



AMICUS
ATTORNEY

BILLING USER GUIDE

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Main Topics

This Help explains how to use Amicus Billing. It supplements the basic Amicus instructions provided in the *Amicus Attorney User Help*.

Topic	Description
Welcome	About this Help and What's New
Getting Around	Log into Amicus, and exit. Use the Amicus Navigation Pane, modules, and Billing Home screen.
Setting Up Your Office	Customize your Amicus Office (preference settings).
Dailies	Stay informed by viewing today's billing reminders and the Billing Manger.
Files	Manage activities related to your client matter files.
Clients	Manage details on the clients you work with. View, share and pay invoices in the Client Portal.
Time, Fees, and Expenses	Manage your billable and non-billable time spent and the client expenses accrued.
Trust	Manage your client trust funds.
Billing	View and create client file bills, enter bill payments, do bill write-ups/downs, and generate reminder statements.
Reports	Run reports. Customize reports and templates.
APX (Abacus Payment Exchange)	A payment solution that uses a single platform to process Credit Card and ACH payments.
Keyboard Shortcuts	Use <CTRL> and Function keys to navigate and work more quickly.
Third-Party Links	Link with QuickBooks.

Welcome

Welcome to Amicus Billing!

Amicus Billing adds *billing, collections, and trust capabilities* to Amicus. It makes Amicus a complete practice management solution that manages both the professional and business side of your practice.

Amicus Billing is a separately licensed component. If you would like to add this powerful billing solution to your Amicus Office, contact the Amicus Sales Office.

About this Help

This [Billing User Help](#) explains in detail how to use the many features of Amicus Billing. It supplements the basic Amicus instructions provided in the [Amicus User Help](#).

It is imperative that those who are designated as Administrators read the [Amicus Billing Administrator Help](#) for details of customizing Amicus Billing, and the [Amicus Attorney Administrator Help](#) for details on *basic customization, managing users, importing information, and administering* the database.

Definitions

- **Billing User** is a Firm Member who has access to the Billing modules and functions.
- **Billing Supervisor** is a *Billing User* who has Billing access to all Billing modules and all Files and Clients.
- **Amicus Administrator** has access to firm setup (both basic and Billing-related) and administrator functions and utilities.

Document Conventions

The following typographical conventions are used in the documentation:

- Text that you should enter exactly as printed is shown in Courier font, e.g. 3/28/2022 .
- Keys that you press are shown in uppercase within angle brackets, e.g. <DELETE>.

What's new

We are excited to announce the following enhancements in Amicus Billing:

August 2022

APX (Abacus Payment Exchange) Test Transaction

Onboard to APX and receive a \$5 gift to see for yourself how funds flow through the portal and into your bank account.

APX Disbursement Report

The new APX Disbursement Report comes directly from APX. It allows you to view funds that were collected from APX and disbursed into your bank account. You can select a Report Period and/or enter search criteria to filter the report.

Expanded Email Settings for APX

The new APX Email Settings options gives greater control over how internal firm members are notified about APX transactions. Enable or disable specific notifications and adjust distribution lists so the right team members are kept informed. This could include failed payments, refunds, voids, recurring payments and more.

Removing APX Payment Methods via the Client Portal

A new Remove button allows clients to have greater self-serve options by being able to delete their own APX payment methods. A payment method cannot be deleted if it is tied to a recurring payment schedule.

Removing APX Payment Methods via PayNow

Clients who are sent a PayNow link allowing them to quickly pay their invoices can now manage their own saved payment methods. Payment methods that are tied to a recurring payment schedule cannot be deleted.

Bills can now be exported to a single PDF

Saving multiple draft bills to a single pdf file makes it easier to share multiple bills for review before they are finalized. This same capacity extends to finalized bills should you wish to save them as a single PDF.

New features have been added to the Tutorial Office

You can now use sample data provided in the Tutorial Office to create bills and run most reports.

February 2022

Introducing Abacus Payment Exchange (APX) 2.0

APX 2.0 takes secure credit card and ACH payment processing to another level. Firms already using APX will appreciate the significant improvements. New users will benefit from the accelerated Onboarding Experience, which will get them up and running in APX 2.0 within minutes!

Seamless Integration

Abacus Payment Exchange is fully integrated within Amicus Attorney. It streamlines your billing and collections by taking care of your credit card and ACH payment processing needs. This allows you to focus more energy on your practice. Designed for law firms, APX handles both operating and trust account transactions and ensures trust deposits remain whole. There is no duplicate entries of information into multiple systems..

Updated Interface

Key improvements have been introduced to the look and feel of the APX 2.0 platform. Forms for entering credit card and banking information have an improved usability for both firm members and clients using the Client Portal. Even the onboarding screens have been updated to make it easier for new firms to start using the system. Ease-of-use improvements abound..

New PayNow Email Templates

The PayNow capability lets you email payment links with your invoices to clients so they can quickly pay their bills. This capability dramatically reduces the collection time for firms. The new HTML payment request template ensures a more professional look and feel when sending PayNow links to your clients. The elegant new design is great right out of the box, but firms can also customize the look and feel of the payment request template with any HTML editor.

Improved Pay Now Customer Experience

Clients who receive a PayNow request email will also appreciate an improved experience. Clients can view the details about their invoices and outstanding payments, and easily add new credit card or ACH details to pay their bills. They can also save card or account details for use on future payments to speed up transactions.

New APX Portal to track payments

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.

Improved APX Reporting

The updated APX Transaction Report makes reconciliations much easier since it now references the Client Name, Matter ID and File Name. There is no need to run reports from multiple sources. All the information you need is contained in the APX transaction report, and available at your fingertips!.

Simple Onboarding

APX 2.0 includes access to the new APX Portal where firms can get an even greater insight into their payment processing. New reports, chWhen you decide to make the move to APX 2.0, the Onboarding process is a breeze. You do not have to wait for approval. Firms can start processing payments immediately after signup. The 2-3 business day wait times are a thing of the past. Sign up today so you can start taking advantage of APX 2.0!

New Recurring Payments

Amicus now leverages the power of APX 2.0 to support recurring payment options that schedule payment processing. With weekly, bi-weekly, monthly and quarterly options, you are in control of when payments should be made. You can even do one-off scheduled payments for a later date, that does not require a recurrence pattern. Payments can be made to operating or trust accounts as needed.

June 2021

New Interface

We are pleased to announce the rollout of our new User Interface (UI) for Amicus 20.7. The same great workflows, features and functionality that Amicus users have been accustomed to have been maintained in the updated UI.

Dashboards

- The Home screen dashboards on the ATTORNEY-side and BILLING-side give you an up-to-date summary of the various aspects of your practice.

New Notification changes

- A new alerting system includes alerts and prompts when synchronization goes off-line for any reason.

More Dynamic File Details

- The updated UI maximizes the entire screen real estate in our File Details dialogs meaning that you can explore more data without scrolling. The reading panes have been improved, "People on File" is now hidden, and the vertical layouts have been switched to horizontal layouts.

Clear Search Tool

- A new Clear Search tool displays in the Amicus taskbar after a search has been completed in select modules.

Enhanced Security

- Our enhanced security for Exchange / Office 365 Connections tracks Contact, Calendar & Email Integrations and improves performance. Amicus now allows for Token-based authentication, although users can continue to connect using their Username and Password. The XML manipulation API's have been replaced with Microsoft XML Core Services (MSXML).

Daily Checks

- There is now a nightly service that runs in the background to keep Amicus humming and a RefreshEventCache can pick back up where it left off.

Optimizations

- Amicus 20.7 has optimized its resources to handle the surge in virtual private network (VPN) usage resulting in significant improvement in the way Amicus handles auto-updates. Subsequent updates will benefit from this change.

Reports

- Improvements to our reports.

Printing Options

- New printing options that make it easy to print copies of emailed bills.

June 2020

Get Paid Faster - Accept Credit Cards link

- It is now easier to sign up for APX (Abacus Payment Exchange) with the addition of a Get Paid Faster - Accept Credit Cards link in the Trust Receipt and Receive Payment dialog.

March 2019

Pay Now emails

- You can now include an embedded URL provided by the Abacus PayNow service in emails for clients to click and easily make an APX payment.

Reversing APX payment methods

- APX now has the ability to reverse APX payment methods.

APX Payment Method List

- APX now has a new APX Payment Method List report that lists all Primary Clients with their Payment Method.

Apply Taxes using Activity Codes

- There is now an option to apply taxes individually on Time Entries using Activity Codes.

New Security Profile

- A new Security Profile allows the responsible lawyer to change time entries on draft bills.

Expanded UTBMS Activity Code List

- The UTBMS Activity Code list has been expanded.

Reprint bills

- Amicus Billing Users can now reprint Bills.

Referral Report

- The new Referral report is a handy way to track how clients are being referred. The report can be filtered to display only necessary information.

Managing edits to time entries

- A new Time and Fees Change Reason option activated by the firm Administrator appears at the bottom of the Time Entry Details dialog.

Time and Fee Journal Report

- Tracking changes has been added to the Time and Fee Journal report so you can see the reason for the time entry change when Include Corrections is selected on the report.

APX

- New videos have been created to show you how to Set up and Manage a Payment in APX.

October 2018

APX

The following enhancements have been made to APX (Abacus Payment Exchange).

- An existing payment method can now be edited.
- You can now apply an APX - Credit Card / ACH payment while creating a bill on single, consolidated and split billing.
- The Bill Summary report has been updated to include the APX payment option in the Payment amount field.

Import Time/Fees and Expenses

You can now import Time/Fees and Expenses (Client Costs) from a CSV file in both Amicus ATTORNEY and BILLING views. The Actions menu now includes the Import options of Time / Fees and Expenses.

Activating and De-Activating [For Administrators Only]

There is now the capability to activate the Amicus Billing functionality at a later date for additional licenses. Updating Amicus Billing at a later date allows a user to continue to work and post time entries to other Billing softwares.

A Use Amicus Billing checkbox has been added to the Time - Accounting System dialog. This can be accessed by selecting Accounting under the Time tab in Firm Settings.

When an additional Amicus Attorney/Billing user license is purchased as a bundle users can toggle this selection on/off even after the Billing wizard is completed.

Updating Billing Licenses [For Administrators Only]

Amicus can be upgraded to include a Billing license in the Evaluation period.

Billing Behavior on Client Expense

The Client Expense Details dialog has been updated to include Billing Behavior. This can be accessed from any module in the BILLING side.

September 2018

Address fields

The five US Virgin Islands territories (American Samoa, Guam, Northern Mariana Islands, Puerto Rico, U.S. Virgin Islands) have been added to the State Address pull-down lists:

- For the following dialogs:
 - Credit Card payment method
 - E-Check payment method
- On the following tabs during the Onboarding process:
 - Firm Address Basic Details tab
 - Home Address on Personal Information tab
 - Addresses on the Verification tab
- Client Portal – Clients can now view and share their invoices in the new Billing module of the Client Portal. As well, they can make payments via credit card and ACH. Afterwards they can generate and print a report of all Client Portal billing activities
- Billing Security – a heightened security feature has been added which enables the user to control access while performing billing functions and viewing of certain billing modules and reports.
- APX – Abacus Payment Exchange (APX) is a payment solution that uses a single platform to process accounts and bill clients so you get paid the same day. With APX, there are no hidden fees or long-term contracts. Only a 3% flat fee is charged for credit card transactions. APX accepts most payment options including Mastercard, Visa, E-Checks, ACH, American Express, and Discover.
- APX - Credit Card and ACH Report – A new report has been added to the Reports module

Getting Around

In **Amicus Billing**, navigating to your records, accessing commands, working with lists, and so on are mostly the same. If you are a Billing User, the Navigation Pane has a tab to switch between the Attorney side and the Billing **side**.

Related Topics

- [Billing Users and Billing Supervisors](#)
- [Amicus Navigation Pane](#)
- [The modules](#)
- [Amicus Floating Toolbar](#)
- [Billing Home Screen](#)
- [Getting help](#)

Billing Users and Billing Supervisors

The **Billing Security Profiles** feature allows firms to have more control and flexibility in assigning Firm members access to billing functions.

Actions are hidden from a Firm Member when they do not have access to the function.

To accommodate firms with existing experience using Amicus Billing predefined security profiles have been included.

Default levels of access

- **Billing Supervisor**– Users assigned to this role have the highest level of access. This role is uneditable by the firm. *Billing Supervisors* manage all billable files and primary clients for the firm (including restricted billable files and clients). They can create / edit / delete all billing related transactions. By default, only *Billing Supervisors* can access the Trust and Billing modules.
- **Billing User Access** – This is the most common security profile. Firm Members with this security profile can create billing related transactions for files they can access. However; they cannot access all modules/grids such as *Dailies*, *Trust* and *Billing*. Firms can edit this profile to customize it to their needs. To access Other Firm Member's Files and Contacts ensure that this option is enabled on the Attorney side.
- **No Billing Access**–A firm member without access to any of the billing functions. This is an Amicus Attorney user with a Billing Profile set to **No Access**. A Firm cannot edit this profile.



Note:

In addition, a Firm Administrator can create new Billing Security Profiles.

Profile Assignments

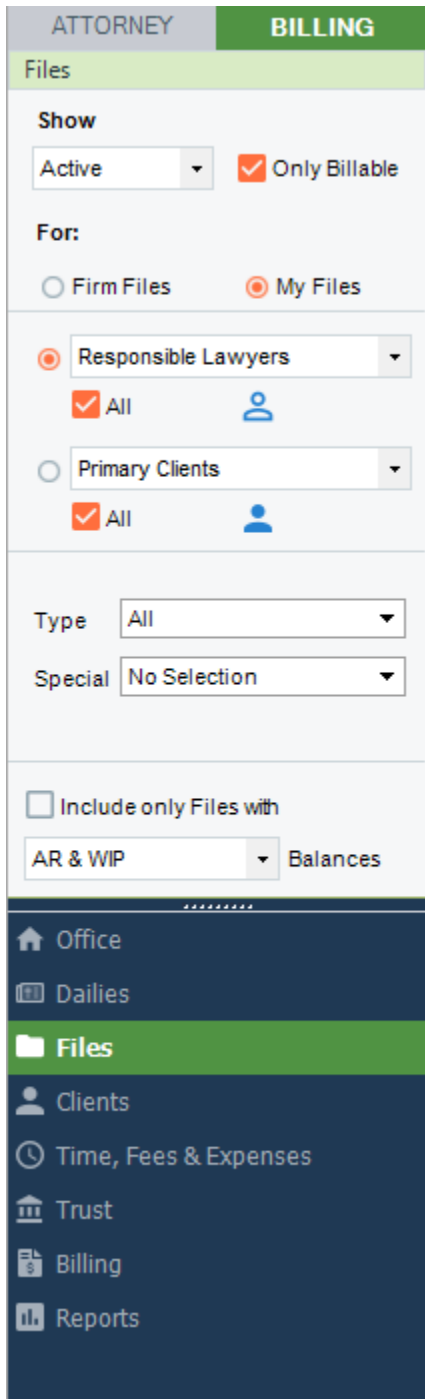
1. Profile Assignments are set for new Billing Licensed Firm Members.
 - For Administrators the *Billing Security Profile* is set to **Billing Supervisor**.
 - For all other new firm members the *Billing Security Profile* is set to **No Access**.
2. The Administrator assigns a *Billing Profile* to Billing firm members.
3. An existing *Billing Security Profile* can be used as a template for a new profile by selecting the **Copy** button.
4. The copy inherits the settings of the copied security profile. Access to *Billing* functions is determined by your Firm Member designation, set by the *Amicus Administrator*.

Related Topics

- [Getting Around](#)
- [Amicus Navigation Pane](#)
- [The modules](#)
- [Amicus Floating Toolbar](#)

Amicus Navigation Pane

The **Amicus Navigation Pane** provides tabs for switching between the Attorney and Billing sides of Amicus, as well as controls for switching between modules and filtering the Index lists of items. It may also provide additional controls and information.



The **Attorney-Billing** tabs at the top allow you to flip between the two sides of Amicus.

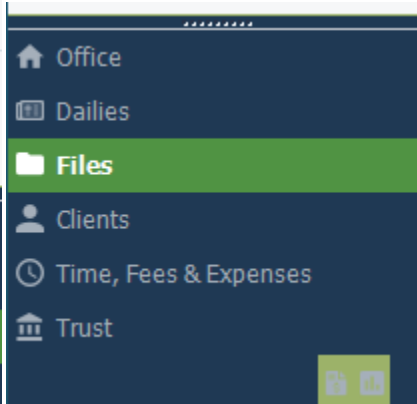
- The name of the module is identified near the top.
- The control panel in the middle section provides:
 - Various filter controls
 - Navigation lists
 - Date assignment mini-calendars
 - Commands
 - Information, etc., appropriate to the current view.

Secondary windows and dialogs may also have a control panel.

The tabs at the top enable you to quickly switch between Billing modules or Attorney modules.

Drag the divider above the Office button downward to make more space for the control panel section.

The wide buttons will change to icons across the bottom.



Related Topics

- [Getting Around in Navigator View](#)
- [The modules](#)
- [Amicus Floating Toolbar](#)

The Modules

The module you have open is shown in the main window. Switching to another module changes the content of that window, rather than opening a separate window.










Note:

Each time you open a File or Contact/Client record, a separate window appears allowing several Files and Contact/Client records to be open at the same time, in addition to the main module window. Similarly, you can have open multiple Time Entries, Expense Entries, Receive Payments, Trust Receipts, and so on.

You can easily access a module from the Navigation Pane or the View menu. Also keep in mind that Amicus is highly integrated—for example, while working on a File you can access the Clients associated with it, the accumulated Time Entries and Expenses, the related Bills and Payments, and so on.

Some of the Billing-side modules correspond to Attorney-side modules, but some are available on only one side or the other. The following modules are available on the Billing side. Note that you can switch your view of an individual File or Contact/Client details dialog between the Attorney and Billing side independently of the side currently shown in modules or other details dialogs.

Use this module	To do this
 Office	<p>Set your preferences for how Amicus works, use the Help Center, perform administrative tasks if you have access rights, or exit Amicus.</p> <p><i>This matches the Attorney-side Office module, with only a few differences.</i></p>
 Files	<p>Work with your client matter files.</p> <p><i>This corresponds to the Attorney-side Files module.</i></p>
 Clients	<p>View contact information for individuals and companies, and a firm directory. Maintain current phone, address, and related details on all your clients.</p> <p><i>This corresponds to the Attorney-side People module.</i></p>
 Time, Fees & Expenses	<p>Manage your billable and non-billable time spent and the client expenses accrued.</p> <p><i>This corresponds to the Attorney-side Time Sheets module.</i></p>
 Trust	<p>Manage your client trust funds. (Although all Billing Users have access to Trust functions from other modules, only Billing Supervisors have access to the Trust module.)</p>
 Billing	<p>View and create client file bills, enter bill payments, do bill write-ups/downs, and generate reminder statements. (Although all Billing Users have access to billing functions from other modules, only Billing Supervisors have access to the Billing module.)</p>
 Reports	<p>Run reports. Customize reports and templates.</p>

Related Topics

- [Getting Around](#)
- [Amicus Navigation Pane](#)
- [Amicus Floating Toolbar](#)

Amicus Floating Toolbar

If you are a *Billing User* or *Billing Supervisor*, the **Amicus Floating Toolbar** includes Billing-related navigation controls: *Trust*, *Billing*, and *Reports*.

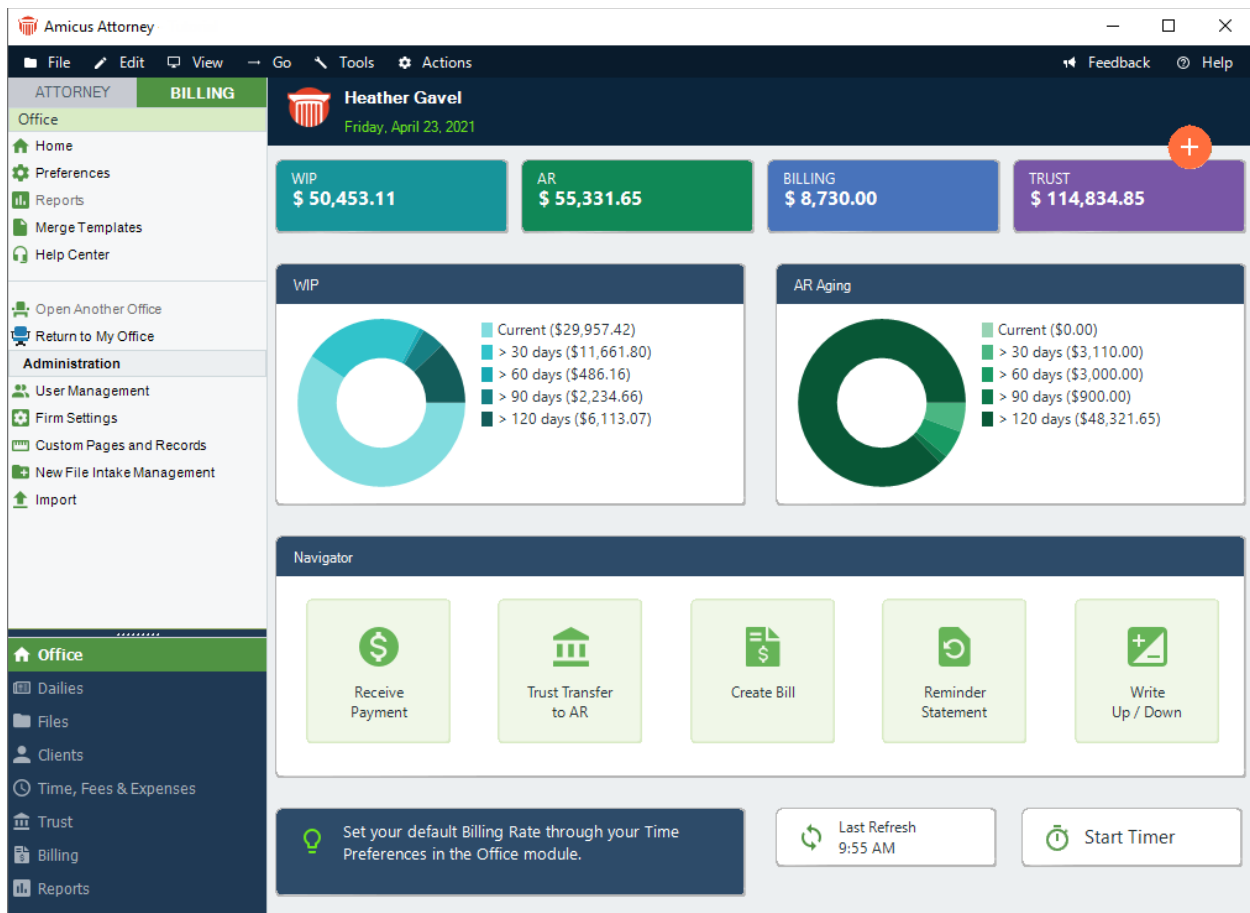


Related Topics

- [Getting Around](#)
- [Amicus Navigation Pane](#)
- [The modules](#)

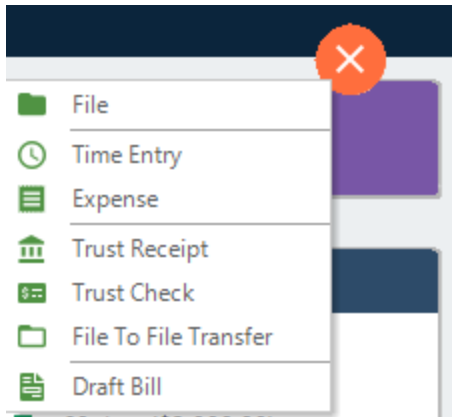
The Billing Home Screen

The **Billing Home** screen provides convenient access to the commonly used **Billing** functions. It is the default screen on the **BILLING** side of the **Office** module and is also available from the **Navigation** pane.



Click a tile or on a dashboard to go to a list view or choose a secondary function from a pull-down list.

Click the plus icon to quickly add a new *File*, *Time Entry*, *Expense*, *Trust Receipt*, *Trust Check*, *File to File Transfer* or *Draft Bill*.



Click a tile in the Navigator section to go to the corresponding dialog. Click on the Tip of the day to go to the corresponding Online Help. Click Start Timer to quickly start the Amicus timer.

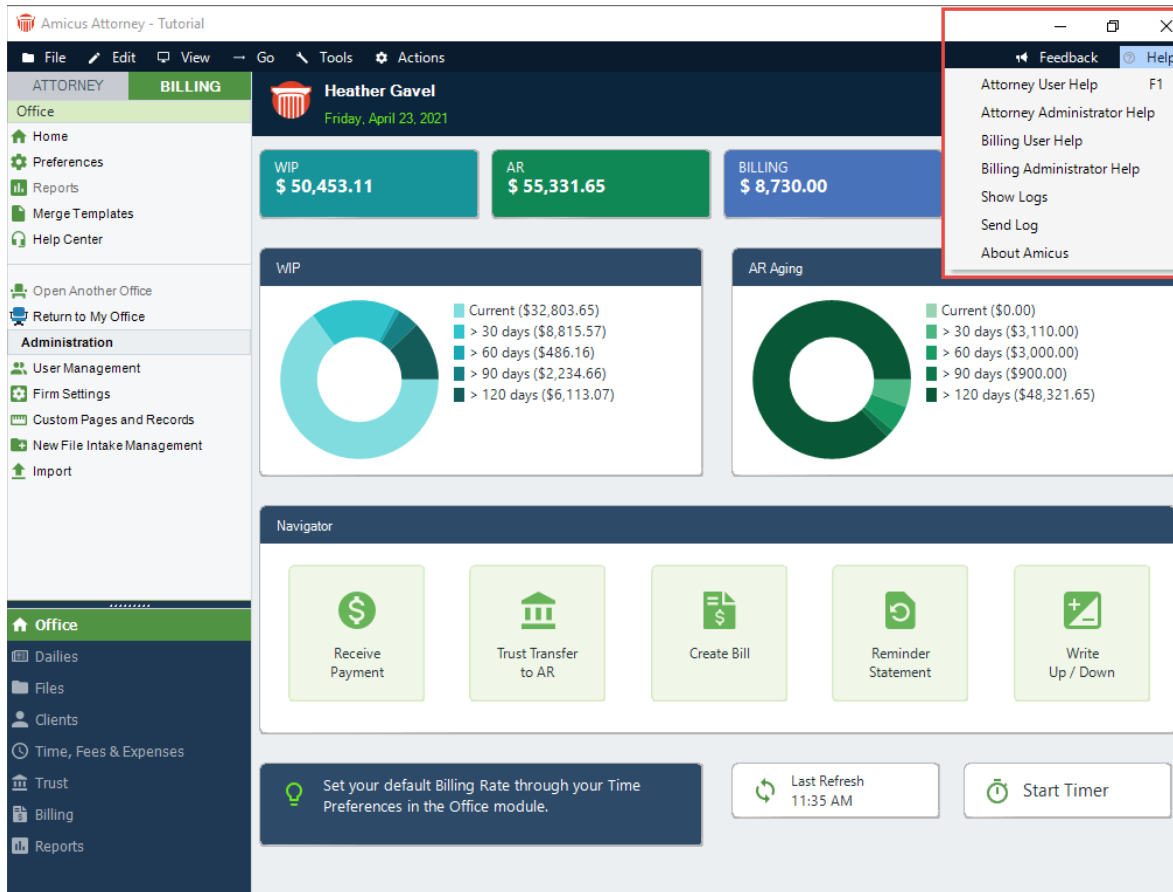
For more information, see [Getting Around](#).

Related Topics

- [Getting Around](#)
- [Amicus Navigation Pane](#)
- [The modules](#)
- [Amicus Floating Toolbar](#)

Getting Help

"Amicus Attorney User Help", "Amicus Administrator Help", "Amicus Billing User Help" and "Amicus Billing Administrator Help" are available from the **Help** Button on the right-hand side of the menu bar in any module.



Click **Office > Help Center** to view the *Amicus Help Center*. Here you will find *User and Administrator Help* to supplement the main help, as well as *Support, Contact Information* and *Other Resources*, or check the [Amicus Attorney Technical Resource Guides/Updates](#) section on our website.

Related Topics

- [Getting Around in Navigator View](#)
- [Amicus Navigation Pane](#)
- [The modules](#)
- [Amicus Floating Toolbar](#)

Setting Up Your Office

Out of the box, the Amicus Attorney modules and features are set up in such a way as to meet the needs of most users. However, you can customize the application to your exact specifications.

To view or change any of your preferences, choose **Office > Preferences** in the Navigation Pane. Or, for preferences relevant to a particular module, you can choose **Tools > Preferences** on the top menu for that module.

The **Preferences** view and dialogs are the nearly same on the Billing **side** as on the Attorney side. The differences are:

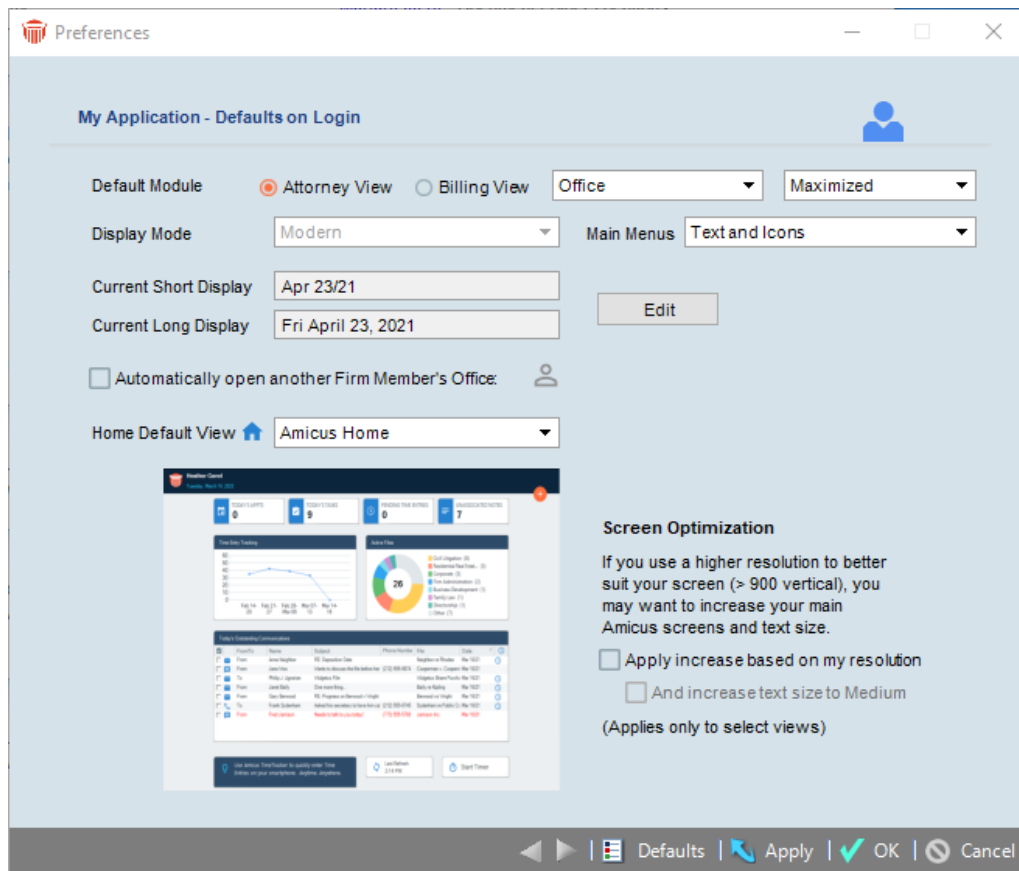
- [My Application - Defaults on Login preferences](#)
- [Dailies Dashboard pages](#)

For all other preferences, see the [Amicus Help Center](#) or *User Guide*.

My Application - Defaults on Login preferences

To set your defaults on Login:

1. Select **Office** > **Preferences** to display the **Preferences** window.
2. Select **Defaults on Login** under the **My Application** heading.



3. In this view, you can specify the following Billing-side related settings:
 - Choose whether the **Attorney** or **Billing** side is displayed first at login by selecting the appropriate radio button.
4. If you choose to display the **Billing** side first, the option to select whose Office opens automatically is not available.
5. Logout of Amicus Attorney and log back in to view the changes.

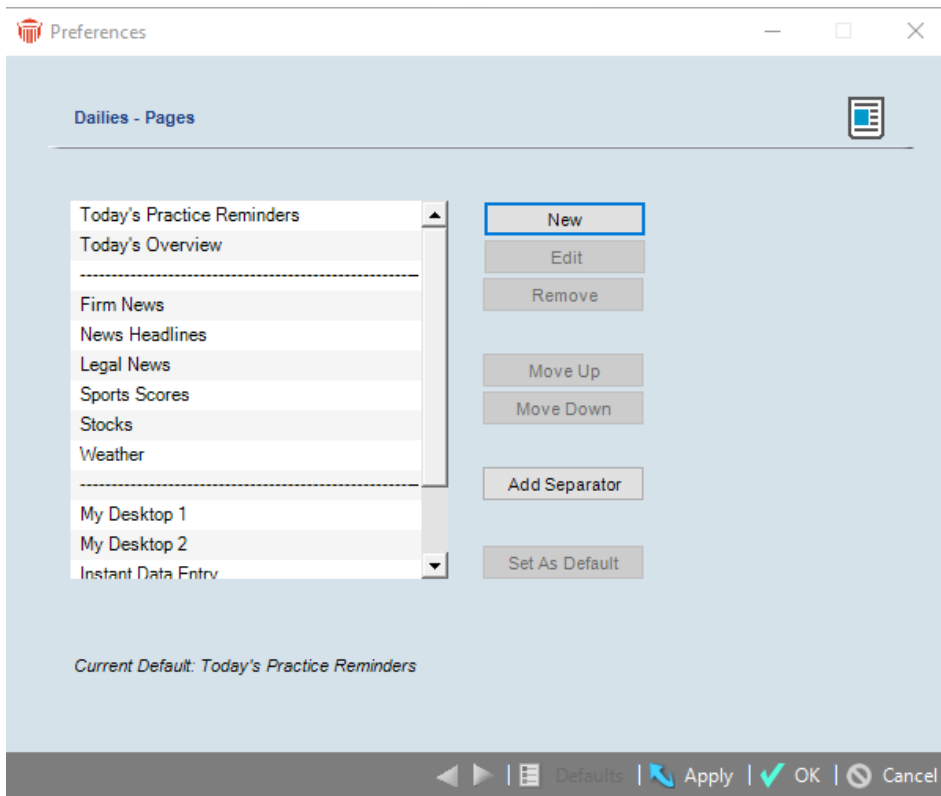
Dailies Dashboard pages

Three Billing-related graphical data views are available for your Billing-side *Dailies Pages*. These views (Dashboard elements) are included in the Billing Manager Dailies Page, but you can also add them to other Dailies Pages of your own design.

Creating a new Dashboard Page

To create a new **Dashboard** Page for your **Dailies** module, select **Preferences** from the sidebar control panel in the **Office** module to display the **Preferences** window.

1. Select **Dailies Pages** under the **Dailies** heading and click **New** to display the **New Dailies Page** dialog box.



2. Complete the fields as follows:

- Select the **Add a Dashboard Page** radio button.
- Select the appropriate radio button under Create my new Dashboard:

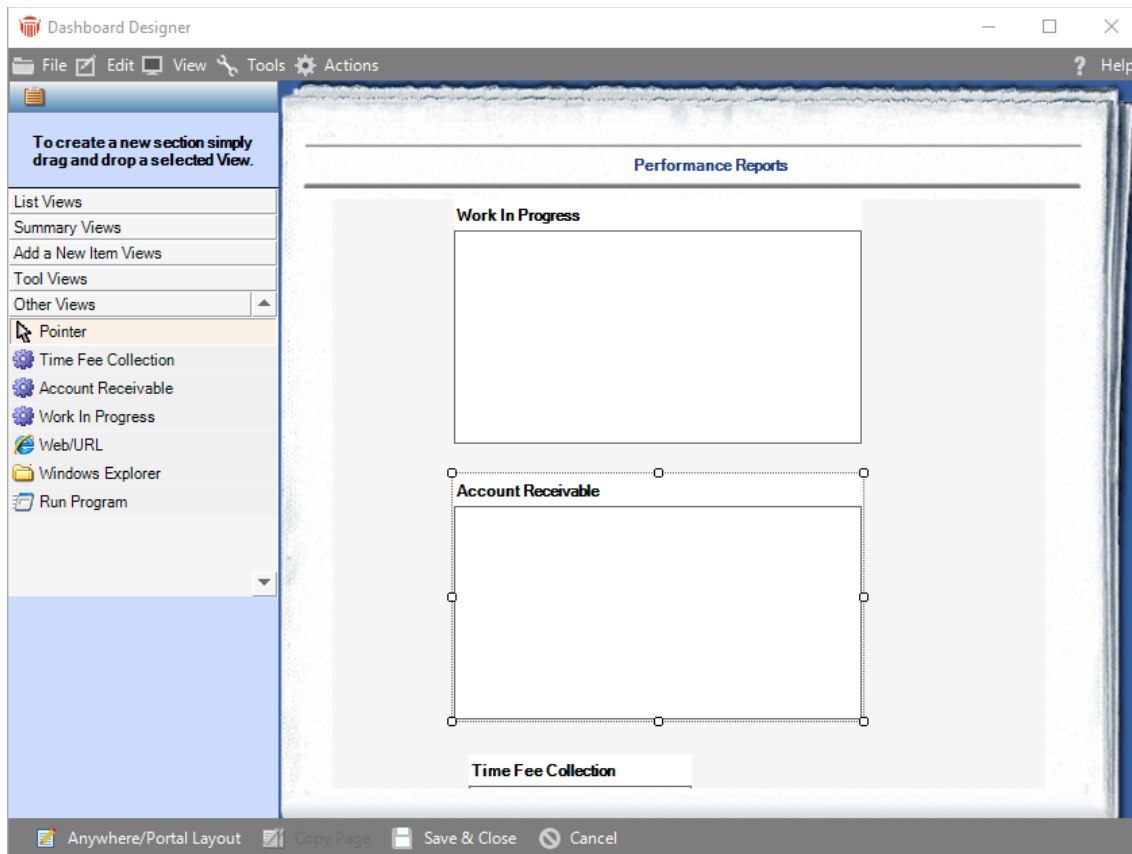
The screenshot shows a dialog box titled "New Dailies Page". It features two radio buttons at the top: "Add a Dashboard Page" (selected) and "Add a Web/URL Page". Below this is the section "Create my new Dashboard:" with two radio buttons: "Based on an existing one" and "From a Blank Page" (selected). A text input field labeled "Dashboard Page Name:" contains the text "Performance Reports". At the bottom left is a checkbox labeled "Make this Page my default Dailies Page" which is unchecked. At the bottom right are "OK" and "Cancel" buttons with a green checkmark icon next to "OK".

- Enter the new Dashboard Page Name.

3. Click **OK**. The Dashboard Designer appears-see the next section.

Designing a Dashboard Page

The Dashboard Designer allows you to select, place, size, and define your choice of Dashboard elements.



Adding Sections

Add one or more Sections to a Page. Each Section represents a Data View. The control panel at the left displays the lists of available Data Views. The Billing graphical Data Views are in the Other Views list.

Display the appropriate list in the control panel and then either double-click the desired Data View or drag-and-drop it to the desired position. A Section displaying that Data View is created automatically. Resize and move the Section as desired.

Tip:



You can add more than one copy of the same Data Views to the same Page. For example, that way you could easily compare the Time Fee Collection data for different filter settings, such as different date ranges of different Responsible Lawyers.

The three Billing-related Data Views, available under the "Other Views" heading, are:

- **Work in Progress view:** The table and pie chart in this element show how much work was performed but not yet billed-for the last 30 days, the 30-day period before that, and so on.
- **Accounts Receivable view:** The table and pie chart in this element show how much work was billed but not yet collected-for the last 30 days, the 30-day period before that, and so on.
- **Time/Fee Collection view:** The bar chart in this element shows how much work was performed, how much was billed, and how much was collected-month by month over a selected date range.

For more details about using these views, see [Billing Manager](#).

Related Topics:

- [Setting Up Your Office](#)
- [Dailies Dashboard pages](#)

Dailies

Once the firm is licensed for **Amicus Billing**, two additional pages are shown to **Billing Users** in the Billing-side Dailies module:

Today's Billing Reminders

The screenshot shows the Amicus Attorney web interface. The top navigation bar includes 'ATTORNEY' and 'BILLING' tabs. The main content area is titled 'Today's Billing Reminders' and is dated 'Fri, April 23, 2021'. The interface is divided into three main sections:

- Work in Progress:**
 - You have [4 Files](#) where Total WIP exceeds the File threshold.
 - You have [3 Files](#) with Total WIP older than the File threshold.
- Billing and Accounts Receivable:**
 - [Drafts Bills](#) are ready for you to review.
 - [5 Active Files](#) have not been billed in the minimum period set in the File Alert.
 - [5 Files](#) have Accounts Receivable balances greater than the File threshold.
 - [3 Files](#) have Accounts Receivable balances older than the File threshold.
 - [2 Files](#) have not made a payment on their accounts within the period set in the File Alerts.
 - [1 Files](#) have Accounts Receivable balances and funds in Trust or General Retainer.
 - [1 Files](#) need to replenish their minimum Retainer Balances.

At the bottom of the main content area, it states: 'Billing Reminders as of Apr 23, 2021 12:29:47 PM. [Refresh](#)'

The left sidebar contains a navigation menu with the following items: Office, Dailies (highlighted), Files, Clients, Time, Fees & Expenses, Trust, Billing, and Reports. Below the sidebar, there are sections for 'What's Going on Today?', 'Today's Practice Reminders', 'Today's Billing Reminders' (highlighted), and 'Today's Overview'. The 'Today's Overview' section lists: Firm News, News Headlines, Legal News, Sports Scores, Stocks, and Weather. Below that are 'My Desktop 1', 'My Desktop 2', 'Instant Data Entry', and 'Billing Manager'.

Amicus can optionally alert you about various billing-related conditions on Active Files: Files that have Total WIP exceeding a threshold amount, Files that have Draft Bills (ready for review), Files on which no Payments have been received recently, and so on.

These alerts are set for each File, from the Admin > File Alerts view of the Billing-side File Details.

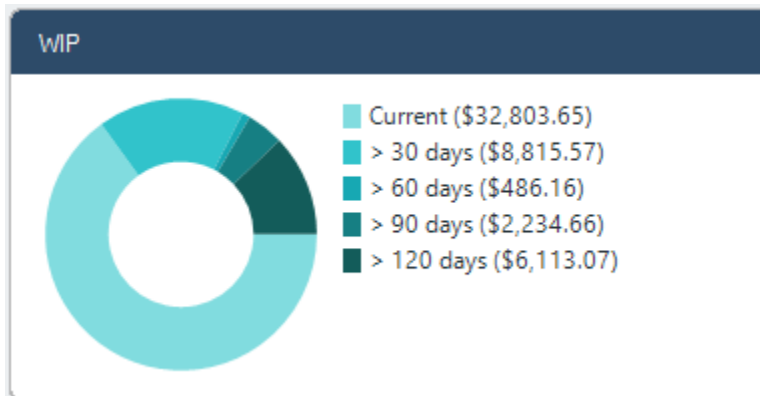
Some alerts appear for the Responsible Lawyer only, and some can be set to appear for various **Billing Users**. For more information, see [Setting Billing alerts for a File](#).

Billing Manager

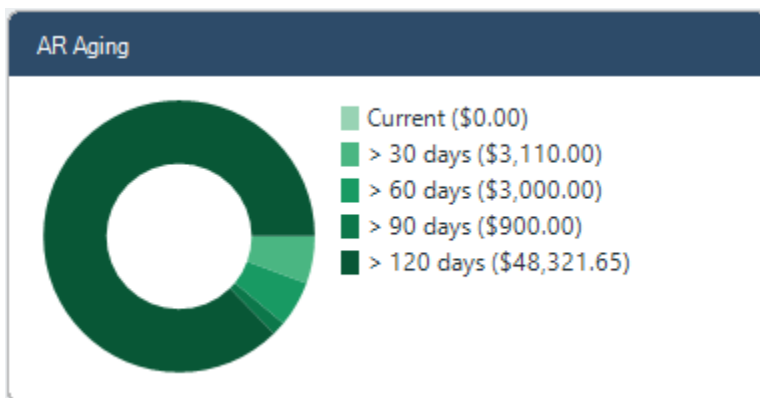
Amicus shows three graphical views of billing data:

Work in Progress view

- The table and pie chart in this element show how much work was performed but not yet billed-for the last 30 days, the 30-day period before that, and so on.



- Show data for the Files you can access – either for the firm or limited to particular *Responsible Lawyers, File Types, or Billing Categories*. *Expenses* are included.
- Unposted Time Entries are not included, nor are Time Entries with Billing Behavior set to "No Charge - Show on Bill" or "No Charge - Don't Show on Bill".
- Accounts Receivable view The table and pie chart in this element show how much work was billed but not yet collected-for the last 30 days, the 30-day period before that, and so on.

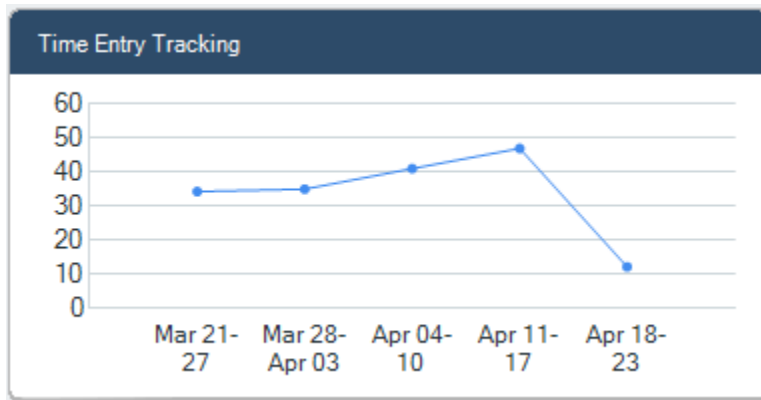


- Show data for the Files you can access: either for the firm or limited to particular Responsible Lawyers, File Types, or Billing Categories.

Time/Fee Collection view

The bar chart in this element shows how much work was performed, how much was billed, and how much was collected-month by month over a selected date range.

- After you change a filter in this view, you must click Refresh to update the graph.



- Show data for the date range you specify (up to 12 months).
- Show data for the Files you can access: either for the firm or limited to particular *Responsible Lawyers, Working Lawyers, File Types, or Billing Categories*.
 - *Working Lawyer*: For fees entered, this is the *Timekeeper* on the Time Entries. For fees billed and fees collected, this is the Firm Member to whom the fees will be or have been distributed.
 - *Unposted Time Entries* are not included, nor are *Expenses*.

Related Topics:

- [Setting Up Your Office](#)
- [Dailies](#)

Files

The Files **module** on the **Billing** side is similar to the one on the **Attorneyside**, with some extra or slightly different functions and information available on only one side or the other.

The Files **module** is where you coordinate all activities that are related to your client matter files. The information in Amicus Files is shared with modules on both **Billing** and **Attorney** sides as appropriate.

On the **Billing** side, you will generally be working with *Billable Files* that have a *Primary Client* assigned.

Use the **Attorney-Billing** buttons at the top of the control panel to switch between the Billing and Attorney versions of the **Files Index** or particular File Details.

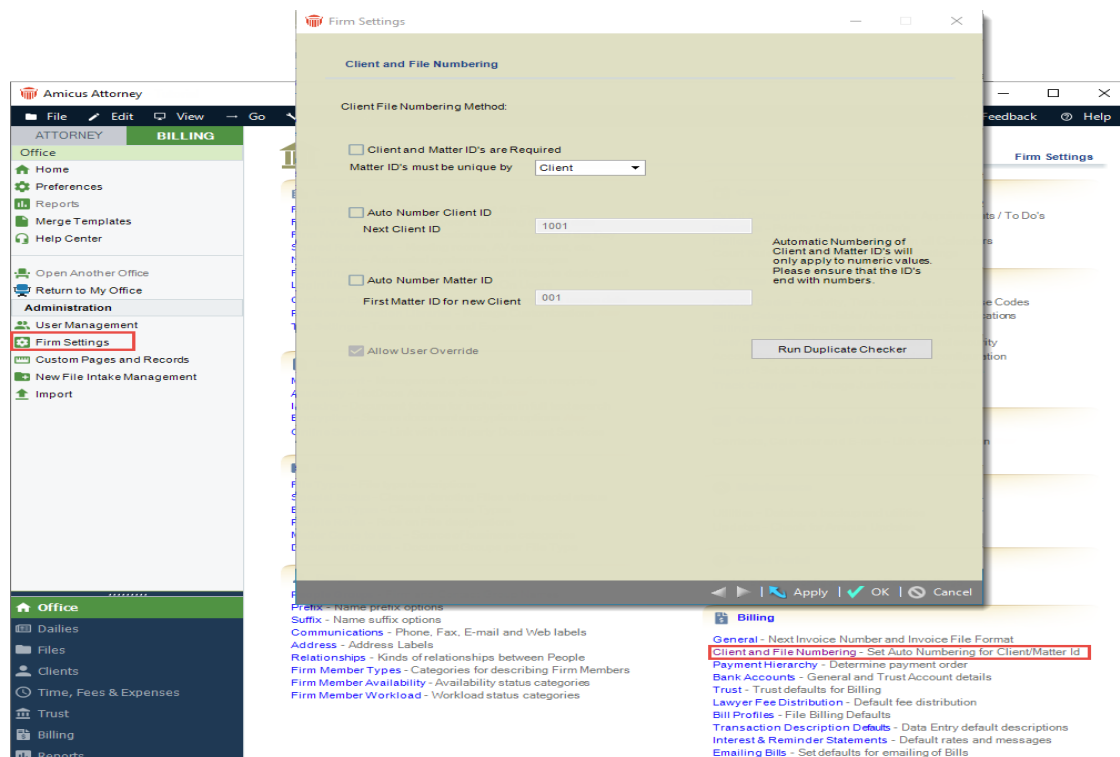
Related Topics

- [Adding a File](#)
- [Looking up Files](#)
- [Using the Files Index](#)
- [Working with File details](#)
- [People on a File](#)
- [Filling in accounting information for a File](#)
- [Setting Billing alerts for a File](#)
- [Working with transactions on a File](#)
- [Using other information on a File](#)
- [Refunding General Retainer](#)

Adding a File

When adding a file in **Amicus Billing** you can set the following requirements on billable files :

- **Client ID and Matter ID**
 - Automatically provide the next available **Client ID** and/or **Matter ID** and, if so, might or might not let users change that ID. If you can and do change an automatic ID, you will be asked whether you'd like to reset the next available ID for the firm (to the number following the one you entered)
1. To set requirements on billable files select **Office > Firm Settings** to display the **Firm Settings** window.
 2. Select **Client and File Numbering** under the **Billing** heading to display the **Firm Settings** dialog box.



3. Complete the fields by selecting the checkboxes and entering information in the corresponding fields or selecting options from the pull-down menu.
4. Click **Run Duplicate Checker** to ensure that you don't start the number with an invoice number already in the system.



Note:

Adding a File on the Billing-side is the same as adding one on the Attorney-side.

Related Topics:

- [Looking up Files](#)
- [Using the Files Index](#)
- [Files](#)

Looking up Files

You can look up **Files** on the **Billing** side in various ways:

- In the **Files Index**—see [Using the Files Index](#).
- Using the **QuickFind Files** function in the Files Index.
- Doing a **Whose File Is It?** search—this is the same as on the **Attorney** side. For details, see the "Files > Looking up Files > Whose File Is It? searching" topic in the *Attorney User Help or User Guide*.
- Using the Select Files dialog to associate Files with other records—see the "Common Functions > Selecting Files" topic in the [Attorney User Help](#) or User Guide.

The global **Search** function is available only on the Attorney side. For details, see the "Search" topic in the [Attorney User Help](#) or User Guide.

Related Topics

- [Files](#)
- [Adding a File](#)
- [Using the Files Index](#)

Using the Files Index

The Files Index window appears when you open the Files module. It shows a list of your Files, filtered according to your preference settings.

1. To open the **Billing**-side **Files Index**, click the **Files** button in the Navigation Pane, and if necessary, click **Billing** at the top of the Navigation Pane.

File	Client Matter ID	Unposted Fees	WIP Fees	WIP Expenses	AR	Gen.Retainer	Trust
Alladin Purchase	ALLMA/97088	560.00	4,440.00	358.72	2,585.00	0.00	7,500.00
Baily re Kipling	BALJA/2345	380.00	5,420.00	133.82	0.00	0.00	15,000.00
Berwood Directorshi	AUTO/33402	0.00	2,100.00	245.00	8,380.00	0.00	0.00
Berwood vs Wright	BERCO/67999	0.00	3,460.00	0.00	6,430.00	0.00	0.00
Blank Purchase From	BLAHA/88775	0.00	0.00	0.00	0.00	0.00	0.00
Blank vs Bittle	BLAHA/0003	0.00	0.00	0.00	0.00	0.00	0.00
Cooperman v. Coop	COOPER/954433	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 Developr	FIRSTH/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 G	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	FRANKSVD/32597	0.00	0.00	0.00	500.00	0.00	0.00
Widgetco Share Purc	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

2. The File list shows information such as the *Client Matter ID*, *File Name*, and balances for *WIP Fees and Expenses*, *AR*, *Trust*, and *General Retainer*.

- Above the list, a title indicates how many Files are shown in the current list. At the bottom of the list, totals for the currency columns appear.

Showing particular kinds of Files

You may have a large number of Files. Using options in the control panel, you can filter the list of Files shown.

Depending on your assigned Security Profile or Firm Member Designations, you might have the following option: select Firm Files to show all Files regardless of whether you are assigned to them, or select My Files to show only the Files to which you are assigned.

- Filter the list to show Files for "All" Firm Members, or only Files for selected assigned "Firm Members", "Responsible Lawyers", or "Introducing Lawyers".
- Filter the list to show Files for "All" Clients, or only Files for selected assigned "Clients" or "Primary Clients".
- Optionally, filter the list to include only those Files with non-zero balances for AR, WIP, both AR and WIP, or AR and/or WIP.

Related Topics

- [Files](#)
- [Adding a File](#)
- [Looking up Files](#)

Working with File details

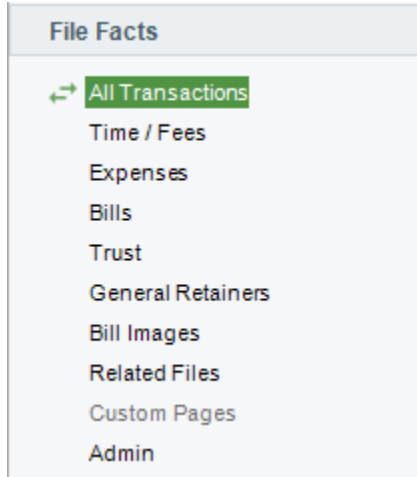
On the **Billing** side, the **File Details** window includes information about Firm Members and Clients on the File, related Files, transactions on the File (Time/Fees, Billing, Trust, etc.), and bill images. General, accounting, and billing settings are also available.

The screenshot displays the Amicus Billing software interface for the file 'Baily re Kipling' (ID: BALJA/2345) under the 'BILLING' tab. The interface is divided into several sections:

- Left Sidebar:** Contains navigation options such as 'Clients On This File' (with radio buttons for 'Firm Members' and 'Contacts whose role is'), 'File Facts' (listing transactions, fees, expenses, bills, trust, retainers, images, related files, and custom pages), and 'Admin' (with sub-options for 'General', 'Accounting', 'Bill Settings', and 'File Alerts').
- Top Bar:** Shows the file name 'Baily re Kipling' and the ID 'BALJA/2345'.
- People on this File:** A table with columns 'Name', 'Send Bill', 'Attention or c/o', and 'Details'. It lists 'Janet Baily' as the author with a checked 'Send Bill' box. The details include her name, title 'Author', firm 'House of Grant', and contact information: '37 Forsyth Marmora ON K0K 2M0 Canada', phone '(613) 555-8844', and email 'janetbaily2@yahoo.com'.
- Billing Address:** A section with a 'Send Bill To' checkbox, an 'Edit Bill to Name' button, and a dropdown menu set to 'Primary'. The address listed is 'Janet Baily, 37 Forsyth, Marmora ON K0K 2M0, Canada'.
- Admin - General:** Contains fields for 'Short File Name' (Baily re Kipling), 'File Type' (Civil Litigation), 'File Status' (Active), 'Special Status' (None), and 'File Opened' (Thu, Mar 11, 2021).
- Responsible Lawyer:** Lists 'Jack McCoy' as the responsible lawyer. It includes a 'Warn Responsible Lawyer if' section with a checked box for 'No Time Entry for more than 90 days' and a 'Total Time' field set to 25 hours.
- Bottom Bar:** Includes a 'Print' button and a 'Save & Close' button.

File brad views

To display a particular view of the **File Details** window, use the navigation list in the control panel.



Related Topics

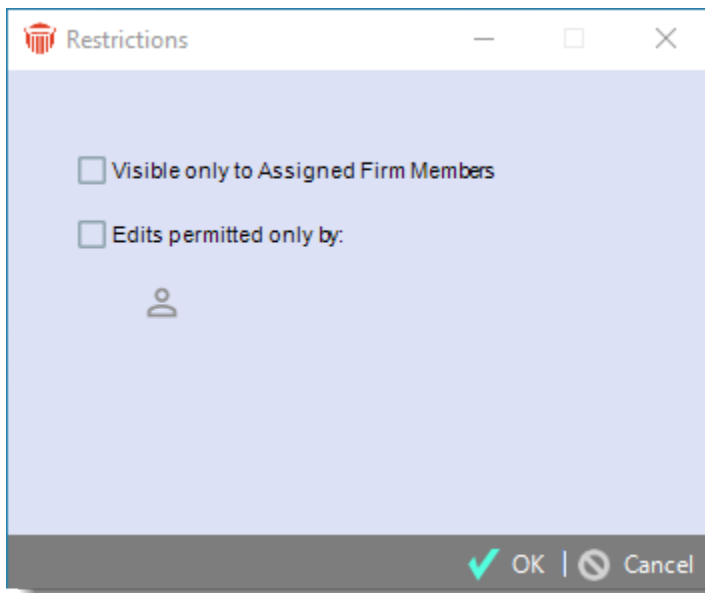
- [Restricting access to a File](#)

Restricting access to a File

File Restriction settings are the same on the **Billing** side as on the Attorney side, and affect both sides.

To restrict a File:

1. Click the **Restrict** button near the bottom of the control panel in the **File Details** window to display the **Restrictions** dialog box.



2. Select the desired options, and click **OK**. The no-entry image on the **Restrict** button turns **red**.
3. *Billing Supervisors* can access the Billing side of all Billable Files, including Files they are not assigned to and Files that are Restricted.

Related Topics

- [Restricting access to a File](#)

People on a File

You can view and edit a list of the People associated with the File, or change information about them, or contact them. The list may include Firm Members and Contacts.

This topic covers:

- [Looking up People on a File](#)
- [Assigning a Person to the File](#)
- [Specifying a Client's billing information on a File](#)
- [Specifying information for a Firm Member on the File](#)

You can e-mail, call, and otherwise contact **People on the File** from the Billing side, just as from the **Attorney** side. For details, see the "[Getting in touch with People on a File](#)" topic in the *Attorney User Help*.

Looking up People on a File

You can see and change information about the **People** associated with a File in the **People** section of the **File Details** window. This feature is somewhat different on the **Billing side**.

Name	Send Bill	Attention or c/o	Details
Janet Baily	<input checked="" type="checkbox"/>		Ms. Janet Baily Author House of Grant 37 Forsyth Marmora ON K0K 2M0 Canada (613) 555-8844 (613) 555-8874 janetbaily2@yahoo.com

Send Bill To

Alternate Contact Attention c/o

Billing Address:

Janet Baily
37 Forsyth
Marmora ON K0K 2M0
Canada

At the top of the **People** section is a list of People associated with the File. For Clients (or Client-classified Contacts), the list indicates whether bills should be sent to them and shows the attention or cc name (if any). The list is filtered by your selection of options at the top of the control panel (see below).

In the list, the **Primary Client** on the File is shown in bold.

The lower part of the **People** section shows details about the Person currently selected in the list of People on the File. The **Business Card** shows the Person's contact information. For a Client, the area below the Business Card controls whether bills should be sent to them, the attention or cc name (if any) to be used on those bills, and the mailing address.

Filtering the People list

You can use options at the top of the control panel to **limit the People list** to only Firm Members, or only Contacts whose Role on the File is classified as a Client Role.

Assigning a Person to the File

At any time, you may add or remove **Firm Members** or **Clients** on the **File**. Any Contact you assign to the File is automatically assigned the "Client" Role on the File (and assigned to the "Clients" Contact Group), and you can then edit the bills section below their Business Card to specify whether and how bills should be sent to them.

Related Topics

- [People on a File](#)
- [Specifying a Client's billing information on a File](#)
- [Specifying information for a Firm Member on the File](#)

Specifying a Client's billing information

On the **Billing side** of **File Details**, you can specify how Bills are sent to Clients and other Contacts. Copies may be sent to multiple Contacts if desired.

Sending Bills to the address of a Client on the File

In the **People on the File** list in **File Details**:

1. Select the Client whose name and address you want used on Bills. (This is the Primary Client by default, but you may select a different Client.)

The screenshot shows the 'People on this File' interface. At the top, there are icons for adding, removing, editing, and other actions. Below is a table with the following columns: Name, Send Bill, Attention or c/o, and Details. The first row is highlighted in green and contains the name 'Janet Baily', a checked 'Send Bill' checkbox, and a 'Details' link. The details for Janet Baily are shown to the right: 'Ms. Janet Baily', 'Author', 'House of Grant', and three addresses: '37 Forsyth Marmora ON K0K 2M0 Canada', '(613) 555-8844', and '(613) 555-8874', each with a dropdown arrow and a 'B' icon. Below the table, there are options for 'Send Bill To' (checked), 'Edit Bill to Name', 'Alternate Contact' (unchecked), 'Attention' (selected), and 'c/o'. The 'Billing Address' dropdown is set to 'Primary', and the address 'Janet Baily, 37 Forsyth, Marmora ON K0K 2M0, Canada' is displayed.

- Select the **Send Bill To** checkbox.
 - Optionally, override the default name that will appear on the Bill (the Client's Full Name). Click **Edit Bill To Name** and enter the desired text—for example, Mr. & Mrs. Smith. Note that a typed-in name will not be affected by any subsequent changes to the name of the Client in their Client record.
2. Select which of the Client's addresses to use (e.g. their Business Address).
 - Optionally, set Bills to include an Attention line with the name of another Contact—for example, if the Primary Client is a Company, you could send Bills to the Company with an Attention line that names a particular Contact at the Company. Select the Alternate Contact checkbox and Attention option, and then click the **Select People** icon and select the desired Contact.

Sending Bills to the address of a Contact who is not a Client on the File

For example, you might want to send Bills directly to a Client's accountant at the accountant's address.

1. In the **People on the File** list in **File Details**, select the Client whose name you want used on Bills. (This may be the Primary Client or another Client.)

Name	Send Bill	Attention or c/o	Details
Janet Baily	<input checked="" type="checkbox"/>	Mathew Alladin	Ms. Janet Baily Author House of Grant 37 Forsyth Marmora ON K0K 2M0 Canada (613) 555-8844 (613) 555-8874 janetbaily2@yahoo.com

Send Bill To Janet & Bill Baily Billing Address: Primary

Alternate Contact Attention c/o

Janet & Bill Baily
Attn: Mathew Alladin
37 Forsyth
Marmora ON K0K 2M0
Canada

2. Select the **Send Bill To** checkbox.
3. Optionally, override the default name that will appear on the Bill (the Client's Full Name). Click **Edit Bill To Name** and enter the desired text. Note that a typed-in name will not change if the name of the Client is later changed in their Client record.
4. Select the **Alternate Contact** checkbox and **c/o** option, and then click the **Select People icon** and select the desired Contact.
5. Select which of the **c/o** Contact's addresses to use (e.g. their Business Address).

Related Topics

- [People on a File](#)
- [Assigning a Person to the File](#)
- [Specifying information for a Firm Member on the File](#)

Specifying information for a Firm Member

In **Amicus Billing**, you can mark a Firm Member on the File as the Introducing Lawyer, that is, the person who brought the matter to the firm.

To choose this designation, select **Introducing Lawyers** from the dropdown list in the **Navigation** pane and click the **People** icon to select the lawyer(s) from the **Select People** window.

The screenshot displays the Amicus Attorney software interface. The top menu bar includes File, Edit, View, Go, Tools, and Actions. The left navigation pane shows 'ATTORNEY' and 'BILLING' tabs, with 'BILLING' selected. Under 'Files', there are options for 'Show' (Active), 'Only Billable' (checked), and 'For:' (Firm Files, My Files, Introducing Lawyers, Primary Clients). The 'Introducing Lawyers' option is highlighted with a red box. Below this, there are checkboxes for 'All' and 'Lindsay Dole'. The 'Type' dropdown is set to 'All' and 'Special' is 'No Selection'. The 'Include only Files with' checkbox is unchecked, and 'Balances' is selected. The bottom navigation pane shows 'Office', 'Dailies', 'Files', 'Clients', and 'Time, Fees & Expenses'. The 'Select People' dialog box is open, showing a search bar and a list of people. The list has columns for 'Name' and 'Type'. The 'Current Selection' pane shows 'Lindsay Dole' and 'Perry Mason'. The dialog also has a 'Double-click selects and closes' checkbox checked and a footer with 'New', 'QuickFind', 'None', 'OK', and 'Cancel' buttons.

Name	Type
Lindsay Dole	Assistant
Heather Gavel	Managing Partner
Perry Mason	Partner

Current Selection
Lindsay Dole
Perry Mason

Related Topics

- [People on a File](#)
- [Assigning a Person to the File](#)
- [Specifying a Client's billing information on a File](#)

Filling in accounting information

Use the **Admin > Accounting** brad view of the **File Details** window to fill in client and matter information, billing information, and accounting link details.



Note:

Some of the fields in this brad view are crucial for the proper functioning of the link between Amicus Attorney and your accounting system. For more information, see the relevant

Link Guide, available from the Office Help Center.

Related Topics:

- [Filling in general client and matter information for a File](#)
- [Filling in basic billing information for a File](#)
- [Filling in billing settings for a File](#)
- [Split Billing](#)

Filling in general client and matter information

To fill in client and matter information for a File, open the File Details window, choose Admin > Accounting on the navigation list in the control panel.

The top right section of the Admin Accounting brad view provides the client matter fields.

As on the Attorney side, specify the Primary Client, client and matter names and IDs, and so on.

The screenshot displays the 'Admin - Accounting' view for a file named 'Baily re Kipling'. The interface is divided into several sections:

- Navigation Menu (Left):** Includes 'ATTORNEY', 'BILLING', 'Baily re Kipling', 'Clients On This File', 'File Facts', and 'Admin' (with sub-items: General, Accounting, Bill Settings, File Alerts).
- Header:** Shows 'Baily re Kipling' and 'BALJA/2345'.
- Main Content Area:** Titled 'People on this File', it contains the following fields:
 - Primary Client: Janet Baily
 - Full Client Name: Janet Baily
 - Full Matter Name: First Edition Publishing
 - Client ID: BALJA
 - Matter ID: 2345
 - Client's Business Type: Other...
 - Matter Came To Us Because: Existing client
 - Other: (Empty text area)
 - File Billing Category: Billable
 - File Billing Rate: Normal
 - Task-Based Billing
- Bottom Bar:** Includes 'Index', 'Print', and 'Save & Close' buttons.

Specifying the primary client

To specify the Primary Client on the File, click the **People Select** button and select the relevant Contact. If the Contact already has a Client ID, it will be automatically assigned to the File.

Specifying client and matter names

The Client and Matter Names default from the Primary Client selected and Short File Name entered. Edit them if necessary.

Specifying Client and Matter IDs

If you select an existing Primary Client who has a Client ID, their ID is provided.

For new Files and new Primary Clients, the Client ID and/or Matter ID might be automatically provided. If so, you might be able to override the defaults. These features depend on your Billing firm settings.

If required, ensure that a Client ID and Matter ID are specified. The Client ID must be unique—a Client cannot have more than one Client ID, and two Client cannot share the same Client ID. Depending on your firm settings, Matter ID must be fully unique, or merely unique for the particular selected Client.

Related Topics:

- [Filling in accounting information](#)
- [Filling in basic billing information](#)

Filling in basic billing information

To fill in basic billing information for a File, open the File Details window, choose Admin > Accounting on the navigation list in the control panel.

- The bottom section of the Admin > Accounting brad view provides the basic billing information fields for the File Billing Category, File Billing Rate (or Time Tracking Rate), and a Task-Based Billing option. For details on these fields, *see the corresponding topic in the Attorney User Help or User Guide*. an E-billing option is also provided.

A screenshot of the 'Admin > Accounting' view. It shows a form with the following fields: 'File Billing Category' set to 'Fixed Fee' with a '\$ 750.00' value; 'Time Tracking Rate' set to 'Normal'; 'Task-Based Billing' checked; 'E-bill Type' set to 'LEDES1998B'; and a 'Litigation Codes' dropdown menu.

- Percentage—on the Billing-side version of this view, a Percentage field is available if the File Billing Rate is set to "Contingency". Specify the percentage of the Judgement/Settlement amount that will go to the firm. A Firm Setting determines whether the amount that goes to the firm covers both fees and client expenses, or fees only (leaving client expenses to be charged separately).

A screenshot of the 'Billing-side' view. It shows the 'File Billing Category' set to 'Contingency', 'Time Tracking Rate' set to 'Normal', and 'Task-Based Billing' unchecked. A 'Percentage' field is visible with the value '60%'.

- E-bill Type—If the File is set for Task-Based Billing, you may additionally set it for E-billing. Select the LEDES 1998B, LAS (Legalgard/Litigation Advisor), or Chubb format. When a Bill on the File is posted, an E-bill format version of the Bill will be automatically generated. (Enter E-bill information in the Custom Page provided—see [Working with the E-billing Custom Page](#).)

A screenshot of the 'Billing-side' view. It shows the 'File Billing Category' set to 'Contingency', 'Time Tracking Rate' set to 'Normal', 'Task-Based Billing' checked, and 'E-bill Type' set to 'LEDES1998B'. A 'Percentage' field is visible with the value '60%'.

Additional billing options can be set for the File in the **Admin > Bill Settings** view.

Filling in billing settings for a File

While basic billing settings for a File are available in the **Admin > Accounting** brad view (Billing Category, Billing Rate, etc.), many additional settings are provided in the **Admin > Bill Settings** brad view on the **Billing-side File Details** window.

Assigning a Bill Profile

Settings for many of the options in this view can be provided by assigning a Bill Profile.

When you create a new File, an appropriate Bill Profile is automatically assigned: the Profile assigned to the File's Primary Client (if any), else the default Profile for the firm. You may assign a different Profile at any time by selecting it in the Use Bill Profile pull-down list.

If the Amicus Administrator later changes the settings for any options in the Bill Profile, those changes will apply in all existing Files assigned that Profile.

If a user later changes the Bill Profile assignment for the Primary Client (in the Balances view of Client Details), they may optionally change the Profile assigned in all existing Files for that Primary Client.

Customizing the settings for a File

If you wish to edit any of the Bill Profile-controlled options, first select the Customize Bill Profile option to disassociate the File from any Profiles. If the Amicus Administrator later changes the settings for options in the Bill Profile, those changes apply will not apply in this File.

Saving your customized settings as a new Bill Profile

If you have customized Bill Profile-controlled options for a File, you may click Save Settings as New Bill Profile to create a new Profile with those settings and assign that Profile to this File. You and other Firm Members can then assign the Profile to other Files as desired.

Bill Profile-controlled options

The screenshot displays the 'Admin - Bill Settings' window for file 'BALJA/2345'. The interface is organized into several sections, with red boxes highlighting specific areas:

- Use Bill Profile:** Radio button selected, dropdown menu set to 'Main*', and a 'Save as New Bill Profile' button.
- Templates:** A table with two rows: 'Bill Template' set to 'Standard New' and 'Reminder Statement' set to 'Standard'.
- Billing Behavior and Quotes:** 'Contingency Rate' set to '60.00 %' and 'Judgment / Settlement' set to '0.00'.
- Email Bills:** 'Email Bills to:' section with 'Primary Client Primary Email' set to 'janetbaily2@yahoo.com'.
- Billing Behavior:** 'If Fees > Quoted Amount' set to 'Bill WIP Fees' and 'If Fees < Quoted Amount' set to 'Bill Quoted'.
- Lawyer Fee Distribution and Split Billing:** 'Distribution Method' set to 'Prorated'.
- Retainers and Billing:** 'Minimum' set to 'Trust', 'Retainer Balance Required' set to '0.00', and 'Trigger' set to '0.00'. 'Use Trust Funds' is checked.
- Interest and Reminder Statements:** 'Send Statements' and 'Charge Interest' are both checked.
- Mass Billing:** 'Exclude from Mass Billing' and 'Bill Only Expenses' are both unchecked.

- **Templates**—Select the Bill and Reminder Statement Templates. You can set the Reminder Statement Template to "Use Firm Setting", which means the Template specified for the firm in Billing - Interest and Reminder Statements. The Bill Template is used only if the File is Billed via "Bill Single File" rather than as a Consolidated Bill for the Client.

If the File uses a Retainer trigger or is involved in Split Billing, choose the "Standard New" Bill Template.

Templates can be created and edited from the Reports module. To see a sample printout for your selected Template, click Preview.

- **Retainers & Billing**—Choose whether Trust on a File is applied to new charges when a Bill is posted.
- **Mass Billing**—Choose whether the File is excluded from Mass Billing (that is, only allow Single File Billing), and whether only Expenses (not Fees) will be Mass Billed (e.g. in Contingency Files).
- **Billing Behavior**—If a Fixed Fee File, or a Billable File with a Quoted Amount, is included in Mass Billing, choose what to do if the Fees amount is greater than the Fixed Fee/Quoted amount: bill the Fees amount, adjust the Fees amount down to the Fixed Fee/Quoted amount, or exclude this File from the Mass Billing run. Similarly, choose what to do if the Fees amount is less than the Fixed Fee/Quoted amount.

If the Fees amount on a Fixed Fee File, or a Billable File with a Quoted Amount, is reduced at the time of billing (either manually in Single File Billing or automatically in Mass Billing), choose whether to show that reduction as a Courtesy Discount item on the Bill or simply adjust the Fees total without explanation.

- **Interest and Reminder Statements**—Choose whether the File is included when mass generating Reminder Statements. Also choose whether interest is charged on the File and those charges appear on Bills and Reminder Statements. (Interest is charged on the File only if interest is charged at the firm, as determined by the Billing - Interest & Reminder Statement setting.)

E-mail Bills options

These options effect the case where:

- A Firm Member posts multiple Bills together, regardless of whether or not they have E-mail Integration enabled
- A Firm Member who does not have E-mail Integration enabled posts a single Bill.

Choose whether any Bill for this File will be selected by default for e-mailing.

Email Bills

Email Bills to:

Primary Client Primary Email: janetbaily2@yahoo.com

Alternate Email Address

Include APX Request for Payment with E-mail

Additionally, choose where the Bill e-mail will be sent by default: to the Primary Client's primary e-mail address (specified in their Contact record) or to the alternate e-mail address you specify here. To send e-mails to multiple addresses, enter them here, separated by a semicolon (e.g. johndoe@gmail.com; sskinner@springfieldeschool.com)—the Bill e-mail will be sent To the first address, and Cc the other addresses.

Retainers & Billing options

Choose whether a minimum Trust or General Retainer balance should be maintained for the File and if so, set the minimum and trigger (threshold) amounts. If the balance falls below the trigger amount, Bills on the File can request the Client to replenish the balance. For example, if you set a minimum balance amount of \$5,000 and a trigger of \$1,000, and the File's balance falls from \$1,500 to \$900, the Bill can request a replenishment of $(5,000-900) = \$4,100$.

Retainers and Billing

Minimum Trust Retainer Balance Required

Amount Trigger

To pay new charges at billing:

Use Trust Funds

Use Credit Card / ACH

If you set this feature for a File, be sure to set the File to use the "Standard New" Bill Template. (The Template may be edited to suit your firm's needs.)

Quotes and Discounts options

- For Billable Files—Choose whether to set a quote or discount for the File and, if so, which.

The screenshot shows a form titled "Billing Behavior and Quotes". It has a checked checkbox for "Use Quotes and Discounts". Below it are two radio button options: "Use Quoted Amount" (selected) and "Apply Discounts to Fees". Under "Apply Discounts to Fees", there is a "Discount is" label with two radio buttons: "%" (selected) and "\$", followed by an empty input field.

If using a Quoted Amount, enter the Fee Quote. The Billing Behavior options (described above) determine how this affects Bills.

If using a Discount to Fees, enter the Discount percentage or flat amount to be applied in the Bill. If Mass Billing, the Discount calculation is applied automatically. If Single File Billing, the user is given the choice of applying the Discount or not.

- For Fixed Fee Files—The Fee Amount for the File, set in the Admin > Accounting view, is shown here. The Billing Behavior options (described above) determine how this affects Bills.

The screenshot shows a form titled "Billing Behavior and Quotes". It has a single input field labeled "Fixed Fee Amount" with the value "3,500.00" entered.

- For Contingency Files—The Contingency Rate (Percentage) for the File, set in the Admin > Accounting view, is shown here. When a Judgement/Settlement amount is available, enter it so that Fees can be automatically calculated.

The screenshot shows a form titled "Billing Behavior and Quotes". It has two input fields: "Contingency Rate" with the value "60.00" and a "%" symbol, and "Judgment / Settlement" with the value "37,329.33".

- For Task-Based Billing Files—The Fees are billed. Quotes and discounts are not applicable.

Lawyer Fee Distribution options

These options determine how Fees are distributed among lawyers (Timekeepers) when Payments are made by clients.

- **Payment Method**—Choose whether to distribute all Fees to the Responsible Lawyer on the File, or prorate Fees based on the dollar value of each Timekeeper's work on the Bill being paid, or distribute Fees based on a flat percentage specified for each Timekeeper.

Lawyer Fee Distribution and Split Billing

Distribution Method: Prorated Edit

Split Bills between File Matters Edit

- **Origination Fee**—To distribute a percentage of Total Fees to one or more Timekeepers for having brought the client matter to the firm, click Edit and, in the Fee Distribution Details dialog that appears, select each of those Timekeepers and set their percentage. These Fees are distributed first, and the remaining amount is distributed as determined by the Payment Method.

These Timekeepers do not need to have done work on the File, or even be assigned to it. No relationship is imposed between this option and the Originating Lawyer designated for the File.

Fee Distribution Details

Distribution Method: Based on Percentage

Origination Fee

Name	Initials	% of Fees
Lindsay Dole	LD	100.00

<Click here to add a new Lawyer allocation>

Percentage Splits

Name	Initials	% Splits	Net %
Lindsay Dole	LD	20.00	0.00
Heather Gavel	HG	80.00	0.00

<Click here to add a new Lawyer allocation>

Unallocated 0.00 Allocated 100.00

✓ OK | ⊗ Cancel

- Percentage Splits—If the Payment Method is "Based on Percentage", use the Percentage Splits section of the Fee Distribution Details dialog to select the Timekeepers to receive Fees distributions. In % Splits, set each Timekeeper's percentage, to be calculated on the Fees amount that remains after Origination Fees are subtracted. The Net % column shows the Timekeeper's percentage of Total Fees adjusted for Origination Fees. 100% must be allocated.

Fee Distribution Details

Distribution Method: Based on Percentage

Origination Fee

Name	Initials	% of Fees
		0.00
<Click here to add a new Lawyer allocation>		

Percentage Splits

Name	Initials	% Splits	Net %
Lindsay Dole	LD	20.00	18.00
Heather Gajrel	HG	80.00	72.00
<Click here to add a new Lawyer allocation>			

Unallocated 0.00 Allocated 100.00

OK | Cancel

Split Billing options

When billing, you can have Fees and Expenses from a "Master" File) always allocated amongst it and one or more other "Sub" Files. For details, see Split Billing.

Use Bill Profile Flat Fee Bill Profile Change Bill Settings Save as New Bill Profile

Templates

Bill Template
Reminder Statement

Email Bills

Email Bills to:

Primary Client Primary Email: janetbaily2@yahoo.com
 Alternate Email Address

Include APX Request for Payment with E-mail

Billing Behavior and Quotes

Contingency Rate 0.00 %
Judgment / Settlement 0.00

Billing Behavior

If Fees > Quoted Amount Bill WIP Fees
If Fees < Quoted Amount Bill Quoted
Fee Reductions appear as Courtesy Discount

Lawyer Fee Distribution and Split Billing

Distribution Method Prorated Edit
 Split Bills between File Matters Edit

Tax options

If the firm charges Sales Taxes on Fees and/or Expenses, choose whether they apply to this File. (The general Tax options are set for the firm by your Amicus Administrator.)

Tax

Charge Sales Tax

Split Billing

You might be doing work for multiple Clients and want to split fees and expenses between two or more of them. For example, you could set up a class action case this way. Or you might want to allocate the Fees and Expenses on one File to other Files for the same Client.

Amicus lets you create a "Master" File in which you enter all Fees and Expenses that are to be split among it and the "Sub" Files. Billing the Master File will automatically create separate Bills: one for the Master File and one for each of the Sub Files. The Sub Bills also include any individual Sub File Fees and Expenses.

Note that you can still bill a Sub File separately if you like.

Setup

1. In the File Details of the file you want to set as the Master File, select Admin > Bill Settings from the left navigation pane to display the Bill Settings view.

Admin - Bill Settings

Use Bill Profile Flat Fee Bill Profile Change Bill Settings Save as New Bill Profile

Templates

Bill Template
Reminder Statement

Email Bills

Email Bills to:

Primary Client Primary Email: janetbaily2@yahoo.com
 Alternate Email Address

Include APX Request for Payment with E-mail

Billing Behavior and Quotes

Contingency Rate 0.00 %
Judgment / Settlement 0.00

Billing Behavior

If Fees > Quoted Amount Bill WIP Fees
If Fees < Quoted Amount Bill Quoted
Fee Reductions appear as Courtesy Discount

Lawyer Fee Distribution and Split Billing

Distribution Method Prorated Edit
 Split Bills between File Matters Edit

2. In the Lawyer Fee Distribution and Split Billing section, check the Split Fees between File Matters option.

3. The Split Billing Details dialog displays.

Split Billing Details

Split Fees Expenses

File	Client	Fee % ▲	Expense %
Blank Purchase From Bittle	Harold Blank	70.00	0.00
Gallagher Will	George Evan Gallagher	40.00	0.00
Parker Agency	Bill Parker	35.00	0.00
FirstHome Developments	FirstHome Builders	20.00	0.00
Silverthorn re Sales Tax	Susan Kifnal	40.00	0.00
Alladin Purchase	Mathew Alladin	100.00	100.00

Allocated % 265.00 100.00
Unallocated % -165.00 0.00

|

- Choose whether to split the Fees, Expenses, or both.
- The first File listed is the Master File. Add other Files as Sub Files for splitting the charges.
- Enter the percent allocation(s) of the total charge for each File. If you set the Master File's allocation(s) to zero, its Fees/Expenses will be entirely allocated to the Bills on Sub Files.

1. Ensure that the Master and Sub Files are set to use the "Standard New" Bill Template. (The Template may be edited to suit your firm's needs.)

In order to be included in a Split Billing group, a File must:

- Be Open and Active.
- Not be assigned a "Non-Billable" File Billing Category (in the Admin > Accounting view).
- Not be set for Task-Based Billing (in the Admin > Accounting view), and thus not set for E-billing.
- Not belong to an existing Split Billing group. That is, a File cannot be the Sub of more than one Master, or serve as both Sub and Master.
- Not be part of a consolidated billing arrangement for a Client

Split Billing option in a Sub File:

- Once a File has been specified as a Sub File, the Split Billing option in its Admin > Bill Settings view will be disabled.

Other details

- Fixed Fee or Contingency:
 - The Master File's settings are used, and thus affect the amounts allocated to Sub Files when billing.
 - The Sub Files' settings are ignored.
- Time and Expenses: On the Master File, create the Time and Expense Entries to be split. Ones created on Sub Files will only affect Bills on those particular Files.
- Creating Bills:
 - In order to Bill the Master File (with its Sub Files), none of the Sub Files can already have a current Draft Bill, Final Bill, or Reminder Statement.
 - When you Bill the Master File (with its Sub Files), the Sub File Bills will include both allocated Fees/Expenses and any Sub File-specific Fees/Expenses within the billing period.
 - For convenience, the Select Files dialog includes a "Split Billing" option to list just Master Files.
- Mass Billing: Split Billing Files are always excluded from Mass Billing. The Mass Billing options (in a File's Bill Settings) are ignored.
- Fee Discounts:
 - The Master File's "Apply Discounts to Fees" setting (in Bill Settings) is ignored.
 - Each Sub File's "Apply Discounts to Fees" setting affects fees allocated from the Master File as well as fees from Time Entries on that specific File.
- Taxes, Trust and General Retainer transfers, and Fee Distributions: Specific to the individual Bills.
- Payments, Write-Ups/Downs, Reminder Statements, and Interest on Bills: Perform on the individual Bills.
- Undoing or deleting Bills: Undoes/deletes all Bills associated with the split, not individual Master or Sub Files.

Setting Billing Alerts for a File

Use the Admin > File Alerts brad view of the Billing-side File Details window to select File billing activity conditions upon which the Responsible Lawyer and/or selected Firm Members should be alerted.

These alerts will appear in the Today's Billing Reminders section of the Billing-side Dailies module.

File Alerts


Work in Progress

Warn Responsible Lawyer if

Total WIP is greater than \$

is older than days

Billing

Warn if: 

Draft Bill is ready to review

A Bill has not been created for days

Accounts Receivable

Balance is greater than \$

Aging Exceeds days

Payment has not been received for days since AR date

File has an AR balance and Funds in Trust or General Retainer

File requires Retainer replenishment

WIP (Work in Progress) alerts

Set alerts to warn the Responsible Lawyer when the Total WIP (fees plus expenses) balance, WIP Fees balance, or WIP Expenses balances:

- Exceeds the amount you specify
- Includes an item (Fee and/or Expense) older than the number of days you specify

Billing alerts

Set alerts to warn the selected Billing Users when:

- A Draft Bill exists (and thus is ready for review)
- No Bills have been posted within the specified number of days, or the most recent AR date of a posted Bill is older than the specified number of days (assuming that the File is Active)

Accounts Receivable alerts

Set alerts to warn the selected Billing Users when:

- The AR balance is greater than the specified amount
- The account is getting stale—an unpaid Bill is older than the specified number of days
- It's been too long since payment—no Payments (or Trust or General Retainer transactions) have been received on any unpaid Bills for the specified number of days
- Money is owing (AR balance) but funds are available in Trust or General Retainer
- The Trust or General Retainer balance is less than the trigger specified for the File (and thus needs to be replenished)

Related Topics

- [Filling in billing settings for a File](#)
- [Creating Bills](#)

Working with transactions on a File

The **Transactions** views of **File Details** provide a detail list of billing transactions on the File and an account overview below. Each of these views shows the same overview but a different detail list:

- [All Transactions \(File account overview\)](#)
- [Time/Fee transactions](#)
- [Expense transactions](#)
- [Bill transactions](#)
- [Trust transactions](#)
- [General Retainer transactions](#)

File account overview

To view a summary of transactions on a File, go to the BILLING side of the **File Details** window and navigate to any of the **Transactions** views.

Account Overview							
	Unposted	Posted	WIP	Billed	Write Up / Down	Paid	AR
Hours	0.00	17.30	17.30	0.00			
Fees	0.00	11,785.00	3,460.00	8,325.00	0.00	1,895.00	6,430.00
Expenses		605.00	0.00	605.00	0.00	605.00	0.00
Taxes				0.00	0.00	0.00	0.00
Interest				0.00	0.00	0.00	0.00
Totals	0.00	12,390.00	3,460.00	8,930.00	0.00	2,500.00	6,430.00
Trust 0.00		General Retainer 0.00		Last Bill Oct 21/20		Last Payment Nov 01/20	

Print | Save & Close

The table shows current balances for the File:

- Unposted—Unposted hours and Fees (including any Non-Billable or No Charge Time).
- Posted—Posted hours, Fees, and Expenses—both unbilled and billed. (including any Non-Billable or No Charge Time). Items on Draft and Final Bills are included.
- WIP (Work In Progress)—Posted but unbilled hours and Fees, and unbilled Expenses (excluding any Non-Billable items). Items on unposted Bills sitting in Draft or Final are included.
- Billed—Billed hours, Fees, Expenses, Taxes, and Interest. Posted Interest is included, memo interest is not. Fees, Expenses, and Taxes reflect any adjustments made at the time of billing or later via Write Ups/Downs. Only items on posted Bills are included.
- Write Up/Down—Write Up/Down amounts for Fees, Expenses, Taxes, and Interest.
- Paid—Paid Fees, Expenses, Taxes, and Interest.
- Accounts Receivable—AR balances (billed but not-yet-paid) for Fees, Expenses, Taxes, and Interest.

Below the table are shown additional balances and dates for the File:

- Trust balance
- General Retainer balance
- When the File was last billed (AR date of the last Bill)
- When a Payment against a Bill was last received on the File (excluding receipt of General Retainer or Trust)

Drilling down to detail information

If an account overview value appears underlined when you move the cursor over it, you can drill down to related details. For example, click the WIP Fees amount to display the Time/Fees view filtered to hide billed, unposted, Non-Billable, and No Charge Time. Or click the Last Billed date to display the Bills view with the last Bill highlighted.

Hiding the overview

You may sometimes want to expand the details section of the Transactions view to see more items. To hide the overview, simply click the down arrow icon at the right of the Account Overview heading. To redisplay the overview afterward, click the up arrow icon.

Related Topics

- [Files](#)
- [Working with transactions on a File](#)

Time/Fee transaction details

To see Time/Fee transactions on a File, open the **Time/Fees** view of **File Details**. Or open the **All Transactions** view and, if necessary, sort by Type.

The screenshot shows the 'Time / Fees' view for the file 'ALLMA/97088'. The table below lists the transactions:

Type	Date	Initials	Description	Hours	Rate	Amount	Invoice #	Status
Time	Apr 23/21	HG	Telephone call to	1.50	200.00	300.00		Unposted
Time	Apr 22/21	HG	Telephone call to	1.30	200.00	260.00		Unposted
Time	Apr 21/21	HG	Telephone call F	0.20	200.00	40.00		WIP
Time	Apr 19/21	HG	Review agr't of Pi	2.00	200.00	400.00		WIP
Time	Apr 19/21	HG	Review agr't of Pi	4.60	200.00	920.00		WIP
Time	Apr 19/21	HG	Telephone call fr	0.20	200.00	40.00		WIP
Time	Apr 13/21	HG	Telephone confer	3.40	200.00	680.00		WIP
Time	Apr 05/21	HG	Reviewing docum	4.50	200.00	900.00		WIP
Time	Mar 30/21	HG	Filing Documents	4.00	200.00	800.00		WIP
Time	Mar 24/21	HG	Reviewing Docur	3.30	200.00	660.00		WIP
Time	Mar 10/21	BD	Drafting Documei	2.20	200.00	440.00		No Charge - Shov
FR	Oct 03/20	HG	Initial consultatio	0.00	0.00	2,500.00	1001	Billed

The 'Account Overview' table is as follows:

	Unposted	Posted	WIP	Billed	Write Up / Down	Paid	AR
Hours	2.80	24.40	22.20	0.00			
Fees	560.00	7,380.00	4,440.00	2,500.00	0.00	0.00	2,500.00
Expenses		443.72	358.72	85.00	0.00	0.00	85.00
Taxes				0.00	0.00	0.00	0.00
Interest				0.00	0.00	0.00	0.00
Totals	560.00	7,823.72	4,798.72	2,585.00	0.00	0.00	2,585.00

The types of Time/Fee transactions listed are: hourly Time Entries ("Time"), Flat Rate or File Fee Time Entries ("FR"), and Fee Adjustments ("Fee Adj", done at the time of billing).

The information shown includes the transaction date, Timekeeper ("Initials"), hours (for Time Entries), Billing Rate (for Billable and No Charge Time Entries), amount, Invoice Number (of the Bill which includes the Time Entry or Fee Adjustment), and status.

The Invoice Number may be: blank, "Draft", "Final", or a number (if the transaction is included on a posted Bill).

The Time Entry status may be:

- **Unposted**— not yet posted
- **No Charge**—set to "No Charge" and posted (billed or not billed)
- **WIP**—set to "Bill" and posted but not yet billed
- **Billed**—set to "Bill" and billed

Filtering the list

In the **All Transactions** view, you may filter transactions by date range and choose to include billed only, unbilled only, or both.

Additionally, in the **Time/Fees** view, you can choose to include unposted Time Entries and Flat Rate Fees, Non-Billable Time Entries, and/or No Charge Time Entries. Or you may choose to show only unposted Time Entries and Flat Rate Fees.

Related Topics

- [Files](#)
- [Working with transactions on a File](#)

Expense transaction details

To see Expense transactions on a File, open the **Expenses** view of **File Details**. Or open the **All Transactions** view and, if necessary, sort by Type.

Expenses +

From To Show

Date	Expense Code	Description	Reference #	Units	Rate	Amount	Invoice #
Apr 02/21	Postage	Postage		1.00	12.50	12.50	
Mar 26/21	Title Search	Title Search		1.00	85.00	85.00	
Mar 26/21	Court Fees	Court Fees		1.00	136.22	136.22	
Mar 08/21	Filing Fee	Filing Fee		1.00	125.00	125.00	
Nov 22/20		Court Filing Fees		1.00	85.00	85.00	1001

The information shown for an Expense includes the transaction date, Expense Code (if any), reference number (if any), units and per unit rate or flat rate (if appropriate), amount, and Invoice Number of the Bill on which the Expense is included (or "Draft" or "Final" if included on a Bill that is not yet posted).

Working with transactions

To open the details of an Expense for viewing, editing, or deleting, double-click it.

Filtering the list

In the All Transactions and Expenses views, you may filter transactions by date range and choose to include billed only, unbilled only, or both.

Related Topics

- [Files](#)
- [Working with transactions on a File](#)

Bill transaction details

To see Bill transactions on a File open the Bills view of File Details. Or open the All Transactions view and, if necessary, sort by Type.

The screenshot shows the 'All Transactions' view in the Alladin Purchase software. The interface includes a sidebar with navigation options like 'All Transactions', 'Time / Fees', 'Expenses', 'Bills', 'Trust', 'General Retainers', 'Bill Images', 'Related Files', 'Custom Pages', and 'Admin'. The main area displays a table of transactions with columns for Date, Type, Description, Reference #, Invoice #, and Amount. A dropdown menu is open over the 'Show' column, showing options for 'Billed & Unbilled', 'Billed', and 'Unbilled'. Below the table is an 'Account Overview' section with a summary table.

Date	Type	Description	Reference #	Invoice #	Status	Amount
Nov 22/20	Exp	Court Filing Fees	1001			85.00
Nov 22/20	Bill	Invoice # 1001 Fees: 2,500.00 Expenses: 85.00	1001		Outstanding	2,585.00
Oct 03/20	Flat Rate	Heather Gavel - 2,500.00 Initial consultation with Client re: Zoning bylaws and Commissions findings on suitability...	1001		Billed	2,500.00
Jun 24/20	Trust Receipt	Mathew Alladin - Acct# 1 - Trust - Rcpt# 0002 Retainer	0002			7,500.00

	Unposted	Posted	WIP	Billed	Write Up / Down	Paid	AR
Hours	2.80	24.40	22.20	0.00			
Fees	560.00	7,380.00	4,440.00	2,500.00	0.00	0.00	2,500.00
Expenses		443.72	358.72	85.00	0.00	0.00	85.00
Taxes				0.00	0.00	0.00	0.00
Interest				0.00	0.00	0.00	0.00
Totals	560.00	7,823.72	4,798.72	2,585.00	0.00	0.00	2,585.00

The information shown for a Bill includes the AR Date, Invoice Number, new charges (Fees, Expenses, Taxes, and total), amount paid, outstanding balance owed, and aging (for outstanding Bills, the number of days since the AR Date).

Invoice Numbers ending in an "i" (e.g. "2698i") indicate Bills for interest posted by Reminder Statements.

Bills view - transactions for a Bill

In the Bills view, click the + icon for a Bill to expand the list, showing a sublist of the transactions on that Bill:

- Bill—original Bill
- WU/WD—Write-Ups and Write-Downs
- Payment—Trust to AR Transfers done at the time of billing or later, General Retainers applied at the time of billing or later, or Receive Payments done after billing

The transactions are shown in date sequence from oldest to newest. For each transaction, the list shows the date, Invoice Number or reference number, amount, and resulting outstanding balance.

All view - transactions for a Bill

In the All Transactions view, Write-Ups/Downs and Payments are listed. Payments include Receive Payments done after billing, Trust to AR Transfers done at the time of billing or later, and General Retainers applied at the time of billing or later.

Filtering the list

In the All Transactions view, you may filter transactions by date range and choose whether to include bills.

Additionally, in the Bills view, you may choose to include paid bills only (those with no outstanding balance), outstanding bills only (those not paid in full), or both.

Accessing a Draft or Final Bill on the File

The list does not show a Draft or Final Bill on the File, if any. To access that Bill, click the Transactions button and choose Bill.

Related Topics

- [Files](#)
- [Working with transactions on a File](#)

Trust transaction details

To see Trust check and receipt transactions on a File open the **Trust** view of **File Details**. Or open the **All Transactions** view and, if necessary, sort by Type.

The screenshot shows the 'Trust' view for client ALLMA/97088. The main table displays the following transaction:

Date	Account	Chk/Rcpt #	To/From	Description	Receipt	Check	Invoice #
Jun 24/20	1 - Trust	0002	Mathew Alladin	Retainer	7,500.00		1001

Below the transaction table is the 'Account Overview' table:

	Unposted	Posted	WIP	Billed	Write Up / Down	Paid	AR
Hours	2.80	24.40	22.20	0.00			
Fees	560.00	7,380.00	4,440.00	2,500.00	0.00	0.00	2,500.00
Expenses		443.72	358.72			85.00	85.00
Taxes				0.00	0.00	0.00	0.00
Interest				0.00	0.00	0.00	0.00
Totals	560.00	7,823.72	4,798.72	2,585.00	0.00	0.00	2,585.00

Summary information at the bottom of the account overview:

- Trust 7,500.00
- General Retainer 0.00
- Last Bill Nov 22/20
- Last Payment

The information shown for a Trust transaction includes the transaction date, Trust Bank Account, check or receipt number, who the check is to or the receipt is from, the receipt or check amount, and the Invoice Number of the Bill on which Trust was applied (if any).

Filtering the list

In the **All Transactions** view, you may filter transactions by date range.

Additionally, in the **Trust** view, you may choose to include checks only, receipts only, or both. If the firm has more than one Trust Bank Account, you may choose to show transactions for a particular one.

General Retainer transaction details

To see General Retainer transaction details on a File, open the **General Retainers** view of **File Details**. Or open the **All Transactions** view and, if necessary, sort by Type.

The screenshot shows the Neighbor re Rhodes software interface. The main content area displays the 'General Retainers' view for file NEIGH/94238. A dropdown menu is open over the 'Show' column of the transaction table, listing options: 'All transactions', 'Receipts', 'Application', and 'Refunds'. The 'Application' option is selected.

Date	Account	To / From	Receipt #	Invoice #	Receipt	Application
Mar 20/21	1 - General B: Anne Neighbo	Retainer			15,000.00	

	Unposted	Posted	WIP	Billed	Write Up / Down	Paid	AR
Hours	0.00	11.30	0.00	0.00			
Fees	0.00	2,280.00	0.00	0.00	0.00	0.00	0.00
Expenses		1,705.00	1,705.00	0.00	0.00	0.00	0.00
Taxes				0.00	0.00	0.00	0.00
Interest				0.00	0.00	0.00	0.00
Totals	0.00	3,965.00	1,705.00	0.00	0.00	0.00	0.00
Trust 14,815.00		General Retainer 15,000.00		Last Bill		Last Payment	

The information shown for a General Retainer transaction includes the transaction date, Bank Account, and additional information depending on the type of transaction:

- Retainer receipt: receipt number, who the receipt is from, amount.
- Retainer application: Invoice Number of the Bill on which retainer was applied and the amount applied), Bank Account balance after the transaction.
- Retainer refund: check number, who the receipt is to, amount.

Filtering the list

In the All Transactions view, you may filter transactions by date range.

Additionally, in the General Retainers view, you may choose to show General Retainer receipts only, applications only, refunds only, or all types.

Related Topics

- [Files](#)
- [Working with transactions on a File](#)

Using other information on a File

You can view and work with other useful information related to a File: the Bill Images view (described below) and the Related Files view (which, as on the Attorney side, allows you to set and view a list of Files that are related to this one).

Working with Bill images

To open the PDF or Word images of posted Bills on a File, go to the BILLING-side of the File Details window and navigate to the Bill Images brad view. Images of Reminder Statements posted with interest are also accessible. These images are also available from the Billing Index.



Note: Your Administrator has a Firm Setting to control whether the images for Bills (and Reminder Statements posted with interest) are automatically saved in PDF format, Word format, or both.

Name	Send Bill	Attention or c/o	Details
IMM Cases	<input checked="" type="checkbox"/>		IMM Cases One Yonge Street Toronto ON M7J8Y8 Canada imm@gmail.com

Date	Invoice #
May 06/21	362683
May 06/21	362684
May 03/21	362678

You can:

- Open the PDF or Word image of a Bill or Reminder Statement

- Send the PDF (else Word) image of a Bill, or a Reminder Statement posted with interest, as an attachment on an e-mail to the Primary Client (if E-mail Integration is enabled)
- Open the E-bill text version on a Bill (created if the File was set for E-billing)
- Send the E-bill version of a Bill as an attachment on an e-mail to the vendor (if E-mail Integration is enabled)
- Delete the PDF, Word, and E-bill versions of a Bill or Reminder Statement



TIP: If you do not have E-mail Integration enabled, you may instead open the PDF and then send it as an e-mail attachment from the Amicus Tasks Toolbar (assuming you have enabled that Toolbar in Adobe Reader or Acrobat).

Working with the E-billing Custom Page

If the File is set to use a standard e-billing format (LEDES 1998B, Legalgard/Litigation Advisor, or Chubb), a special Custom Page is provided so that you may enter the additional information required in the E-bill. From the Billing side of the File Details window, navigate to the Custom Pages > E-bill Information or E-bill Information (Chubb) view and complete the fields.

The screenshot displays the Amicus Billing software interface. The top navigation bar includes 'ATTORNEY' and 'BILLING' tabs, with 'BILLING' selected. The main content area is titled 'E-bill Information' and contains two sections: 'LEDES 1998B' and 'Legalgard/Litigation Advisor'. The 'LEDES 1998B' section has two input fields: 'invdescr' and 'clientmatterid'. The 'Legalgard/Litigation Advisor' section has multiple input fields: 'divname', 'divoffice', 'claimnum', 'claimrep', 'invseq', 'matterid', 'Billing Currency', 'Court Track Code', and 'Class of Business code'. On the right side of the 'Legalgard/Litigation Advisor' section, there are labels for 'Date Instructed', 'Date Litigation Commence', 'Type of Instruction Code', 'Phase of Instructon Code', 'Total Indemnity/Damages', 'ACE's % of Liability', and 'Insured'. The left sidebar shows a navigation menu with 'Custom Pages' expanded to 'E-bill Information'. At the bottom, there are 'Print' and 'Save & Close' buttons.

File Edit View Tools Actions Feedback Help

ATTORNEY BILLING 112/112.0095

Clients On This File E-bill Information (Chubb)

Firm Members
 Contacts whose role is
 Classified as a Client Role

File Facts

- All Transactions
- Time / Fees
- Expenses
- Bills
- Trust
- General Retainers
- Bill Images
- Related Files
- Custom Pages
 - E-bill Information
 - E-bill Information (Chubb)**
 - Admin

Restrict Portal

Index

Division Name:
 Division Office:
 Claim Number:
 Claim Representative:
 Invoice Sequence:
 Matter ID:
 Date of Loss/ Claims-Made Date:
 Occurrence ID:
 Line of Business Code:
 Insured Name:
 Claimant's Name:
 Date Suit Petition Filed/Hearing:
 Jurisdiction Type:
 Jurisdiction State:
 Opposing Law Firm:
 Shared Percentage:

Print Save & Close

Related Topics

- [Files](#)
- [Working with transactions on a File](#)

Refunding General Retainer

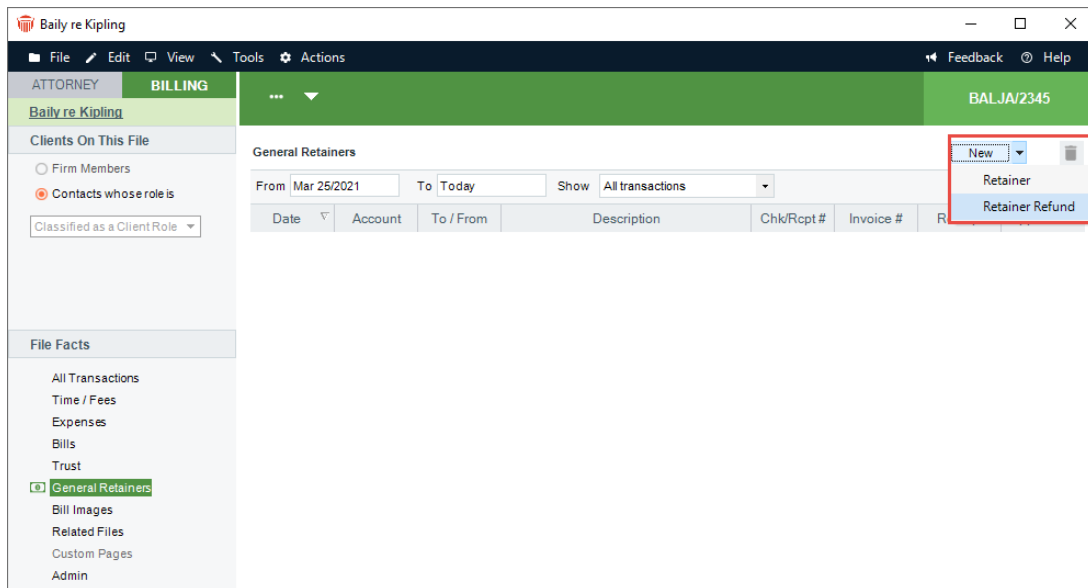
Use the General Retainer Refund function to reimburse General Retainer funds on a File back to a Client.

TIP: If your firm has set up a "petty cash" or "slush fund" File and paid General Retainer funds on it, you can use this function as a simple way to write checks from a General Bank Account.

Creating a Refund

On a Billing-side File Details window:

2. Select General Retainers from the navigation pane on the left and select New > Retainer Refund.



3. The General Retainer Refund dialog box displays:

Janet Baily	Baily re Kipling	BALJA/2345
Billable	WIP Fees	General Retainer
AR:	WIP Expenses	Trust Balance
0.00	133.82	15,000.00
5,420.00		0.00

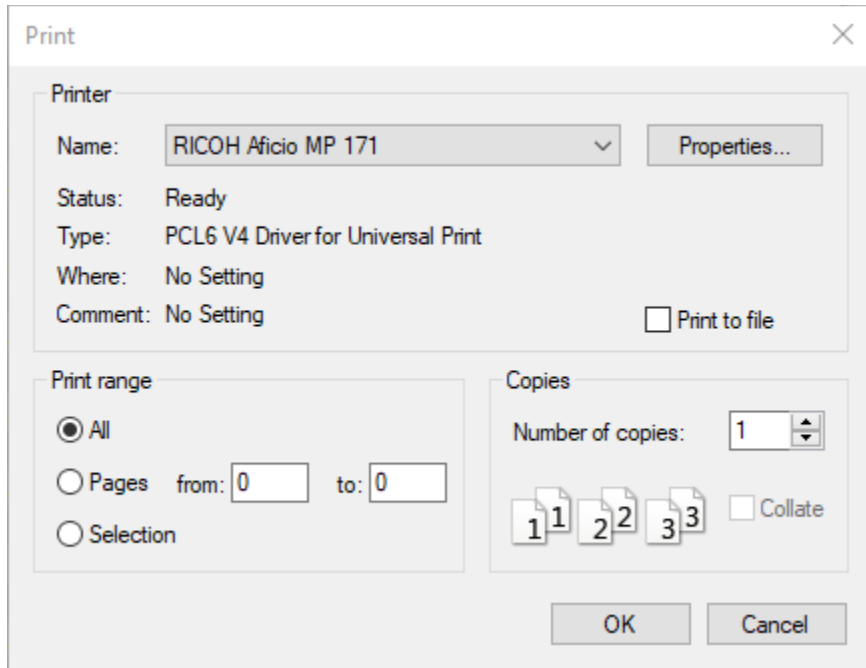
4. Enter basic information for the check:

- From—Trust Bank Account from which money is being withdrawn.
 - Check #—Optional identification number.
 - Date—Date of the check.
 - To—The name of the person to whom payment is being made.
 - Amount—Dollar value of money being paid.
 - Type—Method of payment (check or other).
 - Description—Description of the payment.
 - File—Which File's General Retainer is being refunded. Balances for this File are shown at the bottom of the screen.
5. If Refund check printing is allowed at your firm (as set by your Amicus Administrator), and the payment Type is "Check", then a Print option is available at the right. Select that option to have a check printed when you Save the transaction.
6. Select the Show Refund on Bill option if you want this transaction shown on the Client's next Bill on this File.
7. Click Save & New or Save & Close to save the Refund.

When a Refund is saved, Minimum Retainer Balance on the File is disabled.

Printing checks

The Amicus Administrator can set your firm to allow General Retainer Refund to check printing and if so, whether to print automatically or ask first.



A check can be output in the following ways:

- When you save a new General Retainer Refund (if you've selected the Print option).
- When you open an existing General Retainer Refund and either click Print (if the check was not previously printed), or click Reprint (if allowed by your Administrator).
- When you run the Checks report from the Reports module (including reprinting if allowed).

Related Topics

- [Files](#)
- [Working with transactions on a File](#)

Clients

The **Clients** module on the **Billing** side is similar to the **People** module on the **Attorney** side, with some extra or slightly different functions and information available on only one side or the other.

On the **Billing** side, you will working with **Contacts** who have a **Client-classified Role** on one or more **Files** (regardless of whether or not they are assigned to the "Clients" **Contact Group**).

The **Firm Directory** is also available on the **Billing** side, as on the **Attorney** side.

Use the **Attorney-Billing** buttons at the top of the control panel to switch between the **Billing** and **Attorney** versions of the **Clients/People Index** or particular **Client/Person Details**.

Related Topics

- [Adding a Contact](#)
- [Looking up Clients](#)
- [Working with Client records](#)
- [Working with a Client's details](#)

Adding a Contact

When you add a new Contact from anywhere other than from **People On The File** list or **Primary Client** field in **File Details**, note that the Contact is not automatically assigned a **Client-classified Role** on a File and so will not appear in the **Billing-side** Clients Index. This is the same even if you add the Contact from the **Billing side**.

Related Topics

- [Clients](#)
- [Looking up Clients](#)
- [Working with Client records](#)
- [Working with a Client's details](#)

Looking up Clients

You can look up **Clients** on the Billing **side** in various ways:

- In the **Clients** Index—see [Using the Clients Index](#).
- Using the **QuickFind** function in the **Clients** Index—see the *"Finding Clients (QuickFind)" topic in the Attorney User Help or User Guide*.
- In the **People On This File** list in the **File Details** window—see [People on a File](#).
- Using the **Select People** dialog to associate People with records—see the [Common Functions > Selecting People](#) topic in the Attorney User Help.
- Doing a **Whose File Is It?** search—see the [Files > Looking up Files > Whose File Is It?" Searching](#) topic in the Attorney User Help.

The global Search function is available only on the Attorney side. For details, see the [Search](#) topic in the Attorney User Help.

Related Topics

- [Adding a Contact](#)
- [Working with Client records](#)
- [Working with a Client's details](#)

Using the Clients Index

The **Clients Index** window appears when you open the **Clients** module on the Billing side. It shows a list of your Clients arranged alphabetically by name.

This topic covers:

- [Showing particular kinds of Clients](#)
- [Client balances and totals](#)
- [Editing a Client's basic information or viewing a Client's details](#)
- [Expanding a Client row and listing their Files](#)

To open the **Clients Index**, click the **Clients** navigation button in the Navigation Pane. Or, open the **People Index** on the **Attorney** side and then click the **Billing** button to switch to the **Billing** side. If the **Clients Index** is already open, clicking **Clients** merely brings that window to the foreground—it does not open a second copy of the Index.

Client Name	Client ID	Phone	WIP	AR	Trust	Gen. Retainer
Battalion Steel Company (BATSTL	(212-555-5601)	0.00	0.00	0.00	0.00
Berwood Construction Ltd.	BERCO	(212) 555-9999	3,460.00	6,430.00	0.00	0.00
Blue Holly Mattress Co. (1)	BHMCO	(212) 555-3256	0.00	0.00	0.00	0.00
FirstHome Builders (1)	FIRSTH	(914) 555-9824	877.75	5,958.65	0.00	7,500.00
Jamison Inc. (1)	20304	(773) 555-5768	2,630.00	19,610.00	0.00	0.00
North America Truck Ltd. (NATRK	(212) 555-3012	3,732.32	2,964.00	49,314.35	0.00
Clark M. Admiral (1)	ADMHE	(532) 555-9354	0.00	7,768.00	15,000.00	0.00
Mathew Alladin (1)	ALLMA	(312) 555-0708	4,798.72	2,585.00	7,500.00	0.00
Janet Bailly (1)	BALJA	(613) 555-8844	5,553.82	0.00	15,000.00	0.00
Gary Berwood (1)	AUTO	(212) 555-9999	2,345.00	8,380.00	0.00	0.00
Harold Blank (2)	BLAHA	(312) 555-4949	0.00	0.00	0.00	0.00
Jim M. Cooperman (1)	COOPER	(225) 555-3342	1,640.00	0.00	825.00	0.00
Elizabeth Fairchild (1)	FAIREL	(613) 555-5487	40.00	0.00	0.00	15.00
Guthrie Featherstone (1)	233445	020 555 8457	0.00	0.00	0.00	0.00
George Evan Gallagher (1)	GALGE	(541) 555-9966	1,480.00	0.00	0.00	0.00
Steven Hanley (1)	STEVHAN	(617) 555-5571	0.00	0.00	0.00	0.00
Samuel Hunt (1)	GARGA	(617) 555-8713	2,037.50	745.00	0.00	0.00
Veronica G. Kennedy (1)	KENVE	(617) 555-9874	180.00	0.00	0.00	0.00
Susan Kifnal (1)	KIFNAL	(212) 555-8876	3,965.17	744.00	1,195.00	0.00
Harold Markham (1)	12345	+011 (044) 555	4,260.00	1,380.00	4,910.50	0.00
Anne Neighbor (1)	NEIGH	(313) 555-9494	1,705.00	0.00	14,815.00	15,000.00
Bill Parker (1)	PARKER	(416) 555-2110	970.33	1,650.00	0.00	0.00
Susan Richter (1)	RICSU	(416) 555-6633	1,000.00	0.00	0.00	0.00
James Sutherland (1)	SUTH1	(312) 555-4949	1,600.00	900.00	0.00	0.00
Frank Sydenham (1)	FRANKSYD	(212) 555-8745	0.00	500.00	0.00	0.00
Helen Teague (1)	TEAHE	(617) 555-6598	0.00	0.00	0.00	0.00
David Teale (1)	TEALE	(617) 555-8900	0.00	1,500.00	0.00	0.00
Totals			50,060.61	67,099.65	114,834.85	22,515.00

For Clients, the list shows information such as the name of the Client, the Client ID, the Primary phone number, the Client ID, the WIP and AR balances, and the Trust and General Retainer balances. Above the list, a title indicates how many Clients are shown in the current list. Only Clients are shown—those Contacts who have a Client-classified Role on one or more Files. To sort the list by the information in a column, click the column heading.

For the Firm Directory, the list shows the same information as on the Attorney side: the name of the Firm Member, the Company Name, the Primary phone number, and the Firm Groups to which they belong. You may filter the Firm Directory the same way as on the Attorney side.

Showing particular kinds of Clients

You may have a large number of Clients. Using options in the control panel, you can filter the list of Clients shown (assuming that you first select the Clients option to show only Clients, rather than selecting Firm Directory to show only Firm Members).

- Depending on your assigned Security Profile or Firm Member Designations, you might have the following option: select Firm Clients to show all Clients regardless of whether you are assigned to them or select My Clients to show only the Clients to which you are assigned.
- Filter the list to show "All" Clients or only "Primary Clients" (those Clients who are Primary Client on one or more Files).
- Optionally, filter the list to include only those Clients with non-zero balances for AR, WIP, both AR and WIP, or AR and/or WIP.

Client balances and totals

If filtering the list to show All Clients, the WIP, AR, Trust and General Retainer balances shown for each Client are the totals for all Files on which they have a Client-classified Role. If showing only Primary Clients, the balances shown for each Client are the totals for only those Files on which they are the Primary Client.

The totals shown at the bottom of the Clients Index are the totals for the Files on which the Clients you have filtered the list to are the Primary Client.

The balances and totals include only those Open Billable Files that you have permission to view.

Editing a Client's basic information or viewing a Client's details

As on the Attorney side, you can open the Person Edit dialog for a particular Client by selecting them, right-clicking on the list, and choosing Edit on the shortcut menu that appears. Or to view the Person Details record for a particular Client, double-click them in the list.

Expanding a Client row and listing their Files

In the Clients Index, the number of Open Billable Files each Client is on is shown in parenthesis to the right of their name. To expand the Client row and show these Files in a sublist, click the "+" icon to the left of their name.

	North America Truck Ltd. (NATRK	(212) 555-3012	3,732.32	2,964.00	49,314.35	0.00	
	File	Client Matter ID	Responsible	WIP	AR	Trust	Gen. Retainer
...	North America Truck Ltd. · NATRK/001	HG	1,164.30	1,512.00	5,000.00	0.00	
...	North America Truck Ltd. · NATRK/002	HG	944.70	1,002.00	10,000.00	0.00	
...	North America Truck Ltd. · NATRK/003	HG	1,623.32	450.00	34,314.35	0.00	

For each File, the File name, Client Matter ID, Responsible Lawyer, and WIP, AR, Trust, and General Retainer balances are shown. You can double-click a File to open its Details dialog.

If the list is filtered to show All Clients, all Files on which the Client has a Client-classified Role are shown in the sublist (and those on which they are the Primary Client are shown in bold). If showing only Primary Clients, only those Files on which they are the Primary Client are shown.

Only those Files that you have permission to view are shown.

To collapse the File list for a Client, click the "-" icon to the left of their name.

Related Topics

- [Adding a Contact](#)
- [Looking up Clients](#)
- [Working with Client records](#)
- [Working with a Client's details](#)

Working with Client records

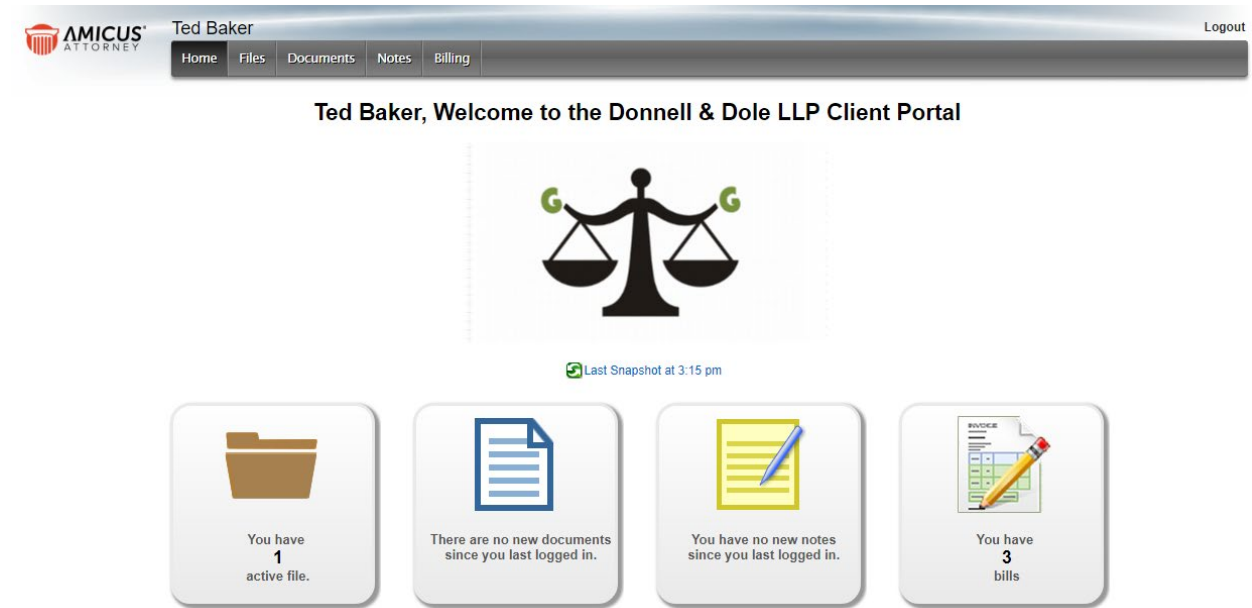
As on the Attorney side, you can print information about Clients, generate documents from their records, have Amicus assist you in getting in touch or keeping in contact, change Firm Member assignments, change Group assignments, and check for duplicates.

Related Topics

- [Adding a Contact](#)
- [Looking up Clients](#)
- [Working with a Client's details](#)

Using the Client Portal

Once a Client has received their Client Portal invitation e-mail, clicked the link in it, and set up their access, they can log in to the Portal.



What a Client can see in the Portal:

- Files that have been shared to them.
- Shared Documents, Notes, Appointments, and Tasks on those Files—from separate modules or from the Details views of the associated File.
- Invoices that have been shared.



Note: For privacy and security reasons, Clients are provided limited information. For example, a File's Summary is not shown.

What a Client can do in the Portal:

- Add new Documents on their shared Files. These are automatically shared, and assigned to the File's Responsible Lawyer.
- Clients may download an existing shared document, edit it, and upload it as a new, separate Document.
- If Documents are Amicus-Managed at your firm, Clients may also Check Out/In the current version of an existing shared Document.

- Add new Notes on any of the shared Files (and optionally on a Document or Event). These are automatically shared, and a Sticky Alert is sent to the File's Responsible Lawyer.
- For privacy and security reasons, Clients cannot otherwise edit or delete existing items.
- View and share their invoices.
- Make payments via credit card and ACH.
- Generate and print a report of Client Portal billing activities.
- Remove APX Payment Methods

Related Topics

- [Sharing Invoices](#)
- [Viewing Invoices](#)
- [Paying Invoices](#)
- [Reporting](#)

Sharing Invoices

The Client Portal allows you to share both paid and unpaid invoices with your client. Payments associated with a shared invoice are automatically shared. If a firm does not have APX enabled the 'Pay Now' option on the portal view is disabled.



Note: To learn more see [Sharing Information via the Client Portal](#) in the Amicus Attorney User Help.

Each shared invoice will display an Invoice Number, Date and the Total Payment amount Billed per invoice. The amount is net of write up/down and includes fees, expenses, taxes, and interest (if posted as AR).

Sharing invoices by default in the Client Portal

To share finalized bills by default in the Client Portal:

1. Open an available file in the BILLING-side, go to **Admin > Bill Settings** to display the following dialog:

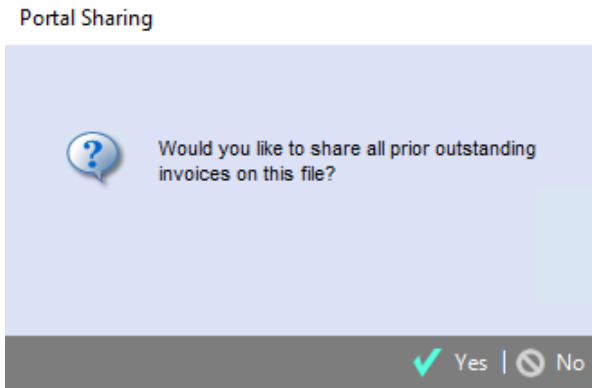
The screenshot displays the 'Admin - Bill Settings' dialog in the Alladin Purchase application. The interface is organized into several sections:

- Templates:** Includes 'Bill Template' (Standard New) and 'Reminder Statement' (Standard).
- Billing Behavior and Quotes:** Features a 'Fixed Fee Amount' field set to 5,000.00.
- Email Bills:** Contains options for 'Email Bills to:' with a radio button for 'Primary Client Primary Email' (geniet@symptoco.com) and an 'Alternate Email Address' field. There is also an unchecked checkbox for 'Include APX Request for Payment with E-mail'.
- Retainers and Billing:** Shows 'Minimum' set to 'Trust' and 'Retainer Balance Required' with 'Amount' and 'Trigger' both at 0.00. Under 'To pay new charges at billing:', the 'Use Trust Funds' checkbox is checked, while 'Use Credit Card / ACH' is unchecked. The 'Share new bills in Client Portal' checkbox is checked.
- Billing Behavior:** Includes dropdowns for 'If Fees > Quoted Amount' (Bill WIP Fees), 'If Fees < Quoted Amount' (Bill Quoted), and 'Fee Reductions appear as' (Courtesy Discount).
- Lawyer Fee Distribution and Split Billing:** Shows 'Distribution Method' as 'Prorated' with an 'Edit' button, and an unchecked 'Split Bills between File Matters' checkbox with another 'Edit' button.
- Interest and Reminder Statements:** Both 'Send Statements' and 'Charge Interest' checkboxes are checked.
- Mass Billing:** Includes unchecked checkboxes for 'Exclude from Mass Billing' and 'Bill Only Expenses'.

At the bottom of the dialog, there are 'Print' and 'Save & Close' buttons. The sidebar on the left shows the 'Admin' menu with 'Bill Settings' highlighted.

- An option **Share new bills in Client Portal** is visible and available only when a file is shared in the Client Portal. By default, it is unchecked.

2. Check **Share new bills in Client Portal** to automatically share new bills for single and mass billing. Also, invoices with or without an outstanding balance will be shared in the Client Portal. The following prompt message displays:

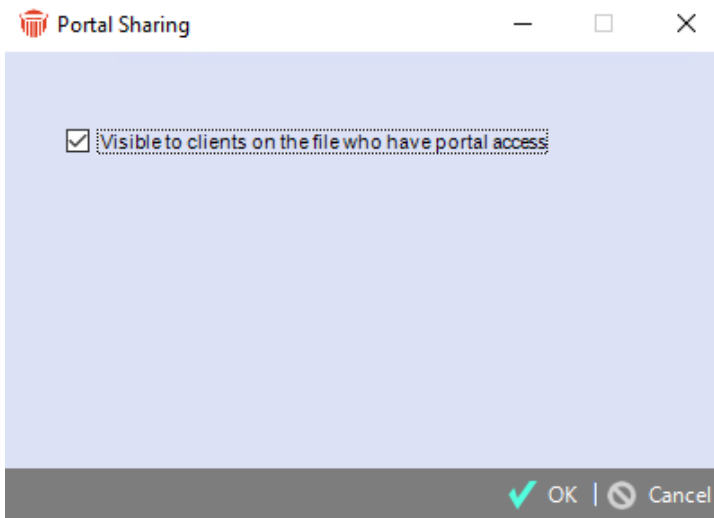


3. Click Yes to close the dialog and flag all prior outstanding invoices on this file to be available in the Client Portal.
 - Go to the Bills screen to include paid invoices.

Removing an invoice from the Client Portal

To remove an invoice from the Client Portal:

1. Select the invoice and click on the portal icon  to display the following prompt:



2. Uncheck the Visible to clients on the file who have portal access box, select OK.

The selected invoice is no longer shared in the Client Portal and the portal icon is removed from the Portal column.

Alladin Purchase

File Edit View Tools Actions Feedback Help

ATTORNEY BILLING People on this File

Alladin Purchase

Clients On This File

Firm Members
 Contacts whose role is
 Classified as a Client Role

File Facts

All Transactions
 Time / Fees
 Expenses
Bills
 Trust
 General Retainers
 Bill Images
 Related Files
 Custom Pages
 Admin

ALLMA/97088

Bills

From Mar 01/2017 To Today Show Paid & Outstanding

Date	Inv#	Fees	Expenses	Taxes	Interest	Total	Payments	Balance	Aging (d)
Nov 22/20	1001	2,500.00	85.00	0.00	0.00	2,585.00	0.00	2,585.00	155
Totals		2,500.00	85.00	0.00	0.00	2,585.00	0.00	2,585.00	

Account Overview

	Unposted	Posted	WIP	Billed	Write Up / Down	Paid	AR
Hours	2.80	24.40	22.20	0.00			
Fees	560.00	7,380.00	4,440.00	2,500.00	0.00	0.00	2,500.00
Expenses		443.72	358.72	85.00	0.00	0.00	85.00
Taxes				0.00	0.00	0.00	0.00
Interest				0.00	0.00	0.00	0.00
Totals	560.00	7,823.72	4,798.72	2,585.00	0.00	0.00	2,585.00

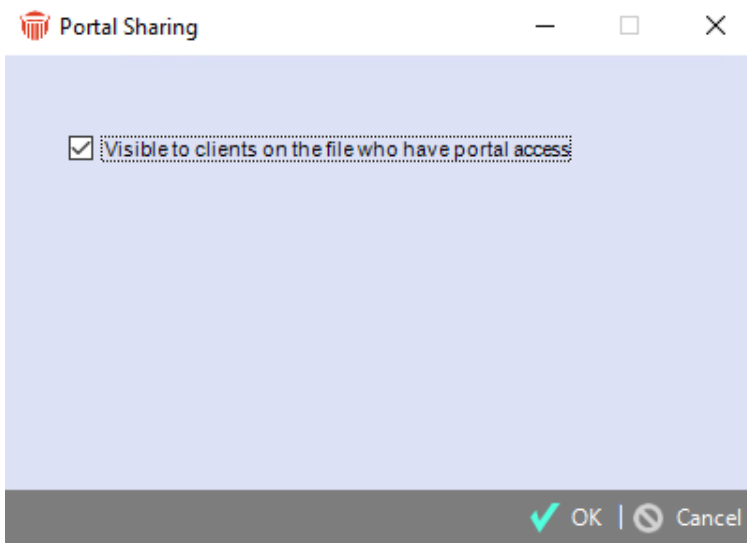
Trust 7,500.00 General Retainer 0.00 Last Bill Nov 22/20 Last Payment

Sharing invoices in the Client Portal

1. Open a file with an invoice. The portal icon  Portal displays at the top of files that have been shared.

The screenshot shows the 'Alladin Purchase' software interface. The main window is titled 'Alladin Purchase' and has a menu bar with 'File', 'Edit', 'View', 'Tools', and 'Actions'. The 'BILLING' side is selected, and the 'People on this File' section shows 'ALLMA/97088'. The 'Bills' section is active, displaying a table of bills with columns for Date, Inv#, Fees, Expenses, Taxes, Interest, Total, Payments, Balance, Aging (d), and Portal. A 'Portal' icon is visible in the bottom right of the table. Below the table is an 'Account Overview' section with a table showing Unposted, Posted, WIP, Billed, Write Up / Down, Paid, and AR values for various categories like Hours, Fees, Expenses, Taxes, and Interest. The interface includes a sidebar with navigation options like 'All Transactions', 'Time / Fees', 'Expenses', 'Bills', 'Trust', 'General Retainers', 'Bill Images', 'Related Files', 'Custom Pages', and 'Admin'. At the bottom, there are buttons for 'Restrict', 'Portal', 'Index', 'Print', and 'Save & Close'.

2. Go the BILLING-side and select Bills. Click on the Portal option to display the following Portal Sharing message:




3. Select the box beside Visible to clients on the file who have portal access.

- Click OK to share the selected invoice in the portal or Cancel to return to the previous screen.




Note: The Portal Sharing dialog option default is dependent on the invoices selected.

- If you select an un-shared invoice(s) and click on the portal icon  Portal the dialog option defaults to unchecked.
- If you select a shared invoice(s) and click on the portal icon the dialog option defaults to checked.
- If you select a mixture of shared and un-shared invoices and click on portal icon the dialog option defaults to checked.

A portal icon is added to the portal column when an invoice is shared to indicate that the invoice is shared.

The screenshot displays the 'Alladin Purchase' software interface. The main window shows a 'Bills' section for client 'ALLMA/97088'. The 'Bills' table has the following data:

Date	Inv#	Fees	Expenses	Taxes	Interest	Total	Payments	Balance	Aging (d)	Portal
Nov 22/20	1001	2,500.00	85.00	0.00	0.00	2,585.00	0.00	2,585.00	155	
Totals		2,500.00	85.00	0.00	0.00	2,585.00	0.00	2,585.00		

Below the bills table is an 'Account Overview' table:

	Unposted	Posted	WIP	Billed	Write Up / Down	Paid	AR
Hours	2.80	24.40	22.20	0.00			
Fees	560.00	7,380.00	4,440.00	2,500.00	0.00	0.00	2,500.00
Expenses		443.72	358.72	85.00	0.00	0.00	85.00
Taxes				0.00	0.00	0.00	0.00
Interest				0.00	0.00	0.00	0.00
Totals	560.00	7,823.72	4,798.72	2,585.00	0.00	0.00	2,585.00

At the bottom of the account overview, there are summary items: Trust 7,500.00, General Retainer 0.00, Last Bill Nov 22/20, and Last Payment.

Deleting invoices in the Client Portal

After reviewing your bills you may realize a mistake has been made. For example, the cutoff date on a bill was incorrect.



Note: There are multiple areas where you can delete an Invoice.

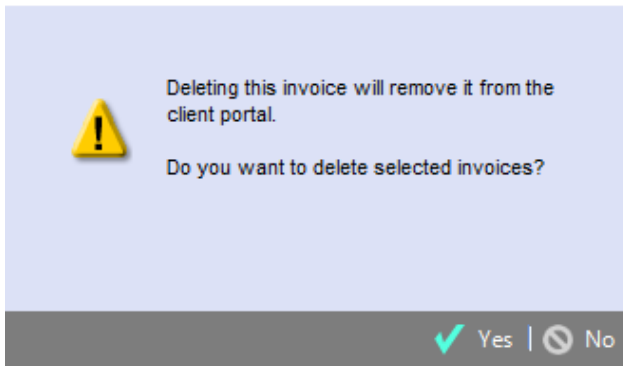
1. An easy way to delete the bill in the BILLING-side is to go to Billing module and filter the list of invoices using the controls in the left pane.

Client	Matt	Client	Date	Inv#	Fees	Expense	Taxes	Interest	Total	Payment	Balance	Aging (d)		
119/6679	Frank William	Mar 05/21	571	5,000.00	0.00	0.00	0.00	5,000.00	2,500.00	2,500.00	66			
FRANKSYD	Frank Syden	Feb 15/21	1000	1,915.00				2,000.00	1,500.00	500.00	84			
SUTH1/02001	James Sutherl	Feb 04/21	526	0.00				900.00	0.00	900.00	95			
ALLMA/97081	Mathew Alladi	Dec 06/20	1001	2,500.00				2,585.00	0.00	2,585.00	155			
20304/94939	Jamison Inc.	Dec 06/20	516	25,000.00				27,360.00	7,750.00	19,610.00	155			
AUTO/33402	Gary Berwood	Dec 06/20	510	17,500.00				17,880.00	9,500.00	8,380.00	155			
KIFNAL/9984	Susan Kifnal	Dec 06/20	523	1,575.00				1,644.00	900.00	744.00	155			
PARKER/984	Bill Parker	Dec 06/20	522	18,500.00				19,150.00	17,500.00	1,650.00	155			
FIRSTH/2062	FirstHome Bui	Dec 06/20	512	17,500.00				18,458.65	12,500.00	5,958.65	155			
NATRK/001	North America	Dec 06/20	859	6,300.00				6,512.00	5,000.00	1,512.00	155			
NATRK/002	North America	Dec 06/20	859	3,650.00				4,502.00	3,500.00	1,002.00	155			
NATRK/003	North America	Dec 06/20	859	7,500.00				8,450.00	8,000.00	450.00	155			
BERCO/6799	Berwood Cons	Nov 04/20	501	8,325.00				8,930.00	2,500.00	6,430.00	187			
Totals					115,265...	8,106.65	0.00	0.00	123,371...	71,150.00	52,221.65			
Frank Sydenham					Sydenham re Public Commission of Inquiry					FRANKSYD/3...				
Billable					W/IP Fees					General Retainer				0.00
AR:					W/IP Expenses					Trust Balance				0.00

2. Highlight the invoice on the main screen and right-click to display a shortcut menu. Select Delete to delete the bill from the list.

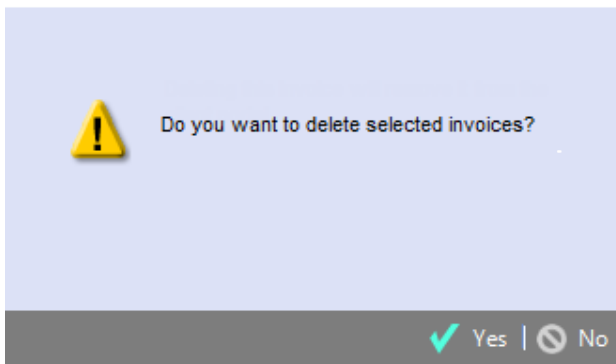
- If the invoice was shared in the Client Portal based on the file settings the following prompt displays:

Amicus Attorney




- Click Yes to delete the selected invoice.
- If the invoice was not shared in the Client Portal the following prompt displays:

Amicus Attorney



- Click Yes to delete the selected invoice.

Viewing shared invoices with other shared items

Open the File Details in the ATTORNEY-side to display the File Facts in the left navigation pane. The  Shared with Clients selection displays the following:

The screenshot shows the 'Alladin Purchase' application window. The main content area is titled 'Shared with Clients' and displays a table of shared invoices for the case 'Baker vs Baker'. The table has three columns: 'Date Shared', 'Subject', and 'Shared By'. The data rows are as follows:

Date Shared	Subject	Shared By
4/2/2021 2:39 PM	Invoice # 1100	Heather Gavel
4/2/2021 2:36 PM	Invoice # 1087	Heather Gavel
4/2/2021 2:36 PM	Invoice # 1089	Heather Gavel

The interface also includes a left sidebar with navigation options such as 'Summary', 'Status Report', 'Notes', 'Related Files', 'Events', 'Time Spent', 'Communications', 'Documents', 'Research', 'Chronology', 'Custom Pages', 'Custom Records', 'Shared with Clients', and 'Admin'. The 'Shared with Clients' option is currently selected. At the bottom of the window, there are buttons for 'Print', 'Delete', and 'Save & Close'.

- **Date Shared**
 - Date and time the invoice was shared
- **Subject**
 - Lists the Invoice Number and the totals of the amount Billed and Paid at the time of sharing the invoice.
- **Shared By**
 - Lists the Firm Member(s) who share the invoice.

Related Topics

- [Using the Client Portal](#)
- [Viewing Invoices](#)
- [Paying Invoices](#)
- [Client Portal Reporting](#)

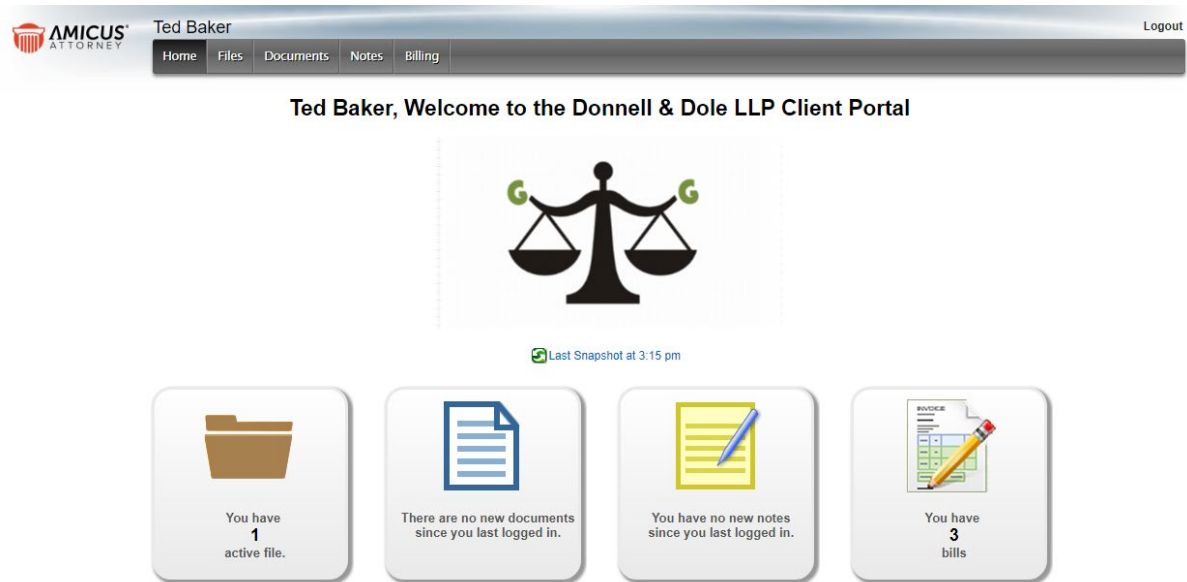
Viewing Invoices

This topic covers:

- [Accessing the Invoice list](#)
- [Viewing Payments](#)
- [Viewing a Bill Image](#)
- [Viewing History](#)

Accessing the Invoice list

Log into the Client Portal to view the Bills tile on the Home Page and the Billing option on the Menu bar.








- The Billing tile:
 - Lists the number of invoices available in the portal for all the shared files to the Client. For example, *"You have 3 bills"*.
 - If no invoices are shared a message displays *"There are no shared bills"*.
 - Mousing over the Billing tile changes the text to *"Show me my bills"*.

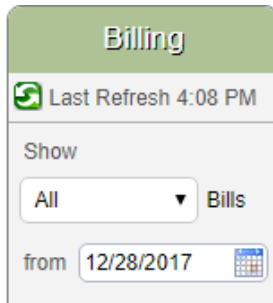
5. Click on the Bills tile or the Billing option on the Menu bar to open the Client Portal Billing module. All shared invoices for this client are listed.

File Name	Invoice	Date	Billed	Paid	Due
Baker vs Baker	1100	Apr 2, 2018	\$750.00	\$0.00	\$750.00
Baker vs Baker	1089	Feb 1, 2018	\$150.00	\$0.00	\$150.00
Baker vs Baker	1087	Jan 1, 2018	\$220.00	\$0.00	\$220.00

6. Select an invoice and click on one of the following tabs in the Billing module:

-  **Open File** – Opens the selected file and defaults to the "Document" selection of the "File Details" screen.. This tab is disabled when an invoice is not selected.
-  **View Bill** – Opens a PDF of the selected bill. This tab is disabled when an invoice is not selected.
-  **View History** – Displays the invoice history including the billed amount and payments. This tab is disabled when an invoice is not selected.
-  **View Payments** – Displays the invoice payments when a row has been selected. When an invoice has not been selected it is disabled.
-  **Pay Now** – Enabled only when the firm is APX enabled. This option allows you to take advantage of Abacus Payment Exchange (APX) service to make payments by Credit Card and ACH on outstanding invoices. Payment is the same as Receive Payment by the Client where the payment may be distributed to multiple files.
 - You can select "Pay Now" without having to select an invoice.
 - If there is an outstanding amount the option of an existing payment method is presented if there is already a payment method for this client.
 - This method is only available to the primary client on the file.
 - You can add a payment method.
 - Make a payment.
 - If there is no outstanding amount you will be able to add a payment method.
 - When making a payment you can select the amount you wish to pay.
 - Enter the amount you wish to pay.
 - The default amount to pay is the outstanding amount.

7. Filter the list of invoices using the controls in the left pane.



Show – Choose from one of the following options:

All – Lists all shared invoices for this user. This is the default.

Outstanding – Lists shared invoices with an amount due and includes invoices with partial payment.

Paid – List shared invoices with zero amount due.

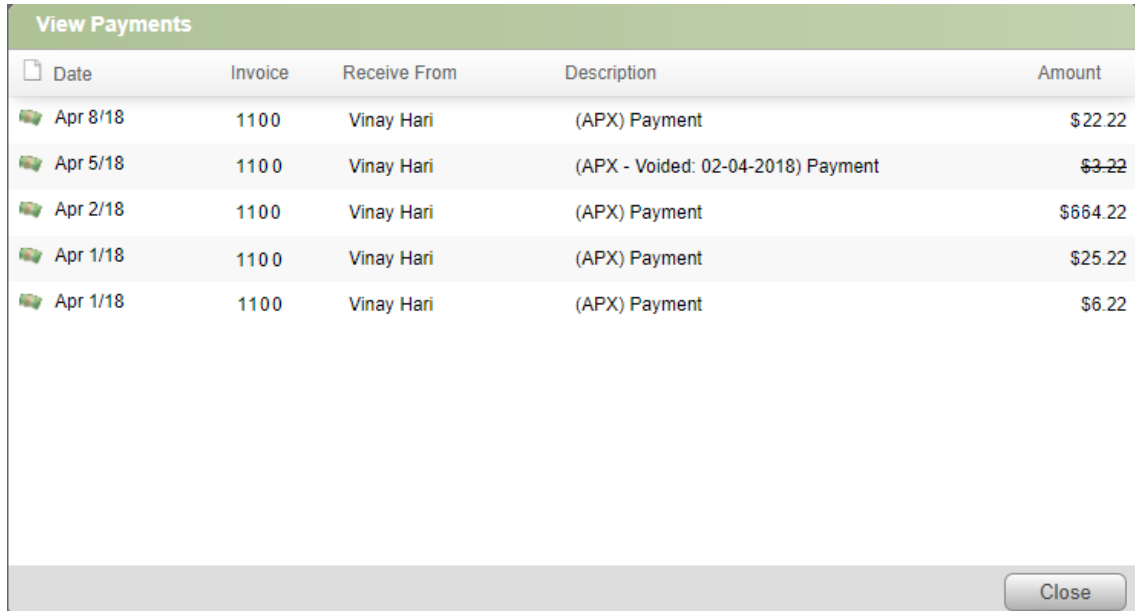
Date selection – Sorted by invoice date starting with the more recent invoice. There is no "To" option as the current date is always used when displaying the invoice list.

from – Defaults to the start of the current month. Use the calendar controls to change this date.

Viewing Payments

To view the payments of the shared invoices:

1. Click View Payments in the Billing module. When an invoice has been selected a screen displays the invoice payments from the most recent payment.



Date	Invoice	Receive From	Description	Amount
Apr 8/18	1100	Vinay Hari	(APX) Payment	\$22.22
Apr 5/18	1100	Vinay Hari	(APX - Voided: 02-04-2018) Payment	\$22.22
Apr 2/18	1100	Vinay Hari	(APX) Payment	\$664.22
Apr 1/18	1100	Vinay Hari	(APX) Payment	\$25.22
Apr 1/18	1100	Vinay Hari	(APX) Payment	\$6.22

2. The payment list is View Only. The columns consists of:
 - Date – Payment date.
 - Invoice – This is the invoice number the payment was applied against.
 - Receive From – Who made the payment.
 - Description – Prefix with "APX" if the payment was by APX.
 - Amount – This is the payment due. The amount is a strikeout if it is for voided and refunded transactions. Deleted regular transactions (non-APX) are not included.
 - The columns are updated when you select "Pay Now" and complete a payment by credit card or ACH.
3. Click Close to return to the previous screen.

Viewing a Bill Image

To review a shared invoice, select an invoice and click on View Bill. A PDF image of the bill displays in the Document Viewer.

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
qaheatherg@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

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A message displays informing you to contact the firm if the image does not exist.

A scrollbar becomes available if the page content cannot fit on the screen. If the invoice is multiple pages, click the next arrow to navigate to any subsequent pages.

Click Download to save the image to your computer. Click Close to close the Document Viewer.

Viewing History

Select an invoice and click View History to get a summary of the payments on the selected bill in date order starting with the most recent.

Click Download to save the image to your computer. Click Close to close the Document Viewer.

Related Topics

- [Using the Client Portal](#)
- [Sharing Invoices](#)
- [Paying Invoices](#)
- [Client Portal Reporting](#)

Paying Invoices from the Billing Module

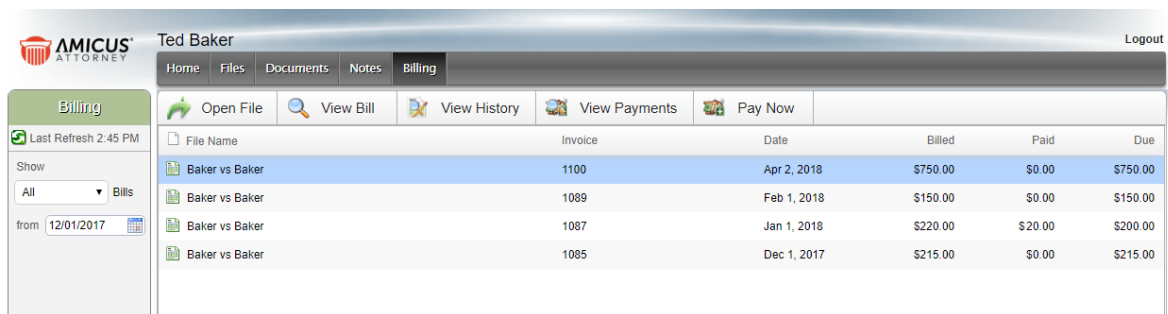
The "Pay Now" feature is enabled only when the firm is APX enabled. This option allows your client to take advantage of Abacus Payment Exchange (APX) service to make payments by Credit Card and ACH on outstanding invoices. You can add a payment method even if there is no invoice to be paid. Void or Refund must be done at the firm level.

You can make a partial payment or choose to pay multiple bills at the same time. You cannot overpay a bill. You cannot edit a payment transaction in the Client Portal after it has been submitted. This must be done by a firm member.

Payment Methods

All valid payment methods associated with the primary client on the file are available in the Client Portal.

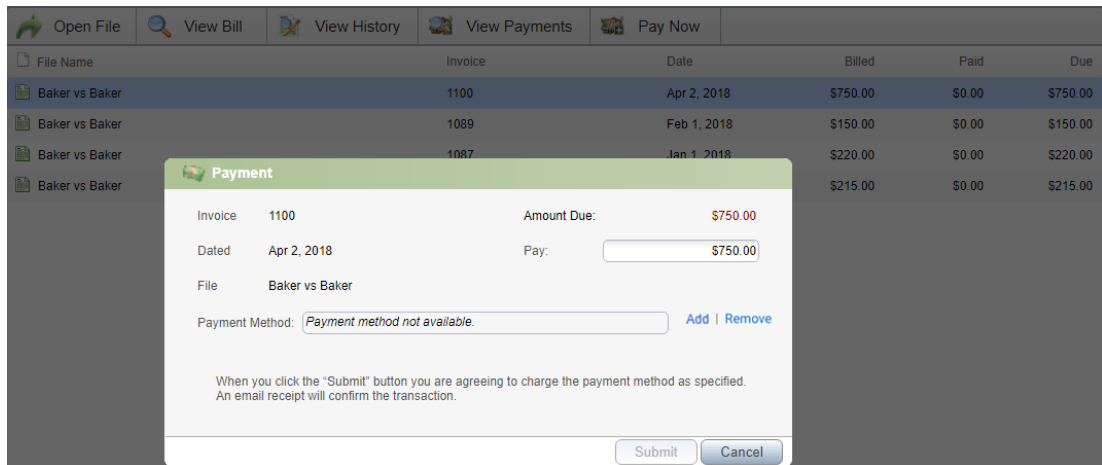
1. Log into the Client Portal and select the Billing module to see all the invoices shared in the portal for all the shared files.



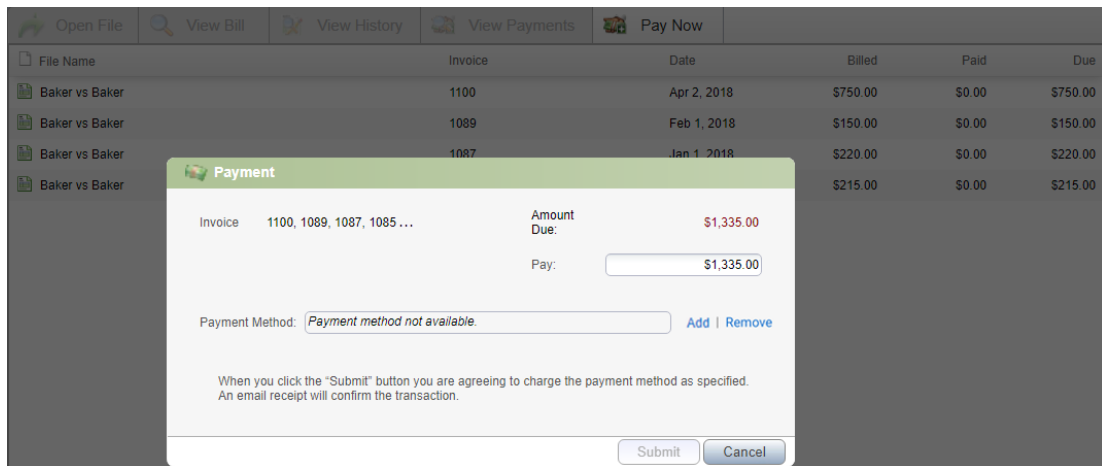
The screenshot shows the AMICUS Billing module interface for Ted Baker. The top navigation bar includes Home, Files, Documents, Notes, and Billing. Below the navigation bar, there are buttons for Open File, View Bill, View History, View Payments, and Pay Now. The main area displays a table of invoices with columns for File Name, Invoice, Date, Billed, Paid, and Due. The table lists four invoices for 'Baker vs Baker' with invoice numbers 1100, 1089, 1087, and 1085. The 'Pay Now' button is highlighted in the top right corner of the interface.

File Name	Invoice	Date	Billed	Paid	Due
Baker vs Baker	1100	Apr 2, 2018	\$750.00	\$0.00	\$750.00
Baker vs Baker	1089	Feb 1, 2018	\$150.00	\$0.00	\$150.00
Baker vs Baker	1087	Jan 1, 2018	\$220.00	\$20.00	\$200.00
Baker vs Baker	1085	Dec 1, 2017	\$215.00	\$0.00	\$215.00

2. Click "Pay Now" to display the Payment screen.
 - If you select an invoice first the Payment screen will show the amount outstanding on the invoice in the Pay field.



- If you do not select an invoice the Payment screen shows the total outstanding on all currently shared invoices in the Client Portal



- The Payment screen contains the following components:
 - Invoice – The first four numbers display followed with "..." if there are more invoices.
 - Click on "..." to display the remaining invoices.
 - Amount Due – Total amount left on the invoice(s).
 - Dated – The date you are making the payment. This field does not display if you are making a payment for multiple invoices.
 - Pay – The default payment is the full amount.
 - You can make a partial payment by clicking in this field and entering the amount you want to pay.
 - If the amount entered is more than the default, a message displays letting you know that this is not allowed.
 - File – The name of the file. This field does not display if you are making a payment for multiple invoices.

- Payment Method – This field contains the APX method that is being used to pay the invoice.
 - Select from the pull-down list if multiple payment methods exist and include both Credit Card and ACH.
 - Click Add to display the Payment Method dialog to add an alternate payment method or if "Payment method not available" displays in the textbox. See [Adding a Payment Method](#).
3. When you add a new Payment method it is automatically added to the primary client and becomes the current Payment Method.

The screenshot shows a 'Payment' form with a green header. It displays the following information:

- Invoice:** 1100, 1089, 1087, 1085
- Amount Due:** \$1,335.00
- Pay:** \$335.00 (in a text input field)
- Payment Method:** Savings - x7899 (Ted Baker) (in a dropdown menu)
- Buttons:** Add | Remove
- Disclaimer:** When you click the "Submit" button you are agreeing to charge the payment method as specified. An email receipt will confirm the transaction.
- Buttons:** Submit | Cancel

- A Payment Services Agreement appears at the bottom of the screen.
4. Click Submit to activate the payment processing. The following message displays while waiting for a response from APX.

This screenshot is identical to the previous one, but with a modal dialog box overlaid in the center. The dialog box contains:

- Title:** Processing Payment
- Icon:** A blue circular loading spinner.

The background form is dimmed, and the 'Submit' button is no longer visible.



Note: When processing a payment on multiple invoices the default method implemented in Amicus Billing determines the payment distribution of fees, expenses, interest, and taxes. The payment starts with the oldest outstanding invoice, and then the next oldest until all payments are fully distributed.

- If the payment is successful, a receipt will be issued and the Payment screen closed. A Confirmation # is issued by APX.

Credit Card Payment

April 03, 2018 \$335.00

Memo: Payment on account.

To: Donnell & Dole LLP

Credit Card: VISA 4510140011384222

Confirmation #: 12707733

- If the payment is unsuccessful, a message prompt displays and you will be able to print a record of the failed payment with the Transaction ID.

Credit Card Payment

April 03, 2018 \$335.00

Memo: The APX transaction could not be processed at this time.
If this problem persists please contact the firm at 1-888-111-2222.

To: Donnell & Dole LLP

Credit Card: VISA 4510140011384222

Transaction ID: 9067505

- An email is also sent to the lawyer.
5. Click Print to print a hard copy of the receipt or click Close to return to the initial Client Portal screen. If the payment was unsuccessful you are returned to the Payment screen to make edits and retry.

6. The Paid column of the Billing module screen is updated with the successful payment and the Balance Due is reduced by the payment amount for the selected invoice.
7. The new payment displays on the list when you select View Payment or View History.
 - For partial payments, the distribution of fees, expenses, interest, and taxes is applied using the "Payment Hierarchy" from the firm settings.

Removing APX Payment Methods via the Client Portal

The option to pay invoices 24/7 via the Client Portal is beneficial to your firm, as well as your clients. The list of available payment methods can be cleaned up effortlessly.

1. Click Remove to the right of the Payment Method field to remove a payment method from the dropdown menu. The Remove button is disabled if a payment method does not exist.

The screenshot shows a 'Payment' screen with the following details:

- Invoice:** 1100, 1089, 1087, 1085
- Amount Due:** \$1,335.00
- Pay:** \$335.00
- Payment Method:** Savings - x7899 (Ted Baker)
- Buttons:** Add | Remove (where 'Remove' is disabled)
- Disclaimer:** When you click the "Submit" button you are agreeing to charge the payment method as specified. An email receipt will confirm the transaction.
- Bottom Buttons:** Submit, Cancel

2. Attempting to delete a payment method that is being used by a recurring payment schedule displays a prompt informing the user that the deletion is not possible.

Adding a Payment Method

The Add option on the payment screen is always enabled. Adding a payment method saves it to the primary client contact on the file in the Client Portal.

1. Click Pay Now on the Billing module to display a Payment screen listing all the valid payment methods previously saved on the file primary contact.

2. Click Add to display an APX application screen.

Janet Bailey - APX Payment Method

Billing Address

JANET BAILEY
88 MILESTONE
NEW YORK NY 90565
jbailey@gmail.com

New Payment Method

Credit Card

VISA Mastercard American Express DISCOVER

* Name on card

* Card Number

* Expiration
MM/YY

eCheck / ACH

SUBMIT

Cancel

- Select either the Credit Card or E-Check / ACH radio button.
 - If you selected Credit Card select the card type and complete the following fields:
 - Name on Card – Enter your name as it appears on your credit card.
 - **Clients Card Number** – Enter the credit card number.
 - CVV Code – Enter the 3 or 4-digit security code on the back of your credit card.
 - Expiry Date – Use the calendar controls to enter the expiry date of your credit card.
 - Billing Address – Enter your billing address.
 - Send Email Receipt – Enter an email address.
3. Click Submit to return to the Payment screen. The new valid payment method is saved to the primary client contact card.

Related Topics

- [Using the Client Portal](#)
- [Sharing Invoices](#)

Client Portal Reporting

After sharing a number of documents, notes, and invoices in the Client Portal, you may like to view a report of your activities.

Viewing of Shared Invoices on the Reports


To view a list of the shared invoices:

1. Go to **Office > Reports > Client Portal**. Then select **All Client Portal Shared Records - Selected File** and select the file you want. The following report displays.

Date Shared	Subject	Shared By
2/27/2018 10:47 AM	APX Payment of \$600.00	North America Truck Ltd.
2/27/2018 10:44 AM	APX Payment of \$3500	North America Truck Ltd.
2/26/2018 2:59 PM	Invoice # 1128	Heather Gavel
1/29/2018 11:05 AM	Invoice # 1129	Heather Gavel
1/29/2018 11:05 AM	Invoice # 1130	Heather Gavel
12/21/2017 8:55 AM	Invoice #1132	North America Truck Ltd.
12/13/2017 12:11 PM	Invoice #1134	Heather Gavel
12/4/2017 1:50 PM	APX Payment of \$400	Heather Gavel

2. Invoices previously shared for the file are now included on the report in addition to the documents and notes shared on the file in the Client Portal.

The columns of each invoice are:

- Bill Icon 
- Date Shared – Date and time the invoice was shared
- Subject – Invoice Number
- Shared By – The firm member who shared the record

Viewing of Client Portal Payments on the Report


After receiving a sticky note that a client has made a payment to the Client Portal you may want to get a report on the payment along with other portal activities.

1. Go to Office > Reports > Client Portal. Then select My New Client Portal Changes - Date Range to display a dialog box. Use the calendar controls to select a Start Date and use today's date for the End Date to display the following report.

Date	Subject	File Name	Client
02/27/2018 10:47 AM	APX Payment of \$600.00	North America Truck Ltd. Corporate Matters	North America Truck Ltd.
02/27/2018 10:44 AM	This is related to CP	North America Truck Ltd. Corporate Matters	North America Truck Ltd.
02/27/2018 10:40 AM	Invoice # 1130: Payment of \$1,075.85	North America Truck Ltd. Corporate Matters	North America Truck Ltd.

2. The report now includes bill payments made in the Client Portal for the selected date range.

Each billing row consists of:

- Bill Icon 
- Date – Date and time of payment
- Subject – Invoice Number and Amount of Payment



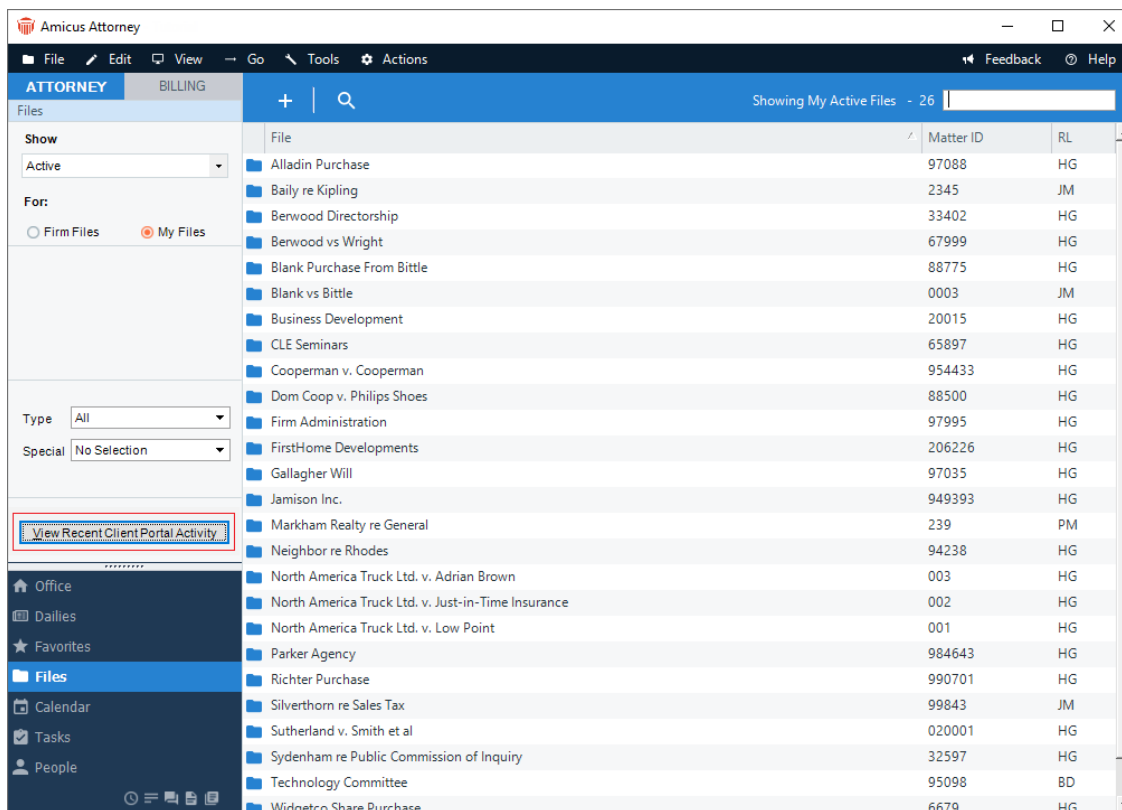
Note: There can be multiple records on the same date and time when the payment is for multiple invoices.

- File Name – File name associated with the paid invoice
- Client – Primary Client name

When a payment is applied to multiple invoices, list one row for each invoice the payment is allocated against. The displayed payment amount shows the amount applied to that invoice.

Viewing Portal Payments from the File Index

In addition to running the report from Office > Reports, you can go to the File Index and click View Recent Client Portal Activity to run the report My New Client Portal Changes - Date Range for today's date.



The screenshot shows the Amicus Attorney software interface. The top navigation bar includes 'ATTORNEY' and 'BILLING' tabs. The main area displays a list of files with columns for 'File', 'Matter ID', and 'RL'. A sidebar on the left contains navigation options like 'Office', 'Dailies', 'Favorites', 'Files', 'Calendar', 'Tasks', and 'People'. A button labeled 'View Recent Client Portal Activity' is highlighted with a red box in the sidebar.

File	Matter ID	RL
Alladin Purchase	97088	HG
Baily re Kipling	2345	JM
Berwood Directorship	33402	HG
Berwood vs Wright	67999	HG
Blank Purchase From Bittle	88775	HG
Blank vs Bittle	0003	JM
Business Development	20015	HG
CLE Seminars	65897	HG
Cooperman v. Cooperman	954433	HG
Dom Coop v. Philips Shoes	88500	HG
Firm Administration	97995	HG
FirstHome Developments	206226	HG
Gallagher Will	97035	HG
Jamison Inc.	949393	HG
Markham Realty re General	239	PM
Neighbor re Rhodes	94238	HG
North America Truck Ltd. v. Adrian Brown	003	HG
North America Truck Ltd. v. Just-in-Time Insurance	002	HG
North America Truck Ltd. v. Low Point	001	HG
Parker Agency	984643	HG
Richter Purchase	990701	HG
Silverthorn re Sales Tax	99843	JM
Sutherland v. Smith et al	020001	HG
Sydenham re Public Commission of Inquiry	32597	HG
Technology Committee	95098	BD
Widoetco Share Purchase	6679	HG

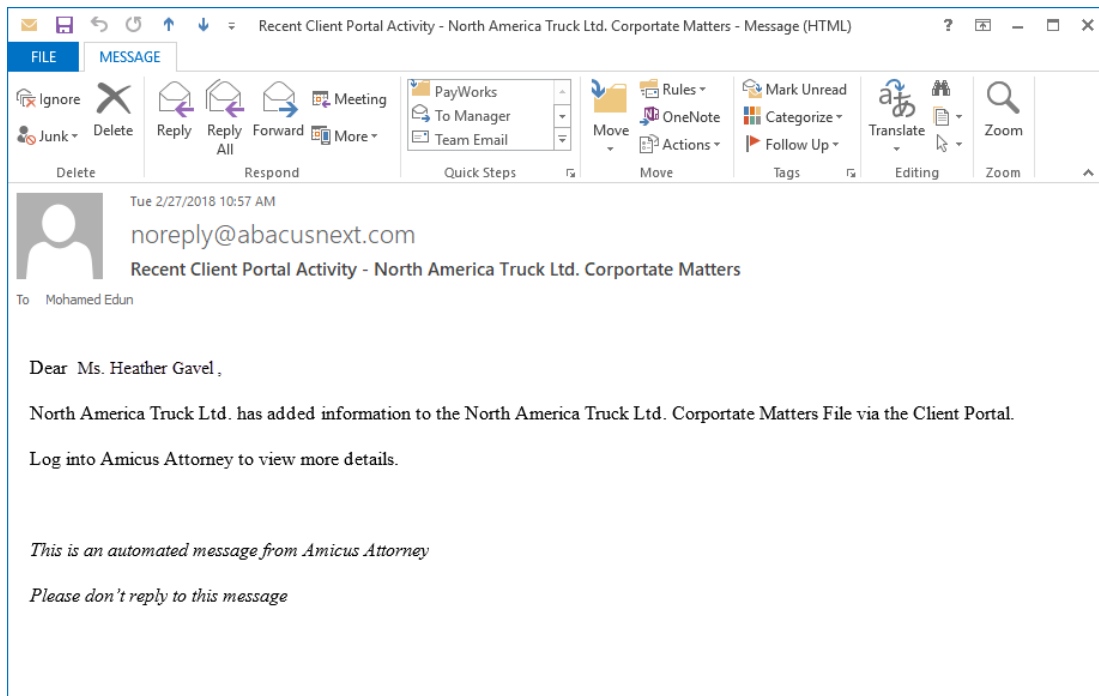
Email for Client Portal Payment

This option can be set up in Amicus-ATTORNEY and BILLING.



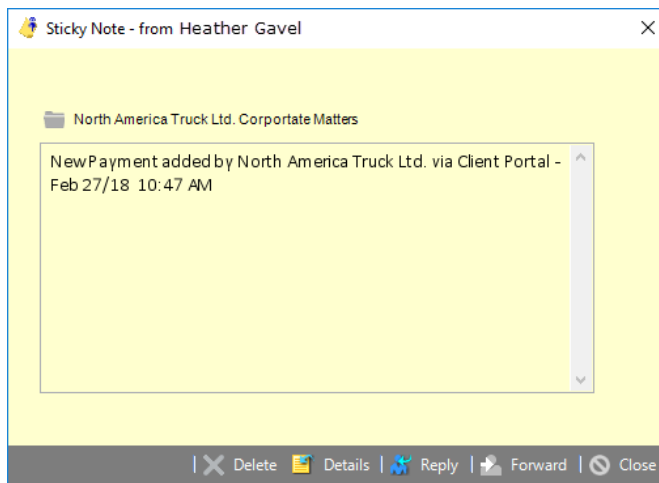
Note: Email must be set up for the file in User Management.

1. Open a file and go to Admin > General.
2. Select the Email Client Portal Alerts checkbox and pick an option from the pull-down list.
 - Nightly digest to responsible Lawyer
 - Nightly digest to assigned Firm Members
 - Immediately to Responsible Lawyer
 - Immediately to assigned Firm Members



This is the current standard email for existing Client Portal functionality. The email is also sent to the distribution list on a successful Client Portal payment processing.

3. In addition to the email notification, a sticky is sent to the responsible lawyer.



Note: When a Client Portal payment is unsuccessful a separate email is sent to the responsible lawyer.

Time, Fees and Expenses

The **Time, Fees & Expenses** module on the Billing **side** is similar to the **Time Sheets** module on the Attorney side, with some extra or slightly different functions and information available on only one side or the other. In particular, you can create **Expense Entries** from the Billing **side**, and *Billing Supervisors* can see firm-wide views of time and expenses.

Use the **Attorney-Billing** buttons to switch between the Billing and Attorney versions of the module.

This topic covers:

- [Creating Time Entries](#)
- [Working with Time Entries](#)
- [Tracking Time Entries](#)
- [Creating & working with Expense Entries](#)
- [Managing edits to time entries](#)
- [Setting a default profile for Fees and Expenses](#)
- [Importing Fees and Expenses from CSV](#)
- [Reviewing Time Entries & Expenses](#)
- [Searching Time Entries](#)
- [Mass change to Time Entries](#)

Creating Time Entries

You may create **Time Entries** from both sides of Amicus. For example, choose **File > New > Time Entry** from the menu in any module.

The screenshot shows the 'Time Entry Details' dialog box. At the top, it has a title bar with a close button. Below is a menu bar with 'File', 'Edit', 'View', and 'Actions'. The main area contains several sections: 'Timekeeper' with a user icon and name 'Heather Gavel', and 'Date' set to 'Today'. Below that is 'File' with a folder icon and name 'Alladin Purchase'. A horizontal line separates this from client information: 'Client: Mathew Alladin', 'Matter: Alladin Purchase From Kipling', 'Client Matter ID: ALLMA/97088', 'WIP: 4,798.72', 'AR: 2,585.00', and 'Fee Arrangement: Fixed \$5,000.00'. Another horizontal line follows. Below are three input fields: 'File Category' (Fixed Fee), 'Time Tracking Rate' (Normal), and 'Rate Value' (200.00). Then 'Activity Code' is a dropdown menu showing '<My Activity Codes>' with a link to 'All Activity Codes'. Below that is a large 'Activity Description' text area. At the bottom of the main area, 'Billing Behavior' is set to 'No Charge - Show on Bill', 'Total Fee' is 40.00, and there is a timer icon and a field with '0.20'. The footer contains 'Entered by: Heather Gavel' and 'Last Modified'. The very bottom has a dark bar with navigation icons and labels: 'Delete', 'Print', 'Post', 'Save & New', 'OK', and 'Cancel'.

Filling in the Time Entry details

The Time Entry Details dialog is the same regardless of whether you open it from the Billing or Attorney side of Amicus.

Fill in details as desired:

- Timekeeper (required)
- File (required in order to post the Time Entry)
- Date of activity (required)
- Billing Category (non-editable, from the File selected)

- Billing Rate (required)
- Activity Code
- Activity Description
- Duration

Amicus Billing provides the following additional fields:

- File settings and balances (display information only)
- Billing Behavior
- Total Fee

File information and balances

The Full Client Name, Full Matter Name, and Client/Matter ID appears at the upper left. For a billable File, additional information appears at the upper right:

- Fee Arrangement (if any)—Contingency percentage, Fixed Fee amount, Discount percentage or amount, or Quoted amount.
- WIP (Work In Progress)—total balance for unbilled Fees and Expenses. The Fees include only posted, billable, "Bill" items, and excludes any Non-Billable or No Charge items. Items on a Draft or Final Bill are included.
- AR—Accounts Receivable total balance for billed but unpaid Fees, Expenses, Taxes, and Interest. Posted Interest is included; memo Interest is not. The total reflects any adjustments made either at the time of billing or later via Write Ups/Downs.

Billing Behavior

Indicate how the Time Entry should be treated when included in a Bill:

- Bill—Add the Fee value to the Bill and, by default, show the Time Entry description, hours, and value. "Bill" Time Entries are included in WIP.
- No Charge - Show On Bill—Do not add the Fee value to the Bill but, by default, show the Time Entry description and hours. Show the term "No Charge" in place of the value. For example, you might wish to show descriptions of the work done on a Contingency File. "No Charge" Time Entries are not included in WIP.
- No Charge - Don't Show—Do not add the Fee value to the Bill and do not show any of the Time Entry information. You can nevertheless track time spent on the File (and therefore its profitability). On a Billable, Contingency, or Flat Fee File, the information is used for calculating Lawyer Fee Distribution. "No Charge" Time Entries are not included in WIP.

Total Fee

The value calculated for the Time Entry, generally Rate times Duration. However, for a Time Entry with Billing Rate set to "File Fee" or "Flat Rate", this is simply the Fee Amount.

Working with Time Entries

Posting Time Entries

Posting a Time Entry simply marks it as complete, and ready for including on a Bill.

Billing-side totals affected:

- Posted Hours and Fees on the File (excluding any Non-Billable or No Charge Time).
- Work In Progress Hours and Fees on the File (excluding any Non-Billable or No Charge Time).

Attorney-side totals affected:

- Billable and Non-Billable Hours for the year, shown in the Statistics view of Time Sheets.
- The total value of posted time on the File, shown in the Time Spent > All My Time view of File Details.

Editing Time Entries

You cannot unpost a posted Time Entry. However, it may be edited until it is included on a posted Bill. If it is on a Draft Bill, it can be edited only from the Draft Bills view of the Create Bills dialog. If it is on a Final Bill, the Bill must first be sent back to Draft.

Related Topics

- [Time, Fees and Expenses](#)
- [Creating Time Entries](#)
- [Creating and working with Expense Entries](#)
- [Managing edits to time entries](#)
- [Setting a default profile for Fees and Expenses](#)
- [Importing Fees and Expenses from CSV](#)
- [Reviewing Time Entries & Expenses](#)
- [Searching Time Entries](#)
- [Mass change to Time Entries](#)

Creating and working with Expense Entries

You can create Client-recoverable Expenses from the BILLING side of Amicus. For example, choose File > New > Expense Entry from the menu in any Billing-side module.

Client Expense Details

File Edit View

File Alladin Purchase Date Today Ref # 454522

Client Mathew Alladin
Matter Alladin Purchase From Kipling WIP: 4,798.72
Client/Matter ID: ALLMA/97088 AR: 2,585.00

To City Treasurer's Office
Expense Code Filing Fee Hard Cost

Quantity Unit Price Total
1.00 x 0.00 = 0.00

Description
Filing Fee for new property

Billing Behavior Bill
Entered by: Head
Last Modified

Bill
No Charge - Show on Bill
No Charge - Don't Show

Navigation: Back, Forward, Delete, Print, Save & New, OK, Cancel

Filling in the Expense Entry details

Fill in details as desired:

- File – Enter the name of the file
- Date – Enter the date of activity
- Reference number – Enter a reference number (optional)
- To – Enter the Vendor
- Expense Code – Select an expense code (optional) from the dropdown list
- Hard Cost/Soft Cost flag—Hard Cost refers to "out-of-pocket" expenses, such as courier fees, private investigator charges, and court transcript fees. Soft Cost refers to other expenses, such as telephone calls and in-house photocopying.
- Quantity, Unit Price, and Total cost, depending on how the Expense Code has been defined by your Administrator
- Description – Add an activity description (optional)
- Billing Behavior – Select an option from the pull-down list. The options are *Bill, No Charge - Show on Bill* and *No Charge - Don't Show*

When finished, click OK or Save & New.

Editing Expense Entries

In general, an Expense Entry may be edited until it is included on a posted Bill. If it is on a Draft Bill, it can be edited only from the Draft Bills view of the Create Bills dialog. If it is on a Final Bill, the Bill must first be sent to Draft.

Related Topics

- [Time, Fees and Expenses](#)
- [Creating Time Entries](#)
- [Working with Time Entries](#)
- [Managing edits to time entries](#)
- [Setting a default profile for Fees and Expenses](#)
- [Importing Fees and Expenses from CSV](#)
- [Reviewing Time Entries & Expenses](#)
- [Searching Time Entries](#)
- [Mass change to Time Entries](#)

Managing Edits to Time Entries



Important: The Time and Fees Change Reason feature must be activated by your Administrator.

To track a change to a posted time/fee entry:

1. Select **Time, Fees & Expenses** from the control panel to display the **Time, Fees & Expenses** window.
2. Use the filters in the left pane to list the appropriate time entries.

Typ	Dat	Timeke	Client M	File	Description	Ho	Rate	Amou	Invoi	Status
Time	Apr 23/2	Heather C	ALLMA/97C	Alladin Purchas	Telephone call to Mr. Mathew Alladin -- spoke	1.50	200.00	300.00		Unposte
Time	Apr 23/2	Heather C	RICSU/99C	Richter Purcha	Telephone call to Ms. Susan Richter -- spoke:	3.40	200.00	680.00		Unposte
Time	Apr 23/2	Shirley S	RICSU/99C	Richter Purcha	Letters to municipalities -	0.80	200.00	160.00		Unposte
Time	Apr 23/2	Shirley S	COOPER/5	Cooperman v. C	Telephone call to Mr. Jim M. Cooperman -- spoke	0.20	200.00	40.00		Unposte
Time	Apr 23/2	Heather C	PARKER/9	Parker Agency	Preparing documents; Telephone call to Ms. Susan K	2.20	200.00	440.00		Unposte
Time	Apr 23/2	Heather C	GALGE/97	Gallagher Will	reviewing file	0.80	200.00	160.00		Unposte
Time	Apr 22/2	Heather C	ALLMA/97C	Alladin Purchas	Telephone call to The Assessment Department -- spc	1.30	200.00	260.00		Unposte
Time	Apr 22/2	Heather C	20304/949C	Jamison Inc.	Reviewing case-law	2.50	200.00	500.00		Unposte
Time	Apr 22/2	Perry Ma	20304/949C	Jamison Inc.	Telephone call to Mr. Fred Jamison -- spoke	0.20	200.00	40.00		Unposte
Time	Apr 22/2	Perry Ma	20304/949C	Jamison Inc.	E-mail Fred with info requested on XZJ Company -	0.20	200.00	40.00		Unposte
Time	Apr 22/2	Shirley S	RICSU/99C	Richter Purcha	Search property title -	1.20	200.00	240.00		Unposte
Time	Apr 22/2	Jack McC	BALJA/234	Baily re Kipling	Send Demand letter to First Edition -	1.90	200.00	380.00		Unposte
Time	Apr 22/2	Heather C	KIFNAL/99	Silverthorn re S	research; drafting documents; Telephone call to Ms. :	3.70	300.00	1,110.00		Unposte
Time	Apr 22/2	Jack McC	KIFNAL/99	Silverthorn re S	Telephone call from Ms. Susan Kifnal -- spoke	0.30	300.00	90.00		Unposte
Time	Apr 22/2	Shirley S	119/6679	Widgetco Share	Telephone call With Philip J. Agrarian	0.20	200.00	40.00		Unposte
Time	Apr 22/2	Elaine W	119/6679	Widgetco Share	Telephone conference with client	0.90	300.00	270.00		Unposte
Time	Apr 22/2	Heather C	12345/239	Markham Realty	Telephone call from Mr. Harold Markham -- spoke	0.40	300.00	120.00		Unposte
Time	Apr 22/2	Perry Ma	12345/239	Markham Realty	Prepare for Board of Director's Meeting -	2.10	300.00	630.00		WIP
Time	Apr 22/2	Perry Ma	12345/239	Markham Realty	E-mail copy of document requested -	0.20	300.00	60.00		WIP
Time	Apr 21/2	Heather C	ALLMA/97C	Alladin Purchas	Telephone call From Mathew Alladin	0.20	200.00	40.00		WIP
Time	Apr 21/2	Heather C	GD&TH/97	Firm Administr	staff interviews	1.90	0.00	0.00		No Cha
Time	Apr 21/2	Heather C	RICSU/99C	Richter Purcha	Telephone call to Ms. Susan Richter -- spoke	0.20	200.00	40.00		WIP
Time	Apr 21/2	Shirley S	COOPER/5	Cooperman v. C	Review financial statements	3.60	200.00	720.00		WIP
Time	Apr 21/2	Heather C	NEIGH/94	Neighbor re Rh	Telephone call to Dr. Anne Neighbor -- spoke	0.30	200.00	60.00		No Cha
Time	Apr 21/2	Heather C	12345/239	Markham Realty	Call Mr. George Hamilton re: meeting date; ; Review	2.10	300.00	630.00		WIP
Time	Apr 21/2	Heather C	DOMCA/88	Dom Coop v. Pt	Telephone call to Mr. Frank R. Wainwright -- left mes	0.20	200.00	40.00		WIP
Time	Apr 21/2	Heather C	PARKER/9	Parker Agency	Telephone call to Mr. Bill Parker -- spoke	0.20	200.00	40.00		WIP

	Unposted	Non Billable	Billable	No Charge	Totals
Hours:	21.70	26.10	267.40	28.70	322.20
Fees:	4,870.00		173,432.42		173,432.42

3. Select a **Time Entry** from the list and double-click or right-click and select **Open** from the pop-up menu to display the **Time Entry Details** dialog.

Time Entry Details

File Edit View Actions

Timekeeper Perry Mason Date

File Markham Realty re General

Client: Markham Realty Inc. WIP: 4,260.00
 Matter: General Matters AR: 1,380.00
 Client Matter ID: 12345/239

File Category	Billing Rate	Rate Value
<input type="text" value="Billable"/>	<input type="text" value="Premium"/>	<input type="text" value="300.00"/>

Task Code

Activity Code

Activity Description

Billing Rate dropdown menu:

- Normal
- Discount
- Premium**
- Flat Rate
- Non-Billable
- Other

Billing Behavior Total Fee: 630.00

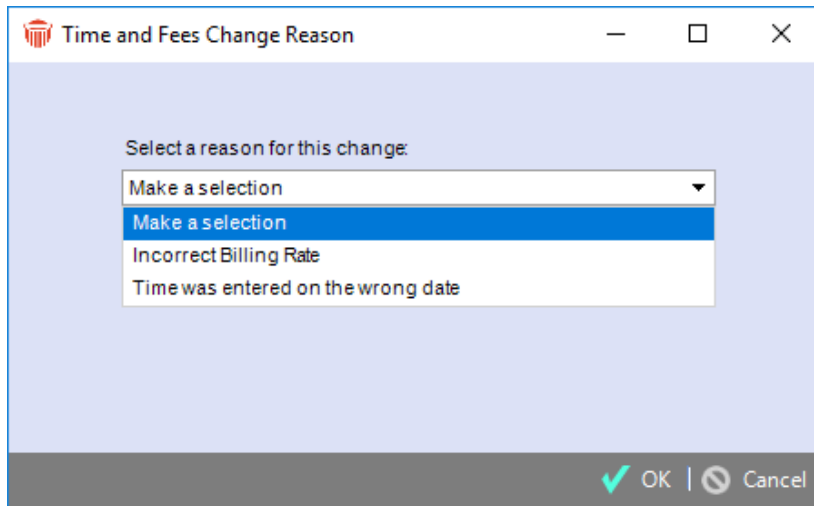
Entered by: Elaine Wassal at 3:41 PM Apr 26/21
 Last Modified 9:01 AM Apr 26/21

Navigation: Delete Print Post Save & New OK Cancel

4. Making changes to the following fields will prompt you with the Time and Fees Change Reason dialog after you click OK.

- Timekeeper
- Billing Rate
- Duration

5. A Time and Fees Change Reason dialog prompts you to Select a reason for this change from the pull-down menu.



- The OK button is disabled until you select a reason.
 - Click Cancel to return to the Time entry Details window without saving the changes to the Time Entry.
 - Click OK to save the time entry changes and return to the Time, Fees & Expenses window.
6. To display the Time Entry Details dialog with the change reason, re-open the Time Entry from the list.

Time Entry Details

File Edit View Actions

Timekeeper Perry Mason Date Thu, Apr 22, 2021

File Markham Realty re General

Client: Markham Realty Inc. WIP: 3,830.00
 Matter: General Matters AR: 1,380.00
 Client Matter ID: 12345/239

File Category	Billing Rate	Fee Amount
Billable	Flat Rate	200.00

Task Code

Activity Code

Activity Description

Prepare for Board of Director's Meeting -

Billing Behavior Total Fee: 200.00

Entered by: Heather Gavel at 11:19 AM Apr 27/21
 Last Modified 11:19 AM Apr 27/21
 Change Reason: Incorrect Billing Rate

◀ ▶ | ✕ Delete | 🖨 Print | 📄 Post | 📁 Save & New | ✓ OK | ⌂ Cancel

- The Change Reason appears at the bottom.

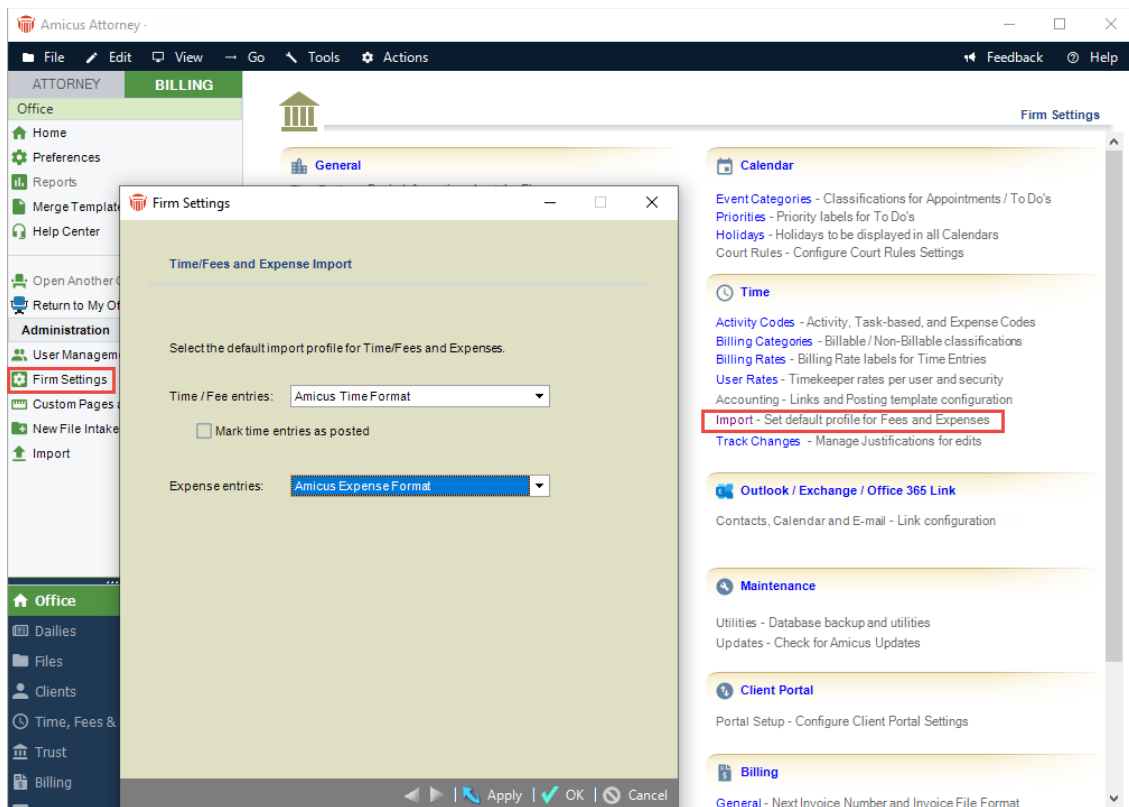
Related Topics

- [Time, Fees and Expenses](#)
- [Creating Time Entries](#)
- [Working with Time Entries](#)
- [Creating and working with Expense Entries](#)
- [Setting a default profile for Fees and Expenses](#)
- [Importing Fees and Expenses from CSV](#)
- [Reviewing Time Entries & Expenses](#)
- [Searching Time Entries](#)
- [Mass change to Time Entries](#)

Setting a default profile for Fees and Expenses

Before you can use the **Import Fees and Expenses** feature you must enable a default profile.

1. Go to **Firm Settings** in the left pane, click on **Time > Import** to display the Firm Settings Time/Fees and Expense Import dialog.



2. Select default profiles from the pull-down lists in the **Time/Fee entries** and **Expense entries** fields.
3. Click **OK** to complete the process.

Related Topics

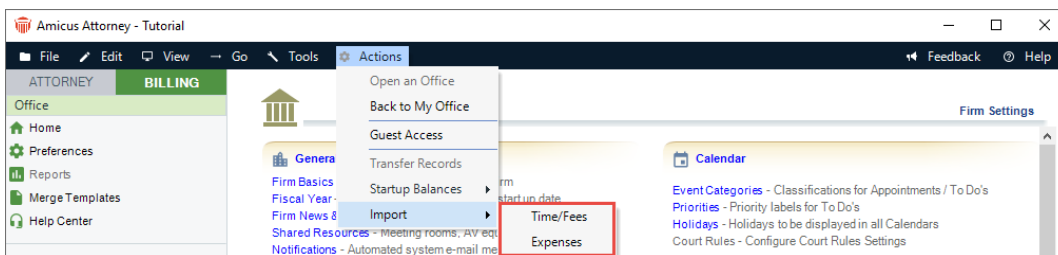
- [Time, Fees and Expenses](#)
- [Creating Time Entries](#)
- [Mass change to Time Entries](#)

Importing Fees and Expenses from CSV

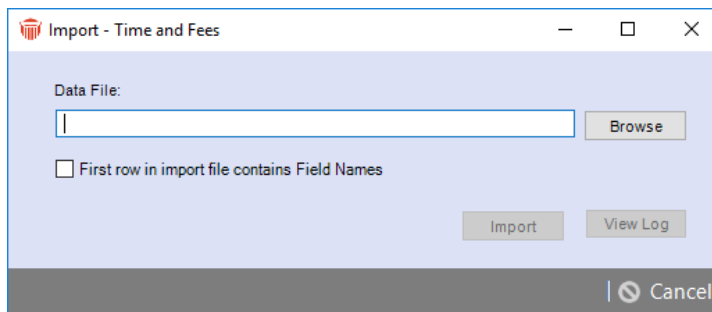
You can import **Fees/Time** Entries and **Expenses** (Client Costs) from a CSV file from Amicus ATTORNEY and BILLING views.

To import **Fees** and **Expenses** into Amicus:

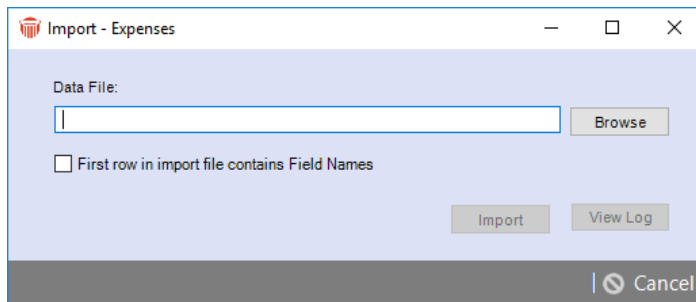
1. Select **Office >Actions** in the main menu bar to display a pull-down list, click **Import** to display another window with **Time/Fees** and **Expenses**:



2. Select **Fees** to display the **Import - Time and Fees** dialog.



OR Select **Expenses** to display the **Import - Expenses** dialog.



- Check the **First row in import file contains Field Names** if the first row of the CSV file contains a header.

3. Enter the path and name of the CSV file you would like to import into the Data File field or click Browse to browse to the location of the CSV file.
4. Select **Import** to start importing the **Time/Fees** or **Expenses** into Amicus.
5. Use the **View Log** button to view the results of the import.



Note: Records that are unable to be imported are listed in the log and saved in a separate file (Failed_Import.csv). Make corrections as needed and re-import these records.



Note: UTBMS Task and Activity codes are required on all time entries for Task Based Billing.

If the file is UTBMS enabled, then both the Task code and UTBMS activity code should be on the import record. Otherwise, the record is treated as an exception and *"Task Base Billing - Missing Task/Activity codes"* displays when a user selects "View Log".

Related Topics

- [Time, Fees and Expenses](#)
- [Creating Time Entries](#)
- [Working with Time Entries](#)
- [Creating and working with Expense Entries](#)
- [Managing edits to time entries](#)
- [Setting a default profile for Fees and Expenses](#)
- [Reviewing Time Entries & Expenses](#)
- [Searching Time Entries](#)
- [Mass change to Time Entries](#)

Reviewing Time Entries and Expenses

On the Billing-side, the Time Fees & Expenses module provides the following two lists of items:

- Time-Fees view
- Client Expenses view

Note that the Attorney side provides a useful Statistics view.

Related Topics

- [Time, Fees and Expenses](#)
- [Creating Time Entries](#)
- [Working with Time Entries](#)
- [Creating and working with Expense Entries](#)
- [Managing edits to time entries](#)
- [Setting a default profile for Fees and Expenses](#)
- [Importing Fees and Expenses from CSV](#)
- [Reviewing Time Entries & Expenses](#)
- [Searching Time Entries](#)
- [Mass change to Time Entries](#)

Using the Time-Fees view

By default, the **Time-Fees** view of the **Time Fees & Expenses** module shows today's Time Entries for all Timekeepers. Fee Adjustments done at the time of billing (in Bills that are now posted) are also included. The list omits any Time Entries that are not assigned to a File.

To open the **Time-Fees** view, click the **Time, Fees & Expenses** button in the Navigation Pane, and if necessary, click **Billing** at the top of the Navigation Pane and select the Time-Fees option.

Typ	Dat	Timeke	Client M	File	Description	Ho	Rate	Amou	Invoi	Status	
Time	Apr 23/2	Heather C	ALLMA/97C	Alladin Purcha	Telephone call to Mr. Mathew Alladin -- spoke	1.50	200.00	300.00		Unposte	
Time	Apr 23/2	Heather C	RICSU/99C	Richter Purcha	Telephone call to Ms. Susan Richter -- spoke;	3.40	200.00	680.00		Unpost	
Time	Apr 23/2	Shirley S	RICSU/990	Richter Purcha	Letters to municipalities -	0.80	200.00	160.00		Unposte	
Time	Apr 23/2	Shirley S	COOPER/9C	Cooperman v. C	Telephone call to Mr. Jim M. Cooperman -- spoke	0.20	200.00	40.00		Unposte	
Time	Apr 23/2	Heather C	PARKER/9	Parker Agency	Preparing documents; Telephone call to Ms. Susan K	2.20	200.00	440.00		Unposte	
Time	Apr 23/2	Heather C	GALGE/97	Gallagher Will	reviewing file	0.80	200.00	160.00		Unposte	
Time	Apr 22/2	Heather C	ALLMA/97C	Alladin Purcha	Telephone call to The Assessment Department -- spc	1.30	200.00	260.00		Unposte	
Time	Apr 22/2	Heather C	20304/949C	Jamison Inc.	Reviewing case-law	2.50	200.00	500.00		Unposte	
Time	Apr 22/2	Perry Ma	20304/949C	Jamison Inc.	Telephone call to Mr. Fred Jamison -- spoke	0.20	200.00	40.00		Unposte	
Time	Apr 22/2	Perry Ma	20304/949C	Jamison Inc.	E-mail Fred with info requested on XZJ Company -	0.20	200.00	40.00		Unposte	
Time	Apr 22/2	Shirley S	RICSU/990	Richter Purcha	Search property title -	1.20	200.00	240.00		Unposte	
Time	Apr 22/2	Jack McC	BALJA/234	Baily re Kipling	Send Demand letter to First Edition -	1.90	200.00	380.00		Unposte	
Time	Apr 22/2	Heather C	KIFNAL/99	Silverthorn re S	research; drafting documents; Telephone call to Ms. :	3.70	300.00	1,110.00		Unposte	
Time	Apr 22/2	Jack McC	KIFNAL/99	Silverthorn re S	Telephone call from Ms. Susan Kifnal -- spoke	0.30	300.00	90.00		Unposte	
Time	Apr 22/2	Shirley S	119/6679	Widgetco Share	Telephone call With Philip J. Agrarian	0.20	200.00	40.00		Unposte	
Time	Apr 22/2	Elaine W	119/6679	Widgetco Share	Telephone conference with client	0.90	300.00	270.00		Unposte	
Time	Apr 22/2	Heather C	12345/239	Markham Realt	Telephone call from Mr. Harold Markham -- spoke	0.40	300.00	120.00		Unposte	
Time	Apr 22/2	Perry Ma	12345/239	Markham Realt	E-mail copy of document requested -	0.20	300.00	60.00		WIP	
Time	Apr 22/2	Perry Ma	12345/239	Markham Realt	Prepare for Board of Director's Meeting -	0.00	200.00	200.00		WIP	
Time	Apr 21/2	Heather C	ALLMA/97C	Alladin Purcha	Telephone call From Mathew Alladin	0.20	200.00	40.00		WIP	
Time	Apr 21/2	Heather C	RICSU/990	Richter Purcha	Telephone call to Ms. Susan Richter -- spoke	0.20	200.00	40.00		WIP	
Time	Apr 21/2	Shirley S	COOPER/9C	Cooperman v. C	Review financial statements	3.60	200.00	720.00		WIP	
Time	Apr 21/2	Heather C	NEIGH/94C	Neighbor re Rh	Telephone call to Dr. Anne Neighbor -- spoke	0.30	200.00	60.00		No Char	
Time	Apr 21/2	Heather C	12345/239	Markham Realt	Call Mr. George Hamilton re: meeting date.; Review	2.10	300.00	630.00		WIP	
Time	Apr 21/2	Heather C	DOMCA/8E	Dom Coop v. PI	Telephone call to Mr. Frank R. Wainwright -- left mes	0.20	200.00	40.00		WIP	
Time	Apr 21/2	Heather C	PARKER/9	Parker Agency	Telephone call to Mr. Bill Parker -- spoke	0.20	200.00	40.00		WIP	
Time	Apr 21/2	Heather C	BERCO/67	Berwood vs Wri	Telephone call to Mr. Gary Berwood -- spoke	0.20	200.00	40.00		WIP	
						Unposted	Non Billable	Billable	No Charge	Totals	
						Hours:	21.70	0.00	265.30	28.70	294.00
						Fees:	4,870.00		173,002.42		173,002.42

By default, the Time-Fees list shows the item type (Time, Flat Rate, or Fee Adjustment done at the time of billing), date, Timekeeper, Client Matter ID, File Name, description, hours, Billing Rate (or Time Tracking Rate), amount, Invoice Number (or Bill Status) of the Bill that includes the item, and item status (see below). You can set the list to show the Audit ID and Primary Client Name as well.

The Time Entry status may be:

- Unposted— not yet posted
- No Charge—set to "No Charge" and posted (billed or not billed)
- WIP—set to "Bill" and posted but not yet billed
- Billed—set to "Bill" and billed

At the bottom of the screen, totals are shown for the currently displayed list. Hours and fees are totalled for each item status.

Showing particular kinds of items

Using options in the control panel, you can filter the list of items shown.

- Firm Files—By default, only the items on Files to which you are assigned are shown. Depending on your assigned Security Profile, "My Files" and "Firm Files" options might appear in the control panel. To show the items on all Files regardless of who is assigned to them, select the Firm Files option. Or, to show only the items on your Files, select the My Files option.
- Dated—Show items for a specific date or date range.
- Timekeepers—Show items for selected Timekeeper(s).
- Include only Files where—Show items based on the Files to which they are assigned. Select the option and specify the details of [Reviewing Time Entries and Expenses](#) this File limitation: File Type, Primary Client(s), Responsible Lawyer(s), particular File(s), or Billing Category.
- Type—Show all, "Time" only (duration-based total fee), or "Flat Fee" only (Flat Rate- or File Fee-based total fee).
- Billing Status—Show all, unbilled only, or billed only.
- Include Non-Billable
- Include Unposted Entries

Related Topics

- [Reviewing Time Entries and Expenses](#)
- [Using the Client Expenses view](#)
- [Viewing Time Statistics](#)

Using the Client Expenses view

By default, the Client Expenses view of the Time Fees & Expenses module shows all Expense Entries. Expense Adjustments done at the time of billing (in Bills that are now posted) are also included.

To open the Time-Fees view, click the Time, Fees & Expenses button in the Navigation Pane, and if necessary, click Billing at the top of the Navigation Pane and select the Client Expenses option.

Date	Client Matter ID	Reference #	File	Description	Amou	Invoice
May 02/10	NATRK/002		North America Truck Lt	Photocopying	6.25	
Apr 26/21	20304/949393		Jamison Inc.	Hotel and Lodging	450.00	Draft
Apr 25/21	COOPER/954433		Cooperman v. Cooperm	*pre-billing* Coping expenses	168.00	
Apr 22/21	119/6679		Widgetco Share Purcha	*pre-billing* Bulk mail postage for circular.	1,650.00	
Apr 21/21	119/6679		Widgetco Share Purcha	*pre-billing* Printing and binding for circular	1,500.00	
Apr 20/21	DOMCA/88500		Dom Coop v. Philips Sh	*pre-billing* Online Research	95.00	
Apr 12/21	COOPER/954433		Cooperman v. Cooperm	Administration Charges	200.00	1002
Apr 07/21	119/6679		Widgetco Share Purcha	Filing Fee	55.00	
Apr 05/21	DOMCA/88500		Dom Coop v. Philips Sh	*pre-billing* Hiring outside engineer to investigate damage.	500.00	
Apr 02/21	ALLMA/97088		Alladin Purchase	Postage	12.50	
Mar 26/21	ALLMA/97088		Alladin Purchase	Court Fees	136.22	
Mar 26/21	ALLMA/97088		Alladin Purchase	Title Search	85.00	
Mar 25/21	DOMCA/88500		Dom Coop v. Philips Sh	Private Investigators	800.00	
Mar 25/21	PARKER/984643		Parker Agency	Courier Charges to Columbus, OH	65.01	
Mar 23/21	DOMCA/88500		Dom Coop v. Philips Sh	Administration Charges	250.00	1003
Mar 11/21	RICSU/990701		Richter Purchase	Property Assessment	400.00	
Mar 08/21	ALLMA/97088		Alladin Purchase	Filing Fee	125.00	
Mar 06/21	NEIGH/94238		Neighbor re Rhodes	Transcript Fees	125.00	
Mar 06/21	KIFNAL/99843		Silverthorn re Sales Tax	Online Research - Westlaw	65.25	
Mar 05/21	AUTO/33402		Berwood Directorship	Hotel and Lodging	245.00	
Mar 05/21	NEIGH/94238		Neighbor re Rhodes	Private Investigators	1,200.00	
Mar 03/21	NEIGH/94238		Neighbor re Rhodes	Mediation / Arbitration	380.00	
Mar 02/21	PARKER/984643		Parker Agency	Courier Charges to Knoxville TN	65.32	
Feb 26/21	RICSU/990701		Richter Purchase	Title Search	100.00	
Feb 18/21	NATRK/002		North America Truck Lt	Courier Charges	56.02	
Feb 11/21	NATRK/002		North America Truck Lt	Courier Charges	56.22	

	Unbilled	Billed	Totals
Hard Cost:	1413.08	0.00	1413.08
Soft Cost:	14765.61	8556.65	23322.26
Total:	16178.69	8556.65	24735.34

By default, the Client Expenses list shows the Expense type (Hard or Soft), date, Client Matter ID, Primary Client Name, File Name, Description, amount, and Invoice Number (or status) of the Bill that includes the Expense. You can set the list to show the Audit ID and Expense Reference Number as well.

At the bottom of the screen, totals are shown for the currently displayed list. Hard Costs and Soft Costs are totalled for unbilled and billed Expenses separately.

Showing particular kinds of items

Using options in the control panel, you can filter the list of items shown.

- **Firm Files**—By default, only the Expenses on Files to which you are assigned are shown. Depending on your assigned Security Profile, "My Files" and "Firm Files" options might appear in the control panel. To show the Expenses on all Files regardless of who is assigned to them, select the Firm Files option. Or, to show only the Expenses on your Files, select the My Files option.
- **Dated**—Show Expenses for a specific date or date range.
- **Include only Files where**—Show Expenses based on the Files to which they are assigned. Select the option and specify the details of the File limitation: File Type, Client(s), Responsible Lawyer(s), File(s), or Billing Category.
- **Billing Status**—Show all, unbilled only, or billed only.
- **Type**—Show all, Hard Cost Expenses only, or Soft Cost Expenses only.

Related Topics

- [Reviewing Time Entries and Expenses](#)
- [Using the Time-Fees view](#)
- [Viewing Time Statistics](#)

Viewing Time Statistics

On the ATTORNEY-side, the Statistics view of the Time Sheets module provides a graph of your actual billable time and goals for the month or year.

If you are a *Billing Supervisor*, or are assigned a Security Profile with appropriate rights, you can choose to show the statistics for another Timekeeper.

To view Statistics on the ATTORNEY-side:

- Click the Time Sheets module in the left navigation bar and select the Statistics tab at the top.

The screenshot shows the Amicus Attorney software interface. The top menu bar includes File, Edit, View, Go, Tools, and Actions. The left navigation pane is open to the Time Sheets module, with the Statistics tab selected. The main content area displays a table of statistics for Heather Gavel, comparing actual performance to goals for This Week, This Month, This Year, and Last Year. Below the table, there is a summary section with input fields for goals and actuals, and a note about remaining vacation days.

	This Week	This Month	This Year	Last Year This Date
Actual Billable	0	107.1	189.7	280.4
Actual Non-billable	0	14.3	30.6	26.9
Actual Total	0	121.4	220.3	307.3
Billable Goal	36.7	148.6	1783	1712
Hrs. Remaining to Reach Goal	36.7	41.5	1593.3	1431.6
Percentage Achieved to Date	0%	72.1%	10.6%	16.4%
Projected Hrs. at Current Pace	0	121.4	1182	45.9
Percentage of goal	0%	81.7%	66.3%	100%

	This Year's Goals	Last Year's Actuals	
Billable Hours Total	1783	1712	Current average billable hours per business day: 49
Non-billable Hours Total	144	164	
Avg. Billable Hrs. per Month	148.6	142.7	Average required to achieve goal for the 204 working days remaining to you this year: 7.8
Avg. Billable Hrs. per Week	36.7	36	
Avg. Billable Hrs. per Bus. Day	7.3	7.2	
Vacation Days	10	12	You have 8 remaining vacation days.

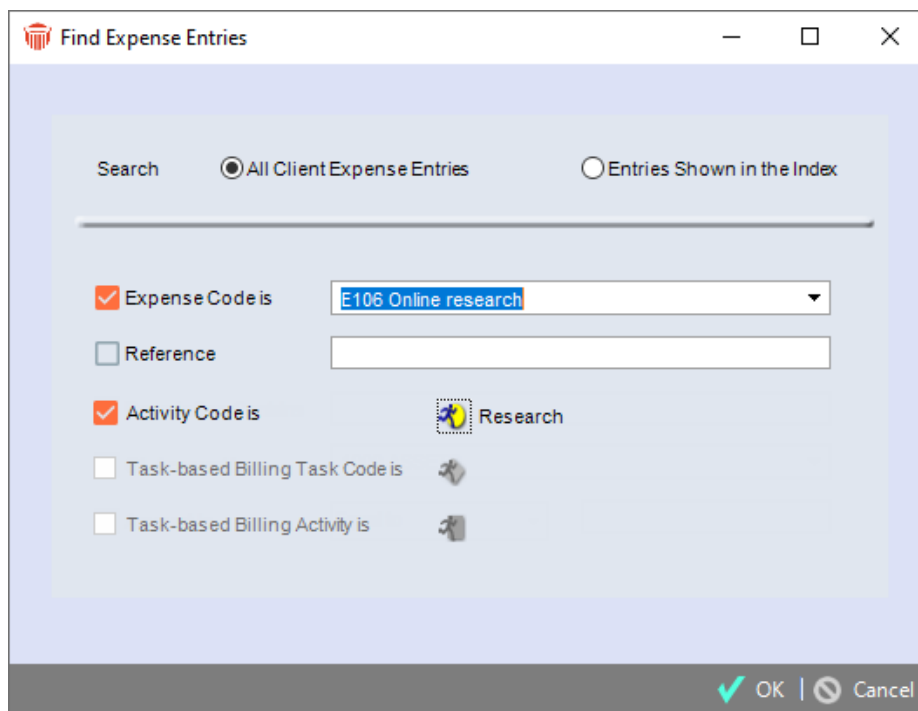
Related Topics

- [Reviewing Time Entries and Expenses](#)
- [Using the Time-Fees view](#)
- [Using the Client Expenses view](#)

Searching Time Entries

The **Quick Find** function provides different options on the BILLING-side than on the ATTORNEY-side.

1. To search your Time Entries, click the **QuickFind** button at the top of the **Time, Fees & Expenses** module to display the **Find Time Entries** dialog box.



Specifying your search criteria

2. Choose whether to search All Time Entries or only Entries Shown in the Index, and specify one or more of the following the search criteria:
 - Select an option from the pull-down menu of the Entries with the Billing Category of field
 - Click the checkbox beside Activity Description contains and enter text in the corresponding textbox
 - Click the checkbox beside Activity Code is to enable the corresponding icon
 - Click on the icon to display the Select Activity Code dialog box

- Double-click on an option to select it and close the dialog box or select an option under the All Activity Codes list and use the arrow buttons to move it to the Current Selection window
 - Click the checkbox beside Task based Billing Task Code is to enable the corresponding icon
 - Click on the icon to display the Select Task-Based Task Codes window
 - Double-click on an option to select it and close the dialog box or select an option under the Task-Based Billing Task Codes list and use the arrow buttons to move it to the Current Selection window
 - Click the checkbox beside Task based Billing Activity is to enable the corresponding icon
 - Click on the icon to display the Select Task-Based Billing Activity Codes window
 - Double-click on an option to select it and close the dialog box or select an option under the Task-Based Billing Activity Codes list and use the arrow buttons to move it to the Current Selection window
3. Click OK to begin the process.

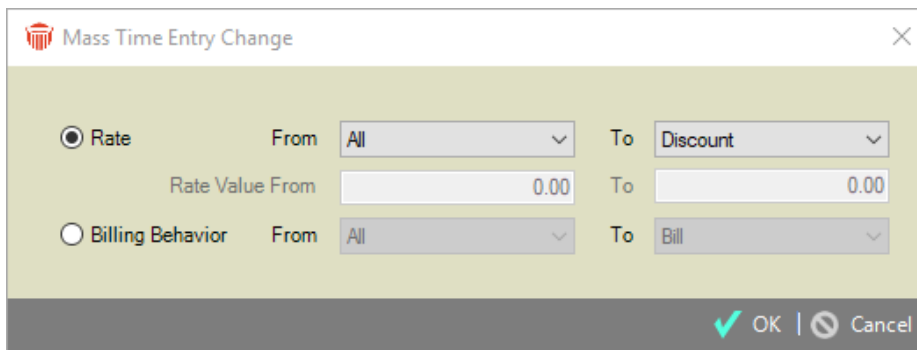
Related Topics

- [Time, Fees and Expenses](#)
- [Creating Time Entries](#)
- [Working with Time Entries](#)
- [Creating and working with Expense Entries](#)
- [Managing edits to time entries](#)
- [Setting a default profile for Fees and Expenses](#)
- [Importing Fees and Expenses from CSV](#)
- [Reviewing Time Entries & Expenses](#)
- [Mass change to Time Entries](#)

Mass change to Time Entries

The **Mass Time Entry Change** function, available only to **Billing Supervisor** on the Billing side, provides a quick way to change the **Billing Rate** or **Billing Behavior** for multiple unbilled Time Entries.

1. To perform a mass change, select one or more Time Entries in the **Time-Fees** view of the Time, Fees & Expenses module and choose **Tools > Mass Time Entry Change** to display the **Mass Time Entry Change** dialog.



2. Choose whether to change the **Rate** or **Billing Behavior** in Time Entries.
3. If you choose to change the **Rate** from or to "Other", enter a corresponding **Rate Value** as well. Then click **OK**. The function will skip any of the selected Time Entries that are already billed, or that do not meet the **From** criteria, or that cannot be changed because the **To** Rate is not available for the assigned *Timekeeper*.

Related Topics

- [Time, Fees and Expenses](#)
- [Reviewing Time Entries & Expenses](#)
- [Searching Time Entries](#)
- [Mass change to Time Entries](#)

Trust

The **Trust** module, which is available only on the BILLING-side of Amicus, is where you manage your client trust accounts.

Law firms often receive client funds that are deposited into a general bank account or trust bank accounts before a bill is issued. These "unearned" funds are called retainers, where "unearned" simply means the payment has not yet been applied against a bill. Retainers are normally used against future services for which the client will be billed. The firm might require a retainer before starting work on a client file.

Trust funds are funds held by the firm in one or more separate client bank accounts called trust or escrow accounts. These funds might include retainers.

A firm might commonly use general retainers rather than trust retainers. General Retainers (sometimes called "unearned retainers" or simply "retainers") are funds held in the firm's general operating bank account.

The **Trust module** provides functions for:

- Receiving trust funds from clients—see [Receiving Trust](#).
- Issuing trust checks to pay client expenses from trust funds—see [Paying Expenses from Trust \(Trust Checks\)](#).
- Transferring trust funds to AR to pay client bills or WIP expenses—see [Transferring Trust to AR](#).
- Transferring trust funds between Files within the same trust account—see [Transferring Trust between Files](#).
- Trust funds can also be automatically transferred to AR to pay a Bill when the Bill is posted. For details, see [Billing a single File](#).
- To refund General Retainer, see [Refunding General Retainer](#).

Related Topics

- [Looking up Trust](#)
- [Receiving Trust](#)
- [Paying Expenses from Trust](#)
- [Transferring Trust to AR](#)
- [Transferring Trust between Files](#)

Looking up Trust

On the Billing side, you can look up Trust transactions in various ways:

- In the **Trust Index**—see [Using the Trust Index](#).
- Select All Transactions > Trust in the **File Details**—see [Working with transactions on a File](#).

Related Topics

- [Trust](#)
- [Receiving Trust](#)
- [Paying Expenses from Trust](#)
- [Transferring Trust to AR](#)
- [Transferring Trust between Files](#)

Using the Trust Index

The **Trust Index** window appears when you open the **Trust** module. It shows a list of your Trust transactions.

1. To open the **Trust Index**, navigate to the **Billing** side of Amicus and then click the **Trust** button in the Navigation Pane.

Date	Type	Client Ma	Client	To/From	File	Chk/Rcpt	Description	Account	Receipt	Check
Apr 13/21	Chk	COOPER/9	Jim M. Cooper	Clerk of the Cour	Cooperman v	0002	Filing Fee	1 - Trust		55.00
Apr 12/21	TAR	COOPER/9	Jim M. Cooper	Gavel & Gown LI	Cooperman v	0001	Trust to AR transfer	1 - Trust	4,120.00	
Apr 08/21	Chk	12345/239	Harold Markha	Clerk of the cour	Markham Re	0003	Filing Fees	1 - Trust	89.50	
Apr 06/21	Rec	12345/239	Harold Markha	Harold Markham	Markham Re	0005	Retainer	1 - Trust	5,000.00	
Mar 24/21	Rec	COOPER/9	Jim M. Cooper	Jim M. Cooper	Cooperman v	0004	Retainer	1 - Trust	5,000.00	
Mar 24/21	Chk	KIFNAL/99	Susan Kifnal	Clerk of the Cour	Silverthorn re	0005	Filing Fee	1 - Trust		55.00
Mar 11/21	Chk	NEIGH/942	Anne Neighbor	Clerk of the Cour	Neighbor re F	0004	Filing fees	1 - Trust		185.00
Feb 22/21	Rec	KIFNAL/99	Susan Kifnal	Susan Kifnal	Silverthorn re	0007	Retainer	1 - Trust	1,250.00	
Feb 21/21	Rec	NEIGH/942	Anne Neighbor	Anne Neighbor	Neighbor re F	0006	Retainer	1 - Trust	15,000.00	
Jan 21/21	TAR	119/6679	Frank Williams	Gavel & Gown LI	Widgetoo Sh	0006	Trust to AR transfer	1 - Trust	3,725.00	
Jan 01/21	Chk	NATRK/00	North America	Dynamic PI Serv	North Americ	0007	Private Investigator f	1 - Trust		685.65
Dec 23/20	Rec	BALJA/234	Janet Baily	Janet Baily	Baily re Kiplii	0003	Retainer	1 - Trust	15,000.00	
Nov 23/20	Rec	NATRK/00	North America	North America Ti	North Americ	0009	Retainer for all three	1 - Trust	50,000.00	
Oct 24/20	Rec	119/6679	Frank Williams	Frank Williams	Widgetoo Sh	0001	Retainer	1 - Trust	10,000.00	
Jun 24/20	Rec	ALLMA/970	Mathew Alladin	Mathew Alladin	Alladin Purch	0002	Retainer	1 - Trust	7,500.00	
Totals									108,750.00	8,915.15

2. The screen shows information for each Trust transaction: the date, type of transaction, Client Matter ID, Primary Client Name, check/transfer To name or receipt From name, check/receipt number, description, Trust Bank Account number, and amount of receipt or check/transfer. At the bottom of the list, totals for the currency columns appear.
3. You can scroll up and down in the list of transactions, and sort it by clicking the heading of the column you want it sorted by.

Transaction types

The following types of transactions are listed:

- **Chk**—Trust check
- **Rec**—Trust receipt
- **TAR**—Trust to AR transfer (done automatically at time of billing or via the Trust Transfer to AR function)
- **FFT**—File to File transfer of Trust

Showing particular sets of transactions

You may have a large number of Trust transactions. Using options in the control panel, you can filter the list of transactions shown.

- **Account**—By default, transactions for all Trust Bank Accounts are shown. Type or select a particular Account to limit the list to one Account.
- **Dated**—By default, transactions for all dates are shown. To limit the list differently, select one of the other options and specify the desired date(s).
- **Include**—Select which types of transactions to list.

Related Topics

- [Trust](#)
- [Looking up Trust](#)
- [Receiving Trust](#)
- [Paying Expenses from Trust](#)
- [Transferring Trust to AR](#)
- [Transferring Trust between Files](#)

Receiving Trust

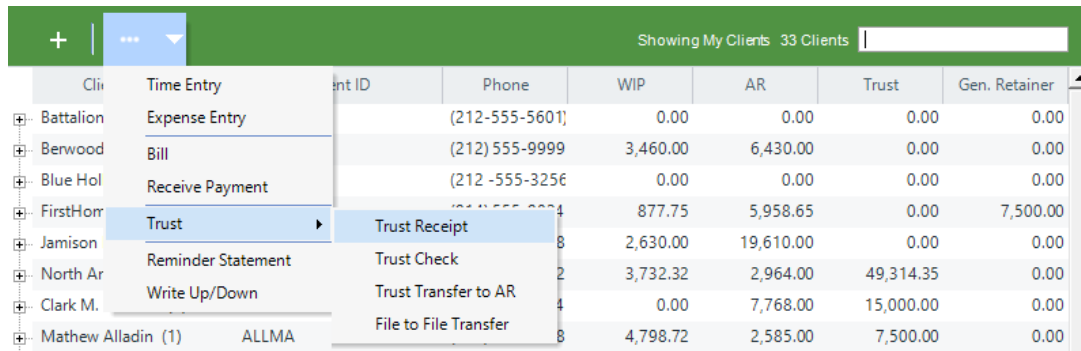
Use the **Trust Receipt** function to receive Trust funds from a Client and record them into a **Trust Bank Account** for one or more of their Open, Billable Files.

To transfer a Client's Trust funds within a Trust Bank Account from one File to another, use the **File To File Transfer** function instead—see [Transferring Trust between Files](#).

To open the Trust Receipt dialog:

1. Click the **Transactions** button on the **Amicus Toolbar** in the **Billing-side Files, Clients, Trust, or Billing** modules and select **Trust > Trust Receipt**.

Or, right-click on a Bill, File, or Client in a Billing-side list and choose **Trust > Trust Receipt**.



The screenshot shows a software interface with a table of clients. A context menu is open over the 'Trust' option for the client 'FirstHor'. The menu items are: Expense Entry, Bill, Receive Payment, Trust (highlighted), Reminder Statement, Write Up/Down, Trust Receipt, Trust Check, Trust Transfer to AR, and File to File Transfer. The table columns are: Client ID, Phone, WIP, AR, Trust, and Gen. Retainer.

Client ID	Phone	WIP	AR	Trust	Gen. Retainer
Battalion	(212-555-5601)	0.00	0.00	0.00	0.00
Berwood	(212) 555-9999	3,460.00	6,430.00	0.00	0.00
Blue Hol	(212 -555-3256	0.00	0.00	0.00	0.00
FirstHor	(212) 555-8874	877.75	5,958.65	0.00	7,500.00
Jamison	8	2,630.00	19,610.00	0.00	0.00
North Ar	2	3,732.32	2,964.00	49,314.35	0.00
Clark M.	4	0.00	7,768.00	15,000.00	0.00
Mathew Alladin (1)	8	4,798.72	2,585.00	7,500.00	0.00

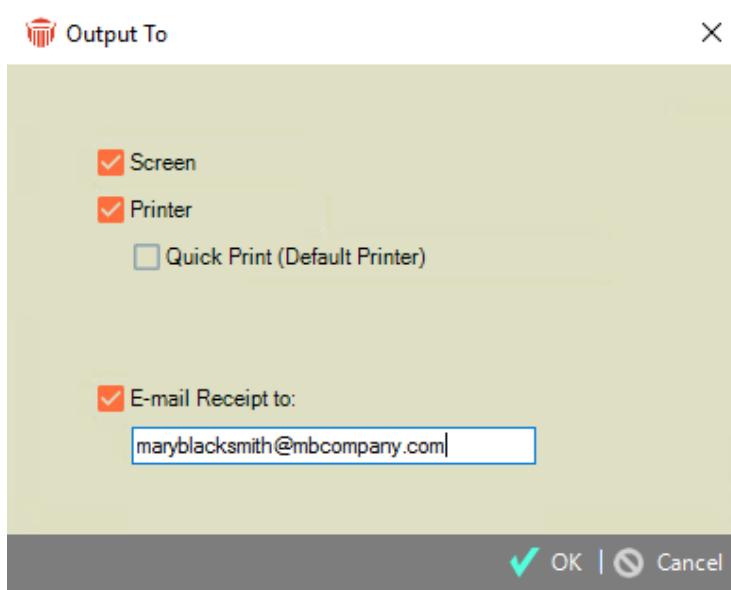
2. The **Trust Receipt** screen appears.

File	Client Matter I	Client	Description	Amount	New Balan		
FirstHome Devel	FIRSTH/206226	FirstHome Build	Retainer	0.00	0.00		
Cooperman v. Co	COOPER/954433	Jim M. Cooperm	Retainer	0.00	825.00		
Totals				Unallocated	0.00	Allocated	--
Jim M. Cooperman		Cooperman v. Cooperman		COOPER/954...			
Billable		WIP Fees	1,640.00	General Retainer	0.00		
AR:	0.00	WIP Expenses	0.00	Trust Balance	825.00		

3. Enter basic information for the receipt:
 - **Receipt to**—Trust Bank Account to which money is being deposited.
 - **Receipt #**—Optional identification number, automatically incremented.
 - **Date**—Date of the receipt.
 - **From**—The name of the person from whom payment is being received.
 - **Amount**—Dollar value of money being deposited.
 - **Pmt. Type**—Method of receipt (check, cash, credit card, electronic, or other).
 - **Check #**—Optional identification number such as a check number or credit card transaction number, which can be printed on reports or used for sorting.
 - **Description**—Description of the payment (default provided from Firm Settings).
4. Examine and edit information in the list of Files as appropriate.
5. The list shows information about each File, including the amount being added to Trust on the File, and new Trust balance on the File.
6. Enter the transaction description and amount for each File. Add additional Files (for the same Client) to the allocation list if desired. You must allocate the total amount of the Receipt.
7. Balances for the currently selected File in the list are shown at the bottom of the screen.
8. Click **Save & New** or **Save & Close** to save the Receipt.

Printing receipts

The Administrator can set your firm to allow receipt printing. If so, to always print automatically or prompt first. Enter an email address in the E-mail Receipt to: field



A receipt can be output in the following ways:

- When you save a new payment to Trust.
- When you run the Receipts report from the Reports module. (This allows you to reprint a receipt if necessary).
- Receipts cannot be printed for Trust Receipts that record Startup Trust Balances.

Related Topics

- [Trust](#)
- [Looking up Trust](#)
- [Using the Trust Index](#)
- [Paying Expenses from Trust](#)
- [Transferring Trust to AR](#)
- [Transferring Trust between Files](#)

Paying Expenses from Trust (Trust Checks)

Use the **Trust Check** function to pay Expenses (disbursements) for one or more Clients from a Trust Bank Account.

Applying Trust

1. Click the **Transactions** button on the **Amicus Toolbar** in the Billing-side Files, **Clients**, **Trust**, or **Billing** modules and choose **Trust > Trust Check**.
2. Or, right-click on a **Bill**, **File**, or **Client** in a Billing-side list and choose **Trust > Trust Check**.

The screenshot shows a table titled "Showing My Active Files - 22" with a search bar. The table has columns for various financial metrics. A context menu is open over the "Trust" option in the "Time Entry" column for the "Berwood" file.

Fi	Time Entry	Unposted Fees	WIP Fees	WIP Expenses	AR	Gen.Retainer	Trust
Alladin P	Expense Entry	560.00	4,440.00	358.72	2,585.00	0.00	7,500.00
Baily re K	Bill	380.00	5,420.00	133.82	0.00	0.00	15,000.00
Berwood	Receive Payment	0.00	2,100.00	245.00	8,380.00	0.00	0.00
Berwood	Trust	0.00	2,150.00	0.00	6,430.00	0.00	0.00
Blank Pu	Reminder Statement	0.00	0.00	0.00	0.00	0.00	0.00
Blank vs	Write Up/Down	0.00	0.00	0.00	0.00	0.00	0.00
Cooperr		0.00	0.00	0.00	0.00	0.00	825.00
Dom Coop v. Philips DOMCA/88500	File to File Transfer	0.00	0.00	800.00	1,730.00	0.00	0.00

3. The **Trust Check** screen appears.

Receipt to: 1 - Trust Date: Today Receipt #: 0010

From: Jim M. Cooperman Amount: 0.00 Ref #:

Method: Check [Get Paid Faster - Accept Credit Cards](#)

Description: Retainer

File	Client Matter I	Client	Description	Amount	New Balan
FirstHome Devel	FIRSTH/206226	FirstHome Build	Retainer	0.00	0.00
Cooperman v. Co	COOPER/954433	Jim M. Cooperm	Retainer	0.00	825.00

<Click here to add a new File allocation>

Totals	Unallocated	0.00	Allocated	--
Jim M. Cooperman	Cooperman v. Cooperman		COOPER/954...	
Billable		WIP Fees	1,640.00	General Retainer 0.00
AR:	0.00	WIP Expenses	0.00	Trust Balance 825.00

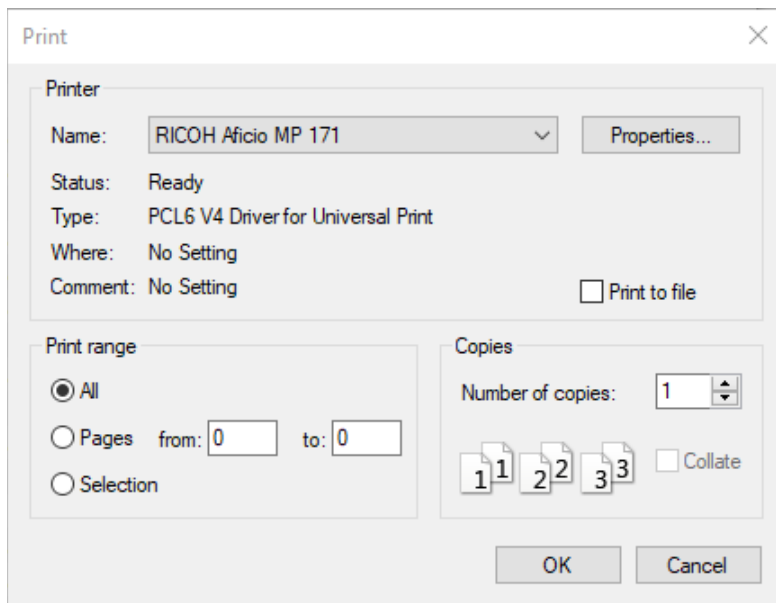
Buttons: Delete | Save & New | Save & Close | Cancel

4. If your firm is not set up to receive APX payments, Get Paid Faster - **Accept Credit Cards** displays beside the **Method** field.
5. Clicking on this link opens the [APX Guide](#) where you can read about all the advantages of becoming an APX enabled firm.
6. Enter basic information for the check:
 - **From**—Trust Bank Account from which money is being withdrawn.
 - **Check #**—Optional identification number, automatically incremented.
 - **Date**—Date of the check.
 - **To**—The name of the person to whom payment is being made.
 - **Amount**—Dollar value of money being paid.
 - **Type**—Method of payment (check or other).
 - **Description**—Description of the payment.
7. If Trust check printing is allowed at your firm (as set by your Amicus Administrator), and the payment Type is "Check", then a Print option is available at the right. Select that option to have a check printed when you Save the transaction.
8. Examine and edit information in the list of Files as appropriate.

9. The list shows information about each File, including the amount being paid on the File and new Trust balance on the File.
10. Enter the transaction description and amount for each File. Add additional Files to the allocation list if desired. You must allocate the total amount of the Check. The descriptions will appear in the Trust Statement section of the next Bill on each File.
11. Balances for the currently selected File in the list are shown at the bottom of the screen.
12. Click **Save & New** or **Save & Close** to save the Payment.

Printing checks

The Amicus Administrator can set your firm to allow Trust check printing and if so, whether to print automatically or ask first.



A check can be output in the following ways:

- When you save a new Trust Check (if you've selected the Print option).
- When you open an existing Trust Check and either click **Print** (if the check was not previously printed), or click **Reprint** (if allowed by your Administrator).
- When you run the Checks report from the **Reports** module (including reprinting if allowed).

Related Topics

- [Trust](#)
- [Looking up Trust](#)
- [Receiving Trust](#)

Transferring Trust to AR

Use the Trust to AR Transfer function to move money from a Trust Bank Account to a General Bank Account, in order to pay Bills, WIP Expenses, and/or unposted interest for one or more Clients and Files. Funds assigned to WIP Expenses or unposted Interest will be added to General Retainer in order that they be paid on the next Bill that includes them.

- Any payment amount left unallocated to Bills (that is, any overpayment) will be received as new General Retainer. This amount is shown below the list of Bills. Click the Allocate To Files button to specify how this General Retainer is allocated across the Client's Files.

Transferring Trust funds

1. Click the Transactions button on the Amicus Toolbar in the BILLING-side Files, Clients, Trust, or Billing modules and choose **Trust > Trust Transfer to AR**.

Or, right-click on a Bill, File, or Client in a Billing-side list and choose **Trust > Trust Transfer to AR**.

The screenshot shows a table titled "Showing My Active Files - 22" with columns: Fi, Time Entry, Unposted Fees, WIP Fees, WIP Expenses, AR, Gen.Retainer, and Trust. A context menu is open over the 'Trust' option for the 'Berwood' file.

Fi	Time Entry	Unposted Fees	WIP Fees	WIP Expenses	AR	Gen.Retainer	Trust
Alladin P	Expense Entry	560.00	4,440.00	358.72	2,585.00	0.00	7,500.00
Baily re k	Bill	380.00	5,420.00	133.82	0.00	0.00	15,000.00
Berwood	Receive Payment	0.00	2,100.00	245.00	8,380.00	0.00	0.00
Berwood	Trust	0.00	2,150.00	0.00	6,430.00	0.00	0.00
Blank Pu	Reminder Statement	0.00	0.00	0.00	0.00	0.00	0.00
Blank vs	Write Up/Down	0.00	0.00	0.00	0.00	0.00	0.00
Cooperr	File to File Transfer	0.00	0.00	0.00	0.00	0.00	825.00
Dom Coop v. Philips	DOMCA/88500	0.00	800.00	0.00	1,730.00	0.00	0.00

2. The **Trust Transfer to AR** dialog box displays.

The screenshot shows the 'Trust Transfer to AR' window with the following fields and values:

- From: 1 - Trust
- Check #: 0009
- Date: Today
- Transfer to: 1 - General
- Receipt #: (empty)
- Type: Check
- Description: Trust Transfer to AR

File	Client Matter	Client	AR	WIP Ex	Total	Available	Transfer	
Baily re Kipling	BALJA/2345	Janet Baily	0.00	133.82	133.82	15,100.00	100.00	Details
Alladin Purchas	ALLMA/97088	Mathew Alladir	2,585.00	358.72	2,943.72	7,500.00	2,585.00	Details
Totals			2,585.00	492.54	3,077.54	22,600.00	2,685.00	
Janet Baily	Baily re Kipling							BALJA/2345
Billable		WIP Fees		5,420.00		General Retainer		0.00

<Click here to add a new File allocation>

Buttons at the bottom: Delete, Save & New, Save & Close, Cancel

3. Enter basic information for the transfer:

- From—Trust Bank Account from which money is being transferred.
- Check #—Optional identification number, automatically incremented.
- Date—Date of the check.
- Transfer To—General Bank Account to which money is being transferred.
- Receipt #—Optional identification number.
- Type—Method of payment (check or other).
- Description—Description of the transfer (default provided from Firm Settings).

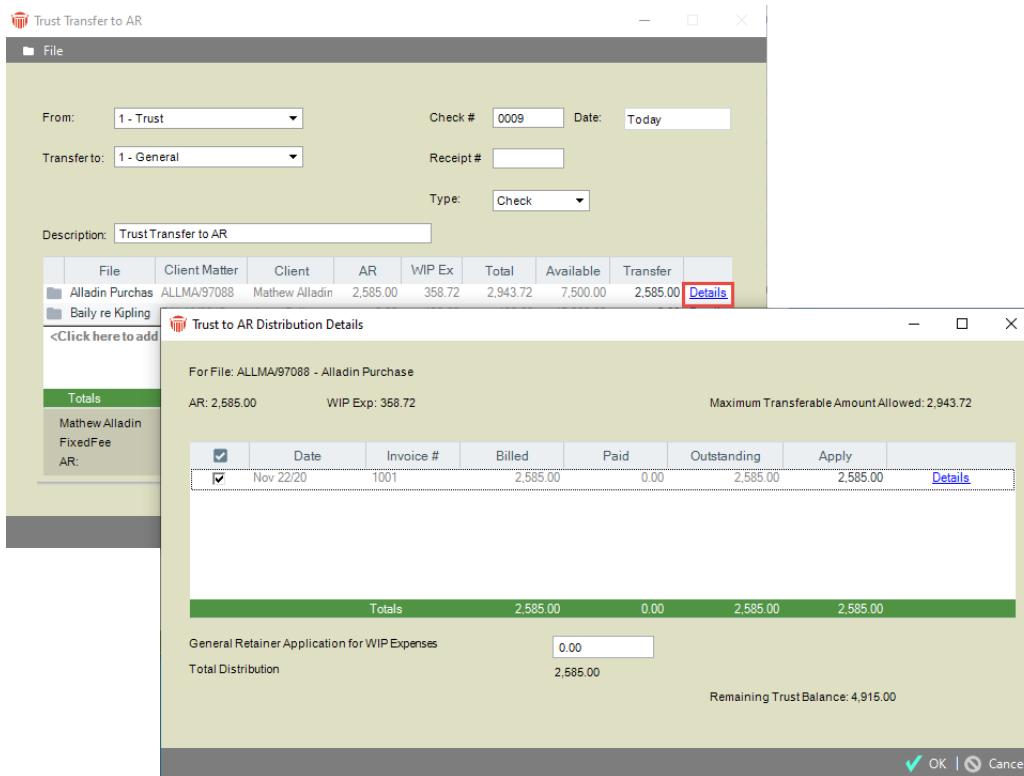
4. If Trust check printing is allowed at your firm (as set by your Amicus Administrator), and the payment Type is "Check", then a Print option is available at the right. Select that option to have a check printed when you Save the transaction.

5. Examine and edit information in the list of Files as appropriate.

6. The list shows information about each File, including the balances as of today (AR, WIP Expenses, and accrued unposted Interest if set for the firm and this File, and total), Trust balance available (as of the Transfer Date or today, whichever amount is less), and the amount being transferred.

7. Enter the amount to transfer for each File. Add additional Files to the allocation list if desired.

8. Balances for the currently selected File in the list are shown at the bottom of the screen.
9. To view or edit the transfer distribution for a File, click Details. The Trust to AR Distribution Details dialog appears.



- Unpaid Bills on the File are listed, from oldest to newest. For each Bill the amount outstanding is shown and you can edit the amount you want applied. If there is accrued, unpaid interest on the Invoice (and unposted Interest if set for the firm and this File), the interest owing is shown and you can edit the amount you want applied. To transfer nothing for a Bill, simply clear the checkbox at the left.
 - If there are WIP Expenses on the File, you can enter below the list the amount you want transferred to General Retainer (in order to pay those Expenses when they appear on a Bill).
10. When finished, click **OK**.
 11. Click **Save & New** or **Save & Close** to save the Payment.

Printing checks

The Amicus Administrator can set your firm to allow Trust check printing and if so, whether to print automatically or ask first.

A check can be output in the following ways:

- When you save a new Trust to AR Transfer.
- When you open an existing Trust to AR Transfer and either click Print (if the check was not previously printed), or click Reprint (if allowed by your Administrator).
- When you run the Checks report from the **Reports** module (including reprinting if allowed).

Related Topics

- [Trust](#)
- [Looking up Trust](#)
- [Receiving Trust](#)
- [Paying Expenses from Trust](#)
- [Transferring Trust between Files](#)

Transferring Trust between Files

Use the **Trust File to File Transfer** function to reallocate Trust balances from one File to another, within a Trust Bank Account. This is typically, but not necessarily, between Files for the same Primary Client.

Transferring Trust funds

1. Click the **Transactions** button on the Amicus Toolbar in the BILLING-side Files, Clients, or Trust modules and choose **Trust > File to File Transfer**. Or, right-click on a File or Client in a Billing-side list and choose **Trust > File to File Transfer**.
2. The **Trust File to File Transfer** screen appears.

Trust File to File Transfer

File

Bank Accounts: 1 - Trust Date: Today

- Transfer From

From: Baily re Kipling Available: 15,000.00

Description: Trust Transfer to AR Transfer: 0.00

New Balance: 15,000.00

- Transfer To

File	Description	Transfer	New Balance
Baily re Kipling	Trust Transfer to AR	0.00	15,000.00
Alladin Purchase	Trust Transfer to AR	0.00	7,500.00

<Click here to add a new File allocation>

Totals 0.00

Mathew Alladin		Alladin Purchase		ALLMA/97088	
FixedFee		WIP Fees	4,440.00	General Retainer	0.00
AR:	2,585.00	WIP Expenses	358.72	Trust Balance	7,500.00

Delete | Save & New | Save & Close | Cancel

3. Enter basic information for the transfer:

- Bank Account—Trust Bank Account within which Trust is being transferred.
- Date—Date of the transfer.
- Transfer From—File from which Trust is being transferred. The amount available is shown at the right.
- Description—Description of the transfer.

4. Add one or more Files in the list below, and specify how much Trust should be transferred to each. The new Trust balance on each File is shown.

5. Balances for the currently selected File in the list are shown at the bottom of the screen.

6. Click Save & New or Save & Close to save the Transfer.

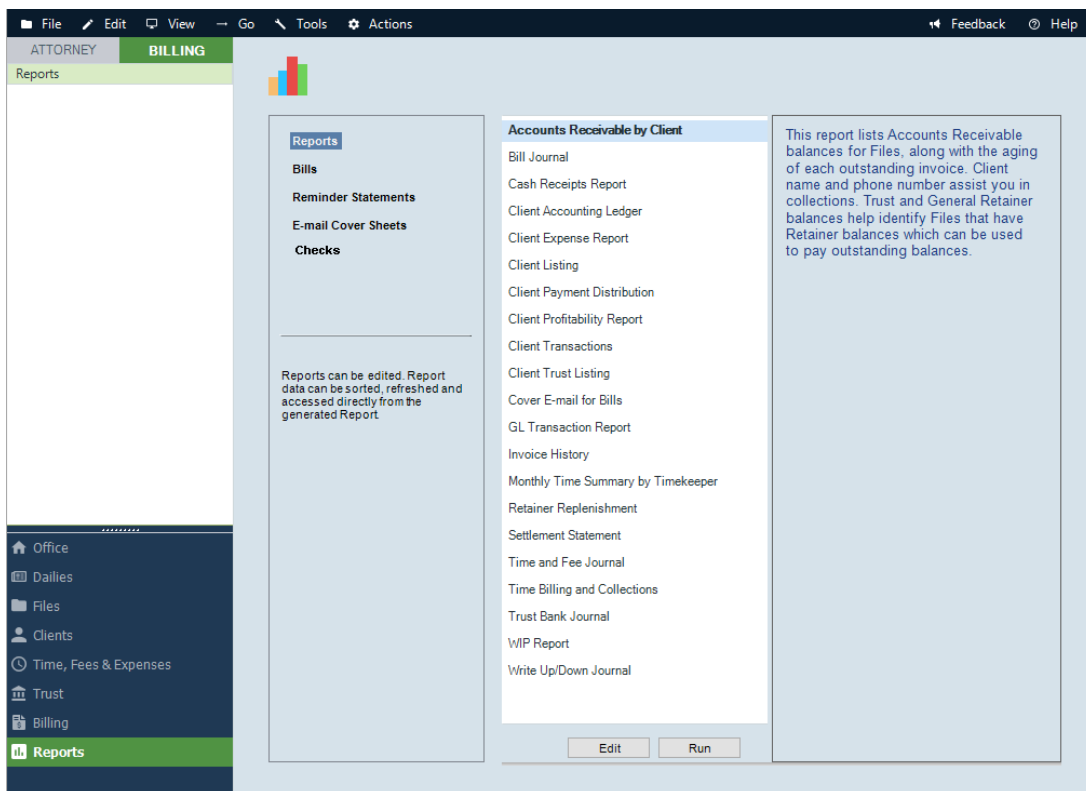
Related Topics

- [Trust](#)
- [Looking up Trust](#)
- [Using the Trust Index](#)
- [Receiving Trust](#)
- [Paying Expenses from Trust](#)
- [Transferring Trust to AR](#)

Reports

The Reports **module** provides access to:

- Reports
- Bill Templates
- Reminder Statement Templates
- E-mail Cover Sheet Templates
- Also, access to Receipt Templates and Check Templates depending on your Firm Settings.



Running Reports

Billing Users can run all Reports, but only for those Files & Clients they have access to. *Billing Supervisors* can run all Reports for all Files and Clients. The Bill Summary report has been updated to include the APX payment option in the **Payment** amount field.

Client Matter ID	Client Name		Balance							
Invoice Number	File Name	Resp Lyr.	Forward	Fees	Expenses	Taxes	Payments	Interest	Total	
1151005	Josse Carter	Terri Tedder	0.00	0.00	2.75	0.00	2.75	0.00	0.00	
	Draft	Carter Vs Lamar								
1151006	Josse Carter	Terri Tedder	0.00	20.00	0.00	0.00	12.50	0.00	7.50	
	Draft	Carter Vs Kumar								
Totals			0.00	20.00	2.75	0.00	15.25	0.00	7.50	

Running Templates

Billing Users can run Templates to view the Bills, Reminder Statements, Receipts, and Checks they have access to.

Editing Reports and Templates

- The display name and description of Reports and Templates can be edited by *Billing Users* who have report-editing rights. Simply right-click on an item in the list and choose **Properties**.

Report Properties

File Name: Client Payment Allocation Report

Display Name: Client Payment Distribution

Description: This report displays payments made against Client Bills. It details how the receipt was allocated between attorneys for fees as well as expenses, interest and taxes. File totals appear, and summaries by Fee Lawyer, File Type and Responsible Lawyer.

OK | Cancel

- The contents of Reports and Templates can be edited by *Billing Users* who have report-editing rights and have Microsoft Report Builder installed at their workstation.

For more information, see the [Using SQL Reporting Services with Amicus guide](#), available from the **Amicus Help Center** and the [Amicus Attorney Technical Resource Guides/Updates](#) section of our website.

Related Topics

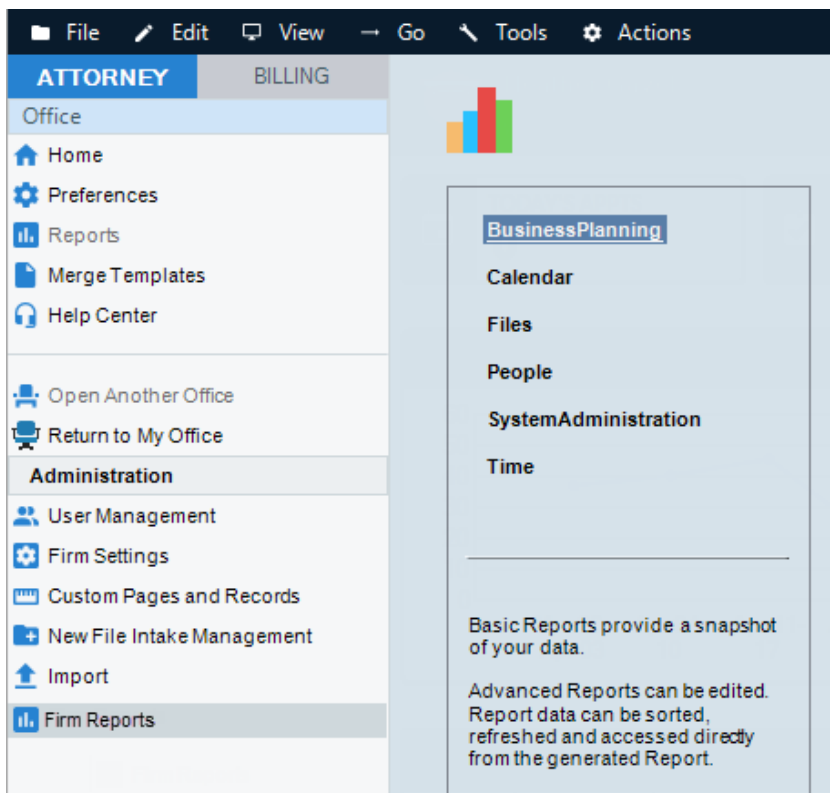
- [Referral Report](#)
- [Time and Fee Journal Report](#)
- [APX Disbursement Report](#)

Referral Report

As referrals are the leading way to get clients, the **Referral** report is handy to track how clients are being referred.

To access the **Referral** report:

1. Click on **Firm Reports** in the control panel on the ATTORNEY side and select **BusinessPlanning** from the navigation bar.



2. Select **Referral Report** from the list that appears in the main screen.
3. A **Referral Report** dialog displays.

4. Complete the following optional fields to filter the parameters of the report.

- **File Open Date**– Enter dates in the **From** and **To** fields.
- **File Type** – Select a type from the pull-down menu.
- **Responsible Lawyer**– Click on the person icon and select a person from the list.
- **Referral Source** – Enter the source of your referral.
- **Include Closed Files** – Check the appropriate radio button, defaults to **No**.
- **Summary Only** – Click **Yes** to display the summary only with no details, defaults to **No**.

5. A report displays with **Posted, Billed** and **Paid** fees.

**Abacus Data Systems (Amicus Support), PLLC
Referral Report**

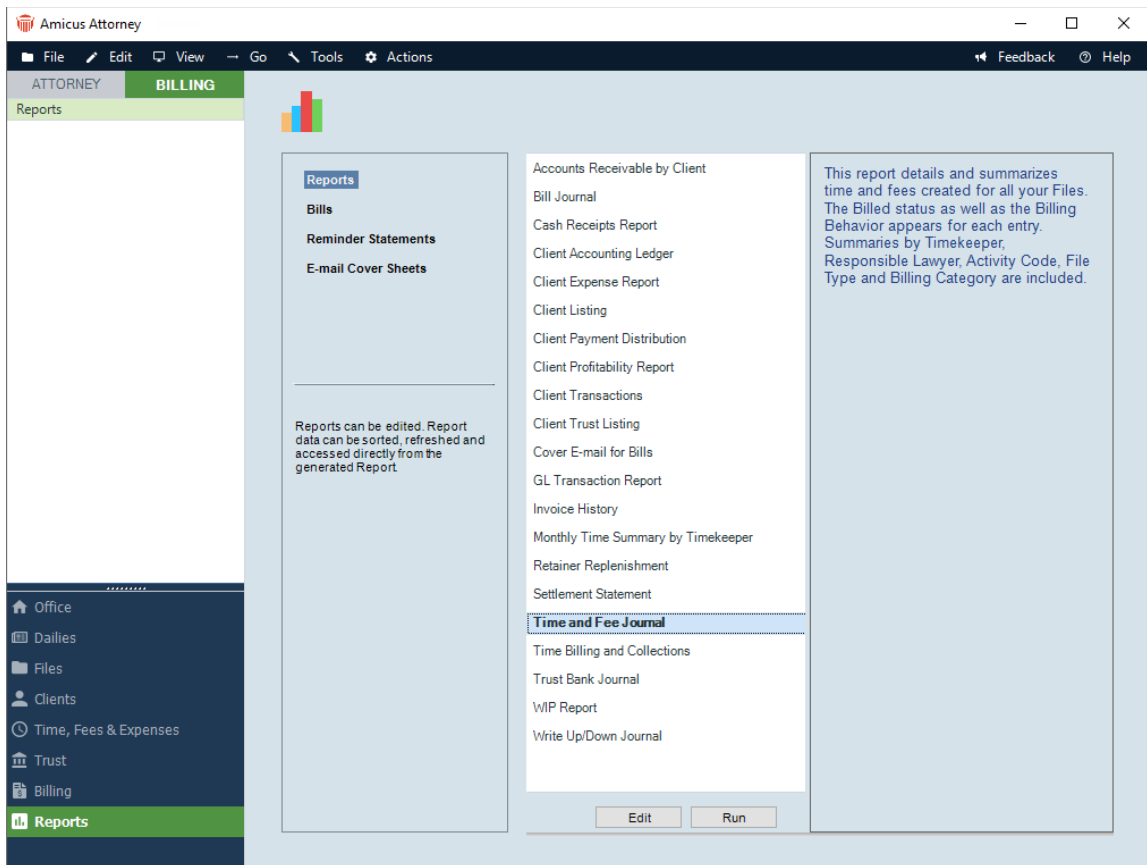
ClientID MatterID	FileName Client Name	Resp. Lwyr File Type	Referral Open Date	Posted Fees	Billed Fees	Paid Fees
1010 002	Billing Test TEST TT	Moh Edun Administrative Law	Ref. 19-Sep-2020	\$2,000.00		
1022 001	BucksStar Star Bucks	Duena Mendoza Research	Ref. 28-Feb-2020	\$1,035.00		
121212 001	BurMerry Bur Merry	Duena Mendoza Administrative Law	Ref. Appelle Corp. 16-Jan-2020	\$1,420.00		

6. **Billed** and **Paid** fees are applicable for firms with **BILLING** activated.

Time and Fee Journal Report

To view the reason for edits in the **Time and Fee Journal** report:

1. Click on **Reports** in the control panel and **Reports** in the left navigation pane to display a list of reports for your firm, select **Time and Fee Journal** from the list.



2. The **Generate - Time and Fee Journal** dialog displays.
3. Complete the necessary fields and select the **Yes** radio button in the **Include Corrections** field.

Generate - Time and Fee Journal

Time and Fee Journal

From: Feb 21/2021 To: Feb 21/2021

Working Lawyer:

Responsible Lawyer: Heather Gavel

Assigned Firm Member: Perry Mason

Introducing Lawyer:

Client: Markham Realty Inc.

File: Markham Realty re General

Billing Category: All

File Type: All

Include Closed Files: Yes No

Include Task Based Files: Yes No

Billing Rate: All

Billing Behavior: All

Billing Status: All

Posting Status: All

Transaction Type: All

Activity Code: All

Minimum Fee Amount:

Minimum Duration (Hours):

Include Corrections: Yes No

Description Contains:

OK | Cancel

4. The tracking reason is appended to the notation when the Time and Fee Journal report is generated.

QA Toronto 05

Time and Fee Journal 21 February 2021

Client	Client Matter ID	Resp Lyr	File Typ	File	Date	Audit ID	Trk	Type	Code	Description	Hrs	Rate	Value	Inv	Billing Behavior
ABC Company	1003/002	ME	Commercial	ABC Company	9/23/2018	4	ME	Flat Rate			0.00	80.00	80.00	1000	Bill
John Smith	1001/001	ME	Administrative Law	Test File 1	9/26/2018	7	ME	Flat Rate		miscellaneous	0.00	300.00	300.00	1002	Bill
ABC Company	1003/002	ME	Commercial	ABC Company	9/27/2018	22	ME	Time		miscellaneous	1.00	200.00	200.00		Bill
----Transaction has been corrected : Incorrect Billing Rate ----															
ABC Company	1003/002	ME	Commercial	ABC Company	9/27/2018	24	ME	Time		miscellaneous	1.00	300.00	300.00		Bill

Related Topics

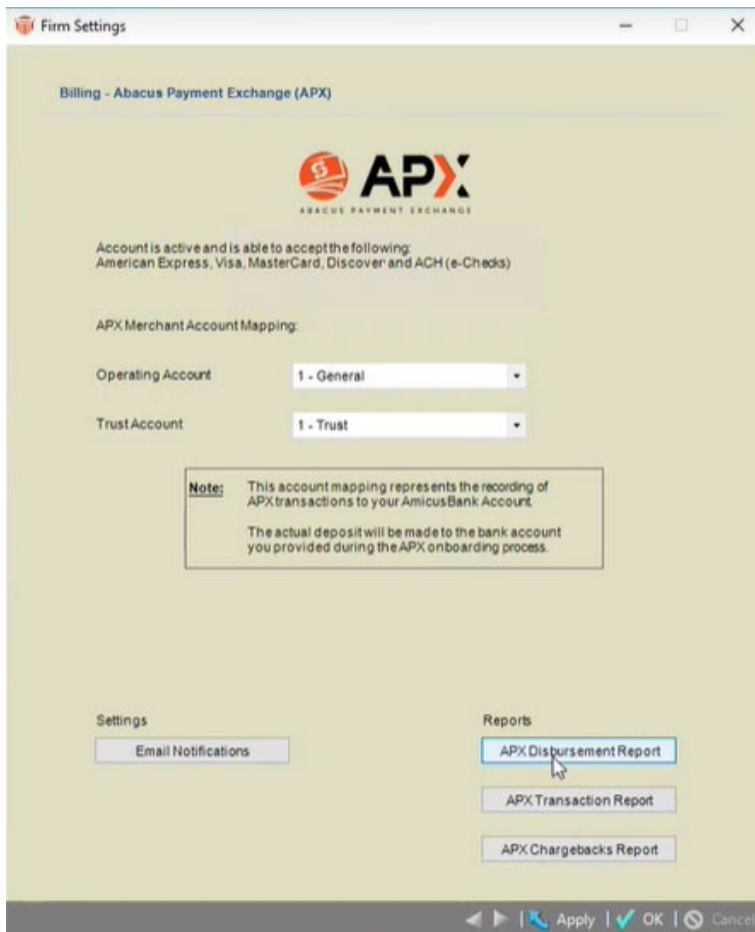
- [Reports](#)
- [Referral Report](#)
- [APX Disbursement Report](#)

APX Disbursement Report

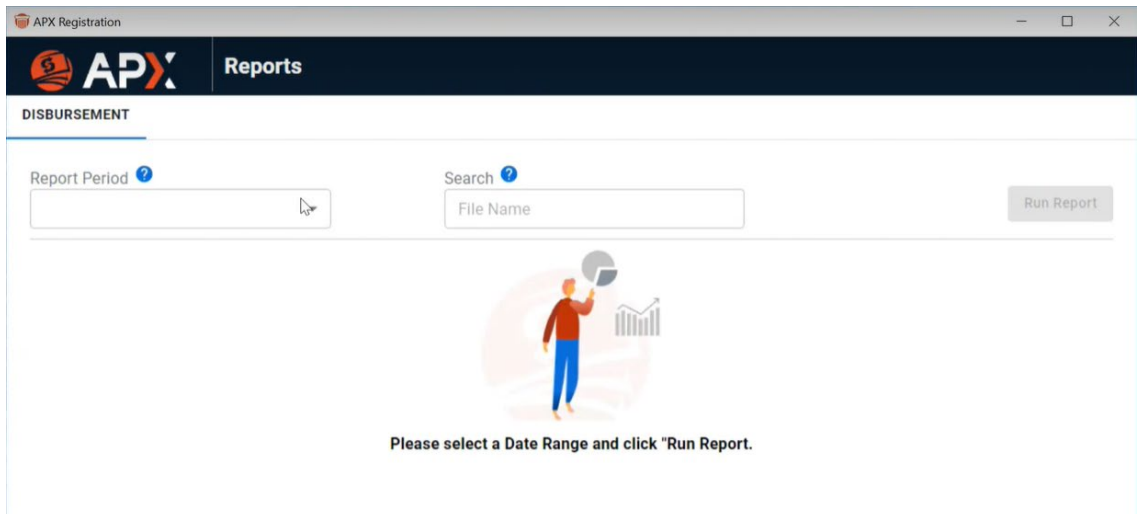
The Disbursement Report allow firms to easily reconcile funds that were collected through APX and disbursed into their bank accounts. It comes directly from APX. Disbursements can include customer payments, or amounts refunded to a customer. Nightly bank deposits can include funds from multiple transactions.

To easily view funds that were collected through APX and disbursed to your bank accounts:

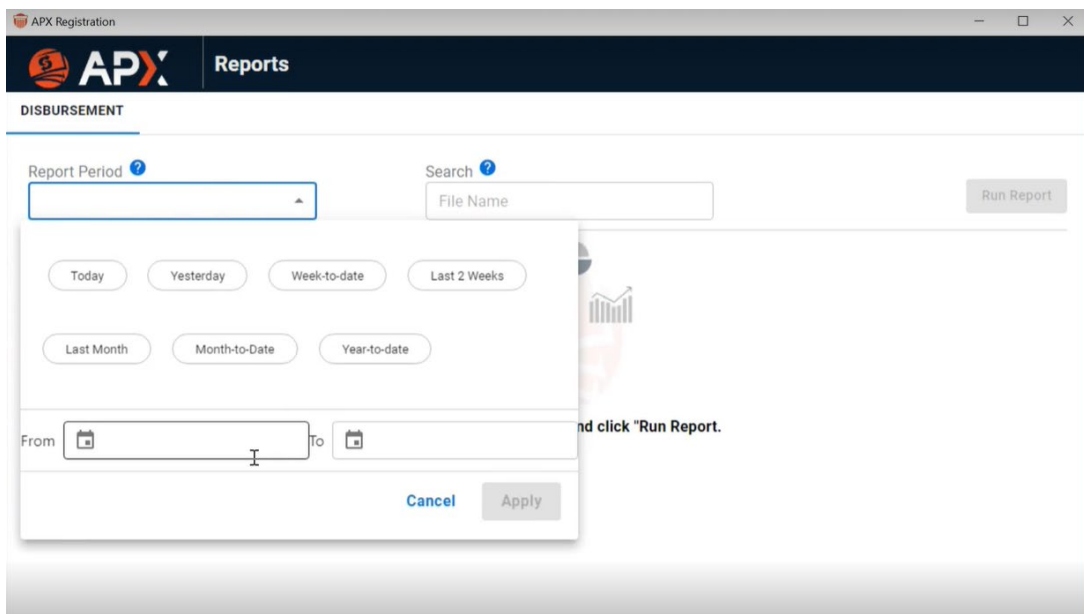
1. Go to **Firm Settings** and click on **APX** under the **Billing** section to display the following dialog.



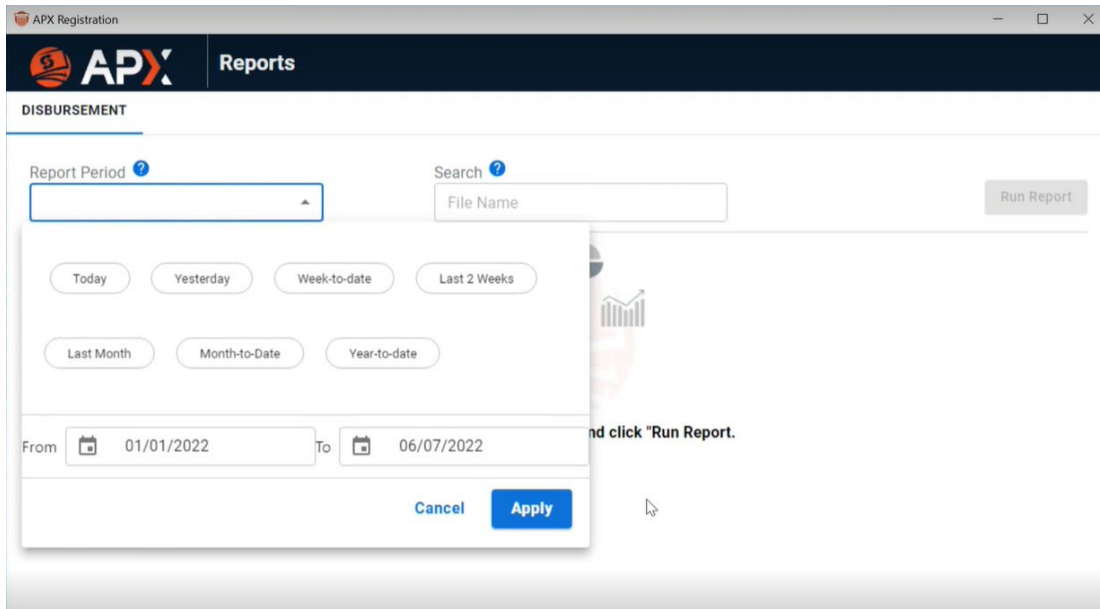
2. Click **APX Disbursement Report** to display an **APX Reports** window. Use the controls at the top to minimize/maximize the window.



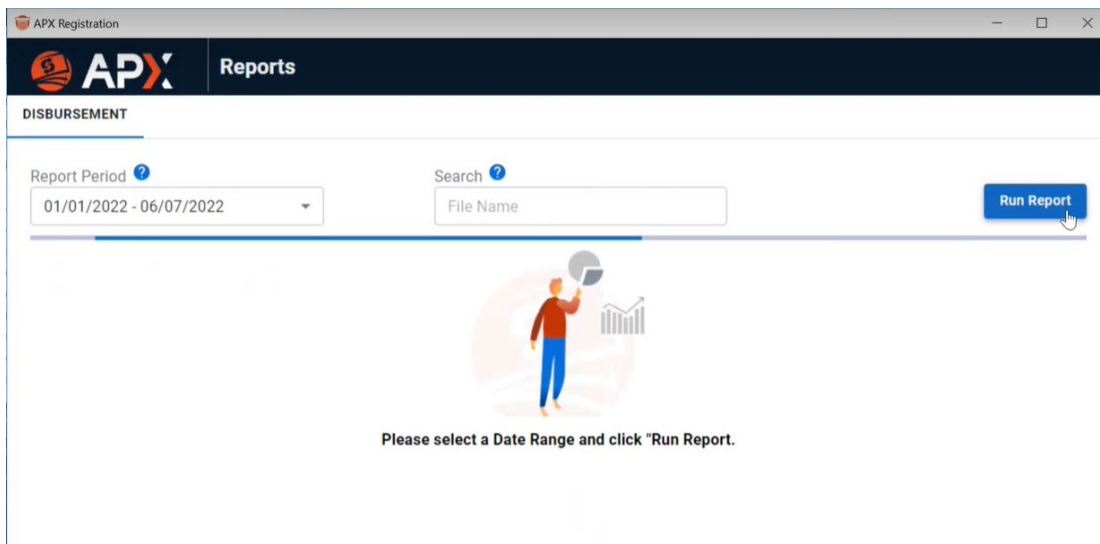
3. Click the down arrow in the **Report Period** to display your options. Either select one of the choices given or use the calendar controls to customize your **Report Period**.



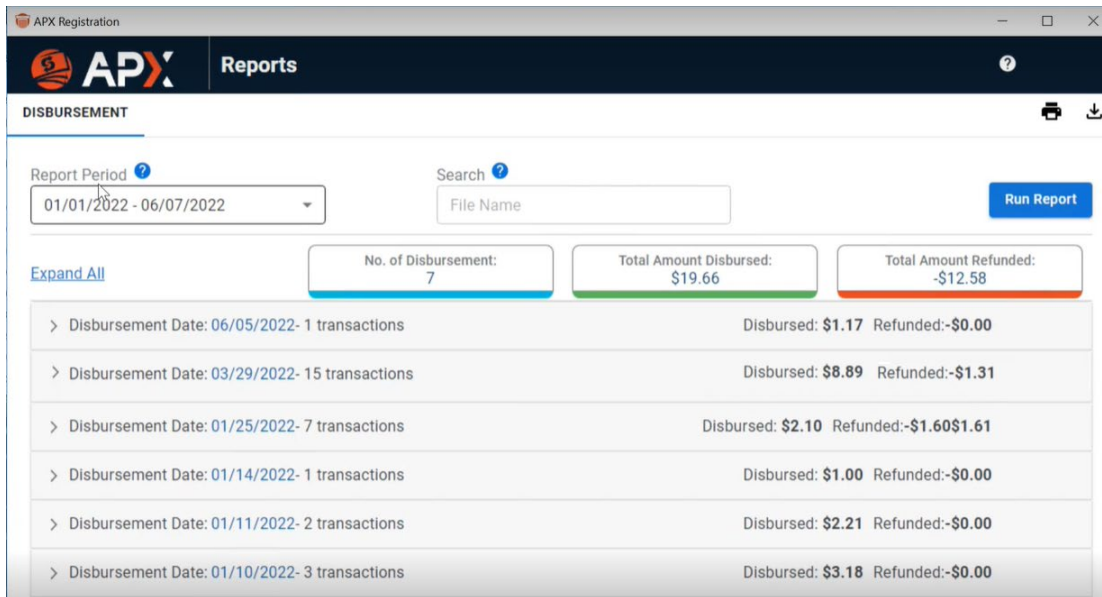
4. In our example, we selected to run the **Disbursement Report** from *January 1st to June 7th, 2022*, then clicked **Apply** to close the drop down menu, and clicked **Run Report** from the **APX Reports** window.



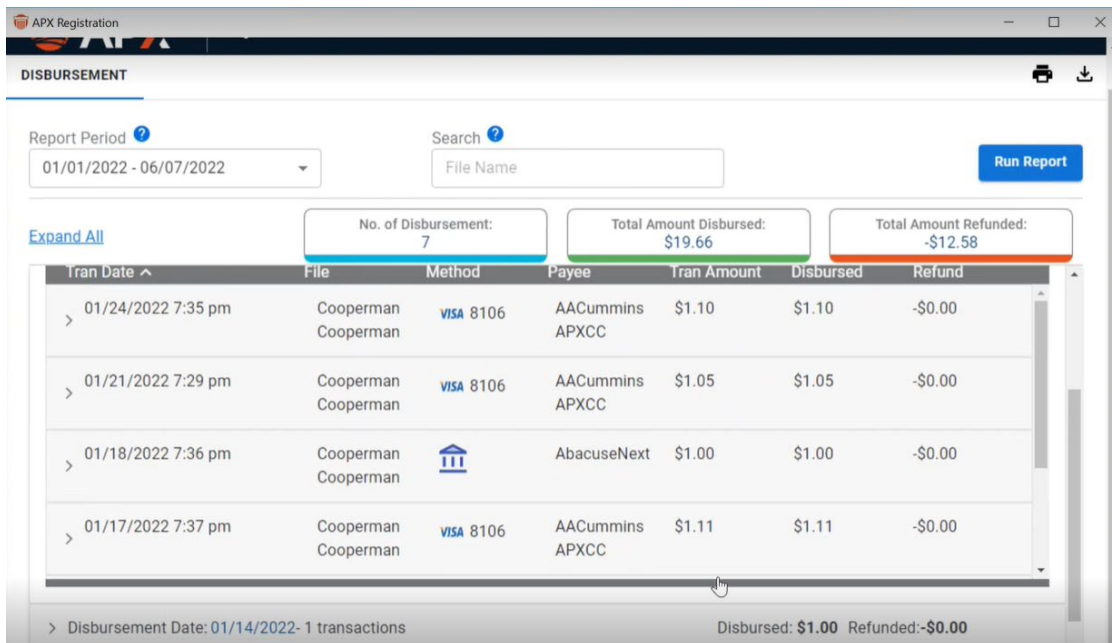
5. A progress bar displays while the report is running.



6. After a few minutes 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** display 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.

The screenshot displays the APX Registration Reports interface. The main heading is "DISBURSEMENT". The report period is set to "01/01/2022 - 06/07/2022" and the search filter is "Cooperman". A "Run Report" button is visible. Summary statistics are shown in three boxes: "No. of Disbursement: 4", "Total Amount Disbursed: \$7.67", and "Total Amount Refunded: \$0.00". Below these are four rows of disbursement data, each with a collapse/expand arrow, a date, transaction count, and disbursement/refund amounts.

Disbursement Date	Transactions	Disbursed	Refunded
> 06/05/2022	1	\$1.17	-\$0.00
> 01/11/2022	2	\$2.21	-\$0.00
> 01/10/2022	3	\$3.18	-\$0.00
> 01/04/2022	1	\$1.11	-\$0.00

Related Topics

- [Reports](#)
- [Time and Fee Journal Report](#)
- [Referral Report](#)
- [How to set up APX](#)
- [APX Defaults and Edits](#)

Keyboard Shortcuts

The keyboard shortcuts on the Billing **side** are similar to those on the Attorney side. The following tables specify the <CTRL> and Function key shortcuts available.

- [Universal shortcuts](#)
- [Additional shortcuts within particular modules](#)

You can also navigate the menus and choose commands via the keyboard. To do this, hold down the <ALT> key while pressing the underlined letters in the menu and command names. For example, you could create a new Phone Message by pressing <ALT+F,N,M> instead of <CTRL+SHIFT+M>. The <ALT> shortcuts can be used only in those windows and dialogs that contain the corresponding menus.

Universal shortcuts

The following shortcuts are available in all main module windows and, in many cases, the secondary windows and dialogs as well.

General (Attorney & Billing sides)

To switch sides...	Press this...
Switch to the Billing side (from the Attorney side)	CTRL+SHIFT+Z
Switch to the Attorney side (from the Billing side)	CTRL+SHIFT+Z

Creating items (Billing side)

To switch sides...	Press this...
New item appropriate to the current module	CTRL+N
New Phone Call	CTRL+SHIFT+P
New Phone Message	CTRL+SHIFT+M
New E-mail	CTRL+SHIFT+A
New Time Entry	CTRL+SHIFT+Y
New Expense Entry	CTRL+SHIFT+X
New Timer	CTRL+SHIFT+T
New Event	CTRL+SHIFT+E
New Sticky Note	CTRL+SHIFT+K
New Contact	CTRL+SHIFT+N
New File	CTRL+SHIFT+F

Opening modules (Billing side)

To open...	Press this...
Office module	CTRL+SHIFT+0 (zero)
Files module	CTRL+SHIFT+3
Clients module	CTRL+SHIFT+6
Time, Fees, and Expenses module	CTRL+SHIFT+7
Trust module	CTRL+SHIFT+1
Billing module	CTRL+SHIFT+2
Reports module	CTRL+SHIFT+4
Online User Help	F1

Launching tools and editing text (Attorney & Billing sides)

To do this...	Press this...
Accounting Exchange (if using QuickBooks Link)	CTRL+SHIFT+C
Search	CTRL+SHIFT+S
Print	CTRL+P
Select all	CTRL+A
Insert a Time Stamp in a text box	CTRL+T
Undo your edits in a text box	CTRL+Z
Clear the selected text	DELETE
Cut the selected text	CTRL+X
Copy the selected text	CTRL+C
Paste text into a text box	CTRL+V

Additional shortcuts within particular modules

Files Index (Attorney & Billing sides)

To do this ...	Press this ...
Copy the Address of the Primary Client on the Selected File(s)	CTRL+R
QuickFind (Files)	CTRL+F
New File	CTRL+N
Generate a Document	CTRL+D

File Details (Attorney & Billing sides)

To do this ...	Press this...
Open Previous File	CTRL+J
Open Next File	CTRL+K
Copy the Address of the selected Person (or People)	CTRL+R
New File	CTRL+N
Generate a Document	CTRL+D

Client Index (Attorney & Billing sides)

To do this ...	Press this...
Copy the Address of the selected Person (or People)	CTRL+R
QuickFind (People)	CTRL+F
New Contact	CTRL+N
Generate a Document	CTRL+D

Client Details (Attorney & Billing sides)

To do this..	Press this...
Open Previous Person	CTRL+J
Open Next Person	CTRL+K
Copy the Address of the current Person	CTRL+R
New Client	CTRL+N
Generate a Document	CTRL+

Time Module (Attorney & Billing sides)

To do this ...	Press this...
QuickFind (Time Entries)	CTRL+F
New Time Entry	CTRL+N

Trust Module (Billing side)

To do this ...	Press this...
New Trust Receipt	CTRL+N

Billing Module (Billing side)

To do this ...	Press this...
New Bill	CTRL+N

Related Topics

- [Keyboard Shortcuts](#)
- [Universal shortcuts](#)

Third-Party Links

Accounting: QuickBooks

If your firm is licensed for Amicus Billing, Amicus enables you to share data dynamically with QuickBooks®. Amicus File and Client information is exchanged with QuickBooks Job and Customer information, and File/Job Types.

You can take advantage of QuickBooks class lists, map Amicus Firm Members to QuickBooks Sales Reps based on Employees, map Amicus Expense Codes to QuickBooks Item Names, and have activities made available in QuickBooks. Billing Supervisors may import QuickBooks costs to Amicus as client Expenses.

Client Bills are generated and paid within Amicus. Instead of exchanging Amicus Time Entries to QuickBooks, the Link sends Amicus General Ledger transactions (Receipts, General Retainer activity, Trust Receipts, Trust Checks, Trust to AR Transfers, and Trust File to File Transfers) to QuickBooks. During setup, billing-related posting options are provided and your Amicus Accounts must be mapped to QuickBooks Accounts.

Firm Members can also view, edit, and exchange the QuickBooks Job Bill To Address details from the File that the Job is linked to. This address is kept synchronized between the programs.

Amicus record type	Exchange direction	QuickBooks record type
Files	<---->	Jobs
Client Contacts	<---->	Customers
Vendor Contacts	<----- (optional exchange)	Vendors
Billing Transactions	----->	General Ledger Transactions
Expenses (Hard Cost)	<----- (optional import)	Client Costs

For full details, including version requirements, *see the [QuickBooks Link Guide](#) available from your Amicus Office Help Center or the [Amicus Attorney Technical Resource Guides/Updates](#).*

Billing

The **Billing** module, which is available only on the Billing **side** of Amicus, is where you coordinate activities that are related to your client matter bills, including bill payments, write ups/downs, and reminder statements.

- [Creating Bills](#)
- [Posting Final Bills](#)
- [Setting billing options](#)
- [Looking up Bills, Write-Ups/Downs, and Payments](#)
- [Receiving Client Payments](#)
- [Writing Bills up or down](#)
- [Sending Reminder Statements](#)
- [Reprint Bills](#)
- [Exporting bills to a single PDF](#)

To refund General Retainer, see [Refunding General Retainer](#).

Creating Bills

The flexible billing function enables you to generate bills for individual client files or for multiple files for multiple clients. You can automatically post payments from trust and general retainer.

Other options include the ability to save draft and final bills, as well as print a summary report of the drafts and final bills. You can also include non-billable no charge time on a bill.

This topic includes:

- [Billing a single File](#)
- [Billing multiple Files \(mass billing\)](#)
- [Working with Draft Bills](#)
- [Posting Final Bills](#)
- [Setting Billing options](#)
- [Allowing an APX payment during Billing](#)

Billing a single File

Creating a Bill

To create a Bill for a single File, go to the BILLING-side:

1. Click **Transactions** on the taskbar in the **Files**, **Clients**, or **Billing** modules and choose **Bill**. Or, right-click on an item in a **File** or **Client** list and select **Bill**.
2. If the File is a **Contingency** or **Fixed Fee File**, or is a **Billable File** with a **Quoted Amount** or **Discount** defined, a dialog appears, showing relevant information and allowing you to choose what amount to bill. For example, for a **Quoted Amount File** you can choose to increase/decrease the Fees amount to the quoted amount.
3. **Split Bill**—If the File is set for **Split Billing** and is the **Master File**, separate Bills will be automatically created for it and each of its **Sub Files**, with its **Fees/Expenses** allocated between the Bills as pre-defined. **Sub File Bills** will additionally include any **File-specific Fees/Expenses** within the billing period. For more information, see [Split Billing](#).
4. The **Create Bills** dialog appears, open to the **Bill Single File** view.

Create Bills

File Edit View Actions Feedback Help

Bill Options

Bill File AR Date: Today Include Charges up to: Today

Bill Template: Standard New Use Dates from Bill Options Edit / View Dates Check for unposted time

Mass Bill

Draft Bills File: Berwood Directorship

Final Bills Client: Gary Berwood

Charges		Transfers / Payments		
Previous Balance	17,880.00	Amount	Available	Balance
Previous Payments and Write Up/Down	-9,500.00	General Retainer	100.00	0.00
				-100.00
Current Charges		Trust		
Fees	2,100.00	1 - Trust	0.00	0.00
Expenses	245.00			
Taxes	0.00			
Total New Charges	2,345.00			
Transfers	-100.00			
Interest Charges (Memo)	0.00			
Net Bill	10,625.00			

Use Bill Memo for this Bill

Thank you for providing us the opportunity to serve you..

Clear Selection | Send to Draft | Send to Final | Close

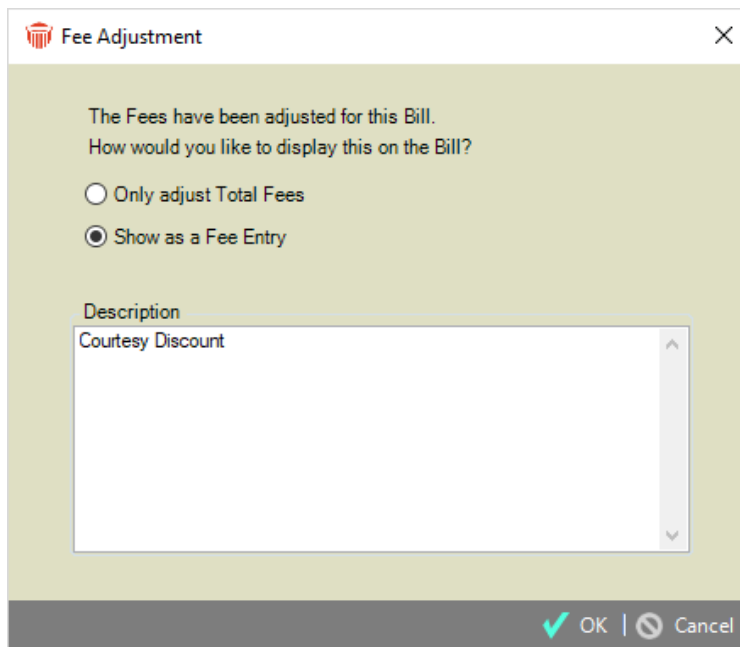
5. Fill in basic details as appropriate:

- Specify the AR Date of the Bill, which appears on the Bill and is used for aging and interest calculations (if any). Transactions later than this date will not be included on the Bill.
- Choose whether to include all File transactions up to a specified date, or include particular types of transactions (Time/Fees, Expenses, Payments/Receipts, and Trust) up to dates specified in the Bill Options view. To open that view, click Edit/View Dates or click Bill Options in the navigation list in the Control Panel. Unposted Time Entries are not included.
- The Bill Template set for the File is used by default. Optionally, select a different Bill Template here. Templates can be created and edited from the Reports module. To see a sample printout for your selected Template, click Preview.
- Optionally select or clear the Check for unposted time checkbox. If selected, the next time you identify a File you will be warned if there are any unposted Time Entries on it. (Unposted Time Entries are not included on Bills.)
- Select the File if not already selected. Once selected, the Primary Client's name appears in the Client field, and the charges and transfer balances appear below.
- The Previous Balance amount is the Net Bill amount from the previous Bill for the File, excluding any nonpostable interest charges.
- The Previous Payments and Write Up/Down amount is the total applied to previous Bills for the File during the Bill transactions period chosen. This amount does not include the entry or application of General Retainer on the current Bill.
- The current Fees amount includes fees from only Bill Time Entries for the Bill transactions period chosen. Any No Charge Time Entries are excluded from the fee calculation. However, "No Charge - Show On Bill" items, and optionally Non-Billable "Bill" items, can be shown on Draft and Final Bills without a dollar value.
- Taxes are calculated on current Fees (assuming that the File is set for taxation) and on current Expenses that are set for taxation.
- Interest charges are calculated if the File is set for that. A Firm Setting determines whether or not these charges are posted to AR or merely shown as an item on Bills.
- Optionally, adjust the amounts: [Fees](#), [Expenses](#), or Trust and/or General Retainer [transfer](#) amounts and Trust Bank Account.
- Optionally, clear the Bill Memo option, or select it and enter or edit the text to be printed on Bills.

6. Click Send To Final if you are satisfied with the Bill and are about ready to post it. Otherwise, click Send To Draft to move the bill to Draft status for review and/or adjustment.
7. From a Draft Bill, you can remove or edit Time and Expense Entries if necessary—see [Working with Draft Bills](#). You can change the status of a Final Bill back to Draft if you need to make any changes.

Adjusting the Fees amount

Optionally, edit the Fees amount. When you Tab out of the field or click elsewhere, a **Fee Adjustment** dialog appears, asking how you would like this change shown on the Bill. The option set for the File is provided as the default.



You may choose any of the following:

- *For a Fees increase or decrease*, simply adjust the Fees amount.
- *For a Fees decrease*, optionally show a Courtesy Discount item on the Bill and, if desired, edit the description to be shown.
- For a Fees increase, optionally show an additional Fee entry on the Bill, and, if desired, edit the description to be shown.
- The Taxes, Total New Charges, and Net Bill amounts are automatically recalculated as appropriate. Transfer amounts are recalculated for a Fees decrease, but not for a Fees increase.

Adjusting the Expenses amount

Optionally, edit the Expenses amount. When you Tab out of the field or click elsewhere, an Expense Entry dialog appears. Enter the Expense information. When you click OK, that new Expense is added to the Bill. It will be saved to the File when the Bill is posted.

The Taxes, Total New Charges, and Net Bill amounts are automatically recalculated as appropriate. Transfer amounts are recalculated for an Expenses decrease, but not for an Expenses increase.

Adjusting the Transfer amounts or Bank Accounts

Optionally, edit the amount of Trust to be applied to existing AR and to new charges (including interest). And you can also edit the amount of General Retainer to be applied to new charges (including interest). Amounts are applied in a standard sequence: General Retainer is applied first, and then Trust to new charges (if set in the File's Bill Settings).

You can also select the Trust Bank Account from which money will be transferred, and the "Receipt to" General Bank Account, to which that money will be transferred.

Related Topics

- [Creating Bills](#)
- [Billing multiple Files](#)
- [Working with Draft Bills](#)
- [Posting Final Bills](#)
- [Setting Billing options](#)

Billing multiple Files (mass billing)



Tip: Mass Billing is an intensive process. We recommend that other users not perform Billing transactions (including Time Entry posting) while the Bills are being created.

To create Bills for multiple Files (rather than one by one):

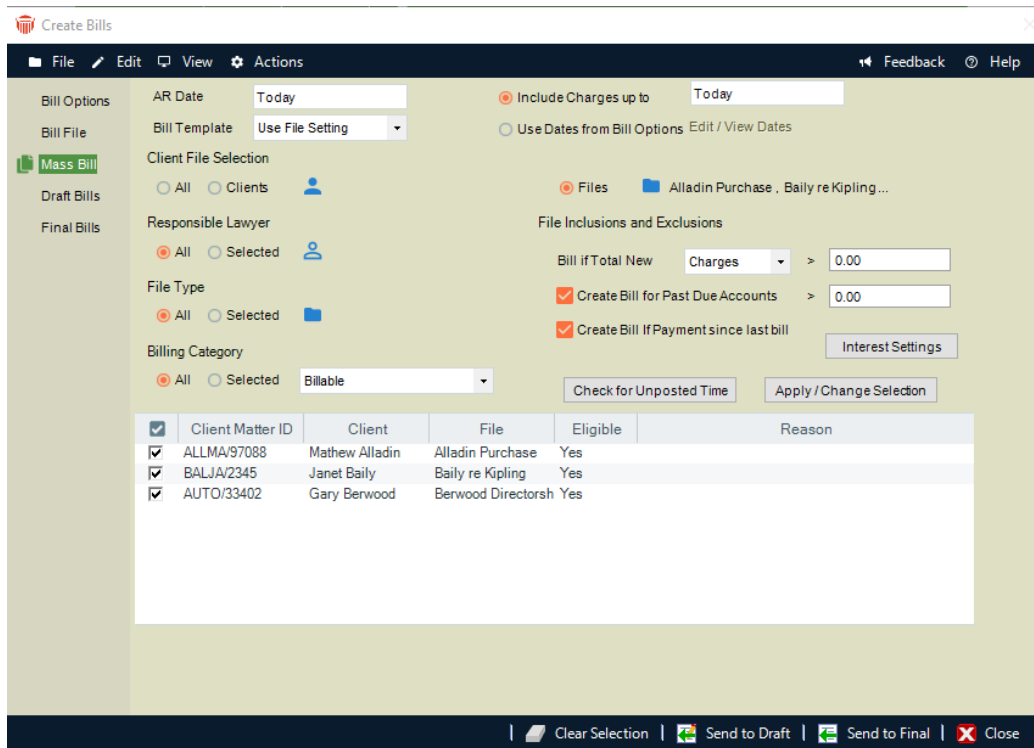
1. Click the Transactions button on the Amicus Toolbar in the Billing-side Files, Clients, or Billing modules and choose Bill to display the Create Bills dialog.

The screenshot shows a table titled "Showing My Active Files - 22" with columns for Unposted Fees, WIP Fees, WIP Expenses, AR, Gen.Retainer, and Trust. A context menu is open over the 'Bill' option for the 'Baily re K' file.

Fi	Time Entry	Unposted Fees	WIP Fees	WIP Expenses	AR	Gen.Retainer	Trust
Alladin P	Expense Entry	560.00	4,440.00	358.72	2,585.00	0.00	7,500.00
Baily re K	Bill	380.00	5,420.00	133.82	0.00	0.00	15,000.00
Berwood	Receive Payment	0.00	2,100.00	245.00	8,380.00	0.00	0.00
Berwood	Trust	0.00	3,460.00	0.00	6,430.00	0.00	0.00
Blank Pu	Reminder Statement	0.00	0.00	0.00	0.00	0.00	0.00
Blank vs	Write Up/Down	0.00	0.00	0.00	0.00	0.00	0.00
Cooperm		40.00	1,640.00	0.00	0.00	0.00	825.00

2. Select Mass Bill from the navigation pane on the left.

Also, the Mass Bills view opens directly if you right-click on multiple Files in a Billing-side File list, or one or more clients in a Billing-side Client list, and choose Bill.



3. Fill in basic details as appropriate:

- Specify the AR Date of the Bills, which appears on the Bills and is used for aging and interest calculations. Bills will not include transactions that are later than this date.
- Choose whether to include all File transactions up to a specified date, or include particular types of transactions (Time/Fees, Expenses, Payments/Receipts, and Trust) up to dates specified in the Bill Options view. To open that view, click Bill Options in the navigation list in the Control Panel.
- Select a single Bill Template to be used or choose to use the individual Templates assigned for each of the Files (in the Admin > Bill Settings view of File Details). Regardless of this setting, any Bills created for Primary Clients set for Consolidated Billing will be created using the Template assigned in the Balances view of their Person Details.
- Templates can be created and edited from the Reports module. To see a sample printout for a single selected Template, click Preview.
- Choose whether to create Bills for all Files, only the Files for selected Primary Client(s), or only the Files you select.
- If you chose to create Bills for selected File(s) only, single Bills are created even for those Primary Clients who are set for Consolidated Billing (in the Balances view of their Person Details). The File's Exclude from Mass Billing setting (in the File Details > Admin > Bill Settings view) is ignored.
- If you chose to create Bills for all Files or selected Client(s), you can optionally filter the Billable Files further by one or more of the following:

- Selected Responsible Lawyer(s)
- Selected File Type(s)
- Total new Charges (Fees plus Expense WIP), Fees only, or Expense WIP only greater than a specified amount
- Overdue account balance greater than a specified amount
- A Payment has been made between the previous Bill's AR date and the current AR date

Bills will not be created for Files that are marked Exclude from Mass Billing. If a Primary Client is set for Consolidated Billing, all their Files that meet the selection criteria and are not marked Exclude will be included on a single Bill.

- If desired, click Interest Settings to adjust how interest is applied to overdue accounts. The default settings are supplied from Firm Settings > Billing - Interest & Reminder Statements.
- If desired, click Check for Unposted Time to run the Time and Fee Journal Report—it will list any Unposted Time Entries up to your selected end date on the Files that meet your selection criteria. (Unposted Time Entries are not included on Bills.)
- Click Apply/Change Selection to apply your selection criteria and list all Files, showing which ones are included for Bill generation. The reasons why Files are excluded are shown. To exclude additional particular Files, clear the checkbox for each of those Files.

Fixed Fee Files are included if they have an amount specified, even if they have no WIP or Time Entries.

Contingency Files are included if they have both a Judgment/Settlement and Contingency Rate specified, even if they have no WIP or Time Entries.

4. Click Send To Final to create the Bills and move them to Final status, ready for posting. Otherwise, click Send To Draft to create the Bills and move them to Draft status for review and/or adjustment first.

Related Topics:

- [Creating Bills](#)
- [Billing a single File](#)
- [Working with Draft Bills](#)
- [Posting Final Bills](#)
- [Setting Billing options](#)

Posting Final Bills

The **Final Bills** view of the **Create Bills** dialog enables you to review and change some options for Bills before posting them.

To view or edit the Final Bills:

1. Click the **Transactions** button on the **Amicus Toolbar** in the Billing-side **Files, Clients, or Billing modules** and choose **Bill** to display the **Create Bills** dialog.

	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

2. Select **Final Bills** from the navigation pane on the left.
3. Also, the **Final Bills** view opens directly if you create a **Bill** on a single **File** and click **Save To Final**.

	Date	Client Matter ID	Client	File Name	Charges	Transfers	Net Bill
<input checked="" type="checkbox"/>	Aug 01/2020	BALJA	Janet Baily	Baily Re Kpling2	800.00	0.00	800.00
Totals					0.00	0.00	

Post Receipts to: 1 - General Bank Account

4. Choose to show all Final Bills you have permission to view, or only the ones you created. Optionally, choose to show only the Bills for specific *Responsible Lawyers*, *File Types*, *Billing Categories*, or *Primary Clients*.

- View, mark, edit, and delete Final Bills as desired.
- For a Consolidated Bill in the list, you can click the + button at the left to expand the display, showing a sublist of the individual Files that have been billed together on the same invoice for the client.
- To mark a Bill for processing together with other marked Bills, select the checkbox at the left. For example, you can click Print & Post on the Amicus Toolbar to print and post all marked Bills.
- If you wish to send one or more Final Bills back to Draft for further review or editing, mark them in the list and click Send To Draft. Alternatively, right-click a single Bill in the list and choose Send To Draft.

5. Select the sequence in which Bills are printed:

- By Responsible Lawyer (and then by Client Matter ID)
- By Client Name: Last Name if an Individual or Company Name if a Company (and then by Client Matter ID)
- By Client Matter ID
- In the list sequence that Bills are currently sorted in the view.



Note: If you choose to sort by Responsible Lawyer, the lawyer used for a Consolidated Bill is the one on the File that comes first if sorted by Client Matter ID.

6. When Bills are posted, this sorting controls the sequence in which Invoice Numbers are assigned.

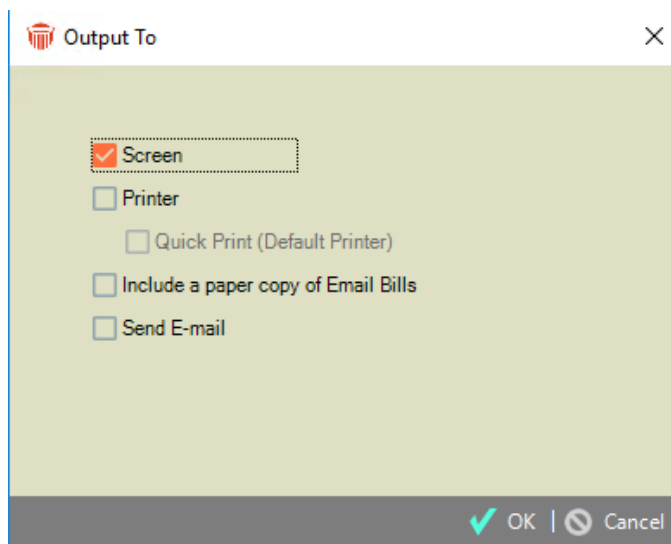
7. When ready, you may:

- Click **Print Preview** to see the way your marked Final Bills will print.
- Highlight a Bill in the list, right-click, and choose Print.
- Click **Print Bill Summary** for a summary report of your marked Final Bills. This report shows for each Bill: the Client Matter ID, Client Name, Short File Name, invoice number, Responsible Lawyer, balance forward, and new amounts (Fees, Expenses, taxes, interest, and total).
- Select the General Bank Account to which Trust Transfers to AR (if any) will be posted.
- Choose whether to print checks for Trust Transfers to AR (if any), if Trust check printing is enabled for your firm by the Administrator
- **Print and post Bills**—see below.

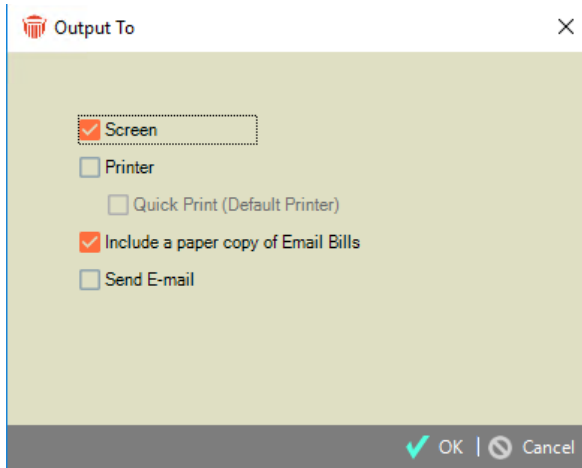
8. When finished, click **Close** or click a different view in the Navigation Pane of the **Create Bills** dialog.

Printing and posting Bills

1. Click **Print & Post** to both print and post your marked Final Bills. Or, right-click a Bill in the list and choose **Print & Post**. One or more options dialogs will appear.
2. If you Print & Post a single Bill, and you have E-mail Integration enabled, you may optionally display the Bill on the screen, and/or print it, and/or send it as an e-mail attachment.



3. If you Print & Post a single Bill and don't have E-mail integration enabled, or Print & Post multiple Bills together, an E-mail Bills dialog appears so that you can confirm which Bills you want e-mailed, and even edit the e-mail address(es) to be used.
4. Bills on the Files marked for e-mailing (in their Bill Settings) are selected by default, but you may select other listed Bills as well.
5. Multiple e-mail addresses for a Bill must be separated by a semicolon—the e-mail will be sent To the first address, and Cc the other addresses.
6. Upon clicking proceed, you may optionally display the Bills on the screen, and/or print them.



7. When a Bill is posted, an Invoice Number is assigned and a Trust Transfer to AR (if appropriate) will occur. The Bill will vanish from the Final Bills list and appear in the Billing Index.
8. If e-mailing multiple Bills, or a single Bill without E-mail Integration, note that the e-mail(s) are either sent immediately or saved to Outlook's Drafts folder, depending on which option your Amicus Administrator chose in Firm Settings for this feature. The subject and body of those e-mails is also specified there.
9. If the File is set for E-billing, an E-bill format version of its Bill is automatically created as well.



Tip: Posting a large number of Bills together is an intensive process. We recommend that other users not perform Billing transactions (including Time Entry posting) while the Bills are being posted.

Related Topics

- [Creating Bills](#)
- [Billing a single File](#)
- [Working with Draft Bills](#)
- [Posting Final Bills](#)
- [Setting Billing options](#)

Setting Billing options

The **Bill Options** function lets you to customize Bill creation to suit the requirements of your firm. The settings affect only new Bills that are created afterward. Changing the settings has no effect on existing *Draft* and *Final Bills*.

To view or edit the options:

1. Click the **Transactions** button on the **Amicus Toolbar** in the Billing-side Files, Clients, or Billing modules and choose **Bill** to display the **Create Bills** dialog.

	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

2. Select **Bill Options** from the navigation pane on the left.

Create Bills

File Edit View Actions Feedback Help

Bill Options

	Include on Bill	To	Sort by	Then by	Then by
Bill File	<input checked="" type="checkbox"/> Time / Fees	Today	Date	Timekeeper	Task
Mass Bill	<input checked="" type="checkbox"/> Expenses	Mon, Jan 04, 2021	Date	Expense Code	
Draft Bills	<input checked="" type="checkbox"/> Payments / Receipts	Mon, Jan 04, 2021	Bank Account	Date	
Final Bills	<input checked="" type="checkbox"/> Trust	Mon, Nov 02, 2020	Bank Account	Date	Entry Type

Show:

Only New Trust Entries Include 'No Charge - Show on bill' for File Inclusions and Exclusions.

Bill Memo

Thank you for providing us the opportunity to serve you..

Set as Default Close

3. View and set options as desired.

- **Include which types of File transactions**—Choose which types of File transactions (*Time/Fees, Expenses, Payments/Receipts, and Trust*) to include on new Bills, and for each type specify the date up to which transactions will be included. The Payment/Receipts and Trust settings affect the previous balance, payments, and interest calculations on the Bill.
- For Trust transactions, you may choose to include only new entries (*checks, receipts, and File transfers*). This ensures that transactions that have appeared on a Bill will not appear again on subsequent Bills for the File.
- The transaction date can be overridden in the Bill Single File view, where you can choose to simply include all transactions up to a single date. Although you cannot change these options in Draft or Final Bills, you can, from the Draft Bills view, choose to exclude particular Fee or Expense items.
- **Bill Memo**—You choose to can include a statement on Bills, and specify the text of that statement, such as "We are now accepting credit card payments. Contact John Schultz at 212 323-4321 Ext. 12 for more details."

4. This option (including the text of the memo) can be overridden in the Bill Single File view.

5. When finished, you can go to the Bill Single File or Mass Bill view to create Bills using these options. Or, click Set As Default to save these options for subsequent use by you and other users—otherwise, your changes will be discarded when you close the Create Bills dialog.

Related Topics

- [Creating Bills](#)
- [Billing a single File](#)
- [Billing multiple Files](#)
- [Working with Draft Bills](#)
- [Posting Final Bills](#)

Working with Draft Bills

The Draft Bills view of the Create Bills dialog enables you to review and modify details of Bills that are in Draft status.

Viewing or Editing the Draft Bills

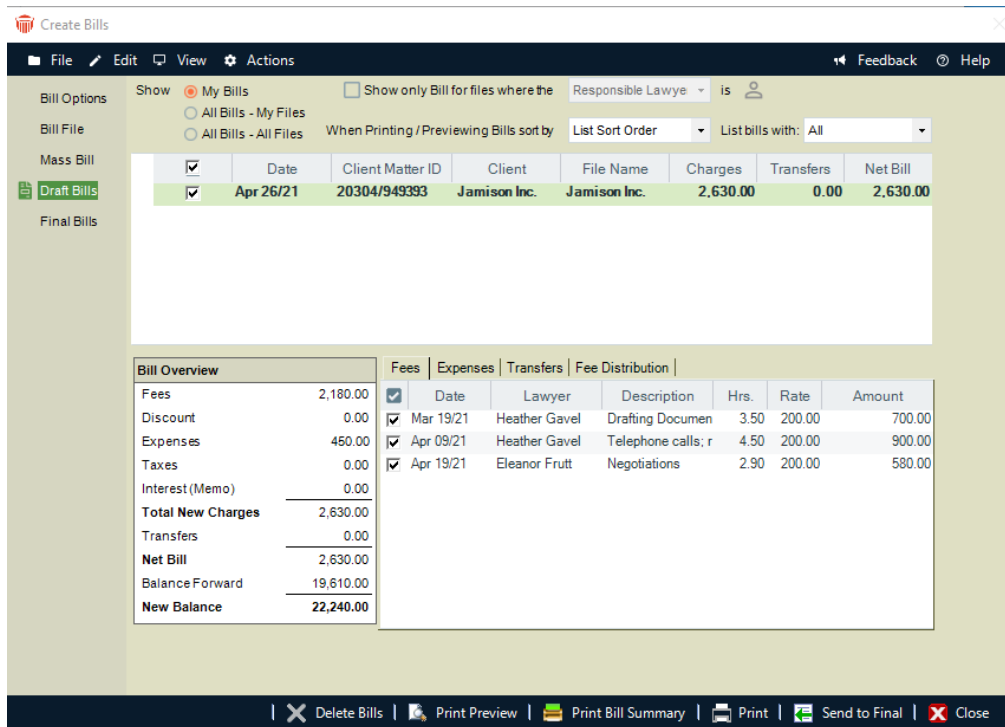
To view or edit the Draft Bills:

1. Click the Transactions button on the Amicus Toolbar in the Billing-side Files, Clients, or Billing modules and choose Bill. Or, right-click on an item in a Billing-side File or Client list and choose Bill to display the Create Bills dialog.

Fi		Unposted Fees	WIP Fees	WIP Expenses	AR	Gen.Retainer	Trust
Alladin P	Expense Entry	560.00	4,440.00	358.72	2,585.00	0.00	7,500.00
Baily re K	Bill	380.00	5,420.00	133.82	0.00	0.00	15,000.00
Berwood	Receive Payment	0.00	2,100.00	245.00	8,380.00	0.00	0.00
Berwood	Trust	0.00	3,460.00	0.00	6,430.00	0.00	0.00
Blank Pu	Reminder Statement	0.00	0.00	0.00	0.00	0.00	0.00
Blank vs	Write Up/Down	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

2. Select Draft Bills from the navigation pane on the left.

Also, the Draft Bills view opens directly if you create a Bill on a single File and click Send To Draft.



3. Choose to show all Draft Bills you have permission to view ("All Bills"), or only the ones you created ("My Bills"). And optionally, choose to show only the Bills for specific Responsible Lawyers, File Types, Billing Categories, or Primary Clients.
4. View, mark, edit, and delete Draft Bills as desired.

For a Consolidated Bill in the list, you can click the + button at the left to expand the display, showing a sublist of the individual Files that have been billed together on the same invoice for the client.

To mark a Bill for processing together with other marked Bills, select the checkbox at the left. For example, you can click Print Draft Bills on the Amicus Toolbar to print all marked Bills.

The bottom part of the view shows details of the Bill currently highlighted in the list above.

- The Bill Overview section at the bottom left shows the current Bill amounts: new Fees and Expenses, total new charges, etc.
- The Bill details section at the bottom center and right provides separate views of the Bill's Fees, Expenses, transfers, and fee distribution. For more information, see below.

5. Select the sequence in which Bills are printed (and previewed):
 - By Responsible Lawyer (and then by Client Matter ID)
 - By Client Name: Last Name if an Individual or Company Name if a Company (and then by Client Matter ID)
 - By Client Matter ID
 - In the list sequence that Bills are currently sorted in the view

Note that if you choose to sort by Responsible Lawyer, the lawyer used for a Consolidated Bill is the one on the File that comes first if sorted by Client Matter ID.

6. When ready, you may:
 - Click Print Bill Summary for a summary report of your marked Draft Bills. This report shows for each Bill: the Client Matter ID, Client Name, Short File Name, invoice number, Responsible Lawyer, balance forward, and new amounts (Fees, Expenses, taxes, interest, and total).
 - Click Print Preview to see the way your marked Draft Bills will print. (The Invoices Number is not included.)
 - Click Print to print your marked Draft Bills for review and approval.
 - Click Send To Final to create Final Bills from your marked Draft Bills. Alternatively, right-click a Bill in the list and choose Send To Final.

TIP: Sending a large number of Bills to Final Draft is an intensive process. We recommend that other users not perform Billing transactions (including Time Entry posting) while the Bills are being sent.
7. When finished, click Close or click a different view in the Navigation Pane of the Create Bills dialog.

Bill details - Fees view

The Fees view lists all Fees on the Bill, regardless of status. "No Charge" Fees, and optionally Non-Billable "Bill" Fees are shown (and identified in the Description). The list also includes any Courtesy Discounts (negative Fee Adjustments) done when the Bill was created. (Positive Fees Adjustments done simply appear as additional new Fees.)

Fees						
<input checked="" type="checkbox"/>	Expenses	Transfers	Fee Distribution			
<input checked="" type="checkbox"/>	Date	Lawyer	Description	Hrs.	Rate	Amount
<input checked="" type="checkbox"/>	Mar 17/11	Heather Gavel	Drafting Document	2.75	200.00	560.00
<input type="checkbox"/>	Mar 23/11		ADJUSTMENT	0.00	0.00	-60.00

To open the Time Entry Details dialog for a Fee, for viewing, editing, or deleting, select it, right-click, and choose Open.

To delete a Time Entry and its Fee, select it, right-click, and choose Delete.

To exclude a Time Entry and its Fee from the Bill (without deleting it), clear its checkbox.

If you wish to remove a Courtesy Discount Fee Adjustment from the Bill, delete the Bill and start over.

Bill details - Expenses view

1. The **Expenses** view lists all Expenses on the Bill.

Fees						
<input checked="" type="checkbox"/>	Expenses	Transfers	Fee Distribution			
<input checked="" type="checkbox"/>	Date	Lawyer	Description	Hrs.	Rate	Amount
<input checked="" type="checkbox"/>	Mar 19/21	Heather Gavel	Drafting Document	3.50	200.00	700.00
<input checked="" type="checkbox"/>	Apr 09/21	Heather Gavel	Telephone calls; r	4.50	200.00	900.00
<input checked="" type="checkbox"/>	Apr 19/21	Eleanor Frutt	Negotiations	2.90	200.00	580.00

2. To open the **Expense Entry Details** dialog for an Expense, for viewing, editing, or deleting, select it, right-click, and choose **Open**.
3. To delete an Expense, select it, right-click, and choose **Delete**.
4. To simply remove an Expense from the Bill without deleting it, clear its checkbox.
5. If you wish to remove an Expense Adjustment from the Bill, delete the Bill and start over.

Bill details - Transfers view

1. The **Transfers** view shows Trust and/or General Retainer Transfer amounts and balances.

Fees Expenses Transfers Fee Distribution				
	Amount	Available	Balance	Apply
General Retainer	<input type="text" value="200.00"/>	2800.00	2600.00	
Trust Bank Account				
1 - Trust	<input type="text" value="0.00"/>	0.00	0.00	

2. You can edit the amount of Trust to be applied to new charges (including interest). And you can edit the amount of General Retainer to be applied to new charges (including interest). Amounts are applied in a standard sequence: General Retainer is applied first, and then Trust to new charges (if set in the File's Bill Settings).
3. If the File has funds in more than one Trust Bank Account, you can select the one from which money will be transferred, and the "Receipt to" General Bank Account, to which that money will be transferred.
4. When finished, click Apply.

Bill details - Fee Distribution

1. The File's Bill Settings show how Fees will be distributed among lawyers (Timekeepers) when Payments to the Bill are made by clients.
2. The Fee Distribution includes those original Fees, and any adjustments that were done manually in Bill Single File or automatically from a Discount, Contingency Fee, or Flat Fee calculation.

Fees Expenses Transfers Fee Distribution						
Fees:\$2,180.00 + Adjustment:\$0.00 = Net Fees:\$2,180.00					Reset	Apply
	Lawyer	Net Fees	Change	New Fees	New Fees %	
	Heather Gavel	1,600.00	0.00	1,600.00	73.39	
	Eleanor Frutt	580.00	0.00	580.00	26.61	
<Click here to add a new Lawyer allocation>						
Totals		2,180.00	0.00	2,180.00	100.00	
Left to Allocate				0.00		

3. You can change the distribution of adjustment among lawyers, but cannot change the total adjustment (or Net Fees). Add lawyer allocations if desired. When finished, click Apply. Or, to undo your changes, click Reset.

Related Topics

- [Creating Bills](#)
- [Billing a single File](#)
- [Billing multiple Files](#)
- [Posting Final Bills](#)
- [Setting Billing options](#)

Looking up Bills, Write-Ups/Downs, and Payments

On the Billing side, you can look up in various ways the posted Bills, the Write-Ups/Downs done on Bills after they are posted, and the Payments done against Bills:

- In the Billing Index—see [Using the Billing Index](#).
- In the Transactions > All and Bills views of File Details—see [Working with transactions on a File](#).

To look up Draft and Final Bills rather than posted Bills, open the Create Bills dialog (e.g. by clicking Transactions > Bill on the Amicus Toolbar) and then navigate to the Draft Bills or Final Bills view as desired. See [Creating Bills](#).

Related Topics

- [Creating Bills](#)
- [Receiving Client Payments](#)
- [Writing Bills up or down](#)
- [Sending Reminder Statements](#)
- [Reprint Bills](#)

Using the Billing Index

The Billing Index window appears when you open the Billing module. It shows a list of your Bills.

1. To open the Billing Index, navigate to the Billing side of Amicus and then click the Billing button in the Navigation Pane.

Client Matt	Client	Date	Inv#	Fees	Expense	Taxes	Interest	Total	Payment	Balance	Aging (d)
DOMCA/885	Frank R. Wain	Mar 23/21	1003	1,480.00	250.00	0.00	0.00	1,730.00	0.00	1,730.00	35
12345/239	Harold Markhi	Mar 23/21	1004	2,880.00	0.00	0.00	0.00	2,880.00	1,500.00	1,380.00	35
119/6679	Frank William	Feb 19/21	571	5,000.00	0.00	0.00	0.00	5,000.00	2,500.00	2,500.00	67
FRANKSYD/	Frank Sydenh	Feb 01/21	1000	1,915.00	85.00	0.00	0.00	2,000.00	1,500.00	500.00	85
SUTH1/02001	James Sutherl	Jan 21/21	526	0.00	900.00	0.00	0.00	900.00	0.00	900.00	96
ALLMA/9708	Mathew Alladi	Nov 22/20	1001	2,500.00	85.00	0.00	0.00	2,585.00	0.00	2,585.00	156
AUTO/33402	Gary Berwood	Nov 22/20	510	17,500.00	380.00	0.00	0.00	17,880.00	9,500.00	8,380.00	156
FIRSTH/2062	FirstHome Bui	Nov 22/20	512	17,500.00	958.65	0.00	0.00	18,458.65	12,500.00	5,958.65	156
20304/94939	Jamison Inc.	Nov 22/20	516	25,000.00	2,360.00	0.00	0.00	27,360.00	7,750.00	19,610.00	156
PARKER/984	Bill Parker	Nov 22/20	522	18,500.00	650.00	0.00	0.00	19,150.00	17,500.00	1,650.00	156
KIFNAL/9984	Susan Kifnal	Nov 22/20	523	1,575.00	69.00	0.00	0.00	1,644.00	900.00	744.00	156
NATRK/003	North America	Nov 22/20	859	7,500.00	950.00	0.00	0.00	8,450.00	8,000.00	450.00	156
NATRK/002	North America	Nov 22/20	859	3,650.00	852.00	0.00	0.00	4,502.00	3,500.00	1,002.00	156
NATRK/001	North America	Nov 22/20	859	6,300.00	212.00	0.00	0.00	6,512.00	5,000.00	1,512.00	156
BERCO/6799	Berwood Const	Oct 21/20	501	8,325.00	605.00	0.00	0.00	8,930.00	2,500.00	6,430.00	188
Totals				119,625.00	8,396.65	0.00	0.00	127,981.65	72,650.00	55,331.65	
Primary Client Name		File Name		(0000/000)							
Billing Category		VWP Fees	0.00	General Retainer		0.00					
AR:	0.00	VWP Expenses	0.00	Trust Balance		0.00					

2. The Billing list shows information for each Bill: the Client Matter ID, Primary Client Name, AR Date, Invoice Number, new charges (Fees, Expenses, Taxes, and total), amount paid, outstanding balance owed, and aging (for outstanding Bills, the number of days since the AR Date), and the Responsible Lawyer initials. At the bottom of the list, totals for the currency columns appear.
3. Files billed together in a Consolidated Bill for a Client are shown as separate Bills in the list. These Bills have the same Invoice Number.
 - o Reminder Statements for interest posted to Accounts Receivable are listed as "Bills". They have a different Invoice Number than the original Bill(s) on which the Interest is charged.
 - o A File Summary for the currently highlighted Bill is shown at the bottom of the Billing Index window.

- You can scroll up and down in the list of Bills, and sort it by clicking the heading of the column you want it sorted by.

Transactions list for a Bill

Click the + icon for a Bill to expand the list, showing a sublist of the transactions on that Bill:

- Original Bill (or Reminder Statement for Interest posted to Accounts Receivable)
- Write-Ups and Write-Downs
- Payments—Trust Transfers to AR Transfers done at the time of billing or later, General Retainers applied at the time of billing or later, and Receive Payments done after billing

The transactions are shown in date sequence from oldest to newest. For each transaction, the list shows the date, Invoice Number or reference number, amount, and resulting outstanding balance.

Type	Date	Inv/Ref#	Amount
Bill	Mar 23/21	1004	2,880.00
Payment	Mar 25/21	9	1,500.00

Showing particular sets of Bills

You may have a large number of Bills. Using options in the control panel, you can filter the list of Bills shown.

- Bills dated—By default, Bills for all AR dates are shown. To limit the list differently, select one of the other options and specify the desired date(s).
- For which Files—By default, Bills on all Open Files are shown, including Files that are also Inactive. To limit the list differently, select one of the following options instead:
 - All—This shows Bills on any File regardless of File status. Bills on Files that are Closed or Inactive are shown.
 - Active—This shows only Bills on Active Files. Bills on any File that is Inactive or Closed are hidden.
- For your Files or all Files—By default, only the Bills on Files to which you are assigned are shown (My Files option). However, depending on your assigned Security Profile or Firm Member Designations, you can select the Firm Files option to show Bills on all Files regardless of who is assigned to them, select the Firm Files option.
- For whose Files—To show only the Bills on Files to which particular Firm Members are assigned, select the type of Firm Member ("Responsible Lawyers", "Introducing Lawyers", or any "Firm Members") and then click the People icon to select one or more particular people.

- Or, to show only the Bills on Files to which particular Primary Clients are assigned, select the type of Client ("Primary Clients") and click the People icon to select one or more particular Clients. To show only the Bills on Files to which a particular Client is assigned (regardless of whether or not they are the Primary Client on the File), select "Clients" and click the People icon to select a Client.
- For what File Type—To show only Bills on Files of a particular File Type, such as "Corporate" or "Real Estate", select a type in the Type list box. Or, to include all Files regardless of File Type, select "All".
- For what Special Status—To limit the list to Bills on Files assigned a specific Special Status, select that Special Status in the Special box. Or, select "No Selection" to include Files regardless of Special Status.
- Paid/unpaid—To limit the list of Bills based on their current balance, select an option in the Show box at the bottom of the control panel: all Bills, only Bills with an outstanding balance, or only fully paid Bills.

Related Topics

- [Looking up Bills, Write-Ups/Downs, and Payments](#)
- [Working with Bills listed in the Billing Index](#)

Working with Bills listed in the Billing Index

You can select one or more Bills listed in the **Billing Index**, right-click, and choose to:

- Receive Payment against the Bill (or multiple selected Bills if they have the same Primary Client)
- Transfer Trust to AR in order to pay the Bills or cover WIP Expenses on the corresponding Files
- Create a Reminder Statement for the balance owing on all Bills on the corresponding File
- Write up/down the value of a Bill
- Open the corresponding File Details (if a single Bill is selected)
- Delete the Bill (if allowed)
- Open the PDF or Word version of the Bill image for viewing or reprinting (a Word version can also be edited)
- View the Bill history to generate the Invoice History Report

Related Topics

- [Looking up Bills, Write-Ups/Downs, and Payments](#)
- [Using the Billing Index](#)

Receiving Client Payments

Use the Receive Payments function to receive a payment from a Client:

- Payment of Bills whereby money is deposited into a General Bank Account
- Payment of Bills via application of General Retainer amounts (money is deposited to a General Bank Account but not yet applied, so not yet withdrawn from that account)
- Payment of General Retainer on Files (money is deposited into a General Bank Account)

To receive money to Trust from a Client, use the Trust Receipt function instead—see [Receiving Trust](#)



Note:

Trust and General Retainer can also be applied against new charges at the time of billing.

Receiving payment

1. Click the Transactions button on the Amicus Toolbar in the Billing-side Files, Clients, or Billing modules and choose Receive Payment to display the Receive Payment dialog.

Or, right-click on a bill in the Billing Index, a file in the Billing-side Files Index, or a client in the Billing-side Clients Index and choose Receive Payment. You can also right-click on a bill in a Transactions view of File Details and choose Receive Payment.

Client Name	Client ID	Phone	WIP	AR	Trust	Gen. Retainer
Battalion Steel Company (1)	BATSTL	(212-555-5601)	0.00	0.00	0.00	0.00
Berwood Construction Lt	BERCO	(212) 555-9999	3,460.00	6,430.00	0.00	0.00
Blue Holly Mattress Co, (1)	BHMCO		0.00	0.00	0.00	0.00
FirstHome Builders (1)	FIRSTH		877.75	5,958.65	0.00	7,500.00
Jamison Inc. (1)	20304		630.00	19,610.00	0.00	0.00
North America Truck Ltd. (1)	NATRK		732.32	2,964.00	49,314.35	0.00
Clark M. Admiral (1)	ADMHE		0.00	7,768.00	15,000.00	0.00
Mathew Alladin (1)	ALLMA		798.72	2,585.00	7,500.00	0.00
Janet Baily (1)	BALJA		553.82	0.00	15,000.00	0.00
Gary Berwood (1)	AUTO		345.00	8,380.00	0.00	0.00
Harold Blank (2)	BLAHA		0.00	0.00	0.00	0.00
Jim M. Cooperman (1)	COOPER		640.00	0.00	825.00	0.00
Elizabeth Fairchild (1)	FAIREL		40.00	0.00	0.00	15.00
Guthrie Featherstone (1)	233445		0.00	0.00	0.00	0.00
George Evan Gallagher (1)	GALGE		480.00	0.00	0.00	0.00
Steven Hanley (1)	STEVHAN		0.00	0.00	0.00	0.00
Samuel Hunt (1)	GARGA		037.50	745.00	0.00	0.00
Veronica G. Kennedy (1)	KENVE		180.00	0.00	0.00	0.00

Receive Payment ✕

Receipt to: 1 - General Date: Apr 27/2021 Rcpt #: 25

Payment is for: Client File Invoice# Berwood Construction Ltd.

Method: Check [Get Paid Faster - Accept Credit Cards](#)

Received from: Berwood Construction Ltd. Amount: 0.00 Check: Enter Check #

Description: Payment on Account

<input checked="" type="checkbox"/>	Inv#	Date	Client Matter	Billed	Balance	Payment	Rtnr. Avai	Apply Rtn	Distribution
<input checked="" type="checkbox"/>	501	Oct 21/20	BERCO/6799	8,930.00	6,430.00	0.00	0.00	0.00	Details
Totals				8,930.00	6,430.00	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

2. Enter basic information for the receipt:
 - Receipt to—General Bank Account to which money is being deposited. This field is not used if you are only applying General Retainer.
 - Date—Date that money is being received. Bills up to this date will be listed.

- Receipt #(optional)—Number is automatically incremented (and overridable if permitted by your Firm Settings).
 - Show Bills Filtered By—Choose whether to list Bills for a Primary Client, a File, or an Invoice Number, and specify which one. If showing Bills for a particular Client or File, only outstanding Bills are listed. If showing Bills for a particular Invoice Number, you can choose include paid Bills.
 - Received from—The name of the person from whom payment is being received, which will appear on the printed receipt. The default is the name of the Primary Client on the File(s) for the Bills listed. You can type a name if desired.
 - Amount—Dollar value of money being deposited. If only applying General Retainer against Bills, enter zero.
 - Type—Method of payment (check, cash, credit card, electronic, or other).
 - Check #—Optional identification number such as a check number or credit card transaction number, which can be printed on reports or used for sorting.
 - Description—Description of the payment (default provided from Firm Settings).
 - Apply General Retainer Balances against Bills—Select this option to automatically apply General Retainer on Files against the corresponding Bills listed (shown in the Apply Rtnr. column). If multiple Bills are listed for a File, Retainer is applied in date order, starting with the oldest Bill. Clear this option if you want to clear the values in the Apply Rtnr. column.
3. Examine and edit information in the list of Bills as appropriate. (Skip this step if you are only adding new General Retainer.)

The list shows information about each Bill: the Invoice Number, AR Date, Client Matter ID, billed total, current balance outstanding, amount being paid from the new amount submitted by the Client, current General Retainer balance on the corresponding File, and amount being paid from General Retainer.

Allocating payment to Bills:

- When the list is displayed, General Retainer balances are automatically allocated to the Bills first. (If there are multiple Bills on the same File, General Retainer is allocated to Bills in chronological order, starting with the oldest Bill.) Then the new payment amount is automatically allocated to the Bills, starting with the oldest Bill first.
- If desired, edit the allocated amounts. Reducing the Payment amount on a Bill increases the Unallocated Payment amount below the list accordingly, and reducing the Apply Rtnr. amount increases the corresponding Rtnr. Avail. amount accordingly. Amounts are not automatically reallocated to the other Bills.
- To skip payment of one or more of the listed Bills, clear the checkbox at the left on those lines. This clears the Payment and Apply Rtnr. amounts for those Bills.

Distributing payment within a Bill:

- When finished allocating new payment and General Retainer on a Bill, you can click Details in the Distribution column to view or edit the distribution of that total payment within the Bill. The Payment Distribution dialog appears.

Account	Billed	Paid	Outstanding	Apply
Expenses	605.00	605.00	0.00	0.00
HG - Fees	2,081.25	473.75	1,607.50	0.00
PM - Fees	6,243.75	1,421.25	4,822.50	0.00
Interest	0.00	0.00	0.00	0.00
Totals	8,930.00	2,500.00	6,430.00	0.00

Unallocated 0.00

OK | Cancel

The total payment is automatically allocated between Taxes, Expenses, Timekeeper Fees, and Interest, as determined by settings for the firm, File, and Bill. If desired, edit values in the Apply column to change the allocation, and click OK.

4. Any payment amount left unallocated to Bills (that is, any overpayment) will be received as new General Retainer. This amount is shown below the list of Bills. Click the Allocate To Files button to specify how this General Retainer is allocated across the Client's Files.

General Retainer Application

This client has multiple Files.
 Select the Files to which you wish to apply the Retainer.
 Retainer to Allocate: **-50.00**

File	Client Matter	Retainer Bala	Retainer Alloca	WIP
Widgetco Shz	119/6679	0.00	-50.00	805.00
Totals			-50.00	805.00
Unallocated		0.00		

OK | Cancel

All Open Files for the Primary Client are listed. Edit the Retainer Allocation fields to distribute the full Retainer amount as desired and then click OK.

5. Click Save & New or Save & Close to save the Payment.

Printing receipts

The Administrator can set your firm to allow receipt printing and if so, to prompt first or always print automatically.

Output To

Screen

Printer

Quick Print (Default Printer)

E-mail Receipt to:

OK | Cancel

A receipt can be output in the following ways:

- When you save a new Payment.
- When you run the Receipts report from the Reports module. (This allows you to reprint a receipt if necessary).

The receipt shows only the cash receipt amount, omitting any General Retainer amount applied in the transaction.

Receipts cannot be printed for Payments that record Startup General Retainer Balances.

Related Topics

- [Creating Bills](#)
- [Looking up Bills, Write-Ups/Downs, and Payments](#)
- [Writing Bills up or down](#)
- [Sending Reminder Statements](#)
- [Reprint Bills](#)

Writing Bills up or down

Use the **Write Up/Down** function to write up or down the amounts on a posted Bill and/or change the Lawyer distribution of unpaid Fees on it.

Adjusting Bills

1. Click the **Transactions** button on the Amicus Toolbar in the BILLING-side Files, Clients, or Billing modules and choose **Write Up/Down** to display the **AR Write Up/Down** dialog.

Or, right-click on a bill in the Billing Index, a file in the BILLING-side Files Index, or a client in the BILLING-side Clients Index, and choose **Write Up/Down**. You can also right-click on a bill in a **Transactions** view of **File Details** and choose **Write Up/Down**.

AR Write Up/Down
✕

Date:

File: Markham Realty re G Invoice #:

Description: Lawyer Distribution

Item	Billed	Paid	Outstanding	Change	New Outstanding
Fees	2,880.00	1,500.00	1,380.00	0.00	1,380.00
Interest	0.00	0.00	0.00	0.00	0.00
Totals	2,880.00	1,500.00	1,380.00	0.00	

Harold Markham	<i>Markham Realty re General</i>	12345/239
Billable	WIP Fees	4,260.00
AR:	WIP Expenses	0.00
	General Retainer	0.00
	Trust Balance	4,910.50

Save | Cancel

2. Select a Bill to adjust. You may first select a File and then an Invoice Number (for one of the Bills on that File). Alternatively, you may skip the File selection and instead select an Invoice Number (from among all Bills, optionally including paid Bills).

For the selected Bill, the amounts billed, paid, and outstanding are shown for Fees, Expenses, Taxes (if enabled for the firm), and Interest (if enabled for the firm). At the bottom of the screen, summary balances are shown for the File.

3. Enter a transaction description.
4. To adjust the outstanding amounts on the Bill, enter a change amount (positive or negative) or the new outstanding amount.
5. To adjust the Fee distribution among lawyers, click **Lawyer Distribution**.

Original Unpaid Distribution: 1,380.00 + Change: 0.00 = Net Fees: 1,380.00

Lawyer	Current Distribution	Payments Applied	Unpaid Distribution	Change	New Unpaid Distribution
Heather Gavel	2,880.00	1,500.00	1,380.00	0.00	1,380.00
Perry Mason	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
Totals		1,500.00	1,380.00	0.00	1,380.00
Left to Allocate			0.00		0.00

OK | Cancel

The total outstanding amounts are automatically allocated between the lawyers. If desired, edit values in the Change or New Unpaid Distribution column. Add additional lawyers if you like. When finished, click **OK**.

6. Click **Save** to save the **Write Up/Down**.

Related Topics

- [Creating Bills](#)
- [Looking up Bills, Write-Ups/Downs, and Payments](#)
- [Receiving Client Payments](#)
- [Sending Reminder Statements](#)
- [Reprint Bills](#)

Sending Reminder Statements

Use the **Reminder Statements** function for creating Statements of Account for money owing, to send to Clients.

If Interest is applicable and set for posting, it will be posted to Accounts Receivable when the Statement is generated. It will be assigned a different Invoice Number than the original Bill(s) on which the Interest is charged and will be listed as a "Bill" in the Billing Index.

Creating Reminder Statements

1. Click the **Transactions** button on the Amicus Toolbar in the BILLING-side Files, Clients, or Billing modules and choose **Reminder Statement**. Or, right-click on an item in a BILLING-side File or Client list and choose **Reminder Statement** to display the **Reminder Statement** dialog.
2. Select **Create** from the left navigation pane.

The screenshot shows the 'Reminder Statements' dialog box. The 'Statement Date' is set to 'Today' and the 'Reminder Statement Template' is set to 'Use File Setting'. The 'Client Matter Selection' section has radio buttons for 'All', 'Clients', and 'Files', with 'Files' selected and a dropdown menu showing 'Baily re Kipling, Berwood vs Wright...'. The 'Responsible Lawyer' section has radio buttons for 'All' and 'Selected', with 'Selected' selected. The 'File Type' section has radio buttons for 'All' and 'Selected', with 'Selected' selected. The 'Billing Category' section has radio buttons for 'All' and 'Selected', with 'Selected' selected and a dropdown menu set to 'Billable'. The 'Interest Settings' section includes: 'Apply Interest to Overdue Accounts: No', 'Calculate Interest as of Invoice Date', 'Interest is a Memo Item Only', and 'Compounding Frequency is Simple'. At the bottom, there are buttons for 'Clear Selection', 'Send to Draft', and 'Close'.

3. Fill in basic details as appropriate:
 - Specify the Aging Date—Bills with a newer AR date will be excluded. Payments and Write Ups/Downs up to this date will be included. If charging Interest, it will be calculated up to this date.

- Select a single Reminder Statement Template to be used, or choose to use the individual Templates assigned for each of the Files (in the Admin > Bill Settings view of File Details).

In general, any Bills for Interest will be created using the individual Templates assigned for each of the Files (in the Admin > Bill Settings view of File Details).

- Templates can be created and edited from the Reports module. To see a sample printout for a single selected Template, click Preview.
- Choose whether to create Statements for all Files, only the Files for selected Primary Client(s), or only the Files you select.
- If you chose to create Statements for selected File(s), single Statements are created even for those Primary Clients who are set for Consolidated Billing (in the Balances view of their Person Details). The File's "Send Reminder Statements" setting (in the File Details > Admin > Bill Settings view) is ignored, as is the grace period and the minimum balance set for your firm by your Amicus Administrator.
- If you chose to create Statements for all Files or selected Client(s), you can optionally filter the Files further by one or more of the following:
 - Selected Responsible Lawyer(s)
 - Selected File Type(s)
 - Selected Billing Categor(ies)

In this case, Statements will be created only for Files that are marked "Send Reminder Statements" in their File Details > Admin > Bill Settings view, and generally only for Files that have a balance currently owing that is greater than the threshold amount, as set for your firm by your Amicus Administrator. Statements will generally be created only for Files that meet both of the following additional criteria:

- Are overdue (beyond their grace period), as set for your firm by your Amicus Administrator
- Have a balance currently owing that is greater than the threshold amount, as set for your firm by your Amicus Administrator

However, if any of the filtered Files is for a Primary Client who is set for Consolidated Billing (in the Balances view of their Person Details), these additional criteria are ignored—that is, the Statement will include all of the Client's Files as filtered, regardless of their balance owing.

- Interest settings are summarized. If desired, click Interest Settings to adjust how interest is applied to overdue accounts. The default settings are supplied from Firm Settings > Billing - Interest & Reminder Statements. If you edit these settings, those changes will apply to any new Statements you create before closing the Reminder Statements dialog.

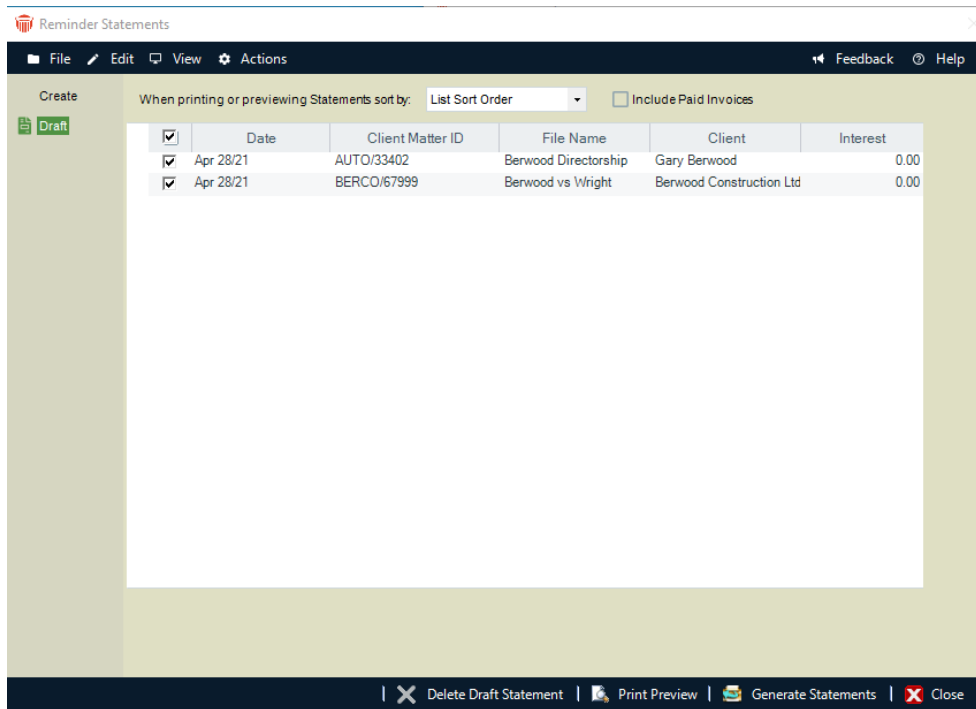
4. Click Send To Draft to move Statements to Draft status, ready for previewing and/or generating.

Generating Reminder Statements (and posting Interest)

The Draft view of the Reminder Statements dialog enables you to review Statements and change an option before generating them.

1. Click the Transactions button on the Amicus Toolbar in the Billing-side Files, Clients, or Billing modules and choose Reminder Statement. Or, right-click on an item in a Billing-side File or Client list and choose Reminder Statement.

The Reminder Statement dialog appears. Go to the Draft view.



2. Choose to show all Statements you have permission to view, or only the ones you created.
3. Preview, mark, or delete Statements as desired.
4. For a Consolidated Statement in the list, you can click the + button at the left to expand the display, showing a sublist of the individual Files included together on the same Statement for the client.
5. To mark a Statement for processing together with other marked Statements, select the checkbox at the left. For example, you can click Generate Statements on the Amicus Toolbar to generate all marked Statements.

6. Select the sequence in which Statements are printed:
 - By Responsible Lawyer (and then by Client Matter ID)
 - By Client Matter ID
 - By File Type (and then by Client Matter ID)
 - In the list sequence that Statements are currently sorted in the view

Note that if you choose to sort by Responsible Lawyer, the lawyer used for a Consolidated Statement is the one on the File that comes first if sorted by Client Matter ID.

If Interest is posted when Statements are generated, then this sorting controls the sequence in which Invoice Numbers are assigned.

7. Choose whether the Statement should list any fully paid Bills on the File(s) it covers. Otherwise, only the outstanding Bills are listed.
8. When ready, you may:
 - Click Print Preview to see the way your marked Statements will print. Or, right-click a Statement in the list and choose Print Preview.
 - Click Generate Statements to both print your marked Statements. Or, right-click a Statement in the list and choose Generate Statement. These Statements will vanish from the Draft list and appear in the Billing Index.

If interest is applicable and set for posting (rather than merely appearing as a memo item), a "Bill" for the new interest will be posted when the Statement is generated.
9. When finished, click Close or click a different view in the Navigation Pane of the Reminder Statements dialog.

Related Topics

- [Creating Bills](#)
- [Looking up Bills, Write-Ups/Downs, and Payments](#)
- [Receiving Client Payments](#)
- [Writing Bills up or down](#)
- [Reprint Bills](#)

Reprint Bills

You may need to reprint a bill(s) in Amicus Billing.



Note:

The default format for printed bills is set in Firm Settings (either PDF/Word).

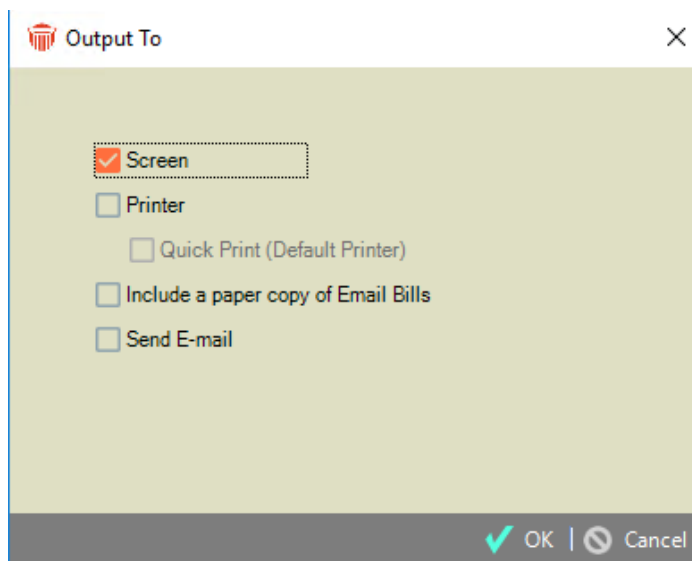
To reprint bills:

1. Click the checkbox in the Client Matter column header to select all bills.

Client Matter	Client	Date	Inv#	Fees	Expense	Taxes	Interest	Total	Payment	Balance	Aging (d)
<input checked="" type="checkbox"/> DOMCA/885	Frank R. Wain	Mar 23/21	1003	1,480.00	250.00	0.00	0.00	1,730.00	0.00	1,730.00	36
<input checked="" type="checkbox"/> 12345/239	Harold Markl	Mar 23/21	1004	2,880.00	0.00	0.00	0.00	2,880.00	1,500.00	1,380.00	36
<input checked="" type="checkbox"/> 119/6679	Frank William	Feb 19/21	571	5,000.00	0.00	0.00	0.00	5,000.00	2,500.00	2,500.00	68
<input checked="" type="checkbox"/> FRANKSYD/	Frank Sydenh	Feb 01/21	1000	1,915.00	85.00	0.00	0.00	2,000.00	1,500.00	500.00	86
<input checked="" type="checkbox"/> SUTH1/0200	James Sutherl	Jan 21/21	526	0.00	900.00	0.00	0.00	900.00	0.00	900.00	97
<input checked="" type="checkbox"/> ALLMA/9708	Mathew Alladi	Nov 22/20	1001	2,500.00	85.00	0.00	0.00	2,585.00	0.00	2,585.00	157
<input checked="" type="checkbox"/> AUTO/33402	Gary Berwood	Nov 22/20	510	17,500.00	380.00	0.00	0.00	17,880.00	9,500.00	8,380.00	157
<input checked="" type="checkbox"/> FIRSTH/2062	FirstHome Bui	Nov 22/20	512	17,500.00	958.65	0.00	0.00	18,458.65	12,500.00	5,958.65	157
<input checked="" type="checkbox"/> 20304/94939	Jamison Inc.	Nov 22/20	516	25,000.00	2,360.00	0.00	0.00	27,360.00	7,750.00	19,610.00	157

2. Unselect the bills you do not want to reprint.

3. Click the  icon in the Taskbar to display the Output dialog.



4. Select the appropriate checkbox:
 - Screen – Displays the selected bills on the screen.
 - Printer – Sends the selected bills to the printer.
 - Quick Print – Uses the default printer without prompting you to select a printer.
5. Click OK. A progress bar displays while the bills are being printed.
6. When the reprinting is complete a Reprint Bills window displays with the following information.



- X of N bills reprinted.
- A list of bills that Amicus Billing was unable to print.



7. Click the **Print** icon for a report of the Reprint Bills.

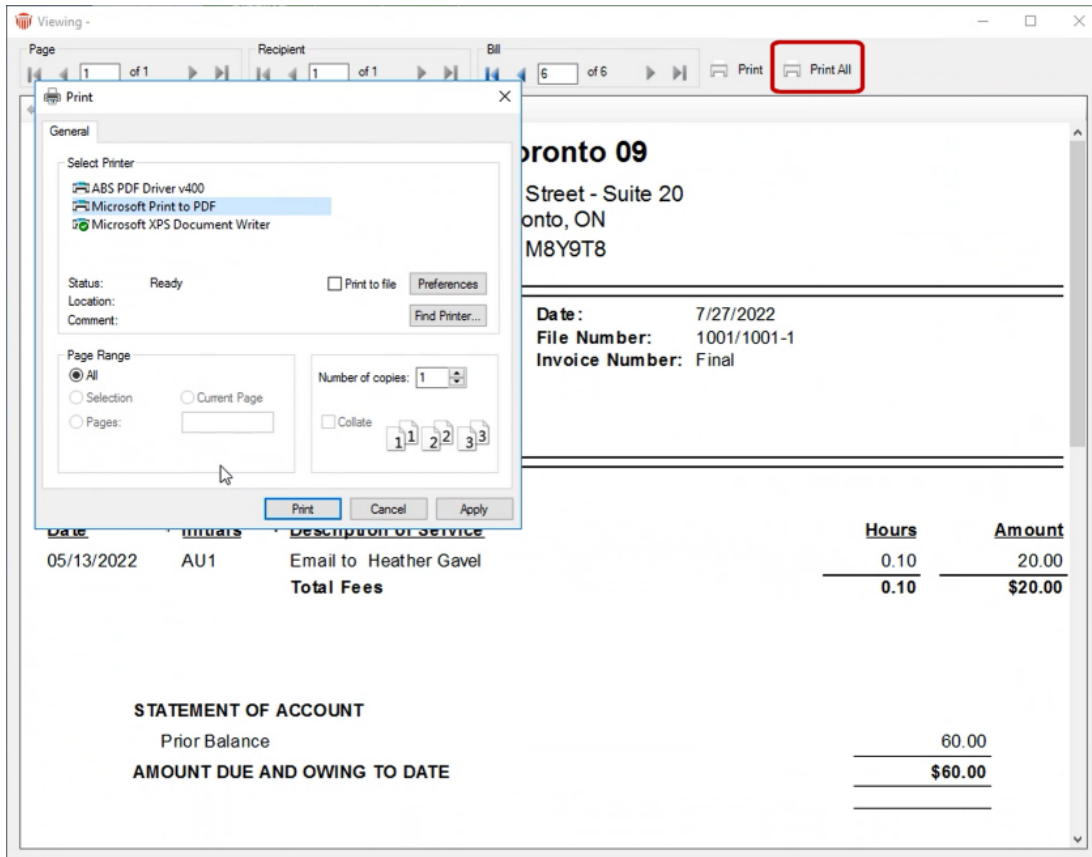
Reprint Bills		
Nov, 30th 2018		
30 of 40 bills reprinted		
Unable to reprint the following bills:		
Number	Date	File
13245	2020-08-15	SPF Participations SA - Conseils 2017
13246	2020-08-15	Jeanne ret Combustibles SA - Audit 2015
13247	2020-08-15	ARC Finance SA - Conseil économique
13248	2020-08-15	Jeanne ret Combustibles SA - Audit 2018
13249	2020-08-15	Jeanne ret Combustibles SA - Fiscalité 2018
13250	2020-08-15	Saniku Sanitaires SA - Audit 2015
13251	2020-08-15	Daina Celia - Fiscalité 2017
13252	2020-08-15	Gorilla Watches Sarl - Conseils 2017
13253	2020-08-15	CIS Marin SA - Review 2017
13254	2020-08-15	Ryser Pascale - Fiscalité 2017
13255	2020-08-15	Liengme Vincent - Fiscalité 2017

Related Topics

- [Creating Bills](#)
- [Looking up Bills, Write-Ups/Downs, and Payments](#)
- [Receiving Client Payments](#)
- [Writing Bills up or down](#)
- [Sending Reminder Statements](#)

Exporting Bills to a single PDF

Saving multiple bills to a single PDF file helps ensure that your bills are easy to find and paid on time.



Related Topics

- [Billing](#)
- [Creating Bills](#)
- [Looking up Bills, Write-Ups/Downs, and Payments](#)
- [Receiving Client Payments](#)
- [Writing Bills up or down](#)
- [Sending Reminder Statements](#)

APX (Abacus Payment Exchange)

Abacus Payment Exchange (APX) is a payment solution that uses a single platform to process Credit Card and ACH payments within Amicus Billing so you get paid quickly. It also makes payments easy for your clients!

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.

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.

The APX Authentication token is updated when a task that triggers a call to APX is made, such as adding a payment method, or making a payment. It is updated from the background of Amicus and is not visible to the user.

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.

To start using APX a firm must complete the onboarding process and be approved by our partners. Only after successfully completing the underwriting can a firm start to handle credit card and ACH payments. See [How to set up APX](#).



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

Related Topics

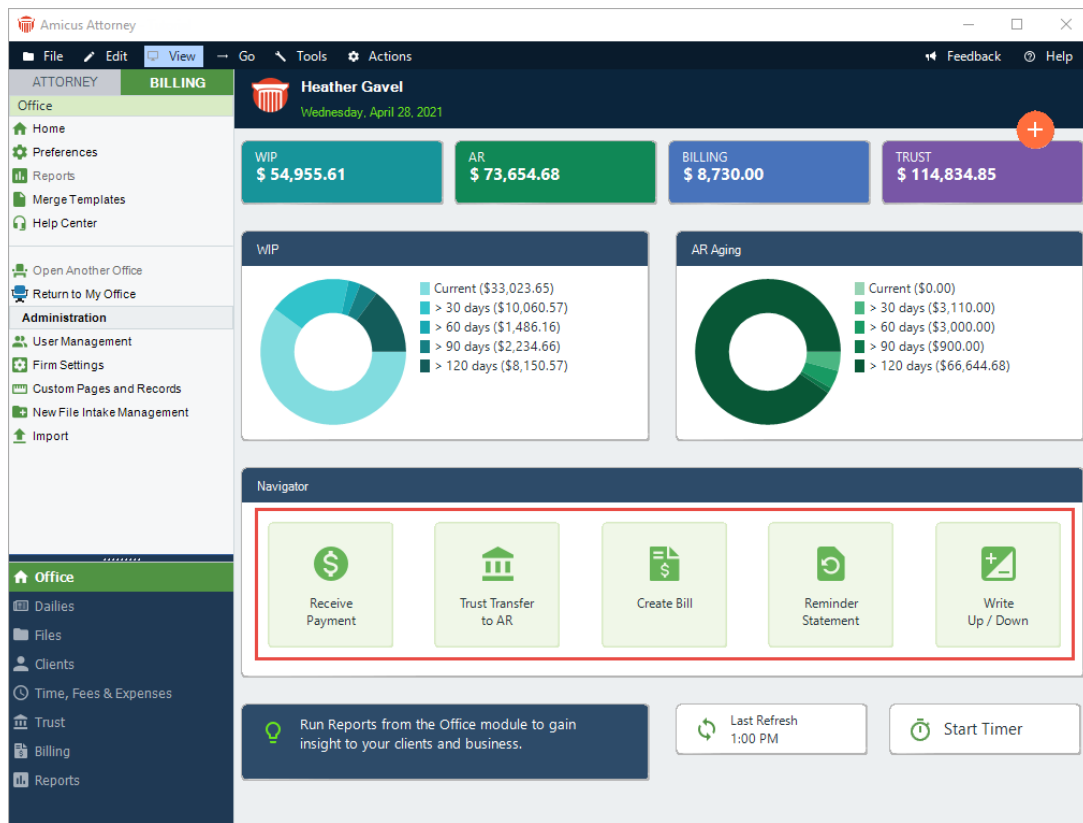
- [How to set up APX](#)
- [APX Test Transaction](#)
- [APX Defaults and Edits](#)
- [Managing Payment Methods in Amicus Attorney](#)
- [Making a Payment in Amicus Attorney](#)
- [APX Payment Method List](#)
- [APX Recurring Payments](#)
- [APX Disbursement Report](#)

Accept Credit Cards

Your Firm Administrator must [set up APX](#) (Abacus Payment Exchange) in order for your clients to use it. When your clients use APX it means you will get paid as quickly as your bank allows.

If your Firm Administrator has not already set up APX for your firm, a Get Paid Faster - **Accept Credit Cards** link displays in the **Receipt Payment** and **Trust Receipt** dialogs making it even easier to sign up for APX.

1. On the BILLING-side Home page click on Receive Payment or Trust Transfer to AR under the Navigator section to display the corresponding dialog.



2. These dialogs can also be accessed from the Clients module by selecting a client and right-clicking to display a pop up menu. Select either the Trust > **Trust Receipt** or **Receive Payment** option.
3. If a firm is not already APX Enabled (approved) a link Get Paid Faster - Accept Credit Cards displays in the corresponding dialog.

Receive Payment

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

Payment is for: Client File Invoice# Alladin Purchase

Method: Check [Get Paid Faster - Accept Credit Cards](#)

Received from: Mathew Alladin Amount: 50.00 Check:

Description: Payment on Account

<input checked="" type="checkbox"/>	Inv#	Date	Client Matter	Billed	Balance	Payment	Rtnr. Avai	Apply Rtn	Distribution
<input checked="" type="checkbox"/>	1001	Nov 29/20	ALLMA/9708	2,585.00	2,585.00	50.00	0.00	0.00	Details
Totals				2,585.00	2,585.00	50.00		0.00	

Unallocated payments will be applied as a General Retainer 0.00

Apply General Retainer Balances against Bills

Mathew Alladin	Alladin Purchase		ALLMA/97088
FixedFee	WIP Fees	4,440.00	General Retainer 0.00
AR: 2,585.00	WIP Expenses	358.72	Trust Balance 7,500.00

Save & New | Save & Close | Cancel

4. If you are not the Administrator for your firm, the link opens the [APX Guide](#) where you can read about all the advantages of becoming an APX enabled firm.

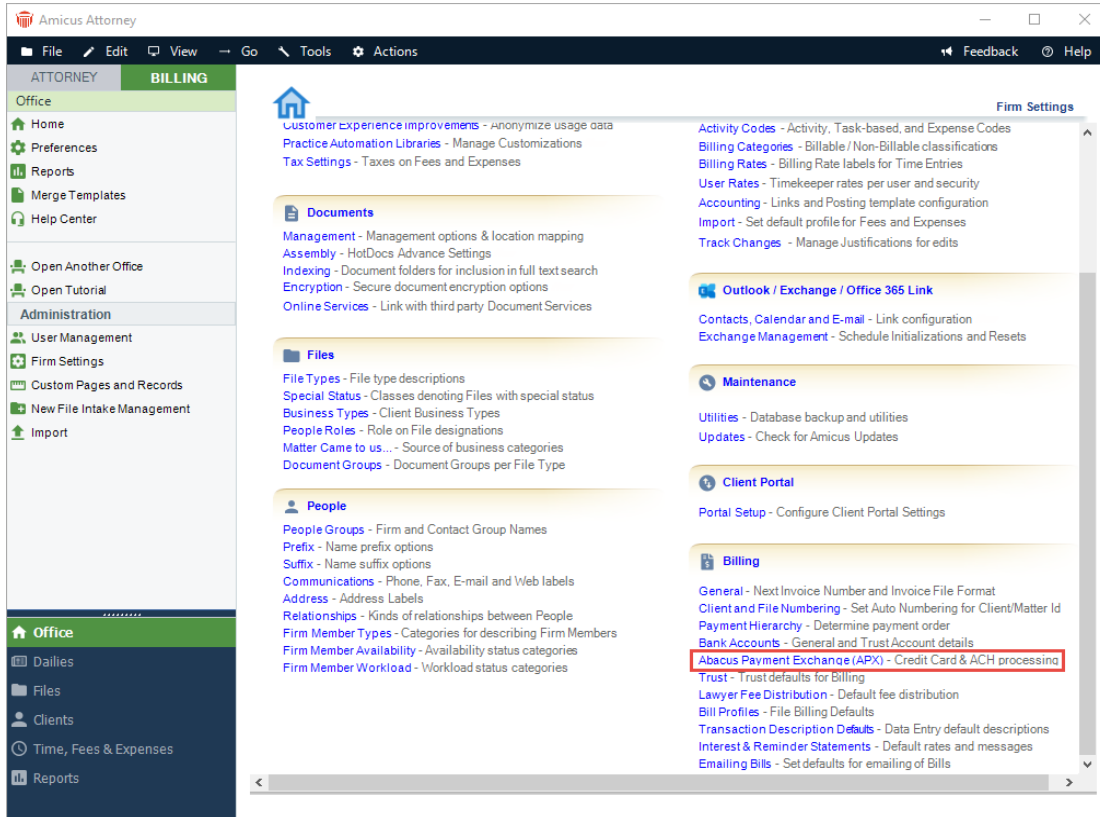
Related Topics:

- [APX \(Abacus Payment Exchange\)](#)
- [How to set up APX](#)
- [Managing Payment Methods in Amicus Attorney](#)

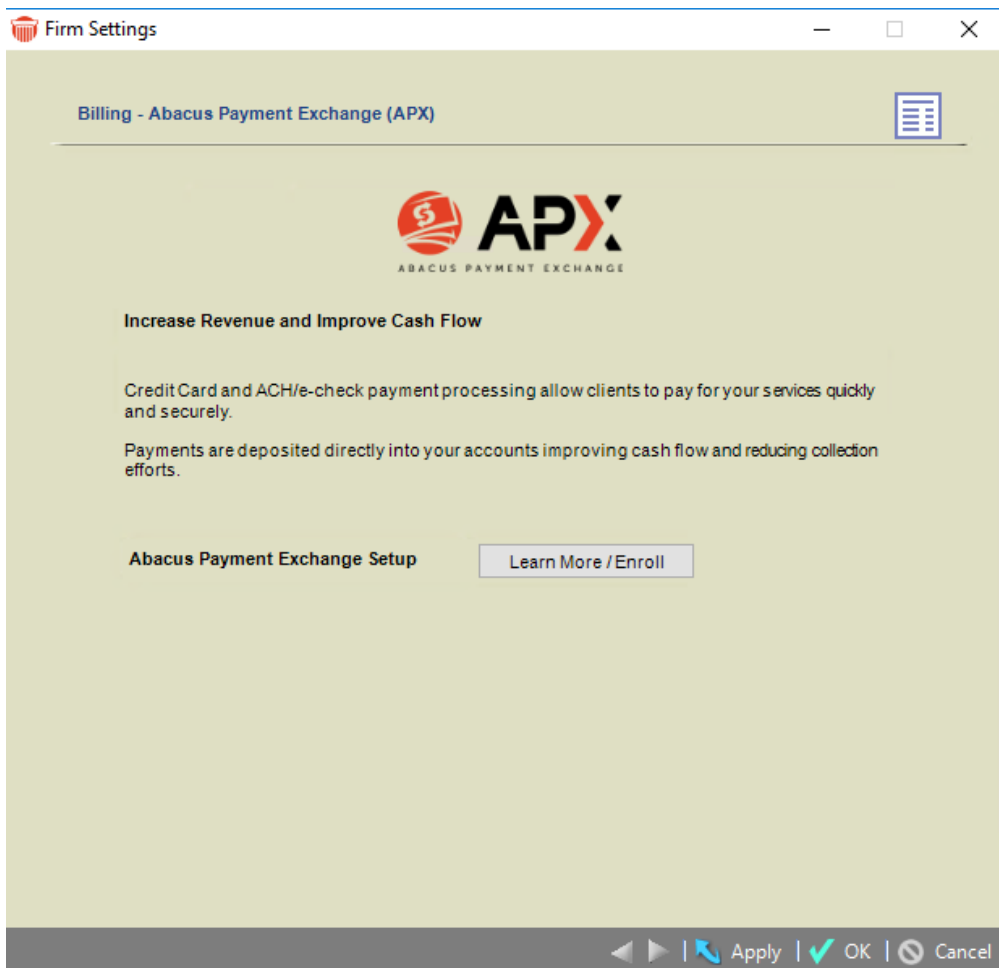
How to set up APX

To begin the Onboarding process:

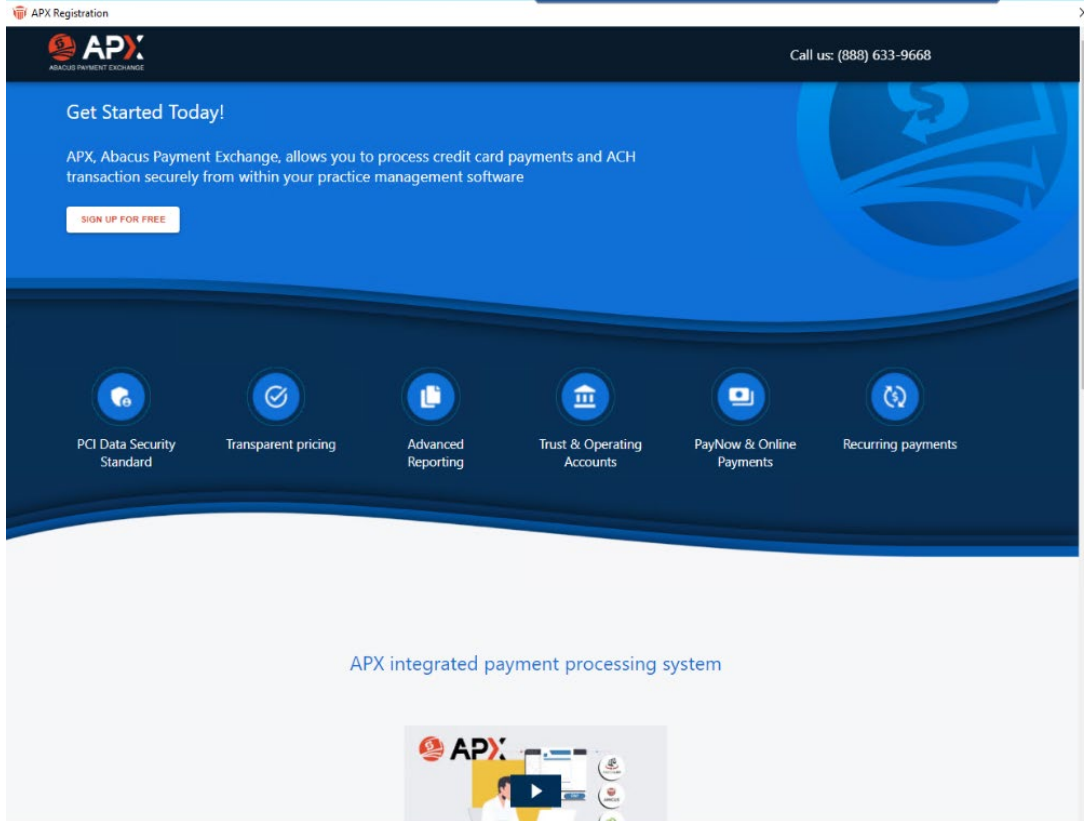
1. Go to the **Firm Settings** window.




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.
5. 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 client 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	<input type="checkbox"/> 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. <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
* 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 *****	* Confirm Password *****

[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.

6. 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 ?
* 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 ?
* 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.

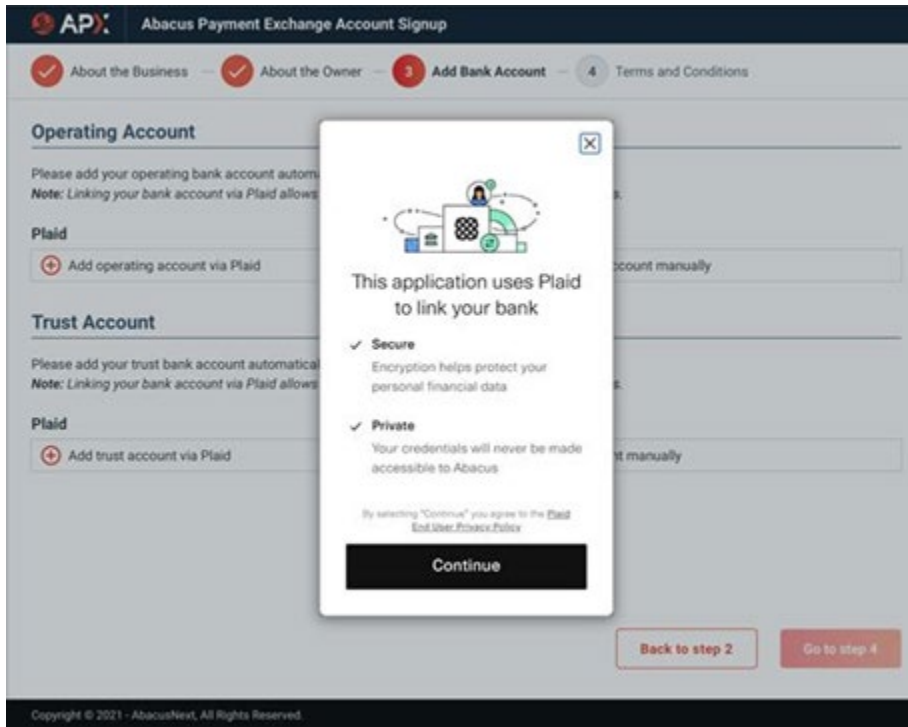
The screenshot shows the 'APX Abacus Payment Exchange Account Signup' interface. At the top, a progress bar indicates four steps: 'About the Business', 'About the Owner', 'Add Bank Account' (current step, highlighted in red), and 'Terms and Conditions'. Below this, the 'Operating Account' section is displayed. It includes a note: '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.' Underneath, there are two input fields: 'Plaid' with a '+ Add operating account via Plaid' button and 'Manually' with a '+ Add operating account manually' button. A similar structure is repeated for the 'Trust Account' section. At the bottom right, there are two buttons: 'Back to step 2' and 'Go to step 4'. A copyright notice 'Copyright © 2021 - AbacusNext. All Rights Reserved.' is visible at the very bottom.

- Click the  icon under the Plaid fields to Add accounts via Plaid for the Operating and Trust Accounts.
- Or, click the  icon under the Manually fields to Add accounts manually for these accounts.



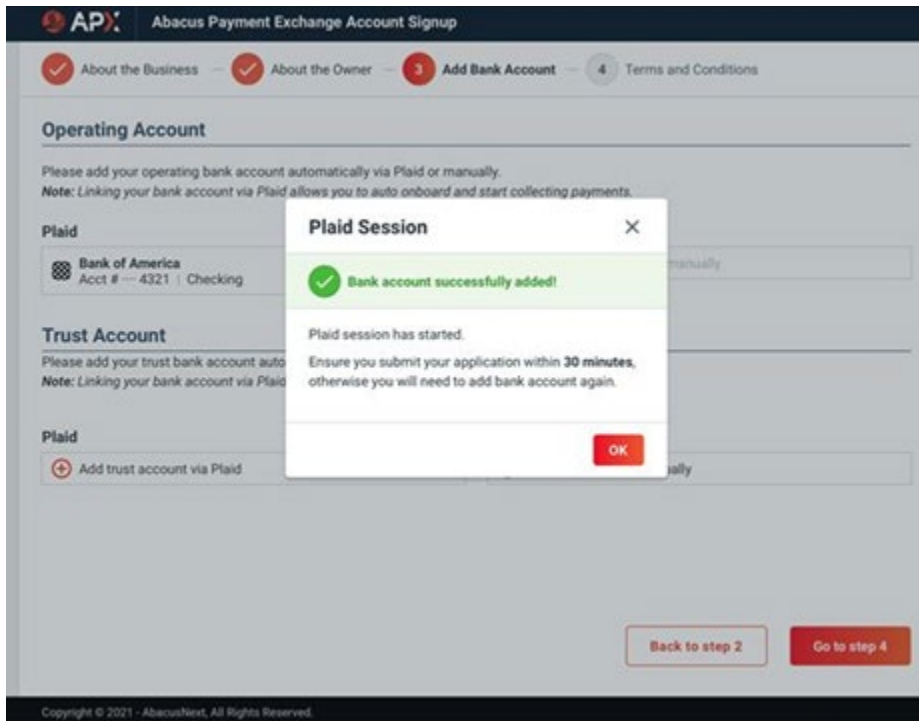
Plaid is a technology platform that allows you to securely connect to your financial institution in seconds.

9. If you use Plaid to link to your bank the following screen displays.



- Click Continue to add a bank account.

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



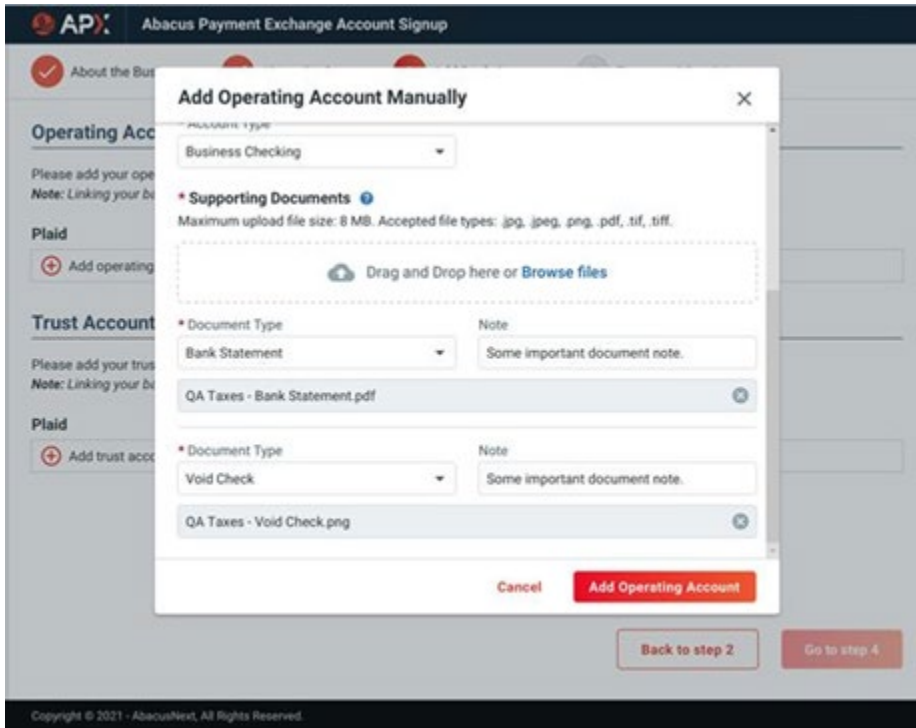
11. Click OK. The bank account is added to the appropriate field under Plaid.

The screenshot shows the 'Abacus Payment Exchange Account Signup' page. At the top, there are four steps: 'About the Business', 'About the Owner', 'Add Bank Account' (current step), and 'Terms and Conditions'. The page is divided into two sections: 'Operating Account' and 'Trust Account'. Each section has a 'Plaid' and a 'Manually' option. Under 'Operating Account', the 'Plaid' option shows a Bank of America account (Acct # --- 4321 | Checking) and the 'Manually' option has a button 'Add operating account manually'. Under 'Trust Account', both 'Plaid' and 'Manually' options have buttons 'Add trust account via Plaid' and 'Add trust account manually'. At the bottom right, there are buttons for 'Back to step 2' and 'Go to step 4'. A copyright notice 'Copyright © 2021 - AbacusNext, All Rights Reserved' is at the bottom.

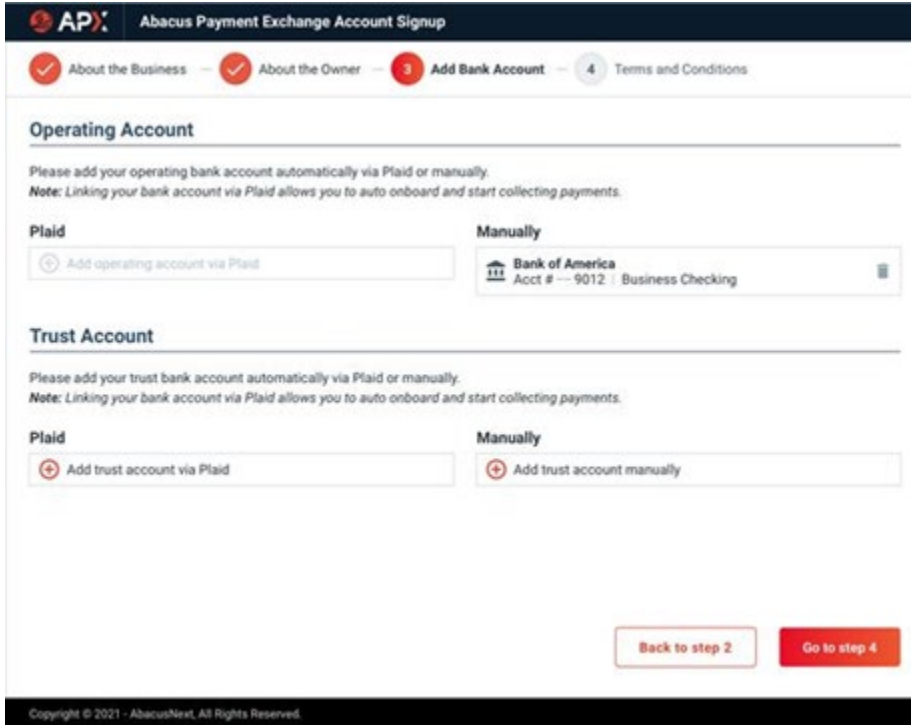
12. If you choose to add your bank account Manually, the following dialog displays.

The screenshot shows a modal dialog box titled 'Add Operating Account Manually'. It contains a disclaimer: 'By providing this banking information, you are attesting this bank account belongs to this merchant and is under the name of the account holder or merchant with the financial institution.' Below this are several input fields: 'Bank Name' (Bank of America), 'Account Owner' (Mark Miller), 'Routing Number' (10100101010), and 'Account Number' (1234 5678 9012). There is a dropdown for 'Account Type' set to 'Business Checking'. A section for 'Supporting Documents' includes a note: 'Maximum upload file size: 8 MB. Accepted file types: .jpg, .jpeg, .png, .pdf, .tif, .tiff.' and a dashed box with the text 'Drag and Drop here or Browse files'. 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.

13. Complete the fields, drag and drop or browse to add Supporting Documents in the last field.



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



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

The screenshot shows the 'Terms and Conditions' step of the APX Abacus Payment Exchange Account Signup process. The progress bar at the top indicates that 'About the Business', 'About the Owner', and 'Add Bank Account' are completed, while 'Terms and Conditions' is the current step. The main content area contains the following text:

Terms and Conditions

Please take a moment to read the [Bank Disclosure](#) and [Merchant Terms and Conditions](#) documents to the very end before you continue.

- I have read and understood the [Bank Disclosure](#) provided.
- I have read and understood the [Merchant Terms and Conditions](#) provided.

By clicking **I Agree** below you acknowledge that you have read, understand, and agree to be bound by the terms above.

I Agree to the above information.

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'. The footer contains the text: 'Copyright © 2021 - AbacusNext, All Rights Reserved.'

16. Click the Bank Disclosures link to display the following screen.

The screenshot shows the 'Bank Disclosure' step of the APX Abacus Payment Exchange Account Signup process. The progress bar at the top indicates that 'About the Business', 'About the Owner', and 'Add Bank Account' are completed, while 'Terms and Conditions' is the current step. The main content area contains the following text:

Bank Disclosure

Bank Disclosures

Payment Facilitator Contact Information

Name: Paypro Solutions, LLC
Address: 2405 Glenridge Drive, Suite #275, Atlanta, GA 30324
Phone: (855) 472-4749

Member Bank Information

Name: Fifth Third Bank
Address: 6100 Governors Hill Drive, Smyrna Township, OH 43294-1394
Phone: (614) 622-2290

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 (party) to the Merchant Agreement.
- The Bank is responsible for educating Merchants on pertinent Visa and Mastercard 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 reserve.

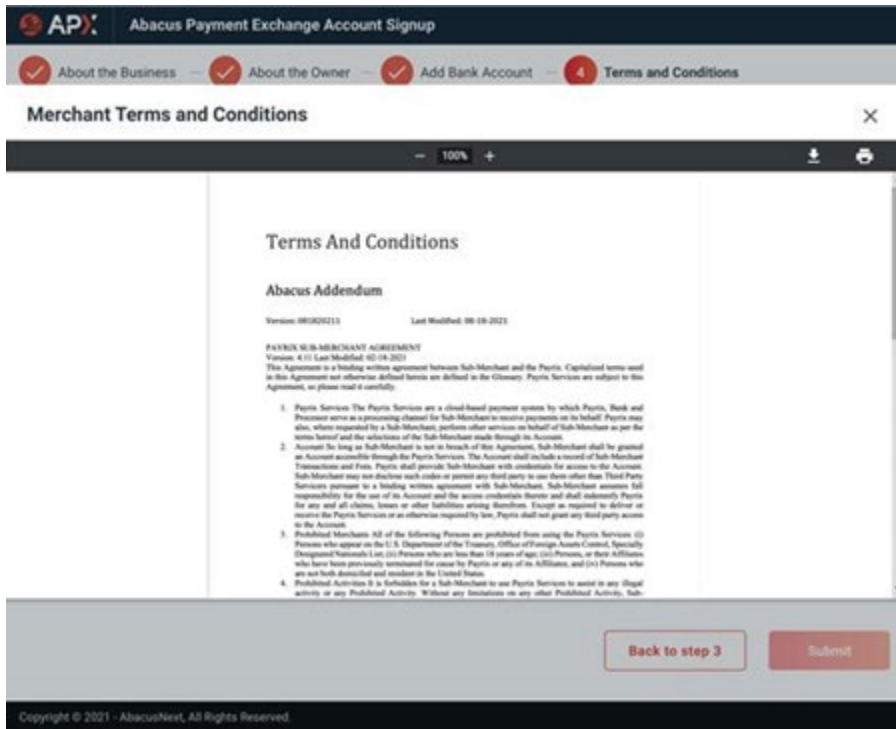
Important Merchant Responsibilities

- Ensure compliance with cardholder data security and storage requirements.
- Monitor fraud and chargebacks to follow 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.

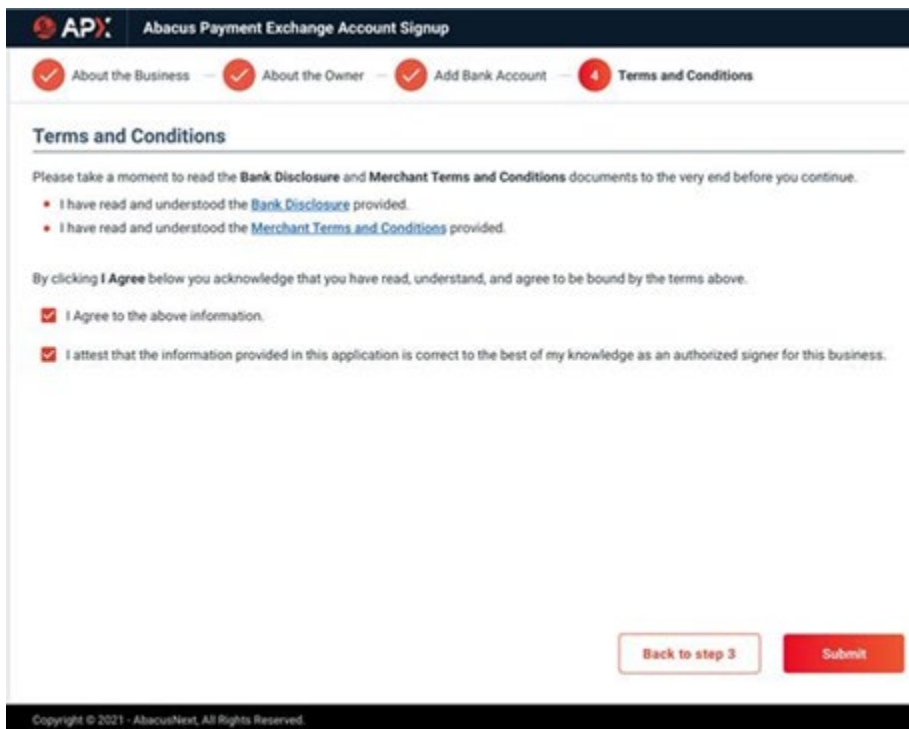
Merchant Resources

At the bottom right, there are two buttons: 'Back to step 3' and 'Submit'. The footer contains the text: 'Copyright © 2021 - AbacusNext, All Rights Reserved.'

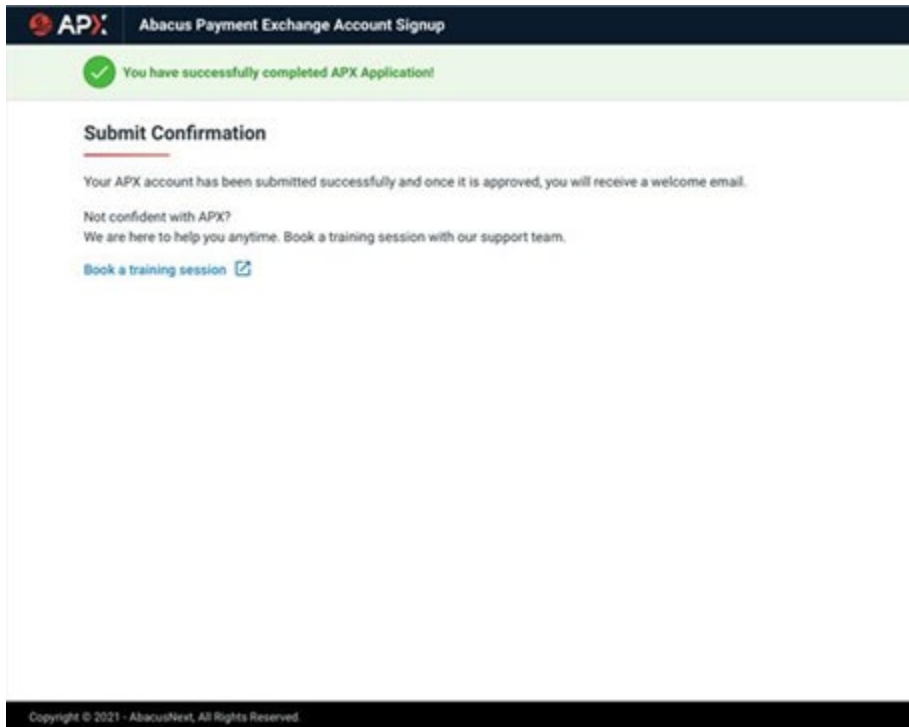
17. Click the Merchant Terms and Conditions link to display the following screen.



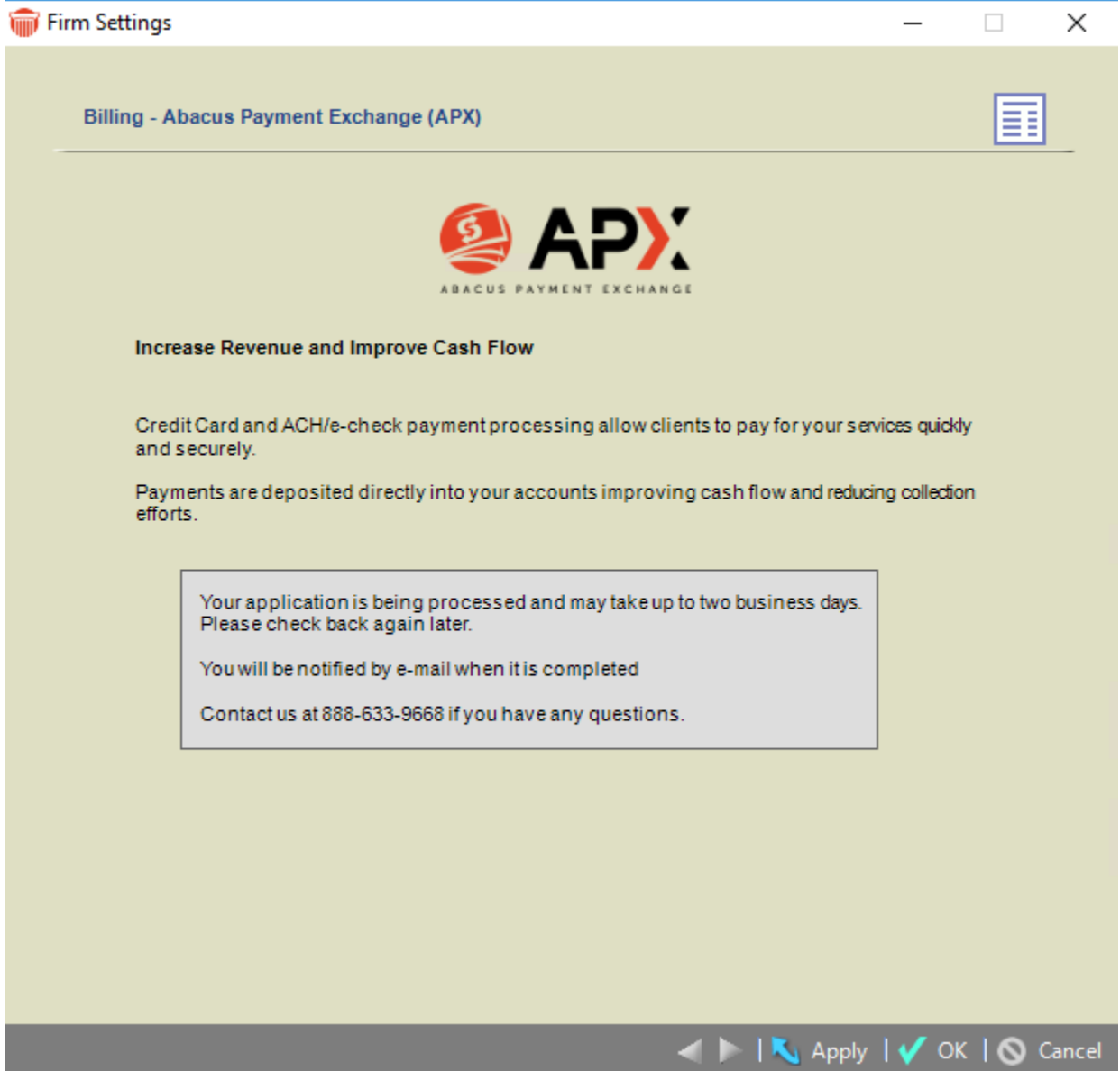
18. Return to the Terms and Conditions screen and click the I Agree checkboxes to acknowledge that you have read, understood, and agree to the terms outlined in the screens.



19. Click Submit to complete your APX Application.



20. 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.

Related Topics

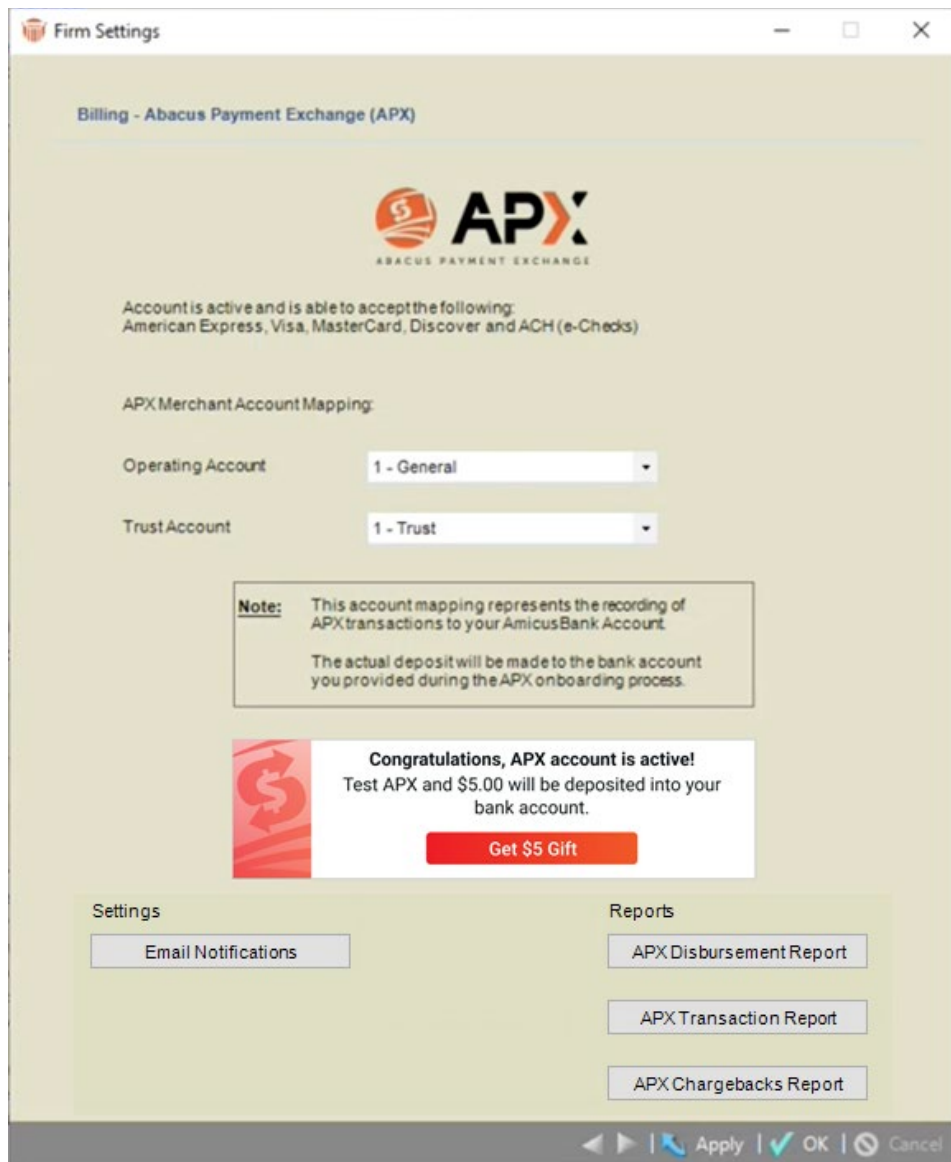
- [APX \(Abacus Payment Exchange\)](#)
- [APX Test Transaction](#)
- [APX Defaults and Edits](#)
-

[Managing Payment Methods in Amicus Attorney](#)

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.

APX Test Transaction

- 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).

apxv2qa@gmail.com

Enter up to 10 email addresses, separated by commas.

Get \$5 Gift

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

Related Topics

- [APX \(Abacus Payment Exchange\)](#)
- [How to set up APX](#)

APX Defaults and Edits

When APX is NOT enabled for the General Bank Account:

1. Right-click on a file in the File Index or select Create Bill under BILLING on the Billing Home Page to display the Create Bills dialog:
 - The APX - Credit Card / ACH option is hidden.
2. Click Send to Draft to create a draft bill.
 - Filter the bills from the pull-down menu in the Use bills with field.

When APX is enabled with not file selected.

1. Select Create Bill under BILLING on the Billing Home Page to display the Create Bills dialog:
 - The APX - Credit Card / ACH option displays.
2. Click Send to Draft to create a draft bill.
 - Filter the bills from the pull-down menu in the Use bills with field.

When APX is enabled with the file selected.

1. Right-click on a file in the File Index or select Create Bill under BILLING on the Billing Home Page to display the Create Bills dialog:
 - Any change to the default payment method will reset the APX amount to zero.
 - By default funds are utilized for transfer and payment in the following order:
 1. General Retainer
 2. Trust Retainer
 3. Credit Card/ACH
 - The Transfers amount on the left equals General Retainer + Trust + APX transfers and changes dynamically when changes are made to these amounts.
2. The following message displays when the transfer is greater than current charges: *"You cannot enter a negative amount for any of the transfer/payment amounts."*
3. Select the Transfers/Payments tab to edit all the transfers.

Related Topics

- [APX \(Abacus Payment Exchange\)](#)
- [How to set up APX](#)

Managing Payment Methods in Amicus Attorney

To open the APX Payment Methods screen:

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

The screenshot shows the Amicus Attorney interface for user Heather Gavel on Wednesday, April 28, 2021. The left navigation pane is open to the 'People' section. The main dashboard displays the following information:

- TODAY'S APPTS:** 0
- TODAY'S TASKS:** 9
- PENDING TIME ENTRIES:** 44
- UNASSOCIATED NOTES:** 7

Time Entry Tracking: A line graph showing time entry over the week of April 3rd to 28th. The y-axis ranges from 0 to 60. Data points are approximately: Mar 28-Apr 03 (35), Apr 04-10 (40), Apr 11-17 (40), Apr 18-24 (45), Apr 25-28 (10).

Active Files: A pie chart showing 26 active files categorized as follows:

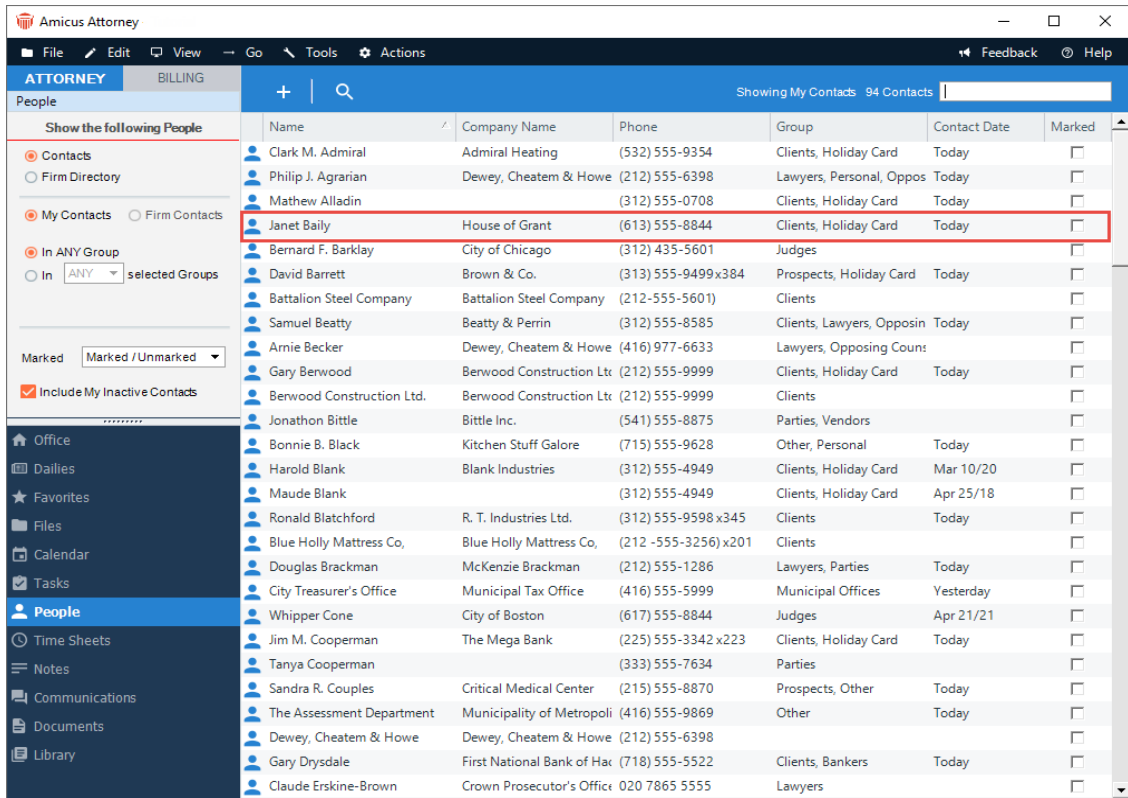
- Civil Litigation (8)
- Residential Real Estat... (3)
- Corporate (3)
- Firm Administration (2)
- Business Development (1)
- Family Law (1)
- Directorship (1)
- Other (7)

Today's Outstanding Communications:

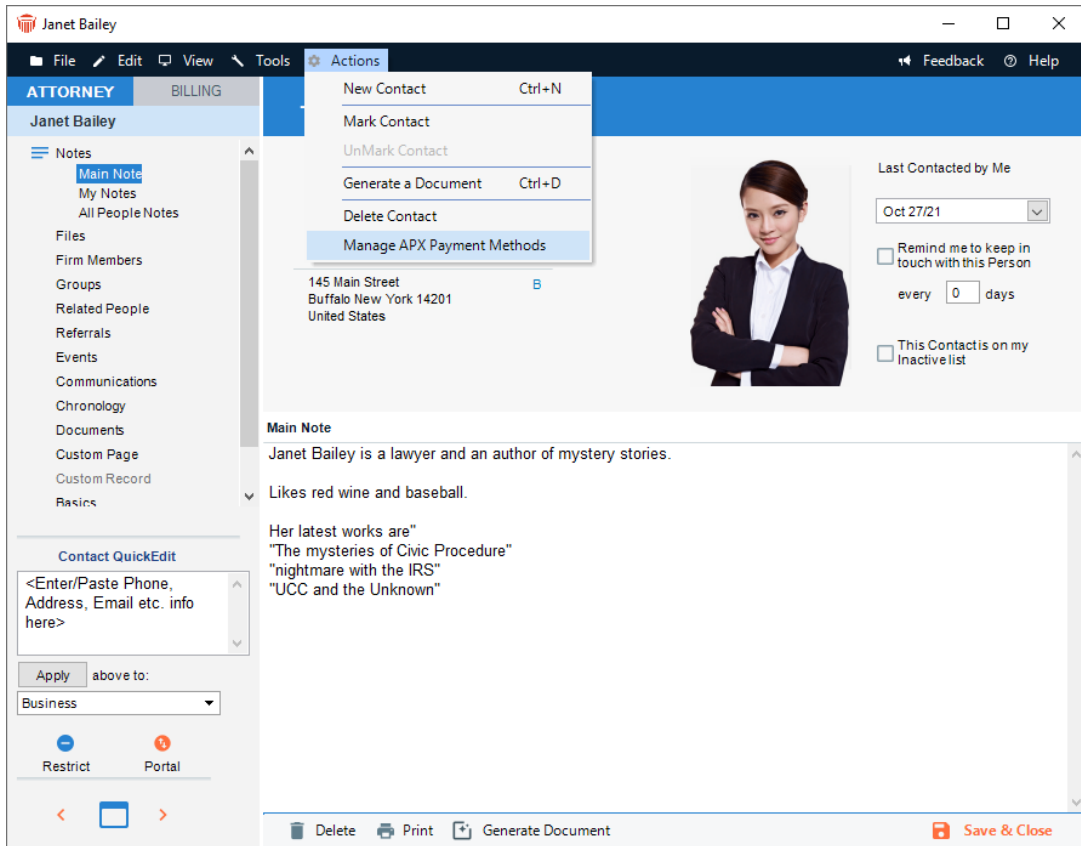
	From/To	Name	Subject	Phone Numbe	File	Date	
<input checked="" type="checkbox"/>	From	Anne Neighbor	RE: Deposition Date		Neighbor re Rhodes	Apr 28/21	
<input type="checkbox"/>	From	Jane Woo	Wants to discuss the file before he	(212) 555-9874	Cooperman v. Cooperr	Apr 28/21	
<input type="checkbox"/>	To	Philip J. Agrarian	Widgetco File		Widgetco Share Purch	Apr 28/21	
<input type="checkbox"/>	From	Janet Baily	One more thing...		Baily re Kipling	Apr 28/21	
<input type="checkbox"/>	From	Gary Berwood	RE: Progress on Berwood v Wright		Berwood vs Wright	Apr 28/21	
<input type="checkbox"/>	To	Frank Sydenham	Asked his secretary to have him ct	(212) 555-8745	Sydenham re Public Ci	Apr 28/21	
<input type="checkbox"/>	From	Fred Jamison	Needs to talk to you today!	(773) 555-5768	Jamison Inc.	Apr 28/21	
<input type="checkbox"/>	From	Gary Drysdale	Gary called and was very anxious	(718) 555-5522		Apr 27/21	
<input type="checkbox"/>	From	Jonathan Fly	Would like to arrange dinner for lat	556-5555	Business Development	Apr 27/21	
<input type="checkbox"/>	From	David Barrett	Would like to set up a meeting for r	+1 (313) 555-945	Business Development	Apr 27/21	

At the bottom of the interface, there are buttons for 'Run Reports from the Office module to gain insight to your clients and business.', 'Last Refresh 1:00 PM', and 'Start Timer'.

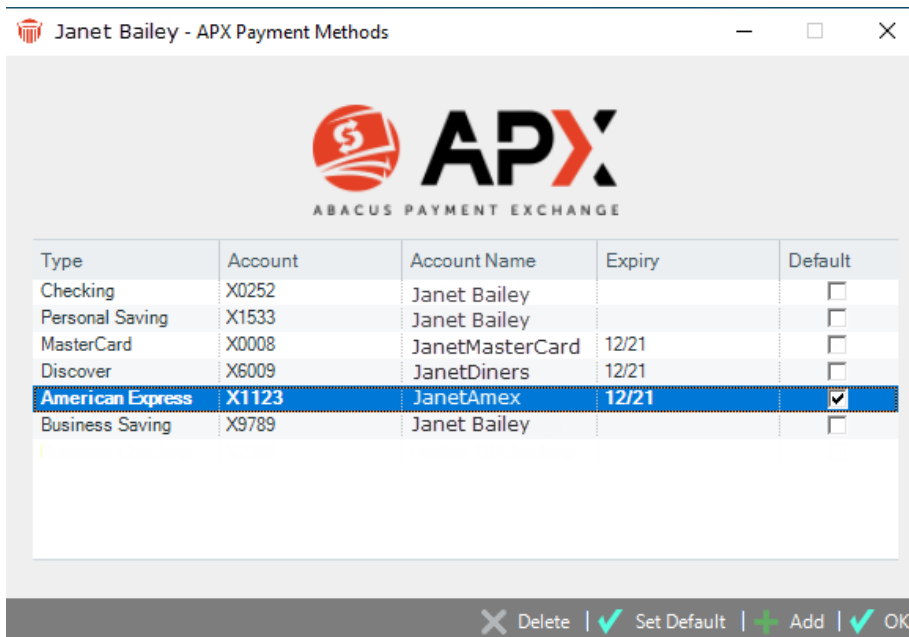
- Click a contact from the **People Index**. In our example we will click Janet Bailey to display her Contact Card.



3. Click **Actions > Manage APX Payment Methods** from the top Navigation bar.



4. A screen listing **APX Payment Methods** for the contact displays.



Adding an APX Payment

To add an APX payment, 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: This section is populated with the following information:
JANET BAILEY
88 MILESTONE
NEW YORK NY 90565
jbailey@gmail.com

New Payment Method: This section has two radio buttons: "Credit Card" (which is selected) and "eCheck / ACH". To the right of the "Credit Card" radio button are logos for VISA, Mastercard, American Express, and DISCOVER. Below the radio buttons are three required fields:
* Name on card: An empty text input field.
* Card Number: An empty text input field.
* Expiration: A text input field with the placeholder "MM/YY".

At the bottom of the dialog, there is a blue "SUBMIT" button with a lock icon and a "Cancel" button.

2. 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

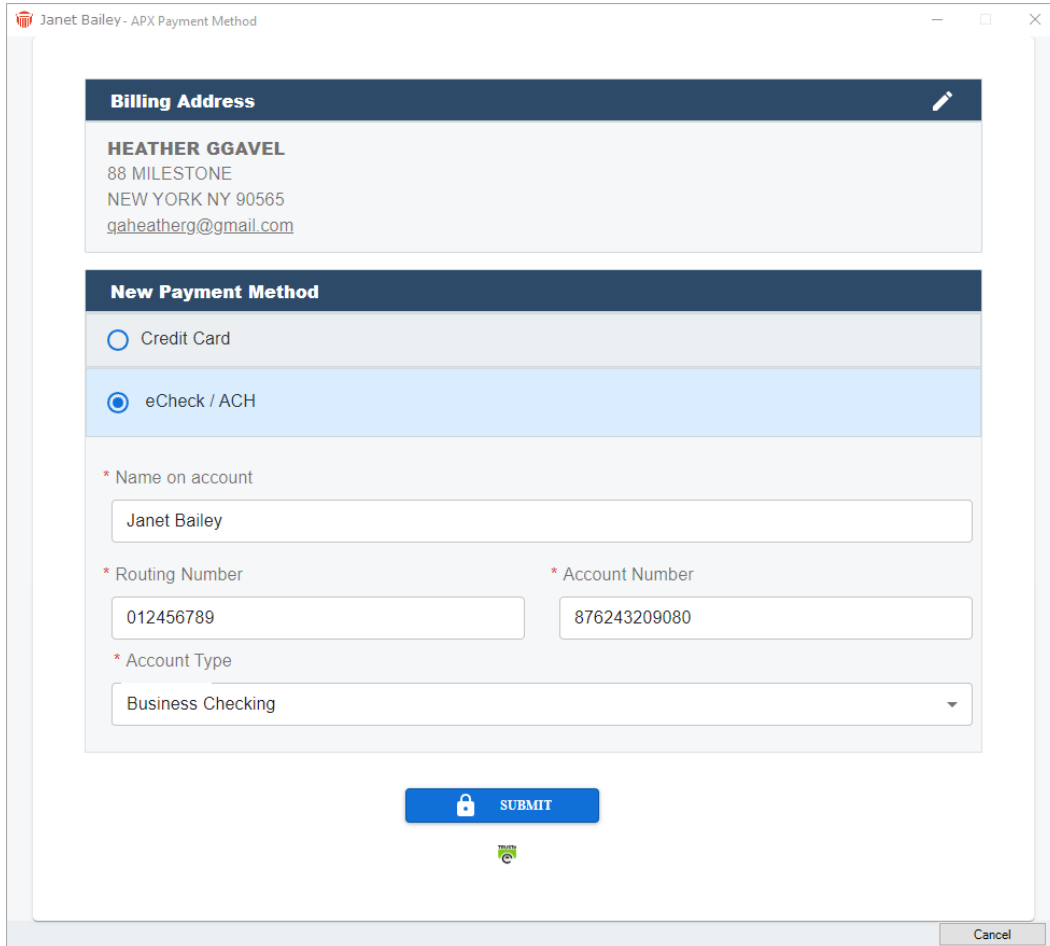
CANCEL **SAVE**

Cancel

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

Adding an E-Check / ACH Payment Method

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



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

Billing Address

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

New Payment Method

Credit Card

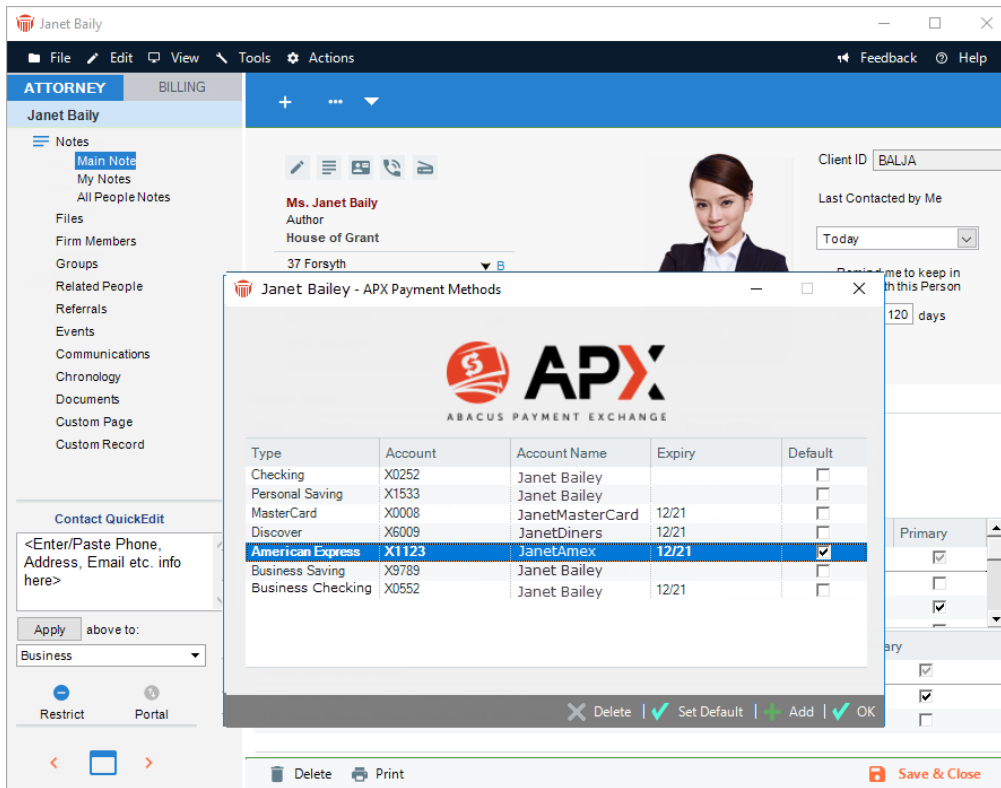
eCheck / ACH

* Name on account

* Routing Number * Account Number

* Account Type

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



10. 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.

11. Click **OK** to return to the client card.

Editing an Existing APX Payment

APX Payments are not editable. It is recommended that you [Delete](#) an existing Payment Method and [Add a new APX Payment](#) if you need to change a billing address or email details.

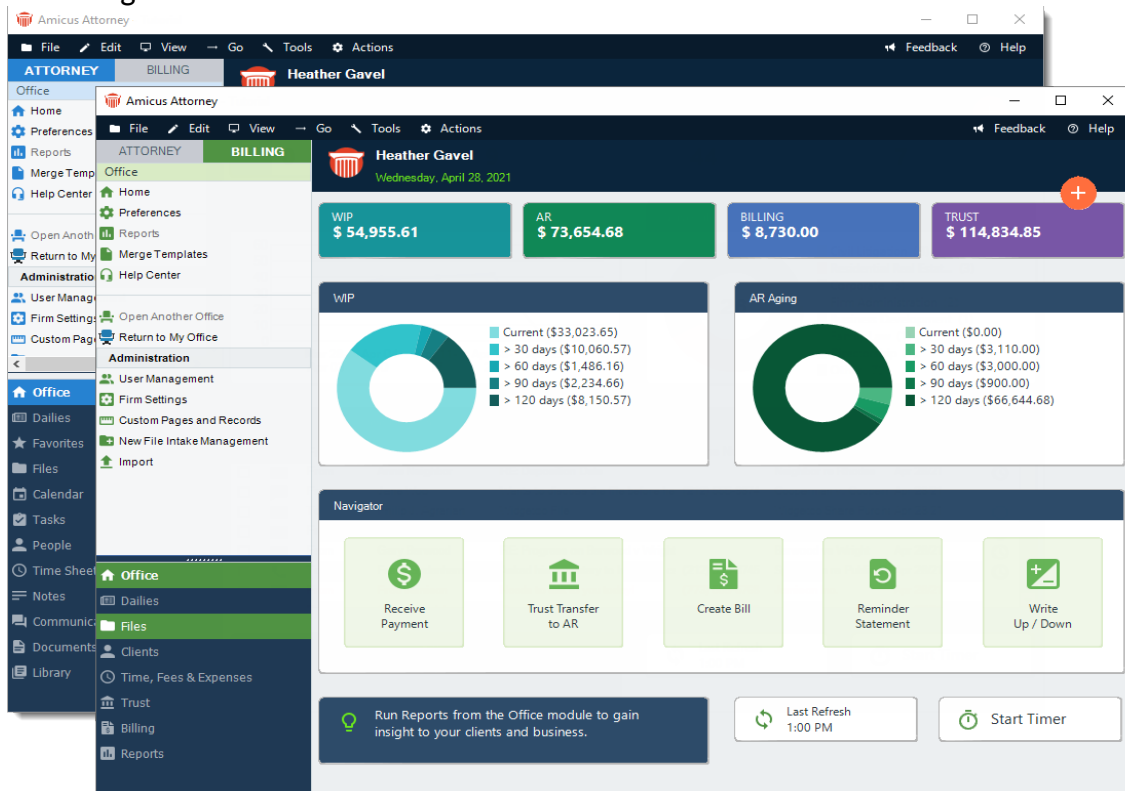
Related Topics

- [APX \(Abacus Payment Exchange\)](#)
- [How to set up APX](#)
- [APX Defaults and Edits](#)
- [Making a Payment in Amicus Attorney](#)

Making a Payment in Amicus Attorney

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

1. Click the BILLING tab at the top of the left Control Panel on the Home window to display the Billing Home screen.



2. Click the Files module in the left Control Panel of the Navigator window to display the Files Index.

Amicus Attorney

File Edit View Go Tools Actions Feedback Help

ATTORNEY BILLING

Showing My Active Files - 22

Fi	Time Entry	Unposted Fees	WIP Fees	WIP Expenses	AR	Gen.Retainer	Trust
Alladin P	Expense Entry	560.00	4,440.00	358.72	2,585.00	0.00	7,500.00
Baily re K	Bill	380.00	5,420.00	133.82	0.00	0.00	15,000.00
Berwood	Receive Payment	0.00	2,100.00	245.00	8,380.00	0.00	0.00
Berwood	Trust	0.00	3,460.00	0.00	6,430.00	0.00	0.00
Blank Pu	Reminder Statement	0.00	0.00	0.00	0.00	0.00	0.00
Blank vs	Write Up/Down	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 Developrn	FIRSTH/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 Purr	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

Office
Dailies
Files
Clients
Time, Fees & Expenses
Trust
Billing
Reports

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

Receive Payment [Close]

Receipt to: 22 - Chase Bank (APX Ena) | Date: Today | Rcpt #: 25

Payment is for: Client File Invoice# Baily Re Kipling

Method: Credit Card Payment (APX) | AMEX X1004 : Janet Baily | Add

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

Description: Payment on Account

<input checked="" type="checkbox"/>	Inv#	Date	Client Matter	Billed	Balance	Payment	Rtnr. Avai	Apply Rtn	Distribution
<input checked="" type="checkbox"/>	1000	Aug 01-2021	1007/001	800.00	800.00	0.00	0.00	0.00	Details
Totals				800.00	800.00	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

Janet Baily	Baily Re Kipling	1007/001
Billable	WIP Fees	0.00
AR: 800.00	WIP Expenses	0.00
	General Retainer	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
 - Electronic
 - Other
- Enter the charge in the Amount field.

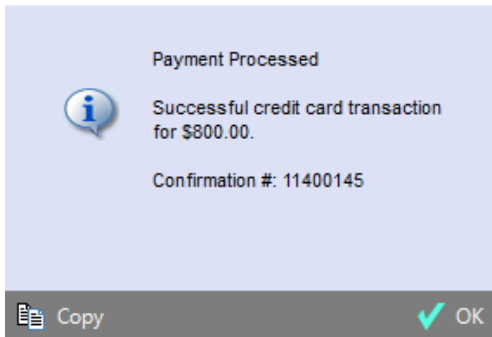
If your firm is not set up to receive APX payments, Get Paid Faster - Accept Credit Cards displays beside the Method field.

- Clicking on this link opens the [APX Guide](#) where you can read about all the advantages of becoming an APX enabled firm.
4. 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:

Inv#	Date	Apply Rtn	Distribution
1000	Aug 01-2021	0.00	Details
Totals		0.00	

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

Amicus



- 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
6. If Print client receipts for banks accounts is set, a Print Receipt prompt displays. Click OK to print the receipt.
 7. Click Cancel to return to the Files Index.

Related Topics

- [APX \(Abacus Payment Exchange\)](#)
- [Allowing an APX payment](#)
- [Viewing APX Transactions](#)
- [Voiding and Refunding an APX transaction](#)

Allowing an APX payment during Billing

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. Click on the **Transferstab** 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' dialog box with the 'Transfers' tab selected. The main area displays a table of bill items:

	Date	Client Matter ID	Client	File Name	Charges	Transfers	Net Bill
<input checked="" type="checkbox"/>	Oct 17/18	1151	Josse Carter	CONSOLIDATED	101.75	101.75	0.00
<input checked="" type="checkbox"/>		1151/006	Josse Carter	Carter Vs Kumar	23.75	23.75	0.00
<input checked="" type="checkbox"/>		1151/005	Josse Carter	Carter Vs Lamar	78.00	78.00	0.00

Below the table, the 'Bill Overview' section shows a summary of charges and transfers:

Item	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' section shows the following details:

Category	Amount	Available	Balance
General Retainer	13.75	200.00	186.25
Trust Bank Account			
1 - Trust	0.00	0.00	0.00
APX - Credit Card / ACH			
1 - General (APX)	10.00		
Credit Card Paym	Discover X9067 : Josse Carter		

2. In the **APX - Credit Card / ACH** section you can add an APX payment or select from the pull-down menu if the APX payment is already on file.

Related Topics

- [APX \(Abacus Payment Exchange\)](#)
- [Making a Payment in Amicus Attorney](#)
- [Viewing APX Transactions](#)
- [Voiding and Refunding an APX transaction](#)

Viewing APX Transactions

APX payments are prefixed with (APX). When a transaction does not have a description associated with it the Transaction Type is prefixed with (APX).

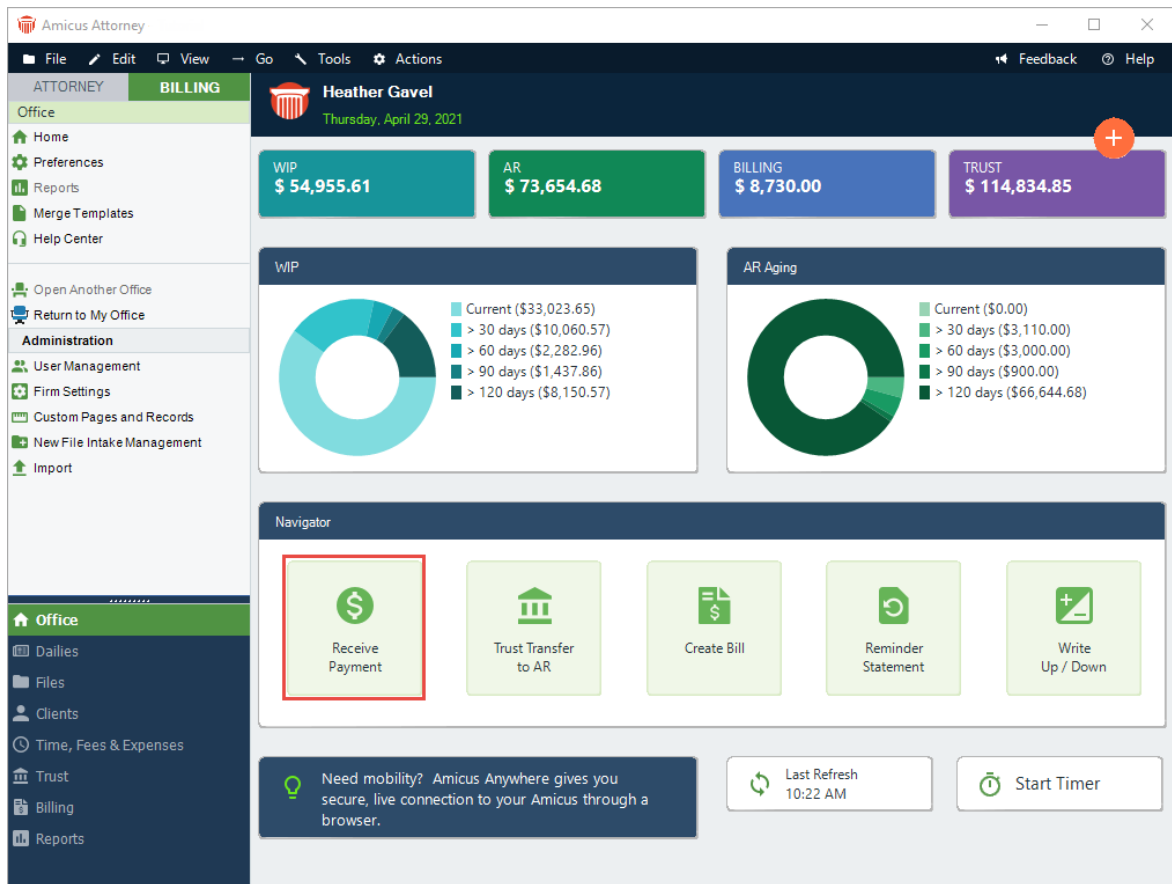
Payments are handled in the same manner for both APX payments:

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

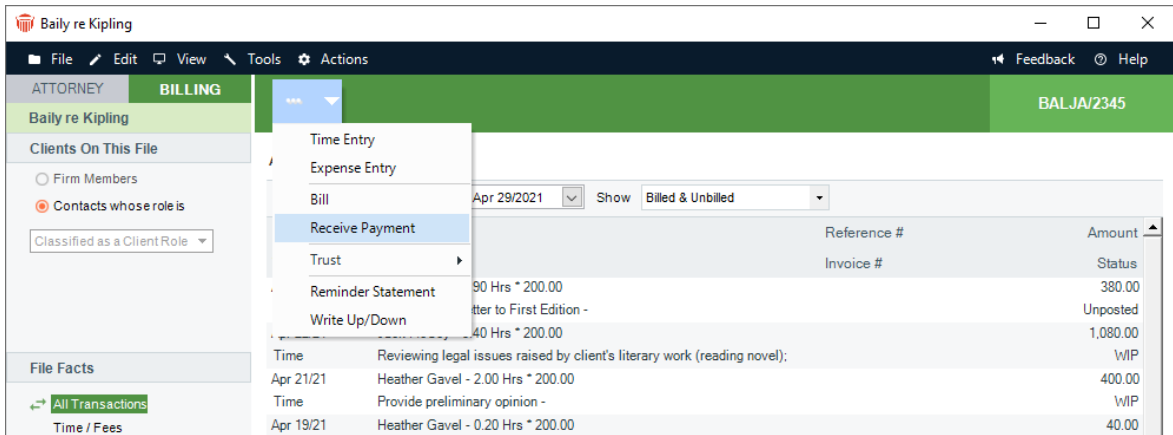
The Billing View Files Details

To access the Receipt Payment dialog:

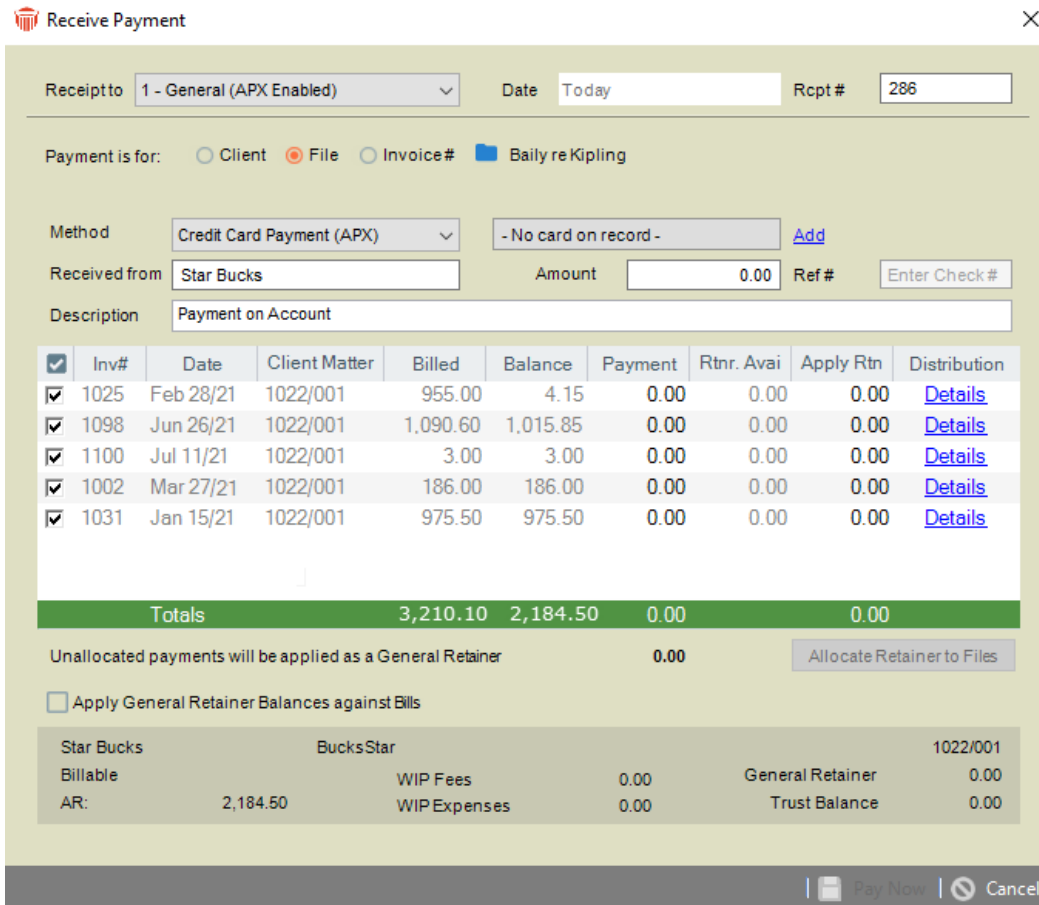
1. Select Receipt Payment form the Navigator section of the BILLING-side Home screen:



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 (UI View)

To view the Trust Receipt dialog box:

1. Open the File Details window and select File Facts > All Transactions or Trust from the left sidebar navigation bar.

The screenshot shows the Baily re Kipling software interface. The top bar includes 'File', 'Edit', 'View', 'Tools', 'Actions', 'Feedback', and 'Help'. The sidebar on the left has 'ATTORNEY' and 'BILLING' tabs, with 'BILLING' selected. Below the tabs are sections for 'Clients On This File', 'File Facts', and 'Restrict/Portal' buttons. The 'File Facts' section is expanded to show 'Trust'. The main window displays the 'Trust' dialog box with a date range from 'Oct 02/2017' to 'Today' and a 'Show' dropdown set to 'Checks & Receipts'. Below this is a table of transactions:

Date	Account	Chk/Rcpt #	To/From	Description	Receipt	Check	Invoice #
Apr 29/21	1 - Trust	0010	Janet Baily	Retainer	100.00		
Dec 28/20	1 - Trust	0003	Janet Baily	Retainer	15,000.00		

Below the transactions table is an 'Account Overview' table:

	Unposted	Posted	WIP	Billed	Write Up / Down	Paid	AR
Hours	1.90	27.10	27.10	0.00			
Fees	380.00	5,420.00	5,420.00	0.00	0.00	0.00	0.00
Expenses		133.82	133.82	0.00	0.00	0.00	0.00
Taxes				0.00	0.00	0.00	0.00
Interest				0.00	0.00	0.00	0.00
Totals	380.00	5,553.82	5,553.82	0.00	0.00	0.00	0.00

At the bottom of the account overview, there are summary items: 'Trust 15,100.00', 'General Retainer 0.00', 'Last Bill', and 'Last Payment'. A 'Print' button and 'Save & Close' button are also visible.

- A description is always displayed

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

The screenshot shows the Baily re Kipling software interface with a pull-down menu open. The menu options are:

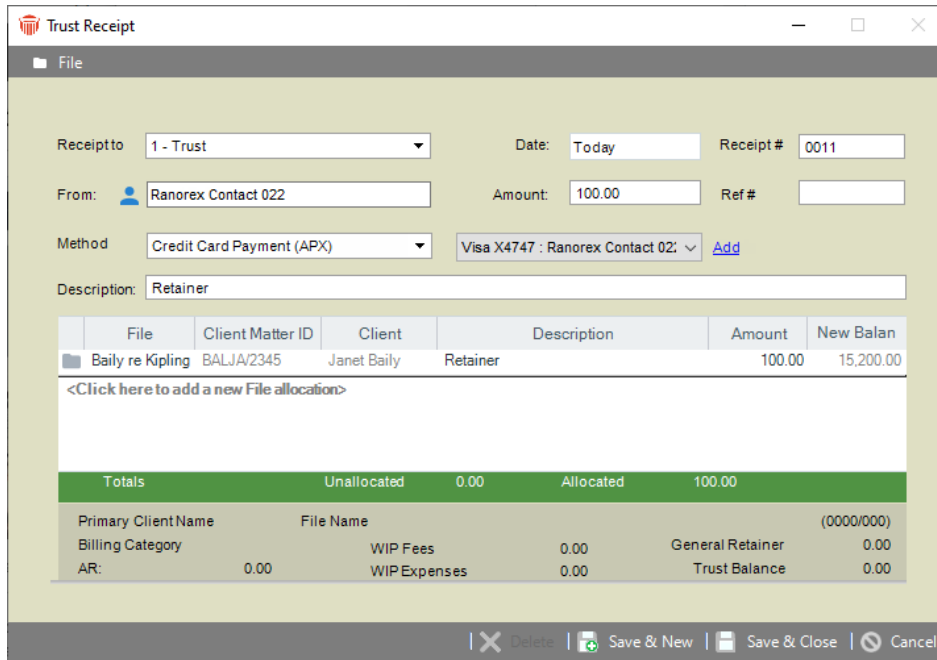
- Time Entry
- Expense Entry
- Bill
- Receive Payment
- Trust
- Reminder Statement
- Write Up/Down

The 'Trust' option is selected, and a sub-menu is open with the following options:

- Trust Receipt
- Trust Check
- Trust Transfer to AR
- File to File Transfer

The background shows the same 'Trust' dialog box as in the previous screenshot, but with the 'Trust Receipt' option selected in the 'Show' dropdown.

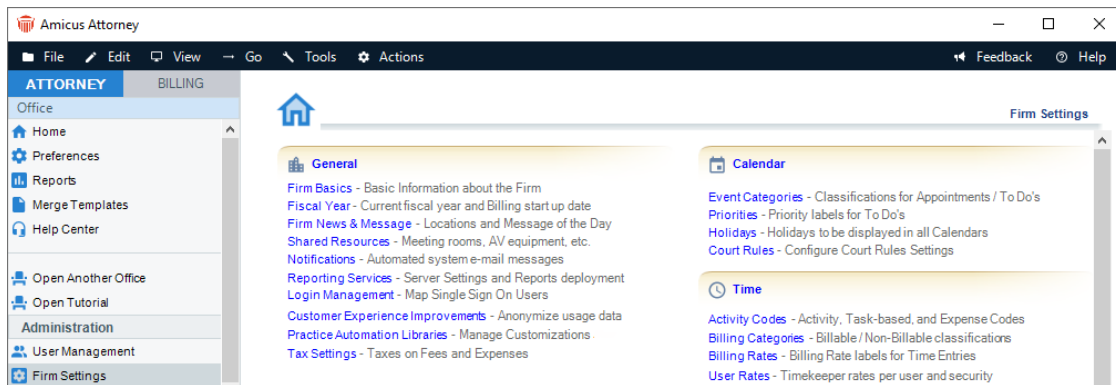
3. The Trust Receipt dialog displays:



Printed Receipt and Bills (New Payment)

To print receipts for bank accounts:

1. Select Office > Firm Settings from the left 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 **Receipt** template for printing Receipts **Prompt me to** print receipts.

E-mail client receipts
 Send Client Receipt E-mail to **Draft Folder**

Check

Enable check printing for **Trust and Retainer Refund** **Prompt me to** print checks.
 Use the **Check Middle** template for printing checks. Allow checks to be reprinted
 Use **Microsoft XPS Document Writer** printer for printing checks.
 Order Amicus Attorney compatible checks [online](#) or call 1-800-544-3427.

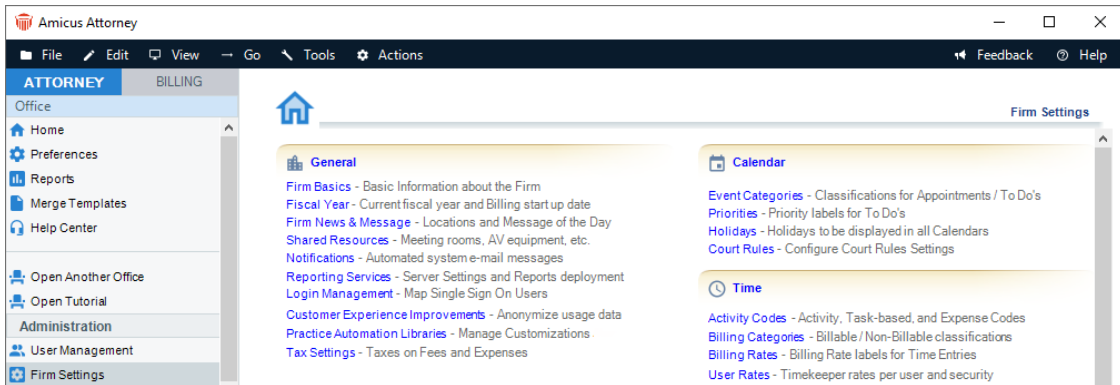
Payment Hierarchy - Determine payment order
Bank Accounts - General and Trust Account details
 Abacus Payment Exchange (APX) - Credit Card & ACH processing
 Trust - Trust defaults for Billing
 Lawyer Fee Distribution - Default fee distribution
 Bill Profiles - File Billing Defaults
 Transaction Description Defaults - Data Entry default descriptions
 Interest & Reminder Statements - Default rates and messages

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

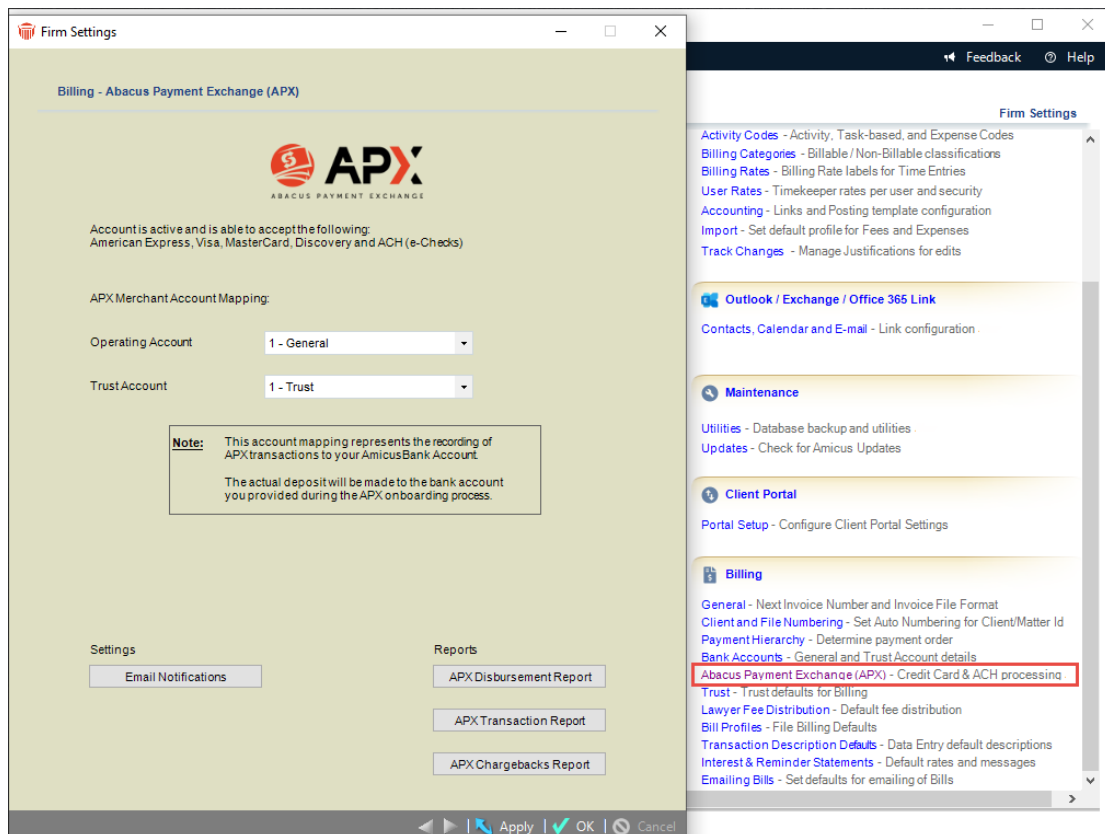
Reports

To generate an APX - Credit Card and ACH Report:

1. Select Office > Firm Settings from the left 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 ACHReport dialog.

Generate - APX - Credit Card and ACH Report

APX - Credit Card and ACH Report

From: Today To: Aug 25/2022

OK | Cancel

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

Related Topics

- [APX \(Abacus Payment Exchange\)](#)
- [Making a Payment in Amicus Attorney](#)
- [Voiding and Refunding an APX transaction](#)
- [Reversing an APX payment](#)

Voiding and Refunding an APX transaction

APX allows clients to quickly handle Credit card and ACH receipts for both the general and trust bank. If you change your mind or made a mistake on a transaction you can cancel a payment or ask for a refund.

APX payments cannot be deleted since they represent real money. 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 partners at Vantage recommend 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 hasn'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:

1. Open an APX Receive Payment dialog box:

Receive Payment

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

Paym 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

<input checked="" type="checkbox"/>	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 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:	WIP Expenses	0.00	Trust Balance 0.00

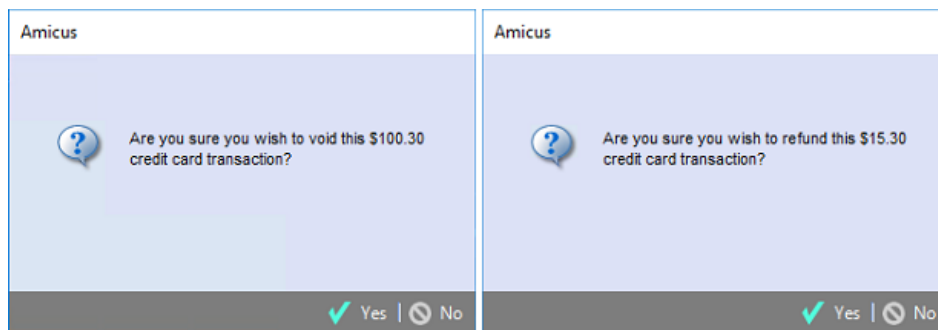
Save & New | Save & Close | Cancel

2. Click Void/Refund in the footer to begin the process.

- A request is sent to our partners at Vantage after validating a transaction can be voided/refund. Vantage responds by letting us know if the transaction can be voided.

3. One of the following prompts displays.

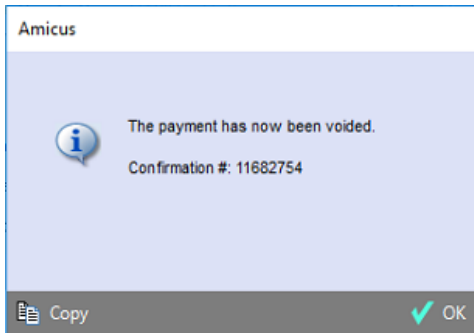
- If a Credit Card transaction can be voided this is the first choice.



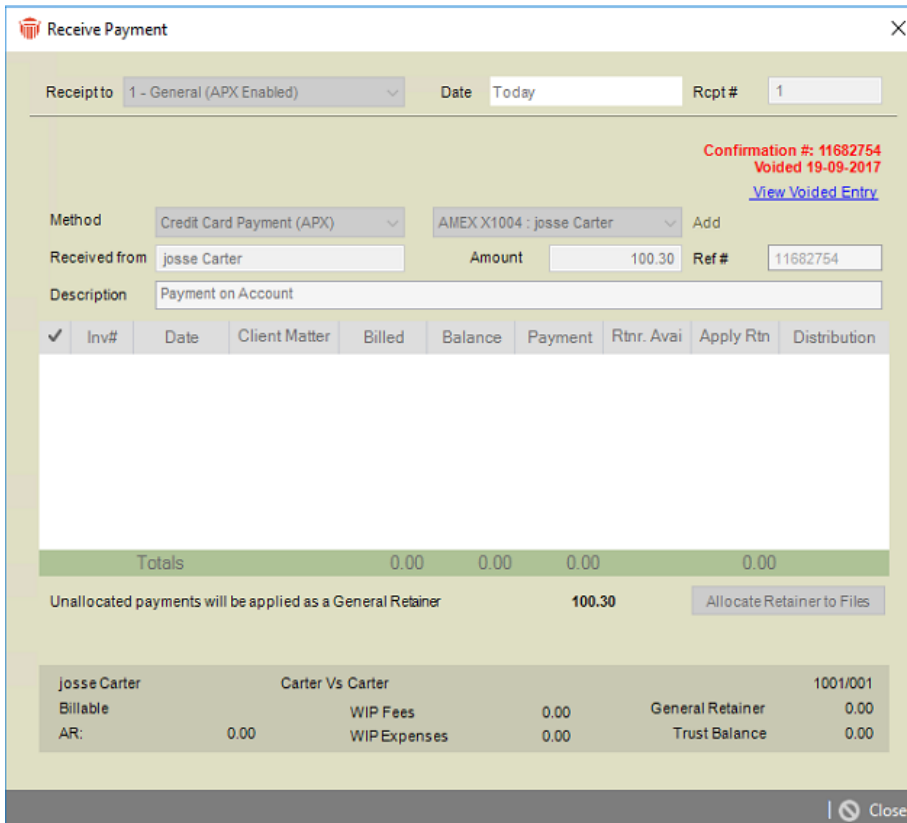
4. Click Yes to void/refund the transaction.

- 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?"

5. Click Yes to display a prompt with a Confirmation # informing you that your payment has now been voided/refunded.



6. Click OK to return to the Receive Payment dialog box.



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

The screenshot displays the Amicus Billing software interface for the case 'Cooperman v. Cooperman'. The 'BILLING' module is active, and the client role is 'Classified as a Client Role'. The 'All Transactions' section shows a transaction dated 'Sep 19-2021' for 'josse Carter: 1 - General' with a reference number of '1' and a status of 'Ref'. The amount is shown as ~~100.00~~. The description includes '(APX -Voided: 19-09-2021) Payment on Account'. Below this, the 'Account Overview' table provides a summary of the account's financial status.

	Unposted	Posted	WIP	Billed	Write Up /Down	Paid	AR
Hours	0.20	27.80	8.20	19.60			
Fees	40.00	5,580.00	1,640.00	3,920.00	0.00	3,920.00	0.00
Expenses		200.00	0.00	200.00	0.00	200.00	0.00
Taxes				0.00	0.00	0.00	0.00
Interest				0.00	0.00	0.00	0.00
Totals	40.00	5,760.00	1,640.00	4,120.00	0.00	4,120.00	0.00

Additional account information: Trust 825.00, General Retainer 0.00, Last Bill Apr 15/21, Last Payment Apr 15/21.



Notes:

- ACH transactions may take up to 5 days to process
- When an APX transaction cannot be voided a refund will be issued
- A void/refund cannot result in a negative general retainer balance

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.

Related Topics

- [APX \(Abacus Payment Exchange\)](#)
- [Viewing APX](#)

Reversing an APX transaction

When an APX Payment fails the system determines if the payment method is VOID, or a REFUND should be issued, or if the payment method needs to be REVERSED.

For example, if a REFUND or VOID is rejected by APX due to incomplete processing of the payment, the option REVERSED is given.

A payment reversal is when a transaction paid to you is returned to the buyer. This typically happens after a chargeback or having lost a dispute with a customer.

In this situation, it is common to want to reverse the actions that a transaction triggered when it was originally received.

Related Topics

- [APX \(Abacus Payment Exchange\)](#)
- [Voiding and Refunding an APX transaction](#)
- [Managing a Pay Now Request](#)
- [APX Payment Method List](#)

Managing a Pay Now Request

Firm members can now easily include a Pay Now link with emailed invoices that allows the client to easily pay their bill by credit card.

Pay Now emails include an embedded URL that clients can click and easily make an APX payment. They are generated from the Finalize Bill screen during the Create Bill process or from the Billing module after the bill is created.



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

This topic covers:

- [To send an email with a Pay Now request](#)
- [To create a Pay Now request when creating bill\(s\)](#)
- [To create a Pay Now request from the Billing module](#)
- [To resend a Pay Now request](#)
- [To delete a Pay Now request](#)
- [Receiving a payment from a Pay Now request](#)
- [Viewing a payment from a Pay Now request](#)

To send an email with a Pay Now request

1. Go to Firm Settings and select Emailing Bills under the Billing section to display the Billing - Emailing Bills dialog.
2. Click on the APX PayNow 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 | **APX PayNow 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 PayNow 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.


To create a Pay Now request when creating bill(s)

1. Use your current billing workflow to send the bills to "Final" in your billing cycle.
2. On the create bill screen, select the bills you would like to finalize.
3. Click on **Print & Post** to finalize your bills.
 - You will be prompted with a list of the finalized bills with options to send email and to include a payment request.
4. Click on checkbox with the **Pay Now** request icon for the bills you would like to send an email with the payment request (embedded URL).
5. Click on **Proceed** to continue.
 - Emails are sent to the draft folder or directly to the client based on the email selection in the **Firm Settings**.



Note: Use the bill settings "Include APX Request for Payment with email" to automatically include a payment request when creating and emailing bills.

To create a Pay Now request from the Billing module

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 icon 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.
4. 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.

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. Click Yes to confirm resending the Pay Now request or No to return to the Billing module without sending the 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 Pay Now 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

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.



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

Adding a new APX Payment Method

When a user opens a link to make a payment from a Pay Now Request the following window displays. 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

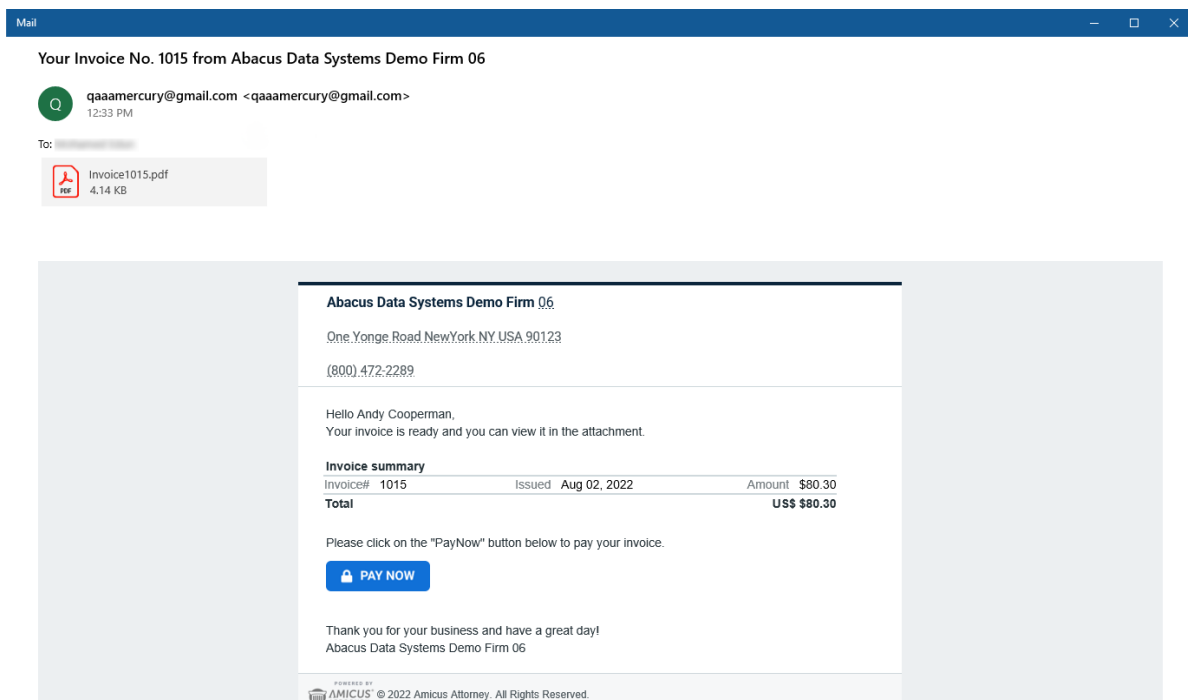
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Removing an APX Payment Method

1. Occasionally it is a good idea to clean up the Payment Method list to remove payment methods that are no longer being used by your firm.
2. The Delete icon to the right of a payment method is enabled when a payment method isn't being used. Simply click on it to remove the payment method. This removes the payment method from the list and stops future auto payments associated with that method.

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
qaheatherg@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

3. After the Payment Method is selected the user clicksPAY NOW.

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

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

✔ Payment Successful

We sent a payment receipt to this email address:
qaheatherg@gmail.com

QAAPXv2 Corp 1 Yonge Street New York, NY 65805-1 8004722289	RECEIPT Sep 17, 2021
Payment on invoice #1058	
Payment Summary	
Payment amount	US\$9.00
Balance Due	US\$0.00
TransactionId	t1_txn_6144dd1f44b059c4d0df140
Name on card	Heather GavelG
Payment Method	American Express 1115
Expires	12/2021
Billing Address	One Yonge Street Chicago, NY,60696 USA
Email	qaheatherg@gmail.com

Please retain for future reference

[DOWNLOAD](#)

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

APX Payment Method List

The APX Payment Method List allows for the selection of multiple clients.

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.

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.

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

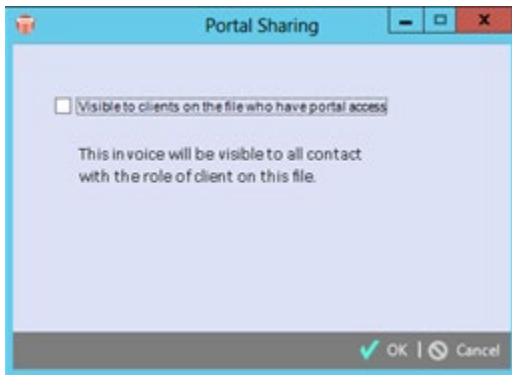
Expanded Client Portal Payment Options for APX

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. Expanded 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.

APX Recurring Payments

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

The following *APX Recurring Payment Schedules* can be defined:

Payment Schedule type	Number of occurrences	Date/Day (for 1st payment)
Single*	1	Specified date
Weekly	n	Day of week
Bi-Weekly	n	Day of week
Monthly	n	Day of month
Semi-monthly	n	1st and 15th or 15th and EOM
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, delete, and cancel 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 set up by your Firm Administrator 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*.

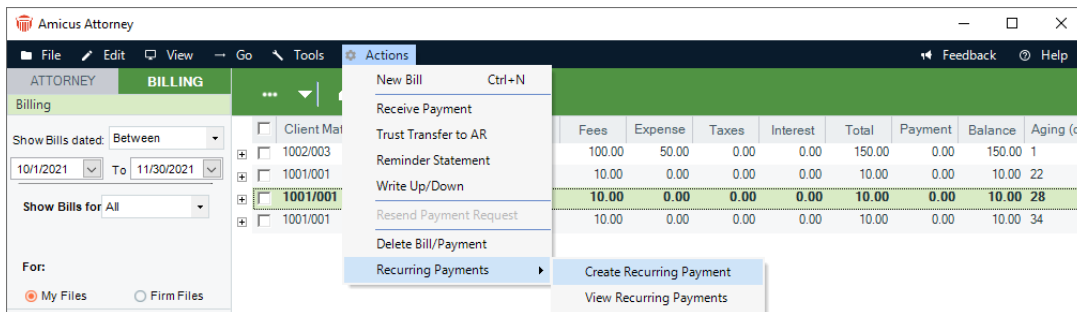
This feature can be accessed from:

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

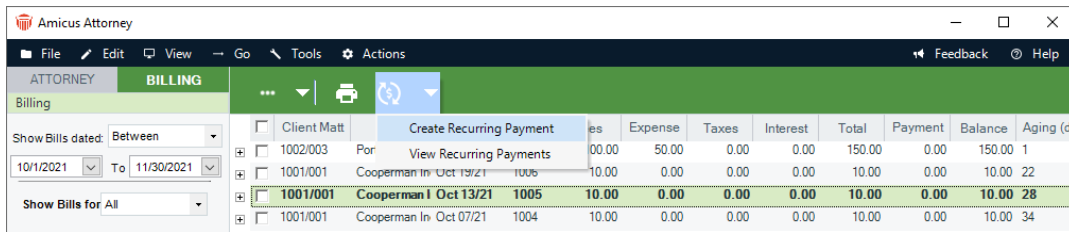
Creating a New Payment Schedule

To create a *New Payment Schedule*:

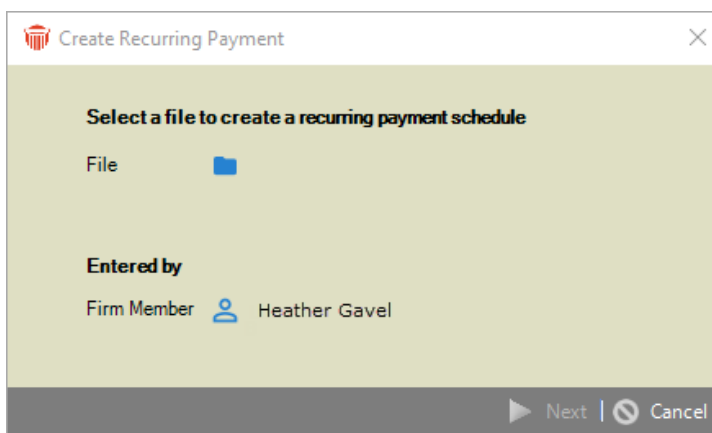
1. Select *Recurring Payments > Create Recurring Payments* from the *Action* menu



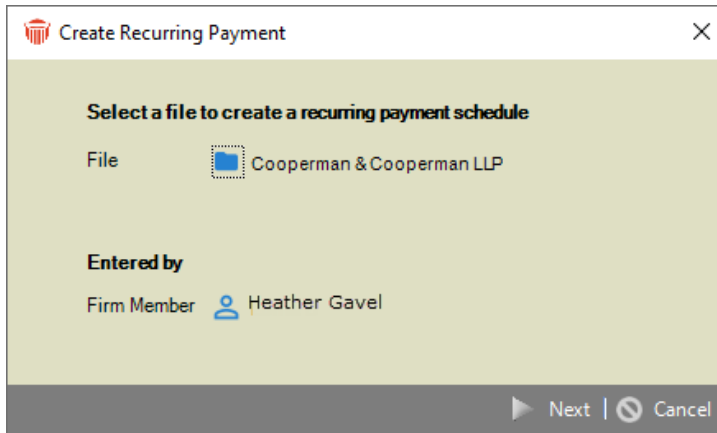
Or, click on the *Recurring Payment Icon* on the *File Details* or *Billing Module* or *Trust Module* and select *Create Recurring Payments*.



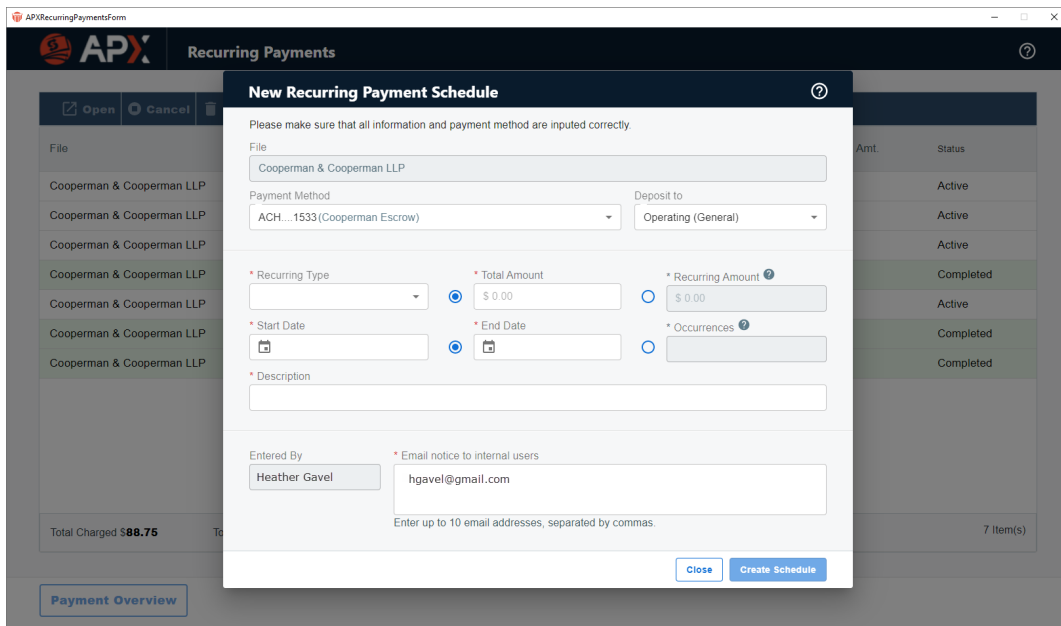
2. The *Create Recurring Payment* window displays.



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.



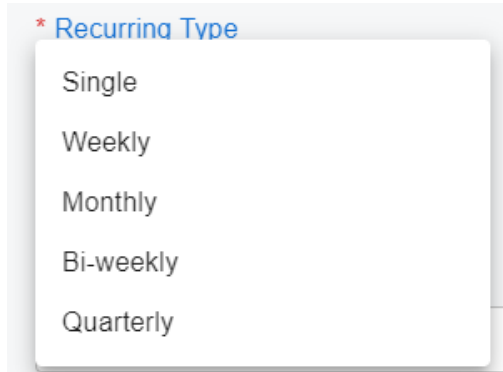
4. Click Next to display the *New Recurring Payment Schedule*.



5. 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.



- 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.

- Click Create Schedule. The *Recurring Payments* window displays with the newly created payment schedule.

File	Recurring	Occur	StartDate	NextPymt	TotalAmt	Installment	Status
Cooperman Cooperman	Bi-weekly	1 / 2	12-11-2021	12-25-2021	\$1.18	\$0.59	Active
Cooperman Cooperman	Quarterly	1 / 2	12-11-2021	03-11-2022	\$1.10	\$0.55	Active
Cooperman Cooperman	Bi-weekly	1 / 2	12-12-2021	12-26-2021	\$2.06	\$1.03	Active
Cooperman Cooperman	Weekly	2 / 2	12-11-2021	-/-	\$2.04	\$1.02	Completed
Cooperman Cooperman	Single	1 / 1	12-11-2021	-/-	\$1.00	\$1.00	Completed
Cooperman Cooperman	Monthly	1 / 2	12-08-2021	01-06-2022	\$2.14	\$1.07	Active
Cooperman Cooperman	Weekly	2 / 2	12-08-2021	-/-	\$2.06	\$1.03	Completed
Cooperman Cooperman	Monthly	1 / 2	12-07-2021	01-07-2022	\$2.12	\$1.06	Active
Cooperman Cooperman	Weekly	2 / 2	12-07-2021	-/-	\$2.04	\$1.02	Completed
Cooperman Cooperman	Single	1 / 1	12-04-2021	-/-	\$1.11	\$1.11	Completed

Total Charged \$ 12.55 Total Remaining \$ 4.30 Total Amount \$ 16.85 10 Item(s)

- 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.
- The entry start date for a semi-monthly *Recurring Payment* should be the day before the first occurrence payment date.

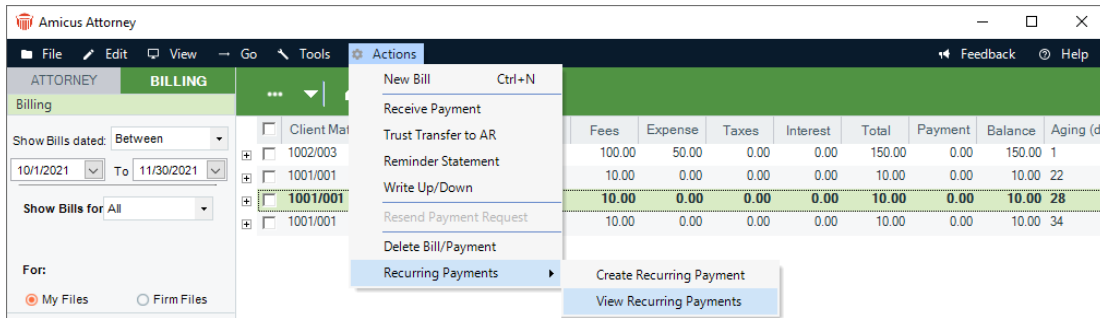


Editing an APX Recurring Payment

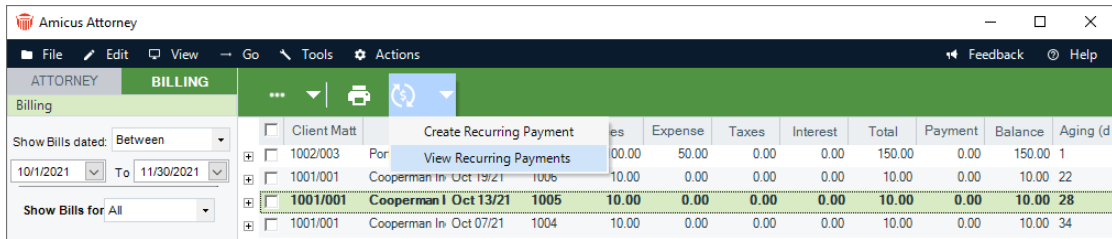
You can open an *APX Recurring Payment schedule* dialog and change the description, payment method and email address.

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.

APXRecurringPaymentsForm

APX Recurring Payments

Open Cancel Delete

Search Cloud Menu

File	Recurring	Occur.	Start Date	Next Pymt.	Total Amt.	Period. Amt.	Status
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 **\$124.25** Total Amount **\$213.00** 7 Item(s)

Payment Overview



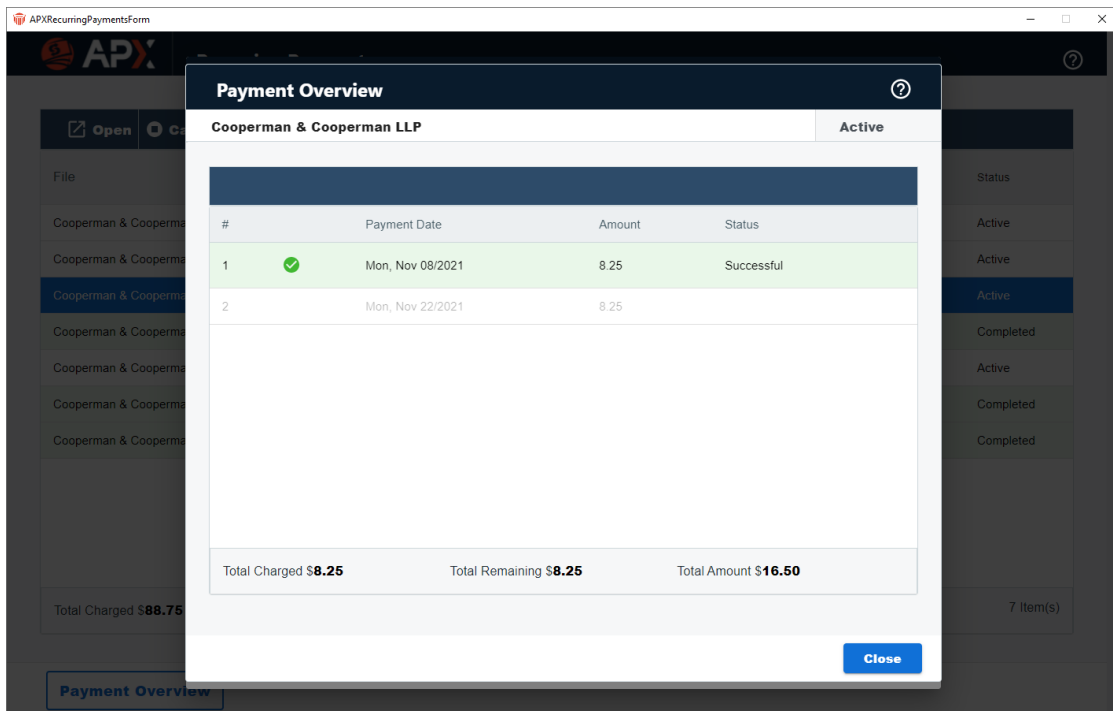
Note: When selecting *Recurring Payment* from the *File Details*, the existing *Recurring Payments* schedule associated with the current file displays. However; selecting *Recurring Payment* from the *Billing* and *Trust* modules will list *Recurring Payment* schedules for all files.

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

4. Click in the *Payment Method* field and select another option from the drop down 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.

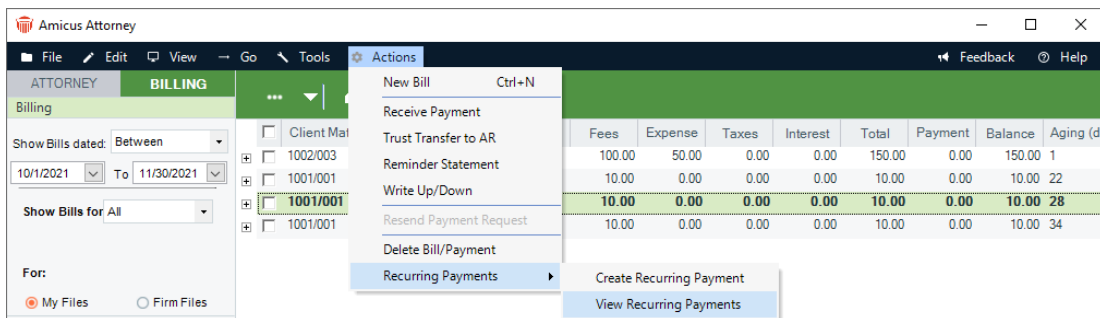


2. Click **Close** to return to the *Recurring Payment* window

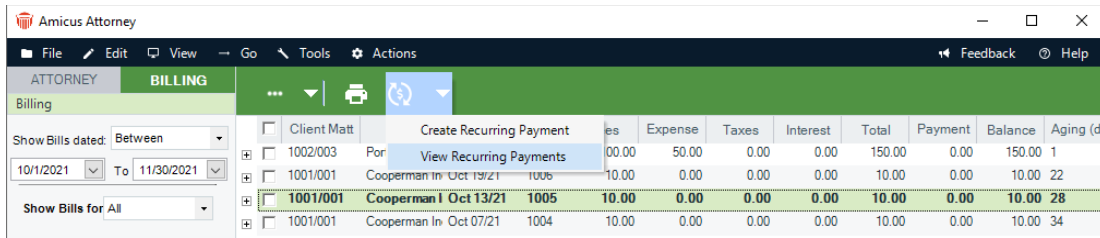
Cancelling an APX Recurring Payment Schedule

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

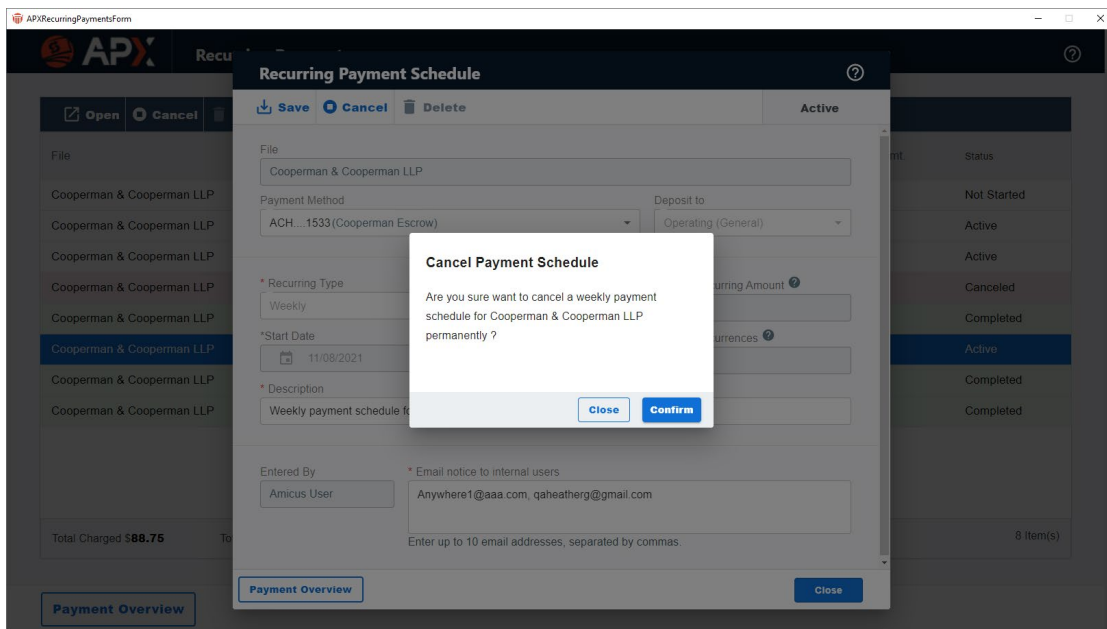
1. Select *Recurring Payments > View Recurring Payments* from the *Action* menu



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* and click *Open* to display the *Recurring Payment Schedule*.
3. Click *Cancel* from the taskbar to display a *Cancel Payment Schedule* prompt.



4. 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)



Note: The payment schedule is permanently canceled. To resume a payment schedule you must [Create a New Payment Schedule](#)

Deleting an APX Recurring Payment



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

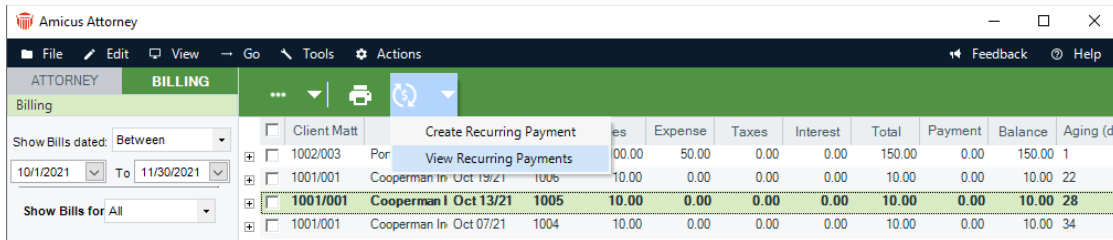
To delete a *Recurring Payment Schedule*:

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

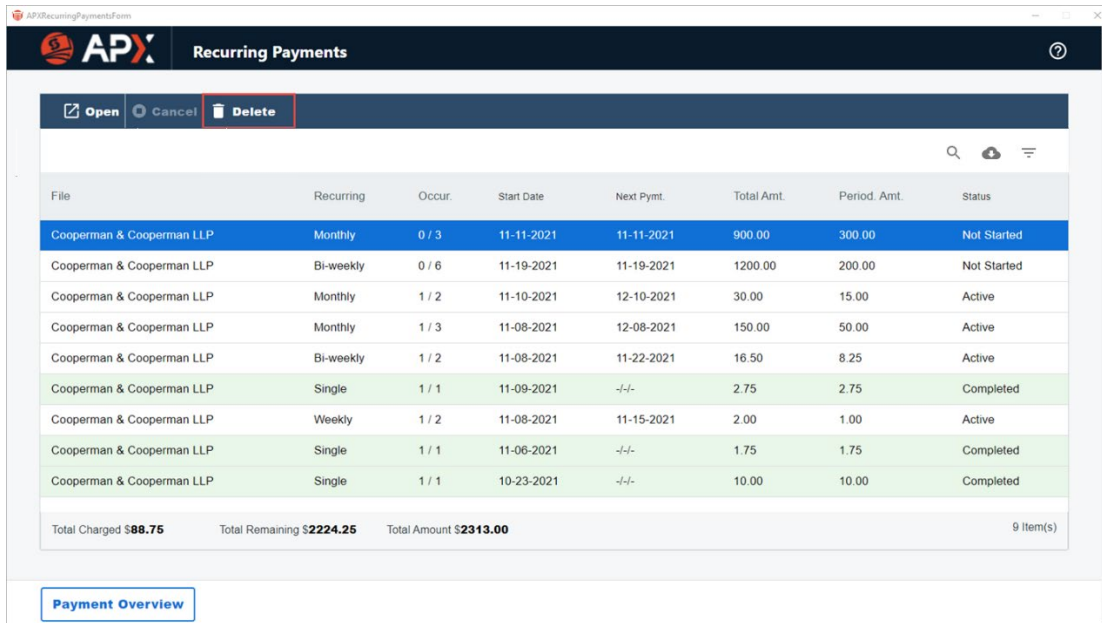
The screenshot shows the Amicus Attorney interface. The 'Actions' menu is open, and 'View Recurring Payments' is highlighted. The background shows a billing table with columns for Fees, Expense, Taxes, Interest, Total, Payment, Balance, and Aging (d).

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

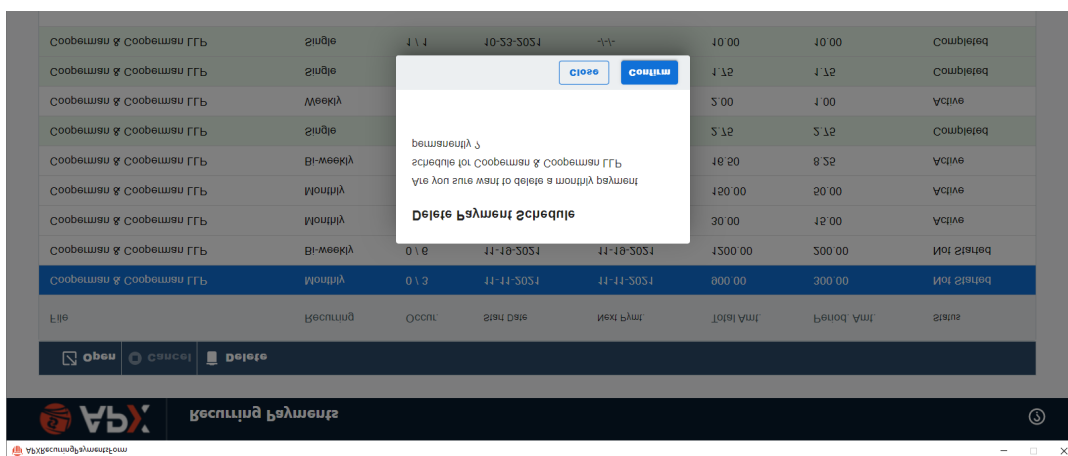
Or, click on the *Recurring Payment Icon* on the *File Details* or *Billing Module* or *Trust Module* and select *View Recurring Payments*.



2. The *Recurring Payment* window displays.



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.



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

The screenshot shows a web application window titled "APX Recurring Payments". At the top, there is a dark blue header with the APX logo and the text "Recurring Payments". Below the header is a toolbar with three buttons: "Open" (with a checkmark icon), "Cancel" (with a circle icon), and "Delete" (with a trash can icon). To the right of the toolbar are search, refresh, and filter icons. The main content is a table with the following columns: File, Recurring, Occur., Start Date, Next Pymt., Total Amt., Period. Amt., and Status. The table contains nine rows of data, with the first row highlighted in blue and the others in alternating light green and white.

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 Amicus Billing software interface. The main window shows a list of transactions under 'All Transactions'. A transaction for 'Nov 10/21 Cooperman Inc : (APX) Payment on Account' is highlighted. A 'Receive Payment' dialog box is open, showing details for the payment. The dialog includes a 'Confirmation #' field with the value 'A1000855' highlighted in a red box. Other fields include 'Receipt to', 'Date', 'Rcpt #', 'Method', 'Received from', 'Amount', and 'Ref #'. A table at the bottom of the dialog shows a summary of the payment, including 'Totals' and 'Unallocated payments will be applied as a General Retainer'.

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					15.00			

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@abacuspaymentexchange.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.



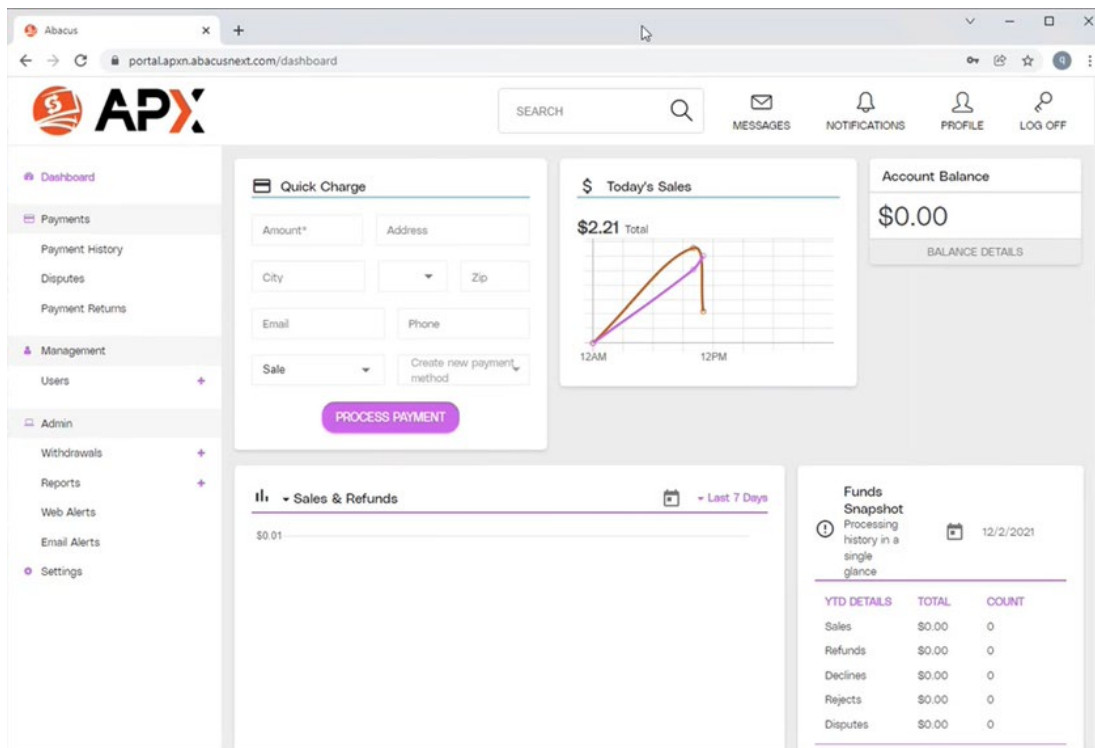
Related Topics

- [How to set up APX](#)
- [APX Defaults and Edits](#)
- [Managing Payment Methods in Amicus Attorney](#)
- [Making a Payment in Amicus Attorney](#)
- [Allowing an APX payment](#)
- [Trust](#)
- [Billing](#)

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.

Related Topics

- [How to set up APX](#)
- [Managing Payment Methods in Amicus Attorney](#)
- [Making a Payment in Amicus Attorney](#)
- [Allowing an APX payment](#)
- [APX Recurring Payments](#)

Getting Around in Amicus Attorney

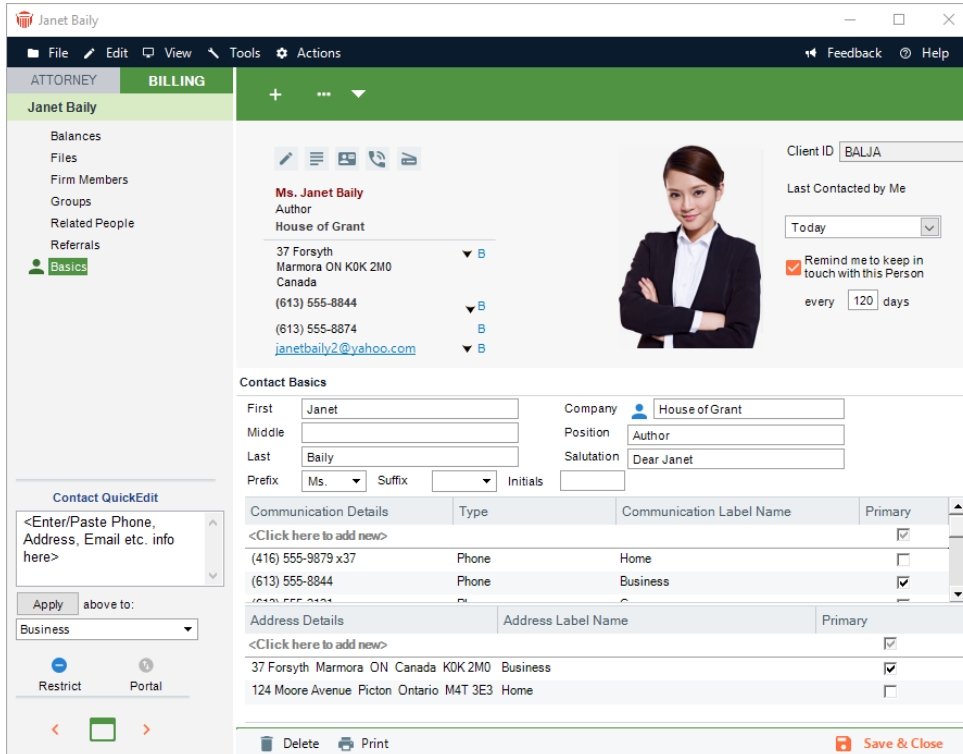
In Amicus Billing, navigating to your records, accessing commands, working with lists, and so on are mostly the same. If you are a Billing User, the Navigation Pane has extra buttons for switching between the Attorney side and the Billing side, and a Navigator screen is provided in the Billing-side Office module.

Related Topics

- [Billing Users and Billing Supervisors](#)
- [Amicus Navigation Pane](#)
- [The modules](#)
- [Amicus Floating Toolbar](#)
- [Navigator](#)
- [Getting help](#)

Working with a Client's details

As on the **Attorney** side, you can work with details on a *Client* from their **Client Details** window. Double-click the Contact you want in the **Contacts Index**. Or, in an Attorney-side **Person Details** window, click **Basics** on the left-side navigation bar.



As on the Attorney side, basic information for a Contact may be added and edited in the Basics view of the Contacts Details dialog: name, addresses, phone numbers, and so on. You can quickly add information about the Contact from the QuickEdit section in the control panel. You can use the Client's Business Card, work with their picture, and use their Last Contacted date.

On the Billing side, the Client ID is shown at the upper right.

In any view of the **Client Details** window, you can choose commands on the **File** menu to perform a variety of tasks, such as creating a new Person record or printing the current view.

Related Topics

- [Working with the File referrals list for a Person](#)
- [Working with balances and billing options for a Client](#)

Working with the File referrals list for a Person

A list of the Files that a Person has referred to the firm is available from the **Contact Details** window on the ATTORNEY or BILLING side.

Click **Referrals** on the left-side navigation bar.

The screenshot shows a software window titled "Anne Neighbor" with a menu bar (File, Edit, View, Tools, Actions) and a navigation bar (ATTORNEY, BILLING). The left sidebar shows a list of navigation options, with "Referrals" highlighted. The main content area displays contact information for Dr. Anne Neighbor, including address, phone numbers, and email. Below this is a "Referrals" table with columns for File Name, Client/Matter ID, Client, Referral Name on File, Date, and Total Fees. A "Contact QuickEdit" panel is visible at the bottom left, and a "Totals" bar at the bottom right shows a total of 1,000.00. At the very bottom, there are "Delete", "Print", and "Save & Close" buttons.

File Name	Client/Matter ID	Client	Referral Name on File	Date	Total Fees
Berwood Directorship	AUTO/33402	Gary Berwood	Gary Drysdale	Apr 28/2021	1,000.00

If you are a Billing Supervisor, the list shows the total fees billed on each File. This provides, at a glance, the value of all referrals from this person.

Related Topics

- [Working with a Client's details](#)
- [Working with balances and billing options for a Client](#)

Working with balances and billing options

To view summary balances for a Client or work with their billing options, open the Billing-side Client Details window and choose **Balances** on the left-side navigation bar.

The upper section of the **Balances** view shows combined balances for all Files on which the Client is the Primary Client and you have access to.

If you want a brief comparison of balances for the individual Files on which they are the Primary Client (or have a Client-classified Role), instead expand the Client's row in the Client Index—see [Using the Clients Index](#).

The screenshot displays the 'Balances' view for a client named Mathew Alladin. The interface includes a navigation menu on the left with options like 'Balances', 'Files', 'Firm Members', 'Groups', 'Related People', 'Referrals', and 'Basics'. The main content area shows client details, including contact information and a 'Balances (1 File)' section. Below this is an 'Account Overview' table with columns for Unposted, Posted, WIP, Billed Write Up / Down, Paid, and AR. The table shows various financial metrics such as Hours, Fees, Expenses, Taxes, and Interest. At the bottom, there are sections for 'Bill Profile for new Files' and 'Consolidated Billing' with checkboxes and dropdown menus for configuring billing preferences.

	Unposted	Posted	WIP	Billed Write Up / Down	Paid	AR
Hours	2.80	24.40	22.20	0.00		
Fees	560.00	7,380.00	4,440.00	2,500.00	0.00	2,500.00
Expenses		0.00	358.72	85.00	0.00	85.00
Taxes				0.00	0.00	0.00
Interest				0.00	0.00	0.00
Totals	560.00	7,380.00	4,798.72	2,585.00	0.00	2,585.00

Account Overview

The table shows current balances for the File(s):

- **Unposted**—unposted hours and Fees (excluding any Non-Billable or No Charge Time).
- **Posted**—posted, unbilled hours, Fees, and Expenses. The hours and fees include only "Bill" items, and excludes any Non-Billable or No Charge items. Items on a Draft or Final Bill are included.

- **WIP (Work In Progress)**—unbilled hours, Fees, and Expenses. The hours and fees include only "Bill" items, and excludes any Non-Billable or No Charge items. Items on a Draft or Final Bill are included.
- **Billed**—billed hours, Fees, Expenses, Taxes, and Interest. Posted Interest is included, memo interest is not. Fees, Expenses, and Taxes reflect any adjustments made at the time of billing or later via Write Ups/Downs. Only items on posted Bills are included.
- **Write Up/Down**—Write Up/Down amounts for Fees, Expenses, Taxes, and Interest.
- **Paid**—paid Fees, Expenses, Taxes, and Interest.
- **Accounts Receivable**—AR balances (billed but not-yet-paid) for Fees, Expenses, Taxes, and Interest.

Below the table are shown additional balances and dates for the File:

- Trust balance
- General Retainer balance
- When any of the Files was last billed (AR date of the last Bill)
- When a Payment against a Bill was last received on the File (excluding receipt of General Retainer or Trust)

Drilling down to detail information

If an account overview value appears underlined when you move the cursor over it, you can drill down to related details. For example, click the WIP Fees amount to display the **Time Index** filtered to show unbilled Time Entries for this Client. Or click the Last Billed **date** to display the **Billing Index** filtered to show Bills for this Client.

Client billing options

The following billing options can be set in the bottom section of the Balances view:

- **Bill Profile**—Choose whether to assign a default Bill Profile to all new Files on which this Client is the Primary Client, and select the particular Profile in the pull-down list. *For more information, see [Filling in billing settings for a File](#).*
- **Consolidated Billing**—Choose whether, when Mass Billing, to consolidate Bills for all Files (on which this Client is the Primary Client) onto a single Bill (with a single Invoice Number). This also determines, when mass creating Reminder Statements, a single Statement for all applicable Files for this client will be created.
 - If consolidating **Bills and Reminder Statements** for this Client, select the Bill Template to be used.
 - Templates can be created and edited from the **Reports** module. To see a sample printout for your selected Template, click **Preview**.

Related Topics

- [Working with a Client's details](#)
- [Working with the File referrals list](#)