



# **Practice Management Selection Checklist**

## LAPM Practice Management Selection Checklist

**Firm name:**

Task	<input checked="" type="checkbox"/>	Frequency	Access Required
<b>Office Account Management &amp; Reconciliations</b>			
Office Account receipting			Xero or MYOB
Record sundry creditors			Xero or MYOB
Prepare payments to sundry creditors			Xero or MYOB
Record disbursements in PMS			PMS
Prepare management fee invoices and payments			Xero or MYOB
Prepare payments to credit cards			Bank Access
Prepare staff reimbursement payments			Bank Access
Prepare barrister/anticipated payments upon client funds receipt			Bank Access
Review PMS credits; apply to invoices			PMS
Reconcile Office Account/s			Xero or MYOB
Record PEXA transactions in PMS			PMS
<b>Trust Account Processes</b>			
Trust receipting and notify staff			Bank Access and PMS
Reconcile trust bank accounts			Bank Access and PMS
Prepare trust payments to third parties			Bank Access and PMS
Prepare potential trust to office (TTO)			Bank Access and PMS
Review CMA accounts: record interest/withholdings and reconcile			Bank Access and PMS
Withdraw funds from statutory deposit account as needed			Law Society Login
Open/close CMA accounts: calculate closing interest			Bank Access
Generate EOM trust reports in PMS			PMS
Prepare statutory deposit calculations, lodgement, and payments			PMS and Law Society login
Conduct annual trust audit; prepare LSB documents for external examiner			PMS & Xero or MYOB access
Review unclaimed funds for Treasury remittance			PMS
Prepare and issue EOFY trust statements for clients			PMS

\* Practice Management System (PMS)

Tax Processes			
Prepare and process BAS lodgement and payments			ATO Online
Prepare Xero/MYOB for BAS reconciliation			Xero or MYOB Login
Review and reconcile ATO ICA for BAS part payments and forecasts			ATO Login
Conduct GST reporting, analysis, and reconciliation			Xero and MYOB Login
Prepare FTB lodgement			Xero and MYOB Login
Payroll Processes			
Set up new employees			Xero or MYOB Login
Review staff leave requests in preparation of payroll			Xero or MYOB Login
Draft payslip notifications			Xero or MYOB Login
Process payroll and payroll tax lodgements			Payroll Tax Login
Prepare and reconcile superannuation payments			ATO Online
Prepare IAS payments			ATO Online
Reconcile payroll clearing accounts for IAS preparation			Xero or MYOB Login
Complete payroll year-end, including STP submissions to ATO			Xero or MYOB Login
Prepare PI and Work Cover insurance renewals and funding quotes			Work Cover & Law Society
Management Reports			
Generate fee earner and management reports (P&L, cash flow, variances)			Xero or MYOB Login
Prepare financial data for external accountant			Xero or MYOB Login
Credit Card Reconciliations			
Process and reconcile credit card transactions			Xero or MYOB Login
Billing Processes			
Prepare and issue invoices to clients			PMS and Email Access
Prepare pre-bills for fee earners			PMS
Follow up on debtors			PMS and Email Access
Matter Management			
Opening new matters and managing case files			PMS
Preparing and issuing initial letters, cost agreements, final letters, client ledgers, and correspondence as needed			PMS and Email

Ad Hoc Tasks			
1.			
2.			
3.			
4.			

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