

aunoda

HOW TO GENERATE INVOICES

TIME TO COMPLETE: 37 SECONDS
TOTAL STEPS: 13

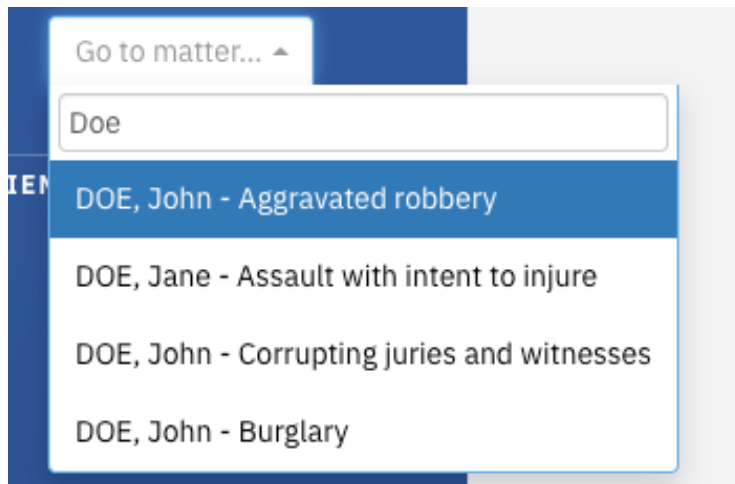
INVOICING INSTRUCTIONS:

1. Select client/matter
2. Under sections select 'Invoices'
3. Click big green button, 'Create new invoice'
4. Set out activities by selecting type – Click add to invoice
5. Navigate to 'Hearing times'
6. Select hearing type and time – Click add to invoice
7. Add disbursements and amendments if applicable
8. Select 'Finalise'
9. Finalise document – Click 'Create Invoice'
10. Save invoice to appropriate file
11. Double check the invoice is correct
12. Navigate back to Aunoa, select 'Create Draft Email';
13. Attach invoice to email, add signature and send

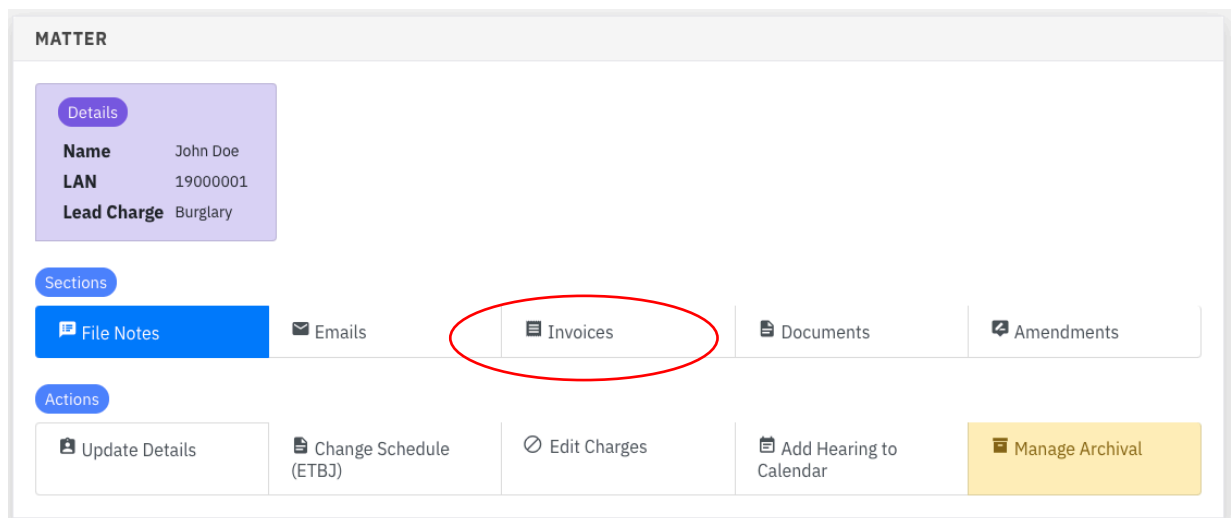
INVOICING:

AUTOMATED BILLING FOR SERVICES

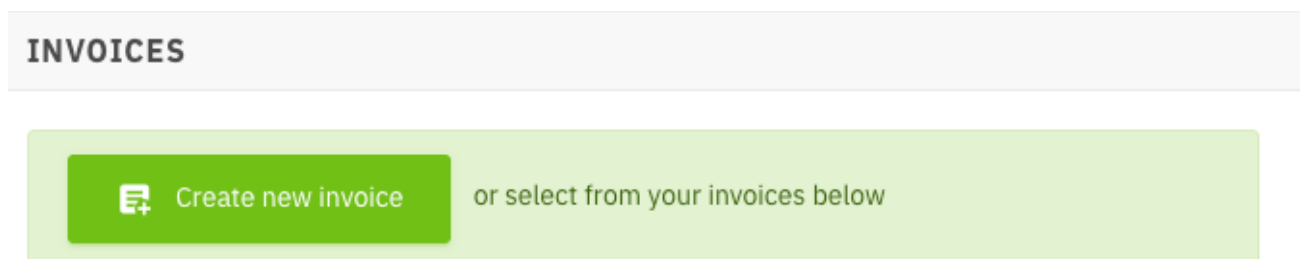
1. Go to matter by searching client name or going to 'Client Matters'



2. Click on 'Invoices' section when matter appears



3. Click on 'Create new invoice'



INVOICING:

AUTOMATED BILLING FOR SERVICES

This screen will appear and automatically navigated to activities

INVOICE CREATION

Activities | Hearing Times | Disbursements | Approved Amendments | Finalise

Provider

Name
Rate

Client

Name John Doe
LAN 19000001
Lead Charge Burglary

4. Set out activities by selecting 'Activity type' from the drop down menu and click add to invoice

SET OUT YOUR ACTIVITIES

Activity Type Applications and Variations (€) Add to invoice

Current Entries Show 10 entries

Activity Type	Total Charge	Comment	Actions
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

5. Navigate to hearing times

INVOICE CREATION

Activities | **Hearing Times** | Disbursements | Approved Amendments | Finalise

Provider

Name Luke Ameye
Rate \$96

Client


Name John Doe
LAN 19000001
Lead Charge Burglary

INVOICING:

AUTOMATED BILLING FOR SERVICES

- Set hearing type from the drop down menu, enter units and add to invoice

SET OUT YOUR HEARING TIMES

Hearing Type **Applications and variations** HT **1** WT **2**  **+ Add to invoice**

30 minute units 30 minute units

Current Entries Show **10** entries

Hearing Type	Total Charge	HT	WT	Comment	Actions
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

- Add disbursements or amendments if applicable

INVOICE CREATION

Activities **Hearing Times** **Disbursements** Approved Amendments Finalise

Provider
Name Luke Ameye
Rate \$96

Client
Name John Doe
LAN 19000001
Lead Charge Burglary

- Select finalise email

INVOICE CREATION

Activities Hearing Times Disbursements Approved Amendments **Finalise**

Provider
Name Luke Ameye
Rate \$96

Client
Name John Doe
LAN 19000001
Lead Charge Burglary

INVOICING:

AUTOMATED BILLING FOR SERVICES

9. Finalise Invoice and select create invoice

FINALISE YOUR INVOICE

Invoice Type

☒ Interim ☐ Final

CMM Filed?

☐ No ☒ Yes

Legal Aid Office

☒ Auckland ☐ Wellington

Assignment status

☒ Assigned to me


☐ Reassigned to me


☐ Reassigned to another provider

Invoice Number

1

Date of most recent activity

18/09/2020 



INVOICING:

AUTOMATED BILLING FOR SERVICES

10. Save the invoice into the appropriate file, for some it will download save automatically

Save As: LA #19000001 DOE John - Interim - 18-

Tags:

Where: Desktop

Format: Office Open XML word processi...

Cancel Save

11. Check the invoice has all of the correct information

b7/19 form 24d Tax Invoice
Criminal Legal Aid Fixed Fees
Schedules D, E & F: Crown Prosecutions

Legal aid file no.	19000001
Invoice date	18-09-2020
Invoice number	1
GST number	120-951-106
Lead provider's ref.	19000001
Charges/CRNs	19000000001

To: Legal Aid, AKLCriminallegalaid@justice.govt.nz Auckland
City
Customer John Doe
Lead provider Luke Ameye Law firm Mātai Chambers Limited
Provider number 31275 Firm number 60413
Court type ☒ District Court ☐ High Court Court location Auckland District Court

Details of claim

Fixed Fee: Date fixed fee(s) completed 18-09-2020 Fixed Fee Plus: Covers period from to
☒ Interim invoice ☐ Final invoice

	Schedule D (excl. GST)	Schedule E (excl. GST)	Schedule F (excl. GST)
Administration/Case review			
Preliminary work – new legal aid grant			
Additional charges added to grant			
Case Management Memorandum/Case review hearing – preparation			
Other Matters			
Sentencing indications – preparation			
Applications and variations (opposed) – preparation of submissions	<input checked="" type="checkbox"/>	\$300.00	
Applications and variations (unopposed) – preparation of submissions			
Sentencing reports – Written expert witness/report			
Sentencing reports – Section 38 forensic report			
Sentencing reports – Restorative justice report			
Sentencing reports – Alcohol and drug report			
Sentencing reports – Other court ordered report			

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INVOICING:

AUTOMATED BILLING FOR SERVICES

12. Navigate to Aunoa and select 'Create Draft Email'.
Aunoa will open your chosen email provider, whether it be Gmail, Outlook, etc.

FINALISE YOUR INVOICE

Invoice Type

☒ Interim ☐ Final

CMM Filed?

☐ No ☒ Yes

Legal Aid Office

☒ Auckland ☐ Wellington

Assignment status

☒ Assigned to me


☐ Reassigned to me


☐ Reassigned to another provider


Invoice Number

1

Date of most recent activity

18/09/2020 

 Create Invoice

 Create Draft Email

INVOICING: AUTOMATED BILLING FOR SERVICES

13. Attach the invoice and add signature, select send and your invoice has successfully been sent to Legal Aid

