

APX Guide: (Abacus Payment Exchange)

APX uses a single platform to process Credit Card and ACH payments within Amicus Billing.

About APX	2
Setting up APX	3
APX Test Transaction	17
Expanded Email Settings for APX	19
Managing Payment Methods	23
Adding an APX Payment Method	25
Editing an Existing APX Payment Method	27
Making a Payment	28
Allowing an APX Payment	31
Viewing APX Transactions	32
The Billing View Files Details	32
Trust Bank – Trust Receipt	34
Printed Receipt (New Payment)	36
Reports	38
Voiding and Refunding an APX transaction	41
Voiding/Refunding APX Payments	42
Printing a Void/Refund Payment	44
Reports	45
APX Disbursement Report	45
Pay Now	48
Sending a Pay Now Request	48
Creating a Pay Now request from the Billing module	50
Resending a Pay Now request	51
Deleting a Pay Now request	51
Receiving a payment from a Pay Now request	51
Viewing a payment from a Pay Now request	51
Paying a Pay Now Request	52
Client Portal Payment Options for APX	54
New APX Portal to track payments	55
APX Payment Method List	56
APX Recurring Payments	57
Requirements	57
Creating a New Payment Schedule	58
Editing an APX Recurring Payment	61
Payment Overview	63
Cancelling an APX Recurring Payment	64
Deleting an APX Recurring Payment	66
Viewing an APX Recurring Payment	69
Email Notifications after receipt of payment	70

About APX

APX accepts most payment options including **Mastercard, Visa, American Express, Discover,** and **ACH**. This allows you to collect payments to your operating and trust accounts.

Your Administrator is able to sign-up for **APX** within Amicus Attorney and pricing is simple. With APX, there are no hidden fees or long-term contracts. Only a 3% flat fee is charged for credit card transactions and \$1 for ACH or E-check transactions.

Making payments easy for your clients helps you get paid quickly!



Note: Abacus Payment Exchange (APX) is only available at this time with bank accounts and firms based in the United States.

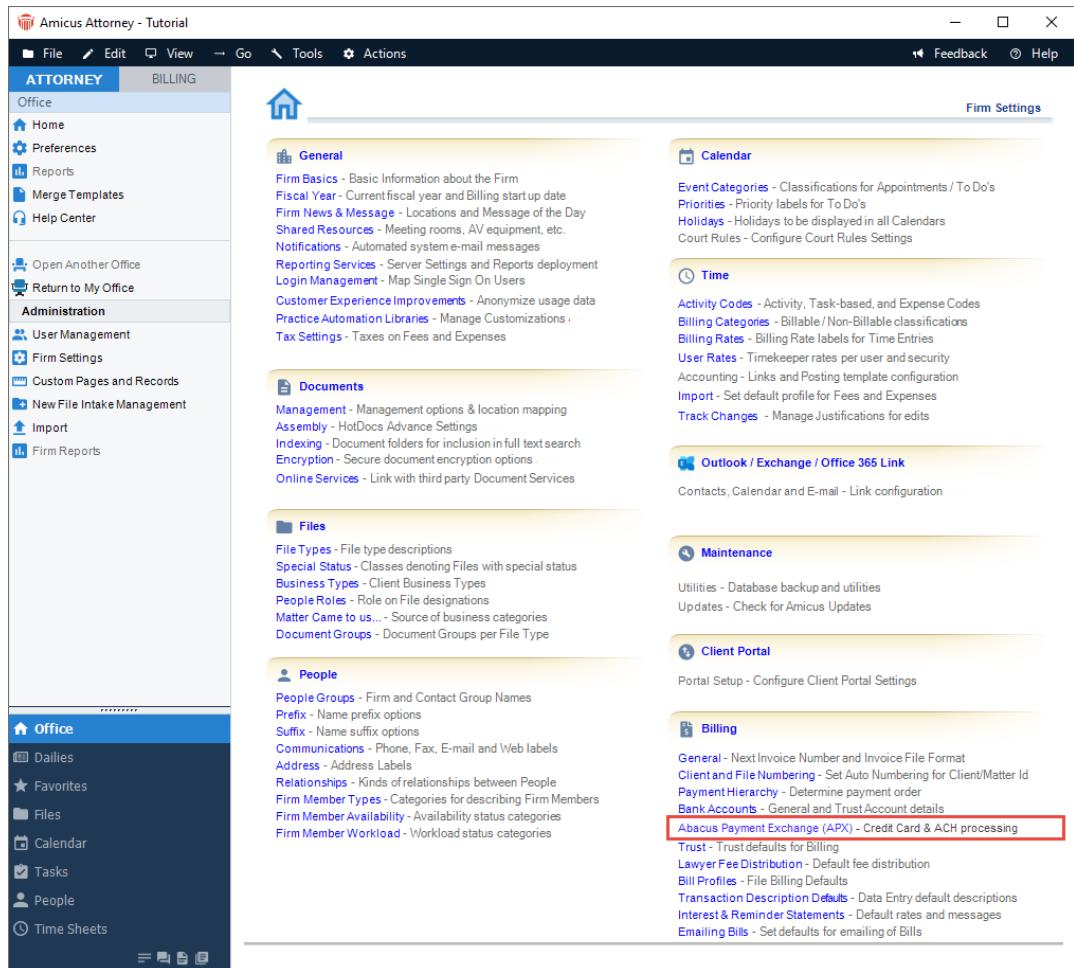
To start using **APX** a firm must complete the onboarding process and be approved by our payment processing partners. Only after successfully completing the underwriting can a firm start to handle credit card and ACH payments.

Your Administrator signs up from within Amicus Attorney by going to **Administration > Firm Settings** and selecting **Abacus Payment Exchange (APX)** to display the **Billing – Abacus Payment Exchange (APX)** dialog.

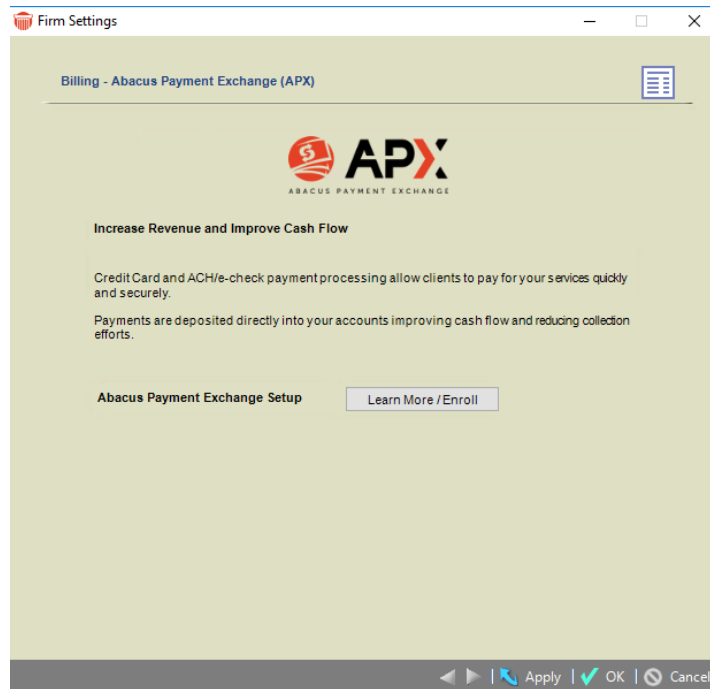
Setting up APX

To begin the **Onboarding** process:

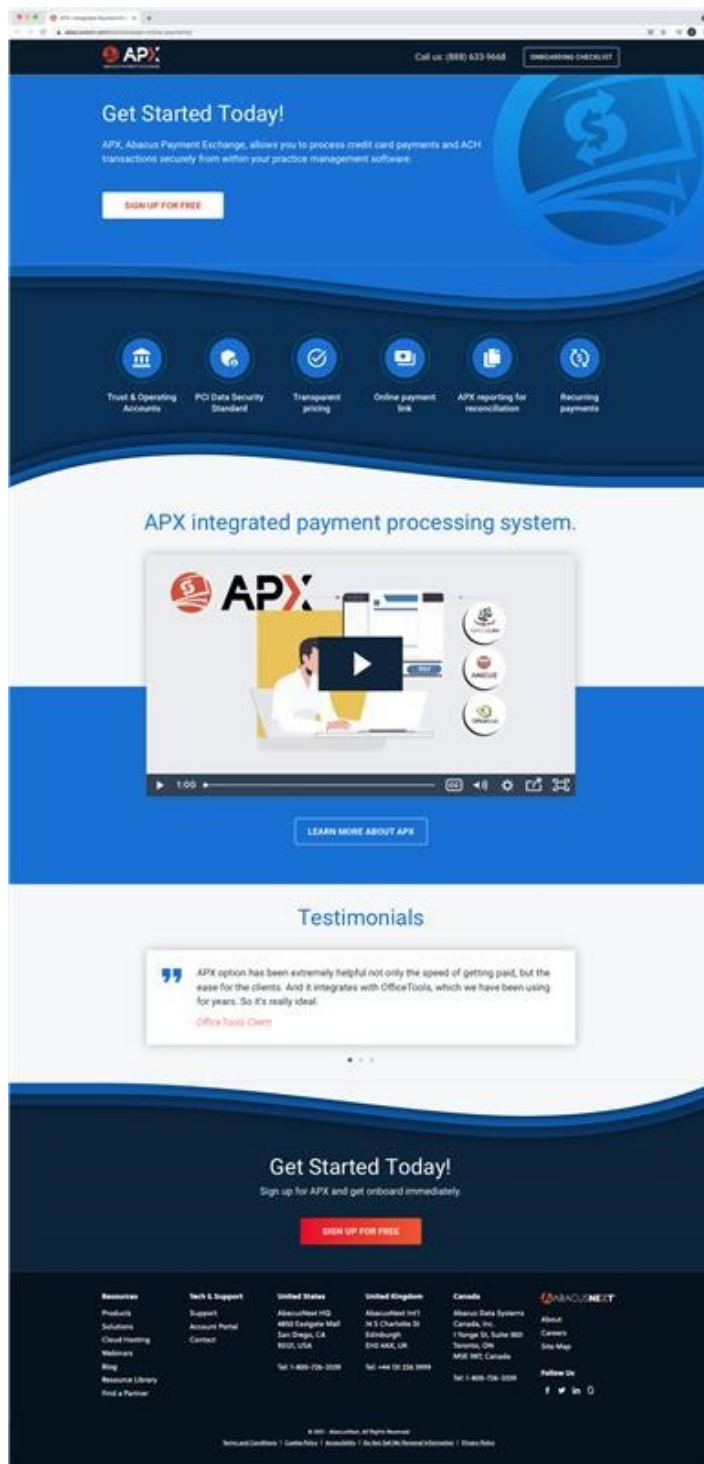
1. Go to the **Firm Settings** window.




2. Click **Abacus Payment Exchange (APX)** under the **Billing** heading to display the **Billing - Abacus Data Exchange (APX)** screen.



3. Click the **Learn More / Enroll** button to display the first screen of the Onboarding wizard.



4. Click **LEARN MORE ABOUT APX** or the video Start Button  to watch a short video about the APX integrated payment processing system.

- Click **SIGN UP FOR FREE** to begin the Onboarding wizard. The first step, **About the Business** section displays. Some of the fields are populated with information retrieved from the firm member contact card. Scroll down and click in the fields to edit or enter new information.

APX Abacus Payment Exchange Account Signup

1 About the Business — 2 About the Owner — 3 Add Bank Account — 4 Terms and Conditions

Please take a moment to fill out the following information and you will onboard immediately. We will automatically save entered information for you on this device and you won't need to enter it again.

Tell us about your Business * Required field

* Business Type
 LLC This is a public company

* Business Name ?
 QA Taxes

* Business Category ?
 8931 - Accounting, Auditing, and Bookkeeping Services

* Environment ?
 Customers enter their payment information online primarily

* Business Description ?
 Accounting, Auditing, and Bookkeeping Services

* Statement Descriptor ?
 QA Taxes

Descriptor Preview
 SPL*QA TAXES

* EIN Type ?
 SSN

* EIN ?
 12-3456789

* Annual Processing Volume ?
 50k - 100k

* Average Transaction Amount ?
 5 000

* Business Email ?
 qataxes@example.com

* Business Phone ?
 (555) 555-5757

* Address ?
 4955 Glendale Ave.
PO Boxes are not acceptable for onboarding

Address 2 ?
PO Boxes are not acceptable for onboarding

* City ?
 Los Angeles

* State ?
 California

* ZIP ?
 90017

* Country ?
 United States

* Website ?
 https://www.qataxes.com

Customer Service Phone ?

APX Merchant Account Setup * Required field

APX has a Merchant Portal where you can update your business profile and get access to all APX transactions. In order to create an APX account, provide your unique username and email address. We will send an email to your email address to activate your account.

* Username ?
 m.miller


* Email
 qataxes@example.com

* Password ?
 [redacted]

* Confirm Password
 [redacted]

[Go to step 2](#)

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- Click the *Help* ? icon to display information about the field.
- Click the down  arrow to select an option from the drop-down menu that displays.
- Fields with an asterick ***** are Required.

- Click **Go to step 2** to move to the **About the Owner** section in the wizard.

APX Abacus Payment Exchange Account Signup

1 About the Business — 2 **About the Owner** — 3 Add Bank Account — 4 Terms and Conditions

The following information must be provided for Sole Proprietors or each individual, if any, who directly or indirectly owns twenty-five percent (25%) or more of the ownership interest of the Legal Entity in this application as well as an individual with significant responsibility. A Legal Entity includes a general partnership, a corporation, limited liability company or other entity that is formed by a filing of a public document with a Secretary of State or similar office, and any similar business entity formed in the United States.

Owner 1 * Required field

* First Name ⓘ Mark	Middle Name ⓘ
* Last Name ⓘ Miller	* DOB (MM/DD/YYYY) ⓘ
* SSN ⓘ 	* Role ⓘ
* Ownership % ⓘ 	* Significant Responsibility ⓘ ▼
* Address ⓘ 3600 Indiana Avenue <small>PO Boxes are not acceptable for onboarding</small>	Address 2 ⓘ <small>PO Boxes are not acceptable for onboarding</small>
* City ⓘ Los Angeles	* State ⓘ California ▼
* ZIP ⓘ 90017	* Country ⓘ United States ▼
* Owner Email ⓘ m.miller@example.com	* Owner Phone ⓘ (555) 555-5151

[+ ADD ADDITIONAL OWNER](#)

[Back to step 1](#) [Go to step 3](#)

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- Click in the fields to enter or edit new information about Owner 1.

7. Click **ADD ADDITIONAL OWNER** to add multiple owners and complete the fields.

APX Abacus Payment Exchange Account Signup

1 About the Business — 2 **About the Owner** — 3 Add Bank Account — 4 Terms and Conditions

The following information must be provided for Sole Proprietors or each individual, if any, who directly or indirectly owns twenty-five percent (25%) or more of the ownership interest of the Legal Entity in this application as well as an individual with significant responsibility. A Legal Entity includes a general partnership, a corporation, limited liability company or other entity that is formed by a filing of a public document with a Secretary of State or similar office, and any similar business entity formed in the United States.

Owner 1 REMOVE * Required field

* First Name ? Mark	Middle Name ?
* Last Name ? Miller	* DOB (MM/DD/YYYY) ? 01/01/1970
* SSN ? *** ** *	* Role ? CFO/Vice President
* Ownership % ? 100%	* Significant Responsibility ? Yes
* Address ? 3600 Indiana Avenue <small>PO Boxes are not acceptable for onboarding</small>	Address 2 ? <small>PO Boxes are not acceptable for onboarding</small>
* City ? Los Angeles	* State ? California
* ZIP ? 90017	* Country ? United States
* Owner Email ? m.miller@example.com	* Owner Phone ? (555) 555-5151

Owner 2 REMOVE * Required field

* First Name ? Annette	Middle Name ?
* Last Name ? Adams	* DOB (MM/DD/YYYY) ? 12/12/1972
* SSN ? *** ** *	* Role ? Senior Manager
* Ownership % ? 50%	* Significant Responsibility ? No
* Address ? 223 Whitetail Lane <small>PO Boxes are not acceptable for onboarding</small>	Address 2 ? <small>PO Boxes are not acceptable for onboarding</small>
* City ? Los Angeles	* State ? California
* ZIP ? 90017	* Country ? United States
* Owner Email ? m.miller@example.com	* Owner Phone ? (555) 555-5151

ADD ADDITIONAL OWNER

Back to step 1 Go to step 3

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8. Click **Go to step 3** to display the **Add Bank Account** section.



The screenshot shows the APX Abacus Payment Exchange Account Signup interface. At the top, there is a progress bar with four steps: 1. About the Business, 2. About the Owner, 3. Add Bank Account (highlighted in red), and 4. Terms and Conditions. Below the progress bar, the page is divided into two main sections: Operating Account and Trust Account. Each section has a heading, a sub-heading, and a note. The Operating Account section has two options: 'Plaid' (Add operating account via Plaid) and 'Manually' (Add operating account manually). The Trust Account section also has two options: 'Plaid' (Add trust account via Plaid) and 'Manually' (Add trust account manually). At the bottom right, there are two buttons: 'Back to step 2' and 'Go to step 4'. The footer contains the text 'Copyright © 2021 - AbacusNext, All Rights Reserved.'

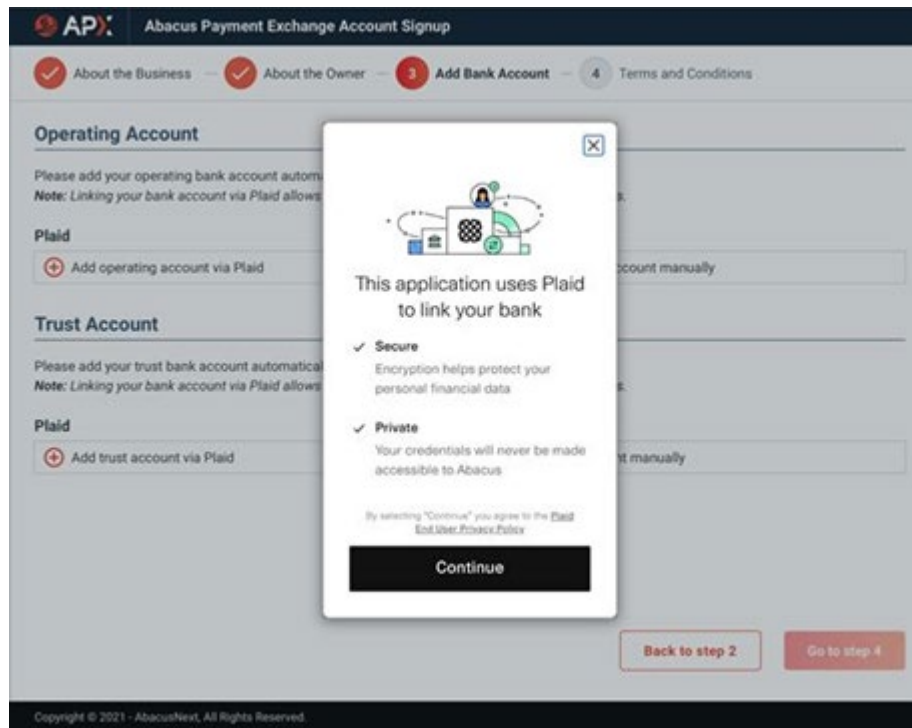
There are two options to add a bank account.

- i. We have partnered with **Plaid** to make it easier to complete the process of securely linking and verifying your bank account in seconds.
- ii. **Manual** Verifications will require you to enter your bank account information and upload an image such as a blank check or a bank statement. The verification is done after you have completed the Onboarding wizard and clicked on **Submit**.



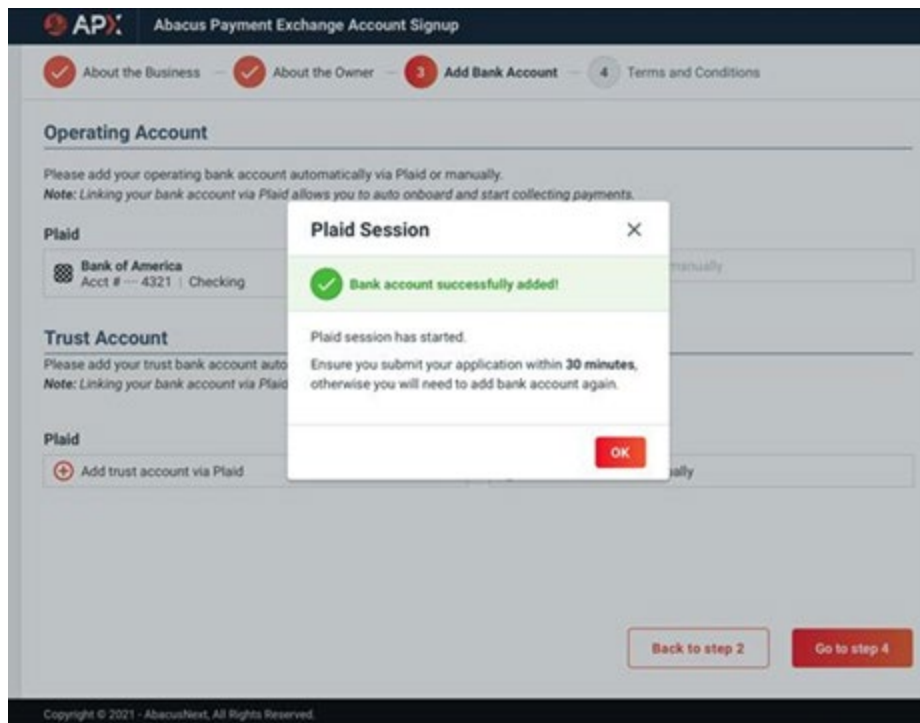
Note: **Manual** Verifications may take as much as two business days to verify the bank accounts and complete the Onboarding.

- Click the  **Plus** icon under the **Plaid** fields to **Add accounts via Plaid** for the **Operating** and **Trust Accounts**.
- Or, click the  **Plus** icon under the **Manually** fields to **Add accounts manually** for these accounts. If you use **Plaid** to link to your bank the following screen displays.



- Click **Continue** to add a bank account.

9. A prompt displays informing you that a **Bank account has been successfully added!**



10. Click **OK**. The bank account is added to the appropriate field under **Plaid**.

The screenshot shows the 'Add Bank Account' step of the APX account setup process. The page is divided into two main sections: 'Operating Account' and 'Trust Account'. Each section has a 'Plaid' and a 'Manually' option. In the 'Operating Account' section, the 'Plaid' option is selected, showing a Bank of America account with account number 4321 and a checking account type. The 'Manually' option is a button labeled 'Add operating account manually'. The 'Trust Account' section has 'Add trust account via Plaid' and 'Add trust account manually' buttons. At the bottom, there are 'Back to step 2' and 'Go to step 4' buttons. The footer contains the copyright notice: 'Copyright © 2021 - AbacusNext, All Rights Reserved.'

11. If you choose to add your bank account **Manually**, the following dialog displays.

The screenshot shows a modal dialog box titled 'Add Operating Account Manually'. The dialog contains the following fields and options:

- Bank Name:** Bank of America
- Account Owner:** Mark Miller
- Routing Number:** 101001010
- Account Number:** 1234 5678 9012
- Account Type:** Business Checking (dropdown menu)
- Supporting Documents:** A section with a file upload icon and the text 'Drag and Drop here or Browse files'. Below this is a dashed box for file upload.

At the bottom of the dialog are 'Cancel' and 'Add Operating Account' buttons. The background shows the same 'Add Bank Account' page as in the previous screenshot, but it is dimmed. The footer contains the copyright notice: 'Copyright © 2021 - AbacusNext, All Rights Reserved.'

12. Complete the fields, drag and drop or browse to securely add a bank statement or a void check in the **Supporting Documents** field.

The screenshot shows a modal window titled "Add Operating Account Manually" overlaid on the main account setup page. The modal has a close button (X) in the top right corner. It contains the following fields and sections:

- ACCOUNT TYPE:** A dropdown menu with "Business Checking" selected.
- * Supporting Documents:** A section with a note: "Maximum upload file size: 8 MB. Accepted file types: .jpg, .jpeg, .png, .pdf, .tif, .tiff." Below this is a dashed box containing a "Drag and Drop here or Browse files" instruction.
- * Document Type:** A dropdown menu with "Bank Statement" selected. To its right is a "Note" field containing "Some important document note." Below this is a file upload area showing "QA Taxes - Bank Statement.pdf" with a remove icon.
- * Document Type:** A dropdown menu with "Void Check" selected. To its right is a "Note" field containing "Some important document note." Below this is a file upload area showing "QA Taxes - Void Check.png" with a remove icon.

At the bottom of the modal are two buttons: "Cancel" and "Add Operating Account".

Below the modal, on the main page, are two buttons: "Back to step 2" and "Go to step 4".

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13. Click **Add Operating Account** when you are finished. The account displays under the **Manually** field.

The screenshot shows the "Add Bank Account" step in the account setup process. The progress bar at the top indicates the current step is 3, "Add Bank Account", with previous steps "About the Business", "About the Owner", and "Terms and Conditions" completed.

The page is divided into two main sections: "Operating Account" and "Trust Account".

Operating Account:

- Instructions: "Please add your operating bank account automatically via Plaid or manually. Note: Linking your bank account via Plaid allows you to auto onboard and start collecting payments."
- Plaid:** A button labeled "Add operating account via Plaid".
- Manually:** A field containing "Bank of America" with a house icon, "Acct # --- 9012", and "Business Checking". A trash icon is on the right.

Trust Account:

- Instructions: "Please add your trust bank account automatically via Plaid or manually. Note: Linking your bank account via Plaid allows you to auto onboard and start collecting payments."
- Plaid:** A button labeled "Add trust account via Plaid".
- Manually:** A button labeled "Add trust account manually".

At the bottom of the page are two buttons: "Back to step 2" and "Go to step 4".

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14. Click **Go to step 4** to display the **Terms and Conditions** section.

The screenshot shows the 'Terms and Conditions' step of the Abacus Payment Exchange Account Signup process. At the top, a progress bar indicates four steps: 'About the Business', 'About the Owner', 'Add Bank Account', and 'Terms and Conditions' (the current step, highlighted with a red circle). Below the progress bar, the heading 'Terms and Conditions' is followed by a request to read the 'Bank Disclosure' and 'Merchant Terms and Conditions' documents. Two bullet points confirm that the user has read and understood these documents. Below this, a statement says 'By clicking I Agree below you acknowledge that you have read, understand, and agree to be bound by the terms above.' Two checkboxes are provided: 'I Agree to the above information.' and 'I attest that the information provided in this application is correct to the best of my knowledge as an authorized signer for this business.' At the bottom right, there are two buttons: 'Back to step 3' and 'Submit'. A copyright notice 'Copyright © 2021 - AbacusNext, All Rights Reserved.' is visible at the very bottom.

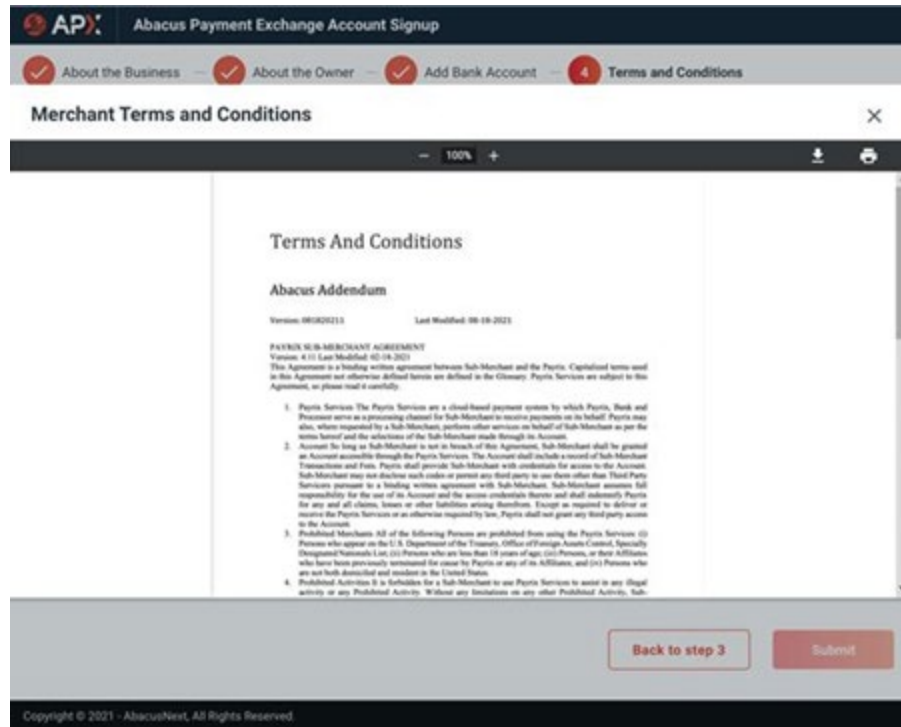
15. Click the **Bank Disclosures** link to display the following screen.

The screenshot displays the 'Bank Disclosure' page, which is presented as a document viewer within the Abacus Payment Exchange Account Signup interface. The progress bar at the top remains the same, with 'Terms and Conditions' selected. The document viewer shows a document titled 'Bank Disclosures' with the following sections:

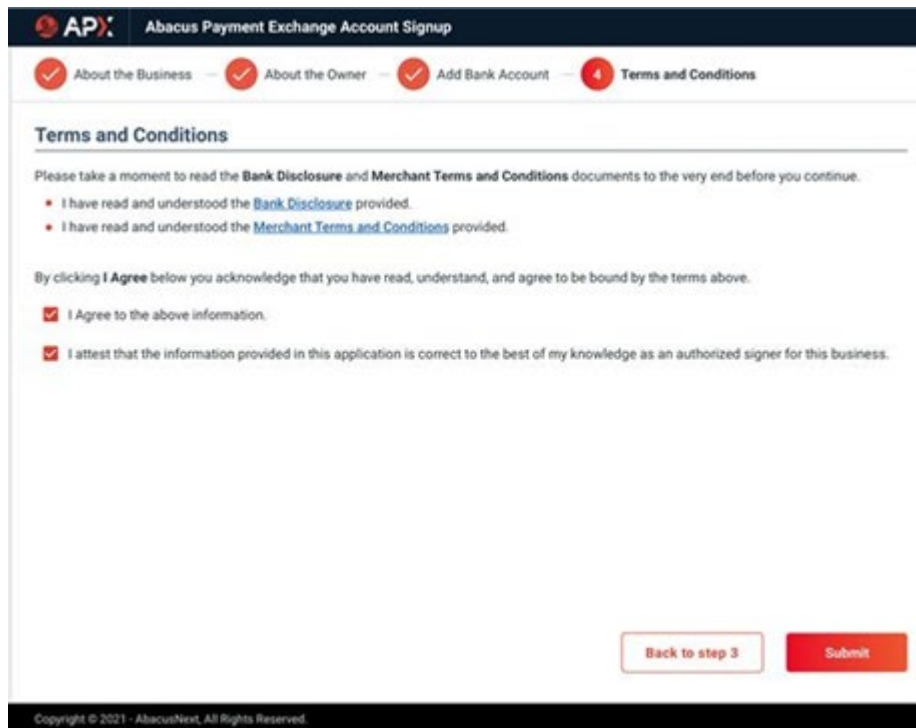
- Payment Facilitator Contact Information:** New Papiro Solutions, LLC, Address: 5805 Glenridge Drive, Suite #107, Atlanta, GA 30342, Phone: (855) 672-4749.
- Member Bank Information:** New Papiro Third Bank, Address: 8500 Governors Hill Drive, Spicewood Township, OH 43299-0384, Phone: (614) 423-2390.
- Important Member Bank Responsibilities:**
 - The Bank is the only entity approved to extend acceptance of Payment Network products directly to a Merchant.
 - The Bank must be a principal (signer) to the Merchant Agreement.
 - The Bank is responsible for educating Merchants on processor Fee and Washcard Rules with which Merchants must comply; but this information may be provided to you by the Payment Facilitator.
 - The Bank is responsible for and must provide settlement funds to the Merchant.
 - The Bank is responsible for all funds held in reserves.
- Important Merchant Responsibilities:**
 - Ensure compliance with cardholder data security and storage requirements.
 - Waive fraud and chargebacks below Payment Network thresholds.
 - Review and understand the terms of the Merchant Agreement.
 - Comply with Payment Network rules.
 - Retain a signed copy of this Disclosure Page.
- Merchant Resources**

At the bottom of the document viewer, there are 'Back to step 3' and 'Submit' buttons. The copyright notice 'Copyright © 2021 - AbacusNext, All Rights Reserved.' is at the bottom of the page.

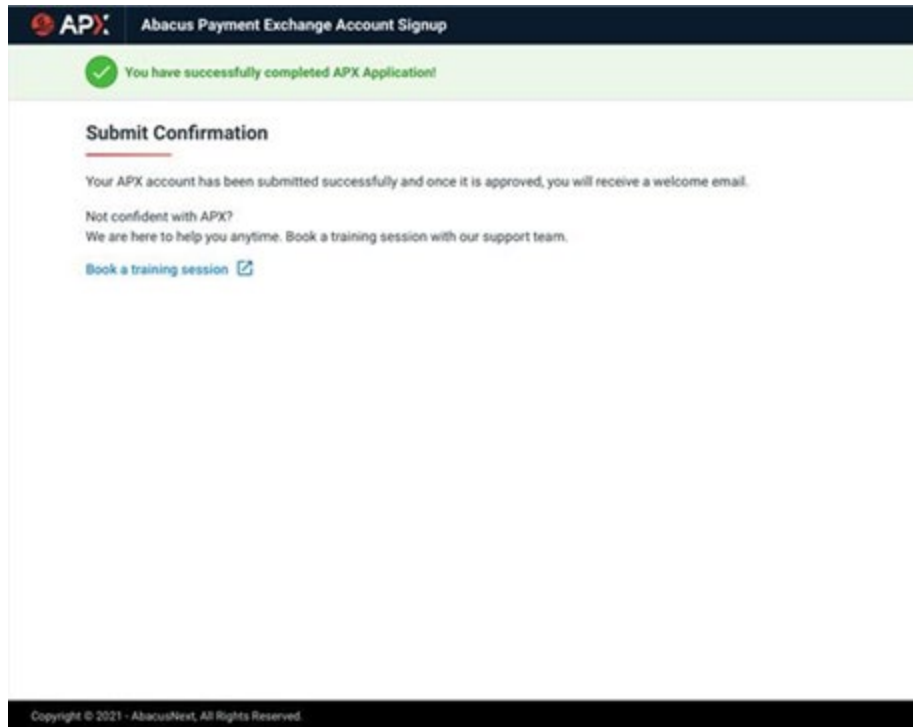
16. Click the **Merchant Terms and Conditions** link to display the following screen.



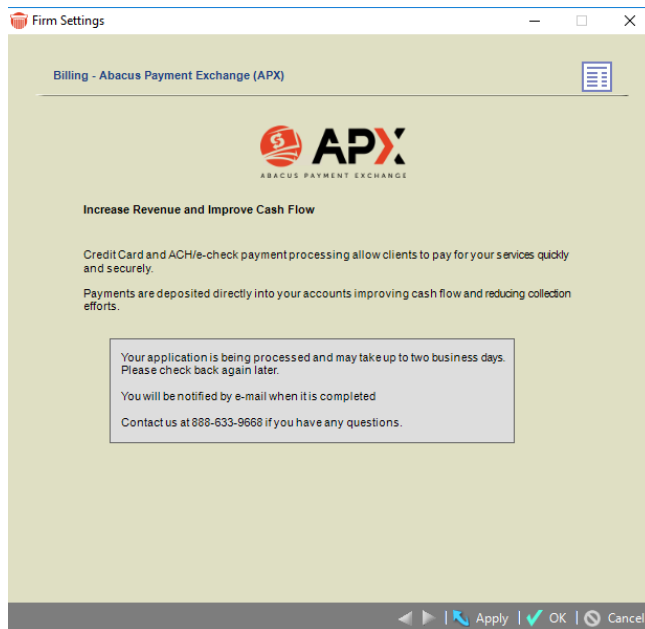
17. Return to the **Terms and Conditions** screen and click the **I Agree** checkboxes to acknowledge that you have read, understood, and agree to the terms outlined in the screens.



18. Click **Submit** to complete your APX Application.



19. Click **Book a training session** or return to the **Firm Settings** screen.



- You will receive Email Notification Approval. This may take up to 2 business days.

APX Defaults

After APX is enabled and the bank accounts are mapped, you create and associate Payment Methods for Credit Card and ACH to the primary client on a file. The Credit Card and ACH data are encrypted into a payment method which allows you to reuse them for future receipts.

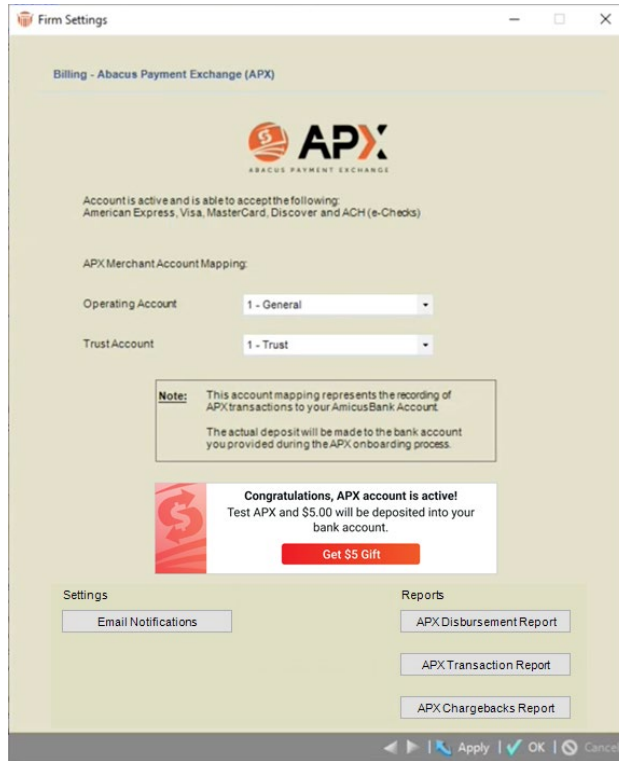
Defaults when entering a payment:

- For General Receipt and Trust Receipt, the default payment method is 'Credit Card Payment (APX)'
- Your clients will be able to make and pay outstanding bills in the Client Portal using Credit Card or ACH.
- You can send your clients an email with an embedded URL to allow them to pay their bills using the URL. You receive notification of the payment, and the Amicus Database is updated to the appropriate matter/file.
- You can setup a payment schedule (Recurring Payment) to automatically process APX payments at the schedule interval you define. You are notified of the payments and the Amicus Database is updated for the appropriate matter/file.
- You can setup defaults on your matter/file to process APX receipt when finalizing your bills to your client.

APX Test Transaction

When you onboard to APX a Congratulatory message displays notifying you that your APX account is active.

1. Click **Get \$5 Gift** to get started testing the APX workflow.



2. An APX intake form displays. Ensure that the details are correct and add email(s) in the **We will send a transaction details to this email(s)** field if you wish.

APX Registration

Abacus Payment Exchange

APX Test Transaction

We are giving you \$5 to test your APX account. This test transaction helps you experience the seamless and integrated payment flow offered by Abacus Payment Exchange.

- 1 Make APX Payment
- 2 Wait 1-2 business days
- 3 Check it out on your bank account

Please complete this form to get a \$5.00 deposit into your account.

Transaction Date	Transaction Amount	Description
04/11/2022	\$5.00	APX Test Transaction

Deposit To

Acct # ...0019 | Corporate Checking

We will send a transaction details to this email(s).

apvx2qa@gmail.com

Enter up to 10 email addresses, separated by commas.

[Get \\$5 Gift](#)

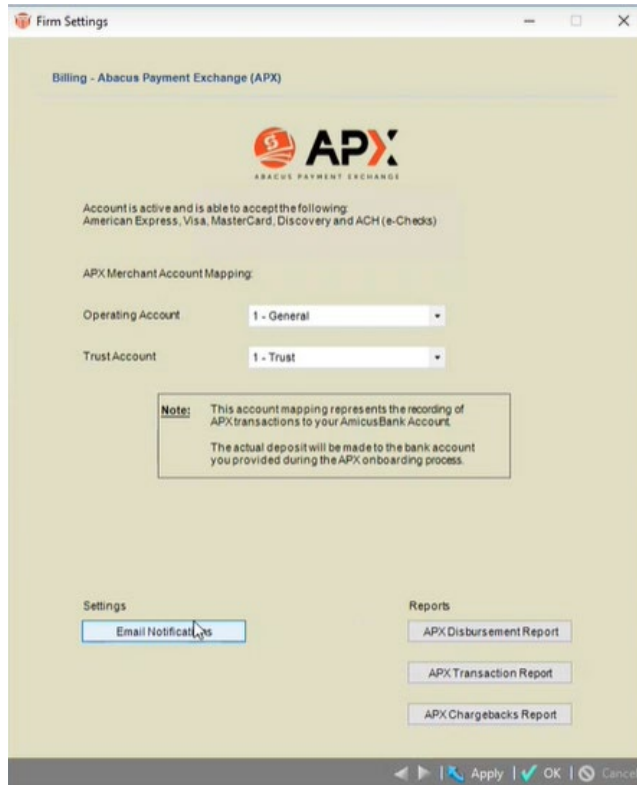
3. Click **Get \$5 Gift** to complete the transaction.

Expanded Email Settings for APX

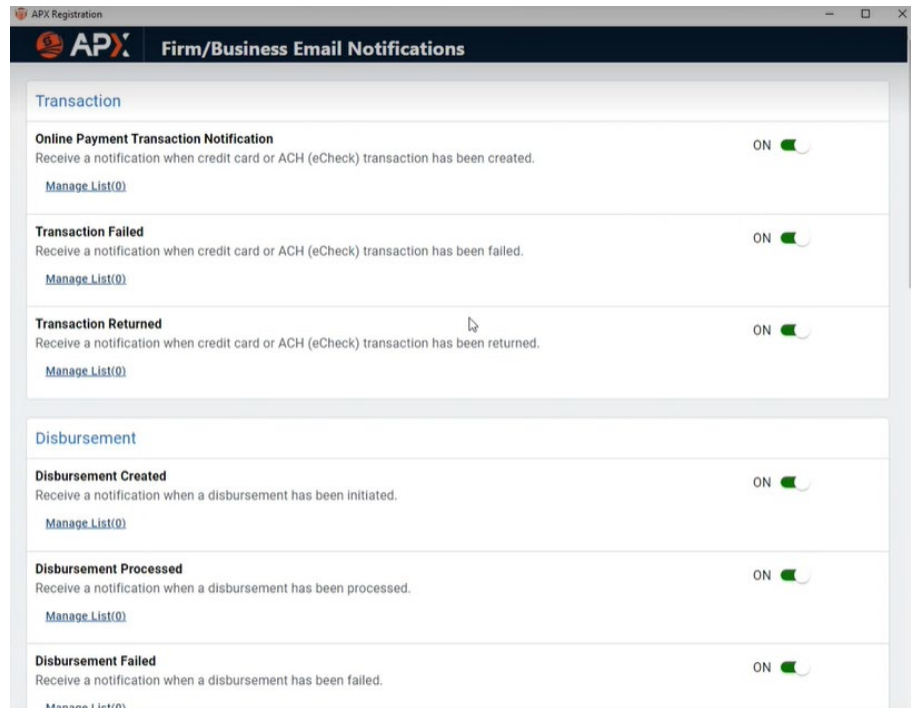
The new APX Email Settings options allows for greater control over how internal firm members are notified about APX transactions.

Enable or disable specific notifications and adjust distribution lists so that the right team members are informed. Transactions could include failed payments, refunds, voids, recurring payments and more.

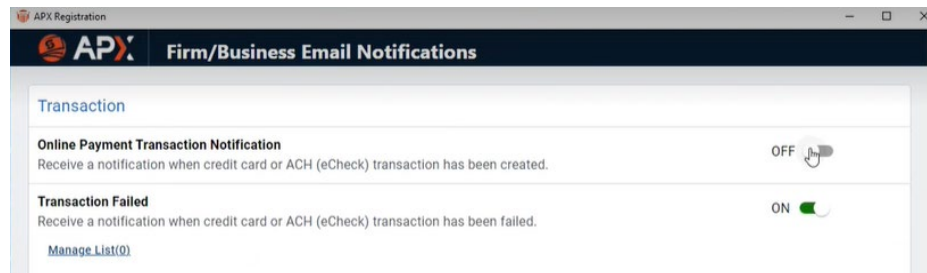
1. The following dialog displays for firm members that have opted into sending Email Notifications after they click on **APX** under the **Billing** section in **Firm Settings**.



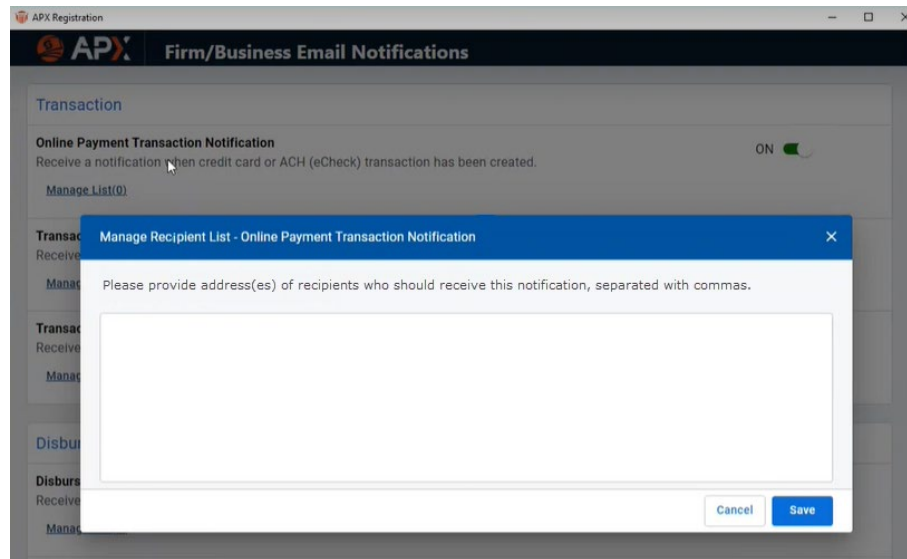
2. A **Firm/Business Email Notifications** window displays with a scroll bar on the right side so you can easily scroll down to the notification you want to send.



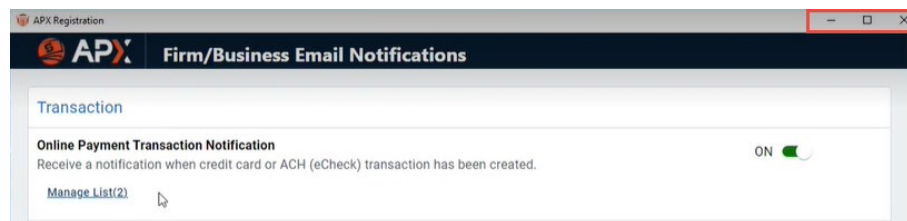
3. By default the various email notifications are enabled. To change this setting slide the toggle switch from **ON** to **OFF**.



4. Click **Manage List** to display the **Manage Recipient List - Online Payment Transaction Notification** window. This is where you add in email address(es) for the recipients of the notification separated by commas. Click **Save** when you are done.

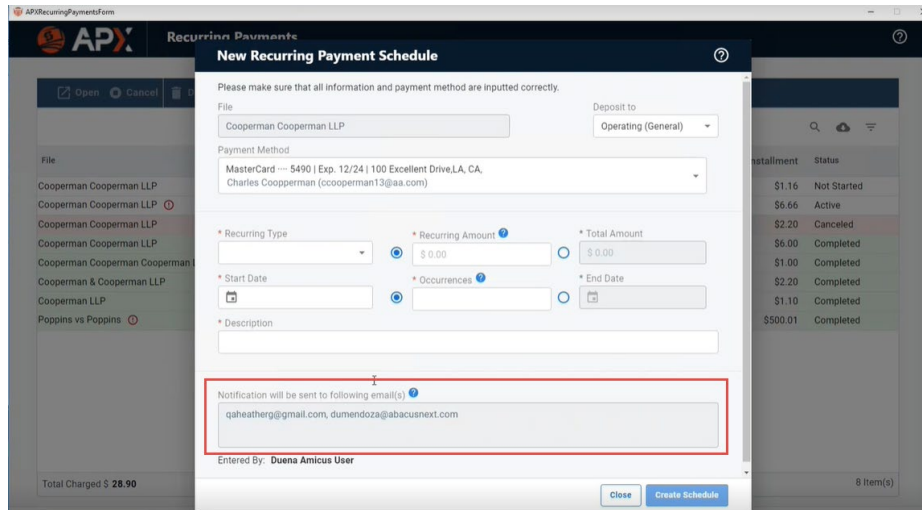


5. The number of recipients displays beside **Manage List**. You can add your own email so that you get notified as well.

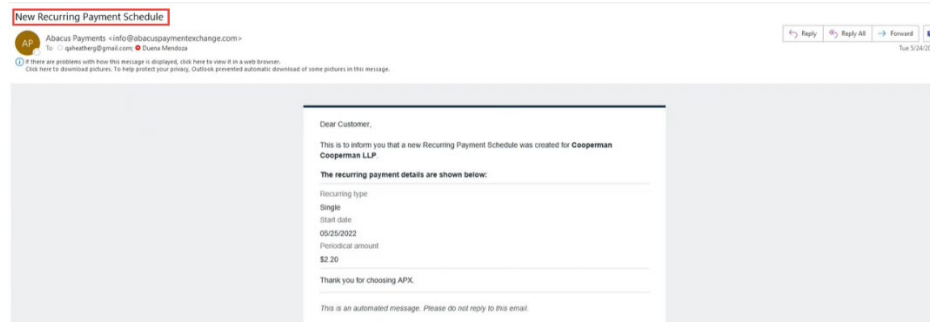


- You can Maximize and Minimize the window using the controls at the top. Closing the window automatically saves your changes.

- The email address(es) you entered in the Manage Recipient List window appear in the **Notification will be sent to following email(s)** field in an item you create on the **Firm/Business Email Notifications** list, for example a **New Recurring Payment Schedule**.



- The recipients will receive an email notification with the type of notification displayed in the subject line. In this case **New Recurring Payment Schedule**.

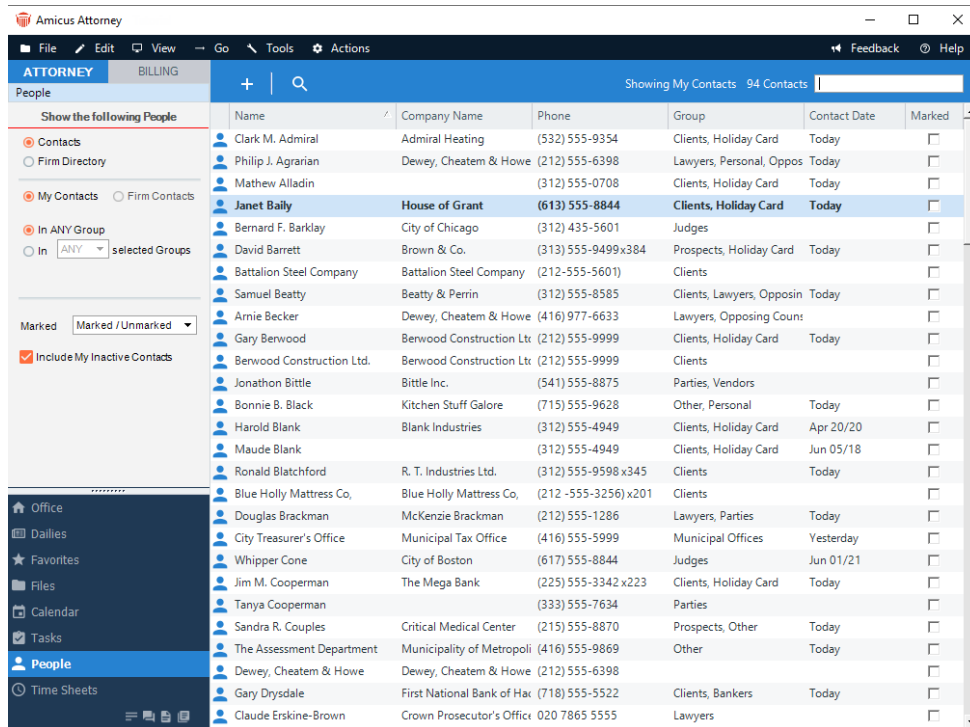


- If the Recurring Payment is deleted from the schedule the recipients will receive another notification.

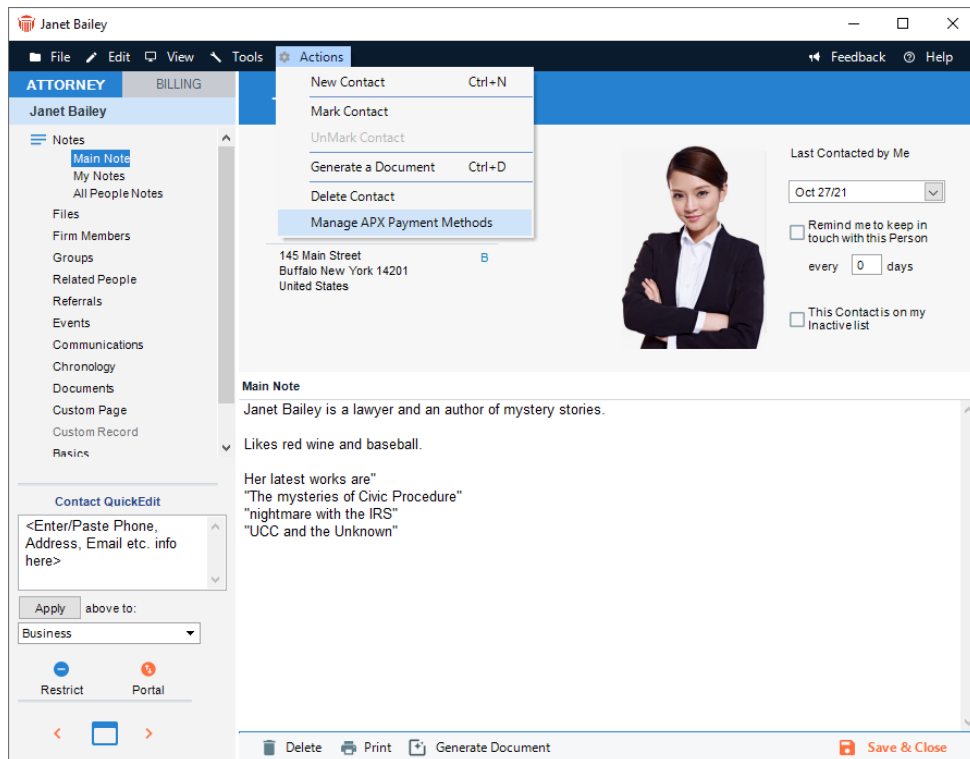
Managing Payment Methods

To open the **APX Payment Methods** screen:

1. Click **Office > People** in the left navigation pane to display your contacts.



2. Click a contact from the **People Index** to display their **Contact Card**.



3. Click **Actions > Manage APX Payment Method** from the top menu bar to display a screen listing **APX Payment Methods** for the contact.

Type	Account	Account Name	Expiry	Default
Checking	X0252	Janet Bailey		<input type="checkbox"/>
Personal Saving	X1533	Janet Bailey		<input type="checkbox"/>
MasterCard	X0008	JanetMasterCard	12/21	<input type="checkbox"/>
Discover	X6009	JanetDiners	12/21	<input type="checkbox"/>
American Express	X1123	JanetAmex	12/21	<input checked="" type="checkbox"/>
Business Saving	X9789	Janet Bailey		<input type="checkbox"/>

✕ Delete | ✓ Set Default | ➕ Add | ✓ OK

Adding an APX Payment Method

Click **OK** to return to the client card or **Add** if you wish to add another **APX Payment** method.

- The **Payment Method** dialog displays with information retrieved from the client card.

Adding a Credit Card

1. Click the **Credit Card** radio button on the right side to enter Credit Card information.

The screenshot shows a window titled "Janet Bailey - APX Payment Method". It contains two main sections: "Billing Address" and "New Payment Method".

Billing Address: JANET BAILEY, 88 MILESTONE, NEW YORK NY 90565, j.bailey@gmail.com.

New Payment Method: The "Credit Card" radio button is selected. Below it are three input fields: "Name on card", "Card Number", and "Expiration" (MM/YY). To the right of the "Credit Card" section are logos for VISA, MasterCard, and Discover. Below the "Credit Card" section is an "eCheck / ACH" radio button. At the bottom center is a blue "SUBMIT" button with a lock icon. A "Cancel" button is located at the bottom right of the window.

- Some of the fields are populated with information retrieved from the client card. Click into the fields to edit or enter new information.

Janet Bailey - APX Payment Method

Billing Address

* First name: Janet
 * Last name: Bailey

* Billing address: 88 Milestone
 address2

* City: New York
 * State/Province: NY

* Zip: 90565
 * Country: USA

* Email: jbailey@gmail.com

CANCEL SAVE

- Click **Save** to save the New Payment Method. You are returned to the **Payment Method** screen where you can continue to add **APX Payment Methods**.

Adding an E-Check / ACH Payment Method

Select **Action > Manage APX Payment Method** on the contact card, then click **ADD** to add a new payment method.

- Click the **eCheck / ACH** radio button, then click in the fields to edit or enter new information.

Janet Bailey - APX Payment Method

Billing Address

HEATHER GGAVEL
 88 MILESTONE
 NEW YORK NY 90565
 gahhealtherg@gmail.com

New Payment Method

Credit Card
 eCheck / ACH

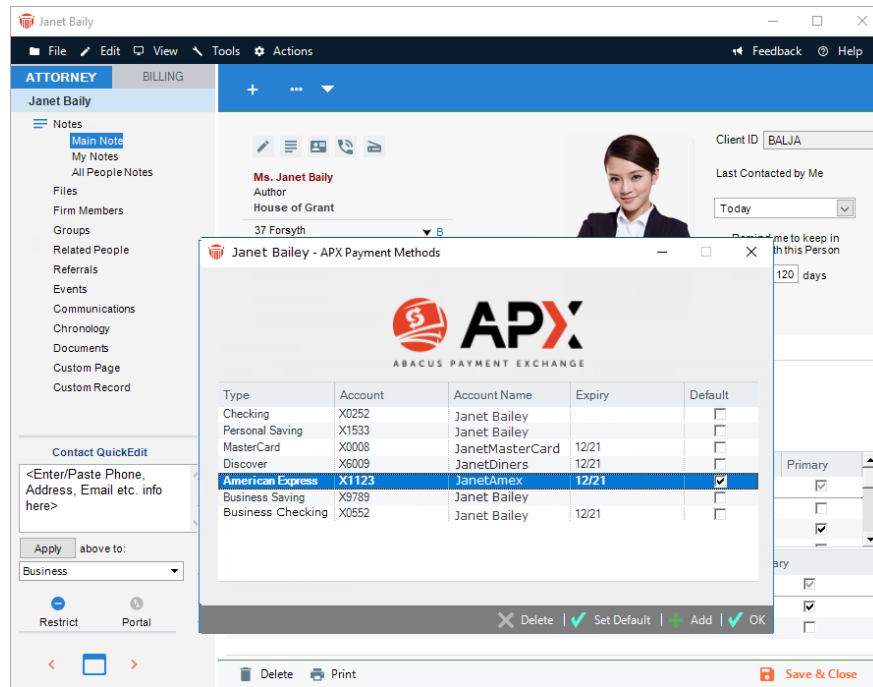
* Name on account: Janet Bailey

* Routing Number: 012456789
 * Account Number: 876243209080

* Account Type: Business Checking

SUBMIT

- Click **Submit** to return to the **APX Payment Method** screen where the new information has been added.



- Click **Add** in the footer to continue to add APX Payment Methods or select an APX payment and click **Delete** to delete an APX Payment Method. Click **OK** to return to the client card.

Editing an Existing APX Payment Method

APX Payment Methods are not editable. It is recommended that you **Delete** an existing Payment Method and Adding an APX Payment if you need to change a billing address or email details.

Making a Payment

To make a payment in Amicus Attorney you must have access to the BILLING side of Amicus Attorney.

2. Click the BILLING tab at the top of the left Control Panel on the **Home window** to display the **Dashboard**.
3. Click the **Files** module in the left Control Panel of the Navigator window to display the **Files Index**.

The screenshot shows the Amicus Attorney interface with the BILLING tab selected. A context menu is open over the 'Receive Payment' option for the 'Berwood' file. The main table displays a list of active files with columns for Unposted Fees, WIP Fees, WIP Expenses, AR, Gen.Retainer, and Trust.

File	Unposted Fees	WIP Fees	WIP Expenses	AR	Gen.Retainer	Trust
Alladin P	560.00	4,440.00	358.72	2,585.00	0.00	7,500.00
Baily re k	380.00	5,420.00	133.82	0.00	0.00	15,000.00
Berwood	0.00	2,100.00	245.00	8,380.00	0.00	0.00
Berwood	0.00	3,460.00	0.00	6,430.00	0.00	0.00
Blank Pu	0.00	0.00	0.00	0.00	0.00	0.00
Blank vs	0.00	0.00	0.00	0.00	0.00	0.00
Cooperr	40.00	1,640.00	0.00	0.00	0.00	825.00
Dom Coop v. Philips DOMCA/88500	0.00	5,180.00	800.00	1,730.00	0.00	0.00
FirstHome Developm FIRSHT/206226	0.00	520.00	357.75	5,958.65	7,500.00	0.00
Gallagher Will GALGE/97035	160.00	1,480.00	0.00	0.00	0.00	0.00
Jamison Inc. 20304/949393	580.00	2,180.00	450.00	19,610.00	0.00	0.00
Markham Realty re C 12345/239	120.00	4,260.00	0.00	1,380.00	0.00	4,910.50
Neighbor re Rhodes NEIGH/94238	0.00	0.00	1,705.00	0.00	15,000.00	14,815.00
North America Truck NATRK/003	0.00	1,600.00	23.32	450.00	0.00	34,314.35
North America Truck NATRK/002	0.00	560.00	384.70	1,002.00	0.00	10,000.00
North America Truck NATRK/001	0.00	1,107.50	56.80	1,512.00	0.00	5,000.00
Parker Agency PARKER/984643	440.00	840.00	130.33	1,650.00	0.00	0.00
Richter Purchase RICSU/990701	1,080.00	500.00	500.00	0.00	0.00	0.00
Silverthorn re Sales T KIFNAL/99843	1,200.00	3,899.92	65.25	744.00	0.00	1,195.00
Sutherland v. Smith SUTH1/020001	0.00	1,600.00	0.00	900.00	0.00	0.00
Sydenham re Public FRANKSYD/32597	0.00	0.00	0.00	500.00	0.00	0.00
Widgetco Share Pur 119/6679	310.00	750.00	55.00	2,500.00	0.00	6,275.00
Totals	4,870.00	41,537.42	5,265.69	55,331.65	22,500.00	99,834.85

- Click **Transaction** at the top of the screen and select **Receive Payment** to display the **Receive Payment** dialog.

Receive Payment

Receipt to: 1 - General Date: Today Rcpt #: 25

Payment is for: Client File Invoice# Baily re Kipling

Method: Credit Card Payment (APX) AMEX X1904 - Janet Baily Add

Received from: Janet Baily Amount: 0.00 Check: Enter Check #

Description: Payment on Account

Inv#	Date	Client Matter	Billed	Balance	Payment	Rtnr. Avai	Apply Rtn	Distribution
1000	Jun 01 -21	100,700	800.00	750.00	50.00	0.00	0.00	Details
Totals				0.00	0.00	0.00	0.00	

Unallocated payments will be applied as a General Retainer 0.00 Allocate Retainer to Files

Apply General Retainer Balances against Bills

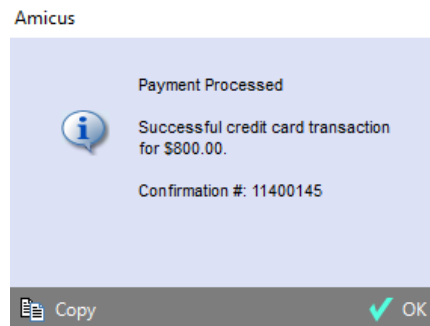
Primary Client Name	File Name		(0000/000)
Billing Category	WIP Fees	0.00	General Retainer 0.00
AR: 0.00	WIP Expenses	0.00	Trust Balance 0.00

Save & New Save & Close Cancel

- Select a **Payment Method** from one of the following options in the pull-down menu:
 - Credit Card Payment (APX)
 - ACH Payment (APX)
 - Check
 - Cash
 - Credit Card (Manually)
 - Electronic
 - Other
- Enter the charge in the **Amount** field

- Complete all other fields by entering information or selecting from the pull-down menus. Some of the fields may be populated with information retrieved from the client card. Click **Pay Now** to display the following prompt:

- Click **Yes** if you would like to proceed with the transaction. A **Payment Processed** prompt displays with a **Confirmation #**.



- Click **Copy** to copy the content to the clipboard or click **OK** to return to the **Receive Payment** dialog box.
 - If the credit card process was unsuccessful a prompt displays notifying you of the reason. If the problem continues, please contact technical support for assistance with the **Transaction ID**. Click **OK**.
 - An expired card cannot be processed.
- If **Print client receipts for banks accounts** is set, a **Print Receipt** prompt displays. Click **OK** to print the receipt.
 - Click **Cancel** to return to the **Files Index**.

Allowing an APX Payment

You can apply an **APX - Credit Card / ACH** payment while you are creating a bill allowing for greater efficiency. **APX** payments are allowed on single, consolidated, and split billing.

1. On the Draft Bill screen, click on the **Transfers** tab on the **Create Bills** dialog to include an **APX - Credit Card / ACH** payment. Below is an example of a Consolidated bill with an APX payment applied.

The screenshot shows the 'Create Bills' application window. The 'Draft Bills' tab is active, displaying a table of bills. The first bill is dated Oct 17/18, Client Matter ID 1151, Client Josse Carter, File Name CONSOLIDATED, Charges 101.75, Transfers 101.75, and Net Bill 0.00. Below this, two more bills are listed for Client Matter ID 1151/006 and 1151/005, both with Client Josse Carter and Net Bill 0.00.

The 'Bill Overview' section shows the following summary:

Category	Amount
Fees	20.00
Discount	0.00
Expenses	3.75
Taxes	0.00
Interest (Memo)	0.00
Total New Charges	23.75
Transfers	-23.75
Net Bill	0.00
Balance Forward	0.00
New Balance	0.00

The 'Transfers' tab is selected, showing a table with columns: Amount, Available, and Balance. An 'Apply' button is visible next to the 'General Retainer' row.

Transfer Type	Amount	Available	Balance
General Retainer	13.75	200.00	186.25
Trust Bank Account			
1 - Trust	0.00	0.00	0.00

The 'APX - Credit Card / ACH' section is highlighted with a red box. It contains the following fields:

- 1 - General (APX) [10.00]
- Credit Card Paym [Discover X9067 : Josse Carter] [Add]

The bottom of the window shows a toolbar with icons for Delete Bills, Print Preview, Print Bill Summary, Print, Send to Final, and Close.

2. In the **APX - Credit Card / ACH** section you can add an **APX** payment method or select from the pull-down menu if the payment method is already on file.
3. After entering the amount you would like to charge on the credit card/ACH, click **Apply** to save the changes.
When you finalize the bill, the credit card / ACH transaction will be in process.

Viewing APX Transactions

APX payments are prefixed with (APX) on the Billing reports (Cash Receipt and Trust Journal).

Payments are handled in the same manner for both types of APX payments:

- Credit Card Payments (APX)
- ACH Payments (APX)

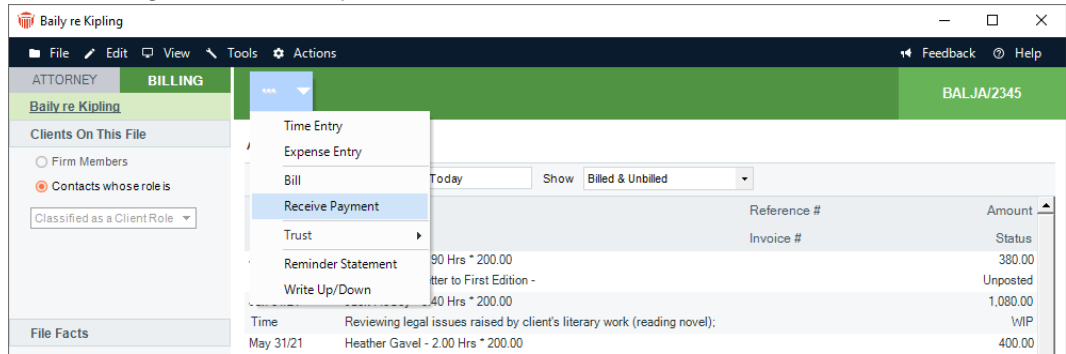
The Billing View Files Details

There are multiple places where you can access the **Receive Payment** dialog. You can access it from the *Billing* dashboard or from the *Action* menu and from the *File Details*.

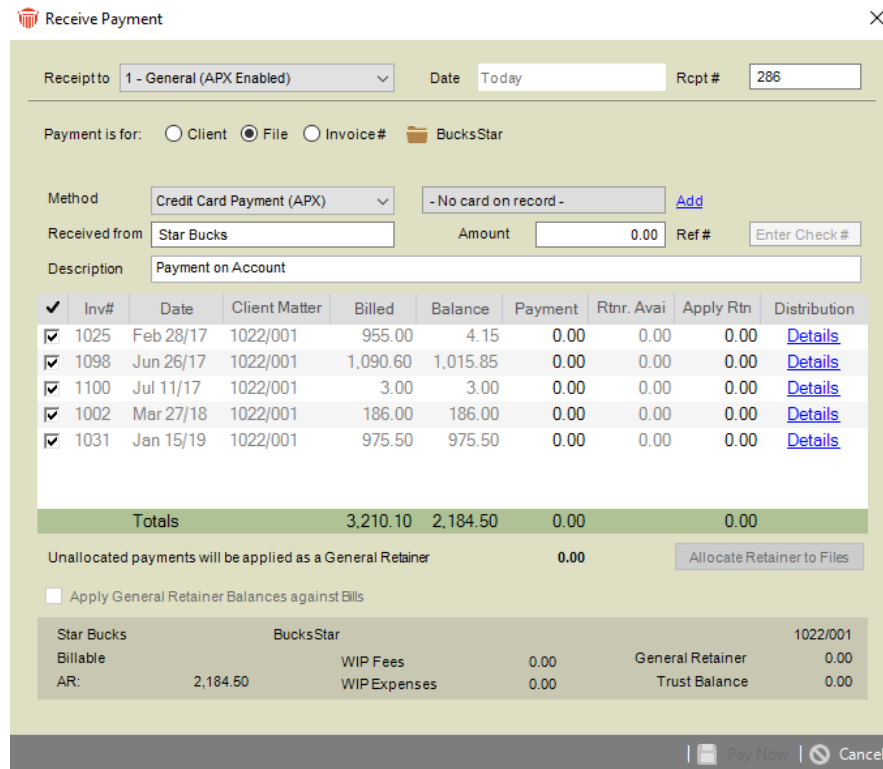
1. To access the **Receive Payment** dialog from the *Billing* dashboard select **Receipt Payment** under the **Dashboard** section of the *Billing* Home screen:

The screenshot displays the Amicus Attorney Billing dashboard for Heather Gavel on Tuesday, June 8, 2021. The dashboard includes a sidebar with navigation options like Home, Preferences, Reports, Merge Templates, Help Center, Open Another Office, Return to My Office, Administration, User Management, Firm Settings, Custom Pages and Records, New File Intake Management, and Import. The main content area shows four summary cards: WIP (\$54,955.61), AR (\$73,654.68), BILLING (\$8,730.00), and TRUST (\$114,834.85). Below these are two donut charts: WIP Aging (Current: \$31,258.64; > 30 days: \$11,825.58; > 60 days: \$2,282.96; > 90 days: \$1,437.86; > 120 days: \$8,150.57) and AR Aging (Current: \$0.00; > 30 days: \$3,110.00; > 60 days: \$3,000.00; > 90 days: \$900.00; > 120 days: \$66,644.68). A Navigator section at the bottom features five buttons: Receive Payment (highlighted with a red box), Trust Transfer to AR, Create Bill, Reminder Statement, and Write Up / Down. A footer bar contains a tip to run reports from the Office module, a 'Last Refresh 12:00 PM' button, and a 'Start Timer' button.

- Or, open a file and go to the Taskbar, click on the **Transactions** icon and select **Receive Payment** from the pull-down list.



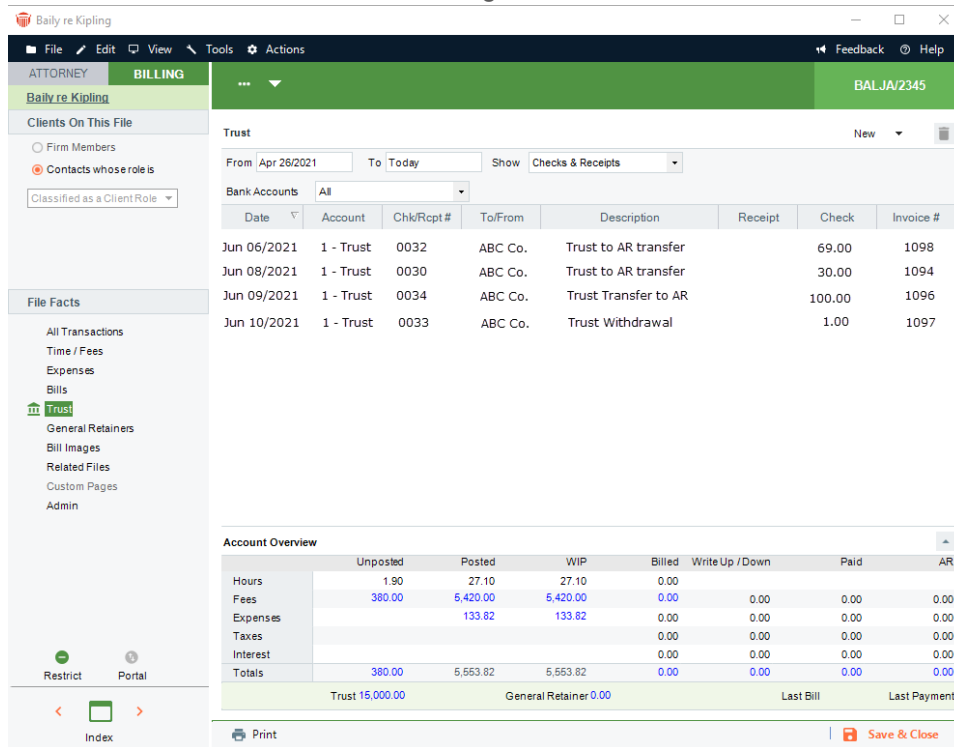
2. The **Receive Payment** dialog displays:



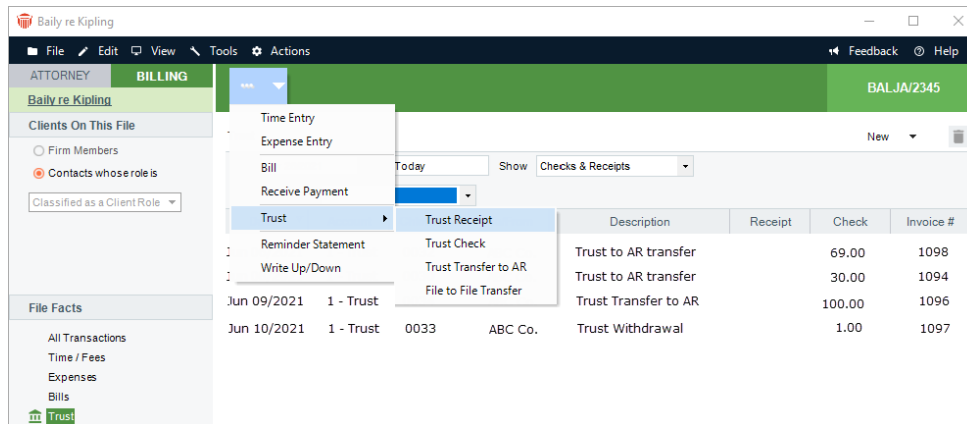
Trust Bank – Trust Receipt

To enter a credit card / ACH transaction for the Trust bank account:

1. Select **Action > Trust Receipt** or open the **File Details** window and select **File Facts > All Transactions** or **Trust** from the navigation bar.



2. Click on the **Transactions** icon in the Taskbar and select **Trust > Trust Receipt** from the pull-down list.



3. The **Trust Receipt** dialog displays:

Receipt to: 1 - Trust (APX Enabled) Date: Today Receipt #: 0034

From: Ranorex Contact 022 Amount: 100.00 Ref #:

Method: Credit Card Payment (APX) Visa X4747 : Ranorex Contact 02: [Add](#)

Description: Retainer

File	Client Matter ID	Client	Description	Amount	New Balan
Ranorex File 02	1044/005	Ranorex Contac	Retainer	100.00	100.00

<Click here to add a new File allocation>

Totals	Unallocated	0.00	Allocated	100.00
Primary Client Name	File Name			(0000/000)
Billing Category	WIP Fees	0.00	General Retainer	0.00
AR:	0.00	WIP Expenses	0.00	Trust Balance 0.00

Pay Now | Cancel

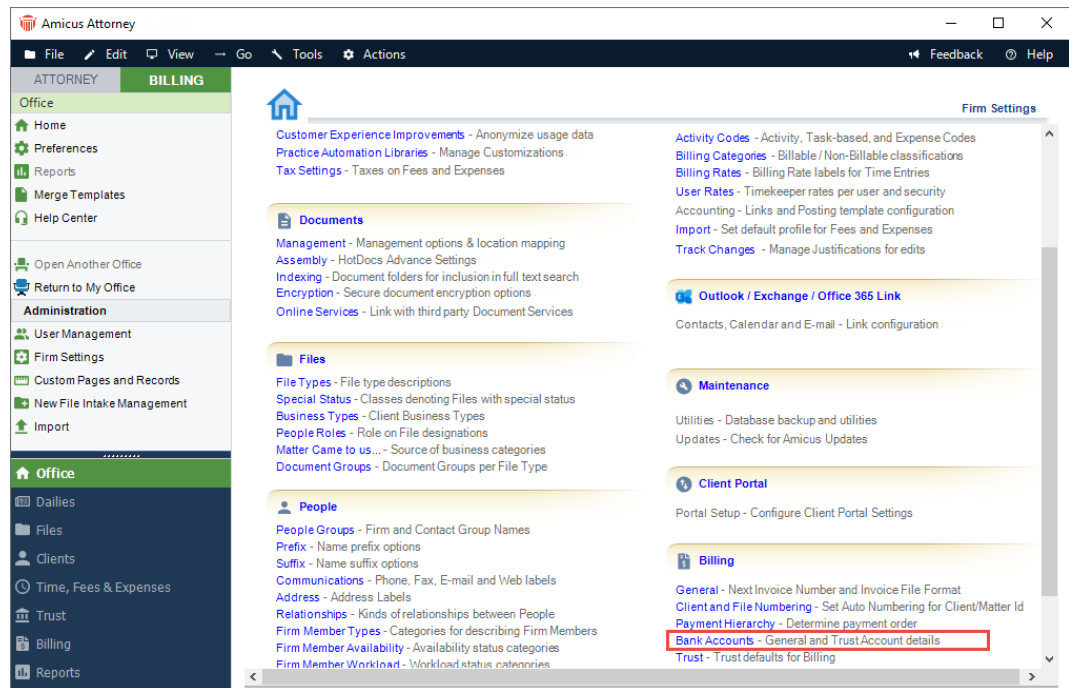
- A description is always displayed.

4. Select the payment method and the amount you would like to process, then click PayNow to process a trust receipt on the credit card / ACH payment method.

Printed Receipt (New Payment)

To print receipts for bank accounts:

1. Select **Office > Firm Settings** from the navigation pane to display the **Firm Settings** window.



2. Scroll down to the **Billing** section and select **Bank Accounts** to display the **Billing - Bank Accounts** dialog.

Billing - Bank Accounts

Number	Name	Type
1	General (Default)	General
1	Trust (Default)	Trust

Show Inactive Accounts

Receipt

Print client receipts for bank accounts

Use the template for printing Receipts print receipts.

E-mail client receipts

Send Client Receipt E-mail to

Check

Enable check printing for print checks.

Use the template for printing checks. Allow checks to be reprinted

Use printer for printing checks.

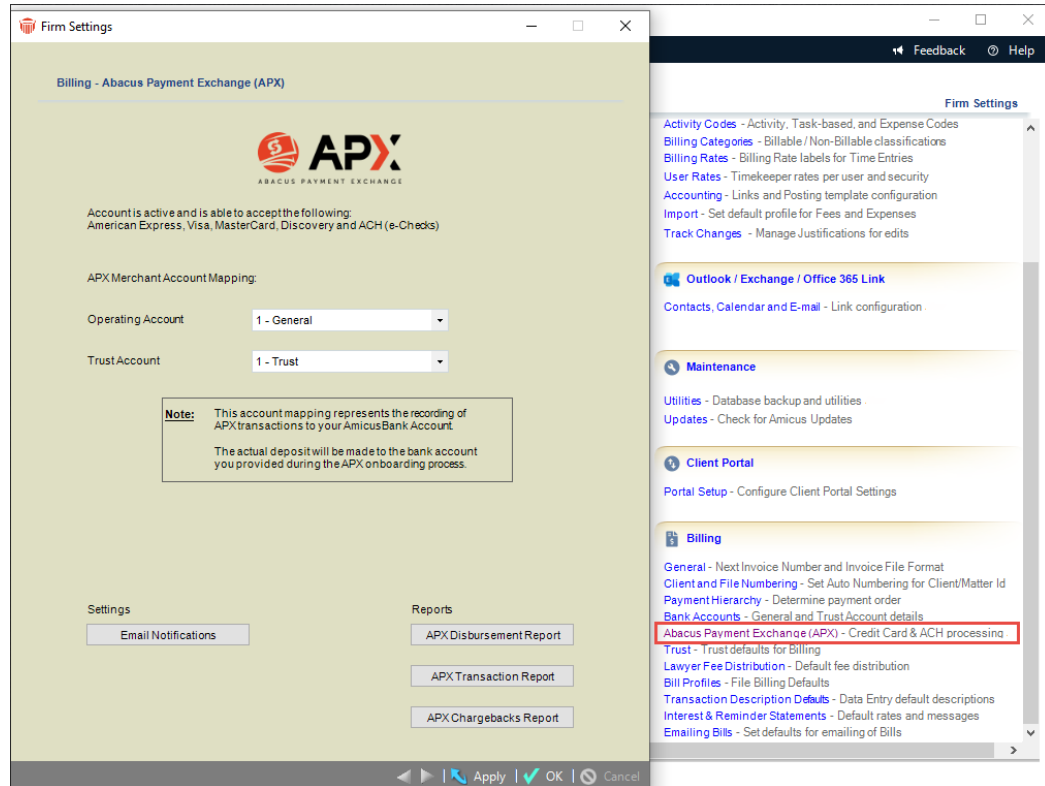
Order Amicus Attorney compatible checks [online](#) or call 1-800-544-3427.

3. Select the **Print client receipts for bank accounts** checkbox.

Reports

To generate an **APX - Credit Card and ACH Report**:

1. Select **Office > Firm Settings** from the navigation pane to display the **Firm Settings** window.
2. Scroll down to the **Billing** section and select **Abacus Payment Exchange (APX)** to display the **Billing - Abacus Payment Exchange (APX)** dialog.



3. Click **APX Transaction Report** to display the **APX - Credit Card and ACH Report** dialog.

Generate - APX - Credit Card and ACH Report

APX - Credit Card and ACH Report

From: Today To: Aug 25/2022

OK | Cancel

4. Complete the following fields by entering information or selecting from the pull-down menus:
 - **From and To dates**

5. Click **OK** to generate the report.



Abacus Payment Exchange
4850 Eastgate Mall, San Diego
CA 92121-1977

Firm AA Toronto09 Inc
Tran Period 09/01/2021 - 09/21/2021 as of 09/21/2021 13:50:17 PM

APX Transaction Report

Fund Date	Txn Date	Txn Status	Txn ID	Inv. #	Method	Payee	File	Matter ID	Client	Acct.	Amount
09/21/21 09:09 am	09/21/21 09:09 am	Approved	t1_txn_614 9e304e2a 9086449d 4d25	t1_tok_6 149e238 551d2d2f 6818f9c2 0210921 09	Personal Saving	Heather GG				0021	\$2.75
09/21/21 09:09 am	09/21/21 09:09 am	Voided	t1_txn_614 9e240ad6 45ed768d 0da0	t1_tok_6 149e238 551d2d2f 6818f9c2 0210921 09	Personal Saving	Heather GG				0021	\$1.75
Daily Total											\$4.50
09/20/21 16:09 pm	09/20/21 16:09 pm	Approved	t1_txn_614 8f3f7c23d 0ff355c7b 79	1043	Personal Checking	Heather GGavel				0021	\$10.00
09/20/21 16:09 pm	09/20/21 16:09 pm	Voided	t1_txn_614 8f1706fd0 45e8dc6e b3f	t1_tok_6 148f10b0 d4f665e9 18ad8c2 0210920 16	Visa	Heather G Gavel				0019	\$3.00
			t1_txn_614	t1_tok_6 148f10b0							
09/20/21 16:09 pm	09/20/21 16:09 pm	Voided	8f11e3114 09a867ee 5e8	d4f665e9 18ad8c2 0210920 16	Visa	Heather G Gavel				0021	\$2.00
Daily Total											\$15.00
Total 5 transaction(s)										\$0.00	\$19.50

Voiding and Refunding an APX transaction

APX payments cannot be deleted as we must maintain an audit trail for all Credit Card / ACH transactions. All APX payments have an option in the footer to Void/Refund the transaction.

The difference between voiding and refunding is as follows:

- **Refunding** a transaction returns money back to the customer's credit card.
- **Voiding** a transaction cancels the original transaction as if it never happened.

Both transactions may take up to 5 days to process.

VOIDS are the first choice as they are more cost effective than refunds. However; they only work on unsettled transactions. As a general rule, our payment processing partner recommends that Firm Members confirm they have received the deposit into their bank account before issuing any refunds.

An **APX** transaction can be voided on the same day as long as it hadn't been settled. The settlement time is 9 pm UTC, the time standard around the world. This is 3 pm Mountain Time or 5 pm Eastern Time. Transactions created after the 9 pm settlement time remain voidable until the next day's 9 pm settlement.

Voiding/Refunding APX Payments

To void/refund an **APX** payment, open an **APX Receive Payment** dialog:

1. Click **Void/Refund** in the footer to begin the process.

Receive Payment

Receipt to: 1 - General (APX Enabled) | Date: Today | Rcpt #: 1

Confirmation #: 11682754

Method: Credit Card Payment (APX) | AMEX X1004 : josse Carter | Add

Received from: josse Carter | Amount: 100.30 | Ref #: 11682754

Description: Payment on Account

✓	Inv#	Date	Client Matter	Billed	Balance	Payment	Rtnr. Avai	Apply Rtn	Distribution
					Totals	0.00	0.00	0.00	0.00

Unallocated payments will be applied as a General Retainer | 100.30 | Allocate Retainer to Files

josse Carter	Carter Vs Carter		1001/001
Billable	WIP Fees	0.00	General Retainer 100.30
AR:	WIP Expenses	0.00	Trust Balance 0.00

Void/Refund | Save & Close | Cancel

- APX will validate if the transaction can be void/refund and will determine if the transaction is in the voidable period or if it should be refunded.
2. One of the following prompts displays.
 - If a Credit Card transaction can be voided this is the first choice.

Amicus

Are you sure you wish to void this \$100.30 credit card transaction?

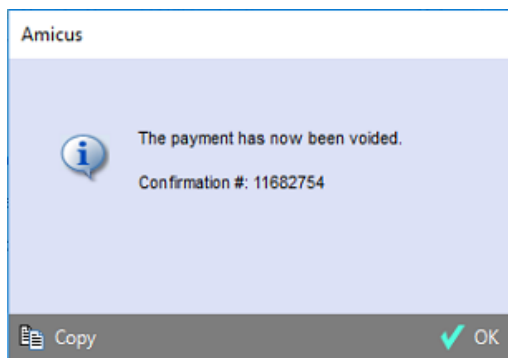
Yes | No

Amicus

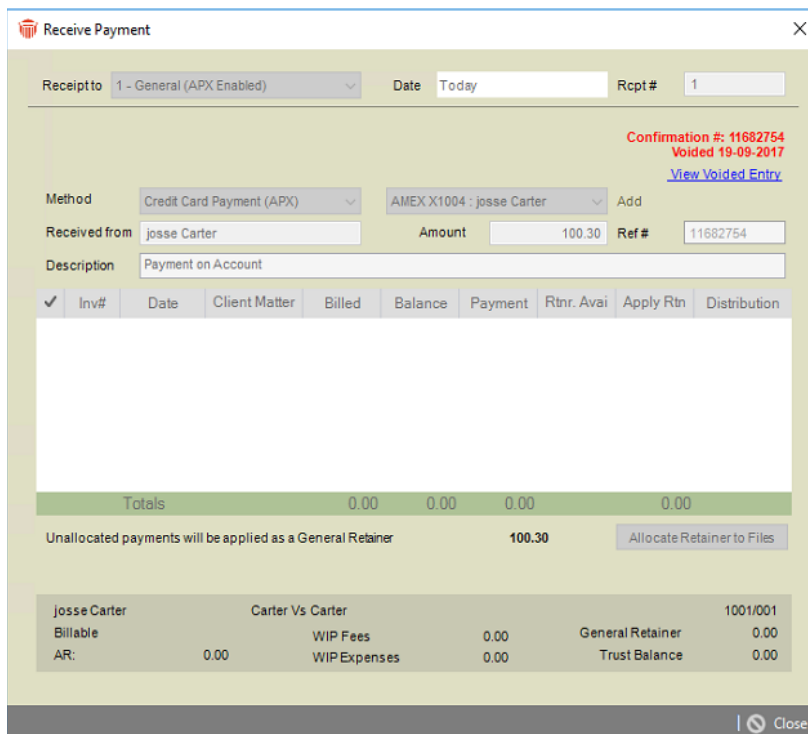
Are you sure you wish to refund this \$15.30 credit card transaction?

Yes | No

3. Click **Yes** to void/refund the transaction.
 - A message prompt displays informing you that "A payment may take up to 1 or more business days to be deposited into your bank account. The deposit cannot be verified at this time. Are you sure you wish to void/refund this ACH transaction?"
4. Click **Yes** to display a prompt with a **Confirmation #** informing you that your payment has now been voided/refunded.



5. Click **OK** to return to the **Receive Payment** dialog.



6. The **Confirmation #** is now red.
- The text Voided with the date when the transaction was voided appear underneath.
 - Click **View Voided Entry** to view the voided transaction.

7. Double-click on a **Client Matter ID** in the **Files** module to display the **File Details** window.

Date	Details	Reference #	Amount
Jun 07/21	Shirley Schmidt - General		-100.00
Time	(APX - Voided 06-06-2021) Payment on Account		

- The voided/refunded transaction displays with a strikethrough in the **Amount** column.



Notes:

- ACH transactions may take up to 5 days to process
- When an APX transaction cannot be voided a refund will be issued

Printing a Void/Refund Payment

Double click on a void/refund payment and select Print from the footer of a **Receive Payment** or **Trust Receipt** to view a printed copy with a water mark with **Void** for the void transaction and **Refund** for a refund transaction .

Reports

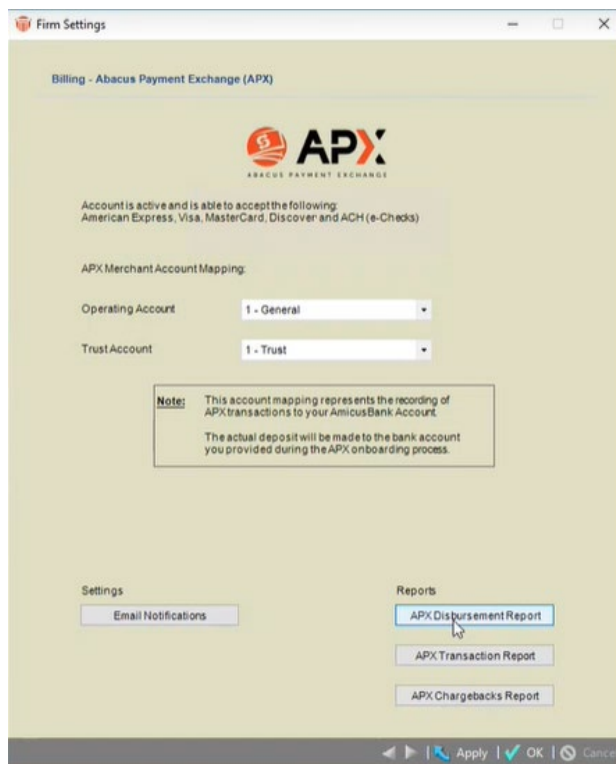
Voided and refunded transactions are included on **Cash Receipts** and Trust Bank Journal reports along with the original transaction.

APX Disbursement Report

The Disbursement Report makes it easy to see the breakdown of each transaction. This allows firms to easily reconcile funds that were collected through APX and disbursed into their bank accounts. It comes directly from APX and is accessible to Firm Administrators.

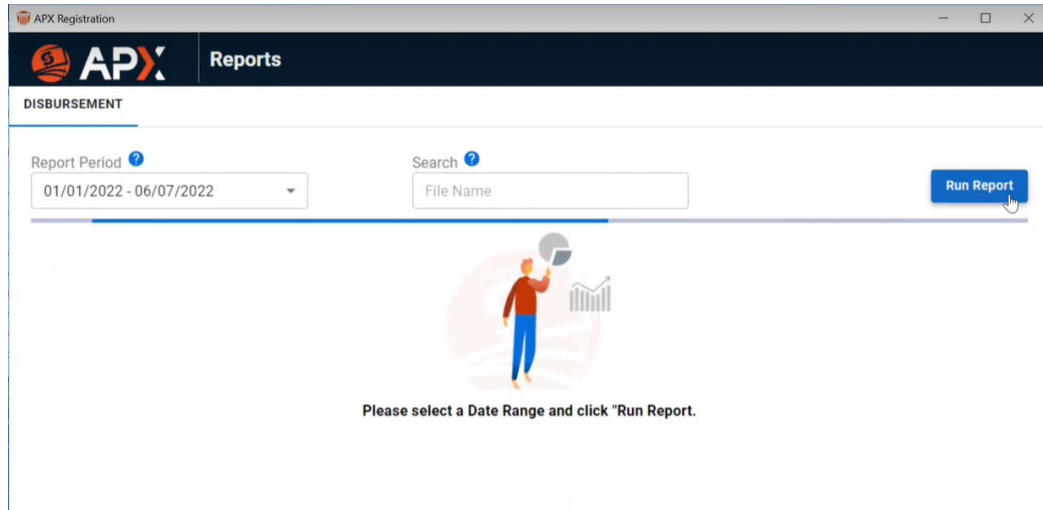
Disbursements can include customer payments, or amounts refunded to a customer. Nightly bank deposits can include funds from multiple transactions.

1. To view the Disbursement Report in Amicus Attorney, click on **APX** under the **Billing** section in the **Firm Settings** to display the following dialog.

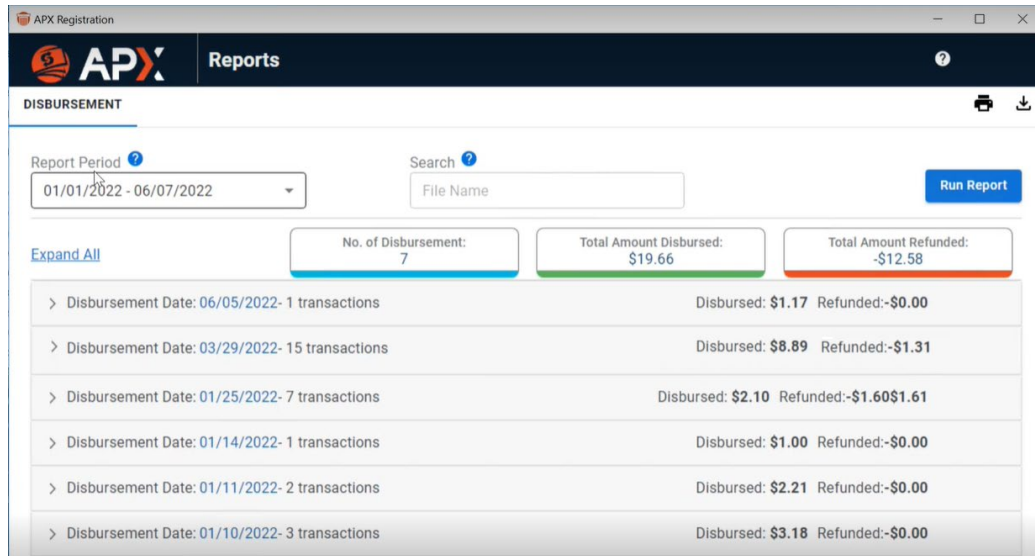


2. Click **APX Disbursement Report** to display an **APX Reports** window, which can be minimized and maximized using the controls at the top.

3. Select the **Report Period** from the drop down and then click **Run Report** to complete the report.

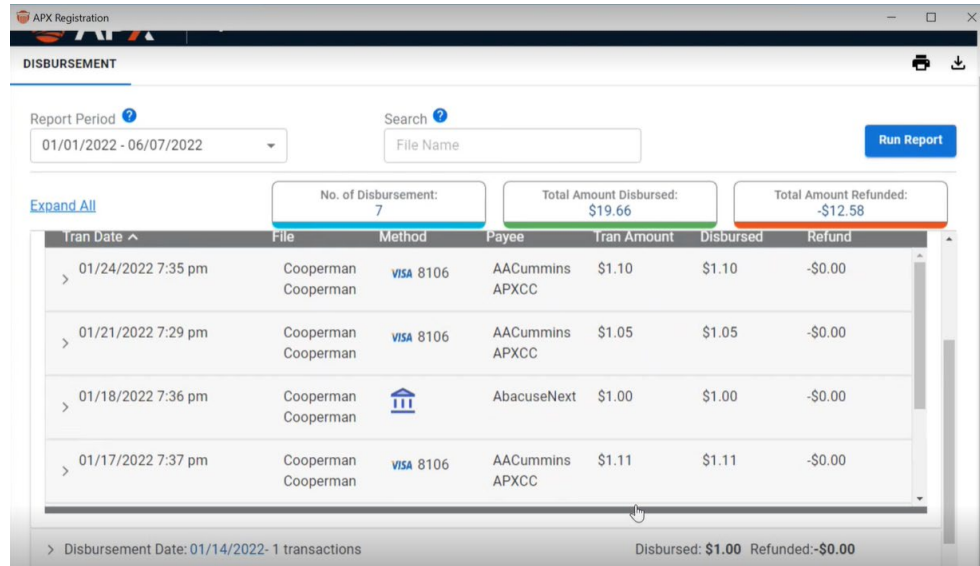


- A progress bar displays while the report is running, and shows when the report is complete.
4. The **Disbursement Report** displays with interactive fields. You can change the **Report Period** and/or enter **Search** criteria, then click **Run Report** to display another report.

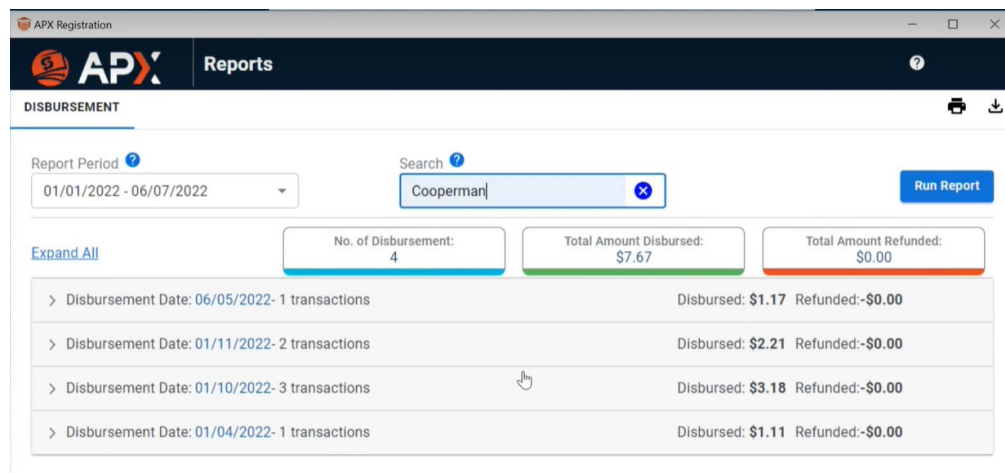


- The **No. of Disbursements**, **Total Amount Disbursed** and **Total Amount Refunded** displays clearly at the top of the report.

- Click **Expand All** to expand all the items in the report, or select the arrow to the left of an item to expand it and see the transactions for that item.



- Click the arrow to the left of the item to compress it back to the original report.
- You can filter a **Disbursement Report** by entering a full or partial client name, matter or file name in the **Search** field provided and click **Run Report**. Only items that match your search criteria display.



Pay Now

Firm Members can easily include a **Pay Now** link with emailed invoices that allows clients to easily pay their bills by credit card.

Pay Now emails are generated from the **Final Bill** screen during the **Create Bill** process or from the **Billing** module after the bill has been created.

A **Pay Now** email includes an embedded URL that clients can click on to easily make an APX payment.

Sending a Pay Now Request



Important: A firm must have APX enabled on the general bank account to send a **Pay Now** request from the **Billing** module.

To send an email with a **Pay Now** request

1. Go to the **Firm Settings** and select **Emailing Bills** under the **Billing** section to display the **Billing - Emailing Bills** dialog.

2. Click on the **APXPayNow Format** tab.
3. Select one of the following radio buttons from the **Cover Email** field.
 - Use Template
 - Use HTML Format
 - Use Simple Format
4. Click on the dropdown arrow in the **Select Template** field to select a template.

Firm Settings

Billing - Emailing Bills

Send Bill E-mails to Draft Folder

E-mail Bills turned on for new Files APX Request Turned on for new Files

When E-mailing Bills also print a paper copy

Standard E-mail Format **APXPayNow Format**

Cover Email Use Template Use HTML Format Use Simple Format

Select Template APX Cover E-mail for Bills

Subject Your Invoice No. <<Invoice #>> from <<Law Firm Name>>

Body

Dear <<Primary Attention Line>>

Thank you for giving us the opportunity to serve you.

Please find attached our account for services rendered, which we trust you will find in order.

Your current balance on the invoice is <<Billed Amount>>. Please remit payment at your earliest convenience.

For your convenience, we accept Visa, MasterCard, American Express, and Discover.

Click this link to pay online <<PayNow URL>>

Please do not hesitate to contact us if you have any questions.

Sincerely,

<<Law Firm Name>>

<< >> | Apply | OK | Cancel



Note: Check that the template defined in the **Firm Settings** for **APX-URL Format** has the URL variable included. If the URL is missing and you continue the client receives a standard e-mail without the **Pay Now** request.

Creating a Pay Now request from the Billing module

To create a **Pay Now** request:

1. Select the **Billing** module from the left navigation pane in the **BILLING** view.
2. Use the filters on the left to get a list of invoices you would like to send a **Pay Now** request email.
3. Select one outstanding invoice (one without a payment) or click on the checkbox to select multiple invoices.
4. Select the **Add Pay Now** payment request icon that becomes available to generate the **Pay Now** request email for each selected outstanding invoice with an URL embedded in the email.
5. Emails are sent to the draft folder or directly to the client based on the email selection in the **Firm Settings**.



Note: **Pay Now** request uses the email address defined on the file/matter **Bill** settings if this was setup, otherwise it uses the primary email address from the primary client on the file/matter.

Resending a Pay Now request

To resend a **Pay Now** request:

1. Select the **Billing** module from the left navigation pane in the **BILLING** view.
2. Use the filters on the left to get a list of invoices with a **Pay Now** request.
3. Select an invoice or invoices (use the checkbox to select multiple invoices) with a **Pay Now** request.
4. Select **Action > Resend Payment Request** to recreate and resend the email(s) with the existing URL(s).
5. Emails are sent to the draft folder or directly to the client based on the email selection in the **Firm Settings**.
 - A **Confirmation** message displays.
6. Click **Yes** to confirm resending the **Pay Now** request or **No** to return to the **Billing** module without sending the **Pay Now** request.

Deleting a Pay Now request

To delete a **Pay Now** request:

1. Select an invoice or invoices (use the checkbox to select multiple invoices) with a **Pay Now** request, the **Delete icon** becomes available.
2. Select the **Delete icon** to delete the **Payment Request(s)**.
3. Click **Yes** on the **Confirmation** message to delete the select payment request.

Receiving a payment from a Pay Now request

When a Pay Now request payment is successfully completed by your client using the embedded link from the email, the payment is automatically sent to your client file in Amicus and a notification email of the payment is sent to the responsible lawyer on the file.

Viewing a payment from a Pay Now request

To view a payment from a Pay Now request:

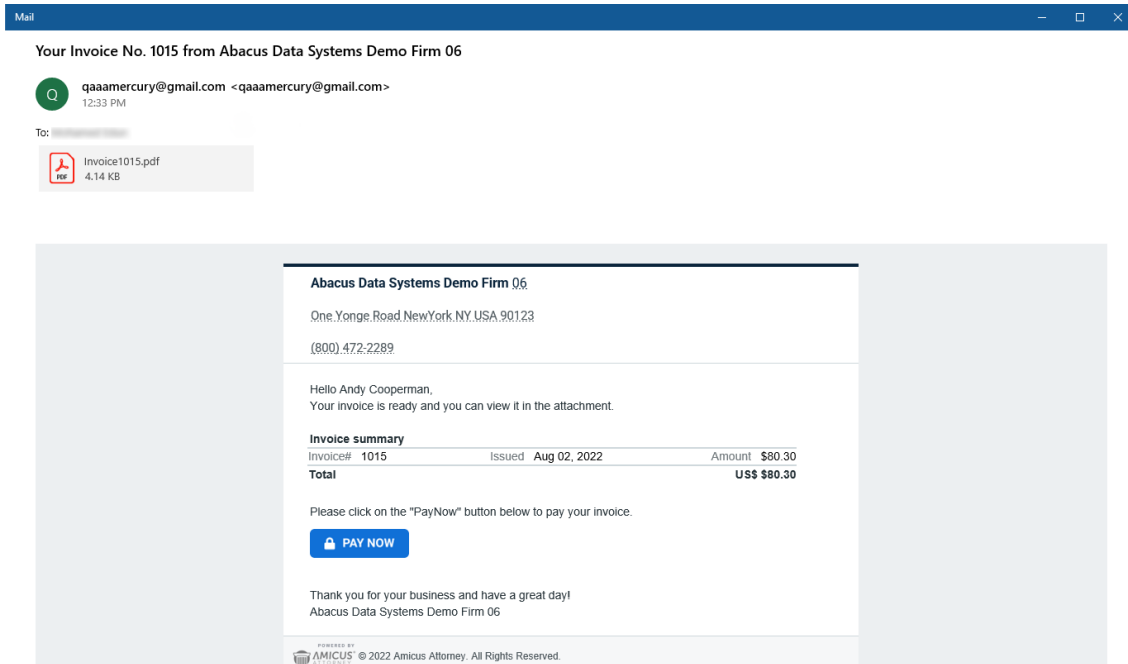
1. Open the client's file.
2. Click on **Bills** in the **Billing** view.
3. Click the **+** sign on the bill where the payment was applied to list the payment record.
4. Open the payment record and perform void/refund if necessary.



Note: The **Pay Now** link on the email is active for 90 days. After 90 days the link becomes invalid and the client will be directed to contact the firm for assistance. At this time, you will be able to create a new **Pay Now** request from the **Billing** module.

Paying a Pay Now Request

An email is sent to the user with the Invoice attached.



The following window displays when the **PAY Now** button is clicked from the body of the email.

The user selects the appropriate radio button under the **Payment Method** section or clicks the **+** plus icon to add a new APX Payment Method.

QAAPXv2 Corp
1 Yonge Street New York, NY 65805-1
8004722289

Invoice Summary

Invoice #	1058
Issued	09/17/2021
Amount	\$9.00
Total	USD9.00

Please fill out the following information to make a payment. All fields are required.

Billing Address

HEATHER GAVEL G
ONE YONGE STREET SIDEROAD ONE
CHICAGO NY 60696
gaheatherg@gmail.com

Payment Method

- Heather GGBank
ACH ...0021 | Personal Saving
- Heather GavelGown
MasterCard ...0007 | Expires 12 / 21
- H Gavel
ACH ...4123 | Personal Saving
- Heather G
Visa ...4242 | Expires 12 / 21

Payment Details

Total Payment Amount: **USD9.00**

PAY NOW

When you click 'Pay Now' button you are agreeing to charge the payment method as specified. An email receipt will confirm this payment

POWERED BY
APX © 2021 - AbacusNext, All Rights Reserved

After the **Payment Method** is selected the user clicks **PAY NOW**.

After the payment is processed a **Payment Successful** window displays.



- A link to **DOWNLOAD** the receipt displays at the bottom of the **Payment Successful** window.
- APX also sends an email notification to the client.

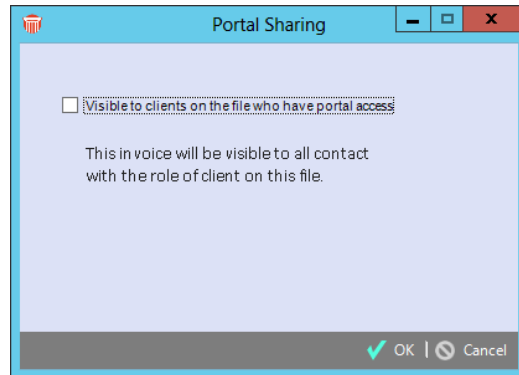
Client Portal Payment Options for APX

Invoices can be shared with all clients using the **Client Portal**, not just the Primary Client making it easier for you to get paid.

It is not necessary for the primary client to pay invoices. **Portal Payment Options for APX** allow for **All** portal users to add their own credit card or ACH information and pay via the portal.

To make invoices visible to all clients on a file:

1. Click the **Visible to clients on the file who have portal access** checkbox in the **Portal Sharing** window.



2. Click **OK**.

In the **Client Portal** the primary client, as well as non-primary clients can use the Payment Method associated with the login user or add a Payment Method to process a payment.

See Paying a Pay Now Request.



Note: The **Payment Method** is not saved when added by a non-primary client. However, the **Portal Activity** log and report is updated with the activity of the non-primary client.

New APX Portal to track payments

A new APX Portal is created as part of the Onboarding process.

APX 2.0 includes access to the new APX Portal where firms can get an even greater insight into their payment processing. New reports, charts and graphs allow you to track payments and monitor trends from an elegant dashboard with options to drill down for more details.

You will receive a link to the Account Portal in an email to get you started using the new APX Portal.

Afterwards, you can log into the Account Portal and drill down to see information about your payment processing, as well as any chargebacks.

The screenshot displays the APX Portal dashboard. At the top, there is a search bar and navigation icons for Messages, Notifications, Profile, and Log Off. The main content area is divided into several sections:

- Quick Charge:** A form with fields for Amount*, Address, City, Zip, Email, and Phone. A dropdown menu for 'Sale' and a 'Create new payment method' link are also present. A prominent purple 'PROCESS PAYMENT' button is at the bottom.
- Today's Sales:** A line graph showing sales from 12AM to 12PM, with a total of \$2.21.
- Account Balance:** Displays a balance of \$0.00 with a link to 'BALANCE DETAILS'.
- Sales & Refunds:** A section with a filter for 'Last 7 Days' and a value of \$0.01.
- Funds Snapshot:** A table showing processing history for 12/2/2021.

YTD DETAILS	TOTAL	COUNT
Sales	\$0.00	0
Refunds	\$0.00	0
Declines	\$0.00	0
Rejects	\$0.00	0
Disputes	\$0.00	0

APX Payment Method List

The **APX Payment Method List** allows for the selection of multiple clients. The report is available to users with access to the Firm's Reports (users with Amicus Admin access).

To run the **APX Payment Method List** report:

1. From the **Office** module on the ATTORNEY side, select **Firm Reports > People**.
2. Under **Advance Reports**, select **APX Payment Method List**.
3. Click on the client icon to select one or multiple clients or leave it blank for all clients.
4. Select the checkbox **Include expired Payment Method**, if you want to include both expired and non-expired payment method(s) with your report. The default is to have this option unchecked.
5. Click on **Run** to generate the report.

Gavel Law Firm				
Payment Method List as of Oct 18th, 2021				
Client Name	Type	Account	Account Name	Expiry
Jay Dee	Master Card (Default)	X1110	Jacki Dee	11/2025
Larry Grey	AMEX	X1002	Larry Grey	11/2025
	Checking	X8382	Larry Grey	
	VISA (Default)	X1005	Larry Grey	11/2025

When the APX Payment Method List is generated:

- All payment methods for selected client(s) are included in the list.
- When no specific client is selected, the report is run for all clients.
- The default payment method is indicated in the **Type** column.

The APX Payment Method List report contains the **Firm Name**, as of today's date, the list of payment methods grouped by clients.

APX Recurring Payments

APX Recurring Payments allow you to schedule future payments from your clients using credit card or ACH on predefined intervals.

The following APX Recurring Payment Schedules can be defined.

Payment Schedule type	Number of occurrences	Date/Day (for 1 st payment)
Single*	1	Specified date
Weekly	n	Day of week
Bi-Weekly	n	Day of week
Monthly	n	Day of month
Quarterly	n	Day and month selection

* Use the Single payment schedule for postdated credit card or ACH payment.

APX Recurring Payment schedules are associated with open billable file/matter. Amicus allows you to create, cancel or delete an APX Recurring Payment schedule for both the General Bank Account and Trust Bank Account.

The APX Recurring Payment schedules process APX payments based on the defined recurring period. The schedules are available to *Billing Users* and are available only after APX has been configured for your firm. See *Setting up APX*.

Multiple payment schedules can be created for the same file.

Requirements

Firms must have the BILLING-side enabled.

- Firms must be APX enabled.
- *Billing Supervisors* will have full access to APX Recurring Payments.
- *Billing User* access will be based on the user's access to *Receive Payment* and *Trust Receipt*.

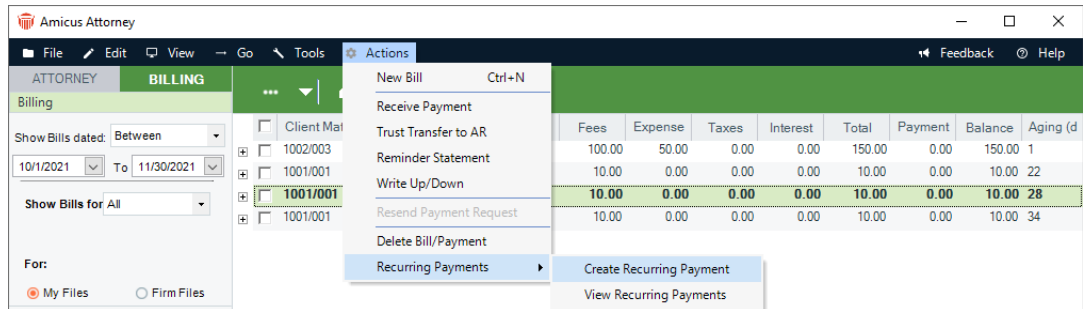
This feature can be accessed from:

- The *Action* menu of the *File Details*, *Billing* and *Trust* modules.
- Or, the *Recurring Payment Schedule Icon* on *File Details*, and *Billing* and *Trust* modules.

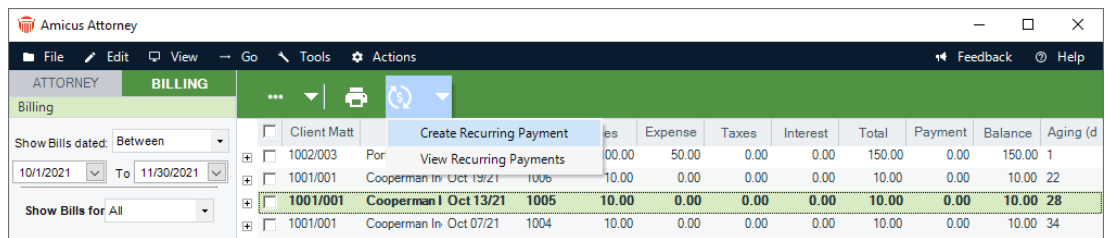
Creating a New Payment Schedule

To create a New Payment Schedule:

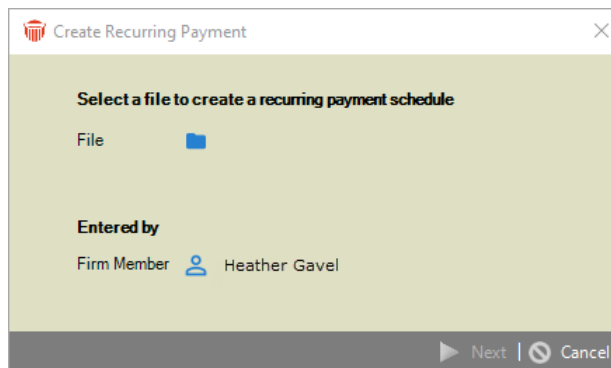
1. Select *Recurring Payments > Create Recurring Payments* from the *Action* menu.



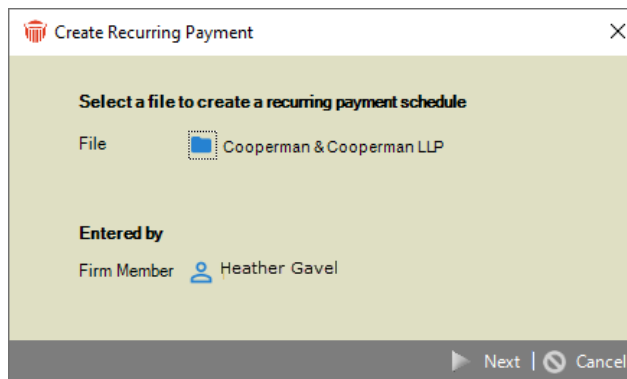
Or, click the *Recurring Payment Icon* on the *File Details*, *Billing Module* or *Trust Module* and select *Create Recurring Payments*.



2. The *Create Recurring Payment* window displays.



3. Click the *File icon* to display the *Select File* window. Select a file and click **OK**. The file name displays in the *File* field.



- Click **Next** to display the *New Recurring Payment Schedule*.

The screenshot shows the APX Recurring Payments interface. A modal window titled "New Recurring Payment Schedule" is open, displaying the following fields and values:

- File:** Cooperman & Cooperman LLP
- Payment Method:** ACH...1533 (Cooperman Escrow)
- Deposit to:** Operating (General)
- Recurring Type:** (Dropdown menu)
- Total Amount:** \$ 0.00
- Recurring Amount:** \$ 0.00
- Start Date:** (Calendar control)
- End Date:** (Calendar control)
- Occurrences:** (Dropdown menu)
- Description:** (Text field)
- Entered By:** Heather Gavel
- Email notice to internal users:** hgavel@gmail.com

Buttons for "Close" and "Create Schedule" are visible at the bottom of the modal.

- Complete the following fields:

- The *Payment Method* field is populated if the primary client on the selected file has a default payment method. Keep the default or select an alternate from the dropdown menu if the primary client has multiple payment methods.
- Select either *Operating (General)* or *Trust* from the dropdown menu in the *Deposit to* field.
- Select a *Recurring Type* from the dropdown menu.

The dropdown menu for "Recurring Type" is open, showing the following options:

- Single
- Weekly
- Monthly
- Bi-weekly
- Quarterly

- Enter an amount in the *Total Amount* field or the *Recurring Amount* field. APX will calculate the amount for the other field.
- Select a date from the calendar controls in the *Start Date*.
- Select the *End Date* from the calendar controls or a value in the *Occurrences* field. APX will calculate the value for the other field.
- Enter a description of the *New Payment schedule* in the *Description* field.
- The *Entered By* field is populated with the name of the firm member creating the *New Recurring Payment Schedule*.

- The *Email notice to internal users* is populated with the email of the firm member creating the *New Recurring Payment Schedule*. You can also enter up to 10 email addresses, separated by commas.

6. Click **Create Schedule**. Your newly created schedule is added to the list of existing recurring payment schedules.

File	Recurring	Occur.	Start Date	Next Pymt.	Total Amt.	Period. Amt.	Status
Cooperman & Cooperman LLP	Monthly	0 / 3	11-11-2021	11-11-2021	900.00	300.00	Not Started
Cooperman & Cooperman LLP	Bi-weekly	0 / 6	11-19-2021	11-19-2021	1200.00	200.00	Not Started
Cooperman & Cooperman LLP	Monthly	1 / 2	11-10-2021	12-10-2021	30.00	15.00	Active
Cooperman & Cooperman LLP	Monthly	1 / 3	11-08-2021	12-08-2021	150.00	50.00	Active
Cooperman & Cooperman LLP	Bi-weekly	1 / 2	11-08-2021	11-22-2021	16.50	8.25	Active
Cooperman & Cooperman LLP	Single	1 / 1	11-09-2021	-/-	2.75	2.75	Completed
Cooperman & Cooperman LLP	Weekly	1 / 2	11-08-2021	11-15-2021	2.00	1.00	Active
Cooperman & Cooperman LLP	Single	1 / 1	11-06-2021	-/-	1.75	1.75	Completed
Cooperman & Cooperman LLP	Single	1 / 1	10-23-2021	-/-	10.00	10.00	Completed

Total Charged **\$88.75** Total Remaining **\$2224.25** Total Amount **\$2313.00** 9 Item(s)

7. Click the **X** at the top right of the *Recurring Payments* window to return to the *Billing* module.



Notes:

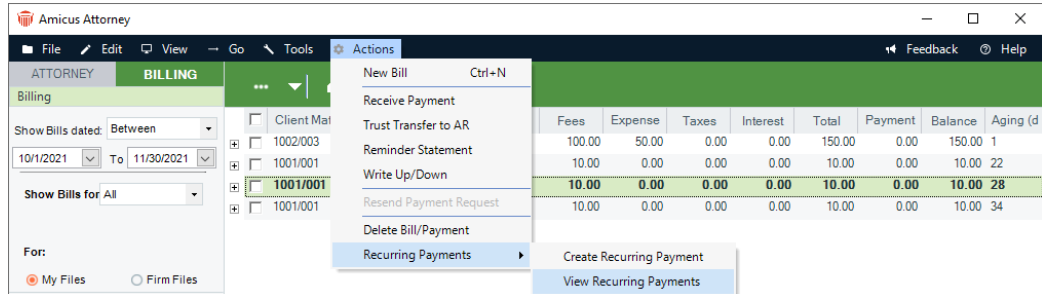
- APX payments are processed on the *Recurring Payment* schedule dates.
- An email notification is sent to the firm member's email address listed on the *Recurring Payment* schedule.
- *Recurring payments* are automatically updated to the file/matter associated with the *Recurring Payment* schedule.
- For *Recurring Payments* to the General Bank Account, payments are first applied to any outstanding invoices at the time of the payment, and any remaining payments are allocated to the General Retainer.
- For *Recurring Payments* to the Trust Account, a trust receipt is recorded on the file/matter associated with the *Recurring Payment* schedule.

Editing an APX Recurring Payment

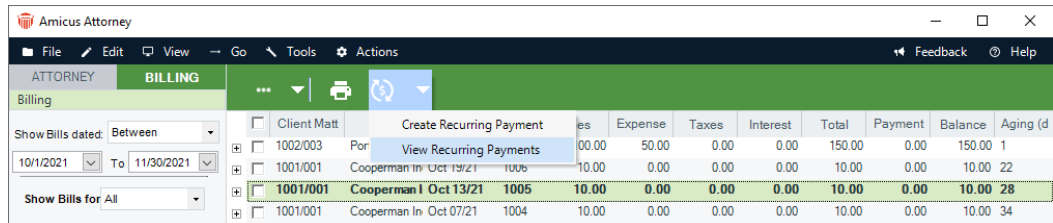
You can open an *APX Recurring Payment* schedule dialog and change the description, payment method and email address.

To edit a *Recurring Payment Schedule*:

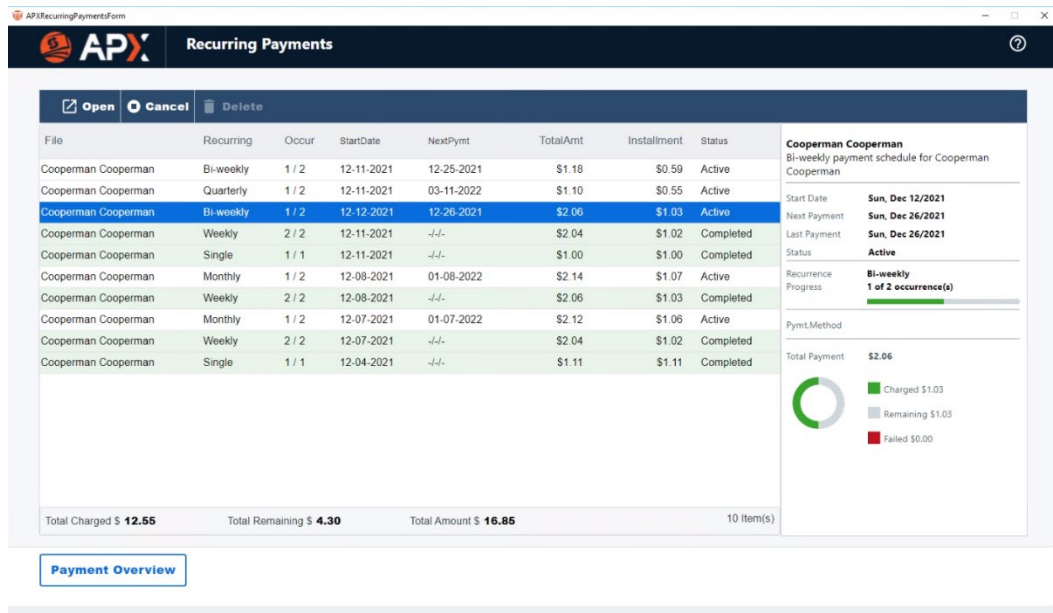
1. Select *Recurring Payments > View Recurring Payments* from the Action menu.



Or, click on the *Recurring Payment Icon* on the *File Details*, *Billing Module* or *Trust Module* and select *View Recurring Payments*.



2. The *Recurring Payment* window displays with details on the right-hand side including a dashboard with options to drill down for more details.





Notes: When selecting *Recurring Payment* from the File Details, the existing *Recurring Payment schedule* associated with the current file displays. However, selecting *Recurring Payment* from the *Billing* and *Trust* modules will list *Recurring Payment schedules* for all files.

3. Select a recurring payment from the list and click **Open** to view the *Recurring Payment Schedule*.

The screenshot shows a web application window titled 'APXRecurringPaymentsForm'. A modal window titled 'Recurring Payment Schedule' is open, showing a form with the following fields and values:

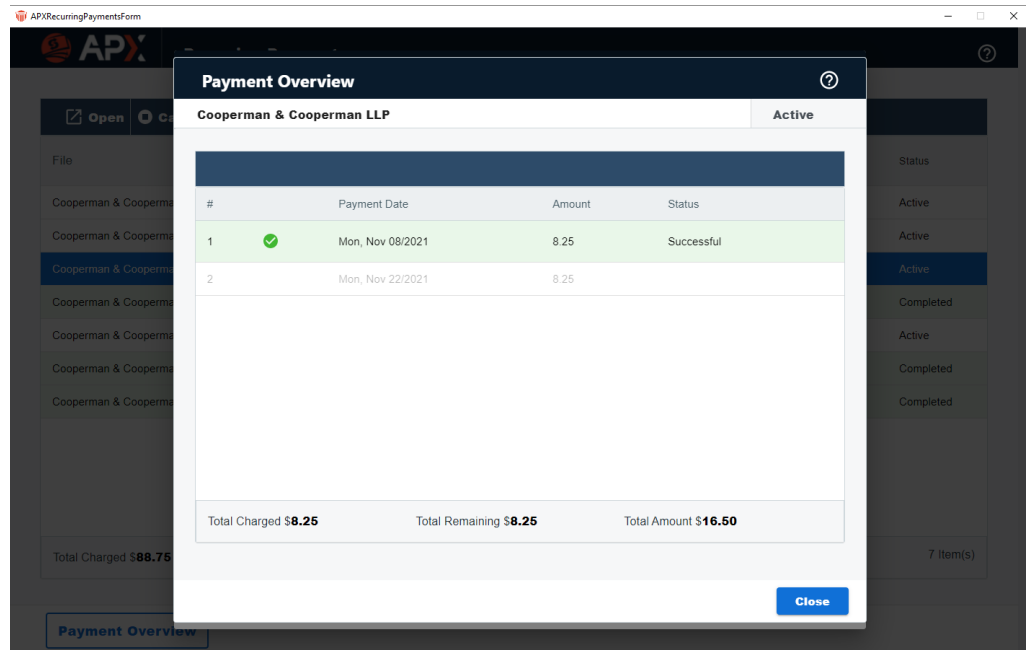
- File:** Cooperman & Cooperman LLP
- Payment Method:** Visa... 4242 (Cooperman Cooperman)
- Deposit to:** Operating (General)
- Recurring Type:** Bi-weekly
- Total Amount:** 16.50
- Recurring Amount:** 8.25
- Start Date:** 11/08/2021
- End Date:** 11/22/2021
- Occurrences:** 2
- Description:** Bi-weekly -Monday- payment schedule for Cooperman & Cooperman LLP
- Entered By:** Amicus User
- Email notice to internal users:** Anywhere1@aaa.com,qaheather@gmail.com

Buttons at the top of the modal include 'Save', 'Cancel', 'Delete', and 'Active'. At the bottom, there are 'Payment Overview' and 'Close' buttons. The background shows a list of files with an 'Open' button highlighted in red.

4. Click in the *Payment Method* field and select another option from the dropdown menu to change the payment method. You may also click in the *Description* field and enter a new description or click in the *Email notice to internal users* to enter a new email. The other fields are non-editable.

Payment Overview

1. Click *Payment Overview* to view your *Recurring Payments* for the selected file.

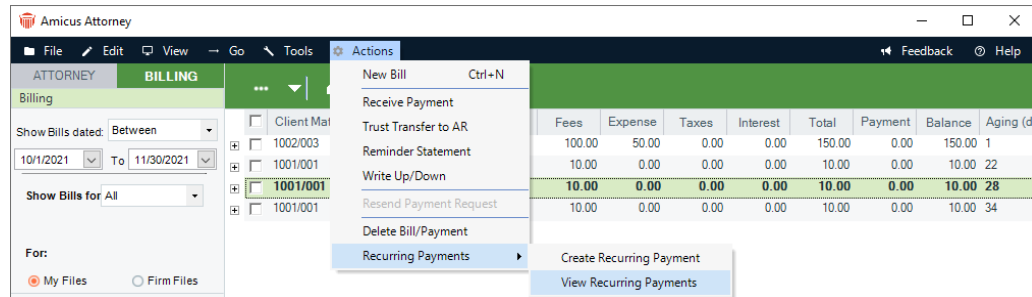


2. Click **Close** to return to the *Recurring Payment* window.

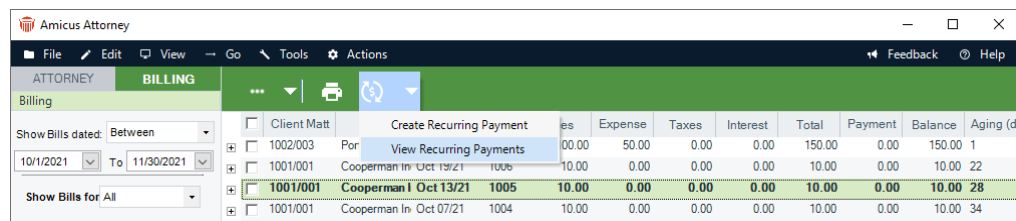
Canceling an APX Recurring Payment

You can cancel an *APX Recurring Payment schedule* up until the day before the process date.

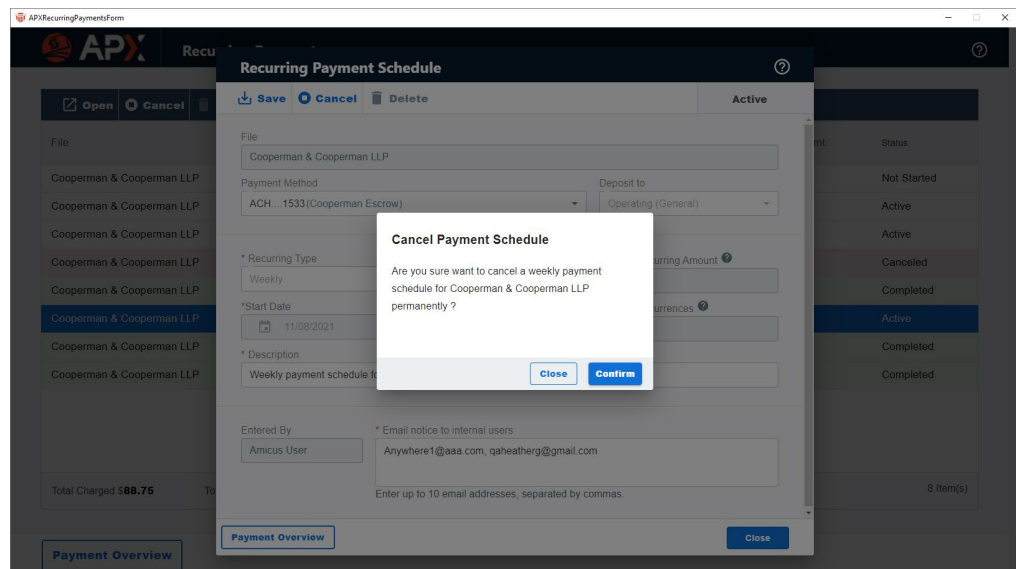
1. Select *Recurring Payments > View Recurring Payments* from the *Action* menu



Or, click on the Recurring Payment Icon on the File Details or Billing Module or Trust Module and select View Recurring Payments.



2. The *Recurring Payment* window displays. Select an *Active Recurring Payment icon* and click **Open** to display the *Recurring Payment Schedule*.
3. Click **Cancel** from the taskbar to display a *Cancel Payment Schedule* prompt.



- Click **Close** to return to the *Recurring Payments* window or **Confirm** to cancel the payment schedule.

File	Recurring	Occur	Start Date	Next Pymt.	Total Amt.	Period Amt.	Status
Cooperman & Cooperman LLP	Bi-weekly	0 / 6	11-19-2021	11-19-2021	1200.00	200.00	Not Started
Cooperman & Cooperman LLP	Monthly	1 / 2	11-10-2021	12-10-2021	30.00	15.00	Active
Cooperman & Cooperman LLP	Monthly	1 / 3	11-08-2021	12-08-2021	150.00	50.00	Active
Cooperman & Cooperman LLP	Bi-weekly	1 / 2	11-08-2021	11-22-2021	16.50	8.25	Canceled
Cooperman & Cooperman LLP	Single	1 / 1	11-09-2021	-/-	2.75	2.75	Completed
Cooperman & Cooperman LLP	Weekly	1 / 2	11-08-2021	11-15-2021	2.00	1.00	Active
Cooperman & Cooperman LLP	Single	1 / 1	11-06-2021	-/-	1.75	1.75	Completed
Cooperman & Cooperman LLP	Single	1 / 1	10-23-2021	-/-	10.00	10.00	Completed

Total Charged **\$88.75** Total Remaining **\$1324.25** Total Amount **\$1413.00** 8 Item(s)

[Payment Overview](#)



Note: The Payment Schedule is permanently canceled. To resume a payment schedule, you must Creating a New Payment Schedule.

Deleting an APX Recurring Payment



Note: An APX Recurring Payment schedule can only be deleted prior to the scheduled *Start Date* or if there are currently no successful payments on the schedule.

To delete a *Recurring Payment Schedule*:

1. Select Recurring Payments > View Recurring Payments from the Action menu.

The screenshot shows the Amicus Attorney interface. The 'Actions' menu is open, and 'View Recurring Payments' is selected. The background shows a billing table with columns for Fees, Expense, Taxes, Interest, Total, Payment, Balance, and Aging (d).

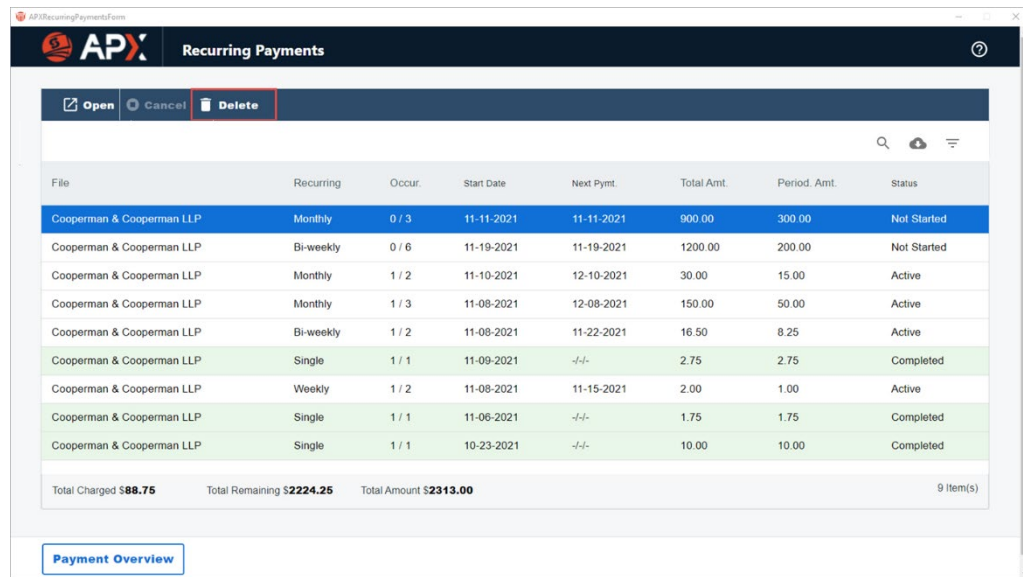
Fees	Expense	Taxes	Interest	Total	Payment	Balance	Aging (d)
100.00	50.00	0.00	0.00	150.00	0.00	150.00	1
10.00	0.00	0.00	0.00	10.00	0.00	10.00	22
10.00	0.00	0.00	0.00	10.00	0.00	10.00	28
10.00	0.00	0.00	0.00	10.00	0.00	10.00	34

Or, click on the Recurring Payment Icon on the File Details or Billing Module or Trust Module and select View Recurring Payments.

The screenshot shows the Amicus Attorney interface with the Recurring Payments table visible. The table has columns for Client, Description, Fees, Expense, Taxes, Interest, Total, Payment, Balance, and Aging (d).

Client	Description	Fees	Expense	Taxes	Interest	Total	Payment	Balance	Aging (d)
1002/003	Por	00.00	50.00	0.00	0.00	150.00	0.00	150.00	1
1001/001	Cooperman In Oct 13/21	10.00	0.00	0.00	0.00	10.00	0.00	10.00	22
1001/001	Cooperman I Oct 13/21	10.00	0.00	0.00	0.00	10.00	0.00	10.00	28
1001/001	Cooperman In Oct 07/21	10.00	0.00	0.00	0.00	10.00	0.00	10.00	34

2. The Recurring Payment window displays.



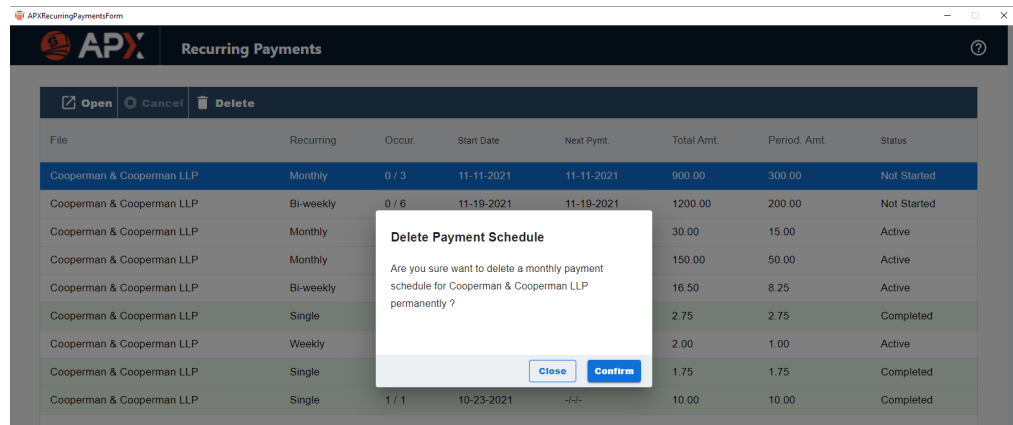
The screenshot shows the 'Recurring Payments' window in the APX software. At the top, there are buttons for 'Open', 'Cancel', and 'Delete'. Below is a table with columns: File, Recurring, Occur., Start Date, Next Pymt., Total Amt., Period. Amt., and Status. The table lists several payment schedules for 'Cooperman & Cooperman LLP'. At the bottom, there is a summary row: 'Total Charged \$88.75', 'Total Remaining \$2224.25', 'Total Amount \$2313.00', and '9 Item(s)'. A 'Payment Overview' button is located at the bottom left.

File	Recurring	Occur.	Start Date	Next Pymt.	Total Amt.	Period. Amt.	Status
Cooperman & Cooperman LLP	Monthly	0 / 3	11-11-2021	11-11-2021	900.00	300.00	Not Started
Cooperman & Cooperman LLP	Bi-weekly	0 / 6	11-19-2021	11-19-2021	1200.00	200.00	Not Started
Cooperman & Cooperman LLP	Monthly	1 / 2	11-10-2021	12-10-2021	30.00	15.00	Active
Cooperman & Cooperman LLP	Monthly	1 / 3	11-08-2021	12-08-2021	150.00	50.00	Active
Cooperman & Cooperman LLP	Bi-weekly	1 / 2	11-08-2021	11-22-2021	16.50	8.25	Active
Cooperman & Cooperman LLP	Single	1 / 1	11-09-2021	-/-	2.75	2.75	Completed
Cooperman & Cooperman LLP	Weekly	1 / 2	11-08-2021	11-15-2021	2.00	1.00	Active
Cooperman & Cooperman LLP	Single	1 / 1	11-06-2021	-/-	1.75	1.75	Completed
Cooperman & Cooperman LLP	Single	1 / 1	10-23-2021	-/-	10.00	10.00	Completed

Total Charged **\$88.75** Total Remaining **\$2224.25** Total Amount **\$2313.00** 9 Item(s)

[Payment Overview](#)

3. Select the *Recurring Payment schedule* you wish to delete and click **Delete** in the taskbar. A prompt displays asking if you are sure you want to delete the payment schedule.



The screenshot shows the same 'Recurring Payments' window as above, but with a dialog box open over the second row. The dialog box is titled 'Delete Payment Schedule' and contains the text: 'Are you sure want to delete a monthly payment schedule for Cooperman & Cooperman LLP permanently?'. There are 'Close' and 'Confirm' buttons at the bottom of the dialog box.

File	Recurring	Occur.	Start Date	Next Pymt.	Total Amt.	Period. Amt.	Status
Cooperman & Cooperman LLP	Monthly	0 / 3	11-11-2021	11-11-2021	900.00	300.00	Not Started
Cooperman & Cooperman LLP	Bi-weekly	0 / 6	11-19-2021	11-19-2021	1200.00	200.00	Not Started
Cooperman & Cooperman LLP	Monthly	1 / 2	11-10-2021	12-10-2021	30.00	15.00	Active
Cooperman & Cooperman LLP	Monthly	1 / 3	11-08-2021	12-08-2021	150.00	50.00	Active
Cooperman & Cooperman LLP	Bi-weekly	1 / 2	11-08-2021	11-22-2021	16.50	8.25	Active
Cooperman & Cooperman LLP	Single	1 / 1	11-09-2021	-/-	2.75	2.75	Completed
Cooperman & Cooperman LLP	Weekly	1 / 2	11-08-2021	11-15-2021	2.00	1.00	Active
Cooperman & Cooperman LLP	Single	1 / 1	11-06-2021	-/-	1.75	1.75	Completed
Cooperman & Cooperman LLP	Single	1 / 1	10-23-2021	-/-	10.00	10.00	Completed

- Click **Close** to cancel the deletion and return to the Recurring Payments window or **Confirm** to delete the payment schedule.

File	Recurring	Occur.	Start Date	Next Pymt.	Total Amt.	Period. Amt.	Status
Cooperman & Cooperman LLP	Bi-weekly	0 / 6	11-19-2021	11-19-2021	1200.00	200.00	Not Started
Cooperman & Cooperman LLP	Monthly	1 / 2	11-10-2021	12-10-2021	30.00	15.00	Active
Cooperman & Cooperman LLP	Monthly	1 / 3	11-08-2021	12-08-2021	150.00	50.00	Active
Cooperman & Cooperman LLP	Bi-weekly	1 / 2	11-08-2021	11-22-2021	16.50	8.25	Active
Cooperman & Cooperman LLP	Single	1 / 1	11-09-2021	---	2.75	2.75	Completed
Cooperman & Cooperman LLP	Weekly	1 / 2	11-08-2021	11-15-2021	2.00	1.00	Active
Cooperman & Cooperman LLP	Single	1 / 1	11-06-2021	---	1.75	1.75	Completed
Cooperman & Cooperman LLP	Single	1 / 1	10-23-2021	---	10.00	10.00	Completed

- The APX Recurring Payment schedule is deleted from the list of current *Recurring Payments*.

Viewing an APX Recurring Payment

Payments from a *Recurring Payment Schedule* are posted to the associated files/matters as an APX payment.

Recurring payments posted to the *General Bank Account* are recorded as *Receive Payment* (if the payment was applied to invoice(s)) or as a *General Retainer* if it was not applied to an invoice.

Recurring payments posted to the *Trust Bank Account* are recorded as *Trust Receipts*.

Double-click the transaction to open it and view the *Recurring Payment*.

The screenshot displays the software interface for Cooperman & Cooperman LLP. The main window shows a list of transactions under 'All Transactions'. A transaction on Nov 10/21 for 'Cooperman Inc.: Ret (APX) Payment on Account' with an amount of 15.00 is highlighted. A detailed view of this transaction is open, showing it is a 'Receive Payment' with a confirmation number of A1000855. The payment method is 'Credit Card Payment (APX)' from 'Cooperman Inc.' for an amount of 15.00. The description is 'Payment on Account'. Below the transaction details is a table with columns: Inv#, Date, Client Matter, Billed, Balance, Payment, Rtnr. Avai, Apply Rtn, and Distribution. The table shows a total of 15.00 for 'Unallocated payments will be applied as a General Retainer'. At the bottom, there is a summary table for 'Cooperman Inc.' and 'Cooperman & Cooperman LLP' with columns for Billable, WIP Fees, WIP Expenses, General Retainer, and Trust Balance.

Inv#	Date	Client Matter	Billed	Balance	Payment	Rtnr. Avai	Apply Rtn	Distribution
				0.00	0.00	0.00	0.00	0.00
Totals				0.00	0.00	0.00	0.00	0.00

Cooperman Inc.		Cooperman & Cooperman LLP		1001/002
Billable		WIP Fees	0.00	General Retainer 1,849.00
AR:	0.00	WIP Expenses	0.00	Trust Balance 2.00

The APX payment transaction is displayed with the confirmation number of the APX payment.



Note: This *Recurring Payment* is an APX transaction and can be Voided or Refunded.

Email Notifications after receipt of payment

An email notification is sent to the customer's email that contains receipt of payment.

Payment Receipt	\$100.00
RE: AA File V - NB Heather Gavel One Yonge Street San Diego, CA M7H5HT	
Payment Summary	
Amount Paid:	\$100.00
Payment Method:	Visa
Auth Code:	A11111
Card/Account number:	x0086
Payment Date:	July 17, 2021 4:01
Transaction ID:	2693986

This is an automated message. Please do not reply.



An email is also sent to the firm member after the final payment of Recurring Credit Card Payments is received.

Final Payment of Recurring Credit Card Payments [Inbox x](#)

info@abacuspayoutexchange.com via sendgrid.net
to [redacted]

The final payment of Weekly recurring credit payment for \$100.00 on AA File V - NB has been successfully processed on 7/17/2021*.

Summary of Recurring Credit Card Payment:

Type:	Weekly
Payment Method:	Visa xxxx0086
Status:	Completed
First Payment Date:	2021-07-17
Last Payment Date:	2021-07-17
Number of Payments:	1
Periodic Payment:	\$100.00
Total Payment:	\$100.00

Sincerely,
Abacus Payment Exchange

This is an automated notification. Please do not reply.



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