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

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# 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.

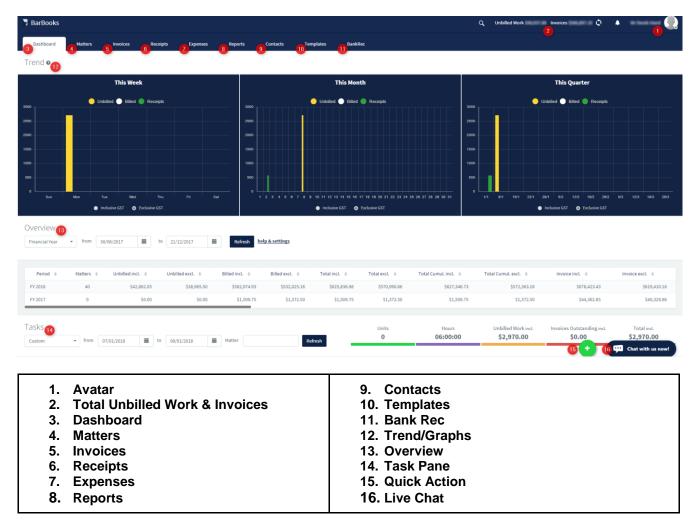
## **Best Features**

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.



# Icon Guide

Q	Search button
4	Notification
	Profile button
•	Quick Action button
Chat with us now!	Live Chat
+ Add matter	Add button
۵.	Archive button
<b>也</b>	Unarchive button
	Delete button
	Create Statement of Outstanding fees shortcut
Filter by name, solicitor, firm and created date	Search box
പ	Duplicate button
9	Reconciled
>Tags	Tags button
++	Download and Upload buttons
<ul> <li>✓</li> </ul>	Save and OK button
=	Transfer task button
<b>1</b>	Bank Rec: Reconciliation Receive
<b>19</b>	Bank Rec: Reconciliation Spend
	Bank Rec: Transactions
•	Bank Rec: Bank Rules
0	Bank Rec: Deactivate
✓	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 <a href="mailto:support@barbooksaustralia.com">support@barbooksaustralia.com</a> with your details.

## Book a Demo

We offer remote and on-site support as part of your subscription.

- 1. Please go to this link: <u>https://calendly.com/charlotte-3/web-app-demo-of-barbooks/</u>
- 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**

				×	Preferen	ces 🗸
				Profile	Rates	Task Description
				Ms Jewel		Garcia
	×	Avatar	~	Greenway Chambers		jewel@barbooksaustralia.com
		No file chosen.		ABN 30319500188		DX 165 Sydney
335 days	File	No file chosen.		Level 10		99 Elizabeth Street
subscription left	`			Sydney		2000
				NSW		Australia
Avatar 2				02 9151 2988		National Australia Bank
My Account				Mobile Numbe	r	66-928-1334
Preferences 3				02 Fax Number		082-053
				Please co	nplete all fields if your an	e using default templates.
Logout						

- 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

×		Preference	es		5 🗸
Profile		Rates		Task Descriptio	on
GST / VAT		10	%		
Invoice Payment	Terms	30	days		
Round to		7 15 min	•		
Interest Invoice Rate		10	%		
Name	excl. GST	incl. G	iST	Туре	2 +
hourly	\$600.00	\$660.00		4 hourly	- ×
directions	\$0.00	\$0.00		fixed	6 X

- 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

×	Preferences	
Profile	Rates	1 Task Description
Descriptions		2 +
Advising 3		×
Meetings		6 X

- 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

BarBooks		C, Unbilled Work Invoices 🗘	• Q ×	Help & Settings 🗸
Databased	a Contradh Tanggaladha Bacaladhan			onfigure which columns and which order they should appear:
This Week	This Month	This Quarter		Period     Name given accordingly to period filtered (e.g. August 2017, PY 2017).
	·····			Matters     Number of matters created within given period.
8000 9000 8 84 Main Tee Weid Thu Fo Sei	2000 2000 2 1 7 3 4 5 4 7 4 6 5 10 10 10 14 10 10 7 10 10 20 20 20 20 20 20 20 20 20 20 20 20 20	25000	63 135 145 245	Unbilled excl.     Sum of tasks and disbursements created and unbilled within period.
	Inclusion GGT     Declusion GGT	🕒 inclusive GST 🌑 Exclusive GST	[	Billed excl.     Sum of tasks and disbursements created and billed within period.
Financial Year • from 30/06/2017	noby help. A. settings 🕖		C	Total excl.     Sum of tasks and disbursements created within period.
		Incl. 0         Total Cumul. excl. 0         Invoice Incl. 0           5027,346.73         5572,363.16         5078,423.43           51,500.75         \$1,372.50         \$44,362.85	5619,410.16 560,329,66	Total CumuL excL.     Cumulative totals of tasks and disbursements created within period.
Tasks		tours Unbilled Work inc. Invoices Outstanding int.	Tetal incl.	V Involce excl. Total of involces for set period.

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.

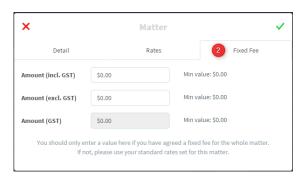
## Matters

# How to Create a Matter?

	Matte					-	×		Matter	v
	Matte	15			_		2 Det	ail	Rates	Fixed Fee
-						0.04.40.0	Description	e.g. You v Me		
+ Ad	<b>d matter</b> Filters		Filter by	name, solicit	or, firm and crea	ated date	Opened	10/01/2018	# Agreement	10/01/2018
							Nature of Brief			
							Court			
	Name 🔺				Firm \$		Registry			
	Access infrastruct	Low Australia Physical -	Station Lights			- 1 A	End Client			
	0.075						Reference	Search for soli	- No.	- 3+
							Due after		days	
	Contract dispute						GST ₽		%	
							Round to	15 min	*	
					terter Leg					
×		Matter		<ul> <li>Image: A second s</li></ul>	×	Seve	ral tasks a	e using	this rate!	~
		-								
	Detail	4 Rates	Fixed Fe	e	Do yo	ou want to apply the cha	-		s? You can also sele	ct specific tasks.
							ho	ourly		
Name	excl. GST	incl. GST	Туре	+					Old Fees (incl.	New Fees (incl
hourly	\$100.00	\$110.00	hourly	- X		Description 👻	Time	'Units	GST)	GST
directio	ns \$500.00	\$550.00	fixed	- ×	$\checkmark$	Sample Task 1	10:00	00 <b>O</b>	\$1,100.00	\$2,200.00

- 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

Edit     Mew matter document     Date     1003/2018     Date     1003/2018     Date     1003/2018     Date     1003/2018     Date     1003/2018     Date     1003/2018     Disbursements     Discount     Discount	Matters	an Bacata Success	×	1	ask	~
Edit     +     New matter document       Rate     hourly     \$ incl. GST       \$ 660.00     \$ excl. 6ST       \$ 560.00     \$ excl. 6ST			Description			
Rate         hourly         Sincl. GST         5660.00           \$ GST         \$560.00         \$ excl. 6ST         \$600.00		and the second second second	Date	10/01/2018	Duration 00:00	
	C Ldit + New matter document		Rate	hourly	\$ incl. GST \$660.00	)
Tasks Disbursements Discount			\$ GST	\$60.00	\$ excl. GST \$600.00	)
	Tasks	Disbursements	Discount			
\$ Total incl. 65T \$0.00 \$ Total excl. 65T \$0.00			\$ Total incl. GS	T \$0.00	\$ Total excl. GST \$0.00	D
+ Add task Filters - 👕 ≓ Filter by name and created date \$1000	🕂 Add task 🛛 Filters 🗸 📋 ≓ 🛛 F	ilter by name and created date	\$ Total GST	\$0.00		

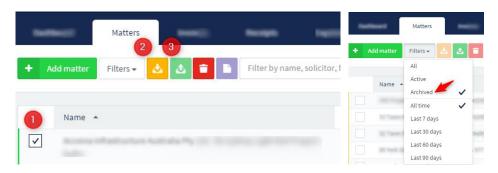
- 1. Open a particular matter and click the Add button.
- 2. Enter the details of the 'description'. What you enter in the description will appear on your invoice. Remember to be case sensitive conscious.

#### Adding Disbursements in a Matter

-	Matters	name (name)		_	×		Disbur	sement		~
	na lofrastructure A	unata Py 14 Ne	Sydney Light B	100	Description	I				
÷	Z Edit + New matter doc	cument			Date	10/01/2018	m	\$ incl. GST	\$0.00	
					GST	10%	*	\$ excl. GST	\$0.00	
3	Tasks	2 Disbu	ursements					\$ GST	\$0.00	
_					Payee	Type to search for pa	ayees			
+ /	Add disbursement Filters 🗸	Filter by description	n and date		Category	Type to search for ca	ategories			

- 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

Section 1	Matters
← 🗹 Edit	+ New matter document
	Blank
	Cost Agreement
	Variation of Fees
	Statement of Outstanding Fees )

- 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

tine the		Matters	2
<b>+</b> Ac	dd matter	Filters 🗸	🕹 🕹 💼 🖿
1	Name 🔺		
~			

- 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:

				×		Regular Invo	ice	÷
				Tas	ks Di	sbursements Discount	Template	Fixed Fee
					Date 👻	Description 💠	Time/Units	Fees (incl. GST)
Matters	, Norigh Expense Map	ers Certarts	-	~	08/01/2018	Draft adjudication applica tion; confer by telephone	06:00:00 🕲	\$2,970.00
Accises infrastructure factors	and the second	Chapter Safe				with instructing solicitor	-	
← 🗹 Edit + New matter document		Unbilled Work incl. \$22,770.00	Invoice	~	22/12/2017	Various email and telepho ne attendances on instruc ting solicitors; peruse cont ract	01:00:00 🕲	\$495.00
Tasks	Disbursements	2 Invoices		~	20/12/2017	Confer with instructing sol icitor	01:30:00 🕒	\$742.50
3       +     Add invoice       Filters → <b>1</b> Filter by	r invoice number	-		~	08/12/2017	Confer with instructing sol icitors; prepare for confere nce	02:00:00 🕲	\$990.00
Regular				~	30/11/2017	Confer with instructing sol icitor and client; peruse do	02:00:00 🕲	\$990.00
Interest	I	Empty				cuments post-conference		

- 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:

				-es	×		4 Select Matter		~
2						Name 🔺		Unbilled 💠	Outstanding 👙
+	Add inv	voice Filters <del>-</del>	<b>F</b> ilter	by invoice nu	$\checkmark$				
R	egular 🌔	3							
	terest	2							
× Ta:	6 iks Dis Date ▼	Regular Invoi	CC Template Time/Units	Fixed Fee Fees (incl. GST)					
	sks Dis	bursements Discount	Template	Fixed Fee					

- 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

+ Add invoice Filters - 🔒 Filter by invoice		Nation Invoice	×		Payment	~
	00061718	9 Frid Write-Off  ☐ Bownload  √ Sere	Туре	() Full	Date	10/01/2018
Number 👻	Issued			Part		_
00061718 2	Due	12/01/2014				

- 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 Invoices									
+	Add invoice F	ilters 🗸 🦷	Filter by invoice	Invoices - 00061718	Matters	Involces 3 laid Write-Off	Download V Save	 X Type	Full	Write-Off Date	10/01/2018	<ul> <li>Image: Control of the second se</li></ul>
	Number 🔻			Issued				_	Part			
	00061718 2			Due	19/12/201							

- 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

-	inant Mar	3	Receipts	tapenan ingen
<b>+</b> A	dd receipt Filter	s ✔ 👕 Filter by	y receipt number	
2	Number \$	Туре 🔻	Date 💠	Invoice   Matter 💠
$\checkmark$	00092127	Write-Off	24/12/2012	00060731 $\ominus$   $\ominus$

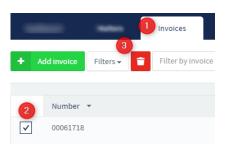
- 1. Go to the "Receipts" tab.
- 2. Select the write-off you want to reverse.
- 3. Click the delete icon.

#### Downloading an Invoice template

	1 Invoices	Internet	Matters	Invoice	es	3	-
+ Add invoice Filters -	Filter by invoice	Invoices - 00061/18	÷	Paid	Write-Off	🔁 Download	🗸 Save
						Derek's Invoice	2
		Issued			-	With Outstand	ing Fees
Number 🔻			19/12/20	017			
00061718 2		Due	18/01/20	018			

- 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

				×	Gene	ral Receipt		~
Castliner)	Martine 1		Receipts	Note	Note			
+ Add receipt	Filters -	Filter by recei	pt number	Number	92942	Date \$ incl. GST	10/01/2018 \$0.00	
General Receipt				651	1070	\$ excl. GST	\$0.00	
Tax Refund	-	Type 🌲	Date 💌			\$ GST	\$0.00	

- 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

7 BarBooks					×		Tax Refund		~
			Receipts		Note	Note			
			1		Number	312	Date	12/01/2018	Ħ
+ Add receipt	Filters 🗸 🧻	Filter by rece	eipt number				\$ incl. GST	\$0.00	
General Receipt							\$ excl. GST	\$0.00	
Tax Refund 🛛 🦊	Туре		ate 🔻	Invo			\$ GST	\$0.00	

- 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

<u>General expense</u> - 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.

<u>Personal expenses</u> - 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.

<u>Disbursement</u> – expenses related to Matter, it can be created in the Matters tab but is also recorded in the Expenses tab.

## Adding an Expense

								×		Persona	al Expense		
-		_	_		(	Expenses		Description					
2				_		Expenses		Date	12/01/2018		\$ incl. GST	\$0.00	
<b>+</b> Ac	dd expense	ilters <del>v</del>	<b>a</b>	Filter by desc	ription, categ	ory and payee		GST	10%	•	\$ excl. GST	\$0.00	
	I Expense ss related such as	Floor F	ees, Office expe	enses, and so or	n. 3						\$ GST	\$0.00	
Tax Pay			, ,			Payee 💠		Payee	Type to search fo	r payees			
Person	al Expense					Vodafone		Category	Type to search fo	r categories			
	eductible expense		available on tra	insaction summ	nary report)	Nicolo Looch							
	eductible expense		available on tra l Expense		nary report)	Nicele Leach     X     Description		Tax Exp	oense		~		
Non-de	eductible expense					×	12/01/2018	Tax Exp	pense		~		
Non-de	eductible expense	Genera	l Expense			Description	 12/01/2018 \$0.00		pense		~		
Non-de	12/01/2018	Genera	Sincl. GST	\$0.00		× Description Date			pense		~		
Non-de	12/01/2018 10%	Genera	\$ incl. GST \$ excl. GST	\$0.00 \$0.00		Cescription Date S excl. GST	\$0.00		pense		~		

- 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.

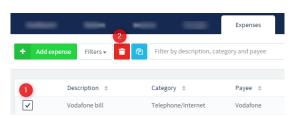


# Duplicating an Expense



- 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?

Add report 👕	Filter by type			1								
Initial Period	Final Period 💠	Type \$								Created 🔻	Do	wnl
30/6/2017	21/12/2017	Cashflow & Activ	tivity St	tatement						22/12/2017	2	ł
30/6/2017	21/12/2017	Profit & Loss Rep	eport							22/12/2017		ŧ
31/12/2014	21/12/2017	Aged Debtors Re	Report							22/12/2017		ł
20/11/2017	20/12/2017	Bank Transactio	ions Su	ımmary Rep	port					21/12/2017		ŧ
howing 1 to 4 of 4												
	➡ Filter by	type		-	-	64		Reports	1			
+ Add report		type		-	aga	-		Reports				
+ Add report Aged Debtors Repo	ort			~	-	-		Reports	1			
	ort s Summary Report		T	īype ≎	-			Reports	1			
+ Add report Aged Debtors Rep Bank Transactions Cashflow & Activit GST Statement	ort s Summary Report y Statement				/ & Activity	Stateme	ent	Reports	1			
+ Add report Aged Debtors Rep Bank Transactions Cashflow & Activit	ort s Summary Report y Statement rt	eriod \$	C	Cashflow	y & Activity .oss Report		ent	Reports				
+ Add report Aged Debtors Repi Bank Transactions Cashflow & Activit GST Statement Profit & Loss Repo	ort s Summary Report y Statement rt nary Report	eriod \$ .2/2017	C	Cashflow Profit & L		t	ent	Reports	1			

- 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	~
Ву Туре	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	
То	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	
То	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.

×	GST Statement	~
Financial Year		
2018		•
Quarter		
Q3 (1/1/2018 - 31/3/2018)		-

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

9/12/2017	
9/01/2018	

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

×	Transaction Summary Report	~
From	19/12/2017	
То	19/01/2018	

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.

×	Year End Tax Report	~
Financial Year		

# Contacts

#### How to create a contact?



(	Firm							
Name	Name							
DX Address	DX 0000							
E-Mail	email@exa	mple.com						
Phone	02	Phone Number						
Fax	02	Fax Number						
Mobile	04	Mobile Number						
Address Line 1	Unit/Suit							
Address Line 2	Street							
City	(e.g. Sydne	y)	Postcode					
Country	(e.g. Austra	lia)	State					

- 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?

-	3				Contacts
+ Add	contact 👕 Filter by	/ first name, last name a	nd firm		
	Clients		Firms		Solicitor
2	First Name 💠	Last Name 💌	Firm \$	Email 💠	Phone Numbe
<b>~</b>	Karolina				

- 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

Section 1				Templates	
d template	👕 🛷 Tags Filter	r by name or type			
m					
Blank				Type \$	Download   Upload
Cost Agreement nterest Invoice				Invoice	
ivoice	+			Fixed Fee	÷ +
atter Receipt	Fees			Invoice	+ +
tatement of Outstan ariation of Fees	ding Fees			Interest Invoice	+ +
		2 Drop files here to upload or bro			
File	No file chosen.				
lame 3					
Гуре			•		
				a.	
	Name 🔻				
	With Outstandi	ing Fees			

- 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.
- 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 <u>admin@barbooksaustralia.com</u>) and we'd be glad to help you with your template.

# Editing Templates

Guildinard		Recept	tagen an	Name	(united)	Templates	Serie Tex	
+ Add template	👕 🗘 Tags Filter by na	me or type						
Nam	e *					Тур	e \$	Download   Upload
With	Outstanding Fees					Invo	lice	2 5
Varia	ation Of Fees					Vari	ation of Fees	+ +
×	T	gs						
<u>^</u>	10	182						
View tags for								
_	Blank							
Tag	Cost Agreement							
	Fixed Fee							
+ General	Interest Invoice							
+ Profile	Matter Receipt							
+ Solicitor	Regular Invoice							
+ Matter	Statement of Outsta	nding Fees						
+ Rates								
+ Tasks								
+ Disbursements								

- 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**

🖣 BarBooks										Unbilled Work	s 🗘 🔺	🕘
terflord .	-		-	-	Reports	Contraction	Temptote	BankRec				
+ Add Bank Account	its Filters +	Filter by nam	ne							Import		
Commonwealt	h Bank	List of act							Lastimportidate	transactions button	Shortcut/buttons	
Tax Account	-					1002-0045		\$140.00 (million)	19 hours ago	import transactions		9 8 0 0
Private Streamline						10000		-	19 hours ago	import transactions		

- 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

Andread Marco Annual Marco Annual	× Bank Accounts	× Bank Accounts
Add Bank Accounts     The state of the state of the by name	Please select your banking institution	Please enter your ANZ New Zealand login credentials Customer Number
Bank of Statements Import transactions	Q or type to search here X	Password
Credit Card		
Savings Account		Submit Credentials
Transaction Account	BANK OF SCOTLAND bankwest 🕷 💽 Bendigo Bank	
Bank of MFA Import transactions		« Back
Credit Card		
SartigsAccount	The C perofile Bonk	
Transaction Account		
	Show All	
	Just a note: We do not, and will not, have access to your bank account login or password.	Just a note: We do not, and will not, have access to your bank account login or password.

- 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

	Reconciliation: Receive	Constant and	Process.	Real Procession
Period 🕶	Filter by transaction description or amount			
Your ban	account transactions		Your BarBooks transactions	
Ignor	31-12-2017 e Money from Crownbet	+ \$166.39	Match (0/0) Find Create What do you want to create?	teral Recept. Tax Refund
Ignore	04-12-2017 Money from Crownbet	+ \$442.86	Match (J/1) Find Create 00000004 Regular Invoice	+ \$442.86 of \$442.86 \$

Da Roard	Matters Invoices Receipts	<b>×</b>		Find I You must select	Invoice at least one poice			~	
	Account + 456789 858 122-458	Filter by entry number o	or matter name		<u>۱</u>				BANE STATEMENT
		Number +	Type © Regular Invoice	Matter © Old v New	Firm a	Solicitor ©	Date © 04/12/2017	Outst. = \$442.86	O Bank Rules
		00000001	Regular Invoice	Matter1 vs. Matter2		۱.	30/11/2017	\$1,032.93	
		Showing 1 to 2 of 2	_	_	_		MINING ROOM	_	
									celut. Tax liefund
	Direct RVSL 201500 Ferratum Austral Loan 419922					com	oce.	Maller Holegt	
Onoboard	Mattern Invoices Receipts	Denomina Denorte	×	Create Ger	neral Receipt		~		
	Account + #56789 056 123-456		Note Misc						BANK STATEMEN
			Date 10/1	2/2017	\$ incl. GST	\$325.88	I ons		O Bank Rafes
			GST 10%	•	\$ excl. GST	\$196.25			
					\$ GST	\$19.63	- 8		
			🖹 Create Rule				Freate		
									ecsipt Tax Reland
									Tax Partured.

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.

Your bank acco	unt transactions			Your BarBooks transactions			
Ignore	15-01-2018 An uncategorised debit	+ \$110.80 of \$210.80	Match	Match (0/0) Find Create 00000004 Regular Invoice	+ \$210.80 of \$442.86	s	×
						<ul> <li>Full Amour</li> <li>Custom Am</li> </ul>	
	5.0 M 1000	+ \$166.34		Hard STE Fire Lines		\$210.80 Custom Pe	rcentage

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

	Officer Sales Second	Reconciliation: Spend	Branatan.	<ul> <li>Territory</li> </ul>
Period • Filte	r by transaction description or amount			
Your bank acco	ount transactions		Your BarBooks transactions	
Ignore	14-01-2018 Loan payment	- \$433.89	Match (0/0) Find Create	

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.

	Official dataset features	C Reconciliation: Spend	Forester	East Sale
Period - Filte	r by transaction description or amount			
Your bank acc	ount transactions		Your BarBooks transactions	
Ignore	14-01-2018 Loan payment	- \$333.89 of \$433.89	Payee: Australian Taxation Office Description: Part 2	- \$130.46 X
			23 November 2017 Payse: Description: Another 128.50 (2) + Add another expense	- \$200.00 × Adjust Expense Total: \$330.46

• 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.

Contracting the set	Contraction Speed	III Transactions		Earth Tailes	
Ignore Reinstate Un-reconcile Filters - Period - Filter by description					
Description ©			Date 💠	Amount *	Status
Money from Crownbet			30/11/2017	+ \$500.59	Unreconciled
Loan payment			05/12/2017	- \$500.12	Unreconciled
Money from Crownbet			02/12/2017	+\$471.78	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.

	on the second se	Concernitation: Spend	III Transactions	Bitaria Autor
	Ignore Reinstate Un-reconcile Reconciled - Period - Filt	er by description		
	Description \$			Date 🗘 Amount 👻 Status
Status	Money from Crownbet			
• Material • Bate hole   • Material • Bate hole • Bat	\$300 ④ MoneyMe payment ⊕			
tereption     for transaction     for tra	Bank Rule			
Specify   Specify   The receive Money Rule   For Credit Card monox 0000 7554-858   Rule name   Who hank transaction matches all of the following conditions:   Specify thank transaction matches all of the following conditions:   Specify thank transaction matches all of the following conditions:   The receive generated should have the following details:   Type   Image: Specify thank the instanction on the following details:   Type   Specify thank the instanction on th	2 minutes in a	-	P	Bank Rules
igon   Receive     Receive Money Rule   for Credit Card x000000000000000000000000000000000000	+ Add rule Filter by name			=
Neckive Moting Yolde   for Credit Card maxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	Ignore	Empty		
Rule name     When bank transaction matches all of the following conditions:     Special characters will be ignored when matching rules     The receipt generated should have the following details:   Type   Corr   Sortind.     Strind.     Category     The receipt generated should have the following details:     Category     Category     Strind.   <			Spend Money Rule	
When bank transaction matches all of the following conditions:   Special characters will be ignored when matching rules   The receipt generated should have the following details:   Type   Special characters will be ignored when matching rules   Type   Sortiful   From transaction   Strinct.   Strinct.	Rule name			
Special characters will be ignored when matching rules     Type   Type   From transaction   From transaction   Poper   SST incl.     Type   Construction   System   Struction     Type   Construction   Struction   Struction     Type     Struction     Type     Struction     Type     Struction     Type     Struction     Type     Struction     Type     Struction	When bank transaction matches all of the following conditions:	Description - contains	* maney X	
Special characters will be ignored when matching rules     Sharacters will be ignored when matching rules <td< td=""><td>· ·</td><td>The expense generated should have the following de</td><td></td><td></td></td<>	· ·	The expense generated should have the following de		
Therecipit generation have the following details:   https://titut for   for	Special characters will be ignored when matching	nules		
Type     Image: Strate st	The receipt generated should have the following details:	Description From transacti	tion - Rule :	name
Description     From transaction     Payee     Type to such the payee       cST incl.     Cologony     Type to such the categons     Image: Cologony	Туре	<b>•</b>		
6ST ind.	Description From transaction -		for payees When	
P sptemp options Special characters will be ignored when matching rules				

- 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

				×	Spend Money Rule for Credit Card #XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	~
				Rule name		
				When bank transaction match		+ ×
×	Create G	eneral Expense	<ul> <li></li> </ul>	The expense generated shoul	Special characters will be ignored when matching rules	
Description	Loan payment			Туре	General Expense	•
				Sub-type	Expense	•
Date	13/01/2018	S incl. GST	\$333.89	Description	From transaction	
GST	10%	S excl. GST	\$303.54	GST	10%6	
Туре	Expense	\$ GST	\$30.35		1070 -	
Payee	Type to search for payees			GST incl.		
Category	Type to search for categories			Payee	Type to search for payees	
				Category	Type to search for categories	
P Splitting options	Create Rule			Y 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.

					×		Spend Money Rule for Savings Account #945315-858 123-456		~
					Rule name	Spend			
					When bank transact	ion matches all	of the following conditions:		+
						•	· ·		×
							Special characters will be ignored when matching rules		
					The expense genera	ted should have	the following details:		
×		eral Expense		~	Туре		General Expense		•
Description	Money to Crownbet				Description		From transaction		
Date	13/01/2018	\$ incl. GST	\$252.94		GST		10%		
GST	10% -	\$ excl. GST	\$229.95		GST incl.		2		
		\$ GST	\$22.99		Payee		Type to search for payees		
Payee	Type to search for payees				₽ Splitting options				
P Splitting options	Create Rule				- opining opining				
expense	Type Category	56	incl. GST excl. GST	GST 🕇	Type Personal	(	Amount		
10% *	Expense  Type to search for categories Expense  Type to search for categories	56.51 43.49		512.99 × 510.00 ×	expense GST		Percentage	96	+ ×
	Outst	Total: 100 anding: 0		\$22.99 \$0.00	10%		nse Type to search for categories	0	x

- 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%.

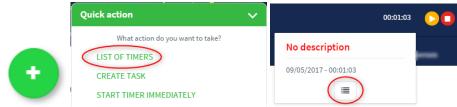
## Deactivate and Activate Bank Accounts

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

Active task

No description Manage -

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

Incomplete tasks					
No description	Manage 🕶	No description	Manage 🔻	No description	Manage 🔻
18/08/2017 - 00:33:45	0	07/09/2017 - 00:00:06	0	09/05/2017 - 00:00:57	00

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.

# Create Task

	×		Та	sk				
	Matter	Search matter	¥	+				
	Description							
	Date	17/01/2018	Ħ	Duration	00:00			
Quick action	Rate	hourly	•	\$ incl. GST	\$0.00			
What action do you want to take?	\$ GST	\$0.00		\$ excl. GST	\$0.00			
LIST OF TIMERS								
CREATE TASK	\$ Total incl. GS \$ Total GST	T \$0.00 \$0.00		\$ Total excl. GS	<b>T</b> \$0.00			
START TIMER IMMEDIATELY	ş rotal 651	30.00						

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

	×			~	
	Matter	Only active matters wit Search matter	e selected	+	
Quick action 🗸 🗸 🗸	Date	17/01/2018	Duration	00:00:07	
What action do you want to take?	Rate	hourly •	\$ incl. GST	\$0.00	
LIST OF TIMERS	\$ GST	\$0.00	\$ excl. GST	\$0.00	
CREATE TASK	Discount \$ Total incl. G \$ Total GST	st \$0.00	\$ Total excl. (	GST \$0.00	

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.