CosmoLex®

REPORTS

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Important Note

At this time, we do not have a custom report builder. For that reason, we ask that you review the included reports with your team to ensure that you can collect the data needed for your firm. Each report can be viewed in app, or downloaded to PDF or Excel formats.

Note that the following sample reports were generated using a test data set and may not reflect typical business activity.

We also provide advanced filtering and export functionality (PDF, Excel, CSV) throughout the application to assist with reporting needs.

If you have any questions or need assistance with understanding this reporting, please reach out to your account manager.

Accounting (Firm)

Name of Report	Description
Profit & Loss	Also known as an Income Statement, this report summarizes the revenues, costs, and expenses incurred during a specific period of time.
Balance Sheet	A statement of the assets, liabilities, and equity of your business at a particular point in time.
Trial Balance	A bookkeeping worksheet in which the balances of all ledgers are compiled into debit and credit columns.
General Ledger	Listing of all general ledger accounts and their activity during the selected time period.
Accounts Payable Aging Summary	Categorizes payables to vendors based on time buckets.
Accounts Payable Details	Lists the balances owed to outside vendors.
Accounts Payable Payee Ledger Report	A Payee summary that lists bills received from that payee or vendor during a certain time period.

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Profit & Loss (P&L)

Also known as an Income Statement, this report summarizes the revenues, costs, and expenses incurred during a specific period of time.

Report Filters

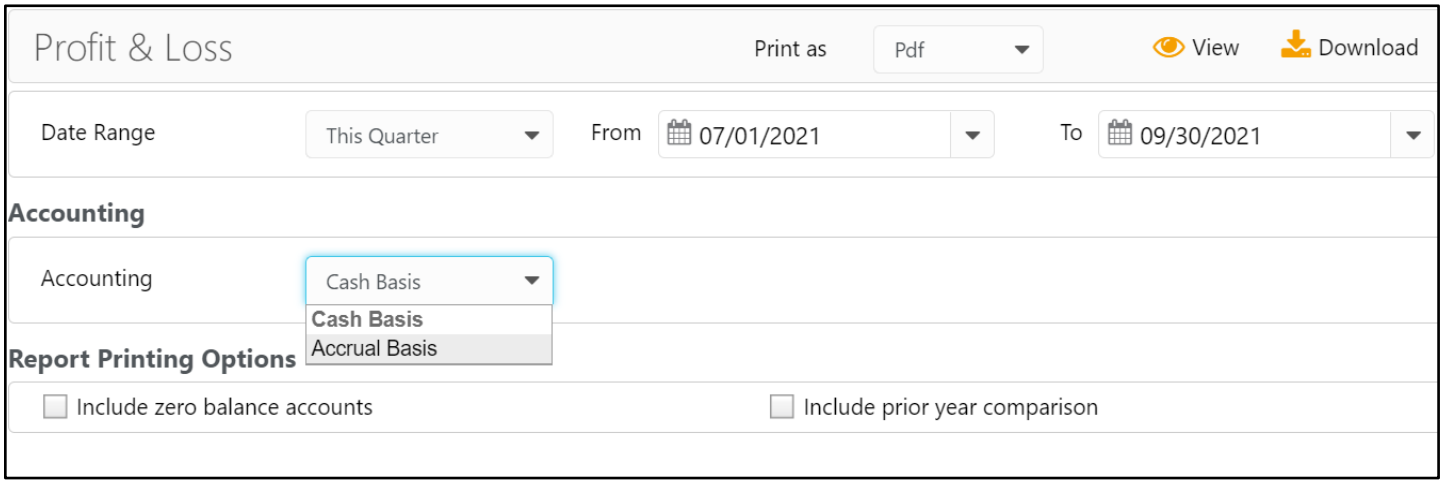
- **Date Range**: The date range options you have are All Dates, Last Month, Last Year, This Month, This Year. You can override the date range via the from/to boxes to the right.

Report Printing Options

- **Accounting:** Your default reporting method will be selected (cash or accrual) but can be changed.

- **Include zero balance accounts:** This is unchecked by default. To include accounts with zero balance, check this setting.

- **Include prior year comparison:** This is unchecked by default. To show prior year comparison and percentage difference, check this setting.



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Justice Law Firm, LLC

Profit and Loss

(Cash Basis)

01/01/2020 - 12/31/2020

	Total
Income	
4100:Fee Income	$39,288.41
4102:Fee Income-Real Estate Income	$422.50
4125:Discounts	($152.50)
4150:Other Business Income	$409.47
4200:Reimbursed Client Costs (Direct)	$3,147.00
4250:Inhouse Reimbursed Costs (Indirect)	$317.50
Total Income	$43,432.38
Cost Of Goods Sold	
Total Cost Of Goods Sold	$0.00
Gross Profit	$43,432.38
Expenses	
6451:Office Supplies	$1,500.00
6610:Reimbursable Client Costs	$1,900.00
6625:Rent	$34,000.00
6675:Telephone/Communications	$100.00
Total Expenses	$37,500.00
Net Operating Income	$5,932.38
Other Income	
Total Other Income	$0.00
Other Expenses	
Total Other Expenses	$0.00
Net Income	$5,932.38

(Sample P&L Report)

Click the link below to view full report:

1 (a) Profit-&-Loss-Cash Basis.pdf
1 (b) Profit-&-Loss_Accrual Basis.pdf

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Balance Sheet

A statement of assets, liabilities, and equity of your business at a particular point in time.

Report Filters

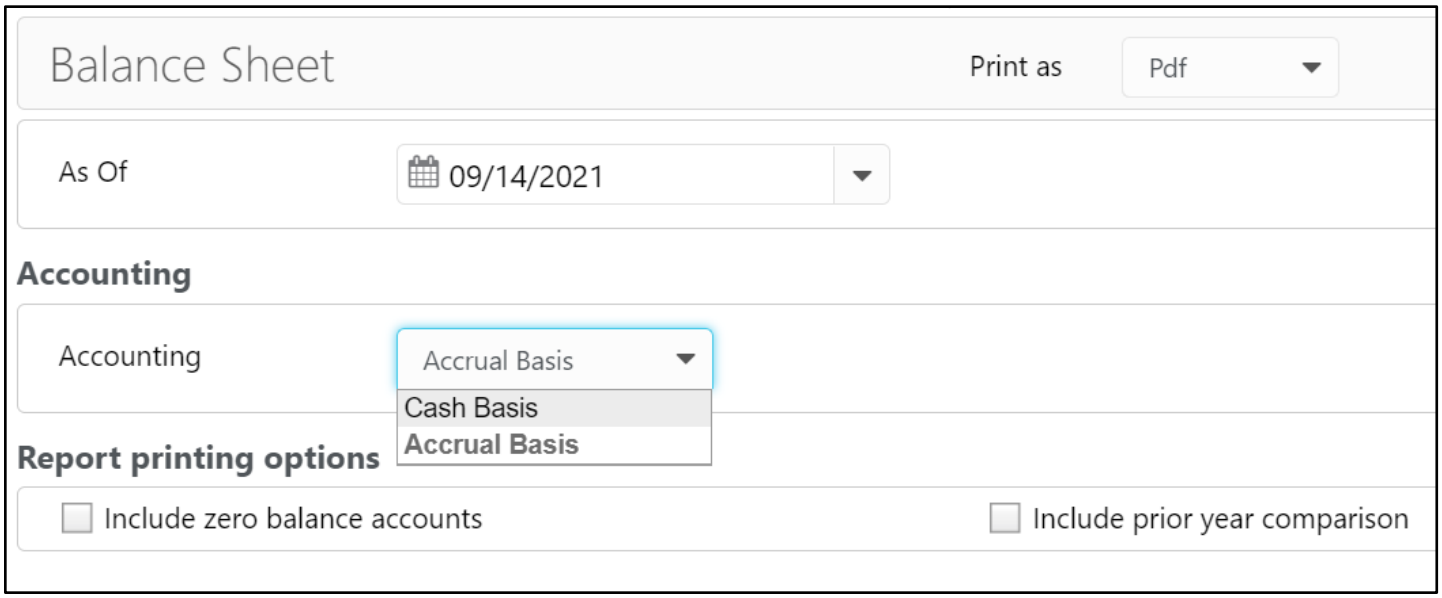
- **As of Date**: This will default to today's date, but can be changed.

Report Printing Options

- **Accounting:** Your default reporting method will be selected (cash or accrual) but can be changed.

- **Include zero balance accounts:** This is unchecked by default. To include accounts with zero balance, check this setting.

- **Include prior year comparison:** This is unchecked by default. To show prior year comparison and percentage difference, check this setting.



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Balance Sheet

(Cash Basis)

09/30/2021

ASSETS	**Total**
Current Assets	
Bank Accounts	
1054:Bank of America-JLF Trust Account	$1,031,466.17
Total Bank Accounts	$1,031,466.17
Other Current Assets	
1700:Advanced Client Costs	$2,031.44
1725:Allowance for Bad Debt	$0.10
Total Other Current Assets	$2,031.54
Other Assets	
1900:Security Deposits Asset	$1,000.00
Total Other Assets	$1,000.00
Fixed Assets	
1610:Accumulated Depreciation	$300.00
1620:Furniture and Equipment	($2,298.00)
Total Fixed Assets	($1,998.00)
Total ASSETS	$1,032,499.71

LIABILITIES AND EQUITY	**Total**
Liabilities	
Current Liabilities	
1:Owner Loan	($100.00)
2300:Client Trust Funds	$1,724,829.60
2310:Client General Retainer (Trust)	$10,200.00
2320:Client General Retainer (Operating)	$104,123.58
2400:Payroll Liabilities	$100.00
2550:Internal Bank Transfer	($50.00)
Total Current Liabilities	$1,839,103.18
Credit Cards	
Total Credit Cards	$0.00
Other Current Liabilities	
2200:Sales Tax Collected	$4,864.50

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Balance Sheet

(Cash Basis)

09/30/2021

Long Term Liabilities	
Total Long Term Liabilities	$0.00
Total LIABILITIES	$1,843,967.68
Equity	
3200:Member's Capital	$3,100.00
3300:Member's Draw	$200.00
3400:Retained Earnings	$318,842.51
3500:Income and Expense Summary (e.g. Net Income) .	$18,997.08
Total Equity	$341,139.59
Total LIABILITIES AND EQUITY	$2,185,107.27

(Sample Balance Sheet)

Click the link below to view full report:

2 (a) Balance-Sheet_Cash.pdf
2 (b) Balance-Sheet_Accrual Basis.pdf

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Justice Law Firm, LLC

Balance Sheet

(Accrual Basis)

09/30/2021

ASSETS	**Total**
Current Assets	
Bank Accounts	
1054:Bank of America-JLF Trust Account	$1,031,466.17
Total Bank Accounts	$1,031,466.17
Accounts Receivable	
1200:Accounts Receivable	$152,370.47
Total Accounts Receivable	$152,370.47
Other Current Assets	
1700:Advanced Client Costs	$920.34
1725:Allowance for Bad Debt	$0.10
Total Other Current Assets	$920.44
Other Assets	
1900:Security Deposits Asset	$1,000.00
Total Other Assets	$1,000.00
Fixed Assets	
1610:Accumulated Depreciation	$300.00
1620:Furniture and Equipment	($2,298.00)
Total Fixed Assets	($1,998.00)
Total ASSETS	$1,183,759.08

LIABILITIES AND EQUITY	**Total**
Liabilities	
Accounts Payable	
2100:Accounts Payable	$77,350.00
Total Accounts Payable	$77,350.00
Current Liabilities	
1:Owner Loan	($100.00)
2300:Client Trust Funds	$1,724,829.60
2310:Client General Retainer (Trust)	$10,200.00
2320:Client General Retainer (Operating)	$97,875.58
2400:Payroll Liabilities	$100.00
2550:Internal Bank Transfer	($50.00)

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Trial Balance

A bookkeeping sheet in which the balances of all ledgers are compiled into debit and credit columns.

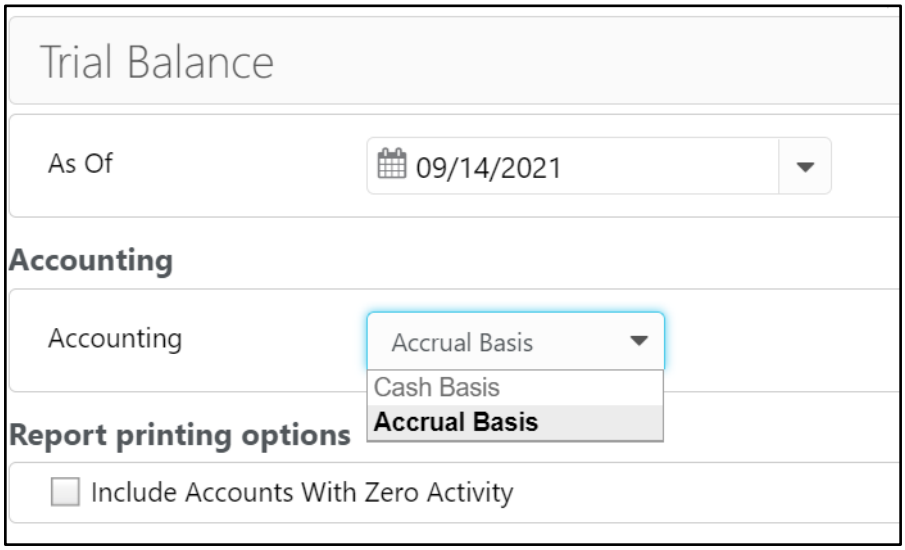
Report Filters

- **As of Date**: This will default to today's date, but can be changed.

Report Printing Options

- **Accounting:** Your default reporting method will be selected (cash or accrual) but can be changed.

- **Include accounts with zero activity:** This is unchecked by default. To include accounts with no activity, check this setting.



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Law Offices of Jon D. Robinson

Trial Balance

(Cash Basis)

2021/10/21

6400:Maintenance	$903.85	
6425:Miscellaneous	$12,520.10	
6450:Office Supplies	$1,722.50	
6451:Office Supplies-Dennis Sturgill Office Expenses	$100.00	
6452:Office Supplies-JD Robinson Office Supplies	$185.74	
6455:Office Supplies-Office Supplies - JV	$75.86	
6456:Office Supplies-Office Expenses - Jay Cole	$87.98	
6500:Postage and Delivery	$19.96	
6610:Reimbursable Client Costs	$115.33	
6625:Rent	$19,000.00	
6675:Telephone/Communications	$815.00	
6702:Travel & Entertainment-Meals	$75.98	
6725:Utilities	$1,215.00	
9002:Circle Misc	$1,222.57	
TOTAL	$7,504,739.52	$7,504,739.52

(Sample second page of Trial Balance Report)

Click the link below to view full report:

3 (a) Trial-Balance Cash Basis .pdf

3 (b) Trial-Balance_Accrual Basis.pdf

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General Ledger

A listing of all general ledger accounts and their activity.

Report Filters

- **Chart of Account:** Choose “All” to view all general ledger accounts in the report or choose a specific account from the list.

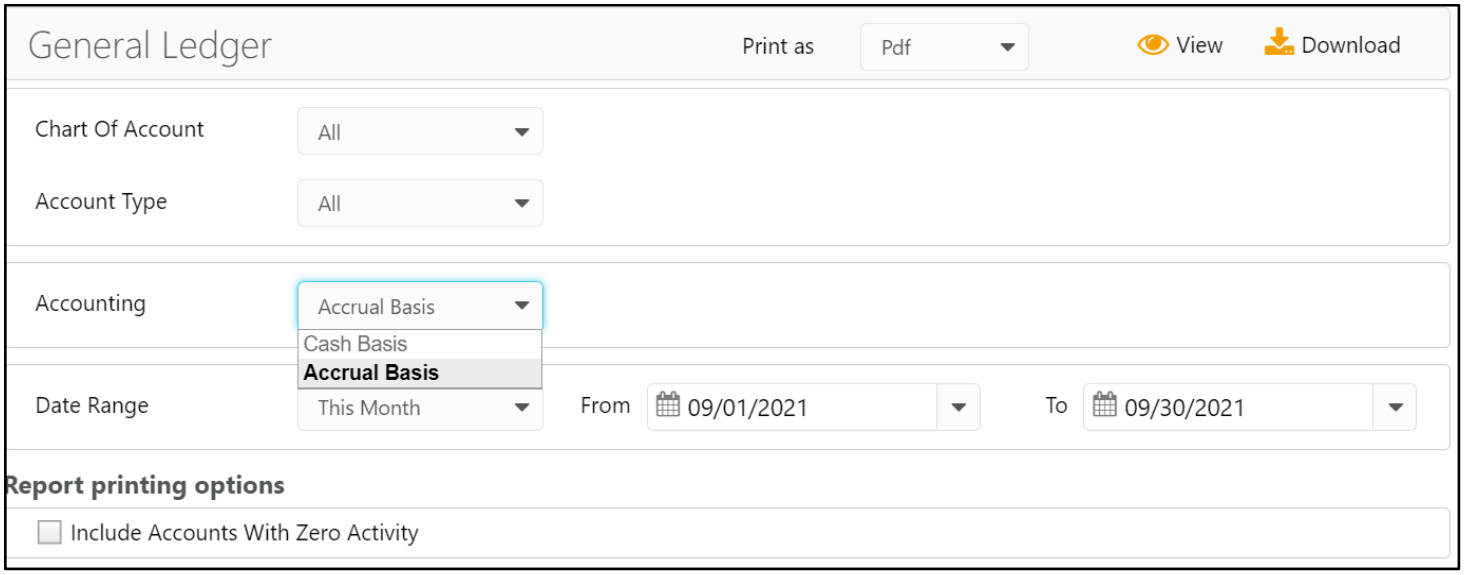
- **Account Type:** Choose “All” to view all account types or choose a specific account type.

- **Accounting:** Your default reporting method will be selected (cash or accrual) but can be changed.

- **Date Range:** The date range options you have are All Dates, Last Month, Last Year, This Month, This Year. You can override the date range via the from/to boxes to the right.

Report Printing Options

- **Include accounts with zero activity:** This is unchecked by default. To include accounts with no activity, check this setting.



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Justice Law Firm, LLC

General Ledger

(Cash Basis)

Date Range: 09/01/2021 - 09/30/2021

1:Owner Loan (Current Liability)

Date	Ref#	Payee	Description	Account	Debit	Credit	Balance
Opening Balance							(100.00)
Total							

1000:Citigroup-Citigroup Operating (Bank)

Date	Ref#	Payee	Description	Account	Debit	Credit	Balance
Opening Balance							1,628.01
Total							

1001:Capital One Financial-Capital One Business (Bank)

Date	Ref#	Payee	Description	Account	Debit	Credit	Balance
Opening Balance							520,412.33
09/13/2021		LB Co	Pmt for Invoice# 986	4100:Fee Income	300.00		520,712.33
09/14/2021		Coleman, Gloria E.	Pmt for Invoice# 1143	4100:Fee Income	500.00		521,212.33
09/23/2021		Collins, Jim	Pmt for Invoice# 1158	4100:Fee Income	50.00		521,262.33
09/23/2021		Collins, Jim	Pmt for Invoice# 1160	1700:Advanced Client Costs	50.00		521,312.33
09/23/2021		Collins, Jim	Pmt for Invoice# 1158	4100:Fee Income	1,730.00		523,042.33
09/23/2021		Collins, Jim	Pmt for Invoice# 1160	--Split--	1,000.00		524,042.33
Total					**3,630.00**		

1002:U.S. Bancorp-U.S. Bancorp Operating (Bank)

Date	Ref#	Payee	Description	Account	Debit	Credit	Balance
Opening Balance							(400.00)
Total							

CosmoLex Page 1 of 9 Tuesday, October 12, 2021 2:08 PM

(Sample first page of General Ledger Report)

Click the link below to view full report:

4. General-Ledger_Cash Basis.pdf
4(b) General-Ledger Accrual Basis.pdf

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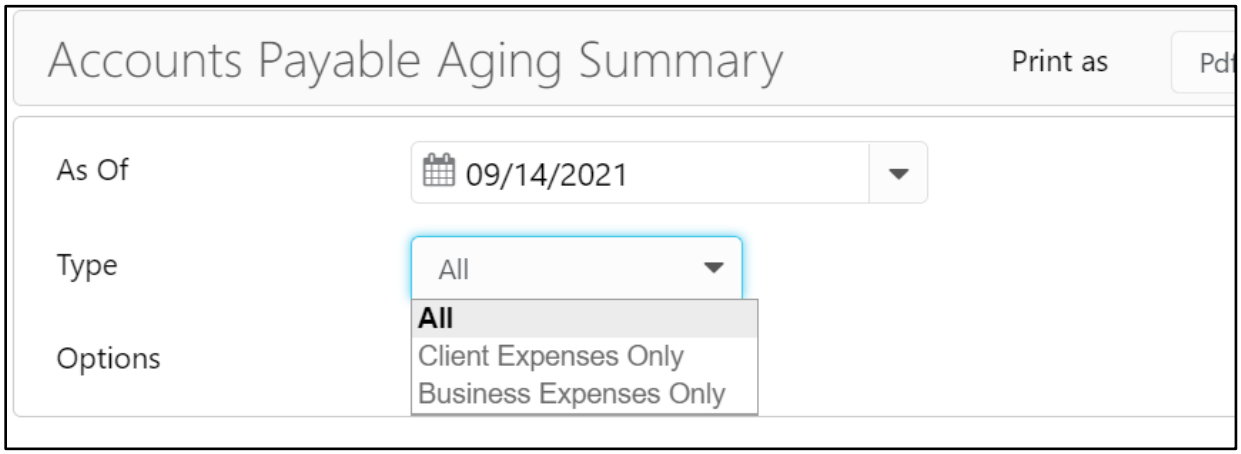
Accounts Payable Aging Summary

Categorizes payables to vendors based on time buckets.

Report Filters

- **As of Date:** This will default to today's date, but can be changed.
- **Type: Choose:** All, Client Expenses only, or Business Expenses only.
- **Options:** Include Hold, Don't Include Hold, or Only Include Hold.



Justice Law Firm, LLC

Accounts Payable Aging Summary

As of Date: 10/12/2021
Hold Bills Included

Vendor/Payee	Current Amount	Aging 1-30	Aging 31-60	Aging 61-90	Aging>90	Total Owed
Expert Landlord Association	$0.00	$10,000.00	$8,000.00	$10,000.00	$51,050.00	$79,050.00
UPS	$0.00	$0.00	$0.00	$0.00	$200.00	$200.00
XYZ Company	$0.00	$0.00	$0.00	$0.00	$300.00	$300.00
Total	**$0.00**	**$10,000.00**	**$8,000.00**	**$10,000.00**	**$51,550.00**	**$79,550.00**

(Sample Accounts Payable Aging Summary)

Click the link below to view full report:
5. Accounts-Payable-Aging-Summary.pdf

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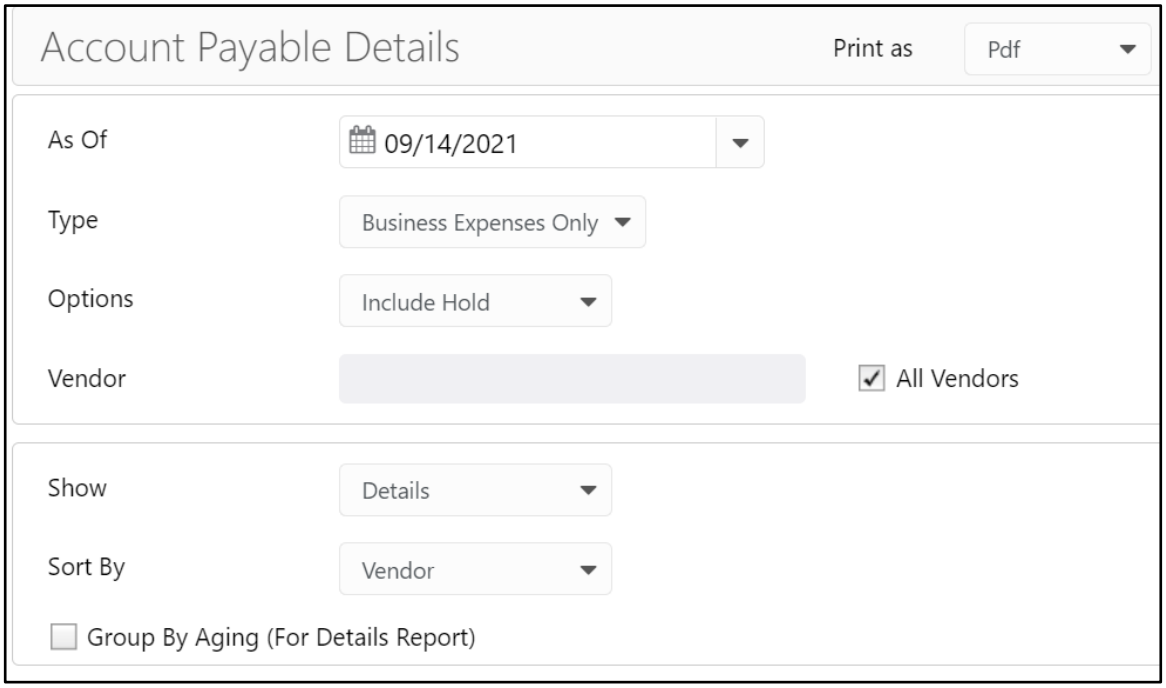
Accounts Payable Details

View the balances you owe to other companies for supplies, inventory, and services your company receives.

Report Filters

- **As of Date:** This will default to today's date, but can be changed.
- **Type: Choose:** All, Client Expenses only, or Business Expenses only.
- **Options:** Choose- Include Hold, Don't Include Hold, or Only Include Hold.
- **Show:** Choose between Details or Summary.
- **Sort By:** Choose to sort the report by the vendor, bill date, or due date.
- **Group By Aging (For Details Report):** Check the box if required.



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Justice Law Firm, LLC

Accounts Payable Detail Report

As of Date: 12/31/2020
Hold Bills Included

Date	Type	Ref#	Vendor/Payee	Original Amount	Current Amount	Due Date	Aging	Client-Matter	Hold
01/22/2020	Bill		Expert Landlord Association		$200.00		344		N
03/17/2020	Bill		Expert Landlord Association	$1,500.00	$1,500.00		289		N
03/20/2020	Bill		Expert Landlord Association	$1,000.00	$1,000.00		286		N
03/20/2020	Bill		Expert Landlord Association	$1,500.00	$1,500.00		286		N
04/17/2020	Bill		Expert Landlord Association	$1,500.00	$1,500.00		258		N
04/20/2020	Bill		Expert Landlord Association	$1,000.00	$1,000.00		255		N
04/20/2020	Bill		Expert Landlord Association	$1,500.00	$1,500.00		255		N
05/17/2020	Bill		Expert Landlord Association	$1,500.00	$1,500.00		228		N
05/20/2020	Bill		Expert Landlord Association	$1,000.00	$500.00		225		N
05/20/2020	Bill		Expert Landlord Association	$1,500.00	$1,500.00		225		N
06/01/2020	Credit		Expert Landlord Association		($650.00)		213		N
09/01/2020	Bill		Expert Landlord Association		$2,000.00	10/01/2020	91		N
09/17/2020	Bill		Expert Landlord Association	$1,500.00	$1,500.00		105		N
12/02/2020	Bill		Expert Landlord Association	$2,000.00	$2,000.00		29		N
12/17/2020	Bill		Expert Landlord Association	$1,500.00	$1,500.00		14		N
12/20/2020	Bill		Expert Landlord Association	$1,000.00	$1,000.00		11		N
12/20/2020	Bill		Expert Landlord Association	$1,500.00	$1,500.00		11		N
01/20/2020	Bill		Expert Landlord Association	$1,000.00	$1,000.00		346		N
01/20/2020	Bill		Expert Landlord Association	$1,500.00	$1,500.00		346		N
10/29/2019	Bill		UPS		$200.00		429	Jane Flora-Estate	N
01/22/2020	Bill		XYZ Company		$300.00		344		N
Total				**$22,000.00**	**$23,550.00**				

(Sample Accounts Payable Detail Report)

Click the link below to view full report:

6 (a)Account-Payable-Details_Summary.pdf
6 (b) Account-Payable-Details_Detailed.pdf

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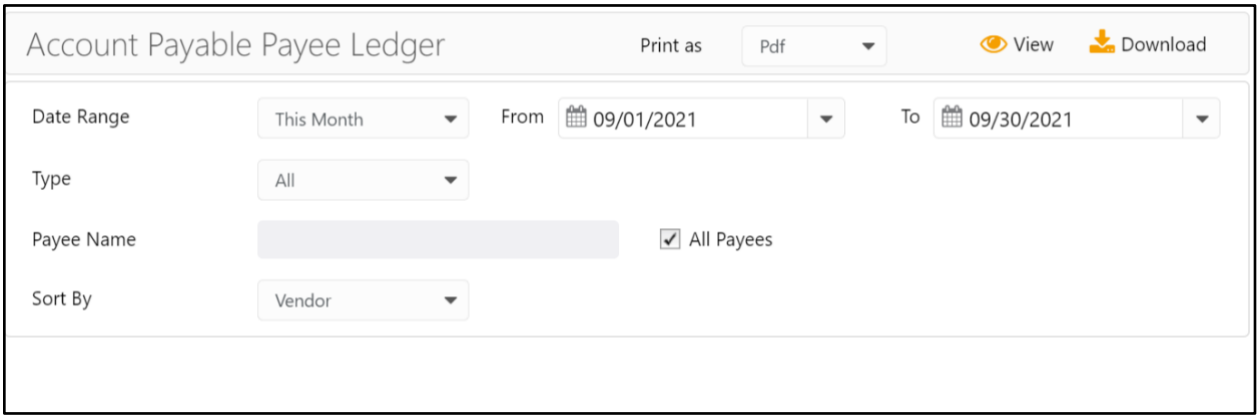
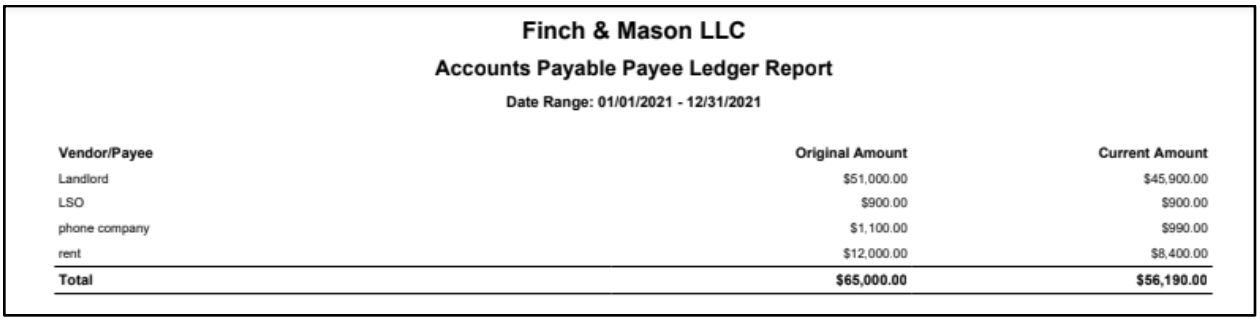
Accounts Payable Payee Ledger Report

Allows you to drill down to an individual payee or vendor to see bills received from that payee or vendor during a certain time period.

Report Filters

- **Date Range:** Will allow you to select the entries by the bill due date. You can customize this date range to whatever you need by using the calendar options provided.
- **Type:** Choose Client Expenses, Business Expenses or all expenses.
- **Payee Name:** By default, all payees are included, to report on a specific payee only, uncheck this box and enter the payee name.
- **Sort:** You have the option of sorting the entries by Vendor, Bill Date or Due Date.





Finch & Mason LLC

Accounts Payable Payee Ledger Report

Date Range: 01/01/2021 - 12/31/2021

Vendor/Payee	Original Amount	Current Amount
Landlord	$51,000.00	$45,900.00
LSO	$900.00	$900.00
phone company	$1,100.00	$990.00
rent	$12,000.00	$8,400.00
Total	**$65,000.00**	**$56,190.00**

(Sample Accounts Payable Payee Ledger Report)

Click the link below to view full report:

7. Account-Payable-Payee-Ledger.pdf

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Accounting (Matters)

Name of Report	Description
Accounts Receivable	Shows the aging of outstanding invoices for selected clients within a specified date range.
Invoice Journal	A breakdown of all invoice details (amounts), payments received, and current balances for invoices generated during a particular period of time.
Invoice Change/Write-offs - Journal	A breakdown of all changes and write-offs applied to invoices generated during a particular period of time.
Invoice Payment Allocations	A list of GL allocations for each invoice payment in a date range.
Operating Retainer by Matter	A balance for each operating bank, including all activity in a client's operating retainer for a matter.
Operating Transfer Record	Displays all transfers of operating funds from one matter to another, along with their reasoning.

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Accounts Receivable

Lists Accounts Receivable activity for a specific matter owner or all matter owners through a specified date.

Report Filters

- **Matter Owner**: Choose all matter owners or a specific matter owner.
- **Client:** Choose all clients or a specific client.
  - **All clients:** By default all active clients are included. To choose a specific client, uncheck this box and type in the client name.
  - **Active Clients Only:** By default, only active clients are included. To include inactive clients, uncheck this box.
- **Client-Matter:** Choose all matters or a specific matter.
  - **All Client Matters:** By default all active matters are included (unless filtered by client above). To choose a specific matter, uncheck all client matters and type in the matter name.
  - **Active Matters Only:** By default, active and inactive matters are included. To only include active matters, check this box.
- **Invoice Date Range:** Only invoices dates within this range will be included. The date range options you have are Till Date, Last Month, Last Year, This Month, and This Year.
- **Aging From:** By default, the aging calculation starts from the due date, but can be changed to the invoice date.
- **Sort By:** Choose between invoice aging and client matter.
- **Show:** Choose between detail or summary.
- **Group by Aging (For Detail Report):** Check if required.
- **Include Balance Breakdown**: Check if you wish to view your unpaid balances broken down by fees, hard cost disbursements, soft costs, overhead, finance charges, late fees and taxes.

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Accounts Receivable

Print as Pdf View Download

Matter Owner: All Matter Owners

Client: [ ] All Clients [x] Active Clients Only

Client-Matter: [ ] All Client Matter [ ] Active Matters Only

Invoice Date Range: Till Date To 12/03/2021

Aging From: Due Date

Sort By: Client Matter

Show: Summary

[ ] Group By Aging (For Detail Report) [x] Include Balance Breakdown

Justice Law Firm, LLC

Accounts Receivable Aging Summary

01/01/2020 - 12/31/2020

(Aging Calculated from Invoice Due Date)

Client-Matter	Current	Aging 1-30	Aging 31-60	Aging 61-90	Aging>90	Total Owed
Browns, Pedro T. - Real Estate – Buyer	0.00	0.00	0.00	0.00	400.00	400.00
Burke, Hazel - Litigation	0.00	0.00	1,481.84	0.00	0.00	1,481.84
Collins, Jim - Expungement	0.00	0.00	3,022.50	0.00	0.00	3,022.50
Collins, Jim - Litigation	0.00	682.50	0.00	0.00	0.00	682.50
Collins, Jim - Family Law	0.00	260.00	0.00	0.00	0.00	260.00
Collins, Jim - Refinance	0.00	0.00	281.25	0.00	0.00	281.25
Collins, Jim - Collins vs. Jones	0.00	0.00	0.00	0.00	423.33	423.33
Doe, Jane - Estate & Trust	0.00	0.00	0.00	0.00	150.00	150.00
Fields, Janet - Bankrupcty	0.00	0.00	1,041.50	0.00	0.00	1,041.50
Goldberg, Joshua - Corporate	0.00	0.00	0.00	0.00	325.00	325.00
Sanders, Jane - Collection	0.00	0.00	0.00	0.00	9,150.00	9,150.00
Shivamurthy, Sophia - Estate	0.00	0.00	0.00	0.00	355.00	355.00
Willis, James - Corporate	0.00	0.00	0.00	0.00	4,500.00	4,500.00
Winters, Jillian - Litigation	0.00	0.00	0.00	0.00	200.00	200.00
Wolloit, Steve - Matrimonial	0.00	0.00	0.00	0.00	195.00	195.00
Total	**0.00**	**942.50**	**5,827.09**	**0.00**	**15,698.33**	**22,467.92**

(Sample Accounts Receivable Summary Report)

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Garden State Law

Account Receivable Report

11/05/2021 - 12/03/2021

(Aging Calculated from Invoice Due Date)

Invoice Date	Invoice #	Client	Matter	Matter Owner	Balance	Due Date	Aging
12/03/2021	**1**	**James, Dominic**	**Adoption**	**Mamta**	**$835.00**	**01/02/2022**	**0**
		Fees			$735.00		
		Hard Costs Disbursements			$50.00		
		Soft Costs + Overhead			$50.00		
		Other Business Income			$0.00		
		Taxes			$0.00		

Summary

Totals	Current	Aging 1-30	Aging 31-60	Aging 61-90	Aging>90	Total Owed
Fees	$735.00	$0.00	$0.00	$0.00	$0.00	$735.00
Hard Costs Disbursements	$50.00	$0.00	$0.00	$0.00	$0.00	$50.00
Soft Costs + Overhead	$50.00	$0.00	$0.00	$0.00	$0.00	$50.00
Other Business Income	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Taxes	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total	**$835.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$835.00**

(Sample Accounts Receivable (Including Balance Breakdown) Detailed report)

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Justice Law Firm, LLC

Account Receivable Report

01/01/2020 - 12/31/2020

(Aging Calculated from Invoice Due Date)

Aging 1-30

Invoice Date	Invoice #	Client	Matter	Matter Owner	Balance	Due Date	Aging
12/14/2020	1130	Collins, Jim	Litigation	Susan Mills	$682.50	12/14/2020	17
12/15/2020	1131	Collins, Jim	Family Law	Erica Birstler	$260.00	12/15/2020	16
Total					**$942.50**		

Aging 31-60

Invoice Date	Invoice #	Client	Matter	Matter Owner	Balance	Due Date	Aging
11/12/2020	1120	Fields, Janet	Bankrupcty	Susan Mills	$1,041.50	11/12/2020	49
11/13/2020	1122	Burke, Hazel	Litigation	Susan Mills	$1,481.84	11/13/2020	48
11/13/2020	1124	Collins, Jim	Expungement	Susan Mills	$3,022.50	11/13/2020	48
11/13/2020	1123	Collins, Jim	Refinance	Susan Mills	$281.25	11/13/2020	48
Total					**$5,827.09**		

Aging 61-90

No data available

Aging 91-120

Invoice Date	Invoice #	Client	Matter	Matter Owner	Balance	Due Date	Aging
09/23/2020	1117	Collins, Jim	Collins vs. Jones	Susan Mills	$423.33	09/23/2020	99
Total					**$423.33**		

Aging >120

Invoice Date	Invoice #	Client	Matter	Matter Owner	Balance	Due Date	Aging
02/29/2020	1097	Goldberg, Joshua	Corporate	Susan Mills	$325.00	02/29/2020	306
03/04/2020	1098	Doe, Jane	Estate & Trust	Susan Mills	$150.00	03/04/2020	302
03/04/2020	1099	Shivamurthy, Sophia	Estate	Erica Birstler	$355.00	03/04/2020	302
03/04/2020	1100	Wolloit, Steve	Matrimonial	Jon Doe	$195.00	03/04/2020	302
03/10/2020	1102	Winters, Jillian	Litigation	Erica Birstler	$200.00	03/10/2020	296
05/13/2020	1111	Browns, Pedro T.	Real Estate – Buyer	Susan Mills	$400.00	05/13/2020	232
07/27/2020	1114	Sanders, Jane	Collection	Susan Mills	$9,000.00	07/27/2020	157
07/27/2020	1113	Willis, James	Corporate	John L. Evans	$4,500.00	07/27/2020	157
07/28/2020	1115	Sanders, Jane	Collection	Susan Mills	$150.00	07/28/2020	156
Total					**$15,275.00**		

(Sample Accounts Receivable Detailed report)

Click the link below to view full report:

1(a) Accounts-Receivable_Summary.pdf
1(b) Accounts-Receivable_Details.pdf
1(c) Accounts-Receivable-Balance-Breakdown.pdf

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Invoice Journal

Shows a breakdown of all invoice details (amounts), payments received, and current balances for invoices generated during a particular period of time.

Report Filters

- **Matter Owner:** Choose all matter owners or a specific matter owner.
- **Area of Law:** If needed, you can filter by Area of Law. Area of Law is assigned in the Add/Edit Matter screen.
- **Invoice Date Range:** Only invoices dated during this time period will be included. The date range options you have are All Dates, Last Month, Last Year, This Month, and This Year.
- **Client:** Choose all clients or a specific client.
    - **All clients:** By default all active clients are included. To choose a specific client, uncheck this box and type in the client name.
    - **Active Clients Only:** By default, only active clients are included. To include inactive clients, uncheck this box.
- **Client-Matter:** Choose all matters or a specific matter.
    - **All Client Matters:** By default, all active matters are included (unless filtered by client above). To choose a specific matter, uncheck all client matters and type in the matter name.
    - **Active Matters Only:** By default, active and inactive matters are included. To only include active matters, check this box.

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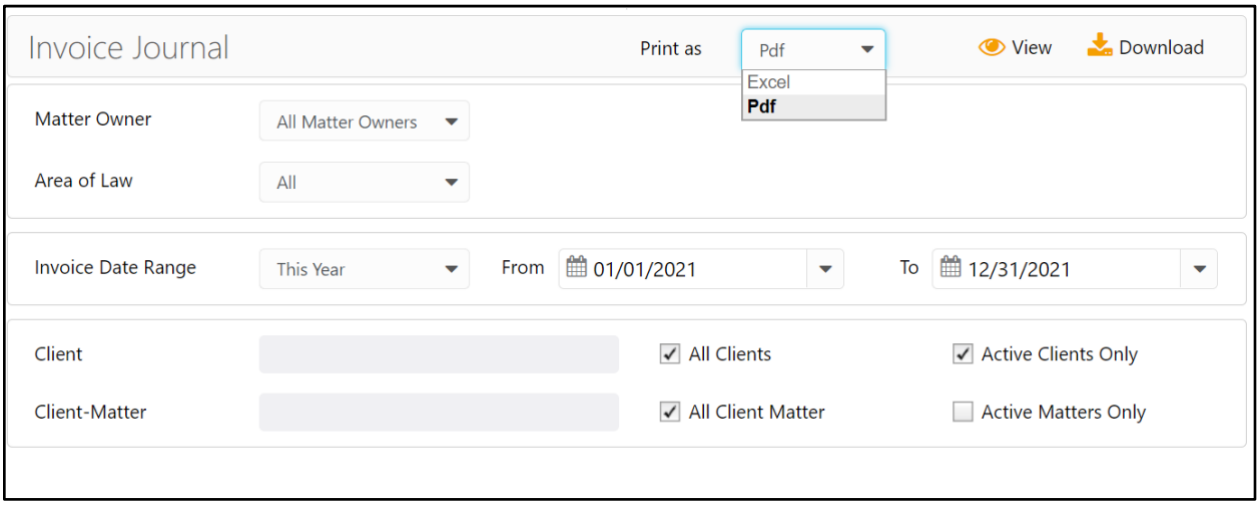

Justice Law Firm, LLC

Invoice Breakdown

Invoice Date: 08/01/2021 - 11/08/2021

Matter Owner: All Matter Owners

Date	Invoice #	Client-Matter	Fees	Hard Cost	Soft Cost	Discount	Other	Write-offs	Total	Payment	Balance
08/05/2021	1152	Collins, Jim-Family Law	210.00	0.00	0.00	0.00	0.00	0.00	210.00	210.00	0.00
08/16/2021	1155	Collins, Jim-Family Law	420.00	0.00	0.00	0.00	0.00	0.00	420.00	420.00	0.00
08/16/2021	1153	Browns, Pedro T.-Incorporation	210.00	0.00	0.00	0.00	128.21	0.00	338.21	0.00	338.21
08/16/2021	1156	Demarco, Lizabeth -Contract	650.00	0.00	0.00	0.00	0.00	0.00	650.00	0.00	650.00
08/16/2021	1157	Escudero, Bobby J.-Incorporation	330.00	0.00	0.00	0.00	0.00	0.00	330.00	0.00	330.00
08/16/2021	1154	Burke, Hazel-Litigation	690.00	0.00	315.00	0.00	43.61	0.00	1,048.61	0.00	1,048.61
08/19/2021	1158	Collins, Jim-Family Law	2,400.00	0.00	0.00	0.00	0.00	0.00	2,400.00	2,400.00	0.00
08/23/2021	1159	Collins, Jim-Real Estate – Buyer	5,000.00	100.00	0.00	0.00	0.00	0.00	5,100.00	5,100.00	0.00
09/22/2021	1160	Collins, Jim-Family Law	950.00	100.00	0.00	0.00	0.00	0.00	1,050.00	1,050.00	0.00
10/18/2021	1161	Bates, Gary K.-Corporate	1,530.00	0.00	0.00	0.00	0.00	0.00	1,728.90	0.00	1,728.90
11/04/2021	1162	Collins, Jim-Family Law	1,170.00	450.00	75.03	0.00	0.00	0.00	1,695.03	1,695.03	0.00
Total			**13,560.00**	**650.00**	**390.03**	**0.00**	**171.82**	**0.00**	**14,970.75**	**10,875.03**	**4,095.72**

Invoice Breakdown

Invoice Date: 08/01/2021 - 11/08/2021

Matter Owner: All Matter Owners

Summary by Client Matter

Client-Matter	Fees	Hard Cost	Soft Cost	Discount	Other	Write-offs	Total	Payment	Balance
Bates, Gary K.-Corporate	1,530.00	0.00	0.00	0.00	0.00	0.00	1,728.90	0.00	1,728.90
Browns, Pedro T.-Incorporation	210.00	0.00	0.00	0.00	128.21	0.00	338.21	0.00	338.21
Burke, Hazel-Litigation	690.00	0.00	315.00	0.00	43.61	0.00	1,048.61	0.00	1,048.61
Collins, Jim-Family Law	5,150.00	550.00	75.03	0.00	0.00	0.00	5,775.03	5,775.03	0.00
Collins, Jim-Real Estate – Buyer	5,000.00	100.00	0.00	0.00	0.00	0.00	5,100.00	5,100.00	0.00
Demarco, Lizabeth -Contract	650.00	0.00	0.00	0.00	0.00	0.00	650.00	0.00	650.00
Escudero, Bobby J.-Incorporation	330.00	0.00	0.00	0.00	0.00	0.00	330.00	0.00	330.00
Total	**13,560.00**	**650.00**	**390.03**	**0.00**	**171.82**	**0.00**	**14,970.75**	**10,875.03**	**4,095.72**

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Invoice Breakdown

Invoice Date: 08/01/2021 - 11/08/2021

Matter Owner: All Matter Owners

Summary by Matter Owner

Matter Owner	Fees	Hard Cost	Soft Cost	Discount	Other	Write-offs	Total	Payment	Balance
Erica Birstler	10,150.00	650.00	75.03	0.00	0.00	0.00	10,875.03	10,875.03	0.00
Susan Mills	3,410.00	0.00	315.00	0.00	171.82	0.00	4,095.72	0.00	4,095.72
Total	**13,560.00**	**650.00**	**390.03**	**0.00**	**171.82**	**0.00**	**14,970.75**	**10,875.03**	**4,095.72**

Invoice Breakdown

Invoice Date: 08/01/2021 - 11/08/2021

Matter Owner: All Matter Owners

Summary By Area Of Law

Area Of Law	Fees	Hard Cost	Soft Cost	Discount	Other	Write-offs	Total	Payment	Balance
Family Law	5,150.00	550.00	75.03	0.00	0.00	0.00	5,775.03	5,775.03	0.00
UnSpecified	8,410.00	100.00	315.00	0.00	171.82	0.00	9,195.72	5,100.00	4,095.72
Total	**13,560.00**	**650.00**	**390.03**	**0.00**	**171.82**	**0.00**	**14,970.75**	**10,875.03**	**4,095.72**

(Sample of Invoice Journal)

The summaries in the Invoice Journal include:

- Summary by Client Matter
- Summary by Matter Owner
- Summary by Area of Law

Click the link below to view full report:

2. Invoice-Journal .pdf

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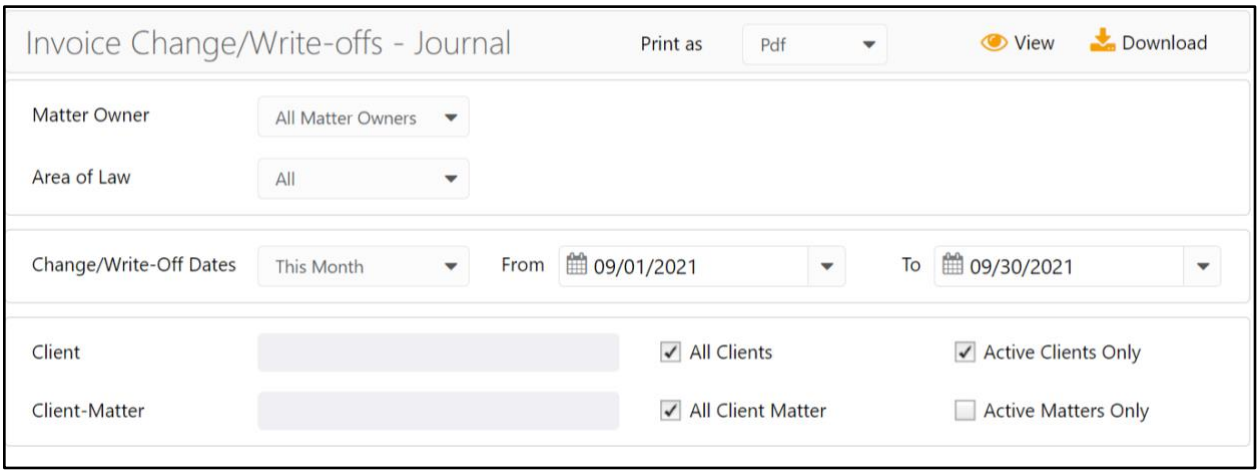
Invoice Change/Write-offs - Journal

This report shows a breakdown of all changes and write-offs applied to invoices generated during a particular period of time.

Report Filters

- **Matter Owner:** Choose all matter owners or a specific matter owner.
- **Area of Law:** If needed, you can filter by Area of Law. Area of Law is assigned in the Add/Edit Matter screen.
- **Change/write off date:** This is the date of the change/write-off entry. You can select from the following: All Dates, Last Month, Last Year, This Month, and This Year or manually enter the date range.
- **Client:** Choose all clients or a specific client.
    - **All clients:** By default all active clients are included. To choose a specific client, uncheck this box and type in the client name.
    - **Active Clients Only:** By default, only active clients are included. To include inactive clients, uncheck this box.
- **Client-Matter:** Choose all matters or a specific matter
    - **All Client Matters:** By default all active matters are included (unless filtered by client above). To choose a specific matter, uncheck all client matters and type in the matter name.
    - **Active Matters Only:** By default, active and inactive matters are included. To only include active matters, check this box.



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Justice Law Firm, LLC

Invoice Change/Write-offs - Journal

Invoice Change/Write-off Date Range: 01/01/2020 - 12/31/2020

Matter Owner: All Matter Owners

Change/Write-Offs Date	Invoice #	Client Matter	Fees	Hard Cost	Soft Cost	Discount	Other	Total
01/22/2020	1089	Browns, Pedro T.-Test March6	(20.00)	0.00	0.00	0.00	0.00	(20.00)
05/25/2020	1092	Smith, Susan-Child Support	100.00	0.00	0.00	0.00	0.00	100.00
09/17/2020	1111	Browns, Pedro T.-Real Estate – Buyer	0.00	0.00	(100.00)	0.00	0.00	(100.00)
Total			**80.00**	**0.00**	**(100.00)**	**0.00**	**0.00**	**(20.00)**

Invoice Change/Write-offs - Journal

Invoice Change/Write-off Date Range: 01/01/2020 - 12/31/2020

Matter Owner: All Matter Owners

Summary by Client Matter

Client Matter	Fees	Hard Cost	Soft Cost	Discount	Other	Total
Browns, Pedro T.-Real Estate – Buyer	0.00	0.00	(100.00)	0.00	0.00	(100.00)
Browns, Pedro T.-Test March6	(20.00)	0.00	0.00	0.00	0.00	(20.00)
Smith, Susan-Child Support	100.00	0.00	0.00	0.00	0.00	100.00
Total	**80.00**	**0.00**	**(100.00)**	**0.00**	**0.00**	**(20.00)**

Invoice Change/Write-offs - Journal

Invoice Change/Write-off Date Range: 01/01/2020 - 12/31/2020

Matter Owner: All Matter Owners

Summary by Matter Owner

Matter Owner	Fees	Hard Cost	Soft Cost	Discount	Other	Total
Susan Mills	80.00	0.00	(100.00)	0.00	0.00	(20.00)
Total	**80.00**	**0.00**	**(100.00)**	**0.00**	**0.00**	**(20.00)**

Invoice Change/Write-offs - Journal

Invoice Change/Write-off Date Range: 01/01/2020 - 12/31/2020

Matter Owner: All Matter Owners

Summary By Area Of Law

Area Of Law	Fees	Hard Cost	Soft Cost	Discount	Other	Total
Unspecified	80.00	0.00	(100.00)	0.00	0.00	(20.00)
Total	**80.00**	**0.00**	**(100.00)**	**0.00**	**0.00**	**(20.00)**

(Sample Invoice Change/Write-offs Journal)

The summaries in the Invoice Journal include:

- Summary by Client Matter
- Summary by Matter Owner
- Summary by Area of Law

Click the link below to view full report:

3. Invoice-Change_Write-offs-Journal.pdf

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Invoice Payment Allocations

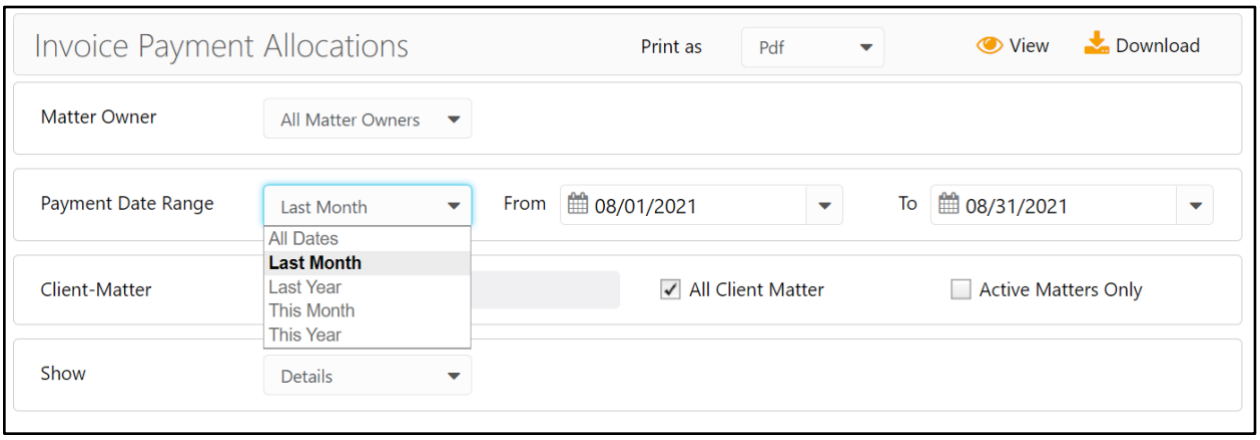
Details the general ledger allocations for each invoice payment within a time range.

This report can be used for a variety of purposes, including:

- Periodic accounting review.
- In the case of fee disputes, the firm can present allocations to outline what portion is remaining for each invoice.
- For internal fee allocation purposes, users can see how payments are being allocated.

Report Filters

- **Matter Owner:** Choose all matter owners or a specific matter owner.
- **Payment Date Range:** The date range options you have are All Dates, Last Month, Last Year, This Month, and This Year. The range is also customizable.
- **Client-Matter:** Choose all matters or a specific matter
  - **All Client Matters:** By default all active matters are included. To choose a specific matter, uncheck all client matters and type in the matter name.
  - **Active Matters Only:** By default, all matters are included. To only include active matters, check this box.
- **Show:** Choose to show either a detailed or summary view of the report.



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Invoice Payment Allocations

Payment Dates: 09/01/2021 - 09/30/2021

Summary of Invoice Applied Amounts

Applied Date	Applied Amt	Inv #	Inv Date	Inv Amt	Client-Matter
09/23/2021	$50.00	1158	08/19/2021	$2,400.00	0123-004-Collins, Jim-Family Law
09/23/2021	$50.00	1160	09/22/2021	$1,050.00	0123-004-Collins, Jim-Family Law
09/23/2021	$1,730.00	1158	08/19/2021	$2,400.00	0123-004-Collins, Jim-Family Law
09/23/2021	$1,000.00	1160	09/22/2021	$1,050.00	0123-004-Collins, Jim-Family Law
Total	**$2,830.00**				

(Invoice Payment Allocations Summary report)

Invoice Payment Allocations

Payment Dates: 09/01/2021 - 09/30/2021

Applied Date: 09/23/2021

Applied Amt	Ref #	Inv #	Inv Date	Inv Amt	Client-Matter	
$1,730.00		1158	08/19/2021	$2,400.00	0123-004-Collins, Jim-Family Law	
4100:Fee Income (Income)						$1,730.00
Total						**$1,730.00**

Applied Amt	Ref #	Inv #	Inv Date	Inv Amt	Client-Matter	
$50.00		1158	08/19/2021	$2,400.00	0123-004-Collins, Jim-Family Law	
4100:Fee Income (Income)						$50.00
Total						**$50.00**

Applied Amt	Ref #	Inv #	Inv Date	Inv Amt	Client-Matter	
$1,000.00		1160	09/22/2021	$1,050.00	0123-004-Collins, Jim-Family Law	
1700:Advanced Client Costs (Other Current Asset)						$50.00
4100:Fee Income (Income)						$950.00
Total						**$1,000.00**

Applied Amt	Ref #	Inv #	Inv Date	Inv Amt	Client-Matter	
$50.00		1160	09/22/2021	$1,050.00	0123-004-Collins, Jim-Family Law	
1700:Advanced Client Costs (Other Current Asset)						$50.00
Total						**$50.00**

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Invoice Payment Allocations

Payment Dates: 09/01/2021 - 09/30/2021

Summary of Invoice Applied Amounts

Applied Date	Applied Amt	Inv #	Inv Date	Inv Amt	Client-Matter
09/23/2021	$50.00	1158	08/19/2021	$2,400.00	0123-004-Collins, Jim-Family Law
09/23/2021	$50.00	1160	09/22/2021	$1,050.00	0123-004-Collins, Jim-Family Law
09/23/2021	$1,730.00	1158	08/19/2021	$2,400.00	0123-004-Collins, Jim-Family Law
09/23/2021	$1,000.00	1160	09/22/2021	$1,050.00	0123-004-Collins, Jim-Family Law
Total	**$2,830.00**				

Invoice Payment Allocations

Payment Dates: 09/01/2021 - 09/30/2021

Summary of Invoice Applied Transactions

Date	Applied Amt	Ref #	Source
09/23/2021	$50.00		New Payment
09/23/2021	$50.00		New Payment
09/23/2021	$1,730.00		New Payment
09/23/2021	$1,000.00		New Payment
Total	**$2,830.00**		

Invoice Payment Allocations

Payment Dates: 09/01/2021 - 09/30/2021

Summary By Account

1700:Advanced Client Costs (Other Current Asset)	$100.00
4100:Fee Income (Income)	$2,730.00
Total	**$2,830.00**

(Sample Invoice Payment Allocation detailed report)

The detailed Invoice Payment Allocation report includes:

- Summary of Invoice Applied Amounts
- Summary of Invoice Applied Transactions
- Summary by Account

Click the link below to view full report:

4 (a) Invoice-Payment-Allocations_Summary.pdf
4 (b) Invoice-Payment-Allocations_Details.pdf

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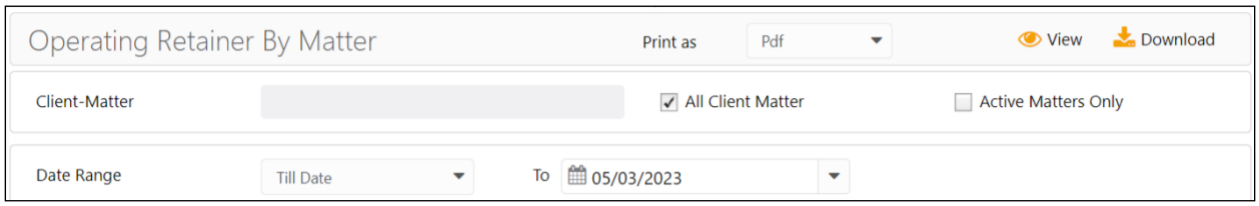
Operating Retainer by Matter

Displays balance for each operating bank if the amount is greater than $ 0.00. It shows all the activity in a client's operating retainer for a matter, that includes:

- All deposits to a matter's operating retainer
- All payments to invoices using operating retainer
- Credit memos refunding operating retainer

Report Filters

- **Client-Matter**: Choose all matters or a specific matter.
    - All Client Matters: By default, all active matters are included (unless filtered by client above). To choose a specific matter, uncheck all client matters and type in the matter name.
    - Active Matters Only: By default, active and inactive matters are included. To only include active matters, check this box.
- **Date Range**: Only operating retainers with dates within this range will be included. The date range options you have are Till Date, Last Month, Last Year, This Month, and This Year.



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Law For All
Operating Retainer By Matter
Date Range: 10/26/2021 - 04/21/2023

Matter	0022-001-Adams, Amy-Test of Unlinking Payments
Status	Active
Matter Owner	Rob Jani
Client ID	21014

Date	Trans Type Method Ref #	Payor/Payee Memo	Increase / Decrease	Balance
11/01/2022		Adams, Amy Payment unlinked from invoice 47	$275.00	$275.00
11/09/2022	Deposit Check	Adams, Amy Payment on Invoice 47	($275.00)	$0.00
11/09/2022		Adams, Amy Payment unlinked from invoice 47	$275.00	$275.00
04/21/2023		Adams, Amy Payment unlinked from invoice 47	$750.00	$1,025.00

Summary	Amount
Total Credits (Increases):	$1,300.00
Total Debits (Decreases):	($275.00)
Ending Balance:	$1,025.00

Bank	Balance
Operating Bank	$1,025.00
Total	**$1,025.00**

Click the link below to view full report:
Operating Retainer by Matter.pdf

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Operating Transfer Record

Since you can transfer operating funds from one matter to another, this report displays those transfers, along with their reasoning.

Report Filters

- **Operating Bank** – Choose the operating account for which you wish to see activity. You can also choose to see all activities across all operating accounts.
- **Date Range** – You can capture the range of banking activity you wish to see or customize the date range to be covered in the report.

Law All

OPERATING TRANSFER RECORD

Date Range: 01/01/2023 - 01/31/2023

Date	Method	From Bank	From Client	To Bank	To Client	Amount	Reason
Jan 5, 2023	Bank Transfer	Bank of America Operating Bank	1001 CosmoLex Roofing-User roles and permissions	Data Migration	Hanks, Tom-Consultation	$2,000.00	Matter-To-Matter Operating Funds Transfer
Jan 5, 2023	Bank Transfer	Bank of America Operating Bank	1001 CosmoLex Roofing-User roles and permissions	Bank of New York	Carroll, Todd -Real Estate	$100.00	Transfer from 32006-0103 to 30288-0100

Click the link below to view full report:

Operating Transfer Record.pdf

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Class Based Reporting

Name of Report	Description
P&L by Matter Owner Class	Lists firm's income vs expenses by classes assigned to Matter Owners.
P&L by Area of Law Class	Lists firm's income vs expenses by classes assigned to an area of law.
P&L by Matter Custom Class	Lists firm's income vs. expenses by classes assigned to a custom class designated on a matter.

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P&L by Matter Owner Class

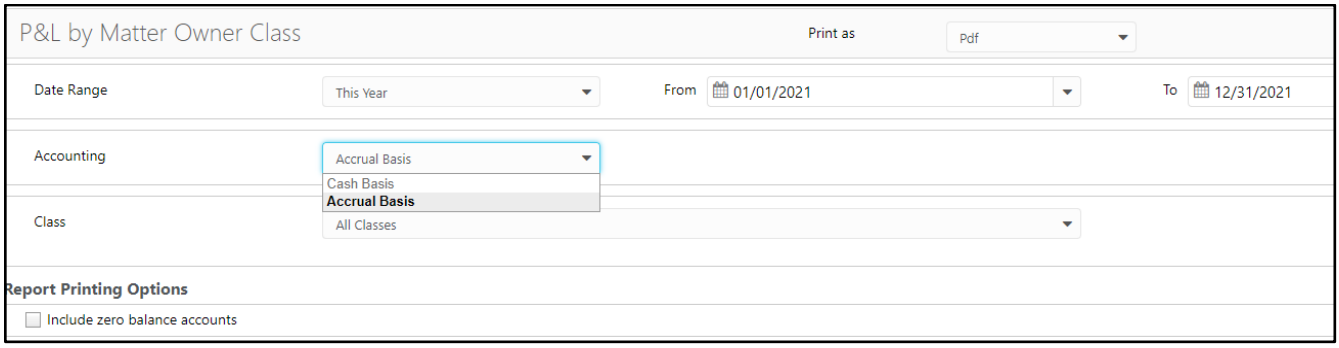
Shows your firm's income vs. expenses by classes assigned to your Matter Owners.

Report Filters

- **Date Range:** Only transactions dated during this time period will be included. The date range options you have are All Dates, Last Month, Last Year, This Month, and This Year
- **Accounting:** Your default reporting method will be selected (cash or accrual) but can be changed .
- **Class:** You may select all classes, or select one or more classes to view on the report. To select multiple classes, click the list of classes and select the first desired class, then click again and continue until you have selected all desired classes.

Report Printing Options

- **Include zero balance accounts:** Check or uncheck as desired.



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North State Law

P&L by Matter Owner Class (Brian Walthall Class)

(Cash Basis)

Income

Account	Brian Walthall	% Of Firm Total	Firm Total
4100:Fee Income	$3,929,462.75	70.33	$5,586,943.25
4125:Discounts	($1,455.00)	96.04	($1,515.00)
4150:Other Business Income	$553.23	11.93	$4,637.95
4200:Reimbursed Client Costs (Direct)	$147,276.00	80.61	$182,691.00
4250:Inhouse Reimbursed Client Costs (Indirect...	$18,693.97	61.00	$30,645.97
Total	**$4,094,530.95**		**$5,803,403.17**

Cost Of Goods Sold

No data available

Gross Profit

	Brian Walthall	Firm Total
Gross Profit	$4,094,530.95	$5,803,403.17

Expenses

Account	Brian Walthall	% Of Firm Total	Firm Total
6010:Advertising and Promotion	$0.00	0.00	$1,900.00
6150:Computer Equipment	$0.00	0.00	$150.00
6300:Insurance	$0.00	0.00	$300.00
6325:Interest Expense	$0.00	0.00	$4,325.00
6400:Maintenance and Repairs	$0.00	0.00	$3,040.00
6425:Miscellaneous	$0.00	0.00	($457.50)
6450:Office Supplies	$0.00	0.00	$11,534.99
6460:Rebates	$0.00	0.00	($100.00)
6476:Salary & Benefits-Gross Payroll	$0.00	0.00	($5,000.00)

CosmoLex Page 1 of 2 Friday, October 22, 2021 10:04 AM

(Sample first page of P&L by Matter Owner Class report)

Click the link below to view full report:

1. P&L-by-Matter-Owner-Class.pdf

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P&L by Area of Law Class

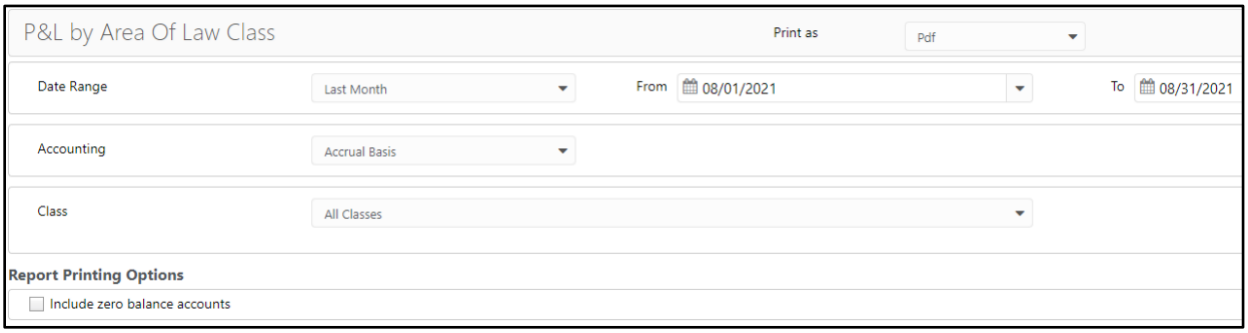
Shows your firm's income vs. expenses by classes assigned to an area of law.

Report Filters

- **Date Range:** Only transactions dated during this time period will be included. The date range options you have are All Dates, Last Month, Last Year, This Month, and This Year
- **Accounting:** Your default reporting method will be selected (cash or accrual) but can be changed
- **Class:** You may select all classes, or select one or more classes to view on the report. To select multiple classes, click the list of classes and select the first desired class, then click again and continue until you have selected all desired classes.

Report Printing Options

- **Include zero balance accounts:** Check or uncheck as desired.



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North State Law

P&L by Area Of Law Class (Family Law Group Class)

(Cash Basis)

6500:Postage and Delivery	$0.00	0.00	$1,008.00
6604:Referral Fee	$0.00	0.00	$300.00
6610:Reimbursable Client Costs	$11,293.00	6.35	$177,871.00
6620:Non-Reimbursable Client Costs	$0.00	0.00	$3,200.00
6625:Rent	$0.00	0.00	$63,150.00
6675:Telephone/Communications	$0.00	0.00	$3,823.00
6702:Travel & Entertainment-Meals	$0.00	0.00	$56.00
6725:Utilities	$0.00	0.00	$563.00
Total	**$11,343.00**		**$265,963.49**

Net Operating Income

	Family Law Group	Firm Total
Net Operating Income	$520,706.94	$5,537,439.68

Other Income

Account	Family Law Group	% Of Firm Total	Firm Total
7000:Interest Income	$0.00	0.00	$1,520.00
Total	**$0.00**		**$1,520.00**

Other Expenses

No data available

Net Income

	Family Law Group	Firm Total
Net Income	$520,706.94	$5,538,959.68

(Sample last page of P&L by Area of Law Class report)

Click the link below to view full report:

2. P&L-by-Area-Of-Law-Class.pdf

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P&L by Matter Custom Class

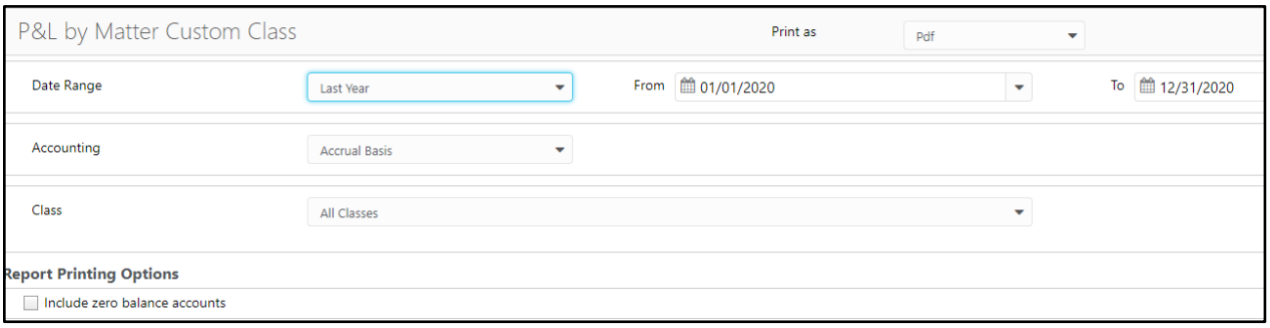
Shows your firm's income vs. expenses by classes assigned to a custom class designated on a matter.

Report Filters

- **Date Range:** Only transactions dated during this time period will be included. The date range options you have are All Dates, Last Month, Last Year, This Month, and This Year
- **Accounting:** Your default reporting method will be selected (cash or accrual) but can be changed
- **Class:** You may select all classes, or select one or more classes to view on the report. To select multiple classes, click the list of classes and select the first desired class, then click again and continue until you have selected all desired classes.

Report Printing Options

- **Include zero balance accounts:** Check or uncheck as desired



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North State Law

P&L by Matter Custom Class (North Carolina Office Class)

(Cash Basis)

6500:Postage and Delivery	$0.00	0.00	$1,008.00
6604:Referral Fee	$0.00	0.00	$300.00
6610:Reimbursable Client Costs	$180.00	0.10	$177,871.00
6620:Non-Reimbursable Client Costs	$0.00	0.00	$3,200.00
6625:Rent	$2,500.00	3.96	$63,150.00
6675:Telephone/Communications	$0.00	0.00	$3,823.00
6702:Travel & Entertainment-Meals	$0.00	0.00	$56.00
6725:Utilities	$0.00	0.00	$563.00
Total	**$2,730.00**		**$265,963.49**

Net Operating Income

	North Carolina Office	Firm Total
Net Operating Income	$159,770.00	$5,537,439.68

Other Income

Account	North Carolina Office	% Of Firm Total	Firm Total
7000:Interest Income	$0.00	0.00	$1,520.00
Total	**$0.00**		**$1,520.00**

Other Expenses

No data available

Net Income

	North Carolina Office	Firm Total
Net Income	$159,770.00	$5,538,959.68

(Sample last page of P&L by Matter Custom Class report)

Click the link below to view full report:

3. P&L-by-Matter-Custom-Class.pdf

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Banking

Name of Report	Description
Bank Activity Report	Shows all activity for the selected bank accounts within a specified date range.
Cash Receipts Journal	Lists cash receipts and other deposits to the selected bank accounts within a specified date range.
Cash Disbursement Journal	Shows payment and withdrawals from the selected bank accounts within a specified date range.
Payee/Payor Ledger	A concise statement of all transactions made to a particular payee.
Reconciliation Report	Details of individual bank statements reconciled in the system.
Three-Way Reconciliation Report	Displays book balance, adjusted bank balance (including bank cleared transactions and outstanding deposits/payments) and individual balances of all ledgers. The total balance of all three sections should be the same.

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Bank Activity Report

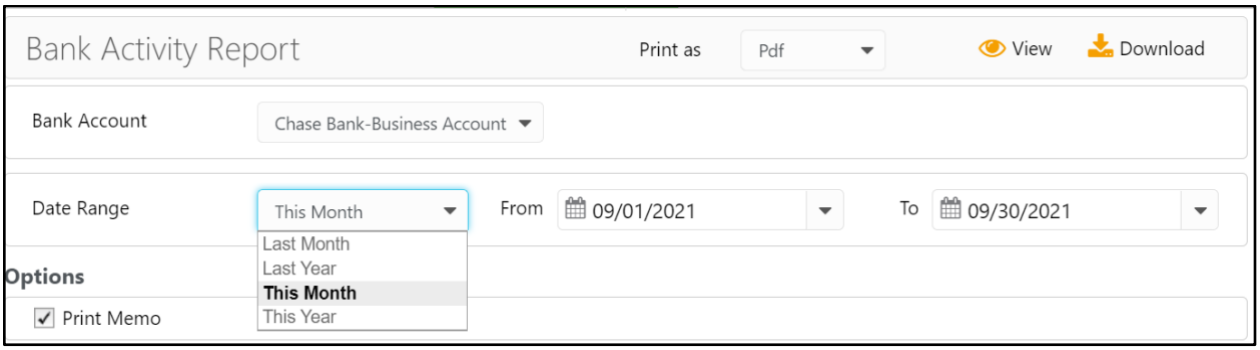
Shows all activity for the selected bank accounts within a specified date range.

Report Filters

- **Bank Account:** Choose a Bank Account for which you want to see the activity.
- **Date Range:** The date range options you have are Last Month, Last Year, This Month, and This Year.

Report Printing Options

- **Print Memo:** Check the box to show memo on report.



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Justice Law Firm, LLC

BANK ACTIVITY REPORT

09/01/2021 - 09/30/2021

BANK: Bank of America
ACCOUNT: JLF Trust Account
ACCOUNT #: 1234

DATE	TRANS TYPE / TRANS METHOD	REF # / SUB-A/C #	PAYOR/PAYEE / CLIENT-MATTER / MEMO	INCREASE (DECREASE)	BALANCE
	Beginning Balance				$1,028,466.17
09/13/2021	Deposit Credit Card		LB Co-Litigation LB Co-Litigation	$1,000.00	$1,029,466.17
09/23/2021	Deposit Credit Card		Collins, Jim-Family Law Collins, Jim-Family Law	$1,000.00	$1,030,466.17
09/23/2021	Deposit Credit Card		Collins, Jim-Family Law Collins, Jim-Family Law	$1,000.00	$1,031,466.17
	Ending Balance				$1,031,466.17

SUMMARY:	
BEGINNING BALANCE:	$1,028,466.17
TOTAL CREDITS (INCREASES):	$3,000.00
TOTAL DEBITS (DECREASES):	$0.00
ENDING BALANCE:	$1,031,466.17

(Sample Bank Activity Report)

Click the link below to view full report:

4. 1 Bank-Activity-Report.pdf

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Cash Receipts Journal

Shows cash receipts and other deposits to the selected bank accounts within a specified date range.

Report Filters

- **Bank Account:** Choose a bank account from the drop-down menu.
- **Show Transactions:** Choose to view all, cleared/reconciled, and outstanding transactions.
- **Method of Payment:** Choose to view all, or any other method from the drop-down list.
- **Date Range:** The date range options you have are All Dates, Last Month, Last Year, This Month, and This Year.

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CASH RECEIPTS JOURNAL

09/01/2021 - 09/30/2021

BANK: Bank of America
ACCOUNT: JLF Trust Account
ACCOUNT #: 1234

DATE	TRANS TYPE TRANS METHOD	REF # SUB ACCT #	PAYOR CLIENT MATTER	AMOUNT	DEPOSIT SLIP TOTAL
09/13/2021	Deposit		LB Co-Litigation	$1,000.00	
	Credit Card		LB Co		
			Litigation		
					$1,000.00
09/23/2021	Deposit		Collins, Jim-Family Law	$1,000.00	
	Credit Card		Collins, Jim		
			Family Law		
					$1,000.00
09/23/2021	Deposit		Collins, Jim-Family Law	$1,000.00	
	Credit Card		Collins, Jim		
			Family Law		
					$1,000.00
			Total Received:	**$3,000.00**	

(Sample Cash Receipts Journal report)

Click the link below to view full report:
2. Cash-Receipts-Journal.pdf

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Cash Disbursement Journal

Shows payments and other withdrawals from the selected bank accounts within a specified date range.

Report Filters

- **Bank Account:** Choose a Bank Account for which you want to see cash receipts and deposits.
- **Show Transactions:** Choose to view all, cleared/reconciled, and outstanding transactions.
- **Method of Payment:** Choose the method of payment option.
- **Sort By:** You can sort by date or reference number.
- **Date Range:** The date range options you have are All Dates, Last Month, Last Year, This Month, and This Year.

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Justice Law Firm, LLC

CASH DISBURSEMENTS JOURNAL

03/01/2020 - 12/31/2020

BANK: Bank of America
ACCOUNT: JLF Trust Account
ACCOUNT #: 1234

DATE	TRANS TYPE TRANS METHOD	REF # SUB ACCT #	PAYEE CLIENT MATTER	AMOUNT
03/10/2020	Withdrawal	4128	3rd party	($1,000.00)
	Check		Collins, Jim	
			Family Law	
03/16/2020	Withdrawal		law office	($757.50)
	EFT/eCheck		Collins, Jim	
			Family Law	
09/01/2020	Withdrawal	4129	Justice Law Firm	($292.50)
	Check		Collins, Jim	
			Family Law	
11/13/2020	Withdrawal		Justice Law Firm	($150.00)
	EFT/eCheck		Collins, Jim	
			Family Law	
11/25/2020	Withdrawal	4133	Justice Law Firm	($1,820.00)
	Check		Collins, Jim	
			Family Law	
			TOTAL DISBURSED:	**($4,020.00)**

(Sample Cash Disbursements Journal report)

Click the link below to view full report:
[3. Cash-Disbursement-Journal.pdf]

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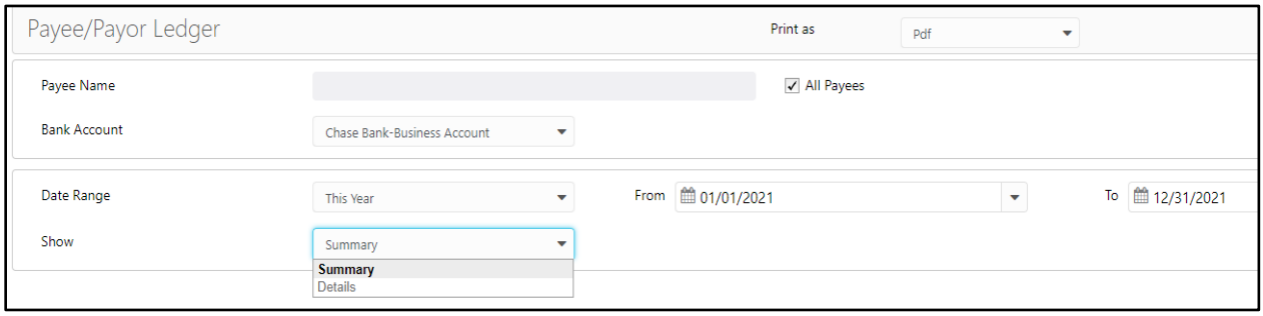
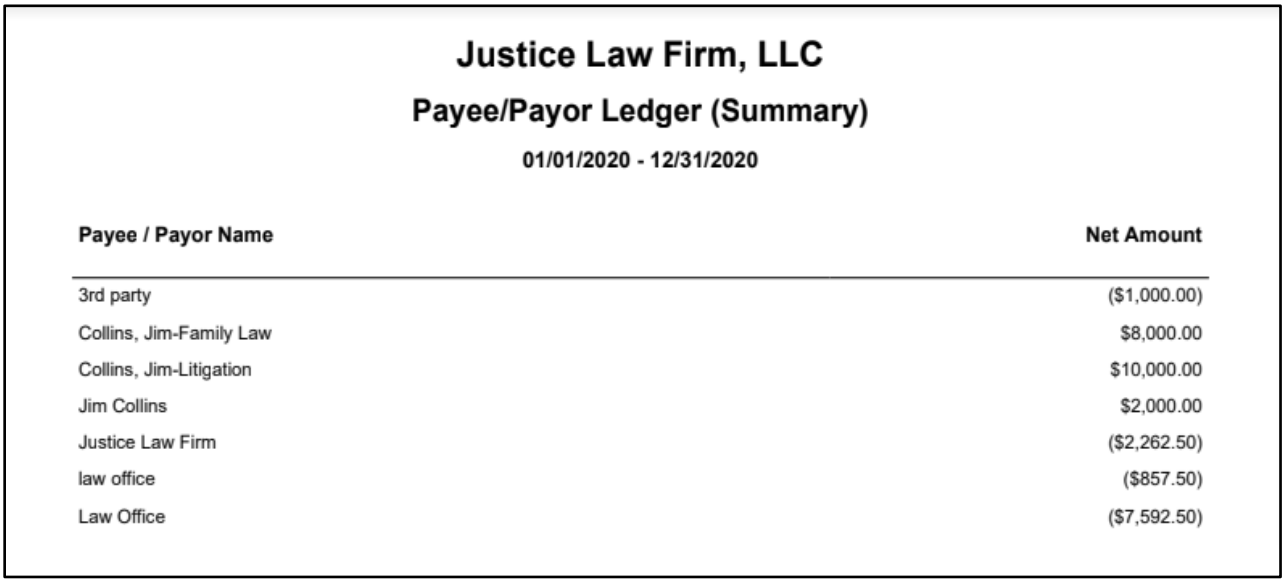
Payee/Payor Ledger

You can produce a concise statement of all the transactions made to a particular payee in a given date range.

Report Filters

- **Payee Name:** To view all payees, check the box. To view a specific payee, leave the box unchecked and choose from the drop-down or type in the payee/payor name.
- **Bank Account:** Choose a Bank Account for which you want to see payee/payor ledger.
- **Date Range:** The date range options you have are All Dates, Last Month, Last Year, This Month, and This Year.
- **Show:** Choose to view summary or details.





Justice Law Firm, LLC

Payee/Payor Ledger (Summary)

01/01/2020 - 12/31/2020

Payee / Payor Name	Net Amount
3rd party	($1,000.00)
Collins, Jim-Family Law	$8,000.00
Collins, Jim-Litigation	$10,000.00
Jim Collins	$2,000.00
Justice Law Firm	($2,262.50)
law office	($857.50)
Law Office	($7,592.50)

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Payee/Payor Ledger (Detailed)

09/01/2021 - 09/30/2021

Payee / Payor Name: Collins, Jim-Family Law

Date	Type	Method	Bank Name	Ref #		Net Amount
09/23/2021	Deposit	Credit Card	Bank of America - JLF Trust Account			$1,000.00
09/23/2021	Deposit	Credit Card	Bank of America - JLF Trust Account			$1,000.00
					Total:	**$2,000.00**

Payee / Payor Name: LB Co-Litigation

Date	Type	Method	Bank Name	Ref #		Net Amount
09/13/2021	Deposit	Credit Card	Bank of America - JLF Trust Account			$1,000.00
					Total:	**$1,000.00**

(Sample Payee/Payor Ledger Detailed report)

Click the link below to view full report:

4(a) Payee_Payor-Ledger_Summary.pdf
4(b)Payee_Payor-Ledger_Details.pdf

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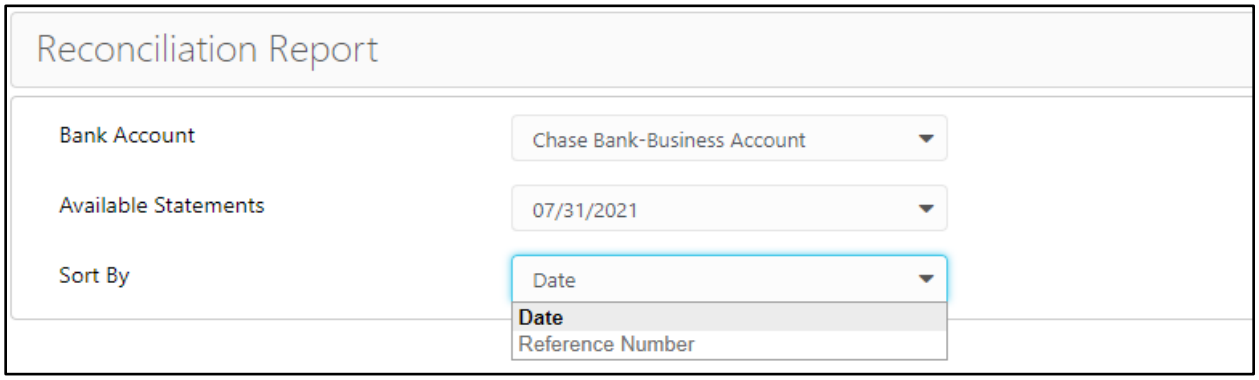
Reconciliation Report

Shows details of individual bank statements reconciled in the system. Most notably it shows a listing of cleared and uncleared transactions.

Report Filters

- **Bank Account:** Choose a Bank Account for which you want to see activity.
- **Available Statements:** Select the reconciled statement you wish to report on.
- **Sort By:** You can choose to sort by date or reference number.



Justice Law Firm, LLC

BANK RECONCILIATION

02/01/2021 - 02/28/2021

Reconciled

BANK:	Bank of America
ACCOUNT:	JLF Trust Account
ACCOUNT #:	1234

Beginning Statement Balance:	02/01/2021	$799,016.00
Plus Cleared Deposits (Increases):		$231,000.00
Less Cleared Payments (Decreases):		($1,292.50)
Difference:		$0.00
Ending Statement Balance:	02/28/2021	$1,028,723.50

(Sample Bank Reconciliation Report)

Click the link below to view full report:

5. Reconciliation-Report.pdf

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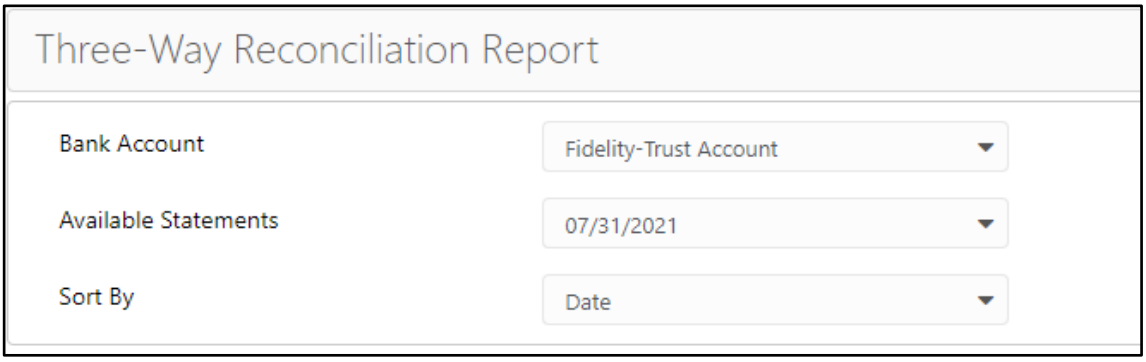
Three-Way Reconciliation Report

This report is a three-way check for your trust account reconciliation. It compares your bank balance, book balance (program entries) as well as the individual client trust ledgers.

Report Filters

- **Bank Account:** Choose a trust account.
- **Available Statements:** Select the reconciled statement you wish to report on.
- **Sort By:** You can choose to sort by date or reference number.



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THREE-WAY RECONCILIATION

01/01/2021 - 01/31/2021

Reconciled

BANK: Bank of America
ACCOUNT: JLF Trust Account
ACCOUNT #: 1234

I. Book Balance

Beginning Balance:	01/01/2021	$228,915.74
Plus Cleared Deposits (Increases):		$595,000.00
Less Cleared Payments (Decreases):		($24,899.74)
Balance at End of Month:	01/31/2021	$802,548.50
Bank Errors:		$400.00

II. Bank Balance

Ending Statement Balance:	01/31/2021	$799,016.00
Plus Deposits in Transit (Increases):		$5,000.00
Less Outstanding Payments (Decreases):		($1,867.50)
Reconciled Bank Balance:		$802,148.50

III. Client Ledger Balance

See attached report

(Sample Three-Way Reconciliation Report)

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Justice Law Firm, LLC

CLIENT LEDGER BALANCE REPORT

Balances as of 01/31/2021

CLIENT ID MATTER # SUB-A/C #	CLIENT MATTER ATTORNEY	CLEARED BALANCE	UNCLEARED BALANCE	BALANCE	CURRENT STATUS
0091	Verizon	$2,000.00	$0.00	$2,000.00	Open
0091-002	Real Estate – Buyer				
	Susan Mills				
0081	Walker, Lillian J.	$251,000.00	$0.00	$251,000.00	Open
0081-001	Estate				
	Susan Mills				
0043	Wright, James	$1,000.00	$0.00	$1,000.00	Open
0043-001	Criminal				
	Susan Mills				

SUMMARY:

LEDGER CARD BALANCES **$802,548.50**

(Sample portion of Client Ledger Balance page of Three-Way Reconciliation Report)

Click the link below to view full report:

6. Three-Way-Reconciliation-Report.pdf

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Billing

Name of Report	Description
Timekeeper's Time Report	Provides comprehensive data about each billable personnel's activities.
Timekeeper's Expense Report	Provides details of matter expenses entered by different personnel.
Timekeeper's Weekly Summary Report	Can be used for various productivity measurement purposes. It provides a weekly time log for the entire firm.
Pre-Bill (Matter Billing Report)	As a Matter Billing Report, you can look at all billed and unbilled time and expenses by matter. As a Pre-bill Report, you can filter out billed items and only focus on Work in Progress (WIPs).
Matter Billing Log	View and download all the activities for all your clients, for one client, or for a matter in one place.
WIP Summary	Provides a detailed WIP breakdown by timekeeper, matter, or client.
Client Balance	Shows a detailed billing related balance statement for ALL matters of a client. Balances shown are unbilled and unpaid amounts, retainer balances in operating and trust accounts.
Client Billing Balance	Shows a detailed balance statement for ALL matters of a client **as of a particular date**. The balances shown are unbilled and unpaid amounts.
Balance By Matter Name	Provides important balances grouped by matter name. Balances shown are unbilled and unpaid amounts, retainer balances in operating and trust accounts.
Billing Balance By Matter Name	Provides important balances grouped by matter name as of a particular date. The balances shown are the unbilled and unpaid amounts.

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Matter Billing Rate	Lists billing rates applied to all hourly matters, for each individual Timekeeper. This is a useful report to review rates and fix any potential discrepancies.
Time Expense Flag Report	Lists time/expense cards which are marked with special flags.
Invoice Status Report	Lists invoices and their status (paid/unpaid) in a given duration.
Split Billing Report	Helps you verify the configuration of fee and expense percentages in your split billing details.
Split Billing Verification List	Helps you identify how all of the fees and expenses split from the main matter to the split matters.

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Timekeeper’s Time Report

Provides comprehensive data about each billable personnel’s activities.

Report Filters

- **Timekeeper:** Choose all timekeepers or a specific timekeeper.
- **Date Range:** The date range options you have are All Dates, Last Month, Last Year, This Month, and This Year.
- **Show:** Choose to view summary or details.
- **Formats:** Choose between Standard or Advanced. Choosing Advanced here will include totals per category, per timekeeper, as opposed to Standard, which will show a summary of hours and amounts.
- **Client:** Choose all clients or a specific one. You can choose to view active clients only. To include inactive clients, uncheck the box.
- **Client-Matter:** Choose all client-matters or a specific one. You can choose to view active matters only. To include inactive matters, uncheck the box.

Exclusions

- Check boxes to exclude billed items and/or non-billable items.

Report Print Options

- Check box to apply page break between items, and/or include active timekeepers.
- Check box to include task codes (Details report only). This will show task codes assigned to time entries. Those with matters enabled for UTBMS and/or eBilling will show the task and activity codes.

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Time Keepers Time Report

Print as Pdf

View Download

Timekeeper: All Time Keepers

Date Range: This Month From 04/01/2022 To 04/30/2022

Show: Details

Formats: Standard

Client

Client-Matter

☑ All Clients ☑ Active Clients Only

☑ All Client Matter ☐ Active Matters Only

Exclusions

☐ Exclude Billed items ☐ Exclude Non Billable items

Report print options

☐ Apply page break between items ☑ Include Task Codes

TimeKeepers Time Report (Summary)

01/01/2020 - 12/31/2020

TimeKeeper	Hold Hrs	Unbilled Hrs (Billable)	Unbilled Hrs (Non Billable)	Unbilled Hrs (No Charge)	Billed Hrs	Billed Amount	Paid Amount
David Seltzer	0.00	0.00	0.00	0.00	13.00	1,300.00	0.00
Erica Birstler	0.00	0.00	0.00	0.00	5.90	1,770.00	0.00
Jane Smith	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jillisa L. O'Brien	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jim Jones	0.00	0.00	0.00	0.00	6.80	680.00	350.00
John L. Evans	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rick Kabra	3.00	0.00	6.00	0.00	45.18	17,462.08	6,653.75
Sara Wallance	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Grand Summary

Total Hold Hours	3.00
Total Unbilled Hours (Billable)	0.00
Total Unbilled Hours (Non Billable)	6.00
Total Unbilled Hours (No Charge)	0.00
Total Billed Hours	70.88
Total Hold Amount	210.00
Total Unbilled Amount (Billable)	0.00
Total Unbilled Amount (Non Billable)	1,950.00
Total Billed Amount	21,212.08
Total Paid Amount	7,003.75

(Sample summary Timekeeper's Time Report)

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Garden State's Law

Timekeepers Time Report (Details)

04/01/2022 - 04/30/2022

Gordon Ramsey

ID	Date	Client	Matter	Activity Code	Task Code	Task	Billable	Status	Hours	Rate	Amount
5	04/26/2022	Rosenthal, Bill	Incorporation			Certificate of Incorporation - Order and File Certificate of Incorporation	Y	Unbilled	0.30	300.00	90.00
8	04/26/2022	Rosenthal, Bill	Litigation	A105	C300	Analysis and Advice - Case management order	Y	Unbilled	0.70	350.00	245.00
7	04/26/2022	Rosenthal, Bill	Litigation	A102	L110	Fact Investigation/Development - Legal Research	Y	Unbilled	1.10	350.00	385.00
1	04/27/2022	Rosenthal, Bill	Litigation	A101	C100	Fact Gathering - fee agreement	Y	Billed	1.10	350.00	385.00
2	04/27/2022	Rosenthal, Bill	Litigation	A101	B130	Asset Disposition - mediation session	Y	Billed	0.40	250.00	100.00
3	04/27/2022	Rosenthal, Bill	Litigation	A103	B130	Asset Disposition - Email to client	Y	Billed	0.20	250.00	50.00
6	04/27/2022	Shelley, Percy B	Consultation			COBRA Benefits - Prepare documents to obtain COBRA benefits	Y	Unbilled	1.00	350.00	350.00

Summary for Gordon Ramsey

Label	Value
Total Hold Hours	0.00
Total Unbilled Hours (Billable)	3.10
Total Unbilled Hours (Non Billable)	0.00
Total Unbilled Hours (No Charge)	0.00
Total Billed Hours	1.70
Total Hold Amount	0.00
Total Unbilled Amount (Billable)	1,070.00
Total Unbilled Amount (Non Billable)	0.00
Total Billed Amount	535.00
Total Paid Amount	0.00

(Sample detailed Timekeeper's Time Report)

Justice Law Firm, LLC

TimeKeepers Time Report (Summary)

01/01/2020 - 12/31/2020

Rick Kabra

	Hours	Amounts
Hold	3.00	210.00
Unbilled (Billable)	0.00	0.00
Unbilled (No Charge)	0.00	0.00
Unbilled (Non Billable)	6.00	1,950.00
Billed Hrs (Billable)	45.18	17,462.08
Billed Hrs (No Charge)	2.00	0.00
Total Unbilled	**9.00**	**2,160.00**
Total Billed	**47.18**	**17,462.08**
Total Hours (Billed/Unbilled)	**56.18**	**19,622.08**

(Sample part of advanced summary Timekeeper's Time Report)

Click the link below to view full report:

1 (a) Time-Keepers-Time-Report_Summary.pdf
1 (b) Time-Keepers-Time-Report_Details.pdf
1 (c) Time-Keepers-Time-Report_Advanced Summary.pdf

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Timekeeper's Expense Report

Provides details of matter expenses entered by different personnel.

Report Filters

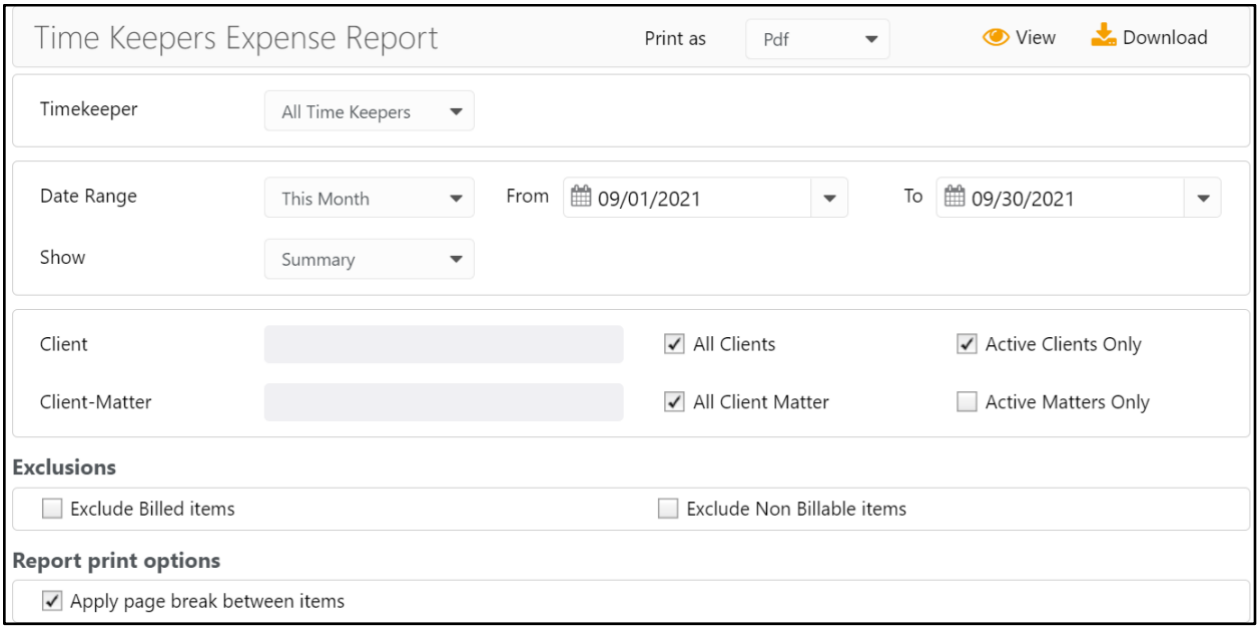
- **Timekeeper:** Choose all timekeepers or a specific timekeeper.
- **Date Range:** The date range options you have are All Dates, Last Month, Last Year, This Month, and This Year.
- **Show:** Choose to view summary or details.
- **Client:** Choose all clients or a specific one. You can choose to view active clients only. To include inactive clients, uncheck the box.
- **Client-Matter:** Choose all client-matters or a specific one. You can choose to view active matters only. To include inactive matters, uncheck the box.

Exclusions

- Check boxes to exclude billed items and/or non-billable items.

Report Print Options

- Check box to apply page break between items, and/or include active timekeepers.



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Justice Law Firm, LLC

TimeKeeper's Expense Report (Summary)

01/01/2020 - 12/31/2020

TimeKeeper	Hold Amount	Unbilled Amount	Billed Amount	Paid Amount
Rick Kabra	$0.00	$0.00	$3,131.00	$2,703.50

Total Hold Amount:	$0.00
Total Unbilled Amount (Billable):	$0.00
Total Unbilled Amount (Non Billable):	$0.00
Total Billed Amount:	$3,131.00
Total Paid Amount:	$2,703.50

(Sample summary Timekeeper's Expense Report)

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Justice Law Firm, LLC

TimeKeeper's Expense Report

01/01/2020 - 12/31/2020

Rick Kabra

Date	Client	Matter	Expense	Billable	Qty	Price	Amount	Status
01/03/2020	Bates, Gary K.	Estate Planning	Bounced Check Charge	Y	1	$200.00	200.00	Paid
01/09/2020	Brown, James	Corporate	Filing Fees	Y	1	$100.00	100.00	Paid
01/13/2020	Collins, Jim	Family Law	Filing Fees	Y	1	$100.00	100.00	Paid
01/17/2020	Collins, Jim	Family Law	filing fees	Y	1	$150.00	150.00	Paid
01/30/2020	Collins, Jim	Family Law	Filing Fees	Y	1	$150.00	150.00	Paid
02/12/2020	Burke, Hazel	Estate Planning	Court Costs	Y	1	$150.00	150.00	Paid
02/12/2020	Collins, Jim	Estate Planning	Filing Fees	Y	1	$150.00	150.00	Paid
02/12/2020	Doe, Jane	Estate & Trust	Court Costs	Y	1	$150.00	150.00	Billed
03/04/2020	Shivamurthy, Sophia	Estate	Filing Fees	Y	1	$100.00	100.00	Billed
03/04/2020	Shivamurthy, Sophia	Estate	Photocopies	Y	50	$0.10	5.00	Billed
03/10/2020	Collins, Jim	Family Law	Filing Fees	Y	1	$150.00	150.00	Paid
03/10/2020	Collins, Jim	Family Law	Photocopies	Y	50	$0.10	5.00	Paid
03/24/2020	Brown, James	Corporate	Filing Fees	Y	1	$150.00	150.00	Paid
04/21/2020	Browns, Pedro T.	Real Estate – Buyer	Computer	Y	1	$500.00	500.00	Paid
04/22/2020	Brown, James	Corporate	Photocopies	Y	25	$0.10	2.50	Paid
05/06/2020	Collins, Jim	Family Law	Filing Fees	Y	1	$150.00	150.00	Paid
05/13/2020	Collins, Jim	Family Law	printing	Y	50	$0.10	5.00	Paid
05/13/2020	Collins, Jim	Family Law	Filing Fees	Y	1	$100.00	100.00	Paid
07/27/2020	Sanders, Jane	Collection	11	Y	1	$100.00	100.00	Billed
07/27/2020	Sanders, Jane	Collection	Expert Fees	Y	1	$50.00	50.00	Billed
09/01/2020	Brown, James	Corporate	Filing Fees	Y	1	$100.00	100.00	Paid
09/23/2020	Collins, Jim	Collins vs. Jones	Mileage	Y	50	$0.45	22.50	Billed
11/10/2020	Fields, Janet	Bankrupcty	Postage	Y	1	$6.00	6.00	Paid
11/10/2020	Fields, Janet	Bankrupcty	Photocopies	Y	30	$0.10	3.00	Paid
11/11/2020	Fields, Janet	Bankrupcty	Photocopies	Y	60	$0.10	6.00	Paid
11/11/2020	Fields, Janet	Bankrupcty	Postage	Y	1	$10.00	10.00	Paid
11/12/2020	Fields, Janet	Bankrupcty	Postage	Y	1	$5.00	5.00	Paid
11/12/2020	Fields, Janet	Bankrupcty	Photocopies	Y	40	$0.10	4.00	Paid
11/13/2020	Collins, Jim	Family Law	Photocopies	Y	50	$0.10	5.00	Paid
11/13/2020	Collins, Jim	Family Law	Filing Fees	Y	1	$150.00	150.00	Paid
11/20/2020	Collins, Jim	Family Law	Photocopies	Y	20	$0.10	2.00	Paid
12/14/2020	Collins, Jim	Family Law	Filing Fees	Y	1	$150.00	150.00	Paid
12/14/2020	Collins, Jim	Family Law	Filing Fees	Y	1	$100.00	100.00	Paid
12/15/2020	Collins, Jim	Family Law	Filing Fees	Y	1	$100.00	100.00	Paid

Total Hold Amount:	$0.00
Total Unbilled Amount (Billable):	$0.00
Total Unbilled Amount (Non Billable):	$0.00
Total Billed Amount:	$3,131.00
Total Paid Amount:	$2,703.50

(Sample detailed Timekeeper's Expense Report)

Click the link below to view full report:

2 (a) Time-Keepers-Expense-Report_Summary.pdf
2 (b)Time-Keepers-Expense-Report_Details.pdf

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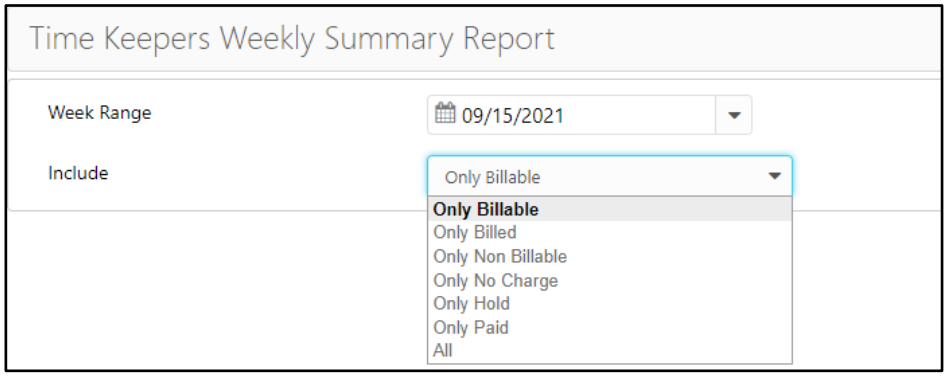
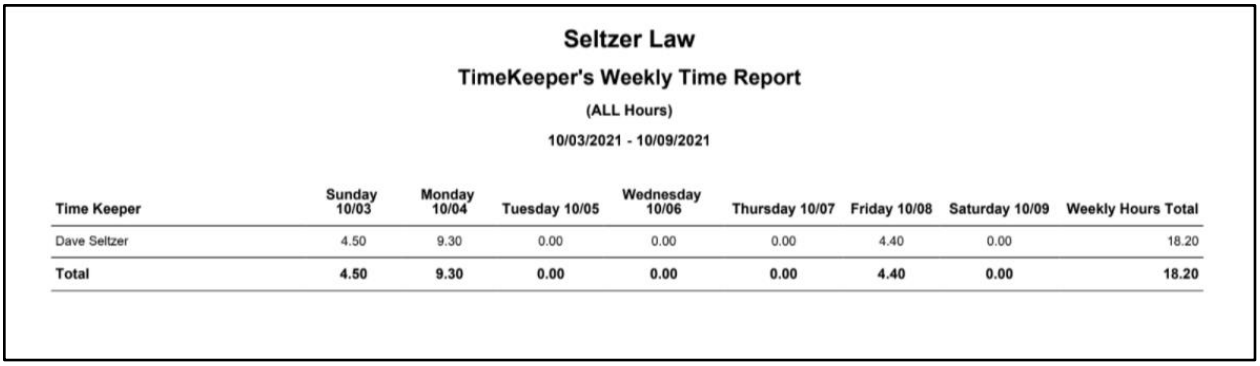
Timekeeper’s Weekly Summary Report

Can be used for various productivity measurement purposes. It provides a weekly time log for the entire firm.

Report Filters

- **Week Range:** Choose a Date.
- **Include:** You have the option to choose Only Billable, Only Billed, Only Non-Billable, Only No Charge, Only Hold, Only Paid, or All.





Seltzer Law

TimeKeeper's Weekly Time Report

(ALL Hours)

10/03/2021 - 10/09/2021

Time Keeper	Sunday 10/03	Monday 10/04	Tuesday 10/05	Wednesday 10/06	Thursday 10/07	Friday 10/08	Saturday 10/09	Weekly Hours Total
Dave Seltzer	4.50	9.30	0.00	0.00	0.00	4.40	0.00	18.20
Total	**4.50**	**9.30**	**0.00**	**0.00**	**0.00**	**4.40**	**0.00**	**18.20**

(Sample Timekeeper’s Weekly Summary Report)

Click the link below to view full report:

[3. Time-Keepers-Weekly-Summary-Report.pdf]

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Pre-Bill (Matter Billing Report)

This report has a dual purpose:

1. As a Matter Billing Report, you can look at all billed and unbilled time and expenses by matter.
2. As a Pre-bill Report, you can filter out billed items and only focus on Work in Progress (WIPs).

Report Filters

- **Matter Owner:** Choose all matter owners or a specific matter owner.
- **Date Range:** The date range options you have are All Dates, Last Month, Last Year, This Month, This Year, and Till Date.
- **Client:** Choose all clients or a specific one. You can choose to view active clients only. To include inactive clients, uncheck the box.
- **Client-Matter:** Choose all client-matters or a specific one. You can choose to view active matters only. To include inactive matters, uncheck the box.
- **Show:** Choose to view summary or details.
- **Include:** All, Only Fee, Only Cost, Only Soft Cost, or Only Hard Cost.

Exclusions

- Check boxes to exclude billed items and/or non-billable items.

Report Print Options

- Check box to apply page break between items, and/or include active timekeepers.
- Check Box to print matter's internal billing notes.
- Check box to include Trust Bank Balance breakdown. This will break down the ledger balance of each trust account associated with that matter, as of the report print date (Details report only).

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Pre-Bill (Matter Billing Report)

Print as Pdf View Download

Matter Owner: All Matter Owners

Date Range: Till Date To 03/31/2022

Client: All Clients Active Clients Only

Client-Matter: All Client Matter Active Matters Only

Show: Details

Include: All

Exclusions

Exclude Billed items Exclude Non Billable items

Report print options

Apply page break between items Include Trust Bank Balance Breakdown

Print Matter's Internal Billing Notes

Justice Law Firm, LLC

Matter Billing Summary Report

01/01/2021 - 12/31/2021

Client-Matter	Hold Time	Hold Value	UnBilled Time	UnBilled Value	Billed Time	Billed Value	Hold Cost	UnBilled Cost	Billed Cost
Brown, James-Corporate/0140-001	0.00	0.00	18.50	3,180.00	0.00	0.00	0.00	0.00	0.00
Browns, Pedro T.-Test March6/0120-002	0.00	0.00	0.00	0.00	0.70	210.00	0.00	0.00	0.00
Burke, Hazel-Litigation/0236-001	0.00	0.00	0.00	0.00	2.30	1,005.00	0.00	0.00	315.00
Chiang, Scarlet -Incorporation/0185-001	0.00	0.00	14.90	1,190.00	0.00	0.00	0.00	0.00	0.00
Collins, Jim-Expungement/0123-001	0.00	0.00	0.00	0.00	0.30	240.00	0.00	0.00	150.00
Collins, Jim-Family Law/0123-004	0.00	0.00	1.90	570.00	55.70	12,322.50	0.00	300.00	750.00
Collins, Jim-Real Estate – Buyer/0123-013	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	100.00
Deere, John-Corporate/0217-001	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	2.00
Total	**0.00**	**0.00**	**35.30**	**4,940.00**	**59.00**	**13,879.50**	**0.00**	**300.00**	**1,317.00**

(Sample Matter Billing Summary Report)

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Garden State Law

Matter Billing Detailed Report

04/08/2021 - 04/18/2022

***Client Funds Balance(As of Report Print Date)**

Atticus Finch-Contract/0014-001

Matter Owner	Mamta
Client Funds-Operating	0.00
Client Funds-Trust	11,669.25
Unpaid Balance	330.75

Trust Bank Balance Breakdown

Merrill Lynch-IOLTA Trust Account	1,000.00
Fidelity-Trust Account	10,669.25

Professional Service Detail: Atticus Finch-Contract/0014-001

ID	Date	Timekeeper	Task	Billable	Status	Hours	Rate	Amount
48	07/16/2021	DK	Affidavit of Insurance - Prepare Affidavit of Insurance	Y	Billed	1:00	300.00	300.00
Total						**1:00**		**300.00**

Timekeeper Activity Summary:Atticus Finch-Contract/0014-001

Timekeeper	Time Spent	Amount
Dan Knopof	1:00	300.00
Total	**1:00**	**300.00**

Professional Service Summary:

Total Hold Hours	0:00
Total Unbilled Hours (Billable)	0:00
Total Unbilled Hours (Non Billable)	0:00
Total Unbilled Hours (No Charge)	0:00
Total Billed Hours	1:00

Total Hold Amount	0.00
Total Unbilled Amount (Billable)	0.00
Total Unbilled Amount (Non Billable)	0.00
Total Billed Amount	300.00
Total Paid Amount	0.00

Additional Charges Detail: Atticus Finch-Contract/0014-001

ID	Date	Details	Billable	Status	Quantity	Rate	Amount
82	07/27/2021	Filing Fees - Court appearance for DUI	Y	Unbilled	1	500.00	500.00
Total							**500.00**

Additional Charges Summary:

Total Hold Amount	0.00
Total Unbilled Amount (Billable)	500.00
Total Unbilled Amount (Non Billable)	0.00
Total Billed Amount	0.00
Total Paid Amount	0.00

(Sample first and last page of Matter Billing Detailed Report)

Click the link below to view full report:

[4 (a) Pre-Bill-(Matter-Billing-Report)_Summary.pdf]
[4 (b) Pre-Bill-(Matter-Billing-Report)_Details.pdf]

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Matter Billing Log

Allows you to view and download all the activities for all your clients, for one client, or for a matter in one place.

Report Filters

- **Matter Owner**: Choose all matter owners or a specific matter owner.
- **Date Range**: The date range options you have are All Dates, Last Month, Last Year, This Month, This Year.
- **Client**: Choose all clients or a specific one. You can choose to view active clients only. To include inactive clients, uncheck the box.
- **Client-Matter**: Choose all client-matters or a specific one. You can choose to view active matters only. To include inactive matters, uncheck the box.
- **Include Fee Entries**: Check the box to include fee entries.
    - **Include:** You can choose to include *All, Unbilled, Billed, Non-Billable, Hold, No Charge.*
    - **Print Task/Description:** Click radio button to print *Only Description, Only Task,* or *Task & Description.*
    - **Ignore entries if less than:** Check the box and enter a dollar amount.
- **Include Cost Entries**: Check the box to include cost entries.
    - **Include:** You can choose to include *All, Unbilled, Billed, Non-Billable, Hold, No Charge.*
    - **Print Task/Description:** Click radio button to print *Only Description, Only Task,* or *Task & Description.*
    - **Ignore entries if less than:** Check the box and enter a dollar amount.
    - **Group identical soft cost charges for Invoice Printing:** Check the box, if desired.
- **Include Payment Transactions:** Check the box, if desired.

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Matter Billing Log

Print as Pdf View Download

Matter Owner: All Matter Owners

Date Range: Last Month From 04/01/2023 To 04/30/2023

Client: All Clients Active Clients Only

Client-Matter: All Client Matter Active Matters Only

Include Fee Entries

Fee Entries

Include Cost Entries

Cost Entries

Include Payment Transactions

Law For All

Matter Billing Log

Date Range: 01/01/2021 - 11/28/2022

Date: 12/08/2021

File #: 0010-001

Clarkson, Jeremy / 0010

RE: Estate Planning

FEES

Date		Details	Hours	Amount
12/07/2021	Janet F Sala	Prepare and Execute Acknowledgment of Service	2:06	$1,050.00
Total				$1,050.00

DISBURSEMENTS

Date	Expense	Amount
06/24/2022		$100.00
Total		$100.00

RECEIPTS/PAYMENTS

Date	Description	Amount
12/08/2021	Pmt for Invoice# 4	$250.00
01/13/2022	Pmt for Invoice# 4	$500.00
08/03/2022	Trust to General Transfer	$400.00
Total		$1,150.00

Summary of Fees and Disbursements

Total Fee & Disbursements $1,150.00

(Sample Matter Billing Log Report)

Click the link below to view full report:
Matter Billing Log.pdf

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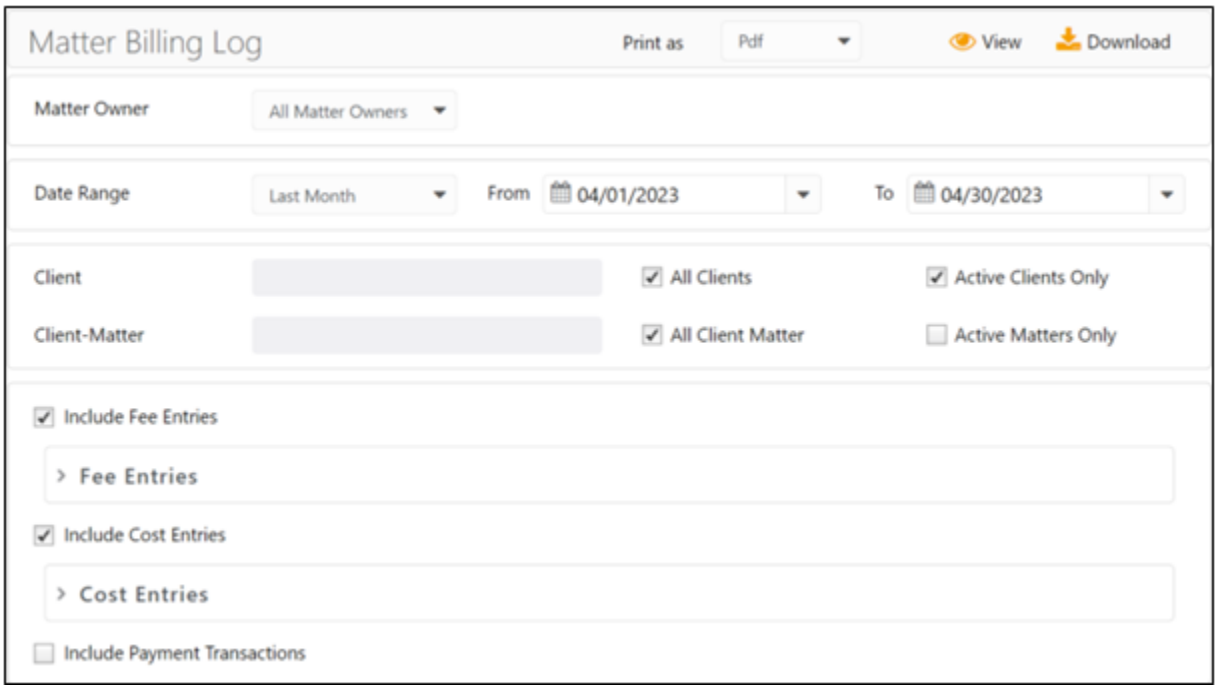
Matter Billing Log

Allows you to view and download all the activities for all your clients, for one client, or for a matter in one place.



Report Filters

- **Matter Owner**: Choose all matter owners or a specific matter owner.
- **Date Range**: The date range options are All Dates, Last Month, Last Year, This Month, This Year.
- **Client**: Choose all clients or a specific one. You can choose to view active clients only. To include inactive clients, uncheck the box.
- **Client-Matter**: Choose all client-matters or a specific one. You can choose to view active matters only. To include inactive matters, uncheck the box.
- **Include Fee Entries**: Check the box to include fee entries.
    - **Include:** You can choose to include *All, Unbilled, Billed, Non-Billable, Hold, No Charge.*
    - **Print Task/Description:** Click radio button to print *Only Description, Only Task,* or *Task & Description.*
    - **Ignore entries if less than:** Check the box and enter a dollar amount.
- **Include Cost Entries**: Check the box to include cost entries.
    - **Include:** You can choose to include *All, Unbilled, Billed, Non-Billable, Hold, No Charge.*

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- **Print Task/Description:** Click radio button to print *Only Description, Only Task,* or *Task & Description.*
- **Ignore entries if less than:** Check the box and enter a dollar amount.
- **Group identical soft cost charges for Invoice Printing:** Check the box, if desired.

- **Include Payment Transactions:** Check the box, if desired.

Law For All
Matter Billing Log
Date Range: 01/01/2021 - 11/28/2022

Date: 12/08/2021
File #: 0010-001

Clarkson, Jeremy / 0010

RE: Estate Planning

FEES

Date		Details	Hours	Amount
12/07/2021	Janet F Sala	Prepare and Execute Acknowledgment of Service	2:06	$1,050.00
Total				$1,050.00

DISBURSEMENTS

Date	Expense	Amount
06/24/2022		$100.00
Total		$100.00

RECEIPTS/PAYMENTS

Date	Description	Amount
12/08/2021	Pmt for Invoice# 4	$250.00
01/13/2022	Pmt for Invoice# 4	$500.00
08/03/2022	Trust to General Transfer	$400.00
Total		$1,150.00

Summary of Fees and Disbursements

Total Fee & Disbursements $1,150.00

(Sample Matter Billing Log Report)

Click the link below to view full report:

Matter Billing Log.pdf

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Work In Progress (WIP) Summary

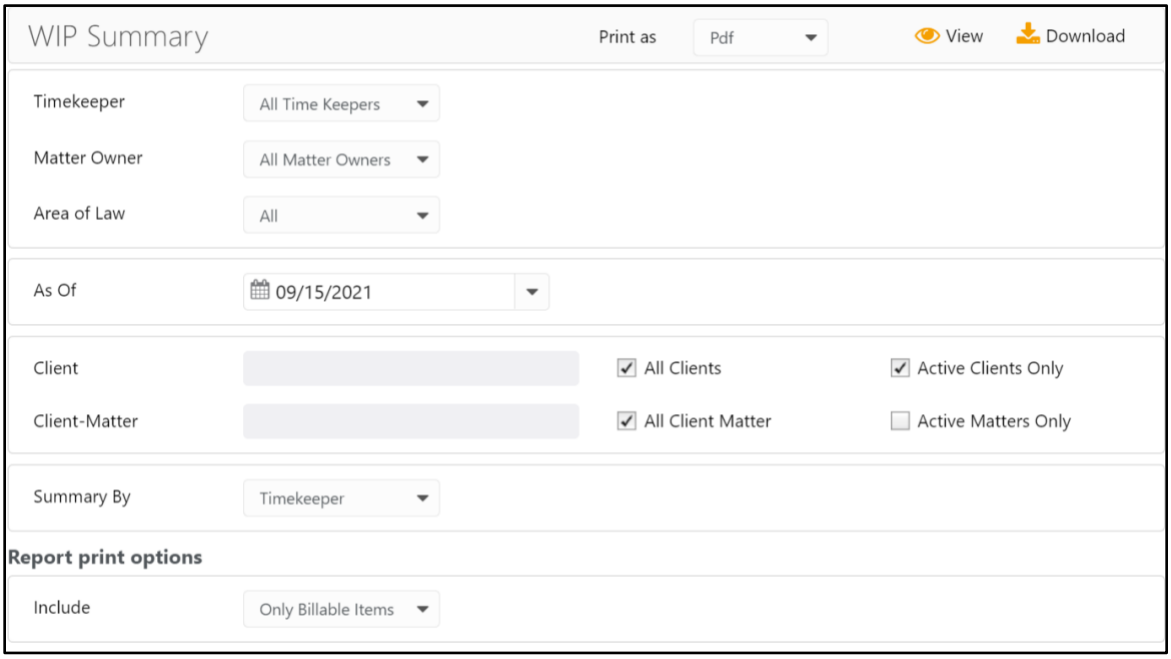
Provides a detailed WIP breakdown by timekeeper, matter, or client.

Report Filters

- **Timekeeper:** Choose all timekeepers or a specific timekeeper.
- **Matter Owner:** Choose all matter owners or a specific matter owner.
- **Area of Law:** If needed, you can filter by Area of Law. Area of Law is assigned in the Add/Edit Matter screen.
- **As of:** This will default to today's date, but can be changed.
- **Client:** Choose all clients or a specific one. You can choose to view active clients only. To include inactive clients, uncheck the box.
- **Client-Matter:** Choose all client-matters or a specific one. You can choose to view active matters only. To include inactive matters, uncheck the box.
- **Summary By:** Choose Timekeeper, Matter, Client, Matter Owner, or Area of Law.

Report Print Options

- Choose only billable items, only non-billable/no-charge items, all items.



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Justice Law Firm, LLC

WIP Summary by Timekeeper As Of 09/30/2021

For Matter Owner: ALL

Only Billable Items

Summary by Timekeeper

Erica Birstler

	Current	31-60 Days	61-90 Days	91-120 Days	>120 Days	Total Owed
Hours	1.90	10.60	0.00	0.00	0.00	12.50
Fee	$570.00	$3,180.00	$0.00	$0.00	$0.00	$3,750.00
Soft Cost	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Hard Cost	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
WIP Total	$570.00	$3,180.00	$0.00	$0.00	$0.00	$3,750.00

Jim Jones

	Current	31-60 Days	61-90 Days	91-120 Days	>120 Days	Total Owed
Hours	0.00	11.90	0.00	0.00	0.00	11.90
Fee	$0.00	$1,190.00	$0.00	$0.00	$0.00	$1,190.00
Soft Cost	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Hard Cost	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
WIP Total	$0.00	$1,190.00	$0.00	$0.00	$0.00	$1,190.00

Firm Summary **No. of Matters: 3**

	Current	31-60 Days	61-90 Days	91-120 Days	>120 Days	Total Owed
Hours	1.90	22.50	0.00	0.00	0.00	24.40
Fee	$570.00	$4,370.00	$0.00	$0.00	$0.00	$4,940.00
Soft Cost	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Hard Cost	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
WIP Total	$570.00	$4,370.00	$0.00	$0.00	$0.00	$4,940.00

CosmoLex Page 1 of 1 Tuesday, October 12, 2021 4:42 PM

(Sample WIP Summary Report)

Click the link below to view full report:

5. WIP-Summary.pdf

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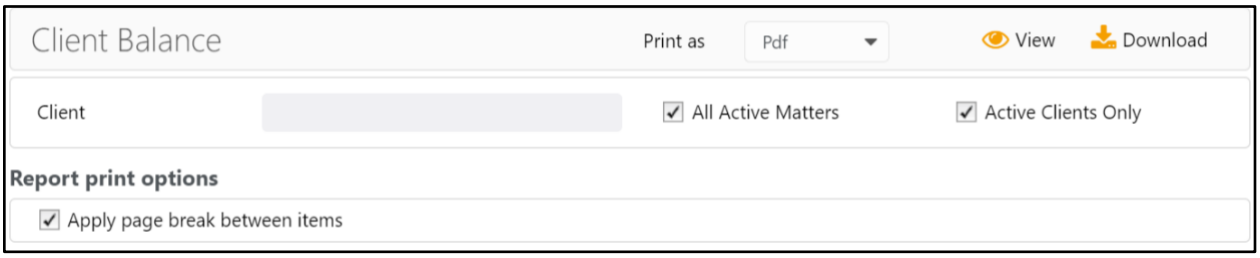
Client Balance

Shows a detailed billing-related balance statement for ALL matters of a client. Balances shown are unbilled and unpaid amounts, retainer balances in operating and trust accounts.

Report Filters

- **Client:** Choose all clients or a specific one. You can choose to view active clients only. To include inactive clients, uncheck the box.
- The Report Print Option allows you to apply page break between items by default. Uncheck the box if you do not want the page break.



Justice Law Firm, LLC

CLIENT BALANCE REPORT

(Includes all dates)

CLIENT: Collins, Jim

DATE OPENED	MATTER NAME	MATTER FILE #	UNPAID AMOUNT	UNBILLED AMOUNT	OPERATING BALANCE	TRUST BALANCE
04/18/2019	Appelate Work	0123-008	$0.00	$0.00	$2,650.00	$10,000.00
09/07/2021	Collins Exchange 2021-1	0123-014	$0.00	$1,000.00	$0.00	$49,985.00
06/08/2020	Collins vs. Jones	0123-011	$423.33	$0.00	$0.00	$0.00
11/30/2020	Contract	0123-012	$0.00	$0.00	$0.00	$0.00
02/12/2020	Estate Planning	0123-010	$0.00	$0.00	$0.00	$350.00
02/15/2014	Expungement	0123-001	$6,218.67	$0.00	$15,785.25	$0.00
02/24/2015	Family Law	0123-004	$0.00	$870.00	$1,000.00	$10,110.35
06/28/2014	Landlord-Tenant	0123-002	$335.46	$0.00	$6,600.00	$0.00
12/04/2014	Litigation	0123-003	$0.00	$0.00	$3,666.50	$138,352.79
07/05/2019	Miscellaneous	0123-009	$3,000.00	$0.00	$0.00	$0.00
01/31/2017	Patent	0123-006	$0.00	$0.00	$176.00	$74,686.00
08/23/2021	Real Estate – Buyer	0123-013	$0.00	$0.00	$0.00	$294,400.00
08/12/2015	Refinance	0123-005	$0.00	$0.00	$590.00	$1,892.92
		TOTAL:	$9,977.46	$1,870.00	$30,467.75	$579,777.06

(Sample Client Balance Report)

Click the link below to view full report:

6. Client-Balance.pdf

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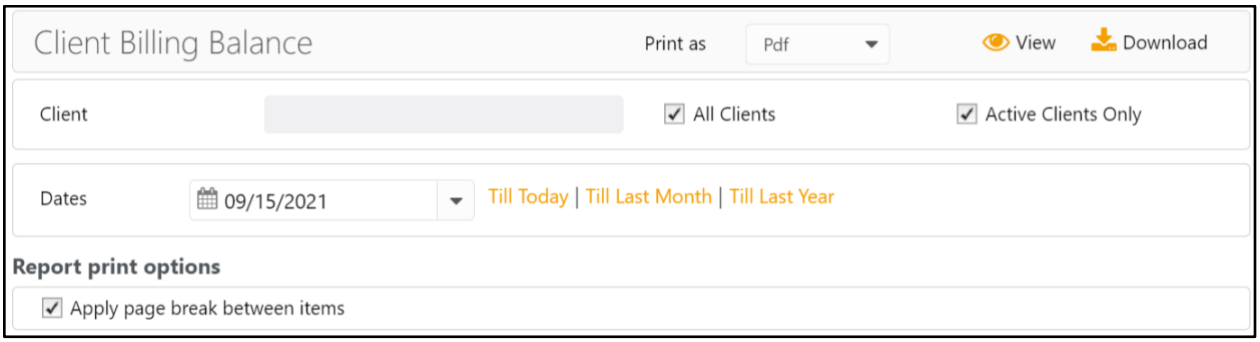
Client Billing Balance

Shows a detailed balance statement for ALL matters of a client as of a particular date. The balances shown are unbilled and unpaid amounts.

Report Filters

- **Client:** Choose all clients or a specific one. You can choose to view active clients only. To include inactive clients, uncheck the box.
- **Dates:** Choose a date, by clicking the drop-down arrow or choose till today, till last month, till last year.
- The Report Print Options allows you to apply page break between items by default. Uncheck the box if you do not want the page break.



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Justice Law Firm, LLC

CLIENT BILLING BALANCE REPORT

Balances As Of: 10/12/2021

CLIENT: Collins, Jim

Date Opened	Matter Name	Matter File No		Unpaid Amount	Unbilled Amount
04/18/2019	Appelate Work	0123-008		$0.00	$0.00
09/07/2021	Collins Exchange 2021-1	0123-014		$0.00	$1,000.00
06/08/2020	Collins vs. Jones	0123-011		$423.33	$0.00
11/30/2020	Contract	0123-012		$0.00	$0.00
02/12/2020	Estate Planning	0123-010		$0.00	$0.00
02/15/2014	Expungement	0123-001		$6,218.67	$0.00
02/24/2015	Family Law	0123-004		$0.00	$870.00
06/28/2014	Landlord-Tenant	0123-002		$335.46	$0.00
12/04/2014	Litigation	0123-003		$0.00	$0.00
07/05/2019	Miscellaneous	0123-009		$3,000.00	$0.00
01/31/2017	Patent	0123-006		$0.00	$0.00
08/23/2021	Real Estate – Buyer	0123-013		$0.00	$0.00
08/12/2015	Refinance	0123-005		$0.00	$0.00
			TOTAL:	$9,977.46	$1,870.00

(Sample Client Billing Balance Report)

Click the link below to view full report:

7. Client-Billing-Balance.pdf

Copyright ©2025 ProfitSolv

Balance By Matter Name

This report provides important balances grouped by matter name as of a particular date. Balances shown are unbilled and unpaid amounts, retainer balances in operating and trust accounts.

Report Filters

- **Matter Owner:** Choose all matter owners or a specific matter owner.
- **Matter Name:** Choose all matter names, or a specific matter name.

Justice Law Firm, LLC

BALANCE BY MATTER NAME REPORT

(Includes all dates)

MATTER NAME: Personal Injury Work

DATE OPENED	CLIENT NAME	MATTER FILE #	UNPAID AMOUNT	UNBILLED AMOUNT	OPERATING BALANCE	TRUST BALANCE
01/20/2016	LB Co	0080-001	$0.00	$0.00	$400.00	$29,925.00
05/17/2016	Fields, Howard	0141-001	$17,687.76	$0.00	$0.00	$500,000.00
10/10/2016	Dales, Thomas G.	0074-002	$0.00	$8,197.00	$2,264.00	$1,200,000.00
10/19/2018	Wills, Afaf	0255-001	$10,000.00	$0.00	$0.00	$400,000.00
07/10/2015	Holland, James	0106-001	$0.00	$0.00	$0.00	$900.00
12/18/2014	Smith, Jane	0045-001	$0.00	$0.00	$546.25	$2,500.00
		TOTAL:	$27,687.76	$8,197.00	$3,210.25	$2,133,325.00

(Sample Balance By Matter Name Report)

Click the link below to view full report:
[8. Balance-By-Matter-Name.pdf]

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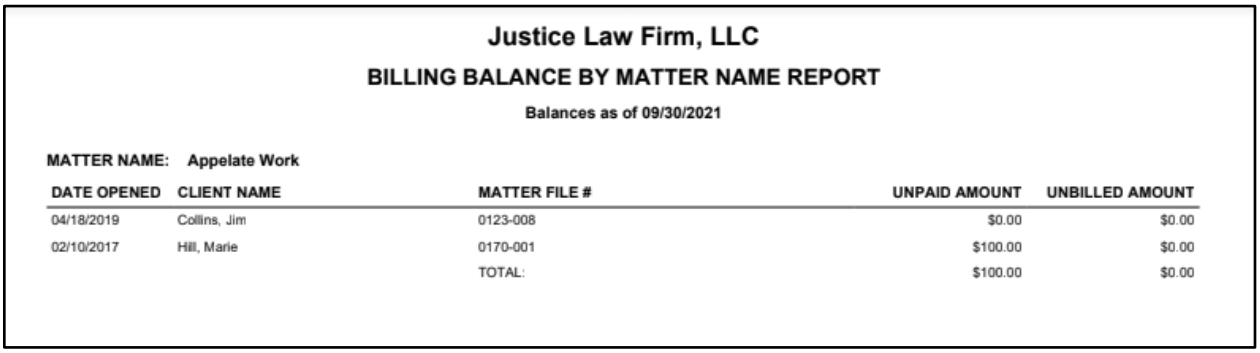
Billing Balance By Matter Name

This report provides important balances grouped by matter name as of a particular date. The balances shown are the unbilled and unpaid amounts.

Report Filters

- **Matter Owner:** Choose all matter owners or a specific matter owner.
- **Matter Name:** Choose all matter names, or a specific matter name.
- **Sort By:** You can sort by client name, matter file number, or date opened for the matter.
- **Dates:** Choose a date, by clicking the drop-down arrow or choose till today, till last month, till last year.



Justice Law Firm, LLC

BILLING BALANCE BY MATTER NAME REPORT

Balances as of 09/30/2021

MATTER NAME: **Appelate Work**

DATE OPENED	CLIENT NAME	MATTER FILE #	UNPAID AMOUNT	UNBILLED AMOUNT
04/18/2019	Collins, Jim	0123-008	$0.00	$0.00
02/10/2017	Hill, Marie	0170-001	$100.00	$0.00
		TOTAL:	$100.00	$0.00

(Sample Billing Balance by Matter Name report)

Click the link below to view full report:

9. Billing-Balance-By-Matter-Name.pdf

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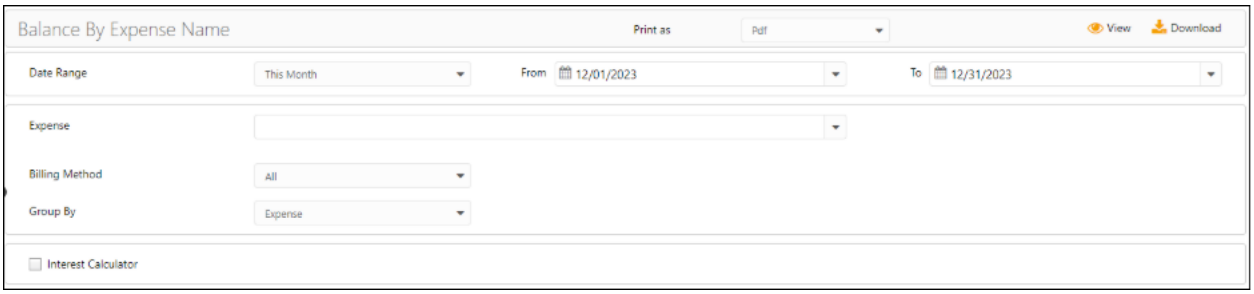
Balance by Expense Name

This report provides a breakdown of the soft cost and hard cost expenses by their name. Firms can use this to verify that the expenses charged to their clients are accurate. This report is particularly helpful for auditing purposes.



Report Filters

- **Date Range:** The date range options you have are All Dates, Last Month, Last Quarter, Last Year, This Month, This Quarter, and This Year. The date range is also customizable.

- **Expense**: Select one or more expenses from the drop-down.

- **Billing Method**: From the drop-down, choose from All, Hourly, Fixed, or Contingency.

- **Group By**: From the drop-down, select from expense, matter, timekeeper, client, area of law, and matter owner.

- **Interest Calculator**: Checking the box will give you the option to calculate interest on expenses that are Billed, Unbilled, or All. This calculation is limited only to the report and does not change expense card value or invoice to which the expense is associated.

Interest Calculation Logic	(Expense Card Date /365) *(Annual Finance charge rate/100)

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Law All
Balance By Expense Report
Date Range: 01/01/2023 - 12/31/2023

Expense Name: Courier Fee

Client-Matter Name	Matter File #	Unbilled Soft Cost	Unbilled Hard Cost	Total Unbilled Cost	Billed Soft Cost	Billed Hard Cost	Total Billed Cost	Total Cost
1001 CosmoLex Roofing-Staging testing	32006-0101	$0.00	$0.00	$0.00	$10.00	$0.00	$10.00	$10.00
Jani, Ravi-Fixed Fee Billing Report	32533-001	$0.00	$0.00	$0.00	$30.00	$0.00	$30.00	$30.00
Total		$0.00	$0.00	$0.00	$40.00	$0.00	$40.00	$40.00

Expense Name: Conveyance Fees

Client-Matter Name	Matter File #	Unbilled Soft Cost	Unbilled Hard Cost	Total Unbilled Cost	Billed Soft Cost	Billed Hard Cost	Total Billed Cost	Total Cost
1001 CosmoLex Roofing-Staging testing	32006-0101	$0.00	$0.00	$0.00	$50.00	$0.00	$50.00	$50.00
Total		$0.00	$0.00	$0.00	$50.00	$0.00	$50.00	$50.00

Law All
Balance By Expense Report
Date Range: 01/01/2023 - 12/31/2023

Summary

	Unbilled Soft Cost	Unbilled Hard Cost	Total Unbilled Cost	Billed Soft Cost	Billed Hard Cost	Total Billed Cost	Total Cost
Courier Fee	$0.00	$0.00	$0.00	$40.00	$0.00	$40.00	$40.00
Conveyance Fees	$0.00	$0.00	$0.00	$50.00	$0.00	$50.00	$50.00
Total	$0.00	$0.00	$0.00	$90.00	$0.00	$90.00	$90.00

Report Entries and Their Descriptions

Entry	Description
Client-Matter Name	All client-matters in which the selected expense was recorded.
Matter File #	Matter file # associated with the respective client-matter.
Unbilled Soft Cost	The total sum of the selected expense recorded as an unbilled soft cost for the respective matter.
Unbilled Hard Cost	The total sum of the selected expense recorded as an unbilled hard cost for the respective matter.
Total Unbilled Cost	The total sum of the unbilled soft and hard cost of the selected expense for the respective matter
Billed Soft Cost	The total amount of the selected expense recorded as a billed soft cost for the respective matter.
Billed Hard Cost	The total sum of the selected expense recorded as a billed hard cost for the respective matter.
Total Billed Cost	The total sum of the billed soft and hard costs of the selected expense for the respective matter.
Total Cost	The total sum of the total unbilled and total billed cost of the selected expense for the respective matter.

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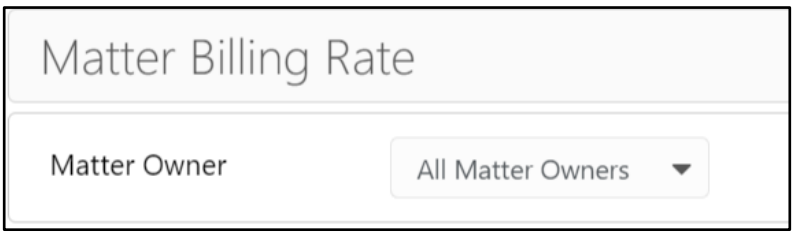
Matter Billing Rate

Lists billing rates applied to all hourly matters, for each individual Timekeeper. This is a useful report to review rates and fix any potential discrepancies.

Report Filters

- **Matter Owner:** Choose all matter owners or a specific matter owner.



MATTER BILLING RATES

Matter Owner: Erica Birstler

CLIENT	Verizon	**DATE OPENED**	02/19/2015
MATTER	Lease	**MATTER FILE #**	0091-004

Time Keeper	Rate	Level	Type
David Seltzer	$100.00	Default	Global
Erica Birstler	$300.00	Default	Global
Jim Jones	$100.00	Default	Global

CLIENT	Collins, Jim	**DATE OPENED**	02/24/2015
MATTER	Family Law	**MATTER FILE #**	0123-004

Time Keeper	Rate	Level	Type
David Seltzer	$100.00	Default	Global
Erica Birstler	$300.00	Default	Global
Jim Jones	$100.00	Default	Global

(Sample Matter Billing Rates report)

Click the link below to view full report:

10. Matter-Billing-Rate.pdf

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Time Expense Flag Report

Lists time/expense cards which are marked with special flags.

Report Filters

- **Timekeeper:** Choose all timekeepers or a specific timekeeper.
- **Flag:** Choose either Low Priority, Normal, Critical or All.
- **Date Range:** The date range options you have are, Last Month, Last Year, This Month, and This Year.

Justice Law Firm, LLC

Time/Expense Report

(Normal)

10/01/2021 - 10/31/2021

Item Date	Client	Matter	Item Desc	Time Keeper	Hours Qty	Item Rate	Amount	Status
10/01/2021	Collins, Jim	Family Law	cost 2	EB	0.00	200.00	$200.00	Unbilled
10/01/2021	Collins, Jim	Family Law	cost	EB	0.00	100.00	$100.00	Unbilled
10/14/2021	Collins, Jim	Family Law	filing fees	EB	0.00	150.00	$150.00	Unbilled
10/18/2021	Bates, Gary K.	Corporate	Brief	EB	5.10	300.00	$1,530.00	Billed
10/19/2021	Dales, Thomas G.	Personal Injury Work	Expert Fees	EB	0.00	1,500.00	$1,500.00	Unbilled

(Sample Time/Expense Flag report)

Click the link below to view full report:

11. Time-Expense-Flag-Report.pdf

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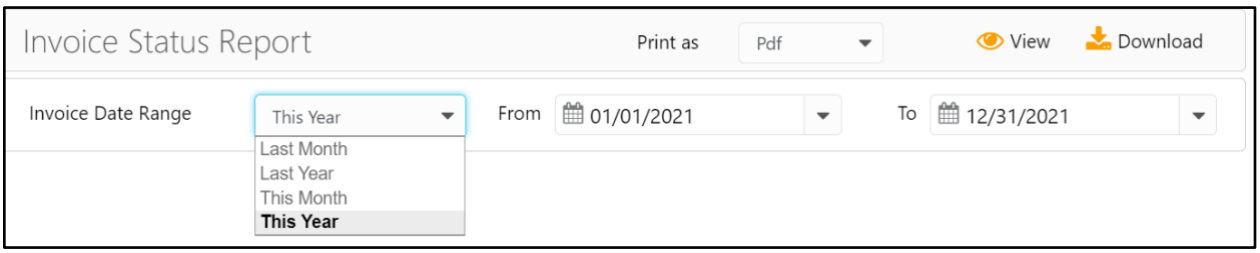
Invoice Status Report

Lists invoices and their status (paid/unpaid) in a given duration.

Report Filters

- **Invoice Date Range:** The date range options you have are Last Month, Last Year, This Month, and This Year.



INVOICE STATUS REPORT

Invoice Date: 01/01/2021 - 12/31/2021

INVOICE DATE	DUE DATE	CLIENT-MATTER	INVOICE #	INVOICE AMOUNT	INVOICE BALANCE	STATUS
01/21/2021	01/21/2021	Collins, Jim-Family Law / Client #0123 / File #0123-004	1132	$425.00	$0.00	Paid
02/03/2021	02/03/2021	Collins, Jim-Family Law / Client #0123 / File #0123-004	1133	$812.50	$0.00	Paid
04/07/2021	04/07/2021	Dean, Kathryn D.-Estate / Client #0067 / File #0067-002	1135	$1,137.50	$1,137.50	UnPaid
04/07/2021	04/07/2021	Collins, Jim-Family Law / Client #0123 / File #0123-004	1134	$880.00	$0.00	Paid
04/07/2021	04/07/2021	Deere, John-Corporate / Client #0217 / File #0217-001	1136	$1,160.00	$1,160.00	UnPaid
04/15/2021	04/15/2021	Collins, Jim-Family Law / Client #0123 / File #0123-004	1140	$700.00	$0.00	Paid

(Sample Invoice Status Report)

Click the link below to view full report:
12. Invoice-Status-Report.pdf

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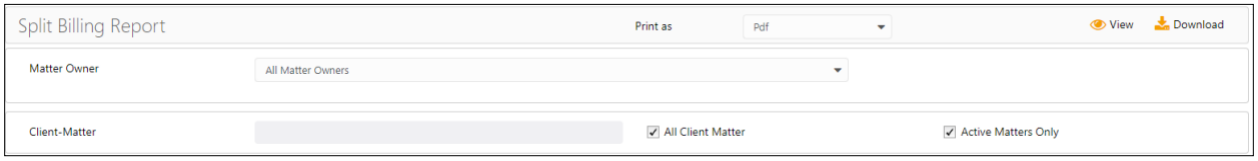
Split Billing Report

Helps you verify that the configuration of fee and expense percentages in your split billing details is accurate.

Report Filters

- **Matter Owner**: This will default to all matter owners. You can select one or more matter owners from the drop-down.
- **Client-Matter**: By default, *All Client Matter* and *Active Matters Only* will be checked. To choose a specific client-matter, uncheck the box and enter the client-matter name. You can choose to view active matters only. To include inactive matters, uncheck the box.



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Law For All
SPLIT BILLING REPORT
Date: 08/15/2023

Main Client-Matter: 1640-001-Barentine, Tom

Split Matters	Fee %	Expense %
0017-001-Robbins, Martha-ImagineShare	35.00%	35.00%
1640-001-Barentine, Tom-Test	65.00%	65.00%
Total	**100.00%**	**100.00%**

Fee Options

Split both Hours and Amount: Yes

Split Hours and then calculate Amount: No

Main Client-Matter: 20993-002-, Gonzalo-Corporate

Split Matters	Fee %	Expense %
0021-004-Finch, Atticus-Health Care Directive	25.00%	25.00%
0009-001-Damon, Matt-Tax Appeal	25.00%	0.00%
0004-001-Bourne, Jason-Client Intake form	22.00%	33.00%
0010-001-Clarkson, Jeremy-Estate Planning	28.00%	42.00%
Total	**100.00%**	**100.00%**

Fee Options

Split both Hours and Amount: Yes

Split Hours and then calculate Amount: No

Main Client-Matter: 4966-001-Aaron, Michael-Criminal

Split Matters	Fee %	Expense %
0012-001-Hanks, Tom-Training	55.00%	55.00%
0021-003-Finch, Atticus-Commercial Closing Work - Contract review/negotiation; Review of inspection reports and negotiation of inspection issues; Ordering and review of title commitment; Review of survey to determine whether there are any encroachments; Review of lender documents; Preparation for and attendance of the title closing	45.00%	45.00%
Total	**100.00%**	**100.00%**

Fee Options

Split both Hours and Amount: Yes

Split Hours and then calculate Amount: No

(Sample Split Billing Report)

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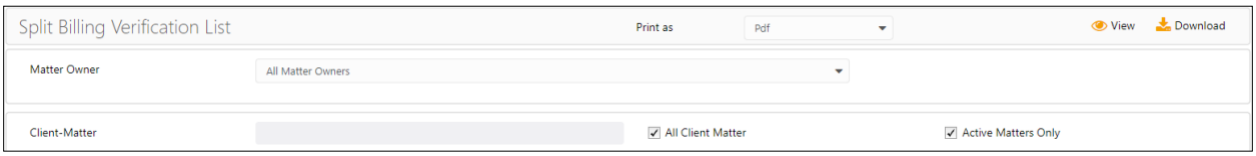
Split Billing Verification List

Helps you identify how all of the fees and expenses split from the main matter to the split matters. The verification list allows you to tally and verify the totals in the main entries and split entries.

Report Filters

- **Matter Owner**: This will default to all matter owners. You can select one or more matter owners from the drop-down.
- **Client-Matter**: By default, *All Client Matter* and *Active Matters Only* will be checked. To choose a specific client-matter, uncheck the box and enter the client-matter name. You can choose to view active matters only. To include inactive matters, uncheck the box.



Law For All
SPLIT BILLING VERIFICATION LIST

Adjusted for main Client-Matter: 20993-002-, Gonzalo-Corporate

Split #	5
Split Date	08/10/2023

Split Setting	**Fee %**	**Expense %**
0021-004-Finch, Atticus-Health Care Directive	25.00%	25.00%
0009-001-Damon, Matt-Tax Appeal	25.00%	0.00%
0004-001-Bourne, Jason-Client Intake form	22.00%	33.00%
0010-001-Clarkson, Jeremy-Estate Planning	28.00%	42.00%

Fees

Main Entries

File #	Client	Matter	ID	Date	Timekeeper	Activity Code	Task Code	Task	Billable	Hours	Rate	Amount
20993-002	, Gonzalo	Corporate	1444	08/10/2023	RJ			Complaint - Prepare Complaint	Yes	0:48	250	$200.00
Total												**$200.00**

Split Entries

File #	Client	Matter	ID	Date	Timekeeper	Activity Code	Task Code	Task	Billable	Hours	Rate	Amount
0004-001	Bourne, Jason	Client Intake form	1448	08/10/2023	RJ			Complaint - Prepare Complaint	Yes	0:10	250	$41.67
0021-004	Finch, Atticus	Health Care Directive	1447	08/10/2023	RJ			Complaint - Prepare Complaint	Yes	0:12	250	$50.00
0010-001	Clarkson, Jeremy	Estate Planning	1446	08/10/2023	RJ			Complaint - Prepare Complaint	Yes	0:14	250	$58.33
0009-001	Damon, Matt	Tax Appeal	1445	08/10/2023	RJ			Complaint - Prepare Complaint	Yes	0:12	250	$50.00
Total												**$200.00**

(Sample Split Billing Verification List)

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Collection

Name of Report	Description
Fixed Fee Billing Reconciliation	Shows fixed fee amounts and billed amounts to ensure all of your fixed fee matters are being billed in a timely manner.
Insufficient Retainer Balance	Shows clients whose matter retainer balances have fallen below minimum required balances.
Matter with Receivable & Retainer Balance	Lists matters which have outstanding balances as well as retainer balances.

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Fixed Fee Billing Reconciliation

Shows fixed fee amounts and billed amounts to ensure all fixed fee matters are being billed in a timely manner.

Report Filters

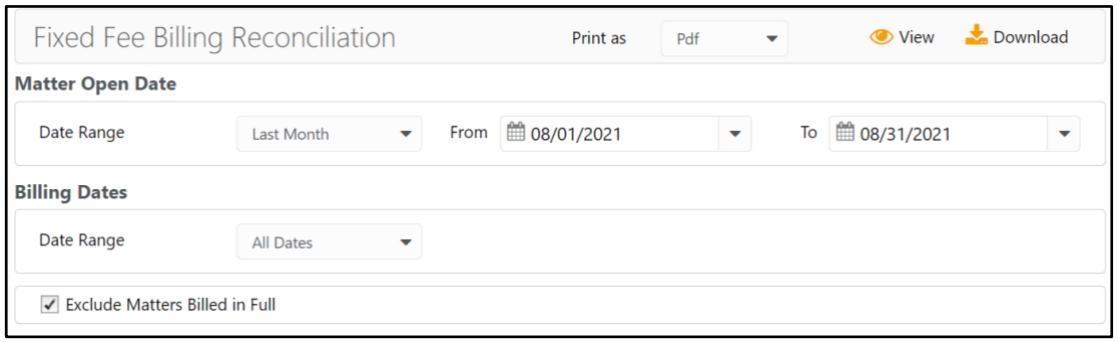
- **Matter Open Date**

  Date Range: The date range options you have are Last Month, Last Year, This Month, and This Year.

- **Billing Dates**

- **Date Range:** The date range options you have are All Dates, Last Month, Last Year, This Month, and This Year.

- **Exclude Matters Billed in Full:** Checked by default, uncheck if you wish to change it.



Justice Law Firm, LLC

FIXED FEE BILLING RECONCILIATION REPORT

01/01/2020 - 12/31/2020

Date Opened	Client	Matter	Matter File #	Fixed Fee	Amount Billed
09/22/2020	Burke, Hazel	Estate Planning	0236-002	$20,000.00	$5,000.00
02/19/2020	Cochran, Hazel M.	Estate	0063-001	$20,000.00	$20,000.00
02/12/2020	Collins, Jim	Estate Planning	0123-010	$15,000.00	$5,000.00
07/05/2020	Collins, Jim	Miscellaneous	0123-009	$3,000.00	$3,000.00
03/10/2020	Connelly, Rebecca J.	DWI	0060-001	$2,500.00	$2,500.00
02/24/2020	Crespo, Willie S.	Divorce	0065-001	$2,500.00	$2,500.00
03/11/2020	Davis, Jane	Contract	0121-003	$20,000.00	$20,000.00

(Sample Fixed Fee Billing Reconciliation report)

Click the link below to view full report:

1. Fixed-Fee-Billing-Reconciliation.pdf

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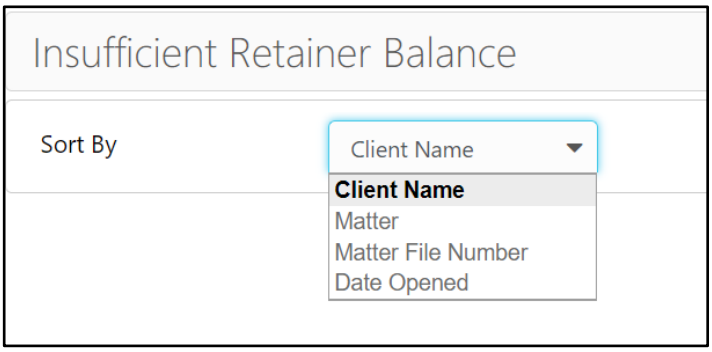
Insufficient Retainer Balance

Shows clients whose matter retainer balances have fallen below minimum required balances.

Report Filters

- **Sort By:** You can sort by client name, matter, matter file number, or date opened.



Justice Law Firm, LLC

INSUFFICIENT RETAINER BALANCE REPORT

(Includes all dates)

Date Opened	Client / Matter	Matter File #	Required Retainer	Current Retainer	Replenish Amount
02/15/2014	Collins, Jim / Expungement	0123-001	25,000.00	15,785.25	9,214.75
08/12/2015	Collins, Jim / Refinance	0123-005	5,000.00	2,482.92	2,517.08
03/11/2016	Davis, Jane / Contract	0121-003	3,000.00	0.00	3,000.00
01/31/2015	Dean, Kathryn D. / Estate	0067-002	2,500.00	0.00	2,500.00
02/04/2016	Flora, Jane / Custody	0093-002	1,000.00	0.00	1,000.00
01/04/2019	Gaines, John / Litigation	0124-003	2,000.00	0.00	2,000.00
02/16/2016	Gomez, Michael B. / Estate	0073-002	1,500.00	0.00	1,500.00

(Sample Insufficient Retainer Balance Report)

Click the link below to view full report:

2. Insufficient-Retainer-Balance.pdf

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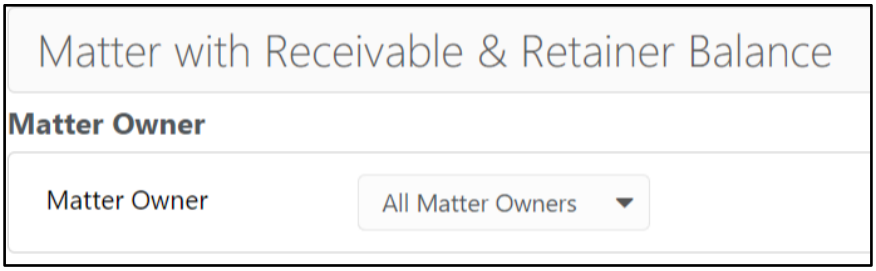
Matter with Receivable & Retainer Balance

Lists matters which have outstanding balances as well as retainer balances.

Report Filters

- **Matter Owner:** To generate a report showing files belonging to a specific lawyer.



Justice Law Firm, LLC

MATTERS WITH RECEIVABLE AND RETAINER BALANCE REPORT

(Includes all dates)

DATE OPENED	CLIENT NAME	MATTER NAME	MATTER FILE #	UNPAID AMOUNT	OPERATING BALANCE	TRUST BALANCE
10/10/2016	Dales, Thomas G.	Personal Injury Work	0074-002	$4,525.00	$0.00	$1,200,000.00
05/17/2016	Fields, Howard	Personal Injury Work	0141-001	$17,687.76	$0.00	$500,000.00
03/30/2015	Margot R. Peterson	Contract	0054-001	$4,822.50	$0.00	$2,000.00
03/04/2020	Shivamurthy, Sophia	Estate	0265-001	$355.00	$0.00	$10,000.00
10/19/2018	Wills, Afaf	Personal Injury Work	0255-001	$10,000.00	$0.00	$400,000.00
01/03/2017	Winters, Jillian	Litigation	0168-001	$1,473.50	$0.00	$410.00

(Sample Matter with Receivable & Retainer Balance Report)

Click the link below to view full report:

3. Matter-with-Receivable-&-Retainer-Balance.pdf

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Financial Productivity

Name of Report	Description
Billing By Matter Owner	Lists fees billed for matters assigned to a specific matter owner in a given date range. Especially helpful for those who follow accrual accounting, in determining distributions to matter parties.
Billing By Matter Party	Lists fees billed for matters assigned to a specific matter party in a given date range. Especially helpful for those who follow accrual accounting, in determining distributions to matter parties.
Billing By Timekeeper	Contains fees billed by a timekeeper in a firm during a given date range.
Billed Fee Allocation	This report will detail billed fee by invoice, matter and party as well as calculate allocation based on assigned allocation percentage.
Collection By Matter Owner	Lists fees collected for matters assigned to a specific matter owner in a given date range.
Collection By Matter Party	Lists fees collected for matters assigned to a specific matter party in a given date range.
Collection By Timekeeper	Contains fees collected by a timekeeper in a firm during a given date range.
Collected Fee Allocation	This report will detail collected fee by invoice, matter and party as well as calculate allocation based on assigned allocation percentage.
Financial Productivity Report	Helps you evaluate the performance, profitability, and efficiency of the timekeeper/firm/matter owner/matter party.
Fee Recovery Report	Calculates the percentage of all fees recovered during a given date range.
Top Clients	Ranks your clients based on fees billed or fees paid by Matter Owner or Area of Law for a selected date range.

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Billing By Matter Owner

This report lists fees billed for matters assigned to a specific matter owner in a given date range. Especially helpful for those who follow accrual accounting, in determining distributions to matter parties.

Report Filters

- **Matter Owner** – You can choose to run a report on billing for a particular Matter Owner or all Matter Owners in your firm.
- **Invoice Date Range** – Based on the date the invoice was generated. You can customize the date range to be covered in the report.

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Billing by Matter Owner

Fee Discounts/Writeoffs (if any) Subtracted Proportionally

Matter Owner: All Matter Owners
Fee Billing Date Range: 09/01/2021 - 09/30/2021

Erica Birstler

Invoice#	Date	Client	Matter	Total Billed	Paid Amount	Billed Fee	Collected Fee
1160	09/22/2021	Collins, Jim	Family Law	$1,050.00	$1,050.00	$950.00	$950.00
Total				**$1,050.00**	**$1,050.00**	**$950.00**	**$950.00**

Matter Summary

Client-Matter	File#	Matter Owner	Billed Fee	Allocated Fee
Collins, Jim-Family Law	0123-004	Erica Birstler	950.00	770.00
Total			**950.00**	**770.00**

Summary Billing by Matter Owner

Matter Owner	Billed Fee	Collected Fee
Erica Birstler	$950.00	$950.00
Matter Owner Total	**$950.00**	**$950.00**

Summary Billing by TimeKeeper

Timekeeper	Billed Fee	Collected Fee
David Seltzer	$200.00	$200.00
Erica Birstler	$750.00	$750.00
Timekeeper Total	**$950.00**	**$950.00**

(Sample Billing by Matter Owner Report)

Click the link below to view full report:

1. Billing-By-Matter-Owner.pdf

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Billing By Matter Party

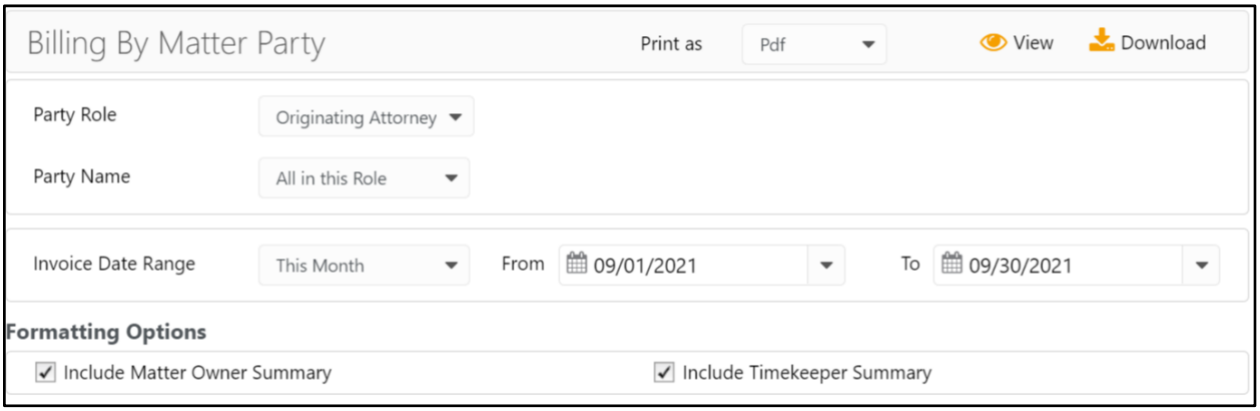
This report lists fees billed for matters assigned to a specific matter party in a given date range. Especially helpful for those who follow accrual accounting, in determining distributions to matter parties.

Report Filters

- **Party Role:** You can run the report for the Originating Attorney, Responsible Attorney, Work Attorney or Other.
- **Party Name:** All in this role or a specific party.
- **Invoice Date Range:** Based on the date the invoice was generated. You can customize the date range to be covered in the report.

Formatting Options

- **Include Matter Owner Summary:** Checked by default. Uncheck to change.
- **Include Timekeeper Summary:** Checked by default. Uncheck to change.



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Billing by Matter Party

Fee Discounts/Writeoffs (if any) Subtracted Proportionally

Party Role: Responsible

Party Name: Rebecca Pitts

Fee Billing Date Range: 09/01/2021 - 09/30/2021

Matter Invoices

Invoice#	Date	Client	Matter	Total Billed	Paid Amount	Billed Fee	Collected Fee
1160	09/22/2021	Collins, Jim	Family Law	$1,050.00	$1,050.00	$950.00	$950.00
Total				**$1,050.00**	**$1,050.00**	**$950.00**	**$950.00**

Matter Summary

Client	Matter	File #	Party Role	Party Name	Billed Fee	Collected Fee
Collins, Jim	Family Law	0123-004	Responsible	Rebecca Pitts	$950.00	$950.00
Total					**$950.00**	**$950.00**

Summary Billing By Party Role

Responsible	Billed Fee	Collected Fee
Rebecca Pitts	$950.00	$950.00
Matter Party Total	**$950.00**	**$950.00**

Summary Billing By Matter Owner

Matter Owner	Billed Fee	Collected Fee
Erica Birstler	$950.00	$950.00
Matter Owner Total	**$950.00**	**$950.00**

Summary Billing By Timekeeper

Timekeeper	Billed Fee	Collected Fee
David Seltzer	$200.00	$200.00
Erica Birstler	$750.00	$750.00

(Sample Billing by Matter Party report)

Click the link below to view full report:

2. Billing-By-Matter-Party.pdf

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Billing By Timekeeper

This report contains fees billed by a timekeeper in your firm during a given date range.

Report Filters

- **Timekeeper**: You can choose to run a report on a single timekeeper or all timekeepers in your firm.
- **Invoice Date Range**: Based on the date the invoice was generated. You can customize the date range to be covered in the report.
- **Options**:
  - Include Contingent/Fixed Fee Matters: Check to include Contingent/Fixed Fees based on each timekeeper's portion of the non-billable timecard value associated with the invoice. You may override the proportional fee calculation by selecting:
  - Limit billed amounts to the value of the non-billable timecards
  - Limit collected amounts to the value of the non-billable timecards

Justice Law Firm, LLC

Billing By Timekeeper

Fee Discounts/Writeoffs (if any) Subtracted Proportionally
Fee Billing Date Range: 01/01/2021 - 12/31/2021

1160	09/22/2021	David Seltzer	0123-004	Collins, Jim	Family Law	$200.00	$200.00
1160	09/22/2021	Erica Birstler	0123-004	Collins, Jim	Family Law	$750.00	$750.00
1161	10/18/2021	Erica Birstler	0086-001	Bates, Gary K.	Corporate	$1,530.00	$0.00
Total						**$20,537.50**	**$12,817.50**

Summary Billing by Timekeeper

Timekeeper	Billed Fee	Collected Fee
Rick Kabra	$3,737.50	$1,137.50
Erica Birstler	$12,570.00	$9,080.00
David Seltzer	$3,900.00	$2,600.00
Jim Jones	$330.00	$0.00
Total	**$20,537.50**	**$12,817.50**

(Sample Billing by Timekeeper report)

Click the link below to view full report:

3. Billing-By-Timekeeper.pdf

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Billed Fee Allocation

This report will detail billed fees by invoice, matter and party as well as calculate allocation based on assigned allocation percentage.

Report Filters

- **Matter Owner**: You can choose to run a report on a single Matter Owner or all Matter Owners in your firm.
- **Invoice Date Range**: Based on the date the invoice was generated. You can customize the date range to be covered in the report.
- **Options**:
  - Include Contingent/Fixed Fee Matters: Check to include Contingent/Fixed Fees based on each timekeeper's portion of the non-billable timecard value associated with the invoice. You may override the proportional fee calculation by selecting:
  - Limit billed amounts to the value of the non-billable timecards
  - Limit collected amounts to the value of the non-billable timecards

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Justice Law Firm, LLC

Billed Fee Allocation Report

Matter Owner: ALL | Fee Billing Date Range: 09/01/2021 - 09/30/2021

Allocation Net of Fee Discounts/Writeoffs (if any)|Fixed/Contingency Fee Timecards Included

Invoices

	Invoice#	Date	File#	Party	Role	Billed Fee	%	Allocated Fee
H	1160	09/22/2021	0123-004	Erica Birstler	Originating Attorney	950.00	5.00%	47.50
H	1160	09/22/2021	0123-004	Rebecca Pitts	Responsible Attorney	950.00	10.00%	95.00
H	1160	09/22/2021	0123-004	David Seltzer	Timekeeper	200.00	70.00%	140.00
H	1160	09/22/2021	0123-004	Erica Birstler	Timekeeper	750.00	65.00%	487.50

Invoice Summary

Invoice#	Client-Matter	File#	Matter Owner	Billed Fee	Allocated Fee
1160	Collins, Jim-Family Law	0123-004	Erica Birstler	950.00	770.00
Total				**950.00**	**770.00**

Matter Summary

Client-Matter	File#	Matter Owner	Billed Fee	Allocated Fee
Collins, Jim-Family Law	0123-004	Erica Birstler	950.00	770.00
Total			**950.00**	**770.00**

Party Summary

Party	Role	Billed Fee	Allocated Fee
David Seltzer	Timekeeper	$200.00	$140.00
Erica Birstler	Originating Attorney	$950.00	$47.50
Erica Birstler	Timekeeper	$750.00	$487.50
Rebecca Pitts	Responsible Attorney	$950.00	$95.00
Total		**$2,850.00**	**$770.00**

(Sample Billed Fee Allocation Report)

Click the link below to view full report:

4. Billed-Fee-Allocation.pdf

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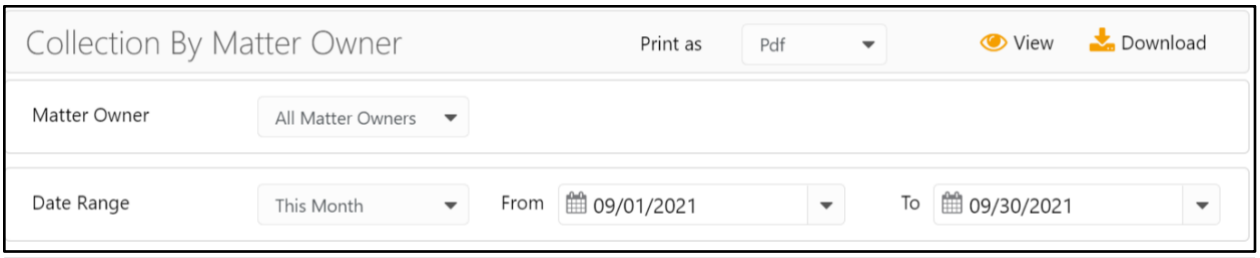
Collection By Matter Owner

Lists fees collected for matters assigned to a specific matter owner in a given date range.

Report Filters

- **Matter Owner:** Choose all matter owners or a specific matter owner.
- **Date Range:** The date range options you have are Last Month, Last Year, This Month, and This Year. You can also customize the date range to be covered in the report.



Collected Fee Income by Matter Owner

Fee Discounts/Writeoffs (if any) Subtracted Proportionally

Matter Owner: Erica Birstler

Fee Collection Date Range: 09/01/2021 - 09/30/2021

Erica Birstler

Invoice#	Date	Client	Matter	Total Billed	Paid Amount	Billed Fee	Collected Fee
1158	08/19/2021	Collins, Jim	Family Law	$2,400.00	$1,780.00	$2,400.00	$1,780.00
1160	09/22/2021	Collins, Jim	Family Law	$1,050.00	$1,050.00	$950.00	$950.00
Total				**$3,450.00**	**$2,830.00**	**$3,350.00**	**$2,730.00**

Matter Summary

Client-Matter	File#	Matter Owner	Billed Fee	Allocated Fee
Collins, Jim-Family Law	0123-004	Erica Birstler	3,350.00	2,283.00
Total			**3,350.00**	**2,283.00**

Summary Billing by Matter Owner

Matter Owner	Billed Fee	Collected Fee
Erica Birstler	$3,350.00	$2,730.00
Matter Owner Total	**$3,350.00**	**$2,730.00**

Summary Billing by TimeKeeper

Timekeeper	Billed Fee	Collected Fee
David Seltzer	$2,600.00	$1,980.00
Erica Birstler	$750.00	$750.00
Timekeeper Total	**$3,350.00**	**$2,730.00**

(Sample Collection by Matter Owner Report)

Click the link below to view full report:

5. Collection-By-Matter-Owner.pdf

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Collection By Matter Party

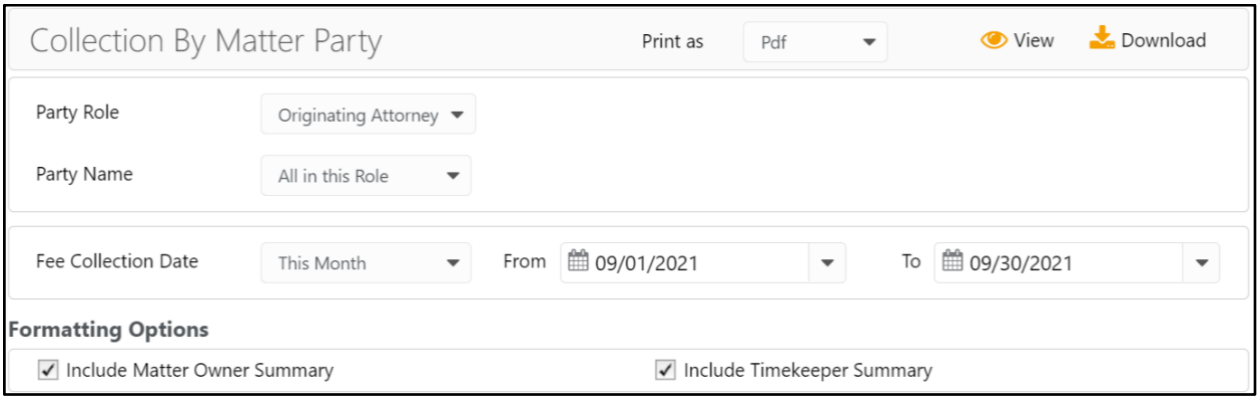
Lists fees collected for matters assigned to a specific matter party in a given date range.

Report Filters

- **Party Role:** You can run the report for the Originating Attorney, Responsible Attorney, Work Attorney or Other.
- **Party Name:** All in this role or a specific party.
- **Invoice Date Range:** Based on the date the invoice was generated. You can customize the date range to be covered in the report.

Formatting Options

- **Include Matter Owner Summary:** Checked by default. Uncheck to change.
- **Include Timekeeper Summary:** Checked by default. Uncheck to change.



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Collection By Matter Party

Fee Discounts/Writeoffs (if any) Subtracted Proportionally

Party Role: Responsible

Party Name: Rebecca Pitts

Fee Collection Date Range: 09/01/2021 - 09/30/2021

Matter Invoices

Invoice#	Date	Client	Matter	Total Billed	Paid Amount	Billed Fee	Collected Fee
1160	09/22/2021	Collins, Jim	Family Law	$1,050.00	$1,050.00	$950.00	$950.00
1158	08/19/2021	Collins, Jim	Family Law	$2,400.00	$2,400.00	$2,400.00	$2,400.00
986	03/04/2019	LB Co	Litigation	$520.00	$450.00	$520.00	$450.00
Total				**$3,970.00**	**$3,900.00**	**$3,870.00**	**$3,800.00**

Matter Summary

Client	Matter	File #	Party Role	Party Name	Billed Fee	Collected Fee
Collins, Jim	Family Law	0123-004	Responsible	Rebecca Pitts	$3,350.00	$3,350.00
LB Co	Litigation	0080-005	Responsible	Rebecca Pitts	$520.00	$450.00
Total					**$3,870.00**	**$3,800.00**

Summary Collection By Party Role

Responsible	Billed Fee	Collected Fee
Rebecca Pitts	$3,870.00	$3,800.00
Matter Party Total	**$3,870.00**	**$3,800.00**

Summary Collection By Matter Owner

Matter Owner	Billed Fee	Collected Fee
Erica Birstler	$3,350.00	$3,350.00
Susan Mills	$520.00	$450.00
Matter Owner Total	**$3,870.00**	**$3,800.00**

Summary Collection By Timekeeper

Timekeeper	Billed Fee	Collected Fee
Rick Kabra	$520.00	$300.00
David Seltzer	$2,600.00	$1,980.00
Erica Birstler	$750.00	$750.00
Timekeeper Total	**$3,870.00**	**$3,030.00**

(Sample Collection by Matter Party report)

Collection by Matter Party report includes:

- Summary Collection by Party Role
- Summary Collection by Matter Owner
- Summary Collection by Timekeeper

Click the link below to view full report:

6. Collection-By-Matter-Party.pdf

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Collection By Timekeeper

Contains fees collected by a timekeeper in a firm during a given date range.

Report Filters

- **Timekeeper**: Choose all timekeepers or a specific timekeeper.
- **Date Range:** The date range options you have are All Dates, Last Month, Last Year, This Month, and This Year. You can also customize the date range to be covered in the report.
- **Options**:
  - Include Contingent/Fixed Fee Matters: Check to include Contingent/Fixed Fees based on each timekeeper's portion of the non-billable timecard value associated with the invoice. You may override the proportional fee calculation by selecting:
  - Limit billed amounts to the value of the non-billable timecards
  - Limit collected amounts to the value of the non-billable timecards

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Justice Law Firm, LLC

Collection By Timekeeper

Fee Discounts/Writeoffs (if any) Subtracted Proportionally

Fee Collection Date Range: 09/01/2021 - 09/30/2021

Invoice#	Invoice Date	Timekeeper	Client	Matter	Matter File Number	Billed Fee	Collected Fee
986	03/04/2019	Rick Kabra	LB Co	Litigation	0080-005	$520.00	$300.00
1143	06/18/2021	Erica Birstler	Coleman, Gloria E.	Contract	0064-001	$960.00	$500.00
1158	08/19/2021	David Seltzer	Collins, Jim	Family Law	0123-004	$2,400.00	$1,780.00
1160	09/22/2021	David Seltzer	Collins, Jim	Family Law	0123-004	$200.00	$200.00
1160	09/22/2021	Erica Birstler	Collins, Jim	Family Law	0123-004	$750.00	$750.00

Summary Collection by Timekeeper

Timekeeper	Billed Fee	Collected Fee
Rick Kabra	$520.00	$300.00
Erica Birstler	$1,710.00	$1,250.00
David Seltzer	$2,600.00	$1,980.00
Total	$4,830.00	$3,530.00

(Sample Collection by Timekeeper Report)

Click the link below to view full report:

7. Collection-By-Timekeeper.pdf

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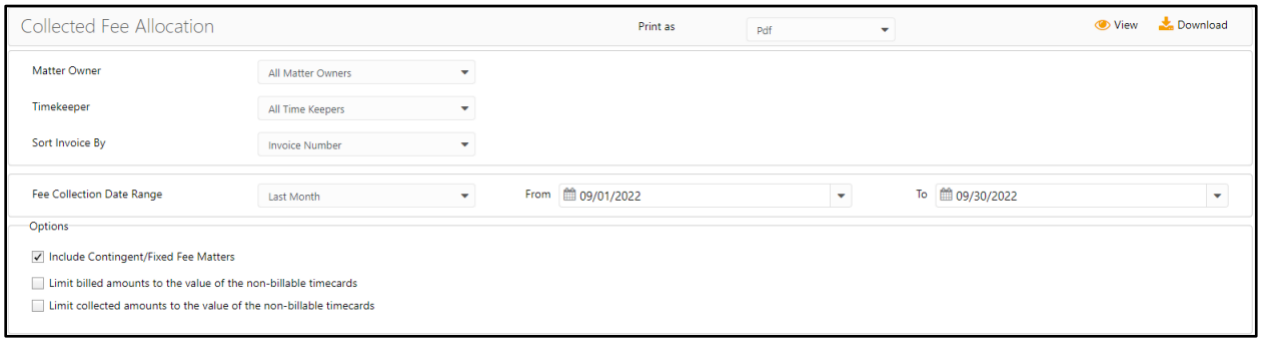
Collected Fee Allocation

This report will detail collected fees by invoice, matter and party as well as calculate allocation based on assigned allocation percentage.

Report Filters

- **Matter Owner:** Choose all matter owners or a specific matter owner.
- **Timekeeper:** Choose all timekeepers or a specific timekeeper.
- **Sort Invoice By:** Choose invoice number or role.
- **Date Range:** The date range options you have are All Dates, Last Month, Last Year, This Month, and This Year. You can also customize the date range to be covered in the report.
- **Options**:
  - Include Contingent/Fixed Fee Matters: Check to include Contingent/Fixed Fees based on each timekeeper's portion of the non-billable timecard value associated with the invoice. You may override the proportional fee calculation by selecting:
  - Limit billed amounts to the value of the non-billable timecards
  - Limit collected amounts to the value of the non-billable timecards



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Justice Law Firm, LLC

Collected Fee Allocation Report

Matter Owner: ALL | TimeKeeper: ALL | Fee Collection Date Range: 09/01/2021 - 09/30/2021

Allocation Net of Fee Discounts/Writeoffs (if any)|Fixed/Contingency Fee Timecards Included

Invoices

	Invoice#	Date	File#	Party	Role	Billed Fee	Collected Fee	%	Allocated Fee
H	986	03/04/2019	0080-005	Erica Birstler	Originating Attorney	520.00	300.00	5.00%	15.00
H	986	03/04/2019	0080-005	Rebecca Pitts	Responsible Attorney	520.00	300.00	10.00%	30.00
H	986	03/04/2019	0080-005	Rick Kabra	Timekeeper	520.00	300.00	65.00%	195.00
H	1143	06/18/2021	0064-001	Erica Birstler	Timekeeper	960.00	500.00	65.00%	325.00
H	1158	08/19/2021	0123-004	David Seltzer	Timekeeper	2,400.00	1,780.00	70.00%	1,246.00
H	1158	08/19/2021	0123-004	Erica Birstler	Originating Attorney	2,400.00	1,780.00	5.00%	89.00
H	1158	08/19/2021	0123-004	Rebecca Pitts	Responsible Attorney	2,400.00	1,780.00	10.00%	178.00
H	1160	09/22/2021	0123-004	Rebecca Pitts	Responsible Attorney	950.00	950.00	10.00%	95.00
H	1160	09/22/2021	0123-004	Erica Birstler	Originating Attorney	950.00	950.00	5.00%	47.50
H	1160	09/22/2021	0123-004	David Seltzer	Timekeeper	200.00	200.00	70.00%	140.00
H	1160	09/22/2021	0123-004	Erica Birstler	Timekeeper	750.00	750.00	65.00%	487.50

Invoice Summary

Invoice#	Client-Matter	File#	Matter Owner	Billed Fee	Collected Fee	Allocated Fee
986	LB Co-Litigation	0080-005	Susan Mills	520.00	300.00	240.00
1143	Coleman, Gloria E.-Contract	0064-001	Susan Mills	960.00	500.00	325.00
1158	Collins, Jim-Family Law	0123-004	Erica Birstler	2,400.00	1,780.00	1,513.00
1160	Collins, Jim-Family Law	0123-004	Erica Birstler	950.00	950.00	770.00
Total				**4,830.00**	**3,530.00**	**2,848.00**

Matter Summary

Client-Matter	File#	Matter Owner	Billed Fee	Collected Fee	Allocated Fee
Collins, Jim-Family Law	0123-004	Erica Birstler	3,350.00	2,730.00	2,283.00
Coleman, Gloria E.-Contract	0064-001	Susan Mills	960.00	500.00	325.00
LB Co-Litigation	0080-005	Susan Mills	520.00	300.00	240.00
Total			**4,830.00**	**3,530.00**	**2,848.00**

Party Summary

Party	Role	Billed Fee	Collected Fee	Allocated Fee
David Seltzer	Timekeeper	$2,600.00	$1,980.00	$1,386.00
Erica Birstler	Originating Attorney	$3,870.00	$3,030.00	$151.50
Erica Birstler	Timekeeper	$1,710.00	$1,250.00	$812.50
Rebecca Pitts	Responsible Attorney	$3,870.00	$3,030.00	$303.00
Rick Kabra	Timekeeper	$520.00	$300.00	$195.00
Total				**$2,848.00**

(Sample Collected Fee Allocation Report)

Click the link below to view full report:

8. Collected-Fee-Allocation.pdf

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Financial Productivity Report

Use this report to:

- Evaluate the performance, profitability, and efficiency of the timekeeper/firm/matter owner/matter party
- See what was billed in the month, what was collected in the month, and the hours worked in the month
- Calculate the effective rates and billing productivity percentages

Report Filters

- **Matter Owner**: Choose all matter owners or a specific matter owner.
- **Party Role:** You can run the report for All or the Originating Attorney, Responsible Attorney, Work Attorney or Other.
- **Party Name**: All in this role or a specific party.
- **Timekeeper**: Choose all timekeepers or a specific timekeeper.
- **Client**: Choose all clients or a specific client.
    - All clients: By default, all active clients are included. To choose a specific client, uncheck this box and type in the client name.
    - Active Clients Only: By default, only active clients are included. To include inactive clients, uncheck this box.
- **Client-Matter**: Choose all matters or a specific matter.
    - All Client Matters: By default, all active matters are included (unless filtered by client above). To choose a specific matter, uncheck all client matters and type in the matter name.
    - Active Matters Only: By default, active and inactive matters are included. To only include active matters, check this box.
- **Area of Law**: Choose all areas of law or a specific area of law.
- **Date Range**: The date range options you have are Last Month, Last Quarter, Last Year, This Month, This Quarter, and This Year. You can also customize the date range to be covered in the report.

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- **Group By**: You can choose to group by Matter Owner, Timekeeper, Client, Matter, or Area of Law.
- **Show**: Choose between summary or detail. The detail report allows you to choose to break out the data month by month or quarter by quarter.
- **Options**
    - **Include Hourly Matters Only**: When checked, the report includes only hourly matters. Uncheck the box to include all matters, including Fixed/Contingent fee matters.
    - **Include Discounts**: Checked by default, uncheck to exclude discounts.
    - **Include Change/Write-Offs**: When checked, displays the Change/Write-Offs amount.
    - **Include Time Entered Categorization**: When checked, you can choose from All, Billable, Non-Billable and No Charge total time entered on timecards. Time will be displayed depending on the firm configuration (Time Display Format) on firm settings.
- **Print Options**
    - **Apply page break between items**: Checked by default, uncheck if you do not wish to apply page break between items.

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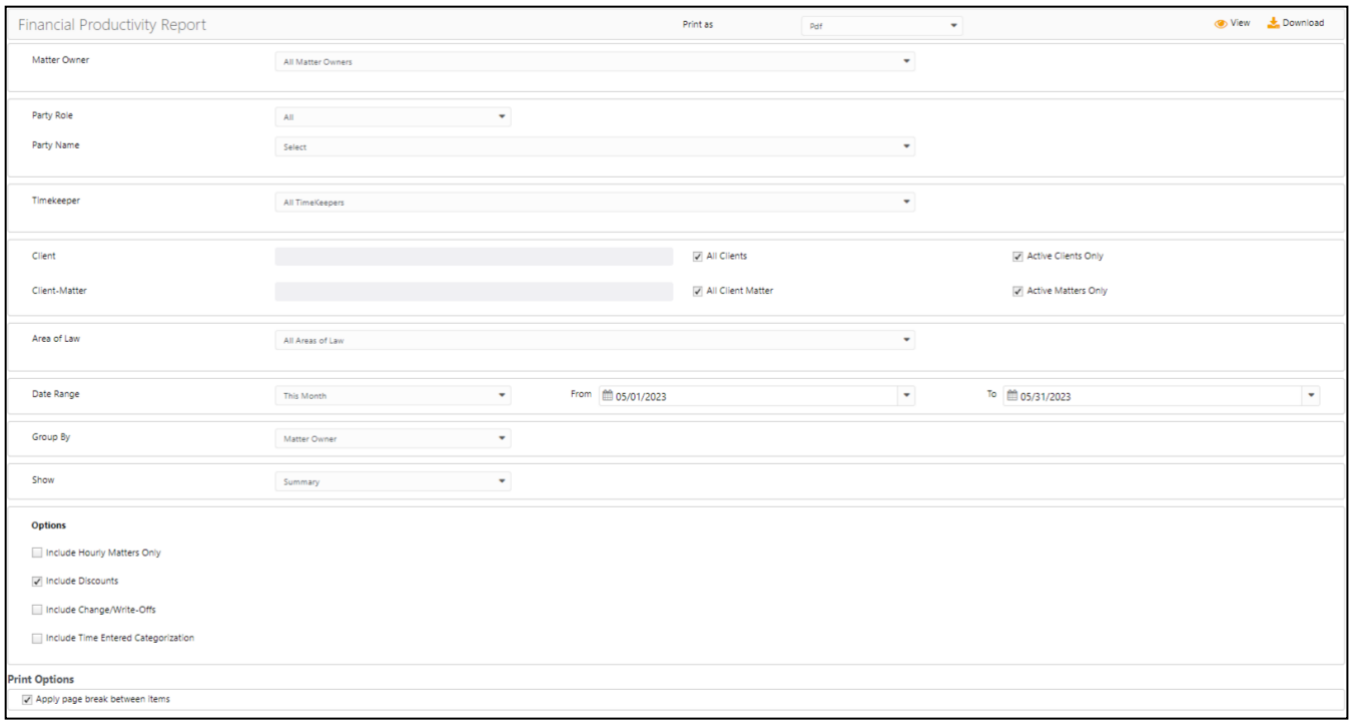

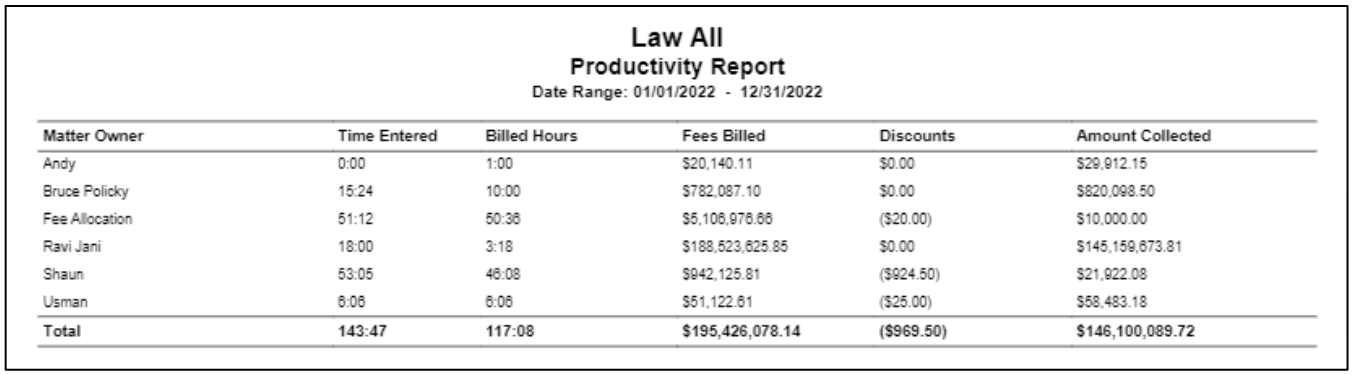

Law All
Productivity Report
Date Range: 01/01/2022 - 12/31/2022

Matter Owner	Time Entered	Billed Hours	Fees Billed	Discounts	Amount Collected
Andy	0:00	1:00	$20,140.11	$0.00	$29,912.15
Bruce Policky	15:24	10:00	$782,087.10	$0.00	$820,098.50
Fee Allocation	51:12	50:36	$5,106,976.66	($20.00)	$10,000.00
Ravi Jani	18:00	3:18	$188,523,625.85	$0.00	$145,159,673.81
Shaun	53:05	46:08	$942,125.81	($924.50)	$21,922.08
Usman	6:06	6:06	$51,122.61	($25.00)	$58,483.18
Total	**143:47**	**117:08**	**$195,426,078.14**	**($969.50)**	**$146,100,089.72**

(Sample Productivity Report)

Click the link below to view full report:
Productivity Report.pdf

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Fee Recovery Report

This report calculates the percentage of all fees recovered during a given date range. It shows you:

- Fees billed in a given date range
- Discounts and write-offs on the billed amounts
- Collections on those bills through a specified date
- Month-by-month comparison

Using the filters provided you can choose to view the report by different criteria such as matter owner, timekeeper, client, matter, area of law, and more.

Report Filters

- **Matter Owner**: Choose all matter owners or a specific matter owner.
- **Party Role:** You can run the report for the Originating Attorney, Responsible Attorney, Work Attorney or Other.
- **Party Name**: All in this role or a specific party.
- **Timekeeper**: Choose all timekeepers or a specific timekeeper.
- **Client**: Choose all clients or a specific client.
    - All clients: By default all active clients are included. To choose a specific client, uncheck this box and type in the client name.
    - Active Clients Only: By default, only active clients are included. To include inactive clients, uncheck this box.
- **Client-Matter**: Choose all matters or a specific matter.
    - All Client Matters: By default, all active matters are included (unless filtered by client above). To choose a specific matter, uncheck all client matters and type in the matter name.
    - Active Matters Only: By default, active and inactive matters are included. To only include active matters, check this box.
- **Area of Law**: Choose all areas of law or a specific area of law.
- **Date Range**: The date range options you have are Last Month, Last Quarter, Last Year, This Month, This Quarter, and This Year. You can also customize the date range to be covered in the report.

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- **Group By**: You can choose to group by Matter Owner, Timekeeper, Client, Matter, or Area of Law.
- **Show**: Choose between summary or detail. The detail report allows you to choose to break out the data month by month or quarter by quarter.
- **Options**
    - **Include Hourly Matter Only**: When checked, the report includes only hourly matters. Uncheck the box to include all matters, including Fixed/Contingent fee matters.
    - **Include Discounts**: Checked by default, uncheck to exclude discounts.
    - **Include Change/Write-Offs**: Checked by default, uncheck to exclude Change/Write-Offs amount.
    - **Include Effective Rate**: Checked by default, uncheck to exclude total paid by clients/total worked hours by timekeepers.
    - **Include Hours Worked Categorization**: When checked, you can choose from All, Billable, Non-Billable and No Charge total time spent on timecards. Time will be displayed depending on the firm configuration (Time Display Format) on firm settings.
- **Print Options**
    - **Apply page break between items**: Checked by default, uncheck if you do not wish to apply page break between items.

Note: Due to the large number of columns the Fee Recovery Report can **ONLY** be downloaded in Excel format.

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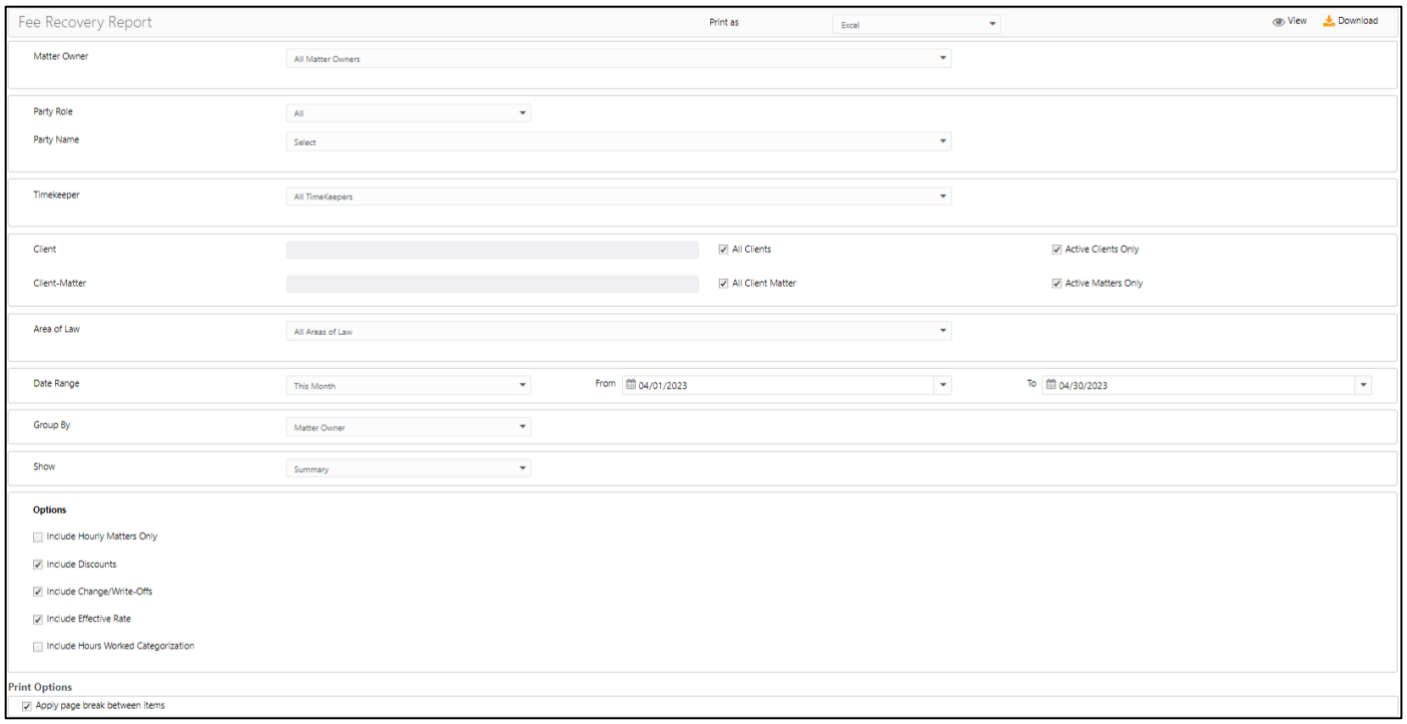

Law All
Fee Recovery Report
Date Range: 01/01/2022 - 12/31/2022

Matter Owner	Hours Worked	Hours Billed	Billing Realization %	Amount Billed	Total Billed	Amount Collected During Date Range	Fee Recovery % for Date Range	Total Amount Collected to Date	Fee Recovery %
Andy	0:00	0:00	0.00%	$30,120.00	$30,120.00	$29,912.15	99.31%	$29,912.15	99.31%
Bruce Policky	5:15	5:18	100.95%	$820,662.50	$820,662.50	$820,098.50	99.93%	$820,198.50	99.94%
Fee Allocation	0:00	0:00	0.00%	$10,000.00	$10,000.00	$10,000.00	100.00%	$10,000.00	100.00%
Ravi Jani	17:33	17:48	101.42%	$166,841,403.51	$166,841,391.01	$145,159,673.81	87.00%	$145,159,838.59	87.00%
Shaun	14:15	14:30	101.75%	$33,263.31	$33,263.31	$21,922.08	65.90%	$21,922.08	65.90%
Usman	2:15	2:18	102.22%	$60,230.00	$60,230.00	$58,483.18	97.10%	$58,483.18	97.10%
Total	**39:18**	**39:54**	**101.53%**	**$167,795,679.32**	**$167,795,666.82**	**$146,100,089.72**	**87.07%**	**$146,100,354.50**	**87.07%**

(Sample Fee Recovery Report)

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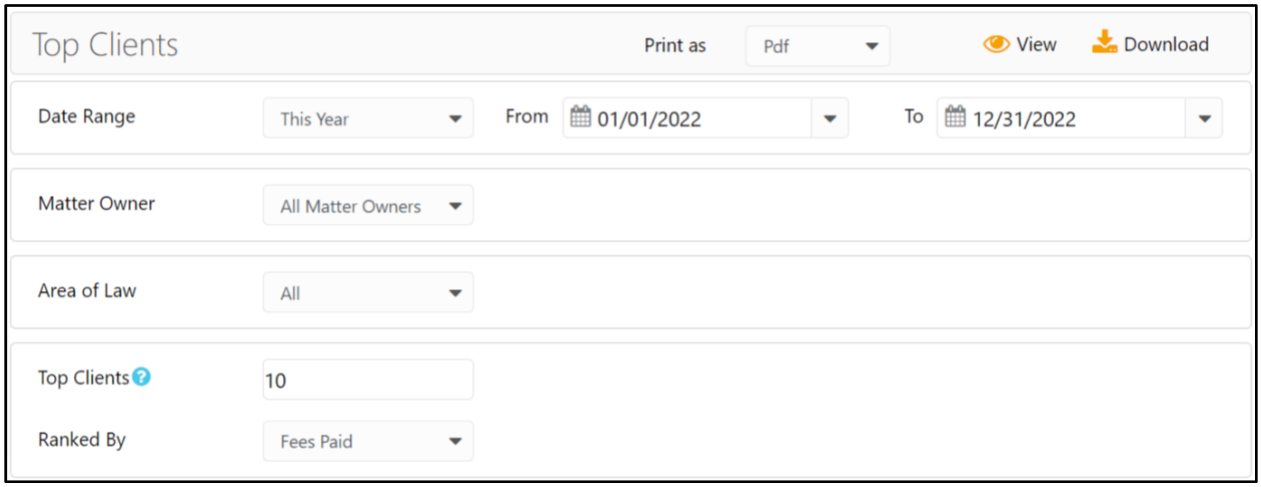
Top Clients

The Top Clients report ranks your clients based on fees billed or fees paid for a selected date range. You can filter the report by Matter Owner and Area of Law. This report does not include any expenses or taxes attached to the client invoice.

Report Filters

- **Date Range**: You can select from the drop-down or customize your date range.
- **Matter Owner**: You can choose to run the report for a single Matter Owner or all Matter Owners in your firm.
- **Area of Law**: You can choose to run the report for a single Area of Law or all Areas of Law.
- **Top Clients**: You can enter the number of clients you wish to view, going up to 250 clients.
- **Ranked By**: You can run the report for Fees Paid or Fees Billed.



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TOP CLIENTS REPORT

01/01/2021 - 12/31/2021

Ranked by Fees Billed

Matter Owner: ALL
Area of Law: ALL

Rank	Client	Fees Billed
1	Liars Den	$10,800.00
2	Wilson, Neva Estate of	$9,290.00
3	Murray, Susan	$8,996.65
4	Bryant, John	$7,169.82
5	Lindquist, Ashley	$6,500.00
6	Andree, William	$6,395.00
7	Fink, Jeffrey	$5,913.50
8	Blakeman, Pattie	$5,000.00
8	Schaeffer, Charles	$5,000.00
8	Myers, Nancy-AAL	$5,000.00
	Grand Total	**$70,064.97**

Click the link below to view full report:

9. Top Clients Report

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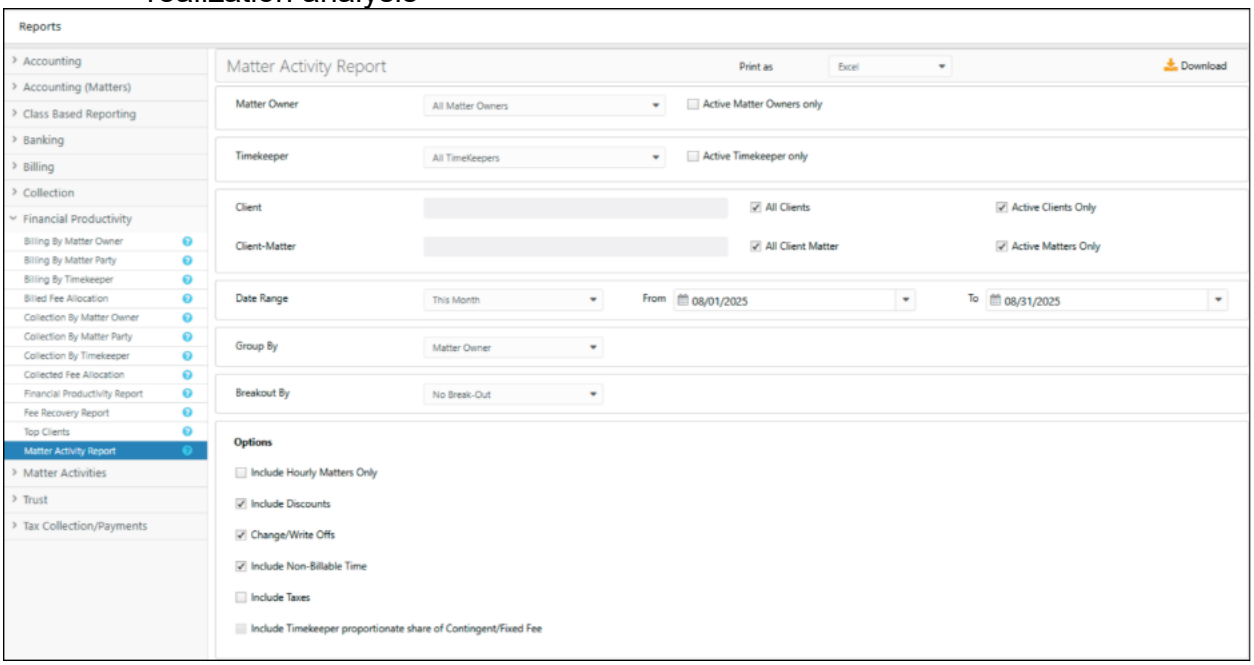
Matter Activity

The Matter Activity Report provides you with a broader and more granular view of matter-level financial data. The report enables you:

- To view complete financial performance per matter
- To get more accurate reporting, performance tracking, and billing realization analysis



Report Filters

- **Matter Owner**: Choose all matter owners or a specific matter owner. Check the *Active Matter Owners only* box to exclude all inactive matter owners from the drop-down.
- **Timekeeper**: Choose all timekeepers or a specific timekeeper. Check the *Active Timekeeper only* box to exclude all inactive timekeepers from the timekeeper drop-down.
- **Client**: Choose all clients or a specific client.
    - All clients: By default, all active clients are included. To choose a specific client, uncheck this box and type in the client's name.
    - Active Clients Only: By default, only active clients are included. To include inactive clients, uncheck this box.
- **Client-Matter**: Choose all matters or a specific matter.
    - All Client Matters: By default, all active matters are included (unless filtered by client above). To choose a specific matter, uncheck all client matters and type in the matter name.
    - Active Matters Only: By default, active and inactive matters are included. To only include active matters, check this box.

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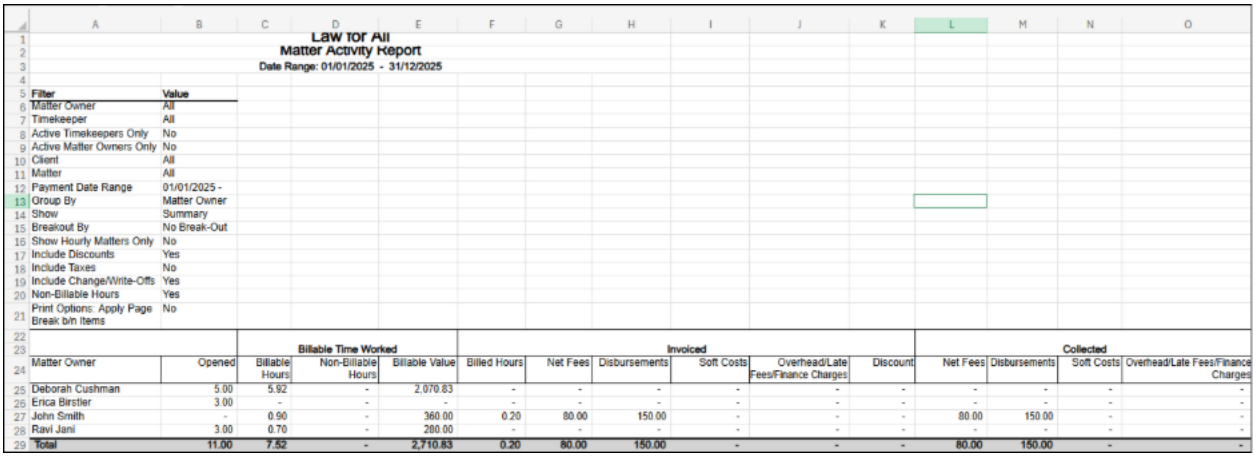
- **Date Range**: The date range options you have are Last Month, Last Quarter, Last Year, This Month, This Quarter, and This Year. You can also customize the date range to be covered in the report.
- **Group By**: You can choose to group by Matter Owner or Timekeeper.
- **Breakout By**: The report allows you to choose from no break-out, or break out the data month by month, or quarter by quarter, based on your date range selection.
- **Options**
    - **Include Hourly Matters Only**: When checked, the report includes only hourly matters. Uncheck the box to include all matters, including Fixed/Contingent fee matters.
    - **Include Discounts**: Checked by default, uncheck to exclude discounts.
    - **Include Change/Write-Offs**: Checked by default, uncheck to exclude Change/Write-Offs amount.
    - **Include Non-Billable Time**: Checked by default, uncheck to exclude non-billable time.
    - **Include Taxes**: When checked, includes all taxes.
    - **Include Timekeeper proportionate share of Contingent/Fixed Fee**: When checked, you can choose the proportionate contingent/fixed fee for timekeeper.



Law for All
Matter Activity Report
Date Range: 01/01/2025 - 31/12/2025

Filter	Value
Matter Owner	All
Timekeeper	All
Active Timekeepers Only	No
Active Matter Owners Only	No
Client	All
Matter	All
Payment Date Range	01/01/2025 -
Group By	Matter Owner
Show	Summary
Breakout By	No Break-Out
Show Hourly Matters Only	No
Include Discounts	Yes
Include Taxes	No
Include Change/Write-Offs	Yes
Non-Billable Hours	Yes
Print Options: Apply Page Break b/n Items	No

		Billable Time Worked			Invoiced						Collected			
Matter Owner	Opened	Billable Hours	Non-Billable Hours	Billable Value	Billed Hours	Net Fees	Disbursements	Soft Costs	Overhead/Late Fees/Finance Charges	Discount	Net Fees	Disbursements	Soft Costs	Overhead/Late Fees/Finance Charges
Deborah Cushman	5.00	5.92	-	2,070.83	-	-	-	-	-	-	-	-	-	-
Erica Birstler	3.00	-	-	-	-	-	-	-	-	-	-	-	-	-
John Smith	-	0.90	-	360.00	0.20	80.00	150.00	-	-	-	80.00	150.00	-	-
Ravi Jani	3.00	0.70	-	280.00	-	-	-	-	-	-	-	-	-	-
Total	11.00	7.52	-	2,710.83	0.20	80.00	150.00	-	-	-	80.00	150.00	-	-

(Sample Matter Activity Report)

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Matter Activities

Name of Report	Description
Client List	Lists an inventory of clients and their matters.
Matter Transactions	A detailed statement for each matter. This includes all invoices generated and payments received.
Client Transactions	A detailed statement for each client. This includes all invoices generated and payments received for all client matters.
Client-Matter Ledger	A detailed statement of all the activities for Client-Matter such as time (fees), expense, invoice, invoice payments, trust activity, operating bank activity in the order that it is entered.
Conflict Check	Lists conflicts between clients and matters within your system.

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Client List

Lists an inventory of clients and their matters.

Report Filters

- **Matter Name:** Check the box to view all matters. To choose a specific matter, uncheck all matters and type in the matter name. Check the box to view active matters only. Uncheck the box to view inactive matters.
- **Matter Owner:** Choose all matter owners or a specific matter owner.
- **Sort By:** You can sort by client name, matter file number, or date opened.

Amount Billed

- **From:** You can type in an amount range for amount billed (e.g. 200.00 to 800.00).
- **Date Range:** The date range options you have are All Dates, Last Month, Last Year, This Month, and This Year.

Date Opened

- **Date Range:** The date range options you have are All Dates, Last Month, Last Year, This Month, and This Year.

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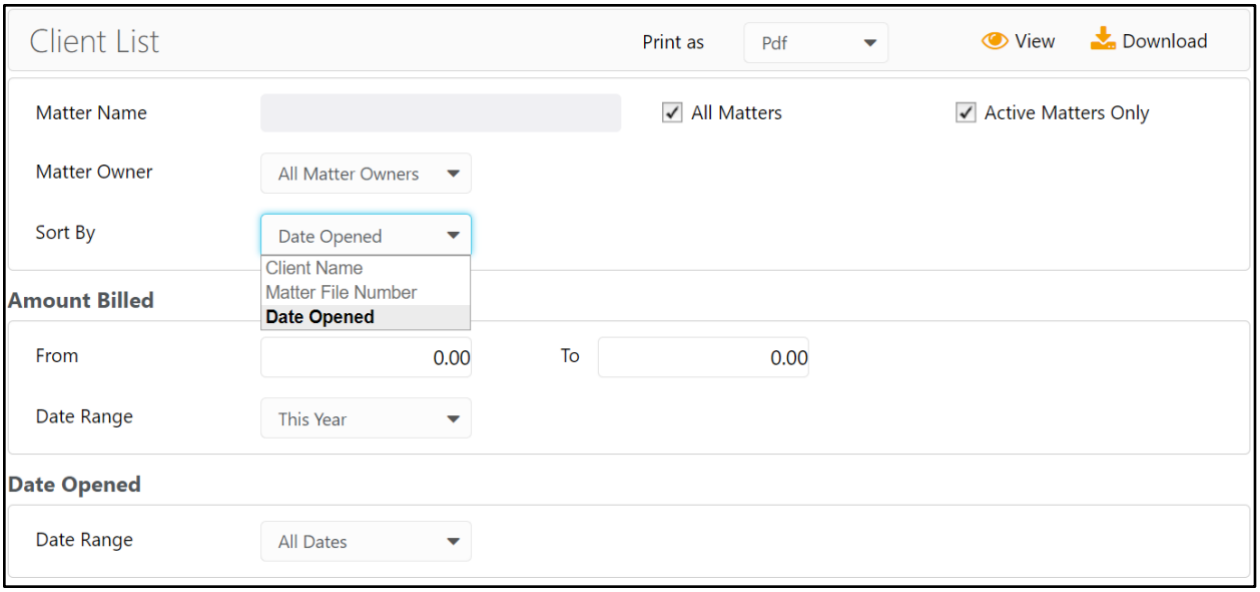

Justice Law Firm, LLC

CLIENT LIST REPORT

01/01/2020 - 12/31/2020

DATE OPENED	CLIENT	CLIENT ID	MATTER	MATTER FILE #	STATUS
01/13/2020	Hall, Jimmy	0098	Hall vs. Oats	0098-007	Active
02/12/2020	Collins, Jim	0123	Estate Planning	0123-010	Active
02/16/2020	Goldberg, Joshua	0264	Corporate	0264-001	Active
03/04/2020	Shivamurthy, Sophia	0265	Estate	0265-001	Active
05/13/2020	Gaines, Jim	0263	Child Custody	0263-002	Active
06/08/2020	Collins, Jim	0123	Collins vs. Jones	0123-011	Active
11/30/2020	Collins, Jim	0123	Contract	0123-012	Active

(Sample Client List Report)

Click the link below to view full report:

1. Client-List.pdf

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Matter Transactions

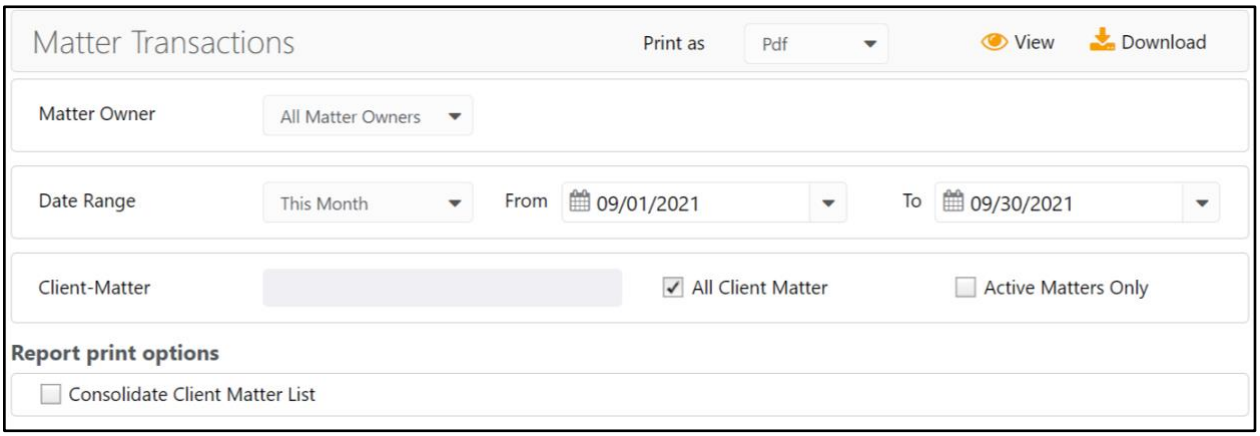
Shows a detailed statement for each matter. This includes all invoices generated and payments received.

Report Filters

- **Matter Owner:** Choose all matter owners or a specific matter owner.
- **Date Range:** The date range options you have are All Dates, Last Month, Last Year, This Month, and This Year.
- **Client-Matter:** Check the box to choose all client-matters. To choose a specific matter, uncheck the box and type in the client matter name. You can choose to view active matters only by checking the box. To choose inactive matters, uncheck the box.

Report Print Options

- **Consolidate Client Matter List:** Check the box here to consolidate the Client Matter list.



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Justice Law Firm, LLC

Matter Transactions Report

09/01/2021 - 09/30/2021

Client: Collins, Jim
Matter: Family Law
Matter File #: 0123-004

Invoices

Date	Due Date	Invoice #	Amount	Paid	Balance
09/22/2021	09/23/2021	1160	$1,050.00	$1,050.00	$0.00
Total			**$1,050.00**	**$1,050.00**	**$0.00**

Transactions

Date	Type	Method	Bank Name	Memo	Ref #	Amount
09/23/2021	Deposit	Credit Card	Bank of America - JLF Trust Account			$1,000.00
09/23/2021	Deposit	Credit Card	Bank of America - JLF Trust Account			$1,000.00
Total						**$2,000.00**

Outstanding Balance: ($950.00)

(Sample Matter Transactions Report)

Click the link below to view full report:

2. Matter-Transactions.pdf

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Client Transactions

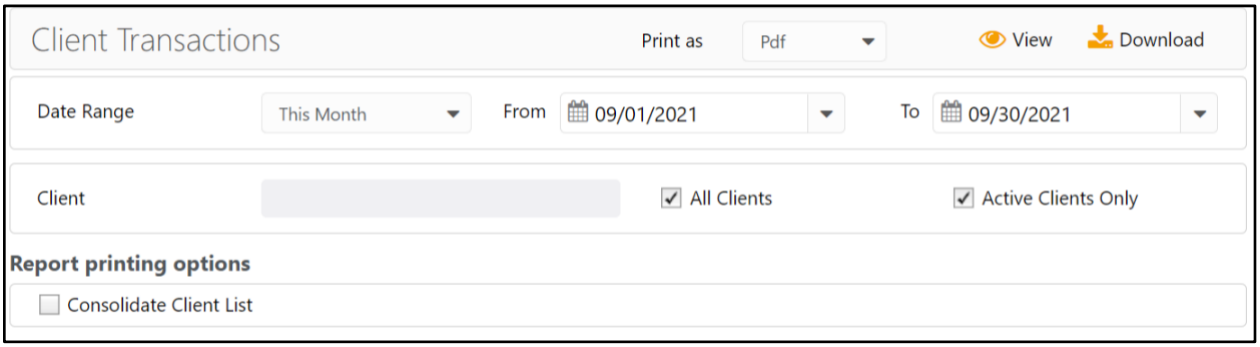
Shows a detailed statement for each client. This includes all invoices generated and payments received for all client matters.

Report Filters

- **Date Range:** The date range options you have are Last Month, Last Year, This Month, and This Year.
- **Client:** Check the box to choose all clients. To choose a specific client, uncheck the box and type in the client's name. You can choose to view active clients only by checking the box. To choose inactive clients, uncheck the box.

Report Print Options

- **Consolidate Client List:** Check this box to consolidate the client list for printing.



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Justice Law Firm, LLC

Client Transactions Report

09/01/2021 - 09/30/2021

Client: Collins, Jim

Invoices

Date	Due Date	Matter	Matter File #	Invoice #	Amount	Paid	Balance
09/22/2021	09/23/2021	Family Law	0123-004	1160	$1,050.00	$1,050.00	$0.00
Total					**$1,050.00**	**$1,050.00**	**$0.00**

Transactions

Date	Matter	Matter File #	Type	Method	Bank Name	Memo	Ref #	Amount
09/23/2021	Family Law	0123-004	Deposit	Credit Card	Bank of America			$1,000.00
09/23/2021	Family Law	0123-004	Deposit	Credit Card	Bank of America			$1,000.00
Total								**$2,000.00**

Outstanding Balance: ($950.00)

CosmoLex Page 1 of 2 Monday, October 18, 2021 10:16 AM

Justice Law Firm, LLC

Client Transactions Report

09/01/2021 - 09/30/2021

Client: LB Co

Invoices

No data available

Transactions

Date	Matter	Matter File #	Type	Method	Bank Name	Memo	Ref #	Amount
09/13/2021	Litigation	0080-005	Deposit	Credit Card	Bank of America			$1,000.00
Total								**$1,000.00**

Outstanding Balance: ($1,000.00)

(Sample Client Transactions Report)

Click the link below to view full report:

3. Client-Transactions.pdf

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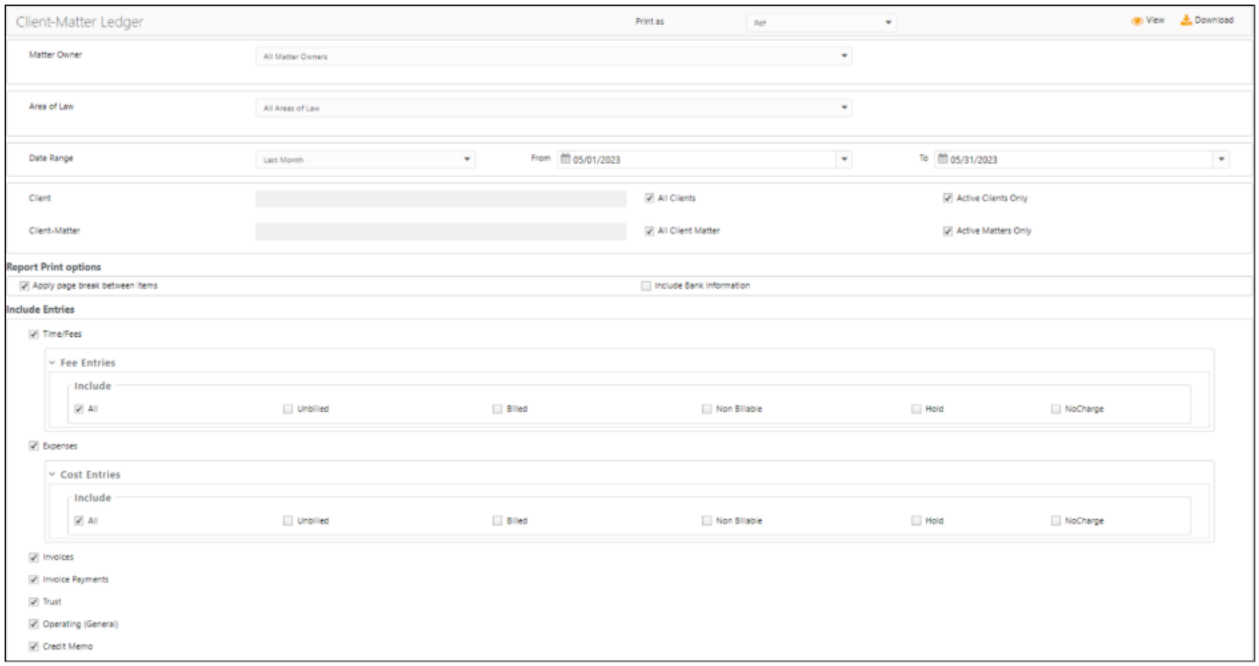
Client-Matter Ledger

This report includes all the activities for Client-Matter such as time (fees), expense, invoice, invoice payments, trust activity, operating bank activity in the order that it is entered. Users will be able to view the summary of billed, unbilled, accounts receivable, and retainer.

Report Filters



- **Matter Owner**: Choose all matter owners, a specific matter owner, or multiple matter owners.
- **Area of Law**: Choose all areas of law, a specific area of law, or multiple areas of law.
- **Date Range:** The date range options you have are Last Month, Last Year, This Month, and This Year. You can also customize the date range to be covered in the report.

Note: *You can use All Dates when selecting up to 3 clients.*

- **Client:** Check the box to choose all clients. To choose a specific client, uncheck the box and type in the client's name. You can choose to view active clients only by checking the box. To choose inactive clients, uncheck the box.
- **Client-Matter**: Choose all matters, a specific matter, or multiple matters.
    - All Client Matter: By default, all active matters are included (unless filtered by client above). To choose a specific matter, uncheck all client matters and type in the matter name.
    - Active Matters Only: By default, active and inactive matters are included. To only include active matters, check this box.

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Report Print Options

- **Apply page break between items**: Checked by default, uncheck if you do not wish to apply page break between matter information.
- **Include Bank information**: Check the box if you wish to include bank column. This column will display bank name associated with the transaction.

Include Entries

- **Time/Fees**: Checked by default, uncheck to exclude Fee entries.
  - **Include:** You can choose to include *All, Unbilled, Billed, Non-Billable, Hold, No Charge.*
- **Expenses**: Checked by default, uncheck to exclude cost entries.
  - **Include:** You can choose to include *All, Unbilled, Billed, Non-Billable, Hold, No Charge.*
- **Invoices**: Checked by default, uncheck to exclude invoices.
- **Invoice Payments**: Checked by default, uncheck to exclude invoice payments.
- **Trust**: Checked by default, uncheck to exclude trust transactions.
- **Operating (General)**: Checked by default, uncheck to exclude operating (general) deposits.
- **Credit Memo**: Checked by default, uncheck to exclude credit memos.

Note: *If you have checked the box for Invoices and for Trust or Operating (General), the report will include void transactions and any write-off associated with the invoice for the selected matter.*

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Law For All
Client Ledger Report
Date Range: 05/01/2023 - 05/31/2023

0012-001-Hanks, Tom-Training

Date	Entry Type	Details	Amount	Invoice#	Invoice Amount	Invoice Payments	Ref #	Operating (General)	Trust
06/24/2022	Hard Cost	Business Rob Jani	$100.00	53					
01/10/2023	Time	Answer Prepare Answer Rob Jani 0.10 x $250.00	$25.00	53					
Totals:			**$125.00**						

Summary for 0012-001-Hanks, Tom-Training

Unbilled		Billed		Balances	
Hours	0.00	Hours	0.10	Total A/R	$475.00
Fees	$0.00	Fees	$25.00	Trust	$0.00
Soft Cost Expense	$0.00	Soft Cost Expense	$0.00	Operating	$120.00
Hard Cost Expense	$0.00	Hard Cost Expense	$100.00		
		Taxes	$0.00		
		Payment on Invoice	$0.00		

Summary for Hanks, Tom

Unbilled		Billed		Balances	
Hours	0.00	Hours	0.10	Total A/R	$475.00
Fees	$0.00	Fees	$25.00	Trust	$0.00
Soft Cost Expense	$0.00	Soft Cost Expense	$0.00	Operating	$120.00
Hard Cost Expense	$0.00	Hard Cost Expense	$100.00		
		Taxes	$0.00		
		Payment on Invoice	$0.00		

Client Ledger Report
All Dates

Filter	Value
Matter Owner	All
Area of Law	All
Date Range	All Dates
Client	Hanks, Tom
Matter	All
Time/Fees	Yes
Cost Entries	Yes
Invoices	Yes
Invoice Payments	Yes
Trust Activity	Yes
Operating (General)	Yes
Credit Memo	Yes
Apply Page Break	Yes
Include Bank Information	No

(Sample Client Ledger Report)

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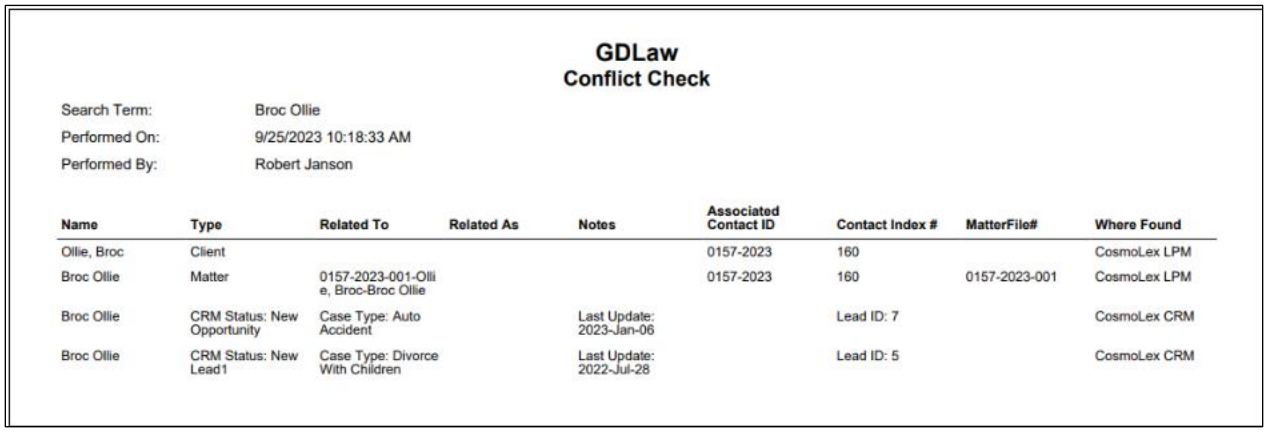
Conflict Check

You can check for conflicts of interest between clients and matters, and if you have CRM enabled, potential conflicts between your CRM and LPM.
Note: To run a conflict check, you must first set up relations between your contacts.

Report Filters

- **Search For**: To search for a specific contact, enter the name of the contact. To see all contacts and relations you can leave the field blank.
- **Include Legal CRM Contacts**: By checking this box you can check for potential conflicts with contacts in the CRM. This option is only visible if you have CRM enabled.



GDLaw
Conflict Check

Search Term: Broc Ollie
Performed On: 9/25/2023 10:18:33 AM
Performed By: Robert Janson

Name	Type	Related To	Related As	Notes	Associated Contact ID	Contact Index #	MatterFile#	Where Found
Ollie, Broc	Client				0157-2023	160		CosmoLex LPM
Broc Ollie	Matter	0157-2023-001-Ollie, Broc-Broc Ollie			0157-2023	160	0157-2023-001	CosmoLex LPM
Broc Ollie	CRM Status: New Opportunity	Case Type: Auto Accident		Last Update: 2023-Jan-06		Lead ID: 7		CosmoLex CRM
Broc Ollie	CRM Status: New Lead1	Case Type: Divorce With Children		Last Update: 2022-Jul-28		Lead ID: 5		CosmoLex CRM

(Sample Conflict Check Report)

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Trust

Name of Report	Description
Trust Ledger Balance	Lists trust ledger card balances and also specifies what portion of that balance is cleared or uncleared.
Trust Ledger Activity Summary	Lists the ledger card activity for a specified period of time in the summary form.
Trust Ledger Transactions	Shows all of the transactions for selected ledger card(s).
Trust Client Balance	A concise trust balance statement for ALL matters of a client as of a particular date.
Trust Balance By Matter Name	Provides trust balances grouped by matter name as of a particular date.

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Trust Ledger Balance

Lists trust ledger card balances as of the chosen date. Apart from showing the total balance, the report also specifies what portion of that balance is cleared or uncleared.

Report Filters

- **Bank Account:** Choose a trust account.
- **Matter Owner:** Choose all matter owners or a specific matter owner.
- **Sort By:** You can sort by Client Name, Client ID, Matter Owner, Matter, Matter File Number, or Sub Account Number.

Report Print Options

- **Dates:** Choose a date by clicking the drop-down arrow or choose Till Today, Till Last Month, Till Last Year.
- **Include zero balance ledger card:** Check this box to also include ledgers with a zero balance. NOTE – this refers to the TOTAL trust balance for each client.
- **Separate by Matter Owner:** Check this box to sort by matter owner.
- **Active Matters Only:** Check this box to only report on active matters.
- **Show Cleared/Uncleared Balances:** Check this box to include cleared/uncleared balance breakdown.
- **Apply page break between items:** Check this box to apply a page break.

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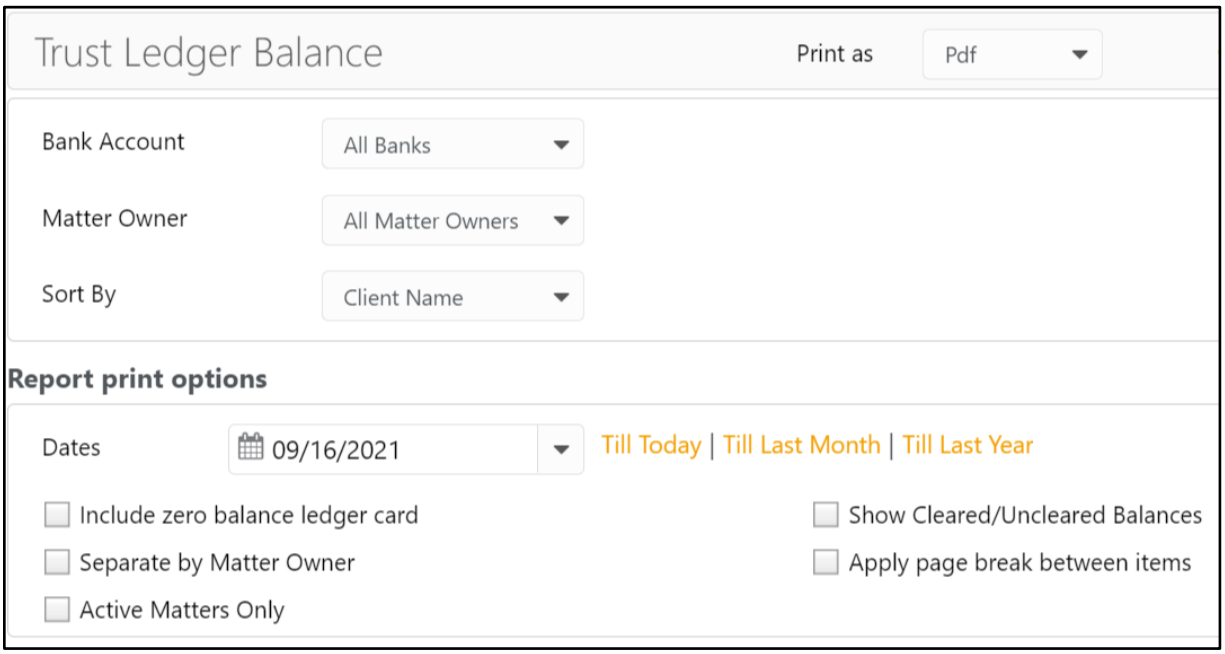

Justice Law Firm, LLC

Trust Ledger Balance

As of Date: 10/12/2021

Client-Matter	Matter Owner	Bank	Balance	Last Activity	Current Status
Collins, Jim-Collins Exchange 2021-1 / Client #0123 / File #0123-014	Erica Birstler	SunTrust Bank-SunTrust Bank Cost Account	49,985.00	09/07/2021	Open
Collins, Jim-Family Law / Client #0123 / File #0123-004	Erica Birstler	Bank of America-JLF Trust Account	10,110.35	09/23/2021	Open
Collins, Jim-Real Estate – Buyer / Client #0123 / File #0123-013	Erica Birstler	SunTrust Bank-SunTrust Bank Cost Account	294,400.00	08/23/2021	Open
Verizon-Lease / Client #0091 / File #0091-004	Erica Birstler	JP Morgan Chase-Attorney Trust Account	1,000.00	10/12/2015	Open
Winters, Jillian-Litigation / Client #0168 / File #0168-001	Erica Birstler	HSBC-HSBC Trust Account	410.00	08/08/2019	Open
Total			**355,905.35**		

(Sample Trust Ledger Balance Report)

Click the link below to view full report:

1. Trust-Ledger-Balance.pdf

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Trust Ledger Activity Summary

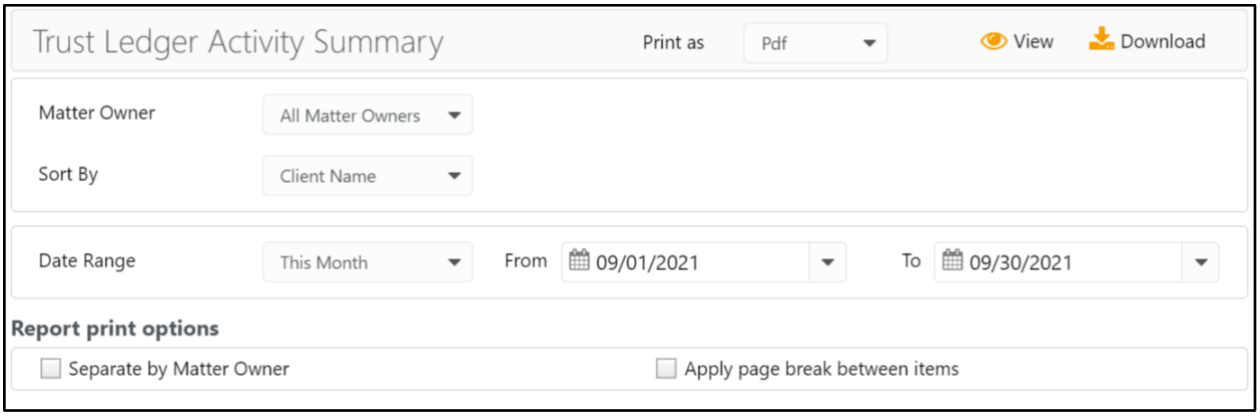
Shows the ledger card activity for a specified period of time in the summary form.

Report Filters

- **Matter Owner:** Choose all matter owners or a specific matter owner.
- **Sort By:** You can sort by Client Name, Client ID, Matter Owner, Matter, Matter File Number, or Sub Account Number.
- **Date Range:** The date range options are All Dates, Last Month, Last Year, This Month, and This Year.

Report Print Options

- **Separate by Matter Owner:** Check this box to sort by matter owner.
- **Apply page break between items:** Check this box to apply a page break.



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Trust Ledger Activity Summary

Date Range: 01/01/2021 - 12/31/2021

Hill, James-Immigration Matter / Client #0233 / File #0233-001	Susan Mills	1,850.00	0.00	(500.00)	1,350.00
Hill, Marie-Appelate Work / Client #0170 / File #0170-001	Kevin Foster	0.00	500.00	0.00	500.00
Jara, Michael E.-Divorce / Client #0066 / File #0066-001	Susan Mills	7,270.70	5,000.00	(556.25)	11,714.45
Johnson, Marcus-Corporate / Client #0047 / File #0047-001	Susan Mills	2,096.00	3,000.00	0.00	5,096.00
LB Co-Litigation / Client #0080 / File #0080-005	Susan Mills	300.00	1,000.00	(300.00)	1,000.00
Looney, Jerry M.-Contract / Client #0062 / File #0062-001	Susan Mills	1,487.75	2,500.00	(472.88)	3,514.87
Lowe, Anthony P.-Real Estate – Seller / Client #0095 / File #0095-001	Susan Mills	359.50	225,000.00	(807.00)	224,552.50
McCoy, Sadye D.-Divorce / Client #0077 / File #0077-001	Susan Mills	3,700.00	2,500.00	(367.50)	5,832.50
Robert C. Stewart-Family Law / Client #0052 / File #0052-001	Susan Mills	10,800.00	9,000.00	(747.50)	19,052.50
Sanders, Jane-Collection / Client #0126 / File #0126-001	Susan Mills	1,077.35	0.00	(1,077.35)	0.00
Smith, Susan-Child Support / Client #0038 / File #0038-002	Susan Mills	3,154.86	0.00	(3,154.86)	0.00
Smith, Susan-Divorce / Client #0038 / File #0038-001	Susan Mills	6,177.73	0.00	(46.88)	6,130.85
Taylor, Susan-Contract / Client #0044 / File #0044-001	Susan Mills	0.00	1,500.00	0.00	1,500.00
Walker, Lillian J.-Estate / Client #0081 / File #0081-001	Susan Mills	1,000.00	250,000.00	0.00	251,000.00
Total					**1,516,861.16**

(Sample Trust Ledger Activity Summary report)

Click the link below to view full report:

2. Trust-Ledger-Activity-Summary.pdf

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Trust Ledger Transactions

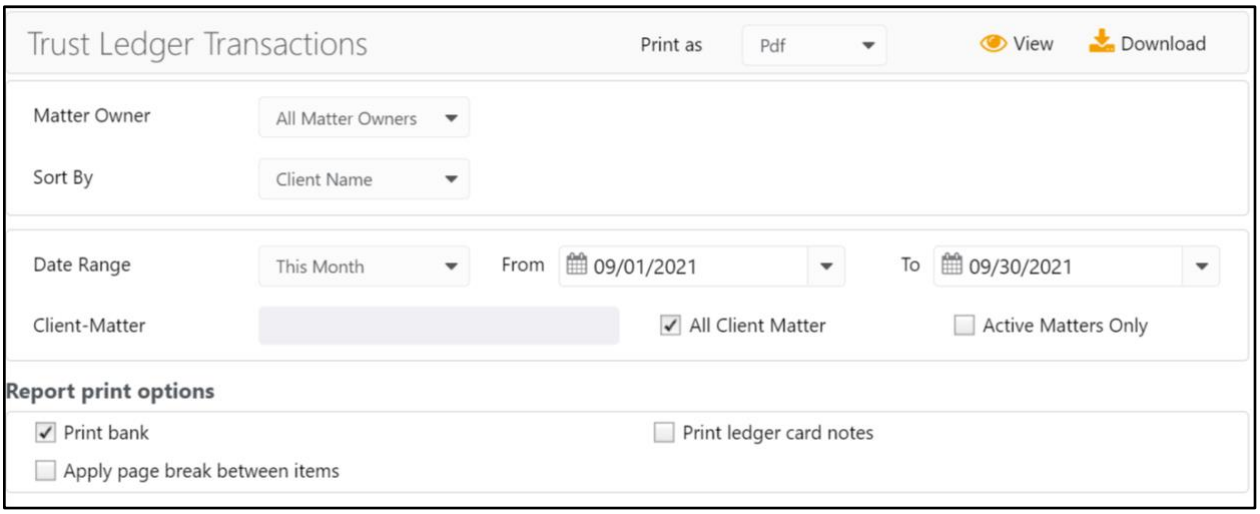
The Trust Ledger Transactions Report shows all of the transactions for selected ledger card(s).

Report Filters

- **Matter Owner:** Choose all matter owners or a specific matter owner.
- **Sort By:** You can sort by Client Name, Client ID, Matter Owner, Matter, Matter File Number, or Sub Account Number.
- **Date Range:** The date range options you have are All Dates, Last Month, Last Year, This Month, and This Year.
- **Client-Matter:** Check this box to choose all client-matters. To choose a specific matter, uncheck the box and type in the client matter name. You can choose to view active matters only by checking the box. To choose inactive matters, uncheck the box.

Report Print Options

- **Print Bank:** Check this box to print bank on report.
- **Print Ledger Card Notes:** Check this box to print ledger card notes.
- **Apply page break between items:** Check this box to apply page breaks between items.



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Trust Ledger Transactions

Date Range: 01/01/2020 - 12/31/2020

Matter: **0123-004-Collins, Jim-Family Law** **Status:** **Open**
Matter Owner: **Erica Birstler**
Client ID: **0123**

Date	Bank	Tran Type	Method Ref#	Payor/Payee Memo	Increase/ Decrease	Balance	Status
01/30/2020	Bank of America - JLF Trust Account	Withdrawal	Check 4126	law office Trust to General Invoice Payment	(100.00)	3,207.85	Reconciled
03/10/2020	Bank of America - JLF Trust Account	Withdrawal	Check 4128	3rd party	(1,000.00)	2,207.85	Reconciled
03/16/2020	Bank of America - JLF Trust Account	Withdrawal	EFT/eCheck	law office Trust to General Invoice Payment	(757.50)	1,450.35	Reconciled
07/27/2020	Bank of America - JLF Trust Account	Deposit	Check	Collins, Jim-Family Law	1,000.00	2,450.35	Reconciled
09/01/2020	Bank of America - JLF Trust Account	Deposit	Check	Collins, Jim-Family Law memo	5,000.00	7,450.35	Reconciled
09/01/2020	Bank of America - JLF Trust Account	Withdrawal	Check 4129	Justice Law Firm Trust to General Invoice Payment	(292.50)	7,157.85	Reconciled
11/13/2020	Bank of America - JLF Trust Account	Deposit	Check	Collins, Jim-Family Law	1,000.00	8,157.85	Reconciled
11/13/2020	Bank of America - JLF Trust Account	Withdrawal	EFT/eCheck	Justice Law Firm Trust to General Invoice Payment	(150.00)	8,007.85	Reconciled
11/25/2020	Bank of America - JLF Trust Account	Withdrawal	Check 4133	Justice Law Firm Trust to General Invoice Payment	(1,820.00)	6,187.85	Reconciled
12/15/2020	Bank of America - JLF Trust Account	Deposit	Check	Collins, Jim-Family Law	1,000.00	7,187.85	Reconciled

Summary	Amount
Total Credits (Increases):	8,000.00
Total Debits (Decreases):	(4,120.00)
Ending Balance:	7,137.85

Bank	Balance
Bank of America-JLF Trust Account	7,137.85
Total	**7,137.85**

(Sample Trust Ledger Transactions Report)

Click the link below to view full report:
[3. Trust-Ledger-Transactions.pdf]

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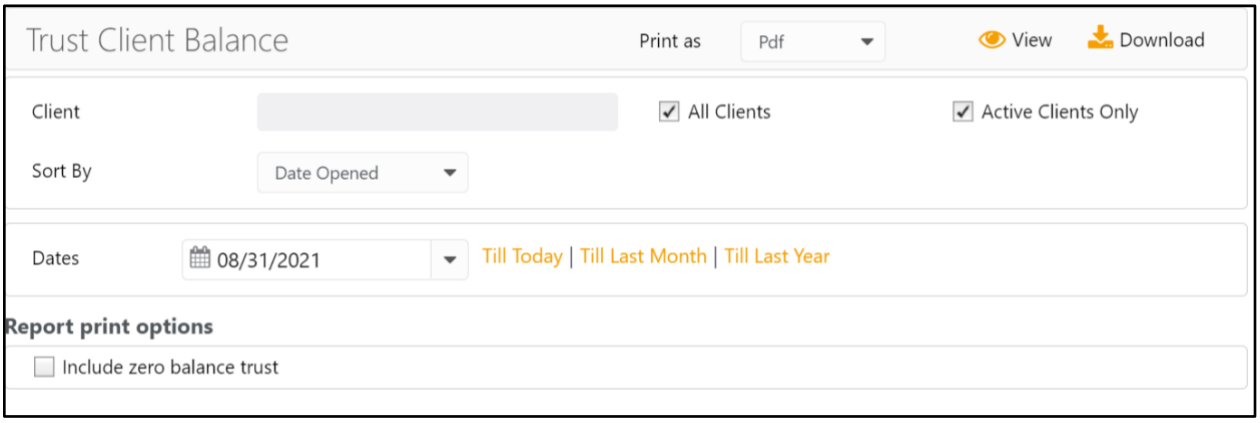
Trust Client Balance

The Trust Client Balance Report shows a concise trust balance statement for ALL matters of a client as of a particular date.

Report Filters

- **Client:** Check the box to choose all clients. To choose a specific client, uncheck the box and type in the client's name. You can choose to view active clients only by checking the box. To choose inactive clients, uncheck the box.
- **Sort By:** You can sort by Date Opened, Matter Owner, Matter Name, Matter File No.
- **Dates:** Choose a date, by clicking the drop-down arrow or choose Till Today, Till Last Month, Till Last Year.



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Justice Law Firm, LLC

Trust Client Balance

As of Date: 10/12/2021

Client Jim Collins

Date Opened	Matter Name	Matter File#	Trust Bank	Matter Owner	Trust Balance
12/04/2014	Litigation	0123-003	Bank of America-JLF Trust Account	Susan Mills	138,352.79
02/24/2015	Family Law	0123-004	HSBC-HSBC Trust Account	Erica Birstler	0.00
02/24/2015	Family Law	0123-004	Bank of America-JLF Trust Account	Erica Birstler	10,110.35
08/12/2015	Refinance	0123-005	JP Morgan Chase-Attorney Trust Account	Susan Mills	1,892.92
01/31/2017	Patent	0123-006	HSBC-HSBC Trust Account	Susan Mills	74,686.00
04/18/2019	Appelate Work	0123-008	SunTrust Bank-SunTrust Bank Cost Account	Susan Mills	10,000.00
02/12/2020	Estate Planning	0123-010	SunTrust Bank-SunTrust Bank Cost Account	Susan Mills	350.00
08/23/2021	Real Estate – Buyer	0123-013	SunTrust Bank-SunTrust Bank Cost Account	Erica Birstler	294,400.00
09/07/2021	Collins Exchange 2021-1	0123-014	JP Morgan Chase-Attorney Trust Account	Erica Birstler	0.00
09/07/2021	Collins Exchange 2021-1	0123-014	SunTrust Bank-SunTrust Bank Cost Account	Erica Birstler	49,985.00
Total					**579,777.06**

(Sample Trust Client Balance report)

Click the link below to view full report:

4. Trust-Client-Balance.pdf

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Trust Balance By Matter Name

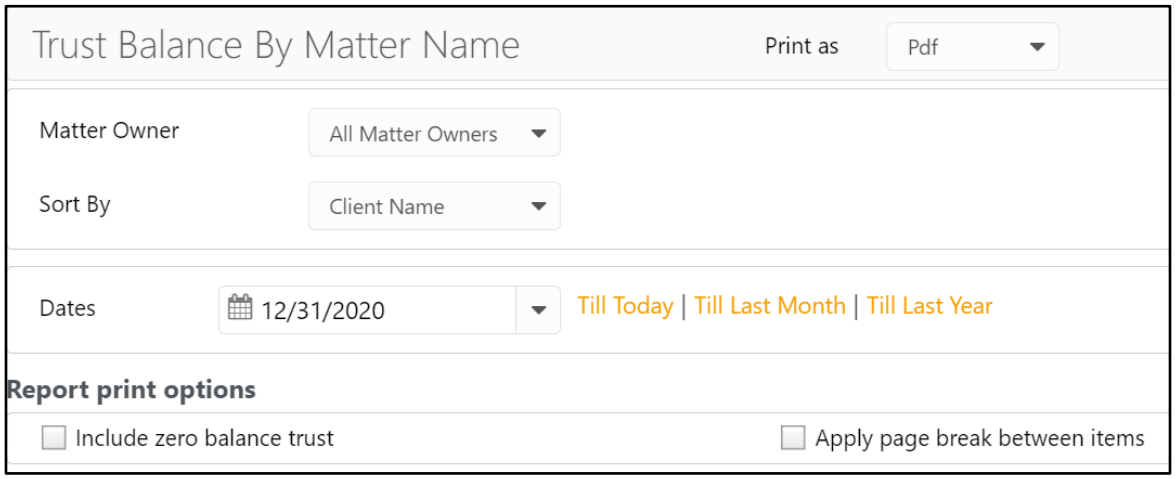
Provides trust balances grouped by matter name as of a particular date.

Report Filters

- **Matter Owner:** Choose all matter owners or a specific matter owner.
- **Sort By:** You can sort by Client Name, Matter File Number, or Date Opened.
- **Dates:** Choose a date by clicking the drop-down arrow or choose Till Today, Till Last Month, Till Last Year.

Report Print Options

- **Apply page break between items:** Click on the box to apply page breaks between items.



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Justice Law Firm, LLC

Trust Balance By Matter Name

As of Date: 10/15/2021

Matter: Estate Planning

Date Opened	Matter Owner	Client Name	Matter File#	Trust Bank	Trust Balance
10/18/2018	Susan Mills	Bates, Gary K.	0214-001	Bank of America-Trust Acct	0.00
10/18/2018	Susan Mills	Bates, Gary K.	0214-001	SunTrust Bank-SunTrust Bank Cost Account	2,255.00
05/14/2016	Susan Mills	Coleman, Gloria E.	0064-002	JP Morgan Chase-Attorney Trust Account	2,500.00
02/12/2020	Susan Mills	Collins, Jim	0123-010	SunTrust Bank-SunTrust Bank Cost Account	350.00
02/17/2015	Susan Mills	Gamble, Barbara C.	0100-001	JP Morgan Chase-Attorney Trust Account	360.84
10/05/2017	Susan Mills	Jones, James	0223-001	HSBC-HSBC Trust Account	397.50
05/04/2015	Susan Mills	Newman, Jesse	0094-001	JP Morgan Chase-Attorney Trust Account	1,802.50
02/04/2015	Susan Mills	Perez, Rose M.	0089-001	JP Morgan Chase-Attorney Trust Account	1,817.50
08/26/2017	Susan Mills	Smith, Brian	0221-001	HSBC-HSBC Trust Account	3,000.00
08/05/2014	Susan Mills	Walker, Lillian J.	0081-002	SunTrust Bank-SunTrust Bank Cost Account	1,727.00
Total					**14,210.34**

(Sample first page of Trust Balance by Matter Name report)

Click the link below to view full report:

5. Trust-Balance-By-Matter-Name.pdf

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Tax Collections/Payments

Name of Report	Description
Billed/Collected HST/GST Taxes	Details fees, costs and HST/GST per invoice and in total.
Paid Taxes Report	A listing of all the taxes paid for a selected time period.

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Billed/Collected HST/GST Taxes

Details fees, costs, and HST/GST per invoice and in total.

Report Filters

- **Date Range:** Choose from last month, last quarter, last year, this month, this quarter, this year, or customize the date range to be covered in the report.

Tax Account

- **Tax Payment Account:** Choose between 2201 GST Collected/Paid - GST Collected (Other Current Liability, or 2210 PST Collected (Other Current Liability).

- **Show:** You can choose to view Summary or Details

Report Print Options

- **Exclude Disbursement Incurred as Agent:** Defaults as checked, uncheck to change.

- **Exclude Non-Taxable Fees and Costs:** Check the box if you do not want to include Non-Taxable Fees and Costs.

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Billed/Collected Taxes Report (Accrual Basis)

2201:GST Collected/Paid-GST Collected (Other Current Liability)

07/01/2021 - 09/30/2021

Date	Invoice#	Type	Fees	Cost	Firm Collected GST
07/13/2021	7	I	0.00	1,100.00	55.00
07/13/2021	9	I	370.00	359.00	36.45
07/13/2021	6	I	170.00	500.00	33.50
07/13/2021	8	I	10,000.00	1,100.00	555.00
07/15/2021	10	I	33,452.00	300.00	1,687.60
07/15/2021	11	I	10.00	26,264.56	1,250.67
07/19/2021	13	I	660.00	0.00	33.00
07/19/2021	24	I	100.00	300.00	20.00
07/19/2021	27	I	110.00	11.00	6.05
07/19/2021	29	I	120.00	12.00	6.60
07/19/2021	14	I	375.00	0.00	18.75
07/19/2021	23	I	500.00	0.00	25.00
07/19/2021	18	I	10.00	5.04	0.75
07/19/2021	25	I	144.00	0.00	7.20
07/19/2021	19	I	150.00	30.00	9.00
07/19/2021	17	I	144.00	532.20	25.00
07/19/2021	21	I	210.00	10.50	11.03
07/19/2021	15	I	600.00	51.30	32.57
07/19/2021	28	I	0.00	762.30	38.12
07/19/2021	20	I	300.00	15.00	15.75
07/19/2021	26	I	1,125,000.00	0.00	56,250.00
07/21/2021	30	I	70.00	100.34	8.52
07/28/2021	23	W	(500.00)	0.00	(25.00)
Total			**1,171,995.00**	**31,453.24**	**60,100.56**

(Sample Billed/Collected GST Taxes report)

Click the link below to view full report:
Billed_Collected-GST_PST-Taxes.pdf

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Paid Taxes Report

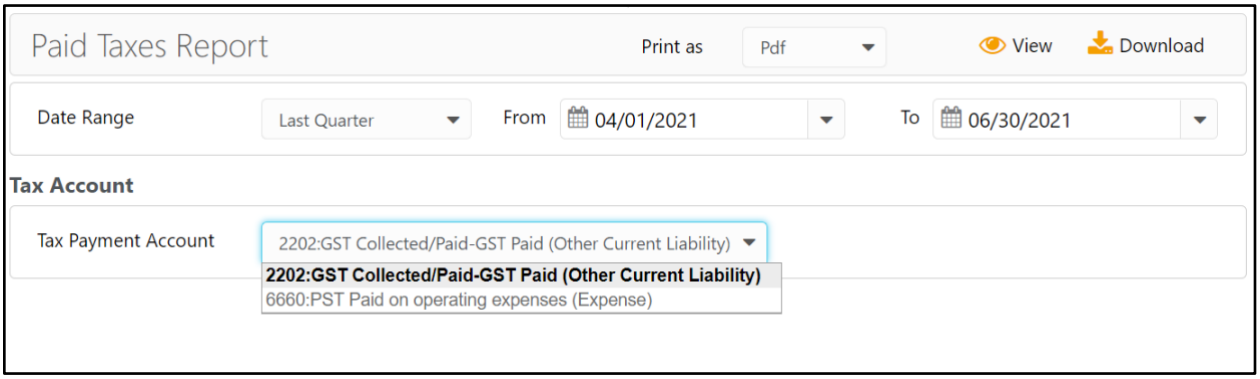
A listing of all the taxes paid for a selected time period.

Report Filters

- **Date Range:** You can capture the activity you wish to see for last month, last quarter, last year, this month, this quarter, this year, or customize the date range to be covered in the report.

Tax Account

- **Tax Payment Account:** Choose between 2202 GST Collected/Paid-GST Paid (Other Current Liability, or 6660 PST Paid on operating expenses (Expense).



Paid Taxes Report (Accrual Basis)

2202:GST Collected/Paid-GST Paid (Other Current Liability)

07/01/2021 - 09/30/2021

07/29/2021	Staples	8	Supplies	50.00	2.38
07/30/2021	Landlord		Tenancy for Landlord	(100.00)	(4.76)
08/12/2021	Rental Office	3630	Rent	5,000.00	238.10
08/13/2021	Peter		Cleaning Bill	120.00	5.71
08/16/2021	Media Communications	0987	Advertising Expenses	500.00	23.81
08/27/2021	PNG		Electricity and Water charges	250.00	0.00
08/27/2021	Landlord		Monthly rent for office	2,500.00	0.00
08/28/2021	Peter		Cleaning Bill	120.00	5.71
09/12/2021	Peter		Cleaning Bill	120.00	5.71
09/12/2021	Rental Office	3630	Rent	5,000.00	238.10
09/16/2021	Media Communications	0987	Advertising Expenses	500.00	23.81
09/27/2021	Peter		Cleaning Bill	120.00	5.71
09/27/2021	PNG		Electricity and Water charges	250.00	0.00
09/27/2021	Landlord		Monthly rent for office	2,500.00	0.00
Total				**57,308.00**	**2,312.24**

(Sample Paid Taxes Report)

Click the link below to view full report:

Paid-Taxes-Report.pdf

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Law Society Compliance Documents

Name of Report	Description
Trust Listing Report	Lists matter trust balances and includes the matter's last trust activity date.
Trust Journal	Lists a history of activity in a particular trust account during a given time period.
Trust Receipts Journal	A chronological history of deposits into a chosen trust bank during a given time period.
Trust Disbursements Journal	A chronological history of withdrawals from the chosen trust account during a given time period.
Clients' Trust Ledger Report	Lists deposits and withdrawals to and from the specified trust bank during your selected date range.
Trust Transfer Record	Listing of trust transfers between clients.
General Journal Report	Lists deposits and withdrawals to and from the specified general (operating) bank during your selected date range.
General Receipts Journal Report	Lists deposits to the specified general (operating) bank during your selected date range.
General Disbursements Journal Report	Lists withdrawals from the specified general (operating) bank during your selected date range.
Client's General Journal Report	Lists all client cost advances, cost recoveries, fees, and payments received during the specified date range and groups them by matter.

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Fees Book Report	Displays all matters' invoices in date order for your specified date range.
Reconciliation Report	Details of individual bank statements reconciled in the system.
Three-Way Reconciliation Report	Displays book balance, adjusted bank balance and individual balances of all ledgers. The total balance of all three sections should be the same.

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Trust Listing Report

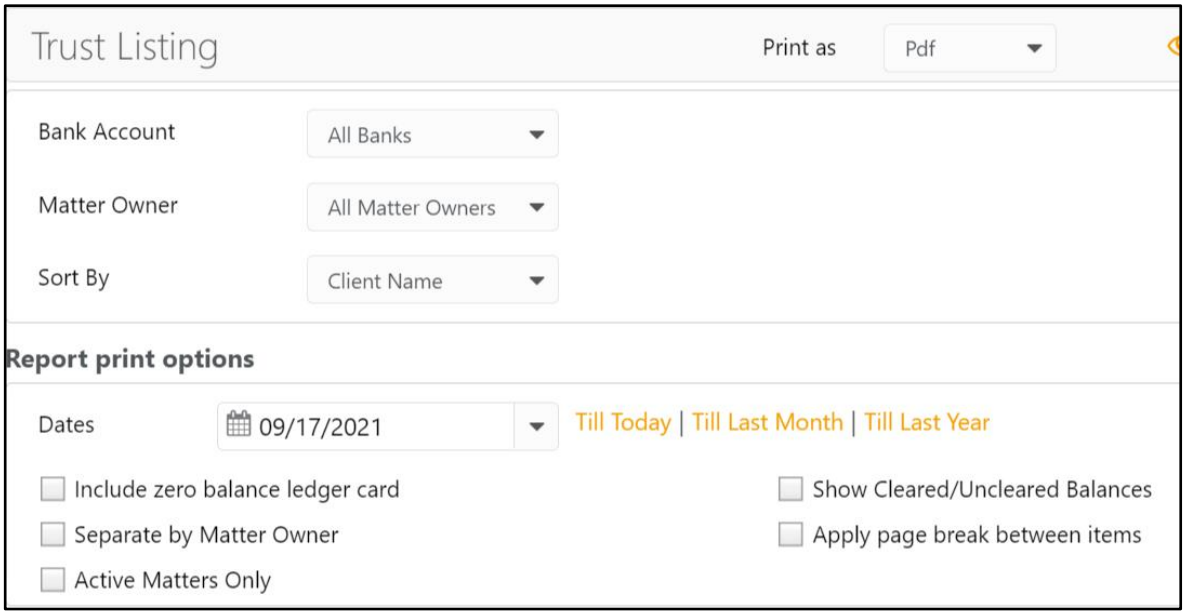
Lists matter trust balances and includes the matter's last trust activity date.

Report Filters

- **Bank Account:** Choose a trust account.
- **Matter Owner:** Choose all matter owners or a specific matter owner.
- **Sort By:** You can sort by Client Name, Client ID, Matter Owner, Matter, Matter File Number, or Sub Account Number.

Report Print Options

- **Dates:** Choose a date by clicking the drop-down arrow or choose Till Today, Till Last Month, Till Last Year.
- **Include zero balance ledger card:** Check this box to also include ledgers with a zero balance. NOTE – this refers to the TOTAL trust balance for each client.
- **Separate by Matter Owner:** Check this box to sort by matter owner.
- **Active Matters Only:** Check this box to only report on active matters.
- **Show Cleared/Uncleared Balances:** Check this box to include cleared/uncleared balance breakdown.
- **Apply page break between items:** Check this box to apply a page break.



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Finch & Mason LLC

Trust Listing

As of Date: Oct 18, 2021

Client-Matter	Matter Owner	Bank	Balance	Last Activity	Current Status
Allen, Barry-Business Law / Client #0006 / File #0006-002	Brian Walthall	TD Bank-Trust Account	8,832.50	Dec 1, 2020	Open
Allen, Barry-Consultation / Client #0006 / File #0006-001	Joey Meyer	TD Bank-Trust Account	26,503.00	Feb 23, 2021	Open
Allen, Barry-Flat Test / Client #0006 / File #0006-022	Joey Meyer	TD Bank-Trust Account	1,475.00	Apr 9, 2020	Open
Allen, Barry-Mortgage / Client #0006 / File #0006-012	Brian Walthall	TD Bank-Trust Account	476,479.05	Apr 9, 2020	Open
Allen, Barry-Real Estate – Seller - / Client #0006 / File #0006-003	Brian Walthall	TD Bank-Trust Account	12,654.05	Apr 9, 2020	Open
Best, Howard-Divorce / Client #0022 / File #0022-001	Douglas S. Osborne	TD Bank-Trust Account	5,971.75	Jul 17, 2020	Open
Best, Howard-Estate Planning / Client #0022 / File #0022-005	Brian Walthall	TD Bank-Trust Account	44,425.50	Oct 12, 2020	Open
Borer, Brian-Divorce / Client #0032 / File #0032-001	Brian Walthall	TD Bank-Trust Account	3,806.37	May 19, 2020	Open
Burgoyne, Charles A.-Consultation / Client #0004 / File #0004-002	Douglas S. Osborne	TD Bank-Trust Account	2,633.50	Nov 16, 2020	Open
Cabot, Jim-Divorce / Client #0029 / File #0029-001	Douglas S. Osborne	TD Bank-Trust Account	2,677.50	Dec 11, 2020	Open
Cabot, Jim-Divorce / Client #0029 / File #0029-009	Douglas S. Osborne	TD Bank-Trust Account	2,378.02	Jan 13, 2021	Open
Cabot, Jim-Litigation / Client #0029 / File #0029-002	Nellie R. Martin	TD Bank-Trust Account	1,720.86	Jul 30, 2020	Open
Cabot, Jim-Matrimonial / Client #0029 / File #0029-004	Douglas S. Osborne	TD Bank-Trust Account	2,729.97	Oct 16, 2020	Open
Cabot, Jim-Real Estate – Buyer / Client #0029 / File #0029-007	Brian Walthall	TD Bank-Trust Account	2,050.55	Feb 7, 2020	Open
Daltry, Roger-Real Estate – Buyer - Home / Client #0027 / File #0027-003	Brian Walthall	TD Bank-Trust Account	383,979.27	Apr 9, 2020	Open
Daniels, April J.-Matrimonial / Client #0002 / File #0002-001	Nellie R. Martin	TD Bank-Trust Account	1,957.85	Nov 16, 2020	Open
Daniels, April J.-Purchase - Property / Client #0002 / File #0002-003	Douglas S. Osborne	TD Bank-Trust Account	8,384.00	Oct 29, 2020	Open
Rudner, Matt-Estate / Client #0008 / File #0008-001	Nellie R. Martin	TD Bank-Trust Account	148,810.07	Apr 22, 2020	Open
Schmo, Joe-Divorce / Client #0030 / File #0030-002	Brian Walthall	TD Bank-Trust Account	250.00	Aug 26, 2019	Open
Smith, Janice-Sale / Client #0015 / File #0015-002	Douglas S. Osborne	TD Bank-Trust Account	99,440.00	Apr 22, 2020	Open
Total			**1,529,485.51**		

(Sample first and last page of Trust Listing Report)

Click the link below to view full report:

1. Trust-Listing.pdf

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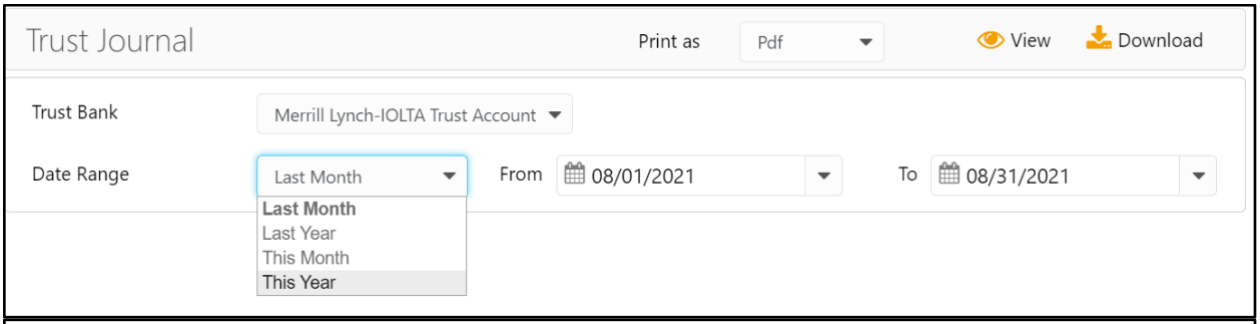
Trust Journal

Shows you a history of activity in a particular trust account during a given time period.

Report Filters

- **Trust Bank:** Choose the particular Trust account of which you wish to see activity.
- **Date Range:** To capture the range of banking activity you wish to see, you can customize the date range to be covered in the report.



Justice Law Firm, LLC

TRUST JOURNAL

Date Range: 01/01/2020 - 12/31/2020

Bank Bank of America-JLF Trust Account

Account # 1234

Date	Payee/Payor	Method	Client-Matter	Memo	Deposit	Withdrawal	Balance
Beginning Balance							221,028.24
01/30/2020	law office	Check / #4126	Collins, Jim-Family Law / Client #0123 / File #0123-004	Trust to General Invoice Payment		(100.00)	220,928.24
02/21/2020	Law Office	Check / #4127	Browns, Pedro T.-Real Estate – Buyer / Client #0120 / File #0120-001	Trust to General Transfer		(20.00)	220,908.24
02/21/2020	Law Office	Check / #4127	Collins, Jim-Expungement / Client #0123 / File #0123-001	Trust to General Transfer		(7,572.50)	213,335.74
02/26/2020	Jim Collins	Check	Collins, Jim-Litigation / Client #0123 / File #0123-003	Transfer from 123456789 to M-0865	1,000.00		214,335.74
02/26/2020	Jim Collins	Check	Collins, Jim-Litigation / Client #0123 / File #0123-003	Transfer from 123456789 to M-0865	1,000.00		215,335.74
03/10/2020	3rd party	Check / #4128	Collins, Jim-Family Law / Client #0123 / File #0123-004			(1,000.00)	214,335.74
03/16/2020	law office	EFT/eCheck	Collins, Jim-Family Law / Client #0123 / File #0123-004	Trust to General Invoice Payment		(757.50)	213,578.24
07/27/2020	Collins, Jim-Family Law	Check	Collins, Jim-Family Law / Client #0123 / File #0123-004		1,000.00		214,578.24
09/01/2020	Collins, Jim-Family Law	Check	Collins, Jim-Family Law / Client #0123 / File #0123-004	memo	5,000.00		219,578.24
09/01/2020	Justice Law Firm	Check / #4129	Collins, Jim-Family Law / Client #0123 / File #0123-004	Trust to General Invoice Payment		(292.50)	219,285.74
09/24/2020	Collins, Jim-Litigation	Check	Collins, Jim-Litigation / Client #0123 / File #0123-003		10,000.00		229,285.74
11/13/2020	Collins, Jim-Family Law	Check	Collins, Jim-Family Law / Client #0123 / File #0123-004		1,000.00		230,285.74

(Sample Trust Journal)

Click the link below to view full report:

6. Trust-Journal.pdf

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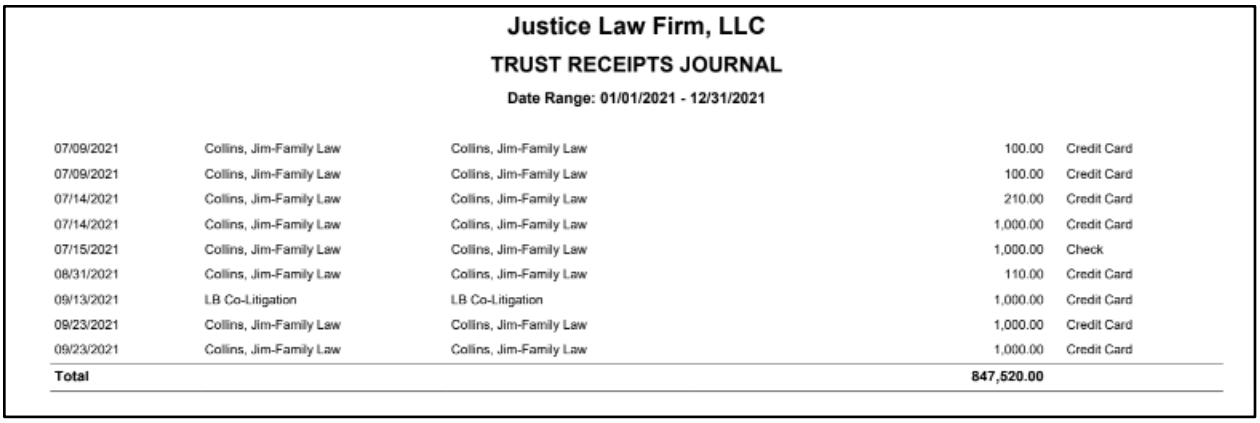
Trust Receipts Journal

Shows you a history of deposits into a chosen trust bank during a given time period.

Report Filters

- **Trust Bank:** Choose the particular Trust account for which you wish to see activity.
- **Date Range:** You can capture the range of banking activity you wish to see and customize the date range to be covered in the report.
- **Method of Payment:** Choose how the funds were deposited into the account. You can also choose “All” which will show all methods.



Justice Law Firm, LLC

TRUST RECEIPTS JOURNAL

Date Range: 01/01/2021 - 12/31/2021

07/09/2021	Collins, Jim-Family Law	Collins, Jim-Family Law	100.00	Credit Card
07/09/2021	Collins, Jim-Family Law	Collins, Jim-Family Law	100.00	Credit Card
07/14/2021	Collins, Jim-Family Law	Collins, Jim-Family Law	210.00	Credit Card
07/14/2021	Collins, Jim-Family Law	Collins, Jim-Family Law	1,000.00	Credit Card
07/15/2021	Collins, Jim-Family Law	Collins, Jim-Family Law	1,000.00	Check
08/31/2021	Collins, Jim-Family Law	Collins, Jim-Family Law	110.00	Credit Card
09/13/2021	LB Co-Litigation	LB Co-Litigation	1,000.00	Credit Card
09/23/2021	Collins, Jim-Family Law	Collins, Jim-Family Law	1,000.00	Credit Card
09/23/2021	Collins, Jim-Family Law	Collins, Jim-Family Law	1,000.00	Credit Card
Total			**847,520.00**	

(Sample second page of Trust Receipts Journal)

Click the link below to view full report:

7. Trust-Receipts-Journal.pdf

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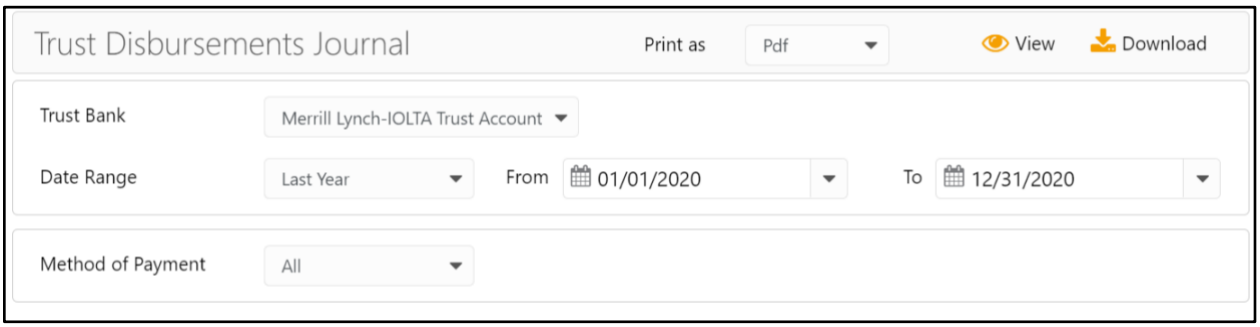
Trust Disbursements Journal

Shows you a history of withdrawals from the chosen trust account during a given time period.

Report Filters

- **Trust Bank:** Choose the particular Trust account for which you wish to see activity.
- **Date Range:** You can capture the range of banking activity you wish to see or customize the date range to be covered in the report.
- **Method of Payment:** Choose from a list of methods for how the funds were withdrawn from the account. You can also choose “All” which will show all disbursements.



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Justice Law Firm, LLC

TRUST DISBURSEMENTS JOURNAL

Date Range: 01/01/2021 - 12/31/2021

Bank Bank of America-JLF Trust Account

Account # 1234

Date	Method / #	Paid To	Client	Purpose of Payment	Amount
01/04/2021	Check / #4130	Mediator	Collins, Jim-Family Law	Mediation Services	(2,000.00)
01/06/2021	Check / #4131	Courthouse	Collins, Jim-Family Law	Filing Fees	(600.00)
01/07/2021	Check / #4144	Lender	Dean, Kathryn D.-Real Estate – Buyer	Closing Costs	(15,000.00)
01/07/2021	Check / #4146	Surveyor	Dean, Kathryn D.-Real Estate – Buyer	Surveyor	(2,000.00)
01/12/2021	Check / #4147	Inspector	Dean, Kathryn D.-Real Estate – Buyer	Inspection Costs 1-12-21	(1,000.00)
01/13/2021	Check / #4132	ABC company	Collins, Jim-Family Law	Mediation Services	(600.00)
01/13/2021	Check / #4137	Justice Law Firm	Collins, Jim-Family Law	Trust to General Invoice Payment	(260.00)
01/15/2021	Check / #4134	Jim Collins	Collins, Jim-Family Law	Return to client	(50.00)
01/15/2021	Check / #4138	Justice Law Firm	Browns, Pedro T.-Real Estate – Buyer	Trust to General Transfer	(400.00)
01/15/2021	EFT/eCheck / #4143	Justice Law Firm	Dean, Kathryn D.-Real Estate – Buyer	Balance Owed	(183.49)
01/18/2021	EFT/eCheck	Justice Law Firm	Jara, Michael E.-Divorce	Balance Owed	(306.25)
01/21/2021	Check / #4143	Justice Law Firm	Collins, Jim-Family Law	Trust to General Invoice Payment	(250.00)
01/27/2021	Check / #4145	Justice Law Firm	Collins, Jim-Expungement	Trust to General Invoice Payment	(2,000.00)
01/28/2021	EFT/eCheck	Justice Law Firm	Figueroa, Ashley W.-Environmental	Trust to General Transfer	(617.50)
01/29/2021	Check / #4148	Municipal Court	Jara, Michael E.-Divorce	Filing Fees	(250.00)
01/29/2021	EFT/eCheck	Justice Law Firm	Gomez, Michael B.-Refinance	Trust to General Transfer	(1,250.00)
02/16/2021		Justice Law Firm	Collins, Jim-Family Law	Trust to General Transfer	(10.00)
02/16/2021		Justice Law Firm	Collins, Jim-Family Law	Trust to General Invoice Payment	(100.00)
02/16/2021		Justice Law Firm	Collins, Jim-Family Law	Trust to General Invoice Payment	(10.00)
02/16/2021		Justice Law Firm	Collins, Jim-Family Law	Trust to General Invoice Payment	(10.00)
02/18/2021	Check / #4149	Justice Law Firm	Collins, Jim-Family Law	Trust to General Invoice Payment	(682.50)
02/18/2021	Check / #4150	3rd party	Collins, Jim-Family Law		(500.00)
04/07/2021	Check / #4151	Justice Law Firm	*(Client)-*(Matter)	Trust to General Transfer	(7,746.09)
06/18/2021	EFT/eCheck	Justice Law Firm	Collins, Jim-Family Law	Trust to General Invoice Payment	(200.00)
07/01/2021	Check / #4152	Justice Law Firm	Collins, Jim-Family Law	Trust to General Invoice Payment	(600.00)
07/01/2021	EFT/eCheck	Justice Law Firm	*(Client)-*(Matter)	Trust to General Transfer	(4,244.50)
07/12/2021	Check / #4153	Justice Law Firm	Collins, Jim-Family Law	Trust to General Invoice Payment	(550.00)
07/12/2021	Check / #4154	Justice Law Firm	*(Client)-*(Matter)	Trust to General Transfer	(3,949.24)
Total					**(45,369.57)**

(Sample Trust Disbursements Journal)

Click the link below to view full report:

8. Trust-Disbursements-Journal.pdf

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Client’s Trust Ledger

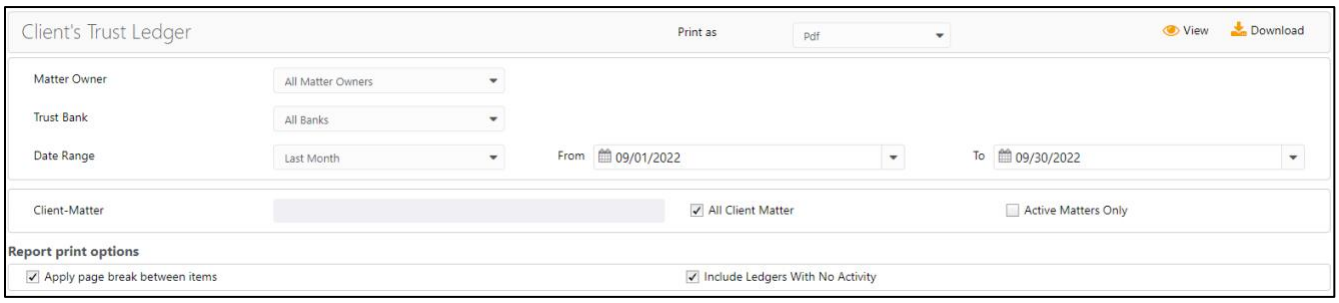
Shows your deposits and withdrawals to and from the specified trust bank during your selected date range. The report groups all transactions based on their associated matters.

Report Filters

- **Matter Owner**: You can between All Matter Owners or a specific matter owner in your firm.
- **Trust Bank:** Choose the particular Trust account of which you wish to see activity.
- **Date Range:** To capture the range of banking activity you wish to see, you can customize the date range to be covered in the report.
- **Client-Matter:** Check the box to choose all client-matter. To choose a specific client- matter, uncheck the box and type in the client-matter. You can choose to view active matters only by checking the box. To choose inactive matters, uncheck the box.

Report Print Options

- **Apply page break between items:** Click on the box to apply page breaks between items.
- **Include Ledgers With No Activity:** Check or uncheck as desired.



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Finch & Mason LLC

CLIENT'S TRUST LEDGER

Date Range: 09/01/2021 - 09/30/2021

Account: Fields, Jim-Divorce / Client #0014 / File #0014-009

Beginning Balance: 8,968.36

Date	Bank	Payee/Payor	Method	Memo	Deposit	Withdrawal	Balance
Sep 8, 2021	TD Bank - Trust Account	Fields, Jim-Divorce	Cheque	memo	1,000.00		9,968.36
Total					**1,000.00**		

Bank	Balance
North Shore Credit UNion-Interest Bearing	1,397.44
TD Bank-Trust Account	8,570.92
Total	**9,968.36**

Account: Fields, Jim-Estate Planning / Client #0014 / File #0014-002

Beginning Balance: 0.00

Date	Bank	Payee/Payor	Method	Memo	Deposit	Withdrawal	Balance
Sep 17, 2021	TD Bank _ NEW - Lawyer Trust Account	Fields, Jim-Estate Planning	Cheque	memo	100.00		100.00
Total					**100.00**		

Bank	Balance
TD Bank _ NEW-Lawyer Trust Account	100.00
TD Bank-Trust Account	0.00
Total	**100.00**

(Sample Clients' Trust Ledger Report)

Click the link below to view full report:

5. Client's-Trust-Ledger.pdf

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Trust Transfer Record

The CosmoLex software allows you to transfer trust funds from one matter to another.

Report Filters

- **Trust Bank**: Choose the particular Trust account for which you wish to see activity. You can also choose to see all activities across all Trust accounts.
- **Date Range:** You can capture the range of banking activity you wish to see or customize the date range to be covered in the report.

TRUST TRANSFER RECORD

Date Range: 01/01/2021 - 12/31/2021

Date	Method	From Bank	From Client	To Bank	To Client	Amount	Reason
01/05/2021	Internal Operation	HSBC	John Doe-Will	HSBC	Jane Doe-Estate & Trust	1,500.00	Transfer from 0230-001 to 0142-001
01/11/2021	Internal Operation	HSBC	James Hill-Immigration Matter	HSBC	Marie Hill-Appelate Work	500.00	Transfer from 0233-001 to 0170-001
01/16/2021	Internal Operation	HSBC	Erica Birstler-Miscellaneous	HSBC	Erica Birstler-Lease	2,000.00	Transfer from 0148-001 to 0148-002
01/22/2021	Check	SunTrust Bank	Gloria E. Coleman-Contract	JP Morgan Chase	Gloria E. Coleman-Estate Planning	1,500.00	Transfer from 0064-001 to 0064-002
01/22/2021	Check	SunTrust Bank	James Brown-Corporate	Bank of America	Harrison Flanders-Corporate	2,000.00	Transfer from 0140-001 to 0234-002
01/26/2021	Internal Operation	SunTrust Bank	Jimmy Hall-Contract	SunTrust Bank	Jimmy Hall-Litigation	10,000.00	Transfer from 0098-006 to 0098-004
02/16/2021	Check	HSBC	Jim Collins-Patent	Bank of America	Jim Collins-Litigation	5,000.00	Transfer from 0123-006 to 0123-003

(Sample Trust Transfer Record)

Click the link below to view full report:

6. Trust-Transfer-Record.pdf

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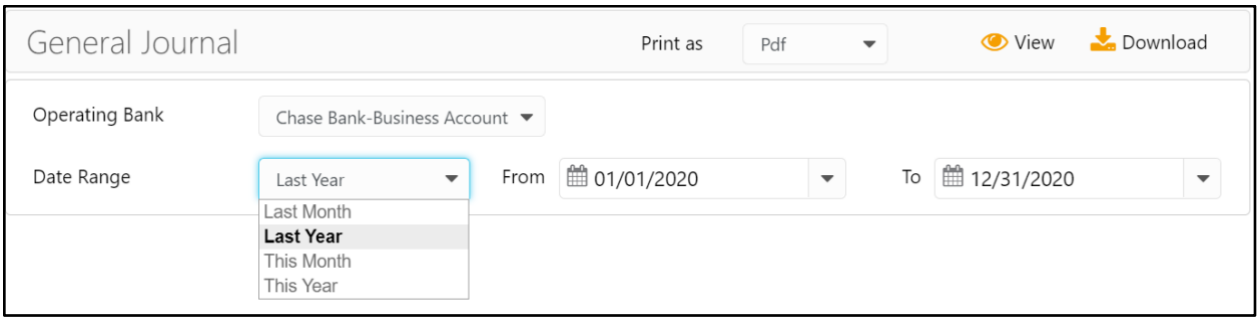
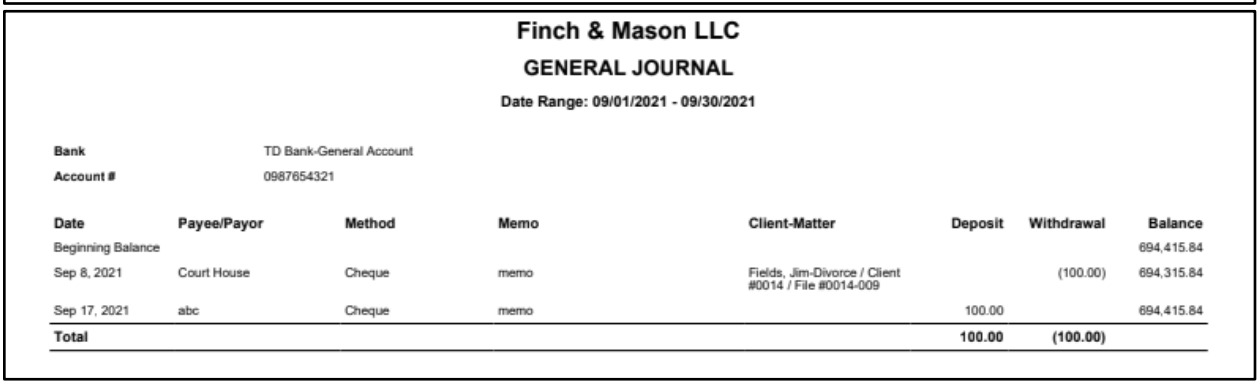
General Journal Report

Shows your deposits and withdrawals to and from the specified general (operating) bank in your selected date range.

Report Filters

- **Operating Bank:** Choose the particular Operating account of which you wish to see activity.
- **Date Range:** To capture the range of banking activity you wish to see, you can customize the date range to be covered in the report.





Finch & Mason LLC

GENERAL JOURNAL

Date Range: 09/01/2021 - 09/30/2021

Bank TD Bank-General Account

Account # 0987654321

Date	Payee/Payor	Method	Memo	Client-Matter	Deposit	Withdrawal	Balance
Beginning Balance							694,415.84
Sep 8, 2021	Court House	Cheque	memo	Fields, Jim-Divorce / Client #0014 / File #0014-009		(100.00)	694,315.84
Sep 17, 2021	abc	Cheque	memo		100.00		694,415.84
Total					**100.00**	**(100.00)**	

(Sample General Journal report)

Click the link below to view full report:

[7. General-Journal.pdf]

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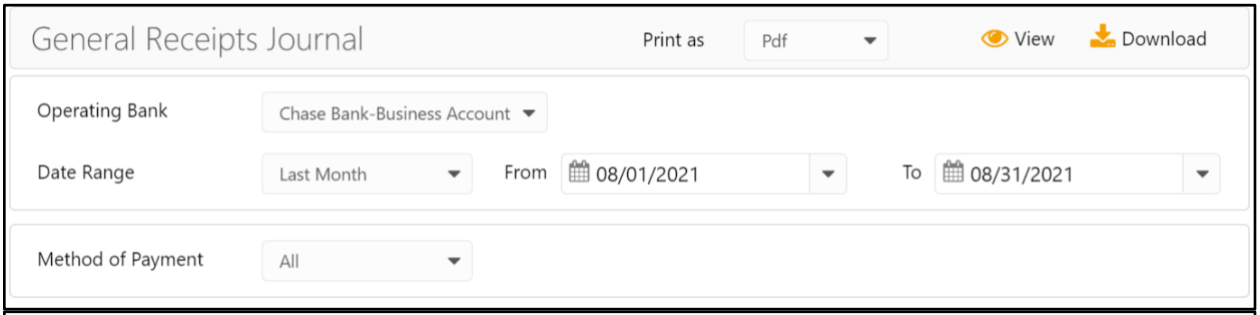
General Receipts Journal Report

Shows you a history of deposits to the specified general (operating) bank in your selected date range.

Report Filters

- **Operating Bank:** Choose the particular operating account for which you wish to see activity.
- **Date Range:** You can capture the range of banking activity you wish to see and customize the date range to be covered in the report.
- **Method of Payment:** Choose how the funds were deposited into the account. You can also choose “All” which will show all methods.



Finch & Mason LLC

GENERAL RECEIPTS JOURNAL

Date Range: 01/01/2021 - 12/31/2021

Bank TD Bank-General Account

Account # 0987654321

Date	Received From	Amount	Method	Memo
Jan 13, 2021	Finch & Mason LLC	173.46	EFT/eCheque	memo
Jan 27, 2021	Finch & Mason LLC	175.15	EFT/eCheque	Trust to General Invoice Payment
Feb 10, 2021	Finch & Mason LLC	226.00	EFT/eCheque	Trust to General Invoice Payment
Feb 11, 2021	Finch & Mason LLC	226.00	EFT/eCheque	memo
Feb 23, 2021	Finch & Mason LLC	5,855.01	EFT/eCheque	Trust to General Transfer
Mar 2, 2021	Finch & Mason LLC	100.01	EFT/eCheque	Trust to General Invoice Payment
Mar 2, 2021	Allen, Barry	250.00	Cheque	Pmt for Invoice# 484
Jun 7, 2021	Finch & Mason LLC	282.50	EFT/eCheque	Trust to General Invoice Payment
Jun 8, 2021	Finch & Mason LLC	169.50	EFT/eCheque	Trust to General Invoice Payment
Aug 20, 2021	Finch & Mason LLC	100.01	EFT/eCheque	Trust to General Invoice Payment
Sep 17, 2021	abc	100.00	Cheque	memo
Total		**7,657.64**		

(Sample General Receipts Journal report)

Click the link below to view full report:

[8. General-Receipts-Journal.pdf]

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General Disbursements Journal Report

Shows you a history of withdrawals from the specified general (operating) bank in your selected date range.

Report Filters

- **Operating Bank:** Choose the particular operating account for which you wish to see activity.
- **Date Range:** You can capture the range of banking activity you wish to see or customize the date range to be covered in the report.
- **Method of Payment:** Choose from a list of methods for how the funds were withdrawn from the account. You can also choose “All” which will show all disbursements.

Finch & Mason LLC

GENERAL DISBURSEMENTS JOURNAL

Date Range: 01/01/2021 - 12/31/2021

Bank TD Bank-General Account

Account # 0987654321

Date	Method / #	Paid To	Particulars	Amount	HST	Sales Tax 2	Total Paid
Jan 13, 2021	Cheque	Minister of Finance	memo	88.50	11.50	0.00	100.00
Jan 25, 2021	Cheque	Court House	memo	150.00	0.00	0.00	150.00
Feb 10, 2021	Cheque	3rd party	memo	133.93	6.70	9.37	150.00
Feb 11, 2021	Cheque	court	memo	135.14	6.76	8.10	150.00
Feb 12, 2021	Cheque	court	memo	132.74	17.26	0.00	150.00
Mar 2, 2021	Cheque	Court House	memo	88.50	11.50	0.00	100.00
Mar 2, 2021	Cheque	Court House	memo	88.50	11.50	0.00	100.00
May 7, 2021	Cheque	CRA	memo	100.00	0.00	0.00	100.00
Jun 7, 2021	Cheque	Court House	memo	100.00	0.00	0.00	100.00
Aug 20, 2021	Cheque	payee	memo	150.00	0.00	0.00	150.00
Sep 8, 2021	Cheque	Court House	memo	95.24	4.76	0.00	100.00
Total				**1,262.55**	**69.98**	**17.47**	**1,350.00**

(Sample General Disbursements Journal report)

Click the link below to view full report:

[9. General-Disbursements-Journal.pdf]

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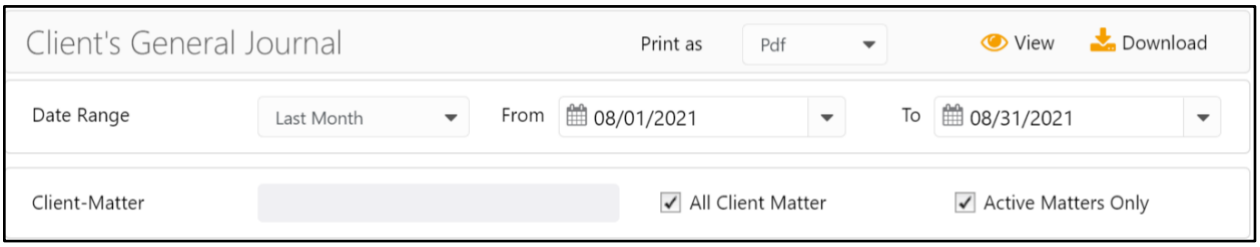
Clients' General Journal Report

Shows you all client cost advances, cost recoveries, fees, and payments received in the specified date range and groups them by matter.

Report Filters

- **Date Range:** To capture the range of activity you wish to see, you can customize the date range to be covered in the report.
- **Client-Matter:** Check the box to choose all client-matter. To choose a specific client- matter, uncheck the box and type in the client-matter. You can choose to view active matters only by checking the box. To choose inactive matters, uncheck the box.



Finch & Mason LLC

CLIENT'S GENERAL JOURNAL

Date Range: 01/01/2020 - 12/31/2020

Account: Allen, Barry-Admissibility Hearing

Date	Particulars	Expenses	Fees	HST	Sales Tax 2	Payments on Account	Balance Owed
Jan 16, 2020	Filing Fees	132.74		17.26	0.00		(150.00)
Apr 9, 2020	Trust transfer re Inv payment					150.00	0.00
Apr 22, 2020	photocopies	5.00		0.00	0.00		(5.00)
Apr 22, 2020	Trust transfer re Inv payment					5.00	0.00
Oct 16, 2020	Transaction Levy	100.00		13.00	0.00		(113.00)
Oct 16, 2020	Trust transfer re Inv payment					113.00	0.00
Oct 26, 2020	Fees - Inv #545		5,000.00	0.00	0.00		(5,000.00)
Oct 28, 2020	Trust transfer re Inv payment					2,232.00	(2,768.00)
Total		**237.74**	**5,000.00**	**30.26**	**0.00**	**2,500.00**	

(Sample Client's General Journal report)

Click the link below to view full report:

10. Client's-General-Journal.pdf

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Fees Book Report

Shows you all your matters' invoices in date order for your specified date range. It includes this information:

- Matter name
- Fees
- Disbursements
- GST/HST
- QST/PST
- Total Billed
- Write-Offs

Report Filters

- **Date Range:** To capture the range of activity you wish to see, you can customize the date range to be covered in the report.

Finch & Mason LLC

FEES BOOK

Invoice Date: Jan 1, 2021 - Dec 31, 2021

Date	Invoice #	Client-Matter	Fees Billed	Disbursements Billed	HST Billed	Sales Tax 2 Billed	Write-offs	Total Billed
Jan 13, 2021	557	Cabot, Jim-Divorce / Client #0029 / File #0029-009	0.00	153.50	19.96	0.00		173.46
Jan 25, 2021	558	Allen, Barry-Consultation / Client #0006 / File #0006-001	100.00	0.00	5.00	0.00		105.00
Jan 25, 2021	559	Fields, Jim-Divorce / Client #0014 / File #0014-009	0.00	155.00	20.15	0.00		175.15
Jan 25, 2021	560	Fields, Jim-Miscellaneous / Client #0014 / File #0014-007	0.00	15.00	0.75	0.00		15.75
Feb 10, 2021	561	Jones, Jim-Real Estate – Buyer / Client #0026 / File #0026-001	5,000.00	133.93	256.70	359.38		5,750.01
Feb 11, 2021	562	Fields, Jim-Divorce / Client #0014 / File #0014-009	200.00	0.00	26.00	0.00		226.00
Mar 2, 2021	563	Fields, Jim-Divorce / Client #0014 / File #0014-009	0.00	88.50	11.51	0.00		100.01
Mar 2, 2021	564	Fields, Jim-Divorce / Client #0014 / File #0014-009	150.00	0.00	19.50	0.00		169.50
Mar 2, 2021	565	Fields, Jim-Divorce / Client #0014 / File #0014-009	0.00	88.50	11.51	0.00		100.01
Jun 7, 2021	566	Fields, Jim-Divorce / Client #0014 / File #0014-009	150.00	100.00	32.50	0.00		282.50
Sep 8, 2021	567	Fields, Jim-Divorce / Client #0014 / File #0014-009	260.00	333.74	77.19	0.00		670.93
Total			**5,860.00**	**1,068.17**	**480.77**	**359.38**		**7,768.32**

(Sample Fees Book report)

Click the link below to view full report:

11. Fees-Book.pdf

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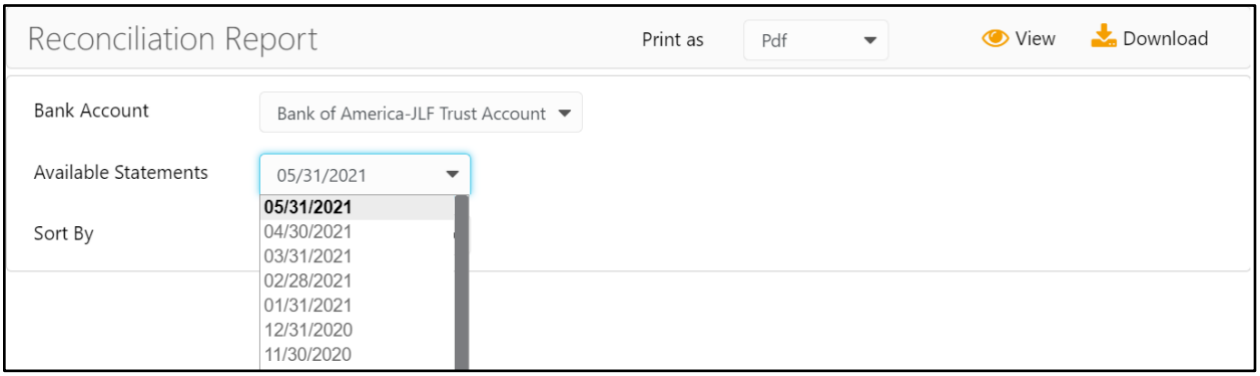
Reconciliation Report

Shows you details of individual bank statements reconciled in the system. Most notably it shows a listing of cleared and uncleared transactions.

Report Filters

- **Bank Account:** Choose a Bank Account for which you want to see activity.
- **Available Statements:** Select the reconciled statement you wish to report on.
- **Sort By:** You can choose to sort by date or reference number.



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Beginning Statement Balance:	02/01/2021	$799,016.00
Plus Cleared Deposits (Increases):		$231,000.00
Less Cleared Payments (Decreases):		($1,292.50)
Difference:		$0.00
Ending Statement Balance:	02/28/2021	$1,028,723.50
Plus Uncleared Deposits (Increases):		$9,000.00
Less Uncleared Payments (Decreases):		($1,887.50)
Difference:		$0.00
Ending Checkbook Balance:	02/28/2021	$1,036,236.00
Bank Errors:		$400.00

DATE	TRANS METHOD	REF#	PAYOR/PAYEE	AMOUNT
Cleared Deposits (Increases):				
02/16/2021	Check		Lowe, Anthony P.-Real Estate – Seller	$225,000.00
02/16/2021	Check	4150	Jim Collins	$5,000.00
02/18/2021	Check		Collins, Jim-Family Law	$1,000.00
			Total Cleared Deposits (Increases):	$231,000.00
Cleared Payments (Decreases):				
02/16/2021	Check	4139	Justice Law Firm	($10.00)
02/16/2021	Check	4140	Justice Law Firm	($100.00)
02/18/2021	Check	4149	Justice Law Firm	($682.50)
02/18/2021	Check	4150	3rd party	($500.00)
			Total Cleared Payments (Decreases):	($1,292.50)
Uncleared Deposits (Increases):				
01/29/2021	Check		Davis, Jane-Matrimonial	$5,000.00
02/15/2021	Check		Robert C. Stewart-Family Law	$4,000.00
			Total Uncleared Deposits (Increases):	$9,000.00
Uncleared Payments (Decreases):				
01/28/2021	EFT/eCheck		Justice Law Firm	($617.50)
01/29/2021	EFT/eCheck		Justice Law Firm	($1,250.00)
02/16/2021	Check	4141	Justice Law Firm	($10.00)
02/16/2021	EFT/eCheck		Justice Law Firm	($10.00)
			Total Uncleared Payments (Decreases):	($1,887.50)

CosmoLex Page 1 of 1 Monday, October 18, 2021 9:57 AM

(Sample Bank Reconciliation Report)

Click the link below to view full report:

5. Reconciliation-Report.pdf

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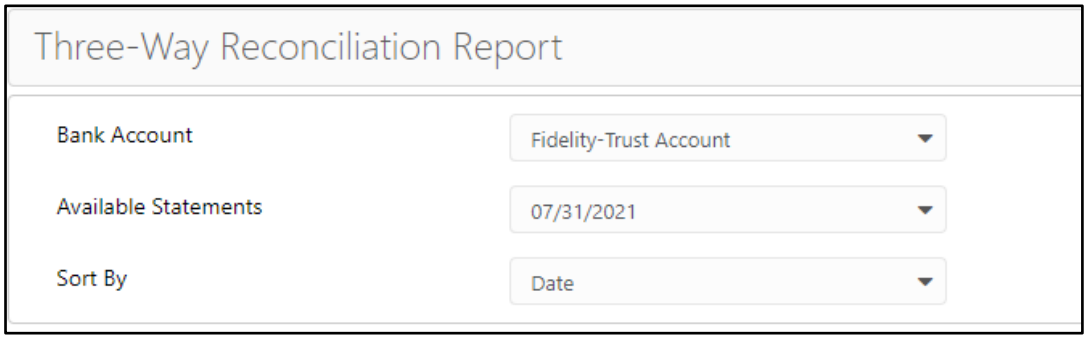
Three-Way Reconciliation Report

This report is a three-way check for your trust account reconciliation. It compares your bank balance, book balance (program entries) as well as the individual client trust ledgers.

Report Filters

- **Bank Account:** Choose a trust account.
- **Available Statements:** Select the reconciled statement you wish to report on.
- **Sort By:** You can choose to sort by date or reference number.



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Justice Law Firm, LLC

THREE-WAY RECONCILIATION

01/01/2021 - 01/31/2021

Reconciled

BANK: Bank of America
ACCOUNT: JLF Trust Account
ACCOUNT #: 1234

I. Book Balance

Beginning Balance:	01/01/2021	$228,915.74
Plus Cleared Deposits (Increases):		$595,000.00
Less Cleared Payments (Decreases):		($24,899.74)
Balance at End of Month:	01/31/2021	$802,548.50
Bank Errors:		$400.00

II. Bank Balance

Ending Statement Balance:	01/31/2021	$799,016.00
Plus Deposits in Transit (Increases):		$5,000.00
Less Outstanding Payments (Decreases):		($1,867.50)
Reconciled Bank Balance:		$802,148.50

III. Client Ledger Balance

See attached report

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Justice Law Firm, LLC

CLIENT LEDGER BALANCE REPORT

Balances as of 01/31/2021

BANK: Bank of America
ACCOUNT: JLF Trust Account
ACCOUNT #: 1234

CLIENT ID MATTER # SUB-A/C #	CLIENT MATTER ATTORNEY	CLEARED BALANCE	UNCLEARED BALANCE	BALANCE	CURRENT STATUS
0120	Browns, Pedro T.	$6,430.83	$0.00	$6,430.83	Open
0120-001	Real Estate – Buyer				
	Susan Mills				
0123	Collins, Jim	$3,377.85	$1,000.00	$4,377.85	Open
0123-004	Family Law				
	Erica Birstler				
0123	Collins, Jim	$137,326.00	$0.00	$137,326.00	Open
0123-003	Litigation				
	Susan Mills				
0121	Davis, Jane	$3,000.00	$5,000.00	$8,000.00	Open
0121-001	Matrimonial				
	Susan Mills				
0067	Dean, Kathryn D.	$296,816.51	$0.00	$296,816.51	Open
0067-001	Real Estate – Buyer				
	Susan Mills				
0076	Figueroa, Ashley W.	$4,750.38	($617.50)	$4,132.88	Open
0076-001	Environmental				
	Susan Mills				

(Sample front page and part of Ledger Balance page of Three-Way Reconciliation Report)

Click the link below to view full report:

6. Three-Way-Reconciliation-Report.pdf

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Other Reports

Name of Report	Description
Matter Billing Log	Includes a matter's fees, costs and payments over a specified period of time.
Matter Cost Statement	A detailed statement of all costs associated with a matter. This includes costs the firm incurred as well as those to be paid from trust at a later date or already paid by a 3rd party.
Client Matter Ledger	Includes all the activities for Client-Matter such as time (fees), expense, invoice, invoice payments, trust activity, operating bank activity, credit memo in the order that it is entered.
Matter Billing Hours (Current Month)	Details of all the timecards for the selected matter that have been entered for the current month and a summary of the professional service rendered
Matter Levy	Available for Ontario and Newfoundland & Labrador provinces. This report will list the status of levies added within a certain date range.
Matter Trust Admin Fee	Available for firms with British Columbia as their region. This report will list the status of TAFs added within a certain date range.
Transaction Levy Reporting (ON/NL/AB)	Available for Ontario, Newfoundland & Labrador, and Alberta This report lists levies based on specified fee types for specified entry dates.

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Matter Billing Log

This report includes a matter's fees, costs and payments over a specified period of time.

This report can only be accessed from within a particular matter. To run this report, go to Matter Details > Billing > Time/Expense > Action > Report – Matter Billing Log.

Report Filters

- **Statement Date:** You can select today's date or choose from the drop-down.
- **Date Range:** You can capture the range of banking activity you wish to see and customize the date range to be covered in the report.
- **Include Fee Entries:** Checked by default, uncheck to change.
    - **Include:** Check the boxes for bill types you wish to include.
    - **Print Task/Description:** Click the radio button for Only Description, Only Task, or Task & Description.
    - **Ignore Entries if less than:** Check the box and enter a dollar amount.
- **Include Cost Entries:** Checked by default, uncheck to change.
    - **Include:** Check all boxes for those cost types you wish to include.
    - **Print Expense/Description:** Click the radio button for Only Description, Only Task, or Task & Description.
    - **Ignore Entries if less than:** Check the box and enter a dollar amount.
    - **Group identical soft cost charges for Invoice Printing:** Check the box if desired.
- **Include Payment Transactions:** Check the box if desired.

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Matter Billing Log

Statement Date 10/19/2021 Format Pdf

Date Range Last Month From 09/01/2021 To 09/30/2021

☑ Include Fee Entries

Include

☑ All ☐ Unbilled ☐ Billed ☐ Non Billable ☐ Hold

Print Task/Description

◉ Only Description ○ Only Task ○ Task & Description

☐ Ignore Entry if less than 0.00

☑ Include Cost Entries

Include

☑ All ☐ Unbilled ☐ Billed ☐ Non Billable ☐ Hold

Print Expense/Description

◉ Only Description ○ Only Expense ○ Expense & Description

☐ Ignore Entry if less than 0.00

☐ Group identical soft cost charges for Invoice Printing

☐ Include Payment Transactions

Cancel Generate

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Justice Law Firm, LLC

Matter Billing Log

Date Range: 01/01/2021 - 03/31/2021

Date: 10/18/2021
File #: 0123-004

Collins, Jim / 0123

RE: Family Law

FEES

Date		Details	Hours	Amount
02/03/2021	Rick Kabra	Prepare Assignment of Contract	2:30	$812.50
02/03/2021	Erica Birstler	Negotiate Alimony	2:36	$780.00
Total				**$1,592.50**

DISBURSEMENTS

Date	Expense	Amount
03/29/2021		$100.00
Total		**$100.00**

Summary of Fees and Disbursements

Total Fee & Disbursements $1,692.50

RECEIPTS/PAYMENTS

Date	Description	Amount
01/13/2021	Trust to General Invoice Payment	$260.00
01/21/2021	Trust to General Invoice Payment	$250.00
02/16/2021	Trust to General Invoice Payment	$100.00
02/16/2021	Trust to General Invoice Payment	$10.00
02/16/2021	Trust to General Invoice Payment	$10.00
02/16/2021	Trust to General Transfer	$10.00
02/18/2021	Trust to General Invoice Payment	$682.50
Total		**$1,322.50**

(Sample Matter Billing Log)

Click the link below to view full report:
Matter-Billing-Log.pdf

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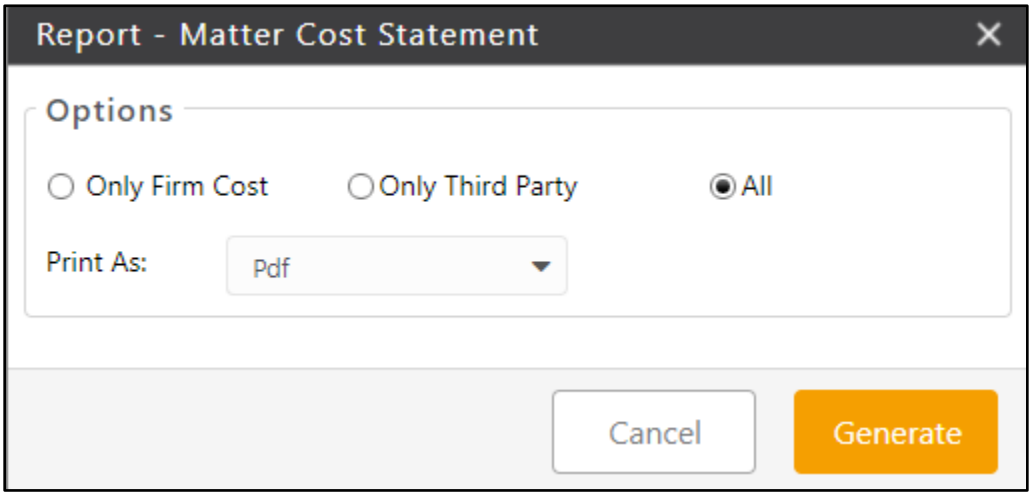
Matter Cost Statement

A detailed statement of all costs associated with a matter. This includes costs the firm incurred as well as those to be paid from trust at a later date or already paid by a 3rd party.

This report can only be accessed from within a particular matter. To run this report, go to Matter Details > Banking > 3rd Party Bills > Action > Report – Matter Cost Statement.

Report Filters

- **Options:** Click the radio button for Only Firm Cost, Only Third Party or All.
- **Print As:** Pdf or Excel



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Justice Law Firm, LLC

Matter Cost Statement

ALL Cost Included

Client	**Dales, Thomas G.**
Matter	**Personal Injury Work**
Matter File #	**0074-002**

Firm's Cost Details

Date	Payee	Category	Amount
11/01/2016	Justice Law Firm, LLC	Print/Reproduction	100.00
01/13/2017	Court Office 123	Filing Fees	25.00
10/19/2021	Witness Co.	Expert Fees	1,500.00
Total			**1,625.00**

Firm's Cost Summary

Category	Charges
Expert Fees	1,500.00
Filing Fees	25.00
Print/Reproduction	100.00
Total	**1,625.00**

3rd Party Claims Detail

Date	Payee	Category	Original Amount	Waived/Write-off	Final Charges	Balance
10/18/2021	RWJ Hospital	Medical Bills	15,000.00	5,000.00	10,000.00	10,000.00
10/18/2021	Doctor's Office	Medical Bills	0.00	(500.00)	500.00	0.00
Total			**15,000.00**	**4,500.00**	**10,500.00**	**10,000.00**

3rd Party Claims Summary

Category	Charges	Balance
Medical Bills	10,500.00	10,000.00
Total	**10,500.00**	**10,000.00**

Total Case Cost **12,125.00**

Bills Paid by Others Detail

Date	Payee	Category	Paid By	Original Amount	Paid Amount
10/18/2021	Doctor's Office	Medical Bills	Insurance Co.	0.00	500.00
Total				**0.00**	**500.00**

Bills Paid by Others Summary

Category	Charges
Medical Bills	500.00
Total	**500.00**

(Sample Matter Cost Statement report)

Click the link below to view full report:

Matter-Cost-Statement_2.pdf
Matter-Cost-Statement.pdf

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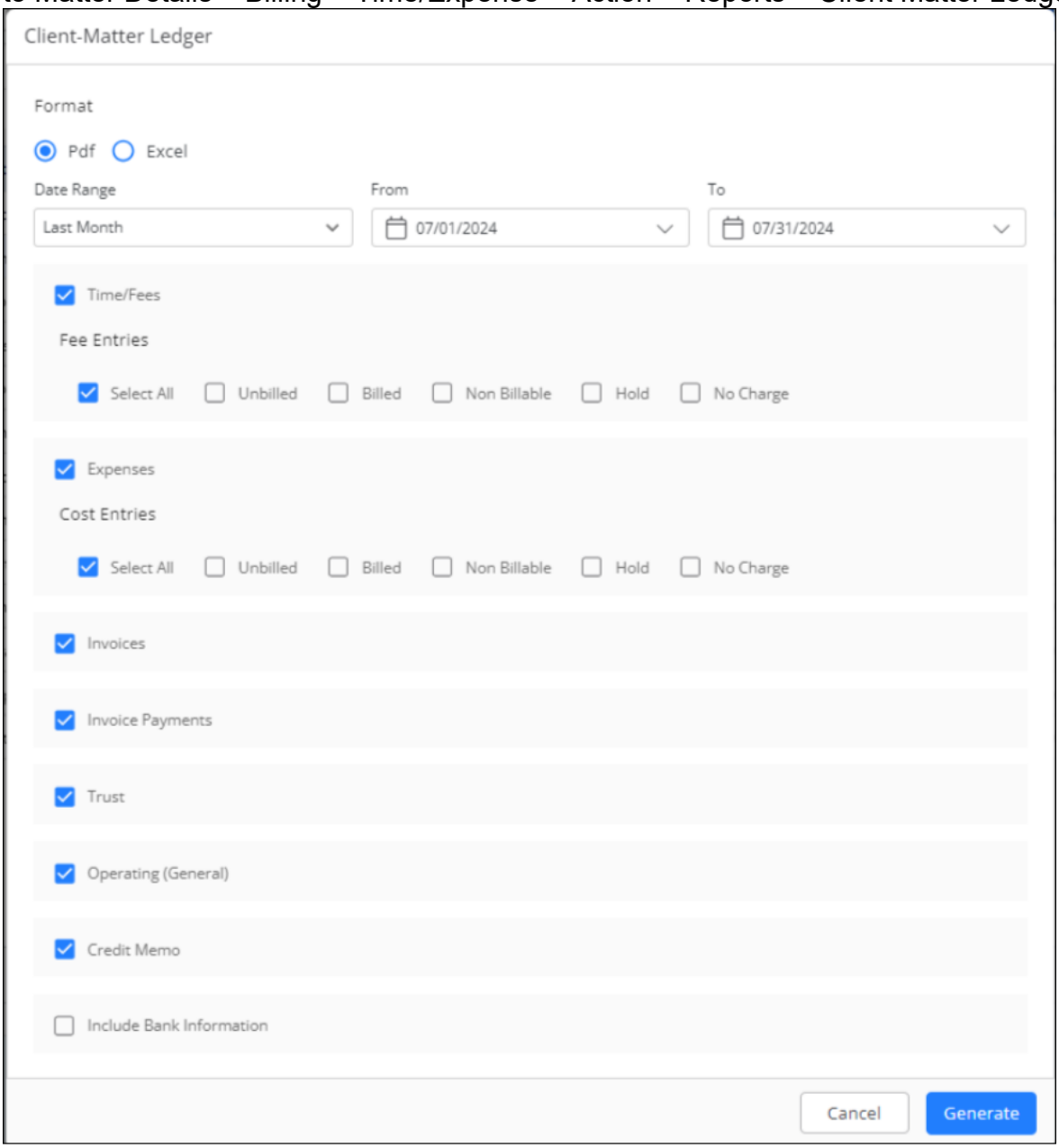
Client Matter Ledger

Includes all the activities for Client-Matter such as time (fees), expense, invoice, invoice payments, trust activity, operating bank activity, credit memo in the order that it is entered. You can also choose to include bank information. You will be able to view the summary of billed, unbilled items over a specified period, and accounts receivable and retainer, as of print date.

This report can only be accessed from within a particular matter. To run this report, go to Matter Details > Billing > Time/Expense > Action > Reports > Client Matter Ledger.



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Report Filters

- **Date Range**: Use the dropdowns to enter your desired date range.
- **Time/Fee Items**: Check the boxes for bill types you wish to include.
- **Expenses Cost Entries**: Check the boxes for expenses you wish to include.
- **Invoices**: Check or uncheck the box, as desired.
- **Invoice Payments**: Check or uncheck the box, as desired.
- **Trust**: Check or uncheck the box, as desired.
- **Operating (General)**: Check or uncheck the box, as desired.
- **Credit Memo**: Check or uncheck the box, as desired.
- **Include Bank Information**: Check or uncheck the box, as desired.
- **Format**: From the drop-down, click your preferred format (PDF or Excel).

Garden State Law
Client Ledger Report
Date Range: 08/01/2024 - 08/31/2024

0006-001-Christie, Agatha-Commercial Closing Work

Date	Entry Type	Details	Amount	Invoice#	Invoice Amount	Invoice Payments	Ref #	Operating (General)	Trust	Bank Account
08/14/2024	Time	Acknowledgment of Service Prepare and Execute Acknowledgment of Service Mamta Gautam 0:24 x $350.00	$140.00							
08/16/2024	General Deposit	Deposit from Christie, Agatha Pmt for Invoice# 11,2						$340.00		Chase - Garden State Law
08/20/2024	Trust Deposit	Trust deposit from: Christie, Agatha							$3,000.00	Wells Fargo - Garden State Law Trust
08/20/2024	General Deposit	Deposit from Garden State Law Trust to General Invoice Payment						$270.00		Chase - Garden State Law
08/20/2024	Trust Withdrawal	Trust payment to: Garden State Law Trust to General Invoice Payment							($270.00)	Wells Fargo - Garden State Law Trust
Totals:			**$140.00**					**$610.00**	**$2,730.00**	

Summary for 0006-001-Christie, Agatha-Commercial Closing Work

Unbilled		Billed		Balances	
Hours	4:18	Hours	0:00	Total A/R	$340.00
Fees	$1,505.00	Fees	$0.00	Trust	$12,280.00
Soft Cost Expense	$152.00	Soft Cost Expense	$0.00	Operating	$880.00
Hard Cost Expense	$100.00	Hard Cost Expense	$0.00		
		Taxes	$0.00		

Filter	Value
Date Range	08/01/2024 - 08/31/2024
Time/Fees	Yes
Cost Entries	Yes
Invoices	Yes
Invoice Payments	Yes
Trust Activity	Yes
Operating (General)	Yes
Credit Memo	Yes
Include Bank Information	Yes

Sample Client Ledger Report

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Matter Billing Hours (Current Month)

Details of all the timecards for the selected matter that have been entered for the current month and a summary of the professional service rendered.

This report can only be accessed from within a particular matter. To run this report, go to Matter Details > Billing > Time/Expense > Action > Reports > Matter Billing Hours (Current Month).

Garden State Law
Matter Billing Detailed Report
08/01/2024 - 08/31/2024
***Client Funds Balance(As of Report Print Date)**

Christie, Agatha-Commercial Closing Work/0006-001

Matter Owner	Mamta Gautam
Client Funds-Operating	880.00
Client Funds-Trust	12,280.00
Unpaid Balance	340.00

Professional Service Detail: Christie, Agatha-Commercial Closing Work/0006-001

ID	Date	Timekeeper	Task	Billable	Status	Hours	Rate	Amount
43	08/01/2024	MG	Acquisition Agreement - Prepare Acquisition Agreement	Y	Unbilled	0:18	350.00	105.00
39	08/14/2024	MG	Acknowledgment of Service - Prepare and Execute Acknowledgment of Service	Y	Unbilled	0:24	350.00	140.00
42	08/22/2024	MG	Correspondence - Dictate, Prepare, Send Correspondence	Y	Unbilled	0:30	350.00	175.00
Total						**1:12**		**420.00**

Timekeeper Activity Summary:Christie, Agatha-Commercial Closing Work/0006-001

Timekeeper	Time Spent	Amount
Mamta Gautam	1:12	420.00
Total	**1:12**	**420.00**

Professional Service Summary:

Total Hold Hours	0:00
Total Unbilled Hours (Billable)	1:12
Total Unbilled Hours (Non Billable)	0:00
Total Unbilled Hours (No Charge)	0:00
Total Billed Hours	0:00
Total Hold Amount	0.00
Total Unbilled Amount (Billable)	420.00
Total Unbilled Amount (Non Billable)	0.00

Sample Matter Billing Hours Report

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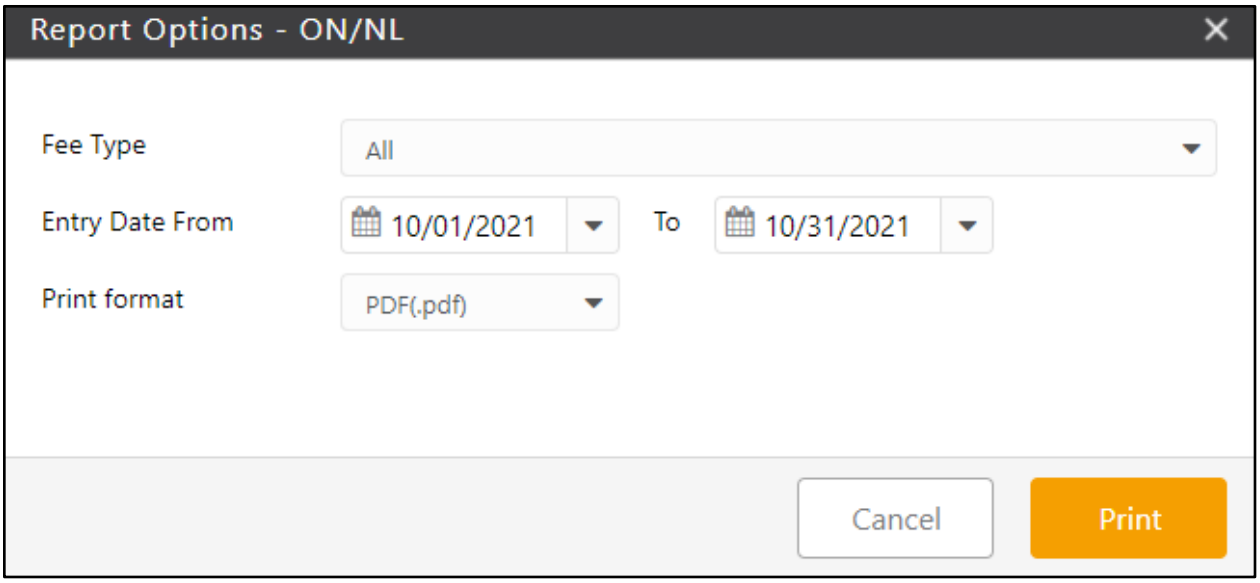
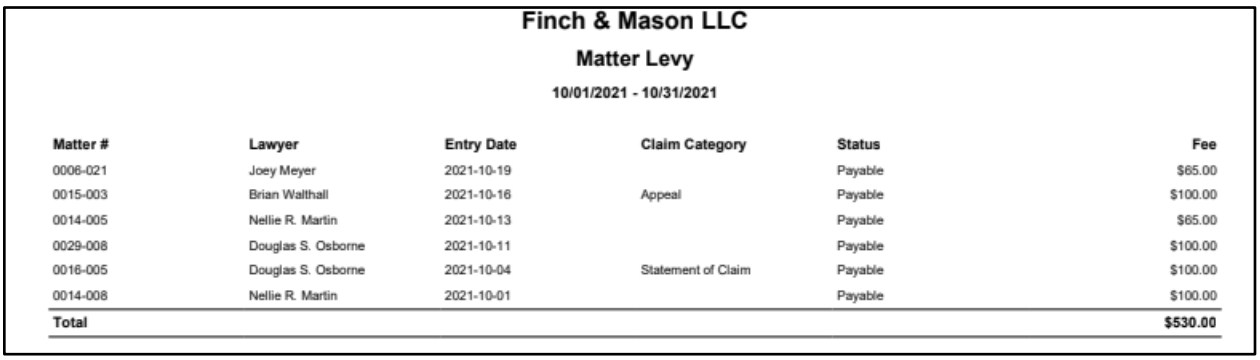
Matter Levy

Available for Ontario, Newfoundland & Labrador, and Alberta provinces. This report will list the status of levies added within a certain date range.

Report Filters

- **Fee Type:** Select All or a specific area of law
- **Entry Date From:** Customize your date range
- **Print format:** Choose between PDF or Excel





Finch & Mason LLC

Matter Levy

10/01/2021 - 10/31/2021

Matter #	Lawyer	Entry Date	Claim Category	Status	Fee
0006-021	Joey Meyer	2021-10-19		Payable	$65.00
0015-003	Brian Walthall	2021-10-16	Appeal	Payable	$100.00
0014-005	Nellie R. Martin	2021-10-13		Payable	$65.00
0029-008	Douglas S. Osborne	2021-10-11		Payable	$100.00
0016-005	Douglas S. Osborne	2021-10-04	Statement of Claim	Payable	$100.00
0014-008	Nellie R. Martin	2021-10-01		Payable	$100.00
Total					**$530.00**

(Sample Matter Levy report)

Click the link below to view full report:

Matter-Levy.pdf

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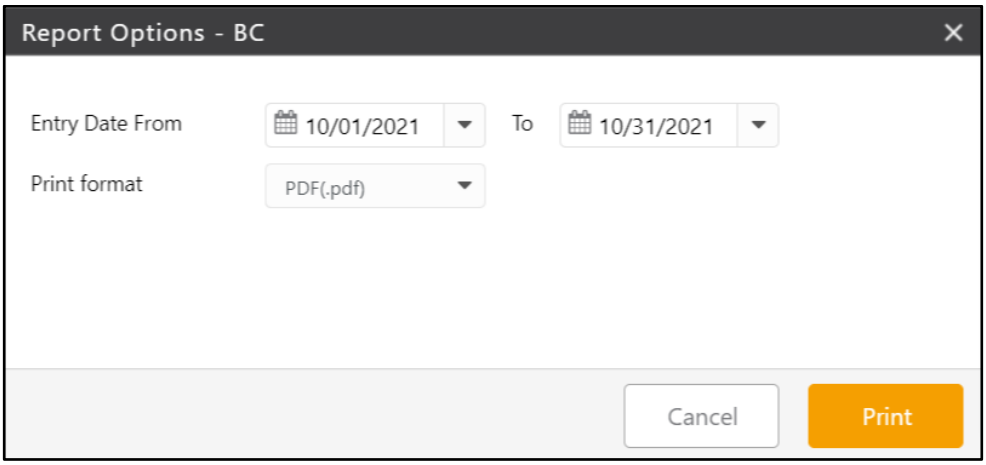
Matter Trust Admin Fee (British Columbia)

Available for firms with British Columbia as their region. This report will list the status of TAFs added within a certain date range. The report includes Matter File#, Matter Owner/Lawyer, Entry Date, Claim Category, Status, Fee and GST amounts.

Report Filters

- **Entry Date From:** Customize your date range
- **Print format:** Choose between PDF or Excel



Finch & Mason LLC

Matter Trust Admin Fee

10/01/2021 - 10/31/2021

Matter #	Lawyer	Entry Date	Claim Category	Status	Fee	GST
0028-001	Brian Walthall	2021-10-19		Payable	$15.00	$0.75
0033-002	Brian Walthall	2021-10-19		Payable	$15.00	$0.75
0022-009	Douglas S. Osborne	2021-10-19		Payable	$15.00	$0.75
0001-001	Nellie R. Martin	2021-10-13		Payable	$15.00	$0.75
Total					**$60.00**	**$3.00**

(Sample Matter Trust Admin Fee report)

Click the link below to view full report:
Matter-Trust-Admin-Fee-BC.pdf

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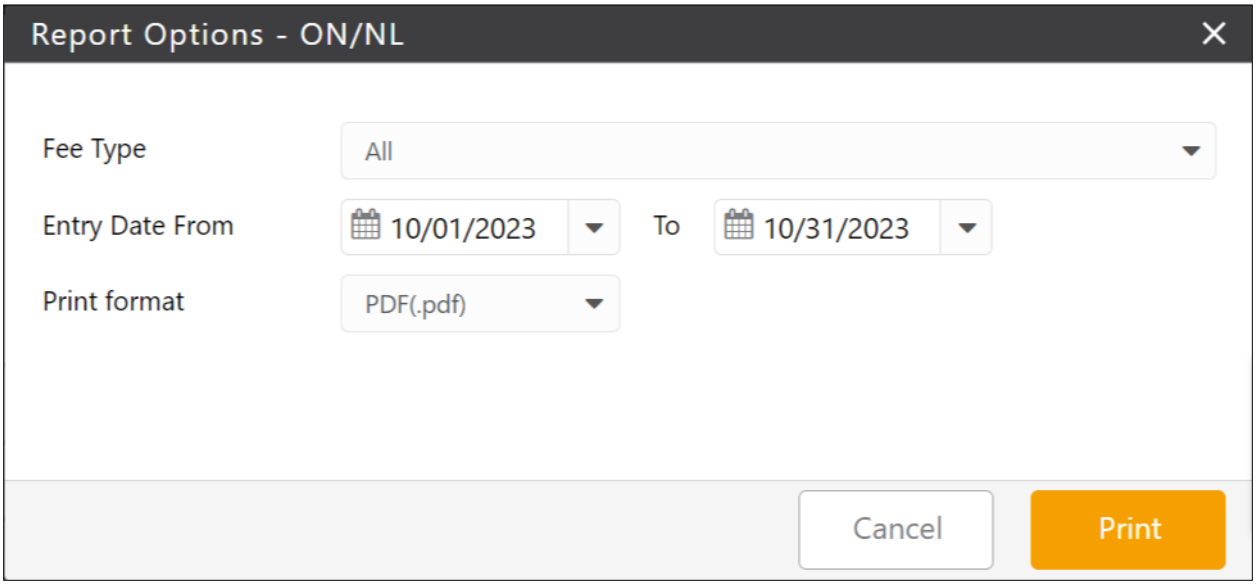
Transaction Levy Reporting (ON/NL/AB)

The transaction levy report lists Ontario, Newfoundland & Labrador, and Alberta levies based on specified fee types for specified entry dates.

Report Filters

- **Fee Type**: Select between All or a specific fee type
- **Entry Date From:** Customize your date range
- **Print format:** Choose between PDF or Excel



Finch & Mason LLC

Matter Levy

01/01/2021 - 09/30/2021

Matter #	Lawyer	Entry Date	Claim Category	Status	Fee
0006-022	Joey Meyer	2021-07-27		Payable	$100.00
0006-002	Brian Walthall	2021-02-12		Paid	$65.00
Total					**$165.00**

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