

2009 Practice Management Conference

PCLaw Tips & Tricks Best Practices

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Customize the PCLaw Desktop

Customize these to be more effective.

- Quick Step
- Toolbar
- Workstation Settings

Quick Step

Quick Step provides an alternative to the pull down menus for accessing PCLaw features. It consists of

- Quick Step Tabs: Groupings organized to the different types of tasks that you perform
- Task Buttons: A visual way to access common used features functions and reports rather than having to work through a series of menus to locate the task.
- Help Panel: Description of a PCLaw feature.

End of Month/Year General Setup Accounting Setup Research Practice Management Training and Support Favourites	tter Opening Balances eneral Bank Opening Balances ST Opening Balances /L Opening Balances Task Buttons	Explanation Codes	General Ledger (G/L) Opening Balances Use this feature to enter the balances of each G/L account as of the start-up date in Lexis® Back Office. These balances should come from your previous accounting system, after the last month has been reconciled. Once opening balances have been entered for your G/L accounts, Lexis® Back Office powered by PCLaw ^{TW} will provide accurate Income Statements and Balance Sheets.
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You can:

- Task Buttons: Remove/Add/Change in any or all of the Quick Step Tabs.
- Help Panel: Remove to make room for 5 more buttons in each Quick Step Tab.

Task Buttons

In any of the Tabs, reorganize the task buttons as the tasks you most commonly use.





Help Panel

Each Quick Step Tab displays 2 columns of Task Buttons when the Help Panel is displayed – 10 Task Buttons per Tab. If you remove the Help Panel, you will have room for a 3 rd column of Tasks – giving you 15 Task Buttons per Tab.	Startup Deily Tesis Accounting End of Month/vear General Setup Accounting Setup Research Protecte Managarent Traning and Support Process Payable Den Payable Process Payable Bank-to-Bank Transfer Bank-to-Bank Transfer Ban
Right click anywhere in the Quick Step Tab.	Add a Button Defaults
You will see that "Show Help Panel" is selected.	Change Background Image Default Background Image Switch to Quick Step Classic
De-select "Show Help Panel".	Show Help Panel
Add new Task Buttons in the column provided.	

Toolbar

You can remove buttons from the Toolbar to display only functions that you use.... or add buttons to the Toolbar to make commonly used functions/reports more easily accessible.

The PCLaw default Toolbar is	n PCLaw ** Pro - Melfa, Plashkes & McMurray, LLP (Serial: 39229)
situated under the Menu as	File Data Entry Reports Billing G/L Tools Options Window Help
follows:	: 🎂 🚳 🖻 🐷 🖉 🍲 🏠 💰 🧔 💷 🐼 🖄 🗂 🛪 👗 🕃 I 🔶 🚪
	<i>Recall that you can mouse-over a button on the toolbar to view a description of the button.</i>



Workstation Settings

Options>Workstation Settings

In the *Options* menu, access *Workstation Settings*. Configure your **Workstation**. You can change settings that affect the way you work:

- Close Data Entry Windows on OK
- Process Enter Key as Tab Key
- Auto Expand Codes on <Space>
- Default Timekeeper on Time Sheet
- Remember Last Matter in Matter Manager
- Auto Fill Matter from Description
- Global Search Index from this Station (Other Tab)

Data Entry Ca	alendar	Other	Color	Documents	Research
General					
Close D	ata Entr	y Windov	ws on OK		
Automa	tic "Wh	hat's This	?" after	5 C Se	econds
🗹 Use Cal	endar Ir	istead of	Drop-Do	wn List in Dati	e Controls.
📃 Instant I	Data Va	lidation.			
Play !	Sound o	n Error	1		
Process	ENTER	Key as	TAB Keu	1	
	32 0.070.000	er and C	20. DO 18.		
🗹 Auto Ex	pand E>	planation	n Codes :	on <space></space>	7
📃 Auto Ex	pand E>	planation	n Codes (on,.;:	
🔽 Explana	tion Coo	les Expa	nsion is (Case Sensitive	6
Default	to Assig	ned Law	ver on Ti	me Sheet	
Default	to	•		on Time	Sheets
Allow or	nly One 1	Timer Ru	nning on	Time Sheet	
Carry M	atter Nic	kname F	orward o	on Time Sheet	
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				1000000 0 Htt 1901	ist Check and Receip
🗹 Open B	egister F	lased on	Current	Quick Step Ta	b.
Remem	ber Last	Matter V	Vhen Sta	arting Matter M	anager
Send M	essage	to ADM	IN	🔻 when a Red	quest is Made.
🗹 Auto Fill	Matter I	rom Des	cription	-0	
Spelling					
and the state of the			Customize	Dictionarie	3
Use Sp		~~ <u></u>	ustomize		3
Vise Spi	tic on Ol	10 a da	. 97		

Note that Workstation Settings are per Workstation and **not** per User.

Data Entry Tab	
Close Data Entry	To select or deselect depends on the functions you use in PCLaw and your
Windows on OK	role in the firm.
	A bookkeeper will probably want to deselect this function; a secretary, clerk or attorney will probably want to select this feature.
	When you are entering a check or a time sheet, you click "OK" to save and close when applicable.
	• If you want another check/time sheet window available immediately, then deselect "Close Data Entry Windows on OK".
	• If you want Quick Step as the view on the desktop, then select.
Process ENTER Key as TAB Key	In PCLaw, you can move from field to field by pressing the TAB key. If you select this option, which is the default setting, you can also press the TAB key to move \rightarrow in a window. (Press Shift+Tab to move \leftarrow)If this setting is selected, pressing the ENTER key will select the OK button and save a window possibly before you have had a chance to complete information.
	Many users are accustomed in other programs to press the ENTER key to move to the next field. If this is the case, then uncheck the setting so that pressing ENTER will advance through the fields. Note though that users will then have to use the mouse to click the " OK " button and save a window.
Auto Expand Codes on <space></space>	Explanation codes for time and expenses can be alpha and numerical.
	If you have numerical codes and if you have codes that might be shortforms that users type, then a user can inadvertently expand an explanation code into text – this is annoying and can lead to errors.
	Example: assume that 'dr' is the explanation code for 'Drafting documents' – the intention is to use this code as an explanation code for time docketing. If a user refers to a doctor in a time docket as <i>Dr Jones</i> or <i>Dr. Jones</i> , you might see the following text <i>Drafting documents Jones</i> .
	When the user types <i>Dr</i> and presses <spacebar> or <i>Dr. And presses</i> <<i>spacebar></i>, PCLaw expands the text. To prevent this from happening, de-select two Auto Expand checkboxes.</spacebar>
	If you use the code in a text field, you can press <shift+spacebar> to expand the code into the explanation text as defined in the list of explanation codes</shift+spacebar>
	Note that you can also select/de-select comma, period, semi colon, colon to expand a code.

PCLaw Tips & Tricks Best Practices

Default Timekeeper on Time Sheet	Specify a timekeeper to be the default timekeeper on a new time sheet. This is useful if a user enters time on behalf of a timekeeper. The timekeeper's initials can default at that user's workstation.
Remember Last Matter in Matter Manager	When you access Matter Manager, select this option so that the last matter that you viewed will be the default matter.
	If you de-select this option, then you will have to select a matter each time you access Matter Manager. It is common for users to exit Matter Manager and then need to access it again for the same matter. Selecting this option makes it easier since you don't always have to change the matter.
Auto Fill Matter from	If the Matter Descriptions are conformed for you to recognize the case

Description

If the Matter Descriptions are conformed for you to recognize the case name, consider checking this setting. Doing so allows you to just start typing in the matter description and you will get a "pick list" to select rather than double clicking or using <Ctrl F1> in the matter look up field.

Here I've started typing ABC —
for the matter description and I
get a list to select my matter

	Matter	e xpi.		Explanation		
\neg	abc					
d I	ABC Off	ice Company - Annual	company maintenance	-ABC Offshore Company	-	2323-001
	ABC, IN	ic.		-Salazar Regina	-	02-026

Other TAB

Update Global Search Index from this Station

Only ONE workstation should have this option selected in the Workstation settings otherwise the program's speed can be compromised.

> Select on the bookkeeping station or the station on the server – as station where the computer is most likely to be "on".

Transaction Separator on Reports		
age 700 Remember ZOOM Settir Ione Grid Font Name MS Sans Serif Font Size 8.00 • s (Default • Use Tree View Pop-Up e Default •		
Grid		
2010/05/00		
es (Default)	Use Tree View Pop-Up	
se Default se Default	 ✓ ✓ 	
	age 7.00 None Font Na Font Si es (Default	

Registers

The PCLaw manual defines a Register as follows:

Register is a multi-purpose utility for viewing, modifying, and removing transactions in PCLaw. The available tabs correspond to the majority of source journals found in PCLaw. On each tab you can select which entries to list by selecting specific criteria. Use the filter button, available on some tabs, to reduce the list of items even further. Use the Print button to produce a report for your query.

A transaction summary area adapted for the specialized information is provided for each tab. Below it, a matter summary displays matter information for any selected transaction.

- Restore Columns to Default Settings
- Change Column Order
- Sorting by Columns (Fields)

	eneral \ Trus	in an		voice	1					12121212222	 		_
Matter [Lawyer	<a₿▼< th=""><th></th><th>11</th><th>Start Date</th><th>\$ 7/1/</th><th>2008</th><th></th><th></th><th>Eilters</th><th>Selec</th><th>*</th></a₿▼<>		11	Start Date	\$ 7/1/	2008			Eilters	Selec	*
t 🤝 Entry	#Matter Lwyr	Task Hou	n:Rate A	mount	Inv#				Explanatio	n	Ho	ld 🚽	
				_	_								
												=	
		_											
	ukd	Hou		Time		Fees	т	otal					
lable		Hou	0.00		0.00		0.00		0.00				

Restore Columns

Notice how the columns are too narrow and overlap:

To Restore the columns to the	Time General \ Trust \ Expense \ Invoice \ Ledger \ A.P \ Matter \ A	Appointments
original spacing:	Matter calls Lawyer calls Start Date 8/1/2009	End Date 8/31/2009 Enters
Rest the mouse pointer over the column headings as shown and right-click.	Date	Explanation
Select Restore Columns		

Change Column Order

In the 'header row', click and drag the column to a new position.

Note: change column order in other 'grid' windows

- Check allocation
- Bank reconciliation
- Deposit Slips

Change Sort Order

In the Register, you will notice that if you click on the **Date** heading, you will see a little triangle in the heading – this indicates that the register is now sorted by Date.

Click a heading to re-define the sort.

Date -
abla

Click the **Date** heading again and the records are now in reverse order.

Note: change the sort order in

- Bank Reconciliation
- Deposit Slips

Searching the Register

In v9.2 and higher, the binocular icons are gone from the top of the register.

That has been replaced with a _____ magnifying glass icon to the far right on the top bar.

te 8/31/	/2009 💊	Eilters	Select	
Amount	Inv#	Expl. Code	Explanation	
		and the state of a second s		

Reports

Drill Down

In a report that is listed in the Reports Menu you can usually **drill down** by double-clicking on an amount to view another report or entry that gives further detail.

In some client based reports, if you drill down on a client name, re: line or matter you will access the Matter Manager. This is particularly useful if reviewing a List of Clients for basic information – you can run the report on the screen and then drill down to matter manager to edit as required.

Lawyer WIP Billing and Collection – drill down to billable time, fees billed, fees collected etc.



Changes made when you have drilled-down appear if you Refresh the report on the window.

to view the last criteria for the report and run the report with minimal changes and effort.

Click the Printer button on the report toolbar to print all pages.

Print Range			
O All			
O Line :	0	To 🗌	0
🔘 Page : 🗌	3	To:	5

You can determine the page number in the Status Bar. The Status

appears below the report in the window if you have Status Bar

selected in the Options Menu.

O Page :

Click the drop-down arrow on the Printer button on the report toolbar to print one page or a range of pages.

Range of Lines

Tip: Look to the very bottom of the report on the Status Bar to determine the number of lines. The report will start at line 1 and when you scroll, the end line will increase. On screen, scroll to the starting point of where you want to print, note that start number, and then scroll down to the bottom of where you want to print.

Print Range —	
O Al	
AI	

0 To:

Ű.

Line 390 to 423 [Page 5 to 5]

Report Layouts

Access additional formatting options by exploring the report tabs and in the layouts.

mmon Matters	Other	
Acct Che/Rec#	G/L Account	
<a∥:▼ <a∥=""></a∥:▼>	<al⊳ th="" ▼<=""><th></th></al⊳>	
Start Date	End Date	
1/1/1982 👻	12/31/2199 👻	
Sort by		
Date		
C Entry Number		
Check Numbe	c	
Deposit Slip		
Layout		
Default		

In the General and Trust Bank Journals for example, the drop down list in Layout will show

Default	
Default with (Pmt usr)	
Default	

Select 'Default with (Pmt usr) will generate a bank journal showing the payment method for receipts and showing the PCLaw User who made the entry.

Use the Add/Change options to edit the Layout to change the report appearance including fonts, format and layout.

Summary Billing Report

You can determine matters to be billed by running one of the following reports:

- *Reports>Client>Work in Progress*
- Reports>Client>WIP Summary by Responsible Lawyer
- Mass Pre-billing

You can also generate a mass pre-billing and select to produce a Summary Report in addition to the printed pre-bills OR **only** the Summary Report.

To produce only the report and not	Pre-Bill Selections
the pre-bills, you must also	Main Matter Fees Disbs Rcpts Trust Options
de-select all options in the Output in the Main tab as follows:	Matter Client Lawyer Client Ewyer
	Bill from Bill to 1/1/1982 8/31/2009 Disk File
In the Options tab, select as follow:	Pre-Bill Selections Main Matter Fees Disbs Ropts Trust Options
	Options Select Charges Produce Summary Report Produce Summary Report Only (No Other Output)

The report lists the matter, responsible lwyr, client name and matter description, A/R balance carried forward, Fees to be billed, Disbs to be billed, Taxes if applicable, Retainers applied, and Net to be billed.

Matter	Lwyr	Client		Balance Fwd.	Fees	Disbs	Taxes	Retainers	Total
2323-001	RWK	ABC Offshore Compan	ABC Office Company - Annual	3185.26	7600.00	848.47	0.00	0.00	11633.73
2318-001	JSF	Asbell, Ho, Klaus 🤅	Test matter for Engagement	10400.00	1200.00	176.16	0.00	0.00	11776.16
572-001	RWK	Atwell Johnathan	Company Maintenance	1000.00	3175.00	347.50	0.00	0.00	4522.50
2327-001	RWK	CFT	A/P Post and Hold invoices	0.00	0.00	1000.00	0.00	0.00	1000.00
2325-001	RWK	Fitzwilliam Stone F	Sample matter for electroni	970.50	0.00	36.75	0.00	0.00	1007.25
100002	RWK	GEICO Insurance	Federal Bankruptcy	15009.25	0.00	203.85	0.00	0.00	15213.10
230-001	RWK	Hiller Sandra	State of Florida v. Hiller	14000.00	1050.00	134.40	0.00	0.00	15184.40
03-001	RWK	Legal-Tech Solution	Melfa pending time entries	183.75	160185.00	3460.75	0.00	0.00	163829.50
2324-002	JSF	Naples Beach Hotel	Slip & Fall	1660.00	1000.00	1106.00	0.00	200.00	3566.00
02-028	RWK	Tauescher Carl	State of Florida v. Carl Tu	0.00	1500.00	25.00	0.00	0.00	1525.00
Matters Pr	e-Bille	ed: 10		46408.76	175710.00	7338.88	0.00	200.00	229257.64

Skipped Matter List

You can review the Skipped Matter list IMMEDIATELY after your Pre Bill run by going to Billing > Skipped Matter List. This report will show which matters where skipped and the reasons of

- Insufficient Charges, or
- Billing Frequency, or
- Part of a Split Matter

System Settings

System Settings are the global defaults for PCLaw and are accessed by Options pull-down | System Settings.

Other Tab

Show Vendors in Paid To Pop Up Help

Show Clients in Recvd From Pop Up Help

Both settings allow you to double click your mouse in the Paid To field for checks and the Recvd From field in Receipts to see a list of your Accounts Payable Vendors or Clients

Double click in the TO field on a Check and you will see a Pop Up list of your Vendors.

ng Options —		
G/L Accountin	ng	
arate <u>H</u> ard and	Soft Client C	iosts
k Soft Costs in	G/I	
VE DOIL COSIS IN	u/L	
isb. Clearing	5210	•
	Contraction of the	•

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 Rovd From Pop Up Help

Data Entry Reports Billing G/L Tools Option		Vendor Na 🗸		
🚳 💁 🖬 🖉 🌚 🎝 🔠 🏉 🗔 🧭 🦉	Explanation	Codes		
	Nickna	Explanation	G/L Acco) 🛃
ieneral Check	E152	Accountants		Y
	acc	Accounting	5020	N
elleg / Uostal Acct. 1 💌 g	adc	Administrative charges includin		Ne
alatatatatatatatatatatatatatatatatatata	adv	Advertising	5030	Ni
	ag A109	Agency Fees Appear for/attend	5040	Ni Yé
-	E121	Appear ror/alteriu Arbitrators/mediators	5561	
600000 TK	att	Attendance at	0001	Ye M.
splanstop T	Vendors Vendor	Vendor Name	Account	Not
* *	amex	American Express	37629-002348	
	acr	Associated Court Reporters		
	6		2395918008	Main
	BCBS	Blue Cross/Blue Shield		
	dodd	John Dodd, Sr.		Painti
	emm	Emmerson & Emmerson Law	20200000	
	5	Federal Express	26206022	
	<			> >
		OK C	ancel	

Double click in the FROM field on a Receipt and you will see a Pop Up list of your Vendors.



Data Entry Tab

Save Time in Hrs and Mins – NEW v10

Use Qty x Rate for Explanation Codes (e.g. photocopies)

? System Settings Past Due/Interest Memorized Transactions Check Pattern Front Office Research Other Data Entry Firm Tax Billing Banking Matter Time Expense Save Time in Hrs and Mins Vise Quantity x Rates Entries Timer Mark Up Client Expense Round Time Entries to 0:06 - Ms Default Markup % 0.00

By selecting Time in Hrs and Mins, the Time Sheet will show 15 minutes as 0:15 rather than .25

Reports will show time in hours and minutes too.

To use the Qty x Rate for an Exp. Code, edit the Code by accessing the list at Options | Lists | Explanation Codes.

Select the checkbox at the bottom left and set the multiplier rate.

In our example, I have setup a \$.25 charge per photocopy for the Exp. Code PH.

When using the Expl. Code PH on a Check or Expense Recovery, a Quantity Calculation box will "pop up".

Enter in the Quantity and PCLaw will calculate the Amount based upon the set rate. Click OK to save the amount.

Time Sheet Expl. Timer Date Matter Lwyr Task Hours Rate Amount Code 9/7/2009 0:15 🔫 125.00

	*** Summary by Working Lawyer ***
Working Lawyer	Houz
MT - Howard M. Talenfeld	43:3
JJU - John J. Uustal	231:0
JSF - Joel S. Fass	193:1
RWK - Robert W. Kelley	570:5
fotal:	1038:4

Change Explanation Code Description Nickname Use with Task Based Billing Explanation Photocopies Spell... On Expense Entries Use G/L Account 5521 - Photocopy Recovery Categorization Options O All Entries O Do Not Summarize O Time Entries O Summarize if No Extra Text Always Summarize Expense Entries Quantity/Mark Up Use for Quantity x Rate Entries Default Rate: 0.250 Date Matter Expl. Code 9/7/2009 ▼ 02-026 ▼ ph ▼ Photocopies Explanation Quantity Rate Amount 18.00 0.250 4.50 -Show Quantity x Rate in Explanation **QK** Cancel

NOTE: By leaving the checkbox, you will see the detail on reports. If the Exp. Code is set to Always Summarize, the Bill will show a total of all Photocopies.

System Settings

Banking Tab

Save Entries on Print

This setting will save the Check when you click Print – the same as clicking the OK button on the data entry screen. This is an excellent Best Practices setting to ensure that the accuracy and integrity of the original entry is saved. If the user changes that entry, it will original and modified or deleted entry will appear when selecting the Include Corrected Entry option for the report.

stem Se	ttings						?
Past Due/	Interest	Memorized Transa	ctions	Check	Pattern	Front Office	Research
Firm	Othe	r 🔰 Data Entry	Entry Banking Tax			Matter	Billing
<mark>. ⊘</mark> <u>A</u> utor . <u>W</u> arn	if Check	ount ok Numbering Numbers Reused ng Check Numbers		🗹 Auto	<u>n</u> if Check	unt eck <u>N</u> umbering . Numbers Reuse ging Check Num	
SE Deserver	aa ee Sii	ng Receipt Numbers harge Button		Restrict Changing Receipt Numbers Hide Service Charge Button			mbers
Save	Entries or	n Print		Save Entries on Print			

Batch Check Printing

This is a useful setting if you share a printer or do not have a dedicated printer for checks.

🔽 Use Batch Check Printing

When you click the PRINT button on a check screen, the Add to Batch Check Printing box is checked. When you click OK, the check is added to the batch

Address		— ок
	[Cancel
⊆ity		Help
<u>S</u> tate Country	Zip Code	Spell
Country	1	Printer
Explanation	Filing Fee	• Label
<u>I</u> emplate	checks	

Printing checks in a batch

Batch Checks are accessible under the File pull-down menu | Batch Check Printing. Select the Operating or Trust Account and click OK.

Your checks will appear in a list. Select the checks to print so there is a checkmark on the left side, confirm the First Check Number and click Process.

	count Operating		<u>F</u> irst Check	Number 0	0137	Close
D	ate	Paid To		Created	by Amount	Process.
Jun 15	/2004 Clerk of th	e Circuit Court		ADMIN	122.50	
Jun 29				ADMIN	1.00	Select A
Oct 19		ie Circuit Court		ADMIN	1.00	Select
	1/2005 Clerk of th			ADMIN	5.00	Unmark
/ Jun 26		e Circuit Court		ADMIN	122.50	<u>o</u> rimane
🖌 Sep 7	/2009 Clerk of th	ne Circuit Court		ADMIN	155.00	Remove
Matte 02-026	r Explanati Filing Fee		Amount 155.00	5211	Account	Help
vlatter:	02-026 ABC, Inc.	Client: 225		Name: 9	alazar, Regina	
Re Line:	155.00	Unbd Hrs:	0:00	Unbd Fees	. 0.00	
Re Line: Unbd D:	133.00		0.00	Trust:	100.00	

System Settings Matter Tab - New Matter Settings

Select the NEW MATTER SETTINGS button at the bottom left of the tab to default certain fields to appear on the NEW Matter Screen. Adding these fields to the NEW Matter function will allow the user to complete this information in one step rather than using the Matter Manager function to supplement the case information.

Add fields over to the right to default on the NEW Matter screen. In my example, I added the Billing Address, Second Billing Address, Bill Setting Format and Referred By fields. Click OK to save the settings.

New Matter Display Fields			
Select the fields that will appear on the New Matte Hidden	er window:	Shown	
Apply Interest Calculate Interest From Interest Grace Days Interest Rate Matter Introducing Lawyer No Interest Before Past Due Format Produce Past Due Notices Split Lawyer Charges Staff Assigned	Add>>>	Bill Setting Format Billing Address Client Introducing Lawyer Default Billing Rate Default Task Code Matter Assigned Lawyer Opened Date* Referred By Responsible Lawyer* Second Billing Address Type of Law*	

System Settings

Billing Tab

Billing Output to PDF

- Creates a PDF copy of each invoice
- PDF images are stored in the same location as other invoice images
- Can be changed in System Settings

For Document Manager Users

- PDF copies of each invoice can be saved and logged on a matter basis
- Select Save PDF Files to
 Document Manager

Past Due/Intere	est Memo	rized Transacl	ions Ch	eck Pattern	Front Office	Research
Firm	Other	Data Entry	Banking	g Tax	Matter	Billing
Prompt fo	narges rs for a Client or Changes to	on One Bill Billed Amoun to Resp Laws	ts V	Include Gen Include <u>T</u> rus	ursement Entries e <u>r</u> al Retainer Entr	
	efore Posting		vei [♥]	_	ransfer from Trust	
Fees <u>L</u> ess T	han	0.0	0 🔻	🗖 Pri	int <u>G</u> eneral Recei	pts
Disbursemer	nts Less Thar	0.0	0 -	🔲 Pri	int Trust Checks	
Charges Les	s Than	0.0	1 -	Res	trict Invoice Num	ber Överride
nvoice Imag	C:\Program ges to <u>K</u> eep cally Generat	Files\ACG\P(100 e PDF Output			e for PDF Invoice	<u>B</u> rowse s Bill ▼
Default Temp <u>B</u> ill	late DEMO	-		-Bill emplate	PRE	
Quick Bill	QUIKBILL	•	F	equency	Use Matter Bill F	reg 💙

When Save PDF Files to Document Manager is selected, the Bills are available in the Matter Manager > Document tab.

Matter Man	ager - 230-001 - Hiller, Sandra							
	🖗 Matter 🛛 📑 Entry 👻 📳 Report 👻 🛃	Appt 🙀 To Do	Note	🐔 Conflic	t 🚸 Quid	k Step 👩 Help	o 🛃 Save/Close	
<u>M</u> atter 230-00	1 - Client 230 - Hiller, Sandra	Re State of Flor	ida v. Hiller		<u>R</u> efresh	Load Last	Clien <u>t</u> Totals) 🔂 La <u>b</u> el	
Main \ Billing \	Settings \ Summary \ Events \ Notes \	Calls \ Time \ Al	I\ Contacts	Related \	Docs E	-mail \ Opening	Balances 📏 Add Tabs \	
Document Conta	ains				[<u> </u>	<u>Select</u>	
Document Name	Desc or Cor	mments Contain				Document ID		
Matter	Document	Doc Type	Created	Modified	Author	Doc ID	Description	Selec Q
230-001	1226.pdf	Bill	9/8/2009	9/8/2009	ADMIN	144	Billing on Invoice: 1226	
230-001	class flyer - final.pdf	memo	3/13/2007	6/17/2002	ADMIN	145		
								Ö

System Settings

Memorized Transactions Tab

Edit Payee

The Memorized Transactions tab sets fields to memorize from previous transactions. After the first three characters are typed in the To or From boxes of general checks, general receipts, trust checks, trust receipts, or accounts payables, the fields selected on this tab are filled automatically.

Occasionally someone will misspell the Payee on a check, that mistake gets memorized and now you have to edit it each time you create a check.

You can edit the Payee list for both General and Trust checks. Click the General or Trust buttons under Edit Payee to pull up a list of Memorized Payees. You can change a Payee or remove duplicates. Deleting an entry will not affect previous checks written to this Payee.

stem Settings			? 🔀	General Bank Memorized Payees	
Fim Other Data Entry Bat Past Due/Interest Memorized Transactions General Bank Account Use Memorized Trans. for Check Use Memorized Trans. for Check Explanation Matters Addresses Prompt for Each Entry G/L Accounts Amount Explanation Matters Prompt for Each Entry G/L Accounts Prompt for Each Check. G/L Accounts	Tjust Bank Accor V Use Memori Bank Acc Amount Explanat Matters	zed Trans. for I zed Trans. for I count ion		Search For Select Payee Payee ABC ABC Offshore ABC Process server ABC Rental Agency Alves American Express Anthony Melfa Apply retainer Asbel Associated Court Reporters Associated Court Reporters Atwel Bahamian Government Bank charge Bellsouth BIR Broward County Processors	

Viewing Time on the Calendar

Viewing time on the PCLaw Calendar is a useful, timesaving tool to get a snapshot of the total time entered for a user without having to run a report. Additionally, you can double click on a day and drill down to the entry details. This is a great function for anyone who has the responsibility to monitor time entry by firm members or perhaps a partner who has no desire to learn or access report settings.

To use this feature, the PCLaw Calendar must be enabled in System Settings and enabled for each timekeeper under Options | Lists | Lawyers and Rates.

Notice there is also an optional Daily Goal. If the Timekeeper falls below the daily goal, the days below the goal will appear as red on the calendar.

If the daily goal is not set, red days indicate no time has been entered.

If an Event Color is chosen, days meeting or exceeding the daily goal will appear in that color.

eneral	Acco	unting	Special Fields Budget Figures		
Lawye	er				ОК
Nic <u>k</u> i	name	JW		als JW	Cancel
<u>N</u> am	e	Johr	n Wayne		Carloor
<u>C</u> ate	gory	Part	ner	~	
Daily	Goal	7	✓ Hours		Help

Select the timekeeper, select the month and click the Refresh button. If the Lawyer field is blank, the view and totals represent all timekeepers.

You can double click on a day to bring up the Time Register in Change mode to edit or print entries. If an entry has already been billed, you are warned that you cannot edit the entry. Security profiles dictate whether a user will be able to view or double click and edit entries. To view entries, make sure the user has the Register function and Time Listing Report in their security setup.

w 🔹	·John Way	ne	Sun Mon		d Thu Fri Sat		ptember, 2009 🚯	at	MTD Totals		
Day	Filters Week \ N	Refresh	26 27 2 3 9 10 16 17 23 24 30 31	28 29 4 5 11 12 18 19 25 26	6 7 8 13 14 15 20 21 22	13 14 20 21 27 28	1 2 3 4 5 8 9 10 11 13 15 16 17 18 12 22 23 24 25 20 29 30 1 2 3 6 7 8 9 11	2 6	Daily Goal: 7	20 \$17840.00 200 relow your daily Goal.	
	2			T.	-	Se	ptember, 2009				
	Sun	Mo	n	l BW:	Tue 0.00	2 BW:	Wed 0.00	3 BW:	Thur 0.00	Fri 4 BW: 0,00	5 5
5 Ø:	3.00	7 BW: 0.00		8 BW:	8.00	9 BW:	0.00	lO BW:	0.50	11 BW: 0.00	12 BW: 7.0
3		14 BW: 0.00		15 BW:	0.00	16 BW:	6.00	17 BW:	7.50	18 BW: 7.00	19
Q		21 BW: 2.00	id.	22		23 BW:	3.00	24 BW:	0,10	25	26
27 V:	3.00	28 BW: 0.10		29		30					

Summary Tab – This is your friend!!!!

The Summary Tab in Matter Manager provides users with key balance and date information. Users will see balances for Unbilled Hours, Unbilled Fees, Unbilled Disb., A/R and Trust. Users can click on one of these totals to drill down to the Register providing the detailed entries. Security rights will dictate a user's access to view the balances or edit the entries in the Register.

╞╺╺╬╸╬	Matter 🛃 E	ntry 👻 📳 Report	👻 🛃 App	t 🛃 To Do 🙀	Note 🛛 🎑 C	onflict 🚸 Quid	c Step 🕐 He
atter 2323-00	11 👻 Client	2323 - ABC Offsho	ore Compa Re	ABC Office Comp	any - Annual c	orr <u>R</u> efresh	Load Last
and the second second	the second s	nmary\Events \	Notes \ Calls	∖ Time ∖ All ∖ C	ontacts 🔪 Rela	ated \ Docs \ E-	mail 🔪 Openin
fo \ Personal	Add Tabs	7					
Balances Unbd Disb	620.47	Unbd Fees	7600.00	Unbd Hrs	15:36	Last Billed	8/5/2008
		and a second second second					
Total Trust	30000.00	Gen Rtnr 🕇 🚺	0.00	Rtnr Due	0.00	Last Entry	6/1/2009
	30000.00		0.00	Rtnr Due	0.00	Last Entry Last Trust	6/1/2009 7/2/2008

Clicking on the Unbd Fees button will drill down and show the Register:

Time Gene	ral 🔪 Trust 🛝	Expense \ In	ivoice 🔨 Lei	lger 🔪 A/P	Matter 🔪 A	ppointments	2				
Matter 2323	3-001 ▼ <u>L</u> av	wyer slbv		Start Date	1/1/1982	End Date	12/31/2199	•	<u>Filters</u>	Select	
Date 🗸	Entry #	Matter	Lwyr	Task	Hours	Rate	Amount	Inv#	Expl. Code	Explanation	
3/14/2008	2891	2323-001	RWK	BW	1:00	500.00	500.00			Meeting with client	
9/10/2008	3041	2323-001	JSF	BW	3:00	500.00	1500.00			Research and preparation of documer	nts; Meeting v
9/25/2008	3353	2323-001	RWK	BW	0:18	500.00	150.00			Meeting with client	
0/7/2008	3126	2323-001	RWK.	txrc	1:00	500.00	500.00		mwc	Meeting with client	
0/11/2008	3127	2323-001	RWK	txrc	1:00	500.00	500.00			Research	
1/3/2008	3098	2323-001	BWK	BW	1:00	500.00	500.00		mwc	Meeting with client re: possible settlem	nent
1/6/2008	3099	2323-001	JJU	BW	4:00	450.00	1800.00			Research and trial preparation w;leht;v	wht;weht;ewt
1/9/2008	3100	2323-001	BWK.	BW	0:18	500.00	150.00		tefe	Telephone call from client	
1/18/2008	3102	2323-001	RWK	L100	3:00	500.00	1500.00		A105	Communicate (in firm) kwelkjtlkewltgw	eltgwegj
3/30/2009	3177	2323-001	BWK	txrc	1:00	500.00	500.00			Draft pleadings	

Summary Tab – Client Totals

The Summary Tab in Matter Manager will also give you a client's totals across all matters. The Client Totals button is located at the top right.

You will have the option for Totals for the Client or toggle the view for any matter. Key information is available without having to run report!

atter 05-009 V Client 226 - Legal-1 ain Billing Settings Summary Even pening Balances Personal Marriage		Calls \ Time	\Ledger \	.7	<u>R</u> efresh ts \ Relate		Last Clien <u>t</u> E-main Res		ab
Balances	Client Tota	als							×
Unbd Disb 🚺 0.00 Unbd Fe	Client	Client Name						1	
Total Trust 37353.45 Gen Rtn	226	Emmerson, C	iindy						
Trust Bals	Matter	Re							
A/R Bal 0.00 Int Paid	ALL 03-001 05-009	Melfa	fatters) a pending time matter for train						
	Balances	Res and a state of the	L			1	1		
	Unbd Disb	3460.75	Unbd Fees	141885.00	Unbd Hrs	453.90	Last Billed	10/8/2008	
	Total Trust	95108.45	Gen Rtnr	0.00	Rtnr Due	0.00	Last Entry	9/28/2009	
	Trust Bals	95108.45	1				Last Trust	10/8/2008	
	A/R Bal	183.75	Int Paid	187.49	Int Due	201.53	Total Due	385 28	

New Matter Defaults

This feature allows you to set a client's new matter defaults. Sometimes a key client will have settings that are different than other clients (e.g. Assigned Lawyer, Billing Address, Task Code, etc.). By using this setting, you can set that information for future matters.

To access the settings, you must be in Matter Manager on one of the client's matters. Go to the Settings tab and then New Matter Defaults. Add fields over to the right and then complete the defaulted information.

Not Defaulted		Defaulted
Bill Setting Format Matter Introducing Lawyer Billing Address Default Task: Code SpitLawyer Charges Opened Date Matter Assigned Lawyer Referred By Staff Assigned Produce Fast Due Notices Past Due Format Apply Interest Interest Rate No Interest Before Interest Before Interest Before	Acc (<< Re	

Now the next new matter for that client will inherit this information.

	Client Matter 26 ▼ 03-002 ▼ -	Dpen Fro	om	Opened	9/21/2009 🔹
Type of Law re					
35A				Client Intro.	HMT • Howard M. Talenfeld
Jerault Lask IBW				Matter Intro	
		Vork		Responsible Lawyer	r JW 🔻 - John Wayne
Default Rate C			-	Assigned	▼ •
Referral Type Oth	ner 💌			Other Staff	
Title Firm Name Lega	▼ First Cindy Tech Solutions, Inc.	Middle A.	Last Emmerso	on Display As Corporation 💊	
Address			Phone &		
Street 5285	Whitten Drive		Business	239-263-9033	ell
	0.0		Home	01	her
City Naple State FL	\$	Zip 34104	Bus. Fax	239-236-0240	
Country	A.	Zip 34104	E-mail 1	training@legal-techsolutions.com	n
Attention Cindy	Emmerson		E-mail 2		

Rate Exceptions

Rate Exceptions are new to PCLaw v10 and are located on the Billing Tab in Matter Manager. The hourly rate exceptions for timekeepers are now defined here rather than at the Split Lawyer Charges function. Exceptions give the firm options to override billing rates for timekeepers, task codes and disbursements.

Firms who practice insurance defense billing now have the option to define different hourly and disbursement rates. For instance, the standard photocopy charge is \$.25 per copy but one client will only allow \$.10 per copy. That rate exception can now be set in Matter Manager.

In our example, one timekeeper charges a different hourly rate for the task code Travel, another timekeeper charges \$500.00 per hour regardless of the task code, and the client will only allow \$.10 per copy. Note, if the exception applies to <u>all</u> timekeepers for a specific task code (e.g. Travel), leave the Lawyer field blank.

Laura	1 months	lanta	Test		Tesh Mana		Date	-	2
Lawyer	Lawyer	vame	Task		Task Name	_	Rate		9
	Brad Pitt		try		Travel time		175.00		^
IW :	John Wayne						500.00		
			_	_		_	-	-	~
xpense Entr				_				_	-
Expl	. Code			Exp	slanation		Rate		9
h		Photocopi				100			~

To utilize the Expense Rate Exception function, enable the "Use Quantity x Rate Entries" in System Settings, Data Entry tab, AND on the Exp. Code itself (Options > Lists > Exp. Codes).

If multiple rate exceptions are specified, combined lawyer/tasks overrides take priority, followed by task code overrides, and then lawyer overrides

Billing Cycles 1-6

Billing cycles define the frequency in which the matter is eligible for a pre-bill or bill (under mass pre-billing or billing). The options are Include, Exclude, Monthly, Quarterly, Semi-Annually, and Annually. However, there are six additional frequencies Cycles 1 - 6. These are "Firm defined" and another tool to segregate your matters (e.g. Contingent matters or Flat Fee matters). Cycles 1 - 6 are useful alternative because you cannot run mass Pre-Bills on Excluded matters.

Matter 05-01 Main \ Billin g Opening Balan	Settings \ Summar	ry \ Events \	and the second se	est matter for training ime \Ledger \All \ :\Add Tabs \	Contacts \ Re
Bill Settings D	efault	Frequency	Include 😽	Billing Template dem	o 🔻
5000 07276	count to Fees D	seoc Type of L iscount %	Monthly Quarterly Semi-Annually Annually Exclude Cycle 1 Cycle 2		Options Auto Allor Bill Only I Automatic
Quoted Type	No Quote Every Bill	Amount # of Bills	Cycle 3 Cycle 4		Apply Tru Ask For F

When it is time to run Pre-Bills for any group of matters in Cycle 1 - 6, go to the Options tab and select the Frequency at the bottom.

Main	Matter	Fees	Disbs	Repts	Trust	Option	ns		
Op	tions								
	Select C	harges							
	Produce	Summar	y Report						
	Prod	uce Sum	mary Rep	ort Only	(No Oth	ner Outpu	0		
] <u>P</u> rint Clie	nt Summ	iary						
	Summar	y Templa	ate sumn	naty					
	Print	Summar	y For Sing	le Matte	r Clients				
	[Include i	f Paymer	nts Since I	Last Inv	oice				
] Include i	í A/R Ba	lance At L	.east [1.01				
	Exclude	if A/R B	alance						
1	gnore if L	ess Thar	1						
E	ees Less	Than		Ī	0.00				
<u>[</u>	<u>)</u> isbursem	ents Les	s Than	(0.00	-			
Ŀ	narges Li	ess i nar	ı.	Ľ.	1.01				
Se	elect Fregu	iencu k	AUTOMA	TICS	~				
	Include (2000 AN 10	AUTOMA	240235-5					
	Include (- C	lycle 1 lycle 2						
			ycle 2 ycle 3		0	ſК		Cancel	Help
		IC.	vole 4			4		Lancel	Help

Billing Cycles 1-6

When running the Client WIP report, you can select segregate the matters by Billing Frequency by going to the Other tab.

Common Matters	Other Layout				
Include		Summari	ze By		
✓ Time and Fees		Work	ing Lawyer		
🔽 <u>N</u> on-Billable		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	onsible Lawyer		
Never Bill Ti	me Entries		Introducing Lawyer		
Disbursements		<u>M</u> atte	r Introducing Lawyer		
Betainers					
Age From			nbilled Entries		
9/22/2009 💌		💽 As at	End Date		
Working Lawyer		⊖ As at	8/22/2009		
Include only Matte	rs with		Ignore Matter if		
📃 Negative Unbill	ed Disbursement B	alance	Fees <u>L</u> ess Than	0 🔹	
Entries Older Th	an O		Disbursements Less Than		
🔄 Include Conting	ongy Matters		Charges Less Than	0 •	
Bill Frequency	(ALL)	*			
	<all></all>				
	Include Monthly				
	Quarterly				
	Semi-Annually Annually				-
	Exclude	oad La	st OK	Cancel	Help
	Cycle 1 Cycle 2				

Deposit Slip Module

The Deposit Slip Module is a timesaving tool that allows the firm to print their daily receipts for any bank account onto an actual deposit slip laser form. The forms are an industry standard available from LN Forms or most forms suppliers.

Even if your firm will not use the actual form, you should still consider using this module. There are two immediate benefits:

- Used on a daily basis, the accuracy of the data entry is immediately confirmed rather than waiting until bank reconciliation;
- Gives a deposit slip total at bank reconciliation no more pulling out the calculator for adding up the individual receipts!

Go to the Tools pull-down menu | Deposit Slips to access the module.

- Select the bank account and date range
- Select the receipts to be included on the deposit total and confirm the total at the bottom
- Confirm or change the print/deposit date, click Print to the Printer and then OK to save.
- If you aren't using the laser form, print it on paper and use the DEPSLIP template but if you are using the form, set the DEPTCKT ticket in System Settings |Banking tab

Help							
Print					ienca	Bank of An	ian <u>c</u> n]
tput	00	ct # 23623028	Transit 67025	furay, LLP	hkes&Mc№	Melfa, Plas	
Prinker Screen Both	0	DEFSUE	Template	11/10/2008	Date	and the second second	lip NQ
mount	Payme A	Orig. Bank	Matter	ved From	Recei	Date	Ε
675.00			2310-01	red from Trus			
000.00	Uneck 3		100003	s Alves	us ueorge:	11/10/20	3066
6	Check	C		red from Trus		11/10/20	E / 3066 / 3066

Deposit Slip

For bank reconciliation, select the checkbox to "Use Deposit Slips".



The Receipts section of the bank reconciliation module now shows the deposit total.

Rece	ipts					OK
Ø	Date 💎	Ropt #	Received From	Amount	a	Cancel
	11/4/2008	00151	Jonathan Atwell	2000.00	~	Help
	11/10/2008	4	Deposit Slip	5675.00		
						Select <u>A</u> ll
						Deselect A
						Report
						Save
						New Errors.
						Prior
						Service Charg
						R <u>e</u> fresh
						Find & Mark
						Details
1 10						Change
				1		Remove

TIP: You can reprint or edit a Deposit Slip. Perhaps the printed date is wrong or the printed copy has been misplaced. When you are at Tools | Deposit Slips, there is a Change button and Reprint option. The key is to select the date range that will include the original slip.

Billing Fees Journal Report

The Billing (Fees) Journal is the source accounts receivable report by which other A/R reports retrieve information. The journal lists invoices created through billing and matter opening balance. Write-downs and payments affect the current amount outstanding for each invoice. Invoices are detailed by fee credit lawyer.

One the biggest benefit is that this report will break out the Accounts Receivable into Fees and Costs. Fees and Costs are not broken out on the A/R by Client report.

Here is a Receivables Report for a matter. The total A/R is 9,832.12. Looking at this balance will not tell you how much is owed to the firm for costs.

			41941	Default with (con	memosj	• 65 66						
Sep 22/	2009			Me	lfa, Plashkes	& McMurry,	P.A.					
				Receivab	les by Client	with Collec	tion Memos					
						22/2009						
Client	No.& Name			Intr	o l		Outs	standing		1		
Bus #:		Home #:										
Mat	tter No.											
	Collection Me	mos Last R	eceipt									
	Collection Me AR Date	mos Last R Date	eceipt Amount	Col. Lwr	Billed	<= 30	<= 60	<= 90	> 90	Total	Trust Bal	
				Col. Lwr JSF	Billed	<= 30	<= 60	<= 90	> 90	Total	Trust Bal	-
2310	AR Date	Date	Amount			<= 30	<= 60	<= 90	ia - Rabo			_
2310 23J	AR Date Doe, John	Date	Amount	JSF		<= 30	<= 60	<= 90	> 90	Total 5512.12		_
2310 231 1206	AR Date Doe, John 100-01	Date	Amount	JSF 2 Doe - Cost I	edger	<= 30	<= 60	<= 90	ia - Rabo			
2310 233 1206 1209	AR Date Doe , John 100-01 Aug 15/2008	Date	Amount	JSF Doe - Cost I JSF	edger 5512.12	<= 30	<= 60	<= 90	5512.12	5512.12		
2310 233 1206 1209 1216	AR Date Doe, John 10C-01 Aug 15/2008 Aug 15/2008	Date Joe, Jo	Amount	JSF Doe - Cost I JSF JSF	edger 5512.12 2820.00	<= 30	<= 60	<= 90	5512.12 2820.00	5512.12 2820.00		
2310 233 1206 1209 1216	AR Date Doe, John 10C-01 Aug 15/2008 Aug 15/2008 Nov 30/2008 Mar 11/2009	Date Joe, Jo	Amount	JSF 2 Doe - Cost I JSF JSF JSF	edger 5512.12 2820.00 1350.00	<= 30 0.00	<= 60 0.00	<= 90	5512.12 2820.00 1350.00	5512.12 2820.00 1350.00		

Here is a Billing Fees Journal report for the same matter with the "Include Paid Invoices" box unchecked. More information is given about each timekeeper's billed hours and fees and costs billed.

	🗟 🚽 🛤 🏟 🕅	🛛 😋 🔻 🔾 🗶 De	efault	- 69	20					
Sep 22/2009			Melfa	. Plashkes & Mo	Murry, P.	Α.				
				Billing(Fees) 3						
				To Sep 22/2	2009					
Date	Invoice Client	Client Name								
	Matter	Matter Descri	ption						A/R	
Entry#	Lawyer	Hours	Fees	Disbs	Tax	Receipts	Retainers	Paid	Balance	Age
Aug 15/2008	1209 2310	Doe, John								
	23100-01		Jane Doe - Cos	t Ledger						
2940	JSF	0.00	820.00	0.00	0.00	0.00	0.00	0.00	820.00	>120
	BP	0.00	2000.00					0.00	2000.00	
Total			2820.00	0.00	0.00	0.00	0.00	0.00	2820.00	
Aug 15/2008	1206 2310	Doe, John								
	23100-01		Jane Doe - Cos							
2926	JSF	0.00	5000.00	512.12	0.00	0.00	0.00	0.00	5512.12	>120
Nov 30/2008	1216 2310	Doe, John								
	23100-01	Joe, John v.	Jane Doe - Cos	t Ledger						
3149	JSF	3.00	1350.00	0.00	0.00	0.00	0.00	0.00	1350.00	>120
Mar 11/2009	1217 2310	Doe, John								
	23100-01		Jane Doe - Cos							
3152	JSF	2.00	900.00	0.00	0.00	0.00	3000.00	857.14	42.86	>120
	JW	5.00	2250.00					2142.86	107.14	
Total			3150.00	0.00	0.00	0.00	3000.00	3000.00	130.00	
Total			12320.00	512.12	0.00	0.00	3000.00	3000.00	9832.12	

Billing Fees Journal Report

Scroll down to the Firm Summary section of the report to review the Fees and Costs breakdown for the total Accounts Receivable. Note, the split between Hard and Soft Costs are shown here because that setting is enabled in System Settings.

				*** F	irm Summary *	**				
	1	1				Outstanding -				
	Billed	Paid	<30 Days	31-60 Days	61-90 Days	91-120 Days	≻120 Days	Total	% Firm	
Fees	12320.00	3000.00	0.00	0.00	0.00	0.00	9320.00	9320.00	100.00	
Soft	22.12	0.00	0.00	0.00	0.00	0.00	22.12	22.12	100.00	
Hard	490.00	0.00	0.00	0.00	0.00	0.00	490.00	490.00	100.00	
Soft Hard Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	
Total	12832.12	3000.00	0.00	0.00	0.00	0.00	9832.12	9832.12	100.00	

Bank Reconciliation Best Practices

The following should be considered when developing firm policy and utilizing the tools and settings provided in PCLaw.

- Assign different people to enter checks and receipts versus performing the bank reconciliation
- Print Missing Checks report under Reports | Journals
- Print Bank Journals to show corrected entries and use the Template format to show User name
- Enable the System Setting "Save Entries on Print" located on the Banking tab
- Bank statements mailed to a Partner's home and opened by the Partner
- Partner to review and sign off on monthly bank reconciliation reports
- Review copies or images of cleared items
- Void checks and reissue if necessary