Billing/Scheduling/Job Management Software
Reports

Transaction Reports **Page 2-3**	Client Reports **Page 4-5**
• Invoice • Statements • Statement with Aging • Re-bill Invoice • Transaction Summary Report • Transaction Summary by Client • Total Transaction Report • Total Transaction by Amount • Payments Summary Report • Transaction Schedule	• Summary Report by Name • Summary Report by Type • Client Aging Report (Alpha) • Summary Report by Client id • Detail Report by Name • Detail Report by Type • Detail Report by Client ID • Mailing Labels • Laser Mailing Labels • Client Aging Report
Reporter Reports **Page 6**	**Management Reports** **Page 7**
• Summary Report by Name • Detail Report by Name • Reporter Production Summary • Reporter Payable Summary • Reporter Schedule • Reporter Labels • Invoice Shipping Labels • Service Code Report	• Job due Date List • Outstanding Job List • Timing Jobs Out • Service Summary Report

Transaction Reports

• **Invoice**: Two invoice formats to choose from. Each one of these formats can print detail charges or just one lump sum figure. 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/e-mail statement will bring in the contact name from your client list automatically and prepare the statement for your fax machine or email automatically.

• **Statement with Aging**: There are 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/e-mail statement will bring in the contact name from your client list automatically and prepare the statement for your fax machine.

• **Re-bill 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, and 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**: 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 1/2 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." Client's 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 1/2 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 1/2 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.

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