Creating Settlement Statements

Contents
- About Creating Settlement Statements
- Making Main Tab Selections
- Making Matters Tab Selections
- Making Advanced Tabs Selections
- Making Options Tab Selections
- Processing the Bill

About Creating Settlement Statements
Settlement Statements provide a statement of account for a matter. The statement is often produced at the end of a contingency case to indicate both the time and costs recorded for the matter. Generate a settlement statement to display both billed and unbilled charges for a matter or client without affecting the Client Ledger.

Making Main Tab Selections

| Pull-down menu: | Billing > Settlement Statement > Main Tab |

The Main tab contains the most widely used parameters for billing in PCLaw. It is the first tab to appear when selecting Settlement Statement from the pull-down menu or Quick Step.

Exhibit 1. The Main tab of the Settlement Statement Selections window

**Matter:** Select the matter nickname to create a statement for that matter.

**Note:** Multiple matters can also be selected after clicking the OK button, if Select Matters is enabled on the Billing tab of Options > System Settings.

**Client:** Select the client nickname to create statements for all matters belonging to that client.

**Lawyer:** Select the lawyer nickname to create statements for all matters assigned to that responsible lawyer.

**Bill from:** Select the date to include only items entered on or after that date.

**Tip:** It is recommended to use a start date of 1/1/82 to include all items.
Bill to: Select the date to include only items entered on or before a cut off date.

Template: Select the template name to use a settlement statement template other than SETTLE.

Disk File: Type a new file name to change the default name of the image if outputting the statement to the editor.

Include Held Charges: Check to include fees and disbursements marked as Held.

Note: This option does not cover Held > Never Bill Charges, nor does it show detail for Held > Include in Totals Only charges.

Show Descriptions for ‘Add to Totals Only’ Charges: Check to include the description, hours, and amount for fee entries with the hold status of Add to Total Only.

Include ‘Never Bill’ Charges: Check to display fee and disbursement charges with a Never Bill hold status.

Output: Check one or more of the following:

- Printer: Print a hard copy of the settlement statement.
- Screen: View the statement on the screen.
- Editor: Produce the statement in file format in order to import it into your word processor using Edit Disk Image.
- E-mail: Attach the statement in word processor format to an e-mail.
- PDF: Produce an electronic copy of the statement in .pdf format, that can be stored in Document Manager.

Load Last: Load the settings from the last time a statement was created by clicking this button.

OK: Click to begin the settlement statement process.

Making Matter Tab Selections

Pull-down menu: Billing > Settlement Statement > Matter Tab

The Matter tab defines the statement selection by any combination of selected matters, clients, lawyers, types of law, or matter status. You can also sort by type of lawyer.

Exhibit 2. The Matter tab of the Settlement Statement Selections window

All: Select all matters and clients.

Selected Matters: Select to produce statements for specific matters. The adjacent Select button becomes available.

Select: Click to select one or more matters using the Select Matters window.

Selected Clients: Select to produce statements for specific clients. The adjacent Select button becomes available.

Select: Click to select one or more clients using the Select Clients window.
Range of Clients - By Client Nickname: Click to produce statements for a sequential range of clients according to their nickname. The adjacent From and To boxes become available.

From: Select the first client nickname, alphanumerically, for the range.

to: Select the last client nickname, alphanumerically, for the range.

Range of Clients - By Client Name: Click to produce statements for a sequential range of clients according to client name. The adjacent From and To boxes become available.

From: Select the first name, alphabetically, for the range.

to: Select the last name, alphabetically, for the range.

Sort By: Select one of the following:

Client Name: Sort statements alphabetically by client last name or firm name.
Resp Lawyer: Sort statements by the matter's responsible lawyer.
Matter Nickname: Sort statements alphanumerically by matter nickname.

New Invoices for Each: Select one of the following:

Matter: Produce a separate statement for each matter.
Client: Include all matters for a client on one pre-bill.
Major Client: For PCLaw™ Pro: Include all matters and clients for a major client on one statement.

Client Intro Lawyers: Filter statements by client introducing lawyer, if required.

All: Select to run statements for all client introducing lawyers.
Selected: Select to produce statements for specific client introducing lawyers. The adjacent Select button becomes available.
Select: Click to select one or more lawyers using the Select Client Introducing Lawyers window.

Responsible Lawyers: Filter statements by responsible lawyer, if required.

All: Select to run statements for all responsible lawyers.
Selected: Select to produce statements for specific responsible lawyers. The adjacent Select button becomes available.
Select: Click to select one or more lawyers using the Select Responsible Lawyers window.

Assigned Lawyers: Filter statements by assigned lawyer, if required.

All: Select to run statements for all assigned lawyers.
Selected: Select to produce statements for specific assigned lawyers. The adjacent Select button becomes available.
Select: Click to select one or more lawyers using the Select Assigned Lawyers window.

Types of Law: Filter statements by types of law, if required.

All: Select to run statements for all types of law.
Selected: Select to produce statements for specific types of law. The adjacent Select button becomes available.
Select: Click to select one or more types of law using the Types of Law window.

OK: Click to begin the settlement statement process.
Making Advanced Tabs Selections

The Fees, Disb, Rcpts, and Trust tabs provide the ability to select and arrange the charges that appear on the settlement statement. The tabs are very similar in layout. Any difference between the tabs is noted in the individual step. The Matter and Options tabs are described separately.

Exhibit 3. The Trust tab, displayed as one of the advanced tabs for Settlement Statement.

**Fees Tab**

<table>
<thead>
<tr>
<th><strong>Pull-down menu:</strong> Billing &gt; Settlement Statement &gt; Fees Tab</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Include Fees:</strong> Check to include all fees. The Include Entries and Sort By areas become available.</td>
</tr>
<tr>
<td>Uncheck to exclude fees from the statement.</td>
</tr>
<tr>
<td><strong>Start Date:</strong> Select the date to include only fees posted on or after that date.</td>
</tr>
<tr>
<td><strong>End Date:</strong> Select the date to include only fees posted on or before a cut off date.</td>
</tr>
<tr>
<td><strong>Sort By:</strong> Select the sorting order between 1st and 4th from the drop down list for the respective boxes to list fees on the statement by date, lawyer, task code, or entry number.</td>
</tr>
<tr>
<td><strong>OK:</strong> Click to begin the settlement statement process.</td>
</tr>
</tbody>
</table>

**Disbs Tab**

<table>
<thead>
<tr>
<th><strong>Pull-down menu:</strong> Billing &gt; Settlement Statement &gt; Disb Tab</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Include Disbursements:</strong> Check to include all disbursements. The Include Entries and Sort By areas become available.</td>
</tr>
<tr>
<td>Uncheck to exclude disbursements from the statement.</td>
</tr>
<tr>
<td><strong>Start Date:</strong> Select the date to include only disbursements posted on or after that date.</td>
</tr>
<tr>
<td><strong>End Date:</strong> Select the date to include only disbursements posted on or before a cut off date.</td>
</tr>
<tr>
<td><strong>Sort By:</strong> Select the sorting order between 1st and 2nd from the drop down list for the respective boxes to list disbursements on the statement by date or activity.</td>
</tr>
<tr>
<td><strong>OK:</strong> Click to begin the settlement statement process.</td>
</tr>
</tbody>
</table>

**Rcpts Tab**

<table>
<thead>
<tr>
<th><strong>Pull-down menu:</strong> Billing &gt; Settlement Statement &gt; Rcpts Tab</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Include Receipts/Retainers:</strong> Check to include all unallocated general retainers and payments. The Include Entries area becomes available.</td>
</tr>
<tr>
<td>Uncheck to exclude retainers and payments from the statement.</td>
</tr>
<tr>
<td><strong>Start Date:</strong> Select the date to include only payments posted on or after a given date.</td>
</tr>
<tr>
<td><strong>End Date:</strong> Select the date to include only payments posted on or before a cut off date.</td>
</tr>
<tr>
<td><strong>OK:</strong> Click to begin the settlement statement process.</td>
</tr>
</tbody>
</table>
Trust Tab

<table>
<thead>
<tr>
<th>Pull-down menu: Billing &gt; Settlement Statement &gt; Trust Tab</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Include Trust</strong>: Check to display trust receipts and disbursements. The Include Entries and Sort By areas become available.</td>
</tr>
<tr>
<td>Uncheck to exclude trust activity from the statement.</td>
</tr>
<tr>
<td><strong>Show Balance Forward</strong>: Check to display the matter's trust balance on the statement.</td>
</tr>
<tr>
<td><strong>Start Date</strong>: Select the date to include only charges posted on or after a given date.</td>
</tr>
<tr>
<td><strong>End Date</strong>: Select the date to include only charges posted on or before a cut off date.</td>
</tr>
<tr>
<td><strong>Sort By</strong>: Select the sorting order between 1st and 3rd from the drop down list for the respective boxes to list trust activity on the statement by date, bank account, or entry type.</td>
</tr>
<tr>
<td><strong>OK</strong>: Click to begin the statement process.</td>
</tr>
</tbody>
</table>

Making Options Tab Selections

<table>
<thead>
<tr>
<th>Pull-down menu: Billing &gt; Settlement Statement &gt; Matter Tab</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Options tab provides additional parameters to use when generating statements. Many of the default settings on the Options tab can be set on the Billing tab of Options &gt; System Settings. Refer to the document Creating Bills - Billing Defaults in the Practice Management Product Knowledge Base.</td>
</tr>
</tbody>
</table>

Exhibit 4. The Options tab of the Settlement Statement Selections window

| Select Charges: Check to manually select the items to appear on the statement. The Charge Selection window displays after clicking OK. See “Selecting Charges” on page 7. |
| Produce Summary Report: Check to print a list of matters and the amounts billed. |
| **Produce Summary Report Only**: Check to produce a summary report without a detailed statement. |
| **Print Client Summary**: Check to print a Client Summary for each multi-mattered client. |
| **Summary Template**: Select the billing summary template for client summaries. |
| **Print Summary For Single Matter Clients**: Check to include single-mattered clients when producing client summaries. |
| **Include if Payments Since Last Invoice**: Check to produce statements for matters with no new charges, but payments have been received since the last invoice. |
| **Include if A/R Balance**: Check to produce statements for matters with no new charges but the matters have existing accounts receivable balances. |
**Ignore if A/R Less Than:** Type the amount to not print statements for matters with no new charges if the A/R balance is less than that amount. Create statements for all matters with an a/r balance greater than zero by typing 0.01 in the box.

**Ignore if Less Than:** Complete one or more of the following if required, by typing the amount:

- **Fees Less Than:** Exclude from statements, matters with fees less than this value.
- **Disbursements Less Than:** Exclude from statements, matters with disbursements less than this value.
- **Charges Less Than:** Exclude from statements, matters with charges less than this value.

**Warning:** Placing amounts in the Fees Less Than or Disbursement Less Than boxes excludes matters from settlement statements regardless of the presence of corresponding unbilled fees or disbursements. For example, typing 0.01 in the Fees Less Than box excludes a matter from statements if it has no fees, although it may have many unbilled disbursements.

To avoid printing statements with zero balances but to include all matters with new charges, the recommended settings are:

- Fees Less Than = 0.00
- Disbursements Less Than = 0.00
- Charges Less Than = 0.01.

**Select Frequency:** Select **Automatic** to bill all matters eligible by their billing frequency.

Select the bill frequency to bill only matters matching the billing frequency settings on the matter bill settings profile for version 9.20 and higher or on the Matter Manager > Billing for versions 9 to 9.10.

**Include Only Matters with Trust Balances:** Check to bill only matters with balances in their default trust accounts greater than zero.

**OK**

Click to begin the settlement statement process.

### Additional Selection Windows
Depending on options enabled on the Billing tab of Options > System Settings or the Options tab of Settlement Statement, additional Select Matters or Charge Selection windows can appear. These windows occur after clicking OK in the Settlement Statement selections windows.

**Selecting Matters**
The Select Matters window appears when clicking OK in the Settlement Statement Selections window for any of the tabs. Select Matters must be enabled on the Billing tab of Options > System Settings.

**Client Name:** Click the column heading to search for a matter by client nickname.

**Matter:** Click the column heading to search for a matter by matter nickname.
Search: Begin typing the client name or matter nickname. For each character typed, the first matter meeting the typed characters is highlighted.

Select: Click to select the highlighted matter. A check mark appears to the left of the matter.

Client: Select the client nickname to restrict the listed matters to those of that client.

Select: Click to list only matters for that client.

OK: Click to continue the settlement statement process for the selected matters.

Selecting Charges
The Charge Selection window appears when clicking OK in the Settlement Statement Selections window for any of the tabs. Select the entries to bill or write down. A check mark appears in the column adjacent to each selected entry.

Select Charges must be enabled on the Options tab for this window to appear:

![Charge Selection Window]

Exhibit 6. The Charge Selection window for the Create Bill and Request Bill features

Change: Click to change a highlighted entry using the Correct window for that entry type.

Remove: Click to delete a highlighted entry. PCLaw displays a confirmation prompt.

Write Off: Click to reverse or write-down checked entries using the Reverse Unbilled Charges window. See “Reverse Unbilled Charges” on page 7.

Select All: Click to check all charges.

Deselect All: Click to uncheck all selected charges.

OK: Click to continue the pre-billing process.

Reverse Unbilled Charges
Use this window to write off charges prior to processing a settlement statement. This window appears when clicking the Write-Off button in the Select Charges window.

![Reverse Unbilled Charges Window]

Exhibit 7. The Reverse Unbilled Charges window
Disbursements: Select one of the following when writing off disbursements:

Reverse Unbilled Disbursements to Original G/L Accounts: Credit the general ledger account used when the disbursement was first posted.

Reverse All Unbilled Disbursements to G/L Account: Credit the same general ledger account for all write-offs. The adjacent box becomes available.
Type or select the general ledger account in the box.

Reverse Unbilled Disbursements to Specific G/L Accounts: Credit separate general ledger accounts for each disbursement allocation.
Select the account for each disbursement in the G/L Acct column.

Total Amount of Time that will be written off: Displays the sum of all selected time entries for write off.

OK: Click to post the write-offs and return to the Charge Selection window.