

Amicus Accounting 2009: Frequently Asked Questions

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Administration

1 How do I add another user account?

If you need another license for Amicus Accounting, contact Gavel & Gown Software first. Once you have requested, purchased, and received your new License Key, you can add a new user

- 1 Go to Start Up > Users.
- 2 Click New. A new message might appear as follows: "If you have already purchased and received your License Key from Gavel & Gown, click Apply License Key below." Apply the License key then proceed to the next step.
- 3 Type the user name for the operator you are creating the password for. Usernames must be unique, and are always entered in capital letters.
- 4 Enter the user's first name and last name.
- 5 Select the group the user is to be a member of. Groups determine the access rights the user will have. Users must be a member of at least one group.
- 6 Type the password to be assigned to the user. Passwords can be up to eight characters long, can be made up of letters, numbers and symbols, and are case-sensitive. Re-enter the password in the space provided.
- 7 Click Save.

2 How are passwords set up and how are they used?

Individual Amicus Accounting users are identified by their user names and passwords – user names identify the user in Amicus Accounting and therefore must be unique and passwords are used to authenticate the user name. These items are set up in the Start Up > Users function.

3 What does "Reset User Status" mean?

The Reset User Status utility is used to reset an operator's login status if his or her computer shuts down improperly while in Amicus Accounting. If someone exits improperly out of Amicus Accounting, their user status may not be reset and Amicus Accounting will not "know" that they are out of the program, which will prevent you from installing updates or running backups or utilities.

Resetting the status of a user who is legitimately in Amicus Accounting will not force them to log out. In other words, you cannot "kick a user out" of Amicus Accounting by resetting their status.

- 1 Go to Maintenance > User Status > Reset User Status. The screen will list the currently active users.
- 2 Click Reset Selected Users.
- 3 Click Close.

4 A lawyer has left the firm. Can I delete her from the system?

You can delete a lawyer (timekeeper) if the lawyer is no longer listed as the Responsible or Originating lawyer on any File, and if all unposted unbilled time balances for the lawyer are at zero. However, don't delete a lawyer number if you will still want to produce reports for that lawyer. Instead, simply designate the lawyer as inactive (from Lists, Timekeepers). This will prevent transactions from being posted to the lawyer accidentally and you will still be able to generate reports based on the lawyer number.

5 What are File types used for and where do I set them up?

File types are used to specify the type of law associated with a Client File. Reports can be printed by file type, allowing you to group Client Files. When you open new Client Files, you must specify the file type. Not all firms differentiate between file types. If your firm does not, just add one file type called General.

File types are set up in the File Types function in the Lists module.

6 What are billing cycle codes used for and where do I set them up?

Billing cycle codes are similar to file types in that they provide a method of grouping Client Files. For example, a firm might use weekly and monthly billing cycle codes and assign them to Clients so when billing, Clients can be

grouped through the billing cycle to which they belong. Billing cycles are optional, and can be assigned to Client Files either at the time the File is opened or at any point in the future.

Billing cycle codes are set up in the Billing Cycles function in the Lists module.

7 What are activity and expense codes used for and where do I set them up?

Activity and expense codes are used to speed the process of posting. Example activity codes are "Telephone conference with" and "Attend trial". Expense codes describe charges posted to Client Files, for example, "Postage" or "Photocopies". A unique code is assigned to a time or expense description and, when you want to post using that description, you simply enter the corresponding code or select it from a list. Expense codes also determine tax treatment and appearance on bills.

Amicus Accounting comes with sample activity and expense codes but you will probably want to add your own and remove those you don't intend to use.

To add or edit these codes, use the Expense Codes or Activity Codes functions in the Lists module.

8 What do I need to enter in the Firm Settings screen?

The System Settings tab on the Firm Settings screen enables you to make changes to the setup of Amicus Accounting. Changes made here affect all Amicus Accounting users. Don't modify these settings unless you understand how the changes will affect your system. Go to Start Up > Firm Settings. The System Settings tab is the first tab displayed.

Setting	Meaning
Firm Name	This field should contain your firm name as you want it to appear on reports.
Common City	Use the common city field to record the city in which most of your Clients reside. This saves time when you are opening Files - you will be able to press F6 to automatically fill in the common city instead of typing it each time
Year End Month	This field should contain the month number of the last month of your fiscal year. For example, if your year-end is in December enter 12 .
Month Last Cleared	This field should contain the last accounting month that you have cleared. For example, if you are currently posting in September, enter 8 . This does not mean that you can no longer post to the month you enter here, nor does it mean you must have reconciled your banks for this month. This simply provides a warning to users when posting to an earlier month.
Financial Year Start and End Dates	These dates represent the date range of your current financial year. They are used by General Ledger reports and by posting programs and are incremented when you run the year-end program.
Billing Allocation	When bills are posted, fees must be allocated to the correct lawyer. The Billing Allocation field enables you to specify how the fees will be distributed by default. Enter A or leave blank to automatically distribute the fees to the Responsible Lawyer on the Client File, or enter P to prorate the fees based on the time transactions on the bill.
Next Invoice No.	If you want Amicus Accounting to number invoices automatically, enter the next invoice number. The numbering series is not user-specific – all Amicus Accounting users will have the same numbering series.
Next Client Number	If Amicus Accounting is set to automatically number client matter files, enter the next Client number that Amicus Accounting will use when creating a new Client.
Next Trust Receipt #	If Amicus Accounting is set to assign trust receipt numbers automatically, enter the next trust receipt number the Amicus Accounting will use when posting trust receipt.
Date Format	Reports, posting programs, and all other screens will display dates based on this format. Enter MDY to format dates as MM/DD/YYYY. Enter DMY to format dates as DD/MM/YYYY. Enter YMD to format dates as YYYY/MM/DD.
Use Originating Lawyers	If you select this option, you will have the option to specify originating lawyers when you are opening files.
Confirm Save of A/P Invoices	If you select this option, you will be prompted before saving the A/P invoice when you press enter in the Invoice Entry program.

Setting	Meaning
Display Audit Trails	If you select this option, the audit number will be displayed after each transaction is posted.
Combine Audits	Select Combine Audits to print both pages of your transaction audit reports on a single page.
Allow Trust Overdrafts	Select whether you want to allow trust overdrafts on Files. If you choose to allow overdrafts Amicus Accounting will display a warning message but you will be able to override it.
Spool To Disk	Select how you want your audits printed. If you want to be prompted to print your audits each time you post, ensure Spool to Disk is disabled. If you don't want to be prompted to print your audits and instead want to print them later, enable Spool to Disk.
Automatic Trust Receipt #'s	Select this option if you want Amicus Accounting to generate trust receipt numbers automatically.
Automatic Backup	Select Yes (recommended) or No to activate or deactivate the automatic backup reminder.

9 What does "Accounting Method" mean?

Accounting methods are different ways of recording revenue and expenses. Amicus Accounting offers three accounting methods. You must select the appropriate accounting method before you start posting in Amicus Accounting.

The accounting method may be Cash Accounting, Modified Cash Accounting, or Accrual Accounting (you record billings as revenue). Your accountant will be able to determine which method is best for your firm.

- In the **Accrual** accounting method, revenue is accounted for when it is billed and expenses are recorded when they are entered. A vendor bill is recognized as an expense to your firm when you receive it, not when you pay it, and revenue is recorded when you post client bills.
- In the **Cash** accounting method, revenue is recorded when payment is received and expenses are recorded when they are paid. For example, vendor bills are generally recognized as expenses when you pay them, not when you receive them.
- In the **Modified Cash** accounting-method, revenue is recorded when it is received, expenses are recorded when they are paid, and recoverable unpaid and unbilled Client expenses are treated as assets until they are paid.

10 How are Client Files numbered?

The system automatically assigns Client/Matter ID numbers. In the Start Up > Firm Settings function – System Settings tab you can assign the first Client number (up to 9 digits). If desired, you could enter a new starting number at the beginning of each year—for example, “080001” at the beginning of 2008.

In a full Client File ID, the first digits comprise the Client number and the last 3 digits comprise the Matter number.

11 Where do I enter my tax and company information?

Tax and company information is entered on the Firm Settings screen in the Start Up module. The System Settings tab contains options that control how Amicus Accounting operates. Don't make changes to this information unless you understand how it affects your system. The Control Accounts tab allows you to configure your control accounts, which are a subset of your Chart of Accounts and are used to generate the automatic journal entries each time you post. The Tax Settings tab allows you to set up information about your firm as a vendor, such as default tax settings.

12 Where do I set up my timekeeper information such as standard and optional rates?

Use the Timekeepers function in the Lists module to add new lawyers and timekeepers and to edit, delete and print existing lawyer and timekeeper information. You must set up lawyer code numbers before you start adding Client Files. For each timekeeper, consider the following information:

- Unique number between 1 and 999
- Status – active or inactive
- Last name, first name
- Position in the firm

- Default billing rate
- Start date with the firm
- Optional rates (up to 25)

13 How do I enter a new bank account in the General Ledger?

To review or make changes to your General Ledger accounts, go to General Ledger > Account and Budget Maintenance. Before you add a new account, ensure you've reviewed your Chart of Accounts and have decided where the new account should appear, and ensure you understand how it will affect the totals and subtotals on your financial reports.

Bank accounts are General Ledger asset accounts and are set up in the same manner as other General Ledger accounts.

- 1 Go to General Ledger > Account and Budget Maintenance.
- 2 Enter the account number to be assigned to the new account. It is recommended that your account numbers be all the same length, from three to six digits long.
- 3 Click Yes in answer to the prompt that appears, asking whether you wish to add a new GL Account.
- 4 Enter the description of the account.
- 5 Select an account class from among: seven levels of Header Accounts, a Posting Account, and a Totals Only account.
- 6 Select an account type from among: Asset, Liability, Revenue, and Expense.
- 7 If you are adding a Totals Only account, select a total hierarchy level from first to fourth. This determines how far to the right the account will be indented on your Chart of Accounts.
- 8 Because you are adding a new bank account, select General Bank or Trust Bank in the Bank Type field, as appropriate.
- 9 The Do not show on Operating Statement checkbox applies only to the Operating Statement report. Select the checkbox if you don't want the account to appear on the Operating Statement, and instead want to see only the related Total account.
- 10 Leave the Show on Next Page checkbox blank except for where you want to start a new page. This option is used to indicate that this account should start a new page on your printouts.
- 11 Click Save.

14 Can I delete a General Ledger account that I no longer use?

No. You cannot delete a General Ledger account after you have posted to it. Instead, set it to inactive (from General Ledger, Account and Budget Maintenance).

15 How do I close a Client File?

When you will no longer be working on a Client File and all balances on the File are at zero, you can close the File. Closed Files are not deleted from the system and can be re-opened at a later date. Closed Files can still be viewed in the Account Inquiry and Client Matter Details screens, but will not appear on most reports.

- 1 Go to Month/Year End > Close Client Files.
- 2 Enter the Client Matter ID number to be closed or select from a list of Files.
- 3 Enter the closing date.
- 4 Enter the closed number to be assigned to the File.
- 5 Enter the destruction date. Files are never deleted from the system, even when the destruction date is reached. This date is for reference only, to indicate a date on which the hardcopy of the File can be destroyed.
- 6 Enter Y to confirm that the File can be closed. The File is automatically added to the list below.
- 7 Select the Print Closed File Details option or the View Closed File Details option to see the posting details before closing the Files. Alternatively, select the Do Not Print Or View Closed File Details option.
- 8 Continue entering Files to be closed.
- 9 When finished identifying Files, click Close Clients.

- 10** Go to Month/Year End > Move Closed Transactions. The details will be moved to the closed File. This might take a few minutes, depending on the number of Files closed.

16 How do I re-open a Client File that has been closed?

Amicus Accounting enables you to re-open closed Client Files. You can re-open the original closed File; however, keep in mind that the transactions posted prior to the close date will no longer be visible in the Account Inquiry view until you close the File again. Depending on the situation, you might want to open another Matter for the Client. When the File is closed again, the new transaction details will be appended to the old and will again be visible in the Account Inquiry view.

- 1** Go to Clients > Client Matter Details.
- 2** Select the Closed filter at the top of the Select Client Matter File dialog, select the File you wish to re-open, and click OK.
- 3** Clear the Closed checkbox at the top of the Client Matter Details dialog, and then click Save. Amicus Accounting will display a message prompting you to print the details. To print the existing details (highly recommended), click Yes and exit Client Matter Details, and then go to the Account Inquiry screen to print the details. Return to Client Matter Details when you are ready to re-open the File, and follow the above steps.

17 Where can I learn about known issues with Amicus Accounting?

A *Known Issues* list is available from the Support > Known Issues and Important Information section of our website, at www.amicusaccounting.com.

Using Amicus Accounting

1 I need to perform a specific function in Amicus Accounting but I don't know how. Where can I find help?

Online Help is available from the Help menu in Amicus Accounting. If necessary, contact Gavel & Gown Technical Support at 416 977-6633.

2 What Client information and transactions can I enter? Where do I go to enter the information?

Amicus Accounting enables you to record Client name and contact information including address, phone numbers, e-mail addresses and matter descriptions. You can also enter notes on the File, billing contacts and diary report items. This information is entered in the Client Matter Details screen. With the exception of the Client Matter ID (which uniquely identifies the File and cannot be changed) you can edit all the Client File information at any time.

Transactions that can be posted to a Client File include fees for services rendered (time entry); Client expenses such as photocopies, courier charges, and medical bills, Accounts Receivable invoices and payments, and trust receipts and checks. To post time, choose Time, New Time Entry. To post Client expenses (disbursements), choose Expenses, New Expense Entry. To post invoices, choose Billing, Create Bills. To post receipts of payment, choose Receipts, Receipts. To post receipts of trust funds choose Trust, Receipts, and to post trust checks, choose Trust, Trust Checks.

You can also post time, expense and Accounts Receivable write-offs, trust transfers, time and expense transfers, trust transfers to pay A/R, interest, and firm checks.

For information on a specific posting function, look up its name in the online Help's index.

3 What does "WIP" mean? Do I have to enter WIP to use Amicus Accounting?

WIP stands for Work In Progress. In Amicus Accounting, WIP means unbilled fees or Client expenses.

The WIP balance on a Client File is increased when you post fee or expense transactions and is decreased when you post billings. Depending on your accounting method, you might also have General Ledger control accounts for WIP Fees and WIP Expense.

4 Can I edit a transaction before I post it?

Most posting programs allow you to edit saved entries before you post them. In the posting program, click View Unposted Transactions to see transactions you have saved but have not yet posted. Click the transaction that you want to modify and click Edit. Make your changes and click Save.

Some posting programs only allow you to delete a saved entry and then re-enter it. These posting programs are Firm Receipts, Bills, Trust Receipts, Journal Entries, and Accounts Receivable Write-offs. If you need to make a correction, click View Unposted Transactions to see transactions you have saved but have not yet posted. Click the transaction that you want to correct and click Delete. Then re-enter the transaction.

5 Can I reprint audits for the prior year?

Yes. You can use the Unprinted Audits program or the Reprint Audits program in the Reports module to print audits for the current year and for the prior year.

6 How do expenses affect my income statement?

Expenses affect your client recoverable expense accounts (if you use the Cash accounting method) or WIP (if you use the Modified Cash or Accrual accounting method).

If the firm uses Cash or Modified Cash accounting method, then when you post an expense entry to a client file with an expense General Ledger account and post a firm check to the expense account to pay for the expense, the net affect is a debit to your WIP Expenses and a credit to your general bank. The net affect on your client expenses is zero unless you pay out more or less than what was charged to the client. For example, if you post a \$100 expense to the client but pay \$150 with a firm check, there is a net expense to the firm of \$50. The client recoverable expense accounts in your General Ledger reflect the recovered client expenses.

In summary, law firms provide a service so (in theory) make money on fees. Expenses (in theory) are charged back to the client. If you pay out more for the expense than what was posted to the client's WIP, it affects the

client (recovered) disbursement expense accounts and increases the expenses to the firm. If you bill more than what was posted to WIP, this affects your Billed Expense Revenue and increases your firm revenue.

7 How do I enter a postdated check?

Post the check in the normal manner, entering the check date as the future date. The check will not appear on your Outstanding Check List until that date. If you enter a date that is in a month other than your default posting month, Amicus Accounting will warn you but you will be able to continue. You cannot post to more than one month in the same posting batch, and you cannot post into a future year.

8 How do I post a trust transfer to pay a client's Accounts Receivable?

Use the Trust Transfer to A/R program to transfer client trust funds to credit the client's account receivable.

In Amicus Accounting 2008 or higher, the following methods are available for transferring trust to pay A/R:

- Use the Trust Transfer to pay A/R in the Trust module. It is now a one step process. The trust check and firm receipt will be posted. Select the Bank Account you want to deposit the trust check to and the journal entry will complete the transaction. Printing a Client Receipt is optional.
- In the Finals Bills view of the Create Bills function, the trust check and firm receipt will be posted if you select the Post Trust to Pay A/R option. Select the Bank Account you want to deposit the trust check to and the journal entry will complete the transaction. Printing a Client Receipt is optional.

9 How do I record an overpayment from a client?

There are a few ways of handling this:

- Post the entire receipt to the client file to offset future bills. This pays the bills for the matter and leaves the client with a general retainer balance.

In Amicus Accounting 2008 or higher, the Enter Receipts function allows you to enter the total payment once. Select the bills to pay and any overpayment will be displayed as an Unused Payment. You have following ways to handle the overpayment:

- Apply as a general retainer, which can be applied at a later date.
- Issue a refund check.
- Apply to a selected trust account.

10 How do I record that a receipt I posted was returned to the bank as an NSF check?

Reverse the receipt. This will credit the General Ledger account for your bank and will reinstate the A/R on the client file. You cannot reverse a receipt that has been cleared in the Bank Reconciliation Program or posted to a client file that has been closed.

- 4** Click Receipts, Receipts.
- 5** Select Reverse Receipts.
- 6** Select the general bank account number the original receipt was posted to.
- 7** Enter the date on which you want the reversal to appear.
- 8** Select the client file or General Ledger account number the receipt was posted to.
- 9** Select the invoice/reference number of the receipt to be reversed. It is important that you use the original reference number because Accounts Receivable transactions are grouped and aged by reference number.
- 10** The original amount will display automatically. You cannot edit this amount.
- 11** Click Save, and then click Post.

11 How do the tax settings on expense codes work?

The New Expense entry, Firm Check and Invoice Entry programs calculate tax based on the tax settings on the individual expense codes and on the tax settings on the client files. The expense code tax settings are configured in the Lists, Expense Codes screen. Print your list of codes and review them before making changes. Don't make changes to expense codes after you have posted using them.

There are two types of taxable codes: those in which tax is included in the amount you enter, and those in which it is not. For example, if you enter \$10 in the posting program, do you want tax to be calculated on top of the \$10

(i.e. for a total of \$10.70, if the tax rate is 7%) or is tax to be broken out so that the total remains at \$10 including tax? Review your list of codes and ensure that the setting for Tax Included is set correctly, either to a Y or an N. If you don't want tax to be calculated on an expense code at all, set the Tax 1, Tax 2, and Tax Included settings to N.

The tax setting on client files also determines whether tax will be calculated when posting to that file. Click Clients, Client Matter Details and locate a file that should not have tax calculated. Click the Matter Details tab and check the Tax 1 and Tax 2 settings in the lower left corner. If the file is nontaxable ensure these are set to N. The tax setting on the client file overrides the settings on the expense codes – you can post to a client file marked as nontaxable using a taxable expense code and tax will not be calculated.

Expense codes are also used by the Firm Checks posting program. Client expenses posted using the New Expense Entry posting program will be summarized by expense code (except for codes 0 and 999, see below) on client invoices. Client expenses posted using the Firm Checks posting program will be itemized on client invoices.

Here are the settings to use for the various types of expense codes.

If the expense is...	It should have these tax settings:
Taxable and the amount you will enter will include tax for which you will get an input tax 1 credit.	Tax1 = Y, Tax2 = N, Tax Included = Y
Non-taxable, therefore there is no input tax 1 credit.	Tax1 = N, Tax2 = N, Tax Included = N
Taxable, but the amount you will enter does not include tax and therefore the program should calculate tax on top of the amount you will enter.	Tax1 = Y, Tax2 = N, Tax Included = N

Expense codes 0 and 999 are default codes and should not be modified or deleted. They don't have a predefined description; you will type your own description when you post using them. Use code 0 if you want to record an expense that is Tax 1 taxable, where Tax 1 is included in the amount of the expense, and on which you want to type your own description. Use code 999 if you want to record an expense that is not Tax 1 taxable, on which you want to type your own description. Code 0 should be set up with Tax1 = Y, Tax2 = N, and Tax Included = Y. Code 999 should be set up with Tax1 = N, Tax2 = N, and Tax Included = N. Expenses posted using codes 0 or 999 are itemized on client invoices; they are not grouped by expense code.

12 I am trying to write off a particular transaction and I get a message saying there is nothing to write off. I can see the transaction on the file so I know it is there. How do I write it off?

Most likely, the transaction is marked for billing. To check, go to the Account Inquiry screen and view the client file. Click either the Time or the Expenses details tab, depending on the type of transaction you are trying to write off. Find the transaction, and scroll to the right until you see the Stat column. If there is a small "p" in this field, or a "p" followed by a number, this means the transaction is marked (also called pre-billed) for billing. You need to unmark it before you can write it off. To unmark time or expense transactions:

- 1 Click Billing, Create Bills.
- 2 Click the Draft Bills tab. You will need to change the status of the bill to draft if it is in Apply Payments/Transfers or Final Bills tab.
- 3 Click the Time button to unmark time entries or click the Exp. button to unmark expense entries.
- 4 Marked entries will be highlighted in green. Double-click the transaction or click on it and press Enter to unmark it. Click Deselect All to unmark all the entries.
- 5 Then close the Create Bills screen WITHOUT posting.

13 I have an account in my Chart of Accounts that I don't need. How can I delete it?

You cannot delete a General Ledger account after you have posted to it. Instead, set it to "inactive".

14 I have just done some data entry. How do I get a printout?

Print your transaction audits. A transaction audit is a report of what you have posted, and will show the client files you have posted to and the General Ledger accounts that were updated. If you know the audit numbers you want to print, use the Reprint Audits program. If you don't know the audit numbers and you want to print all the unprinted audits by posting program type, use the Unprinted Audit Reports program.

15 I have some old bills that I can't collect. How do I write them off?

You can write off invoices using the Accounts Receivable Write-off program.

- 1** Click Receipts, A/R Write-offs.
- 2** Enter the date of the write-off, click to select the date from the calendar, or press Enter to use the current system date. To post to a date in your prior year enter the date and then enter the previous year adjustments password when prompted.
- 3** Enter the client number.
- 4** Click the Invoice No. list or select from the list of the client's outstanding invoices.
- 5** Type a description for the write-off or press Enter to use the default.
- 6** Enter the amount of fees/expenses/taxes to be written off in the Changes column. Use a negative sign if you are writing off a bill, or enter a positive number if you are "writing up" a bill.
- 7** Click Save.
- 8** Type A to prorate the fees to the responsible lawyer, type P to prorate them based on the invoice or type M to manually allocate them to more than one lawyer. If you enter M, enter the lawyer number and the amount to distribute to him/her. Continue until the balance remaining is zero.
- 9** Continue entering write-offs or click Post.

16 I have some time and expenses transactions posted to a client file that I don't want to bill for. How do I write them off?

Use the Time and Expenses Write-offs programs to write off transactions you don't intend to bill for.

17 I need to write a check off term trust to transfer funds to regular trust. How do I post this?

You cannot write a check off term trust funds. Instead, use the Trust Receipts posting program to transfer the funds to regular trust. Follow these steps:

- 1** Post the amount to the interest bearing trust account through Trust Receipts so that the balance in Amicus Accounting matches the closing balance of the interest bearing account at the bank.
- 2** Post a negative receipt (type a negative sign and then the number; Amicus Accounting will automatically change this to a positive number) to the interest bearing trust account through Trust Receipts to reverse the trust from the interest bearing trust account.
- 3** Post a regular receipt to the pooled trust account through Trust Receipts to transfer the trust from the interest bearing account to the pooled trust account.

18 I want to post a bill for only one of the expenses on the client file. How do I do this?

Amicus Accounting's flexible billing program enables you to generate statements of account either for individual client files, for all client files by name, matter number or file number, and by any combination of Responsible or Assigned Lawyer, file type, and billing cycle. You can automatically post payments from trust without using the Transfer to A/R program and you can automatically post and print trust checks and print client receipts.

Other options include the ability to save draft bills and print a summary report of the drafts, and to print a summary report of the final bills. You can also exclude files based on a minimum amount owing, include non-billable time on the bill and print envelopes.

- 1** Click Billing, Create Bills, Bill single Client tab and enter the date and client number.
- 2** Click on Save to Draft Bills.
- 3** Go to Save to Draft Bills tab. Click the Exp button on the middle of the screen, below the upper table. The client's unbilled expenses will display. You will need to ensure that only the transaction you want to bill for is marked. Click Deselect All to unmark all the transactions, and then check the entry you want to bill for.
- 4** The Exp column on the upper table will automatically be updated with just the amount of the expense you marked.
- 5** Click the Create Final Bills button. On the Final Bills tab, select Post Bills checkbox and other desired options. The client's WIP will be reduced by the amount of the expense you billed, and the transaction will no longer be outstanding.

19 In billing, what is the difference between the bill number and the invoice number?

Bill numbers are automatically created by Amicus Accounting and are unique on each client file. The bill number starts at 1 for each file and is incremented each time you post a bill to the file. You cannot change the bill number. You will need to know the bill number assigned to a bill if you want to reverse it or if you want to see which time or expense entries were billed on the bill. The Account Inquiry screen displays the bill number on billed time and expense transactions and on the bill entry in the client file's Accounts Receivable details.

Unlike bill numbers, you can specify the starting invoice number in the Firm Settings yourself. Invoice numbers don't have to be unique on each file. Invoice numbers are used to group related Accounts Receivable transactions such as a firm receipt and the invoice being paid, or an Accounts Receivable write-off and the invoice being written off. The A/R Aging report and the A/R Reminders group Accounts Receivable transactions by invoice number so that the Accounts Receivable is aged correctly. Invoice numbers are also called "reference numbers". On the firm receipt screen, the Reference field refers to the invoice number.

Although invoice numbers don't have to be unique on each client file, Amicus Accounting will warn you if you enter an invoice number that has already been used for that file. This is because the invoice number is used to group related transactions. If the bill you are posting is related to a bill already posted, you can override the warning message and use the same invoice number. However, the bills will be grouped together and aged using the date of the oldest bill with that invoice number. If you don't want the bills to be aged together, use a different invoice number.

20 What are the procedures for creating a bill?

Amicus Accounting's flexible billing program enables you to generate statements of account either for individual client files, for all client files by name, matter number or file number, and by any combination of Responsible or Assigned Lawyer, file type, and billing cycle. You can automatically post payments from trust without using the Transfer to A/R program and you can automatically post and print trust checks and print client receipts.

Other options include the ability to save draft bills and print a summary report of the drafts, and to print a summary report of the final bills. You can also exclude files based on a minimum amount owing, include non-billable time on the bill and print envelopes.

21 What does "marking" time and expenses mean?

Time and expense transactions are automatically marked (also called pre-billed) when you select them in the Draft Bills tab or currently exists in the Apply Payments/Transfers tab or in Final Bills tab in Billing menu.

22 What does the status field mean in the Account Inquiry screen?

In Amicus Accounting, a time or expense transaction might have a status of posted, pre-billed (also called marked), billed or written off. This only applies to time and expense entries, not to trust or Accounts Receivable transactions.

To check the status of a transaction, go to the Account Inquiry screen and click on either the time or expense details tab. Find the transaction, and scroll to the right until you get to the Stat column. It is important to know how to check this because there are some operations you cannot do depending on the status of a transaction. For example, you cannot write off or transfer a transaction that is pre-billed or billed.

Status field in the Inquiry screen shows	Status	What this status means
A blank	Posted	The transaction has been posted. It has not been pre-billed, billed or written off.
A "p"	Pre-billed	The transaction has been pre-billed (also called marked) for billing.
An asterisk followed by a number, e.g. *4	Billed	The transaction has been billed in the billing program. The number beside the asterisk is the bill number of the bill. Billed transactions cannot be written off or transferred to another client file. If you want to write off the transaction or transfer it, you must first reverse the bill, and then unmark the transaction.

Status field in the Inquiry screen shows	Status	What this status means
A "p" followed by a number, e.g. p7	Bill has been reversed	The transaction was billed, and then the bill was reversed. The "p" means the transaction is currently pre-billed (you will not be able to write it off without unmarking it) and the number indicates the bill number of the bill that was reversed. Handle these transactions the same as regular pre-billed transactions.
A "W"	Written off	The transaction has been written off using the Time or Expense Write-off program. If you decide to transfer the transaction to another file or to bill the transaction instead of writing it off, you must reverse the write-off first.

23 What is an audit number?

A transaction audit is a report of what you have posted. Each audit consists of two sections. The first section shows the transactions as they were posted to the client files or General Ledger accounts. The second section shows the automatic journal entry that was posted to the General Ledger.

Every time you post in Amicus Accounting, a transaction audit is created and an audit number is assigned to the posting batch. A posting "batch" refers to the single transaction or group of transactions that you enter and save, and that are posted when you click the Post button. For instance, if you enter ten expense entry transactions and then click Post, they comprise one posting batch and each transaction is assigned the same audit number.

When you first start using Amicus Accounting your audit number begins at 1. Each time you post, the audit number is increased by one so that each audit has a unique number by which it can be identified.

24 What is the difference between Unprinted Audits and Reprint Audits?

Use the Unprinted Audit Reports program if you don't print your audits immediately after you post. (The Spool to Disk option in Firm Settings allows you to choose whether to be prompted to print your audit immediately after you post.) The Unprinted Audit Reports program allows you to print unprinted audits by posting program type. For example, you can print all unprinted billing audits, or all unprinted journal entry audits. If you are user 1 you can also print audits for other users. If you are not user 1, you can only use this program to print your own audits.

Use the Reprint Audit Reports program to print a specific audit number or a range of audit numbers. You must know the numbers of the audits you wish to print.

25 Can the Audit reports be generated to a log file, to avoid wasting paper?

Yes, audits that are not printed are saved to the Unprinted Audits file. Go to the Firm Settings function in the Start Up module and enable the Spool To Disk option—then users won't be prompted to print audits each time they post. Also disable the Display Audit Trails option—then the audit number and report will not appear. Users may later choose the Unprinted Audits function in the General Ledger or Month/Year End module to view and/or print any unprinted audits as desired.

TIP: Enable the Combine Audits option in Firm Settings if you want both pages of your transaction audit reports to print on a single page to save paper. (The first page shows the posting to the Client Matter files and the second page shows the General Ledger update.)

26 When I am entering transactions into Amicus Accounting, I get a message saying that the date is out of range. What does this mean?

The "date out of range" warning message appears if you have entered a date that is more than 30 days before or after the current date. Amicus Accounting does not prevent you from posting – if you want to use the date you have entered just click OK and continue. (Remember that you cannot post into the next year until you have run the year-end program.) Reports are date sensitive so you can post into prior periods to make corrections if necessary. The purpose of this message is simply to make it harder to post using the wrong date accidentally.

27 When I am entering transactions into Amicus Accounting, I get a message saying that the default posting month is not the current month. How do I correct this?

Select Firm Settings from the Start Up menu. Check the Month Last Cleared field. It should be set to the number of the last month you were posting in. For example, if you are currently doing the majority of your posting in August, the Month Last Cleared field should be 7.

This message is intended as a warning to prevent accidental postings into the wrong month. If you want to post with the date you have entered even though it is not within the current month, click OK to this message and proceed.

28 When I am entering transactions into Amicus Accounting, the date that automatically appears is not today's date. How can I make it use today's date by default?

By default, Amicus Accounting uses the date from the current system date on your computer, and formats it based on the Date Format field in the Firm Settings screen.

If the date displayed is incorrect, check the date on your computer. Also check your computer's date format. Click Start, Settings, Control Panel, Regional and Language Options. Ensure the Short Date and Long Date are set correctly based on the standards of the country in which you operate.

Also keep in mind that when you are posting more than one transaction at a time, pressing enter on the Date field will cause Amicus Accounting to use the date entered on the last transaction.

29 Why do I have to distribute fees to lawyers when I'm posting bills and receipts? What is the difference between the three distribution options? (Manual, All to Responsible, and Prorated)

Lawyer reports are based on fee distributions. Expenses and taxes are always automatically distributed to the responsible lawyer, but you must specify the lawyer to whom the fees should be posted, both for billings and for receipts. It is important that you distribute fees correctly. For example, if you distribute the fees on a bill to one lawyer but the receipt to another, your A/R Aging report will be incorrect. The report for the first lawyer will show the amount as still outstanding and the report for the second lawyer will appear as if the client has overpaid.

Manual distribution means that you can enter the lawyer number and then manually enter the amount of fees. You can enter as many lawyers as necessary until all the fees have been distributed.

The All to Responsible option means all the fees will automatically be distributed to the responsible lawyer, regardless of which lawyer has done work on the file.

Prorating the fees means, in the case of bills, that the fee distribution will be based on the time posted to the file. For example, if four lawyers have worked on the file and each has posted 25% of the time that is being billed, the prorate option will automatically post 25% of the billed fees amount to each of the four lawyers. Prorating firm receipts is similar, but the prorating is based on the manner in which the fees amount was distributed on the bill the receipt is being applied to. For example, if the bill was manually distributed with 25% to one lawyer and 75% to another, a prorated firm receipt will distribute using the same percentage.

30 When interest has been charged, does the interest get added to the A/R balance of the Client File, and become part of the current balance that interest will be charged on the following month? (In other words, is the interest compounded monthly?)

Interest on outstanding invoice amounts is optionally calculated and printed on the A/R Reminder Statements, based on the Aging Date and the invoice age you specify in the Charge On field (e.g. 30 days).

Note that interest is not posted to the A/R by the A/R Reminder Statements function. If you wish to create an interest invoice, you must enter an amount in the A/R Reminder Interest function and post it to the A/R.

The next time you generate an A/R Reminder Statement and select the Charge Interest option, interest is calculated on the principal amount, including the amount in prior interest invoices. Therefore, interest will be compounded at that time.

In Amicus Accounting 2008 or higher, you can select to post simple interest which will be added to the client's account, but no interest will be calculated on interest that has been posted. Simple interest will be calculated on the original invoice amount, not on the posted interest. Therefore, it is not compounded.

Reports

1 An invoice I just posted is appearing in the 120 days and over column on the A/R Aging report. What is wrong?

The A/R Aging report groups transactions by reference (invoice) number and ages them as of the oldest date in the reference number group. If a transaction is appearing in the wrong aging period, check the A/R details on the client file and see if the invoice reference number was used for a previous transaction. If so, reverse the transaction you just posted and repost it using a new reference number.

It is important that you use correct reference numbers because they are used throughout Amicus Accounting to track and group fee billings, firm receipts and Accounts Receivable write-offs. For example, reference numbers are used when you post firm receipts to allow you to apply payments to the correct invoice. Similarly, reference numbers are used to apply write-offs to the correct invoice.

Amicus Accounting will assume that items with the same reference number are related and will group them together on the A/R Aging report, on the A/R Reminders, and in the firm receipt and A/R write-off invoice selection lists.

Note that the reference number is not the same as the bill number. The bill number is automatically assigned and incremented by Amicus Accounting when you post fee bills. It is not used to group transactions for the purpose of aging them.

2 How are the Entry Date, Invoice Date and Due Date used in Accounts Payable?

The Entry Date is the date that appears in the Client or Vendor Inquiry screen, and is the date that is recorded in the General Ledger. The Invoice Date appears in the Vendor Inquiry, on the AP Invoice audit, and is the date used by the AP Aging report. The Due Date is included on the Cash Requirements by Vendor report, and is used to select invoices to include on the report.

3 How can I get a list of everything I have posted to a particular General Ledger account this month?

Print the Detail Journal Listing report.

- 1 Go to Reports > General Ledger Reports > General Ledger Reports, and select Detail Journal Listing.
- 2 Enter the date range for the financial year that you want to produce the report for.
- 3 Enter the date range of the accounting month that you want to produce the report for.
- 4 Enter the starting and ending audit numbers to produce the report for. To produce the report for all audit numbers press Enter in each field. To produce the report for a single number, enter the number in both fields.
- 5 Enter the starting and ending General Ledger account numbers to produce the report for. To produce the report for all account numbers press Enter in each field.
- 6 Choose whether you wish to include inactive accounts on the report.
- 7 Click View to display the report on your screen or click Print to send it to your printer. Click Drilldown to display the report in a screen where you can click to get more information on the General Ledger accounts and numbers on the report. This option also allows you to export the information in the report to a Microsoft Excel spreadsheet.

4 How can I quickly tell how much a client owes?

From the Inquiry menu, select Account Inquiry to view the Account Inquiry screen. Enter the client number. The Total AR field in the lower right corner will display the balance of the Accounts Receivable on the file.

5 I want to print a report that shows a total of the unbilled time for a specific lawyer. Where can I find this information?

Print the Activity Summary report.

- 1 Click Reports, Billing, and Lawyer Activity Summary.
- 2 Enter the report date or press Enter to use the current system date.
- 3 Enter the date range for transactions to include on the report.

- 4 This report calculates totals based on working (individual) lawyer. Select the lawyers to include. You can print the report for a single lawyer, for a range of lawyers, or for all lawyers. A separate report will print for each lawyer.

6 What is the Automatic Report Runner and how do I use it?

The Automatic Report Runner is used to group reports so that you can print them at the same time. This is useful when you have a large group of reports to be printed, for example, at month end.

7 What is the difference between printing reports by working lawyer, by responsible lawyer and by originating lawyer?

The same report produced by working lawyer, by responsible lawyer, and by originating lawyer can produce entirely different results. A report produced by working lawyer calculates totals based on actual postings to specific lawyers. A report produced by responsible lawyer calculates totals based on postings to clients whose responsible lawyer is the lawyer selected, regardless of the lawyer transactions were posted to. A report produced by originating lawyer calculates totals based on postings to clients whose originating lawyer is the lawyer selected, regardless of the lawyer transactions were posted to.

If you print a report by assigned lawyer, you will only get the transactions that were actually posted or distributed to that lawyer, regardless of whether that lawyer is the responsible lawyer on the file.

If you print a report by responsible lawyer, you will get all the transactions on all the files on which that lawyer is listed as the responsible lawyer, regardless of who did the work on the file.

If you print a report by originating lawyer, you will get all the transactions on all the files on which that lawyer is listed as the originating lawyer, regardless of who did the work on the file.

8 Which report shows all the outstanding checks for a bank?

Print the Outstanding Check List, in the Reports module under Month/Year End, to get a list of outstanding checks by bank.

9 Why does the Transaction Listing report say "out of balance"?

There are two reasons why it might say "out of balance" – either an audit is actually out of balance (the debits posted don't equal the credits posted), or the report was printed by General Ledger account.

The Transaction Listing report is designed to be run by audit number, not by General Ledger account. It displays the update to the General Ledger accounts included on it, for each audit included on it. Therefore, if you select only particular General Ledger accounts, the accounts not selected will not be included when the report determines if a given audit balanced to zero.

For example, if you post a firm check and then print the Transaction Listing selecting only your general bank account, the audit on which you posted the firm check will be listed as out of balance because the report will not include the account that was debited by the firm check posting. You are, in essence, asking the report to include only the credit to your bank, and so the audit is out of balance because there is no offsetting debit. You are printing it incorrectly. If you reprint the report selecting all accounts, it will no longer say "out of balance".

However, as a result of a hardware failure or an operator posting a single sided journal entry (a journal entry in which the debits and the credits don't balance to zero), an audit might actually be out of balance. This will cause your General Ledger to be out of balance, and you will see a message on your System/File Balance report indicating this.

In this situation, the Transaction Listing report is useful for finding the audit that is causing the General Ledger to be out of balance. If you print your System/File Balance and see a message on it that says GL not balanced, print the Transaction Listing report for all General Ledger accounts, starting at the audit number of your last in-balance System/File Balance, and look for an audit that is out of balance. When you find the audit, verify the posting to determine why the debits and credits posted on it did not balance to zero.

Corrections and adjustments

1 How do I reverse something that I posted incorrectly?

Reversing entries in Amicus Accounting is easy. Many of the posting programs have built in reversal functions so that all you must do is click Reverse and choose the entry to reverse. Firm Receipts, A/R Write-offs, Firm Checks, Trust Receipts, Trust Checks, and A/P Checks have built in reversal function. For Billing, use the Reverse Bills function.

In other posting programs, reverse an entry by entering a negative number. In these posting programs, ensure you use the same reference/check number or time/expense code as in the original entry

2 I accidentally canceled a check that is still outstanding. How do I fix this?

Follow these steps if a check is cleared in error during a bank reconciliation and you need to put it back on your Outstanding Check List, or if a deposit is cleared in error during a bank reconciliation.

- 1 Go to Month/Year End > Bank Reconciliation.
- 2 Enter the bank G/L account number or select the bank account from the list.
- 3 Enter the start and end dates for the G/L period in which the check or deposit was marked as cleared. For example, if the check or deposit was marked as cleared on last month's bank reconciliation, enter the start and end dates of last month.
- 4 Click Clear Checks and Deposits. Cleared checks and deposits will display. Clear the checkbox beside the check or deposit that was cleared in error.
- 5 Click Save. You do not need to save the bank reconciliation.

3 I made a mistake on a bill and now I need to unmark everything and redo the invoice.

- 1 The first thing to do is reverse the bill (which can be done if it has not been paid). For instructions, read the Help topic: Billing > Reverse Bills > Reversing bills posted in Billing.
- 2 After reversing the bill, go back into the Create Bills function.
- 3 Go to Bill Single Client tab; enter the date and Client number. Click Save to Draft Bills.
- 4 Go to Draft Bills tab, click the Time button, and click Select/Deselect All to unmark all the transactions. Re-mark the transactions that you want to bill.
- 5 Click the Expenses button and click Select/Deselect All to unmark all the transactions. Re-mark the transactions that you want to bill.
- 6 Once the correct transactions are marked, click the Create Final Bill(s) button.
- 7 Make sure that Post Bills and other desired options are selected. Click the Print button.

4 I posted a firm check and have since discovered that it needs to be changed. How can I change the check?

Reverse the check and repost it.

Reverse the incorrect entry using the same date as the original, and then re-post it correctly. For example, if you posted using a May date when it should have been posted in June, reverse the entry using the May date, and then repost it correctly. You must reverse it using the May date so that the net amount of the posting in May is zero (you will have a positive and a negative).

5 I received payment on an account that was written off. How do I post this?

Use the A/R Write-offs program to reverse the write-off, and then post the firm receipt to record the payment.

6 I received payment on an account that was written off and closed. How do I post this?

First, re-open the File. The details posted prior to the File being closed will not be brought forward to the open File so you will not be able to reverse the write off. To reinstate the Accounts Receivable, repost the bill that you have received payment for. Posting the bill has the same affect on the Accounts Receivable as does reversing the write-off – both transactions increase the Client's A/R balance. Then, post the receipt. This will bring the File back to a zero balance.

7 My accountant gave me some journal entries to post and now my System/File Balance is out of balance. How do I fix this?

Depending on your accounting method, some or all of the accounts listed on the System/File Balance report are control accounts, and are used to reconcile the Client sub ledgers to the General Ledger. It is incorrect to adjust the balance in your control accounts by posting journal entries because journal entries don't affect Client Files. Work in progress (WIP), A/R and Trust cannot exist without being associated with Client Files.

Therefore, your System/File Balance report will go out of balance if you post journal entries to the General Ledger accounts listed on it (unless your System/File Balance is already out of balance as result of a hardware failure or other system error).

To correct your System/File Balance, reverse the journal entries and then determine the Client Files the adjustment relates to. You might need to discuss this with your accountant. Then post the adjustment to one or more Client Files using the applicable posting program.

If the adjustment is interest on a trust bank accounts unrelated to a Client File, set up a "dummy" Client File specifically for this purpose and post the interest to this File using the Trust Receipts posting function.

8 My checks don't line up with my preprinted forms. How do I fix this?

Use the Modify Check Layout screen to modify the alignment of the fields on the check stub, body and second stub. Each item of information that prints on the checks corresponds to a field on the check report form. Each field can be moved around on the report form. You might need to modify the layout of the fields if the checks don't align correctly with your pre-printed check forms. The check layout is divided into three sections – the first stub, the check body and the second stub. These sections are described below.

- 1** Go to Expenses or Trust or Accounts Payable > Print Check Batches.
- 2** Click Modify Check Layout.
- 3** Click the field that you want to move and drag it to the new location within that section. For fine adjustments, you also click on the field and then use your arrow keys to move the field.
- 4** Close the check report form by clicking the "X" Close button at the top right of the Modify Layout screen, and respond Yes when prompted to save your changes.

If necessary, you can restore the original check layout by clicking Restore Default Layout on the Print Check Batches screen.

Monthly and yearly functions

1 What reports and utility programs should I run to ensure my data is valid?

Balances

Print a System/File Balance report every day that you post. You should also print it following a system error or hardware failure.

Reconciling financial reports

Most people print and reconcile certain financial reports at month-end and year-end. These General Ledger reports include:

Report	Description
Trial Balance	Shows the opening balance for each account, the net change as a result of the transactions posted to the account during the current month, and the closing balance. The final total at the end should be zero, indicating that your General Ledger is balanced.
Operating Statement	Lists revenue and expense accounts and displays the net amount of transactions posted in the current month, the monthly budget amount assigned to the account and the difference between the two. It also lists the net amount posted for the year to date, the total of all monthly budget amounts since year-end and the difference between the two. Amounts in revenue accounts are normally a negative number and amounts in expense accounts are normally a positive number.
Balance Sheet	Lists your asset, liability and equity accounts and displays the net amount of transactions posted in the current year, the net amount of transactions posted in the previous year and the difference between the two for each account. If your General Ledger is in balance, the Total Assets amount and the Total Liabilities & Equity amount will be the same.
Detail Journal Listing	Shows each transaction posted to a General Ledger account, along with the reference number entered when the transaction was posted, the audit number, the date, the posting program used to generate the transaction, and the description entered when the transaction was posted.

Your accountant might require additional reports. Normally these reports should be printed for the date range representing the month you are reconciling.

Sub ledgers

In addition to reconciling financial reports, you will also need to ensure the totals of your Client sub ledgers agree with your General Ledger. The reports listed below should agree with your General Ledger balances for the control accounts work in progress (WIP) Fees, WIP Expenses, Accounts Receivable Fees, and Accounts Receivable Expenses and with your Trust accounts. These are general guidelines only. Depending on your accounting method, some of these control accounts might not apply to your firm.

Client, WIP and A/R reports don't include balances on Client Files that have been closed and so cannot be regenerated for a prior period if you have closed Client Files. Lawyer and Trust reports do include balances on closed Files.

- Client Listings (Clients report)
- Matter Summary by Lawyer (Billing report)
- WIP Listing (Billing report)
- A/R Aging (Receipts report)
- Client Listing by Trust Bank (Trust report)

For example, the total of your A/R Aging report (which is based on Client sub ledger data) printed as of the current date should agree with the total of the General Ledger control accounts, Accounts Receivable Fees, and Accounts Receivable Expenses as of the current date.

Lawyer and File Type reports

The primary distinction between reports is that some include system to date balances - meaning that year-end balances are carried forward - and some don't. These Billing reports include year to date balances:

- Lawyer Activity and "by Lawyer" reports

- Summary by File Type and “by File Type” reports

On year to date reports, balances from the prior year are not carried forward when you do a year-end. The table below lists each category typically included on these reports along with the corresponding General Ledger accounts that it should reconcile to. Also listed are the transaction types that will affect these totals. (These reports do include balances on Client Files that have been closed and so can be regenerated for a prior period if you have closed Client Files.)

Category on report	G/L Account	Transaction types
Fees Billed	A/R Fees; Billed Fees Revenue	Billing
Expenses Billed	A/R Expenses	Billing
Fee Receipts	A/R Fees	Firm receipts
Expense Receipts	A/R Expenses	Firm receipts
Fee write-offs	WIP Fees; Fee Write-offs expense account	Time Write-offs; Reverse Time Write-offs
Expense write-offs	WIP Expenses; Expense Write-offs expense account	Expenses Write-offs; Reverse Expenses Write-offs
A/R Fee write-offs	A/R Fees; A/R Fees Write-offs expense account	A/R Fees Write-offs

Utilities

In addition to printing and reconciling reports to ensure your data is valid, also run Amicus Accounting's utility programs on a regular basis. This helps improve performance and avoid potential problems.

2 Can I reprint financial reports from the previous year?

Yes. You can print financial reports for the current year and for the prior year. Go to General Ledger > General Ledger Reports, and select the report you want to print. In the Report Year fields, enter the date range corresponding to your previous financial year.

3 Can I reprint reports from the previous month?

Yes. Amicus Accounting's reports are date sensitive, enabling you to print reports from previous months if required. However, you cannot backdate Client or Accounts Receivable reports if you have closed Files. Also, you cannot backdate WIP reports if you have posted billings, even if the fee bills were posted after the report date.

4 I have entries to post to Client Files that should have been posted last year. How do I enter them?

Posting functions enable you to post into your prior financial year to make adjustments. .

Remember that entries posted to your prior year will change your prior year closing amounts. You will need to reprint your year-end reports in order for them to accurately reflect your year-end figures. This also applies if you post entries to a prior month – you will need to reprint your month-end reports because they will not be accurate after you have posted into a prior period.

5 If I have not done my year-end, can I start posting into the new year?

No. You cannot post into the next year until you have run the year-end program. You can post adjusting entries to the prior year at any point, so you don't have to wait for your accountant to give you your adjusting entries before doing the year-end.

6 If I have not finished my bank reconciliation, can I start posting into the next month?

Yes. Most people don't receive their bank statements until well into the next month. You don't need to wait to reconcile your banks before you start posting in the next month. The Outstanding Check List and the Bank Reconciliation Worksheet and most other Amicus Accounting reports and functions are date sensitive, so you can post adjustments and print reports for prior periods at any time.

7 If I have not finished posting the current month, can I start posting into the next month?

Yes. You can post using any date in the current year or in the prior year. Amicus Accounting warns you if you post into a month that is not your current posting month, and it also warns you if you enter a date that is more than 30 days before or after the current date. However, these are only warning messages to prevent accidental postings to dates outside the current month; you can override them if you wish.

Remember that if you print your month-end reports and then post into a prior month, you will need to reprint your month-end reports. Amicus Accounting's reports are date sensitive, so you can print reports from previous months if required.

8 My accountant has given me adjusting entries for last year. How do I post them?

Posting programs allow you to post directly into your prior year using a date in the prior year.

You can post to your previous financial year and you can print G/L reports for your previous financial year. To post to the prior year, you must first create a password.

- 1 Go to Start Up > Firm Settings.
- 2 Click the Tax Settings tab and click Edit.
- 3 Enter a password of your choosing in the Previous Year Adjustments Password field. Your password must be between 6 and 8 characters in length.
- 4 Click Save.

After creating a password, post the previous year adjustments in the posting programs by entering the prior year date. Normally you will use the last day of your prior financial year. For example, if your financial year is January to December, enter December 31 of the prior year as the date. This will adjust the opening balance of your current year. When prompted, enter your Previous Year Adjustments password. Remember that if you post into your prior year, you must re-print your year-end reports.

Note: The Previous Year Adjustments password is good for one day only. Therefore, if you need to post more entries at a later date, you must return to Firm Settings and re-enter your password. You can enter the same password again, but you must reset it on each day that you intend to post to your prior year.

Journal entries posted to revenue and expense accounts in the prior year automatically update your retained earnings control account opening balance for the current year. Journal entries posted to asset and liability accounts in the prior year update the asset and liability account opening balances for the new operating year.

9 What do the System/File Balance reports show me?

The System Balance report checks for two things:

- 1 Do the totals for the General Ledger control accounts equal the totals for the Client sub ledgers?
Control accounts are General Ledger accounts in your Chart of Accounts that are used to reconcile your General Ledger to your Client sub ledgers. Posting programs affect the General Ledger control accounts and must update one or more Client Files and the General Ledger by an equal amount or your System Balance will be out of balance.
If an error occurs in the system, either the General Ledger or the Client sub ledgers might not be updated correctly. If this happens, the System Balance will report an out of balance. Posting journal entries to control accounts will also cause your system to go out of balance because journal entries don't affect Client Files. Amicus Accounting will warn you if you try to post a journal entry to a control account.
- 2 Do the debits in the General Ledger equal the credits?
If the debits in your General Ledger don't equal the credits, the System Balance report will print a line saying G/L not balanced and will indicate the amount of the difference. Errors occurring while posting can cause this. Posting half journal entries can also cause this - if you post a half journal entry when your General Ledger is in balance, you will cause it to go out of balance.

The File Balance report displays the status of your Client Files. Amicus Accounting calculates the balance on a Client File using two methods: it totals the posting details on the Client File, and it stores a master balance on the File. If these balances don't agree, the Client File number will display on your File Balance report. Typical causes of Client Files appearing on your File Balance report are hardware failures and system errors.

10 What does the year-end function do and what reports should I print to verify that it worked?

The year-end function makes a copy of your General Ledger transaction details and increments your current financial year start and end dates. The financial year date range is set in the Firm Settings screen and is used, similar to the default posting month, by posting programs, by reports and by the year-end function itself. Run the year-end function when you are ready to start posting into the next financial year.

The year-end function makes a copy of your G/L transaction details and adds one year to your current financial year date range. Your financial year date range is set in the Firm Settings function and is used, similar to the default posting month, by posting functions, by reports and by the year-end function itself.

You will be unable to post into the next year until you have run the year-end, but you are able to post into the previous year - most posting functions enable you to post directly into the previous year by providing a password after entering a date falling within the range of your previous financial year. The password is to prevent postings accidentally entered into the previous year.

Year-end procedures include the daily work such as adding new Client Files, posting transactions, performing a backup, printing transaction audits, and printing the System/File Balance reports, as well as specific year-end steps such as printing reports. If you post your transactions on a regular basis, the year-end steps can be completed quickly and easily.

You will be unable to post into the next fiscal year until you complete the year-end procedures for the current year.

Use this list as a guideline only - review these steps and customize your procedures to suit your firm.

- 1** Ensure all posting for the year is complete. You can post to the prior year if adjustments are necessary after completing the year-end, but if you do so you will need to re-print your year-end reports.
- 2** Post adjusting journal entries, including bank adjustments if necessary.
- 3** Print the System/File Balance reports. If your system is out of balance, read the Help topic: Tips for using Amicus Accounting > General > What to do if your System Balance is out of balance. If there are Client Files listed on your File Balance, read the Help topic: What to do if there is a Client File on your File Balance report.
- 4** After you have ensured your system is in balance, print your year-end reports. View a list of recommended reports.
- 5** Print all unprinted transaction audits.
- 6** Do a backup.
- 7** Go to Month/Year End > Year-End.
- 8** Enter the year-end date and confirm that the financial year start and end dates accurately reflect the date range of your new financial year.
- 9** Enter the password DOYEAREND and click Proceed.
- 10** Set your new default posting month.

11 What procedures should I follow for month-end?

This topic lists the recommended steps for completing a month-end using Amicus Accounting. Month-end procedures include the daily work such as adding new Client Files, posting transactions, performing a backup, printing transaction audits, and printing the System/File Balance reports, as well as specific month-end steps such as printing reports.

Use this list as a guideline only – review these steps and customize your procedures to suit your firm.

- 1** Ensure all posting for the month is complete. You can post to a prior month if adjustments are necessary after completing a month-end, but if you do so you will also need to re-print your month-end reports.
- 2** Post adjusting journal entries, including bank adjustments if necessary.
- 3** Print the System/File Balance reports. If your system is out of balance, read the Help topic: Tips for using Amicus Accounting > General > What to do if your System Balance is out of balance. If there are Client Files listed on your File Balance report, read the Help topic: What to do if there is a Client File on your File Balance report.

- 4** After you have ensured your system is in balance, print your month-end reports. View a list of recommended month-end reports.
- 5** Print all unprinted transaction audits.
- 6** Do a backup.
- 7** Set your new default posting month.

12 When should I change my default posting month?

Set your default posting month to be the month in which you are currently doing the majority of your posting. The month that is set as the default will determine when Amicus Accounting will display the message that the date entered is not within your default posting month. For example, if it is currently October but you are finishing September postings with only the occasional October entry, set the default month to September so you don't continually receive messages that the date is outside the default month. Set the default month to October once the majority of your posting is for October.

Integration with Amicus Attorney

1 What are the benefits of integrating with Amicus Attorney?

Integrating Amicus Accounting with Amicus Attorney provides a powerful front and back office practice management solution. Initializing the integration will populate Amicus Accounting with your existing Amicus Attorney Matter Files and Client Contact information, as well as common lists (including Timekeepers, File Types, Activity Codes, Expense Codes, and Task-Based Billing Codes). Thereafter, matter File and Client Contact data will be individually exchanged in both directions. Posted Time Entries will go directly from Amicus Attorney to Amicus Accounting without the need for a separate posting exchange process.

2 With which Amicus products does Amicus Accounting integrate?

Amicus Accounting 2009 integration requires Amicus Attorney 2009.

3 Do I need to set up all my Amicus Attorney Timekeepers in Amicus Accounting before initializing the Integration?

No, the Integration automatically sets up the firm's Amicus Attorney Timekeepers in Amicus Accounting.

4 Do I need to adjust my Billing Rate Labels in Amicus Attorney before initializing the Integration?

Yes, before initializing the Integration you should preface your Billing Rate Labels with a Code of B-Y followed by a hyphen. This way, for example, the Amicus Attorney Label "C-Premium" will correspond to Amicus Accounting Timekeeper Billing Rate Code "C". Do not use "A" as a prefix in any Labels because Amicus Accounting Billing Rate Code "A" always corresponds to Amicus Attorney Label "Normal". The Amicus Attorney Labels "Normal", "Flat Rate", "Non-billable", "Other", and "Contingency" do not require prefixes—these rates are not editable and are handled automatically. For full details on preparing for Integration, see the *Integration Guide*, available from the Help menu or Help Center.

5 Will all my Client Matter Files be exchanged between Amicus Accounting and Amicus Attorney?

Only Amicus Attorney Files that are Open, are not set to be Excluded, and have a Client assigned, are exchanged to Amicus Accounting. If the File is Billable, it must also have a Responsible Lawyer who is a Timekeeper. Files with the Billing Category "Vacation" or "Personal" are not exchanged.

Only Amicus Accounting Open Clients are exchanged to Amicus Attorney.

Updates to Amicus Attorney Open Files (including updates to the Client Contact information) are exchanged with the matching Amicus Attorney Client Matters, regardless of whether the Client Matter is Open or Closed, and vice versa.

Deletions are not exchanged.

6 What triggers an update of Client Contact information from Amicus Attorney?

The Client Contact in Amicus Accounting is updated from Amicus Attorney only when the Amicus Client information is updated from the File Details. Or, to force an exchange of information, you may perform an Accounting Exchange from the Files menu in Amicus Attorney.

7 Why can't I access the Amicus Accounting screens from Amicus Attorney?

In order to access Amicus Accounting screens from Amicus Attorney, you must be defined as a user in Amicus Accounting, with an exactly matching First and Last Name.

8 Should create new Client Matter Files in Amicus Attorney or Amicus Accounting?

It is recommended that all new Client Matter Files be created in either Amicus Attorney or Amicus Accounting, not both. This will reduce the risk of a File being created on both sides, causing a conflict.

9 May I post Time Entries from more than one month together.

It is recommended that you post Time Entries from Amicus Attorney for only a single month at a time. Multiple month postings might not be compatible with your accounting method.

Technical issues

1 How do I transition from another accounting system to Amicus Accounting?

See the *Amicus Accounting: Migrating from Another Accounting System* document, available from the Support > Technical Resource Guides section of our website.

2 How do I find out what version of Amicus Accounting I am running?

From the Help menu, choose About Amicus Accounting. The current build number will display.

3 How do I find out where Amicus Accounting is installed?

- 1 From the Help menu, choose About Amicus Accounting.
- 2 Click System Information. The Default Directory field shows the drive and folder where Amicus Accounting is installed.

4 I cannot see the entire Amicus Accounting screen on my monitor. How can I fix this?

This is normally because the resolution of your monitor is set too low. To adjust it, go to your Windows Desktop and right-click on a blank area of your screen. Choose Properties and then click on the Settings tab. You should see a setting called Desktop Area, with a slider that you can use to adjust the resolution. Try adjusting the resolution up one setting. If it is currently set at 800 x 600, adjust the slider bar up to 1024 x 768. Click Apply, and click OK. Windows will prompt you to preview the new option before accepting it. If you don't like the new setting, or if it does not help, you can set it back again. These steps might vary based on your version of Windows, so consult your Windows documentation for further information.

5 How do I specify which printer to print to?

Amicus Accounting will print to the printer set up as your Windows default printer. To check which printer is your default, click Printers and Faxes in the Windows Start menu. The printers installed on your computer are listed. A checkmark is shown beside the icon for your default printer. To set a printer as the default, right-click on it in the list and choose Set as Default Printer.

6 When I start Amicus Accounting and respond "Yes" to the automatic backup, what files get backed up? How do I restore from this backup?

Amicus Accounting's backup facility backs up your data files only. Files with the following extensions in the directory in which Amicus Accounting is installed are backed up:

.DBF
.FPT
.CDX
.DBC
.DCT
.DCX

Use caution when Restoring a backup because you cannot undo this procedure. All your Amicus Accounting data will be overwritten with the data as it was when the backup file was created.

- 1 Ensure all users are out of Amicus Accounting and all programs that access Amicus Accounting data.
- 2 Go to Maintenance > Backup > Restore Backup Files.
- 3 If there are no other users in the program, you will be prompted to click OK and then click Proceed to continue.
- 4 To restore a backup you created from the Create Backup File function, select Restore From Local tempback.zip.

Or, to restore from an automatic backup file created from the prompt that appears at login, or a backup file in a different location or with a name other than TEMPBACK.ZIP, select Restore From Specified File and identify the backup file. Use this option for a backup created from the prompt that appears at login.

- 5 The name, date and size of the backup file will display in the corresponding Statistics section. To overwrite all your Amicus Accounting data with the data contained in the selected backup file, click Start Restore.

7 What should I do if Amicus Accounting is running slowly?

The Rebuild Indexes function is used to rebuild Amicus Accounting's databases and index files, and to remove temporary work files. Database and index corruption can cause incorrect data to display or print and can also cause your system to run slower. Run this function once a month, and after any system crash.

IMPORTANT: Don't run utility programs unless you have a current backup and all other users are out of Amicus Accounting and programs that access Amicus Accounting data.

- 1 Go to Month/Year End > System/File Balance. Print both reports.
- 2 Go to Maintenance > System > Rebuild Indexes.
- 3 If there are no other users in the program, you will be prompted to click OK to continue.
- 4 You can rebuild indexes for specific data files or for all files. Unless you are aware of a problem with a specific data file, rebuild the indexes for all files. If you are running Rebuild Indexes as part of a regular routine or following a system crash or error, select all files. To rebuild the indexes for a specific file, clear the checkboxes beside the files you don't wish to rebuild. Amicus Accounting Technical Support might advise you to rebuild the indexes for a specific file.
- 5 Click Proceed.
- 6 Go to Month/Year End > System/File Balance and print both reports again to ensure they match the reports printed in Step 1.

For further information, contact



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