

## Checks and Invoices

One of the most important features of Case Manager is the ability to track money owed to you by a client (Invoices) and Payments made to you for services rendered (Checks Received). The Key part of this is the ability to connect the money paid to the money owed. The process of connecting these two items together can be confusing.

So to keep things straight, remember at all time there are only Four Items that Case Manager tracks in regards to this process.

1. Invoice Line Items
2. Invoices
3. Checks
4. Check Allocations

In addition to these Four items there are various ways that you or your clients may want to handle your invoicing and payment rules.

For Invoices:

- One Invoice always contains one Case.
- One Invoice contains many Cases
- The Invoice Number and the Case Number are the Same.
- Different Clients have different pricing.
- Some Clients have a regular retainer
- Specific Clients have an across the board discount.
- You need your invoice to sort in a specific way.
- You have a specific kind of window envelope

For Payments

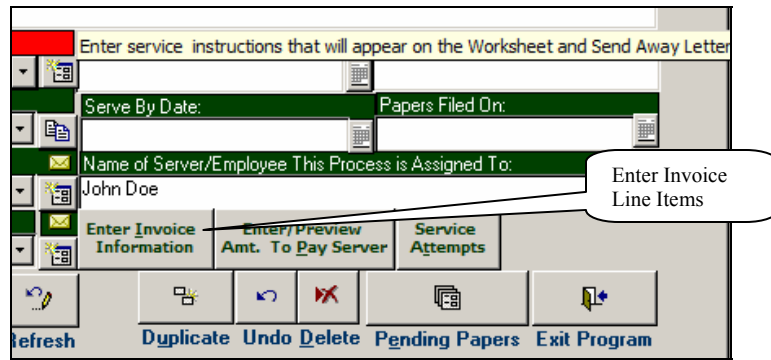
- Payment is made after the service is completed.
- Payment is made before the service is completed.
- One Check always goes to One Invoice
- One Check goes to many Invoices.

Finally there is an important concept that is used throughout the Invoicing and Payment process. This is the idea of ***Unapplied Balances***. In the Four Items mentioned above, the fourth item is called Check Allocations. This is the idea that when A check is received you will then connect that check to a specific Invoice Item in an Invoice.

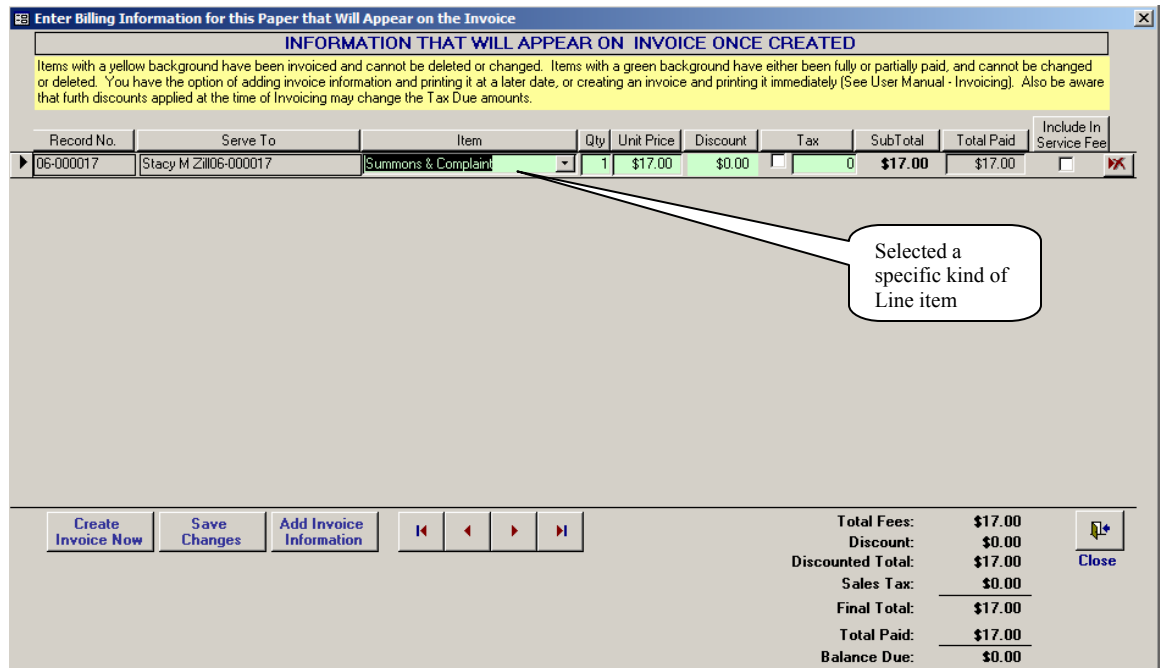
When a Checks total balance is allocated to various Invoice Line Items then the check has a zero Unapplied Balance. Any remaining unconnected balance will be reported as an ***Unapplied Balance***.

### *Invoice Line Items*

An Invoice will always have one or more Invoice Line Items. An Invoice is basically a collection of one or more Invoice Line Items. In Case Manager the Invoice Line Items always come first. They are created inside the Case.



On both the Process Info Tab and Return Info Tab there is a button to enter Invoice Information. This refers to the Invoice Line Items.



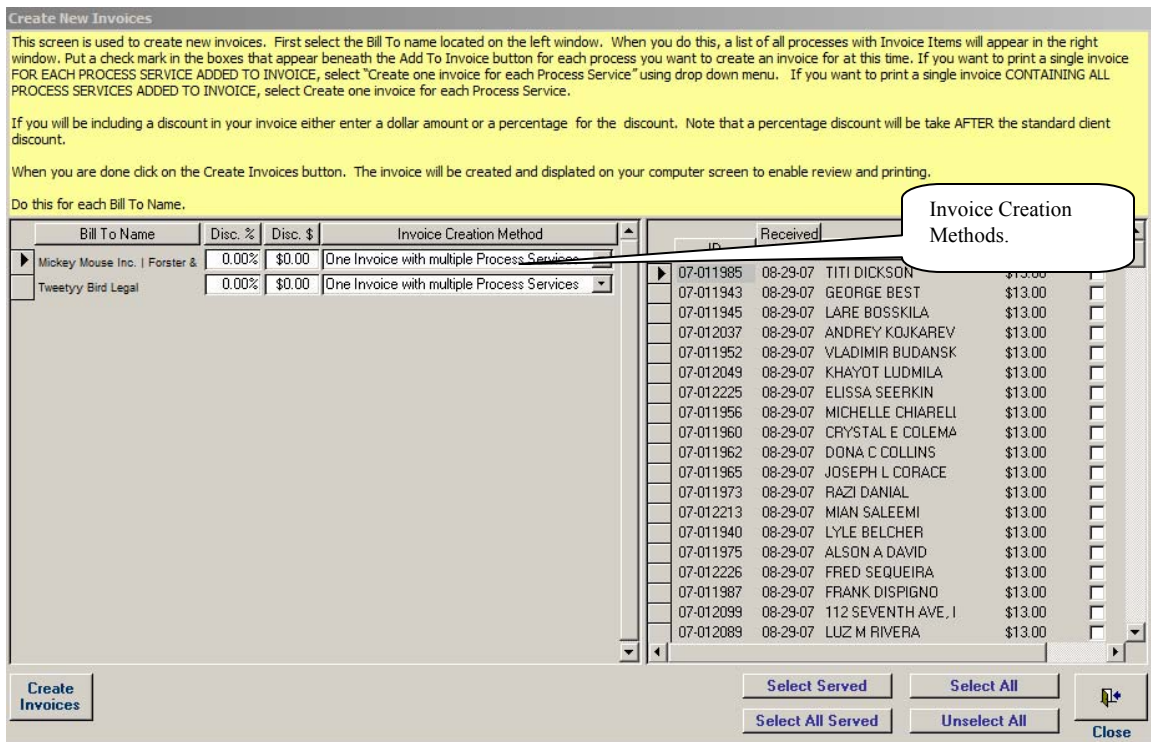
Please keep in mind that these items are NOT the Invoice they are the Line Items for the Invoice.

The basic idea behind this is that as you work on a Case you may need to add more fees to it until it is served.

We will address the specific Invoice Line Items and Pricing later on. Right now we want to continue with the flow of what happens next: Creating Invoices.

### ***Creating Invoices***

On some regular period of time you will Create Invoices. There are two different ways to getting to the Invoice Creation screen. One is through the Enter Invoice Information screen. On this screen you will see the Create Invoice Now Button. Another way is through the Menu system: Accounting->Create/Review Invoices->Create Invoices...



However you get to the Create New Invoices screen, you will be able to create any number of invoices for any number of clients.

The left hand side lists you clients, the right side Cases that have Invoice Line items that are not part of an invoice. (What this implies is that you could create more than one invoice against a Case if you wanted to.)

There are a number of things happening on this screen. Again we will focus on the basic ideas of creating an invoice.

First of all, when creating an invoice you need to click on an Client on the left and then click the check boxes next to the Cases on the right that you want to invoice.

You repeat this or each client in turn

We have created a number of short cut buttons to help the process of picking Cases to invoice.

**Select All** will select all Cases on the current list of cases for the currently selected client. It does not matter if a Case is served.

**UnSelect All** will unselect all cases for the currently selected client.

**Select Served** will selecte all cases that have been served for the currently selected client.

**Select All Served** will selecte all Cases for All clients that have been served.

These buttons help you select a large number of Cases at one time. So think about how you will invoice your clients and work accordingly.

### *Invoice Creation Method*

You will notice on the left side, where the clients are listed, a rather long dropdown called ***Invoice Creation Method***. This refers to how Invoices will be created for each client. There are two methods

- One Invoice with Multiple Process Services
- On Invoice for Each Process Service.

When you pick *One Invoice with Multiple Process Services* for a Client and then click on Create Invoices, you will end up with ONE invoice, for that Client. That One invoice will contain all the Cases that you Selected.

When you pick One Invoice for Each Process Service for a Client and then click on Create Invoices, you will end up with MANY invoices. One Invoice for each Case that you selected to invoice.

This feature is available because some law firms require one invoice per Process and other just want it all under one invoice.

### ***Invoice Create Method Default***

If you have many different Clients, selecting the Invoice Creation Method for each client every time you generate Invoices would become very tiring. To that end we have created way to setup a Default value on the Client setup screen. Remember that this value should only be used on the Billing Contact, otherwise it will have no impact.

### *Creating the Invoices*

Now that you have picked your Cases to Invoice, and you have picked your method of Invoice generation, it is now time to Create the Invoices. To do this you click on the **Create Invoices** button on the lower left corner of the Invoice Creation screen.

This will create and then present a print out of all the invoices generated for all the clients. You can either print them out now or later. To print them now you can process <ctrl>-P or click the right mouse button over the Invoices.

### *Miscellaneous Invoices*

Miscellaneous Invoices (Misc. Invoices) are meant to be created for a client for items that are not easily related to just one case. This could be various expenses or other items.

When you first indicate that you wish to create a Misc. Invoice, Case manager will ask you if you are sure. When you so yes, it will present you with the following screen.

Misc Invoice

Invoice Number: PP976      Discount Amount: \$0.00  
 Invoice Date: 11-25-07      Discount Percent: 0.00%  
 Client Discount Percent: 0.00%  
 Client: Donald Duck Legal

Items with a yellow background have been invoiced and cannot be deleted or changed. Items with a green background have either been fully or partially paid, and cannot be changed or deleted. You have the option of adding invoice information and printing it at a later date, or creating an invoice and printing it immediately (See User Manual - Invoicing).

Item	Case No.	Client Ref.	Qty	Unit Price	Discount	Tax	SubTotal	Total Paid
			1		\$0.00	<input type="checkbox"/>	0	

Total Fees: \$0.00  
 Discount: \$0.00  
 Discounted Total: \$0.00  
 Sales Tax: \$0.00  
 Final Total: \$0.00  
 Total Paid: \$0.00  
 Balance Due: \$0.00

Print Invoice      Save      Close

From here you select the client that this invoice is for using the dropdown, and then enter the various line items. You can type anything in the Item field that you like. Also you can change any price that you like.

The way a miscellaneous invoice is created is the opposite order than the normal Case invoices. Instead of creating the Invoice Line Items and then the Invoice, here you create the invoice and then the invoice line items.

### ***Retainer Invoices***

The idea of the retainer invoice is that some process servers will setup a retainer relationship with a law firm. In this case you will be billing that Client then same amount every month. You could use a Misc. Invoice to do this, but we setup a Retainer Invoice process to handle this.

This is initially set up in the Client Setup screen under accounting:

**Clients and Outside Agencies**

ID No: 69      Record Source: Case Manager [      ]      Status: **Active**

Client Attorney you receive work from     Client Other than Attorney     Personal Contact     Billing Contact  
 Outside Process Server Firm You Send Work TO     Company Owner

Salutation:  First Name:  Last Name:

Firm:

Display Name:

**General**    Accounting    Alternate Prices

**Regular Retainer**

The regular retainer is used for clients that are billed a flat rate each month. When you run the "Create Retainer Invoices" menu item, a Misc Invoice is generated for each client who is a Billing Contact and who's Retainer Amount and Description are filled in.

Amount:      Taxable

Description:

**Client Discount**

The Client Discount Percent is a percent that is taken off all bills sent to a client. This discount is placed on each invoice by default. You can change the discount after the invoice is created in the Review Invoices menu Item.

Note: The Retainer above and the Discount are not meant to be used together.

Discount Percent:

Under the Retainer section you enter the Amount of the Retainer, if it is taxable, then the description.

You do this only for the Billing Contact.

To actually create the Retainer Invoice you need to Run the Create Retainer Invoice Menu item. It will ask if you are sure and will then create and present the Invoice(s) to you for printing. These will be Misc. Invoices, since they are not connected to a specific Case.

### Checks

Now that we have reviewed the printing of invoices, we want to deal with the handling of Checks Received to pay for invoices.

Some Key things related to checks are:

- They are entered on a Batch Date
- They are connected with a specific Billing Contact Client entry.
- The Entered Amount will be hooked to specific Line items of an Invoice.

## Entering a Check

The Check is entered on the Enter Payment Received Screen:

This screen is used to enter and review payments you received from your clients. The top half of the screen is where you enter payments received by check, M.O., cash or credit card. The bottom half of the screen shows the client using the drop down arrow on the Received From field. You will then see all invoices for that client on the bottom of your screen. The check number (if applicable), date and comments (if any), and the amount of the payment received.

After a "Payment Amount" is entered, you must enter the amount to apply in the "Apply This Amount" field. If you received a \$300 payment, and you doubled down on the amount field to apply either the full amount of the payment received or a portion of it. If you would see that an "Unapplied Credit Balance" appears at the bottom of the screen indicating that \$260 was unapplied. The Unapplied Credit Balance will be retained until the face amount of the check or other payment type is fully applied. This can be done at any time following the same procedures. This acts as a client credit memo and helps you to make sure checks or other payment types are fully applied. (See Accounting Section in user manual for more details).

Received From	Payment Type	Check #	Date	Comments	Check Amount	Unapplied Credit
Donald Duck Legal   Jane Doe	Check	2309	11/26/2007		\$300.00	\$300.00
Mickey Mouse Inc.   John Updike	Check	345006	11/26/2007		\$2,000.00	\$2,000.00
*			11/26/2007			

Choose Special Optional Column.

Optional Column:

Invoice No.	Record No.	Serve To	Item	Item Total	Total Due	Paid From Selected Check	Paid Amount
PP855	07-004144	BIANCA A DELAROSA	Summons & Formal Comp	\$13.00	\$13.00		
PP855	07-004160	JAMES R FOWLER	Summons & Formal Comp	\$13.00	\$13.00		
PP855	07-004161	FRANK OLIVA	Summons & Formal Comp	\$13.00	\$13.00		
PP855	07-004162	ABDULLATIF SAID	Summons & Formal Comp	\$13.00	\$13.00		
PP855	07-004163		Summons & Formal Comp				
PP855	07-004164		Summons & Formal Comp				
PP855	07-004165		Summons & Formal Comp				
PP855	07-004166		Summons & Formal Comp				
PP855	07-004168	MARILYN A THOMPSON	Summons & Formal Comp	\$13.00	\$13.00		
PP855	07-004169	BABAJIDE D SANNI	Summons & Formal Comp	\$13.00	\$13.00		

Invoice Line Item Section.

Enter Amount to Connect the Check to the Line Item.

11,797.00 ;111,797.00 \$0.00

Apply All Payments To All Invoice Items PRINT Invoices That Have Applied Payments PRINT Selected Invoice Close

This screen is divided into two sections, the Check Entry section and the Invoice Line Item Section.

To use this screen first enter Check information into the Check Entry Section. The Most important information you enter is the Received From entry and the Check Amount.

Once entered, the Invoice Line Items should appear in the Invoice Line Item Section. It is very important at this point that you correctly match the Bill To Client entry with the Received from entry. If they do not match you will not see the Invoice Line items you are expecting.

and amount into You selected to correct Billing Contact Client in the received From Drop-Down list. Once you selected this item then all related Invoice Items will appear in the lower list.

### **Check Allocations: Connecting the Check to the Invoice Line Item**

The Payment Entry Screen serves two purposes. The First is to enter the payments received. The second is to connect the received payments to the Invoice Line Items.

The Connection between the Check and the Line Item is accomplished by entering the amount of the check applied to the line item in the Paid Amount field in the Invoice Line Item Section.

There are a number of ways to accomplish this:

- Enter the amount.
- Click on the \$ button to apply the as much money that is available to that line item.
- Click the Button “Apply All Payments to All Invoice Items. This will start at the top of the list and apply money to each Invoice Line item until all the money in the check is used up. This could result in partial payments on a line item.

Every time you allocate money from a check to an Invoice Line Item, the Unapplied Credit will automatically be adjusted.

In addition to these Connection methods, there are various ways to group the Invoice Line items to make sure that all related items are next to each other.

Each Column is sortable by clicking on it. There is a special drop down that allows you to change the Optional Column. This Optional Column is also sortable. The Optional Column list is:

- Record Number
- Client Reference Number
- Court Case

### ***Printing Invoices***

Once you have applied money from the checks to the Invoice Line Items you have the option of printing the Invoice to send to the Client. You have two possibilities:

*Print Invoices That Have Applied Payments.* This means to print only the invoices that have at least one of their Paid Amount fields containing an entry.

*Print Selected Invoice.* This means print the Invoice that contains the Line Item of the Currently selected Line. This is the line with the Right Pointing Arrow in the Left side of the Line Item row.

### **Managing Invoices and Checks**

Now that we have Invoices and payments floating around inside Case Manager we need a way to manage them. Much of the next section will present a series of tools that you will use to manage your business processes.

There are two basic issues at this point. One is Presentation related the other is Lookup related.

Presentation topics include:

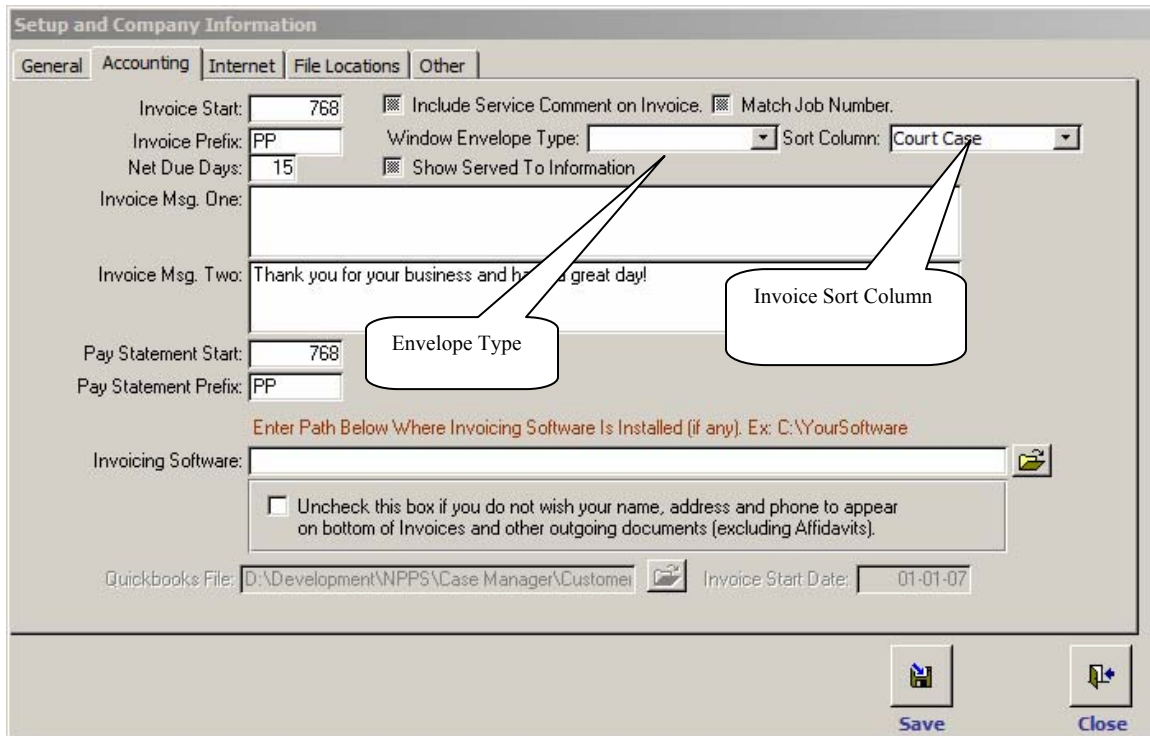
- The order of Cases in the Multiple process paper invoice.
- The positioning of the Address blocks on the invoice for windowed envelope printing.
- The kinds of fields that can appear on the Invoice
- What kind of Invoice Number to use

The Lookup Issues include:

- What Invoices have balances due.
- What Checks have unapplied balances.
- To what Invoices have Checks been applied.
- Aging Statements for Clients

### ***The Order of Cases***

Various Case Manager users have different requirements for their Invoices. One of them is for Case Manager users who put many Cases on one Invoice. In this situation we allow you to pick a predefined sort for all invoices in the Company setup screen.



You can sort on the following items:

- Court Case Number
- Plaintiff
- Defendant
- Court Date
- Date Received
- Date Served
- Client Ref No.

### ***Printing for Envelopes***

There are two kinds of Envelope printing that we have setup:

- Double Window
- Window

The best thing is simply to test your window envelope with each setting. If you can not get it to work, let us know and we will make adjustments.

### ***Invoice Fields***

As time has gone on various Case Manager users have asked for specific kinds of fields to be added to the Invoice. However, since other users are not expecting those fields to appear we have setup the ability to turn on these new fields.

### *Include Service Comment on the Invoice*

On the Return Info Tab there is a field called: *Enter Services or Non-Service Comments...*

The screenshot shows a software interface for entering service information. At the top, there are fields for 'Name of Served', 'Capacity', and 'Military Status'. Below that is 'Service Location' with the address '1817 Bleeker St Apt. 2R, Ridgewood NY 11385'. To the right are 'Service County' (dave) and 'Address Type' (residence). A large text area is labeled 'Enter Service or Non-Service Comments Below (will appear on Invoice)'. Below this is a section for 'Description of Person Served' with fields for 'Race or Skin Color', 'Sex', 'Age', 'Height', 'Weight', 'Hair', and 'Glasses'. At the bottom, there is a 'Description of Door' field. A callout box points to the comment area with the text 'Service Comments'.

Some of our client want to see this comment appear on the Invoice. Case Manager is setup to include this comment then the *Include Service Comment on Invoice* check box is check on the Setup Accounting Tab. If the Comment is blank then the Comment line will not appear if the item is check in the Setup screen.

The screenshot shows the 'Setup and Company Information' window with the 'Accounting' tab selected. It contains various settings for invoices, including 'Invoice Start' (768), 'Invoice Prefix' (PP), and 'Net Due Days' (15). A callout box points to the 'Include Service Comment on Invoice' checkbox, which is checked. Another callout box points to the 'Show Served To' checkbox, which is unchecked. There is also a 'Print Comments on Invoices' checkbox. The 'Match Job Number' checkbox is also checked. The 'Window Envelope Type' is set to 'Court Case' and the 'Sort Column' is 'Court Case'. The 'Invoice Msg. One' field contains the text 'for your business and have a great d'.

### *Show Served Information*

For some Case Manager clients it is important to see on the Invoice the Name of the person and Location that was actually served. The option Show Served To Information.

The difference is the following: When this field is un-check then the default behavior occurs, which is to show the Serve To Name and Location. This is the Name of the person who should receive the Service.

However, when this field is checked then the Name of Served and Location will appear on the invoice.

### *Controlling Invoice Numbers*

There are a number of items can use to control the kind of Invoice Number that are generated.

First of all you can set the Starting Invoice Number and the Prefix that appears on the Invoice number.

The screenshot shows the 'Setup and Company Information' window with the 'General' tab selected. The 'Invoice Start' field contains the value '768'. The 'Match Job Number' checkbox is checked. The 'Sort Column' dropdown menu is set to 'Court Case'. Two callout boxes are present: one pointing to the 'Invoice Start' field with the text 'Starting Invoice Number and Prefix.', and another pointing to the 'Match Job Number' checkbox with the text 'Set the Invoice Number to Match the Case Number.'

There is another way to control the Invoice Number as well. That is to make the Invoice Number to be the same as the Case Number.

Many Case Manager users have asked for this, however, there is one draw back on this feature. It will only work if you choose an Invoice Generation Methods that creates one Invoice for one Case. If there is more than one Case on One Invoice then the Old Invoice Number method will be used.

For example: If the Invoice contains one Case whose number is: 07-00345 then the invoice number will be 07-00345.

However, if the Invoice contains many Cases, the Invoice number will be something like this: PP786

- *Aging Statements for Clients*

### **Lookup Information-Invoices**

There are a number of ways to see Invoices after they have been entered into this system. The most common way is to view them from Review Invoices Screen.

**Bill To Invoice List**

In the left window is a list of Client Names (Bill To). When you click on a client name, a list of invoices will appear in the right window. If you double click on an invoice number, that invoice will be displayed in a separate window. You can choose to display a list of only invoices with Balances Due, or all Invoices in a spreadsheet format. You can also choose to print one of the radio buttons (Balance Due or Dates) and placing a start and end date in the boxes provided. After you have selected the radio button, click on the button "Update List Based on Dates" and those invoices will appear in a list format. You can also select from multiple date ranges (i.e. today, this week, this month, this quarter, this year etc.) by clicking on the small Calendar Icon to the right of the date range boxes.

Pick which Invoices are displayed.

Start Date: 10-27-07 End Date: 11-26-07  Balance Due  Dates

Update List Based on Dates

Client Name	Invoice No.	Date	Total	Paid	Balance Due
ABC Law Firm   John Smith	PP977	11-25-07	\$1,000.00		\$1,000.00

Close

Clients with Invoices

Invoices for a Client

This screen will show you a list of Clients on the Left and a List of Invoices on the Right. By default the invoices listed are those with Balances due. If you wish to see Invoices based on a date range you can click the *Dates* Radio Button, then pick a Date range, then click on *Update the List based on the Date*. This will change the list of invoices.

### Editing an Invoices

You can also edit the Contents of an invoice by double-clicking on the Invoice Row.

**Process Paper Service Invoice**

Invoice Number: PP895 Discount Amount: \$0.00  
 Invoice Date: 06-21-07 Discount Percent: 0.00%  
 Client Discount Percent: 0.00%  
 Client: Donald Duck Legal

Items with a yellow background have been invoiced and cannot be deleted or changed. Items with a green background have either been fully or partially paid, and cannot be changed or deleted. You have the option of adding invoice information and printing it at a later date, or creating an invoice and printing it immediately (See User Manual - Invoicing).

Record No.	Serve To	Item	Qty	Unit Price	Discount	Tax	SubTotal	Total Paid	Include In Service Fee
07-005678	ANIBAL RIVERA	Summons and Complaint	1	\$10.00	\$0.00	0	\$10.00		<input type="checkbox"/>
07-005679	DINESH LUTCHMAN	Summons and Complaint	1	\$10.00	\$0.00	0	\$10.00		<input type="checkbox"/>
07-005651	LASHANDA E SMITH	Summons and Complaint	1	\$10.00	\$0.00	0	\$10.00		<input type="checkbox"/>
07-005652	MILTON VALENCIA	Summons and Complaint	1	\$10.00	\$0.00	0	\$10.00		<input type="checkbox"/>
07-005653	YVES GEANBART	Summons and Complaint	1	\$10.00	\$0.00	0	\$10.00		<input type="checkbox"/>
07-005657	CHARLES K PROVERBS	Summons and Complaint	1	\$10.00	\$0.00	0	\$10.00		<input type="checkbox"/>
07-005658	ALLEN SHANNON	Summons and Complaint	1	\$10.00	\$0.00	0	\$10.00		<input type="checkbox"/>
07-005676	LATOYA T MITCHELL	Summons and Complaint	1	\$10.00	\$0.00	0	\$10.00		<input type="checkbox"/>
07-005662	ISMAEL L BATISTA	Summons and Complaint	1	\$10.00	\$0.00	0	\$10.00		<input type="checkbox"/>

Add Invoice Information

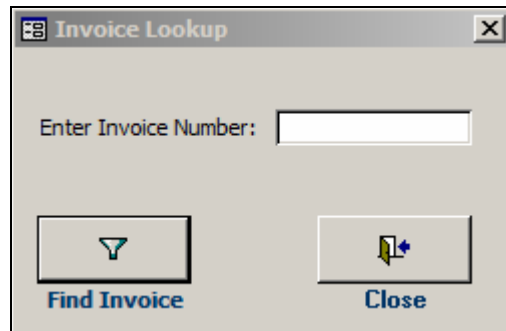
Total Fees: \$540.00  
 Discount: \$0.00  
 Discounted Total: \$540.00  
 Sales Tax: \$0.00  
 Final Total: \$540.00  
 Total Paid: \$0.00  
 Balance Due: \$540.00

Print Invoice Save Close

From this screen you can change the Date of the Invoice, Remove Line Items, Add Line Items, change the Line Item prices, and finally, Print the Invoice.

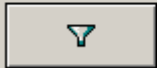

### *Invoice Lookup*

If you just have the Invoice Number you can use the Look-Up Invoice menu item.



Invoice Lookup

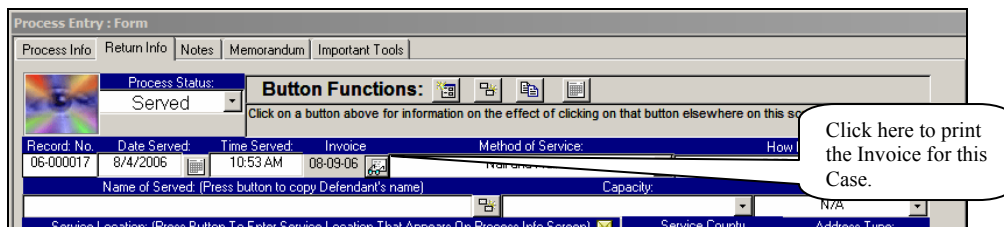
Enter Invoice Number:

**Find Invoice** **Close**

Enter the Invoice Number here to print the Invoice Number.





Another way to see an Invoice is to click on the Invoice in the Return Info tab next to the Invoice Date.



Process Entry : Form

Process Info | Return Info | Notes | Memorandum | Important Tools

Process Status: Served

Button Functions:    

Click on a button above for information on the effect of clicking on that button elsewhere on this screen.

Record No.	Date Served	Time Served	Invoice	Method of Service	How
06-000017	8/4/2006	10:53 AM	08-09-06		

Name of Served: (Press button to copy Defendant's name) Capacity: N/A

Service Location: (Press Button To Enter Service Location That Appears On Process Info Screen) Service County: Address Type:

Click here to print the Invoice for this Case.

## Aging Statements

Case Manager also has a report that allows you to create statements for your Clients.

This screen is used to send monthly Invoice Statements to your clients. In order to include an invoice in a statement click on the check box under Add Invoice to Statement. If you want to include all invoices in your statement you can click on the Select All Button to Check all invoices. To unselect All invoice items click on the UnSelect Button.

If you want to send a monthly Invoice Statement to your client for work completed todate, use Statement without Aging. The Statement with Aging includes a field with the number of days the invoice is past due.

To view individual invoices select the record by double-clicking on the left and an arrow pointing toward the right will point to the line.

Invoice Number	Date Inv.	Date Due	Billed To	Days Past Due	Balance Due	Add Invoice to Statement
PP770	08-14-06	08-29-06	Henry Tober Esq.	454	\$50.00	<input type="checkbox"/>
PP772	08-14-06	08-29-06	Henry Tober Esq.	454	\$125.00	<input type="checkbox"/>
PP773	08-17-06	09-01-06	Macaroni and Cheese, LLP	399.00		<input type="checkbox"/>
PP774	08-30-06	09-14-06	Macaroni and Cheese, LLP	\$3,060.00		<input type="checkbox"/>
PP775	09-11-06	09-26-06	Law Office of Harry Truman, PLLC	\$80.00		<input type="checkbox"/>
PP776	09-11-06	09-26-06	Mark Headwig	\$20.00		<input type="checkbox"/>
PP777	09-20-06	10-05-06	Macaroni and Cheese, LLP	417	\$2,992.00	<input type="checkbox"/>
PP778	10-02-06	10-17-06	Law Office of Harry Truman, PLLC	405	\$22.79	<input type="checkbox"/>
PP779	10-03-06	10-18-06	Macaroni and Cheese, LLP	404	\$1,020.00	<input type="checkbox"/>
PP780	10-25-06	11-09-06	Macaroni and Cheese, LLP	382	\$2,805.00	<input type="checkbox"/>
PP781	11-01-06	11-16-06	Macaroni and Cheese, LLP	375	\$2,244.00	<input type="checkbox"/>
PP782	11-13-06	11-28-06	Macaroni and Cheese, LLP	363	\$1,751.00	<input type="checkbox"/>
PP783	11-13-06	11-28-06	Tweety Bird Legal	363	\$1,935.00	<input type="checkbox"/>
PP784	11-27-06	12-12-06	Macaroni and Cheese, LLP	349	\$1,785.00	<input type="checkbox"/>
PP785	11-30-06	12-15-06	Tweety Bird Legal	346	\$5,072.00	<input type="checkbox"/>
PP786	11-30-06	12-15-06	Tweety Bird Legal	346	\$15.00	<input type="checkbox"/>

Statement without Aging    Statement with Aging    Close    Total Balance Due: \$207,147.79    Select All    Unselect All

Click here to include this invoice in the statements.

In this screen you can pick which Invoices you want to include in your statements. You can sort the columns. The idea is to click the check boxes in order to pick a statement for printing.

You can Selected all invoices by clicking on the Select All button.

The Statement with Aging will include an aging date based on your Invoice Net Due

Setup and Company Information

General    Accounting    Internet    File Locations    Other

Invoice Start: 768     Include Service Comment on Invoice.     Match Job Number.

Invoice Prefix: PP    Window Envelope Type:    Sort Column: Court Case

Net Due Days: 15     Show Served To Information

Invoice Msg. One:    Aging Based on Net Due Days

Invoice Msg. Two: Thank you for your business and have a great day!

Pay Statement Start: 768

days as specified in the Company Setup Screen.

### ***Unapplied Payments***

The Other half of the process is to find Payments that have not been allocated fully to Invoices. There are two places to do this.

### ***Review Payments by Date***

When you review Payments by Date you will see a list of Date where Checks were entered along with any unapplied balances from that date.

Payments Received

This screen shows a list of dates where payments were received. It also shows the amount received that has not yet been applied to invoices. Click on any Date Payment Received arrow to display the invoice information for that transaction. You can choose to display a list of payments made in a specific date range by placing a start and end date in the boxes provided. After indicating the date range, click on the button "Update List Base On Dates" and the payments made screen will appear. You can also select from multiple date ranges (i.e. today, this week, this month, this quarter, this year etc.) by clicking on the small Calendar Icon to the right of the date range boxes).

Start Date: 01-01-06 End Date: 12-31-08

Update List Based on Dates

Date Payments Received	Unapplied Balance
▶ 11/26/2007	\$2,300.00
8/14/2006	\$5.00

On this screen you can double click to display the Payment Entry screen for that selected Batch Date. You can then allocate or de-allocate payments to Invoice Line Items.

## Review Payments Received by Client

This screen allows you to see each payment that a client has made and how that payment was allocated. Also if there are any unapplied balances these will be clear to see.

This form is used to review all payments received by a specific Client. The first list is used to pick the Client. The second list is used to pick the check or other payment type. The third list is used to see how the selected payment was distributed.

You can double click on the Check line to see the Check Entry Screen, the Invoice Line to see the Invoice record, or you can double click on the Record No. field to goto that specified service record.

Client Name

- Donald Duck Legal
- Macaroni and Cheese, LLP
- Mickey Mouse Inc.

Check Statement Based on Received Date

Check No	Date	Amount	Payment Type	Memorandum	Applied	Unapplied
<input checked="" type="checkbox"/>	08-11-06	\$2,380.00	Check		\$2,380.00	\$0.00
<input type="checkbox"/>	08-11-06	\$90.00	Check	paid	\$85.00	\$5.00

Check Statement

Invoice No.	Amount	Reference	Record No.	Item	Case No.
<input checked="" type="checkbox"/>	PP768	\$17.00	06-000016	Summons & Complaint	
<input type="checkbox"/>	PP768	\$17.00	06-000017	Summons & Complaint	Erin Capital M-
<input type="checkbox"/>	PP768	\$17.00	06-000018	Summons & Complaint	Erin Capital Management LLC vs.
<input type="checkbox"/>	PP768	\$17.00	06-000019	Summons & Complaint	Erin Services Co. LLC vs. Xavier
<input type="checkbox"/>	PP768	\$17.00	06-000020	Summons & Complaint	Erin Capital Management LLC vs.
<input type="checkbox"/>	PP769	\$17.00	06-000021	Summons & Complaint	Erin Capital Management LLC vs.
<input type="checkbox"/>	PP768	\$17.00	06-000022	Summons & Complaint	Erin Capital Management LLC vs.

Invoice Line Items that have been allocated payments from the selected Check.

Close

Form this screen you can pick a Client and then see what checks have come from that client. In addition you can see if each check has any left over money not allocated or applied to an Invoice Line Item.

To allocate additional money from a check you can double click on the Check row.

To Edit the and Review the Invoice Detail you can double click on the Invoice Row.

The Check Statement Buttons will print a report showing how a specific check was allocated.

## Pre-Payments

One recurring question that many users have about Case Manager is how to handle Pre-Payments. This rather simple process.

- First you simply record the payment in the Payment Entry screen.
- Then you work through the case until it is Invoiced.
- Once Invoiced you can come to the Payments Received by Clients screen and look for Payments with unapplied balances.
- Double-Click on the payments with Unapplied Balance.
- You will be on a Batch Date with check containing an Unapplied balance(s). Find that Unapplied balance in the list of checks and click on it.

- You will then see all the Invoice Line Items that have received payments from this check and any Invoice Line Items that are blank.
- You can fill in the Blank Invoice Line Items.

Although the concept is simple there are a number of steps involved. Please call if you need help with this.

## Pricing

There are a number of ways to work with Invoice Pricing.

- Standard Invoice Pricing.
- Billing Contact Alternate Pricing.
- Client Discount Percent
- Invoice Discount Percent
- Invoice Discount Amount

Doing business with various clients you may enter into various Relationships that require you do adjust you prices. This could be for specific Line Items, across the board or for a specific Invoice.

What ever the case it is important that understand how you setup these various items.

### *Standard Invoice Pricing*

Standard Pricing is setup using the Invoice Item Types screen. This screen allows you to add and remove Invoice Line Item types.

Item Description	Default Payment	
▶ 1st Class Mailing	\$0.00	✖
2nd Defendant Different Address	\$10.00	✖
2nd Service Same Address	\$0.00	✖
Additional Name	\$0.00	✖
Certified-Registered Mailing	\$2.79	✖
Citation	\$0.00	✖
CORRECTION	\$4.00	✖
Correction C&S	\$5.00	✖
correction eec	\$2.00	✖
Correction LG	\$2.00	✖
County Clerk Filing	\$0.00	✖
Court Filing - Per Case/P Month	\$0.00	✖
deduction	(\$15.00)	✖
DMV Search	\$0.00	✖
Document Retrieval	\$25.00	✖
End of Trial Correction	\$3.00	✖
File Affidavit Of Service	\$0.00	✖
Free Trial Summons & Complaint	\$0.00	✖
Index Number Reimbursement	\$45.00	✖
Landlord Tenant	\$0.00	✖
Mail Trace	\$0.00	✖
Matrimonial	\$65.00	✖
Non Routine Court Filing	\$0.00	✖
Non-Military Lookup & Affidavit	\$10.00	✖

And set there prices. These prices are entered automatically when entering an Invoice Line Item from the Enter Billing Information screen.

**Enter Billing Information for this Paper that Will Appear on the Invoice**

**INFORMATION THAT WILL APPEAR ON INVOICE ONCE CREATED**  
 Items with a yellow background have been invoiced and cannot be deleted or changed. Items with a green background have either been fully or partially paid, and cannot be changed or deleted. You have the option of adding invoice information and printing it at a later date, or creating an invoice and printing it immediately (See User Manual - Invoicing). Also be aware that furth discounts applied at the time of Invoicing may change the Tax Due amounts.

Record No.	Serve To	Item	Qty	Unit Price	Discount	Tax	SubTotal	Total Paid	Include In Service Fee
06-000017	Stacy M Zill06-000017	Summons & Complaint	1	\$17.00	\$0.00	0	\$17.00	\$17.00	<input type="checkbox"/>

Line Item Default Prices

Create Invoice Now Save Changes Add Invoice Information

Total Fees: \$17.00  
 Discount: \$0.00  
 Discounted Total: \$17.00  
 Sales Tax: \$0.00  
 Final Total: \$17.00  
 Total Paid: \$17.00  
 Balance Due: \$0.00

**Billing Contact Alternate Pricing**

Alternate pricing allows you to change the price of a selected number of Invoice Line Items.

**Clients and Outside Agencies**

ID No: 69 Record Source: Case Manager [ ] Status: Active

Client Attorney you receive work from  Client Other than Attorney  Personal Contact  Billing Contact  
 Outside Process Server Firm You Send Work TO  Company Owner

Salutation: Mr. First Name: John Last Name: Smith  
 Firm: ABC Law Firm  
 Display Name: John Smith

General Accounting Alternate Prices

Invoice Item	Regular Price	Alternate Price
Summons & Complaint	17.00	\$27.00
Subpoena	65.00	\$60.00
Secretary Of State	0.00	\$100.00
Citation	0.00	\$40.00

Pick Line Item to Change

Set New Price.

First Prev. Next Last Save Undo Add Print List Close

Now whenever you use the Billing Contact with Adjusted Pricing in the Bill To field of the Process Info Tab, you will see adjusted prices.

### ***Client Discount***

The Client Discount is simply another way to effect the prices for a specific client. In this case a discount amount is applied to all invoices generated for the client entered into the Bill To field of the Process Info Tab.

The screenshot shows a software window titled "Clients and Outside Agencies" with a record ID of 69. The "Status" is "Active". The "Billing Contact" checkbox is checked. The client's name is "John Smith" and the firm is "ABC Law Firm". The "Alternate Prices" tab is selected, showing a "Regular Retainer" section with an amount of "\$0.00" and a "Client Discount" section with a "Discount Percent" of "0.50%". A callout box labeled "Client Discount Amount" points to the "Discount Percent" field. The bottom of the window features navigation buttons: First, Prev., Next, Last, Save, Undo, Add, Print, List, and Close.

The discount is applied to the bottom line of the Invoice.

## Invoice Discounts

You can create an Discount Percent on an Invoice during Invoice Generation as well.

**Create New Invoices**

This screen is used to create new invoices. First select the Bill To name located on the left window. When you do this, a list of all processes with Invoice Items will appear in the right window. Put a check mark in the boxes that appear beneath the Add To Invoice button for each process you want to create an invoice for at this time. If you want to print a single invoice FOR EACH PROCESS SERVICE ADDED TO INVOICE, select "Create one invoice for each Process Service" using drop down menu. If you want to print a single invoice CONTAINING ALL PROCESS SERVICES ADDED TO INVOICE, select Create one invoice for each Process Service.

If you will be including a discount in your invoice either enter a dollar amount or a percentage for the discount. Note that a percentage discount will be take AFTER the standard client discount.

When you are done click on the Create Invoices button. The invoice will be created and displayed on your computer screen to enable review and printing.

Do this for each Bill To Name.

Bill To Name	Disc. %	Disc. \$	Invoice Creation Method
Mickey Mouse Inc.	0.00%	\$0.00	One Invoice with multiple Process Services
Twenty Bird Legal	0.00%	\$0.00	One Invoice with multiple Process Services

ID	Received Date	Serve To Name	Amount Due	Add to Invoice
07-012099	08-29-07	112 SEVENTH AVE, I	\$13.00	<input type="checkbox"/>
07-011987	08-29-07	FRANK DISPIGNO	\$13.00	<input type="checkbox"/>
07-011927	08-29-07	SHAKEEL ALI	\$13.00	<input type="checkbox"/>
07-012086	08-29-07	ALBERT M REDD	\$13.00	<input type="checkbox"/>
07-011933	08-29-07	VERONICA ARENILL	\$13.00	<input type="checkbox"/>
07-011934	08-29-07	TANVEER ASLAM	\$13.00	<input type="checkbox"/>
07-011994	08-29-07	GWENDOLYN R FAU	\$13.00	<input type="checkbox"/>
07-011940	08-29-07	LYLE BELCHER	\$13.00	<input type="checkbox"/>
07-011926	08-29-07	MUHAMMAD ALI	\$13.00	<input type="checkbox"/>
07-012089	08-29-07	LUZ M RIVERA	\$13.00	<input type="checkbox"/>
07-011924	08-29-07	ARSHAD ALI	\$13.00	<input type="checkbox"/>
07-011960	08-29-07	CRYSTAL E COLEMA	\$13.00	<input type="checkbox"/>
07-011962	08-29-07	DONA C COLLINS	\$13.00	<input type="checkbox"/>
07-011965	08-29-07	JOSEPH L CORACE	\$13.00	<input type="checkbox"/>
07-011973	08-29-07	RAZI DANIAL	\$13.00	<input type="checkbox"/>
07-012226	08-29-07	FRED SEQUEIRA	\$13.00	<input type="checkbox"/>
07-011975	08-29-07	ALSON A DAVID	\$13.00	<input type="checkbox"/>
07-012102	08-29-07	MARILOU PETION A,	\$13.00	<input type="checkbox"/>
07-012213	08-29-07	MIAN SALEEMI	\$13.00	<input type="checkbox"/>

Discount Amounts.

Create Invoices

Select Served Select All Select All Served Unselect All Close

In addition you can use a fixed amount. Just keep in mind that will be used for all invoices generated, so you want to be very careful how you use this during Invoice Creation.

You can also adjust an invoice after it is created:

**Process Paper Service Invoice**

Invoice Number: PP885 Discount Amount: \$0.00  
 Invoice Date: 06-21-07 Discount Percent: 5.00%  
 Client Discount Percent: 0.00%  
 Client: Donald Duck Legal

Items with a yellow background have been invoiced and cannot be deleted or changed. Items with a green background have either been fully or partially paid, and cannot be changed or deleted. You have the option of adding invoice information and printing it at a later date, or creating an invoice and printing it immediately (See User Manual - Invoicing).

Record No.	Serve To	Item	Qty	Unit Price	Discount	Tax	SubTotal	Total Paid	Include In Service Fee
07-005678	ANIBAL RIVERA	Summons and Complaint	1	\$10.00		0	\$9.50		<input type="checkbox"/>
07-005679	DINESH LUTCHMAN	Summons and Complaint	1	\$10.00	\$0.50	0	\$9.50		<input type="checkbox"/>
07-005651	LASHANDA E SMITH	Summons and Complaint	1	\$10.00	\$0.50		\$9.50		<input type="checkbox"/>
07-005652	MILTON VALENCIA	Summons and Complaint	1	\$10.00	\$0.50		\$9.50		<input type="checkbox"/>
07-005653	YVES GEANBART	Summons and Complaint	1	\$10.00	\$0.50		\$9.50		<input type="checkbox"/>
07-005657	CHARLES K PROVERBS	Summons and Complaint	1	\$10.00	\$0.50		\$9.50		<input type="checkbox"/>
07-005658	ALLEN SHANNON	Summons and Complaint	1	\$10.00	\$0.50		\$9.50		<input type="checkbox"/>
07-005676	LATOYA T MITCHELL	Summons and Complaint	1	\$10.00	\$0.50		\$9.50		<input type="checkbox"/>
07-005662	ISMAEL L BATISTA	Summons and Complaint	1	\$10.00	\$0.50		\$9.50		<input type="checkbox"/>

Discount Applied

Add Invoice Information

Total Fees: \$540.00  
 Discount: (\$27.00)  
 Discounted Total: \$513.00  
 Sales Tax: \$0.00  
 Final Total: \$513.00  
 Total Paid: \$0.00  
 Balance Due: \$513.00

Print Invoice Save Close