



AbacusLawTM First Steps

Performing Daily Task

Daily Tasks

- Review of Matter Screen
 - > General Tab
 - > Billing Tab
 - > Rates Tab
 - > Address Tab
- Entering Billing Balances from other Programs
 - > Adding a Balance
 - > Printing Edit Report
 - > Posting Balances
- Entering Time Tickets
 - > Entering Time through Notes
 - > Entering Time through Linked Events
 - > Entering Time in Accounting
- Entering Client Costs
 - > Adding, Printing & Posting
 - > Soft Costs
 - > Hard Costs

Daily Tasks, continued

Entering Client Payments

- > General Tab
- > Breakout Tab
- > Fee Distribution Tab
- > Invoice Number vs. Payment on Account
- > Deposit Slips
- > Print Client Receipt
- > How to handle bounced checks & mistakes

Matter Billing Activity

- > Transfer of transaction
- > Deletion of Transaction

Entering Trust Balances/Daily Deposits

- > Adding a Balance
- > Printing Edit Report
- > Posting Balances

Matter General Tab

Select Matters/Matters

Matter Browse

Find F ☒ Open Only Client Number

Matter	Case #	CaseCode	Attorney
Fowler's Feed & Supplies - Sale of	SD-2007-112	REA	NPB

OK Cancel Add Edit

Matter Maintenance - Modifying existing Matter

Client Number Frank Fowler

Matter Number ☐ Split Billing Master Matter ☐ Inactive

Open Date Responsible Timekeeper Neil Barnes

Close Date Originating Timekeeper Neil Barnes

Assigned Timekeeper Neil Barnes

Default Trust Account Case Code Real Estate

Cash - Trust Account I

Tax Status:
☐ Taxable
☒ Non Taxable

Matter Description: Fowler's Feed & Supplies - Sale of

Comments:

General Billing Rates Address Comments 1 Comments 2 CC Info.

Save Close Help

- Change default Trust Account if Money is held in a different Trust Account
- Enter Comments which appear on Pre-Bill only

Matter Billing Tab

Matter Maintenance - Modifying existing Matter

Billing Format Code: 3 [General]

Billing Frequency:
☒ Monthly
☐ Quarterly
☐ Special Quarterly
☐ Semi-Annually
☐ Annually
☐ End of Matter
☐ On Hold

Billing Mode:
☐ Hourly
☒ Flat Fee
☐ Monthly Fee
☐ Minimum Fee
☐ Contingency
Flat Fee: 2500.00

Non-Hourly Billing Status:
☐ Billed
☒ Unbilled

Minimum Retainer: \$0.00
Minimum Trust Retainer: 1500.00
Reference:

Billing Remarks:

Activity Code Rate Level: 0

Matter Fee Warnings:
Start Warning when fees reach this dollar amount: \$0.00
Escalate warning when fees reach this dollar amount: \$0.00

General **Billing** Rates Address Comments 1 Comments 2 CC Info.

Save Close Help

- Enter amount of Flat Fee or Contingent Percentage
- Trust Retainer Requirements input
- Billing remarks appear under Matter Description on face of Bill
- Fee Warnings for Clients that want to be warned when they exceed their budget
- Changes to Defaults (Billing Format Code, Frequency, Mode)

Matter Billing Rates

Matter Maintenance - Modifying existing Matter

Schedule 1 | Schedule 2 | Schedule 3 | Sales Tax & Int. Rate

Hourly Rate Type
☒ Timekeeper Code Rate
☐ Single Rate

Rate Level: **1** OK

Date Range
Start: 01-01-1900
End: 12-31-2099

Initials	First Name	Last Name	Rate	O/R
AMS	Arthur	Simon	350.00	
JBB	Judy	Brown	125.00	
NPB	Neil	Barnes	375.00	

General | Billing | **Rates** | Address | Comments 1 | Comments 2 | CC Info.

Save Close Help

- Three schedules can be used for rate increases
- Rate Level can be changed to apply different rates on this matter
- Individual Timekeeper can modify rate by double clicking

Matter Billing Address

Matter Maintenance - Modifying existing Matter

Client Name:

Contact Name:

Address Line 1:

Address Line 2:

Address Line 3:

City: State: Zip Code:

Phone Number: Country:

E-Mail Address: ☐ Two Addresses on the Bill

General | Billing | Rates | **Address** | Comments 1 | Comments 2 | CC Info.

Save Close Help

- This is the address that appears on the bill
- Check Two Addresses to show this address and the address from the BILLTO client in AbacusLaw
- **Changes here are not reflected in AbacusLaw**

Matter Credit Card Setup

The screenshot shows a software window titled "Matter Maintenance - Modifying existing Matter". Inside, the "Credit Card Information" tab is active. It contains a checkbox for "Charge credit card for bill payments", a "Client Number" field, and a table for credit card details. The table has columns for "Acct Type", "Acct #", "Expiration", "Name on Card", and "Status". Below the table are buttons for "Add", "Details", "Delete", "Make Primary", and "Make Secondary". At the bottom of the window are tabs for "General", "Billing", "Rates", "Address", "Comments 1", "Comments 2", and "CC Info." (which is selected). There are also "Save", "Close", and "Help" buttons.

Acct Type	Acct #	Expiration	Name on Card	Status
-----------	--------	------------	--------------	--------

- Only used to Charge Credit Cards through PPI
- Can add primary and secondary cards

Edit Report for Prior Balances

Client Costs & Adjustments - Edit Report

Report Date:
Report Time:
Page :
Requested By: U

Glen Guy

Client Number Matter Number	Date	Amount	Debit or Credit	Billing Status	Client Expense Code	Number Of Items	On Hold	Write off Indicator	Description
27 SD-2007-120	01/01/2010 Client Name: Anthony Carter	\$879.12	Debit	Billed	FEE	0.00	No	No	Previous Balance
13 SD-2007-104	01/01/2010 Client Name: George Eagleson	\$759.16	Debit	Billed	FEE	0.00	No	No	Previous Balance
Total		\$1,638.28							

Number of Costs & Adjustments To Post: 2

Posting Prior Balances

Trust A/P G/L Payroll Reports Window Help

Time Tickets Costs **Payments** Trust Deposits PreBills Actual Bills Checks Pa

Start 01-01-2008 End 01-20-2010

Costs & Adjustments

Client	Matter	Date	Code	Amount	D/C	Bld/Unbld	Description
13	SD-2007-104	01-01-2010	FEE	\$759.16	Debit	Billed	Previous Balance
27	SD-2007-120	01-01-2010	FEE	\$879.12	Debit	Billed	Previous Balance

Total Adjustments in Posting File
\$1,638.28

Total Adjustments Selected for Posting
\$0.00

Select All
Deselect All

Add Details Delete **Print** Post Refresh Close Help

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
Trans

01-01-1900 End 05-27-2008

Costs & Adjustments - Add

Client Number 1 Cost Per Item 0.00 Date 05-01-2008

Client Name Roger Adams

Matter Number SD-2007-097 Num Of Items Amount \$1,525.75

Matter Name Main Street Center Description Previous Balance

Client Exp. Code FEE

Code Description Previous Balance

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

- Beginning Balances entered here, must use FEE code
- Amount is total balance due
- Bill Type of "Billed" pushes balance into previous balance

Entering Time through Notes

The screenshot shows the 'Matter: Main Street Center' application window. The 'Notes' tab is selected, displaying a table of notes. The 'Add' button at the bottom is circled in red. An 'Add Note' dialog box is open, showing a note titled 'Phone Conference with Client to discuss options'. The 'Bill' button in the dialog is also circled in red. A red arrow points from the 'Bill' button to the 'Add' button in the main window.

Matter: Main Street Center

MAIN STREET CENTER

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

Query

\$	When	Time	Type	Note
<input type="checkbox"/>	06/04/07	10:17a	MEMO	Closing set for 7/3/07
<input type="checkbox"/>	06/02/07	2:56p	WWW/WH	Small shopping center in Center City. Approx

Find Add Edit Delete Print

Add Note

Name: Adams, Roger 1
Matter: Main Street Center SD-2007-097

☐ Private

Previous
Next
Spell check
Bill

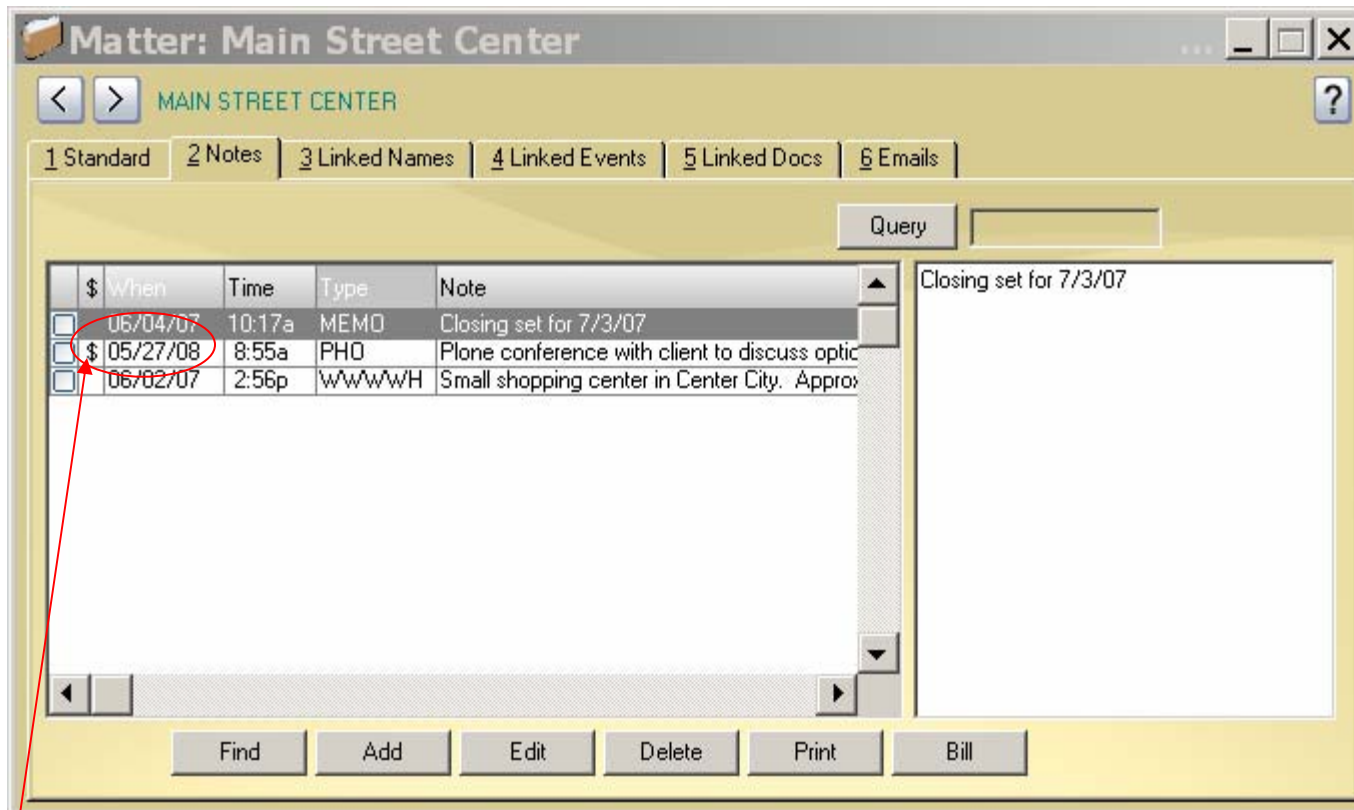
Phone Conference with Client to discuss options

Type: Date: 05/27/08 Phone:
Minutes: 0 Time: 8:54a Operator: GG

OK Cancel Help

- From the Notes tab on the Matter screen, click Add
- Press Bill to send to Accounting

Billed Note



- Billed Notes are marked with the dollar sign
- Notes without a dollar sign will NOT appear on the client's bill
- Go to *Notes/Browse All Notes* to verify all notes have been billed

Adding Linked Event From Matter Screen

Event: 07/03/07 Client con...

< > Add Clone Delete Save Cancel ?

Wednesday, May 28, 2008. Tomorrow

Who: NPB Neil P. Barnes

What: C-CLIENT Client conference

When: 05/28/08 at 9:30a for 1.00 hours

Where: HERE Office << Less

Date of Closing for Roger Adams here in office.

Name: Adams, Roger Priority: 1 Type: N Status: N

Matter: Main Street Center MAIN01-0001 Reminders: 0 0

☐ Private

Re-Bill Form Query Index WHEN JSK

- Time Ticket will use first Who Code for Productivity Reports
- Matter Description must be filled in to send Event into Accounting
- Clone Time Ticket with different Who code to bill for multiple employees

Time Ticket in Accounting

Time Tickets - Entering New Time

Client Number: 1 Roger Adams Date of Service: 5/27/2008

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

Timekeeper: AMS

Text: Plone conference with client to discuss options

Font Size: 10

Time Ticket Type:

- ☒ Billable
- ☐ Flat Charge
- ☐ No Charge
- ☐ Non-Billable

Timer: 00:00:00

Start

Reset

Timekeeper Rate: \$350.00

Time Ticket Value: \$175.00

☐ Put Time Ticket on Hold

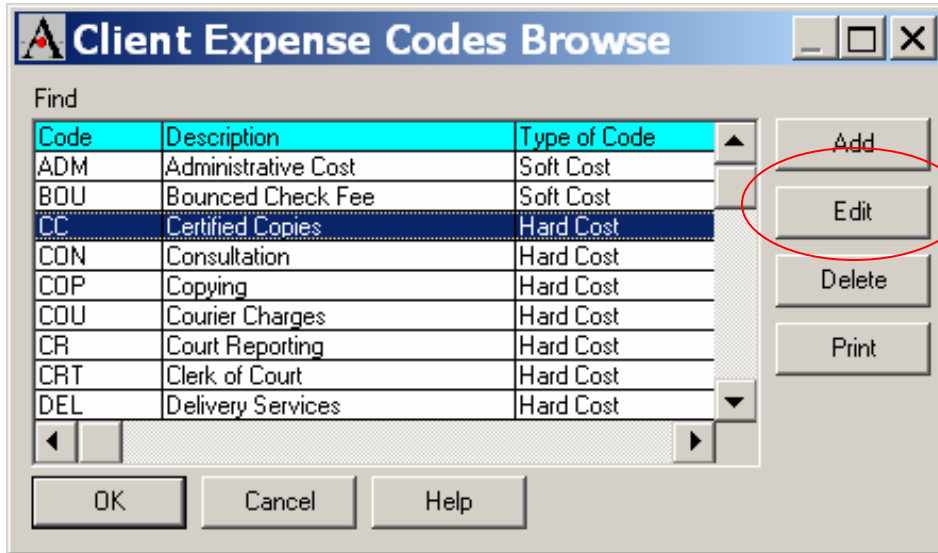
Ticket Number:

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

Save Previous Next Close Help

- **Changes made here will not be reflected in AbacusLaw**
- No Charge Time Tickets will show on Client's Bill
- Non-Billable Time Tickets will not show up on Bill but can be used for Productivity and administrative purposes
- Tickets on Hold will only show on Pre-Bill

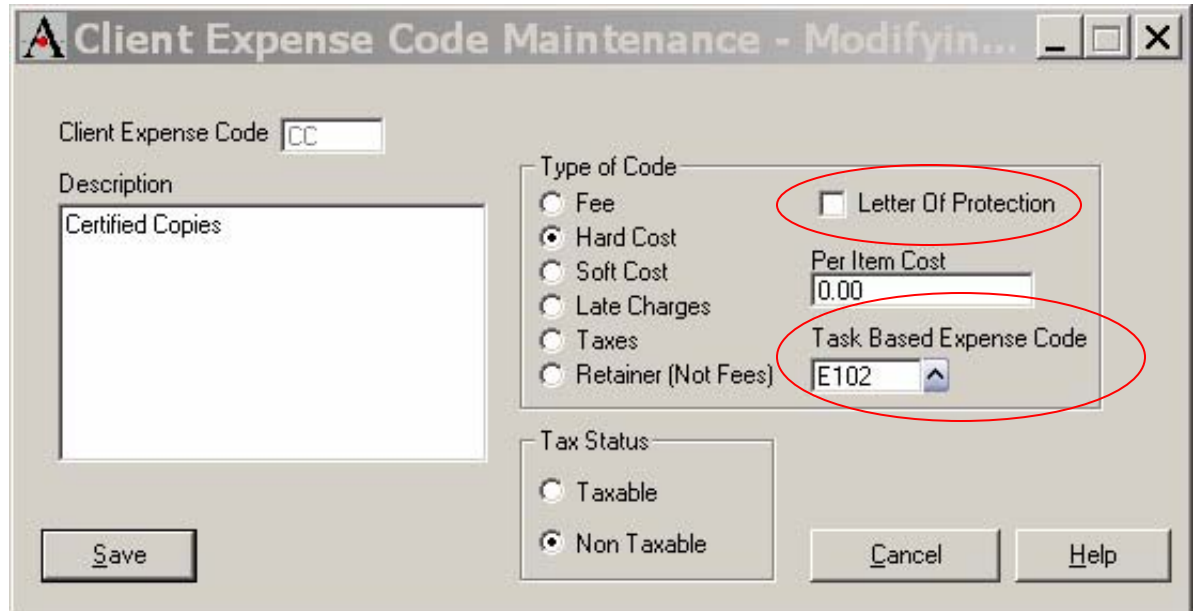
Client Expense Codes



The 'Client Expense Codes Browse' dialog box displays a table of expense codes. The 'CC' code for 'Certified Copies' is selected. To the right of the table are buttons for 'Add', 'Edit', 'Delete', and 'Print'. The 'Edit' button is circled in red. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

Code	Description	Type of Code
ADM	Administrative Cost	Soft Cost
BOU	Bounced Check Fee	Soft Cost
CC	Certified Copies	Hard Cost
CON	Consultation	Hard Cost
COP	Copying	Hard Cost
COU	Courier Charges	Hard Cost
CR	Court Reporting	Hard Cost
CRT	Clerk of Court	Hard Cost
DEL	Delivery Services	Hard Cost

- Letters of Protection are only for contingent cases
- Per Item Cost can be used for photocopies or faxes
- Task Based Codes are only used for Matters flagged as Task Based
- Administrative Cost should never be manually input



The 'Client Expense Code Maintenance - Modify' dialog box shows the configuration for the 'CC' code. The 'Description' field contains 'Certified Copies'. Under 'Type of Code', 'Hard Cost' is selected. The 'Letter Of Protection' checkbox is unchecked and circled in red. The 'Per Item Cost' is set to '0.00'. The 'Task Based Expense Code' is set to 'E102' and is also circled in red. Under 'Tax Status', 'Non Taxable' is selected. At the bottom are 'Save', 'Cancel', and 'Help' buttons.

Client Expense Code: CC

Description: Certified Copies

Type of Code:

- ☐ Fee
- ☒ Hard Cost
- ☐ Soft Cost
- ☐ Late Charges
- ☐ Taxes
- ☐ Retainer (Not Fees)

☐ Letter Of Protection

Per Item Cost: 0.00

Task Based Expense Code: E102

Tax Status:

- ☐ Taxable
- ☒ Non Taxable

Enter Soft Costs here

Costs & Adjustments - Add

Client Number: 123 Cost Per Item: 0.25 Date: 05-27-2008

Client Name: Frank Fowler

Matter Number: SD-2007-112 Num Of Items: 57 Amount: 14.25

Matter Name: Fowler's Feed & Supplies - Sale of

Description: Photocopies

Client Exp. Code: PHO

Code Description: Photocopies

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

Buttons: Save, Clear, Close, Help

- Costs that do not have Firm Checks written are entered here
- Soft Costs do not affect the General Ledger
- All Soft Costs should be unbilled to show on the current Bill

Post Cost & Adjustment

Client	Matter	Date	Code	Amount	D/C	Bld/Unbld	Description
1	SD-2007-097	05-01-2008	FEE	1,525.75	Debit	Billed	Previous Balance

Total Adjustments in Posting File: \$1,525.75

Total Adjustments Selected for Posting: \$1,525.75

Select All

Deselect All

Add Details Delete Print **Post** Refresh Close Help

- Must Post all Entries before they appear on Bill
- Print Posting Report before Posting
- Entries posted here do not affect the General Ledger**

Printing Deposit Slips and Receipts

The screenshot shows the 'Enter Client Payments' window in a software application. The window has a title bar with standard minimize, maximize, and close buttons. Below the title bar is a menu bar with icons and labels: 'me Tickets', 'Costs', 'Payments', 'Trust Deposits', 'PreBills', 'Actual Bills', 'Checks', and 'Payroll'. Below the menu bar is a date range selector with 'Start' set to '01-01-2008' and 'End' set to '01-20-2010'. The main area of the window contains a table with the following data:

Date	Client	Matter	Amount	Inv. #	Acct #	Credit Card Type	Descr
01-20-2010	107	SD-2007-107	\$5,000.00	0	11001.00		Check

Below the table is a horizontal scrollbar. To the right of the table is a 'Deposit Date' dropdown menu set to '01-20-2010'. Below the dropdown are two radio button options: 'Select Cash/Check Payments' (selected) and 'Select Credit Card Payments'. At the bottom of the window, there are two text boxes: 'Total Payments in Posting File' with the value '\$5,000.00' and 'Total Payments Selected for Posting' with the value '\$5,000.00'. Below these text boxes is a row of buttons: 'Add', 'Details', 'Delete', 'Print', 'Deposit Slip', 'Post', 'Print Receipt', 'Refresh', and 'Close'. The 'Deposit Slip' and 'Print Receipt' buttons are circled in black.

Correcting Bounced Checks or Duplicate Payments

ime Tickets Costs Payments Trust Deposits PreBills Actual Bills Checks Payt

Start 01-01-2008 End 01-20-2010

Enter Client Payments - Add

Invoice #

Client Number 125 Client Name Memphis State College

Matter Number SD-2007-114 Matter Name Clark, Craig - Memphis State vs. Clark, Craig

Payment Date 01-20-2010 ☐ Charge credit card for this payment Payment Amount (\$5,678.00)

Deposit Account 11001.00

Account General Business Checking Acct.

Description
Bounced check

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

General Info. Breakout Fee Distribution

Save Close Help

Entering a negative sign adjusts the checkbook and matter billing activity.

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

01-01-1900 End 05-28-2008

Enter Client Payments - Add

Invoice #
 Client Number Client Name
 Matter Number Matter Name
 Payment Date ☐ Charge credit card for this payment Payment Amount
 Deposit Account
 Account
 Description
 Unpaid Invoices

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

 General Info. Breakout Fee Distribution
 Save Close Help

- Payment Date is date of receipt
- Payment on Account should be used when not tracking invoice numbers
- Description should include Client Check Number

Payment Breakout

Enter Client Payments - Add

From:

Payment Amount:

Billing Distribution	
Hard Costs	<input type="text" value="\$0.00"/>
Soft Costs	<input type="text" value="\$0.00"/>
Fees	<input type="text" value="\$1,525.75"/>
Late Charges	<input type="text" value="\$0.00"/>
Taxes	<input type="text" value="\$0.00"/>
Retainer	<input type="text" value="\$0.00"/>

Payment Distribution	
Hard Costs	<input type="text" value="\$0.00"/>
Soft Costs	<input type="text" value="\$0.00"/>
Fees	<input type="text" value="\$500.00"/>
Late Charges	<input type="text" value="\$0.00"/>
Taxes	<input type="text" value="\$0.00"/>
Retainer	<input type="text" value="\$0.00"/>

UnDistributed Balance:

General Info. **Breakout** **Fee Distribution**

- When Payment is not made in full, user must decide the distribution
- Fee Money received but not earned should be entered in Retainer

Fee Distribution

The screenshot shows a software window titled "Enter Client Payments - Add". It has three tabs: "General Info.", "Breakout", and "Fee Distribution" (which is selected). The "Fee Distribution" tab contains a table with 10 rows, each for a "Timekeeper". The first row, "Timekeeper 1", has a dropdown menu set to "NPB" and a "Fee Amount" of "\$500.00". The other timekeepers have empty dropdowns and "Fee Amount" fields. To the right of the table, there are two input fields: "Fee Payment Amount" with "\$500.00" and "UnDistributed Fees" with "\$0.00". Below these are two more input fields: "Originating Timekeeper" with "NPB" and a text field containing "Neil Barnes". Below that is the "Responsible Timekeeper" section, which has a dropdown menu set to "NPB" and a text field containing "Neil Barnes". This entire section is circled in red. At the bottom right of the main area is a button labeled "Distribute Fees". At the bottom of the window are three buttons: "Save", "Close", and "Help".

Timekeeper	Dropdown	Fee Amount
Timekeeper 1	NPB	\$500.00
Timekeeper 2		
Timekeeper 3		
Timekeeper 4		
Timekeeper 5		
Timekeeper 6		
Timekeeper 7		
Timekeeper 8		
Timekeeper 9		
Timekeeper 10		

Fee Payment Amount: \$500.00
UnDistributed Fees: \$0.00
Originating Timekeeper: NPB
Neil Barnes
Responsible Timekeeper: NPB
Neil Barnes
Distribute Fees

General Info. Breakout **Fee Distribution**

Save Close Help

- Without designating an invoice number, all Fees are allocated to the Responsible Timekeeper
- Retainers must also be distributed here

Posting Client Payments

Enter Client Payments

Date	Client	Matter	Amount	Inv. #	Acct #	Credit Card Type	Descr
05-28-2008	1	SD-2007-097	\$500.00	0	11010.00		Check

Abacus Accounting

Remember: The Deposit Date on your screen should be the ACTUAL DATE the payments are deposited into the bank account. Continue with posting?

☐ Do not show me this again.

Total Payments in Posting File: \$500.00 Total Payments Selected for Posting: \$500.00

- Deposit Date should be actual date of deposit
- Credit Cards should be selected independent of cash transactions
- Print Deposit Slip before Posting
- Print Receipt for Client before posting

Matter Billing Activity

Abacus Accounting - Simon & Barnes

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

Matters
Matter Billing Activity
 Matter Reports

Start 01-01-1900 End 05-28-2008

Complete Matter W
 Matter Financial Sum
 Matter History
 Transfer Matter Billi

Matter Billing Detail

Matter Number SD-2007-097 Main Street Center
 Client Name Roger Adams
 Start Date 01-01-1900 End Date 05-28-2008

Billing Balance Forward \$0.00
 Billing Ending Balance \$1,702.50

Date	Code	Debit	Credit	Status	Description
05-28-2008	Tmtk	\$350.00		Unbilled	Date of Closing for Roger Adams here in office
05-27-2008	Tmtk	\$175.00		Unbilled	Phone conference with client to discuss options
05-15-2008	PHD	\$14.25		Unbilled	Photocopies
05-15-2008	FF	\$125.00		Unbilled	Filing Fee to the Clerk of the Court
05-22-2008	FAX	\$12.50		Unbilled	Facsimile Charges - 25 pages
05-01-2008	FEE	\$1,525.75		Billed	Previous Balance
05-28-2008	FPD		\$500.00	Unbilled	Check Number 1234 - payment on previous billing

☒ Include Unbilled Time

Trust Balance \$0.00

Details Delete Print View Time Refresh Close Help

- All Billed and Unbilled details display here
- Must check Include Unbilled Time for Unbilled Time tickets to appear for hourly cases
- Billing Status automatically changes upon Billing
- Deleting a payment does not update the General Ledger

Entering Trust Deposits

us Accounting - Simon & Barnes

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

Trust Deposits

Trust Deposits - Add

Client Number Client Name

Matter Number Matter Description

Trust Account Account Description Date

Amount

Description

General Information

- Enter Beginning Trust Balances here
- Also enter new Trust Deposits here
- Enter a negative Trust Deposit to correct duplicate entries or bounced checks
- Trust Account number defaults from Matter screen

Posting Trust Deposits

Client	Matter	Date	Amount	Account #	Description
1	SD-2007-097	05-01-2008	\$1,000.00	11020.00	Balance Brought Forward from Qui

Abacus Accounting

Remember: The Deposit Date on your screen should be the **ACTUAL DATE** the payments are deposited into the bank account. Continue with posting?

☐ Do not show me this again.

Total Deposits in Posting File: \$1,000.00

Total Deposits Selected for Posting: \$1,000.00

- Deposit Date is actual date money is deposited
- Integrates with Trust Checkbook
- Print Deposit Slip Before Posting
- All items must be posted before they appear on Bills and in the Trust Checkbook

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

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Matter Trust Activity

Matter Number: SD-2007-097 Main Street Center

Client Name: Roger Adams

Start Date: 01-01-1900 End Date: 05-28-2008

Trust Balance Forward: \$0.00

Trust Ending Balance: \$2,437.00

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