

## Disbursement Analysis & Interest Report

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### What Entries Appear on the Report

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

Costs listed on the Disbursement Analysis & Interest report are added or changed through one of the following features:

- General Check
- Release Check
- Expense Recovery
- New/Open Payable
- Register > General/Expense/AP tabs
- Matter Opening Balances
- Create Bill/Quick Bill/Release Bill

### The Common Tab

**Pull-down menu:** [Reports > Client > Disbursement Analysis and Interest > Common Tab](#)

The Common tab contains the most widely used options on any PCLaw report. It is the first tab to appear when selecting a report from the pull-down menu or Quick Step.

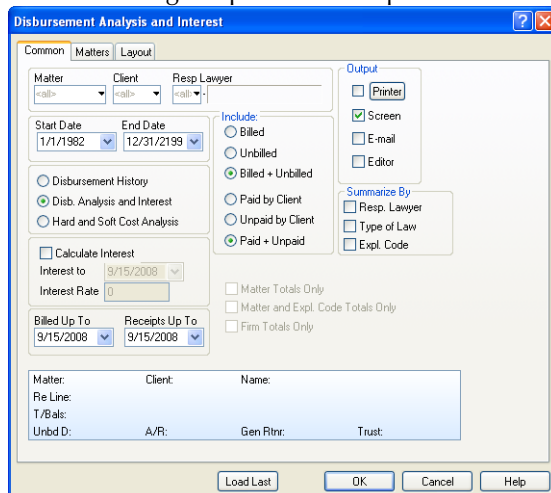


Exhibit 1. The Common tab of the Disbursement Analysis & Interest report

**Matter:** Select the matter nickname to view only costs for that matter.

Client: Select the client nickname to view costs for that client.

Resp Lawyer: Select the lawyer nickname to view only costs allocated to matters belonging to that responsible lawyer.

Start Date: Select to view costs on or after that date.

End Date: Select to view costs on or prior to that date.

Disbursement Analysis and Interest: Select to create the Disbursement Analysis & Interest report.

Calculate Interest: Check to calculate interest on Disbursements.

Interest to: Select the end date to which interest is calculated.

Interest Rate: Type the interest rate.

Billed Up To: Select to view costs as billed on or prior to that date.

Receipts Up To: Select to view payments applied to costs on or before a that date.

Include: Select two of the following:

Billed: List only billed disbursements.

Unbilled: List only unbilled disbursements.

Billed + Unbilled: List both billed and unbilled disbursements.

Paid by Client: List only billed disbursements to which payments are applied.  
**Note:** For partially paid invoices, only the paid portion of the disbursement is shown.

Unpaid by Client: List only billed disbursements to which payments are not applied.  
**Note:** For partially paid invoices, only the unpaid portion of the disbursement is shown.

Paid + Unpaid: List both paid and unpaid disbursements.

Summarize By: Check one or more of the following, if preferred:

Resp Lawyer: Include a Summary by Responsible Lawyer section on the report.

Type of Law: Include a Summary by Type of Law section on the report.

Expl. Code: Include a Summary by Explanation Code section on the report.

Output: Check one or more of the following:

Printer: Print a hard copy of the report.

Screen: View the report on the screen.

E-mail: Attach the report to an e-mail in one of text, rich text, or portable document formats.

Editor: Produce the report as a file in one of text, rich text, or portable document formats.

Load Last: Click to use the settings from the last time the report was created.

OK: Click to create the report.

**Note:** Disabled options on the Disbursement Analysis & Interest selections window are specific to the Disbursement History or Hard & Soft Analysis reports.

## The Report

The Disbursement Analysis & Interest report provides a list of allocated expenses. All expenses are associated with matters. The Journal does not take into account whether or not the expense has been paid by the client.

Matter #	Client Name		Resp	Law Type				
	Description							
	Date	Ref#	Explanation			Amount	Interest	Billed
9	Law, P.C.			DJD	bank			
	1/24/2006	12345	Travel and Deposition			200.00	52.82	N
	1/24/2006	CC	Travel and Deposition			200.00	52.82	Y
	6/26/2006	00007	In payment of dues			100.00	22.22	Y
	7/15/2008	X0008	Travel and Deposition			100.00	1.69	Y
	7/15/2008	00018	File search			125.00	2.12	Y
	7/21/2008	00019	File search			125.00	1.91	Y
	7/19/2008	X0009	File transfer			125.00	1.98	Y
	1/6/2009	00021	Refund of a discount for a payment			50.00	-1.54	Y
	2/12/2009	X0010	costs			2700.00	-110.66	N
	9/2/2008	150	Printing			900.00	3.20	N
			<b>Total</b>			<b>4625.00</b>	<b>26.56</b>	
			<b>Firm Total</b>			<b>4625.00</b>	<b>26.56</b>	

Exhibit 2. Excerpt from the Disbursement Analysis & History report

**Matter #:** The report is sorted by client name and then matter nickname. Disbursements are displayed by matter.

**Client Name:** Lists client last/first or firm name.

**Description:** Displays matter description.

**Date:** Displays the posting date of the disbursement.

**Ref #:** Displays the reference number when the transaction was entered. The value can be:

- the reference number from a client expense recovery
- invoice number from a disbursement adjustment at the time of billing, a split billing or a write-off after billing
- check number from a general check allocation
- payable invoice number from an accounts payable allocation.

**Explanation:** Appears as it would on the Client Ledger. Non-taxable entries are marked with an asterisk.

**Resp:** Displays the lawyer responsible for the matter.

**Law Type:** Displays the type of law for the matter.

**Amount:** Displays the value of a cost allocated to the matter. If a check or expense recovery transaction lists multiple allocations for one matter, each allocation is listed separately. A negative amount indicates the cost is reversed or written down.

**Interest:** Displays the calculated interest for the disbursement from the original disbursement date. The interest rate and end date are determined under the Common tab.

**Billed:** Displays a Y if a cost is billed or an N if it is still awaiting billing.

The Disbursement Analysis & Interest report includes the following summary sections:

Summary Title	Appears when...
Summary by Responsible Lawyer	Optional, as selected by user.
Summary by Type of Law	Optional, as selected by user.
Summary by Explanation Code	Optional, as selected by user.

Exhibit 3. Table of the summary sections provided by the Disbursement Analysis & Interest report

## Drill Down

PCLaw provides the option to drill down on any report open on the screen to view a value in greater detail or view the source of an entry. There are two methods to drill down on an entry:

- double click the entry
- right click on the entry.  
from the cascade menu, select **View Details**.

When drilling down on an entry for the majority of PCLaw reports, a data entry window or a more detailed report appears displaying the selected entry

Drill down on	Opens the following window
Unbilled expense recovery entry	Correct - Expense Recovery
Unbilled general check entry	Correct - General Check
Unbilled accounts payable entry	Register > Select Payable
Billed entry	Change Bill
Write up/down	Change Bill
Matter information	Matter Manager
Matter total	Matter Manager

Exhibit 4. Table displaying fields where drill down is enabled and the reports or features that are opened

## Reconciling the Disbursement Analysis & Interest Report

The Disbursement Analysis & Interest reconciles to many reports that display matter costs. However, the Disbursement Analysis & Interest report lists expenses only without separating billed and unbilled costs in the matter or firm totals. The report does not provide client totals.

The chart below lists PCLaw reports that reconcile to the Disbursement Analysis & Interest report, and the item on the report that can be reconciled. Run the reports with identical dates and parameters.

Disbursement Analysis & Interest	Reconciles to		Additional comments
Total/Firm Total	Client Ledger	Unbilled Che + Recov + Billed Disbs	For matter and firm totals
	Client Summary	Unbd Disb + Bld Disb	For matter and firm totals
	Client Costs Journal	Total > Debit column	To reconcile for matters, run report for the matter only
	Hard & Soft Cost Analysis	Soft Cost + Hard Cost > Total	For matter and firm totals

Exhibit 5. Table displaying the different reports that reconcile to the Disbursement Analysis & Interest report