

Abacus Accounting

“Getting Started”

Prepared by AbacusLaw Customer Care

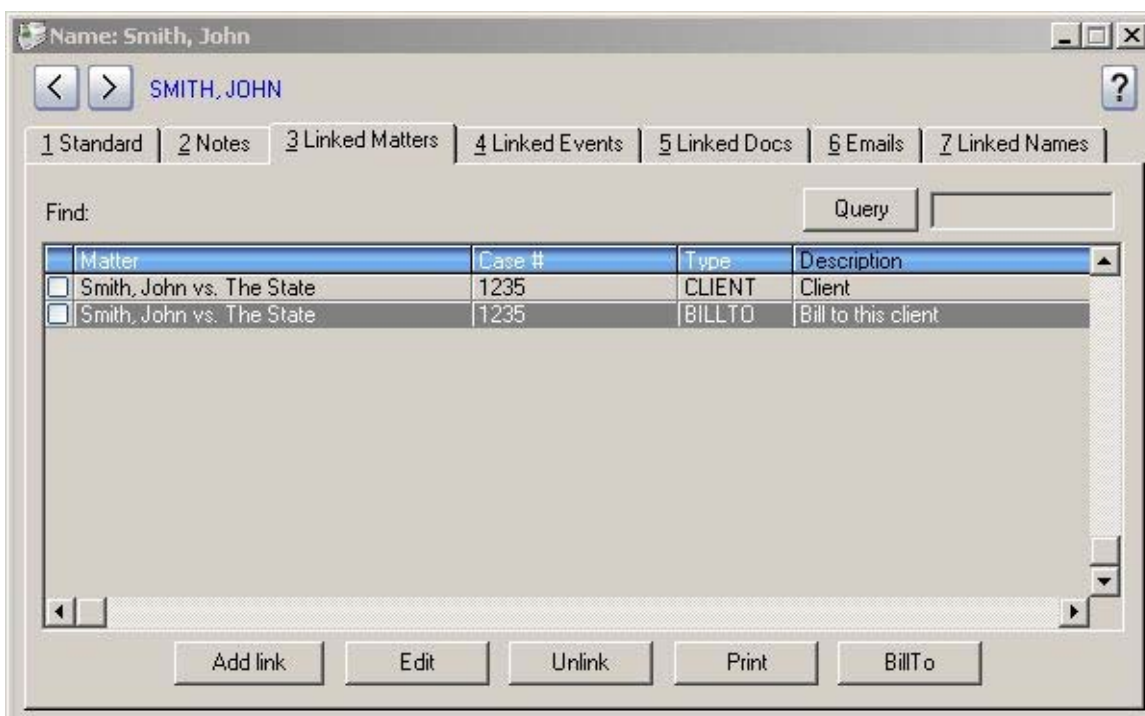
Introduction

This Document is designed to educate by applying skills taught in the "Getting Started" training regarding the proper billing procedure in Abacus Accounting, It is advocated that when exercising the training steps outlined in this article, that work should be executed in the Sample Company, as well as work in one Matter until completion.

Testing your Abacus Skills

“Creating a Billing Party”

In this exercise you will apply your **Abacus Accounting** skills taught in the AbacusLaw “Getting Started” Training to add a Name linked to the matter as Client and Billto. Complete this by creating a Name records, then a Matter record, and then linking the two together, similar to the picture below.



Skills Recap

To add a Matter

1. In AbacusLaw **Navigate** to Matters > Add a New Matter

To add a Name

1. In AbacusLaw **Navigate** to names > Add a New Name

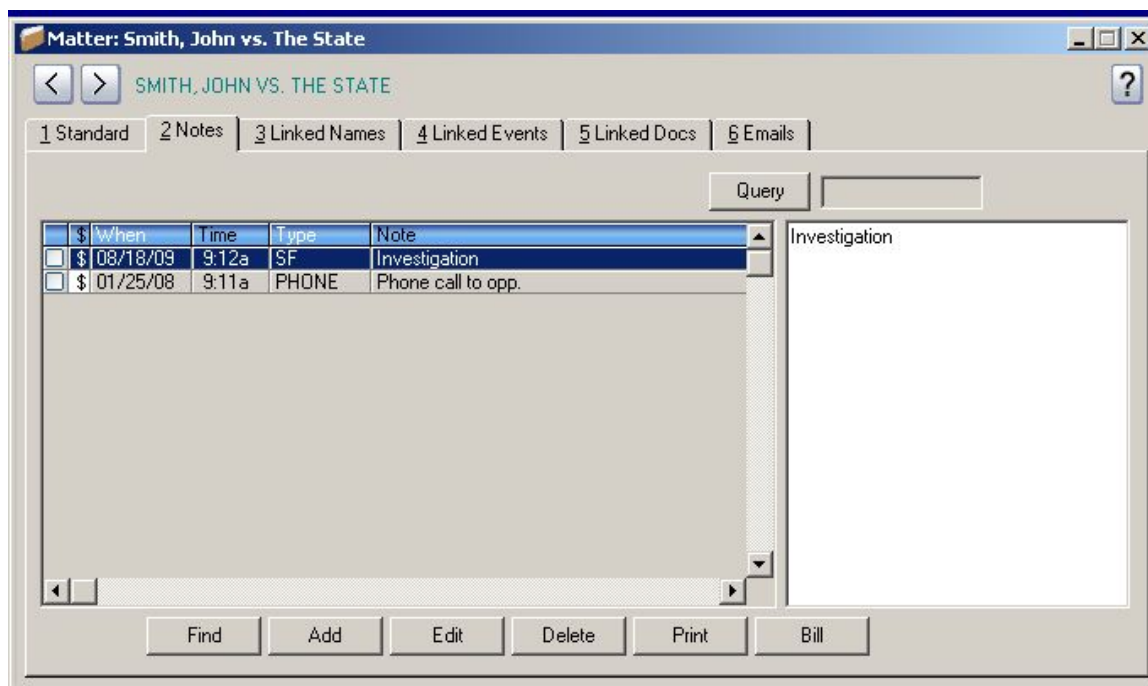
To link a Name Record

1. **Open** a Matter record and **select** Linked names
2. **Click** the add button

Testing your Abacus Skills

“Billing Time Tickets”

In this exercise you will apply your **Abacus Accounting** skills taught in the AbacusLaw “Getting Started” Training to add **Time Tickets** by billing notes in a Matter similar to the picture below.



Skills Recap

How to Enter Time Tickets

1. In Abacus Accounting Billing > Time Tickets
2. In Abacus Law Bill a Note, Event, or Email

To Bill a Note, Email, or Event

1. **Open** a matter by **navigating** to Matter > Matters Browse
2. **Click** Linked Notes, Events, or Email
3. **Select** the add button, and **Click** Bill

Testing your Abacus Skills

“Creating Cost and Adjustments”

In this exercise you will apply your **Abacus Accounting** skills taught in the AbacusLaw “Getting Started” Training to add **Cost and Adjustments** to a particular matter similar to the picture below. Complete this by adding 3 entries in Cost and Adjustments to match the picture below.

Client	Matter	Date	Code	Amount	D/C	Bld/Unbld	Description
10001	1235	01-25-2009	FEE	150.00	Debit	Billed	Beginning Balance
10001	1235	01-26-2009	CR	100.00	Debit	UnBilled	Court Reporting
10001	1235	01-26-2009	PHD	25.00	Debit	UnBilled	Photocopies
10001	1235	08-20-2009	WOF	50.00	Credit	UnBilled	Write Off of Fees

Total Adjustments in Posting File: \$225.00

Total Adjustments Selected for Posting: \$0.00

Buttons: Add, Details, Delete, Print, Post, Refresh, Close, Help

Skills Recap

To use the Cost and Adjustments window

1. **Navigate** to billing>Cost and Adjustments
2. **Click** Add button
3. To issue a credit **select** credit
4. After finishing **Post** to the Matter

To access the Matter Billing Activity

1. **Navigate** to billing>Matter Billing Activity
2. **Select** Matter and **press** the Tab Button on your keyboard

To Enter Beginning Balances for the Matter

1. **Navigate** to the Cost and Adjustment window
2. **Add** a FEE using a description of Beginning Balance
3. After finishing **Post** to the Matter

Testing your Abacus Skills

“Working in Matter Billing Activity”

In this exercise you will apply your **Abacus Accounting** skills taught in the AbacusLaw “Getting Started” Training to check the Cost and adjustments and Time Tickets that you have entered in a Matter record similar to the picture below.

The screenshot shows a window titled "Matter Billing Detail" with the following fields and controls:

- Matter Number: 1235 (dropdown), Smith, John vs. The State (text)
- Client Name: John Smith (text)
- Start Date: 01-01-1900 (dropdown), End Date: 08-20-2009 (dropdown)
- Billing Balance Forward: \$0.00 (text)
- Billing Ending Balance: \$412.50 (text)
- Trust Balance: \$0.00 (text)
- Include Unbilled Time: (checkbox)
- Buttons: Details, Delete, Print, View Time, Refresh, Close, Help

Date	Code	Debit	Credit	Status	Description
01-25-2008	FEE	\$150.00		Billed	Beginning Balance
01-25-2008	Tmtk	\$62.50		Unbilled	Phone call to opp.
01-26-2008	CR	\$100.00		Unbilled	Clerk of Court
01-26-2008	PHD	\$25.00		Unbilled	Photocopies
01-26-2008	WDF		\$50.00	Unbilled	Write Off of Fees
01-27-2008	Tmtk	\$125.00		Unbilled	Investigation

Skills Recap

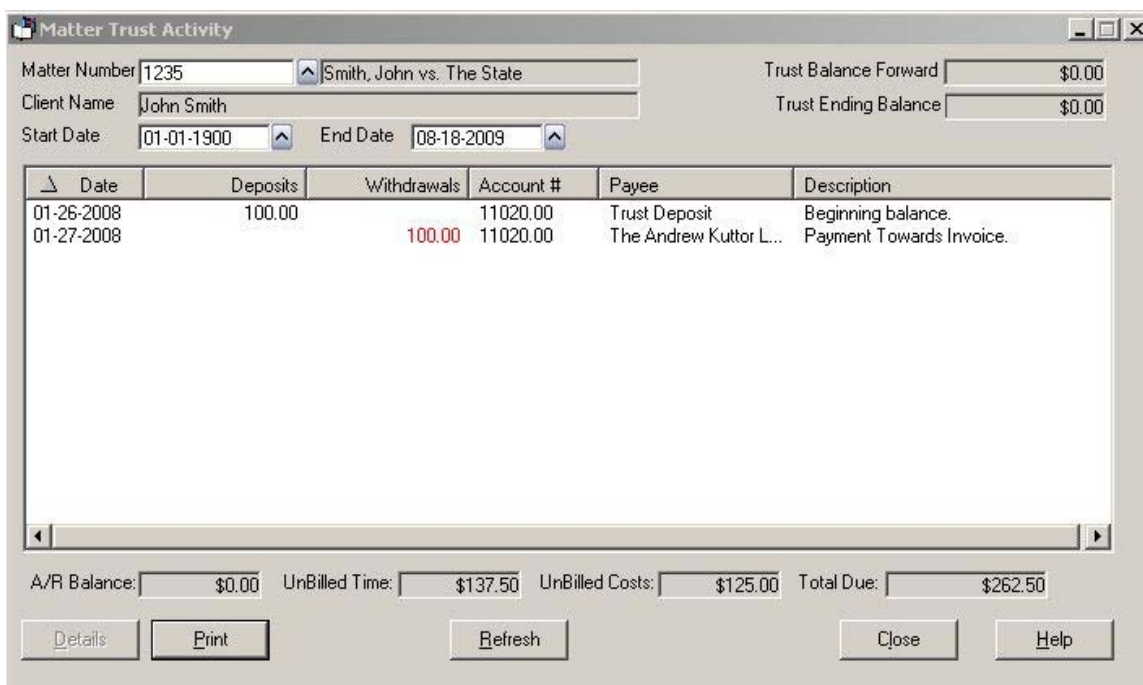
To access the Matter Billing Activity

1. **Navigate** to billing>Matter Billing Activity
2. **Select** Matter and **press** the Tab Button on your keyboard
3. To view unbilled and billed time **select** Include Unbilled Time

Testing your Abacus Skills

“Working in Matter Trust Activity”

In this exercise you will apply your **Abacus Accounting** skills taught in the AbacusLaw “Getting Started” Training to add a **Trust Deposit** and a **Trust Withdrawal** to a particular matter similar to the picture below. Complete this using **Trust Deposit** to add the deposit and **Trust Demand Check Writer** to make a withdrawal, creating both to match the screen similar to below.



The screenshot shows the 'Matter Trust Activity' window. At the top, there are input fields for 'Matter Number' (1235), 'Client Name' (John Smith), 'Start Date' (01-01-1900), and 'End Date' (08-18-2009). To the right, 'Trust Balance Forward' and 'Trust Ending Balance' are both set to \$0.00. Below this is a table with columns: Date, Deposits, Withdrawals, Account #, Payee, and Description. The table contains two rows: one for a deposit of 100.00 on 01-26-2008 and one for a withdrawal of 100.00 on 01-27-2008. At the bottom, there are summary fields for 'A/R Balance' (\$0.00), 'UnBilled Time' (\$137.50), 'UnBilled Costs' (\$125.00), and 'Total Due' (\$262.50). Buttons for 'Details', 'Print', 'Refresh', 'Close', and 'Help' are located at the bottom of the window.

Date	Deposits	Withdrawals	Account #	Payee	Description
01-26-2008	100.00		11020.00	Trust Deposit	Beginning balance.
01-27-2008		100.00	11020.00	The Andrew Kuttor L...	Payment Towards Invoice.

Skills Recap

To use the Matter Trust Activity Window

1. **Navigate** to Trust>Matter Trust Activity
2. **Input** a matter and **press** the tab button on your keyboard

To access the Trust Deposit window

1. **Navigate** to Trust>Trust Deposit
2. **Click** the add button
3. After finishing **Post** to the Matter

To access the Trust Check Demand Writer

1. **Navigate** to Trust>Trust Demand Check Writer

To Enter Beginning Balances in Trust

1. **Navigate** to the Trust deposit window
2. **Add** a deposit to a Matter using a description of Beginning Balance

Testing your Abacus Skills

“Applying Client Payments”

In this exercise you will apply your **Abacus Accounting** skills taught in the AbacusLaw “Getting Started” Training to apply **Client Payments**. Complete this by adding an entries in Payments Receive to match the picture below.

Client	Matter	Date	Code	Amount	D/C	Bld/Unbld	Description	Total Adjustments in Posting File
10001	1235	01-26-2008	CR	100.00	Debit	UnBilled	Clerk of Court	\$75.00
10001	1235	01-26-2008	PHO	25.00	Debit	UnBilled	Photocopies	
10001	1235	01-26-2008	WOF	50.00	Credit	UnBilled	Write Off of Fees	

Total Adjustments Selected for Posting: \$0.00

Buttons: Add, Details, Delete, Print, Post, Refresh, Close, Help

Skills Recap

To use the Payments received window

1. **Navigate** to billing > Payments Received
2. **Click** Add button
3. After saving **Post** to the Matter

Testing your Abacus Skills

“Billing Procedure Recap”

After Time Tickets, Cost and Adjustments, and if available Trust deposits have been entered, then the next step is to print and post the invoice. After that then if available write the trust check, and apply the client payment as shown in the previous screens.

The Law Office of Andrew Kuttler

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 San Diego, CA 92109
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August 20, 2009

Invoice No. 1

John Smith
 123 Main St.
 San Diego, CA 92122

Client Number: 10001 John Smith
 Matter Number: 1235 Smith, John vs. The State
 For Services Rendered Through 8/20/2009.

Fees

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
01/25/2008	AK	Phone call to opp.	0.25	\$42.50
01/27/2008	AK	Investigation	0.50	\$125.00
			Billable Hours / Fees:	0.75 \$167.50

Timekeeper Summary

Timekeeper AK worked 0.75 hours at \$220.00 per hour, totaling \$187.50.

Cost Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check No.</u>
01/24/2008	Check of Court	\$100.00	
01/24/2008	Photocopies	25.00	
Total Costs		\$125.00	

Payment Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>
01/27/2008	Check Number 102	(\$25.00)
Total Payments Received:		(\$25.00)

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Testing your Abacus Skills

“Billing Procedure Recap”

Client Number: 10001
Matter Number: 1233

08/20/2009
Page: 2

Prior Balance:	\$150.00	Last Payment: 01/27/2008
Payments Received:	(\$25.00)	
Current Fees:	\$187.50	
Write Off of Fees:	(\$50.00)	
Advanced Costs:	\$125.00	
TOTAL AMOUNT DUE:	\$367.50	

Thank You for Letting Us Serve You.
Payment Due Upon Receipt.