Agency Work recorded in iLaw Accounts

This guide for iLaw Case Management and iLaw Accounts looks at how to enter agency work when your firm has been instructed as agents to attend their client and when you have instructed another firm to act as agents for you on your client matter.

When your firm is instructed as agents for a client matter

There are two methods for recording matters where your firm has been instructed as an agent by another firm and they depend on whether you wish to record time records for the work done or whether there has been a total fee agreed.

<u>Do you want to Record Time Records ? – YES</u>

1. Create a client as the firm instructing

Set up the instructing firm as a client in the system. The file Reference should carry the firm name. Enter the details of the client into the client details screen.

When you have created a file reference for the Solicitors firm you could add clients onto that reference whenever you are instructed to act. Alternatively you could create new file references for each time instructed but you would need to differentiate between file references if you have been instructed by that firm previously.

2. Time Record using private rates

Record your time attending the client by using Private Rates. You can edit private rates to resemble legal aid rate for a particular type of work such as Police station own client rates if this is the type of matter you have been instructed on.

3. Raise a Private Bill

Raise Private bill in the Private Billing screen. Enter the ‘Date work ended’ and ‘Date billed’ as usual. When you print the claim you will have the option to send the payment through to accounts by clicking on Yes when asked if this is the final print.

4. Record the payment received from the instructing firm

When payment is received use the following Payments Wizard screen to record this.

- PW Option 4. *Pay in office money…*
- PW Option. 1 *against a client bill for profit costs raised by you*

Do you want to Record Time Records ? – NO because a fee has been agreed

1. Set up the Instructing firm as a Non Client
Set up the instructing firm as a non-client and mark them as a supplier using the *Is a Supplier* checkbox.

2. Raise and invoice for the work done
Raise the invoice using Invoices Wizard Option 1 'Raise Office Invoice'. Select the instructing firm from the 'Invoice To' dropdown. Enter the agreed amount in the amount box.

3. Record the payment received from the instructing firm
When payment is received use payments wizard Option. 4 *Pay in office money…*then Option 2. Against a non-client invoice raised by you

When you have instructed Agents to act for you

This process assumes you are going to be the firm claiming for the work but paying the invoice sent by the acting agents. The instruction could be for attendance to made on a private paying client or for a client where there will be a claim to the Legal Services Commission

1. Create a new file reference and client
Create a new reference and attach the new client or existing client depending upon whether you have acted for them before.

2. Create a Staff Entry for the Agent
In the Staff Management screen create a staff entry for Agents. You can name the entry after the firm acting if you wish. Make sure the support column is not selected so that this entry will appear in the Time Records dropdown.

3. Record the time
Make sure you have the time details attended on the client given by the agent you've instructed so it can be entered in the Time Records screen in the normal way. Make sure you select the Agents staff entry as the fee earner.

4. Bill the work done by the agent

Bill the work when completed so it is included on your monthly submission or on a single claim.

5. Create a Non Client entry in iLaw Accounts for the firm acting as agents

Create a non-client entry for the agents in Accounts Non Client screen. The nominal code you select depends upon where you would the entry to show on the Profit and Loss account. You have the option to create an Agency nominal in the following Chart of Accounts areas

- 5000 – 5999 Purchase Charges
- 6000 – 6999 Salaries
- 7000 – 7999 Overheads

7. Raise the invoice received

Raise the invoice received from the agents by using Invoices Wizard Option 3 ‘Post an invoice received from a general supplier’ for the full amount making sure the Net and Vat is entered separately.

Step 8. Record the payment out to the Agents

Use Payments Wizard option 5 ‘Pay out Office monies…’ then option 2 ‘Against a Suppliers Invoice’.