



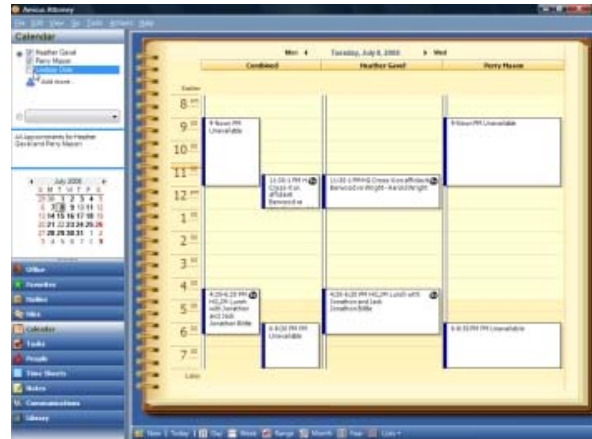
[newsletter index](#)

**FAQ - Answers To Some Common Technical Questions**

**"How can I see another Team Members calendar if they have not granted me access to log into their office?"**  
*(Amicus Attorney 2008 Premium Edition)*

Any user can view the calendar of another Team Member without logging into their office. When in the Calendar module there will be other Team Members listed in the top left corner if you have a workgroup setup. Otherwise you may simply click on the Add more... option and enter the name of the other person's office you wish to see the calendar for.

This is especially convenient when scheduling a meeting involving multiple firm members and you need to confirm a time when everyone is available. The combined schedule will show empty periods of time when all parties needed are available.



[Calendar > Check Off Workgroup Members](#)

**Sent to a Friend - [Click Here](#)**

**Unsubscribe - [Click Here](#)**

**Printable PDF**

You have received this eNewsletter as you are a current Amicus Attorney customer or have previously requested information or this newsletter from our company.

## Amicus Showcase

### PREMIUM EDITION

#### Searching Time Entries

One advantage of using Amicus Attorney to do your Time Entries is that you can quickly find information such as the following:

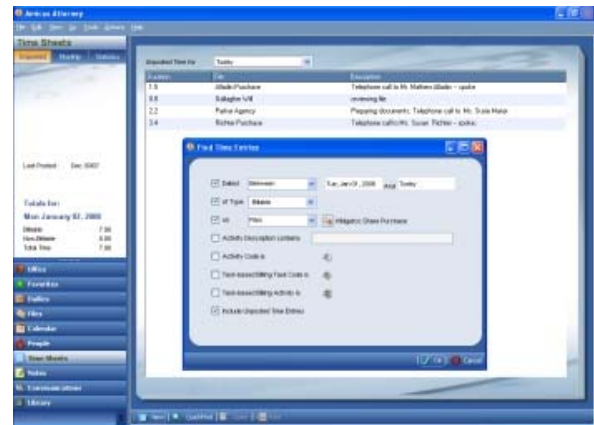
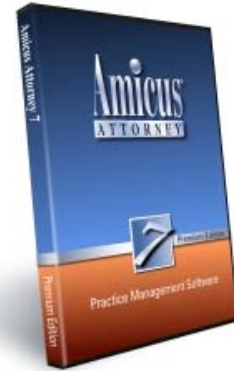
- what you were doing on a given day
- how much time you have spent on a given File since a given date
- a list of all Time Entries relating to a given activity on a specific File or on all Files

To search your Time Entries, choose QuickFind > Time Entries on the Tools menu in any of the Time module views. Or, click QuickFind in the Unposted view. The Find Time Entries dialog appears.

#### Specifying your Search Criteria

Specify one or more of the following search criteria for the Time Entries you wish to find:

- To search by a particular Date or Date range, select the Dated checkbox, and then select "Exactly", "Since", "Before", or "Between" in the list box. Next, type a date. If you select "Between" in the list box, you must specify both start and end dates.
- To search by Time Entry Billable Category, select the Of Type checkbox and then select the desired Billable Category in the list box.
- To search for Time Entries on particular Files, select the On checkbox and select "Files" in the list box. Then click the Select Files button, and select the desired Files in the dialog that appears.
- To search for Time Entries involving particular Clients, select the On checkbox and select "Clients" in the list box. Then click the Select People button, and select the desired Clients in the dialog that appears.
- To search by File Billing Category, select the On checkbox. Next, select "File Billing Categories" in the list box. Then select the desired Billing Category in the second list box that appears.
- To search the text of Activity Descriptions, select the Activity Description Contains checkbox, and then type the desired text in the text box.
- To search by Activity Code, select the Activity Code Is checkbox, click the yellow Select Activity Code button, and then select the desired Activity Codes in the dialog that appears.
- To search by Task Code, select the Task-Based Billing Task Code Is checkbox. Next, click the green Select Task-Based Billing Task Code button, and then select the desired Task Code in the dialog that appears.
- To search by Task-Based Billing Activity Code, select the Task-Based Billing Activity Code Is checkbox. Next, click the blue Select Task-Based Billing Activity Code button, and then select the desired Activity Code in the dialog that appears.
- To search for unposted Time Entries as well as those already posted, select the Include Unposted Time Entries checkbox.



[Searching Time Entries](#)

When you have finished specifying the search criteria, click OK.

## Search Results

After a brief interval you will see a list of the Time Entries that match the search criteria.

The total time spent and the approximate total value are shown in the control panel. The total value is calculated by multiplying the total time by the billable rates on the Time Entries found in the search. This value can be useful when a client calls and wants a ballpark figure for their account.

**NOTE:** The search results include only your Time Entries.

[Amicus Attorney 2008 Premium Edition Overview](#)

**Sent to a Friend - [Click Here](#)**

**Unsubscribe - [Click Here](#)**

**Printable PDF**

You have received this eNewsletter as you are a current Amicus Attorney customer or have previously requested information or this newsletter from our company.

Amicus and Amicus Attorney are registered trademarks and Amicus Accounting is a trademark of Gavel & Gown Software Inc. © 2008.

[www.amicusattorney.com](http://www.amicusattorney.com)

## Amicus Showcase

### SMALL FIRM EDITION

#### Tools Menu

The tools menu gives you quick access to the programs you use in the course of a workday. You can run your spreadsheet, word processor, and other programs by simply choosing the appropriate item.

You never have to set aside the practice information you are working on in order to launch a program, because the Tools menu is always available no matter where you are in Amicus Attorney.

Here is how the Tools menu might look after you set it up:

#### Adding frequently-used programs to the Tools Menu

To add a program to the Tools menu:

1. Click the Tools tab in the Setup window.
2. Click New.
3. Type the name of the new item as you want it to appear in the Tools menu - for example, "Spreadsheet" (under the "Title" heading). Click on the right side of the new item (under the "Command line" heading).
4. Click the  button. In the dialog box, locate and select the desired program, then click open.
5. Repeat the procedure for each program you wish to add to the Tools menu.

Now you no longer need to go back to your desktop to launch a program - simply choose it from Amicus Attorney's Tools menu.

#### Changing an item in the Tools menu

After you have set up the Tools menu, you might want to change something in it. For example, if you have just switched from one spreadsheet program to another, you will want to have your spreadsheet item in the Tools menu open the new program instead of the previous one.

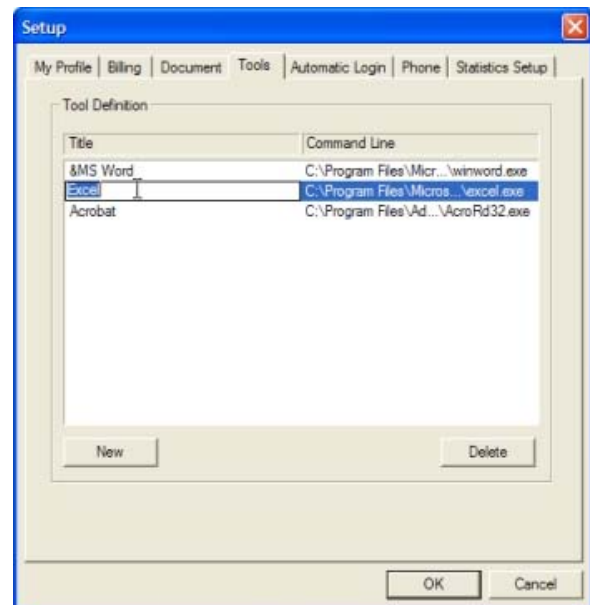
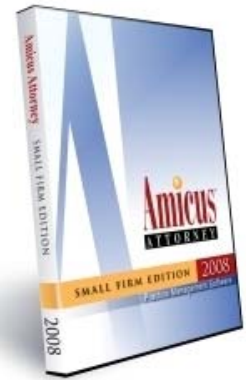
To change an item in the Tools menu, select the item you wish to change.

To change the item as it appears in the Tools menu, click the item so that it becomes a text box and type the new name for the item.

To reset the location that the item points to, click Browse. In the dialog box, locate and select the desired program, then click Open.

#### Removing an item from the Tools menu

To remove an item from the Tools menu, select the item you wish to remove,



File > Setup > Tools

then click Delete.

Click yes in the confirmation window that appears.

Note: You cannot delete the default Word Processor or Amicus Accounting (if applicable).

For more information on Amicus Attorney 2008 Small Firm Edition please visit us online at [www.amicusattorney.com](http://www.amicusattorney.com).



Tools Menu

**Sent to a Friend - [Click Here](#)**

**Unsubscribe - [Click Here](#)**

**Printable PDF**

You have received this eNewsletter as you are a current Amicus Attorney customer or have previously requested information or this newsletter from our company.

Amicus and Amicus Attorney are registered trademarks and Amicus Accounting is a trademark of Gavel & Gown Software Inc. © 2008.  
[www.amicusattorney.com](http://www.amicusattorney.com)

[newsletter index](#)

## Amicus Showcase

### AMICUS ACCOUNTING

#### Archiving Data

Amicus Accounting enables you to archive transactions that are older than a given date (specified by you). Archived transactions do not appear on reports (unless specified otherwise), which makes your reports run faster, but archived transactions are available for viewing in the Account Inquiry screen. **There is no way to retrieve archived data, so do not proceed unless you have a backup.**

There are four types of data available to be archived: time data, expense data, accounts receivable data, and closed file data. For the purposes of this discussion, we will consider time, expense, and accounts receivable archiving together, and closed file archiving separately.

#### Archiving time, expense and accounts receivable data

Archiving time, expense and A/R data archives transactions on open client files. In order to be archived, transactions must be older than the date you specify, which must be at least one year plus one day prior to the start of your current fiscal year. It is recommended, however, that you wait until transactions are at least two years old before archiving.

In order to archive transactions, all associated transactions must also have posting dates of at least one year plus one day prior to the start of your current fiscal year. Examples of associated transactions are the bills on which time and expenses were billed, the receipt by which a bill was paid, and the write-off of a bill. This means you cannot archive time or expense transactions unless the bill on which they were billed and the receipt or write-off (associated with the bill by reference number) also have posting dates at least one year prior to the start of your current financial year. It does not matter whether you intend to archive the associated transactions—they must have dates of such that they are eligible to be archived. Only time and expense transactions that are billed or are non-billable will be archived (i.e. unbilled transactions will not be archived), and time and expense transactions that have been written off will not be archived.

Keep in mind the implications of archiving time/expense entries but not A/R, and vice versa. For example, if you archive A/R but do not archive the time and expenses billed on the archived bills, the Account Inquiry screen will display billed time and expenses, WITHOUT the bills they were billed on. Also, note that you cannot reprint audits of data that has been archived. Before you archive, be sure this is what you want to do!

#### Archiving closed file data

Archiving closed file data archives transactions on client files that were closed at least one year plus one day prior to the start of your current fiscal year. All transactions will be archived—time, expenses, accounts receivable and trust. As with archived time, expense and A/R data on open files, archived closed data does not appear on reports (unless otherwise specified), cannot be reprinted on audits, but is available for viewing in the Account Inquiry screen. It is recommended that you wait at least two years before archiving closed file data.



[ACCOUNTING FREE TRIAL](#)  
[click here](#)



[Maintenance > Backup > Archive Data](#)

[Amicus Accounting 2008 Overview](#)

**Sent to a Friend - [Click Here](#)**

**Unsubscribe - [Click Here](#)**

**Printable PDF**

You have received this eNewsletter as you are a current Amicus Attorney customer or have previously requested information or this newsletter from our company.

Amicus and Amicus Attorney are registered trademarks and Amicus Accounting is a trademark of Gavel & Gown Software Inc. © 2008.  
[www.amicusattorney.com](http://www.amicusattorney.com)