

Sample Law Firm Time And Expense Details

Report ID: OT2025 - 2151
Tuesday, June 07, 2011

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Client	Client Reporting Name	Matter	Matter Reporting Name	Billing Timekeeper
3001	Sample Client	0001	General Matters	Collins, M. Thomas

Unbilled Time

Date	Timekeeper	Hours Worked	Hours To Bill	Rate	Amount	Task	Activity	Narrative
5/12/2011	MTC	1.37	1.37	220.00	\$301.40			TESTING OF NEGATIVE
5/12/2011	MTC	1.00	1.00	220.00	\$220.00			testing where positive is greater than exp
5/12/2011	MTC	1.37	1.37	220.00	\$301.40			testing again.
5/31/2011	ABC	7.50	7.50	180.00	\$1,350.00			going to delete as well
5/31/2011	MTC	0.00	0.00	220.00	\$0.00	B170		Fee/employment objections: using the note field
6/2/2011	JAM	8.00	8.00	275.00	\$2,200.00			
6/3/2011	MTC	8.00	8.00	220.00	\$0.00	B180		Avoidance action analysis: billable to non billable
	<u>Post Date</u>	<u>Status</u>	<u>Entry Date</u>	<u>Original Post Period</u>	<u>Original Post</u>			
	06/03/2011	Current Period	06/03/2011	6	2011			
6/3/2011	MTC	8.00	8.00	220.00	\$0.00			billable to non billable
	<u>Post Date</u>	<u>Status</u>	<u>Entry Date</u>	<u>Original Post Period</u>	<u>Original Post</u>			
	06/03/2011	Current Period	06/03/2011	6	2011			
6/3/2011	MTC	8.00	8.00	220.00	\$0.00			entering as billable moving to non billable
6/5/2011	CDT	10.00	10.00	175.00	\$1,750.00	B180	A109	Avoidance action analysis: Appear for/attend-
6/7/2011	MKA	5.70	5.70	50.00	\$285.00	B185		Assumption/rejection of leases and contracts:
6/7/2011	CCD	5.00	5.00	140.00	\$700.00			

Unbilled Time

Totals		63.94	63.94		\$7,107.80			
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Billed Time

Date	Timekeeper	Hours Worked	Hours On Bill	Rate	Amount	Task	Activity	Narrative
1/18/2011	MTC	3.00	3.00	220.00	\$660.00			balh
1/31/2011	MTC	5.00	5.00	220.00	\$1,100.00			testing....
1/31/2011	MTC	7.00	7.00	220.00	\$1,540.00			testing.
1/31/2011	ABC	3.75	3.75	180.00	\$675.00			billing...
2/3/2011	MTC	2.75	2.75	220.00	\$605.00			test
2/9/2011	MTC	2.50	2.50	220.00	\$550.00			Making this a billable entry.
	<u>Post Date</u>	<u>Status</u>	<u>Entry Date</u>	<u>Original Post Period</u>	<u>Original Post Year</u>			
	02/09/2011	Original Period Unlocked	02/09/2011	2	2011			

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Date	Timekeeper	Hours Worked	Hours On Bill	Rate	Amount Task	Activity	Narrative
2/9/2011	ABC	4.50	4.50	180.00	\$810.00		Nob-billable time entry.
<u>Post Date</u>	<u>Status</u>		<u>Entry Date</u>	<u>Original Post Period</u>	<u>Original Post Year</u>		
02/09/2011	Original Period Unlocked		02/09/2011	2	2011		
2/14/2011	ABC	5.00	5.00	180.00	\$900.00		blah blah
2/14/2011	MTC	2.50	2.50	220.00	\$550.00		blah
2/15/2011	ABC	2.50	2.50	180.00	\$450.00		Working and working...
2/18/2011	MTC	2.50	2.50	220.00	\$550.00		testing
2/23/2011	MTC	6.75	6.75	220.00	\$0.00		marking as non-billable time for testing purposes.
<u>Post Date</u>	<u>Status</u>		<u>Entry Date</u>	<u>Original Post Period</u>	<u>Original Post Year</u>		
02/28/2011	Current Period		02/23/2011	2	2011		
3/8/2011	MTC	850.00	850.00	220.00	\$187,000.00		test entry for Margaret
3/9/2011	MTC	2.75	2.75	220.00	\$605.00		
3/9/2011	MTC	5.00	5.00	220.00	\$1,100.00		
3/24/2011	MTC	5.00	5.00	220.00	\$0.00		testing...
3/28/2011	MTC	2.50	2.50	220.00	\$550.00		testing
3/28/2011	MTC	5.00	5.00	220.00	\$1,100.00	B160	Fee/employment applications:
3/28/2011	MTC	7.50	7.50	220.00	\$1,650.00	B200	Operations:
4/13/2011	MTC	5.00	5.00	220.00	\$1,100.00		sdtasefas
4/21/2011	MTC	3.75	3.75	220.00	\$825.00		test
<u>Post Date</u>	<u>Status</u>		<u>Entry Date</u>	<u>Original Post Period</u>	<u>Original Post Year</u>		
05/31/2011	Current Period		04/21/2011	4	2011		
4/21/2011	MTC	3.75	3.75	350.00	\$1,312.50		working
<u>Post Date</u>	<u>Status</u>		<u>Entry Date</u>	<u>Original Post Period</u>	<u>Original Post Year</u>		
05/31/2011	Current Period		04/21/2011	4	2011		
4/21/2011	ABC	2.75	2.75	180.00	\$495.00	B180	Avoidance action analysis:
<u>Post Date</u>	<u>Status</u>		<u>Entry Date</u>	<u>Original Post Period</u>	<u>Original Post Year</u>		
05/31/2011	Current Period		04/21/2011	4	2011		
4/25/2011	MTC	2.91	2.91	350.00	\$1,018.50		testing letting the timer run....
<u>Post Date</u>	<u>Status</u>		<u>Entry Date</u>	<u>Original Post Period</u>	<u>Original Post Year</u>		
05/31/2011	Current Period		04/25/2011	4	2011		

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Date	Timekeeper	Hours Worked	Hours On Bill	Rate	Amount Task	Activity	Narrative
4/25/2011	MTC	2.40	2.40	350.00	\$840.00		fasdfas
	<u>Post Date</u>	<u>Status</u>	<u>Entry Date</u>	<u>Original Post Period</u>	<u>Original Post Year</u>		
	05/31/2011	Current Period	04/25/2011	4	2011		
4/25/2011	MTC	2.50	2.50	350.00	\$875.00		asdfasdf
	<u>Post Date</u>	<u>Status</u>	<u>Entry Date</u>	<u>Original Post Period</u>	<u>Original Post Year</u>		
	04/25/2011	Original Period Unlocked	04/25/2011	4	2011		
4/25/2011	MTC	2.75	2.75	220.00	\$605.00		test...
	<u>Post Date</u>	<u>Status</u>	<u>Entry Date</u>	<u>Original Post Period</u>	<u>Original Post Year</u>		
	05/31/2011	Current Period	04/25/2011	4	2011		
5/12/2011	MTC	1.37	1.37	220.00	\$301.40		testing of negative bill unposting

Billed Time							
Totals		952.68	952.68		\$207,767.40		

Billed Expenses							
Date	Amount	Exp Code	Narrative				
1/19/2011	\$50.00	E102	Outside printing and testing 1234				
	<u>Post Date</u>	<u>Status</u>	<u>Entry Date</u>	<u>Original Post Period</u>	<u>Original Post Year</u>		
	01/31/2011	Current Period	01/19/2011	1	2011		
1/26/2011	\$25.00	E101	Copying				
1/26/2011	\$50.00	E106	People Unlimited; Online research testing for expense code				
1/26/2011	(\$50.00)	E106	People Unlimited; Online research testing for expense code				
2/17/2011	\$150.00	E104	American Red Cross; Facsimiles				
2/22/2011	\$25.00	E104	Facsimiles -- test				
2/22/2011	\$150.00	E111	Meals				
2/25/2011	\$0.00	E101	Copying -- testing at a 0.0 multiplier				
3/11/2011	\$25.00	E105	Telephone charges				
4/26/2011	\$0.00	E103	People Unlimited; Word processing - created from voucher				
5/12/2011	\$150.00	E104	Facsimiles				
5/12/2011	(\$150.00)	E110	Transportation cost -- refund to client for hotel room				
5/12/2011	(\$150.00)	E106	Online research Refund to client of research				
5/12/2011	\$150.00	E106	Online research				
5/12/2011	\$150.00	E109	Transportation cost				
5/12/2011	(\$150.00)	E109	Transportation cost - negative cost				
5/16/2011	(\$150.00)	E106	Online research				

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Billed Expenses

Totals \$275.00

	Hours Worked	Hours To Bill	Fee Amount	Expense Amount	Total Amount
Report Totals	1,016.62	1,016.62	\$214,875.20	\$275.00	\$215,150.20

*** End Of Report ***
