

Knowledge Base

Welcome to the LawMaster Knowledge Base

Your one stop resource for everything LawMaster - from the initial setup, to usage of all the functionality LawMaster has to offer. You can also use this space to search and view the various help topics, create best practices and common problem articles.

Old Request System

If you would like to view your requests created before 04/06/2018 please click [here](#).

Alert

24th December 2019 to 2nd January 2020:

As the end of the year approaches we have some important information for those who use LawMaster Payroll and therefore need to submit STP reports. The ATO will be shutting down its systems from the 24th of December until the 2nd of January.

What does this mean for you?

11th March 2019: Legislation to extend STP reporting to include small employers (with 19 or less employees) from 1 July 2019 has received royal assent.

14th February 2019: Parliament has passed legislation to extend STP reporting to all employers from 1 July 2019. The Treasury Laws Amendment (2018 Measures No. 4) Bill 2018 is yet to receive Royal Assent.

Further information can be accessed from the ATO website:
<https://www.ato.gov.au/Business/Single-Touch-Payroll/>

Downloads

Training Videos

- [Login and Layout](#)
- [Grid Lists](#)
- [Searching and Adding Entities](#)
- [Plural Entities](#)
- [Searching and Adding Matters](#)
- [Time Entries](#)
- [Matter Parties - Contacts](#)
- [Bring-ups](#)
- [Folios](#)
- [Add Folios to LawMaster](#)
- [Create Document from LawMaster](#)
- [Cabinets](#)
- [Client Portal](#)
- [Forms Workbench](#)
- [NCE Workflow](#)
- [End-of-Month Roll Over](#)
- [GST Cash Reconciliation](#)
- [GST Accrual Reconciliation](#)
- [Resource Budget](#)
- [Getting Help](#)

Popular Articles

- [kb-how-to-article](#)
- [kb-troubleshooting-article](#)
- [payroll](#)
- [outlook](#)
- [error](#)
- [search](#)
- [folio](#)
- [folios](#)
- [anticipated-disb](#)
- [billing](#)

Recently Updated Articles

Recently Updated

[Recent Matters tab and how it populates](#)
updated Feb 14, 2020

[view change](#)

[Author Performance - Full Time Resource](#)
updated Sep 13, 2019

[view change](#)

[How to email out an attachment to a list of Clients](#)

updated Jun 21, 2019

[view change](#)

User Documents

- [Bank Reconciliation](#)
- [Billing](#)
- [Cabinets](#)
- [Charge Rates](#)
- [Cheque Requisitions](#)
- [Client Web Access](#)
- [Deeds](#)
- [Digital Signatures](#)
- [Document Versioning](#)
- [End of Financial Year - Australia](#)
- [End of Financial Year - New Zealand](#)
- [End of Month Processing](#)
- [File Referrals](#)
- [Hardware and Software Minimum requirements](#)
- [Helpdesk SLA's](#)
- [iBench](#)
- [Import Payroll Journals](#)
- [Investments](#)
- [Mailroom Processing](#)

Release Notes

- [v10.11.396 \(Estonia\)](#)
- [v10.11.632 \(Estonia R2\)](#)
- [v10.12 \(Sweden\)](#)
 - [LawMaster Single Touch Payroll - User Guide](#)
- [v10.13 \(Canada\)](#)

Click here for the [LawMaster Development Policy](#)



How to Upgrade

Release Webinars - Canada

- [Marketing Processes](#)
- [Matter Parties](#)
- [Payroll & Personnel Quick Reference Guide](#)
- [Practice Management Sample Forms](#)
- [Reverse Merge](#)
- [Security \(Def Groups, Programs, File Classes, Security Classes\)](#)
- [SignIT Document - Electronic Document](#)
- [Signatures through LawMaster](#)
- [Single Touch Payroll](#)
- [Subject Files](#)
- [Time Recording](#)
- [General Ledger Postings](#)

- [Overview](#)

Release Webinars - Sweden

- [Modifying Time/Cost Entries](#)
 - [Single Touch Payroll](#)
 - [Document Properties - Folio ID and Version Details in Word Folios](#)
 - [Email Management from Outlook](#)
 - [Entity Variables in LawMaster](#)
-