



XERO INTEGRATION WITH ONEPRACTICE
TRUST ACCOUNTING SOFTWARE



Here at OneLaw we aim to provide solutions for your law firm that are efficient and accurate. Our integration with Xero helps OneLaw law firms save time in getting accurate information to their accountants.

Legal trust accounting software works differently than business accounting software. At OneLaw we understand this, and want to make it as simple as possible for accountants to extract the business information they need, and export it to Xero.

When integration between OnePractice and Xero is enabled your general ledger will automatically be kept updated with activity in OneLaw. We have created this integration to allow the flexibility to operate both on a GST payments (cash), or GST invoice (accruals) basis and there are coding options to suit firms of all sizes.

Xero has strict rules that need to be followed when exporting data to GL to ensure the integrity of their system, particularly in regards to GST. We have worked within these confines so that the full functionality of Xero, including automated GST returns, is available to our customers.

Key functionality:

- + Direct Xero access for accountants
- + Time savings for your firm
- + Reduces errors
- + AR's agree across OP and Xero
- + Detailed fee and expense recovery
- + GST invoice and payment options



7. Update batch as normal
8. Export batch to GL
9. Review and resolve issues reported during export
10. Batch report

Before setting up the integration between OneLaw and Xero we strongly recommend you seek advice from your external accountant about the setup, date and time of switching on the integration. Your accountant will also be able to assist with confirming your opening balances.

SOFTWARE DEMO

You can see a full demonstration of OneLaw's integration with Xero [here](#).

OneLaw also has a Xero integration manual available which you can find [here](#).

If you have any questions or would like to request a demo of our OnePractice and Xero integration, get in contact with us [here](#).

Experienced accountant and independent consultant Karyn Close oversaw the OneLaw Xero integration, working closely with developers to create a great end result.

"We did the ground work talking to a range of clients and understanding their needs. We achieved a solution that would suit any size firm providing summary income information for small firms and more detailed fee income and expense recoveries for larger firms."

- **Karyn Close**

Daily usage of Xero with OnePractice will look like this for your firm's trust accountant:

1. Bank reconciliation in OnePractice as normal
2. GL account mapping changes (must be made before transaction processing begins)
3. Daily transaction processing
4. Prepare batch
5. Resolve GL export issues if prompted to do so (e.g. a new expense type has been added to
6. OnePractice and hasn't been mapped to a GL code in Xero)



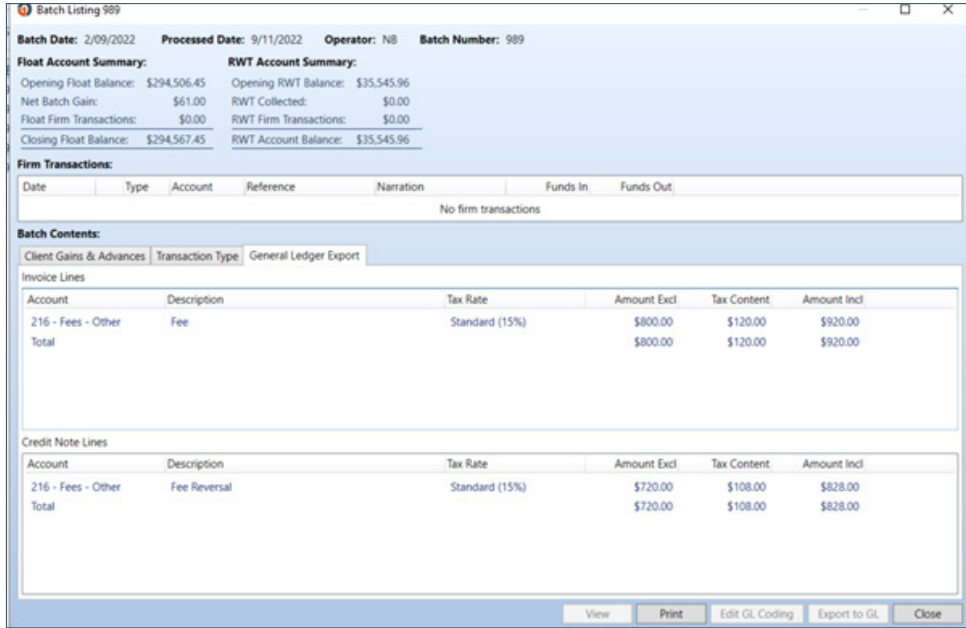


Figure 1

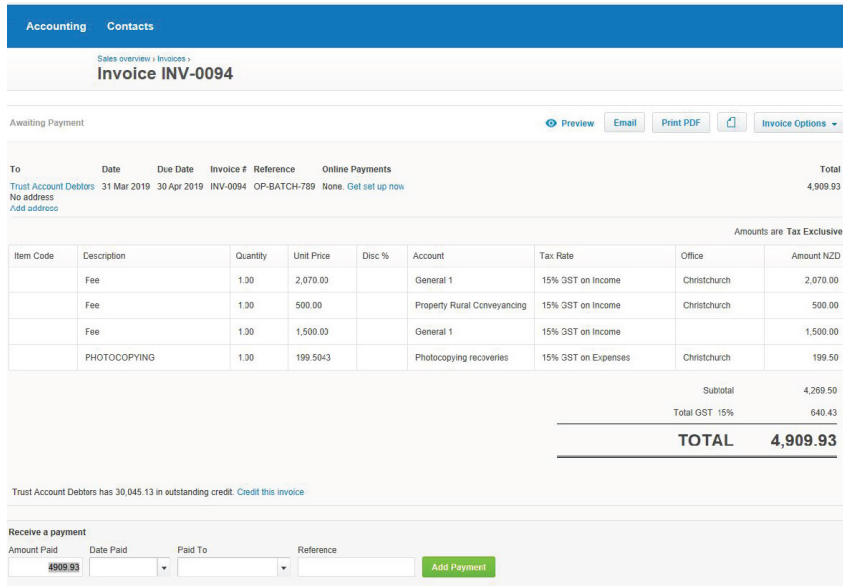


Figure 2

FIGURE 1
After the daily trust batch in OnePractice, it is a simple process to export the information to Xero.

FIGURE 2
In Xero the batch appears as a single invoice containing the days fees and expense recoveries.