



# Quarterly Billing Summary

Guidance Note 4.0

30 March 2017

## Updated Template for Quarterly Agency Billing Summary

During the previous quarterly reporting submissions we experienced issues relating to consistency between different firms. This resulted in challenges in combining reports for a whole of government summary.

The two primary issues related to the GST columns and the reference number column. To address these issues, minor changes have been introduced to the Quarterly Agency Billing Summary template.

We appreciate the effort of firms in meeting the reporting requirements of the panel, and understand that changes to reporting templates can impact systems and processes within your practice. As such, we have not made any changes to the overall structure of the template.

The template includes the following changes:

- Columns that require only the GST portion of an amount have been more clearly labelled. For example, 'Total Professional Fees (GST)' has been renamed to 'Total Professional Fees GST (GST ONLY)'. Please ensure only the GST portion is included in GST fields.
- If the value entered in the GST field is greater than the GST portion, the cell will be coloured red to alert you of an issue.

Disbursements - Third Party - Billed (total amount) (ex GST)	Disbursements GST (GST ONLY)
\$ 7,000.00	\$ 7,700.00 ✘
\$ 7,000.00	\$ 700.00 ✔



- To ensure consistency across submissions, the field 'reference number' is now automatically generated using a formula.

NSW Government Agency LEX ID	Law Firm ID	Area of Law ID <i>(a separate row is required for each area of law)</i>	Panel Type	Due Date	Reference Number <i>(auto-generated with formula)</i>
40	30	20		7/10/2016	20161007 - 4030 - 20

Please ensure this template is used for all future reporting submissions.

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**This Guidance note applies to:**

- Quarterly Agency Billing Summary submissions covering all NSW Government Clusters.

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30 March 2017