Time and Billing

Passport Business Solutions ™

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Understanding Professional Time and Billing

This chapter contains the following topics:

Features of Professional Time and Billing ....
Definitions and Concepts ....

FEATURES OF PROFESSIONAL TIME AND BILLING

The Professional Time and Billing module is designed for use primarily by professional service firms who bill on the basis of time. The Passport Professional Time and Billing module provides the following features:

- Keeps a file of service codes and descriptions for all usual services.
- Keeps a file of expense codes and descriptions for all usual expenses.
- Tracks both billable and non-billable services and expenses.
- Tracks time in both dollars and hours. Time, expenses, and adjustments (write-ups and write-downs) are tracked for period-to-date, year-to-date, and last-year by service, expense, staff member, and client. Time and expenses are tracked separately for matters billed on an hourly or cost-plus basis and matters billed on a flat fee, fixed fee, or contingent fee basis.
- An unlimited number of work in process and advanced billing accounts may be used.
- An unlimited number of matters may be entered for each client. Service and expense billing terms are defined separately for each matter, allowing for considerable flexibility in fee arrangements. Budgets may be entered for matters and later compared to actual period-to-date and matter-to-date figures.
- An unlimited number of date/time stamped noted can be entered for each client and for each matter.
- Allows time and expense sheets to be entered and posted for each staff member.
- Allows up to 10 description lines per service or expense item on any time sheet. These description lines may be modified prior to billing and may be printed on invoices.
- Allows viewing posted WIP for a matter by date or by service and expense code.
- Aging reports can be printed showing either WIP along; advance billings alone; WIP plus advance billings; or WIP, advance billings, and Accounts Receivable open items combined. Aging periods are user defined.
- WIP can be selected for billing by cut-off date or on an individual basis. Write-ups and write-downs are provided for.
- Retainers can be billed automatically to clients on a periodic (recurring) basis. These retainers can be either advance billing retainers allowing for progress billings or flat fee retainers which cover all services and/or expenses for the client. Advance billing retainers can also be entered on a one-time basis to handle upfront retainers.
- Fixed fee matters can be defined and billed on a periodic (recurring) basis. Either services or expenses or both can be specified as fixed fee.
- Cash received for retainers or fixed fee matters may be entered during billing.
- Automatically posts invoices and (optionally) cash receipts to Accounts Receivable.

- Allows the user to design his own invoice and statement formats. Up to 99 invoice formats and 99 statement formats may be defined.
- Previously posted invoices can be voided. This reinstates WIP to the WIP Open Item File.
- Posted invoices can be viewed or printed using *Invoice History* selections.
- Numerous reports are provided, including productivity analysis (by client, service, or staff) and profitability reports (by client, service, expense, staff, or matter). Historical reports by service/expense, client, or staff member are also provided.
- Allows reports to be saved on disk to reallocate computer time. Reports printed to disk may be selected to print at another time or stacked for convenient batch printing.
- Professional Time and Billing is interfaced to General Ledger and Check Reconciliation via Accounts Receivable.
- Includes password protection and customized menu structures.
- Data lookup functions are available for convenient access to master information.
- Field context "Help" is built into the software.

Works with Accounts Receivable and General Ledger

You may make full use of PBS Accounts Receivable in conjunction with Professional Time and Billing. Refer to the Passport *Accounts Receivable* documentation for a complete list of its many features.

Time and expense posting generates debits and credits and places these entries in A/R Distributions to G/L. These debits and credits, along with those generated within Accounts Receivable may then be transferred to the General Ledger module.

Note	You may also wish to use Passport Accounts Payable, Payroll, and Check Reconciliation along with Professional Time and Billing and Accounts Receivable. A/P and PR both interface to General. Additionally, checks cut within A/P and PR, along with A/R cash receipts, can be transferred to Check Reconciliation.

Auxiliary Files

An easily maintainable *Control information* allows you to define various parameters which control many of the characteristics of the Professional Time and Billing module.

Service codes, expense codes, staff member codes, WIP accounts, advance billing accounts, and cash accounts that you use in your business are easily maintained using the PBS software interface that you are familiar with.

Client File

The Professional Time and Billing module provides options for maintenance of the Client File, including entering, changing, and deleting. In addition to the usual basic client information, this file contains information on the WIP account balance and advance billing account balance for the client, optional customer invoice and statement format for the client, period-to-date, year-to-date, and last-year amounts for both hourly-rate and flat, fixed, and contingent-fee matters.

You can print client lists by client name or by client number. Using Accounts Receivable, you can also print client labels.

WIP Load

The WIP Open Item File contains a record for each unbilled service (for matters whose service billing terms are “by the hour”) and each unbilled expense (for matters whose expense billing terms are “cost plus”).

Using the *Load WIP open items* selection on the *Utility* menu, you can easily set up the WIP Open Item File to match your current records of unbilled WIP when you begin using Professional Time and Billing. You may print the Unbilled WIP List to verify your entries.

Advance Billings Load

The Advance Billing File contains a record for each billing on account which has not yet been fully used to “pay” for WIP during billing.

Using the *Load advance billings* selection on the *Utility* menu, you can easily set up the Advance Billing File to match your records of outstanding billings on account when you begin using Professional Time and Billing. Printing the Advance Billing List will help you to verify your entries.

Time and Expenses

The Professional Time and Billing module contains functions which allow you to interactively enter, edit, and post Time and Expense Sheets. Time entries for “By the hour” matters and expense entries for “cost plus” matters (i.e., those entries which generate WIP) result in General Ledger distributions being recorded in the A/R Distribution to G/L File as follows:

Case 1

The client record specifies that revenue is recognized at the time the Time and Expense Sheet entries are posted.

DR	Work in process account (Client record)
CR	Revenue account (Service or Expense record)

Case 2

The client record specifies that revenue is recognized at the time of invoicing.

DR	Work in process account (Client record)
CR	Unbilled fees account (Control File)

In this case, when the WIP is invoiced, the distributions are:

DR	Unbilled fees account (Control File)
CR	Work in process account (Client record)
DR	A/R account (Customer record)
CR	Revenue account (Service or Expense record)

A list of the debits and credits generated by time and expense posting can be obtained by printing the A/R Distributions to G/L Report in Accounts Receivable.

A Time and Expense Edit List is available on request to help you in the editing process. Also on request, the module posts time and expense entries to the WIP Open Item File and prints a Time and Expense Register.

Time and Billing Reports

Four separate aging reports are available through Professional Time and Billing and Accounts Receivable.

Aging Reports

Professional Time and Billing Aging Report

This report will print either WIP, advanced billings, or both WIP and advance billings and can be printed in variety of formats.

This report may be used to prove the G/L account balances for each WIP and advanced billings account.

Combined Aging Report

This report will print WIP, advance billing, and A/R open items for each client. It presents an overall picture of the firms exposure to each client.

A/R Aging Report

This report, available in Accounts Receivable, may be used to prove the G/L balances for each A/R account.

Collections Report

This report, available in Accounts Receivable, may be used to age A/R open items by due date to assist with the collections process.

For more information see the Aging Report chapter.

Profitability Reports

Professional Time and Billing provides profitability reports for clients, matters, staff, services, and expenses.

These reports show a variety of information related to profitability and can be sorted to show only items which are highly profitable or very unprofitable.

Matter Profitability Report

This report is used to determine the profitability of fixed fee matters. Through timely and proper use of this report, adjustments can be made to fee schedules for fixed fee matters to ensure that they remain or become profitable.

For a full explanation see the Profitability Reports chapter.

Productivity Reports

These reports analyze productivity (by client, staff, or service) by comparing billable and non-billable hours for period-to-date, year-to-date, or last year.

For a full explanation see the Productivity Reports chapter.

WIP History Reports

Several reports are provided which print detailed historical information regarding posted services for matters which are billed “By the hour” and/or “cost plus” expenses.

- Client History Report
- Service/Expense History Report
- Staff History Report

These reports are especially useful if WIP is typically adjusted and billed in a period different from the one in which it was originally posted. In this case, if these reports are printed after all WIP for the period is finally billed, an accurate realization percentage and profit margin can then be determined for the period. The report will let you know if there is unbilled WIP remaining for a period.

For more information see the WIP History Reports chapter.

Time Accounting Report

This report allows you to determine if all staff have turned in their time sheets for a specific time period. The time period can be either a single day, a week, or any time period you choose. You can also see the percentage of time spent on billable versus non-billable activities for the time period, both for “By the hour” matters and, separately, for “Flat, fixed or contingent fee” matters as well as totals for all matters.

Invoice History

A detailed history of all invoices printed and posted may be retained for as long as needed.

This history can either be viewed on the screen or printed. See Invoice History.

Invoice and Statement Formats

Flexible Invoice Formats

You can create up to 99 formats for use in printing invoices. You have a wide design flexibility in what to print, where to print it, and what it should look like. Services and expenses can be printed in detail, summarized by services or expense code, summarized into groups of related services or expenses, or printed in total. When totals are printed, additional attachment formats can be printed which detail the services and/or expenses billed.

Combined invoice and statement formats can also be defined.

Flexible Statement Formats

You can create up to 99 formats for use in printing statements. You have wide design flexibility in what to print, where to print it, and what it should look like. You may alternatively use the standard statement formats provided by Accounts Receivable by printing statements through A/R instead of Professional Time and Billing.

Billing Options

Periodic Retainer Billing

Periodic retainer billing for each client can be specified to be valid for only a certain time period and/or a maximum number of times billed for each client.

Having set up the periodic retainer billing information in each client record, you may then select clients for periodic retainer billing using a simple, rapid selection process.

For clients on advance billing retainers, you also specify the current matter to which the advance billing applies. Then, when you have completed billing for that matter (e.g., after 12 months), you may commence billing for the next year's matter by changing the current matter for the client, leaving the existing advance billings for the previous year's matter on account.

One-time Retainer Billing

Clients are sometimes asked to provide an upfront retainer to show good faith. Such retainers can be entered as one-time retainers and are handled as billings on account.

One-time retainers can be used at any time to enter an advance billing for a matter, whether in addition to the periodic advance billing retainer (described above) or in lieu of it. In either case, it is treated as a billing on account.

Periodic Fixed Fee Billing

A fixed fee matter can be specified to be billed on a periodic basis, starting from a specific date, until the matter is fully billed. This allows considerable flexibility in the handling of fixed fee billing.

You may select matters for periodic fixed fee billing using a simple, rapid selection process.

Cash received may also be entered when billing for a fixed fee matter. This is useful when you receive a partial payment at the first meeting with a client.

Note	Cash receipts received in payment of posted invoices are entered through Cash receipts in Accounts Receivable. Only cash received prior to billing which is to appear as a credit on the invoice should be entered in Professional Time and Billing.

Void Invoices

A simple invoice voiding procedure is provided. Distributions for the invoice are reversed, WIP is reinstated in the WIP Open Item File, and a credit memo is place in the A/R Open Item File.

DEFINITIONS AND CONCEPTS

This chapter provides the background to understanding this Passport Business Solutions module. Basic terms are defined, and the interface to other optional Passport Business Solutions modules is described.

Client

A person, partnership, or corporation who has engaged the firm to provide professional services.

Time

An amount of time spent performing a specific professional service for a client, or time spent on other activities.

Service Code

A service code is a shorthand notation for a specific type of service provided by the firm. A full list of service codes for a firm is thus a full description of the types of services they provide.

Service codes can be designated as either billable or non-billable. Typically, the majority of services provided to a client will be billable. However, there are circumstances in which some services may be non-billable. Additionally, by including such non-billable "services" as *General administration* or *Vacation*, all staff time can be accounted for and analyzed.

Expense Code

A service code is a shorthand notation for a specific type of expense incurred by the firm.

Expenses are either billable or non-billable. Billable expenses are typically expenses incurred on behalf of clients in relation to the delivery of professional services (such as *Telephone* or *Meals*). Non-billable expenses are either delivery-related expenses incurred which cannot be billed to the client, or other non-billable expenses incurred.

Retainer

A retainer, by dictionary definition, is "a fee that you pay someone in order to make sure that they will be available to do work for you if you need them to". It also means "the fee paid to engage the services of a lawyer, consultant, or other professional".

In actual practice, there are various forms of retainers. Professional Time and Billing supports three retainer types; flat fee retainers, advanced billing retainers and up front retainers.

1. Flat Fee Retainer

   The client agrees to pay a set amount each month for complete professional services from the firm. Provision is usually made for supplementary fees to handle unusual or special circumstances.

2. Advance Billing Retainer

   The client agrees to pay a set amount each month as advance payment for services to be rendered at a later time. This type of retainer is also used for progress billings, where a set amount is paid each month while work is in progress and a final bill is presented when the matter is completed. This bill shows the total amount due for all work completed, less the total amount billed previously as progress billings.

3. Upfront Retainer

   An amount paid to show good faith to the professional in order for the professional to take on the client. This amount becomes a deposit on account, against which time and expenses are charged.

Matter

A matter is a particular case, project, or item being handled for a client.

Service Billing Terms

The service billing terms for a matter specify the fee arrangement for the time spent by that professional on the matter. Professional Time and Billing supports four service billing terms; flat fee, by the hour, fixed fee, and contingent fee.

1. Flat fee

   This is only valid if the client is a flat fee client. If these terms are used, it means that the time spent on this matter is covered by the client's flat fee retainer.

2. By the hour

   With these billing terms, the client is billed on an hourly basis for time spent on the matter.

3. Fixed fee

   With these billing terms, the client is billed a fixed, agreed-upon amount for the time spent by the professional on the matter.

4. Contingent fee

   With these billing terms, the client is billed a specific amount for the time spent by the professional on the matter. The amount to be billed is determined when the matter is completed and is typically a percentage of the proceeds of a successful settlement of a legal matter.

Expense Billing Terms

The expense billing terms for a matter specify the fee arrangement for the expense incurred by the professional in relation to the matter. Professional Time and Billing supports four expense billing terms; flat fee, cost plus, fixed fee, and contingent fee.

1. Flat fee

   This is only valid if the client is a flat fee client. If these terms are used, it means that expenses incurred for this matter are covered by the client's flat fee retainer.

2. Cost plus

   Cost plus means that the client will be charged cost for expenses incurred plus (optionally) a percentage over this as a markup.

With these billing terms, the client is billed for individual expenses incurred in relation to the matter.

3. Fixed fee

   With these billing terms, the client is billed a fixed, agreed-upon amount for the expenses incurred by the professional in relation to the matter.

4. Contingent fee

   With these billing terms, the client is billed a specific amount for the expenses incurred by the professional on the matter. The amount to be billed is determined when the matter is completed and is typically a percentage of the proceeds of a successful settlement of a legal matter.

Time and Expense Sheet

A document used to record daily activities. Time and expenses are recorded on the sheet by the professional as a permanent record of the time spent and expenses incurred.

Time and expenses can either be recorded together on a single sheet or separate sheets may be used; i.e., one for time entries and another for expense entries.

Work in Process (WIP)

Time entries for “By the hour” matters and expense entries for “Cost plus” matters on time and expense sheets are posted to Work in Process as part of the firm’s books. These entries are potentially billable to clients and may be viewed as constituting an unbilled accounts receivable account.

Time and expense entries for all other matters are not posted to Work in Process. This is because billing in these cases is not directly related to actual time worked or expenses incurred.

WIP Account

A General Ledger account used to accumulate the debits and credits associated with work in process.

Billings on Account

A client may be billed for work which has not yet been done by the firm. The amount billed is referred to as a “billing on account”. This amount will be subtracted from subsequent billings for the work actually done for the client.

Billings on account may also be used to bill the client a set amount each period, even while work is in progress. In this case, the actual work in process (WIP) remains unbilled until the matter is completed. When the matter is completed, a final bill is printed showing the total WIP for the matter less all billing on account.

Advance Billing Account

A General Ledger account used to accumulate the debits and credits associated with billing on account.

Billing

This is the activity of determining which clients are to be billed, how much each client is to be billed, and printing and posting invoices for each client. Professional Time and Billing allows for four different types of billing; work in process billing, retainer billing, fixed fee billing, and contingent billing.

1. Work In Process Billing

For clients whose matters are billed on a “By the hour’ and or “Cost plus” basis, work in process can be billed on either a periodic basis (e.g. monthly) or when the matter is completed.

When the matter is billed, time and expense entries from work in process are selected for billing.

The selected work in process is then (optionally) adjusted to increase or decrease the amount to be billed for individual entries. An increase is called a “write-up” and a decrease is called a “write-down”.

Additionally, an overall billing adjustment can be made to increase or decrease the total amount billed.

If the client has advance billings on account for the matter, then these will be subtracted from the amount to be billed. For example, if the matter is being billed upon completion and the client has been paying an advance billing retainer each month, the amount previously billed will reduce the amount to be billed.

2. Retainer Billing

Clients who pay a set amount each month are selected for billing.

Additionally, clients who are required to pay an upfront retainer can also be billed.

3. Fixed Fee Billing

Clients whose matters are billed on a fixed fee basis can be billed.

4. Contingent Fee Billing

If and when applicable, a client whose matter is billed on a contingent basis can be billed.

Invoice

A document showing the amount of services and expenses billed. It can be printed, showing each WIP entry billed, summarized by service and expense code, or summarized to show only totals for services and expenses.

Combined Invoice and Statement

This is an invoice which also shows statement information such as the previous balance owed and any payments or credits during the current period.

Hash Total

A hash total is the sum of a set of numeric items. A hash total does not have a meaning in the same way that an invoice total has a meaning.

Hash totals are used as controls when a set of numbers is transcribed from one place to another.

First, the original set of numbers is summed., producing a hash total. Next, the set of numbers is transcribed. The transcribed numbers are then summed, producing another hash total.

If the two hash totals are equal, this indicates, but does not guarantee that the transcribing of the original set of numbers was done correctly. If the two hash totals do not match, this indicates an error in the process.

In Professional Time and Billing, hash totals are reported on the Time and Expense Sheet Edit List and Register. To use these totals to cross check data entry of Time and Expense Sheet information, the Client #, Matter #, Service/Expense code, and Hours/Quantity may be totaled on the original Time and Expense Sheets.

Note	The Client #, Matter #, and Service and Expense Codes can contain letters as well as numbers. If the edit list or register encounters numbers for one of these codes, hash totals will not be calculated. To take full advantage of the hash total feature, client numbers, matter numbers and service and expense codes should contain only numbers.

Accounts Receivable

Accounts Receivable is the accounting area dealing with billings made by a company and with the money it is owed. As used here, “account” means “a record of financial activity” and “receivable” means “due to be received” Receivable may be abbreviated “A/R” or “AR”.

Professional Time and Billing

Professional Time and Billing is the area of business operation concerned with accounting for time spent on professional services, accounting for expenses incurred in relation to delivery of these services, and issuing invoices (bills listing services and expenses) to clients.

Professional Time and Billing may be abbreviated “PTB” or “T/B” or “TB”.

PBS Professional Time and Billing requires that Accounts Receivable be installed on your system.

Integrated

When a set of accounting modules is integrated, any information generated in one area which is needed in another area is automatically supplied to that other area.

You do not have to enter the information twice.

Passport Business Solutions is fully integrated. Customer information from Accounts Receivable is used by Professional Time and Billing. Customer information is also automatically updated for each invoice processed.

Format

Format refers to the exact way that information is arranged on a printed page. Professional Time and Billing allows you to print statements and invoices in nearly any format you wish or even in several different formats for the same document.

General Ledger

General Ledger is the area of accounting where records from other areas of accounting are brought together for classification and summarization, thereby creating a picture of the overall condition of a company’s finances. As used here, “general” means “pertaining to many areas” and “ledger” represents a book where accounting records are kept. General Ledger may be abbreviated as “G/L” or “GL”.

General Ledger Account

A general ledger account summarizes and classifies financial activity of a certain kind. For example, you might have a general ledger account called telephone expenses under which you categorized your telephone bills. General ledger account is often abbreviated “GL account”.

Typically, a business entity has a hundred or more GL accounts. In Passport accounting modules, each time any financial activity occurs in any area of accounting, the dollar amount is recorded under the appropriate GL account numbers.

Refer to the *Account Number Format* chapter in the *PBS Administration* documentation for complete information on General Ledger Account Numbers.

Cost center

A cost center is a part of your company (for instance, a department or a regional office) for which sales and/or expenses (and sometimes costs) can be calculated separately from the total sales and expenses of the whole company.

Cost centers also apply to sales. Tracking sales by cost center is a typical use for a company which has several sales offices. By making each sales office a cost center, you can separately track the sales performance of each office.

Function

As used here, function means one or more programs that accomplish a specific task.

Each selection on the main menu for a Passport Business Solutions module is a function. When you select a function from a menu, one or more programs automatically execute, thereby allowing you to accomplish the task you selected.

Data Organization

The information you enter into your computer is stored on your disk. In order for computer programs to be able to locate specific pieces of data (within large masses of data), and to be able to process data logically, data must be organized in some predictable way. Passport Business Solutions accounting software organizes your data for you automatically as it stores it on your disk.

There are five terms you should understand about the way the data is organized:

Character

A character is any letter, number, or other symbol you can type on your computer keyboard.

Field

A field is one or more characters representing a single piece of data. For example, an account number, a date, and a dollar amount are all fields.

Record

A record is a group of one or more related fields. For example, the fields representing the account number, the amount, and the distribution date might be grouped together into a record called the entry record.

Entry

A record in a data file is often referred to as an entry.

Data file

A data file is a group of one or more related records. A data file is often referred to simply as a file (without the word data).

Customers in Accounts Receivable is an example of data in a file. Such a file is made up of several records, each of which contains the name, address, etc., for one customer. Customers may also be stored in a table when using PBS SQL. Professional Time and Billing data is always stored in files, not SQL tables.

Each file is kept separate from other files on the disk.

There are other types of files in addition to data files. For example, programs are stored on the disk as program files. However, references to file in this User documentation mean data file unless specifically stated otherwise.

Multi–company

Multi–company refers to the capability to do accounting functions for multiple companies with the same set of software. A user wanting to do accounting functions for more than one company with Passport Business Solutions modules can use the Passport Business Solutions “Addcmp” function to define additional companies. This function is described in the PBS *Administration* documentation.

Help

Help refers to descriptions of functions which appear on the screen by pressing a designated key <F8>. The Help text gives you a quick reference to the highlights of functions while you are running the application.

Look-ups

Look–ups refer to a list of available entries for a particular field. Many fields allow you to press a designated key <F8> to show all available data on file. For instance, when entering an invoice you may press this key at the Sales Representative field to bring up a list of all sales representatives on file. Selecting an entry from this list is often easier and faster than remembering the sales representative codes or stepping through all possible entries until the right one is reached.

Note	Depending on where you press <F8>, this function will return a Look-up window or context sensitive Help. If a Look-up window is returned, pressing <F8> a second time will display Help for the field if available.

Password Protection

Passwords are required for accessing PBS. A password is a unique code you assign to each individual using your software. Each user must first enter a valid password before he or she will be enabled to use a protected selection.

Refer to *PBS Users* in the Passport *Administration* documentation for information defining passwords for users.

File Recovery Procedure

This selection provides the capacity to recover corrupted data. You can also use it to convert important data files to a format which can be easily interfaced to common data base and word processing modules.

Upgrading from Earlier Versions

The necessary functions and instructions to enable you to upgrade from an earlier version of this same PBS or RealWorld module are described in the upgrade instructions for your particular software version. These upgrade instructions are referenced in current release notes and provided as Adobe Portable Document Format (PDF) files downloadable from a Passport site or on your PBS CD.

Getting Started

This chapter contains the following topics:

Professional Time and Billing ....
Professional Time and Billing Data ....
Setting up Professional Time and Billing ....
Using Professional Time and Billing ....
Support and Training ....
Custom Software Modification ....

PROFESSIONAL TIME AND BILLING

- Before you install your Professional Time and Billing module, you must install and set up the Accounts Receivable module. The following fields in A/R *Control information* must be set as noted in order to ensure proper operation of your T/B module.

  Use sales reps ? must be set to Y.

  Sales Reps in Accounts Receivable are used for Partners in Professional Time and Billing.

  Use commissions ? must be set to N.

  Commissions are not calculated on invoices posted from Professional Time and Billing.

  Use cost-of-sales ? must be set to N.

  Costs are tracked within Professional Time and Billing and are not tracked within Accounts Receivable.

  Distribute sales ? must be set to Y.

  Professional Time and Billing allows distributing revenue to General Ledger accounts associated with each service code. If this field is set to N in A/R, all revenue is posted to a specific account entered in A/R *Control information*.

- Ensure that the Professional Time and Billing software is installed on your computer.
- Familiarize yourself with the main features of this module by reading the Using Professional Time and Billing chapter in this documentation.
- Consult with your accountant before using PBS software. Inform your accountant which accounting software you use. He or she is a professional in the accounting area and should understand your accounting software.

Professional Time and Billing Data

There are several different data files which you enter before you begin using the module on a regular basis. You must enter the data for these files as described later in this chapter in the section titled Setting up Professional Time and Billing.

WIP Accounts File

This file contains a list of all your work in process account numbers. These accounts must also exist in Valid G/L Accounts.

Advanced Billing Accounts File

This file contains a list of all your advance billing account numbers. These accounts must also exist in the valid G/L Account File.

T/B Control information

You must enter information in the Professional Time and Billing *Control information* before you can start using other selections within T/B. This file contains information which defines how you will be processing your invoices and how Professional Time and Billing will be used with Accounts Receivable.

Service File

In this file, you enter the basic information about the services your firm provides. Additionally , groups may be defined which allow you to group related service codes. Groups may be used to either specify a staff member's billing rate for the entire group, or to summarize all services within a group when presenting a bill to a client.

Expense File

In this file, you enter the basic information about the type of expenses incurred for the benefit of clients or the firm. Additionally , groups may be defined which allow you to group related expense codes. Groups may be used to summarize all expenses within a group when presenting a bill to a client.

Partner File

This file contains a code for each partner of the firm. By entering a partner code for each client, various reports can then be printed which show client information grouped by partner.

Note	This file is the same file as the Sales Rep File within Accounts Receivable. When using Passport Accounts Receivable, whenever a sales rep code is asked for, enter the appropriate partner code.

Staff File

This file contains a code for each staff member who performs services or incurs expenses in your firm. Time/expense sheets may only be entered for staff whose codes are contained in this file. If partners (entered in the Partner File) also perform services, then a code for the partner must be entered both in the Partner File and in the Staff File.

Printer Control File

This file is used to enter additional information about each printer for use in printing invoices and statements. By using printer control, you may use cut-sheet feeders and multiple-bin laser printers when printing invoices and statements.

Action File

This file contains the different action which occur with respect to a matter. Each matter defines a "next action" field and a "next action date" field. The Matter Next Action Report may be used to print a list of all matters for which a specific action must occur within a specified time period.

Client file

This file contains the basic information about your clients, such as name, address, billing frequency, Accounts Receivable account, WIP account, advance billing account, periodic retainer amount, invoice format, etc.

Note	Whenever a new client is entered, a record is created both in the Client File in Professional Time and Billing and in the Customer File in Accounts Receivable. The information about client which is only relevant to Accounts Receivable is stored in the Customer record and information which is only relevant to Professional Time and Billing is stored in the Client record. Information which is relevant to both modules (such as the client/customer's name) is stored in the Customer record.

Matter File

This file contains the basic information about each matter (engagement, job or project) undertaken for each client. Matters are an optional feature of Professional Time and Billing.

Statement Format File

If you choose to use one of the predefined statement formats supplied with this package, you can skip entering information in this file initially. Later, if you want to change your statement format, you enter information here.

This file can hold up to 99 different invoice formats.

Invoice Format File

If you choose to use one of the predefined invoice formats supplied with this package, you can skip entering information in this file initially. Later, if you want to change your invoice format, you enter information here.

This file holds up to 99 different invoice formats.

Client Rate File

This file may be used to enter client-specific billing rates for staff members. The use of client rates is optional in Professional Time and Billing.

Current Matter File

For each client, the matter to which periodic advance billing retainers are to be applied is entered in this file.

SETTING UP PROFESSIONAL TIME AND BILLING

Perform these steps to use PBS Professional Time and Billing:

1. Set up Accounts Receivable as described in the *Getting Started* chapter of the PBS *Accounts Receivable User* documentation.

   Be sure to set the following fields in the Accounts Receivable Control information as indicated below.

   - **Use sales reps ?** must be set to Y.
   - **Use commissions ?** must be set to N.
   - **Use cost-of-sales ?** must be set to N.
   - **Distribute sales ?** must be set to Y.

   You do not have to enter information as described in steps 13, or 17 through 21 in *Setting up A/R* in your *Accounts Receivable* user documentation. These steps have been integrated into Professional Time and Billing setup procedures.

Note	If you are already using PBS Accounts Receivable, ensure that the fields listed above are set properly in the A/R *Control information* and continue with the Professional Time and Billing setup procedure.

2. Enter you WIP accounts using *WIP accounts*. Professional Time and Billing allows you to use an unlimited number of WIP accounts. The WIP accounts you enter here must have already been entered in Valid G/L Accounts.
3. Enter your advance billing accounts using *Advance billing accounts*. PBS Professional Time and Billing allows for an unlimited number of advance billing accounts. The advance billing accounts you enter here must have already been entered in the Valid G/L Account File.
4. Enter Professional Time and Billing controls using *Control information*. This information controls how T/B is used by your firm. For instance, you specify whether or not cash entered in Professional Time and Billing is to be posted to A/R or is to be treated only as memo information when printed on invoices.

   If you are setting up this module for the first time, be sure to specify that T/B is in setup mode by answering Y to **PTB is in setup mode ?**
5. Using *Services*, enter the services offered by your firm. Refer to the chapter titled Services.
6. Using *Expenses*, enter the types of expenses that can be incurred. Refer to the chapter titled Expenses.
7. Using *Partners*, enter the partners of the firm. You must enter at least one partner, since a partner code must be specified for each client.
8. Using *Staff*, enter the staff who perform services for your firm.
9. Using *Printer control*, enter additional information about your printers for use in printing invoices and statements. The use of printer control is optional.

10. Using *Actions*, enter the actions that are applicable to the matters handled by your firm. The use of actions is optional.
11. Using *Clients*, enter your clients. For each client entered, a record is created both in the Client File in Professional Time and Billing and in *Customers* in Accounts Receivable.

Note	If you are already using PBS Accounts Receivable, enter just the T/B specific information for each client. Information which is contained in Accounts Receivable Customers will be displayed automatically during client entry.

12. Using *Client rates*, enter client-specific rates for staff members. The use of client rates is optional.
13. Using *Matters*, enter the matters currently in progress for your clients. The use of matters is optional.
14. Set up invoice formats using *Invoice formats*.
15. Set up statement formats using *Statement formats*. A statement format is only required if you wish to print custom statements using the T/B selection, Statements. Statements may also be printed through Accounts Receivable or may be printed as part of the invoice using a combined invoice/statement format entered using Invoice formats.
16. Handle your outstanding unbilled WIP and previously billed advance billings as follows:

    •Determine the date on which you will start processing time/expense sheets through PBS Professional Time and Billing. This is the cut-off date for existing unbilled WIP. Enter all unbilled WIP which is dated on or before the cut-off date, using *Load WIP open items*.

    •Determine the date on which you will start processing advance billing retainers through PBS Professional Time and Billing. This is the cut-off date for previously billed advance billings. Enter all advance billings which are invoiced on or before this cut-off date using *Load advance billings*.

    •Print the *Unbilled WIP List* and *Advance Billings List* to verify your entries for WIP and advance billings. These lists can be printed from the *Reports, general* selection.

    •Set the WIP balance and advance billing balance for each client by running *Set client account balances*. This function totals all unbilled WIP for each client and all billings on account for each client and sets these balances in the Client record.

    •Using *Control information*, take Professional Time and Billing out of setup mode. Change **PTB is in setup mode ?** from Y to N. Once out of setup mode, the selections *Load WIP open items* and *Load advance billings* cannot be run. These selections are intended for using only while setting up Professional Time and Billing.
17. Complete steps 18 through 21 in *Setting Up A/R*. Note that the cut-off date for Accounts Receivable activity must be before the first invoice date used when posting invoices in Professional Time and Billing.

Note	If you are already using Passport Accounts Receivable, skip this step. However, ensure that you do not enter invoice directly into Accounts Receivable once you start posting invoices from Professional Time and Billing.

18. Begin using PBS Professional Time and Billing on a regular basis, entering time/expense sheets dated later than the WIP cut-off date describe above and entering advance billing retainers dated after the advance billing retainer cut-off date described above.

Billing is done through Billing and Invoices in Professional Time and Billing. When invoices are posted, sales and credit memo transactions are automatically posted in Accounts Receivable.

USING PROFESSIONAL TIME AND BILLING

When you completed setting up PBS Professional Time and Billing you are ready to use it on a regular basis. The remaining chapters in this manual show you how to:

For further information refer the Guide to Daily Operations chapter in this documentation.

- Process time and expenses
- Get information on open items
- Bill clients
- Print invoices
- Void invoices
- Print aging reports
- Print profitability reports
- Print productivity reports
- Print statements
- View or print invoice history
- View or print WIP history reports
- Close a period
- Add or change the format of a statement
- Add or change the format of an invoice

Appendixes

- Appendix A describes how to set up billing methods and terms.
- Appendix B is a list of fields available to print on an invoice to aid you in designing your own invoice formats "from scratch" or tailoring predefined formats to meet exact or changing needs.
- Appendix C is a list of fields available to print on a statement to aid you in designing your own statement formats "from scratch" or tailoring predefined formats to meet exact or changing needs.

SUPPORT AND TRAINING

If you have a problem or question regarding this software module, contact your PBS provider.

For the name and location of a Passport provider near you, contact Passport Software at 1-800-969-7900.

If you wish to receive support directly from Passport Software, please call our End User Support Department at 1-800-969-7900.

You can contact your own PBS provider for training; however, if your provider does not offer training, call Passport at 1-800-969-7900.

Custom Software Modification

PBS Professional Time and Billing is a powerful application designed to meet the needs of business. If you have specific business requirements that you would like addressed, Passport Software, Inc. provides custom modification services for Professional Time and Billing and all other Passport Business Solutions modules to meet your requirements. Please contact our Sales Department for further information at 1-800-969-7900.

Using Professional Time and Billing

This chapter contains the following topics:

Starting Professional Time and Billing ....

Exiting PBS ....

STARTING PROFESSIONAL TIME AND BILLING

To start your Passport Business Solutions software, select one of the following options. If you are unsure how to proceed, please contact your PBS provider.

For Windows

Start -> Programs -> Passport Business Solutions -> PBS

For UNIX

Ensure you are logged in as a user authorized to use PBS software. See you PBS administrator for more information.

Type the following:

```
cd /usr/pbs
```

or replace */usr/pbs* with the name of your PBS top-level folder.

Then type the following:

```
pbs
```

Then when the master menu appears, select the module you wish to use from the master menu.

Multiple Companies

If you have set up your software to process information for more than one company (refer to *Define Multiple Companies* in the *PBS Administration* documentation), you will be prompted to enter the Company-ID.

Your Initials

You are prompted to enter your initials.

Passwords

PBS requires the use of passwords, (refer to *PBS Users* in the *PBS Administration* documentation). You will be prompted to enter your password. For security, the characters you type will not display on the screen.

Help and Data Lookup

You can press the <F8> key at any time from any field. Pressing <F8> once will retrieve either a Pop-up window for data lookup or on–line Help about a task or selection you are currently using. If a Pop-up window is displayed but you want Help, press <F8> a second time.

Menus

A *menu* is a list of things from which something can be selected.

Selecting items from a menu on a computer is the way you tell your computer what you want to do.

The Passport Business Solutions menu system is based on a menu bar format where pull-down menu items are displayed for each separate PBS module.

To navigate horizontally between individual modules use your keyboard's left and right arrow keys. Up to ten modules and your PBS System Manager may be displayed on the menu bar. If you are using more than ten modules, a **More** function is added to the menu bar. To access your additional modules, highlight **More** and press your **<Enter>** key.

To navigate vertically within a module you have two choices. You may use the up and down arrow keys on your keyboard or you may type the first letter of a displayed menu item. If more than one menu item starts with the same letter, pressing the letter again will position your cursor over the next menu item starting with that letter.

To select one of the functions shown above, use the arrow keys, or press the first letter of the function name, and then press <Enter>.

EXITING PBS

To exit a Passport module, press <Esc> from the main menu. To exit a sub-menu, press <Esc> to return to a main menu. You must exit a screen and go back to the main menu before closing PBS. If you do not have run the risk of corrupting date files and locking SQL tables.

Note	This documentation includes examples. In fact, you can use the examples shown. Each chapter has samples of the information entered. *Do not attempt* to do the examples on a production system. If you use the multi-company feature, you can reserve a test company for experimentation. If not, either do all your experimentation before beginning routine business use of the system, or else back up all your data before your training sessions and restore it afterward. Before entering the examples, initialize the data files before you begin entering your actual business information. When you initialize a file, you clear out all information entered in that file. After initialization, you restart with this chapter and enter your actual business information. Initialization is described in the *Data Initialization* appendix in the *PBS Administration* documentation.

Guide to Daily Operations

This chapter contains the following topic:

Introduction to Daily Operations ....

INTRODUCTION TO DAILY OPERATIONS

The following checklists are provided as examples for using Professional Time and Billing (T/B) to perform various daily and periodic tasks.

The tasks are presented in a logical order. You should adjust the checklist as necessary to meet your own needs. Consult with your accountant for advice on organizing your own checklists to ensure the efficiency and security of your business operations.

Daily Operations Checklist

EACH DAY	EACH DAY, AS NEEDED
Enter new clients using *Clients*.	
	Enter staff member rates for new clients using *Client rates*.
Enter matters for new or existing clients using *Matters*.	
	Enter the current matters for periodic advance billing retainers for new clients using *Current matters*. (See the chapter titled *Current Matters*.)
Enter time and expense sheets using *Time and Expenses*. Print the *Time and Expenses Edit List* and verify that the time and expense sheets have been accurately entered.	
	View posted WIP using *View (WIP)*.
	View invoices which have been processed previously using *View (Invoice history)*.
	Print reports for invoices which have been processed previously using *Reports, general (Invoice history report)*.
Print the *Time Accounting Report* to ensure that all staff have reported all billable and non-billable hours. This report may be printed daily, weekly, or for any time period desired. (Flat fee, fixed fee, and contingent fee history can be purged after the final printing of this report for a specific time period.)	

EACH DAY	EACH DAY, AS NEEDED
	As actions are completed for matters, enter the next action to be completed and the next action date using *Matters*. (Once the matter is completed, enter the completion date for the matter, leaving the next action date field blank.)
	Print the *Matter Next Action Report* to determine actions that must be completed for the coming week or that are overdue for completion.

Periodic Operations Checklist (Billing Period)

EACH BILLING PERIOD	EACH BILLING PERIOD, AS NEEDED
Print a *WIP Selection Worksheet* for the range of clients to be billed. Use this worksheet to determine the WIP to be billed, including any write-ups or write-downs.	
Select WIP for billing using *Select WIP for billing*. Use this function to enter write-ups or write-downs as needed and to modify billing descriptions as needed.	
Enter any additional billing adjustments using *Billing (Billing adjustments)*.	
	Enter a new “current matter: for those advance billing retainer clients for whom retainer billing on a previous “current matter” has been completed. (See the section titled *Current Matters* in the *Billing* chapter.)
	Enter any periodic retainers or one-time retainers to by billed using *Billing (Retainer billing)*. Periodic retainers may be entered manually or generated automatically based on information in the client record.
	Enter billings for fixed fee matters using *Billing (Fixed fee billing)*. These may be entered manually or generated automatically based on information in the matter record.
	Enter any billing for contingent fee matters using *Billing (Contingent fee billing)*.
Print a *Billing Edit List* using *Billing (Edit list)* and compare the edit list with the WIP selection worksheet to ensure that all WIP has been	

EACH BILLING PERIOD	EACH BILLING PERIOD, AS NEEDED
properly selected and written up or down.	
Print a trial set of invoices using *Print invoices* for review by the partners of a firm. Make any changes required and reprint as needed.	
Print invoices using *Print invoices*.	
Post invoices using *Post invoices*.	
	Voice any invoices erroneously posted using *Void invoices*. (See the chapter titled *Void Invoices*.)

Periodic Operations Checklist (Accounting Period)

EACH PERIOD	EACH PERIOD, AS NEEDED
Print client statements using *Statements* in T/B (for custom statements) or *Statements* in A/R.	
	Print productivity analysis report for clients, staff, and services using *Reports, productivity*.
	Print profitability reports for clients, staff, services, expenses, and matters using *Reports, profitability*.
	Print history reports for services/expenses, clients, and staff.
	Print the following reports to retain the final period-to-date figures for the period that is being closed. • Service Code List • Expense Code List • Partner List • Staff List • Client List • Matter List
Purge invoice history. Once you purge an invoice, it will no longer be available for viewing or printing. Print the *Purge Report* to retain a permanent record of invoices purged. Only purge invoices if you no longer need to refer to them using Professional Time and Billing.	

EACH PERIOD	EACH PERIOD, AS NEEDED
Purge cost history using *Purge cost history*. This history may be purged once the final versions of the service/expense, client, and staff history reports have been printed for the period.	
	Determine which matters are completed using the "Show completed matters only" parameter on the *Matters List*. Then delete matters as necessary.
Closed the period using Close a period. Closing the period updates the period-to-date figures in the Service, Expense, partner, Staff, Client, and Matter Files. If you specify that the period being closed is your year-end, then the tear-to-date figures become the "last-year" figures.	

WIP Accounts

This chapter contains the following topics:

Introduction to WIP Accounts ....
Entering WIP Accounts ....
Printing a List of WIP Accounts ....

INTRODUCTION TO WIP ACCOUNTS

A WIP (work in process) account is an unbilled accounts receivable account in your General Ledger, summarizing the amount of money not yet billed to clients for work in progress. Time entries for “By the hour” matters and expense entries for “Cost plus” matters are posted to work in progress.

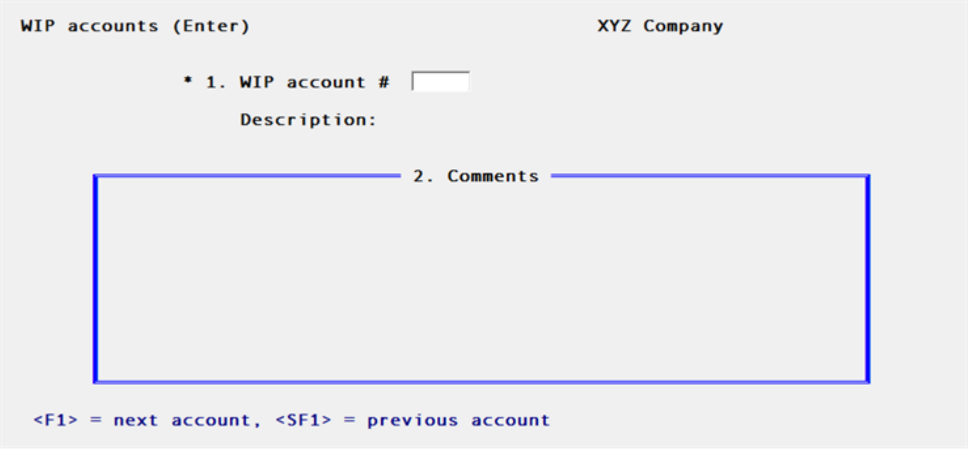
Professional Time and Billing provides for an unlimited number of WIP accounts. You may enter as many as your business needs.

You can set up multiple WIP accounts and then assign each “Time and expense” client to one of those accounts. All time and expense posting for a client’s *By the hour* / *Cost plus* matters will debit or credit the WIP account associated with that client.

Select

WIP accounts from the *Master information* menu.

The following screen displays:



```
WIP accounts (Enter)                                XYZ Company

              * 1. WIP account #

                   Description:

                              2. Comments

 <F1> = next account, <SF1> = previous account
```

ENTERING WIP ACCOUNTS

From the screen which appears, you can work with both new and existing WIP accounts.

1. WIP account

Enter the WIP account number. Or use the option

F1	For the next account number.
SF1	For the previous account number.

If the account you enter does not already exist in *Valid G/L accounts*, you will be prompted to add it here.

Format	As defined in Company information.
Example	Type 1320, and then press <Enter> for account number 000–1320–000.

Description

If this account already exists in the Valid G/L Account File, its description displays. If not, enter a description, and the account will be added to the Valid G/L Account File.

2. Comments

Enter comments about the WIP account.

This field uses text editing functions. You enter text in much the same way as most word processing programs, using the Enter key, arrow keys, delete key, Esc when done, etc. When you are finished entering text, press Esc and follow the screen instructions.

SELECTION	ACTION
File	Save what I have just entered / changed.
Save & continue	Save what I have just entered / changed, but leave the information on the screen because I want to continue to work with it.
Abandon changes	Throw away what I have just entered.
Delete	Delete this entire comment from the screen. The software will ask you to confirm the deletion with an “OK to delete ?” message.

If you wish to use the more powerful text editing commands which are included in this editor, see the appendix in the Passport *System Manager User* documentation titled *Character Mode Notes and Comments Text Editing*.

Format	10 lines of 65 characters each.
Example	Type Default WIP Account and save entry.

Options

Make any needed changes, then press <Enter>. For an existing entry you may also use one of the options:

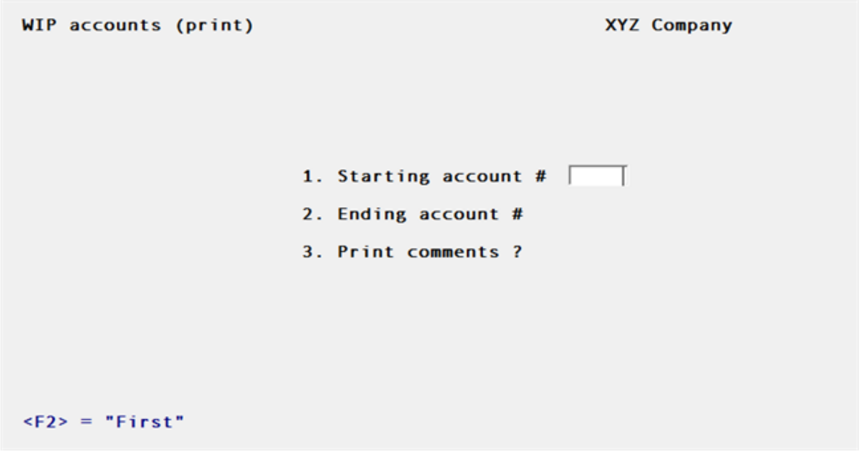
<F1>	For the next WIP account on file
<SF1>	For the previous WIP account
<F3>	To delete this account. A WIP account cannot be deleted if it has been entered in T/B *Control information* as a default WIP account, or if it has been entered as the WIP account for a client. There are also other checks made. If you cannot delete an WIP account for some reason, the software will tell you why.

PRINTING A LIST OF WIP ACCOUNTS

Use this function to print a list of the WIP accounts and, optionally WIP account comments, that you have on file.

Select

WIP accounts from the *Reports, master information* menu.



```
WIP accounts (print)                               XYZ Company




                         1. Starting account #
                         2. Ending account #
                         3. Print comments ?






<F2> = "First"
```

Enter the following information:

1. Starting account #
2. Ending account #

Options

Enter the starting and ending account numbers, or use the option:

<F2>	For the Starting account or Ending account

Format	Your standard account number format, as defined in *Company information*
Example	Type <F2>for each field

3. Print comments ?

Answer Y to have comments printed on the list.

Format	One letter, either Y or N. The default is N.
Example	Type Y

Field number to change ?

Make any needed changes, then press <Enter> to print the T/B WIP Accounts List.

Advance Billing Accounts

This chapter contains the following topics:

Introduction to Advance Billing Accounts ....

Entering Advance Billing Accounts ....

Printing a List of Advance Billing Accounts ....

INTRODUCTION TO ADVANCE BILLING ACCOUNTS

When a client is billed for work which has not yet been done by the firm, the amount billed is referred to as a billing on account.

Billings on account may also be used to bill the client a set amount each period, even while work is in progress. In this case, the actual work in process (WIP) remains unbilled until the matter is completed. When the matter is completed, a final bill is printed showing the total WIP for the matter less all billings on account.

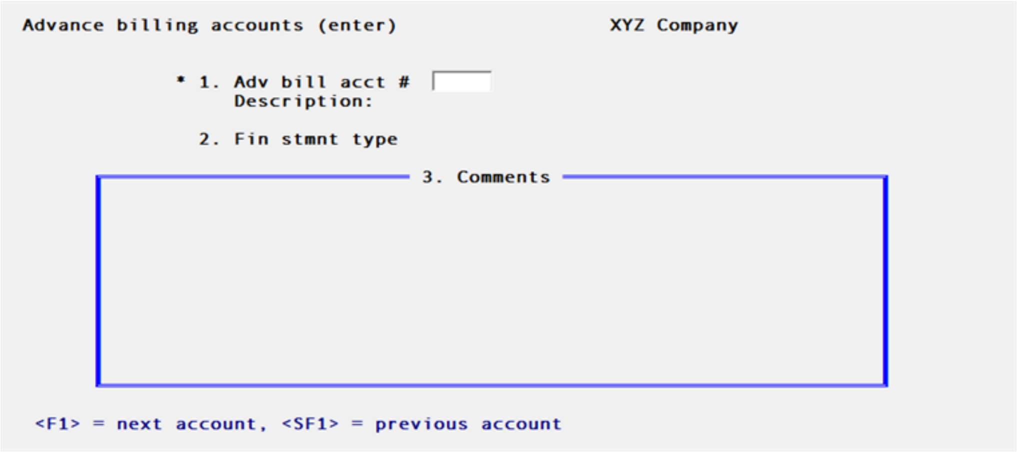
An advance billing account is the G/L account used to accumulate the debits and credits associated with billings on account.

You can set up multiple advance billing accounts and then assign each “Advance billing retainer” client to one of those accounts. All advance bill posting for a client will debit or credit the WIP account associated with that client.

Select

Advance billing accounts from the *Master information* menu.

The following screen displays:



```
Advance billing accounts (enter)                    XYZ Company

            * 1. Adv bill acct #
                 Description:

              2. Fin stmnt type

                             3. Comments

 <F1> = next account, <SF1> = previous account
```

ENTERING ADVANCE BILLING ACCOUNTS

From the screen which appears, you can work with both new and existing advance billing accounts.

1. Advance billing account

Enter the advance billing account number. Or use the option

F1	For the next account number.
SF1	For the previous account number.

If the account you enter does not already exist in the Valid G/L Account File, you will be prompted to add it here.

Format	As defined in *Company information.*
Example	Type 2390, and then press <Enter> for account number 000–2390–000.

Description:

If this account already exists in the Valid G/L Account File, its description displays. If not, enter a description, and the account will be added to the Valid G/L Account File.

Format	Up to 30 characters.
Example	"Prebillings" displays because this account was entered in the Valid G/L Account File.

2. Fin stmnt type

This is the financial statement type which identifies the account as either a balance sheet account or a profit and loss (P&L) account.

Asset, liability, and equity accounts are balance sheet accounts. Revenue and expense accounts are P&L accounts.

Enter either:

B	Balance sheet account.
P	Profit and loss account

An advance billing account is normally defined as a balance sheet account.

Format	One letter, either B or P
Example	Type P

3. Comments

Enter comments about the advance billing account.

This field uses text editing functions. You enter text in much the same way as most word processing programs, using the Enter key, arrow keys, delete key, Esc when done, etc. When you are finished entering text, press Esc and follow the screen instructions.

File	Save what I have just entered / changed.
Save & continue	Save what I have just entered / changed, but leave the information on the screen because I want to continue to work with it.
Abandon changes	Throw away what I have just entered.
Delete	Delete this entire comment from the screen. The software will ask you to confirm the deletion with an “OK to delete ?” message.

If you wish to use the more powerful text editing commands which are included in this editor, see the appendix in the Passport *System User* documentation titled *Character Mode Notes and Comments Text Editing*.

Format	10 lines of 65 characters each
Example	Type Default WIP Account and save entry

Options

Make any needed changes, then press <Enter>. For an existing entry you may also use one of the options:

<F1>	For the next WIP account on file
<SF1>	For the previous WIP account
<F3>	To delete this account.

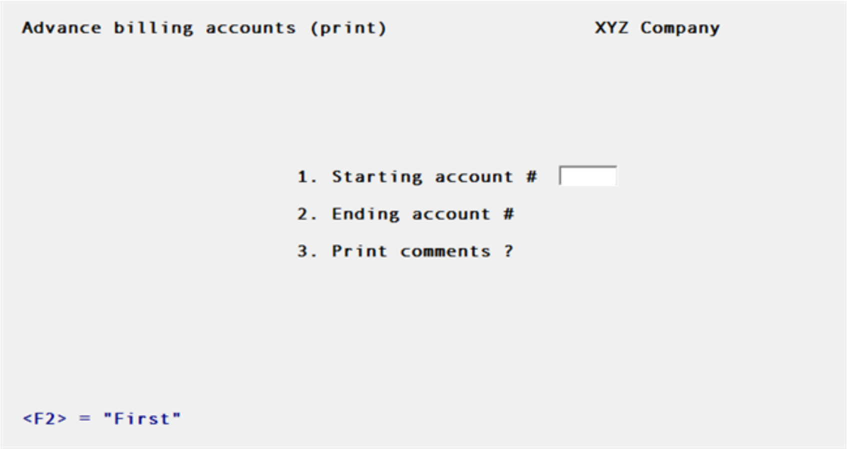
Note	A WIP account cannot be deleted if it has been entered in T/B *Control information* as a default WIP account, or if it has been entered as the WIP account for a client. There are also other checks made. If you cannot delete an WIP account for some reason, the software will tell you why.

PRINTING A LIST OF ADVANCE BILLING ACCOUNTS

Use this function to print a list of the advance billing accounts and, optionally advance billing account comments, that you have on file.

Select

Advance billing accounts from the *Reports, master information* menu.



```
Advance billing accounts (print)                    XYZ Company



                        1. Starting account #
                        2. Ending account #
                        3. Print comments ?




<F2> = "First"
```

Enter the following information:

1. Starting account
2. Ending account

Options

Enter the starting and ending account numbers, or use the option:

<F2>	For the Starting account or Ending account

Format	Your standard account number format, as defined in *Company information*
Example	Type <F2>for each field

3. Print comments ?

Answer Y to have comments printed on the list.

Format	One letter, either Y or N. The default is N.
Example	Type Y

Field number to change ?

Make any needed changes, then press <Enter> to print the T/B Advance Billing Accounts List.

T/B Control Information

This chapter contains the following topics:

Introduction to T/B Control Information ....
Entering Control Information - First Screen ....
Control Information - Second Screen ....
New Client Defaults - Third Screen ....

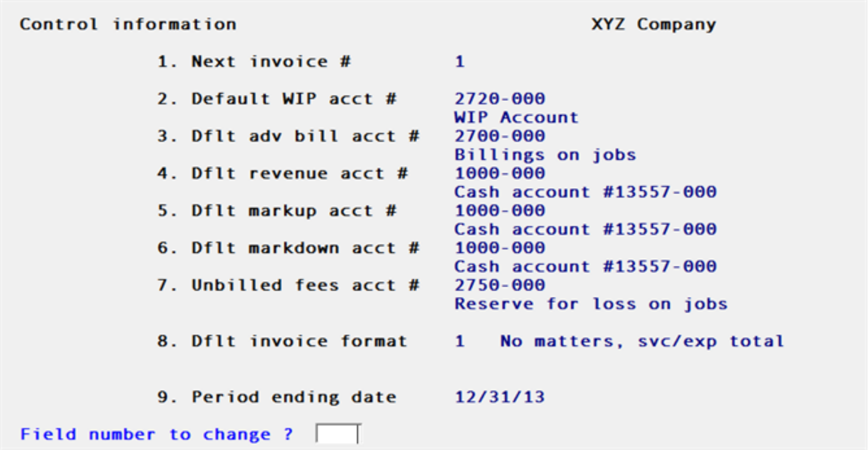
INTRODUCTION TO T/B CONTROL INFORMATION

Use this selection to set up Professional Time and Billing to fit your particular accounting and operating requirements. The information entered into Control information will control various functions throughout T/B and, in many cases, will supply default answers.

Select

Control information from the T/B menu.

The following screen displays:



```
Control information                                XYZ Company

            1. Next invoice #          1

            2. Default WIP acct #      2720-000
                                       WIP Account
            3. Dflt adv bill acct #    2700-000
                                       Billings on jobs
            4. Dflt revenue acct #     1000-000
                                       Cash account #13557-000
            5. Dflt markup acct #      1000-000
                                       Cash account #13557-000
            6. Dflt markdown acct #    1000-000
                                       Cash account #13557-000
            7. Unbilled fees acct #    2750-000
                                       Reserve for loss on jobs

            8. Dflt invoice format     1   No matters, svc/exp total


            9. Period ending date      12/31/13
Field number to change ?
```

ENTERING CONTROL INFORMATION - FIRST SCREEN

Fields 1 through 6, 8, and 9 are used as defaults in the various selections of the Professional Time and Billing module.

When changing control information, you must step through all five screens before a change to any screen takes effect.

1. Next invoice

This number is uses as a default for the starting invoice number when printing invoices. If this number is accepted as the starting invoice number when printing invoices, the first invoice to be printed will be given this number. The second invoice will be given this number plus one and so on.

Enter a non-zero invoice number:

Format	Up to six numbers (999999).
Example	Type 100.

2. Default WIP account

When entering a client, you will be asked for a specific WIP account. The account you enter here will appear as a default account when entering the WIP account for a client in *Clients*.

This account would be the one most frequently assigned to clients.

Format	As defined in *Company information.*
Example	Type 1320 and press <Enter> to accept 1320-000 as the default WIP account.

Note	If the account you enter here is not currently entered in the WIP Account File, you will be prompted to enter it here.

3. Dflt adv bill acct

When entering a client, you will be asked for a specific advance billing account number. The account you enter here will appear as a default when entering the advance billing account for a client in *Clients*.

This account would be the one most frequently assigned to clients.

Format	As defined in *Company information.*
Example	Type 2390 and press <Enter> to accept 2390-000 as the default advance billing account.

Note	If the account you enter here is not currently entered in the Advance Billing Account File, you will be prompted to enter it here.

4. Dflt revenue acct

When entering service codes, expense codes, clients, and matters you will be asked for specific revenue accounts. The account you enter here will appear as a default when entering these specific revenue accounts.

This account would be the one most frequently assigned to clients and matters.

Format	As defined in *Company information.*
Example	Type 4015 and press <Enter> to accept 4015-000 as the default revenue account.

Note	If the account you enter here is not currently entered in the Valid G/L Account File, you will be prompted to enter it here.

5. Dflt markup acct

When entering service and expense codes, you will be asked for specific markup accounts. The account you enter her will appear as a default when entering markup accounts for service codes in *Services* or expense codes in *Expenses*.

Enter the markup account that you would most frequently assign to service and expense codes.

Format	As defined in *Company information.*
Example	Type 4025 and press <Enter> to accept 4025-000 as the default markup account.

Note	If the account you enter here is not currently entered in the Valid G/L Account File, you will be prompted to enter it here.

6. Dflt markdown acct

When entering service and expense codes, you will be asked for specific markdown accounts. The account you enter her will appear as a default when entering markdown accounts for service codes in *Services* or expense codes in *Expenses*.

Enter the markdown account that you would most frequently assign to service and expense codes.

Format	As defined in *Company information.*
Example	Type 4035 and press <Enter> to accept 4035-000 as the default markdown account.

Note	If the account you enter here is not currently entered in the Valid G/L Account File, you will be prompted to enter it here.

7. Unbilled fees acct

Entry and posting of time and expense sheets generally records work in process that is to be billed out to clients when invoices are printed. This generates revenue.

Recognition of the revenue in the accounting records occurs either when time and expense entries are posted or when the invoices on which these entries appear as posted.

Professional Time and Billing allows you to use either of these methods of revenue recognition. You specify which one to use on a client-by-client basis.

If you have clients for which you recognize revenue when invoices are posted, them for these clients, the time and expense entries are recorded as "unbilled fees" during posting. Posting of invoices for these time and expense entries uses up these "unbilled fees".

The General Ledger account used to store these "unbilled fees" is specified here. It should be a balance sheet liability account.

Format	As defined in *Company information.*
Example	Type 2400 and press <Enter> to accept 2400-000 as the default unbilled fees account.

Note	If the account you enter here is not currently entered in the Valid G/L Account File, you will be prompted to enter it here.

8. Dflt invoice format

The invoice format you specify here is used as the default when printing invoices.

Enter the invoice format you will use most often.

Format	Up to two numbers (99).
Example	Press <Enter> for NONE.

9. Dflt statement format

The statement format you specify here is used as the default when printing statements.

Enter the statement format you will use most often.

Format	Up to two numbers (99).
Example	Press <Enter> for NONE.

10. Period ending date

If you use General Ledger, enter the same date as the "Current period ending date" in the General Ledger Accounting Period File.

If you do not use General Ledger, enter the last date of the accounting period you are in.

This date is used as the basis for the period-top-date accumulations in the Service File, the Expense File, the Staff File, the Client File, and the Matter File. It must be accurate and cannot be skipped.

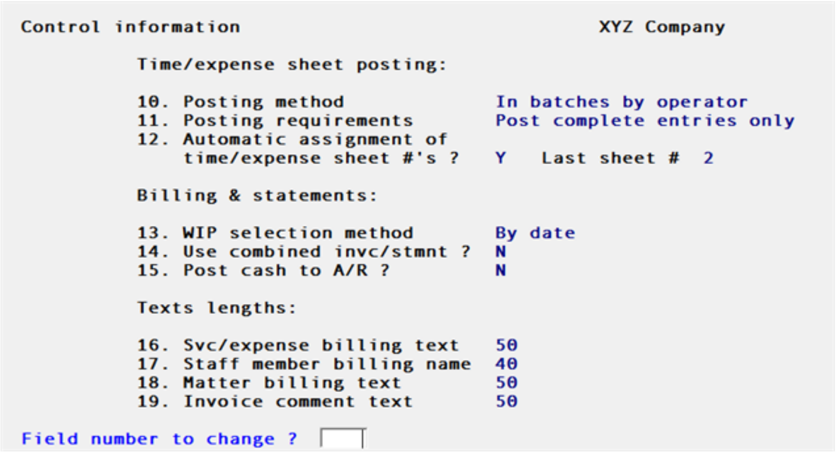
When time and expense entries or invoices are posted, amounts will be added to the period-to-date fields if an entry's date is on, or before, this period ending date. If tits date is after the period ending date, its amount will be held internally in a different field and "rolled over" when you runt the Close a period selection.

Format	MMDDYY
Example	Type 33119 and press <Enter>

Note	Each line of a time and expense sheet has a date. This is the date used during posting to update the period-to-date and year-to-date accumulator fields. When invoices are posted, the invoice date is used.

Make and changes as desired and then press <Enter> to continue to the second screen.

The following screen is displayed:



```
Control information                                  XYZ Company

          Time/expense sheet posting:

          10. Posting method              In batches by operator
          11. Posting requirements        Post complete entries only
          12. Automatic assignment of
              time/expense sheet #'s ?    Y   Last sheet #  2

          Billing & statements:

          13. WIP selection method        By date
          14. Use combined invc/stmnt ?   N
          15. Post cash to A/R ?          N

          Texts lengths:

          16. Svc/expense billing text    50
          17. Staff member billing name   40
          18. Matter billing text         50
          19. Invoice comment text        50

Field number to change ?
```

CONTROL INFORMATION - SECOND SCREEN

Enter the following control information on the second screen.

Posting Time and Expense Sheet Control

The next three fields concern the posting of time and expense sheets.

11. Posting method

This field and the next one work in conjunctions with one another.

In Professional Time and Billing, time and expense sheets can be maintained and posted either in batches by operator, or as one batch for all operators without regard for which operator made which entry. Which method T/B uses is controlled by your entry for this field.

Options

Enter one of the options below:

1	Post in batches by operator.
2	Post all entries in one batch.

Electing to post in batches by operator is useful when you have more than one data entry clerk. In this case, Professional Time and Billing maintains each clerk’s time and expense sheet entries separately, allowing edit list printing and posting to occur separately for each clerk.

Electing to post all entries in one batch will not maintain time and expense entries separately for individual data entry clerks. When time and expense entries are posted, all entries will post at one time.

Note	You will not be allowed to change this field when there are unposted time and expense entries on file.

Format	1 character, either 1 or 2.
Example	Type 2 to post all entries at one time.

12. Posting requirements

In Time and expenses, a time and expense sheet is marked as complete or it is considered incomplete. Your entry in this field determines whether time and expense sheet entries must all be completed before posting is allowed or whether only those sheets marked as complete will be posted.

Options

The following options are available:

1	Post complete entries only.
2	Post only when all entries are complete.

In Time and expenses, you can mark a time and expense sheet as complete or leave it incomplete. You may wish to leave a sheet incomplete because of errors in the original hand-written record such as a wrong matter of undefined staff member, etc.

While these problems are being resolved, completed sheets can be posted if you have selected option 1 for this field.

If you have selected option 2 and are not posting in batches by clerk, then posting is not allowed until all time and expense sheets are complete.

If you have selected option 2 and are posting in batches by clerk, then those clerks shows time and expense sheets are all marked as complete can have their entries posted, whereas clerks with incomplete sheets will not have any of their entries posted

Format	One number, either 1 or 2.
Example	Type 1 to post complete entries only.

13. Automatic assignment of time/expense sheet #'s ?

Answer Y if you want Professional Time and Billing to assign sequential numbering automatically to time and expense sheets are they are entered.

Answer N if your sheets are already sequentially numbered or you do not want T/B to assign numbers automatically.

If you answer N, you will have to enter the number for each time and expense sheet as it is entered.

Format	One character, either Y or N.
Example	Type Y for automatic assignment of sheet numbers.

Last sheet

If you answer Y above, you are asked to enter the last time and expense sheet # used.

Options

Enter its number or use the option:

<F1>	For NONE

Format	Up to six numbers (999999).
Example	Press <F1> for NONE.

Billing and Statement Printing Control

The next three fields concern billing (including invoice printing) and statement printing.

14. WIP selections method

Work in process entries are primarily stored either by date or by service / expense code.

For any given date, there may be several entries with different service / expense codes.

For any given service / expense code, there may be several entries with different dates.

Options

You can choose whether you want your work-in-process entries to appear by date or by service / expense code.

D	To list work-in-process entries by date.
S	To list work-in-process entire by service / expense code.

For example:

By date	Date Code 1/15 CCCCCC 1040 Preparation 1/15 DDDDDD 1040 Review 2/15 AAAAAA 941 Preparation 2/15 BBBBBB 941 Review
By service or expense	Date Code 2/15 AAAAAA 1040 Preparation 2/15 BBBBBB 1040 Review 2/15 CCCCCC 941 Preparation 2/15 DDDDDD 941 Review

This field allows you to select the order in which time and expense entries will appear when printed on the WIP Selection Worksheet and what their initial ordering will be on the display screens for selecting WIP for billing, viewing WIP, and viewing billed WIP in *View invoice history*.

Your entry in this field is also used as a default when entering invoice formats. When printing invoices, the invoice format used determines the order in which WIP items will be printed.

Format	1 character, either D or S
Example	Type S to display work-in-process by service / expense code

15. Used combined invc/stmnt ?

Answer Y to print invoices and statements combined.

Answer N to printing invoices and statements separately.

This field acts as a default during invoice format entry. If you have answered Y here, you can still specify an invoice-only format.

When printing invoices and this field is set to Y, then combined invoices and statements will be printed if the invoice format specifies this. If this field is N, then combined invoices and statements will not be printed.

Format	One character, either Y or N
Example	Type N to print invoices and statements separately

16. Post cash to A/R ?

Answer Y to post cash receipts noted on invoices to Accounts Receivable when invoices are posted.

Answer N to note cash receipts on invoices without having them posted to Accounts Receivable when invoices are posted.

If you are using the Cash receipts selection in Accounts Receivable to enter and post all payments, enter N in this field.

Format	One character, either Y or N.
Example	Type Y to post cash receipts when invoices are posted.

Text Length Control

The next four fields define the maximum lengths of various text fields used in Professional Time and Billing.

17. Svc/expense billing text

This field allows you to specify how long your billing texts for services and expenses will be, both when entering services and expense codes and entering time and expense sheet lines.

The minimum length is 25 characters and the maximum length is 50 characters.

<F2>	For the maximum length of 50 characters.

Format	Up to two numbers (99).
Example	Type 40 to specify a field length of 40 characters.

Note	If this entry is changed to a smaller size after billing texts have been entered, you risk truncation of those texts.

18. Staff member billing name

This field allows you to specify how long your staff member billing names will be. You can specify two names for a staff member.

19. Matter billing text

This field is similar to the *Svc/expense billing text* above. The minimum length is 25 characters and the maximum length is 50 characters.

<F2>	For the maximum length of 50 characters.

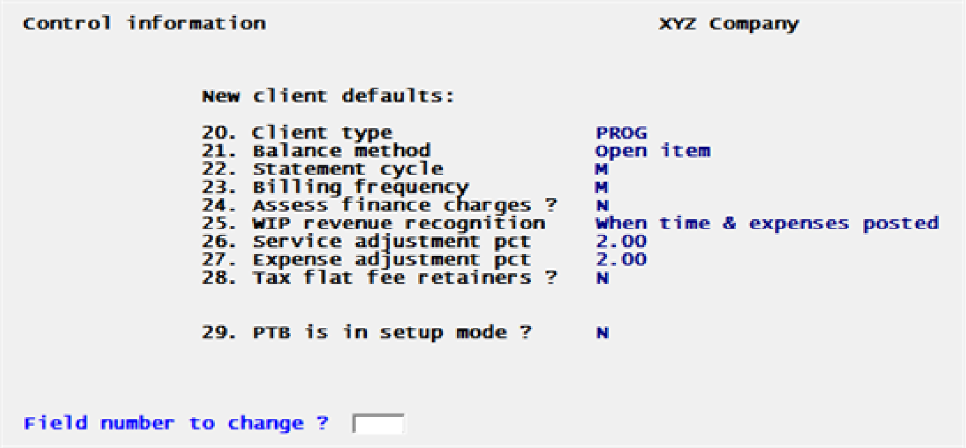
Format	Up to two numbers (99).
Example	Type 40 to specify a field length of 40 characters.

20. Invoice comment text

When printing invoices a comment can be printed on each invoice. This field specifies how long of each comment text can be. The minimum length is 15 characters and the maximum length is 50 characters.

<F2>	For the maximum length of 50 characters.

NEW CLIENT DEFAULTS - THIRD SCREEN



```
Control information                                  XYZ Company


              New client defaults:

              20. Client type                 PROG
              21. Balance method              Open item
              22. Statement cycle             M
              23. Billing frequency           M
              24. Assess finance charges ?    N
              25. WIP revenue recognition     When time & expenses posted
              26. Service adjustment pct      2.00
              27. Expense adjustment pct      2.00
              28. Tax flat fee retainers ?    N


              29. PTB is in setup mode ?      N



Field number to change ?
```

20. Client type

Enter the client type that you will most often use. This field is optional and can be skipped by pressing ENTER.

21. Balance method

Enter a code for the method you use in handling the majority of your client's accounts. Enter either O for *open item* or B for *balance forward*.

22. Statement cycle

Enter a code to specify how often statements are to be printed for your clients.

You can specify this field for each client in *Clients*, but your entry here will be used as the default during entry.

23. Billing frequency

Enter a code to specify how often invoices are to be printed for your clients.

You can specify this field for each client in *Clients*, but your entry here will be used as the default during entry.

24. Assess finance charges ?

If you access finance charges on past due client accounts, enter Y, otherwise enter N.

You can specify this field for each client in *Clients*, but your entry here will be used as the default during entry.

25. WIP revenue recognition

Enter either I for *when invoices posted*, or T for *when time & expenses posted*, according to your operating requirements.

You can specify this field for each client in *Clients*, but your entry here will be used as the default during entry.

Format	999.999-

Note	If you specify that WIP revenue is to be recognized when invoices are posted, posting of time and expenses records, credit amounts against the account specified for *unbilled fees* entered on screen 1 above. Because the account is storing revenue to be recognized later (at invoice posting), the unbilled fees account should be a balance sheet liability account.

26. Service adjustment pct

Enter the most usual adjustment percentage you will use when billing services to clients.

You can specify this field for each client in *Clients*, but your entry here will be used as the default during entry.

Format	999.999-

27. Expense adjustment pct

Enter the most usual adjustment percentage you will use when billing expenses to clients.

You can specify this field for each client in *Clients*, but your entry here will be used as the default during entry.

Format	999.999-

28. Tax flat fee retainers ?

If the *Flat Fee* retainers you charge to all or some of your clients is taxable, enter Y, otherwise enter N.

You can specify this field for each client in *Clients*, but your entry here will be used as the default during entry.

29. PTB is in setup mode ?

When you are setting up T/B or need to use any of the additional setup procedures, enter Y, otherwise enter N.

Your entry to this question determines the availability of some menu selections according to this table:

Selection	Enter Y	Enter N
Time and expenses	Not available	Available

Selection	Enter Y	Enter N
Billing	Not available	Available
Invoices	Not available	Available
Load WIP open items	Available	Not available
Load advance billings	Available	Not available
Set client account balances	Available	Not available

Services

This chapter contains the following topics:

Introduction to Services

Entering Services

Printing a Service Code List

INTRODUCTION TO SERVICES

Use this selection to enter the basic information about the services your firm provides. The information that you enter here is stored in Services.

Each service is identified by a service number. A service number is a shorthand notation for a specific type of service provided by your firm. This service number is used in Time and expenses to identify the service represented by each time sheet entry.

When you are setting up T/B, this selection is used to enter your starting period-to-date, year-to-date and last-year information (such as hours, costs, and charges) for each service. Later, when time sheets and invoices are posted, T/B automatically updates these figures.

This selection allows each service to be designated as either billable or non-billable. Typically, the majority of services provided to a client will be billable. However, there are circumstances in which non-billable "services" as General Administration or Vacation, all staff time can be accounted for and analyzed.

You can use this selection to define service groups, which allow you to group related services together. Groups may be used to either specify a staff member's billing rate for the entire group or to summarize all services within a group when presenting a bill to a client.

You can print a list of services by service # showing all of the information about each service, with the option of printing billing descriptions and period-to-date, year-to-date, and last-year information.

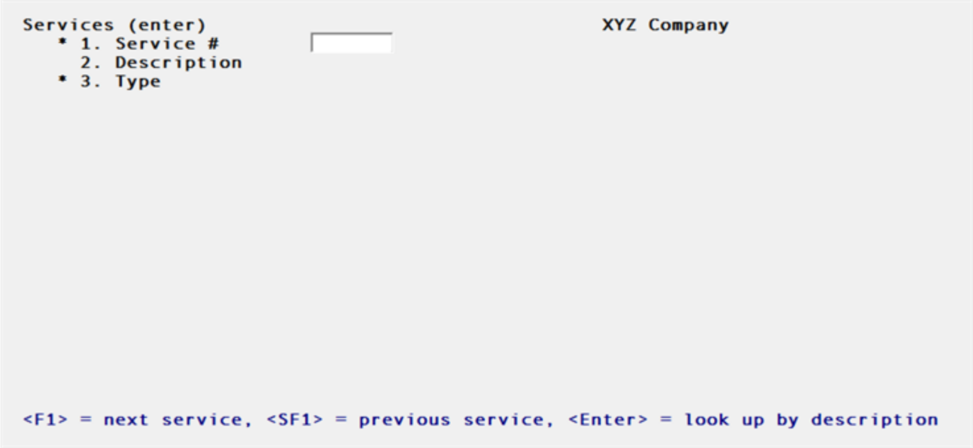
ENTERING SERVICES

To begin:

Select

Services from the T/B *Master information* menu.

The following screen will be displayed:



```
Services (enter)                                      XYZ Company
   * 1. Service #
     2. Description
   * 3. Type








<F1> = next service, <SF1> = previous service, <Enter> = look up by description
```

From this screen, you can work with both new and existing services. If an entry has already been made for the service you specify, information on that service will appear and be available for changes or deletion.

Enter the following information:

1. Service

For a new service enter the service number you will use identify this service.

Format	6 characters
Example	Type 110

For an existing service enter the service number, or use one of the options:

F1	To scan through the services on file
SF1	To scan through previous services on file
Enter	To leave the service number blank. You can then look up the service by its description by entering a full or partial service description, as described in the chapter titled General Rules in the Installation and System Guide.

Note	If you want to print service WIP items in service code order on your invoices, you must use a numeric numbering scheme for your service codes. For example, the service code that you want printed first on the invoice could be assigned service # 1, the second service # 2, etc. If you want to print the WIP items in the date order or not at all, you may use an alphanumeric numbering scheme sequences.

2. Description for the service

Enter a description for the service.

This description will display when this service # is entered in the Time and expenses selection.

Format	25 characters
Example	Type Audit - Quarterly

Note	The description that you enter here can also be used as the default billing description on the invoices for service WIP items. You can choose to do this when defining the general appearance of your invoice format, using the General appearance function.

3. Type

Enter either:

B	Billable
N	Non-billable
G	Group

Format	1 character, either B, N or G
Example	Type B

Note	When time sheets are posted, each time sheet line for a billable service (performed for a "By the hour" matter) will be posted to the Work in Process (WIP) File.

Note	Non-billable services are not posted to the WIP File. Their hours, cost, and charged for the current period and year will, however, be posted to the Service File.

Note	A Group cannot contain other groups, nor can other overlap it. For example, if group # 100 ends at service # 199, the next group must be numbered greater than 200.

4. Taxable ?

For a non-billable service, this field displays "(Not applicable)" and it is skipped.

If this service is taxable, answer Y. Otherwise, press ENTER to default to N.

If you answer Y, sales tax for the service will be calculated automatically whenever the service is billed, according to each client's tax code. If you answer N, no sales tax will be calculated for this service.

Format	1 character
Example	Press ENTER for N

4. Ending group

If you are entering a group service, you will be asked to enter the service number that marks the end of the groups.

Format	6 characters

For a non-billable service, this field displays "(Not applicable)" and it is skipped.

Enter the account to which revenue from this service is to be distributed, or use the option"

Options

F2	To use the default revenue acct # specified in T/B Control information

6. Markup acct

For a non-billable service, this field displays "(Non applicable)" and it is skipped.

Enter the account to which markups for this service are to be distributed, or use the option:

Options

F2	To use the default markdown acct # specified in T/B Control information

Example	Press F1

Period-to-Date, Year-to-date, and Last-year Fields

The PTD and YTD portions of fields 8 through 10 are updated whenever you post a time sheet containing one or more lines for this service, if the line is for a "By the hour" matter. These fields are also updated if no matter was entered for the line, provided that the client's billing method is not posted.

The PTD and YTD portions of fields 11 and 12 are updated when invoices for the services described above are posted.

The PTD and YTD portions of fields 13 through 15 are updated whenever you post a time sheet containing one or more lines for this service, if the line is for either a "Flat fee", "Fixed fee", or "Contingent fee" matter. These fields are also updated if no matter was entered for the line, provided that the client's billing method is flat fee.

The amount in the YTD fields are moved to the last-year fields

when close a period is run at the end of your accounting year.

For a new service, you can press F2 at field 8 to set all of the "amounts" fields on this screen to zero.

Example	Press F2

8. Hours

Enter the hours for hourly rate matters for the period-to-date, year-to-date, and last year.

Format	999,999.99-

9. Costs

Enter the total Changes for hourly rate matters for the period-to-date year-to-date, and last year.

Format	999,999,999.99-

10. Charges

Enter the total charges for hourly rate matters for the period-to-date, year-to-date, and last year.

Format	999,999,999.99-

11. Adjustments

For a non-billable service, this field displays "(applicable)" and it is skipped.

Enter the adjustments for hourly rate matters for the period-to-date, year-to-date, and last year.

Format	999,999,999.99-

12. Billings

For a non-billable service, this field displays "(Not applicable)" and it is skipped.

Enter the total billings for the period-to-date, and last year.

Format	999,999,999.99-

13. Hours

Enter the hours for flat fee, and contingent fee matters for the period-to-date, year-to-date, and last year.

Format	999,999.99-

14. Cost

Enter the costs for flat fee, fixed fee, and contingent fee matters for the period-to-date, year-to-date, and last year.

Format	999,999,999.99-

15. Charges

Enter the total Charges for flat fee, fixed fee, and contingent fee matters for the period-to-date, year-to-date, and last year.

Format	999,999,999.99-

Make any changes as usual.

For a new service, you are asked if you want to enter a billing description for this service. For an existing service, you may press F6 to enter a billing description.

Entering a Billing Description

If this service is billable, you can enter up to 10 lines of billing description. A billing description cannot be entered for a non-billable service.

The billing description lines are available for use in Invoice formats, so you have the option of printing the billing description for each service on your invoices.

Note	The billing description that you enter here can also be used as the default billing description on invoices for services WIP items. You can choose to do this when defining the general appearance of your invoice format, using the General appearance function.

This field uses PBS text editing function. You enter text in much the same way as most word processing programs, using the ENTER key, arrow keys, DELETE key, Esc when done, etc. When you are finished entering text, press Esc and follow the screen instructions.

When you press Esc, you have these options:

File	Save what I have just entered/changed. (Like pressing ENTER at "Field number to change?" in other selections.)
Save & Continue	Save What I have just entered/changed, but leave the information on the screen because I want to continue to work with it.
Abandon changes	Throw away what I have just entered/changed. (Like pressing /ESC at "field number to change?" in other selections.)
Delete	Delete this billing description from the screen. (Like Delete in other selection.) The software will ask you to confirm the deletion with an "OK to Delete?" message.

Format	10 lines, each up to the maximum svc/expense billing text length specified in the Time and Billing Control File.
Example	Now continue entering the remaining service codes shown on the report at the end of this chapter.

When you are through with the billing description, press ESC.

Deleting Services

The <F3> key is used to delete a service. The software will warn you when a service has year-to-date activity. You should not delete such service codes.

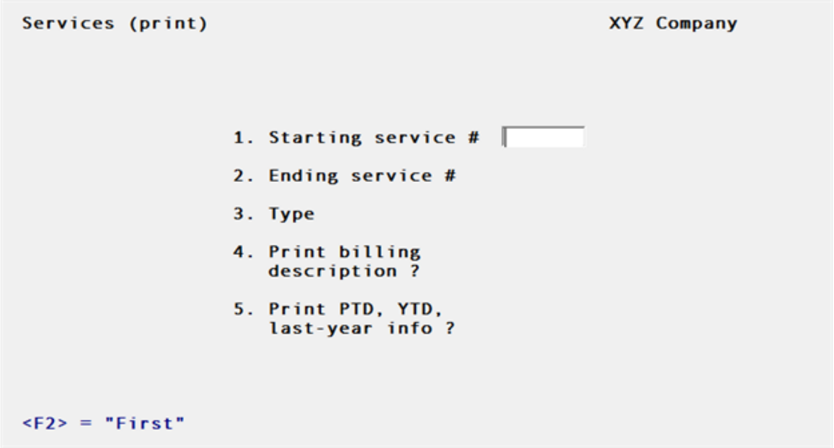
PRINTING A SERVICE CODE LIST

This report lists services in alphanumeric order by service number.

Select

Services from the *Reports, master information* menu.

The following screen appears:



```
Services (print)                                     XYZ Company



                   1.  Starting service #  [      ]

                   2.  Ending service #

                   3.  Type

                   4.  Print billing
                       description ?

                   5.  Print PTD, YTD,
                       last-year info ?



<F2> = "First"
```

1. Starting service

2. Ending service#

Enter the starting and ending service #'s for the range of services to be included on the report. Follow the screen instructions.

Note	If you want to print a single group of services, enter the group's service #. then press F2 to automatically enter the ending service number of that group. This allows you to print services for a single group.

Format	6 characters at each field
Example	Press F2 at both fields

3. Type

Type 1 to print a billable services only, 2 for non-billable services only, or 3 to print both billable and non-billable services.

Format	9
Example	Type 3

4. Print billing description ?

Select whether or not to print the billing descriptions entered for each service. If you answer Y, the billing descriptions, if any, will be printed for each service.

Example	Type Y

Note	If you entered a "Type" of "Non- billable", this field displays "(Not applicable)" and entry is not allowed because non-billable services do not have billing descriptions.

5. Print PTD, YTD, last-year info ?

Select whether or not to print hours, cost, charges, adjustments, and billings figures for PTD, YTD, and last year for each service. If you answer Y, these amounts will be printed for each service.

Example	Press ENTER for N

Expenses

This chapter contains the following topics:

Introduction to Expenses ....
Entering Expenses ....
Printing an Expense Code List ....

INTRODUCTION TO EXPENSES

Use this selection to enter the basic information about the expenses our firm incurs on behalf of clients. The information that you enter here is stored in the Expense File.

An expense number identifies each expense. An expense number is a shorthand notation for a specific type of expense incurred by your firm. This expense number is used on expense sheets to identify the expense incurred on each line.

When you are setting up T/B, this selection is used to enter your starting period-to-date, year-to-date, and last-year information (such as hours, costs, and charges) for each expense. Later, when expense sheets and invoices are posted, T/B automatically updates these amounts.

This selection allows each expense to be designated as either billable or non-billable. Billable expenses are typically expenses incurred on behalf of clients in relation to the delivery of professional services (such as Telephone, or Meals). Non-billable expenses are either delivery-related expenses incurred which cannot be billed to the client, or other non-billable expenses incurred.

You can use this selection to define expense groups, which allow you to group related expenses together. Groups may be used to summarize all expenses within a group when presenting a bill to a client.

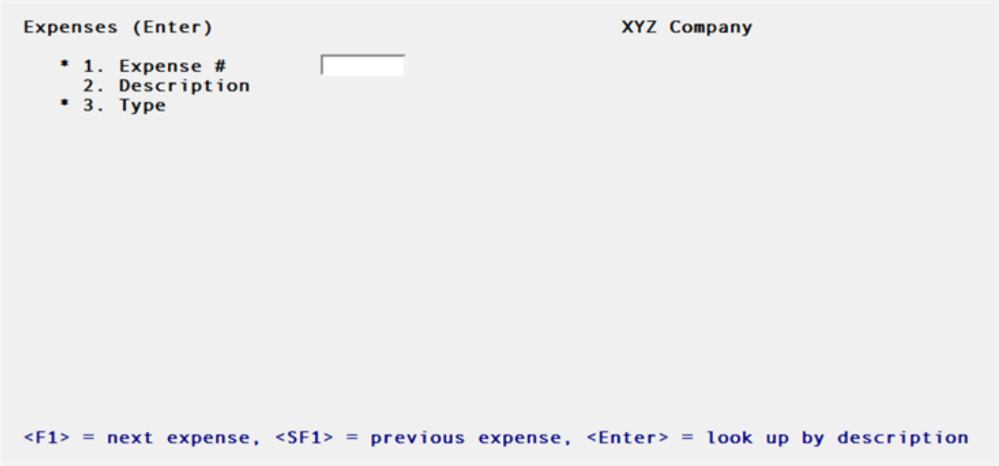
You can print a list of expenses by expense #, showing all of the information about each expense, with the option of printing billing descriptions and period-to-date, year-to-date, and last-year information.

ENTERING EXPENSES

Select

Expenses from the *Master information* menu.

The following screen displays:



```
Expenses (Enter)                                        XYZ Company

   * 1. Expense #
     2. Description
   * 3. Type













<F1> = next expense, <SF1> = previous expense, <Enter> = look up by description
```

From this screen you can work with both new and existing expenses. If an entry has already been made for the expense you specify, information on that expense will appear and be available for changes or deletion.

1. Expense

For a new expense:

Enter the expense number you will use to identify this expense.

Format	3 characters
Example	Type 1

For an existing expense:

Enter the expense number, or use one of the options:

F1	To scan through the expenses on file
SF1	To scan the previous expenses on file
Enter	To leave the expense number blank. You can then look up the expense by its description by entering a full or partial expense description.

Note	If you want to print expense WIP items in expense code order on your invoices, you must use a numeric numbering scheme for your expense codes. For example, the expense code that you want printed first on the invoice could be assigned expense # 1, the second expense # 2, etc. If you want to print the WIP items in date order or not at all, you may use an alphanumeric numbering scheme for your expense codes.

2. Description

Enter a description for the expense.

This description will display when this expense # is entered in the Time and expenses selection.

Format	25 characters
Example	Enter Travel - Ground

Note	The description that you enter here can also be used as the default billing description on invoices for expense WIP items. You can choose to do this when defining the general appearance of your invoice format, using the General appearance function.

3. Type

Enter either:

B = Billable

N = Non-billable

G = Group

This field is automatically updated whenever an invoice is posted for one of this partner's clients.

Format	1 character
Example	Type B as this is a billable item

When expense sheets are posted, each expense sheet line for a billable expense (performed for a "Cost plus" matter) will be posted to the Work in Process File.

Non-billable expenses are not posted to the Work in Process File. Their amounts for the current period and year will, however, be posted to the Expense File.

A group cannot contain other groups, nor can others overlap it. For example, if group # 100 ends at expense #199, the next group must be numbered 200 or above, and all the expenses for the next group must be numbered greater than 200

3. Rate

Enter the rate at which this expense will be charged to clients. This rate can be used when you enter expense sheets using the Time and expenses selection. If you press ENTER to default to "(None)", the exact amount can be entered using Time and expenses.

Format	9,999,999,999.99-
Example	Press Enter

4. Ending group

If you are entering a group expense, you will be asked to enter the expense number that marks the end of the group.

Format	6 characters

5. Ending group

For a non-billable expense, this field displays "(Not applicable)" and it is skipped.

If this expense is taxable, answer Y. Otherwise, press ENTER to default to N.

If you answer Y, sales tax for the expense will be calculated automatically whenever the expense is billed, according to each client's tax code. If you answer N, no sales tax will be calculated for this expense.

Format	Press Enter for N

6. Revenue acct

For a non-billable expense, this field displays "(Not applicable)" and it is skipped.

Enter the account to which revenue from this expense is to be distributed, or use the option:

F1	To use the default revenue acct # specified in T/B *Control information*

Format	Press F1

7. Markup acct

For a non-billable expense, this field displays "(Not applicable)" and it is skipped.

Enter the account to which markups for this expense is to be distributed, or use one of the options:

F1	To use the default markup acct # specified in T/B *Control information*

Format	Press F1

8. Markdown acct

For a non-billable expense, this field displays "(Not applicable)" and it is skipped.

Enter the account to which markdowns for this expense is to be distributed, or use one of the options:

F1	To use the default markdown acct # specified in T/B *Control information*

Format	Press F1

Period-to-date, Year-to-date, and Last-year Fields

The PTD and YTD portions of field 9 are updated whenever you post an expense sheet containing one or more lines for this expense, if the line is for a "Cost plus" matter. These fields are also updated if no matter was entered for the line, provided that the client's billing method is not flat fee.

The PTD and YTD portion of field 10 and 11 are updated when invoices for the expenses described above are posted.

The PTD and YTD portions of field 12 are updated whenever you post a expense sheet containing one or more lines for this expense, if the line is for either a "Rat fee", "Fixed fee", or "Contingent fee" matter. These fields are also updated if no matter was entered for the line, provided that the client's billing method is flat fee.

The amounts in the YTD fields are moved to the last-year fields when Close a period is run at the end of your accounting year.

For a new expense, you can press F2 at field 9 to set all of the "amounts" fields on this screen to zero.

9. Expenses

Enter the expenses incurred for cost-plus matters for the period-to-date, year-to-date, and last year.

Format	999,999,999.99-
Example	Press F2

10. Adjustments

For a non-billable expense, this field displays "(Not applicable)" and it is skipped.

Enter the total adjustments for cost-plus matters for the period-to-date, year-to-date, and last year.

Format	999,999,999.99-

11. Billings

For a non-billable expense, this field displays "(Not applicable)" and it is skipped.

Enter the total expense billings for cost-plus matters for the period-to-date, year-to-date, and last year.

Format	999,999,999.99-

12. Expense

Enter the total expenses incurred for flat fee, fixed fee, and contingent fee matters for the period-to-date, year-to-date, and last year.

Format	999,999,999.99-

Make any changes as usual.

For a new expense, you are asked if you want to enter a billing description for this expense. For an existing expense, you may press F6 to enter a billing description.

If you select to enter a billing description, the screen will now look like:

*** Insert screen***

Enter a Billing Description

If this expense is billable, you can enter up to 10 lines of billing description. (A billing description cannot be entered for a non-billable expense.)

The billing description lines are available for use in Invoice formats, so you have the option of printing the billing description for each expense on your invoices.

Note	The billing description that you enter here can also be used as the default billing description on invoices for expense WIP items. You can choose to do this when defining the general appearance of your invoice format, using the General appearance function.

This field uses PBS's text editing function. You enter text in much the same way as most word processing programs, using the ENTER key, arrow keys, DELETE key, ESC when done, etc. When you are finished entering text, press ESC and follow the screen instructions.

The functions used here are described in the Using Notes section of the *Use of Function Keys, Toolbar and Windows* chapter in the *System User* documentation.

Deleting Expenses

The F3 key is used to delete an expense. The software will warn you when an expense has year-to-date activity. You should not delete such expense codes.

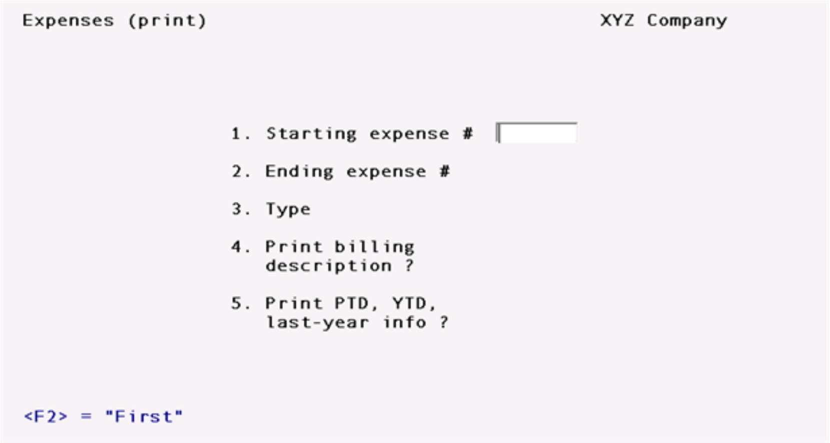
PRINTING AN EXPENSE CODE LIST

This report lists expenses in alphanumeric order by expense number.

Select

Expenses from the *Reports, master information* menu.

The following screen will be displayed:



```
Expenses (print)                                  XYZ Company

                  1. Starting expense #
                  2. Ending expense #
                  3. Type
                  4. Print billing
                     description ?
                  5. Print PTD, YTD,
                     last-year info ?

<F2> = "First"
```

1. Starting expense

2. Ending expense

Enter the starting and ending expense #'s for the range of expenses to be included on the report. Follow the screen instructions.

If you want to print a single group of expenses, enter the group's expense #, then press F2 to automatically enter the ending expense # of that group. This allows you to print expenses for a single group.

Format	6 characters
Example	Press F1 at both fields

3. Type

Type 1 to print billable expenses only, 2 for non-billable expenses only, or 3 to print both billable and non-billable expenses.

Format	9
Example	Type 3

4. Print billing description ?

If you entered a "Type" of "Non-billable", this field displays "(Not applicable)" and entry is not allowed because non-billable expenses do not have billing descriptions.

Select whether or not to print the billing descriptions entered for each expense. If you answer Y, the billing descriptions, if any, will be printed for each expense.

Example	Type Y

5. Print PTD, YTD last year info ?

Select whether or not to print PTD, YTD, and last-year amounts for each expense. If you answer Y, these amounts will be printed for each expense.

Example	Press Enter for N

Partners

This chapter contains the following topics:

Introduction to Partners ....
Entering Partners ....
Printing a Partners List ....

INTRODUCTION TO PARTNERS

Use this selection to enter your partners in T/B.

You must check the box to *Are sales reps used* in A/R *Control information* before this selection can be used.

Each partner is identified by a partner #. This partner # is used by other T/B functions, such as Clients, where the entry of a partner # is required for each client.

Each partner is responsible for one or more clients. When invoices are posted for clients, the amount billed is automatically added to the partner's period-to-date and year-to-date billing amounts. The partner # is also used in the T/B Aging reports function to print clients grouped by partner or to only print clients for a single partner.

Note	T/B Partners are also the A/R Sales Reps. Partners entered here will also appear in A/R as sales reps.

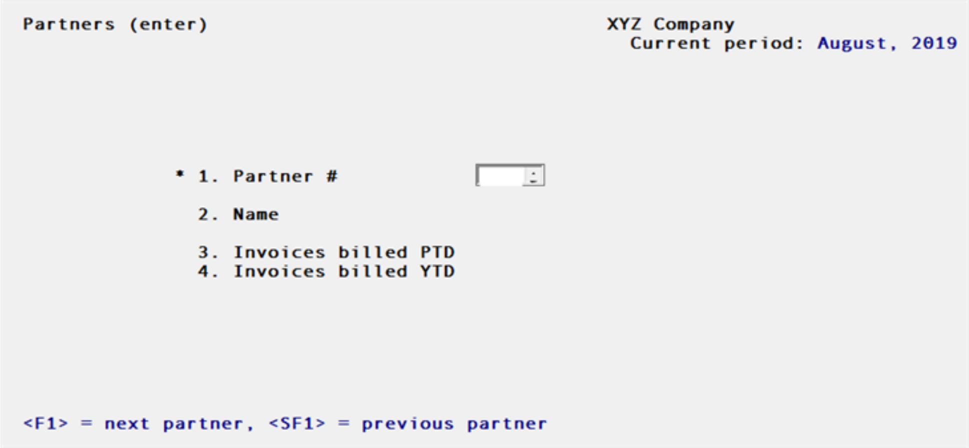
If a partner will also be doing actual work on matters, and this work will be entered on time and expense sheets, the partner must also be entered in the Staff File using the *Staff* selection.

ENTERING PARTNERS

Select

Partners from the *Master information* menu.

The following screen displays:



```
Partners (enter)                                    XYZ Company
                                                      Current period: August, 2019



              * 1. Partner #

                2. Name

                3. Invoices billed PTD
                4. Invoices billed YTD




<F1> = next partner, <SF1> = previous partner
```

From this screen, you can work with both new and existing partners. If a partner already exists for the partner number you specify, it will appear and be available for changes or deletion.

1. Partner

Enter the partner number, or use the option:

F1	To scan through the partners on file
SF1	To scan through previous partners on file

Format	3 characters
Example	Type 1

2. Name

Enter the partner's name.

The way the name is entered (last name first or first name first) is the way it will appear on the Partner List.

Format	25 characters
Example	Type Thomas J. Finch PTD and YTD

Fields

Fields 3 and 4 are updated by other functions in this package. If you select one of these fields, you will see "Change not allowed".

When setting up T/B, if a partner has no billing history yet, press <F1> to set fields 3 and 4 to zero.

Otherwise, when setting up T/B, enter information as follows:

3. Invoices billed PTD

If appropriate, enter the amount for this partner's period-to-date billings.

This field is automatically updated whenever an invoice is posted for one of this partner's clients.

Format	999,999,999,999.99-
Example	Type 3500

3. Invoices billed YTD

If appropriate, enter the partner's year-to-date billings.

This field is automatically updated whenever an invoice is posted for one of this partner's clients.

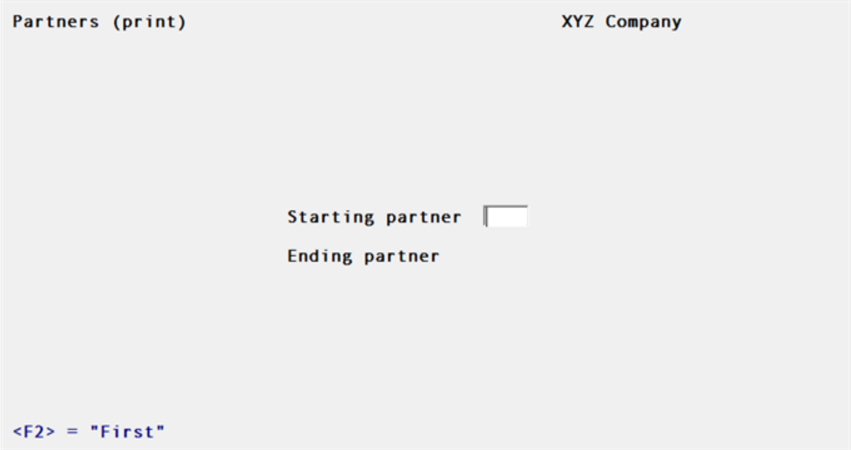
Format	999,999,999,999.99-
Example	Type 3500

PRINTING A PARTNERS LIST

Select

Partners from the *Reports, master information* menu.

The following screen will be displayed:



```
Partners (print)                                   XYZ Company



                         Starting partner
                         Ending partner



<F2> = "First"
```

Starting partner

Ending partner

On the screen that appears, enter the range of partners to include on the list. Follow the screen instructions.

Format	3 characters
Example	Press F2 at both fields

Select a printer.

Staff

This chapter contains the following topics:

Introduction to Staff Members ....

Entering Staff Members ....

Entering Client Rates ....

Printing a List by Staff Number ....

Printing a List by Staff Number ....

INTRODUCTION TO STAFF MEMBERS

Use this selection to enter your staff in T/B. The information that you enter here is stored in the Staff file.

Each staff member is identified by a staff number. This staff number is entered on time and expense sheets to show which staff member performed the work or incurred the expenses.

You can use this selection to enter a staff member's standard service rate (charge per hour), the rate charged for particular clients, and specific service rates for up to 10 different services. These rates appear as defaults whenever you enter time and expense sheets for this staff member using the Time and expenses selection.

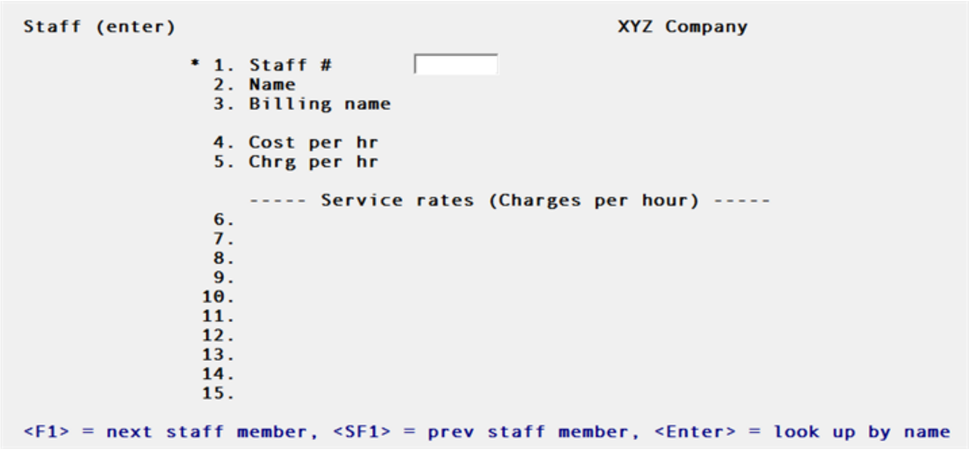
When you are setting up T/B, this selection is used to enter each staff member's starting period-to-date, year-to-date, and last-year amounts for billable hours, costs, charges, etc. Later, when time and expense sheets are posted, and invoices are posted, T/B automatically updates these amounts.

ENTERING STAFF MEMBERS

Select

Staff from the *Master information* menu.

The following screen will be displayed:



```
Staff (enter)                                            XYZ Company

                * 1. Staff #       
                  2. Name
                  3. Billing name

                  4. Cost per hr
                  5. Chrg per hr

                     ----- Service rates (Charges per hour) -----
                  6.
                  7.
                  8.
                  9.
                 10.
                 11.
                 12.
                 13.
                 14.
                 15.

<F1> = next staff member, <SF1> = prev staff member, <Enter> = look up by name
```

From this screen, you can work with both new and existing staff. If a staff member already exists for the staff number you specify, information for that staff member will appear and be available for changes or deletion.

Enter the following information:

1. Staff

For a New Staff Member:

Enter the staff number you will use to identify this staff member.

Format	6 characters
Example	Type 10

For an Existing Staff Member:

Enter the staff number, or use one of the options:

F1	To scan through the staff members
Enter	To leave the staff number blank. You can then look up the staff member by name by entering a full or partial staff name.

2. Name

Enter a name for the staff member.

Format	25 characters
Example	Type Alicia Means

3. Billing name

Enter the staff member's billing name for use on bills, or use the option:

F1	To use the staff name

Format	Up to the maximum # of characters specified in T/B Control information for the staff member billing name text length
Example	Type Alicia Means, Account Supervisor

4. Cost per hour

Enter the cost per hour for this staff member.

Format	99,999.99
Example	Type 45

5. Chrg per hr

Enter the standard amount charged per hour for this staff member's time.

Format	99,999.99
Example	Type 120

Service rates

You may enter up to 10 service rates for this staff member.

First, enter the service number for which the rate will be charged, or use one of the options:

F1	To scan through the group services and the billable services on file
F2	To end entry of service rates

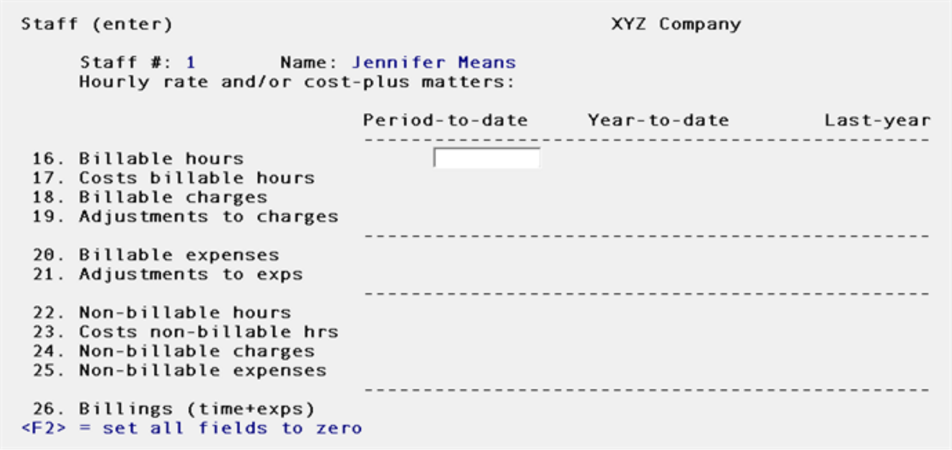
If you enter a rate for a service group, this staff member will have that rate for all the group's services. If there are services within the group that need to be charged at a different rate, enter those services first, before entering the group rate. (After you enter a group rate, the software will not allow rates to be entered for any services within that group.)

Next, enter the charge per hour for the service.

Format	99,999.99
Example	Type 110, type 120, type 200, type 100, and then press F2

Make any changes as usual.

Select the ENTER key and you then see:



```
Staff (enter)                                        XYZ Company

     Staff #: 1        Name: Jennifer Means
     Hourly rate and/or cost-plus matters:

                                Period-to-date     Year-to-date        Last-year
                                ------------------------------------------------
 16. Billable hours
 17. Costs billable hours
 18. Billable charges
 19. Adjustments to charges
                                ------------------------------------------------
 20. Billable expenses
 21. Adjustments to exps
                                ------------------------------------------------
 22. Non-billable hours
 23. Costs non-billable hrs
 24. Non-billable charges
 25. Non-billable expenses
                                ------------------------------------------------
 26. Billings (time+exps)
<F2> = set all fields to zero
```

Handling of Period-to-date, Year-to-date, and Last-year Fields

The current period ending date is stored in the T/B *Control information*. Dates on or before the period ending date are in the current period. Dates later than the period ending date are in the next period.

If a posting date is within the current period, posted amounts are added to the PTD and YTD fields.

If a posting date is within the next period, posted amounts are stored in next period fields which are not visible.

Closing the current period (within the Close a period selection) moves the next period amounts to the current PTD fields, adds next period amounts to the YTD amounts, and then clears the next period fields.

The amounts in the YTD fields are moved to the last-year fields when Close a period is run at the end of your accounting year.

History Screens for Staff

There are two history screens for staff.

The first screen shows history for the matters worked on by the staff member whose billing terms are "by the hour" for services and / or "cost plus" for expenses.

The second screen shows history for the matters worked on by the staff member whose billing terms are not "by the hour" for services and not "cost plus" for expenses. In other words, the staff history shown on the second screen is for matters whose service or expense billing terms are "flat fee", "fixed fee", or "contingent fee".

When matters are not used, there are no billing terms defined. In this case, history is accumulated according to the client's billing method. When the client's billing method is "advance billing retainer", or "time and expenses", history is accumulated on the first history screen. When the client's billing method is "flat fee retainer", history is accumulated on the second history screen.

Hourly Rate and / or Cost-plus Matters

This is the first history screen.

The period-to-date (PTD) and year-to-date (YTD) portions of fields 16, 17, 18, 20, and 22 through 25 are updated when time and expense sheets are posted.

The PTD and YTD portions of fields 19, 21, and 26 are updated when invoices are posted.

The amounts accumulated on this screen are from time and expense sheet lines related to matters with billing terms that generate WIP, or (when matters are not used) because the client's billing method generates WIP.

Matter billing terms that generate WIP are "by the hour" for services and "cost plus" for expenses. The client billing methods that generate WIP are "time and expenses" and "advance billing retainer".

16. Billable hours

Billable hours are accumulated from billable service lines posted from time and expense sheets.

Enter this staff member's accumulated billable hours, or use the option:

F1	To set all fields on this screen to zero

Format	9,999.99-
Example	Type 55.25, then type 503.5, then press ENTER again

17. Costs billable hours

Costs of billable hours are calculated as hours times staff cost per hour, when billable service lines are posted from time and expense sheets.

Enter the cost of delivering the billable hours of service entered in field 16.

Format	999,999,999.99-
Example	Type 1105, type 10070, then press ENTER again

18. Billable hours

Billable charges are calculated during entry of billable service lines on time and expense sheets. The charge amount is hours times hourly rate. See time and expense entry for more information on how the hourly rate is obtained.

Enter the total charges for the billable hours of service entered in field 16.

Format	999,999,999.99-
Example	Type 2210, then type 22657.50, then press ENTER again

19. Adjustments to charges

When a service WIP line is selected for billing, the hours and rate can be adjusted, resulting in the client being charged an amount that is different from the original time and expense sheet line's posting amount. Differences between adjusted charge amounts and original charge amounts are "adjustments to charges" and are accumulated in this field when invoices are posted.

Enter the adjustments to the total charges for the billable hours of service.

Format	999,999,999.99-
Example	Type 120, then type 300, then press ENTER again

20. Billable expenses

Billable expenses are accumulated from billable expense lines posted from time and expense sheets.

Enter this staff member's accumulated billable expenses.

Format	999,999,999.99-
Example	Type 160.75, then type 5753.01, then press ENTER again

21. Adjustments to exps

When an expense WIP line is selected for billing, the expense amount can be adjusted, resulting in the client being charged an amount that is different from the original time and expense sheet line's posting amount. Differences between adjusted expense amounts and original amounts are "adjustments to expenses" and are accumulated in this field when invoices are posted.

Enter the adjustments to billable expenses.

Format	999,999,999.99-
Example	Type 10, then type 411, then press ENTER again

22. Non-billable hours

Non-billable hours are accumulated from non-billable service lines posted from time and expense sheets.

Enter this staff member's accumulated non-billable hours, or use the option:

F2	To set all remaining fields on this screen to zero

Format	9,999.99-
Example	Type 12, then type 46, then press ENTER again

23. Costs non-billable hrs

Costs of non-billable hours are calculated as hours times staff cost per hour, when non-billable service lines are posted from time and expense sheets.

Enter the cost of delivering the non-billable hours of service entered in field 22.

Format	999,999,999.99-
Example	Type 240, then type 920, then press ENTER again

24. Non-billable charges

Non-billable charges are calculated during entry of non-billable service lines on time and expense sheets. The charge amount is hours times hourly rate. See time and expense entry for more information on how the hourly rate is obtained.

Enter the total charges for the non-billable hours of service entered in field 22.

Format	999,999,999.99-
Example	Type 480, then type 1955, then press ENTER again

26. Billings (time+exps)

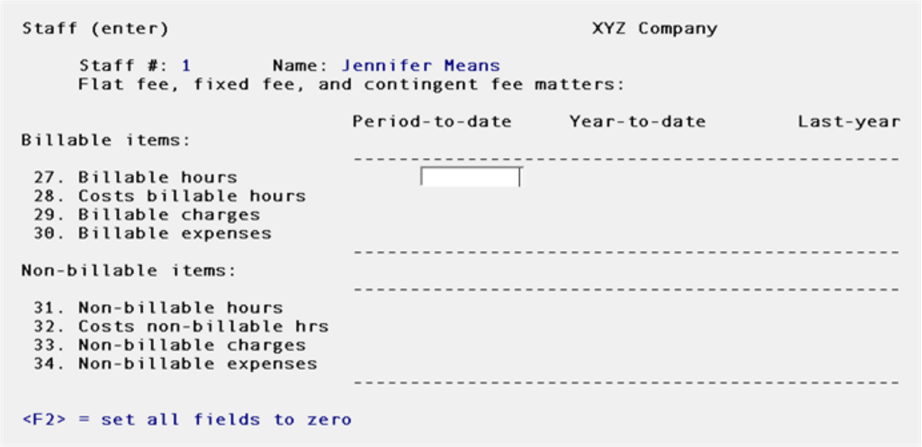
Billings are the total of amounts invoiced out as a result of work done by this staff member, less any final adjustments to matters entered during billing, using *Billing adjustments*.

Enter this staff member's accumulated billings.

Format	999,999,999.99-
Example	Type 2240.75, then type 27699.51, then press ENTER again

Make any changes as usual.

The next screen is this:



```
Staff (enter)                                         XYZ Company

     Staff #: 1          Name: Jennifer Means
     Flat fee, fixed fee, and contingent fee matters:

                              Period-to-date     Year-to-date        Last-year
Billable items:
                              ---------------------------------------------------
 27. Billable hours
 28. Costs billable hours
 29. Billable charges
 30. Billable expenses
                              ---------------------------------------------------
Non-billable items:
                              ---------------------------------------------------
 31. Non-billable hours
 32. Costs non-billable hrs
 33. Non-billable charges
 34. Non-billable expenses
                              ---------------------------------------------------

<F2> = set all fields to zero
```

Flat Fee, Fixed Fee, and Contingent Fee Matters

This is the second history screen.

The period-to-date (PTD) and year-to-date (YTD) portions of these fields are updated when time and expense sheets are posted.

The amounts accumulated on this screen are from time and expense sheet lines related to matters with billing terms that do not generate WIP, or (when matters are not used) because the client's billing method does not generate WIP.

Matter billing terms that do not generate WIP are "flat fee", "fixed fee", and "contingent fee". The client billing method that does not generate WIP is "flat fee retainer".

"Billable" fields on this screen relate to services and expenses which are billable. These Fields are considered billable even though the amounts for these fields never appear on invoices. They represent amounts that would have been billed if the relevant matter billing terms or client billing method generated WIP.

"Non-billable" fields on this screen relate to services and expenses which are non-billable. Even if matter billing terms or the client billing method did generate WIP, these fields show amounts that would not have been billed because the underlying services and expenses are non-billable.

27. Billable hours

Billable hours are accumulated from billable service lines posted from time and expense sheets.

Enter this staff member's accumulated billable hours, or use the option:

F2	To set all fields on this screen to zero

Format	999,999,999.99-
Example	Type 2240.75, then type 27699.51, then press ENTER again

28. Costs billable hours

Costs of billable hours are calculated as hours times staff cost per hour, when billable service lines are posted from time and expense sheets.

Enter the cost of delivering the billable hours of service entered in field 27.

Format	999,999,999.99-

29. Billable charges

Billable charges are calculated during entry of billable service lines on time and expense sheets. The charge amount is hours times hourly rate. See time and expense entry for more information on how the hourly rate is obtained.

Enter the total charges for the billable hours of service entered in field 27.

Format	999,999,999.99-

30. Billable expenses

Billable expenses are accumulated from billable expense lines posted from time and expense sheets.

Enter this staff member's accumulated billable expenses.

Format	999,999,999.99-

31. Non-billable hours

Non-billable hours are accumulated from non-billable service lines posted from time and expense sheets.

Enter this staff member's accumulated non-billable hours, or use the option:

F2	To set all fields on this screen to zero

Format	999,999,999.99-

32. Costs non-billable hrs

Costs of non-billable hours are calculated as hours times staff cost per hour, when non-billable service lines are posted from time and expense sheets.

Enter the cost of delivering the non-billable hours of service entered in field 31.

Format	999,999,999.99-

33. Non-billable charges

Non-billable charges are calculated during entry of non-billable service lines on time and expense sheets. The charge amount is hours times hourly rate. See time and expense entry for more information on how the hourly rate is obtained.

Enter the total charges for the non-billable hours of service entered in field 31.

Format	999,999,999.99-

34. Non-billable expenses

Non-billable expenses are accumulated from non-billable expense lines posted from time and expense sheets.

Enter this staff member's accumulated non-billable expenses.

Format	999,999,999.99-

Make any changes and select the ENTER key to save the staff member.

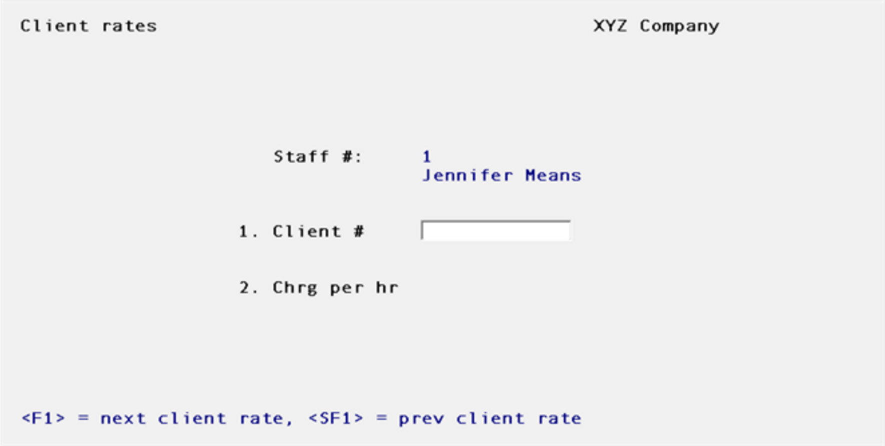
Deleting Staff

The F3 key is used to delete a staff member. The software will warn you when a staff member has year-to-date activity. You should not delete such staff members.

ENTERING CLIENT RATES

For a new staff member, you are asked if you want to enter rates for specific clients. For an existing staff member, you may press F5 to enter client rates.

If you select to enter client rates, the screen will now look like:



```
Client rates                                                   XYZ Company



                           Staff #:        1
                                           Jennifer Means

                       1. Client #

                       2. Chrg per hr



<F1> = next client rate, <SF1> = prev client rate
```

Use this option to enter the rates charged for this staff member's time for specific clients. You can also enter this information using the Client rates selection on the Client menu.

1. Client

Enter the client # for whom you wish to enter a rate, or use one of the options:

F2	To set all fields on this screen to zero
Esc	To return to the first Staff screen to enter another staff member

2. Chrg per hr

Enter the standard amount charged per hour for this client by this staff member.

Format	99,999.99

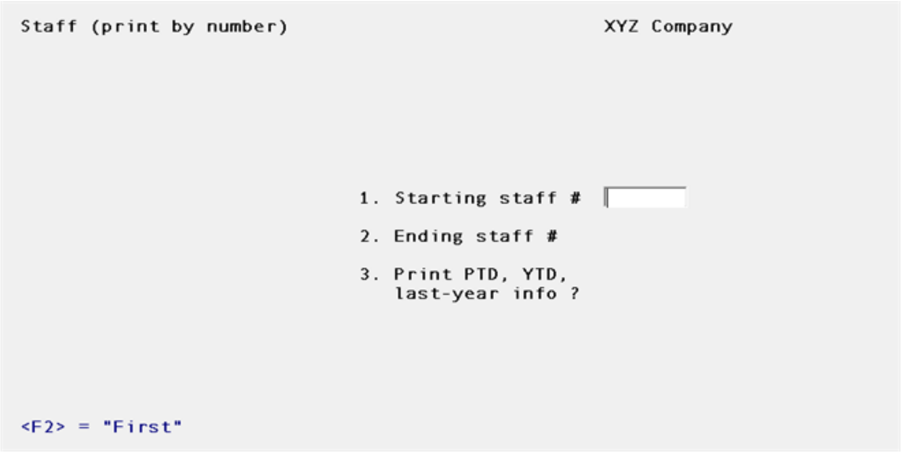
PRINTING A LIST BY STAFF NUMBER

This report lists staff in alphanumeric order by staff number.

Select

Staff by # from the *Reports, master information* menu.

A screen appears for you to enter the following information:



```
Staff (print by number)                           XYZ Company




                                  1. Starting staff #

                                  2. Ending staff #

                                  3. Print PTD, YTD,
                                     last-year info ?




<F2> = "First"
```

1. Starting staff

2. Ending staff

Specify the range of staff numbers to include. Follow the screen instructions.

Format	6 characters each
Example	Press F2 at each field

3. Print PTD, YTD, last-year info?

Specify whether to print period-to-date, year-to-date, and last-year information.

Format	One character, either Y or N
Example	Type Y

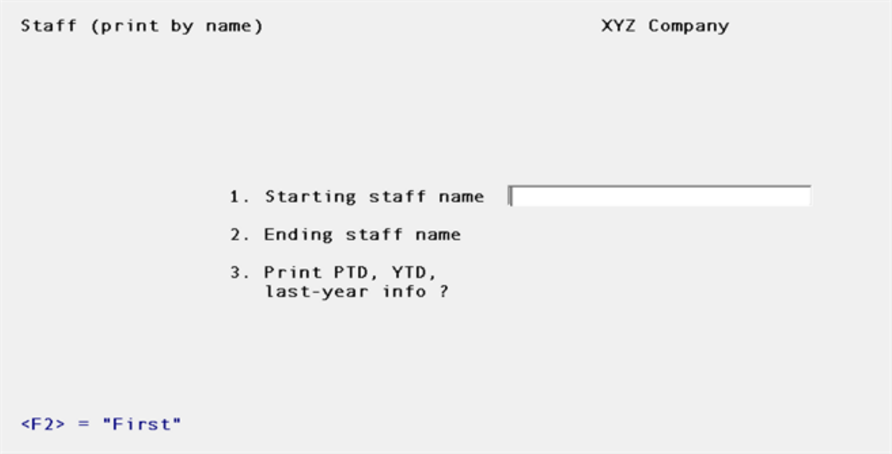
PRINTING A LIST BY STAFF NAME

This report lists staff in alphanumeric order by staff name.

Select

Staff by name from the *Reports, master information* menu.

A screen appears for you to enter the following information:



```
Staff (print by name)                              XYZ Company




              1. Starting staff name  [                         ]

              2. Ending staff name

              3. Print PTD, YTD,
                 last-year info ?




<F2> = "First"
```

1. Starting staff name

2. Ending staff name

Specify the range of staff names to include. Follow the screen instructions.

Format	25 characters each

3. Print PTD, YTD,

last-year info?

Specify whether to print period-to-date, year-to-date, and last-year information.

Format	One character, either Y or N
Example	Type Y

Actions

This chapter contains the following topics:

Introduction to Actions ....

Entering an Action Code ....

Printing a List of Actions ....

INTRODUCTION TO ACTIONS

Use this selection to define general and standard actions that you perform for clients on their matters. You can enter a code and description for each action.

Using the Matters selection, you can note the next action to be done and when it is to be done for a matter, using the "Next action" and "Next action date" fields.

You use the Matter Next Action Report to find out which matters need actions to be done within a time period that you specify.

Using Actions is not required; and in Matters, if you skip entry for the "Next action" field, the program will skip entry of the "Next action date" automatically.

Some examples of actions are given in the table below:

Action	Description
10401	Start 1030 work
10402	Complete 1040 work
10403	Get 1040 signed
10404	File 1040 forms
SUITA	Start suit preparation
SUITB	End suit preparation
SUITC	File suit
SUITD	Start suit discovery
SUITE	End suit discovery
SUITF	Start trial
SUITG	End trial

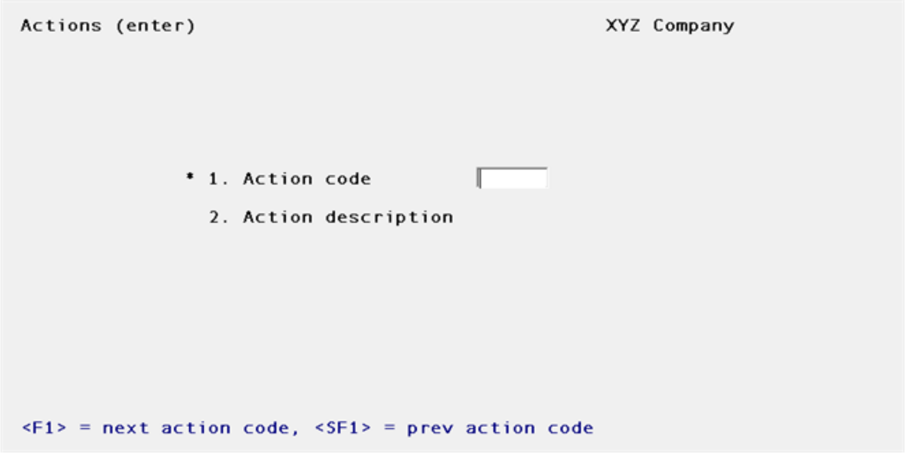
You would not enter items such as "Call Bill Jones" as actions, since these kinds of actions are too specific.

ENTERING AN ACTION CODE

Select

Actions from the *Master information* menu.

The following screen will be displayed:



```
Actions (enter)                                   XYZ Company



              * 1. Action code           [     ]

                2. Action description





<F1> = next action code, <SF1> = prev action code
```

From the screen which appears, you can work with both new and existing action codes. If an action code already exists, it will appear and be available for changes or deletion.

Enter the following information:

* 1. Action code

Enter the action code, or use the option:

F1	To scan through action codes

Format	5 characters
Example	Type 111 2

2. Description

Enter the description for this action.

Format	25 characters
Example	Type Complete audit work

Continue entering the actions shown on the report at the end of this chapter.

PRINTING A LIST OF ACTIONS

Select

Actions from the *Reports master information* menu.

Select a printer.

Clients

This chapter contains the following topics:

Introduction to Clients ....
Entering Clients ....
Entering and Printing Client Rates ....
Printing a List by Client # ....
Printing a List by Client Name ....
Printing a Change Log ....
Changing a Client A/R, WIP, or Advance Billing Account .....

INTRODUCTION TO CLIENTS

Use this selection to enter information about your clients.

You must answer Y to *Are sales reps used* in A/R *Control information* before this selection can be used.)

While entering each client, you must specify the following *code* fields (partner code, etc.) for each client:

- Partner
- A/R account
- Payment terms
- Tax code
- WIP account
- Advance billing account

Each of these codes must have already been entered in its own selection, so that it will be available here.

Each client is identified by a 12-character client number. This *number* can be numerals, letters, or a combination of both, depending on your preference.

You can enter individual rates for each staff member who does work for this client, using Client rates.

You can print a client list in order by either client number or client name. You can also print a log of changes made to client information if you specified in *Company information* that change logs were to be used.

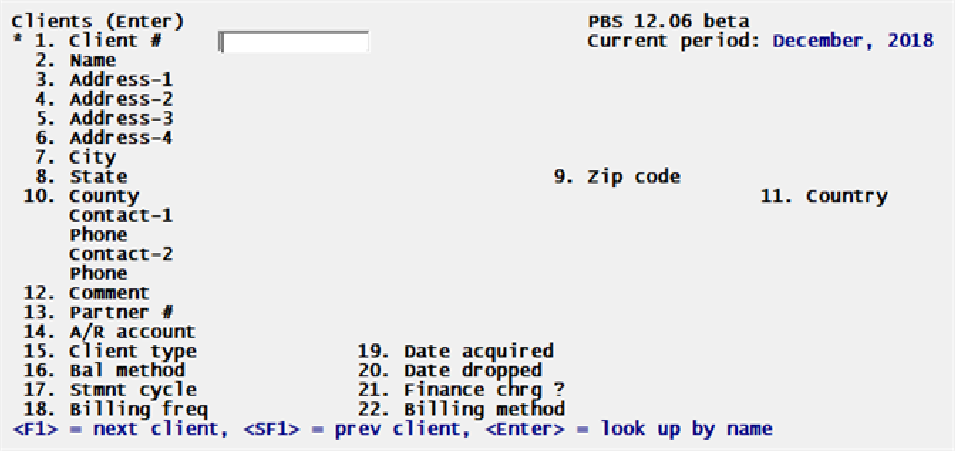
Note	T/B runs in conjunction with the A/R system. Some of the data entered with this selection is stored in A/R Customers, even though this selection is referred to in T/B as Clients. Many of the fields entered on the first client screen are actually customer fields and are entered in a similar manner as when entered in the Customers selection in the A/R system. In T/B, the Client record is an extension of the A/R Customer record. Because of this, the client number entered in this selection is also used as the customer number in A/R.

ENTERING CLIENTS

Select

Clients from the T/B menu.

This is the screen you see:



```
Clients (Enter)                                           PBS 12.06 beta
* 1. Client #                                             Current period: December, 2018
  2. Name
  3. Address-1
  4. Address-2
  5. Address-3
  6. Address-4
  7. City
  8. State                                             9. Zip code
 10. County                                                               11. Country
     Contact-1
     Phone
     Contact-2
     Phone
 12. Comment
 13. Partner #
 14. A/R account
 15. Client type                   19. Date acquired
 16. Bal method                    20. Date dropped
 17. Stmnt cycle                   21. Finance chrg ?
 18. Billing freq                  22. Billing method
<F1> = next client, <SF1> = prev client, <Enter> = look up by name
```

From this screen, you can work with both new and existing clients. If a client with the client number you enter already exists, the information on file will appear and be available for changes or deletion.

Enter the following information:

1. Client

For a new client:

Enter the client number you use to identify this client.

Format	12 characters
Example	Type 5

For an existing client:

Enter the client number, or use one of the options:

F1	To scan through the clients
Enter	To leave the client number blank. You can then look up the client by name

Note	Unlike A/R, where miscellaneous customers are allowed, you cannot enter miscellaneous clients in T/B.

2. Name

Enter the client company's name, or use the option below to enter a person's name (in the case where the client is a person and not a company).

F2	To enter a person's name instead of a company's name. Pressing F2 again returns to entering a company's name.

Format	50 characters
Example	Type Sullivan Graphics Design

Note	If the company name to be entered starts with "The" (e.g., "The Ace Company"), then you might want to enter the company name here as "Ace Company, The". This allows the Clients by Client Name Report to print this company with other companies whose names start with the letter "A" (e.g., after "Abbot Enterprises" but before "Advanced Associates").

Entering a Person's Name

If you use the F2 option, enter the first name (and middle initial if you wish), then the last name of the client.

First Name

Format	10 characters

Last Name

Format	14 characters

When printing the Clients by Client Name Report the last name will be used for alphabetical placement. For instance, if you enter "John Smith" after pressing F2, and then print a Clients by Client Name Report (Printing a List by Client Name), this client would print after "Sara Samuels" and before "Barry Spencer".

When a client's name is entered in this format, you may search for the client using the client's last name. For example, in the Time and expenses selection, when entering time sheet lines, you can search on the client's last name if you do not have the client's number at hand when entering the line.

Because you may only easily search on the last name, it might not be advisable to use this format if you have a very large number of clients who have the same last name.

3. Address 1

Enter the first line of the client's address.

Format	60 characters
Example	Type 201 Berkshire Ave.

4. Address 2

Enter the second line of the client's address.

Format	60 characters
Example	Press ENTER

5. Address 2

Enter the third line of the client's address.

Format	60 characters
Example	Press ENTER

6. Address 2

Enter the fourth line of the client's address.

Format	60 characters
Example	Press ENTER

7. City

Enter the name of the client's city.

Format	45 characters
Example	Type Los Angeles

6. State

Enter the postal service code of the client's state.

Format	23 characters
Example	Type CA

7. Zip code

Enter the client's zip code.

Format	15 characters
Example	Type 92104

10. County

Enter the name of the client's county.

Format	45 characters
Example	Hit <Enter>

11. Country

Enter the code of the client's country.

Format	3 characters
Example	Hit <Enter>

Contact-1, Phone, Contact-2 and Phone.

These fields display the contact names and phone numbers of the primary and secondary person to contact at the client's location. This field is display only. The contact is entered on a separate screen.

12. Comment

This field is available for any comment you want to make.

Format	25 characters
Example	Type Nancy- Pres., Adele- CFO

13. Partner

This is the number of the partner who is responsible for this client's account. Enter the partner number, or use the option:

F1	To scan through the partners on file

Format	3 characters
Example	Press F1 and then press ENTER for 1

14. A/R account

Enter the number of the A/R account to which documents for this client are to be posted, or use one of the options:

F1	For the default A/R account from A/R Control information
F2	To scan through the other A/R accounts

Example	Press F1 for 1100-000

Normally, once you assign an A/R account to a client, it is not changed. However, if you ever have to change an A/R account for a client, see the note at the end of this chapter.

15. Client type

Enter the client type.

Entering a type is optional, but if you do use this field, you will be able to categorize many of the T/B reports based upon client type, including client lists by number and name.

Format	5 characters
Example	Type STMNT

16. Bal method

Enter the code for the method you use in handling this client's account. Enter either O for "open item" or B for "balance forward".

Format	1 character
Example	Press ENTER for the default

Note	If you change the accounting method from "balance forward" to "open item" for an existing client who has A/R open items on file, you must change the apply-to numbers for each of that client's open items in order to apply payment properly. In the A/R User documentation, the chapter titled *Change Apply-to Number or Due Date* and the chapter titled *Fully Paid Open Items* contain more information.

17. Stmnt cycle

Enter the statement cycle code to specify how often statements are to be printed for this client.

Suggested statement cycle codes are W (weekly), M (monthly), Q (quarterly), etc., although any single letter or number is allowed, as well as special characters such as "#".

Format	1 character
Example	Press ENTER for the default, M

18. Billing freq

Enter the billing frequency code to specify how often invoices are to be printed for this client.

Suggested billing frequency codes are W (weekly), M (monthly), Q (quarterly), etc., although any single letter or number is allowed, as well as special characters such as "#".

Format	1 character
Example	Press ENTER for the default, M

19. Date acquired

Enter the date that this client was acquired.

Format	MMDDYY
Example	Type 60119

20. Date dropped

When your relationship with a client is terminated, enter the termination date in this field.

Format	MMDDYY
Example	Press ENTER for NONE

21. Finance chrg ?

Your answer here specifies whether finance charges on past due items will be calculated by the A/R Finance charges selection for this client.

Example	Press ENTER for Y

22. Billing method

This field specifies the normal method by which you bill a client.

Enter A for advance billing retainer, F for flat fee retainer, or T for time and expenses.

Refer to the Retainer definition, as used in T/B, in the Understanding Professional Time and Billing chapter. The terms "flat fee retainer", "advance billing retainer" and "upfront retainer" are also defined in the chapter.

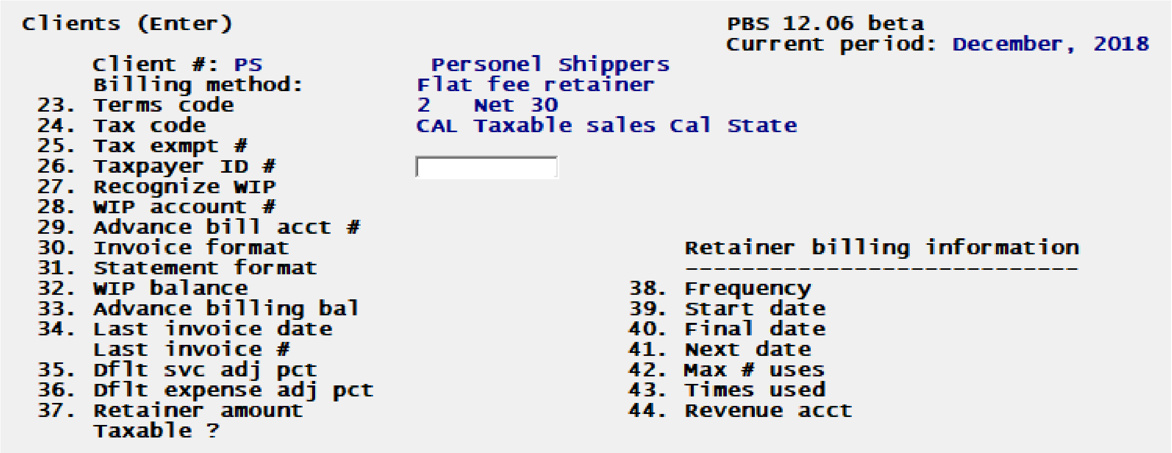
When a client's billing method is specified as "time and expenses", it means that the normal billing terms used for this client's matters are "by the hour" and "cost plus" (i.e., services are charged for at an hourly rate, and expenses are charged for on a cost-plus basis).

See the appendix titled D. How to Set Up Billing Methods and Terms for more information.

Format	1 character
Example	Type A

Make any changes as needed.

Then you will see:



```
 Clients (Enter)                                          PBS 12.06 beta
                                                          Current period: December, 2018
      Client #: PS               Personel Shippers
      Billing method:           Flat fee retainer
  23. Terms code                2   Net 30
  24. Tax code                  CAL Taxable sales Cal State
  25. Tax exmpt #
  26. Taxpayer ID #
  27. Recognize WIP
  28. WIP account #
  29. Advance bill acct #
  30. Invoice format                                   Retainer billing information
  31. Statement format                                 ----------------------------
  32. WIP balance                                  38. Frequency
  33. Advance billing bal                          39. Start date
  34. Last invoice date                            40. Final date
      Last invoice #                               41. Next date
  35. Dflt svc adj pct                             42. Max # uses
  36. Dflt expense adj pct                         43. Times used
  37. Retainer amount                              44. Revenue acct
      Taxable ?
```

23. Terms code

Enter the terms code that applies to this client, or use the option:

F1	To review and select from the terms codes

Format	3 characters
Example	Type 2

24. Tax code

Enter the tax code that applies to this client, or use the option below.

You must specify a tax code for every client. If you have clients who are not charged tax, define a tax code with a zero percentage, using the A/R Tax codes selection, and also define a G/L account number to catch any tax amounts which may mistakenly be entered.

F1	To review and select from the tax codes

Format	3 characters
Example	Type CAL

25. Tax exmpt

Enter the client's tax-exempt number, if any.

Format	20 characters
Example	Press ENTER

26. Taxpayer ID

Enter this client's taxpayer identification number (TIN). All TIN's are 9 numeric digits. If you don't know the client's TIN, just press ENTER.

Format	9 numeric characters
Example	Type 334812301

Type

If you enter a taxpayer identification number, you will be asked to enter which type it is (i.e., whether for a business or for an individual).

Enter 1 for a business, or 2 for an individual.

When you enter 1 (Business), the TIN entered is redisplayed in the format XX-XXXXXXX.

When you enter 2 (Individual), the TIN entered is redisplayed in the format XXX-XX-XXXX, (i.e., as a Social Security number).

Format	1 character
Example	Type 1

27. Invoice format

When the invoices for all or many clients use the same format, this field can be left blank. Later, when printing invoices, the format to use can be specified.

If you want this client's invoices printed in a different format than that specified when printing invoices, enter the number of the format to be used for this client.

Format	99
Example	Press ENTER

Note	When invoices are printed for this client, the format entered here and its attachments must be verified for it to be used. If it is not verified, then the format entered on the invoice printing parameter screen will be used.

28. Statement format

When the statements for all or many clients use the same format, this field can be left blank. Later, when printing statements, the format to use can be specified.

If you want |this client's statements printed in a different format than that specified when printing statements, enter the number of the format to be used for this client, or use the option:

F2	To never print statements for this client

Note	Even though a client will never have statements printed by T/B when this option is used, you can always use the A/R system to print statements on preprinted forms for this client.

Format	99
Example	Press ENTER

Note	When statements are printed for this client, the format entered here must be a verified format for it to be used. If it is not verified, then the format entered on the statement printing parameter screen will be used.

29. Recognize WIP

Enter the method used to recognize WIP revenue generated by entry and posting of time and expense sheets. Enter I if the revenue is to be recognized in accounting records when invoices are posted, or T if the recognition is to occur when time and expense sheets are posted.

See the chapter titled and the chapter titled Invoices for more information on accounting entries generated by posting.

Format	1 character
Example	Press ENTER for the default, I

30. WIP account

Enter the number of the WIP account to which billable time and expense sheet lines for this client are to be posted, or use one of the options:

F2	For the default WIP account from A/R *Control information*
F1	To scan through the other WIP accounts

Example	Press F2 for 1320-000

Normally, once you assign a WIP account to a client, it is not changed. However, if you ever have to change a WIP account for a client, see the note at the end of this chapter.

31. Advance bill acct

Enter the number of the advance billing account to which advance billings for this client are to be posted, or use one of the options:

F2	For the default advance bill account from A/R Control information

Example	Press F2 for 2390-000

Normally, once you assign an advance billing account to a client, it is not changed. However, if you ever have to change an advance billing account for a client, see the note at the end of this chapter.

32. WIP balance

This field is the client's outstanding WIP balance.

Unless you are making some kind of correction, you should always skip this field when adding a new client.

The selection Set client account balances is used to set this field to its correct value. See the chapter titled Set Client Account Balances.

Format	999,999,999.99-
Example	Press ENTER

33. Advance billing bal

This field is the client's outstanding advance billing balance.

Unless you are making some kind of correction, you should always skip this field when adding a new client.

The selection Set client account balances is used to set this field to its correct value. See the chapter titled Set Client Account Balances.

Format	999,999,999.99-
Example	Press ENTER

34. Last invoice date

Enter the date of the last invoice you sent to the client.

Format	MMDDYY
Example	Type 31519

Last invoice

Enter the number of the last invoice you sent to the client.

Format	9999999
Example	Type 1240

Both of the invoice fields are updated when printing and posting invoices.

35. Dflt svc adj pct

Enter the default percentage by which to adjust service billings for this client, or use the option:

F2	To use the default service adjustment percent from *Control information*, if it is greater than 0

Format	999.999-
Example	Press ENTER for 0

36. Dflt expense adj pct

Enter the default percentage by which to adjust expense billings for this client, or use the option:

F2	To use the default expense adjustment percent from *Control information*, if it is greater than 0. This default can be used when selecting WIP lines for billing.

Format	999.999-
Example	Press ENTER for 0

Additional Fields

The fields described up to this point are entered for clients whose billing method is "time and expenses". The following additional fields are entered if the client's billing method is "flat fee retainer" or "advance billing retainer".

37. Periodic amount

Enter the periodic flat fee or advance billing amount for this client.

Format	9,999,999.99-
Example	Type 1000

Taxable

When the billing method for a client is flat fee retainer, you will also be asked if this flat fee is taxable.

Answer Y to have the T/B system calculate tax on this flat fee retainer when it is billed.

Answer N if this flat fee retainer is not taxable.

Note	If the client's billing method is "advance billing retainer", you are not asked this question.

38. Frequency

This field specifies how frequently a retainer is to be billed.

First, enter a number to specify how many time periods elapse between billings.

Then enter the code for the time period. The choices are D = days, W = weeks, or M = months.

Format	99 1 character
Example	Type 1, then type M

39. Start date

Enter the date when this retainer will start being billed, or use the option:

F2	For the system date

Format	MMDDYY
Example	Type 61519

40. Final date

Enter the last date for billing this retainer, or use the option:

F2	For "Indefinite"

Format	MMDDYY
Example	Press F2

41. Next date

Enter the next date on which this retainer is to be billed, or use the option:

F2	For the system date

Format	MMDDYY
Example	Type 71519

42. Max # uses

Enter the maximum number of times to bill this retainer, or use the option:

F2	For "Indefinite"

Format	99,999
Example	Type 20

43. Times used

Enter the number of times this retainer has been billed already.

Format	99,999
Example	Type 20

Additional Field for "Flat Fee Retainer" Billing Method

44. Revenue acct

Enter the revenue account for flat fee retainer billings, or use the option:

F2	For the *Control information* default revenue account

Note	If the client's billing method is "advance billing retainer", you will not be asked to enter this field.

Note	If your client's billing method is Flat fee retainer, the screen you see will be numbered one higher than the one above.

Handling of Period-to-Date, Year-to-Date, and Last-year Fields

The current period ending date is stored in T/B *Control information*. Dates on or before the period ending date are in the current period. Dates later than the period ending date are in the next period.

If a posting date is within the current period, posted amounts are added to the PTD and YTD fields.

If a posting date is within the next period, posted amounts are stored in next period fields which are not visible.

Closing the current period (with the Close a period selection) moves the next period amounts to the current PTD fields, adds next period amounts to the YTD amounts, and then clears the next period fields.

The amounts in the YTD fields are moved to the last-year fields when Close a period is run at the end of your accounting year.

History Screens for Clients

There are two history screens for clients.

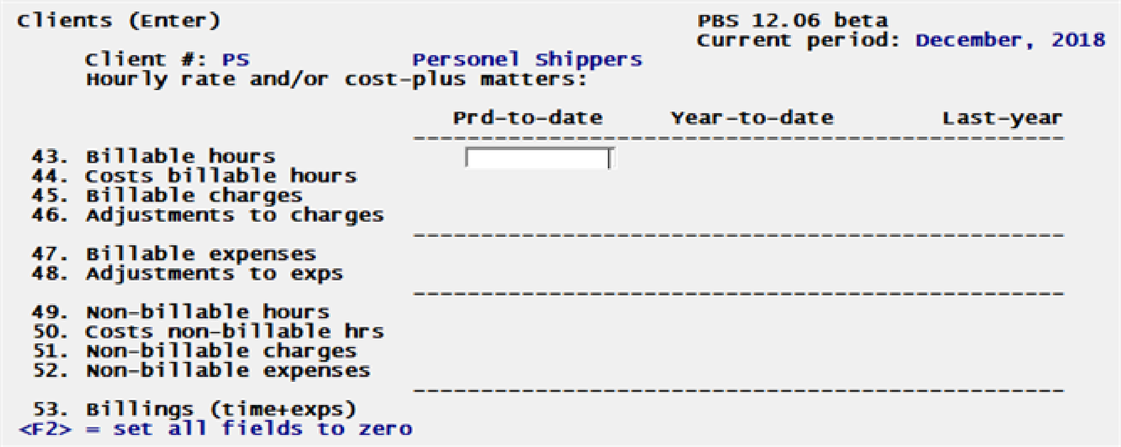
The first screen shows history for the client's matters whose billing terms are *by the hour* for services and / or *cost plus* for expenses.

The second screen shows history for the client's matters whose billing terms are not *by the hour* for services and not *cost plus* for expenses. In other words, the client history shown on the second screen is for matters whose service or expense billing terms are *flat fee*, *fixed fee*, or *contingent fee*.

When matters are not used, there are no billing terms defined. In this case, history is accumulated according to the client's billing method. When the client's billing method is *advance billing retainer* or *time and expenses*, history is accumulated on the first history screen. When the client's billing method is *flat fee retainer*, history is accumulated on the second history screen.

Hourly Rate and/or Cost-plus Matters

This is the first history screen.



```
Clients (Enter)                                      PBS 12.06 beta
                                                     Current period: December, 2018
     Client #: PS            Personel Shippers
     Hourly rate and/or cost-plus matters:

                                  Prd-to-date     Year-to-date       Last-year
                                  ------------------------------------------------
 43. Billable hours
 44. Costs billable hours
 45. Billable charges
 46. Adjustments to charges
                                  ------------------------------------------------
 47. Billable expenses
 48. Adjustments to exps
                                  ------------------------------------------------
 49. Non-billable hours
 50. Costs non-billable hrs
 51. Non-billable charges
 52. Non-billable expenses
                                  ------------------------------------------------
 53. Billings (time+exps)
<F2> = set all fields to zero
```

The period-to-date (PTD) and year-to-date (YTD) portions of fields 42, 43,44, 46, 48, 49, 50, and 51 are updated when time and expense sheets are posted.

The PTD and YTD portions of fields 45, 47, and 52 are updated when invoices are posted.

The amounts accumulated on this screen are from time and expense sheet lines related to matters with billing terms that generate WIP, or (when matters are not used) because the client's billing method generates WIP.

Matter billing terms that generate WIP are "by the hour" for services and "cost plus" for expenses. The client billing methods that generate WIP are "time and expenses" and "advance billing retainer".

42. Billable hours

Billable hours are accumulated from billable service lines posted from time and expense sheets.

Enter this client's accumulated billable hours, or use the option:

F2	To set all fields on this screen to zero

Format	999,999.99-
Example	Type 55.25, then type 503.5, then type 1142

43. Costs billable hours

Costs of billable hours are calculated as hours times staff cost per hour, when billable service lines are posted from time and expense sheets.

Enter the cost of delivering the billable hours of service entered in field 42.

Format	999,999,999.99-
Example	Type 1105, then type 10070, then type 17130

44. Billable charges

Billable charges are calculated during entry of billable service lines on time and expense sheets. The charge amount is hours times hourly rate. See time and expense entry for more information on seeing how the hourly rate is obtained.

Enter the total charges for the billable hours of service entered in field 42.

Format	999,999,999.99-
Example	Type 2210, then type 22657, then type 31050

45. Adjustments to charges

When a service WIP line is selected for billing, the hours and rate can be adjusted, resulting in the client being charged an amount that is different from the original time and expense sheet line's posting amount. Differences between adjusted charge amounts and original charge amounts are "adjustments to charges" and are accumulated in this field when invoices are posted.

Enter the adjustments to the total charges for the billable hours of service.

Format	999,999,999.99-
Example	Type 120, then type 300, then type 245

46. Billable expenses

Billable expenses are accumulated from billable expense lines posted from time and expense sheets.

Enter this client's accumulated billable expenses.

Format	999,999,999.99-
Example	Type 160.75, then type 5753.01, then type 834.48

47. Adjustments to exps

When an expense WIP line is selected for billing, the expense amount can be adjusted, resulting in the client being charged an amount that is different from the original time and expense sheet line's posting amount. Differences between adjusted expense amounts and original amounts are *adjustments to expenses* and are accumulated in this field when invoices are posted.

Enter the adjustments to billable expenses.

Format	999,999,999.99-
Example	Type 10, then type 411, then press ENTER

48. Non-billable hours

Non-billable hours are accumulated from non-billable service lines posted from time and expense sheets.

Enter this client's accumulated non-billable hours, or use the option:

F2	To set all remaining fields on this screen to zero

Format	999,999.99-
Example	Type 12, then type 46, then type 8.15

49. Costs non-billable hrs

Costs of non-billable hours are calculated as hours times staff cost per hour when non-billable service lines are posted from time and expense sheets.

Enter the cost of delivering the non-billable hours of service entered in field 48.

Format	999,999,999.99-
Example	Type 240, then type 920, then type 122.25

50. Non-billable charges

Non-billable charges are calculated during entry of non-billable service lines on time and expense sheets. The charge amount is hours times hourly rate. See time and expense entry for more information on how the hourly rate is obtained.

Enter the total charges for the non-billable hours of service entered in field 48.

Format	999,999,999.99-
Example	Type 480, then type 1955, then type 90

51. Non-billable expenses

Non-billable expenses are accumulated from non-billable expense lines posted from time and expense sheets.

Enter this client's accumulated non-billable expenses.

Format	999,999,999.99-
Example	Press ENTER, then type 86.4, then type 38.12

52. Billings (time+exps)

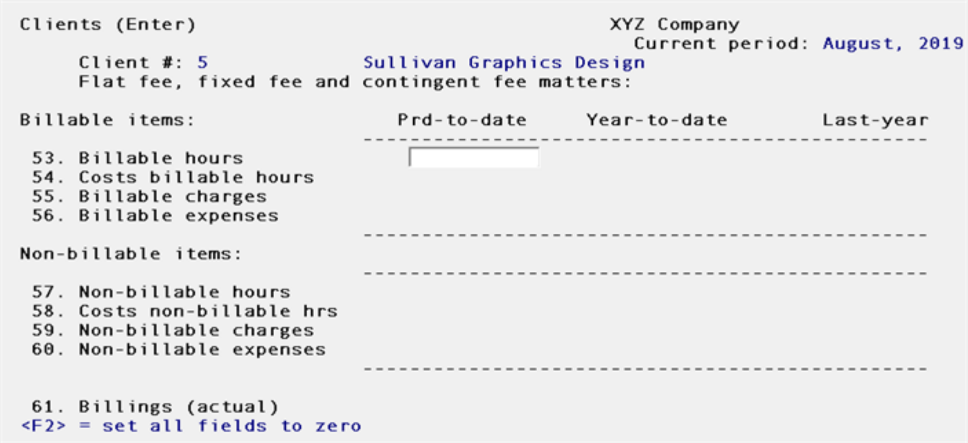
Billings are the total of hourly rate and cost-plus matters invoiced out to this client, less any final adjustments to matters entered during billing using *Billing adjustments*.

Enter this client's accumulated billings.

Format	999,999,999.99-

Make any changes as usual.

You then see:



```
Clients (Enter)                                   XYZ Company
                                                    Current period: August, 2019
     Client #: 5             Sullivan Graphics Design
     Flat fee, fixed fee and contingent fee matters:

Billable items:                 Prd-to-date     Year-to-date        Last-year
                             ------------------------------------------------

 53. Billable hours
 54. Costs billable hours
 55. Billable charges
 56. Billable expenses
                             ------------------------------------------------
Non-billable items:
                             ------------------------------------------------

 57. Non-billable hours
 58. Costs non-billable hrs
 59. Non-billable charges
 60. Non-billable expenses
                             ------------------------------------------------

 61. Billings (actual)
<F2> = set all fields to zero
```

Flat Fee, Fixed Fee, and Contingent Fee Matters

This is the second history screen.

The period-to-date (PTD) and year-to-date (YTD) portions of these fields are updated when time and expense sheets are posted.

The amounts accumulated on this screen are from time and expense sheet lines related to matters with billing terms that do not generate WIP, or (when matters are not used) because the client's billing method does not generate WIP.

Matter billing terms that do not generate WIP are "flat fee", "fixed fee", and "contingent fee". The client billing method that does not generate WIP is "flat fee retainer".

"Billable" fields on this screen relate to services and expenses which are billable. These fields are considered billable even though the amounts for these fields never appear on invoices. They represent amounts that would have been billed if the relevant matter billing terms or client billing method generated WIP.

"Non-billable" fields on this screen relate to services and expenses which are non-billable. Even if matter billing terms or the client billing method did generate WIP, these fields show amounts that would not have been billed because the underlying services and expenses are non-billable.

53. Billable hours

Billable hours are accumulated from billable service lines posted from time and expense sheets.

Enter this client's accumulated billable hours, or use the option:

F2	To set all fields on this screen to zero

Format	999,999.99-
Example	Type 4, then type 12, then press ENTER

54. Costs billable hours

Costs of billable hours are calculated as hours times staff cost per hour, when billable service lines are posted from time and expense sheets.

Enter the cost of delivering the billable hours of service entered in field 53.

Format	999,999,999.99-
Example	Type 80, then type 230, then press ENTER

55. Billable charges

Billable charges are calculated during entry of billable service lines on time and expense sheets. The charge amount is hours times hourly rate. See time and expense entry for more information on how the hourly rate is obtained.

Enter the total charges for the billable hours of service entered in field 53.

Format	999,999,999.99-
Example	Type 120, then type 360, then press ENTER

56. Billable expenses

Billable expenses are accumulated from billable expense lines posted from time and expense sheets.

Enter this client's accumulated billable expenses.

Format	999,999,999.99-
Example	Type 110, then type 110, then press ENTER

57. Non-billable hours

Non-billable hours are accumulated from non-billable service lines posted from time and expense sheets.

Enter this client's accumulated non-billable hours, or use the option:

F2	To set all remaining fields on this screen to zero

Format	999,999.99-
Example	Type 10, then type 12, then press ENTER

58. Costs non-billable hrs

Costs of non-billable hours are calculated as hours times staff cost per hour, when non-billable service lines are posted from time and expense sheets.

Enter the cost of delivering the non-billable hours of service entered in field 57.

Format	999,999,999.99-
Example	Type 150, then type 180, then press ENTER

59. Non-billable charges

Non-billable charges are calculated during entry of non-billable service lines on time and expense sheets. The charge amount is hours times hourly rate. See time and expense entry for more information on how the hourly rate is obtained.

Enter the total charges for the non-billable hours of service entered in field 57.

Format	999,999,999.99-
Example	Type 250, then type 300, then press ENTER

60. Non-billable expenses

Non-billable expenses are accumulated from non-billable expense lines posted from time and expense sheets.

Enter this client's accumulated non-billable expenses.

Format	999,999,999.99-
Example	Type 14, then type 14, then press ENTER

61. Billings (actual)

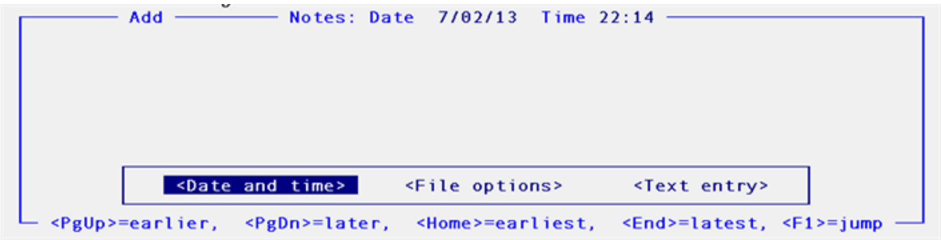
This is the total of flat fee, fixed fee, and contingent fee matters billings that have been invoiced to this client.

Enter this client's accumulated billings.

Format	999,999,999.99-
Example	Press ENTER, then type 470, then press ENTER

Make any changes as usual.

For a new client, you are asked if you want to enter notes for this client. For an existing client, you may press F6 to use notes. If you select to use notes, the notes window will now look like:



Add

Notes: Date 7/02/13 Time 22:14

<Date and time>
<File options>
<Text entry>
<PgUp>=earlier, <PgDn>=later, <Home>=earliest, <End>=latest, <F1>=jump

Using Notes

You can enter an unlimited number of notes about this client. Each note is given a date/time stamp so that you can browse through the notes in time sequence later. (These notes are never printed on invoices or statements, so the client will never see them.)

To browse through existing notes, use the keys as shown at the bottom of the screen (PgUp, PgDn, Home, End, and F1).

Deleting Clients

The F3 key is used to delete a client A client cannot be deleted if any of these conditions exist:

- A/R open items are on file.
- A/R unposted balance is not equal to zero.
- Matters are on file.
- WIP is on file.

There are also other checks made. If you cannot delete a client for some reason, the software will inform you through a message as to why.

When a client is deleted, both Client record and Customer record are deleted.

ENTERING AND PRINTING CLIENT RATES

Many staff members can do work for a single client. Although you can define a default hourly rate for each staff member, the hourly rate you charge a client for a particular staff member's work may be different from the default hourly rate you entered for that staff member. To allow for this, you can enter specific hourly rates for work done for this client by specific staff members.

When services are entered on time sheets, T/B first checks for a specific hourly rate for this client and the staff member supplying the service. If T/B finds such an hourly rate, you will be able to default to that rate instead of the staff member's standard default hourly rate.

To enter and print out client rates, follow the instructions given here or see the chapter titled Staff.

Entering Client Rates

Select

Client rates from the *Master information* menu of the T/B main menu.

You are asked to specify the client for which you want to enter client rates.

Enter the client number, or use the option:

F1	To scan through the clients
SF1	To scan through previous clients

1. Staff

Enter the staff number for whom you wish to specify a rate for this client, or use the option:

F1	To scan through the rates for this client
SF1	To scan through previous rates for this client

Format	6 characters

2. Chrg per hr

Enter the charge per hour for this rate, or use the option:

F2	To use the default charge for this staff member from the staff member's record

Format	99,999.99

Printing Client Rates by Client

Use this selection to print a list of client rates by client.

Select

Client rates by client from the *Reports, master information* menu.

A screen appears for you to enter the starting and ending range of clients you wish to print. Follow the screen instructions.

Starting client

Ending client

F2	For starting and ending client respectively

Format	12 characters each

Printing Client Rates by Staff Member

Use this selection to print a list of client rates by staff member.

Select

Client rates by staff member from the *Reports, master information* menu.

A screen appears for you to enter the starting and ending range of staff members you wish to print. Follow the screen instructions.

Starting staff

Ending staff

F2	For starting and ending staff respectively

Format	6 characters each

PRINTING A LIST BY CLIENT

Select

By client # from the *Reports, client* menu.

Enter the information as follows:

1. Starting client

2. Ending client

Specify the range of client numbers to include. Follow the screen instructions.

F2	For starting and ending client respectively

Format	12 characters each
Example	Press F1 at both fields

3. Client type

Specify the client type for which this report is to be printed, or use one of the options:

F5	For "All" client types
(blank)	For blank client types only

Format	12 characters each
Example	Press F1 at both fields

4. Brief or full format ?

Enter B for brief format or F for full format.

The brief format prints only one line per client. The full format prints three additional lines of information for the client.

Format	1 character
Example	Type F

5. Print billing info ?

Answer Y to have the billing fields appear on the list.

Example	Type Y

6. Print PTD, YTD, last-year info ?

Answer Y to have the period-to-date, year-to-date, and last-year figures appear on the list.

Example	Type Y

7. Print notes ?

If you want client notes to appear on the list, answer Y.

Example	Press ENTER for the default, N

8. For which WIP acct ?

Enter a WIP account number, or use one of the options:

F2	For the default WIP account
F1	For other accounts
F5	For "All" accounts

Example	Press ENTER

9. For which adv bill acct ?

Enter an advance billing account number, or use one of the options:

F2	For the default advance billing account
F5	For "All" advance billing accounts

Example	Press ENTER

10. Only show clients with expired retainers ?

If you want to find out which clients have expired retainers, answer Y.

Example	Press ENTER for the default, N

Note	Flat fee and advance billing retainers may be billed periodically. A retainer expires either when its "next date" is later than its "final date" or when its "times used" is equal to or greater than the "maximum # uses" you specified for it.

11. Print one client per pg ?

Answer Y to start printing each client on a new page.

Example	Press ENTER for the default, N

PRINTING A LIST BY CLIENT NAME

Printing lists in alphabetical order follows the same rules as for number order, except that "First" and "Last" refer to the first and last client names sorted alphanumerically.

If your list wasn't sorted quite the way you expected, see the chapter titled Technical Notes in die Installation and System Guide for a description of alphanumeric sorting.

Select

By client name from the *Reports, client* menu.

Enter the information as follows:

1. Starting name

2. Ending name

Specify the range of client numbers to include. Follow the screen instructions.

F1	To enter a person's name at either field
F2	For "First" and "Last name respectively

Format	12 characters each
Example	Press F1 at both fields

3. Client type

Specify the client type for which this report is to be printed, or use the option:

F5	For "All" client types
(blank)	For blank client types only

Format	12 characters each
Example	Press F1 at both fields

4. Brief or full format ?

Enter B for brief format or F for full format.

The brief format prints only one line per client. The full format prints three additional lines of information for the client.

Format	1 character
Example	Type F

5. Print billing info ?

Answer Y to have the billing fields appear on the list.

Example	Type Y

6. Print PTD, YTD, last-year info ?

Answer Y to have the period-to-date, year-to-date, and last-year figures appear on the list.

Example	Type Y

7. Print notes ?

If you want client notes to appear on the list, answer Y.

Example	Press ENTER for the default, N

8. For which WIP acct ?

Enter a WIP account number, or use one of the options:

F2	For the default WIP account
F1	For other accounts
F5	For "All" accounts

Example	Press ENTER

9. For which adv bill acct ?

Enter an advance billing account number, or use one of the options:

F2	For the default advance billing account
F5	For "All" advance billing accounts

Example	Press ENTER

10. Only show clients with expired retainers ?

If you want to find out which clients have expired retainers, answer Y.

Example	Press ENTER for the default, N

Note	Flat fee and advance billing retainers may be billed periodically. A retainer expires either when its "next date" is later than its "final date" or when its "times used" is equal to or greater than the "maximum # uses" you specified for it.

11. Print one client per pg ?

Answer Y to start printing each client on a new page.

Example	Press ENTER for the default, N

PRINTING A CHANGE LOG

This is a log of all changes that have been made to Clients, which includes such information as *who* made *what* change.

You can either print or purge the change log. If you want to purge the change log, you must print it also.

If the use of change logs was not specified in the Company information (see the Company Information chapter in PBS Administration documentation), this selection cannot be printed.

Select

Change log from the *Reports, client menu*.

You are asked if the file should be purged. Follow the screen instructions.

The log will be printed. If you answered Y to the purge question, the Client Change Log File will be cleared.

Follow the screen instructions.

CHANGING A CLIENT A/R, WIP, OR ADVANCE BILLING ACCOUNT

Normally, once you assign an A/R account to a client, it is not changed. If, however, the A/R account for a client is changed, then A/R will not be in agreement with PBS General Ledger, in the sense that the A/R Aging Report will not show that the outstanding receivables for a certain A/R account add up to the A/R account balance in G/L. To keep A/R and G/L in agreement, the following must be done if a client's A/R account is to be changed:

1. Run a Combined Aging Report and get the A/R balance for the client at the end of the period.
2. Enter a G/L journal transaction which credits the client's old A/R account and debits the client's new A/R account. (This assumes the client has a debit balance on the aging report If the client has a credit balance, then the old A/R account would be debited and the new A/R account would be credited).
3. Change the client's A/R account (using the *Clients* selection) to the new A/R account.

Use similar procedures to change the WIP and advance billing accounts for the client. To get a client's WIP balance, print an Aging Report showing WIP only. To get a client's advance billing balance, print an Aging Report showing advance billings only.

Matters

This chapter contains the following topics:

Introduction to Matters

Entering Matters

Printing a List of Matters

Printing a Matter Next Action Report

INTRODUCTION TO MATTERS

Use this selection to enter information about your client's matters.

A matter is a particular case, project, or item being handled for a client. A client may have more than one matter being handled at any one time, but you do not have to specify matters for clients in order to use T/B.

You can use T/B to bill your clients on a matter-specific basis when you use matters, or without regard to matters when you are not using them.

You can use matters with some clients and not use them with other clients. Additionally, T/B will allow you to both bill the client directly without relating to a specific matter, and also bill for specific matters for the client.

An important attribute of a matter is its billing terms. When you enter a matter, you can specify the billing terms for its services and expenses. These billing terms control whether WIP will be generated for the matter.

Billing Terms for a Matter and WIP

The billing terms for a matter's services and expenses can be set independently.

Service Billing Terms

The service billing terms for a matter specify the fee arrangements for the time spent on the matter. There are four possible service billing terms:

1. By the Hour

   With these billing terms, the client is billed on an hourly basis for time spent on the matter.

   These terms generate WIP. This means that the hourly charges are debited to the work in process account and then billed to the client on invoices. When these invoices are posted, the amount of WIP billed is credited to the work in process account and typically debited to accounts receivable.

2. Fixed Fee

   With these billing terms, the client is billed a fixed, agreed-upon amount for the time spent on the matter.

   These terms do not generate WIP.

3. Contingent Fee

   With these billing terms, the client is billed a specific amount for the time spent on the matter. The amount to be billed is determined when the matter is completed and is typically a percentage of the proceeds of a successful settlement of a legal matter.

   These terms do not generate WIP.

4. Flat Fee

This is only valid if the client is a flat fee client. If these terms are used, it means that the time spent on this matter is covered by the client's flat fee retainer.

These terms do not generate WIP.

Expense Billing Terms

The expense billing terms for a matter specify the fee arrangements for the expenses incurred in relation to the matter. There are four possible expense billing terms:

1. Cost Plus

   Cost plus means that the client will be charged costs for expenses incurred, plus (optionally) a percentage over this as a markup.

   With these billing terms, the client is billed for individual expenses incurred in relation to the matter.

   These terms generate WIP. This means that expenses are debited to the work in process account and then billed to the client on invoices. When these invoices are posted, the amount of WIP billed is credited to the work in process account and typically debited to accounts receivable.

2. Fixed Fee

   With these billing terms, the client is billed a fixed, agreed-upon amount for the expenses incurred in relation to the matter.

   When both service and expense billing terms are fixed fee, services and expenses are billed together as one line item for the matter.

   These terms do not generate WIP.

3. Contingent Fee

   With these billing terms, the client is billed a specific amount for the expenses incurred on the matter. The amount to be billed is determined when the matter is completed and is typically a percentage of the proceeds of a successful settlement of a legal matter.

   When both service and expense billing terms are contingent fee, services and expenses are billed together as one line item for the matter.

   These terms do not generate WIP.

4. Flat Fee

   This is only valid if the client is a flat fee client. If these terms are used, it means that expenses incurred for this matter are covered by the client's flat fee retainer.

   These terms do not generate WIP.

Billing Terms When Matters Are Not Used

When matters are not used, the billing terms for services and expenses cannot be set independently. In this case, the billing terms are derived from the client's billing method.

Client Billing Methods

1. Flat fee retainer

   With this billing method, the client agrees to pay a set amount each month (or other specified period) for complete professional services from the firm.

2. Time and Expenses

   With this billing method, the client agrees to pay an hourly rate and also cover the cost of expenses.

   To bill a client for hours of service and to recover expenses, use billable service codes and billable expense codes.

Note	When a non-billable service or expense code is entered on a time and expense sheet, WIP is not generated and results in such items not being billed. See the chapters titled Services and Expenses for more information.

3. Advance Billing Retainer

   With this billing method, the client agrees to pay a set amount each month (or other specified period) as advance payment for services to be rendered at a later time. This billing method is also used for progress billings, where a set amount is paid each month while work is in progress and a final bill is presented when the matter is completed.

   When matters are not used and a client has been assigned this billing method, the billing terms used for services and expenses are as described above for the "time and expenses" billing method.

Note	Matters must be used in order to use this billing method for billing in advance.

Advantages of Using Matters

- Billing terms for services and expenses can be set independently. Thus, when billing services as "contingent fee", current expenses can be recovered by making expense billing terms "cost plus".
- Billings in advance can be done against work to be done in the future.
- When doing work for different departments for the same client, but all work done is to be billed to the same address, use separate matters to represent each of the client's departments. The work done for each department can then be listed separately when printing invoices.
- Similarly, when doing work for different family members, but only one bill is to be sent to the family, use separate matters to represent different family members. The work done for each family member can then be listed separately when printing invoices.
- Different matters for the same client can use different billing terms. Thus, for a flat fee client, certain matters would be covered under the flat fee arrangement. Certain other matters not covered by the flat fee arrangement can be billed for separately with different terms, such as by-the-hour for services and cost-plus for expenses.
- When matters are used, period-to-date and matter-to-date information is accumulated by matter as time and expense sheets and invoices are posted.
- Budgets can be entered for a matter, and then comparisons can be made between budgeted amounts and actual amounts.
- When "actions" are used in conjunction with matters, Next Action reports can be produced, showing the next action to be done on the selected matters.
- A matter profitability report can be printed for matters with fixed fee terms.

Advantages of Not Using Matters

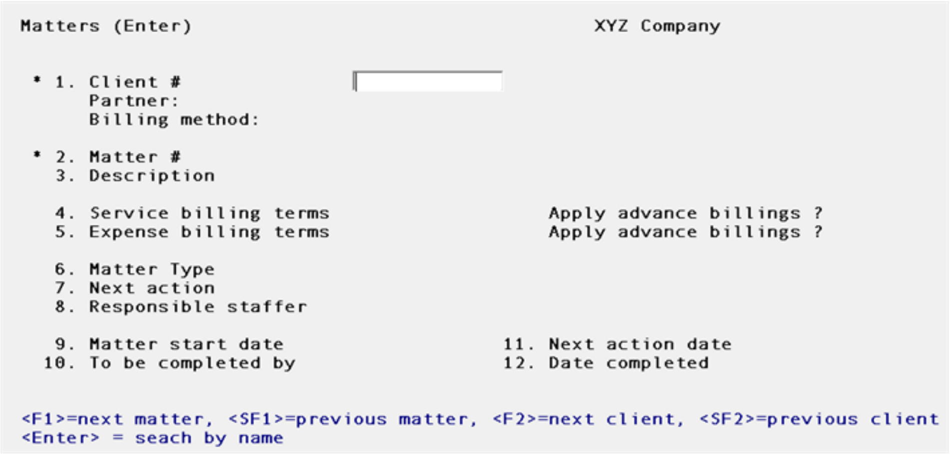
- Matters do not have to be entered. Since matters are not entered, matter "actions" do not have to be entered. Thus, setting up T/B for use will be quicker when matters are not used.
- For small firms which only charge hourly rates and recover expenses, the client billing method of "time and expenses" is all that is needed.
- When entering time and expense sheets, the "Matter" field does not need to be specified. This simplifies entry of time and expenses.

ENTERING MATTERS

Select

Matters from the T/B menu.

You will see this screen:



```
Matters (Enter)                                    XYZ Company

  * 1. Client #
       Partner:
       Billing method:

  * 2. Matter #
    3. Description

    4. Service billing terms                   Apply advance billings ?
    5. Expense billing terms                   Apply advance billings ?

    6. Matter Type
    7. Next action
    8. Responsible staffer

    9. Matter start date                   11. Next action date
   10. To be completed by                  12. Date completed

<F1>=next matter, <SF1>=previous matter, <F2>=next client, <SF2>=previous client
<Enter> = seach by name
```

From this screen, you can work with both new and existing matters. If a matter with the client number and matter number you enter already exists, the information on file will appear and be available for changes or deletion.

Enter the following information:

* 1. Client

Enter the client number, or use one of the options:

F1	To scan through existing client matters
SF1	To scan through previous client matters
F2	To scan through the clients
SF2	To scan through previous clients
ENTER	To leave the client number blank. You can then look up the client by name

Format	12 characters
Example	Type 5

Note	After the client has been entered, the client's partner and billing method are displayed.

2. Matter

Enter the matter number, or use the option:

F1	To scan through the matters on file for the client you entered

Format	12 characters
Example	Type 120

3. Description

Enter a description for the matter.

Format	25 characters
Example	Type Tax returns

4. Service billing terms

Enter 1 for "By-the-hour", 2 for "Fixed-fee", or 3 for "Contingent-fee". If the client's billing method is "Flat fee retainer", you may also enter 4 for "Flat-fee".

This field cannot be changed for an existing matter.

See the appendix titled How to Set Up Billing Methods and Terms for more information.

Format	1 character
Example	Press ENTER for the default, 1

Note	When the client's billing method is "Flat fee retainer", the default is 4. When the client's billing method is not "Rat fee retainer", the default is 1.

Apply advance billings ?

Answer Y if advance billings are applied to service billings.

This field can only be changed when service billing terms are "By-the-hour" or "Fixed-fee".

Example	Type N

Note	When service billing terms are "Flat-fee" or "Contingent-fee", this sub-field is set to N automatically and change is not allowed. When the client's billing method is "Advance billing retainer", the default is Y. When service billing terms and expense billing terms are both "Fixed-fee", advance billings apply to both service and expense billings or to neither.

5. Expense billing terms

Enter 1 for "Cost-plus", 2 for "Fixed-fee", or 3 for "Contingent-fee". If the client's billing method is "Flat fee retainer", you may also enter 4 for "Flat-fee".

This field cannot be changed for an existing matter.

See the appendix titled How to Set Up Billing Methods and Terms for more information.

Format	1 character
Example	Press ENTER for the default, 1

Note	When the client's billing method is "Flat fee retainer", the default is 4. When the client's billing method is not "Rat fee retainer", the default is 1.

Apply advance billings ?

Answer Y if advance billings are applied to expense billings.

This field can only be changed when expense billing terms are "By-the-hour" or "Fixed-fee".

Example	Type N

Note	When expense billing terms are "Flat-fee" or "Contingent-fee", this sub-field is set to N automatically and change is not allowed. When the client's billing method is "Advance billing retainer", the default is Y. When service billing terms and expense billing terms are both "Fixed-fee", advance billings apply to both service and expense billings or to neither.

6. Matter type

Enter the matter type.

Entering a type is optional, but if you do use this field, you will be able to categorize many of the T/B reports based upon matter type, including the Matter List and the Matter Next Action Report.

Format	5 characters
Example	Type TAX

7. Next action

Enter the next action to be done for this matter, or use the option:

F1	To scan through the actions
SF1	To scan through previous actions
ENTER	None

Format	5 characters
Example	Type 330

Note	If this field is left blank, entry of the *Next action date* is skipped.

8. Responsible staffer

Enter the number of the staff member responsible for this matter, or use one of the options:

F1	To scan through the staff
SF1	To scan through previous staff
ENTER	To leave the staff number blank. You can then look up the staff by name

Format	6 characters
Example	Type 1

9. Matter start date

Enter the date that this matter was started.

Format	MMDDYY
Example	Type 31519

10. To be completed by

Enter the projected completion date for this matter.

Format	MMDDYY
Example	Type 33019

11. Next action date

Enter the date that the next action is to be done.

Format	MMDDYY
Example	Type 31519

Note If the "Next action" field is blank, this field is skipped.

12. Date completed

Enter the completion date for this matter. If the matter is not complete, just press ENTER.

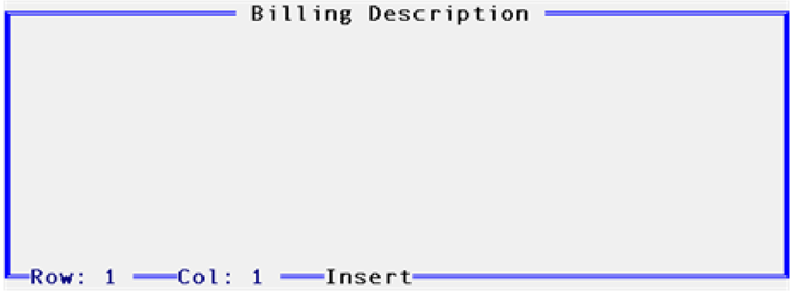
This field is used in various reports to select matters for printing. With the Matter list selection, you can optionally print a list of completed matters only. Completed matters are not shown on the Matter Next Action Report. The Matter Profitability Report shows information for completed matters only within the date range you specify for that report.

Format	MMDDYY
Example	Press ENTER

After you have entered fields 1 through 12, make any changes as usual.

At "Field number to change ?" you may press F5 to enter a billing description.

If you select to enter a billing description, the billing description window looks like this:



Billing Description

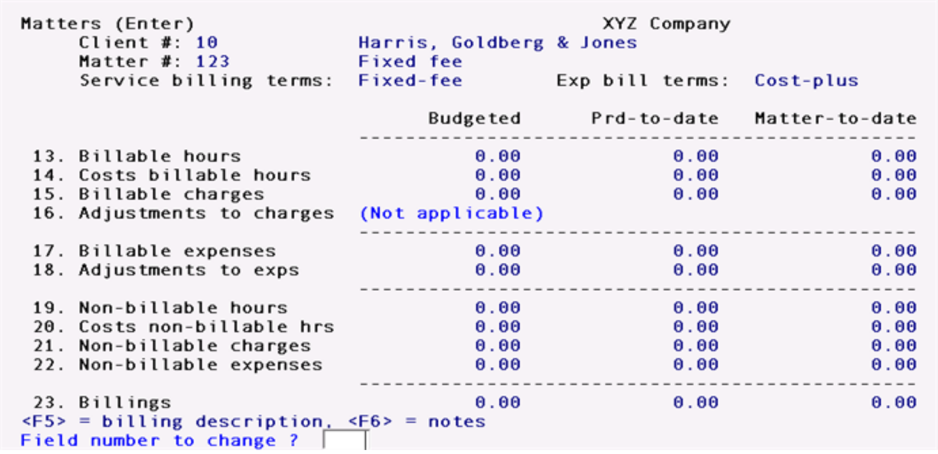
The billing description you enter for the matter can be used when printing invoices. See the chapter titled Invoice Formats.

This selection uses PBS's text editing function. You enter text in much the same way as most word processing programs, using the ENTER key, arrow keys, DELETE key, ESC when done, etc. When you are finished entering text, press ESC and follow the screen instructions.

Format	10 lines of description

Note	The length of the description is determined by the text length for matter billing descriptions specified in T/B Control information.

You then see:



```
Matters (Enter)                                    XYZ Company
     Client #: 10               Harris, Goldberg & Jones
     Matter #: 123              Fixed fee
     Service billing terms:     Fixed-fee        Exp bill terms:  Cost-plus

                                      Budgeted      Prd-to-date    Matter-to-date
                                ------------------------------------------------
 13. Billable hours                       0.00             0.00              0.00
 14. Costs billable hours                 0.00             0.00              0.00
 15. Billable charges                     0.00             0.00              0.00
 16. Adjustments to charges     (Not applicable)
                                ------------------------------------------------
 17. Billable expenses                    0.00             0.00              0.00
 18. Adjustments to exps                  0.00             0.00              0.00
                                ------------------------------------------------
 19. Non-billable hours                   0.00             0.00              0.00
 20. Costs non-billable hrs               0.00             0.00              0.00
 21. Non-billable charges                 0.00             0.00              0.00
 22. Non-billable expenses                0.00             0.00              0.00
                                ------------------------------------------------
 23. Billings                             0.00             0.00              0.00
<F5> = billing description, <F6> = notes
Field number to change ?
```

13. Billable hours

Billable hours are accumulated from billable service lines posted from time and expense sheets.

Enter the budgeted, period-to-date, and matter-to-date billable hours for this matter, or use one of the options:

F2	To set all fields on this screen to zero
F1	To switch between entering budgeted amounts only and entering all fields

Format	999,999.99-
Example	Press F2, then type 30

14. Costs billable hours

Costs of billable hours are calculated as hours times staff cost per hour, when billable service lines are posted from time and expense sheets.

Enter the budgeted, period-to-date, and matter-to-date cost of delivering the billable hours of service entered in field 13 above.

Format	899,999,999.99-
Example	Type 450

15. Billable charges

Billable charges are calculated during entry of billable service lines on time and expense sheets. The charge amount is hours times hourly rate. See time and expense entry for more information on how the hourly rate is obtained.

Enter the budgeted, period-to-date, and matter-to-date charges for the billable hours of service entered in field 13.

Format	999,999,999.99-
Example	Type 750

16. Adjustments to charge

When a service WIP line is selected for billing, the hours and rate can be adjusted, resulting in the client being charged an amount that is different from the original time and expense sheet line's posting amount. Differences between adjusted charge amounts and original charge amounts are "adjustments to charges" and are accumulated in this field when invoices are posted.

Enter the budgeted, period-to-date, and matter-to-date adjustments to the charges for the billable hours of service.

Format	999,999,999.99-
Example	Press ENTER

Note	If service billing terms are not "By-the-hour", "(Not applicable)" displays for this field.

17. Billable expenses

Billable expenses are accumulated from billable expense lines posted from time and expense sheets.

Enter the budgeted, period-to-date, and matter-to-date billable expenses for this matter.

Format	999,999,999.99-
Example	Type 110

18. Adjustments to exps

When an expense WIP line is selected for billing, the expense amount can be adjusted, resulting in the client being charged an amount that is different from the original time and expense sheet line's posting amount. Differences between adjusted expense amounts and original amounts are "adjustments to expenses" and are accumulated in this field when invoices are posted.

Enter the budgeted, period-to-date, and matter-to-date adjustments to billable expenses.

Format	999,999,999.99-
Example	Press ENTER

Note	If expense billing terms are not "Cost-plus", "(Not applicable)" displays for this field.

19. Non-billable hours

Non-billable hours are accumulated from non-billable service lines posted from time and expense sheets.

Enter the budgeted, period-to-date, and matter-to-date non-billable hours for this matter.

Format	999,999.99-
Example	Type 4

20. Costs non-billable hrs

Costs of non-billable hours are calculated as hours times staff cost per hour, when non-billable service lines are posted from time and expense sheets.

Enter the budgeted, period-to-date, and matter-to-date cost of delivering the non-billable hours of service entered in field 19.

Format	999,999,999.99-
Example	Type 60

21. Non-billable charges

Non-billable charges are calculated during entry of non-billable service lines on time and expense sheets. The charge amount is hours times hourly rate. See time and expense entry for more information on how the hourly rate is obtained.

Enter the budgeted, period-to-date, and matter-to-date charges for the non-billable hours of service entered in field 19 above.

Format	999,999,999.99-
Example	Type 100

22. Non-billable expenses

Non-billable expenses are accumulated from non-billable expense lines posted from time and expense sheets.

Enter the budgeted, period-to-date, and matter-to-date non-billable expenses for this matter.

Format	999,999,999.99-
Example	Press ENTER

23. Billings

Billings are the total of amounts invoiced out to this client, less any final adjustments to matters entered during billing using Billing adjustments.

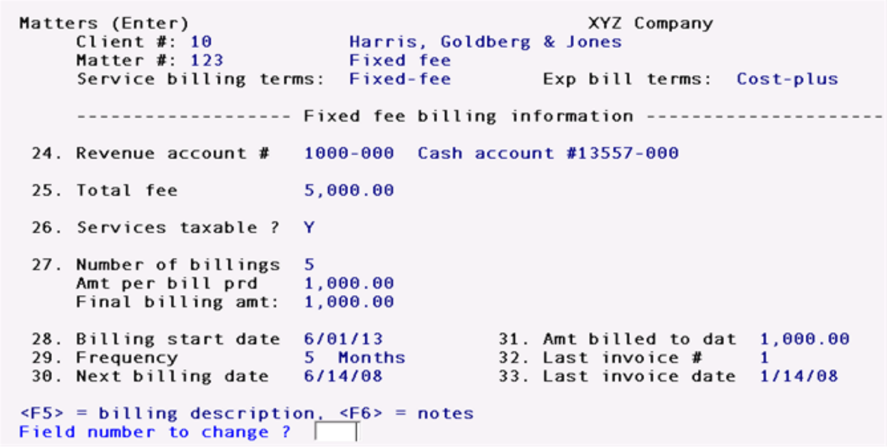
Enter the budgeted, period-to-date, and matter-to-date accumulated billings for this matter.

Format	999,999,999.99-
Example	Type 860

Note If both service and expense billing terms are "Hat- rate", " (Not applicable)" displays for this field.

Make any changes as usual.

If the matter's service billing terms are "Fixed-fee", or expense billing terms are "Fixed-fee", or both are "Fixed-fee", you will see a third screen. For example, if you enter the sample matter for Client #1 shown on the Matters List at the end of this chapter, the third screen will look like this:



```
Matters (Enter)                                   XYZ Company
     Client #: 10            Harris, Goldberg & Jones
     Matter #: 123           Fixed fee
     Service billing terms:  Fixed-fee        Exp bill terms:  Cost-plus

     ------------------- Fixed fee billing information --------------------

 24. Revenue account #   1000-000  Cash account #13557-000

 25. Total fee           5,000.00

 26. Services taxable ?  Y

 27. Number of billings  5
     Amt per bill prd    1,000.00
     Final billing amt:  1,000.00

 28. Billing start date  6/01/13          31. Amt billed to dat  1,000.00
 29. Frequency           5  Months        32. Last invoice #     1
 30. Next billing date   6/14/08          33. Last invoice date  1/14/08

<F5> = billing description, <F6> = notes
Field number to change ?
```

Use this screen to enter information about the matter's fixed fee billing. A fixed fee billing can be billed just one time, or be split into several equal but smaller payments.

24. Revenue account

Enter the G/L account to which you want to distribute revenue for this matter's fixed fees, or use the option:

F2	To use the default revenue account from the T/B *Control information*

Example	Press F2

25. Total fee

Enter the total fixed fee for this matter, or use the option:

F2	To use the budgeted billing amount

Format	999,999,999.99-
Example	Press F2

26. Taxable ?

Answer Y if this matter's fixed fee amount is taxable.

Example	Type N

Note	"Services taxable ?" is displayed when only service billing terms are "Fixed-fee". "Expenses taxable ?" is displayed when only expense billing terms are "Fixed-fee".

27. Number of billings

Amt per bill prd

Either enter the number of billings or the amount per billing period.

After one of these is entered, the other field is calculated and displayed. The value of the final billing amount is also calculated and displayed.

Format	999 9,999,999.99-
Example	Type 1

28. Billing start date

Enter the starting date for fixed fee billings for this matter.

Format	MMDDYY
Example	Type 41019

29. Frequency

When a fixed fee billing is divided up into several smaller billings, this field specifies how frequently each smaller billing is to occur.

First, enter a number to specify how many time periods elapse between billings.

Then enter the code for the time period, either D = days, W = weeks, or M = months.

Format	99 1 character
Example	"(Not applicable)" displays because there is only one billing

Note	When "Number of billings" is 1, no frequency is needed since the billing will not occur more than once. In this case, these fields are set to zero and spaces and "(Not applicable)" is displayed.

30. Next billing date

Enter the date that the next periodic fixed fee billing is due.

Format	MMDDYY
Example	(This field is skipped because there is only one billing for this matter)

Note	This field is only entered when the total fee is not zero and the number of billings is more than 1. In this case, the date entered here cannot be earlier than the billing start date.

31. Amt billed to dat

Enter the amount of the fixed fee that has been billed to date.

This field is used to determine when to stop selecting this matter for fixed fee billing.

Format	999,999,999.99-
Example	Press ENTER

32. Last invoice

Enter the invoice number of the last fixed fee billing for the matter.

Format	999999
Example	Press ENTER

Note	When the total fixed fee is zero, entry is not allowed.

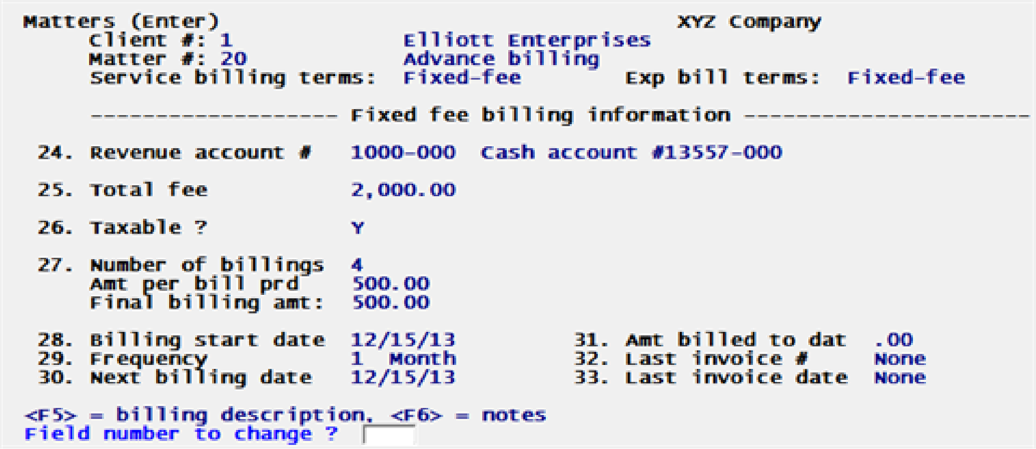
33. Last invoice date

Enter the invoice date of the last fixed fee billing for the matter.

Format	MMDDYY
Example	Press ENTER

Note When the total fixed fee is zero, entry is not allowed.

After you have entered fields 24 through 33, the screen will look like:



```
Matters (Enter)                                    XYZ Company
     Client #: 1              Elliott Enterprises
     Matter #: 20             Advance billing
     Service billing terms:   Fixed-fee        Exp bill terms:  Fixed-fee

     ------------------- Fixed fee billing information ----------------------

 24. Revenue account #      1000-000  Cash account #13557-000

 25. Total fee              2,000.00

 26. Taxable ?              Y

 27. Number of billings     4
     Amt per bill prd       500.00
     Final billing amt:     500.00

 28. Billing start date     12/15/13         31. Amt billed to dat  .00
 29. Frequency              1  Month         32. Last invoice #     None
 30. Next billing date      12/15/13         33. Last invoice date  None

<F5> = billing description, <F6> = notes
Field number to change ?
```

For a new matter, you are asked if you want to enter notes for this matter. For an existing matter, you may press F6 to use notes.

Entering Notes

You can enter an unlimited number of notes about this matter. Each note is given a date/time stamp so that you can browse through the notes in time sequence later. (These notes are never printed on invoices or statements, so the client will never see them.)

To browse through existing notes, use the keys as shown at the bottom of the screen (PgUp, PgDn, Home, End, and F1).

When you are through using notes, press ESC.

Deleting Matters

The F3 key is used to delete a matter. The software will warn you when a matter has year-to-date activity. You should not delete such matters.

PRINTING A LIST OF MATTERS

Select

Matters from the *Reports, general* menu.

When you make this selection, you will first be asked for the order in which the matter list is to be printed, either by matter number, client number, or staff number. After you have entered your choice, the remainder of the fields display, ready for entry.

Enter the information as follows.

1. In order by

Enter M to print in order by matter number, C by client number, or S by staff number.

Format	1 character
Example	Type M

Note	The next two fields have alternate displays depending upon your selection.

2. Starting matter

3. Ending matter

If you selected to print in order by matter number, specify the range of matter numbers to include. Follow the screen instructions.

Format	12 characters each
Example	Press F1 at both fields

2. Starting client

3. Ending client

If you selected to print in order by client number, specify the range of client numbers to include. Follow the screen instructions.

Format	12 characters each

2. Starting staff

3. Ending staff

If you selected to print in order by staff number, specify the range of staff numbers to include. Follow the screen instructions.

Format	12 characters each

4. Matter type

To print the list for only one matter type, enter it here, or use the option:

F5	For "All" matter types

Format	5 characters
Example	Press F5

5. Client type

To print the list for only one client type, enter it here, or use the option:

F5	For "All" client types
ENTER	For no client types

Format	5 characters
Example	Press F1

6. Show completed matters only ?

Answer Y to print completed matters only.

Example	Type N

Completion cut-off date

You can only enter this field if you answer Y to the question above.

Only matters with a completion date on or before the date you specify here will be printed. If you use the F1 option to specify no cut-off date, then all completed matters will be printed.

Enter the completion cut-off date, or use the option:

F2	To specify "no cut-off date"

Format	MMDDYY

7. Print billing desc ?

Answer Y to also print each matter's billing description.

Example	Type Y

8. Print fixed fee billing info ?

Answer Y to also print fixed fee billing information when a matter's billing terms are "Fixed fee".

Example	Type Y

9. Print budgeted, PTD,

& matter-to-date info ?

Answer Y to also print notes for each matter.

Example	Type Y

10. Print notes ?

Answer Y to also print budgeted, period-to-date, and matter-to-date information.

Example	Type N

Select ENTER to print the report.

PRINTING A MATTER NEXT ACTION REPORT

Use this report to find out which matters require a specified action to be done next, or to get a list of matters showing the next actions to be done for the listed matters.

Select

Matter next action report from the *Reports, general* menu.

Enter the information as follows.

1. Starting next action date

2. Ending next action date

Specify the range of dates for next actions. Follow the screen instructions.

Format	MMDDYY for each field
Example	Press F2 at both fields

3. Starting client #

4. Ending client #

Specify the range of client numbers to include. Follow the screen instructions.

Format	12 characters each
Example	Press F2 at both fields

5. Client type

To print the report for only one client type, enter it here, or use the option:

F5	For "All" client types

Format	5 characters
Example	Press F5

6. Matter type

To print the report for only one matter type, enter it here, or use the option:

F5	For "All" matter types

Format	5 characters
Example	Press F5

7. Next action

To print the report for only one next action, enter it here, or use the option:

F5	For "All" next actions

Format	5 characters
Example	Press F5

8. Partner

To print the report for only one partner, enter it here, or use one of the options:

F5	For "All" partners
F1	To scan through partners
SF1	To scan through previous partners

Format	3 characters
Example	Press F5

9. Responsible staffer

To print the report for only one staff member, enter it here, or use one of the options:

F5	For "All" staff members
F1	To scan through staff members
SF1	To scan through previous staff members

Format	6 characters
Example	Press F5

10. Group by staff member ?

Answer Y to group matters by staff member and start each staffer on a new page.

Example	Type N

11. Print billing descriptions ?

Answer Y to also print each matter's billing description.

Example	Type N

12. Print notes ?

Answer Y to also print notes for each matter.

Example	Type N

Print most recent note only ?

This question only appears if you are printing notes.

Answer Y to print only the most recent note for each matter.

Select ENTER to print the report.

Load WIP Open Items

This chapter contains the following topics:

Introduction to Load WIP Open Items ....

Entering Load WIP Open Items ....

INTRODUCTION TO LOAD WIP OPEN ITEMS

Use this selection to transfer outstanding service and expense WIP items from your former Time and Billing package or manual system directly into the WIP File.

Note	No other files in this package are affected by this selection.

Once all outstanding WIP items and advance billings have been entered, and the Set client account balances selection has been run, there is no further need for this selection. Current WIP activity is entered through Time and expenses.

WIP items entered here can be listed using Unbilled WIP list from Reports, general.

Changing Over to PBS Professional Time and Billing

Follow these steps to change over from your former system to PBS Professional Time and Billing:

1. Determine the cut-off date to be used. The cut-off date is the latest date for items that you will enter (load) here. For example, if you choose a cut-off date of 3/31, you will enter open items dated 3/31 and earlier.
2. Make sure the package is in setup mode, using Control information.
3. Enter WIP open items into the WIP File through Load WIP open items (this selection).
4. Enter advance billing items into Advance Billings through Load advance billings (described in the next chapter).
5. Run Set client account balances, as described in that chapter. This is the only time that you will ever use this selection, unless you are restoring your Clients following a loss of the original data.

Note	Set client account balances automatically resets the integrity fields. Running the data integrity check provides a quick report showing the total balances existing in the WIP and Advance Billing Files.

6. Take the package out of setup mode using Control information.
7. The changeover is complete. Enter all open items after the cut-off date as new entries, using Time and expense.

Note	WIP items should not be entered as client balances because partial billing of WIP items is not allowed. To speed entry, summarize WIP items for clients by billing periods and date them as of the end of their billing periods.

Note	Only entries made through this selection are accessible from this selection.

To Begin:

Select

Load WIP open items from the *Utility* menu.

ENTERING LOAD WIP OPEN ITEMS

From the *Load WIP open items* screen, you can work with both new and existing WIP open items. Only WIP open items entered using this selection are available here.

*1. Client

For a New WIP Open Item:

Enter the client number for the item. You may also use one of the options:

F5	To search for a client by client number
F6	To search for a client by client name

Format	12 characters
Example	Type 5

For an Existing WIP Open Item:

Enter the client number, matter number, entry type, service code, and service date for the existing item, or use the option:

F1	To scan through the next entry
SF1	To scan through the previous entries

*2. Matter

For a New WIP Open Item:

Enter the matter number for the item. A blank matter number is allowed. You may also use one of the options:

F5	To search for a matter by matter number
F6	To search for a matter by matter description

Format	12 characters
Example	Type 85

Note	If a non-blank matter is entered, then it must be one for which WIP can be recorded. To have WIP recorded for it, a matter's service billing terms must be "by-the-hour" or its expense billing terms must be "cost-plus". If the matter field is left blank, WIP open items may be entered only if the client's billing method is not "flat-fee".

For an Existing WIP Open Item:

Enter the matter number, entry type, service code, and service date for the existing item, or use the option:

F1	To scan through the next entries
SF1	To scan through the previous entries

***3. Entry type**

For a New WIP Item:

Enter S for a Service type WIP item or X for an Expense type WIP item. After entering this field, you will not be allowed to change it from "Field number to change ?". In the case of an error, press Esc at "Field number to change ?" to cancel entry. You can then re-enter the WIP open item.

Format	1 character
Example	Type S

Note	If a matter's service billing terms are "by-the-hour" and its expense billing terms are NOT "cost-plus" then this field is automatically set to S for service type items.

Note	If a matter's service billing terms are NOT "by-the-hour" and its expense billing terms are "cost-plus", then this field is automatically set to X for expense type items.

For an Existing WIP Open Item:

Enter the type, service code, and service date for the existing item, or use the option:

F1	To scan through the next entries
SF1	To scan through the previous entries

For entering a service continue below. For entering an expense go to the Expense Items section.

Service Items

The remainder of this section is an example of entering a service item.

*4. Service code

For a New WIP Open Item:

Enter the service number for the item, or use one of the options:

F5	To search for a service by service number
F6	To search for a service by service name

Format	6 characters
Example	Type 330

For an Existing Open Item:

Enter the service code and service date for the existing item, or use the option:

F1	To scan through the WIP open items on file for the client, matter, and type entered above
SF1	To scan through the previous entries

*5. Service date

For a New WIP Open Item:

Enter the date of the item.

Format	MMDDYY
Example	Type 21419

For an Existing Open Item:

Enter the service date for the existing item, or use the option below. After the date is entered, the remaining fields for the item are displayed. You may make changes to the remaining fields.

F1	To scan through the WIP open items on file for the client, matter, type, and code entered above
SF1	To scan through the previous entries

6. Staff

Enter the staff number for this WIP open item. You may also use one of the options:

F5	To search for a staff member by staff number
F6	To search for a staff member by staff name

Format	6 characters
Example	Type 1

7. Hours

Enter the hours for this service item.

Format	999.99-

Note Zero is allowed. In this case, "Rate" (next) is skipped.

Rate

Enter the rate for these service hours. After the rate is entered, the amount is calculated and displayed. Entry resumes at field #9, "Cost".

Format	99,999.99
Example	Type 40

Note Zero and negative rates are not allowed.

8. Amount

When "Hours" (above) is zero, enter the amount of the service WIP open item. The field defaults to the amount that is Hours times Rate for a service code.

Format	9,999,999.99-
Example	(This field is automatically set to Hours x rate amount)

Note A zero entry is not allowed for this field.

9. Cost

Enter the cost of this service line.

Format	9,999,999.99-
Example	Type 1105

After adding a service WIP item, answer Y to enter a billing description for it. When changing this service WIP item, you can enter or modify its billing description using the F6 key. After entering or changing a billing description, press Esc.

Expense Items

Entry of the first two fields, *Client #* and *Matter #*, is the same as for service items. Entry of the *Entry type* is X for expense.

*4. Expense code

For a New WIP Open Item:

Enter the expense number for the item, or use one of the options:

F5	To search for an expense by expense number
F6	To search for a expense by expense name

Format	6 characters
Example	Type 100

For an Existing Open Item:

Enter the expense code and expense date for the existing item, or use the option:

F1	To scan through the WIP open items on file for the client, matter, and type entered above
SF1	To scan through the previous entries

*5. Expense date

For a New WIP Open Item:

Enter the date of the item.

Format	MMDDYY
Example	Type 21419

For an Existing Open Item:

Enter the expense date for the existing item, or use the option below. After the date is entered, the remaining fields for the item are displayed. You may make changes to the remaining fields.

F1	To scan through the WIP open items on file for the client, matter, type, and code entered above
SF1	To scan through the previous entries

6. Staff

Enter the staff number for this WIP open item. You may also use one of the options:

F5	To search for a staff member by staff number
F6	To search for a staff member by staff name

Format	6 characters
Example	Type 1

7. Quantity

Enter the quantity for this expense.

Format	99,999.99-
Example	"(Not applicable)" displays

Note	If the rate entered in the Expense Code record (in Expenses) is zero, then entry of a quantity is skipped and "(Not applicable)" is displayed.

Rate

Enter the rate for this expense. After the rate is entered, the amount is calculated and displayed.

Format	9,999,999.99
Example	"(Not applicable)" displays

Note	Zero and negative rates are not allowed. If the rate entered in the Expense Code record (in Expenses) is zero, then entry of a rate is skipped and "(Not applicable)" is displayed.

8. Amount

Enter the amount of the expense WIP open item.

Format	9,999,999.99-
Example	Type 150.75

After adding a expense WIP item, answer Y to enter a billing description for it. When changing this expense WIP item, you can enter or modify its billing description using the F6 key. After entering or changing a billing description, press Esc.

Load Advance Billings

This chapter contains the following topics:

Introduction to Load Advance Billings ....
Entering Load Advance Billings ....

INTRODUCTION TO LOAD ADVANCE BILLINGS

Use this selection to transfer outstanding advance billings from your former Time and Billing package or manual system directly into the Advance Billings. Only Advance Billings are affected by this selection.

Once all advance billings and outstanding WIP items have been entered, and the Set client account balances selection has been run, there is no further need for this selection. Current advance billings are entered using *Retainer billing* from the *Billing* menu.

Advance billings entered here can be listed using *Advance billings list* from the *Reports, general* menu.

Changing Over to PBS Professional Time and Billing

Follow these steps to change over from your former system to PBS Professional Time and Billing:

1. Determine the cut-off date to be used. The cut-off date is the latest date for items that you will enter (load) here. For example, if you choose a cut-off date of 3/31, you will enter advance billings dated 3/31 and earlier.
2. Make sure the package is in setup mode, using Control information.
3. Enter WIP open items into the WIP File through Load WIP open items (described in the previous chapter).
4. Enter advance billing items into Advance Billings through Load advance billings (this selection).
5. Run Set client account balances, as described in the next chapter. This is the only time that you will ever use this selection, unless you are restoring your Clients following loss of the original data.

Note	Set client account balances automatically resets the integrity fields. Running the data integrity check provides a quick report showing the total balances existing in the WIP and Advance Billing Files.

6. Take the package out of setup mode using Control information.
7. The changeover is complete. Enter all advance billings after the cut-off date as new entries, using Retainer billing.

Note	Only entries made through this selection are accessible from this selection.

To Begin:

Select

Load advance billings from the *Utility* menu.

ENTERING LOAD ADVANCE BILLINGS

The following screen will be displayed:

SCREEN

From this screen, you can work with both new and existing advance billings. Only advance billings entered using this selection are available here.

***1. Client #**

For a New Advance Billing:

Enter the client number for the item. You may also use one of the options:

F5	To search for a client by client number
F6	To search for a client by client name

Format	12 characters
Example	Type 5

After you have entered one advance billing, the following option can be used when the next billing is for the same client:

ENTER	To use the last client number entered

For an Existing Advance Billing:

Enter the client number, matter number, and invoice date for the existing advance billing, or use the option:

F1	To scan through the next entry
SF1	To scan through the previous entries

***2. Matter #**

For a New Advance Billing:

Enter the matter number for the billing. A blank matter number is not allowed. You may also use one of the options:

F5	To search for a matter by matter number
F6	To search for a matter by matter description

Format	12 characters
Example	Type 85

Note	Only matters to which advance billings can be applied can be entered here. Advance billings are specified to apply to a matter during entry of a matter's billing terms for services and expenses. Advance billings can be applied to services only, expenses only, or both. See the chapter titled Matters for more information.

For an Existing Advance Billing:

Enter the matter number and invoice date for the existing item, or use the option:

F1	To scan through the advance billings on file for the client entered above
SF1	To scan through previous advance billings

Note

*3. Invoice date

For a New Advance Billing:

Enter the invoice date of the advance billing.

Format	MMDDYY
Example	Type 21519

For an Existing Open Item:

Enter the invoice date for the existing advance billing, or use the option below. After the date is entered, the amount of the advance billing is displayed. You may change this field.

F1	To scan through the advance billings for the client and matter entered above
SF1	To scan through previous advance billings

4. Billing amount

Enter the amount of the advance billing.

Format	9,999,999.99
Example	Type 1000

Note A zero entry is not allowed for this field.

After adding an advance billing item, answer Y to enter a billing description for it. When changing this advance billing item, you can enter or modify its billing description using the F6 key. After entering or changing a billing description, press Esc.

Set Client Account Balances

This chapter contains the following topics:

Introduction to Set Client Account Balances ....
Setting Client Account Balances ....

INTRODUCTION TO SET CLIENT ACCOUNT BALANCES

Use this selection to total all the WIP open items and advance billings for each client in the WIP File and Advance Billing File and set the WIP and advance billing balance fields in the Client record.

WIP open items include service and expense items which will be billed and invoiced out to clients.

Advance billings consist of amounts billed to clients prior to work being done for the client. When services and expenses are billed to such clients, advance billing amounts are used up.

This selection is normally used only once - right after you have loaded your WIP and Advance Billing Files when you are first getting started. You can also run it at any other time to set the balance fields to the correct amount, if you think they are incorrect.

To run this selection, the PBS Professional Time and Billing module must be put into setup mode. You do this using *Control information*.

After this selection has been run, take the package out of setup mode in order to use the package for regular entries.

SETTING CLIENT ACCOUNT BALANCES

To Begin:

Select

Set client account balances from the *Utility* menu.

A message informs you that this program totals the amounts of a client's open WIP items and advance billing items, and sets the client balance fields in the Client File to these amounts.

You are asked whether you're sure you want to do this. If you're not ready to set these balances, answer N. If you are, answer Y.

Example	Type Y

Some processing will occur while these balances are being set. Then you see *Procedure complete - press Esc*.

Time and Expenses

This chapter contains the following topics:

Introduction to Time and Expenses ....

Entering Time and Expenses ....

Printing a Time and Expense Edit List ....

Resequencing a Time and Expense Sheet ....

INTRODUCTION TO TIME AND EXPENSES

Use this selection to enter records of time and expenses. Once these have been entered, you can post them to the Work in Process File and other files. Later, you can select posted WIP, using Select WIP for billing from the Billing menu, and then print and post invoices for the selected WIP, using Post from the Invoices selection.

Time and expenses records the services performed for your clients and expenses incurred on behalf of your clients. Included with this manual are sample time and expense sheets. You can make copies of these forms and use the copies for recording each service and expense for later entry into the T/B system using Time and expenses (this selection).

Distribute these forms to each staff member, so that they can record their time and expenses as they work. Each day, or at the end of each week, have these forms turned in to be used for entering data into this selection.

Entering time and expenses is an important activity for two reasons:

1. It is likely that most of your revenue will come from billing your clients for work done. To do this, the original records should be entered into the T/B system regularly. Do not backlog time and expense entry.
2. If you record all time for your staff, including time for which you would not bill (such as travel and vacation), you will be able to produce a time accounting report of your staff. This report will help you to improve the management of your staffs time and hence their productivity. This information is also needed to produce accurate profitability reports. See the note at the end of this chapter relating to recording time and expenses for non-billable items.

In addition to this, you should also make sure that all your staff turn in time and expense sheets, not just the professionals in your office.

When an assistant makes copies of a contract, the time spent in doing this is billable and the cost of the photocopies is a recoverable expense. But you can only bill for it if you have recorded it.

Using copying as an example, you could require that all staff record the number of copies they make, the time they spend doing this, as well as the date, client, and matter for whom the copies were made. You might find other instances like this, where you can bill for time and expenses using the T/B system, whereas before you were not recording it and not billing for it.

Note	Throughout the rest of this chapter, time and expense sheets will often be referred to as just time sheets or just expense sheets.

Numbering Time and Expense Sheets

Each sheet is dated and given a number. You can enter the time sheet number or have the T/B system assign a unique number to each time sheet, according to your selection in the T/B Control information for the field, "Automatic assignment of time/expense sheet #'s".

If this field is Y, T/B assigns sheet numbers for you; if this field is N, you supply the number.

You would use the first option when your original time and expense sheets are not sequentially numbered. As you enter each sheet, it would be a good practice to record the system-assigned number on each sheet.

You would use the second option when your original time and expense sheets are sequentially numbered.

When entering time and expense sheets, you can select whether a sheet is for time (i.e., services) only, expenses only, or both.

Entering and Posting Time Sheets by Operator

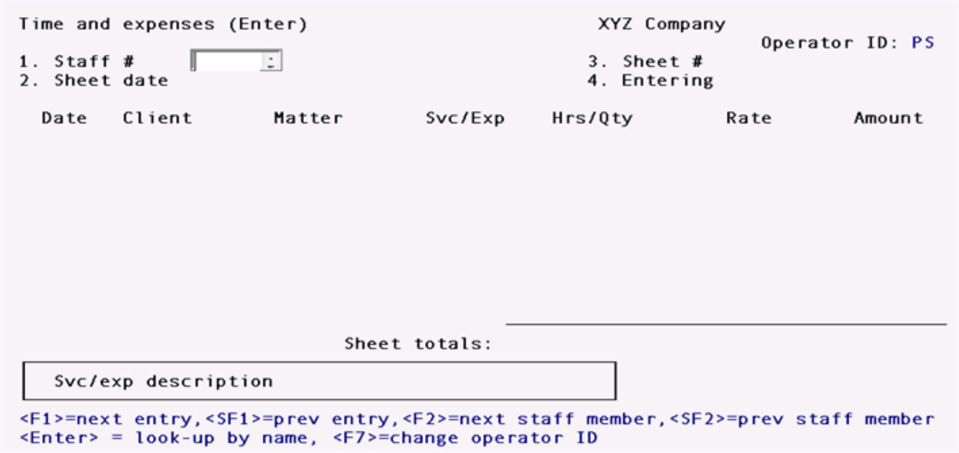
If you have selected to enter time and expense sheets in batches by operator (see the "Posting method" field in Control information), then each operator will be able to print an edit list for his/her time and expense sheets only. If you have selected to post all time and expense sheets in one batch, you will not be able to print a time and expense edit list by operator.

ENTERING TIME AND EXPENSES

Select

Enter from the *Time and expenses* menu.

This is the screen you see:



```
Time and expenses (Enter)                        XYZ Company
                                                           Operator ID: PS
1. Staff #                                     3. Sheet #
2. Sheet date                                  4. Entering

  Date   Client       Matter       Svc/Exp    Hrs/Qty        Rate        Amount

                                      Sheet totals:
 Svc/exp description
<F1>=next entry,<SF1>=prev entry,<F2>=next staff member,<SF2>=prev staff member
<Enter> = look-up by name, <F7>=change operator ID
```

From this screen, you can work with both new and existing time sheets. If a time sheet for the staff member, date, and number you enter already exists, the information on file will appear and be available for changes or deletion.

Enter the following information:

First, enter the four fields at the top of the screen. After you have done this, enter each line of your time sheet as described below.

Note	When entering time sheets by operator ID, the current operator ID appears at the top right of the screen.

1. Staff

Enter the staff number for this time sheet, or use one of the options:

<F1>	For the next entry
<SF1>	For the previous entry
<F2>	For the next staff member
<SF2>	For the previous staff member
<ENTER>	To look up a staff member by name
<F7>	To change operator ID

Format	6 characters
Example	Type 1

2. Sheet date

This is the date of the time sheet. You should enter time sheets regularly, either on a daily basis, or at least on a weekly basis. If you enter time sheets on a weekly basis, the date you enter here should be the date on which the weekly period ends.

Enter the date for this time sheet.

Format	MMDDYY
Example	Type 32119

Note	As you enter the time sheet lines, you will be given a warning message the first time that you enter a line date later than the sheet date you have entered here.

3. Sheet

When the T/B system is assigning sheet numbers for you, enter the number of an existing sheet, or use one of the options:

<F1>	To scan through the sheets already entered for this staff member
<SF1>	To scan through previous sheets already entered
<F2>	To have the T/B system assign a new sheet number automatically

When the T/B system is not assigning sheet numbers for you, enter the number of a new or existing sheet number, or use the option:

<F1>	To scan through the sheets already entered for this staff member
<SF1>	To scan through previous sheets already entered

Format	999999
Example	Press F2

4. Entering

Enter T if this is a time sheet only, E if this is an expense sheet only, or B if both time and expenses will be entered on this sheet.

Format	1 character
Example	Type B

Answer Y to the "Any change ?" question if there are changes. You will then be able to re-enter these four fields.

Answer N to the "Any change ?" question if there are no changes. You can then enter lines for the time sheet.

If you have selected an existing time sheet that you have marked as complete (see the section later in this chapter titled Ending Off a Time Sheet), you will be asked the following question:

"Sheet has been marked complete, OK to change it ?" If you answer N, you will be able to select another time sheet.

If you answer Y, the selected time sheet will be marked as incomplete and you will be able to change it.

During entry of lines, you can navigate up and down the time sheet using the arrow keys, the PgUp and PgDn keys, and the Home and End keys.

Entering Service (Time) Lines

Date

Enter the date for this time sheet line, or use the option:

<F7>	After you have entered at least one line, to use the date entered on the previous line

Format	MMDDYY
Example	Type 030919

Client

Enter the client number for whom this service was done, or use one of the options:

<F5>	To search for the client by number
<F6>	To search for the client by name
<F7>	To use the client entered on the previous line

Format	12 characters
Example	Type 5

Matter

Enter the number of the matter for which this service was done, or use one of the options:

<F5>	To search for the matter by number
<F6>	To search for the matter by description
<F7>	To use the matter entered on the previous line

Format	12 characters
Example	Type 120

Svc/Exp

If you are entering both time and expenses on the time sheet, first select whether this line is for a service or an expense.

Enter S for a service line, or X for an expense line.

Format	1 character
Example	Type S

Enter the number for the service that was provided, or use one of the options:

<F5>	To search for the service by number
<F6>	To search for the service by description
<F7>	To use the service entered on the previous line

Format	6 characters
Example	Type 330

Hrs/Qty

Enter the number of hours worked on this service. This field may not be zero.

Format	999.99-
Example	Type 8

Rate

Enter the hourly rate for hours of service provided, or use the option. This field may be zero.

<F1>	To accept the default offered. The default shown is determined in this order: a) The specific billing rate for work done by this staff member for this client. b) If there is no rate as in (a), the first rate found for this service in the table of service rates in the staff member's record. c) If there is no rate as in (b), the default rate for this staff member in the staff member's record.

Format	99999.99
Example	Press F1

Amount

For service lines, this field cannot be entered. It is always calculated as hours times rate.

Entering Expense Lines

Date

Enter the date of this expense sheet line, or use the option:

<F7>	To use the date entered on the previous line

Format	MMDDYY
Example	Type 31619

Client

Enter the client number for whom this expense was incurred, or use one of the options:

<F5>	To search for the client by number
<F6>	To search for the client by name
<F7>	To use the client entered on the previous line

Format	12 characters
Example	Type 5

Matter

Enter the number of the matter for which this expense was incurred, or use one of the options:

<F5>	To search for the matter by number
<F6>	To search for the matter by description
<F7>	To use the matter entered on the previous line

Format	12 characters
Example	Type 120

Svc/Exp

If you are entering both time and expenses on the time sheet, first select whether this line is for a service or an expense.

Enter S for a service line, or X for an expense line.

Format	1 character
Example	Type X

Enter the number for the expense that was provided, or use one of the options:

<F5>	To search for the expense by number
<F6>	To search for the expense by description
<F7>	To use the expense entered on the previous line

Format	6 characters
Example	Type 330

Hrs/Qty

You can only enter this field (and the rate field) when the code selected for this expense line has a non-zero rate. See the chapter titled Expenses.

Enter the quantity of this expense item.

Format	99,999.99-
Example	Type 1

Note	When the expense code entered for this line has a zero rate, the expense is expressed simply as an amount and not as quantity times rate. When this expense code has a non-zero rate, the expense is expressed as quantity times rate per item. In this case, the expense amount is a calculated field.

Rate

Enter the unit rate for this expense line, or use the option. This field may be zero.

Options

<F1>	To use the default entered in this expense code's record.

Format	9,999,999.999
Example	Press F1

Amount

When the code selected for this expense has a zero rate, enter the amount for this expense line.

Format	9,999,999.999
Example	(This field defaults to Quantity times Rate and is skipped)

After a Line Has Been Entered

After a line has been entered, you have the following options:

<ENTER>	To continue entering the time sheet at the next line
<F1>	To return to the line you just entered
<F6>	To enter a billing description. NOTE: This option is only available for lines with service and expense codes that are billable.

Entering a Billing Description

The billing description you enter for the line can be used when printing invoices. See the chapter titled Invoice Formats.

This selection uses Passport's text editing function. You enter text in much the same way as most word processing programs, using the ENTER key, arrow keys, DELETE key, ESC when done, etc. When you are finished entering text, press ESC and follow the screen instructions.

If you wish to use the more powerful text editing commands which are included in this editor, see the appendix titled Text Editing.

Format	10 lines of description

Note	The length of the description is determined by the text length for service and expense billing descriptions specified in the Control information.

Ending Off a Time Sheet

To end off entry of time and expense lines, press ESC in any date field. You will be asked if the time and expense sheet is complete.

If you answer Y, the time sheet is marked complete, and you will be able to enter another time sheet.

If you answer N, you are asked if you wish to continue to enter lines for the time sheet. Answer Y to do so, or N to begin entry of another time sheet.

Example	Press ESC at the date field and then type Y to indicate that the time/expense sheet is complete.
Example	Continue entering the time and expenses shown on the report at the end of this chapter.

PRINTING A TIME AND EXPENSE EDIT LIST

Use this selection to print a list of the time sheets that have been entered. This edit list is useful for verifying data entry prior to posting.

If you have selected to post time sheets in batches by operator (see the *Posting method* field in *Control information*), you will be able to print, and later post, time sheets for a specific data entry operator.

Select

Edit list from the *Time and expenses* menu. You may also select *Time and expenses edit list* from the *Reports, general* menu of the P/B menu.

1. Print sequence

Enter S to print the edit list in staff number order, or E to print it in entry order.

Format	1 character
Example	Type S

2. Show billing descriptions ?

Answer Y to show the billing descriptions you entered during time and expense entry.

Example	Type Y

3. Show incomplete time and expense sheets ?

Answer Y to show incomplete time and expense sheets.

Example	Type Y

4. Show complete time and expense sheets ?

Answer Y to show complete time and expense sheets.

Format	1
Example	Type Y

Note If you answer N for field 3 and 4, nothing will be printed.

5. Operator ID

This field only appears for entry when you have selected to post time and expense sheets in batches by operator in the T/B *Control information*.

Enter the operator ID for whom the edit list is to be printed, or use the option:

<F1>	To print time sheets for "All" operators

Format	3 characters

After completing entry of these fields, the Time and Expense Edit List will print according to your selections made above.

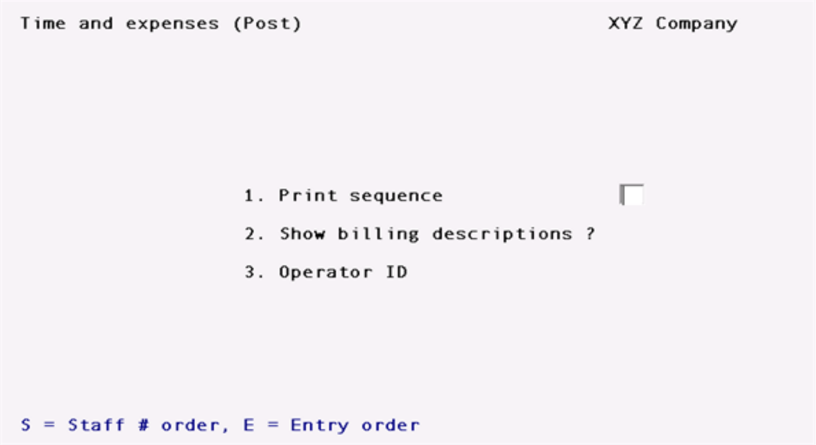
POSTING TIME AND EXPENSES

When you have verified that the time sheets are correct and complete, as shown on the Time and Expenses Edit List, you are ready to post them to the permanent T/B files.

If you have selected to post time sheets in batches by operator (see the "Posting method" field in Control information), you will be able to post time sheets for a specific data entry operator.

Before data files are updated by the posting procedure, a register prints, showing the time sheets to be posted. A summary of the General Ledger distributions made by posting is provided at the end of the register. See the section titled "General Ledger Distributions" later in this chapter for information on the distributions made during time sheet posting.

From the *Time and expenses* menu, select *Post*.



```
Time and expenses (Post)                          XYZ Company




              1. Print sequence                       ☐

              2. Show billing descriptions ?

              3. Operator ID




S = Staff # order, E = Entry order
```

1. Print sequence

Enter S to print the register in staff number order, or E to print it in entry order.

Format	1 character
Example	Type S

2. Show billing descriptions ?

Answer Y to show the billing descriptions you entered during time and expense entry.

Example	Type Y

3. Operator ID

This field only appears for entry when you have selected to post time and expense sheets in batches by operator in the T/B *Control information*.

Enter the operator ID for whom the edit list is to be printed, or use the option:

<F1>	To print time sheets for "All" operators

Format	3 characters

After completing entry of these fields, a register will print, showing time and expense sheets according to your selections made above. When register printing is complete, the posting procedure updates the T/B permanent files with the information shown on the register.

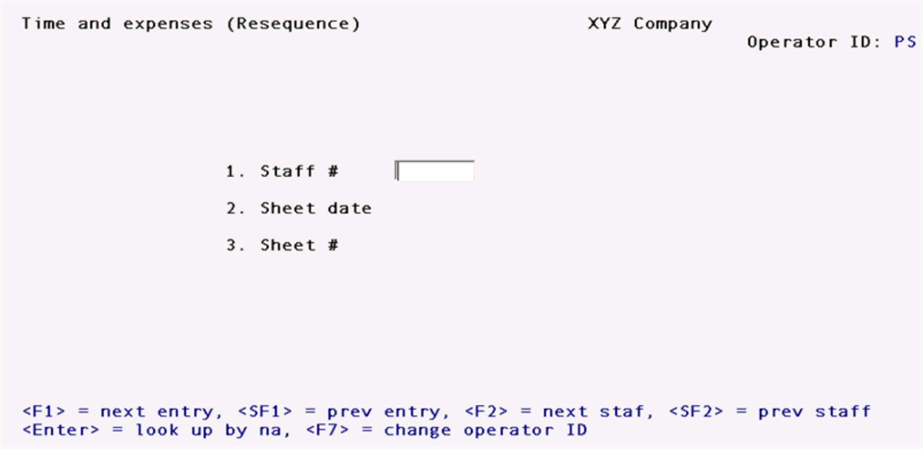
RESEQUENCING A TIME AND EXPENSE SHEET

You may never need to use this selection. However, if you have a bad system crash while entering time and expense sheets, some time and expense sheets might become scrambled. In this case, an error message may appear when you try to modify a time and expense sheet. The error message will refer to this Resequence function.

To recover from such a situation, you would do the following:

1. Run Resequence on the time and expense sheet.
2. Print an edit list showing the time and expense sheet.
3. Compare the time and expense sheet printed to the original, to see if there are any lines out of sequence or missing.
4. Make any needed adjustments to the lines through Time and expenses.

From the Time and expenses menu, select Resequence.



```
Time and expenses (Resequence)                    XYZ Company
                                                       Operator ID: PS



                  1. Staff #
                  2. Sheet date
                  3. Sheet #



<F1> = next entry, <SF1> = prev entry, <F2> = next staf, <SF2> = prev staff
<Enter> = look up by na, <F7> = change operator ID
```

To resequence a time and expense sheet, enter the following information on the screen which appears:

1. Staff

Enter the staff number for this time sheet, or use one of the options:

<F1>	For the next entry
<SF1>	For the previous entry
<F2>	For the next staff member
<SF2>	For the previous staff member
<ENTER>	To look up a staff member by name
<F7>	To change operator ID

Format	6 characters
Example	Type 1

2. Sheet date

Enter the date for the time and expense sheet to be resequenced, or use the option:

<F1>	To scan through the time and expense sheets entered for this staff member
<SF1>	To scan through previous time and expense sheets entered for this staff member

Format	MMDDYY
Example	Type 32119

Note As you enter the time sheet lines, you will be given a warning message the first time that you enter a line date later than the sheet date you have entered here.

3. Sheet

Enter the number for the time and expense sheet to be resequenced, or use the option:

<F1>	To scan through the sheets already entered for this staff member
<SF1>	To scan through previous sheets already entered

Format	999999

General Ledger Distributions

Generally, when time and expense sheets are posted, service and expense lines are recorded as work in process. Later, these lines can be selected for billing and then invoiced.

When invoices are posted, WIP lines become accounts receivable.

The introduction to the chapter titled Matters explains whether a time sheet (or expense sheet) line generates WIP or not.

If a time sheet line does not generate WIP, no G/L distribution is made for it. If a line does generate WIP, G/L distributions are made for it as described next.

The client's WIP account is always debited.

The offsetting credit is posted to one of two accounts, depending upon when WIP revenue is recognized for the client (see the chapter titled Clients for the field "Recognize WIP revenue").

If the client's WIP revenue is recognized when time and expense sheets are posted, the offsetting credit is made to the revenue account from the service or expense code.

If the client's WIP revenue is recognized when invoices are posted, the offsetting credit is made to the unbilled fees account entered in the T/B *Control information*.

In summary:

When recognizing WIP revenue during time and expense posting:

Debit Work in process account		(Client record)	
	Credit Revenue account		(Service/expense record)

When recognizing WIP revenue during invoice posting:

Debit Work in process account		(Client record)	
	Credit Unbilled fees account		(T/B Control information)

Using Multiple Profit Centers

If you are tracking services and expenses by profit center, enter service codes for each profit center that supplies a particular service, and specify the G/L accounts for these service codes that are appropriate for the profit center. Do the same for applicable expense codes.

For example:

Service - Patent document preparation

Profit center 010

	Service code PATD10	Revenue account:	4000-010
		Markup account:	4001-010
		Markdown account:	7000-010

Profit center 020

Service code PATD20	Revenue account:	4000-020
	Markup account:	4001-020
	Markdown account:	7000-020

Expense - Patent filing costs

Profit center 010

Service code PATF10	Revenue account:	4000-010
	Markup account:	4001-010
	Markdown account:	7000-010

Profit center 020

Service code PATF20	Revenue account:	4000-020
	Markup account:	4001-020
	Markdown account:	7000-020

Non-billable Services and Expenses

This section provides information to help you maintain accurate information for profitability reports.

When entering time and expense sheets, you can account for non-billable time and expenses by entering lines specifying non-billable service and expense codes.

Such lines should also specify the applicable client and matter for whom the non-billable service is being performed or for whom the non-billable expense has been incurred.

In some cases, it may not be possible to assign these non-billable items to an exact client and matter, as in the case of vacation time.

If these non-billable time and expenses are not recorded, the Staff Profitability Report (described in the chapter titled Profitability Reports) will be inaccurate to the degree that these non-billable items are not entered and posted. The reason for this inaccuracy is that staff profitability includes accounting for the cost of non-billable items.

When non-billable items cannot be assigned to a particular client, you should use a dummy Client record set up for this purpose, so that you can enter these non-billable items. This dummy Client record could be viewed as the "The firm", since such non-billable items represent overhead that cannot be directly related to a particular client or matter (i.e., they are indirect overhead for the firm).

When a staff member works on some matters with by-the-hour and cost-plus billing terms, and other matters with terms such as flat-fee, fixed-fee, or contingent-fee, it is necessary to set up two matters for the dummy client.

The billing terms for one of the dummy matters would be by-the-hour for services and cost-plus for expenses. The other dummy matter's billing terms would be fixed fee for both services and expenses.

You would do this so that the staff member's non-billable and non-assignable time (as described above) can be broken down into one amount for by-the-hour and cost-plus matters and another amount for flat-fee, fixed-fee, and contingent-fee matters.

To apportion the staff member's non-billable and non-assignable time between these two dummy matters, you could use the ratio of that staff member's billable hours for by-the-hour and cost-plus matters to the billable hours for flat fee, fixed fee, and contingent fee matters. You can obtain these two amounts from the second and third staff member screens.

For example:

Suppose that most of your services are billed by the hour and you recover expenses, but about one-quarter of your business is done at a fixed fee with expenses included.

You set up a dummy client, "The firm", with one matter for "Time and expenses" and one matter for "Fixed fee".

Each of your staff take 4 weeks (160 hours) of vacation annually.

Suppose that staff member Jones is taking his vacation in June and has the following amounts in his record which have been accumulated since he joined the firm 18 months ago.

Hourly rate and/or cost-plus matters:

16.	Billable hours	
	Period-to-date	95.00
	Year-to-date	450.00
	Last-year	830.00

Flat fee, fixed fee, and contingent fee matters:

27.	Billable hours	
	Period-to-date	25.00
	Year-to-date	150.00
	Last-year	290.00

These numbers show that Jones spent 26% of his billable time last year, and 25% of his billable time this year to date, on flat fee, fixed fee, and contingent fee matters.

You decide that Jones spends 25% of his billable time on flat fee, fixed fee, and contingent fee matters, and the remainder of his billable time on hourly rate and/or cost-plus matters.

When Jones's vacation time is entered on his weekly time sheets, you could enter it like this:

	Week 1	Week 2	Week 3	Week 4
Line 1:				
Date	06/07	06/14	06/21	06/28
Client	THE FIRM	THE FIRM	THE FIRM	THE FIRM
Matter	BY THE HOUR	BY THE HOUR	BY THE HOUR	BY THE HOUR
Service	VACATN	VACATN	VACATN	VACATN
Hours	30	30	30	30
Rate	100	100	100	100
Amount	$3,000.00	$3,000.00	$3,000.00	$3,000.00

Line 2				
Date	06/07	06/14	06/21	06/28
Client	THE FIRM	THE FIRM	THE FIRM	THE FIRM
Matter	FIXED FEE	FIXED FEE	FIXED FEE	FIXED FEE
Service	VACATN	VACATN	VACATN	VACATN
Hours	10	10	10	10
Rate	100	100	100	100
Amount	$1,000.00	$1,000.00	$1,000.00	$1,000.00

Apportioning Jones's non-billable vacation time as above allows his profitability report to be more accurate. This is because the profitability report only shows information for matters billed by the hour or cost plus. With the above procedure, only 75% of the cost of vacation time will affect Jones's profitability for matters billed by the hour or cost plus.

Additionally, by looking at the dummy Client and Matter records, you can get some idea of how much time is not being allocated to actual clients and matters.

You would do a similar breakdown for Jones's non-billable and non-assignable expenses.

WIP Open Items

This chapter contains the following topics:

Introduction to WIP Open Items ....
Viewing WIP Open Items ....
Printing a List of Unbilled WIP ....
Printing a List of Advance Billings ....

INTRODUCTION TO WIP OPEN ITEMS

Use this selection to view WIP by client and matter, print a list of unbilled WIP, and print a list of advance payments.

When you view WIP, you will be able to see what WIP records have been selected for billing and any adjustments that have been made. You will not be allowed to make any changes to the selection status or adjustments using this selection. You can make such changes using the Select WIP for billing function from the Billing menu.

Unbilled WIP is WIP that has not been invoiced. Although WIP might have been selected and adjusted, it is still unbilled until it has been invoiced and invoices have been posted.

Advance billings are bills that have been sent to clients prior to doing work for the client. After work has been done for the client, billing the resultant WIP reduces advance billings.

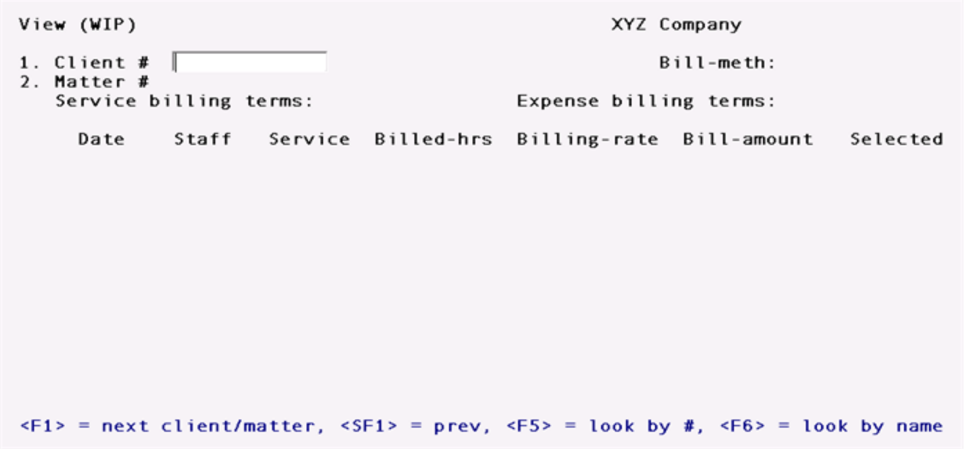
You should not run these report programs when another user is posting invoices.

VIEWING WIP OPEN ITEMS

Select

WIP from the *View* menu of the T/B menu.

The following screen will be displayed:



```
View (WIP)                                              XYZ Company

1. Client #                                                 Bill-meth:
2. Matter #
   Service billing terms:                         Expense billing terms:

     Date     Staff    Service  Billed-hrs  Billing-rate  Bill-amount    Selected









<F1> = next client/matter, <SF1> = prev, <F5> = look by #, <F6> = look by name
```

Enter the following information:

1. Client

Enter the client number, or use one of the options:

<F1>	For the next entry
<SF1>	For the previous entry
<F6>	For the next staff member
<F7>	For the previous staff member

Format	12 characters
Example	Type 5

2. Matter

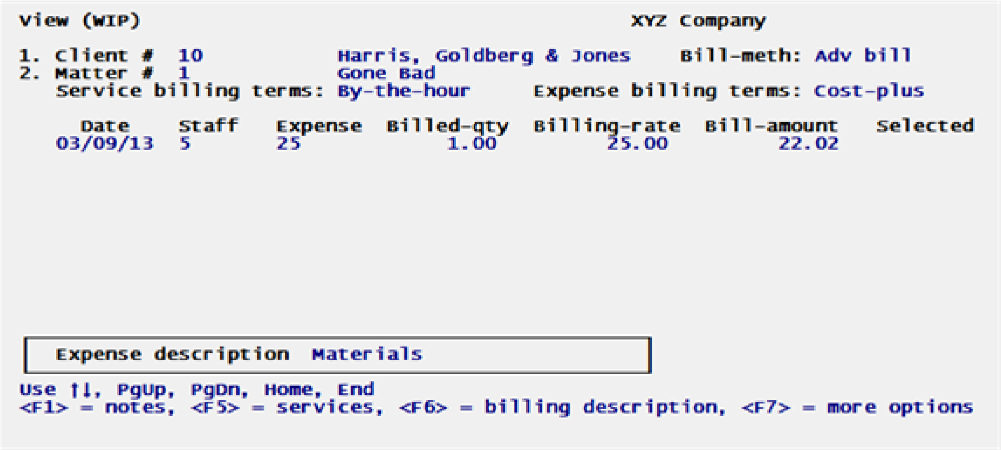
Enter the matter number, or use one of the options:

<F1>	For the next entry
<SF1>	For the previous entry
<F6>	Lookup by matter number
<7>	Lookup by matter name

Format	12 characters
Example	Type 120

If the service billing terms for the matter are "By the hour", then the WIP service items are displayed. Otherwise, the WIP expense items are displayed.

This is the screen you see:



```
View (WIP)                                        XYZ Company

1. Client #  10           Harris, Goldberg & Jones    Bill-meth: Adv bill
2. Matter #  1            Gone Bad
   Service billing terms: By-the-hour     Expense billing terms: Cost-plus

     Date    Staff   Expense  Billed-qty  Billing-rate  Bill-amount   Selected
   03/09/13  5       25             1.00         25.00        22.02

   Expense description  Materials

Use ↑↓, PgUp, PgDn, Home, End
<F1> = notes, <F5> = services, <F6> = billing description, <F7> = more options
```

The items are displayed in the sequence specified by *WIP selection method* in the *Control information*.

You can move up and down the WIP lines using the arrow keys.

You can move forward to the next screen (if any) by using the PgDn key.

You can move back to the previous screen (if any) by using the PgUp key.

You may also use the Home key to move to the first WIP item for the matter, or use End to move to the last WIP item for the matter.

If the expense billing terms for the matter are *Cost-plus*, then you can display the expenses by pressing F5. When displaying expenses, you can redisplay services by pressing F5 again.

Use F1 to enter or modify notes for clients and matters.

Use F6 to enter or modify the billing description for the WIP item.

Use F7 to select other options. These options are listed below:

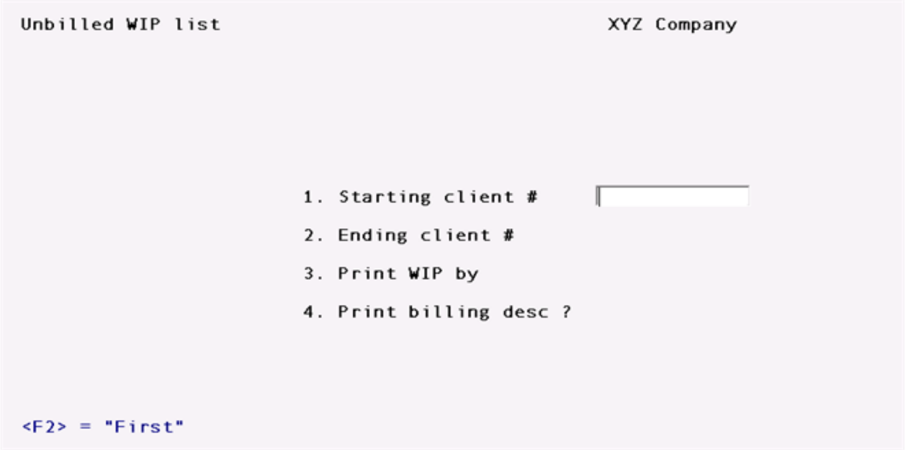
Change client	Switch to a different client for WIP selection.
Change matter	Switch to a different matter for this client.
Jump by service #	Jump to the first WIP open item matching the service # entered. (Only available when displaying WIP by service code.)
Jump by expense #	Jump to the first WIP open item matching the expense # entered. (Only available when displaying WIP by expense code.)
Jump by date	Jump to the first WIP open item dated on or after the date entered. (Only available when displaying WIP by date.)
List in svc seq	Display the WIP open items in service code sequence. (Only available when displaying WIP in date sequence.)
List in exp seq	Display the WIP open items in expense code sequence. (Only available when displaying WIP in date sequence.)
List in date seq	Display the WIP open items in date sequence. (Only available when displaying WIP in service or expense code sequence.)
Next client/matter	Switch to the next client/matter in the WIP Open Item File. If there are additional matters for the current client, the next matter is displayed. Otherwise, the first matter for the next client is displayed.
Next matter	Switch to the next matter, if any, for the client.
Billing totals	Display the total amount to be billed based on selected services and expenses.
Show original amts	The original amounts (prior to any adjustments) are displayed.
Show billing amts	This option displays the amounts to be billed (including any adjustments).

PRINTING A LIST OF UNBILLED WIP

Select

Unbilled WIP list from the *Reports, general* menu of the T/B menu.

A screen appears for you to enter the following information:



```
Unbilled WIP list                                    XYZ Company




                         1.  Starting client #
                         2.  Ending client #
                         3.  Print WIP by
                         4.  Print billing desc ?



<F2> = "First"
```

1. Starting client

2. Ending client

Specify the range of client numbers to include or use the option:

Example	Press F2 at each field

3. Print WIP by

Enter D to print unbilled WIP in date order or S to print it in service and expense code order.

Format	1 character
Example	Type D

Note WIP items for services are primed first, followed by WIP items for expenses.

4. Print billing desc ?

Answer Y to print the billing description (if any) for each WIP item.

Example	Type Y

PRINTING A LIST OF ADVANCE BILLINGS

Select

Advance billings list from the *Reports, general* menu of the T/B menu.

A screen appears for you to enter the following information:

1. Starting client

2. Ending client

Specify the range of client numbers to include. Follow the screen instructions.

Example	Press F2 at each field

Billing

This chapter contains the following topics:

Introduction to Billing

Printing a WIP Selection Worksheet

Selecting WIP for Billing

Entering and Printing Current Matters

Retainer Billing

Billing Fixed Fee Matters

Billing Contingent Fee Matters

Entering Billing Adjustments

Printing an Edit List

INTRODUCTION TO BILLING

Use this selection to specify the work in process to be billed to each client. You may also use this selection for periodic retainer billings and fixed fee billings for clients.

Specifically, use this selection to perform the following actions:

1. Print a WIP selection worksheet, using WIP selection worksheet, for the range of clients to be billed. Use this worksheet to determine the WIP to be billed, including any write-ups or write-downs. You may enter the adjustment amount, if any, in a space provided for each WIP item printed on the worksheet.
2. Select WIP for billing, using Select WIP for billing. Use this function to enter write-ups or write-downs as needed, and to modify billing descriptions as needed.
3. Enter any additional billing adjustments, using Billing adjustments.
4. Print a billing edit list, using Edit list, and compare the edit list with the WIP selection worksheet, to ensure that all WIP has been properly selected and written up or down as needed.

If you bill retainers periodically or provide services on a fixed fee or contingent basis, then you may also perform the following actions:

1. Enter any periodic retainers or one-time retainers to be billed, using Retainer billing. Periodic retainers may be either entered manually, or generated automatically based on information in the Client record.
2. Enter billings for fixed fee matters, using Fixed fee billing. These may be either entered manually, or generated automatically based on information in the Matter record.
3. Enter any billings for contingent fee matters, using *Contingent fee billing*.
4. Print a billing edit list, using Edit list, to verify the periodic retainers, fixed fee matters, and contingent matters to be billed.
5. Enter new "current matters" for those advance billing retainer clients for whom retainer billing on the previous "current matter" has been completed. (See the section in this chapter titled "Current Matters".)

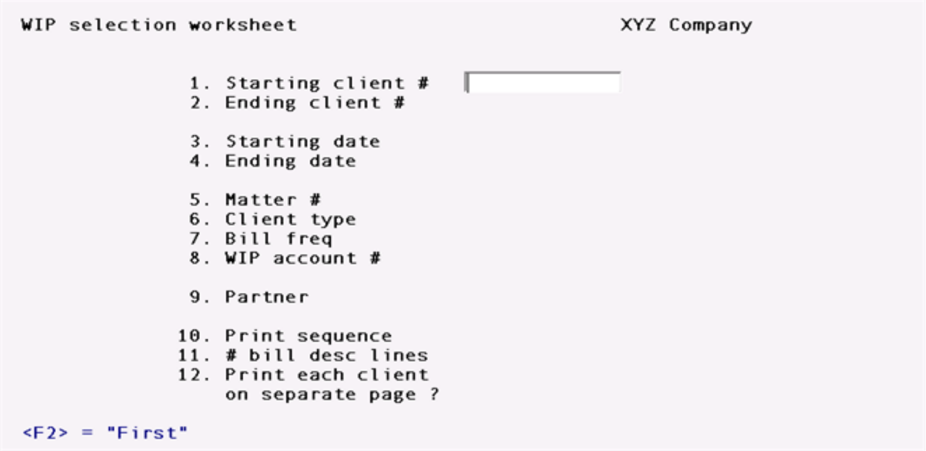
Note	You may bill WIP at the same time as retainers, fixed fee, and contingent fee matters are billed. The Billing Edit List will show all items to be billed for each client printed.

PRINTING A WIP SELECTION WORKSHEET

Select

WIP selection worksheet from the *Billing* menu of the T/B menu.

This is the screen you see:



```
WIP selection worksheet                           XYZ Company

              1. Starting client #
              2. Ending client #

              3. Starting date
              4. Ending date

              5. Matter #
              6. Client type
              7. Bill freq
              8. WIP account #

              9. Partner

             10. Print sequence
             11. # bill desc lines
             12. Print each client
                 on separate page ?

<F2> = "First"
```

1. Starting client

2. Ending client

Enter the range of client numbers to be included on the worksheet. Follow the screen instructions.

Format	12 characters for each field
Example	Press F2 at both fields

3. Starting date

4. Ending date

Enter the range of dates for the work-in-process items that are to be included on the worksheet. Follow the screen instructions.

Format	MMDDYY for each field
Example	Press F2 at both fields

5. Matter

(This field may only be entered if the starting and ending client numbers are the same.)

Enter the matter # for this client, or use the option:

Format	12 characters
Example	(This field is skipped)

<F5>	For "All" matters for this client
<ENTER>	For none. In this case, time and expense entries that were entered without a matter number will be printed on the worksheet

6. Client type

Enter the type for the clients to be printed, or use the option:

<F5>	For "All" client types

Format	5 characters
Example	Press F5

7. Bill freq

Clients will only be printed on the worksheet if their billing frequency matches one of the billing frequencies entered here.

You may enter up to S billing frequencies by typing a code letter, pressing ENTER, typing the next code letter, pressing ENTER, etc.

Or you can use the option:

<F5>	For "All" billing frequencies

Format	5 codes of 1 character each
Example	Press F5

8. WIP account

Enter the WIP account # for clients to be printed on the worksheet, or use one of the options:

<F2>	For the default WIP account from the TB *Control information*
<F1>	To scan through the other WIP accounts on file
<ENTER>	For "All" accounts

Example	Press ENTER

9. Partner

Enter the partner for the clients to be printed, or use one of the options:

<F1>	To scan through the next partner
<SF1>	To scan through the previous partner
<F5>	For "All" partners

Format	3 characters
Example	Press F5

10. Print sequence

Enter D to have the WIP entries printed in date sequence on the worksheet, or S to have the WIP entries printed by service or expense code on the worksheet. (Press ENTER to use the default WIP selection method entered in *Control information*.)

If you choose D, all service entries for a client's matter will appear in chronological sequence, followed by all expense entries for the matter.

If you choose S, all entries for a specific service or expense code for a client's matter will appear together in chronological sequence.

Format	1 character
Example	Press ENTER for the default, S

11. # bill desc lines

You may choose to print 0, 1, 2, or "AH" billing description lines for each WIP item printed.

Enter 0, 1 or 2, or use the option:

<F5>	For "All" bill description lines

Format	1 character
Example	Type 1

12. Print each client on separate page ?

Answer Y to print each client on a separate page.

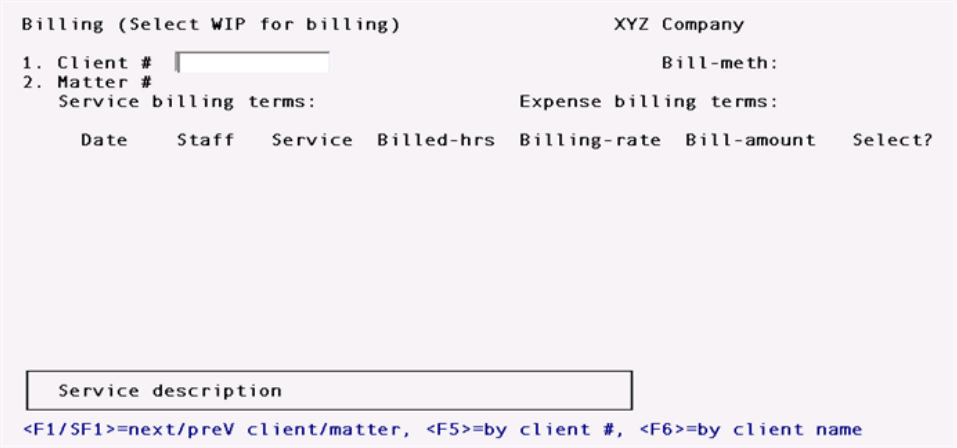
Example	Press ENTER for the default, N

SELECTING WIP FOR BILLING

Select

Select WIP for billing from the *Billing* menu.

This is the screen you see:



```
Billing (Select WIP for billing)                      XYZ Company

1. Client #  [            ]                                  Bill-meth:
2. Matter #
   Service billing terms:                       Expense billing terms:

     Date    Staff    Service  Billed-hrs  Billing-rate  Bill-amount    Select?










   Service description
<F1/SF1>=next/preV client/matter, <F5>=by client #, <F6>=by client name
```

*1. Client

Enter the client number or use one of the options:

<F1>	To scan through the clients who have unbilled WIP
<SF1>	To scan through the previous clients
<F5>	To search for a client by client number
<F6>	To search for a client by client name

Format	12 characters
Example	Type 5

*2. Matter

Enter the matter or use one of the options:

<F1>	To scan through the matters which have unbilled WIP
<SF1>	To scan through the previous matters
<F5>	To search for a matter by matter number
<F6>	To search for a matter by matter description

Format	12 characters
Example	Type 120

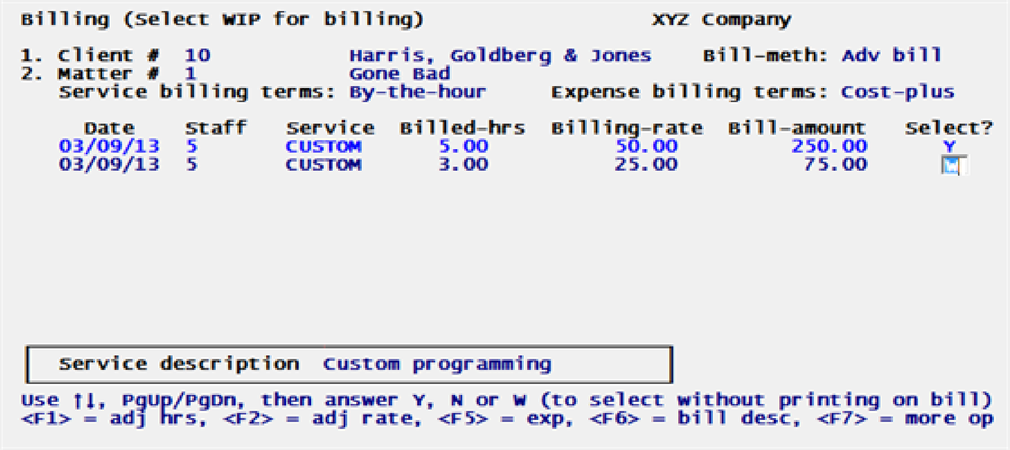
If the service billing terms for the matter are "By the hour", then the unbilled WIP service items are displayed. Otherwise, the unbilled WIP expense items are displayed.

The items are displayed in the sequence specified by "WIP selection method" in *Control information*.

Select WIP items for billing using the arrow keys. Answer Y to select the item, N to unselect the item, or W to select the item for billing without printing the WIP item detail for it on the bill.

Example	Type Y for each WIP item.

Your screen will look like this:



```
Billing (Select WIP for billing)                  XYZ Company

1. Client #  10            Harris, Goldberg & Jones    Bill-meth: Adv bill
2. Matter #  1             Gone Bad
   Service billing terms: By-the-hour     Expense billing terms: Cost-plus

     Date     Staff    Service  Billed-hrs  Billing-rate  Bill-amount    Select?
   03/09/13   5        CUSTOM        5.00         50.00        250.00       Y
   03/09/13   5        CUSTOM        3.00         25.00         75.00


 Service description  Custom programming

Use ↑↓, PgUp/PgDn, then answer Y, N or W (to select without printing on bill)
<F1> = adj hrs, <F2> = adj rate, <F5> = exp, <F6> = bill desc, <F7> = more op
```

Press End at the last selection to select another client.

You can move forward to the next screen (if any) by using the PgDn key.

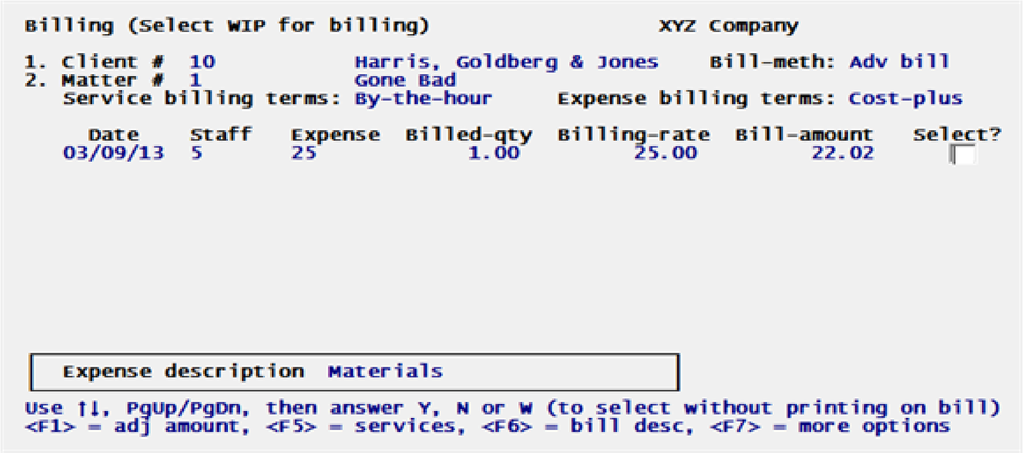
You can move back to the previous screen (if any) by using the PgUp key.

You may also use the Home key to move to the first unbilled WIP item for the matter, or use End to move to the last unbilled WIP item for the matter.

If the expense billing terms for the matter are "Cost-plus", then you can display the unbilled expenses by pressing F5.

Example	Press F5.

Then select the expenses for this matter as shown on the next screen:



```
Billing (Select WIP for billing)                     XYZ Company

1. Client #  10          Harris, Goldberg & Jones     Bill-meth: Adv bill
2. Matter #  1           Gone Bad
   Service billing terms: By-the-hour      Expense billing terms: Cost-plus

    Date     Staff    Expense  Billed-qty  Billing-rate  Bill-amount     Select?
   03/09/13  5        25             1.00         25.00        22.02      ☐



  Expense description  Materials

Use ↑↓, PgUp/PgDn, then answer Y, N or W (to select without printing on bill)
<F1> = adj amount, <F5> = services, <F6> = bill desc, <F7> = more options
```

Use F1 to adjust the hours to be billed. Use F2 to adjust the billing rate. An F1 default is provided based upon the default service adjustment percentage in the Client record. If you adjust either the hours billed or the billing rate, then the WIP item is selected automatically if it is not already selected.

Note	To write-off an amount after it has been billed, use Cash receipts in A/R and enter the amount to be written off as an allowance amount. See the chapter titled *Cash Receipts* in the A/R User Documentation.

Example	Now select the WIP for billing as shown on this screen:

SCREEN

Use F6 to enter or modify the billing description for the WIP item.

Use F7 to select other options. These options are listed below:

Change client	Switch to a different client for WIP selection.
Change matter	Switch to a different matter for this client.
Jump by service*	Jump to the first unbilled WIP open item matching the service # entered. (Only available when displaying WIP by service and expense code.)
Jump by date	Jump to the first unbilled WIP open item dated on or after the date entered. (Only available when displaying WIP by date.)
List in svc seq	Display the WIP open items in service code sequence. (Only available when displaying WIP in date sequence.)
List in date seq	Display the WIP open items in date sequence. (Only available when displaying WIP in service code sequence.)
Next client/matter	Switch to the next client/matter in WIP Open Items. If there are additional matters to be billed for the current client, the next matter is displayed. Otherwise, the first matter for the next client is displayed.
Next matter	Switch to the next matter, if any, for the client.
Adjust all services	Adjust all WIP service items for this matter which have been selected for billing and which have not been adjusted already. Hours and rates can be adjusted separately. A percentage to adjust can be entered for each. An F1 prompt is provided to the default service adjustment percentage in the Client record.
Exclude all services	Set the selection status of all WIP items for this matter to N. After using this option, no unbilled WIP service items are selected for the matter.
Select all services	This option requires a cut-off date to be entered. All unbilled WIP items for services dated on or before the cut-off date are selected for billing. You may also specify that the WIP items are to be selected without printing the detail on the bill. In this case, W will appear next to each WIP item selected.
Billing totals	Display the total amount to be billed based on selected services and expenses.
Show original amts	The original amounts (prior to any adjustments) are displayed.
Show billing amts	This option displays the amounts to be billed (including any adjustments).

When unbilled WIP expense items are displayed, the following options replace their counterparts for services:

F1	Adjust the amount to be billed for the expense. An F1 default is provided based upon the default expense adjustment percentage in the Client record.
Jump by expense #	Jump to the first unbilled WIP open item matching the expense # entered. (Only available when displaying WIP by service and expense code.)
List in exp seq	Display the WIP open items in expense code sequence. (Only available when displaying WIP in date sequence.)
Adjust all expenses	Adjust all WIP expense items for this matter which have been selected for billing and which have not been adjusted already. A percentage to use for the adjustment is entered. An F1 prompt is provided to the default expense adjustment percentage in the Client record.
Exclude all expenses	Set the selection status of all WIP items for this matter to N. After using this option, no unbilled WIP expense items are selected for the matter.
Select all expenses	This option requires a cut-off date to be entered. All unbilled WIP items for expenses dated on or before the cut-off date are selected for billing. You may also specify that the WIP items are to be selected without printing the detail on the bill. In this case, W will appear next to each WIP item selected.

Billing without Printing

As described above, entering W when selecting a WIP item for billing will cause the item to be billed without printing the detail for the item on the bill. This is useful in two different situations:

1. W may be used when selecting a WIP item and a correcting entry for the item, in order to avoid printing either one on the bill.

   For example, if a WIP item had been erroneously posted for $100 and a correcting entry was later posted for -$100, both could be selected using W. These items will not be printed on the invoice and will not change the invoice amount. However, both items will be removed from the WIP Open Item File during invoice posting.

2. When service and expense codes are printed in a summary fashion on a bill, but detail of specific codes is required on an attachment to the bill, W can be used when selecting WIP for the codes whose detail is not to be printed on the attachment.

   For example, if detail is to be printed only for client conferences, then all codes except the ones for client conferences can be selected using W. Then, when printing the detail using an attachment format as described in the chapter titled Invoice Formats, only the conference detail will be printed and the detail of the other WIP items billed will be suppressed.

ENTERING AND PRINTING CURRENT MATTERS

This selection is only used if you have specified in Clients that the billing method for one or more clients is "By advance billing".

For each client whose billing method is "By advance billing", you must enter the matter to which a periodic advance billing (entered using Retainer billing) is to be applied as a billing on account.

When a periodic advance retainer billing is posted for a client, the amount billed will be accumulated in the Advance Billing File for the matter specified here.

You may use the Aging Report to check the advance billings on file for each matter.

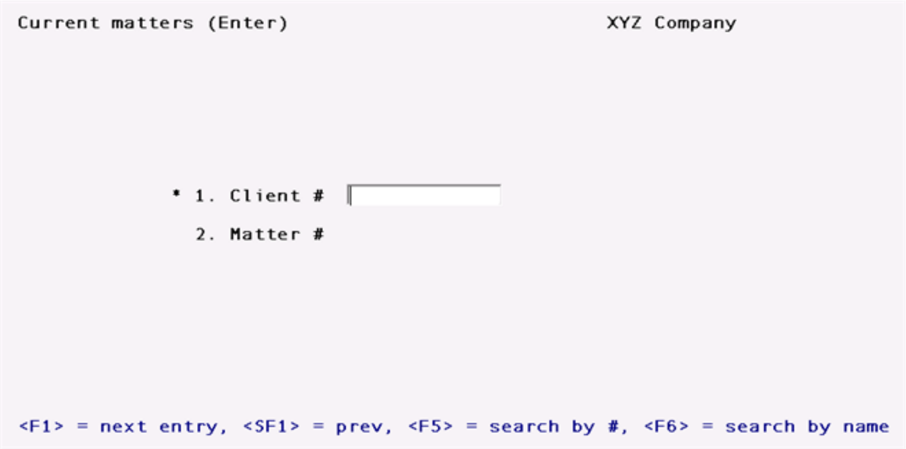
When advance billing has been completed for the matter entered here, you may specify a different current matter for the client. From that point on, advance billings will apply to the new current matter.

Entering Current Matters

Select

Current matters from the *Billing* menu.

A screen appears for you to enter Client # and Matter #.



```
Current matters (Enter)                          XYZ Company




             * 1. Client #
               2. Matter #




<F1> = next entry, <SF1> = prev, <F5> = search by #, <F6> = search by name
```

*1. Client

Enter the client number, or use one of the options:

<F1>	To scan through the clients who have unbilled WIP
<SF1>	To scan through the previous clients
<F5>	To search for a client by client number
<F6>	To search for a client by client name

Format	12 characters

*2. Matter

Enter the matter number, or use one of the options:

<F1>	To scan through the matters which have unbilled WIP
<SF1>	To scan through the previous matters
<F5>	To search for a matter by matter number
<F6>	To search for a matter by matter description

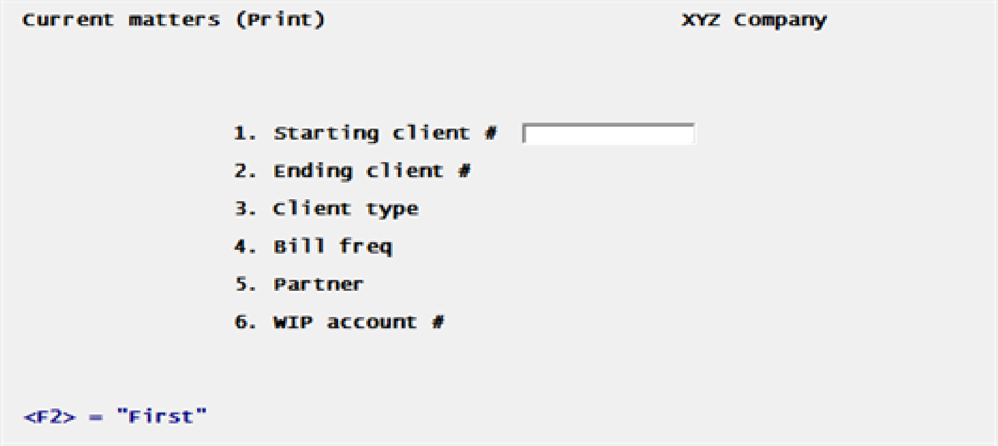
Format	12 characters

Note	In order for a matter to be entered here, advance billings must apply to either services or expenses (or both) for the matter, as entered in the Matter record.

Printing Current Matters

Select

Current matters from the *Reports, general* menu of the T/B menu.



```
Current matters (Print)                              XYZ Company



                  1. Starting client #
                  2. Ending client #
                  3. Client type
                  4. Bill freq
                  5. Partner
                  6. WIP account #


<F2> = "First"
```

On the screen which appears, enter the following information:

1. Starting client

2. Ending client

Enter the range of client numbers to be included on the report or use the option:

<F2>	For "First" client number or "Last client number respectively

Format	12 characters for each field

3. Client type

Specify the client type for which this report is to be printed, or use one of the options:

<F5>	For "All" client types
(blank)	For blank client types only

Format	5 characters
Example	Press F5

4. Bill freq

Clients will only be printed on the report if their billing frequency matches one of the billing frequencies entered here.

You may enter up to 5 billing frequencies by typing a code letter, pressing ENTER, typing the next code letter, pressing ENTER, etc.

Or you can use the option:

<F5>	For "All" frequencies

Format	5 codes of 1 character each
Example	Press F5

5. Partner

Enter the partner number, or use one of the options:

<F1>	To scan through the partners on file
<SF1>	To scan through previous partners on file
<F5>	For "All" partners

Format	3 characters
Example	Type 1

6. WIP account

Enter the WIP account # for clients to be printed on the report, or use one of the options:

<F2>	For the default WIP account from T/B Control information
<F1>	For other accounts
<F5>	For "All" accounts

Example	Press ENTER

RETAINER BILLING

Use this selection to enter:

1. Periodic flat fee retainer billings for clients whose billing method is "By flat fee".
2. Periodic advance billing retainers for clients whose billing method is "By advance billing".
3. One-time retainers for any client. These retainers become billings on account for the client and matter specified. Such retainers are used for upfront retainers or anytime an additional billing on account is required.

Select

Retainer billing from the *Billing* menu.

Selection method

Automatic Selection

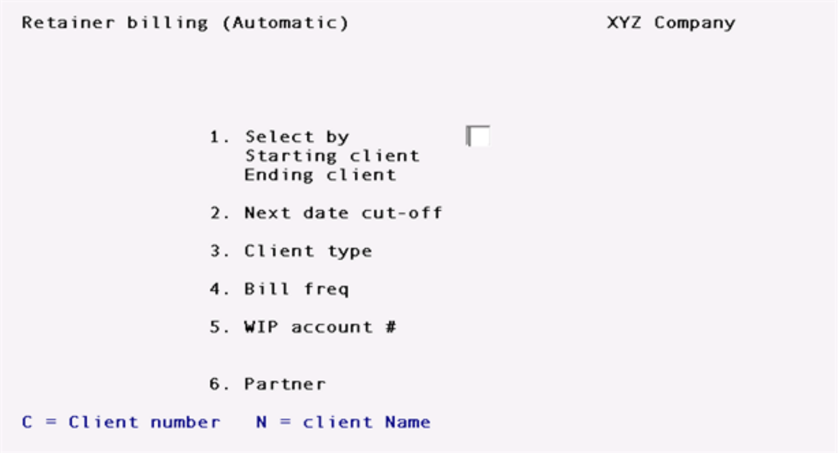
If you choose automatic selection, periodic retainer billings will be selected automatically based on the criteria entered here. Having selected periodic retainers automatically, you may then later use manual selection to enter specific billing descriptions for individual periodic retainer billings. See Automatic Retainer Billing

Manual Selection

If you choose manual selection, you may enter retainer billings for specific clients. These retainer billings can be either periodic retainer billings (if the client's billing method is either "By flat fee" or "By advance billing") or one-time retainer billings for any client. See Manual Retainer Billing

Automatic Retainer Billing

If you answer A, this is the screen you see:



```
Retainer billing (Automatic)                          XYZ Company



                    1. Select by
                       Starting client
                       Ending client

                    2. Next date cut-off

                    3. Client type

                    4. Bill freq

                    5. WIP account #


                    6. Partner
C = Client number    N = client Name
```

1. Select by

Choose whether to select by C (client number) or N (client name).

Format	1 character
Example	Type C

Starting client (# or name)

Ending client # (# or name)

Depending on your "Select by" choice, enter the range of client numbers or names to be selected. Follow the screen instructions.

<F2>	For starting and ending client respectively

Format	12 characters each field (client #) 30 characters at each field (client name)
Example	Press F1 at both fields

2. Next date cut-off

If you want to select clients with a "next date" on or before a specific date, enter that date here, or use the option:

ENTER	For no cut-off date

Format	MMDDYY
Example	Press ENTER

3. Client type

Enter the type for the clients to be selected, or use the option:

<F5>	For "All" client types
(blank)	For blank client types only

Format	5 characters
Example	Press F5

4. Bill freq

Clients will only be printed on the report if their billing frequency matches one of the billing frequencies entered here.

You may enter up to 5 billing frequencies by typing a code letter, pressing ENTER, typing the next code letter, pressing ENTER, etc.

Or you can use the option:

<F5>	For "All" frequencies

Format	5 codes of 1 character each
Example	Press F5

5. WIP account

Enter the WIP account # for clients to be selected, or use one of the options:

<F2>	For the default WIP account from T/B Control information
<F1>	For other accounts
<F5>	For "All" accounts

Example	Press ENTER

6. Partner

Enter the partner for the clients to be selected, or use one of the options:

<F5>	For "All" partners

Format	3 characters

Automatic Selection Process

Once you press ENTER at "Field number to change ?", each Client record in die range specified is examined, and a periodic retainer billing is generated if all of the following conditions are met:

1. The client's billing method is "By flat fee" or "By advance billing".
2. If die client's billing method is "By advance billing", then there must be a current matter for the client in the Current Matter File and this matter must allow advance billings to be applied to either services or expenses. In this case, the retainer billing transaction generated is for the matter specified in the Current Matter File.
3. The next-date for retainer billing in the client's record is on or before the cut-off date.
4. The next-date for retainer billing in the client's record is on or after the "First date" and on or before the "Final date" in the client's record.
5. The "Times used" in the client's record is less than the "Max number of uses".

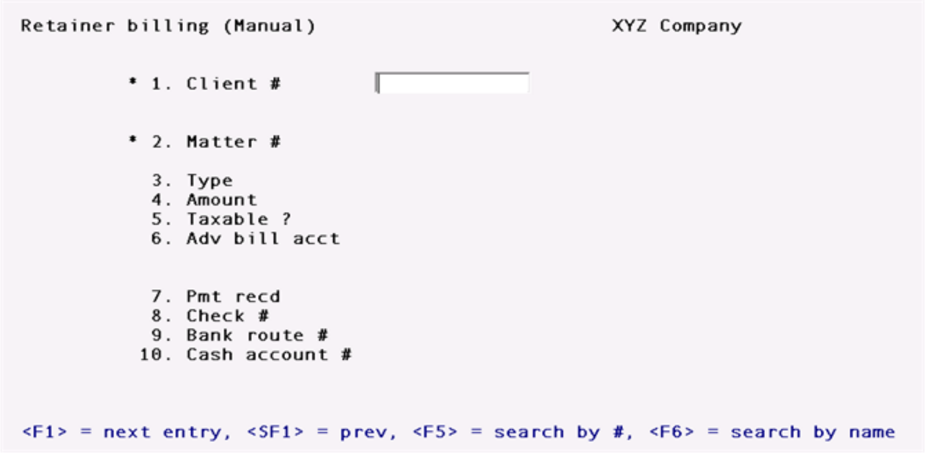
6. There is no periodic retainer billing transaction already on file for the client.

For each retainer billing transaction generated, the amount for the transaction is as specified in the Client record.

Once automatic selection is complete, you may choose to select another range of clients automatically, or you may manually modify the periodic retainer billing transactions that were generated automatically.

Manual Retainer Billing

If you answer M, this is the screen you see:



```
Retainer billing (Manual)                          XYZ Company

          * 1. Client #


          * 2. Matter #

            3. Type
            4. Amount
            5. Taxable ?
            6. Adv bill acct


            7. Pmt recd
            8. Check #
            9. Bank route #
           10. Cash account #



<F1> = next entry, <SF1> = prev, <F5> = search by #, <F6> = search by name
```

*1. Client

Enter the client number, or use one of the options:

<F1>	To scan through the clients who have unbilled WIP
<SF1>	To scan through the previous clients
<F5>	To search for a client by client number
<F6>	To search for a client by client name

Format	12 characters

*2. Matter

Enter the matter number, or use one of the options:

<F1>	To scan through the retainer billings already on file for the client specified above
<SF1>	To scan through the previous retainer billings
<F5>	To search for a matter by matter number
<F6>	To search for a matter by matter description

Format	12 characters

Note	In order for a matter to be entered here for a periodic advance billing retainer or a one-time retainer, advance billings must apply to either services or expenses (or both) for the matter, as entered in the Matter record.

3. Type

(If the client's billing method is "By time and expense", then this field is set to O and may not be changed, since such a client may not receive a periodic retainer billing.)

Enter P for a periodic retainer billing or O for a one-time retainer billing.

Format	1 character
Example	(This field is skipped)

4. Amount

Enter the amount of the retainer to be billed, or use one of the options:

<F2>	For the periodic retainer amount specified in the client's record (periodic retainer billing only)

Note	A negative amount may be entered here only for one-time retainers. A negative one-time retainer is used to credit a client's A/R account for advance billings previously billed. For example, if a retainer is to be refunded to a client, then a negative one-time retainer would be entered for the amount to be refunded. If an invoice is printed and posted for this negative one-time retainer, then a credit memo will be generated for this client in the A/R Open Item File in A/R. At that point, the credit memo can be applied to existing A/R open items for the client.

Format	9,999,999.99-
Example	Type 625

5. Taxable ?

This field is "(Not applicable)" for a periodic retainer billing for a client whose billing method is "By advance billing" or for a one-time retainer billing.

For a flat fee retainer billing, the field is set per the Client record's taxable flag. This may be changed at "Field number to change ?".

Example	(This field is skipped)

6. Adv bill acct (Revenue acct)

This field is set to the advance billing account from the Client record for a periodic retainer billing for a client whose billing method is "By advance billing", or for a one-time retainer billing. This account may not be changed at "Field number to change ?".

For a flat fee retainer billing, the field is set to the revenue account from the Client record. This field may be changed at "Field number to change ?". In this case, you may use F1 to obtain the revenue account from the Client record.

Example	(This field is skipped)

7. Pmt recd

(If the amount in field 4 above is negative, then fields 7-10 may not be entered.)

Enter the amount of any payment already received for this retainer.

Format	9,999,999.99-
Example	Type 625

Note	If a client is paying for more than one type of billing (retainer, fixed fee, contingent fee, or adjustment) or for more than one matter, then separate checks should be written for each transaction entered.

8. Check

Note	This field is skipped if no payment was received.

Enter the check number of the payment received. If currency was received, press ENTER; "♦♦ Cash **" displays.

Format	99999999
Example	Type 2117

9. Bank route

Note	This field is skipped if no payment was received.

Enter the "routing number" that is on the check. This is usually in the upper right-hand portion of the check and looks something like 99-999/9999.

If you are entering a cash payment, the field displays "Reference" and you may enter a reference note.

Format	25 characters
Example	Type 63-466/431

10. Cash account

Note	This field is skipped if no payment was received.

Enter the cash account to which this payment is to be deposited, or use one of the options:

<F2>	For the default cash account from the A/R *Control information*
<F1>	For other cash accounts

Example	To scan through the other cash accounts on file

From "Field number to change ?" you may enter or change the billing description for the retainer billing transaction by pressing F6. The following screen appears:

SCREEN

The description you enter here will be printed on the invoice for this client, provided you specify to do so in the invoice format used for printing.

Format	Enter the billing description shown above.
Example	10 lines of up to 50 characters each

This selection uses Passport's text editing function. You enter text in much the same way as most word processing programs, using the ENTER key, arrow keys, DELETE key, Esc when done, etc. When you are finished entering text, press Esc and follow the screen instructions.

When you press Esc from the description window, you have these file options:

File	Save what I have just entered/changed. (Like pressing ENTER at "Field number to change?" in other selections.)
Save & Continue	Save What I have just entered/changed, but leave the information on the screen because I want to continue to work with it.
Abandon changes	Throw away what I have just entered/changed. (Like pressing /Esc at "field number to change?" in other selections.)
Delete	Delete this billing description from the screen. (Like Delete in other selection.) The software will ask you to confirm the deletion with an "OK to Delete?" message.

Invoice Already Printed

If an invoice has already been printed for the retainer billing, then "Already printed" is displayed at the top of the screen.

If you select any field of the transaction (including the billing description) for modification, or if you choose to delete the transaction, you will be warned that an invoice has already been printed for the client. If you choose to continue, then the client's invoice will be voided and will have to be printed again, using Print invoices.

Additionally, if you attempt to enter a new transaction for a client and an invoice has already been printed for the client, you are warned that entering this transaction will void the invoice.

BILLING FIXED FEE MATTERS

Use this selection to enter billings for matters whose service billing terms or expense billing terms are "fixed fee".

Select

Fixed fee billing from the *Billing* menu.

A screen appears for you to choose the selection method.

Choose A (automatic) or M (manual) selection of fixed fee matters to be billed.

Format	1 character
Example	Type A

Automatic Selection

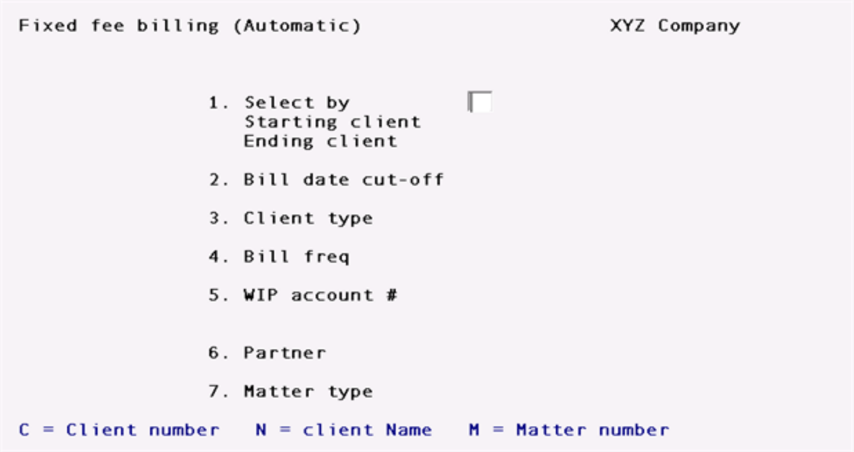
If you choose automatic selection, fixed fee matters will be selected automatically based on the criteria entered here. Having selected fixed fee matters automatically, you may then later use manual selection to enter specific billing descriptions for individual fixed fee billings.

Manual Selection

If you choose manual selection, you may enter fixed fee billings for specific clients.

Automatic Fixed Fee Billing

If you answer A, this is the screen you see:



```
Fixed fee billing (Automatic)                    XYZ Company


                    1. Select by
                       Starting client
                       Ending client

                    2. Bill date cut-off

                    3. Client type

                    4. Bill freq

                    5. WIP account #


                    6. Partner

                    7. Matter type

C = Client number    N = client Name    M = Matter number
```

1. Select by

Choose whether to select by C (client number), N (client name), or M (matter number).

Format	1 character
Example	Type C

Starting (client # or client name or matter #)

Ending (client # or client name or matter #)

Depending on your "Select by" choice, enter the range of client numbers, names, or matter numbers to be selected. Follow the screen instructions.

<F2>	For starting and ending client respectively

Format	12 characters each field (client #) 30 characters at each field (client name) 12 characters at each field (matter #)
Example	Press F2 at both fields

2. Bill date cut-off

If you want to select matters with a "next date" on or before a specific date, enter that date here, or use the option:

ENTER	For no cut-off date

Format	MMDDYY
Example	Press ENTER

3. Client type

Enter the type for the clients to be selected, or use the option:

F5	For "All" client types
(blank)	For blank client types only

Format	5 characters
Example	Press F5 at both fields

4. Bill freq

Clients will only be selected if their billing frequency matches one of the billing frequencies entered here.

You may enter up to 5 billing frequencies by typing a code letter, pressing ENTER, typing the next code letter, pressing ENTER, etc.

Or you can use the option:

<F5>	For "All" frequencies

Format	5 codes of 1 character each
Example	Press F5

5. WIP account

Enter the WIP account # for the clients to be selected, or use one of the options:

<F2>	For the default WIP account from T/B Control information
<F1>	For other accounts
<F5>	For "All" accounts

Example	Press ENTER

6. Partner

Enter the partner for the clients to be selected, or use the option:

<F5>	For "All" partners

Format	3 characters

7. Bill freq

Enter a matter type to restrict automatic fixed fee billing selection to that matter type, or use the option:

<F5>	For "All" matter types

Format	5 characters
Example	Press F5

Automatic Selection Process

Once you press ENTER at "Field number to change ?", each fixed fee matter for each client in range, or each fixed fee matter in range if selecting by matter number, is examined. A fixed fee retainer billing transaction is generated if all of the following conditions are met by the matter:

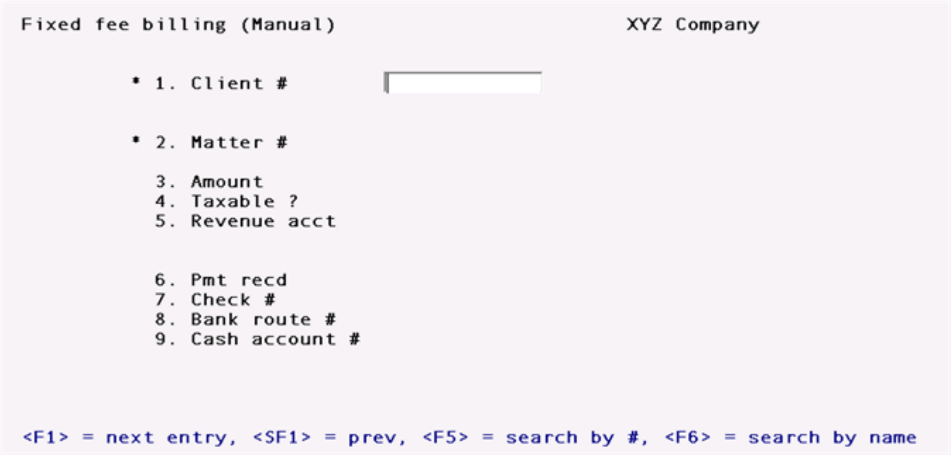
1. The next-date for fixed fee billing in the Matter record is on or before the cut-off date.
2. The amount billed to date on the matter is less than the total fee for the matter.
3. The total fee for the matter is greater than zero.

For each fixed fee transaction generated, the amount for the transaction is as specified by either the Matter record or the amount remaining to be billed, whichever is smaller.

Once automatic selection is complete, you may choose to select another range of clients or matters automatically, or you may manually modify the fixed fee billing transactions that were generated automatically.

Manual Fixed Fee Billing

If you answer M, this is the screen you see:



```
Fixed fee billing (Manual)                        XYZ Company

         * 1. Client #

         * 2. Matter #

           3. Amount
           4. Taxable ?
           5. Revenue acct


           6. Pmt recd
           7. Check #
           8. Bank route #
           9. Cash account #



<F1> = next entry, <SF1> = prev, <F5> = search by #, <F6> = search by name
```

*1. Client

Enter the client number or use one of the options:

<F1>	To scan through the fixed fee billing transactions on file
<SF1>	To scan through previous fixed fee billing transactions
<F5>	To search for a client by client number
<F6>	To search for a client by client name

Format	12 characters
Example	Type 5

*2. Matter

Enter the matter or use one of the options:

<F1>	To scan through the fixed fee billings already for the client specified above
<SF1>	To scan through previous fixed fee billings
<F5>	To search for a matter by matter number
<F6>	To search for a matter by matter description

Format	12 characters
Example	Type 117

Note	In order for a matter to be entered here, either the service billing terms or expense billing terms (or both) must be "Fixed fee".

3. Amount

Enter the amount to be billed for the fixed fee matter, or use the option:

<F2>	For the amount due for the billing period (per the Matter record) or the final billing amount

Format	9,999,999.99-
Example	Type 625

4. Taxable ?

This field is set per the Matter record's taxable flag. This may be changed from "Field number to change ?".

Example	(This field is skipped)

5. Revenue acct

This field is set to the revenue account from the Matter record. This field may be changed from "Field number to change ?". In this case, you may use F1 to obtain the revenue account from the Matter record.

Example	(This field is skipped)

6. Pmt recd

(If the amount in field 3 is negative, then fields 6-9 may not be entered.)

Enter the amount of any payment already received for this fixed fee matter, or use the option:

<F2>	For the total amount billed plus any applicable sales tax

Format	9,999,999.99-
Example	Press ENTER

Note	If a client is paying for more than one type of billing (retainer, fixed fee, contingent fee, or adjustment) or for more than one matter, then separate checks should be written for each transaction entered.

7. Check

Note	This field is skipped if no payment was received.

Enter the check number of the payment received. If currency was received, press ENTER; "** Cash **" displays.

<F2>	For the total amount billed plus any applicable sales tax

Format	99999999
Example	(This field is skipped)

8. Bank route

Note	This field is skipped if no payment was received.

Enter the "routing number" that is on the check. This is usually in the upper right-hand portion of the check and looks something like 99-999/9999.

If you are entering a cash payment, this field displays "Reference" and you may enter a reference note.

<F2>	For the total amount billed plus any applicable sales tax

Format	25 characters
Example	(This field is skipped)

9. Cash account

Note	This field is skipped if no payment was received.

Enter the cash account to which this payment is to be deposited, or use one of the options:

<F2>	For the default cash account from A/R *Control information*
<F1>	For other cash accounts

Example	(This field is skipped)

At "Field number to change ?" you may enter or change the billing description for the fixed fee billing transaction by pressing F6.

Example	Enter the billing description shown on the following screen:

SCREEN

The description you enter here will be printed on the invoice for this client, provided you specify to do so in the invoice format used for printing.

Format	10 lines of up to SO characters each

This selection uses Passport's character mode text editing function. You enter text using the ENTER key, arrow keys, DELETE key, Esc when done, etc. When you are finished entering text, press Esc and follow the screen instructions.

When you press Esc from the description window, you have these file options:

File	Save what I have just entered/changed. (Like pressing ENTER at "Field number to change?" in other selections.)
Save & Continue	Save What I have just entered/changed, but leave the information on the screen because I want to continue to work with it.
Abandon changes	Throw away what I have just entered/changed. (Like pressing /Esc at "field number to change?" in other selections.)
Delete	Delete this billing description from the screen. (Like Delete in other selection.) The software will ask you to confirm the deletion with an "OK to Delete?" message.

Invoice Already Printed

If an invoice has already been printed for the fixed fee billing, then "Already printed" is displayed at the top of the screen.

If you select any field of the transaction (including the billing description) for modification, or if you choose to delete the transaction, you will be warned that an invoice has already been printed for the client. If you choose to continue, then the client's invoice will be voided and will have to be printed again, using Print invoices.

Additionally, if you attempt to enter a new transaction for a client and an invoice has already been printed for the client, you are warned that entering this transaction will void the invoice.

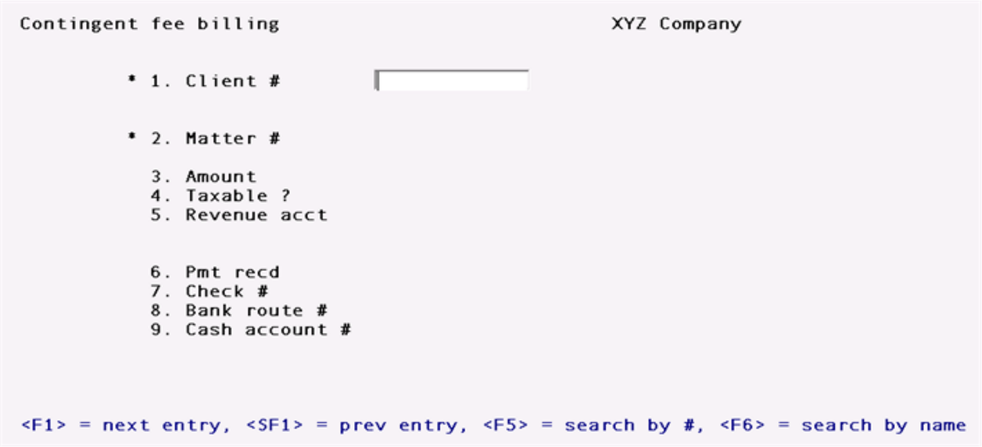
BILLING CONTINGENT FEE MATTERS

Use this selection to bill matters whose service billing terms or expense billing terms are "Contingent fee".

Select

Contingent fee billing from the *Billing* menu.

This is the screen you see:



```
Contingent fee billing                              XYZ Company

          * 1. Client #          

          * 2. Matter #

            3. Amount
            4. Taxable ?
            5. Revenue acct


            6. Pmt recd
            7. Check #
            8. Bank route #
            9. Cash account #



<F1> = next entry, <SF1> = prev entry, <F5> = search by #, <F6> = search by name
```

*1. Client

Enter the client number or use one of the options:

<F1>	To scan through the contingent fee billing transactions
<SF1>	To scan through the previous contingent fee billing transactions
<F5>	To search for a client by client number
<F6>	To search for a client by client name

Format	12 characters
Example	Type 5

*2. Matter

Enter the matter or use one of the options:

<F1>	To scan through contingent fee billings already on file for the client specified above
<SF1>	To scan through previous contingent fee billings
<F5>	To search for a matter number for this client
<F6>	To search for a matter name for this client

Format	12 characters
Example	Type 120

Note	In order for a matter to be entered here, either the service billing terms or expense billing terms (or both) must be "Contingent fee".

3. Amount

Enter the amount to be billed for the contingent fee matter.

Format	9,999,999.99-
Example	Type 10000

4. Taxable ?

If the amount entered above is taxable, answer Y.

Example	Type N

5. Revenue acct

Enter the revenue account for the amount entered above, or use the option:

<F2>	For the default revenue account from A/R *Control information*

Example	Press F2

6. Pmt recd

(If the amount in field 3 is negative, then fields 6-9 may not be entered.)

Enter the amount of any payment already received for this contingent fee matter, or use the option:

<F2>	For the total amount billed plus any applicable sales tax

Format	9,999,999.99-
Example	Press F2

Note	If a client is paying for more than one type of billing (retainer, fixed fee, contingent fee, or adjustment) or for more than one matter, then separate checks should be written for each transaction entered.

7. Check

Note	This field is skipped if no payment was received.

Enter the check number of the payment received. If currency was received, press ENTER; "** Cash **" displays.

<F2>	For the total amount billed plus any applicable sales tax

Format	99999999
Example	Type 9089

8. Bank route

Note	This field is skipped if no payment was received.

Enter the "routing number" that is on the check. This is usually in the upper right-hand portion of the check and looks something like 99-999/9999.

If you are entering a cash payment, this field displays "Reference" and you may enter a reference note.

<F2>	For the total amount billed plus any applicable sales tax

Format	25 characters
Example	Type 23-640/512

9. Cash account

Note	This field is skipped if no payment was received.

Enter the cash account to which this payment is to be deposited, or use one of the options:

<F2>	For the default cash account from A/R *Control information*
<F1>	For other cash accounts

Example	Press F2

Note	If proceeds for this contingent fee matter were already deposited in a cash account as non-A/R cash using the PBS Accounts Receivable package, then enter the account which was credited at the time the non-A/R cash was posted. The posting of this contingent billing will result in this account being debited for the amount entered above, provided that you have specified "Post cash to A/R" in the T/B *Control information.*

At "Field number to change ?" you may enter or change the billing description for the contingent billing transaction by pressing F6.

Enter the billing description as shown below:

SCREEN

The description you enter here will be printed on the invoice for this client, provided you specify to do so in the invoice format used for printing.

Format	10 lines of up to 5 characters each

This selection uses Passport's text editing function. You enter text in much the same way as most word processing programs, using the ENTER key, arrow keys, DELETE key, Esc when done, etc. When you are finished entering text, press Esc and follow the screen instructions.

If you wish to use the more powerful text editing commands which are included in this editor, see the appendix titled Text Editing.

When you press Esc from the description window, you have these file options:

File	Save what I have just entered/changed. (Like pressing ENTER at "Field number to change?" in other selections.)
Save & Continue	Save What I have just entered/changed, but leave the information on the screen because I want to continue to work with it.
Abandon changes	Throw away what I have just entered/changed. (Like pressing /Esc at "field number to change?" in other selections.)
Delete	Delete this billing description from the screen. (Like Delete in other selection.) The software will ask you to confirm the deletion with an "OK to Delete?" message.

Invoice Already Printed

If an invoice has already been printed for the contingent billing, then "Already printed" is displayed at the top of the screen.

If you select any field of the transaction (including the billing description) for modification, or if you choose to delete the transaction, you will be warned that an invoice has already been printed for the client. If you choose to continue, then the client's invoice will be voided and will have to be printed again, using Print invoices.

Additionally, if you attempt to enter a new transaction for a client and an invoice has already been printed for the client, you are warned that entering this transaction will void the invoice.

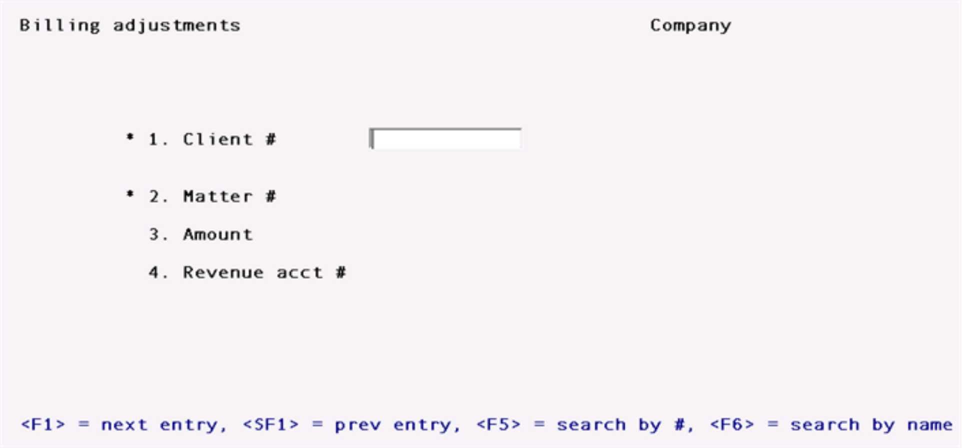
ENTERING BILLING ADJUSTMENTS

Use this selection to make final billing adjustments for matters whose service billing terms are "By the hour" or whose expense billing terms are "Cost plus".

Select

Billing adjustments from the *Billing* menu.

This is the screen you see:



```
Billing adjustments                                     Company



         * 1. Client #          [            ]

         * 2. Matter #

           3. Amount

           4. Revenue acct #




<F1> = next entry, <SF1> = prev entry, <F5> = search by #, <F6> = search by name
```

*1. Client

Enter the client number or use one of the options:

<F1>	To scan through the billing adjustment transactions
<SF1>	To scan through the previous billing adjustment transactions
<F5>	To search for a client by client number
<F6>	To search for a client by client name

Format	12 characters
Example	Type 5

*2. Matter

Enter the matter or use one of the options:

<F1>	To scan through the billing adjustment transactions already on file for the client specified above
<SF1>	To scan through previous billing adjustment transactions
<F5>	To search for a matter number for this client
<F6>	To search for a matter name for this client

Format	12 characters
Example	Type 120

Note	In order to be entered here, the service billing terms for the matter must be "By the hour".

3. Amount

Enter the adjustment amount. Positive adjustments increase the amount to be billed; negative adjustments reduce the amount to be billed.

Format	9,999,999.99-
Example	Type 100

4. Revenue acct

Enter the revenue account for the amount entered above, or use the option:

<F2>	For the default revenue account from A/R *Control information*

Example	Press F2

At "Field number to change ?", you may enter or change the billing description for the billing adjustment transaction by pressing F6. Enter the billing description as shown on the screen:

SCREEN

The description you enter here will be printed on the invoice for this client, provided you specify to do so in the invoice format used for printing.

Format	10 lines of up to 50 characters each

This selection uses Passport's text editing function. You enter text in much the same way as most word processing programs, using the ENTER key, arrow keys, DELETE key, Esc when done, etc. When you are finished entering text, press Esc and follow the screen instructions.

If you wish to use the more powerful text editing commands which are included in this editor, see the appendix titled Text Editing.

When you press Esc from the description window, you have these file options:

File	Save what I have just entered/changed. (Like pressing ENTER at "Field number to change?" in other selections.)
Save & Continue	Save What I have just entered/changed, but leave the information on the screen because I want to continue to work with it.
Abandon changes	Throw away what I have just entered/changed. (Like pressing /Esc at "field number to change?" in other selections.)
Delete	Delete this billing description from the screen. (Like Delete in other selection.) The software will ask you to confirm the deletion with an "OK to Delete?" message.

Invoice Already Printed

If an invoice has already been printed for the billing adjustment, then "Already printed" is displayed at the top of the screen.

If you select any field of the transaction (including the billing description) for modification, or if you choose to delete the transaction, you will be warned that an invoice has already been printed for the client. If you choose to continue, then the client's invoice will be voided and will have to be printed again, using Print invoices.

Additionally, if you attempt to enter a new transaction for a client and an invoice has already been printed for the client, you are warned that entering this transaction will void the invoice.

PRINTING AN EDIT LIST

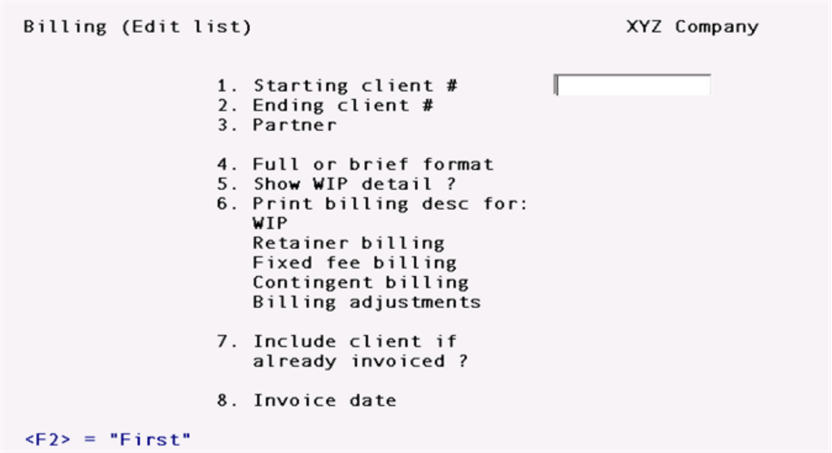
Use this selection to print out the selected WIP, retainer billings, fixed fee billings, contingent fee billings, and adjustments for each client.

For each matter printed, if the service or expense billing terms specify that advance billings are to be applied to the matter, then the edit list will show the billings on account that will be applied to the matter when the invoice is printed.

Select

Edit list from the *Billing* menu.

This is the screen you see:



```
Billing (Edit list)                                      XYZ Company

                    1. Starting client #
                    2. Ending client #
                    3. Partner

                    4. Full or brief format
                    5. Show WIP detail ?
                    6. Print billing desc for:
                       WIP
                       Retainer billing
                       Fixed fee billing
                       Contingent billing
                       Billing adjustments

                    7. Include client if
                       already invoiced ?

                    8. Invoice date

<F2> = "First"
```

1. Starting client

2. Ending client

Enter the range of client numbers to be included on the edit list. Follow the screen instructions.

Format	12 characters for each field
Example	Press F2 at both fields

3. Partner

Enter the partner for the clients to be printed, or use one of the options:

<F1>	To scan through the next partner
<SF1>	To scan through the previous partner
<F5>	For "All" partners

Format	3 characters
Example	Press F5

4. Full or brief format

Answer F for full format, or B for brief format.

Format	1 character
Example	Type F

5. Show WIP detail ?

(This field displays as "(Not applicable)" for brief format.)

Answer Y to show detail for each WIP item selected for billing, or N to only show totals for services and expenses for each matter.

Format	1 character
Example	Type Y

6. Print billing desc for:

WIP

Retainer billing

Fixed fee billing

Contingent billing

Billing adjustments

This field displays as "(Not applicable)" for brief format.)

You may choose to print billing description individually for each type of item listed above. Answer Y to print the billing descriptions on the edit list, or N otherwise.

Format	1 character for each field
Example	Press ENTER to default to Y at all fields

7. Include client if already invoiced ?

Answer Y to print a client on the edit list if an invoice for the client has already been printed but not yet posted. If you answer N, then only clients for whom invoices have not yet been printed will be included on the edit list.

Example	Press ENTER for the default of N

8. Invoice date

The date to be entered here is the one you plan to use when you print invoices for the clients whose billing information appears on this edit list.

You may press ENTER to use the system date, or if you have previously printed this edit list or invoices (but not yet posted them), then you may press ENTER to use the invoice date entered earlier.

Format	MMDDYY
Example	Type 33119

Note	All WIP items which are to be billed on an invoice must be dated on or before the date used on the invoice. The date entered here must be on or after the date of any WIP item selected for billing for any client.

Invoices

This chapter contains the following topics:

Introduction to Invoices ....

Printing Invoices ....

Posting Invoices ....

INTRODUCTION TO INVOICES

Before using this selection, you must set up at least one invoice format, using Invoice formats. You may also use one of the pre-defined invoice formats provided with T/B.

Using this selection, you may perform the following actions:

1. Print trial invoices for one or more clients.

   A trial invoice is the same as an actual invoice, except that it is assigned invoice number 999999 and cannot be posted. It is used to see what an invoice will look like when it is actually printed.

2. Print invoices for one or more clients.

   When printing invoices, you are given the opportunity to mount letterhead stationery or special forms, as needed. You may also selectively reprint invoices that have been printed but damaged during the printing process.

3. Print envelopes for one or more clients.

   When printing invoices, you are given the option to print envelopes only. This is useful if your printer does not allow switching automatically between envelopes and letterhead for each invoice printed.

4. Post invoices.

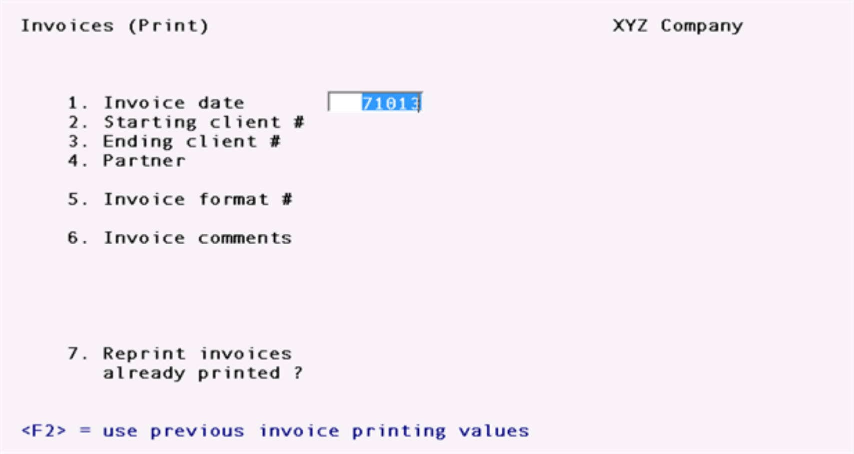
   All invoices which have been printed and designated as being "OK" are posted.

PRINTING INVOICES

Select

Print from the *Invoices* menu of the T/B menu.

The following screen will be displayed:



```
Invoices (Print)                                         XYZ Company


    1. Invoice date          71013
    2. Starting client #
    3. Ending client #
    4. Partner

    5. Invoice format #

    6. Invoice comments





    7. Reprint invoices
       already printed ?

<F2> = use previous invoice printing values
```

In multi-user environments, *Invoices currently being printed - try again later*, appears if another user is already printing invoices. You must wait for the other user to finish, then try again. This restriction prevents the duplicate assignment of invoice numbers, which are assigned at the time of printing.

Enter the information as follows:

1. Invoice date

Enter the date for the invoices to be printed, or use one of the options:

<ENTER>	If invoices have been printed previously (but not posted) or a billing edit list has been printed, then the last invoice date entered is used. Otherwise, the system date is used.
<F2>	If you saved entries made on this screen, pressing F2 allows you to re-use them. (They all display and you may change individual entries.)

Format	MMDDYY
Example	Press ENTER for the default, 33119

Note	All WIP items which are to be billed on an invoice must be dated on or before the date used on the invoice. The date entered here must be on or after the date of any WIP item selected for billing for any client.

Combined Invoices and Statements

If the T/B *Control information* specifies that combined invoices and statements are to be printed, then the "Invoice date" field does not appear. Instead "Statement period" appears, and you must enter a starting and ending date for the combined invoice and statement. The ending date for the period is used as the invoice date. The options available for the ending date are the same as described above for the invoice date.

2. Starting client

3. Ending client

Enter the range of client numbers to print. Follow the screen instructions.

Format	12 characters for each field
Example	Type 5, then type 50

4. Partner

Enter the partner for the clients to be printed, or use the option:

<F5>	For "All" partners

Format	3 characters
Example	Press F1

5. Invoice format

Enter the number of the invoice format to use for these invoices, or use one of the options:

<ENTER>	To use the format specified in T/B *Control information*
<F1>	To scan through the invoice formats on file
<SF1>	To scan through previous invoice formats on file

Format	99
Example	Type 4

Each Client record may contain its own invoice format. When an invoice is printed for a client, the invoice format contained in the Client record will be used, provided that it and any attachments have been verified. Otherwise, if there is no invoice format specified or the format or attachments are unverified, then the format entered above will be used to print the client's invoice.

Note	If you get the message, "Format must be verified prior to printing" or "Attachment 99 must be verified prior to printing", leave this selection and go to the Invoice formats selection. Then select *Enter* from *Invoice formats*, select this format number or the format number of the unverified attachment, and then select *Verify*. See the chapter titled Invoice Formats for more details.

6. Invoice comments

Enter any comments which are to appear on all invoices. The text entered here will appear on each invoice, provided that the comments have been included in the invoice format used to print the invoice.

Format	5 lines, each up to the maximum "Comment text length" as specified in the T/B *Control information*
Example	Press F2 to skip entering comments

7. Reprint invoices already printed ?

Press ENTER for N, or answer Y to reprint invoices already printed for clients.

Example	Type N

Make any changes.

After pressing ENTER at "Field number to change ?", you may select 1 to review your entries or select 2 to print the invoices. If you select to print, you then have the option of saving your entries to use the next time you print invoices.

If you are not using combined invoices and statements, skip ahead to the section titled Printer Control Screen.

Statements Aging Periods Screen

If T/B *Control information* specifies that combined invoices and statements are to be printed, a second screen appears.

Enter the information as follows:

1. Define aging periods by

Type D to define aging periods by days, S to define them by specific dates, or use the option:

<F2>	If you saved entries made on this screen, pressing F2 allows you to re-use them. (They all display and you may change individual entries.) If you did not save the previous entries, you may press F2 to use the A/R *Control information* default values.

Format	1 character

Aging Periods by Days

If you select aging periods by days, you see:

SCREEN

Enter the following information:

2. # aging days in prd 1

Enter the number of days in period 1, or use the option:

<ENTER>	To use the default number of days from A/R *Control information*

Format	999

3. Period 1 description

Enter a description for aging period 1, or use the option:

<F2>	For "Current"

Format	2 lines of 13 characters each

4. # aging days in prd 2

Enter the number of days in period 2, or use the option:

<ENTER>	To use the default number of days from A/R *Control information*

Format	999

5. Period 2 description

Enter a description for aging period 2, or use the option:

<F2>	For "Over (number of days in period 1) days"

Format	2 lines of 13 characters each

6. # aging days in prd 3

Enter the number of days in period 3, or use the option:

<F2>	To use the default number of days from the A/R *Control information*

Format	999

7. Period 3 description

Enter a description for aging period 3, or use the option:

<F2>	For "Over (number of days in period 2) days"

Format	2 lines of 13 characters each

8. # aging days in prd 4

Enter the number of days in period 4, or use one of the options:

<ENTER>	To use the default number of days from the A/R *Control information*
<F2>	For 999 (unlimited age)

Format	999

9. Period 4 description

Enter a description for aging period 4, or use the option:

<F2>	For "Over (number of days in period 3) days"

Format	2 lines of 13 characters each

Aging Periods by Specific Dates

The first aging period ends with the statement ending date and starts with the cut-off date. For instance, if the statement ending date was 9/30/20, you could enter a period 1 cut-off date of 9/1/20; period 1 would then be from 9/1/20 to 9/30/20.

The starting dates of aging periods 2, 3, and 4 are defined by the cut-off dates you enter. The ending date of each period is the day prior to the cut-off date of the period entered earlier. For instance, if period 1 was from 9/1/20 to 9/30/20, and you entered a cut-off date of 8/1/90 for period 2, period 2 would be from 8/1/20 to 8/31/20. Note that the ending date of period 2 is one day less than the period 1 cut-off date.

Enter the following information:

2. Cut-off date for prd 1

Enter the starting date for period 1, or use the option:

<ENTER>	For a date "thirty days" earlier than the statement ending date. The actual date will depend upon the number of days in the month in which the statement ending date falls. For example, if the statement ending date is 9/30/20, the F2 key will yield "9/1/20". If the statement ending date is 8/15/20, the F2 key will yield "7/16/20".

Format	MMDDYY

3. Period 1 description

Enter a description for aging period 1, or use the option:

<F2>	For "(period 1 cut-off date) to (statement ending date)"

Format	2 lines of 13 characters each

4. Cut-off date for prd 2

Enter the number of days in period 2, or use the option:

<F2>	For a date one month earlier than the period 1 cut-off date

Format	999

5. Period 2 description

Enter a description for aging period 2, or use the option:

<F2>	For "(period 2 cut-off date) to (day prior to period 1 cut-off date)"

Format	2 lines of 13 characters each

6. Cut-off date for prd 3

Enter the starting date for period 3, or use the option:

<F2>	For a date one month earlier than the period 2 cut-off date

Format	MMDDYY

7. Period 3 description

Enter a description for aging period 3, or use the option:

<F2>	For "(period 3 cut-off date) to (day prior to period 2 cut-off date)"

Format	2 lines of 13 characters each

8. Cut-off date for prd 4

Enter the starting date for period 4, or use one of the options:

<F1>	For a date one month earlier than the period 3 cut-off date
<F2>	For "Unlimited". In this case, all documents older than the period 3 cut-off date will be included in aging period 4.

Format	MMDDYY

9. Period 4 description

Enter a description for aging period 4, or use the option:

<F2>	For "(period 4 cut-off date) to (day prior to period 3 cut-off date)" If "Unlimited" was chosen for the previous field, the option is "Older than (period 3 cut-off date)".

Format	2 lines of 13 characters each

After pressing ENTER at "Field number to change ?", you may select 1 to review your entries on the previous screen and this one, or select 2 to print the invoices. If you select to print, you then have the option of saving your entries to use the next time you print the invoices.

Printer Control Screen

You will be asked to enter a printer control code to be used when printing invoices. Press ENTER to use no printer control, or use the F1 option to scan through the control codes defined for the printer type you are using.

Printing Envelopes

If you enter a printer control code that specifies the use of envelopes, you are asked whether or not you want to print envelopes for the invoices. How this is done depends upon the form type (continuous or cut sheets) you are using for invoices.

When the printer control code specifies "continuous forms" and that envelopes are used, you are asked "Print invoices or print envelopes". This allows you to print your invoices in one print run, and your envelopes in another print run. In this case, you would mount your continuous form invoice paper and use Invoices (Print) to print invoices. (Be sure to answer Y to "Save values just entered ?" so that you can later print envelopes for the same range of invoices.) Next, you would dismount your invoice paper, mount your continuous form envelopes, and use Invoices (Print) to print envelopes for the same range of bills. (To do this, use the F2 option to use the previous invoice printing values and answer Y to "Reprint invoices already printed ?".)

When the printer control code specifies "cut sheets" and that envelopes are used, you are asked "Print envelopes ?". If you answer N, only invoices will be printed. You would answer N if you want to print envelopes in a separate print run, as described above for continuous forms. This is useful when you are using the same paper bin for envelopes and invoices. If you answer Y to "Print envelopes ?", you are asked "Print invoices ?"

If you answer N to "Print invoices ?", only envelopes will be printed. If you answer Y, invoices and envelopes will be printed together, one after the other, using the bins specified in the printer control code. (After each invoice is printed, its envelope will be printed, using the "Envelope bin" codes and the envelope information specified in the printer control code.)

Prepare the printer selected with letterhead, second sheets, and envelopes, as needed. Type DONE when the printer is ready.

NOTE: You can use preprinted invoice forms if you wish.

You are asked "Print alignment ?". Answer Y to print a test alignment form filled out with lines of X's and 9's. (A sample alignment form is shown at the end of this chapter.)

After the form prints, you are again asked "Print alignment ?". If necessary, adjust the invoice forms in the printer to the left, right, up, or down, then answer Y to print another alignment form.

Continue to print alignment forms and make necessary adjustments until the invoice forms are properly aligned.

When alignment is correct, answer N to "Print alignment ?". If you are printing envelopes only, they are printed at this point. Otherwise, you are asked if you wish to do a trial print of invoices:

Trial print ?

Answer Y to do a trial printing of invoices. Each invoice printed will be the same as the actual invoice except that it will be printed with invoice number 999999 and cannot be posted. If you answer N, then the following field is entered.

<ENTER>	To use the next available invoice number

If you enter a number lower than the next available number in the T/B *Control information*, you will get a warning message.

Format	999999
Example	Press ENTER, then answer N to "Any change ?". lines of 13 characters each

The invoices are then printed. (Sample printed invoices are shown at the end of the chapter titled Invoice Formats.)

When the invoices have been printed, you are asked "Are the invoices just printed OK ?".

Note	Each invoice number is checked against invoice history prior to being used. If it is already contained in invoice history, it is skipped and the next invoice number is used instead.

When to Answer N to "Are the invoices just printed OK ?"

Answer N if the invoices just printed are bad due to an incorrect billing date, wrong selection of the clients to be billed, inappropriate invoice comments, wrong WIP items billed on invoices, or printer malfunction which has ruined the majority of the invoices. In this case, T/B considers the invoices for the last range of orders just entered on the invoice printing screen as being not OK. Any previously printed ranges of invoices are still "OK" if you answered Y to the question above after printing those ranges.

If you answer N to "Are the invoices just printed OK ?", you are asked a second question: "Restart invoice printing ?". If you answer Y to this second question, then you are returned to the invoice printing screen to enter another range of clients. You would answer Y if you wished to reprint all of the invoices that were bad at this time, without making any other changes for the clients concerned. If you answer N, then you are asked to "Please mount regular paper on printer. Type 'DONE' when ready." Enter DONE when you have mounted regular paper. You are then returned to the menu. (You would answer N to the second question if you had to make changes to the WIP items selected, retainer billing, contingent fee billing, fixed fee billing, or billing adjustments prior to reprinting invoices.)

When to Answer Y to "Are the invoices just printed OK ?"

Answer Y to "Are the invoices just printed OK ?" if all of the invoices just printed are OK, or the majority are OK but a few have been damaged during printing. (The invoices being referred to here are the invoices for the range of clients just entered on the invoice printing screen.)

If you answer Y to "Are the invoices just printed OK?", you will be asked a second question: "Reprint selected invoices ?". If all of the invoices just printed are OK, answer N to this question and you will be returned to the invoice printing screen to select another range of L clients to print. Answer Y if the majority of the invoices are OK, but a few require reprinting due to being damaged during printing.

If you answer Y, then a screen appears which allows you to enter the range of invoices to reprint. Enter the invoice numbers for the range to be reprinted. Use the invoice numbers as printed on the actual invoices. You are also asked for the starting invoice number for the reprint. This number will default to the starting invoice number of the range specified. This allows you to reprint the invoices using the same numbers. (Be sure to destroy or otherwise void the first versions of these invoices.) You may reprint as many different ranges of invoices as needed.

Note	You may reprint a specific range of invoices as many times as needed. However, you must always refer to an invoice by the number which appeared on the invoice the first time it was printed, and not the number that appeared on the invoice due to a reprint.

When you have completed reprinting invoices, press Esc and you will be returned to the invoice printing screen to select another range of clients to print.

Note	When reprinting invoices, you may also use F1 (for the starting invoice number) to start invoice printing using an invoice number which is one greater than the last invoice printed. This is useful if you are using invoice forms which contain serial numbers (preprinted invoice numbers) and need to number the reprinted invoices so that they correspond to the preprinted numbers on the forms. (Each invoice number is checked against invoice history prior to being used. If it is already contained in invoice history, it is skipped and the next invoice number is used instead.)

Example	Type Y to indicate invoices are OK, and then type N to indicate that reprinting is not required.

You then see:

"Please mount regular paper on printer. Type DONE when ready".

Change the paper, then type DONE.

POSTING INVOICES

After you have printed invoices and designated them as "OK", you can post them to the A/R package.

Select

Post from the *Invoices* menu.

In multi-user environments, when one user is posting invoices, other users may not use the Sales or Cash receipts selection in the A/R package. Conversely, while one user is using one of those selections, invoice posting is not allowed.

If there are any sales or cash receipt transactions in A/R to be posted, you see a reminder that they will be posted, as well as the invoices you have selected. Answer Y to proceed with posting; otherwise, answer N.

The Billing Register is printed first. Then a period of processing occurs while sales and cash receipt transactions are generated for the A/R package and files within T/B are updated. Then sales and cash receipts are posted in A/R, with the corresponding journals printed.

Cash Receipts Posting

The handling of cash entered on billing transactions depends upon the setting of the field "Post cash to A/R ?" which is in *Control information*. If cash is to be posted to A/R, then cash receipt transactions are generated for cash entered on billing transactions in T/B, and these entries are posted along with any other cash receipt entries already on file in A/R. If cash is not to be posted to A/R, no posting of cash receipts occurs, and the cash entered on invoices is treated as memo information (i.e., no cash receipt transactions are generated or posted).

Interrupting Register Printing

If you interrupt the printing of the Billing Register, then simply restart posting in T/B.

If you interrupt the printing of a register in A/R, then you must go into A/R and do all the rest of the posting steps manually from within A/R, first posting sales and then posting cash receipts.

Duplicate Invoice Numbers

When posting invoices, you might see "Duplicate sales or entry - see instructions. Press ENTER to continue". If you see this message, check to see if there has been a duplicate invoice.

During invoice posting, you might find that an invoice number had been assigned that was previously used by another invoice. This can occur in two ways:

First, the starting invoice number might have been reset in the T/B *Control information* to a lower number before printing invoices.

Second, a sales transaction with a conflicting invoice number was entered through Sales in Accounts Receivable.

If the software detects this condition, the T/B invoice will remain on file and its information will not be posted to A/R. You can print the Billing Edit List, if needed, to determine the number of the duplicate invoice.

To resolve this, you can either:

- Delete the sales transaction in A/R having the same invoice number, or
- Reprint this T/B invoice with a different starting invoice number, so that the conflict will not occur, and then post it again. The original invoice should be destroyed.

General Ledger Distributions

The following are the G/L distributions generated by invoice posting:

1. Work in Process

The following distributions are generated for selected WIP items which are billed on the invoice. In each case, the amount distributed is for the full amount of the WIP item excluding any adjustments.

Revenue recognized when time and expenses posted

If the Client record specifies that revenue is recognized when time and expenses are posted, then the following distributions are generated:

DR Accounts receivable account (Customer record)

CR Work in process account (Client record)

Revenue recognized when invoices posted

If the Client record specifies that revenue is recognized when invoices are posted, then the following distributions are generated:

DR Accounts receivable account (Customer record)

CR Revenue account (Service or Expense record)

DR Unbilled fees account (T/B *Control information*)

CR Work in process account (Client record)

2. Adjustments

For each selected WIP item which has been adjusted using Select WIP for billing, the following additional distributions are generated:

Write-up (upward adjustment)

DR Accounts receivable account (Customer record)

CR Revenue account (Service or Expense record)

Write-down (downward adjustment)

DR Markdown account (Service or Expense record)

CR Accounts receivable account (Customer record)

3. Fixed Fee Billing, Contingent Fee Billing, Flat Fee Billing, and Billing Adjustments

For each of these transaction types, the following distributions are generated:

DR Accounts receivable account (Customer record)

CR Accounts receivable account (Customer record)

For negative billing adjustments, DR and CR are reversed in the above distributions.

4. Periodic Advance Billing Retainers or One-time Retainers

DR Accounts receivable account (Customer record)

CR Advance billing account (Client record)

For negative one-time retainers, DR and CR are reversed in the above distributions.

5. Advance Billings Used

The following distributions are generated when existing billings on account are used to reduce the amount due for a matter being billed on the invoice. The amount distributed is the amount of advance billings used to reduce the amount actually due.

DR Advance billing account (Client record)

CR Accounts receivable account (Customer record)

6. Sales Tax

Any sales tax due is distributed to the G/L accounts specified in the Tax Code record associated with the client. See Tax codes in the Accounts Receivable User Manual.

7. Cash Receipts

If cash received is posted to A/R, then the following distributions are generated:

DR Cash account (Billing Transaction record)

CR Accounts receivable (Customer record)

If the invoice generated is a credit memo, DR and CR are reversed in the above distributions.

Void Invoices

This chapter contains the following topics:

Introduction to Void Invoices ....

Entering Invoices to be Voided ....

Printing an Edit List ....

Posting Voided Invoices ....

INTRODUCTION TO VOID INVOICES

This selection allows you to automatically void an invoice after it has been printed and posted using Invoices.

You might have to void a posted invoice issued to a client if the invoice is in dispute, if the invoice was accidentally sent to the wrong client, if the invoice was issued prematurely or incorrectly, and so on.

The effect of Void invoices is essentially to "undo" the invoice as if it had never been posted, restoring billed WIP to the WIP Open Item File. A credit memo is generated in PBS A/R to offset the original invoice.

If you are voiding the invoice for the purpose of making a correction to it and reissuing it, you may choose to have T/B automatically reselect (including adjustments) the WIP items that were billed on the invoice and also recreate the other billing transactions (such as retainer billings, fixed fee billings, etc.) that were billed on the invoice.

In order to use this selection, the invoice must still be on file in Invoice History. Additionally, if advance billings appeared on the invoice, then these billings on account must still be on account and not used in full or in part on other invoices.

Cash Receipts

If cash is not posted to A/R per T/B *Control information*, then it is simply memo information on the invoice and no special handling is required when using Void invoices.

If cash is posted to A/R during invoice posting, then the cash receipt will *not* be "undone" by Void invoices. This is because the cash receipt may have already been deposited in the bank, and thus cannot be undone.

If the invoice is not going to be rebilled, then the cash receipt in A/R can be made an open credit on account using Change apply-to # in A/R (if the client is an open item customer).

If the invoice is going to be rebilled, the following sequence should be followed in order to avoid a double posting of cash:

1. Set *Post cash to A/R ?* to N in T/B *Control information*.
2. Void the invoice, specifying that you wish to bill the invoice again.
3. Make all needed corrections to the billing. Do not change the payment information on the billing transactions.
4. Post the invoice. This should be the only invoice posted at this time, as cash will be treated as a memo on all invoices posted.
5. Set *Post cash to A/R ?* to Y in the T/B *Control information*.
6. Set the apply-to number for the original cash receipt in A/R to be the invoice number of the new invoice, using Change apply-to # or due date (if the client is an open item customer).

Restrictions on Running Void Invoices

In order to "undo" the invoice as if it had never been posted, Void invoices must use and update many files within T/B. Thus, there are restrictions on when this function may be selected.

In a multi-user environment, only one user may enter "void invoice" transactions at a time.

The following selections cannot be run at the same time as Void invoices.

- Select WIP for billing
- Retainer billing
- Fixed fee billing
- Contingent fee billing
- Billing adjustments
- Invoice history report

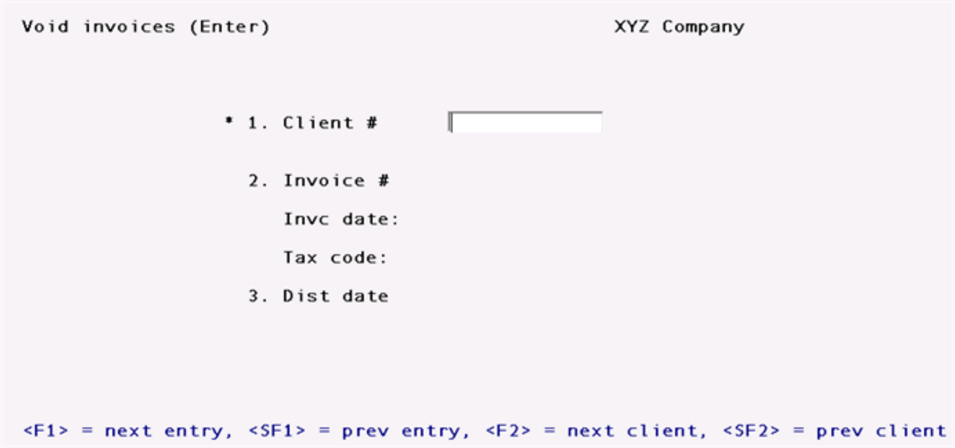
Additionally, no WIP may be selected when Void invoices is run, nor can any other billing transactions (such as retainer billing transactions or fixed fee billing transactions) be on file.

ENTERING INVOICES TO BE VOIDED

Select

Enter from the *Void invoices* menu.

The following screen will be displayed:



```
Void invoices (Enter)                                   XYZ Company


                  * 1. Client #        

                    2. Invoice #

                       Invc date:

                       Tax code:

                    3. Dist date



<F1> = next entry, <SF1> = prev entry, <F2> = next client, <SF2> = prev client
```

1. Client

Enter the client number for die invoice to be voided, or use one of the options:

<F1>	For the next "void invoice" entry
<SF1>	For the previous "void invoice" entry
<F2>	To scan through the clients on file
<SF2>	To scan through previous clients on file

Format	12 characters

2. Invoice

Enter the number of the invoice to be voided, or use the option:

<F2>	For the last invoice printed and posted for the client

The invoice date and tax code for the invoice are displayed automatically.

Format	999999

Note	If the invoice being voided is not the last one posted for the client (or for a matter being billed), then the "Last invoice #" and "Last invoice date" fields will not be restored to their previous values in the Client record (or Matter record) when the "void invoice" transaction is posted.

3. Dist date

The date displayed is the original invoice date.

If you are voiding the invoice in the same accounting period as it was posted, press ENTER to use this date.

If you are voiding the invoice in an accounting period which is later than the one in which it was originally posted, enter a distribution date within the current accounting period.

Format	MMDDYY

4. Bill again ?

This field is only displayed if 16. Post cash to A/R ? is set to N in *Control information* or if no payments were received with the invoice.

Answer N to void the invoice without restoring billing transactions and WIP selections. Answer Y to also restore all billing transactions and WIP selections.

PRINTING AN EDIT LIST

Select

Edit list from the *Void invoices* menu.

You may also select *Voided invoices edit list* from the *Reports, general* menu.

Compare the edit list to the original Billing Registers to ensure that all WIP items and other billing transactions from the original invoices appear on the edit list.

POSTING VOIDED INVOICES

Select

Post from the *Void invoices* menu.

During posting, a credit memo is placed in A/R Open Items to offset the original invoice. The document number for this credit memo is the invoice number prefixed with "CM". For example, if the original invoice was 000345, then the credit memo would be CM000345.

If you specified that an invoice was to be billed again, then after posting you may use the functions within the Billing selection to modify the WIP originally billed and to modify the other billing transactions such as retainer billing transactions, fixed fee transactions, and so on.

Aging Report

This chapter contains the following topics:

Introduction to Aging Report ....
Printing an Aging Report ....
Printing a Combined Aging Report ....

INTRODUCTION TO AGING REPORT

Use this selection to print aging reports for your clients showing their account balances in each of four aging periods.

What an aging report shows depends upon which one of the reports you select and what information you choose to print on the selected report.

There are two aging report functions: Aging report and Combined aging report.

Aging Report

This report shows information that is stored only in the T/B system. It shows information for WIP items only, advance billings only, or both of these together.

This report is useful for the following reasons:

1. You can print a report showing WIP for clients by WIP account, which can be used to prove the balances of clients' WIP against the balances in the G/L WIP accounts.
2. You can print a similar report showing advance billings for clients by advance billing account, which can be used to prove the balances of clients' advance billings against the balances in the G/L advance billing accounts.
3. You can include both WIP items and advance billing items on this report to show each client's position with regard to how much you can bill to them, as compared to how much you have billed them in advance.
4. You can report WIP and advance billings, either separately or together by partner, to show aging information for each partner.

Combined Aging Report

This report shows information that is stored both in the A/R system and the T/B system. It shows information for A/R open items, WIP items, and advance billings, all together on one report.

The report shows the total "exposure" of the firm for each client. The term "exposure" is used in the sense of how much is potentially due from the client. For a client, it is the sum of accounts receivable and WIP, less advance billings.

This report is useful for the following reasons:

1. You can print a report showing the "exposure" for clients by A/R account.
2. You can print a report showing the "exposure" for clients by partner.

Note	To show aging information for A/R items only, use either the Aging Report or the Collections Report provided with the A/R system. See the chapters with those titles in the A/R User documentation

Aging in T/B

Aging for information in the T/B system is explained here. This applies to both the Aging report and Combined aging report functions.

Aging for information in the A/R system is fully explained in the chapter titled Aging Report in the A/R User documentation.

You can define aging periods either by days (0-30 days, 31-60 days, etc.) or by specific dates (e.g., 3/16/90 to 4/15/90, 2/1/90 to 2/28/90, etc.).

Four aging periods (buckets") are set up according to an aging date you specify:

bucket 4	bucket 3	bucket 2	bucket 1	aging date
oldest period	next oldest period	next oldest period	newest period	now

You can use the default aging periods you entered in the A/R *Control information*, or enter period definitions for this report only.

You can specify whether you want these aging reports to show information in detail, summarized by matter, or summarized by client.

WIP Open Items

When WIP items are generated by posting time and expense sheets, the date of the time and expense sheet line is used as the date of the WIP item.

To determine the age of a WIP item, this date is compared to the aging cut-off date you enter.

Advance Billings

Advance billings are generated when advance billings are invoiced to clients and such invoices are posted. The date used for the advance billing is the date of the invoice upon which it appeared as a billed item.

To determine the age of an advance billing item, this date is compared to the aging cut-off date you enter.

Aging Methods

Aging WIP Open Items and Advance Billings

Each WIP or advance billing item, dated on or before the aging date, is put into a bucket according to the dates referred to above.

Amounts from WIP and/or advance billing Items are put into buckets by date per aging periods entered for the report. For example, suppose the WIP total In bucket 4 was $1,000, In bucket 3, $800, In bucket 2, $2,000, and in bucket 1, $1,000. Suppose the advance billing amount in each aging bucket was $600 (i.e., $2,400 total).

$1,000	$800	$2,000	$1,000	
bucket 4	bucket 3	bucket 2	bucket 1	aging date
oldest period	next oldest period	next oldest period	newest period	now

Results of aging WIP and advance billings for the client:

				total $2,400 credits
-600 $1,000	-600 $800	- 600 $2,000	- 600 $1,000	
$ 400	$ 200	$1,400	$400	
bucket 4	bucket 3	bucket 2	bucket 1	aging date
oldest period	next oldest period	next oldest period	newest period	now

Aging A/R Open Items

Refer to the chapter titled Aging Report in the A/R User documentation for information on how A/R aging is done.

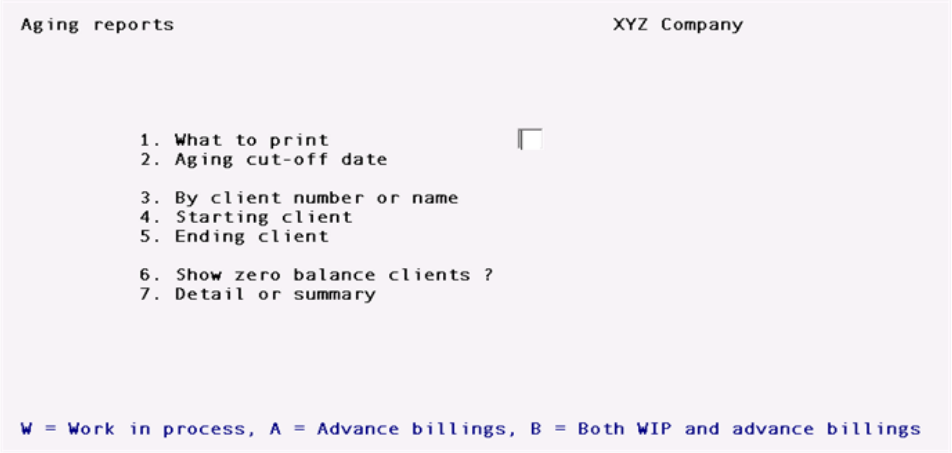
PRINTING AN AGING REPORT

Use this function to print an aging report of WIP, advance billings, or both of these.

Select

Aging report from the *Reports, general* menu.

This is the screen you see:



```
Aging reports                                     XYZ Company



          1. What to print                  ☐
          2. Aging cut-off date

          3. By client number or name
          4. Starting client
          5. Ending client

          6. Show zero balance clients ?
          7. Detail or summary




W = Work in process, A = Advance billings, B = Both WIP and advance billings
```

Enter the following information:

1. What to print

Enter W to print work in process only, A to print advance billings only, B to print both of these, or use the option:

<F2>	If you saved entries made on this screen, pressing F2 allows you to re-use them. (They all display and you may change individual entries.)

Format	1 character
Example	Type A

2. Aging cut-off date

This is the date which is used to calculate the age of items. Items later than this date will not be considered in calculating client balances.

Enter the date, or use the option:

<F2>	To use today's date

Format	MMDDYY
Example	Type 33119

3. By client number or name

Enter 1 to print the report in order by client number, or 2 by client name.

Format	9
Example	Type 2

4. Starting client

5. Ending client

Depending on your selection in field 3 above, specify the range of client numbers/names to include, or use one of the options:

<F2>	For the "First" client in the starting field, or for the "Last" client in the ending field
<F1>	To enter a person's name (if printing by client name)

Format	12 characters (number) 25 characters (name)
Example	Press F2 at each field

6. Show zero balance clients ?

Your answer here determines whether clients with a zero balance as of the aging cut-off date appear on the report.

Example	Type N

7. Detail or summary

Enter D to print a detailed report, M to summarize by matter for each client, or C to summarize by client.

The summary report shows client account balances for each aging period. The matter summary report shows matter account balances for each aging period (for each client), as well as the client summary. The detailed report shows all items for each matter, in addition to the client and matter summaries.

Format	1 character
Example	Type M

The information you enter in the next two fields depends upon what you have selected to print and whether you have selected to print the report by client number or name.

Note	Fields 8 and 9 are not displayed for entry when printing by client number and showing both WIP and advance billings.

When Printing by Client Name

8. Group by partner ?

Answer Y to show totals for each partner.

Each partner will start on a new page. Additionally, a totals page, summarizing aged balances by partner, will be printed at the end of the report.

Example	Type N

9. For which partner

Enter the partner to be printed, or use the option:

<F1>	To scan through partners on file
<SF1>	To scan through previous partners on file
<F5>	For "All" partners

Format	3 characters
Example	(This field is skipped)

Note	If you answer N for field 8, this field is skipped

When Printing by Client Number. Showing WIP Only

8. Group by WIP account ?

Answer Y to show totals for each WIP account.

Each WIP account will start on a new page. Additionally, a totals page, summarizing aged balances by WIP account, will be printed at the end of the report.

9. For which WIP account

Enter the WIP account to be printed, or use the option:

<F5>	For "All" WIP accounts

Note	If you answer N for field 8, this field is skipped.

When Printing by Client Number, Showing Advance Billings Only

8. Group by adv bill account ?

Answer Y to show totals for each advance billing account.

Each advance billing account will start on a new page. Additionally, a totals page, summarizing aged balances by advance billing account, will be printed at the end of the report.

9. For which adv bill account

Enter the advance billing account to be printed, or use the option:

<F5>	For "All" advance billing accounts
<F2>	For the default advance billing account

Note If you answer N for field 8, this field is skipped.

A second screen appears, as shown next.

Aging Periods

1. Define aging periods by

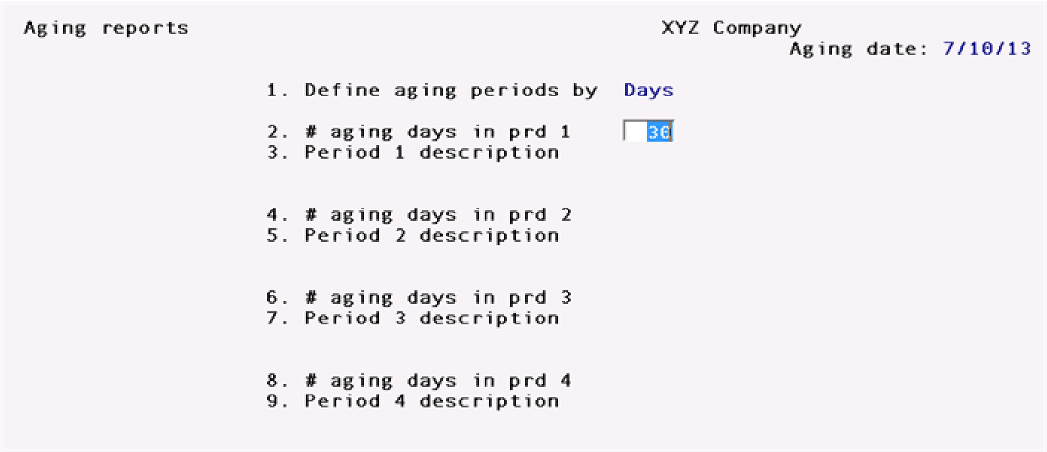
Type D to define aging periods by days, S to define them by specific dates, or use the option:

<F2>	If you saved entries made on this screen, pressing F2 allows you to re-use them. (They all display and you may change individual entries.) If you did not save the previous entries, you may press F2 to use the A/R *Control information* default values.

Format	1 character
Example	Type D

Aging Periods by Days

If you select aging periods by days, you see:



```
Aging reports                                         XYZ Company
                                                                Aging date: 7/10/13

                    1. Define aging periods by  Days

                    2. # aging days in prd 1     30
                    3. Period 1 description


                    4. # aging days in prd 2
                    5. Period 2 description


                    6. # aging days in prd 3
                    7. Period 3 description


                    8. # aging days in prd 4
                    9. Period 4 description
```

Enter the following information:

2. # aging days in prd 1

Enter the number of days in period 1, or use the option:

<ENTER>	To use the default number of days from A/R *Control information*

Format	999
Example	Press ENTER

3. Period 1 description

Enter a description for aging period 1, or use the option:

<F2>	For "Current"

Format	2 lines of 13 characters each
Example	Press F1

4. # aging days in prd 2

Enter the number of days in period 2, or use the option:

<ENTER>	To use the default number of days from A/R *Control information*

Format	999
Example	Press ENTER

5. Period 2 description

Enter a description for aging period 2, or use the option:

<F2>	For "Over (number of days in period 1) days"

Format	2 lines of 13 characters each
Example	Press F1

6. # aging days in prd 3

Enter the number of days in period 3, or use the option:

<F2>	To use the default number of days from the A/R *Control information*

Format	999
Example	Press ENTER

7. Period 3 description

Enter a description for aging period 3, or use the option:

<F2>	For "Over (number of days in period 2) days"

Format	2 lines of 13 characters each
Example	Press F1

8. # aging days in prd 4

Enter the number of days in period 4, or use one of the options:

<ENTER>	To use the default number of days from the A/R *Control information*
<F2>	For 999 (unlimited age)

Format	999
Example	Press ENTER

9. Period 4 description

Enter a description for aging period 4, or use the option:

<F2>	For "Over (number of days in period 3) days"

Format	2 lines of 13 characters each
Example	Press F1

Aging Periods by Specific Dates

The first aging period ends with the statement ending date and starts with the cut-off date. For instance, if the statement ending date was 9/30/19, you could enter a period 1 cut-off date of 9/1/19; period 1 would then be from 9/1/19 to 9/30/19.

The starting dates of aging periods 2, 3, and 4 are defined by the cut-off dates you enter. The ending date of each period is the day prior to the cut-off date of the period entered earlier. For instance, if period 1 was from 9/1/19 to 9/30/19, and you entered a cut-off date of 8/1/19 for period 2, period 2 would be from 8/1/19 to 8/31/19. Note that the ending date of period 2 is one day less than the period 1 cut-off date.

Enter the following information:

2. Cut-off date for prd 1

Enter the starting date for period 1, or use the option:

<ENTER>	For a date "thirty days" earlier than the statement ending date. The actual date will depend upon the number of days in the month in which the statement ending date falls. For example, if the statement ending date is 9/30/19, the F2 key will yield "9/1/19". If the statement ending date is 8/15/19, the F2 key will yield "7/16/19".

Format	MMDDYY

3. Period 1 description

Enter a description for aging period 1, or use the option:

<F2>	For "(period 1 cut-off date) to (statement ending date)"

Format	2 lines of 13 characters each

4. Cut-off date for prd 2

Enter the number of days in period 2, or use the option:

<F2>	For a date one month earlier than the period 1 cut-off date

Format	999

5. Period 2 description

Enter a description for aging period 2, or use the option:

<F2>	For "(period 2 cut-off date) to (day prior to period 1 cut-off date)"

Format	2 lines of 13 characters each

6. Cut-off date for prd 3

Enter the starting date for period 3, or use the option:

<F2>	For a date one month earlier than the period 2 cut-off date

Format	MMDDYY

7. Period 3 description

Enter a description for aging period 3, or use the option:

<F2>	For "(period 3 cut-off date) to (day prior to period 2 cut-off date)"

Format	2 lines of 13 characters each

8. Cut-off date for prd 4

Enter the starting date for period 4, or use one of the options:

<F1>	For a date one month earlier than the period 3 cut-off date
<F2>	For "Unlimited". In this case, all documents older than the period 3 cut-off date will be included in aging period 4.

Format	MMDDYY

9. Period 4 description

Enter a description for aging period 4, or use the option:

<F2>	For "(period 4 cut-off date) to (day prior to period 3 cut-off date)" If "Unlimited" was chosen for the previous field, the option is "Older than (period 3 cut-off date)".

Format	2 lines of 13 characters each

After pressing ENTER at "Field number to change ?", you may select 1 to review your entries on the previous screen and this one, or select 2 to print the invoices. If you select to print, you then have the option of saving your entries to use the next time you print the invoices.

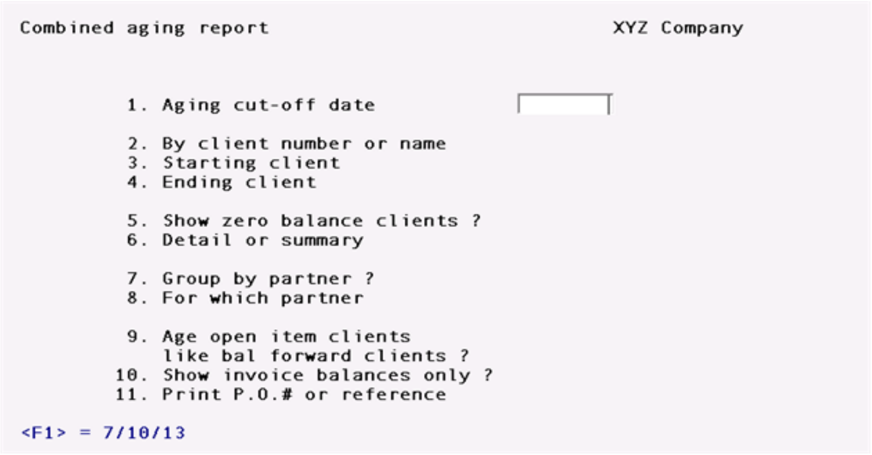
PRINTING A COMBINED AGING REPORT

Use this function to print an aging report of A/R open items, WIP open items, and advance billings. All three of these will appear on the report.

Select

Combined aging report from the *Reports, general* menu.

This is the screen you see:



```
Combined aging report                                   XYZ Company


         1. Aging cut-off date

         2. By client number or name
         3. Starting client
         4. Ending client

         5. Show zero balance clients ?
         6. Detail or summary

         7. Group by partner ?
         8. For which partner

         9. Age open item clients
            like bal forward clients ?
        10. Show invoice balances only ?
        11. Print P.O.# or reference

<F1> = 7/10/13
```

1. Aging cut-off date

This is the date which is used to calculate the age of items. Items later than this date will not be considered in calculating client balances.

Enter the date, or use the option:

<F1>	To use today's date

Format	MMDDYY
Example	Type 33119

2. By client number or name

Enter 1 to print the report in order by client number, or 2 by client name.

Format	9
Example	Type 2

3. Starting client

4. Ending client

Depending on your selection in field 2 above, specify the range of client numbers/names to include, or use one of the options:

<F2>	For the "First" client in the starting field, or for the "Last" client in the ending field
<F1>	To enter a person's name (if printing by client name)

Format	12 characters (number) 25 characters (name)
Example	Press F2 at each field

5. Show zero balance clients ?

Your answer here determines whether clients with a zero balance as of the aging cut-off date appear on the report.

Example	Type N

6. Detail or summary

Enter D to print a detailed report, M to summarize by matter for each client, or C to summarize by client.

The summary report shows client account balances for each aging period. The matter summary report shows matter account balances for each aging period (for each client), as well as the client summary. The detailed report shows all items for each matter, in addition to the client and matter summaries.

Format	1 character
Example	Type M

The information you enter in the next two fields depends upon what you have selected to print and whether you have selected to print the report by client number or name.

Note	Fields 7 and 8 are not displayed for entry when printing by client number and showing both WIP and advance billings.

When Printing by Client Name

7. Group by partner ?

Answer Y to show totals for each partner.

Each partner will start on a new page. Additionally, a totals page, summarizing aged balances by partner, will be printed at the end of the report.

Example	Type N

8. For which partner

Enter the partner to be printed, or use the option:

<F1>	To scan through partners on file
<SF1>	To scan through previous partners on file
<F5>	For "All" partners

Format	3 characters
Example	(This field is skipped)

Note If you answer N for field 7, this field is skipped.

When Printing by Client Number

7. Group by A/R account ?

Answer Y to show totals for each A/R account.

Each A/R account will start on a new page. Additionally, a totals page, summarizing aged balances by A/R account, will be printed at the end of the report.

Example	Type N

8. For which A/R account

Enter the A/R account to be printed, or use one of the options:

<F1>	For the default A/R account
<F2>	To scan through other A/R accounts on file (this option appears if you have more than one A/R account)
<F5>	For "All" accounts

Format	Press F5
Example	(This field is skipped)

Note	If you answer N for field 7, this field is skipped.

9. Age open item clients like bal forward clients ?

Answer Y to age the A/R open items for open item clients like balance forward clients. In this case, the A/R documents for open item clients are aged without reference to apply-to numbers. See the A/R user manual chapter 23 for more information.

Example	Type Y

10. Show invoice balances only ?

If you selected above to age open item clients like balance forward clients, "(Not applicable)" displays.

Otherwise, answer Y to show invoice balances only for the A/R detail section.

Example	Type N

11. Print P.O.# or reference ?

(This field appears only if you are printing a detail report.) Enter P to print the P.O. number, or R to print the reference.

Format	1 character
Example	Press ENTER for R

A second screen appears for entry of the aging periods.

Information for this screen is entered as described above for the aging periods screen of the Aging report function. See Aging Periods

Profitability Reports

This chapter contains the following topics:

Introduction to Profitability Reports
Client Profitability Report
Matter Profitability Report
Staff Profitability Report
Service Profitability Report
Expense Profitability Report

INTRODUCTION TO PROFITABILITY REPORTS

Profitability reports are used to present profit information about a type of entity (staff, client, etc.) in different ways, so that both highly profitable entities and poorly performing entities can be determined.

There are five different profitability reports.

The Client, Staff, Service, and Expense Profitability Reports are all based on services charged "by the hour" and/or expenses charged on a "cost plus" basis.

The Matter Profitability Report is used to determine the profitability of matters billed on a fixed fee basis for services and/or expenses.

CLIENT PROFITABILITY REPORT

This report is used to analyze the profitability of clients. If expenses are not included on the report, then the profitability calculations shown on the report are as follows:

Effective $/hour = Billable charges / (Billable hours + Non-billable hours)

Actual $/hour = (Billable charges + Adjustments to charges)/ Billable hours

Realization % = (Billable charges + Adjustments to charges) x 100 / Billable charges

Profit = Billable charges + Adjustments to charges - Costs billable hours - Costs non-billable hours

Profit margin % = Profit x 100 / (Billable charges + Adjustments to charges)

Profit/hr = Profit /(Billable hours + Non-billable hours)

If expenses are included on the report, then the calculations for profit and profit margin are changed as follows:

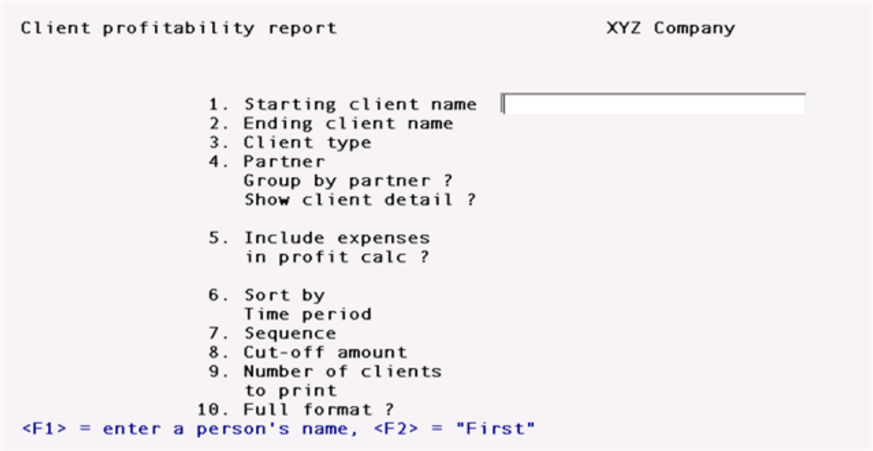
Profit = Billable charges + Adjustments to charges - Costs billable hours - Costs non-billable hours + Adjustments to expenses - Non-billable expenses

Profit margin % = Profit x 100 / (Billable charges + Adjustments to charges + Billable expenses + Adjustments to expenses)

Select

Client from the *Reports, profitability* menu.

This is the screen you see:



```
Client profitability report                           XYZ Company


                 1. Starting client name
                 2. Ending client name
                 3. Client type
                 4. Partner
                    Group by partner ?
                    Show client detail ?

                 5. Include expenses
                    in profit calc ?

                 6. Sort by
                    Time period
                 7. Sequence
                 8. Cut-off amount
                 9. Number of clients
                    to print
                10. Full format ?
<F1> = enter a person's name, <F2> = "First"
```

Enter these field:

1. Starting client name

2. Ending client name

Enter the range of client names to be included on the report or use one of the options:

<F2>	For the "First" client in the starting field, or for the "Last" client in the ending field
<F1>	To enter a person's name (if printing by client name)

Format	25 characters for each field
Example	Press F2 at both fields

3. Client type

Enter the type for the clients to be printed, or use the option:

<F5>	For "All" client types

Format	5 characters
Example	Press F5

4. Partner

Enter the partner for the clients to be printed, or use one of the options:

<F5>	For "All" partners
<F1>	To scan through partners on file
<SF1>	To scan through previous partners on file

Format	3 characters
Example	Press F5

Group by partner ? Show client detail ?

(This field displays as "(Not applicable)" if a specific partner is entered above.)

Answer Y to group clients by partner. Answer N to have clients printed in client number sequence.

If you answer Y to "Group by partner ?", you may choose to show detail for each client or not. Answer Y to show client detail for each partner, or N to show just partner totals.

Example	(These fields display "(Not applicable)")

5. Include expenses

in profit calc ?

Answer Y to include expenses in profit calculations, or press ENTER to exclude expenses from profit calculations.

Example	Type Y

6. Sort by

You may sort the report in seven different ways. Enter the number corresponding to the sort sequence desired, as listed below:

	1	Client name		5	Profit
	2	Effective $/hour		6	Profit margin percentage
	3	Actual $/hour		7	Profit/hour
	4	Realization percentage			

The seventh choice (Profit/hr) is only available if the answer to field 5 is N.

Format	9
Example	Type 5

Note	If the starting client name and ending client name are the same, this field is set to "1" automatically and cannot be changed.

Time period

(If sorting by client name, then "Time period" is "(Not applicable)".)

Enter the time period to be used for sorting. You may enter P to sort using period-to-date figures, Y to sort using year-to-date figures, or L to sort using last-year figures.

Format	1 character
Example	Press ENTER for P

7. Sequence

(This field is "(Not applicable)" when sorting by client name.)

Enter H to sort from highest to lowest, or L to sort from lowest to highest "Sort by" amount (field 6 above).

Format	1 character
Example	Press ENTER for L

8. Cut-off amount

(This field is "(Not applicable)" if sorting by client name.)

Enter a cut-off amount for clients to be included on the report, or use the option:

<F2>	For no cut-off amount

If an amount is entered, then it is the cut-off amount for the calculation specified in field 6 ("Sort by") in order for a client to print on the report.

Format	9,999,999.99-
Example	Press F2

9. Number of clients to print

(This field is "(Not applicable)" when sorting by client name.)

Enter the maximum number of clients to be printed on the report, or use the option:

<F5>	To include "All" clients on the report

Format	999999
Example	Press F5

10. Full format ?

Enter Y to show the quantities upon which the profitability calculations are based, or press ENTER to print only the profitability calculations.

Example	Type Y

If any changes are needed, enter the number of the field to be changed. Make your changes.

If there are no changes, <ENTER> to continue. Select a printer.

MATTER PROFITABILITY REPORT

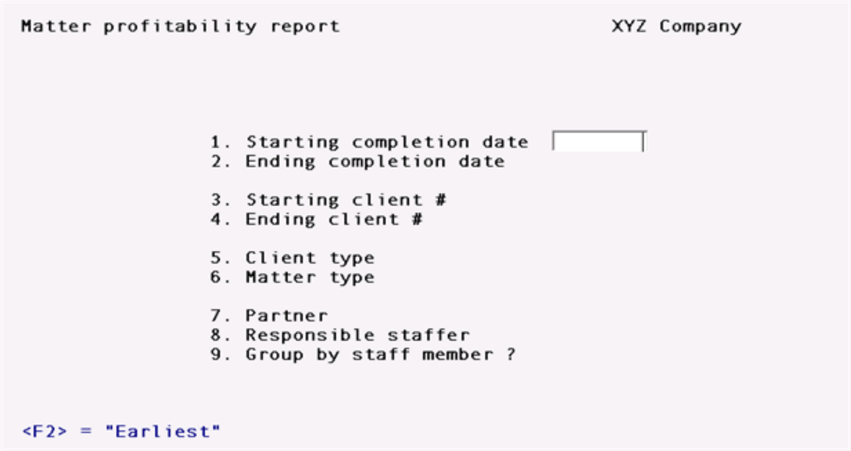
The purpose of this report is to allow the profitability of fixed fee matters to be determined.

With fixed fee matters, a fixed amount is charged for either services, expenses, or both. The amount charged can thus be compared to the actual costs for the work done and/or expenses incurred on a fixed fee basis, so that it can be determined if these matters are profitable or not.

Select

Matter from the *Reports, profitability* menu.

You see the following screen:



```
Matter profitability report                        XYZ Company



                 1. Starting completion date
                 2. Ending completion date

                 3. Starting client #
                 4. Ending client #

                 5. Client type
                 6. Matter type

                 7. Partner
                 8. Responsible staffer
                 9. Group by staff member ?



<F2> = "Earliest"
```

1. Starting completion date

2. Ending completion date

Enter the range of completion dates for the fixed fee matters to be included on this report or use the option:

<F2>	For the "First" completion date in the starting field, or for the "Last" completion date in the ending field

Format	MMDDYY

3. Client

4. Client

Enter the range of client numbers to be included on the report or use the option:

<F2>	For the "First" client number in the starting field, or for the "Last" client number in the ending field

Format	12 characters for each field

5. Client type

Enter the type for the clients to be printed, or use the option:

<F5>	To include "All" clients types on the report

Format	5 characters

6. Matter type

Enter the type for the matters to be printed, or use the option:

<F5>	For "All" matter types

Format	5 characters

7. Partner

Enter the partner for the clients to be printed, or use one of the options:

<F5>	For "All" partners
<F1>	To scan through partners on file
<SF1>	To scan through previous partners on file

Format	3 characters

8. Responsible staffer

Enter the staff member responsible for the matters to be printed, or use one of the options:

<F5>	For "All" staff members
<F1>	To scan through the staff members on file
<SF1>	To scan through previous staff members on file

Format	6 characters

9. Group by staff member ?

This field displays as "(Not applicable)" if a specific staff member is entered for 8 above.)

Answer Y to group matters by responsible staff member. Answer N to have matters printed by client #; i.e., clients are printed in sequence by client number, with all applicable matters listed for each client.

Field number to change ?

If any changes are needed, enter the number of the field to be changed. Make your changes.

If there are no changes, <ENTER> to continue. Select a printer.

STAFF PROFITABILITY REPORT

This report is used to analyze the profitability of staff members. If expenses are not included on the report, then the profitability calculations shown on the report are as follows:

Effective $/hour = Billable charges / (Billable hours + Non-billable hours)

Actual $/hour = (Billable charges + Adjustments to charges) / Billable hours

Realization % = (Billable charges + Adjustments to charges) x 100/ Billable charges

Profit = Billable charges + Adjustments to charges - Costs billable hours - Costs non-billable hours

Profit margin % = Profit x 100 / (Billable charges + Adjustments to charges)

Profit/hr = Profit /(Billable hours + Non-billable hours)

If expenses are included on the report, then the calculations for profit and profit margin are changed as follows:

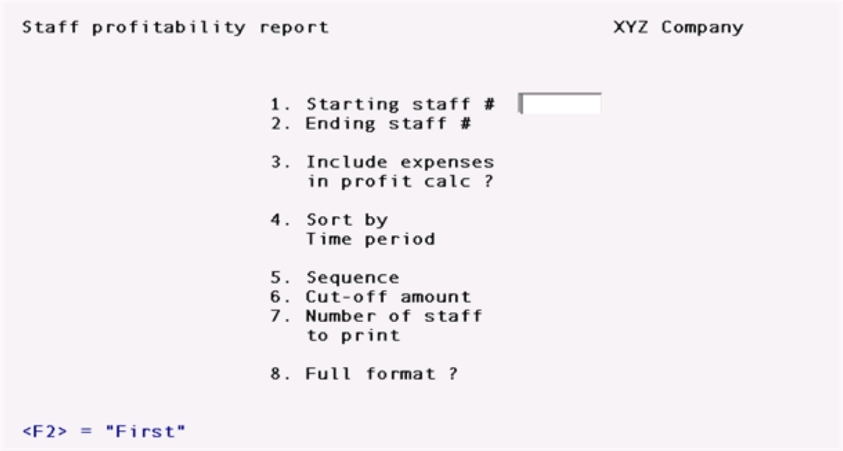
Profit = Billable charges + Adjustments to charges - Costs billable hours - Costs non-billable hours + Adjustments to expenses - Non-billable expenses

Profit margin % = Profit x 100 / (Billable charges + Adjustments to charges + Billable expenses + Adjustments to expenses)

Select

Staff from the *Reports, profitability* menu.

This is the screen you see:



```
Staff profitability report                                   XYZ Company


                    1. Starting staff #
                    2. Ending staff #

                    3. Include expenses
                       in profit calc ?

                    4. Sort by
                       Time period

                    5. Sequence
                    6. Cut-off amount
                    7. Number of staff
                       to print

                    8. Full format ?

<F2> = "First"
```

1. Starting staff

2. Ending staff

Enter the range of staff numbers to be included on the report or use the option:

<F2>	For the "First" staff member in the starting field, or for the "Last" staff member in the ending field

Format	6 characters for each field
Example	Press F2 at both fields

3. Include expenses in profit calc ?

Answer Y to include expenses in profit calculations, or press ENTER to exclude expenses from profit calculations.

Example	Press ENTER for N

4. Sort by

You may sort the report in seven different ways. Enter the number corresponding to the sort sequence desired, as listed below:

	1	Staff number		5	Profit
	2	Effective $/hour		6	Profit margin percentage
	3	Actual $/hour		7	Profit/hour
	4	Realization percentage			

The seventh choice (Profit/hr) is only available if the answer to field *3. Include expenses in profit calc ?* is N.

Format	9
Example	Type 6

Note	If the starting staff # and ending staff # are the same, this field is set to "1" automatically and cannot be changed.

Time period

(If sorting by staff #, then "Time period" is "(Not applicable)".)

Enter the time period to be used for sorting. You may enter P to sort using period-to-date figures, Y to sort using year-to-date figures, or L to sort using last-year figures.

Format	1 character
Example	Press ENTER for P

5. Sequence

(This field is (Not applicable) when sorting by staff #.)

Enter H to sort from highest to lowest, or L to sort from lowest to highest *Sort by* amount (field 4 above).

Format	1 character
Example	Press ENTER for L

6. Cut-off amount

(This field is (Not applicable) if sorting by staff #.)

Enter a cut-off amount for clients to be included on the report, or use the option:

<F2>	For no cut-off amount

If an amount is entered, then it is the cut-off amount for the calculation specified in field *4 Sort by* in order for a staff member to print on the report.

Format	9,999,999.99-
Example	Press F2

7. Number of staff to print

(This field is (Not applicable) when sorting by staff #.)

Use this field to show the "top ten" or "bottom five", etc., staff members.

Enter the maximum number of staff members to be printed on the report, or use the option:

<F5>	To include "All" staff members on the report

Format	999999
Example	Press F5

8. Full format ?

Enter Y to show the quantities upon which the profitability calculations are based, or press ENTER to print only the profitability calculations.

Example	Type Y

Field number to change ?

If any changes are needed, enter the number of the field to be changed. Make your changes.

If there are no changes, <ENTER> to continue. Select a printer.

SERVICE PROFITABILITY REPORT

This report is used to analyze the profitability of the various billable services provided by the firm.

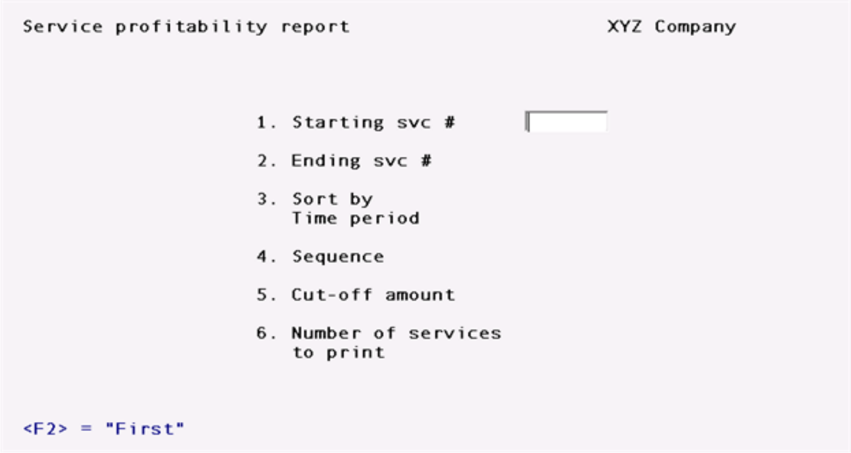
The profitability calculations shown on the report are as follows:

- Actual $/hour = (Charges + Adjustments) / Hours Realization % = (Charges + Adjustments) x 100 / Charges Profit = Charges + Adjustments - Costs
- Profit margin % = Profit x 100 / (Charges + Adjustments) Profit/hr = Profit / Hours

Select

Service from the *Reports, profitability* menu.

This is the screen you see:



```
Service profitability report                          XYZ Company


                    1.  Starting svc #
                    2.  Ending svc #
                    3.  Sort by
                        Time period
                    4.  Sequence
                    5.  Cut-off amount
                    6.  Number of services
                        to print

<F2> = "First"
```

1. Starting svc

2. Ending svc

Enter the range of services to be included on the report. Follow the screen instructions.

<F2>	For the "First" service number in the starting field, or for the "Last" service number in the ending field

Format	6 characters for each field
Example	Press F2 at both fields

3. Sort by

You may sort the report in six different ways. Enter the number corresponding to the sort sequence desired, as listed below:

1	Service number	4	Profit
2	Actual $/hour	5	Profit margin percentage
3	Realization percentage	6	Profit/hour

Format	9
Example	Type 4

Note	If the starting service # and ending service # are the same, this field is set to "1" automatically and cannot be changed.

Time period

[If sorting by service #, then *Time period* is (Not applicable).]

Enter the time period to be used for sorting. You may enter P to sort using period-to-date figures, Y to sort using year-to-date figures, or L to sort using last-year figures.

Format	1 character
Example	Press ENTER for P

4. Sequence

[This field is (Not applicable) when sorting by service #.]

Enter H to sort from highest to lowest, or L to sort from lowest to highest "Sort by" amount (field 3 above).

Format	1 character
Example	Press ENTER for L

5. Cut-off amount

[This field is (Not applicable) if sorting by service #.]

Enter a cut-off amount for services to be included on the report, or use the option:

<F2>	For no cut-off amount

If an amount is entered, then it is the cut-off amount for the calculation specified in field *3. Sort by* in order for a staff member to print on the report.

Format	9,999,999.99-
Example	Press F2

6. Number of staff

to print

[This field is (Not applicable) when sorting by service #.]

Use this field to show the "top ten" or "bottom five", etc., services.

Enter the maximum number of services to be printed on the report, or use the option:

<F5>	To include "All" services on the report

Format	999999
Example	Press F5

7. Full format ?

Enter Y to show the quantities upon which the profitability calculations are based, or press ENTER to print only the profitability calculations.

Example	Type Y

If any changes are needed, enter the number of the field to be changed. Make your changes.

If there are no changes, <ENTER> to continue. Select a printer.

EXPENSE PROFITABILITY REPORT

This report is used to analyze the profitability of the various billable expenses incurred by the firm. (Expenses can be profitable if they are marked up prior to billing.)

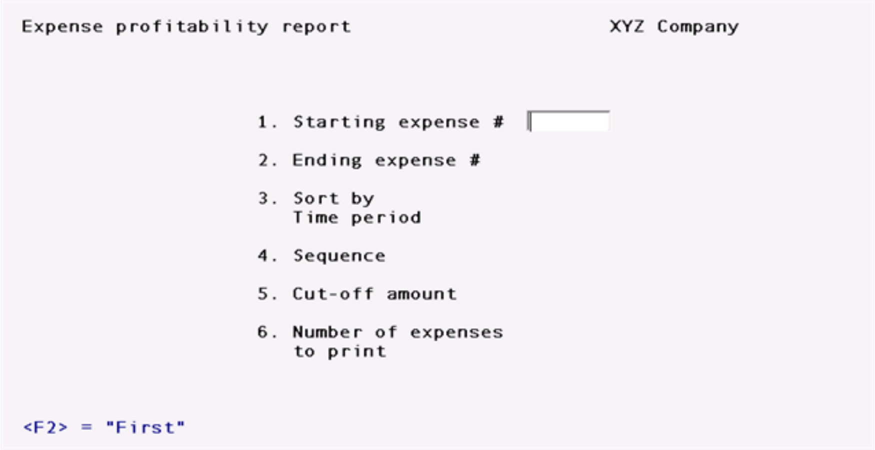
The profitability calculation shown on the report is as follows:

Profit margin % = Adjustments x 100 / (Expenses + Adjustments)

Select

Expense from the *Reports, profitability* menu.

This is the screen you see:



```
Expense profitability report                         XYZ Company


                    1. Starting expense #

                    2. Ending expense #

                    3. Sort by
                       Time period

                    4. Sequence

                    5. Cut-off amount

                    6. Number of expenses
                       to print


<F2> = "First"
```

1. Starting expense

2. Ending expense

Enter the range of expenses to be included on the report or use the option:

<F2>	For the "First" expense number in the starting field, or for the "Last" expense number in the ending field

Format	6 characters for each field
Example	Press F2 at both fields

3. Sort by

You may sort the report in two different ways. Enter the number corresponding to the sort sequence desired, as listed below:

1	Service #
2	Profit margin %

Format	9
Example	Type 2

Note	If the starting expense # and ending expense # are the same, this field is set to "1" automatically and cannot be changed.

Time period

[If sorting by service #, then *Time period* is (Not applicable).]

Enter the time period to be used for sorting. You may enter P to sort using period-to-date figures, Y to sort using year-to-date figures, or L to sort using last-year figures.

Format	1 character
Example	Press ENTER for P

4. Sequence

[This field is (Not applicable) when sorting by expense #.]

Enter H to sort from highest to lowest, or L to sort from lowest to highest *Sort by* amount (field 3 above).

Format	1 character
Example	Press ENTER for L

5. Cut-off amount

[This field is (Not applicable) if sorting by expense #.]

Enter a cut-off amount for expenses to be included on the report, or use the option:

<F2>	For no cut-off amount

If an amount is entered, then it is the cut-off amount for the calculation specified in field *3. Sort by* in order for a expenses to print on the report.

Format	9,999,999.99-
Example	Press F2

6. Number of expenses to print

[This field is (Not applicable) when sorting by service #.]

Use this field to show the "top ten" or "bottom five", etc., expenses.

Enter the maximum number of expenses to be printed on the report, or use the option:

<F5>	To include "All" expenses on the report

Format	999999
Example	Press F5

Productivity Reports

This chapter contains the following topics:

Introduction to Productivity Reports ....
Productivity Analysis by Client ....
Productivity Analysis by Service ....
Productivity Analysis by Staff ....

INTRODUCTION TO PRODUCTIVITY REPORTS

Productivity reports are used to determine the ratio of productive time to unproductive time.

For example, if a staff member spends 10 hours a week on billable work and 30 hours a week on non-billable work, his productivity percentage is 25%.

Because billing rates are entered both for billable and non-billable hours in Time and expenses, productivity percentages can be calculated based on either hours or on charges. For example, if a staff member has non-billable charges valued at $400 and billable charges valued at $800, then his productivity percentage based on charges is 67%.

WIP adjustments may be included when determining the productivity percentage based on charges. In this case, the billable charges are either increased or decreased based on the adjustments. This allows one to compare productivity based on hours with productivity based on actual amounts billed. For example, when viewed by hours, a staff member may spend 90% of his time on chargeable work, but due to write-downs, he is effectively spending only 50% of his time on chargeable work.

Productivity can be analyzed by client, by service, or by staff member.

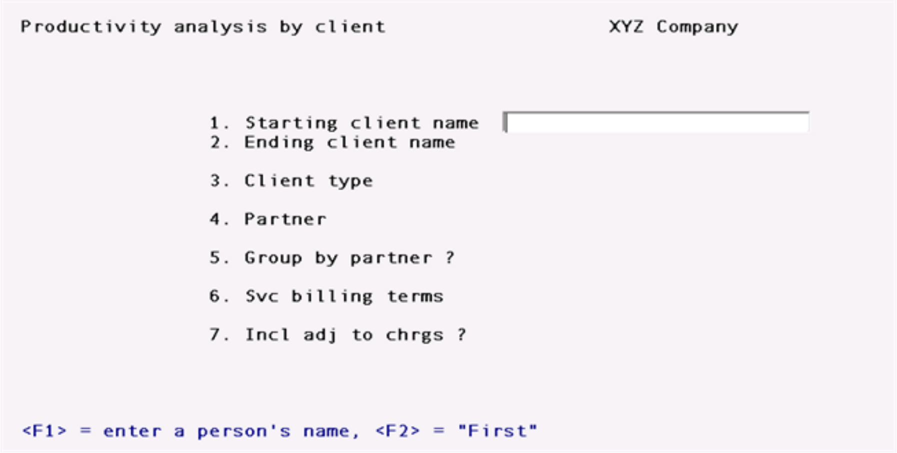
From the T/B menu, select *Reports, productivity*, then select the desired report from the menu which appears.

PRODUCTIVITY ANALYSIS BY CLIENT

Select

Client analysis from the *Reports, productivity* menu.

The following screen will be displayed:



```
Productivity analysis by client                          XYZ Company


                    1. Starting client name
                    2. Ending client name

                    3. Client type

                    4. Partner

                    5. Group by partner ?

                    6. Svc billing terms

                    7. Incl adj to chrgs ?


<F1> = enter a person's name, <F2> = "First"
```

1. Starting client name

2. Ending client name

Enter the range of client names to be included on the report. Follow the screen instructions.

Format	25 characters

3. Client type

Enter the type for the clients to be printed, or use the option:

<F5>	For "All" client types
<ENTER>	For "blank" client types only

Format	3 characters

4. Partner

Enter the partner for the clients to be printed, or use one of the options:

<F5>	For "All" partners
<F1>	To scan through the partners on file
<SF1>	To scan through previous partners on file

Format	3 characters

5. Group by partner ?

Show client detail ?

(This field displays as "(Not applicable)" if a specific partner is entered for field 4.)

Answer Y to group clients by partner. Answer N to have clients printed in client number sequence.

If you answer Y to "Group by partner ?", you may choose to show detail for each client or not. Answer Y to show client detail for each partner, or N to show just partner totals.

6. Svc billing terms

Enter 1 to include hours and charges for hourly rate matters only; enter 2 to include hours and charges for flat fee, fixed fee, and contingent fee matters only; or enter 3 to include hours and charges for all matters.

Format	9

7. Incl adj to chrgs ?

(This field is "(Not applicable)" if only hours and charges for flat fee, fixed fee, and contingent fee matters is chosen for field 6 above.)

Answer Y to include adjustments to charges in the productivity calculations, or N to have the calculations exclude adjustments.

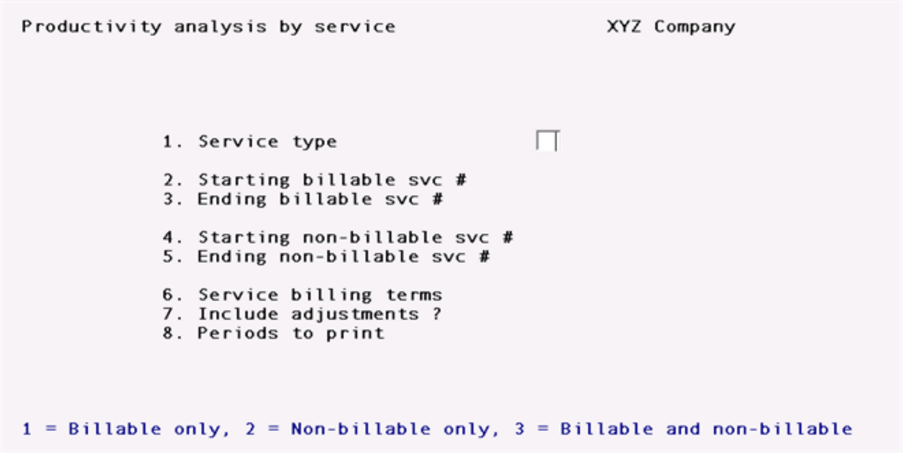
PRODUCTIVITY ANALYSIS BY SERVICE

The service analysis report allows you to analyze billable services alone, non-billable services alone, or both billable and non-billable services together.

Select

Service analysis from the *Reports, productivity* menu.

This is the screen you see:



```
Productivity analysis by service                    XYZ Company



            1. Service type                ☐

            2. Starting billable svc #
            3. Ending billable svc #

            4. Starting non-billable svc #
            5. Ending non-billable svc #

            6. Service billing terms
            7. Include adjustments ?
            8. Periods to print


1 = Billable only, 2 = Non-billable only, 3 = Billable and non-billable
```

1. Service type

Enter 1 to print billable services only, 2 to print non-billable services only, or 3 to print both billable and non-billable services.

Format	9

2. Starting billable svc

3. Ending billable svc

(These fields display as "(Not applicable)" if only non-billable services are to be printed.)

Enter the range of billable services to be included on the report. Follow the screen instructions.

Format	6 characters for each field

4. Starting non-billable svc

5. Ending non-billable svc

(These fields display as "(Not applicable)" if only billable services are to be printed.)

Enter die range of non-billable services to be included on the report. Follow the screen instructions.

Format	6 characters for each field

Service billing terms

Enter 1 to include hours and charges for hourly rate matters only; enter 2 to include hours and charges for flat fee, fixed fee, and contingent fee matters only; or enter 2 to include hours and charges for all matters.

Format	9

7. Include adjustments ?

(This field is "(Not applicable)" if only "hours and charges for flat fee, fixed fee, and contingent fee matters" is chosen for field 6 above.)

Answer Y to include adjustment to charges in the productivity calculations, or N to have the calculations exclude adjustments.

8. Periods to print

Enter 1 to print period-to-date and year-to-date figures, or enter 2 to print year-to-date and last-year figures.

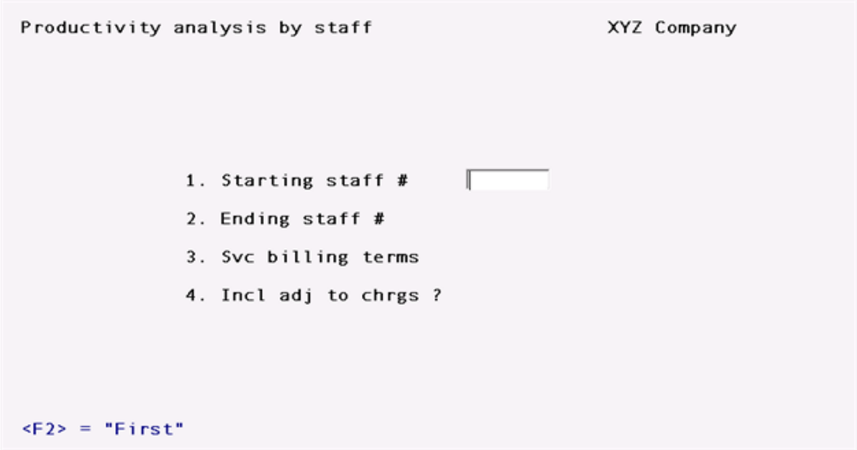
Format	9

PRODUCTIVITY ANALYSIS BY STAFF

Select

Client analysis from the *Reports, productivity* menu.

The following screen will be displayed:



```
Productivity analysis by staff                    XYZ Company




              1. Starting staff #
              2. Ending staff #
              3. Svc billing terms
              4. Incl adj to chrgs ?



<F2> = "First"
```

1. Starting staff

2. Ending staff

Enter the range of staff members to be included on the report. Follow the screen instructions.

Format	6 characters for each field

3. Svc billing terms

Enter 1 to include hours and charges for hourly rate matters only; enter 2 to include hours and charges for flat fee, fixed fee, and contingent fee matters only; or enter 3 to include hours and charges for all matters.

Format	9

4. Incl adj to chrgs ?

(This field is "(Not applicable)" if only "hours and charges for flat fee, fixed fee, and contingent fee matters" is chosen for field 3 above.)

Answer Y to include adjustments to charges in the productivity calculations, or N to have the calculations exclude adjustments.

Invoice History

This chapter contains the following topics:

Introduction to Invoice History ....

Viewing Invoice History ....

Printing the Invoice History Report ....

INTRODUCTION TO INVOICE HISTORY

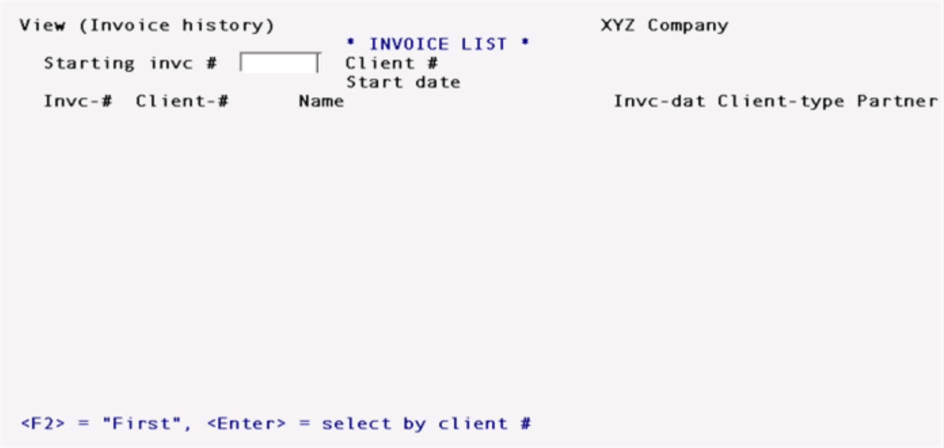
Use this selection to print or view invoices in the Invoice History File.

VIEWING INVOICE HISTORY

Select

Invoice history from the *View* menu.

This screen displays:



```
View (Invoice history)                                  XYZ Company
                                 * INVOICE LIST *
  Starting invc #  [      ]      Client #
                                 Start date
  Invc-#  Client-#      Name                             Invc-dat Client-type Partner











<F2> = "First", <Enter> = select by client #
```

Starting invc

Enter the starting invoice number for the invoices you want to view, or use one of the options:

<F2>	To start from the first invoice on file
<Enter>	To go to the *Client #* field (to view invoices for a specified client)

Format	999999
Example	Press F2

You then see a list of invoices:

Client

Enter the client number for the invoices you want to view, or use one of the options:

<F2>	To search for the client by number

A window will appear showing a list of clients so that you can find the client by client number. Follow the window instructions.

<F2>	To search for the client by name

A window will appear showing a list of clients so that you can find the client by name. Follow the window instructions.

<ENTER>	To enter a client name

Format	6 characters

If you press ENTER, you will be asked to enter a client name.

Example: (This field is skipped)

Example	(This field is skipped)

Client name

(This field is not labeled.)

Enter a full or partial client name, or use the option:

<ENTER>	To go back to the *Starting invc #* field

Format	25 characters
Example	(This field is skipped)

If you press ENTER, you will be asked to enter a starting invoice # as described previously for the *Starting invc #* field.

If you entered a client # or client name, you will be asked to enter a starting date for the invoices to view for the client you specified.

Example	(This field is skipped)

Start date

Enter the starting date for the invoices you want to view, or use one of the options:

<F2>	To start viewing invoices at the earliest invoice on file for the client
<Esc>	To go back to the *Starting invc #* field

Format	MMDDYY
Example	(This field is skipped)

You can move up and down the list of invoices using the arrow keys.

You can move forward to the next screen (if any) by using the PgDn key.

You can move back to the previous screen (if any) by using the PgUp key.

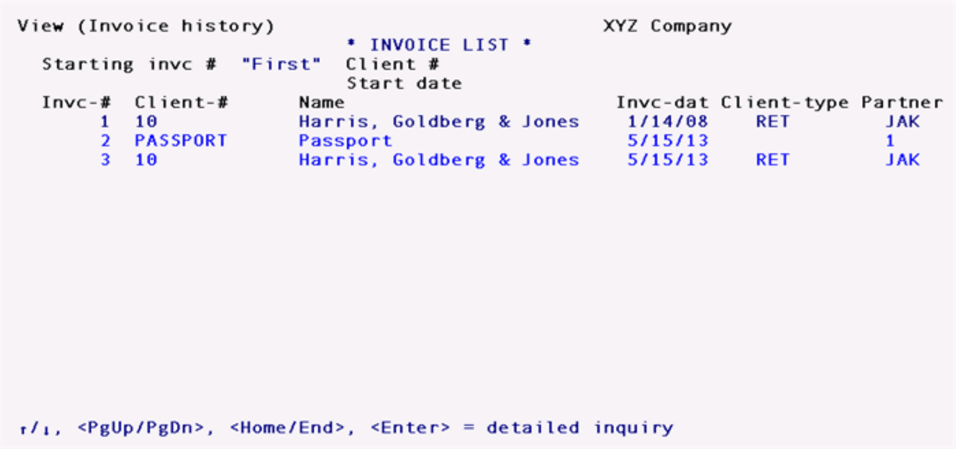
You may also use the Home key to move to the first invoice on file, or use End to move to the last invoice on file.

The ENTER key is used to view detailed information about the current invoice.

You can start a new selection of invoices by pressing Esc.

Example	Use the down arrow key to select invoice # 101, then press ENTER

The screen now appears:



```
View (Invoice history)                            XYZ Company
                            * INVOICE LIST *
  Starting invc #  "First"  Client #
                            Start date
  Invc-#  Client-#      Name                       Invc-dat Client-type Partner
       1  10            Harris, Goldberg & Jones    1/14/08    RET        JAK
       2  PASSPORT      Passport                    5/15/13               1
       3  10            Harris, Goldberg & Jones    5/15/13    RET        JAK









↑/↓, <PgUp/PgDn>, <Home/End>, <Enter> = detailed inquiry
```

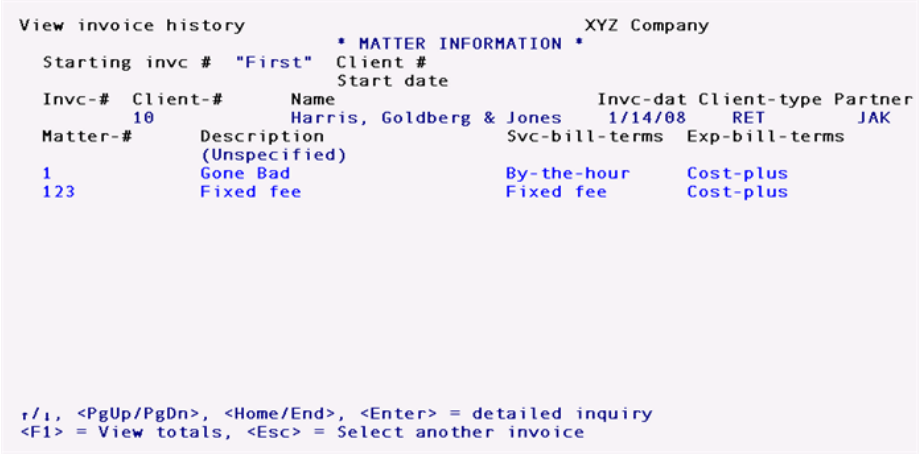
Invoice Totals

The invoice totals are shown for the selected invoice. Press Esc to select another invoice, or use one of the options:

<F2>	To view matter information (this option is not available if the invoice has no matter billing)
<F7>	To view sales tax amounts
<Esc>	To pick another invoice

Example	Press <F2>

You then see:



```
View invoice history                              XYZ Company
                                        * MATTER INFORMATION *
  Starting invc #  "First"  Client #
                            Start date
  Invc-#  Client-#       Name                          Invc-dat Client-type Partner
          10             Harris, Goldberg & Jones       1/14/08     RET          JAK
  Matter-#      Description                  Svc-bill-terms  Exp-bill-terms
                (Unspecified)
  1             Gone Bad                     By-the-hour     Cost-plus
  123           Fixed fee                    Fixed fee       Cost-plus







↑/↓, <PgUp/PgDn>, <Home/End>, <Enter> = detailed inquiry
<F1> = View totals, <Esc> = Select another invoice
```

Flat Fee Information

This screen shows the flat fee billing amounts, the amount of payment received (if any), and the G/L revenue and cash accounts used for the flat fee.

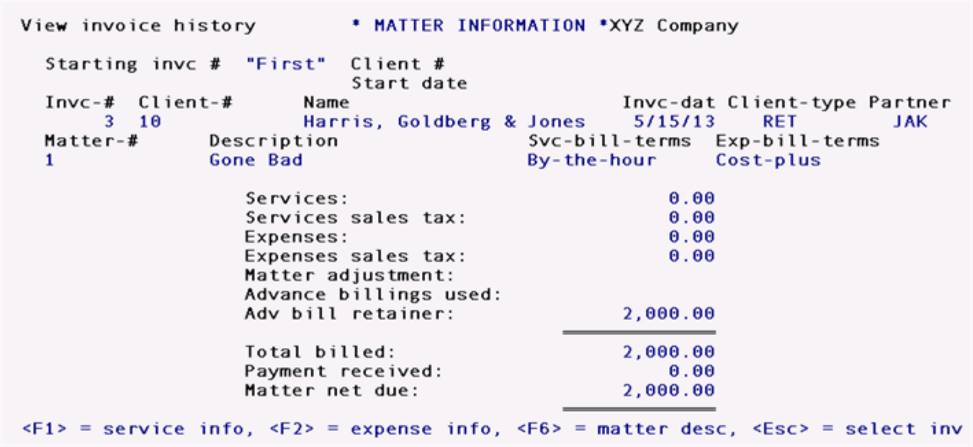
You have these options:

Options:

<F2>	To go back and view the invoice totals
<F6>	To view the billing description for the flat fee
<Esc>	To select another invoice for viewing

Example	Press Esc, then use the up arrow to select invoice # 100, press ENTER to see invoice totals, and press F2 to view matter information

After pressing F2 you see the matter information:



```
View invoice history        * MATTER INFORMATION *XYZ Company

  Starting invc #  "First"  Client #
                            Start date
  Invc-#  Client-#       Name                          Invc-dat Client-type Partner
       3  10             Harris, Goldberg & Jones       5/15/13     RET          JAK
  Matter-#      Description                   Svc-bill-terms  Exp-bill-terms
  1             Gone Bad                      By-the-hour     Cost-plus

                   Services:                                 0.00
                   Services sales tax:                       0.00
                   Expenses:                                 0.00
                   Expenses sales tax:                       0.00
                   Matter adjustment:
                   Advance billings used:
                   Adv bill retainer:                    2,000.00
                                                    ____________
                   Total billed:                         2,000.00
                   Payment received:                         0.00
                   Matter net due:                       2,000.00
                                                    ____________
<F1> = service info, <F2> = expense info, <F6> = matter desc, <Esc> = select inv
```

Matter Information

If there is more than one matter for the invoice, the matters are listed so that you can select a matter for viewing. If the invoice has only one matter, the totals for that matter are shown.

The arrow keys, PgUp & PgDn keys, and the Home & End keys are used as described previously for the list of invoices. Press ENTER to view totals for the current matter, or use one of the options:

<F1>	To go back and view the invoice totals
<ENC>	To select another invoice for viewing

Example	(This invoice has only one matter, so the following screen is not shown)

Matter Totals

What you see on this screen depends on how the services and expenses were billed:

- If matter services and expenses were billed together as "fixed fee", the fixed fee totals are shown.
- If matter services and expenses were billed together as "contingent fee", the contingent fee totals are shown.
- If the matter services and expenses were billed separately, the service totals are shown separately from the expense totals.

Services and Expenses Billed as Fixed Fee

The screen shows the matter fixed fee amount, sales tax, amount of advance billings used, advance retainer billing, total billed, payment received, and the matter net due.

Press Esc to select another matter (or another invoice if this invoice has only one matter), or use one of the options:

<F2>	To view detailed information about the fixed fee billing
<Esc>	To view the matter billing description

Example	(The matter has services and expenses billed separately, so this screen is not shown)

Services and Expenses Billed as Contingent Fee

The screen shows the matter contingent fee amount, sales tax, total billed, payment received, and the matter net due.

Press Esc to select another matter (or another invoice if this invoice has only one matter), or use one of the options:

<F1>	To view detailed information about the contingent fee billing
<F6>	To view the matter billing description

Example	(The matter has services and expenses billed separately, so this screen is not shown)

Services and Expenses Billed Separately

The screen shows the total for services, the sales tax on services, the total for expenses, sales tax on expenses, etc., as shown in the above screen.

Press Esc to select another matter (or another invoice if this invoice has only one matter), or use one of the options:

<F1>	To view detailed information about the fixed fee billing
<F2>	To view detailed information about the expense billing
<F6>	To view the matter billing description
<Esc>	To select another invoice

Example	Press F1 to view the service information

You then see:

SCREEN

The arrow keys, PgUp & PgDn keys, and the Home & End keys are used as described previously for the list of invoices.

Press Esc to go back and select another matter (or another invoice, if there is only one matter), or use one of the options:

Use F5 to view expense information for the matter. (This option is only available if expense WIP was billed for the matter.)

Note	When viewing expense information, you can use F5 to view service information, if any, for the matter.

<F6>	To view the billing description for the current WIP item
<F7>	To select other options

These options are listed below:

New inquiry	Go back and select another range of invoices for viewing.
Select invoice	Go back to the list of invoices and select another invoice.
Select matter	Go back to the list of matters and select another matter. (Only available when the invoice has more than one matter.)
Jump by service #	Jump to the first WIP item matching the service # entered. (Only available when displaying WIP by service code.)
Jump by expense #	Jump to the first WIP item matching the expense # entered. (Only available when displaying WIP by expense code.)
Jump by date	Jump to the first WIP item dated on or after the date entered. (Only available when displaying WIP by date.)
List in date seq	Display WIP items in date sequence. (Only available when displaying WIP in service or expense code sequence.)
List in svc seq	Display the WIP in service code sequence. (Only available when displaying WIP in date sequence.)
List in exp seq	Display the WIP in expense code sequence. (Only available when displaying WIP in date sequence.)
Show original amts	The original amounts (prior to any adjustments) are displayed.
Show billed amts	This option displays the amounts that were actually billed (including any adjustments).

Example	Press F5 to view expenses

You then see:

SCREEN

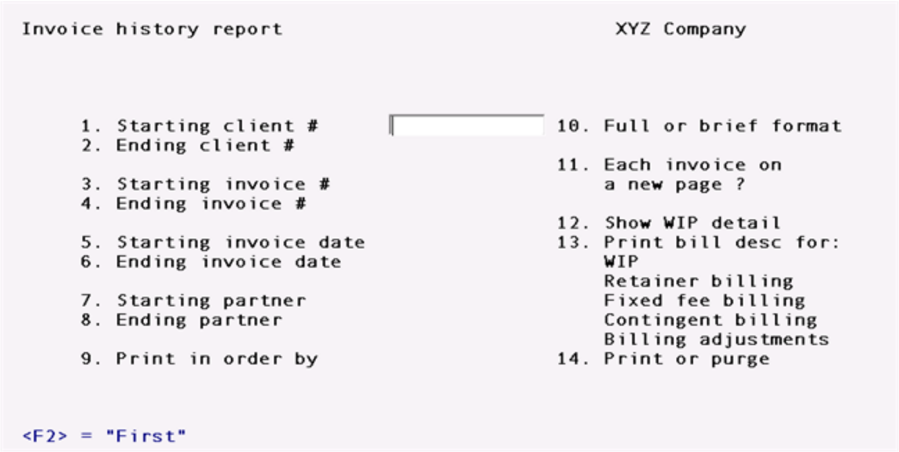
Example	Press F7, then select "New inquiry" to end viewing this invoice

PRINTING THE INVOICE HISTORY REPORT

Select

Invoice history report from the *Reports, general* menu.

This screen displays:



```
Invoice history report                              XYZ Company



     1. Starting client #                   10. Full or brief format
     2. Ending client #
                                            11. Each invoice on
     3. Starting invoice #                      a new page ?
     4. Ending invoice #
                                            12. Show WIP detail
     5. Starting invoice date               13. Print bill desc for:
     6. Ending invoice date                     WIP
                                                Retainer billing
     7. Starting partner                        Fixed fee billing
     8. Ending partner                          Contingent billing
                                                Billing adjustments
     9. Print in order by                   14. Print or purge


<F2> = "First"
```

Enter the following information:

1. Starting client

2. Ending client

Enter the range of clients for whom to show invoices. Follow the screen instructions.

Format	12 characters for each field
Example	Press F2 at both fields

3. Starting invoice

4. Ending invoice

Enter the range of invoice numbers for which to show invoices. Follow the screen instructions.

Format	999999 for each field
Example	Press F2 at both fields

5. Starting invoice date

6. Ending invoice date .

Enter the range of dates for which to show invoices. Follow the screen instructions.

Format	MMDDYY for each field
Example	Press F2 at both fields

7. Starting partner

8. Ending partner

Enter the range of partners for whom to show invoices. Follow the screen instructions.

Format	6 characters for each field
Example	Press F2 at both fields

9. Print in order by

Enter the order in which to show the invoices:

C	Client number
I	Invoice number
P	Partner

If you selected in a previous field to print invoices for only one client, the "print in order by client number" option does not appear; similarly for invoice number and partner. If there is only one choice left, it displays automatically and the cursor moves to the next field.

Note	If you select to print in order by invoice number, grand totals will no! appear on the report.

Format	1 character
Example	Type C

10. Full or brief format

Enter F to print the full format of the report, or B for a brief format.

The full format lists detailed information for each bill item included on the invoice. The brief format only shows the totals for each kind of bill item on the invoice.

Format	1 character
Example	Type B

11. Each (client, invoice, partner) on a new page ?

Do you want each item you are showing "in order by" to begin on a new page? Answer Y to begin each item on a new page, or answer N to show the items consecutively, one after another.

Example	Type N

12. Show WIP detail ?

If you want to show each WIP item that was billed on an invoice, answer Y. If you answer N, the report will only show WIP totals.

If you are printing a brief format, "N/A" appears and no entry is allowed for this field.

Example: (This field is skipped)

13. Print bill desc for:

WIP

Retainer billing

Fixed fee billing

Contingent billing

Billing adjustments

Answer Y for each item for which you want to print the billing description.

If you are printing a brief format, "N/A" appears and no entry is allowed for this field.

Example	(This field is skipped)

14. Print or purge ?

Enter one of the following:

1	Print only
2	Purge only
3	Both print and purge

Note	If you select all of the invoices currently in this file for purging, the file is "cleared" and its size is reduced to zero. Selecting to purge only some of the invoices does not reduce the size of the file; only the invoices selected become inaccessible.

If you want to purge some invoices to recover disk space, then after you purge here, use Export a file and Restore from an export file on the Invoice History File to regain the disk space. Refer to the *Data Recovery Utilities* chapter in the PBS Administration documentation.

Example	Enter 1 to only print invoice history

15. WIP hist cut-off

(This field appears only if you are purging Invoice History.)

Specify the WIP date that will be considered the cut-off for purging invoices.

Invoices containing only WIP items dated on or before this date will be purged. Invoices containing one or more WIP items dated after this date will not be purged. For example, if you enter June 30, 2021, then invoices which contain any WIP items later than this date will not be purged from Invoice History.

Make any desired changes as usual.

WIP History Reports

This chapter contains the following topics:

Introduction to WIP History Reports

Client History Report

Service/Expense History Report

Staff History Report

INTRODUCTION TO WIP HISTORY REPORTS

Several reports are provided in this selection which print detailed historical information regarding posted services and expenses.

These reports are:

Client History Report

Service/Expense History Report

Staff History Report

These reports are of use especially if WIP is typically adjusted and billed in a period different from the one in which it was originally posted. In this case, if these reports are printed after all WIP for the period is finally billed, an accurate realization percentage and profit margin can then be determined for the period. (The report notifies you if there is unbilled WIP remaining for the period.)

The reports listed above include services posted using Time and expenses for matters whose service billing terms are "By-the-hour". They also include expenses posted using Time and expenses for matters whose expense billing terms are "Cost plus". No other services or expenses are included.

This selection also includes the Time Accounting Report. This report allows you to determine if all staff have turned in their time sheets for a specific time period. The time period can be either a single day, a week, or any time period you choose. You can also see the percentage of time spent on billable versus non-billable activities for the time period, both for "By the hour" matters and separately for "Flat, fixed, or contingent fee" matters, as well as totals for all matters.

The Purge cost history function is also included in this selection. Once you have printed the final versions of all of the reports in this selection for a specific time period, then you may purge cost history for that time period.

CLIENT HISTORY REPORT

This report shows the hours spent on billable and/or non-billable services for matters which are billed "By-the-hour". For each client, a percentage is calculated based on hours spent on each service for the client.

If billable services are shown, then adjustments may also be shown. In this case, a realization percentage and profit margin percentage is shown for each service and for the client as a whole. If non-billable services are also included, then the costs for these services are included in the overall client profit margin percentage calculations. If expenses are shown, then these are included in the overall profit margin calculations as well.

Select

Client history report from the *Reports, client* menu. Enter the following fields:

1. Starting date

2. Ending date

Enter the range of dates for the items which are to be included on this report. Follow the screen instructions.

Format	MMDDYY for each field
Example	Press F2 at both fields

3. Starting client

4. Ending client

Enter the range of client numbers to be included on the report. Follow the screen instructions.

Format	12 characters for each field
Example	Press F2 at both fields

5. Client type

Enter the type for the clients to be printed, or use the option:

<F5>	For "All" client types

Format	5 characters
Example	Press F5

6. Partner

Enter the partner for the clients to be printed, or use one of the options:

<F5>	For "All" partners
<F1>	To scan through partners on file
<SF1>	To scan through previous partners on file

Format	3 characters
Example	Press F5

7. Starting staff

8. Ending staff

Enter the range of staff numbers to be included on the report or use the option:

<F2>	For the "First" staff member in the starting field, or for the "Last" staff member in the ending field

Format	6 characters for each field
Example	Press F2 at both fields

Subtotal by staff # ?

Answer Y if you wish to see subtotals by staff member, or N otherwise. If you answer Y, then a breakdown by staff member will be printed for each client listed, showing each service and/or expense for the staff member for that client.

Example	Type N

9. Include:

Billable services	**Adjustments ?**
Non-billable services	
Billable expenses	**Adjustments ?**
Non-billable expenses	

Answer Y or N to either include or exclude the type of service or expense from the report. If either billable services or expenses are included, then you may choose to have adjustments to these billable items included or not.

Note	If both billable services and expenses are included, then either both must show adjustments, or both must exclude adjustments.

Example	Type Y for each field.

If any changes are needed, enter the number of the field to be changed. Make your changes.

If there are no changes, <ENTER> to continue. Select a printer.

SERVICE/EXPENSE HISTORY REPORT

This report shows the hours spent on billable and/or non-billable services for matters which are billed "By-the-hour". For each service, a percentage is calculated based on hours spent on each service for all clients included on the report.

If billable services are shown, then adjustments may also be shown. In this case, a realization percentage and profit margin percentage is shown for each service, along with total realization percentage and profit margin for all services shown. If non-billable services are also included, then the costs for these services are included in the overall profit margin percentage calculations. If expenses are shown, then these are included in the overall profit margin calculations as well.

Select

Service/expense history from the *Reports, general* menu. Enter the following fields:

1. Starting date

2. Ending date

Enter the range of dates for the items which are to be included on this report. Follow the screen instructions.

Format	MMDDYY for each field
Example	Press F2 at both fields

3. Starting client

4. Ending client

Enter the range of client numbers to be included on the report. Follow the screen instructions.

Format	12 characters for each field
Example	Press F2 at both fields

5. Client type

Enter the type for the clients to be printed, or use the option:

<F5>	For "All" client types

Format	5 characters
Example	Press F5

6. Partner

Enter the partner for the clients to be printed, or use one of the options:

<F5>	For "All" partners
<F1>	To scan through partners on file
<SF1>	To scan through previous partners on file

Format	3 characters
Example	Press F5

7. Starting staff

8. Ending staff

Enter the range of staff numbers to be included on the report or use the option:

<F2>	For the "First" staff member in the starting field, or for the "Last" staff member in the ending field

Format	6 characters for each field
Example	Press F2 at both fields

9. Include:

Billable services	**Adjustments ?**
Non-billable services	
Billable expenses	**Adjustments ?**
Non-billable expenses	

Answer Y or N to either include or exclude the type of service or expense from the report. If either billable services or expenses are included, then you may choose to have adjustments to these billable items included or not.

Note	If both billable services and expenses are included, then either both must show adjustments, or both must exclude adjustments.

Example	Type Y for each field.

If any changes are needed, enter the number of the field to be changed. Make your changes.

If there are no changes, <ENTER> to continue. Select a printer.

STAFF HISTORY REPORT

This report shows the hours spent on billable and/or non-billable services for matters which are billed "By-the-hour". For each staff member, a percentage is calculated based on hours spent on each service by the staff member.

If billable services are shown, then adjustments may also be shown. In this case, a realization percentage and profit margin percentage is shown for each service and for the staff member as a whole. If non-billable services are also included, then the costs for these services are included in the overall staff member profit margin percentage calculations. If expenses are shown, then these are included in the overall profit margin calculations as well.

Select

Staff history report from the *Reports, general* menu.

Enter the following fields:

1. Starting date

2. Ending date

Enter the range of dates for the items which are to be included on this report. Follow the screen instructions.

Format	MMDDYY for each field
Example	Press F2 at both fields

3. Starting staff

4. Ending staff

Enter the range of staff numbers to be included on the report. Follow the screen instructions.

Format	6 characters for each field
Example	Press F2 at both fields

5. Starting client

6. Ending client

Enter the range of client numbers to be included on the report. Follow the screen instructions.

Format	12 characters for each field
Example	Press F2 at both fields

Subtotal by client # ?

Answer Y if you wish to see subtotals by client, or N otherwise. If you answer Y, then a breakdown by client will be printed for each staff member listed, showing each service and/or expense for the client for that staff member.

Example	Type N

7. Client type

Enter the type for the clients to be printed, or use the option:

<F5>	For "All" client types

Format	5 characters
Example	Press F5

8. Partner

Enter the partner for the clients to be printed, or use one of the options:

<F5>	For "All" partners
<F1>	To scan through partners on file
<SF1>	To scan through previous partners on file

Format	3 characters
Example	Press F5

9. Include:

Billable services	**Adjustments ?**
Non-billable services	
Billable expenses	**Adjustments ?**
Non-billable expenses	

Answer Y or N to either include or exclude the type of service or expense from the report. If either billable services or expenses are included, then you may choose to have adjustments to these billable items included or not.

Note	If both billable services and expenses are included, then either both must show adjustments, or both must exclude adjustments.

Example	Type Y for each field.

If any changes are needed, enter the number of the field to be changed. Make your changes.

If there are no changes, <ENTER> to continue. Select a printer.

TIME ACCOUNTING REPORT

This report allows you to determine if all staff have turned in their time sheets for a specific time period. The time period can be either a single day, a week, or any time period you choose. You can also see the percentage of time spent on billable versus non-billable activities for the time period, both for "By the hour" matters and separately for "Flat, fixed or contingent fee" matters, as well as totals for all matters.

You may also use this report to purge the history of service and expense items posted for flat fee, fixed fee and contingent fee matters. This history is used only on this report. Thus, once you have printed the final version of this report for a time period, the history may be purged.

Select

Time accounting report from the *Reports, general* menu.

Enter the following fields:

1. Starting staff

2. Ending staff

Enter the range of staff numbers to be included on the report. Follow the screen instructions.

Format	6 characters for each field
Example	Type 2 at field 1 and 4 at field 2

3. Starting date

4. Ending date

Enter the range of dates for the posted time and expense sheet items to be included on this report. Follow the screen instructions.

Enter the range of dates for the items which are to be included on this report. Follow the screen instructions.

Format	MMDDYY for each field
Example	Press F2 at both fields

5. Detail or summary ?

Answer D to print a detail report or S for a summary report. On the detail report, a breakdown of each staff member's time by individual service is shown.

Format	1 character
Example	Type S

6. Purge flat, fixed and contingent fee history ?

Answer Y to purge the history of service and expense items posted for flat fee, fixed fee, and contingent fee matters. This history is used only on this report. Thus, once you have printed the final version of this report for a time period, the history may be purged.

Answer N to retain the history for use in subsequent printings of this report for the same time period.

Example	Type N

If any changes are needed, enter the number of the field to be changed. Make your changes.

If there are no changes, <ENTER> to continue. Select a printer.

PURGE COST HISTORY

Once you have printed the final versions of all of the reports in this selection for a specific time period, then you may purge cost history for that time period.

Cost history contains all non-billable services posted using Time and expenses for matters whose service billing terms are "By the hour". It also contains all non-billable expenses posted using Time and expenses for matters whose expense billing terms are "Cost-plus".

Select

Purge cost history from the *Utility* menu.

Enter the following fields:

1. Starting client

2. Ending client

Enter the range of client numbers to be included on the report. Follow the screen instructions.

Format	12 characters for each field
Example	Press F2 at both fields

3. Client type

Enter the type for the clients to be printed, or use the option:

<F5>	For "All" client types

Format	5 characters
Example	Press F5

4. Partner

Enter the partner for the clients to be printed, or use one of the options:

<F5>	For "All" partners
<F1>	To scan through partners on file
<SF1>	To scan through previous partners on file

Format	3 characters
Example	Press F5

5. Starting staff

6. Ending staff

Enter the range of staff numbers to be included on the report. Follow the screen instructions.

<F2>	For the "First" staff member in the starting field, or for the "Last" staff member in the ending field

Format	6 characters for each field
Example	Press F2 at both fields

7. Purge:

Non-billable services ?

Non-billable expenses ?

Answer Y for each type of item to be purged. You must answer Y for at least one of the two types of non-billable items.

Example	Answer Y at both fields

8. Cut-off date

Enter the cut-off date for non-billable items that are to be purged. Items dated after this date will not be purged. You may also use the option:

<F2>	For "Latest"

Format	MMDDYY
Example	Press F2

9. Purge or print

Enter 1 to print the report without purging, 2 to purge the flat, fixed, and contingent fee history without printing the report, or 3 to both print the report and purge the history.

Format	9
Example	Type 1

Make any changes as usual.

Close a Period

This chapter contains the following topics:

Introduction to Close a Period ....
Closing a Period ....

INTRODUCTION TO CLOSE A PERIOD

This selection is used to clear the period-to-date fields in the Client, Matter, Staff, Service Code, and Expense Code Files. If this is the last period of the year, this selection will also reset the year-to-date fields.

Prior to running this selection, you should ensure that you have posted all time and expense transactions and invoices for the current period. Then you should print out a Client List, Matter List, Staff List, Service Code List, and Expense Code List, in order to obtain a permanent record of the final period-to-date figures (and corresponding year-to-date figures) for these files.

The term period, as used here, may either be your accounting period or it may be a longer or shorter period of time, as you choose. For example, you could follow the procedure above and close T/B each week. In this case, the period-to-date figures on the reports listed above would be weekly figures. Alternatively, you could close T/B once a quarter, in which case the period-to-date figures would be quarterly figures. Since T/B works with A/R, the period ending dates for the two packages should be the same, and the periods used in T/B should be the same periods as used in A/R.

You may define your period in T/B as your accounting period or some other time period, because closing a period in T/B has no effect on PBS General Ledger. There is no direct interface between T/B and G/L. G/L distributions generated by T/B are posted to A/R Distributions. The interface between A/R and G/L is through the selection *Get distributions* described in the G/L User documentation. Also see the chapter in the A/R User documentation titled *Distributions to G/L*.

The current period in T/B is determined by the "Period ending date" in *Control information*. If you post transactions which are dated after this date, they will not appear in the period-to-date totals. Instead, they are added to a "next period" holding field which is not accessible to you directly.

When this selection is run, the following happens:

1. The amounts stored in the "next period" fields are transferred into the period-to-date fields, so that the period-to-date fields are now accurate for the new period.
2. The period ending date in the T/B *Control information* is set to the ending date of the new period.
3. If this is not the end of the year, the amounts in the "holding" fields are added to the year-to-date amounts.
4. If this is. the end of the year, the last-year amounts are set equal to the year-to-date amounts and the year-to-date amounts are set equal to the amounts in the "holding" fields.
5. The "holding" fields are all set to zero.

Note	Your period-to-date and year-to-date figures will be accurate as long as your time and expense transactions and invoices never span more than two periods - the current period and the next period.

If you delay running this *Close a period* selection until you have transactions dated in the period after the next period, you should not process these transactions. Don't process them until after you have run this selection.

For example, if the current period end date is 3/31/19 and you use monthly periods, it is all right to process transactions dated as late as 4/30/19. However, it is not all right to process any transactions dated 5/01/19 or later, until after you run this selection.

Note	This selection only updates the T/B period ending date. To update the A/R period ending date, run the A/R Close a period selection. You should "close a period" for T/B and A/R together. It does not matter which one is done first.

CLOSING A PERIOD

Select

Close a period from the T/B menu.

Enter the following fields:

Is (date) also your year-ending date ?

If the period is the last period in your accounting year, answer Y to "Is (date) also your year-ending date ?". Otherwise, answer N.

Please enter the new period-ending date

You can enter the new period ending date, or use the option:

<F2>	To default to the date exactly one month later than the current period ending date

Make sure that all necessary accounting operations, including the printing of all reports, have been carried out before you proceed.

After you answer Y to the "Are you sure ?" question, the period-to-date fields in the Client, Matter, Staff, Service Code, and Expense Code Files are reset.

Invoice Formats

This chapter contains the following topics:

Introduction to Invoice Formats ....
Printing a Location Grid ....

INTRODUCTION TO INVOICE FORMATS

This selection allows you to design your own invoices for printing on plain paper or on your company letterhead. You can specify which information to show in the invoice's header and footer areas, and how the billing information is to print on the invoice.

This selection allows you exact control over how your billing information is printed on invoices. You can design your billing information to be printed very simply and concisely, or in as much detail as you wish. Matters can be billed in detail, snowing the charge for each service and expense, or showing only a summary of the charges by group or a summary by service/expense code. The simplest invoice that you could design would show only the net due for the invoice.

You can define a different format for the additional pages of an invoice. When the invoice requires more than one page to print, the additional page format will be used to print the remainder of the invoice. This allows you to customize your invoice format for the "second" sheets of your company letterhead.

Using this selection, you enter attachment formats just like invoice formats. An invoice can have up to three "attachments" so that you can present billing information to your clients exactly as you want. When you print invoices using Invoices (Print), the attachments will print immediately after each invoice. You could, for example, enter an invoice format that shows only the total billed for a matter and the invoice net due. For this invoice, you could then enter an attachment format that gives a detailed listing of all the services for the matter.

You can design invoices combined with statements if you answered Y to "Use combined invc/stmnt ?" in T/B Control information. Such an invoice would include, for example, the client's previous balance, the charges on the invoice, the balance for the statement period, and the new client account balance.

Note	T/B comes with several predefined invoice formats. For more information, see the appendix titled Predefined Data.

Definitions

First, here are definitions of some terms used in this chapter to describe the invoice formatting process.

Location Grid

The field *location grid* is a set of vertical and horizontal lines of numbers which you can print on your company letterhead to aid in positioning information so that it fits correctly between the margins, header, and footer of the letterhead.

Invoice Layout Worksheet

The *invoice layout worksheet* is a set of numbered vertical and horizontal lines which you can print on a blank sheet of paper if you want to create your invoice on plain paper.

In either case, the basic concepts are:

Line or Row

This means the number of print lines down from the top margin.

Column

This means the number of spaces to the right of the left print margin.

Location

A location means the row and column of the printed information on the page.

The invoice format consists of three areas:

1. The *header* area is the first part of the invoice and usually includes information such as your company name and address, your client's name and address, and the invoice date.
2. The *line item* area is the middle part of the invoice where the billing information is printed. It includes flat fee charges, charges for matters, adjustments, retainer billings, and the invoice total. If you are using a combined invoice / statement, it also includes the statement information.
3. The *footer* area is the bottom part of the invoice and usually includes the page number.

For the footer and header areas, you can specify the format for the invoice's first page and for additional pages of the invoice. The format for the line item area is constant from page to page, but its size can differ for the first page as compared to additional pages. This allows you to lay out one format for the first page, which would usually print on your letterhead, and another format for your "second" sheets of paper, which would be used only when a client's invoice is longer than one page.

Creating Your Own Invoice

The following will give you an overview of the steps involved in creating an invoice. Each of these steps will be explained in detail in the following sections of this chapter.

First, if your invoice will be printed on preprinted company letterhead, use the *Location grid* function to print a grid on top of that letterhead. Then you can see where the preprinted information is located on the letterhead.

If the invoice will be printed on plain paper, use the *Layout worksheet* function to print a layout worksheet on plain paper. Then sketch the layout of your invoice on the worksheet.

Now that you have an idea of what your invoice will look like, use the *Invoice formats (General appearance)* function to describe the invoice's general appearance (the number of rows and columns on the letterhead or paper, the number of rows in the invoice closing area, where the line item area starts and ends, etc.).

Then use the *Header area, first page* function to choose the fields that you want in the top portion of the invoice's first page and position them where you want them to print. (If you are using plain paper, you can simulate company letterhead by choosing your company name and address fields.)

If the layout of the header area for additional pages will be the same or similar to the one you defined for the first page, use the Copy first page header area function to copy the first page header area format for use on additional pages.

Use the *Header area, additional pages* function to choose the fields that you want in the top portion of the invoice's additional pages and position them where you want them to print. If you copied the header area format from the first page, you can use this function to make changes to the new (copied) format.

Next, use the invoice *Line item area* function to choose and position the fields for the invoice billing information.

Then use the *Footer area, first page* function to choose the fields that you want in the bottom portion of the invoice's first page and position them where you want them to print.

If the layout of the footer area for additional pages will be the same or similar to the one you defined for the first page, use the *Copy first page footer area* function to copy the first page footer area format for use on additional pages.

Use the *Footer area, additional pages* function to choose the fields that you want in the bottom portion of the invoice's additional pages and position them where you want them to print. If you copied the footer area format from the first page, you can use this function to adjust the new (copied) format to be exactly as you want it.

After you have selected and placed all of the fields for your invoice, use the *Verify* function to obtain a list of any problems (such as overlapping fields) that would prevent you from printing the invoice. If any problems are indicated in the Verify report, use the appropriate Enter function to correct them.

Then use the *Sample invoice* function to print a sample invoice. If you are using preprinted letterhead for the invoice, the sample will show you how your fields fit on the letterhead, so that you can make any adjustments needed.

Finally, use the *Format specifications* function to print a list of your invoice specifications which can be filed for later reference.

When you want to create another invoice, if it is similar to an existing one that you have already designed, you can use the Copy function to copy the existing one to the new invoice format. Then use the functions described above to tailor die new (copied) format, rather than having to create it from scratch.

This chapter describes how to create an invoice in the same sequence as described above.

PRINTING A LOCATION GRID

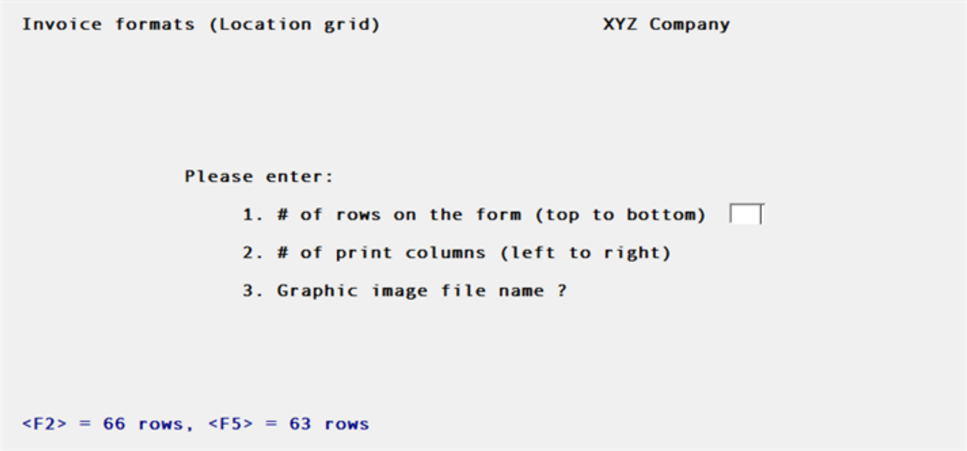
The field location grid is a tool to help you lay out your invoice properly when you are using preprinted letterhead. When you print this grid on top of your letterhead, you will see the exact rows and columns of every piece of letterhead information. You will then be able to specify the exact row and column for each piece of information when you use the Enter function described later in this chapter.

Note	Use the appendix titled B. Invoice Fields to aid you in laying out your fields on the location grid. This appendix lists all of the fields available for printing, with the definition, length, and appearance of each.

Select

Location grid from the *Invoice formats* menu.

The following screen will be displayed:



```
Invoice formats (Location grid)                    XYZ Company




              Please enter:

                   1. # of rows on the form (top to bottom)

                   2. # of print columns (left to right)

                   3. Graphic image file name ?



<F2> = 66 rows, <F5> = 63 rows
```

1. # of rows on the page (top to bottom)

Enter the number of rows to appear on the grid. The number you enter here corresponds to the number of rows on your letterhead. You can also use the option:

<F2>	To use 66 rows, which corresponds to regular 8-1/2" x 11" paper, 6 rows/inch, with no top or bottom margins
<F5>	To use 63 rows, which also prints on a regular 8-1/2" x 11" paper, 6 rows/inch. Use this setting to print to a Windows printer which usually will not accept 66 rows

Format	99
Example	Press F2

2. # of print columns (left to right)

Enter the number of print columns to appear across the page on the grid, up to 132, or use the option:

<F2>	To use 80 columns, which corresponds to regular 8-1/2" x 11" paper, 10 characters/ inch, with 1/4" left and right margins

Format	999
Example	Press F2

3. Graphic image file name ?

Enter Y if you want to print to Windows printer with a background jpeg or bitmap image.

Format	1 character (for the question) 12 characters (for the file name)
Example	Enter N (for the question) Not used with this example (for the file name)

The printer selection screen appears. Choose a printer.

The printer should always be ready to print in location 1, 1 (that is, row 1, column 1).

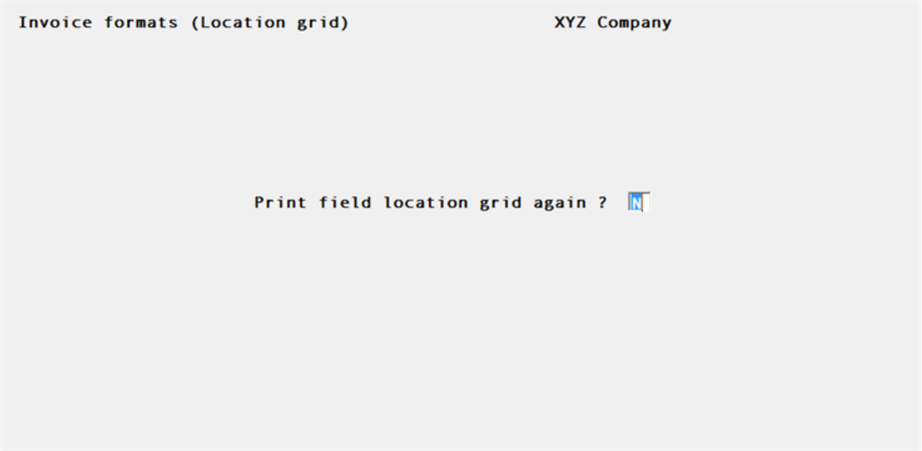
If you are using multiple printers, select the printer to be used. Enter the printer control code. If the printer control code that you enter specifies more than one paper bin, you are asked which bin to use for the location grid.

You then see:

> "If you wish to print the grid on your company letterhead, make sure your letterhead is now in the printer, and that the printer will begin printing at the first print position of the very first line of the letterhead. Type 'DONE' when ready."

Type DONE and the grid prints.

After the grid is printed, you are asked whether you want to print it again.



```
Invoice formats (Location grid)                    XYZ Company

                    Print field location grid again ?  N
```

If you answer Y, you are asked "Which bin" (if the printer control code specifies control codes for the "2nd page bin"), and another grid prints. If you answer N, you are asked to mount regular paper.

PRINTING A LAYOUT WORKSHEET

The layout worksheet is a tool to help you lay out your invoice on blank paper. (The location grid is used to design an invoice for printing on plain paper.) Whereas the location grid has rows and columns of numbers, the layout worksheet has rows of dotted lines on which you can fill in invoice information in the way you want it printed on blank paper.

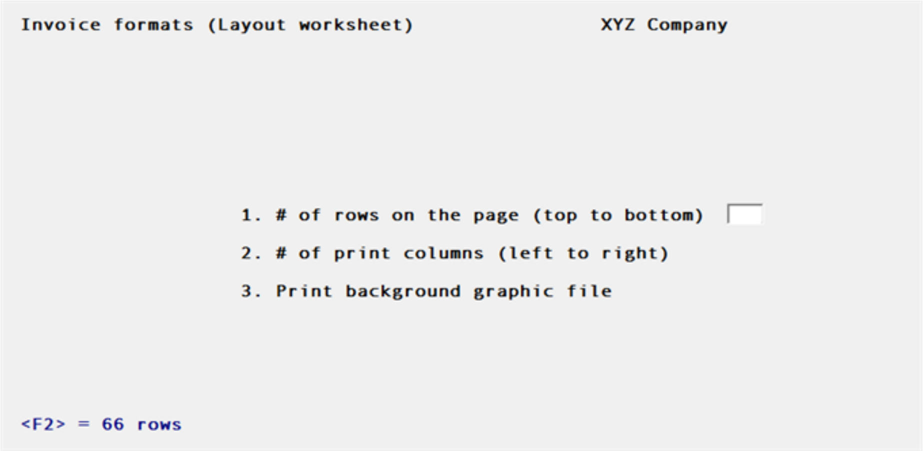
Note	Use the appendix titled Invoice Fields at the end of this manual to aid you in laying out your fields on the layout worksheet. This appendix lists all of the fields available for printing, with the definition, length, and appearance of each.

You can print the layout worksheet on your company letterhead as well, if you prefer it over the location grid.

Select

Layout worksheet from the *Invoice formats* menu.

The following screen will be displayed:



```
Invoice formats (Layout worksheet)                XYZ Company




                   1. # of rows on the page (top to bottom) [  ]

                   2. # of print columns (left to right)

                   3. Print background graphic file




<F2> = 66 rows
```

1. # of rows on the page (top to bottom)

Enter the number of rows to appear on the grid. The number you enter here corresponds to the number of rows on your letterhead. You can also use the option:

<F2>	To use 66 rows, which corresponds to regular 8-1/2" x 11" paper, 6 rows/inch, with no top or bottom margins

Format	99
Example	Press F2

2. # of print columns (left to right)

Enter the number of print columns to appear across the page on the grid, up to 132, or use the option:

<F2>	To use 80 columns, which corresponds to regular 8-1/2" x 11" paper, 10 characters/ inch, with 1/4" left and right margins

Format	999
Example	Press F2

3. Graphic image file name ?

Enter Y if you want to print to Windows printer with a background jpeg or bitmap image.

Format	12 characters
Example	Pres F2

The printer selection screen appears. Choose a printer.

The printer should always be ready to print in location 1, 1 (row 1, column 1).

If you are using multiple printers, select the printer to be used. Enter the printer control code. If the printer control code that you enter specifies more than one paper bin, you are asked which bin to use for the layout worksheet.

You then see:

> "If you wish to print the worksheet on your company letterhead, mount the letterhead on the printer now. Type 'DONE' when ready."

Type DONE and the worksheet prints.

After the worksheet has printed, you are asked whether you want to print it again. If you answer Y, you are asked "Which bin" (if the printer control code specifies control codes for the "2nd page bin"), and another worksheet prints. If you answer N, you are asked to mount regular paper.

ENTERING INVOICE FORMATS

To enter an invoice format, the sequence of steps to follow is:

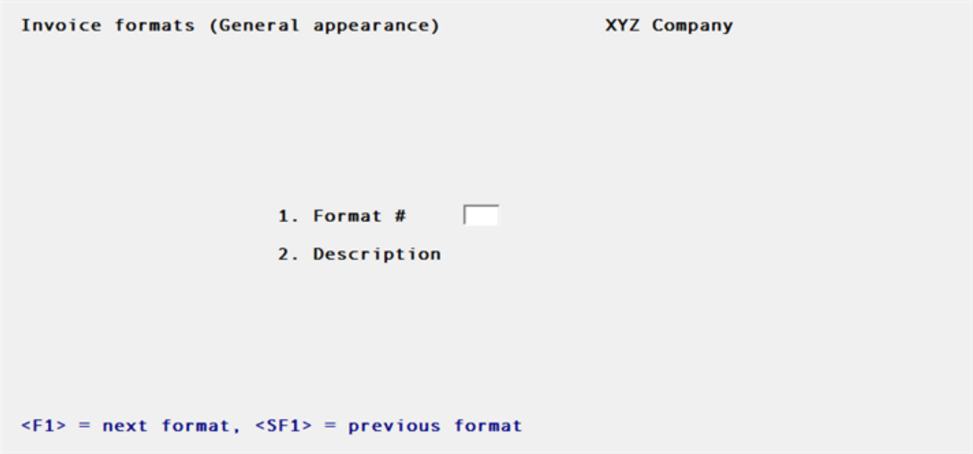
1. Use *General appearance* to specify the general, over-all appearance of the format: how long, how wide, etc.
2. Use *Header area, first page* to select which fields or texts to print in the header area of the first page of the invoice, where they should print, and how they should look. Then use Header area, additional pages to lay out the header area of additional invoice pages. If the header area for additional pages is similar to that of the first page, use Copy first page header area to copy the first page format.
3. Next, use *Line item area* to select which fields or texts to print in the line item area of the invoice.
4. Use *Footer area, first page* to lay out the footer area of the first page of the invoice. Then use Footer area, additional pages to lay out the footer area of additional invoice pages. If the footer area for additional pages is similar to that of the first page, use Copy first page footer area to copy the first page format.
5. Use *Verify* to check the format for errors. Make any corrections necessary.
6. Use *Sample invoice* to confirm that the format is what you want.

GENERAL APPEARANCE

Select

General appearance from the *Invoice formats* menu.

The following screen will be displayed:



```
Invoice formats (General appearance)                XYZ Company

                    1. Format #
                    2. Description

<F1> = next format, <SF1> = previous format
```

A screen appears for you to either assign a number and description to the new invoice format you are about to add or to retrieve an existing format to change:

1. Format

If you are adding a new format, enter a new number to identify it. If the format is not on file, you are asked to enter the description of the new format.

If you want to change an existing format, enter its number, or use the option:

<F1>	To scan through the formats on file
<SF1>	To scan through previous formats on file

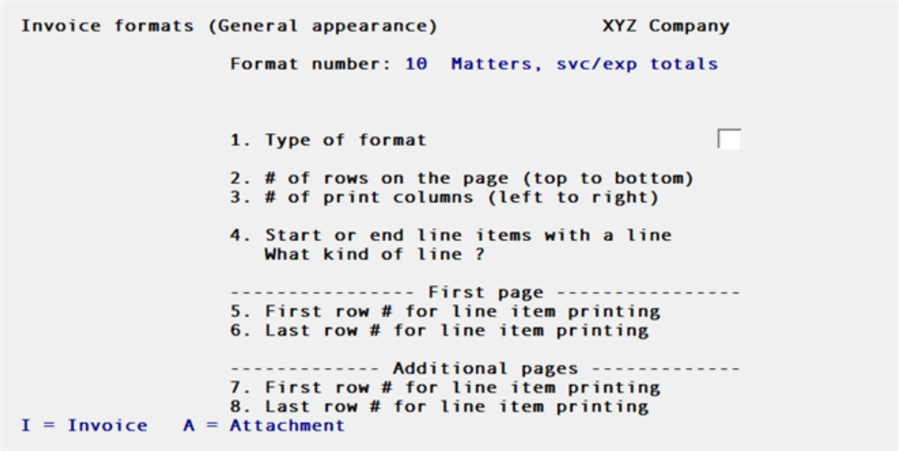
Format	99
Example	Type 4

2. Description

For a new format, enter a description of it. For an existing format, the description displays automatically.

Format	25 characters
Example	Type Matters, svc/exp summary

This screen appears:



```
Invoice formats (General appearance)              XYZ Company
                  Format number: 10  Matters, svc/exp totals


                  1. Type of format                         ☐

                  2. # of rows on the page (top to bottom)
                  3. # of print columns (left to right)

                  4. Start or end line items with a line
                     What kind of line ?

                  ---------------- First page ----------------
                  5. First row # for line item printing
                  6. Last row # for line item printing

                  ------------- Additional pages -------------
                  7. First row # for line item printing
                  8. Last row # for line item printing
I = Invoice    A = Attachment
```

Enter the information as follows:

1. Type of format

Enter I if this is an invoice format, A if it is an attachment format.

Format	1 character
Example	Type I

2. # of print rows (top to bottom)

Enter the number of rows on the page, or use the option:

<F2>	To use 66 rows, which corresponds to regular 8-1/2" x 11" paper, 6 rows per inch

Format	99
Example	Press F2

3. # of print columns (left to right)

Enter the number of columns on the page (up to 132), or use the option:

<F2>	To use 80, which corresponds to regular 8-1/2" x 11" paper, 10 characters per inch

Format	99
Example	Press F2

4. Start or end line items with a line

Specify whether to start or end, or both start and end the line item area with a line:

1	Start only
2	End only
3	End only
Enter	None

If you specify to print a line at the start of the line items, a line will print on the first row # for line item printing. If you specify to print a line at the end of the line items, a line will print on the last row # for line item printing. This applies to the first page and additional pages.

Example	Press ENTER

What kind of line

Specify what kind of line to use:

1	Dashed line
2	Double dashed line
3	Solid line
Enter	Double solid line

Note	Your printer must support the IBM extended character set to properly print the solid line or the double solid line.

Example	(This field is skipped)

5. First row # for line item printing (First page)

Enter the first row # on which line items will be printed on the first page of the invoice.

Be sure to leave room for the header area and for any blank rows to separate the header area from the line items.

Format	99
Example	Type 21

6. Last row # for line items printing (First page)

Enter the last row # on which line items will be printed on the first page of the invoice.

Be sure to leave room for the footer area and for any blank rows to separate the footer area from the line items.

Format	99
Example	Type 59

7. First row# for line item printing (Additional pages)

Enter the first row # on which line items will be printed on additional pages.

Be sure to leave room for the footer area and for any blank rows to separate the header area from the line items.

Format	99
Example	Type 6

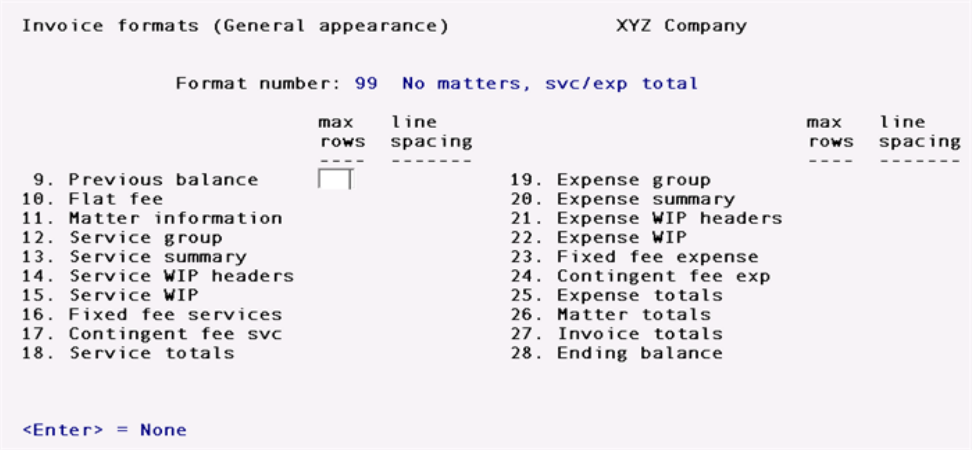
8. Last row # for line item printing (Additional pages)

Enter the last row # on which line items will be printed on additional invoice pages.

Be sure to leave room for the footer area and for any blank rows to separate the footer area from the line items.

Format	99
Example	Type 60

Make any changes as usual. You then see:



```
Invoice formats (General appearance)               XYZ Company

             Format number: 99  No matters, svc/exp total

                          max   line                                    max   line
                          rows  spacing                                 rows  spacing
                          ----  -------                                 ----  -------
 9. Previous balance                        19. Expense group
10. Flat fee                                20. Expense summary
11. Matter information                      21. Expense WIP headers
12. Service group                           22. Expense WIP
13. Service summary                         23. Fixed fee expense
14. Service WIP headers                     24. Contingent fee exp
15. Service WIP                             25. Expense totals
16. Fixed fee services                      26. Matter totals
17. Contingent fee svc                      27. Invoice totals
18. Service totals                          28. Ending balance



<Enter> = None
```

There are many different types of billing information (invoice line items) that can appear in the line item area. Use this screen to specify the maximum number of rows and the line spacing for each type of line item that you want to appear in your invoice.

Enter the following information for fields 9 through 28:

max rows

Enter the maximum number of rows in the format for this type of billing information. When you use the Line item area function to specify fields and text for this type of billing information, you will have the number of rows that you enter here as the maximum to work with in the format. For example, if you enter 3 for field 9, "Previous balance", you will have three rows available in the format for the placement of "Previous balance" fields. You may also use the option:

Option: ENTER For "None", if you do not want to print this type of billing information on the invoice

Format	99

line spacing

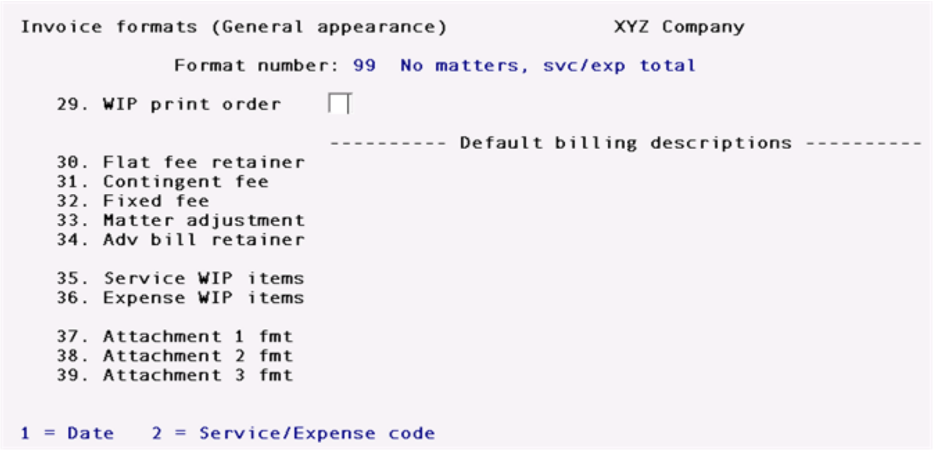
Enter the line spacing for this type of line item. This specifies the number of blank lines to be printed between this type of line item and the one following it. For example, if you specified double spacing for Flat Fee Information, one blank line would print between a flat fee and the next type of billing information on the invoice.

In the case of a repeating line item, such as Service WIP, this also specifies the line spacing between each line item of the same type. For example, if you specified double spacing for Service WIP, one blank line would print between each Service WIP item printed on the invoice.

Enter either:

1	For single spacing (no blank lines)
2	For double spacing (one blank line)
3	For triple spacing (two blank lines)

Make any changes as usual. Then you will see:



```
Invoice formats (General appearance)              XYZ Company

             Format number: 99  No matters, svc/exp total

   29. WIP print order

                            ---------- Default billing descriptions ----------
   30. Flat fee retainer
   31. Contingent fee
   32. Fixed fee
   33. Matter adjustment
   34. Adv bill retainer

   35. Service WIP items
   36. Expense WIP items

   37. Attachment 1 fmt
   38. Attachment 2 fmt
   39. Attachment 3 fmt


1 = Date    2 = Service/Expense code
```

Enter the following information:

29. WIP print order

What you enter here determines whether service WIP and expense WIP will print in date order or service/expense # order.

Enter either:

1	To print WIP in date order
2	To print WIP in service/expense # order

Note	If you choose to print WIP in date order, the software will not allow you to select the following line types in the Line item area function: Service group. Service summary, Expense group, and Expense summary. These line types are only useful when WIP is printed in service/expense # order.

Format	9
Example	Type 2

Default Billing Descriptions

30. Flat fee retainer

31. Contingent fee

32. Fixed fee

33. Matter adjustment

34. Adv bill retainer

Enter the default billing description for each of the above billing items. When the bill item lacks a billing description of its own, the default description will print on the invoice in place of the "Billing description" fields.

For example, in the case of a Flat Fee Retainer that was entered without a billing description, the description that you enter for field 30 will be printed on the invoice when this retainer is billed.

These fields use Passport's text editing function. You enter text in much the same way as most word processing programs, using the ENTER key, arrow keys, DELETE key, Esc when done, etc. When you are finished entering text, press ENC and follow the screen instructions.

Format	Ten lines of description each, up to the maximum service/expense billing text length specified in *Control information*. (The first non-blank line of each description will appear on the screen.)
Example	Press Esc and then ENTER at each field

35. Service WIP items

36. Expense WIP items

Your choice here determines what will be used as the default billing description for service/expense WIP items.

Enter one of the following:

1	To use the service/expense billing description as the default billing description
2	To use the 25-character service/expense description as the default billing description
Enter	For no default billing description

Example	Press ENTER twice

37. Attachment 1 fmt

38. Attachment 2 fmt

39. Attachment 3 fmt

(These three fields do not appear for an Attachment type of format.)

Enter the format numbers for up to three attachments, or press ENTER for none.

The attachments will print after each invoice in the order that you specify. The format for each attachment must be entered separately as another format.

Format	99
Example	Press ENTER

Make any desired changes or press ENTER to return to the *T/B* menu.

HEADER AREA, FIRST PAGE

Here you choose which information (fields) you want to print in the header area of your invoice's first page. You can also enter text to print in the header area of the invoice.

When you select a field to print, you are not selecting the title of the field to print, only the actual information to print. For example, if the field is "Client name" and the information in the field is "XYZ Company", you are selecting to print "XYZ Company", not the "Client name" title. If you want to print a title on the invoice, you must specify a piece of text to print. This is explained in detail later in the section titled "Inserting Text on the Invoice".

Select

Header are, first page from the *Invoice formats* menu.

Enter these fields:

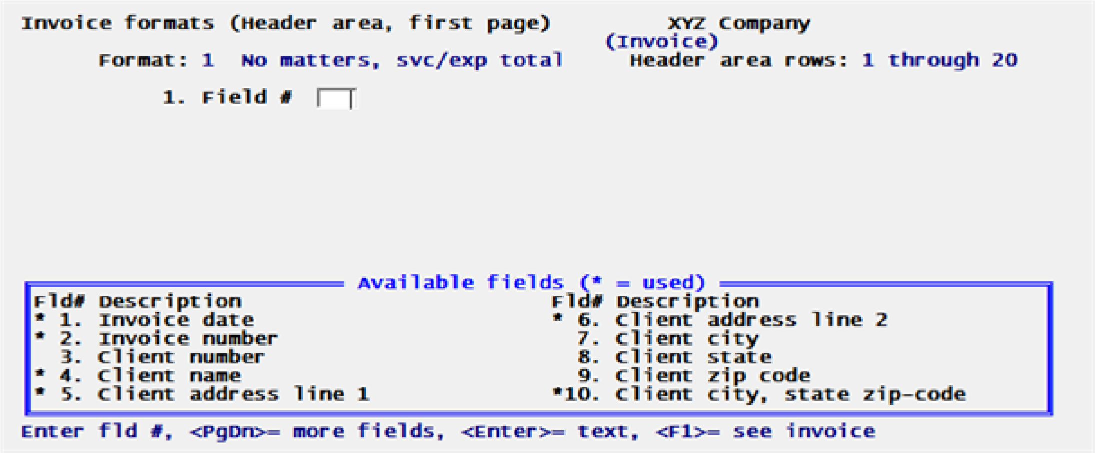
1. Format

Enter the format number.

2. Description

This field fills in automatically.

Select Enter and the following screen appears:



```
Invoice formats (Header area, first page)         XYZ Company
                                                (Invoice)
      Format: 1  No matters, svc/exp total        Header area rows: 1 through 20

           1. Field #

 ====================== Available fields (* = used) =========================
 Fld# Description                             Fld# Description
 * 1. Invoice date                            * 6. Client address line 2
 * 2. Invoice number                            7. Client city
   3. Client number                             8. Client state
 * 4. Client name                               9. Client zip code
 * 5. Client address line 1                   *10. Client city, state zip-code
Enter fld #, <PgDn>= more fields, <Enter>= text, <F1>= see invoice
```

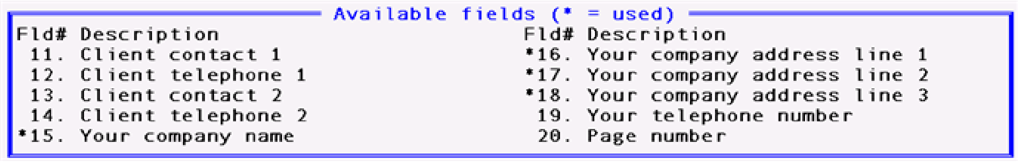
(See the appendix titled B. Invoice Fields for an explanation of each of these fields.)

1. Field

Enter the number of the field that you want to select for the invoice, or use one of the options:

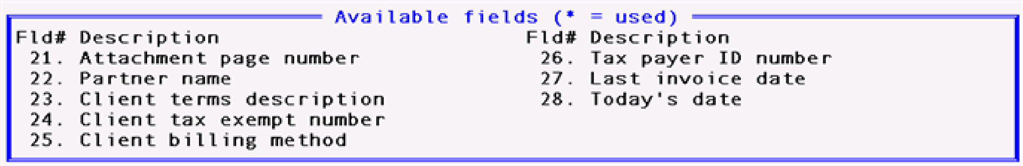
ENTER	To enter a piece of text (explained later in the "Inserting Text on the Invoice" section of this chapter)
F1	To see a picture of your invoice (explained later in this chapter, after the "Date Fields" section)
Page Down	To scan through additional fields

If you press Page Down, you see:



```
Available fields (* = used)
Fld# Description                         Fld# Description
 11. Client contact 1                    *16. Your company address line 1
 12. Client telephone 1                  *17. Your company address line 2
 13. Client contact 2                    *18. Your company address line 3
 14. Client telephone 2                   19. Your telephone number
*15. Your company name                    20. Page number
```

If you press Page Down again, you see:

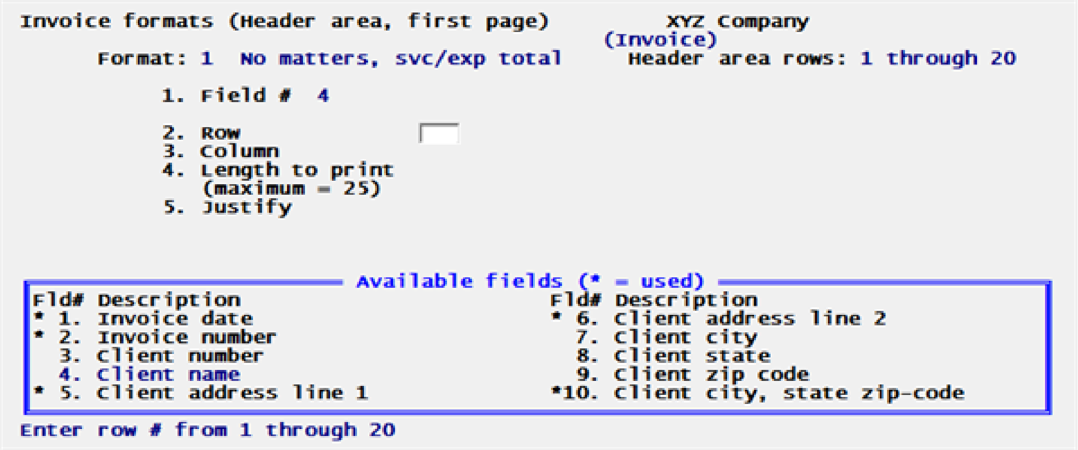


```
Available fields (* = used)
Fld# Description                         Fld# Description
 21. Attachment page number               26. Tax payer ID number
 22. Partner name                         27. Last invoice date
 23. Client terms description             28. Today's date
 24. Client tax exempt number
 25. Client billing method
```

You can return to previous screens by pressing Page Up.

Example	Use PgUp until you return to the first screen. Then enter 4 for "Field #" to select "Client name".

This screen appears:



```
Invoice formats (Header area, first page)         XYZ Company
                                               (Invoice)
      Format: 1  No matters, svc/exp total      Header area rows: 1 through 20

           1. Field #  4

           2. Row
           3. Column
           4. Length to print
              (maximum = 25)
           5. Justify

Available fields (* = used)
Fld# Description                         Fld# Description
* 1. Invoice date                        * 6. Client address line 2
* 2. Invoice number                        7. Client city
  3. Client number                         8. Client state
  4. Client name                           9. Client zip code
* 5. Client address line 1               *10. Client city, state zip-code
Enter row # from 1 through 20
```

This screen allows you to specify where to print the selected field ("Client name") and how you want it to look when it is printed.

The appearance of this screen below "Row" and "Column" depends on what type of field you have selected. A field will be one of three types, depending on the type of information that it contains:

Alphanumeric fields may contain any combination of letters, digits, and special symbols.

Date fields only contain dates.

Numeric fields only contain digits, along with any decimal points, minus signs or parentheses (for negative numbers), and commas.

Alphanumeric Fields

Because the example, "Client name", is an alphanumeric field, instructions for this type of field are given first.

All alphanumeric fields allow the same set of choices, as shown in the screen above. The maximum size of the field depends on the particular field chosen. Enter the information for an alphanumeric field as follows:

2. Row

Specify in which row to print this field.

Format	99
Example	Type 16

3. Column

Specify the starting column in which to print this field.

Format	999
Example	Type 10

4. Length to print (maximum =)

Enter the number of characters you want to print in this field, up to the maximum number shown. The "maximum" number shown is the size of that field as it is stored in the software. You can choose to print all or part of the information in this field.

Format	99
Example	Press ENTER

5. Justify

Here, "justify" means to adjust characters within the space allowed.

Example	Press ENTER

A group of characters is "left justified" when it is aligned with the left-hand margin of the space; that is, there are no blank spaces between the left-hand margin and the first character. (This paragraph is "left justified".)

A group of characters is "right justified" when it is aligned with the right-hand margin of the space; that is, there are no spaces between the right-hand margin and the last character. (This paragraph is "right justified".)

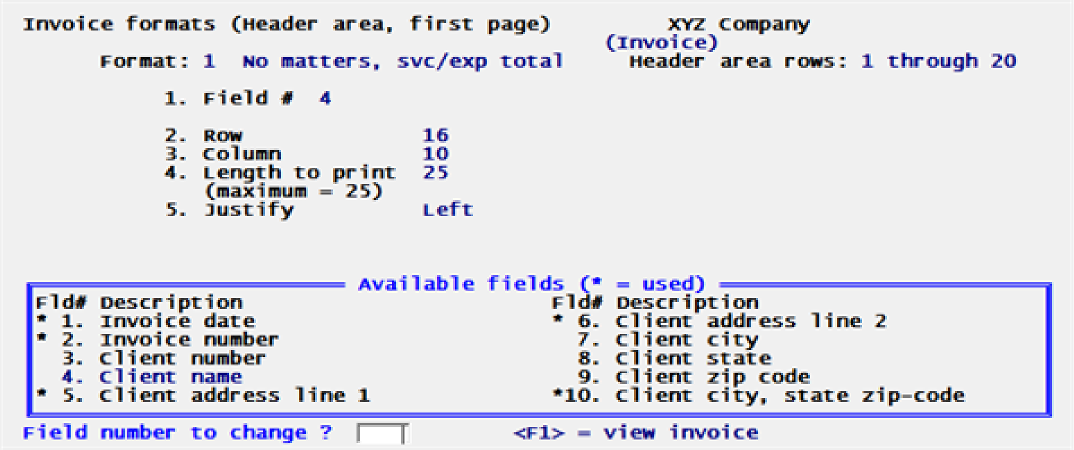
Enter either:

ENTER	To accept the default of L (left justification)
R	To right justify
N	For no justification (to print the information exactly as it was entered)

Example	Press ENTER

Example	Now press ENTER at "Field number to change ?", so that you are back at "Field #", ready to select another field. Select "Invoice number" by entering 2.

You see this screen:



```
 Invoice formats (Header area, first page)        XYZ Company
                                               (Invoice)
       Format: 1  No matters, svc/exp total      Header area rows: 1 through 20

            1. Field #  4

            2. Row                16
            3. Column             10
            4. Length to print    25
               (maximum = 25)
            5. Justify            Left


 ========================== Available fields (* = used) ==========================
 Fld# Description                             Fld# Description
 * 1. Invoice date                            * 6. Client address line 2
 * 2. Invoice number                            7. Client city
   3. Client number                             8. Client state
   4. Client name                               9. Client zip code
 * 5. Client address line 1                   *10. Client city, state zip-code

 Field number to change ?                <F1> = view invoice
```

Numeric Fields

If you select a numeric field that lacks decimals, such as "Invoice number", the screen has the above appearance.

The choices for a numeric field depend on the characteristics of that particular field. For instance, its maximum length, whether negative numbers are allowed, does it have any decimal places, etc.

The "Invoice number" field cannot be negative. It cannot contain decimals or decimal places, so the screen appears as above. An example of a numeric field that can be negative, and can have decimal places and commas, is shown in an example in the "Line Item Area" section later in this chapter.

For this example, enter a "Row" of 19 and a "Column" of 66. After specifying the "Row" and "Column", you would specify the remainder of the information as follows:

4. Number of integers

Enter the number of integers you want to print in this field, up to the maximum shown above, or use the option:

Option: ENTER To print the maximum

Example	Press ENTER

Example: Press ENTER to accept the default of 6

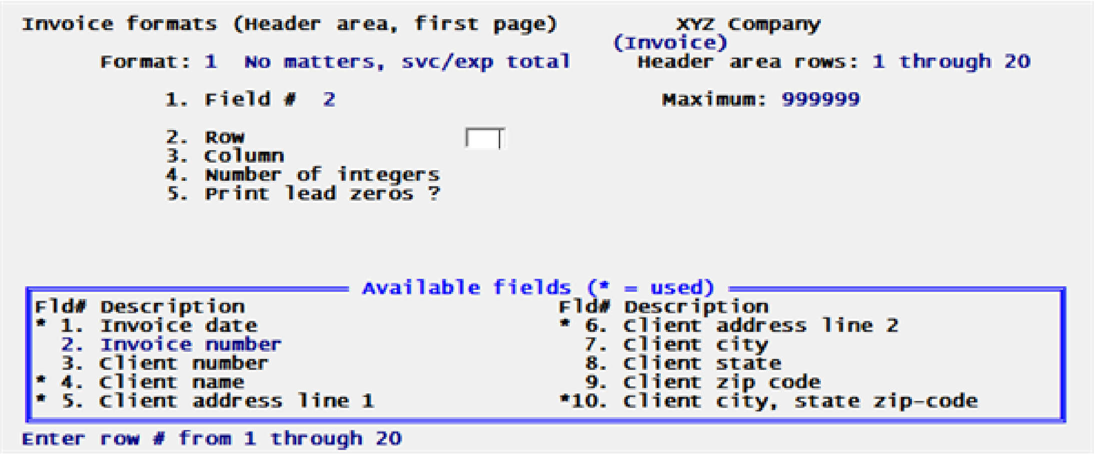
5. Print lead zeros ?

Answer Y if you want to print leading zeros when they occur in this number; otherwise, answer N. For instance, if the "Invoice number" is 4 and you answer Y here, it will print as "000004"; if you answer N, it will print as "4".

Example	Type N

Example: To continue the example, press ENTER at "Field number to change ?" so that you are back at "Field #", ready to select another field. Select "Invoice date" by entering 1.

You see this screen:



```
Invoice formats (Header area, first page)        XYZ Company
                                             (Invoice)
      Format: 1  No matters, svc/exp total      Header area rows: 1 through 20

           1. Field #  2                           Maximum: 999999

           2. Row
           3. Column
           4. Number of integers
           5. Print lead zeros ?


 ========================= Available fields (* = used) ========================
 Fld# Description                          Fld# Description
 * 1. Invoice date                         * 6. Client address line 2
   2. Invoice number                         7. Client city
   3. Client number                          8. Client state
 * 4. Client name                            9. Client zip code
 * 5. Client address line 1                *10. Client city, state zip-code
Enter row # from 1 through 20
```

Date Fields

If you select a date field such as "Invoice date", the screen will have the above appearance.

Example	For the "Invoice date" field, enter a "Row" of 7 and a "Column" of 56

4. Date format to use

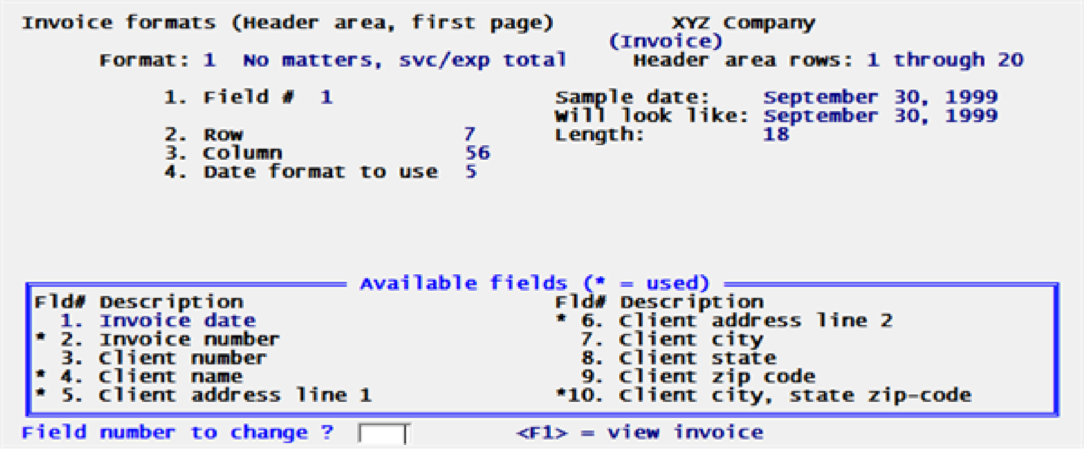
Enter one of these choices for how the date is to be printed:

1	MM/DD/YY
2	MM/DD
3	DD-MMM-YY
4	DD-MMM
5	Month fully spelled

When you make the choice, the "Will look like:" on the right side of the screen shows how the date will look. The length of the field displays so you will know how much room this field will occupy on the invoice.

Example	Type 5

Example: Press ENTER and then you see:



```
Invoice formats (Header area, first page)          XYZ Company
                                                 (Invoice)
      Format: 1  No matters, svc/exp total        Header area rows: 1 through 20

           1. Field #  1                     Sample date:     September 30, 1999
                                             Will look like: September 30, 1999
           2. Row                      7     Length:          18
           3. Column                   56
           4. Date format to use       5



 ──────────────────────── Available fields (* = used) ─────────────────────────
 Fld# Description                            Fld# Description
   1. Invoice date                         * 6. Client address line 2
 * 2. Invoice number                         7. Client city
   3. Client number                          8. Client state
 * 4. Client name                            9. Client zip code
 * 5. Client address line 1                *10. Client city, state zip-code
Field number to change ? [   ]           <F1> = view invoice
```

Press ENTER at "Field number to change ?" to return to "Field #' .

Viewing the Invoice

While entering the invoice specifications, you can press F1 to see a picture of the invoice. This will give you an idea of the appearance of your invoice.

The width of the invoice will be what you entered previously for "# of print columns" in General appearance. The number of lines will be what you entered for "# of print rows".

"X's" will appear to represent the alphanumeric fields that you have selected for the invoice, and will occupy the length and locations you have selected. "9's" will appear for your numeric fields. Dates will be represented differently, depending on the format you have chosen for the date. "?'s" will appear where any of the fields overlap, in which case you need to change the position of a field.

Options:

T	To scroll your invoice up and down by one row at a time. This is useful to bring a row I to the bottom of the screen to be near the column numbers, where you can more easily judge a field's column position.
Page Up	To shift your view of the invoice up and
Page Down	down by a screen-full at a time. This is useful when your invoice size is larger than can be displayed on the screen.
F2	To shift your view to the right edge of the invoice. This is useful when your invoice size is wider than can be displayed on the screen. Once you have used F2 to shift to the right, press it again to shift back to the left.
F5	To view the layout of additional pages.
Esc	To leave this "view invoice" screen and return to the layout screen.

Note	In the line item area, the screen will only show the fields and text for one type of line item at a time. When you view the invoice format while entering header or footer information, the line item type that first occurs in the format will be shown. When you are entering information for a line item, only that particular type of line item will be displayed.

Example	Press Esc to leave this screen and you are back at "Field #", ready to select another field.

Press ENTER without entering a number and you will be back at the entry screen.

Inserting Text on the Invoice

This allows you to enter text and position it where you want it to print on each invoice. You can also use this option to print dashed lines (" ") or symbols on your invoices.

The following explains how to define textual information to print on your invoice.

1. Field

To specify text, just press ENTER. "Text" appears in this field, to indicate that you are working with text rather than fields.

2. Row

Enter the row in which you want the text to print.

Format	99
Example	Type 19

3. Column

Enter the column in which you want the text to begin printing.

Format	999
Example	Type 56

A ruler appears, with numbers starting at the column you just specified and extending up to 50 columns. The ruler stops at the right-hand edge of your invoice. If your invoice has at least 50 more columns to the right of the starting column for this text, the ruler is 50 columns long. Otherwise, it is shorter.

(In the example above, the ruler starts at column 56 as specified, and extends for 25 columns to column 80.)

4. Text

Enter the exact text you want to appear in that location.

Example	Type Invoice #

5. Suppress ?

Answer Y if you want the text to be suppressed (not print) when some field (to be specified next) is zero or blank.

Press ENTER (for default of N) if you want the text to always print.

Example	Type Y to suppress the text

Field

If you answered Y to "Suppress ?", the available item fields will display. Enter the number of the field which, when it is zero or blank, will cause the text not to print. The field you select here does not have to appear on the invoice.

Example	Type 2

(Press F1 to see how your text appears on the invoice.)

Now press ENTER at "Field number to change ?" to return to "Field #", ready to select another field.

Next, you will learn how to delete text and change its location or content.

Changing or Deleting Text

To delete a text, or to change the location or wording of a text you have entered, get to the text screen by pressing ENTER at the (blank) "Field #" field.

A window shows information on the texts already entered.

To delete a piece of text, enter its row and column number, then press F3 when prompted to do so.

To change the wording of the text, enter its row and column number, select field 4, and enter the new wording. You can also change the "Suppress ?" information by selecting field 5 and entering a new answer or new field number.

To change the row or column in which the text starts, enter its current row and column numbers. Then select field 2 or 3 and enter the new row or column number.

Example	Press ENC at "Field number to change ?" to leave the text unchanged

Next, you will learn how to change the location and appearance of a field that you have previously selected to print on your invoice.

Modifying Fields

Sometimes you will need to change the appearance or print location of a field that you have already selected to appear on your invoice.

This section will tell you how to change a field's appearance, change its location, delete it, or print it in additional locations on the invoice.

The first step is to select the field that you want to modify by entering its number in "Field #".

Example	Type 1

The field usage window shows how many times that you have used this particular field in your invoice and where you have used it. You can use each field up to four times. In this example, "Invoice date" has only been used one time, in row 7, column 56.

The next step is to select which usage of the field you wish to modify by entering its row in "Row", then its column number in "Column".

Example	Type 1

Example: Type 7 for "Row", then type 56 for "Column".

From "Field number to change ?" you can select and change any of the information about this field.

Enter a field number to change, or use one of the options:

F1	To see a picture of the invoice (as described earlier in the chapter)
F3	To delete this particular usage of the field

(any other usages will not be affected)

Example	Enter 3 at "Field number to change ?" to enter a new "Column". Enter 60 for "Column" so that the "Invoice date" field will now print in column 60 of the invoice. (Press F1 if you want to see the change in location for "Invoice date".)

After making changes, press ENTER at "Field number to change ?" and you will be back at "Field #", ready to select another field.

Printing a Field in More Than One Location

You can print any field in up to four different locations in the header area.

To use a field again, enter its number in "Field #"

Example	Type 4 at "Field #" to use "Client name" again

The field usage window displays the row and column for any existing usages of this field. At this point, you can enter the row and column of an existing usage to modify it, or enter the row and column of a new usage. When you print your invoice, this field will print in all of the locations that you have specified.

Example	Press ENC to exit without entering another usage for "Client name"

Example Information:

You do not have to complete this example invoice format (unless you want the practice), since several predefined formats are included in .zip and .tar files.

COPY FIRST PAGE HEADER AREA

If the format for the header area of additional invoice pages will be the same or similar to that of the first page, use this function to copy the first page format. Then use the Header area, additional pages function to make any changes necessary to the format.

Select

Copy first page header area directly from the *Invoice formats* menu.

You will be asked to enter the format # that contains the header area you want to copy. After you have chosen the format, the format for the first page header area is copied to the header area format for additional pages.

If you have already defined the format for the additional page header area, a warning message will appear to tell you that the existing format will be completely replaced. You are asked "Do you really want to do this ?". If you answer Y, the format of the first page header area is copied and completely replaces the existing format. Answer N to return to the menu without copying.

A screen appears while the header area is copied. When the copying is complete, press Esc to return to the menu.

HEADER AREA, ADDITIONAL PAGES

Adding, changing, or deleting header area fields and texts for additional pages is handled in exactly the same way as header area fields and texts for the first page.

Select

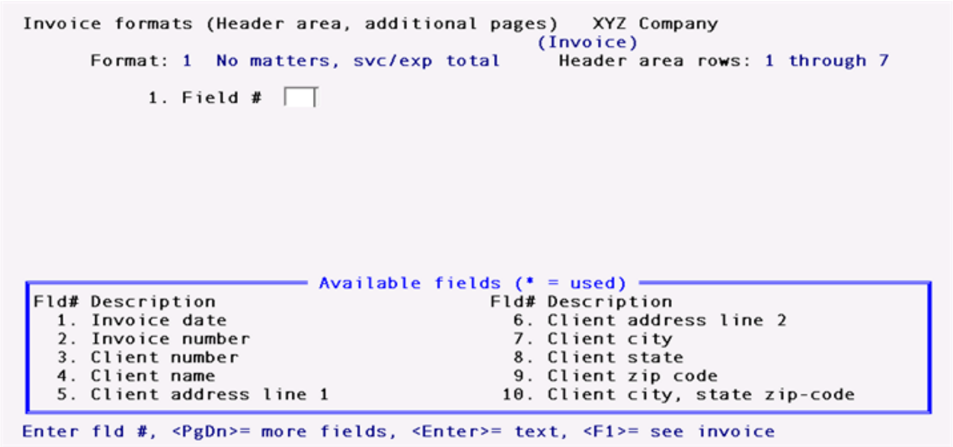
Header area, additional pages directly from the *Invoice formats* menu.

On the first screen enter this field:

1. Format

Enter the format number of the form you wan to modify.

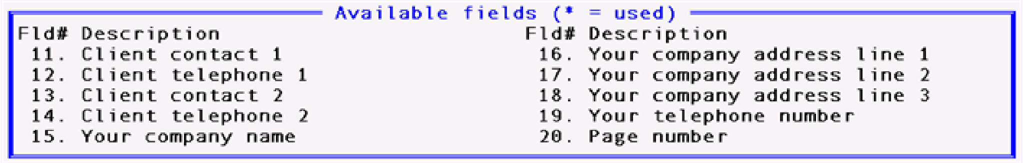
On the next screen you enter the fields for the format. Select ENTER and "*Field number to change ?*"and you see:



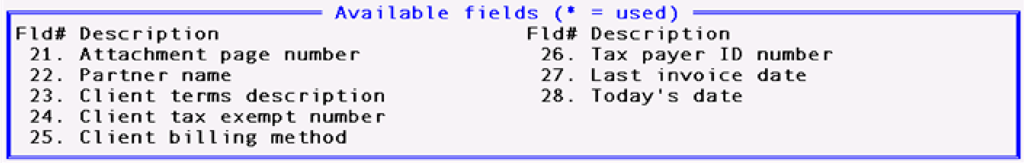
```
Invoice formats (Header area, additional pages)   XYZ Company
                                                   (Invoice)
      Format: 1  No matters, svc/exp total      Header area rows: 1 through 7

           1. Field #  [  ]



                                      Available fields (* = used)
Fld# Description                                Fld# Description
  1. Invoice date                                 6. Client address line 2
  2. Invoice number                               7. Client city
  3. Client number                                8. Client state
  4. Client name                                  9. Client zip code
  5. Client address line 1                       10. Client city, state zip-code
Enter fld #, <PgDn>= more fields, <Enter>= text, <F1>= see invoice
```

(See the appendix titled B. Invoice Fields for an explanation of each of these fields.)

There are two more windows of header fields for additional pages, which you can see by pressing PgDn:



```
                              Available fields (* = used)
Fld# Description                                Fld# Description
 11. Client contact 1                            16. Your company address line 1
 12. Client telephone 1                          17. Your company address line 2
 13. Client contact 2                            18. Your company address line 3
 14. Client telephone 2                          19. Your telephone number
 15. Your company name                           20. Page number
```



```
                              Available fields (* = used)
Fld# Description                                Fld# Description
 21. Attachment page number                      26. Tax payer ID number
 22. Partner name                                27. Last invoice date
 23. Client terms description                    28. Today's date
 24. Client tax exempt number
 25. Client billing method
```

INVOICE LINE ITEM AREA

The "line item" area is the area of the invoice where all fees, charges, credits, and adjustments to a client are printed.

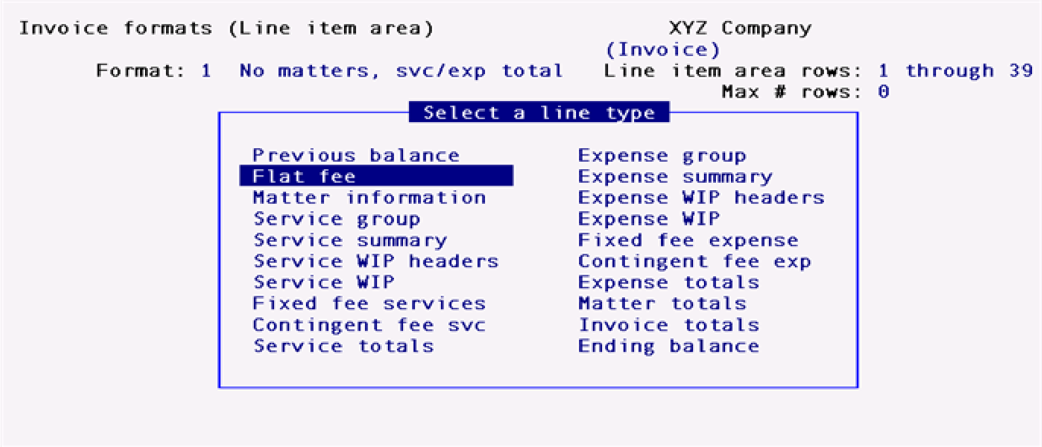
Select

Line item area directly from the *Invoice formats* menu.

1. Format

Enter the format number of the form you wan to modify.

On the next screen you enter the fields for the format. Select ENTER and "*Field number to change ?*"and you see:



```
 Invoice formats (Line item area)                  XYZ Company
                                                (Invoice)
       Format: 1  No matters, svc/exp total     Line item area rows: 1 through 39
                                                         Max # rows: 0
                               Select a line type

                  Previous balance          Expense group
                  Flat fee                  Expense summary
                  Matter information        Expense WIP headers
                  Service group             Expense WIP
                  Service summary           Fixed fee expense
                  Service WIP headers       Contingent fee exp
                  Service WIP               Expense totals
                  Fixed fee services        Matter totals
                  Contingent fee svc        Invoice totals
                  Service totals            Ending balance
```

Before entering line item information, you must select the type of line item that you want to define. It is not necessary to define every line type. You need only enter information for the line types that you want to use in your invoice.

If you want to define a very simple invoice, you could use the Invoice totals line type to select the "Invoice net due" field, and then enter some descriptive text adjacent to this field, such as "Amount due for services rendered". If you are using combined invoice/statements, and you want to define a simple invoice/ statement, you could use the Ending balance line type to select the "Previous balance", "Invoice net due", and "Balance due" fields, and then enter some appropriate text to describe each field.

Use the up/down arrow keys to select a line type, then press ENTER.

Adding, changing, or deleting line item fields and texts is handled in exactly the same way as header area fields and texts, except that the row refers to the relative row, not the absolute row. That is, row 2 for a particular line item type means the second row from the top of the line item area for that line type, not the second row from the top of the page.

Note	The number of rows available for the format of each line type will be what you specified in General appearance.

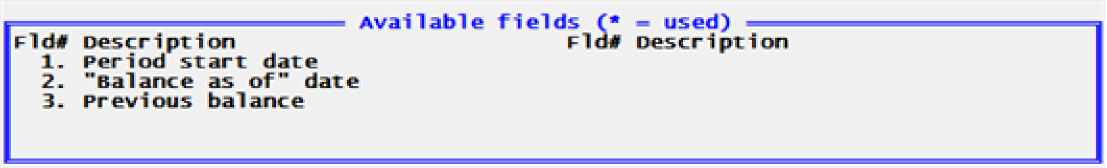
The following sections show the fields available for each line type. (See the appendix titled Invoice Fields for an explanation of each of these fields.)

Previous Balance

(This selection is not available if you specified in Control information that combined invoice/statements are not used.)

When you are using combined invoice/statements, you can use this section of the line item area to show the statement's previous balance, statement date, etc.

The fields available for *Previous Balance* are:

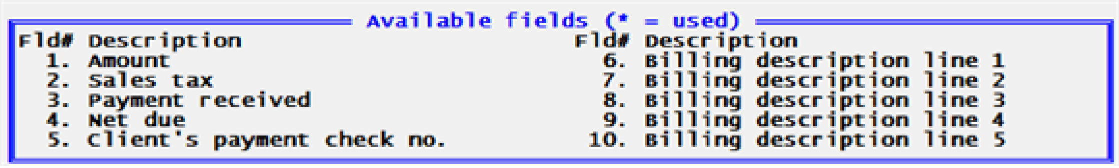


```
                     Available fields (* = used)
Fld# Description                            Fld# Description
  1. Period start date
  2. "Balance as of" date
  3. Previous balance
```

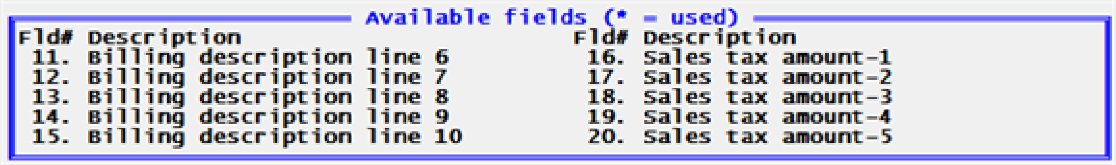
Flat Fee

Use this line type to define the format for printing your flat fee retainer billings.

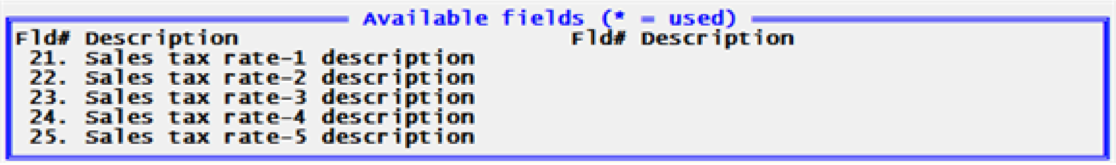
The fields available for *Flat Fee* are:



```
                     Available fields (* = used)
Fld# Description                            Fld# Description
  1. Amount                                   6. Billing description line 1
  2. Sales tax                                7. Billing description line 2
  3. Payment received                         8. Billing description line 3
  4. Net due                                  9. Billing description line 4
  5. Client's payment check no.              10. Billing description line 5
```



```
                     Available fields (* = used)
Fld# Description                            Fld# Description
 11. Billing description line 6              16. Sales tax amount-1
 12. Billing description line 7              17. Sales tax amount-2
 13. Billing description line 8              18. Sales tax amount-3
 14. Billing description line 9              19. Sales tax amount-4
 15. Billing description line 10             20. Sales tax amount-5
```



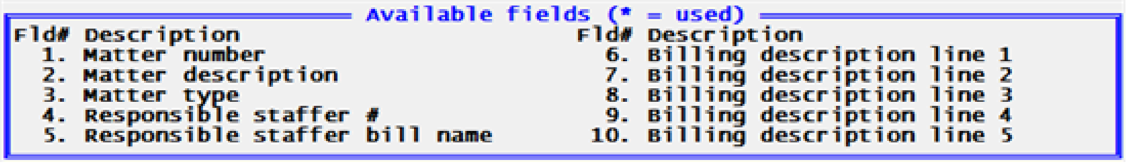
```
                     Available fields (* = used)
Fld# Description                            Fld# Description
 21. Sales tax rate-1 description
 22. Sales tax rate-2 description
 23. Sales tax rate-3 description
 24. Sales tax rate-4 description
 25. Sales tax rate-5 description
```

(See the appendix titled B. Invoice Fields for an explanation of each of these fields.)

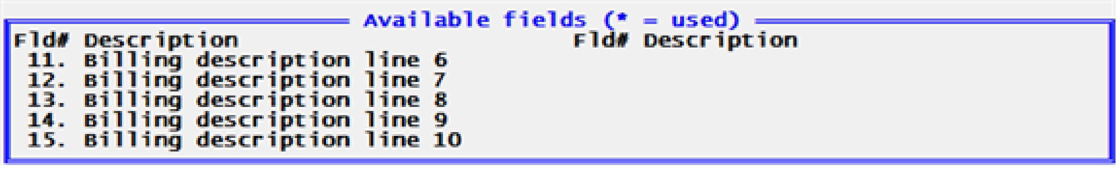
Matter Information

Use this selection to define the format for printing matter information, such as the matter billing description.

The fields available for Matter information are:



```
Available fields (* = used)
Fld# Description                                 Fld# Description
  1. Matter number                                 6. Billing description line 1
  2. Matter description                            7. Billing description line 2
  3. Matter type                                   8. Billing description line 3
  4. Responsible staffer #                         9. Billing description line 4
  5. Responsible staffer bill name                10. Billing description line 5
```



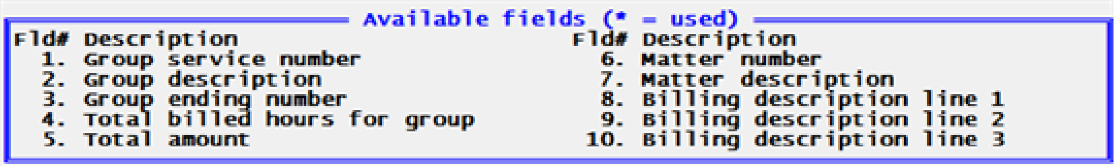
```
Available fields (* = used)
Fld# Description                                 Fld# Description
 11. Billing description line 6
 12. Billing description line 7
 13. Billing description line 8
 14. Billing description line 9
 15. Billing description line 10
```

(See the appendix titled B. Invoice Fields for an explanation of each of these fields.)

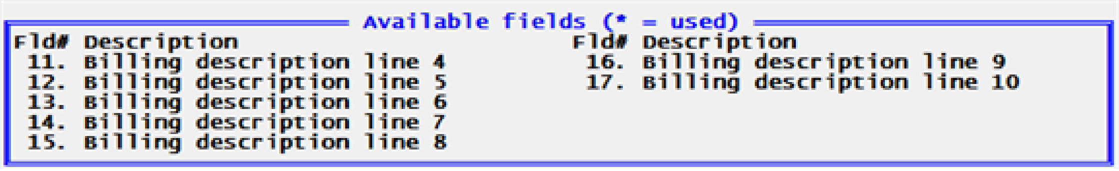
Service Group

If you want to sum up your service billings by service group, use this selection to define the service group format. You can also use this line type to group together the individual service WIP billings by service group.

The fields available for *Service Group* are:



```
Available fields (* = used)
Fld# Description                                 Fld# Description
  1. Group service number                          6. Matter number
  2. Group description                             7. Matter description
  3. Group ending number                           8. Billing description line 1
  4. Total billed hours for group                  9. Billing description line 2
  5. Total amount                                 10. Billing description line 3
```



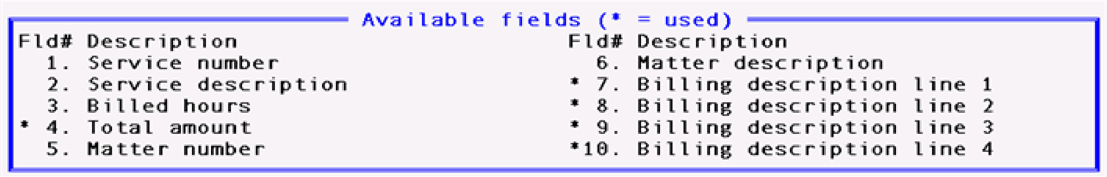
```
Available fields (* = used)
Fld# Description                                 Fld# Description
 11. Billing description line 4                   16. Billing description line 9
 12. Billing description line 5                   17. Billing description line 10
 13. Billing description line 6
 14. Billing description line 7
 15. Billing description line 8
```

(See the appendix titled B. Invoice Fields for an explanation of each of these fields.)

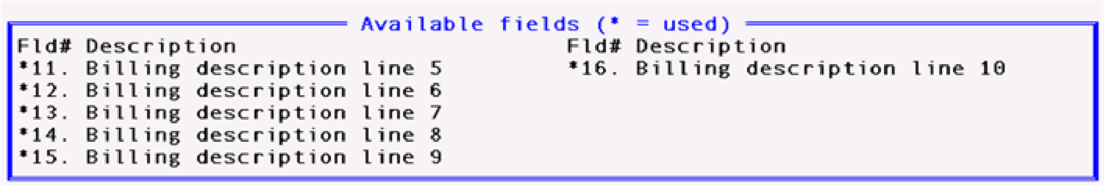
Service Summary

If you want to summarize your service billings by service number, use this selection to define the service summary format. You can also use this line type to group together the individual service WIP billings by service number.

The fields available for *Service Summary* are:



```
Available fields (* = used)
Fld# Description                                 Fld# Description
  1. Service number                                6. Matter description
  2. Service description                         * 7. Billing description line 1
  3. Billed hours                                * 8. Billing description line 2
* 4. Total amount                                * 9. Billing description line 3
  5. Matter number                               *10. Billing description line 4
```



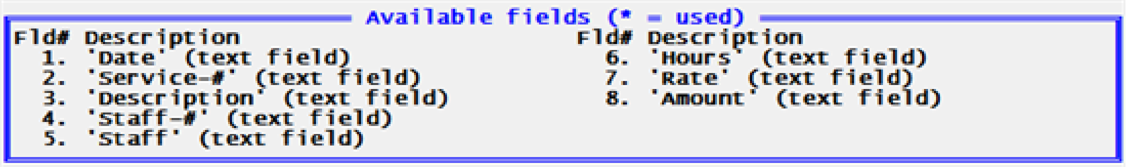
```
                         Available fields (* = used)
Fld# Description                            Fld# Description
*11. Billing description line 5             *16. Billing description line 10
*12. Billing description line 6
*13. Billing description line 7
*14. Billing description line 8
*15. Billing description line 9
```

(See the appendix titled B. Invoice Fields for an explanation of each of these fields.)

Service WIP Headers

Use this line type to enter text for the headers of your service WIP billings.

The fields available for *Service WIP Header* are:



```
                         Available fields (* = used)
Fld# Description                            Fld# Description
  1. 'Date' (text field)                      6. 'Hours' (text field)
  2. 'Service-#' (text field)                 7. 'Rate' (text field)
  3. 'Description' (text field)               8. 'Amount' (text field)
  4. 'Staff-#' (text field)
  5. 'Staff' (text field)
```

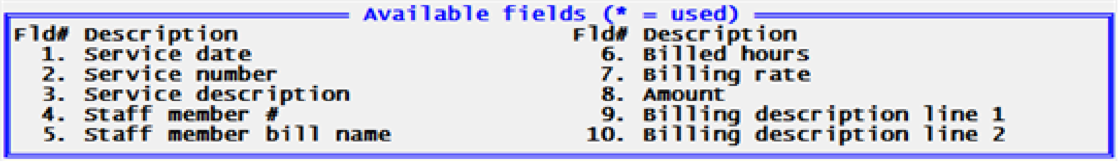
When you select these fields to print, you are selecting the title of the field to print, as indicated by the quotes surrounding each field. These are the headers that would usually be printed above the service WIP billings. You can use these or enter your own text.

Service WIP

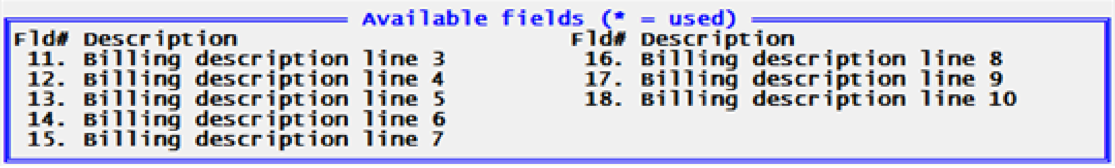
Use this line type to enter format information for printing your service WIP billings. The service WIP items that you have selected for billing will be printed using the information that you enter here.

Note	As explained in the chapter titled Billing, WIP items that have been selected for billing with a W (bill without printing) will not be printed on the invoice, although their charges will be included in invoice totals.

The fields available for *Service WIP* are:



```
                         Available fields (* = used)
Fld# Description                            Fld# Description
  1. Service date                             6. Billed hours
  2. Service number                           7. Billing rate
  3. Service description                      8. Amount
  4. Staff member #                           9. Billing description line 1
  5. Staff member bill name                  10. Billing description line 2
```



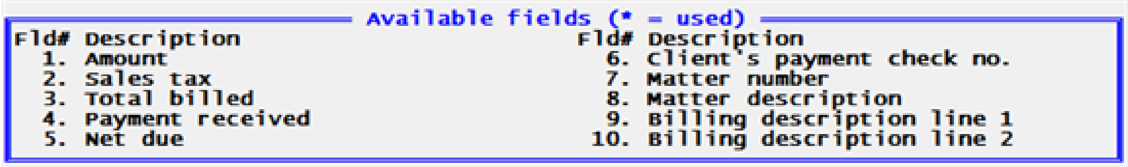
```
                         Available fields (* = used)
Fld# Description                            Fld# Description
 11. Billing description line 3              16. Billing description line 8
 12. Billing description line 4              17. Billing description line 9
 13. Billing description line 5              18. Billing description line 10
 14. Billing description line 6
 15. Billing description line 7
```

(See the appendix titled B. Invoice Fields for an explanation of each of these fields.)

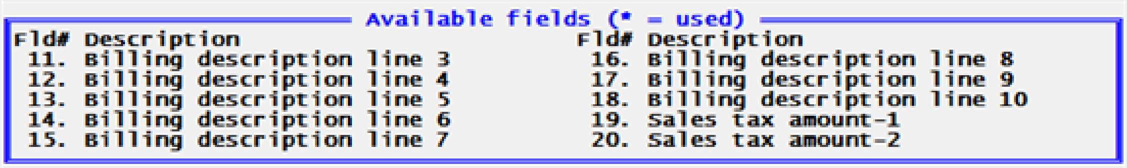
Fixed Fee Services

Select this line type to define the format of fixed fee bills (for matters that have service billing terms of "fixed fee"). This line type will also be used to print fixed fee bills for matters which have both service billing terms of "fixed fee" and expense billing terms of "fixed fee".

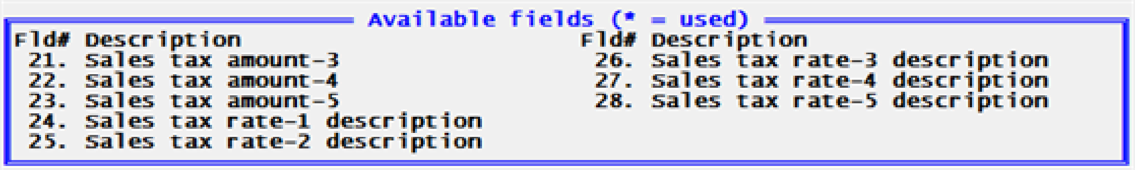
The fields available for *Fixed Fee Services* are:



```
                         Available fields (* = used)
Fld# Description                          Fld# Description
  1. Amount                                 6. Client's payment check no.
  2. Sales tax                              7. Matter number
  3. Total billed                           8. Matter description
  4. Payment received                       9. Billing description line 1
  5. Net due                               10. Billing description line 2
```



```
                         Available fields (* = used)
Fld# Description                          Fld# Description
 11. Billing description line 3            16. Billing description line 8
 12. Billing description line 4            17. Billing description line 9
 13. Billing description line 5            18. Billing description line 10
 14. Billing description line 6            19. Sales tax amount-1
 15. Billing description line 7            20. Sales tax amount-2
```



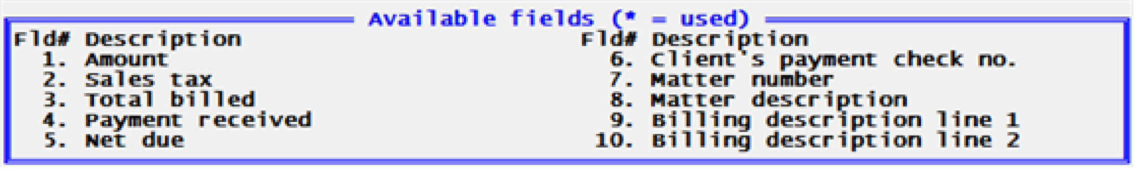
```
                         Available fields (* = used)
Fld# Description                          Fld# Description
 21. Sales tax amount-3                    26. Sales tax rate-3 description
 22. Sales tax amount-4                    27. Sales tax rate-4 description
 23. Sales tax amount-5                    28. Sales tax rate-5 description
 24. Sales tax rate-1 description
 25. Sales tax rate-2 description
```

(See the appendix titled B. Invoice Fields for an explanation of each of these fields.)

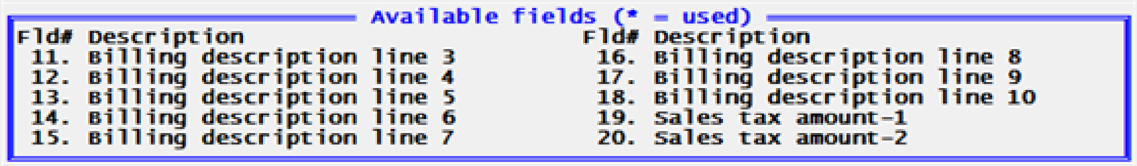
Contingent Fee Services

Use this line type to define the format for printing your contingent fee service billings (for matters that have service billing terms of "contingent fee"). This line type will also be used to print contingent fee bills for matters which have service billing terms of both "contingent fee" and expense billing terms of "contingent fee".

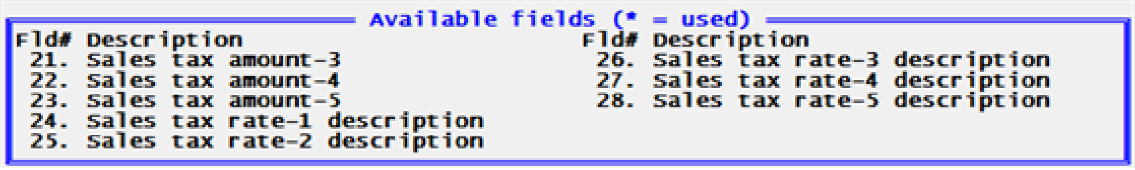
The fields available for *Contingent Fee Services* are:



```
                         Available fields (* = used)
Fld# Description                          Fld# Description
  1. Amount                                 6. Client's payment check no.
  2. Sales tax                              7. Matter number
  3. Total billed                           8. Matter description
  4. Payment received                       9. Billing description line 1
  5. Net due                               10. Billing description line 2
```



```
                         Available fields (* = used)
Fld# Description                          Fld# Description
 11. Billing description line 3            16. Billing description line 8
 12. Billing description line 4            17. Billing description line 9
 13. Billing description line 5            18. Billing description line 10
 14. Billing description line 6            19. Sales tax amount-1
 15. Billing description line 7            20. Sales tax amount-2
```



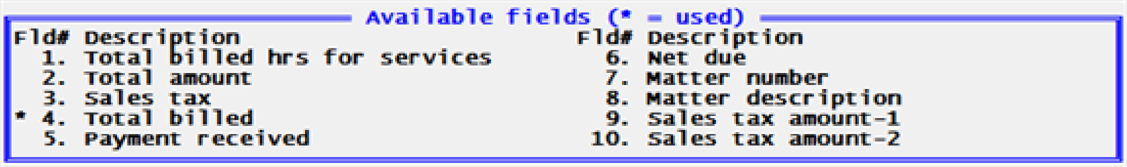
```
                    Available fields (* = used)
Fld# Description                            Fld# Description
  21. Sales tax amount-3                      26. Sales tax rate-3 description
  22. Sales tax amount-4                      27. Sales tax rate-4 description
  23. Sales tax amount-5                      28. Sales tax rate-5 description
  24. Sales tax rate-1 description
  25. Sales tax rate-2 description
```

(See the appendix titled B. Invoice Fields for an explanation of each of these fields.)

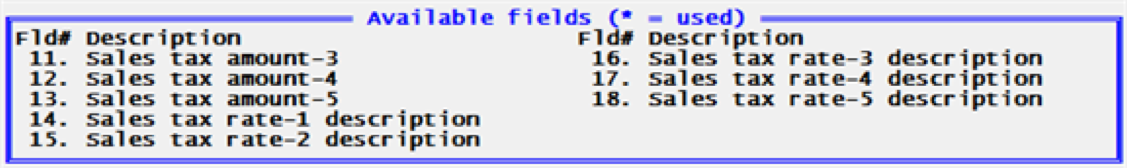
Service Totals

Select this line type to lay out the service totals. If you do not wish to show any detailed billing information for services, this is the only "services" line type that you need to define in the invoice.

The fields available for *Service Totals* are:



```
                    Available fields (* = used)
Fld# Description                            Fld# Description
   1. Total billed hrs for services            6. Net due
   2. Total amount                             7. Matter number
   3. Sales tax                                8. Matter description
*  4. Total billed                             9. Sales tax amount-1
   5. Payment received                        10. Sales tax amount-2
```



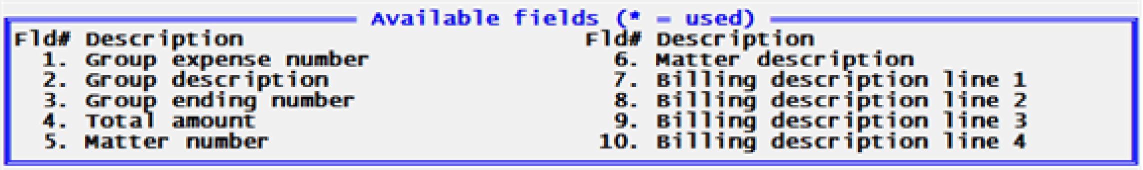
```
                    Available fields (* = used)
Fld# Description                            Fld# Description
  11. Sales tax amount-3                      16. Sales tax rate-3 description
  12. Sales tax amount-4                      17. Sales tax rate-4 description
  13. Sales tax amount-5                      18. Sales tax rate-5 description
  14. Sales tax rate-1 description
  15. Sales tax rate-2 description
```

(See the appendix titled B. Invoice Fields for an explanation of each of these fields.)

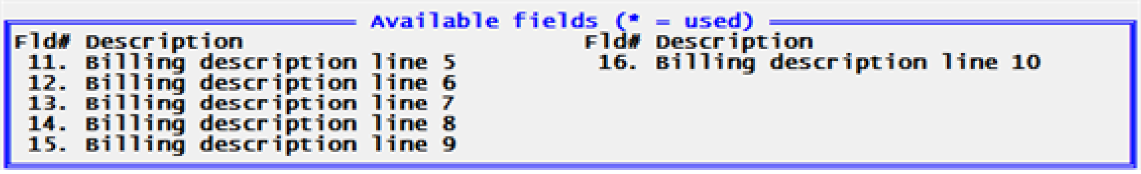
Expense Group

If you want to sum up your expense billings by expense group, use this selection to define the expense group format. You can also use this line type to group together the individual expense WIP billings by expense group.

The fields available for *Expense Group* are:



```
                    Available fields (* = used)
Fld# Description                            Fld# Description
   1. Group expense number                     6. Matter description
   2. Group description                        7. Billing description line 1
   3. Group ending number                      8. Billing description line 2
   4. Total amount                             9. Billing description line 3
   5. Matter number                           10. Billing description line 4
```



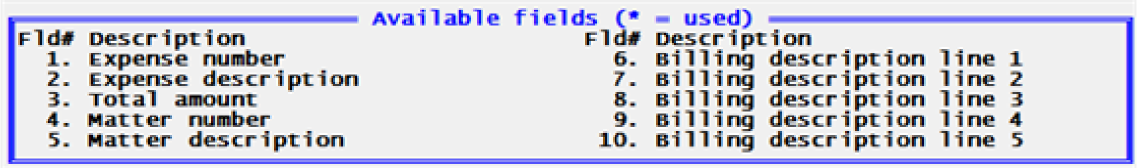
```
                    Available fields (* = used)
Fld# Description                            Fld# Description
  11. Billing description line 5              16. Billing description line 10
  12. Billing description line 6
  13. Billing description line 7
  14. Billing description line 8
  15. Billing description line 9
```

(See the appendix titled B. Invoice Fields for an explanation of each of these fields.)

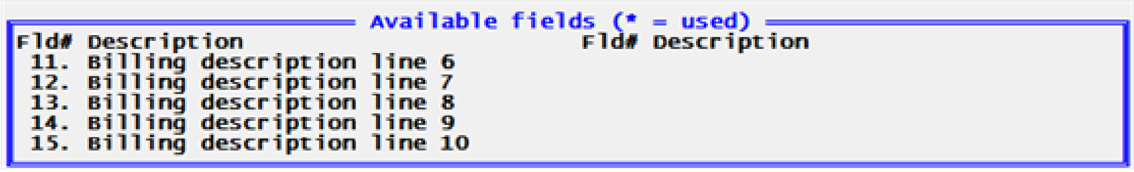
Expense Summary

If you want to summarize your expense billings by expense number, use this selection to define the expense summary format. You can also use this line type to group together the individual expense WIP billings by expense number. (See the appendix titled Predefined Data for formats showing the different ways that this line type can be used.)

The fields available for *Expense Summary* are:



```
                            Available fields (* = used)
Fld# Description                                Fld# Description
  1. Expense number                               6. Billing description line 1
  2. Expense description                          7. Billing description line 2
  3. Total amount                                 8. Billing description line 3
  4. Matter number                                9. Billing description line 4
  5. Matter description                          10. Billing description line 5
```



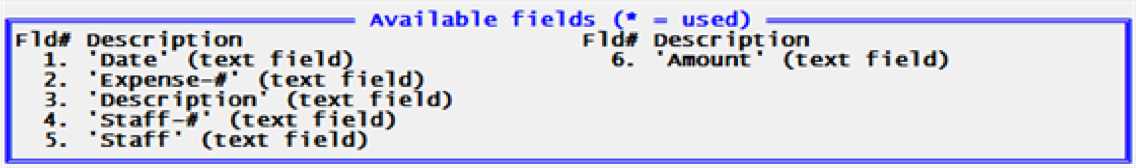
```
                            Available fields (* = used)
Fld# Description                                Fld# Description
 11. Billing description line 6
 12. Billing description line 7
 13. Billing description line 8
 14. Billing description line 9
 15. Billing description line 10
```

(See the appendix titled B. Invoice Fields for an explanation of each of these fields.)

Expense WIP Header

Use this line type to enter text for the headers of your expense WIP billings.

The fields available for *Expense WIP Header* are:



```
                            Available fields (* = used)
Fld# Description                                Fld# Description
  1. 'Date' (text field)                          6. 'Amount' (text field)
  2. 'Expense-#' (text field)
  3. 'Description' (text field)
  4. 'Staff-#' (text field)
  5. 'Staff' (text field)
```

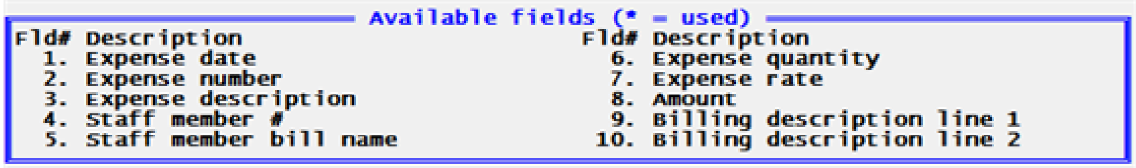
When you select these fields to print, you are selecting the title of the field to print, as indicated by the quotes surrounding each field. These are the headers that would usually be printed above the expense WIP billings. You can use these or enter your own text.

Expense WIP

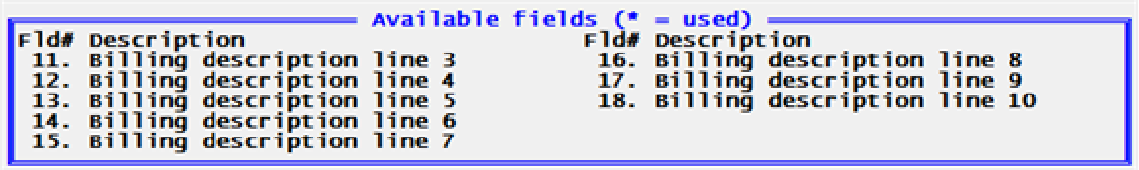
Use this line type to enter format information for printing your expense WIP billings. The expense WIP items that you have selected for billing will be printed using the information that you enter here.

Note	As explained in the chapter titled Billing, WIP items that have been selected for billing with a W (bill without printing), will not be printed on the invoice, although their charges will be included in invoice totals.

The fields available for *Expense WIP* are:



```
                         Available fields (* = used)
Fld# Description                                    Fld# Description
  1. Expense date                                     6. Expense quantity
  2. Expense number                                   7. Expense rate
  3. Expense description                              8. Amount
  4. Staff member #                                   9. Billing description line 1
  5. Staff member bill name                          10. Billing description line 2
```



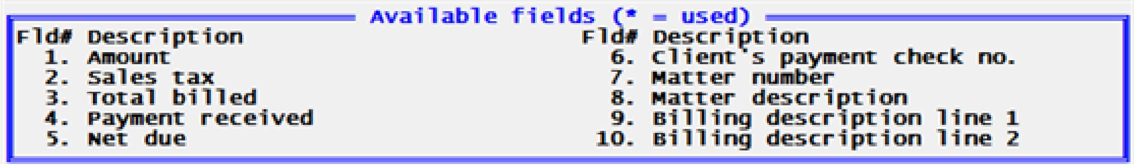
```
                         Available fields (* = used)
Fld# Description                                    Fld# Description
 11. Billing description line 3                      16. Billing description line 8
 12. Billing description line 4                      17. Billing description line 9
 13. Billing description line 5                      18. Billing description line 10
 14. Billing description line 6
 15. Billing description line 7
```

(See the appendix titled B. Invoice Fields for an explanation of each of these fields.)

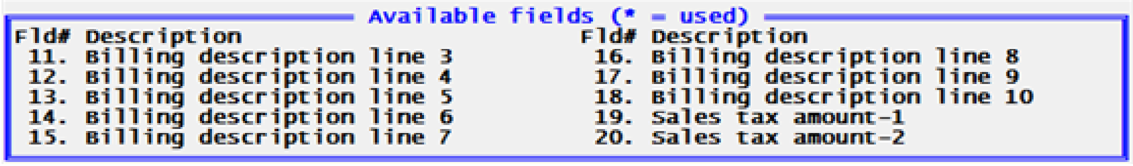
Fixed Fee Expense

Select this line type to define the format of fixed fee bills (for matters that have expense billing terms of "fixed fee", but service , billing terms of some other kind).

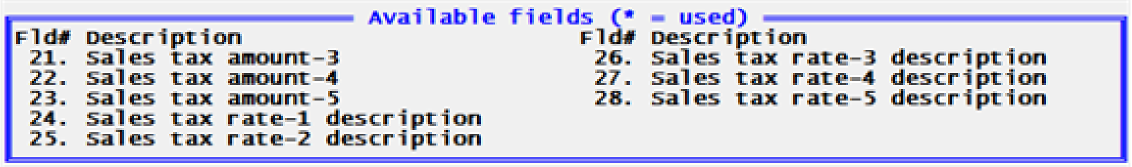
The fields available for *Fixed fee Expense* are:



```
                         Available fields (* = used)
Fld# Description                                    Fld# Description
  1. Amount                                           6. Client's payment check no.
  2. Sales tax                                        7. Matter number
  3. Total billed                                     8. Matter description
  4. Payment received                                 9. Billing description line 1
  5. Net due                                         10. Billing description line 2
```



```
                         Available fields (* = used)
Fld# Description                                    Fld# Description
 11. Billing description line 3                      16. Billing description line 8
 12. Billing description line 4                      17. Billing description line 9
 13. Billing description line 5                      18. Billing description line 10
 14. Billing description line 6                      19. Sales tax amount-1
 15. Billing description line 7                      20. Sales tax amount-2
```



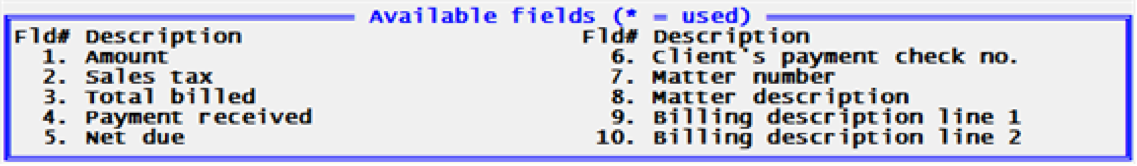
```
                         Available fields (* = used)
Fld# Description                                    Fld# Description
 21. Sales tax amount-3                              26. Sales tax rate-3 description
 22. Sales tax amount-4                              27. Sales tax rate-4 description
 23. Sales tax amount-5                              28. Sales tax rate-5 description
 24. Sales tax rate-1 description
 25. Sales tax rate-2 description
```

(See the appendix titled B. Invoice Fields for an explanation of each of these fields.)

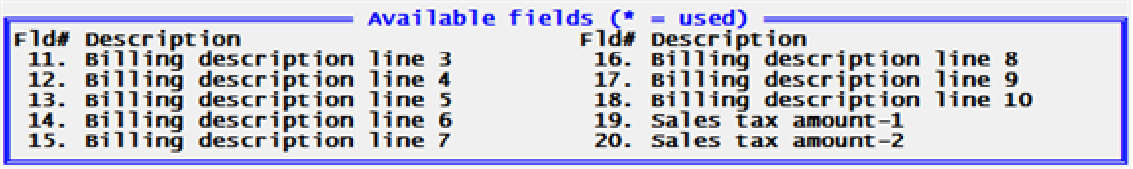
Contingent Fee Expense

Use this line type to define the format for printing your contingent fee expense billings (for matters that have expense billing terms of "contingent fee", but service billing terms of some other kind).

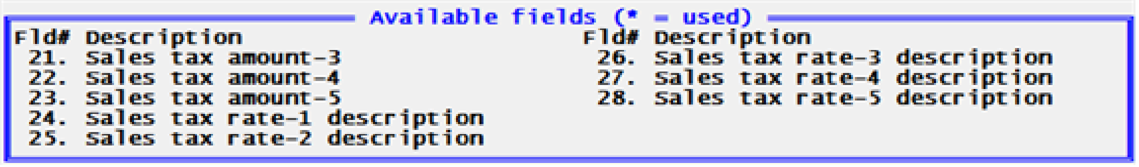
The fields available for *Contingent Fee Expense* are:



```
                          Available fields (* = used)
Fld# Description                               Fld# Description
  1. Amount                                      6. Client's payment check no.
  2. Sales tax                                   7. Matter number
  3. Total billed                                8. Matter description
  4. Payment received                            9. Billing description line 1
  5. Net due                                    10. Billing description line 2
```



```
                          Available fields (* = used)
Fld# Description                               Fld# Description
 11. Billing description line 3                 16. Billing description line 8
 12. Billing description line 4                 17. Billing description line 9
 13. Billing description line 5                 18. Billing description line 10
 14. Billing description line 6                 19. Sales tax amount-1
 15. Billing description line 7                 20. Sales tax amount-2
```



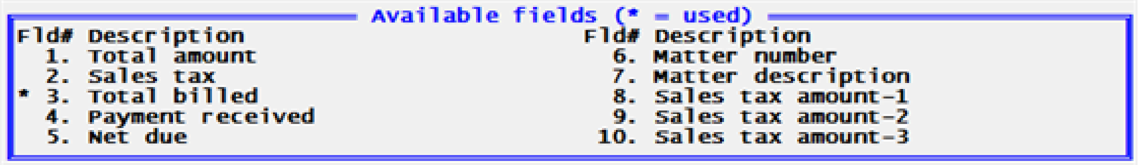
```
                          Available fields (* = used)
Fld# Description                               Fld# Description
 21. Sales tax amount-3                         26. Sales tax rate-3 description
 22. Sales tax amount-4                         27. Sales tax rate-4 description
 23. Sales tax amount-5                         28. Sales tax rate-5 description
 24. Sales tax rate-1 description
 25. Sales tax rate-2 description
```

(See the appendix titled B. Invoice Fields for an explanation of each of these fields.)

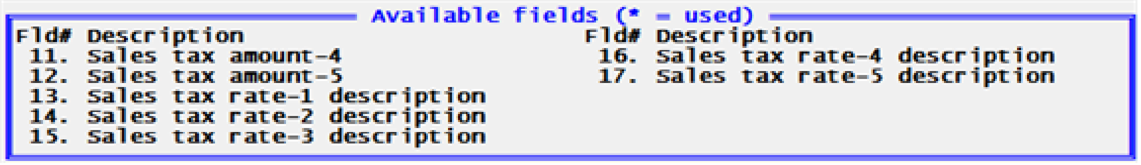
Expense Totals

Select this line type to lay out the expense totals. If you do not wish to show any detailed billing information for expenses, this is the only "expenses" line type that you need to define in the invoice.

The fields available for *Expense Totals* are:



```
                          Available fields (* = used)
Fld# Description                               Fld# Description
  1. Total amount                                6. Matter number
  2. Sales tax                                   7. Matter description
* 3. Total billed                                8. Sales tax amount-1
  4. Payment received                            9. Sales tax amount-2
  5. Net due                                    10. Sales tax amount-3
```



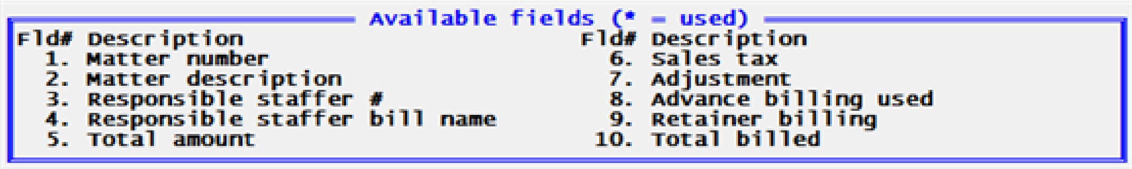
```
                          Available fields (* = used)
Fld# Description                               Fld# Description
 11. Sales tax amount-4                         16. Sales tax rate-4 description
 12. Sales tax amount-5                         17. Sales tax rate-5 description
 13. Sales tax rate-1 description
 14. Sales tax rate-2 description
 15. Sales tax rate-3 description
```

(See the appendix titled B. Invoice Fields for an explanation of each of these fields.)

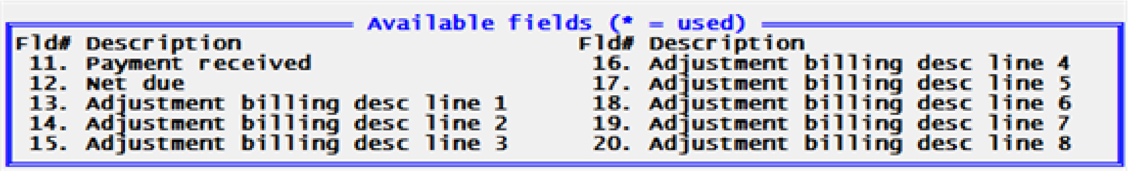
Matter Totals

With this line type, you choose which matter totals fields you want to print on the invoice. If you do not wish to show any detailed billing information for services or expenses, you can define the matter totals format without laying out any of the "service" and "expense" line types.

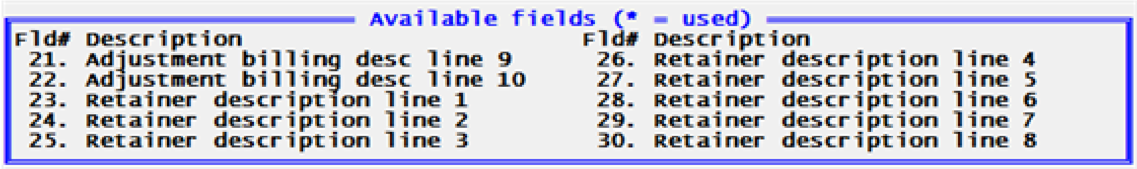
The fields available for *Matter Totals* are:



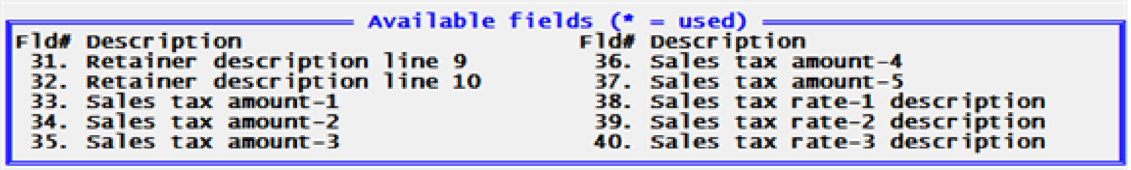
```
                          Available fields (* = used)
Fld# Description                              Fld# Description
  1. Matter number                              6. Sales tax
  2. Matter description                         7. Adjustment
  3. Responsible staffer #                      8. Advance billing used
  4. Responsible staffer bill name              9. Retainer billing
  5. Total amount                              10. Total billed
```



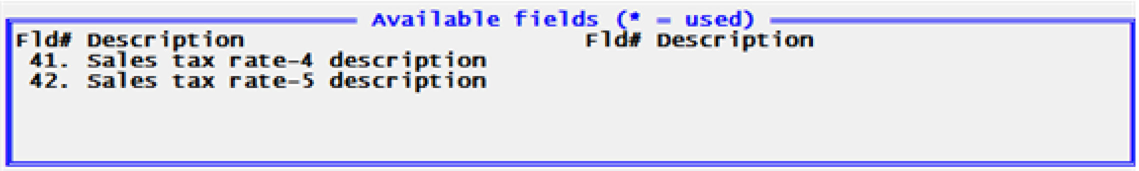
```
                          Available fields (* = used)
Fld# Description                              Fld# Description
 11. Payment received                          16. Adjustment billing desc line 4
 12. Net due                                   17. Adjustment billing desc line 5
 13. Adjustment billing desc line 1            18. Adjustment billing desc line 6
 14. Adjustment billing desc line 2            19. Adjustment billing desc line 7
 15. Adjustment billing desc line 3            20. Adjustment billing desc line 8
```



```
                          Available fields (* = used)
Fld# Description                              Fld# Description
 21. Adjustment billing desc line 9            26. Retainer description line 4
 22. Adjustment billing desc line 10           27. Retainer description line 5
 23. Retainer description line 1               28. Retainer description line 6
 24. Retainer description line 2               29. Retainer description line 7
 25. Retainer description line 3               30. Retainer description line 8
```



```
                          Available fields (* = used)
Fld# Description                              Fld# Description
 31. Retainer description line 9               36. Sales tax amount-4
 32. Retainer description line 10              37. Sales tax amount-5
 33. Sales tax amount-1                        38. Sales tax rate-1 description
 34. Sales tax amount-2                        39. Sales tax rate-2 description
 35. Sales tax amount-3                        40. Sales tax rate-3 description
```



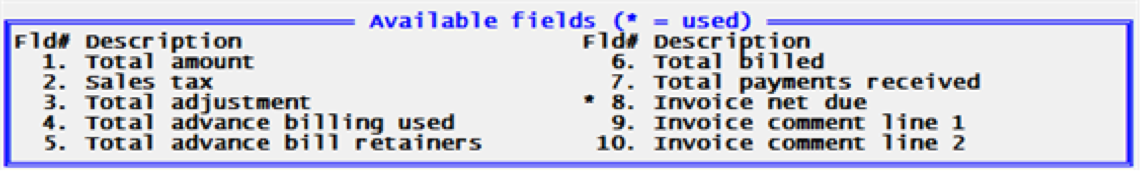
```
                          Available fields (* = used)
Fld# Description                              Fld# Description
 41. Sales tax rate-4 description
 42. Sales tax rate-5 description
```

(See the appendix titled B. Invoice Fields for an explanation of each of these fields.)

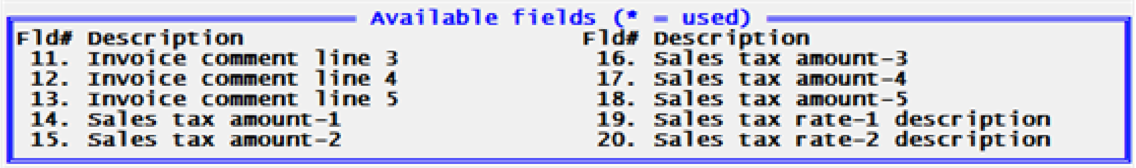
Invoice Totals

Use this line type to choose the invoice totals fields you want to print on the invoice. If you do not wish to show detailed billing information on the invoice, this is the only line type that you need to define.

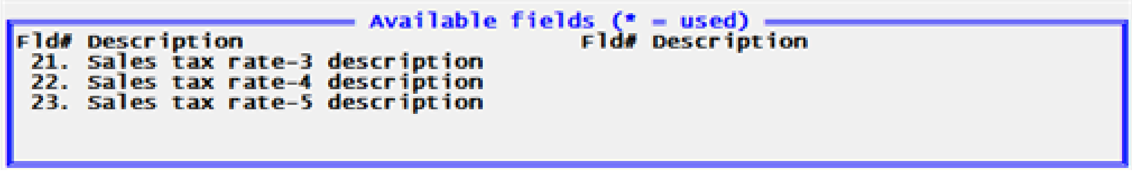
The fields available for *Invoice Totals* are:



```
                          Available fields (* = used)
Fld# Description                              Fld# Description
  1. Total amount                               6. Total billed
  2. Sales tax                                  7. Total payments received
  3. Total adjustment                         * 8. Invoice net due
  4. Total advance billing used                 9. Invoice comment line 1
  5. Total advance bill retainers              10. Invoice comment line 2
```



```
                  Available fields (* = used)
Fld# Description                          Fld# Description
 11. Invoice comment line 3                16. Sales tax amount-3
 12. Invoice comment line 4                17. Sales tax amount-4
 13. Invoice comment line 5                18. Sales tax amount-5
 14. Sales tax amount-1                    19. Sales tax rate-1 description
 15. Sales tax amount-2                    20. Sales tax rate-2 description
```



```
                  Available fields (* = used)
Fld# Description                          Fld# Description
 21. Sales tax rate-3 description
 22. Sales tax rate-4 description
 23. Sales tax rate-5 description
```

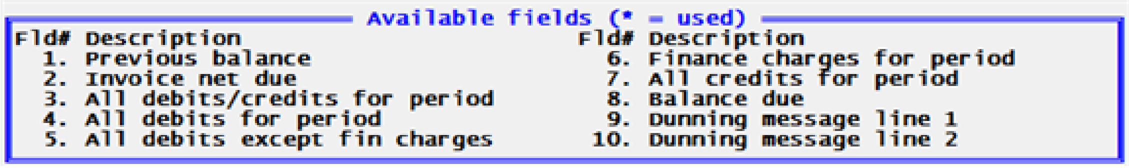
(See the appendix titled B. Invoice Fields for an explanation of each of these fields.)

Ending Balance

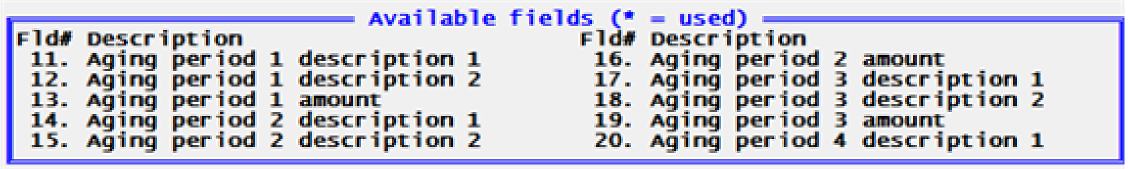
(This selection is not available if you specified in Control information that combined invoice/statements are not used.)

When you are using combined invoice/statements, you can use this section of the line item area to show the statement balance due, dunning messages, aging periods, etc.

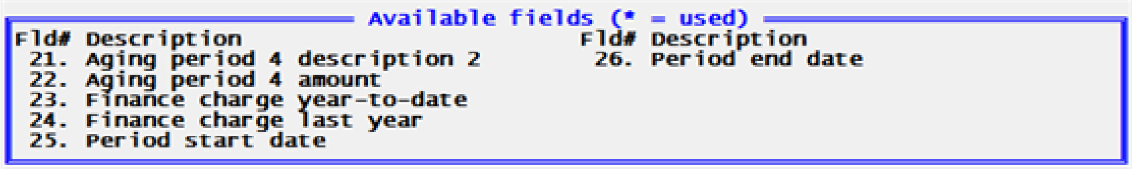
The fields available for *Ending Balance* are:



```
                  Available fields (* = used)
Fld# Description                          Fld# Description
  1. Previous balance                       6. Finance charges for period
  2. Invoice net due                        7. All credits for period
  3. All debits/credits for period          8. Balance due
  4. All debits for period                  9. Dunning message line 1
  5. All debits except fin charges         10. Dunning message line 2
```



```
                  Available fields (* = used)
Fld# Description                          Fld# Description
 11. Aging period 1 description 1          16. Aging period 2 amount
 12. Aging period 1 description 2          17. Aging period 3 description 1
 13. Aging period 1 amount                 18. Aging period 3 description 2
 14. Aging period 2 description 1          19. Aging period 3 amount
 15. Aging period 2 description 2          20. Aging period 4 description 1
```



```
                  Available fields (* = used)
Fld# Description                          Fld# Description
 21. Aging period 4 description 2          26. Period end date
 22. Aging period 4 amount
 23. Finance charge year-to-date
 24. Finance charge last year
 25. Period start date
```

(See the appendix titled B. Invoice Fields for an explanation of each of these fields.)

Numeric Fields

Earlier, in the "Header Area, First Page" section, an example was given of a numeric field ("Invoice number") which did not have all characteristics that a numeric field could have.

To show all characteristics of numeric fields, a full example is given here:

Example	From the Invoice totals screen, type 8 to select the "Invoice net due" field

Enter the information as follows:

2. Row

Specify in which row to print this field. Format: 99 Example: Type 3

3. Column

Specify the starting column in which to print this field. Format: 999 Example: Type 59

4. Number of integers

Enter the number of integers (digits to the left of the decimal point) you want to print in this field, up to the maximum shown.

Format	(As displayed for the selected field)
Example	Press ENTER for the maximum of 9

5. Use commas ?

(If commas are not appropriate to this field, you are not given the option of using commas.)

Answer Y to use commas.

Example	Type Y

6. Decimals

(If the number has no decimal places, this choice does not appear.)

Enter the number of decimal places you want to print, up to the maximum shown.

Format	(As displayed for the selected field)
Example	Press ENTER for the maximum of 2 decimals

7. Show negative with

(If the number has decimal places, but negative numbers are not allowed , "(N/A)" displays. If the number doesn't have decimal places, and negative numbers are not allowed, this choice does not appear at all.)

Enter M to show negative numbers with a minus sign, or P to show them in parentheses.

If you select M, then enter R to have the minus sign on the right, or L to have it on the left.

If you select P, then enter F to display the parentheses in fixed positions, or N to display the parentheses next to the number. For example, if the number were negative 35, typing F would result in (35.00); typing N would result in (35.00).

If you select C, then enter C to display a "CR" to the right of the number. For example, if the number were negative 35.00, typing C would result in 35.00 CR.

Format	1 character
Example	Type C

8. Print when zero ?

Answer Y to print a zero when the number is zero, or answer N to leave the field blank when the number is zero.

Example	Type Y

When you finish entering field 8, an example appears to the right to show what your number will look like when printed. A negative number example is also shown if negative numbers are allowed.

Example Information:

You do not have to complete the examples (unless you want the practice), since several predefined formats are included with the PBS install.

FOOTER AREA, FIRST PAGE

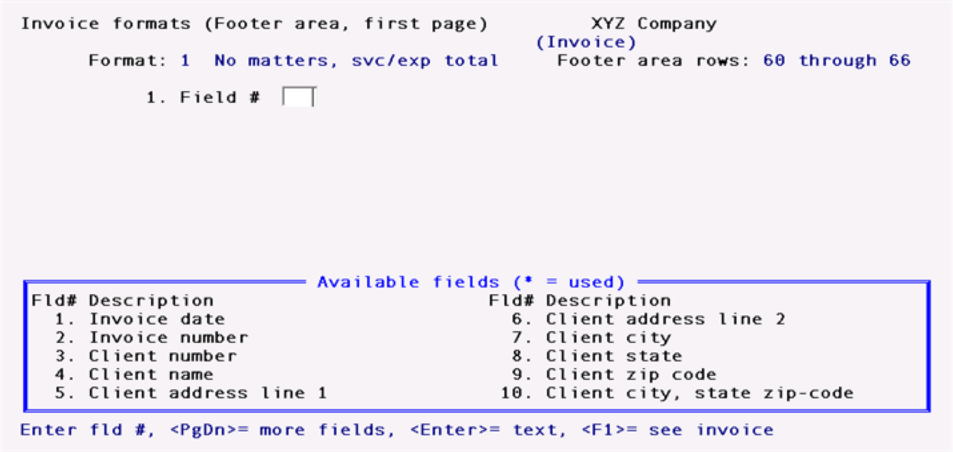
Adding, changing, or deleting first page footer area fields and texts is handled in exactly the same way as header area fields and texts.

On the first screen enter this field:

1. Format

Enter the format number of the form you wan to modify.

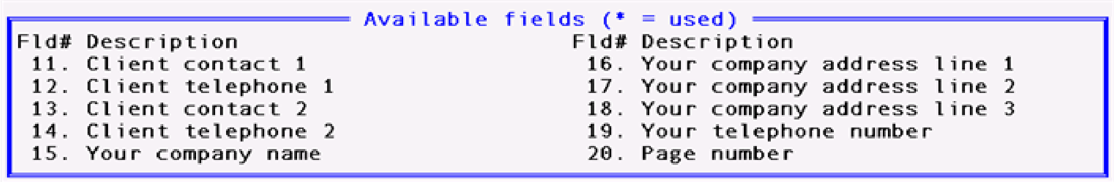
On the next screen you enter the fields for the format. Select ENTER and "*Field number to change ?*"and you see:



```
Invoice formats (Footer area, first page)        XYZ Company
                                              (Invoice)
      Format: 1  No matters, svc/exp total      Footer area rows: 60 through 66

           1. Field #  



                    Available fields (* = used)
Fld# Description                             Fld# Description
  1. Invoice date                              6. Client address line 2
  2. Invoice number                            7. Client city
  3. Client number                             8. Client state
  4. Client name                               9. Client zip code
  5. Client address line 1                    10. Client city, state zip-code

Enter fld #, <PgDn>= more fields, <Enter>= text, <F1>= see invoice
```

(See the appendix titled B. Invoice Fields for an explanation of each of these fields.)

The next group of first page footer fields you can see by pressing PgDn:



```
                    Available fields (* = used)
Fld# Description                             Fld# Description
 11. Client contact 1                         16. Your company address line 1
 12. Client telephone 1                       17. Your company address line 2
 13. Client contact 2                         18. Your company address line 3
 14. Client telephone 2                       19. Your telephone number
 15. Your company name                        20. Page number
```

The last field is field 21 which is the Attachment page number.

Copy First Page Footer Area

If the format for the footer area of additional invoice pages will be the same or similar to that of the first page, use this function to copy the first page format. Then use the *Footer area, additional pages* function to make any changes necessary to the new format.

Select

Copy first page footer area directly from the *Invoice formats* menu.

If you are using the menu bar, you will be asked to enter the format # that contains the footer area you want to copy. After you have chosen the format, the format for the first page footer area is copied to the footer area format for additional pages.

If you have already defined the format for the additional page footer area, a warning message will appear to tell you that the existing format will be completely replaced. You are asked "Do you really want to do this ?". If you answer Y, the format of the first page footer area is copied and completely replaces the existing format. Answer N to return to the menu without copying.

A screen appears while the footer area is copied. When the copying is complete, press ENC to return to the menu.

FOOTER AREA, ADDITIONAL PAGES

Adding, changing, or deleting footer area fields and texts for additional pages is handled in exactly the same way as header area fields and texts for the first page.

Select

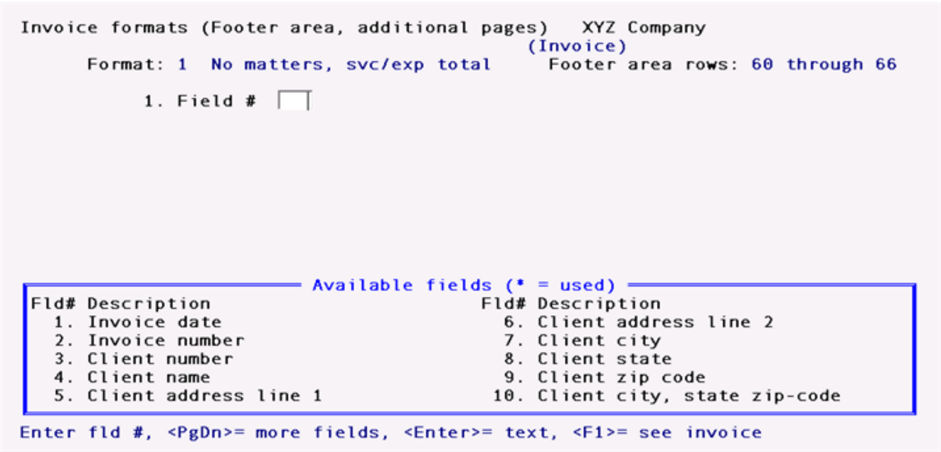
Footer area, additional pages directly from the *Invoice formats* menu.

On the first screen enter this field:

1. Format

Enter the format number of the form you wan to modify.

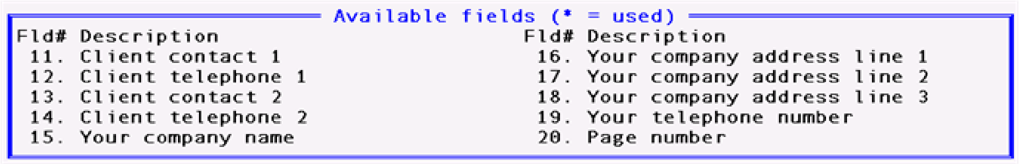
On the next screen you enter the fields for the format. Select ENTER and "*Field number to change ?*"and you see:



```
Invoice formats (Footer area, additional pages)    XYZ Company
                                                  (Invoice)
      Format: 1  No matters, svc/exp total        Footer area rows: 60 through 66

           1. Field #  



 ___________________________ Available fields (* = used) ______________________
|Fld# Description                             Fld# Description                  |
|  1. Invoice date                              6. Client address line 2        |
|  2. Invoice number                            7. Client city                  |
|  3. Client number                             8. Client state                 |
|  4. Client name                               9. Client zip code              |
|  5. Client address line 1                    10. Client city, state zip-code  |
|_______________________________________________________________________________|
Enter fld #, <PgDn>= more fields, <Enter>= text, <F1>= see invoice
```

(See the appendix titled B. Invoice Fields for an explanation of each of these fields.)

There are two more windows of footer fields for additional pages, which you can see by pressing PgDn:



```
 ______________________________ Available fields (* = used) ____________________________
|Fld# Description                                Fld# Description                        |
| 11. Client contact 1                            16. Your company address line 1        |
| 12. Client telephone 1                          17. Your company address line 2        |
| 13. Client contact 2                            18. Your company address line 3        |
| 14. Client telephone 2                          19. Your telephone number              |
| 15. Your company name                           20. Page number                        |
|________________________________________________________________________________________|
```

The last field is field 21 which is the *Attachment page number*.

VERIFYING THE FORMAT

Select

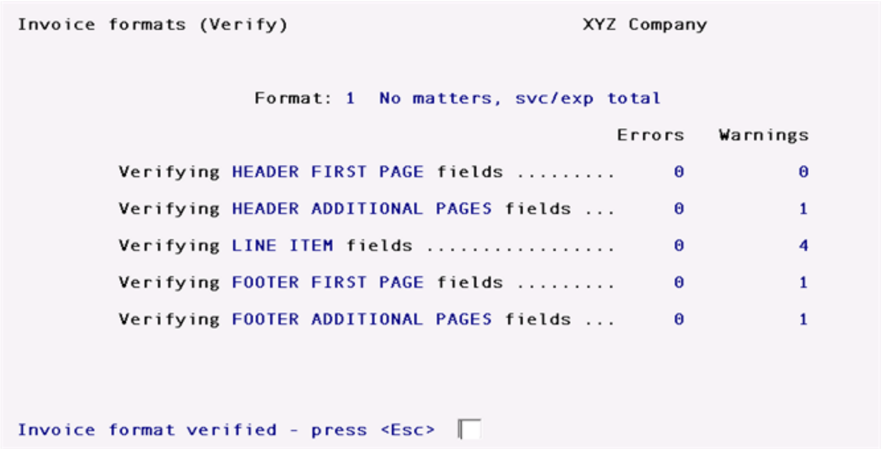
Verify from the *Invoice formats* menu.

On the first screen enter this field:

1. Format

Enter the format number of the form you wan to modify.

Select ENTER and "*Field number to change ?*"and the printer selection menu appears. After you select a printer, the program immediately begins checking the invoice format for errors. If you are printing the error report on your printer, you see a screen similar to this:



```
Invoice formats (Verify)                          XYZ Company


                    Format: 1  No matters, svc/exp total

                                                        Errors   Warnings

          Verifying HEADER FIRST PAGE fields .........      0          0

          Verifying HEADER ADDITIONAL PAGES fields ...      0          1

          Verifying LINE ITEM fields .................      0          4

          Verifying FOOTER FIRST PAGE fields .........      0          1

          Verifying FOOTER ADDITIONAL PAGES fields ...      0          1




Invoice format verified - press <Esc>
```

At the end of the verification, an error report is printed. (Some messages shown on the report are only warnings; these are identified by "*WARNING ONLY *".)

You must correct errors before you can use an invoice format. You can either correct warnings or leave them as they are.

PRINTING A SAMPLE INVOICE

Note	You must verify a format and correct any errors on it first, before you can print a sample invoice using it.

Select

Sample invoice from the *Invoice formats* menu.

A screen will appear to allow you to select the line item options for your sample invoice.

Then a screen appears telling you to enter the printer control code. Follow the instructions on the screens that follow.

Note	You must have at least one printer control code on file in order to print sample invoices.

A sample will print for the first page, for one additional page, and for an envelope (if specified).

After one sample invoice prints, you can print another or press Esc to exit.

COPYING INVOICE FORMATS

If you have already created an invoice format which you want to keep, and you are going to add another similar format, use this option to copy the existing format. Then make changes to the copy.

Select

Copy from the *Invoice formats* menu.

A screen appears for you to enter the number of the format to copy from and the number to be assigned to the new format.

Enter the information as follows:

1. Copy from format

Enter the number of the format you want to copy from, or use the option:

Option: F1 To scan through the formats on file

Format	99
Example	Type 4

2. Copy to format

Enter the number you wish to assign to the new format. If you enter the number of a format already on file, you see an error message informing you of this, and that you must delete the existing format first before you can use this format number to copy to.

Enter another format number that is not already used, then enter a description of the new format.

Format	99 (format #) 25 characters (format description)
Example	Type 11, then type Attachment

When the format has been copied, press Esc.

DELETING INVOICE FORMATS

Use this function to delete invoice formats which you no longer want to keep.

Select

Delete from the *Invoice formats* menu.

A screen appears for you to enter the format number of the format to delete. Enter the number, or use the option:

F1	To scan through the formats on file
SF1	To scan through previous formats on file

To delete a format, answer Y when you are asked whether it is OK to delete it. Otherwise, press ENTER to not delete it.

If you answer Y, a message appears stating that the format has been deleted. Enter the number of another to be deleted, or press Esc.

PRINTING A LIST OF FORMAT SPECIFICATIONS

Use this option to print a full list of the exact specifications that define one or more invoice formats. This is different from a sample invoice—a sample invoice shows what the invoice will look like. The format specifications show all the information you entered to get the invoice to look like that.

Select

Format specifications from the *Invoice formats* menu.

A screen appears for you to enter the starting and ending numbers of the formats you wish to print specifications for.

1. Starting format #

2. Ending format #

Enter the range of the formats you want to print. Follow the screen instructions.

Example	Press F2 at both fields

Any change ?

Enter Y to make changes or N to continue printing the report.

A. Cash Basis General Ledger

This chapter contains the following topics:

Introduction to Cash Basis General Ledger ....

INTRODUCTION TO CASH BASIS GENERAL LEDGER

This appendix explains the simple difference between cash basis accounting and accrual basis accounting.

The primary point of difference between cash basis accounting and accrual basis accounting is the consideration of when revenue and expenses are recognized as having occurred.

Cash basis accounting recognizes revenue and expenses at the time of receipt of cash and at the time of disbursement of cash.

Accrual basis accounting recognizes revenue at the time that goods or services are provided, even though cash for these goods or services may not be received until later. Under this system, recognition of the costs of obtaining revenue (i.e., recognition of expenses) are matched to the recognition of revenue.

Cash Basis Revenue Recognition

In a cash basis accounting system, revenue is recognized when cash is received. Expenses in such a system are recognized when cash is disbursed to pay for those expenses.

Accrual Basis Revenue Recognition

In an accrual basis accounting system, revenue is recognized when invoices are issued to clients (or customers), even though they may not pay for the services performed on their behalf until a later period. Expenses in an accrual system are recognized when they are incurred, even though they may not be paid until a later period. Vendors notify the firm about such expenses with invoices.

Note	In T/B, revenue can be recognized either when time and expense sheets are posted or when invoices are posted (see the chapter titled Control Information for the field "WIP revenue recognition").

To keep track of revenue recognized but for which cash payment has not been received, an accounts receivable ledger is maintained for each client (or customer), which shows how much each client owes the firm. Such A/R accounts can be referred to as "trade accounts receivable".

To keep track of expenses recognized but not paid for, an accounts payable ledger is maintained for each vendor, which shows how much the firm owes each vendor. Such A/P accounts can be referred to as "trade accounts payable".

Primary Difference Between Cash Versus Accrual Systems

The primary difference between cash basis systems and accrual basis systems is that cash basis systems do not have entries for trade accounts receivable or trade accounts payable, whereas accrual systems do.

Converting from Accrual to Cash Basis Systems

PBS Accounting Systems are accrual basis systems.

To convert from an accrual basis to a cash basis, certain entries should be made to eliminate trade accounts receivable and trade accounts payable. This would be done within your General Ledger system. Your accountant can best advise you on what entries to make and in fact may convert your accounting records for you.

One way of doing this takes advantage of the PBS multi-company feature. At the end of the accounting year (or when you wish to do the conversion), you would set up a second company to be used for the conversion to cash basis accounting. See the Installation and System Guide chapter titled Define Multiple Companies for instructions on using the automated multi-company procedure.

Data files for different companies are distinguished by a different two character code at the end of each file name. For example, the Valid G/L Account File for company 00 has the file name ACCTFI00. whereas company 25 would use the file name ACCTFI25.

The installation procedure places data files in directories which are named with the two-character code for the package, followed by the two-character code for the company. For company 00, G/L data files are located in the directory GL00 and System data files are located in the directory RW00.

The automated installation procedure creates new, empty data files and directories for the packages you specify. You must accomplish the following things to set up for cash basis:

1. A system backup of your data files is recommended before starting this procedure.
2. Add a multiple company for general ledger, using the automated procedure.
3. Copy your existing G/L and system data files to the data file directories for the new company. For example, the PBS installation procedure creates data file directories such as RW00 and GL00. If you specified company "25" in the automated multi-company installation procedure, directories RW25 and GL25 would be created. Copy data files from the RW00 directory to the RW25 directory and from the GL00 directory to the GL25 directory.
4. Rename each of the files in the RW25 and GL25 directories, replacing the 00 in the filename with "25".

For example:

CHARTF00.vix becomes CHARTF25.vix

CHARTF00.DAT becomes CHARTF25.DAT

Although the primary difference between cash and accrual basis accounting is given above, there are other differences that must be accounted for when the conversion is done. For this reason, we recommend that you have your accountant make the adjustments needed for the conversion.

B. Invoice Fields

This chapter contains the following topics:

Introduction to Invoice Fields ....
Available Fields List ....

INTRODUCTION TO INVOICE FIELDS

The purpose of this appendix is to describe all of the fields available to you for printing on the invoices that you design using the *Invoice formats* selection. You need to be familiar with the Invoice formats functions before using this appendix.

The following pages list all of the fields available for printing on your custom invoices. The list includes the size and format of all available fields, as well as their definitions—what they are, where they come from, and what they look like.

This list of fields is useful when you are laying out your invoice format. Use it when you are designing your invoice (on a location grid or a layout worksheet) to determine the length and appearance of fields that you will select to print.

AVAILABLE FIELDS LIST

This list has three sections: Header FieldsHeader Fields", "Line Item Fields", and "Footer Fields". Each section uses the following headings:

Field number	Name	Longest Form	Longest field size
13.	Aging period 1 amount	20	(999,999,999,999.99)

Field Number and Name

"Field number and name" means the number and name of the field as shown in the "Available fields" window in the Header area, Line item area, and Footer area functions. "Aging period 1 amount" (from Line item area) is shown above as an example of a field number and name.

Longest Field Size

"Longest field size" means the maximum number of columns that this field can occupy when printed on your invoice. Use this fact to determine whether or not you will need to specify a shorter printed length for a field in order to fit it on your invoice.

For instance, the "Client name" field has a maximum length of 25 characters. It will never occupy more than 25 characters when printed. When you select the "Client name" field to print (using the Header area, first page function), you can specify a length of less than 25 characters, but never more.

The longest field size for a numeric field, such as "Aging period 1 amount", is determined by several factors: the maximum size of the number; the use of commas in the number; and how to show a negative value for the number. The maximum size of "Aging period 1 amount" is 999999999999.99. Using commas, it becomes "999,999,999,999.99", and using parentheses to show a negative value, it becomes "(999,999,999,999.99)". A count of all the digits, commas, and parentheses reveals that the longest field size possible for "Aging period 1 amount" is 20.

Longest Form

"Longest form" means the longest possible form that a numeric field can take when printed. It shows the appearance of the field when printed at its longest field size.

"Longest form" is not listed for alphanumeric fields because their printed form does not vary: Their content is always printed "as is". But the printed form of numeric and date fields will vary according to your specifications.

When you select a numeric field to print, you have control over the use of commas, the number of digits printed to the left of the decimal point (integers), the number of digits printed to the right of the decimal point (decimals), and how to print a negative value for the field. The longest form for any numeric field will be printed when you choose:

a. The maximum # of integers for the field.

b. The maximum # of decimals (if it has decimals).

c. To use commas.

d. To print a negative value using parentheses or a trailing "CR"

(if the number can contain a negative value).

For the example above, "Aging period 1 amount", the longest form is depicted as " (999,999,999,999.99)".

If the longest form shown for a number lacks the parentheses, that indicates that the number cannot ever be negative. For instance, the longest form for "Page number" is depicted as "99", as it cannot be negative.

You can choose to print a date field in any one of five different forms. The longest form of a date field will be printed when you choose to have the month fully spelled out, depicted as "September 30, 1999" (September is the longest name of all the months). This will not be shown in the list since it is always the same.

Header Fields

These are the fields available to you for printing in the header area of your invoice. These fields are available in Header area, first page and Header area, additional pages.

Field number	Name	Longest Form	Longest field size
1.	Invoice date	18	

This is the value that you enter for "Invoice date" in *Invoices* when you print invoices.

2.	Invoice number	7	9999999

This is the number used to identify the invoice. It is assigned to the invoice at the time the invoice is printed with the *Invoices* function.

3.	Client number	12	

This is the value that you entered for the "Client #" field in *Clients*.

4.	Client name	25	

This is the client's name, as entered for the "Name" field in *Clients*. If you entered it as a person's name, it will be printed with the first name first.

5.	Client address line 1	25	
6.	Client address line 2	25	

This is the client's address, as entered in "Address-1" and "Address-2" in *Clients*.

7.	Client city	15

This prints the client's city, as entered in the "City" field in *Clients*.

8.	Client state	2

This prints the client's state, as entered in the "State" field in *Clients*.

9.	Client zip code	10

This prints the client's zip code, as entered in the "Zip code" field in *Clients*.

10.	Client city, state, zip code	30

This prints the client's city, state, and zip code together on one line, as shown in this example:

Pittsburgh, PA 12345-6789

11.	Client contact 1	25

This is the value that you entered for the "Contact-1" field in *Clients*.

12.	Client telephone 1	25

This is the value that you entered for the contact-1's "Phone" field in *Clients*.

13.	Client contact 2	25

This is the value that you entered for the "Contact-2" field in *Clients*.

14.	Client telephone 2	25

This is the value that you entered for the contact-2's "Phone" field in *Clients*.

15.	Your company name	30

This is your company's name, exactly as entered in the "Company display name" field in *Company information*.

16.	Your company address line 1	30
17.	Your company address line 2	30
18.	Your company address line 3	30

This is your company's address, as it is entered in "Address line 1", "Address line 2", and "Address line 3" in *Company information*.

19.	Your telephone number	12	

This is your telephone number, as it is entered in "Phone number" in *Company information*.

20.	Page number	2	99

This prints the current page number on each page of your invoice. You can also use it on your attachment formats if you want the attachment page numbers to be numbered continuously with the invoice.

21.	Attachment page number	2	99

This prints the current page number of the attachment. It starts counting again at page 1 of each attachment.

22.	Partner name	25	

This is the partner name corresponding to the "Partner #" entered in *Clients*.

23.	Client terms description	15	

This is the description of the payment terms (for example, "Net 30 days") for this client, according to the code entered in the "Terms code" field. This comes from the terms code entered in *Terms* in Accounts Receivable.

24.	Client tax exempt number	20	

This is the value that you entered for the "Tax exempt #" field in *Clients*.

25.	Client billing method	24	

This is the billing method that you selected for the client with the "Billing method" field in *Clients*.

26.	Tax payer ID number	11	

This is the ID number that you entered in the "Taxpayer ID #" field in *Clients*.

27.	Last invoice date	18	

This is the date of the client's last invoice. It appears in the "Last invoice date" field in *Clients*, and it is automatically updated by T/B.

28.	Today's date	18	

This date is obtained from your computer system at the time that the statement is printed.

Line Item Fields

These are the fields available to you for printing in the line item area of your statement. There are twenty different types of line items. Each type has a different set of fields available for printing. The following sections give the fields available for each line type.

Previous Balance Fields

This line type is available when you are printing combined invoice/statements, as specified in *Control information*. It is used to show the client's account balance prior to the invoice.

Field number	Name	Longest Form	Longest field size
1.	Period start date	18	

On the Invoices (Print) screen, you enter a starting and ending date for the "Statement period" field. This is the starting date. For a balance forward customer, the balance is calculated up to (but not including) this date.

2.	Balance as of date	18	

On the Invoices (Print) screen, you enter a beginning and ending date for the "Statement period" field. This is the day before the beginning date. For a balance forward customer, the balance is calculated up to and including this date.

3.	Previous balance	20	(999,999,999,999.99)

On the Invoices (Print) screen, you enter a beginning and ending date for the "Statement period" field. This is the client's balance up to the beginning date, as calculated by the software.

Flat Fee Fields

This line type is used to print a flat fee billing. It is only printed when there is a flat fee billing on file for the client. You would have entered it manually or automatically generated it using the *Retainer billing* function.

1.	Amount	14	(9,999,999.99)

This is the amount of the client's flat fee retainer, as entered manually (or automatically generated) in *Retainer billing*.

2.	Sales tax	14	(9,999,999.99)

This field prints the sales tax for a taxable flat fee bill. It is calculated by the software.

3.	Payment received	14	(9,999,999.99)

This is the amount of the payment received for a flat fee bill, as entered manually in *Retainer billing*.

4.	Net due	14	(9,999,999.99)

This prints the net due for the flat fee bill. The software calculates the net due by adding the sales tax to, and subtracting the payment received from, the flat fee amount.

5.	Client's payment check no.	8	

This is the check number for the payment received, as entered manually in Retainer billing.

6.	Billing description line 1	See the note below.	50
7.	Billing description line 2	2	50
8.	Billing description line 3	2	50
9.	Billing description line 4	2	50
10.	Billing description line 5	2	50
11.	Billing description line 6	2	50
12.	Billing description line 7	2	50
13.	Billing description line 8	2	50
14.	Billing description line 9	2	50
15.	Billing description line 10	2	50

These are the lines of billing description for the flat fee billing, as entered manually in *Retainer billing*.

If the billing was generated automatically, the default billing description that you entered in General appearance for "Flat fee retainer" will be printed in place of the corresponding billing description fields.

Empty lines at the end of a billing description will not be printed on the invoice. This means that you can include all ten billing description fields in the format, but any empty ones at the end of the description will not be printed and will not take up any space on the invoice. The only exception to this occurs when another field appears on the same row as a billing description field. For example, if you included another field on the same row as "Billing description line 10", all billing description fields in the format above line 10 would be printed, even if they were empty.

NOTE: The longest field size of a billing description line is the text length that you entered in *Control information* for "Matter billing text" (up to 50 characters).

Matter Information Fields

This line type is used to identify and describe the matter being billed. It is printed whenever charges for a matter are printed, such as selected WIP (services and/or expenses), a fixed fee billing, or a contingent fee billing. Otherwise, it is not printed, even though you have defined it in the format.

Field number	Name	Longest Form	Longest field size
1.	Matter number	12	

This is the matter number for the matter being billed, as entered in *Matters*.

2.	Matter description	25	

This is the description of the matter that you entered in *Matters*.

3.	Matter type	5	

This prints the matter type, as entered in *Matters*.

4.	Responsible staffer #	6	

This is the staff # that you entered for the "Responsible staffer" field in *Matters*.

5.	Responsible staffer bill name	40	(See note)

This is the billing name of the responsible staff member, as entered in *Staff*.

NOTE: The longest field size of a staff member's billing name is the text length that you entered in *Control information* for "Staff member billing name" (up to 40 characters).

6.	Billing description line 1	(See note below)	
7.	Billing description line 2	2	50
8.	Billing description line 3	2	50
9.	Billing description line 4	2	50
10.	Billing description line 5	2	50
11.	Billing description line 6	2	50
12.	Billing description line 7	2	50
13.	Billing description line 8	2	50
14.	Billing description line 9	2	50

15.	Billing description line 10	2	50

These are the lines of billing description that you entered for the matter in *Matters*.

Empty lines at the end of a billing description will not be printed on the invoice. This means that you can include all ten billing description fields in the format, but any empty ones at the end of the description will not be printed and will not take up any space on the invoice. The only exception to this occurs when another field appears on the same row as a billing description field. For example, if you included another field on the same row as "Billing description line 10", all billing description fields in the format above line 10 would be printed, even if they were empty.

NOTE: The longest field size of a billing description line is the text length that you entered in *Control information* for "Matter billing text" (up to 50 characters).

Service Group Fields

A service group line represents all of the selected service WIP items that belong to a particular service group. This line type allows you to bill by service group, instead of by each item of selected service WIP.

This line type only prints when there are selected service WIP items on file for the client, and one or more of these WIP items belong to a service group. This section of the format is not printed, even though defined, if you selected to print the WIP in date order in *General appearance*.

Field number	Name	Longest Form	Longest field size
1.	Group service number	6	

This is the service code that you entered for the "Service #" field of a group service in *Services*.

2.	Group description	25	

This is the description that you entered for the service group in *Services*.

3.	Group ending number	6	

This the service # that you entered in the "Ending group #" field in *Services*.

4.	Total billed hours for group	10	(9,999.99)

This is the total of the billed hours for all of the (selected) service WIP items belonging to the group. It is calculated by the software when you print the invoice.

5.	Total amount	16	(999,999,999.99)

This is the sum of the charges for all of the (selected) service WIP items belonging to the group. It is calculated by the software when you print the invoice.

6.	Matter number	12

This is the matter number for which the service group is being billed, as entered on the time sheet in *Time and expenses*.

7.	Matter description	25

This is the description of the matter for which the service group is being billed, as entered in *Matters*.

8.	Billing description line 1	(See note below)	
9.	Billing description line 2	2	50
10.	Billing description line 3	2	50
11.	Billing description line 4	2	50
12.	Billing description line 5	2	50
13.	Billing description line 6	2	50
14.	Billing description line 7	2	50
15.	Billing description line 8	2	50
16.	Billing description line 9	2	50
17.	Billing description line 10	2	50

These are the lines of billing description that you entered for the service group in *Services*.

Empty lines at the end of a billing description will not be printed on the invoice. This means that you can include all ten billing description fields in the format, but any empty ones at the end of the description will not be printed and will not take up any space on the invoice. The only exception to this occurs when another field appears on the same row as a billing description field. For example, if you included another field on the same row as "Billing description line 10", all billing description fields in the format above line 10 would be printed, even if they were empty.

NOTE: The longest field size of a billing description line is the text length that you entered in *Control information* for "Svc/expense billing text" (up to 50 characters).

Service Summary Fields

A service summary line represents all of the selected service WIP items for a particular service code. This line type allows you to bill by service code, instead of printing each item of selected service WIP.

This line type only prints when there is selected service WIP on file for the client. This section of the format is not printed, even though defined, if you selected to print the WIP in date order in *General appearance*.

Field number	Name	Longest Form	Longest field size
1.	Service number	6	

This is the service code for the (selected) service WIP items being summarized, as entered for each service on the time sheet in *Time and expenses*.

2.	Service description	25	

This is the description of the service code, as entered in *Services*.

3.	Billed hours	10	(9,999.99)

This prints the total of the billed hours for all of the (selected) service WIP items entered for the service code. It is calculated by the software when you print the invoice.

4.	Total amount	16	(999,999,999.99)

This prints the sum of the charges for all of the (selected) service WIP items entered for the service code. It is calculated by the software when you print the invoice.

5.	Matter number	12	

This is the matter number for which the service code is being billed, as entered on the time sheet in Time and expenses.

6.	Matter description	25	

This is the description of the matter for which the service code is being billed, as entered in *Matters*.

7.	Billing description line 1	(See note below)	
8.	Billing description line 2	2	50
9.	Billing description line 3	2	50
10.	Billing description line 4	2	50
11.	Billing description line 5	2	50
12.	Billing description line 6	2	50
13.	Billing description line 7	2	50
14.	Billing description line 8	2	50
15.	Billing description line 9	2	50
16.	Billing description line 10	2	50

These are the lines of billing description that you entered for the service code in *Services*.

Empty lines at the end of a billing description will not be printed on the invoice. This means that you can include all ten billing description fields in the format, but any empty ones at the end of the description will not be printed and will not take up any space on the invoice. The only exception to this occurs when another field appears on the same row as a billing description field. For example, if you included another field on the same row as "Billing description line 10", all billing description fields in the format above line 10 would be printed, even if they were empty.

NOTE: The longest field size of a billing description line is the text length that you entered in *Control information* for "Svc/expense billing text" (up to 50 characters).

Service WIP Header Fields

Each field in this section is a text field, meaning that it prints its name.

The purpose of these fields is to save you time in entering the text for the service WIP headers. You can use these text fields or enter text of your own for the headers.

This line type only prints when there is selected service WIP on file for the client. If the printing of service WIP items goes from one page to the next, these headers will be reprinted at the top of the next page.

Field number	Name	Longest Form	Longest field size
1.	'Date' (text field)	4	
2.	'Service' (text field)	9	
3.	'Description' (text field)	11	
4.	'Staff-#' (text field)	7	
5.	'Staff' (text field)	5	
6.	'Hours' (text field)	5	
7.	'Rate' (text field)	4	
8.	'Amount' (text field)	6	

Service WIP Fields

This line type is used to print the (selected) service WIP on file for the client.

Field number	Name	Longest Form	Longest field size
1.	Service date	8	

This is the date of the WIP item as entered on the time sheet in *Time and expenses*.

2. Service number 6

This is the service number entered for the time sheet entry in *Time and expenses*.

3. Service description 25

This is the description of the service code, as entered in *Services*.

4. Staff member # 6

This is the staff number entered for the time sheet in *Time and expenses*.

5. Staff member bill name 40

This is the billing name of the staff member who rendered the service (and to whom the time sheet belongs), as entered in *Staff*.

NOTE: The maximum length of this field is the text length that you specified for "Staff member billing name" in *Control information*.

6. Billed hours 8 (999.99)

This is the number of hours billed on the time sheet entry, as entered in *Time and expenses*.

7. Billed rate 9 99,999.99

This is the billing rate for the service rendered per the time sheet entry, as entered in *Time and expenses*.

8. Amount 14 (9,999,999.99)

This is the amount charged (billed hours X billing rate) for the time sheet entry, as shown in *Time and expenses*.

9.	Billing description line 1	(See note below)	
10.	Billing description line 2	2	50
11.	Billing description line 3	2	50
12.	Billing description line 4	2	50
13.	Billing description line 5	2	50
14.	Billing description line 6	2	50
15.	Billing description line 7	2	50
16.	Billing description line 8	2	50

17.	Billing description line 9	2	50
18.	Billing description line 10	2	50

These are the lines of billing description that you entered for the time sheet entry in *Time and expenses*.

If you did not enter a billing description for a WIP item, the default that you selected in *General appearance* will be printed in place of the "Billing description line 1" field.

Empty lines at the end of a billing description will not be printed on the invoice. This means that you can include all ten billing description fields in the format, but any empty ones at the end of the description will not be printed and will not take up any space on the invoice. The only exception to this occurs when another field appears on the same row as a billing description field. For example, if you included another field on the same row as "Billing description line 10", all billing description fields in the format above line 10 would be printed, even if they were empty.

NOTE: The longest field size of a billing description line is the text length that you entered in *Control information* for "Svc/expense billing text" (up to 50 characters).

Fixed Fee Service Fields

This line type is used to print the fixed fee billing for a matter when a matter's service bill terms are "fixed fee", or when both service bill terms and expense bill terms are "fixed fee".

It is only printed when there is a fixed fee billing on file for the matter. You could have entered it manually, or automatically generated it using the *Billing (Fixed fee billing)* function.

Field number	**Name**	**Longest Form**	**Longest field size**
1.	Amount	14	(9,999,999.99)

This is the amount of the client's fixed fee billing, as entered manually (or automatically generated) in *Billing (Fixed fee billing)*.

2.	Sales tax	14	(9,999,999.99)

This field prints the sales tax for a taxable fixed fee bill. It is calculated by the software.

3.	Total billed	14	(9,999,999.99)

This prints the sum of the fixed fee amount and its sales tax (if any).

4.	Payment received	14	(9,999,999.99)

This is the amount of the payment received for a fixed fee bill, as entered manually in *Billing (Fixed fee billing)*.

5.	Net due	14	(9,999,999.99)

This prints the net due for the fixed fee bill. The software calculates the net due by adding the sales tax to, and subtracting the payment received from, the flat fee amount.

6.	Client's payment check no	8

This is the check number for the payment received, as entered manually in *Billing (Fixed fee billing)*.

7.	Matter number	12

This is the matter number for which the fixed fee is being billed. If the fixed fee was entered manually, this is the matter number entered for the "Matter #" field in *Billing (Fixed fee billing)*. If the fixed fee was automatically generated, the software got the matter number from *Matters*.

8.	Matter description	25

This is the description of the matter for which the fixed fee is being billed, as entered in *Matters*.

9.	Billing description line 1	(See note below)	
10.	Billing description line 2	2	50
11.	Billing description line 3	2	50
12.	Billing description line 4	2	50
13.	Billing description line 5	2	50
14.	Billing description line 6	2	50
15.	Billing description line 7	2	50
16.	Billing description line 8	2	50
17.	Billing description line 9	2	50
18.	Billing description line 10	2	50

These are the lines of billing description for the fixed fee billing, as entered manually in *Billing (Fixed fee billing)*.

If the billing was generated automatically, the default billing description that you entered in *General appearance* for "Fixed fee" will be printed in place of the corresponding billing description fields.

Empty lines at the end of a billing description will not be printed on the invoice. This means that you can include all ten billing description fields in the format, but any empty ones at the end of the description will not be printed and will not take up any space on the invoice. The only exception to this occurs when another field appears on the same row as a billing description field. For example, if you included another field on the same row as "Billing description line 10", all billing description fields in the format above line 10 would be printed, even if they were empty.

NOTE: The longest field size of a billing description line is the text length that you entered in *Control information* for "Matter billing text" (up to 50 characters).

Contingent Fee Service Fields

This line type is used to print the contingent fee billing for a matter, when a matter's service bill terms are "contingent fee", or when both service bill terms and expense bill terms are "contingent fee".

It is only printed when there is a contingent fee billing on file for the matter. You could have entered it manually or automatically generated it using the *Billing (Contingent fee billing)* function.

Field number	Name	Longest Form	Longest field size
1.	Amount	14	(9,999,999.99)

This is the amount of the client's contingent fee billing, as entered manually (or automatically generated) in *Billing (Contingent fee billing)*.

2.	Sales tax	14	(9,999,999.99)

This field prints the sales tax for a taxable contingent fee bill. It is calculated by the software.

3.	Total billed	14	(9,999,999.99)

This prints the sum of the contingent fee amount and its sales tax (if any).

4.	Payment received	14	(9,999,999.99)

This is the amount of the payment received for a contingent fee bill, as entered manually in *Billing (Contingent fee billing)*.

5.	Net due	14	(9,999,999.99)

This prints the net due for the contingent fee bill. The software calculates the net due by adding the sales tax to, and subtracting the payment received from, the flat fee amount.

6.	Client's payment check no	8	

This is the check number for the payment received, as entered manually in *Billing (Contingent fee billing)*.

7.	Matter number	12	

This is the matter number for which the contingent fee is being billed. If the contingent fee was entered manually, this is the matter number entered for the "Matter #" field in *Billing (Contingent fee* *billing)*. If the contingent fee was automatically generated, the software got the matter number from *Matters*.

8.	Matter description	25	

This is the description of the matter for which the contingent fee is being billed, as entered in *Matters*.

9.	Billing description line 1	(See note below)	
10.	Billing description line 2	2	50
11.	Billing description line 3	2	50
12.	Billing description line 4	2	50
13.	Billing description line 5	2	50
14.	Billing description line 6	2	50
15.	Billing description line 7	2	50
16.	Billing description line 8	2	50
17.	Billing description line 9	2	50
18.	Billing description line 10	2	50

These are the lines of billing description for the contingent fee billing, as entered manually in *Billing (Contingent fee billing)*.

If the billing was generated automatically, the default billing description that you entered in *General appearance* for "Contingent fee" will be printed in place of the corresponding billing description fields.

Empty lines at the end of a billing description will not be printed on the invoice. This means that you can include all ten billing description fields in the format, but any empty ones at the end of the description will not be printed and will not take up any space on the invoice. The only exception to this occurs when another field appears on the same row as a billing description field. For example, if you included another field on the same row as "Billing description line 10", all billing description fields in the format above line 10 would be printed, even if they were empty.

NOTE: The longest field size of a billing description line is the text length that you entered in *Control information* for "Matter billing text" (up to 50 characters).

Service Total Fields

This line type prints the service totals. You can use it to print the service totals after printing the service WIP charges. If you do not want to show detailed charges for the matter's services, you can use it in place of all the other "service" line types so that only the service totals are printed for a matter.

This section of the invoice is only printed for a matter when it has one or more service charges (fixed fee, contingent fee, or service WIP) selected for billing.

Field number	Name	Longest Form	Longest field size
1.	Total billed hrs for services	10	(9,999.99)

This prints the total hours for all services billed for the matter, and is calculated by the software.

2.	Total amount	16	(999,999,999.99)

This prints the total amount billed for services for the matter, and is calculated by the software.

3.	Sales tax	15	(99,999,999.99)

This prints the sales tax for the matter's billed services, and is calculated by the software.

4.	Total billed	16	(999,999,999.99)

This is the sum of the total amount and the sales tax, and is calculated by the software.

5.	Payment received	16	(999,999,999.99)

This prints the total of payments received (for fixed fee or contingent fee billings) for the matter.

6.	Net due	16	(999,999,999.99)

This prints die net due for the matter's services. The software calculates the net due by adding die sales tax to, and subtracting the payment received from, the total amount.

7.	Matter number	12	

This is the matter number for which the services are being billed, as entered for the service billings.

8.	Matter description	25	

This is the description of the matter for which the services are being billed, as entered in *Matters*.

Expense Group Fields

An expense group line represents all of the selected expense WIP items that belong to a particular expense group. This line type allows you to bill by expense group, instead of by each item of selected expense WIP.

This line type only prints when there is selected expense WIP on file for the client, and one or more of these WIP items belong to an expense group. This section of the format is not printed, even though defined, if you selected to print the WIP in date order in *General appearance*.

Field number	Name	Longest Form	Longest field size
1.	Group expense number	6	

This is the expense code that you entered for the "Expense #" field of a group expense in *Expenses*.

2.	Group description	25	

This is the description that you entered for the expense group in *Expenses*.

3.	Group ending number	6	

This the expense # that you entered in the "Ending group #" field in *Expenses*.

4.	Total amount	16	(999,999,999.99)

This is the sum of the charges for all of the (selected) expense WIP items belonging to the group. It is calculated by the software when you print the invoice.

5.	Matter number	12	

This is the matter number for which the expense group is being billed, as entered on the expense sheet in *Time and expenses*.

6.	Matter description	25	

This is the description of the matter for which the expense group is being billed, as entered in *Matters*.

7.	Billing description line 1	See the note below.	50
8.	Billing description line 2	2	50
9.	Billing description line 3	2	50
10.	Billing description line 4	2	50
11.	Billing description line 5	2	50
12.	Billing description line 6	2	50
13.	Billing description line 7	2	50
14.	Billing description line 8	2	50

15.	Billing description line 9	2	50
16.	Billing description line 10	2	50

These are the lines of billing description that you entered for the expense group in *Expenses*.

Empty lines at the end of a billing description will not be printed on the invoice. This means that you can include all ten billing description fields in the format, but any empty ones at the end of the description will not be printed and will not take up any space on the invoice. The only exception to this occurs when another field appears on the same row as a billing description field. For example, if you included another field on the same row as "Billing description line 10", all billing description fields in the format above line 10 would be printed, even if they were empty.

NOTE: The longest field size of a billing description line is the text length that you entered in *Control information* for "Svc/expense billing text" (up to 50 characters).

Expense Summary Fields

An expense summary line represents all of the selected expense WIP for a particular expense code. This line type allows you to bill by expense code, instead of printing each item of selected expense WIP.

This line type only prints when there is selected expense WIP on file for the client. This section of the format is not printed, even though defined, if you selected to print the WIP in date order in *General appearance*.

Field number	Name	Longest Form	Longest field size
1.	Expense number	6	

This is the expense code for the (selected) expense WIP items being summarized, as entered for each expense on the expense sheet in *Time and expenses*.

2.	Expense description	25	

This is the description of the expense code, as entered in *Expenses*.

3.	Total amount	16	(999,999,999.99)

This prints the sum of the charges for all of the (selected) expense WIP items entered for the expense code. It is calculated by the software when you print the invoice.

4.	Matter number	12	

This is the matter number for which the expense code is being billed, as entered on the expense sheet in *Time and expenses*.

5.	Matter description	25	

This is the description of the matter for which the expense code is being billed, as entered in *Matters*.

6.	Billing description line 1	See the note below.	50
7.	Billing description line 2	2	50
8.	Billing description line 3	2	50
9.	Billing description line 4	2	50
10.	Billing description line 5	2	50
11.	Billing description line 6	2	50
12.	Billing description line 7	2	50
13.	Billing description line 8	2	50
14.	Billing description line 9	2	50
15.	Billing description line 10	2	50

These are the lines of billing description that you entered for the expense code in *Expenses*.

Empty lines at the end of a billing description will not be printed on the invoice. This means that you can include all ten billing description fields in the format, but any empty ones at the end of the description will not be printed and will not take up any space on the invoice. The only exception to this occurs when another field appears on the same row as a billing description field. For example, if you included another field on the same row as "Billing description line 10", all billing description fields in the format above line 10 would be printed, even if they were empty.

NOTE: The longest field size of a billing description line is the text length that you entered in *Control information* for "Svc/expense billing text" (up to 50 characters).

Expense WIP Header Fields

Each field in this section is a text field, meaning that it prints its name.

The purpose of these fields is to save you time in entering the text for the service WIP headers. You can use these text fields or enter text of your own for the headers.

This line type only prints when there is selected expense WIP on file for the client. If the printing of expense WIP items goes from one page to the next, these headers will be reprinted at the top of the next page.

Field number	Name	Longest Form	Longest field size
1.	'Date' (text field)	4	
2.	'Expense' (text field)	9	
3.	'Description' (text field)	11	
4.	'Staff-#' (text field)	7	
5.	'Staff' (text field)	5	
8.	'Amount 1' (text field)	6	

Expense WIP Fields

This line type is used to print the (selected) expense WIP on file for the client.

Field number	Name	Longest Form	Longest field size
1.	Expense date	18	

This is the date of the WIP item, as entered on the expense sheet in *Time and expenses*.

2.	Expense number	6	

This is the expense number entered for the expense sheet entry in *Time and expenses*.

3.	Expense description	25	

This is the description of the expense code, as entered in *Expenses*.

4.	Staff member #	6	

This is the staff number entered for the expense sheet in *Time and expenses*.

5.	Staff member bill name	40	

This is the billing name of the staff member who rendered the expense (and to whom the expense sheet belongs), as entered in *Staff*.

NOTE: The maximum length of this field is the text length that you specified for "Staff member billing name" in *Control information*.

6.	Expense quantity	9	(999,999.99)

This is the quantity of the expense billed on the expense sheet entry, as entered in *Time and expenses*.

7.	Expense rate	14	(9,999,999.99)

This is the rate at which the expense is billed per the expense sheet entry, as entered in *Time and expenses*.

8.	Amount	14	(9,999,999.99)

This is the amount charged (expense quantity X expense rate) for the expense sheet entry, as entered in *Time and expenses*.

9.	Billing description line 1	(See note below)
10.	Billing description line 2	50
11.	Billing description line 3	50
12.	Billing description line 4	50
13.	Billing description line 5	50
14.	Billing description line 6	50
15.	Billing description line 7	50
16.	Billing description line 8	50
17.	Billing description line 9	50
18.	Billing description line 10	50

These are the lines of billing description that you entered for the expense sheet entry in *Time and expenses*.

If you did not enter a billing description for a WIP item, the default that you selected in *General appearance* will be printed in place of the "Billing description line 1" field.

Empty lines at the end of a billing description will not be printed on the invoice. This means that you can include all ten billing description fields in the format, but any empty ones at the end of the description will not be printed and will not take up any space on the invoice. The only exception to this occurs when another field appears on the same row as a billing description field. For example, if you included another field on the same row as "Billing description line 10", all billing description fields in the format above line 10 would be printed, even if they were empty.

NOTE: The longest field size of a billing description line is the text length that you entered in *Control information* for "Svc/expense billing text" (up to 50 characters).

Fixed Fee Expense Fields

This line type is used to print the fixed fee billing for a matter when a matter's expense bill terms are "fixed fee" but the service bill terms are otherwise. When both service bill terms and expense bill terms are "fixed fee", the "Fixed fee service" line type is used to print the fixed fee billing.

This part of the invoice is not printed when there is no fixed fee billing on file for the matter.

Field number	Name	Longest Form	Longest field size
1.	Amount	14	(9,999,999.99)

This is the amount of the client's fixed fee billing for expenses, as entered manually (or automatically generated) in *Billing (Fixed fee billing)*.

2.	Sales tax	14	(9,999,999.99)

This field prints the sales tax for a taxable fixed fee bill. It is calculated by the software.

3.	Total billed	14	(9,999,999.99)

This prints the sum of the fixed fee amount and its sales tax (if any).

4.	Payment received	14	(9,999,999.99)

This is the amount of the payment received for a fixed fee bill, as entered manually in *Billing (Fixed fee billing)*.

5.	Net due	14	(9,999,999.99)

This prints the net due for the fixed fee expense bill. The software calculates the net due by adding the sales tax to, and subtracting the payment received from, the flat fee amount.

6.	Client's payment check no.	8	

This is the check number for the payment received, as entered manually in *Billing (Fixed fee billing)*.

7.	Matter number	12	

This is the matter number for which the fixed fee expense is being billed. If the fixed fee was entered manually, this is the matter number entered for the "Matter #" field in *Billing (Fixed fee billing)*. If the fixed fee was automatically generated, the software got the matter number from *Matters*.

8.	Matter description	25	

This is the description of the matter for which the fixed fee expense is being billed, as entered in *Matters*.

9.	Billing description line 1	(See note below)	
10.	Billing description line 2	50	
11.	Billing description line 3	50	
12.	Billing description line 4	50	

13.	Billing description line 5	50
14.	Billing description line 6	50
15.	Billing description line 7	50
16.	Billing description line 8	50
17.	Billing description line 9	50
18.	Billing description line 10	50

These are the lines of billing description for the fixed fee expense billing, as entered manually in *Billing (Fixed fee billing)*.

If the billing was generated automatically, the default billing description that you entered in *General appearance* for "Fixed fee" will be printed in place of the corresponding billing description fields.

Empty lines at the end of a billing description will not be printed on the invoice. This means that you can include all ten billing description fields in the format, but any empty ones at the end of the description will not be printed and will not take up any space on the invoice. The only exception to this occurs when another field appears on the same row as a billing description field. For example, if you included another field on the same row as "Billing description line 10", all billing description fields in the format above line 10 would be printed, even if they were empty.

NOTE: The longest field size of a billing description line is the text length that you entered in *Control information* for "Matter billing text" (up to 50 characters).

Contingent Fee Expense Fields

This line type is used to print the contingent fee billing for a matter when its expense bill terms are "contingent fee" but its service bill terms are otherwise. When both service bill terms and expense bill terms are "contingent fee", the "Contingent fee service" line type is used to print the contingent fee billing.

This part of the invoice is not printed when there is no contingent fee billing on file for the matter.

Field number	Name	Longest Form	Longest field size
1.	Amount	14	(9,999,999.99)

This is the amount of the client's contingent fee billing for expenses, as entered manually (or automatically generated) in *Billing (Contingent fee billing)*.

2.	Sales tax	15	(99,999,999.99)

This field prints the sales tax for a taxable contingent fee bill. It is calculated by the software.

3.	Total billed	14	(9,999,999.99)

This prints the sum of the contingent fee amount and its sales tax (if any).

4.	Payment received	14	(9,999,999.99)

This is the amount of the payment received for a contingent fee bill, as entered manually in *Billing (Contingent fee billing)*.

5.	Net due	14	(9,999,999.99)

This prints the net due for the contingent fee expense bill. The software calculates the net due by adding the sales tax to, and subtracting the payment received from, the flat fee amount.

6.	Client's payment check no.	8	

This is the check number for the payment received, as entered manually in *Billing (Contingent fee billing)*.

7.	Matter number	12	

This is the matter number for which the contingent fee expense is being billed. If the contingent fee was entered manually, this is the matter number entered for the "Matter #" field in *Billing (Contingent fee billing)*. If the contingent fee was automatically generated, the software got the matter number from *Matter*.

8.	Matter description	25	

This is the description of the matter for which the contingent fee expense is being billed, as entered in Matters.

9.	Billing description line 1	(See note below)
10.	Billing description line 2	50
11.	Billing description line 3	50
12.	Billing description line 4	50
13.	Billing description line 5	50
14.	Billing description line 6	50
15.	Billing description line 7	50
16.	Billing description line 8	50
17.	Billing description line 9	50
18.	Billing description line 10	50

These are the lines of billing description for the contingent fee expense billing, as entered manually in *Billing (Contingent fee billing)*.

If the billing was generated automatically, the default billing description that you entered in *General appearance* for "Contingent fee" will be printed in place of the corresponding billing description fields.

Empty lines at the end of a billing description will not be printed on the invoice. This means that you can include all ten billing description fields in the format, but any empty ones at the end of the description will not be printed and will not take up any space on the invoice. The only exception to this occurs when another field appears on the same row as a billing description field. For example, if you included another field on the same row as "Billing description line 10", all billing description fields in the format above line 10 would be printed, even if they were empty.

NOTE: The longest field size of a billing description line is the text length that you entered in *Control information* for "Matter billing text" (up to SO characters).

Expense Total Fields

This line type prints the expense totals. You can use it to print the expense totals after printing the expense WIP charges. If you do not want to show detailed charges for the matter's expenses, you can use it in place of all the other "expense" line types so that only the expense totals are printed for a matter.

This section of the invoice is only printed for a matter when it has one or more expense charges (fixed fee, contingent fee, or expense WIP) selected for billing.

Field number	Name	Longest Form	Longest field size
1.	Total amount	16	(999,999,999.99)

This prints the total amount billed for expenses for the matter, and is calculated by the software.

2.	Sales tax	15	(99,999,999.99)

This prints the sales tax for the matter's billed expenses, and is calculated by the software.

3.	Total billed	14	(9,999,999.99)

This is the sum of the total amount and the sales tax, and is calculated by the software.

4.	Payment received	16	(999,999,999.99)

This prints the total of payments received (for fixed fee or contingent fee billings) for the matter.

5.	Net due	16	(999,999,999.99)

This prints the net due for the matter's expenses. The software calculates the net due by adding the sales tax to, and subtracting the payment received from, the total amount.

6.	Matter number	12	

This is the matter number for which the expenses are being billed, as entered for the expense billings.

7.	Matter description	25	

This is the description of the matter for which the expenses are being billed, as entered in *Matters*.

Matter Total Fields

This line type prints the totals for the matter, any adjustment to the matter, and any retainer billed for the matter. If you do not want to show any detailed billing for services and expenses, you can use it in place of all the "service" and "expense" line types so that only matter totals are printed for a matter.

This section of the invoice is printed for a matter when it has charges of any type (fixed fee, contingent fee, or WIP items) selected for billing.

Field number	Name	Longest Form	Longest field size
1.	Matter number	12	

This is the matter number for the matter being billed, as entered in *Matters*.

2.	Matter description	25	

This is the description of the matter, as entered in *Matters*.

3.	Responsible staffer #	6	

This is the staff # that you entered for the "Responsible staffer" field in *Matters*.

4.	Responsible staffer bill name	40	

This is the billing name of the responsible staff member, as entered in Staff.

NOTE: The longest field size of a staff member's billing name is the text length that you entered in *Control information* for "Staff member billing name" (up to 40 characters).

5.	Total amount	16	(999,999,999.99)

This prints the total amount for the matter, as calculated by the software.

6.	Sales tax	15	(99,999,999.99)

This prints the total sales tax for the matter's taxable charges, as calculated by the software.

7.	Adjustment	16	(999,999,999.99)

This is the amount of the adjustment to the matter (if any), as entered in *Billing (Billing adjustments)*.

8.	Advance billing used	16	(999,999,999.99)

This is the amount of progress billings applied to this matter.

9.	Retainer billing	16	(999,999,999.99)

This is the amount of the advance billing retainer or one-time retainer billing (if any) for the matter, that you manually entered or automatically generated with *Billing (Retainer billing)*.

NOTE: Flat fee retainers are printed by the "flat fee" line type.

10.	Total billed	16	(999,999,999.99)

This prints the sum of the charges shown above, as calculated by the software.

11.	Payment received	16	(999,999,999.99)

This is the amount of the payment, as entered with the retainer billing in *Billing (Retainer billing)*.

12.	Net due	16	(999,999,999.99)

This prints the net due for the matter, as calculated by the software. The net due is the total billed, minus the payment received (if any).

13.	Billing description line 1	(See note below)
14.	Billing description line 2	50
15.	Billing description line 3	50
16.	Billing description line 4	50
17.	Billing description line 5	50
18.	Billing description line 6	50
19.	Billing description line 7	50
20.	Billing description line 8	50
21.	Billing description line 9	50
22.	Billing description line 10	50

These are the lines of billing description for the adjustment, as entered manually in *Billing (Billing adjustments)*.

If you did not enter a billing description for the adjustment, the default billing description that you entered in *General appearance* for "Matter adjustment" will be printed in place of the corresponding billing description fields.

Empty lines at the end of a billing description will not be printed on the invoice. This means that you can include all ten billing description fields in the format, but any empty ones at the end of the description will not be printed and will not take up any space on the invoice. The only exception to this occurs when another field appears on the same row as a billing description field. For example, if you included another field on the same row as "Billing description line 10", all billing description fields in the format above line 10 would be printed, even if they were empty.

NOTE: The longest field size of a billing description line is the text length that you entered in *Control information* for "Matter billing text" (up to 50 characters).

23.	Retainer line 1	(See note below)
24.	Retainer line 2	50
25.	Retainer line 3	50
26.	Retainer line 4	50
27.	Retainer line 5	50
28.	Retainer line 6	50
29.	Retainer line 7	50
30.	Retainer line 8	50
31.	Retainer line 9	50
32.	Retainer line 10	50

These are the lines of billing description for the retainer billing, as entered manually in *Billing (Retainer billing)*.

If the billing was generated automatically, the default billing description that you entered in *General appearance* for "Adv bill retainer" will be printed in place of the corresponding billing description fields.

Empty lines at the end of a billing description will not be printed on the invoice. This means that you can include all ten billing description fields in the format, but any empty ones at the end of the description will not be printed and will not take up any space on the invoice. The only exception to this occurs when another field appears on the same row as a billing description field. For example, if you included another field on the same row as "Billing description line 10", all billing description fields in the format above line 10 would be printed, even if they were empty.

NOTE: The longest field size of a billing description line is the text length that you entered in *Control information* for "Matter billing text" (up to 50 characters).

Invoice Total Fields

This line type prints the totals for the invoice. If you do not want to show any detailed billing for matters, you can use it in place of all the other line types so that only invoice totals are printed.

This section of the invoice is always printed.

Field number	Name	Longest Form	Longest field size
1.	Total amount	16	(999,999,999.99)

This prints the total of all charges for the invoice, as calculated by the software.

2.	Sales tax	15	(99,999,999.99)

This prints the total sales tax for all taxable charges on the invoice, as calculated by the software.

3.	Total adjustment	16	(999,999,999.99)

This prints the total adjustment for all matters on the invoice, as calculated by the software.

4.	Total advance billing used	16	(999,999,999.99)

This prints the total of all advance billings used by all matters on the invoice, as calculated by the software.

5.	Total advance bill retainers	16	(999,999,999.99)

This prints the total of all advance bill retainers billed for all matters on the invoice, as calculated by the software.

6.	Total billed	16	(999,999,999.99)

This prints the sum of all the preceding invoice total fields, as calculated by the software.

7.	Total payments received	16	(999,999,999.99)

This prints the total of all payments received for all matters on the invoice, as calculated by the software.

8.	Invoice net due	16	(999,999,999.99)

This prints the sum of the value of the "Total billed" and the value of "Total payments received", as calculated by the software.

9.	Invoice comment line 1	(See note below)	

10.	Invoice comment line 2	50
11.	Invoice comment line 3	50
12.	Invoice comment line 4	50
13.	Invoice comment line 5	50

These are the lines of comments that you enter in *Invoices (Print)*.

Empty lines at the end of the invoice comments will not be printed on the invoice. This means that, even if you use all five invoice comment fields in the format, any empty lines at the end of the invoice comments will not be printed, and they will not take up any space on the invoice.

NOTE: The longest field size of an invoice comment line is the text length that you entered in *Control information* for "Invoice comment text" (up to 50 characters).

Ending Balance Fields

This line type is used when you are printing combined invoice/ statements, as specified in *Control information*. It is usually used to show the client's new account balance, finance charges, and aging information.

If you do not want to show any detailed billing information on the invoice, you can define a format that contains only "Previous balance" fields and "Ending balance" fields. These line types have all of the fields necessary to print a complete invoice.

This section of the invoice is always printed.

1.	Previous balance	20	(999,999,999,999.99)

On the *Invoices (Print)* screen, you enter a beginning and ending date for the "Statement period" field. This is the client's balance up to the beginning date, as calculated by the software.

2.	Invoice net due	16	(999,999,999.99)

This is the same "Invoice net due" field that is available for the "Invoice total" line type. It is the sum of all charges, sales tax, adjustments, advance billings used, retainer billings, and payments received for the invoice.

3.	All debits/credits for period	20	(999,999,999,999.99)

On the *Invoices (Print)* screen, you enter a beginning and ending date for the "Statement period" field. This is the sum of all the client's debits and credits that fall within the beginning and ending dates, and is calculated when you print the invoice.

4.	All debits for period	20	(999,999,999,999.99)

This prints all of the debits for the "Statement period", as calculated by the software when you print the invoice. It does include debits for finance charges.

5.	All debits except fin charges	20	(999,999,999,999.99)

This prints all of the debits for the "Statement period", as calculated ^0/ by the software when you print the invoice. It does not include debits for finance charges.

6.	Finance charges for period	18	(9,999,999,999.99)

This prints all of the finance charges for the "Statement period", as calculated by the software when you print the invoice.

7.	All credits for period	20	(999,999,999,999.99)

This prints all of the credits for the "Statement period", as calculated by the software when you print the invoice.

8.	Balance due	20	(999,999,999,999.99)

This prints the client's new account balance, which includes the previous balance, all debits and credits for the statement period, and the net due for the invoice. It is calculated by the software when you print the invoice using *Invoices (Print)*.

9.	Dunning message line 1
10.	Dunning message line 2

These are the two lines of dunning message that you specified in A/R *Control information*.

If the aged total for periods 2, 3, or 4 is greater than zero, then the appropriate dunning notice is printed, as defined in A/R *Control information*, at the location of these fields. The dunning message for the oldest aged total which is greater than zero is printed.

11.	Aging period 1 description 1	13	
12.	Aging period 1 description 2	13	
13.	Aging period amount 1	20	(999,999,999,999.99)
14.	Aging period 2 description 1	13	
15.	Aging period 2 description 2	13	

16.	Aging period amount 2	20	(999,999,999,999.99)
17.	Aging period 3 description 1	13	
18.	Aging period 3 description 2	13	
19.	Aging period amount 3	20	(999,999,999,999.99)
20.	Aging period 4 description 1	13	
21.	Aging period 4 description 2	13	
22.	Aging period amount 4	20	(999,999,999,999.99)

These fields print the aging information for the client's account. You enter the aging period descriptions in Invoices {Print). The aging period amounts are calculated by the software according to the periods that you define (either # of days, or cut-off date) in *Invoices (Print)*.

23.	Finance charges year-to-date	18	(9,999,999,999.99)

This prints the year-to-date finance charges for the client's account, as calculated by the software when you print the invoice.

24.	Finance charges last	18	(9,999,999,999.99)

This prints the last year's finance charges for the client's account, as calculated by the software when you print the invoice.

25.	Period start date	18

On the Invoices (Print) screen, you enter a starting and ending date for the "Statement period" field. This is the starting date. For a balance forward customer, the balance is calculated up to (but not including) this date.

26.	Period end date	18

On the Invoices (Print) screen, you enter a starting and ending date for the "Statement period" field. This is the ending date.

Footer Fields

These are the fields available to you for printing in the footer area of your invoice. These fields are available in *Footer area, first page* and *Footer area, additional pages*.

1.	Invoice date	18

This is the value that you enter for "Invoice date" in Invoices when you print invoices.

2. Invoice number 6 999999

This is the number used to identify the invoice. It is assigned to the invoice at the time the invoice is printed with the Invoices selection.

3. Client number 12

This is the value that you entered for the "Client #" field in *Clients*.

3. Client name 25

This is the client's name, as entered for the "Name" field in *Clients*. If you entered it as a person's name, it will be printed with the first name first.

5. Client address line 1 25
6. Client address line 2 25

This is the client's address, as entered in "Address-1" and "Address-2" in *Clients*.

7. Client city 15

This prints the client's city, as entered in the "City" field in *Clients*.

8. Client state 2

This prints the client's state, as entered in the "State" field in *Clients*.

9. Client zip code 10

This prints the client's zip code, as entered in the "Zip code" field in *Clients*.

10. Client city, state, zip code 30

This prints the client's city, state, and zip code together on one line, as shown in this example:

Pittsburgh, PA 12345-6789.

11. Client contact 1 25

This is the value that you entered for the "Contact-1" field in *Clients*.

12. Client telephone 1 25

This is the value that you entered for the contact-l's" Phone" field in *Clients*.

13.	Client contact 2	25	

This is the value that you entered for the "Contact-2" field in *Clients*.

14.	Client telephone 2	25	

This is the value that you entered for the contact-2's "Phone" field in *Clients*.

15.	Your company name	30	

This is your company's name, exactly as entered in the "Company display name" field in *Company information*.

16.	Your company address line 1	30	
17.	Your company address line 2	30	
18.	Your company address line 3	30	

This is your company's address, as it is entered in "Address line 1", "Address line 2", and "Address line 3" in *Company information*.

19.	Your telephone number	12	

This is your telephone number, as it is entered in "Phone number" in *Company information*.

20.	Page number	2	99

This prints the current page number on each page of your invoices. You can also use it on your attachment formats if you want the attachment page numbers to be numbered continuously with each invoice.

20.	Attachment page number	2	99

This prints the current page number of the attachment. It starts counting again at page 1 of each attachment.

C. Statement Fields

This chapter contains the following topics:

C. Statement Fields ....

Available Fields List ....

INTRODUCTION TO STATEMENT FIELDS

The purpose of this appendix is to describe all of the fields available to you for printing on the statements that you design using the *Statement formats* selection. You need to be familiar with the Statement formats functions before using this appendix.

The following pages list all of the fields available for printing on your custom statements. The list includes the size and format of all available fields, as well as their definitions—what they are, where they come from, and what they look like.

This list of fields is useful when you are laying out your statement format. Use it when you are designing your statement (on a location grid or a layout worksheet) to determine the length and appearance of fields that you will select to print.

AVAILABLE FIELDS LIST

This list has three sections: Header FieldsHeader Fields", "Statement Closing Fields", and "Footer Fields". Each section uses the following headings:

Field number	Name	Longest Form	Longest field size
13.	Aging period 1 amount	20	(999,999,999,999.99)

Field Number and Name

"Field number and name" means the number and name of the field as shown in the "Available fields" window in the Header area, Line item area, and Footer area functions. "Aging period 1 amount" (from the Statement closing area) is shown above as an example of a field number and name.

Longest Field Size

"Longest field size" means the maximum number of columns that this field can occupy when printed on your statement. Use this fact to determine whether or not you will need to specify a shorter printed length for a field in order to fit it on your statement.

For instance, the "Client name" field has a maximum length of 25 characters. It will never occupy more than 25 characters when printed. When you select the "Client name" field to print (using the Header area, first page function), you can specify a length of less than 25 characters, but never more.

The longest field size for a numeric field, such as "Aging period 1 amount", is determined by several factors: the maximum size of the number; the use of commas in the number; and how to show a negative value for the number. The maximum size of "Aging period 1 amount" is 999999999999.99. Using commas, it becomes "999,999,999,999.99", and using parentheses to show a negative value, it becomes "(999,999,999,999.99)". A count of all the digits, commas, and parentheses reveals that the longest field size possible for "Aging period 1 amount" is 20.

Longest Form

"Longest form" means the longest possible form that a numeric field can take when printed. It shows the appearance of the field when printed at its longest field size.

"Longest form" is not listed for alphanumeric fields because their printed form does not vary: Their content is always printed "as is". But the printed form of numeric and date fields will vary according to your specifications.

When you select a numeric field to print, you have control over the use of commas, the number of digits printed to the left of the decimal point (integers), the number of digits printed to the right of the decimal point (decimals), and how to print a negative value for the field. The longest form for any numeric field will be printed when you choose:

a. The maximum # of integers for the field.

b. The maximum # of decimals (if it has decimals).

c. To use commas.

d. To print a negative value using parentheses or a trailing "CR"

(if the number can contain a negative value).

For the example above, "Aging period 1 amount", the longest form is depicted as "(999,999,999,999.99)".

If the longest form shown for a number lacks the parentheses, that indicates that the number cannot ever be negative. For instance, the longest form for "Page number" is depicted as "99", as it cannot be negative.

You can choose to print a date field in any one of five different forms. The longest form of a date field will be printed when you choose to have the month fully spelled out, depicted as "September 30, 1999" (September is the longest name of all the months). This will not be shown in the list since it is always the same.

Header Fields

These are the fields available to you for printing in the header area of your invoice. These fields are available in Header area, first page and Header area, additional pages.

Field number	Name	Longest Form	Longest field size
1.	Statement date	18	

This is the value that you enter as the "ending date" for the "Statement period" in *Statements*.

2.	Client number	12	

This is the value that you entered for the "Client #" field in *Clients*.

3.	Client name	25	

This is the client's name, as entered for the "Name" field in *Clients*. If you entered it as a person's name, it will be printed with the first name first.

4.	Client address line 1	25	
5.	Client address line 2	25	

This is the client's address, as entered in "Address-1" and "Address-2" in *Clients*.

6.	Client city	15	

This prints the client's city, as entered in the "City" field in *Clients*.

7.	Client state	2

This prints the client's state, as entered in the "State" field in *Clients*.

8.	Client zip code	10

This prints the client's zip code, as entered in the "Zip code" field in *Clients*.

9.	Client city, state, zip code	30

This prints the client's city, state, and zip code together on one line, as shown in this example:

Pittsburgh, PA 12345-6789

10.	Client contact 1	25

This is the value that you entered for the "Contact-1" field in *Clients*.

11.	Client telephone 1	25

This is the value that you entered for the contact-1's "Phone" field in *Clients*.

12.	Client contact 2	25

This is the value that you entered for the "Contact-2" field in *Clients*.

13.	Client telephone 2	25

This is the value that you entered for the contact-2's "Phone" field in *Clients*.

14.	Your company name	30

This is your company's name, exactly as entered in the "Company display name" field in *Company information*.

15.	Your company address line 1	30
16.	Your company address line 2	30
17.	Your company address line 3	30

This is your company's address, as it is entered in "Address line 1", "Address line 2", and "Address line 3" in *Company information*.

18.	Your telephone number	12

This is your telephone number, as it is entered in "Phone number" in *Company information*.

19.	Partner name	25	

This is the partner name corresponding to the "Partner*" entered in *Clients*.

20.	Page number	2	99

This prints the current page number on each page of your statement.

21.	Client terms description	15	

This is the description of the payment terms (for example, "Net 30 days") for this client, according to the code entered in the "Terms code" field. This comes from the terms code entered in *Terms* in Accounts Receivable.

22.	Client tax exempt number	20	

This is the value that you entered for the "Tax exmpt #" field in *Clients*.

23.	Client billing method	24	

This is the billing method that you selected for the client with the "Billing method" field in *Clients*.

24.	Tax payer ID number	11	

This is the ID number that you entered in the "Taxpayer ID #" field in *Clients*.

25.	Last invoice date	18	

This is the date of the client's last invoice. It appears in the "Last invoice date" field in Clients, and it is automatically updated by T/B.

26.	Today's date	18	

This date is obtained from your computer system at the time that the statement is printed.

Statement Closing Fields

These are the fields available to you for printing in the statement closing area of your statement.

This line type is available when you are printing combined invoice/statements, as specified in *Control information*. It is used to show the client's account balance prior to the invoice.

Field number	**Name**	**Longest Form**	**Longest field size**
1.	Dunning message line 1	25	

Field number	Name	Longest Form	Longest field size
2.	Dunning message line 2	25	

These fields print the dunning message that you entered for the dunning notice fields in A/R *Control information*:

In A/R *Control information*, there are three "dunning notice" fields: "Over 30 days dunning notice", "Over 60 days dunning notice", and "Over 90 days dunning notice". When you print the statement, the client's account is aged and the appropriate dunning notice will be printed (if the "Dunning message line 1" and "Dunning message line 2" fields are included in the statement format).

3.	Aging description 1	13	
4.	Aging description 2	13	

These are the first and second lines of description that you enter for the "Period 1 description" field in T/B *Statements* when you print statements.

5.	Aging period 1 amount	20	(999,999,999,999.99)

This is the part of the client's account balance that falls within the first aging period that you specify in T/B *Statements*.

6.	Aging period 2 description 1	13	
7.	Aging period 2 description 2	13	

These are the first and second lines of description that you enter for the "Period 2 description" field in T/B *Statements* when you print statements.

8.	Aging period 2 amount	20	(999,999,999,999.99)

This is the part of the client's account balance that falls within the second aging period that you specify in T/B *Statements*.

9.	Aging period 3 description 1	13	
10.	Aging period 3 description 2	13	

These are the first and second lines of description that you enter for the "Period 3 description" field in T/B *Statements* when you print statements.

11.	Aging period 3 amount	20	(999,999,999,999.99)

This is the part of the client's account balance that falls within the third aging period that you specify in T/B *Statements*.

12.	Aging period 4 description 1	13	
13.	Aging period 4 description 2	13	

These are the first and second lines of description that you enter for the "Period 4 description" field in T/B *Statements*.

14.	Aging period 4 amount	20	(999,999,999,999.99)

This is the part of the client's account balance that falls within the fourth aging period that you specify in T/B *Statements*.

15.	Statement comment 1	30	
16.	Statement comment 2	30	

These fields represent line 1 and line 2 of the "Statement comments" field that you enter in T/B *Statements* when you print statements.

Footer Fields

These are the fields available to you for printing in the footer area of your statement. These fields are available in *Footer area, first page and Footer area, additional pages*.

Field number	Name	Longest Form	Longest field size
1.	Statement date	18	

This is the value that you enter as the "ending date" for the "Statement period" in *Statements*.

2.	Client number	12	

This is the value that you entered for the "Client #" field in *Clients*.

3.	Client name	25	

This is the client's name, as entered for the "Name" field in *Clients*. If you entered it as a person's name, it will be printed with the first name first.

4.	Client address line 1	25	
5.	Client address line 2	25	

This is the client's address, as entered in "Address-1" and "Address-2" in *Clients*.

6.	Client city	15

This prints the client's city, as entered in the "City" field in *Clients*.

7.	Client state	2

This prints the client's state, as entered in the "State" field in *Clients*.

8.	Client zip code	10

This prints the client's zip code, as entered in the "Zip code" field in *Clients*.

9.	Client city, state, zip code	30

This prints the client's city, state, and zip code together on one line, as shown in this example:

Pittsburgh, PA 12345-6789

10.	Client contact 1	25

This is the value that you entered for the "Contact-1" field in *Clients*.

11.	Client telephone 1	25

This is the value that you entered for the contact-1's "Phone" field in *Clients*.

12.	Client contact 2	25

This is the value that you entered for the "Contact-2" field in *Clients*.

13.	Client telephone 2	25

This is the value that you entered for the contact-2's "Phone" field in *Clients*.

14.	Your company name	30

This is your company's name, exactly as entered in the "Company display name" field in *Company information*.

15.	Your company address line 1	30
16.	Your company address line 2	30
17.	Your company address line 3	30

This is your company's address, as it is entered in "Address line 1", "Address line 2", and "Address line 3" in *Company information*.

18.	Your telephone number	12	

This is your telephone number, as it is entered in "Phone number" in *Company information*.

19.	Partner name	25	

This is the partner name corresponding to the "Partner*" entered in *Clients*.

20.	Page number	2	99

This prints the current page number on each page of your statement.

D. How to Set Up Billing Methods and Terms

This chapter contains the following topics:

Introduction to How to Set Up Billing Methods and Terms ...
Combinations of Billing Methods and Terms ....

INTRODUCTION TO HOW TO SET UP BILLING METHODS AND TERMS

Combinations of Billing Methods and This appendix explains how to set up billing methods for clients and billing terms for matters in various situations.

Billing methods are assigned to clients. The billing methods you can assign to a client are:

1. Flat fee retainer
2. Time and expenses
3. Advance billing retainer

Billing terms are assigned to matters. There are separate terms for services and expenses. The billing terms you can assign to a matter's services and expenses are:

1. By the hour - Services only
   Cost plus - Expenses only
2. Fixed fee - Services and/or expenses
3. Contingent fee - Services and/or expenses
4. Flat fee - Services and/or expenses
   (Only if client billing method is "flat fee retainer".)

These billing methods and terms are described in the chapter titled Understanding Professional Time and Billing. You should read that chapter now if you have not done so already, because this appendix assumes an understanding of that chapter.

COMBINATIONS OF BILLING METHODS AND TERMS

The following are some examples of different styles of billing and how they can be realized by combining the billing methods and billing terms described above.

1. You Bill Clients for Time and Expenses. You Do Not Bill in Advance.

   Choose "time and expenses" for the client's billing method. If you are using matters for your clients, specify "by the hour" for service billing terms, and "cost plus" for expense billing terms.

2. You Bill Clients for Time and Expenses. You Do Bill in Advance.

   Choose "advance billing retainer" for the client's billing method. Specify matter billing terms as "by the hour" for services and "cost plus" for expenses. Choose to "apply advance billings" to both services and expenses.

   Use the Retainer billing function from the Billing selection to bill clients in advance.

3. You Provide Clients with Complete Services for a Single Flat Fee.

   Choose "flat fee retainer" for your clients' billing methods.

   When you do work that is not covered by a client's flat fee retainer, enter a matter for the client and specify billing terms other than "flat fee" to bill for this work separately.

   If you want to cover only services under the flat fee arrangement and recover expenses, enter billing terms for these matters as "flat fee" for services, and "cost plus" for expenses.

   Use the Retainer billing function from the Billing selection to bill flat fee retainers.

4. You Charge Clients a Fixed Amount for Each Matter. You Bill Clients in Advance.

   Choose "advance billing retainer" for the client's billing method. Set the client's matter billing terms to "fixed fee" for both services and expenses. Choose to "apply advance billings" to both services and expenses.

   Use the Retainer billing function from the Billing selection to bill clients in advance.

5. You Charge Clients a Fixed Amount for Each Matter. You Do Not Bill in Advance.

   Choose "time and expenses" for your clients' billing methods, and set each matter's billing terms to "fixed fee" for both services and expenses.

6. You Charge Clients an Amount That is Contingent Upon the Result of the Matter.

   Choose "time and expenses" for your clients' billing methods, and set each matter's billing terms to "contingent fee" for both services and expenses.

Summary

The examples above show how you can set up your clients' billing methods and their matter billing terms to handle various situations. Not all combinations of billing methods and billing terms are shown. The above examples are provided to help you decide upon the right combination for your situation.

The billing method you assign to a client does not restrict the billing terms you can assign to the client's matters, except that "flat fee" billing terms may only be assigned to matters for clients with a "flat fee retainer" billing method.

Billing Terms Determine Whether WIP Is Generated or Not

Work in process (WIP) is generated in the case when a client is billed on an hourly basis or for expenses incurred. To generate WIP, set billing terms for matter services to "by the hour" and for expenses to "cost plus". WIP is not generated for the other billing terms.

When time and expenses are entered, you can specify a matter or not. When you specify a matter, its billing terms are used to identify whether WIP is generated or not. When you do not specify a matter, billing terms for time and expenses are derived from the billing method for a client as follows:

1. When the billing method for a client is "flat fee retainer", the derived billing terms are "flat fee" for both services and expenses.
2. When the billing method for a client is "time and expenses" or "advance billing retainer", the derived billing terms are "by the hour" for services and "cost plus" for expenses.

NOTE: Regardless of the billing terms specified for a matter or derived from the client's billing method, non-billable services and non-billable expenses never generate WIP.

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