
Comprehensive Practice Management



reports

reports provides a flexible back office support system

reports allows you to introduce rigid practice management standards

Created by Solicitors for Solicitors

reports offers a comprehensive practice management system that complements our **files** and/or **accounts** modules, controlling back office functionality and putting your practice firmly in charge by utilising all inputted data effectively

Searches

The essence of **reports** is to provide an unrestricted tool for your practice to create tailored and custom-made reports by selecting relevant criteria specific to **your** needs

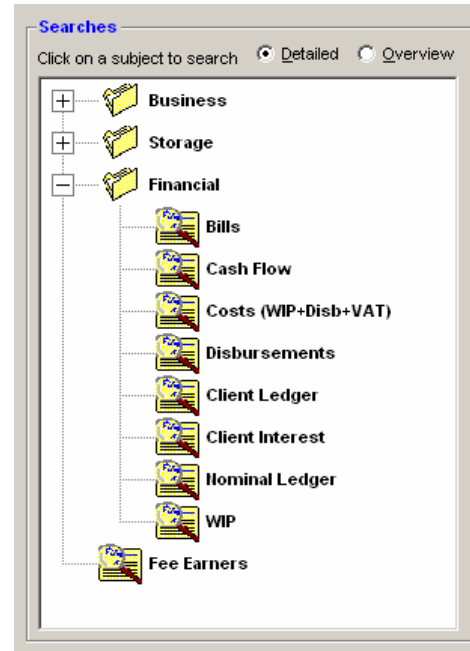
reports has been created to offer the user a wide range of flexible searches – detailed, simplified or comparable

Searches are categorised into logical folders – Business, Storage and Financial

You can choose a Detailed or Overview search to collate the desired results

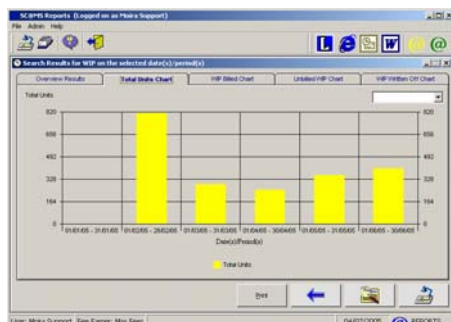
Set unlimited search groups behind the scenes to enhance the process of your search selection

This is ideal to obtain specific reports quickly, for example, in advance of your management meetings



Overview Search

Select individual dates or view data between specific periods for a comparable breakdown of results



Colourful charts complement a print out of this data if required

Detailed Search

Select the appropriate fields in any Detailed search to refine your results and create your report with ease

Highlight any entry in the results table for more specific details

Simply print the results for a concise report

Mail Merge & MS Excel

From any Detailed search, generate a letter or document of your choice at the touch of a button from your document library (see **Documents Index** for more details)

The system will automatically create a mail merge document to all selected contacts

Send the document by post, fax or email - the choice is yours

Alternatively, export the results of any search to a Microsoft Excel spreadsheet at the touch of a button

Business Searches

Contacts

Find out more about the people with whom you have contact by conducting a search for Business or Individual Clients, Other Sides or Interested Parties. Search in open or closed files, or both

Files

Discover which work types are flourishing (and those that aren't) by conducting a file search, again, of open or closed files, or both. Search between dates where appropriate

Here are just a few of the results you will see:

- The number of files opened in each office or by each fee earner per month
- The number of files in a particular work type
- Specific files for private and legally aided matters
- Inactive files to ensure matters are being conducted in line with practice standards

Marketing

Justify your advertising budget by conducting a marketing search of open, closed or all files. Search between dates where appropriate

Here are just a few of the results you can see:

- Find out where you clients heard about you
- Analyse return on investment for your marketing spend
- See which areas of your business are gaining recommendations
- See which marketing category has generated the most revenue each month

Key Dates

Minimise the risk to your practice by conducting a search of key dates

Search Results for files opened on all dates

Double-click on the relevant details to view. Click on a heading to sort. Red = File Closed

File Name	File No...	Office	Fee Earner	Work Type	Sub-Work Type	Date Open...	Source	£ Bills	£ WIP
Miller	30392	Office 1	Bill Moore	Wills Trust...	Will(s)	09/03/2005	Recommendation	0.00	144.00
Marshon	32311	Office 1	Bill Moore	Wills Trust...	Trust	09/03/2005	Recommendation	17,625.00	16,264.00
Politt (de...	1003	Office 1	Bill Moore	Wills Trust...	Admin Estate	14/04/2005	Recommendation	620.40	940.00
Swan	38192	Office 1	Bill Moore	Residential...	Sale	08/03/2005	Recommendation	0.00	195.00
Baird	31020	Office 1	Bill Moore	Residential...	S&P	09/03/2005	Recommendation	0.00	36.00
Poppins	30122	Office 1	Bill Moore	Residential...	Purchase	09/03/2005	Recommendation	0.00	48.00
Leopold	1002	Office 1	Max Fees	Personal In...	RTA	14/04/2005	Recommendation	0.00	1,725.00
Galway	28930	Office 1	Max Fees	Personal In...	RTA	08/03/2005	Recommendation	881.25	12.00
Paulette	38484	Office 1	Max Fees	Family	Finances	08/03/2005	Recommendation	0.00	15.00
Brett	39483	Office 1	Max Fees	Family	Divorce	08/04/2005	Recommendation	617.50	15.00
Pink	39294	Office 1	Max Fees	Criminal Lit...	Driving	23/04/2005	Recommendation	0.00	519.49
Long	39404	Office 1	Max Fees	Civil Litigat...	Housing	08/03/2005	Recommendation	0.00	901.50
Swan	38393	Office 1	Max Fees	Civil Litigat...	Consumer	08/03/2005	Recommendation	0.00	72.00
Drew	38102	Office 1	Max Fees	Civil Litigat...	Construction	10/04/2005	Recommendation	11,750.00	10,000.00
Norris	32822	Office 1	Bill Moore	Business	Company	09/03/2005	Recommendation	0.00	0.00
Drew	31404	Office 1	Bill Moore	Business	Company	08/03/2005	Recommendation	0.00	0.00

16 Match(es) Total WIP Billed: £26,778.00
Unbilled WIP: £4,116.99
WIP Written Off: £0.00

Search Results for Key Dates on all dates

Double-click on the relevant details to view. Click on a heading to sort. Red = Within Key Dates Warning Period

Date	Discharged	Description	Office	File	Fee Earner	Work Type	Sub-Work Type
10/12/2005		Completion	Office 1	Marsh Street	Bill Moore	Residential Co...	Purchase
01/01/2006		dec absolute	Office 1	Street	Max Fees	Family	Divorce
01/01/2006	01/11/2005	limitation	Office 1	File	Max Fees	Civil Litigation	Consumer
03/01/2006		S.26 Request	Office 1	Yves	Bill Moore	Commercial C...	Sale (Ten)
11/01/2006		app for Grant	Office 1	Wynman (dec)	Bill Moore	Wills Trusts & ...	Admin Estate
16/01/2006		dec absolute	Office 1	Coppell	Max Fees	Family	Divorce
16/01/2006	13/03/2005	limitation	Office 1	Ellis	Max Fees	Civil Litigation	Personal Injury
19/01/2006		S.25 Notice	Office 1	Norris	Bill Moore	Commercial C...	Purchase(Ten)
21/01/2006		final hearing	Office 1	Longman	Max Fees	Family	Finances
25/01/2006		trial	Office 1	Swan	Max Fees	Civil Litigation	Consumer
01/02/2006	09/11/2005	limitation	Office 1	Andrews	Max Fees	Personal Injury	Clin Heg
01/02/2006		S.26 Request	Office 1	Orange	Bill Moore	Commercial C...	Sale (Tan)
02/02/2006		limitation	Office 1	Brown	Max Fees	Personal Injury	Clin Heg
21/02/2006		app for Grant	Office 1	Alsoop (dec)	Bill Moore	Wills Trusts & ...	Admin Estate
24/02/2006		trial	Office 1	Jacobson	Max Fees	Criminal Litiga...	Theft
15/03/2006		final hearing	Office 1	Carroll	Max Fees	Family	Finances
01/04/2006		trial	Office 1	King	Max Fees	Criminal Litiga...	Theft
13/09/2006	23/10/2005	App for Grant	Office 1	Politt (dec)	Bill Moore	Wills Trusts & ...	Admin Estate
02/12/2006		limitation	Office 1	Edwards	Max Fees	Civil Litigation	Partnership
21/05/2007		limitation	Office 1	Allen	Max Fees	Civil Litigation	Consumer
11/07/2007		limitation	Office 1	Leopold	Max Fees	Personal Injury	RTA
02/12/2008	09/11/2005	limitation (b...	Office 1	Andrews	Max Fees	Personal Injury	Clin Heg

24 Match(es) Grey = Has Been Verified

Set a key date warning period "behind the scenes" and the system will automatically highlight these entries

To verify a record simply highlight the appropriate entry and click "Verify"

Undertakings

Similar to the Key Dates Search, minimise the risk to your practice by conducting a search of undertakings for all files; undischarged, discharged or both

Risk Assessments

Review all the Risk Assessments that have been carried out on any file in your practice.

File Name	File Num.	Office	Fee Earner	Date	By Whom	Grade of Risk
Andrews	58484	Office 1	Max Fees	04/12/2005	Max Fees	High
Edwards	32546	Office 1	Max Fees	26/11/2005	Max Fees	High
Politt (dec)	1003	Office 1	Bill Moore	07/11/2005	Max Fees	High
Politt (dec)	1003	Office 1	Bill Moore	07/11/2005	Bill Moore	High
Leopold	1002	Office 1	Max Fees	05/11/2005	Max Fees	High
Andrews	58484	Office 1	Max Fees	03/11/2005	Max Fees	High
Dempsey	35282	Office 1	Bill Moore	31/10/2005	Max Fees	High
Dempsey	35282	Office 1	Bill Moore	30/10/2005	Bill Moore	High
Edwards	32546	Office 1	Max Fees	27/10/2005	Max Fees	High
Yves	35230	Office 1	Bill Moore	15/10/2005	Max Fees	High
Yves	35230	Office 1	Bill Moore	14/10/2005	Bill Moore	High
Andrews	58484	Office 1	Max Fees	04/10/2005	Max Fees	High
Leopold	1002	Office 1	Max Fees	04/10/2005	Max Fees	High
Politt (dec)	1003	Office 1	Bill Moore	04/10/2005	Max Fees	High
Politt (dec)	1003	Office 1	Bill Moore	04/10/2005	Bill Moore	High
Underhill	30443	Office 1	Max Fees	01/10/2005	Max Fees	High
Drew	30402	Office 1	Max Fees	30/09/2005	Max Fees	High
Dempsey	35282	Office 1	Bill Moore	30/09/2005	Max Fees	High
Dempsey	35282	Office 1	Bill Moore	30/09/2005	Bill Moore	High
Drew	31404	Office 1	Bill Moore	30/09/2005	Bill Moore	High
Yves	35230	Office 1	Bill Moore	30/09/2005	Max Fees	High
Drew	31404	Office 1	Bill Moore	30/09/2005	Max Fees	High

109 Match(es) Total High: 27, Total Medium: 10, Total Low: 72

Sort by date or grade of risk and review the Risk Assessor's comments

Work to Do

List outstanding tasks by conducting a search of open, closed or all files. Select between dates if required

You will be able to:

- Provide a snapshot of outstanding tasks for each fee earner
- Compare workloads between offices or work types
- Compare workloads for private and legally aided matters
- Analyse outstanding work on specific files

Work Done

See instantly all completed work by conducting a search of open and/or closed files

This will:

- Provide a snapshot of chargeable time spent by each fee earner
- Highlight those areas of business generating the most revenue
- Ascertain the profitability of legally aided matters
- Compare month by month data of completed work to ascertain growth

Experts

Gain an instant analysis of your experts' database by conducting an Experts Search

The results will enable you to ascertain, amongst others, the experts' contact details, qualifications, experience, grading, frequency of use and charging rates

Storage Searches

Additional searches can be made to ensure your practice is in full control of all storage documentation

Deeds/ Wills / Securities/ Powers of Attorney

Search against, for example, archive/storage numbers, locations, names, addresses or descriptions

You will be able to:

- Ascertain specific details at the touch of a button
- Locate stored documents with ease
- Retrieve information for analysis effortlessly

reports will also generate tasks automatically to maintain regular contact with your clients regarding their Wills and Securities (see **Automated Tasks** for more details)

Financial Searches

Bills

Conduct a bills search to ascertain outstanding monies due quickly and easily

Fee Earner	File Name	File Num.	£ Paid	£ Unpaid	£ Total Bills
Max Fees	Marsh	1001	634.51	0.00	634.51
Max Fees	Galwegy	20030	0.00	801.25	801.25
Max Fees	Drew	20102	11,750.00	0.00	11,750.00
Max Fees	King	30404	0.00	617.50	617.50
Max Fees	Jacobson	30403	0.00	705.00	705.00
Max Fees	Founder	31093	0.00	1,700.13	1,700.13
Max Fees	Hansard	31220	1,117.50	0.00	1,117.50
Max Fees	Edwards	32648	9,187.33	0.00	9,187.33
Max Fees	Underhill	30443	0.00	8,000.87	8,000.87
Max Fees	Tranter	35560	0.00	905.30	905.30
Max Fees	Carroll	30302	687.50	0.00	687.50
Max Fees	Brett	39403	0.00	617.50	617.50
Max Fees	Ribald	30404	0.00	1,400.75	1,400.75
Max Fees	Byrnes	30501	0.00	6,300.75	6,300.75
Max Fees	Allen	59400	5,693.75	0.00	5,693.75
Max Fees	Andrews	59494	37,600.00	0.00	37,600.00

16 Match(es) Bills Paid (inc VAT): £50,100.00, Bills Paid (exc VAT): £70,670.59, Bills Unpaid (inc VAT): £21,155.00

You will be able to:

- Provide a snapshot of bills delivered by each fee earner
- Compare outstanding monies due between offices and work types
- Compare bills generated for private and legally aided matters

Costs

Analyse the total costs to the practice by conducting a search of the work in progress, VAT and disbursements

Disbursements

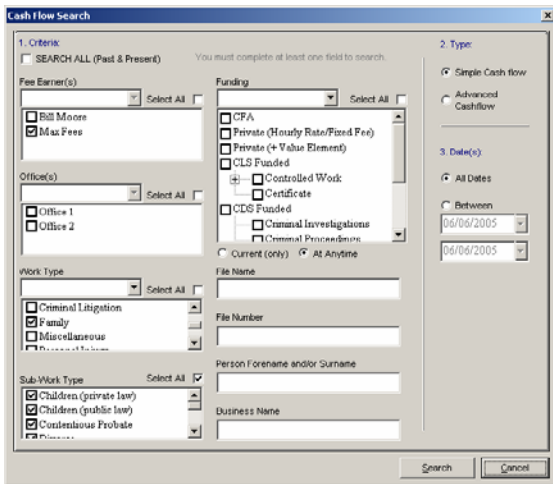
Keep on top of counsel's fees and other disbursements costs by carrying out a disbursements search

Client Ledgers & Nominal Ledgers

Discover instantly the total Office, Client and Deposit accounts by conducting a Client Ledger search. Supplement this by searching for any entry in any of your Nominal Ledgers.

You can

- See all ledger entries file-by-file or nominal-by-nominal
- Save trawling through innumerable files or nominal ledgers
- Confirm account balances to help with housekeeping
- Compare totals with your bank reconciliations



Cash Flow

Choose a cash flow search to gain a forecast of money to be received by your practice for a selected period in the future

Cash flow searches enable you to:

- Analyse the performance potential of each fee earner
- Forecast the profitability of each work type
- Evaluate cash flow month-by-month for the current financial year

Choose a simple cash flow search to calculate the money due based on your own estimate of the time each matter will take to finish

An advanced cash flow search will calculate the linear costs to come during the selected period

Client Interest

See all the Client Interest paid by your practice over any given period of time. Options to search for interest to pay with and without de minimus amounts.

Work In Progress

A Work In Progress search offers a comprehensive analysis of recorded time for the practice

The results enable you to:

- View running totals of billed and unbilled WIP for all fee earners
- Display paid and unpaid WIP
- Analyse the profitability of each office, department or work type
- Compare the profitability ratio of legally aided and privately funded matters

Fee Earner	File Name	File Number	Units	£ Running WIP	£ WIP Billed	£ Unbilled/Written Off WIP
Max Fees	Ribald	39494	302.0	4,538.00	1,250.00	3,288.00
Max Fees	Leopold	4992	416.0	1,725.00	0.00	1,725.00
Max Fees	Long	39404	84.0	901.50	0.00	901.50
Max Fees	Underhill	34943	57.0	855.00	15.00	840.00
Max Fees	Court		103.0	587.00	0.00	587.00
Max Fees	Plink	39294	73.0	518.40	0.00	518.40
Max Fees	Police		109.0	285.73	0.00	285.73
Max Fees	Jenkins	31001	58.0	258.35	0.00	258.35
Max Fees	Street	4938	43.0	205.45	0.00	205.45
Max Fees	Longman	30504	36.0	175.96	0.00	175.96
Max Fees	Carroll	39392	42.0	620.00	500.00	120.00
Max Fees	Marsh	1801	39.0	595.00	400.00	195.00
Max Fees	Brandon	30129	18.0	88.28	0.00	88.28
Max Fees	Swan	30192	6.0	75.00	0.00	75.00
Max Fees	Swan	35393	4.0	60.00	0.00	60.00
Max Fees	Andrews	33442	4.0	60.00	0.00	60.00
Max Fees	Williams	30210	2.0	30.00	0.00	30.00
Max Fees	Hansard	31220	0.0	1,020.00	1,000.00	20.00
Max Fees	Paulette	30404	1.0	15.00	0.00	15.00
Max Fees	Gill	31212	1.0	15.00	0.00	15.00
Max Fees	Edwards	32546	1.0	270.00	255.00	15.00
Max Fees	Pounder	30012	1.0	15.00	0.00	15.00
29 Match(es)				Total WIP Billed:	£13,729.50	
				Unbilled WIP:	£9,378.53	
				WIP Written Off:	£0.00	

Fee Earners

This quick search gives a snapshot of the files allocated to each fee earner from where you may gain more details of specific files

Automated Tasks

Category	Date	Description	Doc.
Wills	01/06/05	Write to client to advise to update will? (...)	Will1
CLS	01/06/05	Generate CLS Controlled Matter Start F...	CLS1
CLS	01/06/05	Generate CLS Consolidated Matter Rep...	CLS2
CDS	01/06/05	Generate CDS6 (Office 1)	CDS1
Wills	01/06/05	Write to client to advise to update will? (...)	Will1
Securities	06/06/05	Write to client to advise of securities he...	Sec1
Credit Control	06/06/05	Bill paid following 1st CC letter? (A.Gahw...	CC2
Credit Control	06/06/05	Bill paid following 1st CC letter? (A.Brett...	CC2
Business	06/06/05	Write to Client to review closed file?	Bus1
Credit Control	06/06/05	Bill Paid? (Galway (28930) - Bill Num: 1015...	CC1
General	06/06/05	No entries	

reports offers your practice much more. ..

The system will generate a number of specific tasks, which appear automatically in your Desk at the appropriate time

To offer additional flexibility, any combination of users will be notified each time a task is activated, ensuring the appropriate people remain in control

Management tasks can be delegated easily and with confidence

Wills

Maintain contact with your clients for whom your practice stores wills, to remind them at appropriate intervals to update their will

reports will automatically generate reminders at your pre-defined intervals. These will appear in the Desk on the day a reminder is due

Simply highlight the task, click "Action Now" and the system will generate a letter for you

All generated letters are stored in the Overview window of the Wills folder from where they may be reviewed or accessed at any time

Securities

reports will generate annual reminders of the securities your practice holds on your client's behalf in the same manner as Wills

CLS/CDS

If your practice has a Legal Aid contract, **reports** will generate automatically the Controlled Matter Start Form (CMSF), Consolidated Matter Report Form (CMRF) and CDS6 as appropriate each month, at the correct time

See our additional Legal Aid fact sheet for more detailed information

Manual Tasks

You can also add reminders to carry out particular reports or generate specific documents from the Task window by simply clicking the "Add" button

The system will take you to a set up window; simply choose the appropriate category, set the date and add a simple description for the task

Where appropriate link the task to any template in the Document Index. The system will then automatically generate the document for you

An infinite number of tasks can be set

Add Task/Reminder

Fill in the details and click OK to add this task/reminder to the list

Category: **Business**

Final Date: **06/06/2005** Critical Status?

Description: **Letter to Client reviewing closed file by 06/06/2005**

Advance Notice Period: Days: **7** Weeks: **0** Months: **0**

Linked Document?
Bus1

OK Cancel Next >>

Credit Control

To keep you in control of unpaid bills, **reports** has an inbuilt credit control system, which will generate automatic reminder letters to the client at appropriate intervals

Whenever a bill is generated or recorded by either our **files** case management system or through our **accounts** system, **reports** will track the bill until it has been paid

reports generates letters at three stages, which are set to your desired credit control intervals. A task will appear automatically whenever a credit control letter is due to be generated

Simply highlight the task, click "Action Now" and the system will generate the credit control letter automatically for you

The amount due is automatically recorded in the letter, together with accrued interest and the daily interest. Simply save the document, print and send to your client

As you would expect from such a comprehensive system, **reports** will duplicate the process of reminder and automation for the second and third credit control periods. As before, these reminders will appear in the Desk appear on the appropriate day

The bill may be recorded as paid from **reports**. Once the bill is paid, any future credit control tasks are automatically deleted

As with the Wills, all previously generated letters are stored in the Overview window

Documents Index

The Documents Index is a library of all relevant letters and documents that a practice may utilise in conjunction with the results of any Search

The automatic mail-merge function enables you to send the same letter or document simultaneously to any number of contacts at the press of a button

The templates may be personalised with your preferred layout if required. You can also add or amend templates as appropriate to create your own comprehensive library of supporting documentation

All relevant data fields are inserted automatically whenever a letter or document is generated.

The system will prompt you to save and print the document and/or send by email

Mr T. Tranter 554 Jezzabel Avenue Poole Dorset	Our Ref: MF/Tranter/S1 Your Ref: Direct Tel: 01234 123458 Direct Fax: 01234 123459 Email: mf@yourfirm.co.uk
---	--

Dear Mr Tranter

According to our records, the sum of £995.59 remains unpaid despite my last letter.

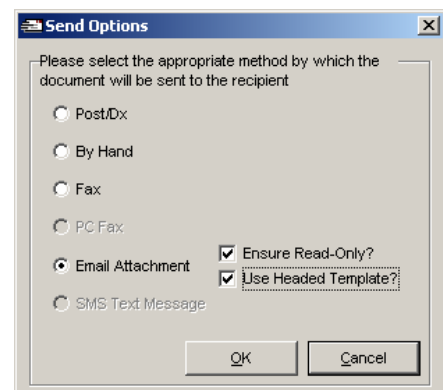
Please note that interest on the debt has accrued to date in the sum of £6.98 and will continue to accrue at the daily rate of £0.22 until payment in full.

Please would you let me have full payment, including all accrued interest up to the date of payment. Again, please let me know straight away if you are unable to pay the debt.

Please also note that we are unable to carry out any further work on your behalf on this or any other matter until the debt has been paid in full or we have received proposals that are acceptable to us.

Yours sincerely

Maira Support
CREDIT CONTROL





Created by Solicitors for Solicitors

4 Breach Lane
Shaftesbury
Dorset
SP7 8LE

Phone: 0845 838 2245
Fax: 0845 838 2247
E-mail: enquiries@scams-law.com
Website: www.scams-law.com