BarBooks
An accounting package created by barristers for barristers

Get Ready to Save Time and Money on Your Practice Management!

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Quick Action

WHY BARBOOKS?

BarBooks is a multi-device practice management solution created for barristers, by barristers. It takes care of your general practice and matter management and gives you more time to spend on your work and family.
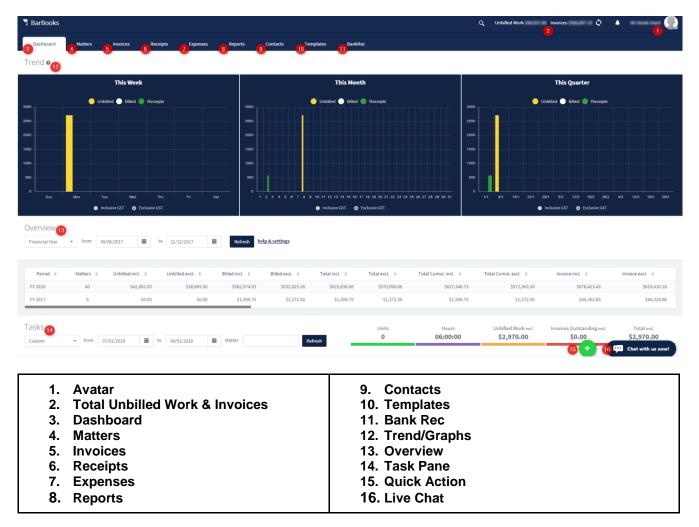
Best Features
BarBooks offers Flexible Pricing Options for Readers and Barristers. All subscriptions include:
- All standard BarBooks features
- Unlimited users and devices for a single data file
- Assistance with migrating data from SILQ or another software
- Online and on-site (CBD) Support

START USING BARBOOKS

Understanding the BarBooks interface.

1. **Avatar**	9. **Contacts**
2. **Total Unbilled Work & Invoices**	10. **Templates**
3. **Dashboard**	11. **Bank Rec**
4. **Matters**	12. **Trend/Graphs**
5. **Invoices**	13. **Overview**
6. **Receipts**	14. **Task Pane**
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8. **Reports**	16. **Live Chat**

Icon Guide

Icon	Description
Search button icon	Search button
Notification icon	Notification
Profile button icon	Profile button
Quick Action button icon	Quick Action button
Chat with us now!	Live Chat
+ Add matter	Add button
Archive button icon	Archive button
Unarchive button icon	Unarchive button
Delete button icon	Delete button
Create Statement icon	Create Statement of Outstanding fees shortcut
Filter by name, solicitor, firm and created date	Search box
Duplicate button icon	Duplicate button
Reconciled icon	Reconciled
</>Tags	Tags button
Download and Upload icons	Download and Upload buttons
Save and OK icon	Save and OK button
Transfer task button icon	Transfer task button
Bank Rec: Reconciliation Receive icon	Bank Rec: Reconciliation Receive
Bank Rec: Reconciliation Spend icon	Bank Rec: Reconciliation Spend
Bank Rec: Transactions icon	Bank Rec: Transactions
Bank Rec: Bank Rules icon	Bank Rec: Bank Rules
Bank Rec: Deactivate icon	Bank Rec: Deactivate
Bank Rec: Activate icon	Bank Rec: Activate

Choose a Subscription

BARBOOKS SUBSCRIPTION

BarBooks is a practice management software for barristers. It is aimed at making a barrister's life easier, and includes functionality for time tracking, matter organising, invoicing, expense recording and tax compliance.

CHOOSE AN OPTION ▼

Terms and Conditions

☐ I've read and accept the terms & conditions *

PURCHASE SUBSCRIPTION	PURCHASE SUBSCRIPTION

1. Go to this link to subscribe: https://www.barbooksaustralia.com/product/subscription/
2. Choose from the list then click "Purchase Subscription"
3. Enter your billing information and read the terms and conditions.
4. Click purchase subscription

Importing Data from another provider

If you're migrating from a previous provider.
1. Attain a copy of your data file
   a. If it's from SILQ, follow these steps
      1. Go to tools
      2. Then system settings
      3. Select back up
      4. Tick to create a back up in another folder - select somewhere easy to find such as desktop or documents
      5. Click back up now.
2. Send a copy of your data file to support@barbooksaustralia.com with your details.

Book a Demo

We offer remote and on-site support as part of your subscription.
1. Please go to this link: https://calendly.com/charlotte-3/web-app-demo-of-barbooks/
2. Enter the names of those who will be attending the demo with you. (e.g. Jewel Garcia and my bookkeeper).

SETTING UP YOUR ACCOUNT

BarBooks works on any device, be it Mac, Windows or mobile.

How to download the app:
1. Using your computer:
   Web Application: https://www.barbooksaustralia.com/my-account/
   Local application (downloaded application): https://www.barbooksaustralia.com/download/
2. Or download the app from your chosen mobile application provider: Google Store or App Store

Creating a Profile

1. Click the Profile button
2. Click 'Avatar' to select or change the image you would like to use.
3. Click 'Preferences' to set up your account, fill in all fields.

Please Note: These fields are case sensitive and will appear on the invoice exactly how they are written. If for any reason, the details in your profile change (for example: changing chambers), you can edit your profile details by selecting 'preferences' from the drop-down list. However, changes will only affect future matters.

Setting up Rates

1. From within 'Preferences' click the Rates tab
2. To add a Rate simply click the Add button.
3. Type the amount you wish to charge.
4. Select the frequency of the charge/Select from the drop-down list.
   a. Hourly
   b. Fixed
   c. Units
5. Once complete, simply click the Ok button.
6. If you wish to delete a rate, click the X button.

7. If you wish to round up your time simply choose the amount of time you wish from the drop-down list.

Please Note: If you change your rates in Preferences, only future Matters will be affected.

Task Descriptions

1. From within 'Preferences' click the Task description tab
2. To add a task description, simply click the Add button.
3. Type the description on the box.
4. Once complete, simply click the Ok button.
5. If you wish to delete a task description, click the X button.

A Task is a piece of work you do for a matter that you wish to bill/ have record off in BarBooks. Please note that these tasks will appear on your invoice the way they are typed into BarBooks so make sure you are case-sensitive conscious.

QUICK TABS

Dashboard

You can track and monitor your work in progress, payments and expenses over any time on the BarBooks Dashboard.

1. Graph – this represent the total amount of unbilled tasks, billed tasks, and receipts for a given date.
2. Overview – shows the list of tasks, expenses, receipts for a given period of time.
3. Tasks – shows the list of all tasks for a given period of time. It also shows the totals specific to a matter or period.

4. Help and settings – Using this button, you can choose what columns to include and in what order they should appear.

Matters

How to Create a Matter?

1. Go to Matters tab and click the Add Matter button.
2. Fill out the necessary information.
3. Choose a solicitor from the drop-down list or you may also add directly a solicitor/firm by clicking the Add button.
4. Add matter specific rates. If you add rates from within a matter these rates will only be specific for that matter. You may also change the rates if you wish, a pop up box will appear asking for a confirmation if you would like those to be applied to all unbilled tasks.

Creating a Fixed Fee matter.

1. Go to Matters tab and click the Add Matter button.
2. Click the Fixed Fee tab.

3. Enter the value you wish to bill the matter for its entirety.
4. If you would like to convert the Fixed fee matter to a regular one, just simply remove the amount in the box or enter a zero amount. But make sure there is no invoices in the Matter.

Adding Tasks in a Matter

1. Open a particular matter and click the Add button.
2. Enter the details of the 'description'. What you enter in the description will appear on your invoice. Remember to be case sensitive conscious.

Adding Disbursements in a Matter

1. To add a disbursement, just select the matter where you want to add a disbursement.
2. Select the "Disbursements" tab inside the matter file
3. Click the "Add disbursement" button.
4. Add the required information to the disbursement

Archiving and Unarchiving a Matter
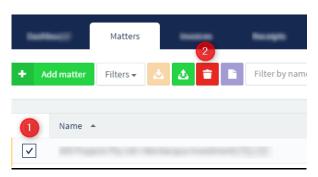
1. Select a matter by clicking the box next to the name.
2. To Archive, click the yellow button

3. To Unarchive, choose 'Archived' from the drop-down list of the Filters box, then select a Matter and click the green button

Please note that you cannot archive a Matter with outstanding invoices and unbilled tasks.

Deleting a Matter

1. Select a matter that you wish to delete by clicking the box next to the name.
2. Click delete button.

Please note that BarBooks will not allow you to delete any matters with work pertaining to the matter.

Downloading Matter Documents

1. Select the Matter tab
2. Select and open the desired matter
3. Click the Add New matter document button and choose a document from the list.
4. Save the file to an easily location on your computer.
5. Send the document to client/ Solicitor

Please note that whatever you uploaded in your templates tab will be shown in this option.

Generating a Statement of Outstanding Fees

1. Select a matter by clicking the box next to the name.
2. Then click the Statement of Outstanding fees button
3. Save the file to an easy location on your computer.

Invoices

Creating an invoice

There are two ways to create an invoice.

Matters Tab:

1. Select the matter you wish to invoice by clicking on the matter name.
2. Go to the 'Invoices tab'.
3. Click 'Add Invoice'.
4. Choose what kind of invoice you want to issue.
5. Choose from the Unbilled tasks and disbursements, apply a discount if there's any, and select a Template then click Ok button.

Invoice Tab:

1. Go to the 'Invoices' Quicktab.
2. Click 'Add Invoice'.
3. Choose what kind of invoice you want to issue.
4. A pop up box will appear containing the list of Matters with Unbilled tasks. Select one then click Ok button.
5. Choose from the Unbilled tasks and disbursements, apply a discount if there's any, and select a Template then click Ok button.
6. If you have selected a template it will automatically download in your computer.

Recording a payment in Invoices tab

1. Click "Invoices" tab.
2. Open the Invoice by clicking the invoice number.
3. Click "Paid" button
4. Choose from the drop-down list the type of payment that you would like to apply. If its Part, enter the amount. Enter the date then click the Ok button.

Writing off an Invoice in Invoices tab.

1. Click "Invoices" tab.
2. Open the Invoice by clicking the invoice number.
3. Click "Write- Off" button
4. Choose from the drop-down list the type of write off that you would like to apply. If its Part, enter the amount. Enter the date then click the Ok button.

Reversing the write-off of an invoice
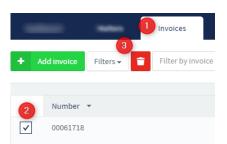
1. Go to the "Receipts" tab.
2. Select the write-off you want to reverse.
3. Click the delete icon.

Downloading an Invoice template

1. Click "Invoices" tab.
2. Open the Invoice by clicking the invoice number.
3. Click the Download button and select from the lists of available Invoice templates.
4. It will automatically download in your computer, then save.

Deleting an Invoice

1. Click "Invoices" tab.
2. Select an Invoice you wish to delete by clicking the box beside the Invoice number.
3. Click the "Delete" button.
4. Once the invoice is deleted, the tasks will become unbilled.

Please note that you can edit the Invoice number and the Issue and Due date by clicking on them.

Receipts

Creating Matter receipts

Matter Receipts are automatically created when an invoice has been marked paid.

1. Manual Payment (Invoice tab)
2. Bank Reconciliation

Creating General receipts

1. In the receipts tab, click the Add receipt button.
2. Select general receipt from the drop-down list.
3. Enter all the required information then click the Ok button.

Adding a Tax Refund

1. Select the receipts tab
2. Click the add receipt button
3. Choose add tax refund
4. Enter the description and the amount and click the tick

Expenses

General expense - this is an expense you wish to charge to your business. Common general expenses are Floor Fee's, stationary etc.
Tax Payment - Any tax your business has paid.
Personal expenses - any expense that you do not wish to be charged to your business. These could be a personal gym membership or a percentage of your telstra bill.
Disbursement – expenses related to Matter, it can be created in the Matters tab but is also recorded in the Expenses tab.

Adding an Expense

1. Click the 'Expenses Tab'
2. Click the Add expense button
3. Then choose the type of expense.
   a. General Expense
   b. Tax Payment
   c. Personal Expense
4. Once you have selected the type of expense you may now add the expense details as required.
   a. Payee and Category – you may choose from the drop-down list or search by entering the keyword, but you may also create a new payee or category just type the name in the box.

Duplicating an Expense
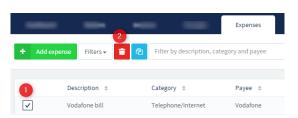

1. Select the expense you wish to duplicate (by clicking the box)
2. Click the duplicate expense button
3. Fill out all the necessary details in the pop up box.

Deleting an Expense

1. Select the expense you wish to delete by clicking the box.
2. Click the delete expense button
3. Fill out all the necessary details in the pop up box.

Reports

How to generate a report?

1. Click the reports tab on the top of the page. Previously created reports will be listed below.
2. To review these, just click the download button and the Word file will be downloaded on your computer.
3. To create a report just select the Add button then choose from the list of reports, select the date frame and then save.

List of Reports

Aged Debtors Report - provides a detailed list of which firms/solicitors/clients owe your practice money. This report will show all 'overdue' work in a time period of your choice. It can be shown by Matter or by Solicitor

✕	Aged Debtors Report	✓
By Type	Solicitor	▾
By Date	Invoice issue date	▾
From	18/12/2017 📅	**To** 18/01/2018 📅

Bank Transactions Report – this report shows the transactions found in your Bank Reconciliation for a certain period. You will be able to select your preferred Institution and Bank Accounts.

✕	Bank Transaction Summary Report	✓
From	19/12/2017 📅	
To	19/01/2018 📅	
Institution		▾
Bank Accounts		▾

Cashflow & Activity Statement - this financial report is concerned with the flow of cash in and out of the business. Cash Inflows include all the receipts and tax refund while Cash outflows include all the disbursement, expenses, and Tax payment. This report will also show the amount of other activities such as Un-invoiced tasks, Issued Invoices and Write offs. All of which depends on the selected date range.

✕	Cashflow & Activity Statement	✓
From	19/12/2017 📅	
To	19/01/2018 📅	

GST Statement – this report is also known as the Business activity statement. This will show the computation of your Tax payment or Tax refund. You can choose a Financial year and also the quarter on which you want to download.

Profit and Loss Report – is a financial statement that summarizes the revenues, costs and expenses incurred during a specific period of time.

Transaction Summary Report – this report shows the list of income, expenses, capital expenditure, personal expenditure, and taxes within the selected date range.

Work In Progress – this report shows the list of Matters with Unbilled work.

Year End Tax Report – this report shows the total amount of Sales, Expenses (except the Personal expenses), and Tax for a financial year.

Contacts

How to create a contact?

1. From the Contacts tab, click the Add Contact button.
2. Choose from the drop-down list
3. Fill out the necessary information
4. Save by clicking the green arrow.

How to delete a contact?

1. Click the Contacts tab
2. Select the contact you wish to delete from the Clients, Firms, Solicitors, or others tab
3. Click the delete icon

How do I edit a contact?

1. Click Contacts tab.
2. Click the contact you want to edit.

Please note that when you edit a Firm there will be a pop up message asking you to confirm if you want to apply the changes to the solicitors linked to that Firm. You may also add a contact while creating a matter.

Templates

Default templates

BarBooks automatically supplies you with a number of templates that are fully compliant with regulations set by the bar. These templates can be edited to suit your style and need.

Creating a new template

1. Go to the Templates tab and click the Add Template button.
2. If you would like to add your own template, select 'custom' and import a .docx template you have previously created.
3. After adding your template, you can amend the name and the type of template.
   (Choosing the type is important as it correlates where the document can be used in the system)
4. You may click the Upload button beside the template type if you would like to upload a different file or the Download button to change or edit the previously uploaded file.
5. You may always update the name of the template by clicking the Template name.

*Please note that if you create your template under the wrong type, BarBooks will not be able to create the desired document. Make sure to save the template in .docx file.
If you make a variation to your rates, be sure to create different templates for each and name them in such a way that it will be easier for you to identify which template is to be used.

If you need assistance with re-creating a template, you can send a copy of the template and a sample output to us (email at admin@barbooksaustralia.com) and we'd be glad to help you with your template.

Editing Templates

1. Click on the Templates tab.
2. Download the template you wish to edit by clicking the Download button beside the Template type.
3. The document will be downloaded as a Word file (.docx)
4. Click Tags button. A small window will open with all the tags available to pull in matter specific information or your personal detail. In this editor, you can set the type of template you want the tags for and copy or insert tags directly from the BarBooks window into word. When you have chosen your Tag, you Copy and then Paste it into the document.
5. After editing the Word file, save it in .docx file then upload it in your account by clicking the Upload button beside the template.

How do I add a digital signature?

If you do not have a digital signature we can help create one for you. Simply sign a blank piece of paper. It needs to be plain with no text on the back of the paper. Then take a photo and email to admin@barbooksaustralia.com.

Bank Reconciliation

Overview of Bank Account

1. To import transactions, you can click the 'Import transactions' button per bank account.
2. It will also show you when is the last import date or if it's up to date.

3. If you will place your mouse on a bank account, you will see buttons there – shortcut to the tabs inside the bank accounts.
   a. Reconciliation: Receive
   b. Reconciliation: Spend
   c. List of Transactions
   d. Bank Rules
   e. Deactivate
   f. Activate (not in the picture)

Adding Bank account

1. Click the 'Add Bank accounts' button
2. Select your banking institution
3. Enter your log in credentials

Please note that we do not, and will not, have access to your bank account login or password. You can add bank account as many as you want.

Reconciliation: Receive

1. Click the Reconciliation: Receive button on the selected Bank account
2. You have 3 options to reconcile the Bank account transaction to BarBooks transactions – Match, Find, Create.
   a. Match – this will show you an invoice or receipt that is a complete match to the Bank transaction. The amount and date of the invoice and receipt should be the same with the bank transaction. The date should be same or earlier than the bank transaction. To reconcile, just click the Match button located between the transactions
   b. Find – If there is already an Invoice or receipt created in your account, you can just search it here. Locate the invoice or receipt, then reconcile by clicking the Match button. But if the BarBooks transaction amount is not the same with the Bank transaction amount, you can edit the amount by clicking the Edit button and select from the 3 options.

   c. Create – using this option, a receipt will be created when reconciling. Just choose if it's a Matter receipt, General receipt, or Tax refund. You can check the Receipt tab for the receipt created from reconciliation.

Reconciliation: Spend

1. Click the Reconciliation: Spend button on the selected Bank account
2. You have 3 options to reconcile the Bank account transaction to BarBooks transactions – Match, Find, Create.
- Match – this will show you an existing expense that is a complete match to the Bank transaction. The amount and date of the expense should be the same with the bank transaction. To reconcile, just click the Match button located between the transactions
- Find – If there is already an expense created in your account, you can just search it here. Locate and select an expense, then reconcile by clicking the Match button. Here, you may select more than 1 expense, and you could adjust the expenses. If the expense from BarBooks transaction is less than the Bank transaction you may still add another expense or just partly reconcile it.

- Create – using this option, expense will be created when reconciling. Just choose if it's a General expense, Tax Payment, Disbursement, or Personal Expense. You can check the Expense tab for the expense created from reconciliation.

Transactions

This tab lists all the bank transactions whether ignored, reconciled, or unreconciled.

1. You may directly 'Ignore' transactions here. Just select from the list by clicking the box beside the description then select the Ignore button.
2. You may also Reinstate all the Ignored transactions here.
3. You also have an option to Un-reconcile all reconciled transactions here.

4. For all the reconciled and part reconciled transactions, you may view the expense, invoice, or receipt created by clicking the 'More' button then click the arrow button to open the expense, invoice, or receipt.

Bank Rule

1. To create a Bank rule, just go to the Bank rules tab.
2. Click the 'Add Rule' button
3. Select from the dropdown list.
4. Enter all the necessary information.

Splitting Options

Splitting options can be found when you are creating a General expense or creating a Spend rule with General expense as the type of expense.

1. To split a General expense, go to the Reconciliation: Spend tab, then click the General expense.
2. Click the Splitting option icon.
3. Click the add button to select how may times it will be split.
4. Enter all the required information, but make sure that there is no outstanding amount.
5. In using the splitting options in Spend Rule, you may choose the type of splitting – it may be by amount or percentage. If its percentage, it must total to 100%.
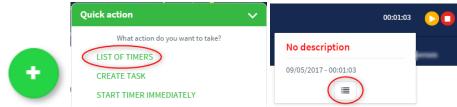
Deactivate and Activate Bank Accounts

You may deactivate a bank account that you will no longer use. Once you deactivated an account, you will not be able to open it, you must click first the activate button.

QUICK ACTION

This is the quickest way to do your recurring tasks.

List of Timers

You can see the List of timers by clicking the Quick action button then select "List of Timers" or you can also move your mouse over the Timer at the top right of the screen (when there is an active timer running), then click the List of Timers button.

- **Active Task**

This will show you the task which you can see also at the top right of the screen. You can manage the task by editing, deleting, and opening the matter (if it is already linked in a matter)

- **Incomplete Task**

This corner will show you the list of tasks with partial details (tasks not yet linked in a matter).

- **Paused Tasks**

This shows the list of tasks you started but not yet ended. If you click the stop button of a certain task, it will then be removed in this list.

This button will enable you to create a task even when you are not in the Matters page. Just select a matter, then enter all the required details.

Start Timer Immediately

Upon selecting this button, the timer will start already even while you are entering the details. You can also enter the details later and it will be in the Active Task and will be found as an Incomplete task if the matter is not yet linked to it. Note that only active matters with hourly rate can be selected.