An overview

This document will give you a broad understanding of the functionality provided by LawPracticeZA and how it can assist you in your law firm. Although comprehensive, LawPracticeZA is simple and intuitive, but if you need detailed operational instruction on how to perform a particular function, refer to the LawPracticeZA Knowledgebase.

LawPracticeZA is a web-based application that enables South African law firms to manage Matters, record fees and bill clients, with comprehensive and integrated business and trust accounting.

- ❏ Completely browser-based, everything happens over SSL (the same security protocol used by banks and militaries) and hosted locally in SA
- ❏ Accessible from anywhere, anytime and on any device. You are free to use whatever device and operating systems you please on your desktop and mobile devices.
- ❏ No installation - just use your favourite modern browser
- ❏ Low monthly cost, no capital outlay, minimal training (comprehensive yet simple and intuitive)
- ❏ Continually evolving, always up to date.
- ❏ Sensitive data like passwords encrypted; comprehensive data backups.
- ❏ A fraction of the security risk of installed on-site servers where you are exposed to risks of viruses, ransomware, hardware failure and where you are dependent on expensive and unreliable on-site support

LawPracticeZA can be configured for Fee Earners, Bookkeeper, or both. Menu options are enabled accordingly. LawPracticeZA is integrated, eliminating any duplication or delayed updating. For example, invoices automatically update the Client's Matter as well as the General Ledger accounts.

When you login, you are presented with a menu and dashboard[1]. The dashboard 'Stuff to do' presents different information (with drill-down) for Fee Earners and Bookkeepers, whereas the menu provides relevant options for the logged in user.

Fee Earners

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[1] Above the 'Filter menu' option you can click the drop-down to Logout or change your password.

Options available (from the top)

1. You can search for any Matter to which you have access by entering any part of the client name or matter description. Use detailed and meaningful Matter descriptions; for example, by including the erf number in a property transactions or a company registration number, you can enter either of these fields (or part thereof) to quickly find the Matter you are looking for. Selecting the Matter will provide you with client and Matter details, including transactions (Unbilled, accounting, trust and Section 78(2A)), enable you to capture fees, generate Pro Forma invoices, invoice and email the client, and more (details below).
2. Add Clients and/or Matters.
3. Dashboard
   a. A Pie chart showing Matters Due, Overdue, due in Future and Archived. Click on a segment of the pie to load a list of the respective Matters, where you can click on a Matter description to drill-down into the Matter details.
   b. The graph to the right of the pie chart shows the fees recorded by the logged on fee earner, for last month, this month-to-date and with the fee earners monthly target superimposed.
   c. Click on Unsent Invoices to get a list of all your Invoices that have been generated, but not yet emailed to the Client. A list of all invoices is presented, with an option to email selected invoices in bulk. Note that invoices can also be sent individually on demand or selectively by the Bookkeeper (e.g. at month-end) in bulk.
   d. Draft Invoice items: produces a compact list of all your Matters with unbilled fees and/or disbursements, with line items consolidated. You can select and delete, or click on the Matter to load, where you are provided with full detail of the Matter, including the ability to edit or delete any unbilled fees or disbursements, produce a Pro Forma invoice or invoice (and email to the client). You can also select Matters to bulk send either Pro Formas or Invoices.
   e. There is also quick access to an Overview (this document), the Knowledge-base to find answers to specific questions and News - articles of interest.
4. Menu in left pane: enables you to quickly go to a module. The filter makes it quick to find a module; for example type "cal" for Calendar or "tim" for Time Sheet.

In LawPracticeZA, every Matter is diarised. When a new Matter is created, it is diarised in the "owner's" calendar for the current day. An owner can diarise a Matter for additional dates (with separate diary notes for each diary entry, either for themselves, or for another Fee Earner (e.g. for a PA or secretary to collate documents the day before a trial). In this example, the calendar entry will appear in both the "owner's" diary and the PA or secretary's diary. Below is an example of a diary in the default monthly view. You can also select weekly or daily views, and entries can be dragged between both dates and times. 12p indicates the Matter is not diarised for a specific time; alternatively this could be 3 - 5.30p for a Matter diarised for 15h00 - 17h30.

Click on an entry in the Calendar and the Matter is loaded (as in Search). Scroll to access the three different sections; Client and Matter details, Transactions and Capture Fees.

1. Client and Matter details, with options to update (icons in top right corner).
2. All upcoming diary entries are displayed, with option to delete an entry. A new diary entry can be created, either for yourself or another Fee Earner, for a specified date and time and with an associated diary note and attachment (will appear in both diaries).
3. You can also associate one or more matters. The most common requirement would be the buyer and seller in a property transaction. You can 'flip' between associated Matters by clicking on the Matter code: New-0073 in the above example.

1. Scroll down and a summary of the various transactions types with balances is displayed. 'All Unbilled' is the default, with all associated unbilled fees and / or pending disbursements displayed.

    a. Options applying to unbilled fees include producing a **Pro Forma invoice** from all selected entries, which is a facsimile of an invoice but does not update the system. Unbilled fees and pending disbursements can be **deleted** (individually or in a selected group) and **edited**, and can be **moved** to a different Matter (i.e. if captured against the incorrect Matter). An **invoice** can be produced from all selected captured fees, which are then replaced with an accounting entry (the invoice), which updates the appropriate Matter and General Ledger account balances.

    b. **Accounting entries** displays all business transactions such as Business Receipts and invoices. To manage an invoice, click on the invoice number (reference) and the invoice details will be displayed with options to

        i. Generate a PDF invoice, which can be printed.

        ii. Email the invoice (as an attached PDF) to the Accounts email address in the Matter.

        iii. Reverse the invoice, creating a Credit Note. If you wish to retain some or all of the invoice line items as unbilled, first Copy to unbilled.

        iv. You can also change the date of the invoice, so long as it is still in the open accounting period and has not already been emailed (see Knowledgebase).

    c. View Trust and Section 78(2A) transactions.

    d. View notes with attachments; useful for scanned signed agreements associated with a Matter, for example. Also add a new note, with optional attachment[2].

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[2] An attachment is usually a scanned document, such as a signed agreement, but can be any electronic object, such as a voice recording or even video, which is then accessible from anywhere, at anytime.

The final section pertaining to the selected Matter is where you capture fees and disbursements, recorded as unbilled (WIP), which can subsequently be invoiced.

1. Fees can be[3]
    a. Time-based (selected in above example), where the fee is calculated by applying the time (minutes[4]) against the hourly rate. There are a number of time-based posting codes which can be modified and/or added to.
    b. Unitary, where the quantity entered is multiplied by the unit. For example, a posting code for travelling can include a default rate of 4.50 per km, so entering a quantity of 34 will result in a fee of 153.00.
    c. Disbursement, typically an Advocate's or Sheriff's account or for accommodation or flight costs.

2. The Fee Earner defaults to the logged on user, but can be changed to a Fee Earner with access to the Matter. For example, a secretary may enter a fee on behalf of the attorney, or multiple Fee Earners may work on the same Matter, each at their own rate[5].

3. The Fee level, set on the Matter, is generally structured as follows (but can be changed): -
    a. Standard, High, Low or Subsidised for time-based fees (hourly rates).
    b. A, B, C or D for Unitary fees. This accommodates the Magistrate court tariff scales. Where a generic unitary fee is the default for the Matter, select A.

4. The list of Activities is determined by the selection of Time, Unitary or Disbursement. Furthermore, if the Matter's Department matches Posting codes with the same department, the codes with matched departments will be included (e.g. Mag Court 2015 Defended). A filter is included to accommodate long lists of codes.

5. Date and narration. The default narration is from the activity selected. The narration can be extended or replaced. For example, extend **Consultation** by adding **with Ms Smith to discuss Sales Agreement with ABC Engineering**. Appears on Pro Forma and Invoice.

6. Value settings depend on the selection of time, unitary or disbursement
    a. If time, minutes (either entered manually or via stopwatch function). Minutes appear on the invoice under quantity and can optionally be represented as fractions of an hour. The Rate is the Fee Earners hourly rate based on the fee level. The Total is the minutes multiplied by the hourly rate, charged per 6-minutes or part thereof. For example, for a rate of R1,000 per hour, 3 or 6 minutes will be calculated as R100 (1000 x 0.1) and 7 or 12 minutes as R200 (1000 x 0.2), etc.

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[3] If the Fee level on the Matter is set to A - D, will default to Unitary, else Time.
[4] Your rate and method of charging (per 6-minutes or part thereof) should be included in your standard terms of engagement with your client, noting that charging per 6 minutes is the standard for legal work.
[5] Note that the Fee level on the Matter can ensure that different Fee Earners, although charging different hourly rates, will operate at the same level (e.g. each at their Standard or High rate).

b.　Unitary and Disbursements use the same calculation: Qty x Rate = Total.
　　　　　　i.　An advocate's or Sheriff's invoice would be entered with a Qty of 1 and the Rate as the invoice amount[6], with the total being the same (1 x rate).
　　　　　　ii.　For travelling or photocopy costs, the Qty can contain the km's or number of pages, the Rate the cost per km or page, with the Total calculated by LawPracticeZA.

New Feb 2018:

Tariff bundles

This allows Fee Earners to add sets of tariffs to their system. Examples of bundles are **High Court Tariffs 1 Nov 2017** or **Scorpion Criminal Matters 1 Feb 2018**.

After loading a bundle, the bundle name will appear in the Matter Department drop-list. Select a bundle name from the list and Fee level A (or B, C, D where there are different Fee levels, as in Magistrates Court tariffs) and the tariffs, with amounts, will be available for selection when capturing fees for the Matter.

Bank reconciliation from imported bank statement

You can use your downloaded bank statement (csv or spreadsheet format) and the system will match entries on the bank statement to your corresponding bank account. The procedure is
1. Save your bank statement on your computer: use the csv or spreadsheet option.
2. Select Bank Reconzilla from the Bookkeeper menu.
3. Click import bank statement
　　　a.　Browse to the bank statement file you downloaded, and select.
　　　b.　Select the format: the Banks Transaction History.csv
　　　c.　Select the bank.
The Bank Statement transactions are displayed on the left, the LawPracticeZA Bank account transactions on the right. Click on a transaction for the program to find a match and the matching transaction is displayed. The accounting transaction has a link to the original posting; click on this to open the transactions details if you need to verify the match. Click **Match** to reconcile.

Accounts structure in LawPracticeZA

Fees and accounting entries are posted to Matters, with every Matter linked to a Client. One client can have one or more Matters. Matters have a Fee Earner 'owner'; the owner can give other Fee Earners access to the Matter. Matters contain Business (e.g. invoices), Trust (e.g. trust deposits received in anticipation of work to be done or to pay a third party on behalf of the client) and Section 78(2A) (investments) transactions and balances.

Fees and disbursements posted are unbilled (WIP); i.e. they do not affect the accounting system until billed (invoiced). Prior to invoicing you can generate a Pro Forma invoice, which can be used internally to check the invoice, or to present to the client for confirmation, before committing. Invoicing converts all or selected unbilled fees and pending disbursements to accounting entries, updating the matter and general ledger (debtors control, fees and VAT if applicable). If a firm is not registered for VAT, no VAT is calculated and a standard invoice is produced. The PDF invoice produced can be emailed to the client (to the Matters Accounts email) or printed by the Fee

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[6] For a detailed and **important** article on disbursements, when you logon to LawPracticeZA, click on News.

Earner, or emailed at month-end in bulk, or in bulk by the 'owner' from 'Stuff to do'. Selected Pro Forma invoices can also be emailed in bulk at month end, as can Statements.

Payments by clients are receipted into trust if insufficient debits (e.g. invoices) have been raised against the Matter[7]. LawPracticeZA includes an automatic trust transfer program, which includes comprehensive controls and can be run regularly to improve cash flow[8].

Fee Earners can modify unbilled fees or pending disbursements, but once invoiced, an invoice cannot be modified. If invoiced in error, a credit note can be automatically generated from the invoice. There is an option to return the invoice line items to unbilled fees and disbursements, which must be done prior to the reversal.

Statements to clients can be produced on demand, or in bulk at month-end. A Statement to a client includes each Matter where there is a balance or movement, with sections for Business, Trust and Investments. All accounting transactions making up the balance are shown.

Various reports can be drawn to assist with managing the business of the firm, as well as ensuring that trust funds and investments are properly managed. Details in Bookkeeper section.

The Unbilled fees and disbursements report exports all WIP to a spreadsheet, where a Pivot Table [9] enables analysis by Fee Earner, period, client and matter, and more.

The Investments / Commitments report shows all clients matters with trust or investment balances, the trust banks and a list of Section 78(2A) investments, with balances that correspond.

Financial report provide a trial balance, income and expense report and balance sheet in three tabs in a spreadsheet.

Bookkeepers

The various posting categories applicable to legal firms are accommodated; Business and Trust receipts and Payments, Suppliers (Business Creditors) Invoices and Credit Notes, Section 78(2) Investments, withdrawals, interest and charges, Trust Transfers, Bank Transfers, Bank Reconciliation and Journal entries. Invoices and Credit Notes to Clients Matters are generated by LawPracticeZA from the unbilled fees and pending disbursements captured.

To provide maximum flexibility for now and in the future, banks are managed differently to many legacy systems. In the past, most monies received or paid were by way of cheques. Now payments and receipts are almost exclusively by way of EFT. Some firms may also use Credit Cards, or even Bitcoin. In LawPracticeZA, Banks are a repository for holding funds. A bank can be an actual bank account (e.g. where EFT are posted against) or an in-house 'bank', where cheques and/or cash is held before being deposited into the bank proper. Credit Card receipts, for example, would be posted to the 'Merchant' Bank and transferred to the bank proper once notified by the bank that the funds had been transferred. Bank Transfers as used to move funds between banks.

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[7] If a client has been invoiced, and the client pays the invoice, the payment from the client should strictly be receipted into the Business Bank. Some firms receipt everything into trust; the trust transfer program subsequently effecting the transfer from trust to business.

[8] When a debit is raised and there is money available in trust (i.e. trust credit balance less any reserved trust) the lessor of the balances (or amount if equal) will be transferred when the Trust Transfer program is run.

[9] See the LawPracticeZA Knowledgebase for more details and an explanation of Pivot Table operation.

Petty Cash is also considered a bank. The bank reconciliation program can be applied to all banks, including Petty Cash.

The traditional month and year end are also managed differently by LawPracticeZA. This is possible because of increased storage capacity and computing-power. Nothing is ever deleted, so LawPracticeZA calculates balances as required, rather than the traditional 'rolling' balances, which involves deleting transaction and replacing with a B/F balance. LawPracticeZA achieves this with a process of 'freezing[10]' an accounting period. For example

1. Posting during January continues into February. During early February, Fee Earners post current work (into the February accounting period) whereas the bookkeeper catches up on bank entries for January (into the January accounting period).
2. By mid February the bookkeeper has completed the posting for January and 'freezes' January. From this time on, nothing can be posted into the January accounting period, although the posting date can reflect the actual date.
3. When reports are drawn for January, they include only the January accounting period transactions. The same principle applies to the financial year end.

In LawPracticeZA there are a number of 'Masterfiles'. These include

1. General Ledger accounts: Assets, Liabilities, Owners Equity, Income and Expense accounts. Amongst these are 'system' accounts - automatically updated by LawPracticeZA; Debtors Control, Creditors Control, Fees, Disbursements, VAT. There is a graphic tool (drag 'n drop) to allocated and arrange accounts into categories; for example, Assets ➤ Current Assets, Expenses ➤ Office Expenses.
2. Suppliers (Business Creditors), including Advocates, Sheriff's, Expert Witnesses and Tracers as well as office creditors such as stationery suppliers (e.g. Waltons).
3. Departments: apart from providing a mechanism to analyse groups of accounts (not often used by small firms) departments are used to segregate types of posting codes. For example, if a group of conveyancing codes[11] or High Court litigation codes have their department assigned, when posting to a Matter of the same department, the corresponding codes will be presented for selection.
4. Fee Earners, where their various hourly rates can be maintained.
5. Fee and Disbursement posting code: used when posting Time-based or Unitary fees, or Disbursements. Time-based fees use the Fee Earners hourly rate for the selected Fee level (e.g. Standard rate, High rate) as selected on the Matter (but can be changed when posting). This provides consistency, especially when multiple Fee Earners are capturing fees to the same Matter. Unitary fees codes can include a default amount; for example R4.50 per kilometer for Travelling or R2 per page for Photocopies.
6. Fee Table includes the different Fee levels for hourly rates (e.g. Standard, High, Low, Subsidised), as well as a scale for court-based tariff. For example, the Magistrates Court has scale A, B, C or D. If the Fee Earner captures a Magistrates Court fee with the scale set to C on the Matter, for example, the tariff amount for the C scale for the selected Magistrates court fee is used as the unit amount.
7. Clients: Add a new Client or update a Client's details.
8. Matters: Add a new Matter or update a Matters details. Every Matter is linked to a Client; all unbilled fees and disbursements and accounting entries are posted to Matters.
9. Receipt Method: LawPracticeZA provides any number of receipt methods for each Bank; for example EFT, Cheque or Cash, Credit Card.

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[10] Importantly, there is no delay. Everyone continues .working as normal, with no regard for the traditional down-time over month and year end.
[11] Individual codes can be set to include or exclude VAT if the firm is registered for VAT.

10. Users: Only an Administrator has access to users, where passwords can be changed, users added or deleted and users assigned access (e.g. Fee Earner, Bookkeeper or Both). Specific users can also be assigned access to all Matters; i.e. without an 'owner' giving them access. This typically applies to more senior Fee Earners.

A number of standard reports are provided to assist with managing the accounts and the business. Where appropriate, accounts are provided in a spreadsheet (although some reports are displayed on the screen and others can be exported to a PDF document). Spreadsheet reports are optimized for Pivot Tables, which enhance the ability to analyse the data in various ways.

1. Statement of Accounts: a list of all general Ledger accounts with their transactions for the selected period. **Tip**. Exported to a spreadsheet, Auto Filter (Libreoffice) or Convert to table (MS Excel) to create options for each column where you can select, filter or sort based on a column. For example, you could click on the column header for Account name and select Rent, to view the transactions for just Rent for the selected period.

2. Audit Trail: Everything posted to LawPracticeZA, whether manually or automatically, is recorded in the audit trail. You can select any period (today, this month, or any other period) and also filter the selection (e.g. INV1234 or VAT or an amount). Transactions are displayed in chronological date and time order with a running balance, which returns to zero for each batch of postings. For example, an invoice will show the full debit posted to the Matter[12], the credit ex VAT to Fees and VAT to the VAT account, with the running total reduced to zero.

3. Bank Recon. The Bank Reconciliation allows you to tick off entries that have appeared in the Bank, for each of the Banks. The recon report produces a report to balance with the Bank Statement, at a specified date.

4. Client Statement: allows you to generate a Client Statement of account for selected (or all) Matters for a client. Client Statements can also be generated in bulk (e.g. at month-end).

5. Account Statement: displays the selected General Ledger account (e.g. Business Bank, Telephone account, etc.) opening balance and transactions for the selected date range.

6. Trust Investments / Commitments: generates a spreadsheet with three tabs
    a. A list of all Matters with a trust or investment balance, totalled.
    b. A list of all Bank accounts, where the total equals the total of the Matters trust balances.
    c. A list of all Section 78(2A) investments, where the total equals the total of the Matters investment balances.

7. Debtors Aged Analysis: a list of all Matters with balances, with business balances aged to 120 days, as at the selected date.The client name is hyperlinked; click to obtain a statement for the client, which will include all Matters linked to the client. The Statement has options to generate a PDF statement and emailed (to Matter Accounts email).

8. Suppliers Aged Analysis: a list of all suppliers (business creditors) with balances aged to 120 days, as at the selected date. The report can be exported to a spreadsheet (Excel or LibreOffice).

9. Unbilled Fees and Disbursements: spreadsheet of all unbilled fees and disbursements (i.e. work done but not yet invoiced) including Client, Matter, Fee Earner, accounting period and fee. Optimised for Pivot Table, allowing flexible analysis of all WIP. For example, how long has work been completed but not yet invoiced, and by whom? The report can also be reduced to a graph with one or two clicks. See Knowledgebase for more detail.

10. Invoiced Fees and Disbursements: report for a selected period that can be exported to a

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[12] All business transactions posted to Matters automatically update the system Debtors Control account in the General Ledger. All transactions posted to Suppliers update the system Creditors Control account in the General Ledger.

spreadsheet; similar to unbilled (above), but for invoiced.

11. VAT report: produces VAT 201[13] for selected VAT period, plus detailed report of transactions that make up the VAT totals in the 201.

12. Financial reports: As at the selected date, spreadsheet consisting of three tabs

    a. Trial Balance: all General Ledger account (with Matters and Suppliers represented by control accounts). Debits equal credits. Note that the account Categories can be allocated or changed in Masterfile Maintenance ➤ General Ledger. The 'Arrange Accounts' option provides a graphic tree with drag n' drop.

    b. Income and Expense: list of all Income and Expense accounts, total difference the profit (credit) or loss (debit). The most recent month in the selection (typically the current month) plus the financial year to date.

    c. Balance Sheet: All Assets (profit or loss from Income and Expense), Liabilities and Owner's Equity, resulting in zero balance.

Month and year end include a number of functions typically performed at (but not limited to) these times

1. Send Pro Formas and/or Bulk Invoice. The list will include all Matters where there is either an unbilled fee and/or pending disbursement. A setting on the client determines whether the clients Matters are selected for sending, but the selection can be changed, either for all Matters for the Client, or selective Matters. Balances are displayed and if no Accounts email has been assigned, this is highlighted. Either Pro Forma invoices can be emailed, or invoices can be generated and emailed[14]. A copy of the invoices emailed are sent to the firms assigned Backup email address.

2. Send Statements. Statements to clients are selected in a similar way to invoices and Pro Formas.

3. Set freeze date. The concept has been described above and is more fully discussed in the LawPracticeZA Knowledgebase; this option is to set either the month or year freeze date.

From the knowledge-base

Quick help for Fee Earners

❏ Add a new Client or update an existing Client's details
❏ Add a new Matter or update an existing Matter's details
❏ Finding (searching for) a Client's Matter
❏ Capturing a fee or disbursement.
❏ Produce a proforma invoice (invoice facsimile, without updating)
❏ Generate an invoice (with updating).
❏ Email client: individual invoice, bulk proforma / invoices from dashboard.
❏ Receive payment from a client

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[13] A facsimile of the VAT 201, to make it easy for capturing to e-filing or completing the SARS form, as required.

[14] If an invoice is generated for a particular Matter during the month by the Fee Earner, that Matter will not appear in the list, unless additional fees have been posted (i.e. only in list if there are unbilled fees and/or pending disbursements). Also note that if a Fee Earner regularly invoices a client directly and does not want to send in bulk at month-end, simply select No Statement on the Client.

Quick help for Bookkeepers

- ❏ Add a new Client or updating an existing Client's details
- ❏ Add a new Matter or updating an existing Matter's details
- ❏ Receive payment from a client, either business or trust
- ❏ Run Trust Transfer
- ❏ Post Trust Transfer payment from trust
- ❏ Post Trust Transfer receipt into business
- ❏ Pay from trust on behalf of client
- ❏ Capture suppliers invoice[15]
- ❏ Post receipts against General Ledger accounts; e.g. into SARS for VAT refund or Capital account.
- ❏ Payment against a General Ledger account; e.g. SARS for VAT.
- ❏ Invest or withdraw funds into/from a Section 78(2A) investment account, from trust.
- ❏ Run a trust transfer, to identify and update monies that are available for transfer from clients trust to business.
- ❏ Move monies between bank; e.g. for bank deposits, petty cash float, etc.
- ❏ Post Journal entries between General Ledger accounts, typically auditor's adjustments to Balance Sheet accounts.
- ❏ Add or Update 'Master file' details; General Ledger, Suppliers (Creditors), Departments, Posting code (used when capturing fees or disbursements), Clients, Matters , Banks or Receipt Methods.
- ❏ Produce **views / reports** on demand or at period end for selected periods: General Ledger accounts (all - with transactions), Audit Trail, Bank Reon, Client Statement, General Ledger account transactions, Trust Transfer report selection, Trust investments vs commitments (Trust Creditors), Debtors Age Analysis, Suppliers (Creditors) Age Analysis, (Fee) Target, Unbilled Fees and Disbursements (WIP), Invoiced Fees and Disbursements, VAT form (VAT201) and report, and financial reports (Trial Balance, Income and Expense, Balance Sheet).
- ❏ Email in bulk (with option to select) proforma and/or invoices at period end (or on demand).
- ❏ Email Client Statements (with option to select) in bulk at period end (or on demand).

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[15] It is common practise to post accounts such as the telephone account or rent directly to the bank, without first raising an invoice. Because a tax invoice is the source of VAT, it is necessary to capture the invoice (can be to a miscellaneous creditor/supplier), but to eliminate the additional posting, LawPracticeZA has include an 'Immediate payment' option when capturing an invoice, automatically generating the correct accounting entries.