigation ☒

| File | Date | Description | Parties |
|--------|------------|---|---------------------------------|
| AA0007 | 29-08-2017 | ARTIKEL 65A(1) KENNISGEWING | * EISER |
| BF0100 | 13-02-2018 | PTP DEBTOR: R100.00 on/op 13-02-2018 - Telephonic Promise (...) | SUSANNA BOTHA * FREDERICK BOTHA |
| BF0200 | 13-09-2017 | cs@lexpro.co.za * fbaker@gmail.com - REPORT: FREDDY BAKE... | KATE BAKER * FREDDY BAKER |
| BF0500 | 13-11-2017 | AANMANINGSBRIEF: ARTIKEL 56 | * HUGO |
| DR0000 | 02-05-2018 | LETTER OF DEMAND: ADD A+C COSTS.1 | HOOF LEER * DR ALBERTS |
| DR0001 | 13-02-2018 | AFFIDAVIT FOR TRACING CHARGES | VAN DER MERWE * DR ALBERTS |
| DR0002 | 13-02-2018 | AFFIDAVIT FOR TRACING CHARGES | KOEKEMOER * DR ALBERTS |
| DR0003 | 20-02-2018 | Summons - services rendered | BOTHA * DR ALBERTS |

- Complete the **First and Last file number** to view a specific range
- **Starting and Ending date:** Complete to select the period for the report
- **Client name:** Type the client name to see a report on the specific client's files only
- **Income account:** Display files for specific income account only
- **Group:** Display only specific group's files
- **Matter type:** Display only files opened as a specific type of files
- Choose between displaying **Litigation or Debt collection** files

Click OK to display the following:

File number

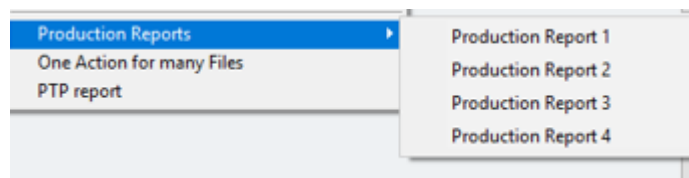
Date and description of the last action

Parties (Plaintiff and Defendant)

Date diarised

Click **Print** to print the report or **Text** file to merge to Excel

11.7 Production reports



Production reports display the work done on files by different users

There are 4 different production reports, eg.

Production report 1:

WORK DONE BETWEEN DATES

First File: Starting date: User:
Last File: Ending date:
Latest Action older than days Income account:
Group: Client name:

| Account | Names | Report / Comment | Action Date | Diary Date | User Id |
|-------------------------------|--|-----------------------------------|--------------------|------------|---------|
| DR0000 | DR ALBERTS * DR ALBERTS * HOOFF LEER | Letter of demand: add a+c costs.1 | 02-05-2018 11:3... | 02-05-2018 | Z99 |
| DR0001 | DR ALBERTS * DR ALBERTS * VAN DER MER... | Letter of demand: add a+c costs.1 | 18-05-2018 11:1... | 18-05-2018 | Z99 |
| DR0002 | DR ALBERTS * DR ALBERTS * KOEKEMOER | Summons - oral money loan | 18-05-2018 11:1... | 18-05-2018 | Z99 |
| Total: 3 * Average per day: 0 | | | | | |

Complete the filters:

- Complete the **First and Last file number** to view a specific range
- **Starting and Ending date:** Complete to select the period for the report
- **Income account:** Display files for specific income account only
- **Group:** Display only specific group's files
- **Client name:** Type the client name to see a report on the specific client's files only
- User list: all users will be selected by default. You can deselect and select only specific user/users to view production report for specific users only

Click OK to display the following:

File number

Names (Client, First and Second Party)

Action done on file

Action date

Date diarised

User Id – user that did the work. The user id will display next to the username in the list of users

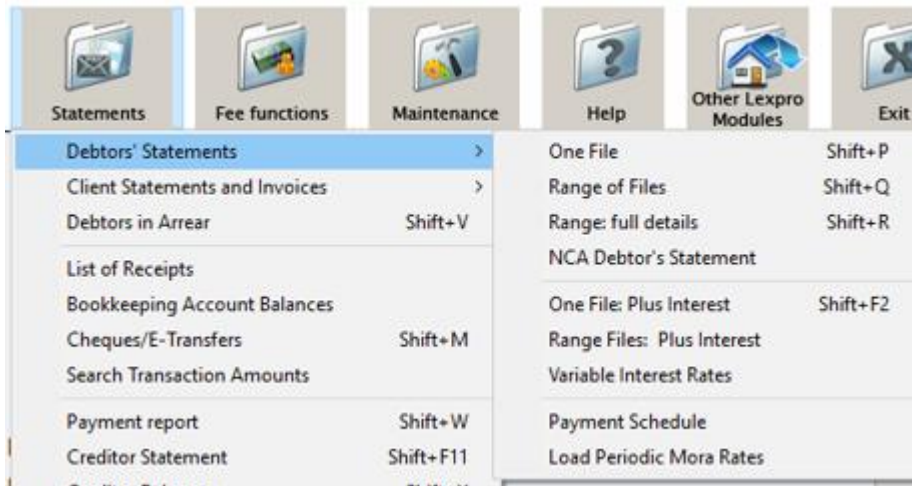
Click **Print** to print the report or **Text** file to merge to Excel

12. Statements

Statements can be created/printed for:

- Debtors
- Creditors (amount due by debtor to creditor only)
- Clients

12.1 Debtor Statements



12.1.1 One file

Use this function for a single debtor's statement, reflecting the amount still due by the debtor, including:

- Fees
- Costs
- Payments received
- Payment made
- Interest

See [5.4 Debtor statement](#) for more info regarding debtor statements

12.1.2 Range of files

Used to draw a range of debtor balances

RANGE OF DEBTOR'S BALANCES

| | | | | |
|--|------------|------------------|-----------------------------|--|
| First File: | DR0000 | Client name: | | Choice: <input checked="" type="radio"/> All Debtors <input type="radio"/> Owe money <input type="radio"/> Owe nothing <input type="radio"/> Overpaid |
| Last File: | DR9999 | Employer's name: | | |
| Ending date: | 18-05-2018 | Income account: | No Choice - Income Accounts | |
| Group: | No Choice | | | |
| <div>Ok End More Print Text file</div> | | | | |

| Account | Creditor | Debtor | Reference | Total | Balance | Name of Client |
|---------|------------|---------------|-----------|-----------|-----------|----------------|
| DR0000 | DR ALBERTS | HOOF LEER | | -100.00 | -100.00 | DR ALBERTS |
| DR0001 | DR ALBERTS | VAN DER MERWE | | 9,444.03 | 9,344.03 | DR ALBERTS |
| DR0002 | DR ALBERTS | KOEKEMOER | | 16,363.81 | 25,707.84 | DR ALBERTS |
| DR0003 | DR ALBERTS | BOTHA | | 7,141.73 | 32,849.57 | DR ALBERTS |
| DR0004 | DR ALBERTS | CILLIERS | | 13.94 | 32,863.51 | DR ALBERTS |
| DR0200 | DR ALBERTS | PIETERSEN | | -2,651.11 | 30,212.40 | DR ALBERTS |

Complete the relevant filters

Click OK

The report will display all requested files with the balance due as it would reflect on the debtor statement

12.1.3 Payment schedule

The payment schedule calculates the amount of payments that the debtor will have to make to pay his debt according to his monthly payment

Complete the information:

- File number
Click OK
The file details, regarding the client and debtor name will show
- Further information needed to calculate the amount of payments, will be drawn from the Open/Amend screen
 - o If this was not saved when the file was opened, complete the information:
 - Monthly payment to be made by the debtor
 - Starting balance
 - Interest rate
 - Interest date
 - Starting date (from when payments will start)
 - Mark to add stored fees
 - Mark to add collection commission

Click OK

PAYMENT SCHEDULE

| | | | | |
|-------------------|---|----------------|------------|--|
| File Number: | DR0001 | Ok | End | 21 |
| Client | DR ALBERTS , | | | Starting date: 18-05-2018 |
| Parties: | DR ALBERTS * VAN DER MERWE, Debt Collection | | | Also Stored Fees? <input checked="" type="checkbox"/> |
| Monthly payment: | R 1,600.00 | Interest rate: | 10.50 | Add Collection com.? <input checked="" type="checkbox"/> |
| Starting balance: | R 9,444.03 | Interest date: | 11-10-2017 | Ok More Print Text file |

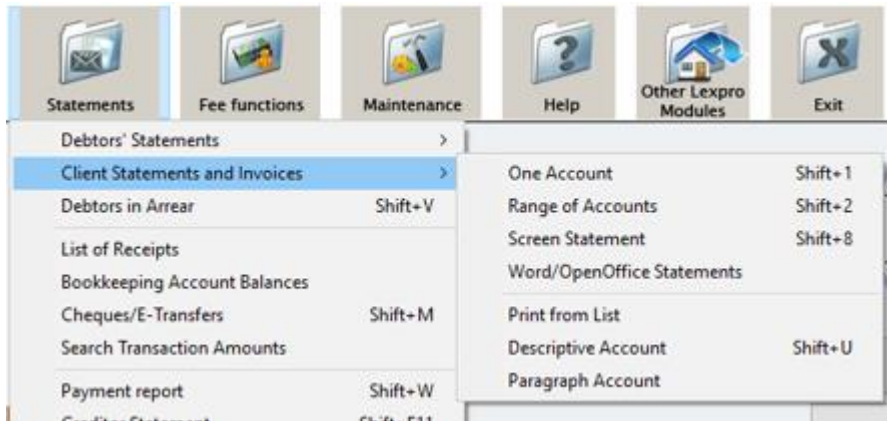
| Date | Description | Debit | Credit | Balance |
|------------|---|-------|---------|---------|
| 31-05-2018 | Interest for 13 days @ 10.50% on R9,444.03 | 35.32 | 0.00 | 9479.35 |
| 31-05-2018 | Payment | 0.00 | 1600.00 | 7879.35 |
| 31-05-2018 | Collection commission on R1600.00 | 0.00 | 0.00 | 7879.35 |
| 30-06-2018 | Interest for 30 days @ 10.50% on R7,879.35 | 68.00 | 0.00 | 7947.35 |
| 30-06-2018 | Payment | 0.00 | 1600.00 | 6347.35 |
| 30-06-2018 | Collection commission on R1600.00 | 0.00 | 0.00 | 6347.35 |
| 31-07-2018 | Interest for 31 days @ 10.50% on R6,347.35 | 56.60 | 0.00 | 6403.95 |
| 31-07-2018 | Payment | 0.00 | 1600.00 | 4803.95 |
| 31-07-2018 | Collection commission on R1600.00 | 0.00 | 0.00 | 4803.95 |
| 31-08-2018 | Interest for 31 days @ 10.50% on R4,803.95 | 42.84 | 0.00 | 4846.79 |
| 31-08-2018 | Payment | 0.00 | 1600.00 | 3246.79 |
| 31-08-2018 | Collection commission on R1600.00 | 0.00 | 0.00 | 3246.79 |
| 30-09-2018 | Interest for 30 days @ 10.50% on R3,246.79 | 28.02 | 0.00 | 3274.81 |
| 30-09-2018 | Payment | 0.00 | 1600.00 | 1674.81 |
| 30-09-2018 | Collection commission on R1600.00 | 0.00 | 0.00 | 1674.81 |
| 31-10-2018 | Interest for 31 days @ 10.50% on R1,674.81 | 14.94 | 0.00 | 1689.75 |
| 31-10-2018 | Payment | 0.00 | 1600.00 | 89.75 |
| 31-10-2018 | Collection commission on R1600.00 | 0.00 | 0.00 | 89.75 |
| 30-11-2018 | Interest for 30 days @ 10.50% on R89.75 | 0.77 | 0.00 | 90.52 |
| 30-11-2018 | Payment | 0.00 | 90.52 | 0.00 |
| 30-11-2018 | Collection commission on R90.52 | 0.00 | 0.00 | 0.00 |
| | Payments: 7, Total paid: R9,690.52, Interest: R246.49 | | | |

The program will show the interest, payments and collection commission

- Note this is only an estimate, as costs and fees will be added

The summary at the end will also show the amount of estimated payments that the Debtor will have to make if no extra costs and fees were to be added.

12.2 Client statements



Use the Client Statements and Invoices function for various options to send statements to clients

It is important to know the difference between statements in Litigation and in Accounting

1. Litigation

- Only statements can be created
- You can also create a pdf document with the following:
 - o The heading can be "Invoice"
 - o An Invoice number will display
 - o The Client VAT number will display
 - o Our Firm VAT number will display
- No VAT amount / percentages will show

2. Accounting

- Both statements and VAT Invoices/Tax Invoices can be created
- VAT percentages and amounts will display for new fees and costs
 - Only debit fees (not stored fees) will have VAT amounts and percentage shown
- Statements can be issued for clients not registered for VAT or if they already received a VAT invoice

Therefore, if your Client only needs a statement, and not a TAX / VAT Invoice, you can create the statement in Litigation and add stored fees and payments from Accounting

If your Client needs a Tax/VAT Invoice, you will have to create this in the Accounting program

- Remember: stored fees have no VAT, until they are changed to debit fees, exported and imported in Accounting

12.2.1 One Account

Use this option to send a statement to one client

A STATEMENT TO CLIENT

| | | |
|---|---|--|
| File number: | <input type="text" value="DR0001"/> | Transaction Choices: Accounting only: <input type="radio"/> Fees only: <input type="radio"/> Accounting and Fees: <input checked="" type="radio"/> |
| Starting date: | <input type="text" value="01-01-2018"/> | |
| Ending date: | <input type="text" value="18-05-2018"/> | |
| Show No balance? | <input type="checkbox"/> | Account/Invoice Account: <input checked="" type="radio"/> Invoice: <input type="radio"/> Statement: Debits only <input type="radio"/> |
| Add Interest? | <input type="checkbox"/> | |
| Interest rate: | <input type="text" value="00.00"/> % <input type="text" value="0"/> | |
| <input type="button" value="Print/PDF"/> <input type="button" value="End"/> | | |

- Type the **file number** to receive a statement
- Select the statement period by typing the **starting and ending date**. All transactions within this date will show, starting with an opening balance
- Mark **Show No balance** if the statement must start without a balance, and only show all transactions within the selected period
- Mark **Add Interest** if interest must be added on overdue amounts – debit amounts older than 30 days will receive interest
 - o If the Add Interest check box is marked, the **Interest rate** % will open to type the relevant rate
- Choose the **type of transactions** to show:
 - o Only transactions in Accounting (Receipts, costs, debit fees)
 - o Only fees in Litigation (Stored fees)
 - o Both Accounting and stored fees in Litigation
- **Account Invoice:**
 - o Select Account to display the document heading as “Account/Statement”
 - o The word “Invoice” cannot be selected in Litigation
- **Statements: Debits only:** choose this option to only show debits on the statements, i.e. fees and costs, without any payments received

Click the **Print/PDF** button

- Select Create PDF statement to merge the statement as a PDF document
- Select print statements to print the statement directly to the printer

12.2.2 Range of Statements

Use this function to create statements for clients in a specific range, or all clients on the system. Statements can be printed directly or merged as a PDF document to be saved/printed or sent via email to your clients

STATEMENTS TO CLIENTS

First File: AA0000
Last File: YZ9999
Starting date: 01-01-2018
Ending date: 18-05-2018
Group: No Choice
Income account: No Choice - Income Accounts
Minimum Balance: R 0.00
NIL Balances? ☐
Active files only? ☒
Show No balance? ☐
Add Interest? ☐
Interest rate: 00.00 %
Client name:
List of Clients: No Client Choice.

Flag for Monthly Statement:
Print Yes flags ☐
Print No flags ☐
Print All flags ☒

Transaction Choices:
Accounting only: ☐
Fees only: ☐
Accounting and Fees: ☒

Types of Balances:
Credit balances: ☐
Debit balances: ☐
Debit & Credit: ☒

Account/Invoice
Account: ☒
Invoice: ☐
Statement: Debits only ☐

Print/PDF End

Complete the following filters:

- **First and Last File:** select the file range to receive statements, by typing the first and last file number. Leave the default range to send to all files
- **Starting and Ending date:** choose the transaction period to display on statements
- **Group and Income account:**
Statements can be created for files belonging to specific group and income account. Select the group or income account from the dropdown list
 - o Only files opened for the specific group or income (Z-account) will receive statements
- The **minimum balance** will prevent statements being issued for small amounts. Balances should be greater than the amount entered to receive statements
 - o E.g. when you type 50.00, clients with outstanding debit balances of less than R50.00 will not receive a statement
 - o Leave at 0.00 if all balances should receive statements

- Mark the **Nil balances** option to include statements for clients with a Nil balance
- Mark the **Active files only** option to only create statements for active files and unmark to include Inactive files
- If the **Show no balance** option is marked, the statements will start with a 0.00 balance, regardless of the balance on the starting date
 - o The opening balance on the starting date will be 0.00 and only new transactions will show for the selected period
- Mark Add Interest if the client should pay interest on overdue amounts. Interest will then be added according to the selected Interest rate on all items outstanding for longer than 30 days.
- Type **client's name** to create statements for a specific client
 - o This is not clients opened as a template and doesn't appear in the list of clients
 - o Or a specific client from the **list of clients** to print only statements for files belonging to a specific **main client** (this clients was opened as a template, and normally appears in the list of important clients)

Or leave both as is, to print statements to all clients

- **Flag for Monthly statement** filters the statements to be created according to how the file was opened:
 - o Print Yes flags will only print statements for files where it was selected to receive monthly statements when opened in F5
 - o Print No flags will only print statements for files where you selected not to print a monthly statement when opened in F5
 - o Print All flags will print statements to all files, regardless the selection when files was opened in F5
- Choose the **Type of transactions** to show:
 - o Only transactions in Accounting (Receipts, costs, debit fees)
 - o Only fees in Litigation (Stored fees)
 - o Both Accounting and stored fees in Litigation
- Types of Balances: select to create statements according to their balances:
 - o Credit balances: will create statements to clients with a credit balance (Due by firm to client)
 - o Debit balances: will create statements to clients with a debit balance (Due by client to firm)
 - o Debit and Credit: will create statements to clients with both debit and credit balances
- **Account Invoice:**
 - o Select Account to display the document heading as "Account/Statement"
 - o The word "Invoice" cannot be selected in Litigation
 - o Statements: Debits only: not available for selection in Litigation

Click the **Print/PDF** button

- Select Create PDF statement to merge the statement as a PDF document
- Select print statements to print the statement directly to the printer
- Create PDF and email statements will email statements automatically to clients with an email address saved when you opened the file in F5

12.2.3 Word/OpenOffice statements

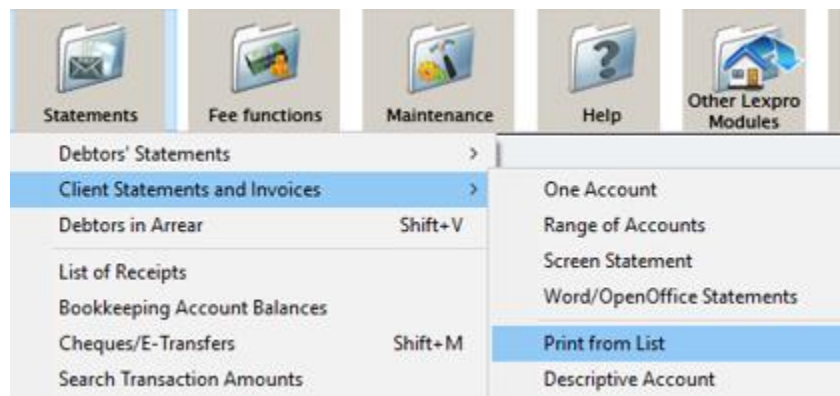
Use this function to merge statements as a Microsoft Word or OpenOffice document that will allow you to make changes on the document, if needed

Filters are the same as [12.2.2 Range of Statements](#)

Complete and click OK and Merge

The statements/invoices will merge to Word or OpenOffice, depending on the Word processor that you use

12.2.4 Print from List



The function displays all previous statements/invoices created or sent via Email to clients

Complete the filters and click OK

LIST OF CLIENT STATEMENTS

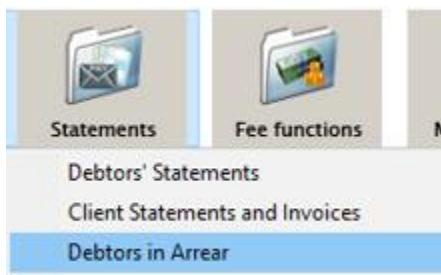
| | | | | | | | |
|---------------------------|--------------------------|----------------|-------------------|------------------|-----------------------------|--------------|-----------|
| First File: | DR0002 | Starting date: | 01-04-2018 | Number of Files: | 5 | Matter type: | No Choice |
| Last File: | YZ9999 | Ending date: | 12-06-2018 | Income account: | No Choice - Income Accounts | | |
| Group: | No Choice | User: | No Choice - Users | Filter: | All Documents | | |
| Include previously Shown? | <input type="checkbox"/> | Ok | End | More | Print | Text file | By Email |

| Date | Account | User Id | Done | Description | Document |
|---------------------|---------|---------|------|---------------------------------------|-------------------|
| 16-04-2018 14:00:05 | DR0002 | Z99 | N | State / statements | WS18041600.RTF |
| 16-04-2018 12:58:05 | DR0002 | Z99 | N | State / statements | WS18041658.RTF |
| 16-04-2018 12:53:04 | DR0002 | Z99 | N | State / statements | WS18041653.RTF |
| 16-04-2018 12:51:51 | DR0002 | Z99 | N | State / statements | WS18041651.RTF |
| 01-04-2018 11:20:53 | DR0003 | Z99 | N | Statement attached iro account dr0003 | RZ99DR000301.P... |

The list will display

Click on the date of the document to open the original document

12.3 Debtors in Arrear



The report shows a list of debtors that are in arrears with the agreed monthly payment

Complete the filters and click OK

REPORT ON DEBTOR'S ARREARS

First File: Client name: Count: 2

Last File: Group: Income account:

Ending date:

| Account | Names | Instalment | Pay Date | Payments | Status | Amount |
|---------|-----------------------|------------|------------|----------|--------|-----------|
| DR0003 | DR ALBERTS * BOTHA | 500.00 | 30-11-2017 | 700.00 | Arrear | -2,800.00 |
| DR0004 | DR ALBERTS * CILLIERS | 100.00 | 01-10-2017 | 400.00 | Arrear | -14.03 |
| | Totals | 600.00 | | 4,000.00 | | -2,814.03 |

The system use the following information when calculating the arrears report:

- **F5 Open/Amend file:**

Monthly payment: R

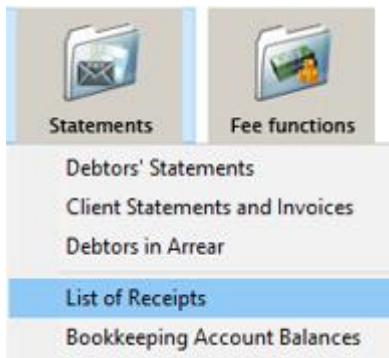
First payment date:

- The monthly amount payable
- First payment date
- Payment received in Accounting

The status will show if the debtor is in arrears

- Only files with a Monthly payment entered in the F5 Open/Amend screen will show on the report

12.4 List of Receipts



Use this function to view all payments received on files in Accounting
This will assist the user with collecting outstanding amounts from Debtors

Complete the filters and click OK

RECEIPTS BY DATE : 01-01-2018 - 12-06-2018

| | | | | | | |
|----------------|---|-----------------|--|---|-------------------------------------|---|
| Starting date: | <input type="text" value="01-01-2018"/> | Bank Number: | <input type="text" value="0"/> | Trust: <input checked="" type="radio"/> Business: <input type="radio"/> | | <input type="text" value="14"/> |
| Ending date: | <input type="text" value="12-06-2018"/> | Group: | <input type="text" value="No Choice"/> | | | |
| Reference: | <input type="text"/> | Income account: | <input type="text" value="No Choice - Income Accounts"/> | | | Count: 13 |
| Client name: | <input type="text"/> | | <input type="button" value="Ok"/> | <input type="button" value="End"/> | <input type="button" value="More"/> | <input type="button" value="Print"/> <input type="button" value="Text file"/> |

| Account | Date | Description | Reference | Debit | Credit | Balance |
|---------|------------|-----------------------|------------|-------|--------|----------|
| DR0001 | 10-01-2018 | TRec Piet | D000000003 | 0.00 | 200.00 | 200.00 |
| DR0001 | 10-01-2018 | TRec Piet | D000000004 | 0.00 | 200.00 | 400.00 |
| DR0004 | 17-01-2018 | TKw | D000000006 | 0.00 | 100.00 | 500.00 |
| DR0004 | 17-01-2018 | TKw | D000000007 | 0.00 | 300.00 | 800.00 |
| BF0100 | 14-02-2018 | TRec Payment received | D000034869 | 0.00 | 150.00 | 950.00 |
| DR0003 | 01-03-2018 | TRec Payment received | D000034870 | 0.00 | 250.00 | 1,200.00 |
| DR0003 | 15-03-2018 | TRec | D000034871 | 0.00 | 300.00 | 1,500.00 |

12.5 Bookkeeping Account Balances



This report will display a list of all files' trust and business balances in Accounting

Complete the filters and click OK

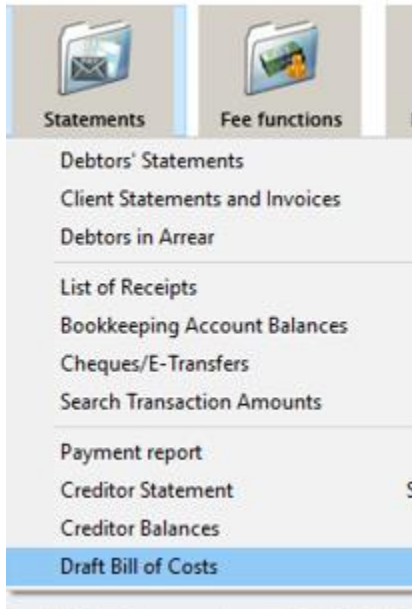
ALANCES BY ACCOUNTNO

First File: Income account: NIL Balances? ☐
 Last File: Inactive files also? ☐
 Ending date: Trust: ☐ Bus.: ☐ Both: ☒ Count: 22
 Group:
 Plus Stored Fees? ☐

Types of Balances:
 Debit & Credit: ☒
 Debit balances: ☐
 Credit balances: ☐

| File | Description | Business | Trust | Balance |
|--------|---|------------|------------|------------|
| AA0000 | KLIENT A * KLIENT A * TWEDE PARTY | -16,352.00 | -930.00 | -17,282.00 |
| AA0001 | TOETS * * | -114.00 | 298,765.00 | 281,369.00 |
| AA0006 | TOET FOOIE UITVOER * * | -57.00 | 0.00 | 281,312.00 |
| AA0008 | TOETS VIR BBB * * | 0.00 | 100.00 | 281,412.00 |
| AB0000 | BOTHA * BOTHA * DU PLESSIS | 0.00 | 10,100.00 | 291,512.00 |
| AB0001 | KLIENT B * KLIENT B * TWEDE PARTY | 0.00 | 18,450.00 | 309,962.00 |
| AT0001 | THERON * THERON * VAN DER WALT | 0.00 | 103,000.00 | 412,962.00 |
| BF0100 | BOTHA FREDERICK Mnr * FREDERICK BOTHA * SUSANNA BOTHA | 0.00 | 150.00 | 413,112.00 |
| BF0200 | BAKER Mr * FREDDY BAKER * KATE BAKER | -2,596.00 | 0.00 | 410,516.00 |
| BF0300 | BOTHA FREDDY * FREDDY BOTHA * | 0.00 | 2,550.00 | 413,066.00 |
| CV0000 | THERON * THERON * VAN DER WALT | 0.00 | 101,500.00 | 514,566.00 |
| DR0000 | DR ALBERTS * DR ALBERTS * | 10.00 | 8,356.00 | 522,932.00 |
| DR0001 | DR ALBERTS * DR ALBERTS * VAN DER MERWE | -5,000.00 | 613.00 | 518,545.00 |
| DR0002 | DR ALBERTS * DR ALBERTS * KOEKEMOER | -12,008.50 | 0.00 | 506,536.50 |
| DR0003 | DR ALBERTS * DR ALBERTS * BOTHA | -362.70 | 550.00 | 506,723.80 |
| DR0004 | DR ALBERTS * DR ALBERTS * | 0.00 | 400.00 | 507,123.80 |
| DU1999 | DU PLESSIS ATTORNEYS * DR VAN ASWEGEN * TA FERREIRA | -333.35 | 333.55 | 507,124.00 |
| LS1001 | LAW SOCIETY * * | 0.00 | 5,000.00 | 512,124.00 |

12.6 Draft Bill of Cost



Use this function to draft a bill of cost

- Type the file number
- Click OK
- Select the following:
 - o Afrikaans or English document
 - o Choice of Court
 - o Who is responsible for costs
 - o Type of Costs
- Ending date
- Select if Fees excludes VAT
- Click OK
- The transactions will display:

DRAFT BILL OF COSTS

| | | | | | |
|---|-------------------------------------|--|-----------|--------------------------|-------------------------|
| File number: | DR0003 | Ok | Count: 11 | Choice of Court: | Debt Collection |
| Client: DR ALBERTS * Group: INV * Tel: 012 569 6543 * Client's refer: - Active | | | | Who owes costs: | |
| Parties: DR ALBERTS BOTHA * Case description: Debt Collection | | | | Plaintiff owes Defendant | |
| Income account: ZF0010 * File type: Debt Collection * Claim amount: R 5600.00 * | | | | Type of Costs: | |
| Ending date: | 31-03-2018 | Choice: | | Party and Party | |
| Fees exclude VAT? | <input checked="" type="checkbox"/> | Afrikaans: <input type="radio"/> English: <input checked="" type="radio"/> | | Ok | End Merge/PDF Text file |

| Date | Description | No. | Reference | Fees | Without VAT | Disbursements |
|------------|--|-----|------------|--------|-------------|---------------|
| 30-01-2018 | Letter of demand | 01 | INV | 52.96 | 0.00 | 0.00 |
| 20-02-2018 | EAO notice to employer | 02 | INV | 39.65 | 0.00 | 0.00 |
| 20-02-2018 | Summons | 03 | INV | 134.32 | 0.00 | 0.00 |
| 20-02-2018 | Letter of demand | 04 | INV | 63.39 | 0.00 | 0.00 |
| 20-02-2018 | EAO notice to employer | 05 | INV | 39.65 | 0.00 | 0.00 |
| 26-02-2018 | Acknowledge instruction | 06 | INV | 52.96 | 0.00 | 0.00 |
| 01-03-2018 | Col.com. on R250.00 - DR0003/ZF0010, Receipt: D000034870 | 07 | D000034870 | 24.78 | 0.00 | 0.00 |
| 05-03-2018 | Instructions to proceed: R228.00 * 33.33% = R76.00 Allow | 08 | INV | 132.17 | 0.00 | 0.00 |
| 05-03-2018 | - 15.00 pages | 09 | INV | 520.43 | 0.00 | 0.00 |
| 15-03-2018 | Col.com. on R300.00 - DR0003/ZF0010, Receipt: D000034871 | 10 | D000034871 | 29.74 | 0.00 | 0.00 |
| 15-03-2018 | 14% | 11 | | 86.96 | 0.00 | 0.00 |

Click Merge/PDF to merge the bill of costs as either a Word (RTF) or PDF document:

IN THE MAGISTRATE'S COURT FOR THE DISTRICT OF IN THE MAGISTRATE'S COURT FOR THE DISTRICT OF PRETORIA HELD AT PRETORIA

Case No:

In the matter between:

DR ALBERTS

PLAINTIFF

and

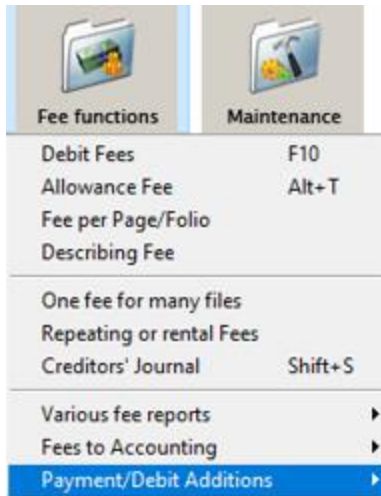
BOTHA

DEFENDENT

BILL OF COSTS DUE TO DEFENDANT ATTORNEYS, AS BETWEEN PARTY AND PARTY

| NO. | DATE NON | ITEM | FEES | VATABLE DISB. | |
|-----|-------------|--|--------|------------------|------|
| | | VATABLE | | | |
| | | DISB. | | | |
| 01 | 30-01-2018 | Letter of demand | 52.96 | 0.00 | 0.00 |
| 02 | 20-02-2018 | Letter of demand | 63.39 | 0.00 | 0.00 |
| 03 | 20-02-2018 | Summons | 134.32 | 0.00 | 0.00 |
| 04 | 20-02-2018 | EAO notice to employer | 39.65 | 0.00 | 0.00 |
| 05 | 20-02-2018 | EAO notice to employer | 39.65 | 0.00 | 0.00 |
| 06 | 26-02-2018 | Acknowledge instruction | 52.96 | 0.00 | 0.00 |
| 07 | 01-03-2018 | Col.com. on R250.00 - DR0003/ZF0010, Receipt: D000034870 | 24.78 | | 0.00 |
| 08 | 05-03-2018 | Instructions to proceed: R228.00 * 33.33% = R76.00 Allow | 132.17 | | 0.00 |
| 09 | 05-03-2018 | - 15.00 pages | 520.43 | 0.00 | 0.00 |
| 10 | 15-03-2018 | Col.com. on R300.00 - DR0003/ZF0010, Receipt: D000034871 | 29.74 | | 0.00 |
| 11 | 15-03-2018 | 14% | 86.96 | 0.00 | 0.00 |

13. Payment/Debits additions (PTC)



Use this functions to add debits or credits to files, that can only reflect on the debtor statement and does not reflect in the Accounting program

Reasons to use the function:

- **Payment to Client:**

The debtor makes a payment to the Client and not to the Firm

The payment must be captured to display on the debtor's statement, and adjust his/her debt, even though it's not reflecting in the Accounting system

- **Capital Adjustment**

An adjustment is made by the client to the handover amount. Increase or decrease the capital amount

- **Rebate** to the debtor

This transactions will only appear in the Litigation program and on the Debtor's statement, not the Accounting program

13.1 Posting payments



This function is normally used to capture payment made by the debtor, to the Client

The Client will normally send a list/file with all payments received

This payments must be captured on each file

A screenshot of the 'POSTING PAYMENTS' dialog box. It contains the following fields and controls:

- File number: DR0004
- Buttons: Ok, End, Calc
- Debtor's Balance: 0.00
- Client: DR ALBERTS
- Parties: DR ALBERTS * CILLIERS, Debt Collection
- Posting date: 13-06-2018
- Client date: 13-06-2018
- Description: Payment made to Dr Alberts
- Reference: Coll
- Amount: R 200.00
- Balance: R 0.00
- Payment/Credit/Rebate: ☒ (selected)
- Expense/Debit/Add Capital: ☐
- No Choice - Income Accounts: ☐ (selected)
- In Debtor's statement?: ☒
- File number: DR0004
- Buttons: Ok, Post
- Debit a Fee: Add Collection com.? ☒ Col. com percentage: 10.00 %
- Debit Fees: ☒ Stored Fees: ☐

Type the **File number** and click OK

Posting date: the date that the payment is captured on the system and reflects on the debtor's statement

Client date: the date that payment was made at the Client

The Posting date and Client date should be the same to calculate the interest correctly

Description: the transaction description, as it will appear on the debtor statement

Reference: any reference for the payment received, e.g. receipt number

Amount: Amount paid to the client

Payment/Credit/Rebate: the option will be selected automatically

- The amount captured can be used as a payment, any credit on the file or a rebate

Income Account: The income account saved on the file will display. This Z-account will be credited with the collection commission, if selected to add collection commission.

In Debtor's statement? Mark if the amount must display on the debtor statement to decrease his outstanding amount

Calc

The button will open the computer's calculator if you want to make any calculations

Click the **Debtor's Balance** button to display the debtor's current balance

Debtor's Balance: R4,299.92

- Select the Add Collection com check box to also post collection commission on the received amount

Debit a Fee

Add Collection com.? ☒

Col. com percentage: 10.00 %

Debit Fees: ☒ Stored Fees: ☐

- The Collection commission percentage will be inserted automatically, as saved in your user setup
- Choose to post the Collection commission as a Debit or Stored fee - [The difference between Stored fees and Debit Fees](#)

Click OK

The transaction will display below

| File | Date | Received | Description | Reference | Fee No | Amount | Total | D S |
|--------|------------|------------|----------------------------|-----------|--------|--------|--------|-----|
| DR0004 | 13-06-2018 | 13-06-2018 | Payment made to Dr Alberts | Coll | | 200.00 | 200.00 | Y |

Click Post to post the transaction

STATEMENT OF DEBTOR'S BALANCE

File Number: DR0004

Client: DR ALBERTS
Parties: DR ALBERTS * CILLIERS

Capital / Balance: R 4,000.00

Interest rate on balance: 10.25 %

Interest date: 19-09-2017

Ending date: 13-06-2018

Capital:
☐ Program Capital?
☐ Use Accounting Capital?
☐ Balance is also Capital?

Without Final Col. Com? ☐ New Mora Rate? ☐ Add Allowances? ☐
 Load Accounting ☒ Interest changes? ☐ Add client transactions? ☐

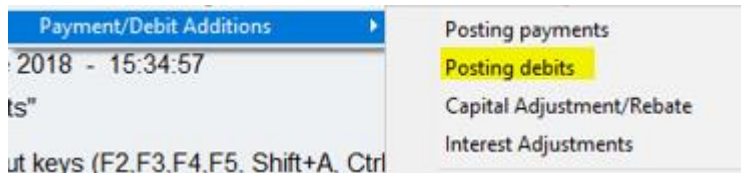
Description:
 Transaction date: 7
 Debit transaction R 0.00
 Credit transaction R 0.00

☒ Plus Stored Fees?

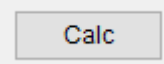
| Date | Description | Debit | Credit | Balance |
|------------|---|----------|----------|-----------|
| 01-09-2017 | TKw Opening Balance | 0.00 | 3,600.00 | -3,600.00 |
| 19-09-2017 | Capital / Balance | 4,000.00 | 0.00 | 400.00 |
| 17-01-2018 | Interest for 120 days @ 10.25% from 19-09-2017 | 13.48 | 0.00 | 413.48 |
| 17-01-2018 | TKw | 0.00 | 100.00 | 313.48 |
| 17-01-2018 | TKw | 0.00 | 300.00 | 13.48 |
| 13-06-2018 | Interest for 147 days @ 10.25% from 17-01-2018 | 0.56 | 0.00 | 14.04 |
| 13-06-2018 | Payment made to Dr Alberts | 0.00 | 200.00 | -185.96 |
| 13-06-2018 | Paid in full | 0.00 | 0.00 | 0.00 |
| 13-06-2018 | Totals: Payments: R4,200.00, Interest: R14.04 | | | |
| 13-06-2018 | Totals: Fees (excl Col.Com: R0.00, Col.Com: R0.00 | | | |
| 13-06-2018 | Totals: Disbursements: R0.00, Arrear: R0.00 | | | |

- The payment reflects on the Debtor's statement

13.2 Posting Debits



- Use this function to add debits on the debtor statement, not posted in the Accounting system
 - o E.g. additional costs, increase in claim amount

- Type the **File number** and click OK
- **Posting date:** the date that the debit is captured on the system and reflects on the debtor's statement
- **Client date:** the date that debit was captured on the Client's side
The Posting date and Client date should be the same to calculate the interest correctly
- **Description:** the transaction description, as it will appear on the debtor statement
- **Reference:** any reference for the debit addition
- **Amount:** Cost or capital adjustment amount
- The **Expense/Debit/Add Capital** option will be selected automatically
The amount captured can be used as an expense, any debit addition or increase in claim amount
- **Income Account:** The income account saved on the file will display.
- **In Debtor's statement?** Mark if the amount must display on the debtor statement to increase his outstanding amount
- The  button will open the computer's calculator if you want to make any calculations

- Click the **Debtor's Balance** Debtor's Balance: button to display the debtor's current balance

Debtor's Balance: R4,299.92

- Do not mark the **Add Collection commission** tab, only when capturing a payment received

Debit a Fee

Add Collection com. ? ☐

Col. com percentage: 10.00 %

Debit Fees: ☒ Stored Fees: ☐

Click OK

The transaction will display

| File | Date | Received | Description | Reference | Fee No | Amount | Total | D S |
|--------|------------|------------|-------------|-----------|--------|--------|--------|-----|
| DR0004 | 18-06-2018 | 18-06-2018 | Add Capital | INV | | 500.00 | 500.00 | Y |

Click Post

The debit will display on the debtor's statement

STATEMENT OF DEBTOR'S BALANCE

File Number: DR0004
Ok End

Client DR ALBERTS .

Parties: DR ALBERTS * CILLIERS

Capital / Balance: R 4,000.00

Interest rate on balance: 10.25 %

Interest date: 19-09-2017

Ending date: 18-06-2018

Capital:

Program Capital? ☒

Use Accounting Capital? ☐

Balance is also Capital? ☐

Description:

Transaction date: 8

Debit transaction R 0.00

Credit transaction R 0.00

Manually

Without Final Col. Com? ☐

Load Accounting ☒

New Mora Rate? ☐

Interest changes? ☐

Add Allowances? ☐

Add client transactions? ☐

Display Print/PDF Text file
Active File! -
Plus Stored Fees? ☒

| Date | Description | Debit | Credit | Balance |
|------------|---|----------|----------|-----------|
| 01-09-2017 | TKw Opening Balance | 0.00 | 3,600.00 | -3,600.00 |
| 19-09-2017 | Capital / Balance | 4,000.00 | 0.00 | 400.00 |
| 17-01-2018 | Interest for 120 days @ 10.25% from 19-09-2017 | 13.48 | 0.00 | 413.48 |
| 17-01-2018 | TKw | 0.00 | 100.00 | 313.48 |
| 17-01-2018 | TKw | 0.00 | 300.00 | 13.48 |
| 13-06-2018 | Interest for 147 days @ 10.25% from 17-01-2018 | 0.56 | 0.00 | 14.04 |
| 13-06-2018 | Payment made to Dr Alberts | 0.00 | 200.00 | -185.96 |
| 18-06-2018 | Add Capital | 500.00 | 0.00 | 314.04 |
| 18-06-2018 | Balance subject to corrections | 0.00 | 0.00 | 314.04 |
| 18-06-2018 | Totals: Payments: R4,200.00, Interest: R14.04 | | | |
| 18-06-2018 | Totals: Fees (excl Col.Com: R0.00, Col.Com: R0.00 | | | |
| 18-06-2018 | Totals: Disbursements: R500.00, Arrear: R300.00 | | | |

13.3 Capital Adjustment/Rebate



Use the function to change the debtor's claim amount and to see the amendment on the debtor's statement and to track the change

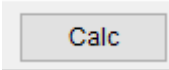
- Do not change the capital amount in the Open/Amend screen. You won't be able to track the change

CAPITAL ADJUSTMENTS

A screenshot of the 'CAPITAL ADJUSTMENTS' form. The form contains the following fields and options: 'File number' (DR0003), 'Client' (DR ALBERTS), 'Parties' (DR ALBERTS * BOTHA, Debt Collection), 'Posting date' (18-06-2018), 'Client date' (18-06-2018), 'Description' (Capital Adjustment), 'Reference' (INV), 'Amount' (R 150.00), 'Balance' (R 0.00), and radio buttons for 'Payment/Credit/Rebate' (selected) and 'Expense/Debit/Add Capital'. There is also a 'Debit a Fee' section with 'Add Collection com.?' (checkbox), 'Col. com percentage' (10.00 %), and radio buttons for 'Debit Fees' (selected) and 'Stored Fees'. Buttons for 'Ok' and 'Post' are at the bottom right.

- Type the **File number** and click OK
- **Posting date**: the date that the adjustment was done and to reflect on the debtor's statement
- **Client date**: the date that adjustment was done by the client
The Posting date and Client date should be the same to calculate the interest correctly
- **Description**: the transaction description, as it will appear on the debtor statement
- **Reference**: any reference for the adjustment
- **Amount**: Capital adjustment amount
- **Payment/Credit/Rebate**: Select this option if the debtor's statement must be credited with the amount entered and decrease his outstanding amount
- **Expense/Debit/Add Capital**: Select this option if the debtor's statement must be debited with the amount entered, and increase his outstanding amount
- **Income Account**: The income account saved on the file will display. This Z-account will be credited with the collection commission, if selected to add collection commission.

- **In Debtor's statement?** Mark if the amount must display on the debtor statement to wither increase or decrease his outstanding amount

- The  button will open the computer's calculator if you want to make any calculations
- Click the **Debtor's Balance** button to display the debtor's current balance

Debtor's Balance: R7,202.94

- Select the Add Collection com check box to also post collection commission on the amended amount, or leave open if no Collection commission should be added

Debit a Fee

Add Collection com.? ☐

Col. com percentage: 10.00 %

Debit Fees: ☒ Stored Fees: ☐

- Click OK
- The transaction will display

| File | Date | Received | Description | Reference | Fee No | Amount | Total | D S |
|--------|------------|------------|--------------------|-----------|--------|--------|--------|-----|
| DR0003 | 18-06-2018 | 18-06-2018 | Capital Adjustment | INV | | 150.00 | 150.00 | Y |

- Click Post
- The amended amount will display on the debtor's statement:

STATEMENT OF DEBTOR'S BALANCE

File Number: DR0003

Client: DR ALBERTS .

Parties: DR ALBERTS * BOTHA

Capital / Balance: R 5,600.00

Interest rate on balance: 10.50 %

Interest date: 03-05-2017

Ending date: 18-06-2018

Capital:
 Program Capital? ☐
 Use Accounting Capital? ☐
 Balance is also Capital? ☐

Without Final Col. Com? ☐ New Mora Rate? ☐ Add Allowances? ☐
 Load Accounting ☒ Interest changes? ☐ Add client transactions? ☐

Display

Description:

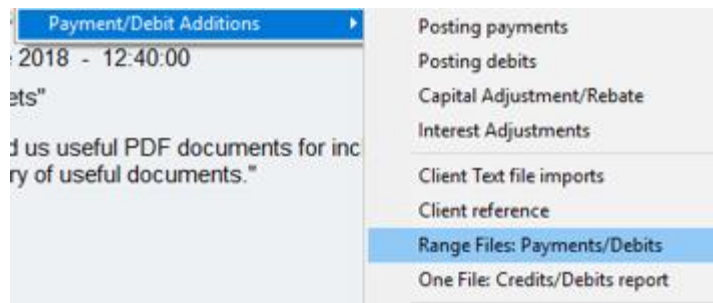
Transaction date: 27

Debit transaction R 0.00

Credit transaction R 0.00

| Date | Description | Debit | Credit | Balance |
|------------|--|--------|--------|----------|
| 26-02-2018 | Fee acknowledge instruction | 60.90 | 0.00 | 6,372.05 |
| 01-03-2018 | Interest for 3 days @ 10.50% from 26-02-2018 | 4.83 | 0.00 | 6,376.88 |
| 01-03-2018 | TRec Payment received | 0.00 | 250.00 | 6,126.88 |
| 01-03-2018 | Col.com. on R250.00 - DR0003/ZF0010, Receipt: D000034870 | 28.50 | 0.00 | 6,155.38 |
| 05-03-2018 | Interest for 4 days @ 10.50% from 01-03-2018 | 6.44 | 0.00 | 6,161.82 |
| 05-03-2018 | Fee instructions to proceed: R228.00 * 33.33% = R76.00 Allow | 152.00 | 0.00 | 6,313.82 |
| 05-03-2018 | Fee - 15.00 pages | 598.50 | 0.00 | 6,912.32 |
| 15-03-2018 | Interest for 10 days @ 10.50% from 05-03-2018 | 16.11 | 0.00 | 6,928.43 |
| 15-03-2018 | Foof 14% | 100.00 | 0.00 | 7,028.43 |
| 15-03-2018 | TRec | 0.00 | 300.00 | 6,728.43 |
| 15-03-2018 | Col.com. on R300.00 - DR0003/ZF0010, Receipt: D000034871 | 34.20 | 0.00 | 6,762.63 |
| 01-04-2018 | Interest for 17 days @ 10.50% from 15-03-2018 | 27.39 | 0.00 | 6,790.02 |
| 01-04-2018 | Fee toets 15% btw | 100.00 | 0.00 | 6,890.02 |
| 01-04-2018 | Fee toets 14% btw | 100.00 | 0.00 | 6,990.02 |
| 18-06-2018 | Interest for 78 days @ 10.50% from 01-04-2018 | 125.65 | 0.00 | 7,115.67 |
| 18-06-2018 | Capital Adjustment | 0.00 | 150.00 | 6,965.67 |
| 18-06-2018 | Balance subject to corrections | 0.00 | 0.00 | 6,965.67 |
| 18-06-2018 | Totals: Payments: R700.00, Interest: R662.10 | | | |

13.4 Range files: Payments/Debits



Use this function to draw a report on payments/debits captured for a range of files

Complete the filters:

- Starting and ending date to select the period
- First and Last file to show a specific range, or leave the default to show all files
- Client name to show only files for a specific client
- Select to see only files belonging to a specific group or Income account
- Choose to sort according to the File number or the transaction
- Choose the type of transactions to show:
 - o Payments received
 - o Debits
 - o Both

Click OK

The information will display on the screen

REPORT ON PAYMENTS AND DEBITS

Starting date: 01-06-2018 Group: No Choice Payments: ☐

Ending date: 19-06-2018 Income account: No Choice - Income Accounts Debits: ☐

First File: AA0000 Sort on: Both? ☒

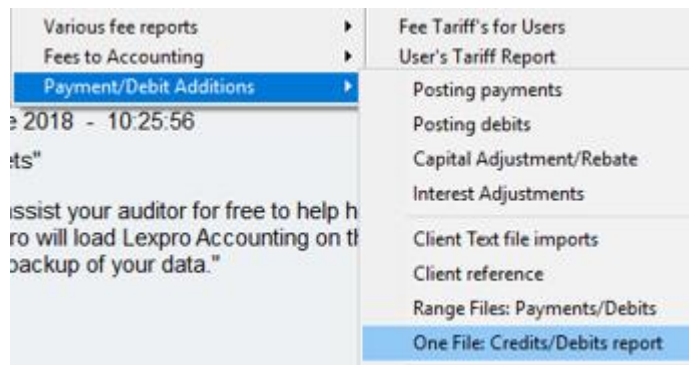
Last File: YZ9999 File No: ☐ Date: ☒ 3

Client name: **Ok** End More Print Text file

| File | Date | Description | Reference | Debit | Credit | Total | D S | Client Referen.. |
|--------|------------|----------------------------|-----------|--------|--------|---------|-----|------------------|
| DR0004 | 13-06-2018 | Payment made to Dr Alberts | | 0.00 | 200.00 | 200.00 | Y | |
| DR0004 | 18-06-2018 | Add Capital | | 500.00 | 0.00 | -300.00 | Y | |
| DR0003 | 18-06-2018 | Capital Adjustment | | 0.00 | 150.00 | -150.00 | Y | |

Click Print to print the report or click Text File to merge the report to Excel

13.5 One file: Credits/Debits report



Use this function to draw a report of credits or debits for one file only

- All debits and credits captured in the Litigation program will display, including fees (captured in the litigation program)

Complete the filters:

- **File number**
- Choose the period to draw by typing the **starting and ending date**
- Select the type of transactions to show:
 - o All transactions (debits, credits and fees)
 - o Payments/Credits (only captured with the function [13. Payment/Debits additions \(PTC\)](#))
 - o Revenue stamps (not relevant anymore)

Click OK to display:

REPORT OF POSTINGS IN FEES

File number:

Client:

Parties:

Starting date: Start with NIL Balance? ☐

Ending date:

File number:

Ok End Print More Text file

Choices:

All transactions: ☒

Payments / Debits: ☐

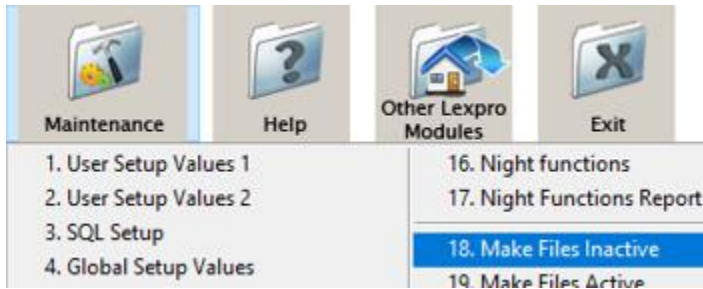
Revenue stamps: ☐

| Date | Description | Reference | Type | Debit | Credit | Total | D S |
|------------|--|-----------|------|--------|--------|-----------|-----|
| 05-01-2018 | Payment received at Dr Alberts | INV | FB | 0.00 | 150.00 | 150.00 | Y |
| 05-01-2018 | Collection com. on R150.00 | LZ99 | FOI | 17.10 | 0.00 | 132.90 | N |
| 30-01-2018 | Fee letter of demand | INV | FOH | 60.90 | 0.00 | 72.00 | Y |
| 20-02-2018 | Fee letter of demand | INV | FOH | 72.90 | 0.00 | -0.90 | Y |
| 20-02-2018 | Fee EAD notice to employer | INV | FOB | 45.60 | 0.00 | -46.50 | Y |
| 20-02-2018 | Fee EAD notice to employer | INV | FOH | 45.60 | 0.00 | -92.10 | Y |
| 20-02-2018 | Fee Summons | INV | FOG | 154.47 | 0.00 | -246.57 | Y |
| 26-02-2018 | Fee acknowledge instruction | INV | FOB | 60.90 | 0.00 | -307.47 | Y |
| 01-03-2018 | Fee instructions to proceed | LZ99 | FO | 228.00 | 0.00 | -535.47 | N |
| 05-03-2018 | Fee instructions to proceed: R228.00 * 33.33% = R76.0... | INV | FO | 152.00 | 0.00 | -687.47 | Y |
| 05-03-2018 | Fee - 15.00 pages | INV | FO | 598.50 | 0.00 | -1,285.97 | Y |
| 04-06-2018 | Fee: R345.00 * 33.33% = R115.00 Allow | LZ99 | FO | 230.00 | 0.00 | -1,515.97 | N |
| 18-06-2018 | Capital Adjustment | INV | FC | 0.00 | 150.00 | -1,365.97 | Y |

Click Print to print the report or Text file to export to Excel

14. Make files active or inactive

14.1 Make files inactive



Files should be made inactive (closed) when finalised

- Inactive files will still be available in the system:
 - o File details can still be seen (F5)
 - o Transactions are still available (F3/F4)
 - o Searches on inactive files can still be done (F2)

The benefits of inactive files:

- They don't appear on reports as a default
- Don't receive monthly statements, but can be added when selected to add inactive files
- Don't appear on searches, by default, but can be added when selected
- Searches, reports, statements, etc. are done faster, as the inactive files are left out by default

Important: before making files inactive, you need to make a backup, especially if a whole batch is to be made inactive

Make sure of the following, before making files inactive:

- You have a backup – see backup
- Ensure that there is no outstanding stored fees, or delete stored fees if not recoverable
- If there is still debit fees, export and import in accounting or delete
- If you select to make files inactive in Accounting and Litigation, make sure the file has a 0.00 balance in Accounting

How to make files inactive:

Open the screen

MAKE FILES INACTIVE

| | | | |
|---------------------------|--|---------------------------|--|
| First File: | <input type="text" value="AA0000"/> | Client reference: | <input type="text"/> |
| Last File: | <input type="text" value="YZ0000"/> | Group: | <input type="text" value="No Choice"/> |
| No. of days without Fees: | <input type="text" value="180"/> | Income account: | <input type="text" value="No Choice - Income Accounts"/> |
| Link with Accounting? | <input checked="" type="checkbox"/> | Debt balance less than: R | <input type="text" value="0.00"/> |
| Client name: | <input type="text" value="No Client Choice."/> | Reason not recorded | <input type="text"/> |

BEFORE THE FILE IS MADE INACTIVE, MAKE SURE:
Trust balance and Business balance are nil.
No fees have been recorded in FEES within past number of days entered on the screen.

Complete the filters:

First and Last File:

- Type the specific range of files to be made inactive
- Or select the first and last file with the same file number to make only one file inactive
- Or keep the default to make all possible files inactive, according to the selected filters

No of days without fees:

- The default amount of days is 180
 - o This means that only files who doesn't have fees for at least 180 days (store or debit fees), must be made inactive
- You can change the amount of days (increase or decrease)

Link with Accounting:

- This function is mainly used to inactivate Litigation files
 - o *You can however link with the Accounting program, to make the same file inactive in both Litigation and Accounting*
 - o The files need to have a 0.00 Trust and Business balance in the Accounting program
 - Sometimes the ending balance in Accounting is 0.00, but the Trust and Business has balances. This means that a Trust transfer must be run before the ending balance will be 0.00 and can be made Inactive

Client name:

- Select a name from the list to make files inactive that belongs to this client only
 - Only the Shift+F12 files will be listed

Client reference:

- Complete to only make files inactive with the specific reference

Group and Income account:

- Select a Group and/or Income account to only make files inactive that belongs to the specific group or income account

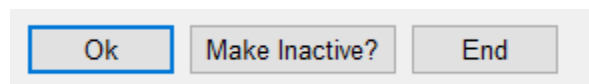
Debt balance less than:

- Only files with a debtor balance of less than the amount you enter, will be made inactive
 - Or keep on 0.00 to ignore the debt amount

Reason:

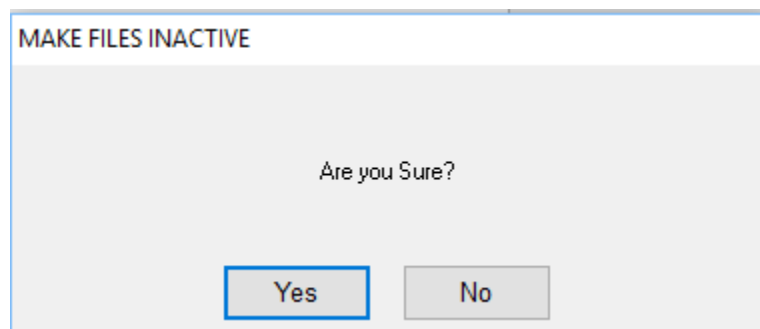
- Select a reason why the file(s) are made inactive
 - Or select no reason

If you are sure that all filters are correct and that you have a backup, click OK

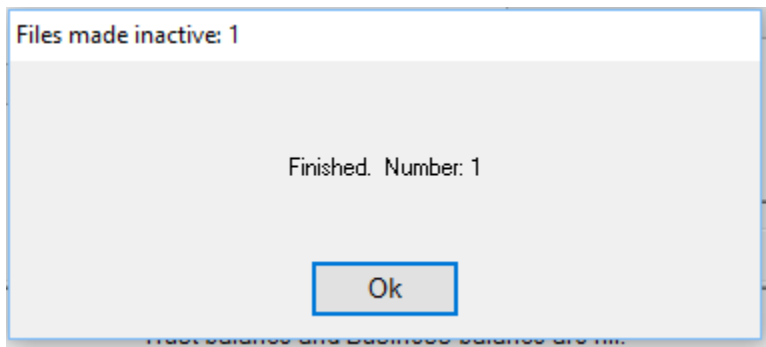


- Click the “Make Inactive” button, that will be available

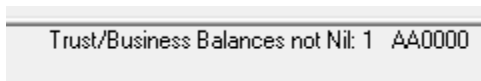
The message will display:



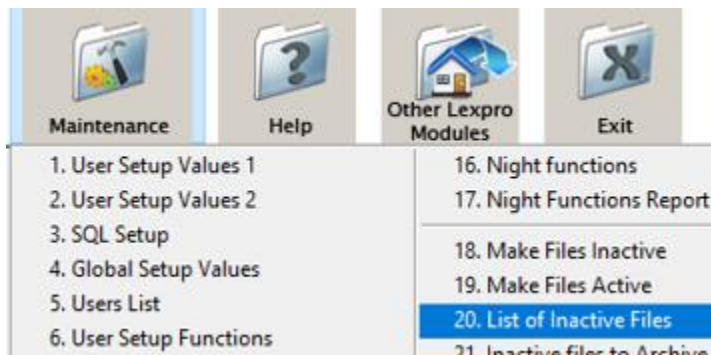
- Click Yes if you want to proceed or No to cancel
- If you click Yes, the files will be made inactive and the amount that was made inactive, will show



The program will also display a list of files that couldn't be made inactive in Accounting (if any), if you chose to link with Accounting, and the reasons:



14.2 List of Inactive files



Complete the filters to draw a list of Inactive files:

LIST OF INACTIVE FILES

| | | | | | |
|----------------|---|--|--|--------|---------------------------------|
| First File: | <input type="text" value="AA0000"/> | Group: | <input type="text" value="No Choice"/> | Count: | <input type="text" value="13"/> |
| Last File: | <input type="text" value="YZ9999"/> | Income account: | <input type="text" value="No Choice - Income Accounts"/> | | |
| Starting date: | <input type="text" value="01-06-2016"/> | Client name: | <input type="text"/> | | |
| Ending date: | <input type="text" value="19-06-2018"/> | <input type="button" value="Ok"/> <input type="button" value="End"/> <input type="button" value="More"/> <input type="button" value="Print"/> <input type="button" value="Text file"/> | | | |

- First and Last file
- Starting and Ending date that files were made inactive
- Show only Inactive files for:
 - o Specific Group
 - o Specific Income Account
 - o Specific Client
 - o Or leave open, to show all

Click OK

LIST OF INACTIVE FILES

| | | | | | |
|--|------------|-----------------|-----------------------------|--------|----|
| First File: | AA0000 | Group: | No Choice | Count: | 13 |
| Last File: | YZ9999 | Income account: | No Choice - Income Accounts | | |
| Starting date: | 01-06-2016 | Client name: | | | |
| Ending date: | 19-06-2018 | | | | |
| <input type="button" value="Ok"/> <input type="button" value="End"/> <input type="button" value="More"/> <input type="button" value="Print"/> <input type="button" value="Text file"/> | | | | | |

| Name of Client | Account | 1st Party | 2nd Party | Matter | User's ID | Date |
|----------------|---------|------------|--------------|----------------|-----------|------------|
| DR ALBERTS | AA0000 | DR ALBERTS | TWEEDE PARTY | | Z99 | 19-06-2018 |
| DR ALBERTS | AA0002 | DR ALBERTS | | | Z99 | 19-04-2017 |
| DR ALBERTS | AA0003 | DR ALBERTS | VERWEERDER | | Z99 | 19-09-2017 |
| DR ALBERTS | AA0005 | DR ALBERTS | VERWEERDER | Saakbeskrywing | Z99 | 22-01-2018 |
| DR ALBERTS | DR0300 | DR ALBERTS | ROSE | | Z99 | 22-01-2018 |
| DR ALBERTS | DR0400 | DR ALBERTS | KOTZE | | Z99 | 22-01-2018 |

The list of Inactive files in both Litigation and Accounting will display with the following information:

- Client name
- Account number
- 1st Party name
- 2nd Party name
- Matter description
- User's ID that made the file inactive
- Date that file was made inactive

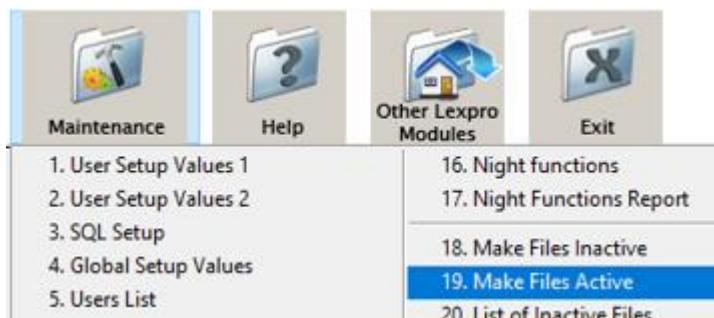
14.3 Inactive files to Archive

Note: If your firm also uses the Accounting package, this should rather be done by the bookkeeper in Accounting

- This function is explained in more detail in the Accounting manual

If your firm doesn't have the Accounting package, please contact your Lexpro consultant to help with the Archive function

14.4 Make files active



Use the function to make inactive files, active

If the file was already made inactive, due to:

- file is finalised and closed
- file was made inactive by mistake

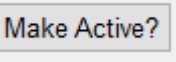
And you want to make the file active again

A screenshot of a dialog box titled 'MAKE FILES ACTIVE AGAIN'. The dialog box has a light gray background. At the top, there is a label 'File number:' followed by a text input field containing 'AA0000'. To the right of the input field is an 'Ok' button. Further right is a label 'Inactive File!' followed by a text input field. Below these are three stacked text input fields: 'Client DR ALBERTS ,', 'Parties: DR ALBERTS * 2ND PARTY', and 'Case description:'. To the right of these fields are three buttons: 'Transactions', 'File Notes', and 'Fee Report'. At the bottom of the dialog box are two buttons: 'Make Active?' and 'End'.

Type the file number and click OK

- The client details will display with a message that the file is Inactive

The transactions (F4), File notes or fee reports can be drawn for the specific file

Click 

Click Yes to make Active

A message will display that the file is active

15. Maintenance functions

Important Maintenance functions include:

- Create tables
- Load values
- Build indexes
- Make a Backup
- Restore a Backup
- Night functions
- Alter tables

15.1 Create tables

Your firm’s data is stored in a database
The database exist of various tables – each table store different types of information, e,.
Lit saves all the file numbers with file details (addresses, telephone numbers, etc.) in Litigation
The Transactions are saved in the Tran table, etc.

Tables are created with the program, during installation by your Lexpro consultant

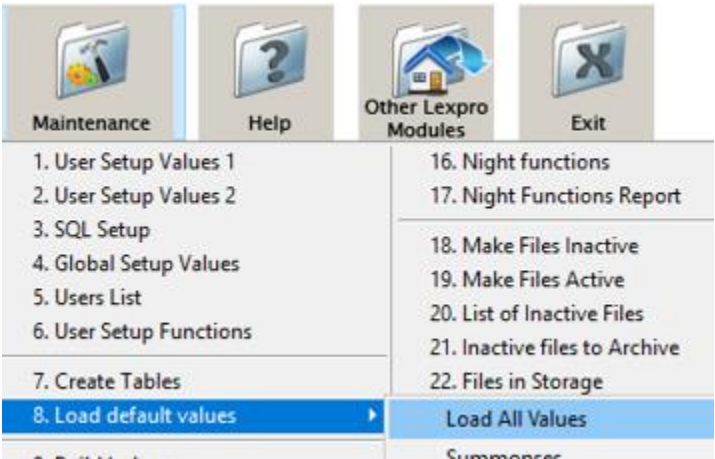
When upgrades take place, it could be that a new table was created by the programmers, to store specific data for a new function. In these cases, tables must be created during upgrades to include the new table

Therefore it is important to run the Create tables function after you do an upgrade

15.2 Load default values

This function is used to load the default values for fees, documents, etc.
This will also be loaded by your consultant during installation

- Run this function after upgrades to ensure you have all the latest documents, fee tariffs, etc.



Select Load all values. A Progress bar will run to indicate the process to load values
The program will return to the main screen when done

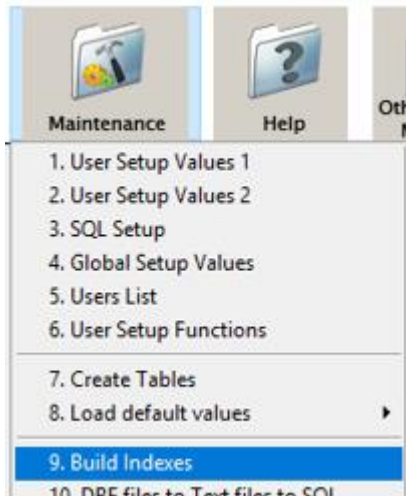
15.3 Build Indexes

Each table has a few indexes that stores data in specific columns

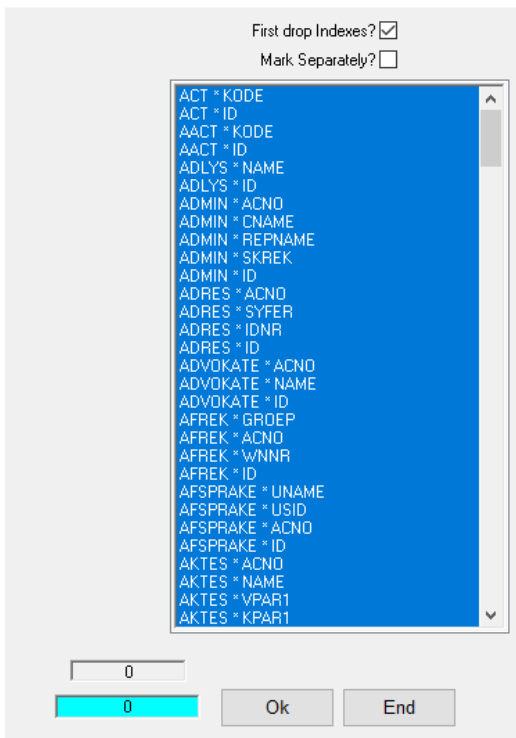
This allows the fast and efficient retrieval of data. Without indexes, the retrieval of data will be very slow
For this reason, indexes should be built regularly to speed up the system

Important:

Do this function when all users are logged out of Lexpro programs



Open the function when you are sure that all Lexpro users are logged out
The Build indexes screen will open:



- The check box: First drop Indexes should be marked by default.
 - o If not, please mark
- Leave the check box open for “Mark separately”

Click OK

The function will start to run and a list of indexes built, will display on the left

Build Indexes (Not Responding)

```
CREATE INDEX ON ACT(KODE);
CREATE UNIQUE INDEX ON ACT(ID);
CREATE INDEX ON AACT(KODE);
CREATE UNIQUE INDEX ON AACT(ID);
CREATE INDEX ON ADLYS(NAME);
CREATE UNIQUE INDEX ON ADLYS(ID);
CREATE INDEX ON ADMIN(ACNO);
CREATE INDEX ON ADMIN(CNAME);
CREATE INDEX ON ADMIN(REPNAME);
CREATE INDEX ON ADMIN(SKREK);
CREATE UNIQUE INDEX ON ADMIN(ID);
CREATE INDEX ON ADRES(ACNO);
CREATE INDEX ON ADRES(SYFER);
CREATE INDEX ON ADRES(IDNR);
CREATE UNIQUE INDEX ON ADRES(ID);
CREATE INDEX ON ADVOKATE(ACNO);
CREATE INDEX ON ADVOKATE(NAME);
CREATE UNIQUE INDEX ON ADVOKATE(ID);
CREATE INDEX ON AFREK(GROEP);
```

Leave the screen and function until the message display that all indexes was built
Click End when finished or wait until the function returns to the main screen

Lexpro users can now login to their programs

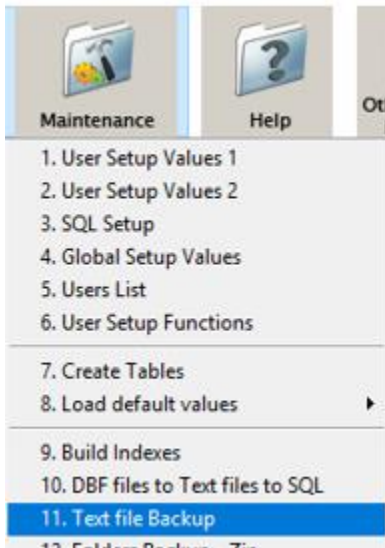
You can do this function a few times a week or as part of the night functions

16. Backups

6.1 Make a Backup

It is very important to make backups, as often as possible
Lexpro recommends daily backups

Use this function to make a backup:



With this backup option, the database with all tables are saved in the specified folder as TXT files
The TXT Files will be able to restore in the system if needed

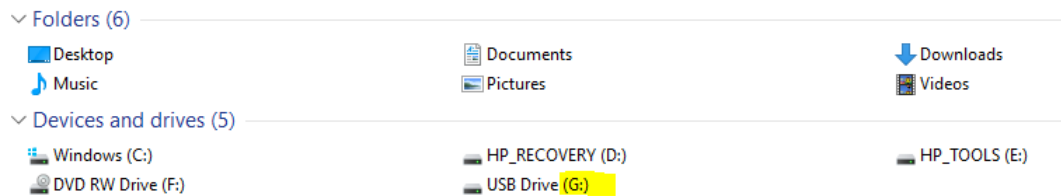
Open the backup screen

BACKUP / COPY TO A DIRECTORY

A screenshot of the 'BACKUP / COPY TO A DIRECTORY' dialog box. The dialog box has a title bar that says 'BACKUP / COPY TO A DIRECTORY'. It contains a text field for 'Path, Directory for copy, eg. 'C:\BK\'' with the value 'C:/LEXPRO_BACKUP/MONDAY' entered. Below the text field are two checkboxes: 'Omit GIDS?' and 'Omit FEES?'. To the right of these checkboxes is a numeric input field with the value '0'. At the bottom of the dialog box are two buttons: 'Ok' and 'End'. Red handwritten numbers are present: '1' next to the path text field, '2' next to the 'Omit GIDS?' checkbox, '3' next to the 'Ok' button, and '4' next to the numeric input field.

1. **Path, Directory for copy**

- Type the path where the Backup files must be saved
- The program will create the folder, if it doesn't exist
- Remember to add the _ sign if the folder consist of 2 names, e.g. Lexpro_Backup
- In the Example above, the backup will be stored in the C drive (Hard drive) of the computer where the backup is made
 - You can change the C to the Network drive (F or L or what the drive for the network may be)
 - You can also change C to the drive for the Memory stick or External hard drive
If you're not sure what the drive is for the Memory stick or External hard drive, insert into your computer, and it will display in brackets next to the name of the external in Computer, e.g.



- In the example, the sub folder where the backup will be saved is the MONDAY folder

Path, Directory for copy, eg. 'C:\BK':

C:/LEXPRO_BACKUP/MONDAY

- Create a folder for Monday – Friday
This way you will have 5 different backups and each Monday will overwrite the previous Monday backup, etc.

2. Do not choose to omit GIDS or FEES (make sure this is unmarked)

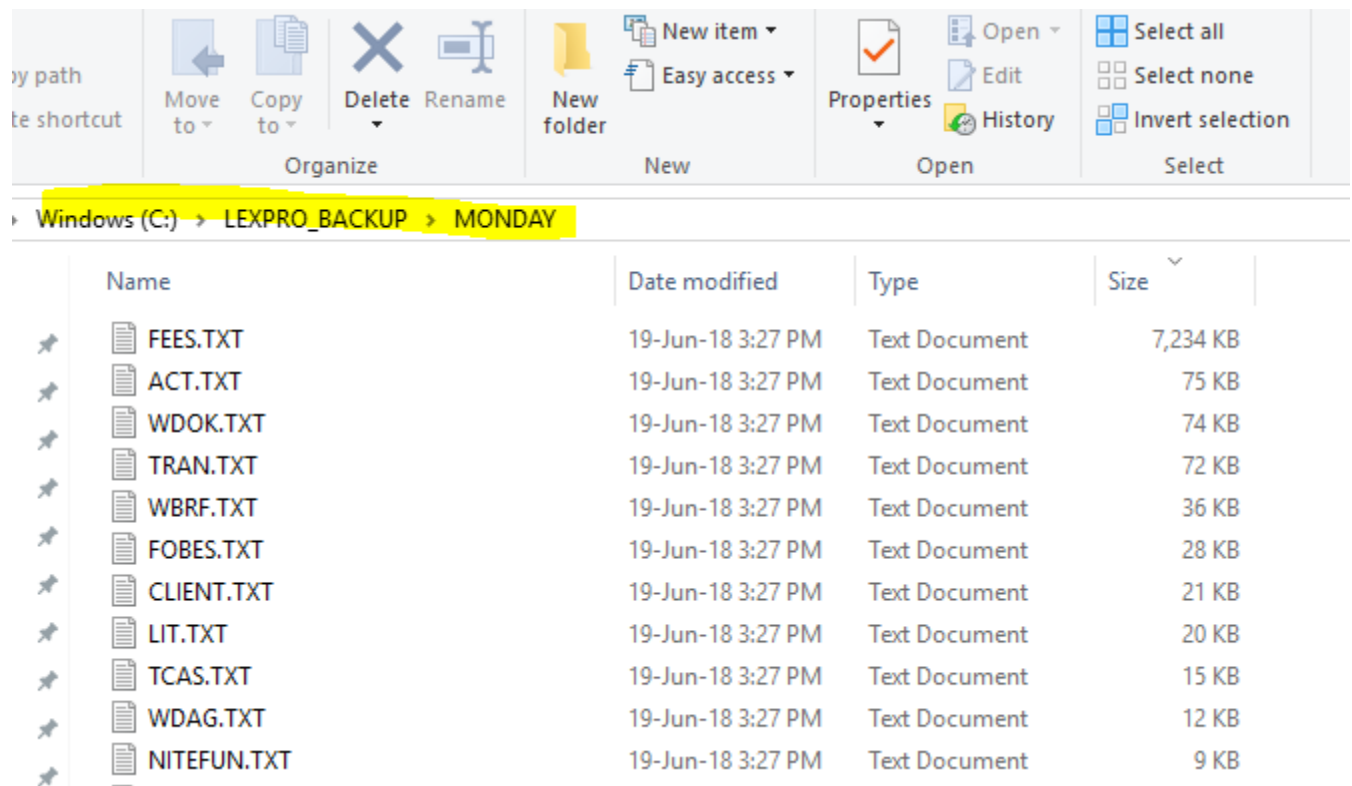
3. Click **OK** to Create the Backup

4. The **counter** will show the amount of backup files

The screen will close when the backup is done

Where to find the backup:

- Make sure the backup was done correctly by opening the backup folder with Computer or File Explorer:

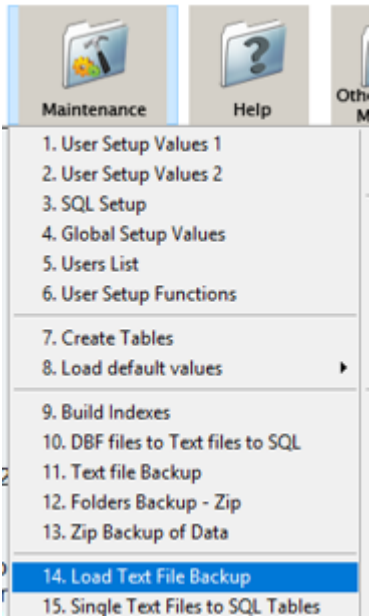


- The TXT files must display with the correct time and date
- This TXT files will be used to restore the data if necessary
- The files/folder can be copied to e.g. Dropbox or CD and saved outside the Office, in case something happens to the PC or Server

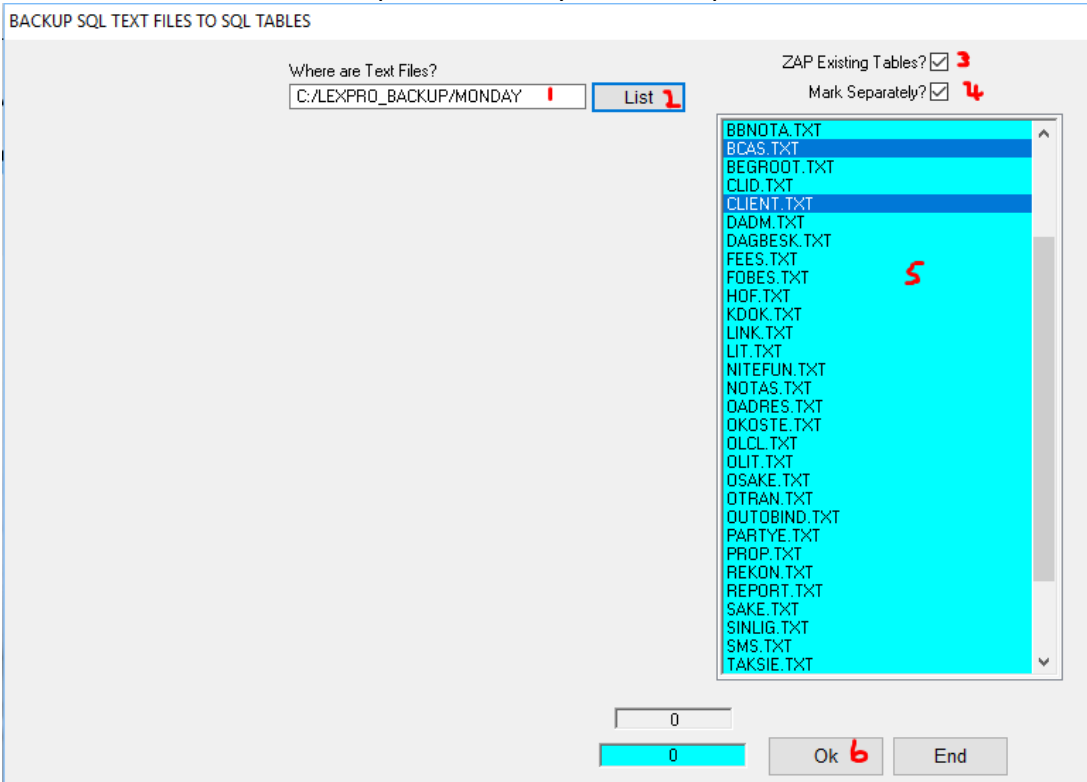
16.2 Restore a backup

Use this function to restore a Text file backup made from the program

Where to find:



IMPORTANT:
ASK YOUR LEXPRO CONSULTANT FOR ASSISTANCE WITH RELOAD OF BACKUP
ALL LEXPRO USERS MUST BE LOGGED OUT OF LEXPRO WHEN RESTORING THE BACKUP
The screen to load the Backup files in the system will open



1. Complete the path where the backup was made to
 - the system will default to the path used to make the backup
2. Click List to show all files in the backup folder
 - a list of all the txt files will display
3. Make sure the ZAP Existing tables are marked. If not marked, the data will append to the existing data and not overwrite
4. Click the Mark Separately checkbox to select specific txt files to be restored
5. Select the specific files to be restored
Contact your Lexpro Consultant to get a list of specific files to select
Not all txt files are relevant to your program or has data, and therefore you don't need to select them
6. Click OK
 - **The data will import to your system**
 - The counter will show the amount of entries for each specific txt file (table with information)
 - The message will appear that it's ALL if done

After the data import/restore, do the following Maintenance functions:

[15.3 Build Indexes](#)