



Abacus
Installation and Setup Guide



Law Practice Control
Fast & Easy

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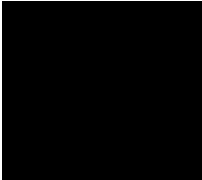
Special thanks

To all our Abacus users for your suggestions and recommendations that have helped over 250,000 people to know and love Abacus.

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1

Introduction

About this Guide

This guide describes procedures for installing and setting up Abacus — both the Practice Manager (PM) and the Accounting Manager (AM). Readers of this guide are assumed to be proficient with technical computer procedures.

What Is AbacusLaw?

AbacusLaw (or simply Abacus, as so many of our users call it), is the practice control software that puts all of your important contacts, matters, calendar events, notes, and more right at your fingertips. Abacus consists of two major modules, the Accounting Manager (AM) which includes all the time, billing and accounting features, and the Practice Manager (PM) which handles everything else and integrates seamlessly with accounting data. Each has a separate menu and toolbar, making it easy for you to permit access to only certain users, for security purposes.

System Requirements

For minimum and optimal performance of Abacus, you will need:

- Windows Vista, XP, or 2000
- 150 MB hard disk space
- A CD-ROM drive for installation
- A tape backup (highly recommended)

Contacting Customer Support

If you have any questions with the install or setup, call **858-452-4265** or **800-488-3334** Monday through Friday from 6:15 AM to 4:45 PM Pacific time or email **support@abacuslaw.com**.

When you call for technical support, please:

- Have the phone by the computer.
- Be ready to run Abacus.
- If you have a network, log in as Administrator and make sure you know any required passwords for unrestricted access to Abacus files.

Troubleshooting

The Abacus Web site provides an extensive knowledgebase that provides troubleshooting support. Go to **<http://www.abacuslaw.com/users>**.

Other Resources

In addition to the help system and the manuals that were shipped with the software, you can find more documentation for Abacus at **<http://www.abacuslaw.com/users>**.

2

Installing Abacus

Installation Steps for a Network

Abacus installation for a network is a 3-step process:

- **Step I:** Install Fortress at your server.
- **Step II:** Install Abacus programs from a workstation to the mapped network drive.
- **Step III:** Run STATION.EXE from all subsequent workstations.

Step I: Install the Fortress Edition for Windows-Based Servers

The AbacusLaw Fortress Edition provides full client/server database architecture, giving you the most secure data, reduced network traffic, and optimized performance available. The Fortress Advantage Database Server by Sybase gives you the same client-server stability and reliability that used to only be affordable for much larger companies.

NOTE: If you are running a Novell network, the installation instructions are different. See the Appendix for more information.

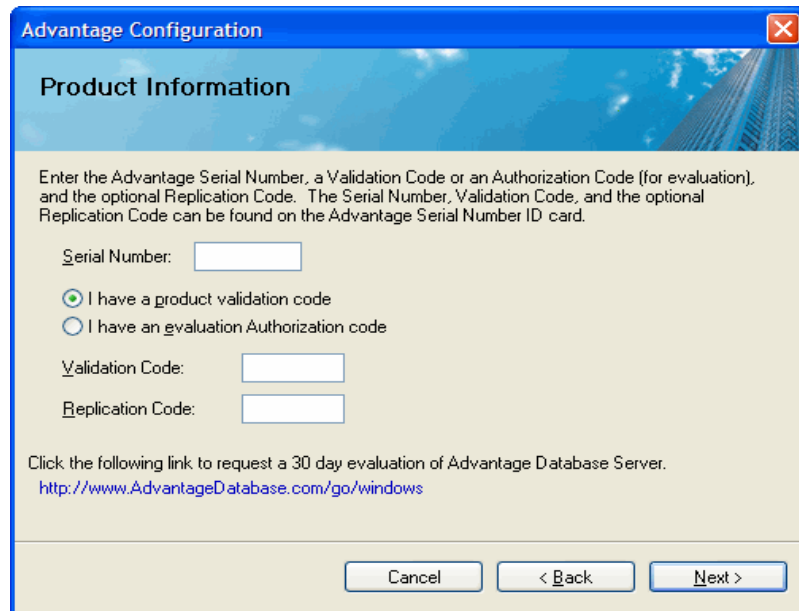
You will need the serial number and validation code for the Fortress Edition included in your software package. You will also need administrative rights to your Windows-based server.

All the program files you need are on the one AbacusLaw Installation CD.

Installing the Fortress Edition Files

1. At your Windows-based network server, close all applications, including virus protection software. Place the installation CD into the drive and it should automatically run **Setup.exe**, which presents options to install various programs and documents. Click the option to install the Fortress Edition.
2. The Install Wizard appears. Click **Next**.
3. The License Agreement window appears. Read the license agreement and click **I accept the terms in the license agreement** to agree to the terms. Click **Next** to continue.

4. The Destination Folder window appears. Accept the default installation path by clicking **Next**.
5. In the Ready to Install the Program window, click **Next** to begin the installation process.
6. When the installation process is finished, the Product Information window appears. Enter your serial number and validation code. Do NOT enter anything in the **Replication Code** field – this field should be left blank. Click **Next**.



The screenshot shows a window titled "Advantage Configuration" with a blue header and a close button in the top right corner. Below the header is a section titled "Product Information" with a background image of a skyscraper. The main area contains the following text: "Enter the Advantage Serial Number, a Validation Code or an Authorization Code (for evaluation), and the optional Replication Code. The Serial Number, Validation Code, and the optional Replication Code can be found on the Advantage Serial Number ID card." Below this text are four input fields: "Serial Number:" with a text box, a radio button selected for "I have a product validation code", a radio button for "I have an evaluation Authorization code", "Validation Code:" with a text box, and "Replication Code:" with a text box. At the bottom, there is a link: "Click the following link to request a 30 day evaluation of Advantage Database Server. <http://www.AdvantageDatabase.com/go/windows>". At the very bottom are three buttons: "Cancel", "< Back", and "Next >".

7. Click **Next** through the remaining installation windows.

Add the ads.exe file into Exceptions

After Fortress has been installed, add the ads.exe exception to the Windows firewall. The exception is added only on the server – it is not added for workstations.

1. From the Windows Control Panel, open **Windows Firewall**. The Windows Firewall window appears.
2. Select the **Exceptions** tab.
3. Add program \Program Files\Extended Systems\Advantage 8.1\Server\ads.exe.

Step II: Install Abacus Programs from a Workstation to the Mapped Network Drive

Mapping Network Drives

Abacus requires a mapped network drive for network installation. Some networks allow computer names to be substituted for a drive letter, for example `\\RECEP\ABACUS\`. Abacus requires a logical drive and directory, for example `F:\ABACUS\`. In order to map a drive, you need to be familiar with your network setup; otherwise, you might map over an existing mapping, allowing Abacus to run, but creating problems for other applications. Contact your network technician if you are uncertain about how your drives are mapped.

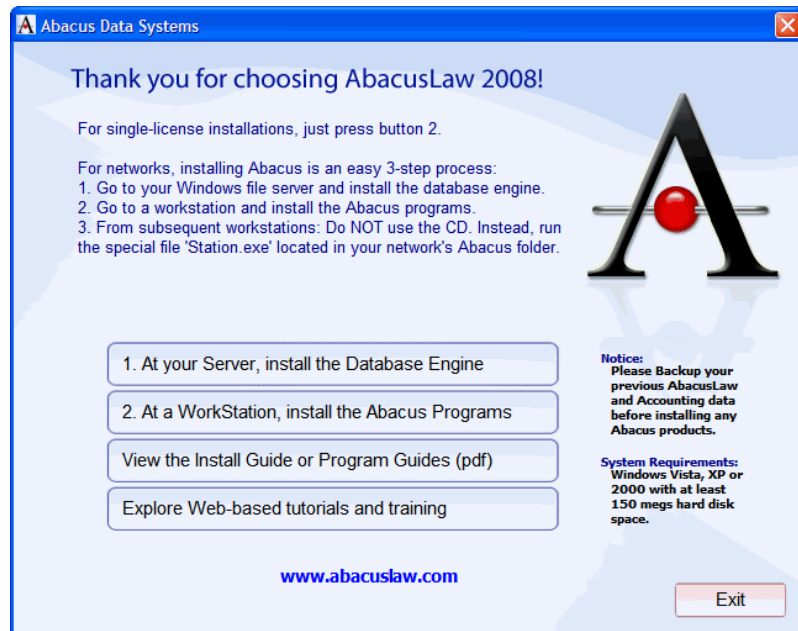
You can map a drive by opening Windows Explorer and by selecting *Tools/Map Network Drive*. To map the drive, you need to know the computer name upon which Abacus has been installed. Enter the computer name along with the shared drive folder, for instance `\\RECEP\ABACUS` to map a drive shared as ABACUS on the RECEP machine. Although you can share the root of a hard drive it is usually best to share a folder due to security risks.

If you are unsure of the shared folder and computer name, you can go to the machine Abacus is installed on to find it. Select *Start/Settings/Control Panel* and select the Network option. On the **Identification** tab you will find the computer name. Close the Network and Control Panel windows. Select *Start/Programs/Windows Explorer* and right-click the shared folder of the hard drive that contains Abacus. Click **Properties** and go to the **Sharing** tab to find the shared name for the hard drive. Also verify that the folder has been shared with an access type of "Full." If you are using Windows Vista, you need to add user access user by user or add the guest account and make it a co-owner of the folder. Note that adding the guest account will allow access to anyone on your internal network.

After you have a mapped drive, you can install Abacus. When asked what directory to install to, enter the network drive and directory, for instance `F:\ABACUS`. If you have any questions or are unsure about any part of this process, it is best to contact your network consultant.

Installing Abacus Files

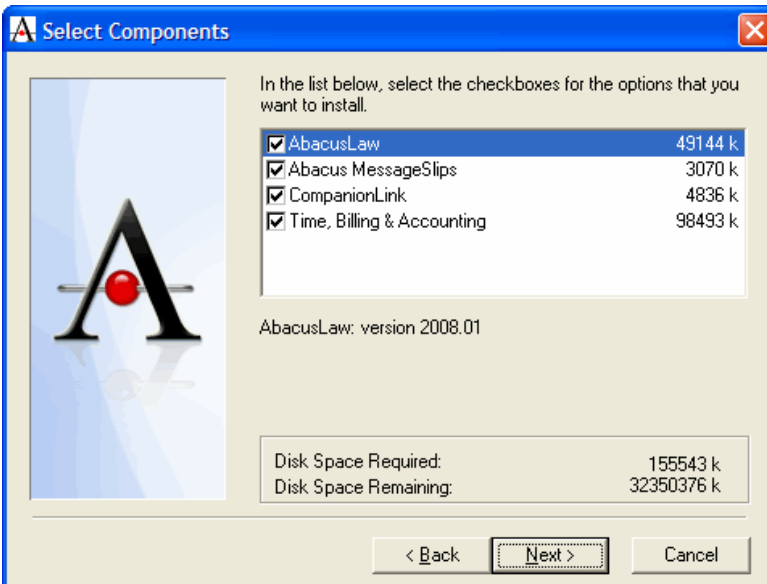
1. Close all applications, including virus protection software. Place the installation CD into the server drive and it should automatically run **Setup.exe**, which presents options to install various programs and documents. Click **2. At a WorkStation, install the Abacus Programs**.



2. The Install Wizard appears. Click **Next**.
3. Licensing information appears. Read the information on the screen or you can click **View in Notepad** to view the information in Notepad. Click **Accept** to accept to the licensing agreement.
4. The Select Components window appears. Select the items you want to install and click **Next**.

The following describes each Abacus function:

- **AbacusLaw** – the main application.
- **Abacus MessageSlips** - An inter-office instant messaging system that integrates with Abacus.
- **CompanionLink** - Synchronizes to various PDAs or Microsoft Outlook.
- **Time, Billing & Accounting** - If you purchased **Abacus Gold or Silver** be sure to select this to install the **Abacus Accounting Manager**. It supplies complete time, billing and accounting exclusively for law firms.



5. The Select Destination Directory window appears. Click **Browse** and select the directory to which you want to install Abacus files. On a network you will set the destination to F:\Abacus (where F: represents your mapped network drive).

Click **Next**.

6. Practice Management starts during the installation process. It is very important for you to register when Practice Management starts so that practice packs and rules will be installed properly later in the installation process. Select *File/Register* and enter your firm name and validation code.
7. At the end of the installation process, SlideRules starts and installs your forms, rules, and practice packs. You will need your customer ID and user ID (that you entered when Practice Management started) for the SlideRules process.

The following defines forms, rules, and practice packs:

Forms

Abacus Forms are special documents that combine a PDF form with a smart database layer that hooks up your data to the interactive fields. This means that while you keep the flexibility of manually editing the text, you get the power of having your Abacus data automatically entered for you. Abacus forms have an .af extension and are stored under your Abacus data in the subfolder Forms\Library. You can purchase Abacus Forms, or you can create your own.

Though supporting official court forms is the primary purpose of this feature, you can also use Abacus to automate the filling of

other useful forms, including custom productivity forms or even tax forms.

Abacus Data Systems offers sets of forms that are already configured to receive your data. These sets contain federal, state, and local court forms as well as other useful forms in specific legal practice areas. Abacus form sets are updated regularly and subscribers may request update notifications by email.

Additional form sets are being developed all the time. Contact Abacus Data Systems at 800-726-3339 for further information.

Rules

A rule is a timeline of related events. Rules can be re-used to schedule a series of related events automatically. Using a rule, you can schedule a single trigger event, and Abacus automatically schedules the other related events in the series. Not only do you save time, but also all of the dates are accurately calculated, and you get automatic recalculation if a date changes.

To save you time, Abacus Data Systems offers the following sets of rules (also called practice templates and timelines). These contain discovery, motions, statutes, judgment, appeal and other deadlines that could save you a considerable amount of effort and setup time:

- General Practice Templates (covering 20 different practice areas)
- Federal Rules of Civil Procedure
- Civil Procedure Timelines for most states
- California Fast Track Rules (all 58 counties, updated quarterly)

Additional sets are being developed all the time. Contact Abacus Data Systems at 800-726-3339 for further information.

Practice Packs

Different practice specialties have different needs. For example, a family law practice needs to keep track of certain personal information that a real estate practice would not need, while a real estate practice needs to keep track of transaction details that a family law practice would not need.

Customizing Abacus can be a demanding job, so we introduced Practice Pack technology as a way to automatically configure your Abacus with extra fields, screens, reports and queries. Consultants or users can package up customizations that can be applied to other installations.

Using Practice Pack technology, Abacus has created **Special Editions** that you can install on top of your existing Abacus installation to get custom Matter and Name screens, Rules, Reports and Forms – each for a specific law specialty such as Personal Injury, Family Law, Estate Planning, Workers Compensation, etc.

Each Special Edition is a result of hundreds of hours of research and development with specialists employing "best practices" in their fields.

If you practice more than one specialty, you can install more than one Special Edition and they won't interfere with each other. These Special Editions include Smart Screens that recognize the type of matter selected and can display the appropriate screen for each. For example, if the matter is a Personal Injury, the Personal Injury Special Edition matter screen is used, and if the matter is a divorce case, the Family Law Special Edition matter screen is automatically used.

You can save hours or days that it might take to research, think about and develop these valuable customizations. Call us at 800-726-3339 for more information or to order the special editions for your practice.

8. When the wizard finishes the installation, Abacus runs automatically. If you are installing **Abacus Gold or Silver**, the extra accounting software and data are placed in the Accounting folder underneath Abacus.

Step III: Run STATION.EXE from All Subsequent Workstation

Go to each workstation and run STATION.EXE so the DLLs, the **Start** menu shortcuts and the desktop icons are set up for each user. STATION.EXE is located in the Abacus program directory (F:\Abacus or whatever server drive and directory on which you installed Abacus).

Installation Steps for a Single Workstation

Install AbacusLaw to a single workstation just as you install the program to the network server. For help with these installation steps, see Installing Abacus Files on page 6.

Remember to click **2. At a WorkStation, install the Abacus Programs** at the installation start window to start the installation process.

For a single workstation, you will install to a local drive (instead of a mapped network drive).

Uninstalling Abacus

Select *Start/Settings/Control Panel*, then *Add/Remove Programs*, to uninstall Abacus. Do not delete UNWISE.EXE or INSTALL.LOG from the ABACUS folder, as these are needed by the uninstall process.

Warning: Uninstalling Abacus will also **delete your data**. Be sure to make a backup before you uninstall.

3

Setting Up Abacus Practice Manager

Abacus Practice Manager New User Setup Checklist

This chapter covers some ways you can set up Abacus Practice Manager for your organization. Some of the procedures are critical, but others are optional customizations where default values can be used in most cases.

The following table lists the setup procedures that you must perform before using Abacus Practice Manager.

Critical Setup Procedures	Reference
Registering Abacus	Page 10
Setting Up Users	Page 12
Assigning Security Access Profiles to Users	Page 13
Creating a Supervisor Password	Page 23
Importing Data	Page 25

Registering Abacus

Abacus will time out after 30 days unless registered. Once you register, you get to personalize the report headings and the main menu with your firm's name. Registering involves entering a validation code supplied by Abacus.

If you do not have a validation code because you purchased the program from a dealer rather than directly from Abacus, send Abacus a copy of your invoice or other proof of purchase to receive a validation code.

1. Select *File/Register*. The Registration for Abacus window appears.

2. Enter your firm name and validation code (which is printed on your invoice from Abacus) in the appropriate boxes.

Registration for Abacus

Firm Name: Simon and Associates

Validation Code:

Network version: No (enter validation code to activate)

Practice Packs

None

Practice Packs Licensed: 0

View Report

Enter your registered firm name and your pre-authorized Validation Code from your invoice. You may change the firm name as long as the primary names appear, e.g. "Arthur Simon, Esq." can be replaced by "Law Offices of Arthur Simon".

If you don't have a Validation Code, call Abacus at 800-488-3334.

OK

Cancel

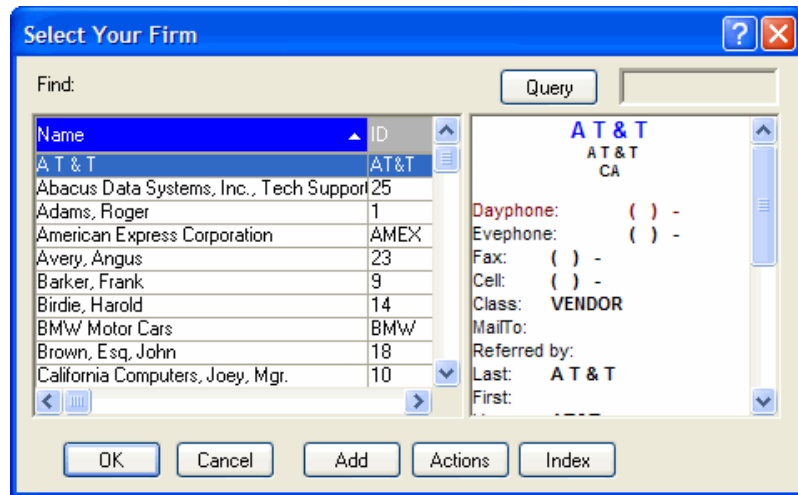
Help

3. The **Practice Packs** box lists any practice packs and/or court rules you've purchased and installed. If you need more info about a practice pack or court rule listed, select it and click **View Report**.
4. Click **OK**. The registration form will automatically print. Send the form to Abacus Data Systems, 5230 Carroll Canyon Rd, Suite 306, San Diego, CA 92121. Or fax it to 858-452-2073.

Setting Up Your Law Firm's Information

When you set up your law firm's information, you create a special name record for your firm. This record can be used later in form generation to include your address in the documents you create.

1. Select *File/Setup/My Firm*. The following window appears.



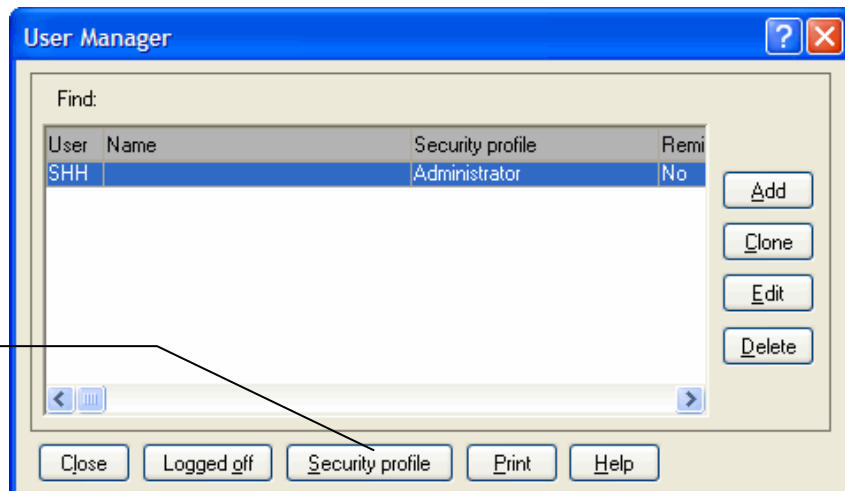
2. Click **Add**. The New Name window appears. Complete this window with your firm's information.
3. Click **Save**. The Select Your Firm window reappears with your firm name selected. Click **OK**.

Setting Up Users

Users are the operators of Abacus who enter or access data. In order for a person to use the program, they must enter a User ID (also called an Operator code) to log on to the system.

You add, edit and delete users from the User Manager window. To open the window, select *File/Setup/User Manager*.

Security Profile
Defines the user's level of data access in the system.



To add users:

1. From the User Manager window, click **Add**. The User Preferences window appears.
2. From the **User Info** tab, complete the settings under **Start Up**.
3. Click **OK**. The User Manager window reappears with the user added to the list.

TIP: To add a user with preferences the same as an existing user, select the existing record and click **Clone**. An exact duplicate of the current record is created. Now, you can just edit the new user.

To edit users:

1. From the User Manager window, select the user you want to edit.
2. Click **Edit**. The User Preferences window appears.
3. Under the **User Info** tab, make changes to the settings for the user.
4. Click **OK**. The User Manager window reappears.

To delete users:

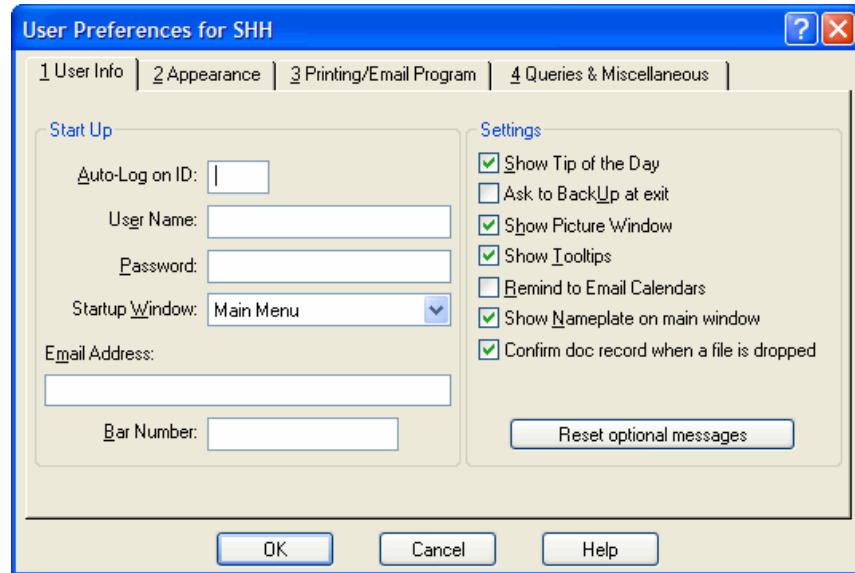
1. From the User Manager window, select the user you want to delete.
2. Click **Delete**. A new window asks if you are sure you want to delete the user. Click **Yes**.

Assigning Security Access Profiles to Users

1. Select *File/Setup/User Manager*. The User Manager window appears.
2. Select the user to which you want to assign a profile.
3. Click **Security Profile**.
4. Select a profile.
5. Click **OK**. The User Manager window reappears with the new profile assigned to the selected user.

Customizing User Preferences

Each user can set his or her own preferences for Abacus. Select *File/Setup/User Preferences* to see yours. (Note that the User Manager also uses this window to edit settings for other users.)



The following describes each setting on the **User Info** tab.

Under **Start Up**:

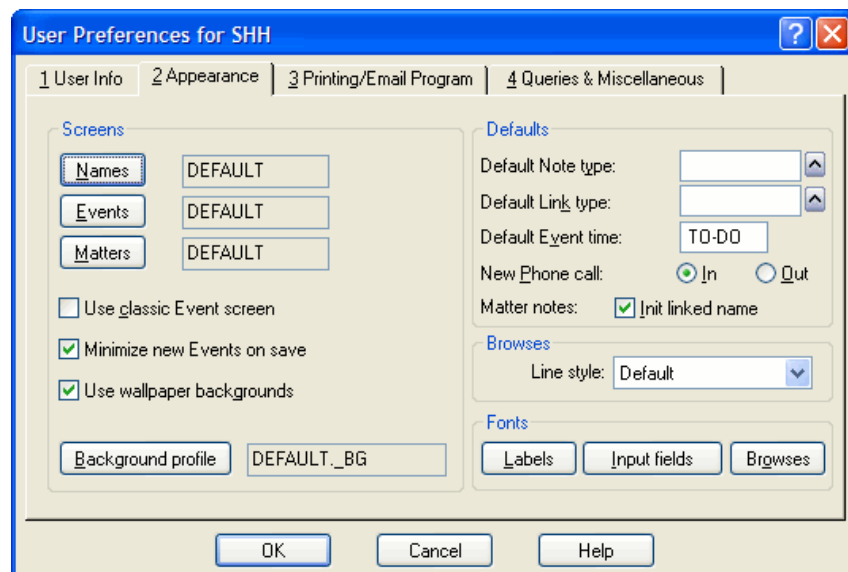
- **Auto-Log on ID:** If you enter your user ID here, then you won't have to enter it when you start Abacus. Also, if the Password is blank, the Log On window will not even appear.
- **User Name:** Your user name.
- **Password:** Leave blank to bypass the Log On window.
- **Startup Window:** The first window you see each time Abacus starts. For example, many users like to see the Daily Organizer first. To change, click the arrow and select another window.
- **Email Address:** Your email address. Used for E-Calendars and Emails.
- **Bar Number:** Your Bar Number. Used for forms.

Under **Settings**:

- **Show Tip of the Day:** When selected, Abacus will display a Tip of the Day each time it is started.
- **Ask to BackUp at exit:** When selected, Abacus will prompt you to backup the system each time you exit.
- **Show Picture Window:** When selected, the Picture window will automatically open and display associated images when you view names, events and matters.

- **Show Tooltips:** When selected, Abacus will show descriptions of things when the cursor hovers over them for a few seconds. This setting affects toolbar buttons, buttons and other items inside windows, and the On Point feature of calendars that shows full details for events.
- **Remind to Email Calendars:** When selected, this person will be reminded to send E-Calendars. For more information about E-Calendars, refer to the *AbacusLaw Reference Guide*.
- **Show Nameplate on main window:** When selected, a nameplate for the user appears as part of the background. Note that it shows the firmname if the user's full name is blank (edit these from File/Setup/User Manager).
- **Confirm doc record when a file is dropped:** When selected, Abacus will open a window asking you to confirm your action when you drag and drop a document on to the **Linked Docs** tab on the Name or Matter window.
- **Reset optional messages:** There are several places in Abacus where you can select not to display optional messages (like help messages). Click this button if you want all messages to be displayed again.

The **Appearance** tab controls what you see on windows.



The following describes each setting on the **Appearance** tab.

The **Screens** section affects the Name, Event and Matter windows:

- **Names, Events, and Matters buttons:** Indicates the screen to be used for these data windows. To change, click the appropriate button. The *Screens for* window appears. Select

the screen you want to use. To use the default window, click the **Use default** button. Click **OK**.

- **Use classic Event screen:** You must select this to use any custom or alternative Event window. By default this will use the same Event window as version 13 of Abacus.
- **Minimize new Events on save:** This only affects adding events from the Daily Organizer and Weekly calendar. When selected, the Event window minimizes after you save an event to return you to the calendar.
- **Use wallpaper backgrounds:** When selected, the settings selected in **Background profile** are used for Abacus windows.

NOTE: At a color setting of 256 colors or lower, Windows may appear blotchy. In this case, change your Windows colors setting, or un-check **Use wallpaper backgrounds**.

- **Background profile:** If **Use wallpaper backgrounds** is selected, the background profile (also called a "skin") determines the appearance of Abacus windows. For more information, refer to the *AbacusLaw Reference Guide*.

Under **Defaults:**

- **Default Note type:** The code used to initialize the **Type** field when adding new notes.
- **Default Link type:** The code used to initialize the **Link Type** field when adding new links between names and matters.
- **Default Event time:** The time (or blanks, or "TO-DO") used to initialize the **Time** field when you add an event.
- **New Phone call:** Sets the default for call type (incoming or outgoing) on the Call Manager.
- **Matter notes:** When **Init linked name** is checked, a note will be associated with both the name and matter automatically.

Under **Browses:**

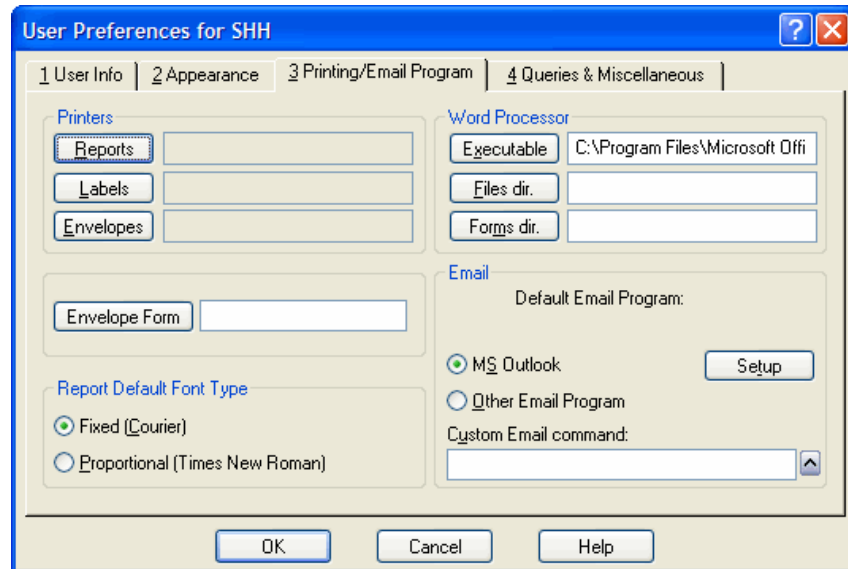
- **Line style:** The line style to be used on Browse windows.

Under **Fonts:**

- **Labels:** The font style for the field names and other text that appears on the Name, Event and Matter windows. To change, click the button. The Font window appears. Change the settings and click **OK**.
- **Input fields:** The font style for the data you enter into the Name, Event and Matter windows.

- **Browses:** The font style used for Browses throughout the program.

The **Printing/Email Program** tab controls printer, word processor, and email actions.



The following describes each setting on the **Printing/Email Program** tab.

Under **Printers:**

- **Reports:** The default printer and bin settings to be used to print reports. To change, click the **Reports** button. The Print Setup window appears. Select a printer, change the bin settings if desired and click **OK**. If set, you aren't asked to pick a printer each time you print something. If you want to be asked, leave it blank.
- **Labels:** Indicates the printer and bin settings used to print labels.
- **Envelopes:** The default printer and settings used to print envelopes.

The **Envelope Form** setting indicates the quick form to be used for envelopes. This lets each user have a special form set up for their envelopes. For more information about customizing your own envelope form, refer to the *AbacusLaw Reference Guide*.

Under **Report Default Font Type:**

- **Fixed:** Old-style 10-characters-per-inch font type. This is more predictable in knowing exactly how many characters will fit

across the page or in a column, but not as handsome as Proportional.

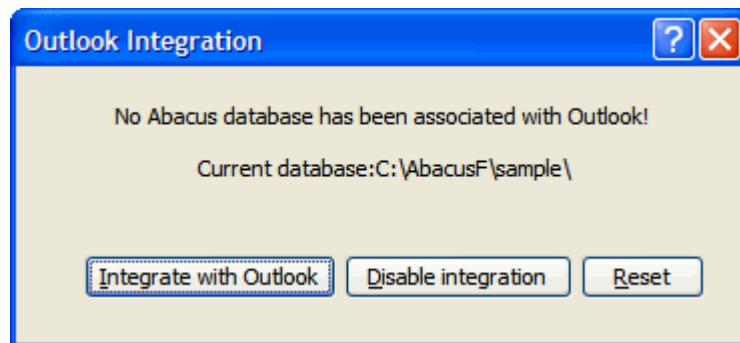
- **Proportional:** A Times New Roman font that is not fixed-pitch.

Under **Word Processor:**

- **Executable:** The word processor to be used for mail merge and form generation. To change, click the button, select the executable file for your word processor (*.exe) and click **OK**.
- **Files dir.:** The default output directory where letters or other documents will be created.
- **Forms dir.:** The default directory for forms. When you want to assign a form to an event, this directory will be displayed first.

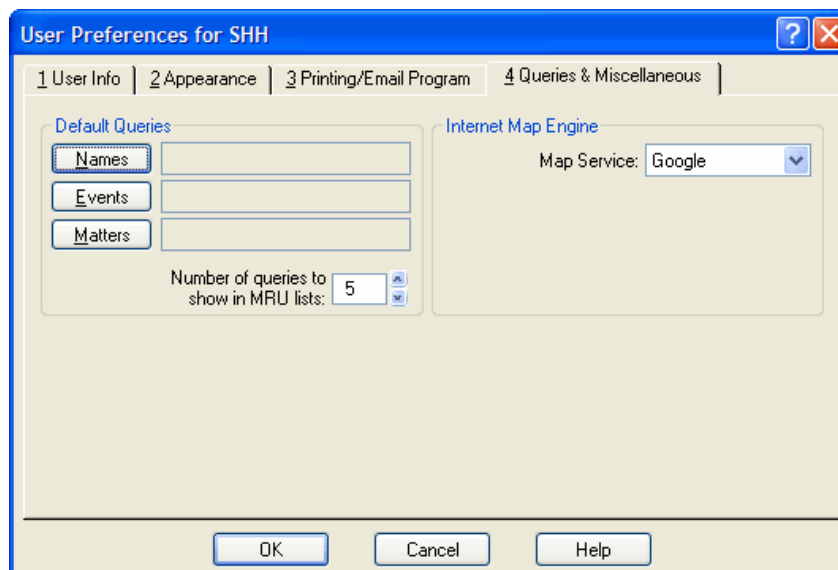
Under **Email:**

- **MS Outlook:** Select this option if Microsoft Outlook is your default email program. To set up Abacus to work with Outlook, click **Setup**. A window appears where you enter your operator code and click **OK**. The Outlook Integration window appears. Select **Integrate with Outlook**.



- **Other Email Program:** Select this option if you do not use Microsoft Outlook as your default email program.
- **Custom Email command:** Leave blank unless you have trouble sending an email while using Abacus. For more information, refer to the *AbacusLaw Reference Guide*.

The **Queries & Miscellaneous** tab controls query and map service defaults.



The following describes each setting on the **Queries & Miscellaneous** tab:

- **Default queries:** Sets the default query to be used for names, events and matters. Click a button and select the default query you want to use.
- **Number of queries to show in MRU lists:** Sets the number of most recently used queries that will display.
- **Map Service:** You can select to see a name's address on a map. This setting determines which Internet map service to use.

Setting Up Codes

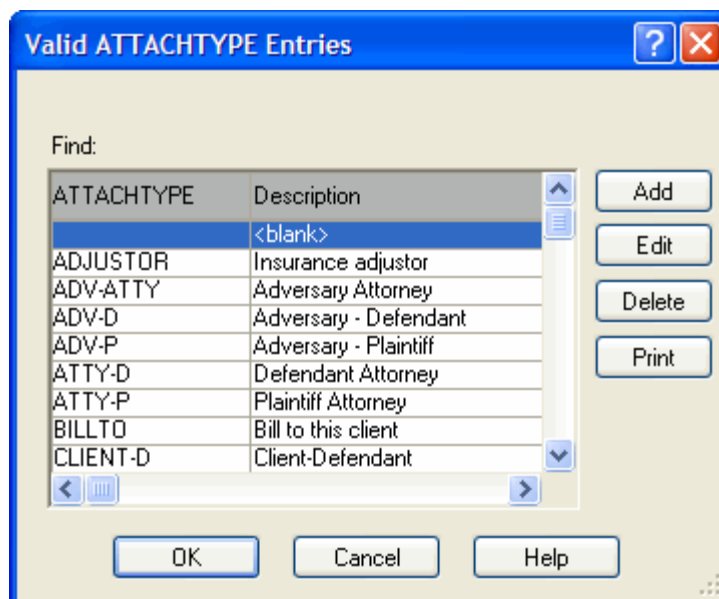
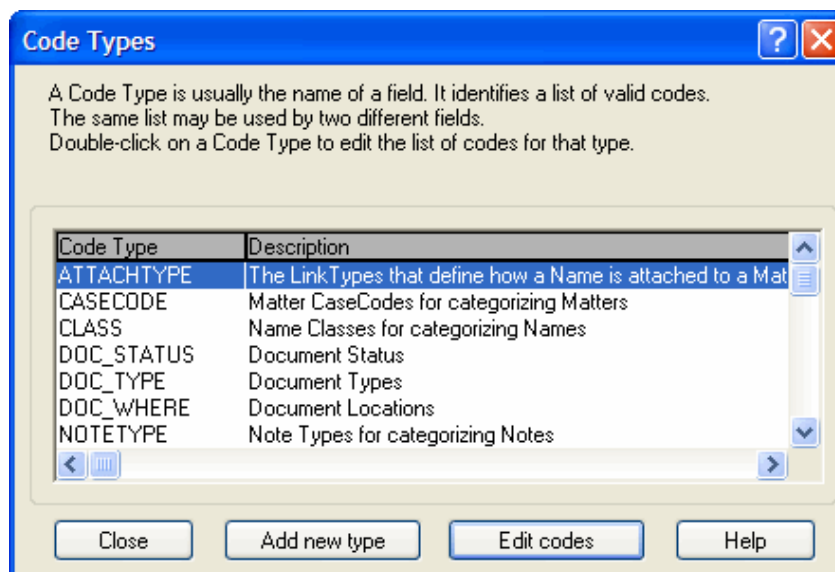
Abacus is installed with common codes. However, this procedure provides options for customizing codes.

Codes are abbreviations that represent something. For example, DEPO might represent a deposition. It is possible in other programs for one person to enter depositions as "DEP" and others to use "DEPO". But, when you print a report of all depositions and filter for "DEPO", you won't see the "DEP" events and your report would be dangerously misleading! Codes avoid this problem by standardizing data and enforcing data integrity.

Codes for a particular field are grouped together as one "code type." For example, CONTRACT (for contract cases), CRIMINAL (criminal defense cases), and DIVORCE (divorce cases) are all codes for the CASECODE field. The field is validated by the codes, meaning only a valid code can be entered in a field that requires a code, and blank (no entry) may be set up as a valid code.

To make using codes convenient, Abacus provides lookup buttons for fields that contain codes. When you click a lookup button, a list of valid codes appears and you can select a code.

You can review all your codes from the Code Types window. To open the window, select *File/Setup/Codes*. To add, edit and delete codes, just highlight a Code Type and click **Edit codes** to open the Valid Entries window for that type.



NETWORK TIP: To keep certain users from changing codes, adjust their security access profile appropriately.

To add codes to a code type:

1. From the Valid Entries window, click **Add**. The New Code window appears.
2. Type the name of the new code in the box and click **OK**. The Code Description window appears.
3. Type a description for the code and click **OK**. The Valid Entries window reappears, and it now displays the code you added.
4. Repeat steps 1-3 to add more codes for the code type. When you are finished, click **OK** on the Valid Entries window.

To edit/delete codes:

1. From the Valid Entries window, highlight a code.
2. Do one of the following:
 - To edit the selected code, click **Edit**. The Code Editor window appears. Edit the code and click **OK**.
 - To delete the selected code, click **Delete**. Click **Yes** to confirm.

To add code types:

NOTE: Adding code types is an advanced feature that is usually only used after you create your own fields and screens.

1. From the Code Types window, click **Add new type**. The Enter a Value window appears.
2. Enter the code type name in the box. Code types are category names, usually named after the field where they're used.
3. Click **OK**. An empty Valid Entries window appears to add the codes.

Setting Up Jurisdictions for Forms

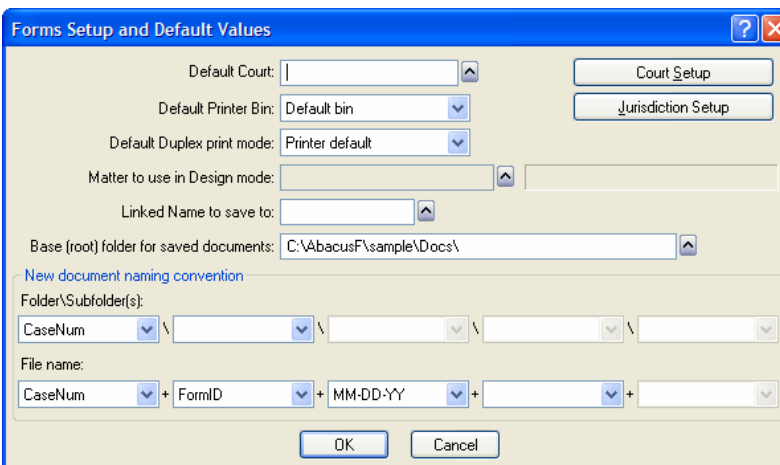
Abacus Forms are special documents that combine a PDF form with a smart database layer that hooks up your data to the interactive fields. This means that while you keep the flexibility of manually editing the text, you get the power of having your Abacus data automatically entered for you. Abacus forms have an .af extension and are stored under your Abacus data in the subfolder Forms\Library. You can purchase Abacus Forms, or you can create your own.

Though supporting official court forms is the primary purpose of this feature, you can also use Abacus to automate the filling of other useful forms, including custom productivity forms or even tax forms.

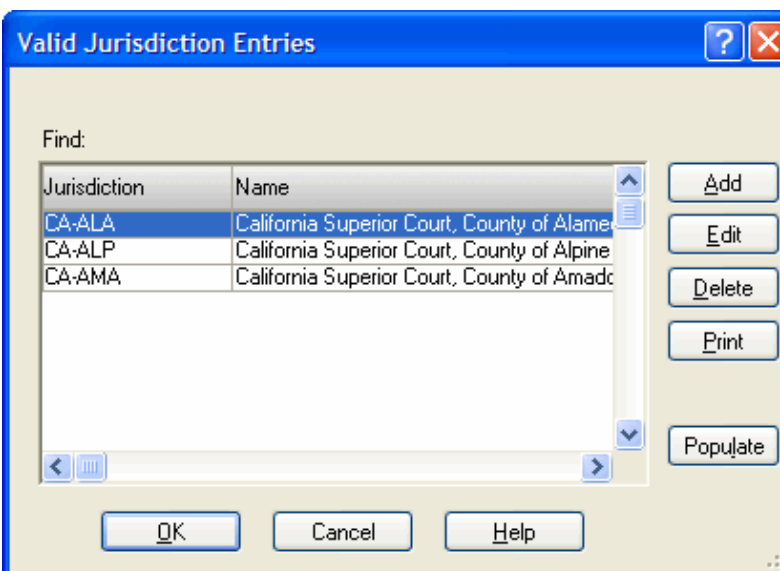
Follow these steps to set up jurisdictions for forms:

1. Open a matter and select *File/Setup/Forms Library* to open the Forms Library.

2. Click the **Forms Setup** button on the Forms Library toolbar. The Forms Setup and Default Values window appears.



3. Click **Jurisdiction Setup**. The Valid Jurisdiction Entries window appears.



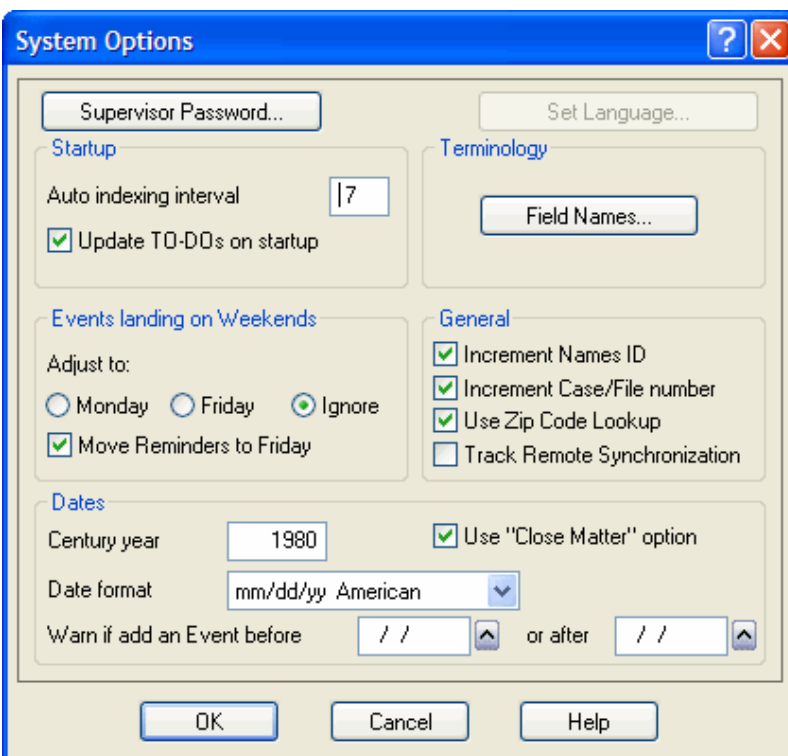
4. It's best to use the jurisdiction definitions supplied by Abacus to stay consistent with supplied forms. But you have the power to do any of the following:
 - To add a jurisdiction to the list, first click **Populate** to see if it's already defined by Abacus (see below). Otherwise click **Add**. The Jurisdiction Properties window appears. Enter the information for the jurisdiction and click **OK**.

- To edit a jurisdiction, highlight the jurisdiction and click **Edit**. The Jurisdiction Properties window appears. Edit the information as necessary and click **OK**.
 - To delete a jurisdiction, highlight the jurisdiction and click **Delete**. A window appears asking you if you are sure you want to delete the jurisdiction. Click **Yes**.
 - To print out jurisdiction information, highlight the jurisdiction and click **Print**.
 - To add other standard jurisdictions to the list, click **Populate**. The **Tag all Jurisdictions to add** window appears. Check the jurisdictions you want to add and click **OK**.
5. Click **OK** to close the Valid Jurisdiction Entries window.

Customizing System Options

Abacus lets you set system options that affect all users, such as how often to index databases, how to schedule events landing on weekends and what date format to use. In addition, you can customize the phone field names on the Name window and the user-defined fields on the Matter window.

1. Select *File/Setup/System Options* to open the System Options window.



2. Use the following to help you change these settings:

- **Supervisor Password:** Setting a supervisor password will prevent any users from intentionally or accidentally accessing any system settings, utilities or data structures. It is an extra layer of security, requiring users to enter it to take sensitive actions.

Under **Startup:**

- **Auto indexing interval:** Indicates, in days, how often the program will automatically index. For example, if you enter **7**, then Abacus will re-index all databases once a week. Abacus recommends that you index at least once every seven days.
- **Update TO-DOs on startup:** When selected, the system automatically moves the Things To Do events that are not marked "Done" forward to today.

Under **Events Landing on Weekends:**

- **Adjust to:** When automatically scheduled events fall on weekends, this setting indicates if the event will be rescheduled to the **Monday** after the weekend or the **Friday** before the weekend.
- **Move Reminders to Friday:** When selected, all reminders landing on weekends will be moved to the Friday before the weekend.

Under **Dates:**

- **Century year:** The "pivot year" that affects entry of 2-digit years. Since dates are shown without the century for convenience, it's important to know at what point it is considered to be of this century or last. The default setting of 1980 means that any years less than 80 are after the year 2000, and years 80-99 are in the 1900s. A date entered into the system as 2/14/20 would be considered February 14, 2020, not February 14, 1920. This setting should only be changed if absolutely necessary.
- **Use "Close Matter" option:** When you enter a closed date for a matter, the Close Matter option opens a window offering to delete (or change to OFF Calendar so that the **Status** field is changed to **OFF**) all future events for that matter. Select this option to turn the Close Matter option on or deselect to turn it off.
- **Date format:** The default format you want to use for dates. To change, click the arrow and select a format.
- **Warn if add an Event before...:** The date range to receive warnings when scheduling events. This is to prevent missing deadlines due to typos on date entries.

Under **Terminology:**

- **Field Names:** This button lets you create your own labels for the phone fields on the Name window and for the user-defined fields on the Matter window. Click the button. The Field Names window appears. Change the field labels as desired and click **OK**.

Under **General**:

- **Increment Names ID:** When selected, Abacus will automatically insert the next ID number when adding names. For example, if the last name you added had an ID of 1, the next time you added a name, the system would input an ID of 2 for you. It actually increments any trailing numeric part, so if you add a record with ID 2007-0001, the next record will be initialized to 2007-0002.
 - **Increment Case/File number:** When selected, the system will automatically insert the next case/file number when adding matters. Handling is the same as for Name IDs described above.
 - **Use ZipCode Lookup:** When selected, the system will automatically fill in the Name window city or state fields based on the zip code entered.
 - **Track Remote Synchronization:** When selected, the system tracks all your database changes in a file called LawTrans.dbf. **DO NOT TURN OFF SYNCHRONIZATION** unless you are positive there is no data in other databases that you care about.
3. Click **OK** to save your changes.

Importing Data

There are two steps involved in importing data from another database into Abacus:

Step 1: Add or edit an import template that tells Abacus where the source file is and how the various fields map to the fields in Abacus.

Step 2: Use the import template to import the data.

If you are new to Abacus and are importing data from another program, you must first make sure that the source data is either in a .DBF or a "comma-delimited" format.

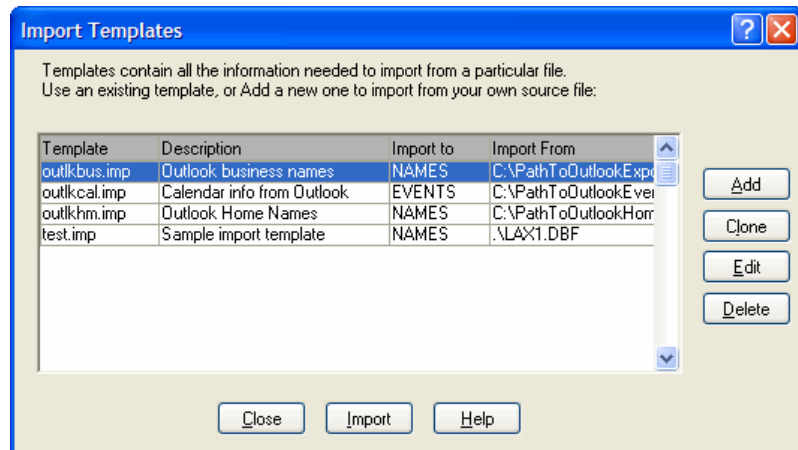
NOTE: You must have exclusive use of all databases to import data. Please make sure any other users on your network quit the program before you attempt importing.

Managing Import Templates

You can add, clone, edit and delete import templates.

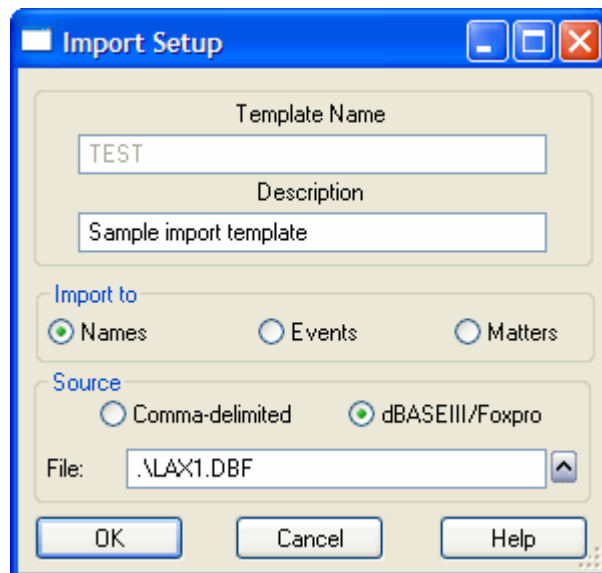
To add, clone or edit an import template:

1. From the menu bar, select *File/Utilities/Import*. The Import Templates window appears.



2. Do one of the following:
 - To add an import template, click **Add**.
 - To clone an import template, select the import template you want to duplicate and click **Clone**.
 - To edit an import template, select the import template you want to edit and click **Edit**.

The Import Setup window appears.



3. Use the following to help you change the settings on the Import Setup window as necessary:
 - **Template Name:** The name of the import template.
 - **Description:** A description of the import template.
 - **Import to:** Indicates which Abacus database to import the data into.
 - **Source:** Indicates if the source file is a comma-delimited text file or a .DBF (dBASE or Foxpro) file.
 - **File:** The full path to the source data file.
4. Click **OK**. The main data window for the appropriate database (Name, Matter or Event window) appears. To map a field from your source file to a particular field in Abacus, just double-click the **Abacus** field. A list of the fields from your source file appears; select the one that matches. You must assign all desired fields in this way. Any source fields that are not selected will not have their data moved into the Abacus record.

If the source file has a note or memo field (or other character field with miscellaneous information), click the note field to select it. For names and matters, this tells Abacus to create a note record with the contents of that field.

If you have a source file with combined data for both name and matter information, create one template for names and import that data, then create a second template for matters, map the appropriate fields, and import again from that file.

The **Duration** field in events can be mapped in one of two different ways. The source file can have a **Duration** field containing hours, or it may have a pair of fields with start and end times. If it has start and end times, Abacus will calculate the duration for you. To map, simply double-click the **Duration** field and select the method for mapping.

To delete an import template:

1. From the Import Templates window, select the import template you want to delete.
2. Click **Delete**. A confirmation window appears. Click **Yes**.

Creating Links

When importing events, Abacus can create the links between the Events database and the Names and/or Matters database. The source file for events must have a field in it with data corresponding to the ID field in names or CASENUM in matters. You must import the names and matters first so Abacus can find the records to link to.

If your event data only has a name field that has a person's name in it rather than a value that corresponds to the unique Name ID field, Abacus will not be able to link to the name record and the client's name will not be imported. Similarly, a matter name is not useable unless it has been mapped to the matter CaseNum field when importing the matters.

EXAMPLE:

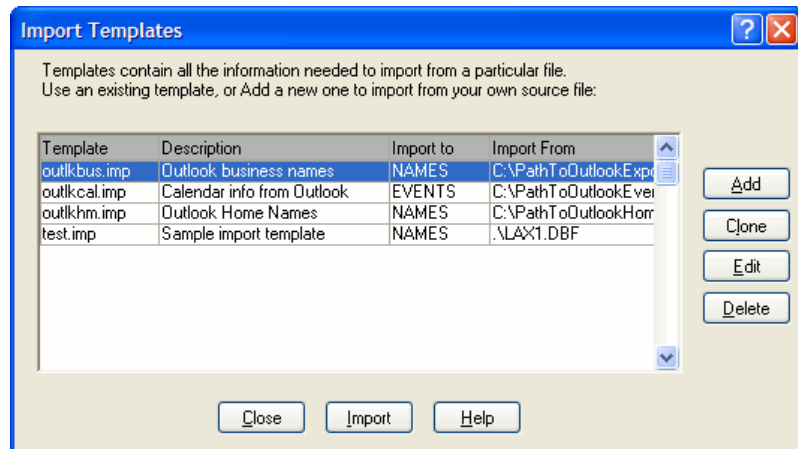
Your source file for the names import has a field called CLIENT#, so you import those Names and map CLIENT# to the Abacus ID field. The Events source file also has a field called CLIENT#, and it contains the CLIENT# for the appropriate Name record.

In the Mapping Fields window for events, assign CLIENT# to the "Name" field. Map all other fields and import your events. They will display the linked names.

Similarly for linked matters, assign to "Matter" the field that corresponds to the Matter CaseNum field.

Using Import Templates to Import Data

1. From the menu bar, select *File/Utilities/Import*. The Import Templates window appears.



2. Select the import template you want to use to import data.
3. Click **OK**.

4

Setting Up the Accounting Manager

Abacus Accounting Manager New User Setup Checklist

This chapter covers some ways you can set up Abacus Accounting Manager for your organization. Some of the procedures are critical, but some are optional customizations where default values can be used in most cases.

The following table lists the setup procedures that you must perform before using Abacus Accounting Manager.

Critical Setup Procedures	Reference
Registering Abacus	Page 10
Setting Up Users	Page 12
Assigning Security Access Profiles to Users	Page 13
Creating a Supervisor Password	Page 23
Importing Data	Page 25

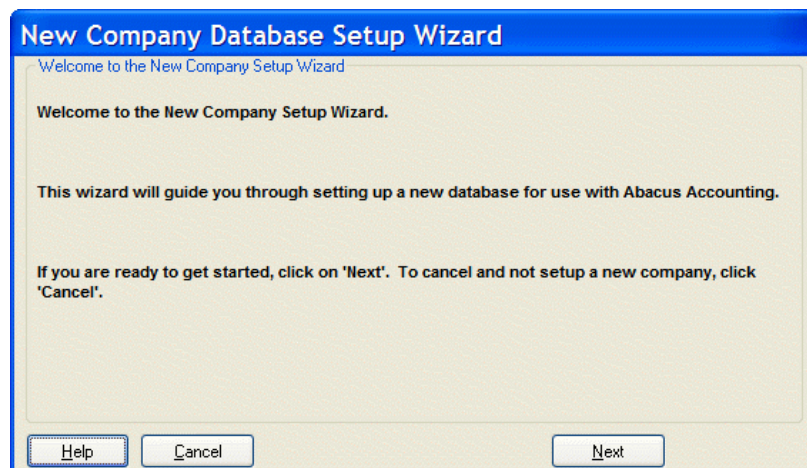
Setting Up Your Company Database

Your first step after installing Accounting Manager is to create your own company database.

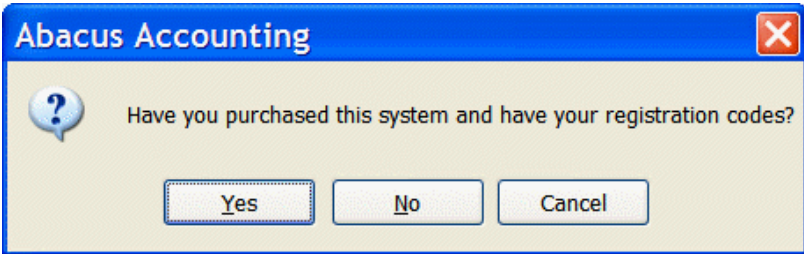
1. When you log in for the first time, you will be prompted to set up your company database. When you select to do this, the New Company Database Setup Wizard starts.

NOTE: You can also select *File/Create Company* to start the New Company Database Setup Wizard.

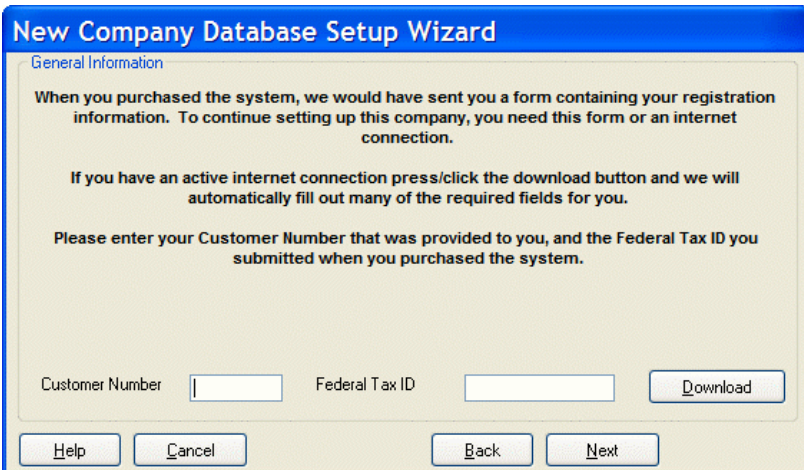
Click **Next**.



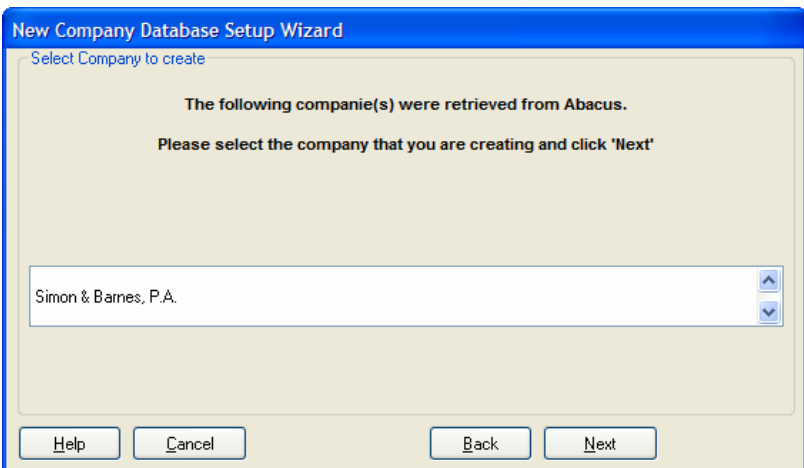
2. A window appears asking if you have purchased the system and have a registration code. Click **Yes**.



3. The next wizard window appears. Refer to your registration form (which was shipped with the installation CD) and enter your customer number as displayed on the registration form and enter your Federal Tax ID. Click **Download**.



4. Your company appears in a window. Highlight the company you want to set up and click **Next**.



- The next wizard window appears. Note that the fields on the window are completed for you. Enter/edit information as necessary. This information is used as header information for your bills.

NOTE: You cannot change the company name from this window. To change your company name, contact customer support. When the fields are complete, click **Next**.

- The next window appears. Complete the check stock preferences for each module.

NOTE: If you have purchased the payroll module, payroll check format has to be the same as operating check format.

For each type of check (Trust, Operating, and Payroll) you can adjust the following settings:

- Format** indicates how you want to print the check where:
Laser/Ink Jet Standard feeds checks through your printer by rollers.

Pin Fed Standard feeds checks through your printer by sprockets. *This option is no longer applicable.*

Laser/Ink Jet Quicken feeds checks through your printer by rollers. The layout of checks is in a Quicken format.

- **Check at Top of Page, Check at Middle of Page:** Indicates the position of the check on the printed page.

TIP: Select different orientations for check types to help you differentiate between them. For example, print all your operating checks at the top of the page and print all your trust checks in the middle of the page. This way, you can recognize check type instantly.

Click **Next**.

7. The next window appears. Enter a vendor number for your firm. Then, enter all the tax, rate, and costs percentages for your firm.

Click **Next**.

The screenshot shows a dialog box titled "New Company Database Setup Wizard" with a sub-header "Company Configuration". The main text reads: "Please complete the following information. You will want to enter a 'Vendor' code for your firm (1-5 characters) to automate your month end trust transfers to your firm. This code will be added to Vendor Maintenance. After you have filled out this screen, click on 'Next' to continue." Below this text are five input fields: "Firm Vendor Number" (containing '1'), "Sales Tax on Fees %" (0.00), "Sales Tax on Costs %" (0.00), "Late Charge Rate %" (0.00), and "Administrative Cost %" (0.00). At the bottom are four buttons: "Help", "Cancel", "Back", and "Next".

8. The next window appears.

Under **Abacus Data Directory**, enter the location of the Abacus Practice Manager company with which you want to link this Abacus Accounting Manager company.

Under **Default Originating Timekeeper**, enter the information for the timekeeper that will be used as a default for all matters.

New Company Database Setup Wizard

Abacus Link Installations

If you want this Abacus Accounting company to be integrated with Abacus, select the directory where Abacus is installed.

If you link this company, you must complete all fields on this screen.

Abacus Data Directory

C:\Abacus\

Default Originating Timekeeper

This timekeeper will be automatically added to Timekeeper Maintenance

Initials First Name Last Name

Default Rate

Help Cancel Back Next

9. The next window appears. Click **Finish**.

New Company Database Setup Wizard

Ready to create company

We now have enough information to setup your company. If you want to change anything, please click on the 'Back' button and correct any information.

If you are ready to create this company database, click 'Finish'.

Help Cancel Back Finish

Setting Up Your Firm Information and Preferences

After creating your company database in Accounting Manager, you can change your company preferences when necessary. For example, if you purchase additional modules or change your check type you would need to reflect those changes in your company preferences.

Company preferences include:

- Registration information

- General company preferences information
- Check types identification
- Company address information
- Licensing information

Changing Your Registration Information

1. Select *File/Setup/Company Preferences*. The Abacus Accounting Company Preferences window appears. Select the **Registration** tab.

The screenshot shows the 'Abacus Accounting Company Preferences' window with the 'Registration' tab selected. The window contains the following fields and options:

- Company Name:** Simon & Barnes, P.A.
- Customer Number:** CA10026
- Fed. Tax ID:** UNKNOWN
- Purchase Type:** Down, Lease
- # of Timekeepers:** 99
- # of Seats:** 99
- Module(s) Purchased:**
 - Time and Billing
 - Accounts Payable
 - Payroll
 - Split Billing
 - Trust
 - General Ledger
 - 1099 Module
 - Electronic Billing
- Import Modules:**
 - Abacus Remote Time Ticket Merge
 - Cable and Wireless Call Accounting System
 - Control Systems
 - COPYGUARD
- Options Purchased:**
 - Multi-User Environment
 - Imaging Support
 - Client/Server Support
- Registration Information:**
 - Registration Date:** 10/14/2005
 - Registration Code:** 243023140
 - Tax Table Code:** 992821

At the bottom, there are two tabs: 'Registration' (selected) and 'Configuration'. Below the tabs are buttons for 'Save', 'Download', 'Cancel', and 'Help'.

2. If you have an Internet connection, click **Download**. Your company appears listed in a window. Highlight your company and click **OK**. The fields on the window are completed according to your registration information.
3. If you have downloaded, all information will be filled out for you. If you are installing manually, complete the fields on this tab exactly as they are printed on your registration form (capitalization, punctuation, spelling, spacing, etc.).
 - **Company Name:** Enter the name of your law firm exactly as it is printed on your registration form.

- **Customer Number:** Enter your customer number exactly as it is printed on your registration form.
 - **Fed. Tax ID:** Enter your law firm's Federal Tax ID number exactly as it is printed on your registration form.
 - **Purchase Type:** Select whether you own or are leasing Accounting Manager.
 - **# of Timekeepers:** Enter the number of timekeepers purchased.
 - **# of Seats:** Enter the number of workstations purchased.
 - **Modules Purchased:** Check the modules your law firm purchased.
 - **Import Modules:** This is a list of other software programs from which you can import data into Accounting Manager. Highlight the import modules you have purchased (as indicated on your registration form).
 - **Options Purchased:** Check the options your firm has purchased (as indicated on your registration form).
 - **Registration Information:** Enter the registration information as it appears on your registration form.
4. Click **Save** to save your changes.

Changing General Information for Your Company Preferences

1. Select *File/Setup/Company Preferences*. The Abacus Accounting Company Preferences window appears. Select the **Configuration** tab, and then select the **General** tab.

The screenshot shows the 'Abacus Accounting Company Preferences' dialog box with the 'Configuration' tab selected. The 'General' sub-tab is active. The 'Options' section contains several checkboxes: 'Require Logins' (unchecked), 'Force Password Changes' (unchecked), 'Force Posting Report' (checked), 'Post on Ticket Date' (unchecked), 'Auto Trust Check Request upon posting bills' (checked), 'Allow Individual Trust Accounts to be OverDrawn' (unchecked), 'Force Activity Codes on Time Tickets' (unchecked), 'Force Double-Sided Journal Entries' (unchecked), 'Create a vendor ledger for all payees. Not just 1099 vendors.' (checked), and 'Save Bills to .PDF' (checked). The 'Rates' section includes text boxes for 'Sales Tax on Fees %' (0.00), 'Sales Tax on Costs %' (0.00), 'Late Charge Rate %' (1.50), and 'Administrative Cost %' (0.00). The 'Accounting Method' section has radio buttons for 'Cash' (selected) and 'Accrual'. The 'Firm Vendor ID' is 'S&B', 'Next A/P Merge Date' is '07/01/2007', 'Next G/L Merge Date' is '07/01/2007', and 'Months to Keep Audit Trail' is '6'. The 'Logo Bitmap' and 'Primary Abacus Folder' (C:\ABACUSF\SAMPLE) fields are at the bottom. The 'Configuration' tab is highlighted, and buttons for 'Save', 'Download', 'Cancel', and 'Help' are at the bottom.

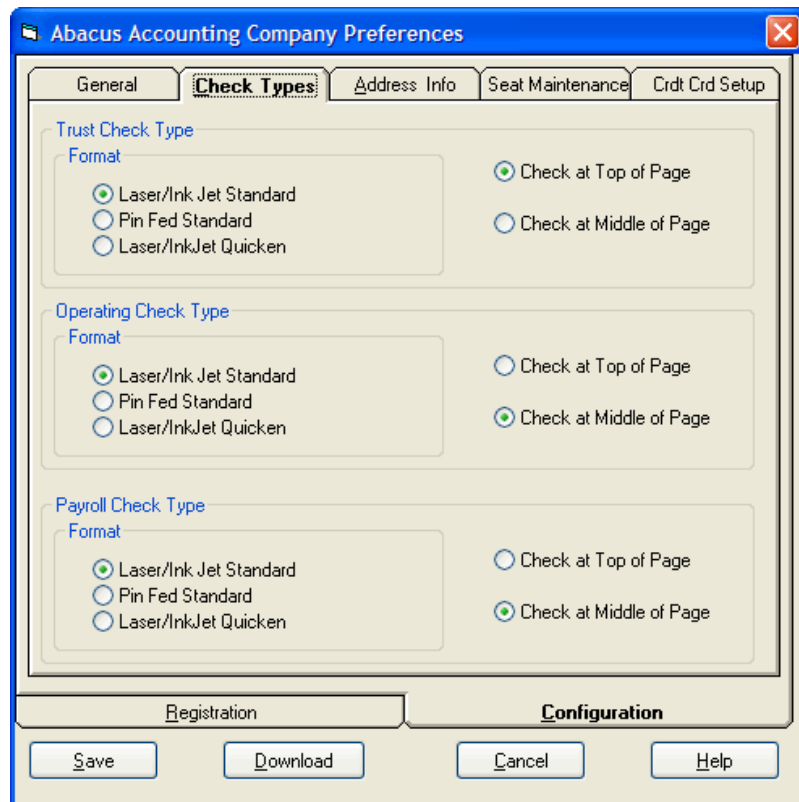
2. Use the following to help you change the settings on the window:
 - **Require Logins:** When checked, Accounting Manager users will be required to log in with a user name and password. When you check this option, the user profile must be complete with login information.
 - **Force Password Changes:** When checked, users will be prompted to change their passwords every 30 days.
 - **Force Posting Report:** When checked, Accounting Manager will automatically generate a posting report when transactions are posted. For example, before posting client bills a posting report would be automatically generated if this option is checked. RECOMMENDATION: Check this option!
 - **Post on Ticket Date:** When checked, bills will be posted to productivity reports using the date on the time ticket instead of the date on the bill.

- **Auto Trust Check Request upon posting bills:** When checked, Accounting Manager will automatically create a trust check request for all bills that have trust transfers. The request is made at the time the actual bill is posted.
- **Allow Individual Trust Account to be Over Drawn:** When checked, Accounting Manager will allow you to withdraw more money from a trust account than is deposited.
- **Force Activity Codes on Time Tickets:** When checked, Accounting Manager will force you to include an activity code for each time ticket.
- **Force Double-Sided Journal Entries:** When checked, no single journal entries will be allowed. NOTE: You may need to allow single-sided journal entries when initially setting up your general ledger.
- **Create a vendor ledger for all payees. Not just 1099 vendors:** When you add a vendor through Practice Manager, you are asked if you want to make the vendor a billing vendor or not. Vendor ledgers are usually only created for billing vendors. Check this option if you want to create a vendor ledger for *all* vendors (not just for billing vendors).
- **Save Bills to .PDF:** When checked, a .pdf copy of a posted bill will always be automatically linked to the related matter (as seen from the **Linked Docs** tab on the Matters window in Practice Manager).
- **Firm Vendor ID:** The vendor ID to be used for the **Auto Trust Check Request upon posting bills** feature.
- **Next A/P Merge Date:** The next date you want Accounting Manager to prompt you about recurring account payables you have to merge. This date will increment by a month once the entries have been merged.
- **Next G/L Merge Date:** The next date you want Accounting Manager to prompt you about recurring journal entries you have to merge. This date will increment by a month once the entries have been merged.
- **Months to Keep Audit Trail:** The number of months you want the system to maintain the audit trail information.
- **Rates:** The rates to be used as default rates for sales tax, late charges, and administrative costs that will be used when adding new matters to the system. These rates can be customized by matter.
- **Accounting Method:** Select whether your law firm uses the cash or accrual accounting method.

- **Logo Bitmap:** Click the browse button and select the location of the image file (.bmp) you want to appear on your actual bills. The logo image file needs to be 1 inch x 1 inch.
 - **Primary Abacus Folder:** Click the browse button and select the location that contains the Abacus data.
3. Click **Save** to save your changes.

Changing the Check Types You Use

1. Select *File/Setup/Company Preferences*. The Abacus Accounting Company Preferences window appears. Select the **Configuration** tab, and then select the **Check Types** tab.



2. Complete the check stock preferences for each module.
For each type of check, Trust, Operating, and Payroll, you can adjust the following settings:
 - **Format** indicates how you want to print the check where:
 - Laser/Ink Jet Standard** feeds checks through your printer by rollers.
 - Pin Fed Standard** feeds checks through your printer by sprockets. *This option is no longer applicable.*

- Laser/Ink Jet Quicken** feeds checks through your printer by rollers. The layout of checks is in a Quicken format.
- **Check at Top of Page, Check at Middle of Page:** Indicates the position of the check on the printed page. TIP: Select different orientations for check types to help you differentiate between them. For example, print all your operating checks at the top of the page and print all your trust checks in the middle of the page.
3. Click **Save** to save your changes.

Changing Your Company Address Information

If you have moved, you don't need a new registration code to enter a new address.

1. Select *File/Setup/Company Preferences*. The Abacus Accounting Company Preferences window appears. Select the **Configuration** tab, and then select the **Address Info** tab.

The screenshot shows the 'Abacus Accounting Company Preferences' window with the 'Configuration' tab selected. The 'Address Info' sub-tab is active, displaying the following information:

Field	Value
Address1	5230 Carroll Canyon Road
Address2	Suite 306
City	San Diego
State	CA
Zip	92121
Phone	800-488-3334
Fax	858-452-2073
Other Phone	

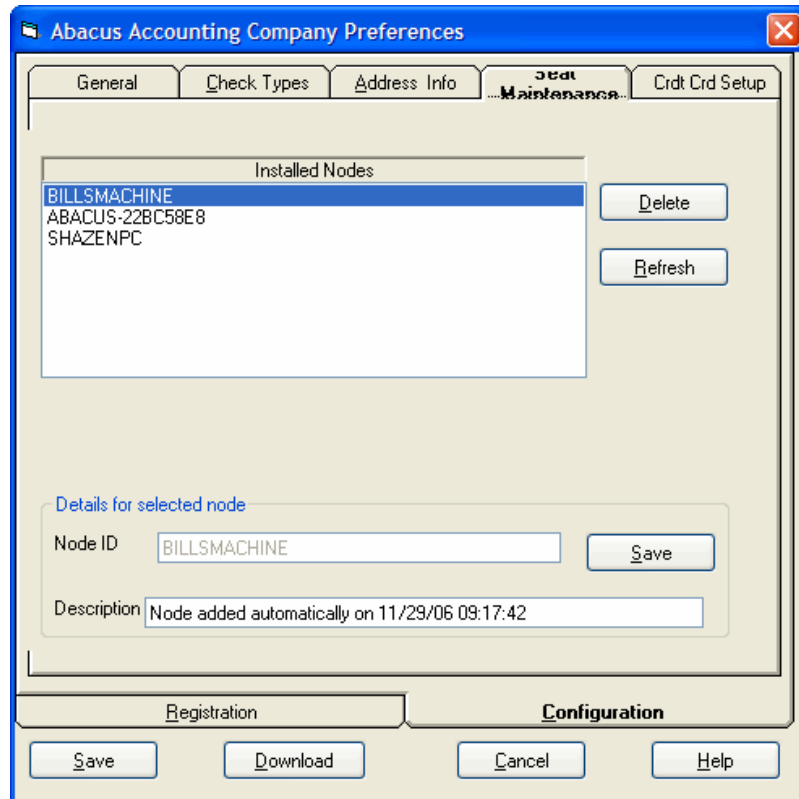
At the bottom of the window, there are two tabs: 'Registration' and 'Configuration'. Below the tabs are four buttons: 'Save', 'Download', 'Cancel', and 'Help'.

NOTE: This information appears on your bills.

2. Change your address information as necessary.
3. Click **Save**.

Changing Licensing Information

1. Select *File/Setup/Company Preferences*. The Abacus Accounting Company Preferences window appears. Select the **Configuration** tab, and then select the **Seat Maintenance** tab.



This tab describes licensing status. Each time you install Accounting Manager on a workstation and Accounting Manager is being used on the workstation, the workstation will be listed in the **Installed Nodes** box as a node in use (where a node is a licensed workstation). When all your licenses are being used, other users trying to log on will not be allowed to access Accounting Manager.

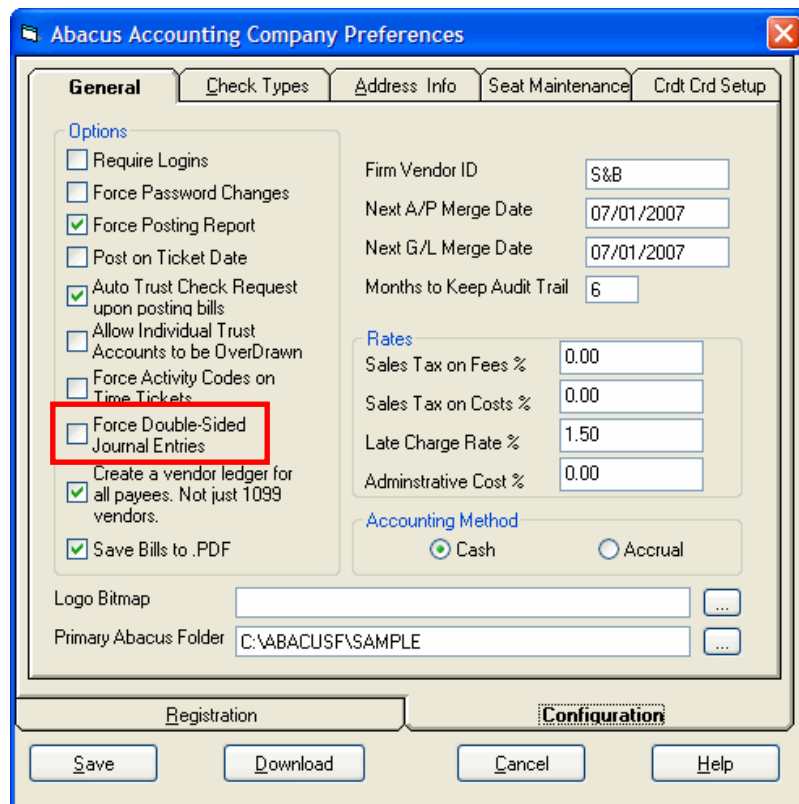
From this tab, you can:

- Delete a node that isn't being used anymore by highlighting the node in the **Installed Nodes** box and clicking **Delete**.
- Change the description of a node by highlighting the node in the **Installed Nodes** box, changing the text in the **Description** box, and clicking **Save**.

Forwarding Balances

Entering the Trial Balance

1. Print out your trial balance from your previous accounting program or get the information from your accountant.
2. Select *File/Setup/Company Preferences*. On the **Configuration** tab, select the **General** tab. Under **Options**, clear **Force Double-Sided Journal Entries** and click **Save**. (You will turn this feature back on at the end of this procedure.)



3. Restart Abacus Accounting Manager.
4. Select *G/L/Post Journal Entries*. The Post General Ledger Journal Entries window appears. Add a general journal entry for each account on the trial balance. For help posting journal entries, see the Abacus Accounting Manager Reference Guide or help.
5. Select *File/Setup/Company Preferences*. On the **Configuration** tab under **Options**, select **Force Double-Sided Journal Entries** and click **Save**.

Forwarding Client Balances

1. Print out balance forwards for clients.
2. Ensure that all matters and names are entered into Abacus Accounting Manager from Abacus Practice Manager using the **BillTo** button.
3. Select *Billing/Costs & Adjustments*. The Costs & Adjustment window appears.
4. For each matter, add a debit adjustment for the balance forward. Use the code FEE (however you can breakout the hard and soft costs if you like). For help entering adjustments, see the *Abacus Accounting Manager Reference Guide* or help.

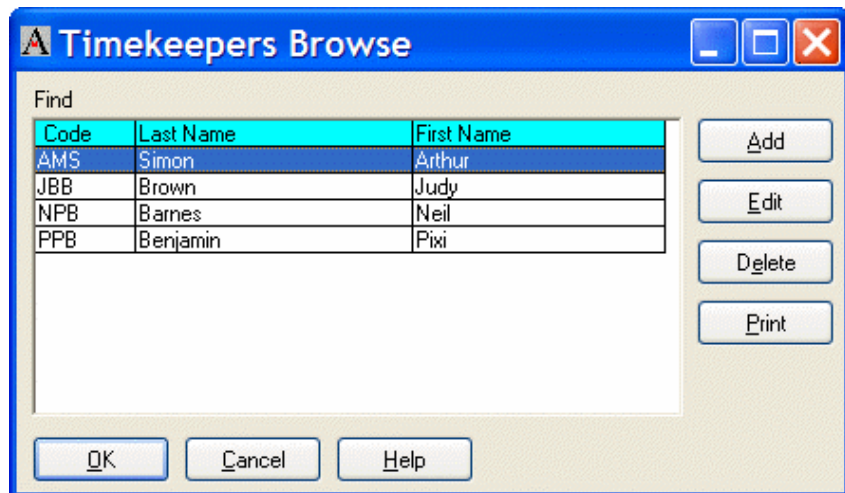
Forwarding Trust Account Balances

1. Print out your trust account balances for each matter.
2. Select *Trust/Trust Deposits*. The Trust Deposits window appears.
3. Enter each ending balance for each trust account for each matter as a trust deposit. For help entering trust deposits, see the *Abacus Accounting Manager Getting Started Guide*.

Setting Up Timekeeper Codes

Timekeeper codes are used to identify any person in your firm for whom your firm usually bills clients for their time. This includes attorneys, paralegals, "runners," and secretarial/administrative staff. A timekeeper code must be assigned to each person whose time is billed to clients.

You maintain timekeeper codes from the Timekeepers Browse window. To open the window, select *File/Setup/Timekeeper Codes*.



From this window you can:

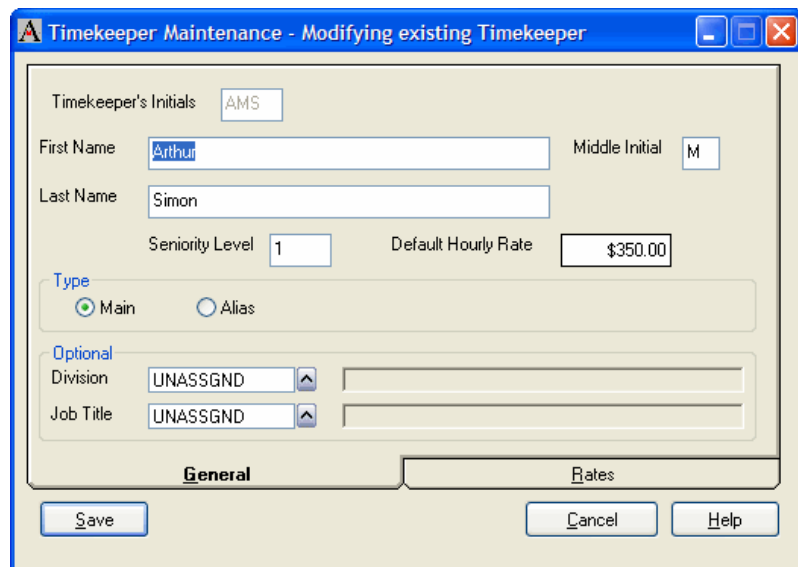
- [Add or edit a timekeeper code.](#)
- Delete a timekeeper code by highlighting a timekeeper code and clicking **Delete**. You will not be able to delete a timekeeper code if it is being used in Accounting Manager.
- Generate the Timekeeper Listing report by clicking **Print**.

Adding/Editing Timekeeper Codes

1. Select *File/Setup/Timekeeper Codes*. The Timekeepers Browse window appears.
2. Do one of the following:
 - To add a timekeeper code, click **Add**.
 - To edit a timekeeper code, highlight the timekeeper code and click **Edit**.

The appropriate window appears.

3. Complete the settings on the **General** tab as follows:



- **Timekeeper's Initials:** Enter up to 3 alphanumeric characters to uniquely identify the person whose time will be tracked with this code. Normally, these characters will be the person's initials.
- **First Name:** Enter up to 35 alphanumeric characters for the person's first name.
- **Middle Initial:** Enter 1 alphanumeric character to indicate the person's middle initial.

- **Last Name:** Enter up to 35 alphanumeric characters of the person's last name.
 - **Seniority Level:** Enter up to 2 numbers to indicate this timekeeper's seniority level. The seniority level is used to sort information in reports so that seniority level 1 is first on the report. If all timekeepers are assigned seniority level 1, the report is sorted alphabetically by timekeeper code.
 - **Default Hourly Rate:** Enter up to 6 numbers to indicate the timekeeper's standard hourly rate (dollars charged per hour), if applicable. Accounting Manager uses this assigned hourly rate for this timekeeper when no rate level is set up for the client/matter being billed.
 - **Type:** Indicate if this is a main timekeeper or an alias. If this is an alias you must indicate the timekeeper code the alias is associated with. All time for an alias timekeeper will appear on the actual bill with the associated main timekeeper. This allows the same timekeeper to charge multiple rates on one matter.
 - **Division:** (optional) Select the division to which this timekeeper is assigned. Note that divisions are maintained separately. This information is used in 2 productivity reports: Hours report and Monthly Hours & Fees Recap report.
 - **Job Title:** (optional) Select the job title for this timekeeper. Note that titles are maintained separately. This information is used in 2 productivity reports: Hours report and Monthly Hours & Fees Recap report.
4. Select the **Rates** tab. For each rate level enter the dollar amount for the hourly rate this timekeeper will charge.

Rate Level 1	\$350.00	Rate Level 14	\$0.00
Rate Level 2	\$325.00	Rate Level 15	\$0.00
Rate Level 3	\$300.00	Rate Level 16	\$0.00
Rate Level 4	\$100.00	Rate Level 17	\$0.00
Rate Level 5	\$0.00	Rate Level 18	\$0.00
Rate Level 6	\$0.00	Rate Level 19	\$0.00
Rate Level 7	\$0.00	Rate Level 20	\$0.00
Rate Level 8	\$0.00	Rate Level 21	\$0.00
Rate Level 9	\$0.00	Rate Level 22	\$0.00
Rate Level 10	\$0.00	Rate Level 23	\$0.00
Rate Level 11	\$0.00	Rate Level 24	\$0.00
Rate Level 12	\$0.00	Rate Level 25	\$0.00
Rate Level 13	\$0.00		

General Rates

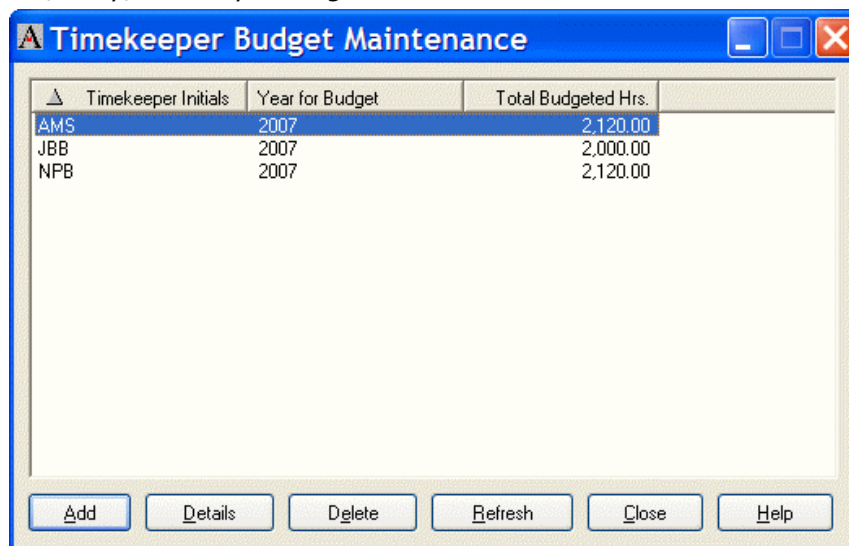
Save Cancel Help

5. Click **Save** to save your changes.

Setting Up Timekeeper Budgets

Timekeeper budgets are used to create monthly billable hourly goals for your timekeepers.

You maintain timekeeper budgets from the Timekeepers Budget Maintenance window. To open the window, select *File/Setup/Timekeeper Budget*.



From this window you can:

- [Add or edit a timekeeper budget.](#)
- Delete a timekeeper budget by highlighting a budget and clicking **Delete**.

Adding/Editing Timekeeper Budgets

1. Select *File/Setup/Timekeeper Budget*. The Timekeeper Budget Maintenance window appears.
2. Do one of the following:
 - To add a timekeeper budget, click **Add**.
 - To edit a timekeeper budget, highlight the timekeeper budget and click **Details**.

The Timekeeper Budget – Adding a new Budget or Timekeeper Budget – Modifying existing Budget window appears.

Month	Hours
January	183.33
February	183.33
March	183.33
April	183.33
May	143.33
June	183.33
July	183.33
August	183.33
September	183.33
October	183.33
November	143.33
December	183.37

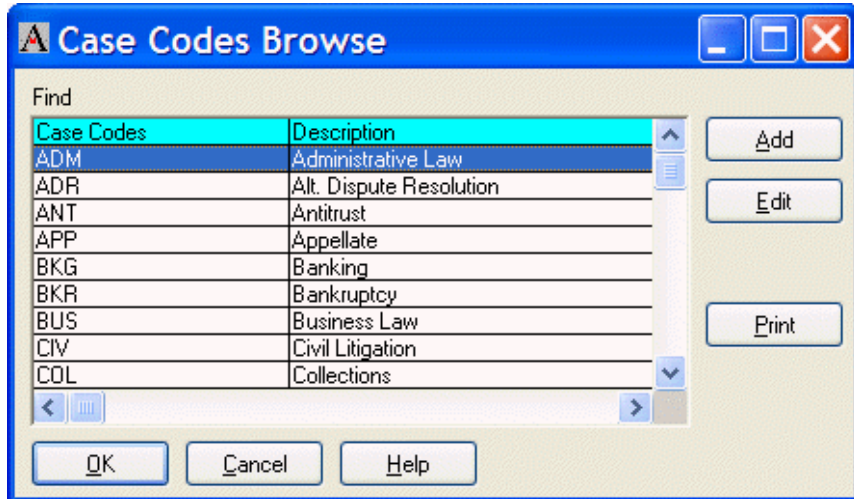
3. Complete the settings on the window as follows:
 - **Timekeeper's Initials:** Select the timekeeper code for the budget.
 - **Budget Year:** Enter the 4-digit year for the budget.
 - **Total Hours:** Enter the total number of hours for the budget year that you expect this timekeeper to bill.
 - **January – December:** Accounting Manager will distribute total hours evenly over the 12 months. You can accept these numbers or make changes as necessary.
4. Click **Save** to save your changes.

Setting Up Case Codes

Case codes identify the types of law practiced by your firm. In addition, these codes are used to maintain statistical data regarding different types of law practiced. Each matter is assigned a case code.

Practice Manager and Accounting Manager share case codes, so any maintenance you perform in either module will be reflected in the other module.

You maintain case codes from the Case Codes Browse window. To open the window, select *File/Setup/Case Codes*.



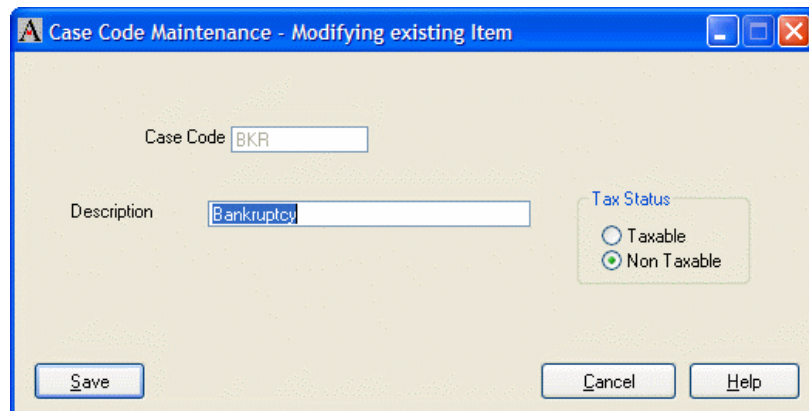
From this window you can:

- [Add or edit a case code.](#)
- Generate the Type of Law Codes Listing report by clicking **Print**.

Adding/Editing Case Codes

5. Select *File/Setup/Case Codes*. The Case Codes Browse window appears.
6. Do one of the following:
 - To add a case code, click **Add**.
 - To edit a case code, highlight the case code and click **Edit**.

The Case Code Maintenance – Adding a New Item or Case Code Maintenance – Modifying existing Item window appears.



7. Complete the settings on the window as follows:
 - **Case Code:** Enter up to 8 alphanumeric characters to uniquely identify the type of law.
 - **Description:** Enter up to 35 alphanumeric characters to describe the type of law. The description is printed on pre-bills and internal firm reports.
 - **Tax Status:** Select the tax status of the matter. Used to calculate and bill for taxes, when applicable.
8. Click **Save** to save your changes.

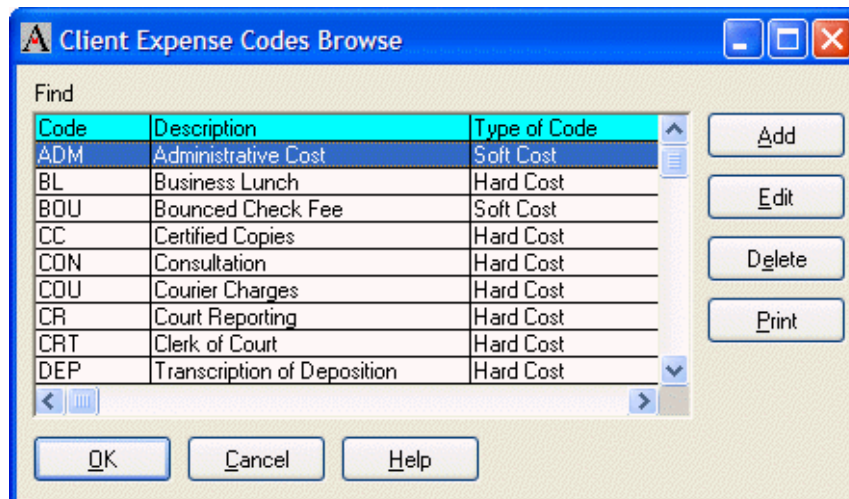
Setting Up Client Expense Codes

Client expense codes identify the types of costs your firm incurs on behalf of a client. Accounting Manager provides a list of standard client expense codes. You can change the descriptions (which appear on the bill) of these codes, but you should not change any of the standard code settings. Add a custom code if necessary.

Standard codes include:

Code	Description
ADM	Administrative Cost
FEE	Fees Billed
FPD	Fees Paid
HCT	Hard Costs Billed
HPD	Hard Costs Paid
LAT	Late Charges Billed
LPD	Late Charges Paid
RET	Additional Retainer Due
SCT	Soft Costs Billed
SPD	Soft Costs Paid
TAX	Sales Taxes Billed
TPD	Sales Taxes Paid
TRS	Trust Retainer
WHC	Write Off of Hard Costs
WOF	Write Off of Fees
WOL	Write Off of Late Charges
WOT	Write Off of Sales Taxes
WSC	Write Off of Soft Costs

You maintain client expense codes from the Client Expense Codes Browse window. To open the window, select *File/Setup/Client Expense Codes*.



From this window you can:

- [Add or edit a client expense code.](#)
- Delete a client expense code by highlighting the code and clicking **Delete**. You cannot delete any codes being used in Accounting Manager.
- Generate the Client Expense Code Listing report by clicking **Print**.

Adding/Editing Client Expense Codes

1. Select *File/Setup/Client Expense Codes*. The Client Expense Codes Browse window appears.
2. Do one of the following:
 - To add a client expense code, click **Add**.
 - To edit a client expense code, highlight the code and click **Edit**.

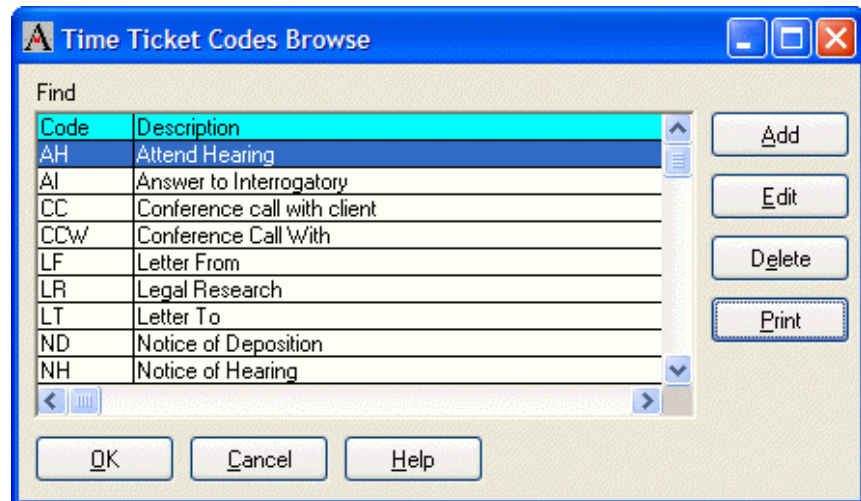
The Client Expense Code Maintenance – Adding a New Item or Client Expense Code Maintenance – Modifying existing Item window appears.

3. Complete the settings on the window as follows:
 - **Client Expense Code:** Enter up to 3 alphabetic characters and/or digits to uniquely identify this type of client expense.
 - **Description:** Enter up to 250 alphabetic characters and/or digits to describe this client expense. This description will be printed on various reports, prebills, and actual bills.
 - **Type of Code:** Select the type of client expense.
 - **Letter of Protection:** Check this box when the code is for a Letter of Protection (usually used in personal injury suits).
 - **Per Item Cost:** Enter the per item charge for soft/hard cost expenses. For example, the per item cost for photocopies might be 25 cents. (This is only a default amount - you can modify this amount when entering costs.)
 - **Task Based Expense Code:** [applicable for task based billing only] Select the task based billing code associated with the client expense code.
 - **Tax Status:** Specify whether this client expense is taxable or non-taxable. Used to calculate and bill for taxes, when applicable.
4. Click **Save** to save your changes.

Setting Up Time Ticket Codes

Time ticket codes are shortcuts that let you assign a preset text phrase to a time ticket. Time ticket codes are added to a time ticket through the **Text** box. You place the cursor in the **Text** box and press **F5**. A list of time ticket codes appears. When you select a time ticket code, the text associated with the code automatically appears as the time ticket description. Once the text is added to the time ticket, you can edit the text as necessary.

You maintain time ticket codes from the Time Ticket Codes Browse window. To open the window, select *File/Setup/Time Ticket Codes*.



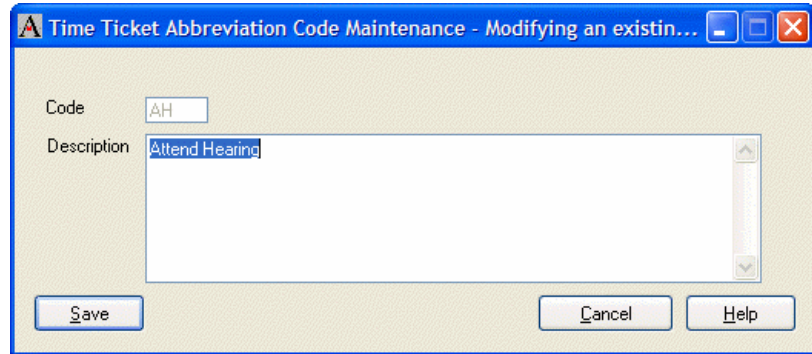
From this window you can:

- [Add or edit a time ticket code.](#)
- Delete a time ticket code by highlighting the code and clicking **Delete**.
- Generate the Time Ticket Abbreviation Code Listing report by clicking **Print**.

Adding/Editing Time Ticket Codes

1. Select *File/Setup/Time Ticket Codes*. The Time Ticket Codes Browse window appears.
2. Do one of the following:
 - To add a time ticket code, click **Add**.
 - To edit a time ticket code, highlight the code and click **Edit**.

The Time Ticket Abbreviation Code Maintenance – Adding a New Time Ticket Code or Time Ticket Abbreviation Code Maintenance – Modifying an existing Code window appears.



3. Enter up to 3 alphanumeric characters to uniquely identify the code. Then, enter a description of up to 1,000 alphabetic characters and/or digits as the text for the code. This text is printed on bills and reports. Spaces and punctuation marks are counted as characters.
4. Click **Save** to save your changes.

Setting Up Billing Format Codes

Billing format codes define how you want your bills to look. Billing format codes determine:

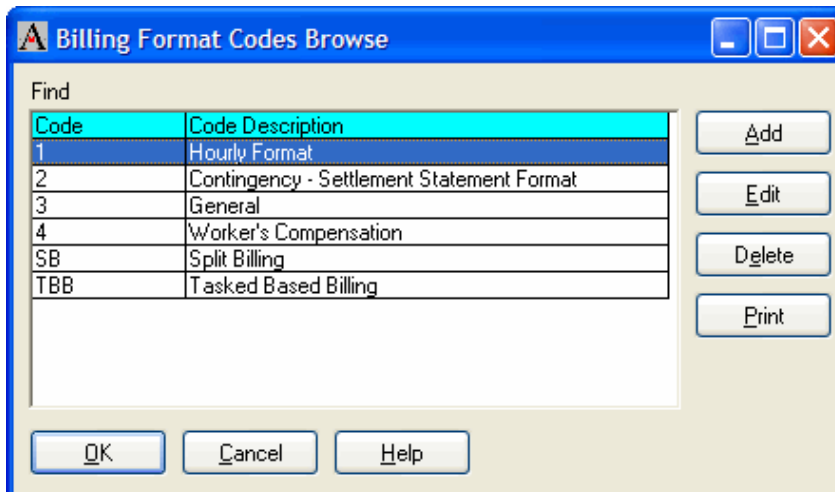
- Whether you are going to print bills on letterhead stationary or print your letterhead information directly on bills.
- The type and level of detail of information you want printed on bills.
- Whether to include trust information on bills.

Billing format codes are assigned to matters so that each matter can have its own billing format.

The following standard billing codes are included with each installation of Accounting Manager:

- **C - Contingency – Settlement Statement Format:** To be used for contingency work. Shows no time entries. Starts out with the settlement from court and calculates attorney fees based on percentage and then lists in-house costs and then out-of house or letters of protection costs and then the dollar amount the client is to receive.
- **GEN – General:** To be used for flat fee or hourly billing.
- **H – Hourly Format:** To be used when charging hourly fees. Shows the dollar amount per time ticket.

You maintain billing format codes from the Billing Format Codes Browse window. To open the window, select *File/Setup/Billing Format Codes*.



From this window you can:

- [Add or edit a billing format code.](#)
- Delete a billing format code by highlighting the code and clicking **Delete**. You cannot delete a code that is being used in Accounting Manager.
- Generate the Billing Format Codes report by clicking **Print**.

Adding/Editing Billing Format Codes

5. Select *File/Setup/Billing Format Codes*. The Billing Format Codes Browse window appears.
6. Do one of the following:
 - To add a billing format code, click **Add**.
 - To edit a billing format code, highlight the code and click **Edit**.

The Billing Format Code Maintenance – Adding a New Billing Format Code or Billing Format Code Maintenance – Modifying existing Billing Format Code window appears.

- Complete the settings on the **General Information** tab as follows.

- **Code:** Enter up to 3 alphanumeric characters to uniquely identify this billing format. (We recommend you use alphabetic codes.)
- **Description:** Enter up to 50 alphanumeric characters to describe this billing format. This description is printed on prebills and reports.
- **Message:** Enter up to 5 lines of text to be printed on the bill. Press the **Tab** key at the end of each line to move to the next line. Each line is processed as a separate line of text and is centered on the bottom of your bill.

For example, if you enter the following text:

Thank you for your prompt payment. [TAB]
 If you have any questions about this bill, [TAB]
 please contact Mary Smith at extension 1234.

The text is printed on your bills as:

Thank you for your prompt payment.
 If you have any questions about this bill,
 please contact Mary Smith at extension 1234.

- **Actual Bill Rpt File Name:** The standard .rpt file used by Accounting Manager for actual bills is ACTUAL.RPT. However, you can customize your actual bills by using a custom .rpt file. To create a custom.rpt file, you can either outsource Abacus or you can do it yourself by clicking the **Edit** button, which opens the Report Editor (see Using Report Editor for Billing Format Codes on page 57). If you are using a custom .rpt file, enter the name of the file in the box.

NOTE: For window envelopes, you can use ACTUALL.RPT and the output will be left-justified for window envelopes.

- **PreBill Rpt File Name:** The standard .rpt file used by Accounting Manager for prebills is PREBILL.RPT. However, you can customize your prebills by using a custom .rpt file. To

create a custom .rpt file, you can either outsource Abacus or you can do it yourself if you have CRYSTAL 8.5. If you are using a custom .rpt file, enter the name of the file in the box.

8. Select the **Reporting Options** tab. This tab determines which information is to be included on the bills.

Time Tickets		
Tickets on Bill	<input checked="" type="checkbox"/>	
Initials On Each Ticket	<input checked="" type="checkbox"/>	
Hours Per Ticket	<input checked="" type="checkbox"/>	
Fees Per Ticket	<input type="checkbox"/>	
Date Per Ticket	<input checked="" type="checkbox"/>	
Text Per Ticket	<input checked="" type="checkbox"/>	

Summary		
Hours Totaled	<input checked="" type="checkbox"/>	
Fees Totaled	<input type="checkbox"/>	
Trust Recapped	<input checked="" type="checkbox"/>	
Trust Transfers Shown on Bill	<input checked="" type="checkbox"/>	
Start New Page	<input checked="" type="checkbox"/>	

Other		
Date of Last Payment On Bill	<input checked="" type="checkbox"/>	
Previous Balance/Payments Received on Bill	<input checked="" type="checkbox"/>	
Task Based Billing	<input type="checkbox"/>	
Print Settlement Statements on Contingent Matters	<input type="checkbox"/>	

Complete the settings on the tab as follows:

- **Tickets on Bill:** Check to include time ticket information on the bill.
- **Initials On Each Ticket:** Check to include the timekeeper's initials for each time ticket included on the bill.
- **Hours Per Ticket:** Check to include the hours for each time ticket included on the bill.
- **Fees Per Ticket:** Check to include the fees for each time ticket included on the bill.
- **Date Per Ticket:** Check to include the date for each time ticket included on the bill.
- **Text Per Ticket:** Check to include the text description of each time ticket included on the bill.
- **Hours Totaled:** Check to include the total hours of all time tickets for the current billing period on the bill.
- **Fees Totaled:** Check to include the total fees of all time tickets for the current billing period. Printed at the end of the time ticket section of the bill.
- **Trust Recapped:** Check to include a recap of the transactions (deposits and disbursements) of a client matter's trust account. Printed at the end of the bill.
- **Trust Transfers Shown on Bill:** Check to include trust transfer transactions on the bill. When checked, during billing Accounting Manager will check to see if the matter has money in trust, and if so, that money will be applied against the bill.

- **Start New Page:** When checked, all trust information in the bill will begin on a new page.
 - **Date of Last Payment On Bill:** Check to include the date the last payment was received on the bill.
 - **Previous Balance/Payments Received on Bill:** Check to include the previous account balance and payments received on the bill.
 - **Task Based Billing:** Check if your client requires their bill to be generated following the American Bar Association task based billing system. (In order to support task based billing, you must enter task based codes when entering time and billing information.) Leave this field unchecked unless you are sure that task based bills are required.
 - **Print Settlement Statements on Contingent Matters:** Check to generate actual bills generated in a settlement statement format for matters set up with a contingency billing mode. When unchecked, an actual bill will be generated using a regular format.
9. Select the **Format Options** tab. The tab defines additional formatting for the bill.

The screenshot shows a dialog box titled "Billing Format Code Maintenance - Modifying existing Billing Format Code". The "Format Options" tab is active. The settings are as follows:

Option	Checked	Detail	Summary
Letter Head Printed	<input checked="" type="checkbox"/>		
Invoice Number on Bill	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Include Logo on Actual Bills	<input checked="" type="checkbox"/>		
Include Payment Detail Section on Bill	<input type="checkbox"/>		
Include Credit Card Section on Bill	<input checked="" type="checkbox"/>		
Fee Detail Level		<input type="radio"/>	<input type="radio"/>
Cost Detail Level		<input type="radio"/>	<input type="radio"/>
Date of Cost - Detail Only			<input checked="" type="checkbox"/>
Check Number - Detail Only			<input checked="" type="checkbox"/>
American Express	<input checked="" type="checkbox"/>		
Visa	<input checked="" type="checkbox"/>		
MasterCard	<input checked="" type="checkbox"/>		
Discover	<input checked="" type="checkbox"/>		

Buttons: Save, Cancel, Help

Complete the settings on the tab as follows:

- **Letter Head Printed:** Check to include your firm name and mailing address on each bill. If you do NOT check this option, when printing the bill, you will be asked which bin to use to pull your letterhead paper. This forces the first page of the bill to print on paper from one bin (containing your letterhead paper) and the remaining pages of the bill to be printed on plain paper.
- **Invoice Number on Bill:** Check to include the bill number on the bill.
- **Include Logo On Actual Bill:** Check to include a logo on your actual bill. The location of the logo image file is defined in your company preferences.

- **Include Payment Detail Section on Bill:** Check to include a section detailing payments received. A break out of how the payment was applied will be printed on the bill. This breakout shows how much money was applied against fees, hard costs and soft costs.
- **Include Credit Card Section on Bill:** Check to include a credit card remittance page with the bill. This will print as a separate page and provides a place for clients to include credit card information to pay their bill. Select the type(s) of credit cards you accept.
- **Fee Detail Level:** Select the type of fee information you want recapped on the bill. **Detail** includes detailed timekeeper information including hourly rate, hours worked, and total fees of each timekeeper who worked on the matter during the time period covered by the bill. **Summary** excludes this detailed timekeeper information.
- **Cost Detail Level:** Select the type of cost information you want printed on the bill. **Detail** includes an itemized list of each cost incurred during the time period covered by the bill. You can also check **Date of Cost – Detail Only** to include the date of cost in this itemized list and/or check **Check Number – Detail Only** to include check number information in the itemized list. **Summary** lists costs incurred during the time period covered by the bill summarized by client expense code (for example, all photocopy charges will be grouped as one amount).

10. Click **Save** to save your changes.

Using Report Editor for Billing Format Codes

When editing a billing format code, you can click the **Edit** button for the actual bill report to customize the report file using the Report Editor. You can't overwrite `actual.rpt`, `sbactual.rpt`, or `actask.rpt`, but you can customize these reports and save them under a new file name.

For more information about the Report Editor, refer to the *Abacus Accounting Manager Reference Guide*.

Adding Special Billing Format Codes

There are 3 special billing format codes that you can add to Accounting Manager:

- **SB – Split Billing:** To be used with split billing.
- **TB – Task-Based Billing:** To be used with task-based billing.
- **NJ – New Jersey Contingency:** When you use this format, Accounting Manager will deduct costs before allocating a judgment split.

To add these special billing format codes, you follow the same instructions as for normal billing codes (see Adding/Editing Billing Format Codes on page 53); however, modify the instruction with these exceptions:

To add the Split Billing (SB) billing format code:

- Enter **SB** as the code.
- For **Actual Bill Rpt File Name**, enter **SBACTUAL.RPT**.
- For **PreBill Rpt File Name**, enter **SBPREBILL.RPT**.

To add the Task-Based (TB) billing format code:

- Enter **TB** as the code.
- For **Actual Bill Rpt File Name**, enter **ACTTASK.RPT**.
- For **PreBill Rpt File Name**, enter **PRETASK.RPT**.

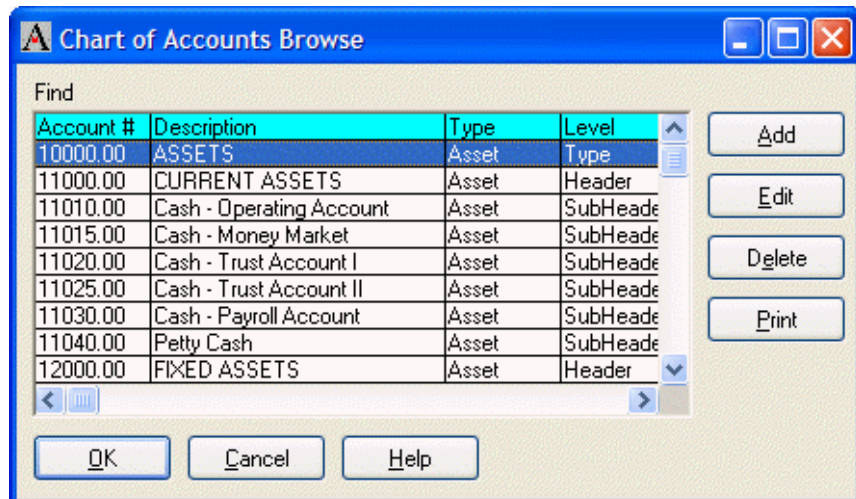
To add the New Jersey Contingency (NJ) billing format code:

Enter **NJ** as the code. You don't need to change the report file names for this type of code. Accounting Manager will recognize the code and set it up appropriately.

Setting Up Your Chart of Accounts

Your asset, liability, capital, revenue, and expense accounts need to be identified in Accounting Manager. All of your accounts are grouped together as one entity, called the chart of accounts. A chart of accounts is included in Accounting Manager, but you can modify and enhance each account to fit your firm's needs.

You maintain the chart of accounts from the Chart of Accounts Browse window. To open the window, select *File/Setup/Chart of Accounts*.



From this window you can:

- [Add or edit an account.](#)
- Delete an account by highlighting the account and clicking **Delete**.
NOTE: You can only delete an unused account.
- Generate the Chart of Accounts Listing report by clicking **Print**.

Adding/Editing Accounts

1. Select *File/Setup/Chart of Accounts* The Chart of Accounts Browse window appears.
2. Do one of the following:
 - To add an account, click **Add**.
 - To edit an account, highlight the code and click **Edit**.

The Chart of Accounts Maintenance – Adding a new Account or Chart of Accounts Maintenance – Modifying existing Account window appears.

The screenshot shows a dialog box titled "Chart Of Accounts Maintenance - Adding a new Account". It contains the following fields and options:

- Account Number: A text input field.
- Description: A text input field.
- Type of Account: A dropdown menu with "Revenue" and "Expense" options.
- Level Type: A dropdown menu with "Header" and "Sub-Header" options.
- Cash Account
- Specialized Income Statement Account
- Inactive

At the bottom, there are three buttons: "Save", "Cancel", and "Help". The text "General Information" is located above the buttons.

3. Complete the settings on the window as follows:
 - **Account Number:** Enter 8 digits to uniquely identify the account (for example, 52020.00). Enter the number using the format **thss.dd**, where:
 - t** = a type account – 1 = asset accounts; 2 = liability accounts; and 3 = capital accounts; 4 = revenue accounts; and 5-9 = expense accounts.
 - hh** = a header account – use 2 digits
 - ss** = a sub-header account – use 2 digits
 - dd** = a detailed account – use 2-digits and remember to enter a decimal point before the detailed account numbers.

- **Description:** Enter up to 35 alphanumeric characters to describe the account. This description is printed on reports.
- **Type of Account:** Highlight the type of account.
- **Level:** Select the level of the account. Accounting Manager includes the following levels of accounts:

Type accounts: The format tool for financial statements. There are nine categories of type accounts:

10000.00 = asset accounts

20000.00 = liability accounts

30000.00 = capital accounts

40000.00 = revenue accounts

50000.00 – 90000.00 = expense accounts

Header accounts: The format tool for financial statements. You can have multiple header accounts for each type account. You cannot post activity to header accounts.

Subheader accounts: “Working” accounts into which activity is directly posted (if NO detail accounts exist for the subheader account). Examples of subheader accounts include rent expense, office expense, or car expense. You can post activity to subheader accounts if no detail accounts exist for the subheader account.

Detail accounts: “Working” account that further details a subheader account. The balance of the detail accounts are rolled into the relating subheader account on the Balance Sheet and Income Statement, but are listed individually on the Trial Balance. Examples of detail accounts include car expense for attorney A, car expense for attorney B, car expense for attorney C, etc.

- **Cash Account:** Check if you want this account to have an online connection with your bank so that you can download bank statements directly into Accounting Manager. This online connection is used when reconciling your accounts. Note that this connection only works if your bank has Direct Connect to MS Money. When you check this option, the **Online Banking Information** tab appears.

NOTE: If you are not the Administrator, you will only have access to this tab if you have been granted access to online banking for the user profile. You do this by editing the user profile and checking **Online Banking** in the **Utilities/Multiples** menu section.

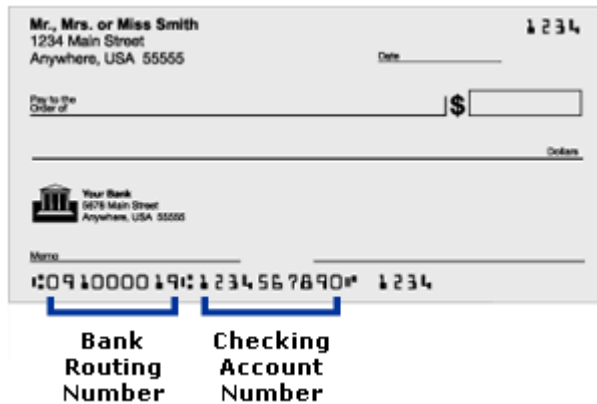
- **Inactive:** Check if you want the account to be inactive. Accounting Manager will NOT post to an inactive account.
- **Specialized Income Statement Account:** *[only available for revenue and expense accounts and only available when*

adding an account] Check if you want this account to be considered a specialized income statement account. When generating the Income Statement, you have the option of selecting **Include only the Specialized Income Statement Accounts**. When this option is selected, the report will only include specialized income statement accounts.

4. If you selected **Cash Account**, you need to complete the **Online Banking Information** tab to create a direct connection to your bank. Complete all the information for your account.

Note that user ID and password are for your online banking account – not for Accounting Manager.

You can find your bank routing number and account number on your checks:



NOTE: This connection only works if your bank has Direct Connect to MS Money.

If your bank was listed, then the **Advanced Details** tab is completed for you by Abacus Accounting. If your bank is not one of the available banks listed, then you may need to contact them for help in completing the settings on the **Advanced Details** tab.

Chart Of Accounts Maintenance - Adding a new Account

General Bank Information | Advanced Details

This information is used when automatically downloading your bank statement data from your financial institution using our Online Banking feature.

Select Your Bank: 1st Choice Bank

User ID for Logging in: [] Enter User ID Again: []

Password for Logging in: [] Enter Password Again: []

Bank Routing Number: []

Account Identifier (Number): []

Account Type: Checking

Test Bank Connection

General Information | **Online Banking Information**

Save Cancel Help

5. Click **Test Bank Connection** to confirm that you have an online connection with your bank through Abacus Accounting.
6. Click **Save** to save your changes.

Setting Up Default Accounts

Default accounts let you determine which accounts will be used by default to process various types of transactions. For example, when you are writing a check, it will automatically be written against your default operating account so you won't have to select the operating account every time you write a check. Accounting Manager automatically uses the default account as defined by your criteria; however, you can override the account when you enter the details of a transaction.

NOTE: If you add or change your chart of accounts at any time, be sure to change the default accounts where applicable.

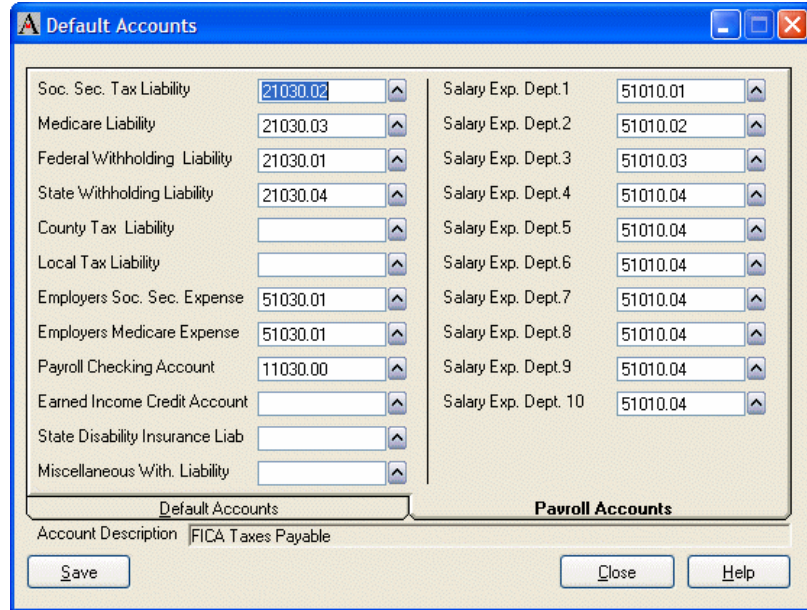
1. Select *File/Setup/Default G/L Accounts*. The Default Accounts window appears.

2. On the **Default Accounts** tab, select the default accounts you want to use for the listed types of transactions. For example, for **Operating Cash Acct. Default**, you might select your operating account to be the default account to be used for your general operating transactions.

NOTE: If you run on a cash-based system, leave all receivable fields blank.

3. Select the **Payroll Accounts** tab. This lists all the default accounts for types of payroll processing transactions. Again, select the default accounts you want to use for the listed types of payroll transactions.

Abacus Accounting assumes that you have a payroll account separate from your operating account. So, if you do NOT have a separate payroll cash account, be sure to change **Payroll Checking Account** to your cash operating account on the **Payroll Accounts** tab.



4. Click **Save** to save your changes.

Setting Up Vendor Codes

Vendors are the individuals and businesses that provide services to your firm, such as printers, court reporting firms, transcription services, messengers, landlord, office supplier, etc.

You maintain vendors from the Vendors Browse window. To open the window, select *File/Setup/Vendors*.

Billing vendors are those vendors that can be associated with billing transactions. To see only billing vendors on the Vendors Browse window, check **Show Billing Vendors Only**.



From this window you can:

- Add a vendor by clicking **Add**. Practice Manager opens where you can add the vendor as a name. After the name is added you are asked if you would like the name to be setup as a billing vendor in Accounting Manager.
- [Edit a vendor](#).
- Change a vendor to a billing vendor by highlighting the vendor and clicking **Setup Vendor**.

Editing Vendors

1. Select *File/Setup/Vendors*. The Vendors Browse window appears.
2. Highlight the vendor and click **Edit**. The Vendor – Modify existing Vendor window appears.

3. Name and address information is listed on the **Vendor Information** tab. To edit, click **Edit Address**. Practice Manager opens with the vendor selected where you can edit and save the information.

The screenshot shows a window titled "Vendor - Modifying existing Vendor". It contains a form with the following fields and values:

- Vendor ID: 1
- First Name: Roger
- Last Name: Adams
- Address 1: 2557 San Rafael Dr.
- Address 2: (empty)
- Address 3: (empty)
- City: San Diego
- State: CA
- Zip Code: 92101
- Telephone: (619)555-1100
- Contact: (empty)

There is a checkbox labeled "Vendor is Active" which is checked. An "Edit Address" button is located to the right of the Contact field. At the bottom of the window are three buttons: "Save", "Cancel", and "Help".

4. Select the **Account Information** tab. This tab describes how to integrate the vendor information into the general ledger. This information will default when writing check to vendors. Complete/edit the setting on the tab as follows:
 - **Allow multiple Invoices on Operating Checks:** Check to combine payments for multiple invoices from this vendor on the same check.
 - **Allow multiple Invoices on Trust Checks:** Check to combine payments for multiple invoices from this vendor on the same trust check.
 - **Year End 1099:** Check if you need to generate a Form 1099 for this vendor at the end of the year.
 - **Vendor is providing legal services:** Check if the vendor is providing legal services. This is used for 1099s.
 - **Comments:** Enter up to 40 alphabetic characters. This is for informational purposes only; it will NOT appear on the vendor's checks.
 - **Federal ID Number:** Enter the vendor's federal ID number or social security number. This is used for 1099s.
 - **Firm's Account Number:** Enter up to 20 alphanumeric characters to identify the account number assigned to your firm by this vendor. This account number will be printed on the vendor's check stubs.

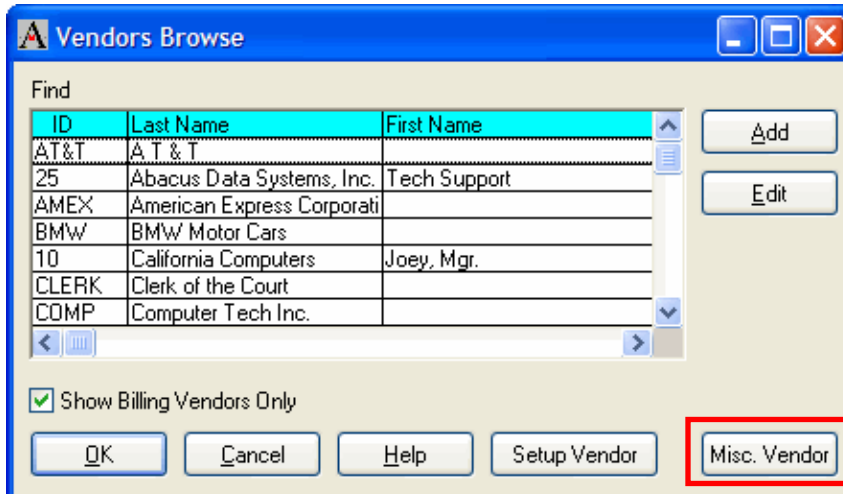
- **Default GL Account Number:** Select the general ledger expense account number to which incurred expenses from this vendor are to be posted.
- **Default Client Expense Code:** Select the client expense code most likely to be associated with expenses from this vendor.
- **Default Amount:** Enter the default amount that you want on the vendor's checks.
- **Default Description:** Enter the default description you want to appear on the vendor's checks and your general ledger.
- **Online Banking Description:** Enter the default description you want to appear for online banking transactions (like debit card transactions) for this vendor.
- **Balance Forward for 1099 Purposes:** Enter the amount of the balance forward for this vendor for 1099 purposes. This field will be used when 1099s are generated. The amount in this field will be added to the amount of invoices actually paid in the year the 1099 is generated for.
- **As of:** The date to begin the balance forward.

5. Click **Save** to save your changes.

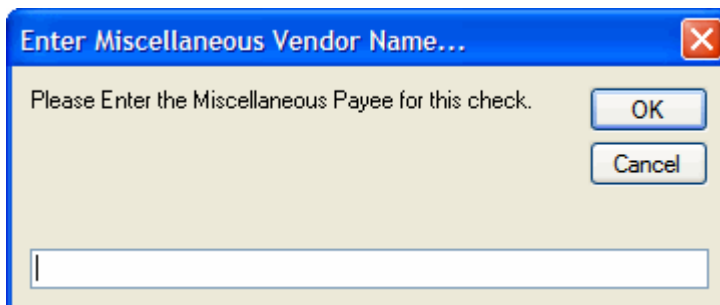
Setting Up the Miscellaneous Vendor

There will be times when you need to make payments to vendors that you will use only once or only occasionally. Instead of having to set up these vendors, the program contains a Misc. Vendor code. When you use the Misc. Vendor code of 99999 you will then be allowed to manually enter the payee and payment information.

When generating a check (accounts payable or trust), if you click the lookup button for the vendor, the Vendors Browse window appears. It includes the **Misc. Vendor** button in the lower right hand corner.



If the person you are writing the check to is NOT a vendor (and you do NOT want them set up as a vendor), click **Misc. Vendor**, and the following window will appear:



Enter the payee for the check and click **OK**. Accounting Manager will return you to the check writing function with the payee information filled in.

Setting Up the New Matter Default

You can define certain defaults that will be used when a matter is added to Accounting Manager. These default settings can be edited when entering a new matter.

1. Select *File/Setup/New Matter Defaults*. The New Matter Defaults window appears.

New Matter Defaults

Billing Format Code:

Default Trust Account #:

Type of Law Tax Status

Taxable Non-Taxable

Default Timekeeper Rate Level:

Billing Mode

Hourly Flat Fee Contingency Min. Fee Monthly

Billing Frequency

Monthly Quarterly Special Quarterly

Semi-Annually Annually End of Matter

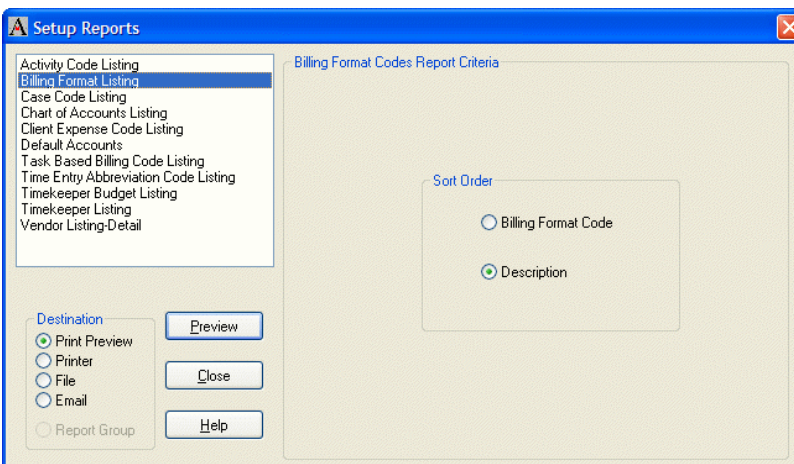
On Hold

2. Complete/edit the default matter settings as follows:
 - **Billing Format Code:** Select the default billing format code to be used for added matters.
 - **Default Trust Account #:** Select the default trust account to be used for added matters.
 - **Type of Law Tax Status:** If your state requires sales tax on services and/or costs, select **Taxable**.
 - **Default Timekeeper Rate Level:** When you enter timekeeper codes, you construct different rate levels for the timekeeper (see Adding/Editing Timekeeper Codes on page 43). This option indicates the default per timekeeper rate level to use for hourly fees.
 - **Billing Mode:** Select the default billing mode to be used for added matters.
 - **Billing Frequency:** Select the default billing frequency to be used for added matters.
3. Click **Save** to save your changes.

Generating Setup Reports

Abacus Accounting Manager offers reports for setup data. You may find this information helpful during setup.

1. Select *Reports/Setup*. The Setup Reports window appears.



2. Highlight the report you want to generate.
3. Report criteria specific to the selected report appears to the right in the window. Complete the criteria for the report.
4. Under **Destination**, select whether you want to preview or print the report, print the report to a file, or email the report.
5. Click **Preview**, **Print**, **File**, or **Email** (depending on what you chose for print destination).

Credit Card Payment Support

Accounting Manager has an optional feature that lets you accept credit cards so that your clients can pay their bills using American Express, Visa, Master Card, or Discover cards.

For more information about this feature, refer to the *Abacus Accounting Manager Reference Guide*.

Installing the Fortress Edition for Novell Servers

Before You Start

You will need administrative rights on your Novell server to:

- Install files
- Write to the system directory
- Load a Network Loadable Module (NLM)
- Edit the AUTOEXEC.NCF file

You will also need:

- Two validation codes we provide you on your invoice – one for AbacusLaw, and one for the Database Server
- The initials of the primary operator (user)
- The initials of each additional operator (user)

All the program files you need are on the AbacusLaw Installation CD.

Setting Up the Database Server Files on the Novell Server

1. At any workstation on your Novell network, insert the AbacusLaw Installation CD into a CD-ROM drive. The Welcome to AbacusLaw installation menu appears. If it does not appear automatically, run **SETUP.EXE** on the CD.
2. Click **Browse the CD**. Windows Explorer opens, showing the CD's contents.
3. Run SETUP.EXE. The Database Server Setup window appears. Click **Next**.
4. The License Agreement window appears. Read the license agreement and click **I Agree** to agree to the terms. Click **Next** to continue.
5. The NetWare Version window appears. Select your version of the NetWare server and click **Next**.
6. The Select Installation Folder window appears. Click the **Browse** button and select the installation path. Then, click **Next**.

NOTE: You can click **Disk Cost** to find out how much disk space is available and how much disk space installation will require.

7. In the Confirm Installation window, click **Next** to begin the installation process.

Load the Database Server NLM

1. Using the keyboard attached to your Novell server (the Novell Console), bring up the Console colon (:) prompt. (You may have to press **Ctrl+ESC** and select **System Console**.) If you installed the Database Server files in the default ADS directory, enter the following. Otherwise modify the following to indicate the directory where you installed the Database Server files:

```
LOAD SYS:\ADS\ADS.NLM
```

2. When the Database Server NLM is loaded, the Advantage Database Server NLM window appears.
3. To make sure the Database Server will be automatically loaded every time you reboot your Novell server, edit the AUTOEXEC.NCF file. Bring up the Console colon (:) prompt and enter **Load Install** and press **Enter**. Select NCF files options. Select **Edit AUTOEXEC.NCF file**. Go to the very bottom of the file and add the same load command on a new line:

```
LOAD SYS:\ADS\ADS.NLM
```

4. Press the **F10** key to save the file, and then press the **ESC** key until you see the Exit Install window. Select **YES** to exit.



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