

Reports

Most of the following Reports can be opened, displayed and printed in PDF or Spreadsheet CSV format. CSV format can also be saved in Excel xlsx format. You can manipulate data in the spreadsheet format.

Log Report: Customizable Display of Billed and Unbilled Log Data for any period of time. Available in PDF and CSV formats. Extremely useful report for auditing any type of Log entry, Fees, Costs, Payments, Trusts, Retainers or Late Payment Charges. There are 3 types of Payments, recorded Payments, Trust and Retainer Transfers (money transferred from Trust and Retainer Accounts to pay statement charges).

Invoice Report: (This report is scheduled to be moved to History Statements and become Client History Statement by Activity Date): This History Statement is also available in CSV spreadsheet format. The regular History Statement displays all statements as a single statement within Statement date range. The Invoice Report (Client History by Activity Date) Allows you to display a History Statement using exact from and to log activity dates. You can also produce the report with Fees only or Costs only.

Payment Report: This report allows you to display and print all client payments including those from trust and retainer accounts. Unbilled as well as billed payments are included.

Clients/Matters: Several client reports are available for all Clients Active, Inactive or both Active and Inactive. Inactive clients are displayed in red. There is a Client Name/ID list with or without matters. A full client list in CSV with addresses, A CSV Client List with Telephone Numbers, A CSV Client List with Email Addresses and a CSV Client List with User Rates.

Installment Billing Report: List of the clients who are paying by installments and whether or not they are overdue.

Trust/Retainer Balance Report: CSV or PDF format, Active and/or Inactive Clients. Commonly used to reconcile Trust/Retainer Accounts. If used for that purpose be sure to include Inactive Clients (clients may have been deactivated since your last reconciliation). Also used to obtain the amount to transfer from Trust/Retainer Bank accounts to your General (Office) Account. For the Date Range selected or Cumulative, displays all clients with Trust/Retainer Beginning/Ending Balances and Totals of Deposits, Disbursements and Transfers (Money manually or Automatically Transferred from Trust/Retainers to pay for statement charges).

The Transfers Report Total is the amount you need to transfer from your Trust/Retainer Bank Account to your General Account. A very, very important figure.

Trust/Retainer Activity Detail Report: Use this report to view all Trust/Retainer Individual Entries (not just Balances and Totals) for a single client or for all clients by date range or cumulative from the beginning. If the latter expect to wait a while it could be hundreds of entries.

Accounts Receivable Report: (What clients have a billed balance due, for how much and for how long): For Active and/or Inactive clients, overdue balances aged up to 120 days. with the last payment amount and date. This report, which is available in both PDF and CSV formats, can be displayed by Client Name, Client ID, Aged Balances, Balances Low to High, Balances High to Low, Date Last Paid and Credit Balances (only). The month and amount of the last payment is displayed for each client with an open balance.

Unbilled Charges and Credits Report: PDF Only. For Active and/or Inactive Clients. A listing of all clients with Unbilled (not yet billed) Fees and Cost charges with date last billed and aging of Unbilled. This report can be displayed by Client Name, Client ID, Aged Balances, Balances Low to High, Balances High to Low, Date Last Billed and Credit Balances.

Productivity Report: PDF and CSV formats. Active and Inactive Clients. For your selected date range, a summary by clients or by month of hours and fees charged to each client by each user with totals by user and office. Credits are separately totaled.

Practice Area Report: CSV only Active and Inactive Client, by Any Date Range, Client Name, Client ID, Hours, Fees, Costs, Late Charges and Payments within User created Practice Areas.

Client To Date Financial Report: CSV and Active Clients only, Client Name, Client ID, Open date and Totals of each possible entry type including Trusts and Retainers (deposits, disbursements and manual/automatic transfers to pay statement charges). Includes any unbilled or unpaid balance.

Client Selected Date Range Financial Report: CSV and Active Clients and/or Inactive clients; Client name, Client ID, Open date and Totals of each possible entry type including Trusts and Retainers (deposits, disbursements and manual/automatic transfers to pay statement charges).

Office Totals Report: Year To Date Totals (select any year) for all office charges and credits (Payments, Trusts, Retainers) with Billed and Unbilled Balances.

End 3/24/22