

PCLaw[®] Data Entry

PCLaw 12 New Certification Training
Virtual Training - Lesson 2



**Business of Law Software Solutions
Practice Management**

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Introduction to Data Entry

Notes

This virtual training lesson focuses on the Data Entry modules and pull-down menu in PCLaw. Data entry in PCLaw covers a wide variety of inputs, from adding time entries from both within and outside of the application, to expense recoveries and the general bank, and also including accounts payable and the trust bank. For practically every type of data entry, there is more than one way to receive, record, disburse, and monitor funds and balances.

This lesson covers all the common data entry processes and some of the less common methods. With each data entry type, a behind the scenes synopsis is provided, as well as common troubleshooting tips.

Objectives:

Upon completion of this lesson you will be able to:

- Configure PCLaw to achieve the most efficient data entry processes for the firm.
- Describe all primary data entry windows, and understand their more advanced options.
- Determine the impact of any data transaction on respective journals, client ledger, and general ledger.

Time & Expense Settings

Notes

Prior to the initial data entry for time, fee, and disbursement entries, PCLaw may be prepared on both the firm and workstation level for a smoother, more efficient, and more precise data entry experience.

This chapter focuses on the System Settings and Workstation Settings options that affect time, fee, and disbursement entries, as well as the Pop Up Help windows that contains the codes used for these transactions.

Other Tab of System Settings

Options > System Settings > Other Tab

The Other tab of System Settings holds general default information for the PCLaw system. This section describes only those options that apply to time, fee, or disbursement entries.

System Settings

Past Due/Interest Memorized Transactions Check Pattern Front Office Research
Firm Other Data Entry Banking Tax Matter Billing

Regional
Currency Symbol \$
Date Format MM/DD/YYYY
 Use Centimeters in Report Layouts

Accounting Options
 Use G/L Accounting
 Separate Hard and Soft Client Costs
 Track Soft Costs in G/L
Client Disb. Clearing 5210

Payroll Clearing

Track G/L Revenue
 By Lawyer
 By Department

Compare Amount Quoted Against
 Fees
 Disbursements

Other Options
 Use Advanced Report Selections
 Include Corrected Entries on Reports
 Display in Order Entered on Reports
 Show Interest on Reports
 Show Vendors in Paid To Pop Up Help
 Show Clients in Rcvd From Pop Up Help
 Force CL Printout on Purge Matter
 Force Last/Firm Name for Matters
 Force Addr1 for Matters
 Force City for Matters
 Force State for Matters

No Accounting Entries On or Before 12/31/2005
No Time/Fee Entries On or Before 1/1/1982

OK Cancel Help

Other tab of System Settings

What You Should Know:

Date Format

- Specify the date format for the system.

Separate Hard and Soft Client Costs

- Soft costs are expense recovery and billing adjustments.
- Hard costs are allocations from general checks or new payables.
- Select to separate hard and soft costs in the General Ledger.
- Firms should solicit advice of their accountant.
- Not available for Accrual accounting.

Track Soft Costs in G/L

- Available in Cash accounting only.
- If deselected, soft costs (expense recoveries) do not post to the G/L, and all receipts for expense recovery transactions post to 5010 or 5011 when hard and soft costs are split.
- Firms should solicit the advice of their accountant.

Client Disbursement Clearing

- Specify the hard costs clearing account allocated to matters.
- This is the account that PCLaw uses by default for general checks on the allocation to a matter.

Compare Amount Quoted Against

- Applicable if a quote was extended either in the Matter Bill Settings profile or on the Billing tab of Matter Manager.

No Accounting Entries On or Before

- The default date is usually the last day of the last month closed.
- Users may specify a date after that to restrict user entry into a period that is over, but not yet closed.

No Time/Fee Entries On or Before

- Firm may select a date to restrict users from entering time and/or fee entries prior to the specified date in the **No Time/Fee Entries on or Before** field.

Data Entry Tab of System Settings

Options > System Settings > Data Entry tab

Use the Data Entry tab of System Settings to set the prerequisite tasks and values for data input on a firm level.

The screenshot shows the 'System Settings' dialog box with the 'Data Entry' tab selected. The 'Time' section includes a checked checkbox for 'Save Time in Hrs and Mins'. The 'Timer' section shows 'Round Time Entries to' set to '0.15 Hs'. The 'Expense' section has 'Use Quantity x Rates Entries' and 'Mark Up Client Expense' checked, with a 'Default Markup %' of 25.00. The 'Hold Charges' section has 'Allow Charges to be Held' checked. The 'Trust' section has 'Allow Trust-to-General Transfer of Fee WIP' checked. The 'Payment and Retainer Rules' section has 'Auto Allocate Retainers at Billing', 'Auto Allocate Payments to Invoices', and 'Auto Allocate Payments to G/L Accounts' checked. The 'Apply Payments To' section has 'Hard Costs' set to 1st, 'Soft Costs' to 2nd, and 'Fees' to 3rd. The 'Allow General Retainers' section has 'Max Amount (0=No Limit)' set to 0.00 and 'Default Retainer' set to 5010.

Data Entry tab of System Settings

What You Should Know:

Time

- Check to save time in units of hours and minutes/uncheck to save as percentage of hours.
- This option is available only for PCLaw version 10 and higher.

Round Entries to

- Specify the default time “0.10” (6 mins) for Quick Timer and other PCLaw Timer entries.
- If Save Time in Hrs and Mins is enabled, this value is quantified in minutes.

Auto Track Time Reduction

- If Auto Track Time Reduction is enabled here, when hours are reduced for a record, a Time Adjustment record is created equal to the quantity of hours reduced.
- The Time Adjustment record is identical to the original record with respect to matter, lawyer, and explanation.

Add Notes to Time Entries

- Notes can be added along with time on the Time Sheet.
- The note does not become part of the Time record.
- It is saved as a stand alone Notes record that links back to the Time record for internal purposes only.
- Refer to “Adding Notes to Time Entries” on page 12 for more details.

Use Quantity x Rates Entries

- Select to have the ability to enter a quantity for an automatic calculation in a disbursement allocation to a matter for the firm.
- Define explanation codes as Quantity Calculations with rates for automatic calculations.

Mark Up Client Expense

- Select to have the ability to mark up disbursement allocations to matters.
- Define matters with mark-up percentages.
- Define explanation codes with mark-up overrides for matter percentages.

Default Markup %

- Type the default markup percentage to apply to new matters.

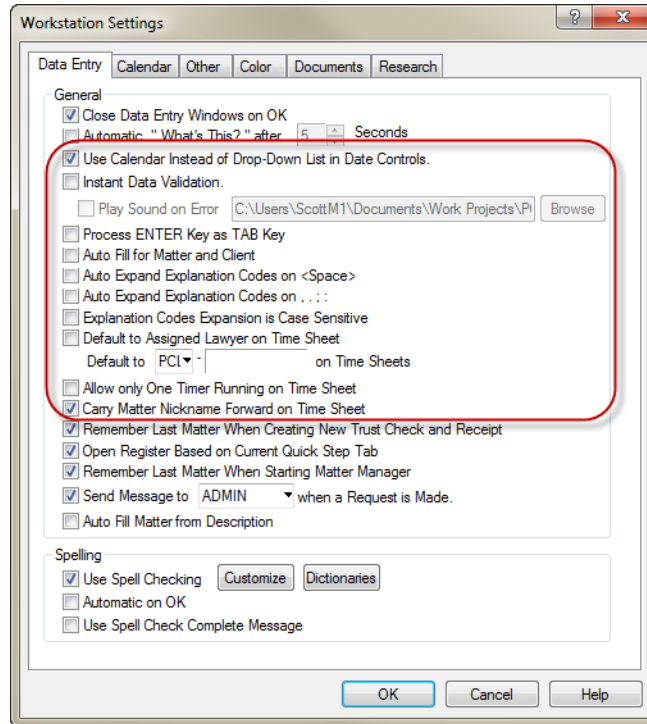
Allow Charges to be Held

- Select to allow charges to be held in matter allocations for disbursements, time, and fees.
- Must have Time Reduction to have the Hold Charges option enabled.

Data Entry Tab of Workstation Settings

Options > Workstation Settings > Data Entry tab

Use the Data Entry tab of Workstation Settings to set the prerequisite tasks and values for data input on an individual level. Included on the tab are options for how windows, keys, and fields operate, as well as spell checker and a custom dictionary.



Data Entry tab of Workstation Settings

What You Should Know:

Instant Data Validation

- Select to have PCLaw check the contents after you exit each field, rather than after clicking OK for the entire window.

Auto Fill for Matter and Client

- Select to automatically fill in the matter, client, or client name after the first two characters are typed in.

Auto Expand Explanation Codes on <Space>

- *When selected:* Type the explanation nickname in a text field, and then press [Spacebar] to expand the nickname with the full text as contained in the Explanation box of the explanation code.
- Press [Shift] + [Spacebar] to not expand the nickname, and to leave it as text.
- *When not selected:* Type the explanation nickname in a text field, and then press [Shift] + [Spacebar] to expand the nickname with the full text as contained in the Explanation box of the explanation code.
- Press [Spacebar] to not expand the nickname, and to leave it as text.

Auto Expand Explanation Codes on , . ; :

- When selected, “.” “;” “,” and “:”, if typed after a nickname in a text field will auto expand the nickname into text.

Explanation Codes Expansion is Case Sensitive

- Select to autoexpand explanation codes, only if the correct capitalization is used in the text of the code.
- Deselect to autoexpand explanation codes whenever that sequence of text is used.

Default to Assigned Lawyer on Time Sheets

- The first allocation on a time sheet defaults to the assigned lawyer
- Select to default subsequent allocations on a time sheet to the matter assigned lawyer, rather than the working lawyer from the preceding allocation.

Explanation Codes

Options > Lists > Explanation Codes

Explanation codes are shortcuts to typing explanations for time, disbursements, and trust entries.

Explanation codes are used in explanation nickname fields, explanation text fields, and other text fields, such as Payee, Received From, and Description boxes for the matter.

What are Explanation Codes?

Explanation Codes simplify working with transactions such as time entries, fee entries, expense recoveries, checks, trust transactions, calendaring, and receipts. PCLaw provides a standard set of explanation codes.

An explanation code is comprised of a nickname, an expanded descriptive text up to 2500 characters, an optional G/L account for disbursements, and a tax category if taxes are enabled on the Tax tab of System Settings. When the code is used in the allocation area of expense recoveries and general checks, the tax category is applied to the allocation.

Explanation codes may be categorized for use for time entries, expense entries, or both.

Expense charges using the same explanation codes may be summarized into a single line on an invoice. This option does not apply for time entries.

When typing a code in an explanation code box, PCLaw adds the expanded text in the adjacent box.

In the Expanded Explanation or Description box, PCLaw recognizes the code as soon as the user types a space after the explanation

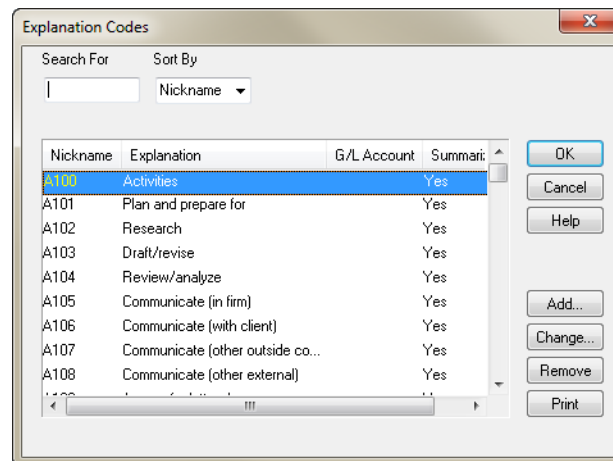


Note: PCLaw provides a standard set of explanation codes.

code, if Auto Expand Explanation Codes on [Space] is selected on the Data Entry tab of Workstation Settings.

When Auto Expand Explanation Codes on punctuation (.,:;) is selected, PCLaw recognizes the code as soon as the user types a comma, period, semi-colon, or colon after the explanation code.

If neither option is checked, the user must press [Shift] + [Space] after typing the explanation code. Explanation codes are case sensitive. Capitalizing the first letter of the nickname, results in the first letter of the expanded explanation being capitalized.



Explanation Codes window

Maintaining Explanation Codes

Access Pop Up Help in an Explanation Code field by double-left-clicking or by pressing [Ctrl]+[F1]. Pop Up Help for Explanation Codes can also be accessed from a text field.

The Explanation Codes window performs the same functionality for adding, modifying, removing, and printing a list of codes for explanations, as other PCLaw lists.

Use the Add Explanation Code and Change Explanation Code window to create and modify explanation codes respectively.

Add Explanation Code window

What You Should Know:

Use with Task Based Billing

- Check if the Explanation code is for an expense, and if it should be used in the task based billing process.

Use G/L Account

- Associate this Explanation code to a general ledger account, if the code is to be used for expenses.
- It is not necessary to enter a G/L account, if the Explanation code is used only for allocations to matters in a general check.
- Do not enter G/L accounts for time, trust, or payee names.

Categorization

- Select *All Entries* to include this code in Pop Up Help, in both time and expense data entry windows.
- Select *Time Entries* to include this code in Pop Up Help, in only time data entry windows.
- Select *Expense Entries* to include this code in Pop Up Help, in only expense data entry windows.

Use for Quantity x Rate Entries

- Check if this code should be used for expense items such as photocopies, where multiple items are charged to the matter using a fixed rate.
- Use Quantity x Rates Entries option must be enabled on the Data Entry tab of System Settings.

Override Matter's Mark Up %

- Check to have this code supersede any assigned mark up rate assigned to the matter.
- Mark Up Client Expense must be enabled on the Data Entry tab of System Settings.

Task Codes**Options > Lists > Task Codes**

Task codes are used to categorize time and fee entries for month/year end reports. Tasks for preparation of documents, or attendance at court may be used every time a lawyer performs one of these functions throughout the day and reports on it. In addition to using Task codes for internal reporting, these are also used for clients that require bills to be categorized with the ABA codes (referred to electronic billing clients).

What are Task Codes?

In PCLaw, the firm must identify a Task code for each time, or fee entry entered. Task codes categorize the work done, and identify whether an activity is billable (BW), non-billable (NBW), or a write up/down adjustment (WU/WD). By assigning a Task code to a time entry, the user indicates where the time entry should appear in a report that is printed by Task code, such as the Time Listing and Time Summary report.

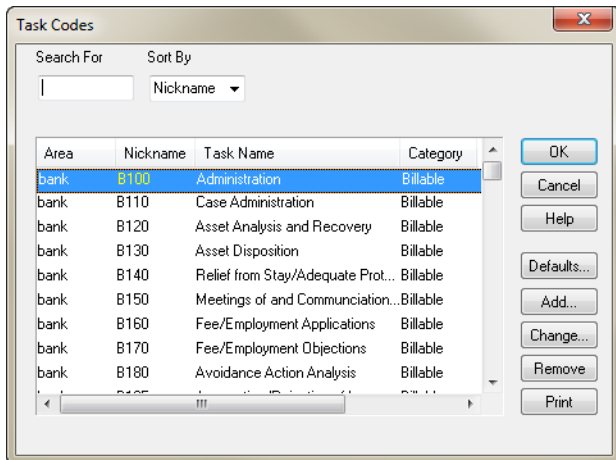
The default task is assigned to new matters on the Matter tab of System Settings. If a user assigns an hourly rate to a BW task code, when the Task code is used on a time entry, that rate is automatically assigned to the time entry. Otherwise PCLaw refers to the default rate in Matter Manager, then accesses the rate table in Lawyers and Rates for the rate value for that timekeeper.

The NBW category is usually assigned to administrative tasks that are not billed to clients. When the firm uses a non-billable Task code on a time entry, the hourly rate is automatically set to zero, but can be overridden, if necessary.

When the user assigns a NBW task code and a matter nickname on a time entry, PCLaw displays a confirmation prompt, giving the user an opportunity to change the time entry. NBW should not be used for contingency fees or pro-bono work. Anytime the firm is representing a client, even if at a zero rate, a BW code should be used.

Insurance defense firms may require clients to use Uniform Task-Based Management System (UTBMS), more commonly known as Tasked Based Billing. These codes start with an Alpha character,

such as B, L, C, or P depending on the type of task. If UTBMS codes are required for a matter, select a Matter Bill Settings profile that has Use Task Based Billing selected, or override bill preferences on the Billing tab of Matter Manager. Select the required UTBMS code on the Main tab of New Matter or Matter Manager, and associate the type of law to the UTBMS task code.



Pop Up Help - Task Codes window

Maintaining Task Codes

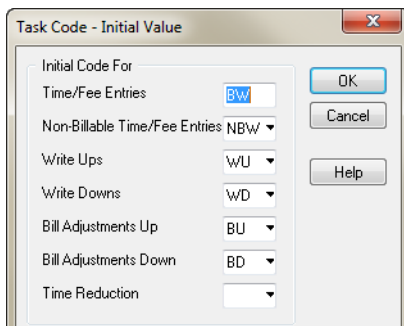
Use the Pop Up Help list for task codes to add and maintain task codes in PCLaw. Task codes may be added, adjusted, removed, or a Preset Task Code Listing may be printed.

What You Should Know:

The Task Codes window performs the same functionality for adding, modifying, removing, and printing a list of codes for tasks, as other PCLaw lists.

Defaults

This button accesses an additional window that stores the nicknames for the core PCLaw tasks. Additional task codes can be assigned as sub tasks to these codes.



Task Code - Initial Values window

Add/Change

Use the Add Task Code and Change Task Code windows to create and modify task codes, respectively. Through the Add and Change windows, the user may categorize the task code, assign billing rates, and types of law, and even set the hold status.

Add Task Code window

Nickname

- Task codes may be up to six characters in length.
- Task Based Billing codes are provided with PCLaw.
- These codes take the format of a letter followed by three digits.
- The letter indicates the code set, to which the task belongs.
- For example, task codes beginning with the letter “L” belong to the Litigation code set.

Type of Law

- If the user is adding a task code for task based billing, he/she must assign to it, a type of law.
- This indicates to which code set the task code belongs.

Sub Task Of

- Assign the initial value for this task code.

Adding Notes to Time Entries

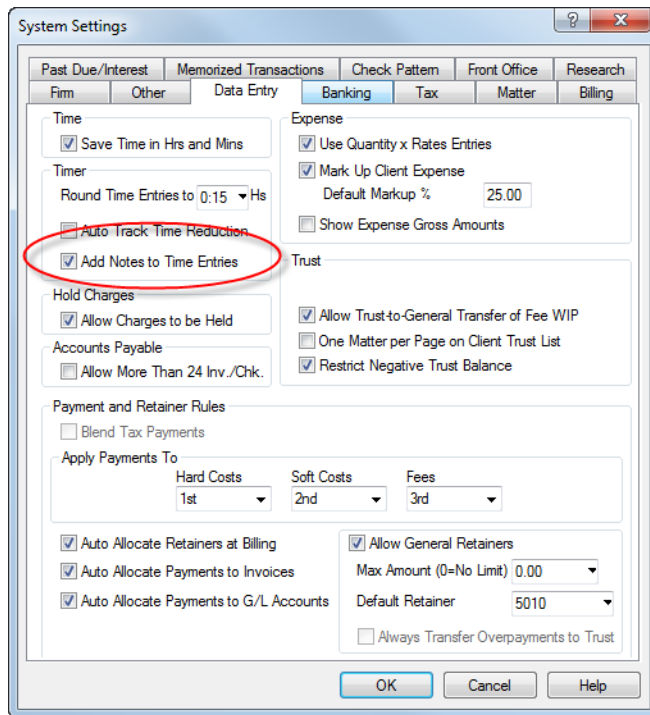
Notes can be added along with time on the Time Sheet. The note does not become part of the Time record. It is saved as a stand alone Notes record that links back to the Time record for internal purposes only.

Enabling Notes

Options > System Settings > Data Entry Tab

A Notes column is not included by default on the Time Sheet. The option must be enabled on the Data Entry tab of System Settings.

This is a firm level setting, and cannot be enabled/disabled based on user preference at the workstation level.



Data Entry tab of System Settings

What You Should Know:

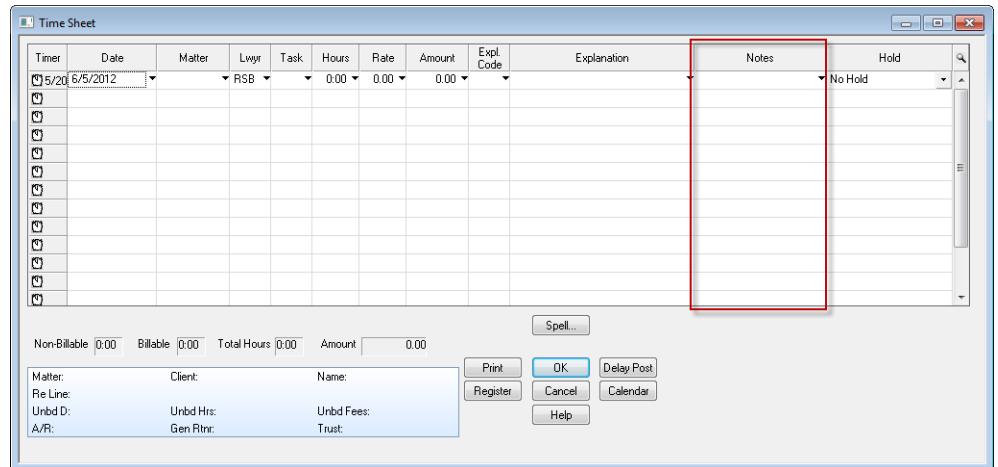
Enabling the Add Notes to Time Entries option creates a Notes column on the Time Sheet and other time entry grids. A Notes box also appears on other time entry portals, such as Quick Timer and Quick Charge.

A Notes box does not display on the Billed Fee Adjustments window for use when adding time entries during the Create Bill process. A Notes column is not shown on the Fee Sheet or other fee entry portals, such as Quick Bill, or the Fee Allocation or Explanation for Fee Adjustment windows of Create Bill.

Notes on the Time Sheet

Data Entry > Time Sheet

The Notes column on the Time Sheet can be moved to a different location on the grid, but it cannot be hidden. The column must display if the Add Notes to Time Entries option is enabled in System Settings.



Time Sheet displaying the Notes column

What You Should Know:

Notes can be viewed from the Notes and All tabs of Matter Manager, and from the Notes tab of Contact Manager. Notes on Time Sheets do not appear on bills or reports, other than the Appointment Listing.

Notes can only be viewed alongside the time entry, from the Time tab of the Register or the Time tab in Matter Manager.

Behind the Scenes:

Notes are saved in PCLaw as a separate record, but they are linked to the time record. When a time entry is billed, that record along with the associated note can no longer be edited using the Time tab of either the Register or Matter Manager.

However, the note can be edited by itself from the Notes tab of Matter Manager. Changes are reflected everywhere the note is displayed alongside the time entry.

The note is not billed, is never assigned a Billing ID, and it can be modified at any stage of its life.

Time/Fee Entries

Notes

Time and Fees in PCLaw may be entered from within the Time Sheet, Fee Sheet, Quick Timer, Web Timer, LexisNexis Research Manager, or imported from a linking software package. In addition to these options, adjustments to time may be completed at the time of billing (discounts or increases before the bill goes out). Regardless of where the time/fee entries are captured, the method of correcting them is the same once they are in the system.

This chapter discusses the input of time from the Time Sheet, Quick Timer, Quick Charge, and Fee Sheet. Also described is the impact on journals, Client Ledger, and General Ledger.

Time Sheet

Data Entry > Time Sheet

The Time Sheet is designed to ensure a user may enter one or more time entries into PCLaw. Timekeepers have the option of posting dockets one by one, or accumulating multiple entries on the sheet for review and posting later.

Whether entering time entries as they occur, or manually tracking time on paper, the Time Sheet is the ideal location to enter this data into PCLaw.

Timer	Date	Matter	Lwyr	Task	Hours	Rate	Amount	Expl. Code	Explanation	Notes	Hold
🕒	8/15/2012	011-001	VCM	BW	4.00	75.00	300.00		Smith		No Hold
🕒											
🕒											
🕒											
🕒											
🕒											

Non-Billable: 0:00 Billable: 4:00 Total Hours: 4:00 Amount: 300.00

Matter: Client: Name:
Re Line: Unbd D: Unbd Hrs: Unbd Fees:
A/R: Gen Rtrn: Trust:

Buttons: Spell..., Print, OK, Delay Post, Register, Cancel, Calendar, Help

Time Sheet window

What You Should Know:

Timer

- Use as a stopwatch to record an action for a client as it occurs.

Matter

- A matter nickname is not required.
- If a matter nickname is not entered, then the task code defaults to Non-Billable Work (NBW).

Lwyr

- This column uses the responsible lawyer for the matter, unless one of two overrides are in place:
 - If *Default to Assigned Lawyer on Time Sheet* is checked on the Data Entry tab of Workstation Settings, the matter's assigned lawyer is used.
 - A timekeeper is selected in the *Default to XXX on Time Sheets* box on the Data Entry tab of Workstation Settings, this lawyer is used on each time sheet line.
- Changing the Workstation Settings defaults while the Time Sheet is open does not affect the current time sheet.

Task

- Task code uses the default in Matter Manager for the selected matter.

Rate

- The billing rate is dependent on the task code.
- If *Use Matter Rate* is selected on the Add/Change Task Code window, then the default billing rate in Matter Manager is used for the selected matter.
- If *Use This Rate* is selected on the Add/Change Task Code window, then the adjacent selected rate is used for entry any time where this task is applied.

Amount

- The value is the calculation of Hours x Rate.
- A user can add a simulated flat fee entry, by entering zero for the hour and rate values, and manually adjusting the Amount. However, PCLaw still treats this as a time entry, and categorizes it as a time entry on the Time Listing, and when billing.

Hold

- Select the hold status from the drop-down menu.

No Hold
Hold
Show Desc only
Add to Total only
Never Bill

- Delay Post.
- Click to save entries temporarily without updating the reports.
- Entries will reappear the next time the Time Sheet is accessed from that workstation.

Behind The Scenes:

Each time entry posts as a separate record in the Time Entry data file. For example, if there are five time entries on a time sheet, each line constitutes a separate record in the data file, when posted.



Note: This feature is workstation specific. The user does not see delay posted time entries when logging onto a different workstation.

A posted time entry is a floating entry, in that it is recorded on the Client Ledger and Client Summary reports, and is tracked on any time productivity report, but it is not posted to the General Ledger.

As a result, unbilled time entries do not affect revenue or financial statements. They do not impede the closing of matters. They can also be modified or removed within a closed month or year.

For Accrual Accounting systems, it is at the time of billing, that a time entry is allocated on the General Ledger, thereby contributing to the firm's revenue. For Modified Cash and Cash systems, it is when payment is applied to time and/or fees, that revenue is realized, and the General Ledger is affected.

Delay Post time files are stored in a Temporary Time Entry (TTE) file on the local workstation, and are not posted to the Time Entry data file. TTE files are accessible by individual workstations only, and are not viewable if you log into a different workstation.

Common Troubleshooting

Unexpected hour value

When clicking the timer (clock), if the hour column fills with a large or unexpected value.

Check the setting for the *Round Time Entries to* box on the Data Entry tab of System Settings.

Delay Post transactions are missing

If Delay Post entries are missing, prior to the files being posted, you might be able to retrieve them by accessing the TTE file directly through NotePad or WordPad. Detailed steps for this procedure are located on the CIC forum.

Delay post transactions viewable from another workstation

If you are able to see Delay Post entries from another workstation, it signifies that the TTE file for both workstations are identical. The naming convention for a TTE file, consists of the letters TTE followed by two or three numerals. The TTE file name is set in the Registry. For more information on this consult the CIC forum.



Note: Legacy users (pre Y2K) may be more comfortable with this function than the timer on the Time Sheet. Most new users use the Time Sheet.

Quick Timer

Data Entry > Quick Timer

Quick Timer is an independent timer that can operate whether or not PCLaw is open or closed. It is similar to the timer or clock on the Time Sheet.

Quick Timer window

What You Should Know:

Task Code

- Uses matter defaults.
- Billable Work (BW) is otherwise used as the default code.
- Non-billable time (NBW) should be specified when time is entered without a matter.
- A user cannot post a non-matter time entry with a BW task code, but the entry can be delay posted. However, the user is subsequently required to specify a matter or non-billable code before posting the entry from the Time Sheet.

Hours

- Increments are set on the Data Entry tab of System Settings.
- PCLaw version 10 and higher has the option to round time off in hours and minutes.
- PCLaw version 9 and lower rounds time off in set intervals.

Delay Post

- Click to continue the Quick Timer entry at a later period, or record the entry to the Time Sheet.
- The entry may be reopened in Quick Timer if Quick Timer is opened prior to the Time Sheet.
- If Time Sheet is opened first, then the entry is controlled by the Time Sheet, and may be continued from there.

Behind the Scenes:

Entries posted through Quick Timer are classified and treated as time entries.

Quick Charge for Time Entries**Data Entry > Quick Charge**

Quick Charge provides a streamlined approach for adding single time or expense entries, including timed entries. The Quick Charge window changes depending on whether you are making a time or expense entry.

Quick Charge was not intended for fee entries, although it is possible to post a fee entry by leaving the Hours and Rate boxes blank. However, unlike fee entries posted from the Fee Sheet, zero values for Hours and Rates are displayed for the entry.

Matter:	Client:	Name:
Re Line:		
Unbd D:	Unbd Hrs:	Unbd Fees:
A/R:	Gen Rtnr:	Trust:

Quick Charge window for Time Entries

Behind the Scenes:

Entries posted through Quick Timer are classified and treated as time entries.

Fee Sheet

Data Entry > Fee Sheet

A flat fee is simply a time entry without any associated hours. Sometimes referred to as block fees, the amount of the flat fee will be added to the existing time value on a file.

For example: When creating a will for a client, the attorney agrees that regardless of how much time it takes, the fee will be \$300.00. However, the lawyer still has the option of using the Time Sheet to track the number of hours it took to create this will, for reporting purposes, if desired. Upon completion, using the Fee Sheet function, the lawyer will adjust the bill to reflect the agreed upon \$300.00 fee.

Date	Matter	Lwyr	Task	Amount	Expl Code	Explanation	Hold
9/5/2012				0.00			No Hold

Total

Spell...

Matter:	Client:	Name:
Re Line:	Unbd Hrs:	Unbd Fees:
A/R:	Gen Ptnr:	Trust:

Print OK
Register Cancel
Help

Fee Sheet window **What You Should Know:**

Amount

- A flat fee does not display a zero value for hours or rate, on the client or productivity reports, or on billing.

Behind the Scenes

Flat fees post to the same Time Entry data file as do time entries, although the entry is categorized as a different entry type from time entries.

Time Entry Advisor

Time Entry Advisor monitors all documents, events, tasks, and other work performed in PCLaw, and reminds users to enter time entries for activities where overlooked.

Items are presented in an easy to navigate grid that can be filtered by date, type of activity, matter, client, or lawyer. This new functionality allows users to efficiently identify and eliminate leakage of billable time. Time Entry Advisor also allows others with the appropriate permissions to review unbilled work activities for timekeepers, giving law firms the flexibility to assign this activity to other staff.

Time Entry Advisor is a benefit to both the front and back office. Attorneys, paralegals, and other timekeepers will appreciate the convenience of being able to easily monitor and assign billable hours for completed work, while bookkeepers, billing staff, and accountants may see a decrease in last minute time entries going into PCLaw at period end.

Navigating Time Entry Advisor

Data Entry > Time Entry Advisor

Access Time Entry Advisor from the Data Entry menu. The Time Entry Advisor window is divided into three main areas. The left panel contains fields for filtering the contents of the Advisor list. The grid appearing in the top-right section displays all qualifying entries, and allows items to be sorted and selected. The bottom area contains summary information and function buttons to use for subsequent tasks.

The screenshot shows the 'Time Entry Advisor' window. On the left, there is a 'Filter by' section with 'Date Range' set to 'Today' and 'Custom' (3/5/2012 to 3/5/2012). Below that, 'Types' are checked: Phone Calls, Emails, Appointments, Todos's, and Documents. The 'For:' section has 'Matter', 'Client', and 'Lawyer' dropdowns. A 'Refresh List' button is at the bottom left. The main area is a grid with columns: Date, Type, Description, Lawyer, Client, and Matter. The grid is currently empty. At the bottom, there is a summary section with 'Total Hours: 0.00' and 'Amount: 0.00'. Buttons include 'Create Time Entry', 'Remove from this List', 'Print...', 'Close', 'Export', and 'Help'.

Time Entry Advisory window

What You Should Know:**Date Range**

- A drop-down list provides a preset list of date ranges.
- The range can be a single day such as *Yesterday* or *Today*, a week such as *This Week* or *Last Week*, a month such as *This Month* and *Last Month*, or a longer period such as *Last 6 Months*.
- Select Custom to enable the From and To date boxes to specify a different date range.
- During the first use of Time Entry Advisor, the item list will not pull activities older than six months.
- Refer to *Behind the Scenes* for more details.

From/To

- Select the Custom Date Range option to enable these fields.
- The date in the To box cannot exceed the current date.

Types

- The listed types, Phone Calls, Emails, Appointments, To Do's, and Documents, are the PCLaw data entry items which can be converted into time entries.
- At least one type must be selected, as indicated by the check mark.
- Calendar events and phone calls must be marked as complete in order to appear on the Time Entry Advisor.

For

- Check the boxes to filter by matter, client, or responsible lawyer.

Refresh List

- Click this button after changing the filter criteria or adding new data entry items to update the list in the grid.

Grid

- Calendar and phone items must have the Done box checked to indicate completion before they appear in the grid.
- Items previously converted into time entries are not listed on the grid.
- Click a column heading to sort the list in ascending or descending order by that column.
- To include additional fields on the grid, such as Client Name, Entry ID, Lawyer Name, and Matter Description, right-click the column heading and select Customize Columns.
- Use the check box column to select items for action.
- At least one item must be checked for the buttons to activate, as highlighting an entry is not sufficient.

Create Time Entry

- Click this button to open the Time Entry Details window.

Date	Matter	Lwyr	Task	Hours	Rate	Amount	Expl. Code	Explanation
9/23/2011	05-1149.01	VCM	BW	30.00	85.00	2550.00		

Matter: Client: Name:
 Re Line:
 Unbd D: Unbd Hrs: Unbd Fees:
 A/R: Gen Rtnr: Trust:

Post Help
 Delay Post
 Cancel

Time Entry Details window

- Adjust any the details prior to posting the entry.
- After an entry is posted, the item is removed from the Time Entry Advisor grid.

Remove from this List

- Click this button to remove selected items from the Time Entry Advisor.
- PCLaw displays a confirmation prompt before performing the action.

PCLaw Time Entry Advisor

Warning: This will remove these items from this list without creating a time entry.

Note: You can still enter time for these items through the Time Entry Advisor.

Do you want to remove these items?

Yes No

Do not show this message again.

Time Entry Advisor confirmation prompt

- The item is only removed from the Time Entry Advisor list, and still remains as a data entry record in PCLaw.
- The item can no longer be viewed from the Time Entry Advisor, but it can be converted to a time entry through the record itself.

Print

- Prints a list of all selected items.

Export

- Exports all selected items into a Excel spreadsheet.

Behind the Scenes:

The Time Entry Advisor creates a separate (duplicate) list of items for Calendar, phone calls, documents, and emails. As a result, any activity performed on items in Time Entry Advisor does not affect records elsewhere in the database.

Removing an item removes it from the duplicate data file.

Creating a time entry also removes the item from the duplicate database, while adding a time entry record in the main PCLaw database.

When Time Entry Advisor is first used, the list of items copied into the duplicate database only extends back six months. Initial records older than six months are not included in Time Entry Advisor.

Going forward, items are not automatically removed from Time Entry Advisor. They must either be converted into time entries, or manually removed using the *Remove from the List* button.

Common Troubleshooting:**Item removed from Time Entry Advisor in error**

When an item is removed from Time Entry Advisor, the record in the duplicate database is removed, and it cannot be re-added.

PCLaw determines what records are added to Time Entry Advisor by sequence. For example, if the latest data record of any type in PCLaw has a record ID of 156884, then Time Entry Advisor marks this ID as the high watermark, and only imports records above that number into the duplicate database the next time it opens. Then the new highest record ID is set as the high water mark for the next import. The process repeats each time Time Entry Advisor is accessed.

Records that are imported into Time Entry Advisor are not flagged to show when they were imported into the duplicate database, or if they were converted to time. If an item is removed from Time Entry Advisor, it cannot be re-imported again, but the original data entry record can be accessed and manually converted to a time entry, if necessary.

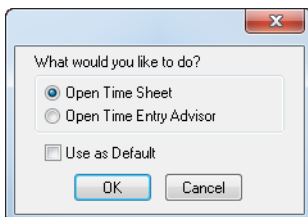
Time Entry Advisor in Calendar

The Time tab of the Calendar displays each day in a calendar month. Posted hours and time values are displayed for each day. The sums of billable and non-billable tasks are separated. Hours posted for the day that do not meet the daily goal appear in red. Days when the goal is met are displayed in the selected color of the lawyer.

The screenshot displays the PCLaw software interface for a user named Marilyn C. Campos. The main window shows a calendar for April 2012 with a 'Time' tab selected. The calendar grid is organized by day of the week (Sun, Mon, Tue, Wed, Thur, Fri, Sat). Each day cell contains a date and a time entry (e.g., '2 BW: 6.00'). Days are color-coded: red for 'below goal' and cyan for 'above goal'. A sidebar on the left contains a 'Go To Today' button, a 'Refresh' button, and a 'Selections' section with a dropdown menu set to 'Marilyn C. Campos'. Below this is an 'MTD Totals' section showing 'BW: 113.00' and '\$ 9605.00'. A red banner at the bottom of the sidebar reads 'Red Days are below your daily Goal'. The bottom of the window shows a status bar with 'Pop Up Help: Ctrl+F1 or Dbl Click Left Mouse; Field Help: Shift+F1; General Help: F1' and user information 'ADMIN CAP: NUM'.

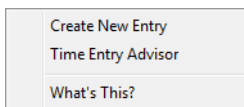
Time Tab of the Calendar

With PCLaw 12, users can now click on a day, and choose to either open the Time Sheet or the Time Entry Advisor, and to make either the default action going forward.



PCLaw confirmation prompt

Right-clicking on any square also gives the user options to access Create New Entry or Time Entry Advisor.



Common Troubleshooting:

Selecting Use as Default

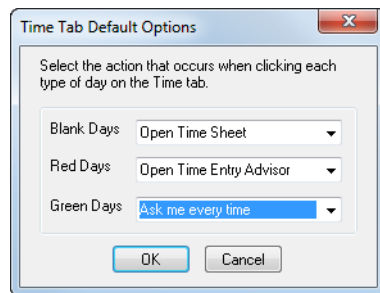
If Use as Default is selected, the prompt no longer appears, and the user is taken immediately into the default window. The user can change the default through the Time Tab Default Options window. Refer to *“Time Tab Defaults”* on page 26 for more details.

Time Tab Defaults

Options > Workstation Settings > Calendar Tab

The Time Tab defaults determine what actions PCLaw takes when the user clicks a square on the Time tab of the Calendar. These options can be set from within the Time tab, when PCLaw prompts the user for an action and allows the choice to be saved as the default. Once the default is set, the prompt no longer appears.

The Time Tab Default Options window is a portal through which these selections can subsequently be changed.



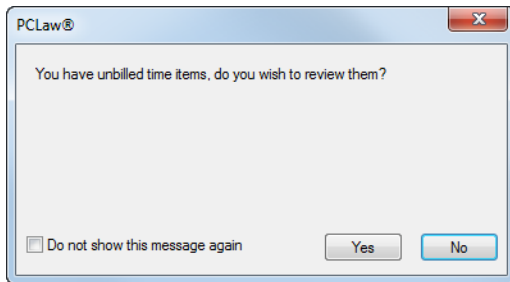
Time Tab Default Options window

Different defaults can be assigned by type of day on the Time tab. Blank days are future days on the calendar. Red days indicate the timekeeper’s targeted hours have not been met for the day. Green days indicate the goal has been met.

The options for each type of day are Open to Time Sheet, Open Time Entry Advisor, or Ask me every time.

Exiting PCLaw

When exiting PCLaw, a prompt reminds the user if unbilled time items may need to be converted to time entries.



PCLaw Confirmation prompt for Time Entry Advisor

Clicking Yes cancels the exit process, and opens Time Entry Advisor. Clicking No continues the exit process.

This prompt when exiting PCLaw only appears if items that qualify to show in Time Entry Advisor are identified. After an item is either converted into a time entry or removed from Time Entry Advisor, it no longer triggers this prompt.

Common Troubleshooting:

Selecting Do not show this message again

If *Do not show this message again* is selected, the prompt no longer appears and the user does not have the option to open Time Entry Advisor while exiting PCLaw. Once it is selected, the user cannot reverse this option at this time. An enhancement to allow the user to modify this setting will be included in a future release.

Globally Changing Time

Data Entry > Global Change Time

If a single unbilled time entry is incorrectly posted, the item may be adjusted by reopening the entry through the Register, or using the Drill Down process. If multiple entries require adjustment, then the process of changing individual entries becomes a cumbersome process. The Global Change Time window provides a tool for moving multiple time entries for a matter, client, or other parameters.

Start by selecting what time entries to change. The user may select one or more of matter, client, responsible lawyer, working lawyer, billing, task code, type of law, billing rate, or date range. Next, indicate what items to change, working lawyer, rate, matter, or task code.

Global Change Time

Selections

Matter: 011-001 Client: Resp Lawyer: Working Lawyer:

Date: From: 1/1/1982 To: 12/31/2199 Task Code: Type of Law: Rate:

Change

Working Lawyer From: To:

Matter From: 011-001 To:

Rate From: To:

Task Code From: To:

Matter: 011-001 Client: 011 Name: Able and ...
 Re Line: * Credit Hold * Able vs State of Minnesota
 T/Bals:
 Unbd D: 1250.00 A/R: 0.00 Gen Rlnr: 0.00 Trust: 0.00

Process Cancel Help

Global Change Time window

Correcting Time and Fee Entries

Time and fee entries are corrected with the same methods. For the purposes of these guidelines, both will be referred to as time entries in this section.

There are a number of ways to correct time entries within PCLaw. Two methods, via the Register or using the report drill-down, are examined in this section.

Using the Register

Data Entry > Register > Time Tab

The Register is a PCLaw module that provides access to a number of different entries (time/fees, checks/receipts, client expense entries, etc.) for correction, removal, or review.

Using the Register to correct time entries is an efficient way of viewing a series of dockets. These dockets may be filtered by matter number, lawyer number, or dates. This method allows quick targeting of the dockets for easy correction or deletion.

Register - Time tab

What You Should Know

Remove

- Delete the highlighted entry if it is not billed.
- Click **Change** to correct/change the entry, or **Remove** to delete an entry.
- When an entry is highlighted, and the Remove or Change buttons grayed out, an explanation above the buttons explains the reason.

Behind the Scenes

When a time entry is modified, the original time record is not altered. Instead, its status is changed to inactive, and a new record containing the new information, is created. This record is assigned an active status, and is the record that displays when reports are run or billing is performed.

When a time entry is deleted, the record is not removed from the database. Instead, it is assigned an inactive status, and cannot be viewed unless specified.

When the option *Include Corrected Entries* is checked on reports such as the Client Ledger, the original or inactive records are also displayed on the report.

Report Drill Down

Reports have drill-down capabilities. Drill down allows the user to double-click on a displayed transaction within the report to change, or remove the entry. If double-clicking on a total, a supporting report will be generated showing the total in question. Drill down is not allowed on transactions where:

- There are restrictions on correcting or removing of entries.
- If entries have been voided, are not in an open month, or if they have been billed, the entry may have restricted access.

An example is the Time Listing, on the Reports > Productivity pull-down menu. When output to the screen, users are able to access all time entries listed on the report. Once the docket entry is displayed on the screen, the user is able to double-click the entry to correct or remove the item.

Once the entry has been changed/removed, re-run the Time Listing, or click the Refresh button on the report window to include the new changes.

Advanced Security for Time and Fees

Options > Administrator > Security > Advanced > Time/Fees Tab

Direct access to any of the time windows described in this lesson, can be directly denied to a user, by removing access to the group(s) that the user is assigned. This is performed on the Groups tab of the Security Setup window, and was demonstrated in the Virtual Training 1 - Installing and Preparing PCLaw session.

In addition, further access to time and fee processes can be managed on the Time/Fees tab in the PCLaw Advanced Security module. The Time/Fees tab restricts user access to time entries as a whole, or limit modification rights to specific fields within a time entry.

Field	Access Level	Required
Date	Full Access	
Matter	Full Access	<input type="checkbox"/>
Lawyer	Full Access	
Task	Full Access	
Hours	Full Access	<input type="checkbox"/>
Rate	Full Access	<input type="checkbox"/>
Amount	Full Access	<input type="checkbox"/>
Explanation Code	Full Access	<input type="checkbox"/>
Explanation	Full Access	<input type="checkbox"/>
Notes	Full Access	
Hold	Full Access	

Full Access: Lets the user view and change the field.
 Change Only on New: Lets the user view the field but only change the field when adding a new entry.
 View Only: Lets the user view the field but not change it.
 Hidden: Does not let the user view or change the field.
 Required: User has to have value in the field.
 Note: Regardless of these security settings, the Billing features will not restrict entries or fields from being shown.

Time/Fees tab of the Advanced Security Settings window

What You Should Know:

Restrict Access to

- Check to restrict user access to time entries for a specific working lawyer.
- Click the Lawyer button to display the Lawyers window. Check each working lawyer to whom access should be restricted.

Restrict Deletion

- Check to restrict the user from removing time entries.

Restrict Fields

- Select the clearance level for each box to restrict the user from modifying specific fields in a time entry.
- *Full Access* allows the user access to view and change time entries at the time the entry is created, and after the entry is posted. After it is posted, the user can only view the entry.
- *Change Only On New* allows the user to view and change the time entry only at the time the entry is created. The user cannot change the entry after it is posted.
- *View Only* restricts the user from changing a time entry.
- *Hidden* restricts the user from viewing a time entry at any time.

Required

- Make the field a mandatory field when performing data entry.



Warning: Regardless of time or fee restrictions, the billing features do not restrict entries, or fields from being shown.

Time Reporting

PCLaw provides multiple reports for reporting time. From basic reports, like Time Listing and Time Summary, to client-based, reports, such as the Client Fee Listing and Work-in-Progress (WIP). In addition, the Client Ledger, Client Accounting Ledger, and Client Summary, discussed previously, include time with other client transactions. PCLaw provides additional productivity reports.

Time Summary

The Time Summary summarizes time and fee entries by either Task code or Working Lawyer. The report displays the amount and hours as both a value and a percentage. Time is also divided between billable, non-billable, or write-up/down categories. Write-up/downs refer to fee adjustments at the time of billing.

Time Listing

The Time Listing displays time and fee entries for a matter, entered prior to, or at the time of billing. The report displays the type of law, rate, and quantity of hours. Transactions are grouped by working lawyer, and a total is supplied for each lawyer.

Client Fees Listing

The Client Fees Listing displays time and fee entries for a matter. The report indicates if a fee has been billed, and provides the invoice number containing the entry. A comparison of billed and unbilled transactions is given for each matter.

Work-In-Progress Report

The Work-in-Progress report lists all unbilled fees and costs for a matter. Hours, fees, and costs are divided into age categories for billing purposes. If an item is billed after the end date of the report, it appears on the Work In Progress report, as unbilled for the report period. The report does not differentiate between time and fee entries. Contingency matters may be excluded from the report.

Daily Time Summary

The Daily Time Summary displays billable, non-billable, and total hours for one full calendar month by the individual working lawyer. The Summary by Working Lawyer gives a total for billable and non-billable hours, the number of unique days that time is docketed, and the average number of hours for each day.

Billable Time Summary by Working Lawyer

This report shows a comparison of hours and amounts for the month and year by working lawyer, categorized by responsible lawyer. The start of year may be manually selected when creating the report. Although the report may be filtered to show time or fees only, and billed or unbilled time only, the report does not indicate what portion of time or fees have been billed.

Comparative Time Analysis

The Comparative Time Analysis compares two selected time periods. Hours and Amount values are compared, as are percentages by task code or type of law. The Amount value, compiled by working lawyer, is comprised of time and fee entries, adjustments to fees made at the time of billing, and write-downs to fees after billing. A differentiation is not made between unbilled and billed fees, or between time and fee entries.

Time Utilization Analysis

The Time Utilization Analysis displays hours in a monthly calendar format by each working lawyer. Totals are given per month for a 12-month period. Hours are divided (with sub-totals) into billable and non-billable categories for each lawyer.

Unbilled Time & A/R Summary by Working Lawyer

This report displays unbilled time and fees, and time and fees that have been billed, but not yet collected. Information is grouped by matter for each working lawyer. Summary sections are provided for working and responsible Lawyers. Use this report to determine the billing status of time, and the collection status of time and fees.

Notes

Importing Time

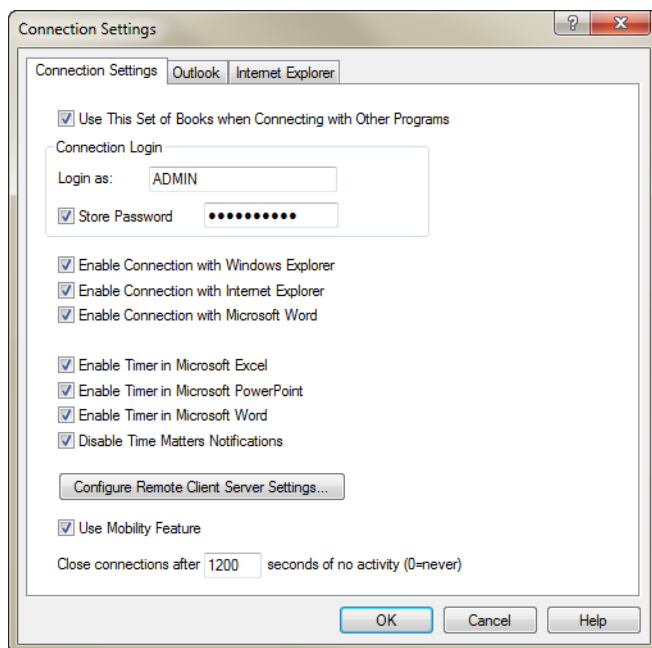
PCLaw Timers, including the Web Timer, allow the import of time directly from third party applications such as Microsoft Word, Corel WordPerfect, Internet Explorer, and others. Timers are initiated in Connection Settings, where default settings can also be applied.

Note that this chapter describes only the Connection Settings and Internet Explorer tabs of Connection Settings. The Outlook tab is described in conjunction with PCLaw Front Office in the Virtual Training 5 - Front Office session.

Connection Settings Tab

Options > Connection Settings > Connection Settings tab

This tab enables Connection Settings for the set of books, including storing the password. The user may choose to enable connections with Windows Explorer, Internet Explorer, Microsoft Word, and WordPerfect. Also, the PCLaw timer may be enabled in Microsoft Excel, PowerPoint, and Word as well as selecting other settings options on this tab.



Connection Settings tab

What You Should Know:

Use This Set of Books when Connecting with Other Programs

- Specify to use this set of books when connecting to third party software.

Notes



Note: If the third party application is not installed on the workstation, the option to enable its connection does not appear on this tab.



Note: When using multiple sets of books, this option can only be enabled in one set of books at any given time. Enabling this option in a second set of books disables it in the original books.

Login As

- Set a default user to appear in the login window when opening PCLaw Connection Manager.

Store Password

- Check to have PCLaw remember the user's password.
- Type the PCLaw password in the adjacent box.
- This is a mandatory selection when using PCLaw Mobility.

Enable Connection with Windows Explorer

- Select to allow documents to be saved directly from the Windows task bar.

Enable Connection with Internet Explorer

- Select to display the PCLaw toolbar, and save time directly from Internet Explorer.
- This option must be checked to use the Web Timer in Internet Explorer.

Enable Connection with Microsoft Word

- Select to access PCLaw matter and client information and save documents directly from Microsoft Word.
- This option does not need to be checked to use the PCLaw Timer in Microsoft Word.

Enable Connection with WordPerfect

- Select to access PCLaw matter and client information, and save documents directly from Corel WordPerfect.
- PCLaw Timers are not available for WordPerfect.

Enable Timer in...

- Select to enable the PCLaw Timer to record time in the selected application.

Disable Time Matters Notification

- Select to restrict login prompts with Time Matters.

Configure Remote Client Server Settings

- Select to configure the workstation to allow the processing of requests from applications that create, store, and exchange data with PCLaw such as Time Matters.

Use Mobility Feature

- Check to engage PCLaw Mobility.
- Additional security options are required before using Mobility.

Close connection after XX seconds of no activity

- Select to close PCLaw Connection Manager if information transfer does not occur between PCLaw and third party software in the time specified.
- Setting the value to zero will not close Connection Manager.

Behind the Scenes:

When opening Microsoft Word for the first time in a workstation session, the user is prompted with a Login to PCLaw window. The login window is for signing into PCLaw Document Link Manager. Document Link Manager is the utility that extracts information from PCLaw, and makes it available on the PCLaw toolbar in Word.

As the Document Link Manager remains open in the system tray, the user is required to log onto the utility only once during a workstation session.

To open Word without having the PCLaw Document toolbar available, click Cancel in the login screen. Microsoft Word opens with the PCLaw toolbar visible but grayed out.

Common Troubleshooting:**Linking to Multiple Sets of Books:**

If PCLaw also links to third party applications such as Amicus, Time Matters, or Outlook, a Change Firm button is available.

To change the PCLaw books that are integrating with Microsoft Word, open Connection Settings on the Options pull-down menu. On the Connection Settings tab, deselect Enable Connection with Microsoft Word.

Next, deselect Use This Set of Books when Connecting with Other Programs. This procedure should be performed prior to enabling the settings in the second PCLaw set of books.

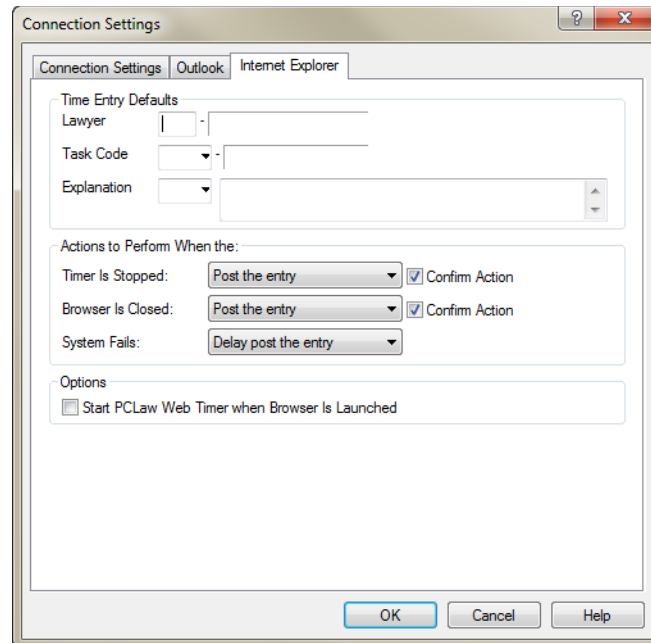


Warning: Do not use the Change Firm button when using Word, as it can lead to information transfer between the selected set of books.

Internet Explorer Tab of Connection Settings

Options > Connection Settings > Internet Explorer

Use the Internet Explorer tab to set defaults for the PCLaw Timer.



Internet Explorer tab of Connection Settings

What You Should Know:

Timer is Stopped

- Select the action that the user wants PCLaw to perform when the time session ends.
- Have PCLaw prompt prior to performing the action.

Browser is Closed

- Select the action that the user wants PCLaw to perform when the Internet Explorer session ends.
- Have PCLaw prompt prior to performing the action.

System Fails

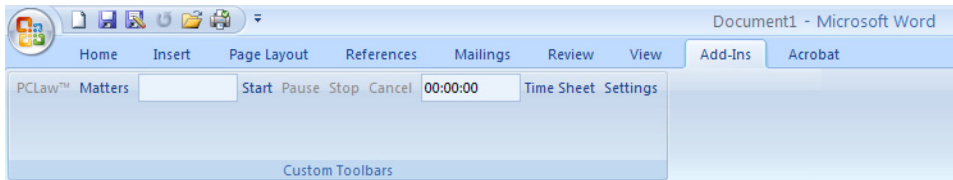
- Select the action the user wants PCLaw to perform when Windows terminates abruptly.

Start PCLaw Web Timer when Browser Is Launched

- Select to automatically start the PCLaw Timer when opening Internet Explorer.

Working with the PCLaw Timer Toolbar

This section describes the components of the PCLaw Timer toolbar. The illustrations of the PCLaw Timer are for Microsoft Office 2010 and 2007 applications. The Timer is placed differently in Microsoft Office 2003 applications.



PCLaw Timer Toolbar as it appears in Microsoft Office 2007

What You Should Know:

Matters

- Select from Matter List Help, or type the matter nickname in the adjacent box.

Time Sheet

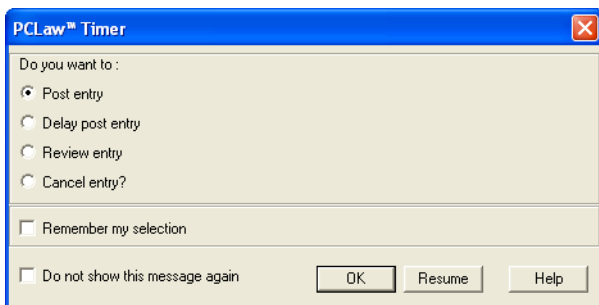
- Click to view the entry in a time sheet format.

Settings

- Click to set timer defaults specific to Microsoft Word.
- Refer to “MS Timer Settings” on page 41 for more information.

PCLaw Timer Prompt

Use this prompt to determine the action for the current time entry.



PCLaw Timer window

What You Should Know:

Post entry

- Post the entry directly to PCLaw.

Delay post entry

- Save the entry on a time sheet without posting it to PCLaw.

Review entry

- Confirm the details of the time entry prior to posting.
- The Time Entry Review window is displayed when clicking OK.
- Refer to “Time Entry Review” on page 40 for more information.

Remember my Selection

- Make your selection the default for this window.
- This default can be changed in the MS Timer Settings window.

Resume

- Continue with the current timed session.

OK

- Process the time entry.

Time Entry Review

Use this window to review or change parameters for the time entry.

The screenshot shows the 'PCLaw™ Timer - Time Entry Review' dialog box. It features a title bar with a close button. The main area contains several input fields: 'Explanation' with a dropdown arrow, 'Date' (2009/06/04), 'Matter' (dropdown), 'Lawyer' (dropdown), 'Task Code' (dropdown), 'Hours' (0.00), 'Rate' (0.00), and 'Amount' (0.00). Below these are 'Current Time' (09:04:48) and 'Elapsed Time' (00:00:05). A checkbox labeled 'Set time entry parameters as defaults' is present. On the right side, there are buttons for 'Post', 'Delay Post', 'Cancel', 'Resume', and 'Help'.

Time Entry Review window

What You Should Know:**Task Code**

- Uses the matter default.
- Billable Work (BW) is otherwise used as the default code.
- Non-billable work (NBW) is used when time is entered without a matter.

Set Time Entry Parameters as Defaults

- Check to save the values in this window as the default selections for PCLaw timer entries.

Post

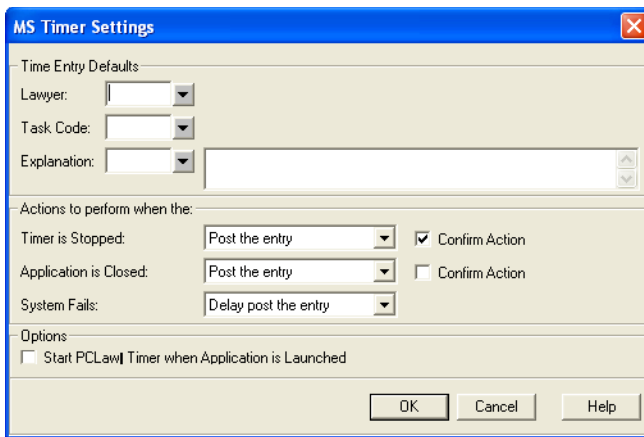
- Save the entry directly to PCLaw.

Delay Post

- Save the entry to the Time Sheet for further view.
- Entry needs to be posted to PCLaw from the Time Sheet at a later time.

MS Timer Settings

Use this window to set the default parameters for the PCLaw Timer.



MS Timer Settings window

The MS Timer Settings window contains the same options as the Internet Explorer tab of Connection Settings, refer to “Internet Explorer Tab of Connection Settings” on page 38 for more information. Default selections on the Internet Explorer tab are not imported to this window.

Common Troubleshooting:

When enabled, the PCLaw Timer toolbar should appear automatically when opening the third party application. If the toolbar does not display, it may be disabled under the View pull-down menu, such as for Microsoft Office 2003 applications, or it may need to be included as an Add-in.

PCLaw Web Timer

Major components of the PCLaw Web Timer toolbar are discussed in detail below.



PCLaw Web Timer Toolbar in Internet Explorer

PCLaw/List of Matters

- Type the matter nickname or double-click in the box to open Pop Up Help Matters.
- Select the drop-down arrow to open a Pop Up Help - Matters window.

Time Sheet

- Click to view the entry in a time sheet format.

Expense Sheet

- Click to view the entry in a time sheet format.

Settings

- Click to Set Web Timer defaults.
- A Web Timer Settings window appears displaying the options, and defaults selected on the Internet Explorer tab of Connection Settings. Refer to “Internet Explorer Tab of Connection Settings” on page 38 for more information.
- If Web Timer settings have not been previously set, a Web Timer wizard may appear displaying options from the Internet Explorer tab in two windows.

Add Reference to Research Item

- Click to add the current URL to the Research Item for the matter.
- Multiple URLs can be added to any research item.

View Research Item

- Click to open the View Research Item window to save this URL as a research item for this matter.

Save Research Item

- Click to open a Save Lexis Research window.

Open Research Item

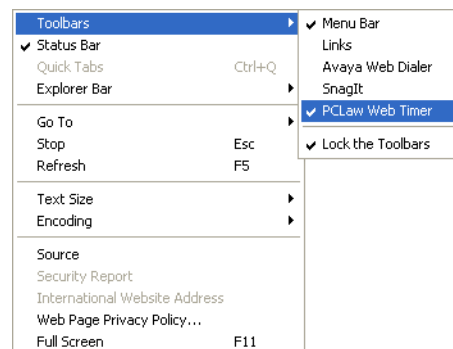
- Click to display an unfiltered Open Research window.

Open Research Item for Matter

- Click to display a Open Research window filtered for the selected matter.

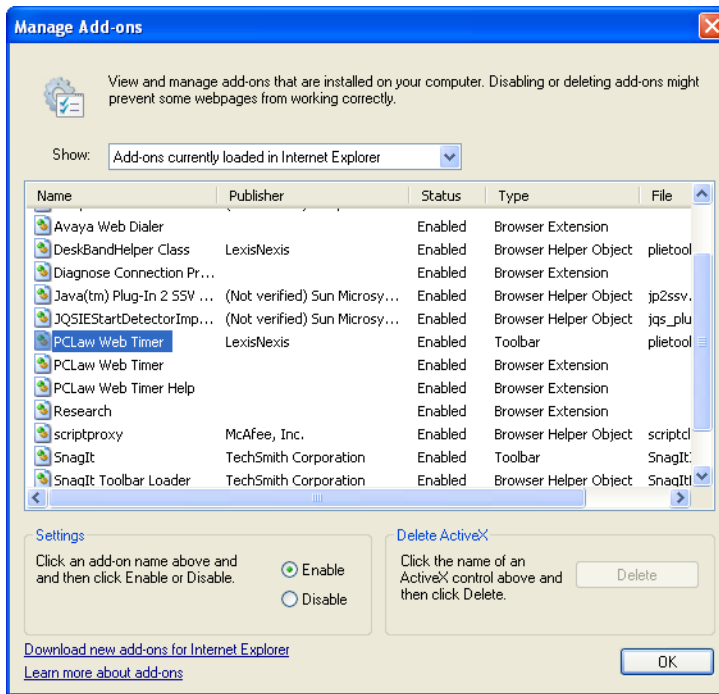
Common Troubleshooting:

When enabled, the PCLaw Web Timer toolbar should appear automatically in Internet Explorer. If the toolbar does not display, it may be disabled under the View pull-down menu.



Internet Explorer View pull-down menu

Or it may need to be included as an Add-in on the Tools > Manage Add-ons pull-down menu.



Internet Explorer > Manage Add-ins window

Soft Costs

This section focuses on soft costs in PCLaw with emphasis on the Expense Recovery module. A soft cost in PCLaw is a cost that is not directly related to a payout on behalf of a firm. Examples of soft costs are photocopies, faxes, and postage, where the firm may pay a monthly cost for equipment and supplies, and the cost is then allocated to matters on a per use basis.

Additional tools for managing costs are also examined, such as Quick Charge, the Transfer Expense window, and the Expense tab of the Register.

Expense Recovery

Data Entry > Expense Recovery

An expense recovery is a disbursement allocated to a matter that does not directly affect the general banks. The most common use of Expense Recovery is to charge matters for the use of internal equipment to recapture the expense of maintaining that equipment, such as a photocopy machine. Expense recovery entries appear on the Client Costs Journal, Client Ledger, and Work-in-Progress report. To change a client expense entry, use the Expense tab of the Register.

If Use G/L Accounting is not enabled for this set of books, all client related expenses should be added as Expense Recoveries.

Expense Recovery window

What You Should Know:**To**

- Accept the default Expense Recovery.
- This will help decipher expenses entered as Expense Recovery entries in reviewing all expenses displayed on some reports.

Explanation

- Use the Quantity x Rate option with Explanation Codes to associate a set cost with the expense (i.e. copies @ 0.20/ea).
- The user has the option of not entering an explanation code, and explanation in the Check area, and mixing types of Expense Recoveries in the Allocation area.

G/L Account

- Best Practices recommends using a Client Expense Recovery account. For example, when inputting photocopies, use the Photocopy Recovery [5521].
- Associate G/L accounts with explanation codes, for added precision and reduced data entry.
- These codes can be marked for expenses only, and can be adjusted to always summarize, or summarize only if there is additional text.

Behind the Scenes:

The visible portion of an expense recovery, is a basic two-sided general ledger entry, posting to a single journal. In reality, an expense recovery is actually more complicated than a single accounting entry.

To begin, the debit portion of the expense recovery entry is fixed to a specific control account. For Cash systems, it is to an expense account, Client Disb Exp (5010). For Modified Cash and Accrual systems, it is an asset account, Client Disb Recov (1210). The user does not have the option of selecting, or not selecting this account.

For Modified Cash systems, where hard and soft costs are separated, expense recoveries are posted to the expense account Client Disb Exp (5010). Modified Cash systems must track soft costs on the general ledger.

For Cash systems, where hard and soft costs are separated, expense recoveries are posted to the expense account Client Soft Costs (5011). If the option, Track Soft Costs in G/L is disabled on the Other tab of System Settings, soft costs are displayed in the General Ledger, but are tracked on the Client Cost Journal.

The credit side of the entry must be an expense account. This account is selected by the user.

To prevent what is termed a double-sided entry, Client Disb Exp (5010), Client Soft Costs (5011), or Client Disb Recov (1210) cannot be used. A double-sided entry is discussed further in the Common Troubleshooting section.

The user can opt to select the original expense account. For example, photocopy recoveries can be credited to Photocopy Expense (5520). However, this mandates that both the photocopy expense incurred, and those expenses recovered are tracked in the same account, and only the net difference between the two are reported on financial statements. This also means this account can also have a debit or a credit balance.

Best Practices dictates that a separate recovery account should be set up for recoveries. This is often referred to as a Contra account. For many expense accounts, PCLaw provides corresponding recovery accounts, with the nickname numbered one higher in sequence. For example, for Photocopy Expense (5520), PCLaw provides Photocopy Recovery (5521). Having separate expense and recovery accounts offers more precision, where the firm can determine both the total expense and recovery values for any period. As well, the expense account will always maintain a debit balance, and the recovery account, a credit balance.

For a non-detailed or detailed General Ledger, expense recovery entries are summarized automatically by PCLaw, in the respective control account that they are posted for that accounting method.

5010	Client Disb Exp		
Jan 31/10	CER	Total of Recoveries	2,987.00
		Closing balance -Client Disb Exp	

Client Disbursement account

For the allocated account, that is the account selected by the user, individual transactions are shown on the detailed General Ledger.

An expense recovery creates multiple records in the PCLaw data files. The check portion of the expense recovery window creates a record in the General Bank Common Information data file, for each expense recovery allocation on the Expense Recovery sheet. This record is not visible in the General Bank Journal. The allocation portion of the Expense recovery creates a separate record for each allocation in the General Bank Allocation data file. This is the record that posts to the Client Cost Journal, pulling information from the Common Information data file as well. The Allocation record is identical to matter allocations created through the General Check or Accounts Payable modules. These records are differentiated by entry type. The entry type also determines whether the record is a hard or a soft cost.

Common Troubleshooting:

Double-sided entry

A common expense recovery issue is that of a double-sided entry, that is, when the user selects the expense recovery control account as the allocation account for the expense. As a result, depending on the accounting method, Client Disb Recov/Exp (1210/5010) is both debited and credited. The net result on the General Ledger is zero, however the Client Cost Journal is debited, causing an imbalance between the journal and the General Ledger.

Double-sided entries can be identified by printing a detailed General Ledger for the control account. The proper recovery entries are summarized in the Total of Recoveries entry, while entries that are incorrectly allocated to Client Disb Recov/Exp (1210/5010) are presented as individual entries.

These entries can be corrected by re-opening the entries, and changing the g/l allocation.

Calculating Expenses

Options > System Settings > Data Entry tab

Two options can be enabled to better assist the client in entering expenses, Use Quantity x Rate and Mark Up Client Expense.

The screenshot shows the 'System Settings' dialog box with the 'Data Entry' tab selected. The 'Expense' section is highlighted with a red circle. The following options are checked:

- Use Quantity x Rates Entries
- Mark Up Client Expense

The 'Default Markup %' is set to 25.00. Other options in the 'Expense' section include 'Show Expense Gross Amounts' (unchecked). The 'Trust' section has 'Allow Trust-to-General Transfer of Fee WIP' checked, 'One Matter per Page on Client Trust List' unchecked, and 'Restrict Negative Trust Balance' checked. The 'Payment and Retainer Rules' section has 'Auto Allocate Retainers at Billing', 'Auto Allocate Payments to Invoices', and 'Auto Allocate Payments to G/L Accounts' checked. The 'Apply Payments To' section has 'Hard Costs' set to 1st, 'Soft Costs' set to 2nd, and 'Fees' set to 3rd. The 'Allow General Retainers' section has 'Max Amount (0=No Limit)' set to 0.00 and 'Default Retainer' set to 5010. The 'Always Transfer Overpayments to Trust' option is unchecked.

Data Entry tab of System Settings

What You Should Know

Use Quantity x Rate

- Once Quantity x Rate is enabled, it can be assigned a default rate value within an explanation code, or entered manually on the Expense Recovery Sheet.

Quantity Calculation window

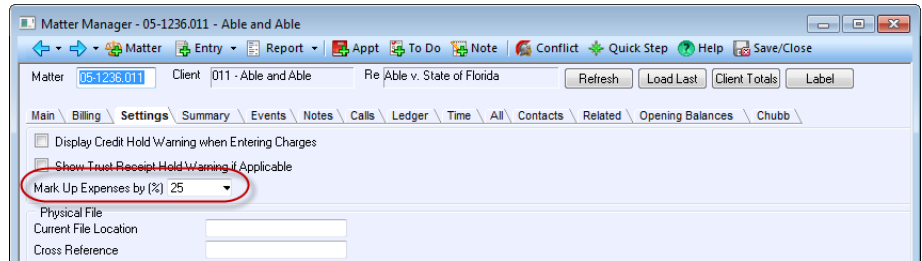
- Rate values cannot be assigned on the matter level.
- The Quantity x Rate calculation can be shown to the client as part of the explanation.

Mark Up Client Expense

- Expenses allocated to a matter can be given an automatic mark up either through matter defaults, or by the use of explanation codes.
- A marked up expense is realized at the time of billing, and is reflected both to the client and recorded in PCLaw at that point.
- Expenses can also be marked up manually on the Expense Recovery Sheet.

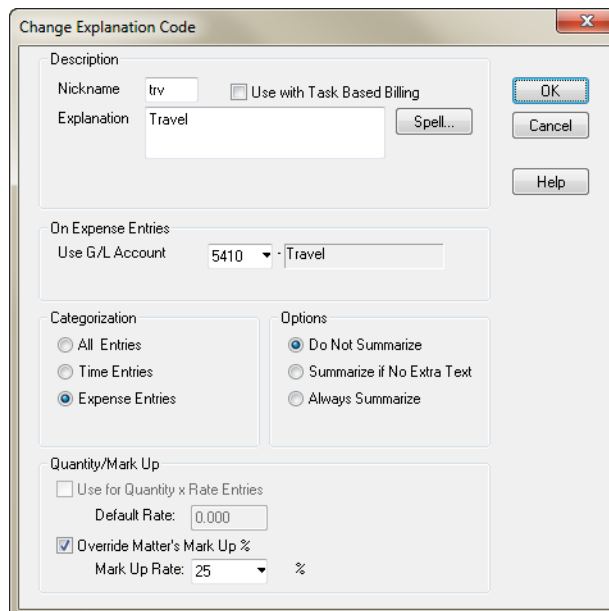
Mark up Calculation window

- When **Mark Up Client Expense** is selected in System Settings, all matters created from that time forward will have the mark up option checked.
- If **Mark Up Client Expenses** is enabled for existing matters, all matters are affected. It is not possible to enable the option for a select group of matters only.
- Mark Up Client Expenses** must be selected on the Data Entry tab of System Settings for the Mark Up Expenses box to be available in Matter Manager.



Settings tab of Matter Manager

- Mark up percentages for matters can only be adjusted for all matters through System Settings, or on a matter by matter basis in Matter Manager. Global Change is not available for this option.
- When **Mark Up Client Expense** is enabled on the Data Entry tab of System Settings, you can assign a mark up percentage to an explanation code. When that explanation code is used for expense recoveries, general checks, or new payables, the markup percentage is assigned.
- The rate associated with an explanation code overrides any rate associated with an individual matter, but can be overridden on the Data Entry window.



Change Explanation Code window

Behind the Scenes:

The mark up value does not change the original value of the expense, but is instead stored as a separate value on the same expense record. This enables PCLaw to display the original expense amount when creating reports, but producing the sum of the original and marked up values when billing.

Quick Charge for Expense Recoveries

Quick Charge allows a streamlined approach for adding single time or expense recovery entries, including timed entries. The Quick Charge window changes depending on whether a time or expense entry is being added.

Matter:	Client:	Name:
Re Line:	Unbd Hrs:	Unbd Fees:
A/R:	Gen Rtnr:	Trust:

Quick Charge window for Expenses

What You Should Know:

Reference

- This number increments with each expense recovery from the Quick Charge or Expense Recovery window.

G/L Account

- Select the nickname of the recovery account receiving the charge.

Behind the Scenes:

Quick Charge posts a single soft cost using the same processes as Expense Recovery.

Transferring Client Expenses

Data Entry > Transfer Expenses

If a single expense entry is incorrectly posted to a matter, the item can be moved to the proper matter by reopening the entry through

the Register or using the Drill Down process. However, if multiple entries are required to be transferred, then the process of adjusting individual entries becomes a cumbersome process. The Transfer Expense window provides a tool for moving expenses from matter to matter.

To transfer client expenses, select a From and To matter, a date range, and click Select. All unbilled client expenses from the From matter within the selected date range appear. After selecting the entries to be transferred to the To matter, click the Transfer button to move the entries. Use the Print button to produce a record of the transfer, if desired.

Transfer Expense window

What You Should Know:

Select button

- Click to display all expenses meeting the selected parameters.

Select column

- Choose the expenses to transfer.
- An X appears in the check box for each selected expense.
- Click **Select All** to select all listed expenses.

Behind the Scenes:

When an expense entry is transferred from one matter to another, the original record is not changed. Rather, it is given an inactive status in both general bank data files, and new records are created for the destination matter.

When running a Client Cost Journal or Client Ledger, for the source matter, the original entry is no longer displayed, unless Include Corrected Entries is checked on the Other tab.

Correcting Soft Cost Entries

Data Entry > Register > Expense

Since expense recoveries post to the General Ledger, corrections must be made in an open month. Billed recoveries cannot be modified unless the bill is undone. Recoveries can be changed or removed through the Expense tab of the Register, or by drilling down on an expense related report, such as the Client Costs Journal.

Date	Entry #	Type	Paid To/Received From	Che/Rect	Matter	Amount/G/L	Acct/pl	Cod	Explanation	Hold
5/3/2012	447	CER	Expense Recovery	X0008	05-1236	12.50	5521	ph	Photocopies	<input type="checkbox"/>
5/3/2012	448	CER	Expense Recovery	X0008	05-1236	45.00	5501	cr	Courier	<input type="checkbox"/>
5/28/201	550	CER		X0012	05-1236	13.80	5541	txt	text messages	<input type="checkbox"/>

Billed	Unbilled	Total
0.00	71.30	71.30

Matter: 05-1236.011 Client: 011 Name: Able and ...
 Re Line: Able v. State of Florida
 T/Bals: 10236.00 1
 Unbd D: 9396.10 A/R: 0.00 Gen Rlnr: 4703.05 Trust: 10236.00

Expense tab of the Register

Behind the Scenes:

When an expense entry is modified, the original general bank records are not altered. Instead, their status is changed to inactive, and new records, containing the new information, are created. These records are assigned an active status, and represents the entry that displays when reports are run or billing is performed.

When an expense entry is deleted, the records are not removed from the database. Instead, they are assigned an inactive status, and cannot be viewed unless specified.

When the option *Include Corrected Entries* is checked on reports such as the Client Ledger, the original or inactive entries are also displayed on the report.

Soft Cost Reporting

PCLaw provides multiple reports for displaying client costs from journals such as the General Bank Journal and Client Costs Journal, reports including Work-in-Progress, and Disbursement Analysis and Interest, and ledgers such as the Client Ledger, Accounting Ledger, and Client Summary. Reports focusing on soft costs are listed here.

Client Costs Journal

The Client Costs Journal displays all costs allocated to matters, regardless of how the cost is entered into PCLaw. The report displays costs without differentiating between unbilled and billed items, or hard and soft costs. Costs can be filtered by date, G/L account, and source journal.

Work-In-Progress Report

The Work-in-Progress report lists all unbilled fees and costs for a matter. Hours, fees, and costs are divided into age categories for billing purposes. If an item is billed after the end date of the report, it will appear on the Work-in-Progress report as unbilled for the report period. The report does not differentiate between time and fee entries. Contingency matters can be excluded from the report.

Disbursement Analysis & Interest Report

The Disbursement Analysis & Interest report displays costs allocated to each matter and shows interest calculated on disbursements at a specified rate. The report displays costs without separating unbilled and billed, or hard and soft costs in item totals. Costs can be filtered by matter, client, responsible lawyer, or date.

Disbursement History Report

The Disbursement History (Disbursement Analysis and Interest group) report displays costs allocated to each matter, and indicates if the cost has been billed. The report displays costs without separating unbilled and billed, or hard and soft costs in item totals. Costs can be filtered by matter, client, responsible lawyer, or date.

Hard & Soft Cost Analysis

The Hard & Soft Cost Analysis (Disbursement Analysis and Interest group) categorizes costs as per their origin. Expense recovery and billing adjustments are soft costs, while allocations from general checks or new payables are hard costs. The report indicates whether or not a cost is billed and paid. Costs can be filtered by matter, client, responsible lawyer, or date.

Bank Settings

PCLaw provides two types of bank accounts, general and trust. The General Bank account contains funds that belong to the firm, whereas the Trust Bank account contains funds that belong to the clients of the firm.

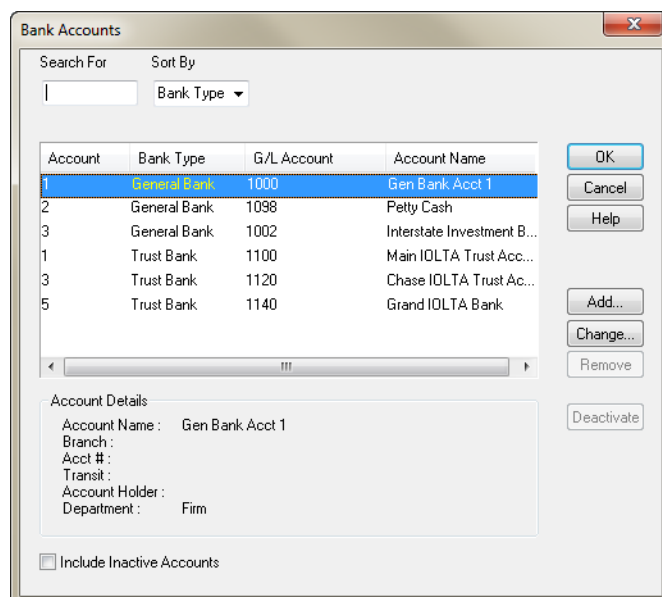
Prior to posting checks, receipts, and transfers from either general or trust accounts, the accounts must be set up and account parameters must be selected. PCLaw comes with two General Bank accounts and one Trust bank account ready to go. However, there is the capacity to have 99 accounts of each type in PCLaw.

This section describes the process of creating of new bank accounts in PCLaw, as well as navigating the System Settings tabs relevant to banking.

Bank Accounts

Options > Lists > Bank Accounts

The Bank Accounts window is used to create or modify both general and trust accounts within PCLaw. The list includes the Bank Account number, Bank type, G/L Account, and Bank Account name.



Bank Accounts window

What You Should Know:

Remove

- A bank account cannot be removed if it has a balance or activity in an open period.

Deactivate

- Click to place the bank account in a non-active status, but maintain all of its historical entries.

Adding / Changing Bank Account Information

Use the New Bank Account and Change Bank Account windows to create and maintain appointment codes.

Change Bank Account window

What You Should Know:

General Ledger

- The default G/L range for general bank accounts fall between 1000 and 1098, with the first and last numbers in this range already assigned; General Bank Account 1 (1000) and Petty Cash (1098).
- The default G/L range for trust bank accounts falls between 1100 and 1198, with the first account in this range already assigned, Trust Bank Account 1 (1100).
- PCLaw defaults to the lowest account in the respective range. The client can accept this account number, or select one of their own.
- Best Practices dictates that if the client changes the nickname structure for bank accounts, they should select a system that is both easily identifiable on financial statements, and that will place the accounts in an unbroken linear order.

Account Details

- Enter all information pertaining to the bank account, as required.
- This information displays on checks and deposit slips.

Configure Merchant Account

- For firms processing credit card payments online, click to prepare this bank account to accept payments by credit card.
- Clicking this button opens the Login window for the Lexis Credit Card Processing application (LCCP).

OK

- Changes are not saved until you click OK in the Bank Accounts window.

Banking Tab of System Settings

Options > System Settings > Banking Tab

Use the Banking tab of System Settings to set how the general bank account, trust check account, receipt, and transfer windows perform. Separate options exist for general and trust accounts. Settings for the Deposit Slips module are contained on this tab.

The screenshot shows the 'System Settings' dialog box with the 'Banking' tab selected. The 'Banking' sub-tab is active, showing settings for 'General Bank Account' and 'Trust Bank Account'. Both sections have checkboxes for 'Automatic Check Numbering', 'Warn if Check Numbers Reused', 'Restrict Changing Check Numbers', 'Restrict Changing Receipt Numbers', 'Hide Service Charge Button', 'Save Entries on Print', 'Use MICR Font', and 'Quick Check Printing'. There are also dropdown menus for 'Template for Checks', 'Template for A/P Checks', 'Template for Payroll Checks', 'Template for Request Checks', 'Template for Receipts', 'Template for Credit Receipts', and 'Default Account'. At the bottom, there are buttons for 'Quick Check Layout', 'MICR Font Setting', and 'Deposit Slips' options.

Banking tab of System Settings

What You Should Know:

Restrict Changing Check/Receipt Numbers

- Select to restrict users from changing check or receipt numbers.

Quick Check Printing

- Select to use the quick check format of PCLaw.
- Lines/columns may be adjusted using Quick Check Layout.

Template for Check, A/P Checks, Payroll Checks & Request Checks

- Specify a check format, if Quick Check Printing is de-selected.
- Edit/create check formats in Template Editor.

Template for Receipts/Credit Receipts

- Print Receipts using this template for the following features: Firm Receipt, General Retainer, and/or Receive Payment.

Default Account

- The client may change the default when entering multiple entries for an alternate account, then re-set the default when finished.

Quick Check Layout button

- Adjust lines/columns on quick changes.

Use Batch Check Printing

- Select to allow checks to be saved for printing in a batch.

Common Troubleshooting:**Reprinting Checks**

If a client needs to reprint a check or receipt, but does not need to re-deposit it in PCLaw, confirm that *Save Entries on Print* is deselected for that bank account type. With the option deselected, it is now possible to re-enter the item, click the Print button to print a hard copy, then click Cancel to abort the entry, and not post it to PCLaw.

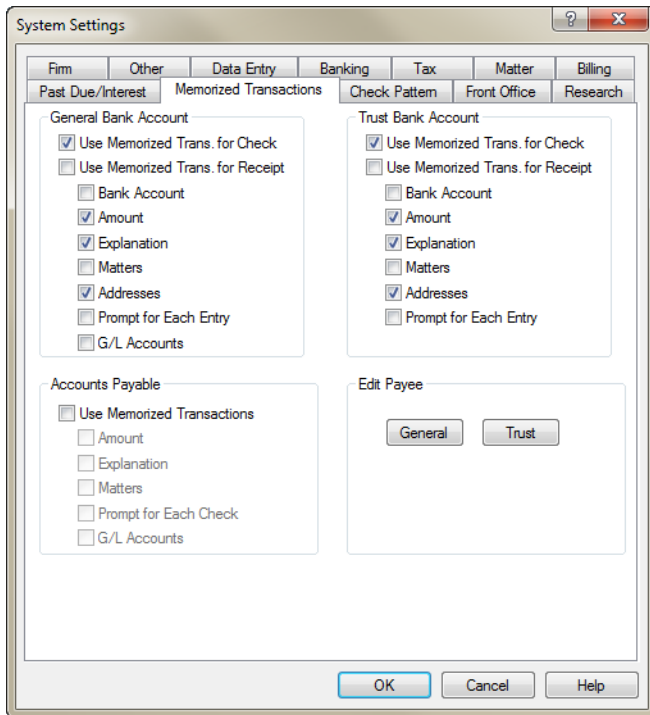
Memorized Transactions Tab of System Settings**Options > System Settings > Memorized Transactions Tab**

These settings control how check information is entered. If selected, type the first three characters of a payee's name and the information as selected automatically self-populates.



Note: The lists accumulate differently for Trust or General.

There may be multiple memorized names for the same payee because users may type the information slightly different.



Memorized Transaction tab of System Settings

What You Should Know:

For firms that would like to have check or receipt information marked as private, select General Bank Account and/or Trust Bank Account selections carefully.

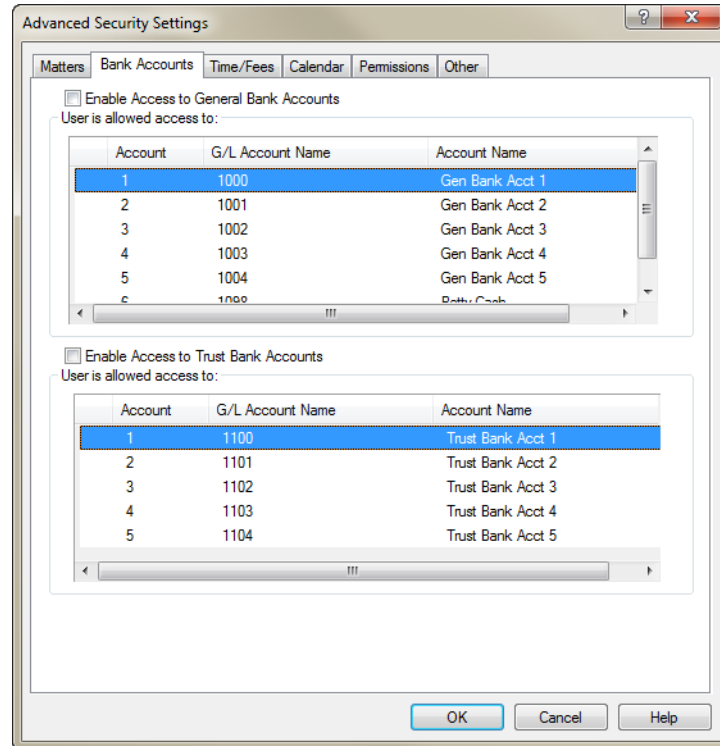
Common Troubleshooting:

If a user incurs a spelling mistake, or requires a payee to be changed or removed, use the Edit Payee button to modify or delete the memorized payee. When a payee is deleted, it is completely removed from PCLaw. If the payee needs to be re-added, it must be done through the originating PCLaw module.

Bank Accounts Tab of Advanced Security

Options > Administrator > Security > Advanced > Bank Accounts tab

Use this tab to restrict user access to specific bank accounts.



Advanced Security Settings - Bank Accounts tab

What You Should Know:

Enable Access to General/Trust Bank Accounts

- When selected, access to each bank account may be controlled.
- A check mark indicates that the user has access to the specified bank.
- No check mark indicates that the user is restricted from viewing or accessing the specific bank account.
- If the user is granted access to all general bank accounts, PCLaw regards the Enable Access to General Bank Accounts option as being disabled.
- When de-selected, the user has access to all General/Trust bank accounts according to the rights assigned to the user's group.

General Bank

Notes

The firm uses its general bank accounts to process payments, both on behalf of the firm and the client, to receive funds as payment for a client's account, and to receive retainers from clients in anticipation of work to be performed. It may also be used to input an infusion of cash into the firm.

Unlike the trust account, funds in a general account are not required to be tied to a matter. Firms may have multiple accounts, serving a variety of purposes. These may include general funds, investments, real estate registration, credit cards, and client retainers.

This chapter looks at the most common general bank transactions, General Check, Firm Receipt, General Retainer, and all the Transfer windows. Receive Payment is discussed in the Virtual Training 3 - Billing session, due to its relationship with the billing process.

General Check

Data Entry > General Bank > Check

Use General Check to write checks on any of your general bank accounts. Checks may be issued on behalf of the client (allocating a general check) or on behalf of the firm. Checks are listed on the General Bank Journal. Checks issued for client costs also appear on the Client Costs Journal and Client Ledger, and may be included in the billing process. To correct or remove a check, use the General tab of the Register.

Matter	Expl Code	Explanation	Amount	G/L Account	Description	Hold
				m		
				m		
				m		
				m		
				m		
				m		
				m		

General Check window



Note: Regardless of the state of the option in System Settings, PCLaw recognizes a vendor name if typed in exactly the same way. The options creating an accounts payable invoice and entering the invoice number will appear.

The General Check Area

The Check area of the General Check represents a typical check. Complete the boxes the same way you would complete any check. If you have more than one general bank account, confirm your primary bank account is set properly on the System Settings > Banking Tab. If you write checks on another account, ensure the correct account number is selected. Verify your check number and change it if this check is an Electronic Transfer, Bank Charge, or some other entry debiting the general bank, where you may not have to write an actual check.

What You Should Know:

To

- If *Show Vendors in Paid To Pop Up Help* is enabled on the Other tab of System Settings, a vendor may be selected as the payee from the Pop Up Help.
- Two additional options, **Include in AP** and **Invoice #** appear on the check window.

Include in AP

- If a vendor is selected as the payee, this option processes the check as payment on existing accounts payable invoice(s).
- Payment will be included on the 1099 Listing.

Invoice #

- If an invoice is selected as the payee, select the accounts payable (A/P) invoice number, if this payment is to be applied against an existing A/P invoice.

Explanation

- This explanation appears on the General Bank Journal.

Print

- Click to print a hard copy of the check, or add the check to Batch Check Printing.
- An Additional Check Payee Information window is provided to confirm or complete the client's address.
- If **Save Entries on Print** is selected, the check is immediately recorded upon verifying the payee's address. Otherwise, after printing, click **OK**.

The Allocation Area

Use the allocation area of the check to direct all or a portion of the check to a matter as a disbursement. This is considered a hard cost. Checks may be allocated to multiple matters, each with unique explanations.

Allocating a general check to a matter is a package of two expenses, the check itself and an expense recovery, posted to the General Bank Journal and Client Cost Journal respectively. The Client Disb Recovery account (5210) is used to bridge the two transactions.

The allocation area may also direct expenses to multiple general ledger accounts, if all or a portion of the expense is not being directed to a matter.

The Unallocated box displays the portion of the check that is still to be applied to matters or G/L accounts. The Allocated box displays the portion of the check that is applied to one or more matters and/or accounts.

What You Should Know:

Matter

- It is not mandatory to allocate a check to a matter.

Expl Code/Explanation

- For allocations to a matter, this explanation appears on the Client Ledger and any bill.

Amount

- The sum of all allocations must equal the total balance of the check.

G/L Account

- When allocating expenses to a matter, PCLaw automatically assigns the account Client Disb Clearing (5210). This should not be changed.

Hold

- This column appears only if Allow Charges to be Held is checked on the Data Entry tab of System Settings.

Behind the Scenes:

All general checks whether to a general ledger account, or to a matter, contain allocations.

A general check, allocated to one or more G/L accounts, but not allocated to a matter, appears in PCLaw as a single two-sided entry.

The total value of the check, displayed in the check area, represents the credit portion of the entry. This entry credits the general bank control account, i.e. General Bank 1 (1000). The allocated value(s) to the general ledger account(s) represent the debit portion of the transaction. This transaction posts to a single journal, the General Bank Journal.



Note: Client Disb Clearing (5210) is the default name or purpose for this account. The clearing account used can be changed on the Other tab of System Settings

The physical data files work in exactly the same manner. The check portion creates a record in General Bank Common Information, and each allocation creates a separate record in General Bank Allocation. This is the exact same structure as for expense recoveries. The General Bank Journal reads all records, to produce the transaction, displaying both the transaction total, and the individual allocations.

A general check, allocated to one or more matters, posts in PCLaw as two separate transactions.

The first transaction credits the general bank control account for the total of the check, and debits Client Disb Clearing (5210) for the same total. This transaction posts to the General Bank Journal.

The second transaction, credits Client Disb Clearing (5210) and debits Client Disb Recov (1210) or Client Disb Exp (5010), depending on the accounting method used. This entry posts to the Client Costs Journal.

A matter allocation as part of a general check is a hard cost. That means, that for Modified Cash or Cash systems, if *Separate Hard and Soft Costs* is checked on the Other tab of System Settings, this transaction is posted in the G/L account for hard costs. If *Do Not Track Soft Costs* is checked for Cash systems, this entry is always tracked.

Records are created in the PCLaw data files for general checks with matter allocations, as they are for general checks with only G/L allocations. A difference is each general bank allocation record also contains a matter ID value. Allocations to matters also have a unique allocation ID, making it a separate record, posting to a separate journal, in this case, Client Costs. Information from all records are pulled to reproduce the entries for the printed General Bank and Client Cost Journals.

Common Troubleshooting:

Incomplete Transaction

As mentioned, a general check posted to one or more matters, represents multiple entries. These entries are not posted simultaneously, but in quick succession. As a result, it may be possible, that if an interruption occurs, such as a power outage or network disruption, during the posting of this type of entry, that only a portion of this entry is posted to PCLaw. That is, the transaction appears in the General Bank journal, but not the Client Cost Journal, or if there are multiple matter allocations, the final allocations are missing. Quite often, the incomplete transaction can be removed. Then re-enter and resave the entry.

Improperly selecting Client Disb Clearing (5210)

Client Disb Clearing (5210) is an 'in and out' account, that is only used when allocating checks to matters. This account should not be manually entered by the user, when PCLaw does not default to it, nor should it be changed when PCLaw does default to it.

Since it is an 'in and out' account, on financial statements, Client Disb Clearing (5210) should never carry a balance. If there is a balance to this account, it indicates that transactions have been improperly allocated to this account, or else this account was not used when it should have been used.

If entries are improperly allocated to Client Disb Clearing (5210), they can be easily isolated, as they are listed on a detailed General Ledger as a debit entry with no offsetting credit entry.

When producing financial statements, if *Print Zero Balance Accounts* is not checked on the Other tab, of the G/L Statements window, then Client Disb Clearing (5210) should not appear on any statement.

Changing Client Disb Clearing (5210) to another expense account

Likewise, if a check is allocated to a matter, and the user changes Client Disb Clearing (5210) to a different expense account, for example, Photocopies (5520), they will be distorting their expense picture.

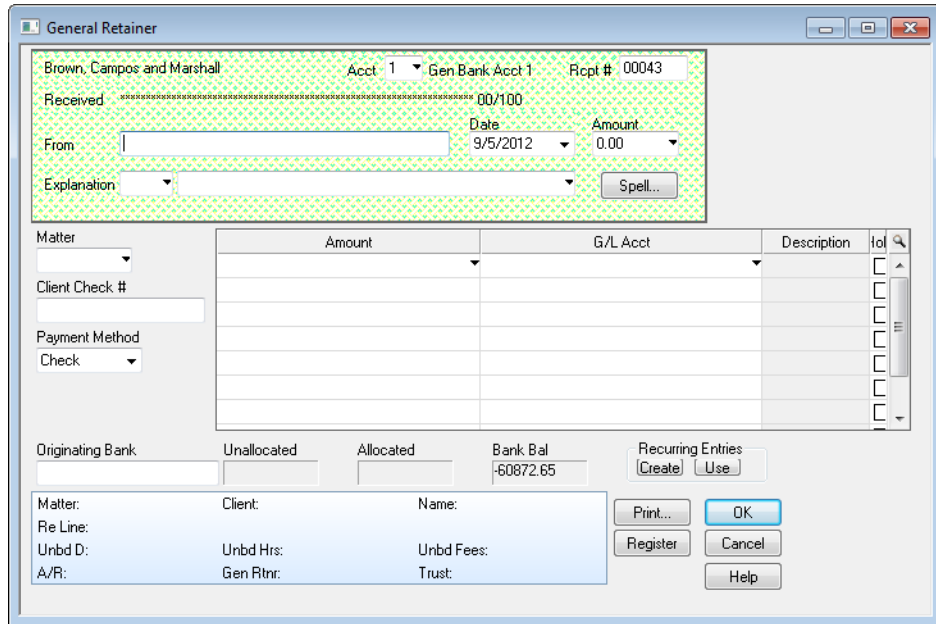
When a different account, such as Photocopies (5520) is specified, that account is debited as the entry is posted to the General Bank Journal. However, Client Disb Clearing (5210) is still credited, when the matter allocation is posted to the Client Cost Journal. Therefore Photocopies (5520) has an inflated debit balance, and Client Disb Clearing (5210) is carrying a credit balance.

This type of entry can be easily isolated, as they are listed on a detailed General Ledger as a credit entry to Client Disb Clearing (5210), with no offsetting debit entry.

General Retainer

Data Entry > General Bank > General Retainer

General Retainer in PCLaw is the method in which a pre-payment for work to be done is received into the firm's General bank account. These funds may be automatically applied to future invoices. Use the General Retainer function to receive these credits to the matters.



General Retainer window

What You Should Know:

Consult with your bar association or law society prior to using general retainers, as some jurisdictions require that retainers be held in trust, instead of being part of the general bank.

Retainers allow the firm to receive funds from a matter, for charges that have yet to be billed.

Hold

- Check to prevent the retainer from being applied to an invoice during the next billing cycle.
- This column is only available if **Allow Charges to be Held** is checked on the Data Entry tab of System Settings.
- The retainer remains on hold until the hold status is manually removed.
- Retainers can also be excluded from an invoice at the time of billing.

Behind the Scenes:

General retainers act as both a firm receipt and a negative disbursement, representing an obligation by the firm on behalf of the client.

In all instances, the general bank control account is debited. For Accrual and Modified Cash systems, the retainer is stored in Client Disb Recov (1210); for Cash systems, the retainer is stored in Client Disb Exp (5010). The entry is posted in the General Bank Journal. This account can be changed on the Other tab of System Settings.



Tip: Use Recurring Entries for regular occurring retainers.



Note: The source retainer account is determined on the Other tab of System Settings, and can be changed from the default account for the respective accounting method.

The application of the general retainer is discussed in both the Virtual Training 3 - Billing, and Virtual Training 6 - Accounting sessions, the latter for individual accounting methods.

Similar to General Check, General Retainer creates a record in each of General Bank Common Information and General Bank Allocation data files. A record type ID indicates it is a retainer and a receipt, while a matter ID connects it to the Client Ledger. When applied to an invoice, the general retainer is assigned an invoice ID. Prior to this, the invoice field is blank, indicating the retainer has not been allocated.

Common Troubleshooting:

There are co-existing Accounts Receivable and General Retainer balances

Since the purpose of a retainer, is the receipt of funds against costs not yet incurred, PCLaw does not apply general retainer balances against pre-existing accounts receivable balances.

There are two possible solutions to this scenario.

1. If the general retainer is already received, enter a negative general retainer and a positive receive payment to remove the retainer balance, and apply the funds against the matter's A/R balance.
2. If the retainer is not yet received, enter it a a Receive Payment. The client has the option with any overpayments on an invoice, to apply that overage to other invoices, or to record it as a general retainer balance.

General Retainer Restrictions

Options > Systems Settings > Data Entry

Some jurisdictions do not allow the use of general retainers. Funds from clients must either be returned to the client or be held in trust. Other firms simply prefer not to handle client funds through the general bank.

In response, new options were added to PCLaw 12. On the Data Entry tab of System Settings, a check box was added so that firms can choose whether to or not to allow general retainers.



Note: Unless the retainer has just been entered on the current day, it is advisable to enter off-setting negative and positive entries to avoid interfering with deposit records, and bank reconciliations.

The screenshot shows the 'System Settings' dialog box with the 'Data Entry' tab selected. The 'Allow General Retainers' checkbox is checked and highlighted with a red box. Below it, the 'Max Amount (0=No Limit)' is set to 0.00 and the 'Default Retainer' is set to 5010. The 'Always Transfer Overpayments to Trust' checkbox is unchecked.

Data Entry Tab of System Settings

What You Should Know:

If Allow General Retainers is checked and an overpayment is made against an invoice, the excess payment can be re-allocated back to General Retainer. The General Retainer window is accessible on the Data Entry > General Bank menu, and retainers can be created for all matters.

A new PCLaw12 feature also allows the firm to set a maximum amount for a general retainer.

If Allow General Retainers is not checked, the firm can either maintain excess payment amounts in trust or return the funds to the client. This process is automated from the Receive Payment window in PCLaw 12.

The option Always Transfer Overpayments to Trust also becomes available when Allow General Retainers is not checked. This option makes it mandatory for overpayments to be placed in trust.

Behind the Scenes:

When Allow General Retainers is not checked, the General Retainers window on the Data Entry General Bank window is still available. However, if the matter has not been assigned an override to the General Retainer restriction on the Settings tab of Matter Manager, PCLaw does not allow the general retainer entry to be saved.

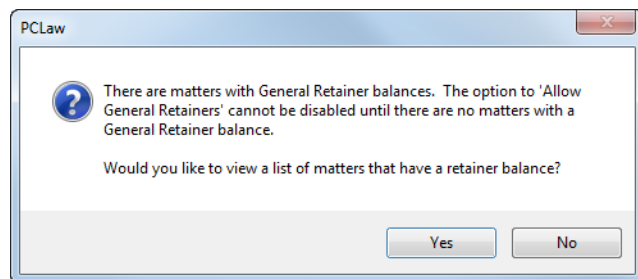
Trust to general transfers are affected as well. A trust to general transfer to cover an existing A/R balance performs as usual, under any restriction. However, if a trust to general transfer is made to unbilled disbursements or Fee WIP (if that option is enabled), then a transfer to the general bank account is not immediately allocated until a bill is created.

If Allow General Retainers is not checked, transfers to cover unbilled WIP is not allowed unless the restriction is overridden at the matter level. The user is only informed of any restriction when OK is clicked to post the entry. At this stage, PCLaw checks the matter to confirm whether there is an override.

Common Troubleshooting:

Disabling General Retainers

It is not possible to disable general retainers while there are matters holding retainers. If the user unchecks Allow General Retainers, PCLaw reminds the user and provides an option to view matters with retainer balances.



PCLaw notification prompt

If the user clicks Yes, a filtered Client Summary opens and lists all matters that are obstructing this process. System Settings closes, with the option enabled. After all retainers are cleared, the user can return and deselect the Use General Retainer check box successfully.

If No is selected, the user is returned to the System Settings > Data Entry tab with the Allow General Retainer option enabled.

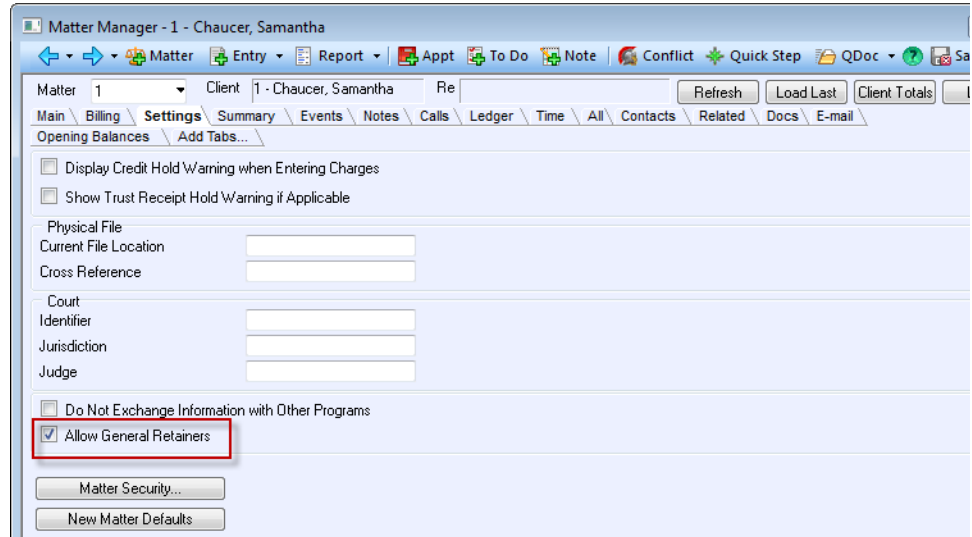
Overriding General Retainer Restrictions

File > Matter Manager > Settings Tab

When Allow General Retainers is disabled on the Data Entry tab of System Settings, the restriction can be by-passed for individual matters.

If the restriction is enabled, an Allow General Retainer check box appears on the Settings tab of Matter Manager. Select the box to

enable posting from the General Retainer module for this matter only.



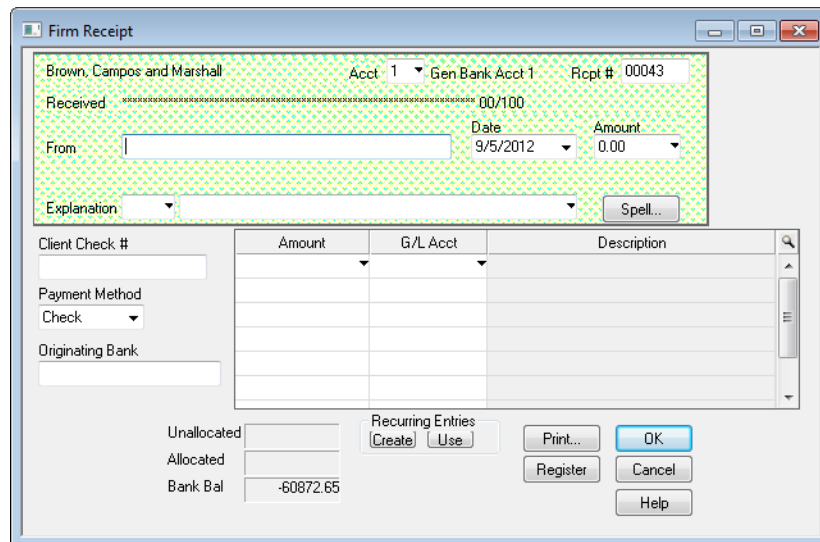
Settings tab of Matter Manager

This option is not visible when general retainers are not restricted on the firm level.

Firm Receipt

Data Entry > General Bank > Firm Receipt

Use Firm Receipt to receive funds into the General Bank account that are non-client related. Items such as rent (if the firm is renting space to lawyers) or bank loans are received in this window.



Firm Receipt window

Behind the Scenes:

Creates a single two-sided entry, debiting the general bank control account and crediting the user specified account. Entry posts to the General Bank Journal.

Records are created in the same general bank data files, as were with the previously discussed bank transactions. A transaction type ID differentiates firm receipts from general retainers, receive payments, and checks.

General Matter to Matter Transfer

Data Entry > General Bank > Matter to Matter Transfer

Use the Matter to Matter Transfer function to move unapplied general retainer balances between matters within the same bank account.

General Matter-to-Matter Transfer Window

What You Should Know:

From the client's perspective, the Matter to Matter Transfer is a combination of two transactions, a negative general retainer to the original matter, and a positive general retainer for the same amount to the second matter. In reality, this is a single general bank entry with two allocations.

From Matter/To Matter

- Both a source and destination matter are required.

Explanation

- An explanation is required for this transaction.

Behind the Scenes

The Matter to Matter Transfer has a zero affect on the overall balance of the General Bank Journal. It serves instead to reallocate funds from one Client Ledger to another. The General Bank Journal displays this reallocation.

A zero value record is created in the General Bank Common Information data file, to mark the entry. Two off-setting records are created in the General Bank Allocation data file, to record the removal of funds from one Client Ledger, and the addition of funds to the Client Ledger of the destination matter. The original general retainer entry to the source matter is not affected.

General Bank to Bank Transfer

Data Entry > General Bank > Bank to Bank Transfer

Use the Bank to Bank Transfer to transfer funds between General Bank accounts.

Bank-to-Bank Transfer Window

To transfer general funds from one financial institution to another, or from one bank account to another within a financial institution.

Transfer is composed of two transactions, a check from the original bank account, and a receipt to the destination account.

This transfer is not matter related. Unlike trust, general retainers held on behalf of a client are not directly related to funds in the general bank.

What You Should Know:

Print

- Only a check is printed. If a receipt is required, it can be printed through the Deposit Slips module.

Behind the Scenes:

The General Bank to Bank Transfer is two separate entries with unique entry numbers, one a check, and the other a receipt. A separate General Bank Common Information and General Bank Allocation data records are created for the check and the receipt.

Common Troubleshooting:

Since the transfer consists of two separate entries posted in quick succession, instead of simultaneously, a partial entry is possible if there is a network/computer/power failure during the posting of an entry. Removing and re-entering the transfer corrects this issue.

General to Trust Transfer

Data Entry > General Bank > General to Trust Transfer

The General to Trust Transfer feature moves unapplied general retainer balances from the general bank to the trust bank.

General-to-Trust Transfer

Brown, Campos and Marshall General: 1 Gen Bank Acct 1 Check: 1007
 Trust: 1 Main IOLTA Trust Acct Recpt #: 00008

To: _____ Date: 9/5/2012
 Explanation: _____ Spell...

Print Method: Check Originating Bank: _____

Matter	Transfer Amount

Trust Acct Bal: 31517.50 General Acct Bal: -60872.65 Total: _____

Matter: _____ Client: _____ Name: _____
 Re Line: _____
 T/Bals: _____
 Unbd D: _____ A/R: _____ Gen Rtrn: _____ Trust: _____

Print... OK
 Register Cancel
 Help

General-to-Trust Transfer Window

What You Should Know:

The transfer is composed of two transactions, a negative general retainer in the form of a check to the general bank, and a trust receipt to the trust account.

For PCLaw installations earlier than version 9.20, the above two transactions are required to transfer funds from general retainer to trust.

Explanation

- An explanation is required for a General to Trust Transfer.

Matter

- All general retainer and trust activity requires a matter number.

Behind the Scenes:

The General to Trust Transfer is a very comprehensive transaction. A trust receipt is created first, posting to the Trust Bank Journal, and allocated to the matter. The allocation is recorded in the Client Ledger. Next, a general check is created, posting to the General Bank Journal, and also allocated to the matter. This allocation is also recorded in the Client Ledger.

Separate entry numbers, for a minimum of four, are assigned for each receipt, check, and allocation. For example, if the next available entry number is 101, and two matters were included in the General to Trust Transfer, the entry would appear as follows:

101 - Trust Receipt; entry number appears on the Trust Bank Journal.

102 - Trust Allocation; entry number appears on the Client Ledger for the first matter.

103 - Trust Allocation; entry number appears on the Client Ledger for the second matter.

104 - General Check; entry number appears on the General Bank Journal.

105 - General Allocation; entry number appears on the Client Ledger for the first matter.

106 - General Allocation; entry number appears on the Client Ledger for the second matter.

If the transfer is from General Bank Account 1 to Trust Bank Account 1, the General Ledger posting debits Trust Bank Account 1 (1100), and credits Trust Funds Owed (2100) for the trust receipt. It also debits Client Dis Recov/Exp (1210/5010), and credits General Bank Account 1 (1000) for the general check.

The Client Disb Clearing (5210) account is not used during this transaction.

Records are created in the trust receipt portion of the entry, in Trust Bank Common Information and Trust Bank Allocation. Records are created for the general check portion of the entry in General Bank Common Information and General Bank Allocation.

Common Troubleshooting:

Since the transfer consists of two separate entries posted in quick succession, instead of simultaneously, a partial entry is possible if there is a network/computer/power failure during the posting of an entry. Removing and re-entering the transfer corrects this issue.

However, remember for this entry type that the trust receipt is posted first, therefore a partial entry would appear as a new trust balance with a continued general retainer balance.

Request Checks - General

Data Entry > General Bank > Request Check

The check and allocation areas of the Request Check - General window are nearly identical to the to the General Check window.

Request Checks - General

Brown, Campos and Marshal Acct: 1 Gen Bank Acct: 1 Check: REQ

Date: 9/5/2012 Amount: 0.00

Order Checks Forms & Supplies

Matter	Expl. Code	Explanation	Amount	G/L Account	Description	Hold
				m		
				m		
				m		
				m		
				m		
				m		
				m		
				m		

Unallocated: 0.00 Allocated: 0.00 Bank Bal: -60872.65

Matter: Client: Name: Address... OK

Re Line: Unbd Hrs: Unbd Fees: Register Cancel

A/R: Gen Rtnr: Trust: Help

Request Check - General window

What You Should Know

Check

- A check number is not assigned at this stage.
- When the check is released, a check number can be manually assigned, or the next available check number at that point in time is assigned by PCLaw.

OK

- Click to send a request for this check.
- As opposed to the General Check module, where the check is posted immediately, a request is made to the user specified on the Data Entry tab of Workstation Settings.
- That user subsequently opens the Release Check - General window to review, modify, and/or release the check.

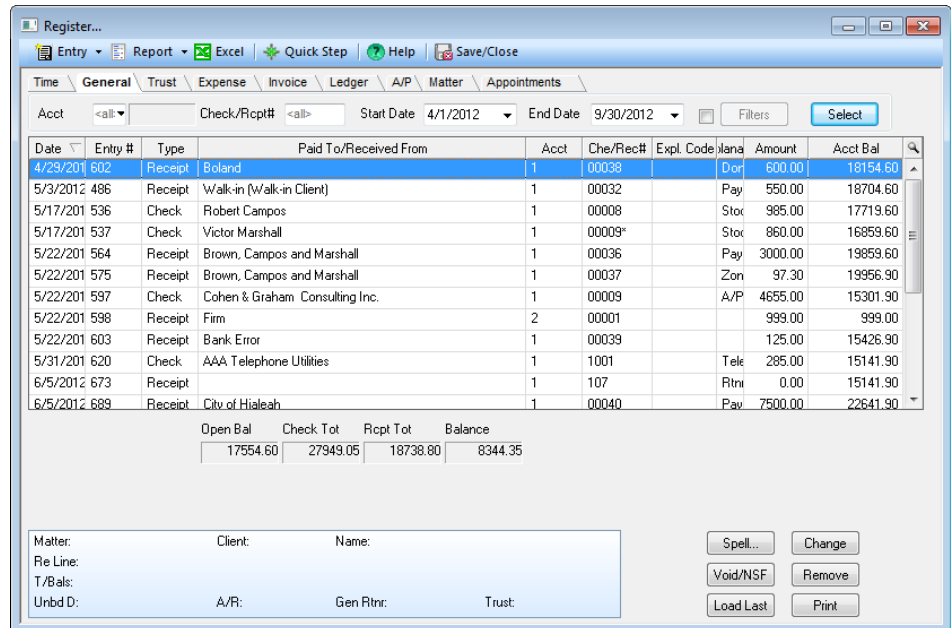
Behind the Scenes

The same data file structure exists for a request check as it does for a general check. Differences include the acronym REQ assigned instead of a check number. Also, a non-active status is assigned to the record, preventing the transaction from appearing on PCLaw reports. When the check is released, the status is changed to active.

Correcting General Bank Entries

Data Entry > Register > General Tab

The Register is a central location from which to access entries that have been entered into PCLaw. The General tab of the Register both displays all entries posted to the General Bank Journal, and allows the user to correct or remove any transaction.



General tab of the Register

What You Should Know:

Entries can be corrected as long as they are:

- unbilled
- not included on a bank reconciliation
- In an open month.

When an entry is highlighted and Remove/Change is grayed-out, an explanation above the buttons explains the reason.

Void/NSF

- Voiding an entry creates a negative entry using the current or user specified date, the same check number, and a negative amount.
- A notation within the explanation will indicate that the entry has been voided.
- This option is recommended for entries within a closed month or bank reconciliation.

Behind the Scenes:

When a general bank entry is modified, the original general bank records are not altered. Instead, their status is changed to inactive, and new records, containing the new information, are created. These records are assigned an active status, and constitutes that the entry displays when reports are run or billing is performed.

When a general bank entry is deleted, the records are not removed from the database. Instead, they are assigned an inactive status, and cannot be viewed unless specified.

When the option *Include Corrected Entries* is checked on reports such as the General Bank Journal, the original or inactive entries are also displayed on the report.

When an entry is voided, an offsetting negative entry is made to the original entry. The original entry remains in PCLaw as an active entry.

Common Troubleshooting:**Voided entries**

A voided entry cannot be undone. If an voided entry needs to be reversed, a new entry must be added to PCLaw.

Invalid void date

If you get the message, *Please enter a void date between the last closed period and today*, when voiding a check or receipt, and the date is within an open month, confirm the Default Entry Date is also set to an open month. To do this go to Tools > Change Default Entry Date.

General Bank Reporting

The prime PCLaw report for reporting general bank transactions is the General Bank Journal.

General Bank Journal

The General Bank Journal lists all transactions that affect the general bank. The entries may be viewed for all accounts, a single account, by check, by receipt, by G/L allocations, or by date.

General Bank Missing Checks Journal

The General Bank Missing Checks Journal lists check and receipt numbers that do not appear in PCLaw, or checks and receipts that are removed from PCLaw. The list can be displayed by check or receipt, missing items only, or missing and deleted items together. The list can further be restricted by date or bank account.

Release Checks Report

The Release Request Checks report provides a list of marked and/or unmarked requested checks. The report may be viewed on the screen, printed, sent to a electronic file, or attached to an e-mail.

Trust Bank

If the firm requests pre-payment for any work that will be completed on behalf of a matter, in most states, there are regulations that must be followed by the firm. These regulations are created and enforced by the local governing body for the attorneys.

If the firm is required to hold the funds received in a separate bank account, the firm will use the trust modules in PCLaw. All funds being received into Trust must be associated with a matter. Once funds have been received and processed in PCLaw via Trust Receipt, reports such as the Client Trust Listing may be run to account for the balances contained within the bank account.

Trust Receipt

Data Entry > Trust Bank > Trust Receipt

Use the Trust Receipt window to deposit funds into the trust bank account in PCLaw.

Matter	Expt. Code	Explanation	Amount	New Balance

Trust Receipt Window

What You Should Know:

Hold Receipt

- Check to prevent trust funds from being drawn upon for a specific period of time. This step ensures the funds will have cleared the bank.
- This check box is only available if *Trust Receipt Hold* is checked on the Matter tab of System Settings. The duration for the hold is also set in this location.
- Unapplied trust can be excluded from an invoice when billing.

Notes



Tip: Consult your local bar association of law society for specific regulations regarding interest on trust accounts.

Client Check #

- Holds a maximum of 19 characters.

Matter

- A trust receipt must always be allocated to a matter.
- The entry cannot be posted without a matter nickname.

Behind the Scenes:

Trust Receipts are a two side general ledger entry that posts to the Trust Bank Journal.

The Trust Bank Control Account is debited, and Trust Funds Owed (2100) receives the credit in all circumstances. The user does not have the option to enter an allocation to a G/L account.

Trust funds are held on behalf of the client, and are never the firm's money. Thus Trust Funds Owed (2100) is a liability account that should always be equal to the combined balance of all trust accounts.

Trust Receipts creates records in both the Trust Bank Common Information data file, and Trust Bank Allocation, ensuring postings to the Trust Bank Journal and Client Ledger/Client Trust Listing, respectively.

Common Troubleshooting:**Interest**

Bar associations and law societies have different rules regarding interest collected on funds held in trust. Consult within the client's jurisdiction as to what rules apply to your client.

Trust Check**Data Entry > Trust > Bank > Trust Check**

Use the Trust Check window when paying for client expenses directly from trust, returning settlement funds, or disbursing proceeds of a sale on behalf of the client. Trust Check produces the checks and adjusts the balances appropriately.

Trust Check Window

What You Should Know:

Select Restrict Negative Trust Balance on the Data Entry tab of System Settings to prevent overdrawing a matter's trust.

Matter

- A trust check must always be allocated to a matter. You cannot post the entry without a matter nickname.

Behind the Scenes:

Trust Checks are a two side general ledger entry that posts to the Trust Bank Journal.

The Trust Bank Control Account is credited, and Trust Funds Owed (2100) receives the debit in all circumstances. The user does not have the option to enter an allocation to a G/L account.

Trust Checks create records in both the Trust Bank Common Information data file, and Trust Bank Allocation, ensuring postings to the Trust Bank Journal and Client Ledger, respectively.

Common Troubleshooting:

Trust Checks

Although trust funds from different matters may share the same bank account, trust checks for a matter can only be drawn on funds deposited by that matter.

If there is an error within the Trust Bank, a correcting or adjusting entry cannot be made, instead the error must be found and corrected.

Service Charges

If the bank withdrawals a service charge directly from the trust account, this creates an imbalance between the bank statement balance for the account, and the PCLaw balance.

Some jurisdictions permit the creation of a generic or firm matter, through which these transactions can be tracked, and reimbursed to the trust bank account.

However, most bar associations and law societies do not permit the creation of a generic matter. This also does not fall within the Best Practices guidelines of PCLaw, as generic matters create a loophole in the strict monitoring of trust funds.

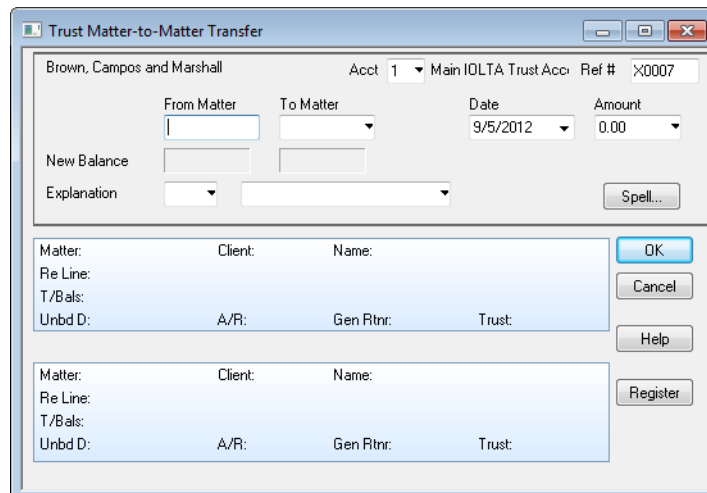
It is recommended in these and all jurisdictions, that the firm should arrange with the bank to debit service charges to the firm's general bank account.

If the bank has already posted a service charge to the trust account, it is recommended that the firm create a general check in PCLaw to move funds from the general bank account to the trust bank account for the amount of the charge. The funds should be physically deposited in the trust bank, but not recorded in PCLaw as a trust receipt. The service charge can be tracked in the PCLaw bank reconciliation as a bank error. The error originates with the original service charge debit, and is cleared when the deposit appears on the following bank statement.

Trust Matter to Matter Transfer

Data Entry > Trust Bank > Matter to Matter Transfer

Use the Matter to Matter Transfer feature to move trust funds between matters within the same bank account.



Trust Matter to Matter Transfer window

What You Should Know:

From the client's perspective, the Trust Matter to Matter Transfer is a combination of two transactions, a trust check from the source matter, and an equal value trust receipt to the destination matter. In reality, this is a single trust bank entry with two allocations.

Behind the Scenes

The Trust Matter to Matter Transfer has a zero effect on the overall balance of the Trust Bank Journal. It serves instead to reallocate funds from one Client Ledger to another. The Trust Bank Journal displays this reallocation.

A zero value record is created in the Trust Bank Common Information data file, to mark the entry. Two off-setting records are created in the Trust Bank Allocation data file, to record the removal of funds from one Client Ledger, and the addition of funds to the Client Ledger of the destination matter. The original Trust Receipt entry to the source matter is not affected.

Common Troubleshooting

If the client is receiving a *This entry will result in a negative trust balance* prompt when transferring funds, confirm that the bank account selected for the transfer is the same account in which the trust funds are held.

Trust Bank to Bank Transfer

Data Entry > Trust Bank > Bank to Bank Transfer

This window transfers funds between trust bank accounts.

Bank-to-Bank Transfer

Brown, Campos and Marshall From Acct: 1 Main IOLTA Trust Acc Check: 00007
To Acct: Rcpt #: 00001

To: Brown, Campos and Marshall Date: 9/5/2012
Explanation: Spell...

Print Method: Check Originating Bank:

Matter	Transfer	Available

From Acct Bal: 31517.50 To Acct Bal: Total:

Matter: Client: Name: Re Line: T/Bals: Unbd D: A/R: Gen Rtrn: Trust:

Print... OK Register Cancel Help

Bank to Bank Transfer window

What You Should Know:

To transfer trust funds from one financial institution to another, or from one bank account to another account within the same financial institution.

Transfer is composed of two transactions, a check from the original bank account, and a receipt to the destination account.

From Acct

- Confirm that the matters have a trust balance in the source account specified.

Explanation

- This is a required field.

Matter

- A matter is mandatory for this transaction.
- A transfer can include multiple matters.

Behind the Scenes:

The Trust Bank to Bank Transfer is two separate entries, representing the check and receipt that posts to the Trust Bank Journal, and two Client Ledger postings for each matter allocation.

Separate entry numbers, for a minimum of four, are assigned for each check, receipt, and allocation. For example, if the next available entry number is 101, and two matters were included in the Trust Bank to Bank transfer, the entry would appear as follows:

101 - Trust Check; entry number appears on the Trust Bank Journal.

102 - Trust Check Allocation; entry number appears on the Client Ledger for the first matter.

103 - Trust Check Allocation; entry number appears on the Client Ledger for the second matter.

104 - Trust Receipt; entry number appears on the Trust Bank Journal.

105 - Trust Receipt Allocation; entry number appears on the Client Ledger for the first matter.

106 - Trust Receipt Allocation; entry number appears on the Client Ledger for the second matter.

Common Troubleshooting:

Since the transfer consists of two separate entries posted in quick succession, instead of simultaneously, a partial entry is possible if there is a network/computer/power failure during the posting of an entry. Removing and re-entering the transfer corrects this issue.

Trust to General Transfer

Data Entry > Trust Bank > Trust to General Transfer

The Trust to General Transfer function completes two steps in one. This function will draw the funds from the trust account (eliminating the need to issue a trust check), and then deposit the funds into the general account. This function is often used to transfer funds prior to a billing period, to ensure the invoice created displays a partially or fully paid invoice to the client using these funds.

Trust to General Transfer window

What You Should Know:

Trust

- Trust funds can only be drawn from one bank account per transaction.

Autofill

- Click this button to select multiple matters that automatically apply trust funds to outstanding invoices.

Amount

- Trust to General Transfers cannot exceed the sum of the matter's A/R balance and unbilled disbursements.
- If *Allow Trust to General Transfer of Fee WIP* is checked on the Data Entry tab of System Settings, then the value of the transfer can be increased to cover unbilled fees.

Details

- Click to open the Trust to General Transfer Detail window.
- This window is similar to the G/L Allocations and Receive Payment > Invoices tabs.
- Use to apply the transfer to specific invoices, interest or invoice principle, and to split payment between, fees if applicable, disbursements, and applicable taxes.
- Funds not applied to invoices are recorded as general retainers.

Available

- Displays the matter's trust balance for the specified account.

A/R Balance

- Displays the total accounts receivable balance for the selected matter.

Disb WIP/WIP

- If *Allow Trust-to-General Transfer of Fee WIP* is not checked on the Data Entry tab of System Settings, then the column heading is *Disb WIP* and the column displays unbilled disbursements.
- If *Allow Trust-to-General Transfer of Fee WIP* is checked on the Data Entry tab of System Settings, then the column heading is *WIP* and the column displays both unbilled disbursements and fees. The transfer can also be applied to fees.

Behind the Scenes:

Unless otherwise directed in the Details window, the Trust to General Transfer always pays the A/R first as a Receive Payment, with the oldest invoice for the matter paid first. After the A/R is paid, unallocated funds are recorded as general retainers, to be applied against unbilled disbursements, and if requested, unbilled fees.

The Trust to General Transfer is two separate entries consisting of a trust check, posting to the Trust Bank Journal, and a general receipt, posting to the General Bank Journal. There are up to three Client Ledger postings, depending if the transfer is applied to an A/R balance, unbilled WIP, or both.

Separate entry numbers, for a minimum of four, are assigned for each check, receipt, and allocation. For example, if the next available entry number is 101, and three matters were included in the Trust to General Transfer; one matter has the transfer apply to Accounts Receivable, one to unbilled WIP, and one to both; the entry would appear as follows:

101 - Trust Check; entry number appears on the Trust Bank Journal.

102 - Trust Check Allocation; entry number appears on the Client Ledger for the first matter.

103 - Trust Check Allocation; entry number appears on the Client Ledger for the second matter.

104 - Trust Check Allocation; entry number appears on the Client Ledger for the third matter.

105 - General Receipt; entry number appears on the General Bank Journal.

106 - Receive Payment Allocation; entry number appears on the Client Ledger for the first matter.

107 - General Retainer Allocation; entry number appears on the Client Ledger for the second matter.

108 - Receive Payment Allocation; entry number appears on the Client Ledger for the third matter.

109 - General Retainer Allocation; entry number appears on the Client Ledger for the third matter.

Common Troubleshooting:

Since the transfer consists of two separate entries posted in quick succession, instead of simultaneously, a partial entry is possible if there is a network/computer/power entry during the posting of an entry. Usually, removing and re-entering the transfer corrects this issue.

Trust Reporting

PCLaw provides multiple reports for displaying trust funds. From basic reports such as the Trust Bank Journal and Trust Bank Matter to Matter Transfer, to client-based reports such as the Client Trust Listing. The Client Ledger, Accounting Ledger, and Client Summary also include trust with other client transactions.

Trust Bank Journal

The Trust Bank Journal lists all transactions that affect the trust bank accounts. The entries may be viewed for all accounts, a single account, by check, by receipt, by G/L allocations, or by date.

Trust Bank Matter to Matter Transfer Journal

The Trust Bank Matter to Matter Transfer Journal lists transfers of trust funds between matters. The report displays both the matter transferring funds and the receiving matter.

Client Trust Listing

The Client Trust Listing shows trust balances by client and matter. A balance is provided for each trust account in which the matter has funds, followed by a matter total. A last entry date is also displayed for each trust account.

Client Trust Ledger

The Client Trust Ledger shows individual trust transactions by client and matter. A balance is provided for each trust account in which the matter has funds, followed by a matter total. A last entry date is also displayed for each trust account.

Accounts Payable

The Accounts Payable (A/P) module gives the firm an easy way of tracking payments that will be made in the future. With very little effort, the firm may pay A/P expenses, see a complete payment history, and keep track of purchases from vendors and suppliers. Both client and firm related expenses may be entered into the payables function.

This section examines the Accounts Payable module. Field definitions and procedures for opening vendors, entering, and processing payables will also be covered in this section.

Vendors

Creating Vendors

File > Vendor > New Vendor

Vendors must first be entered into PCLaw before inputting and processing accounts payable invoices. Through vendors, a Vendor Ledger is created to track all related items for this vendor.

New Vendor window

What You Should Know:**Vendor**

- Vendor nickname may contain up to 6 alphanumeric characters.

Accounting Defaults

- *G/L Account and Expl Code*: Enter default G/L account for this vendor and default explanation code (optional).
- *Disc: 1,2,3 Days*: If the vendor has discounts available, enter as required. PCLaw automatically calculates the discount amount.

1099 ID

- Type the 1099 ID number supplied by the vendor.
- 1099 forms are for U.S. firms only.

1099 Opening Bal

- If this is the first year for reporting 1099s using PCLaw, type the total of all previous payments to the vendor for the current 1099 year, but not recorded in PCLaw.
- If this is not the first year for reporting 1099s for this vendor in PCLaw, the opening balance should be zero.

Behind the Scenes:

PCLaw creates a unique vendor record for each vendor. The record is stored in the AP Vendor List data file. Each vendor record has its own ID, this ID is assigned to each payable record to associate the record with the proper vendor.

New Payable**Data Entry > New Payable**

Use the New Payable window to enter invoices for vendors within PCLaw. These expenses may be client or firm related. Reports may be produced by due date or invoice date. The invoice date is the date that client-related charges will appear on the associated Client Ledger.

The New Payable window can be divided into two areas:

- The Invoice area (top) contains general information about the invoice.
- The Allocation area (bottom) contains information about how the invoice is allocated to matters and the general ledger.

The sum of allocations in the Allocation area must equal the value of the invoice. For firms collecting a value added tax, the sum of allocations must equal the value of the invoice less the tax.

The screenshot shows the 'New Payable' window with the following details:

- Vendor:** [Empty]
- Invoice:** [Empty]
- Invoice Date:** 9/5/2012
- Due Date:** 9/5/2012
- Invoice Amount:** [Empty]
- Pay Now:**
- Table:**

Matter	Expl Code	Explanation	Amount	G/L Account	Description	Hold
			m			
			m			
			m			
			m			
			m			
			m			
			m			
			m			
			m			
			m			
			m			
- Balance:** 0.00
- Allocated:** 0.00
- Recurring Entries:** Create, Use
- Client Information:**

Matter:	Client:	Name:
Re Line:	Unbd Hrs:	Unbd Fees:
A/R:	Gen Rtrnc:	Trust:

New Payable window

What You Should Know:

Invoice Area

Vendor

- The vendor name appears to the right of the Vendor box, and its address appears below.
- Other default values from the vendor, such as GST, Explanation, and G/L Account are also filled.

Invoice

- When OK is clicked, PCLaw detects if a duplicate number is being used.

Pay Now

- Check to immediately pay this invoice.

Allocation Area

Expl Code/Explanation

- The column fills automatically with the explanation from the invoice area.
- This explanation displays on the Client Ledger, if a matter is specified.
- If the explanation is changed, the next line defaults to the new explanation.

G/L Account

- If an explanation code is assigned a default G/L account, the account nickname appears automatically.
- If a vendor is assigned a default G/L account, and none is assigned for the explanation code, the default vendor account appears automatically.
- If a default G/L account is not assigned for the explanation code or vendor, and a matter nickname is added in the Matter column, Client Disbursement Clearing (5210) appears automatically.
- If a default G/L account is not assigned for the explanation code or vendor, and a matter nickname is not added in the Matter column, then you must select the account to allocate the expense.

Hold

Select the hold status from the drop-down list for the matter allocation:

- *No Hold* allows the charge to be changed and billed.
- *Hold* prompts when activity is performed on the charge.
- *Never Bill* excludes the charge when the matter is billed.

Add CER

- Click to add an existing expense recovery to the payable using the List of Expenses window.
- When creating the client expense recovery, double-click the To box and select the vendor from the Pop Up Help - Explanation Codes & Vendor Lists box. Show Vendors in Paid To Pop Up Help must be checked on the System Settings > Other tab.

Behind the Scenes

A basic payable entry, not allocated to a matter, is a two-sided entry that posts to the Purchases Journal. If all or part of the payable is allocated to a matter, then an expense recovery entry is also created. However, this entry is treated as a hard cost in PCLaw, since the disbursement is directly traceable to a payout by the firm.

How a new payable affects the General Ledger differs based on the accounting system. This is discussed in detail in the Virtual Learning 6 - Accounting session. Only a general summary is contained below.

Cash and Modified Cash systems do not use the General Liabilities account, therefore payables do not affect the General Ledger at the time of entry.

For Modified Cash Systems, when a payable is allocated to a matter, Client Disb Recov (1210) is debited, and a user defined expense account is credited.

For Cash systems, when a payable is allocated to a matter, the General Ledger is not affected until payment is received.

For Accrual systems, when there is no matter allocation, General Liabilities (2000) is credited, and a user defined expense account is debited. If a matter is involved, Client Disb Recov (1210) receives the ultimate debit, with Client Disb Clearing (5210) acting as an holding account between the payable and expense recovery entries.

A new payable creates a record in the AP Invoice data file. A corresponding record is created in the General Bank Allocation file for either the general ledger or matter allocation.

Processing Payables

Data Entry > Accounts Payable > Process Payables

Now that the vendor has been created and the invoice has been entered, use Process Payables to pay the vendor for outstanding invoices. This feature creates entries to the Vendor Ledger and General Bank Journal for the funds being paid.

A payable can be paid using Process Payable or General Check. The three methods of payment are as follows:

- Pay invoices for a single vendor using Process Payables.
- Pay invoices for multiple vendors using Process Payables.
- Pay a single invoice using General Check.

For all methods, full or partial payments can be applied to the payable(s).

The Payable Selection Criteria Window

The Payable Selection Criteria identifies vendor and one or more payables. The payable(s) are subsequently viewed in the Process Payable and Multi-Vendor Process Payable windows, respectively.

Payable Selection Criteria window

Paying Invoices for Single Vendors

Paying invoices for a single vendor provides the user with a Process Payables window that is different from the window used to pay invoices for multiple vendors.

The screenshot shows the 'Process Payables' window with the following details:

- Vendor: Brown, Canpos and Marshal
- Check: 1007
- Account: 1
- To: AAA Telephone Utilities, 4500 Industrial Park Way, Cary, NC 27512
- Date: 9/5/2012
- Amount: 0.00
- Explanation: A/P Payment on Account
- Table columns: Entered, Due, Invoice, Billed, Payable, Discount, Payment (all 0.00)
- Account Balance: -60872.65

Process Payables window

What You Should Know

Invoices Pane

- Selecting an invoice automatically allocates payment in full to that invoice.

Use Explanation from Invoices

- Copy the explanation from the original payable to appear on the check.

Mark

- Pay an invoice in full by highlighting the invoice.
- Payment in full, including discounts, appear in the Discount and Payment columns.
- Pay additional invoices by highlighting the invoices.
- Double-click to make a partial payment to the highlighted invoice using the Change Payment window.

Paying Invoices for Multiple Vendors

Paying invoices for multiple vendors provides the user with a Process Payables window that is different from the window used to pay invoices for a single vendor.

Vendor Name	Invoice #	Due Date	Amount	Payable	Paymer
AAA Telephone Utili...	85	9/5/2012	562.00	0.00	562.00
All County Title Com...	74	9/5/2012	663.00	0.00	663.00
Cross, Middleton and...	963	9/5/2012	4500.00	0.00	4500.00

Total Amount	Total Paid	Total Payable	Bank Bal
5725.00	0.00	0.00	-60872.65

Multi-Vendor Invoice Process window

What You Should Know:

Starting Check

- By default, PCLaw allows 24 payables on one check unless Allow More Than 24 Inv/Chk is selected on the System Settings > Data Entry tab.

Partial

- Click to make a partial payment of the highlighted invoice using the Change Payment Amount window.

Mark/Unmark

- Click to check or uncheck an invoice.
- Outstanding balances for checked invoices are paid when clicking the Process button.
- Payment in full includes any applicable discount appearing under the Discount and Payment columns.

Behind the Scenes:

Processing a payable is a two-sided accounting entry that posts to the General Bank Journal. The general bank control account is credited during this transaction. The account receiving the debit is dependent on the accounting system.

For Accrual systems, General Liabilities (2000) is debited, as the firm's liabilities is decreased. For Cash and Modified Cash systems, the expense account specified is debited when the payable was created.

If a portion of a payable is allocated to a matter, that allocation is posted to the Client Cost Journal when the payable is created, and is no longer considered part of the payable transaction. Processing

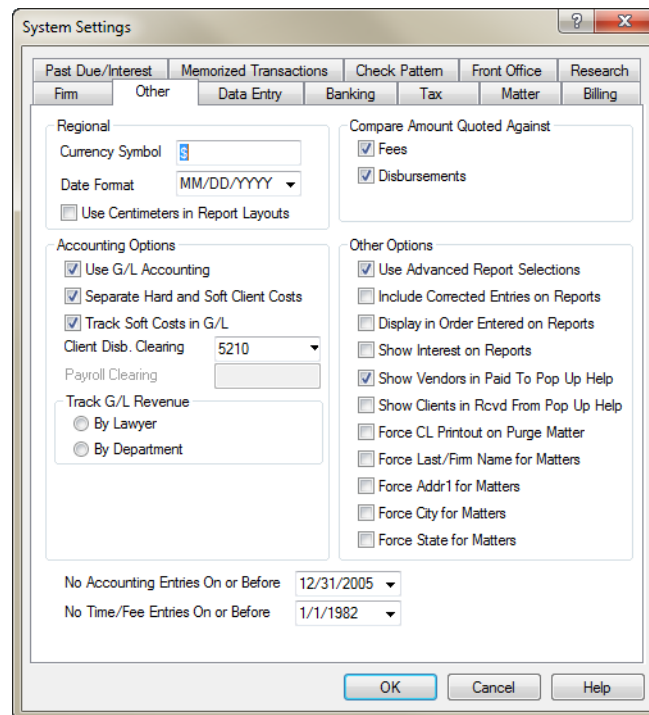
the payable has no affect on the matter or its allocation. Likewise, when the firm receives payment from the client for the matter disbursement, the payable invoice remains unchanged.

Processing a payable creates a new record in General Bank Common Information and General Bank Allocation. In addition, the value of the payment is appended to the existing AP Invoice record.

Processing Payables Using General Check

Options > System Settings > Other Tab

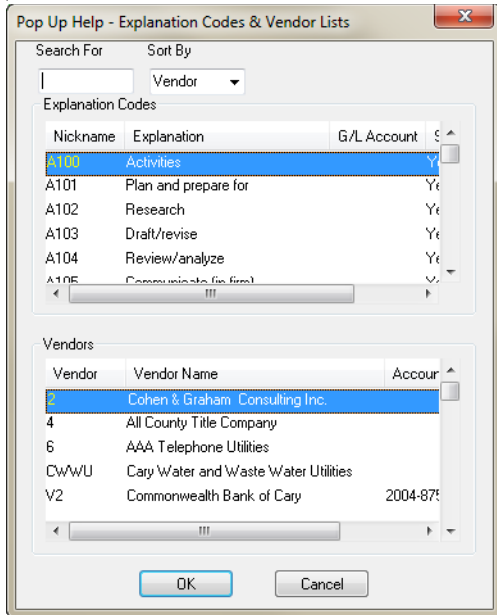
To include general and trust checks on the 1099 Listing, when creating a check, the To box must display the name of the vendor in the exact manner as it appears in Open Vendor. Use the Pop Up Help window to select the vendor when creating the check. Include Vendors in Pop Up Help must first be enabled in System Settings.



System Settings > Other tab

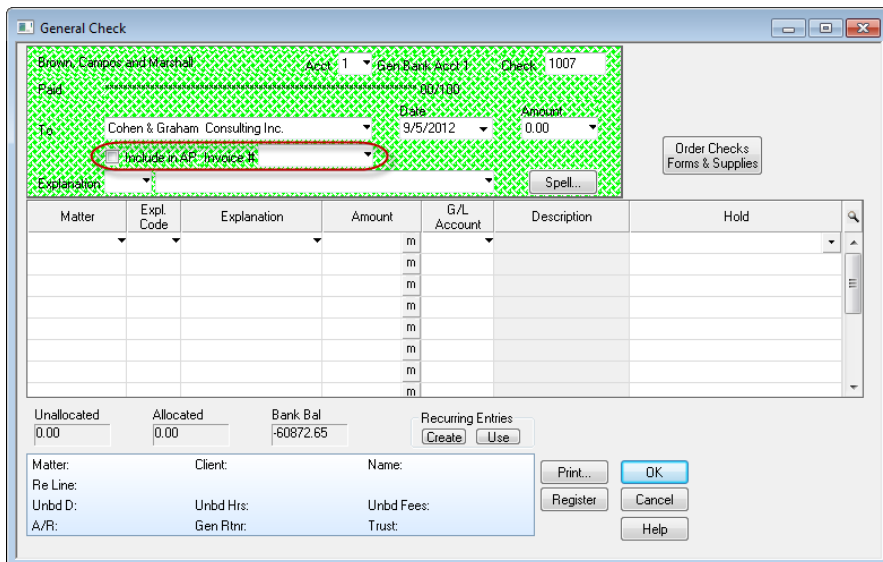
1. Select **Show Vendors in Paid To Pop Up Help**.
2. Click **OK**.

When you next open the Pop Up Help in the Paid To box of the General or Trust Check window, vendors are included along with explanation codes.



Pop Up Help - Explanation Codes & Vendor Lists window

Once the vendor is selected in the To field of the General Check window, additional options are displayed on the check area of the general check.



General Check window

Enter the Invoice number in the Invoice # screen. Process the rest of the check as you normally would. Click OK to save, and Print to obtain a hard copy. Payment is applied to the invoice. Accounts payable reports will reflect the information entered from this window.

Correcting Payables

There are a number of ways to correct A/P entries within PCLaw. Two of these ways, via the Register and using the report drill-down, will be examined in this section.

Using the Register

Data Entry > Register > A/P Tab

Use the A/P tab of the Register to change or remove outstanding payables. Print out a Purchases Journal of items given for the selected criteria. To sort payables by a specific category, click the appropriate column heading. The A/P tab lists payables for a specific vendor or period.



Tip: Use the General tab of the Register to change or remove payments applied to payables.

Date	Entry #	Type	Vendor	Inv #	Due Date	Expl. Cod	Explanation	Amount	Paid+Disc	Balance
9/3/2012	520	AP	DwWU - Cary Water	5698	9/3/2012		Utilities	750.00	750.00	0.00
9/5/2012	763	AP	6 - AAA Telephone U	85	9/5/2012		Telephone Expense	562.00	0.00	562.00
9/5/2012	764	AP	4 - All County Title Co	74	9/5/2012		Bookkeeping Expense	663.00	0.00	663.00
9/5/2012	765	AP	9 - Cross, Middleton a	963	9/5/2012		Agency Fees	4500.00	0.00	4500.00

Billed	Paid+Disc	Balance
6475.00	750.00	5725.00

Payments have been made to invoice

A/P tab of the Register

Behind the Scenes:

When a payable is modified, the original AP Invoice record is made inactive, and a new record is created. If a payable is deleted, the record is made inactive, but is not removed from PCLaw.

Payments to payables are modified on the General tab of the Register, as this is a general bank entry.

Drilling Down

A/P invoices may also be corrected via access from the Payables Listing. Similar to correcting time and fees, open the Payables Listing on screen and double-click the entry to be changed. If payments have been made or the invoice is in a closed month, it cannot be corrected or removed without reopening the month.

Accounts Payable Reports

PCLaw provides multiple reports for displaying accounts payable from the Purchases Journal to specialized Payable, Payment, Allocation, and Discount Listings. The Vendor Ledger and Vendor Listing report on a vendor basis.

Purchases Journal

The Purchases Journal lists invoices created through Accounts Payable. The report provides vendor information, groups invoices by vendor, and lists matters to which costs are allocated. G/L account allocations are shown, although only Accrual systems post to the General Ledger when a payable is created. Separate values are given for allocation, invoice, and vendor totals.

Payable Listing

The Payable Listing displays outstanding payables by due date. The original amount of the invoice is provided, along with any payments and discounts. Invoices may be sorted by due date, invoice date, or by time overdue. Paid invoices may be included on the report.

Payment Listing

The Payment Listing displays payments applied to outstanding payables by due date. Payments are grouped by vendor and sorted by invoice date. The report provides the G/L allocation the amount of the original invoice, the payment amount, and whether any discount was realized.

Allocation Listing

The Allocation Listing displays costs allocated to matters through the Accounts Payable module. Invoices are grouped by vendor and may be sorted by matter or invoice number. The report displays the original amount of the invoice, payments applied to the invoice, and any discount realized. Allocations to matters and the matter's value added tax category are shown. The Summary by Responsible Lawyer separates billed and unbilled allocations by attorney.

Discount Listing

The Discount Listing displays accounts payable invoices where discounts are available. Included are the percentage and dollar amount of the unrealized discount. Once a discount period has elapsed, or an invoice is paid and the discount realized, that invoice no longer appears on the Discount Listing.

Vendor Ledger

The Vendor Ledger lists invoices created through Accounts Payable, payments made, and discounts realized on the invoices. Use the Vendor Ledger to show A/P activity for a specific vendor or time period.

Vendor Listing

The Vendor Listing provides all non-accounting information for the vendor, including name, address, phone numbers, fax number, and e-mail address. The report also displays invoice terms, posting reference, explanation, and value added tax category, if applicable.

1099 Listing

For United States firms only, the 1099 Listing provides vendors and amounts paid to vendors that exceed a specified threshold amount. The listing provides the required information in order to prepare for year-end 1099 documents.

What You Have Learned:

You now have a solid background into the many facets of PCLaw data entry. You are knowledgeable with respect the firm level and workstation level settings, as well as the applicable Pop Up Help windows. You can navigate all the primary data entry windows, completing all fields and options as necessary. Finally, you have an understanding of how PCLaw handles the different data entry types, what issues to look out for, and how to fix them.

Exercise 2

Notes

The following exercise involves many of the different data entry windows covered in the Virtual Training 2 - Data Entry session, and a few tasks that were not covered, to test your intrinsic knowledge of the application. All data entry should be performed in the PCLaw Demo set of books created for the Virtual Training 1 exercise.

Task 1

Prepare your PCLaw set of books for data entry by enabling the following settings:

1. On the Firm level:
 - Save Time in Hrs. and Mins
 - Use Quantity x Rate Entries
 - Mark Up Client Expense by 10%, changing the markup for all existing matters
 - Allow Trust to General Transfer of Fee WIP
 - Enable Batch Check Printing
 - Enable Deposit Slips, including originating bank
 - Use Memorized Transactions for Accounts Payable, for explanation and G/L account.
2. On the Workstation level:
 - Default to the assigned lawyer on the Time Sheet
 - Allow multiple timers to run on the Time Sheet

Task 2

Perform the following time entries. Use the current day's date, the billable work task code, and the default billing rate. Use an explanation code where possible.

1. Start the Quick Timer, and run it for this entire task.
2. Claire Tindale, the Data Entry clerk, was handed the following time dockets to enter into PCLaw. She decides to use the Time Sheet.

After opening the Time Sheet, start the timer.

Time docket for Peter Charles Law:

- Matter 100-001, 2 hour meeting with client - Rex Checker of Human Resources
- Matter 100-001, 1/2 hour correspondence to John Wail.

Time document for Stephanie Black:

- Matter 101-001, 90 minutes, at court
- Matter 101-001, 1 hour, phone call to William Crill
- Matter 102-001, 1 hour meeting with building management of a possible location.

Time docket for Jamie Younger:

- Matter 100-001, 4.5 hours legal research using LexisNexis
- Matter 102-001, 30 minutes filed registration fee.

Stop the timer on the Time Sheet. Post the time to Jamie Younger, phone call from Damien Hawerchuk.

3. The next day, Claire Tindale was handed the following flat fees to be entered.

For Jamie Younger, \$200 initial consultation with matter 200-001

For Stephanie Brito, \$85 for a title search for GLCC #29.

4. The next week, Claire Tindale was handed a single charge for GLCC # 16, 3 hours attendance at a deposition hearing. She decides to enter it using Quick Charge.
5. Stop the Quick Timer. Record the time for Jamie Younger as a phone call with opposition council for Damien Hawerchuk.
6. Run a Time Listing, including both time and fees, to view all entries.

Task 3

Claire Tindale has been asked to perform the following expense recovery tasks.

1. Peter Charles Law wants to increase the markup on Damien Hawerchuk to 15%.
2. Postage has a special mark up rate of 20%. Change the explanation code to reflect this.
3. The following expense recoveries must be entered into PCLaw.

Charges involving quantity x rate should display that information in the explanation. Charges not involving quantity x rate should not this information.

Photocopying @ 35 cents per page

- Matter 100-001 - 604 pages
- Matter 101-001 - 76 pages
- Matter 102-001 - 124 pages
- Matter 200-001 - 12 pages.

Facsimile @ \$1.45 cents per page

- Matter 100-001 - 47 pages
- Matter 101-001 - 19 pages
- Matter 102-001 - 118 pages
- Matter 200-001 - 60 pages.

Postage

- Matter 100-001 - \$76.40
- Matter 101-001 - \$44.12
- Matter 102-001 - \$33.90
- Matter 200-001 - \$12.75.

Task 4

1. Change the account name of *General Bank Account 1* to *First National Checking Account*.
2. Change *General Bank Account 2* to *General Bank Account 99*.
3. Add *General Bank Account 2* with the following information.
 - G/L account - *1001*
 - Account Name - *General Investment Certificates*
 - Department - *Investment*.
4. Change the name of *Trust Bank Account 1* to *Main IOLTA Trust Account*.
5. Add *Trust Bank Account 2* with the following information
 - G/L account - *1101*
 - Account Name - *First National Trust Account*
 - Department - *Firm*.

Task 5

Claire Tindale has been asked to perform the following general bank tasks:

1. Input General Bank Opening Balances as follows.
 - General Bank 1 - \$75,000
 - General Bank 2 - \$450,000
 - Petty Cash - \$125.

Since opening balances was not dealt with directly in this lesson, this step is reviewed at the start of eLearning 3 Billing class.

2. Rent received from letting additional office space \$12,500.
3. Damien Hawerchuk has made a prepayment of \$2000.
4. Funds transferred from General Bank 1 to top off Petty Cash - \$500, for general office items.

5. Damien Hawerchuk subsequently informs the firm that he wishes \$1500 of his retainer be moved to trust.
6. Review your transactions using the Register.

Task 6

Claire Tindale has been asked to perform the following trust bank tasks.

1. The firm has received a check from Great Lakes Coffee Corner for \$35,0000, of which \$25,000 is to go to the head office matter, and the remainder divided equally between the outstanding matters for its franchises.
2. GLCC had determined that an additional \$2,500 should be allocated to its matter for franchise # 29, and asked for funds to be moved from the matter in its main account.
3. The firm has determined that \$15,000 of the funds for matter 100-001 are not required for the short term, and has decided to transfer the funds to trust bank account 2 for investment purposes.
4. A \$500 check needs to be written out of the trust account of Damien Hawerchuk, for an expert witness, Dr. Winston Chapelknoll, to testify on his behalf.
5. Review your transactions using the Register.