

# Lexis Convey v17.2

## Release Notes

2019/12/13



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## Accounts

### Accounts: In matter Accounts tab

Lexis Convey has improved the usability and functionality of the Accounts offering across the product. Setting up Accounts has become more intuitive and efficient. A uniform approach was applied to all Accounts inside the various matter types to ensure simplicity and a more intuitive user experience.

The user interface for the Accounts will have a Tool bar with various button options, an account summary section, an account line items grid and the details of the account line item selected.

The Accounts will be populated by the appropriate account line items by evaluating the matter data criteria from the account's setup.

Below is an example of the Bonds > Accounts tab:

Narration	Amount	VAT	Total	Balance
To Deeds Office Search Fee	150.00	22.50	172.50	172.50
To Initiation fee	199.50	0.00	199.50	372.00
To Valuation fee	615.60	0.00	615.60	987.60
To Deeds Office Fee	507.00	0.00	507.00	1 494.60
To postages, petties and telephone	200.00	30.00	230.00	1 724.60
To our fees for taking instruction, drawing Power of Attorney t...	7 740.00	1 161.00	8 901.00	10 625.60
Electronic Document Generation Fee	300.00	0.00	300.00	10 925.60

Details	
Narration: To postages, petties and telephone	Amount (excl. VAT): 200.00
Nature: Fee	Vatable: <input checked="" type="checkbox"/>
Narrative for VAT-only entry (if required): To VAT on postages, petties and telephone	VAT Amount: 30.00
	Amount (Incl. VAT): 230.00

### Tool bar buttons:

- *New:*

Clicking on the new button will add an additional or ad hoc item to the account.

Accounts

New Delete Move up Move down Update Account Reset to Default Hide Discount

Add an additional or ad hoc item to the account. Total Amount (Excl. VAT):

The user will have the option to add and create a completely new custom account item “on the fly” OR add from the selection of account items that are populated from Setup that were marked as “Ad hoc account item?”.

A [New account item] line item will be added to the bottom of the account.



New additional custom account item:

Accounts

New

Delete

Move up

Move down

Update Account

Reset to Default

Hide

Discount

Trust account:

Total Amount (Excl. VAT): 1274.00

BEE discount applies:

Total VAT: 56.25

Narration	Amount	VAT	Total	Balance
Sectional property	10.00	0.00	10.00	10.00
To postages, petties and telephone	200.00	30.00	230.00	240.00
To Deeds Office Fee	889.00	0.00	889.00	1 129.00
To Deeds Office Search Fee	120.00	18.00	138.00	1 267.00
To Electronic Document Generation Fee	55.00	8.25	63.25	1 330.25
[New account item]	0.00	0.00	0.00	1 330.25

Details

Description: Custom

Amount (excl. VAT): 0.00

Narration: [New account item]

Vatable: ☒

Nature:

VAT Amount: 0.00

Narrative for VAT-only entry (if required):

Amount (Incl. VAT): 0.00

Complete the necessary data for the new account item:

Accounts

New

Delete

Move up

Move down

Update Account

Reset to Default

Hide

Discount

Trust account:

Total Amount (Excl. VAT): 1274.00

BEE discount applies:

Total VAT: 56.25

Narration	Amount	VAT	Total	Balance
Sectional property	10.00	0.00	10.00	10.00
To postages, petties and telephone	200.00	30.00	230.00	240.00
To Deeds Office Fee	889.00	0.00	889.00	1 129.00
To Deeds Office Search Fee	120.00	18.00	138.00	1 267.00
To Electronic Document Generation Fee	55.00	8.25	63.25	1 330.25
[Custom Account Item]	0.00	0.00	0.00	1 330.25

Details

Description: Custom

Amount (excl. VAT): 0.00

Narration: Charity Donation

Vatable: ☒

Nature:

VAT Amount: 0.00

Narrative for VAT-only entry (if required):

Amount (Incl. VAT): 0.00



The predefined Ad hoc account items created in Setup can be selected by clicking on the Description dropdown. The information icon will indicate that more items can be added to the list by marking them as “ad hoc” in Setup.

Select Ad hoc account item in Setup:

The Insurance Certificate Fee will now be available in the list of new account items to add. All relevant data will be pulled to the account item from Setup.

- *Delete:*

Clicking the Delete will remove one or more selected account items.

- *Move up/Move down:*

The account is initially generated with account line items in the order they were captured in Setup. Clicking on Move up or Move down will reorder the sequence of accounting items.



- *Update Account:*

Clicking on Update Account will get new and updated account items based on current matter data. It will not remove ad hoc and additional items on the account.

**Accounts**

New | Delete | Move up | Move down | **Update Account** | Reset to Default | Hide | Discount

Trust account:  Get new and updated account items based on current matter data. Will not remove ad hoc and additional items on the account.

Lexis Convey will perform this function when the Accounts tab is opened to ensure the account is always up to date with the latest data. Updating the account will checks if any new items can be added to the account from setup, update any amounts and narrations based on the current matter data and delete accounting items if criteria is no longer met. Any ad hoc or additional accounting items added to the account will not be removed when updating the account.

**Update Account** dialog for Bonds:

**Update Account(s)**

The following account item(s) have been changed since you last updated the account(s). Only selected items will be updated.

☒ Select All

	Narration	Change	Current Amount (excl. VAT)	New Amount (excl. VAT)
<input checked="" type="checkbox"/>	To initiation fee	Delete	834 234,34	
<input checked="" type="checkbox"/>	To valuation fee	Update	834 234,34	725 421,17
<input checked="" type="checkbox"/>	To administration fee	Update	834 234,34	725 421,17
<input checked="" type="checkbox"/>	To postages, petties and telephone	Update	200,00	173,91
<input checked="" type="checkbox"/>	To Deeds Office Search Fee	Update	200,00	173,91
<input checked="" type="checkbox"/>	To our fees for taking instruction, drawing Power of Attorney to pass Bond, drawing Bond and other doc...	Update	16 560,00	14 400,00
<input checked="" type="checkbox"/>	To preparation of Suretyship for Housing Scheme	New		100,00
<input checked="" type="checkbox"/>	To Courier Charges	New		200,00
<input checked="" type="checkbox"/>	To Gas certificate	New		50,00

**Update and Balance** | Cancel

**Update Account** dialog for Transfers:

**Update Account(s)**

The following account item(s) have been changed since you last updated the account(s). Only selected items will be updated.

☒ Select All

	Account	Narration	Change	Current Amount (excl. VAT)	New Amount (excl. VAT)
<input checked="" type="checkbox"/>	Transferee	Language Change on the matter	Update	Afrikaans	English
<input checked="" type="checkbox"/>	Transferee	To Courier Charges	New		100,00
<input checked="" type="checkbox"/>	Transferee	To purchase price	Delete	900 000,00	
<input checked="" type="checkbox"/>	Transferor	To electrical compliance certificate	Delete	500,00	
<input checked="" type="checkbox"/>	Transferor	To borer certificate	Delete	100,00	
<input checked="" type="checkbox"/>	Transferee	By deposit received	Delete	-100 000,00	

**Update and Balance** | Cancel

The Change column indicates the type of change will be applied to the account once updated.



- Update – Indicates an existing account line item's Amount will be updated.
- New – Indicates a new line item is being added to the account.
- Delete – Indicates a line item will be deleted from the account.

- *Reset to Default:*

Clicking on **Reset to Default** will reset the entire account to default, based on setup accounts and any ad hoc and additional account items will be removed from the account.

The screenshot shows the 'Accounts' interface with a toolbar containing buttons: New, Delete, Move up, Move down, Update Account, **Reset to Default**, Hide, and Discount. Below the toolbar, there is a 'Trust account:' dropdown and a 'Total Amount (Excl. VAT):' field. A tooltip is visible over the 'Reset to Default' button, stating: 'Reset entire account to default, based on setup accounts. Ad hoc and additional items will be removed from the account.'

This basically creates a brand-new account based on setup and the current matter data evaluated against the criteria.

- *Hide/Unhide:*

This functionality was previously only available on Transfer accounts. Clicking **Hide** will disable the selected account line items, these items will not be added to the total or rolling balance of the account and will not be displayed on the statement of account. Clicking Unhide will enable the account items.

The screenshot shows the 'Accounts' interface with a toolbar containing buttons: New, Delete, Move up, Move down, Update Account, Reset to Default, **Hide**, and Discount. Below the toolbar, there is a 'Trust account:' dropdown and a 'Total Amount (Excl. VAT):' field. A tooltip is visible over the 'Hide' button, stating: 'Disable line items. Hidden items will not get added to account total.'

The screenshot shows the 'Accounts' interface with a toolbar containing buttons: New, Delete, Move up, Move down, Update Account, Reset to Default, Unhide, and Discount. Below the toolbar, there is a 'Trust account:' dropdown, a 'BEE discount applies:' checkbox, and two fields: 'Total Amount (Excl. VAT):' (8896.50) and 'Total VAT:' (1183.50). Below these is a table with columns: Narration, Amount, VAT, Total, and Balance. The table contains several rows of account items, with 'To Valuation fee' highlighted in blue. Below the table is a 'Details' section with fields for 'Narration' (To Valuation fee), 'Nature' (Disbursement), 'Narrative for VAT-only entry (if required):', 'Amount (excl. VAT):' (615.60), 'Vatable:' (checkbox), 'VAT Amount:' (0.00), and 'Amount (Incl. VAT):' (615.60).

Narration	Amount	VAT	Total	Balance
To Deeds Office Search Fee	150.00	22.50	172.50	172.50
To Initiation fee	199.50	0.00	199.50	372.00
To Valuation fee	615.60	0.00	615.60	372.00
To Deeds Office Fee	507.00	0.00	507.00	879.00
To postages, petties and telephone	200.00	30.00	230.00	879.00
To our fees for taking instruction, drawing Power of Attorney ...	7 740.00	1 161.00	8 901.00	9 780.00
Electronic Document Generation Fee	300.00	0.00	300.00	10 080.00



- *Discount:*

Clicking on the discount button will create a discount account item calculated against the selected line item. This functionality was previously only available on Consents and Correspondent matters.

The screenshot shows the 'Accounts' window with a toolbar containing buttons: New, Delete, Move up, Move down, Update Account, Reset to Default, Hide, and Discount. Below the toolbar, there is a 'Trust account:' dropdown menu. To the right, the 'Total Amount (Excl. VAT):' is displayed as 9712.10 and 'Total VAT:' as 1212.50. A tooltip is visible over the 'Discount' button, stating: 'Create a discount item calculated against the selected line item.'

A discount type of Percentage or Amount can be selected. A Discount percentage can be captured if *Percentage* was selected as Discount type or vice versa for Discount amount if *Amount* is selected as Discount type.

The 'Specify discount details' dialog box is shown. Under the 'Details' section, 'Discount type:' is set to 'Percentage'. 'Discount percentage:' is 0.00 and 'Discount amount:' is 0.00. The 'Narration:' field contains 'To Deeds Office Search Fee discount at 0%'. There are 'OK' and 'Cancel' buttons at the bottom right.

The 'Specify discount details' dialog box is shown. Under the 'Details' section, 'Discount type:' is set to 'Percentage'. The 'Discount percentage:' dropdown menu is open, showing 'Amount' and 'Percentage' as options. 'Narration:' is 'To Deeds Office Search Fee discount at 0%'. There are 'OK' and 'Cancel' buttons at the bottom right.

The 'Specify discount details' dialog box is shown. Under the 'Details' section, 'Discount type:' is set to 'Percentage'. 'Discount percentage:' is 10.00 and 'Discount amount:' is 15.00. The 'Narration:' field contains 'To Deeds Office Search Fee discount at 10%'. There are 'OK' and 'Cancel' buttons at the bottom right.

Clicking OK will add a new discount account item to the account.



**Accounts**

New | Delete | Move up | Move down | Update Account | Reset to Default | Hide | Discount

Trust account:  Total Amount (Excl. VAT):

BEE discount applies: ☐ Total VAT:

Narration	Amount	VAT	Total	Balance
To Deeds Office Search Fee	150.00	22.50	172.50	172.50
To Deeds Office Search Fee discount at 10%	-15.00	-2.25	-17.25	155.25
To Initiation fee	199.50	0.00	199.50	354.75
To Valuation fee	615.60	0.00	615.60	970.35
To Deeds Office Fee	507.00	0.00	507.00	1 477.35
To postages, petties and telephone	200.00	30.00	230.00	1 707.35
To our fees for taking instruction, drawing Power of Attorney t...	7 740.00	1 161.00	8 901.00	10 608.35
Electronic Document Generation Fee	300.00	0.00	300.00	10 908.35

**Details**

Discount type:

Discount percentage:  Discount amount:

Narration:

- *Balance:*

The Balance button is only available on Transfer Accounts for Transferee, Transferor and Firm Accounts. Clicking the Balance button will add the balancing line items to each account with narrative 'To Amount Due by you' or 'By amount due by you' for the Transferor, Transferee and Firm account.

**Transferee**

New | Delete | Move up | Move down | Update Account | Reset to Default | Hide | Discount | **Balance**

Pro forma printed: ☒

Trust account:  Total Amount (Excl. VAT):

BEE discount applies: ☐ Total VAT:

Balance the transfer accounts by adding the amount due line item.

**Transferee**

New | Delete | Move up | Move down | Update Account | Reset to Default | Hide | Discount | Balance

Pro forma printed: ☒

Trust account:  Total Amount (Excl. VAT):

BEE discount applies: ☐ Total VAT:

Narration	Amount	VAT	Total	Balance
To transfer fees	11 600.00	1 740.00	13 340.00	13 340.00
To transfer duty	53 000.00	0.00	53 000.00	66 340.00
To Deeds Office fee	500.00	0.00	500.00	66 840.00
To Deeds Office search	250.00	37.50	287.50	67 127.50
To postages and petties	350.00	52.50	402.50	67 530.00
To Document Generation Charge	389.00	58.35	447.35	67 977.35
To FICA identification and verification fee	300.00	45.00	345.00	68 322.35
To purchase price	1 350 000.00	0.00	1 350 000.00	1 418 322.35
By deposit received	-100 000.00	0.00	-100 000.00	1 318 322.35
By balance of purchase price	-1 250 000.00	0.00	-1 250 000.00	68 322.35
To lodging agent's fee as 0.97% of Tariff Fee	114.00	17.10	131.10	68 453.45
By amount owed by you	-66 503.00	-1 950.45	-68 453.45	0.00



## Account Summary:

The Account Summary provides some basic information. It can include the following fields based on matter type:

Pro forma printed: <input type="checkbox"/>		
Trust account: <input type="text"/>	Total Amount (Excl. VAT):	268.70
BEE discount applies: <input type="checkbox"/>	Total VAT:	46.35

- *Trust account:* This is a dropdown list of all the firm's trust accounts.

Trust account: <input type="text"/>	Total Amount (Excl. VAT):	13952.00	
BEE discount applies: <input type="text"/>	Total VAT:	1953.00	
Narration	VAT	Total	Balance
To Deeds Office Search Fee	18.00	138.00	138.00
To Deeds Office Fee	0.00	632.00	770.00
To postages, petty and telephone	30.00	230.00	1 000.00

- *Total Amount (Excl. VAT):* This is the sum of the Amount (Excl. VAT) of all the account line items.
- *Total VAT:* This is the sum of all the VAT amounts.
- *BEE discount applies:* This field applies to all matter types except for Correspondent matters. A discount line item will be created and the BEE documents will schedule in the print list.
- *Name for Account to be credited:* This field is only available for Consents and is used on the Request for Guarantees Letter.

## Account item grid view:

The account item grid view has the following columns:

- Narration
- Amount - Debit amounts will be indicated as positive and Credit amounts will be indicated as negative.
- VAT
- Total (Calculated) – the line item total = Amount + VAT
- Balance (Calculated) – the total of all the line items above including the current line item.

## Account item details:

The details of the account line item are now displayed for the selected account item. The following fields based on matter type are available to complete in the Account item Details group box:





## Bonds:

To Deeds Office Search Fee	120.00	18.00	138.00	1 748.00
To Deeds Office Fee	632.00	0.00	632.00	2 380.00
To postages, petties and telephone	200.00	30.00	230.00	2 610.00
To our fees for taking instruction, drawing Power of Attorney to ...	12 700.00	1 905.00	14 605.00	17 215.00

Details

Narration:  

Amount (excl. VAT):  

Nature:

Vatable: ☒

Narrative for VAT-only entry (if required):

VAT Amount:

Amount (incl. VAT):

- **Narration:**
  - The narration of the account item as captured in Setup. The narration can be edited. Clicking on the Refresh button next to the Narration field will reset the value to the default value captured in Setup for the specific account line item.
- **Nature:**

The following list of Nature's are available for Transfers, Consents and Correspondent Matters:

- Fee
- Disbursement,
- Journal
- Payment
- Receipt

The following list of Nature's are available for Bonds and Developments:

- Fee
- Disbursement

- **Narrative for VAT-only entry (if required):**
  - Completed specifically for VAT-only account items displayed in the statement of account.
- **Amount (Excl. VAT):**
  - The Amount (excl. VAT) is populated from the value captured in Setup.
  - For Transfer Accounts: This field will become disabled if VAT Type of *Vatable:Inclusive* is selected.
  - The Amount (excl. VAT) is calculated as (Amount (incl. VAT) – VAT Amount).
  - Calculator: Clicking this button recalculates the amount based on what is captured in setup as well as what is currently captured on the matter.
- **Vatable:**
  - Selected on the Account line item for Bonds, Consents, Correspondent Matters and Developments.
  - Changing the VAT details will recalculate the VAT amounts.



- **VAT Type:**
  - Only available on Transfer Accounts.
  - Values include:
    - Non-Vatable
    - Vatable: Exclusive
    - Vatable: Inclusive
    - Vatable: Zero-rated

<b>Details</b> Narration: <input type="text" value="To transfer fees"/> Nature: <input type="text" value="Fee"/> Narrative for VAT-only entry (if required): <input type="text"/> Party: <input type="text" value="Transferee"/>		Amount (excl. VAT): <input type="text" value="15780.00"/> Vat Type: <input type="text" value="Vatable: Exclusive"/> VAT Amount: <input type="text" value="18147.00"/> Amount (Incl. VAT): <input type="text" value="18147.00"/>
<b>Balancing Entry</b> Narration: <input type="text" value="By transfer fees"/> Nature: <input type="text" value="Fee"/> Narrative for VAT-only entry (if required): <input type="text"/> Party: <input type="text" value="Firm"/>		Amount (excl. VAT): <input type="text" value="-15780.00"/> Vat Type: <input type="text" value="Vatable: Exclusive"/> VAT Amount: <input type="text" value="-2367.00"/> Amount (Incl. VAT): <input type="text" value="-18147.00"/>

- **VAT Amount:**
  - The VAT Amount is a disabled field displaying the calculated VAT Amount based on VAT type.
- **Amount (Incl. VAT):**
  - The Amount (Incl. VAT) field is only enabled when the VAT type is Inclusive of VAT and will be calculated as (Amount (excl. VAT) + VAT Amount).

<b>Details</b> Narration: <input type="text" value="To postages and petties"/> Nature: <input type="text" value="Fee"/> Narrative for VAT-only entry (if required): <input type="text"/> Party: <input type="text" value="Transferee"/>		Amount (excl. VAT): <input type="text" value="100.00"/> Vat Type: <input type="text" value="Vatable: Exclusive"/> VAT Amount: <input type="text" value="15.00"/> Amount (Incl. VAT): <input type="text" value="115.00"/>
<b>Balancing Entry</b> Narration: <input type="text" value="By postages and petties"/> Nature: <input type="text" value="Fee"/> Narrative for VAT-only entry (if required): <input type="text"/> Party: <input type="text" value="Firm"/>		Amount (excl. VAT): <input type="text" value="-100.00"/> Vat Type: <input type="text" value="Vatable: Exclusive"/> VAT Amount: <input type="text" value="-15.00"/> Amount (Incl. VAT): <input type="text" value="-115.00"/>

<b>Details</b> Narration: <input type="text" value="To postages and petties"/> Nature: <input type="text" value="Fee"/> Narrative for VAT-only entry (if required): <input type="text"/> Party: <input type="text" value="Transferee"/>		Amount (excl. VAT): <input type="text" value="86.96"/> Vat Type: <input type="text" value="Vatable: Inclusive"/> VAT Amount: <input type="text" value="13.04"/> Amount (Incl. VAT): <input type="text" value="100.00"/>
<b>Balancing Entry</b> Narration: <input type="text" value="By postages and petties"/> Nature: <input type="text" value="Fee"/> Narrative for VAT-only entry (if required): <input type="text"/> Party: <input type="text" value="Firm"/>		Amount (excl. VAT): <input type="text" value="-86.96"/> Vat Type: <input type="text" value="Vatable: Inclusive"/> VAT Amount: <input type="text" value="-13.04"/> Amount (Incl. VAT): <input type="text" value="-100.00"/>




- **Party:**
  - This field is only available on Transfer Accounts and indicates the Party associated to the account item. E.g. Transferee, Transferor or Firm.
- **Balancing Entry:**
  - The Balancing Entry details group box is only available on Transfer Accounts.


## Transfers:

Pro Forma Account

New

Delete

 Move up

 Move down

Update Account

Reset to Default

Hide

Discount

Balance

Pro forma printed: ☐

Trust account:

BEE discount applies: ☐

Narration	Debit	Credit	VAT	Total	Balance
<i>filter text</i>	<i>filter text</i>	<i>filter text</i>	<i>filter text</i>	<i>filter text</i>	<i>filter text</i>
To transfer fees	18 860.00		2 829.00	21 689.00	21 689.00
To transfer duty	3 000.00		0.00	3 000.00	24 689.00
To Deeds Office search	250.00		37.50	287.50	24 976.50
To postages and petties	900.00		135.00	1 035.00	26 011.50
To Document Generation Charge	389.00		58.35	447.35	26 458.85
To Deeds Office fee	1 020.00		0.00	1 020.00	27 478.85

## Consents:

Details Narration: <input type="text" value="Consent fee"/> Nature: <input type="text" value="Fee"/> Narrative for VAT-only entry (if required): <input type="text"/>		Amount (excl. VAT): <input type="text" value="2500.00"/> Vatable: <input checked="" type="checkbox"/> VAT Amount: <input type="text" value="375.00"/> Amount (Incl. VAT): <input type="text" value="2875.00"/>
--	--	---

The Firm's Trust Account is now available for selection on the Consent Account.

## Correspondent matters:

Details Narration: <input type="text" value="KZN Lodging Agent fee"/> Nature: <input type="text" value="Fee"/> Narrative for VAT-only entry (if required): <input type="text"/>		Amount (excl. VAT): <input type="text" value="375.00"/> Vatable: <input checked="" type="checkbox"/> VAT Amount: <input type="text" value="56.25"/> Amount (Incl. VAT): <input type="text" value="431.25"/>
--	--	--

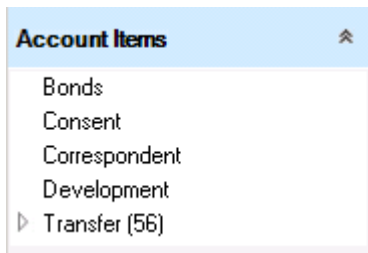
## Developments:

Details Narration: <input type="text" value="To Tariff fee for drawing Form W"/> Nature: <input type="text" value="Fee"/> Narrative for VAT-only entry (if required): <input type="text" value="To VAT on fee for drawing Form W"/>		Amount (excl. VAT): <input type="text" value="230.00"/> Vatable: <input checked="" type="checkbox"/> VAT Amount: <input type="text" value="34.50"/> Amount (Incl. VAT): <input type="text" value="264.50"/>
--	--	--



## Setup: Account Items

A new Accounting Items tab has been added in Setup. This provides a new centralised location to set up and configure accounts per matter type.



The Account Items setup view is similar for all matter types.

For Setup > Accounting Items > Bonds:

Source	Description
System	Fee
User Modified	Lodging agent's fee
User Modified	HomeOwners Association consent fee
User Modified	Fee Reduction
System	FICA identification and verification fee
User Modified	To Postage, petties and telephone
User Modified	Lodging agent's posts and petties
User Modified	Fee for preparing Surety
User Modified	Fee for preparing Surety and Pledge
User	Fee for preparing surety for housing scheme
User Modified	Fee for preparing cert of right of leasehold
User Modified	To Stamp Duty on Bond
User Modified	Deeds Office Fee
System	To Deeds Office Search Fee

**General**

Description: \* Fee Amount: Bond.ActualFee

Code: \* TARIFFEE Vatable: ☒

Nature: Fee

Ad hoc account item? ☐

Criteria:

**Narrations**

Narration Debit (Eng): To our fees for taking instruction, drawing Power o

Narration Debit (Afr): Aan ons gelde vir neem van opdrag en opstel van

There are 3 types of Account Items, which can be identified by their Source:

- System:
  - o These are the default account items available in Lexis Convey.
- User Modified:
  - o These are the System account items that are modified by changing data on the item.
- User:
  - o These are newly added account items.

The Tool Bar at the top of the Account Items grid allows the user to do the following:



- Buttons:
  - *New* – clicking on New will add a new blank/empty account item at the bottom of the list and allow the user to capture the necessary data.
  - *Delete* – clicking on Delete will remove the account item from the grid, making the account item inactive.
    - All customised data will be retained on a User Modified accounting item even if it was deleted.
    - Multi-selecting account item rows are available with this option.
  - *Revert* – clicking on Revert will revert a User Modified account item back to the default System account item entry.
    - Multi-selecting account item rows are available with this option for all matter types except Transfers.
  - *Move up/ Move down* – clicking Move up and Move down will change the sequence of the account items in the grid. This allows the user to decide where an accounting item should be displayed on the account.
- Checkbox:
  - *Include inactive items?* – clicking on Include inactive items will display the deleted System, User Modified and User added account items and allows the user to reactivate them.

The details of the account line item are displayed for the selected account item. The following fields, based on matter type, are available to complete for each account item:



**Bonds**

New | Delete | Move up | Move down | Revert | ☐ Include inactive items?

Source	Description
<i>filter text</i>	<i>filter text</i>
System	Fee
User Modified	Lodging agent's fee
User Modified	HomeOwners Association consent fee
User Modified	Fee Reduction
System	FICA identification and verification fee
User Modified	To Postage, petties and telephone
User Modified	Lodging agent's posts and petties
User Modified	Fee for preparing Surety
User Modified	Fee for preparing Surety and Pledge
User	Fee for preparing surety for housing scheme
User Modified	Fee for preparing cert of right of leasehold
User Modified	To Stamp Duty on Bond
User Modified	Deeds Office Fee
System	To Deeds Office Search Fee
User	Stamp Duty on Guarantees

**General**

Description: \* FICA identification and verification fee Amount: `!IfTrue(Bond.FICAFee=0,!IfTrue(Bond.MortgagorType<2,!IfTrue(Bond.Grou`

Code: \* FICAFEE Valable: ☒

Nature: Fee

Ad hoc account item? ☐

Criteria: `!IfTrue(Bond.GroupCode="STD") OR NOT(Bond.FICAFeePayable),False,True`

**Narrations**

Narration Debit (Eng): To FICA identification and verification fee

Narration Debit (Afr): Aan FICA identifikasie en verifikasiefooi

**Bonds**

New | Delete | Move up | Move down | Revert | ☐ Include inactive items?

Source	Description
<i>filter text</i>	<i>filter text</i>
System	Fee
User Modified	Lodging agent's fee
User Modified	HomeOwners Association consent fee
User Modified	Fee Reduction
System	FICA identification and verification fee
User Modified	To Postage, petties and telephone
User Modified	Lodging agent's posts and petties
User Modified	Fee for preparing Surety
User Modified	Fee for preparing Surety and Pledge
User	Fee for preparing surety for housing scheme
User Modified	Fee for preparing cert of right of leasehold
User Modified	To Stamp Duty on Bond
User Modified	Deeds Office Fee
System	To Deeds Office Search Fee
User	Stamp Duty on Guarantees

**General**

Description: \* Fee for preparing surety for housing scheme Amount: `FirmDetails.SuretyFee`

Code: \* HOUSINGFEE Valable: ☒

Nature: Fee

Ad hoc account item? ☐

Criteria: `!IfTrue(Bond.SpecialSurety1Ind AND Not(FirmDetails.SuretyFee=0),True,False)`

**Narrations**

Narration Debit (Eng): To preparation of Suretyship for Housing Scheme

Narration Debit (Afr): Aan voorbereiding van behuissingskema borgstelling




## General group box:

- *Description:*
  - The description of the account item. The description field will be disabled for System and User Modified account items and editable for User added account items.
- *Code:*
  - This is the unique transaction code. The Code is unique per matter type.
  - The Transaction code will now be available on all Matter types including Consents and Correspondent Matters.
- *Nature:*
  - This is the type of account item.
    - Bonds and Developments:
      - Fee
      - Disbursement
    - Transfers, Consents and Correspondent Matter
      - Fee
      - Disbursement,
      - Journal
      - Payment
      - Receipt
- *Ad hoc account item:*
  - Checking this field will enable this account item to be added to the matter on an ad hoc basis. This account item will be added to the account when clicking New inside the matter account.

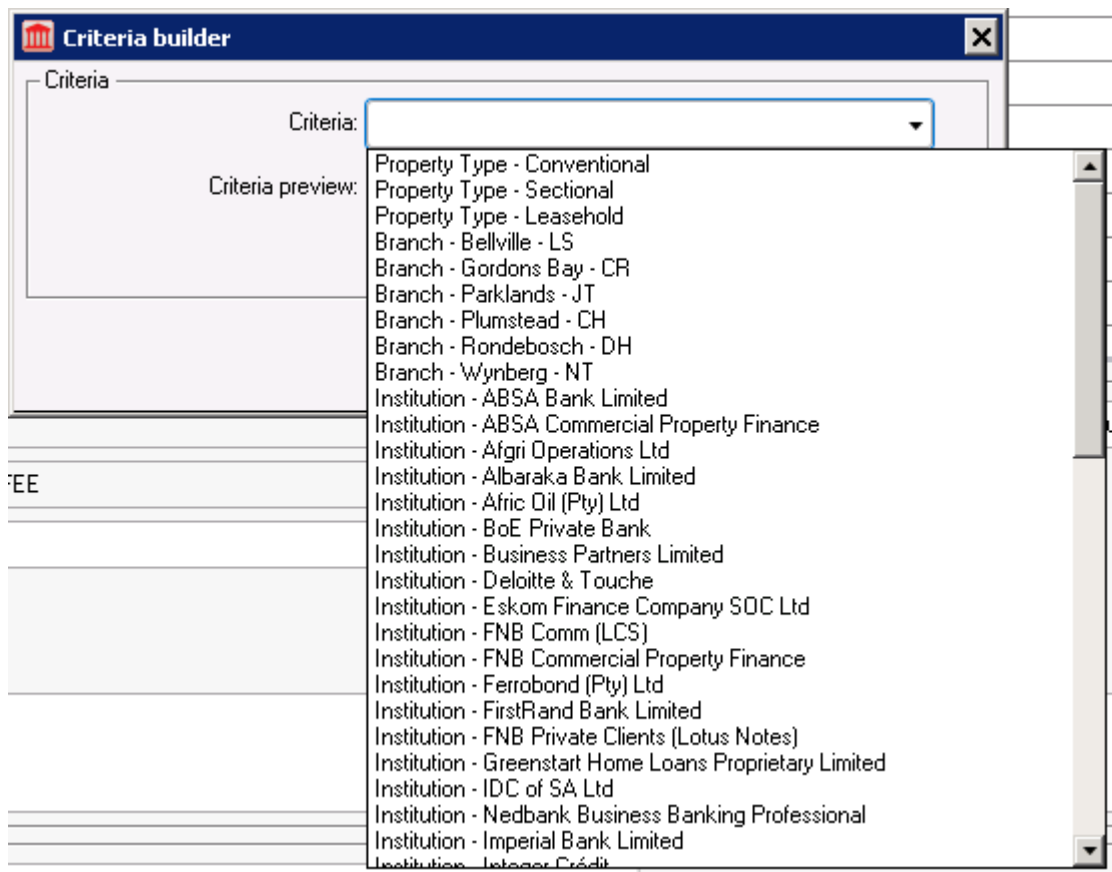
Ad hoc account item? ☒

Criteria: Ad hoc account items will not display on the matter until it is manually added to the matter

- *Criteria:*
  - This field indicates that the account item has certain criteria that needs to be met for it to be applicable to the matter's account.
  - When no criteria exist, the account item will apply to the matter account by default.
  - A Criteria Builder is available to assist in completing criteria for the account item.
- *Criteria Builder:*
  - The Criteria builder will now be available on all matter types, including Consents and Correspondent Matters and additional fields have been made available for Bonds, Transfers and Development.
  - The Criteria builder is accessed by clicking on the [...] button next to the Criteria field.

Criteria: IfTrue(Bond.SpecialSurety1Ind.AND Not(FirmDetails.SuretyFee=0),True,False) 





- The following additional fields have been included:

- Consent Matters:
  - Property Type
  - Consent type
  - Branch
  - Party Types
  - Number of Existing Bonds
  - Institution/Bondholder (FSP)
  - Registered Bond amount
  - Consenter
  - Deeds Office
  - Discharge Amount
  - Count of Parties on matter
  - Firms Trust Account
- Correspondent Matters
  - Matter (sub)Type
  - Cause of action
  - Property Type
  - Branch
  - Registered Bond Amount
  - Deeds office
  - Tariff
  - Lodging Agent Fee



- Number of Documents Enclosed
  - Count of Parties on matter
  - Firms Trust Account
- Bonds
  - Institution
  - Firms Trust Account
- Transfers
  - Party Type
  - Count of Parties on matter
  - Firms Trust Account
- Developments
  - Party Type
  - Count of Parties on matter
  - Firms Trust Account
- *Amount:*
  - This is the base amount of the account item.
  - The Amount field allows for Calculations or Criteria to be added based on fill points available for the matter. Examples below.

Description: *	Consent fee	Amount:	1800*1.1
Code:	TARIFFFEE	Vatable:	<input checked="" type="checkbox"/>
Nature:	Fee		

Description: *	Fee Reduction	Amount:	$((\text{Bond.ActualFee} + \text{Bond.LodgingAgentFee}) * \text{Bond.FeeReduction}/100)*1$
Code:	FEERED	Vatable:	<input checked="" type="checkbox"/>
Nature:	Fee		

Amount:	Transfer.PurchasePrice
---------	------------------------

- *Vatable:*
  - This field is selected when VAT should be added to the account item. This will default the account item as exclusive of VAT on the matter account.
- *Post to this account:*
  - This field is only available for Transfer Account Items and indicates which account the account item should be posted to by selecting the paying and receiving party types i.e. Transferee, Transferor or Firm account.

General			
Description: *	To purchase price	Amount:	Transfer.PurchasePrice
Code:	PURCHPRICE	Vatable:	<input checked="" type="checkbox"/>
Nature:	Journal		
Post to this account: *	Transferee		
Ad hoc account item?	<input type="checkbox"/>		
Criteria:	Transfer.ProformaPrintedInd AND Not((Transfer.CauseOfActionCode=5) OR (Transfer.CauseOfActionCode=6) OR (Transfer.CauseOfActionCode=7))		



### Narrations group box:

Narrations	
Narration Debit (Eng):	To purchase price
Narration Debit (Afr):	Aan koopprys
Narration for VAT - only entries (Eng):	
Narration Credit (Eng):	
Narration Credit (Afr):	
Narration for VAT - only entries (Afr):	

- **Narration Debit (Eng):**
  - This is the English narrative of the debit account item entry based on the matter language and will display on the Statement of Account accordingly.
- **Narration Debit (Afr):**
  - This is the Afrikaans narrative of the debit account item based on the matter language and will display on the Statement of Account accordingly.
- **Narration Credit (Eng):**
  - This is the English narrative of the credit account item entry based on the matter language and will display on the Statement of Account accordingly.
- **Narration Credit (Afr):**
  - This is the Afrikaans narrative of the credit account item based on the matter language and will display on the Statement of Account accordingly.
- **Narration for VAT-only Entries (Eng.):**
  - This is the English narrative used for when there is a separate VAT account item entry based on the matter language.
- **Narration for VAT-only Entries (Afr.):**
  - This is the Afrikaans narrative used for when there is a separate VAT account item entry based on the matter language.

### Correspondent Matter types group box:

This group box is only available for Correspondent Matter Account Items.

- **Sub Types:**
  - The selection of the Correspondent Matter sub type indicates the applicable account for the account item selected.
- **Other Matter types:**
  - The selection of Other Correspondent Matter types become available once Other is selected as a Sub Type on User added account items.



Correspondent Matter types

Sub Types:

- ☒ Bond
- ☒ Consent
- ☒ Transfer
- ☐ Other

Select All: ☐

Other Matter types:

- ☐ Antenuptial Contract
- ☐ Consent to Section 57 application
- ☐ Consent by HomeOwners Association
- ☐ Notarial Deed of Servitude
- ☐ Notarial Deed of Cession
- ☐ Notarial Deed of Usufruct
- ☐ Notarial Deed of Habitatio
- ☐ General Power of Attorney
- ☐ Section 4(1)(b) application

Correspondent Matter types

Sub Types:

- ☒ Bond
- ☒ Consent
- ☒ Transfer
- ☒ Other

Select All: ☒

Other Matter types:

- ☒ Antenuptial Contract
- ☒ Consent to Section 57 application
- ☒ Consent by HomeOwners Association
- ☒ Notarial Deed of Servitude
- ☒ Notarial Deed of Cession
- ☒ Notarial Deed of Usufruct
- ☒ Notarial Deed of Habitatio
- ☒ General Power of Attorney
- ☒ Section 4(1)(b) application

## Transfer Account Items Transaction Code View

The Transfers Accounting Item view presents the user with the list of the transaction codes for each accounting item as it consists of the account item(s) and the balancing entry. The account items associated to the transaction code can be viewed or edited by selecting a specific transaction code or by double clicking on the grid entry.

The order of the Transaction code can be changed by using the “Move up” and “Move down” buttons. The order of the account items on the matter account is based on the order in Setup.

The entire Transaction code, including all it’s associated account item entries can be deleted from this view by clicking on the “Delete” button.

A User Modified Transaction Code can be reverted to its original default state by clicking on the “Revert” button.



**My Settings** ▾

Common ▾

Bonds ▾

Transfers ▾

Consents ▾

Correspondent Conveyan... ▾

Developments ▾

Advanced Settings

Account Items ▴

Transfer (54) ▴

- TARIFFFEE
- TARIFFFEERED
- TRANSFERDUTY
- AGENTSCommission
- DEEDSFEE
- DEEDSEARCH
- P&P
- TBS
- FICAFEE
- PURCHPRICE
- DEPOSIT
- PROCEEDSOFBOND
- TRANSFERELECFFEE
- BALOFFPURCHPRICE
- TRANSFERDUTYSUBM
- DISCHARGEBONDAMC
- VATONPURCHPRICE
- VATONPURCHPRICEP
- TRANSFERDUTYPEN

**Transfer**

New | Delete | Move up | Move down | Revert | ☐ Include inactive items?

Source	Transaction Code
filter text	filter text
System	TARIFFFEE
System	TARIFFFEERED
System	TRANSFERDUTY
System	AGENTSCommission
System	DEEDSFEE
System	DEEDSEARCH
System	P&P
User	TBS
System	FICAFEE
System	PURCHPRICE
System	DEPOSIT
System	PROCEEDSOFBOND
System	TRANSFERELECFFEE
System	BALOFFPURCHPRICE
System	TRANSFERDUTYSUBMISSIONFEE
System	DISCHARGEBONDAMOUNT
System	VATONPURCHPRICE
System	VATONPURCHPRICEPAID
System	TRANSFERDUTYPENALTY
System	RATESCLEARANCE
System	LEVYCLEARANCE
System	ARREARRATES
System	LEGALCOSTS

Selecting the Transaction Code line item:

**Firm Settings** ▾

Users ▾

My Settings ▾

Common ▾

Bonds ▾

Transfers ▾

Consents ▾

Correspondent Conveyan... ▾

Developments ▾

Advanced Settings

Account Items ▴

Transfer (53) ▴

**PURCHPRICE**

- DEPOSIT
- PROCEEDSOFBOND
- TRANSFERELECFFEE
- BALOFFPURCHPRICE
- TRANSFERDUTYSUBM
- DISCHARGEBONDAMC
- VATONPURCHPRICE
- VATONPURCHPRICEP
- TRANSFERDUTYPEN
- TRANSFERDUTY
- AGENTSCommission
- RATESCLEARANCE
- LEVYCLEARANCE
- ARREARRATES
- LEGALCOSTS
- ADVERTCOSTS
- OTHERCOSTS
- TARIFFFEE

**PURCHPRICE - Line Items**

New | Delete | Move up | Move down | Revert | ☐ Include inactive items?

Source	Description
filter text	filter text
User Modified	To purchase price
User Modified	By purchase price

**General**

Description: To purchase price

Code: PURCHPRICE

Nature: Journal

Post to this account: Transferee

Ad hoc account item? ☐

Criteria: Transfer.ProformaPrintedInd AND Not(Transfer.CauseOfActionCode=5) OR (Transfer.CauseOfActionCode=6) OR (Transfer.CauseOfActionCode=7)

Amount: Transfer.PurchasePrice

Vatable: ☐

**Narrations**

Narration Debit (Eng): To purchase price

Narration Credit (Eng):

Narration Debit (Afr): Aan koopprys

Narration Credit (Afr):

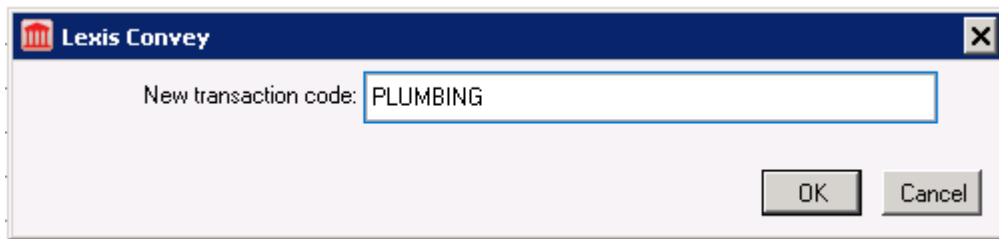
Narration for VAT - only entries (Eng):

Narration for VAT - only entries (Afr):



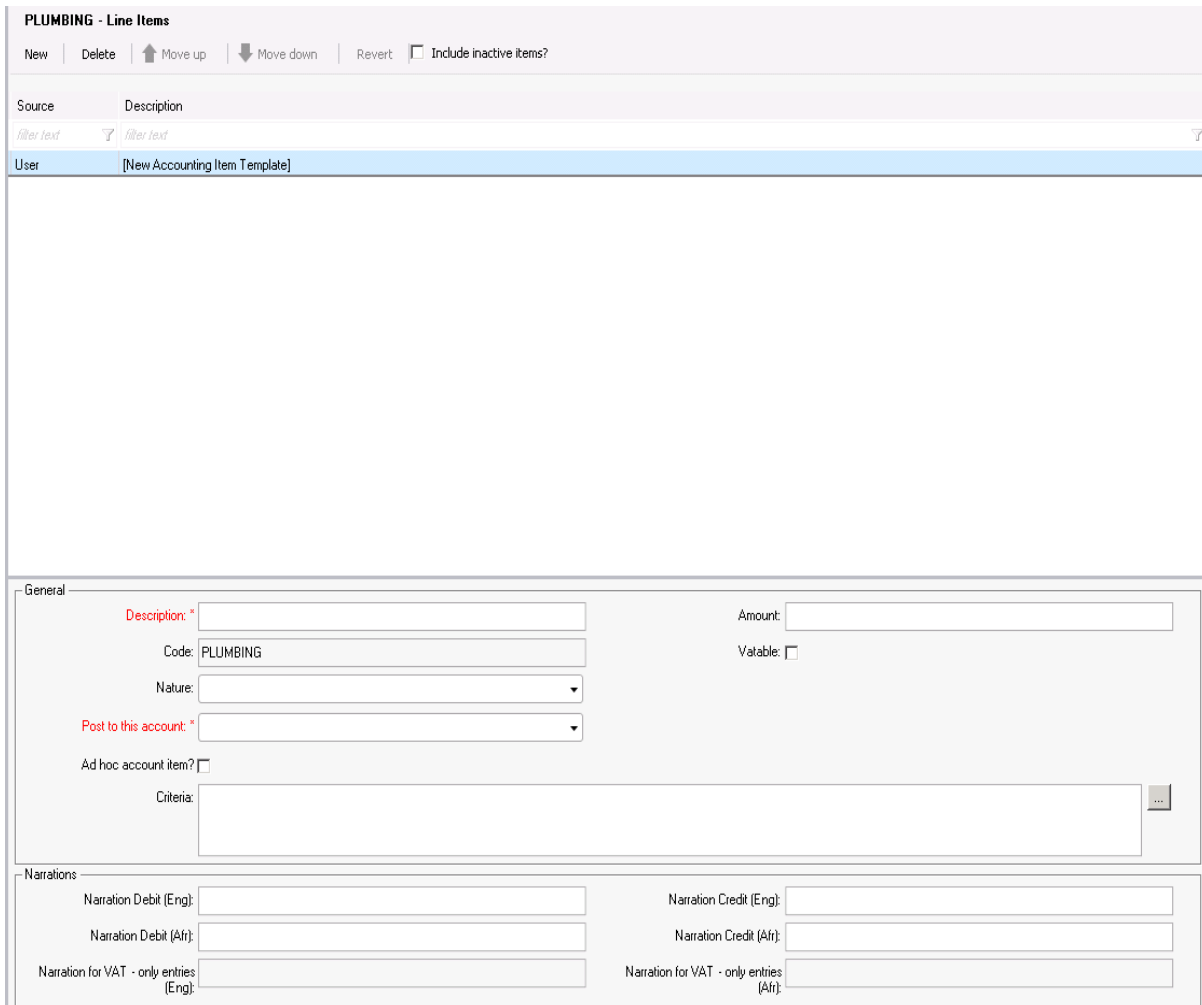
A new Transaction code can be added by clicking on the “New” button:

The system will prompt for a new Transaction code to be completed.



A screenshot of a Lexis Convey dialog box. The title bar says "Lexis Convey" with a close button. The main area has the text "New transaction code:" followed by a text input field containing "PLUMBING". At the bottom right are "OK" and "Cancel" buttons.

The line items for the new “PLUMBING” Transaction code can now be completed:



A screenshot of the "PLUMBING - Line Items" form. The top section has a header "PLUMBING - Line Items" and a toolbar with buttons: "New", "Delete", "Move up", "Move down", "Revert", and a checkbox "Include inactive items?". Below this is a table with columns "Source" and "Description". The first row is highlighted in blue and contains "User" and "[New Accounting Item Template]". Below the table is a large empty area. At the bottom is a "General" tab with fields: "Description:" (text input), "Code: PLUMBING" (text input), "Amount:" (text input), "Nature:" (dropdown), "Post to this account:" (dropdown), "Ad hoc account item?" (checkbox), and "Criteria:" (text input with a search icon). Below the "General" tab is a "Narrations" section with fields: "Narration Debit (Eng):", "Narration Debit (Afr):", "Narration Credit (Eng):", "Narration Credit (Afr):", "Narration for VAT - only entries (Eng):", and "Narration for VAT - only entries (Afr):".

The system will automatically generate the Balancing entry for the first line item created when all required information is completed.

The values for the Balancing entry will be copied from the first entry, the Amount will be set to “Balance” and the Post to this account field will default for the Firm’s account.

The Balancing entry should be reviewed, and the values for the Description and Narration fields should be updated accordingly.

The completed line item view, including the generated Balancing entry with copied values:



**PLUMBING - Line Items**

New | Delete | Move up | Move down | Revert | ☐ Include inactive items?

Source	Description
<small>filter text</small>	<small>filter text</small>
User	To Plumbing Evaluation Completed Fee
User	To Plumbing Evaluation Completed Fee

---

**General**

Description: \*  Amount:

Code:  Variable: ☒

Nature:

Post to this account: \*

Ad hoc account item? ☒

Criteria:

---

**Narrations**

Narration Debit (Eng):  Narration Credit (Eng):

Narration Debit (Afr):  Narration Credit (Afr):

Narration for VAT - only entries (Eng):  Narration for VAT - only entries (Afr):

The Balancing entry with copied values before updating the Description and Narration fields:

**PLUMBING - Line Items**

New | Delete | Move up | Move down | Revert | ☐ Include inactive items?

Source	Description
<small>filter text</small>	<small>filter text</small>
User	To Plumbing Evaluation Completed Fee
User	To Plumbing Evaluation Completed Fee

---

**General**

Description: \*  Amount:

Code:  Variable: ☒

Nature:

Post to this account: \*

Ad hoc account item? ☒

Criteria:

---

**Narrations**

Narration Debit (Eng):  Narration Credit (Eng):

Narration Debit (Afr):  Narration Credit (Afr):

Narration for VAT - only entries (Eng):  Narration for VAT - only entries (Afr):



The completed Balancing entry once reviewed, and the Description and Narration fields are updated accordingly:

**PLUMBING - Line Items**
New Delete Move up Move down Revert Include inactive items?

Source	Description
filter text	filter text
User	To Plumbing Evaluation Completed Fee
User	By Plumbing Evaluation Completed Fee

General

Description: \*

By Plumbing Evaluation Completed Fee

Amount:

Balance

Code:

PLUMBING

Variable:

☒

Nature:

Fee

Post to this account: \*

Firm

Ad hoc account item?

☒

Criteria:

Narrations

Narration Debit (Eng):

Narration Credit (Eng):

By Plumbing Evaluation Completed Fee

Narration Debit (Afr):

Narration Credit (Afr):

Per Loodgieter Evaluasie Voltooi Fooi

Narration for VAT - only entries (Eng):

Narration for VAT - only entries (Afr):

Updating the main account line item entry will affect the Balancing entry. New values will be copied to the existing Balancing entry.

## Discount Account Item Template Improvement

The Account Discount Narration template is now available in Setup > Common > Templates and available for all matter types.

Firm Settings
Our Branches (6)
Trust Accounts (10)
Users
My Settings
Common
Attorney Firms (26)
Comments
Conveyancers
Conveyancing Areas
Deeds Offices
Developers
Estate Agencies (27)
Homeowners Associations
Our References
Recipient Roles
**Templates**
Township Descriptions

**Templates**
New Export Edit Revert Delete Import

Filename	Type	Link Folder
filter text	filter text	filter text
Source: System (55 items)		
Source: User modified (2 items)		
Account Discount Narration.gd (Afrikaans)	Other	English
Account Discount Narration.gd (English)	Other	Afrikaans



**Account Discount Narration.gd (English)**

File Edit View Insert Format Table

100%

Times New Roman 10 B I U

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

**IF Accounting Item Description Is Discount:**  
 [Description of Discounted Item of Accounting Item Description] discount%  
**IF Accounting Item Description Is Percentage Discount:**  
 at [Discount Percentage of Accounting Item Description]%  
**END**  
**END**

## Transfer Default Fees

The default fees for Transfers that were located at the Transfers > Account Items > General subtab has been moved to the Setup > Transfers tab to be like Bonds.

Before:

Transfers

- Account Items (1)
  - General**
  - Borer Contractors

**General**

General

Postage and petties amount: 130.00

Deed search fee: 50.00

Transfer duty application fee: 0.00

FICA fee transferor individual: 100.00

FICA fee transferor juristic: 200.00

FICA fee transferee individual: 300.00

FICA fee transferee juristic: 400.00

After:

Firm Settings

Users

My Settings

Common

Bonds

**Transfers**

- Account Items (56)
  - Borer Contractors
  - Electrical Contractors
  - Estate Management Companies
  - Managing Agents
  - Municipalities
  - Notaries
  - Print List
- Templates (4)
  - Title Deed Institutions
  - User Categories (3)
  - Variables
- Consents
- Correspondent Conveyancing
- Developments
- Advanced Settings
- Account Items
- Messages
- Milestone Process Configur...

**Transfers**

Defaults

Signatory Description (English): %[Party.AuthSig] in my capacity as %[Party.Capacity] and duly authorised hereto by %[Party.Name] %[Party.RegNo]

Signatory Description (Afrikaans): %[Party.AuthSig] in my hoedanigheid as %[Party.CapacityA] en behoortlik daartoe gemagtig deur %[Party.Name] %[Party.RegNo]

General

Personal and Solvency Affidavits for individuals combined: ☒

Default our ref:

Postage and petties amount: 130.00

Deed search fee: 50.00

Transfer duty application fee: 0.00

FICA fee transferor individual: 100.00

FICA fee transferor juristic: 200.00

FICA fee transferee individual: 300.00

FICA fee transferee juristic: 400.00

Deceased Estate / Divorce Power of Attorney

Commences with: I the undersigned

Narratives on balancing entries:

Debit Balance (English): To amount due to you

Credit Balance (English): By amount due by you

Debit Balance (Afrikaans): Aan bedrag verskuldig aan u

Credit Balance (Afrikaans): Per bedrag verskuldig deur u

Authority to Invest

Fee disclosure (English):

Fee disclosure (Afrikaans):



## Quotation Calculator

Lexis Convey has improved the usability and functionality of the Quotation Calculator for Bonds and Transfers.

The Firm's Trust Account has been added to both the Bond and Transfer Quotations.

Trust account:

The calculation for the Fee reduction amount calculation for the Bond Quotation Calculator has been updated to be like the Transfers Quotation Calculator.

The Fee reduction amount and its calculator will become enabled once the Purchase price or the Valuation is captured for Transfer Quotation or once the Capital amount is captured for the Bond Quotation.

Capital Amount:

Fee reduction amount:  

The Fee reduction amount can be captured or calculated based on a specific percentage of the Firm's tariff fee.

**Calculate Fee Reduction Amount**



Firm's tariff fee:

Percentage reduction on fee:


Fee reduction amount:

The Bond Quotation Calculator:




**Bond Quotation Calculator**


Institution:

Date received: ☒ 


Mortgagor type:


Property type:

Language:


Trust account:


Proclamation:

Debt Type:

Number of Properties: 


Capital Amount:

Fee reduction amount: 


Rank of bond: 


Required when printing the quotation:

Mortgagor Name:

Short Property Description:

Complete for SMS quotations only:


Contact Name at your firm:


Calculate

Close

The Transfer Quotation Calculator:






**Transfer Quotation Calculator**
✕

Date of sale: ☒ 2019/10/12 

Property type: \* Conventional ▾

Transferee type: \* Individual ▾

Trust account: ▾

Number of Properties: 1  

Cause of action: Transfer ▾

Reason for action:

Property status: \* improved by a dwelling - with outbuildings ▾

Purchase price: 0.00

VAT on purchase price? \* None ▾

Lodging agents fee:

Lodging agents post and petties:

Fee reduction amount: 0.00

FICA fee Transferee:

Required when printing the quotation:

Transferee language: English ▾

Transferee name:

Short property description:

Complete for SMS quotations only:

Contact Name at your firm:

Calculate

Close

The Bond and Transfer Quotation will generate the account based the data captured on the Quotation and evaluated against the account items in Setup for the Bond and Transfer Accounts.



Quotation Calculator

Additional items | Preview | Send ▾ | Delete | Move up | Move down

Description	Amount	VAT	Subtotal
<i>filter text</i>	<i>filter text</i>	<i>filter text</i>	<i>filter text</i>
To our fees for taking instruction, drawing Power of Attorney...	18860.00	2829.00	21689.00
By reduction in fees by 10.00%	-1886.00	-282.90	-2168.90
To postages, petties and telephone	200.00	30.00	230.00
To Deeds Office Fee	1020.00	0.00	1020.00
To Deeds Office Search Fee	200.00	30.00	230.00
To Electronic Document Generation Fee	55.00	8.25	63.25
TOTAL (incl VAT)			R 21063.35

Close

The order of the account items can now be changed by clicking the “Move up” and “Move down” buttons.

A new once-off account item can be added to the Quotation by clicking on the Additional Items button.

Create additional account item

Details

Description: Custom ⓘ

Amount (excl. VAT): 0.00

Narration: [New account item]

Vatable: ☒

Nature: ▾

VAT Amount: 0.00

Narrative for VAT-only entry (if required):

Amount (Incl. VAT): 0.00

OK Cancel

All account items marked as ‘Ad hoc account item’ will be available to add onto the Quotation and will be available for selection from the “Additional items” button and can be selected from the Description drop-down list.

Create additional account item

Details

Description: Custom ⓘ

Amount (excl. VAT): 0.00

Narration: Custom

Vatable: ☒

Nature: ▾

VAT Amount: 0.00

Narrative for VAT-only entry (if required):

Amount (Incl. VAT): 0.00

Information:

List of line items marked as ‘ad hoc’ in setup

0.00

OK Cancel

The Quotation can be previewed and sent to a recipient via email or SMS.



## Master Transfers: Accounts

A new Final Accounts tab has been added for Master Transfers.

The screenshot displays the 'Master Transfer' interface with the 'Final Accounts' tab selected. The interface is divided into a left sidebar and a main content area. The sidebar contains icons for 'Financial', 'SARS', 'Final Accounts', 'Transferee', 'Transferor', 'Firm', 'Progress Dates', 'Matter Comments', and 'Attached Documents'. The main content area is titled 'Transferee' and includes a table with columns: Narration, Amount, VAT, Total, Balance, and a final column with a value of 0.00. Below the table, there are two sections: 'Details' and 'Balancing Entry'. Each section contains fields for Description, Narration, Nature, Narrative for VAT-only entry (if required), Party, Amount (excl. VAT), VAT Type, VAT Amount, and Amount (Incl. VAT). The 'Details' section is currently active, showing a 'Custom' description and a 'Disbursement' nature.

Any new additional custom account items OR account items marked as “Ad hoc account item?” in Setup can be added to the Final Accounts and will be applied to all child Transfers created from the Master.

## Integration for Accounting Plug-in Improvements

The following changes has been made to the Integration for Accounting plug-in.

For version 1.0.0:

The Hidden property on the account line item will now be indicated on the “Post Account” functionality. The AccountItemId will now be appended with \_HIDDEN when an account line item is marked as hidden on the account.

The transaction code has been appended to the account line item ID for Consents and Correspondent matters like currently available for Bonds, Transfers and Developments.

For version 2.0.0:

A new version of the Integration for Accounting plug-in has been created for simplified, improved integration. Both versions are compatible with Lexis Convey.

A new Transaction Code column as well as a Hidden column is now available on the “Post Account” function for all matter types.

The Transaction Code will be mapped from the account line item in Setup. Custom, additionally added (Ad hoc) account items within the matter will be mapped with and empty or “user” Transaction Code.

The Hidden column will indicate if an account line item was marked as Hidden on the Account.



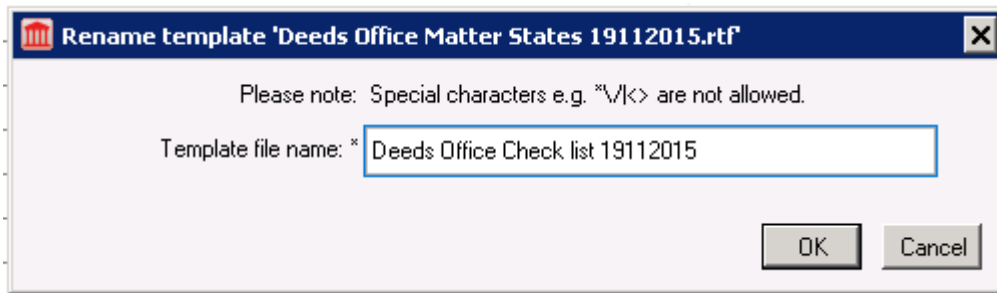
## Templates and Conditions

The usability, stability and the foundation of the Templates and Conditions features in Setup and across all matter types have been improved.

### Template Files

Improved usability around the renaming of template files.

Special characters are not allowed when renaming a template.



Extra spaces in front and at the end of the template file name will be trimmed when saved.

All template file names are now displayed with the file extension i.e. .rtf, .txt, etc.

Templates with the same template file name in the English and Afrikaans Language folders are now linked.

A new Linked Folder column has been added to indicate where the linked template is located.

English (BNDE)	
Import	Export Edit Revert Delete
Filename	Link Folder
<i>filter text</i>	<i>filter text</i>
Source: System (284 items)	
Account(1 Col Vat Separate).rtf	Afrikaans
Account(1 Col Vat Total only).rtf	Afrikaans
Account(2 Col Vat Amount and VAT).rtf	Afrikaans
Account(3 Col Vat Separate).rtf	Afrikaans
Account(Fees and Disbs).rtf	Afrikaans
Account.rtf	Afrikaans
AccountQuote.rtf	Afrikaans
AltEnd.rtf	Afrikaans
AltEndCor.rtf	Afrikaans
AlfidavitEnding.rtf	Afrikaans
AlfidavitEndingSpouse.rtf	Afrikaans
Agreement.rtf	
Application Form.rtf	
ApplicationVersion.rtf	Afrikaans
AppltoReg4(1)(b).rtf	Afrikaans
Appoint.rtf	Afrikaans
AuthorityComplInterestClause.txt	Afrikaans
AuthorityInterestClause.txt	Afrikaans
BEEDiscountConfirmationLetter.rtf	Afrikaans

A Right-click menu item “Go to linked template” has been added.



LetterToMortBondConnv.rtf	
LetterToMortgag	Go to linked template
LetterToMortLod	Copy template
LetterToMortReg	Filter
ListOfMortgagors	Copy text
ListOfMortgagorsWithAuthPersonID.txt	

Deleting a template will prompt the user if any linked templates should be deleted as well.

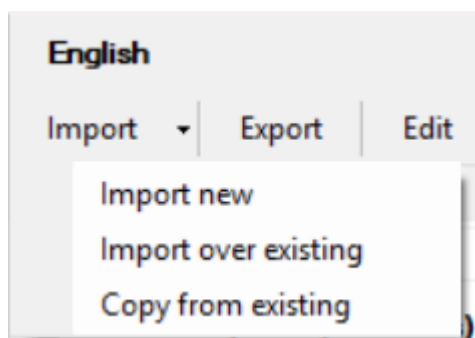
The screenshot shows the LexisNexis interface with a table of templates. The table has columns for Filename, Link Folder, and Suite. The 'Deed Conditions.rtf' template is selected. An error dialog box is displayed, stating: 'Unable to rename 'Deed Conditions.rtf' to 'Deed Conditions - Western Cape.rtf'. A template with the filename 'Deed Conditions - Western Cape.rtf' already exists in this folder.'

Filename	Link Folder	Suite
filter text	filter text	filter text
Source: System (461 items)		
Source: User (3 items)		
Agreement Conditions.rtf		Transfers
Deed Conditions - Western Cape.rtf		Transfers
Deed Conditions.rtf		Transfers

Lastly, the usability around the Import functionality and importing of duplicate templates into the same folder has been improved.

## Templates: Copy from Existing

In Setup > Templates, the Copy from Existing functionality has been improved. The system now allows for multiple Templates to be copied from a folder location and imported by clicking Import > Copy from existing.



The system will prompt to select the folder location of the templates to be copied from:



English

Import ▾ Export Edit Revert Delete

Filename	Link Folder	Suite
filter text	filter text	filter text
Source: System (461 items)		
15B(3)C AFFIDAVIT.RTF	Afrikaans	Transfers
42(2) Cert.RTF	Afrikaans	Transfers
Account (Fees Disb VAT).rtf	Afrikaans	Transfers
Account(AmountAndVAT).rtf	Afrikaans	Transfers
Account(VAT Debit Credit).rtf	Afrikaans	Transfers
Account(VATandAmount).rtf	Afrikaans	Transfers
Account.rtf		
AccountingOfficer's - Auditor'sAffidavit.rtf		
AccountQuote.rtf		
AffidavittoSection9(20).rtf		
AffidavittoSection9(20)Spouse.rtf		
Agreement - Agency.rtf	Afrikaans	
Agreement - Agent.rtf	Afrikaans	
Agreement.rtf	Afrikaans	
All Buyer Resolutions.RTF	Afrikaans	
All Resolutions.RTF	Afrikaans	
All seller affidavits.RTF	Afrikaans	
All seller Resolutions.RTF	Afrikaans	Transfers

Copy template

Select folder: \*

- Afrikaans
- Afrikaans\FastFill
- Afrikaans\Lookups
- Conditions
- Conditions\Divorces
- Conditions\Donations
- Conditions\New
- Conditions\Will
- English\FastFill
- English\Lookups
- Preambles
- Preambles\EUA

Once the folder is selected the system will prompt to select the templates to copy.

English

Import ▾ Export Edit Revert Delete

Filename	Link Folder	Suite
filter text	filter text	filter text
Source: System (461 items)		
15B(3)C AFFIDAVIT.RTF	Afrikaans	Transfers
42(2) Cert.RTF	Afrikaans	Transfers
Account (Fees Disb VAT).rtf	Afrikaans	Transfers
Account(AmountAndVAT).rtf	Afrikaans	Transfers
Account(VAT Debit Credit).rtf	Afrikaans	Transfers
Account(VATandAmount).rtf	Afrikaans	Transfers
Account.rtf		
AccountingOfficer's - Auditor'sAffidavit.rtf		
AccountQuote.rtf		
AffidavittoSection9(20).rtf		
AffidavittoSection9(20)Spouse.rtf		
Agreement - Agency.rtf		
Agreement - Agent.rtf		
Agreement.rtf		
All Buyer Resolutions.RTF		
All Resolutions.RTF		
All seller affidavits.RTF		
All seller Resolutions.RTF		
AllAffidavits.RTF		
App 4(1)(b) - Proclamation.rtf		
App 51(2) Insolvent Estate.rtf		
App 51(2) Lost Deed.rtf		
App 68(1) Lost Deed.rtf		
AppforTifImmovableProperty.RTF		

Copy template

Select folder: \* Conditions

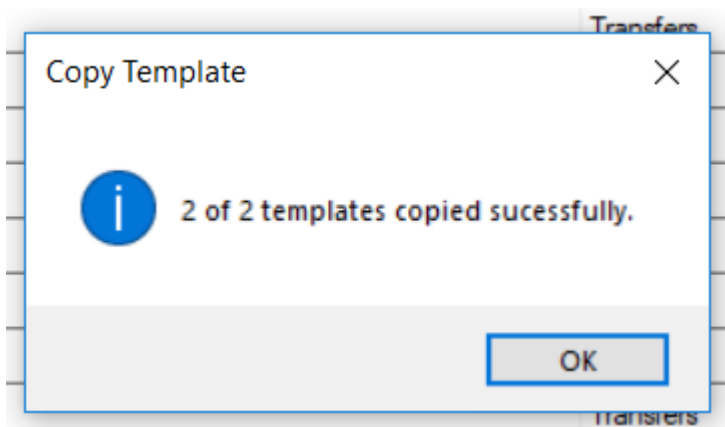
Select template: \*

- ☒ Agreement Conditions.rtf (English)
- ☐ SAMPLE HomeOwner's Condition.rtf (English)
- ☐ SAMPLE Usufruct Deed Condition - AFR.rtf (Afrikaans)
- ☒ SAMPLE Usufruct Deed Condition - ENG.rtf (English)
- ☐ SAMPLE Usufruct PA Condition - AFR.rtf (Afrikaans)
- ☐ SAMPLE Usufruct PA Condition - ENG.rtf (English)

OK Cancel

In this example both the *Agreement Conditions.rtf* and the *Sample Usufruct Deed Conditions – ENG.rtf* templates will be copied to the Transfers > Templates > English folder and added as User templates.

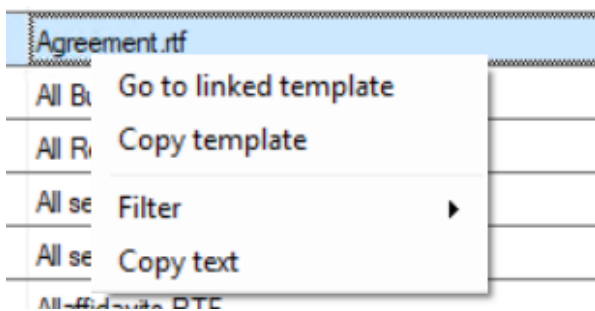




Source: User (2 items)	
Agreement Conditions.rtf	
SAMPLE Usufruct Deed Condition - ENG.rtf	

## Templates: Copy Template

A “Copy Template” right-click menu option is now available to copy a template into its the current location.





English

Import Export Edit Revert Delete

Filename	Link Folder	Suite
<i>filter text</i>	<i>filter text</i>	<i>filter text</i>
<b>Source: System (461 items)</b>		
15B(3)C AFFIDAVIT.RTF	Afrikaans	Transfers
42(2) Cert.RTF	Afrikaans	Transfers
Account (Fees Disb VAT).rtf	Afrikaans	Transfers
Account(AmountAndVAT).rtf	Afrikaans	Transfers
Account(VAT Debit Credit).rtf		
Account(VATandAmount).rtf		
Account.rtf		
AccountingOfficer's - Auditor's Affidavit.rtf		
AccountQuote.rtf		
Affidavit to Section 9(20).rtf		
Affidavit to Section 9(20) Spouse.rtf		
Agreement - Agency.rtf	Afrikaans	Transfers
Agreement - Agent.rtf	Afrikaans	Transfers
Agreement.rtf	Afrikaans	Transfers
All Buyer Resolutions.RTF	Afrikaans	Transfers
All Resolutions.RTF	Afrikaans	Transfers
All seller affidavits.RTF	Afrikaans	Transfers

**Copy Template**

Please note: Special characters e.g. ~\|<> are not allowed.

Template file name: \*

OK Cancel

“Copy Template” will create a copy of the selected template in the current folder location and will be added as a User template.

The new file name will default to ‘Copy -’, appended to the selected file name. No special characters will be allowed in the new file name.

Transferor Resolution Section 112 and 115.rtf	Afrikaans	
Transferor Sale in Execution Affidavit.RTF	Afrikaans	
Transferor Special Power of Attorney - Notarial Deed.RTF	Afrikaans	
Transferor Spouse FICA Affidavit.rtf	Afrikaans	
Transferor Spouse Personal Affidavit.RTF	Afrikaans	
Transferor Surviving Spouse Personal Affidavit.RTF	Afrikaans	
Transferor Trustee Affidavit.RTF	Afrikaans	Transfers
Transferor Resolution.RTF	Afrikaans	Transfers
Transfer Paths.rtf	Afrikaans	Transfers
Translation Pairs.txt		Transfers
Trust Cert Transferee.RTF	Afrikaans	Transfers
Trust Cert Transferor.RTF	Afrikaans	Transfers
VAT CLEARANCE.RTF	Afrikaans	Transfers
VAT249NEW Attorney Undertaking.RTF	Afrikaans	Transfers
Waiver Of Extension.rtf	Afrikaans	Transfers
Yours Faithfully.rtf	Afrikaans	Transfers
<b>Source: User (3 items)</b>		
Agreement Conditions.rtf		Transfers
Agreement Phase 2.rtf		Transfers

**Copy Template**

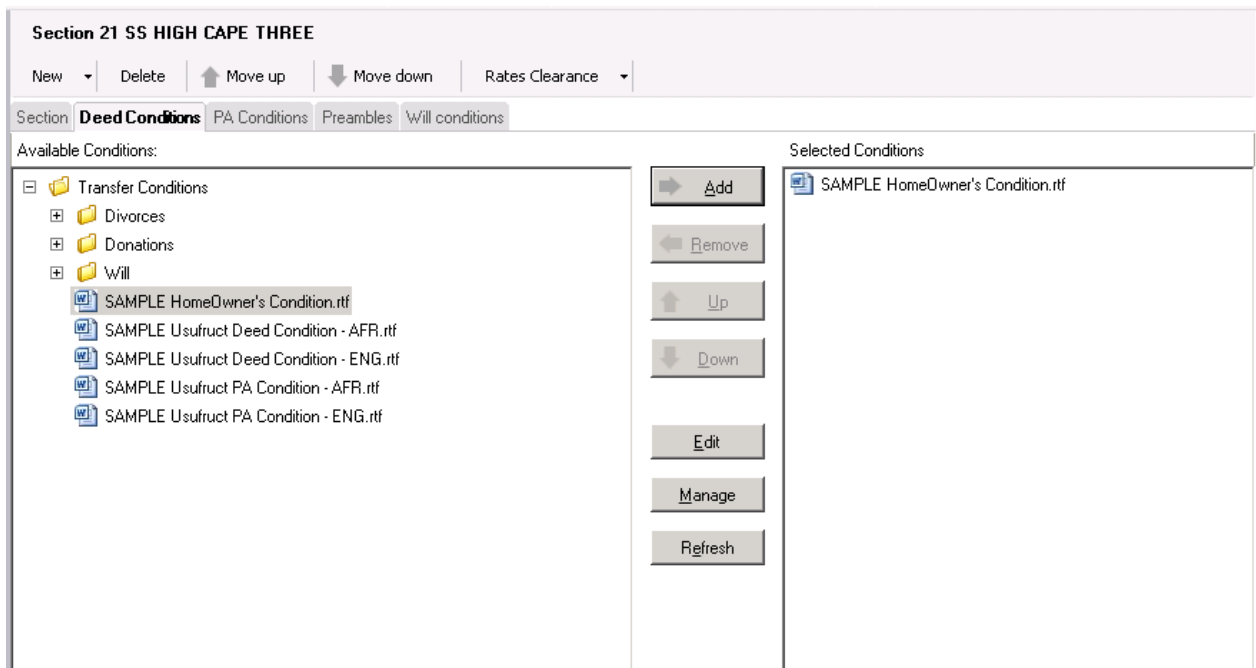
Successfully copied 'Agreement.rtf' to 'Agreement Phase 2.rtf'.

OK

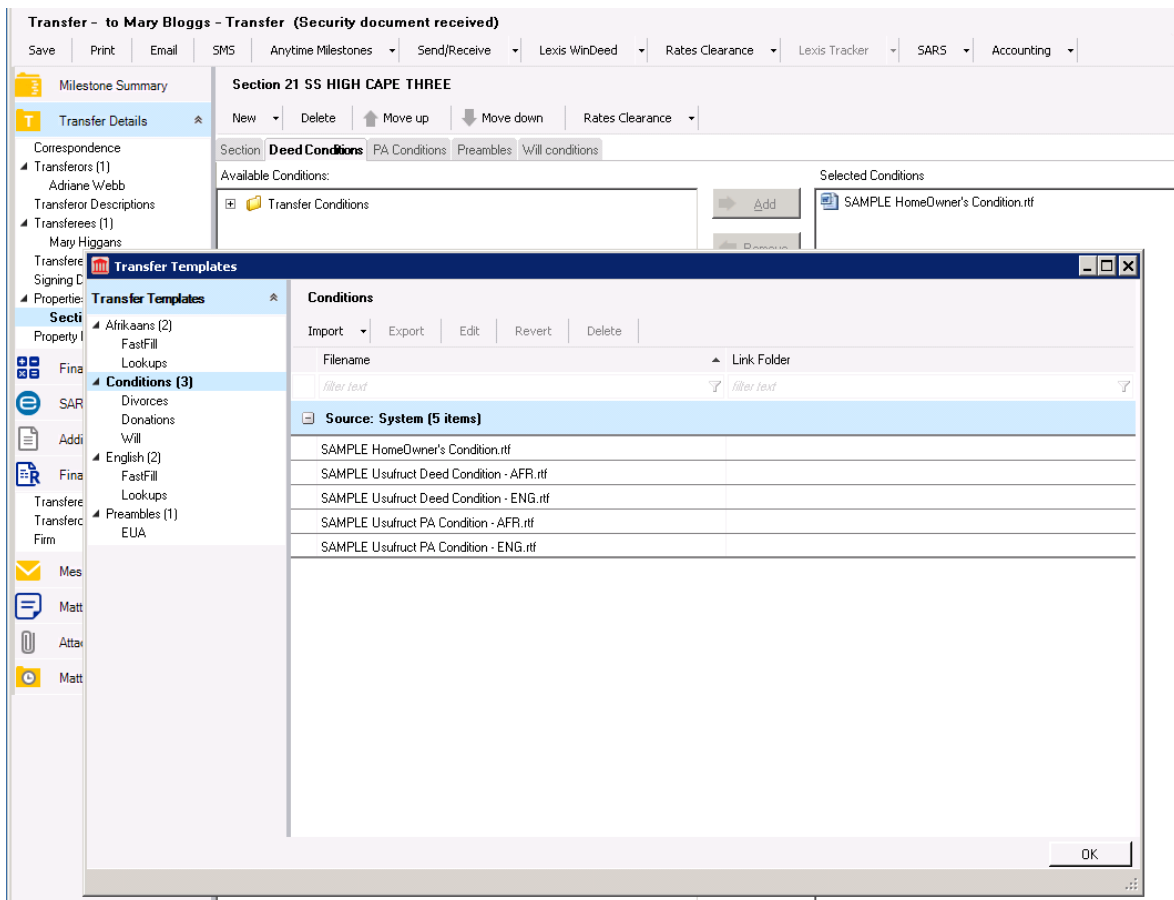


## In matter Conditions View functionality: Transfers and Developments

The Conditions View functionality for Transfers and Developments has been improved.



A new “Manage” button was added to directly manage the templates in Setup from within the matter.





## Setup: Matter > Print List

The 'Documents' tab have been renamed to '**Print List**' for Setup > Bonds, Setup > Transfers and Setup > Developments.

On the Print List tab, click on the 'New' button to add a document. Complete the Document details and select the Template file name as the Document Code.

**Print List**  
New | Delete | Revert

Source	Group	Sequence	Description
<i>filter text</i>	<i>filter text</i>	<i>filter text</i>	<i>filter text</i>
USR	REPORTS		Fee Report 01
USR	REPORTS		Monthly Report - Selected Reference 1
USR	REPORTS		Monthly Report - Selected Reference01
USR	REPORTS		Sectional Scheme Report1
USR	REPORTS		Seifontein Viljoen Progress report
USR	LODGEMENT		Agreement Phase 3
USR			

**Document Details**  

**Group:** \*

Sequence:

**Description:** \*

Criteria:

Setup command:

Language:

Number of copies: 1

Item name:

Collection name:

**Document code (excluding .rtf):** \*

Start typing in the 'Document Code' field to bring up a list to select from Template files or complete a new document code to associate to a template at a later stage.



**Print List**

New | Delete | Revert

Source	Group	Sequence	Description
<i>filter text</i>	<i>filter text</i>	<i>filter text</i>	<i>filter text</i>
USR	REPORTS		Fee Report 01
USR	REPORTS		Monthly Report - Selected Reference 1
USR	REPORTS		Monthly Report - Selected Reference01
USR	REPORTS		Sectional Scheme Report1
USR	REPORTS		Serfontein Viljoen Progress report
USR	LODGEMENT		Agreement Phase 3
USR	LODGEMENT		Agreement Phase 2

Group: Lodgement 1200

Sequence:

Description: Agreement Phase 2

Criteria:

Setup command:

Language: Transfer.TransferorLanguage

Number of copies: 1

Item name:

Collection name:

Document code (excluding .rtf):

Start typing to find templates located in the 'English' and 'Afrikaans' tabs

**Print List**

New | Delete | Revert

Source	Group	Sequence	Description
<i>filter text</i>	<i>filter text</i>	<i>filter text</i>	<i>filter text</i>
USR	REPORTS		Fee Report 01
USR	REPORTS		Monthly Report - Selected Reference 1
USR	REPORTS		Monthly Report - Selected Reference01
USR	REPORTS		Sectional Scheme Report1
USR	REPORTS		Serfontein Viljoen Progress report
USR	LODGEMENT		Agreement Phase 3
USR	LODGEMENT		Agreement Phase 2

Group: Lodgement 1200

Sequence:

Description: Agreement Phase 2

Criteria:

Setup command:

Language: Transfer.TransferorLanguage

Number of copies: Agreement - Agency

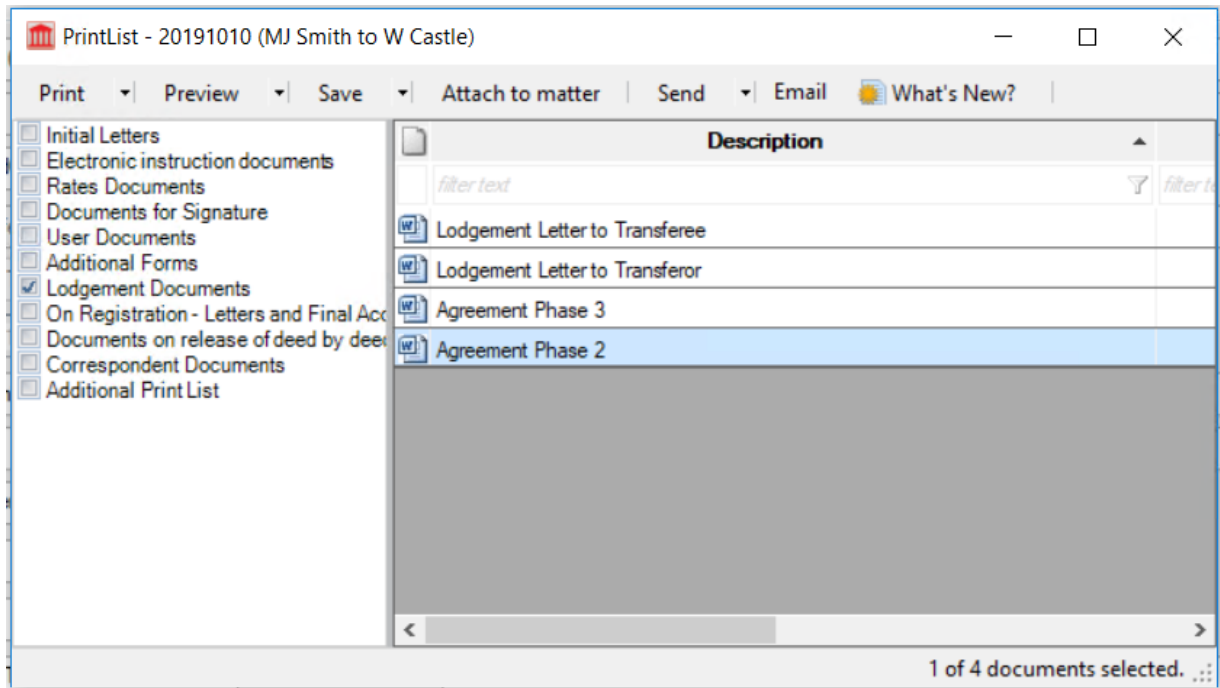
Item name: Agreement - Agent

Collection name: Agreement Conditions - Phase 2

Document code (excluding .rtf): Agree



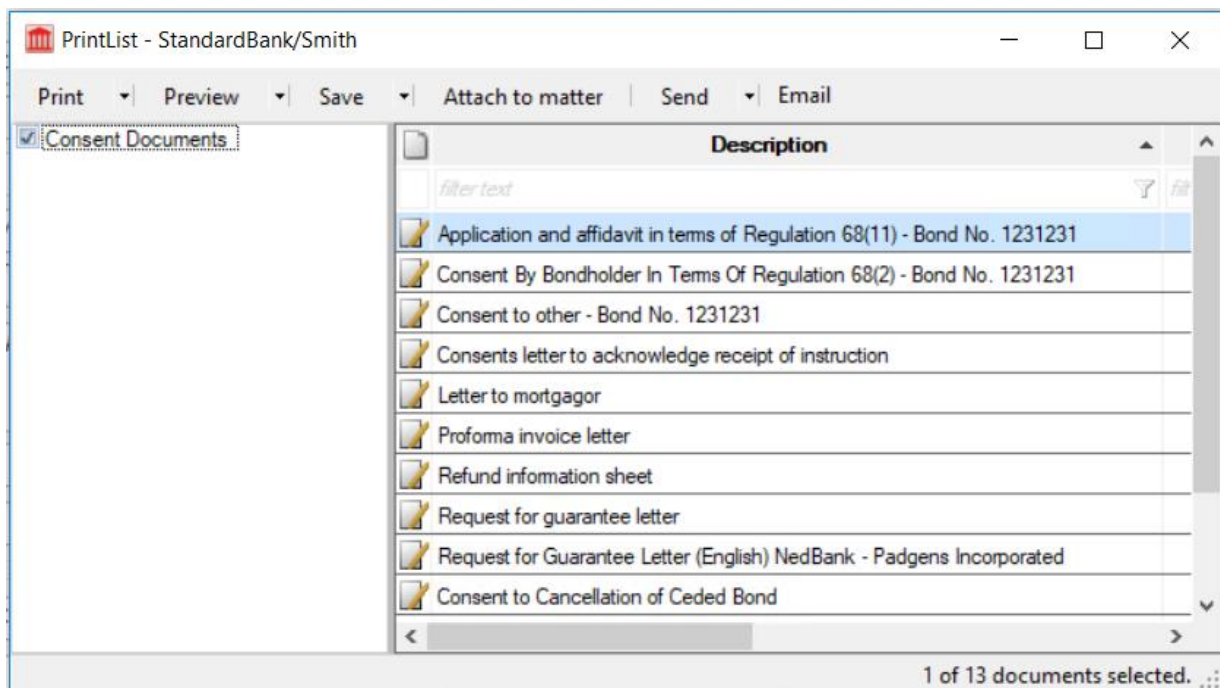
The newly added document will now be available in the print list:



## Consents and Correspondent Matters: New Print List

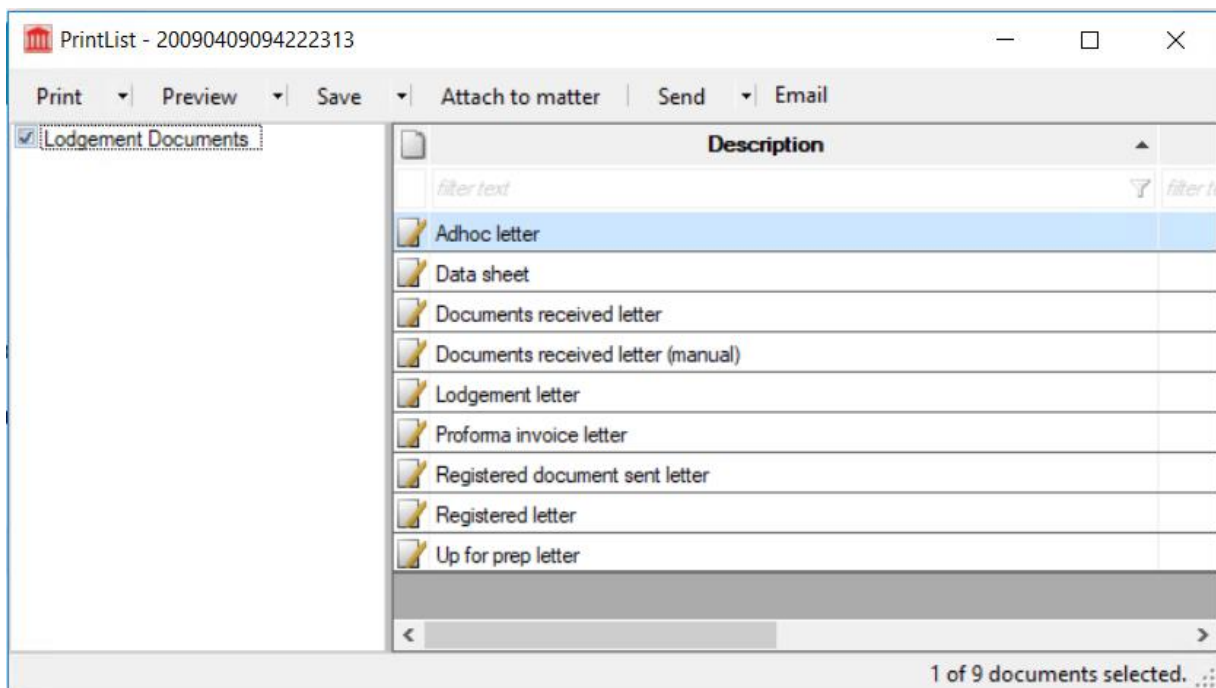
A **new print list** has been created for Consents and Correspondent Matters and can be accessed by clicking on the 'Print' button on the matter.

Consents:



Correspondent Matters:





In Setup: A new 'Print List' tab has been added to Setup > Consents and Setup > Correspondent Conveyancing in order to configure the print list for the matter type.

Setup > Consents:

All documents will now belong to the newly added group called 'Consent Documents'. The Document details can be completed for each document, including any specific criteria for when the document should schedule in the print list.

**Print List**

New | Delete | Move up | Move down | Revert

Source	Group	Description
<i>filter text</i>	<i>filter text</i>	<i>filter text</i>
System	Consent Documents	Application and affidavit in terms of Regulation 68(11) - %[ExistingBond.Description]
System	Consent Documents	BEE discount confirmation
System	Consent Documents	Cancellation figures received from FirstRand Bank Housing Finance
System	Consent Documents	Consent By Bondholder In Terms Of Regulation 68(2) - %[ExistingBond.Description]
System	Consent Documents	Consent to cancellation - %[ExistingBond.Description]
System	Consent Documents	Consent to other - %[ExistingBond.Description]
System	Consent Documents	Consent to pari passu - %[ExistingBond.Description]
System	Consent Documents	Consent to part payment - %[ExistingBond.Description]
System	Consent Documents	Consent to reduction in cover - %[ExistingBond.Description]

**Document Details**

Group:

Description:

Template:

Criteria:

Setup command:

Language:

Number of copies:

Collection name:

Item name:



## Setup > Correspondent Conveyancing:

All documents will now belong to the newly added group called 'Lodgement Documents'. The Document details can be completed for each document, including any specific criteria for when the document should schedule in the print list.

**Print List**  
New | Delete | Move up | Move down | Revert

Source	Group	Description
<i>filter text</i>	<i>filter text</i>	<i>filter text</i>
System	Lodgement Documents	Adhoc letter
System	Lodgement Documents	Data sheet
System	Lodgement Documents	Documents received letter
System	Lodgement Documents	Documents received letter (manual)
System	Lodgement Documents	Held over on prep letter
System	Lodgement Documents	Lodgement letter
System	Lodgement Documents	Profoma invoice letter
System	Lodgement Documents	Registered document sent letter
System	Lodgement Documents	Registered letter

**Document Details**  
Group: \* Lodgement Documents  
Description: \* Documents received letter  
Template: \* CorrespondentConveyancingDocuments Received Letter ▾  
Criteria: Correspondent.IsElectronicCorrespondentMatter AND Correspondent.LodgementDocumentsReceived  
Setup command:  
Language:  
Number of copies:  
Collection name: ▾  
Item name:

4 8



## Batch Print Improvements

The Batch Print functionality on Transfers and Affordable Housing Transfers has been improved.

Select All Transfers	FileReference	Parties	Erf No.	Property Description
<input type="checkbox"/>	filter text	filter text	filter text	filter text

Select All Documents	Document Name
<input type="checkbox"/>	filter text

A new column has been added for Erf No. and Section No. depending on the Property type of the Transfer.

The Transfers can now be sorted on any column available in the grid.

Batch Print for Transfers

Filter by master transfer: Sec PMB ( Sheriff) MPULO TO ENGELBRECHT )

Select All Transfers	FileReference	Parties	Section No.	Property Description
<input type="checkbox"/>	filter text	filter text	filter text	filter text
<input checked="" type="checkbox"/>	DecTrf07 PMB Sec + EUA...	ESTATE LATE MPULO TO ...	11	SECTION 11 MARTIENIQUE
<input type="checkbox"/>	DecTrf08 PMB +EUA no d...	Estate Late Andre Norma...	32	Section 13 Lynnwood Manor

0 of 2 transfers selected

Select All Documents	Document Name
<input type="checkbox"/>	filter text
<input checked="" type="checkbox"/>	Initial Letters (7 items)
<input checked="" type="checkbox"/>	Initial Instructions
<input type="checkbox"/>	Initial Letter to Transferee
<input type="checkbox"/>	Initial Letter to Transferor
<input type="checkbox"/>	Letter to Lodging Attorney
<input type="checkbox"/>	Pro Forma Account
<input type="checkbox"/>	Transferee/s Information for SARS
<input type="checkbox"/>	Transferor/s Information for SARS
<input checked="" type="checkbox"/>	Documents for Signature (20 items)
<input type="checkbox"/>	Power of Attorney
<input type="checkbox"/>	Deed ***New!***
<input type="checkbox"/>	Deed
<input type="checkbox"/>	Datasheet for SARS
<input type="checkbox"/>	Pro Forma Account
<input type="checkbox"/>	ISB(3) - Conveyancer's Certificate
<input type="checkbox"/>	Application - Transfer of Immovable Property
<input type="checkbox"/>	Authority to Invest
<input type="checkbox"/>	Certificate re Exclusive Use Areas
<input type="checkbox"/>	Diary of Events
<input type="checkbox"/>	HOA Acceptance of Conditions

0 of 52 documents selected

Preview Print Cancel

Batch Print for Transfers

Filter by master transfer: AG 20141104103907779 ( HEARTLAND PROP PTY LTD to ADRIAN GARRETH REID )

Select All Transfers	FileReference	Parties	Erf No.	Property Description
<input type="checkbox"/>	filter text	filter text	filter text	filter text
<input checked="" type="checkbox"/>	AG2014110410397791	HEARTLAND PROP PTY LT...	23	ERF 18432 SOMERSET W...
<input type="checkbox"/>	AG20141104122	HEARTLAND PROP PTY LT...	24	ERF 18432 SOMERSET W...
<input type="checkbox"/>	AG20145551234	HEARTLAND PROP PTY LT...	25	ERF 18432 SOMERSET W...

0 of 3 transfers selected

Select All Documents	Document Name
<input type="checkbox"/>	filter text
<input checked="" type="checkbox"/>	Electronic instruction documents (1 item)
<input checked="" type="checkbox"/>	Initial Instructions
<input checked="" type="checkbox"/>	Initial Letters (6 items)
<input type="checkbox"/>	Initial Letter to Transferee
<input type="checkbox"/>	Initial Letter to Transferor
<input type="checkbox"/>	Letter to Lodging Attorney
<input type="checkbox"/>	Pro Forma Account
<input type="checkbox"/>	Transferee/s Information for SARS
<input type="checkbox"/>	Transferor/s Information for SARS
<input checked="" type="checkbox"/>	Documents for Signature (14 items)
<input type="checkbox"/>	Power of Attorney
<input type="checkbox"/>	Deed
<input type="checkbox"/>	Datasheet for SARS
<input type="checkbox"/>	Pro Forma Account
<input type="checkbox"/>	Application - Transfer of Immovable Property
<input type="checkbox"/>	Authority to Invest
<input type="checkbox"/>	Consent to Transfer
<input type="checkbox"/>	Diary of Events
<input type="checkbox"/>	HOA Acceptance of Conditions

0 of 41 documents selected

Preview Print Cancel



## Correspondent Conveyancing Module Improvements

The usability of the Correspondent Matters has been improved by logically grouping the relevant fields for each Correspondent Matter Sub type.

The following grouping of fields are now available:

- Instructing firm details
- Matter details
- Institution details
- Financial details \*NEW

### Bonds Matter Details View:

Matter Details	
<b>Instructing firm details</b>	
Firm name:	BJ VAN DER WALT & SCHOEMAN
Contact person:	Supervisor
Tel number:	0216589700
Fax number:	0216589701
Name and address:	Chandre Test Firm
Language of matter:	English
Instructing file reference:	LWR287585203500100010004
Cell number:	
Email address:	no-reply@lexisnexis.co.za
<b>Matter details</b>	
Matter type:	Correspondent matter
Milestone process:	Electronic Lodgement Matter
File reference: *	20190603191908997
Date received:	2019/06/03
Parties:	MR. A AZARITA AND MR. A AAMPELIO / Standard Bank Limited
Cause of action:	New
Deeds Office:	Cape Town
Comments:	
Our reference: *	AdHoc
Our branch: *	Parklands - JT
Accounting reference:	
Expected registration date:	<input type="checkbox"/> 2019/10/08
Short property description:	ERF 958 ESHOWE
Property type:	
DO tracking number:	
<b>Institution details</b>	
Financial institution name:	Standard Bank Limited
Loan account number:	530006243
Debt type:	Home Loan
Institution branch name:	Heerengracht
Rank of bond:	1
<b>Financial details</b>	
Registered bond amount:	5800000.00
Additional sum:	30000.00
Tariff:	53510.00
Lodging agent fee percentage:	15.00%
Lodging agent fee:	8026.50



## Consent Matter Details View:

Matter Details	
Instructing firm details	
Firm name: BJ VAN DER WALT & SCHOEMAN	Instructing file reference: acb00564
Contact person: Supervisor	Cell number:
Tel number: 0216589700	Email address: no-reply@lexisnexis.co.za
Fax number: 0216589701	
Name and address: Chandre Test Firm	
Language of matter: English	
Matter details	
Matter type: Correspondent matter	Our reference: * AdHoc
Milestone process: Electronic Lodgement Matter	Our branch: * Parklands - JT
File reference: * 20190604131928284	Accounting reference:
Date received: 2019/06/04	Expected registration date: <input type="checkbox"/> 2019/10/08
Parties: MR HF JOHNSTONE AND MRS RK JOHNSTONE	Short property description: ERF 6548 NEWLANDS
Cause of action: Release of property	Property type: Conventional
Deeds Office: Johannesburg	DO tracking number: DOTS
Comments:	
Institution details	
Institution holding title deed:	Institution branch name:
Branch correspondence reference:	Loan account number:
Financial details	
Tariff: 2810.00	Lodging agent fee percentage: 15.00%
	Lodging agent fee: 421.50

## Transfer Matter Details View:

Matter Details	
Instructing firm details	
Firm name: BJ VAN DER WALT & SCHOEMAN	Instructing file reference: Fees-1
Contact person: Supervisor	Cell number:
Tel number: 0216589700	Email address: no-reply@lexisnexis.co.za
Fax number: 0216589701	
Name and address: Chandre Test Firm	
Language of matter: English	
Matter details	
Matter type: Correspondent matter	Our reference: * AdHoc
Milestone process: Electronic Lodgement Matter	Our branch: * Parklands - JT
File reference: * 20190604113250015	Accounting reference:
Date received: 2019/06/04	Expected registration date: <input type="checkbox"/> 2019/10/08
Parties:	Short property description: ERF 1 CAPE TOWN
Cause of action: Transfer	Property type: Conventional
Deeds Office: Cape Town	DO tracking number: DOTS
Comments:	Reason for action:
Financial details	
Purchase price: 50000.00	Lodging agent fee percentage: 15.00%
Tariff: 5000.00	Lodging agent fee: 750.00



## Other Lodgement Matter Details View:

Matter Details	
Instructing firm details	
Firm name: BJ VAN DER WALT & SCHOEMAN	Instructing file reference:
Contact person:	Cell number:
Tel number:	Email address: no-reply@lexisnexis.co.za
Fax number:	
Name and address:	
Language of matter: Afrikaans	
Matter details	
Matter type: Antenuptial Contract	Our reference: * RiteshR
Milestone process: Other Lodgement Matter	Our branch: * Parklands - JT
File reference: * acb00137	
Date received: 2010/09/10	Expected registration date: <input type="checkbox"/> 2019/10/08
Parties: RYAN MANUEL	Short property description: ERF 13 A CALMORE
Deeds Office: Cape Town	DO tracking number: DOTS
Comments:	
Financial details	
Tariff: 0.00	Lodging agent fee percentage: 15.00%
	Lodging agent fee: 0.00

A further improvement to the Instructing Firm details has been implemented by allowing a Contact Person to be captured for the Instructing Firm.

A contact person can be added in Setup for each Attorney firm.



Firm Settings		De Lange Inc				
		Name	Telephone Number	Cell Number	Fax Number	Email Address
Our Branches (6) Trust Accounts (10)						
Users						
My Settings						
Common						
Attorney Firms (27) [New Correspondent Attorne AN Other BJ VAN DER WALT & SCH CK Friedlander Shandling V. <b>De Lange Inc</b> Gavin Gower & Co Goldbauers, Bellville Goodricks Green Alt Hendricks and Associates Inkpen, Claremont (Dawns & Inkpen, Town Branch Jan de swart attorneyq JB Hugo & Cronje Klaas Roux Koos van Jaarsveld Korbitec Inc. Legal Charter (Claremont) Mallinicks Inc						
Bonds						
Transfers						
Consents						
Correspondent Conveyancing						
Developments						
Advanced Settings						
Account Items						

De Lange Inc	
<input type="button" value="New"/> <input type="button" value="Delete"/> <input type="checkbox"/> Include inactive items?	
Name	filter text
Telephone Number	filter text
Cell Number	filter text
Fax Number	filter text
Email Address	filter text
[New Contact]	
Carol Zayne	0825554789
Jenny De Villiers	0823336985

Attorney Contact Details	
Name *	
Tel Number:	
Cell Number:	
Fax Number:	
Email Address:	
Address:	

For manually created Correspondent Matters the Contact Person will be available for selection on the matter.

The details of the selected Contact Person will populate from the data captured in Setup.

Matter Details	
Instructing firm details	
Firm name: De Lange Inc	Instructing file reference:
Contact person: Carol Zayne	Cell number:
Tel number: Jenny De Villiers	Email address: no-reply@lexisnexis.co.za
Fax number:	
Name and address:	
Language of matter: English	

Matter Details	
Instructing firm details	
Firm name: De Lange Inc	Instructing file reference:
Contact person: Jenny De Villiers	Cell number: 0823336985
Tel number: 0823336985	Email address: JennyD@DeLange.com
Fax number:	
Name and address:	
Language of matter: English	



The Contact person can be manually captured on the matter if the required Contact person is not available in the list or not required to be added in setup.

**Matter Details**

Instructing firm details

Firm name: De Lange Inc

Contact person: Alice Walker

Tel number: Carol Zayne  
Jenny De Villiers

Fax number:

Name and address:

Language of matter: English

Instructing file reference:

Cell number: 0823336985

Email address: JennyD@DeLange.com

The Contact person and Firm name will automatically populate for electronically instructed Correspondent matters.

**Matter Details**

Instructing firm details

Firm name: Justin Attorneys

Contact person: Tania May

Tel number: 0216589700

Fax number:

Name and address: Korbitec  
P O Box 243  
Newlands  
7725

Language of matter: English

Instructing file reference: A000224

Cell number:

Email address: no-reply@lexisnexis.co.za

Matter details

Matter type: Correspondent matter

Milestone process: Electronic Lodgement Matter

File reference: \* 612277722800100010004

Date received: 2019/10/17

Parties: JOINT VAN DER MERWE MR EA & FERREIRA  
MISS ME / ABSA

Cause of action: New

Deeds Office: Bloemfontein

Comments:

Our reference: \* AdHoc

Our branch: \* Belville - LS

Accounting reference:

Expected registration date: 2019/10/19

Short property description: Unit 11, SS WENDY GARDENS

Property type:

DD tracking number: DOTS

Institution details

Financial institution name: ABSA

Loan account number: 0000008059352030001

Debt type: Home Loan

Institution branch name: Hout Bay

Rank of bond: 1

Financial details

Registered bond amount: 160000.00

Tariff fee: 6540.00

Additional sum: 32000.00

Lodging agent fee percentage: 5.00%

Lodging agent fee: 327.00

The Instructing firm and Contact person details will be sent through to Lexis DeedTracker upon Send/Received.



## Multiple DOTS numbers per matter type

### Lexis DeedTracker/Lexis Convey Integration: Multiple DOTS Numbers per Matter

Lexis Convey now allows for **multiple** Deeds Office Tracking Numbers to be captured for a single matter to facilitate improved integration with Lexis DeedTracker.

Each additional DOTS number will be processed as a separate matter in Lexis DeedTracker, inheriting the necessary information from the parent matter in Lexis Convey. Each additional DOTS number matter has its own DeedTracker status which will be returned to Lexis Convey and displayed accordingly. All related matters are displayed on the Matter Details page in Lexis DeedTracker.

#### Deeds Office Matter Details

**Additional DOTS Numbers**

Add batch matters

Notification History

Scanner History

Matter Details		Additional DOTS Numbers	
Matter Type	Bond	Matter Type	Deed Tracker Status
Correspondent matter	<input type="checkbox"/>	DOTS Number	
Date Received	08/08/2019		
		<b>This Matter</b>	
		B	080000000000 Lodged
		<b>Related Matters</b>	
		T	080000000001 To Lodge On
		T	080002000001 Held Over

### Transfers: Additional Forms

Each Additional Form captured on the Transfer Details tab needs to be registered in the Deeds Office. A DOTS number and a DeedTracker Status field has been added for each Additional Form.

Additional Forms

Additional Forms:

New

Edit

Delete

Additional Form	DOTS Number	DeedTracker Status	Notes
Application ito 51(2) (Lost Title Deed)	080012345690		Awaiting confirmation.

Clicking on the New button:

Add Additional Form

Additional Form:

DOTS Number:

DOTS

DeedTracker Status:

Notes:

OK

Cancel



The required Additional Form can be selected from the list and the necessary DOTS Number and Notes can be completed.

The additional DOTS numbers are sent to Lexis DeedTracker upon Send/Receive. The DeedTracker Status will be returned from Lexis DeedTracker once scanned in the Deeds Office. Lexis Convey will check every 3 minutes if an updated DeedTracker Status is available to download.

Additional Forms			
Additional Forms: <input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>			
Additional Form	DOTS Number	DeedTracker Status	Notes
Application ito 51(2) (Insolvent Estate Deed)	080012345678	To lodge on	this is a note
Application ito 51(2) (Lost Title Deed)	080012345677	Lodged	
Section 62(3) - Public Auction	080012345777	Lodged	
Application ito 43(1) Certificate of Registered Title (Subdivision)	080012345888	Lodged	

## Bonds: Additional Forms

The DOTS number and DeedTracker Status implementation per Additional Form for Bonds is similar to Transfers.

Add an Additional Form on the Bond Details tab.



The DeedTracker Status will be displayed once scanned in the Deeds Office.

Additional Forms

Additional Forms: <input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>			
Additional Form	DOTS Number	DeedTracker Status	Notes
Application ito Section 4(1)(b)	070012345678	To lodge on	This is a note
Regulation 68(1) - Bond G20170419141827676	070012345655	Lodged	Another note
Regulation 68(8) - Bond G20170419141827676	070014325678	Prep (with notes)	A note

## Developments: Additional Forms

The Deeds Registry field has been moved to the General group box on the Development Details tab and a DO Tracking number has been added. The fields are available when 'Open Township in Deeds Office' is selected.

**Development Details**


General


File reference: \* TWD-Dev

Development: \* Openwood Phase II

Phase: Openwood Phase II


Accounting reference:


Our reference: \* HaroldG 

Developer: \* Danielle Company Developer 

Milestone process: Development

Our branch: \* Cape Town

Date received: ☒ 2019/06/06 

Estimated registration date: ☐ 2019/10/13 

Language: English

Property type: Sectional

Open register in Deeds Office? ☒

Deeds registry: Cape Town

DO tracking number:

The DO tracking number will be available on each property for the Development, including Erven, Sections and EUAs.

Section number:

Flat number:

Extent:

Tenant name:

Tenant address:

Conditions:

Condition:

DO tracking number:



The DO tracking number has been added to the grid view of the property.

Erven			
New	Delete	Move up	Move down
Number of Erven to add: 0		Starting at: 1	Add
Erf No	Extent	Units	DO Tracking Number
1	11	Square metres	070012345678
2	200	Square metres	070012345678

Sections				
New	Delete	Move up	Move down	
Number of Sections to add: 0		Starting at: 1	Add	
Section No	Rat No	Extent	Tenant Name	DO Tracking Number
1	1	100	Angle	070012345678
2	2	300	Brad	070012345699

EUAs				
New	Delete	Move up	Move down	
Number of EUAs to add: 0		Starting at: 1	Add	
EUA No	Extent	Related Section	Description	DO Tracking Number
1	10	1	Garage	070012345678
2	40	1	Garden	070012345655

The DOTS number and DeedTracker Status implementation per Additional Form for Developments is similar to Bonds and Transfers.

On the Development Details tab; Add an Additional Form:

Add Additional Form

Additional Form:

Application ito Section 4(1)(b)  
Regulation 68(1)  
Regulation 68(8)

DOTS Number:

Regulation 68(1)  
Regulation 68(8)

DeedTracker Status:

Notes:

OK Cancel

Additional Forms			
Additional Forms: New Edit Delete			
Additional Form	DOTS Number	DeedTracker Status	Notes
Application ito Section 4(1)(b)	070012345678		
Regulation 68(1)	070012345679		This is a note

Development matters are not supported on Lexis DeedTracker as yet but will be available in future. The DeedTracker Status column will remain empty until such time.



## Consents: Existing Bonds

The Deeds Office Tracking number on the Consent Details tab has been removed to allow for multiple DOTS numbers per bond to be cancelled.

Each Existing Bond on a Consent matter will now have a DO tracking number and a DeedTracker Status field.

The additional DOTS numbers are sent to Lexis DeedTracker upon Send/Receive. The DeedTracker Status will be returned from Lexis DeedTracker once scanned in the Deeds Office. Lexis Convey will check every 3 minutes if an updated DeedTracker Status is available to download.

**(Bond No: 123/2009 )**

New Delete

Bond Details

Bond holder: ABSA BANK - NEWLANDS Bond number: 123/2009

Registered bond amount: 1000000.00 Additional sum: 50000.00

Passed by: [Empty field]

DO tracking number: [Empty field] DOTS

DeedTracker Status: [Empty field]

## Lodgement Batch

New functionality has been added for Correspondent Conveyancing to create and manage a batch of lodgement matters to be registered in the Deeds Office.

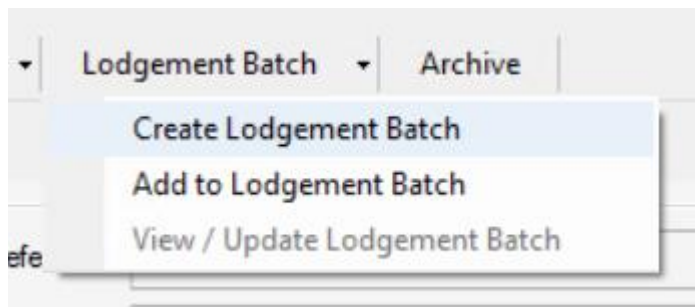
### Creating a Lodgement Batch

A Lodgement Batch can be created from a Correspondent Matter by clicking on the Lodgement Batch button inside the matter or from the Correspondent Matter view on the Matter List.

Alternatively, a Lodgement Batch can be created by selecting all the applicable Correspondent Matters from the Correspondent Matter view on the matter list, not currently in a batch, and selecting the 'Create Lodgement Batch' option on the Lodgement Batch button dropdown.

In the same way Correspondent Matters can be added to a batch by selecting the 'Add to Lodgement Batch' option.





**Create Lodgement Batch**

Batch Summary

Batch reference: 531685758000100010004 No. of items in batch: 3

Number of matters to add: 2  Deeds Office: Bloemfontein

File Reference	Matter Subtype	Parties	DO Tracking No
531685758000100010004	Bond	JOINT VAN DER MERWE MR EA & FERREI...	
531685758000100010004		JOINT VAN DER MERWE MR EA & FERREI...	
531685758000100010004		JOINT VAN DER MERWE MR EA & FERREI...	

File reference: \* 531685758000100010004

Matter subtype: \*

Parties: \* JOINT VAN DER MERWE MR EA & FERREIRA MISS ME / ABSA

DO tracking no:

The Lodgement Batch View consists of the following elements:

### Batch Summary:

Batch Summary

Batch reference: 317623752400100010004 No. of items in batch: 4

Number of matters to add: 0  Deeds Office: Cape Town

- **Batch reference:**
  - The Lodgement Batch reference will default to the File Reference of the first matter in the batch and can be edited.
  - All matters with same Batch reference and File reference will be identified as a batch in Lexis DeedTracker.

Batch Reference: Smith and Strauss 191002 No. of items in batch: 1

Number of matters to add:  All matters with same batch reference and file reference will be identified as a batch in DeedTracker

- **No. of items in batch:**



- Indicates the number of items in the Lodgement Batch.
- *Number of matters to add:*
  - Indicates the number of matters to create for the Lodgement Batch in addition to the first Correspondent Matter item.
- *Add:*
  - The specified number of items will be added to the Lodgement Batch grid and any additional information can be completed.
- *Deeds Office:*
  - The Deeds Office where the Correspondent Matters will be registered. The Deeds Office will default from the first item and the batch and will be applied to all matters in the batch when created.

### **Lodgement Batch Items Grid:**

The first item in the grid, is the Correspondent matter the Lodgement Batch is being created from and will be added to the grid by default.

The File reference, Matter subtype, Parties and DO tracking number will be displayed for each item in the Lodgement Batch.

Buttons:

- *Remove:*
  - Removes the selected item from the Lodgement Batch grid.

Lodgement Batch Item Details:

The following fields are available to complete:

- File reference
  - The File reference for all items will be defaulted to the first Correspondent Matter's File reference.
- Matter subtype
  - Bond
  - Consent
  - Other
  - Transfer
- Other matter type
  - Only available when Matter subtype of 'Other' is selected.



number of matters to add	
	Application and Consent to Section 40(5)(a)
	Application for Endorsement to Recordal Section 20 of the Alienation of Land Act
	Application for Endorsement to Section 16 of 1947
	Application for Endorsement to Section 45 (2)
	Application for Endorsement to Section 45(1)
	Application for Endorsement to Section 45(bis)
	Application for Endorsement to Section 57
420223	Application to Open STR
	Certificate of Consolidated Title (Section 40)
	Certificate of Real Right
	Certificate of Registered Title (Section 43)
	Certificate of Sectional Registered Title
	Consent by HomeOwners Association
	Consent to Section 57 application
	Form W
	General Plan
	General Power of Attorney
File Reference: *	Newly added fee
Matter Subtype: *	Notarial Deed of Cession
	Notarial Deed of Habitation
Other Matter Type: *	Notarial Deed of Cession

- Parties
  - The Parties field will be defaulted from the Parties field of the first Correspondent Matter and can be changed to apply to the specific item.
- DO tracking no.
  - Available to complete for each item in the Lodgement Batch.

### Create Lodgement Batch Button:

Clicking on the Create Lodgement Batch button will create one matter per grid line item as per the data provided.

The newly created Correspondent Matters are now part of a batch and can be located and accessed from the Correspondent Matters View on the Matter List.



**Create Lodgement Batch**

Batch Summary

Batch reference: 317623752400100010004

No. of items in batch: 4

Number of matters to add: 0

Deeds Office: Cape Town

File Reference	Matter Subtype	Parties	DD Tracking No
317623752400100010004	Bond	JOINT VAN DER MERWE MR EA & FERREI...	
612277722800100010004	Transfer	JOINT VAN DER MERWE MR EA & FERREI...	
840804651600100010004	Consent	JOINT VAN DER MERWE MR EA & FERREI...	
236327845200100010004	Other - Section 4(1)(b) application	JOINT VAN DER MERWE MR EA & FERREI...	

File reference: \* 236327845200100010004


Matter subtype: \* Other

Other matter type: \* Section 4(1)(b) application

Parties: \* JOINT VAN DER MERWE MR EA & FERREIRA MISS ME / ABSA

DD tracking no:

**Lodgement Batch created**

 4 Lodgement Matter(s) created for batch 317623752400100010004. These matters can be accessed from the Correspondence matter list view.

The Lodgement Batch reference will now be displayed on the Correspondent Matter's Matter details.

**Matter details**

Matter type: Notarial Deed of Cession

Milestone process: Other Lodgement Matter

File reference: \* 20190920094853934

Lodgement Batch Reference: Smith and Strauss 191002

Date received: 2019/09/23

Parties: to Mary Bloggs

Deeds Office: Cape Town

The Lodgement Batch will be seeded to Lexis DeedTracker and updated upon Send/Receive.



## View/Update Lodgement Batch

Select 'View/Update Lodgement Batch' option on Lodgement Batch button dropdown to view or update any items in the current batch.

**Update Lodgement Batch**

Batch Summary

Batch reference: 317623752400100010004 No. of items in batch: 4

Number of matters to add: 0 Add Deeds Office: Cape Town

Remove

File Reference	Matter Subtype	Parties	DO Tracking No
236327845200100010004	Other - Section 4(1)(b) application	JOINT VAN DER MERWE MR EA & FERREI...	800123456778
840804651600100010004	Consent	JOINT VAN DER MERWE MR EA & FERREI...	
612277722800100010004	Transfer	JOINT VAN DER MERWE MR EA & FERREI...	
317623752400100010004	Bond	JOINT VAN DER MERWE MR EA & FERREI...	

File reference: \* 236327845200100010004

Matter subtype: \* Other

Other matter type: \* Section 4(1)(b) application

Parties: \* JOINT VAN DER MERWE MR EA & FERREIRA MISS ME / ABSA

DO tracking no: 800123456778

Update Lodgement Batch Cancel

Additional items can be added to the batch by increasing the 'No. of matters to add' and clicking 'Add'.



**Update Lodgement Batch**

Batch Summary

Batch reference: 317623752400100010004 No. of items in batch: 4

Number of matters to add: 2 Add Deeds Office: Cape Town

Remove

File Reference	Matter Subtype	Parties	DO Tracking No
236327845200100010004	Other - Section 4(1)(b) application	JOINT VAN DER MERWE MR EA & FERREI...	
840804651600100010004	Consent	JOINT VAN DER MERWE MR EA & FERREI...	
612277722800100010004	Transfer	JOINT VAN DER MERWE MR EA & FERREI...	
317623752400100010004	Bond	JOINT VAN DER MERWE MR EA & FERREI...	

File reference: \* 236327845200100010004

Matter subtype: \* Other

Other matter type: \* Section 4(1)(b) application

Parties: \* JOINT VAN DER MERWE MR EA & FERREIRA MISS ME / ABSA

DO tracking no:

Update Lodgement Batch Cancel

Existing Lodgement Batch items, including the Batch reference can be edited and the DO tracking number can be completed.

Existing Lodgement Batch items can be removed from the batch. Please note: This will only remove the matter from the batch and will not delete the matter.

## Managing the batch of Lodgement matters

### Matter List:

The Lodgement Batch reference has been made available for customisation on the 'Correspondent Matter' matter list view. The matter list can be grouped by this column as well.

**Matter List Settings**

Customise matter list: Correspondent Matters Customise

Select Columns

**Excluded Columns:**

- Account Number
- Archive Reference
- Batch
- Cause of Action
- Contact Person
- Date Archived
- DeedTracker Status
- Development
- DOT Number
- Electronic Reference
- Expected Registration Date
- Last Action Date
- Last Comment
- Last Movement Date
- Linked
- Listing Agency

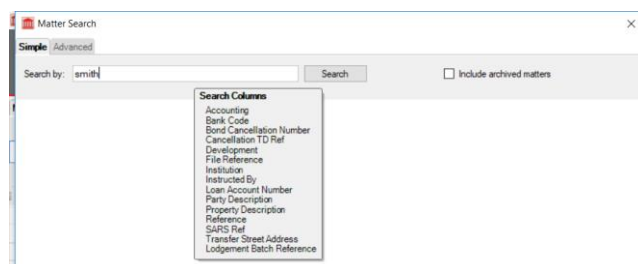
**Included Columns:**

- Property Hub alert
- Pending Messages
- Info
- State
- Type
- Sub Type
- File Reference
- Our Reference
- Parties
- Short Property Description
- Instructed By
- Date Received
- Deeds Office
- Lodgement Batch Reference



## Matter Search:

The Lodgement Batch reference has been added as a search option for the Simple and Advance Matter Search functionality.



## Correspondent Matter Report:

A new 'Correspondent Matter Report' has been added to the Lexis Convey Reports offering. The Lodgement Batch reference has been made available as a column and parameter for customisation on this new report.

Report List Correspondent Matter Report			
Refresh   Customise...   Save As...   Export   Preview ▾   Save Current Report Config   Save As Base Report			
File Reference	Short Party Description	Short Property Description	Instructing Attorney Name
<input type="text" value="filter text"/>	<input type="text" value="filter text"/>	<input type="text" value="filter text"/>	<input type="text" value="filter text"/>
058005677500100010004	Sanger / Collins	Erf 765 Overview	
120373434300100010004	JOINT VAN DER MERWE ...	Unit 11, SS WENDY GARDENS	
126548	James Dean / NedBank	ERF 123 CLAMONT	AN Other
160385530000100010004	Charlie Mellow	361 Main Road Newlands 7700	
161128370700100010004	Sanger / Collins	Erf 765 Overview	
20090408134833038	JOINT VAN DER MERWE ...	Unit 11, SS WENDY GARDENS	Korbitec Inc.
20090409092243446	ESKOM FINANCE COMPA...		Korbitec Inc.
20090409094222313	LOTRIET MNR JE & MEV L...	Erf 33101 PLATTEKLOOF GLEN	Korbitec Inc.
20090424143249730	MS. C DAVIDS / First Natio...	ERF NUM 33 PORTION 3333 ...	Korbitec INC.
20090424144420223	MRS. I S DAVIDSON / First...	UNIT 1 GREENFIELDS	Korbitec Inc.
20090424144420223	MRS. I S DAVIDSON / First...		Goldberg Jackson Kottler and Asso...
20090424144420223	MRS. I S DAVIDSON / First...		Goldberg Jackson Kottler and Asso...
20090424144420223	MRS. I S DAVIDSON / First...		Goldberg Jackson Kottler and Asso...
20090511113900620	Estate Late Taylor to Park S...	Eenheid 10, SS PARADYSKLO...	AN Other



Customising "Correspondent Matter Report" X

**Columns** Parameters Custom Layout

**Excluded Columns:**

- Date Documents Received From Lodgement
- Date Expected Registration Date
- Date Hand In For Registration
- Date Instructions To Lodge
- Date Instructions To Register
- Date Lodged
- Date Pro Forma Sent
- Date Registered
- Debt Type ID
- Deeds Office ID
- Deeds Office Tracking Number
- Financial Institution Name
- Institution Branch Name
- Institution Holding Title Deed
- Instructing Attorney Address
- Instructing Attorney Email Address
- Instructing Attorney Fax Number
- Instructing Attorney Full Name
- Instructing Attorney Tariff
- Instructing Attorney Telephone Number
- Instructing File Reference
- Lodging Agent Fee

**Included Columns:**

- File Reference
- Short Party Description
- Short Property Description
- Instructing Attorney Name
- Lodgement Batch Reference

Blank Column → Group

Configure Column - Lodgement Batch Reference

☐ Hide on Printout? Column Name:

OK Cancel

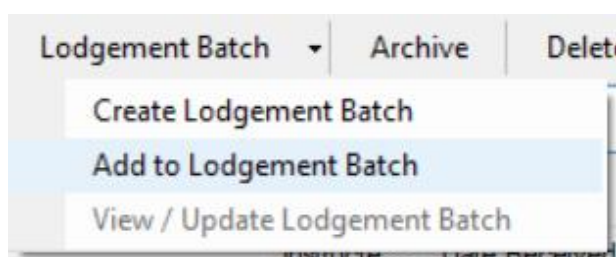
Report List Correspondent Matter Report X

Refresh Customise... Save As... Export Preview ▾ Save Current Report Config Save As Base Report

File Reference	Short Party Description	Short Property Descri...	Instructing Attorney N...	Lodgement Batc...
<input type="text" value="filter text"/>	<input type="text" value="filter text"/>	<input type="text" value="filter text"/>	<input type="text" value="filter text"/>	<input type="text" value="st"/>
20090424144420223	MRS. I S DAVIDSON / First...	UNIT 1 GREENFIELDS	Korbitec Inc.	Smith and Strauss 19...
20090424144420223	MRS. I S DAVIDSON / First...		Goldberg Jackson Kottler an...	Smith and Strauss 19...
20090424144420223	MRS. I S DAVIDSON / First...		Goldberg Jackson Kottler an...	Smith and Strauss 19...
20090424144420223	MRS. I S DAVIDSON / First...		Goldberg Jackson Kottler an...	Smith and Strauss 19...

### Add to Lodgement Batch:

Add an existing Correspondent Matter to an existing Lodgement Batch by selecting 'Add to Lodgement Batch' in the Lodgement Batch button dropdown.



Search for the applicable Lodgement Batch in order to add the selected Correspondent Matter. Select any matter with the applicable Lodgement Batch reference:



**Matter Search**

Simple | Advanced

Search by:   ☐ Include archived matters

Lodgement Batch Reference	File Reference	Our Reference	Parties	Short Property Description
filter text	filter text	filter text	filter text	filter text
Smith and Strauss 191002	20090424144420223	JHIG	MRS. I S DAVIDSON / First National Bank	UNIT 1 GREENFIELDS
Smith and Strauss 191002	20090424144420223	HaroldG	MRS. I S DAVIDSON / First National Bank	
Smith and Strauss 191002	20090424144420223	HaroldG	MRS. I S DAVIDSON / First National Bank	
Smith and Strauss 191002	20090424144420223	HaroldG	MRS. I S DAVIDSON / First National Bank	

**Add to lodgement batch**

Are you sure you want to add matter "20190920094853934" to batch "Smith and Strauss 191002" ?

The Correspondent matter will be added to the existing Lodgement Batch.

File Reference	Matter Subtype	Parties	DOTS Number
20090424144420223	Other - Form W	MRS. I S DAVIDSON / First National Bank	
20090424144420223	Transfer	MRS. I S DAVIDSON / First National Bank	
20090424144420223	Consent	MRS. I S DAVIDSON / First National Bank	
20090424144420223	Bond	MRS. I S DAVIDSON / First National Bank	
20190920094853934	Other - Notarial Deed of Cession	to Mary Bloggs	

File Reference: \*

Matter Subtype: \*

Other Matter Type: \*

Parties: \*

DOTS Number:

Update any necessary information and click on 'Update Lodgement Batch' for the changes to be applied.

**Update Lodgement Batch**

Batch Summary

Batch reference:  No. of items in batch: 5

Number of matters to add:   Deeds Office:

Remove

File Reference	Matter Subtype	Parties	DO Tracking No
531685758000100010004	Bond	JOINT VAN DER MERWE MR EA & FERR...	
236327845200100010004	Other - Section 4(1)(b) application	JOINT VAN DER MERWE MR EA & FERR...	
840804651600100010004	Consent	JOINT VAN DER MERWE MR EA & FERR...	
612277722800100010004	Transfer	JOINT VAN DER MERWE MR EA & FERR...	
317623752400100010004	Bond	JOINT VAN DER MERWE MR EA & FERR...	

File reference: \*

Matter subtype: \*

Parties: \*

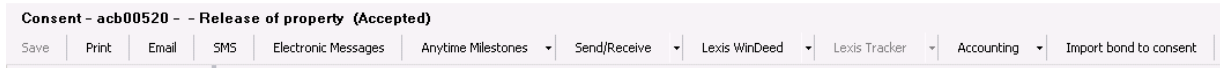
DO tracking no:



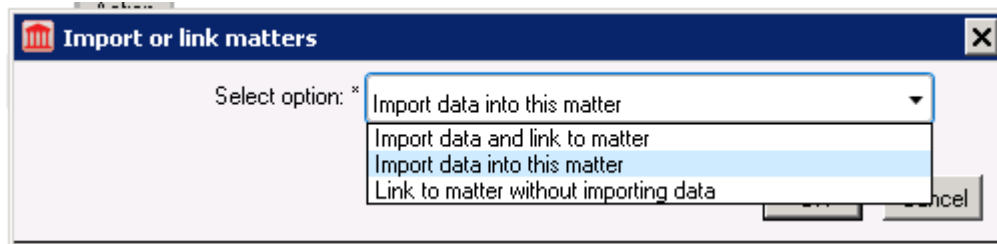
## Change Requests

### Import a Bond to a Consent

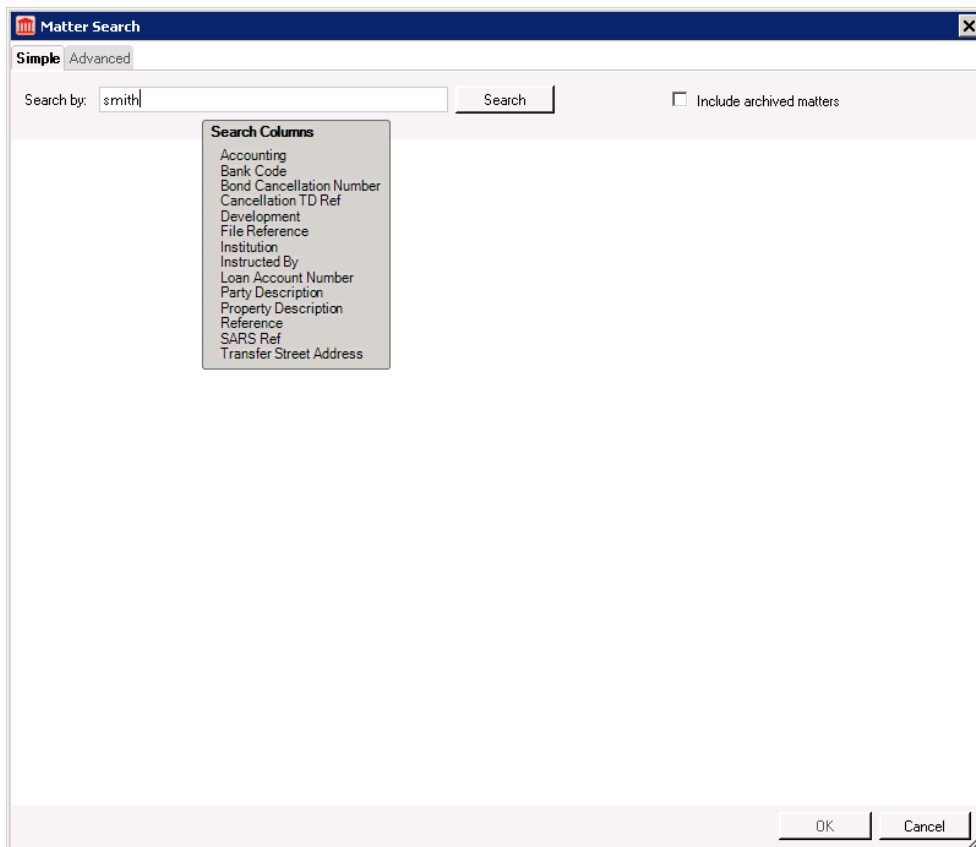
New importing functionality has been added for Consents. A new 'Import bond to consent' button available on the Consent menu.



The following options are available when importing a bond to a consent:



Search for the applicable Bond matter to be imported once an import option has been selected.



The appropriate data will be added to the matter once the import is complete.



Maintain completed milestones when linking an ETI to an existing matter

New functionality has been added to maintain the completed milestones of the manually captured Transfer when linking to an electronically instructed Transfer received for the same transaction.

For example, on the manually captured Transfer, milestones are completed up until Purchaser Signed Documents and the matter is in a Document signed state:

Transfer - Ashby / Colt - Transfer (Documents signed)

Save | Print | Email | SMS | Anytime Milestones | Send/Receive | Lexis WinDeed | Rates Clearance | Lexis Track

Milestone Summary

Transfer Details

Correspondence

Transfers (1)

Gordon Ashby

Transferor Descriptions

Transferees (1)

Colby

Transferee Descriptions

Signing Details

Properties (1)

ERF 100 LORRAINE

Property Descriptions

Financial

SARS

Additional Documents

Pro Forma Account

Messages

Matter Comments

Attached Documents

Matter History

Milestone Summary

07 Oct 19 07 Oct 19

✓ Purchaser Contacted

07 Oct 19 07 Oct 19

Action

✓ Status Documents Received

07 Oct 19

Action

✓ Title Deed Requested

08 Oct 19 07 Oct 19

Action

✓ Title Deed Received

16 Oct 19 07 Oct 19

Action

✓ Rates Figures Requested

07 Oct 19

Action

✓ Rates Figures Received

07 Oct 19

Action

✓ HOA Levy Figures Requested

07 Oct 19

Action

✓ HOA Levy Figures Received

07 Oct 19

Action

✓ Initial Letter Sent

08 Oct 19 07 Oct 19

Action

✓ Cancellation Figures Requested

08 Oct 19 07 Oct 19

Action

Sales Conditions

✓ Suspensive Conditions Fulfilled

07 Oct 19

Action

✓ Deposit Received

07 Oct 19

Action

✓ Bond Granted

07 Oct 19

Action

✓ Balance of Purchase Price Received

07 Oct 19

Action

Documents and Costs

✓ Documents Drawn

16 Oct 19 07 Oct 19

Action

✓ Draft Deed Sent

18 Oct 19 07 Oct 19

Action

✓ Seller Signed Documents

22 Oct 19 07 Oct 19

Action

✓ Purchaser Signed Documents

22 Oct 19 07 Oct 19

Action





Pro forma Costs Received

29 Oct 19

Action



Now when accepting the electronic Transfer instruction in the Message Centre, the system will prompt the user to connect to the manual matter that already exists.

Inbox (284)						
Reply	Accept	Re-process	Lexis Tracker	Delete	Print	Export
State	Type	To	From		Subject	
		<i>filter text</i>	<i>filter text</i>		<i>esta</i>	
State: Inbox (2 items)						
		[Unassigned]	Transfer Instructions		Estate Agent Transfer: Initial instruction	
		[Unassigned]	Transfer Instructions		Estate Agent Transfer: Initial instruction	

**Create New Matter**
✕

File reference: \*

Our reference: \*

Branch:

Milestone Process: \*

Instruction Details:

Property Description:

Party Description: WATERFALL COUNTRY ESTATE

Create and Open

Create

Connect to matter

Cancel

The matters are connected once the existing matter is located and selected.

**Connect to Existing Matter**
✕

New milestone process applied to this matter. Some milestones may be lost.

File reference: \*

Our reference: \*

Branch:

Milestone Process: \*

Connect and Open

Connect

Cancel

The completed milestones and matter state will now be maintained when clicking 'Connect and Open'.



Transfer - Ashby / COLt - Transfer (Documents signed)

Save

Print

Email

SMS

Anytime Milestones

Send/Receive

Lexis WinDeed

Rates Clearance

Lexis Track

Milestone Summary

Transfer Details

Financial

SARS

Additional Documents

Pro Forma Account

Messages

Matter Comments

Attached Documents

Matter History

Milestone Summary

07 Oct 19

Summary

Attorney Classification

Action

Free Format from Attorney

Action

Document to Share

Action

Preliminaries

Confirmation of Receipt

07 Oct 19 07 Oct 19

Action

Estimated Registration Date

07 Oct 19

Action

Seller Contacted

07 Oct 19 07 Oct 19

Action

Purchaser Contacted

07 Oct 19 07 Oct 19

Action

Rates Figures Received

07 Oct 19

Action

Sales Conditions

Suspensive Conditions Fulfilled

07 Oct 19

Action

Deposit Received

07 Oct 19

Action

Bond Granted

07 Oct 19

Action

Pre-Lodgement

Seller Signed Documents

22 Oct 19 07 Oct 19

Action

Purchaser Signed Documents

22 Oct 19 07 Oct 19

Action



## Filter text applied to all Setup grids

All Setup lists grid view functionality has been improved and will now have a filter text function for each column.

Attorney Firms	
New	Delete <input type="checkbox"/> Include inactive items?
Attorney Name	Address
<input type="text" value="V"/>	<input type="text" value="filter text"/>
BJ VAN DER WALT & SCHOEMAN	B J VAN DER WALT & SCHOEMAN, P O Box 112, PRETORIA, 0001
CK Friedlander Shandling Volks	CK Friedlander Shandling Volks, 8th Floor Greenmarket Place, 54 Shortmarket Street, Cape Town, ...
Gavin Gower & Co	Gavin Gower & Company, Docex 16, Port Shepstone
Goldbauers, Bellville	Goldbauers, DOCEX 23, Bellville
Koos van Jaarsveld	Iewers

Estate Agencies					
New	Delete	<input type="checkbox"/> Include inactive items?			
Estate Agency	Email address	VAT Number	Fax Number	Address (English)	Address (Afrikaans)
<input type="text" value="P"/>	<input type="text" value="filter text"/>	<input type="text" value="filter text"/>	<input type="text" value="filter text"/>	<input type="text" value="filter text"/>	<input type="text" value="filter text"/>
_PRIVATE SALE	no-reply@lexisnexis.co.za				
Costa Plenty Estates Plettenbu...	no-reply@lexisnexis.co.za			Name and address - Costa Ple...	Name and address - Costa Ple...
Garyn Peters LTD	no-reply@lexisnexis.co.za				
Leap Frog	no-reply@lexisnexis.co.za	1234567897		240 Main Road	240 Main Road
Pam Golding	no-reply@lexisnexis.co.za		0214454569		
Paul Gruttenburg Realtors tradi...	no-reply@lexisnexis.co.za			Pears Estates78 Oak AveWY...	Pears AgentsOaklaan 78WYN...
Pears Estates	no-reply@lexisnexis.co.za			Pears Estates78 Oak AveWY...	Pears AgentsOaklaan 78WYN...
Pears Estates	no-reply@lexisnexis.co.za			Pears Estates78 Oak AveWY...	Pears AgentsOaklaan 78WYN...

## User Categories for Consents and Consent Reporting

The User Categories feature has been extended to be available Consent Matters.

A new User Categories tab is now available in Setup > Consents > User Categories.

Consents
Account Items
Financial Services Providers (2)
Firm Signatories (11)
Print List
Templates
<b>User Categories (3)</b>
UserCategory1
UserCategory2
UserCategory3

Each User Category can now be configured as required.



User Categories

Move up

Move down

Categories

filter text

UserCategory1

UserCategory2

UserCategory3

Category Details

Category Name:

UserCategory1

Selecting the specific User Category to complete the necessary values.

Firm Settings

Our Branches (4)

Betty

Cape Town

Danielle Hartnick

Parow

Trust Accounts (10)

Users

My Settings

Common

Bonds

Transfers

Consents

Account Items

Financial Services Providers (2)

Firm Signatories (11)

Print List

Templates

User Categories (3)

UserCategory1

UserCategory2

UserCategory3

UserCategory1

New

Delete

Move up

Move down

Include inactive items?

Category value

filter text

UserCategory1Value1

UserCategory1Value2

UserCategory1Value3

Category Details

Category Value:

UserCategory1Value1

For example: Configure User Category 1 as Project Phase; with Category Values of Phase 1, Phase 2, Phase 3.



Firm Settings

Our Branches (4)

Betty

Cape Town

Danielle Hartnick

Parow

Trust Accounts (10)

Users

My Settings

Common

Bonds

Transfers

Consents

Account Items

Financial Services Providers (2)

Firm Signatories (11)

Print List

Templates

User Categories (3)

**Project Phase**

UserCategory2

UserCategory3

Project Phase

New

Delete

Move up

Move down

☐ Include inactive items?

Category value

filter text

Phase 1

Phase 2

Phase 3

Category Details

Category Value: Phase 3

Ensure the 'Enable user categories for reporting' Advance Setting is set to Value = Yes. This will enable the User Categories feature for Bonds, Transfers and Consents.

Set the 'Enable alphabetic sorting of user categories' if the values should display alphabetically in the matter.

Advanced Settings		
Revert		
Description	Value	Default Value
user cat	filter text	filter text
Enable alphabetic sorting of user categories	No	No
Enable user categories for reporting	Yes	No

The User Categories will now be available on the Consent Details tab for selection.

User categories

Project Phase:

UserCategory2:

UserCategory3:

User categories

Project Phase:

Phase 1

Phase 2

Phase 3

UserCategory2:

UserCategory3:



The User Categories for Consents will now be available on Consent Reports as Columns or Parameters to customise.

Customising "Lodged Report" ✕

ColumnsParametersCustom Layout

Excluded Columns:

(User Category) UserCategory2  
(User Category) UserCategory3  
[RowNumber]  
Accepted  
Amend Figures Requested  
Bond Attorney Name  
Cancellation Branch  
Consenter  
Correspondence Reference  
Current Status  
Custom Date 1  
Custom Date 10  
Custom Date 11  
Custom Date 12  
Custom Date 13  
Custom Date 14  
Custom Date 15  
Custom Date 16  
Custom Date 17  
Custom Date 18  
Custom Date 19  
Custom Date 2

➡  
➡  
⬆  
⬆  
⬆

Included Columns:

Institution  
Bond Holder  
Mortgagor  
Our Reference  
(User Category) Project Phase

Blank Column ➡


Group

Configure Column - (User Category) Project Phase

☐ Hide on Printout?

Column Name:

OKCancel

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## Matter List: Matter History

The functionality of the Matter History tab on the Matter Summary section on the Matter list has been improved.

The full Matter Comment on the Matter History entry can now be viewed on hover.

View

Transfers

Filter matter list

X

Export

File Reference	Our Reference	Parties	Short Property Description	Date Received	Deeds Office
<input type="text" value="filter text"/>	<input type="text" value="filter text"/>	<input type="text" value="filter text"/>	<input type="text" value="filter text"/>	<input type="text" value="filter text"/>	<input type="text" value="filter text"/>
Two Weeks Ago (2 items)					
20190419 Sunnyvale	HaroldG		ERF 1 RUSTDAL	2019/09/25	CPT
20191010	HaroldG	MJ Smith to W Castle	ERF 2 WORCESTER	2019/09/25	CPT
Last Month (1 item)					

Matter Summary

Matter summary

Contact information

Matter history

Date	User	Description
2019/10/13 3:21:04 PM	Supervisor	Matter Comments: Knowing where to look and what to watch out for...
2019/10/03 9:12:31 AM	Supervisor	Milestone [Balance of Purchase Price Received] actioned on 2019/10/03
2019/10/03 9:12:05 AM	Supervisor	Milestone [Bond Granted] actioned on 2019/10/03
2019/10/03 9:11:57 AM	Supervisor	Milestone [Deposit Received] actioned on 2019/10/03- Activity [Email when Depo
2019/09/25 11:54:38 AM	Supervisor	New draft request created on Rates Clearance for each property on this matter
2019/09/25 11:42:04 AM	Supervisor	Lexis Tracker: [Connect to Chat]
2019/09/25 11:42:02 AM	Supervisor	Deeds Office search performed
2019/09/25 11:42:02 AM	Supervisor	Milestone [Date Received] actioned on 2019/09/25
2019/09/25 11:42:02 AM	Supervisor	Matter state changed to Accepted on 2019/09/25
2019/09/25 11:42:02 AM	Supervisor	Matter state changed to New on 2019/09/25   Matter created.

Description

Knowing where to look and what to watch out for is half the battle. Download this report to understand the most pervasive types of email threats, how security professionals perceive them and what they're doing to combat them. Most importantly, you'll walk away with actionable steps to improve your organisation's email security and cyber resilience.

when Deposit is Received] canceled

**Description**  
Knowing where to look and what to watch out for is half the battle. Download this report to understand the most pervasive types of email threats, how security professionals perceive them and what they're doing to combat them. Most importantly, you'll walk away with actionable steps to improve your organisation's email security and cyber resilience.

## Status Report (All Bonds): Working Days Since Receipt

A new field 'Working Days Since Receipt' has been made available for customisation on the Status Report (All Bonds) Report.

Customising "Status Report (All Bonds)"

Columns Parameters Custom Layout

**Excluded Columns:**

- (User Category) Township
- (User Category) UserCategory2
- (User Category) UserCategory3
- [RowNumber]
- Acknowledge Cancel to Reassign
- Acknowledge Reinstate
- Acknowledge Suspend
- Acknowledge Withdraw
- Action by
- Additional Data Sent
- Amended Figures Received
- Amendment Acknowledged
- Amendment Rejected
- Audit Approved
- Audit Requested
- Authority to Pay Sent
- Bank Branch Name
- Bank Reference
- Bond Active
- Bond Classification
- Bond Classification (Full)
- Bond Costs Sent

**Included Columns:**

- Bond Code
- Sort Name
- Loan Account Number
- Short Property Description
- Institution Code
- Date Received
- Date Lodged
- Date Registered
- Remarks
- Working Days Since Receipt

Blank Column Group

Configure Column - Working Days Since Receipt

☐ Hide on Printout? Column Name:

OK Cancel



The Working Days Since Receipt is the number of days since date received, excluding weekends and public holidays.

Please note: No bank specific SLA calculations are applied to this field.

## Transfers: Listing Agency available on Matter List and Reports

A new column and parameter for the 'Listing Agency' has been made available for customisation on the Transfers Matter List View and Reports.

Setup > My Settings > Matter List Settings

Select Columns

Excluded Columns:

- Account Number
- Archive Reference
- Batch
- Cause of Action
- Contact Person
- Date Archived
- DeedTracker Status
- Development
- DOT Number
- Electronic Reference
- Expected Registration Date
- Instructed By
- Last Action Date
- Last Comment
- Last Movement Date
- Linked
- Lodgement Batch Reference
- Our Branch
- Pending Messages
- Pending Milestones
- Property Type
- Registration Date

Included Columns:

- Property Hub alert
- Info
- State
- File Reference
- Our Reference
- Parties
- Short Property Description
- Date Received
- Deeds Office
- Master Reference
- Listing Agency

☒ Show in groups

☐ Hide group column when grouping

Revert to Default Set as Default OK Cancel



## Transfer Reports:

Customising "All transfers Report"

**Columns** Parameters Custom Layout

**Excluded Columns:**

- Initial Instruction Sent
- Initial Letters Sent
- Instruction to Register
- Instruction Withdrawn
- Instructions to Lodge
- Instructions to Prep
- Insurance Certificate Received
- Insurance Certificate Requested
- Judgment Granted
- KG Registered Message Sent
- Latest Cancel Free Format
- Latest Cancel Free Format from Bank
- Latest Free Format Date
- Latest Free Format Date From Bank
- Letters of Executorship Received
- Levy Certificate Applied for
- Levy Figures Received
- Levy Figures Requested
- Linked Development
- Liquidation & Distribution Date Expired
- Liquidation & Distribution Lying for Inspection
- Listing Agency Email

**Included Columns:**

- Reference No
- Our Reference
- Parties
- Property
- Received
- Seller Signed Documents
- Purchaser Signed Documents
- Transfer Duty Receipt Received
- Rates Certificate Received
- Levy Certificate Received
- HQA Certificate Received
- Susp. Conditions Received
- Deposit Received
- Costs Paid
- Listing Agency

Blank Column → Group

Configure Column - Listing Agency

☐ Hide on Printout? Column Name:

OK Cancel

Additional Parameters for the Listing Agency has been made available for customisation for the All transfers Report.

The new parameters include the Listing Agency, Listing Agent Name, Listing Agent Reference, Listing Agent Email and Listing Agent Cell Number.

Customising "All transfers Report"

Columns **Parameters** Custom Layout

**Excluded Parameters:**

- (User Category) UserCategory1
- (User Category) UserCategory2
- (User Category) UserCategory3
- Acknowledge Cancel to Reassign
- Acknowledge Cancel to Reassign From
- Acknowledge Cancel to Reassign To
- Acknowledge Reinstate
- Acknowledge Reinstate From
- Acknowledge Reinstate To
- Acknowledge Suspend
- Acknowledge Suspend From
- Acknowledge Suspend To
- Acknowledge Withdraw
- Acknowledge Withdraw To
- Amended Figures Received
- Amended Figures Received From
- Amended Figures Received To
- Archived
- Archived From
- Archived To
- Balance Available

**Included Parameters:**

- Listing Agency
- Listing Agent Name
- Is Registered
- Is Archived
- Not Scheme
- Listing Agent Reference
- Listing Agent Email
- Listing Agent Cell Number

Set Default Value: ☐ Hide parameter ☐

Listing Agency:

OK Cancel



## Technical: Create a new Bond Institution

Added new functionality to configure and create new Bond Institutions from the Lexis Convey UI in Debug mode. The newly created Institution can be exported and imported as automatically generated code into an integrated development environment (IDE) like Visual Studio. The code needed to create the new institution is generated, including data capture, milestones and a general BNDE/BNDA print list.

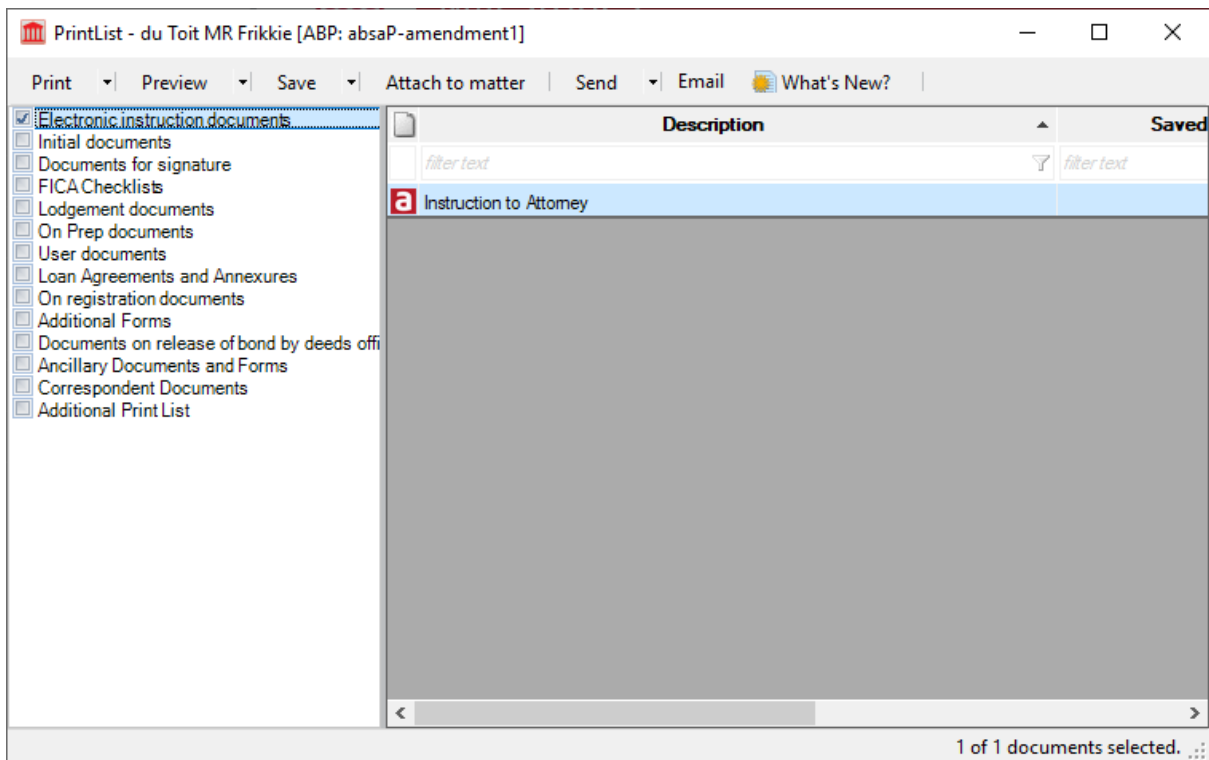
This new functionality makes Lexis Convey more efficient in adding new Bond institutions.

Once the institution is created and released the user can setup any additional templates it might need.

## Document Maintenance

### ABSA Private Bank – Bonds

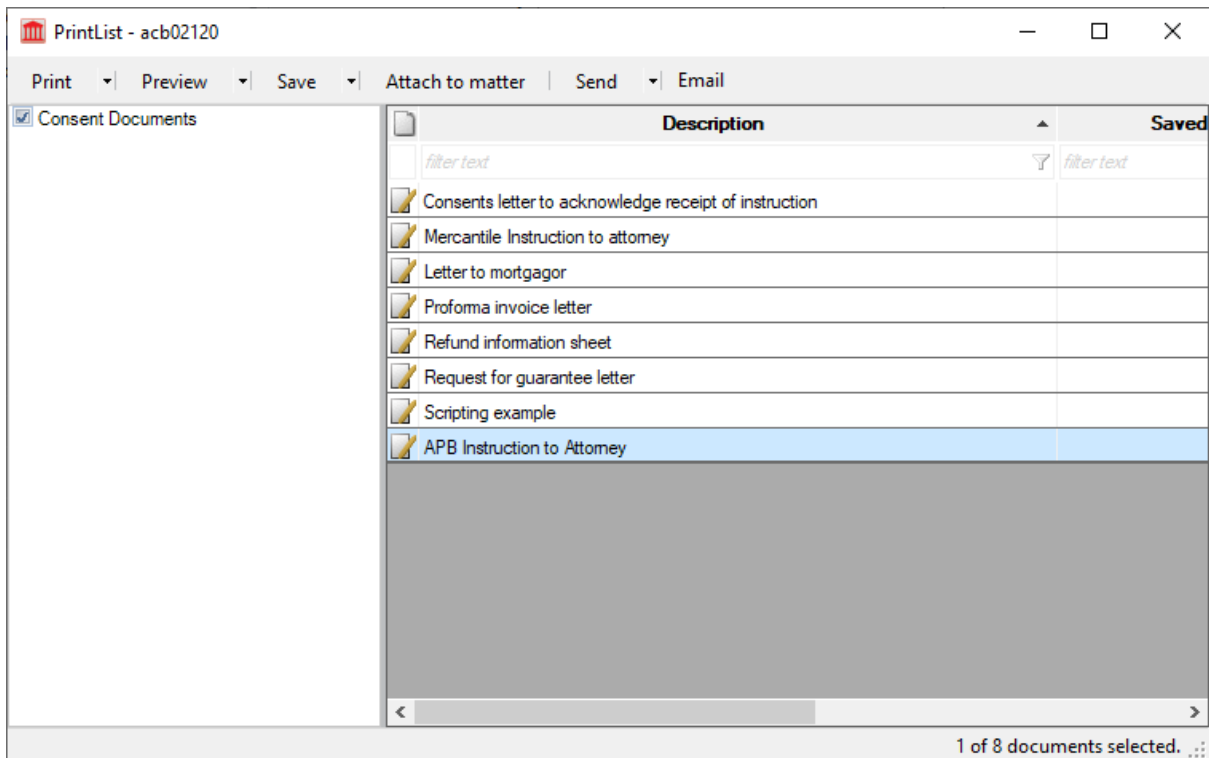
Added the new Instruction to Attorney document to Absa Private Bank Bonds print list.





## ABSA Private Bank – Consents

Added the new Instruction to Attorney document to Absa Private Bank Consents print list.



## ABSA CPF Bonds

The following special document requirements have changed:

- Borrowing Resolution by Company
- Borrowing Resolution by Close Corporation
- Borrowing Resolution by Trust
- Cross Suretyship
- Guarantee Agreement
- Security Cession Agreement



PrintList - du Toit MR Frikkie [ACP: G-absaspf\_str3]

Print ▾ Preview ▾ Save ▾ Attach to matter Send ▾ Email What's New?

☐ Electronic instruction documents  
☐ Initial documents  
☒ Documents for signature  
☐ FICA Checklists  
☐ Lodgement documents  
☐ On Prep documents  
☐ User documents  
☐ Loan Agreements and Annexures  
☐ On registration documents  
☐ Additional Forms  
☐ Documents on release of bond by deeds office  
☐ Ancillary Documents and Forms  
☐ Correspondent Documents  
☐ Additional Print List

Description	Save
filter text	filter text
Statement of Account	
Conveyancer's Certificate of Compliance	
Drawdown Request	
Authorities to Pay (Loans Debit Authority)	
FICA Affidavit - Frikkie du Toit	
Marital Status Declaration - Frikkie du Toit	
Standard Mortgage Conditions	
Specimen Signatures: Frikkie du Toit	
Lodgement Cover	
Borrowing Resolution by Close Corporation	
Borrowing Resolution by Company(1)	
Cross Suretyship	
Borrowing Resolution by Trust	
Security Cession Agreement	

1 of 19 documents selected.

The Security Cession Agreement (when selected as a special document on the matter) adds the following grids available for capture to the Financial tab.

- Bank Accounts
- Insurance Policies
- Investments

**Financial**

(annual):

Amount of Insurance:

Collateral Security Required? ☐

Total Tariff Fee:  (Firm's Tariff Fee + Lodging agent's fee.)

Firm's Tariff Fee:

Fee reduction amount:  ☐ BEE discount required

Lodging Agent's Fee:

Lodging Agent's Posts and Petties:

Assessment Fee:

Initiation Fee:

Loss of Rent (12 Months - min 20% of sum insured):

Bank Accounts:

Account Number	Account Type	Bank Name	Branch Name

Insurance Policies:

Description	Insurance Registration Number	Name	Policy Number

Investments:

Investment Number	Institution Name	Type

25



## Maintenance

Issue Code	Description
CAT-111092	The narrative for the STRDEEDCRST Development Account item has been replaced with Ghostfill scripting in order to pull through to the account dynamically based on the Deeds Office fee charged.
CAT-108936	Home Owners Association-related milestones will now apply to Sectional properties as well as Conventional properties.
CAT-89688	Bond Account: Fee for preparing surety not pulling through has now been fixed.
CAT-110973	New Bond Institution UMASTANDI PTY LTD has been added.
GCDDev-111949	Transfer Duty Fee no longer defaults to 39.95. This has been changed to reflect the value captured in Setup (Setup/Transfer/Transfer Duty Application Fee). If value is captured as zero it will show as zero on the Financial tab on the matter.
GCDDev-111905	Refresh issue: EUA not immediately reflecting on the Transfer Summary report has been fixed.
GCDDev-111815	Conventional Developments description defaulting to Portion [X] now correctly defaults to Erf [X].
GCDDev-111697	Bonds: Quotation Calculator with VAT Items Total off by 1c has been fixed.
GCDDev-111589	Templates: Transfer Quotation Email and SMS templates - "No Template Found" error has been fixed.
GCDDev-111459	Developments: Missing Certificate of Registered Sectional Title document has been fixed.
GCDDev-111458	New Validation has been added to the Delay Reason Milestone to check if the ERD has been set.
GCDDev-111450	Fixed the Cancellation figures requested not being queued after electronic cancellation is sent.
GCDDev-111174	Improved performance on Management Reports for Transfers.
GCDDev-111149	Accounting plug-in error causing messages in outbox to show Input string was not in a correct format has been fixed.
GCDDev-110300	Fixed Document Path not found error when no Employee Clause applies on ABSA Power of Attorney and Bond documents.
GCDDev-109010	Fixed inconsistencies with Pay Authorities from Guarantee Hub.
GCDDev-108962	Master Transfers: Issues when copying updated fields to child transfers has been fixed.