



AbacusLaw™ First Steps

Understanding Client Billing

Billing

- Prebills
- Actual Bills
- Posting of bills
- Printing trust checks shown on bills
- Applying trust payments from billing
- Combined Matter Cover Page
- Unposting Bills

Printing Prebills By Group

Accounting - Simon & Barnes

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

Time Tickets

Time Ticket Diary

Costs & Adjustments

Payments Received

Transfer Time Tickets

Prebills

Print Prebill Selection

Originating Timekeeper * Include All

Responsible TimeKeeper NPB Neil Barnes

Assigned TimeKeeper * Include All

Billing Frequency * Include All

Type of Law Code * Include All

Billing Mode * Include All

All Matters By Client * Include All

At Least X Dollars:

☐ Include On Hold Matters ☐ Print Matter Comments

☒ Include Closed Matters ☐ Include EOM Matters

☐ Include Contingent Matters

Alphabet (1st Letter of Client Last Name)

* — *

Bills to Include

All

Type

Regular

Dates

Date of Bill 05-31-2008

Start Date 01-01-1900

Fees / Costs Cut Date 05-31-2008

Payments Cut Date 05-31-2008

Bill By Group

Select Bills Individually

Add to Billing Run

Close

Help

- Easiest to print by Resp. TimeKeeper
- Include Closed Matters

Select Bills Individually

Prebill Selection

Individually Selected Matters

Client #

Matter #

Client	Matter	Client Name	Matt
1	SD-2007-097	Roger Adams	Mair

Dates

Date of Bill

Start Date

Fees / Costs Cut Date

Payments Cut Date

- Start date should be 1/1/1900
- Select Matter individually to Bill
- Click on “Add to Billing Run”

Prebill Selection

Client	Matter	Client Name	Matter Description
1	SD-2007-097	Adams, Roger	Main Street Center
1	SD-2007-118	Adams, Roger	Adams, Roger v. City of Jupiter
123	SD-2007-112	Fowler, Frank	Fowler's Feed & Supplies - Sale of
3	SD-2007-100	Hatfield, Michael	Hatfield v Hatfield
122	SD-2007-111	Hollister, N. Thomas	Hollister, N. Thomas vs. Home Network Team
7	SD-2007-102	Kingsley, John	Park Hills - Sale of Home
25	SD-2007-119	Robinson, John	Robinson v. Robinson

User ID: ADMIN

Number of Bills To Print: 7

Select All

Deselect All

Help

☒ Preview ☒ Printer ☐ File ☐ Email

Preview Preview Report

Add Delete

Details Refresh Close

- “Select All” will choose all bills selected through chosen criteria
- If more than two prebills, print hard copy rather than preview

Prebill (1of 3)

PRE-BILL

Simon & Barnes

Roger Adams
Mr. Roger Adams
2557 San Rafael Dr.
San Diego, CA 92101

Date: 5/28/2008
Time: 3:44PM
Page: 1 of 2

Client: 1
Matter: SD-2007-097
Matter Type: BUS Business Law
Comments:
File Open Date: 06/02/2007
Billing Mode: Hourly

Roger Adams
Main Street Center

Originating Timekeeper: NPB
Responsible Timekeeper: NPB
Billing Format Code: 3
Fees/Costs Cut Date: 05/31/2008
Payments Cut Date: 05/31/2008

Billing Frequency: Monthly

Bill Date: 05/31/2008
Start Date: 01/01/1900

Last Bill:

Remarks:

Type of Bill: Regular

ACCOUNT	Current	30 - 59 Days	60 - 89 Days	90 Days and Over
AGING	\$ 0.00	\$ 1,025.75	\$ 0.00	\$ 0.00
Fees Billed to Date:	\$1,525.75	Costs Billed to Date:	\$0.00	

Fees

Ticket Number	Date	Timekeeper	Description	Hours	Amount	
31	05/27/2008	AMS	Phone conference with client to discuss options	0.50	\$175.00	BL
32	05/28/2008	AMS	Date of Closing for Roger Adams here in office	1.00	\$350.00	BL
				Total Hours:	1.50	
				Billable Hours:	1.50	\$525.00

Timekeeper Summary

Timekeeper AMS worked 1.50 hours at \$350.00 per hour, totaling \$525.00.

•Fee Section of Prebill

Prebill (2 of 3)

Costs

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check No.</u>
05/15/2008	Photocopies	\$14.25	
05/15/2008	Filing Fee to the Clerk of the Court Payee: Clerk of Court, Palm County	\$125.00	2539
05/22/2008	Facsimile Charges - 25 pages	\$12.50	
Total Costs:		\$151.75	

Payment Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>
05/28/2008	Check Number 1234 - payment on previous billing	(\$500.00)
Total Payments Received:		(\$500.00)

Continued On Next Page

- Cost Section of Prebill
- Payment Section of Prebill

Prebill (3 of 3)

PRE-BILL

Simon & Barnes

Client: 1
Matter: SD-2007-097

Roger Adams
Main Street Center

Date: 5/28/2008
Time: 3:44PM
Page: 2 of 2

Prior Balance:	\$1,525.75	
Payments Received:	(\$500.00)	Date Of Last Payment: 05/28/2008
Current Fees:	\$525.00	
Sales Tax on Fees:	\$0.00	
Advanced Costs:	\$151.75	
Sales Tax on Costs:	\$0.00	
Administrative Cost:	\$0.00	
Late Charges:	\$15.39	
Additional Retainer Due:	\$0.00	
TOTAL AMOUNT DUE:	<u>\$1,717.89</u>	

TRUST ACTIVITY RECAP

DATE	DESCRIPTION	DEPOSIT	WITHDRAWAL	BALANCE
	Balance Forward			\$0.00
05/01/2008	Trust Balance for Main Street Center from Quicken	\$2,500.00		\$2,500.00
05/15/2008	Courier Charges		\$63.00	\$2,437.00
	Our Check: 4064 Payee: Jack Rabbit Express			

- Recap of Totals Section
- Trust Activity Recap Section

Editing Time Tickets

Abacus Accounting - Simon & Barnes

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

Time Tickets

Matter []

Time Tickets

Time Ticket Selection

☒ Client/Matter Number ☐ Date Range ☐ Timekeeper ☐ Activity

Retrieve Clear

Client/Matter to Include

Client Number 1 Roger Adams Ticket Number []

Matter Number SD-2007-097 Main Street Center

Client #	Matter #	TK#	Date	Tkpr	Hours	Time Ticket Type	Text
1	SD-2007-097	31	05-27-2008	AMS	0.50	Billable	Plone conference with clie
1	SD-2007-097	32	05-28-2008	AMS	1.00	Billable	Date of Closing for Roger,

Add Details Delete Clone Refresh Diary Report Close Help

- Enter Matter Number
- Highlight desired record
- Double Click or press Details to see entry

Editing Time Tickets

Time Tickets - Modifying Existing Time

Client Number: 1 Roger Adams Date of Service: 05-27-2008

Matter Number: SD-2007-097 Main Street Center Hours: 0.50

Timekeeper: AMS Arthur Simon

Time Ticket Type:
☐ Billable
☒ Flat Charge
☐ No Charge
☐ Non-Billable

Timer:
Start
Reset

Text: Plone conference with client to discuss options
Font Size: 10

Time Ticket Value: \$125.00

☐ Put Time Ticket on Hold

Ticket Number: 31

Press F5 for Time Entry Abbreviation Codes and F7 to Spell Check

Save Save & Clone Delete Previous Next Close Help

- Make any necessary changes here
- **Changes not reflected in AbacusLaw**
- Press Save when done

Correcting Payment Section

Abacus Accounting - Simon & Barnes

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

Time Tickets
Time Ticket Diary
Costs & Adjustments
Payments Received

Matter []

[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
- This will correct checkbook and bank reconciliation section

How to Correct a Trust Deposit

The screenshot shows a software window titled "Trust Deposits - Add". It contains several input fields for recording a deposit. The "Amount" field is circled in red and contains the text "(\$2,500.00)". A red arrow points from the text "Negative Amount" in the list below to this field. Other fields include "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), and "Description" (Correction of Duplicate Deposit). At the bottom, there are "Save", "Close", and "Help" buttons.

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			

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

Negative Amount

Giving Client a Discount

Abacus Accounting - Simon & Barnes

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

Time Tickets
Time Ticket Diary

Matter []

Costs & Adjustments

01-01-1900 End 05-28-2008

Costs & Adjustments - Add

Client Number: 1
Client Name: Roger Adams
Matter Number: SD-2007-097
Matter Name: Main Street Center
Client Exp. Code: DIS
Code Description: Courtesy Discount

Cost Per Item: 0.00 Date: 05-28-2008

Num Of Items: Amount: (\$100.00)

Description: Courtesy Discount - because we are good guys

Hold Status: ☐ Item is On Hold

Press F3 to Use Last Description

Debit/Credit: ☐ Debit (Charge the Client) ☒ Credit (Client Payment/Discount)

Bill Type: ☒ UnBilled ☐ Billed

Write Off: ☒ Yes ☐ No

Save Clear Close Help

- Setup a Client Expense Code for Discount
- Enter amount of Discount (no need for minus sign)
- Be sure to mark the item as a **Credit**

Printing Actual Bills by Group

Abacus Accounting - Simon & Barnes

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

Time Tickets
Time Ticket Diary
Costs & Adjustments
Payments Received
Transfer Time Tickets
Prebills
Print Bills

Matter [] [01-01-1900] End [05-28-2008]

Bill Selection

Originating Timekeeper * [] Include All
Responsible TimeKeeper * [] Include All
Assigned TimeKeeper * [] Include All
Billing Frequency * [] Include All
Type of Law Code * [] Include All
Billing Mode * [] Include All
All Matters By Client 1 [] Roger Adams
At Least X Dollars: \$25.00
☐ Include On Hold Matters
☐ Include Closed Matters ☐ Include EOM Matters
☐ Include Contingent Matters

Alphabet (1st Letter of Client Last Name)
* [] [] *

Bills to Include
Unbilled&NonZ
Type
Regular

Dates
Date of Bill 05-31-2008
Start Date 01-01-1900
Fees / Costs Cut Date 05-31-2008
Payments Cut Date 05-31-2008

Trust on Bill
☐ Do Not Apply Trust to Bill
☒ Automatically Apply Trust to Bill
☐ Stop for Manual Input
Trust Cutoff Date 05-31-2008

Bill By Group ☒ **Select Bills Individually** ☐

Add to Billing Run Close Help

- Actual Bills allow you to choose to apply Trust monies to bills

- You can choose to print all bills for just one matter

- Or you can choose to print bills that are at least a certain dollar amount

Select Bills Individually

Bill Selection

Individually Selected Matters

Client #

Matter #

Client	Matter	Client Name	Matt
1	SD-2007-097	Roger Adams	Mair

Dates

Date of Bill

Start Date

Fees / Costs Cut Date

Payments Cut Date

Trust on Bill

☐ Do Not Apply Trust to Bill

☒ Automatically Apply Trust to Bill

☐ Stop for Manual Input

Trust Cutoff Date

Bill By Group

Select Bills Individually

- Trust Monies applied automatically with this choice
- Click on “Add to Billing Run” after all matters are chosen.

Printing Selected Bills

The screenshot shows a window titled "Bill Selection" with a table of bills and several control elements. The table has four columns: Client, Matter, Client Name, and Matter Description. It contains two rows of data. To the right of the table is a "User ID" dropdown menu set to "ADMIN" and a "Number of Bills To Print" input field set to "2". Below these are "Select All" and "Deselect All" buttons, with the "Select All" button circled in red. At the bottom left are radio buttons for "Preview", "Printer", "File", "Email", and "LEDES 1998B", with the "LEDES 1998B" option circled in red. There is also a "NationWide/Litigation Advisor" option. To the right of these are "Add" and "Delete" buttons. At the bottom right are "Details", "Refresh", and "Close" buttons. A "Help" button is also present on the right side.

Client	Matter	Client Name	Matter Description
1	SD-2007-097	Adams, Roger	Main Street Center
1	SD-2007-118	Adams, Roger	Adams, Roger v. City of Jupiter

User ID: ADMIN

Number of Bills To Print: 2

Select All

Deselect All

Help

☒ Preview ☐ Printer ☐ File ☐ Email ☒ LEDES 1998B ☐ NationWide/Litigation Advisor

Preview Preview Report

Add Delete

Details Refresh Close

- Click on the “Select All” button to send bills to the printer.
- Must Print to continue Billing Cycle
- LEDES selection is for Task Based Billing only

Actual Bill (1 of 3)

Simon & Barnes
FEIN #59-7845965
5230 Carroll Canyon Rd. Ste 3
San Diego, CA 92122
Telephone: 800-488-3334
Fax: 858-452-2073

May 31, 2008
Invoice No. 5074

Roger Adams
Mr. Roger Adams
2557 San Rafael Dr.
San Diego, CA 92101

Client Number: 1 Roger Adams
Matter Number: SD-2007-097 Main Street Center
For Services Rendered Through 5/31/2008.

Fees

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
05/27/2008	AMS	Phone conference with client to discuss options	0.50	\$125.00
05/28/2008	AMS	Date of Closing for Roger Adams here in office	1.00	\$350.00
			Billable Hours / Fees:	1.00 \$350.00
			Flat Charge Hours / Fees:	0.50 \$125.00

- Fees Section – each column can be deleted

Actual Bill (2 of 3)

Fees

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
05/27/2008	AMS	Phone conference with client to discuss options	0.50	\$125.00
05/28/2008	AMS	Date of Closing for Roger Adams here in office	1.00	\$350.00
			Billable Hours / Fees:	1.00 \$350.00
			Flat Charge Hours / Fees:	0.50 \$125.00

Timekeeper Summary

Timekeeper AMS worked 1.00 hours at \$350.00 per hour, totaling \$350.00.

Timekeeper AMS worked 0.50 flat charge hours totaling \$125.00.

Cost Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check No.</u>
05/15/2008	Photocopies	\$14.25	
05/15/2008	Filing Fee to the Clerk of the Court	125.00	2539
	Payee: Clerk of Court, Palm County		
05/22/2008	Facsimile Charges - 25 pages	12.50	
Total Costs		\$151.75	

Continued On Next Page

- Timekeeper Summary Section
- Cost Section

Actual Bill (3 of 3)

Payment Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>
05/28/2008	Check Number 1234 - payment on previous billing	(\$500.00)
Total Payments Received:		(\$500.00)

Prior Balance:	\$1,525.75	Last Payment: 05/28/2008
Payments Received:	(\$500.00)	
Current Fees:	\$475.00	
Courtesy Discount:	\$100.00	
Advanced Costs:	\$151.75	
Late Charges:	\$16.89	
Amount to be Applied from Trust:	(\$1,769.39)	
TOTAL AMOUNT DUE:	\$0.00	

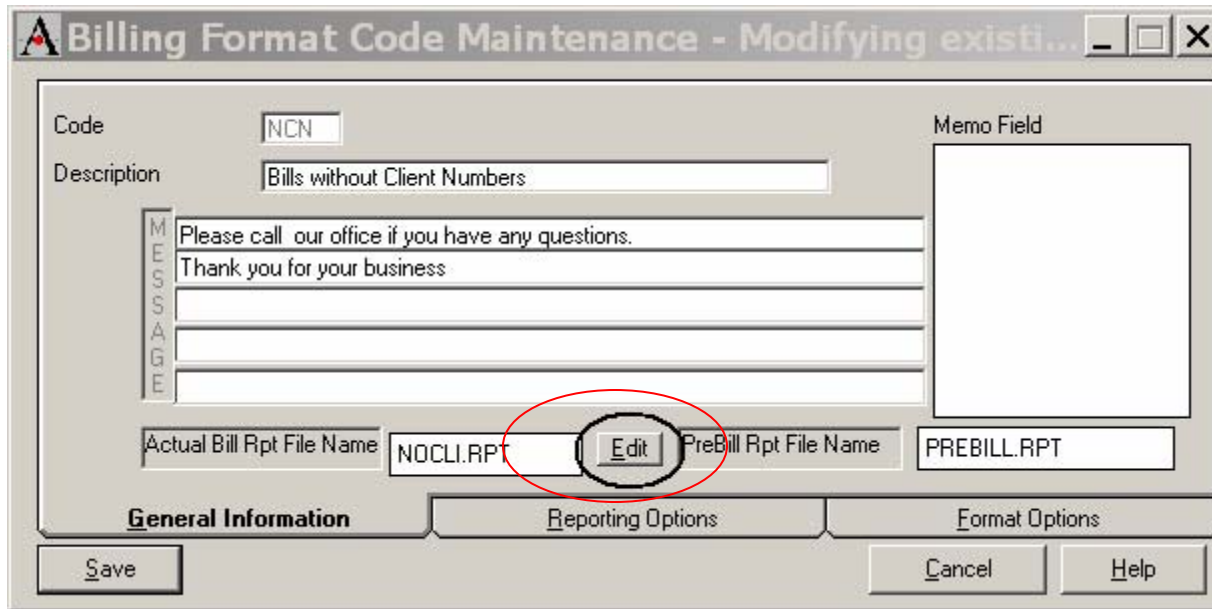
Thank You for Letting Us Serve You.
 Payment Due Upon Receipt.
 Please contact Pamela Rice at 561/741-4554
 If you have any questions regarding this bill.
 Please include your invoice number on your check.

You now have extended space at the bottom of your bills to show your Standard Disclaimer, or any other information you would like to include!

TRUST ACTIVITY RECAP

<u>Date</u>	<u>Description</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
				\$0.00
05/01/2008	Trust Balance for Main Street Center from Quicken	\$2,500.00		\$2,500.00
05/15/2008	Courier Charges		\$63.00	\$2,437.00
	Our Check: 4064 Payee: Jack Rabbit Express			
05/31/2008	Trust monies to be applied to this bill.		\$1,769.39	\$667.61

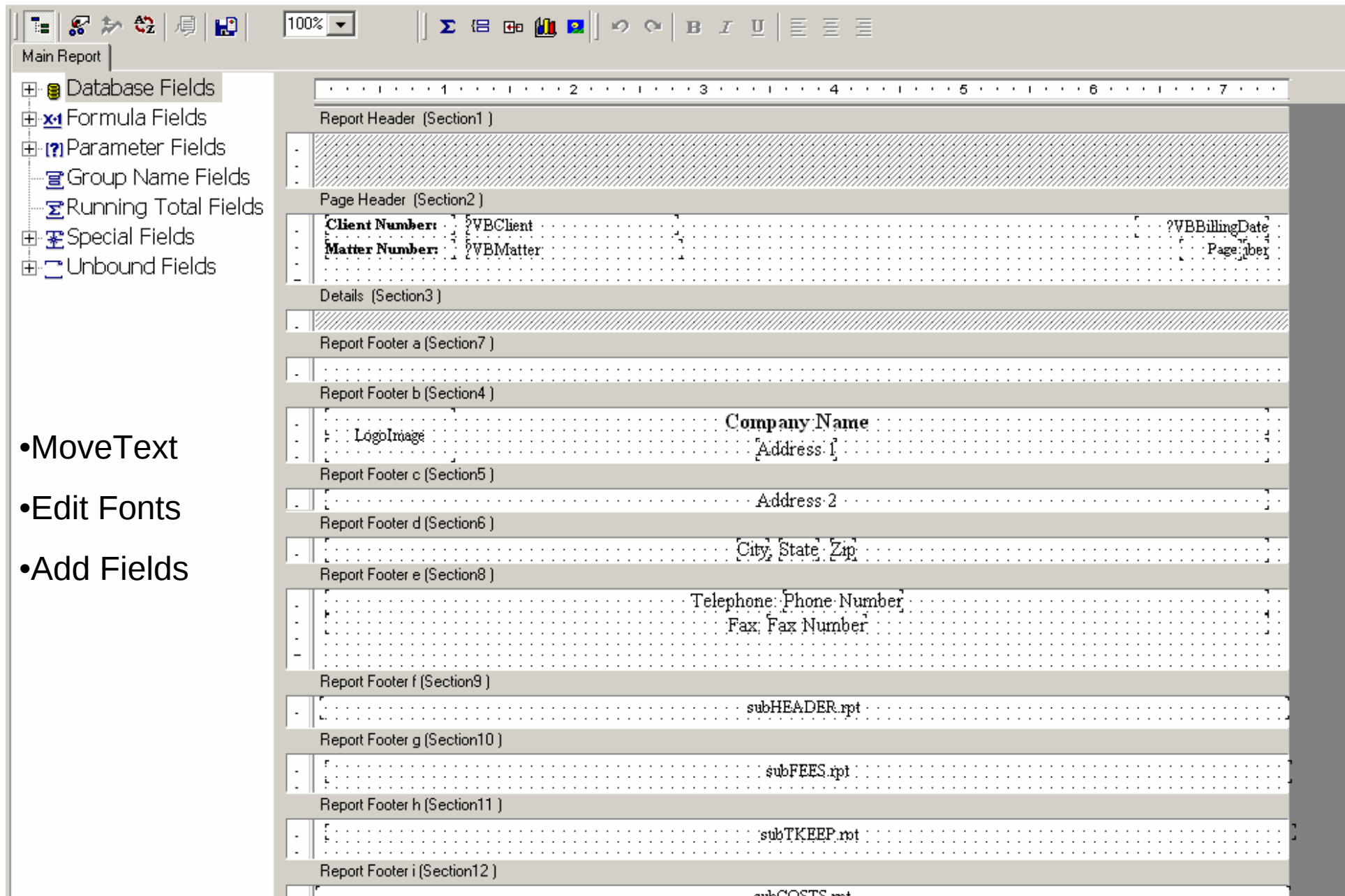
Customizing Your Bills



The image shows a software window titled "Billing Format Code Maintenance - Modifying existi...". The window contains several input fields and buttons. At the top, there is a "Code" field with the value "NCN" and a "Memo Field" which is a large empty text area. Below the code field is a "Description" field with the text "Bills without Client Numbers". To the left of the description field is a vertical label "MESSAGE". Below the description field are four text input fields containing the following text: "Please call our office if you have any questions.", "Thank you for your business", and two empty lines. At the bottom of the window, there are two fields: "Actual Bill Rpt File Name" with the value "NOCLI.RPT" and "PreBill Rpt File Name" with the value "PREBILL.RPT". Between these two fields is a button labeled "Edit", which is circled in red. Below the input fields are three tabs: "General Information", "Reporting Options", and "Format Options". At the very bottom of the window are three buttons: "Save", "Cancel", and "Help".

- Take an existing Billing Format Code to Edit
- Press Edit to modify formatting

Customizing Your Bills



- MoveText
- Edit Fonts
- Add Fields

Adding Field from Matters Table

Visual Linking Expert

Link together the tables you added to the report
Linking is needed to match records of one table with corresponding records of another table.

Matters

- Rate End Date 2
- Rate Amount 2
- Type of Rate 3
- Rate Start Date 3
- Rate End Date 3
- Rate Amount 3
- Activity Rate Level
- Address Line 3
- Client Number
- Matter Number

Clients

- Referral Phone
- Default Trust Account
- Email Bill
- Web Bill
- Close Date
- Inactive
- AbacusID
- Address Line 3
- E-Mail Address
- Client Number

law3

- MATTER
- CASENUM
- ATTORNEY
- CASECODE
- COURT
- OPENED
- CLOSED
- ENTRY
- OPERATOR
- AXS

AFD_Law3

- MATTER
- CASENUM
- ATTORNEY
- CASECODE
- COURT
- OPENED
- CLOSED
- ENTRY
- OPERATOR
- AXS

Link Tables:

- ☒ By Name
- ☐ By Key

Link

Clear Links

Link Options...

Delete Link

“Court” Added to Report

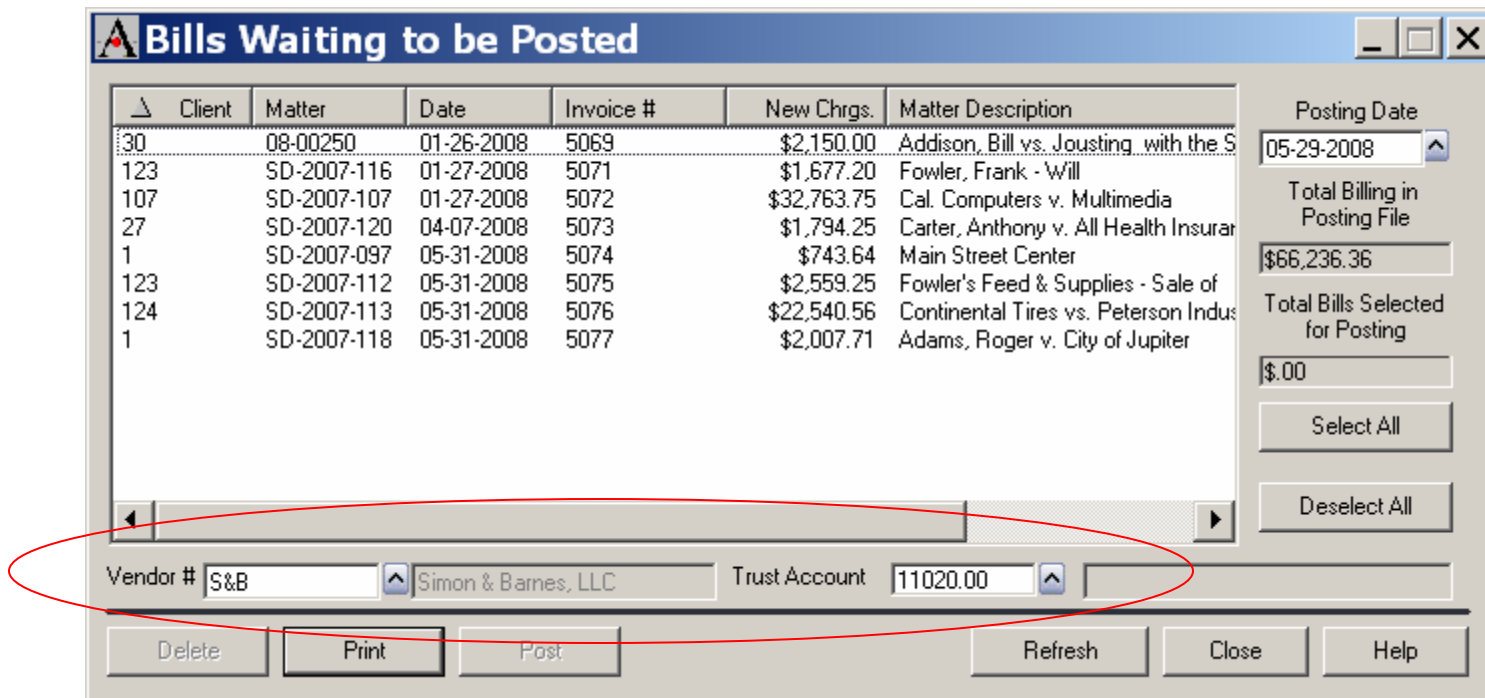
The screenshot displays a report design interface. On the left, the 'Database Fields' list includes:

- Clients
- Matters
- AFO_Law3
- law3
 - MATTER
 - CASENUM
 - ATTORNEY
 - CASECODE
 - COURT**
 - OPENED
 - CLOSED
 - ENTRY
 - OPERATOR
 - AXS
 - U_ID
 - PRVTAXS
 - BILL_REC
 - CRTCASENUM
 - USERSCREEN
 - UC1
 - UC2
 - UC3
 - UD1
 - DAMAGES
 - MYFIELD

Below the list are 'Formula Fields' and 'Parameter Fields' sections.

The right side shows the report layout with sections: Report Header m (Section20), Report Header n (Section9), Report Header o (Section10), Report Header p (Section18), Report Header q (Section11), Report Header r (Section12), Report Header s (Section13), Report Header t (Section14), and Report Footer (Section16). The 'Details (Section15)' section contains a table with a row for 'COURT' under the '@ServicesRendered' header, which is circled.

Posting Bills



Bills Waiting to be Posted

Client	Matter	Date	Invoice #	New Chrgs.	Matter Description
30	08-00250	01-26-2008	5069	\$2,150.00	Addison, Bill vs. Jousting with the S
123	SD-2007-116	01-27-2008	5071	\$1,677.20	Fowler, Frank - Will
107	SD-2007-107	01-27-2008	5072	\$32,763.75	Cal. Computers v. Multimedia
27	SD-2007-120	04-07-2008	5073	\$1,794.25	Carter, Anthony v. All Health Insuranc
1	SD-2007-097	05-31-2008	5074	\$743.64	Main Street Center
123	SD-2007-112	05-31-2008	5075	\$2,559.25	Fowler's Feed & Supplies - Sale of
124	SD-2007-113	05-31-2008	5076	\$22,540.56	Continental Tires vs. Peterson Indus
1	SD-2007-118	05-31-2008	5077	\$2,007.71	Adams, Roger v. City of Jupiter

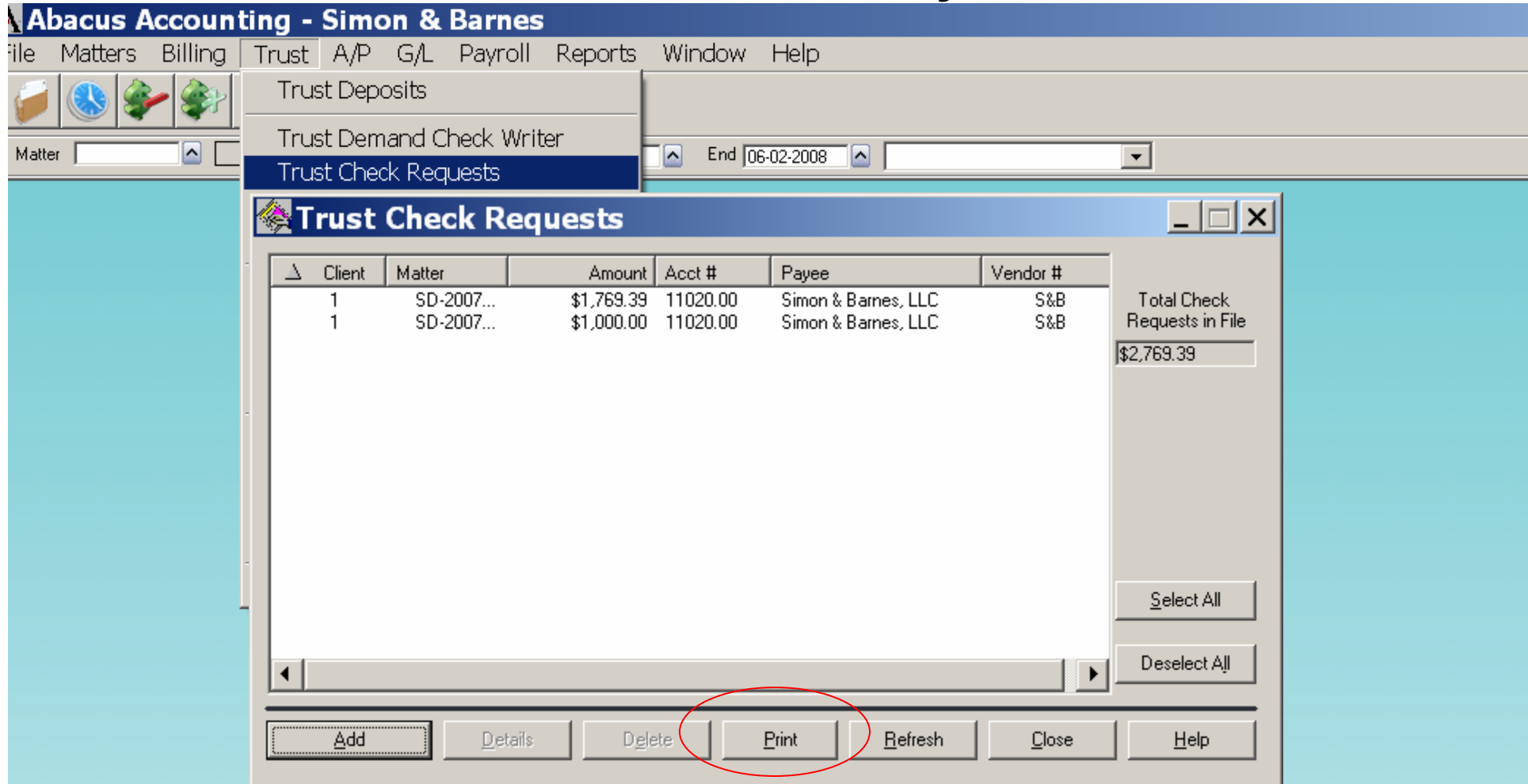
Posting Date: 05-29-2008
Total Billing in Posting File: \$66,236.36
Total Bills Selected for Posting: \$0.00
Select All
Deselect All

Vendor # S&B Simon & Barnes, LLC Trust Account 11020.00

Delete Print Post Refresh Close Help

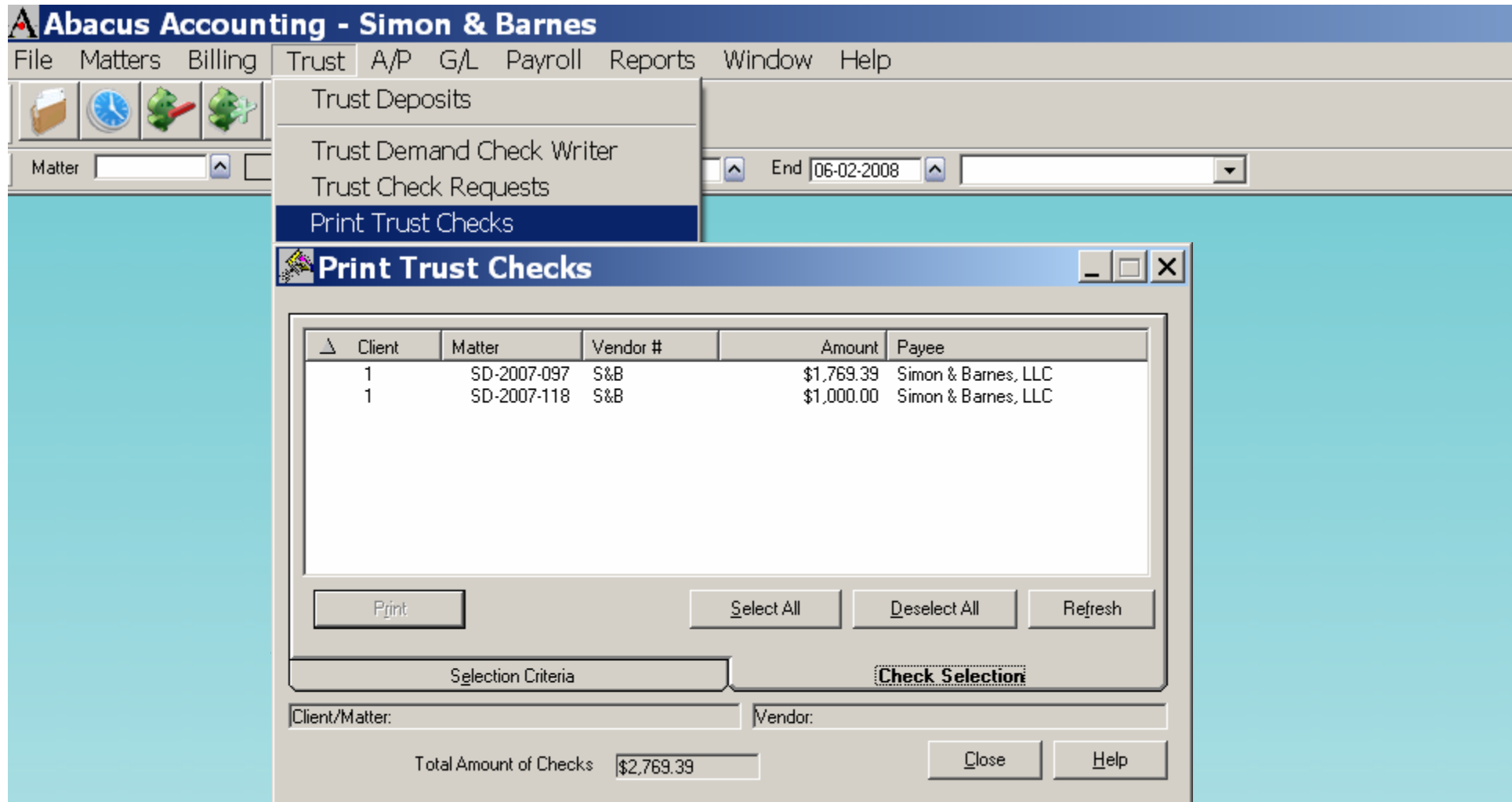
- When vendor data shows up, Trust Checks are printed next
- If no vendor data appears, this is the final billing step

Trust Checks Ready to Print



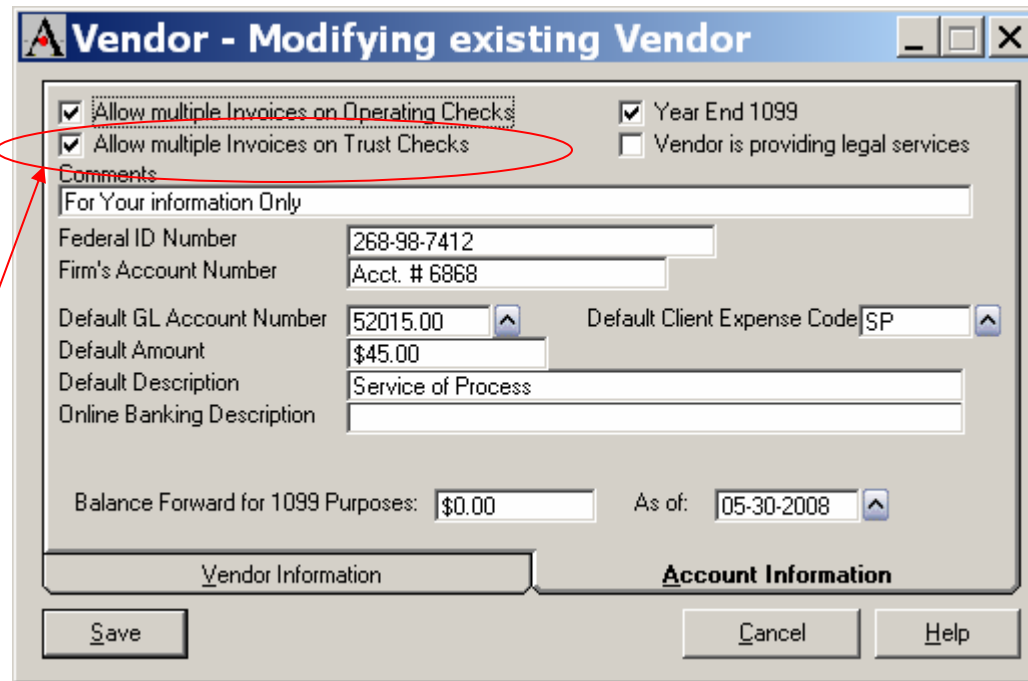
- Program automatically creates Trust Check request when bills are posted
- Checks are not printed from here
- Print button creates list of checks waiting to be printed

Collecting Trust Monies from Bills



- Use “Print Trust Checks”, not the “Trust Demand Check Writer”
- Maximum of 5 Matters printed per check

Firm Vendor setup for Multiple Invoices on Trust Checks



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

- Be sure that the “Allow Multiple Invoices on Trust Checks” option is checked off
- This will allow 5 Matters Trust Payments to appear on each Trust check

Depositing Trust Monies into Operating

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

01-01-2008 End 06-02-2008

Enter Client Payments

Date	Client	Matter	Amount	Inv. #	Acct #	Credit Card Type	Descr	Deposit Date
05-31-2008	1	SD-2007-118	\$1,000.00	5077	11010.00		Monie	05-31-2008
05-31-2008	1	SD-2007-097	\$1,769.39	5074	11010.00		Monie	

Select
☒ Cash/Check Payments
☐ Credit Card Payments

Total Payments in Posting File: \$2,769.39
Total Payments Selected for Posting: \$0.00

Buttons: Add, Details, Delete, Print, Deposit Slip, Post, Print Receipt, Refresh, Close

- Transferring monies from Trust to Operating Account
- Program automatically enters payments coming from Trust that appeared on client bills
- Choose correct deposit date for posting

Payment Distribution from Trust

Enter Client Payments - Modify

Invoice #

Client Number Client Name

Matter Number Matter Name

Payment Date ☐ Charge credit card for this payment

Payment Amount

Deposit Account

Account

Unpaid Invoices		
Date	Invoice Number	Amount
(No Invoice, Payment on Account)		
05-31-2008	5090	\$1769.39

Description
Monies applied from trust to invoice #: 5090

General Info. Breakout Fee Distribution

Save Finished Help

- Automatic distribution of payments from Trust
- Invoice chosen and description created automatically

Automatic Payment Breakout

The screenshot shows a software window titled "Enter Client Payments - Modify". It features a "From:" field set to "Client Ledger File" and a "Payment Amount" field set to "\$1,769.39". Below these are two side-by-side tables for "Billing Distribution" and "Payment Distribution". Both tables list categories: Hard Costs, Soft Costs, Fees, Late Charges, Taxes, and Retainer, with corresponding dollar amounts. The "UnDistributed Balance" field at the bottom right is set to "\$0.00". At the bottom of the window are three tabs: "General Info.", "Breakout", and "Fee Distribution", with "Breakout" being the active tab. There are also "Save", "Finished", and "Help" buttons.

Billing Distribution		Payment Distribution	
Hard Costs	\$125.00	Hard Costs	\$125.00
Soft Costs	\$26.75	Soft Costs	\$26.75
Fees	\$1,600.75	Fees	\$1,600.75
Late Charges	\$16.89	Late Charges	\$16.89
Taxes	\$0.00	Taxes	\$0.00
Retainer	\$0.00	Retainer	\$0.00

UnDistributed Balance: \$0.00

Buttons: Save, Finished, Help

Tabs: General Info., Breakout, Fee Distribution

- Trust Payment is automatically broken down into fees, costs, etc to match breakout on client bill

Client Payment Fee Distribution

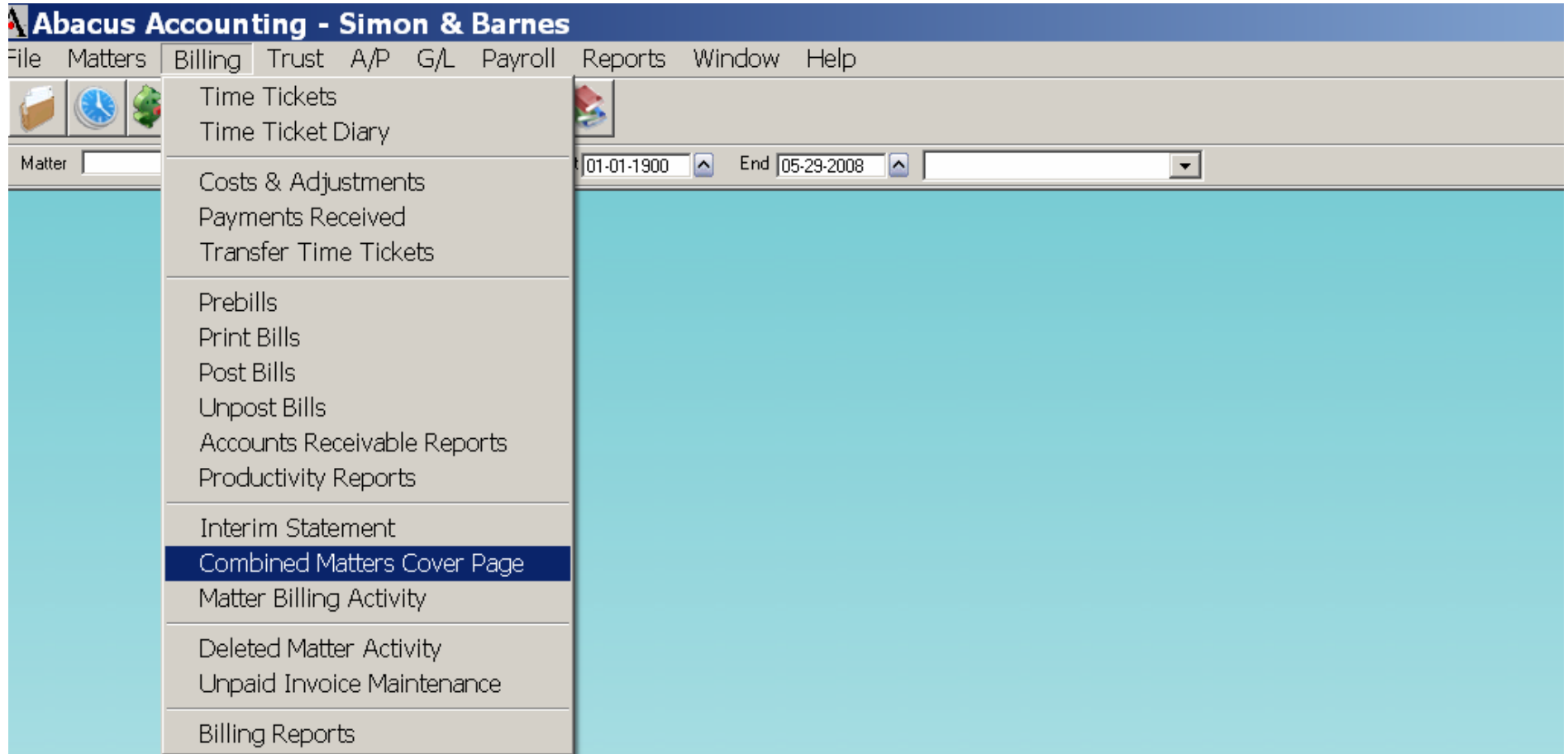
The screenshot shows a software window titled "Enter Client Payments - Modify". It has three tabs: "General Info.", "Breakout", and "Fee Distribution". The "Fee Distribution" tab is active. The window contains a table with 10 rows for timekeepers and their fee amounts. A red oval highlights the first two rows. To the right of the table are fields for "Fee Payment Amount" (\$1,600.75) and "UnDistributed Fees" (\$0.00). Below these are fields for "Originating Timekeeper" (NPB) and "Responsible Timekeeper" (Neil Barnes). A "Distribute Fees" button is located below the responsible timekeeper field. At the bottom of the window are "Save", "Finished", and "Help" buttons.

Timekeeper	Fee Amount
Timekeeper 1 NPB	\$1,375.75
Timekeeper 2 AMS	\$225.00
Timekeeper 3	\$0.00
Timekeeper 4	\$0.00
Timekeeper 5	\$0.00
Timekeeper 6	\$0.00
Timekeeper 7	\$0.00
Timekeeper 8	\$0.00
Timekeeper 9	\$0.00
Timekeeper 10	\$0.00

Fee Payment Amount: \$1,600.75
UnDistributed Fees: \$0.00
Originating Timekeeper: NPB
Responsible Timekeeper: Neil Barnes
Distribute Fees
Save Finished Help

- Fee Distribution is auto filled based on actual client invoice
- If partial payment made, system will remember remaining balance
- Changing Timekeepers and Amounts allowed

Cover Page for Multiple Matters



- Provides a Cover Page when there are Multiple Bills for one Client
- Print before Posting of Client Bills

Date of Bill	Matter No.	Prior Balance	Payments Received	New Billing	Current Balance
Matter Description					
Client Number: 1 - Roger Adams					
05/31/08	SD-2007-097	\$1,525.75	\$500.00	-\$1,025.75	\$0.00
Main Street Center					
05/31/08	SD-2007-118	\$5,132.98	\$1,250.00	\$1,007.71	\$4,890.69
Adams, Roger v. City of Jupiter					
				Total Amount Due:	\$4,890.69

Unposting Bills

Abacus Accounting - Simon & Barnes

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

Matter

Time Tickets
Time Ticket Diary
Costs & Adjustments
Payments Received
Transfer Time Tickets
Prebills
Print Bills
Post Bills
Unpost Bills
Accounts Receivable Reports
Productivity Reports
Interim Statement
Combined Matters Cover Page
Matter Billing Activity
Deleted Matter Activity
Unpaid Invoice Maintenance
Billing Reports

01-01-2008 End 06-02-2008

Unpost Bills

Client Number 1 Roger Adams
Matter Number SD-2007-097 Main Street Center
Start Date 01-01-2008 End Date 06-02-2008

Client	Matter	Date	Invoice No	Total Amount	Type
1	SD-2007-097	05-31-2008	5078	\$743.64	Regular

- Enter Matter Number and press Retrieve
- Choose Invoice and press Unpost

When Unposting a Bill

- If you are changing a bill, remember to go into Abacus Law and delete the .pdf copy that is on the Linked Documents tab.
- Please verify that there were no Trust Transfers on the original bill. If there was, you may need to void the Trust check or even write a check from Operating to place back into Trust.
- Best practice, is NOT to Unpost a Bill that had a Trust Transfer!!