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# TOTAL LEGAL OFFICE SUITE

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Selling Packages



07-May-25

# **Basic Package**

## **Office Accounting Modules**

- **Master Files**
  - Client Master
  - Vendor Master
  - Chart of Accounts
  - Tax Master
- **Transactions**
  - Accounts Receivable (AR)
  - Accounts Payable (AP)
  - General Ledger & Journal Setup
    - Account Open/Balance
    - New General Journal
    - General Journal List
  - Bank Reconciliation
  - Cheque Printing (Vendor)
  - Purchase Journal List
  - New Purchase Journal
  - Quotation List
  - New Quotation
  - Invoice List
  - New Invoice
  - Official Receipt List
  - New Official Receipt
  - Official Receipt → GL List
  - New Official Receipt → GL
  - Payment Voucher
  - Office Voucher List
  - Cancel & Approved Office Voucher List
  - New Office Voucher

## **Legal-Account Essentials Modules**

- **Legal-Account Master Files**
  - Service Master
  - Legal Client Group
  - Legal Client Category
  - Pay-Mode Master
  - Fee Paid-By Master

- Bank Master
  - Other-Solicitor Master
- **Legal-Account Transactions**
  - Client AR (Official Receipts)
  - Legal Voucher List
  - Cancel & Approved Legal Voucher List
  - New Legal Voucher
  - Client Cheque Printing
- **File Management**
  - File Master
  - Enquiry

#### **Reports**

- **General Ledger**
- **Chart of Accounts List**
- **Trial Balance**
- **Yearly Profit / Loss Report**
- **Balance Sheet**
- **Clients Report**
- **File Listing Report**
- **File Activities Report**

# **Standard Package**

**All Basic modules, plus:**

## **Expanded Legal-Account File Types**

- Loan File Master
- New Loan File Setup
- SPA File Master
- New SPA File Setup
- Sub-sale File Master
- New Sub-sale File Setup
- Developer Master
- New Developer File Setup
- Tenancy File Master
- New Tenancy File Setup
- Agreement File Master
- New Agreement File Setup
- File Closing Module

## **Stakeholder Funds**

- Stakeholder Received
- Stakeholder Received List
- Fixed-Deposit Placement
- New Retention
- Retention List

## **Vendor-Office Vouchers**

- Vendor Office Voucher List
- Cancel & Approved Vendor Office Voucher List
- New Vendor Office Voucher

**Reports** *(Includes all Basic reports, plus the following)*

- **GL Account Activities Report**
- **Bank Reconciliation Statement**
- **Purchase Journal List**
- **Vendor List**
- **Sales Report**
- **Invoice Batch Printing**
- **A/R Receipt Batch Printing**
- **G/L Receipt Batch Printing**
- **Office Voucher Batch Printing**
- **Open File Report**

- **Yearly Summary Instruction & Total-by-Matter Report**
- **Yearly Matter Summary Report**
- **Batch-Printing Legal Vouchers**
- **File Transaction History Report**
- **Fixed Deposit Placement Listing**
- **Retention Listing**

ALL RIGHTS RESERVED TOTAL BUSINESS SOLUTIONS

# **Premium Package**

**All Standard modules, plus:**

## **Full Legal-Account Suite**

- DOC/DRR File Master
- New DOC/DRR File Setup
- Litigation File Master
- New Litigation File Setup
- UBSB File Master
- New UBSB File Setup
- Perfection on Transfer File Master
- New Perfection on Transfer File Setup
- Perfection on Charge File Master
- New Perfection on Charge File Setup
- Transfer & Charge File Master
- New Transfer & Charge File Setup

## **Advanced Stakeholder**

- Stakeholder Purchaser Master
- New Payment Release
- Payment Release List
- Withdrawals

## **Enhanced Cheque & Payment Workflows**

- Batch Client Cheque Printing
- Batch Vendor Cheque Printing
- Payment Release Workflows

**Reports** *(Includes all Standard reports, plus the following)*

- **Closed File Listing Report**
- **Closed File Graph**
- **Pending-Closed File Status Listing**
- **Collection Summary Report**
- **Monthly Collection Summary Report**
- **Monthly Office Voucher Report**
- **Monthly Legal Voucher Report**
- **Monthly Vendor Voucher Report**
- **Quotation vs Invoice Ageing Analysis Report**
- **Quotation vs Invoice Detail Ageing Analysis Report**
- **SST Detail Listing**