

“A review of billings, write-offs vs. provisional write-offs (and the reversal of same) and how these functions affect your income and HST reports, as well as a brief look at bill templates and what the different sections mean when using the Template Editor.”

1. **NEW! BillFlow Manager** – Ease of reviewing matters & give direction to staff:
  - a. Selection – use Lawyer’s initials to create a BillFlow name and set the default lawyer for “that” lawyer’s files (responsible lawyer);
  - b. Tabs provide options to pre-sort work to get ready to bill – or not.
  - c. Bottom section shows more tabs for reviewing details:
    - i. Add notes to give direction to staff or remember to change/add an item.
    - ii. Consider using options: ie. “In Review” means “Run Prebill”.

I do not know of anyone using this feature, but I like what I’ve seen on my review.

## 2. System Settings:

- a. **Billing Tab** – set default templates for Bill, Quick Bill and Prebill.

Templates:

Remember: You can:

- a. add logos
- b. change the font
- c. change the spacing
- d. customize it to match/reflect your letterhead

- b. **Provincial Tab**

Check box for: Special Fees (bottom left hand corner)

This is for Other Charges from “in-house” work completed by staff, not for disbursements or client costs paid to third party vendors from whom you have received an invoice.

## 3. Options – Lists – Explanation Codes for “Other Charges” – check “Special Fee” box

- a. Printing
- b. Photocopies
- c. Binding
- d. DVDs burned for clients

Anything considered “in house” work being charged to clients must appear as “Other Charges” on invoices to clients:

#### 4. **EXPERIMENTAL SET OF BOOKS.**

This is a great place to “play” as it has no effect on your own set of books.

Not available in v. 15 or v.16

5. All PCLaw functions are controlled through the **SECURITY SETTINGS**. Depending upon your user settings, you may or may not have access to what I demonstrate.

6. There are multiple ways to see the same things within PCLaw:

##### **File Menu/Tool Bar - Billings**

- a. **Quick Step Menu** – two options for displaying:
  - i. New format – Daily Tab (for Billing);
  - ii. Classic – Billing Tab

BUT, once you go Classic, you can't go back.

7. **Create Prebill** – Use the Prebill function to test any templates for Bills or Prebills

- i. Use Tabs to be more definitive in what you want to bill.
- ii. Fees Only
- iii. Disb. Only
- iv. Other Tab – select charges.

Set dates, or let default, to ensure all past work included.

Be aware of how selecting dates effect the bill,ie. for a specified “month”, you may miss someone’s work who posted time late from the previous month. Let default from beginning of time, to ensure all work is included in the bill.

#### 8. **TEMPLATES REVIEWED:**

- i. GST/HST to HST
- ii. Spacing/alignment
- iii. Other Page – Italicise headers (Font)
- iv. Template Editor
  1. Save as “yABPre” (backup copy)
  2. Save as “xABPre” to use for testing changes
- v. Once happy: Set as “ABPREBILL”

Remember, you can always select your choice of templates at time of billing.

## 9. Reprint – think: Recreate Invoice

Choose any template, but be aware of how the template displays data.

Know your default template should work 80% of the time.

Exceptions could be: Flat Fees or one-page invoices, with minimal entries.

ie. Template ABDETAIL shows “Other Charges”, but the Template DETAIL will *not* show “Other Charges”... Know what information is required on your bill and what template will display that information.

## 10. Provisional Write-Offs & Reverse Provisional Write-offs

- a. Let PCLaw do the G/L coding for you, or be a specific G/L *everytime*.
- b. Reports: Before/After:
  - i. Client Ledger
  - ii. A/R Listing
  - iii. Write-off Journal – PWO only
  - iv. HST Journal
  - v. G/L details

## 11. Write-Offs

- a. Full Write-off – check the box!
- b. Reports
  - i. Client Ledger
  - ii. A/R Listing
  - iii. Write-off Journal
  - iv. HST Journal
  - v. G/L details

Q&A ....

**THE END**