



# Juris Instruction Guide

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### **Juris Instruction Guide**

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## SETUP AND MANAGE



Change  
Password



Change Mode



Change Firm  
Name



Define Fields



Firm Options



Clear OnLine  
Flags



View Table



Client  
Template



User ID's



Accounting  
Periods



Check Design

# Introduction

The *Setup and Manage* area of Juris contains settings that affect the behavior of Juris functions throughout the application. These settings are made by the Juris Administrator in the firm, and access to most of these functions should not be available to the typical Juris user.



This section will cover the key functions in *Setup and Manage*. Other functions will be discussed in the “Other” portion of this instruction guide.



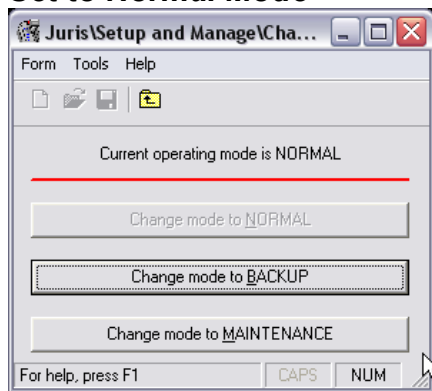
## Change Mode

The *Change Mode* function may be used to lock down certain maintenance areas of Juris while the product is in use by the firm's staff (Normal Mode) and is also used to lock out users while maintenance functions or backups are being performed (Maintenance Mode and Backup Mode).

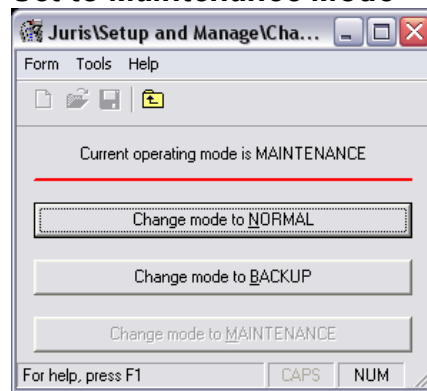
### Exercise:

1. Select  Setup and Manage →  Change Mode
2. Review the three operating modes. Click *Change Mode to MAINTENANCE* and close the form.

#### Set to Normal Mode

A screenshot of the 'Juris\Setup and Manage\Change Mode' dialog box. The title bar shows 'Juris\Setup and Manage\Change...'. The menu bar has 'Form', 'Tools', and 'Help'. Below the menu bar are icons for file operations. The main text area says 'Current operating mode is NORMAL'. Below this are three buttons: 'Change mode to NORMAL' (highlighted), 'Change mode to BACKUP', and 'Change mode to MAINTENANCE'. At the bottom, it says 'For help, press F1' and has 'CAPS' and 'NUM' checkboxes.

#### Set to Maintenance Mode

A screenshot of the 'Juris\Setup and Manage\Change Mode' dialog box. The title bar shows 'Juris\Setup and Manage\Change...'. The menu bar has 'Form', 'Tools', and 'Help'. Below the menu bar are icons for file operations. The main text area says 'Current operating mode is MAINTENANCE'. Below this are three buttons: 'Change mode to NORMAL' (highlighted), 'Change mode to BACKUP', and 'Change mode to MAINTENANCE'. At the bottom, it says 'For help, press F1' and has 'CAPS' and 'NUM' checkboxes.





## Change Firm Name

The *Change Firm Name* function allows the user to enter their firm name into the Juris system. The Firm Name will be used on reports and may be up to 60 characters in length. *Change Firm Name* is only available when Juris is in Maintenance Mode.

### Exercise:

1. Open Setup and Manage → Change Firm Name
2. Enter your firm name in the space provided.
3. Save and close the form.

Juris\Setup and Manage\Change Firm Name

Form Edit View Help

Current Firm Name

Your Firm Name Here

---

Enter the new Firm Name below

Great Law Firm, LLC

For help, press F1 CAPS NUM

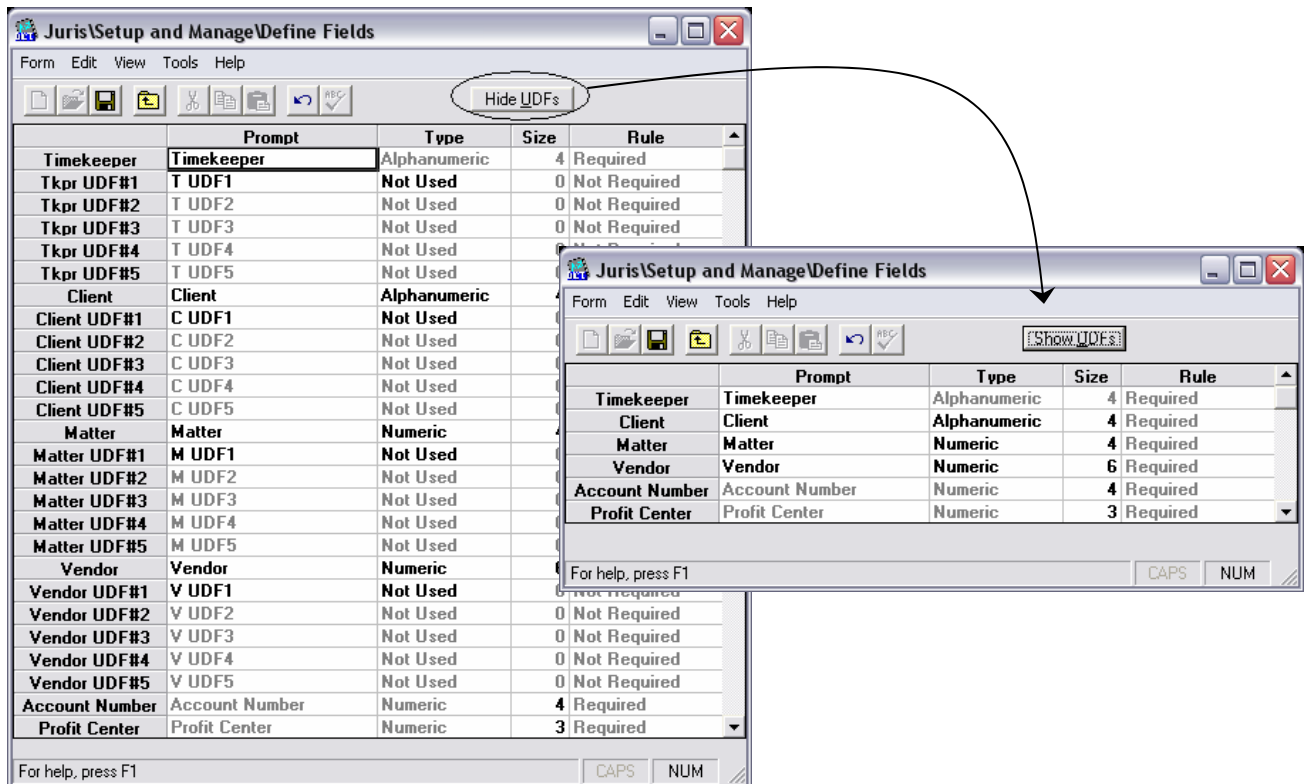


# Define Fields

The *Define Fields* settings allow the user to customize certain Juris fields as well as add user defined fields. *Define Fields* is only available when Juris is in Maintenance Mode.

## Exercise:

1. Select Setup and Manage → Define Fields
2. Review the default *Define Fields* setup
3. Select *Hide UDF's* to show only required Juris fields. Select *Show UDF's* to display all definable fields.
4. Select Save, then *Form* → *Close*.





## Firm Options

The *Firm Options* settings allow the user to customize the behavior of the Juris software. *Firm Options* is only available when Juris is in Maintenance Mode.

### Exercise:

1. Select Setup and Manage → Firm Options
2. Review the options selected in the following forms.
3. Select Save , then Form → Close.

### *Firm Options – Timekeeper Tab*

The screenshot shows the 'Juris\Setup and Manage\Firm Options' window with the 'Timekeeper' tab selected. The window has a menu bar (Form, Edit, View, Tools, Help) and a toolbar with icons for file operations and a 'REC' button. The 'Timekeeper' tab is active, showing the following settings:

- Maximum number of originating Timekeepers: 2
- ☐ Allow originating Timekeepers to be changed
- Enter originating Timekeepers on which form?:
  - ☒ Both
  - ☐ Client
  - ☐ Matter
- Enter billing Timekeeper on which form?:
  - ☒ Both
  - ☐ Client
  - ☐ Matter

A large 'YES/NO' button with a red arrow pointing to 'YES' is visible on the right side of the window. The status bar at the bottom indicates 'For help, press F1' and has 'CAPS' and 'NUM' indicators.

## Firm Options – Billing Tab

**Juris\Setup and Manage\Firm Options**

Form Edit View Tools Help

Timekeeper **Billing** Dis/Sur/Int Trans. ExpJE FeeJE OtherJE Conflict Voucher Misc

Enter billing thresholds on which form?

☒ Both ☐ Client ☐ Matter ☐ Neither

Enter the default threshold for expenses

Enter the default threshold for fees

After Posting a Flat Fee Bill

Change Billing Frequency to

☐ Monthly ☒ Cycle 0

Change Billing Agreement to

☒ Hourly ☐ Leave as Flat Fee

Y ☒   
 N ☐

For help, press F1

CAPS NUM

## Firm Options – Discount/Surcharge/Interest Tab

**Juris\Setup and Manage\Firm Options**

Form Edit View Tools Help

Timekeeper Billing Dis/Sur/Int **Trans.** ExpJE FeeJE OtherJE Conflict Voucher Misc

Enter discount percent on which form?

☒ Both ☐ Client ☐ Matter ☐ Neither

Enter the default discount percent

Enter surcharge percent on which form?

☒ Both ☐ Client ☐ Matter ☐ Neither

Enter the default surcharge percent

Enter interest percent on which form?

☒ Both ☐ Client ☐ Matter ☐ Neither

Enter the default interest percent

Calculate interest by what method?

☒ Simple interest ☐ Compound

Charge interest after how many days

Y ☒   
 N ☐

For help, press F1

CAPS NUM

## Firm Options – Transactions Tab

The screenshot shows the 'Juris\Setup and Manage\Firm Options' window with the 'Transactions' tab selected. The window has a menu bar (Form, Edit, View, Tools, Help) and a toolbar. The 'Transactions' tab is highlighted in the tab bar. The main area contains two sections: 'On time entries' and 'On expense entries'. The 'On time entries' section has five checkboxes: 'Use optional 'Task Codes'' (checked), 'Use optional 'Activity Codes'' (checked), 'Use optional 'Code1'' (unchecked), 'Use optional 'Code2'' (unchecked), and 'Use optional 'Code3'' (unchecked). The 'On expense entries' section has four checkboxes: 'Use optional 'Code1'' (checked), 'Use optional 'Code2'' (unchecked), 'Use optional 'Code3'' (unchecked), and 'Use 'Incurred By'' (unchecked). Below these is a 'Standard Rate Schedules' section with two dropdown menus: 'Fee' set to 'STDR' and 'Expense' set to 'STDR'. To the right of these dropdowns is a 'YES/NO' toggle switch with a red checkmark over the 'YES' button. At the bottom, there is an 'Apply cash receipts by:' section with two radio buttons: 'Type (Expense then Fee)' (selected) and 'Date (Bill)'. The status bar at the bottom says 'For help, press F1' and has 'CAPS' and 'NUM' indicators.

Juris\Setup and Manage\Firm Options

Form Edit View Tools Help

Timekeeper Billing Dis/Sur/Int **Trans.** ExpJE FeeJE OtherJE Conflict Voucher Misc

On time entries:

- ☒ Use optional 'Task Codes'
- ☒ Use optional 'Activity Codes'
- ☐ Use optional 'Code1'
- ☐ Use optional 'Code2'
- ☐ Use optional 'Code3'

On expense entries:

- ☒ Use optional 'Code1'
- ☐ Use optional 'Code2'
- ☐ Use optional 'Code3'
- ☐ Use 'Incurred By'
- ☐ Require 'Incurred By'

Standard Rate Schedules

Fee **STDR** Expense **STDR**

Apply cash receipts by:

☒ Type (Expense then Fee) ☐ Date (Bill)

For help, press F1 CAPS NUM

## Firm Options – Expense Journal Entry Tab

The screenshot shows the 'Juris\Setup and Manage\Firm Options' window with the 'Expense Journal Entry' tab selected. The window has a menu bar (Form, Edit, View, Tools, Help) and a toolbar. The 'Expense Journal Entry' tab is highlighted in the tab bar. The main area contains two sections: 'Cash expense accounting method' and 'Expense distribution method'. The 'Cash expense accounting method' section has three radio buttons: 'Accrual' (selected), 'Billed' (unchecked), and 'Cash' (unchecked). The 'Expense distribution method' section has two radio buttons: 'By Office' (unchecked) and 'By expense code' (selected). To the right of these sections is a 'YES/NO' toggle switch with a red checkmark over the 'YES' button. The status bar at the bottom says 'For help, press F1' and has 'CAPS' and 'NUM' indicators.

Juris\Setup and Manage\Firm Options

Form Edit View Tools Help

Timekeeper Billing Dis/Sur/Int Trans. **ExpJE** FeeJE OtherJE Conflict Voucher Misc

Cash expense accounting method

☒ Accrual ☐ Billed ☐ Cash

Expense distribution method

☐ By Office ☒ By expense code

For help, press F1 CAPS NUM

### ***Firm Options – Fee Journal Entry Tab***

The screenshot shows the 'Juris\Setup and Manage\Firm Options' window with the 'FeeJE' tab selected. The window has a menu bar (Form, Edit, View, Tools, Help) and a toolbar. The 'FeeJE' tab is highlighted in the tab bar. The main area contains three sections: 'Fee income accounting method' with radio buttons for Accrual, Billed, and Cash (Cash is selected); 'Fee income distribution method' with radio buttons for By Office, Practice Class, Percentage Split, Working Timekeeper (selected), Billing Timekeeper, and Originating Timekeeper; and 'Percentage Splits' with input fields for Firm percent (0.0000), Billing Timekeeper percent (0.0000), Originating Timekeeper percent (0.0000), and Working Timekeeper percent (100.0000). A 'YES/NO' toggle is on the right, with 'YES' selected. A status bar at the bottom says 'For help, press F1' and has 'CAPS' and 'NUM' indicators.

Juris\Setup and Manage\Firm Options

Form Edit View Tools Help

Timekeeper Billing Dis/Sur/Int Trans. ExpJE **FeeJE** OtherJE Conflict Voucher Misc

Fee income accounting method

☐ Accrual ☐ Billed ☒ Cash

Fee income distribution method

☐ By Office ☐ Practice Class ☐ Percentage Split  
☒ Working Timekeeper ☐ Billing Timekeeper ☐ Originating Timekeeper

Percentage Splits

Firm percent 0.0000 Originating Timekeeper percent 0.0000  
Billing Timekeeper percent 0.0000 Working Timekeeper percent 100.0000

For help, press F1 CAPS NUM

### ***Firm Options – Other Journal Entry Tab***

The screenshot shows the 'Juris\Setup and Manage\Firm Options' window with the 'OtherJE' tab selected. The window has a menu bar (Form, Edit, View, Tools, Help) and a toolbar. The 'OtherJE' tab is highlighted in the tab bar. The main area contains a 'Summarize Options' section with checkboxes: 'Summarize debits to CASH by Bank/by Date' (checked), 'Include A/R in summary' (checked), 'Include PPD in summary' (checked), 'Include Trust in summary' (checked), 'Include Other in summary' (checked), and 'Summarize credits to CASH from Check Posting' (unchecked). A 'YES/NO' toggle is on the right, with 'YES' selected. A status bar at the bottom says 'For help, press F1' and has 'CAPS' and 'NUM' indicators.

Juris\Setup and Manage\Firm Options

Form Edit View Tools Help

Timekeeper Billing Dis/Sur/Int Trans. ExpJE FeeJE **OtherJE** Conflict Voucher Misc

Summarize Options

☒ Summarize debits to CASH by Bank/by Date  
☒ Include A/R in summary  
☒ Include PPD in summary  
☒ Include Trust in summary  
☒ Include Other in summary  
☐ Summarize credits to CASH from Check Posting

For help, press F1 CAPS NUM

## Firm Options – Conflict Tab

**Juris\Setup and Manage\Firm Options**

Form Edit View Tools Help

Timekeeper Billing Dis/Sur/Int Trans. ExpJE FeeJE OtherJE **Conflict** Voucher Misc

Available Search Fields

| Table     | Field              |
|-----------|--------------------|
| Address   | Name               |
| Bill Copy | Comment            |
| Client    | Source of business |
| Client    | Note cards         |
| Matter    | Note cards         |

Selected Search Fields

| Table   | Field          |
|---------|----------------|
| Address | Nickname       |
| Address | Contact name   |
| Client  | Nickname       |
| Client  | Reporting name |
| Client  | Contact name   |
| Matter  | Nickname       |
| Matter  | Reporting name |
| Matter  | Description    |
| Matter  | Remarks        |
| Matter  | Contact name   |

For help, press F1

CAPS NUM

## Firm Options – Voucher Tab

**Juris\Setup and Manage\Firm Options**

Form Edit View Tools Help

Timekeeper Billing Dis/Sur/Int Trans. ExpJE FeeJE OtherJE Conflict **Voucher** Misc

A/P Voucher accounting method

☐ Accrual ☒ Cash

Select to display Voucher information on the following screens.

Journal Entry

☒ Include Vendor # in JE Reference

☒ Include Vendor name in JE Reference

☒ Include Invoice # in JE Reference

Expense Narrative

☐ Include Vendor # in Expense Narrative

☒ Include Vendor name in Expense Narrative

☐ Include Invoice # in Expense Narrative

Expense Note

☒ Include Vendor # in Expense Note

☒ Include Vendor name in Expense Note

☒ Include Invoice # in Expense Note

For help, press F1

CAPS NUM

## Firm Options – Miscellaneous Tab

Setup and Manage\Firm Options

Form Edit View Tools Help

Timekeeper Billing Dis/Sur/Int Trans. ExpJE FeeJE OtherJE Conflict Voucher Misc

How many accounting periods in your year ? 12

☐ Distribute to G/L profit centers based on office codes

☒ Interface to G/L has been activated

☐ Include closed Matters on master lists

☒ Do not allow transactions in locked periods

☐ Create Client folders based on Client nicknames

☒ Allow modifications to Client and Matter codes

Create Transaction Folders

☐ None ☒ By User ID / Accounting period ☐ By Accounting period / User ID

Proration Options

☐ Never ☒ Recalculate Rate ☐ Recalculate Hours

Change Logs

☒ Use Change Logs ☒ Version 1.0 ☐ Version 1.1 ☐ Version 1.2

☒ Archive Bill Images

For help, press F1 CAPS NUM





## User IDs

The *User IDs* function allows the administrative users to define which areas of Juris each user should be allowed to access, as well as which reports should be available on the user's menu. The user rights may also be limited to prevent particular users from performing functions outside of the current accounting period. The options on the Web Rights tab determine the user rights available in Juris for the Web® (only for firms who have the benefit of Juris for the Web®).

### Exercise:

1. Select Setup and Manage → User ID's
2. Select *New* .
3. On the *Code* tab, enter your User ID information as instructed.
4. Review the *Menu Rights*, *Report Rights* and *Web Rights* tabs. Make changes as instructed.
5. Select *Save* , then *Form* → *Close*.

### User ID's Code Tab

The screenshot shows a Windows-style application window titled "Juris\Setup and Manage\User ID's\ new". The window has a menu bar with "Form", "Edit", "View", "Tools", and "Help". Below the menu bar is a toolbar with icons for file operations and editing. The main area of the window is divided into tabs: "Code", "Menu Rights", "Report Rights", and "Web Rights". The "Code" tab is currently selected. It contains several input fields: "User ID" (a single-line text box), "Initials" (a single-line text box), "First Name" (a single-line text box), "Middle Name" (a single-line text box), "Last Name" (a single-line text box), "Logon" (a checkbox labeled "User is allowed to logon" which is checked), "Password" (a single-line text box), "E-mail Address" (a single-line text box), and "Network ID" (a single-line text box with up and down arrow buttons on the right). At the bottom of the window, there is a status bar with the text "For help, press F1" and two buttons labeled "CAPS" and "NUM".

## User ID's - Menu Rights Tab

Juris\Setup and Manage\User ID's\CLAS

Form Edit View Tools Help

User ID: CLAS

Code Menu Rights Report Rights Web Rights

☒ Grant 'System Administrator' authority

☒ Place 'Firm Name' maintenance on users menu

☒ Place 'Field Definitions' maintenance on users menu

☒ Place 'Firm Options' on users menu

☒ Place 'Client Templates' on users menu

☒ Place reset 'OnLine Flags' on users menu

☒ Place 'Password' option on users menu

☒ Place 'Actng. Periods' maintenance on users menu

☒ Place 'FS/Layout' on users menu

☒ Place 'User ID' maintenance on users menu

☒ Place 'Mode' option on users menu

☒ Place 'Profit Centers' on users menu

☒ Place 'Chart of Accts' on users menu

☒ Place 'Bank Accounts' on users menu

☒ ...User is allowed to perform Bank Account Reconciliation

☒ ...User is Allowed to View Checkbook

☒ Place 'Offices' on users menu

☒ Place 'Personnel Types' on users menu

For help, press F1

CAPS NUM

Checking this option gives the user all rights, regardless of the rights chosen.

## User ID's - Report Rights Tab

Juris\Setup and Manage\User ID's\ new

Form Edit View Tools Help

User ID: NEW

Code Menu Rights Report Rights Web Rights

All None

☒ Account Analysis

☒ Accounting Periods Master List

☒ Accounts Payable Master List

☒ Accounts Payable Reference List

☒ Activity Code Master List

☒ Activity Code Reference List

☒ Aged A/R Analysis by Billing Agreement

☒ Aged A/R Analysis by Billing Timekeeper

☒ Aged A/R Analysis by Client

☒ Aged A/R Analysis by Client UDF

☒ Aged A/R Analysis by Matter UDF

☒ Aged A/R Analysis by Office

☒ Aged A/R Analysis by Originating Timekeeper

☒ Aged A/R Analysis by Practice Class

☒ Aged Open Items

☒ Aged Unbilled Expenses

☒ Aged Unbilled Time

☒ Bank Reconciliation Report

For help, press F1

CAPS NUM

## User ID's - Web Rights Tab

The screenshot shows the 'Web Rights' tab for a new user ID. The 'User ID' field contains 'NEW'. Below the tabs, there is a list of permissions with checkboxes. The first item, 'Place Time Entries on users menu', is expanded, showing a sub-list of permissions.

| Permission  | Checked                             |
|---|-------------------------------------|
| Place Time Entries on users menu                  | <input checked="" type="checkbox"/> |
| ....Allow Time Slips to be dated in prior periods | <input type="checkbox"/>            |
| ....Show Rate on Time Slip                        | <input type="checkbox"/>            |
| ....Allow changes to Rate on Time Slip            | <input type="checkbox"/>            |
| ....Show Amount on Time Slip                      | <input type="checkbox"/>            |
| ....Allow changes to Amount on Time Slip          | <input type="checkbox"/>            |
| Place Working Timekeeper Inquiry on users menu    | <input type="checkbox"/>            |
| Place Client/Matter Inquiry on users menu         | <input type="checkbox"/>            |
| ...User is allowed to perform Trust Inquiry       | <input type="checkbox"/>            |
| Place Billing Timekeeper Inquiry on users menu    | <input type="checkbox"/>            |
| Place Conflict Search on users menu               | <input type="checkbox"/>            |
| Place View Prebill on users menu                  | <input type="checkbox"/>            |
| Place View Final Bill on users menu               | <input type="checkbox"/>            |
| Place Credit/Adjustment Request on users menu     | <input type="checkbox"/>            |
| Place Reports on users menu                       | <input type="checkbox"/>            |
| Place General Ledger Inquiry on users menu        | <input type="checkbox"/>            |
| Place Check Request on users menu                 | <input type="checkbox"/>            |
| Place Client/Matter on users menu                 | <input type="checkbox"/>            |

## Copy User Permissions

The *Copy User Permissions* option allows the permission settings on one user id to be copied to another User ID.

The screenshot shows the 'Copy User Permissions' dialog box. The 'Copy From' dropdown is set to 'CLAS - User, Classroom'. The 'Copy To' table lists two users: 'Allen, Alicia A.' (checked) and 'User, Classroom' (unchecked). The 'Copy Menu Permissions', 'Copy Report Permissions', and 'Copy Web Permissions' checkboxes are all checked.

| Name   | ID   |
|--|------|
| <input checked="" type="checkbox"/> Allen, Alicia A. | AAA  |
| <input type="checkbox"/> User, Classroom             | CLAS |



# Accounting Periods

The *Accounting Periods* function allows the user to define the firm's accounting calendar based on the firm's requirements.

## Exercise:

1. Open Setup and Manage → Accounting Periods
2. Review the existing accounting periods.
3. Select the New icon to create a new accounting period.

NOTE: The number of periods created are determined by the setting as defined in *Firm Options*.

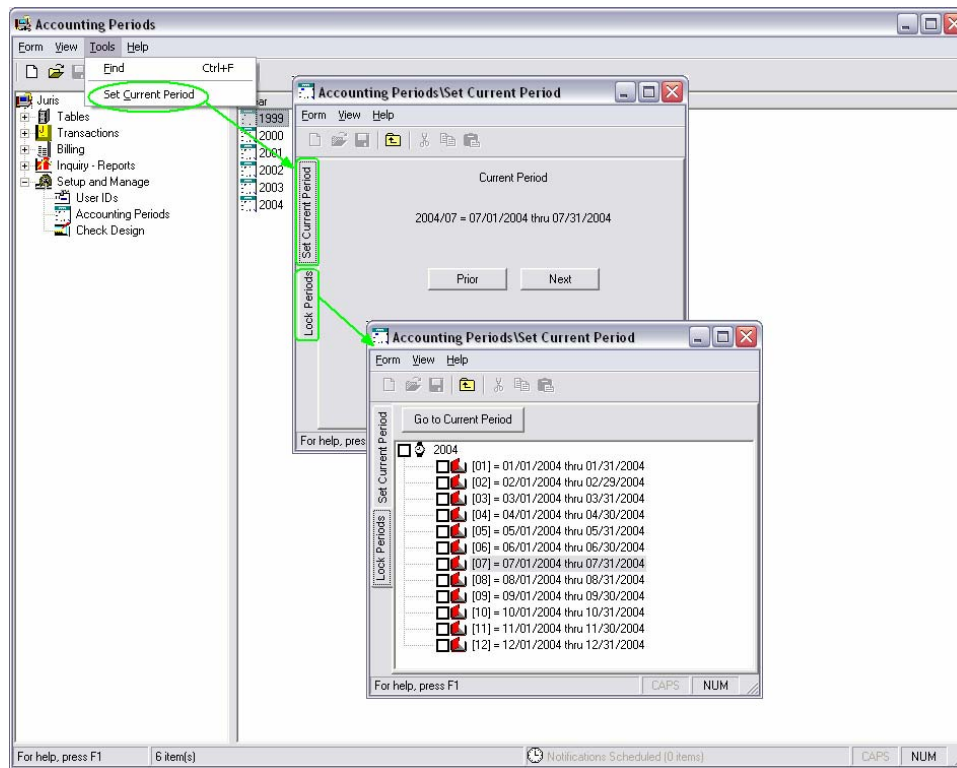
The screenshot shows a window titled 'Juris\Setup and Manage\Accounting...'. It has a menu bar with 'Form', 'Edit', 'View', and 'Help'. Below the menu bar is a toolbar with icons for file operations and a 'REC' button. The 'Accounting Year' is set to '2004'. Below this is a table with 12 rows, each representing a period from 1 to 12. Each row has three columns: 'Period', 'Start', and 'End'. The dates are listed in YYYY/MM/DD format.

|           | Start      | End        |
|-----------|------------|------------|
| Period 1  | 01/01/2004 | 01/31/2004 |
| Period 2  | 02/01/2004 | 02/29/2004 |
| Period 3  | 03/01/2004 | 03/31/2004 |
| Period 4  | 04/01/2004 | 04/30/2004 |
| Period 5  | 05/01/2004 | 05/31/2004 |
| Period 6  | 06/01/2004 | 06/30/2004 |
| Period 7  | 07/01/2004 | 07/31/2004 |
| Period 8  | 08/01/2004 | 08/31/2004 |
| Period 9  | 09/01/2004 | 09/30/2004 |
| Period 10 | 10/01/2004 | 10/31/2004 |
| Period 11 | 11/01/2004 | 11/30/2004 |
| Period 12 | 12/01/2004 | 12/31/2004 |

At the bottom of the window, there is a status bar with the text 'For help, press F1' and two buttons labeled 'CAPS' and 'NUM'.

4. Accept the default date assignments, click the Save icon and close the form.

## Set Current Period



Notes: This option allows the user to select the processing period for current transactions. Prior and Next buttons are provided to advance to prior or future periods. The current period setting affects various areas in Juris:

- User IDs/Menu Rights allow or disallow users from transaction processing outside of the current period. Locking a period overrides user rights.
- If the firm selects to create transaction folders in Firm Options/Misc., the transaction folders will be based on the current period.
- In Select Prebills, the bill through date of prebills will default to the end date of the current period.
- All users should exit Juris prior to changing the current period.





## TABLES

---



Profit Centers



Chart of Accts.



Bank  
Accounts



Offices



Personnel  
Types



Timekeepers



Practice  
Classes



Task Codes



Task Code  
Xref



Fee Schedules



Activity Codes



Expense  
Codes



Expense Code  
Xref



Expense  
Schedules



Clients



Text Codes



Holidays



Fin. Stmt.  
Layout



A/P Accounts



Vendors

---

# Introduction

The *Tables* area of Juris allows the user to enter information for storage in the Juris database tables. Once information is entered into the Juris tables, it will be used throughout the application. This section provides exercises to familiarize you with the tables in Juris.



## Profit Centers

*Profit Centers* may be used to classify accounting information for reporting and distribution purposes.

### Exercise:

1. Select Tables → Profit Centers
2. Select *New* .
3. Enter the following profit center information as shown in the form below:

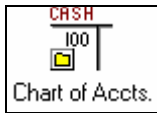
A screenshot of a software window titled "Juris\Tables\Profit Centers\ new". The window has a menu bar with "Form", "Edit", "View", "Tools", and "Help". Below the menu bar is a toolbar with icons for file operations (new, open, save, print, copy, paste, undo, redo) and a "RECALL" button. The main area contains a form with the following fields:

- "Profit Center" with a text box containing "100".
- "Description" with a text box containing "Profit Center 100".
- A checked checkbox labeled "Copy all accounts from profit center".
- An unchecked checkbox labeled "Copy Budget Amounts".
- A dropdown menu showing "000 - Main or Only".

At the bottom of the window, there is a status bar with the text "For help, press F1" and two buttons labeled "CAPS" and "NUM".

4. Select *Save* , then *Form* → *Close*.





## Chart of Accounts

The *Chart of Accounts* must be established for accounting purposes.

### Exercise:

1. Select Tables → Chart of Accts.
2. Open the Cash/Prepaid Asset account (1000-000) by double-clicking on the item.
3. Review the *Code*, *Comparatives* and *Budget* tabs.
4. Select *Form* → *Close*.
5. Open the Expense Income/Offset account (5000-000) by double-clicking on the item.
6. Review the *Code*, *Comparatives* and *Budget* tabs.
7. Select *Form* → *Close*.

### Chart of Accounts - Code Tab

Juris\Tables\Chart of Accts.\1000-000

Form Edit View Tools Help

Account Number: 1000-000

Description: Cash/Prepaid Asset

Code Comparatives Budgets

Subtotal Level: 0

Account type:

- ☒ Balance Sheet
- ☐ Profit and Loss

Paren Control:

- ☐ When Debit
- ☒ When Credit

Cash Flow Type:

- ☐ Operating
- ☐ Investing
- ☐ Financing
- ☒ Not Used

For help, press F1

CAPS NUM

## Chart of Accounts - Comparatives Tab

Juris\Tables\Chart of Accts.\1000-000

Form Edit View Tools Help

Account Number 1000-000

Description Cash/Prepaid Asset

Code Comparatives Budgets

Prior year beginning balance 0.00

Prior year ending balance

|          |      |           |      |
|----------|------|-----------|------|
| Period 1 | 0.00 | Period 8  | 0.00 |
| Period 2 | 0.00 | Period 9  | 0.00 |
| Period 3 | 0.00 | Period 10 | 0.00 |
| Period 4 | 0.00 | Period 11 | 0.00 |
| Period 5 | 0.00 | Period 12 | 0.00 |
| Period 6 | 0.00 | Period 13 | 0.00 |
| Period 7 | 0.00 |           |      |

For help, press F1

CAPS NUM

## Chart of Accounts - Budgets Tab

Juris\Tables\Chart of Accts.\1000-000

Form Edit View Tools Help

Account Number 1000-000

Description Cash/Prepaid Asset

Code Comparatives Budgets

Add Percent to each period. 0.0000 %

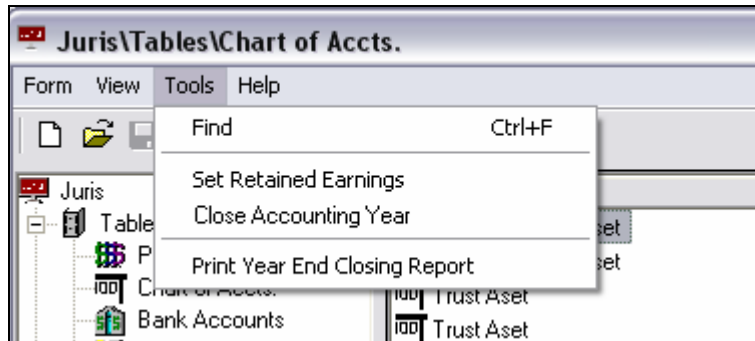
Calculate periods based on annual budget. 0.00 C

|          | Budget | Comparative |           | Budget | Comparative |
|----------|--------|-------------|-----------|--------|-------------|
| Period 1 | 0.00   | 0.00        | Period 8  | 0.00   | 0.00        |
| Period 2 | 0.00   | 0.00        | Period 9  | 0.00   | 0.00        |
| Period 3 | 0.00   | 0.00        | Period 10 | 0.00   | 0.00        |
| Period 4 | 0.00   | 0.00        | Period 11 | 0.00   | 0.00        |
| Period 5 | 0.00   | 0.00        | Period 12 | 0.00   | 0.00        |
| Period 6 | 0.00   | 0.00        | Period 13 | 0.00   | 0.00        |
| Period 7 | 0.00   | 0.00        |           |        |             |

For help, press F1

CAPS NUM

## Chart of Accounts - Tools





## Bank Accounts

*Bank Accounts* may be entered to allow the Juris system to process checks and maintain reconciliation information.

### Exercise:

1. Select Tables → Bank Accounts
2. Open the Operating Account for review by double-clicking.

4. Select Save , then Form → Close.

NOTE: Return to this area after the *Transactions* section of the instruction guide is complete to view entries created by transactions.

### Bank Accounts – Tools

Juris\Tables\Bank Accounts

Form View Tools Help

Juris

Tables

Profit Centers

Chart of Accts.

Bank Accounts

Offices

Personnel Types

| Description | Code |
|-------------|------|
| Operating   | OP1  |
| Trust Accts | TR1  |

- Open
- Delete
- Reconcile
- View Checkbook

The screenshot shows the "Bank Accounts\OP1\Reconcile" window. It has a menu bar with "Form View Help". Below the menu are icons for file operations. The main area contains two tables for recording transactions.

**Check and Payments**

| Date | Type | Check # | Payee | Amount |
|------|------|---------|-------|--------|
|------|------|---------|-------|--------|

**Deposits and other credits**

| Date | Type | Check # | Payee | Amount |
|------|------|---------|-------|--------|
|------|------|---------|-------|--------|

**Statement Rollforward**

Statement Date: 05/06/2004

Last Statement Balance: 0.00

Add:

- Checks (0): 0.00
- + Deposits (0): 0.00
- + Interest Income (0): 0.00
- Bank Charges (0): 0.00
- +/- Other (0): 0.00

Current Statement Balance: [ ] 0.00

Unreconciled Difference: 0.00

**Bank Reconciliation**

G/L Balance Date: 05/06/2004

Balance per Bank Statement: 0.00

Add:

- Outstanding Checks (0): 0.00
- + Deposits in Transit (0): 0.00
- +/- Other Items in Transit (0): 0.00

G/L Balance per Analysis: 0.00

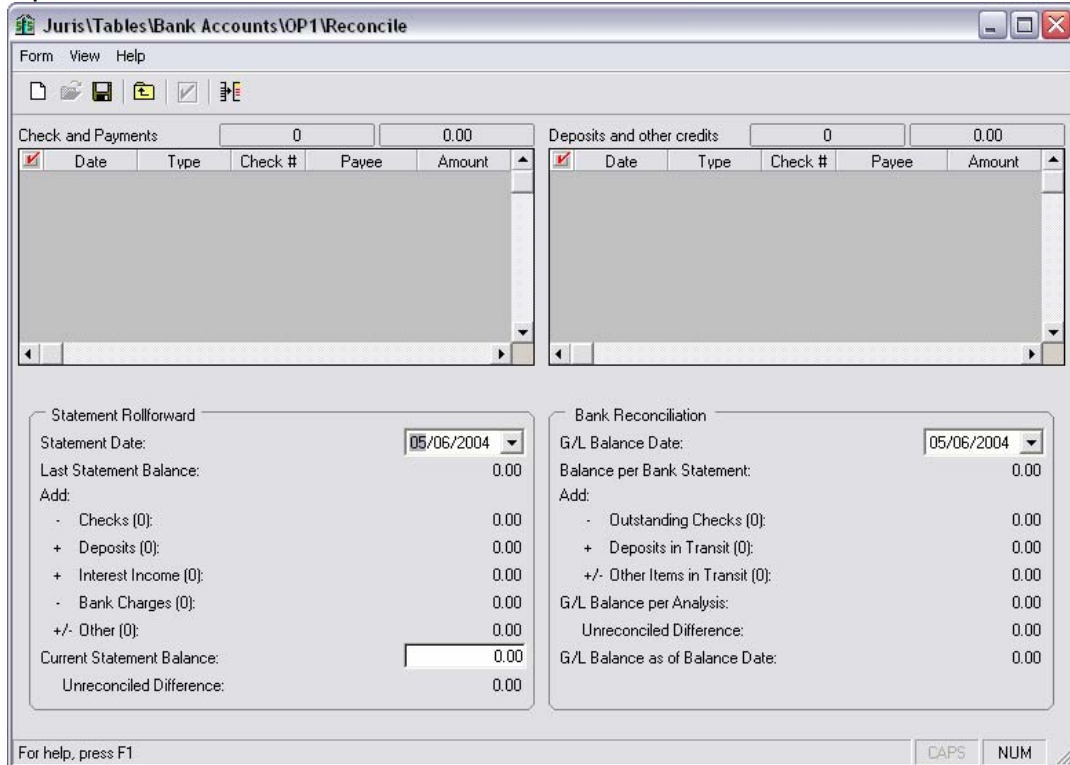
Unreconciled Difference: 0.00

G/L Balance as of Balance Date: 0.00


At the bottom, it says "For help, press F1" and there are "CAPS" and "NUM" indicator lights.

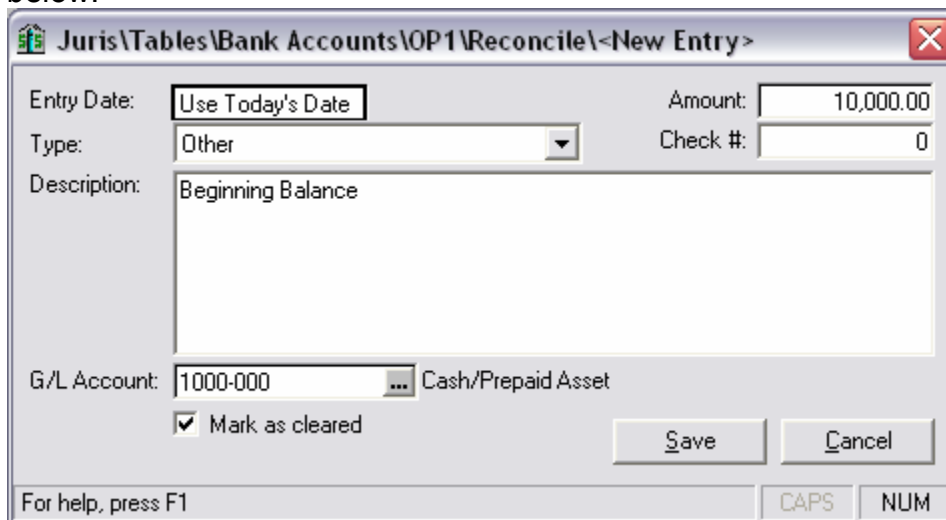
### Exercise:

1. Open the bank reconciliation form below:




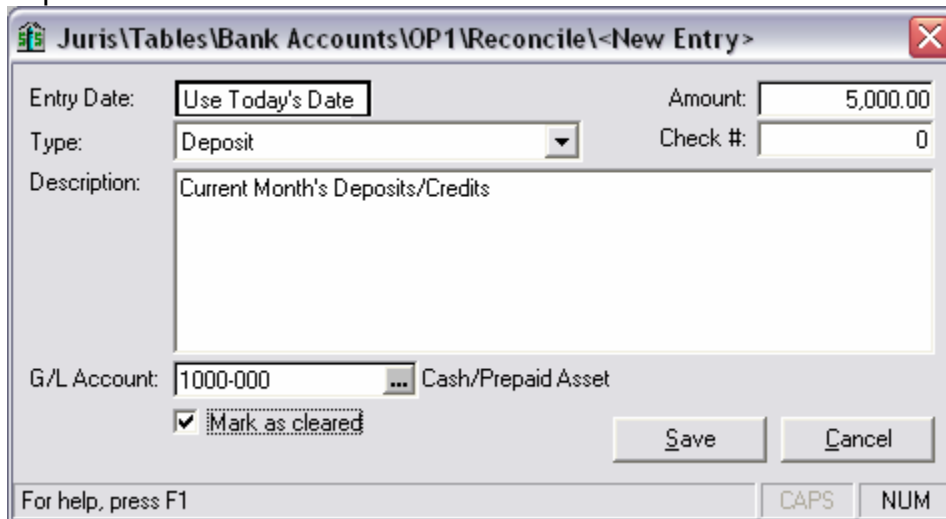
The screenshot shows the 'Juris\Tables\Bank Accounts\OP1\Reconcile' window. It features two main tables for data entry: 'Check and Payments' and 'Deposits and other credits'. Both tables have columns for Date, Type, Check #, Payee, and Amount. Below these tables are two summary sections: 'Statement Rollforward' and 'Bank Reconciliation'. The 'Statement Rollforward' section includes fields for Statement Date (05/06/2004), Last Statement Balance (0.00), and a list of items to add (Checks, Deposits, Interest Income, Bank Charges, Other) all totaling 0.00. The 'Bank Reconciliation' section includes fields for G/L Balance Date (05/06/2004), Balance per Bank Statement (0.00), and a list of items to add (Outstanding Checks, Deposits in Transit, Other Items in Transit) all totaling 0.00. At the bottom, there are buttons for 'CAPS' and 'NUM'.

2. Select the new icon  and enter the beginning balance information as shown below:




The screenshot shows the 'Juris\Tables\Bank Accounts\OP1\Reconcile\<New Entry>' window. It contains fields for Entry Date (Use Today's Date), Amount (10,000.00), Type (Other), Check # (0), and Description (Beginning Balance). Below these fields is a section for G/L Account (1000-000) with a dropdown arrow and the text 'Cash/Prepaid Asset'. There is a checkbox for 'Mark as cleared' which is checked. At the bottom, there are 'Save' and 'Cancel' buttons. The bottom status bar includes 'For help, press F1', 'CAPS', and 'NUM' buttons.

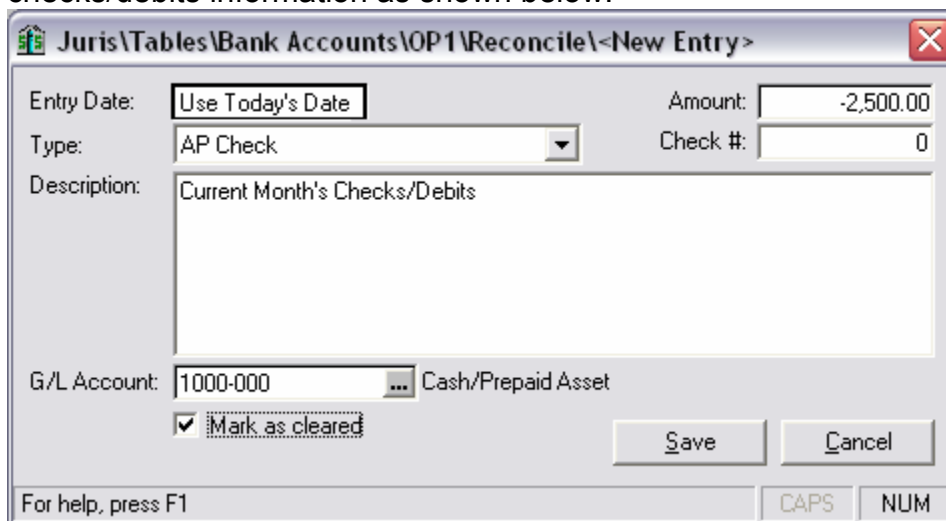
3. Save the beginning balance entry. Then select the new icon  and enter the deposits/credits information as shown below:



The screenshot shows a dialog box titled "Juris\Tables\Bank Accounts\OP1\Reconcile\<New Entry>". It contains the following fields and controls:

- Entry Date:** A text box containing "Use Today's Date".
- Amount:** A text box containing "5,000.00".
- Type:** A dropdown menu set to "Deposit".
- Check #:** A text box containing "0".
- Description:** A large text area containing "Current Month's Deposits/Credits".
- G/L Account:** A text box containing "1000-000" followed by a button with three dots "...". To the right of the button is the text "Cash/Prepaid Asset".
- Mark as cleared:** A checked checkbox.
- Buttons:** "Save" and "Cancel" buttons.
- Footer:** "For help, press F1" and two buttons labeled "CAPS" and "NUM".

4. Save the deposits/credits entry. Then select the new icon  and enter the checks/debits information as shown below:



The screenshot shows a dialog box titled "Juris\Tables\Bank Accounts\OP1\Reconcile\<New Entry>". It contains the following fields and controls:

- Entry Date:** A text box containing "Use Today's Date".
- Amount:** A text box containing "-2,500.00".
- Type:** A dropdown menu set to "AP Check".
- Check #:** A text box containing "0".
- Description:** A large text area containing "Current Month's Checks/Debits".
- G/L Account:** A text box containing "1000-000" followed by a button with three dots "...". To the right of the button is the text "Cash/Prepaid Asset".
- Mark as cleared:** A checked checkbox.
- Buttons:** "Save" and "Cancel" buttons.
- Footer:** "For help, press F1" and two buttons labeled "CAPS" and "NUM".

- Make sure all items are marked as cleared, enter the Current Statement balance of \$12,500.00, then click the reconcile ☒ button.

Juris\Tables\Bank Accounts\OP1\Reconcile

Form View Help

Check and Payments 1 -2,500.00

| Date       | Type     | Check # | Payee | Amount    |
|------------|----------|---------|-------|-----------|
| 06/23/2004 | AP Check |         |       | -2,500.00 |

Deposits and other credits 2 15,000.00

| Date       | Type    | Check # | Payee | Amount    |
|------------|---------|---------|-------|-----------|
| 06/23/2004 | Other   |         |       | 10,000.00 |
| 06/23/2004 | Deposit |         |       | 5,000.00  |

Statement Rollforward

Statement Date: Use Today's Date

Last Statement Balance: 0.00

Add:

- Checks (1): -2,500.00
- + Deposits (1): 5,000.00
- + Interest Income (0): 0.00
- Bank Charges (0): 0.00
- +/- Other (1): 10,000.00

Current Statement Balance: 12,500.00

Unreconciled Difference: 0.00

Bank Reconciliation

G/L Balance Date: Use Today's Date

Balance per Bank Statement: 12,500.00

Add:

- Outstanding Checks (0): 0.00
- + Deposits in Transit (0): 0.00
- +/- Other Items in Transit (0): 0.00

G/L Balance per Analysis: 12,500.00

Unreconciled Difference: -12,500.00

G/L Balance as of Balance Date: 0.00

For help, press F1

CAPS NUM

- Click Yes to proceed with reconciliation. Then close the bank reconciliation form.

Juris

Are you sure you want to reconcile?

Yes No

Juris

Statement has been recorded

OK



## View Checkbook

Juris\Tables\Bank Accounts\OP1\View Checkbook

Form View

Last reconciled balance as of 06/23/04

Uncleared items

Checkbook balance  Checkbook and G/L asset account are out of balance by 12,500.00

|   | Description                      |
|---|----------------------------------|
| 1 | Beginning Balance                |
| 2 | Current Month's Deposits/Credits |
| 3 | Current Month's Checks/Debits    |

For help, press F1

CAPS NUM



## Offices

*Offices* may be used to differentiate between different branches of the firm, or may even be used to distinguish departments within a firm, if desired. Each office may have a separate address, apply different tax settings and use a distinct set of general ledger account numbers.

### Exercise:

1. Select Tables → Offices
2. Open the Main Office for review.
3. When finished reviewing all tabs, close the form.

### Offices – Address Tab

The screenshot shows a software window titled "Juris\Tables\Offices\MAIN". The window has a menu bar with "Form", "Edit", "View", "Tools", and "Help". Below the menu bar is a toolbar with icons for file operations (new, open, save, print, delete, copy, paste) and a "ABC" icon. The main area of the form is divided into several sections. At the top, there are two text boxes: "Office Code" with the value "MAIN" and "Description" with the value "Main Office". Below these is a tabbed interface with the following tabs: "Address", "G/L Acct", "Fee/Exp Acct", "Tax Method", "Tax1", "Tax2", and "Tax3". The "Address" tab is currently selected. It contains five text boxes labeled "Line 1" through "Line 5". "Line 1" contains "1400 Main Street", "Line 2" contains "Juris, US 99999", and "Line 3", "Line 4", and "Line 5" are empty. At the bottom of the window, there is a status bar with the text "For help, press F1" on the left and two buttons labeled "CAPS" and "NUM" on the right.

## Offices – G/L Acct. Tab

Juris\Tables\Offices\MAIN

Form Edit View Tools Help

Office Code: MAIN

Description: Main Office

Address | **G/L Acct** | Fee/Exp Acct | Tax Method | Tax1 | Tax2 | Tax3

Bank Code: 0P1\_ ... Operating Account - Bank of US

Profit Center: [Dropdown]

PPD Asset: 1000-000 ... Cash/Prepaid Asset

PPD Liability: 2100-000 ... Prepaid Liability

Interest Income: 4100-000 ... Interest Income

Interest A/R: ##### ...

Surcharge Income: 4120-000 ... Surcharge Income

Surcharge A/R: ##### ...

For help, press F1

CAPS NUM

## Offices – Fee/Exp Acct. Tab

Juris\Tables\Offices\MAIN

Form Edit View Tools Help

Office Code: MAIN

Description: Main Office

Address | G/L Acct | **Fee/Exp Acct** | Tax Method | Tax1 | Tax2 | Tax3

Expense

Cash Expense Income Account: ##### ...

Noncash Expense Income Account: ##### ...

Unbilled Account: 1310-000 ... Unbilled Expenses

A/R Account: 1350-000 ... A/R Expenses

Fee

Income Account: ##### ...

Unbilled Account: ##### ...

A/R Account: ##### ...

For help, press F1

CAPS NUM

## Offices – Tax Method Tab

The screenshot shows a software window titled "Juris\Tables\Offices\MAIN". It has a menu bar with "Form", "Edit", "View", "Tools", and "Help". Below the menu is a toolbar with icons for file operations and a checkmark. The main area contains the following fields and tabs:

- Office Code:** A text box containing "MAIN".
- Description:** A text box containing "Main Office".
- Tabs:** A row of tabs labeled "Address", "G/L Acct", "Fee/Exp Acct", "Tax Method" (which is selected), "Tax1", "Tax2", and "Tax3".
- Tax accounting method:** Two radio buttons, "Billed" and "Cash". The "Cash" button is selected.
- Tax A/R account:** A text box containing "#####".

At the bottom of the window, there is a status bar that says "For help, press F1" and two buttons labeled "CAPS" and "NUM".

## Offices – Tax Tab(s)

The screenshot shows the same software window as above, but with the "Tax1" tab selected. The fields and tabs are:

- Office Code:** A text box containing "MAIN".
- Description:** A text box containing "Main Office".
- Tabs:** A row of tabs labeled "Address", "G/L Acct", "Fee/Exp Acct", "Tax Method", "Tax1" (which is selected), "Tax2", and "Tax3".
- Calculate Tax 1 on:** Four checkboxes: "Fees", "Surcharges", "Cash Expenses", and "Noncash Expenses". The "Fees" checkbox is checked.
- Description:** A text box.
- Rate:** A text box containing "0.0000".
- Maximum tax:** A text box containing "\$0.00".
- Tax account:** A text box containing "#####".



At the bottom of the window, there is a status bar that says "For help, press F1" and two buttons labeled "CAPS" and "NUM".



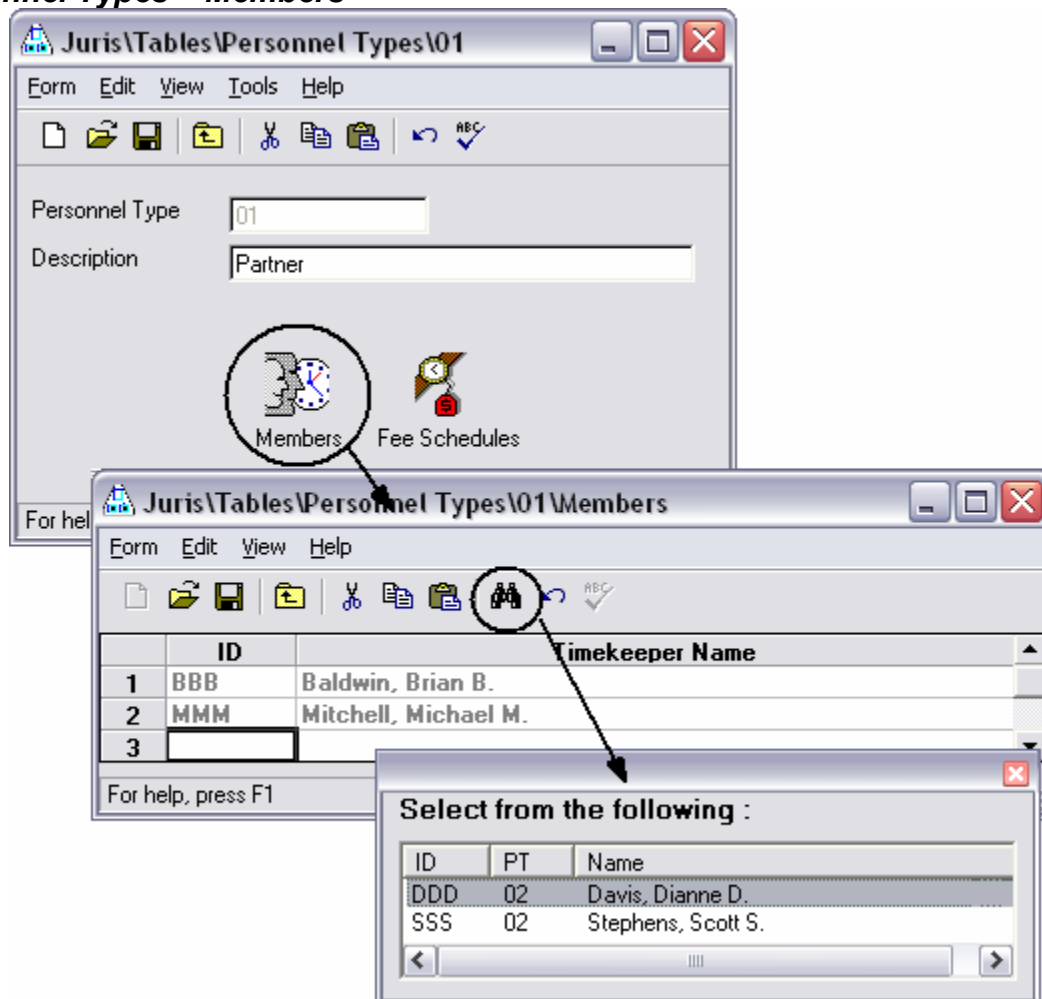
## Personnel Types

*Personnel Types* may be used to classify personnel in a firm based on rank or category.

### Exercise:

1. Select  Tables →  Personnel Types
2. Open the *Partner* personnel type for review. Make sure to select the *Members* and *Fee Schedules* item for review as well.
3. Then exit the *Personnel Types* form.

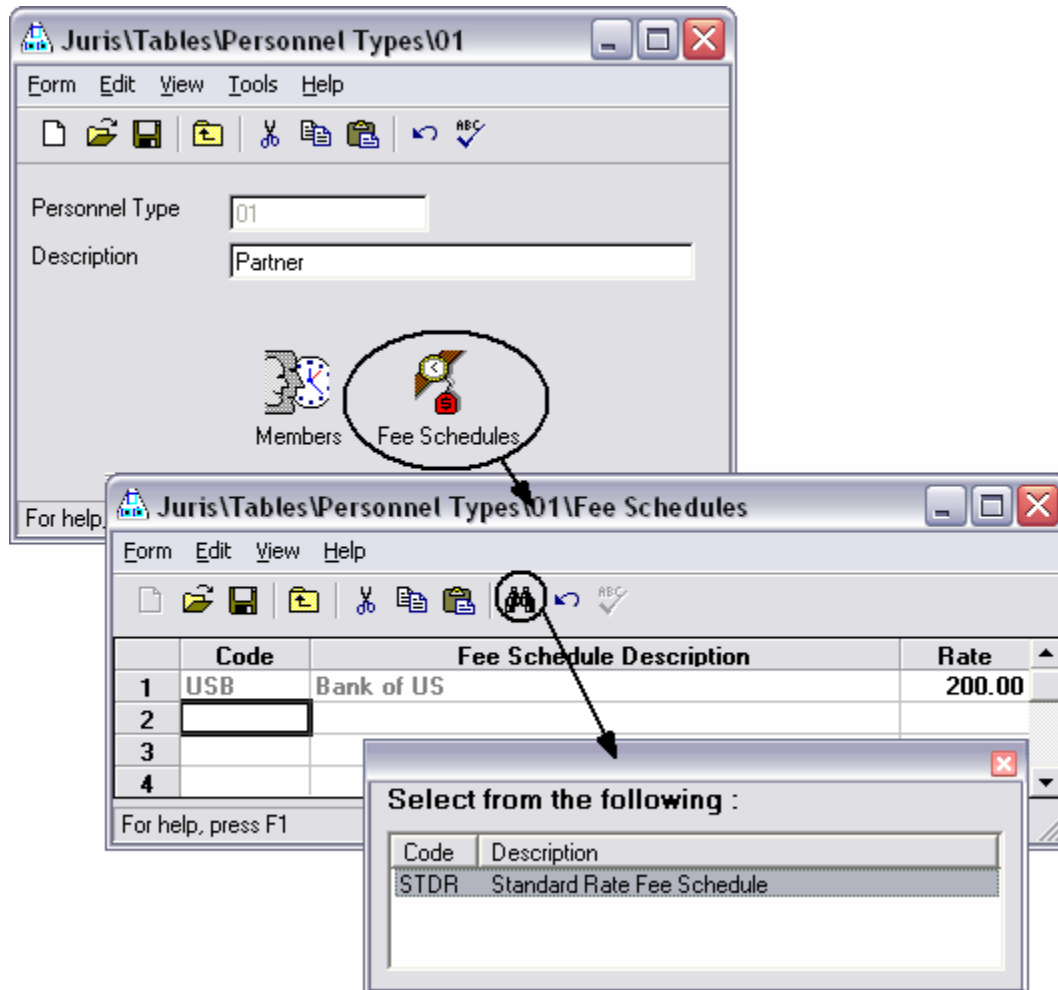
### Personnel Types – Members



The screenshot displays two overlapping windows from the Juris software. The top window, titled 'Juris\Tables\Personnel Types\01', shows the 'Personnel Type' field set to '01' and the 'Description' field set to 'Partner'. Below these fields are two icons: 'Members' (a group of people) and 'Fee Schedules' (a clock). The bottom window, titled 'Juris\Tables\Personnel Types\01\Members', shows a table with three rows of data. The first row is highlighted. A third window, titled 'Select from the following:', is open over the bottom window, showing a list of personnel with their IDs, PTs, and Names.

| ID  | PT | Name               |
|-----|----|--------------------|
| DDD | 02 | Davis, Dianne D.   |
| SSS | 02 | Stephens, Scott S. |

## Personnel Types – Fee Schedules





## Timekeepers

*Timekeepers* are employees that track and bill their worked time. An employee may be both a user and a timekeeper, but a timekeeper is not necessarily a Juris user (i.e. employees are not required to have a Juris user ID in order to be entered as a timekeeper in the Juris system).

### Exercise:

1. Select Tables → Timekeepers
2. Select *New* .
3. Enter the following Timekeeper information as shown in the form below:

4. Select *Save* , then the *Budgets* and *Fee Schedules* icons will appear.



5. Select the *Budgets* icon for review only. Select *Form* → *Close* when finished. [See topic “Timekeeper Budgets” in “Other” section for more details]
6. Select the *Fee Schedules* icon for review only. Select *Form* → *Close* when finished.
7. Select *Form* → *Close* to exit the Timekeeper form.

## Timekeepers – Fee Schedules

The main window is titled "Juris\Tables\Timekeepers\AAA\Fee Schedules". It has a menu bar with "Form", "Edit", "View", and "Help". Below the menu bar is a toolbar with icons for file operations and a "Find" button (magnifying glass) which is circled. An arrow points from the "Find" button to a dialog box titled "Select from the following :".

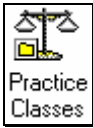
|   | Code | Fee Schedule Description   | Rate   |
|---|------|----------------------------|--------|
| 1 | STDR | Standard Rate Fee Schedule | 125.00 |
| 2 |      |                            |        |
| 3 |      |                            |        |
| 4 |      |                            |        |
| 5 |      |                            |        |

For help, press F1

Select from the following :

| Code | Description |
|------|-------------|
| USB  | Bank of US  |





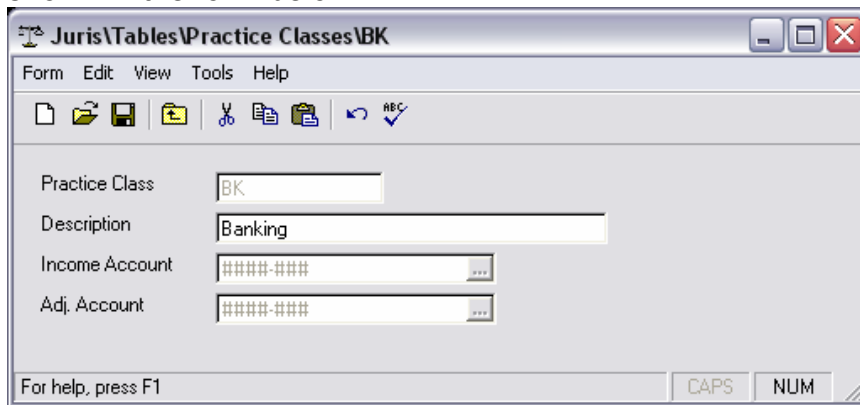


## Practice Classes

*Practice Classes* may be used to differentiate between different types of work performed by the attorneys at a firm. Once a *Practice Class* is defined, it may be assigned to Clients and/or Matters to classify the type of work the firm was hired to perform for that Client and Matter.

### Exercise:

1. Select  Tables →  Practice Classes
2. Double-click the *Banking* practice class and review the information as shown in the form below:



Juris\Tables\Practice Classes\BK

Form Edit View Tools Help

Practice Class: BK

Description: Banking

Income Account: #####

Adj. Account: #####

For help, press F1



CAPS NUM

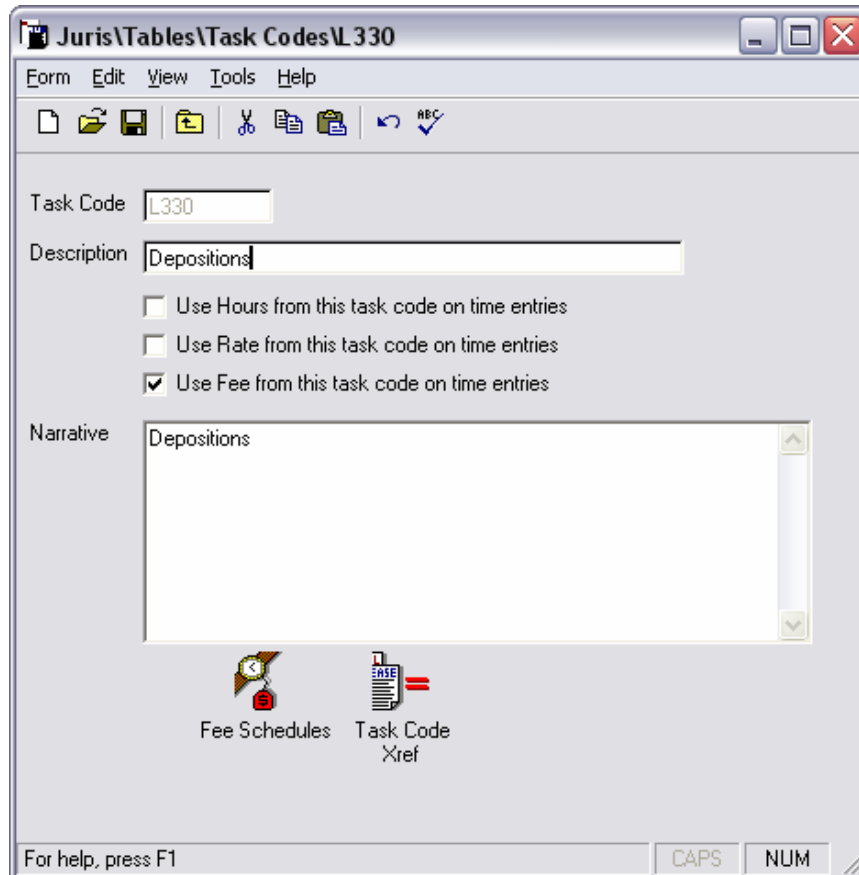
3. When finished with review, close the form.



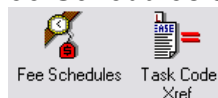
## Task Codes

### Exercise:

1. Select  Tables →  Task Codes
2. Double-click on task *L330 – Depositions* and review the task code information as shown in the form below:



4. Review the the *Fee Schedules* and *Task Code Xref* forms as well.



5. When finished reviewing, close the forms.

## Task Codes – Fee Schedules

Juris\Tables\Task Codes\L330

Form Edit View Tools Help

Task Code: L330

Description: Depositions

☐ Use Hours from this task code on time entries  
☐ Use Rate from this task code on time entries  
☒ Use Fee from this task code on time entries

Narrative: Depositions

Fee Schedules Task Code Xref

Juris\Tables\Task Codes\L330\Fee Schedules

Form Edit View Help

|   | Code | Description | Hours | Rate | Amount |
|---|------|-------------|-------|------|--------|
| 1 | USB  | Bank of US  | 0.00  | 0.00 | 150.00 |
| 2 |      |             |       |      |        |
| 3 |      |             |       |      |        |
| 4 |      |             |       |      |        |
| 5 |      |             |       |      |        |

For help, press F1

Select from the following :

| Code | Description                |
|------|----------------------------|
| STDR | Standard Rate Fee Schedule |

## Task Codes – Task Code Xref

Juris\Tables\Task Codes\L330

Form Edit View Tools Help

Task Code: L330

Description: Depositions

☐ Use Hours from this task code on time entries  
☐ Use Rate from this task code on time entries  
☒ Use Fee from this task code on time entries

Narrative: Depositions

Fee Schedules Task Code Xref

Juris\Tables\Task Codes\L330\Task Code Xref

Form Edit View Help

|   | Xref List | Client's Code | Client's Description |
|---|-----------|---------------|----------------------|
| 1 | MSB       | 330           | Client Deposition    |
| 2 |           |               |                      |
| 3 |           |               |                      |
| 4 |           |               |                      |

For help, press F1



CAPS NUM

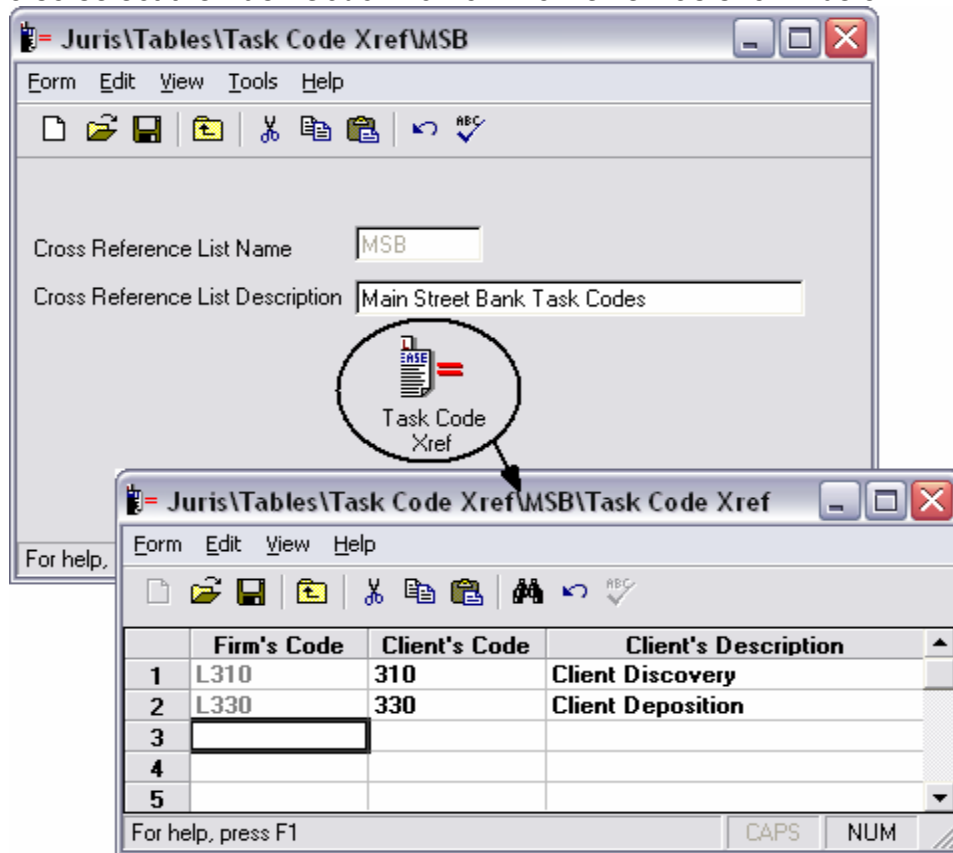


## Task Code Xref (Cross Reference)

The *Task Code Xref* (Cross Reference) may be used when a client prefers to see their own specific task codes on their bills. If the client's codes are not the same as the firm's internal system for task codes, the task code xref will map the firm's code to the client's code and description. This allows time and expenses to be entered into Juris using the firm's normal task codes, yet the cross-referenced code may be placed on the client's bill for their convenience.

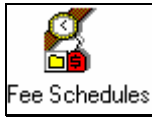
### Exercise:

1. Select  Tables →  Task Code Xref
2. Double-click the MSB cross-reference to open for review. Make sure to also select the *Task Code Xref* form for review as shown below.



|   | Firm's Code | Client's Code | Client's Description |
|---|-------------|---------------|----------------------|
| 1 | L310        | 310           | Client Discovery     |
| 2 | L330        | 330           | Client Deposition    |
| 3 |             |               |                      |
| 4 |             |               |                      |
| 5 |             |               |                      |

4. Close the forms when finished reviewing.



## Fee Schedules

*Fee Schedules* may be used to establish specific fees that differ from the standard fees charged by the firm. For example, a client with whom the firm works with on a regular basis or through which a large volume of business is generated may be charged a lower rate than the standard rate. A particularly difficult or high-risk client may be charged at a rate that is higher than the standard rate. In these instances, the firm may wish to establish specific fee schedules in order to easily charge the appropriate rates.

### Exercise:

1. Select Tables → Fee Schedules
2. Select the *Bank of US* fee schedule for review. Review the Fee Schedule as well as the *Timekeepers*, *Personnel Types* and *Task Codes* icons.
3. Close the forms when finished reviewing the details.

### **Fee Schedules – Timekeepers**

The screenshot shows the 'Juris\Tables\Fee Schedules\USB' window. The 'Fee Schedule' field contains 'USB' and the 'Description' field contains 'Bank of US'. Below these fields are three icons: 'Timekeepers' (a clock with a person), 'Personnel Types' (a building), and 'Task Codes' (a document). The 'Timekeepers' icon is circled, and an arrow points from it to the 'Timekeepers' sub-form below.

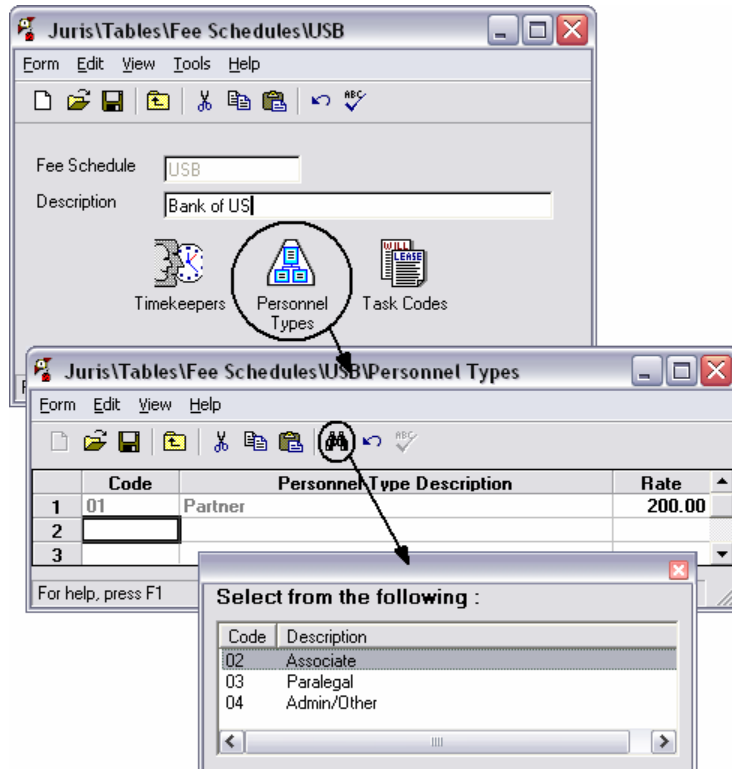
The 'Timekeepers' sub-form is titled 'Juris\Tables\Fee Schedules\USB\Timekeepers'. It contains a table with the following data:

|   | ID  | Name                 | Rate   |
|---|-----|----------------------|--------|
| 1 | BBB | Baldwin, Brian B.    | 125.00 |
| 2 | DDD | Davis, Dianne D.     | 75.00  |
| 3 | MMM | Mitchell, Michael M. | 125.00 |
| 4 | SSS | Stephens, Scott S.   | 75.00  |
| 5 |     |                      |        |
| 6 |     |                      |        |
| 7 |     |                      |        |

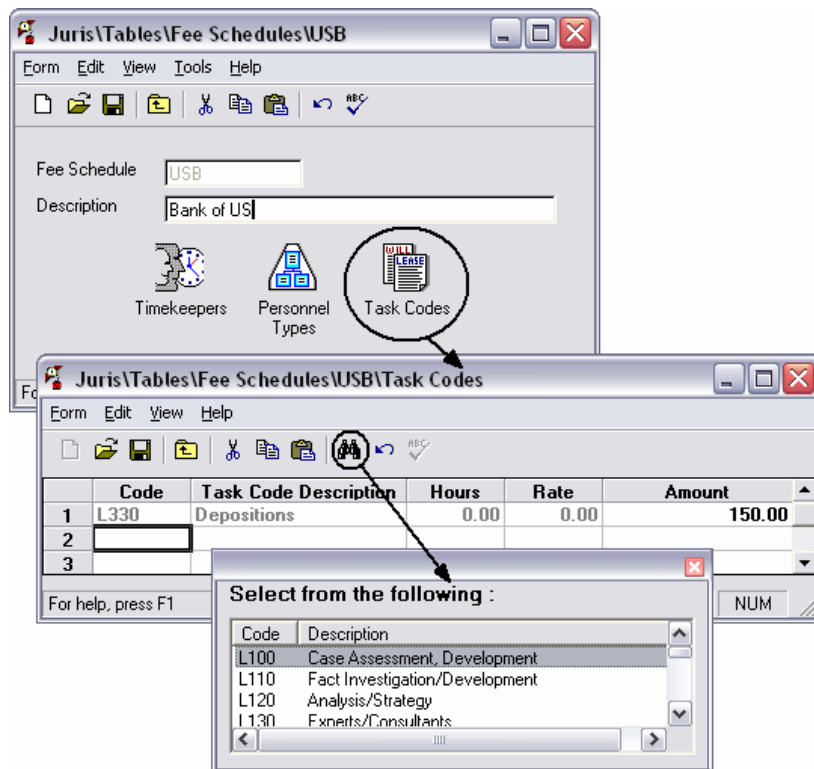
Below the table is a 'Select from the following :' dialog box with the following data:

| ID  | Name             |
|-----|------------------|
| AAA | Allen, Alicia A. |

## Fee Schedules – Personnel Types

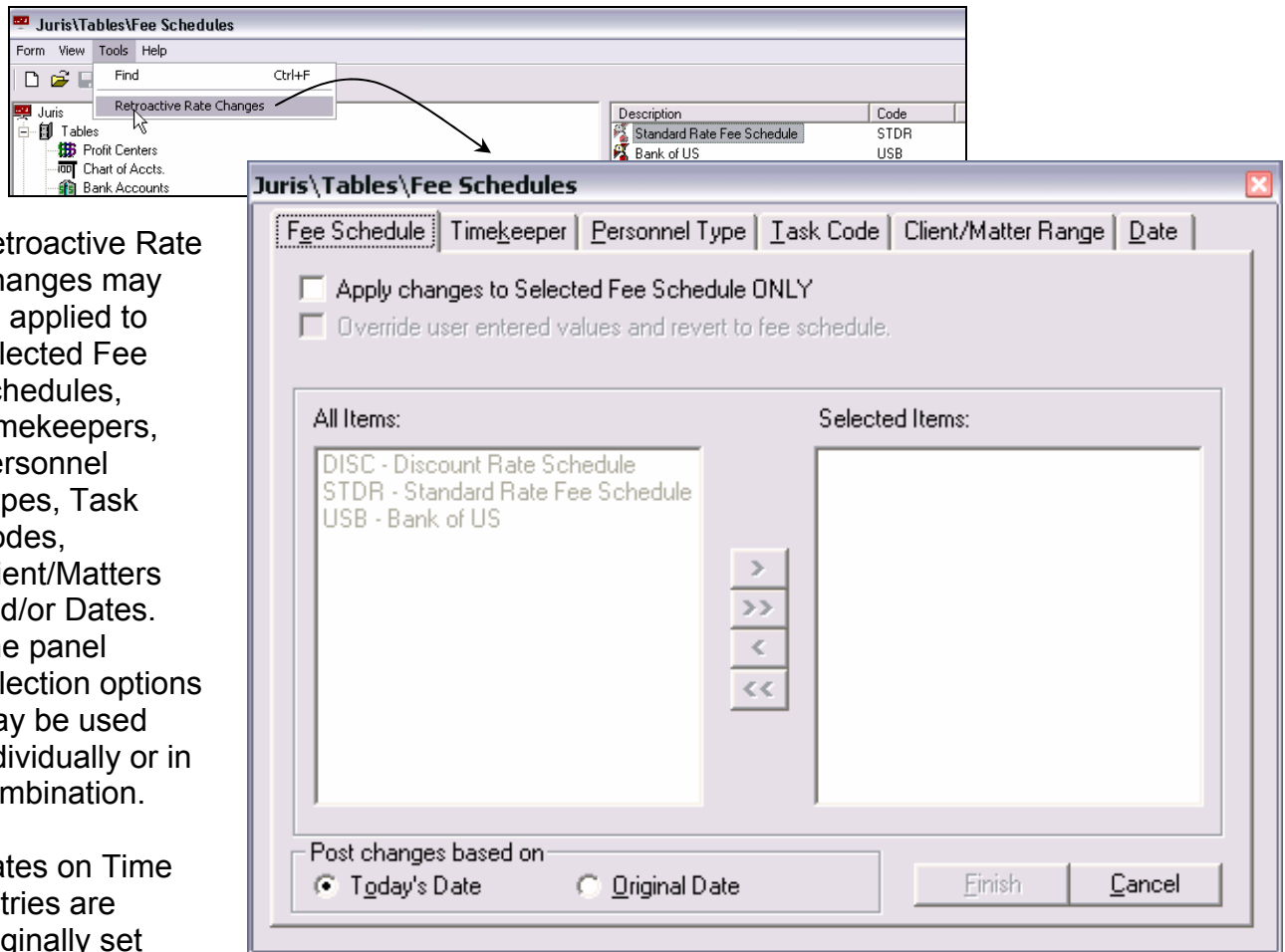


## Fee Schedules – Task Codes



## Retroactive Rate Change

The *Retroactive Rate Change* panels allow you to apply changes to selected Fee Schedules and override user entered values on unbilled Time Entries by changing to the new Fee Schedule Rates.



Retroactive Rate Changes may be applied to selected Fee Schedules, Timekeepers, Personnel Types, Task Codes, Client/Matters and/or Dates. The panel selection options may be used individually or in combination.

Rates on Time entries are originally set when the Time entry is posted. These rates are assigned through Fee Schedules and may consist of Timekeeper rates, Personnel Type rates or Task Code rates.

- If you select the Timekeeper panel and select a Timekeeper, only those entries for the Timekeeper, whose rates were originally set by use of a Fee Schedule/Timekeeper rate, will be changed.
- If you select the Personnel Type panel and select a Personnel Type, only those entries for Timekeepers who belong to the Personnel Type, whose rates were originally set by use of a Fee Schedule/Personnel Type rate, will be changed.

- If you select the Task Code panel and select a Task Code, only those entries for the Task Code, whose rates were originally set by use of a Fee Schedule/Task Code rate, will be changed.

If you manually override the rate of a Time entry, the entry will not be changed unless you choose the 'Override user entered values and revert to fee schedule' option located on the Fee Schedule panel.

**Notes:**

- You must change to Maintenance Mode in order to perform Retroactive Rate Changes.
- Since Retroactive Rate Changes do constitute Adjustments to Time Entries, a decision may be made to post the changes based on Today's Date or Original. Time Adjustment batches containing these changes will be created.
- If an entry exists on a Prebill, the entry will be removed from the Prebill and the 'Ready to' status of the Prebill is set to 'Ready to Edit'. You may choose 'Select Prebills' to recreate the Prebill to include the removed entry.





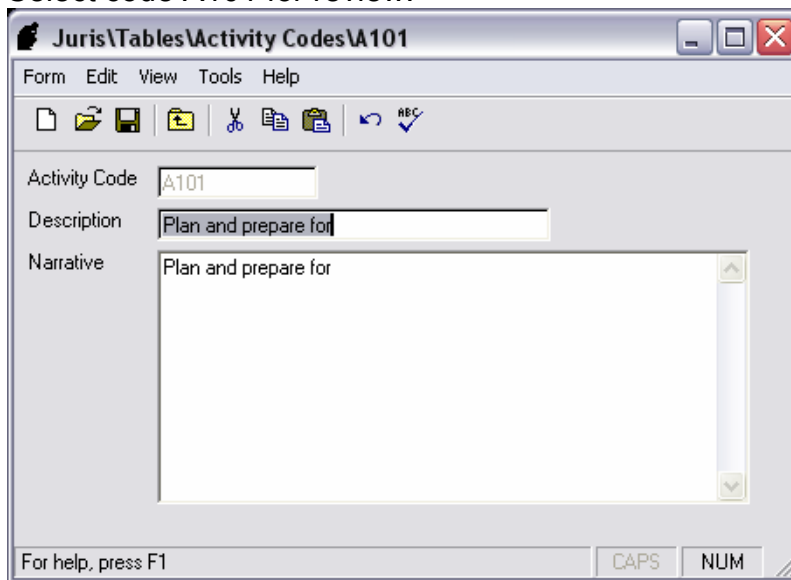


## Activity Codes

*Activity Codes* may be used on time entries when a firm would like to define specific activity types that may be performed for a client. The *Activity Codes* may be used alone or in conjunction with *Task Codes*.

### Exercise:

1. Select  Tables →  Activity Codes
2. Select code A101 for review.



3. Close the form when finished reviewing the details.



## Expense Codes

*Expense Codes* may be used on expense entries when a firm would like to define specific expense types that may be charged to a client. The *Expense Codes* may represent cash expenses (such as deposition fees) or noncash expenses (such as local faxes sent from a firm-owned fax machine).

### Exercise:

1. Select Tables → Expense Codes
2. Double-click to open the expense E107.

Juris\Tables\Expense Codes\E107

Form Edit View Tools Help

Expense Code: E107

Description: Delivery services/messengers

Type: ☒ Cash expense ☐ Noncash expense

☐ Expense is exempt from tax 1  
☐ Expense is exempt from tax 2  
☐ Expense is exempt from tax 3

Income account: 5000-000 Client Exp. Accrual Cleaning

Adjustment account: 5000-100 Write-offs - Client Exp.

Narrative: Delivery services/messengers

Expense Schedules Expense Code Xref

For help, press F1 CAPS NUM

The Type may only be changed from Cash to NonCash (or vice versa) when the following conditions exist:

1. Juris is in Maintenance Mode.
2. No open prebills exist that have expenses that use the selected expense code.

3. Review the *Expense Schedules* and *Expense Code Xref* forms as well.
4. Close the forms when finished reviewing.

## Expense Codes – Expense Schedules

**Juris\Tables\Expense Codes\E107**

Form Edit View Tools Help

Expense Code

Description

Type

☒ Cash expense ☐ Noncash expense

☐ Expense is exempt from tax 1

☐ Expense is exempt from tax 2

☐ Expense is exempt from tax 3

Income account  Client Exp. Accrual Cleaning

Adjustment account  Write-offs - Client Exp.

Narrative

Expense Schedules Expense Code Xref

For help, press F1

**Juris\Tables\Expense Codes\E107\Expense Schedules**

Form Edit View Help

|   | Code | Expense Schedule Description | Summ | Show Units | Multiplier |
|---|------|------------------------------|------|------------|------------|
| 1 | STDR | Standard Rate Expense Sch    |      |            | 1.0000     |
| 2 |      |                              |      |            |            |
| 3 |      |                              |      |            |            |
| 4 |      |                              |      |            |            |

For help, press F1

Select from the following :

| Code | Description |
|------|-------------|
| USB  | Bank of US  |

## Expense Codes – Expense Code Xref

**Juris\Tables\Expense Codes\E107**

Form Edit View Tools Help

Expense Code

Description

Type

☒ Cash expense ☐ Noncash expense

☐ Expense is exempt from tax 1

☐ Expense is exempt from tax 2

☐ Expense is exempt from tax 3

Income account  Client Exp. Accrual Cleaning

Adjustment account  Write-offs - Client Exp.

Narrative

Expense Schedules

Expense Code Xref

For help, press F1

**Juris\Tables\Expense Codes\E107\Expense...**

Form Edit View Help

|   | Xref List | Client's Code | Client's Description |
|---|-----------|---------------|----------------------|
| 1 | USB       | DEL           | Delivery Expenses    |
| 2 |           |               |                      |
| 3 |           |               |                      |
| 4 |           |               |                      |

For help, press F1


CAPS NUM

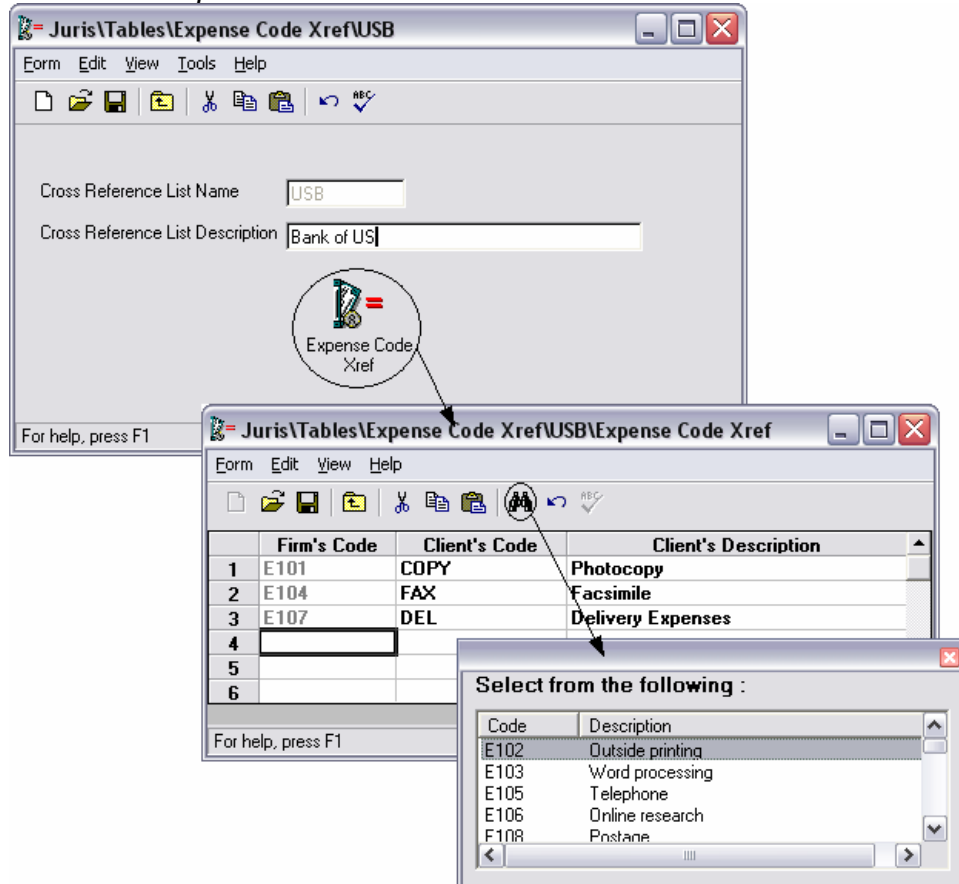


## Expense Code Cross Reference

The *Expense Code Xref* (Cross Reference) may be used when a client prefers to see their own specific expense codes on their bills. If the client's codes are not the same as the firm's internal system for expense codes, the expense code xref will map the firm's code to the client's code and description. This allows expenses to be entered into Juris using the firm's normal expense codes, yet the cross-referenced code may be placed on the client's bill for their convenience.

### Exercise:

1. Select  Tables →  Expense Code Xref
2. Double-Click on *Bank of US* cross reference.
3. Select the *Expense Code Xref* icon and review the form.



For help, press F1

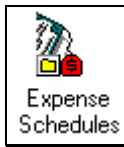
|   | Firm's Code | Client's Code | Client's Description |
|---|-------------|---------------|----------------------|
| 1 | E101        | COPY          | Photocopy            |
| 2 | E104        | FAX           | Facsimile            |
| 3 | E107        | DEL           | Delivery Expenses    |
| 4 |             |               |                      |
| 5 |             |               |                      |
| 6 |             |               |                      |

For help, press F1

Select from the following :

| Code | Description      |
|------|------------------|
| E102 | Outside printing |
| E103 | Word processing  |
| E105 | Telephone        |
| E106 | Online research  |
| E108 | Postage          |

4. Close the forms when finished with review.



## Expense Schedules

*Expense Schedules* may be used to establish specific expense amounts that differ from the standard expense amounts charged by the firm. For example, a client with whom the firm works with on a regular basis or through which a large volume of business is generated may be charged a lower amount than the standard expense amount. A particularly difficult or high-risk client may be charged a higher amount than the standard expense amount. In these instances, the firm may wish to establish specific expense schedules in order to easily charge the appropriate amounts.

### Exercise:

1. Select Tables → Expense Schedules
4. Select the *Bank of US* schedule for review. Review the *Expense Schedule* form as well as the *Expense Codes* form.

**Juris\Tables\Expense Schedules\USB**

Form Edit View Tools Help

Exp Schedule Code: USB

Exp Schedule Description: Bank of US

Expense Codes

**Juris\Tables\Expense Schedules\USB\Expense Codes**

Form Edit View Help

|   | Code | Expense Code Description | Summ                                | Show Units               | Multiplier |
|---|------|--------------------------|-------------------------------------|--------------------------|------------|
| 1 | E101 | Copying                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 0.2000     |
| 2 | E104 | Facsimile                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 0.0000     |
| 3 |      |                          | <input type="checkbox"/>            | <input type="checkbox"/> |            |
| 4 |      |                          | <input type="checkbox"/>            | <input type="checkbox"/> |            |
| 5 |      |                          | <input type="checkbox"/>            | <input type="checkbox"/> |            |

For help, press F1

**Select from the following :**

| Code | Description                  |
|------|------------------------------|
| E102 | Outside printing             |
| E103 | Word processing              |
| E105 | Telephone                    |
| E106 | Online research              |
| E107 | Delivery services/messengers |

5. Close the forms when done with review.



## Client/Matters

The Client/Matters table provides a location to enter client and matter information and set up billing methods.

### Exercise (Add Client):

1. Select Tables → Clients
2. Select the client “Gateway Insurance Company” for review. Review the three tabs for the client (*Code*, *Billing* and *Int/Disc*) as well as the *Billing Address*, *Consolidation* and *Matters* icons. Click *Form* → *Close* when finished reviewing the details.
3. Select *New* .
4. Enter the Client information as shown in the screens below:

### Client – Code Tab

The screenshot shows a software window titled "Juris\Tables\Clients\ new" with a menu bar (Form, Edit, View, Tools, Help) and a toolbar. The "Code" tab is selected and circled. The form contains the following fields and controls:

- Client Code: 0300
- Code | Billing | Int/Disc (tabbed interface)
- Nickname: Smith, John
- Reporting Name: Smith, John
- Source of Business: (empty)
- Phone / Fax: 123-456-7890 | 123-456-7899
- Contact: Mr. John Smith
- Date Opened: Enter Today's Date
- Office Code: MAIN - Main Office (dropdown)
- Billing Timekeeper: BBB - Baldwin, Brian B. (dropdown)
- Practice Class: IN - Insurance (dropdown)
- ☐ Individual
- Orig. Timekeeper: (table)

|   | ID  | Name                 | %  |
|---|-----|----------------------|----|
| 1 | DDD | Davis, Dianne D.     | 50 |
| 2 | MMM | Mitchell, Michael M. | 50 |
| 3 |     |                      |    |

At the bottom, there is a status bar with "For help, press F1" and buttons for "CAPS" and "NUM".

## Client – Billing Tab

Juris\Tables\Clients\ new

Form Edit View Tools Help

Client Code 0300

Code Billing Int/Disc

Fee Schedule STD - Standard Rate Fee Schedule

Task Code Xref - <NONE>

Expense Schedule STD - Standard Rate Expense Schedu

Exp Code Xref - <NONE>

Bill Format BF01 Basic Format

Prebill Format BF01 Basic Format

Billing Agreement H - Hourly

Flat Fee ☐ Flat fee amount includes expenses

Retainer Type - < N/A >

Billing Frequency Expenses: M - Monthly Fees: M - Monthly

Month and Cycle Month: N/A Cycle: N/A

Thresholds Expenses: 0 Fees: 0

☐ Include Fees if threshold met

☐ Include Expenses if threshold met

H - Hourly  
T - Task Billing  
F - Flat Fee  
R - Retainer  
C - Contingency  
B - Pro Bono  
N - Nonbillable

For help, press F1 CAPS NUM

## Client – Int/Disc Tab

Juris\Tables\Clients\ new

Form Edit View Tools Help

Client Code 0300

Code Billing Int/Disc

Interest Percent 1.0000

Interest Days 0

Discount Option 0 - No discount Percent N/A

Surcharge Option 0 - No surcharge Percent N/A

Tax Exemptions

☐ Exempt from Tax #1

☐ Exempt from Tax #2

☐ Exempt from Tax #3

Budget Options

☐ Enable budgeting

☐ Require phase numbers on all transactions


☐ Require task codes on all time entries

☐ Require activity codes on all time entries

☐ Require task codes on all expense entries

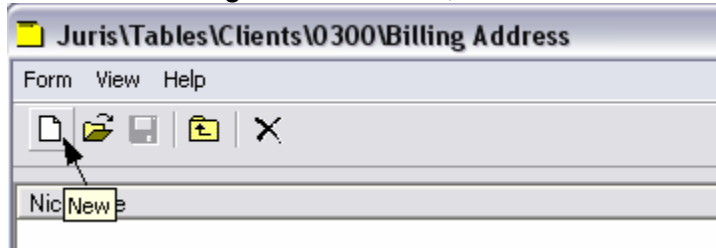
For help, press F1 CAPS NUM



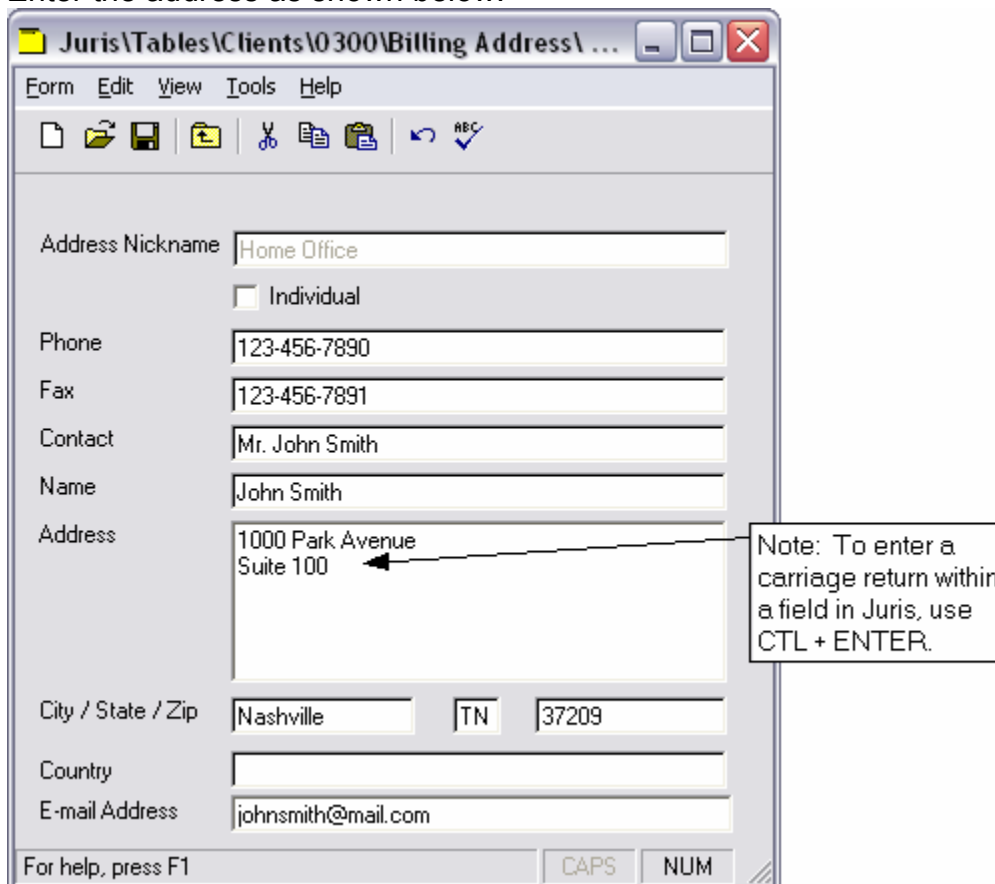
5. Select Save , then the *Billing Address*, *Consolidation* and *Matters* icons will appear.



6. Select the *Billing Address* icon, then click NEW.



7. Enter the address as shown below:




A screenshot of a software window titled 'Juris\Tables\Clients\0300\Billing Address\...'. The window has a menu bar with 'Form', 'Edit', 'View', 'Tools', and 'Help'. Below the menu bar is a toolbar with various icons. The main area of the window contains a form with the following fields:

- Address Nickname: Home Office
- ☐ Individual
- Phone: 123-456-7890
- Fax: 123-456-7891
- Contact: Mr. John Smith
- Name: John Smith
- Address: 1000 Park Avenue Suite 100
- City / State / Zip: Nashville TN 37209
- Country:
- E-mail Address: johnsmith@mail.com

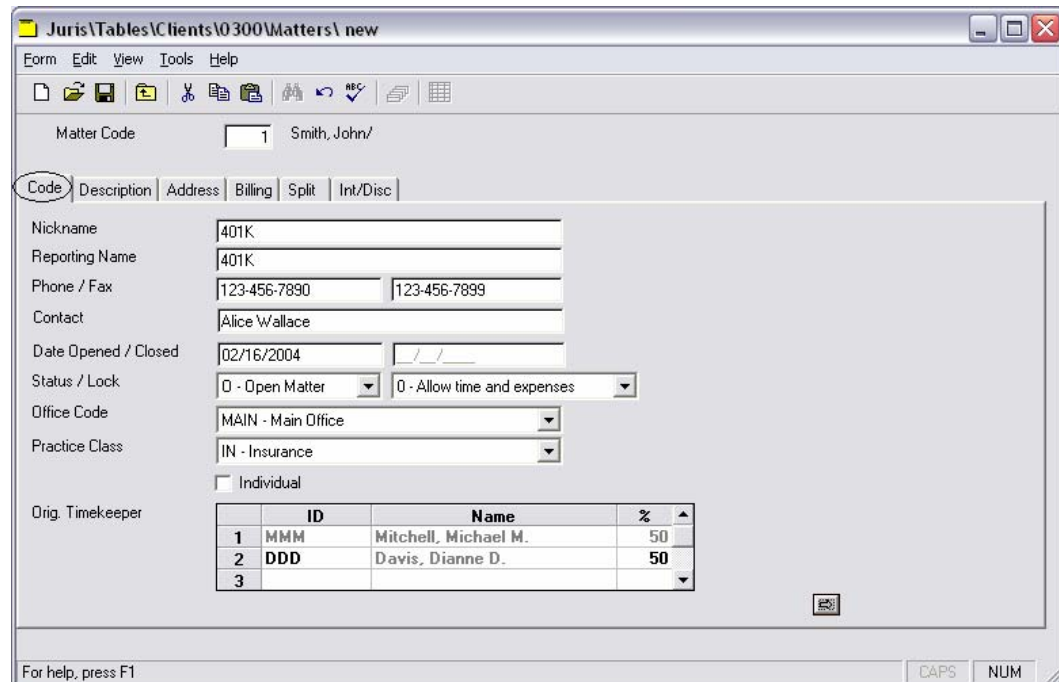
At the bottom of the window, there is a status bar with the text 'For help, press F1' and two buttons labeled 'CAPS' and 'NUM'. A note box on the right side of the window points to the 'Address' field with the text: 'Note: To enter a carriage return within a field in Juris, use CTL + ENTER.'

8. Save and close the forms when finished entering values.

### Exercise (Add Matters):

1. Select  Tables →  Clients
2. Select the client “John Smith” that was just added.
3. Select the *Matters* icon .
4. Enter the Matter information as shown in the following forms:

### **Matters – Code Tab**



Matter Code: 1 Smith, John/

Code | Description | Address | Billing | Split | Int/Disc

Nickname: 401K

Reporting Name: 401K

Phone / Fax: 123-456-7890 123-456-7899

Contact: Alice Wallace

Date Opened / Closed: 02/16/2004

Status / Lock: 0 - Open Matter 0 - Allow time and expenses

Office Code: MAIN - Main Office

Practice Class: IN - Insurance

☐ Individual

Orig. Timekeeper:

|   | ID  | Name                 | %  |
|---|-----|----------------------|----|
| 1 | MMM | Mitchell, Michael M. | 50 |
| 2 | DDD | Davis, Dianne D.     | 50 |
| 3 |     |                      |    |

For help, press F1 CAPS NUM

## 5. Matters – Description Tab

Juris\Tables\Clients\0300\Matters\ new

Form Edit View Tools Help

Matter Code 1 Smith, John/

Code Description Address Billing Split Int/Disc

Description

401K Maintenance

Remarks

Allow DDD and MMM to review all invoices before mailing.

For help, press F1

CAPS NUM

## Matters – Address Tab

Juris\Tables\Clients\0300\Matters\ new

Form Edit View Tools Help

Matter Code 1 Smith, John/

Code Description Address Billing Split Int/Disc

☒ Is Not Consolidated ☐ Is Consolidated

Billing Timekeeper BBB - Baldwin, Brian B.

Bill Format BF01 Basic Format

Prebill Format BF01 Basic Format

|   | Send copy to | Nbr. of copies | Print                               | E-mail            | Export | Comment |
|---|--------------|----------------|-------------------------------------|-------------------|--------|---------|
| 1 | Home Office  | 1              | <input checked="" type="checkbox"/> | HTML - RPDF - Por |        |         |
| 2 |              |                | <input type="checkbox"/>            |                   |        |         |
| 3 |              |                | <input type="checkbox"/>            |                   |        |         |
| 4 |              |                | <input type="checkbox"/>            |                   |        |         |
| 5 |              |                | <input type="checkbox"/>            |                   |        |         |
| 6 |              |                | <input type="checkbox"/>            |                   |        |         |

None XLS - HTML TEXT RTF - PDF -

New Address

For help, press F1

CAPS NUM

## Matters – Billing Tab

Juris\Tables\Clients\0300\Matters\ new

Form Edit View Tools Help

Matter Code 1 Smith, John/

Code Description Address **Billing** Split Int/Disc

Fee Schedule: STDR - Standard Rate Fee Schedule

Task Code Xref: - <<NONE>>

Expense Schedule: STDR - Standard Rate Expense Schedu

Exp Code Xref: - <<NONE>>

Quick Action: 0 - << NONE >>

Billing Agreement: H - Hourly

Flat Fee: ☐ Flat fee amount includes expenses

Retainer Type: - << N/A >>

Billing Frequency: Expenses: M - Monthly Fees: M - Monthly

Month and Cycle: Month: N/A Cycle: N/A

Thresholds: Expenses: 0 Fees: 0

☐ Include Fees if threshold met

☐ Include Expenses if threshold met

For help, press F1

CAPS NUM

Amount: N/A

H - Hourly  
T - Task Billing  
F - Flat Fee  
R - Retainer  
C - Contingency  
B - Pro Bono  
N - Nonbillable

M - Monthly  
Q - Quarterly  
S - Semiannually  
A - Annually  
C - on Cycle

## Matters – Split Tab

Juris\Tables\Clients\0300\Matters\ new

Form Edit View Tools Help

Matter Code 1 Smith, John/

Code Description Address Billing **Split** Int/Disc

Split Billing Method: 0 - Matter does NOT split


Threshold: N/A

|   | Client Code | Matter Code | Matter Reporting Name | Split % |
|---|-------------|-------------|-----------------------|---------|
| 1 |             |             |                       |         |
| 2 |             |             |                       |         |
| 3 |             |             |                       |         |
| 4 |             |             |                       |         |
| 5 |             |             |                       |         |
| 6 |             |             |                       |         |
| 7 |             |             |                       |         |
| 8 |             |             |                       |         |

For help, press F1

CAPS NUM

## Matters – Int/Disc Tab

6. Select **Save** .
4. Select *Form* → *Close* to exit the Matter form.
5. Select *Form* → *Close* to exit the Client form.

## Consolidation

The consolidation form allows the user to select certain billing options that will apply to matters that belong to a consolidation.

### Exercise:

1. Open the Client *0200 - Main Street Bank*.
2. Click the consolidation button.



- Review the consolidation form.

|   | Consolidation             | Billing Timekeep | Name                 | Bill Format | Prebill Format |
|---|---------------------------|------------------|----------------------|-------------|----------------|
| 1 | Main Office Consolidation | MMM              | Mitchell, Michael M. | BF01        | BF01           |
| 2 |                           |                  |                      |             |                |
| 3 |                           |                  |                      |             |                |
| 4 |                           |                  |                      |             |                |
| 5 |                           |                  |                      |             |                |

|   | Send copy to    | Nbr. of copies | Print                               | E-mail   | Export   | Comment |
|---|-----------------|----------------|-------------------------------------|----------|----------|---------|
| 1 | 121 Main Street | 1              | <input checked="" type="checkbox"/> | NONE - { | NONE - { |         |
| 2 |                 |                | <input type="checkbox"/>            |          |          |         |
| 3 |                 |                | <input type="checkbox"/>            |          |          |         |
| 4 |                 |                | <input type="checkbox"/>            |          |          |         |

- Close the form when finished with review.

### **Propagate Changes**

When Matters are created, several fields that are shared by both Client and Matter will automatically populate the Matter with the same value as assigned for the corresponding Client. These shared values may be changed at the Client level and that change may then be propagated to the Matters, if desired.

#### **Exercise:**

- Open the Client "John Smith" and go to the *Int/Disc* tab.
- Change the Interest Percent from 1.000 to 1.500. Notice that the Propagate Changes function becomes enabled.

- Place a checkmark in the Propagate Changes box and save. Notice that Juris will list the items that have changed and will give the option to propagate

the changes for all matters, or just matters that had the same original value for that item.

**Propagate Changes**

☐ Propagate changes to ALL Matters for this Client

☒ Propagate changes only to Matters with the same original value

|   |  |
|---|--|
| 1 | <input checked="" type="checkbox"/> Interest Percent |
|---|--|

All items changed (that exist on both Client and Matter forms) will be listed here. Add or remove the checkmark to the left of the item to include or exclude that item in the propagation of changes.

Items with checkmarks will have changes propagated to all matters or only to matters with the same original value as determined by the user.

OK Cancel

4. Click the OK button to propagate the change. Now open Matter 1 and verify that the interest percent has changed from 1.000 to 1.500. Close the forms when done reviewing.



## Text Codes

Text codes may be used as shorthand for frequently keyed phrases.

### Exercise:

1. Select Tables → Text Codes
2. Open Text Code IOC for review.

A screenshot of a Windows-style application window titled 'FYI Juris\Tables\Text Codes\IOC'. The window has a menu bar with 'Form', 'Edit', 'View', 'Tools', and 'Help'. Below the menu bar is a toolbar with icons for file operations (new, open, save, print, delete, copy, paste) and editing (undo, redo, spell check). The main area contains three fields: 'Text Code' with the value 'IOC', 'Description' with the value 'Interoffice Conf', and 'Narrative' with the value 'Interoffice conference with'. The 'Narrative' field is a large text area with a vertical scrollbar. At the bottom of the window, there is a status bar with the text 'For help, press F1' and two buttons labeled 'CAPS' and 'NUM'.

3. Close the form when finished reviewing the details.





## A/P Accounts

### Exercise:

1. Select Tables → A/P Accounts
2. Select AP1 account for review.
3. Click *Form* → *Close* when finished reviewing the details of the form.



A screenshot of a software window titled 'Juris\Tables\A/P Accounts\AP1'. The window has a menu bar with 'Form', 'Edit', 'View', 'Tools', and 'Help'. Below the menu bar is a toolbar with icons for file operations (new, open, save, print), editing (cut, copy, paste), and navigation (back, forward, home). The main area contains three fields: 'A/P Code' with the value 'AP1', 'Description' with the value 'Accounts Payable', and 'Account' with the value '2000-000' and a dropdown arrow. To the right of the 'Account' field, the text 'Accounts Payable' is displayed. At the bottom of the window, there is a status bar with the text 'For help, press F1' and two buttons labeled 'CAPS' and 'NUM'.



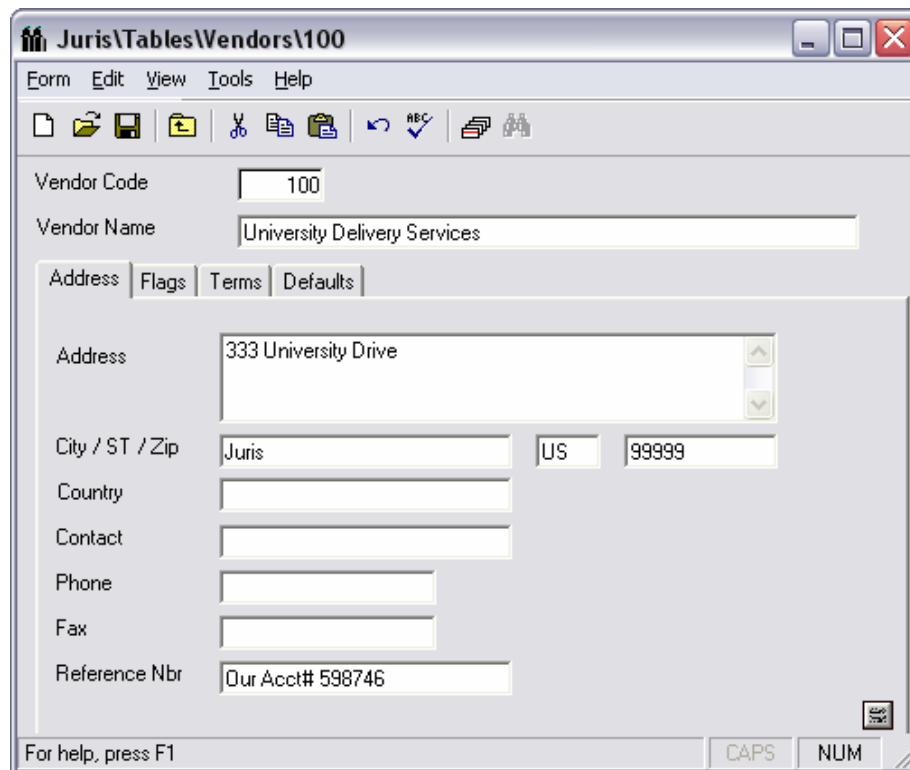
## Vendors

*Vendors* may be added to the Juris system to allow for easy payment of invoices that are received by the firm.

### Exercise:

1. Select  Tables →  Vendors
2. Select the vendor “University Delivery Services” for review. Make sure to view the *Address*, *Flags*, *Terms* and *Default* tabs.
3. Close the forms when finished with review.

### Vendors – Address Tab



The screenshot shows a software window titled "Juris\Tables\Vendors\100". The window has a menu bar with "Form", "Edit", "View", "Tools", and "Help". Below the menu bar is a toolbar with icons for file operations (new, open, save, print), editing (undo, redo, delete), and other functions (refresh, help). The form contains the following fields:

- Vendor Code: 100
- Vendor Name: University Delivery Services
- Address Tab: Selected (other tabs are Flags, Terms, Defaults)
- Address: 333 University Drive
- City / ST / Zip: Juris, US, 99999
- Country: (empty)
- Contact: (empty)
- Phone: (empty)
- Fax: (empty)
- Reference Nbr: Our Acct# 598746

At the bottom of the window, there is a status bar with the text "For help, press F1" and two buttons labeled "CAPS" and "NUM".

## Vendors – Flags Tab

Juris\Tables\Vendors\100

Form Edit View Tools Help

Vendor Code: 100

Vendor Name: University Delivery Services

Address Flags Terms Defaults

Payments

☐ Hold all payments ☐ Separate check

☐ No purchases ☐ Always take discount

Payment group:

Taxes

☒ Gets 1099

Report As: Nonemployee compensation

Supplemental Amount(s):

|      |        |
|------|--------|
| 2003 | \$0.00 |
| 2002 | \$0.00 |

Tax ID type: ☒ Fed Employer ID ☐ Soc Sec Nbr

Tax ID number: 579999999

For help, press F1

CAPS NUM

## Vendors Terms Tab

Juris\Tables\Vendors\100

Form Edit View Tools Help

Vendor Code: 100

Vendor Name: University Delivery Services

Address Flags Terms Defaults

Terms type: ☒ Due days ☐ Proximo

Terms description:

Due days: 0

Discount days: 0

Discount percent: 0.0000

Discount cutoff: 0

For help, press F1

CAPS NUM

## Vendors Defaults Tab

Juris\Tables\Vendors\100

Form Edit View Tools Help

Vendor Code 100

Vendor Name University Delivery Services

Address Flags Terms Defaults

Default expense code E107 Delivery services/messengers

Default A/P account AP1 Accounts Payable

Default G/L dist. account 5000-000 Expense Income/Offset












G/L discount account 5000-000 Expense Income/Offset

For help, press F1 CAPS NUM



# TRANSACTIONS

---




|  |   |   |  |  |   |   |
|--|---|---|--|--|---|---|
| <br>Void Check        | <br>Journal Entries  | <br>Time Entries | <br>Expense Entries | <br>Cash Receipts | <br>Manual Bills | <br>Credit Memos |
| <br>Trust Adjustments | <br>Payment Vouchers | <br>Checks       | <br>Quick Checks    |  |   |   |

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# Introduction

The transaction area is where all of the details of the firms operations are entered. Transactions are kept in batches. The batch system compartmentalizes transactions in groups based on date, user, etc.

Creating transactions in Juris requires a three-step approach:

1. Select New  to create a new Batch.
2. Select New  to add a transaction to the Batch.
3. Complete and Save  the new entry.

## Batch Status:

- Unposted – Items in batch are in an adaptable state. Entries may be edited with no impact on the general ledger
- Ready to Post – Batch is still ‘Unposted’ but the user has designated that the batch may be posted when posting is performed by an administrative user. If changes are made to any item in a ‘Ready to Post’ batch, the status will revert to ‘Unposted.’
- Posted – Items in the batch have been transferred to the general ledger.
- Locked – Batch is currently opened by a user.
- Deleted – Batch is listed, but may not be opened. Deleted batches may be purged.

## Batch Types:

Time and Expense Entries allow for 3 different types of batches to be created:

- Normal Batch – Batch is assigned a status ‘Unposted’ when saved.
- Direct Batch – Batch is automatically posted when saved.
- Adjustment Batch – Used to make alterations to items within a posted batch. Journal entries are created to perform the adjustments.



## Time Entries

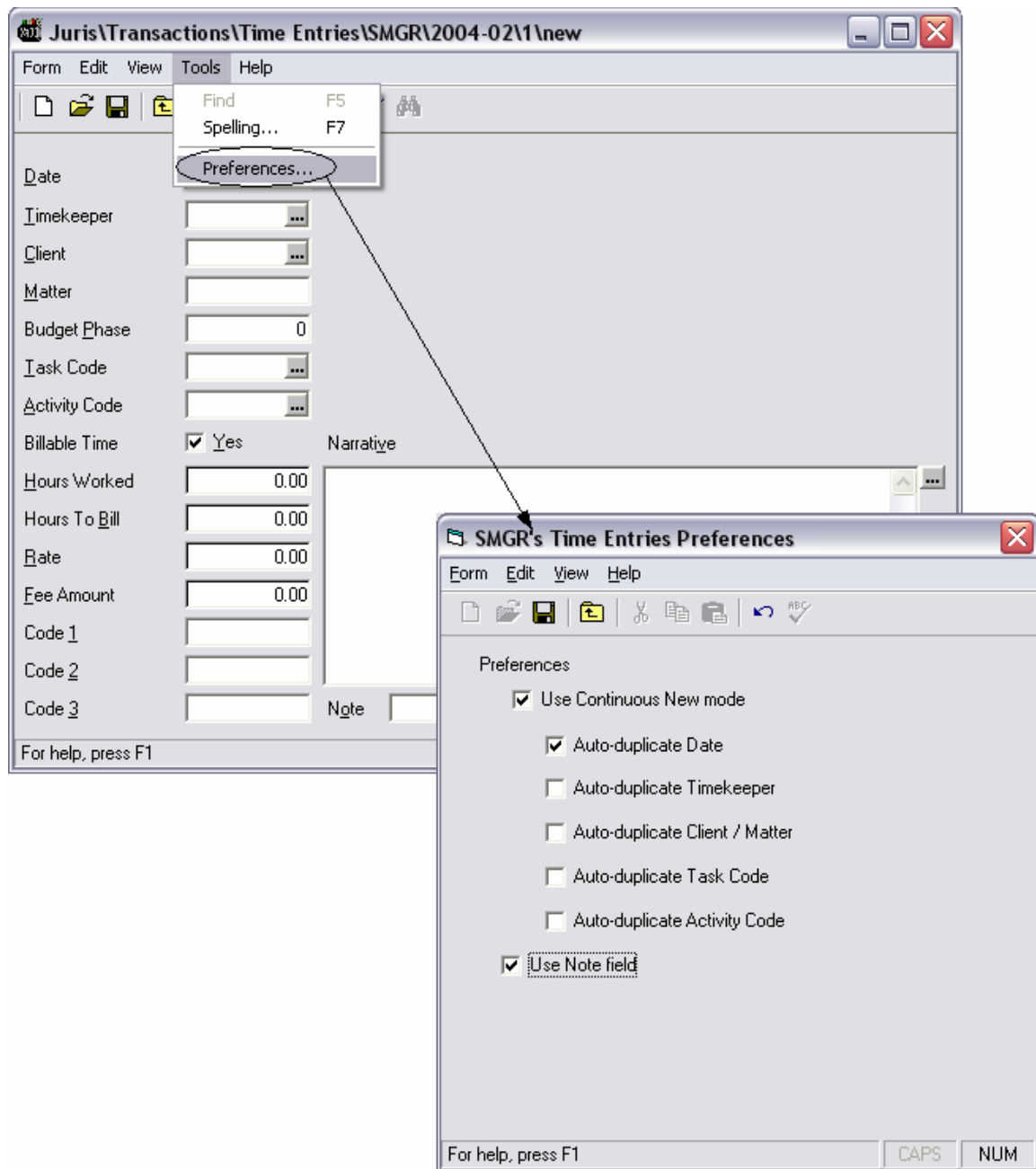
Time Entries may be entered through Juris or may be imported into batches from external sources.

The time entry form has 2 options: Professional View and Administrative View. Rights to use Professional View of time entries must be granted in User IDs/Menu Rights. If Professional View is not selected, 'Administrative View' is used.

Professional View contains a stopwatch that may be used by the professional to track time as worked, and the time entries created in Professional View are placed in normal time batches. Professional View allows the user to import time as well as manually enter and edit time entries in unposted batches. Those using Professional View may print time entry edit reports as well as change the status of their batches to "Ready to Post."

Administrative View allows all of the functions of Professional View except for the stopwatch. Administrative view also allows the additional functions of entering Direct or Adjustment Batches in addition to Normal Batches.


## Time Entry Preferences

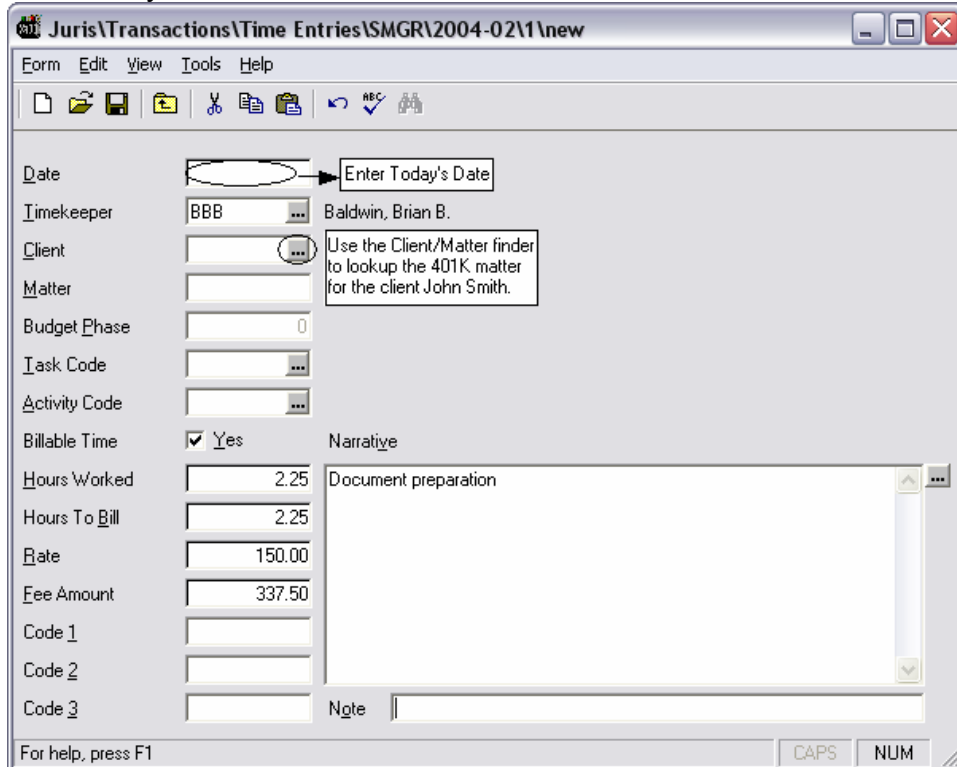


### **Exercise:**

1. Select Transactions → Time Entries
2. Select *New* to open a new batch.
3. Select *Normal Batch*, accept the default comment and click OK.




4. Select **New**  to create a new time entry in the batch. Enter the following Time Entry information as shown in the form below:




Juris\Transactions\Time Entries\SMGR\2004-02\1\new

Form Edit View Tools Help

Date  Enter Today's Date

Timekeeper BBB Baldwin, Brian B.

Client  Use the Client/Matter finder to lookup the 401K matter for the client John Smith.

Matter

Budget Phase 0

Task Code

Activity Code

Billable Time ☒ Yes Narrative

Hours Worked 2.25 Document preparation

Hours To Bill 2.25

Rate 150.00

Fee Amount 337.50

Code 1

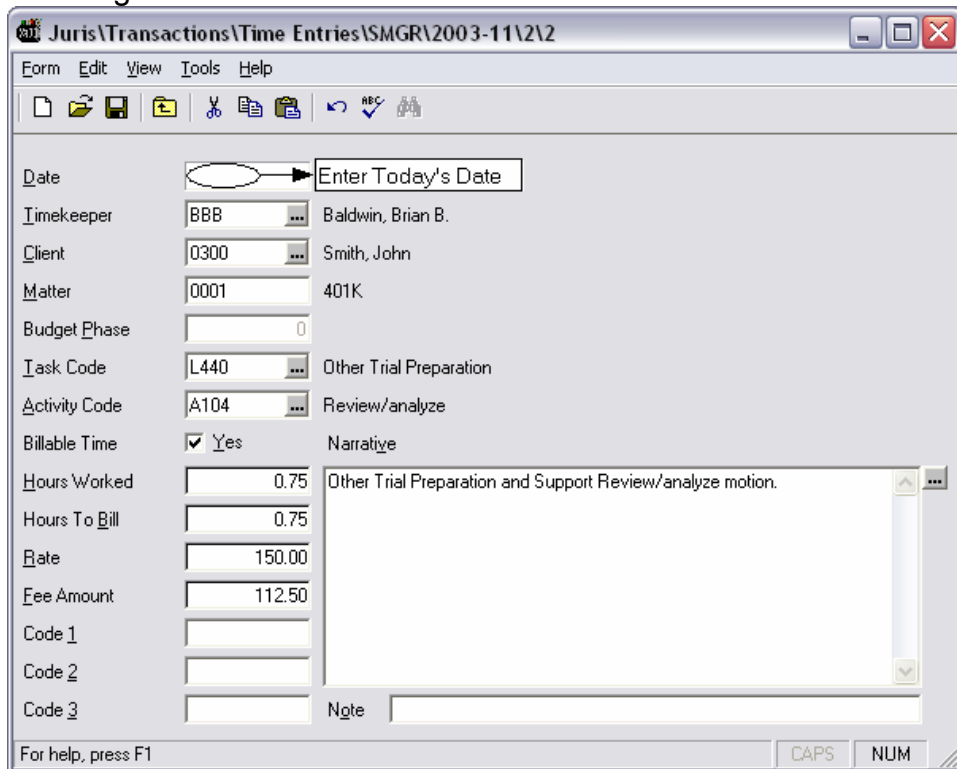
Code 2

Code 3

Note


For help, press F1 CAPS NUM

5. Select **Save** , and a new blank Time Entry form will open. Enter the following two Time Entries as shown below:



Juris\Transactions\Time Entries\SMGR\2003-11\2\2

Form Edit View Tools Help

Date  Enter Today's Date

Timekeeper BBB Baldwin, Brian B.

Client 0300 Smith, John

Matter 0001 401K

Budget Phase 0

Task Code L440 Other Trial Preparation

Activity Code A104 Review/analyze

Billable Time ☒ Yes Narrative

Hours Worked 0.75 Other Trial Preparation and Support Review/analyze motion.

Hours To Bill 0.75

Rate 150.00

Fee Amount 112.50

Code 1

Code 2

Code 3

Note

For help, press F1 CAPS NUM

Juris\Transactions\Time Entries\SMGR\2003-11\2\3

Form Edit View Tools Help

Date  Enter Today's Date

Timekeeper  BBB Baldwin, Brian B.

Client  0300 Smith, John

Matter  0001 401K

Budget Phase  0

Task Code  L240 Dispositive Motions

Activity Code  A103 Draft/revise

Billable Time ☒ Yes Narrative

Hours Worked  1.50 Dispositive Motions Draft/revise motion.

Hours To Bill  1.50

Rate  150.00

Fee Amount  225.00


Code 1

Code 2

Code 3

Note

For help, press F1 CAPS NUM

6. Select **Save** , then **Form** → **Close** to exit the Time Entry batch.
7. From the **Tools** menu on the batch, select the “Ready to Post” option.

Juris\Transactions\Time Entries\SMGR\2003-11\2

Form Edit View Tools Help

Spelling... F7 POST

Ready to Post

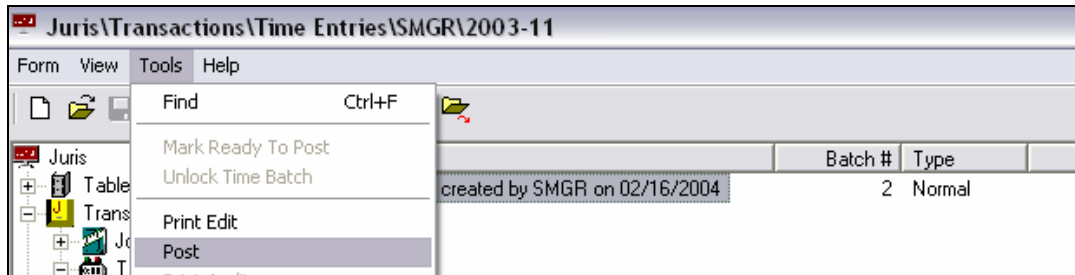
Comment  Batch 2 created by SMGR on 02/16/2004

| Nicknames  | Rec # | Date       | Timekeeper | Client/Matter |
|--|-------|------------|------------|---------------|
|  Smith, John/401K | 1     | 02/16/2004 | BBB        | 0300/0001     |
|  Smith, John/401K | 2     | 02/16/2004 | BBB        | 0300/0001     |
|  Smith, John/401K | 3     | 02/16/2004 | BBB        | 0300/0001     |

Total Hours  4.50

For help, press F1 3 Item(s) CAPS NUM

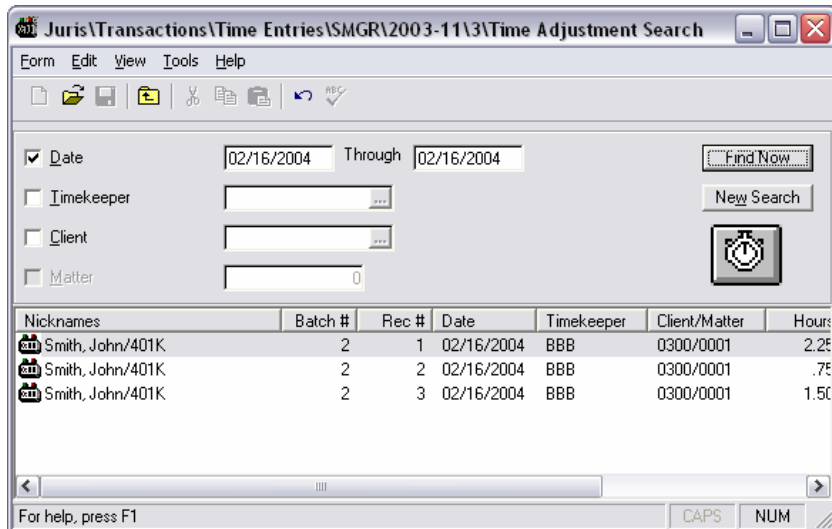
8. Select **Form** → **Close** to close the batch.
9. Click the batch to highlight it and from the **Tools** menu on the batch list, select the “Post” option to post the batch.




## Adjustments to Posted Time

### Exercise:

1. Select Transactions → Time Entries
2. Select **New** to open a new Time Batch.
3. Select **Adjustment Batch**, accept the default comment and click OK.
4. Select **New** to open a new Adjustment entry.
5. Select Date and do a date range of Today's date – today's date and select **Find Now**.



6. Open one of the entries found by double-clicking the item in the list and change the hours worked and hours billed down to .5 hours. [Note the option to Post in Period of "Today's Date" or "Original Date"] Select Save , then *Form* → *Close* to exit the Time Entry. This will show the Before and After entries for the item that was changed.



Juris\Transactions\Time Entries\SMGR\2003-11\3

Form Edit View Tools Help

Comment: Batch 3 created by SMGR on 02/16/2004

| Nicknames        | Rec #    | Date       | Timekeeper | Client/Matter |
|------------------|----------|------------|------------|---------------|
| Smith, John/401K | 1 Before | 02/16/2004 | BBB        | 0300/0001     |
| Smith, John/401K | 2 After  | 02/16/2004 | BBB        | 0300/0001     |

Total Hours: -1.00

For help, press F1 2 Item(s) CAPS NUM

7. Select *Form* → *Close* to exit the batch. Posting is automatic.



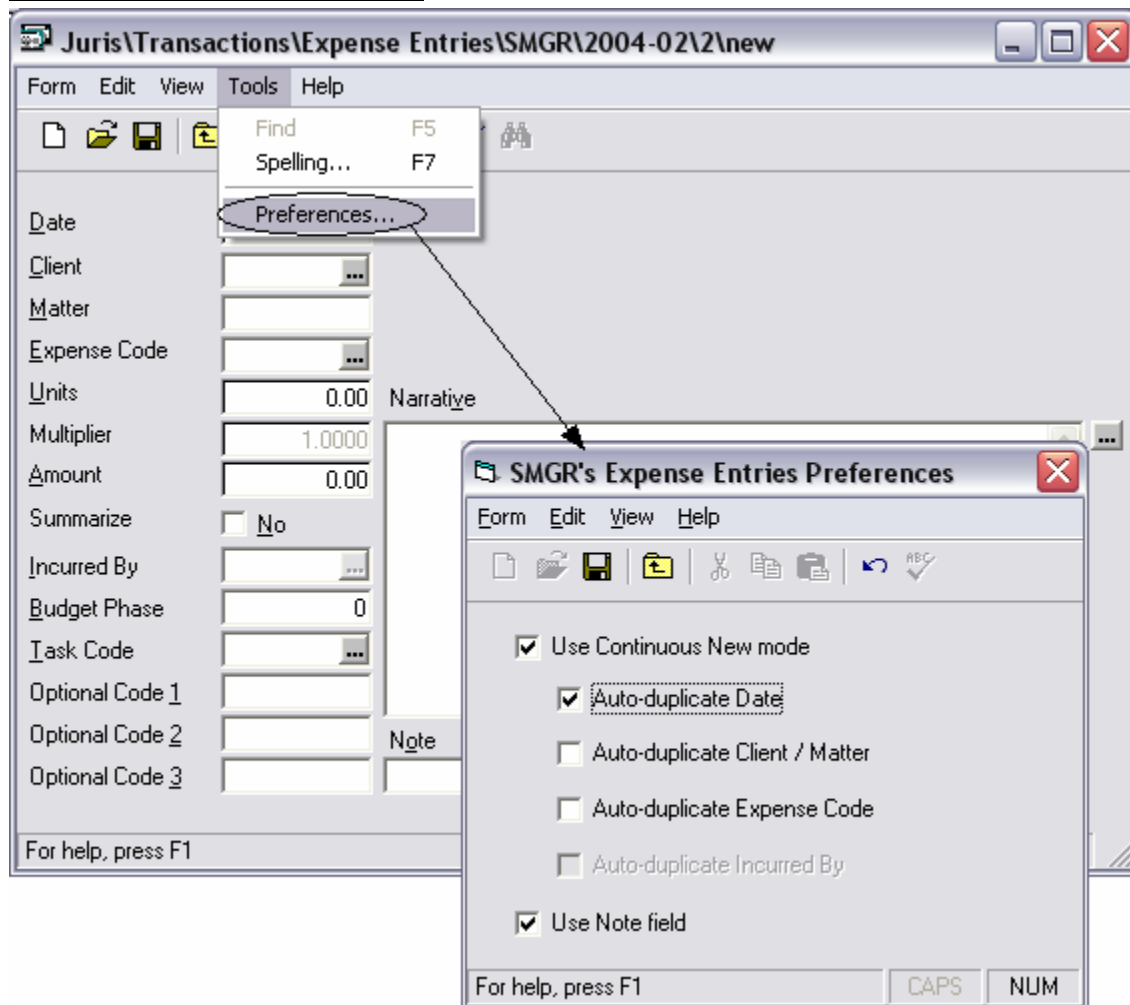
## Expense Entries

Time, Expense and Journal Entries all provide functions for importing entries into batches from external sources.

Expense Entries additionally request the Type of Batch to be created when performing step 1 above. Those choices include:



- Normal Batch
- Direct Batch
- Adjustment Batch

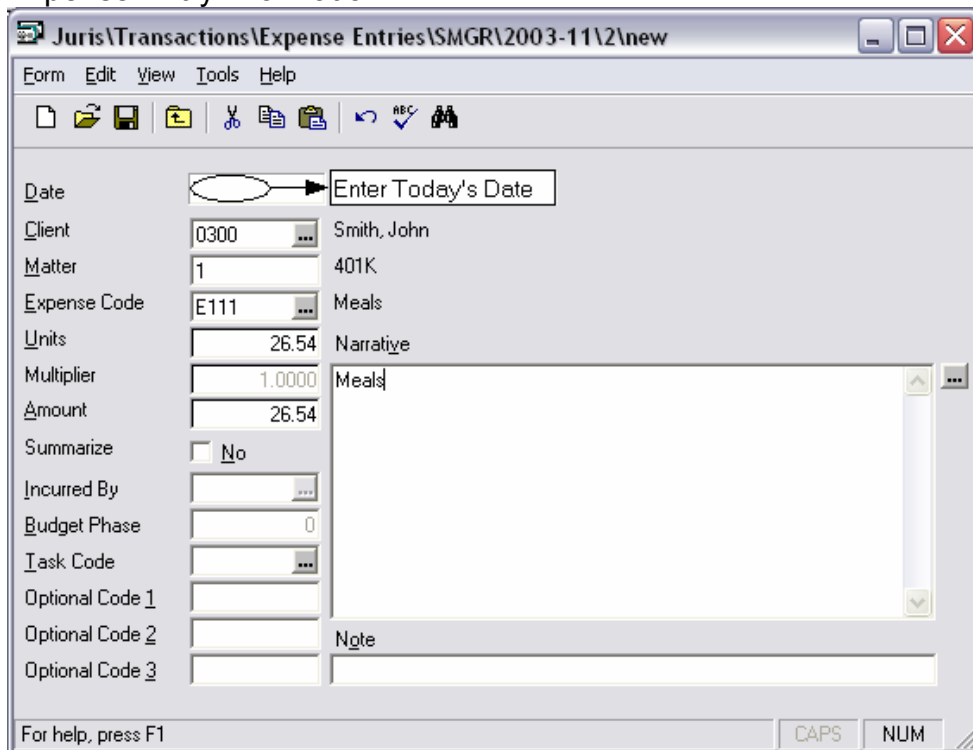
### Expense Entry Preferences



### Exercise:


1. Select Transactions → Expense Entries

2. Select **New**  to open a new Expense Batch.
3. Select **Normal Batch**, accept the default comment and click OK.
4. Select **New**  to create a new expense entry in the batch. Enter the following Expense Entry information:



Juris\Transactions\Expense Entries\SMGR\2003-11\2\new

Form Edit View Tools Help

Date  Enter Today's Date

Client 0300 Smith, John

Matter 1 401K

Expense Code E111 Meals

Units 26.54 Narrative

Multiplier 1.0000 Meals

Amount 26.54

Summarize ☐ No

Incurred By

Budget Phase 0


Task Code

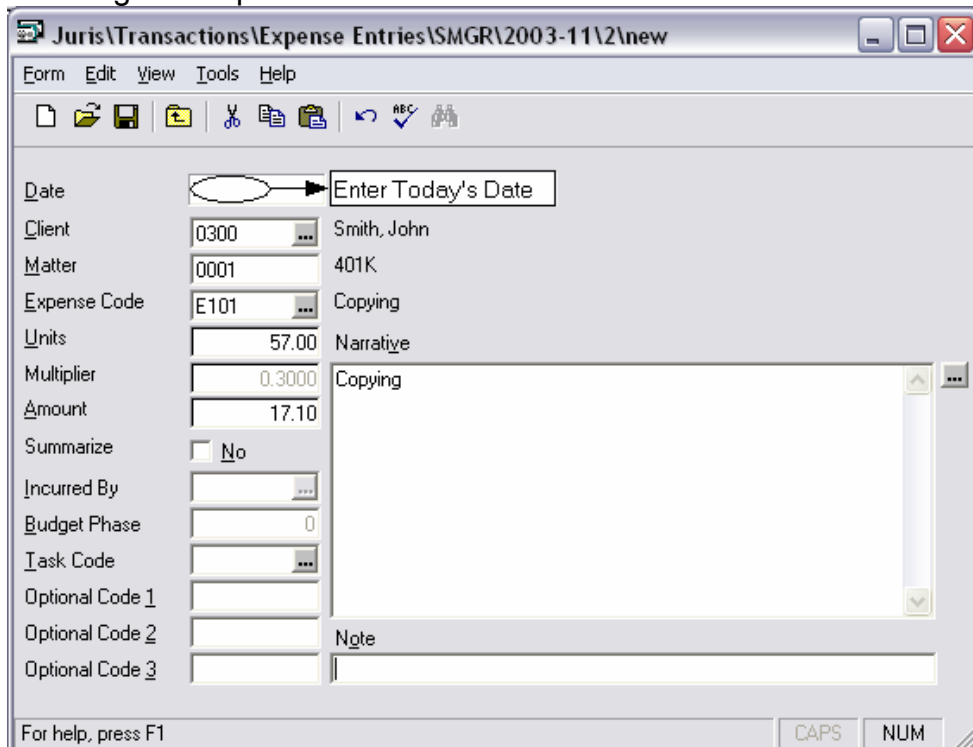
Optional Code 1

Optional Code 2 Note

Optional Code 3


For help, press F1 CAPS NUM

5. Click **Save** . A new blank Expense Entry form will open. Enter the following two Expense Entries:



Juris\Transactions\Expense Entries\SMGR\2003-11\2\new

Form Edit View Tools Help

Date  Enter Today's Date

Client 0300 Smith, John

Matter 0001 401K

Expense Code E101 Copying

Units 57.00 Narrative

Multiplier 0.3000 Copying

Amount 17.10

Summarize ☐ No

Incurred By

Budget Phase 0


Task Code

Optional Code 1

Optional Code 2 Note

Optional Code 3




For help, press F1 CAPS NUM


6. Select **Save** , then **Form** → **Close** to exit the Expense Entry batch.
7. From the **Tools** menu on the batch, select the “Ready to Post” option.

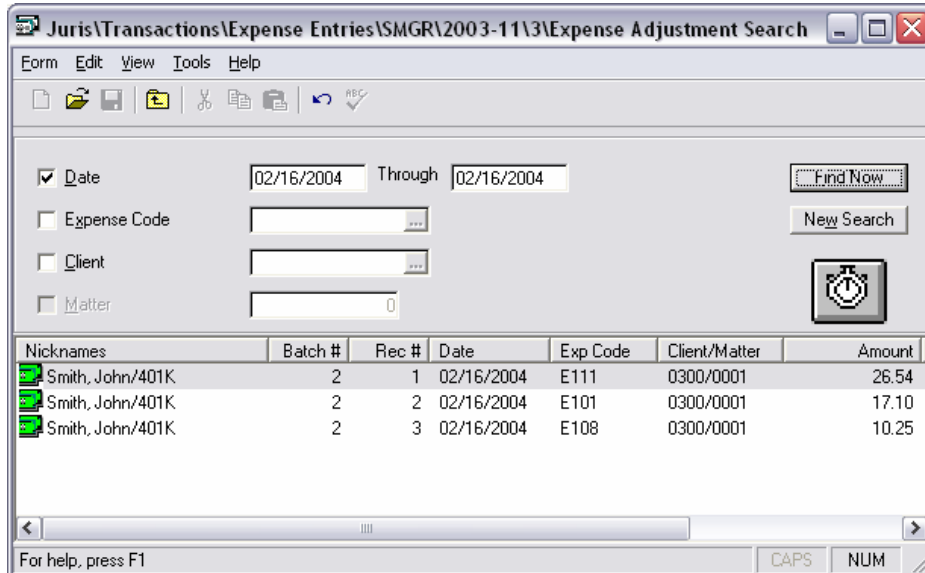
8. Select **Form** → **Close** to close the batch.
9. Click the batch to highlight it and from the **Tools** menu on the batch list, select the “Post” option to post the batch.

## Adjustments to Posted Expenses


### Exercise:

1. Select **Transactions**  → **Expense Entries** 
2. Select **New**  to open a new Expense Batch.
3. Select **Adjustment Batch**, accept the default comment and click OK.

4. Select **New**  to open a new Adjustment entry.
5. Select **Date** and do a date range of Today's date – today's date and select **FIND NOW**.



| Nicknames        | Batch # | Rec # | Date       | Exp Code | Client/Matter | Amount |
|------------------|---------|-------|------------|----------|---------------|--------|
| Smith, John/401K | 2       | 1     | 02/16/2004 | E111     | 0300/0001     | 26.54  |
| Smith, John/401K | 2       | 2     | 02/16/2004 | E101     | 0300/0001     | 17.10  |
| Smith, John/401K | 2       | 3     | 02/16/2004 | E108     | 0300/0001     | 10.25  |

6. Open one of the entries found by double-clicking the item in the list and mark the amount down to 10 dollars [Notice the option to Post in period of "Today's Date" or "Original Date"]. Select **Save** , then **Form** → **Close** to exit the Expense Entry. This will show the Before and After entries for the item that was changed.

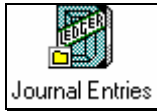


| Nicknames        | Rec #    | Date       | Exp Code | Client/Matter |
|------------------|----------|------------|----------|---------------|
| Smith, John/401K | 1 Before | 02/16/2004 | E111     | 0300/0001     |
| Smith, John/401K | 2 After  | 02/16/2004 | E111     | 0300/0001     |

Total Amount: -16.54

7. Select **Form** → **Close** to exit the batch. Posting is automatic.





## Journal Entries

Time, Expense and Journal Entries all provide functions for importing entries into batches from external sources.

### Exercise:

1. Select Transactions → Journal Entries
2. Select **New** to open a new Journal Entry Form.

**Journal Entries**

Form Edit View Tools Help

Ready to Post

Control Number: 2004.7.0.1 Source: GL/GENJRNL

Comment: Status: Unposted

Control Number: 2004.7.0.1 Date: 7/2/2004 Source: GL/GENJRNL

Reversing Entry ☐ Correcting Entry ☐

| Account | Description | Debit | Credit | Document | Reference |
|---------|-------------|-------|--------|----------|-----------|
| 1       |             |       |        |          |           |

Debits: 0.00 Credits: 0.00 Balance: 0.00

Debits: 0.00 Credits: 0.00 Balance: 0.00

For help, press F1

CAPS NUM

3. Enter the following Journal Entry information:

Comment: Accept Default Batch Comment Status: Unposted

Control Number: 2004.6.5.1 Date: Use Today's Date Source: GL/GENJRNL

Reversing Entry ☐ Correcting Entry ☐

| Account    | Description              | Debit  | Credit | Document | Reference                  |
|------------|--------------------------|--------|--------|----------|----------------------------|
| 1 1411-000 | Accumulated Depreciation |        | 100.00 |          | Current Month Depreciation |
| 2 5300-000 | Depreciation Expense     | 100.00 |        |          | Current Month Depreciation |
| 3          |                          |        |        |          |                            |

4. Select the “Ready to Post” option.

The screenshot shows the 'Journal Entries' window with the title bar 'Juris\Transactions\Journal Entries\SMGR\2004-02\5'. The menu bar includes 'Form', 'Edit', 'View', 'Tools', and 'Help'. The toolbar contains various icons, and the 'Ready to Post' checkbox is highlighted with a green circle. Below the toolbar is a table with columns: Control Number, Source, Debit, Credit, and Balance CR/(DR). The first row contains the values: 2004.6.5.1, GL/GENJRN, 100.00, 100.00, and 0.00. To the right of the table are fields for 'Comment:', 'Control Number:', 'Date:', and 'Source:'. At the bottom right, there is a small table with columns 'Account' and 'Description'.

| Control Number | Source    | Debit  | Credit | Balance CR/(DR) |
|----------------|-----------|--------|--------|-----------------|
| 2004.6.5.1     | GL/GENJRN | 100.00 | 100.00 | 0.00            |

Comment: New Bat  
Control Number: 2004.6.5  
Date: 06/23/04  
Source: GL/GEN

|   | Account  |        |
|---|----------|--------|
| 1 | 1411-000 | Accum  |
| 2 | 5300-000 | Deprec |

5. Select Save As Template as desired.

The screenshot shows the 'Journal Entries' window with the 'Form' menu open. The menu options are: New (Ctrl+N), Open (Ctrl+O), Save (Ctrl+S), Delete (Ctrl+D), Save As Template, Create From Template (Ctrl+T), Print (Ctrl+P), Export (Ctrl+E), and Close. The 'Save As Template' option is highlighted. The background shows the same 'Journal Entries' window as in the previous screenshot.

6. Select *Form* → *Close* to close the batch.
7. Click the batch to highlight it and from the Tools menu on the batch list, select the “Post” option to post the batch.

The screenshot shows the 'Juris\Transactions\Journal Entries\SMGR\2003-11' window. The menu bar includes 'Form', 'View', 'Tools', and 'Help'. The 'Tools' menu is open, showing options: Find (Ctrl+F), Mark Ready To Post, Unlock Batch, Print Edit, Post (highlighted), Print Audit, Print Log, Import, Purge, and Log. The background shows a table with columns: Batch #, Count, Status, User, and Date.

| Batch #                               | Count | Status     | User | Date       |
|---------------------------------------|-------|------------|------|------------|
| Bill Batch # 1                        | 1     | 4 Posted   | SMGR | 11/05/2003 |
| emo Batch # 1                         | 2     | 2 Posted   | SMGR | 11/05/2003 |
| Batch 1 Created by SMGR on 11/05/...  | 3     | 2 Posted   | SMGR | 11/05/2003 |
| Batch 2 Created by SMGR on 02/02/...  | 4     | 2 Posted   | SMGR | 02/02/2004 |
| Batch 3 Created by SMGR on 02/02/...  | 5     | 2 Posted   | SMGR | 02/02/2004 |
| Batch 6 created by SMGR on 02/02/2004 | 6     | 2 Unposted | SMGR | 02/02/2004 |

8. Select the batch and choose *Tools* → *Print Audit* (as desired)



# Manual Bills

*Manual Bills* may be used to enter an A/R amount into the system for a matter whose bill was not generated by Juris. This is often used for beginning balances or for when a bill was manually created outside of Juris.

## Exercise:

1. Select Transactions → Manual Bills
2. Select **New** to open a new Manual Bill Batch.
3. Select **New** to create a new manual bill in the batch. Enter the following bill information:

Juris\Transactions\Manual Bills\SMGR\2003-11\2\1

Form Edit View Tools Help

Date  Enter Today's Date

Client 0300 Smith, John

Matter 1 401K

Comment Fees Expenses Int / Sur / Tax

Comment  
MB - Beginning Balance

Narrative  
Beginning balance for new matter

Fees 0.00

Expenses 0.00

Interest 0.00

Surcharge 0.00

Taxes 0.00

Bill Total 0.00

For help, press F1

CAPS NUM

|    | ID  | Name                 | Fee Amount |
|----|-----|----------------------|------------|
| 1  | BBB | Baldwin, Brian B.    | 250.00     |
| 2  | MMM | Mitchell, Michael M. | 250.00     |
| 3  |     |                      |            |
| 4  |     |                      |            |
| 5  |     |                      |            |
| 6  |     |                      |            |
| 7  |     |                      |            |
| 8  |     |                      |            |
| 9  |     |                      |            |
| 10 |     |                      |            |





## Credit Memos

*Credit Memos* are used to apply a credit to a client's bill.

### Exercise:

1. Select Transactions → Credit Memos
2. Select **New** to open a new Credit Memo Batch.
3. Select **New** to create a new credit memo in the batch. Enter the following Credit Memo information:

|                      | Billed | Balance | Adjustment | New Balance |
|----------------------|--------|---------|------------|-------------|
| <b>Fees</b>          | 500.00 | 500.00  | -100.00    | 400.00      |
| <b>Cash Expenses</b> | 50.00  | 50.00   | 0.00       | 50.00       |
| <b>Noncash Exp</b>   | 0.00   | 0.00    | 0.00       | 0.00        |
| <b>Interest</b>      | 0.00   | 0.00    | 0.00       | 0.00        |
| <b>Surcharge</b>     | 0.00   | 0.00    | 0.00       | 0.00        |
|                      | 0.00   | 0.00    | 0.00       | 0.00        |
|                      | 0.00   | 0.00    | 0.00       | 0.00        |
| <b>Total</b>         | 550.00 | 550.00  | -100.00    | 450.00      |

Comment Summary **Fees** Expenses

|   | ID  | Name                 | Billed | Balance | Apply   | New Balance |
|---|-----|----------------------|--------|---------|---------|-------------|
| 1 | BBB | Baldwin, Brian B.    | 250.00 | 250.00  | -50.00  | 200.00      |
| 2 | MMM | Mitchell, Michael M. | 250.00 | 250.00  | -50.00  | 200.00      |
| 3 |     | Totals               | 500.00 | 500.00  | -100.00 | 400.00      |
| 4 |     |                      |        |         |         |             |
| 5 |     |                      |        |         |         |             |
| 6 |     |                      |        |         |         |             |
| 7 |     |                      |        |         |         |             |


|    | ID    | Name                 | Billed | Balance | Apply   | New Balance |
|----|-------|----------------------|--------|---------|---------|-------------|
| 8  | 1 BBB | Baldwin, Brian B.    | 250.00 | 250.00  | 0.00    | 250.00      |
| 9  | 2 MMM | Mitchell, Michael M. | 250.00 | 250.00  | -100.00 | 150.00      |
| 10 | 3     | Totals               | 500.00 | 500.00  | -100.00 | 400.00      |
| 11 |       |                      |        |         |         |             |
| 12 |       |                      |        |         |         |             |

For help, press F1

CAPS NUM

Comment Summary Fees **Expenses**

|    | Code | C/N | Description  | Billed | Balance | Apply | New Balance |
|----|------|-----|--------------|--------|---------|-------|-------------|
| 1  | E109 | C   | Local travel | 50.00  | 50.00   | 0.00  | 50.00       |
| 2  |      |     | Totals       | 50.00  | 50.00   | 0.00  | 50.00       |
| 3  |      |     |              |        |         |       |             |
| 4  |      |     |              |        |         |       |             |
| 5  |      |     |              |        |         |       |             |
| 6  |      |     |              |        |         |       |             |
| 7  |      |     |              |        |         |       |             |
| 8  |      |     |              |        |         |       |             |
| 9  |      |     |              |        |         |       |             |
| 10 |      |     |              |        |         |       |             |
| 11 |      |     |              |        |         |       |             |
| 12 |      |     |              |        |         |       |             |

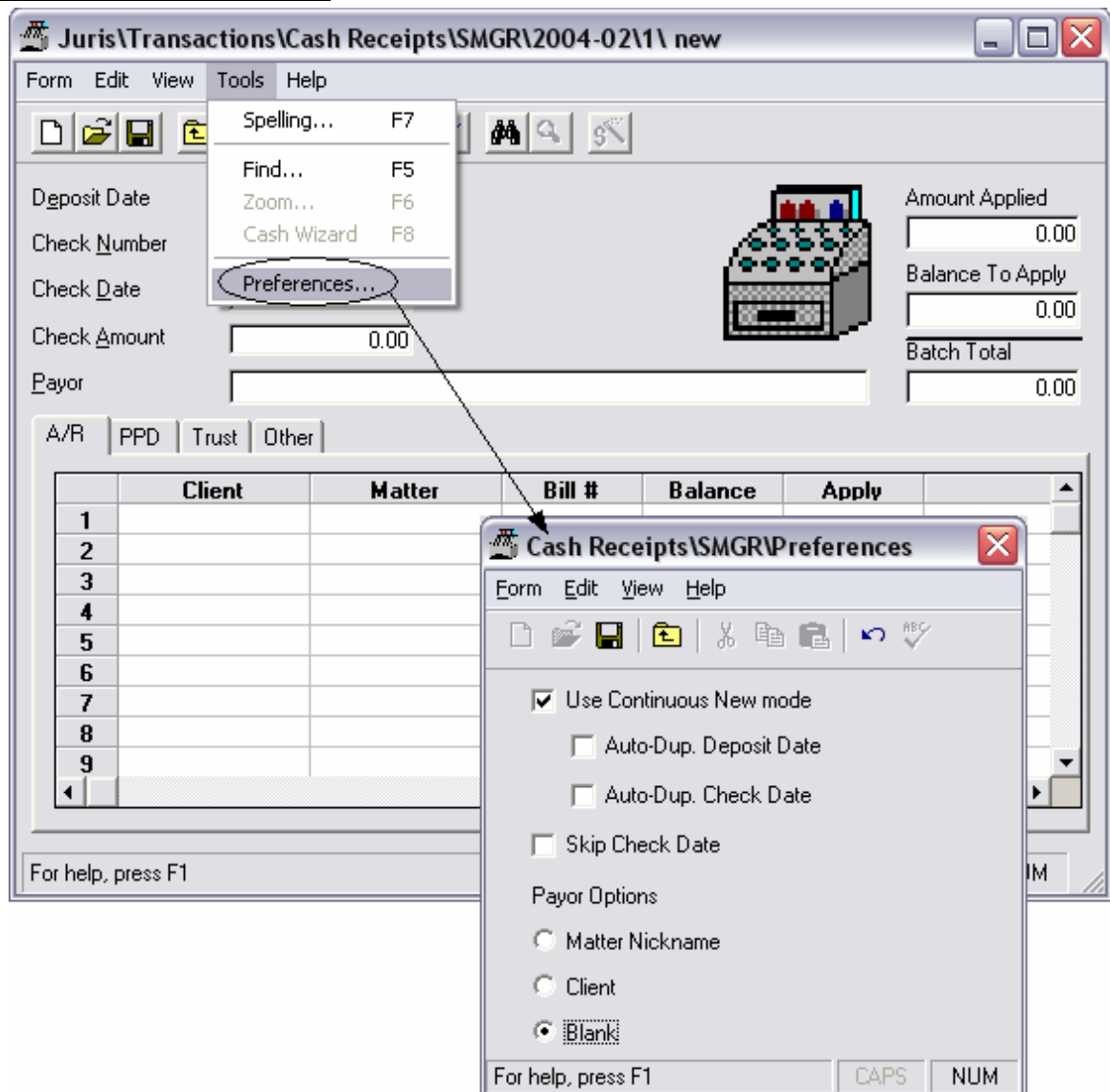
4. Select **Save** , then *Form* → *Close* to exit the Credit Memo entry.
5. Select *Form* → *Close* to exit the Credit Memo batch. Posting is unnecessary.
6. Select the batch and choose *Tools* → *Print Audit* (as desired)



## Cash Receipts


The *Cash Receipts* function is used to apply funds received to client bills, prepaid funds, trust accounts and other deposits to the firm's bank accounts.

### Cash Receipts - Preferences




#### Exercise:

1. Select Transactions → Cash Receipts
2. Select New to open a new Cash Receipts Batch.


3. Select **New**  to create a new cash receipt in the batch. Enter the following A/R Receipt information:

Juris\Transactions\Cash Receipts\SMGR\2003-11\1\ new

Form Edit View Tools Help

Deposit Date  Enter Today's Date

Check Number 12345

Check Date  Enter Today's Date

Check Amount 450.00

Payor Ck. 12345

A/R PPD Trust Other

Amount Applied 450.00


Balance To Apply 0.00

Batch Total 450.00

|   | Client | Matter | Bill # | Balance | Apply  |            |
|---|--------|--------|--------|---------|--------|------------|
| 1 | 0100   | 1      | 1      | 450.00  | 450.00 | Gateway In |
| 2 |        |        |        |         |        |            |
| 3 |        |        |        |         |        |            |
| 4 |        |        |        |         |        |            |
| 5 |        |        |        |         |        |            |
| 6 |        |        |        |         |        |            |
| 7 |        |        |        |         |        |            |
| 8 |        |        |        |         |        |            |
| 9 |        |        |        |         |        |            |


For help, press F1

CAPS NUM


4. Click **Save**  to save the current cash receipt item. A new blank Cash receipt form will open. Enter the following Cash Receipts:

Juris\Transactions\Cash Receipts\SMGR\2003-11\1\ new

Form Edit View Tools Help

Deposit Date  Enter Today's Date

Check Number 23456

Check Date  Enter Today's Date

Check Amount 600.00

Payor Ck. 23456

A/R PPD Trust Other

Amount Applied 600.00

Balance To Apply 0.00

Batch Total 1,050.00

|   | Client | Matter | Bill # | Balance  | Apply  |             |
|---|--------|--------|--------|----------|--------|-------------|
| 1 | 0200   | 1      | 2      | 1,220.00 | 600.00 | Main Street |
| 2 |        |        |        |          |        |             |
| 3 |        |        |        |          |        |             |
| 4 |        |        |        |          |        |             |
| 5 |        |        |        |          |        |             |
| 6 |        |        |        |          |        |             |
| 7 |        |        |        |          |        |             |
| 8 |        |        |        |          |        |             |
| 9 |        |        |        |          |        |             |

For help, press F1

CAPS NUM



Juris\Transactions\Cash Receipts\SMGR\2004-02\1\ new

Form Edit View Tools Help

Deposit Date  Enter Today's Date

Check Number

Check Date  Enter Today's Date

Check Amount

Payor

A/R ☒ PPD ☐ Trust ☐ Other

Amount Applied

Balance To Apply

Batch Total

|    | Client | Matter | PPD Amount | Nicknames                       |
|----|--------|--------|------------|---------------------------------|
| 1  | 0200   | 2      | 1,000.00   | Main Street Bank/Merger with Co |
| 2  |        |        |            |                                 |
| 3  |        |        |            |                                 |
| 4  |        |        |            |                                 |
| 5  |        |        |            |                                 |
| 6  |        |        |            |                                 |
| 7  |        |        |            |                                 |
| 8  |        |        |            |                                 |
| 9  |        |        |            |                                 |
| 10 |        |        |            |                                 |

For help, press F1

CAPS NUM

Juris\Transactions\Cash Receipts\SMGR\2004-02\1\ new

Form Edit View Tools Help

Deposit Date  Enter Today's Date

Check Number

Check Date  Enter Today's Date

Check Amount

Payor

A/R ☐ PPD ☒ Trust ☐ Other

Amount Applied

Balance To Apply

Batch Total

|    | Client | Matter | Bank Code | TA Amt.   | Ni           |
|----|--------|--------|-----------|-----------|--------------|
| 1  | 0100   | 1      | TR1       | 20,000.00 | Gateway Insu |
| 2  |        |        |           |           |              |
| 3  |        |        |           |           |              |
| 4  |        |        |           |           |              |
| 5  |        |        |           |           |              |
| 6  |        |        |           |           |              |
| 7  |        |        |           |           |              |
| 8  |        |        |           |           |              |
| 9  |        |        |           |           |              |
| 10 |        |        |           |           |              |

For help, press F1


CAPS NUM

NOTE: When posting a Trust Receipt to a Matter for the first time, you will be notified "This Matter does not have a Trust Account in this Bank. Would you

like to create one?” Verify that you have chosen the correct Client, Matter and Trust Bank, then Click “Yes.”



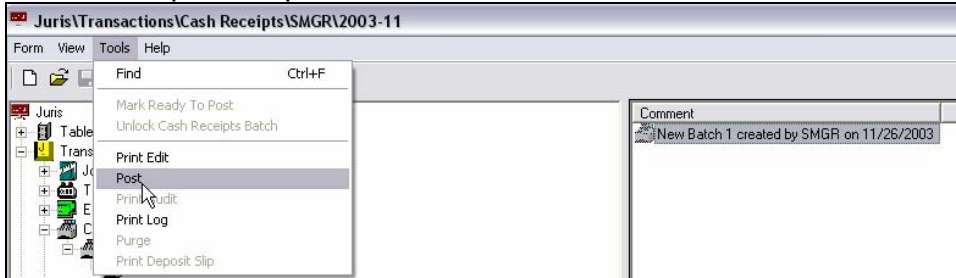
|    | Bank Code | Account # | Amount | Reference      |
|----|-----------|-----------|--------|----------------|
| 1  | OP1       | 5200-000  | 500.00 | Seminar Refund |
| 2  |           |           |        |                |
| 3  |           |           |        |                |
| 4  |           |           |        |                |
| 5  |           |           |        |                |
| 6  |           |           |        |                |
| 7  |           |           |        |                |
| 8  |           |           |        |                |
| 9  |           |           |        |                |
| 10 |           |           |        |                |

5. Select **Save** , then *Form* → *Close* to exit the Cash Receipt batch.
6. From the **Tools** menu on the batch, select the “Ready to Post” option.

| Rec # | Check # | Check Date | Check Amount | Payor |
|-------|---------|------------|--------------|-------|
| 1     | 12345   | 11/26/2003 | \$250.00     | p     |

7. Select *Form* → *Close* to close the batch.

8. Click the batch to highlight it and from the Tools menu on the batch list, select the “Post” option to post the batch.



9. Select the batch and choose *Tools* → *Print Audit* or *Print Deposit Slip* (as desired)



## Trust Adjustments

The *Trust Adjustment* function is used to make an adjustment to a trust account.

### Exercise:

1. Select Transactions → Trust Adjustments
2. Select New to open a new Trust Adjustments Batch. Select New to create a new trust adjustment in the batch. Enter the following Trust Adjustment information:

The screenshot shows a software window titled "Juris\Transactions\Trust Adjustments\SMGR\2003-11\1\ new". The window has a menu bar with "Form", "Edit", "View", "Tools", and "Help". Below the menu bar is a toolbar with various icons. The main area contains the following fields:

|                  |  |                                |
|------------------|--|--------------------------------|
| Adj. Date        | <input type="text"/>                   | Enter Today's Date             |
| Client           | 0100                                   | Gateway Insurance Company      |
| Matter           | 1                                      | Gateway vs. Bishop Taylor, Inc |
| Bank Account     | TR1                                    | Trust Account - Bank of US     |
| Amount           | -500.00                                |                                |
| Adj. Description | Trust Deposit Posting Error Adjustment |                                |

At the bottom of the window, there is a status bar with the text "For help, press F1" and two buttons labeled "CAPS" and "NUM".

Juris\Transactions\Trust Adjustments\SMGR\2003-11\1\ new

Form Edit View Tools Help

Adj. Date

Client 0300 Smith, John


Matter 1 401K

Bank Account TR1 Trust Account - Bank of US

Amount 500.00

Adj. Description Trust Deposit Posting Error Adjustment

For help, press F1 CAPS NUM

4. Select **Save** , then *Form* → *Close* to exit the Trust Adjustment entry.
5. From the **Tools** menu on the batch, select the “Ready to Post” option.

Juris\Transactions\Trust Adjustments\SMGR\2003-11\1

Form Edit View Tools Help

Spelling... F7 POST

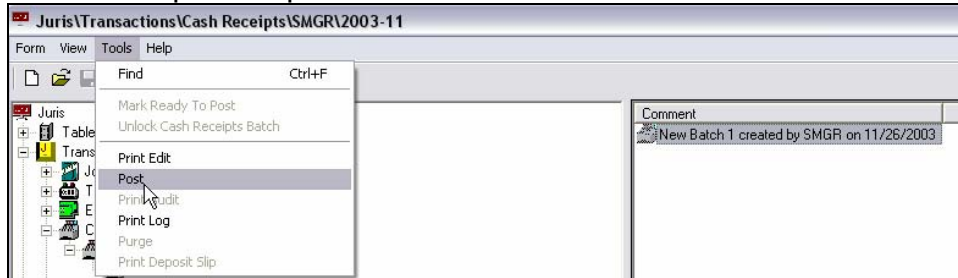
Ready to Post

Batch Comment New batch created by SMGR on 11/26/2003

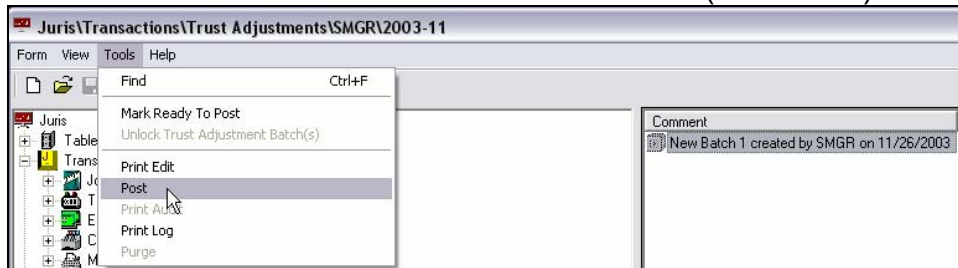
| Nicknames                      | Rec # | Date       | Client/Matter | Bank | Amount     |
|--------------------------------|-------|------------|---------------|------|------------|
| Gateway Insurance Company/G... | 1     | 11/26/2003 | 0100/0001     | TR1  | (\$500.00) |

6. Select *Form* → *Close* to close the batch.

7. Click the batch to highlight it and from the Tools menu on the batch list, select the “Post” option to post the batch.



8. Select the batch and choose *Tools* → *Print Audit* (as desired)





# Payment Vouchers

*Payment Vouchers* are used to record payments made to vendors. These expenses may be distributed to clients and matters at the time they are entered into the system. Checks may be automatically generated based on the vouchers in the system.

## Payment Voucher Preferences

The main window is titled "Juris\Transactions\Payment Vouchers\SMGR\2004-02\21 new". It has a menu bar with "Form", "Edit", "View", "Tools", and "Help". The "Tools" menu is open, showing options: "Find" (F5), "Spelling..." (F7), "Preferences..." (highlighted), "Add Vendor" (Ctrl+F5), and "Temp Vendor" (Ctrl+F6). The main form contains the following fields:


- Voucher Number
- Voucher Date
- Vendor Code
- P. O. Number
- Invoice Number
- Invoice Date: 02/03/2004
- Invoice Amount: 0.00
- Non-Discount Amount: 0.00
- Due Days: 0
- Due Date: 02/03/2004
- Discount Days: 0
- Discount Date: 02/03/2004
- Discount Percent: 0.0000
- Discount Amount: 0.00
- Separate Check: ☐ No
- Reference
- A/P Account: AP1 Accounts Payable
- Discount Account: #####-###
- G/L Distributions (icon)
- Expense Distributions (icon)

The "SMGR's Voucher Entry Preferences" dialog box is open, showing the following options:

- ☒ Continuous new mode
- ☐ Duplicate Voucher Date
- ☐ Duplicate Vendor Code
- ☐ Skip PO Number
- ☒ Continuous new on expense detail
- ☐ Distribute full amount on expense entries

At the bottom of the dialog box, it says "For help, press F1" and has buttons for "CAPS" and "NUM".

### Exercise:

1. Select  Transactions →  Payment Vouchers
2. Select **New**  to open a new Payment Voucher Batch.
3. Select **Newt**  to create a new payment voucher in the batch. Enter the following Payment Voucher information:

**Juris\Transactions\Payment Vouchers\SMGR\2004-02\2\ new**

Form Edit View Tools Help

Voucher Number: 6 Voucher Type: ☒ A/P ☐ Trust

Voucher Date: Enter Today's Date

Vendor Code: 000100 University Delivery Services

P. O. Number: 12345 Due Days: 0

Invoice Number: 99999 Due Date: Accept Default Date

Invoice Date: Enter Today's Date Discount Days: 0

Invoice Amount: 150.00 Discount Date: Accept Default Date

Non-Discount Amount: 0.00 Discount Percent: 0.0000

Discount Amount: 0.00

Separate Check: ☐ No

Reference: Gateway Building Deliveries

A/P Account: AP1 Accounts Payable

Discount Account: 1210-000 WIP Clearing

Default Dist. Acct: 5000-000 Client Exp. Accrual Clearing

G/L Distributions Expense Distributions

For help, press F1

**Juris\Transactions\Payment Vouchers\SMGR\2004-02\2\ new : Char...**

| Account  | Description           |
|----------|-----------------------|
| 1000-000 | Cash/Prepaid Asset    |
| 1000-100 | Cash/Prepaid Asset    |
| 1100-000 | Trust Asset           |
| 1100-100 | Trust Asset           |
| 1200-000 | Firm Clearing Account |
| 1200-100 | Firm Clearing Account |
| 1210-000 | WIP Clearing          |
| 1210-100 | WIP Clearing          |
| 1310-000 | Unbilled Expenses     |
| 1310-100 | Unbilled Expenses     |
| 1320-000 | Unbilled Fees         |
| 1320-100 | Unbilled Fees         |
| 1350-000 | A/R Expenses          |

Select Cancel

**G/L Distributions**

Form Edit View Tools Help

|   | G/L Account | G/L Account Description | Distribution |
|---|-------------|-------------------------|--------------|
| 1 | 1210-000    | WIP Clearing            | 100.00       |
| 2 | 5200-000    | Other Expenses          | 50.00        |
| 3 |             |                         |              |
| 4 |             |                         |              |

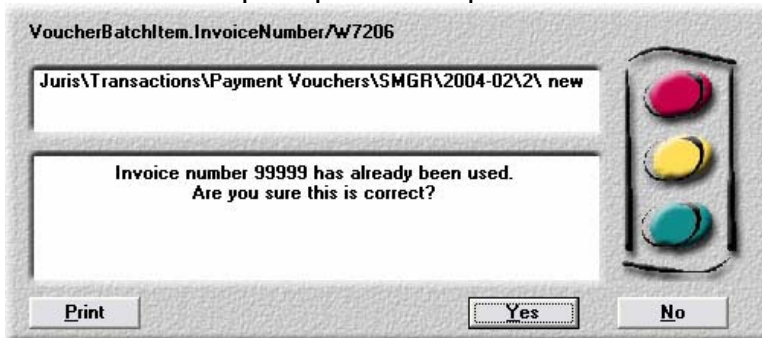
Total distributed: 150.00

Amount remaining: 0.00

For help, press F1 CAPS NUM



Click YES when prompted for duplicate PO number.



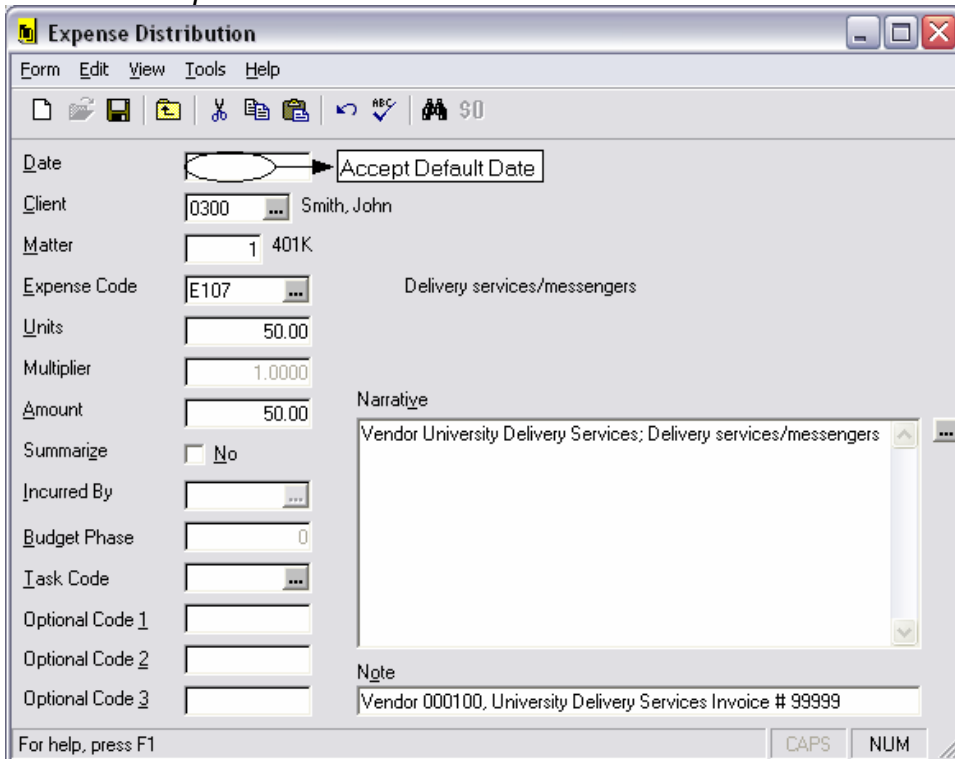
VoucherBatchItem.InvoiceNumber/W7206

Juris\Transactions\Payment Vouchers\SMGR\2004-02\2\ new

Invoice number 99999 has already been used.  
Are you sure this is correct?

Print Yes No

4. Select the *Expense Distributions* icon and fill out the form as shown below:



Expense Distribution

Form Edit View Tools Help

Date [ ] Accept Default Date

Client 0300 Smith, John

Matter 1 401K

Expense Code E107 Delivery services/messengers

Units 50.00

Multiplier 1.0000

Amount 50.00

Summarize No

Incurred By [ ]

Budget Phase 0

Task Code [ ]

Optional Code 1 [ ]


Optional Code 2 [ ]

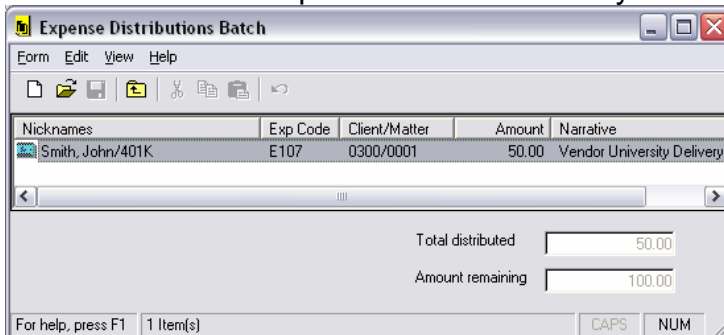
Optional Code 3 [ ]

Narrative  
Vendor University Delivery Services; Delivery services/messengers

Note  
Vendor 000100, University Delivery Services Invoice # 99999

For help, press F1 CAPS NUM

5. Select **Save** , then *Form* → *Close* to exit the Expense Distribution form. This will show the expense batch created by the expense distribution:



Expense Distributions Batch

Form Edit View Help

| Nicknames        | Exp Code | Client/Matter | Amount | Narrative                  |
|------------------|----------|---------------|--------|----------------------------|
| Smith, John/401K | E107     | 0300/0001     | 50.00  | Vendor University Delivery |

Total distributed 50.00

Amount remaining 100.00

For help, press F1 1 Item(s) CAPS NUM

6. *Select Form* → *Close* to return to the Payment Voucher. Save the item and a new blank Payment Voucher form will open. Enter the following Payment Voucher using a temporary vendor:

The screenshot displays two overlapping windows from the 'Juris\Transactions\Payment Vouchers\SMGR\2003-11\2\ new' application.


**Top Window (Main Form):**

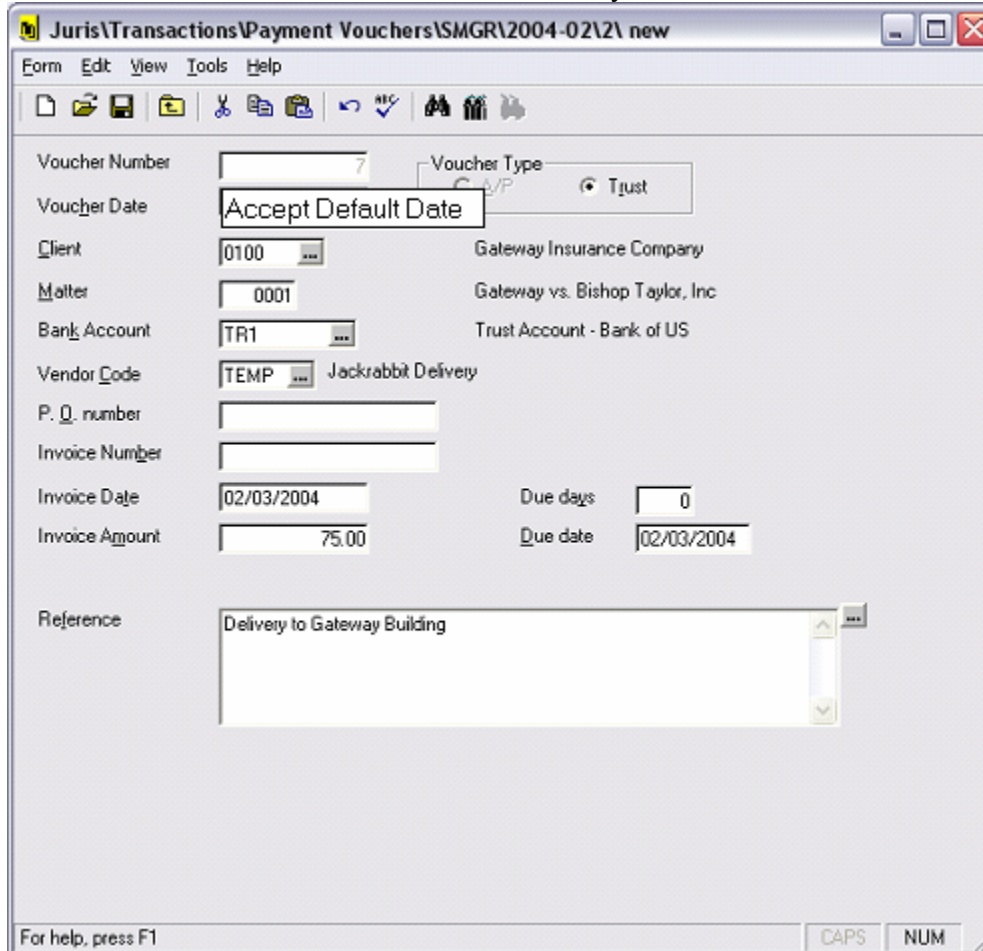
- Menu:** Form, Edit, View, Tools, Help. The 'Tools' menu is open, showing options: Find (F5), Spelling... (F7), Preferences..., Add Vendor (Ctrl+F5), and Temp Vendor (Ctrl+F6). The 'Temp Vendor' option is circled.
- Fields:**
  - Voucher Number: [ ]
  - Voucher Date: [ ]
  - Vendor Code: [ ]
  - P. O. Number: [ ]
  - Invoice Number: [ ]
  - Invoice Date: 02/16/2004
  - Invoice Amount: 0.00
  - Non-Discount Amount: 0.00
  - Due Days: 0
  - Due Date: 02/16/2004
  - Discount Days: 0
  - Discount Date: 02/16/2004
  - Discount Percent: 0.0000
  - Discount Amount: 0.00
- Buttons:** Separate Check, Reference, A/P Account, Discount Account.
- Footer:** For help, press F1.

**Bottom Window (Vendor Details Form):**

- Menu:** Form, Edit, View, Tools, Help.
- Fields:**
  - Vendor Name: Jackrabbit Delivery
  - Address: 8542 Chaplain St.
  - City / St / Zip: Brentwood TN 37027
  - Contact: [ ]
  - Discount Account: 5000-000 Expense Income/Offset
- Footer:** For help, press F1, CAPS, NUM.

Arrows indicate the workflow: one arrow points from the 'Temp Vendor' menu item to the 'Vendor Name' field in the bottom window, and another points from the 'Add Vendor' menu item to the 'Vendor Code' field in the top window.

7. Now enter the values for a Trust Voucher as shown in the form below. Select **Save** , then **Form** → **Close** to exit the Payment Voucher item.



**Juris\Transactions\Payment Vouchers\SMGR12004-0212\ new**

Form Edit View Tools Help

Voucher Number: 7 Voucher Type: Tjust

Voucher Date: Accept Default Date

Client: 0100 Gateway Insurance Company

Matter: 0001 Gateway vs. Bishop Taylor, Inc

Bank Account: TR1 Trust Account - Bank of US

Vendor Code: TEMP Jackrabbit Delivery

P.O. number:

Invoice Number:

Invoice Date: 02/03/2004 Due days: 0

Invoice Amount: 75.00 Due date: 02/03/2004

Reference: Delivery to Gateway Building

For help, press F1

8. Select **Form** → **Close** to exit the Payment Voucher batch.
9. From the Tools menu on the batch, select the “Ready to Post” option.



**Juris\Transactions\Payment Vouchers\SMGR12003-1112**

Form Edit View Tools Help

Spelling... F7

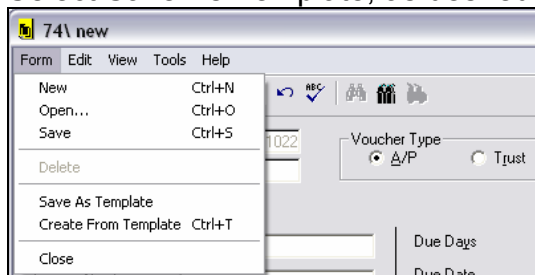
Ready to Post

Void Selected

Comment: Ba

Vendor: University Delivery Services Rec #: 1 Date: 11/26/2003 Voucher #: 6 Type: A/P Amount: 150.00 Reference: Gateway

10. Select **Save As Template**, as desired.



**74\ new**

Form Edit View Tools Help

New Ctrl+N

Open... Ctrl+O

Save Ctrl+S

Delete

Save As Template

Create From Template Ctrl+T

Close

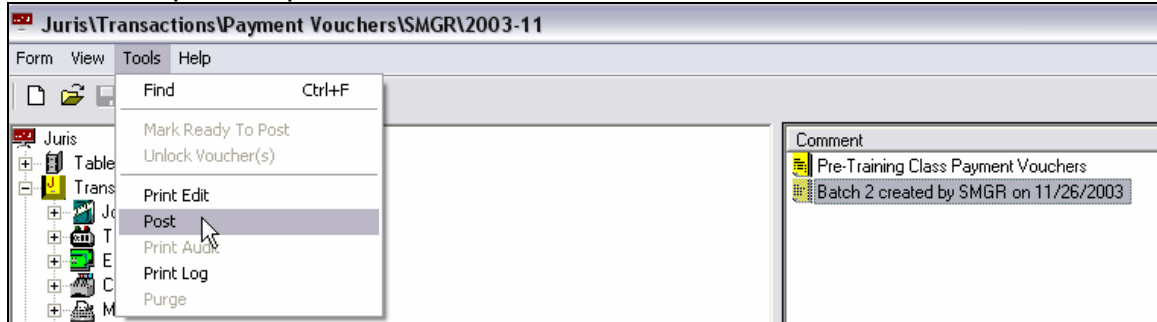
Voucher Type: A/P

Due Days

Due Date

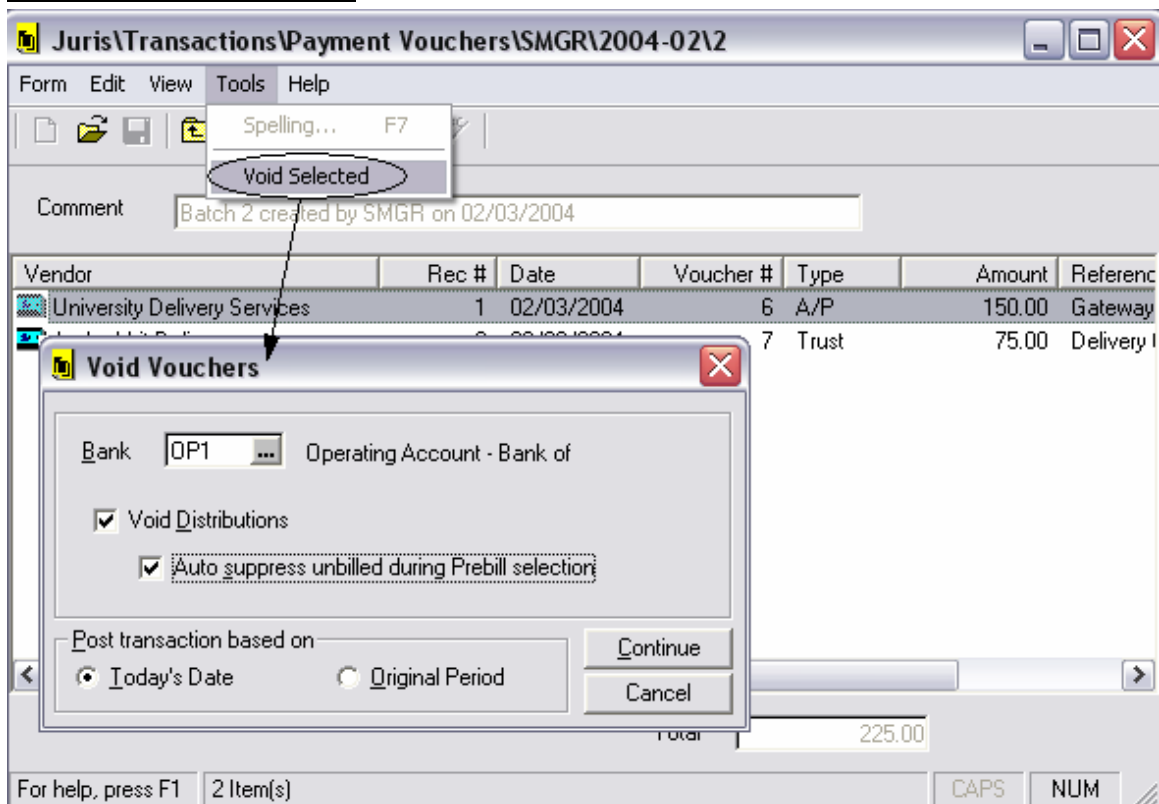
11. Select **Form** → **Close** to close the batch.

12. Click the batch to highlight it and from the Tools menu on the batch list, select the “Post” option to post the batch.



13. Select the batch and choose *Tools* → *Print Audit* (as desired)

### **Void Payment Voucher**





# Checks

## Exercise:

1. Select Transactions → Checks
2. Select **New** to open a new Checks batch. A screen similar to the one shown below will appear. Fill out the selection options as shown and click **Select**.

The screenshot shows the 'Juris\Transactions\Checks' window with a menu bar (Form, Edit, View, Tools, Help) and a toolbar. Below is a table with columns: Check #, Vendor, Voucher #, Invoice #, Amount Due, Payment, and Discou. The table has rows numbered 1 through 12. A dialog box titled 'Select Vouchers for Payment' is overlaid on the table. The dialog box contains the following fields and options:

- Bank Account:  ... Operating Account - Bank of US
- A/P Account:  ...
- Vendor Group:  ...
- Payment Date:
- Next Payment Date:
- ☒ Select PAST DUE Vouchers with a Due Date before Payment Date.
- ☒ Select CURRENT Vouchers with a Due Date before Next Payment Date.
- ☒ Select Vouchers that would lose discount if paid on or after Next Payment Date.

At the bottom of the dialog box are three buttons: **Select**, **Manual Select**, and **Cancel**.

3. The screen below will appear:

The screenshot shows the 'Juris\Transactions\Checks' window. It contains a table with the following data:

|    | Check # | Vendor | Voucher # | Invoice # | Amount Due | Payment | Discoi |
|----|---------|--------|-----------|-----------|------------|---------|--------|
| 1  | +0001   | 000100 | 1         | 99999     | 150.00     | 150.00  |        |
| 2  | +0002   | 000200 | 2         | 99997     | 100.00     | 100.00  |        |
| 3  | +0002   | 000200 | 3         | 99996     | 50.00      | 50.00   |        |
| 4  | +0003   | TEMP   | 4         | 99995     | 300.00     | 300.00  |        |
| 5  |         |        |           |           |            |         |        |
| 6  |         |        |           |           |            |         |        |
| 7  |         |        |           |           |            |         |        |
| 8  |         |        |           |           |            |         |        |
| 9  |         |        |           |           |            |         |        |
| 10 |         |        |           |           |            |         |        |
| 11 |         |        |           |           |            |         |        |
| 12 |         |        |           |           |            |         |        |

Below the table, the 'Bank Account' is 'OP1 -- Operating Account - Bank of US'. The 'Total Payments Selected' is 600.00 and the 'Total Checks Selected' is 600.00. At the bottom, it says 'For help, press F1' and '4 Voucher(s)'.

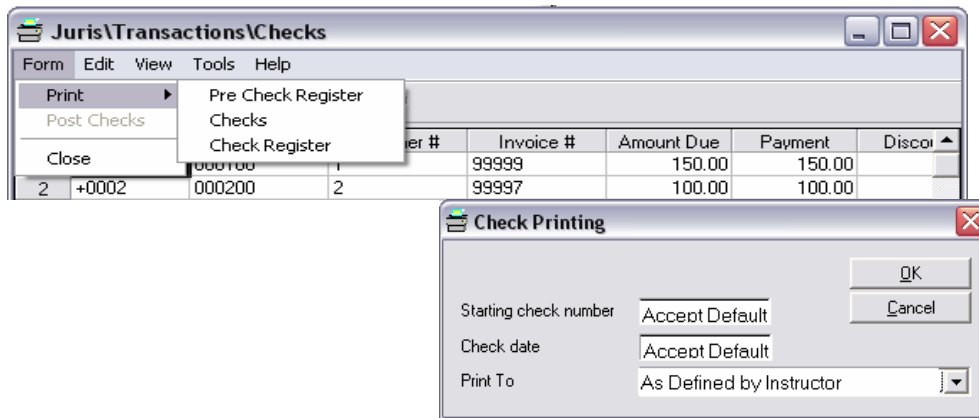
4. Remove the item by highlighting the row and selecting to remove the voucher as shown below:

The screenshot shows the 'Juris\Transactions\Checks\SMGR\2003-11\1' window. A context menu is open over row 3, showing options: 'Undo (Ctrl+Z)', 'Cut', 'Copy', 'Paste', 'Add Voucher', and 'Remove Voucher'. The table data is as follows:

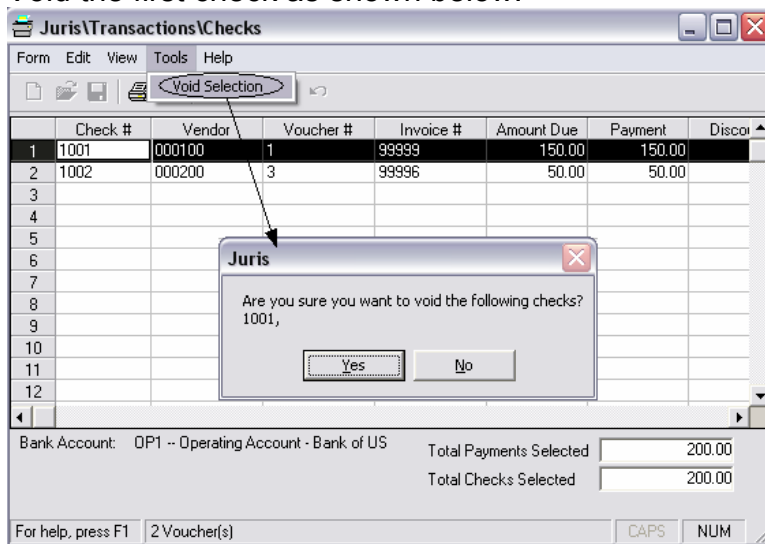
|    | Voucher # | Invoice # | Amount Due | Payment | Discoi |
|----|-----------|-----------|------------|---------|--------|
| 1  |           | 99999     | 150.00     | 150.00  |        |
| 2  |           | 99997     | 100.00     | 100.00  |        |
| 3  |           | 99996     | 50.00      | 50.00   |        |
| 4  |           | 99995     | 300.00     | 300.00  |        |
| 5  |           |           |            |         |        |
| 6  |           |           |            |         |        |
| 7  |           |           |            |         |        |
| 8  |           |           |            |         |        |
| 9  |           |           |            |         |        |
| 10 |           |           |            |         |        |
| 11 |           |           |            |         |        |
| 12 |           |           |            |         |        |

The summary section at the bottom shows 'Bank Account: OP1 -- Operating Account - Bank of US', 'Total Payments Selected: 600.00', and 'Total Checks Selected: 600.00'. The bottom status bar shows 'For help, press F1' and '4 Voucher(s)'.

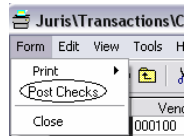
5. Select *Form* → *Print* and choose “Pre Check Register.” Choose a printer and click OK. (Optional)
6. Select *Form* → *Print* and choose “Checks.” Accept the default check number and date and click OK.



- Void the first check as shown below:



- Select *Form* → *Post*.



- Select *Form* → *Print* and choose "Check Register" (optional).
- Select *Form* → *Close* to close the Check form.





## Quick Checks

*Quick Checks* is a way to enter a check into the system on-the-fly.

### Exercise:

1. Select Transactions → Quick Checks
2. Select New to open a new Quick Checks Batch.
3. Select New to open a new Quick Checks form.
4. Enter the bank account TR1 (Trust Account – Bank of US) and the Vendor 100 (University Delivery Services), then select the New to open a new Reference in the spreadsheet as shown below:

The screenshot shows the 'Quick Check' application window. At the top is a menu bar with 'Form', 'Edit', 'View', 'Tools', and 'Help'. Below the menu bar is a toolbar with icons for New, Open, Save, Close, and others. A 'New' menu is open, showing options like 'New', 'Open...', 'Save...', and 'Close'. Below the menu bar, there are two dropdown menus: the first is set to 'R1' and the second is set to 'Trust Account - Bank of US'. Below these is another dropdown menu set to '00100' and 'University Delivery Services'. Below the dropdowns is a table with columns: 'Our Ref No.', 'Client', 'Matter', 'Your Invoice', 'Invoice Date', 'Invoice Balance', 'Amount Paid', and 'Discount Taken'. The table has one row with the following values: '10', 'University Delivery Services', '333 University Drive', 'Junis, US 99999', '02/03/2004', '0.00', '0.00', and '0.0'. Below the table is a form with fields for 'Your Firm Name Here', 'Check No.', 'Check Date', 'Vendor No.', 'Pay', 'Check Amount', 'To The Order Of', and 'University Delivery Services'. The 'Check No.' field contains '001001', 'Check Date' contains '02/03/2004', 'Vendor No.' contains '000100', 'Check Amount' contains '0.00', and 'To The Order Of' contains 'University Delivery Services'. At the bottom of the window, there is a status bar with the text 'For help, press F1' and two buttons labeled 'CAPS' and 'NUM'.

| Our Ref No. | Client                       | Matter               | Your Invoice    | Invoice Date | Invoice Balance | Amount Paid | Discount Taken |
|-------------|------------------------------|----------------------|-----------------|--------------|-----------------|-------------|----------------|
| 10          | University Delivery Services | 333 University Drive | Junis, US 99999 | 02/03/2004   | 0.00            | 0.00        | 0.0            |

|           |            |            |
|-----------|------------|------------|
| Check No. | Check Date | Vendor No. |
| 001001    | 02/03/2004 | 000100     |

|                     |              |
|---------------------|--------------|
| Pay                 | Check Amount |
| Void Void Void Void | 0.00         |

To The Order Of: University Delivery Services

5. Enter the information as shown below.

Quick Check

Form Edit View Tools Help

Bank Account

TR1

Trust Account - Bank of US

Vendor Number

000100

University Delivery Services

| Our Ref No. | Client | Matter | Your Invoice | Invoice Date | Invoice Balance | Amount Paid | Discount Taken |
|-------------|--------|--------|--------------|--------------|-----------------|-------------|----------------|
| 10          | 0100   | 1      | 7777         | 02/03/2004   | 100.00          | 100.00      | 0.0            |
|             |        |        |              |              |                 |             |                |
|             |        |        |              |              |                 |             |                |
|             |        |        |              |              |                 |             |                |
|             |        |        |              |              |                 |             |                |

Your Firm Name Here

Check No.

001001

Check Date

02/03/2004

Vendor No.

000100

Pay

One hundred and NO/100

Check Amount

100.00

To The Order Of

University Delivery Services  
333 University Drive  
Juris, US 99999

For help, press F1

JW7201

Form Edit View Tools Help

Voucher Number

10

Voucher Type

☐ A/P
 ☒ Trust

Voucher Date

02/03/2004

Client

0100

Gateway Insurance Company

Matter

0001

Gateway vs. Bishop Taylor, Inc

Bank Account

TR1

Trust Account - Bank of US

Vendor Code

000100

University Delivery Services

P. O. number

Invoice Number

7777

Invoice Date

02/03/2004

Due days

0

Invoice Amount


100.00

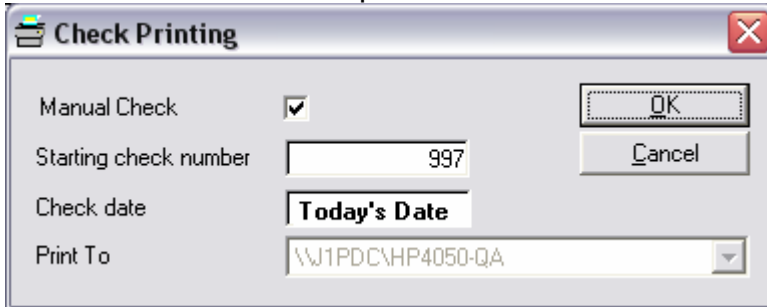
Due date

02/03/2004

Reference

Quick Check Batch

6. Select **Save** , which will open the form below:
7. Check the **Manual Check** box to indicate that the check was manually written and does not need to be printed and click **OK**.



The image shows a Windows-style dialog box titled "Check Printing". It has a standard title bar with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Manual Check:** A checkbox that is checked (indicated by a checkmark).
- Starting check number:** A text input field containing the value "997".
- Check date:** A text input field containing the value "Today's Date".
- Print To:** A dropdown menu showing the value "\\W1PDC\HP4050-QA".
- Buttons:** Two buttons are located in the bottom right corner: "OK" and "Cancel".

8. Select **Form** → **Close** to close the Quick Check form.
9. Select **Form** → **Close** to close the Quick Check batch. Posting is not necessary.



## Recurring Transactions

Recurring Transactions are used to enter a repetitive, recurring item and schedule it to occur automatically. Before recurring transactions may be scheduled, transaction templates must be created. The templates may then be assigned to a schedule or schedules. The Transaction template determines the transaction details and the notification list, and the schedule determines when the notifications should appear.

### Transaction Templates


Transaction Templates may be created for Journal Entries or Vouchers. The Template will include the static details of the transaction, which enables the system to pre-populate the transaction with the appropriate information when it is time to perform the transaction.

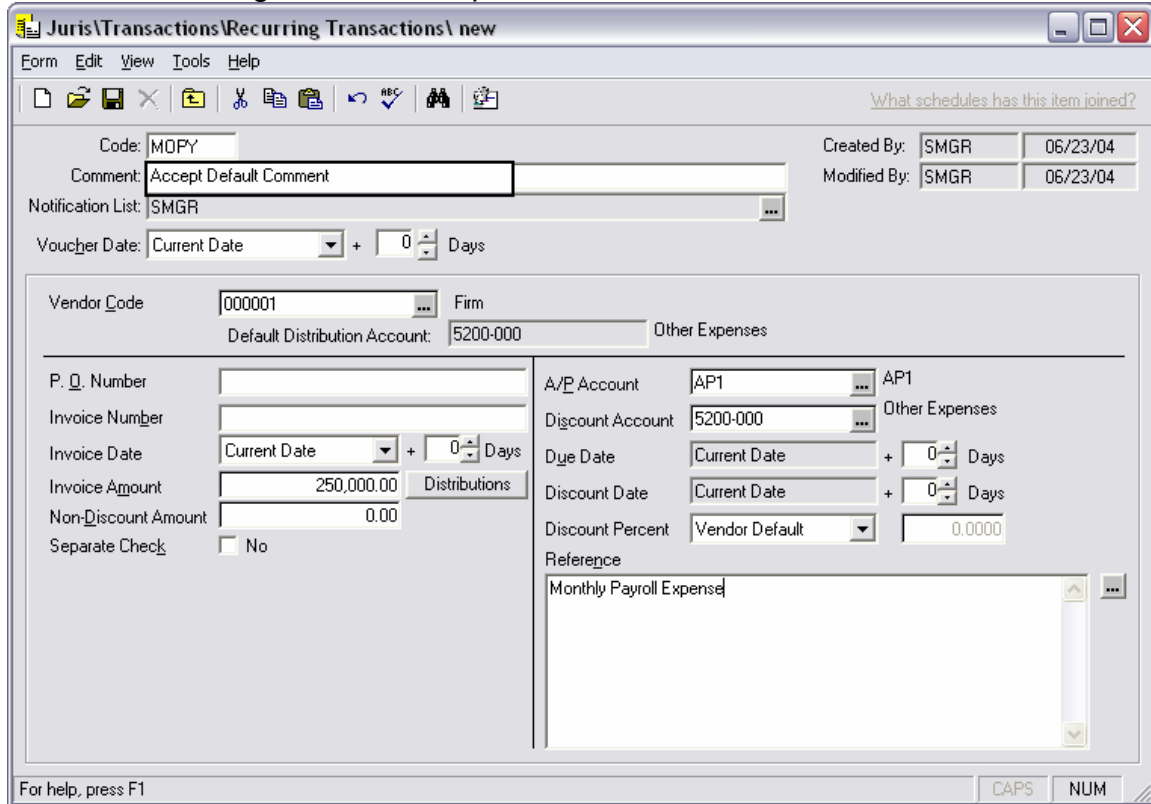
#### **Exercise:**


1. Select Transactions → Recurring Transactions → Journal Entry Templates
2. Select **New** to open a new Journal Template.
3. Enter the following Journal Entry:

| Code:   | MODP                    | Created By:              | SMGR                     | 06/23/04 |          |                      |             |       |        |          |           |   |          |                          |  |        |  |                      |   |          |                      |        |  |  |                      |   |  |  |  |  |  |  |
|---|-------------------------|--------------------------|--------------------------|----------|----------|----------------------|-------------|-------|--------|----------|-----------|---|----------|--------------------------|--|--------|--|----------------------|---|----------|----------------------|--------|--|--|----------------------|---|--|--|--|--|--|--|
| Comment:  | Accept Default Comment  | Modified By:             | SMGR                     | 06/23/04 |          |                      |             |       |        |          |           |   |          |                          |  |        |  |                      |   |          |                      |        |  |  |                      |   |  |  |  |  |  |  |
| Notification List:  | SMGR                    |                          |                          |          |          |                      |             |       |        |          |           |   |          |                          |  |        |  |                      |   |          |                      |        |  |  |                      |   |  |  |  |  |  |  |
| Source:   | GL\GENJRNL              | Reversing Entry          | <input type="checkbox"/> |          |          |                      |             |       |        |          |           |   |          |                          |  |        |  |                      |   |          |                      |        |  |  |                      |   |  |  |  |  |  |  |
| Date:   | Scheduled Date + 0 Days | Correcting Entry         | <input type="checkbox"/> |          |          |                      |             |       |        |          |           |   |          |                          |  |        |  |                      |   |          |                      |        |  |  |                      |   |  |  |  |  |  |  |
| <table border="1"><thead><tr><th></th><th>Account</th><th>Description</th><th>Debit</th><th>Credit</th><th>Document</th><th>Reference</th></tr></thead><tbody><tr><td>1</td><td>1411-000</td><td>Accumulated Depreciation</td><td></td><td>100.00</td><td></td><td>Monthly Depreciation</td></tr><tr><td>2</td><td>5300-000</td><td>Depreciation Expense</td><td>100.00</td><td></td><td></td><td>Monthly Depreciation</td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table> |                         |                          |                          |          |          | Account              | Description | Debit | Credit | Document | Reference | 1 | 1411-000 | Accumulated Depreciation |  | 100.00 |  | Monthly Depreciation | 2 | 5300-000 | Depreciation Expense | 100.00 |  |  | Monthly Depreciation | 3 |  |  |  |  |  |  |
|   | Account                 | Description              | Debit                    | Credit   | Document | Reference            |             |       |        |          |           |   |          |                          |  |        |  |                      |   |          |                      |        |  |  |                      |   |  |  |  |  |  |  |
| 1   | 1411-000                | Accumulated Depreciation |                          | 100.00   |          | Monthly Depreciation |             |       |        |          |           |   |          |                          |  |        |  |                      |   |          |                      |        |  |  |                      |   |  |  |  |  |  |  |
| 2   | 5300-000                | Depreciation Expense     | 100.00                   |          |          | Monthly Depreciation |             |       |        |          |           |   |          |                          |  |        |  |                      |   |          |                      |        |  |  |                      |   |  |  |  |  |  |  |
| 3   |                         |                          |                          |          |          |                      |             |       |        |          |           |   |          |                          |  |        |  |                      |   |          |                      |        |  |  |                      |   |  |  |  |  |  |  |
| <table border="1"><thead><tr><th></th><th>Debits</th><th>Credits</th></tr></thead><tbody><tr><td></td><td>100.00</td><td>100.00</td></tr><tr><td>Balance:</td><td></td><td>0.00</td></tr></tbody></table>   |                         |                          |                          |          |          | Debits               | Credits     |       | 100.00 | 100.00   | Balance:  |   | 0.00     |                          |  |        |  |                      |   |          |                      |        |  |  |                      |   |  |  |  |  |  |  |
|   | Debits                  | Credits                  |                          |          |          |                      |             |       |        |          |           |   |          |                          |  |        |  |                      |   |          |                      |        |  |  |                      |   |  |  |  |  |  |  |
|   | 100.00                  | 100.00                   |                          |          |          |                      |             |       |        |          |           |   |          |                          |  |        |  |                      |   |          |                      |        |  |  |                      |   |  |  |  |  |  |  |
| Balance:  |                         | 0.00                     |                          |          |          |                      |             |       |        |          |           |   |          |                          |  |        |  |                      |   |          |                      |        |  |  |                      |   |  |  |  |  |  |  |

4. Select **Save** , then **Form** → **Close** to exit the Journal Template form
5. Select Transactions → Recurring Transactions → Voucher Templates

6. Select **New**  to open a new Voucher Template.
7. Enter the following Voucher Template:



8. Select **Save** , then **Form** → **Close** to exit the Voucher Template form

## **Schedules**

Schedules determine when notifications for recurring transactions should appear. The system knows which users should be notified by referring to the notification list on the Transaction Template. A schedule should include at least one Transaction Template, but may include more.

### **Exercise:**

1. Select  Transactions →  Recurring Transactions →  Schedules
2. Select **New**  to open a new Schedule.

3. Enter the following Schedule:

The screenshot shows two overlapping windows. The top window is titled 'Juris\Transactions\Recurring Transactions\ new' and contains a form with the following fields:

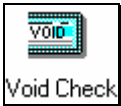
- Code: MOPY
- Active: ☐
- Comment: Monthly Transactions
- Schedule: Occurs Weekly: Every 1 week(s). Days: No days assigned. From 06/23/2004 to 12/31/2004.

A 'Change...' button is circled in the top window, with an arrow pointing to the 'Change Schedule Information' dialog box. The dialog box has the following sections:

- Occurs:** Radio buttons for Weekly, Monthly (selected), By Period, and User Defined.
- Monthly:** Day 1 of every 1 month(s). A checkbox for 'If date falls on non-working day, then roll date back to previous business day' is present.
- Duration:** Radio buttons for 'Current Accounting Year 2004' and 'Start Date: Use Today's Date' (selected). The 'End Date' is set to 12/31/04.

Buttons for 'OK' and 'Cancel' are at the bottom of the dialog box.

4. Select **Save** , then **Form** → **Close** to exit the Schedule form
5. Close Juris and reopen. Review the Notification options.



## Void Checks

The *Void Checks* feature allows checks written to be voided. The user also has the option to void the voucher associated with the check when the check is voided.

### Exercise:

1. Select Transactions → Void Check
2. Select a bank account (TR1) and a check should appear in the spreadsheet as shown below:

|    | Check Number | Void Voucher | Check Date | Vendor | Check Amount | Description                  |
|----|--------------|--------------|------------|--------|--------------|------------------------------|
| 1  | 997          | No           | 01/30/2004 | 000100 | 100.00       | University Delivery Services |
| 2  |              | No           |            |        |              |                              |
| 3  |              | Yes          |            |        |              |                              |
| 4  |              |              |            |        |              |                              |
| 5  |              |              |            |        |              |                              |
| 6  |              |              |            |        |              |                              |
| 7  |              |              |            |        |              |                              |
| 8  |              |              |            |        |              |                              |
| 9  |              |              |            |        |              |                              |
| 10 |              |              |            |        |              |                              |
| 11 |              |              |            |        |              |                              |
| 12 |              |              |            |        |              |                              |
| 13 |              |              |            |        |              |                              |
| 14 |              |              |            |        |              |                              |
| 15 |              |              |            |        |              |                              |
| 16 |              |              |            |        |              |                              |
| 17 |              |              |            |        |              |                              |

3. Choose to Void the check in the period of "Today's Date".
4. Set the "Void Voucher" option from NO to YES.

5. Highlight the row that the check is on and select *Tools* → *Void*.

|   | Check Number | Void Voucher | Check Date | Vendor | Check Amount | Description                 |
|---|--------------|--------------|------------|--------|--------------|-----------------------------|
| 1 | 997          | No           | 01/30/2004 | 000100 | 100.00       | University Delivery Service |
| 2 |              |              |            |        |              |                             |
| 3 |              |              |            |        |              |                             |
| 4 |              |              |            |        |              |                             |
| 5 |              |              |            |        |              |                             |

6. When prompted if you wish to continue, select YES.

**Void Check**

Are you sure you want to Void this check?

7. When prompted with the date, accept the default and click "Continue."

**Void Vouchers**

Bank Use Trust Bank on Voucher

☐ Void Distributions

☐ Auto suppress unbilled during Prebill selection

Post transaction based on

☒ Today's Date ☐ Original Period

8. Select *Form* → *Close* to close the Void Checks form.





# BILLING



Select Prebills



Edit Prebills



Reprint Prebills



Print Bills



Print Cover  
Letters



Post Bills



Unpost Bills



Print  
Statements



Export & Email  
Bills

# **Introduction**

The Billing section of Juris contains all of the functions for generating, editing and finalizing client bills. Juris allows bills to be printed or sent to a file on the hard drive. Cover letters and statements may also be created.

The billing area is feature-rich and allows many options to allow each firm to process invoices easily and efficiently.



## Select Prebills

*Select Prebills* will select all posted transactions applicable to the selection range entered by the user.

### Exercise:

1. Select Billing → Select Prebills
2. Review the *Select Prebills* form. Make selections as shown below:

**Juris\Billing\Select Prebills**

Form Edit View Tools Help

Begin Selection

Include: ☒ Include Fees ☒ Include Expenses ☒ Charge Interest

Begin Date: Accept Default Date End Date: Accept Default Date

Select By: Billing Timekeeper

Sort By: As Entered Client Code, Matter Code

Print Prebills: ☒ Printer: \\J1PDC\HP4050-QA

Billing Period: 2

| Available Timekeepers |      | Selected Timekeepers |                      |
|-----------------------|------|----------------------|----------------------|
| Code                  | Name | Code                 | Name                 |
|                       |      | AAA                  | Allen, Alicia A.     |
|                       |      | BBB                  | Baldwin, Brian B.    |
|                       |      | DDD                  | Davis, Dianne D.     |
|                       |      | MMM                  | Mitchell, Michael M. |

Begin with Client: First End with Client: Last

For help, press F1

As Entered Client Code, Matter Code

As Entered Client Code, Matter Code

Billing Timekeeper, Client Code, Matter Code

Billing Timekeeper, Client Nickname, Matter Nickname

Client Code, Matter Code

Client Nickname, Matter Nickname

As Entered Client Nickname, Matter Nickname

3. Click Begin Selection.
4. Select *Form* → *Close* after prebills have printed.



## Edit Prebills

*Edit Prebills* is the area where the data on the prebill may be modified based on the attorney's needs. A Prebill's Status may be viewed at any time on the Prebill List Form which is displayed when first selecting Edit Prebills.

### BILLING STATUS

Once a Prebill is printed, a certain Status is assigned as each billing step is finished. While some flexibility is allowed, generally a Status will be used to expedite the billing process. These Statuses are: Ready to Edit, Ready to Print Bill, Ready to Print Revised Prebill, and Ready to Post.

#### READY TO EDIT

After the selection and printing of Prebills using the Select Prebills option, the status of Prebills is set to 'Ready To Edit'.

#### READY TO PRINT BILL

After editing the Prebills in Edit Prebills (minimally assigning an Action Code to release the Prebill for billing), the status of Prebills is set to 'Ready To Print Bill'.

#### READY TO PRINT REVISED PREBILL

In Edit Prebills, the user may override the 'Ready To Print Bill' status by changing the Print Option of the Prebill to 'Print Revised Prebill'. If selected, the status of the Prebill is set to 'Ready To Print Revised Prebill'.

#### READY TO POST

After printing bills in Print Bills, Prebill Status is set to 'Ready To Post'.

### ACTION CODES:

The action codes determine the type of detail that should be generated for the bill. Action codes may be assigned in edit prebill – but they may also be pre-determined at the matter level by using Quick Action codes. The Action Codes are None, Full, Exp Only, Sum Bill, Sum + Exp.

#### NONE

No Action yet selected.

#### FULL

Full Detail. A 'Full' Action indicated that the firm wishes to print a bill in the fullest detail possible based on reporting fields available through the specific prebill design.

### EXP ONLY

Expense Only. An 'Exp Only' Action indicates that only expenses are to be billed.

### SUMM BILL



Summary Bill. A 'Sum Bill' Action bills all items, but suppresses the detail of those items and allows the user to enter summary text to replace the suppressed detail.

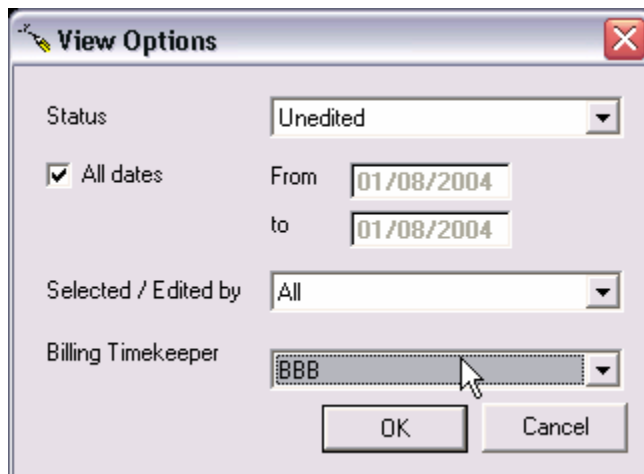
### SUM + EXP

A 'Sum + Exp' Action allows summary text replacement for fee detail, but shows the detail of expenses billed.

## **Prebill List View**

### **Exercise:**

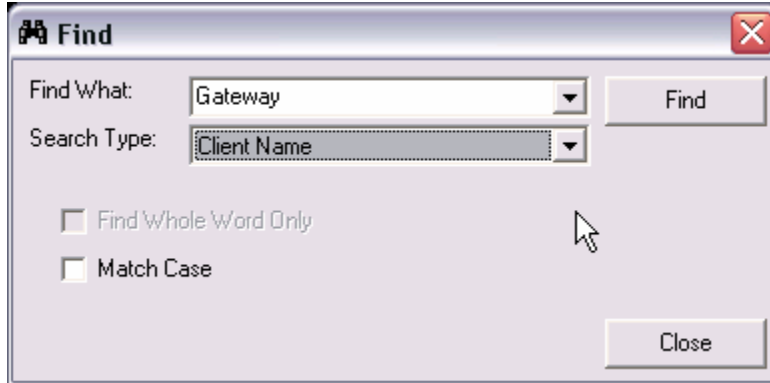
1. Select  Billing →  Edit Prebills
2. Select *View* → *All Prebills*.
3. Select *View* → *Filter* and choose the following filter options:



The image shows a 'View Options' dialog box with the following fields and controls:

- Status:** A dropdown menu with 'Unedited' selected.
- All dates:** A checked checkbox.
- From:** A date input field with '01/08/2004'.
- to:** A date input field with '01/08/2004'.
- Selected / Edited by:** A dropdown menu with 'All' selected.
- Billing Timekeeper:** A dropdown menu with 'BBB' selected.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.



4. Select *Tools* → *Find* and search for “Gateway” in Client Name as shown below:

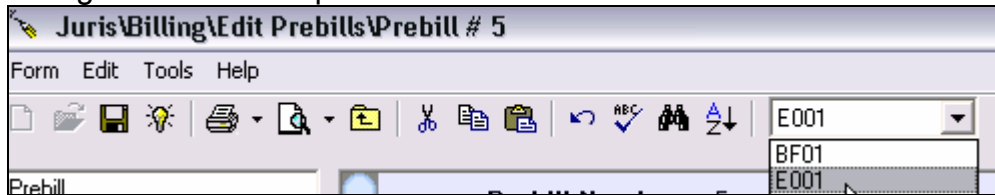


5. Click *Form* → *Close* when finished reviewing options.

## Prebill Detail View

### Exercise:



1. Select  Billing →  Edit Prebills and right-click on the prebill for Client 0100 Matter 1 to open the prebill detail for editing purposes.
2. Review the prebill detail as shown. Hover over items on the screen with the mouse. When hovering over a data field with the mouse, a label identifying that field will appear.
3. Click the Bill Format drop-down box. Choose the E001 format. Review the changes made to the prebill edit screen.



4. Click *Form* → *Close*.

## Add Items

### Exercise:










1. Select  Billing →  Edit Prebills and right-click on the prebill for Client 0100 Matter 1 to open the prebill detail for editing purposes.
2. Use the mouse to hover the cursor over the “Professional Services” line until it turns light blue as shown below, then right click on that row. The options *Add Fee Item* and *Add Expense Item* will appear. Select *Add Fee Item*.

|   |         |        |
|---|---------|--------|
| Prepaid cash balance carried forward                        |         | \$0.00 |
| <b>PROFESSIONAL SERVICES</b>                                |         |        |
| Sort Detail Items   |         | \$0.00 |
| Add Fee Item  |         |        |
| Add Expense Item  |         |        |
| 11/05/2003  | \$50.00 |        |
| Vendor: 000100 University Delivery Services Invoice # 99999 |         |        |

3. Add the fee entry as shown below:

**Prebill Fee Item**

Form Edit View Tools Help

|               | As Worked                               | As Billed  |
|---------------|---|------------|
| Date          | 11/30/2003                              | 11/30/2003 |
| Timekeeper    | DDD                                     | DDD        |
| Client        | 0100                                    |            |
| Matter        | 0001                                    |            |
| Budget Phase  |   | 0          |
| Task Code     | L200                                    |            |
| Activity Code |   |            |
| Billable Time | <input checked="" type="checkbox"/> Yes |            |
| Hours Worked  | 2.50                                    |            |
| Hours To Bill | 2.50                                    | 2.50       |
| Rate          | 100.00                                  | 100.00     |
| Amount        | 250.00                                  | 250.00     |
| Code 1        |   |            |
| Code 2        |   |            |
| Code 3        |   |            |

**Note**

**Narrative**

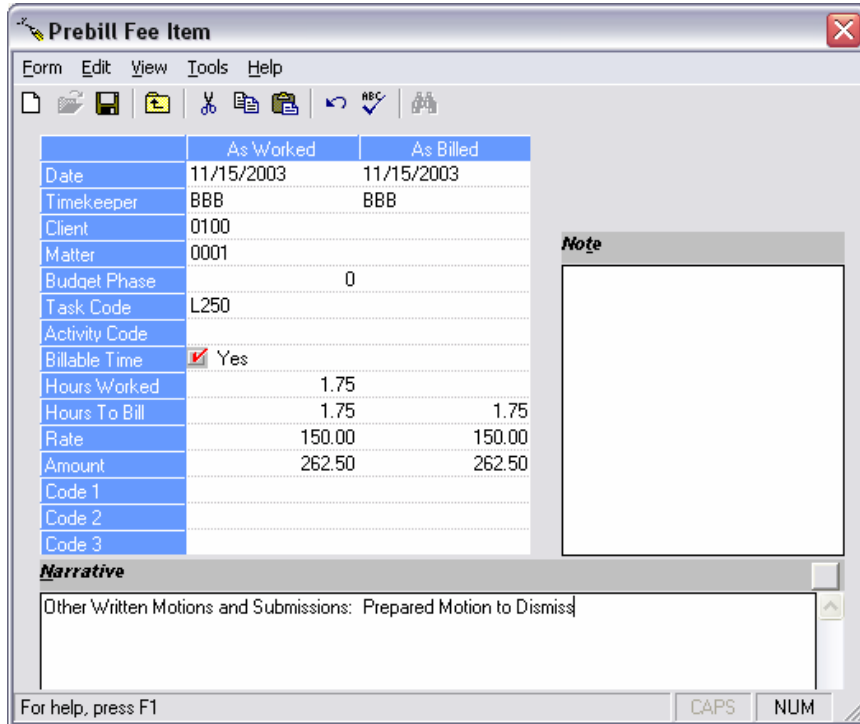
Trail Preparation: Drafted Pre-Trial Pleadings and Motions

For help, press F1

CAPS NUM



- Click the New  button and enter a second fee item as shown below:



|               | As Worked                               | As Billed  |
|---------------|---|------------|
| Date          | 11/15/2003                              | 11/15/2003 |
| Timekeeper    | BBB                                     | BBB        |
| Client        | 0100                                    |            |
| Matter        | 0001                                    |            |
| Budget Phase  | 0                                       |            |
| Task Code     | L250                                    |            |
| Activity Code |   |            |
| Billable Time | <input checked="" type="checkbox"/> Yes |            |
| Hours Worked  | 1.75                                    |            |
| Hours To Bill | 1.75                                    | 1.75       |
| Rate          | 150.00                                  | 150.00     |
| Amount        | 262.50                                  | 262.50     |
| Code 1        |   |            |
| Code 2        |   |            |
| Code 3        |   |            |

**Note**

**Narrative**



Other Written Motions and Submissions: Prepared Motion to Dismiss

For help, press F1      CAPS      NUM

- Save and close the form. Review the prebill and the new items that have been added.



## **Basic Type-Over Editing**

### **Exercise:**

- Select  Billing →  Edit Prebills and right-click on the prebill for Client 0100 Matter 1 to open the prebill detail for editing purposes.
- Click inside the narrative of a time entry.
- Type in your name.
- Press the tab button or click on another field.
- Make additional changes as stipulated by your instructor.
- When finished making type-over edits, click *Form* → *Close*.

## **Drill Down Editing**

### **Exercise:**

- Select  Billing →  Edit Prebills and right-click on the prebill for Client 0100 Matter 1 to open the prebill detail for editing purposes.
- Right-click on a fee item and select *Edit* from the drop-down menu.
- Review the detail of the time entry.
- Select *Tools* → *Preferences* as shown below. Review the preferences. Make your selection and click OK.



- Click on the blue dot and drag the item to the bottom of the fees list. A black bar will indicate the location where the item will be dragged as shown below:

| PROFESSIONAL SERVICES |            |   |      |           |          |
|-----------------------|------------|---|------|-----------|----------|
| DDD                   | 11/30/2003 | L200  | 2.50 | 2.50      | \$250.00 |
| 11/30/2003            | DDD        | Trial Preparation: Drafted Pre-Trial Pleadings and Motions        |      | 2.50 hrs. | 250.00   |
| BBB                   | 11/15/2003 | L250  | 1.75 | 1.75      | \$262.50 |
| 11/15/2003            | BBB        | Other Written Motions and Submissions: Prepared motion to dismiss |      | 1.75 hrs. | 262.50   |
|                       |            |   |      |           | \$512.50 |

- Save and close the prebill.

## Find/Replace/Spell Check

### Exercise:

- Select **Billing** → **Edit Prebills** and right-click on the prebill for Client 0100 Matter 1 to open the prebill detail for editing purposes.
- Select **Edit** → **Find** and search for the word “Meals.” Click **Close** when finished.





- Select **Edit** → **Replace**. Find the phrase “Delivery services/messengers” and replace with “messenger service.” Click **Replace All**. When finished click **Close**.



4. Click *Edit* → *Spell Check*. When complete click *OK*.
5. Click *Form* → *Close* when finished.

## Tools Menu Options

### Exercise:

1. Select  *Billing* →  *Edit Prebills* and right-click on the prebill for Client 0100 Matter 1 to open the prebill detail for editing purposes.
2. Select *Tools* → *Prepaid/Trust Allocation* and review the options shown on the form (example below). Review options and close the form.

Prepaid / Trust Allocations

| Matters |                 |        | Summary |                  |             |         |  |
|---------|-----------------|--------|---------|------------------|-------------|---------|--|
| 0001    | Type            | Billed | Prepaid | Trust by Account | Total Trust | Balance |  |
|         | Fees            | 512.50 | 0.00    | 0.00             | 0.00        | 512.50  |  |
|         | Cash Expense    | 50.00  | 0.00    | 0.00             | 0.00        | 50.00   |  |
|         | Noncash Expense | 0.00   | 0.00    | 0.00             | 0.00        | 0.00    |  |
|         | Interest        | 0.00   | 0.00    | 0.00             | 0.00        | 0.00    |  |
|         | Surcharge       | 0.00   | 0.00    | 0.00             | 0.00        | 0.00    |  |
| TOTALS  |                 | 562.50 | 0.00    | 0.00             | 0.00        | 562.50  |  |

| Trust Accounts |                |                | Fees |                  |        |         |                  |             |         |
|----------------|----------------|----------------|------|------------------|--------|---------|------------------|-------------|---------|
| Acct.          | Avail. Balance | Amount Applied | ID   | Name             | Billed | Prepaid | Trust by Account | Total Trust | Balance |
| TR1            | 19500.00       | 0.00           | BBB  | Brian B. Baldwin | 262.50 | 0.00    | 0.00             | 0.00        | 262.50  |
|                |                |                | DDD  | Dianne D. Davis  | 250.00 | 0.00    | 0.00             | 0.00        | 250.00  |

| Expenses |      |                          |        |         |                  |             |         |
|----------|------|--------------------------|--------|---------|------------------|-------------|---------|
| Code     | Type | Description              | Billed | Prepaid | Trust by Account | Total Trust | Balance |
| E107     | C    | Delivery services/messer | 50.00  | 0.00    | 0.00             | 0.00        | 50.00   |

Available Trust \$19,500.00 Available Prepaid \$0.00

[Applying Prepaid funds will be discussed later in this chapter.]

3. Select *Tools* → *Recap Editor*. Select Fee Recaps, then Expense Recaps. Review each form, then close.

| Prebill |                | Timekeeper On Bill | Hours | Amount |
|---------|----------------|--------------------|-------|--------|
| 0001    |                | BBB                | 1.75  | 262.50 |
|         | Fee Recaps     | DDD                | 2.50  | 250.00 |
|         | Expense Recaps |                    |       |        |

4. Select *Tools* → *Add Fee*. Review and close the fee form.

| Prebill Fee Item   |   |                         |
|--|---|-------------------------|
| Form Edit View Tools Help  |   |                         |
| Date   | As Worked<br>11/30/2003                 | As Billed<br>11/30/2003 |
| Timekeeper   |   |                         |
| Client   | 0100                                    |                         |
| Matter   | 0001                                    |                         |
| Budget Phase   | 0                                       |                         |
| Task Code  |   |                         |
| Activity Code  |   |                         |
| Billable Time  | <input checked="" type="checkbox"/> Yes |                         |
| Hours Worked   | 0.00                                    |                         |
| Hours To Bill  | 0.00                                    | 0.00                    |
| Rate   | 0.00                                    | 0.00                    |
| Amount   | 0.00                                    | 0.00                    |
| Code 1   |   |                         |
| Code 2   |   |                         |
| Code 3   |   |                         |
| <b>Narrative</b><br><div style="border: 1px solid black; height: 100px; width: 100%;"></div> |   |                         |

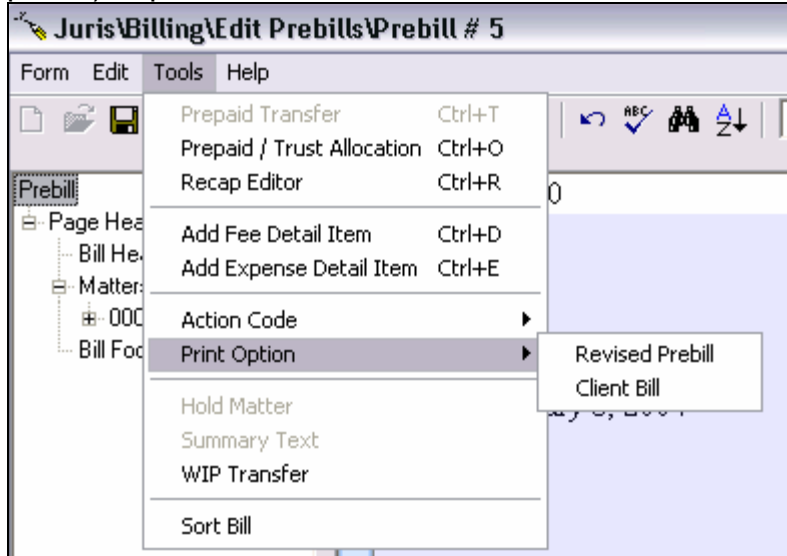
For help, press F1

5. Select *Tools* → *Add Expense*. Review and close the expense form.

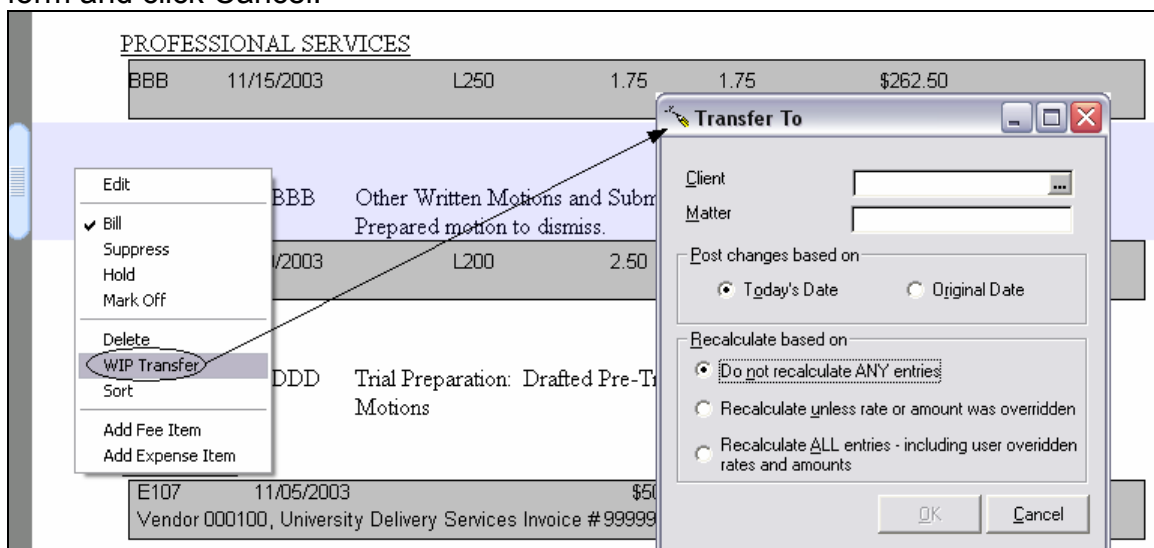
|              | As Entered                  | As Billed |
|--------------|-----------------------------|-----------|
| Date         | 11/30/2003                  |           |
| Client       | 0100                        |           |
| Matter       | 1                           |           |
| Expense Code |                             |           |
| Units        | 0.00                        | 0.00      |
| Multiplier   | 0.0000                      |           |
| Amount       | 0.00                        | 0.00      |
| Summarize    | <input type="checkbox"/> No |           |
| Incurred By  |                             |           |
| Budget Phase | 0                           |           |
| Task Code    |                             |           |
| Code 1       |                             |           |
| Code 2       |                             |           |
| Code 3       |                             |           |

6. Select *Tools* → *Action Code*. View action code options.

7. Select *Tools* → *Print Option*. Review option to print revised prebill (reprint prebill) or print Client Bill.



8. Highlight a fee or expense item and select *Tools* → *WIP Transfer*. Review form and click Cancel.



9. Select *Tools* → *Sort Bill*. Review bill and notice that items dragged and dropped have been resorted in order as determined by the bill format.

#### RECALCULATION METHODS:



*Do not recalculate ANY entries* – This option transfers the entries intact without any recalculation.

*Recalculate unless rate or amount was overridden* – This option recalculates the entries upon transfer based upon the Fee/Expense Schedule of the Matter to

which the entries are being transferred. Entries whose Rates and Amounts were manually overridden are not recalculated.



*Recalculate ALL entries – including overridden rates and amounts* – This option recalculates the entries upon transfer based upon the Fee/Expense Schedule of the Matter to which the entries are being transferred, including those entries whose Rates and Amounts were manually overridden.

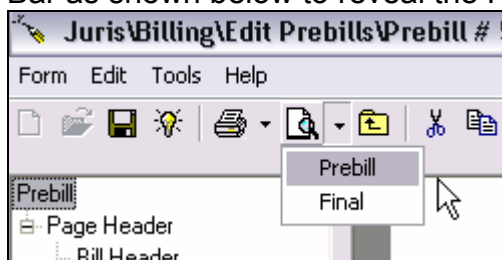
### **Bill, Hold, Suppress, Mark Off**

1. Select  Billing →  Edit Prebills and right-click on the prebill for Client 0100 Matter 1 to open the prebill detail for editing purposes.
2. Highlight a fee or expense item by clicking in the left margin of that item. Once highlighted, right click on the item. View the options to Bill, Hold, Suppress or Mark Off.
3. Highlight multiple fee items or multiple expense items by clicking in the left margin of the first item, then hold down the control key while clicking in the left margin of the subsequent items. Once all items are selected, they may be set to Bill, Hold, Suppress or Mark Off simultaneously by clicking the appropriate selection on the right-click menu.

### **Preview or Print Prebill/Final Bill**

#### **Exercise:**

1. Select  Billing →  Edit Prebills and right-click on the prebill for Client 0100 Matter 1 to open the prebill detail for editing purposes.
2. Click the drop down arrow to the right of the Print Preview icon on the Button Bar as shown below to reveal the Prebill and Final options.



3. Review the print preview of the prebill (select to save changes if prompted). Then review the print preview of the final bill.
4. When finished reviewing close the bills. Then click *Form* → *Close*.

### **Apply/Transfer Prepaid**

This example specifically describes applying Prepaid funds, but Trust may be applied in the same manner. The only difference is that Prepaid funds will be automatically applied by the system when those funds are available – and trust



funds must always be applied manually to maintain control of the trust account(s). Prepaid funds may also be transferred from one matter in a consolidation to another. Trust funds may NOT be transferred in this way. Transfer of trust funds from one account to another must be done through Trust Adjustment in Transactions. Again, trust must be handled differently in order to maintain control of the trust account(s).

### Exercise:

1. Select **Billing** → **Edit Prebills** and right-click on the prebill for Client 0200 to open the consolidated prebill detail for editing purposes.
2. Select **Tools** → **Trust/Prepaid Allocation** to open the form as shown below. Select Matter 0002 of the consolidation and review the automatic allocation of Prepaid as well as the remaining prepaid balance (Available Prepaid).

Prepaid / Trust Allocations

**Matters**

0001  
0002

**Summary**

| Type            | Billed | Prepaid | Trust by Account | Total Trust | Balance |
|-----------------|--------|---------|------------------|-------------|---------|
| Fees            | 600.00 | 600.00  | 0.00             | 0.00        | 0.00    |
| Cash Expense    | 20.00  | 20.00   | 0.00             | 0.00        | 0.00    |
| Noncash Expense | 7.50   | 7.50    | 0.00             | 0.00        | 0.00    |
| Interest        | 0.00   | 0.00    | 0.00             | 0.00        | 0.00    |
| Surcharge       | 0.00   | 0.00    | 0.00             | 0.00        | 0.00    |
| <b>TOTALS</b>   | 627.50 | 627.50  | 0.00             | 0.00        | 0.00    |

**Trust Accounts**

**Fees**

| Acct | Avail. Balance | Amount Applied | ID  | Name             | Billed | Prepaid | Trust by Account | Total Trust | Balance |
|------|----------------|----------------|-----|------------------|--------|---------|------------------|-------------|---------|
|      |                |                | BBB | Brian B. Baldwin | 600.00 | 600.00  | 0.00             | 0.00        | 0.00    |

**Expenses**

| Code | Type | Description              | Billed | Prepaid | Trust by Account | Total Trust | Balance |
|------|------|--------------------------|--------|---------|------------------|-------------|---------|
| E101 | N    | Copying                  | 7.50   | 7.50    | 0.00             | 0.00        | 0.00    |
| E107 | C    | Delivery services/messer | 20.00  | 20.00   | 0.00             | 0.00        | 0.00    |

**Available Trust \$0.00      Available Prepaid \$372.50**

3. Close the Prepaid/Trust Allocation form and select **Tools** → **Prepaid Transfer**. Transfer the remaining prepaid from Matter 0002 to Matter 0001 by

[illegible]

- | <b>Matters</b> |  |  |  |  |  |  |
|----------------|--|--|--|--|--|--|
| 0001           |  |  |  |  |  |  |
| 0002           |  |  |  |  |  |  |

| <b>Summary</b>  |        |         |                  |             |         |  |
|-----------------|--------|---------|------------------|-------------|---------|--|
| Type            | Billed | Prepaid | Trust by Account | Total Trust | Balance |  |
| Fees            | 375.00 | 319.50  | 0.00             | 0.00        | 55.50   |  |
| Cash Expense    | 50.00  | 50.00   | 0.00             | 0.00        | 0.00    |  |
| Noncash Expense | 3.00   | 3.00    | 0.00             | 0.00        | 0.00    |  |
| Interest        | 0.00   | 0.00    | 0.00             | 0.00        | 0.00    |  |
| Surcharge       | 0.00   | 0.00    | 0.00             | 0.00        | 0.00    |  |
| TOTALS          | 428.00 | 372.50  | 0.00             | 0.00        | 55.50   |  |

| <b>Trust Accounts</b> |                |                |     |                  |        |         |                  |             |         |
|-----------------------|----------------|----------------|-----|------------------|--------|---------|------------------|-------------|---------|
| Acct.                 | Avail. Balance | Amount Applied | ID  | Name             | Billed | Prepaid | Trust by Account | Total Trust | Balance |
|                       |                |                | BBB | Brian B. Baldwin | 375.00 | 319.50  | 0.00             | 0.00        | 55.50   |

| <b>Expenses</b> |      |                          |        |         |                  |             |         |
|-----------------|------|--------------------------|--------|---------|------------------|-------------|---------|
| Code            | Type | Description              | Billed | Prepaid | Trust by Account | Total Trust | Balance |
| E101            | N    | Copying                  | 3.00   | 3.00    | 0.00             | 0.00        | 0.00    |
| E107            | C    | Delivery services/messer | 50.00  | 50.00   | 0.00             | 0.00        | 0.00    |

|                        |        |                          |        |
|------------------------|--------|--------------------------|--------|
| <b>Available Trust</b> | \$0.00 | <b>Available Prepaid</b> | \$0.00 |
|------------------------|--------|--------------------------|--------|

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## Reprint Prebills

*Reprint Prebills* allows prebills to be printed again, in case a second copy is needed or there was a printer problem when prebills were generated. When selecting to Reprint Prebills, the system will allow selection of All Prebills, Prebills for a specific User, or a specific Prebill Number with the applicable Status. The latter option provides an override to the Status setting and allows a Reprint Prebill or Print Bill to be generated even though the applicable Reprint/Print Status has not been set.

### Exercise:

1. Select Billing → Reprint Prebills
2. Review the *Reprint Bills* selection form.
3. Select *Form* → *Closed* when finished with review.

The screenshot shows the 'JurisBilling Reprint Prebills' window. It has a menu bar (Form, Edit, View, Help) and a toolbar with various icons. A 'Begin Reprints' button is in the top right. The main area contains several options: a radio button for 'All Prebills marked 'Ready to Reprint'', a radio button for 'Prebills marked 'Ready to Reprint' by:' followed by a dropdown menu currently showing 'CLAS - User, Classroom', and a radio button for 'Ready to Reprint' Prebills Selected below'. Below these are two dropdown menus: 'Printer' (showing 'HP LaserJet 6L (from DELL8100)') and 'Sort by' (showing 'Billing Timekeeper / Client Code / Matter Code'). There are also radio buttons for 'All Clients / All Matters' and 'Selected Range'. Under 'Selected Range', there are four input fields for 'From: Client', 'Matter', 'To: Client', and 'Matter'. At the bottom, there is a checked checkbox for 'Set status of reprinted prebills to 'Ready to Print Bill''. The status bar at the very bottom says 'For help, press F1' and has 'CAPS' and 'NUM' indicators.



## Print Bills

When selecting to *Print Bills*, the system will allow selection of All Prebills, Prebills for a specific User, or a specific Prebill Number with the applicable Status. The latter option provides an override to the Status setting and allows a Reprint Prebill or Print Bill to be generated even though the applicable Reprint/Print Status has not been set.

Bills may be selected to print using the various criteria available on the form. The form allows users to select bills based on their status in edit prebills as well as by who assigned that status. The selection can be further isolated to a particular client/matter range.

### Exercise:

1. Select Billing → Print Bills
2. Review the *Print Bills* selection form for available options. Select the following options:

3. Click the *Begin Printing* button.
4. Select *Form* → *Close* when printing is finished.




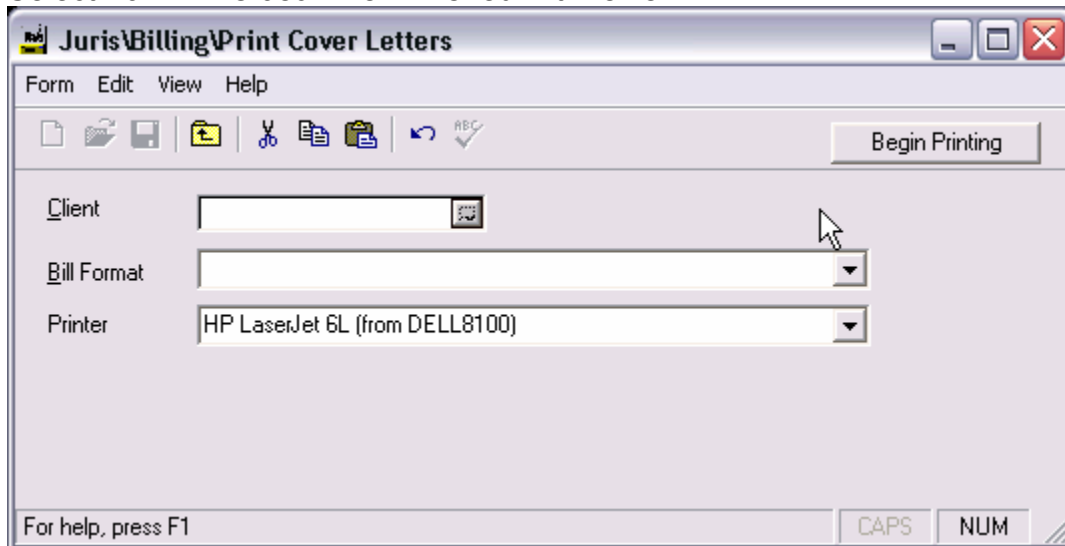
## Print Cover Letter

This option is provided to allow Cover Letters to be printed for selected Clients with *unconsolidated* Matter bills. The Cover Letter provides a summary for these unconsolidated bills. The unconsolidated Matter's bills must first be printed and the status set 'Ready To Post'. This option requests the selection of a Bill Format. This Bill Format must contain a Cover Page as part of its design.

This option would not be used to produce a Cover Letter for *one Single-Matter* Bill or for *consolidated* Matter Bills. Their Cover Letters would simply be produced by assigning a Bill Format to the Matters or Consolidation which contain a Cover Page as part of its design.

### Exercise:

1. Select  Billing →  Print Cover Letters
2. Review the Print Cover Letter form including the lookup and drop-down menus. (Please note that only bill layouts with Cover Letters designed will appear on the Bill Format drop-down menu.)
3. Select *Form* → *Close* when finished with review.



Note: The *Print Cover Letters* function is intended to print one cover letter containing multiple single matter bills for the same client. Individual single matter bills and consolidations may be printed with a cover letter during *Print Bills*. Only matters with a status of "Ready to Post" will be included.



## Export & Email Bills

The *Export and E-mail Bills* function may be used to Export bills to file or E-mail multiple bills at one time according to the bill's status. The bill must have a status of "Ready to Print Bill" or "Ready to Post" before it may be selected for E-mail or Export.

In order to use this function, the Matter or Consolidation must have the following optional criteria entered:

- To use the Export and/or E-mail function, there must be an Export format and/or E-mail format defined at the Matter level or on the Consolidation as shown below:

| Copy to | Nbr. of copies | Print                               | E-mail | Export            | Comment |
|---------|----------------|-------------------------------------|--------|-------------------|---------|
|         | 1              | <input checked="" type="checkbox"/> |        | HTML - HXLS - Exc |         |

- To use the E-mail function, the 'Send Copy To' address must also have an e-mail address defined. (NOTE: MAPI-compliant e-mail software must be installed, such as Microsoft® Outlook®)

Juris\Tables\Clients\0300\Billing Address\...

Form Edit View Tools Help

Address Nickname: Home Office

☐ Individual

Phone: 123-456-7890

Fax: 123-456-7891

Contact: Mr. John Smith

Name: John Smith

Address: 1000 Park Avenue Suite 100

City / State / Zip: Nashville TN 37209



Country:

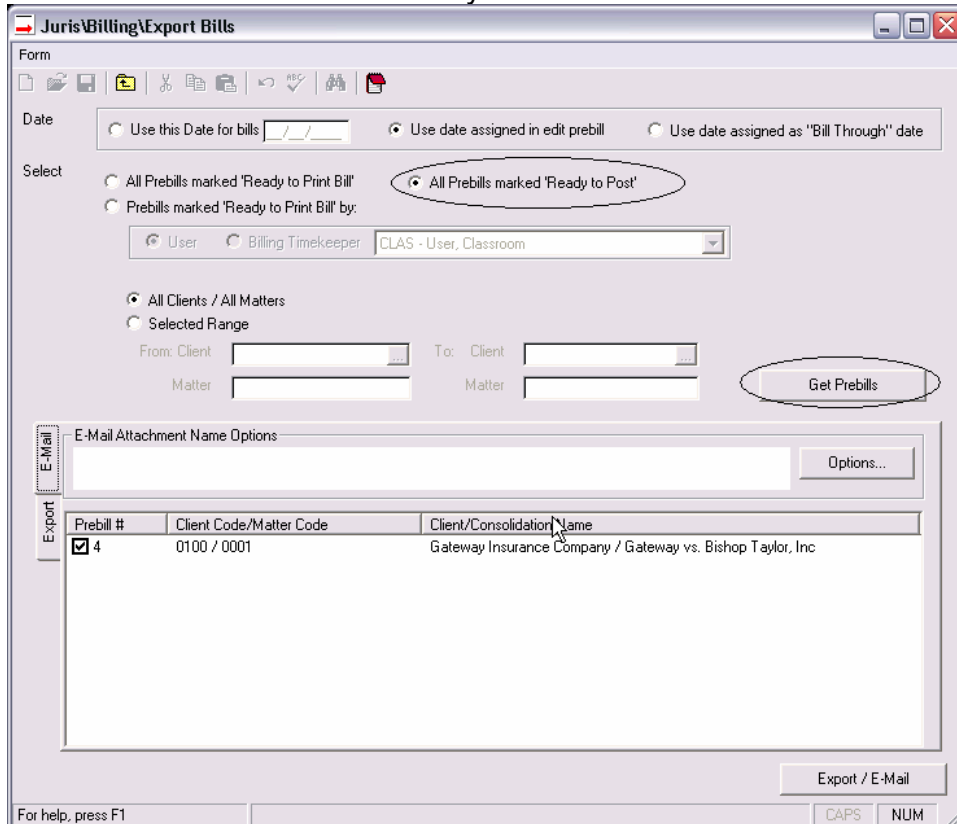
E-mail Address: johnsmith@mail.com

For help, press F1

CAPS NUM

### Exercise:

1. Select  Billing →  Export & Email Bills
2. Select "All Prebills Marked Ready to Post" and click the Get Prebills button.



JurisBilling\Export Bills

Form

Date

☐ Use this Date for bills  ☒ Use date assigned in edit prebill ☐ Use date assigned as "Bill Through" date

Select

☐ All Prebills marked 'Ready to Print Bill' ☒ All Prebills marked 'Ready to Post'

☐ Prebills marked 'Ready to Print Bill' by:

☒ User ☐ Billing Timekeeper CLAS - User, Classroom

☒ All Clients / All Matters ☐ Selected Range

From: Client  To: Client

Matter  Matter

Get Prebills

E-Mail

E-Mail Attachment Name Options

Options...

Export

| Prebill #                             | Client Code/Matter Code | Client/Consolidation Name                                  |
|---------------------------------------|-------------------------|--|
| <input checked="" type="checkbox"/> 4 | 0100 / 0001             | Gateway Insurance Company / Gateway vs. Bishop Taylor, Inc |

Export / E-Mail

For help, press F1

CAPS NUM

3. Review the items on the E-mail tab. Click the Options button and define a filename format for the E-mail. Uncheck the prebill listed on the E-mail tab to remove it from the bills selected to e-mail.
4. Review the items on the Export tab. Click the Options button and define an Output path and Filename format for the Export file.
5. Click the *Export/Email* button.





## Post Bills

Posting Bills finalizes the billing process. When selecting to *Post Bills*, the system will allow selection for All Bills, Bills for a specific User, or a specific Bill Number with the applicable Status. The latter option provides an override to the Status setting and allows a Bill to be posted even though the applicable Post Status has not been set.

### Exercise:

1. Select Billing → Post Bills
2. Review the *Post Bills* selection form for available options.
3. Select “All Bills Ready to Post”
4. Click “Begin Posting”
5. Select *Form* → *Closed* when finished.

**JurisBillingPost Bills**

Form Edit View Help

☒ All Bills marked 'Ready to Post'

☐ Bills marked 'Ready to Post' by:

☐ 'Ready to Post' Bills Selected below

☐ User ☐ Billing Timekeeper

|    | Bill # | Ready to | Action | Billing Timekeeper | Client Code | Matter Code or Consolidation Name |
|----|--------|----------|--------|--------------------|-------------|-----------------------------------|
| 1  |        |          |        |                    |             |                                   |
| 2  |        |          |        |                    |             |                                   |
| 3  |        |          |        |                    |             |                                   |
| 4  |        |          |        |                    |             |                                   |
| 5  |        |          |        |                    |             |                                   |
| 6  |        |          |        |                    |             |                                   |
| 7  |        |          |        |                    |             |                                   |
| 8  |        |          |        |                    |             |                                   |
| 9  |        |          |        |                    |             |                                   |
| 10 |        |          |        |                    |             |                                   |
| 11 |        |          |        |                    |             |                                   |
| 12 |        |          |        |                    |             |                                   |

For help, press F1 CAPS NUM



## Unpost Bills

*Unpost Bills* allows a posted bill to be Unposted so that changes can be made or the bill deleted. A bill may not be unposted if Cash Receipts or Credit Memos have been applied to the bill. Unposting returns Time and Expense entries to the Unbilled Time/Expense Tables.

### Exercise:

1. Select Billing → Unpost Bills
2. Review the *Unpost Bills* form as shown below.

3. Select *Form* → *Close* when finished with review.

NOTE: If Unposting is desired the following steps must be taken:

- Enter the valid A/R Bill Number into the *Unpost Bills* spreadsheet where indicated in the screen shown above. The system will show the details of that bill.
- Choose whether to Unpost in the period of Today's Date or Original Date.
- Select the Unpost button. Since posting may not be undone once performed except by rebilling, the system will prompt for confirmation before unposting the bill.
- The system will prevent bills from being Unposted if funds are applied to the bill. Posted cash receipts or adjustments must be reversed before a bill can be Unposted.



## Print Statements

This option is provided to Print A/R reminder statements. A Bill Format with an AR Statement as part of its design is required. Selection is allowed using Aging Date criteria and the firm may select to not include Matters which have current unbilled fees/expenses.

### Exercise:

1. Select Billing → Print Statements .
2. Review the Statements setup form as shown below. Click the drop-down boxes and review the AR Statement options. (Please note that only bill layouts with AR Statements designed will appear on the Bill Layout selection box.)
3. Select *Form* → *Close* when finished with the review.

**Billing\Print Statements**

Form Edit View Help

Begin Printing

Exclude Matters With: ☐ Unbilled Fees ☐ Unbilled Expenses

Select By: All Clients

Sort By: Billing Timekeeper / Client Code / Matter Code

Printer: HP LaserJet 6L (from DELL8100)

Bill Layout: AR02

Select only if any bill is 90 days old or older

☒ All Timekeepers ☐ Selected Timekeepers

|   | ID | Name |
|---|----|------|
| 1 |    |      |
| 2 |    |      |
| 3 |    |      |
| 4 |    |      |
| 5 |    |      |
| 6 |    |      |
| 7 |    |      |

For help, press F1 CAPS NUM





## INQUIRY - REPORTS

---



Client/ Matter  
Inquiry



Who's OnLine



Conflict Inquiry



Vendor Inquiry



Reports



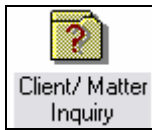
Report  
Queues

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# Introduction

This section provides exercises for Inquiry and Reports. The Inquiry/Reports folder provides options for *Client/Matter Inquiry*, *Conflict Inquiry*, *Vendor Inquiry* and *Who's OnLine*.

*Report Queues* are provided to print a group of 'stacked' reports and Financial Statements such as a set of Period End reports to be printed at the end of each accounting period. Additionally, *Report Queues* allow purging functions to be added to a Report Queue. This helps expedite the purging of Transaction batches that are of a certain age (i.e., zero (i.e., 0) months or older).



## Client/Matter Inquiry

*Client/Matter Inquiry* allows a user to review detail regarding a client or a particular matter.

### Exercise:

1. Select Inquiry - Reports → Client/ Matter Inquiry
2. Enter client 0100/Gateway Insurance Company for Inquiry.
3. Skip the Matter selection option and select the General Inquiry from the Inquiry Type drop-down box. This will reveal detail for all matters for client 0100.
4. Click and review each of the other Inquiry types (Fees, Expenses, Bills, Receipts, Client Info and Trust.)
5. Place a checkmark in the Matter box and enter Matter 1/Gateway vs. Bishop Taylor, Inc. Review each of the Inquiry types again. Select Form → Close when finished.

**Juris\Inquiry - Reports\Client\Matter Inquiry**

Form Edit Type View Help

Client: 0100 Gateway Insurance Company  
Matter: 0 (All Matters)  
Inquiry Type: General

Summary (A/R) | Ledger History

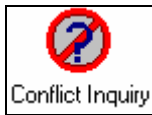
| Summary (A/R)                             |           |                  |       |
|---|-----------|------------------|-------|
| Trust account balance                     | 19,900.00 | Aged Balance Due |       |
| Prepaid cash balance                      | 0.00      | Current          | 50.00 |
| Balance as of bill 4 dated 01/30/2004     | 50.00     | 31-60 days       | 0.00  |
| Payments received (last pymnt 01/30/2004) | 0.00      | 61-90 days       | 0.00  |
| A/R adjustments made                      | 0.00      | 91-120 days      | 0.00  |
| Total balance now due                     | 50.00     | 121+ days        | 0.00  |

|   | Matter | Bill | Date       | Fees | Expenses | Surcharge/Int | Balance Due |
|---|--------|------|------------|------|----------|---------------|-------------|
| 1 | 0001   | 1    | 11/05/2003 | 0.00 | 0.00     | 0.00          | 0.00        |
| 2 | 0001   | 4    | 01/30/2004 | 0.00 | 50.00    | 0.00          | 50.00       |
| 3 |        |      |            |      |          |               |             |
| 4 |        |      |            |      |          |               |             |
| 5 |        |      |            |      |          |               |             |
| 6 |        |      |            |      |          |               |             |
| 7 |        |      |            |      |          |               |             |

Right-click on a bill number to view an archived image of the invoice.

For help, press F1

CAPS NUM



# Conflict Inquiry

## Exercise:

1. Select  Inquiry - Reports →  Conflict Inquiry
2. Type “Gateway” into the *Search for* box and click the Find button.
3. Review the output.

**JurisUnquiry - Reports\Conflict Inquiry**

Form Edit View Tools Help

Search for: Hits Matched: 6

gateway Find

|   | Identity Code | Identity Name  | Table Name | Field Name     | Additional Info  | Field Contents                 |
|---|---------------|--|------------|----------------|--|--------------------------------|
| 1 | 0100          | Gateway Insurance Company                                  | Client     | Nickname       | Billing Atty:<br>BBB - Baldwin, Brian B.<br>Open Date: 11/4/2003                 | Gateway Insurance Company      |
| 2 | 0100          | Gateway Insurance Company                                  | Client     | Reporting name | Billing Atty:<br>BBB - Baldwin, Brian B.<br>Open Date: 11/4/2003                 | Gateway Insurance Company      |
| 3 | 0100          | Gateway Insurance Company/Main Office                      | Address    | Name           | Billing Atty:<br>BBB - Baldwin, Brian B.<br>Open Date: 11/4/2003                 | Gateway Insurance Company      |
| 4 | 0100 / 0001   | Gateway Insurance Company / Gateway vs. Bishop Taylor, Inc | Matter     | Nickname       | Billing Atty:<br>BBB - Baldwin, Brian B.<br>Status: Open<br>Open Date: 11/4/2003 | Gateway vs. Bishop Taylor, Inc |
| 5 | 0100 / 0001   | Gateway Insurance Company / Gateway vs. Bishop Taylor, Inc | Matter     | Reporting name | Billing Atty:<br>BBB - Baldwin, Brian B.<br>Status: Open<br>Open Date: 11/4/2003 | Gateway vs. Bishop Taylor, Inc |
| 6 | 0100 / 0001   | Gateway Insurance Company / Gateway vs. Bishop Taylor, Inc | Matter     | Description    | Billing Atty:<br>BBB - Baldwin, Brian B.<br>Status: Open<br>Open Date: 11/4/2003 | Gateway vs. Bishop Taylor, Inc |
| 7 |               |  |            |                |  |                                |

For Help, Press F1

CAPS NUM

4. Click the Print Preview button and review the report.
5. Close the report preview and select *Form* → *Close*.





## Vendor Inquiry

*Vendor Inquiry* allows a user to review the details of a particular vendor.

### Exercise:

1. Select Inquiry - Reports → Vendor Inquiry
2. Select vendor 100/University Delivery Services for Inquiry.

The screenshot shows a window titled "Juris\Inquiry - Reports\Vendor Inquiry". It has a menu bar (Form, Edit, View, Tools, Help) and a toolbar with various icons. The "Vendor Code" field is set to "100" and the vendor name is "University Delivery Services". Below this, there are tabs for "Summary", "Vouchers", and "Checks". The "Summary" tab is active, displaying a table with the following data:

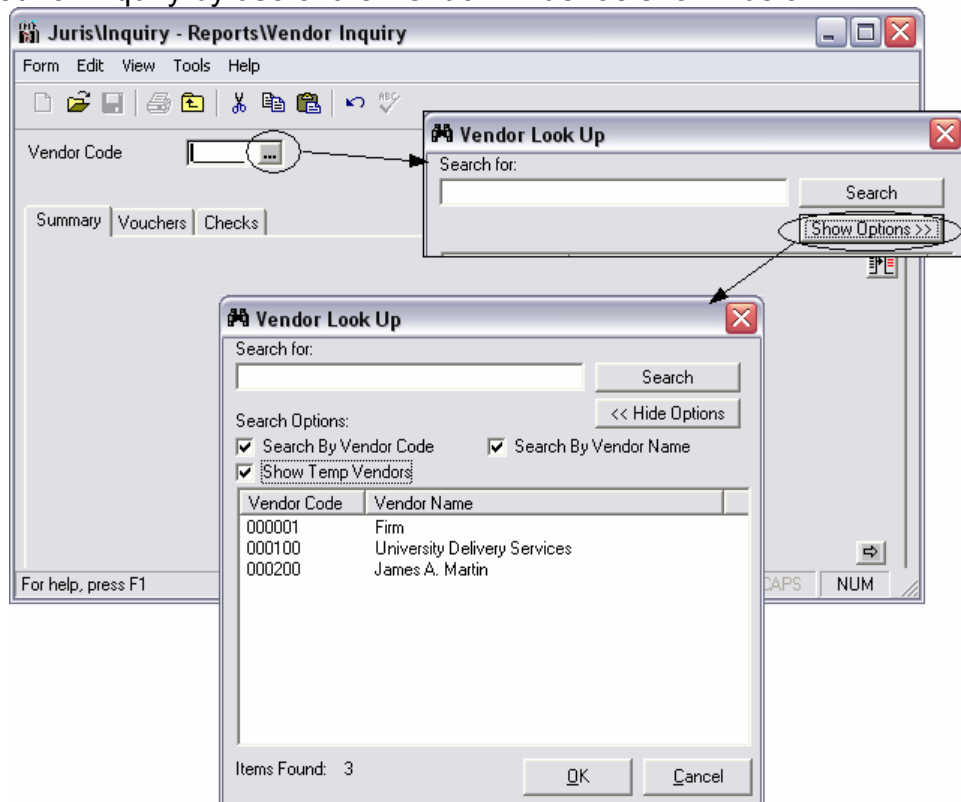
|    | Period  | Vouchers | Payments | Balance |
|----|---------|----------|----------|---------|
| 1  | 2003/11 | 350.00   | 0.00     | 350.00  |
| 2  |         |          |          |         |
| 3  | TOTAL   | 350.00   | 0.00     | 350.00  |
| 4  |         |          |          |         |
| 5  |         |          |          |         |
| 6  |         |          |          |         |
| 7  |         |          |          |         |
| 8  |         |          |          |         |
| 9  |         |          |          |         |
| 10 |         |          |          |         |

At the bottom of the window, there is a status bar that says "For help, press F1" and two buttons labeled "CAPS" and "NUM".

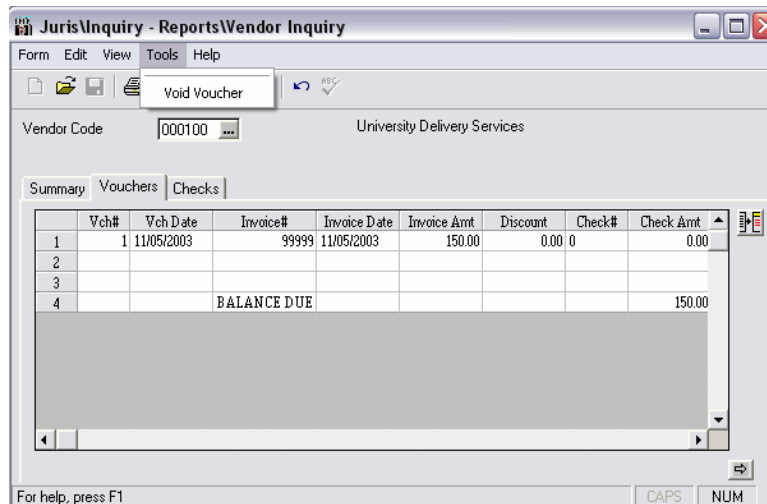
3. Select and view each of the forms: Summary, Vouchers and Checks.

## Temporary Vendors

While every normal Vendor has a unique Vendor Code, all Temporary Vendors maintain the same vendor code of TEMP. The TEMP vendor code may not be keyed directly into the Vendor Code field, however, Temporary Vendors may be selected for Inquiry by use of the Vendor Finder as shown below.



## Void Voucher





# Reports

Click on *Reports* and a list of report categories will appear. Click on a category to see the reports available. Select any report by double clicking. Once a report is selected, a window will appear that shows the options available for printing a report. That window and a description of the options are shown below.

**Print Preview:** Use this button to quickly print the report to the screen for review. Other print options will become available once the report is printed to screen.

**Current Report** AC1000: Fee Activity

**Destinations**

| Destination |
|-------------|
|             |

**Range:** If the report allows ranges to be selected, they may be defined here. Just click the + button to view available ranges.

**Ranges**

| Range | From       | To         |
|-------|------------|------------|
| Date  | 11/01/2003 | 11/30/2003 |

**Sorts**

**Available Sorts**

|            |
|------------|
| Timekeeper |
|------------|

**Selected Sorts**

|           |
|-----------|
| ↑↓ Date   |
| ↑↓ Client |

**Sorts:** Sorts may be defined and arranged by the user. Available sorting criteria may be moved to the selected sorting criteria using the arrow buttons.

**Options**

| Option             | Selection                           |
|--------------------|-------------------------------------|
| Print Trailer Page | <input checked="" type="checkbox"/> |
| Table of Contents  | Date                                |

**Options:** Options will differ depending on the report selected. These may be customized to alter the output of the report to conform to the options as defined by the user.

For help, press F1

CAPS NUM

## Exercise:

1. Select Inquiry - Reports → Reports → Reference Lists
2. Double click to select the *Matter Reference List* report.
3. Click the Print Preview icon to print the report to screen.

**Matter Reference List**

Report ID: RL1250 -6  
Wednesday, January 07, 2004

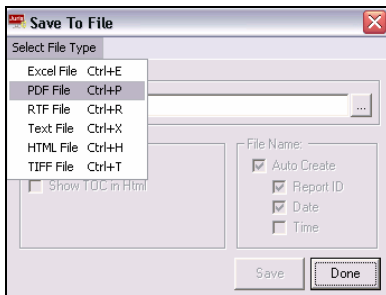
Printed By: SMGF  
Page: 1

| Client Code        | Reporting Name                 |                                      |
|--------------------|--------------------------------|--------------------------------------|
| 0100               | Gateway Insurance Company      |                                      |
| <u>Matter Code</u> | <u>Matter Name</u>             | <u>Description</u>                   |
| 0001               | Gateway vs. Bishop Taylor, Inc | Gateway vs. Bishop Taylor, Inc       |
| 0200               | Main Street Bank               |                                      |
| <u>Matter Code</u> | <u>Matter Name</u>             | <u>Description</u>                   |
| 0001               | MSB vs. Bank Commission        | Main Street Bank vs. Bank Commission |
| 0002               | Merger with Community Bank     | Merger with Community Bank           |
| 0300               | MegaCorp, Inc.                 |                                      |

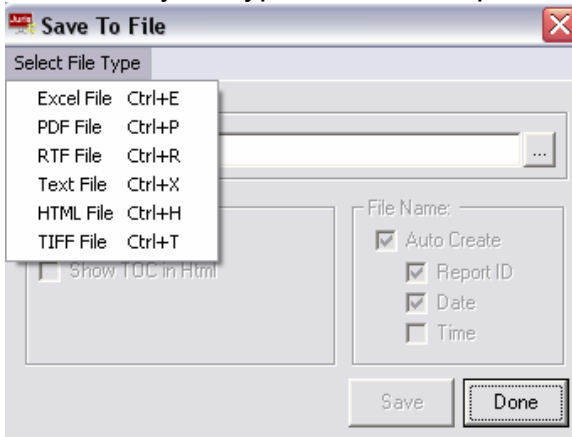
The Print Preview screen has a tree structure on the left side that allows the user to skip directly to a particular item on the report. This screen also offers the option to print the report to a printer as well as options for E-mailing the report or saving the format to file in various formats.

**Exercise:**

1. Select to save a report to file.
2. When the Save to File box appears –click Select File Type.



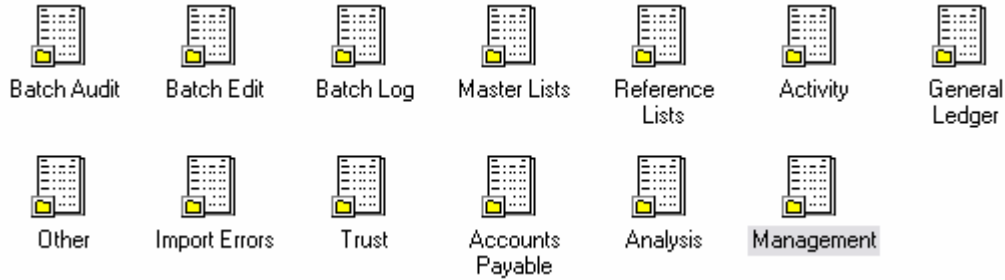
3. Choose any file type from the drop-down list.



4. Accept the default file path and click Save .

## **Available Reports**

Reports are grouped by type. The available report types are listed below:



### ***Batch Audit***

| Description                    | ID     |
|--------------------------------|--------|
| General Journal Batch Audit    | AL1000 |
| Expense Entry Batch Audit List | AL1010 |
| Time Entry Batch Audit List    | AL1020 |
| Credit Memo Audit              | AL1030 |
| Manual Bills Audit             | AL1040 |
| Posted Bills Audit             | AL1050 |
| Cash Receipts Audit            | AL1060 |
| Modify Prebill Audit           | AL1070 |
| Trust Adjustment Audit         | AL1080 |
| Voucher Audit                  | AL1090 |


























### ***Batch Edit***

| Description                     | ID     |
|---------------------------------|--------|
| General Journal Batch Edit List | EL1000 |
| Expense Entry Batch Edit List   | EL1010 |
| Time Entry Edit List            | EL1020 |
| Cash Receipts Edit              | EL1060 |
| Trust Adjustment Edit List      | EL1080 |
| Voucher Edit                    | EL1090 |




















### ***Batch Log***

| Description                | ID     |
|----------------------------|--------|
| General Journal Batch Log  | LG1000 |
| Expense Entry Batch Log    | LG1010 |
| Time Entry Batch Log       | LG1020 |
| Credit Memo Log            | LG1030 |
| Manual Bills Log           | LG1040 |
| Cash Receipts Log          | LG1060 |
| Trust Adjustment Batch Log | LG1080 |
| Voucher Batch Log          | LG1090 |
| Check Batch Log            | LG1110 |







## Master Lists

| Description  | ID     |
|--|--------|
|  User ID Master List            | ML1000 |
|  Office Code Master List        | ML1050 |
|  Accounting Periods Master List | ML1060 |
|  Chart of Accounts Master List  | ML1070 |
|  Timekeeper Master List         | ML1080 |
|  Expense Code Master List       | ML1090 |
|  Practice Class Master List     | ML1100 |
|  Expense Schedule Master List   | ML1120 |
|  Holiday Schedule Master List   | ML1130 |
|  Personnel Type Master List     | ML1140 |
|  Fee Schedule Master List       | ML1150 |
|  Expense Code Cross Reference   | ML1160 |
|  Task Code Master List          | ML1170 |
|  Profit Center Master List      | ML1190 |
|  Task Code Xref List            | ML1200 |
|  Activity Code Master List      | ML1220 |
|  Clients Master List            | ML1230 |
|  Text Code Master List          | ML1240 |
|  Matter Master List             | ML1250 |
|  FS/Layout Master List         | ML1260 |
|  Report Queue Master List     | ML1270 |
|  Accounts Payable Master List | ML1280 |
|  Vendor Master List           | ML1290 |
|  Billing Timekeeper Clients   | ML1300 |
|  Bill Format Matter List      | ML2000 |




## Reference Lists

| Description   | ID     |
|---|--------|
|  Office Code Reference List          | RL1050 |
|  Chart of Accounts Reference List    | RL1070 |
|  Timekeepers Reference List          | RL1080 |
|  Practice Class Reference List       | RL1100 |
|  Expense Schedules Reference List    | RL1120 |
|  Personnel Types Reference List      | RL1140 |
|  Fee Schedule Reference List         | RL1150 |
|  Expense Code Cross Reference Lists  | RL1160 |
|  Task Code Reference List            | RL1170 |
|  Task Code Xref Lists                | RL1200 |
|  Activity Code Reference List        | RL1220 |
|  Client Reference List               | RL1230 |
|  Text Code Reference List            | RL1240 |
|  Matter Reference List               | RL1250 |
|  Expense Code Reference List         | RL1090 |
|  Holiday Codes Reference List        | RL1130 |
|  Accounts Payable Reference List     | RL1280 |
|  Vendor Reference List               | RL1290 |
|  Billing Timekeeper Client Reference | RL1300 |















### **Activity**

| Description  | ID     |
|--|--------|
|  Fee Activity     | AC1000 |
|  Expense Activity | AC1010 |
|  Billing Activity | AC1020 |
|  Cash Activity    | AC1030 |
|  Trust Activity   | AC1040 |
|  Work In Process  | AC1050 |




### **General Ledger**

| Description  | ID     |
|--|--------|
|  General Ledger Trial Balance | GL1010 |
|  Year End Closing             | GL1000 |
|  General Ledger               | GL1020 |




### **Other**

| Description  | ID     |
|--|--------|
|  Timekeeper Diary                   | OT1000 |
|  Daily Time Summary                 | OT1020 |
|  Open Prebills                      | OT1040 |
|  Billing Projection                 | OT1050 |
|  Billing Summary                   | OT1070 |
|  Cash Receipts Summary            | OT1080 |
|  Aged Unbilled Time               | OT1110 |
|  Aged Unbilled Expenses           | OT1111 |
|  Originating Timekeeper Report    | OT1130 |
|  Prepaid Balance                  | OT2000 |
|  Cash Receipt Deposit Slip        | OT2020 |
|  Time And Expense Details         | OT2025 |
|  Unposted Bills Audit             | OT2030 |
|  Cumulative Client/Matter Summary | OT2047 |








### **Import Errors**

| Description  | ID     |
|--|--------|
|  Journal Entry Import Error | ER1000 |
|  Expense Entry Import Error | ER1010 |
|  Time Entry Import Error    | ER1020 |







### **Trust**

| Description   | ID     |
|---|--------|
|  Trust Ledger History  | TR1000 |
|  Trust Bank Balance    | TR1010 |
|  Trust Account Balance | TR2000 |







## Accounts Payable

| Description  | ID     |
|--|--------|
|  Aged Open Items            | AP1000 |
|  Cash Requirements          | AP1030 |
|  Bank Reconciliation Report | AP1040 |
|  Pre-Check Register         | AP1050 |
|  Check Register             | AP1060 |
|  Vendor History             | AP1070 |
|  Voided Checks              | AP2000 |











## Analysis

| Description   | ID   |
|---|--|
|  Other Analysis      | See Detail shown below displaying available reports for each Analysis item |
|  Combined Analysis   |  |
|  Billing Analysis    |  |
|  Collection Analysis |  |
|  Working Analysis    |  |
|  Aged A/R Analysis   |  |

## Other Analysis











| Description   | ID     |
|---|--------|
|  Timekeeper Analysis         | OT1010 |
|  Account Analysis            | OT1030 |
|  Working Timekeeper Analysis | OT1090 |
|  Expense Analysis            | OT1100 |
|  Billing Timekeeper Recap    | OT1120 |
|  Client/Matter Analysis      | OT2010 |

## Combined Analysis











| Description   | ID     |
|---|--------|
|  Combined Analysis by Billing Agreement      | AN1000 |
|  Combined Analysis by Billing Timekeeper     | AN1001 |
|  Combined Analysis by Client                 | AN1002 |
|  Combined Analysis by Expense Code           | AN1003 |
|  Combined Analysis by Office                 | AN1004 |
|  Combined Analysis by Originating Timekeeper | AN1005 |
|  Combined Analysis by Personnel Type         | AN1006 |
|  Combined Analysis by Practice Class         | AN1007 |
|  Combined Analysis by Task Code              | AN1008 |
|  Combined Analysis by Working Timekeeper     | AN1009 |













## Billing Analysis

| Description  | ID     |
|--|--------|
|  Billing Analysis by Billing Agreement      | AN1050 |
|  Billing Analysis by Billing Timekeeper     | AN1051 |
|  Billing Analysis by Client                 | AN1052 |
|  Billing Analysis by Expense Code           | AN1053 |
|  Billing Analysis by Office                 | AN1054 |
|  Billing Analysis by Originating Timekeeper | AN1055 |
|  Billing Analysis by Personnel Type         | AN1056 |
|  Billing Analysis by Practice Class         | AN1057 |
|  Billing Analysis by Task Code              | AN1058 |
|  Billing Analysis by Working Timekeeper     | AN1059 |









## Collection Analysis

| Description   | ID     |
|---|--------|
|  Collection Analysis by Billing Agreement      | AN1100 |
|  Collection Analysis by Billing Timekeeper     | AN1101 |
|  Collection Analysis by Client                 | AN1102 |
|  Collection Analysis by Expense Code           | AN1103 |
|  Collection Analysis by Office                 | AN1104 |
|  Collection Analysis by Originating Timekeeper | AN1105 |
|  Collection Analysis by Personnel Type         | AN1106 |
|  Collection Analysis by Practice Class        | AN1107 |
|  Collection Analysis by Task Code            | AN1108 |
|  Collection Analysis by Working Timekeeper   | AN1109 |




## Working Analysis

| Description  | ID     |
|--|--------|
|  Working Analysis by Billing Agreement      | AN1150 |
|  Working Analysis by Billing Timekeeper     | AN1151 |
|  Working Analysis by Client                 | AN1152 |
|  Working Analysis by Expense Code           | AN1153 |
|  Working Analysis by Office                 | AN1154 |
|  Working Analysis by Originating Timekeeper | AN1155 |
|  Working Analysis by Personnel Type         | AN1156 |
|  Working Analysis by Practice Class         | AN1157 |
|  Working Analysis by Task Code              | AN1158 |
|  Working Analysis by Working Timekeeper     | AN1159 |

## Aged A/R Analysis

| Description   | ID     |
|---|--------|
|  Aged A/R Analysis by Billing Agreement      | AN1200 |
|  Aged A/R Analysis by Billing Timekeeper     | AN1201 |
|  Aged A/R Analysis by Client                 | AN1202 |
|  Aged A/R Analysis by Office                 | AN1203 |
|  Aged A/R Analysis by Practice Class         | AN1204 |
|  Aged A/R Analysis by Client UDF             | AN1205 |
|  Aged A/R Analysis by Matter UDF             | AN1206 |
|  Aged A/R Analysis by Originating Timekeeper | AN1207 |

## ***Management***

| Description  | ID     |
|--|--------|
|  Top Clients -- Fees Billed         | MR2000 |
|  Top Clients -- Fees Received       | MR2001 |
|  Top Clients -- Accounts Receivable | MR2002 |
|  Top Clients -- Unbilled Fees       | MR2003 |
|  Top Clients -- Unbilled Expenses   | MR2004 |
|  Reprint Trailer Page               | MR2005 |

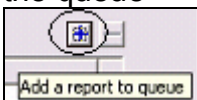


# Report Queues

## Exercise:

1. Select Inquiry - Reports → Report Queues
2. Click the new icon to open a new report queue.
3. Enter the Report Queue ID of “MONT” and the Report Queue name of “Monthly Reports” and click the Save icon to save the Queue.

4. Then click the plus button below the Report Queue Name to add reports to the queue



5. Place a checkmark beside an item to view the reports available for that category. The report names will appear on the right side of the screen. Double click on a report in the list to add that report to the queue. Select the

*Top Clients – Unbilled Fees* report from the *Management Reports* category.

| Description                    | Code   |
|--------------------------------|--------|
| Billing Activity               | AC1020 |
| Cash Activity                  | AC1030 |
| Cash Receipts Audit            | AL1060 |
| Credit Memo Audit              | AL1030 |
| Expense Activity               | AC1010 |
| Expense Entry Batch Audit List | AL1010 |
| Fee Activity                   | AC1000 |
| General Journal Batch Audit    | AL1000 |
| Manual Bills Audit             | AL1040 |
| Modify Prebill Audit           | AL1070 |
| Posted Bills Audit             | AL1050 |
| Time Entry Batch Audit List    | AL1020 |
| Trust Activity                 | AC1040 |
| Trust Adjustment Audit         | AL1080 |
| Voucher Audit                  | AL1090 |
| Work In Process                | AC1050 |

6. Choose the Destination; Range; Sorts and Options from the right side of the screen.
7. Save the queue and print. The screen below will appear. Make your selection and click OK.

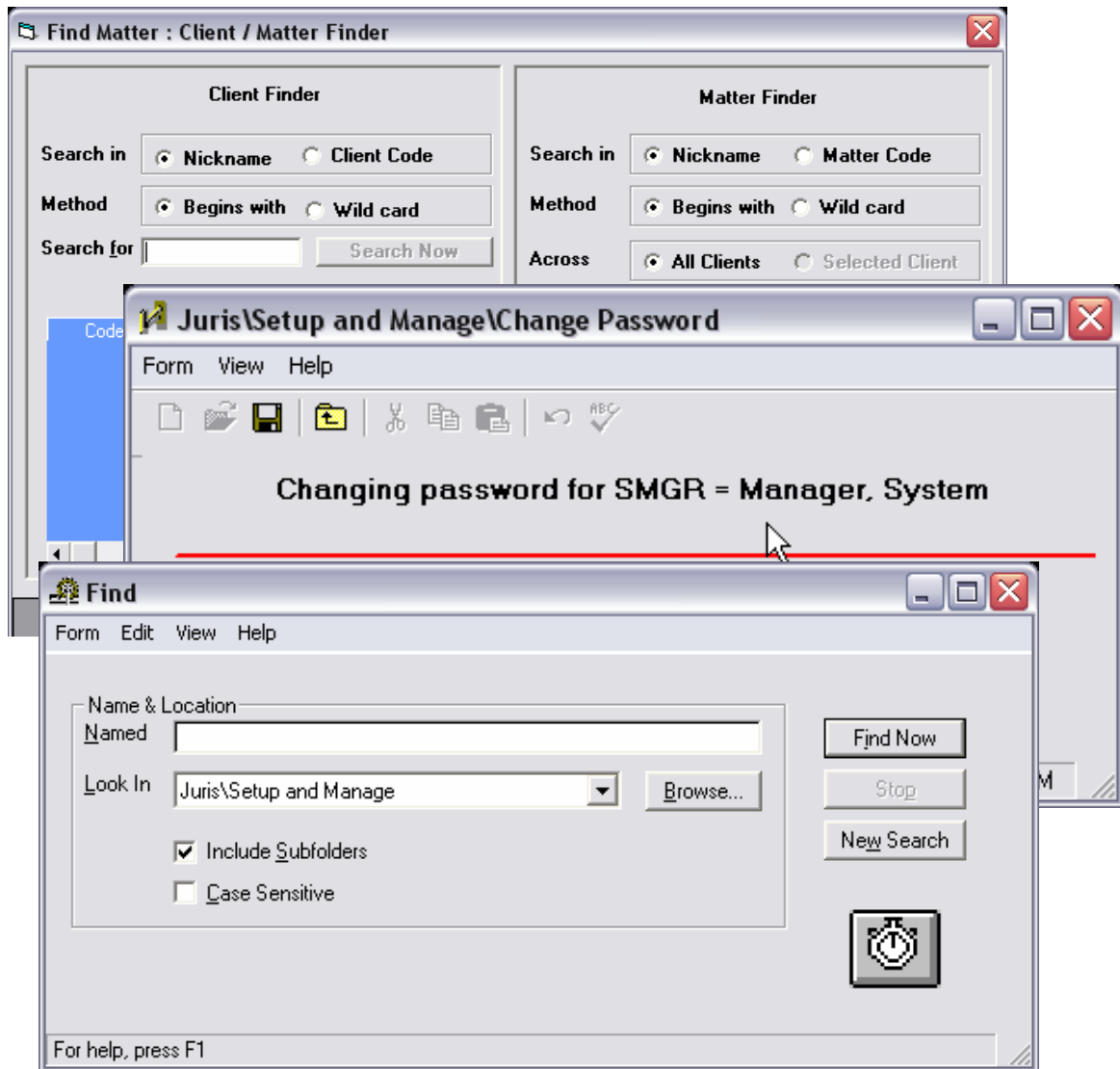
|                   |                   |
|-------------------|-------------------|
| Period            | 11                |
| Year              | 2003              |
| Printer Selection | \\W1PDC\HP4050-QA |

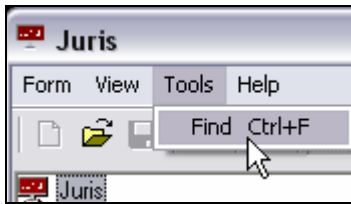
☒ Reports with no destination defined will go to printer selection  
☐ Override all predefined destinations with printer selection

OK Cancel

# OTHER

---




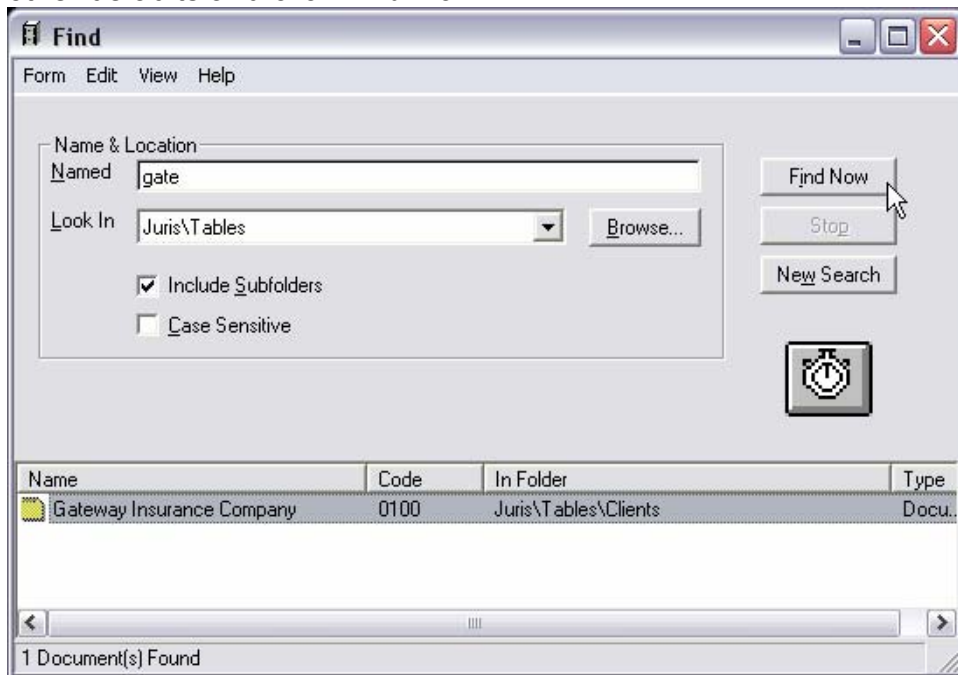


## Find

The *Find* feature may be used to search Juris for a particular item. The finder may be accessed from many areas of Juris by selecting *Tools* → *Find*.

### Exercise:

1. With the  *Tables* area selected, select *Tools* → *Find* to open the finder.
2. Type in the text 'gate' in the *Named* box– notice that the *Look In* is pre-populated with the current area of focus, which is *Juris/Tables*. Accept all other defaults and click *Find Now*.



3. Review the output.
4. Click the *New Search* button.
5. Type in the text 'BBB' in the *Named* box – use the Browse button to change the *Look In* option to *Juris*.

- Place a checkmark in the *Case Sensitive* option. Accept all other defaults and click *Find Now*.

**Find**

Form Edit View Help


Name & Location

Named:

Look In:

☒ Include Subfolders

☒ Case Sensitive



| Name                    | Code | In Folder                | Type   |
|-------------------------|------|--------------------------|--------|
| Baldwin, Brian B. - BBB | BBB  | Juris\Tables\Timekeepers | Docu.. |
| Baldwin, Barbara B.     | BBB  | Juris\Tables\Text Codes  | Docu.. |

2 Document(s) Found

- Double-click on one of the found items. Review. Then close the forms.

### Exercise:

Find can also be used to locate items by status, range and type.

- In Juris, go to  Transactions →  Time Entries and select *Tools* → *Find*.
- On the Batch Status tab, select *Unposted* and click *Find Now*.

**Find**

Form Edit View Tools Help

Name & Location **Batch Status** Range Type

Find all batches with status:


☐ Ready to Post

☒ Unposted

☐ Posted

☐ Deleted

☐ Locked



For help, press F1

3. Review the *Range* tab.

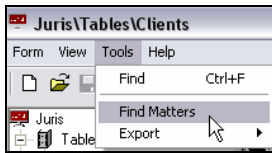
The screenshot shows the 'Find' dialog box with the 'Range' tab selected. The 'Name & Location' tab is also visible. The 'Find all batches between:' section has two checkboxes: 'Dates' and 'Batch number'. The 'Dates' checkbox is checked, and the date '02/09/2004' is entered in both the 'and' fields. The 'Batch number' checkbox is unchecked, and '0' is entered in both the 'and' fields. The 'Find Now', 'Stop', and 'New Search' buttons are on the right. A clock icon is at the bottom right. The status bar at the bottom says 'For help, press F1'.

4. Review the *Type* Tab.

The screenshot shows the 'Find' dialog box with the 'Type' tab selected. The 'Name & Location' tab is also visible. The 'Find all batches last opened by user' checkbox is checked, and 'SMGR - Manager, System' is selected in the dropdown menu. The 'Find all batches created as type:' section has three checkboxes: 'Normal', 'Direct', and 'Adjustment'. The 'Normal' checkbox is checked. The 'Find Now', 'Stop', and 'New Search' buttons are on the right. A clock icon is at the bottom right. The status bar at the bottom says 'For help, press F1'.

5. When finished with review, close the form.





## Client/Matter Finder

The Client/Matter finder may be used to lookup a client and/or matter by code or nickname.

### Exercise:

1. Open a new time entry and enter a date and timekeeper. While in the Client field, click the lookup button ... with the mouse or type the down arrow on the keyboard to access the Client/Matter Finder.
2. Enter the search as shown below, then click *Search Now*. The client 0300 John Smith should be displayed.

**Find Matter : Client / Matter Finder**

**Client Finder**

Search in: ☒ Nickname ☐ Client Code

Method: ☒ Begins with ☐ Wild card

Search for:  **Search Now**

Found: 1

| Code | Client Nickname |
|------|-----------------|
| 0300 | Smith, John     |

**Matter Finder**

Search in: ☒ Nickname ☐ Matter Code

Method: ☒ Begins with ☐ Wild card

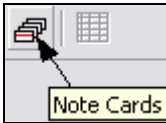
Across: ☐ All Clients ☒ Selected Client

Search for:  **All Matters**

| Code | Matter Nickname |
|------|-----------------|
|------|-----------------|

**Select** **Cancel**

3. On the Matter Finder (right side of the window) click *All Matters*.
4. With Client 0300/Matter 1 highlighted, click the *Select* button. This will populate the form with the selected client/matter.
5. Close the time entry and do not save. Open a new time entry and enter a date and timekeeper.
6. Enter the client code of 0100 and then go to the matter field. While in the Matter field click the binocular icon with the mouse, or type the down arrow on the keyboard to access the Client/Matter Finder. Notice that the client code is pre-populated with client 0100 – Gateway Insurance Company.
7. Click the *All Matters* button to populate the Matter side with all available matters for Client 0100.
8. With Client 0100/Matter 1 highlighted, click the *Select* button. This will populate the form with the selected client/matter. Close the time entry and the time batch. Do not save.

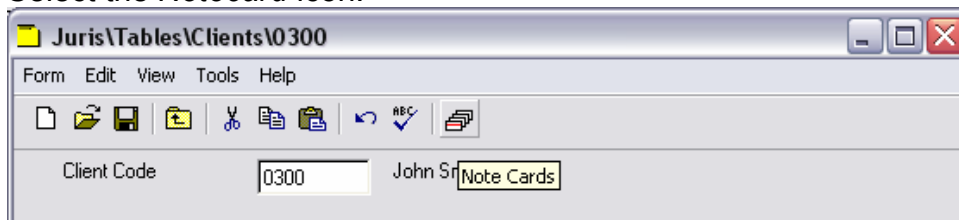




## Notecards

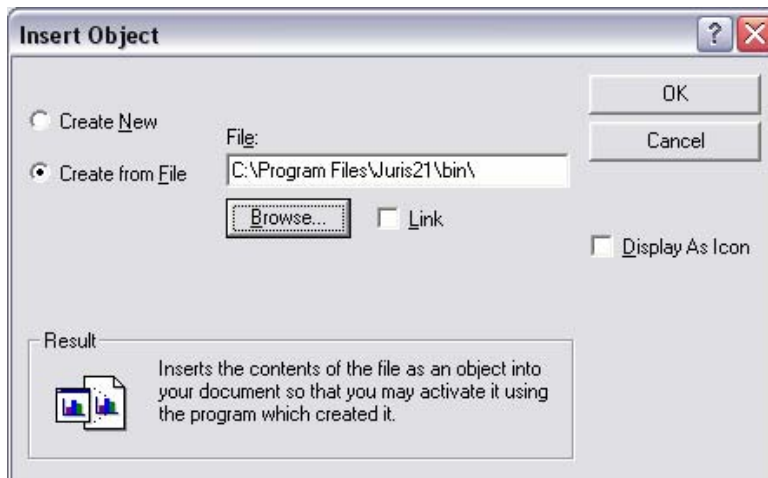
*Notecards* are available in several areas of Juris: Clients, Matters, User ID's, Timekeepers, Vendors and Chart of Accounts. *Notecards* may be used to add text or attach files (objects) to an item. Objects that may be attached to a Notecard include word processing documents, graphic images, media files, spreadsheets and more.

### Exercise:

1. Open the client *John Smith*.
2. Select the *Notecard* icon.



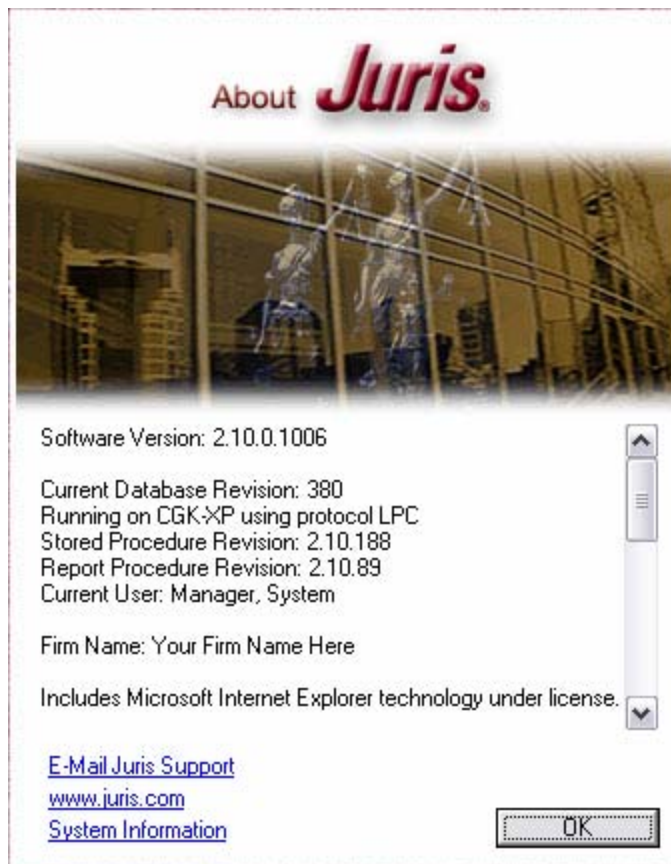
3. Click the *New Card* button, type the caption "Inception Date" and click OK.
4. The system will have created a new notecard with the caption entered above, and will place the cursor in the notecard to allow text to be entered. Type today's date and click the save  icon.
5. Click the *New Card* button again. Type the caption of "Incorporation."
6. Click the lookup button  and select the "CORP" text code.
7. Click the *New Card* button again. Type the caption of "Attachments"
8. Click *Insert* → *Object* and review the options for attaching files to notecards. Close the forms when finished with review.





## About Juris

The *About Juris* option is available from the Help menu in any area of the Juris program. This screen contains Juris version information as well as links to submit a support request via e-mail, open the Juris' Website, or review detailed system information.



### **E-mail Juris Support**

The *E-mail Juris Support* link will open a blank e-mail message, pre-addressed to Juris support (supportcall@juris.com) and will include the firm's Client Number as the first 4 digits of the subject line of the message. The user simply needs to type a short description of the problem into the body of the e-mail and send the message to Juris. A Juris Support Professional will contact the user to resolve the issue.

This function requires that the user has a MAPI-compliant e-mail package installed and functioning on the workstation.

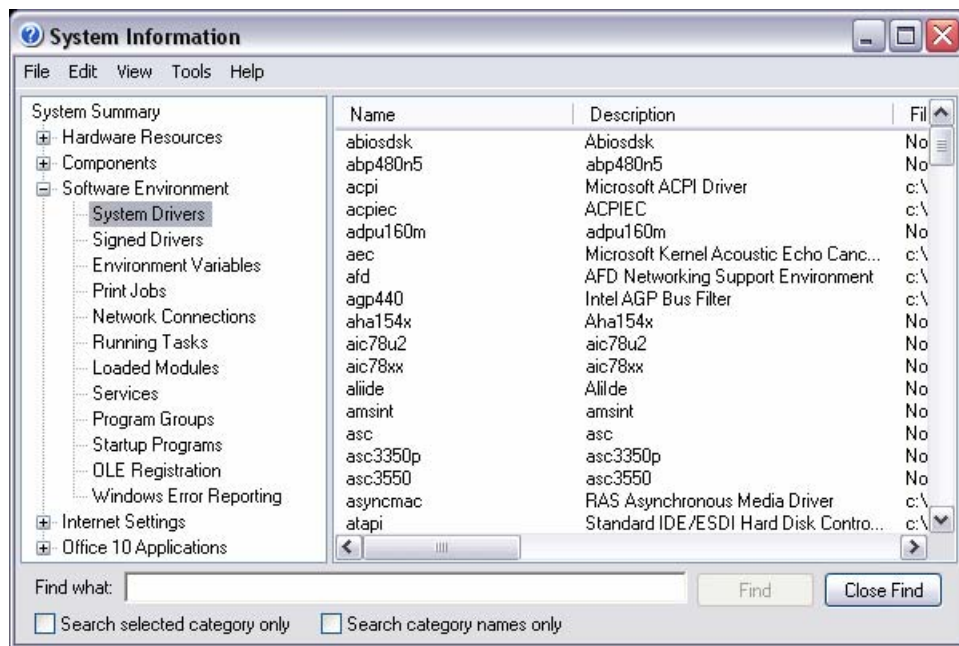
## [www.juris.com](http://www.juris.com)

The *www.juris.com* link will take the user to the Juris Website. The user must have internet access on the workstation in order to use this feature.

## System Information

The *System Information* button opens a screen that contains details about the configuration of hardware, software and other computer components.

This information may be needed by your Juris support representative to troubleshoot issues that may arise. Your network administrator may also require access to this information as well.





## Client/Matter Budgets

*Client/Matter Budgets* can be used to plan the budgeted amount of fees and expenses anticipated for a matter. The items may be budgeted by phase, Task Code, Expense Code, Personnel Type, Timekeeper, etc.

### Exercise:

1. Open Client 300/Matter 1 and go to the Int/Disc Tab. Click the *Enable Budgeting* item, then save and click the *Budgeting Icon* as shown below.

The screenshot shows a software window titled "Juris\Tables\Clients\0300\Matters\1". The window has a menu bar (Form, Edit, View, Tools, Help) and a toolbar. A callout box labeled "Budgeting Icon" points to a grid icon in the toolbar. Below the toolbar, the "Matter Code" is "1" and the name is "John Smith/401K". The "Int/Disc" tab is selected. The form contains several fields: "Interest Percent" (1.0000), "Interest Days" (0), "Discount Option" (0 - No discount), "Surcharge Option" (0 - No surcharge), "Tax Exemptions" (three unchecked checkboxes), "Budget Options" (four checkboxes, with "Enable budgeting" checked and circled), and "Budget Phase" (0). At the bottom, there is a status bar with "For help, press F1", "CAPS", and "NUM" buttons.

- The Client/Matter budget form will open as shown below. Close the form when finished with review.

Juris\Tables\Clients\0300\Matters\1\Matter Budget

Form Edit View Help

Fees

|   | Phase  | TaskCd | ActyCd | PersType | Timekeeper | Budq Hrs | Budq Fee |
|---|--------|--------|--------|----------|------------|----------|----------|
| 1 |        |        |        |          |            |          |          |
| 2 | Totals |        |        |          |            | 0.00     | 0.00     |
| 3 |        |        |        |          |            |          |          |
| 4 |        |        |        |          |            |          |          |
| 5 |        |        |        |          |            |          |          |
| 6 |        |        |        |          |            |          |          |

Expenses

|   | Phase  | TaskCd | ExpCd | Budq Exp | Exp Incur | Exp Bld |
|---|--------|--------|-------|----------|-----------|---------|
| 1 |        |        |       |          |           |         |
| 2 | Totals |        |       | 0.00     | 0.00      | 0.00    |
| 3 |        |        |       |          |           |         |
| 4 |        |        |       |          |           |         |
| 5 |        |        |       |          |           |         |
| 6 |        |        |       |          |           |         |

Summary

|   | Phase  | Budq Hrs | Budq Fee | Fee Bld | Budq Exp | Exp Bld |
|---|--------|----------|----------|---------|----------|---------|
| 1 | Totals | 0.00     | 0.00     | 0.00    | 0.00     | 0.00    |
| 2 |        |          |          |         |          |         |
| 3 |        |          |          |         |          |         |
| 4 |        |          |          |         |          |         |
| 5 |        |          |          |         |          |         |
| 6 |        |          |          |         |          |         |

For help, press F1

CAPS NUM

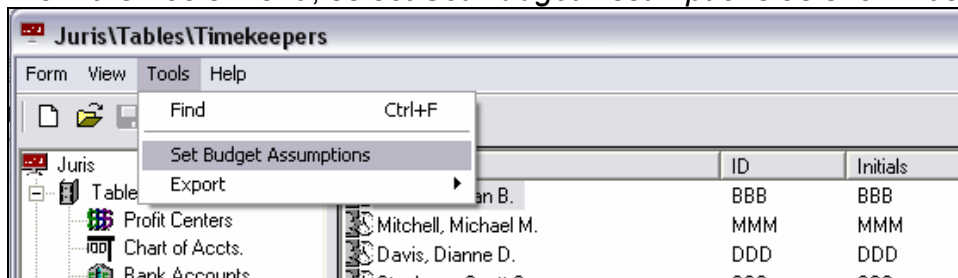


## Timekeeper Budgets

*Timekeeper Budgets* can be used to plan a timekeeper's expected yield based on average hours worked per day, percent of worked fees that are typically billed, percent of billed fees that are typically collected, and other factors.

### Exercise:

1. In Juris, go to Tables → Timekeepers
2. From the *Tools* menu, select *Set Budget Assumptions* as shown below.



3. Review the Budget Assumptions form as shown below. Close the form when finished with review.

Holiday schedule to use in calculating hours worked: NONE

Target budget hours per work day: 7.00

Percent of standard rate for target rate: 100

Months lapsed between working and billing fees: 1

Months lapsed between billing and collecting fees: 1

Percent of worked fees which are billed: 100

Percent of billed fees which are collected: 100

☐ Set ALL Timekeeper budgets based on these assumptions when 'Save' is pressed

For help, press F1

CAPS NUM

- Open Timekeeper BBB and select the Budgets icon.



- Review the Timekeeper Budget form as shown below. Close the form when finished with review.

Juris\Tables\Timekeepers\BBB\Budgets

Form Edit View Help

Assumption hours per day: 7.00 Assumption hourly rate: 150  
 Budgeted hours per day: 7.00 Target hourly rate: 150

Recalculate using values from Assumptions

|         | Hours  | Fees Worked | Fees Billed | Fees Rcvd |
|---------|--------|-------------|-------------|-----------|
| 2004/1  | 154.00 | 23,100      | 24,150      | 21,000    |
| 2004/2  | 140.00 | 21,000      | 23,100      | 24,150    |
| 2004/3  | 161.00 | 24,150      | 21,000      | 23,100    |
| 2004/4  | 154.00 | 23,100      | 24,150      | 21,000    |
| 2004/5  | 147.00 | 22,050      | 23,100      | 24,150    |
| 2004/6  | 154.00 | 23,100      | 22,050      | 23,100    |
| 2004/7  | 154.00 | 23,100      | 23,100      | 22,050    |
| 2004/8  | 154.00 | 23,100      | 23,100      | 23,100    |
| 2004/9  | 154.00 | 23,100      | 23,100      | 23,100    |
| 2004/10 | 147.00 | 22,050      | 23,100      | 23,100    |
| 2004/11 | 154.00 | 23,100      | 22,050      | 23,100    |
| 2004/12 | 161.00 | 24,150      | 23,100      | 22,050    |

For help, press F1

CAPS NUM





## Change Password

The *Change Password* function allows the user to change their Juris login password. The password may be up to 6 characters in length and is case-sensitive.

### Exercise:

1. Open Setup and Manage → Change Password
2. Enter smgr (lowercase) as the old password and SMGR (uppercase) as the new password. Confirm by retyping the new password in the space provided.
3. Save and close the form.
4. Close Juris and log back in. Use the login SMGR and new password: SMGR (uppercase).

A screenshot of a Windows-style application window titled 'Juris\Setup and Manage\Change Password'. The window has a menu bar with 'Form', 'View', and 'Help'. Below the menu bar is a toolbar with icons for file operations (new, open, save, print, copy, paste, undo, redo) and a checkmark. The main area of the window displays the text 'Changing password for SMGR = Manager, System' in bold. Below this text is a horizontal red line. Under the line are three text input fields with labels: 'Enter your OLD password' (with a placeholder 'xxxxx'), 'Enter your NEW password' (with a placeholder 'xxxxxxxx'), and 'Retype NEW password for verification' (with a placeholder 'xxxxxxxx'). At the bottom of the window, there is a status bar with the text 'For help, press F1' and two buttons labeled 'CAPS' and 'NUM'.



## Who's OnLine

### Exercise:

4. Select Inquiry - Reports → Who's OnLine
5. Review the screen – then select *Form* → *Close*.

| User ID | User Name       |
|---------|-----------------|
| CLAS    | User, Classroom |
| SMGR    | Manager, System |



## Clear Online Flags

The *Clear Online Flags* function is used to view a list of users who are currently logged into Juris, Juris for the Web® or Juris Expanded features for Outlook® and is also used to unlock a user who may have been locked out of Juris, Juris for the Web® or Juris Expanded features for Outlook® due to an improper exit or ejection from the application.

### Exercise:

1. Go to Setup and Manage → Clear OnLine Flags
2. Review the information on the screen. Close the form when finished.

A screenshot of the 'Juris\Setup and Manage\Clear OnLine Flags' window. The window has a title bar with the text 'Juris\Setup and Manage\Clear OnLine Flags' and standard window controls. Below the title bar is a menu bar with 'Form', 'View', and 'Help'. A toolbar contains icons for file operations (new, open, save, print, copy, paste, undo, redo) and a keyboard shortcut 'ABC'. The main area is divided into two panes. The left pane has a table with two columns: 'User ID' and 'User Name'. It contains one row with 'SMGR' and 'Manager, System'. The right pane has three checkboxes: 'Juris' (checked), 'Juris for the Web' (unchecked), and 'Juris Expanded Features for Outlook' (unchecked). At the bottom of the window, there is a status bar with the text 'For help, press F1', '1 Online Users', and two buttons labeled 'CAPS' and 'NUM'.



## View Tables

The *View Tables* function allows users to perform SQL queries on the Juris database. Knowledge of SQL (Structured Query Language) is necessary in order to construct queries according to SQL programming conventions.

### Exercise:

1. Open Setup and Manage → View Tables
2. Enter the following, simple SQL query into the space provided as shown below:

Enter SQL query to select table and columns to view :

select \* from employee

3. Click the Execute button to perform the query.
4. Review the results that are returned. Close the form when done.

**Juris\Setup and Manage\View Tables**

Form Edit View Help

Enter SQL query to select table and columns to view :

select \* from employee

|   | EmpSysNbr | EmpID | EmpInitials | EmpName              | E    |
|---|-----------|-------|-------------|----------------------|------|
| 1 | 1         | SMGR  | SMGR        | Manager, System      | smgr |
| 2 | 2         | BBB   | BBB         | Baldwin, Brian B.    |      |
| 3 | 3         | MMM   | MMM         | Mitchell, Michael M. |      |
| 4 | 4         | DDD   | DDD         | Davis, Dianne D.     |      |
| 5 | 5         | SSS   | SSS         | Stephens, Scott S.   |      |
| 6 | 6         | CLAS  | CLAS        | User, Classroom      | "III |
| 7 |           |       |             |                      |      |
| 8 |           |       |             |                      |      |

For help, press F1

CAPS NUM



## Client Template

At least one *Client Template* must be established in order to allow Clients and Matters to be added to Juris from *Juris for the Web*® as well as from other third party software that integrates with Juris. *Client Template* is only available when Juris is in Maintenance Mode.

The contact e-mail address is optional, and requires that a MAPI-compliant e-mail package is installed on the machine. If the contact e-mail address is used, the system will send an e-mail notification to that contact each time a client or matter is added to Juris through an external source.

Any existing client may be used as a template, although it is recommended to establish a 'fake' client or clients to be specifically used as templates.

|    | Client | Client Nickname           |
|----|--------|---------------------------|
| 1  | 0100   | Gateway Insurance Company |
| 2  |        |                           |
| 3  |        |                           |
| 4  |        |                           |
| 5  |        |                           |
| 6  |        |                           |
| 7  |        |                           |
| 8  |        |                           |
| 9  |        |                           |
| 10 |        |                           |
| 11 |        |                           |
| 12 |        |                           |
| 13 |        |                           |
| 14 |        |                           |
| 15 |        |                           |
| 16 |        |                           |
| 17 |        |                           |



# Check Design

The *Check Design* function allows the user to modify the design of check output to correspond with the check form and customize check output.

The screenshot displays the **Juris Setup and Manage Check Design** application interface. The main window shows a design grid with various elements like MICR lines and text fields. Two dialog boxes are open:

- Item Properties** dialog (top right):
  - Format: [Dropdown]
  - Negative: -345
  - Visible: Yes
  - Can Grow: No
  - Left: 1260
  - Top: 720
  - Width: 6975
  - Height: 173
  - Font Name: Times New Roman
  - Font Size: 10
  - Font Weight: Normal
  - Font Italic: No
  - Font Underline: No
  - Font Align: Left
- Check Properties** dialog (bottom right):
  - Format: [Dropdown]
  - Check Location: Middle
  - First Perforation: 3.5000
  - Second Perforation: 7.0000
  - Grid X: 0.1250
  - Grid Y: 0.1250
  - Snap to Grid: No
  - Default Font: Times New Roman
  - Default Font Size: 10
  - MICR Line ...:
    - Print Routing Number: No
    - Print Account Number: No
    - Print Check Number: No
    - Print Check Amount: No
    - Horizontal Skew: 0
    - Vertical Skew: 0

The bottom left shows the application menu and toolbars, including options like Find, Unlock, Export, Import, and various report and setup functions.



# Holidays

*Holidays* may be used to establish the firm's holiday schedule, which is used for timekeeper Budgets.

## Exercise:

1. Select Tables → Holidays
2. Select *Firm Holidays* for review. Make sure to click on the *Holidays* icon and review the spreadsheet.

Juris\Tables\Holidays\FIRM

Form Edit View Tools Help

Schedule Code: FIRM

Schedule Description: Firm Holidays

Holidays

For help, press F1

Juris\Tables\Holidays\FIRM\Holidays

Form Edit View Tools Help

|   | Date       | Description      | Substitute |
|---|------------|------------------|------------|
| 1 | 01/01/2004 | New Year's Day   | 01/05/2004 |
| 2 | 05/31/2004 | Memorial Day     | 06/01/2004 |
| 3 | 07/05/2004 | Independence Day | 07/06/2004 |
| 4 | 09/06/2004 | Labor Day        | 09/07/2004 |
| 5 | 11/25/2004 | Thanksgiving     | 11/29/2004 |
| 6 |            |                  |            |

For help, press F1

CAPS NUM

3. Close the forms when finished with review.



# Financial Statement Layout

*Financial Statement Layouts* are used to create Balance Sheet, Profit and Loss, Statement of Cash Flow and supporting schedules from the general ledger. Layouts may also be imported and exported.

## Financial Statement Design Form

The screenshot shows the 'Financial Statement Design Form' window. The title bar indicates the file path is 'Juris\Tables\Fin. Stmt. Layout\200'. The menu bar includes 'Form', 'Edit', 'View', 'Tools', and 'Help'. The toolbar contains icons for 'New', 'Open...', 'Save', 'Save As...', 'Delete Layout', 'Remove Row', 'Insert', and 'Close'. The 'Form' menu is open, showing these options with their respective keyboard shortcuts: New (Ctrl+N), Open... (Ctrl+O), Save (Ctrl+S), Save As..., Delete Layout, Remove Row, Insert, and Close.

The form fields are as follows:

- Layout Code: 200
- Layout Description: Balance Sheet
- Statement Type: Balance Sheet (selected from a dropdown menu)

The main table displays the layout details:

|    | Property | Value                          | Balance Type | Print Accumulate | Print Column | Parent Control | Double Underline                    |
|----|----------|--------------------------------|--------------|------------------|--------------|----------------|-------------------------------------|
| 28 | ACCOUNT  | 3200-000 Retained Earnings     | ENDING       | PRINT            | 1            | D              | <input type="checkbox"/>            |
| 29 | BSNI     | Net Income (Loss) This Year    |              | PRINT            | 1            | D              | <input type="checkbox"/>            |
| 30 | UNDRLN   |                                |              |                  | 1            |                | <input type="checkbox"/>            |
| 31 | SUB8     | Total Equity                   |              |                  | 2            | D              | <input type="checkbox"/>            |
| 32 | UNDRLN   |                                |              |                  | 2            |                | <input type="checkbox"/>            |
| 33 | SUB9     | Total Liabilities/Equity       |              |                  | 3            | D              | <input type="checkbox"/>            |
| 34 | UNDRLN   |                                |              |                  | 3            |                | <input checked="" type="checkbox"/> |
| 35 | LF       |                                |              |                  |              |                | <input type="checkbox"/>            |
| 36 | TEXT     | FIN:Financial Statement Discle |              |                  |              |                | <input type="checkbox"/>            |
| 37 |          |                                |              |                  |              |                | <input type="checkbox"/>            |

At the bottom left, there is a list of available properties for selection:

- ACCOUNT
- TEXT
- LITERAL
- LF
- FF
- BSNI
- PAT
- SUB1
- SUB2
- SUB3
- SUB4
- SUB5
- SUB6
- SUB7
- SUB8
- SUB9
- CLR1
- CLR2
- CLR3
- CLR4
- CLR5
- CLR6
- CLR7
- CLR8
- CLR9
- LEGEND
- UNDERLN

At the bottom right, there is a 'Statement Type' dropdown menu with the following options:

- Balance Sheet
- Profit & Loss Statement
- Cash Flow Statement
- Supporting Schedule (P&L Format)
- Supporting Schedule (Bal Sht Format)

Simply assign a Layout Code and Layout Description, choose the statement type from the drop down menu and then begin to select items in the spreadsheet



portion of the form to define the financial statement output. Your instructor will discuss details about creating line items, subtotals, formatting and printing financial statements.



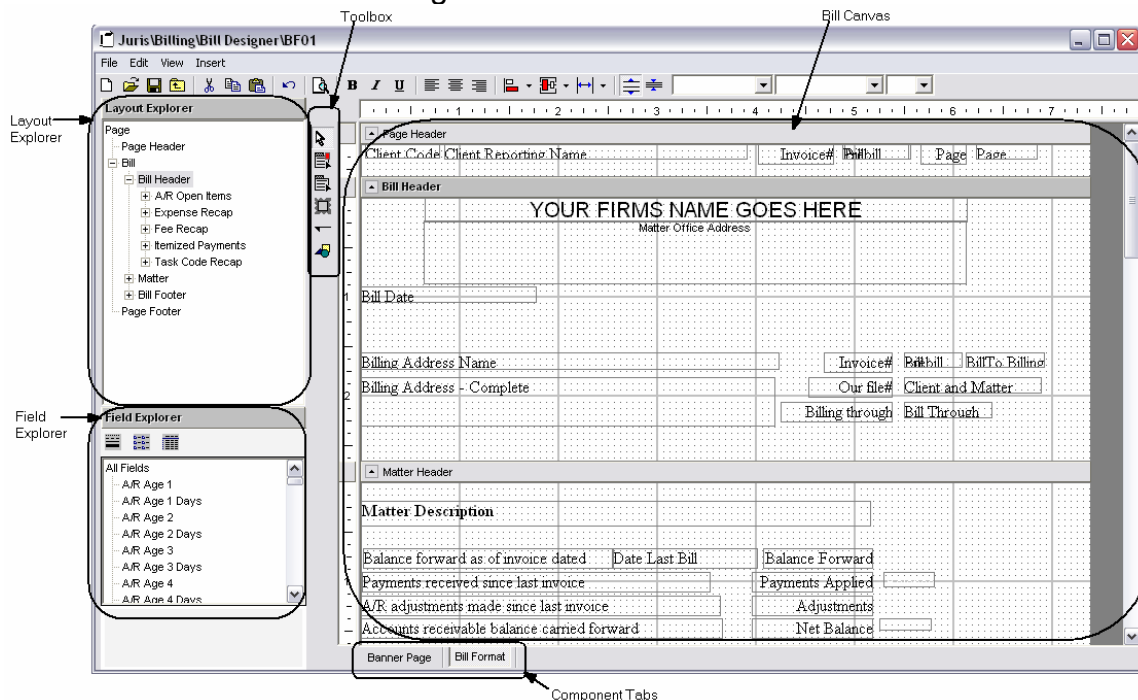
# Bill Designer

The *Bill Designer* allows the user to format the output of client bills by creating custom bill formats. The Juris CD contains several pre-designed formats – and more formats are available from [www.juris.com](http://www.juris.com) – but some users prefer to customize their own bill designs.

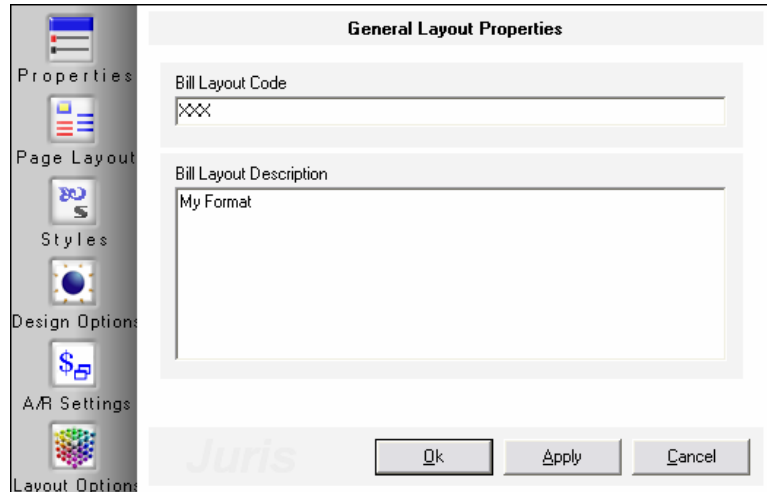
Notes:

## Exercise:

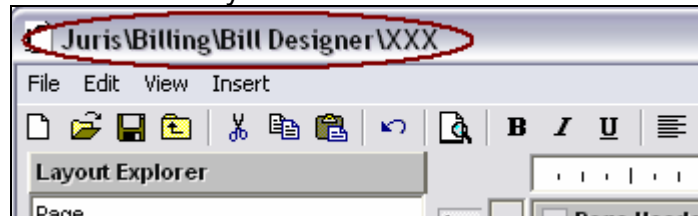
1. Open Billing → Bill Designer .
2. Open the format: *BF01 –Basic Format*; by double clicking the format description in the list of existing formats.
3. Review the Bill Designer screen as shown below:



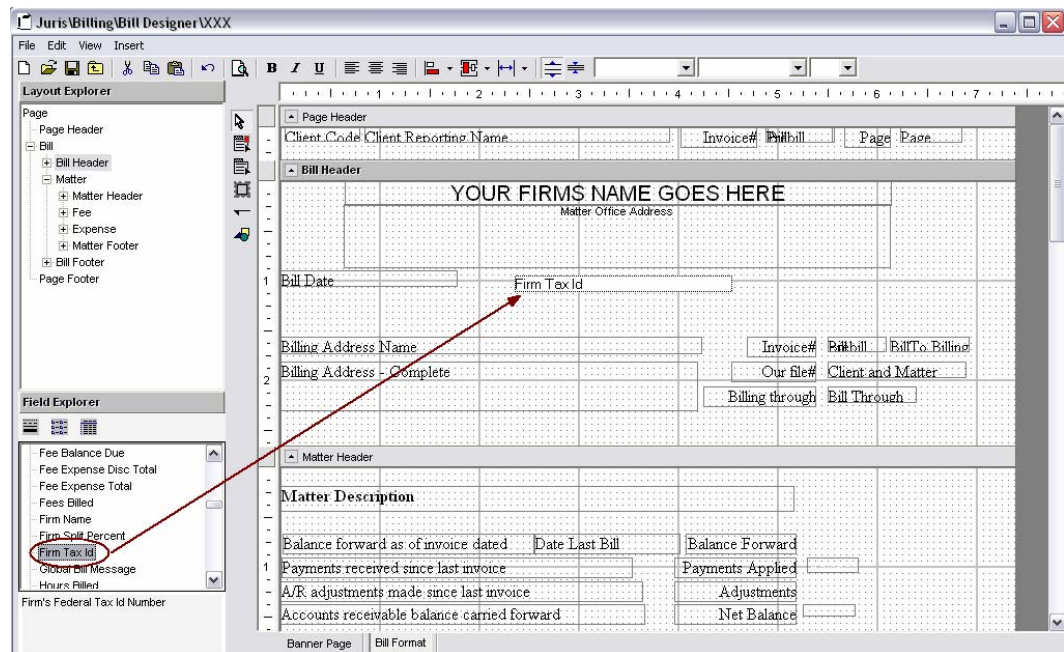
4. Save a copy of this format for editing. Select *File* → *Save As* and the screen shown below will appear allowing you to assign a name and description for the new format. Save the format using a bill layout code of your initials. Type in any Bill Layout Description you like and click the OK button.




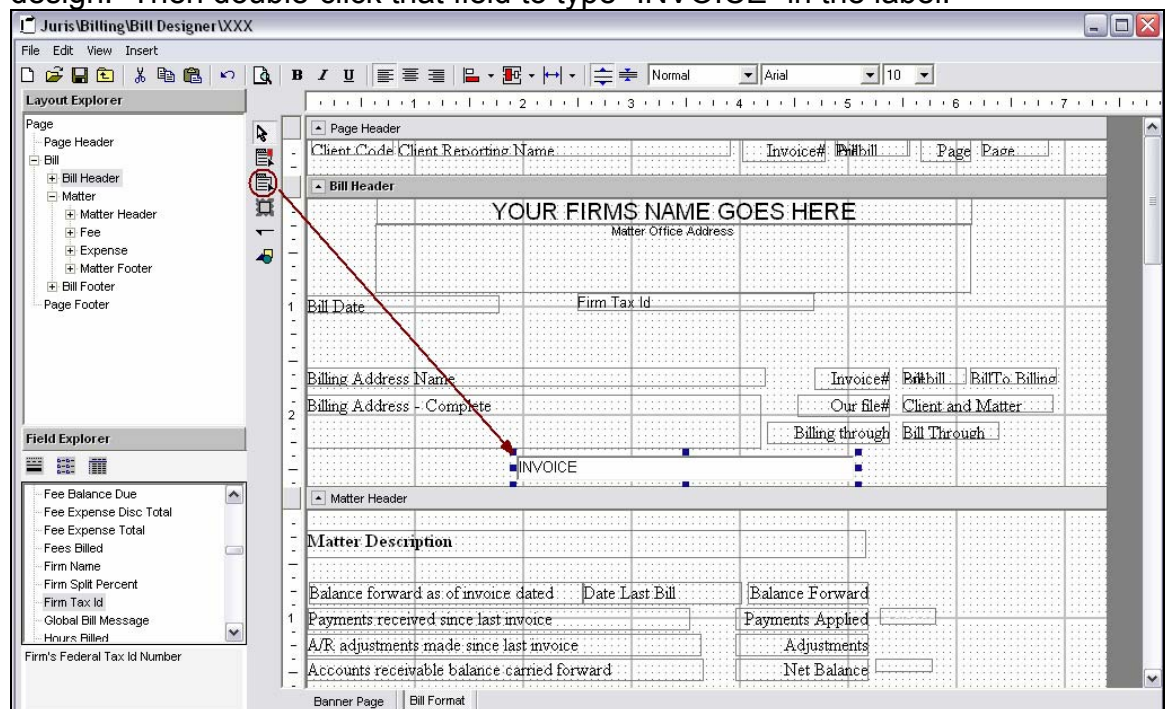
5. Notice that the format on the screen changes to show the new format as named with your initials.



6. Add the data field *Firm Tax ID* to the Bill Header by clicking and dragging the item into the design from the field explorer as shown below:



7. Right click on the field “Firm Tax ID” and review the properties of the field.
8. To add the text “INVOICE”, click the label field button  and draw a label in the designer by clicking and dragging a square in the format design. Then double-click that field to type “INVOICE” in the label.



9. Right click in the “INVOICE” field and review the properties.
  10. Resize the “INVOICE” label to be the width of the format by clicking the handles and dragging the field to the correct size. Then use the center icon to center the text within the label.
  11. Add a Cover Page attachment by right-clicking on the Component Tab and selecting the Cover Page attachment from the list. Notice that the tab “Cover Page” appears beside the existing components. Click on the Cover Page tab and review the canvas, which is similar to the Bill Format canvas.
  12. Review the Layout Properties by selecting *File* → *Properties* from the Menu Bar.
  13. Review the Section Properties by right clicking within any blank area of the section and selecting *Properties*.
  14. Formats may be imported and exported from the *Tools* menu on the main bill designer screen.
-