

What's New at Amicus?

Upgrade to Amicus Attorney 2008 Small Firm Edition and SAVE 25%

Amicus Attorney 2008 Small Firm Edition upgrades are on sale for the month of August. Amicus Attorney 2008 Small Firm Edition is the latest version...

[Read more](#)

Upgrade to Amicus Accounting 2008 and SAVE 25%

Amicus Accounting 2008 upgrades are on sale for the month of August. Take your productivity to the next level with Amicus Accounting 2008 - our most robust...

[Read more](#)

FAQ - Answers To Some Common Technical Questions

There are no team members offices listed when I try to open another user's office?

To open another team member's office that person must first grant you permission to do so by editing their office access settings. This is done from that user's office or by an Amicus Administrator...

[Read more](#)

Events and More

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

Illinois State Bar Solo & Small Firm Conference

Sept 4-5, 2008
St. Charles, IL

OECS Regional Law Fair

Sept 12-13, 2008
St. Lucia

[See Complete Event Listings](#)

Amicus Showcase

PREMIUM EDITION

Statutory Holiday Tracking

Your administrator is responsible for maintaining statutory holiday listings in your Amicus Calendar. The program comes pre-configured with all key statutory holidays...

[Read more](#)

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What's New at Amicus?

Upgrade to Amicus Attorney 2008 Small Firm Edition and SAVE 25% during the month of August

This is the upgrade Amicus Attorney IV, V, V+ and Small Firm users have been waiting for! Amicus Attorney 2008 Small Firm Edition is the latest version of the world's leading practice management software designed specifically for solo and small firms. With new features and functions, you will navigate more quickly, work more efficiently and manage your practice more easily than ever!

New features of Amicus Attorney 2008 Small Firm Edition include:

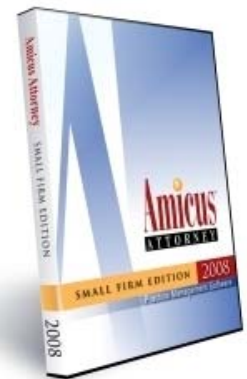
- **Improved Navigation and Workflow** - quick and easy access to any Amicus module
- **Redesigned Interface** - it's now easier to move around within the product
- **New Tasks Module** - manage all of your To Do's in one place
- **Explorer View on Documents** - provides a new way to manage your documents
- **Auto-Text** - for quickly inserting frequently used words and phrases
- **Email Signatures** - automatically include an email signature in new emails
- **Contact Merge** - combine two contact records into one directly from the Contact Index
- **Plus much more...**

Need more reasons to upgrade? See for yourself why there's never been a better time to upgrade your Amicus:

- Browse the [Amicus Attorney 2008 Small Firm Edition Feature Tour](#)
- Visit our [Upgrade Portal](#) and see what else is new in Amicus Attorney 2008 Small Firm Edition

For more information:

- Contact your local Amicus Certified Consultant
- Contact your Regional Sales Manager at 800-472-2289 or via email at sales@amicusattorney.com



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What's New at Amicus?

Upgrade to Amicus Accounting 2008 and SAVE 25% during the month of August

Take your productivity to the next level with Amicus Accounting 2008 - our most robust product yet! With dozens of new functions and features, this is the upgrade you have been waiting for!

New features of Amicus Accounting 2008 include:

- **Redesigned Interface** - new user-friendly interface enables you to navigate within the product with ease
- **Change Client Matter ID** - easily change the client on an existing Matter
- **Optional Payroll Integration** - for all your payroll needs
- **One Step Trust to AR Entry** - transfer trust to AR in one step
- **Plus much more...**



Need more reasons to upgrade? See for yourself why there's never been a better time to upgrade your Amicus:

- Browse the [Amicus Accounting 2008 Feature Tour](#)
- Visit our [Upgrade Portal](#) and see what's new in Amicus Accounting 2008

For more information:

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FAQ - Answers To Some Common Technical Questions

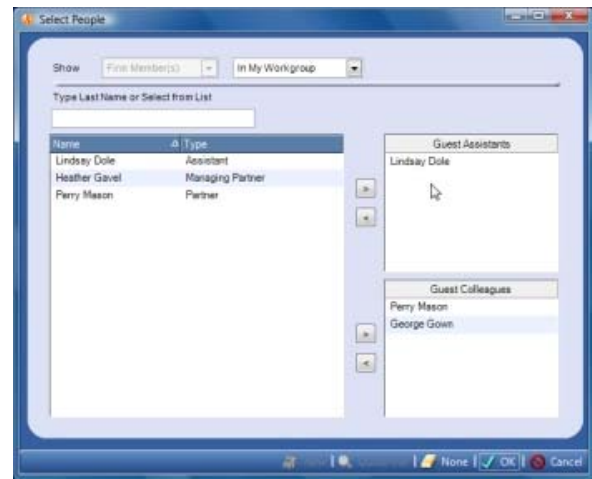
"There are no team member offices listed when I try to open another user's office?"

To open another team member's office that person must first grant you permission to do so by editing their office access settings. This is done from that user's office or by an Amicus Administrator.

Granting access to your office

To grant firm members access to your office:

1. Select My Profile from Office Preferences
2. Click Edit to display the Person Edit dialog
3. Select Office Access at the bottom right of the window that appears
4. In the Guest section of the window, click the (Select People) buttons to add or remove Guest Assistants and/or Guest Colleagues
5. When you are finished, click OK
6. Click OK in the Office Access dialog.

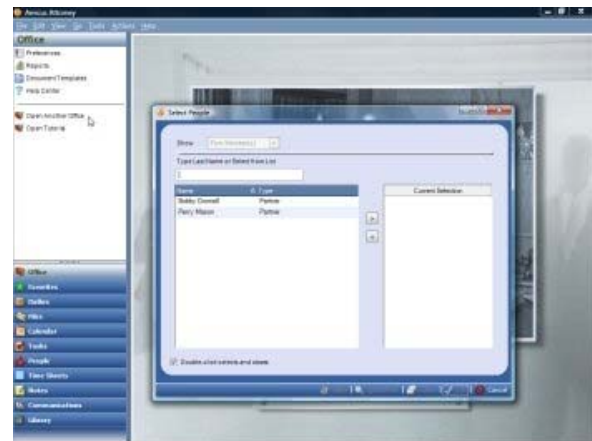


[Preferences > My Profile > Edit > Office Access > Select People](#)

Opening another firm member's office

When you want to see or change information in another firm member's office:

1. Close all dialogs to make sure that your information is saved
2. Choose Open Another Office in the navigation list of your Office window
3. The Select Office dialog appears listing the firm members who have granted you access to their office
4. Select a firm member and click OK
5. This opens the other firm members office so you can look up information and perform tasks, as determined by your usual security permissions and further limited by your current status as Guest Assistant or Guest Colleague (determined by the Office Owner)



[Open Another Office](#)

Note: There are 2 different types of access to grant, each offering a different level of permissions when in another person's office, Guest Assistant and Guest Colleague.

[newsletter index](#)

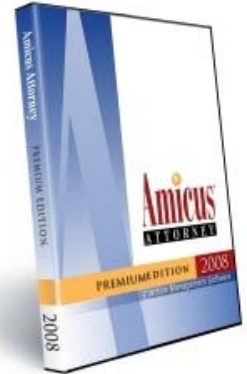
Amicus Showcase

PREMIUM EDITION

Statutory Holiday Tracking

Your administrator is responsible for maintaining statutory holiday listings in your Amicus Calendar. The program comes pre-configured with all key statutory holidays depending on the country selected upon installation (US, UK or Canada). All other jurisdictions can configure their own holidays within the program depending on their needs.

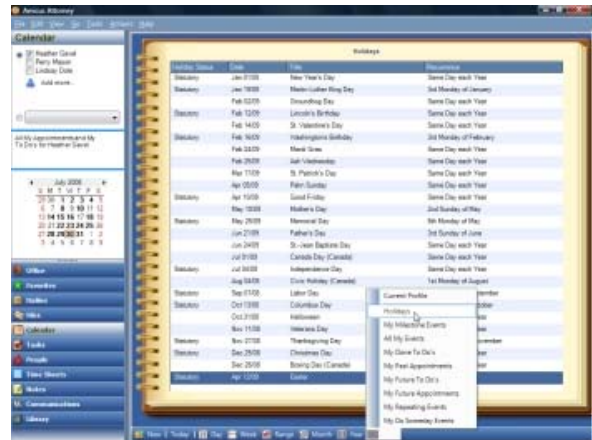
Holidays in Premium Edition can be specified as statutory, observed, both, or neither. This means that a holiday can be listed in Amicus Attorney as observed, while not being statutory. Or a holiday may be a national statutory holiday, but not observed in your jurisdiction. You may also choose to include holidays that are neither observed nor statutory. St. Patrick's Day for instance may be marked as not observed in that you may wish to have it appear in the Amicus Calendar, but you don't close the office to celebrate it.



All Holidays are reflected in each Firm Member's Calendar views. Observed Statutory Holidays are not considered business days for purposes of scheduling Repeating Events and Dependent Linked Events, and optionally, for scheduling the Deadlines of To Do's. Similarly, Observed Holidays are not considered business days when calculating the average billable hours in Time Entry statistics.

NOTE: Holiday changes do not take effect immediately- Calendar views, Events, and statistics will be automatically adjusted overnight by the Daily Checks process.

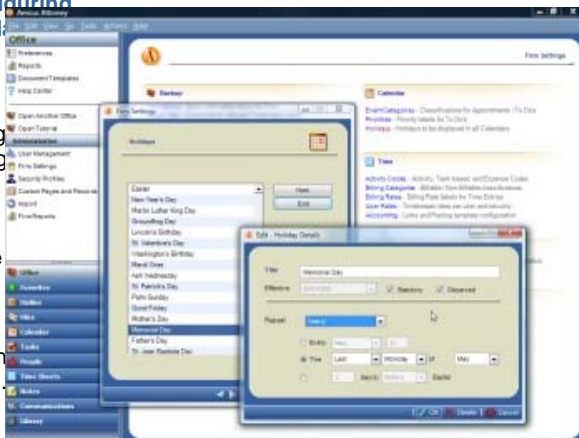
Should you wish to add new State or Provincial holidays to the list of national holidays, Amicus Attorney makes it easy to make the necessary changes.



[Calendar > List View > Holidays](#)

Configuring Holidays

Firm-wide configuration changes can only be made by a user with administrator rights.



To customize

Administrator: Firm Settings > Holidays > Edit

holidays, go to the Firm Settings view and click Calendar - Holidays. The Holidays view appears.

Adding / Editing Holidays:

If you click New (or select an item and click Edit), the Holiday dialog appears.

Enter the title. Enter a date in the Effective Date box. Select the Statutory and/or Observed checkboxes as appropriate.

Select the repeat frequency in the list box, and then fill in the appropriate details that appear for the frequency selected.

Removing Holidays:

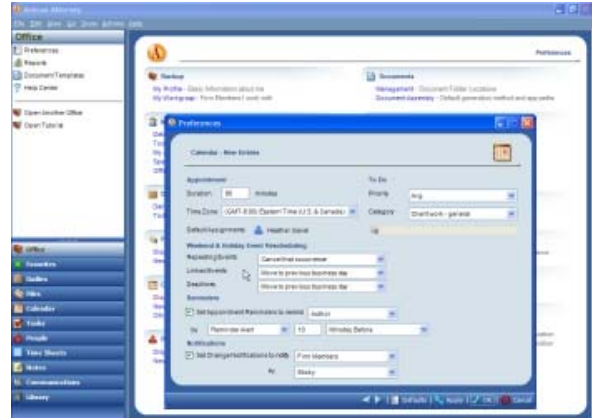
To delete a Holiday, select it in the list, click Edit, and then click Delete in the Holiday dialog that appears.

When complete, click OK to accept changes.

Firm Member Preferences

As stated above, Amicus Attorney helps with scheduling so that events aren't inadvertently entered into the calendar over a holiday. Preferences can be set for individual Firm Members for weekend and holiday scheduling. Separate preferences can be set for repeating events, linked events, and deadlines (Move to the next business day | Move to the previous business day | Schedule it anyway | Cancel that occurrence).

Generally, in order to avoid missing an important date you would probably want Amicus to move the date ahead, but you can choose to configure the program as you see fit.



Preferences > Calendar > New Entries



The Date Calculator in Amicus Attorney (Tools > Date Calculator) can also take

Tools > Date Calculator

into account weekends and holidays when setting dates. You have the option to choose how to proceed if the calculated day falls on a weekend or holiday (Show it anyway | Show the previous business day | Show the next business day). In the actual calculation you can also choose to specify business or calendar days (in addition to weeks, months and years).

Therefore your ability to record statutory holidays goes well beyond just displaying the dates in the Amicus Calendar, they can be taken into account when scheduling events.

For more information on Amicus Attorney 2008 Premium Edition visit www.amicusattorney.com.

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SMALL FIRM EDITION

Statutory Holiday Tracking

Your administrator is responsible for maintaining statutory holiday listings in your Amicus Calendar. The program comes pre-configured with all key statutory holidays depending on the country selected upon installation (US, UK or Canada). All other jurisdictions can configure their own holidays within the program depending on their needs.

Amicus Attorney allows you to distinguish between observed and non-observed holidays. For instance St. Patrick's Day may be marked as a non-observed holiday in that you may wish to have it appear in the Amicus Calendar, but you don't close the office to celebrate it. New Year's Day would be considered a Statutory Holiday in that it will appear in the Amicus Calendar and it would not be considered a normal business day for the purposes of scheduling events. This distinction is important because you can set preferences in Amicus Attorney to move dates and deadlines so that they do not fall on observed holidays (or weekends). Observed holidays would therefore be taken into account when scheduling events, while non-observed holidays would be treated as regular business days.

Should you wish to add new State or Provincial holidays to the list of national holidays, Amicus Attorney makes it easy to make the necessary changes.

Configuring Holidays

Firm-wide configuration changes are made within the Amicus Administrator. In order to customize the Statutory Holidays list, choose Calendar from the Configure Menu, then click the Statutory Holidays tab.

Change the details of a holiday

Double-click the holiday to see its Event Details. Make the desired changes, then click OK.

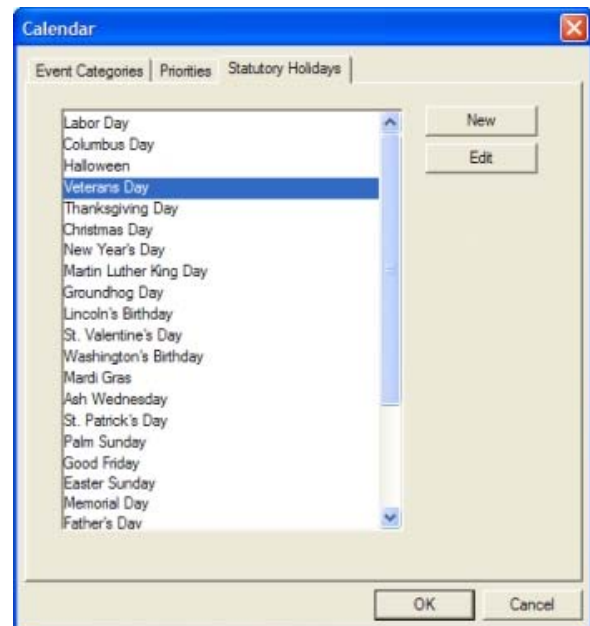
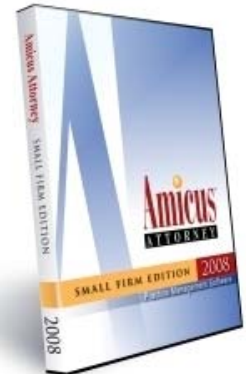
Add a holiday

Click New. Fill in the details in the Event Details window, then click OK.

Remove a holiday

Double-click the holiday. In the Event Details window, click Delete.

When you are finished customizing the holiday list, click OK at the bottom of the window.



Amicus Administrator: Configure > Calendar > Statutory Holidays

Team Member Preferences

Each individual team member can set their own preferences for weekend and holiday event rescheduling. Separate preferences can be set for recurring events, deadlines, and linked events

(schedule the event anyway | move to the previous business day | move to the next business day | cancel the occurrence).

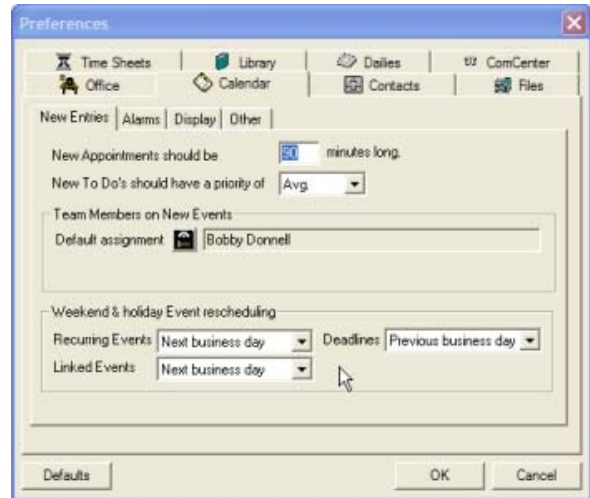
By default the preference is set such that deadlines will be moved up to the previous business day so that they will not be missed, while recurring and linked events will be moved to the following business day.

Date Calculator

The Date Calculator in Amicus Attorney (Amicus > Date Calculator) can also take into account weekends and holidays when setting dates. You have the option to choose how to proceed if the calculated day falls on a weekend or holiday (Show it anyway | Show the previous business day | Show the next business day). In the actual calculation you can also choose to specify business or calendar days (in addition to weeks, months and years).

Therefore, your ability to record statutory holidays goes well beyond just displaying the dates in the Amicus Calendar, they can be taken into account when scheduling events.

For more information on Amicus Attorney 2008 Small Firm Edition visit www.amicusattorney.com.



[File > Preferences > Calendar](#)

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AMICUS ACCOUNTING

Editing Unbilled Time

To edit unbilled time transactions posted to client files you need to use the Edit Unbilled Function found in the Time module. If a transaction has been billed and you still want to edit it, you must reverse the bill first.

1. Go to Time > Edit Unbilled
2. Select the Client Matter ID
3. Click on the transaction and click Edit
4. Make your changes and click Save
5. To see the transactions you have modified, click the Edited Entries tab.
6. If you decide not to save the changes to a transaction, highlight the entry and click Delete.
7. Continue editing transactions or click Post



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

Tips for editing unbilled time

- To automatically insert frequently used text in the description field, type the Auto-Text code in the field and press the space bar.
- Billed transactions cannot be edited. If a transaction has been billed and you still want to edit it, you must reverse the bill first.
- To print unprinted Edit Unbilled audits, go to General Ledger > Unprinted Audit Reports and select Time Entry or Edit Unbilled audits. New Time Entry audits and Edit Unbilled audits print together.



[Time > Edit Unbilled](#)

[Amicus Accounting 2008 Overview](#)

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