*Not available on Acculaw® Scheduling Billing Management Small Agency System.

INTRODUCTION

The Acculaw Court Reporter's Billing, Scheduling, Job Management system, hereafter referred to as the ASBMS, is designed to provide an easy-to-use, powerful, procedure-based application capable of handling the functions normally associated with scheduling, job management and accounts receivable functions in any size court reporting agency. The system can accommodate unlimited records such as reporters, services, jobs, transactions and reimbursements dependent only on hardware storage capabilities.

The ASBMS provides all the necessary tolls for maintaining information on all aspects of the management process, from initial scheduling through final settlement of a bill. The ASBMS also provides an extensive array of search and report capabilities that allow easy access to all the data in the system.

Theory of Operation

The ASBMS is nothing more than a librarian. It maintains lists of information in various orders and then collates this data to produce the desired effect. Indeed, the ASBMS operates in a manner similar to a basic set of index cards. Consider the following example:

We wish to create an index file that will contain information on our friend's names and addresses. Each card should therefore contain spaces for the person's name, address, city, state and zip code.

Because we are well-organized, and in order to save time, we will layout one card and then make photocopies so that we don't have to draw another card every time we want to add a card to our file. The next step in building our card file is to actually enter some information on a card and add it to the file.

As new cards are added, we make sure that we place them in the correct order. Because we placed the cards in alphabetical order, we can find anyone's information by simply looking at a card at random, determining whether the name on the card is before or after the name we are looking for, and moving backward or forward through the file accordingly until the card is found.

Hardware Requirements

ASBMS requires an IBM compatible (Intel compatible) 80386, 80486, 80586 commonly referred to as 386, 486, 586, Pentium microprocessor. Your computer must also contain at least the following specifications:

- a minimum of 4 MB of RAM.
- A hard disk drive of 20 megabytes or more, with one to three megabytes available space to hold both the software and initial information you decide to enter the computer.

- Hopefully, since you are on a windows program, your printer should be set-up already. Most printers in existence are compatible. If your printer is not listed, look in your printer manual for an appropriate setting compatible to the drivers we have available. Either an HPII or HPIII print driver will work with most laser printers.

If you have a computer that has any version of the Microsoft Windows®, Windows95 or Windows 98 installed then you have the appropriate hardware requirements.

Installation Instructions

- Turn the computer on.
- Wait for the Windows95/98 desktop to complete loading.
- Insert the diskette labeled Acculaw Billing Scheduling Job Management into an appropriate drive. Usually this will be the A drive.
- Using your mouse, click on the Windows95/98 Start button and then select Run.
- Type in A:\setup and hit enter.
- Follow all onscreen instructions to complete the installation.
- Restart the computer after installation is complete.

If you wish to set up an icon see Appendix B.

GENERAL OPERATING INSTRUCTIONS

The ASBMS is very easy to use. The structure of the program is clearly defined through a series of specific functions called from one of the system's seven menus. Each function, in turn, has been designed to be intuitive and unambiguous, thus facilitating a more user-friendly machine interface.

Activating the System

The ASBMS is activated by:

- Double-clicking the LEFT mouse button or the Acculaw icon or
- Type in your initial ID, password and workstation number.

This initial ID and password is provided by Acculaw upon receipt of a signed License Agreement. Once you obtain this ID and password you will be able to input your own ID's and password for each user through the Utilities section of the ASBMS.

We do not use any security device. You may access this software for your use and your use only. We have ensured this by imbedding your Tax ID number on the invoice. This cannot be removed or changed unless you contact Acculaw, Inc.

Overview of General Operating Procedures

You can use ASBMS in many ways or even part of the ASBMS sections. These sections are scheduling, work orders, job management, invoicing and payments. Many people use only our invoicing and payment sections ignoring the other sections altogether due to a lack of an input operator.

These sections are tied together with one number called the transaction number that starts with scheduling. That number stays with that job through billing (turns into the invoice number) and eventually ends with a payment from your client.

1. Obtain information on the scheduling of a job.
2. Input that information into the computer and produce your daily schedule.
3. Produce a worksheet for each reporter to complete.
4. Obtain that same worksheet that reporter filled out and enters that information into the computer.
5. Print invoices that can be sent out to your customers.

6. Make payments to your invoices from your customers and payments to your reporters.

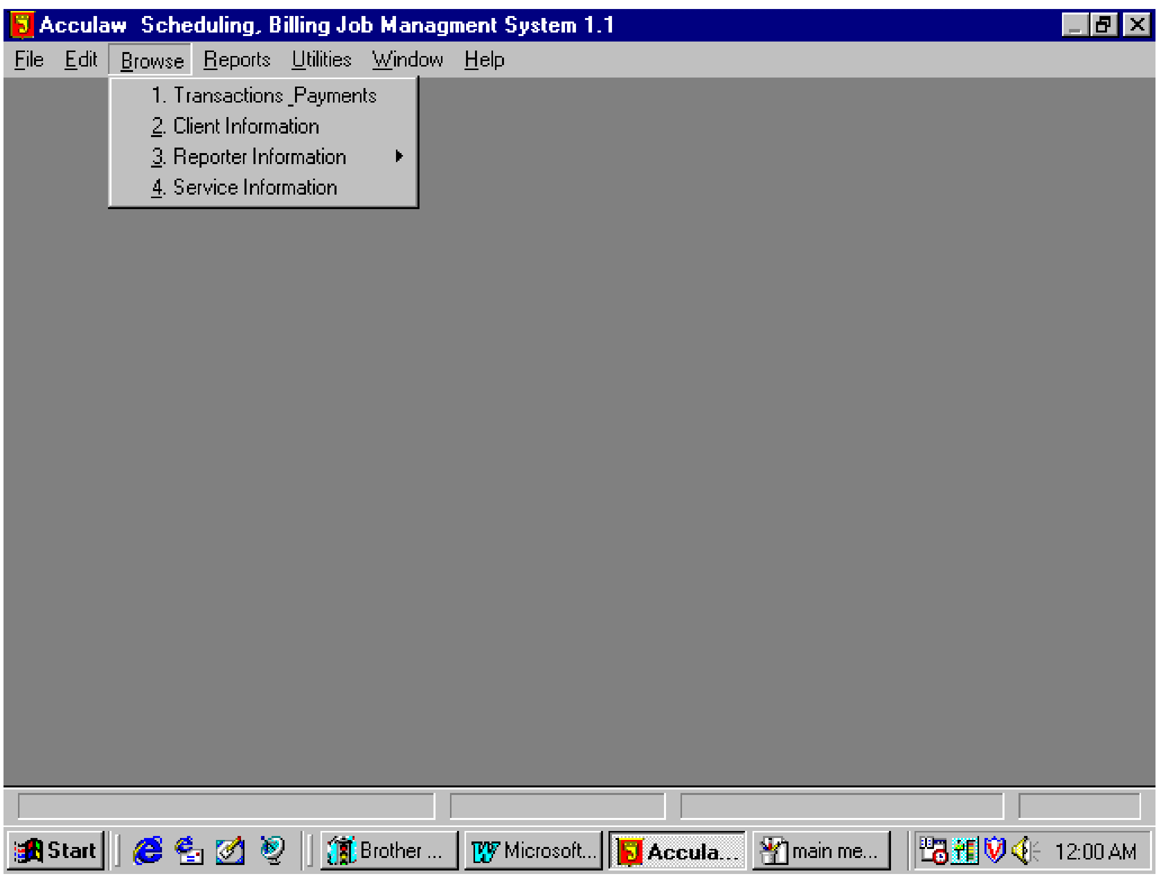
7. Produce reports for yourself such as the ones listed in the Transaction and Management Reports menus.

8. Produce reports for your clients such as Statements and Rebills.

Menu System

The ASBMS uses a common computer interface known as a menu. A computer menu is similar to a restaurant menu in that it contains a number of selections from which a person may choose. Menu selections can be activated in one of three ways. The first method involves using the TAB keys to move the menu marker (the marker is usually in the form of a selection button). Once the marker is positioned, pressing the ENTER key will engage the selection. The second method of activating a selection is to hold down the Alt key while you depress the number of letter associated with the option desired and press ENTER. The third and most popular menu selection would be using the mouse pointer. Point your arrow with your mouse and click the left mouse button on your selection.

Shown below is an example of the most popular menu item "Browse" on the main menu selection the Acculaw Scheduling, Billing Job Management System. The sub-menus is:



1. Transaction & Payments Menu: This menu is the most complex found in the ASBMS and includes options for entry such as scheduling, job management and invoicing. When selected, a table of all scheduled jobs and invoices will be shown. Most of you're scheduled jobs and invoices will not show on the screen they can be selected by invoice number or one of many search methods such as client ID, case name, amount or start date.

2. Client Information: This menu allows the maintenance of client information. When selected, a listing of all clients will be shown. Most of your clients will not show on the screen and can be selected by name. When you have selected a name you can use any of the selection buttons buttons to insert, change or delete.

3. Reporter Information: This menu allows the maintenance of reporter information. When selected, a table of all reporters will show.

4. Service Information: Service information provides users with a quick and easy way of entering invoice line items without a great deal of needless typing. This menu allows the maintenance of service codes, line item information, and reporters pay. Reporters or sub-contractors with unique pay rates that differ from the majority will require their own service codes. Many users usually will make their service codes with initials preceding the actual code for unique pay rates.

Data Entry Tables

(Commonly named a File.) In this file we have created a table for each key field that we have named. Each table that has been created is organized according to the key fields. Example of a table would be the list of clients that are shown once you press Client information from the Browse menu. The key fields would be name and ID represented by a folder.

Other key fields would be last name for reporter table, service description for service table and transaction number, client ID, case name, amount and start date for transactions.

When a table is displayed, you can call up the appropriate record by 1) typing the key field name 2) moving the up and down arrow keys until the appropriate record is highlighted, 3) using the scroll bar with mouse 4) Pressing Ctrl and End key at the same time to obtain the last record on your list and Ctrl and Home key for the first record on your list.

Once you have selected a record, you have the option to insert completely new record, change the existing record or delete the entire record by 1) left clicking a selection button 2) Holding the Alt key while pressing the underlining character of the word inside a selection button.

Data Entry Form

As already mentioned, the ASBMS operates like a series of index cards. Nowhere is this analogy more clearly evident than with the ASBMS Data Entry Forms. A data entry form is very similar to a preprinted index card in that it contains blanks for entering information. Unlike the simple index card, the ASBMS's Data Entry Form will validate the information entered, insuring a higher degree of data integrity than could be hoped for using a manual system.

Data Entry Forms, hereafter referred to as DEF, are called from the ASBMS menu's and table options. The ASBMS contains five of these forms: one for each area of data. Each form is different, but all recognizes the same series of commands and controls. Because the ASBMS works with electronic index cards instead of real ones, and because computers do not have fingers, the designers of the system have included several features that allow users to access their data quickly and easily.

When a DEF is first called to he screen, users will note that the top line of the screen may contain information about the file and the form. A complete list of all functions may be found on the bottom of the screen.

Command Mode Options: When a DEF is present you can type in the information in the blank space provided and hit TAB or move your arrow with mouse to the appropriate field and click. Certain blank spaces have special formats to ensure a higher degree of data integrity and easier search capabilities. Such as 1) All date fields use format mm/dd/year -eg- 01/01/97 being Jan1, 1996. March 4, 2001 would be 03/04/2001. 2) Phones # are 000-000-0000x0000 3) Transaction numbers are only numbers 4) zip numbers are 00000-0000. Please note that Canadian zip codes can be used upon request.

Edit Mode Options: Once the appropriate record has been found, copied or added and has been brought to the screen, the ASBMS uses the following keys when a Data Entry Form is called to the screen:

- BACKSPACE: The cursor is moved one position to the left, deleting any characters in its path.
- DELETE: This key deletes the character under the cursor. If the field is completely highlighted, this key will delete all highlighted characters.
- SHIFT TAB: Moves the cursor to the previous field.
- TAB: Moves the cursor to the next field.
- LEFT ARROW: Removes a highlighted field and then moves one space to the left.
- RIGHT ARROW: Removes a highlighted field and then moves the cursor one space to the right.
- HOME: Move the cursor to the beginning of the field or line.
- END: Moves the cursor to the end of field or line.

- INSERT MODE: Insert mode is always turned on for a character field, new characters push existing characters to the right. With numeric fields, new numbers push existing numbers to the left.

Running Reports

The term report refers to any procedure designed to output data to a printer, screen or disk. The ASBMS uses a fairly standard format for all of its reports that makes tailoring the output a simple process.

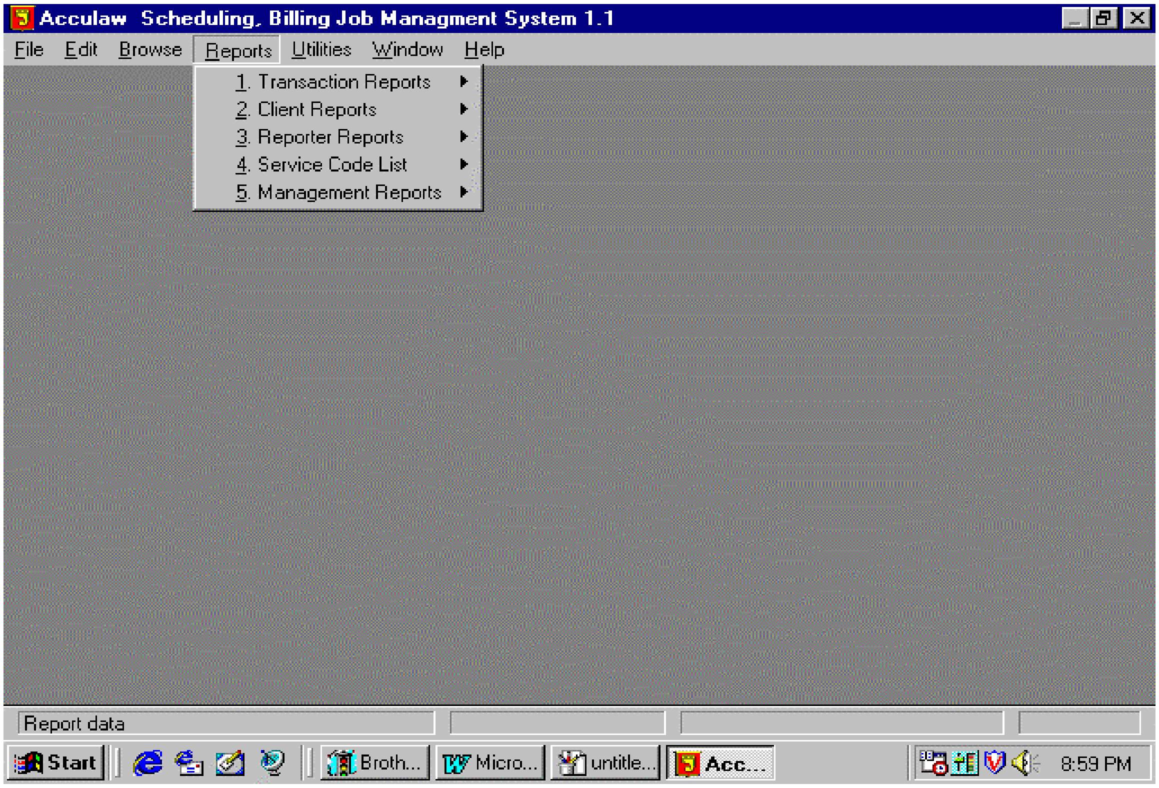
Many reports have a selection screen that allows users to select certain options to specify output parameters. Users can move around these selection screens and use the same commands as they would move around a DEF in the edit mode.

All reports will be sent to the screen. You then the option to make the report larger on the screen by clicking the Zoom feature. However when the report prints it will only print one size due to paper and printer limitiations.

Most reports allow ranges of values to be entered, so that only the information that needs to be reported is included in the output. Remember that the ASBMS alphabetizes everything, even numbers, so in order to accurately select the range desired, know that 0 (zero) is the lowest alphabetical value and z (small zed) is the highest value alphabetically. However, if you decide to put nothing in the selection box, the report will output all data affiliated with the selection. Date ranges must include full dates complete with year format.

> Note: If you do not know what values to put in a requested range (e.g. Low ID and High ID) you may press the Box next to each field to obtain a table listing. Perhaps you would like the system to give you all the information, then you may press {Enter} {Enter} on each empty field.

Once all selections have been made, the ASBMS will output a report to your destination. Pressing Cancel will cancel the report. Please note that if your printer has a buffer, the report will continue to print regardless of cancellation from the software. Your resolution to this problem is to shut off your printer or hit Reset on your printer after cancellation. The following example shows how to obtain the reports.

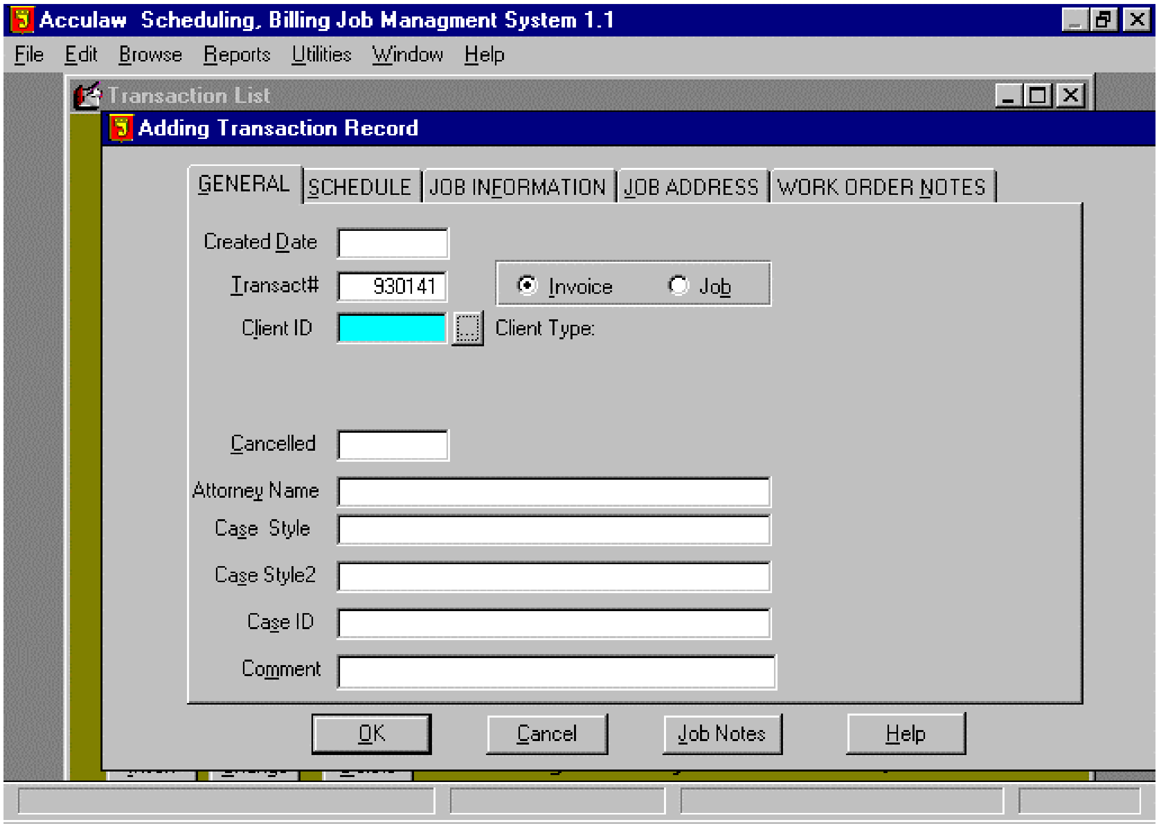


CLIENT INFORMATION

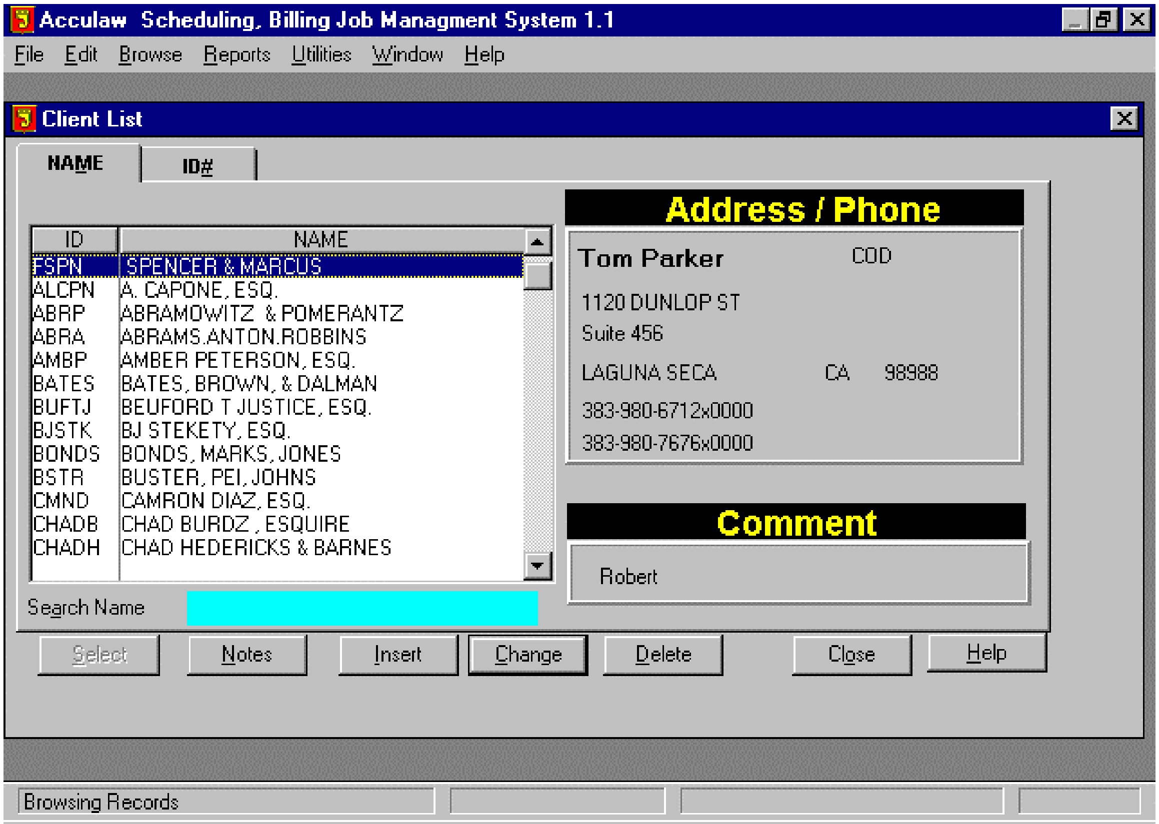
The Client Information section of the ASBMS contains the 'header' data (i.e. name, address, etc.) necessary for billing clients. Client's data must be entered prior to entering any associated transaction data; otherwise the computer will be unable to determine where to place the information.

Overview of Client Options

The client entry table/form can be called from the Browse pull down menu or by pressing the table selection box. For example, if you do not know the client code when you are asked, you may press the selection Box to get a table listing. The following example shows a selection box immediately after the Client ID.



When the client information is called, it displays, a list of clients in a table. The following example shows a client listing.

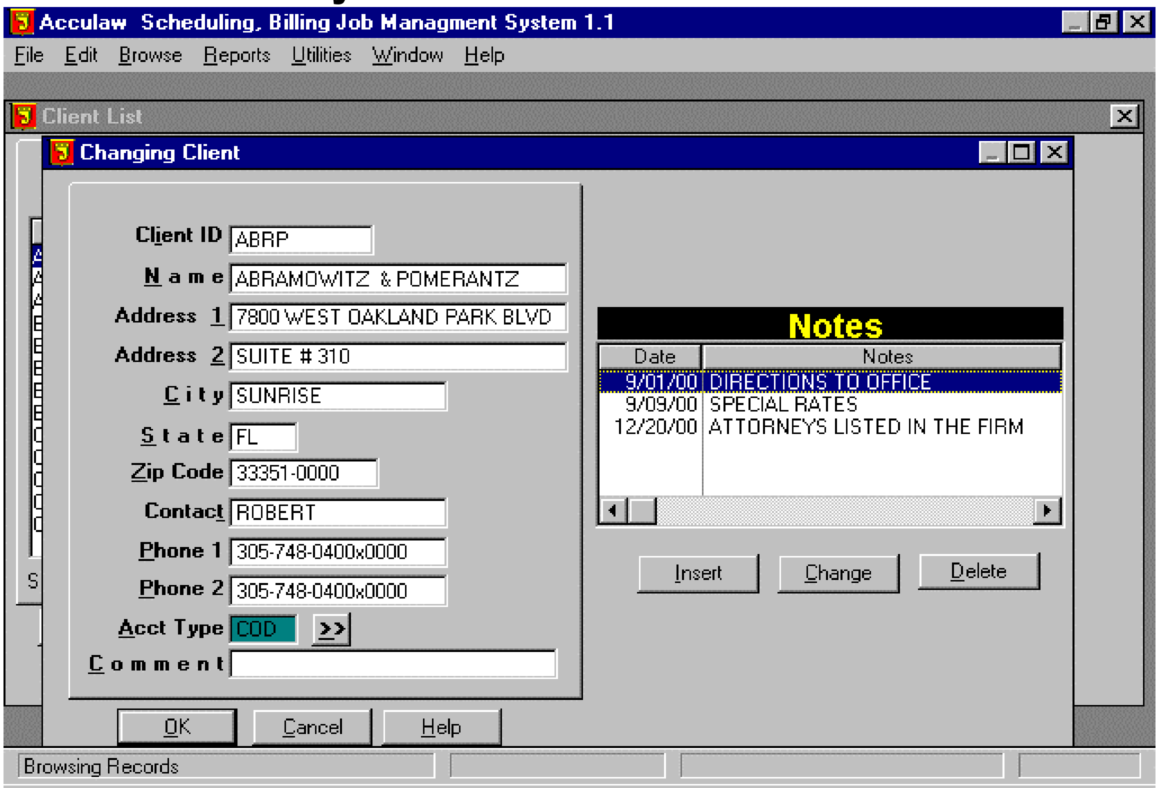


You may call up any client by name or ID #. You must first select the name or ID # folder, then by typing the first few characters and then using the arrow keys or scroll bar to make your selection. After selecting a client by name you can:

- TAB or click change box to view and change that client.
- Press the DELETE key then ENTER to delete that client.
- Press the INSERT key to add a new client.

To print reports pertaining to clients; From Main Title bar menu, press or Click Reports, then 2. Client Reports.

The Client Data Entry Form



This Client DEF contains:

CLIENT ID: This field contains a unique series of up to eight characters or numbers identifying this client from all others.

NAME: This field contains the client's name. The name is kept in sorted order exactly as it is entered. Because some names will be individual lawyers and some names will be law firms, there is no way to maintain client data sorted on a last name basis (unless this information is implied through the client ID).

ADDRESS: These two lines contain the client's address.

CITY, ST, ZIP: These three fields contain the client's city, state and zip code. Users could press TAB to move from field to field or left click on the field of their choice .

CONTACT: This field contains the name of the secretary or contact in the client's accounting department. Use of this field is optional. This field usually does not carry the name of the attorney.

PHONE 1 & 2: These two fields contain the telephone numbers of the client's office. In most cases, the 2nd number may list the client's fax telephone.

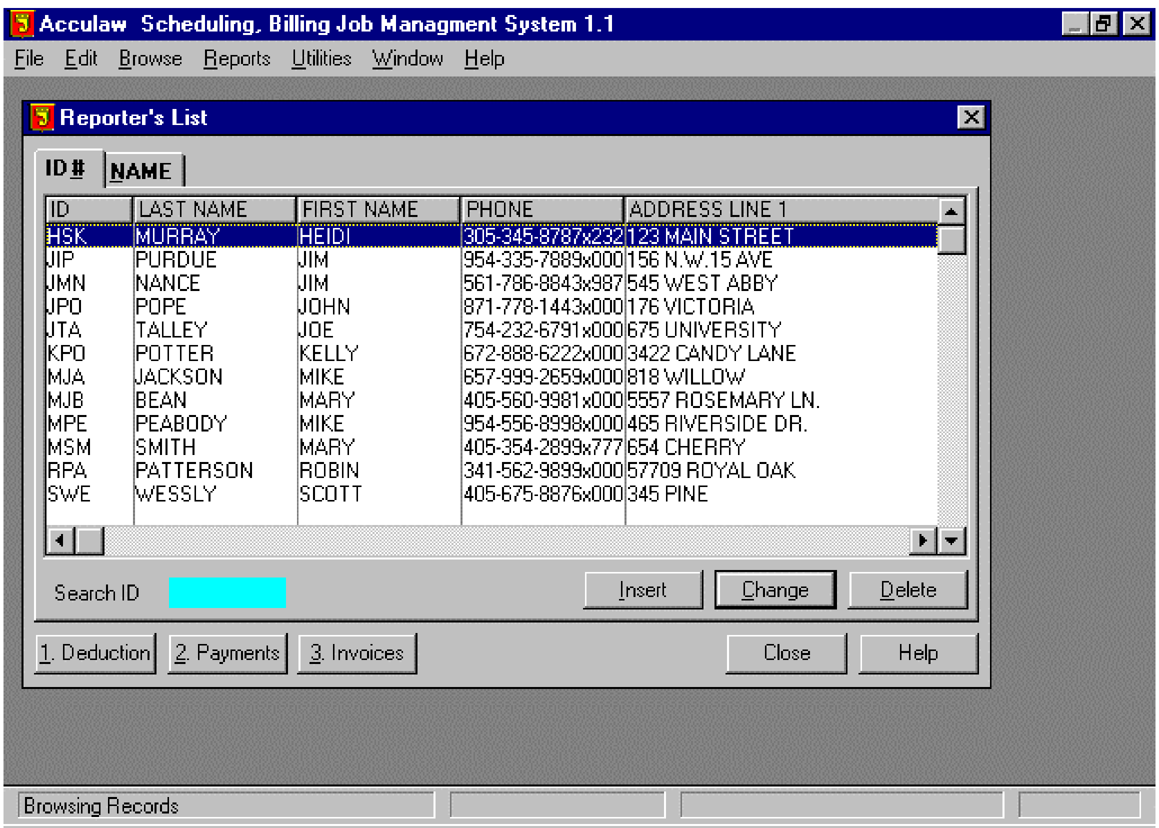
ACCOUNT TYPE: This field contains up to eight characters and numbers that differentiate types of accounts. For example, if the user wished to mark certain accounts as C.O.D., he or she could do so be entering a code of their own devising into this field. A list of these clients could be produced using one of the client report options and will sort clients by the Account Type which you select. Please note that this account code will be highlighted upon selecting a client when making a schedule or invoice. So therefore, you could mark it "Notes" as to remind you of notes in your note section.

REPORTER INFORMATION

The Reporter Information section of the ASBMS contains the reporter's contact information.

Overview of Reporter Options

When the Reporter Information Menu is called, it displays a list of all reporters in a table available for entering, deleting and viewing reporter data. You can call up any reporter by merely typing in the first few characters of last name. Use up/down arrow keys to highlight the requested reporter. The following example is a reporter table listing:



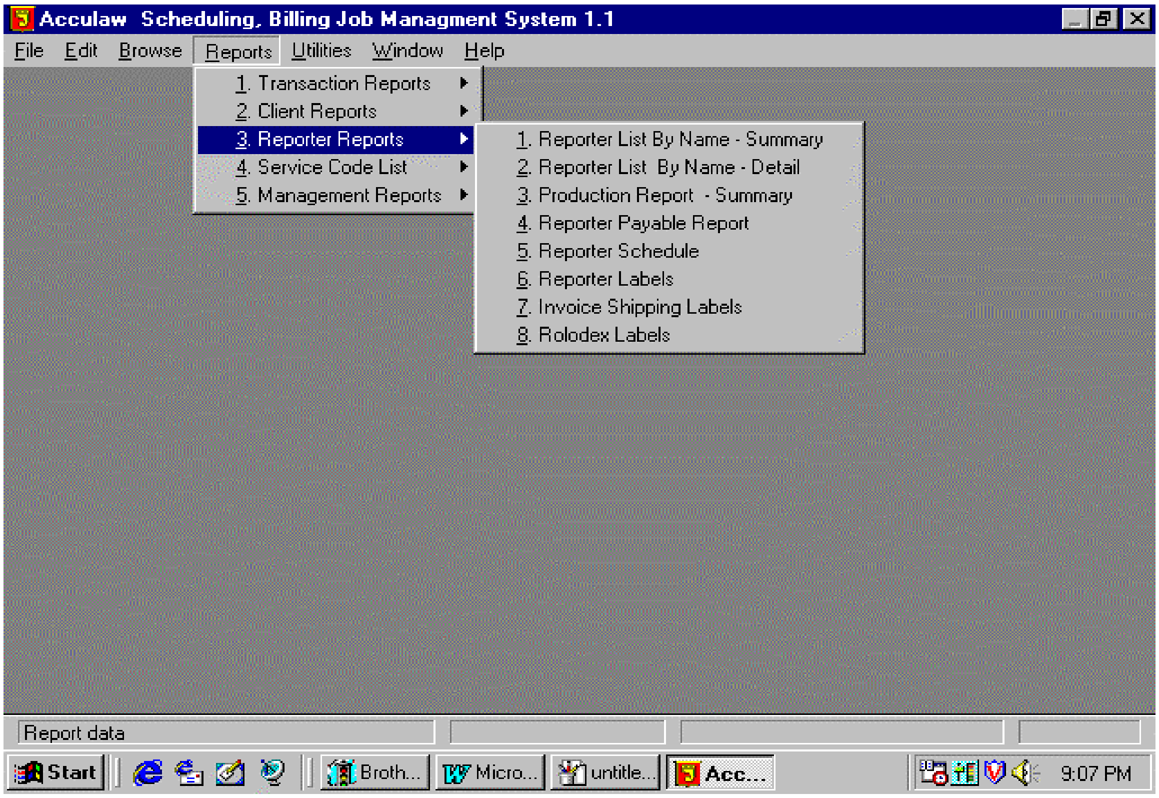
ID	LAST NAME	FIRST NAME	PHONE	ADDRESS LINE 1
HSK	MURRAY	HEIDI	305-345-8787x232	123 MAIN STREET
JIP	PURDUE	JIM	954-335-7889x000	156 N.W.15 AVE
JMN	NANCE	JIM	561-786-8843x987	545 WEST ABBY
JPO	POPE	JOHN	871-778-1443x000	176 VICTORIA
JTA	TALLEY	JOE	754-232-6791x000	675 UNIVERSITY
KPO	POTTER	KELLY	672-888-6222x000	3422 CANDY LANE
MJA	JACKSON	MIKE	657-999-2659x000	818 WILLOW
MJB	BEAN	MARY	405-560-9981x000	5557 ROSEMARY LN.
MPE	PEABODY	MIKE	954-556-8998x000	465 RIVERSIDE DR.
MSM	SMITH	MARY	405-354-2899x777	654 CHERRY
RPA	PATTERSON	ROBIN	341-562-9899x000	57709 ROYAL OAK
SWE	WESSLY	SCOTT	405-675-8876x000	345 PINE

After selected the reporter by last name you can:

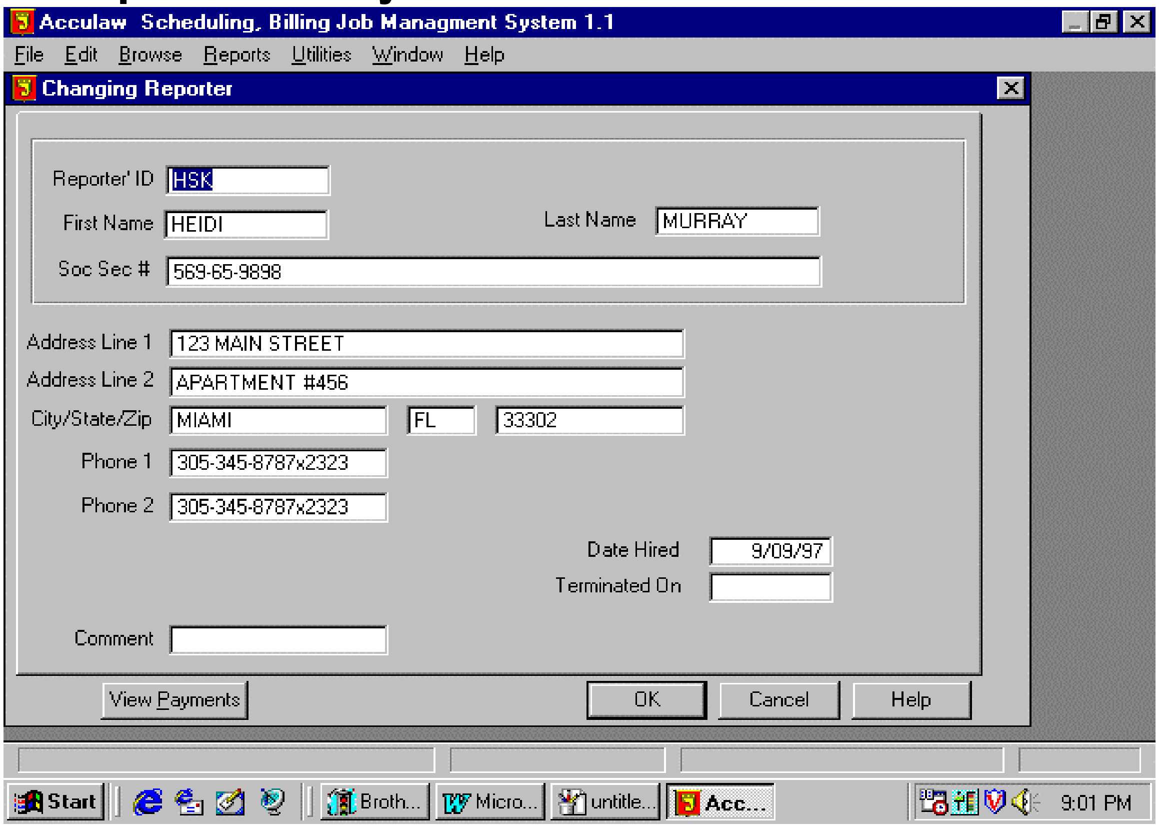
- TAB or left click to change box to view and change that reporter.
- TAB or left click to DELETE box, then ENTER key to delete that reporter.

- TAB or left click to INSERT box to add a new reporter.

- To print records pertaining to reporters, select Reports; then select 3 - Reporter Reports. There are many reports to choose from. For example:



The Reporter Data Entry Form



The Reporter DEF contains:

<u>REPORTER ID</u> This field contains a unique series of up to eight numbers identifying this reporter from all others. Most reporting agencies use reporter's first, middle and last name initials.

<u>FIRST AND LAST NAME</u> This field contains the reporter's name in TWO fields.

<u>SOC SEC</u> The reporter's social security number is contained in this field. (Optional)

<u>REPORTER ADDRESS</u> These two lines contain the reporter's address. (Optional)

<u>CITY, ST. ZIP</u> These three fields contain the reporter's city, state and zip code. Users should press TAB or use the right click on field of their choice to move from field to field. (Optional)

<u>PHONE 1 & 2</u> These two fields contain the telephone numbers most commonly used to contact the reporter. (Optional)

<u>HIRED</u> This field contains the reporter's hired date. (Optional)

<u>TERMINATED</u> This field contains the reporter's termination date. (Optional)

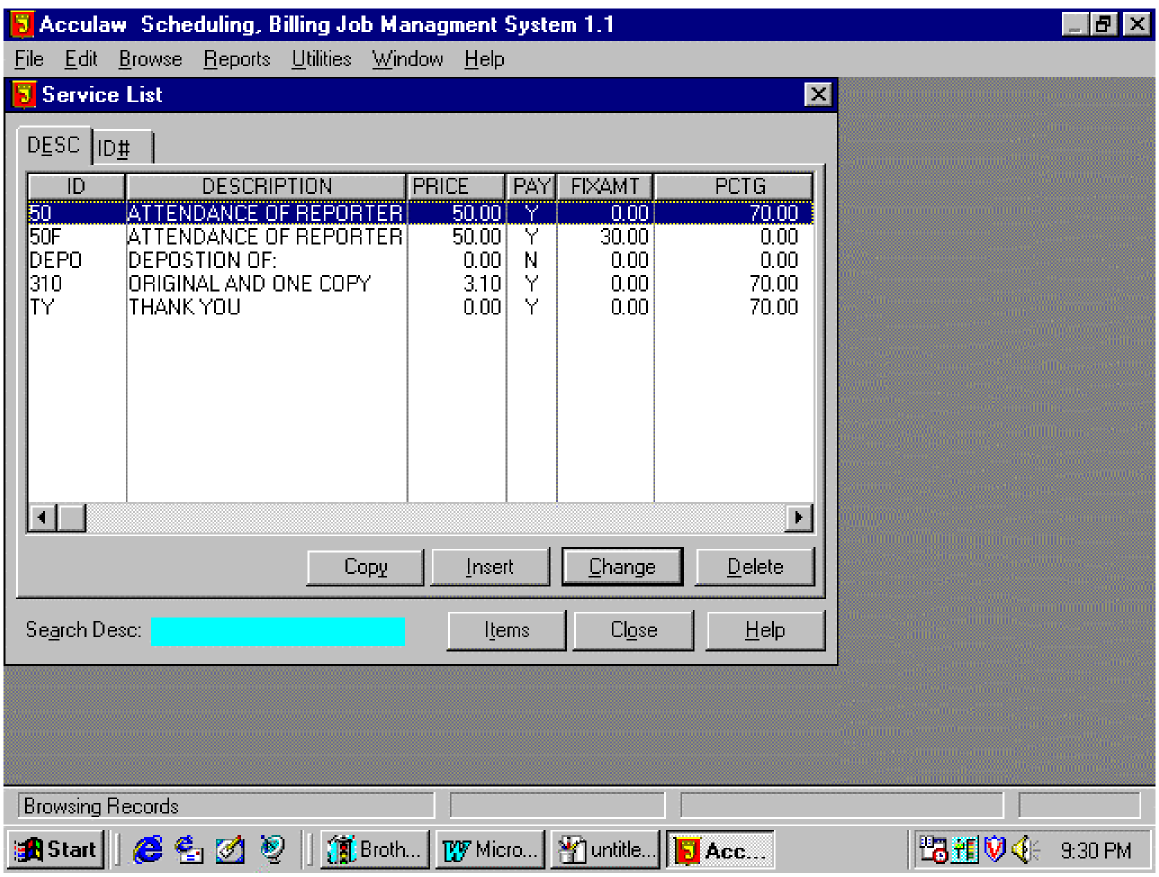
VIEW PAYMENTS BUTTON This button pertains to the record keeping of the reporters pay. It is an optional field that does not automatically include the reporters pay. The information usually would be entered immediately after a check is written.

SERVICE INFORMATION

The Service Information section of the ASBMS is the simplest, but possibly the most confusing of all the ASBMS areas. Service Information consists of description and rate information that is inserted to an invoice in order to save time when making up a bill. It also contains information necessary for calculating reporters payable either by paying the reporter a fixed amount for the service or a percentage of that service.

Overview of Service Options

When the Service information Menu is called and information has already been entered, a list of all service descriptions will be listed in a table. You can call up any service code by name or ID #. You must first select the Description or ID # folder, then by typing the first few characters of its description, use the up or down arrow keys to select /highlight the requested record. For example:



After selecting the record,

- TAB or click CHANGE button to view and change that service code.

- Press the DELETE button then ENTER to delete that service code.
- Press the INSERT button to add a new service code.

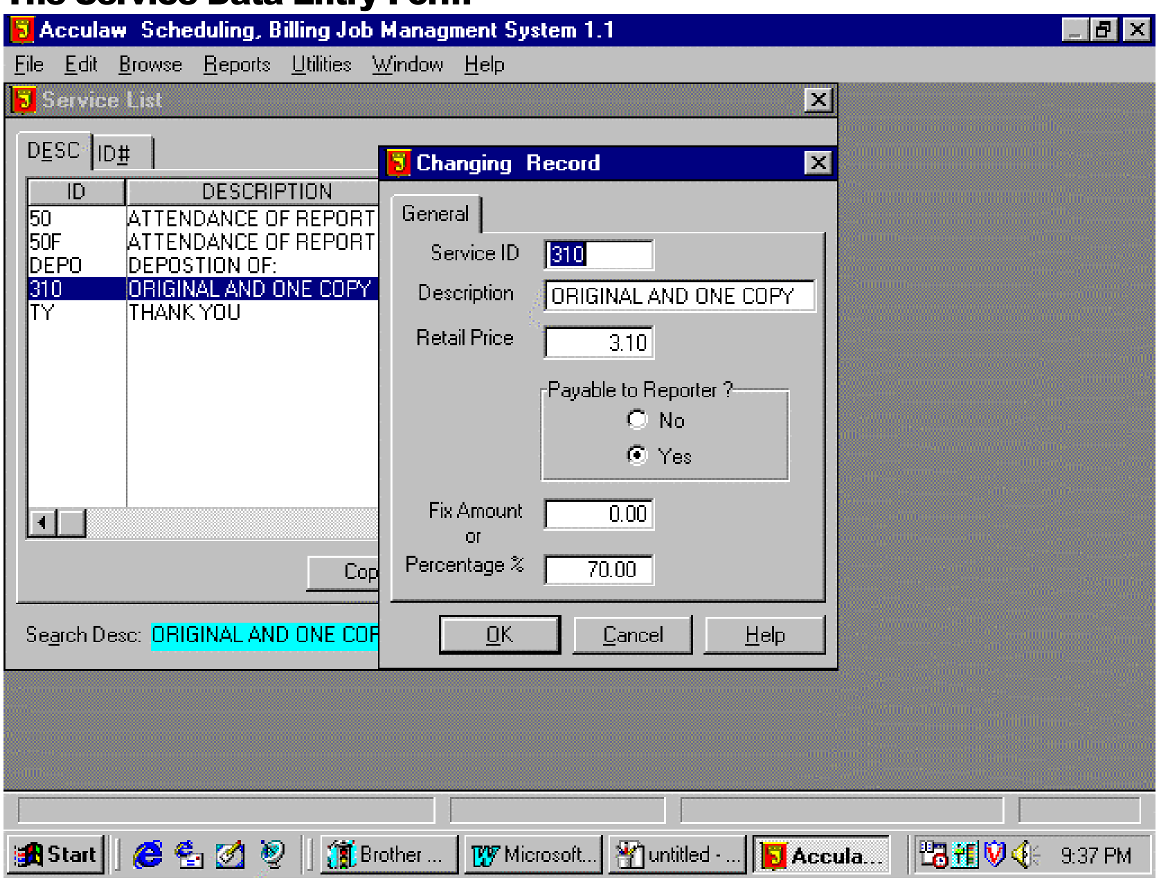
If you wish to print all your service codes you could go the #5 from the main menu “Reports” and select #4 “Service Code List."

We suggest that you spend significant time deciding how you are going to implement your service codes taking into account your future endeavors. Furthermore, we suggest you do not delete service codes if you have utilized them in past invoices. Make new service codes instead of changing or deleting.

Please note that if you have many reporters with different pay rates, you must make your service codes according to those pay rates. For example, if you have every reporter on a different pay percentage, you must create service codes for each reporter. Many agencies use reporters' initials for the first two or three characters of the service code when they have different pay scales for each reporter.

Make sure you print out your list of service codes after completing so you can double check and declare that no changes are to be made without supervisor’s permission. We suggest that you file in a safe place.

The Service Data Entry Form



The data entry table/form can be called from the main menu or by selecting in the Detail area of invoices any required field entry that requires a service code. For example, if you do not know the service code when making an invoice, you can press the triple arrow box for a list of available service codes.

The service data entry form contains:

SERVICE CODE: This field contains a unique series of up to eight characters and/or numbers identifying this service or description from all others. Many large agencies use the first one to three characters to distinguish pay levels for their reporters and the other two to five characters as an acronym of the description and or retail charges. Example 70350. First two numbers mean the reporter gets 70% and the last three characters mean the page rate of $3.50.

DESCRIPTION: This field contains the text of the description as it will appear on the invoice. Note that you may have only text entries without financial information such as DEPO as a service code which may only have the description "Deposition of:"

RETAIL PRICE: This field contains the usual price charged to the client (if any) associated with this service. This could be one of many attendance rates or a page rate.

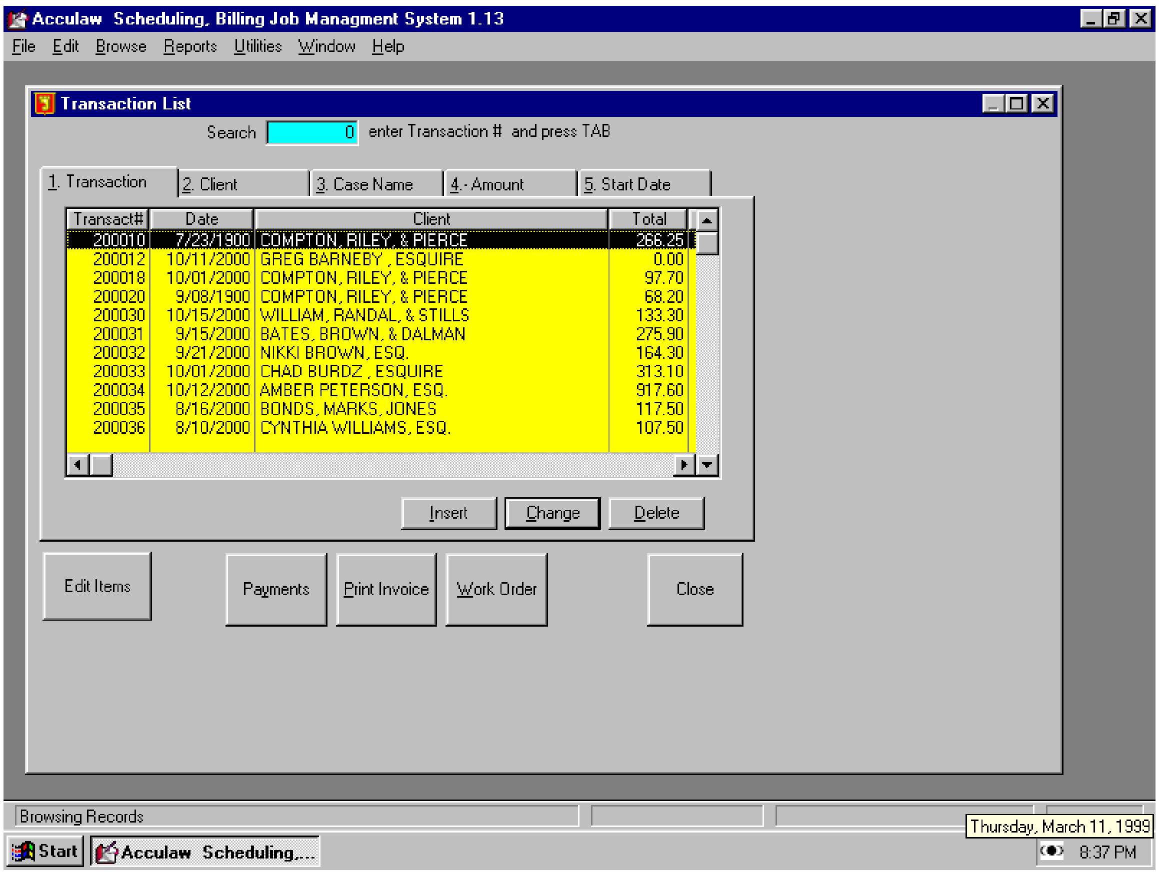
PAYABLE: This field indicates whether or not a reporter should be paid for this particular service. Enter Y if the reporter is to be paid, enter a N if the reporter is not to be paid. For example, a reporter would be paid for a transcript but not for courier service.

REPORTER PAY: There are two ways to pay a reporter for the service (if it is payable). You can pay a fixed amount-such as $30.00 for an attendance fee or $2.00 per page for a transcript; or you can pay a percentage of the total charge such as 70% of the attendance or total transcript. Select the payment method of your choice and complete the field.

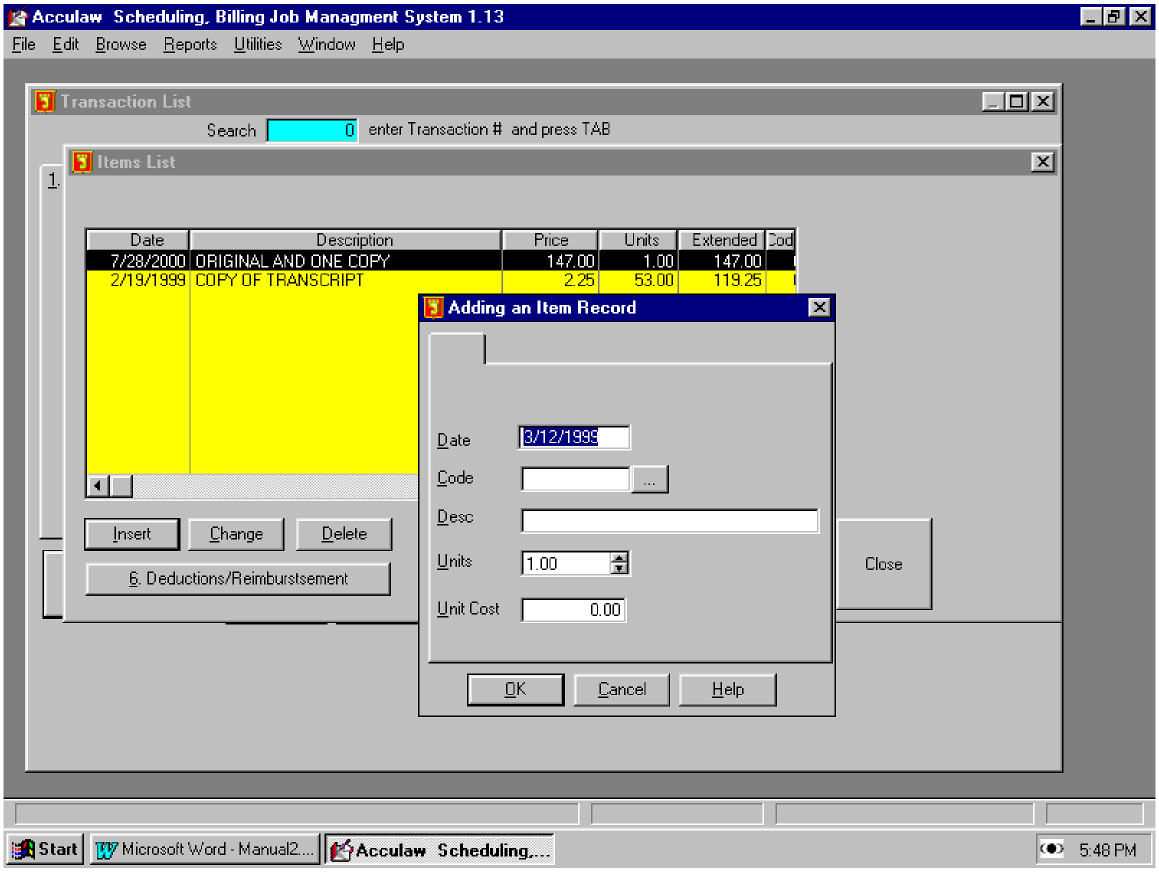
SCHEDULING/TRANSACTION/JOB MANAGEMENT INFORMATION

Overview of the Scheduling/Job Management/Transaction/Payment Options

This section is the heart of the ASBMS. It is in this section that all scheduling invoicing, job management and payment information is entered. You can enter this section by entering the Browse section and Clicking or entering the Transaction and Payment menu where you will find the following form:



Until now, all of the sections have had only one DEF. Because this section encompasses a fair amount of information, this section supports seven DEF's 1) Invoice 2) Payment 3) General 4) Schedule 5)Job information. 6)Job Address 7)Work order Notes. All seven DEF's are connected though they appear separate. They are connected to one number called the transaction number. The first DEF as shown above is the invoice which contains line item information for the body of the invoice itself. This DEF is used in conjunction with service codes to create the actual text of the bill . You can obtain this DEF by clicking on the Insert button directly underneath the invoice detail section. This DEF looks like the following:



DATE Though use of these fields is optional, it is usually necessary to associate some services with a date (e.g.- the date a deposition was taken, trial date, etc.)

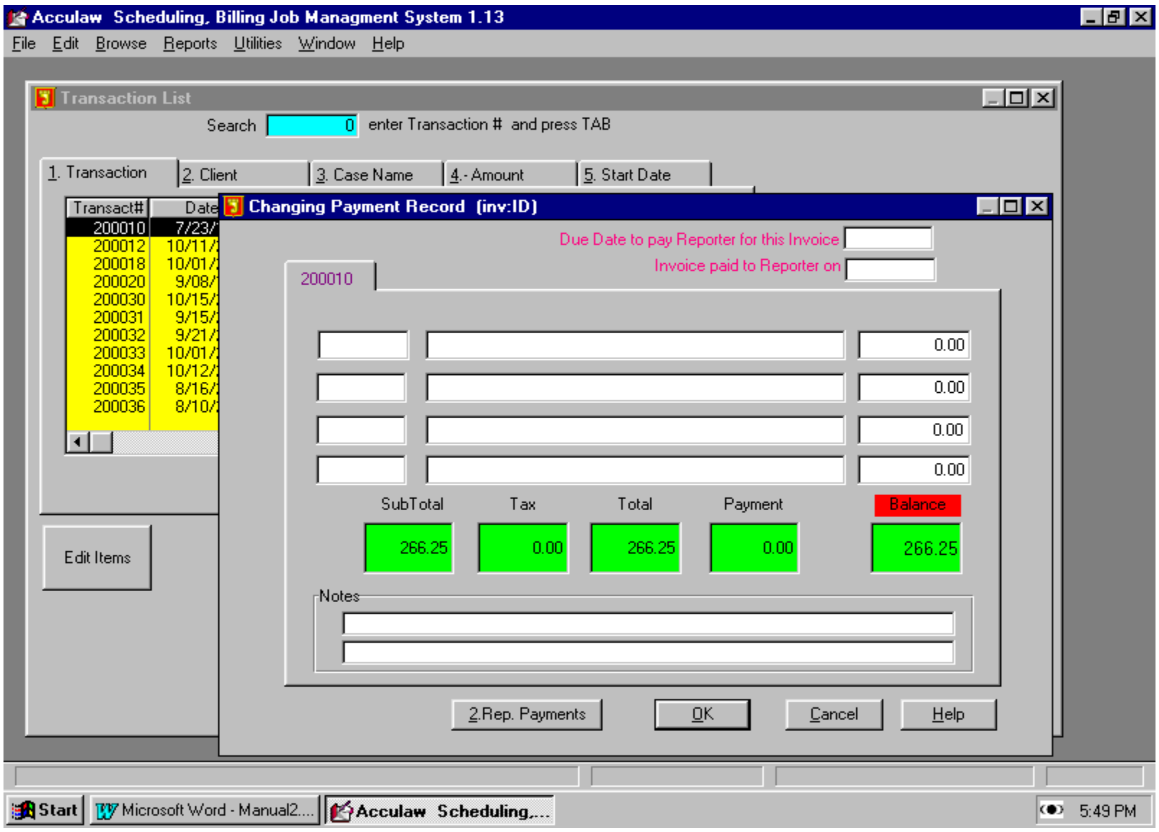
CODES There is service code areas on the invoice that appear in the same position on the screen. The field can be left blank or may be filled in with a valid service code previously defined in the Service Information Menu. If a valid code is entered, the ASBMS will automatically supply description and rate information that can be modified by the user (not recommended). If a service code already exists for this line, the user can easily replace the service code field by clicking the triple arrow box for available service codes.

DESCRIPTION This field can remain blank or may include description information from the services file as previously mentioned. Any information in this field can be modified by the user by changing the service code. You can type information in the description without a service code, however, you will not get accurate Service Summary Report located in the Management Reports section. We do not recommend doing this unless necessary.

UNITS These fields contain one of the two multipliers for computing the extended line item amount of the service in question. In the case of a flat fee (e.g.- attendance), this value should be 1. In the case of a per item rate (for example- a page rate for a transcript), this field should contain the number of items for the line.

UNITS RATE This field contain the second of two multipliers for computing the extended line item amount of the service in question. select the new description field. This field contents are automatically inserted when a valid service code is entered as described before. This value may be overridden by keying in a new value. However, we do not recommend this. It is usually page rates.

The payment DEF contains payment dates of when the reporter is paid, when they actually get paid and client payments. You can obtain this DEF by clicking the Payment button from the main transaction form shown above. This DEF looks like the following:



DUE DATE TO PAY THE REPORTER FOR THIS INVOICE: This date must be entered if you intend to pay your court reporter for this invoice on a specific date. A compulsory date for those agencies who pay reporters only when they receive payment or guarantee payment within a certain time frame. Any agency who has a set time to pay reporters MUST use this field if this wish to generate reporter commission statement.

INVOICE PAID TO REPORTER ON: This field is optional for those who would like to state the actual date of payment to the reporter on this invoice. Many small agencies use this area because they do not generate a statement for reporters. Many of the reporters only work a few times during the month and they submit an invoice to the agency which is usually checked using the ASBMS calculations. Some small agencies will state the date which they paid the invoice which the reporter sub-contractor issued to the agency.

DATES 1 THROUGH 4 These dates are required when a description or amount is entered. They represent the dates on which payments have been received or the date that the check or payment is dated for. This date is for your information purpose only and is not used by the ASBMS for any reason.

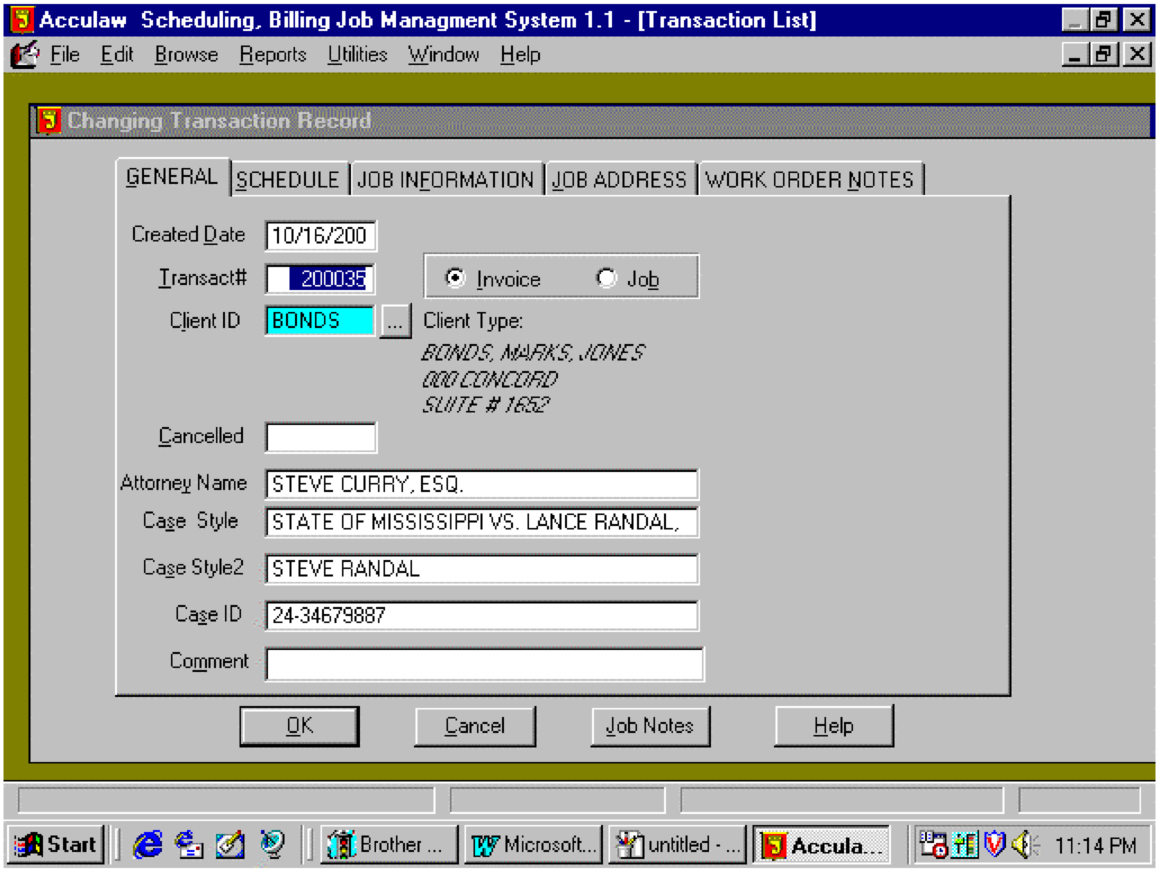
DESCRIPTIONS 1 THROUGH 4 This area is used to write the descriptions of your clients payment. For example you may state “56754 Nations Bank Trust” meaning your clients check number 56754 drawn from Nations Bank Trust account.

AMOUNTS 1 THROUGH 4 This area is for the actual amount of your clients check. You have 4 separate payment areas for clients who have paid partial payments, however you are not limited to only 4 payments. You could easily leave notes in the payment note section as to the fact that you have forwarded payment amounts beyond 4 payments.

NOTES This areas can be used any way you wish. Common situations would be an explanation on why you paid a reporter on the next pay cycle, perhaps on an out-of-state check that will take 3 weeks to clear or maybe you granted a payment schedule for your client of \$50.00 per month on a remaining balance of \$1,500.00. Here you might be indicating the details on how you are keeping track perhaps by dating each payment as it comes in and using the 4th date/description/amount fields as a balance forward area. For example the 4th area represents \$350.00 because of \$50.00 checks that came in on 03/96, 04/96, 05/96, 06/96, 07/96, 08/96 and 09/96. You would then leave a note stating that you are paying your reporter on this invoice through the Reporters deduction/reimbursement area instead of the traditional methods.

The General DEF contains initial information pertaining to the job, invoice and scheduling.

Whether you are invoicing or scheduling jobs, information contained on the General form of transactions (DEF) will be utilized. The fields and descriptions are in the General TAB. You can obtain this General tab my clicking on the Insert or Change button directly under the list of transactions. This DEF looks like the following:



CREATED This field contains the date that the invoice was created. This field is automatically filled in with the current date every time a new invoice is added. This feature can be overridden by keying in a different date. The date must be valid or the ASBMS will not allow the change. This is not the scheduled date.

TRANSACTION ID This field contains the invoice number. The number is incremented automatically every time a new invoice is added, but this feature can be overridden by keying in a different number. If a duplicate number is entered, the ASBMS will require that the number be changed.

CLIENT ID This field contains a valid client ID code, previously defined in the Client Information Database. When entered, the computer will fill in the name, address and phone number fields in the invoice. A valid code must be entered or the ASBMS will show you a list of all clients in its file. If you do not know the code, you can request a list of codes by clicking the Box with the double periods, the computer will request a few characters of the name and you can use up/down arrow keys for your selection.

CANCELLATION ON This field contains the actual date the job was canceled.

CLIENT NAME This field contains the name associated with the client entered via the Client ID field.

CLIENT TYPE This field cannot be edited at the invoice level. It is used for information purpose only. Usually to inform the operator that a client is on a C.O.D basis only or to inform you that client has notes in its Client Database.

CLIENT ADDRESS These two lines contain the address information associated with the client entered via the Client ID field. It cannot be edited unless you go into the client file and change.

CITY/ST/ZIP These three fields contain the city, state and zip code information associated with the client entered via the Client ID field. As with the address fields, this data cannot be changed.

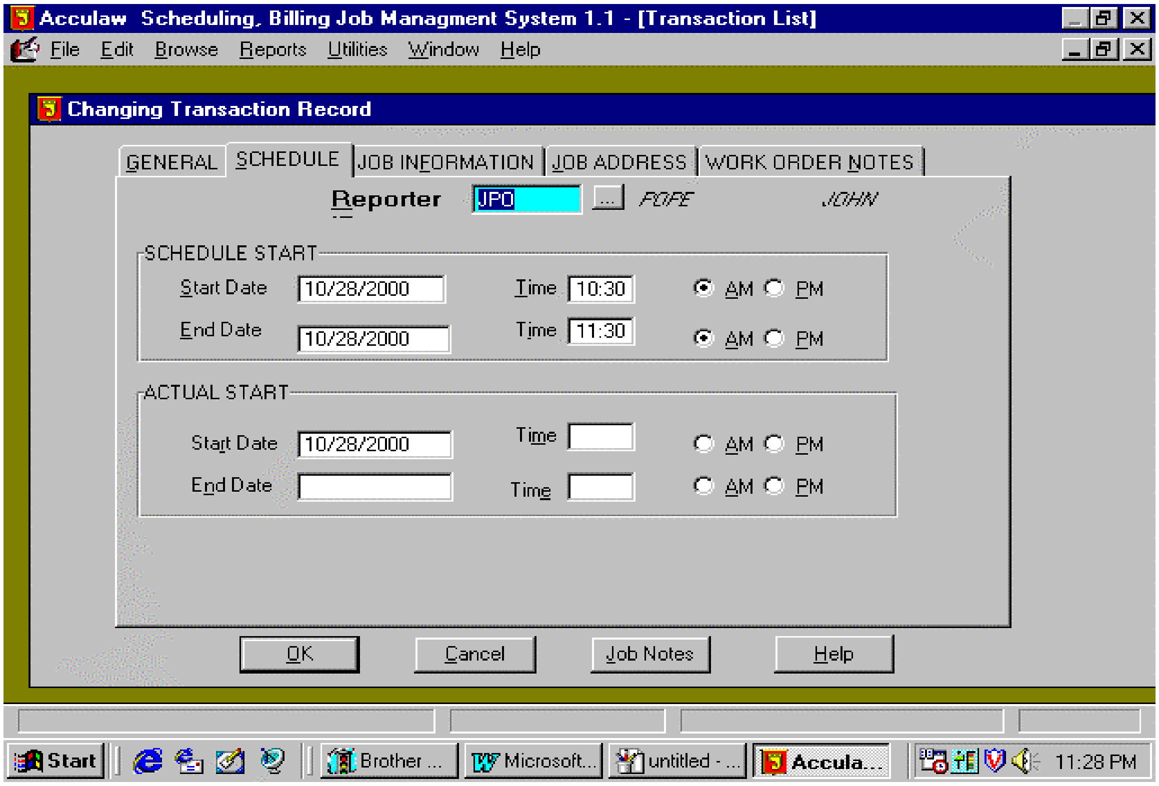
ATTORNEY This field contains the name of the attorney to be billed. It will show on the invoice along with client name and address. You can obtain a list of attorneys if you inserted their names in the client notes section. If you did enter their names, you could use standard cut and paste procedures that window users can utilize at any time.

CASE STYLE This field contains two lines for the name of the case. Both lines will show on the invoice.

CASE ID This field contains case ID numbers or if you do not use case ID it can be used as a third line for Case Style. It will show on an invoice.

COMMENT Can be used as a special identifier for jobs. This Comment field will show up on reports that pertain to jobs. Example; Some agencies will put typist name or scopist here. Another agency might use this field as an identifier for DepoNet ® jobs or Satellite office jobs.

If you elect to schedule jobs, the following DEF will be utilized. You can obtain this DEF by clicking on the Insert or Change button directly under the list of transactions. This DEF looks like the following:



REPORTER ID This field contains a valid reporter ID code, previously defined in the Reporter File. When entered, the computer will supply the reporter's name. A valid code must be entered or the ASBMS will list all reporters in the file.

SCHED START DATE AND SCHED START TIME These fields contain the scheduled starting time for the services in question. Use of these fields is mandatory if scheduling reports are to be generated, otherwise, they may be left blank.

SCHED END DATE AND SCHED END TIME These fields contain the scheduled ending time for the services in question. They are used for information purpose on duration of jobs. This information is provided by your client.

ACT START DATE AND ACT START TIME These fields contain the actual starting date and time for the services in question, Use of these fields is optional and is usually provided by your reporter from their worksheets.

ACT END DATE AND ACT END TIME These fields contain the actual ending date and time for the services in question. Provided from the reporter's worksheet.

ORDERED ON This field contains the date that a transcript was ordered.

PROMISED BY This field contains the date that a transcript was promised to be completed. **This field must have a date if you are going to produce a JOBS DUE report and or the OUTSTANDING JOBS LIST from Management Reports.**

HEARING DATE The actual Court or Hearing date from your client or completed worksheet.

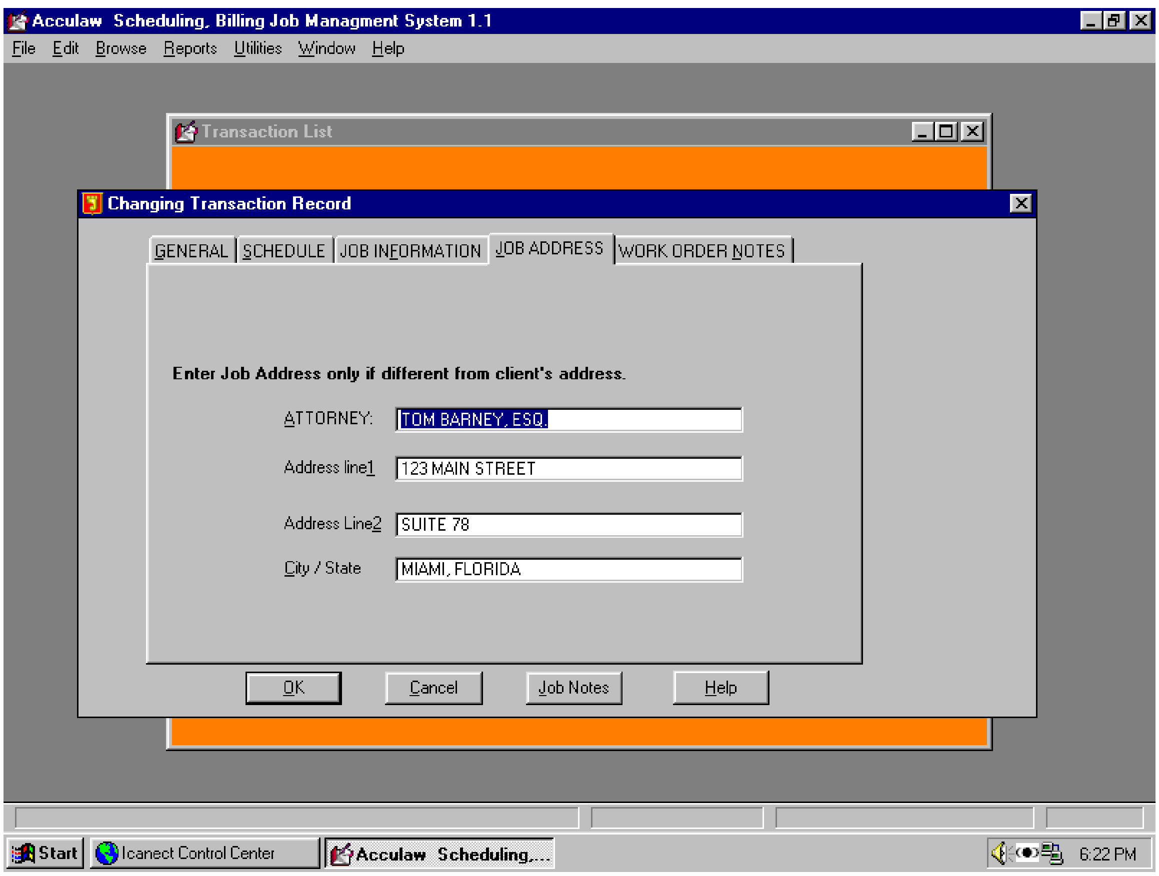
ESTIMATED PAGES The amount of estimated pages. Usually from the completed worksheet.

GIVE TO REPORTER The date the manager gave the job to the reporter. **This field must have a date if you want to run an accurate Jobs Timing Report from Management Reports section.**

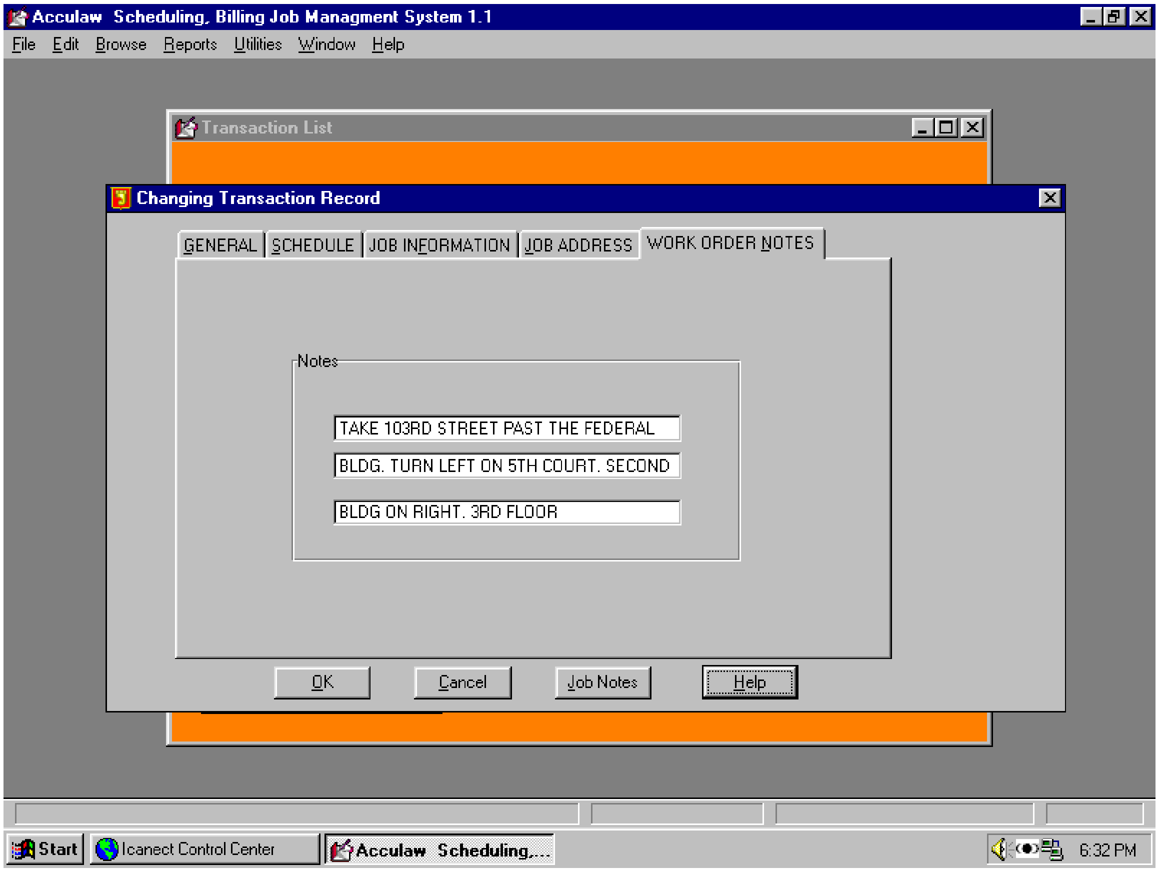
DUE IN FROM REP The date the manager declared it to come back completed from the reporter.

COMPLETED ON This field contains the date that a transcript was actually completed.

DELIVERED ON This field contains the date the transcript was actually delivered. **This date must be utilized if you do not want an Outstanding status on the Jobs Timing Report from Management Reports.**



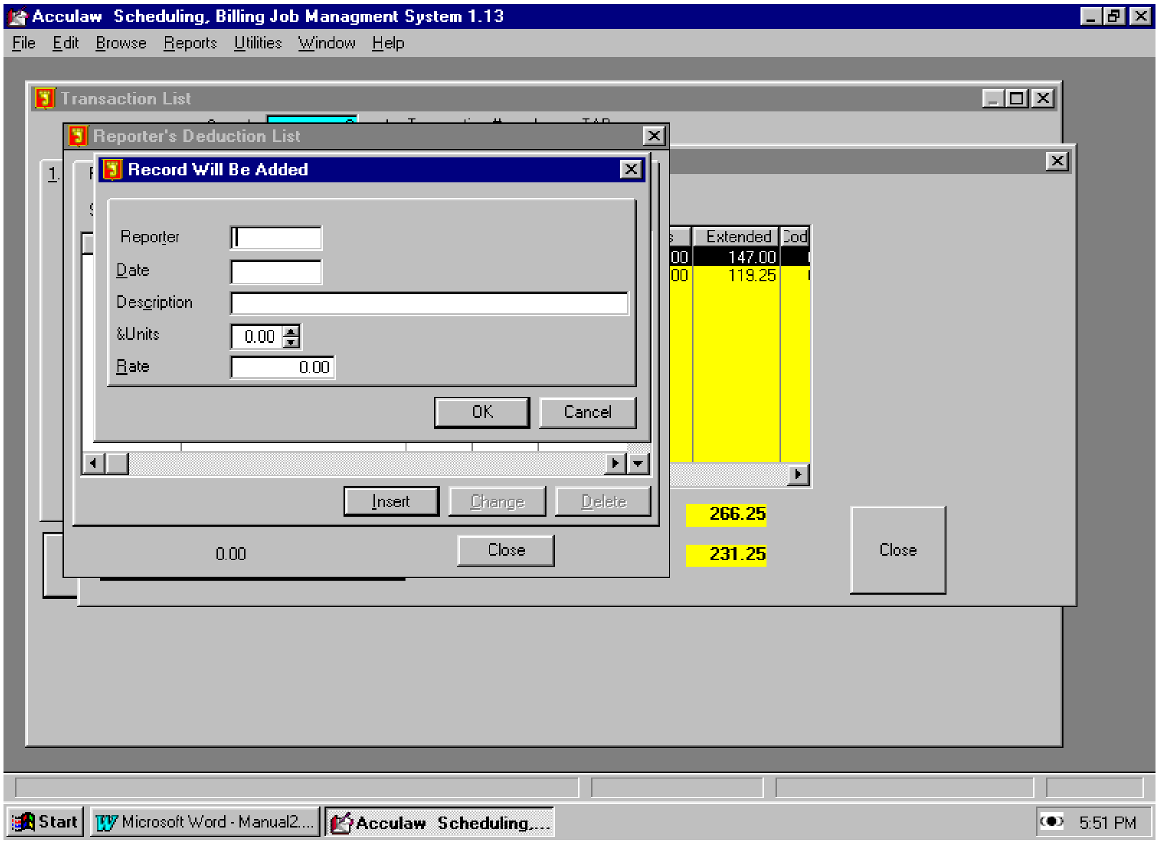
The Job Address form and Work Order Notes can be obtained by picking the appropriate folder.



WORK ORDER NOTES This field contains any summary notes that the user wishes to make to the reporter, it will appear on the worksheet. Usually directions from the client on how to get to a special location or the person who signed for actual acceptance of transcripts.

The Reporter Deduction Reimbursement Data Entry Form

It is occasionally necessary to make adjustments to a reporter's pay statement to account for draws, loan repayments, expense reimbursement, partial payments etc. To the end, the ASBMS allows the computer operator to add or subtract amounts from the reporter's pay based on the date. The adjustment is made by pressing the F5 key commonly known as the 'reporter's deduction' in either the body of the invoice section or the payment section. The Reporters Deduction/Reimbursement DEF contain these fields:



REPORTER ID This field contains a valid reporter ID as defined via the Reporter DEF. If you require a different sub-contractor (reporter) than the one present, you must know the sub-contractor's code. Upon typing the code and pressing {Enter} the first and last name of the sub-contractor will appear. Any wrong codes the computer will beep and prompt you for a correct code.

LOCATE DATE The ASBMS uses this date as a key field in order to generate its contents in the reporter's payroll and production reports (not applicable in small agency version). Whatever information you have presented on this DEF will either be subtracted or added to your payroll for the dates you have specified on this field. For example an entry of "12/05/96 scopist fee for Invoice #1254 -49.00 1.50 -73.50 will be deducted off a payroll report that specifies 12/01/96 to 12/15/96.

DESCRIPTION This field is used to describe your deduction or reimbursement. Please note that if you want your reporter to know the invoice number you are subtracting or adding amounts too, it must be indicated in this area. Example: "Partial payment on invoice #1244"

UNITS This field is one of two multipliers used in calculating the adjustment amount. It may indicate the amount of pages since many calculations require pages times rate or perhaps miles to pay a mileage rate. In any case, if you require the total to be a negative then you must press the - sign (usually next to the 0 on most keyboards). If the amount is fixed such as an amount of $256.00 to reimburse a travel expense, then it would be best to leave this amount at 1.00 and make the rate 256.

<u>RATE</u> This field is the second multiplier used to compute the Extended Total. Usually would be a page rate or perhaps the price per mile you are willing to pay.

<u>EXTENDED TOTAL</u> This field contains the total amount by multiplying the units with rate. It can only be changed by changing the rate or units. If this amount is positive, the sub-contractors (reporter) payroll statement will be increased. If the amount has a - symbol preceding the amount, the sub-contractors (reporter) payroll statement will be decreased by the total amount.

Please note that this form is commonly used to add wages to other reporters or sub-contractors who have provided services for a specific invoice and need to be paid. Furthermore, many reporting agencies use this form to pay scopists, typists, delivery people, salespeople, and referral fees on commission. Whomever you decide to pay must be included in the reporter's database. For example, your delivery person if paid on commission must be included as a reporter in the reporter database.

The report menu provides five categories of reports:

1. Transaction Reports.
2. Client Reports.
3. Reporter Reports.
4. Service Code List.
5. Management Reports.

Transaction Reports

Invoice: Over seven invoice formats to choose from. Each one of these formats can print detail charges or just one lump sum figure. You can easily change formats by selecting options in the Utility section.

You can print a range of invoice numbers or select just one. All invoices are standard window envelope ready.

Statements: There are two types of statements. One that is appropriate for mail out, the other for a fax machine.

Both statements will list your clients' outstanding invoices complete with invoice number, ordering attorney, case style/number, invoice amount, any applicable partial payments and grand total.

The fax statement will bring in the contact name from your client list automatically and prepare the statement for your fax machine. If you have a fax modem present on your computer, you do not have to print the statement on paper.

Statement with Aging: There is two types of statements with aging. One that is appropriate for mail out, the other for a fax machine. This statement will show your clients an aging of their total receivables that are past due. It will show invoices that are past due from 0 to 30 days, 30 to 60 days, 60 to 90 days and over 90 days. This is a great statement for your clients who give you the most business because the statement is condensed and will show over 30 invoices past due per page. The fax statement will bring in the contact name from your client list automatically and prepare the statement for your fax machine. If you have a fax modem present on your computer, you will not have to print the statement on paper.

Rebill Invoice: This is an exact reproduction of your original invoice. You can re-print all your past due invoices by a specified date range. For example, you can produce all invoices that are 60 days past due.

Transaction Summary Report: This will produce any specified range of invoices by invoice number and give you total amounts per invoice, payments made and grand totals. For example, you might have your video aspect of your business under a specific number system and you want to find the total amount of that business for a period of time.

Transaction Summary by Client: This report will produce a transaction summary per client and specified date range. It will show the date of invoice, invoice number, ordering attorney for that invoice, case style (caption) and or case/caption numbers, invoice amount, payment if any and then grand totals for all that you have specified. It is a great report for your client who wants to see the total activity per case.

Total Transaction Report: This report comes in 3 sections: 1) Detail transactions: this is usually an internal report that can produce just client name, date of invoice, invoice number, invoice amount, payments if any and balance. 2) Total only: will give you just the grand total from the date range that you selected. 3)Totals by Client: will give you totals on each client and then a grand total for the date range that you select.

Total Transaction By Amount: This report is a great tool for finding clients that give you the most business. This report will list your highest invoice to your lowest invoice for the date range that you select.

Payments Summary Report: This report comes in 2 sections: 1) Detail transactions: this will give the payment date, client's name, invoice number, invoice date and amount paid for the date range. 2) Total transactions: this will give you the grand total only for the date range you select. For example you may only want to know the dollar amount for the week, month or whatever.

Transaction Schedule: This report will give you the date or date range of the jobs that you have scheduled in a well-arranged format complete with date, time, reporter assigned, client, case style/caption and telephone number. This report can be produced after confirmed jobs or used as a worksheet to call and confirm jobs. Although this report can be selected for any date range it is usually prepared daily.

Client Reports

Summary Report by Name: is an alphabetical listing of all your clients complete with only telephone number and extension if any.

Summary Report by Type: is a list of clients by client type. Your clients can be broken into special groups and then selected. For example you may want to differentiate between your copy clients and regular clients. You might also want to create a COD listing to give to your reporters.

Summary Report by Client ID: is a listing of all your clients complete with telephone number sorted by the client code that you have selected. For example if you implemented numbers for your client code then all your clients listed will be in number order. If you use characters, then the list will be in alphabetical order.

Detail Report by Name: is an alphabetical listing of all your clients complete with address, telephone numbers and client type if any.

Detail Report by Type: is a list of clients by client type. Your clients can be put in special groups and then selected. For example, you may want to differentiate between your copy clients and real clients. Or possibly create a COD listing to give to your reporters so that everyone is aware that cash must be collected before services can be rendered. This report will give you complete address information.

Detail Report by Client ID: is a listing of all your clients complete with address, telephone numbers and client type sorted by the client code that you have selected. For example, if you implemented numbers for your client code, then all your clients listed will be in number order. If you use characters, then the list will be in alphabetical order.

Rolodex Labels: can be printed on standard pressure self sticking mailing labels designed for line printers that you can purchase from most office supply stores. These labels will have the telephone numbers listed immediately after the address and can be selected by client range.

Mailing Labels: can be printed on standard pressure self sticking mailing labels (3 ½ x 15/16) designed for line printers that you can purchase from most office supply stores. These labels will have complete address printed. You can easily print one client label many times for future usage.

Laser Mailing Labels: can be printed on standard two row laser label paper that can be purchased at most office supply stores.

Client Aging Report: Lets' users determine, at a glance, “Who’s been naughty and who’s been nice." Clients unpaid charges are automatically logged into one of five aged categories. 0-

30 days, 30 to 60 days, 60 to 90 days and 90 days and over. This report provides users with exact information on their overdue invoices. It will list your client's name, contact person at firm and phone number.

Client Aging Report (Alpha): is a report for those who have used client numbers and would like the client aging report in alphabetical order.

Client Average Days To Pay: is a management report to you can see at a glance the exact days it takes a client to pay each invoice and then the average time it takes for all client invoices to be paid. This is a great tool for managing cash flow. The Acculaw Billing Management software will certainly help you to get your past due bills paid sooner with fewer uncollectables.

Reporter Reports*

Summary Report by Name: is an alphabetical listing of your reporters complete with name and phone numbers.

Detail Report by Name: is an alphabetical listing of your reporters complete with name, address, social security number, date hired, date terminated if any and telephone numbers.

Reporter Production Summary: is a listing of the work that a reporter has done during a given period of time. This report will show the invoice number, date of invoice, client name, case style/caption, ordering attorney, reporter's commission and the gross invoice amount. This gross invoice amount can be switched off for confidentiality purposes. In addition, you can get the exact dollar amount after all reporters have received their commissions with the average percentage of earnings.

Reporter Payable Report: is a commission statement usually given to the reporter at end of each pay period. This statement will show the invoice number, date of invoice, client name, case style/caption, ordering attorney’s name, actual commission amount and gross invoice amount. This gross invoice amount can be switched off for confidentiality purposes.

Reporter Schedule: is a report that you can select by date range and reporters. This report will give you the jobs that you have scheduled in a presentable format complete with date, time, reporter assigned, client, case style/caption and telephone number. You can produce a past or future report outlining scheduled jobs for any individual reporter.

Reporter Labels: can be printed on standard pressure sticking mailing labels (3 ½ x 15/16) designed for line printers that you can purchase from most office supply stores. These labels will have your reporters complete address printed. You can easily print one reporter label many times for future usage.

Invoice shipping labels: are labels that you can select by the reporters finished work. These labels will not only have your client's name and address but also the ordering attorney’s name on the labels. They are appropriate for shipping out transcripts and the actual labels can be printed with your name, colors, logo's etc. on a 3 7/8 x 2 7/8 inch custom label purchased from Acculaw or many other commercial printing vendors.

Reporter rolodex labels: can be printed on standard self pressure sticking mailing labels (3 ½ x 15/16) designed for line printers that you can purchase from most office supply stores. These labels will have your reporters complete address and telephone number printed. You can easily print one reporter label many times for future usage.

Service code report: is a listing of your standard billing phrases and or charges with their appropriate code. This report will also list the appropriate retail price, reporters pay using a fixed or percentage methology.

Management Reports*

Job Due Date List: Listing of jobs that are based on the actual date that your client has given you in terms of when they need the finished product. This report could be very useful if you do not set self imposed deadlines for your reporters, however, you may want to keep your reporters informed and your agency to know when your finished product needs to be in your clients hands. This report could be run weekly and would list each job starting date, the ordered date, reporter assigned to job, client type if any, job/invoice number, case description, estimated or actual pages, promised date to your client, hearing or court date and actual delivery date.

Outstanding Job list: is based and on deadlines you have imposed on your reporters. This report highlights dates that your agency sets when the finished product must be due, not on the actual date of your clients request. This report is only appropriate for agencies that set self-imposed deadlines for their reporters. This report could be run daily, bi-weekly, weekly or any date range you wish. The report would list each job starting date, ordered date, client type, job/invoice number, case description, estimated/actual pages, date given to reporter, date due in from reporter, completed date, and date promised to your client.

Both the Jobs Due Date List and Outstanding Job list can be selected in three different formats. 1) Detail 2) Grand totals only and 3) Totals by reporter. The above descriptions represents the Detail description. Grand totals will give you the amount of jobs and pages only that are due for all reporters combined and 3) Totals by reporter will give you only the amount of finished jobs and estimated/actual pages involved per reporter.

Note: In order for the above Management Reports to print. You must at least fill a date in the empty "Promised By" field in Worksheet & Scheduling section of the ASBMS.

Timing Jobs Out: is a management report to show the manager who their best reporters are in terms of scheduled jobs completion. This report will give the exact amount of days each reporter is taking per finished job and will list the outstanding jobs.

Note: In order for the Timing Jobs Out report to work properly you must at least fill a date in the empty "Give to Reporter" and "Delivered Date" fields in the Worksheet & Scheduling section of the ASBMS.

Service Summary Report: will show you the amount of revenue each type of service is generating for you for any given time period and for a single reporter or all reporters.

*These reports are not available on the small agency system.

SETUP PROCEDURES

How to transform your existing system to ASBMS.

The key factor to consider when deciding how to transfer your old system to the ASBMS is whether or not you want to produce client statements (listing of past due invoices for each client) and reporter commission statements for your reporters if you pay reporters when the client pays.

If you do want to produce these statements then you have no choice but to enter all your past due invoices into the ASBMS.

An easy method to do this would be running both systems for at least 90 days. You would immediately produce ALL invoices with your new ASBMS and you would make only payments to your older system thus eliminating the amount of past dues that you would have to re-enter.

If you do not want to produce rebills or reporter's commission of your past dues, you could enter your past due bills by setting up a service code called previous balance and enter the past due amount of each invoice with their existing invoice numbers.

Please keep in mind that when you enter past due invoices that your keep the original invoice number and the original date of the invoice.

OPERATING INSTRUCTIONS (QUICK REFERENCE)

How to Add, Revise, Delete Client Information

- Once the system is activated, select Browse from the main menu. Select **2.Client Information** from the drop-down menu that appears.
- The client table (listing) will appear, click the **INSERT** button to add a new client.
- An additional form will appear and the cursor (the small blinking marker) will move to the first line in the form.
- Typeover in the client ID field with a number, code or any alphanumeric client identification code.

If you would like the computer to give you recurring client numbers starting from a number that you prefer instead of the present number, Select **Utilities** located on main menu, then select “Set Program Defaults”. Using the mouse highlight the information in the “**Enter Last Client Number:**” field and typeover the number that you would prefer for initializing recurring numbers. Once completed, click the **OK** button to save information.

We usually suggest that large firms use a number for the client code. Smaller agencies may use just alpha characters, perhaps derived from acronyms of your client’s name.

- Fill in the clients name and depress the **TAB** key on your keyboard.

Please note that in most cases you will be entering the law firm name. You will have an opportunity to enter the attorney’s name when you make a schedule or a bill.

- Fill in the clients address on the next four lines hitting **TAB** after you have completed a field.

- Fill in the contact field with a secretary, bookkeeper, or accounts payable person’s name.

- Fill in your clients telephone/fax numbers, the last 4 digits represents extension codes on each number.

- Fill in Account type if desired, please note that this field will divide your client into groups and also remind you of the type of client when preparing an invoice.

- Fill in a comment if desired. This field will show on some management reports.

- On the right side of the form you will find the “Notes” box. Click the **INSERT** button and a new form will appear. Enter a short description and any desired notes and then click “**OK**” to close.

- Once you have completed all information fields, select “**OK**” to save your entry and close the form.

Each client you enter into the system will appear on a table (listing) whenever you select client information from the main menu or when you click the >> button when the computer is requesting a client code.

When this list appears you may type the name of your client to highlight the correct entry. You can hit **ENTER** to select and obtain the client data entry form or click the **CHANGE** button to view/change information. You can also click the **DELETE** button, then click the “**OK**” button to delete that client.

Acculaw, Inc. recommends that you do not change the clients name once entered unless you have not entered invoices or schedules or you have received formal notification of a name change. Most changes to the client database are address changes.

How to Add, Revise, Delete Reporters information

- Once the system is activated, select Browse from the main menu. Select **3.Reporter Information** from the drop-down menu that appears and click on **Reporter's List**.

- The reporter table (listing) will appear, click the **INSERT** button to add a new client.

- An additional form will appear and the cursor (the small blinking marker) will move to the first line in the form.

- Type in the reporter ID field with a number, code or any alphanumeric client identification code.

Each reporter you enter into the system will appear on a table (listing) whenever you select reporter information from the main menu.

When this list appears you may type the last name of your reporter to highlight the correct reporter. You can hit **ENTER** to select and obtain the reporter data entry form or click the **CHANGE** button to view/change information. You can also click the **DELETE** button, then click the "**OK**" button to delete that reporter.

Acculaw, Inc. recommends that you do not change the reporter's name once entered unless you have not done any invoices or schedules or you have received formal notification of a name change. Most changes to the reporter database are address changes.

Whenever you are filling in a field (line) of information it is not necessary to hit **TAB** if the entire field has been filled in because the cursor will automatically move on; however if the field is only partially complete you will need to hit the **TAB** key to move on. If at any time you wish to move to the previous field, first hold down the **SHIFT** key and then hit **TAB** at the same time.

Many agencies use the first, middle and last name initials for a reporters ID code.

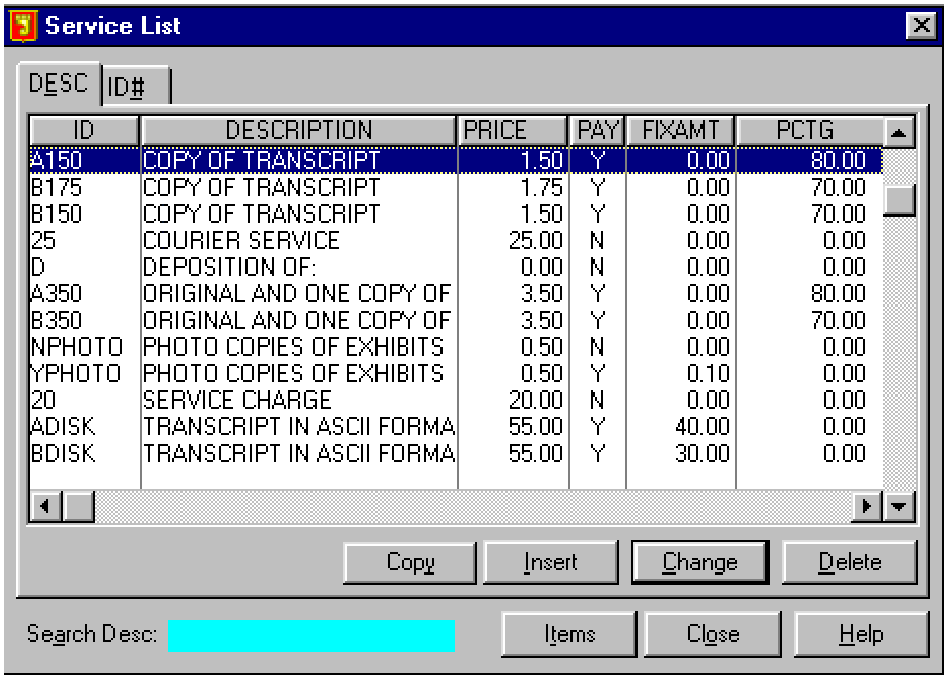
Note:	It is your responsibility as the user to keep track of your numbering system on your reporters if you decide to use numbers. The system will not automatically fill in the next incremented number when adding reporters , you will always be asked to fill that field. If you assign a number that has already been used, the computer will alert you that the key already exists and allow you to change the ID.

- Fill in the reporters first name and then **TAB.**
- Fill in the reporters last name and then **TAB.**
- Fill in the reporters address on the next two lines.
- Fill in city, state, zip code and phone numbers.
- Fill in the dates for when the reporter was hired and terminated if desired.
- Fill in the social security number.
- Once you have completed all information fields, select "**OK**" to save your entry and close the form.

It is not necessary to put in the dash mark or slash marks for any dates or numbers. To enter a date you would just type the digits as follows 010197.

How to Add, Revise, Delete Services

A service is a service description that has a code that could determine the retail price of your services and reporters pay for each entry. A code is used so you do not have to type the same repetitive descriptions on your invoice. Some examples would be:



ID	DESCRIPTION	PRICE	PAY	FIXAMT	PCTG
A150	COPY OF TRANSCRIPT	1.50	Y	0.00	80.00
B175	COPY OF TRANSCRIPT	1.75	Y	0.00	70.00
B150	COPY OF TRANSCRIPT	1.50	Y	0.00	70.00
25	COURIER SERVICE	25.00	N	0.00	0.00
D	DEPOSITION OF:	0.00	N	0.00	0.00
A350	ORIGINAL AND ONE COPY OF	3.50	Y	0.00	80.00
B350	ORIGINAL AND ONE COPY OF	3.50	Y	0.00	70.00
NPHOTO	PHOTO COPIES OF EXHIBITS	0.50	N	0.00	0.00
YPHOTO	PHOTO COPIES OF EXHIBITS	0.50	Y	0.10	0.00
20	SERVICE CHARGE	20.00	N	0.00	0.00
ADISK	TRANSCRIPT IN ASCII FORMA	55.00	Y	40.00	0.00
BDISK	TRANSCRIPT IN ASCII FORMA	55.00	Y	30.00	0.00

The above example is a partial listing of an agency that has two reporter pay scales. “A” rates are at 80% and “B” rates are at 70%. This agency also does not use a percentage on some services particularly when producing diskettes for their clients, they prefer to pay a one fixed price regardless of what they charge their client. Furthermore they do not pay their reporters for photo copying the exhibits when it is done on the agencies photo copy machine, however they will pay .10 if done on some other photo copy machine.

The emphasizes on the service codes should first be on the reporters pay. The retail price of the your services can always be changed during the making of an invoice. For example, the service code A350 could be changed during the making of an invoice to 3.65 if desired.

Many operators change their retail price as they make an invoice. Acculaw does not recommend this method, particularly if you are interested in obtaining management reports on your service codes. We allow you to have unlimited amount of service codes, so why not input all your retail prices such as page rates and attendance fees.

Acculaw, Inc. recommends that you spend time before you start entering service codes in the computer, possibly entering your rates, descriptions and reporters pay on paper first taking into account all possible billing situations. It is not uncommon for an agency to have over a hundred service codes particularly if their reporters are all on different pay rates.

- Once the system is activated, select Browse from the main menu. Select **4.<u>Service Information</u>** from the drop-down menu that appears.

- The service table (listing) will appear. Click the **INSERT** button to add a new service.

- An additional form will appear and the cursor (the small blinking marker) will move to the first line in the form.
- Type in the service ID field with a number, code or any alphanumeric service identification code.
- Fill in the description of the service and hit **TAB**.
- Fill in the retail price of the service.
- With the mouse, select **Y** if the item is payable to the reporter or **N** otherwise.
- If you entered **N** the system will prompt you the save the service code.
- If you entered **Y** the system will request a fixed or percentage pay for that service code.
- Once you have completed all information fields, select "**OK**" to save your entry and close the form.

Each service you enter into the system will appear on a table (listing) whenever you select Service Information from the main menu, or when you click the >> button when the system is requesting a service code.

When this list appears you may type the first few characters of your service description to highlight the correct service description. You can hit **ENTER** to select and obtain the Service Information Entry Form or click the **CHANGE** button to view/change information. You can also click the **DELETE** button, then click the "**OK**" button to delete that service.

Acculaw, Inc. recommends that you do not change the service description once entered unless you have not done any invoices or schedules. If you encounter a rate change, we suggest that you make a completely new service code due to the fact that the original service code my have been applied to an invoice.

Whenever you are filling in a field (line) of information it is not necessary to hit **TAB** if the entire field has been filled in because the cursor will automatically move on; however if the field is only partially complete you will need to hit the **TAB** key to move on. If at any time you wish to move to the previous field, first hold down the **SHIFT** key and then hit **TAB** at the same time.

Note:	It is your responsibility as the user to keep track of your numbering system on your reporters if you decide to use numbers. The system will not automatically fill in the next incremented number when adding services. You will always be asked to fill that field. If you assign a number that has already been used, the system will alert you that the key already exists and allow you to change the ID.

How to Add, Revise, Delete, Schedules/Worksheets/Job management

Before you start this section we will assume that you have entered most of your clients and reporters.

When the **Transactions_Payments** is called from the **Browse** menu it will display a list of all transactions which might be for scheduling, billing, and or job management.

Note: If you did not enter any information in this area, you will find the Transaction Entry Form.

- Once the system is activated, select **Browse** from the main menu. Select **1.Transactions Payments** from the drop-down menu that appears.
- The transactions table (listing) will appear, click the **INSERT** button under the transaction list to add a new schedule.
- An additional form will appear and the cursor (the small blinking marker) will move to the first line in the form.
- The Transaction ID field will have a number. Place the mouse cursor within the date field and enter the appropriate date.
- Fill in client code or click the >> button to obtain your client listing. Select a client.
- Fill in the ordering attorney or the attorney who will be present at the job, then depress the **TAB** key.
- Fill in the Case style and Case ID fields which can be used to act as a RE line on your bill and other reports.
- Select the Schedule tab with the mouse.
- Fill in the date and time fields and then use your mouse to select AM or PM.
- Input the ending date representing the duration if you desire.
- Fill in job address (only if different from client's address) by using the Job Address tab and entering information in the address and city\state fields.

Acculaw recommends that you try and put complete location of job on the first address line, because many reports only use that line when you print. However, the actual worksheet will show all lines filled in.

Fill in any notes that you would like to appear on the worksheet such as direction to job or special client requests in the box labeled "Work Order Notes" in the Data Entry Form.

Note: There are two Note sections. The Work Order Notes fields that appear on the data entry form will print on the reporters worksheet. The latter notes which can be obtained by clicking Job Notes at the bottom of the form, will not print on any reports and is used for internal purpose only. It is usually used when a reporter makes notes about the job on his or her worksheet.

- You can now print the worksheet by selecting clicking **OK** at the bottom of the Adding Transaction Record form and then click on the **WrkOrd** button, selecting the invoice.

- Repeat the above steps to produce other scheduled jobs.

Please note that these worksheets can be given to the appropriate person designated to fill in the empty blanks (usually the reporter) on the worksheet. Some agencies will 1) Submit the worksheets in the reporters mail box. 2) Fax them a copy if they have a fax machine.

Please note that these worksheets can be generated at any time and quantity during the work in progress. Another popular time besides informing the reporter of the initial job is when the client orders the transcript at a later date or decides that they need the finished product sooner then requested.

A reporter could also hand in a worksheet at any time. Usually when action needs to be done by the agency. For example a reporter goes out and the attorney does not request the transcript and states that they could possibly order in a few months. The reporter would hand the work sheet in stating what the attorney has said and request the agency to bill an attendance fee. In addition this reporter has submitted the estimated pages on the worksheet so it could be entered in the computer for an easy estimate of costs when the attorney calls at a later date.

Each schedule you enter into the system will appear on a table (listing) whenever you select Transactions & Payments from the main menu. When this list appears you may type the transaction number to highlight the correct schedule. You can double click the record from the list and obtain the Transaction data entry form to change/add information, including fields that will allow you to go edit the Schedule/Worksheet area.

Some of the additional information you may want to enter is pertaining to the job management aspect of your business which managed by dates. For example when you enter **Job Information** tab of the form to schedule a job, you could easily arrow to the fields Order on:, Promised by, Hearing date, Give to Reporter, Due in from Reporter etc.

To delete a schedule you will have to select **Transactions_Payments** from the **Browse** menu. Highlight the transaction by typing a transaction number or using any one of the many search keys. Click the **DELETE** button when the transaction is highlighted, and then click the **OK** button.

Please note that it is not recommended to delete schedules, Acculaw suggest that you CANCEL jobs using the "cancel on" field in the worksheet and scheduling forms. See below instructions.

How to Generate a Schedule and Cancel a Job

Their are three ways to generate a schedule:

1. From the main menu select **Reports**. You may go to **1.Transaction Reports** and then **B.Transaction Schedule**. At this time you can select the low and high dates as the same date if you want one day printed. You can also print any date range such as a week or even past weeks or months. This report will always select all reporters.

2. From the main menu select **Reports**. You may go to **3.Reporter Reports** and then **5.Reporter Schedule**. You can select individual reporters or all reporters for any date range specified. This is a popular report to show individual reporters schedule for past and present date ranges.

Please note that if you have many cancellations you may want to consider putting only your confirmed jobs in the computer. Many agencies will produce worksheets and put information in the computer only after they confirm jobs for the next day. They will only show cancellations for confirmed jobs the next day.

To cancel a job you must first enter **Browse** and then **1.Transactions Payments** from the main menu. A listing of all transactions will appear. Your first option is to input a transaction number by just typing the number. If a number is not available you may have to use the Start Date tab to pull the job by the job date.

Once the job is highlighted, hitting the **ENTER** key will get you in the Transaction Record form. Click with your mouse in the Cancelled Date field and then put your cancellation date into the computer. If you feel it is necessary to input additional information concerning this cancellation such as the person who canceled the job or information on the reschedule don't hesitate to use the **Job Notes** button for notes.

Consistency on your own system to work with ASBMS is the key to successful management.

Another way a busy agency will operate is they input all jobs into their system and produce a schedule a day before for confirmation purposes. Once they confirm the jobs, then this schedule goes to another designated person for assignment of jobs and the production of work orders.

How to Add, Revise, Delete Invoices/Job management

If you are utilizing the scheduling aspect of the ASBMS then half your invoice is already prepared.

Once you obtain the worksheet from your reporter with all necessary information filled in, you can now enter in the system.

When the Transaction & Payment is called from the main menu it will display a list of all transactions which might be for scheduling, billing, and or job management.

1. Obtain a work order number from a submitted worksheet from the reporter (top left corner).

2. Type in this number in the search transaction field (your cursor is waiting at that field now).

3. Now press the **ENTER** key or double click the record with the mouse. You are now at the Transaction entry form.

4. At the bottom of the **General** tab, click the >> button to accept the reporter in the reporter field.

5. Type date of service, hearing, deposition using the Schedule and Job Information tabs.

6. When you have completed the scheduling aspect, click **OK** at the bottom of the form to exit back to the listing of Transactions.

7. The bottom table is the invoice detail list. Click **Insert** to bring up the Item Record entry form.

8. Type in the service code of the first line you wish to state on your bill or or click the >> button to help find that code.

9. Press **ENTER** to accept that description, or press the up arrow key to change the service code.

10. Type in units if any. Usually units are involved when number of pages are needed to compute the extended amount. For example 60 units which represents pages would multiply with Rate of 3.00 to give 180.00 in the Extended field area.

11. Press **TAB** get to the Unit Cost field. Make any changes if need be or click **OK** to accept the current value.

12. Repeat steps 6 through 10 for additional line items of the invoice.

You will now have some updated schedules that will have an invoice attached to it. You could now consider the transaction number as the invoice number.

Some additional information you may want to enter pertaining to the job management aspect of your business can be done by leaving the body of the invoice and double clicking the transaction record to access the Worksheet & Scheduling tabs of the Transaction form. When you enter the worksheet and scheduling tabs you could easily edit or add to the fields Completed Date and Delivered Date .

To delete an invoice you will have to select Transaction & Payments from the main menu. Highlight the record line for the transaction by typing a transaction number or using any one of the many search keys. Click on the **Delete** button when the transaction is highlighted, and then click **OK** if you definitely want to delete or purge this invoice.

Note:	It is not recommended to delete invoices unless you are absolutely sure you would also like the schedule and job management aspect deleted. Remember this is all one record attached to one number. If you would like the body of the invoice removed, we suggest that you delete the invoice lines one by one.

How to Add, Revise, Delete Invoices/Job Management without Scheduling

When the Transaction & Payment is called from the main menu it will display a list of all transactions which might be for scheduling, billing, and or job management.

Note: If you did not enter any information in this area, you will find the transaction Entry Form.

1. Obtain work order number from a submitted worksheet from reporter (top left corner).

2. Type in this number in the search transaction field (your cursor is waiting at that field now).

3. Now press the **ENTER** key or double click the record with the mouse. You are now at the Transaction entry form.

4. At the bottom of the **General** tab, click the >> arrow to accept the reporter in the reporter field.

5. Type date of service, hearing, deposition using the Schedule and Job Information tabs.

6. When you have completed the scheduling aspect, click **OK** at the bottom of the form to exit back to the listing of Transactions.

7. At the bottom table is the invoice detail list. Click **Insert** to bring up the Item Record entry form.

8. Type in the service code of the first line you wish to state on your bill or or click the >> button to help find that code.

9. Press **ENTER** to accept that description, or press the up arrow key to change the service code.

10. Type in units if any. Usually units are involved when number of pages are needed to compute the extended amount. For example 60 units which represents pages would multiply with Rate of 3.00 to give 180.00 in the Extended field area.

11. Press **TAB** get to the Unit Cost field. Make any changes if need be or click **OK** to accept the current value.

12. Repeat steps 6 through 10 for additional line items of the invoice.

Each invoice you enter into the system will appear on a table (listing) whenever you select Transactions & Payments from the main menu. When this list appears you may type the transaction number to highlight the correct schedule. You can double click the record from the list and obtain the Transaction data entry form to change/add information, including fields that will allow you to go edit the Schedule/Worksheet area.

Some additional information you may want to enter pertaining to the job management aspect of your business can be done by leaving the body of the invoice and double clicking the transaction record to access the Worksheet & Scheduling tabs of the Transaction form. When you enter the worksheet and scheduling tabs you could easily edit or add to the fields Completed Date and Delivered Date .

To delete an invoice you will have to select Transaction & Payments from the main menu. Highlight the record line for the transaction by typing a transaction number or using any one of the many search keys. Click on the **Delete** button when the transaction is highlighted, and then click **OK** if you definitely want to delete or purge this invoice.

Note:	It is not recommended to delete invoices unless you are absolutely sure you would also like the schedule and job management aspect deleted. Remember this is all one record attached to one number. If you would like the body of the invoice removed, we suggest that you delete the invoice lines one by one.

How to Copy Schedules and or Invoices

Select **Browse** from the main menu and then select **Transactions_Payments**. Type in the transaction number or use one of the many search keys to find your record. Once highlighted, click the **COPY** button directly below and then click **OK**. Your schedule or invoice record will now be copied and given a new transaction number.

Copying invoices are common when you have many attorneys' ordering copies of the transcript. To save time all you need to do is copy the appropriate invoice and then change the Clients ID, Save and Print.

- Find the transaction you would like to copy.

- Click the **COPY** button directly below and then click **OK**.

- Now the details of the copied transaction will appear in the lower window. Click the **CHANGE** button for that window to select your new client

- Click on the button next to Client ID and choose your new client from the list. Click on the Select button below to change client for your copy. After changing client click **OK**.

- To print, click the printer **INVOICE** button on the right and confirm the invoice range and click **OK**. Once the report preview is generated you can print by selecting the **PRINT** button from the top menu bar.

Coping schedules are common when you do not want to edit the same record on a re-schedule. For example many agencies will just change the scheduled start date when a client calls in to reschedule and leave a note of who rescheduled and from what date by entering the information in the **Job Notes**. However, some clients will call in many deposition dates pertaining to the same case/caption. To save time, the computer operator will copy the schedule, then go in to each record copied and input the next date.

- Find the transaction you would like to copy.

- Click the **COPY** button directly below and then click **OK**.

- Click on the **Change** button to edit the newly copied transaction and then input the desired date in the Scheduled Date field.

- Click **OK** to return to the transaction list and click the **WrkOrd** button if you want to print worksheet.

How to do a Reporter Reimbursement so it shows on Reporters Payroll Commission Report.

(This is done only when a reporter is already assigned to an invoice and you need to pay additional people)

This reimbursement can be used for many reasons. Some of the most common are:

1. Reimbursement for travel expenses incurred by the reporter.

2. Paying additional subcontractors on one invoice. Such as typist or scopist.

3. Paying additional court reporters for one invoice.

4. Paying referral fee's to other agencies.

5. Commissioned Delivery people.

Note:	Everyone that you expect to pay through the reporters commission payable report (Number 4 in the Reporters Reports section) must be entered as a reporter. For example, your typist Karen will be in the reporters database if she is on commission. Also, the referral fee you pay ABC Reporters Limited would also be in the reporter database as a reporter.

I suggest that you read "The Reporter Deduction Reimbursement Data Entry Form" in the regular section of the Manual. (See Table of Contents).

Once the system is activated, select Transactions & Payments from the main menu.

1. Click on the Deductions/Reimbursements button at the bottom of the Transaction List form.

Note:	You can also call up the reimbursement/deduction form during the time of making an invoice or making a payment by clicking the Deductions/Reimbursements button at the bottom of the Transaction List form as well

3. Select the Reporter ID entering in their code manually or clicking the >> button next to the Reporter heading.

4. After you have selected the reporter, click on the **Insert** button to bring up the **Adding Record** form.

5. Press **TAB** to get to the date field.

6. Input an appropriate date you would like to pay the reporter. (For example, an entry of 12/05/98 for invoice #978934 in the amount of $120.00 would be added to the reporter payroll report that specifies 12/01/98 to 12/15/98)

7. Enter a description. (A possible description could be "referral commission on inv #978934")

8. Enter Units. (A possible unit could be .10 meaning 10%)

9. Enter Rate. (A possible rate could be the total dollar amount of the job)

The extended total will automatically multiple the rate times the units. In the example above a \$120.00 commission was given to a reporter on inv #978934. (\$1200.00 x .1 = 120.00)

Note:	Many times the unit will be a "1" and your rate would be the exact figure you would like the additional subcontractor to get paid. For example, the reporter paid \$178.34 out of her pocket for travel expenses. (The unit would be "1" and the rate would be 178.34)

How to Generate Shipping Labels For your Finished Work that needs to be Delivered.

Shipping labels are not client labels. They have the clients address and name you entered in the ordering attorney field of the Transaction form and print on continuous 3 7/8" x 2 7/8" mailing labels.

1. Once the system is activated, select **Reports** from the main menu. Select **3.Reporter Reports** from the drop-down menu that appears. Then select **7.Invoice Shipping Labels**.

2. Select Reporter ID from the top of the Transaction List By Reporter form (a list of jobs will appear in a table)

3. Enter an approximate date of job.

4. Choose the jobs you would like to print by pressing the space bar to obtain a check mark next to the job, or click Tag/Untag at the bottom of the form.

5. Click on the **Print Labels** button to print all jobs that you have checked off.

For smaller agencies:

Some agencies are small enough to generate files on their popular clients and would like to generate shipping labels to keep in those files.

With the ASBMS you are able to store regular shipping labels on your clients and print many labels on one client for storage purposes. You can do this by:

1. Create a reporter ID called "labels" with a last name of "regular clients".

2. Create transactions of your most popular clients that only have clients name/address, ordering attorney and a reporter called "labels".

3. Follow the above instructions from 1 to 5 using "labels" as the reporter.

How to Search Transactions

All searches are now performed by selecting the appropriate tab at the top of the Transaction List form. You have the capacity to search according to Transaction# (the primary search), Client ID, Case Name, Amount, and Start Date. Once you have selected the correct tab, simply enter in your criteria in the search box.

There are many reasons to search transactions. Some of the usual reasons to search are as follows:

- To find schedules so as to answer or otherwise inform clients, reporters and other inquiring questions.
- To find invoices for payment purposes on that invoice and reporters compensation.
- To find job management dates to properly inform clients, reporters and other inquiring questions.
- To find transactions so as to correct errors or make other modifications.

Typical Scenario's: Client calls you and wants to know what happened on a deposition he did 4 months ago on 4/30/96. While he is on the phone you go into Transaction List form, click on the Start Date tab and enter 4/30/96. The record will be highlighted and invoice detail is available at the bottom of the form. You not only give him details on the invoice and payment but you also press **ENTER** and click the **Job Information** tab and advise when job was completed and delivered and then **Job Notes** to who it was that accepted the transcript when it was delivered.

An insurance company paid a bill of $435.23 and provided no details. You immediately select the **Amount** tab and search by the amount, thereby highlighting the correct record. You then click the **Payments** on the right side of the Transaction List form to make the payment. The reporter will be paid when the agency is paid, so you fill in the date reporter will be paid. You will have one of four areas to enter your payment on the outstanding invoice.

How to make payments to client invoices and reporters

To make payments on client invoices, you must first search for the transaction (invoice) from the transaction list located when you enter Transaction & Payments. Once you find the invoice you should click the **Payments** on the right side of the Transaction List form to obtain the payment information screen or hit **ENTER** to see more detail. All invoice information is already displayed for your convenience at the bottom of the Transaction List form.

To make a payment to reporters depends on how you pay reporters. Two popular methods are as follows:

For agencies that pay the reporter when the clients pay the invoice. You must enter the same date in the empty field after the statement “Due date to pay the reporter for this invoice”.

For agencies that pay the reporter regardless of when they get their money, you must enter a date in the empty field after the statement “Due date to pay the reporter for this invoice within (the period you would like to pay the reporter). This is usually done immediately after making an invoice. Therefore right after you make the invoice you must click the **Payments** button on the right side of the Transaction List form to tell the system when you want to pay the reporter.

This date is very important when you run the Reporter Payable Report (usually given to the reporter on pay day) located in the Reporter reports section. This date is required to produce the transaction that needs to be paid.

How to Backup and Restore Information

As a user of ASBMS, it is your responsibility to upkeep the integrity of your data. It is your computer’s operating system or specialized backup program such as a tape backup program that controls the backing up of information.

It is recommended that you maintain four separate sets of backup diskettes. Before you can backup for the first time you will need to have at least 2 formatted disks on hand if you are backing up the ASBMS information only. The number of disks are dependent on the amount of information you have entered in the ASBMS.

Many court reporters are accustomed to seeing backup programs available on their application program. You will see no such backup program on the ASBMS. We believe that users should have one backup program for all your files on the computer. With so many programs available on computers today, it would be a nightmare if you had to load each manufacturers backup program to restore your data if information was not retrievable from your hard drive.

If you are using a specialized backup program such as one made by a tape backup manufacturer, the default directory and drive from our installation program is C>ACCULAW. All our files are located in a directory called Acculaw unless a person familiar with Microsoft Windows has changed that directory.

Our emphasis will be on the most popular operating system backup program which is manufactured by Microsoft.