



# AbacusLaw™ First Steps

Check Writing in A/P and Trust

# Check Writing in Operating & Trust

- Setting up Vendors – Defaults on Vendor Screen
- Using the Demand Check Writer - Operating
- Using the Two-Step Check Writer – Operating
  - Enter/Post Payables
  - Print A/P Checks
- Recurring Payables
- Using the Demand Check Writer – Trust
- Using the Two-Step Check Writer – Trust
  - Enter Trust Check Requests
  - Print Trust Checks
- Voiding Checks
- How to correct Bounced Checks

# Setting up a Vendor

Abacus Law - C:\Abacus\  
File Calendar Names Events Matters Documents Emails Notes Tools Help

Back Forward Add a new Name

## Adding a new Name

Save Cancel ?

1 Standard 2 Notes 3 Linked Matters 4 Linked Events 5 Linked Docs 6 Emails 7 Linked Names

Last name	We Track For You	Dayphone	(858)562-7458
First name		Evephone	( ) -
ID number	TRACK	Fax	( ) -
Dear		Cell	(858)566-5568
Label	We Track For You	Referred By	
		Class	VENDOR
	1235 Lost Lane	Atty	
Zip	921112	Open	05/30/08
City	San Diego	St.	CA
Active			<input checked="" type="checkbox"/>
Email	wetrackem.com		

Add Clone Delete Query Index CLASS

- Choose an ID number that is easy to remember
- If Class is "Vendor", the name will automatically go across into Accounting

# Entering Default Values for Vendor

**Vendor - Modifying existing Vendor**

Allow multiple Invoices on Operating Checks  
 Allow multiple Invoices on Trust Checks  
 Year End 1099  
 Vendor is providing legal services

Comments  
For Your information Only

Federal ID Number: 268-98-7412  
Firm's Account Number: Acct. # 6868

Default GL Account Number: 52015.00  
Default Client Expense Code: SP

Default Amount: \$45.00  
Default Description: Service of Process  
Online Banking Description:

Balance Forward for 1099 Purposes: \$0.00  
As of: 05-30-2008

Vendor Information | Account Information

Save Cancel Help

- **Select Multiple Invoices allowed on Checks**
- **Default GL Account number, never worry about debits/credits**
- **Enter Default Amount if the charge is usually the same amount**
- **Fill in Description to reduce data input**

# Vendor now in Accounting

The screenshot shows the Abacus Accounting software interface. The main menu is open to 'Setup' > 'Vendors'. A 'Vendors Browse' dialog box is open, displaying a list of vendors. The 'Show Billing Vendors Only' checkbox is checked and circled in red. The dialog box contains the following table:

ID	Last Name	First Name
AT&T	AT&T, Inc.	
1	Adams	Roger
AMEXP	American Express	
BMW	BMW of America, Inc.	
IRS	Bank of America	
9	Barker	Frank
CLERK	Clerk of Court, Palm County	

Buttons in the dialog box include 'Add', 'Edit', 'OK', 'Cancel', 'Help', and 'Setup Vendor'.

- Show either only Billing Vendors
- Or, with no checkmark, all Names to choose from for check writing purposes

# Check Types

The screenshot shows the 'Abacus Accounting Company Preferences' dialog box with the 'Check Types' tab selected. The dialog is divided into three sections: 'Trust Check Type', 'Operating Check Type', and 'Payroll Check Type'. Each section has a 'Format' group box with three radio buttons: 'Laser/Ink Jet Standard', 'Pin Fed Standard', and 'Laser/InkJet Quicken'. To the right of each format group are two radio buttons for placement: 'Check at Top of Page' and 'Check at Middle of Page'. In the 'Trust Check Type' section, 'Laser/InkJet Quicken' is selected and 'Check at Top of Page' is selected. In the 'Operating Check Type' section, 'Laser/Ink Jet Standard' is selected and 'Check at Middle of Page' is selected. In the 'Payroll Check Type' section, 'Laser/Ink Jet Standard' is selected and 'Check at Middle of Page' is selected. Red arrows point from the 'Laser/InkJet Quicken' option in the Trust section to the 'Check at Middle of Page' options in the Operating and Payroll sections. The dialog has a 'Registration' tab on the left and a 'Configuration' tab on the right. At the bottom are buttons for 'Save', 'Download', 'Cancel', and 'Help'.

- Placement for Operating & Payroll Checks must be the same
- Quicken Checks (one check per page) are compatible
- Use different colors or placement between operating and trust checks so you don't confuse them
- Check Types is found under File/Setup/Company Preferences

# Abacus Accounting - Simon & Barnes

File Matters Billing Trust A/P G/L Payroll Reports Window Help



Demand Check Writer

Enter and Post Payables

Print A/P Checks

Matter

28-2008

## Demand Check Writer

Checking Account #  Cash - Operating Account Acct. Balance

ATM/Debit Card/Bnk Chrgs Transaction Check #: AUTO

Payee  05-15-2008

\$125.00

Address   
  
 Dollars

Memo

Expense Account #  Client Costs Advanced Invoice #

Description

Matter ID  Main Street Center Exp. Code  Filing Fee

**General**

- ATM Transactions also done here
- Checks written for Client incurred costs
- Multiple Matters may be charged
- Also used for Firm costs (unrelated to clients) all going to one Expense Account

# Printing Demand Check

The screenshot shows the 'Demand Check Writer' dialog box. At the top, a blue title bar contains the text 'Demand Check Writer' and standard window control buttons. Below the title bar is a light gray area with a blue instruction: 'Please be sure of the Posting Date and make any necessary adjustments to the next check number to be assigned.' The main area contains several input fields: 'Account Number' (11010.00), 'Next Check Number' (2539), 'GL Posting Date' (05-15-2008), 'Journal Number' (empty), 'Do Not Print' (checkbox), and 'Printer' (HP LaserJet 4200 PS). Two offset fields are on the right: 'Check Horizontal Offset in Inches' and 'Check Vertical Offset in Inches', both set to 0. At the bottom are 'OK', 'Cancel', and 'Help' buttons. Red circles highlight the 'Account Number', 'Next Check Number', and 'Do Not Print' fields. Red arrows point from the 'Do Not Print' checkbox to the 'Account Number' and 'Next Check Number' fields.

Account Number: 11010.00

Next Check Number: 2539

GL Posting Date: 05-15-2008

Journal Number:

Do Not Print

Printer: HP LaserJet 4200 PS

Check Horizontal Offset in Inches. Positive numbers move the check data to the right, negative numbers to the left. 0

Check Vertical Offset in Inches. Positive numbers move the check data down, negative numbers moves the data up. 0

OK Cancel Help

- Operating Account should be in Account Number
- Enter correct check number (will default to next check number)
- For Handwritten checks, select Do Not Print



# Using the 2 Step Check Writer

**Abacus Accounting - Simon & Barnes**

File Matters Billing Trust A/P G/L Payroll Reports Window Help

Demand Check Writer  
Enter and Post Payables

Matter

**Enter/Post Payables - Add**

Invoice Number	May2007	Invoice Date	05-15-2007
Vendor ID	AMEXP	Due Date	05-30-2008
Payee	American Express		
Address	American Express Suite 2300 2222 Vesey Street Washington, DC 20012		
Amount	\$1,235.25		
Description	Monthly Statement from Atty AMS Am. Express		
Memo	3715-895670-85241		

**General** Client Section Firm Section

Invoice Amount \$1,235.25 Applied Amount 0.00 Remaining Amount \$1,235.25

Save Close Help

- Enter payables upon receiving bills for later payment
- Cash Requirement Report will use Due Date
- Memo is printed on Check Face (Usually your Account Number)

# Client Section for Payable

Client	Matter	Exp. Code	Amount	Description
27	SD-2007-122	CC	\$35.25	Certified Copies for Carter v. XYZ, Co.

Client Name: Anthony Carter  
Matter Descr.: Carter, Anthony v. XYZ Co.  
Exp. Code: Certified Copies

Total Client Incurred Amount: \$35.25

Invoice Amount: \$1,235.25    Applied Amount: 35.25    Remaining Amount: \$1,200.00

Buttons: Save, Close, Help

- Can split charges between up to ten matters, such as Service of Process
- Defaults setup on Vendor screen, auto fill here

# Firm Section for Payable

Enter/Post Payables - Add

Page 1 Page 2

Account #	Amount	Description
12010.00	\$1,000.00	New computer equipment for Glen
51050.00	\$200.00	Office Luncheon

Account Description: Meals\_Entertainment Total Firm Section: \$1,200.00

General Client Section **Firm Section**

Invoice Amount: \$1,235.25 Applied Amount: 1,235.25 Remaining Amount: \$0.00

Save Close Help

- Can split payable between up to 10 different Expense Accounts
- Can apply each item to different Expense Account
- System tracks applied amounts

# Posting Payables

Invoice Date	Due Date	Invoice #	Amount	Payee	Description	Posting Date
05-15-2007	05-30-2008	May 2007	\$1,235.25	American Express	Monthly Statement	05-30-2008

Total of Invoices in Posting File: \$1,235.25

Total Invoices Selected for Posting: \$0.00

Buttons: Add, Details, Delete, Print, Post, Refresh, Close, Help

- Posting Date only affects G/L if you are running on an accrual basis
- Upon posting payables, client charges are updated to Matter Billing Activity, even before check is printed.

# Printing A/P Checks

**Abacus Accounting - Simon & Barnes**

le Matters Billing Trust A/P G/L Payroll Reports Window Help

Demand Check Writer  
Enter and Post Payables  
Print A/P Checks

30-2008

### Print AP Checks

Due Date	Invoice #	Amount	Payee
10-20-2007		\$285.23	OFFICE SUPPLIES EXTRAVAGANZA
10-15-2007		\$445.00	BMW of America, Inc.
10-15-2007		\$507.00	BMW of America, Inc.
10-05-2007		\$105.00	AT&T, Inc.
10-28-2007	Oct 28, 07	\$2,780.00	Bank of America
01-20-2008		\$233.00	OFFICE SUPPLIES EXTRAVAGANZA
01-15-2008		\$507.00	BMW of America, Inc.
01-10-2008		\$3,000.00	Stowe Leasing Group
01-27-2008	1234	\$755.00	AT&T, Inc.
02-27-2008		\$250.00	American Express
03-27-2008		\$250.00	American Express
05-30-2008	May 2007	\$1,235.25	American Express

**Invoices to Include**  Firm Incurred Invoices  Client Incurred Invoices

Print Split Delete Select All Deselect All Refresh

Selection Criteria **Check Selection**

Close Help

- Select multiple invoices to pay at one time
- Maximum of five invoices per vendor can be printed on one

# Splitting a Payable

Print AP Checks

Split Payable

Split Details

Amount

# of Payments (1 - 10)

1st Payment Date

Breakdown

#	Payable Date	Payable Amount
01	05-30-2008	\$500.00
02	06-30-2008	\$735.25

Total

- Choose number of payments (up to 10)
- Modify Payable Amount to desired amount

# Printing the A/P Check

Please be sure of the Posting Date and make any necessary adjustments to the next check number to be assigned.

Journal Number

Account Number   Cash - Operating Account

GL Posting Date

Account balance after these checks have been posted

Next Check Number

Total value of the checks requested for printing.

Post Only, Do Not Print a Check

Printer

Check Horizontal Offset in Inches. Positive numbers move the check data to the right, negative numbers to the left.

Check Vertical Offset in Inches. Positive numbers move the check data down, negative numbers moves the data up.

- Check to be sure that you are using the proper Operating Account
- Verify that the Check Number is correct

# Updated Checkbook

**Abacus Accounting - Simon & Barnes**

File Matters Billing Trust A/P G/L Payroll Reports Window Help

Demand Check Writer  
Enter and Post Payables  
Print A/P Checks  
Recurring Payables

Void Checks  
**Check Register**

30-2008

**Check Register**

Account Number 11010.00 Account Description Cash - Operating Account Beginning Balance \$136,312.12  
Start Date 05-01-2008 End Date 05-30-2008 Ending Balance \$131,636.64

Date	Check #	Clrd	Payee	Deposit (\$)	Payment (\$)	Balance
05-15-2008	2539	No	Clerk of Court, Palm County		\$125.00	\$136,187....
05-28-2008	2540	No	Jack Rabbit Express		\$45.00	\$136,142....
05-28-2008	2541	No	Eddie Davis		\$55.00	\$136,087....
05-28-2008	2542	No	John Kingsley		\$650.00	\$135,437....
05-28-2008	Clnt Pymt	No	Payments posted from Payments Rec...	\$500.00		\$135,937....
05-30-2008	2543	No	OFFICE SUPPLIES EXTRAVAGANZA		\$285.23	\$135,651....
05-30-2008	2544	No	Bank of America		\$2,780.00	\$132,871....
05-30-2008	2545	No	American Express		\$1,235.25	\$131,636....

Details Print Refresh Close Help

- Highlight desired entry and click on "Details" to see more information
- Click on column headers to change the order of items



# Setting Up Recurring Payables

Abacus Accounting - Simon & Barnes

File Matters Billing Trust A/P G/L Payroll Reports Window Help

Demand Check Writer  
Enter and Post Payables  
Print A/P Checks  
Recurring Payables

30-2008

Matter

### Recurring Payables

Vendor	Day Due	Amount	Description
AT&T	5	\$105.00	Office Telephone Equipment Lease
AT&T	1	\$0.01	Phone Bill
BMW	15	\$445.00	Lease on Vehicle - Neil Barnes
BMW	15	\$507.00	Lease on Vehicle - Arthur Simon
BMW	15	\$399.00	Lease on Vehicle Perri
OFFICE	20	\$0.01	Monthly Office Supplies
STOWE	10	\$3,000.00	Office Space - Rent

Month   
Year

Select All  
Deselect All

Add Details Delete Merge Print Refresh Close Help

- Enter Firm Bills that are repeatedly paid each month
- To setup monthly invoices with unknown amounts enter as one cent

# Adding a Recurring Payable

Recurring Payables - Modifying existing Recurring Payable

Vendor ID: BMW | BMW of America, Inc.

Due Day: 15

Amount: \$445.00

Description: Lease on Vehicle - Neil Barnes

General Information | Breakdown

Save Close Help

- Due Day refers to day of the month
- Enter Usual amount of Invoice
- Description will appear in General Ledger

# Recurring Payable Breakdown

Recurring Payables - Modifying existing Recurring Payable

Account Number	Amount	Account Number	Amount
52008.00	\$445.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00

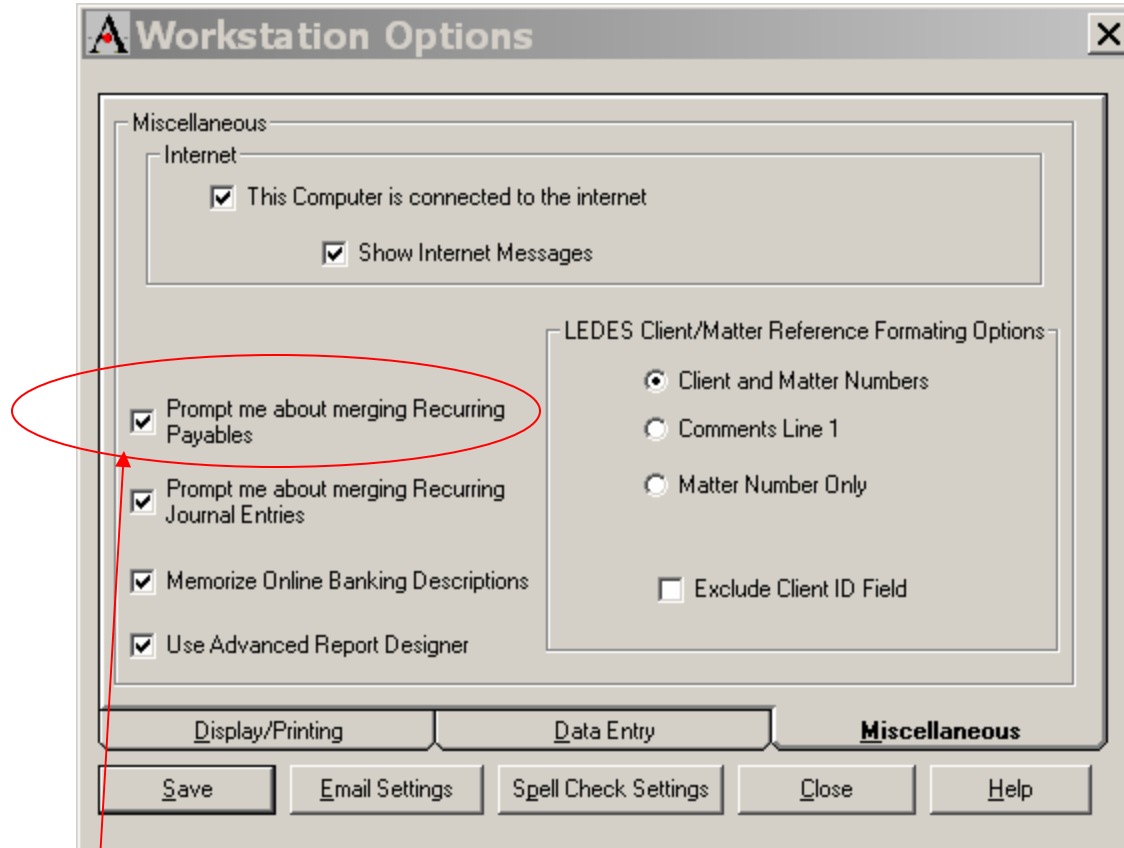
Account Description: Automobile Expense

General Information Breakdown

Save Close Help

- Enter G/L account numbers to be debited
- May Debit up to 10 accounts

# Auto Merge Recurring Payables



- Go to *File/Setup/WorkStation Options*
- On Administrators Workstation, select to be prompted for Merging Payables

# Posting Recurring Payables

Invoice Date	Due Date	Invoice #	Amount	Payee	Description
05-04-2007	05-04-2007		\$105.00	AT&T, Inc.	Office Telepho
05-09-2007	05-09-2007		\$3,000.00	Stowe Leasing Group	Office Space -
05-14-2007	05-14-2007		\$507.00	BMW of America, Inc.	Lease on Vehi
05-14-2007	05-14-2007		\$445.00	BMW of America, Inc.	Lease on Vehi
05-14-2007	05-14-2007		\$399.00	BMW of America, Inc.	Lease on Vehi
05-19-2007	05-19-2007		\$0.01	OFFICE SUPPLIES EX...	Monthly Office
05-31-2007	05-31-2007		\$0.01	AT&T, Inc.	Phone Bill

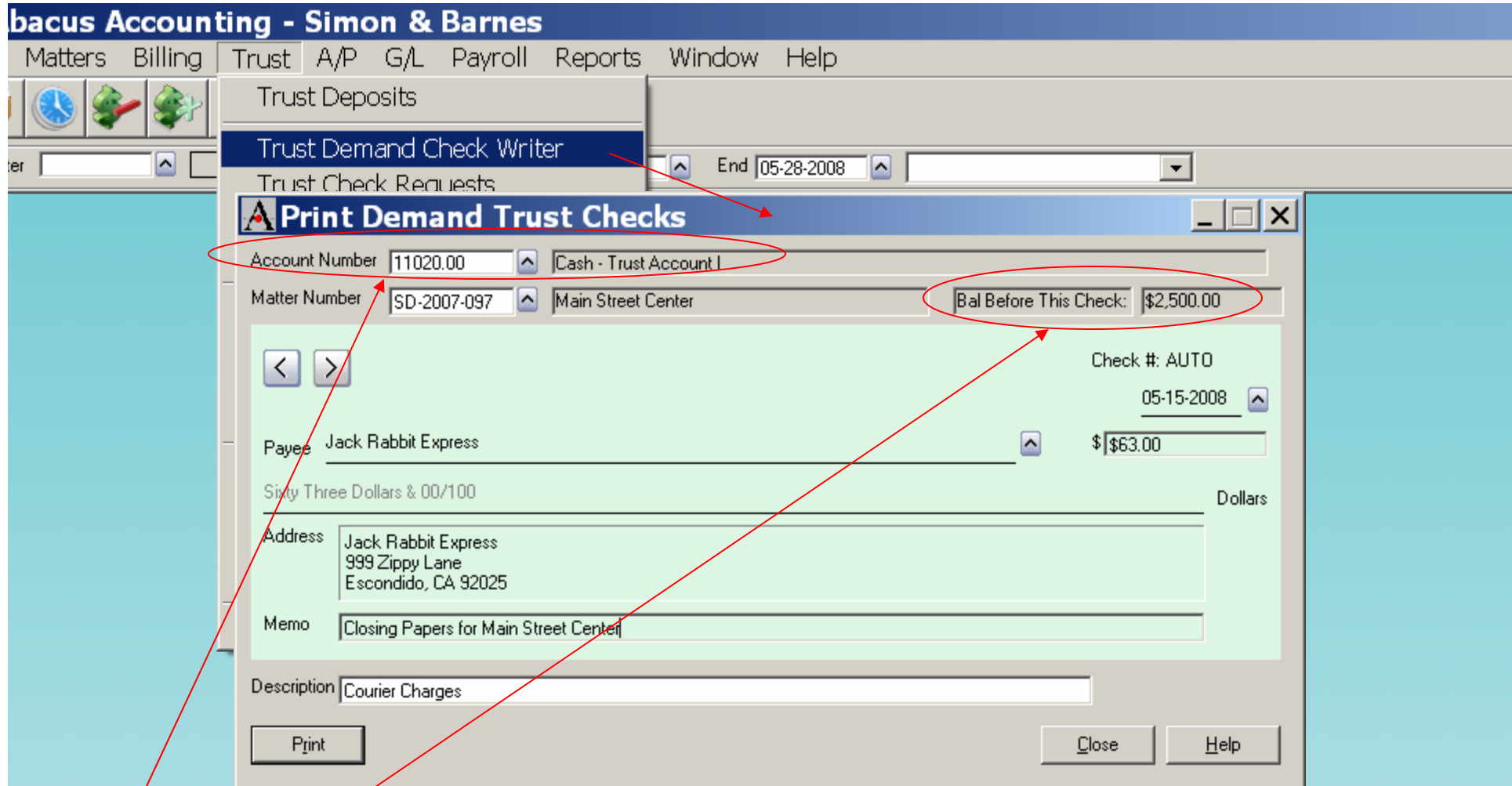
Posting Date: 05-30-2008

Total of Invoices in Posting File: \$4,456.02

Total Invoices Selected for Posting: \$0.00

Buttons: Add, Details, Delete, Print, Post, Refresh, Close, Help

- Merged payables appear here in Enter/Post Payables
- Edit amounts that are variable before posting (Office Supplies, AT&T)
- Posting moves Payables into Print A/P Checks



- Be sure, if you have more than 1 Trust Account, that the correct Trust Acct. number is on the Matter Screen.
- Cannot write check for amount for more than that Matter's Trust Balance.
- Default Vendor information will auto-fill.

# Print Demand Trust Checks

Please be sure of the Posting Date and make any necessary adjustments to the next check number to be assigned.

Account Number: 11020.00 - Cash - Trust Account I

Check/Post Date: 05-15-2008

Journal Number: 469D

Next Check Number: 4064

Check Horizontal Offset in Inches. Positive numbers move the check data to the right, negative numbers to the left. 0

Check Vertical Offset in Inches. Positive numbers move the check data down, negative numbers moves the data up. 0

Post Only, Do Not Print a Check

OK Cancel Help

Check Number: 4063 Payee: Clerk of Court, Palm County Amount: \$125.00

- Check your date for posting
- Enter correct Check Number
- May Post Only if handwriting checks

# Matter Trust Activity

**Abacus Accounting - Simon & Barnes**

Matters Billing Trust A/P G/L Payroll Reports Window Help

Trust Deposits  
Trust Demand Check Writer  
Trust Check Requests  
Print Trust Checks  
Void Trust Check

Matter Trust Activity

**Matter Trust Activity**

Matter Number: SD-2007-097 Main Street Center Trust Balance Forward: \$0.00  
Client Name: Roger Adams Trust Ending Balance: \$2,437.00  
Start Date: 01-01-1900 End Date: 05-28-2008

Date	Deposits	Withdrawals	Account #	Payee	Description
05-01-2008	2,500.00		11020.00	Trust Deposit	Trust Balance for Main Street Center f...
05-15-2008		63.00	11020.00	Jack Rabbit Express	Courier Charges

A/R Balance: \$1,025.75 UnBilled Time: \$525.00 UnBilled Costs: \$151.75 Total Due: \$1,702.50

Details Delete Print Refresh Close Help

- Do not Delete activity, it will not reflect on Check Book
- A/R balance along with unbilled activity appears at bottom



# Trust Check Register

Date	Check #	Clrd	Payee	Deposit (\$)	Payment (\$)	Balance
05-01-2008	TR Deposit	No	Deposit Posted from Trust	\$1,000.00		\$644,887.50
05-01-2008	TR Deposit	No	Deposit Posted from Trust	\$2,500.00		\$647,387.50
05-15-2008	TR Deposit	No	Deposit Posted from Trust	\$1,000.00		\$648,387.50
05-15-2008	4063	No	Clerk of Court, Palm County		\$125.00	\$648,262.50
05-15-2008	4064	No	Jack Rabbit Express		\$63.00	\$648,199.50

- Total Trust balance appears at top
- Clrd Items indicated bank has processed transaction
- Choose Details to see more information on highlighted record

# 1<sup>st</sup> Step of Trust 2 Step Check Writer

Abacus Accounting - Simon & Barnes

File Matters Billing Trust A/P G/L Payroll Reports Window Help

Trust Deposits

Trust Demand Check Writer

Trust Check Requests

End 06-02-2008

### Trust Check Requests

Client	Matter	Amount	Acct #	Payee	Vendor #
1	SD-2007...	\$1,769.39	11020.00	Simon & Barnes, LLC	S&B
1	SD-2007...	\$1,000.00	11020.00	Simon & Barnes, LLC	S&B

Total Check Requests in File  
\$2,769.39

Select All

Deselect All

Add Details Delete Print Refresh Close Help

- Ability to enter Trust Check Requests ahead of time, for closings, etc.
- Program automatically creates Trust Check request when bills are posted
- Checks are not printed from here
- Print button creates list of checks waiting to be printed

## 2<sup>nd</sup> Step of Trust 2 Step Check Writer

The screenshot shows the 'Abacus Accounting - Simon & Barnes' interface. The 'Trust' menu is open, and 'Print Trust Checks' is selected. The 'Print Trust Checks' dialog box is displayed, showing a table of check data:

Client	Matter	Vendor #	Amount	Payee
1	SD-2007-097	S&B	\$1,769.39	Simon & Barnes, LLC
1	SD-2007-118	S&B	\$1,000.00	Simon & Barnes, LLC

Buttons in the dialog include 'Print', 'Select All', 'Deselect All', and 'Refresh'. Below the table are fields for 'Client/Matter:', 'Vendor:', and 'Total Amount of Checks' (\$2,769.39). There are also 'Close' and 'Help' buttons.

- 1<sup>st</sup> enter Trust Check Request, then print checks here
- Use Trust Check Requests with Print Trust Checks, NOT the Trust Demand Check Writer

# Voiding Operating Checks

**Abacus Accounting - Simon & Barnes**

File Matters Billing Trust A/P G/L Payroll Reports Window Help

Demand Check Writer  
Enter and Post Payables  
Print A/P Checks  
Recurring Payables

Void Checks

**Void a Check**

Cash Account Number: 11010.00 | Cash - Operating Account

Check Number: 2543 | Retrieve | Close | Help

Check Information

Date of Check: 05-30-2008 | Amount of Check: \$285.23

Account Name: Cash - Operating Account

Payee: OFFICE SUPPLIES EXTRAVAGANZA

Void Information

Date of Void: 05-30-2008 | Void

- Enter Cash Account and Check Number
- Voiding checks affect Matter Activity, Check Register, Bank Rec. and G/L
- Date of Void should be current date (not the date of the check)

# Voiding Trust Checks

The screenshot shows the 'Abacus Accounting - Simon & Barnes' interface. The 'Trust' menu is open, and 'Void Trust Check' is selected. The 'Void a Check' dialog box is displayed with the following fields:

- Cash Account Number: 11020.00 (circled in red)
- Cash Account Name: Cash - Trust Account I
- Check Number: 4063
- Check Information:
  - Date of Check: 05-15-2008
  - Amount of Check: \$125.00
  - Account Name: Cash - Trust Account I
  - Payee: Clerk of Court, Palm County
- Void Information:
  - Date of Void: 05-30-2008

Buttons: Retrieve, Close, Help, Void

- Date of Void should be current date (not date of check)
- Voiding checks affects Trust Ledgers, G/L, Bank Rec., and Check Register

# How to Correct a Trust Deposit

**Trust Deposits - Add**

Client Number: 1 Client Name: Roger Adams

Matter Number: SD-2007-097 Matter Description: Main Street Center

Trust Account: 11020.00 Account Description: Cash - Trust Account I Date: 05-28-2008

Amount: [(\$2,500.00)]

Description: Correction of Duplicate Deposit

**General Information**

Save Close Help

- Use a minus sign to enter a Negative payment to correct duplicated entry or a bounced check. The minus sign will turn into parenthesis.
- This will correct Checkbook and Bank Reconciliation

# Correcting Payment Section

**Abacus Accounting - Simon & Barnes**

File Matters Billing Trust A/P G/L Payroll Reports Window Help

Time Tickets  
Time Ticket Diary

Matter [ ]

Costs & Adjustments  
Payments Received

01-01-1900 ^ End 05-28-2008 ^

**Enter Client Payments - Add**

Invoice # [ ]

Client Number [1] Client Name [Roger Adams]

Matter Number [SD-2007-097] ^ Matter Name [Main Street Center]

Payment Date [05-28-2008] ^  Charge credit card for this payment

Payment Amount [(\$500.00)]

Deposit Account [11010.00] ^

Account [Cash - Operating Account]

Description [Bounced Check # 1234]

Unpaid Invoices		
Date	Invoice Number	Amount
(No Invoice, Payment on Account)		

**General Info.** Breakout Fee Distribution

Save Close Help

- Use a minus sign to enter a Negative payment to correct duplicate entry or bounced check. The minus sign will change to parenthesis
- This will correct checkbook and bank reconciliation section

# Viewing Vendor Activity

**Abacus Accounting - Simon & Barnes**

File Matters Billing Trust A/P G/L Payroll Reports Window Help

Demand Check Writer  
Enter and Post Payables  
Print A/P Checks  
Recurring Payables

Void Checks  
Check Register  
**Vendor Activity**

Matter

30-2008

**Vendor Activity**

Vendor ID   Balance Forward   
Start Date  End Date  Ending Balance

△	Date	Invoice Number	Invoice Amt.	Amt. Paid	Chk #	Description
	01-12-2008	123456789	\$125.00	\$125.00	2523	Filing Fee to the Clerk of the Court
	01-13-2008	TRUST	\$125.00	\$125.00	4058	Filing Fee to the Clerk of the Court
	05-01-2008	45632	\$125.00	\$0.00	Unpaid	Filing Fee to the Clerk of the Court
	05-15-2008		\$125.00	\$125.00	2539	Filing Fee to the Clerk of the Court
	05-15-2008	TRUST	\$125.00	\$125.00	4063	Filing Fee to the Clerk of the Court

•Each Vendor has its own Activity Ledger

•Shows both Trust & Operating Payments

•All Invoices listed whether paid or not