LEXPRO telsels systems

Lexpro Litigation Manual

Contents

1. Contact Details

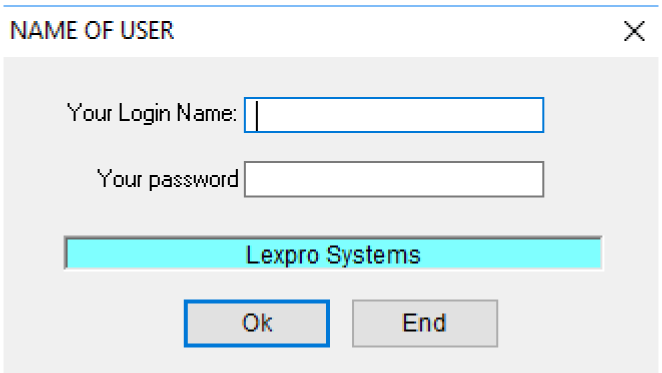
Branch	Area	Consultant	Office Tel	Email	Cellphone
Belville	Western Cape	Thomas Harvey	021 9750261	thomas@lexpro.co.za	0714921369
		Zinia Meintjes	021 9750261	zinia@lexpro.co.za	0836407150
Centurion/ Pretoria	Gauteng	Muller Heyneke	012 661 0956	muller@lexpro.co.za	0718855481
		Annette Heyneke	012 661 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
		Rhett Harvey	012 3454510	rhett@lexpro.co.za	0835086160
Mossel bay	Western Cape	Elainne Harmse	044 695 0993	elainne@lexpro.co.za	0722946180
Riviera / Pretoria	Gauteng	Carl Holiday	0861119999	carl@wonderland.co.za	0823311929
		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

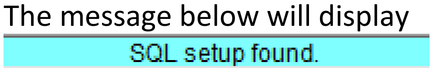
First: Double click the Lexpro Litigation icon

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



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

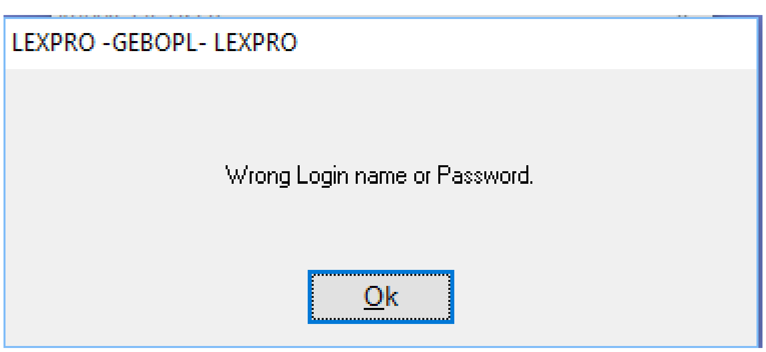
  The message below will display



- Type your Password, e.g. LEXPRO

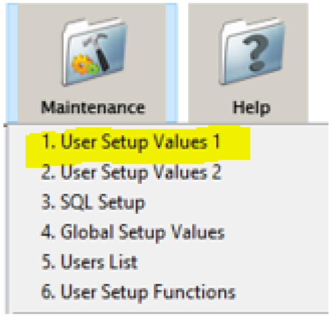
Click OK

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:



2.1 User setup values 1

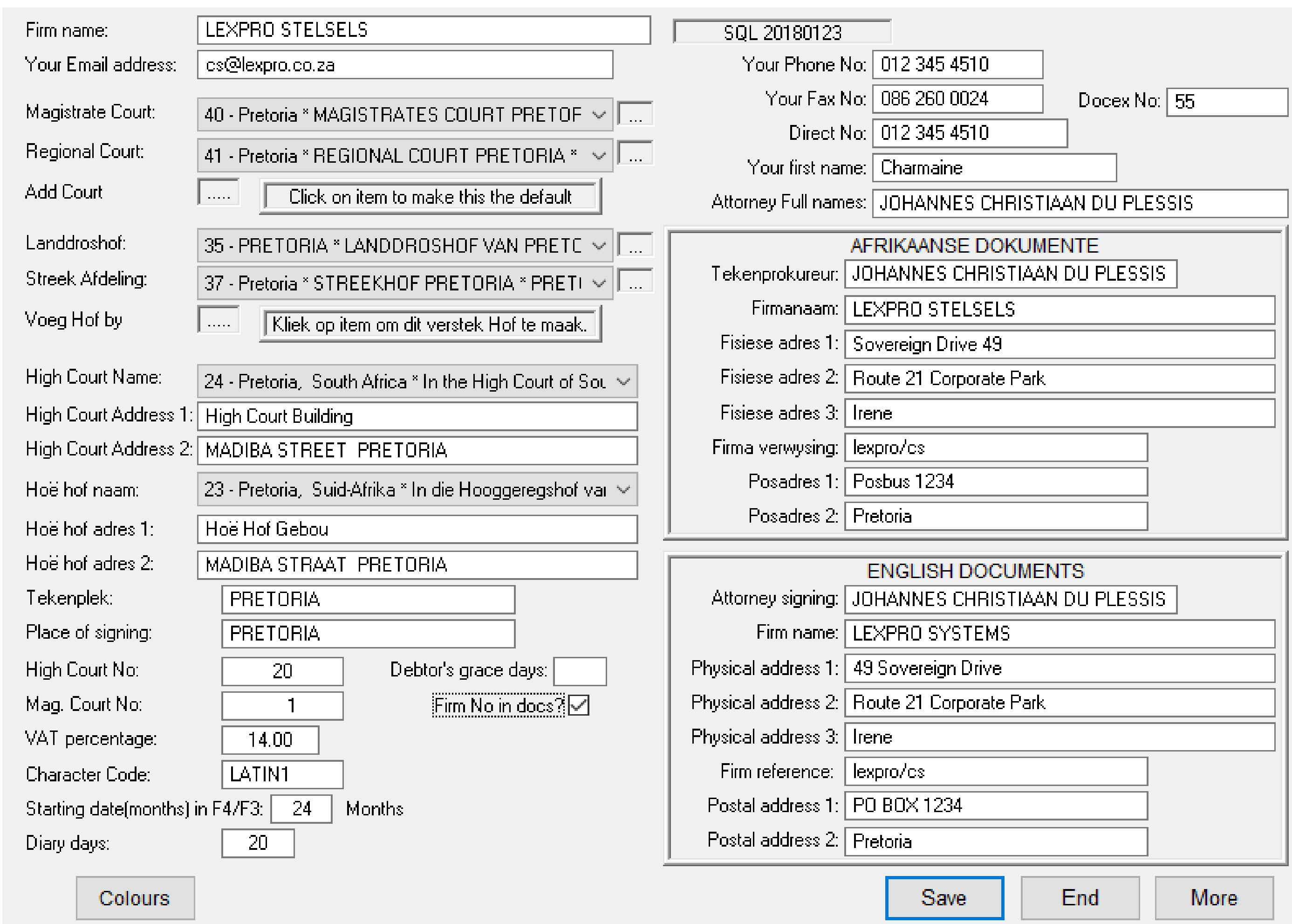
Where to find:



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

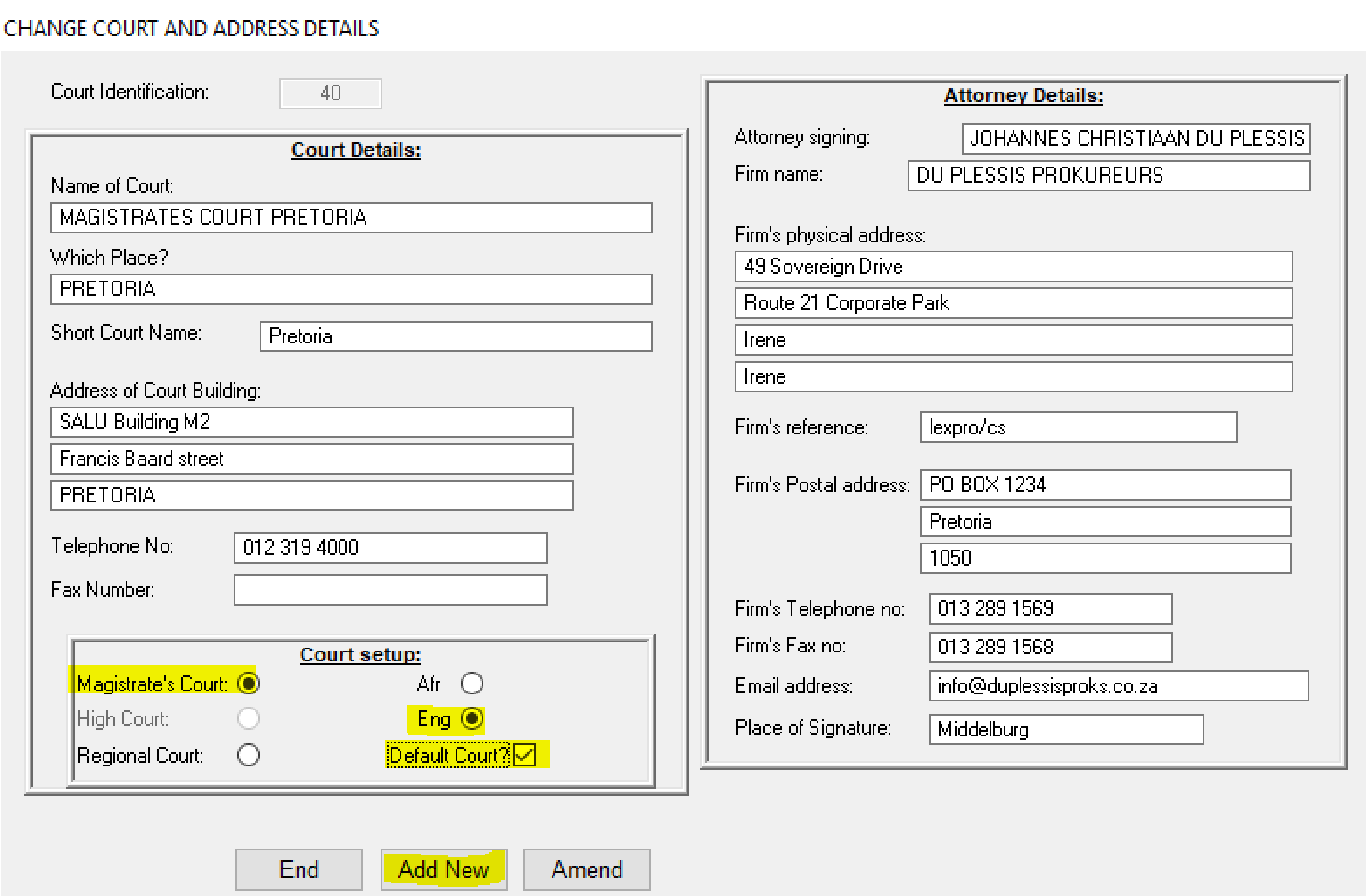


Adding Courts

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

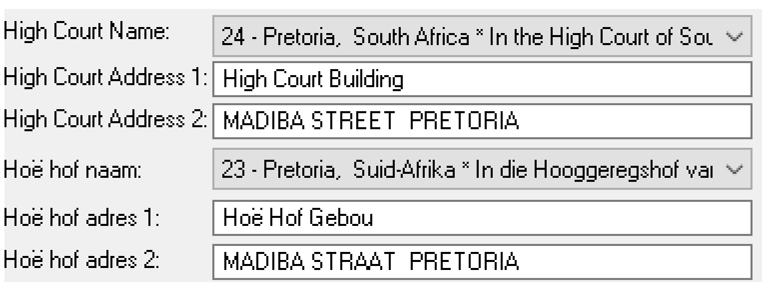
To add a Court, click the highlighted area:

The screen to add courts will open:

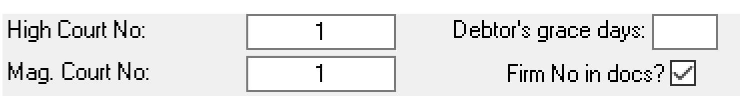


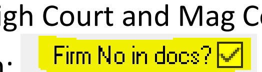
- Type the Court details, as well as the details for the signing Attorney
- Choose Magistrate's Court or Regional Court
- To select this Court as the default court for Court documents, select: Default Court
  - This details will merge automatically when creating Court documents
  - You can add more courts, 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:

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

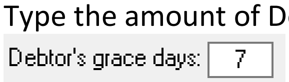


- The information will display automatically
- Complete the Firm's number at the High and Magistrate's court

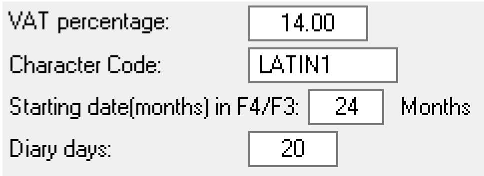


  - The High Court and Mag Court number will display on Court documents if you mark the option: 

- Type the amount of Debtor's grace days:



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

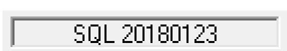


- VAT percentage: type 14.00 if the firm is registred for VAT
  - Leave 0.00 if not

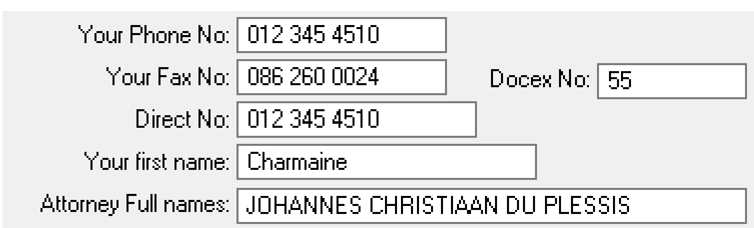
- Character code will be set as default on LATIN1 – your Lexpro consultant will change if necessary. LATIN1 is characters allowed to be used in the program

- 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

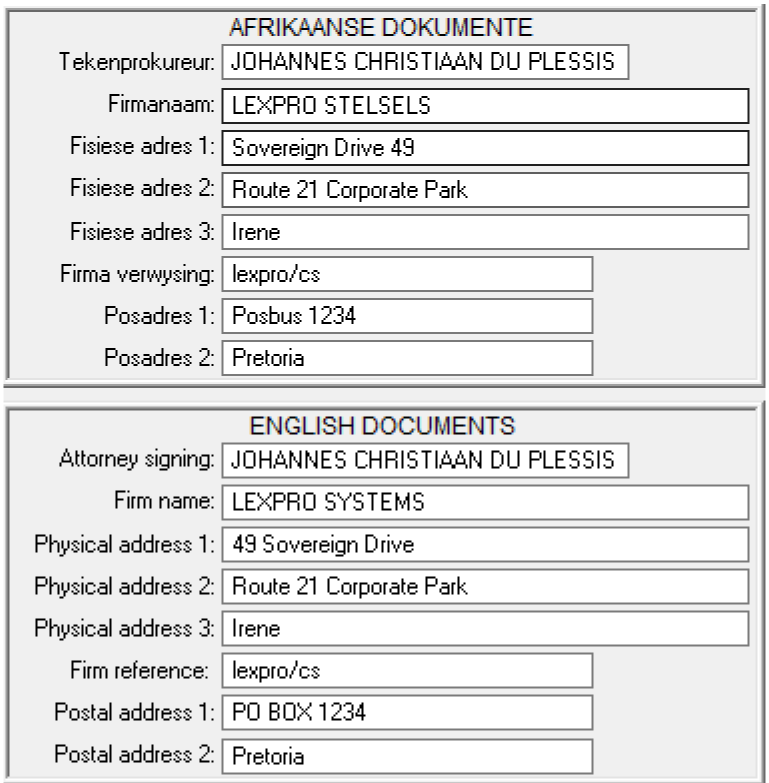


- This is the version for the program that you currently use
  - In this case, the SQL version of 23/01/2018



- 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

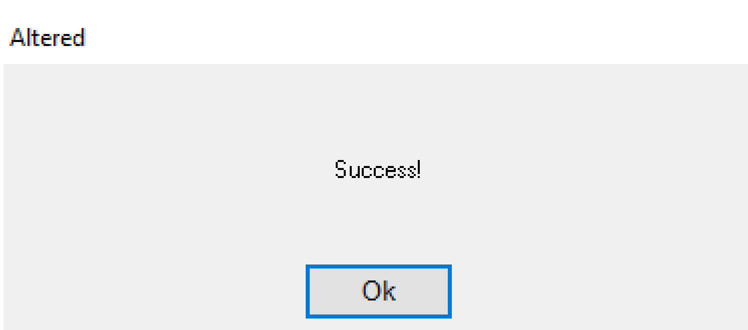
- Complete the information to merge
    - Complete for both Afrikaans and English documents



- Type the signing Attorney's full names
    - Firm Name
    - Firm's Physical address
    - Firm's reference
    - Firm's Postal address

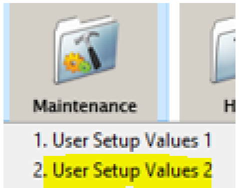
- Click Save

- The message will display

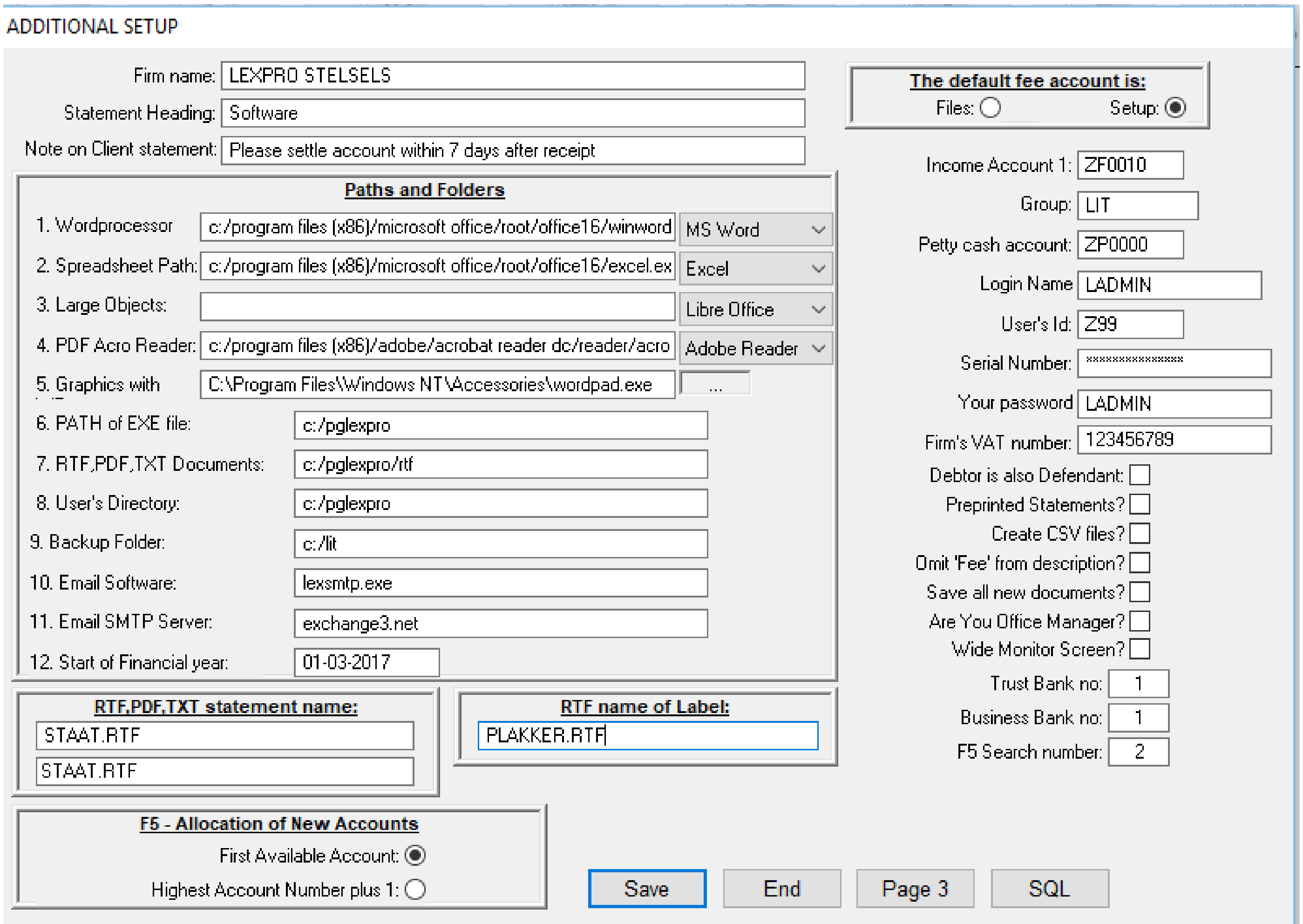


2.2 User setup values 2

Where to find:

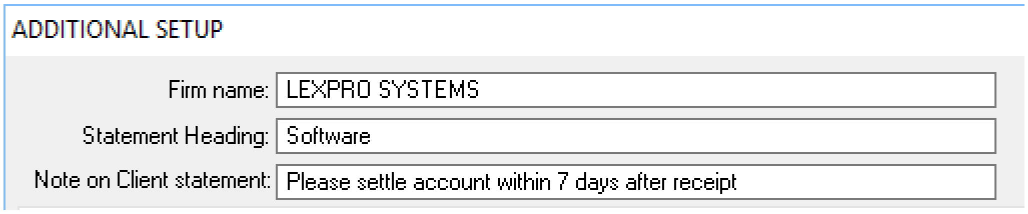


Complete additional settings



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

Complete addional settings:

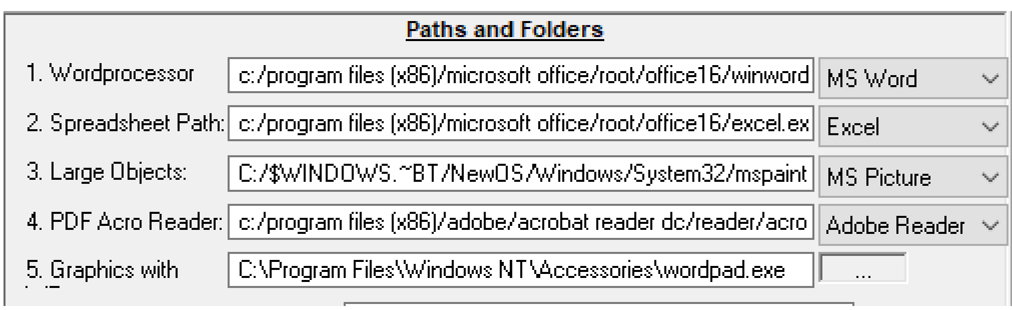


- **Firm name**
  - Will display on documents and invoices/statements

- **Statement Heading**
  - Will display on invoices/statements below the firm name
  - Eg. Attorneys, Notaries, Conveyancers
  - 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



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

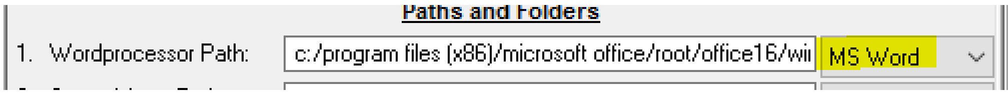
This settings will be setup by your Lexpro Consultant with installation, but the program doesn't amend the settings automatically after e.g. Microsoft Office/Adobe upgrades

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**

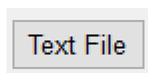
Important to create Documents, Invoices/Statements in Microsoft Word or other Word processor software



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

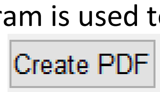
  Choose the program from the dropdown next to Spreadsheet path

3. Large Objects

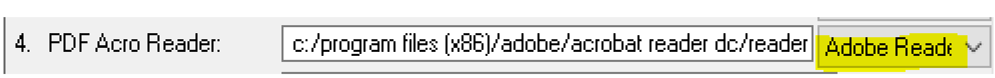
It is possible to save image files in the database on a specific file to be able to open/view at a later stage
To open these files, the program uses Microsoft Paint, Open Office or Libre Office
Select the program to use from the dropdown list:

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

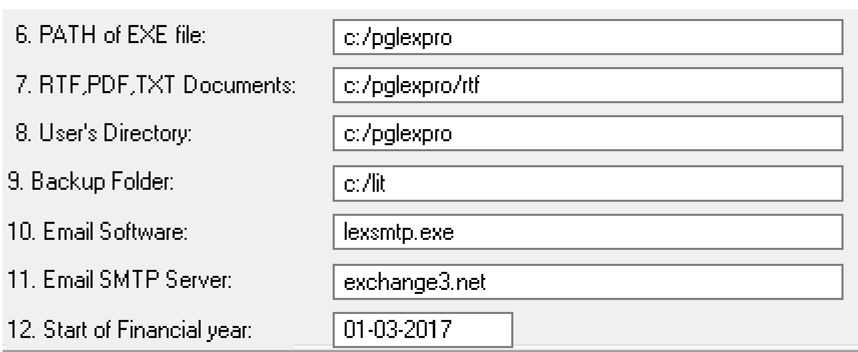
Important:
Adobe upgrades automatically when a new upgrade is available
Remember to change the path of the PDF Acro Reader afterwards
If you get an error when trying to merge a PDF document, but it used to work – the upgrade is probably the reason and you need to select Adobe in the dropdown list

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



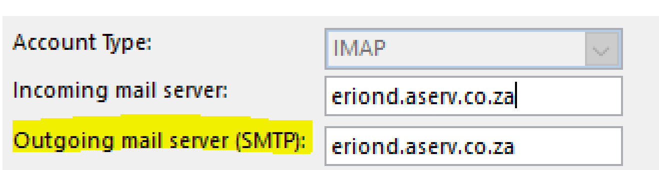
6. PATH of EXE file:	c:/pglexpro
7. RTF,PDF,TXT Documents:	c:/pglexpro/rtf
8. User's Directory:	c:/pglexpro
9. Backup Folder:	c:/lit
10. Email Software:	lexsmtp.exe
11. Email SMTP Server:	exchange3.net
12. Start of Financial year:	01-03-2017

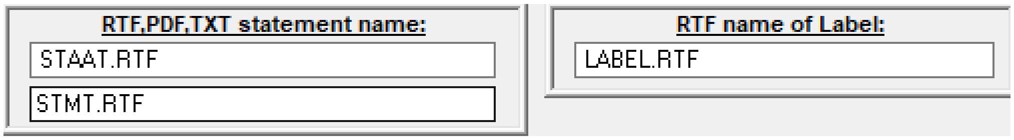
Email SMTP server:

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

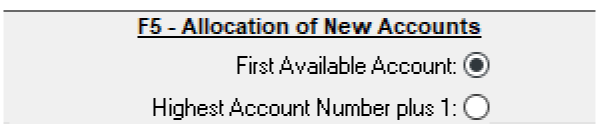
The **email software (10)** will always be **lexsmtp.exe** – this is the Lexpro program that sends the email
You also need to complete the SMTP server setting for outgoing email **11. Email SMTP Server**

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



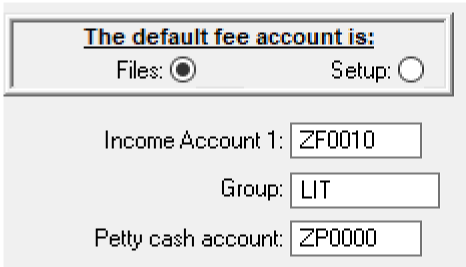


- **Statements and Invoices can be:**
  - Printed
  - Merge to PDF document
  - Merge to Microsoft Word document
    - When merged to Microsoft Word, it uses a template
    - The template's name for Afr Invoices/Statements is by default Staat.rtf (Rich text format document)
    - And for English invoices 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



- 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



- 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

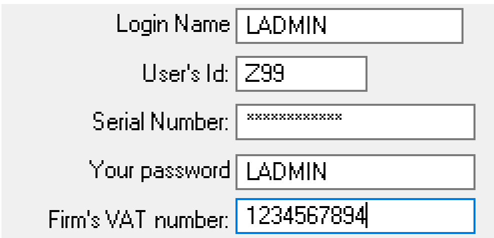
- **Group:**
  Files can be divided into different groups, eg. Litigation, Estates, Collections

  - Various reports are available according to the different groups in the firm, eg.
    - Fee reports
    - List of files per group

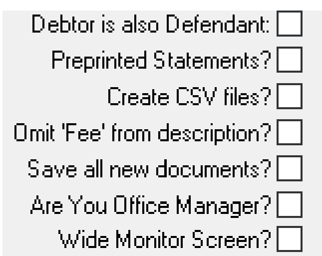
  - Decide on the different groups to use, before opening files

  - 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

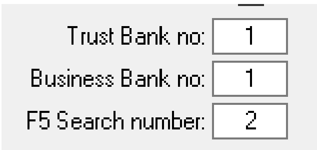


- The user's **Login name**, User's ID (unique number for each user), **Serial number** and **Password** will display as per installation by your Lexpro Consultant
        - You can change **your password**, but not Login name
    - Do not change the **Serial number**, this is your Firm's Lexpro Licence 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

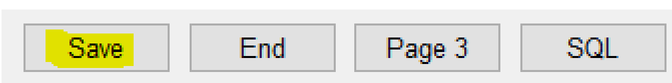
- Mark **"Are you Office Manager"** if you are the Office Manager to have certain rights for specific functions (Contact your Lexpro Consultant)
- Mark **Wide Monitor Screen**, if you use this type of screen – for the program to adjust the screen width for reports



- Set the **default bank number** that is used on your files
  - E.g. Trust bank 1 – Payments received and made from files will automatically reflect in bank 1 (cashbook 1)
  - 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.
  - *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

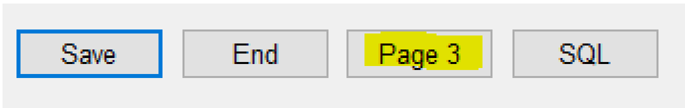


2.3 User setup no 3

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

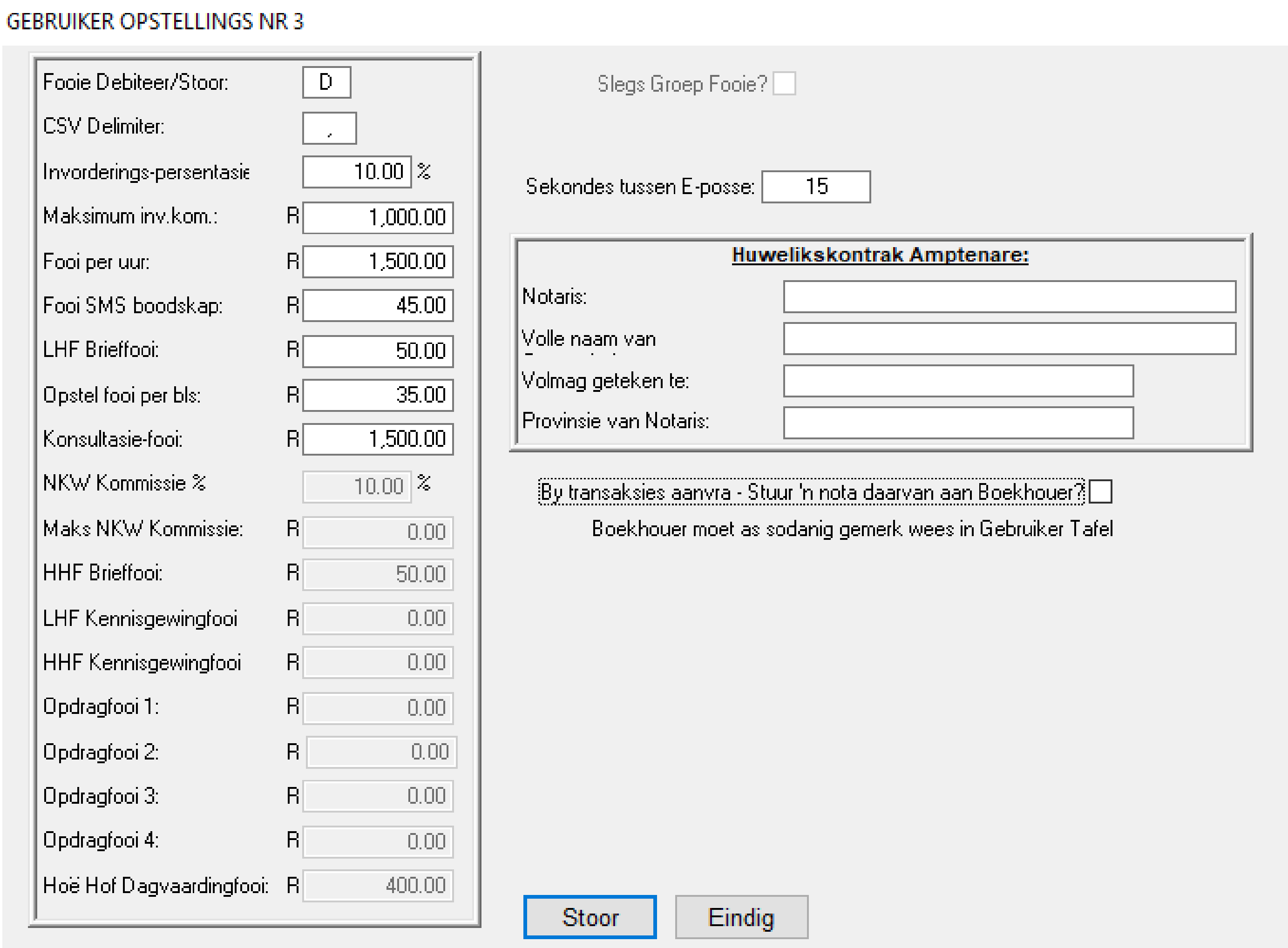
Where to find:

- On the user setup 2 screen:

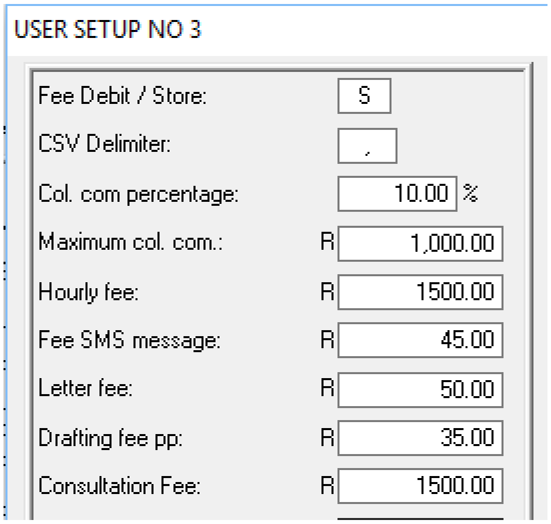


Click the **Page 3** button to add/amend:

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



Complete the information:



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**
  - 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
  - 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

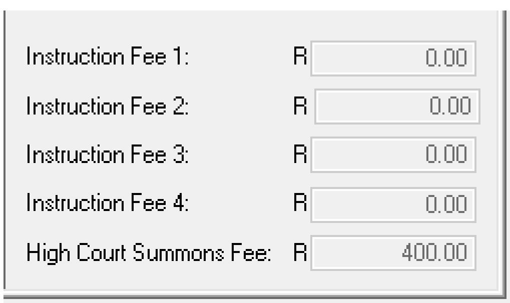
- Debit fees must be exported to Accounting
- Accounting will import the fees
- The VAT will reflect on the VAT report and VAT/Tax invoices can be issued to clients
- Fees will also display on fee reports and will be available to Transfer from Trust to Business

The **CSV delimiter** will either be a , (comma sign) or a ; (semicolon), depending on your Windows settings
- When merging reports to Excell, the Delimeter indicates the start and end of each column. Columns can be seperated by either a , or ;
    - If your reports don't merge in columns, you will need to change the delimeter to either a comma or semicolon
    - 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

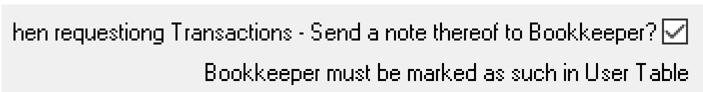
Complete the fee tariffs for SMS, Letters, Drafting and Consultations



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

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

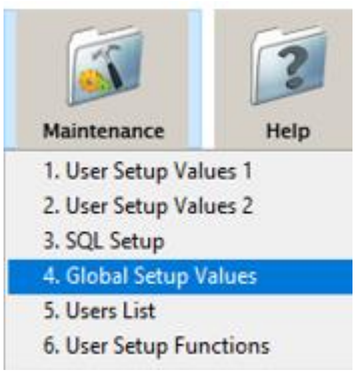
- Complete detals for the Officials to merge when creating Ante Nuptial contracts



- 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



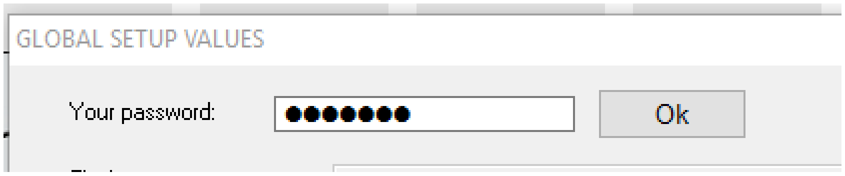
The main reason for the Global setup is to hide certain settings from all users, and only allow one user to setup. The settings will apply to all other users, e.g..

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

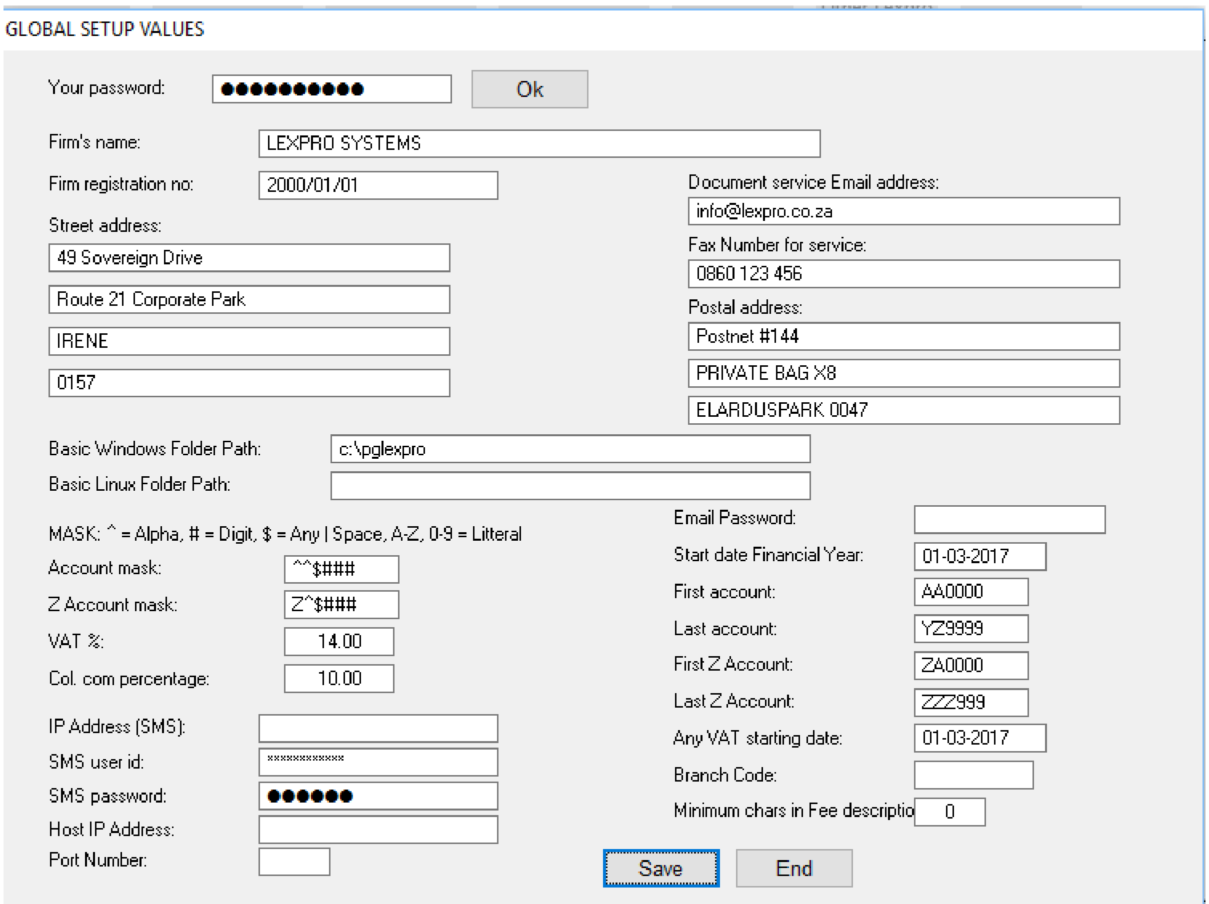
In other words, if your firm has 10 users, only 1 user needs to complete and save, not all 10 users

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



Type the password and click OK
The Global setup screen will show:



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:
    - 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 die 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:

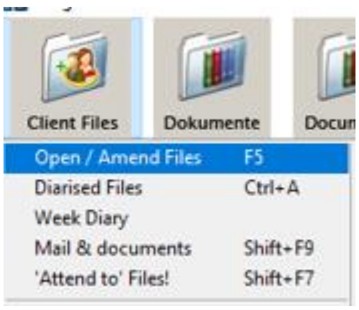
3. Open New Files

There are 2 kinds of Client files to open:

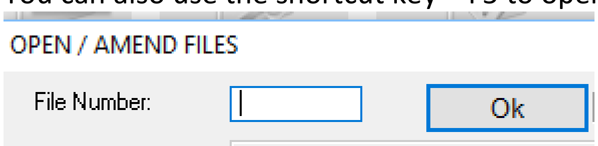
- Client with one or few instructions
  - Files are opened under Open/Amend Files (F5 shortcut)

- Client with many instructions
  - Normally Debt Collection matters
  - Files are opened under Create Clients (Shift F12 Shortcut)

3.1 Open/Amend Files

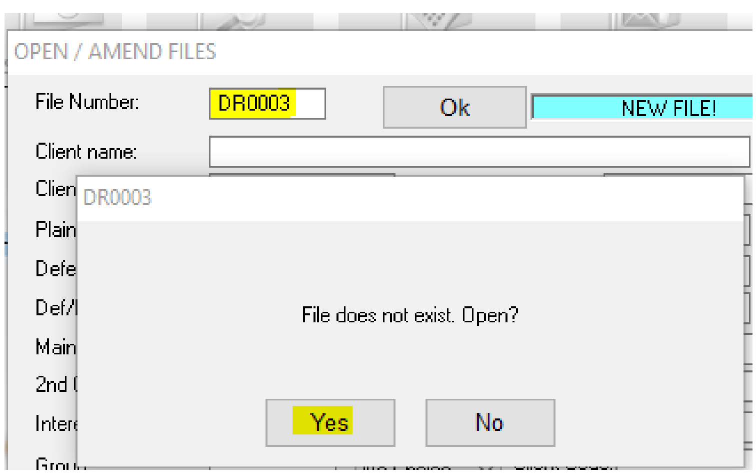


You can also use the shortcut key – F5 to open the function



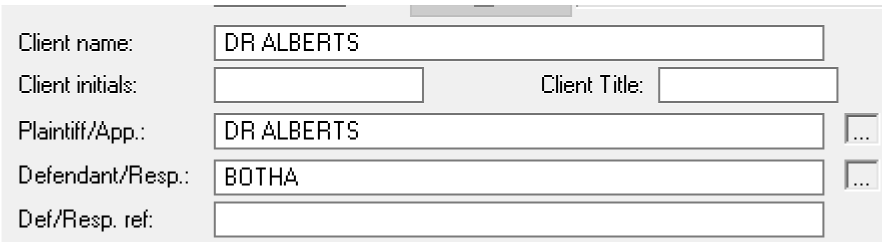
- Type the File number for the new file and click OK
  - Or type an existing file number to edit or view an existing file

- You can also type the first few characters of the new file and click OK
  - The program will then allocate the next available number for the specified range



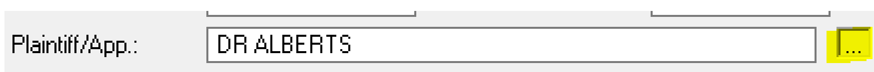
- Click Yes to Open

Complete the file details:

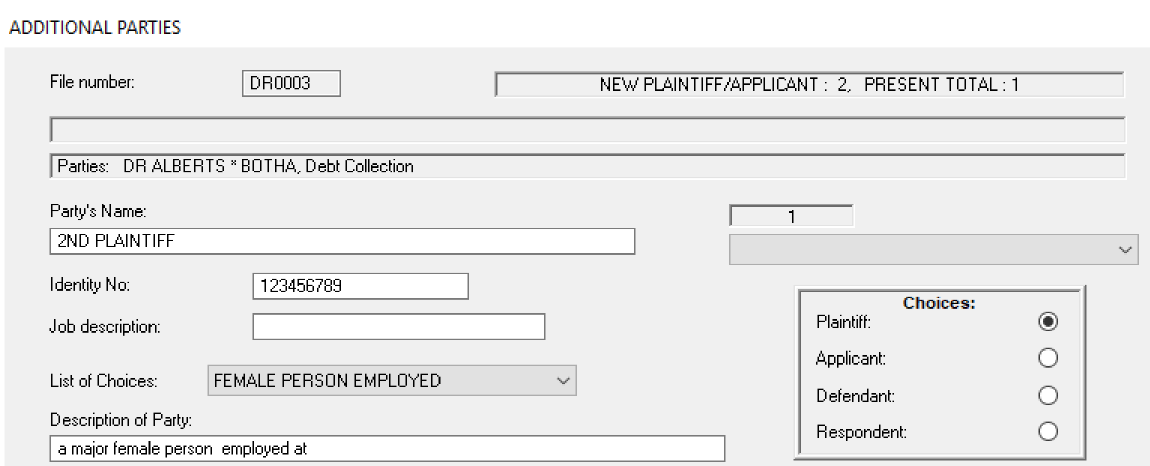


- Complete all available information for the client
    - **Client surname/name:** usually the surname is completed first to make searches easier
    - **Title, Init:** ensure more accurate searches, especially if you have more than one client with the same name and surname
    - Complete names for **Plaintiff/Applicant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

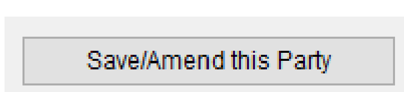
          Click the highlighted button next to the party's name:

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

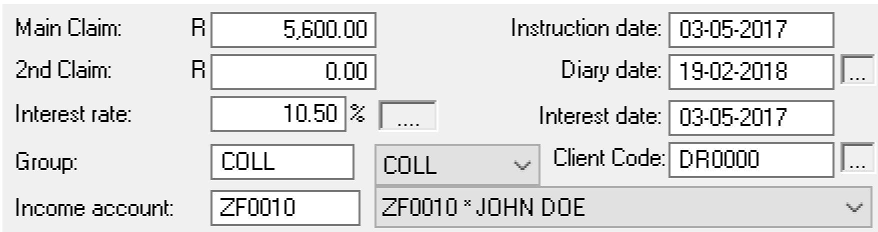
          

          Complete the **additional parties' details**

          Click 

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

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

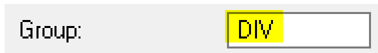


- **Main Claim:** Any amount relevant to the file, e.g.
  - Claim amount on Litigation or Debt Collection matter
  - Purchase amount on Transfer matters
- **2nd Claim:** If there is a second claim amount to the first claim amount
- The **interest rate** is completed automatically according to the instruction 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:**

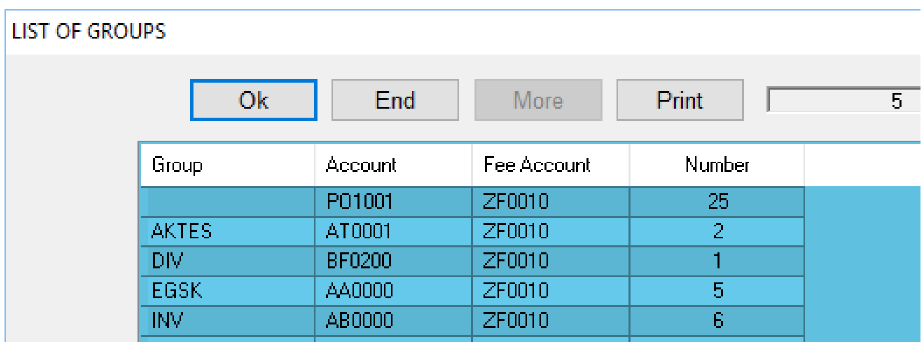
  The client code is only used for Debt Collection matters
  - The program can do monthly setoff of balances between the debtors and the clients
  - For this purpose, every debt collection client has a unique client code
    - Debtors for the specific client are then linked to the client with the client 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 wont have any groups available, unless you first add them manually when opening a file
        - Type the Group name manually, e.g.



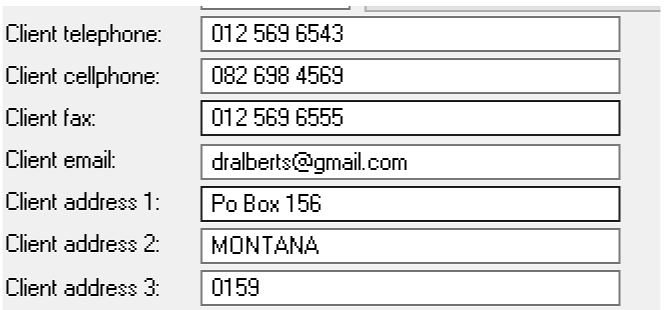
        - This will now create a DIV group for Divorce – meaning that this file will now belong to the Divorce group
            - Save the file
        - To add the group in the dropdown list, do the following in the Accounting program
            - Click Firm Admin: List of Groups
            - Click OK
 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



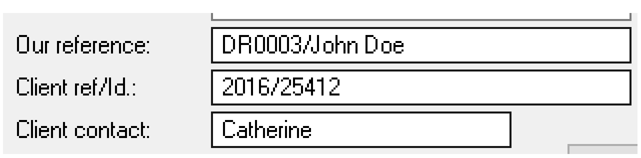
        - The new group will also now be available in the dropdown list for available groups
        - If the firm doesn't use the Accounting program, the groups will appear in the list after the Build indexes function was run *** Build Indexes***

- **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

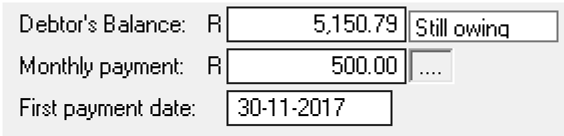
        - The Z account will appear in the list after you opened the Z account as type Income
        - If the account doesn't appear in the list of Income accounts, it hasn't been opened yet or wasn't opened as type Income
- As with groups, there is also many reports per fee account:
    - Fee reports
    -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



- Client'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 messaged 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 is 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

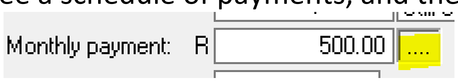


- **Client's reference** is a number or id etc. that will enable the client to identify the specific file
    - E.g. Collections for a Doctor, it will be the patient number
    - Collections for a Bank – the account number
    - Collections for a University – the Student number
- **Client Contact:**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



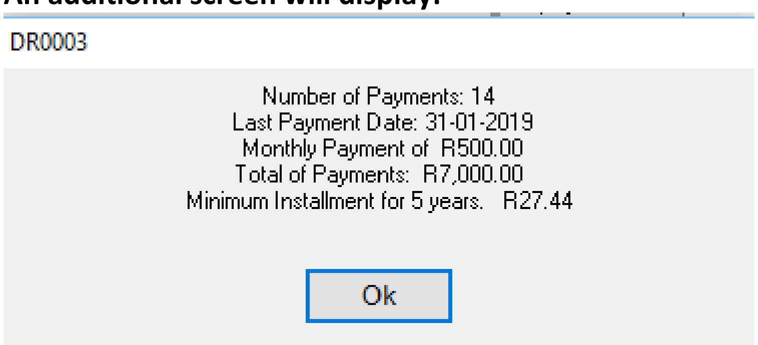
- The **debtor's balance** will display and be calculated according to the Claim amount plus fees, costs and interest, less payments received
    - To display the debtor's balance, you first need to create a debtor statement
      *** debtor statement***

- 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:



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

- 

    - See 3.2 Create clients for more information to create a new client

- 

Or


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

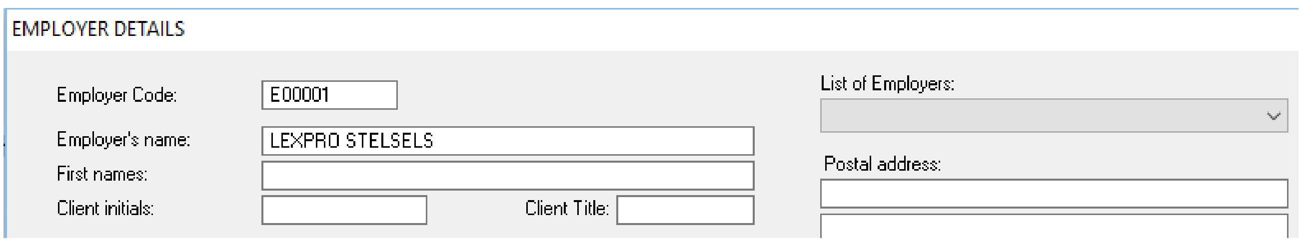
- De-select Debt Collection: 

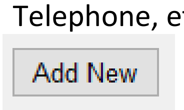
to see the Attorney list for Opponent Firms in a Litigation matter

E.g. Adding a new Employer:

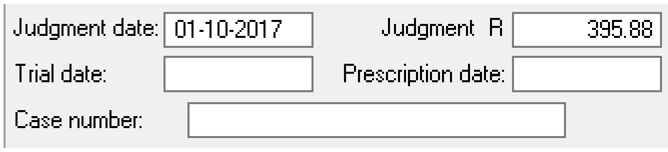
- Click the Add button next to the Dropdown list:

A New screen will display:

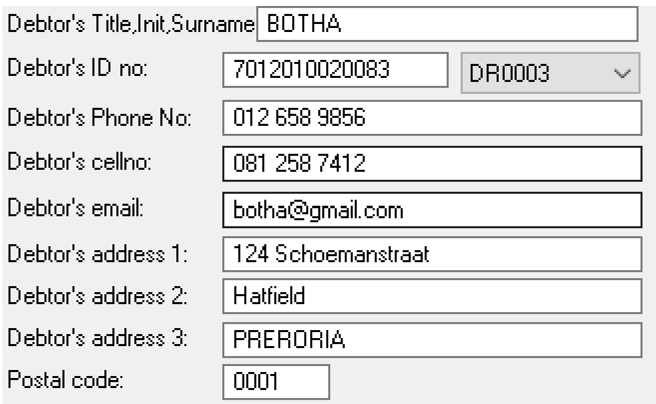


- Type a unique Employer or Attorney code
  - Each Employer and Attorney must have their own unique code
- Complete all information:
  - Name
  - Address
  - Telephone, etc.
- Click 

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

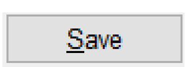


- Complete information, if available:
  - Judgement date and Judgement Costs
  - Trial date
  - Prescription date
  - Case number

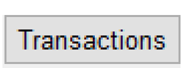


- Complete the Debtor's details:
  - Title, Initials and Surname
  - Debtor's ID
    - All file numbers where this ID number appears, will display in the dropdown list next to the ID number
    - This will show that this Debtor has been handed over by another Client
  - Debtor's phone number
  - Debtor's 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 op 

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

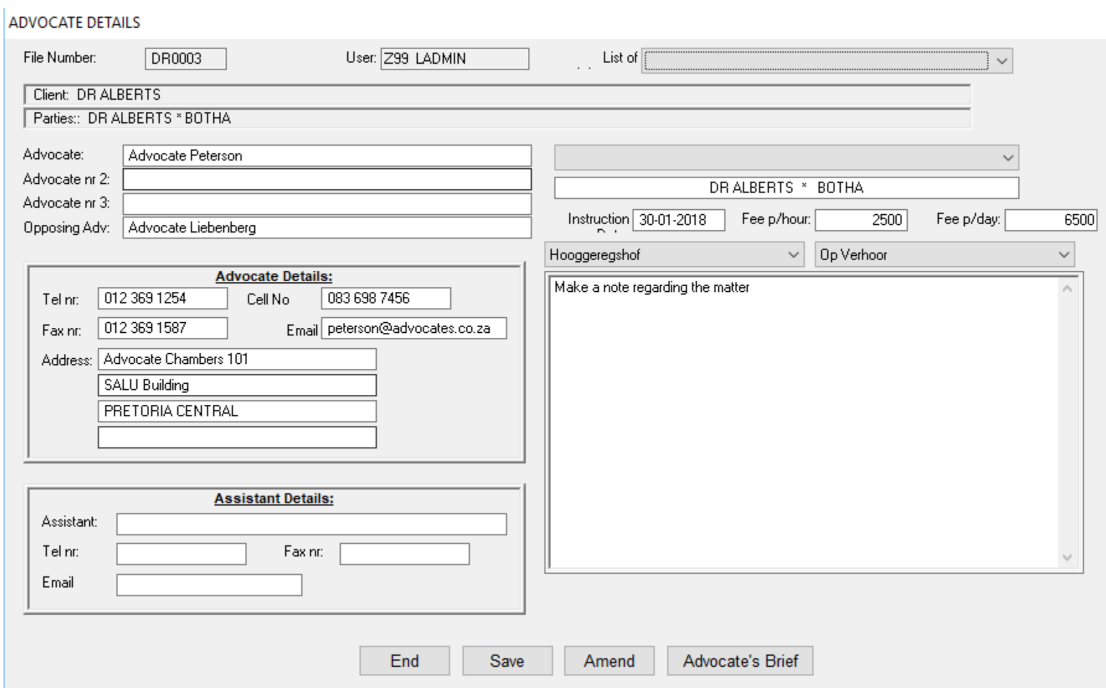
- Click File Notes to open the Notes screen where you will be able to see previous notes made or to make new notes
    - See *** notes

- 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

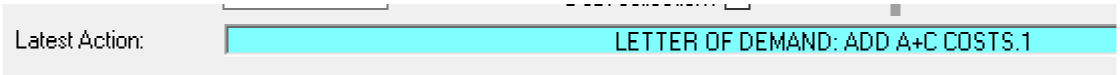
- Click File Control Panel to open the file control panel with various functions
    - See *** file control panel

- Click Advocate's Detail to add the Advocate(s) relevant to this File



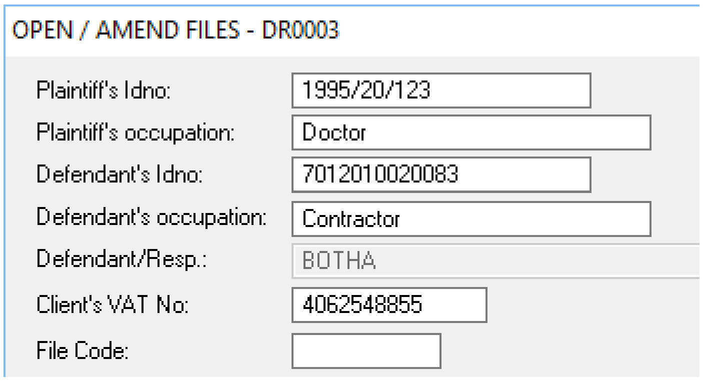
- Complete all the Advocate's details and click Save
    - Click Advocate's Brief to merge the Advocate's Brief to Microsoft Word

      Advocate's Brief



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

Click More to open the 2nd page:



- Complete **Plaintiff's Id and Occupation**
  - 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**
  - 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
  - E.g. file number on previous system, if you used another program before Lexpro

- 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)
  - 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

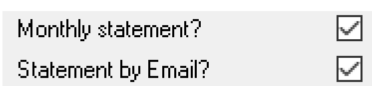
- **Fees Debit/Store**: choose whether fees must be debited or stored by default. This can be changed while capturing fees
    - See The difference between Stored fees and Debit Fees

- **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

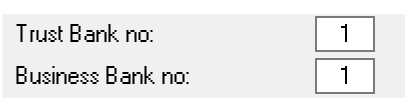
- Select whether this file is an **Action or Motion**
    - The parties will then be described accordingly on court documents

- Select the **amount of plaintiffs and defendants** on the file
  Additional plaintiffs and defendants can be added – see from p25 ***

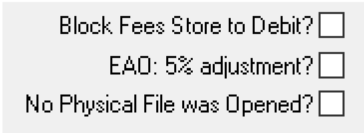
- **Auto post Col com**: if this is a debt collection matter, collection commission can be posted automatically when capturing payments received from the debtor (Trust receipts)
    - Type **Y** to post Collection commission automatically or **N** if you don't want collection commission to be posted automatically



- 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



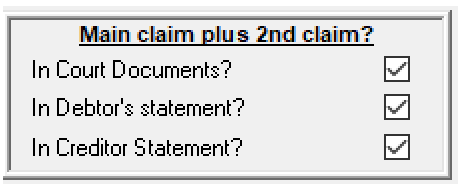
- **Trust and Business bank no**: the program will set the defaults as set in the user setup –2.2 User setup values 2
    - When posting bank transactions, it will be allocated to the specified bank number
    - This specific bank number's details will display on the file's
- Mark the first letter of the Party that our Firm represents, e.g., we represent the **P**laintiff/**D**efendant or **A**pplicant/**R**espondent



- **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

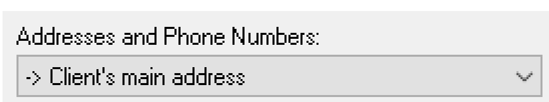
- **EAO: 5% adjustment:** Mark this option to deduct 5% of payments received from the Debtor for payment to the debtor's Employer

- Mark **No Physical File was opened** if file is only opened electronically



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

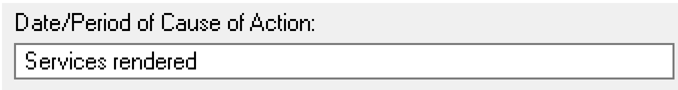
- You can allocate a specific **allowance %** against a correspondent file
    - The allowance will be deducted from fees debited on the file, according to the percentage chosen



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

- Select the Defendant type to describe in summons

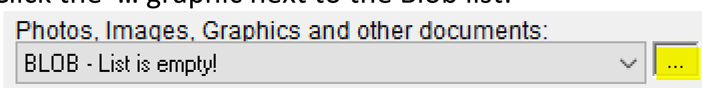
- **Matter Type** - select from the list to allocate specific type to the file
    - Reports can be viewed according to the filter for specific file types



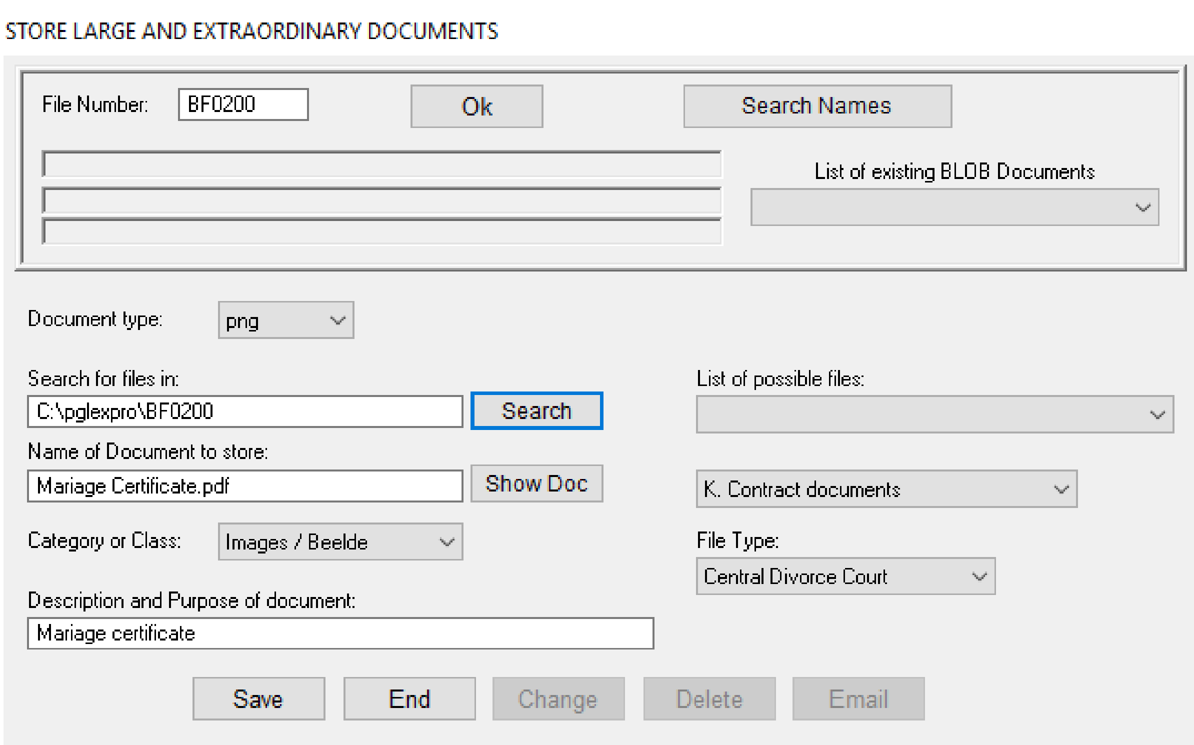
- Type the Cause of action to merge in Court documents

- **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
    - Photos, Images, Graphics and other documents can also be uploaded to a specific file

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

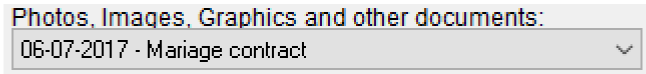


The screen will display:



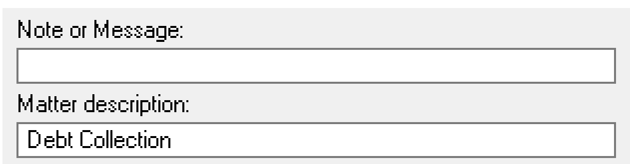
- Complete the file number and click OK
- Choose the type of document that you want to upload, e.g. png for graphics or pdf etc.

- 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
  - 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:



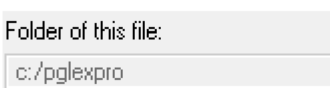
- To view the document, select from the dropdown list

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

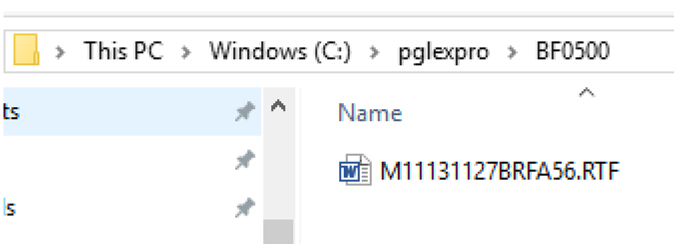


- You can type any **note or message** regarding the file
  - This can only be viewed on the system, and your client will not be able to see this note or message
  - E.g. Client's birthday

- Type the matter description. This will also appear on invoices



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



- **Debit instruction fee**

Debit Instruction fee: R ☐ 342.00 ...

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

- Mark the checkbox: Client Authorised Electronic Payments? ☑ if the client has authorised to receive **payments electronically**

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

Click Addresses 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

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

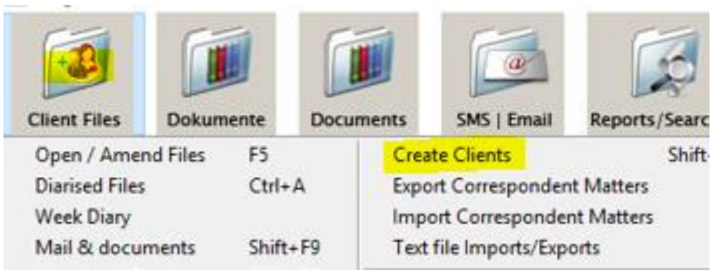
3.2 Create clients

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**

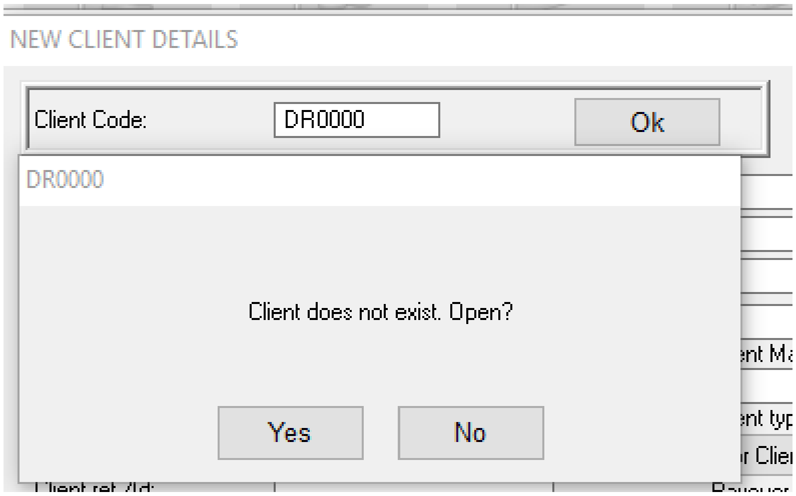
The screen to create the Template will open:

NEW CLIENT DETAILS

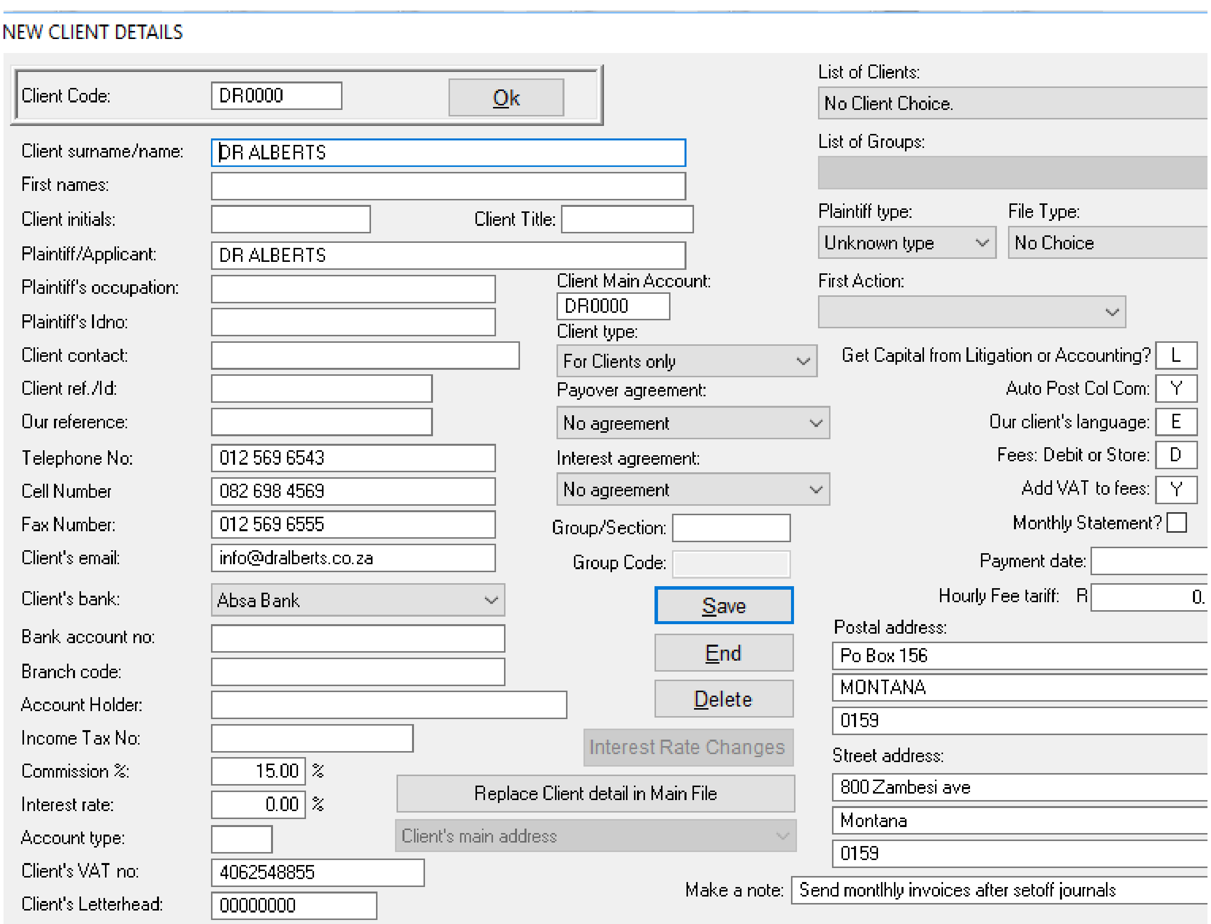
- The Client Code is a unique code for each client to separate from other clients. The Client Code will also be added to each of his sub matters (debtors) to be able to group them together for the Linking and Setoff

- Although it can be any 6 characters, it is advisable to use the same Client Code and Main Account number for each Client
  - E.g. DR Alberts is your Client with Main Account as DR0000
  - Create the Client code for Dr Alberts as DR0000
  - It will be easier to remember and control if both are the same numbers

- Type the Client Code and click OK
  - The message will display that the Client does not exist.

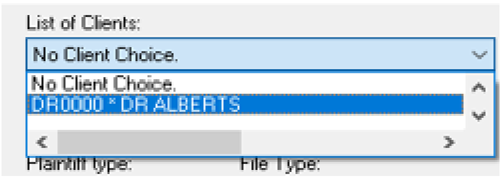


- Click Yes to Open
- Complete the remaining info
    - This information will pull through on new handovers/debtors and the more info completed here, the less will be needed when new handovers/debtors are opened



- 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

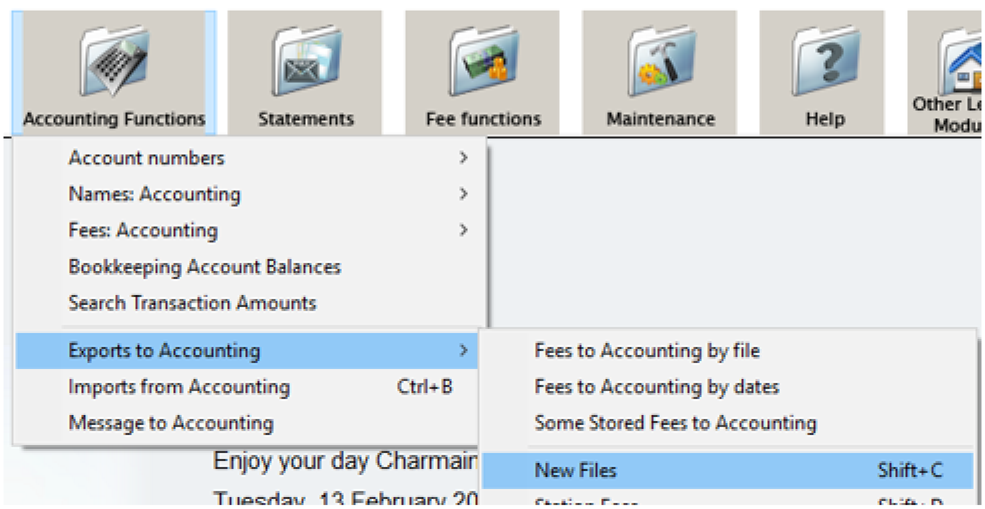
- You also need to open the Client's Main Account, as only the template exists

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

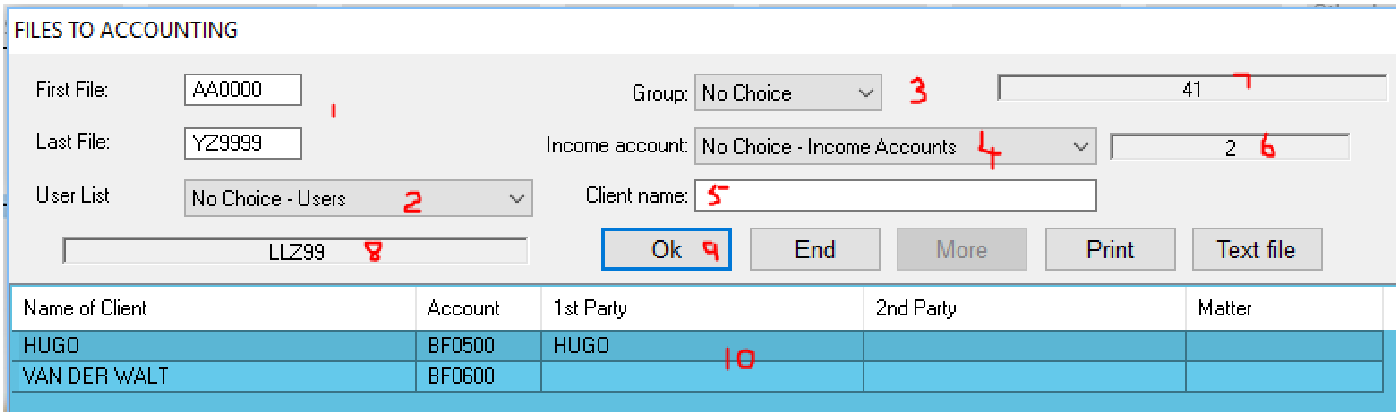
Where to export new files:



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
    - Will each user their own files
    - Will one appointed user export all users' files

Exporting new files:



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

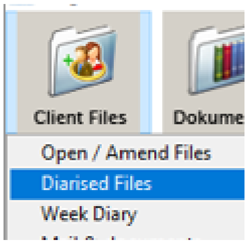
10. All new files opened will display in the list and is already exported

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

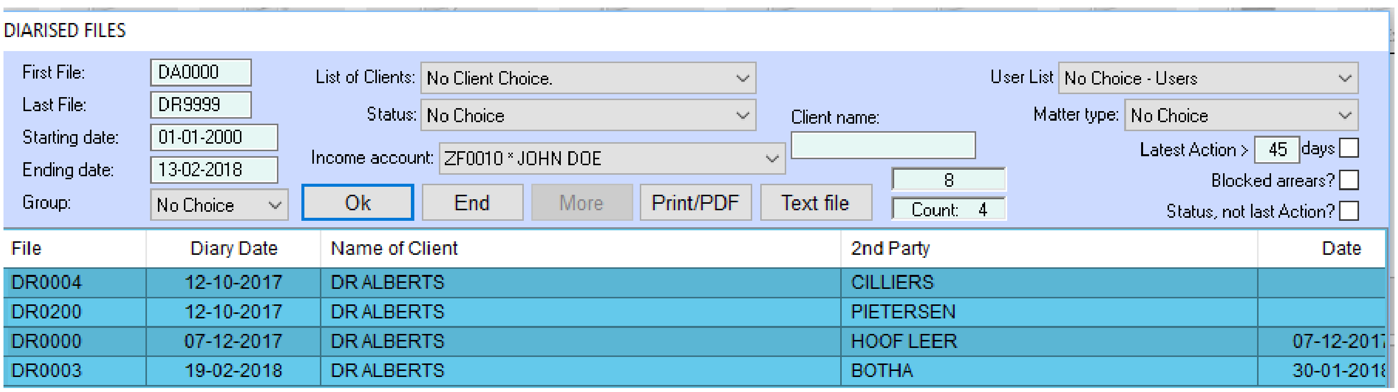
As soon as new files displays in the list, they have been exported

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



- 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**
    - Only files diarised for this period will display
    - 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
    - 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

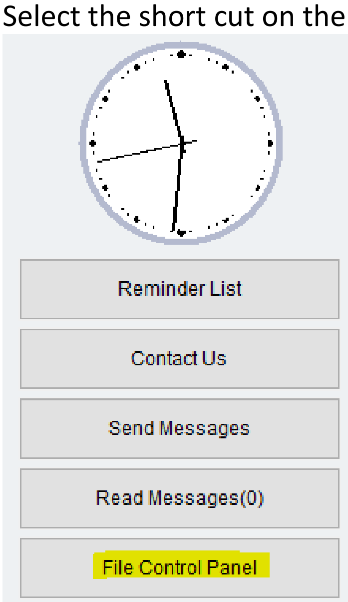
See below: 5. File Control panel for more information

5. File Control panel

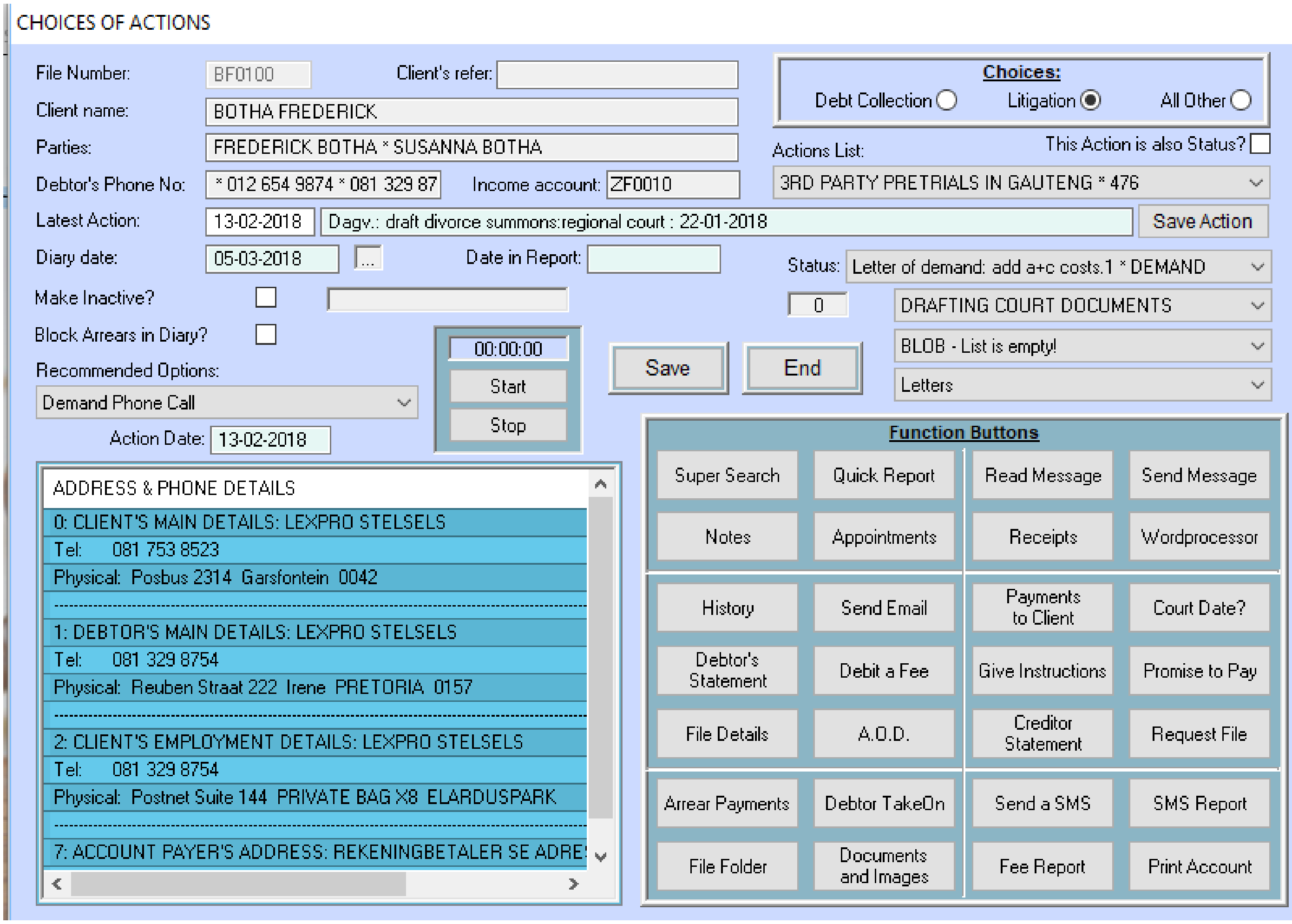
The file control panel opens a screen with various functions to complete actions on a file
All functions in the control panel, is also available elsewhere in the program

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:



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

The following information will display:

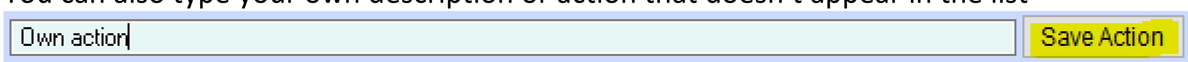
- Client name
- Parties
- Debtor's Phone number, including telephone and cellphone
- The Z-fee account of the fee earner on the file

Additional information

- **Latest action**

  - 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:

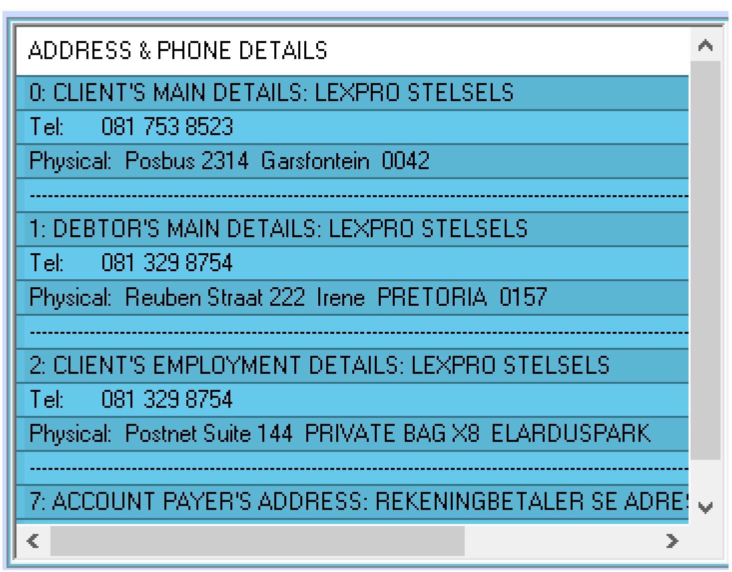
  - Select between Debt Collection, Litigation and All other
  - The specific types of actions will display in the list of Actions
  - Select the specific action to display in the description
  - You can also type your own description or action that doesn't appear in the list



  - 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



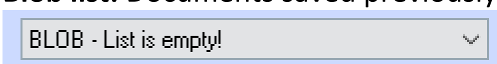
- **Status** will show the file's current status

  - Select the current status from the dropdown list and save

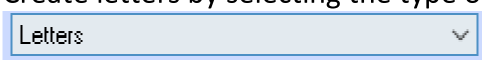
- **Drafting court documents:**

  - 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



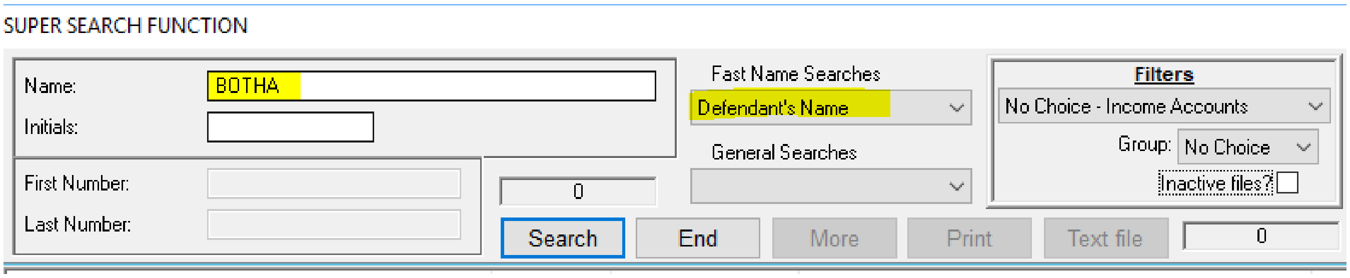
- Create letters by selecting the type of letter from the list



Various other functions:

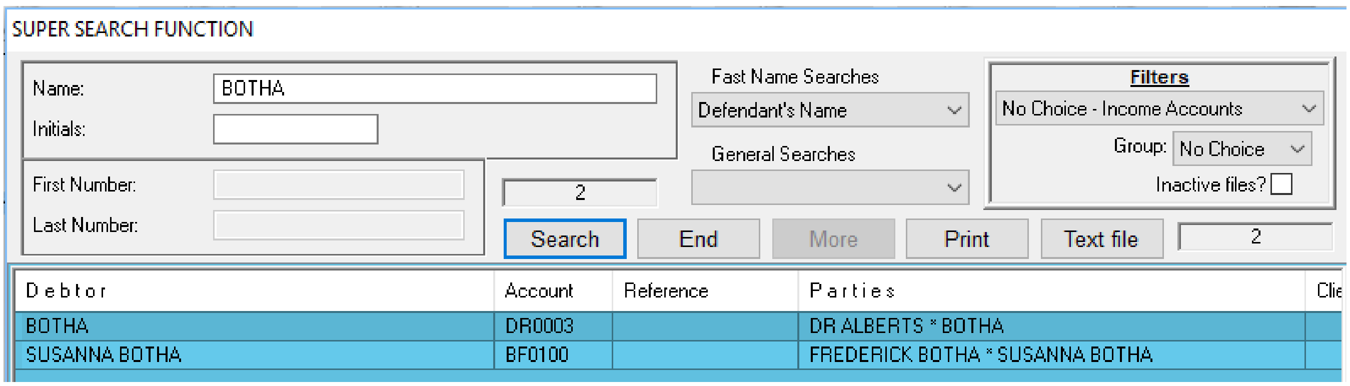
5.1 Search files

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



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

Click Search:

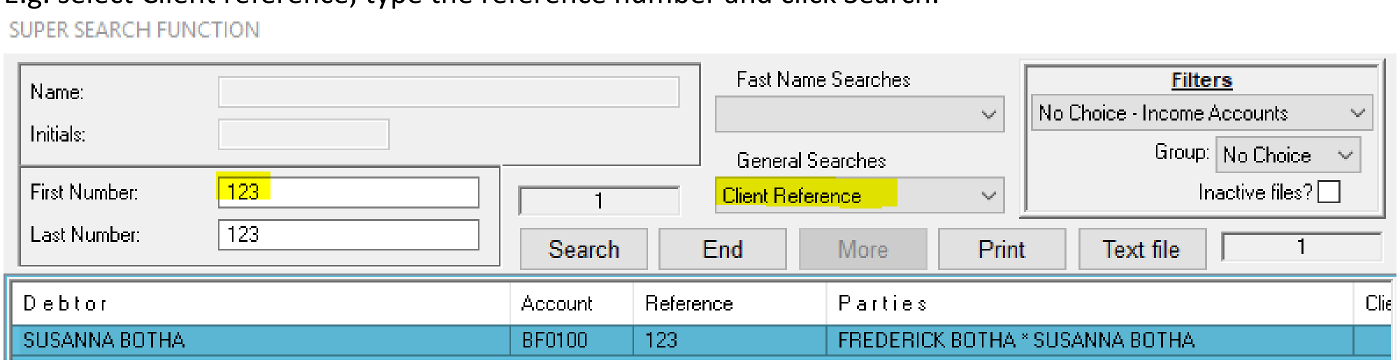


- All files with this name saved in the specific field, eg. defendant's name, will display with more information

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:

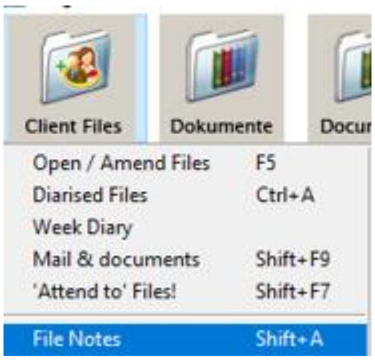


5.2 Notes

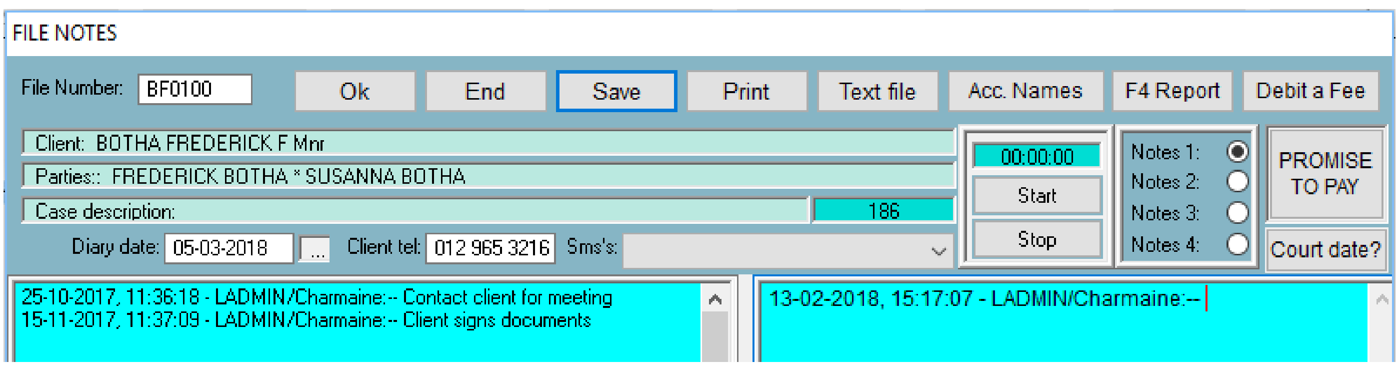
Use the notes function to make notes and read previous notes on files

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



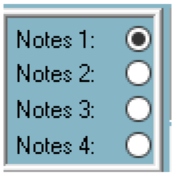
All previous file notes displaying Date, time, user, and message will appear on the left

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



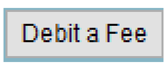
- You can use 4 different note sets, e.g.
  - Note set 1 for client notes
  - Note set 2 for creditor notes
  - Etc.
- The default will be note set 1

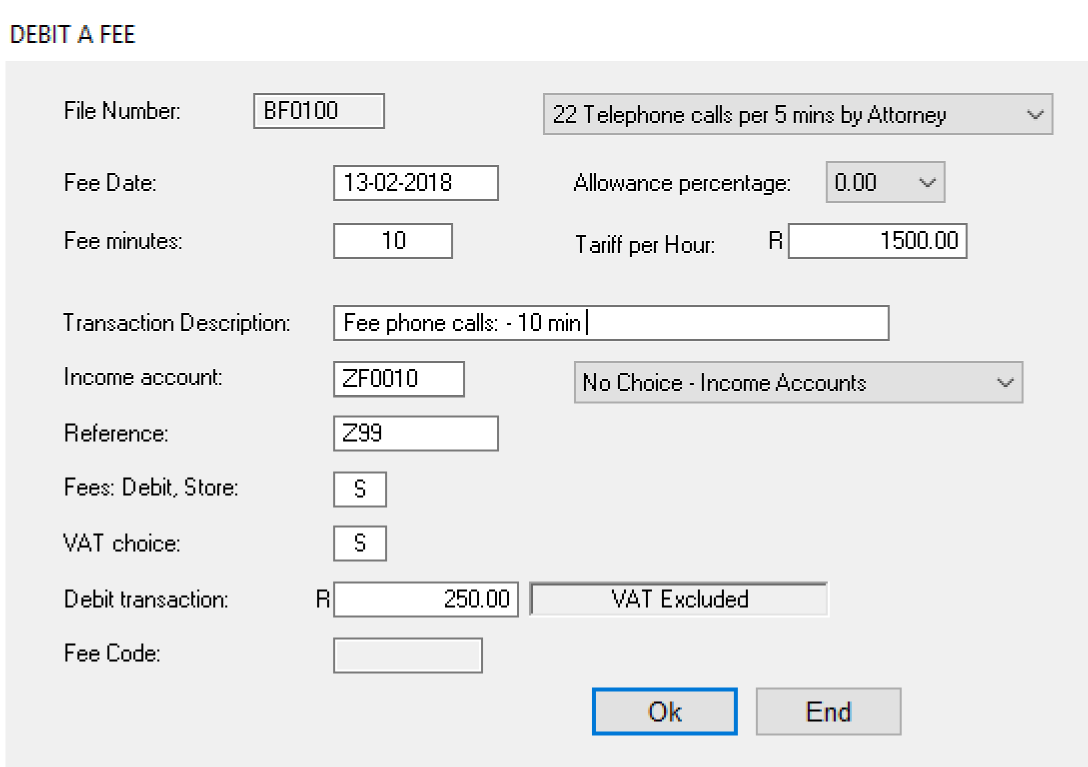
Teller:

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

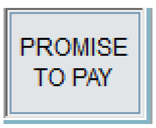




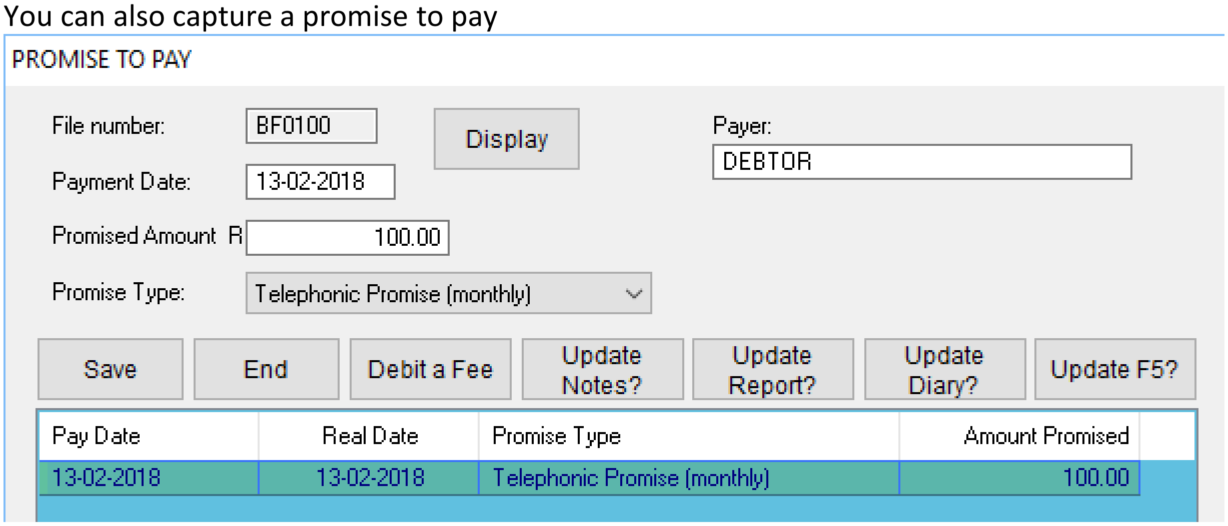
- **Complete the fee information:**
    - Type of fee from the dropdown list or type own fee description
    - Date
    - Minutes and hourly tariff
    - Allowance percentage, if any
    - Z-fee account – should display automatically but can be changed
    - Reference
    - Select Debit or store – see The differenct 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

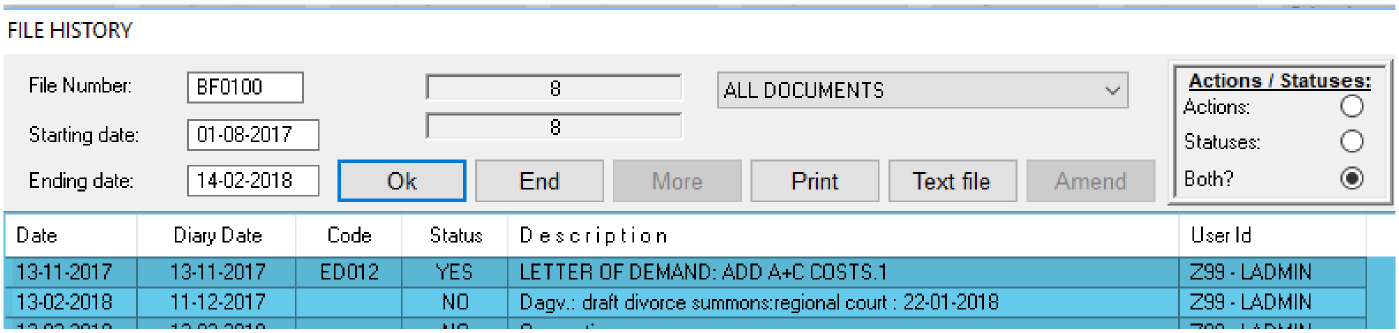


Complete all details for the Promise to Pay and save

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

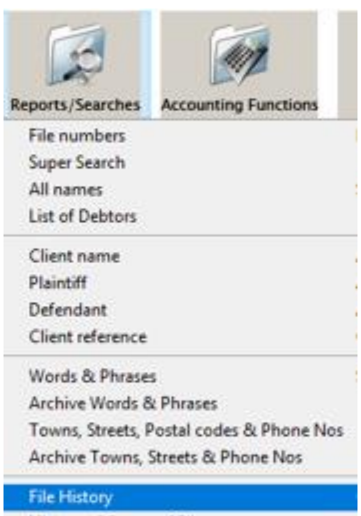
5.3 History

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



- 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:

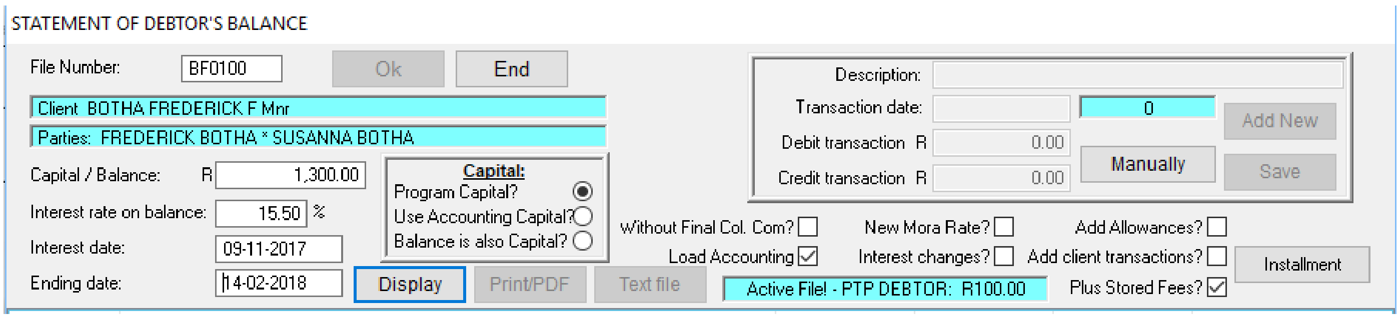


5.4 Debtor statement

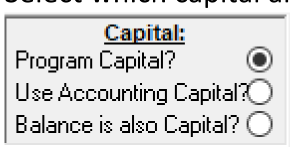
The debtor statement is used for debt collection matters to give a statement to the debtor, showing the amount still due. The balance is calculated by adding costs and fees to the Claim amount and deducting payments received

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

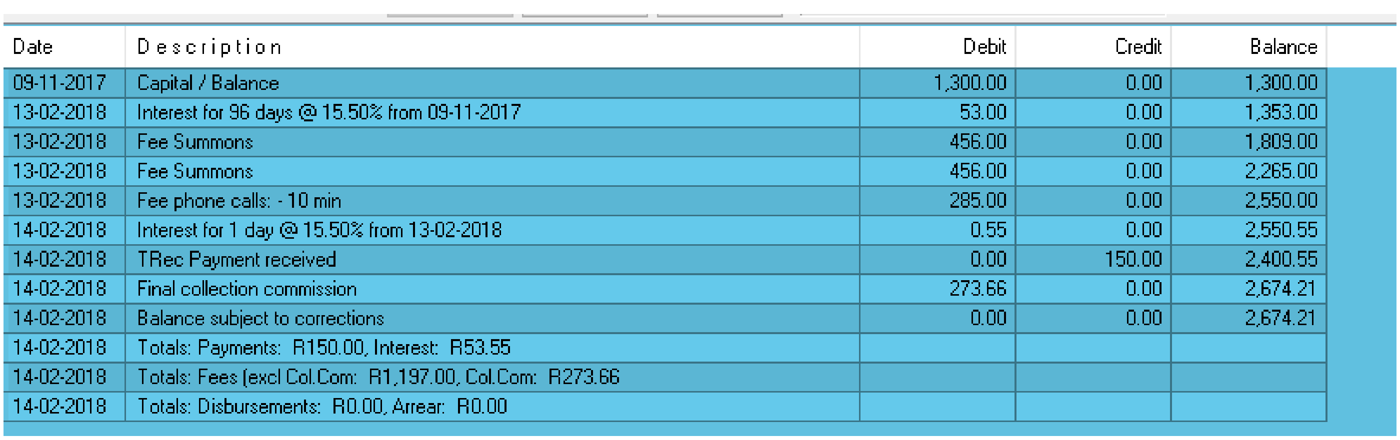
- Claim amount
- Interest date and interest rate



- Type the File number and click OK
- The file details will show:
  - Capital/Claim
    - Select which capital amount to use:



  - Interest rate
  - Interest date
  - Ending date – will default today's date
- Click display

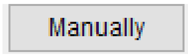


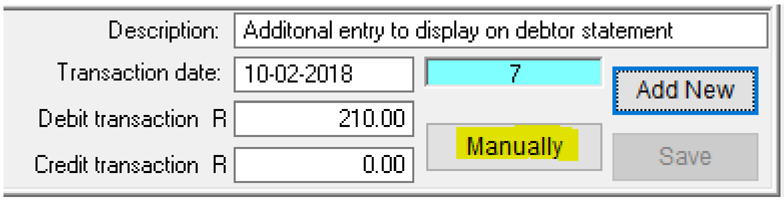
Date	Description	Debit	Credit	Balance
09-11-2017	Capital / Balance	1,300.00	0.00	1,300.00
13-02-2018	Interest for 96 days @ 15.50% from 09-11-2017	53.00	0.00	1,353.00
13-02-2018	Fee Summons	456.00	0.00	1,809.00
13-02-2018	Fee Summons	456.00	0.00	2,265.00
13-02-2018	Fee phone calls: - 10 min	285.00	0.00	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:



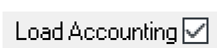


Use this manual entry to add items to the debtor statement, not yet captured
Type information and click Add new
The entry will display in the debtor statement, but only temporarlily
It will not be a permanent entry

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

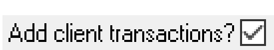
By default, the interest will be calculated according to the current interest rate saved on the file
Mark this option to ignore the interest rate saved on the file, and to use the current new mora rate

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



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

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



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

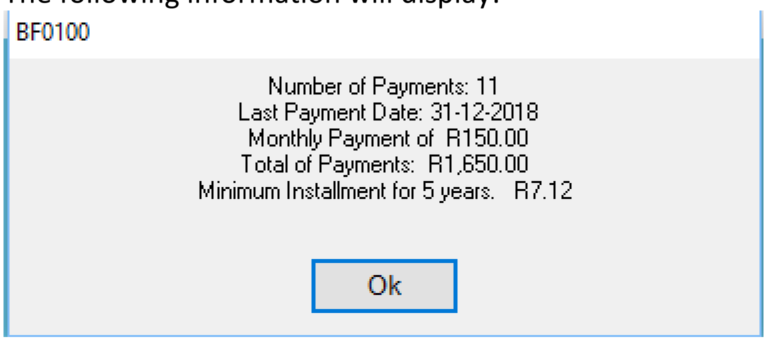
- If his happens, you can select to add client transactions in order to reflect the transaction on the debtor's statement

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

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:



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

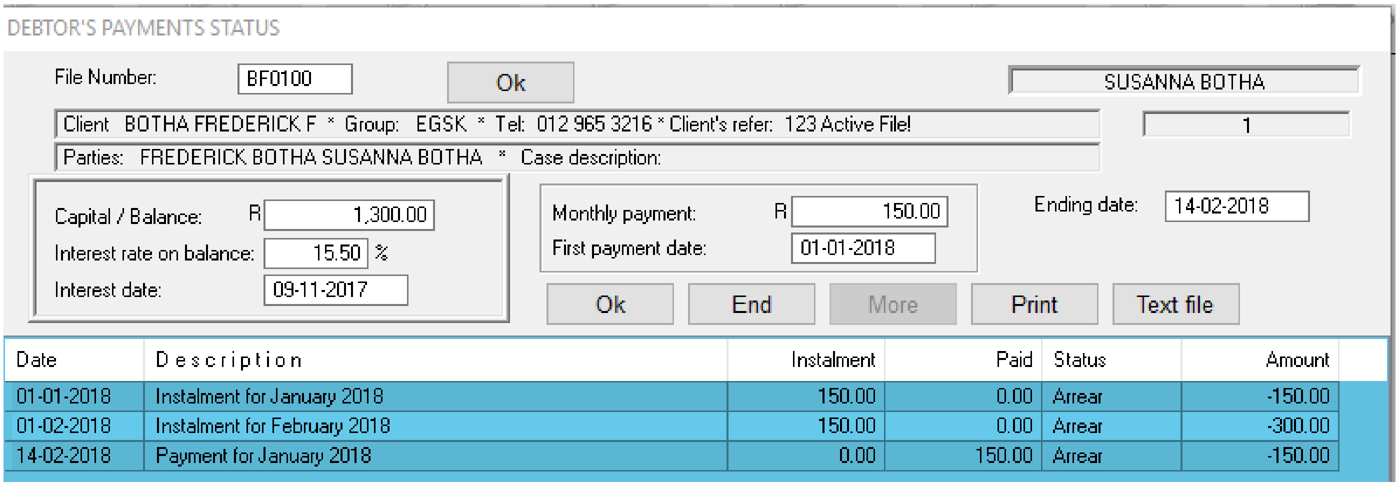
The information will be displayed from the file details:

- 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:



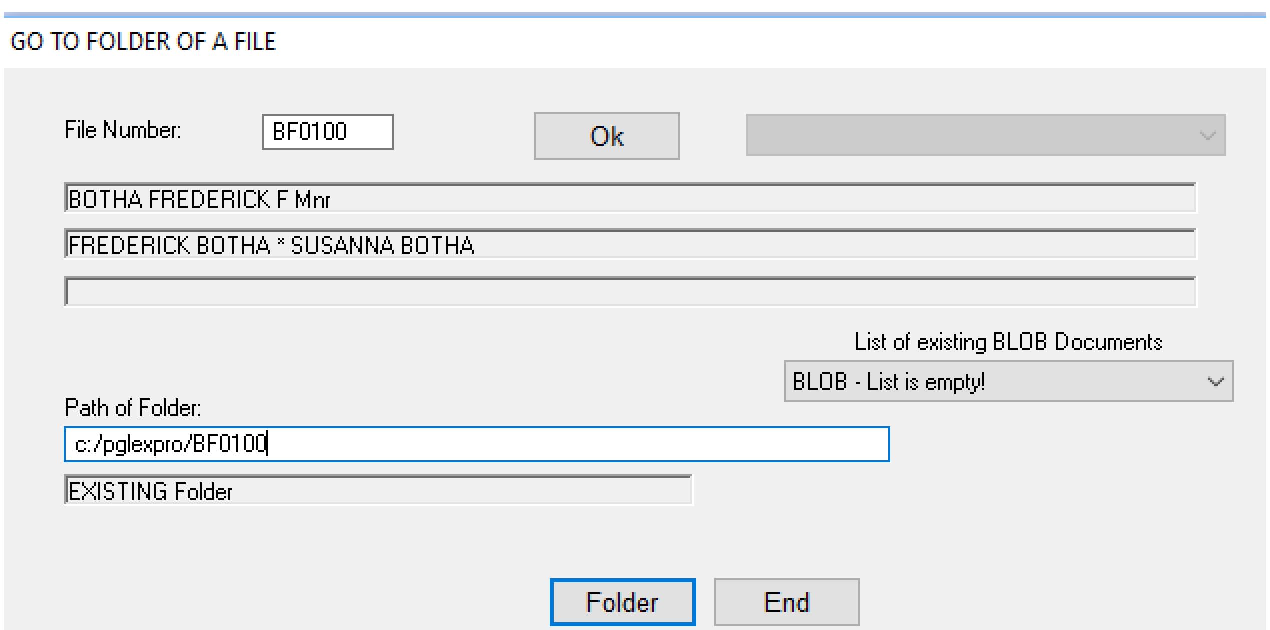
5.7 File folder

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

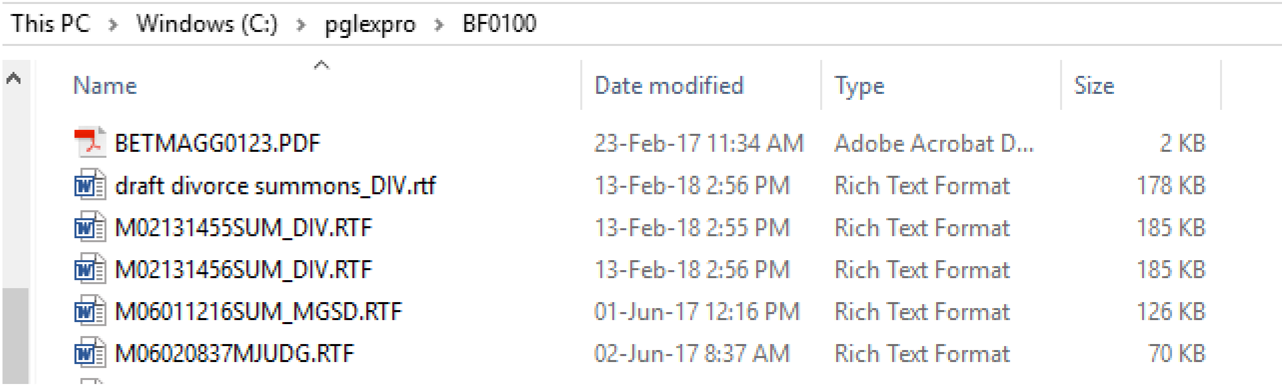
Use this function to open the file's folder and view all documents saved

Type the file number and click OK

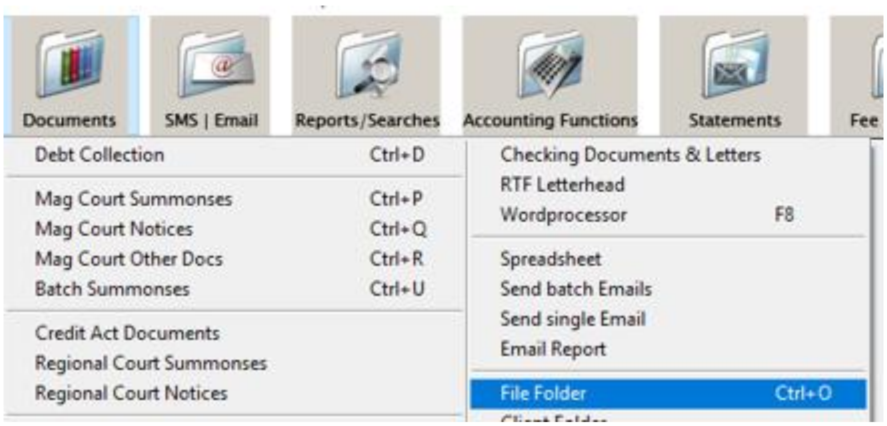
The path will show:



Select Folder to open the folder with all previous documents:



The function is also available in the Documents menu:



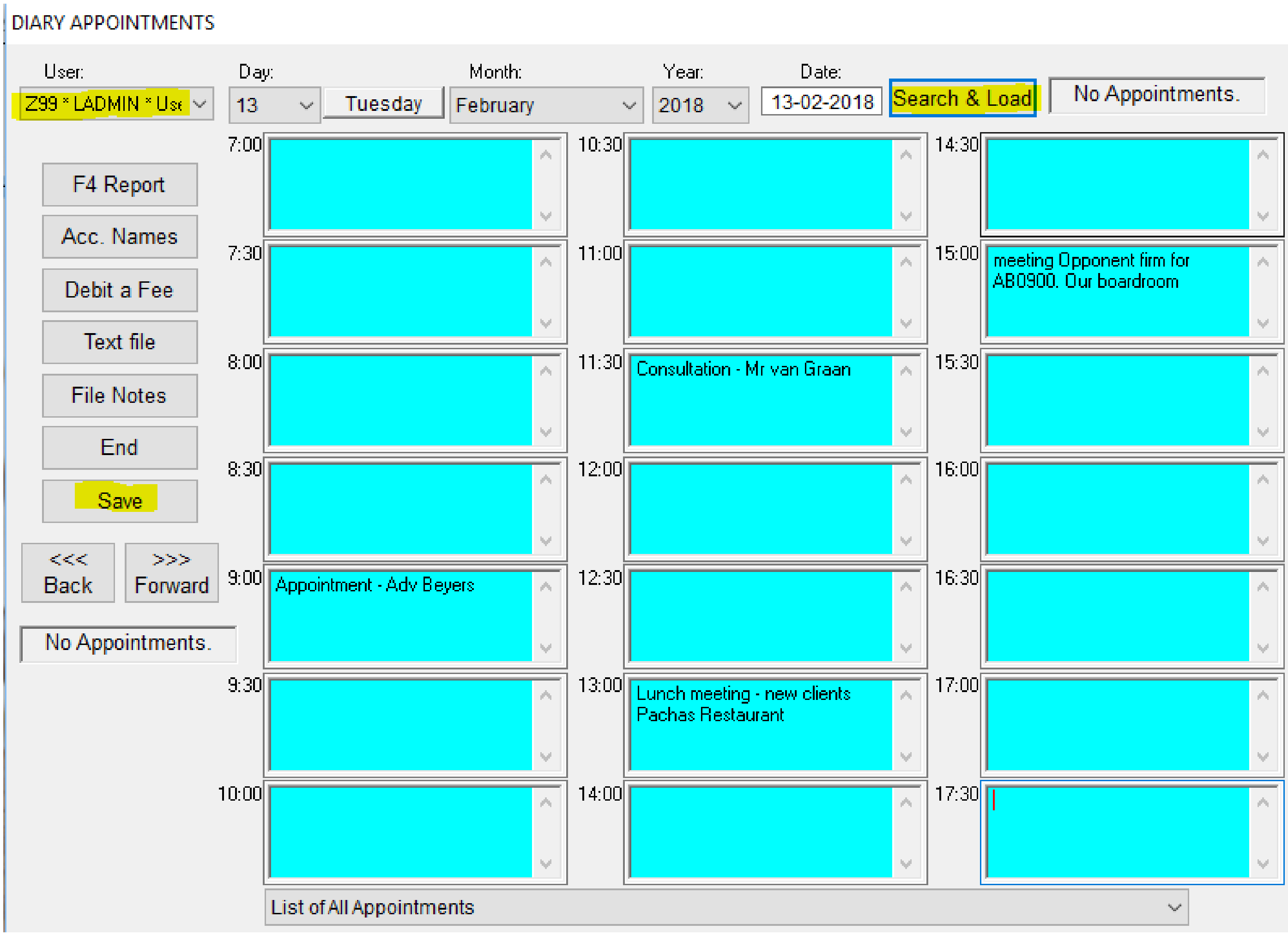
5.8 Quick report

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

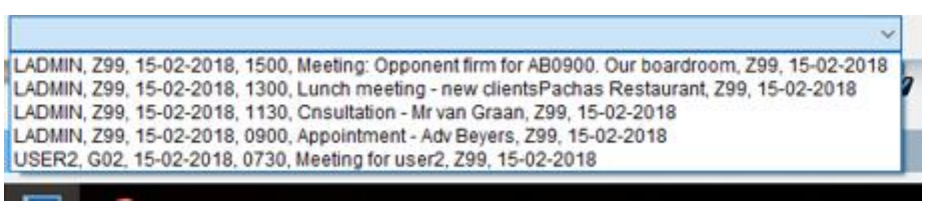


Type appointments and click Save
To see new appointments, click Search and Load

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

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

The list will display with the appointments for all users

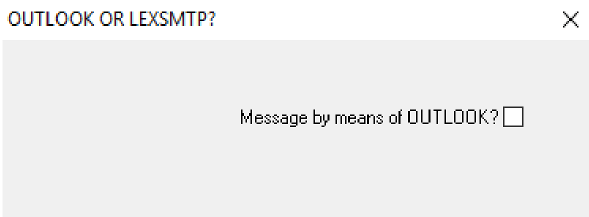


5.10 Send email

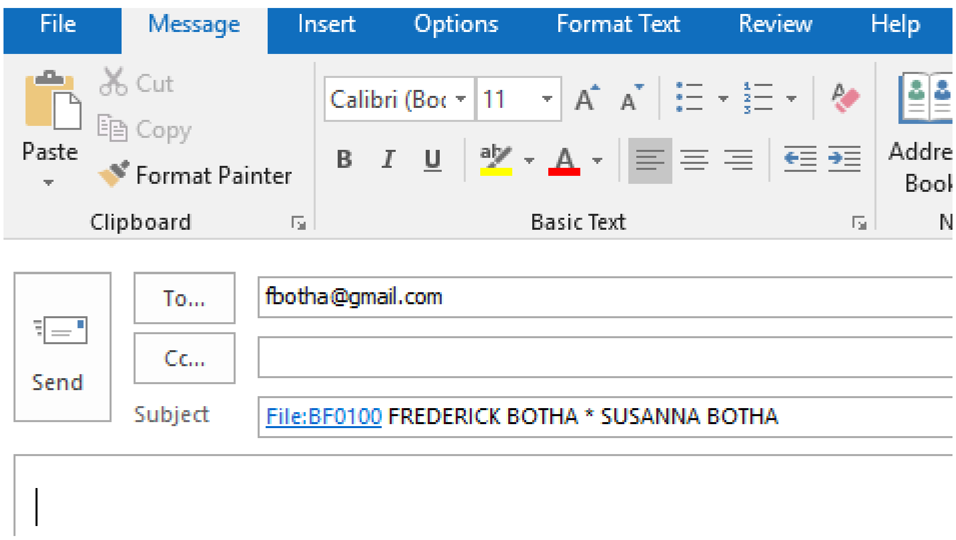
Emails can be sent directly from the system's email program or you can connect to your Outlook program

The message will appear when you click the 

button

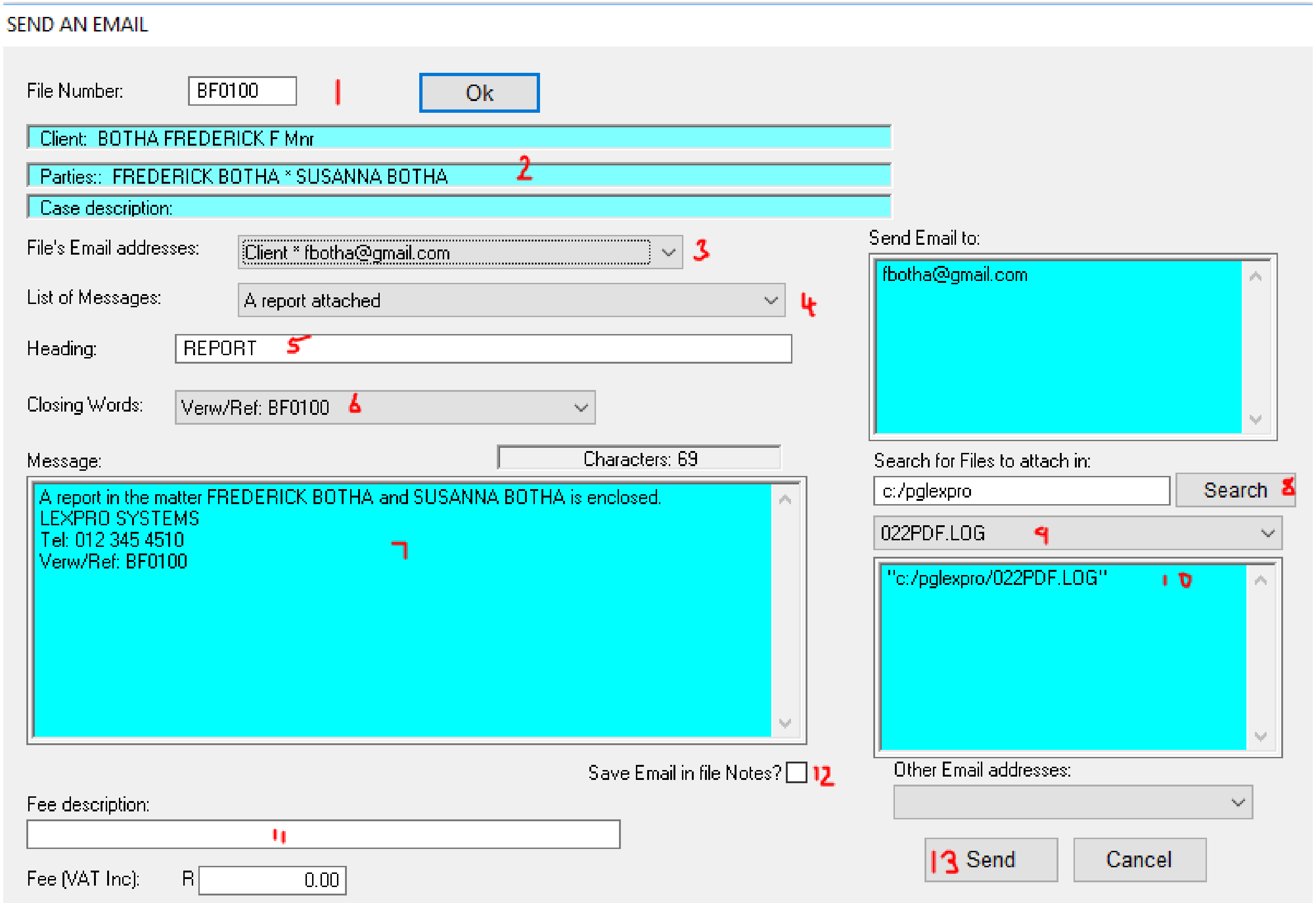


- Mark the checkbox to open your Outlook email program or leave open to send via the Lexpro program
- If you mark the option, Outlook will open with the client's email adress and File number, parties as subject
- If you close the message – you will be able to send email directly from Lexpro



- 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



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

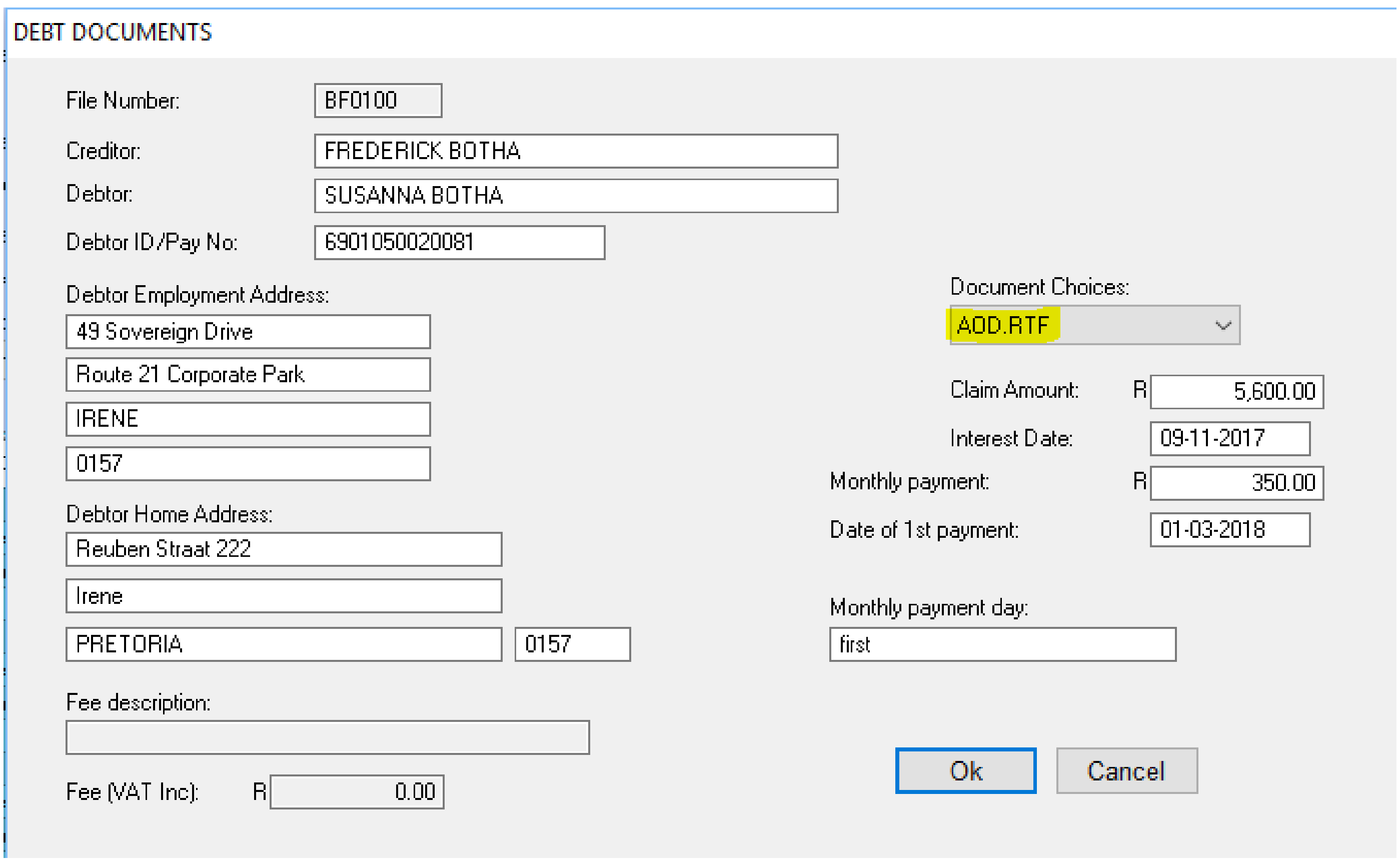
Use the option to debit a fee on the file

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

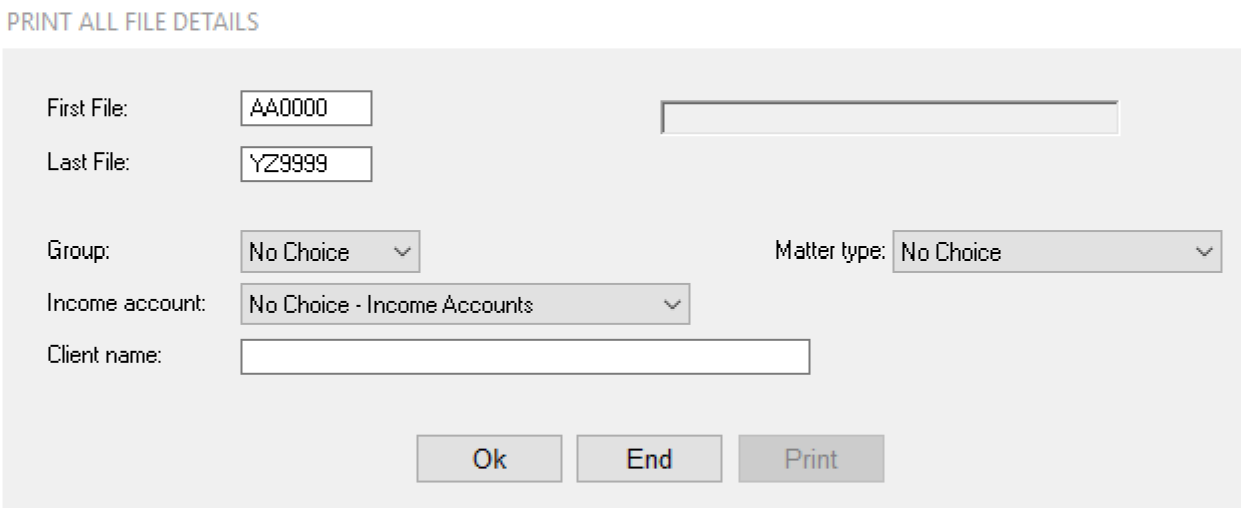


- Complete the file and AOD details
- Select AOD.rtf in the Document choices dropdown list
- Click OK. The AOD will merge in Word

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



- Complete the filters:
  - 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
  - Group
    - Select group to only print specific group's files
  - Income account
    - Select income account to only print files for specific income account
  - Client name
    - Type Client name to only print files belonging to the specific client
  - Matter type
    - Select to print only matters of selected type

- Click OK and Print

- The following information will print:

  - Client's personal details
  - Contact details
  - 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

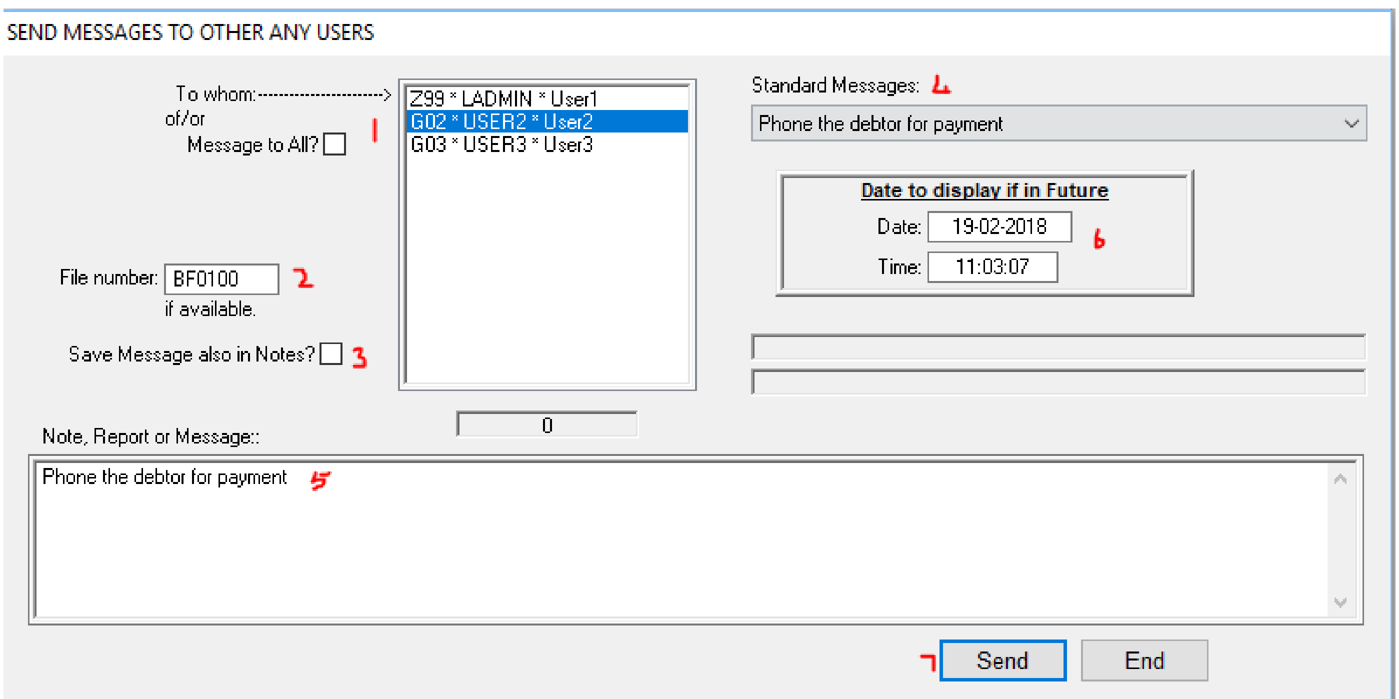
Users can send messages internally related to a specific file

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:

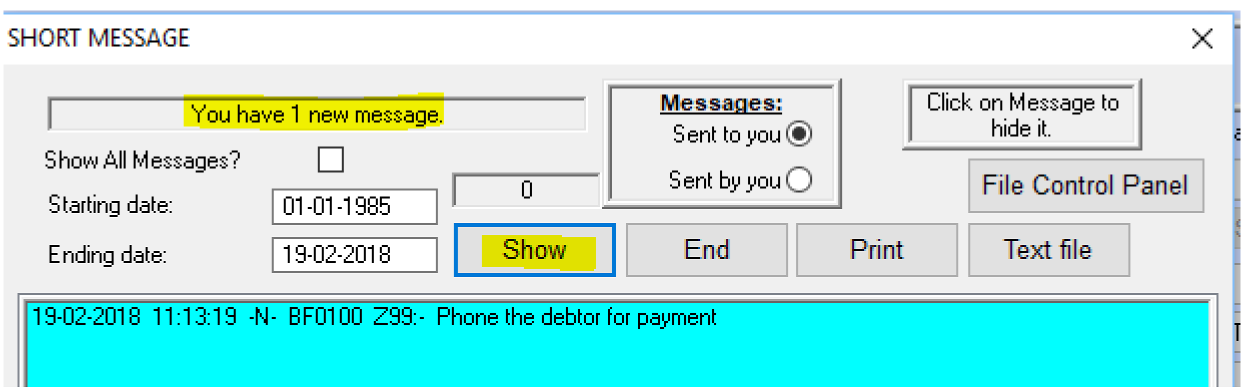
Messages can be read, using two different functions:

a. Shortcut button on the main screen

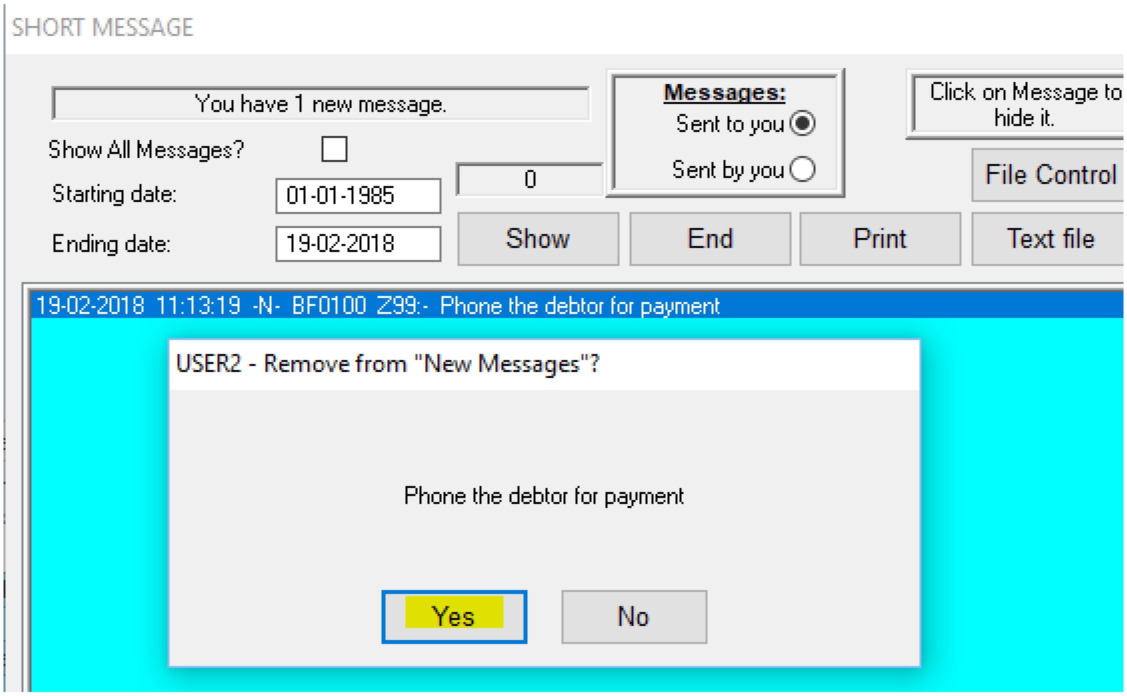
- The number of new messages will display (1)

b. In the File control panel

Click 

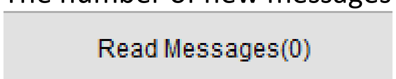


- Select the starting and ending date to view new messages
- Click Show
  - Only new messages will show
  - To show previous messages, click the “Show all messages” checkbox
- You can also see messages sent by you
- Click on the message to hide/delete from new messages



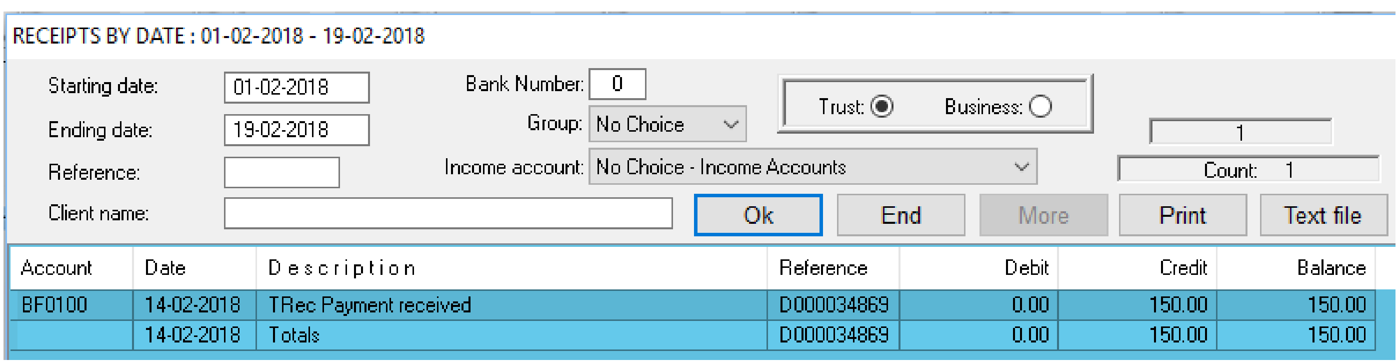
- the message will be deleted from new messages and cleared on the Main screen
- you will still be able to see all previous/deleted messages, when you mark the checkbox: show all messages and click Show

The number of new messages will now change



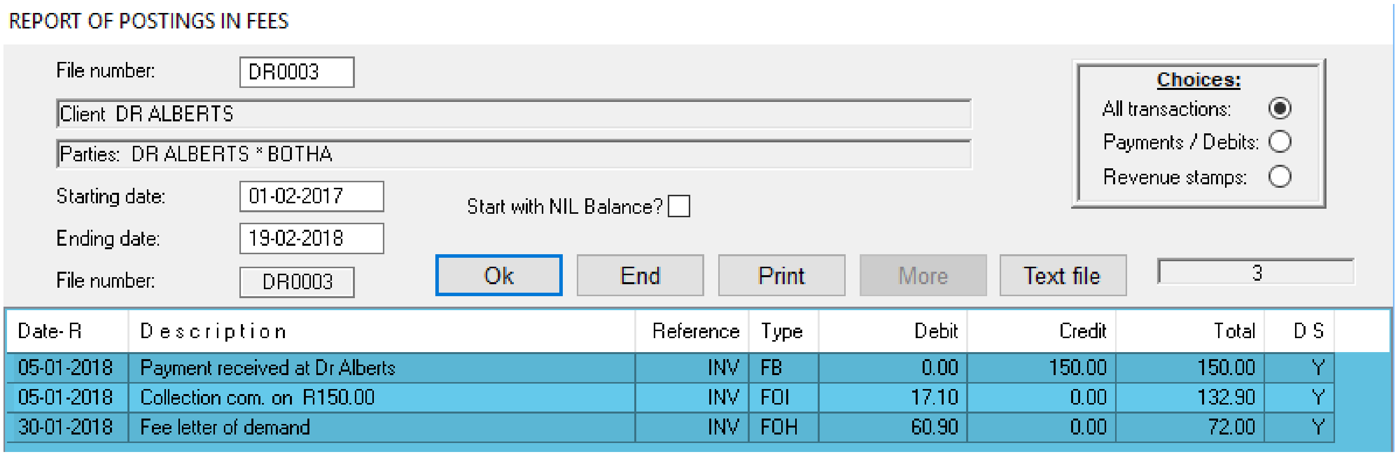
5.16 Receipts

Shows all receipts captured in accounting for specific period:



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***



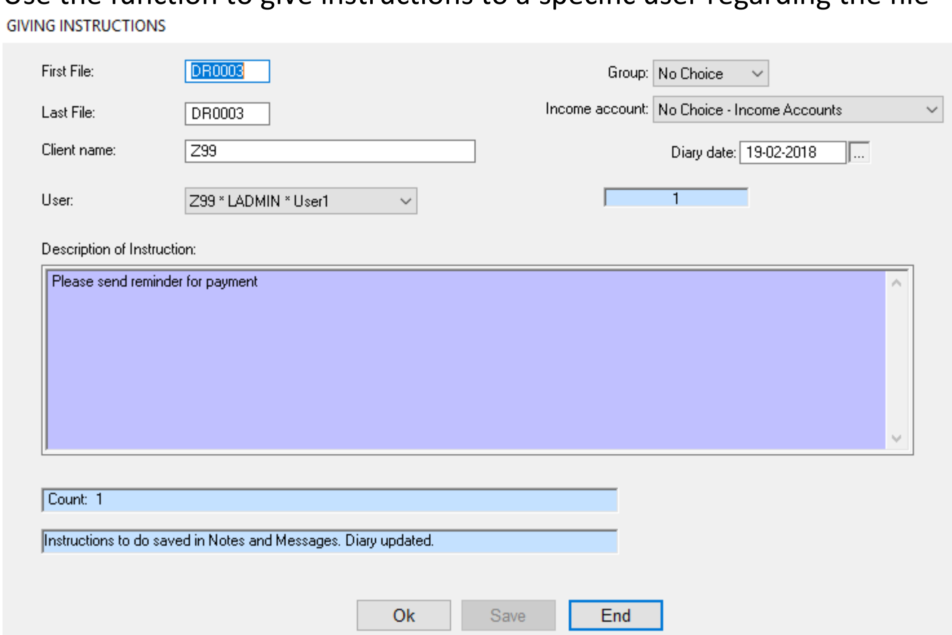
Date- R	Description	Reference	Type	Debit	Credit	Total	D S
05-01-2018	Payment received at Dr Alberts	INV	FB	0.00	150.00	150.00	Y
05-01-2018	Collection com. on R150.00	INV	FOI	17.10	0.00	132.90	Y
30-01-2018	Fee letter of demand	INV	FOH	60.90	0.00	72.00	Y

- Select type of transactions to view under choices:
  - All transactions
  - Payments or debits

- Click OK to view the report

5.18 Give instructions

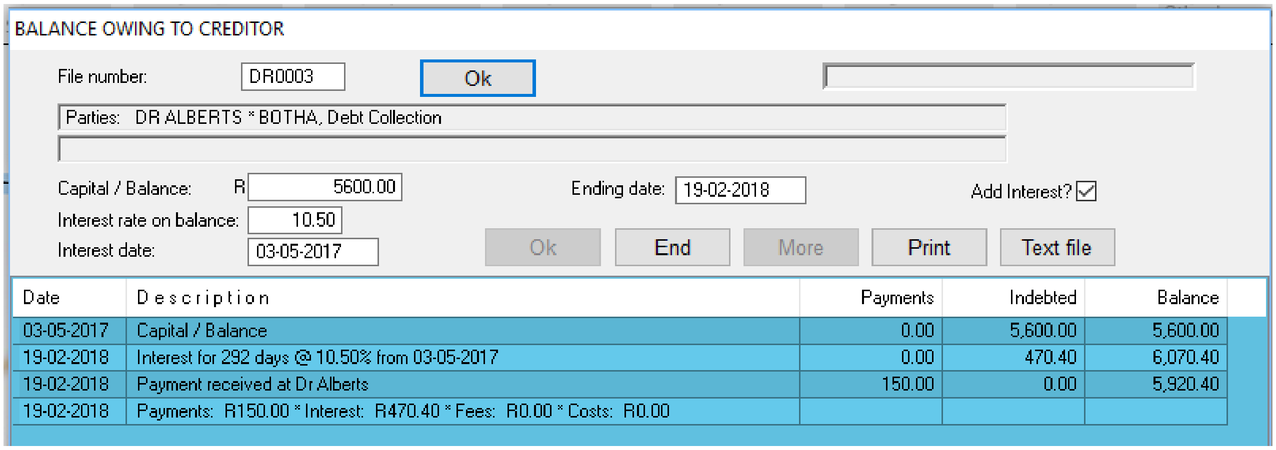
Use the function to give instructions to a specific user regarding the file



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)



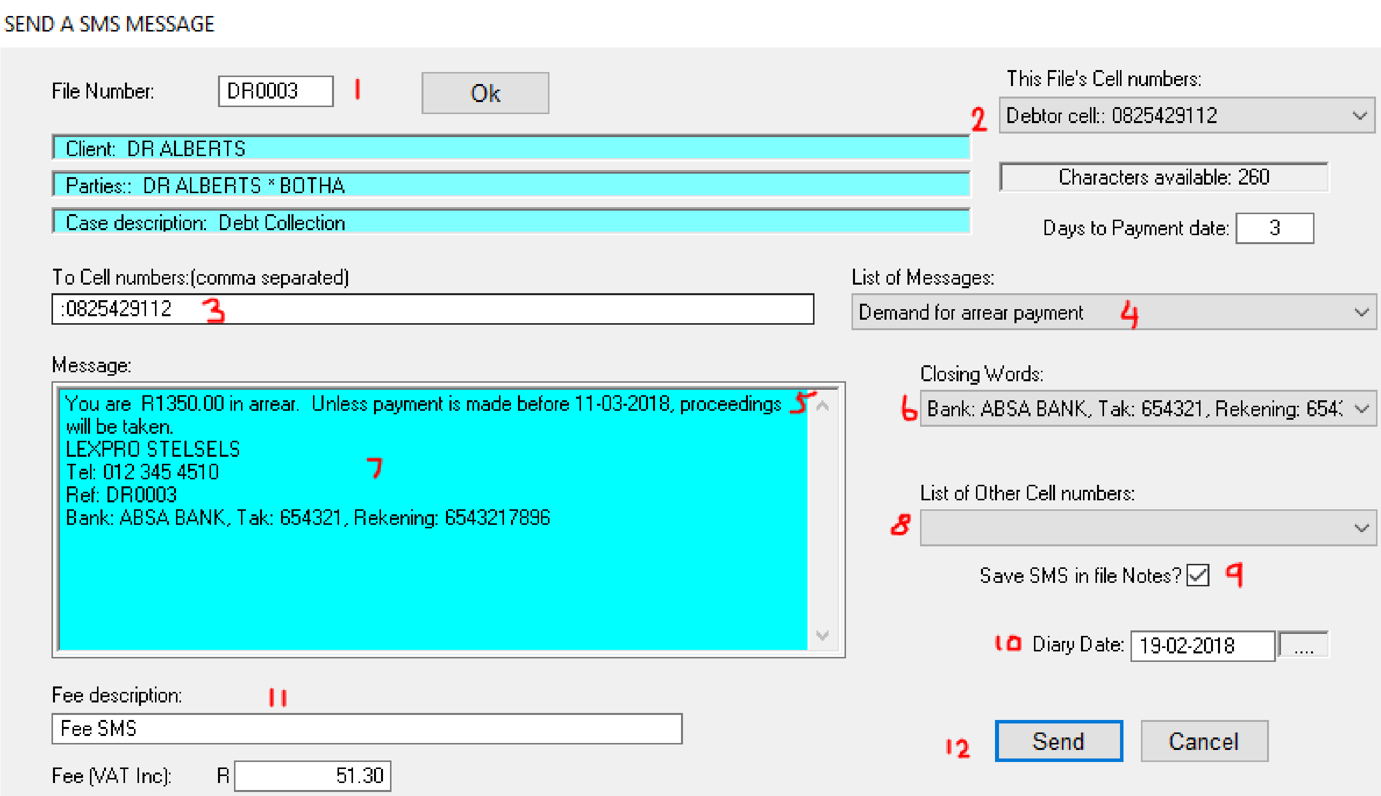
5.20 Send SMS and SMS report

How to send an SMS

Click the Send a SMS 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



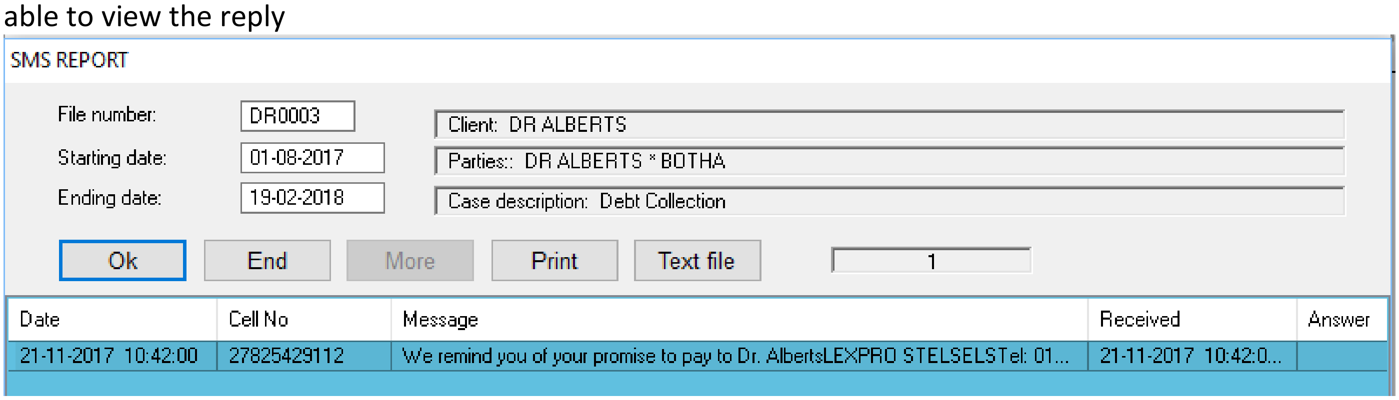
1. Type the file number and click OK
2. Choose the correct cellphone number from all cellphone numbers saved on the file
3. The selected cellphone number will display
   - you can send the sms to more than one number, by typing a , (comma) between the numbers
4. Select a message to send from the pre-added 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

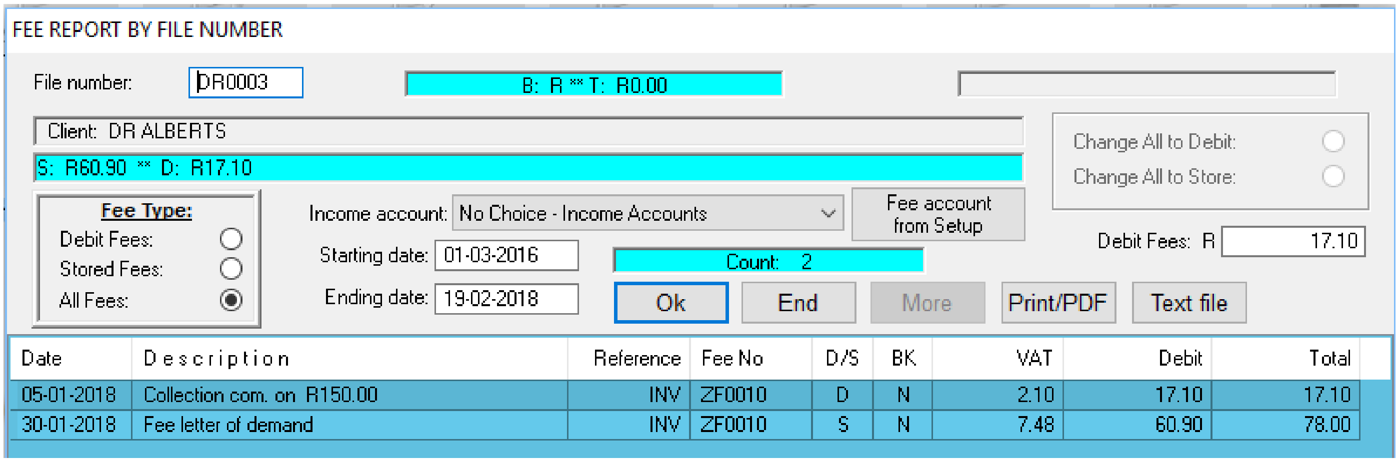
Click 

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



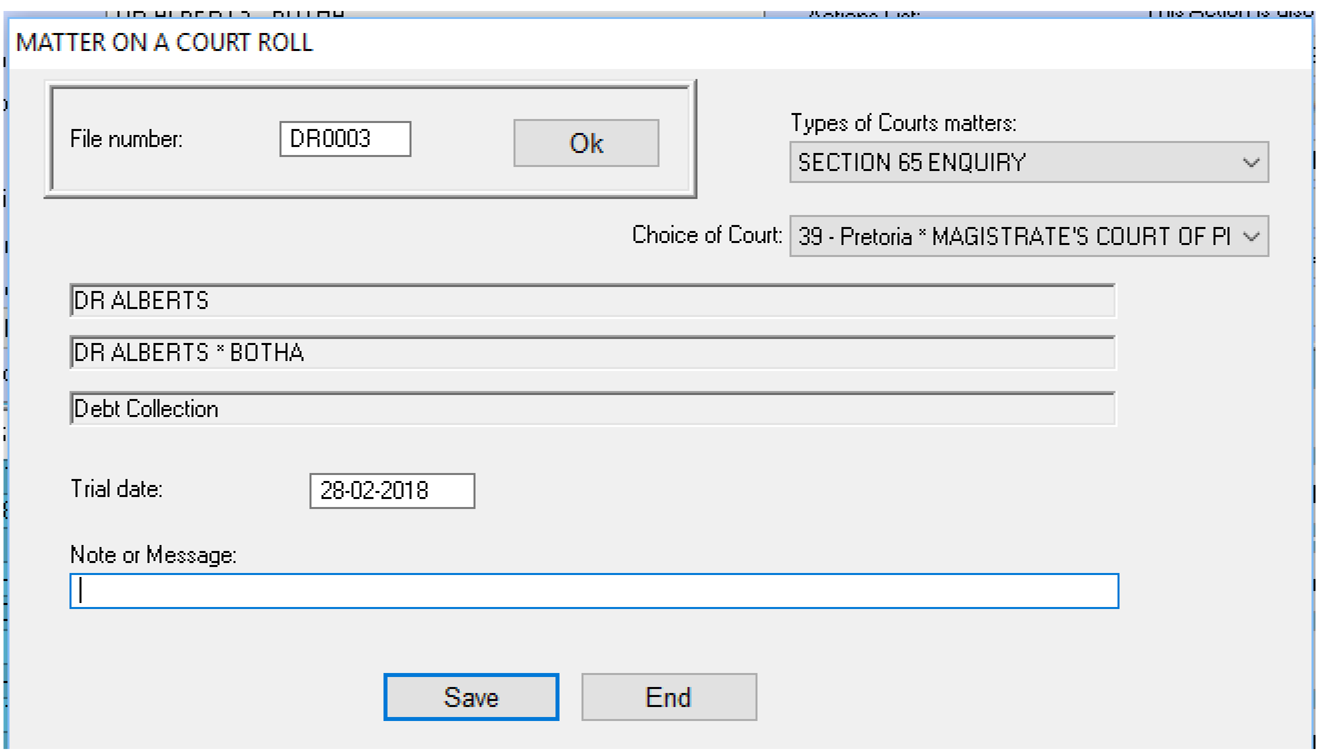
5.21 Fee report

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



5.22 Court date

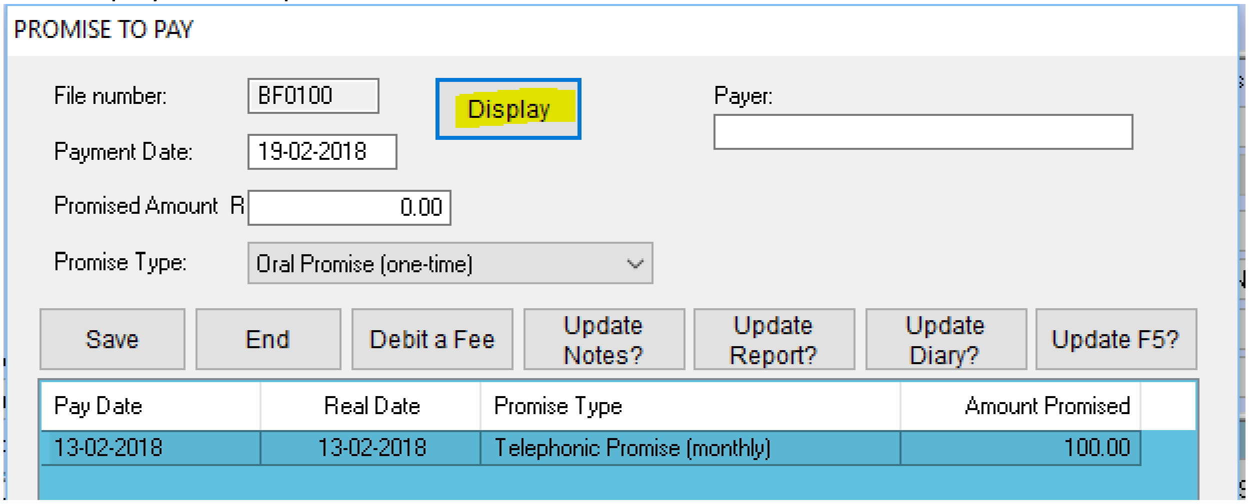
Use the function to save the court date on the file:



5.23 Promise to pay/PTP

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

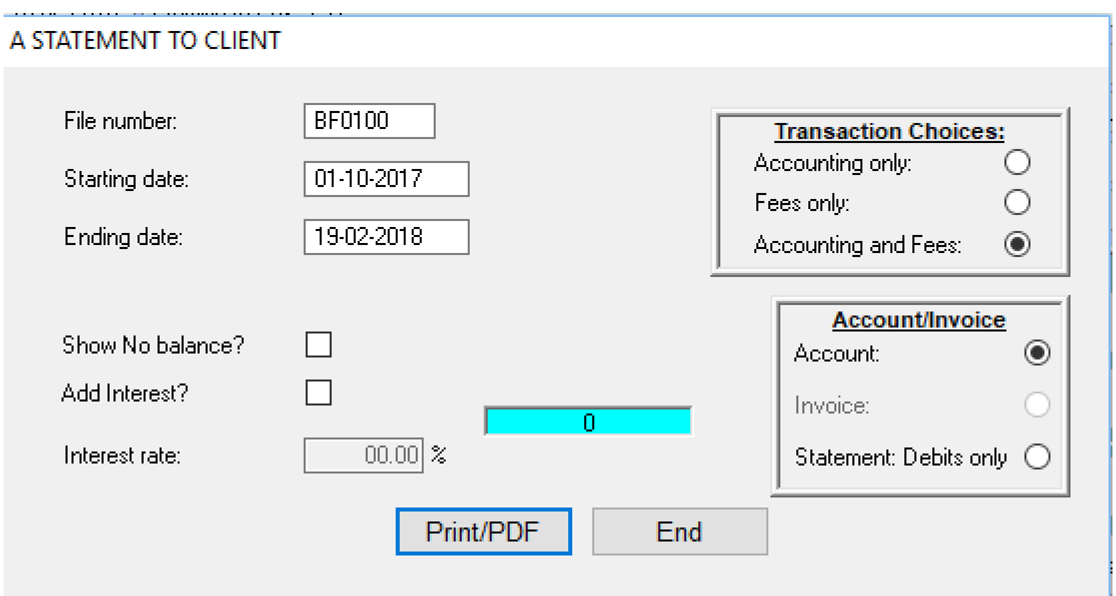
Click Display to show previous PTP's



- 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

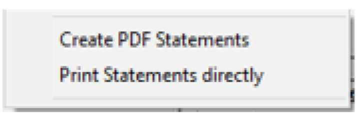
To send a statement to a client (not a debtor)



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:
  - Payments received
  - Costs
  - 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:
  - Accounting only: stored fees in Litigation won't show
  - Fees only: only stored fees in Litigation will show, no Accounting transactions
  - Accounting and fees: both accounting transactions and stored fees in litigation will show
- Account/Invoice:
  - Select whether this should be an account showing debits and credits
  - 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

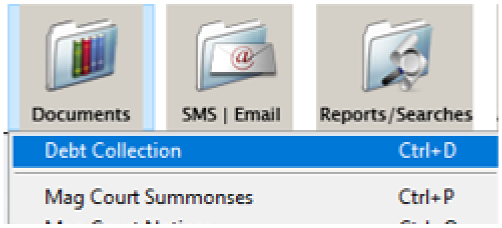
Credit act documents
Regional court:
- Summonses
- Notices

High Court:
- Summonses
- Notices, other

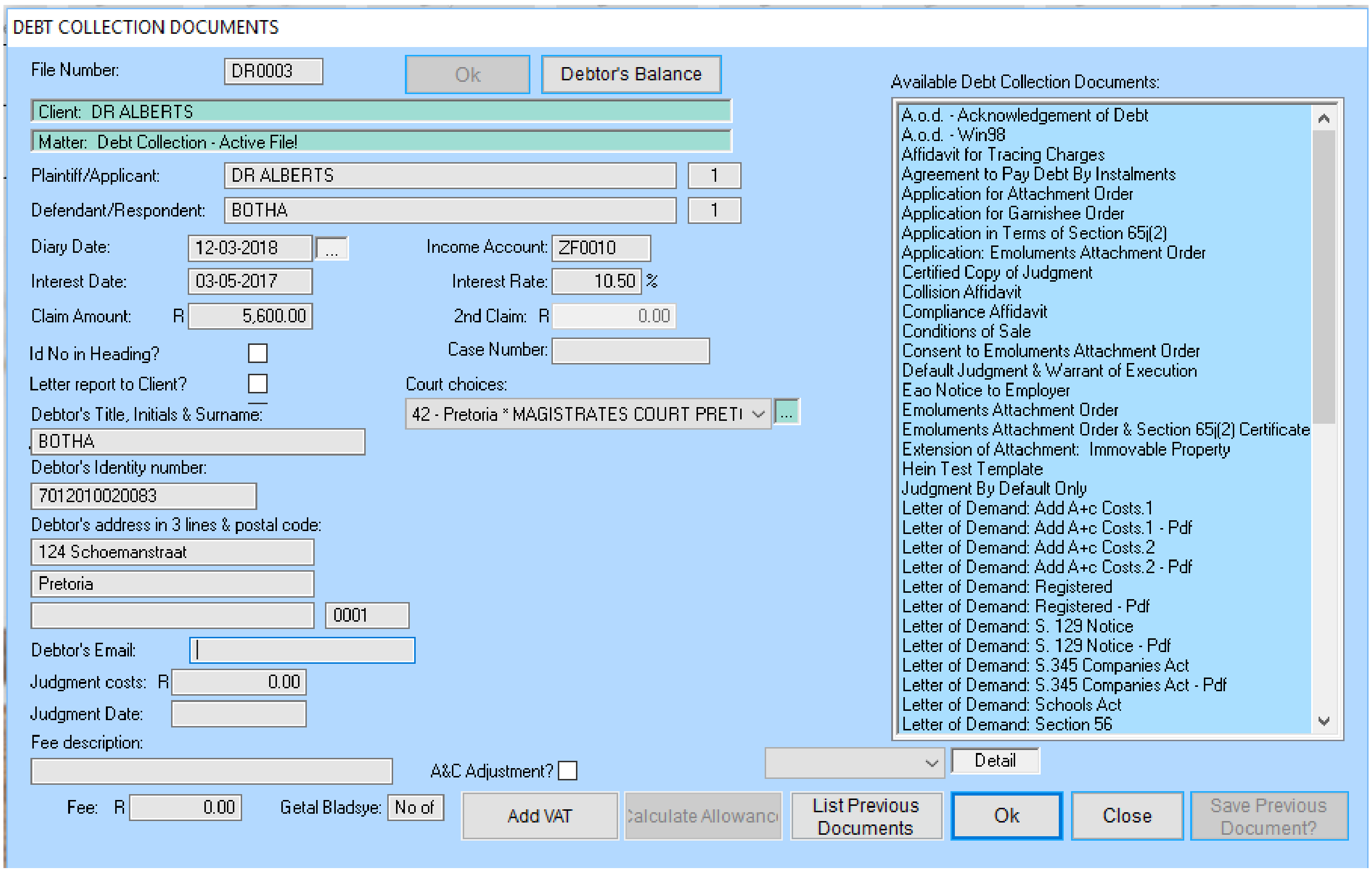
Letters

6.1 Debt Collection documents

Where to find:

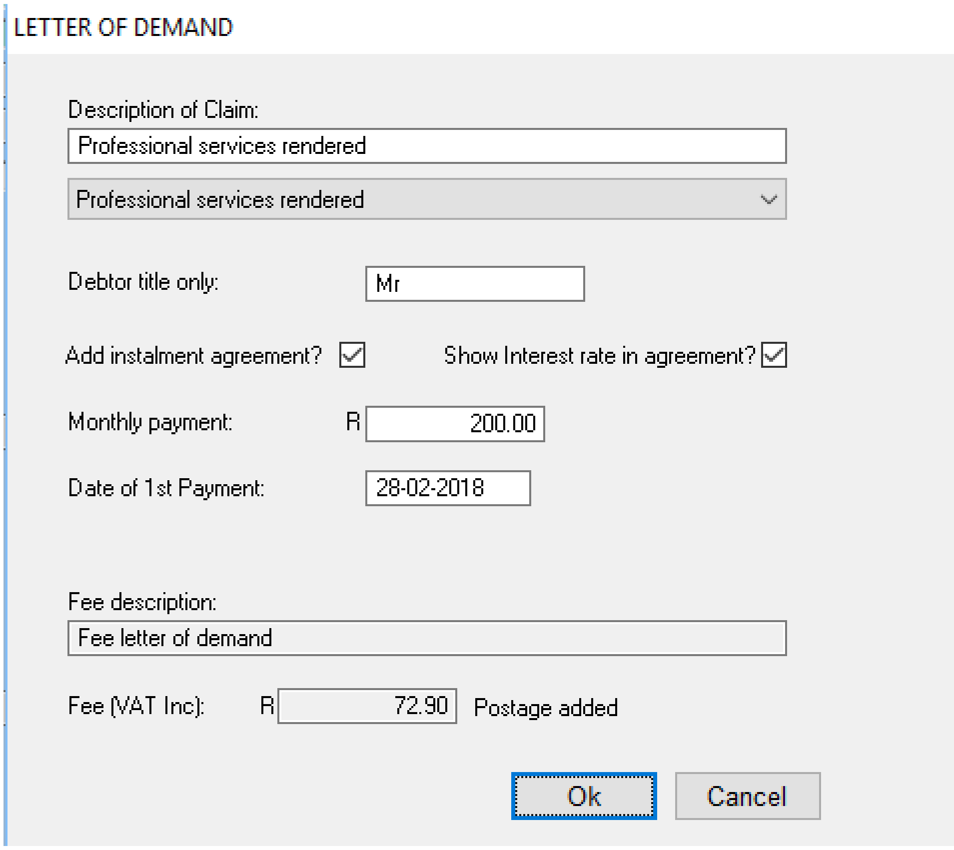


Type the file number and click OK



- 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:
    - The description and amount will automatically display when selecting the document
    - 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

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



- 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

<u>YOUR DEBT DUE TO: DR ALBERTS</u>

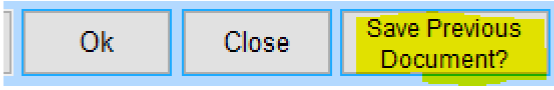
We act on behalf of DR ALBERTS.

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.

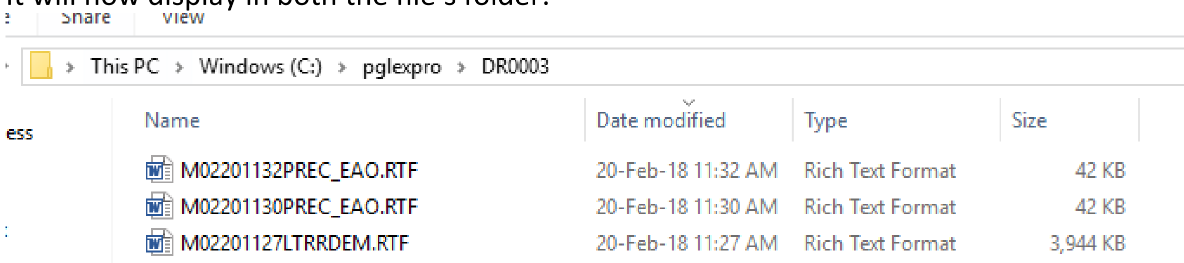
The cause of action against you is Professional services rendered: Debt Collection

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

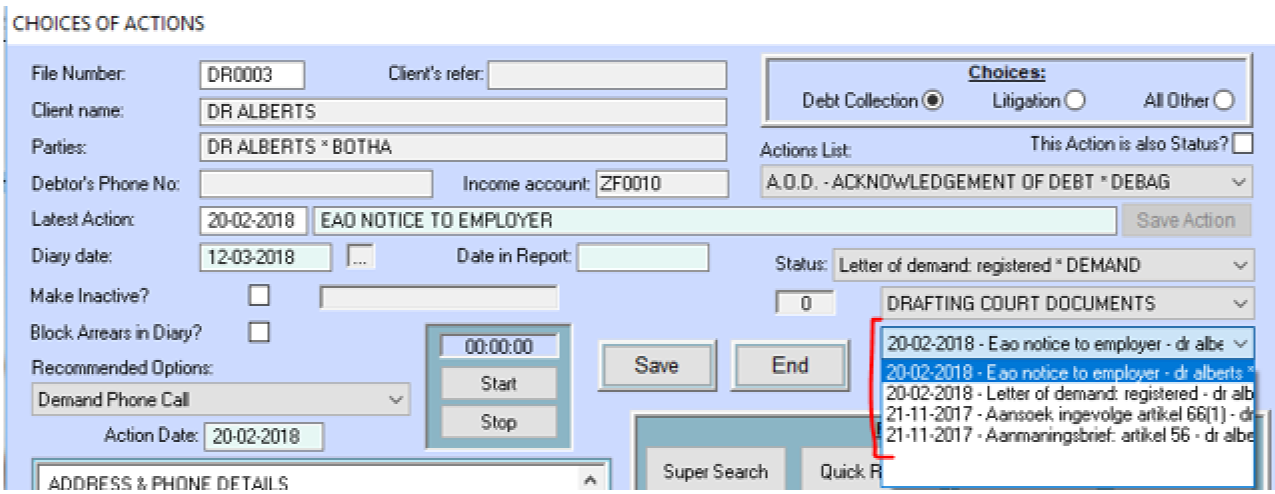
- To save the document in the database as a graphic/document, click the Save previous document button after the document was merged



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

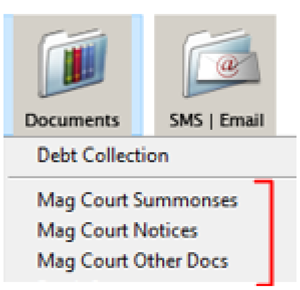


And in the database for documents/graphics:



6.2 Magistrate's court documents

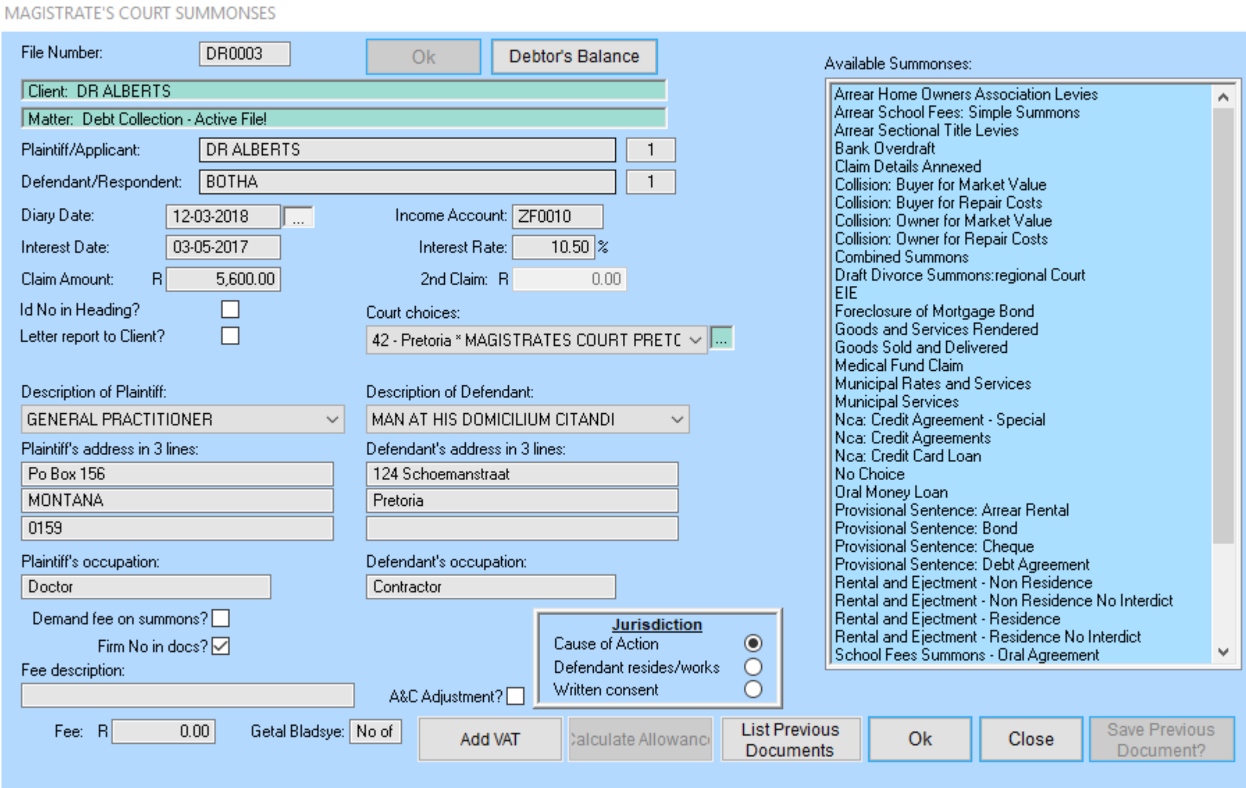
Where to find:



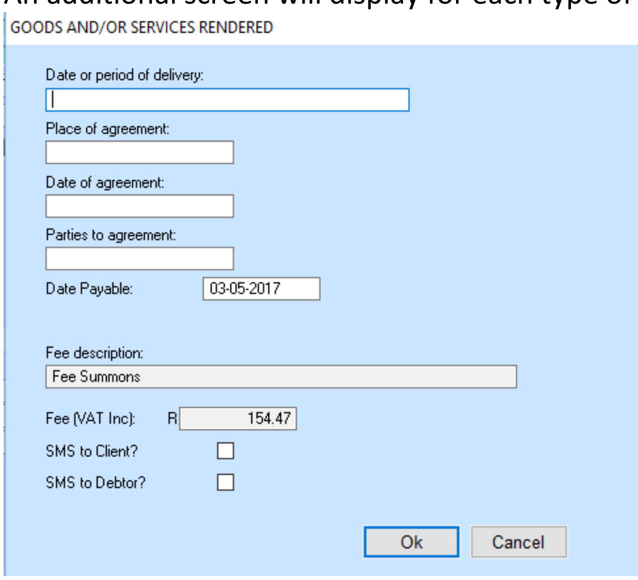
Magistrate's court summonses, notices and other types of documents can be created

Select the type of document to create, eg. Summonses
The screen to create summonses will appear

Type the file number and click OK

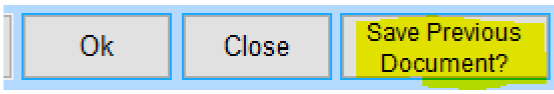


- The file details will be drawn from the saved information entered when the file was opened
- Complete all relevant information not drawn from the file
- Select the document to be created from the list available Magistrate's court documents
- Note the fee description and amount:
  - The description and amount will automatically display when selecting the document
  - 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
- An additional screen will display for each type of document selected, e.g. Services rendered

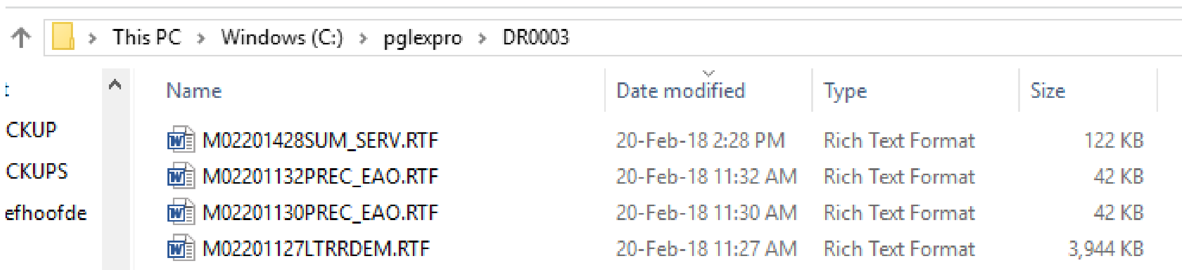


- Type the additional information for the specific document
- Click OK
- The document will merge to Microsoft Word

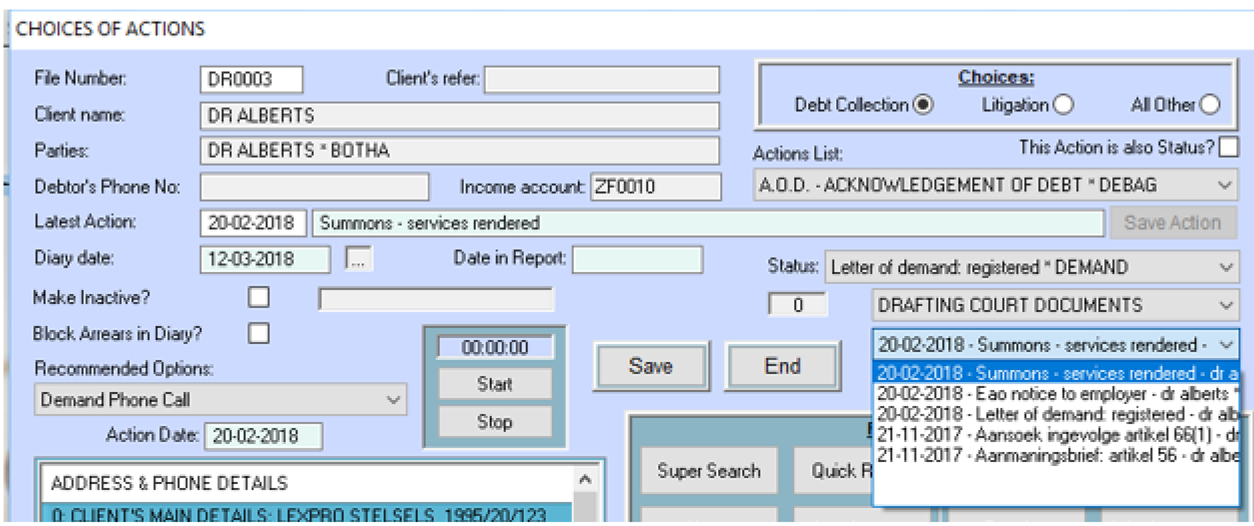
- To save the document in the database as a graphic/document, click the Save previous document button after the document was merged



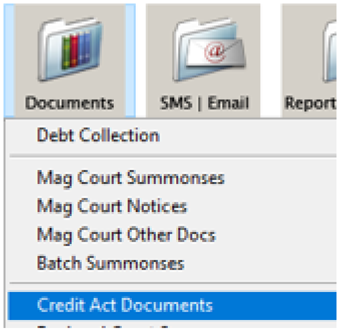
  - It will now display in both the file's folder:



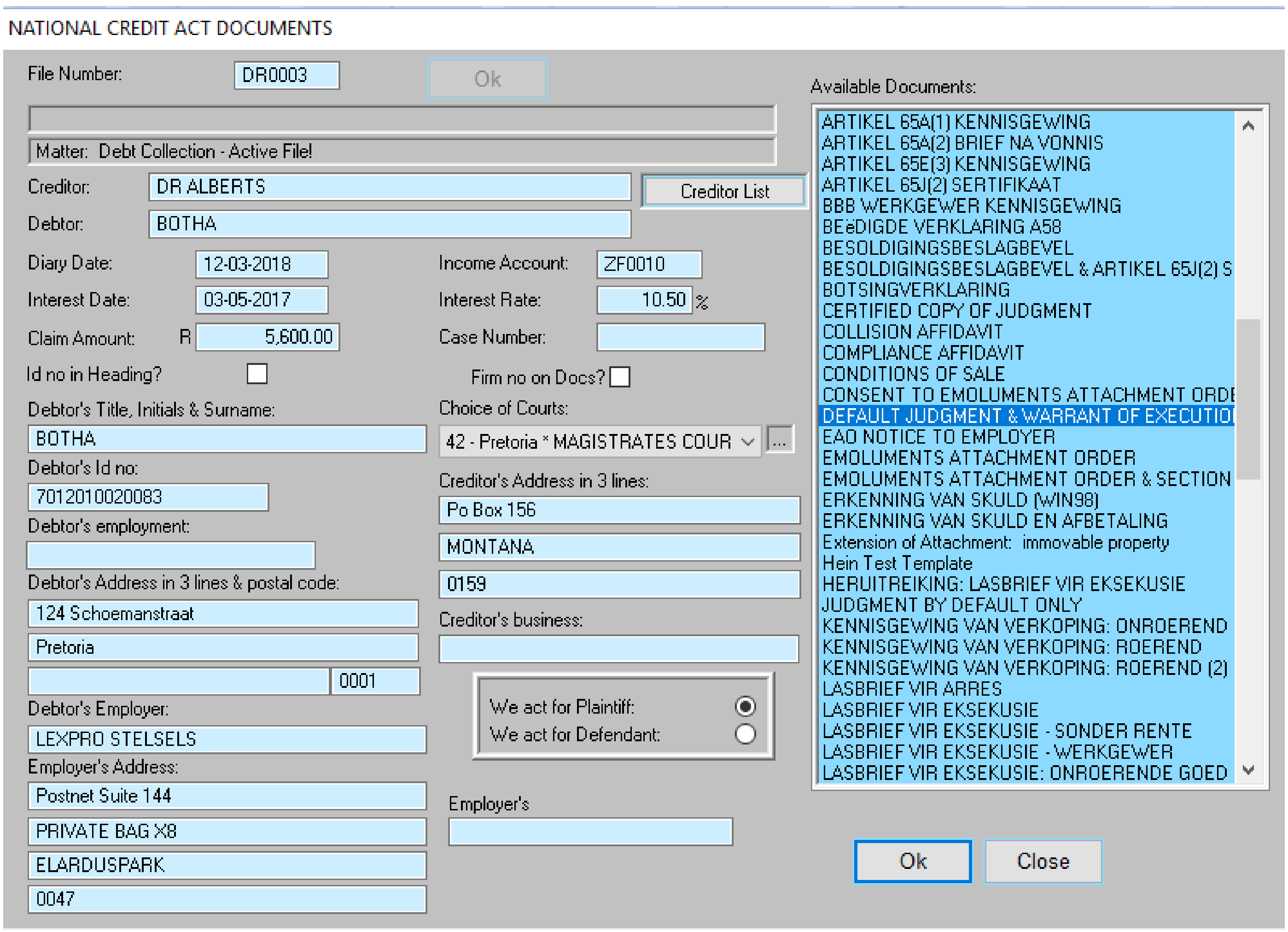
  - And in the database for documents/graphics:



6.3 Credit act documents



Type the file number and click OK



- 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:
  - The description and amount will automatically display when selecting the document
  - This will be stored or debited automatically on the file, according to your file/user setup

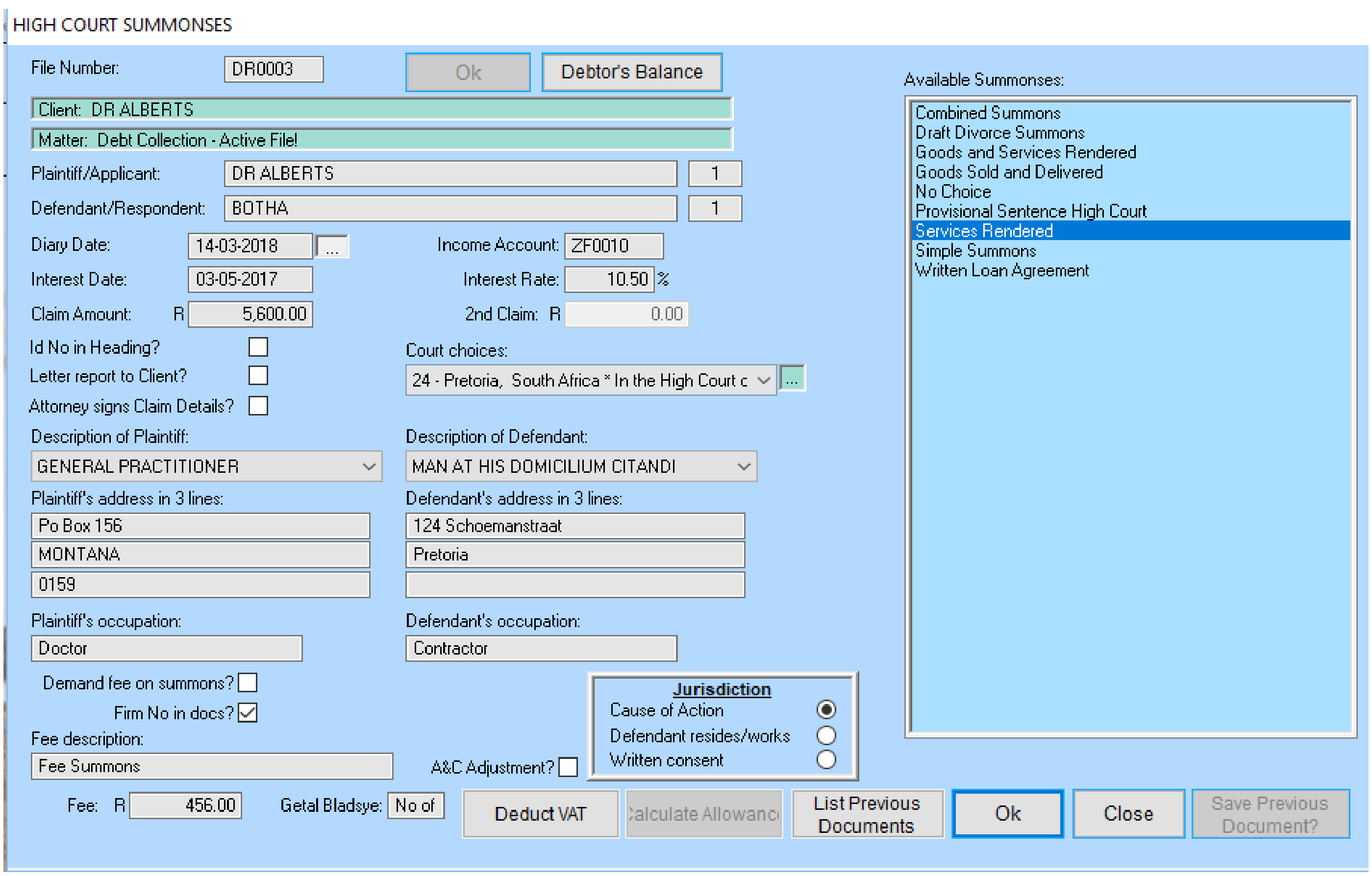
- Change the amount to 0.00 if you don't want to capture the fee automatically

- Click OK
- The document will merge

6.4 Regional documents

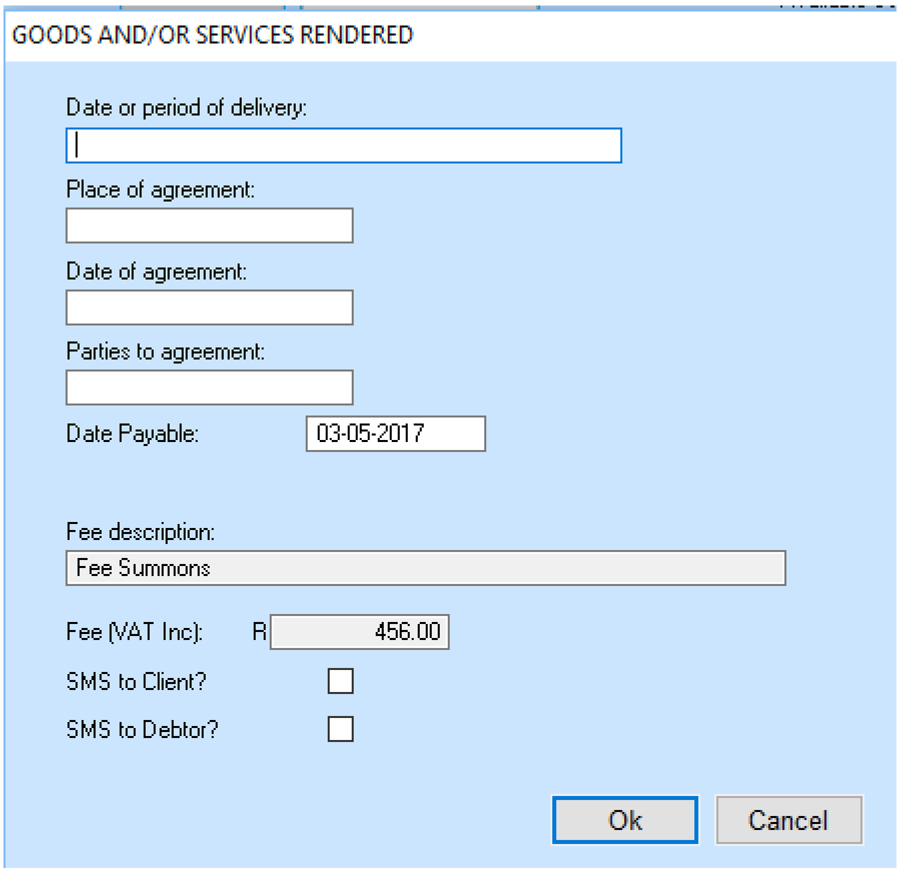
Choose between a summons or notice

Type the file number and click OK

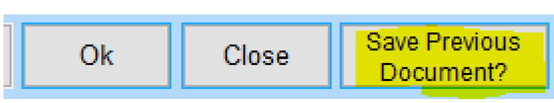


- The file details will be drawn from the saved information entered when the file was opened
- Complete all relevant information not drawn from the file
- Select the document to be created from the list available documents
- Note the fee description and amount:
    - The description and amount will automatically display when selecting the document
    - 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

- An additional screen will display for each type of document selected, e.g. Services rendered

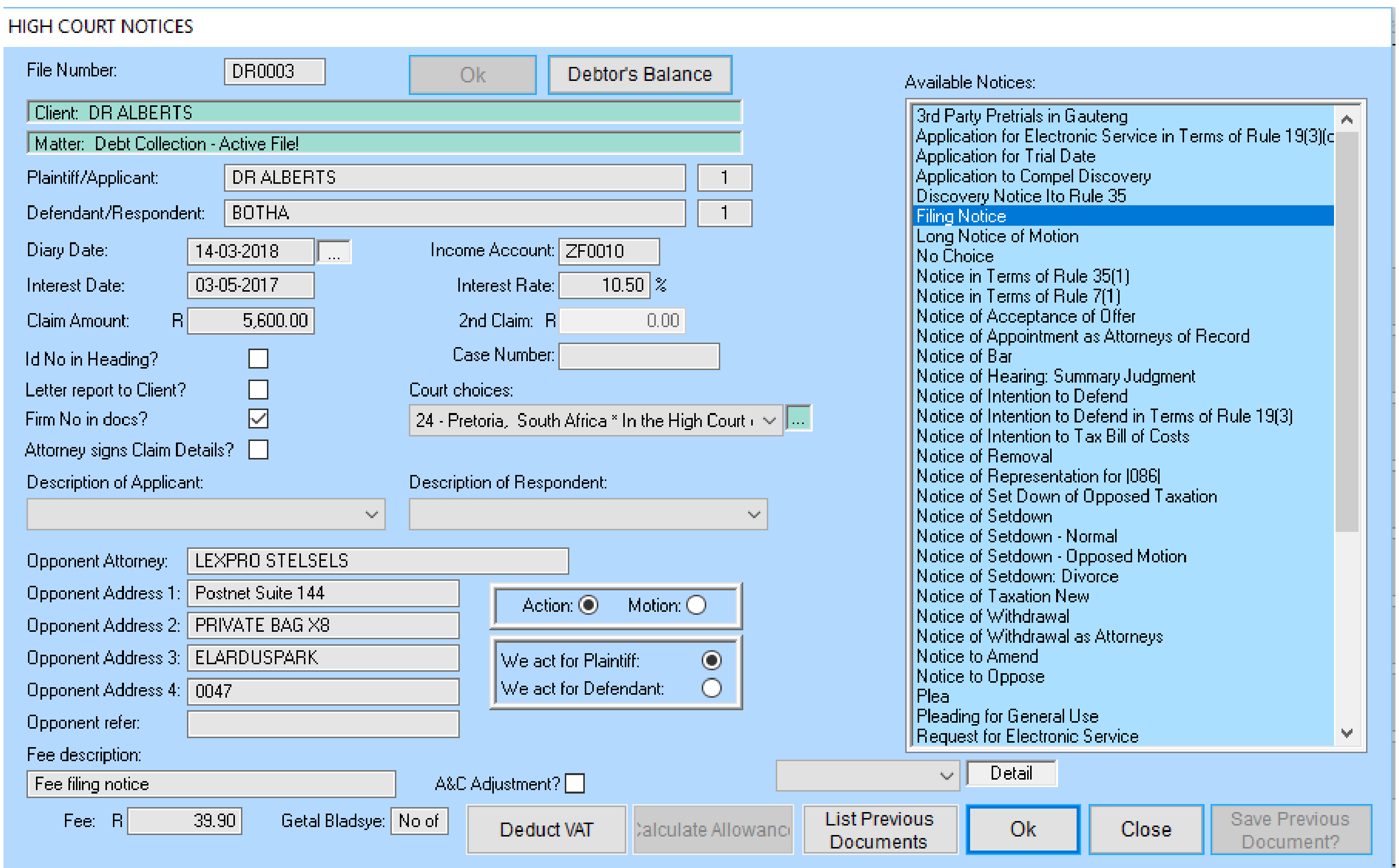


- Type the additional information for the specific document
- Click OK
- The document will merge to Microsoft Word
- To save the document in the database as a graphic/document, click the Save previous document button after the document was merged



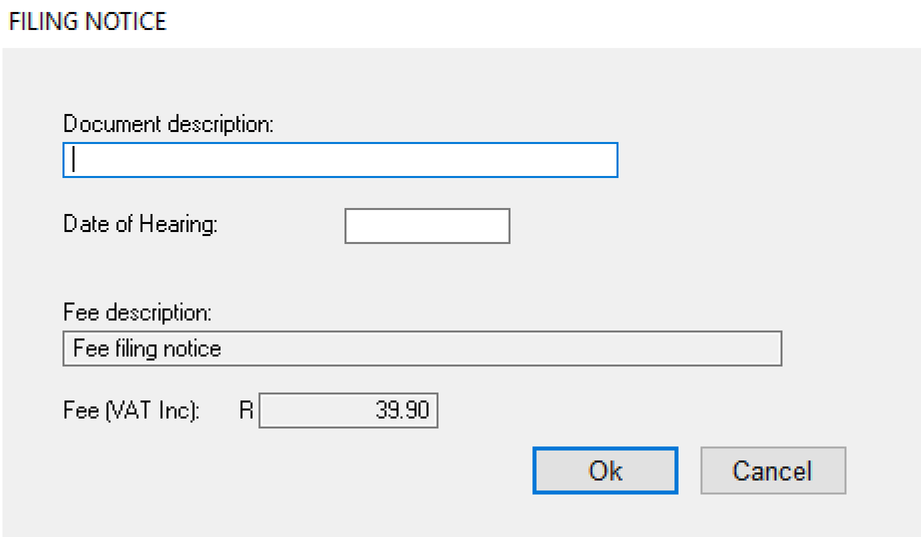
6.5 High court documents

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

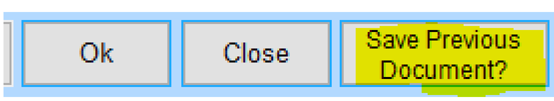


- The file details will be drawn from the saved information entered when the file was opened
- Complete all relevant information not drawn from the file
- Select the document to be created from the list available notices
- Note the fee description and amount:
    - The description and amount will automatically display when selecting the document
    - 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

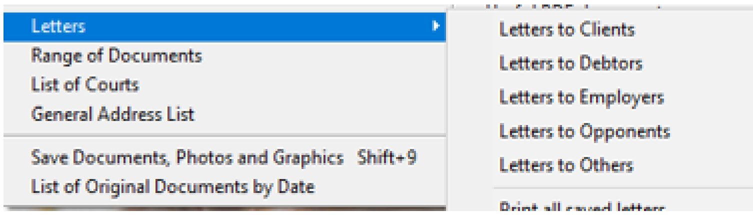
- An additional screen will display for each type of document selected, e.g. Services rendered



- 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

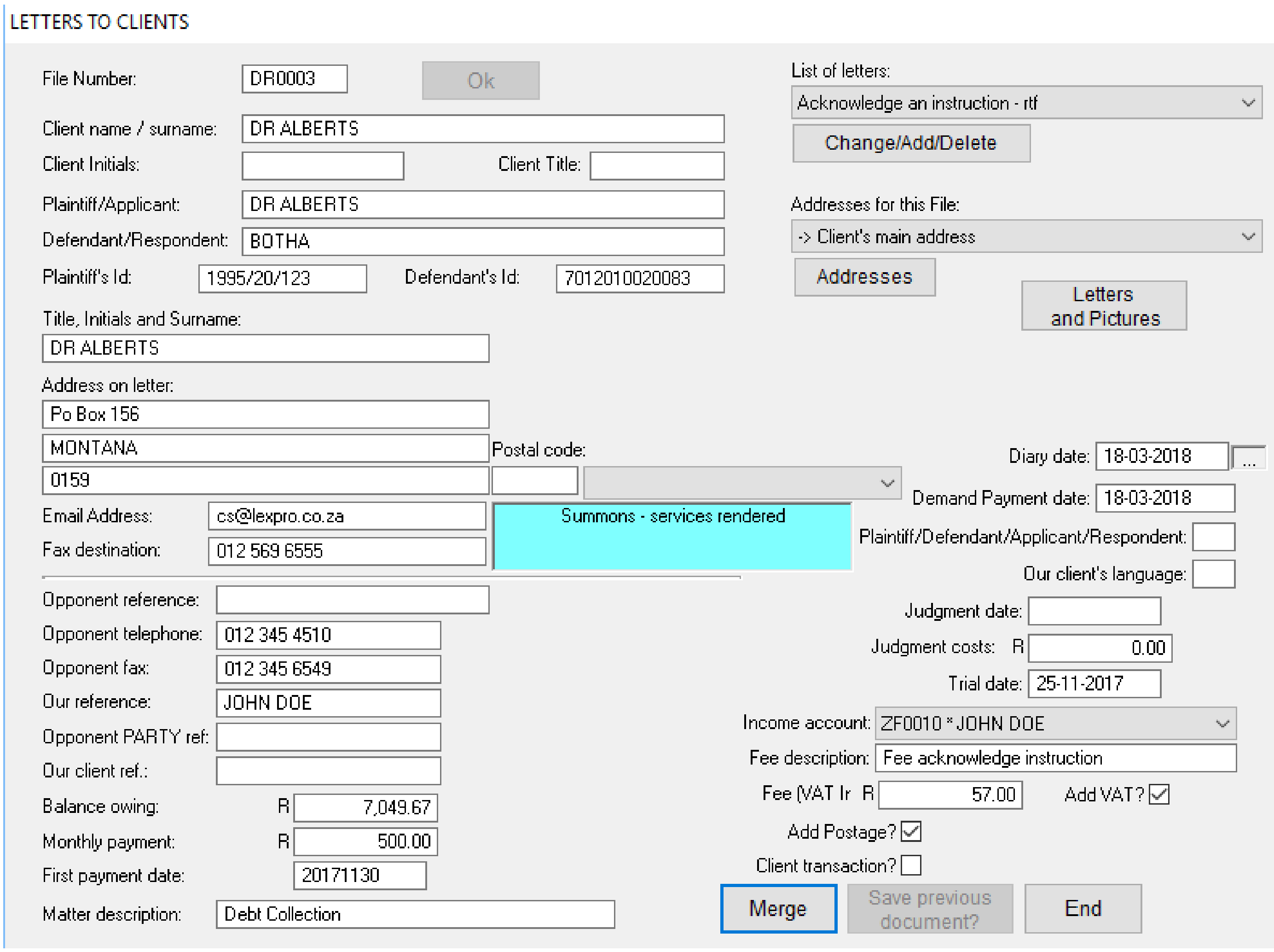


6.6 Letters



Choose the type of letter to create

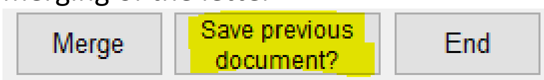
e.g. Letters to clients



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

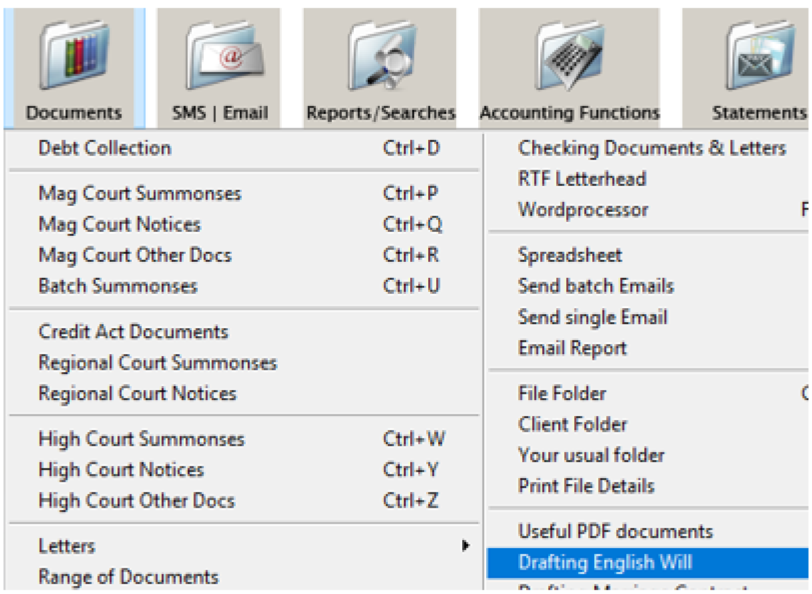
- If you don't want to post a fee while creating the letter, you can change the amount to 0.00
- If you don't change the amount to 0.00, the fee will be posted automatically when you click Merge

- 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



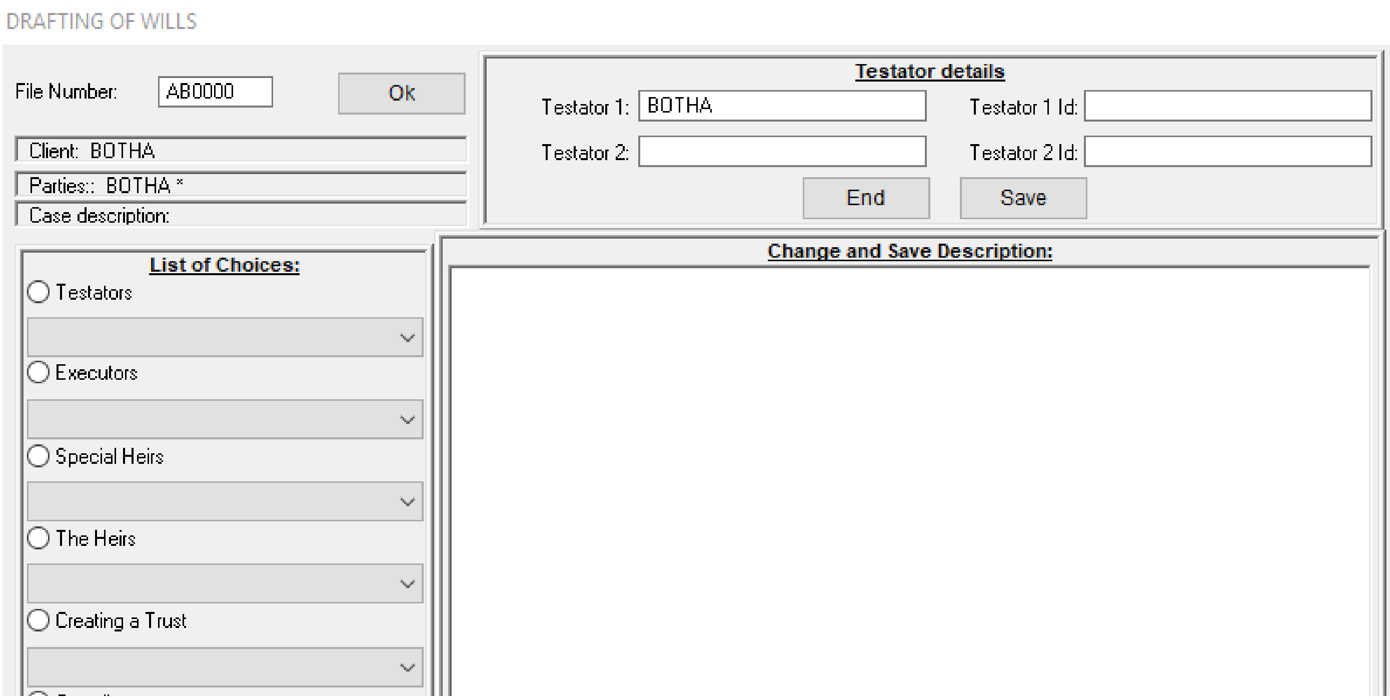
6.7 Drafting a Will

Where to find:



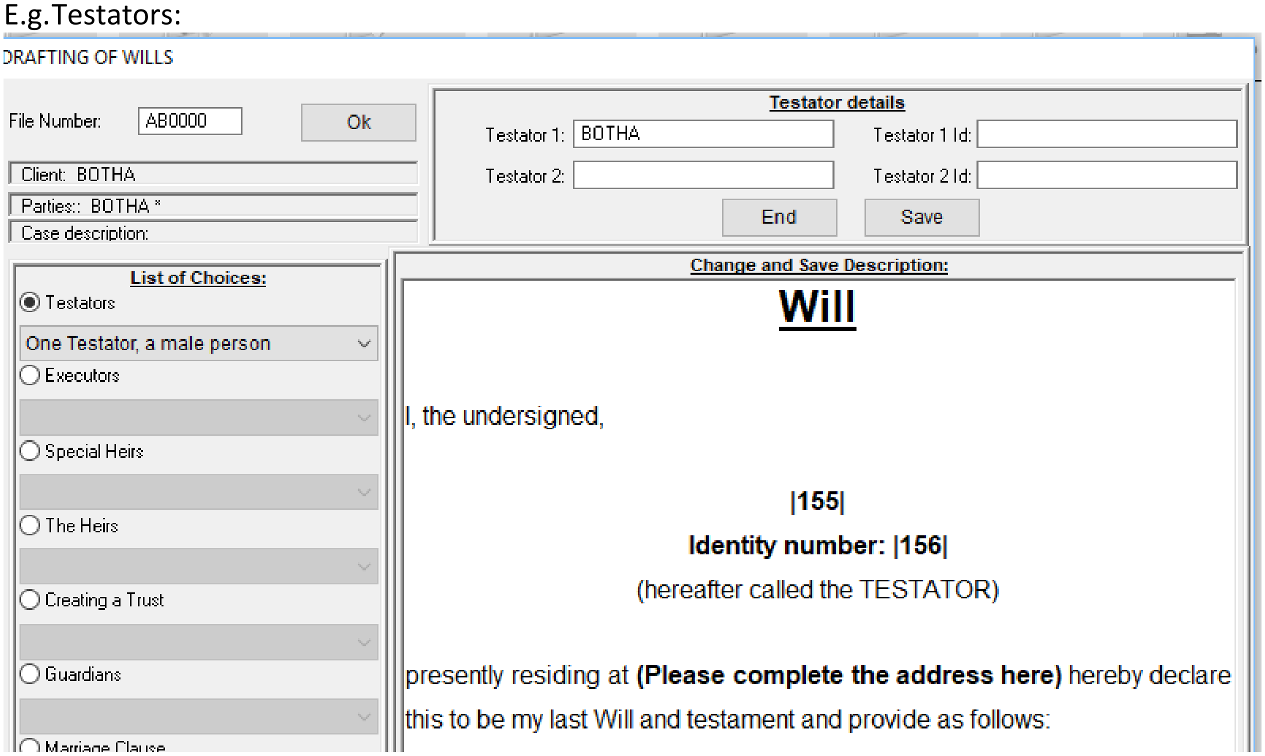
- To create an English will, choose the Drafting English Will
- You can also create an Afrikaans will, by selecting "Opstel Testamente" in the "Dokumente" menu

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



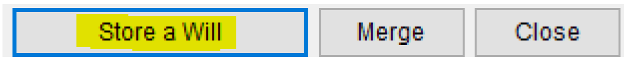
- Type the names of the testator(s) and their ID's
- Continue by selecting the different clauses on the left

E.g.Testators:



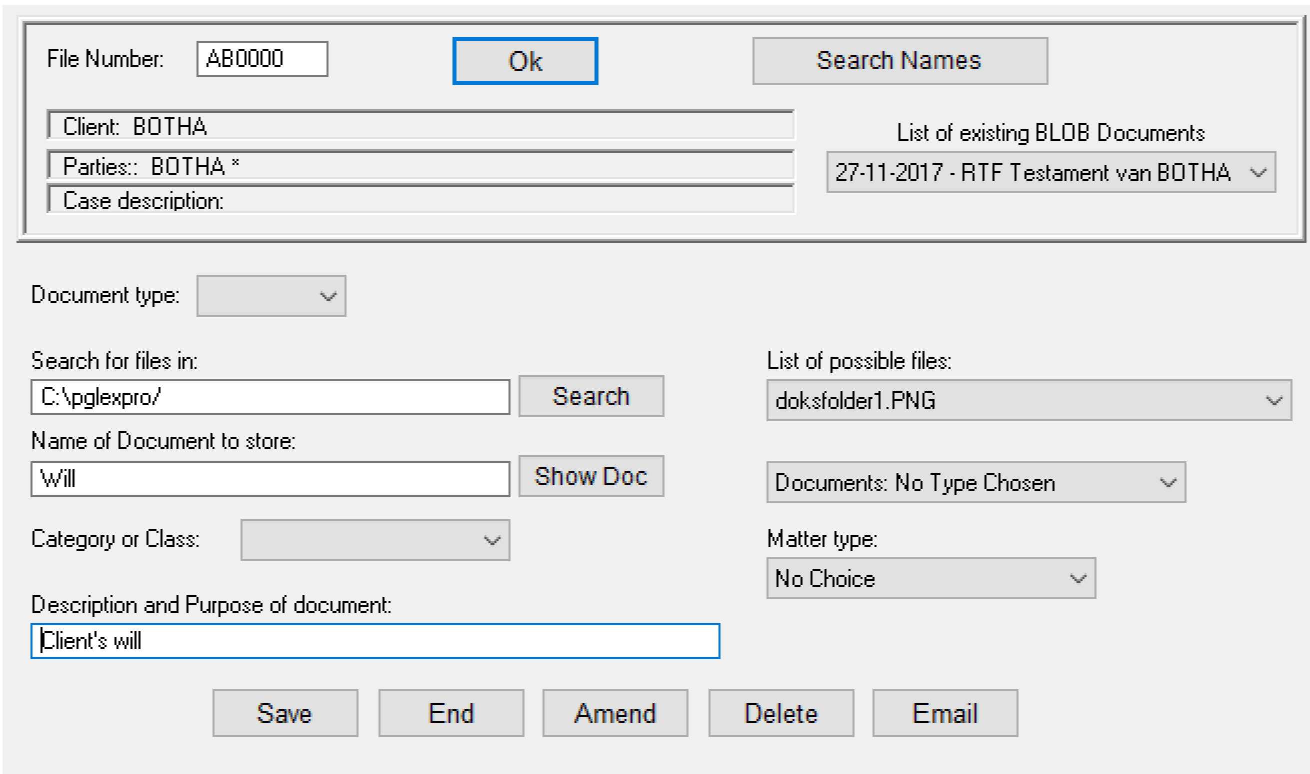
- The information will display
    - Change and save all changes

- Note: although the merge codes display, e.g. |155|, the correct information will merge when you click Merge. Do not change this manually

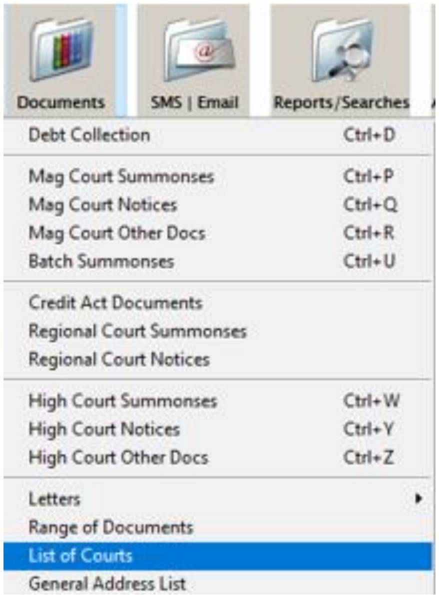
- Continue this process with all clauses
- Click Merge to open the Will in Microsoft Word
- Click 

to save the document in the file folder and database

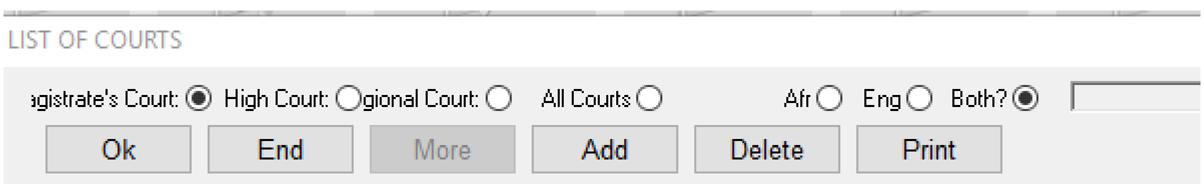
STORE LARGE AND EXTRAORDINARY DOCUMENTS



7. Courts



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

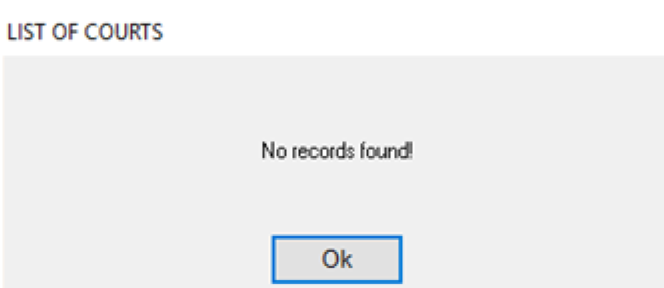


Note:

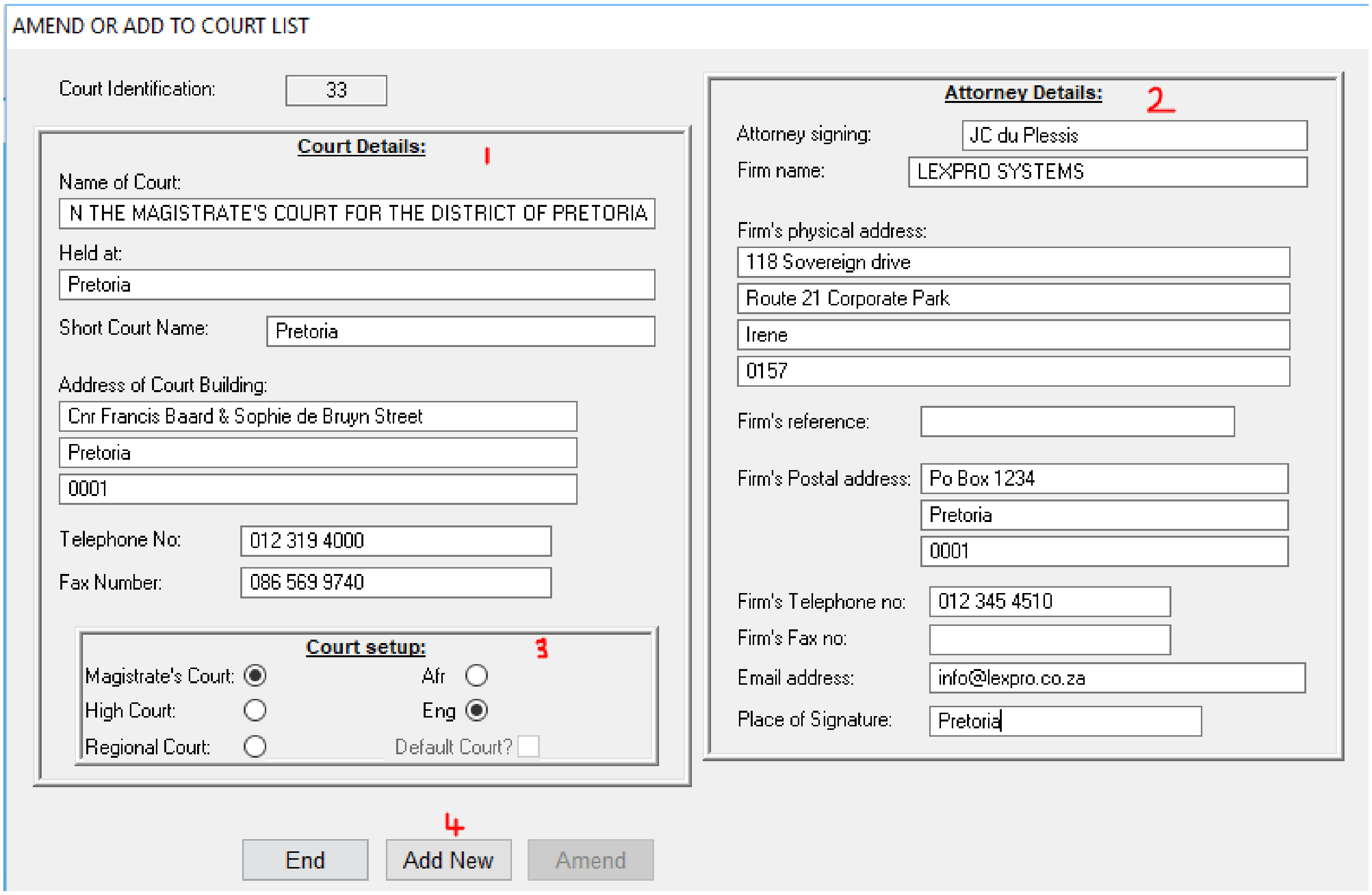
- High Courts will be pre-loaded by Lexpro and will display
- Magistrate's and Regional Courts used, must be added
- Courts must be added per firm, and not user
    - Courts added by a user, will be available to all other users

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



1. Court details:

Complete the details that you want to add

- Court name: type the complete description to merge on the court documents
  - 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:

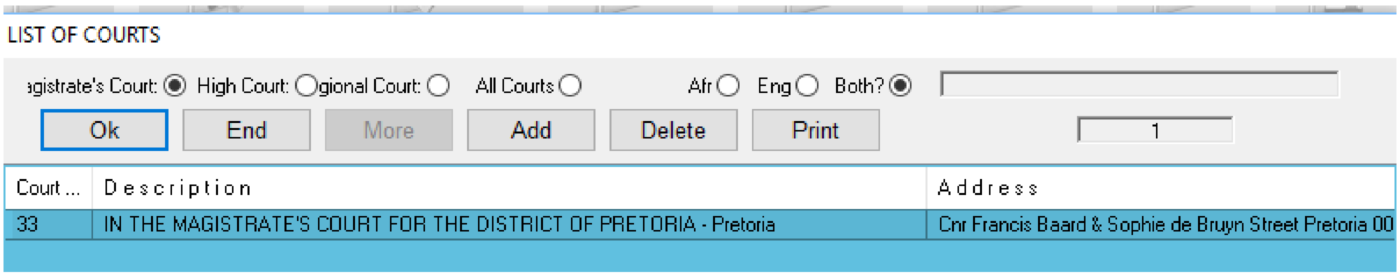
Complete the signing attorney's details

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

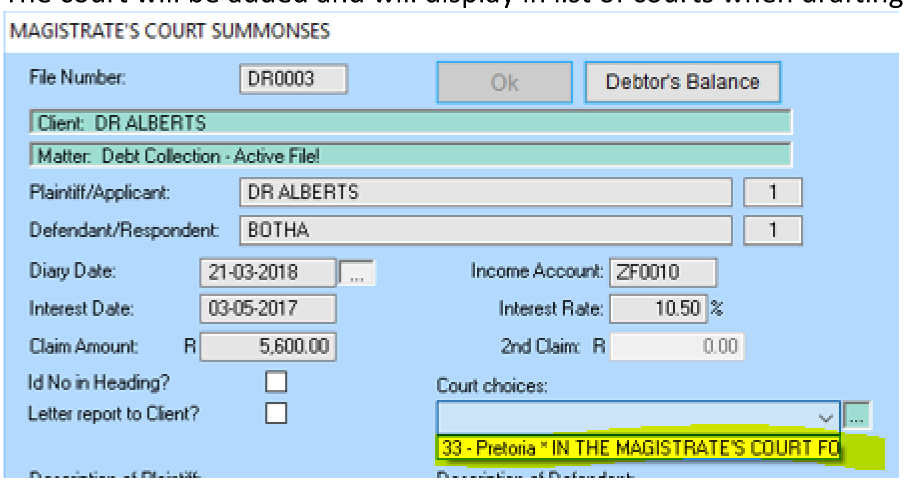
3. Court setup:

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

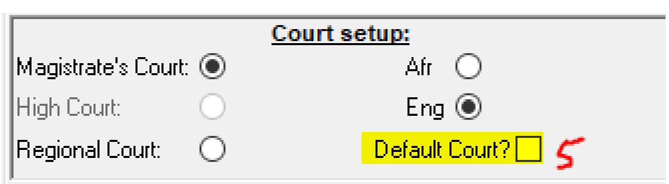
4. Click Add new or amend if you edited existing courts



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



5. Default court



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:

- Click the marked button:

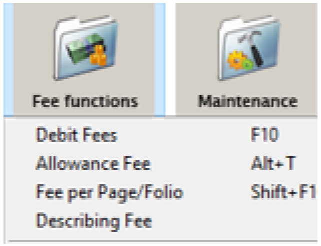
- The change court and address details will display:

- Mark the option: Default court and save

- The court details will display automatically when drafting court documents

    - You wont need to select the court, unless you want to use a different court than the default

8. Fees

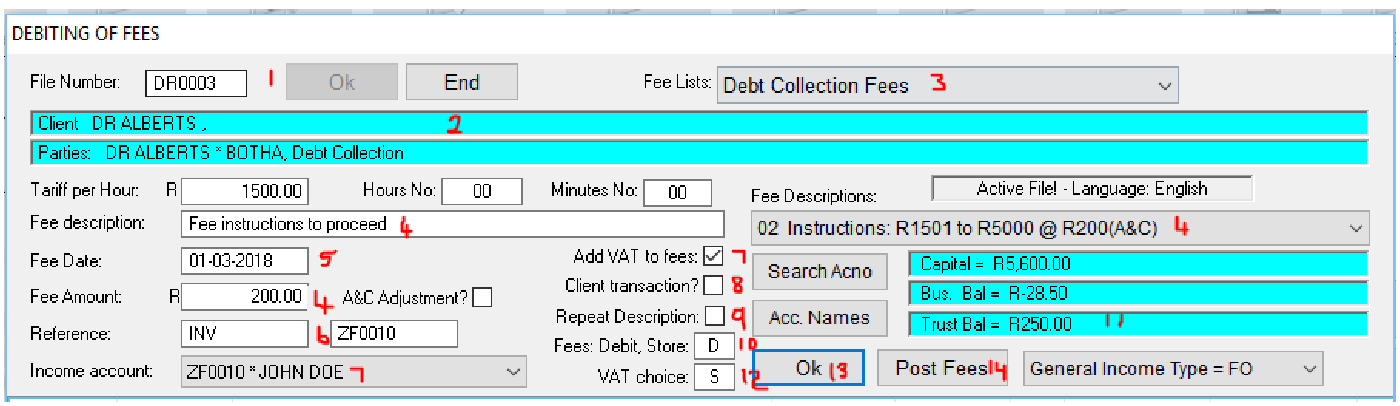


Use this option to debit fees manually

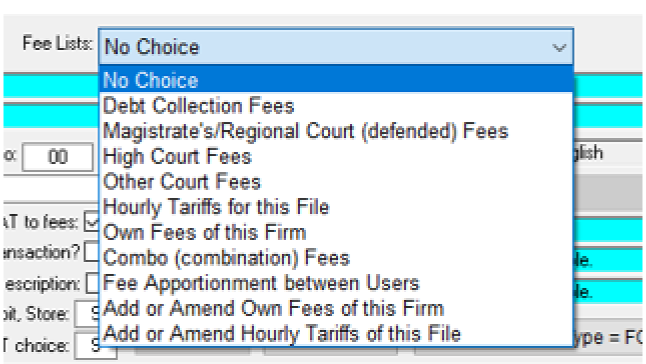
Choose between:

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

8.1 Debit fees

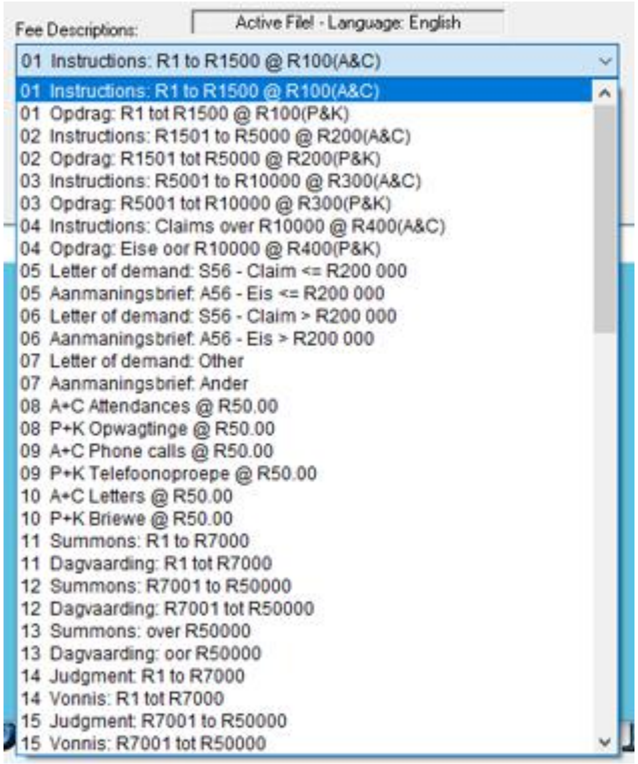


1. Type the file number and click OK
2. The file details will display
3. Choose the type of fee to debit from the fee lists



- 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 transactio, 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 differenct 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

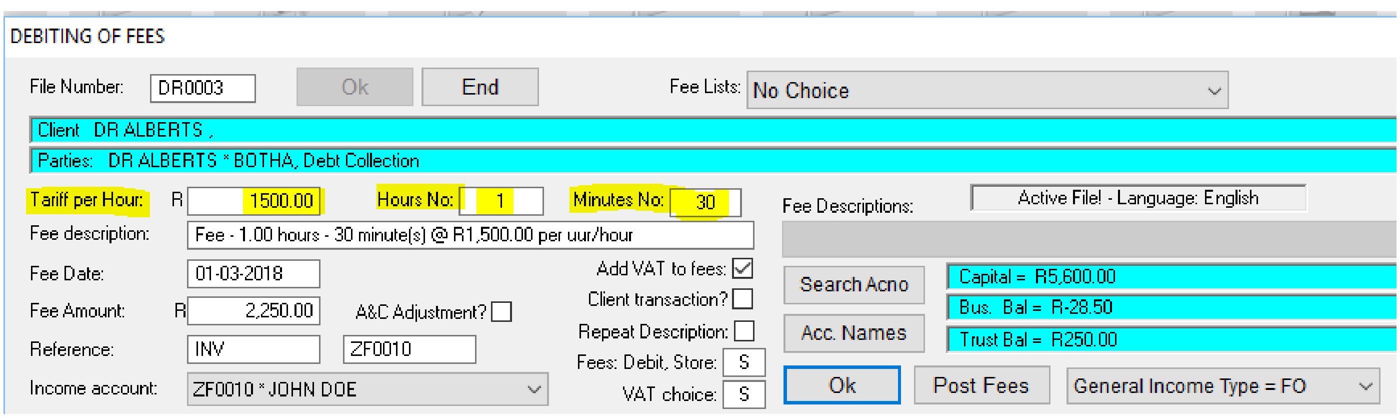
- Make sure all the information is correct
- To edit, right click on the file number
    - An additional box will display to change fees

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

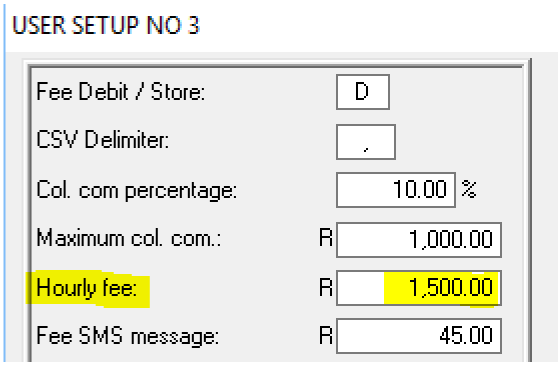
Note: Remember to export fees to accounting *** export fees***

8.2 Debit fees per hour

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



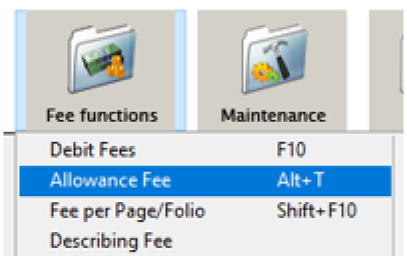
The hourly tariff is saved in the User's setup
2.3 User setup no 3



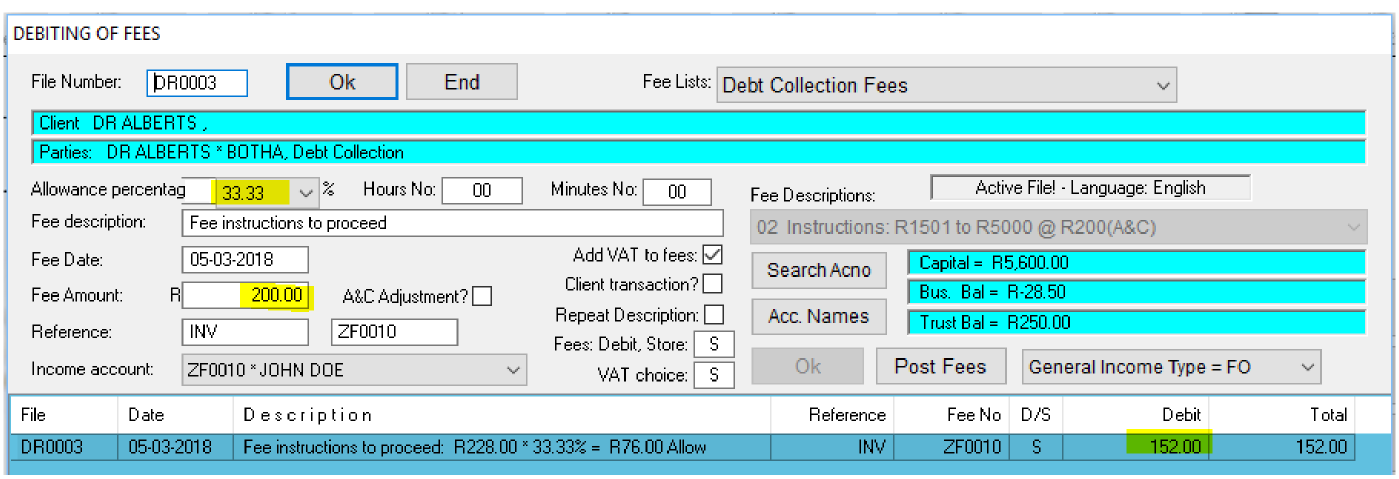
Type the amount of hours, and or minutes
The system will debit the fee according to the hourly tariff and amount of hours/minutes

8.3 Allowance fee

Where to find:



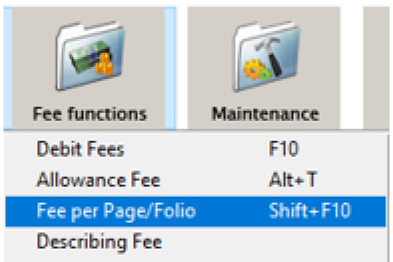
Capture allowance fees where the firm has received instruction from a Correspondent and allocate the agreed percentage of allowance to the Correspondent



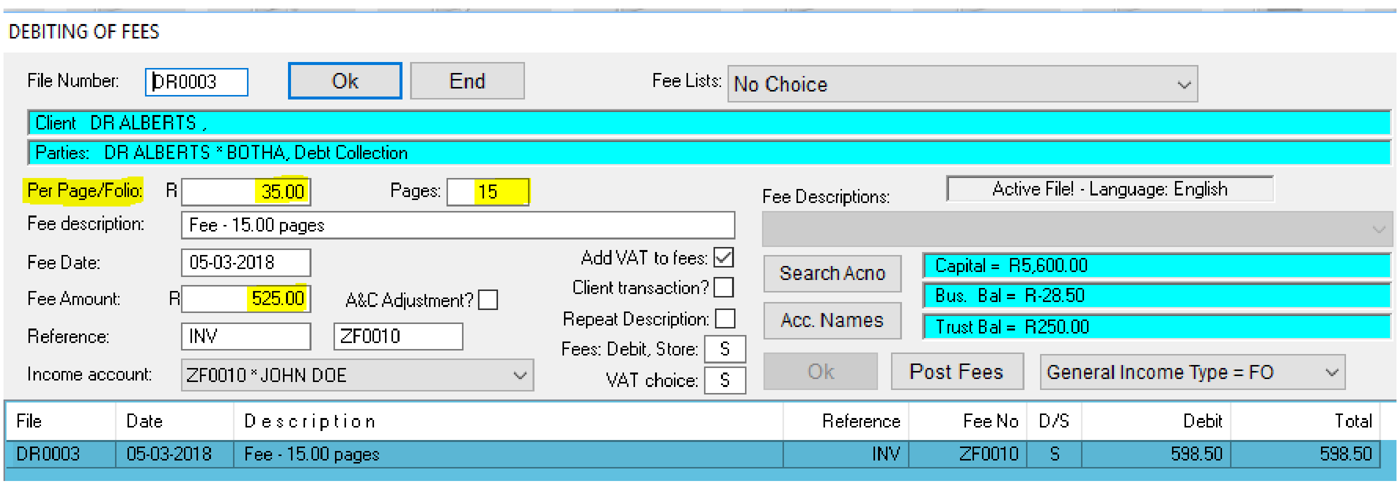
- Use the same procedure to capture the fee as in - [8.1 Debit fees]
- You can select the % allowance, or the saved percentage will draw from how the file was opened
- Select the fee from your list
- The gross fee amount will show
- Click OK
- The fee amount will now be the gross amount less the % allowance
- 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:



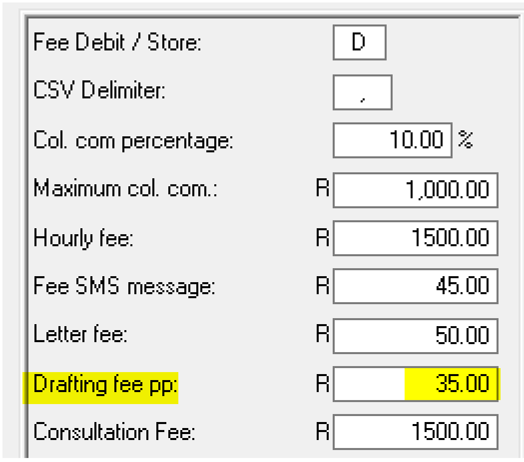
Debit fees according to the tariff and amount of pages
Use the same procedure to debit fees as in - [8.1 Debit fees]



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

- [2.3 User setup no 3]

USER SETUP NO 3



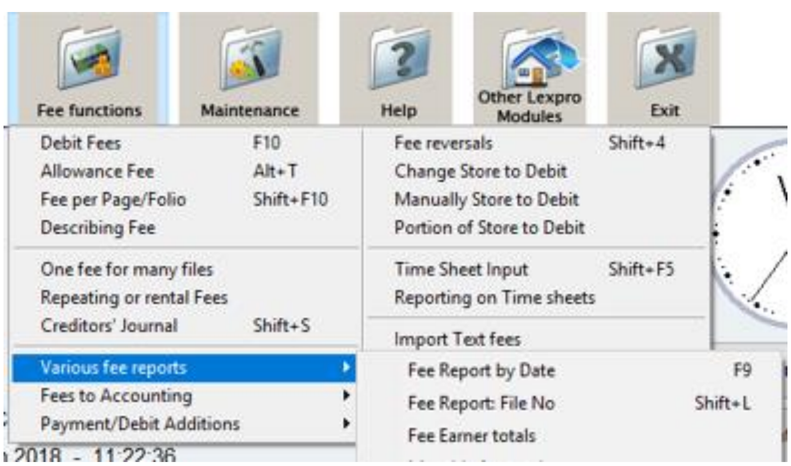
9. Fee reports

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

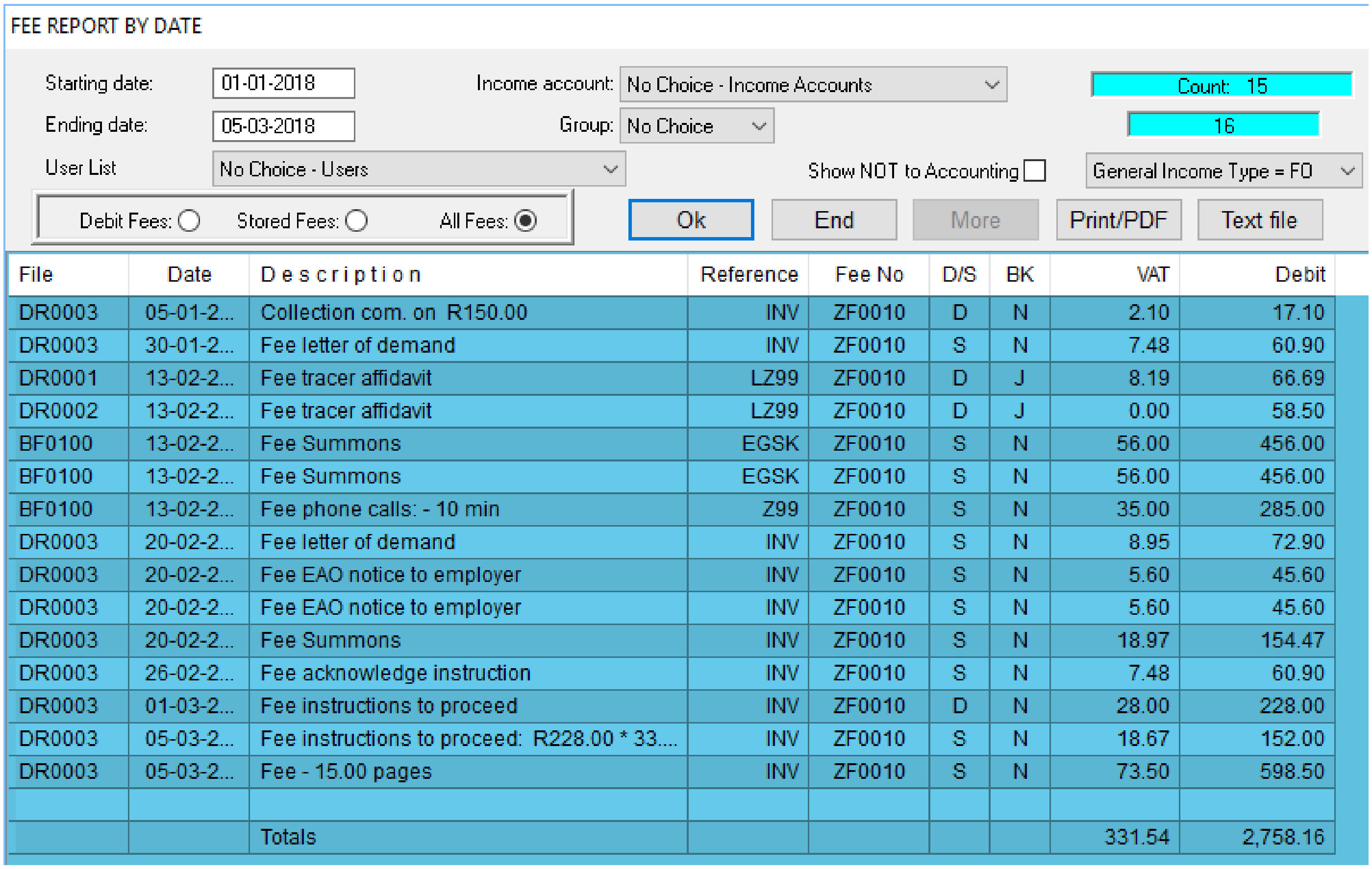
This reports only applies to fees posted in Litigation and not in Accounting

Where to find:



9.1 Fee report by date

View a report of fees posted for a selected period

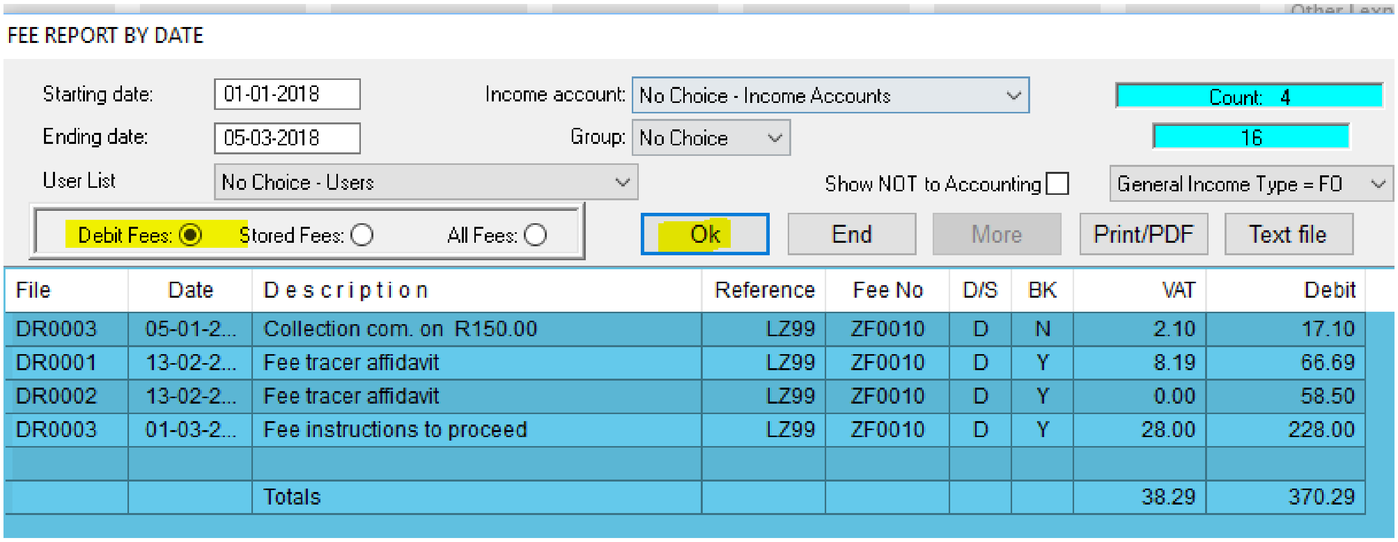


File	Date	Description	Reference	Fee No	D/S	BK	VAT	Debit
DR0003	05-01-2...	Collection com. on R150.00	INV	ZF0010	D	N	2.10	17.10
DR0003	30-01-2...	Fee letter of demand	INV	ZF0010	S	N	7.48	60.90
DR0001	13-02-2...	Fee tracer affidavit	LZ99	ZF0010	D	J	8.19	66.69
DR0002	13-02-2...	Fee tracer affidavit	LZ99	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 t
- 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

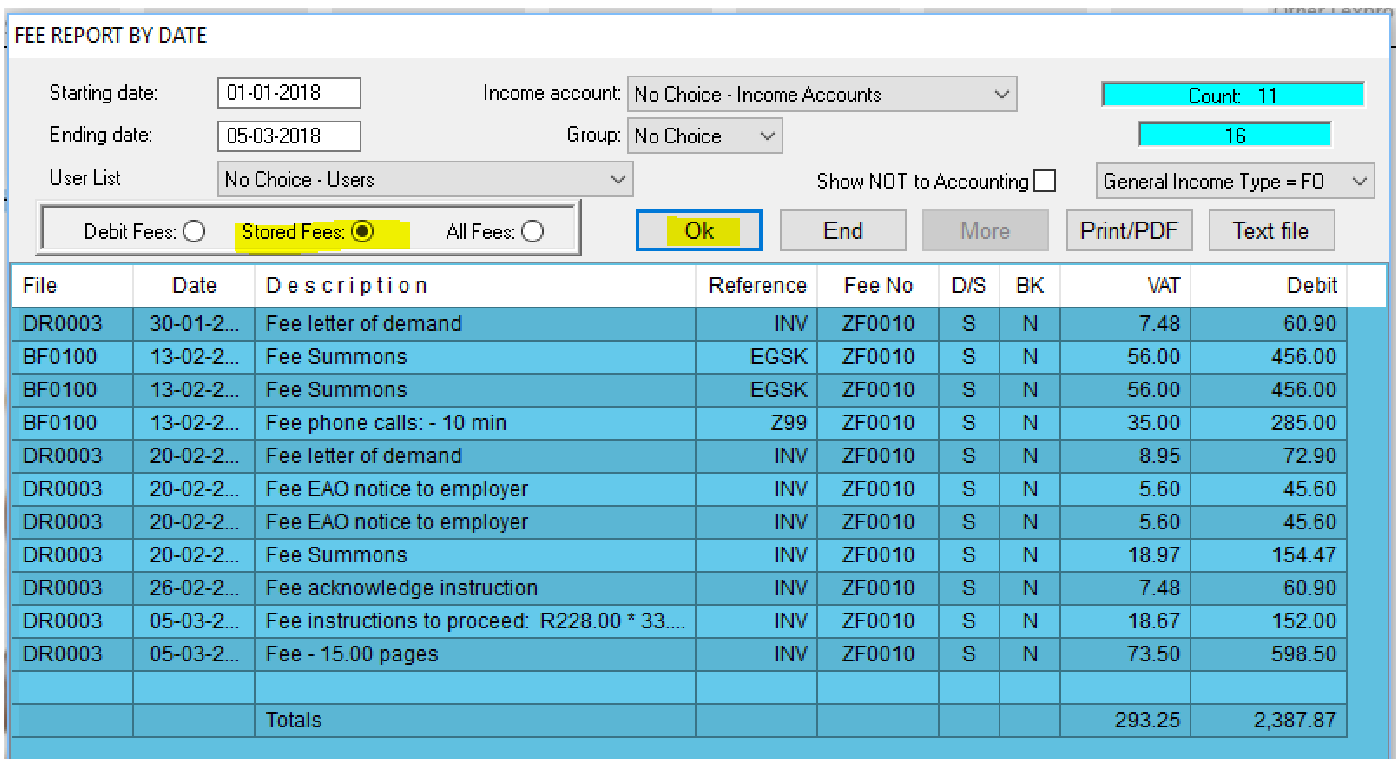


FEE REPORT BY DATE

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

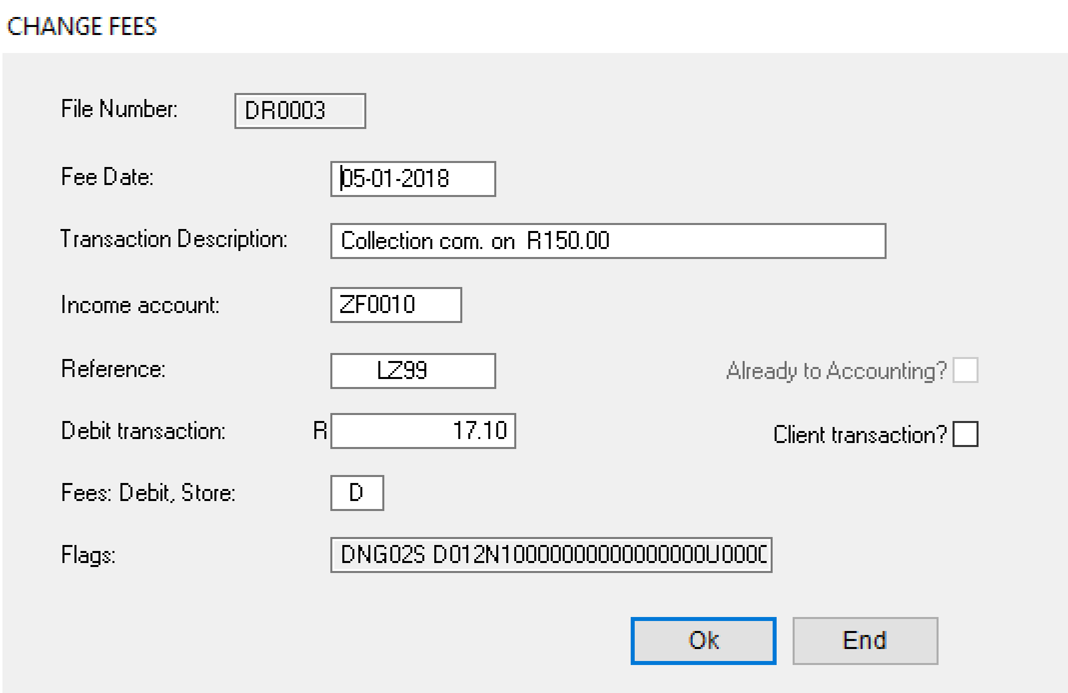
Edit fees not yet sent to accounting:

Fees can be edited from the fee reports

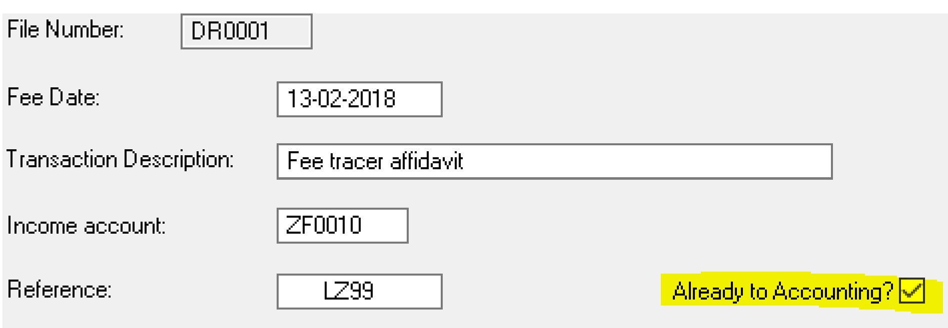
Important:
Only Stored fees and debit fees, not yet sent to accounting can be edited
You can also edit a fee to send it to accounting again, if it wasn't imported correctly in accounting

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

A change fee screen will display

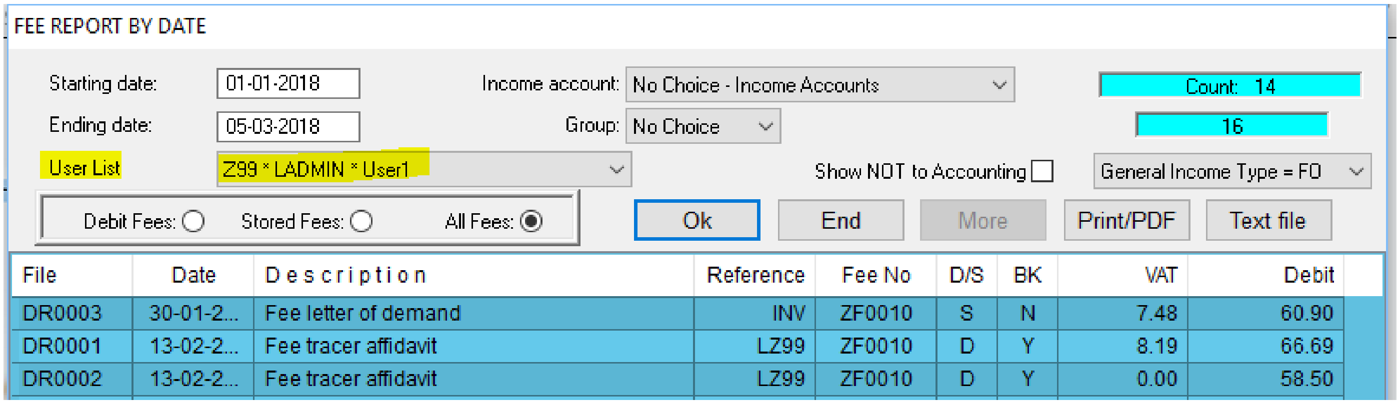


- Make necessary changes and click OK
- To delete a fee – change the amount to 0.00 and click OK
- To re-send a fee to accounting:



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



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

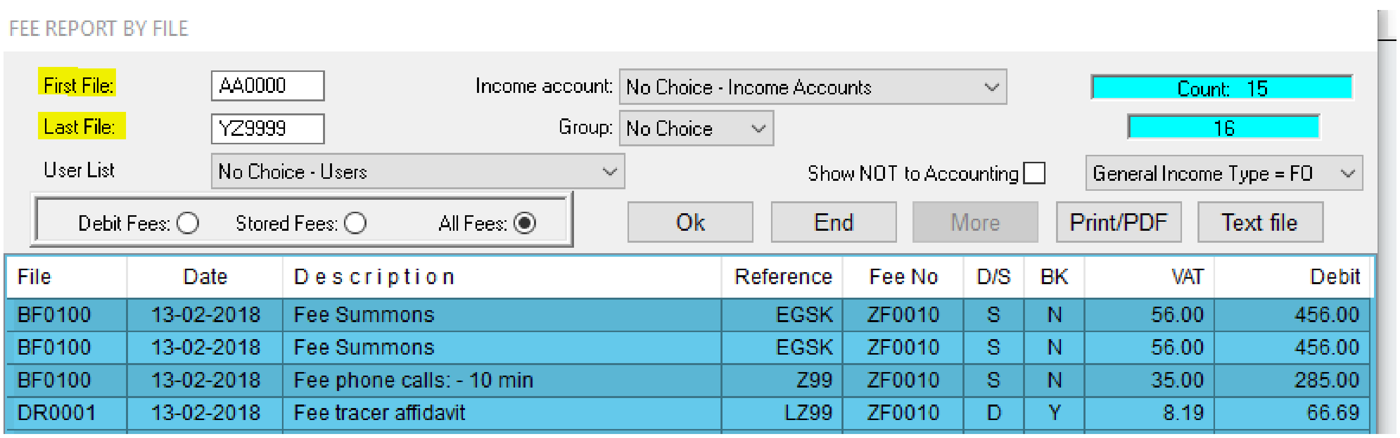
    - Note: the user had to be logged in with this username when they captured the fee

- Additional filters:

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

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

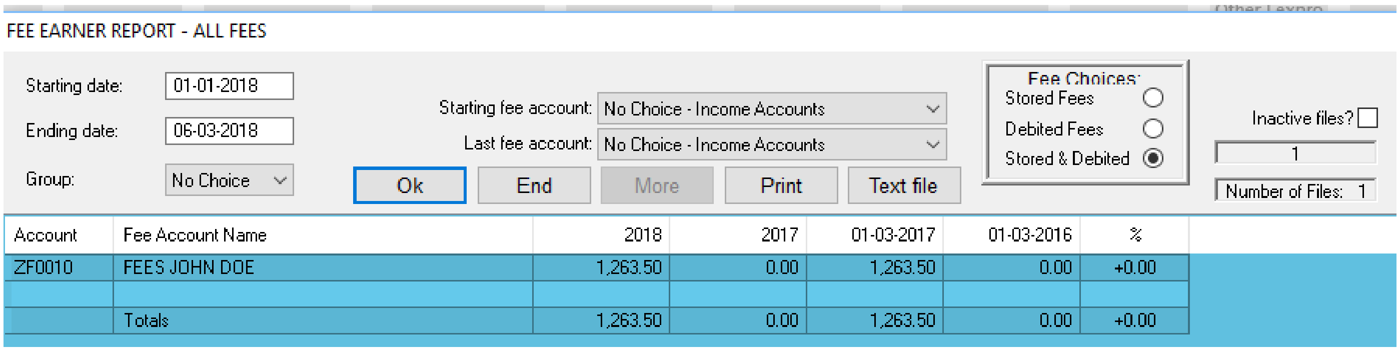
9.2 Fee report: File numbers



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
    - Differs from 9.1 that shows fees for selected period
    - Use the same filters as in 9.1

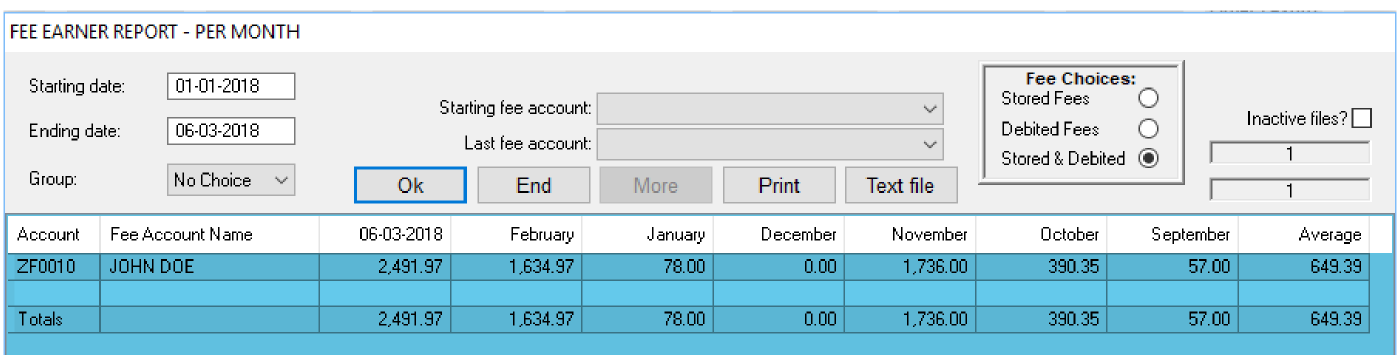
9.3 Fee earner totals



- 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

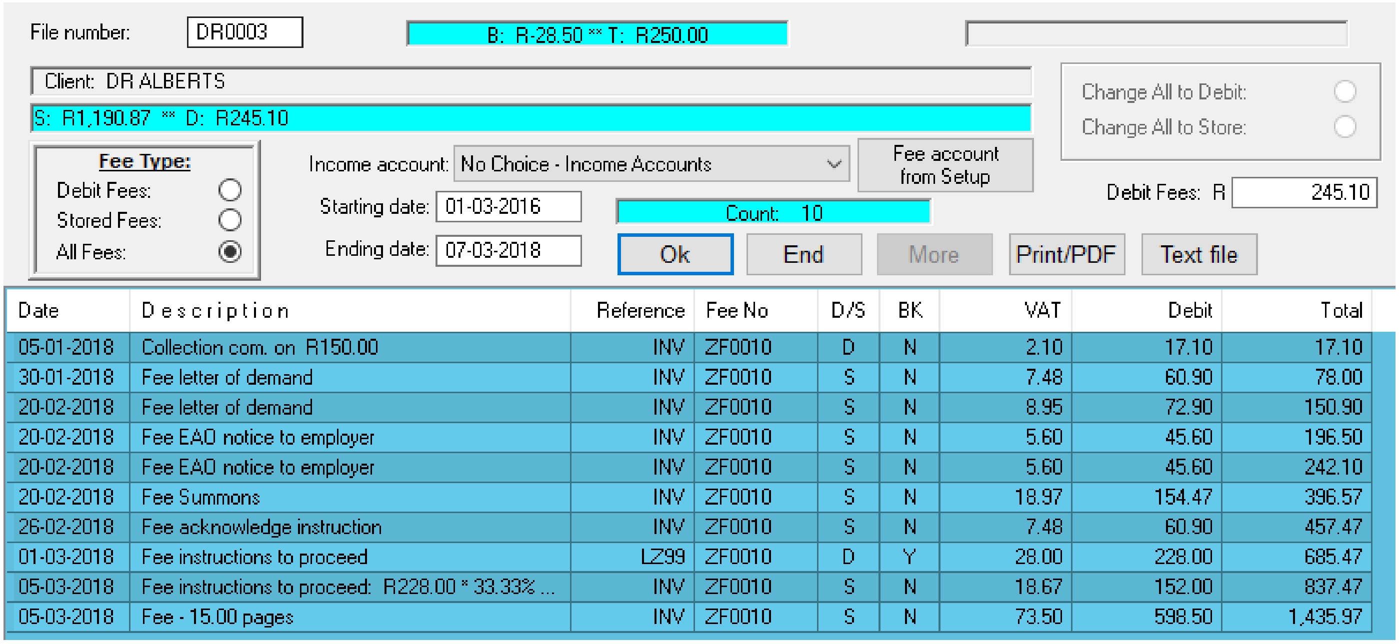


- Shows a report on fee totals for the last 6 months with an average

- Choose to show:
  - Stored fees
  - Debit fees
  - Both

9.5 Fees of one file

FEE REPORT BY FILE NUMBER



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 EAO notice to employer	INV	ZF0010	S	N	5.60	45.60	196.50
20-02-2018	Fee EAO 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

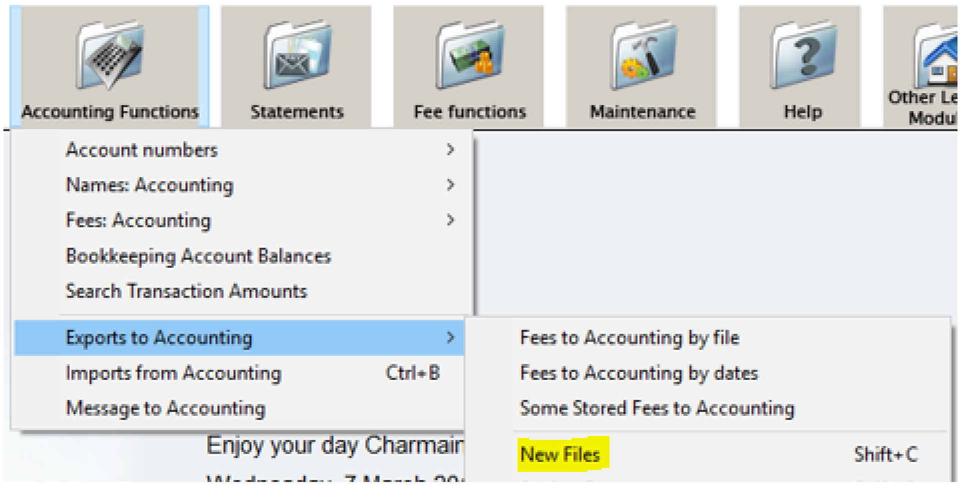
The requested transactions will be available for accounting to import

10.1 Export new files

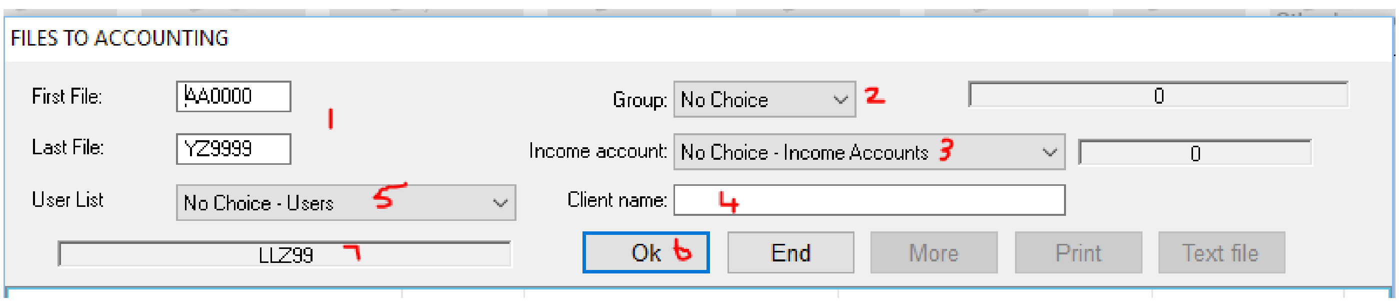
After opening new files, they must be exported to the accounting program

- 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:



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

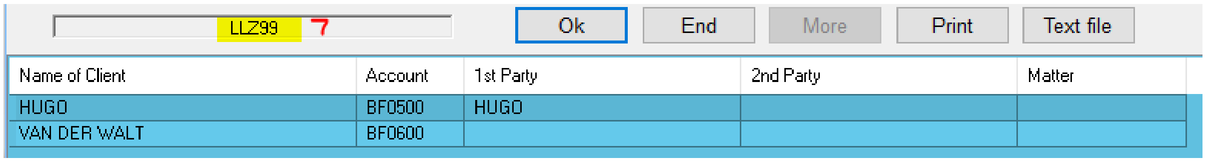
2. Select specific group to only export files belonging to a specific group in the firm or leave on No Choice to export all new files, regardless of the group

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



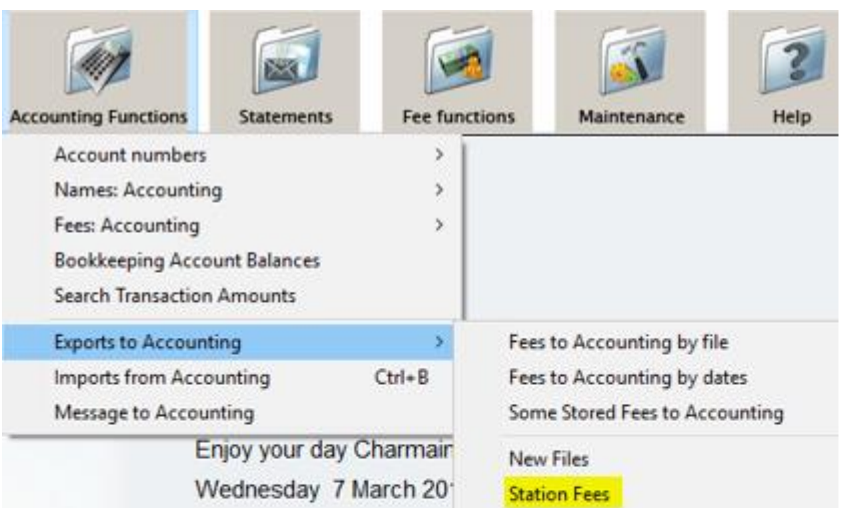
- all new files opened will be exported

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

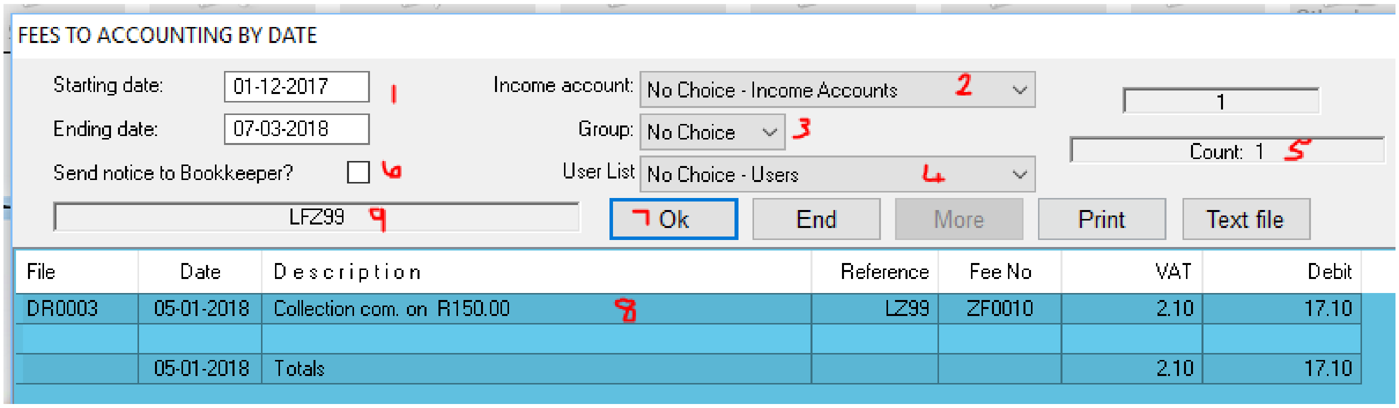
Where to find:



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”



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**

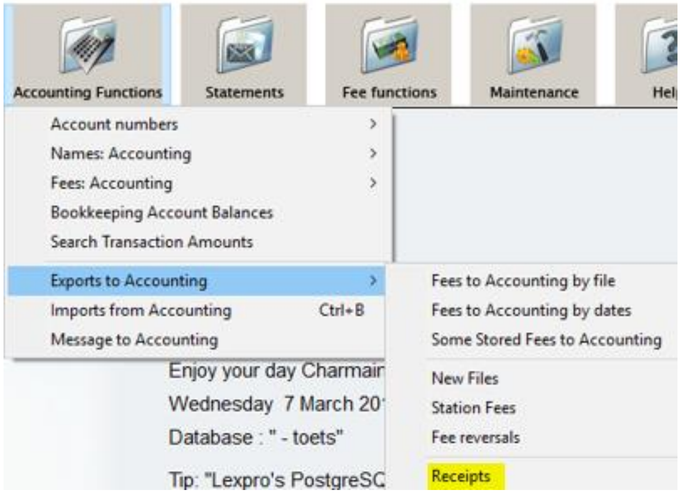
8. The exported fees will display in the list box
   Note: only debit fees will be exported, stored fees will stay in the Litigation program

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

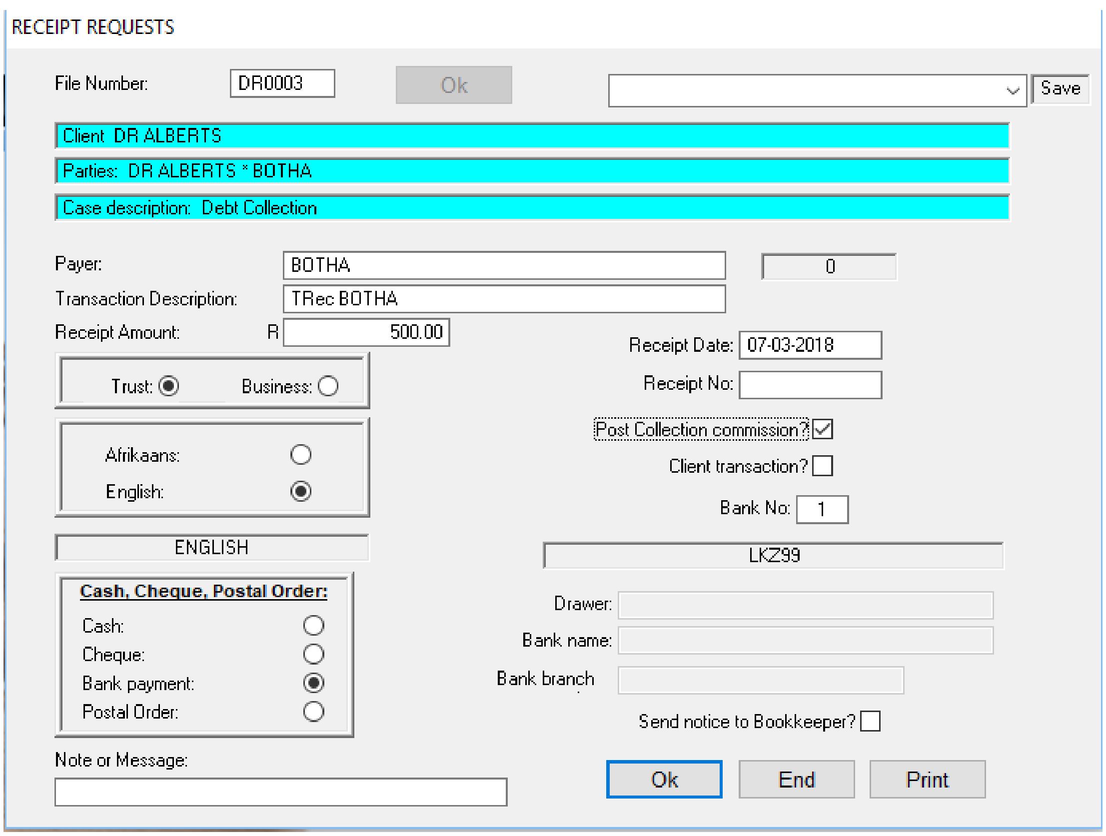
Note:
As soon as fees display on the screen, they are exported
Do not click OK again
If you click OK again, the fees could disappear, if you choose to empty the database

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



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

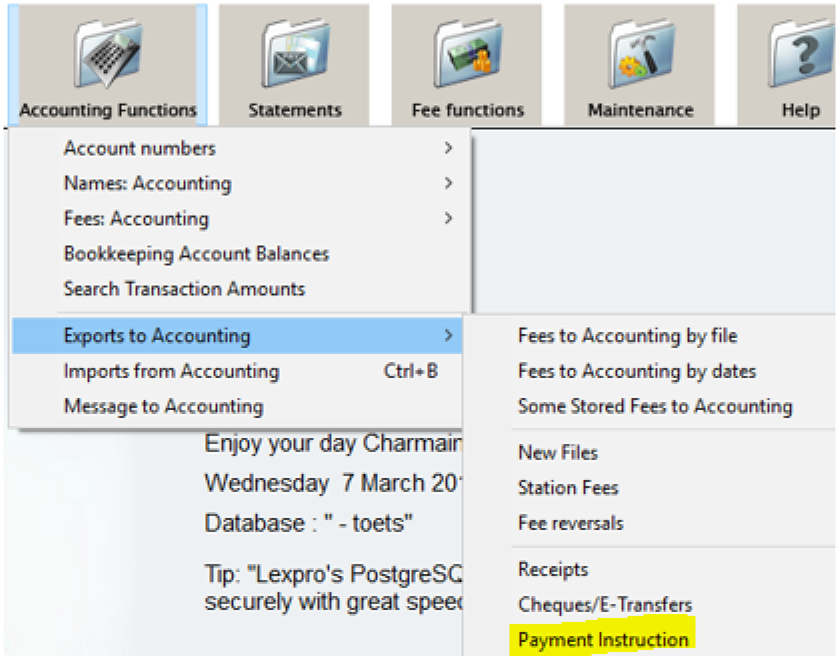
10.4 Cheques/E-transfers

Electronic payments can also be requested

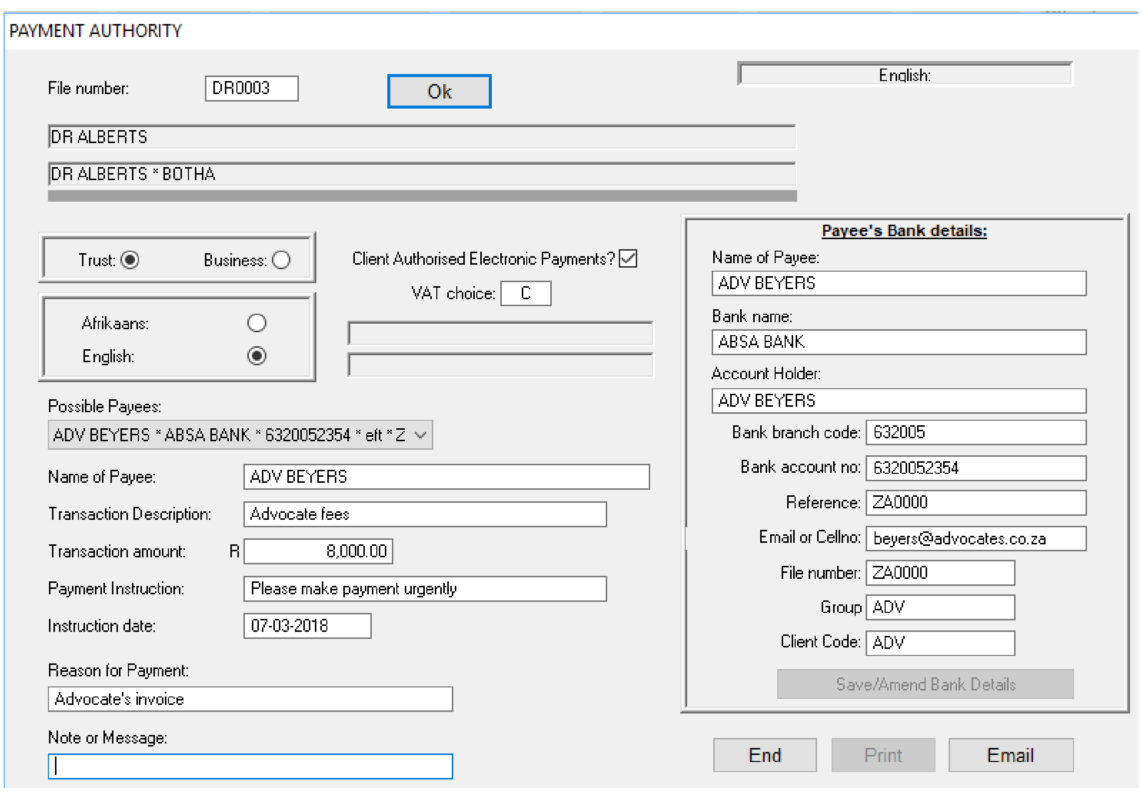
- **with this request, the user has two options:**
  - first complete a payment instruction to be signed and approved by the attorney, and given to the bookkeeper to do the eft
    - accounting will capture the payment from the payment instruction and do the eft
  - the user complete all the transaction 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

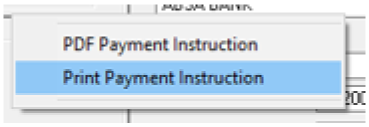
Where to find:



- 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



- 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 STELSELS

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:

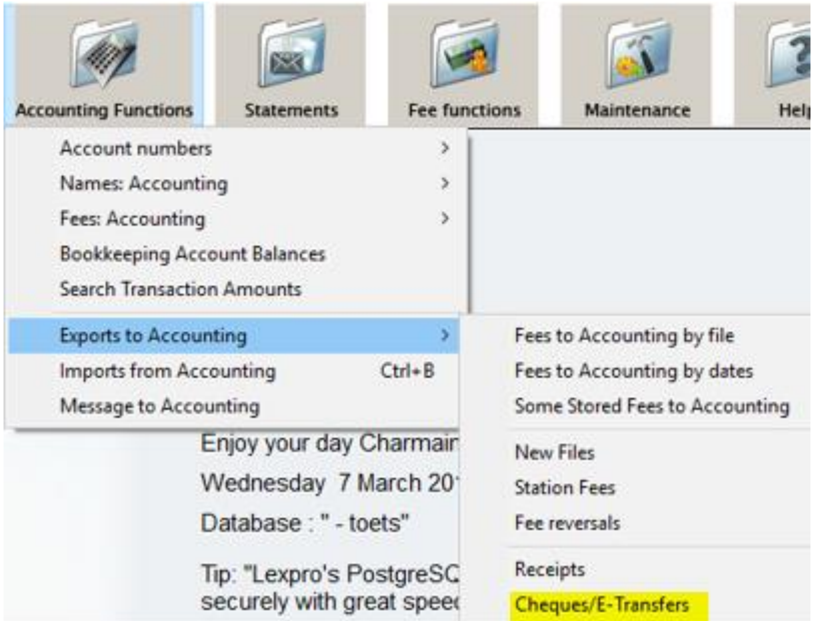
TRANSACTION NO:

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

- 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

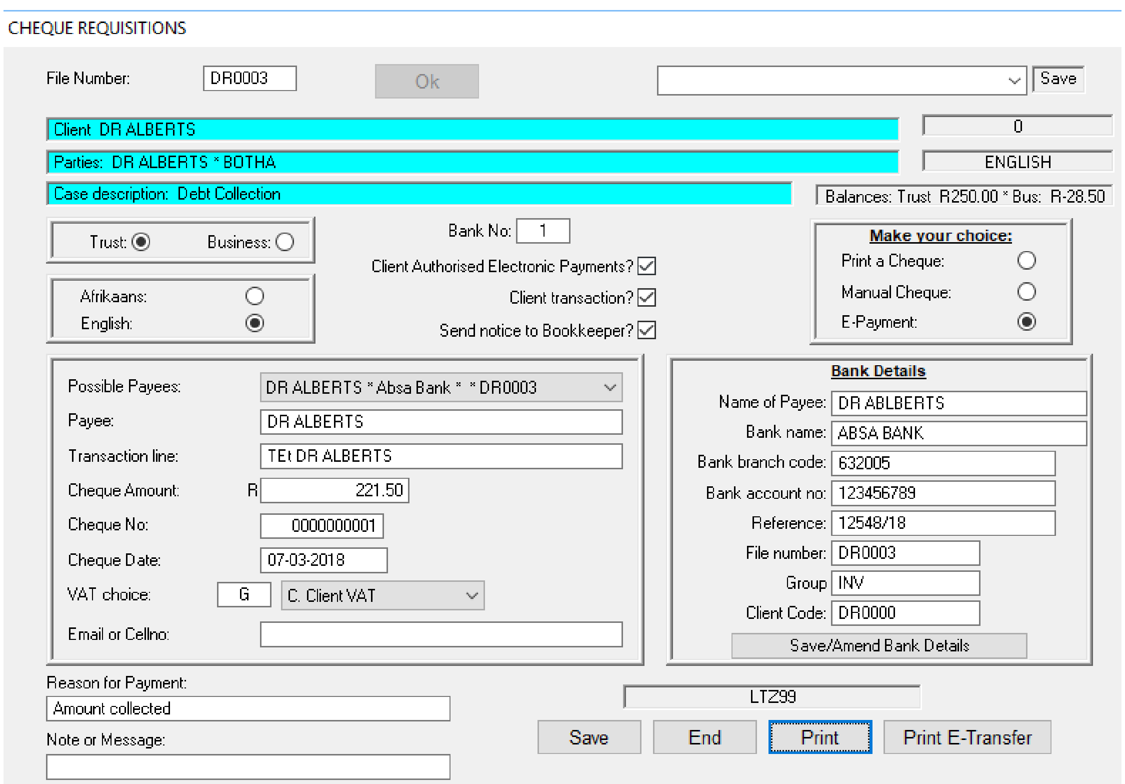
10.4.2 Cheques/E-transfers

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



- 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

PDF Payment Authority
Print Payment Authority

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

LEXPRO STELSELS

ELECTRONIC TRANSFER

DATE: 08-03-2018	ACCOUNT NUMBER: DR0003
PAYEE: DR ALBERTS	
TRANSACTION: TEt 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:

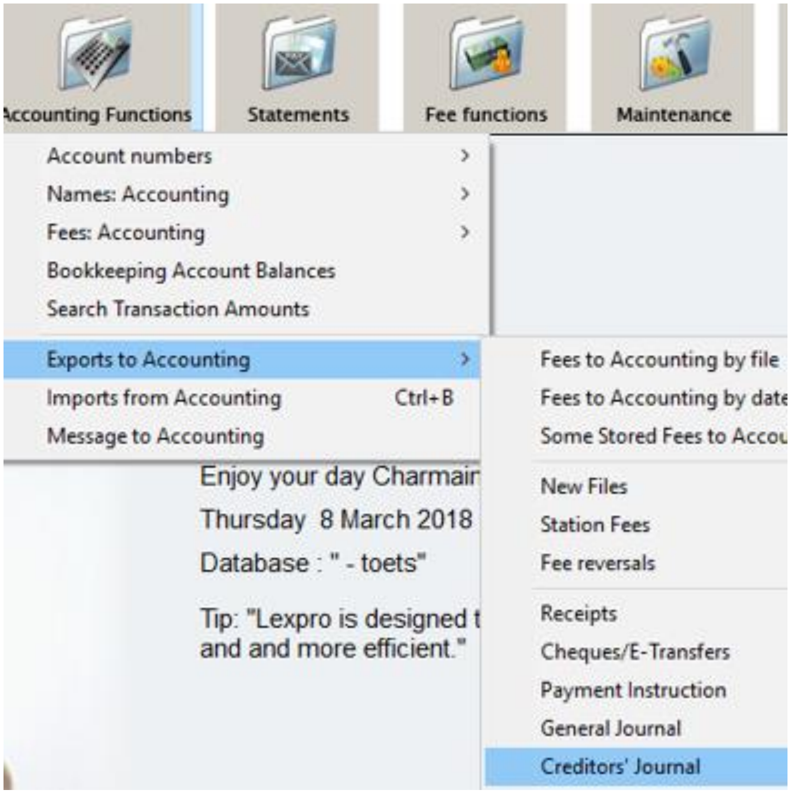
DONE BY: DATE DONE:

TRANSACTION NO: 0000000003

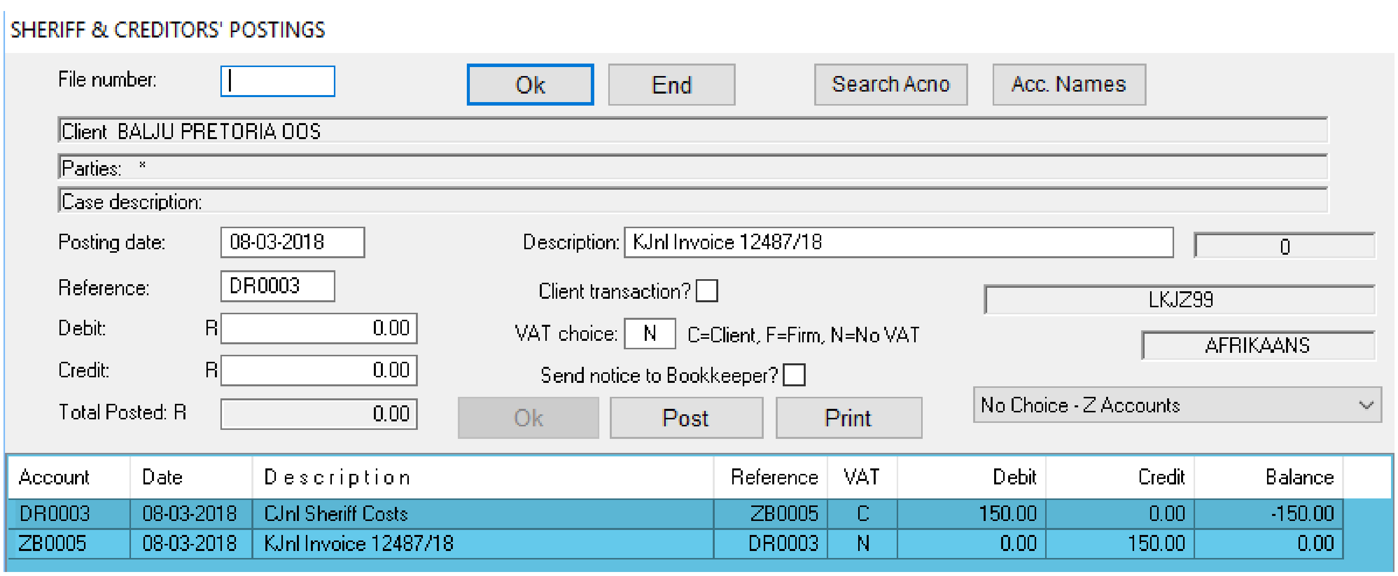
I, the undersigned, authorise the payment of the above amount to the said Bank and Account which I have checked and confirm as correct.

10.5 Creditors Journal

Where to find:



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



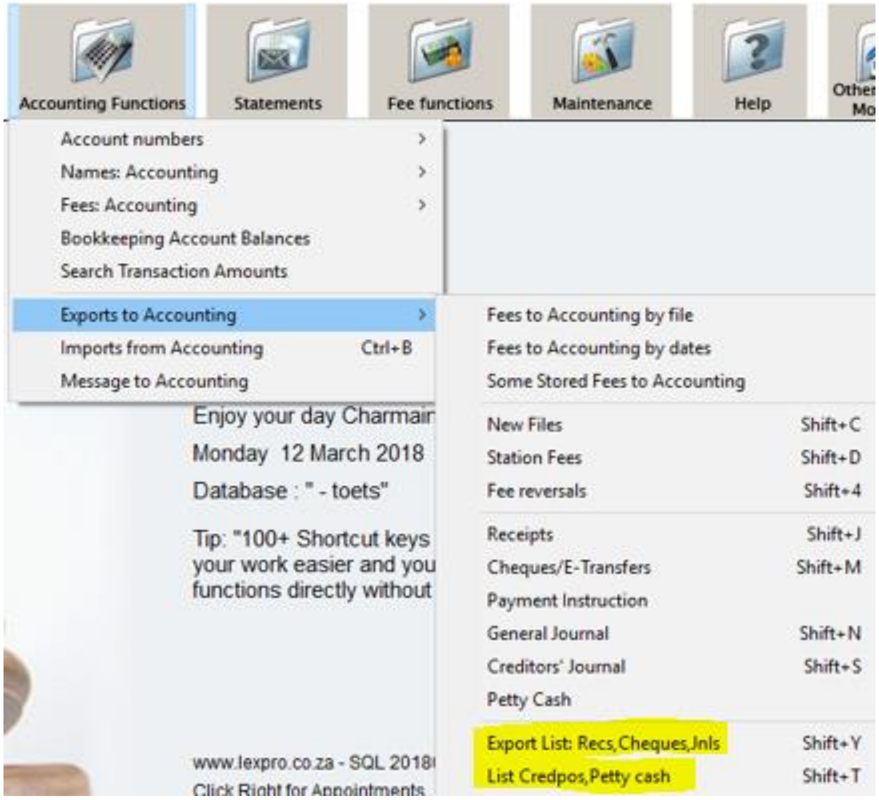
- Capture the transaction to be imported in accounting
- **Debit transaction:**
  - Type the file number to be **debited** and click OK
    - The file details will display
  - Type the posting date
  - Type the reference, e.g. Account number to be credited or invoice number
    - The reference is important 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

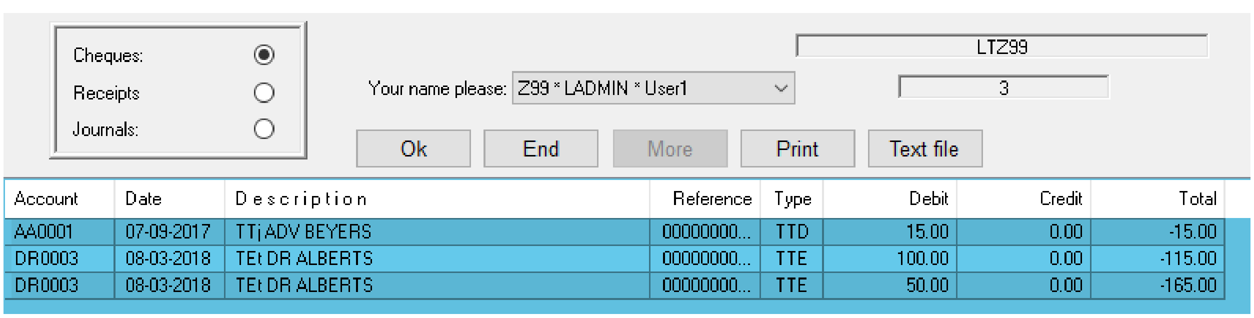
Where to find:



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



- The list will display with the transactions requested

11. Reports / Searches

Various reports can be drawn, e.g.

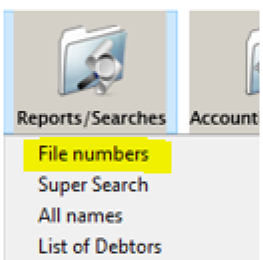
- File numbers
- SMS report
- Files history
- Collection reports
- Debtors reports
- Latest actions
- Production reports
- PTP (Promise to Pay)

Various searches can be done, e.g.

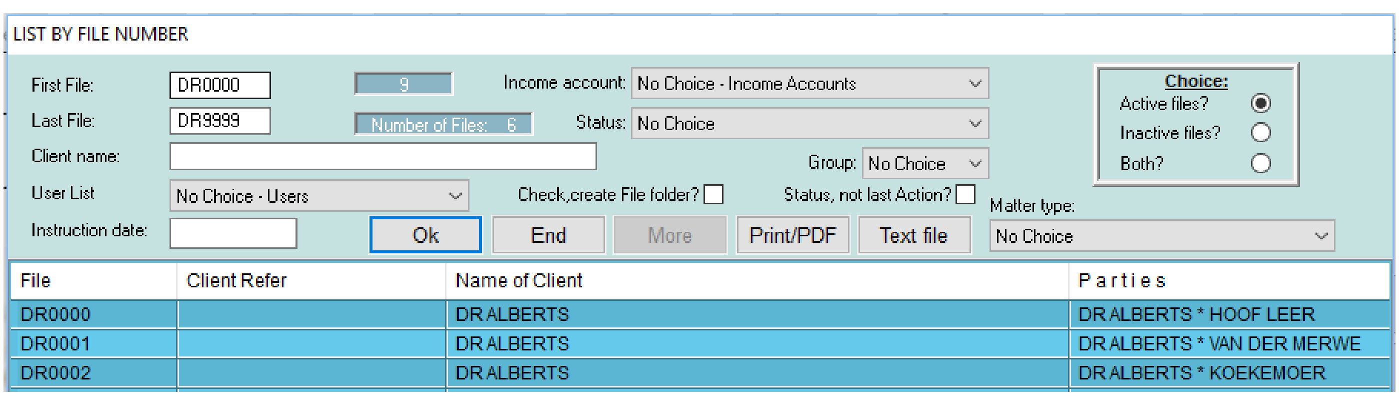
- Client name
- Plaintiff's name
- Defendant's name
- File reference
- Town, telephone number, etc.

11.1 Account numbers

Where to find:



The report shows all files opened according to selected filters:



- 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

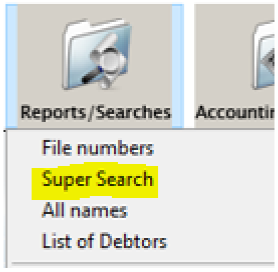
Right click on a file number to open the file's control panel

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

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

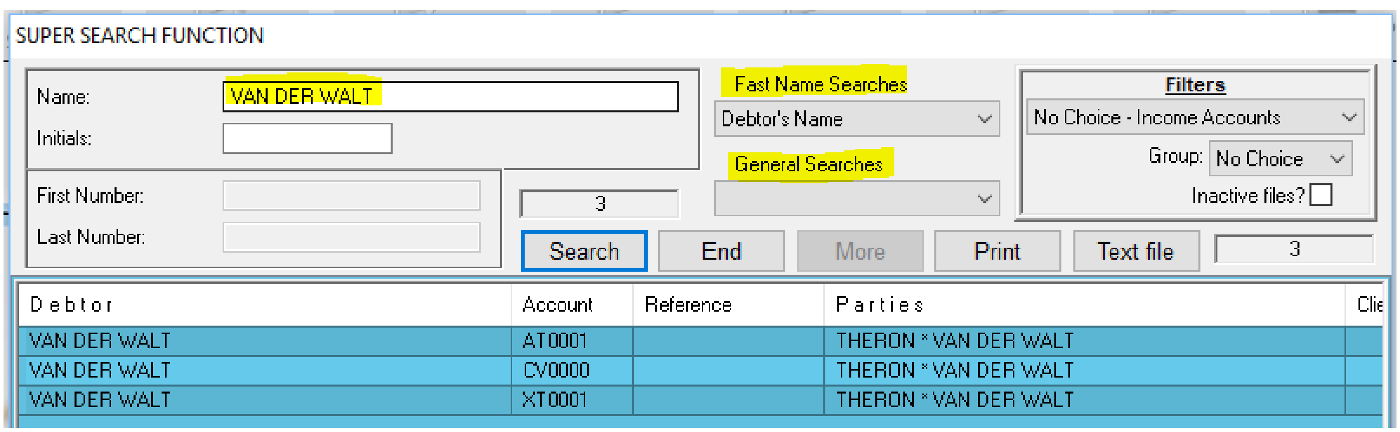
11.2 Searches

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.



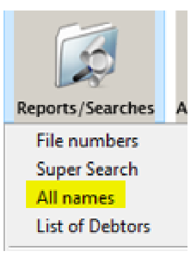
- Choose the **type of search**, nl.
  - Fast name searches
    Or
  - General searches

- **Fast name searches**:
  - Debtor's name
  - Defendant's name
  - Client name
  - Creditor name
  - All names
  - Client contact name

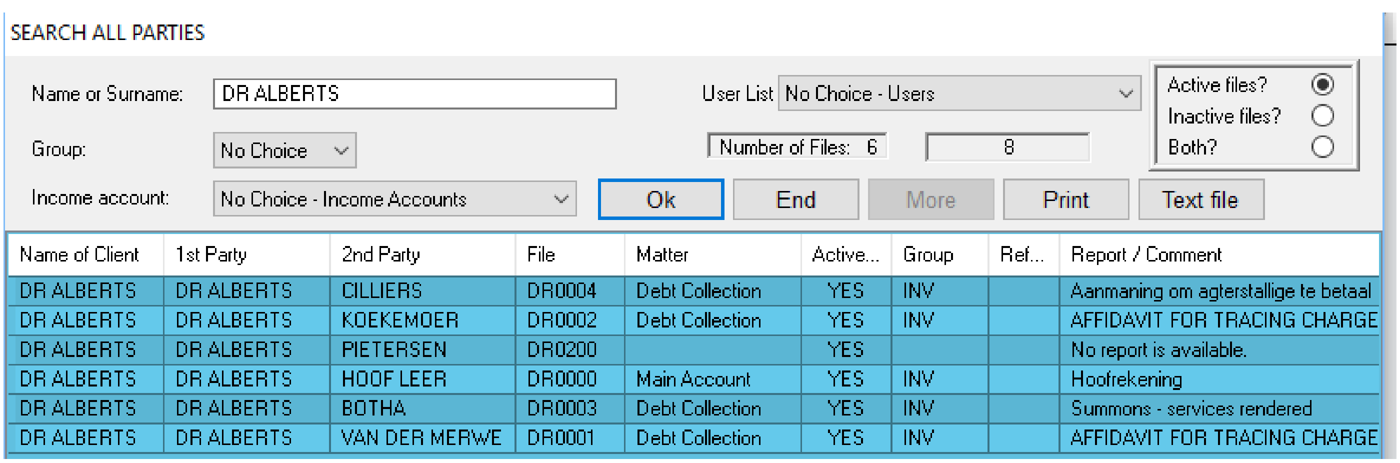
- **General searches:**
    - One or more file numbers
    - Part of any name
    - Client's reference
    - Words and phrases
    - Towns, streets, postal codes
    - Phone and cell numbers
    - Debtor's id numbers
    - Case numbers

- 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



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

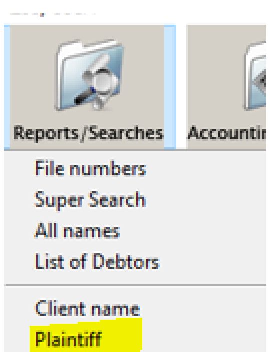
- All files with the specified name/surname in any column, will show with the file number

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

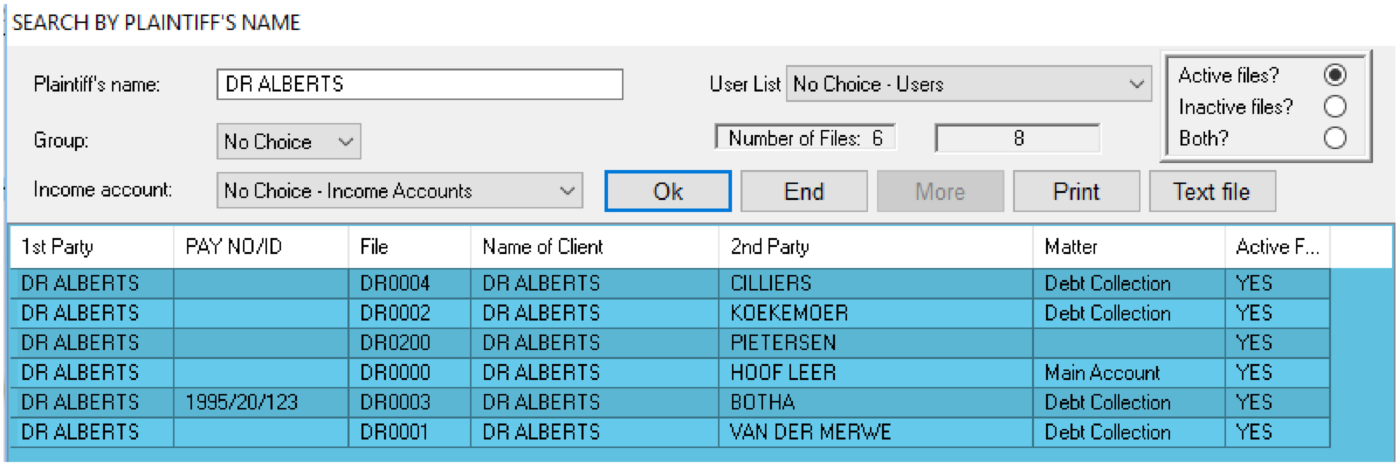
Click **Print/PDF** to print or merge as PDF document

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



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

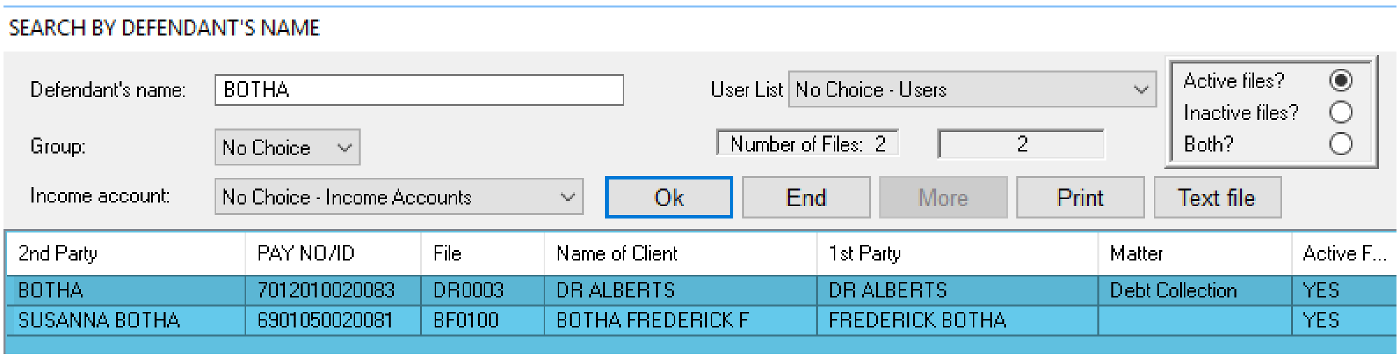
Right click on a file number to open the file's control panel

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



- 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

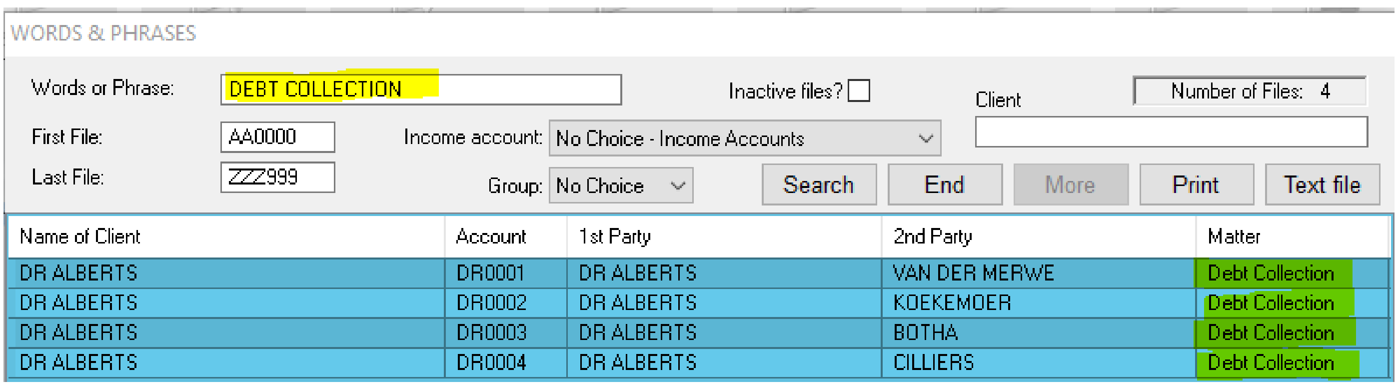
Right click on a file number to open the file's control panel

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.



- 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

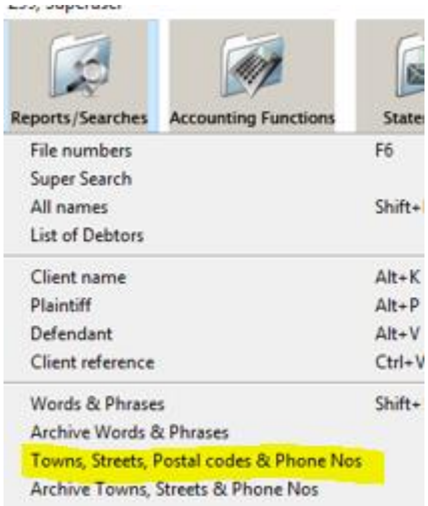
  - Choose to see only **active file, inactive** files or both

  - Type **client's name** to search file of only one specific client

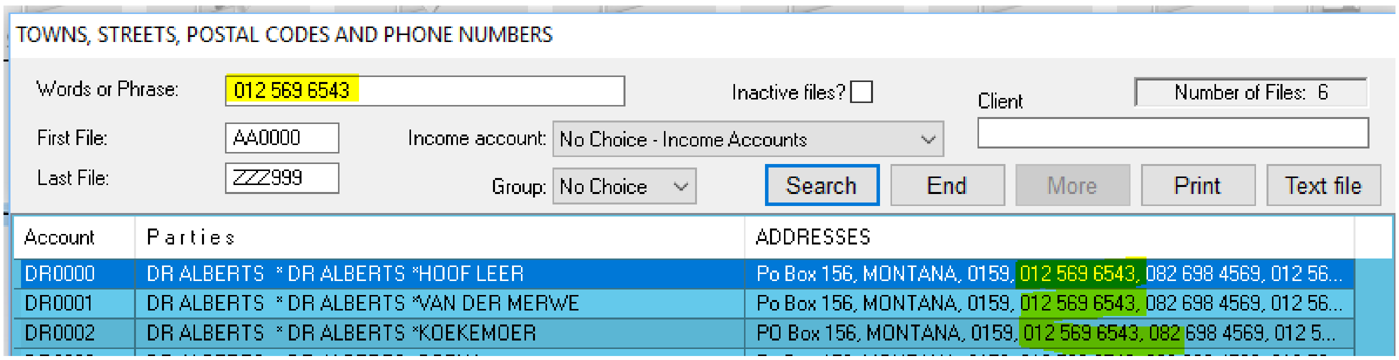
  - Click Search

    - 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.



- 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

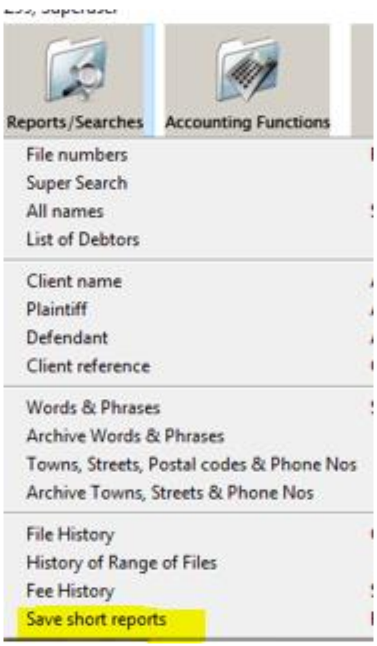
  - Choose to see only **active file, inactive** files or both

  - Type **client's name** to search file of only one specific client

  - Click Search

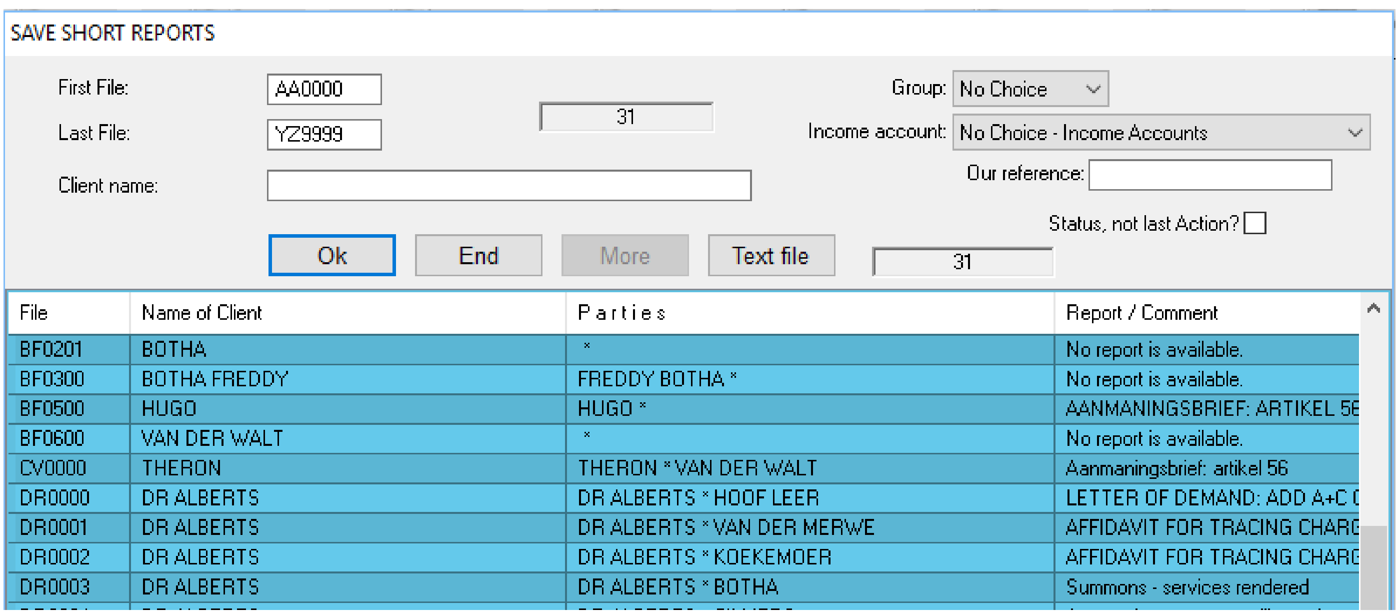
    - All files where the address or number appears, will display

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



- 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

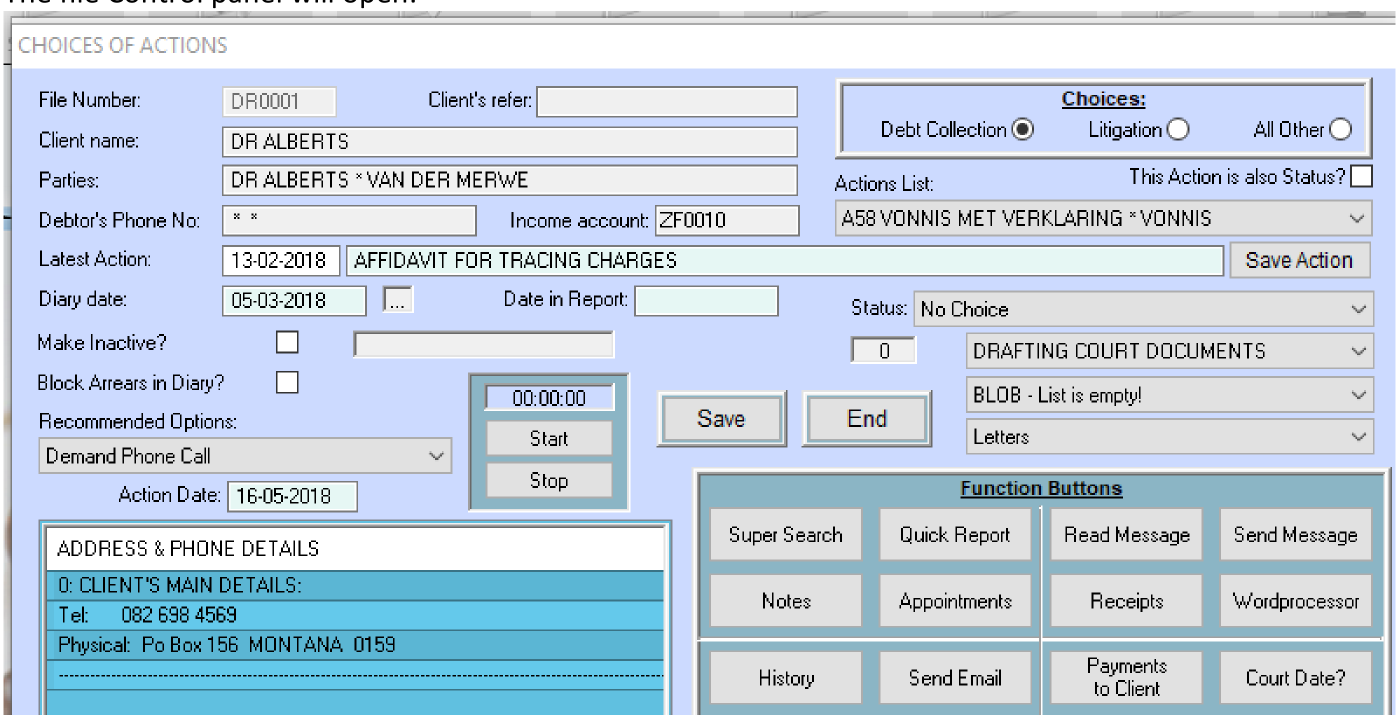
- Select specific **income account** to see files belonging to a specific income(Z-Fee account) or leave on No Choice to see all files, regardless of the income account

- 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:



- 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

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

- **No:** The report's unique number
- **Report / Comment**: the name of the Lexpro client who requested the spesific 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.
  - Debtor name
  - Client name
  - Reference
  - File number
- You can use the description to see a list of all fields in the report before deciding which one to use

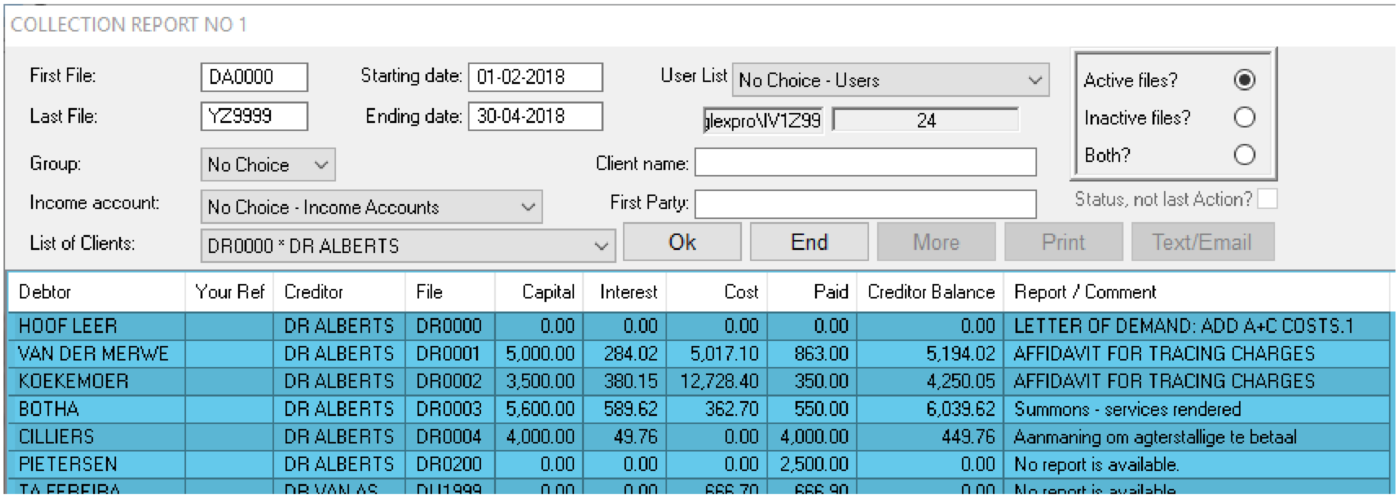
11.4.1 General Collection report

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
    - 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



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

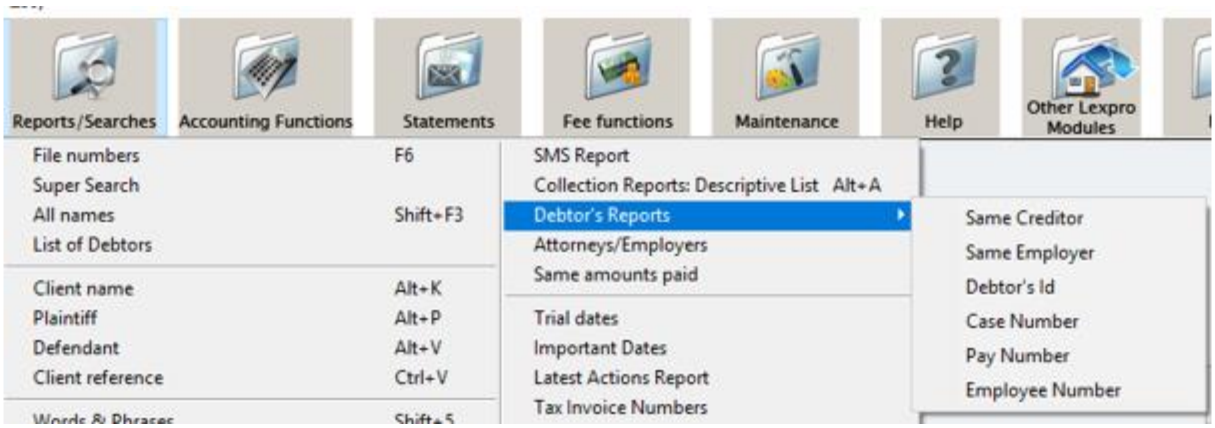
Click Print to print the report or text to merge the report to excel where you can make adjustments, save and email to your client

Collection reports are adjustable and can be customised

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

11.5 Debtor reports

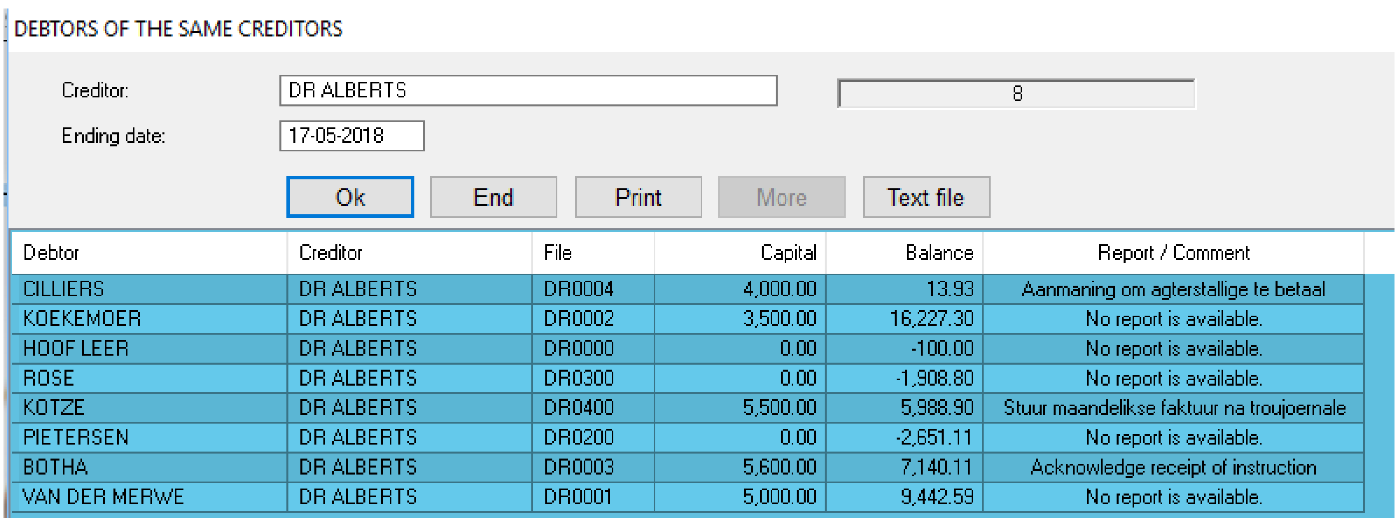
Where to find:



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



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**

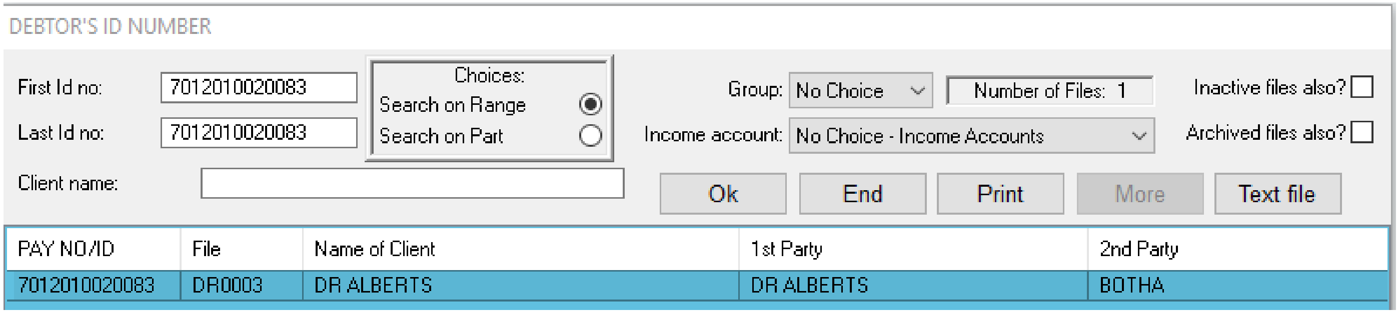
All files belonging to the creditor will display with the following information:

- 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



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

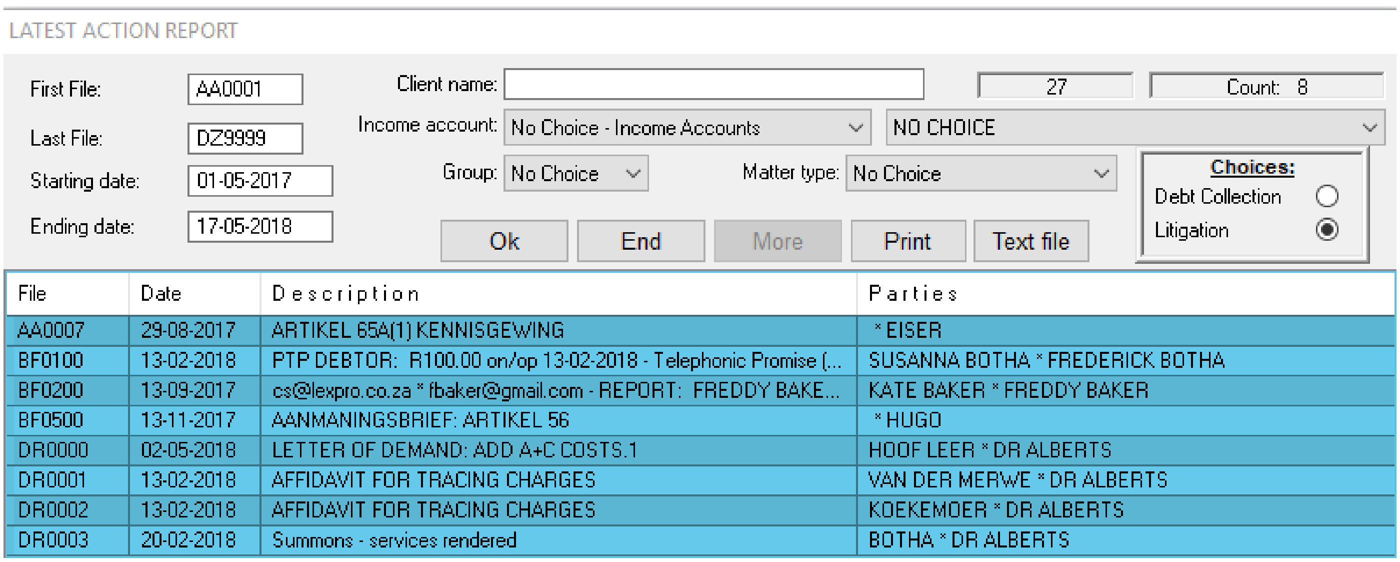
Similar searches can be done for:

- 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



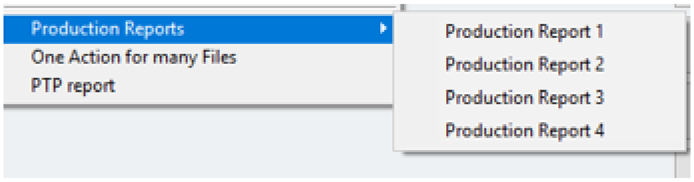
File	Date	Description	Parties
AA0007	29-08-2017	ARTIKEL 65A(1) KENNISGEWING	* EISER
BF0100	13-02-2018	PTP DEBTOR: R100.00 on/op 13-02-2018 - Telephonic Promise (...	SUSANNA BOTHA * FREDERICK BOTHA
BF0200	13-09-2017	cs@lexpro.co.za * fbaker@gmail.com - REPORT: FREDDY BAKE...	KATE BAKER * FREDDY BAKER
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

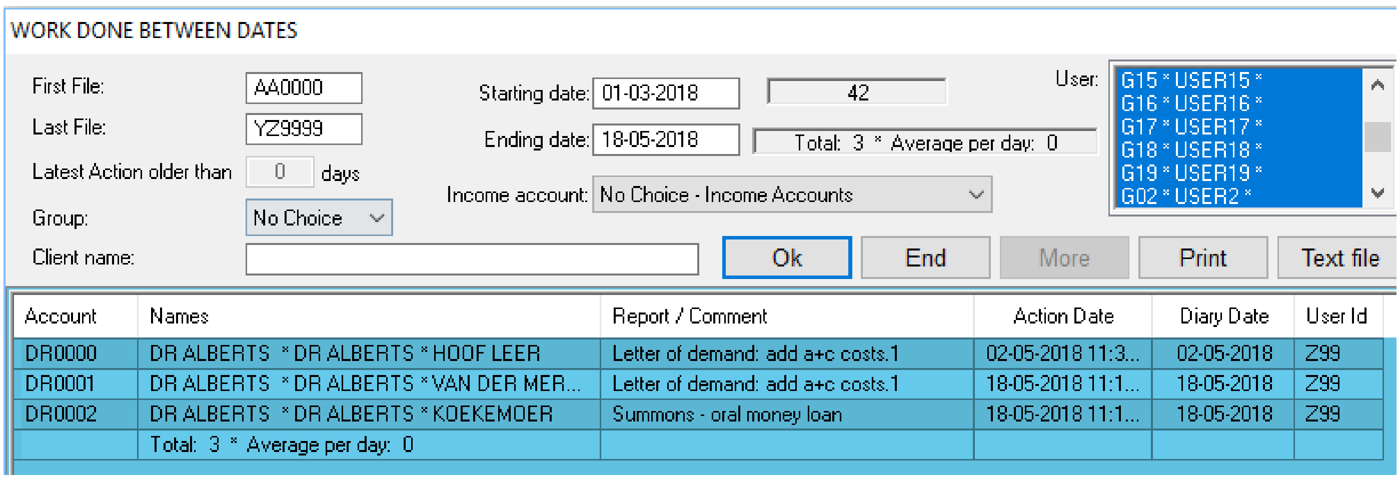
11.7 Production reports



Production reports display the work done on files by different users

There are 4 different production reports, eg.

Production report 1:



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

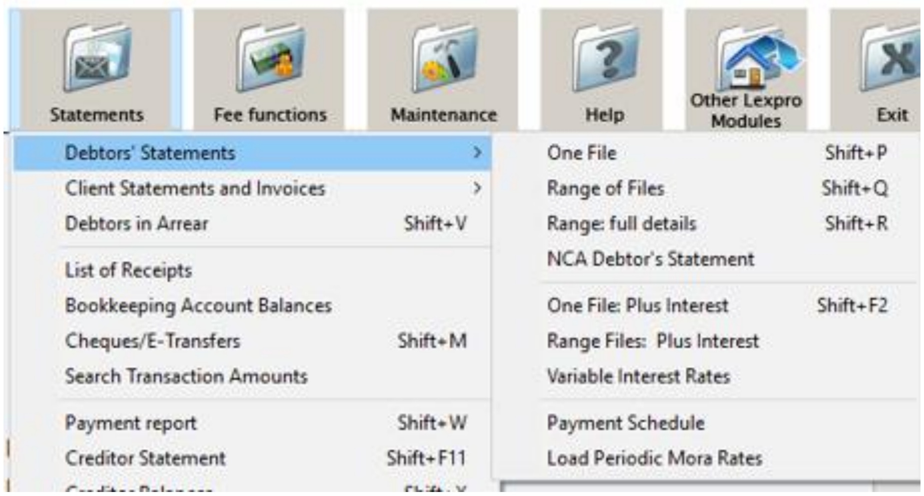
Click **Print** to print the report or **Text** file to merge to Excel

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:

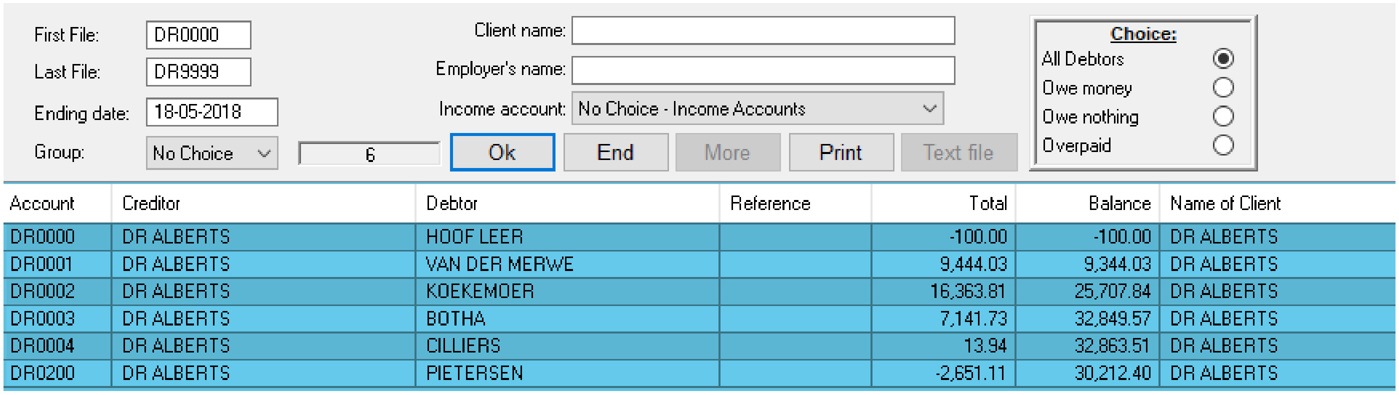
- Fees
- Costs
- Payments received
- Payment made
- Interest

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
Last File: DR9999
Ending date: 18-05-2018
Group: No Choice
6
Client name:
Employer's name:
Income account: No Choice - Income Accounts
Ok End More Print Text file
Choice:
All Debtors
Owe money
Owe nothing
Overpaid

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
  - 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 ,

Parties: DR ALBERTS * VAN DER MERWE, Debt Collection

Starting date: 18-05-2018

Also Stored Fees? ☑

Add Collection com.? ☑

Monthly payment: R 1,600.00 | Interest rate: 10.50

Starting balance: R 9,444.03 | Interest date: 11-10-2017

Ok | More | Print | Text file

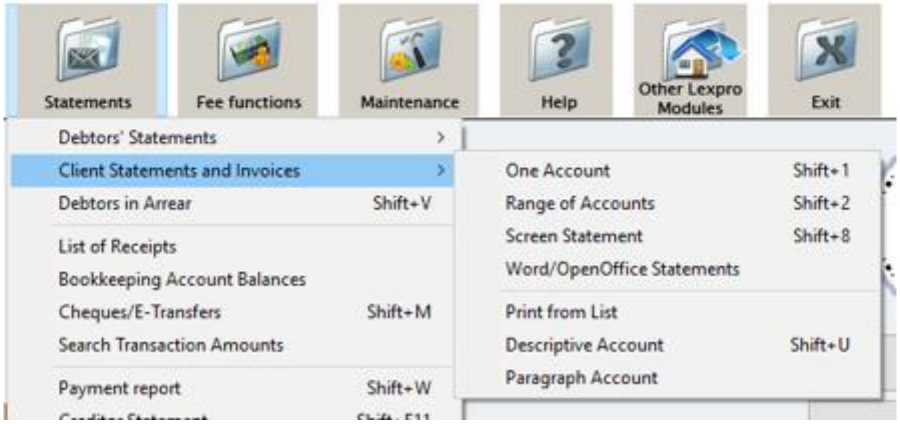
Date	Description	Debit	Credit	Balance
31-05-2018	Interest for 13 days @ 10.50% on R9,444.03	35.32	0.00	9479.35
31-05-2018	Payment	0.00	1600.00	7879.35
31-05-2018	Collection commission on R1600.00	0.00	0.00	7879.35
30-06-2018	Interest for 30 days @ 10.50% on R7,879.35	68.00	0.00	7947.35
30-06-2018	Payment	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:
     - The heading can be "Invoice"
     - An Invoice number will display
     - The Client VAT number will display
     - Our Firm VAT number will display
   - No VAT amount / percentages will show

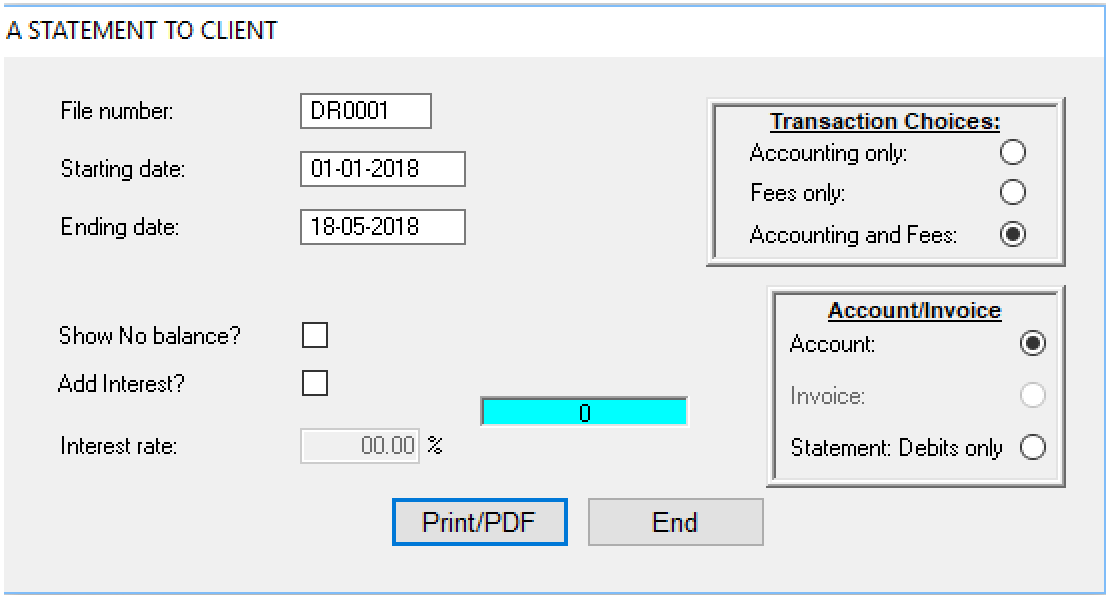
2. **Accounting**
   - Both statements and VAT Invoices/Tax Invoices can be created
   - VAT percentages and amounts will display for new fees and costs
     - Only debit fees (not stored fees) will have VAT amounts and percentage shown
   - Statements can be issued for clients not registered for VAT 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



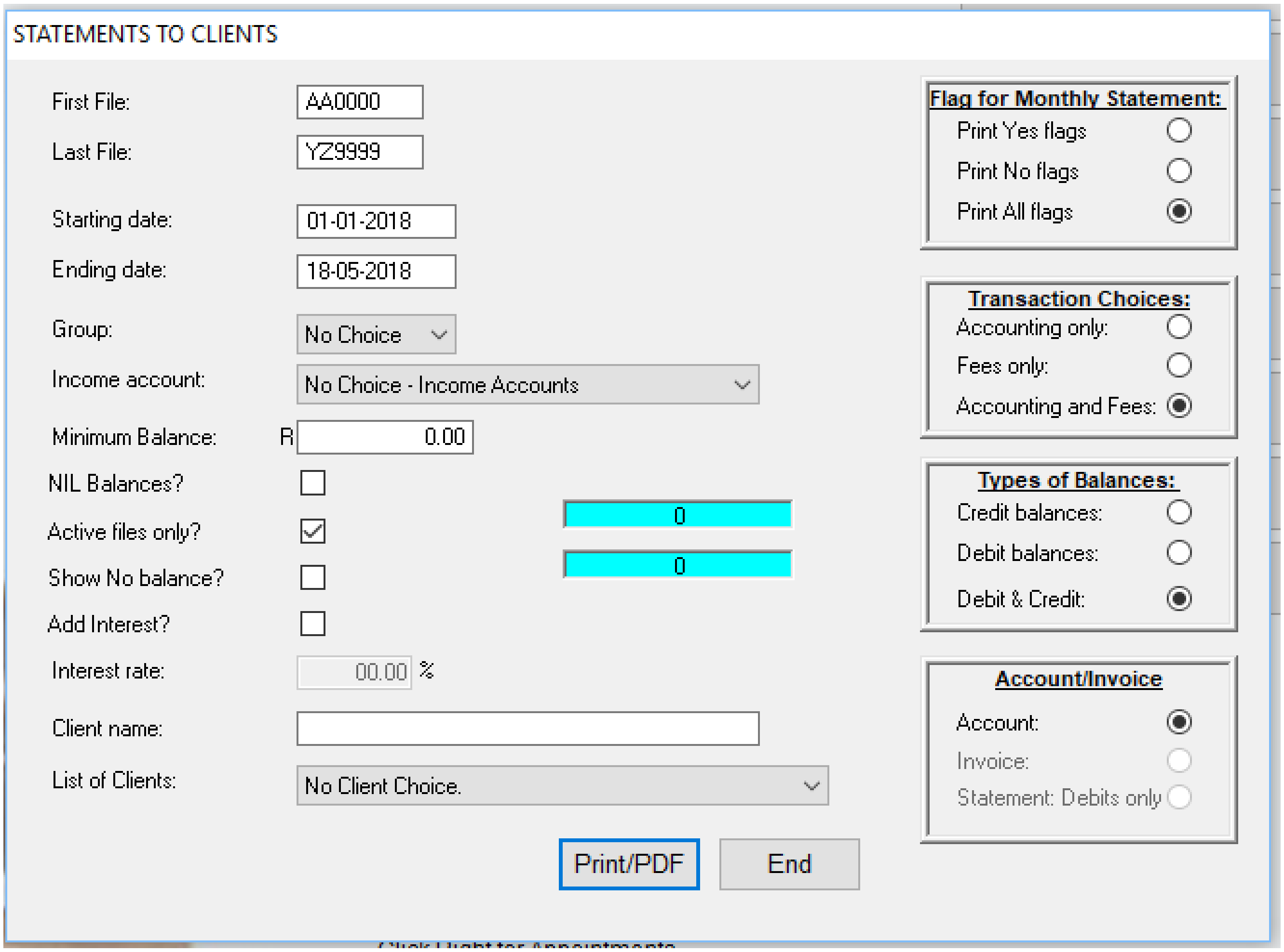
- Type **the file number** to receive a statement
- Select the statement period by typing the **starting and ending date**. All transactions within this date will show, starting with an opening balance
- Mark **Show No balance** if the statement must start without a balance, and only show all transactions within the selected period
- Mark **Add Interest** if interest must be added on overdue amounts – debit amounts older than 30 days will receive interest
    - 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:
    - Only transactions in Accounting (Receipts, costs, debit fees)
    - Only fees in Litigation (Stored fees)
    - Both Accounting and stored fees in Litigation
- **Account Invoice:**
    - Select Account to display the document heading as “Account/Statement”
    - 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



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
    - 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
    - E.g. when you type 50.00, clients with outstanding debit balances of less than R50.00 will not receive a statement
    - 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
    - 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
    - This is not clients opened as a template and doesn't appear in the list of clients
    - 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:
    - Print Yes flags will only print statements for files where it was selected to receive monthly statements when opened in F5
    - Print No flags will only print statements for files where you selected not to print a monthly statement when opened in F5
    - 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:
    - Only transactions in Accounting (Receipts, costs, debit fees)
    - Only fees in Litigation (Stored fees)
    - Both Accounting and stored fees in Litigation
- Types of Balances: select to create statements according to their balances:
    - Credit balances: will create statements to clients with a credit balance (Due by firm to client)
    - Debit balances: will create statements to clients with a debit balance (Due by client to firm)
    - Debit and Credit: will create statements to clients with both debit and credit balances
- **Account Invoice:**
    - Select Account to display the document heading as "Account/Statement"
    - The word "Invoice" cannot be selected in Litigation
    - 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

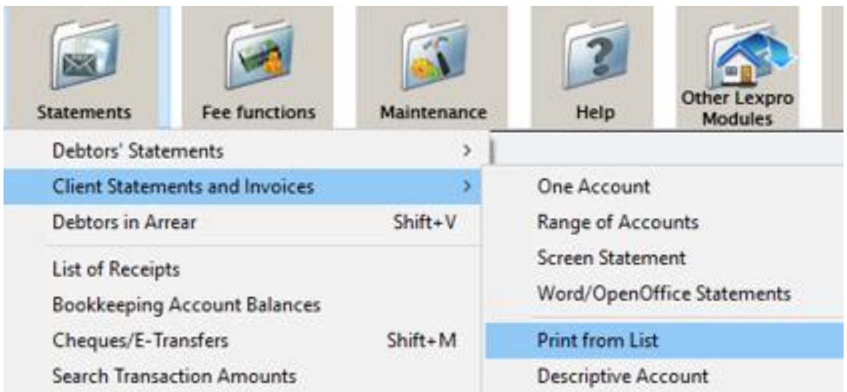
12.2.3 Word/OpenOffice statements

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

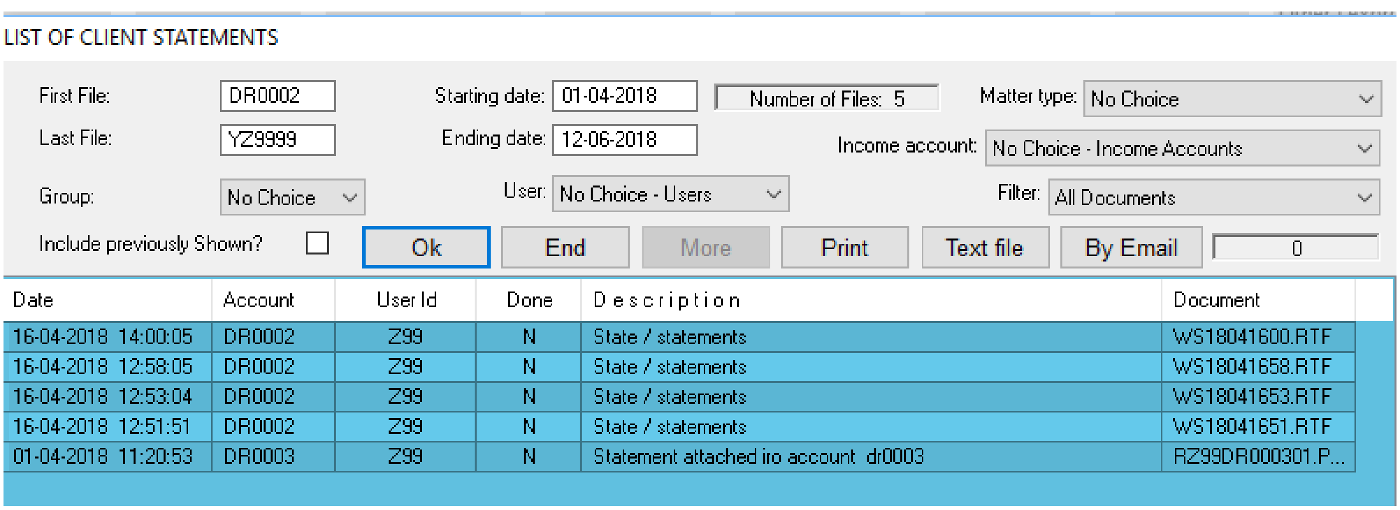
The statements/invoices will merge to Word or OpenOffice, depending on the Word processor that you use

12.2.4 Print from List



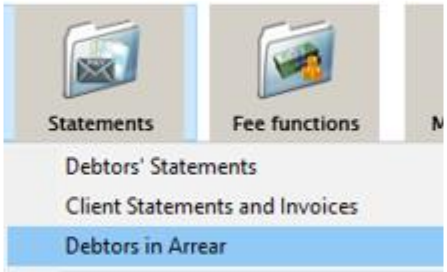
The function displays all previous statements/invoices created or sent via Email to clients

Complete the filters and click OK



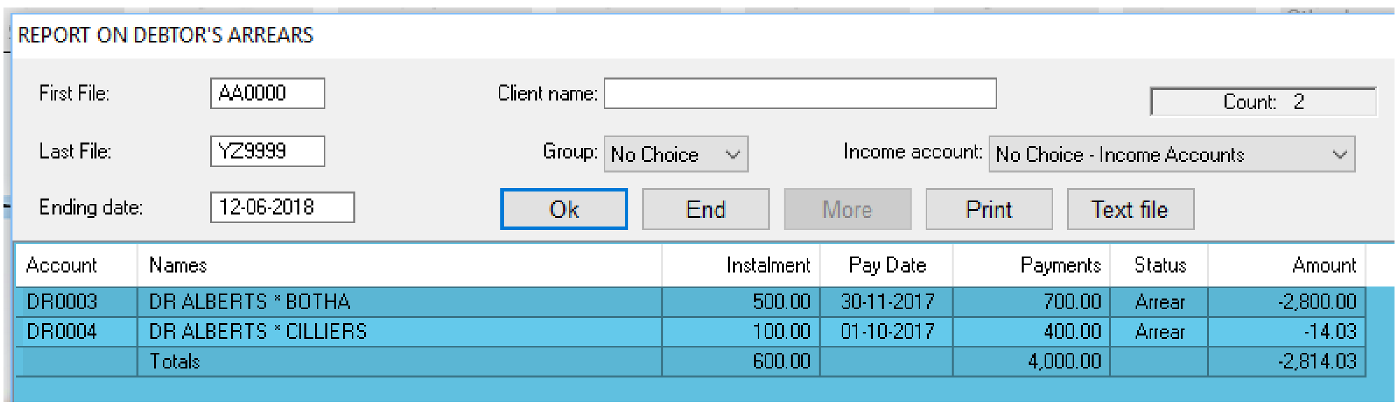
The list will display
Click on the date of the document to open the original document

12.3 Debtors in Arrear



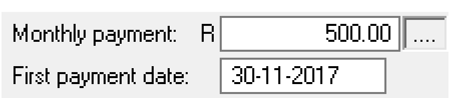
The report shows a list of debtors that are in arrears with the agreed monthly payment

Complete the filters and click OK



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

- **F5 Open/Amend file:**

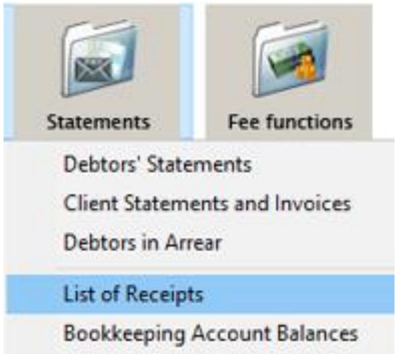


- The monthly amount payable
- First payment date

- Payment received in Accounting

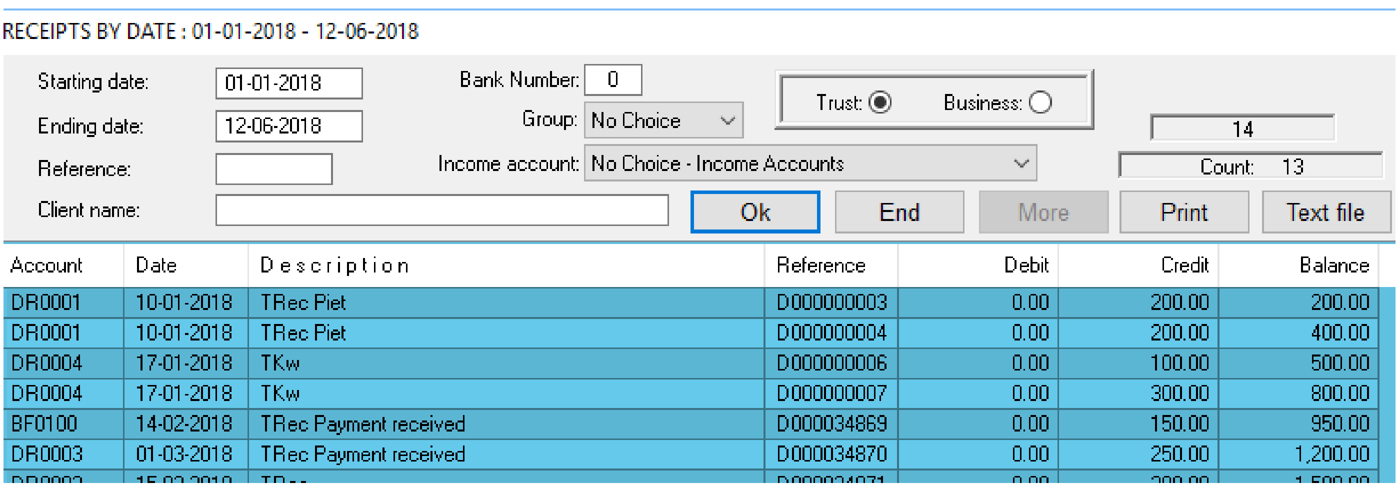
The status will show if the debtor is in arrears
- Only files with a Monthly payment entered in the F5 Open/Amend screen will show on the report

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

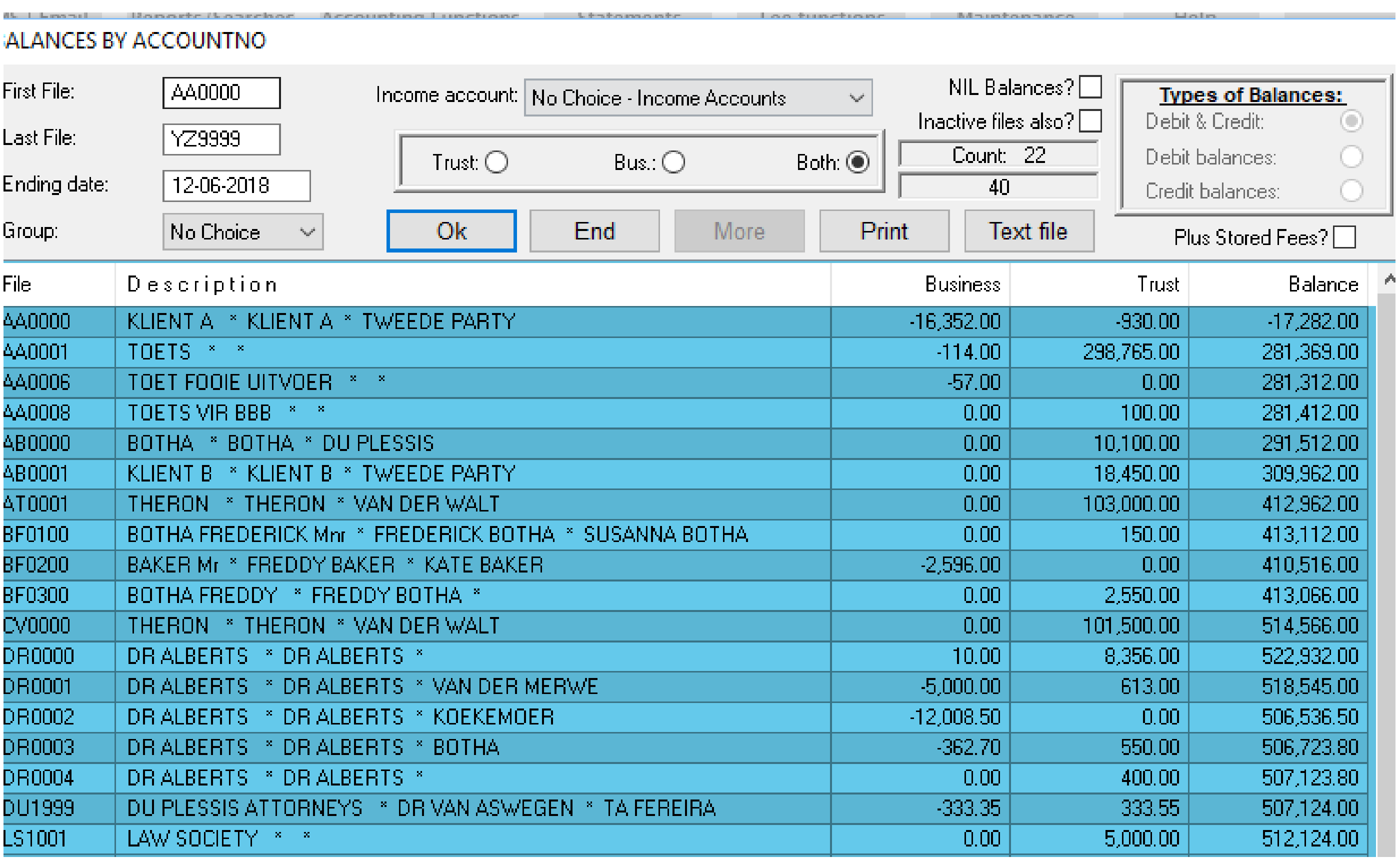


Account	Date	Description	Reference	Debit	Credit	Balance
DR0001	10-01-2018	TRec Piet	D000000003	0.00	200.00	200.00
DR0001	10-01-2018	TRec Piet	D000000004	0.00	200.00	400.00
DR0004	17-01-2018	TKw	D000000006	0.00	100.00	500.00
DR0004	17-01-2018	TKw	D000000007	0.00	300.00	800.00
BF0100	14-02-2018	TRec Payment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

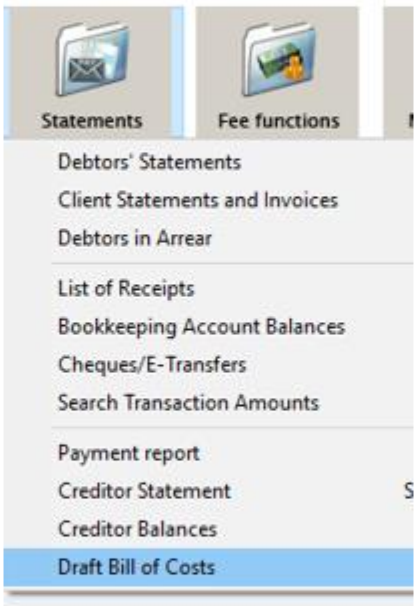
12.5 Bookkeeping Account Balances

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

Complete the filters and click OK

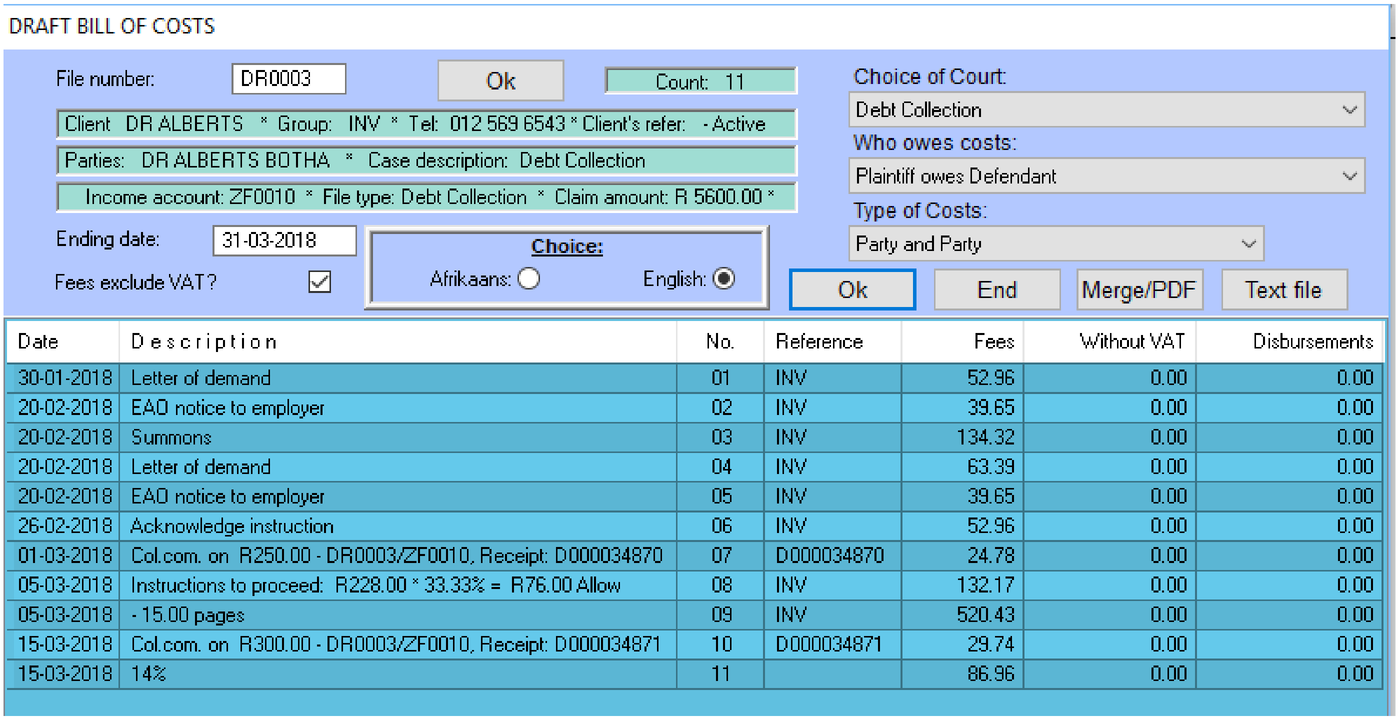


12.6 Draft Bill of Cost



Use this function to draft a bill of cost

- Type the file number
- Click OK
- Select the following:
    - Afrikaans or English document
    - Choice of Court
    - Who is responsible for costs
    - 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

Client DR ALBERTS * Group: INV * Tel: 012 569 6543 * Client's refer: - Active

Parties: DR ALBERTS BOTHA * Case description: Debt Collection

Income account: ZF0010 * File type: Debt Collection * Claim amount: R 5600.00 *

Ending date: 31-03-2018

Fees exclude VAT? ☑

Choice: Afrikaans: ○ English: ◉

Choice of Court: Debt Collection

Who owes costs: Plaintiff owes Defendant

Type of Costs: Party and Party

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	ITEM	FEES	VATABLE DISB.	NON 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: D00003487024.78			0.00
08	05-03-2018	Instructions to proceed: R228.00 * 33.33% = R76.00 Allow132.17			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: D00003487129.74			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

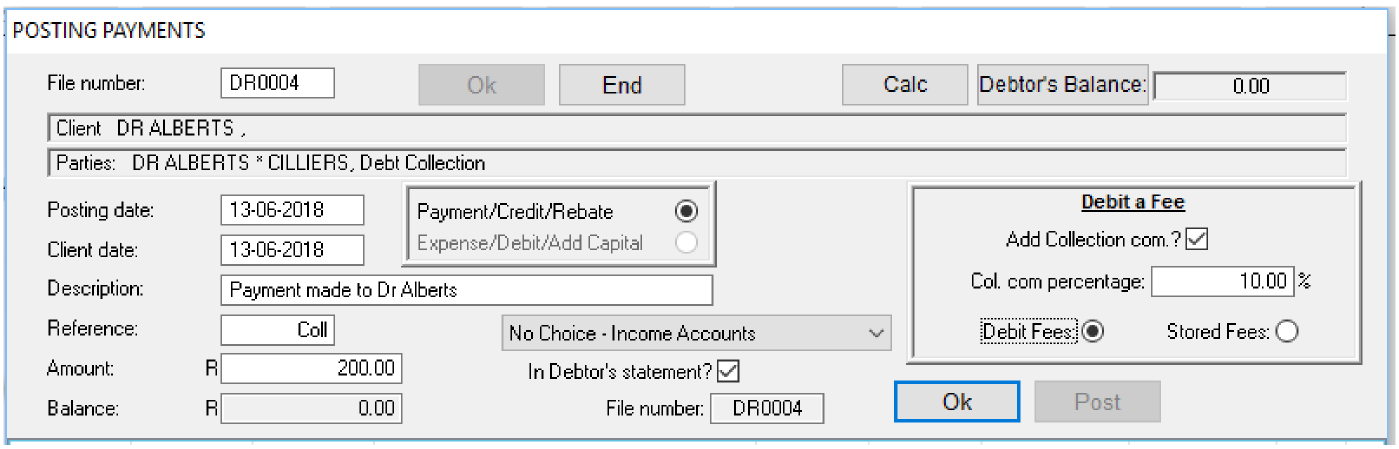
- **Rebate** to the debtor

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



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

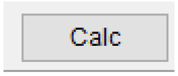
Amount: Amount paid to the client

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

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

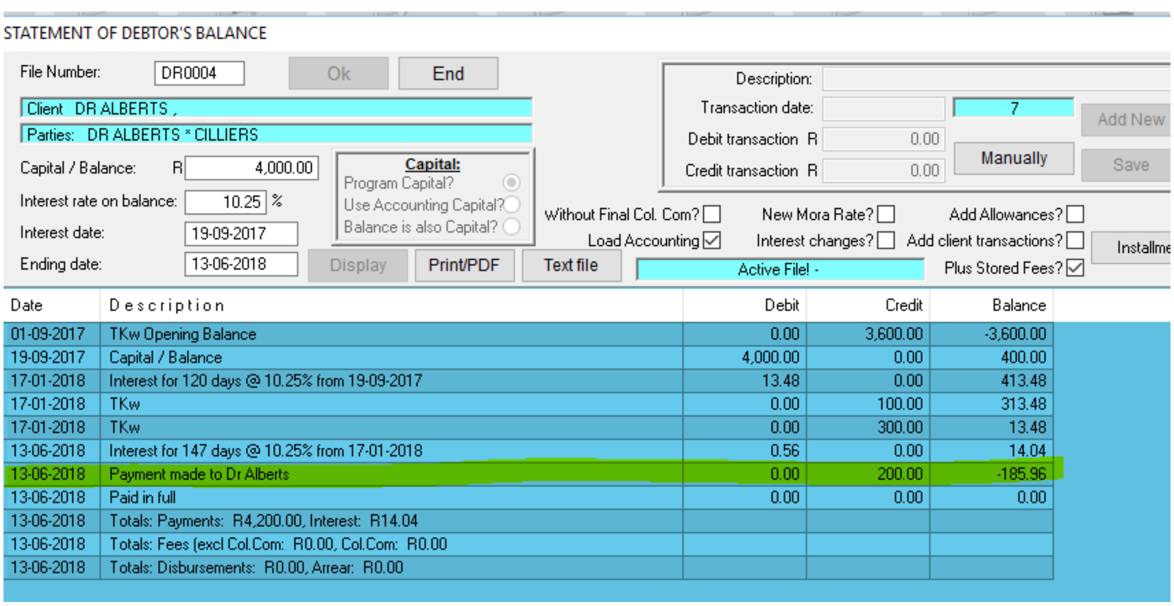
- Select the Add Collection com check box to also post collection commission on the received amount

- 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

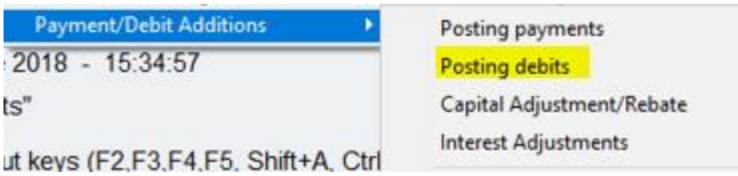
Click Post to post the transaction



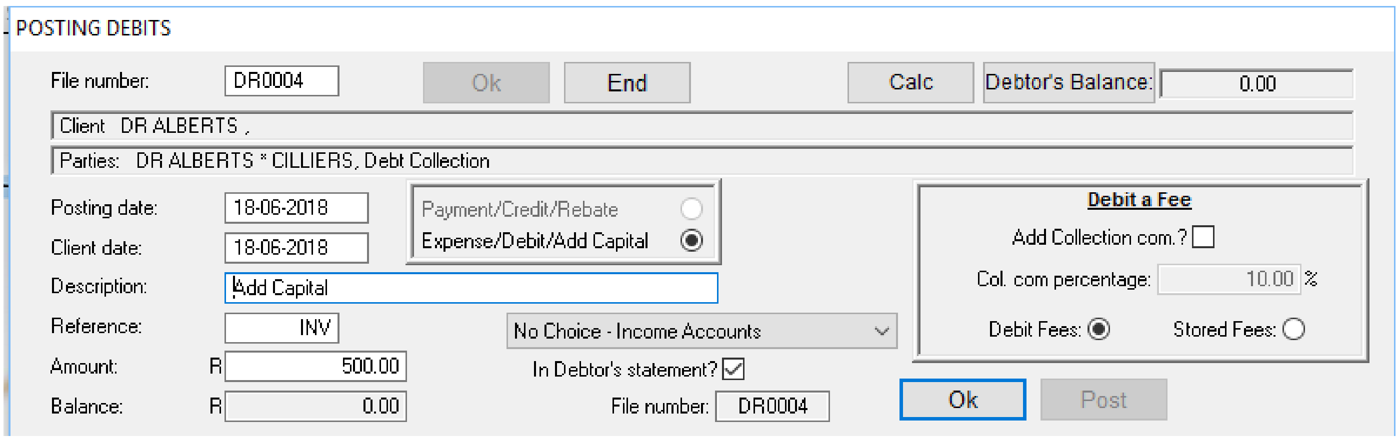
Date	Description	Debit	Credit	Balance
01-09-2017	TKw Opening Balance	0.00	3,600.00	-3,600.00
19-09-2017	Capital / Balance	4,000.00	0.00	400.00
17-01-2018	Interest for 120 days @ 10.25% from 19-09-2017	13.48	0.00	413.48
17-01-2018	TKw	0.00	100.00	313.48
17-01-2018	TKw	0.00	300.00	13.48
13-06-2018	Interest 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
    - 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

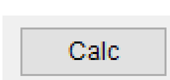
- **Reference:** any reference for the debit addition

- **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**  button to display the debtor's current balance

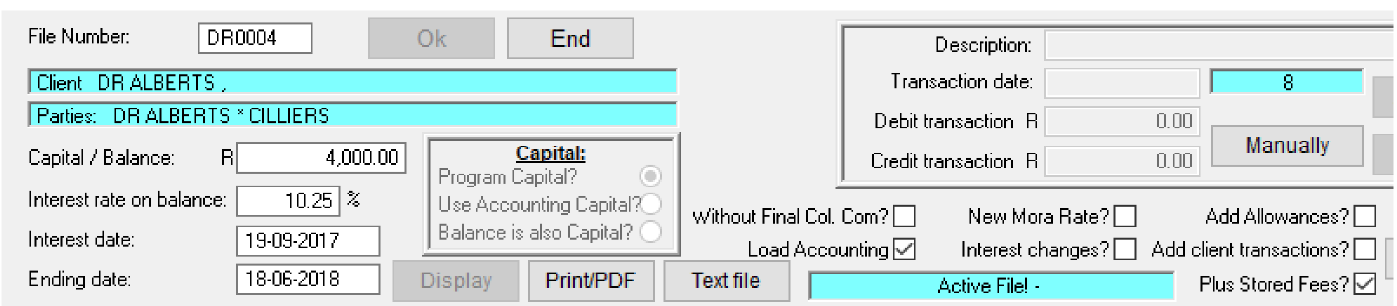
- Do not mark the **Add Collection commission** tab, only when capturing a payment received

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



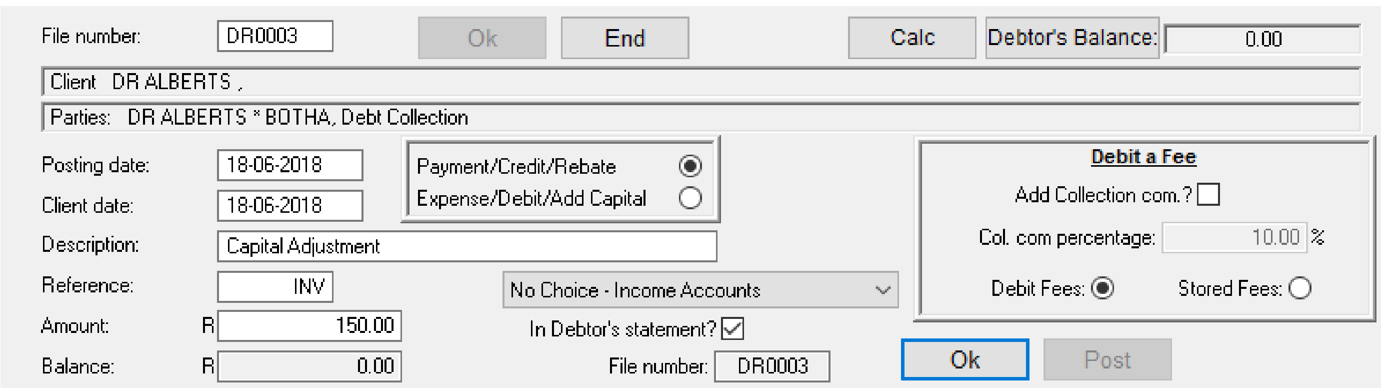
Date	Description	Debit	Credit	Balance
01-09-2017	TKw Opening Balance	0.00	3,600.00	-3,600.00
19-09-2017	Capital / Balance	4,000.00	0.00	400.00
17-01-2018	Interest for 120 days @ 10.25% from 19-09-2017	13.48	0.00	413.48
17-01-2018	TKw	0.00	100.00	313.48
17-01-2018	TKw	0.00	300.00	13.48
13-06-2018	Interest 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

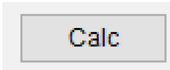
- Do not change the capital amount in the Open/Amend screen. You won't be able to track the change

CAPITAL ADJUSTMENTS



- 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.

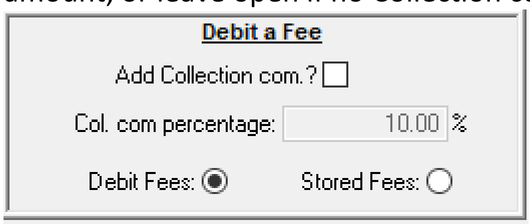
- **In Debtor's statement?** Mark if the amount must display on the debtor statement to wither increase or decrease his outstanding amount

- **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

- 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



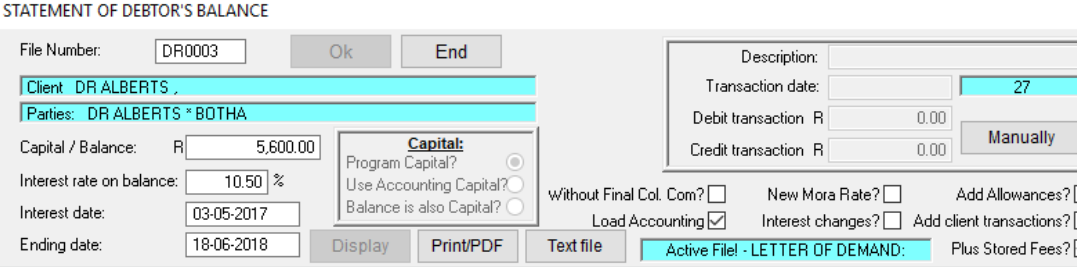
- Click OK
  The transaction will display

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

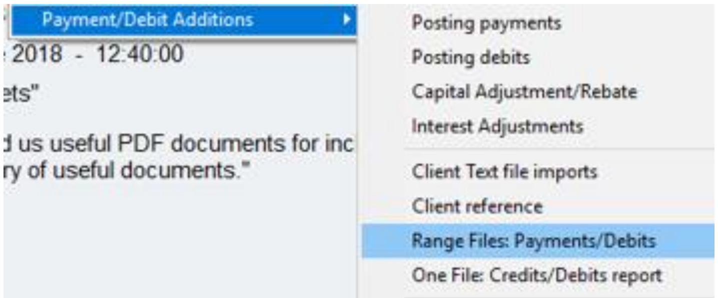
The amended amount will display on the debtor's statement:

STATEMENT OF DEBTOR'S BALANCE



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	Fooi 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

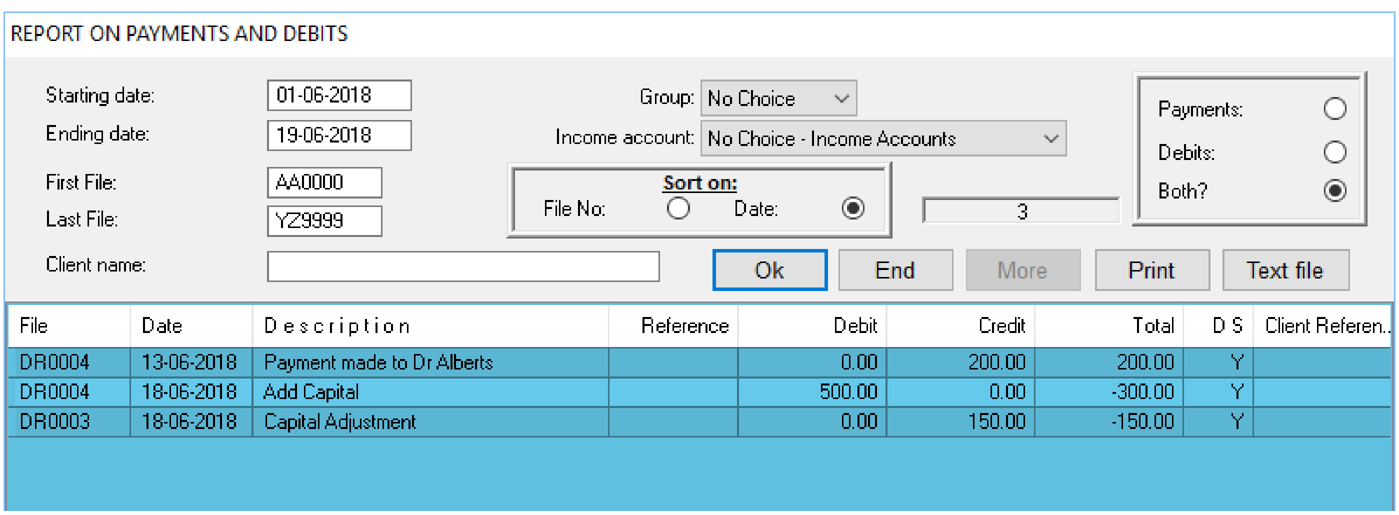


Use this function to draw a report on payments/debits captured for a range of files

Complete the filters:

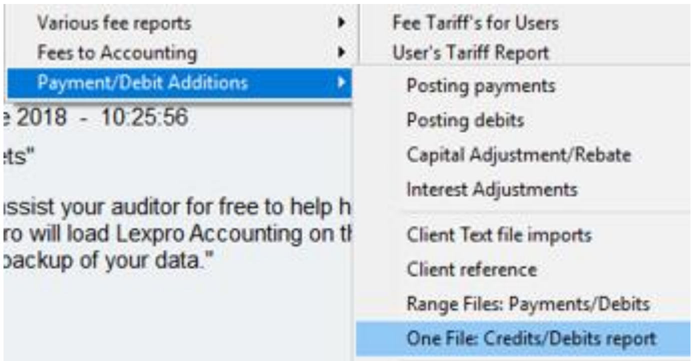
- Starting and ending date to select the period
- First and Last file to show a specific range, or leave the default to show all files
- Client name to show only files for a specific client
- Select to see only files belonging to a specific group or Income account
- Choose to sort according to the File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

Click OK
The information will display on the screen



Click Print to print the report or click Text File to merge the report to Excel

13.5 One file: Credits/Debits report



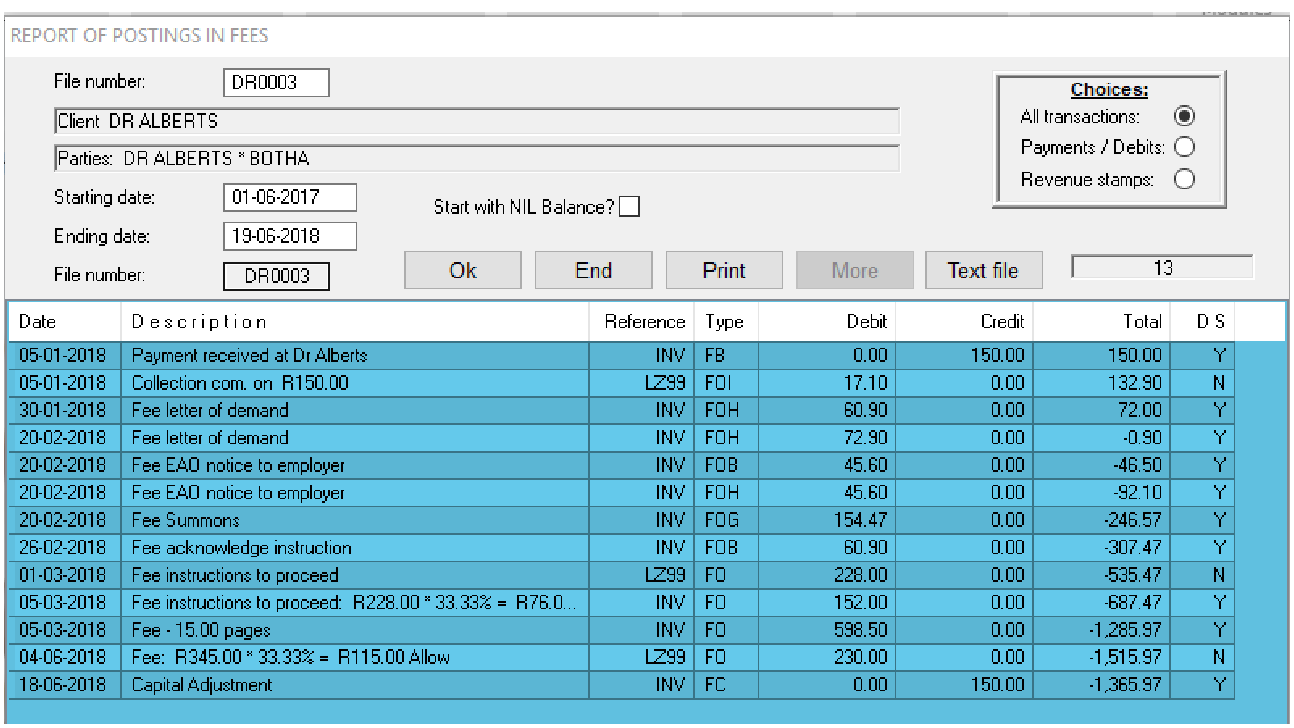
Use this function to draw a report of credits or debits for one file only

- 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:
  - All transactions (debits, credits and fees)
  - Payments/Credits (only captured with the function 13. Payment/Debits additions (PTC)
  - Revenue stamps (not relevant anymore)

Click OK to display:

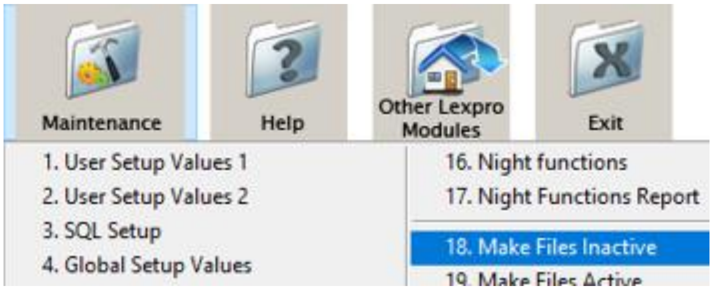


Date	Description	Reference	Type	Debit	Credit	Total	D S
05-01-2018	Payment received at Dr Alberts	INV	FB	0.00	150.00	150.00	Y
05-01-2018	Collection com. on R150.00	LZ99	FOI	17.10	0.00	132.90	N
30-01-2018	Fee letter of demand	INV	FOH	60.90	0.00	72.00	Y
20-02-2018	Fee letter of demand	INV	FOH	72.90	0.00	-0.90	Y
20-02-2018	Fee EAO notice to employer	INV	FOB	45.60	0.00	-46.50	Y
20-02-2018	Fee EAO 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:
  - File details can still be seen (F5)
  - Transactions are still available (F3/F4)
  - 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

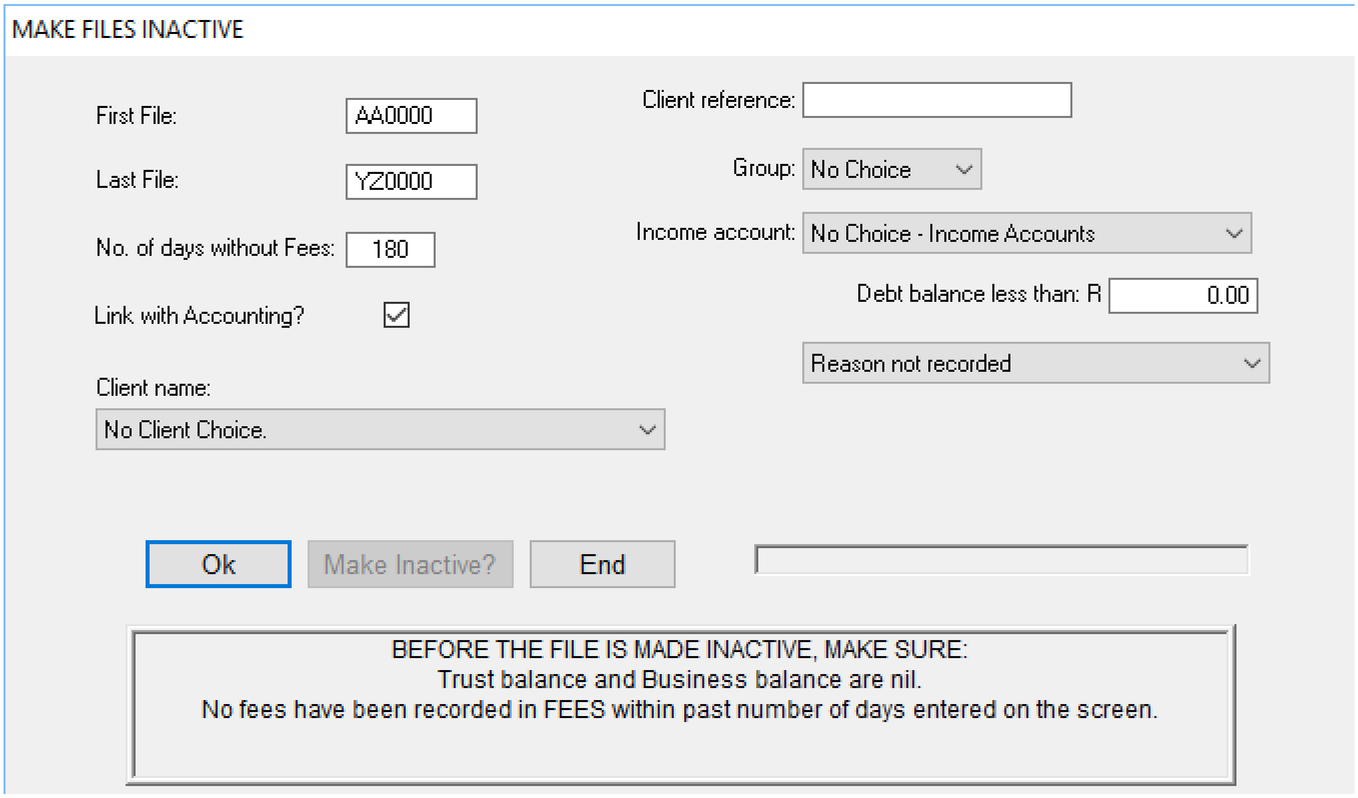
Important: before making files inactive, you need to make a backup, especially if a whole batch is to be made inactive

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



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
    - 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
    - *You can however link with the Accounting program, to make the same file inactive in both Litigation and Accounting*
    - 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

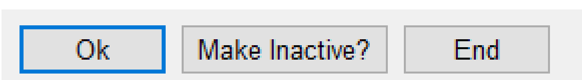
Debt balance less than:

- 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:

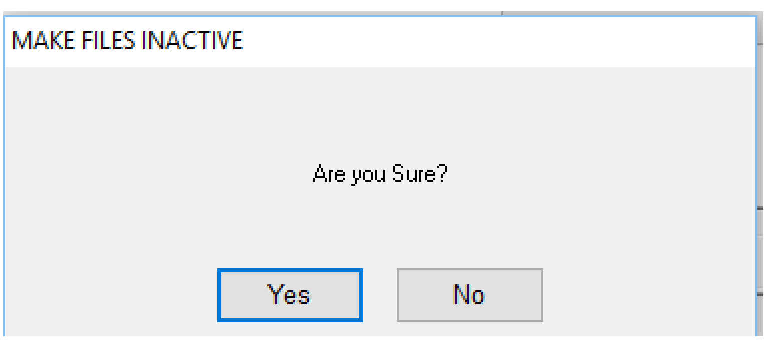
- Select a reason why the file(s) are made inactive
  - Or select no reason

If you are sure that all filters are correct and that you have a backup, click OK

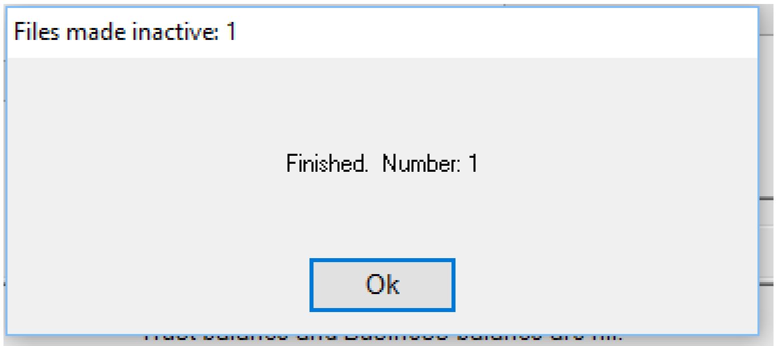


- Click the "Make Inactive" button, that will be available

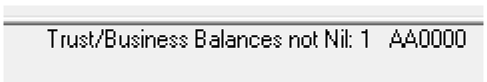
The message will display:



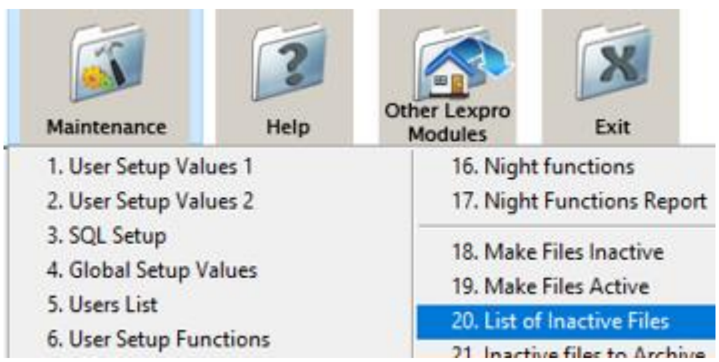
- Click Yes if you want to proceed or No to cancel
- If you click Yes, the files will be made inactive and the amount that was made inactive, will show



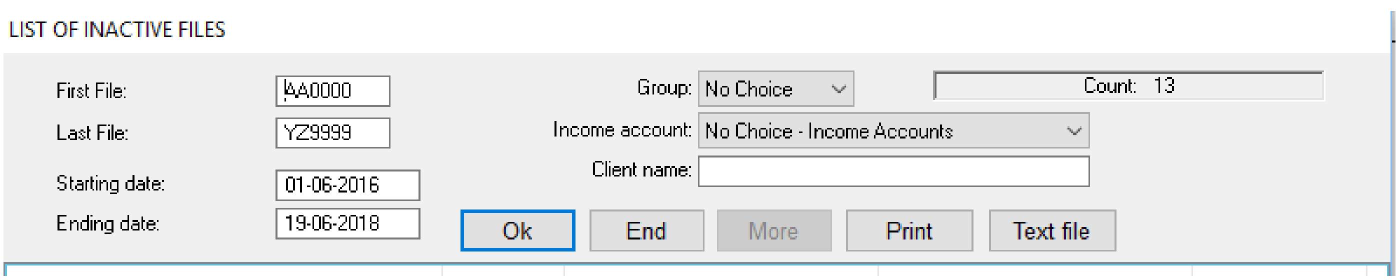
The program will also display a list of files that couldn't be made inactive in Accounting (if any), if you chose to link with Accounting, and the reasons:



14.2 List of Inactive files

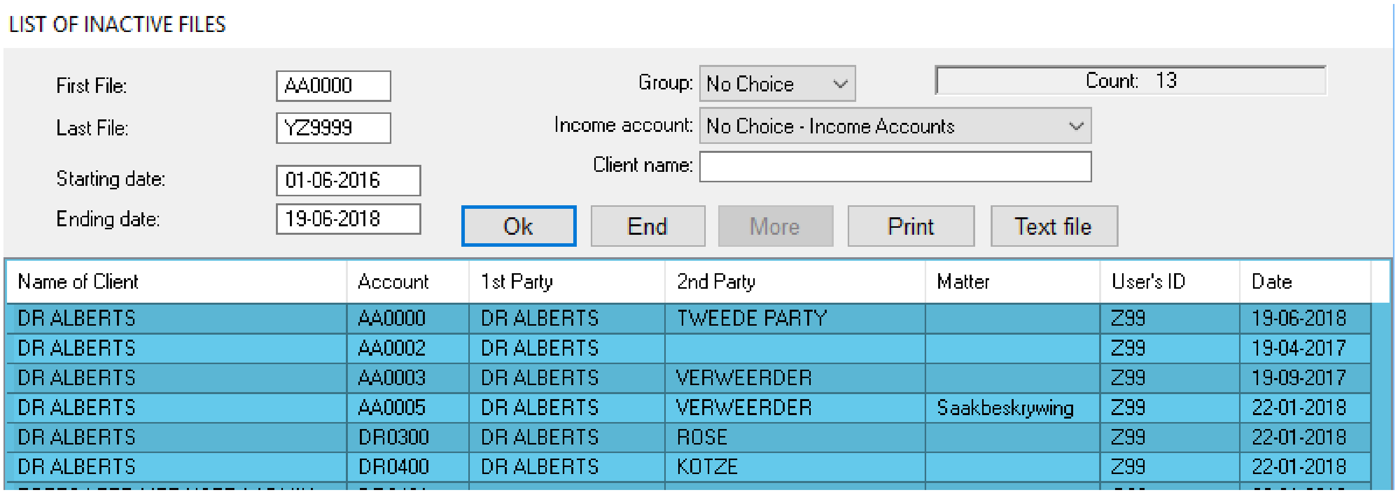


Complete the filters to draw a list of Inactive files:



- First and Last file
- Starting and Ending date that files were made inactive
- Show only Inactive files for:
  - Specific Group
  - Specific Income Account
  - Specific Client
  - Or leave open, to show all

Click OK



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

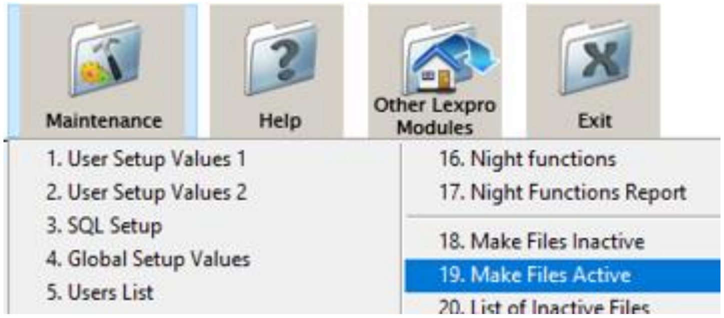
14.3 Inactive files to Archive

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

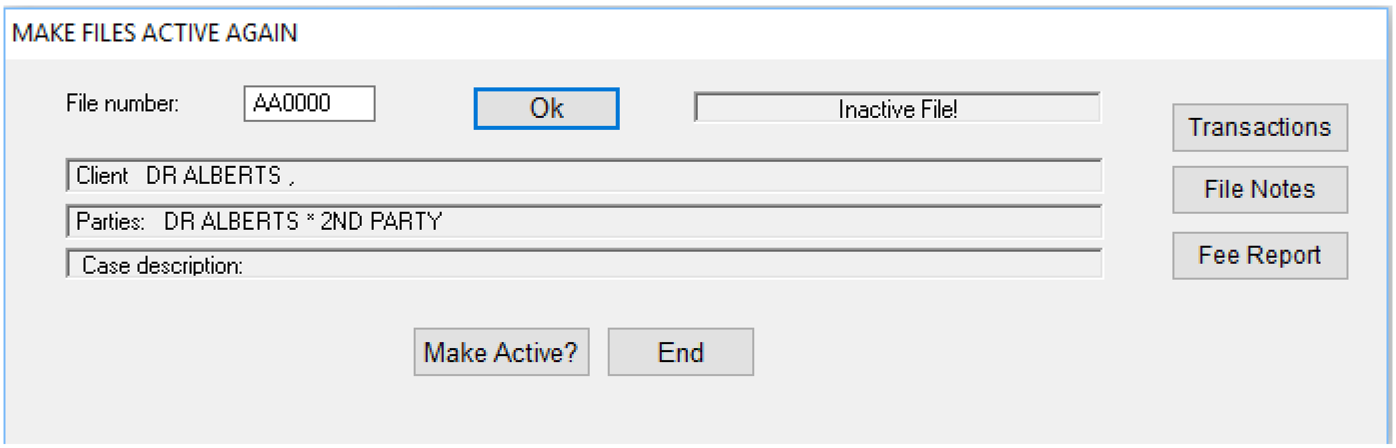
14.4 Make files active



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

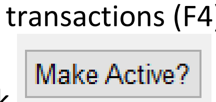
And you want to make the file active again



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

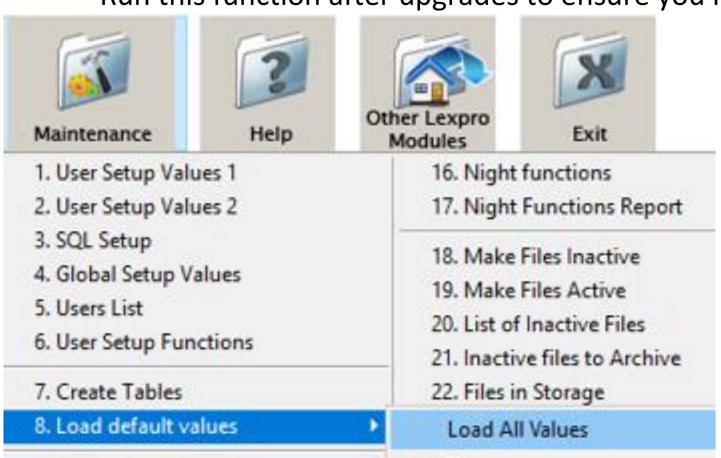
When upgrades take place, it could be that a new table was created by the programmers, to store specific data for a new function. In these cases, tables must be created during upgrades to include the new table

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.

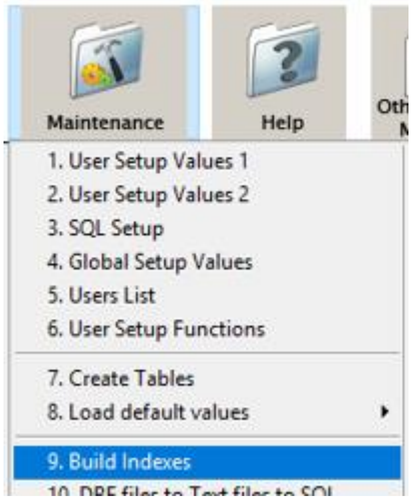


Select Load all values. A Progress bar will run to indicate the process to load values
The program will return to the main screen when done

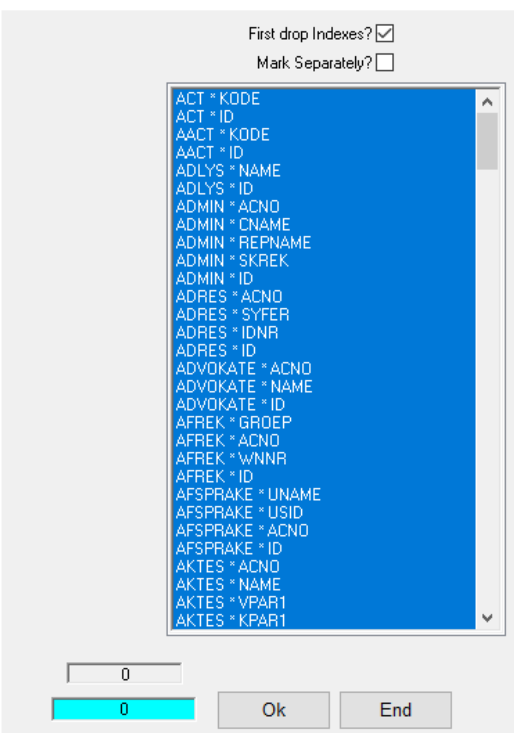
15.3 Build Indexes

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.
    - 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

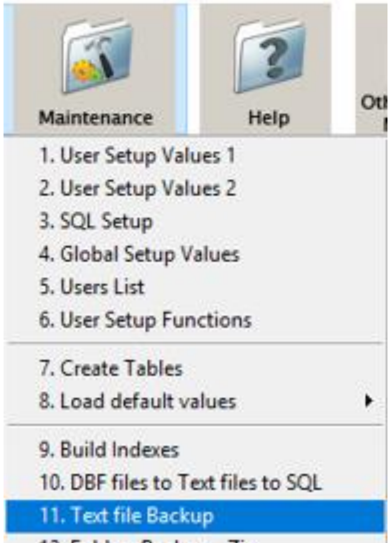
You can do this function a few times a week or as part of the night functions

16. Backups

6.1 Make a Backup

It is very important to make backups, as often as possible
Lexpro recommends daily backups

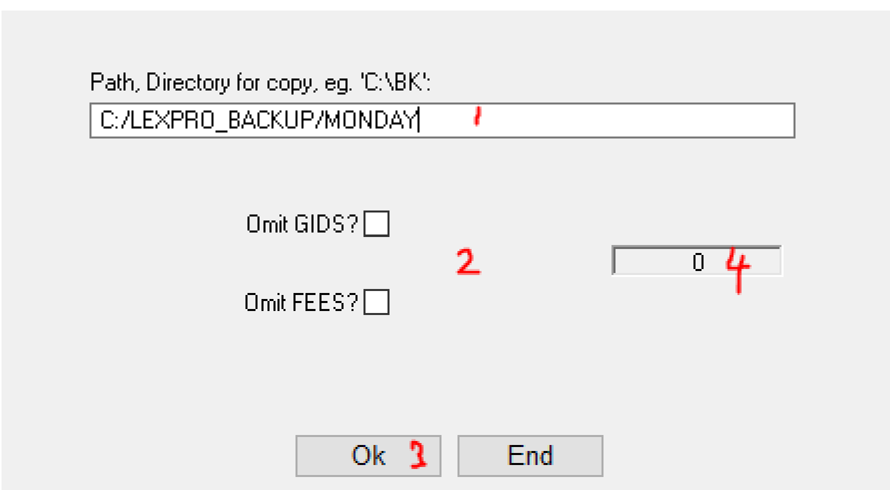
Use this function to make a backup:



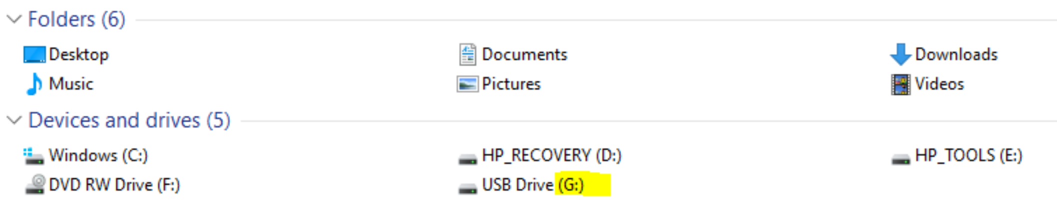
With this backup option, the database with all tables are saved in the specified folder as TXT files
The TXT Files will be able to restore in the system if needed

Open the backup screen

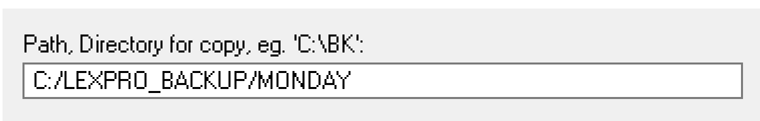
BACKUP / COPY TO A DIRECTORY



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



   - 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)

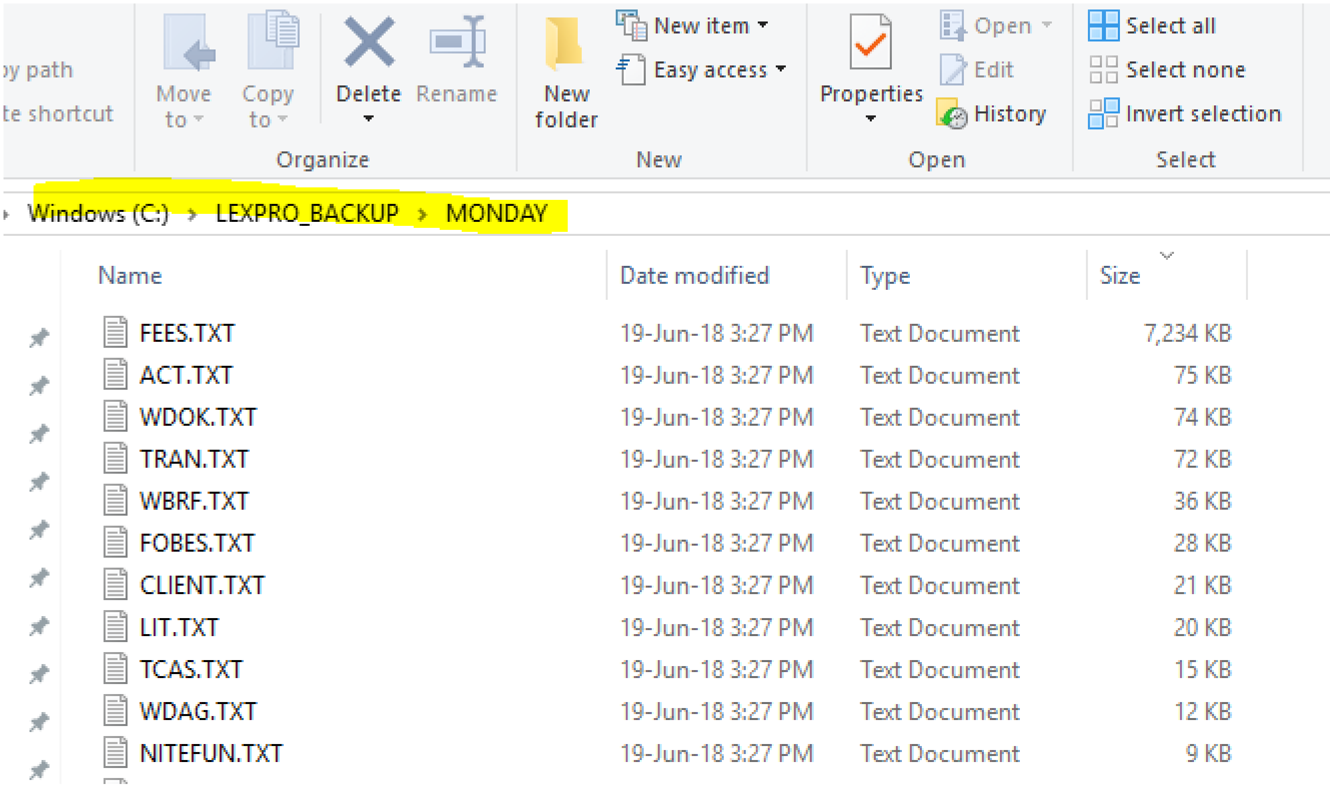
3. Click **OK** to Create the Backup

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:

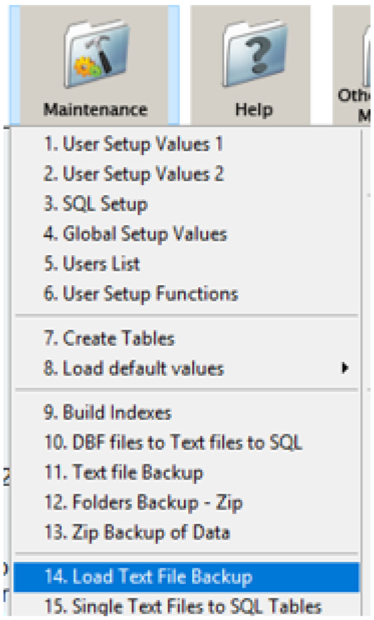


- The TXT files must display with the correct time and date
- This TXT files will be used to restore the data if necessary
- The files/folder can be copied to e.g. Dropbox or CD and saved outside the Office, in case something happens to the PC or Server

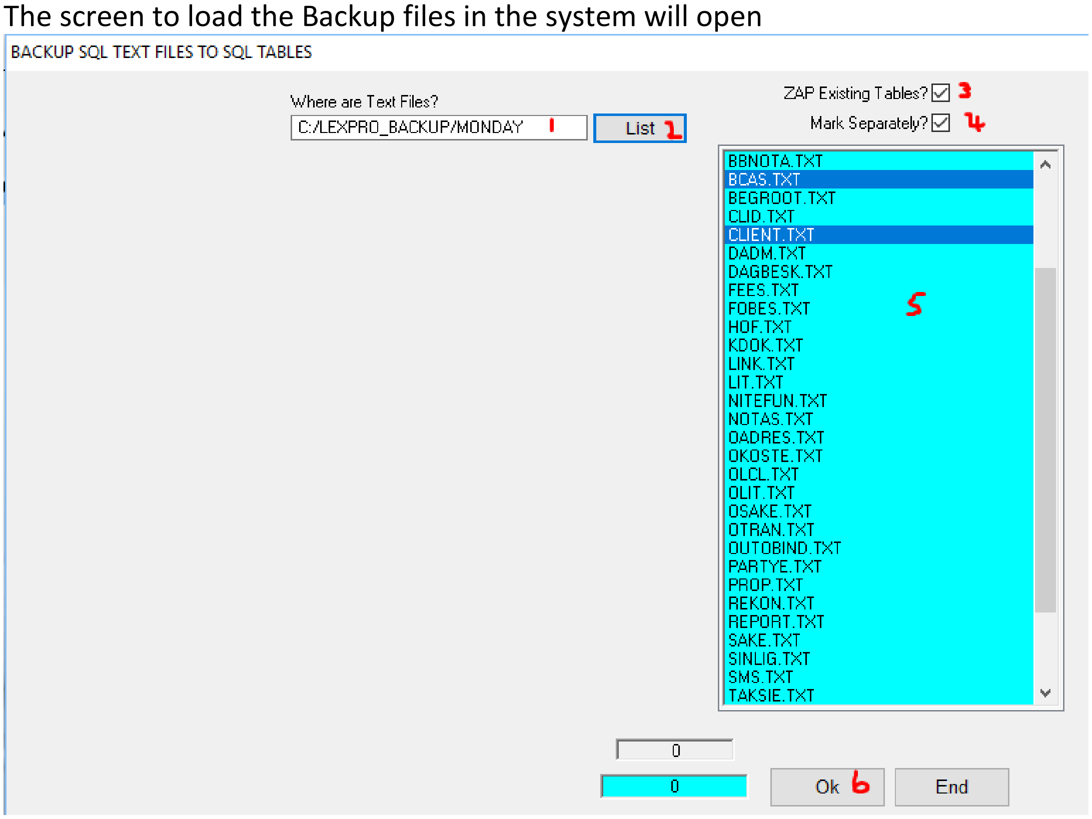
16.2 Restore a backup

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 Seperately 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