

Accurate record keeping is essential for every business, but particularly so for law firms that have to meet special legal accounting requirements. Without the substantial financial and human resources of larger firms the principals of most small firms want software systems that recognise their unique characteristics and are specifically designed for firms their size. They want their accounting system to be:-

- Easy to use;
- Accurate;
- Reliable;
- Proven; and
- To automate as many processes as possible to eliminate time consuming tasks that require unnecessary support staff.

LEAP Accounting is a powerful and affordable system that surpasses these needs.

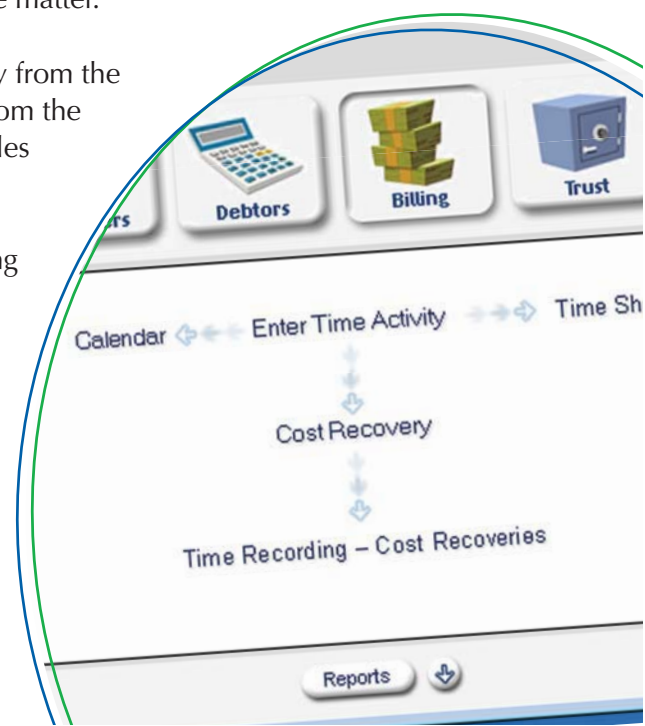
Make more money by keeping accurate time records

Keeping accurate contemporaneous notes of all attendances is not only good professional practice, it is also essential for managing practice risks. If you do this properly, you can use the same information for your time recording and billing!

LEAP Accounting has an easy to use Time Sheet that enables you to combine these activities and results in a single effortless work process. You can find matters quickly, have multiple slips open at the same time, use meaningful task codes and even record an item without a matter number thereby overcoming the common problem of making notes when receiving new instructions. You can then return later to assign the time item once you have created the matter.

Because you have recorded the information accurately from the start, it is easy for you to generate your bills directly from the system, eliminating duplicated work. With flexible styles and formats you can create bills that are easy for your clients to understand and which conveniently include any trust movements on the invoice thereby minimising reasons for non payment.

The most profitable firms are those with the most disciplined time recording practices. By adopting this simple approach you will find that you will start making more money almost immediately.



Manage and understand your profitability and cashflow

With bills going out quickly and accurately your cashflow will start to improve and you will want to ensure that you manage funds in accordance with your business plan and keep working capital to a minimum.

The powerful reporting options in LEAP Accounting enable you to keep close track of debtors and other important Key Performance Indicators relevant for a law firm your size. We have eliminated the reporting confusion faced by so many practitioners using systems designed for large firms with departmental structures and you will find that reporting options are meaningful and relevant. Reports are easy to print to screen or hard copy and all information in the reports is always up-to-date.

Monthly partners meetings and individual fee earner reviews will be dramatically enhanced using the special reports designed in consultation with small firm practitioners to enable you to have "short and sharp" meetings and reviews.

You will easily detect trends as business conditions change and your practice develops and will be able to make informed decisions about your resourcing requirements.

Comply with your trust, tax and payroll requirements

Even though you have a small business, you still have the same compliance obligations of the largest organisations.

Matter accounting includes all matter accounting including time, fixed fees, disbursements, anticipated disbursements, cost recovery, trust money and trust statements, controlled money and transit money. GST is catered for on all applicable transactions. The system includes unique "statement download" capabilities from your bank to make bank reconciliations quicker and easier than ever before.

The trust accounting in LEAP Accounting has been certified by the Law Society of New South Wales.

LEAP Accounting integrates seamlessly in real time with MYOB which is used for the office accounting. So you will prepare your BAS using software that is used by more than 300,000 small businesses in Australia.

As a bonus, MYOB includes a Payroll package so you will be able reduce costs associated with salaries, PAYG and superannuation.

With this combination of software you will, even as a small business, have the peace of mind of knowing that your systems are compliant while you get on with the business of practising law.



The screenshot shows a software interface for legal accounting. At the top, there is a date '14 July' and a refresh icon. Below this is a table with columns: File No., Client (Short), Matter Description, and Task Code. The table contains four rows of data. Below the table, there is a detailed view for a specific matter titled 'Re collapsed fruit stands'. This view includes fields for File Number, Client, Phone, and Responsible person. To the right of these fields is a list of descriptions with associated monetary values. At the bottom right, there is a summary of financial figures.

File No.	Client (Short)	Matter Description	Task Code
04-07-2007	Jones Fruit and Vegeta...	Re collapsed fruit sta...	tel
04-07-2007	Jones Fruit and Vegeta...	New Constitution	ato
04-07-2007	Receiver Bridge Central	Bankruptcy Bridge C...	fin
04-07-2007	Jones Fruit and Vegeta...	Re collapsed fruit sta...	tel

Re collapsed fruit stands	
File Number:	1501
Client:	Jones Fruit and Vegetable
Phone:	(02) 9237 9876
Responsible:	Richard
Unbilled Disb:	\$0.00
Cleared Trust:	\$20,000.00
Debtor Balance:	\$0.00
Est Disb:	\$27,272.73

Description	Value
Attending court	
Telephone to Ba	
Telephone to Bill	
Telephone to cli	

Minimise accounting and administration costs

Keeping accounting and administrative costs to a minimum is critical to the bottom line. The combination of LEAP Accounting and MYOB is critical to delivering many of these cost savings. For example:-

- Your accountant is likely to be familiar with MYOB so they can give you better value and service;
- You can find book keeping staff more easily because MYOB is so common;
- You have an integrated payroll system;
- The total cost of buying and maintaining the system is substantially reduced because an off the shelf product is used;
- Support for the general ledger and payroll is available from a network of independent consultants, accountants and the software supplier. This reduces your dependency on any one software provider;
- If you run other businesses in conjunction with your firm that are not related to legal issues, then MYOB can also be used to run these businesses; and
- You have the option to introduce further labour-saving and risk reduction measures by utilising the online services between LEAP Accounting and the systems of Macquarie Relationship Banking.

Get started easily and affordably

It is surprisingly easy to get started with LEAP Accounting, and whether you are starting a new practice, taking on existing manual balances or converting from another system, our experienced consultants will have you up and running within a day or two.

The "open" software development environment means that the solution does not have any overbearing hardware or infrastructure requirements - significantly reducing start up costs even further. LEAP Accounting can run stand alone on your Notebook if that is how you run your business, or can be networked for as many additional users as needed.

We have performed data conversions from most of the older legal accounting systems so you don't need to feel "locked in" to your current system. Change can occur affordably and with minimum disruption to your productivity objectives and compliance obligations.

We are committed to the legal profession - if you have any unique financing requirements please call us - we always do everything we can to accommodate any specials needs.

SUPPORT

LEAP Accounting support is provided by product specialists working on the National HelpDesk, assisted by consultants from LEAP branches in Sydney, Melbourne, Brisbane and Adelaide. LEAP clients in other areas are also assisted by the staff of a growing network of franchisees and resellers both nationally and internationally.

Support calls are logged directly from the Help Button in your LEAP software using the LEAP Online Logging System. All calls are electronically tracked and documented.

Clients with current Support Agreements enjoy substantial discounts on consulting fees.

TRAINING

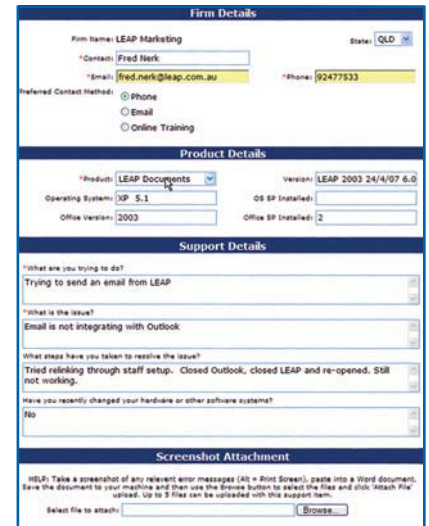
Learning is integral to the success of any new system. Therefore, our specialised team of Support Consultants will come to your office and train you and your staff, so the system is utilised to its full potential. We also hold regular in-house training courses at our offices.

ONGOING DEVELOPMENT

Technology does not stand still and you will expect your software to continue to take advantage of new technologies. LEAP Accounting has a carefully structured Research and Development program that ensures that ongoing development is focused on the needs of small firms.

DEMONSTRATION

For a confidential, obligation-free demonstration and to discuss how you can use technology effectively in your practice please call your local LEAP office or email sales@leap.com.au.



The screenshot shows a web-based support docket form with the following sections:

- Firm Details:** Firm Name: LEAP Marketing, State: QLD, Contact: Fred Herk, Email: fred.herk@leap.com.au, Phone: 92477533. Contact methods: Phone, Email, Online Training.
- Product Details:** Product: LEAP Documents, Version: LEAP 2003 24/4/07 6.0, Operating System: XP S.1, OS SP Installed: , Office Version: 2003, Office SP Installed: 2.
- Support Details:**
 - What are you trying to do? (Text area): Trying to send an email from LEAP
 - What is the issue? (Text area): Email is not integrating with Outlook
 - What steps have you taken to resolve the issue? (Text area): Tried relinking through staff setup. Closed Outlook, closed LEAP and re-opened. Still not working.
 - Have you recently changed your hardware or other software systems? (Text area): No
- Screenshot Attachment:** Instructions: HELP: Take a screenshot of any relevant error messages (Alt + Print Screen), paste into a Word document. Save the document to your machine and then use the Browse button to select the file and click 'Attach File'. Upload: Up to 5 files can be uploaded with this support item. A 'Browse...' button is visible.

To log a support call online using LEAP Accounting or LEAP Documents, simply click the '?' icon in your status bar and select 'Log a Support Call Online'. Complete the online support docket as accurately as possible, then click 'Submit to LEAP'. You will immediately receive an email confirmation.

