Amicus NEWS

January 2009 -- Volume 7, Issue 1

Special Announcements

Introducing the Amicus 2009 Family of Products...

Gavel & Gown Software just announced the launch of its Amicus 2009 line of software products. The 2009 product line includes *Amicus Attorney 2009 Premium Edition*, *Amicus Attorney 2009 Small Firm Edition*, *Amicus Accounting 2009* and *Amicus Mobile 2009*...
Read more

FAQ - *Answers To Some Common Technical Questions*

Does email merging require that you edit email messages in Word instead of Outlook?

You do not need to configure Outlook with Word as your mail editor. The Email Merge feature takes advantage of both the Amicus Attorney document assembly engine and Word's Mail Merge feature...
Read more

Events and More

Find Out Where Our Product Will Be Showcased In The Next Few Months

Florida Bar Marital and Family Law Review Course
Jan 23-24, 2009
Orlando, FL

LegalTech New York 2009
Feb 2-4, 2009
New York, NY
*Get Your **Free Expo Pass** (PDF)*

See Complete Event Listings

Amicus Showcase

PREMIUM EDITION

Designing a Dashboard

A Dashboard is a single screen display that shows you a variety of interactive Amicus data...
Read more

SMALL FIRM EDITION

Designing a Dashboard

A Dashboard is a single screen display that shows you a variety of interactive Amicus data...
Read more

AMICUS ACCOUNTING

Bank Transaction Listing Report

This new report provides a consolidated and detailed listing of cash inflows and outflows for...
Read more

AMICUS MOBILE

Call Exceptions List

Upon inbound and outbound calls, Amicus Mobile 2009 prompts you to create a Phone Call record...
Read more

Send to a Friend - Click Here | Unsubscribe - Click Here | Printable PDF

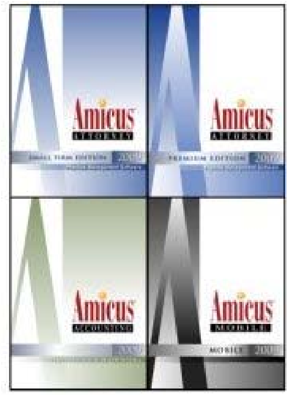
Amicus NEWS

January 2009 -- Volume 7, Issue 1

newsletter index

What's New at Amicus?

Introducing the Amicus 2009 Family of Products



Gavel & Gown Software just announced the launch of its Amicus 2009 line of software products:

- Amicus Attorney 2009 Premium Edition
- Amicus Attorney 2009 Small Firm Edition
- Amicus Accounting 2009
- Amicus Mobile 2009

"Amicus 2009 lets you do it your way," says Ron Collins, President of Gavel & Gown Software Inc. "With over 24,000 law firms using our software, we've learned that no two law firms work the same way. That is why we designed the Amicus 2009 family of products to be more flexible than ever. To allow lawyers to work the way they want to work and to get the most out of the time they spend practicing law."

Highlights of the Amicus Attorney 2009 (Premium and Small Firm Edition) include:

- a new Dashboard that enables users to build their own screens to include information and tools that are most important to them
- a file intake form that organizes and controls the manner in which new files are opened through the use of a custom defined process ensuring that all pertinent file information is captured and complete
- an enhanced conflict check utility in which users build a custom conflict check by selecting what elements of Amicus should be searched
- a communications preview pane that can be used to preview emails, phone calls and phone messages
- and so much more...

Highlights of Amicus Accounting 2009 include:

- the addition of a consolidated list of cash inflows and outflows
- the ability to easily reverse trust receipts while maintaining an audit trail
- the ability to view a breakdown of individual matter charges within a single invoice that covers multiple matters
- various report enhancements
- plus much more...

Highlights of Amicus Mobile 2009 include:

- availability for BlackBerry in addition to it original Windows Mobile platform.

The Amicus 2009 software products are available now through our extensive sales channel or by contacting us at 800-472-2289.

Upgrades: click here for information on ***upgrading to Amicus 2009***

Press Release: Gavel & Gown Software Debuts Amicus 2009 Products

For more information on Amicus 2009 products or for a FREE TRIAL visit www.amicusattorney.com

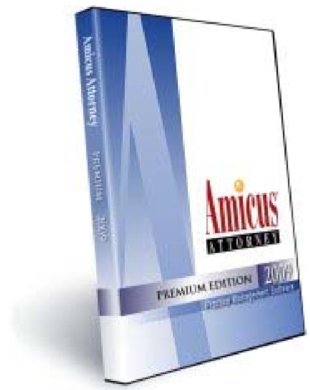
Amicus NEWS

January 2009 -- Volume 7, Issue 1

newsletter index

Amicus Showcase

PREMIUM EDITION



Designing a Dashboard

A Dashboard is a single screen display that shows you a variety of interactive Amicus data and/or external information at a glance. You can now customize your Dailies module with one or more Dashboards that reflect the type of information that is most important or relative to your day-to-day practice.

Dashboard Pages are created and edited in the Dashboard Designer. The designer allows you to select, place, size, and define your choice of Dashboard elements.

You may add one or more sections to the page. Each section represents a Data View. The control panel at the left displays the lists of available Data Views. Display the appropriate list in the control panel and then either double-click the desired Data View or drag it to the right and drop it in the desired position. A section displaying that Data View is created automatically.

Once you have added a section you can move it's location by selecting it and manually dragging it to its new position. To resize a section, select it on the page, select a graphic handle and then drag it to increase or decrease the size.

TIP: *Multiple Sections may be selected and then moved or resized together.*

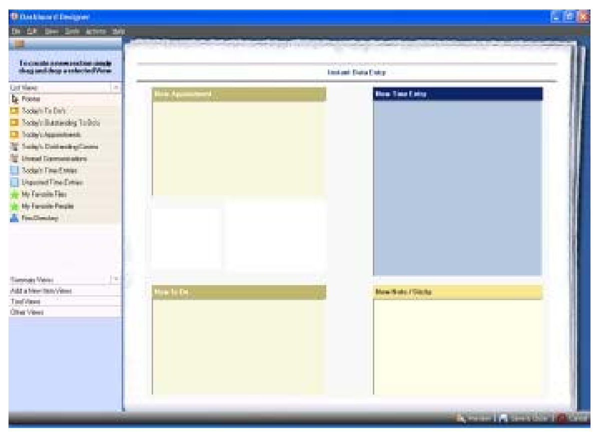
To view or edit the attributes of a section, right-click it on the layout and choose Show Section Properties in the shortcut menu that appears. This opens the Section Attributes dialog.

To delete a section from a page, select it from the layout in the Designer dialog and then either right-click and choose Delete Section or press the Delete key.

To view or edit the properties of a Dashboard Page, right-click an empty area of its Designer dialog and choose Show Dashboard Page Properties on the shortcut menu that appears. The Dailies Page details dialog appears. From here you can edit the Page Name if desired. You may also select or clear the option to make it your default Dailies view.

Once you are satisfied with the sections selected for your custom Dashboard click Preview to preview the Dashboard Page in a separate Dailies-like window with live data.

For more information on Amicus Attorney 2009 Premium Edition visit www.amicusattorney.com.



Dashboard Designer

Dailies Dashboard

Send to a Friend - Click Here Unsubscribe - Click Here Printable PDF

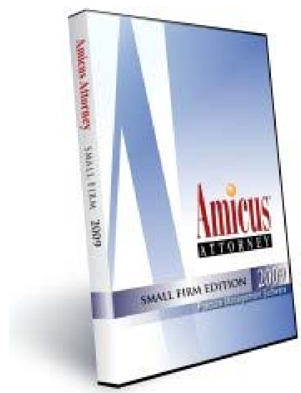
Amicus NEWS

January 2009 -- Volume 7, Issue 1

newsletter index

Amicus Showcase

SMALL FIRM EDITION



Designing a Dashboard

A Dashboard is a single screen display that shows you a variety of interactive Amicus data and/or external information at a glance. You can now customize your Dailies module with one or more Dashboards that reflect the type of information that is most important or relative to your day-to-day practice.

Dashboard Pages are created and edited in the Dashboard Designer. The designer allows you to select, place, size, and define your choice of Dashboard elements.

You may add one or more sections to the page. Each section represents a Data View. The control panel at the left displays the lists of available Data Views. Display the appropriate list in the control panel and then either

double-click the desired Data View or drag it to the right and drop it in the desired position. A section displaying that Data View is created automatically.

Once you have added a section you can move it's location by selecting it and manually dragging it to its new position. To resize a section, select it on the page, select a graphic handle and then drag it to increase or decrease the size.

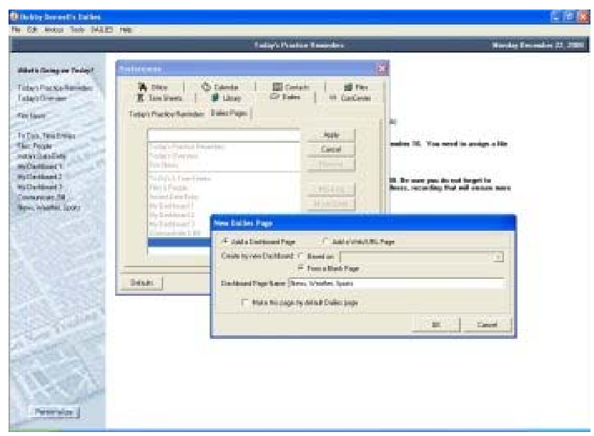
To view or edit the attributes of a section, right-click it on the layout and choose Show Section Properties in the shortcut menu that appears. This opens the Dashboard Section Properties dialog. Edit as desired and click OK when done.

To delete a section from a page, right-click on the section in the layout area of the Designer dialog, and choose Delete Section on the shortcut menu that appears.

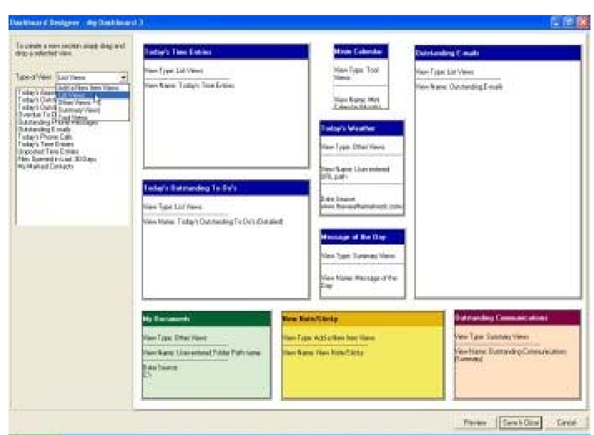
To view or edit the properties of a Dashboard Page, right-click an empty area of its Designer dialog and choose Dashboard Properties on the shortcut menu that appears. The Dailies Page details dialog appears. From here you can edit the Page Name if desired. You may also select or clear the option to make it your default Dailies view.

Once you are satisfied with the sections selected for your custom Dashboard click Preview to preview the Dashboard Page in a separate Dailies-like window with live data.

For more information on Amicus Attorney 2009 Small Firm Edition visit www.amicusattorney.com.



Preferences > Dailies Page > New Dailies Page > Add Dashboard Page



Dashboard Designer

Send to a Friend - Click Here Unsubscribe - Click Here Printable PDF

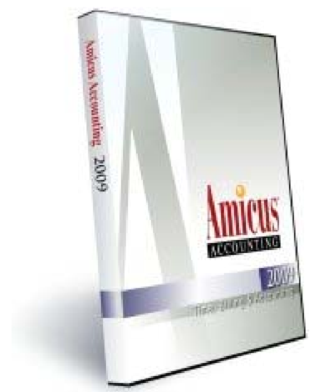
Amicus NEWS

January 2009 -- Volume 7, Issue 1

newsletter index

Amicus Showcase

AMICUS ACCOUNTING



ACCOUNTING FREE TRIAL
click here

Bank Transaction Listing Report

The Bank Transaction Listing report is a new report that provides a consolidated and detailed listing of cash inflows and outflows for a general or trust bank account. It can help answer questions such as who paid you for the period, how much money came in this month and what was it used for, etc...

Go to Reports > Expense Reports or Trust Reports or Receipts Reports or Accounts Payable Reports or Month/Year End Reports > Bank Transaction Listing.

To run the report:

1. Specify a particular bank account
2. Enter a transaction date range (note that this is the transaction entry date, not necessarily the transaction posting date)
3. Choose to include checks, receipts, or both
4. Choose which type(s) of payment to include (cash, check, credit card, etc.)
5. Optionally refine the selection to find only:
   - checks to or receipts from a specified person
   - checks with a specified check number or receipts with a specified reference number (client check number, credit card transaction number, etc.)
   - Reference# - A/P or bill payment checks or receipts covering a specified invoice number, or G/L receipts with a specified reference number
   - checks or receipts greater than a particular amount or equal to a specific amount (e.g. $2450.00)
   - checks or receipts to a particular G/L account
6. Choose whether to show summaries only (no individual transactions), which summaries to show, and whether to show check G/L account allocation details

Reports > Expense Reports > Bank Transaction Listing

The report contents include:

- **Date of Report** - Date the report was generated
- **Bank Account** - Number and name of the bank account
- **From/To** - Transaction date range
- **Date** - Transaction date
- **Audit** - Transaction audit number
- **Type & #** - payment method and either check number (if check) or receipt reference number (if receipt)
- **Reference** - invoice number check, or reference number if G/L receipt
- **Received/Paid To** - Receipt from or check to name
- **Description** - Transaction description
- **Client Matter** - Client ID/Matter ID
- **Client Name** - Full client name

- **GL Account** - G/L account number for each check allocation detail
- **Account Name** - G/L account name for each check allocation detail
- **Check/Receipt** - Amount of the check or receipt (reversals are shown in parentheses)
- **Balance** - Running balance amount

The optional general ledger account summary shows the debit and credit totals for each G/L account.

The optional summary by responsible lawyer shows the cash inflow and outflow totals on Client Matters for each responsible lawyer.

Amicus Accounting 2009 Overview

Amicus NEWS

January 2009 -- Volume 7, Issue 1

newsletter index

Amicus Showcase

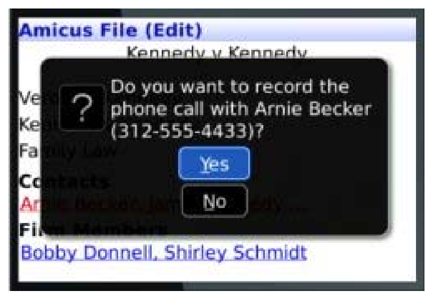
AMICUS MOBILE

Call Exceptions List

Upon inbound and outbound calls, Amicus Mobile 2009 prompts you to create a Phone Call record. At this time, you are given the opportunity to add that number to your Call Exceptions. The Call Exception list allows you to mark contacts as personal such that when a family member calls from home, Amicus Mobile knows not to offer to record the details for that particular number. You may edit the list as follows:

1. Tap or click Programs > Amicus Mobile.
2. On the Home screen, tap or click Settings.
3. Tap or click Menu > Exceptions.
4. The list shows the phone numbers for which a call record prompt will not appear.
5. To add an Amicus Contact's primary phone number, tap or click Menu > Add.
6. In the Select list, select a Contact and tap or click Select. To jump directly to a particular Contact in the Select list, type the beginning of their name in the field above the list.
7. To remove a number, select it in the list and tap or click Menu > Remove.

For more information on Amicus Mobile 2009 visit www.amicusattorney.com.



Record Call Prompt

Send to a Friend - Click Here Unsubscribe - Click Here Printable PDF