AbacusLaw™ 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
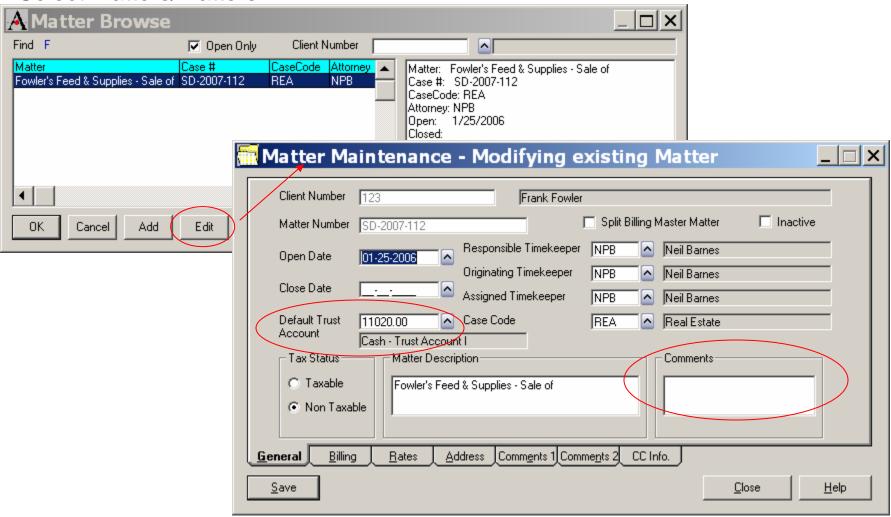
Matter Billing Activity
- > Transfer of transaction
- > Deletion of Transaction

Entering Trust Balances/Daily Deposits
- > Adding a Balance
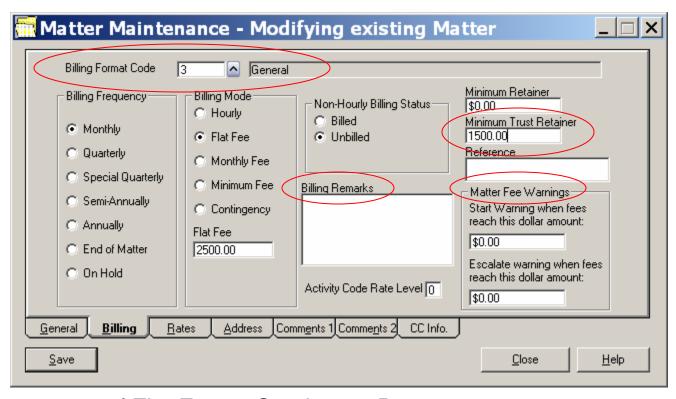- > Printing Edit Report
- > Posting Balances

Matter General Tab
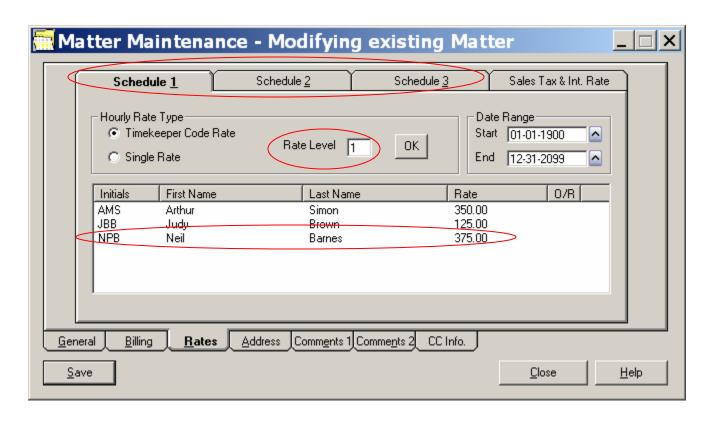
Select Matters/Matters

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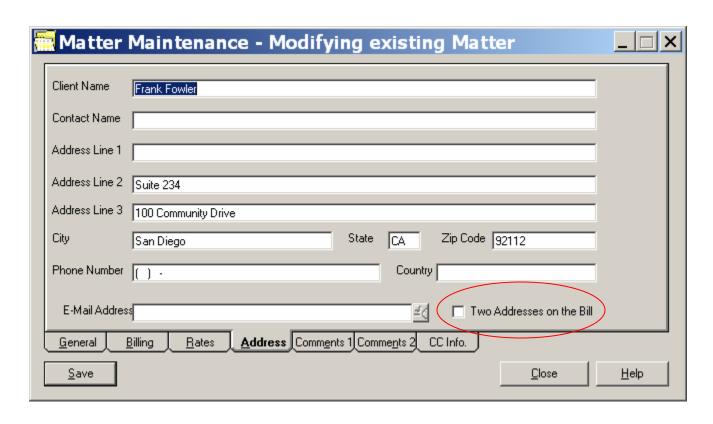- Enter Comments which appear on Pre-Bill only

Matter Billing Tab

- 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

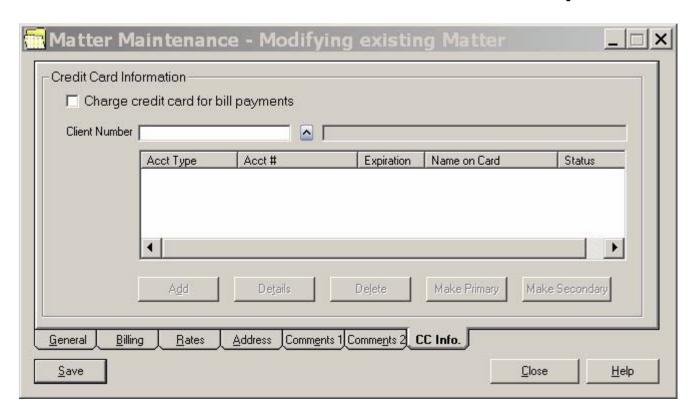- Three schedules can be used for rate increases
- Rate Level can be changed to apply different rates on this matter
- Individual Timekeeper can modify rate by double clicking

Matter Billing Address

- 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

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

Edit Report for Prior Balances
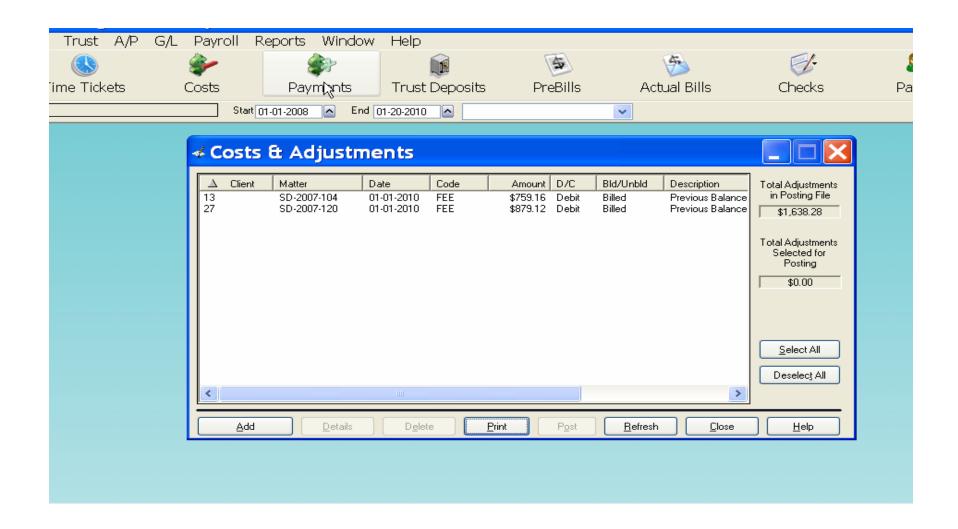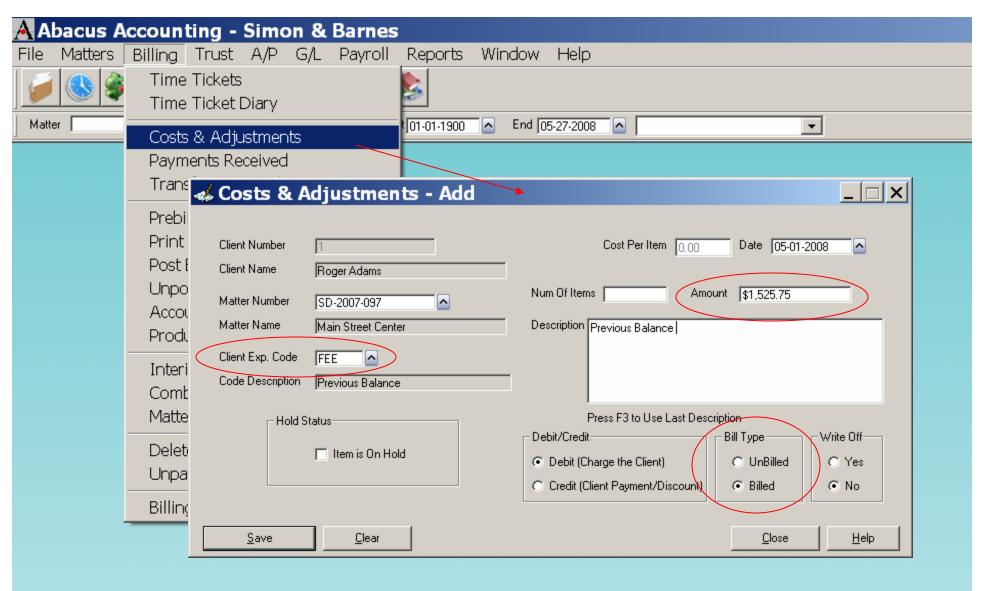
Client Costs & Adjustments - Edit Report

Glen Guy

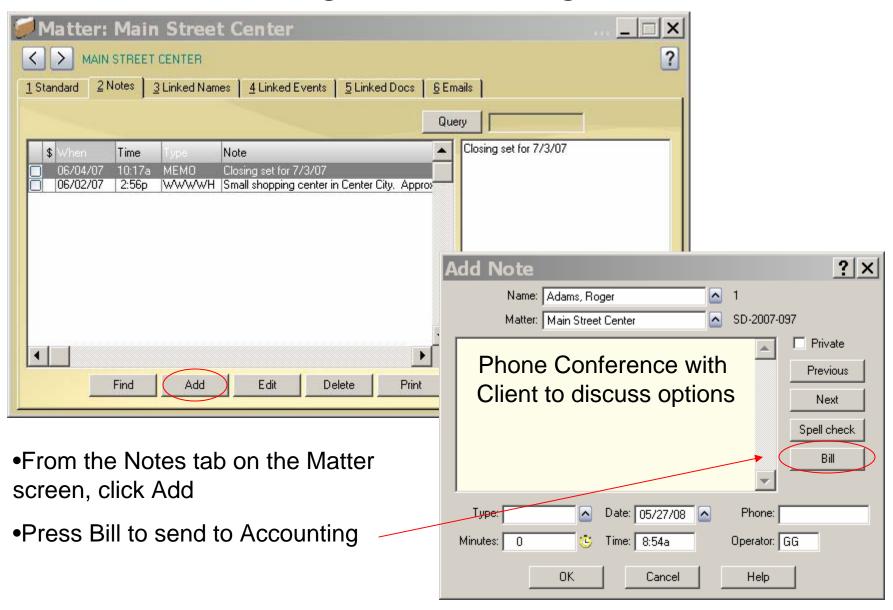| Client Number Matter Number	Date	Amount	Debit or Credit	Billing Status	Client Expense Code	Number Of Items	On Hold	Write off Indicator	Description
27	01/01/2010	$879.12	Debit	Billed	FEE	0.00	No	No	Previous Balance
SD-2007-120	Client Name: Anthony Carter				Carter, Anthony v. All Health Insurance Co.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

Number of Costs & Adjustments To Post: 2
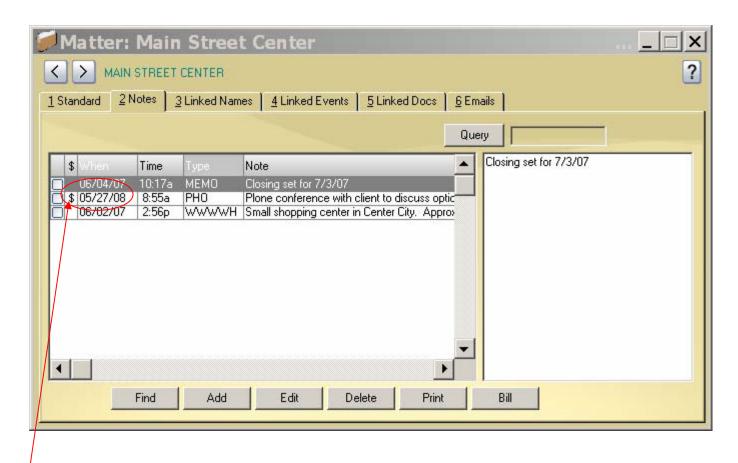
Posting Prior Balances

- Beginning Balances entered here, must use FEE code

- Amount is total balance due

- Bill Type of "Billed" pushes balance into previous balance
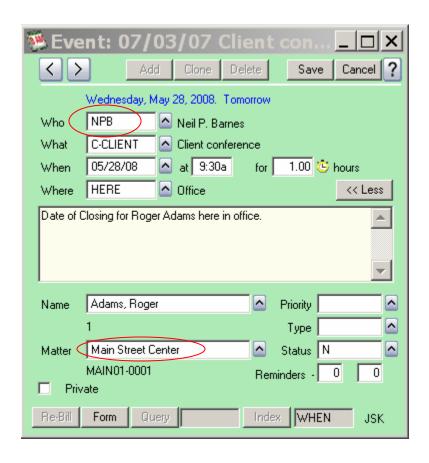
Entering Time through Notes

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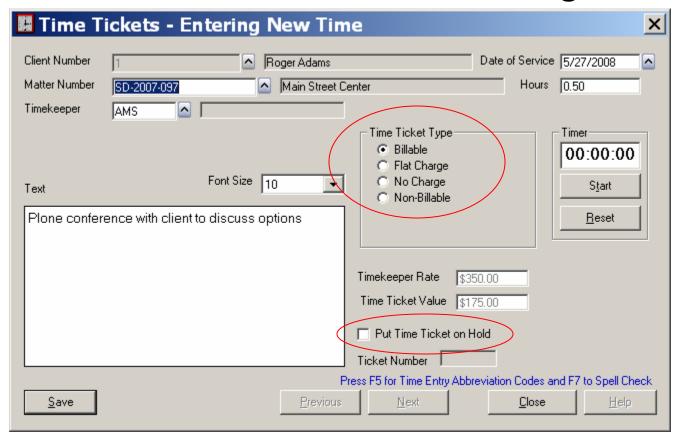
- Press Bill to send to Accounting

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

- Time Ticket will use first Who Code for Productivity Reports

- Matter Description must be filled in to send Event into Accounting

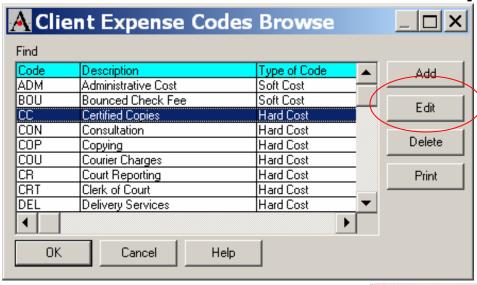- Clone Time Ticket with different Who code to bill for multiple employees
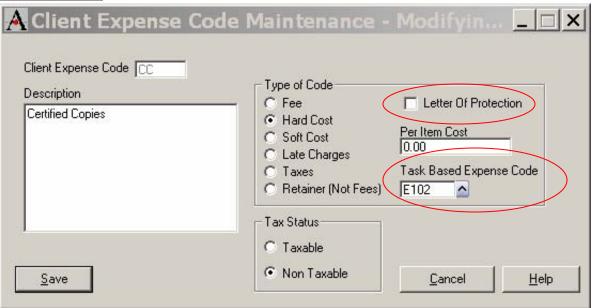
Time Ticket in Accounting

- **<u>Changes made here will not be reflected in AbacusLaw</u>**

- 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
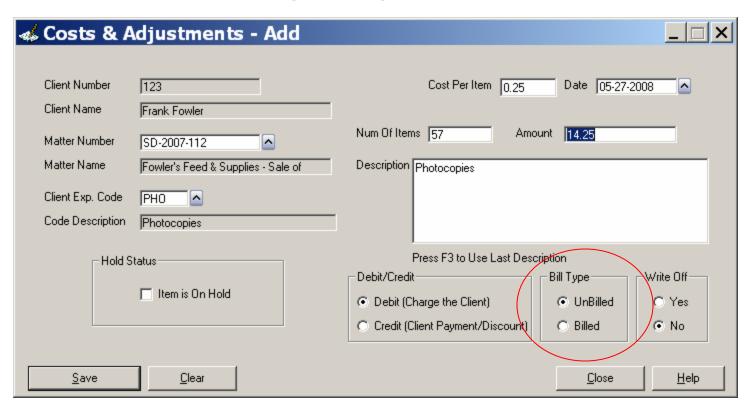
- Tickets on Hold will only show on Pre-Bill

Client Expense Codes

- 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
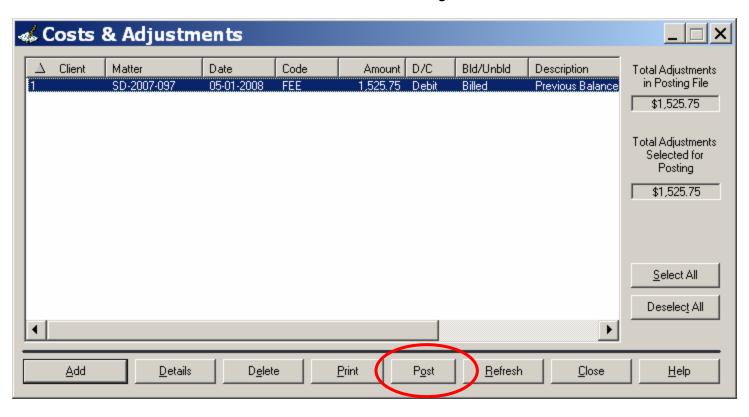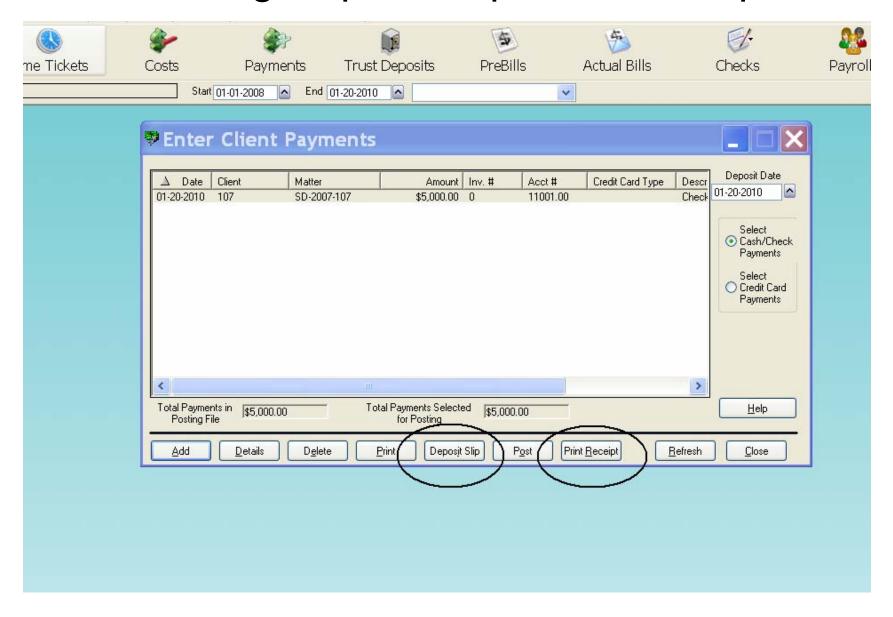
Enter Soft Costs here

- 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
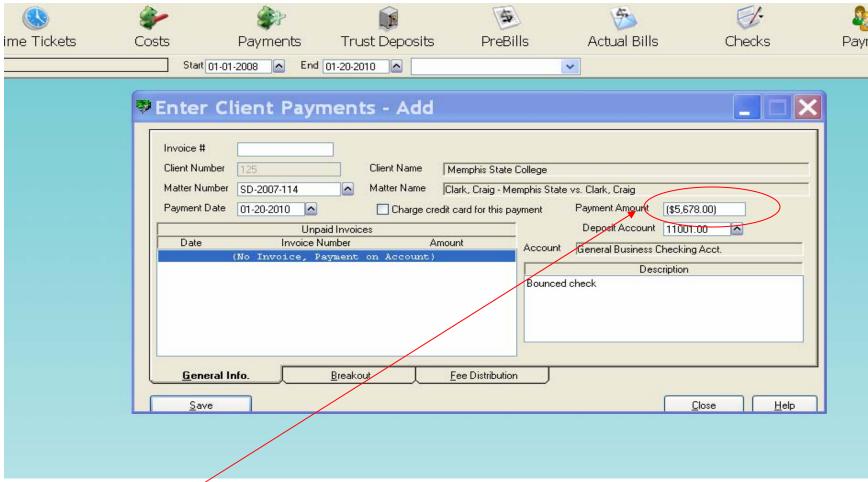
Post Cost & Adjustment

- Must Post all Entries before they appear on Bill

- Print Posting Report before Posting

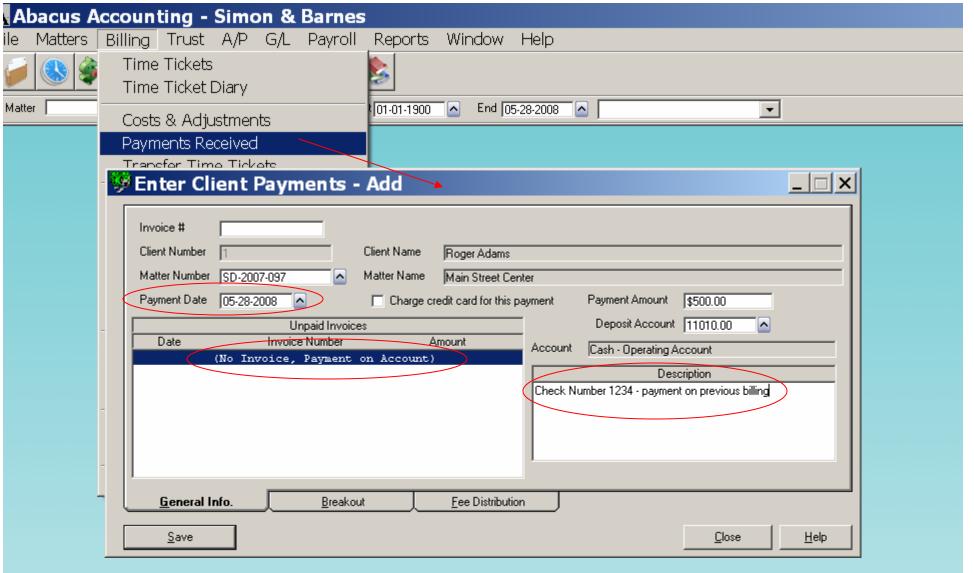- **Entries posted here do not affect the General Ledger**

Printing Deposit Slips and Receipts

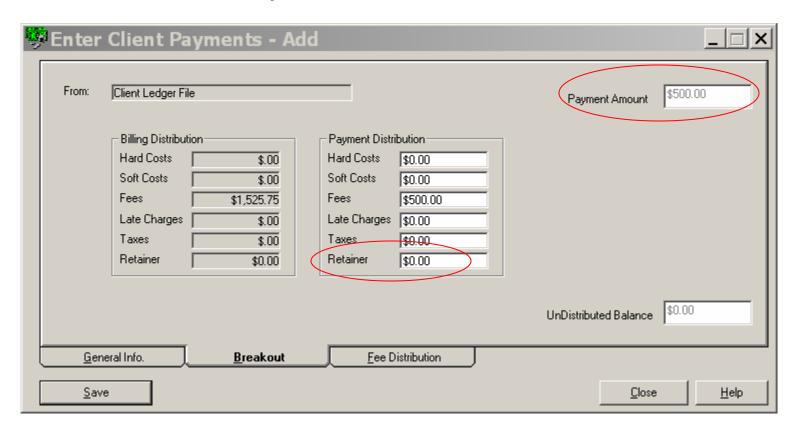# Correcting Bounced Checks or Duplicate Payments

Entering a negative sign adjusts the checkbook and matter billing activity.
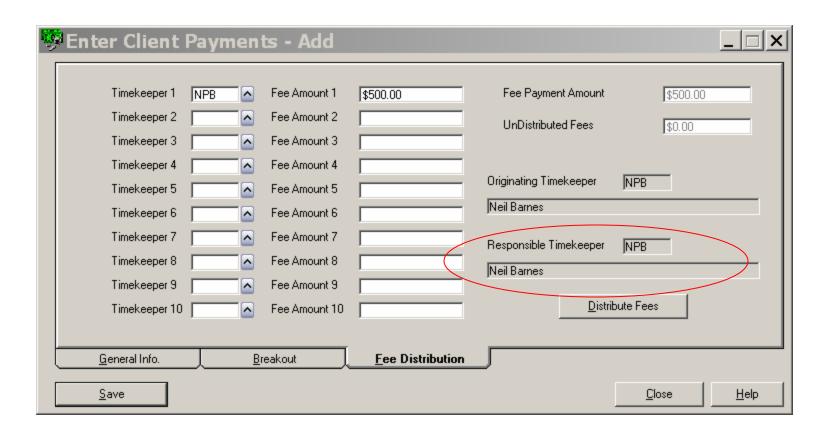
- Payment Date is date of receipt

- Payment on Account should be used when not tracking invoice numbers

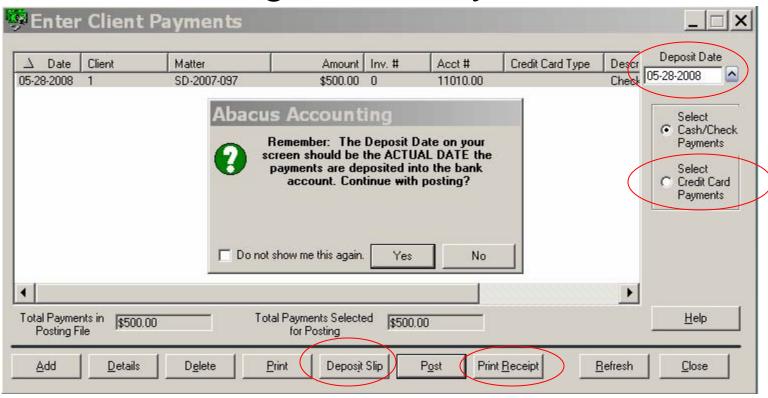- Description should include Client Check Number

Payment Breakout

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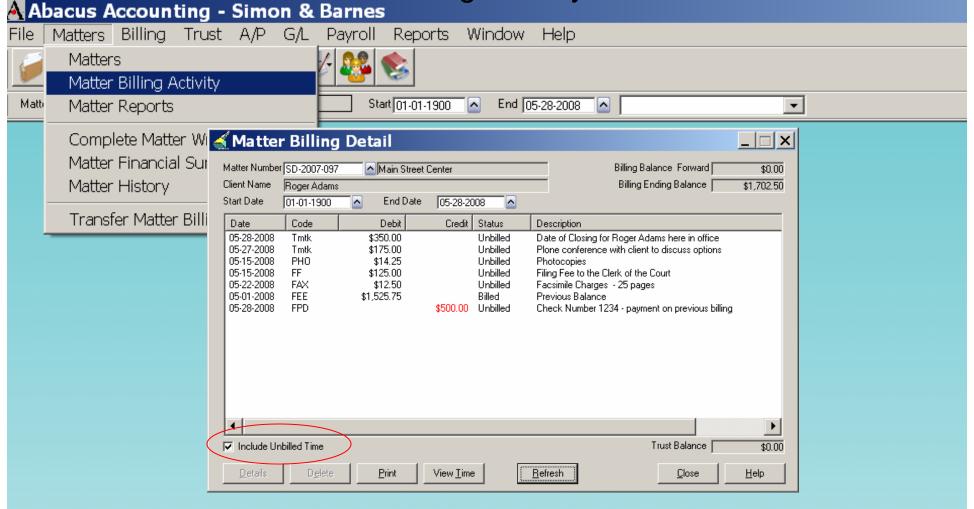
Fee Distribution

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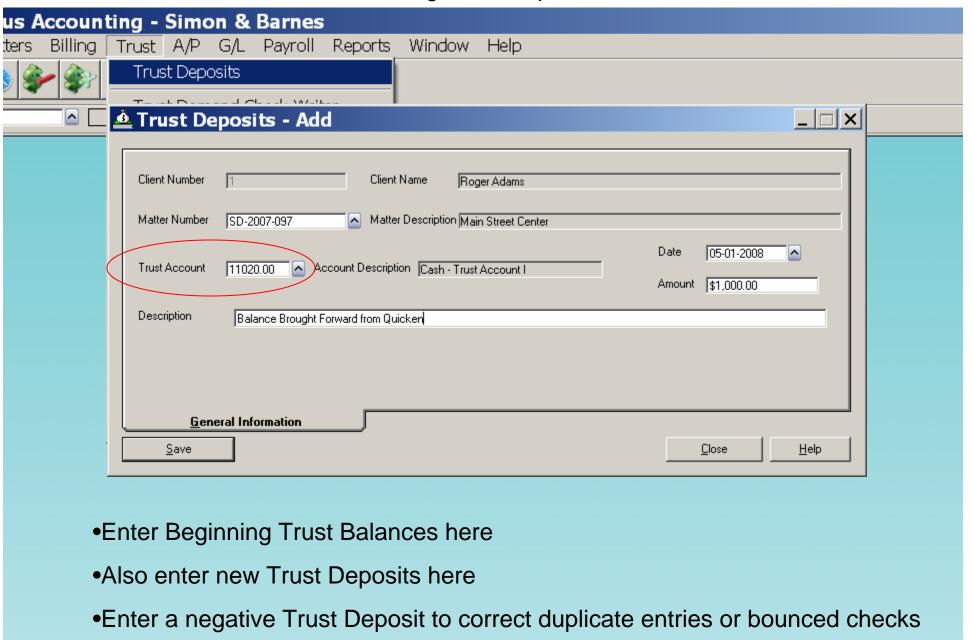- Retainers must also be distributed here

Posting Client Payments

- Deposit Date should be actual date of deposit

- Credit Cards should be selected independent of cash transactions

- Print Deposit Slip before Posting

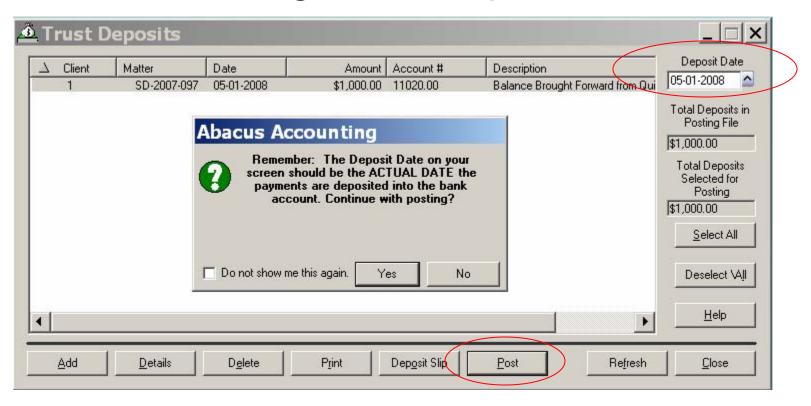- Print Receipt for Client before posting

Matter Billing Activity

- 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

- 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

- 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

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