Juris®

Reports Guide

Version 3.2

LexisNexis®

TOC

Revision Date

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Batch audit reports

Cash Receipts Audit Report Overview

The Cash Receipts Audit reports all posted cash and prepaid deposits (PPD) entered through the Cash Receipts function. This includes posted normal batches as well as direct and adjustment batches that automatically post when saved.

Purpose

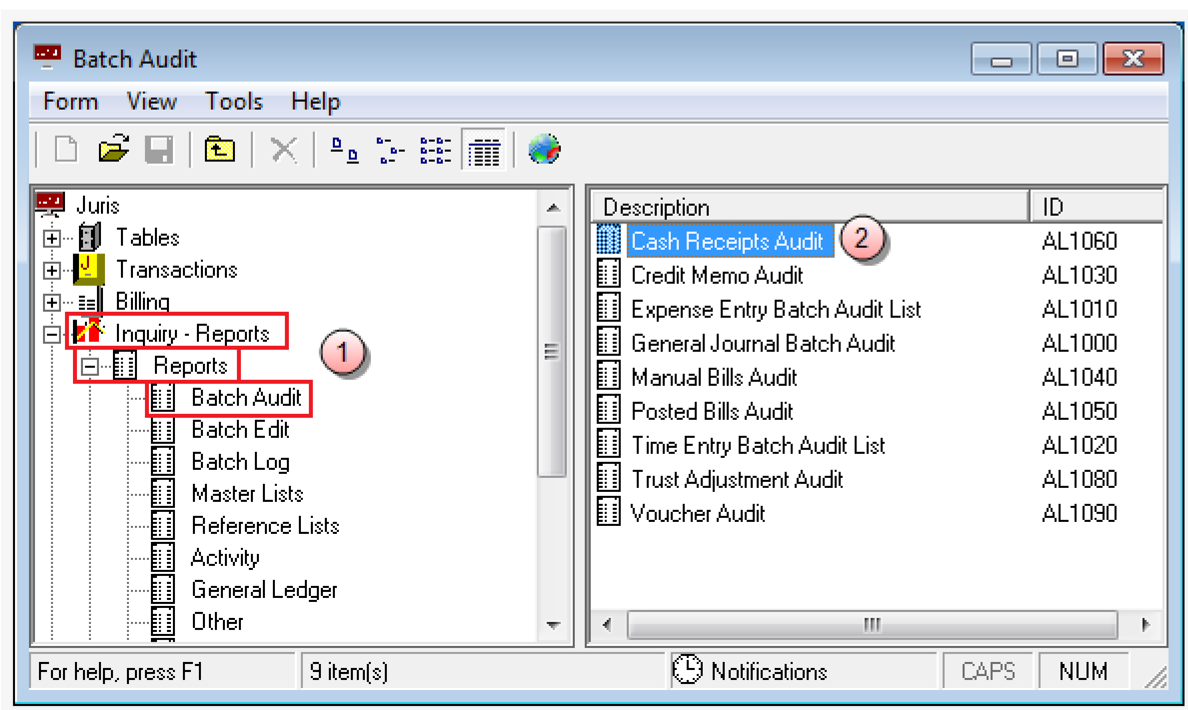
Audit Lists provide information concerning transactions entered into Juris, and ancillary information relative to the entry such as the method of entry, batch information, and totals. The Cash Receipts Audit provides this information for posted cash.

Create a Cash Receipts Audit Report

To create a Cash Receipts Audit report:

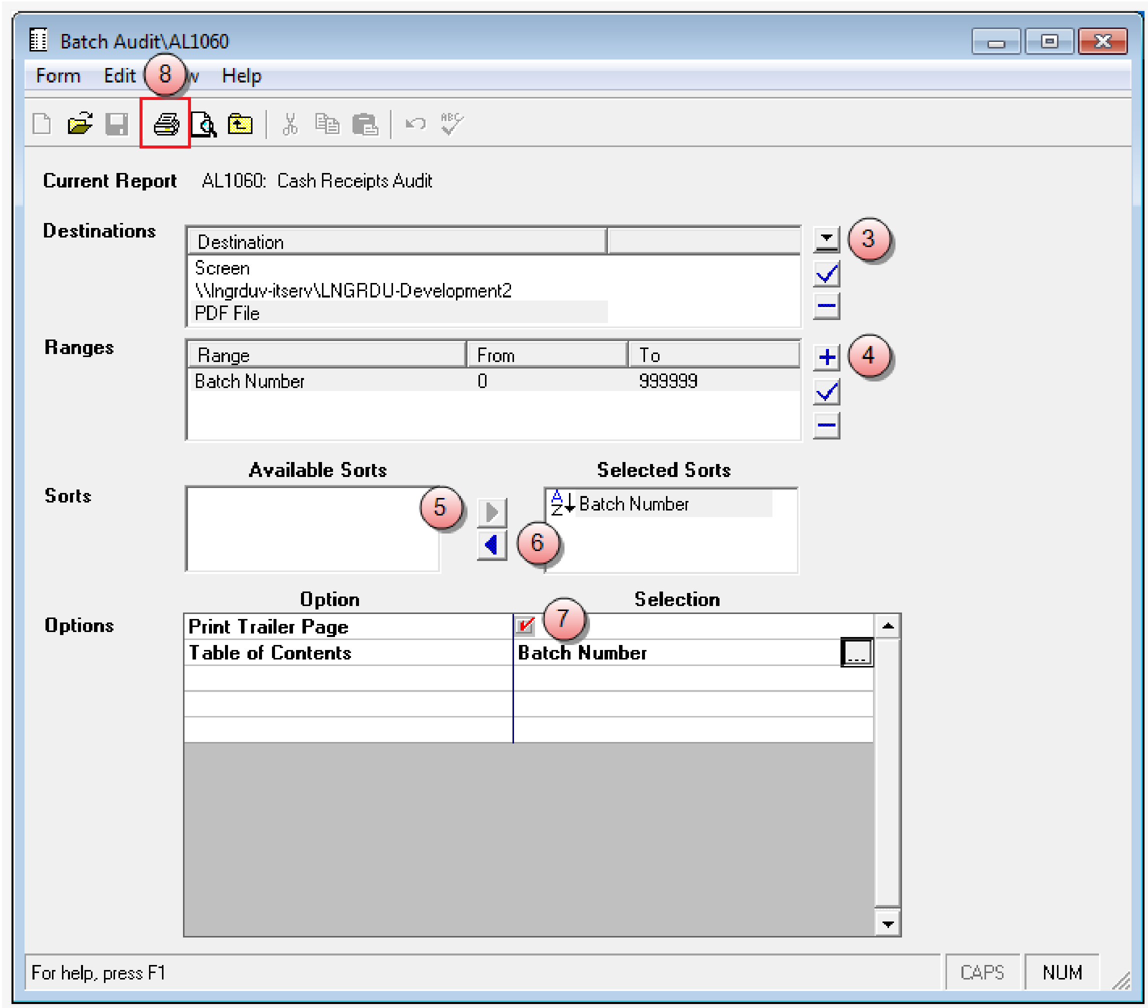
1. Select **Inquiry - Reports** > **Reports** > **Batch Audit**.

   The right pane displays a list of all available batch audit reports.



2. Double-click **Cash Receipt Audit**.

The Batch Audit\AL1060 window opens.



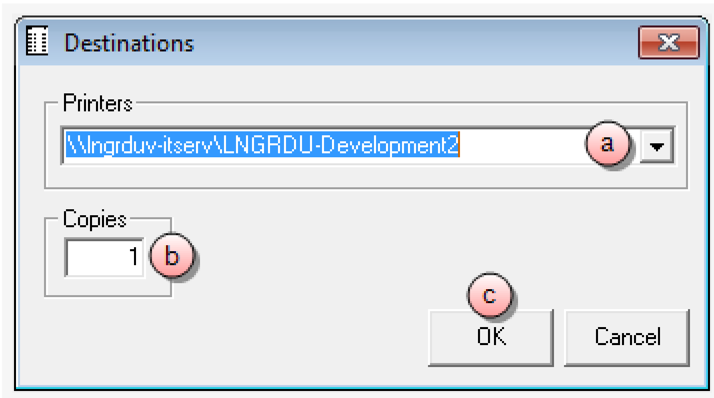
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



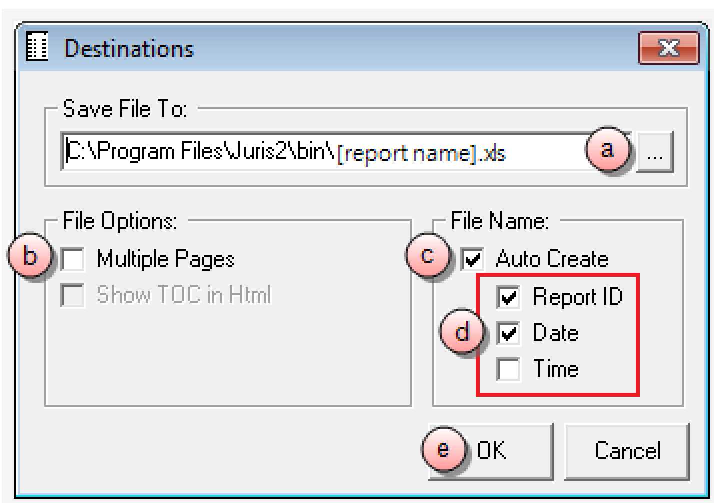
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

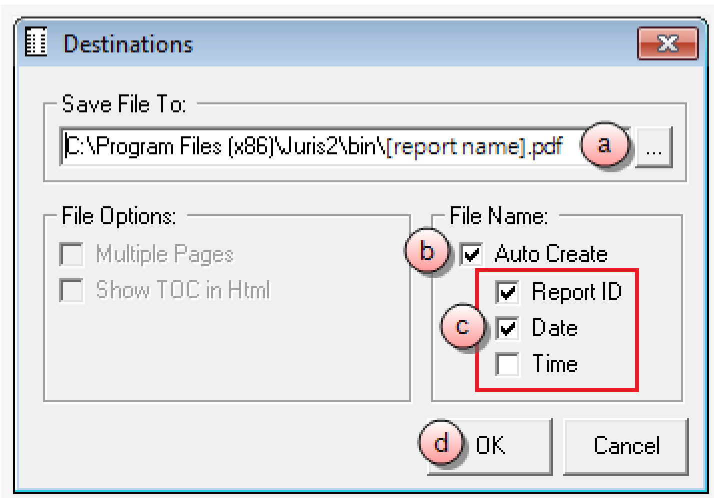
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

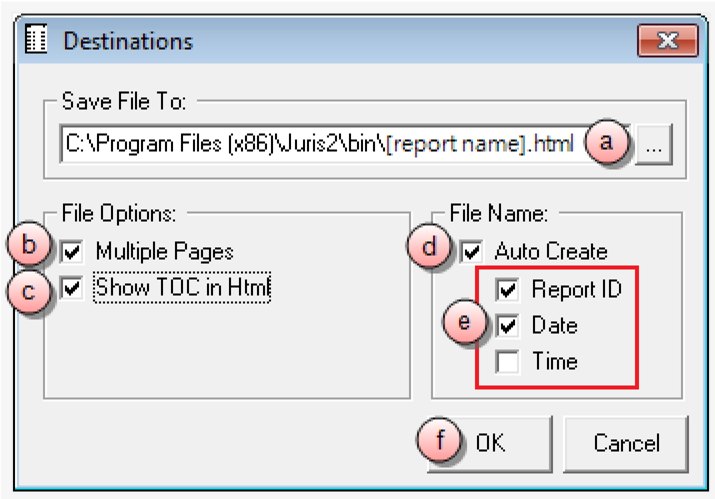
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

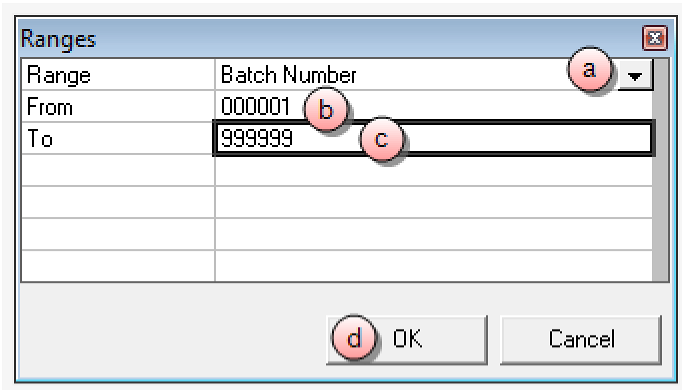
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Batch Number*.

b. Click in the **From** text box and type the starting batch number.

c. Click in the **To** text box and type the ending batch number.

d. Click **OK**.

The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

8. Click the **Print** button on the toolbar to generate your report.

Cash Receipts Audit Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Batch Number	Run a report that displays a particular batch number or range of batch numbers.
Matter	Run a report that displays a particular matter number or range of matter numbers.
Sorts	
Batch Number	Sort selected items by batch number.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Batch Number.'

Text boxes (fields)

Text box label	Description
Rec#	Record number of the entry in the batch.
Bill Number	The bill number that cash was applied to (only for deposits on the A/R tab).
Check Number	The check number.
Check Amount	The total amount of the check.
Check Date	The date of the check.
Payor	The name of the person who wrote the check.
Information from the *A/R* tab	
Fees (Balance)	Beginning fee balance.
Fees (Applied)	Cash applied to fees from this cash receipt.
Fees (New Balance)	Calculated as "Fees (Balance) - Fees (Applied)"

Text box label	Description
Cash Expenses (Balance)	Beginning cash expense balance.
Cash Expenses (Applied)	Cash applied to cash expenses from this cash receipt.
Cash Expenses (New Balance)	Calculated as "Cash Expenses (Balance) - Cash Expenses (Applied)"
Non-Cash Expenses (Balance)	Beginning non-cash expense balance.
Non-Cash Expenses (Applied)	Cash applied to non-cash expenses from this cash receipt.
Non-Cash Expenses (New Balance)	Calculated as "Non-Cash Expenses (Balance) - Non-Cash Expenses (Applied)"
Total (Balance)	Beginning total balance.
Total (Applied)	Cash applied to the total balance from this cash receipt.
Total (New Balance)	Calculated as "Total (Balance) - Total (Applied)"
Fee Allocations	
Timekeeper ID Timekeeper Name (Balance)	Beginning timekeeper fee balance.
Timekeeper ID Timekeeper Name (Applied)	Cash applied to this timekeeper from this cash receipt.
Timekeeper ID Timekeeper Name (New Balance)	Calculated as "Timekeeper ID Timekeeper Name (Balance) - Timekeeper ID Timekeeper Name (Applied)"
Expense Allocations	
Expense Code Expense Description (Balance)	Beginning expense code balance.
Expense Code Expense Description (Applied)	Cash applied to this expense code from this cash receipt.
Expense Code Expense Description (New Balance)	Calculated as "Expense Code Expense Description (Balance) - Expense Code Expense Description (Applied)"
Information from the *Other* tab	
Bank Code	The code for the bank used to receive the funds.
Account Number	The account number associated with this part of the transaction.
Amount	The amount deposited under the *Other* tab.
Reference	Text entered in the Reference text box on the cash receipt.

Text box label	Description
Information from the *PPD* tab	
PPD Amount	The amount that applies to a prepaid account. (Client/Matter Reporting Name and Client/Matter Codes that funds were applied to are also listed here.)
Information from the *Trust* tab	
Client/Matter Codes	Client/matter reporting names.
Trust Bank	The bank account that was setup as the trust account for this cash receipt.
Trust amount	The amount deposited into the trust bank account.

Cash Receipts Audit Report Overview

The Credit Memo Audit reports all credit memos posted through the Credit Memo function for the selected range.

Purpose

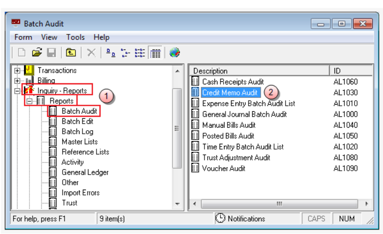
Audit Lists are detail level tools specifically designed for verification of input of certain data to the system. Like ledgers, they provide a viable and easy to follow audit trail of the firm's transactions. Audit Lists provide information concerning the transactions you enter into Juris, and ancillary information relative to the entry such as the method of entry, batch information, and totals. The Credit Memo Audit provides information on credit memos.

Create a Credit Memo Audit Report

To create a Credit Memo Audit report:

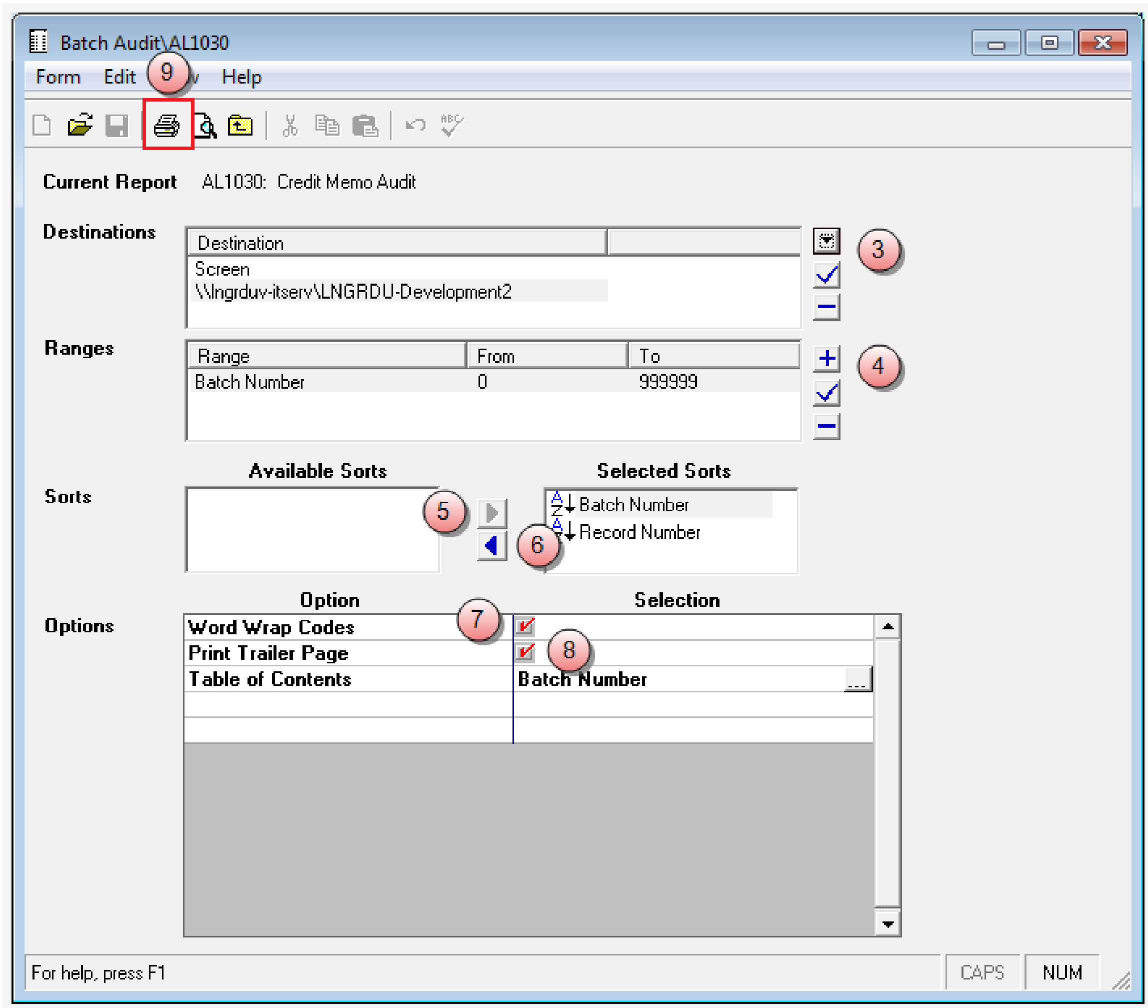
1. Select **Inquiry - Reports** > **Reports** > **Batch Audit**.

   The right pane displays a list of all available batch audit reports.

2. Double-click **Credit Memo Audit**.

   The Batch Audit\AL1030 window opens.



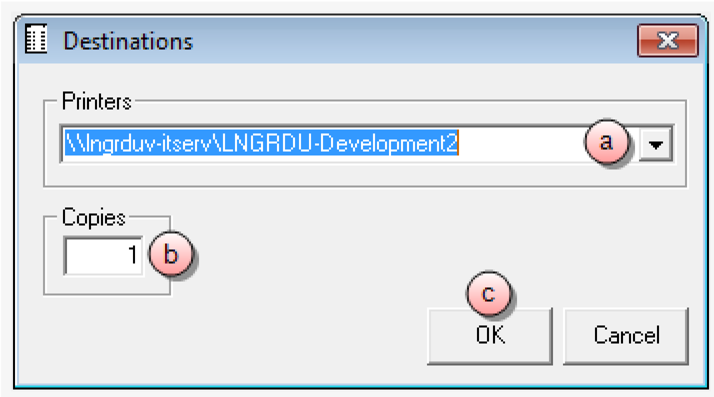
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



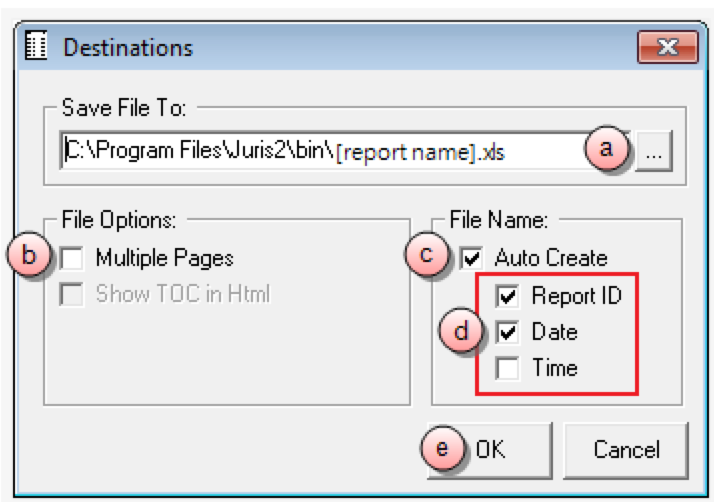
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

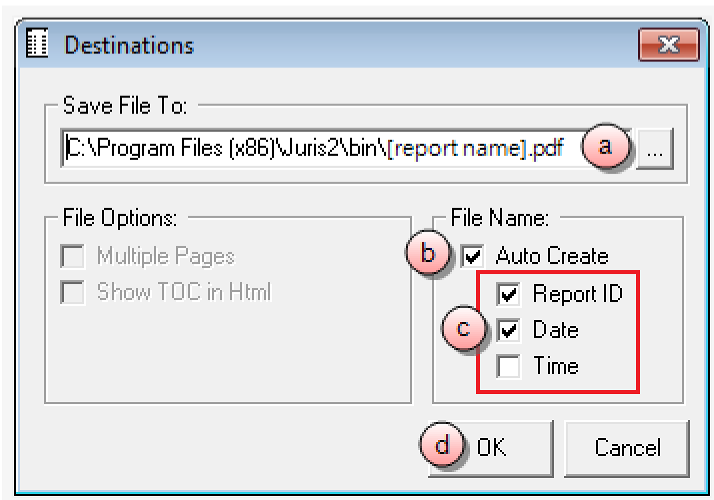
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

   'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

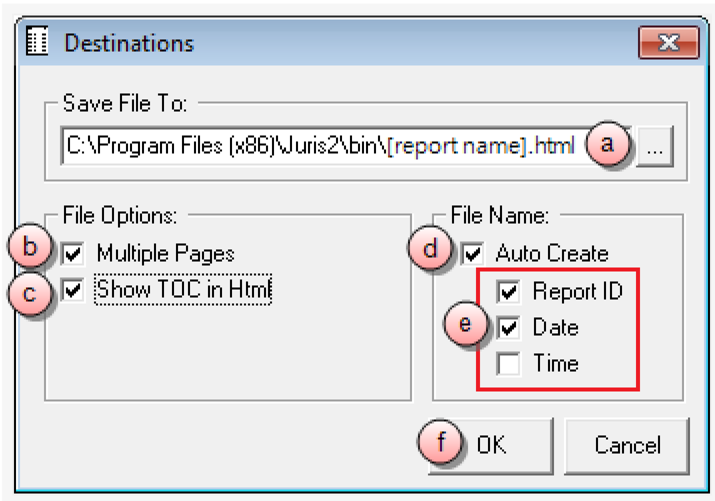
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

   The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

d. Click the **Auto Create** check box if you want the file name to be automatically created.

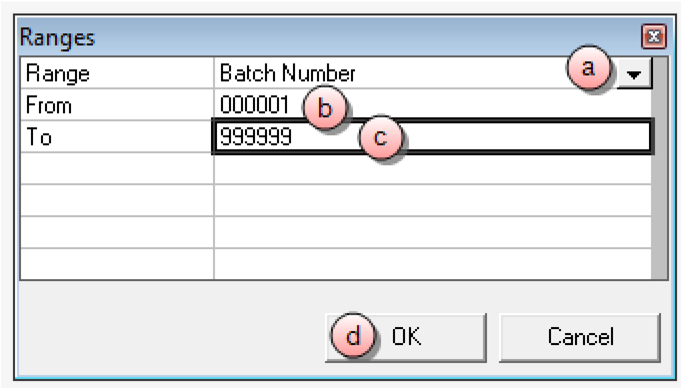
e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.

To select a range:



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Batch Number*.

b. Click in the **From** text box and type the starting batch number.

c. Click in the **To** text box and type the ending batch number.

d. Click **OK**.

The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Word Wrap Codes** check box to select it, if you want the contents to wrap so all content shows in the display. If you only want to see the content that fits in the content column, then ensure that this check box is not checked.

8. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

9. Click the **Print** button on the toolbar to generate your report.

Cash Receipts Audit report reference

Report options

Screen element	Description
Ranges	
Batch Number	Run a report that displays a particular batch number or range of batch numbers.
Since Last Run Date	Run a report showing only the information that has changed or been added since the date on which the report was last run. *This option is only available when the report is run as part of a report queue*.
Sorts	
Batch Number	Sort selected items by batch number.
Record Number	Sort selected items by record number.
Options	
Word Wrap Codes	*Checked* - The contents in the text box wrap to the next line. *Unchecked* - The text box displays only the content that fits within its confines.
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Batch Number.'

Text boxes (fields)

Text box label	Description
Fees Billed (Balance)	Prior Amount + Adjustment
Cash Expenses (Balance)	Prior Amount + Adjustment
NonCash Expenses (Balance)	Prior Amount + Adjustment
Surcharge (Balance)	Prior Amount + Adjustment
Interest (Balance)	Prior Amount + Adjustment
Total (Prior Amount)	Total of entire column.
Total (Adjustment)	Total of entire column.
Total (Balance)	Total of entire column.

Text box label	Description
Fee Allocation	Previous Allocation + Adjustment
Expense Allocation	Previous Allocation + Adjustment
Tax 1 (Balance)	Prior Amount + Adjustment
Tax 2 (Balance)	Prior Amount + Adjustment
Tax 3 (Balance)	Prior Amount + Adjustment
Description	Description of the report.
Journal Entries	General Ledger main account.
Client	Code used to identify the client.
Client Nickname	Short name that identifies the client.
Matter	Code used to identify the matter.
Matter Name	Nickname used to identify the matter.
Bill Number	Number of the original bill.
Bill Comment	Comment as entered on the credit memo form.
Cash Expenses (Adjustment)	Cash expense adjustment as entered on the credit memo form.
Date	Date as entered on the credit memo form.
Expense Allocations	Expense code and description.
Fees Billed (Adjustment)	Fee adjustment as entered on the credit memo form.
Interest (Adjustment)	Interest adjustment as entered on the credit memo form.
Narrative	Narrative as entered on the credit memo form.
NonCash Expenses (Adjustment)	NonCash expense adjustment as entered on the credit memo form.
Fees Billed (Prior Amount)	Fee before adjustment.
Interest (Prior Amount)	Interest before adjustment.
NonCash Expenses (Prior Amount)	NonCash expenses before adjustment.
Surcharge (Prior Amount)	Surcharge before adjustment.
Tax 1 (Prior Amount)	Tax 1 before adjustment.
Tax 2 (Prior Amount)	Tax 2 before adjustment.
Tax 3 (Prior Amount)	Tax 3 before adjustment.

Text box label	Description
Record Number	The System assigned record number within a credit memo batch.
Tax 1 (Adjustment)	Tax 1 adjustment as entered on the credit memo form.
Tax 2 (Adjustment)	Tax 2 adjustment as entered on the credit memo form.
Tax 3 (Adjustment)	Tax 3 adjustment as entered on the credit memo form.
Fee Allocations	Employee ID and name
Debits	Amount IF >0
Credits	Amount IF <0
Reference	Reference information as entered on the credit memo form.

NOTE: The report does not include 'purged credit memo' batches.

Expense Entry Batch Audit List Report Overview

The Expense Entry Batch Audit reports expense entries entered and posted through the Expense entry function. This includes posted normal batches as well as direct and adjustment batches that automatically post when you save them.

Purpose

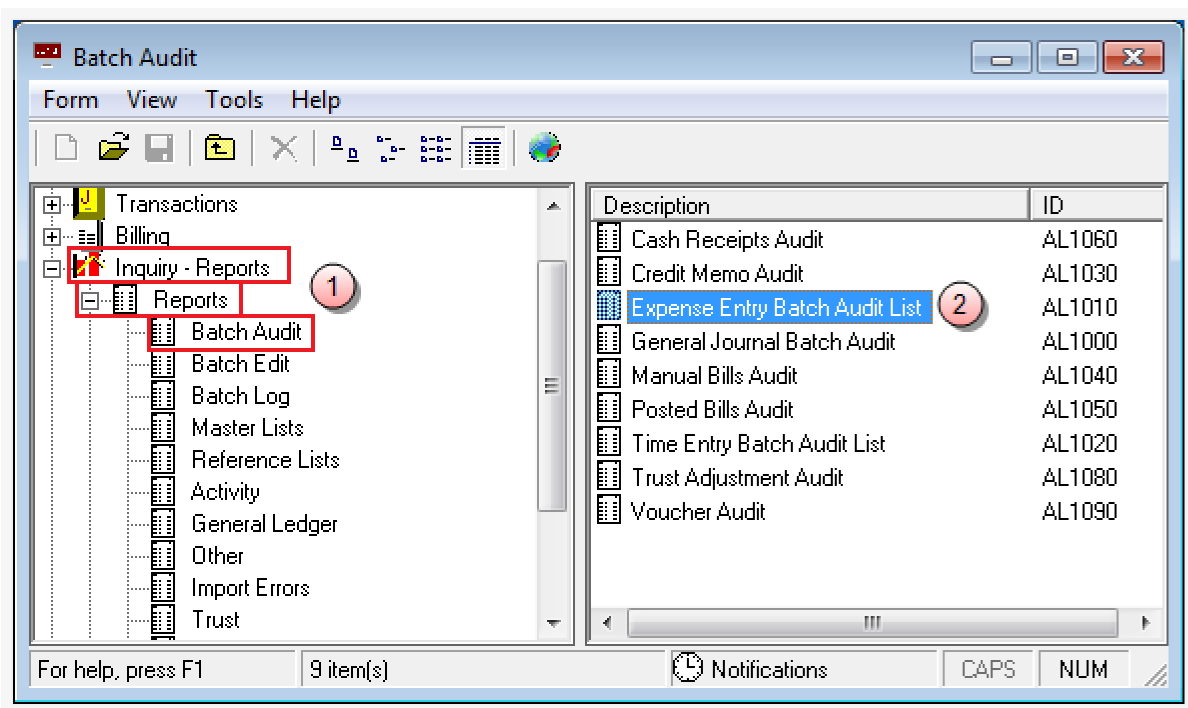
Audit Lists are detail level tools specifically designed for verification of input of certain data to the system. Like ledgers, they provide a viable and easy to follow audit trail of the firm's transactions. Audit Lists provide information concerning the transactions you enter into Juris, and ancillary information relative to the entry such as the method of entry, batch information, and totals. The Expense Entry Batch Audit List provides this information for posted expense entries.

Create an Expense Entry Batch Audit List report

To create an Expense Entry Batch Audit List report:

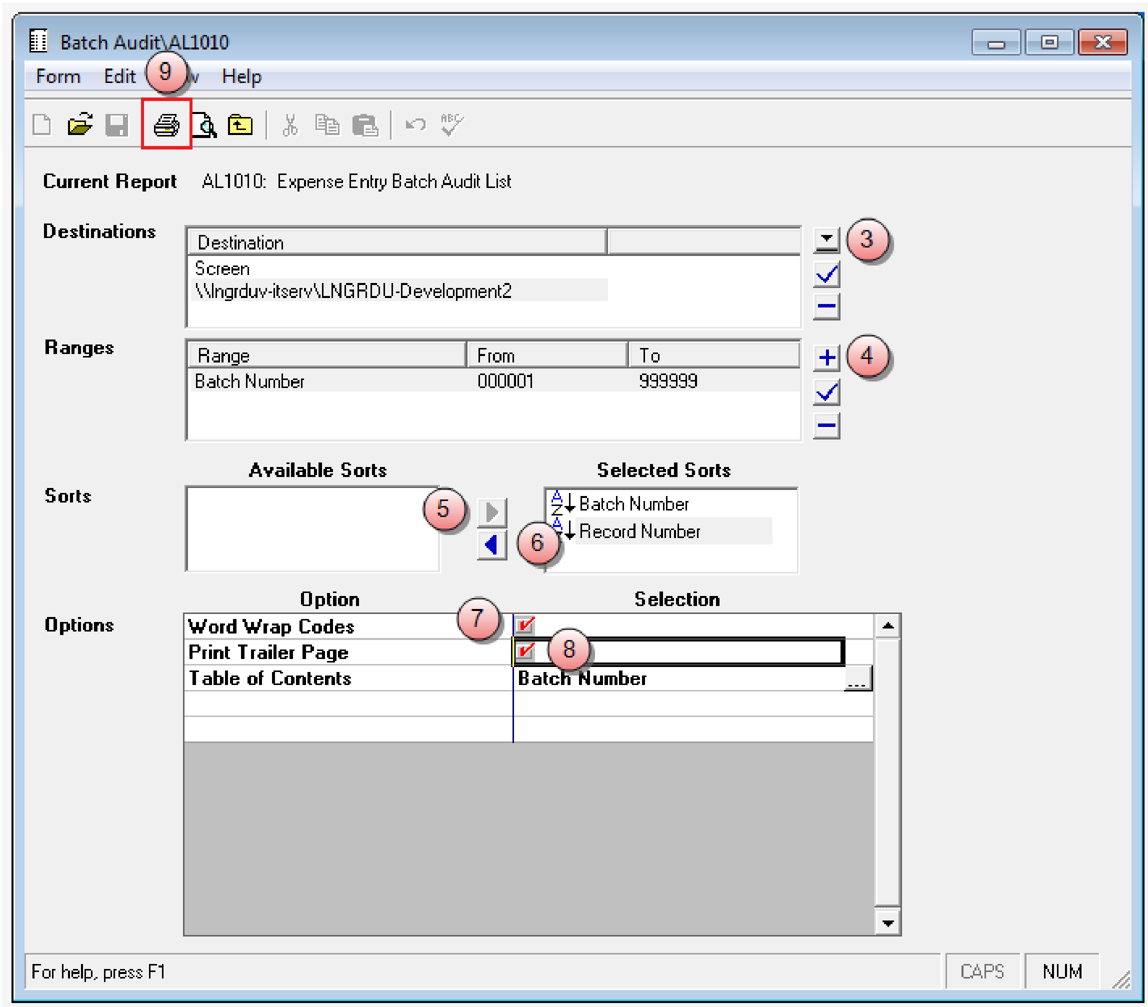
1. Select **Inquiry - Reports** > **Reports** > **Batch Audit**.

   The right pane displays a list of all available batch audit reports.



2. Double-click **Expense Entry Batch Audit List**.

   The Batch Audit\AL1010 window opens.



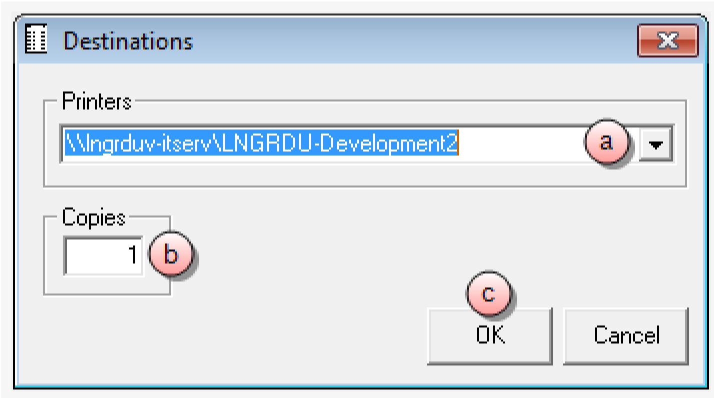
3. Click the **Destinations** arrow and select a destination for the report.

   > **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

   Depending on the option you select, there may be additional options that appear in a smaller window.

   Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



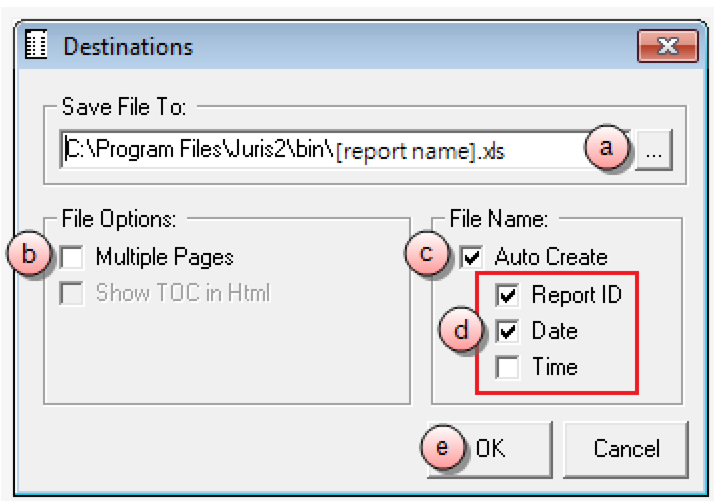
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

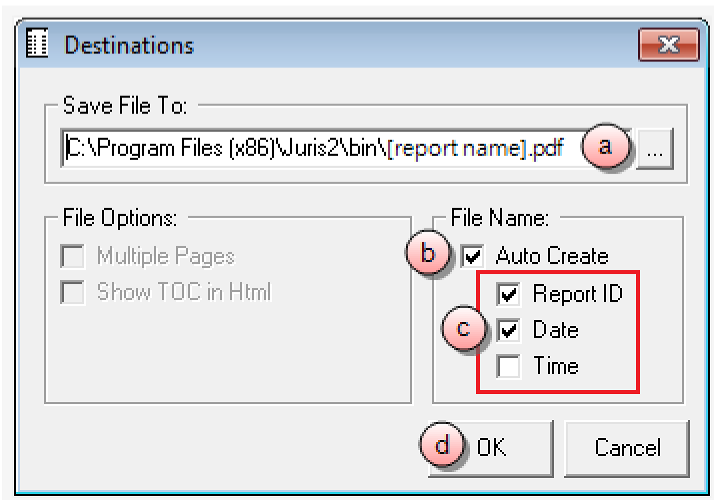
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

   'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

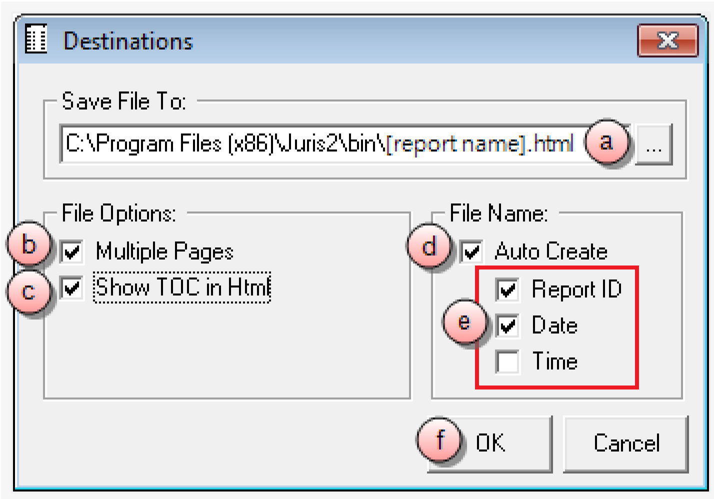
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

   The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

d. Click the **Auto Create** check box if you want the file name to be automatically created.

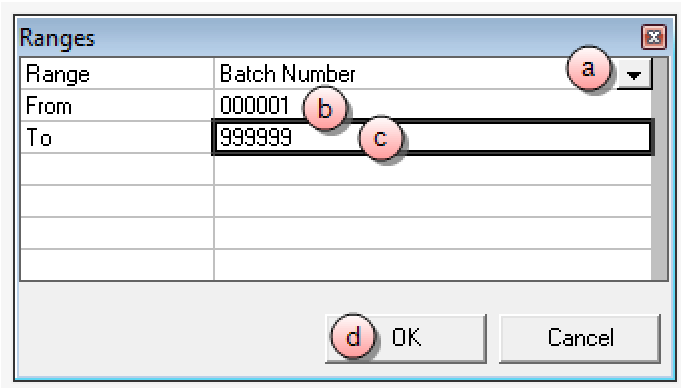
e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

   'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.

To select a range:



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Batch Number*.

b. Click in the **From** text box and type the starting batch number.

c. Click in the **To** text box and type the ending batch number.

d. Click **OK**.

The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Word Wrap Codes** check box to select it, if you want the contents to wrap so all content shows in the display. If you only want to see the content that fits in the content column, then ensure that this check box is not checked.

8. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

9. Click the **Print** button on the toolbar to generate your report.

Expense Entry Batch Audit List report reference

Report options

Screen element	Description
Ranges	
Batch Number	Run a report that displays a particular batch number or range of batch numbers.
Last Run Date	Run a report showing only the information that has changed or been added since the date on which the report was last run. *This option is only available when the report is run as part of a report queue*.
Sorts	
Batch Number	Sort selected items by batch number.
Record Number	Sort selected items by record number.
Options	
Word Wrap Codes	*Checked* - The contents in the text box wrap to the next line. *Unchecked* - The text box displays only the content that fits within its confines.
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Batch Number.'

Text boxes (fields)

Text box label	Description
G/L Account	Main General Ledger account number.
Client	Code that identifies the client.
Client Name	Client's reporting name.
Amount	Expense amount
Phase	Budget phase
Task	Budget task code
Code 1	Optional code 1 from the expense entry.
Code 2	Optional code 2 from the expense entry.
Code 3	Optional code 3 from the expense entry.
Date	Entry date of the expense.
Exp. Code	Expense code
Rec. #	Record number
Units	Units as recorded.
Amount	Amount as recorded for this particular unit.

Text box label	Description
Incurred By	The employee ID for the employee who incurred the expense.
Date	Journal entry date.
Matter	Code that identifies a matter
Matter Reporting Name	The matter name that prints on reports.

NOTE: The report does not include 'purged expense' batches.

General Journal Batch Audit Report Overview

The General Journal Batch Audit provides a listing of all journal entries posted into the system. This includes posted normal batches as well as all journal entries automatically created based on the specific accounting method you select.

Purpose

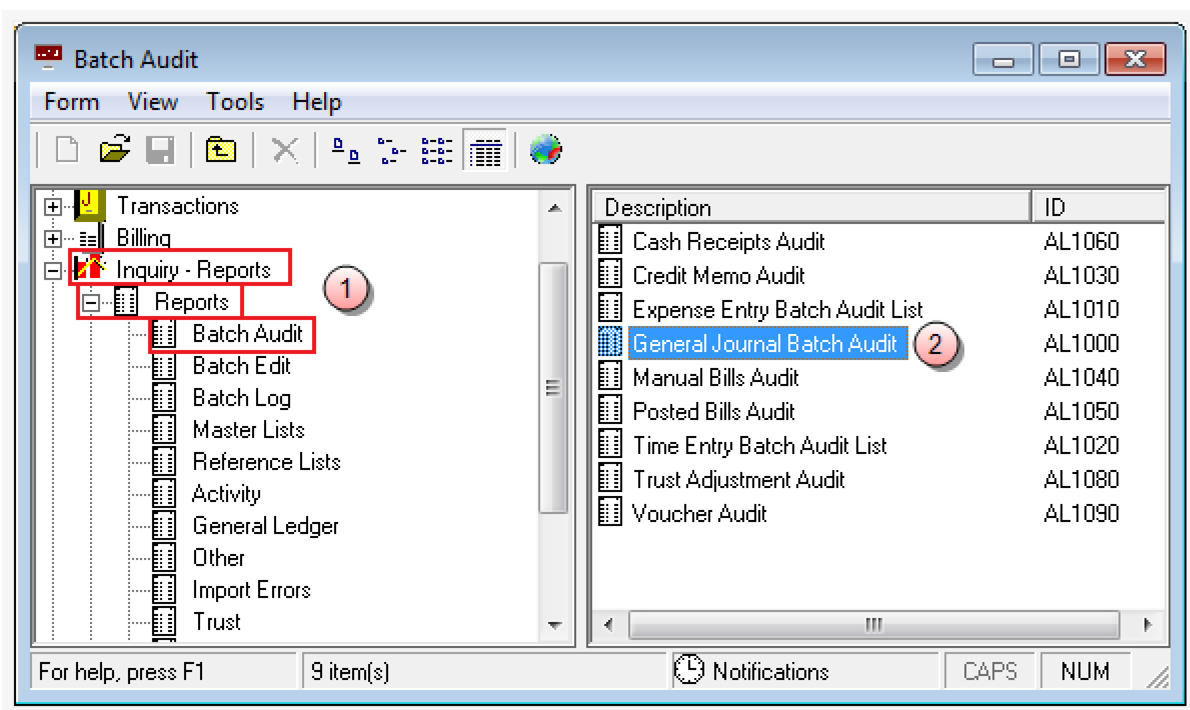
Audit Lists are detail level tools specifically designed for verification of input of certain data to the system. Like ledgers, they provide a viable and easy to follow audit trail of the firm's transactions. Audit Lists provide information concerning the transactions you enter into Juris, and ancillary information relative to the entry such as the method of entry, batch information, and totals. The General Journal Batch Audit List provides this information for posted general journal entries.

Create a General Journal Batch Audit Report

To create a Cash Receipts Audit report:

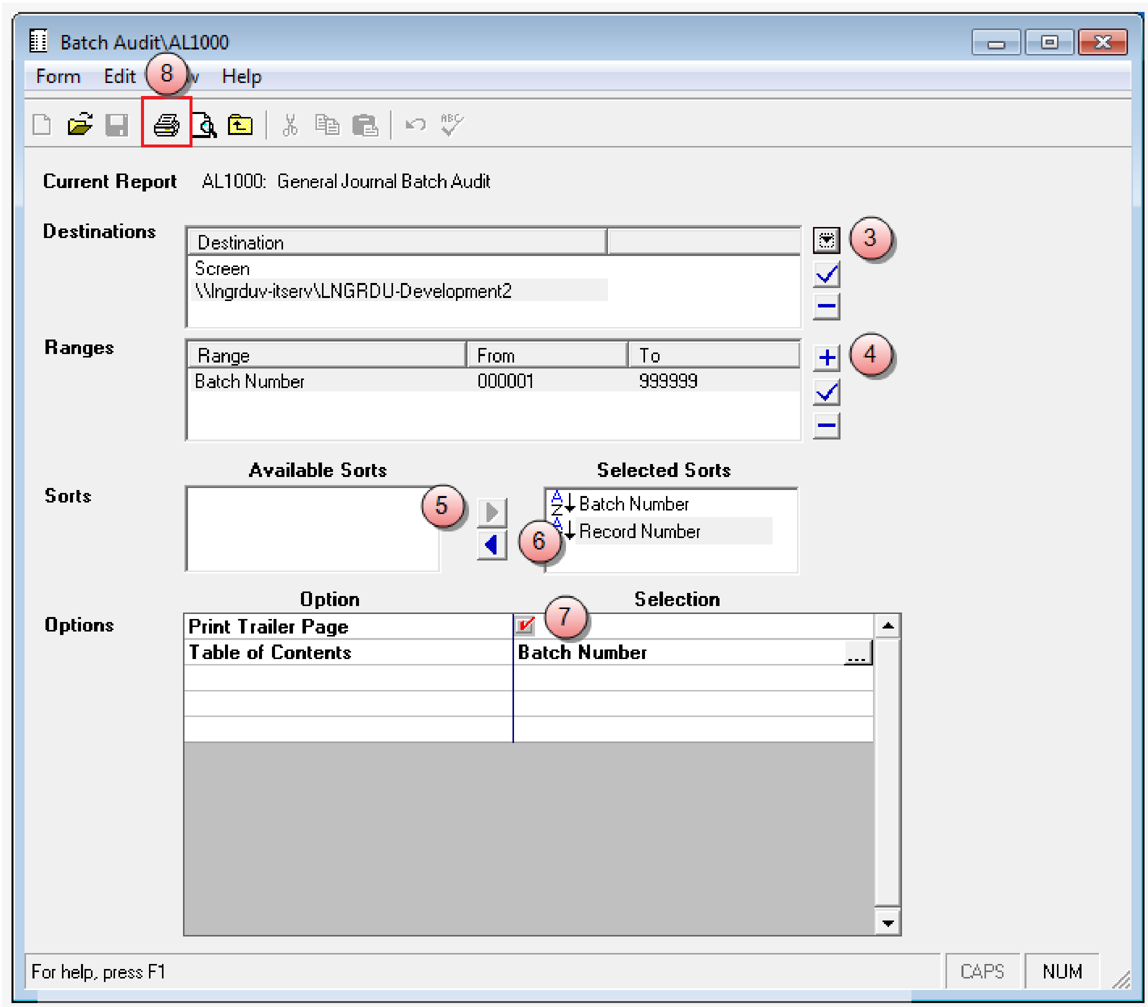
1. Select **Inquiry - Reports** > **Reports** > **Batch Audit**.

   The right pane displays a list of all available batch audit reports.



2. Double-click **General Journal Batch Audit**.

   The Batch Audit\AL1000 window opens.



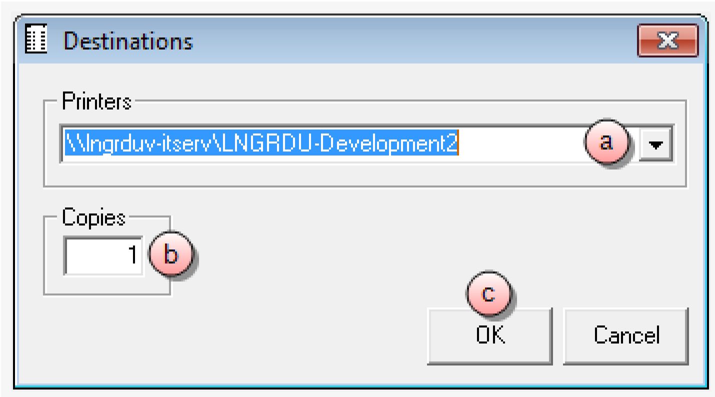
3. Click the **Destinations** arrow and select a destination for the report.

   > **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

   Depending on the option you select, there may be additional options that appear in a smaller window.

   Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



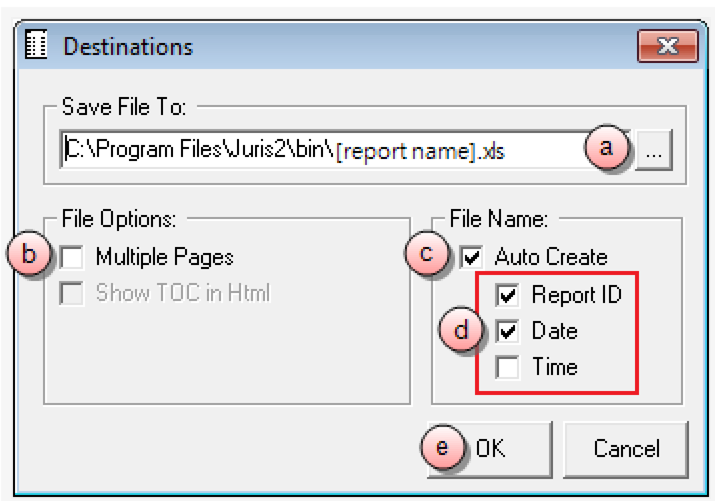
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

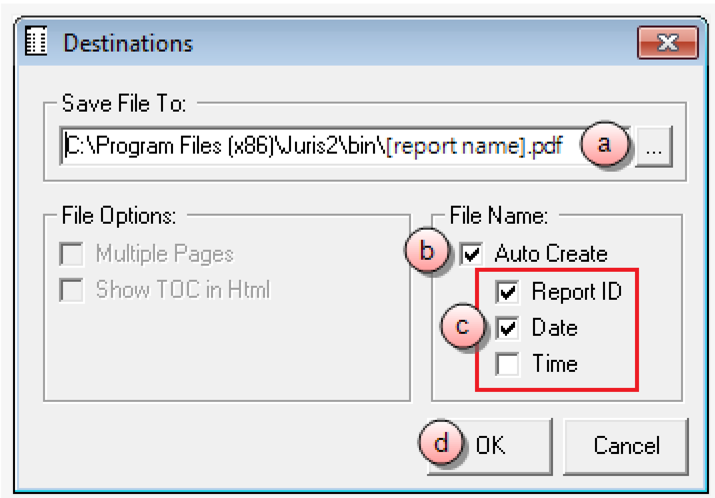
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

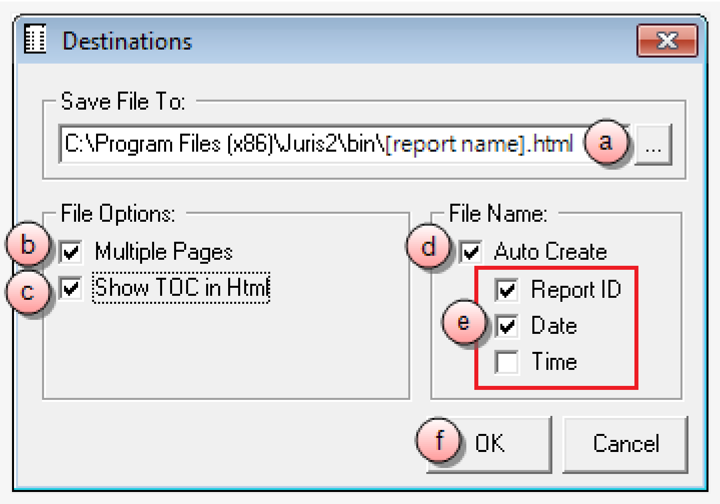
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

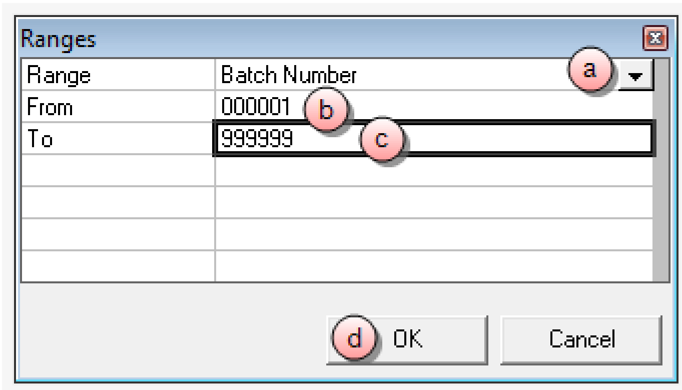
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Batch Number*.

b. Click in the **From** text box and type the starting batch number.

c. Click in the **To** text box and type the ending batch number.

d. Click **OK**.

The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

8. Click the **Print** button on the toolbar to generate your report.

General Journal Batch Audit Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Batch Number	Run a report that displays a particular batch number or range of batch numbers.
Last Run Date	Run a report showing only the information that has changed or been added since the date on which the report was last run. *This option is only available when the report is run as part of a report queue*.
Sorts	
Batch Number	Sort selected items by batch number.
Record Number	Sort selected items by record number.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Batch Number.'

Text boxes (fields)

Text box label	Description
Rec Nbr.	The assigned record number of each line item in a batch, starting with "1".
Account	General Ledger main account number.
Reference	As entered in the Reference on Journal Entry form. When you enter transactions that create Journal Entries, the system files a reference.
Date	Journal Entry Date as set on entry form.
Journal Nbr.	Journal number assigned by system, that coincides with the batch number.
Document Nbr.	Document number assigned by the system, and depending on the date and batch number.
Amount	Amount of each line item in the batch. Brackets indicate a credit line item.
Rev.	Reverse Next Period Y/N? setting on Journal Entry form. If set to Yes, a Journal Entry with the starting date of the next accounting period generates.
CE	Correcting Entry Y/N?set on Journal Entry form. If set to Yes, the option flags the entry as a correction.

Text box label	Description
Batch Total Debits	Sum of entries greater than zero or all line items without brackets.
Batch Total Credits	Sum of entries less than zero or all line items with brackets.
Batch Total	Sum amount of all entries in the batch.

NOTE: The report does not include 'purged journal entries.'

Manual Bills Audit Report Overview

The Manual Bills Audit reports all bills entered through the Manual Bill function. The audit reports fees and expense totals with an allocation breakdown for Timekeepers and Expense Codes.

Purpose

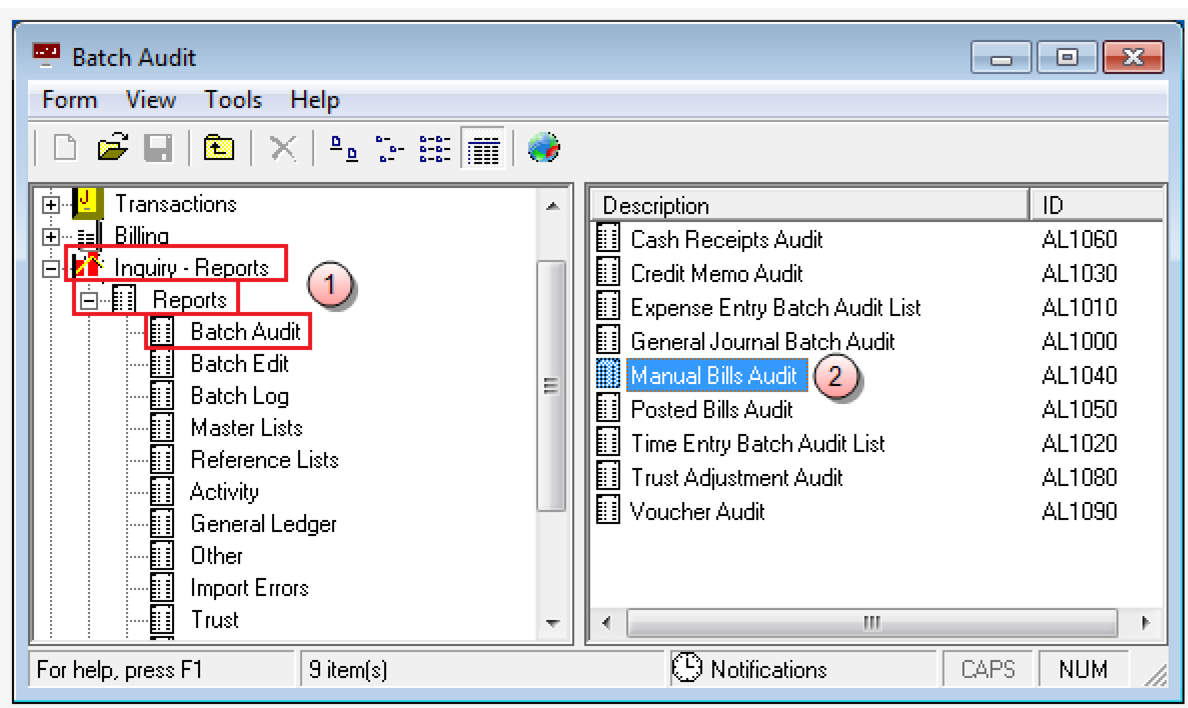
Audit Lists are detail level tools specifically designed for verification of input of certain date to the system. Like ledgers, they provide a viable and easy to follow audit trail of the firm's transactions. Audit Lists provide information concerning the transactions you enter into Juris, and ancillary information relative to the entry such as the method of entry, batch information, and totals. Manual bills are posted as they are entered and do not require an addition posting action. The Manual Bills Audit provides this information for entered manual bills.

Create a Manual Bills Audit Report

To create a Manual Bills Audit report:

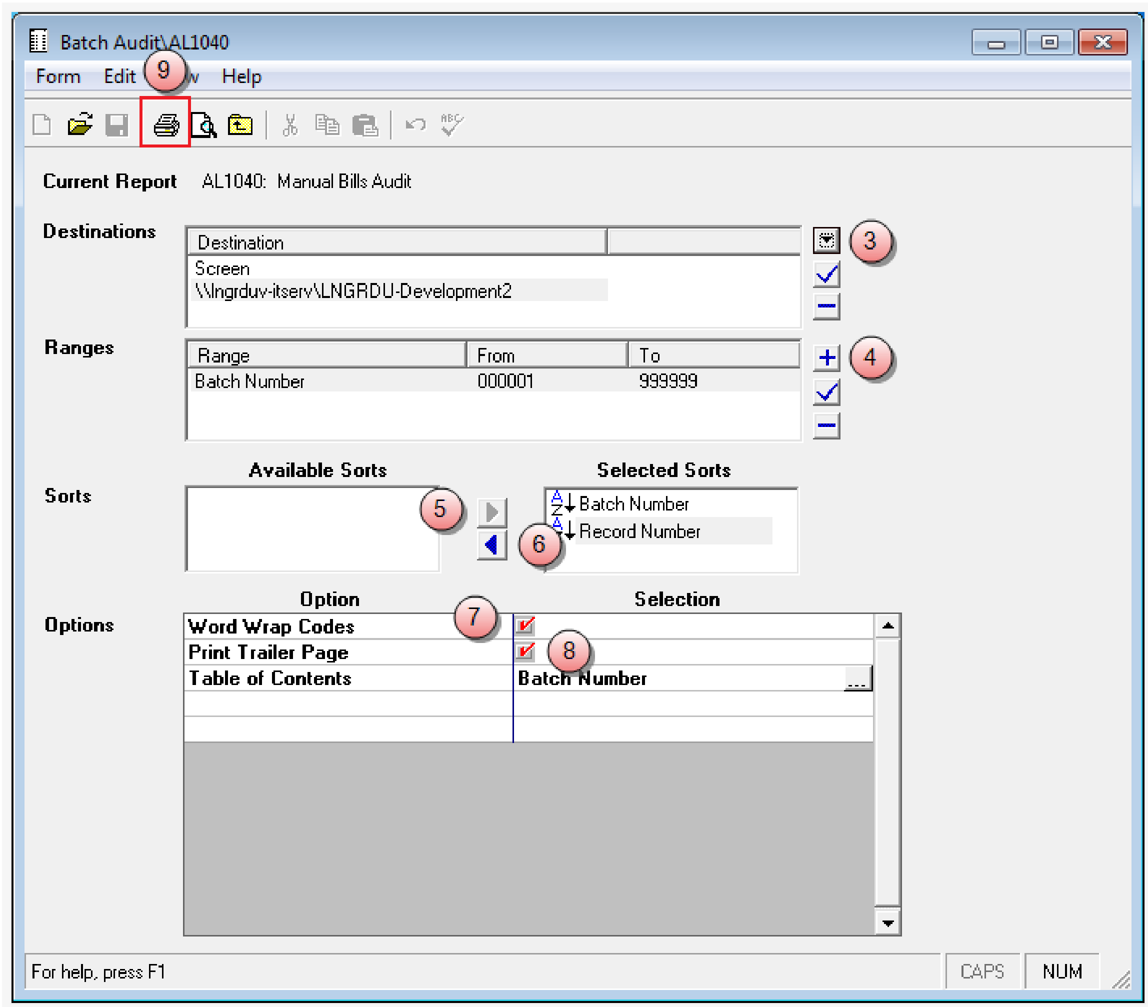
1. Select **Inquiry - Reports** > **Reports** > **Batch Audit**.

   The right pane displays a list of all available batch audit reports.



2. Double-click **Manual Bills Audit**.

   The Batch Audit\AL1040 window opens.



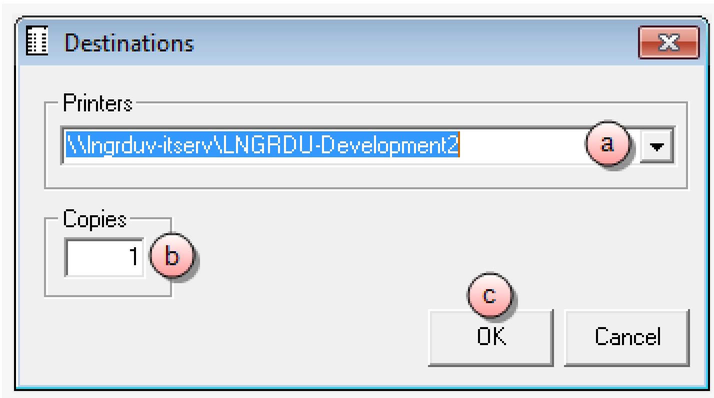
3. Click the **Destinations** arrow and select a destination for the report.

   > **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

   Depending on the option you select, there may be additional options that appear in a smaller window.

   Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



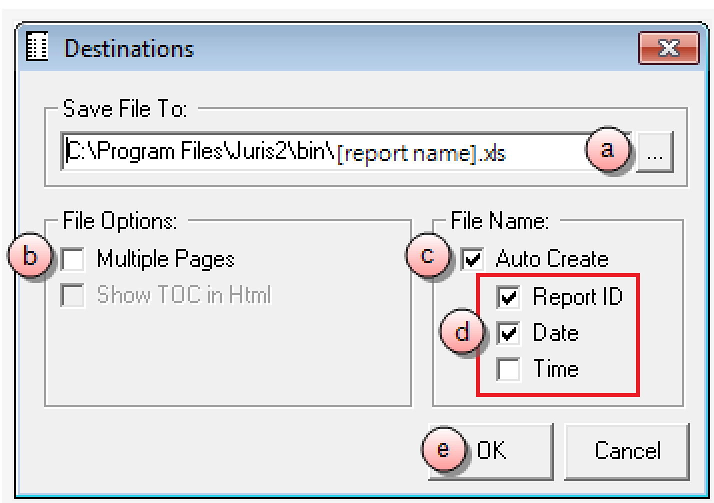
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

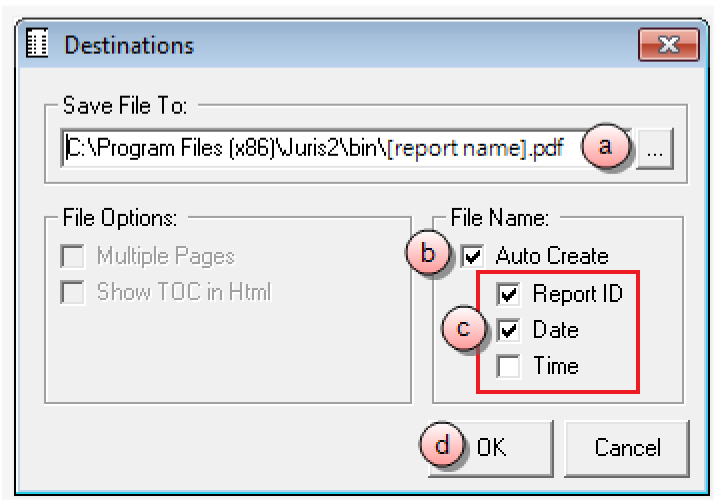
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

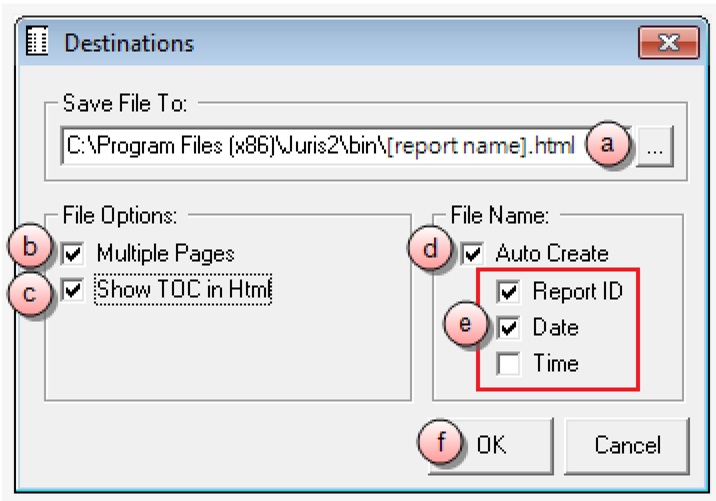
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

d. Click the **Auto Create** check box if you want the file name to be automatically created.

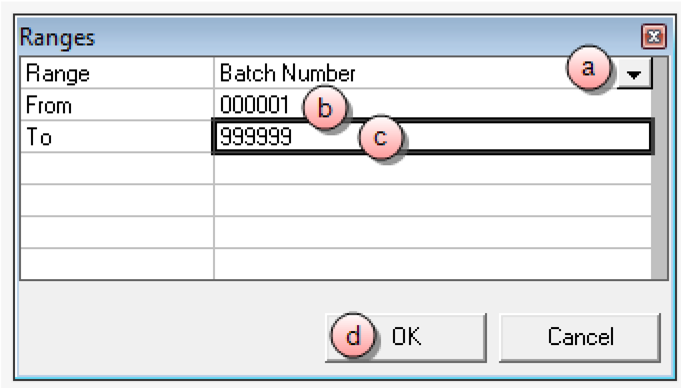
e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.

To select a range:



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Batch Number*.

b. Click in the **From** text box and type the starting batch number.

c. Click in the **To** text box and type the ending batch number.

d. Click **OK**.

   The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Word Wrap Codes** check box to select it, if you want the contents to wrap so all content shows in the display. If you only want to see the content that fits in the content column, then ensure that this check box is not checked.

8. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

9. Click the **Print** button on the toolbar to generate your report.

Manual Bills Audit Report Reference

Report options

Screen element	Description
Ranges	
Batch Number	Run a report that displays a particular batch number or range of batch numbers.
Last Run Date	Run a report showing only the information that has changed or been added since the date on which the report was last run. *This option is only available when the report is run as part of a report queue*.
Sorts	
Batch Number	Sort selected items by batch number.
Record Number	Sort selected items by record number.
Options	
Word Wrap Codes	*Checked* - The contents in the text box wrap to the next line. *Unchecked* - The text box displays only the content that fits within its confines.
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Batch Number.'

Text boxes (fields)

Text box label	Description
Date	Bill date as entered on the Manual Bills entry form.
Cash Expenses Billed	Actual cash expenses billed amount as entered on the Manual Bills entry form.
NonCash Expenses Billed	Actual noncash expenses billed amount as entered on the Manual Bills entry form.
Expense Allocations	Expense code, description, and amount as entered on the Manual Bills entry form.
Fees Billed	Fee amount billed as entered on the Manual Bills entry form.
Journal Entries	General Ledger main account code and description.
Debits	Journal entry debit amount.
Credits	Journal entry credit amount.
Client	Code used to identify the client.
Client Name	Short name that identifies the client.

Text box label	Description
Matter	Code used to identify the matter.
Matter Name	Name used to identify the matter for reporting purposes.
Fees Allocations	Employee ID and employee name with fee allocation amount as entered on the Manual Bills entry form.
Interest	Interest amount billed as entered on the Manual Bills form.
Surcharge	Surcharge amount billed as entered on the Manual Bills entry form.
Bill Number	The number of the bill.
Bill Comment	A comment as entered on the Manual Bills entry form.
Narrative	Short description as entered on the Manual Bulls entry form.
Record Number	The assigned record number of each line item in a batch, starting with "1".
Total Billed	Sum of the entire column.

NOTE: The report does not include 'purged manual bills.'

Posted Bills Audit Report Overview

The Posted Bills Audit reports all bills including detailed allocations and associated journal entries that posted through the Post Bills function.

Purpose

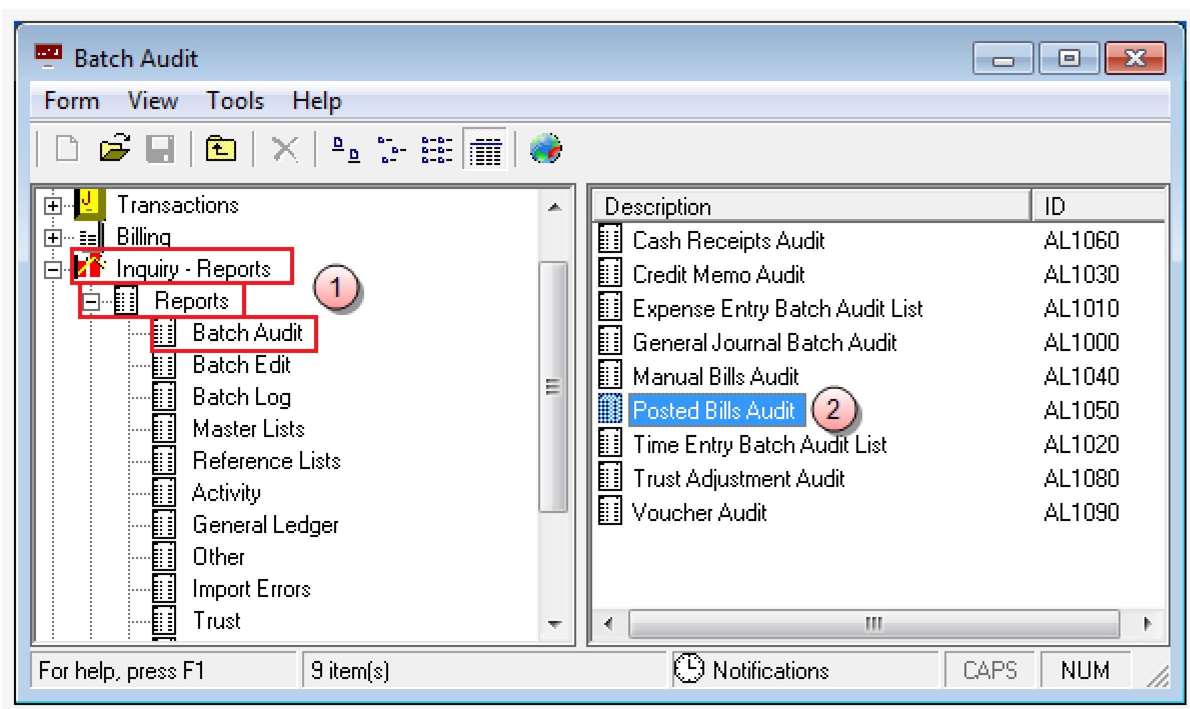
Audit Lists are detail level tools specifically designed for verification of input of certain data to the system. Like ledgers, they provide a viable and easy to follow audit trail of the firm's transactions. Audit Lists provide information concerning the transactions you enter into Juris, and ancillary information relative to the entry such as the method of entry, batch information, and totals. The Posted Bills Audit provides this information for bills that posted.

Create a Posted Bills Audit Report

To create a Posted Bills Audit report:

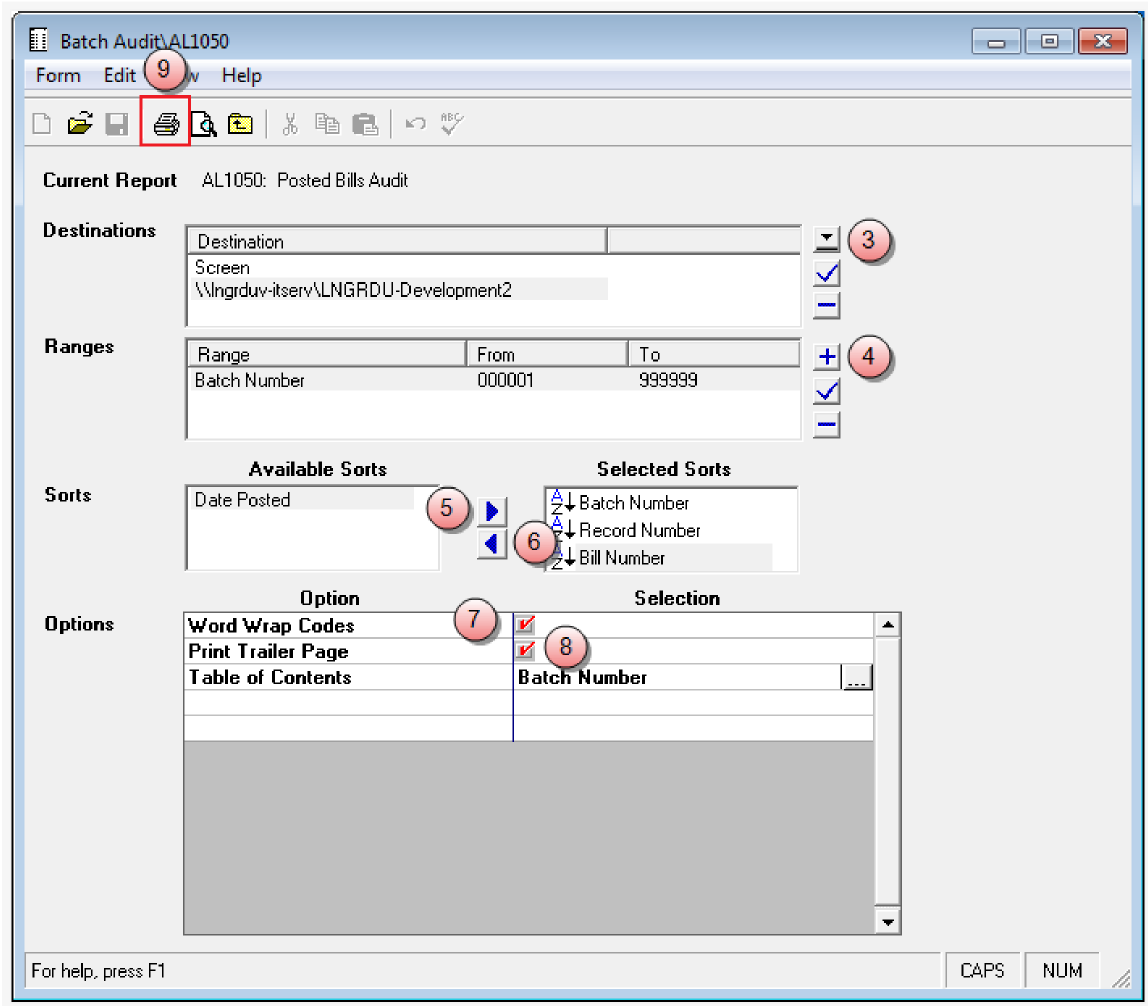
1. Select **Inquiry - Reports** > **Reports** > **Batch Audit**.

   The right pane displays a list of all available batch audit reports.



2. Double-click **Posted Bills Audit**.

The Batch Audit\AL1050 window opens.



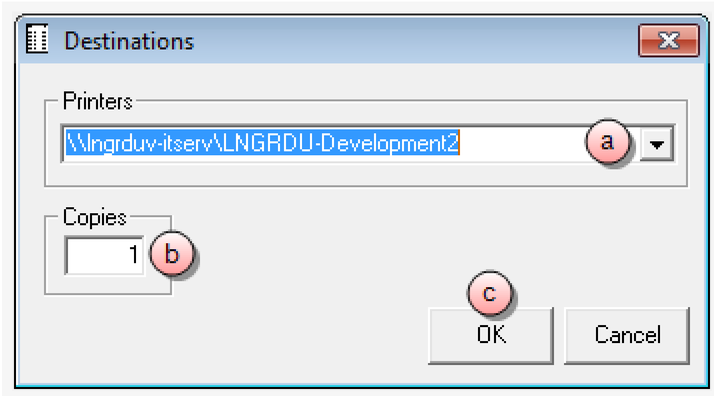
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



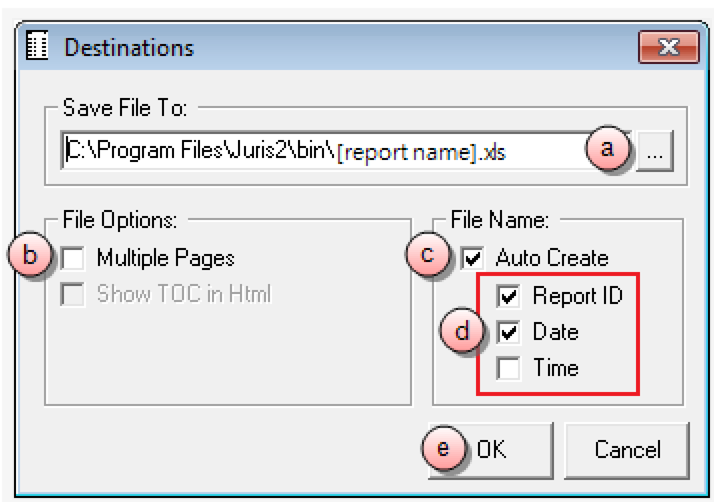
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

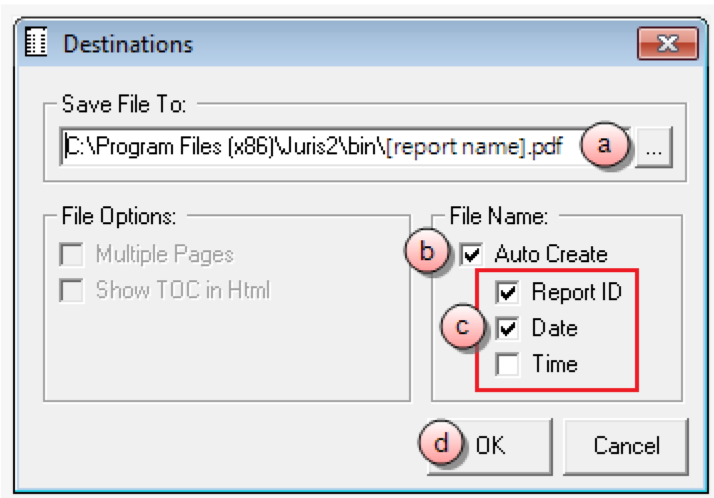
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

   'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

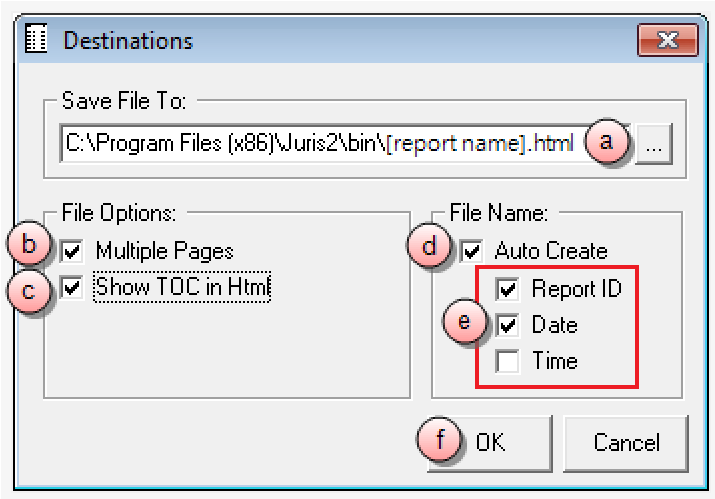
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

   The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

d. Click the **Auto Create** check box if you want the file name to be automatically created.

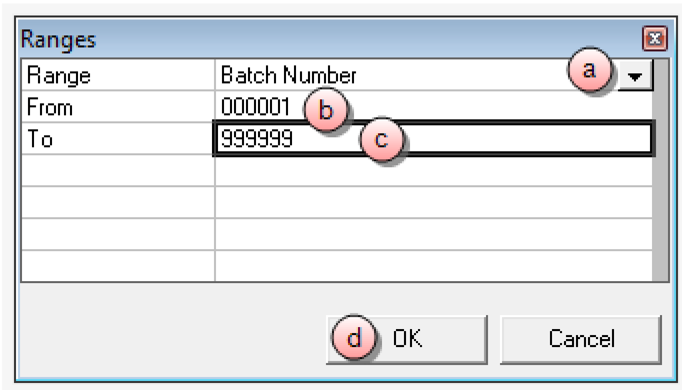
e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.

To select a range:



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Batch Number*.

b. Click in the **From** text box and type the starting batch number.

c. Click in the **To** text box and type the ending batch number.

d. Click **OK**.

   The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.
6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.
7. Optionally, click the **Word Wrap Codes** check box to select it, if you want the contents to wrap so all content shows in the display. If you only want to see the content that fits in the content column, then ensure that this check box is not checked.
8. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.
9. Click the **Print** button on the toolbar to generate your report.

Posted Bills Audit Report eference

Report options

Screen element	Description
Ranges	
Batch Number	Run a report that displays a particular batch number or range of batch numbers.
Since Last Run Date	Run a report showing only the information that has changed or been added since the date on which the report was last run. *This option is only available when the report is run as part of a report queue*.
Sorts	
Batch Number	Sort selected items by batch number.
Record Number	Sort selected items by record number.
Bill Number	Sort selected items by bill number.
Date Posted	Sort selected items by the date they were posted.
Options	
Word Wrap Codes	*Checked* - The contents in the text box wrap to the next line. *Unchecked* - The text box displays only the content that fits within its confines.
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Batch Number.'

Text boxes (fields)

Text box label	Description
Bill Number	The actual number of the bill.
Date Posted	Date on which the bill was posted.
Client	Code used to identify the client.
Client Name	Short name that identifies the client.
Matter	Code used to identify the matter.
Matter Name	Name used to identify the matter for reporting purposes.
Fees Billed	Actual fee amounts billed.
Cash Expense	Actual cash expense amounts billed.
NonCash Expense	Actual noncash expense amounts billed.
Surcharge	Actual surcharge amount billed.
Interest	Actual interest amount billed.

Text box label	Description
Tax 1	Tax 1 Billed IF OfcTax1Description is not null.
Tax 2	Tax 2 Billed IF OfcTax2Description is not null.
Total Billed	Sum of fees billed, cash expense, nonCash expenses, surcharge, and interest.
PPD Applied	Total cash amount of prepaid applied on the bill.
Balance Due	Calculated as Total Billed - (PPD Applied + Trust Applied)
Fees Allocations	Employee ID and employee name with amount allocated.
Expense Allocations	Expense code, description, and amount allocated.
Journal Entry Reference	As entered in Reference on the Journal Entry form. When transactions are entered that create journal entries, the system files a reference.
Debits	Journal entry debit amount.
Credits	Journal entry credit amount.

Time Entry Batch Audit List Report Overview

The Time Entry Batch Audit List reports time entries entered and posted through the Time entry function. This includes posted normal batches as well as automatically posted direct and adjustment batches when saved.

Purpose

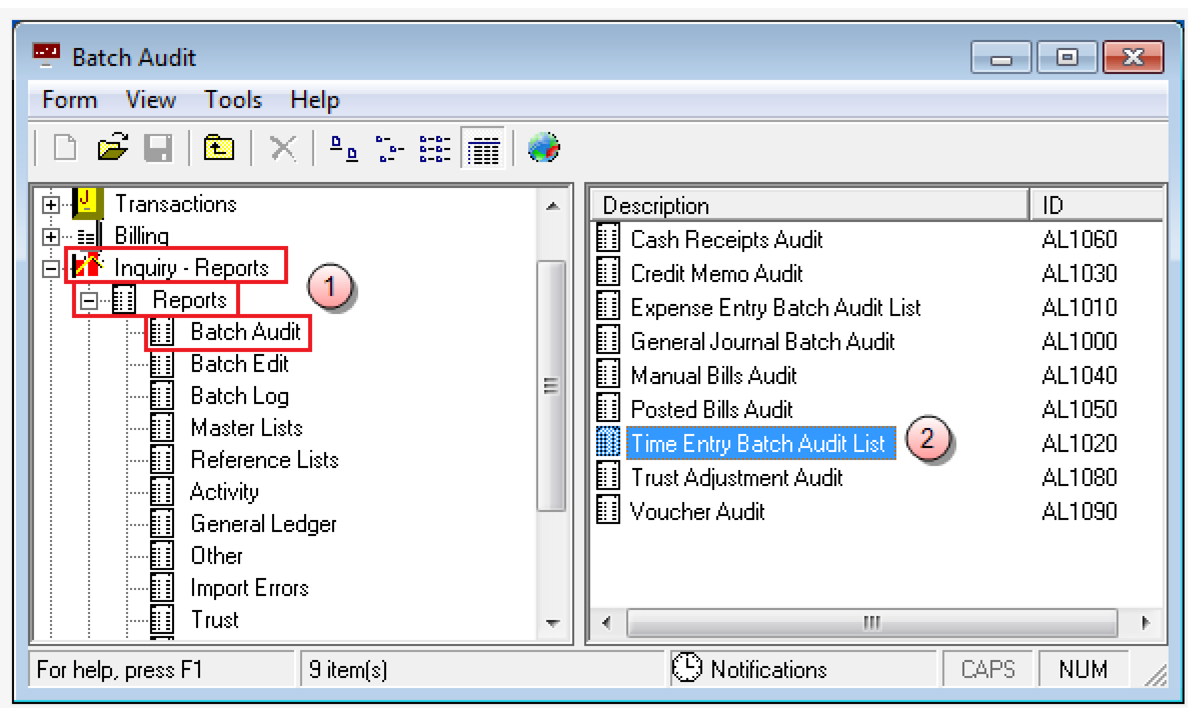
Audit Lists are detail level tools specifically designed for verification of input of certain data to the system. Like ledgers, they provide a viable and easy to follow audit trail of the firm's transactions. Audit Lists provide information concerning the transactions you enter into Juris, and ancillary information relative to the entry such as the method of entry, batch information, and totals. The Time Entry Batch Audit List provides this information for posted time entries.

Create a Time Entry Batch Audit List Report

To create a Time Entry Batch Audit List report:

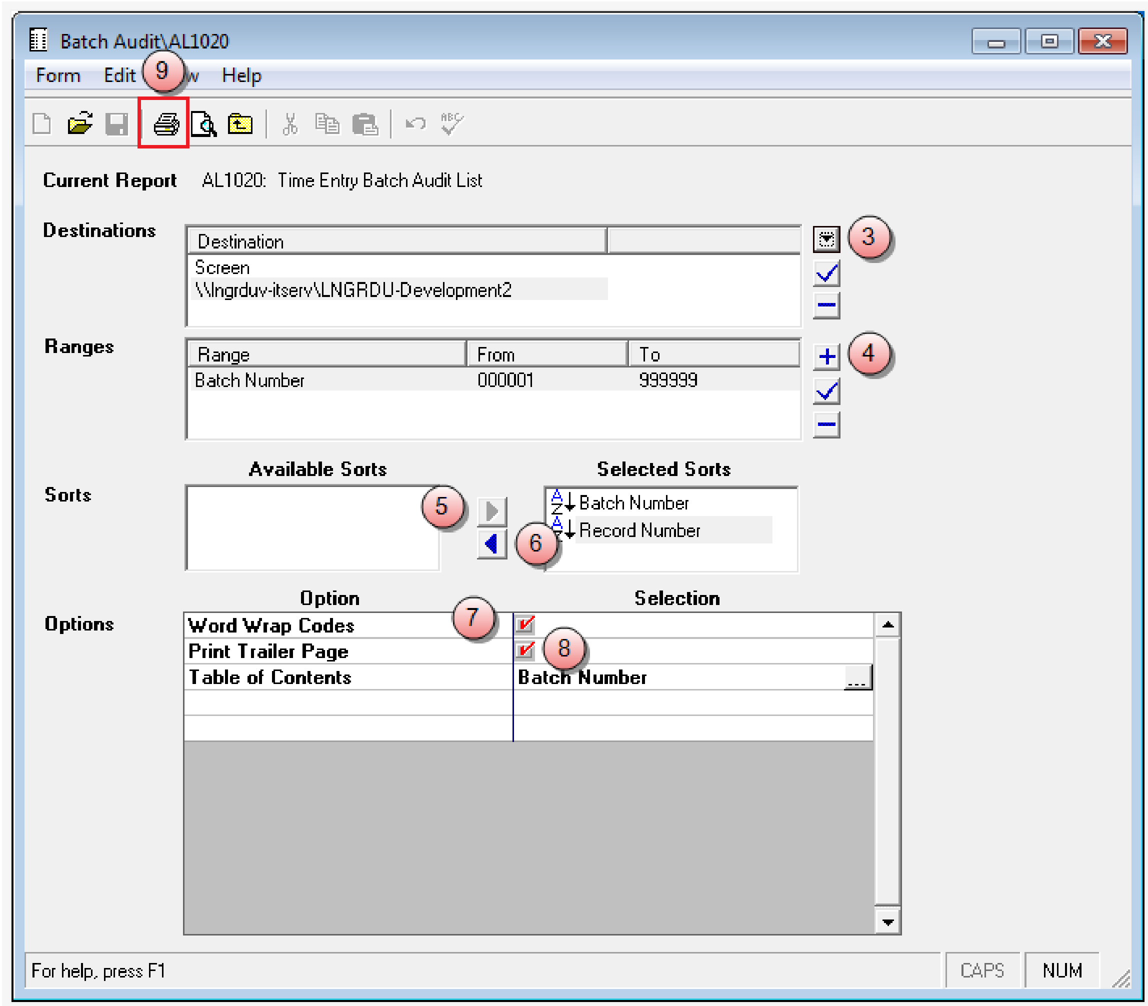
1. Select **Inquiry - Reports** > **Reports** > **Batch Audit**.

   The right pane displays a list of all available batch audit reports.



2. Double-click **Time Entry Batch Audit List**.

The Batch Audit\AL1020 window opens.



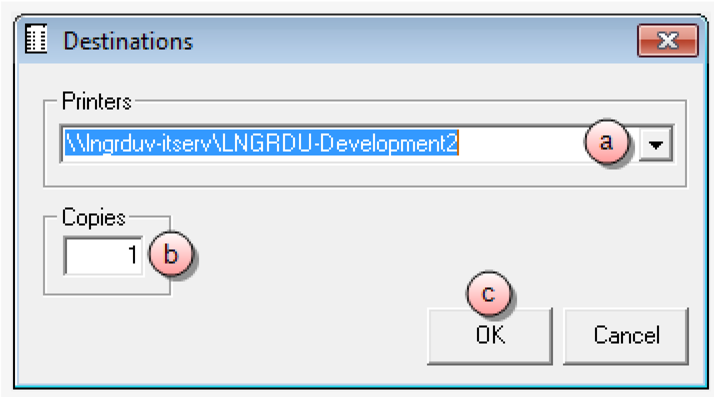
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



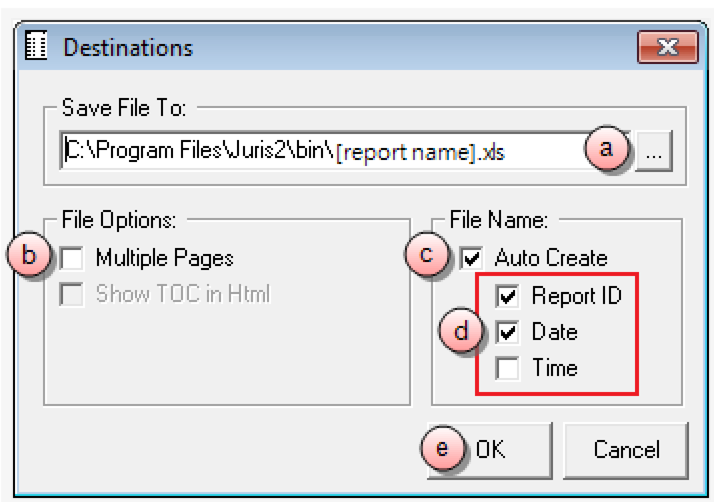
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

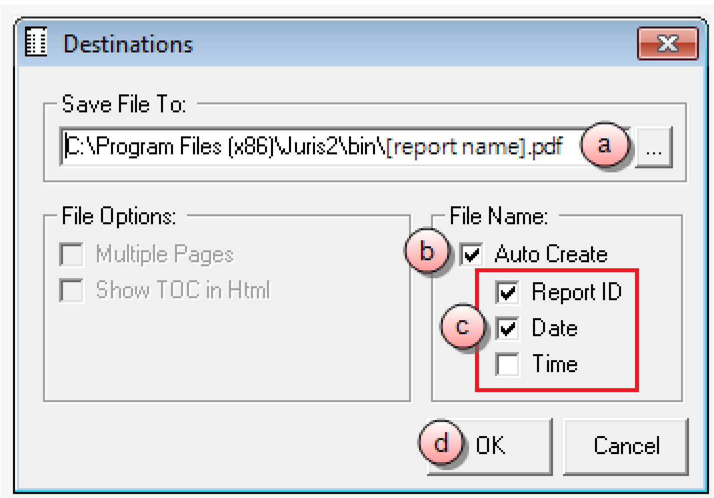
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

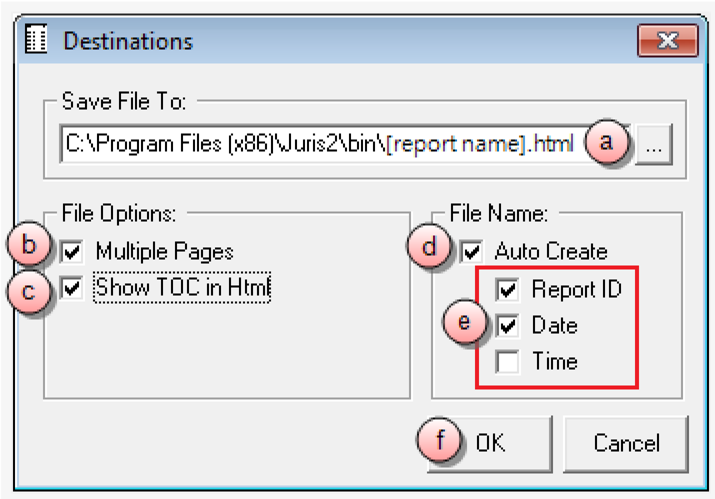
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

d. Click the **Auto Create** check box if you want the file name to be automatically created.

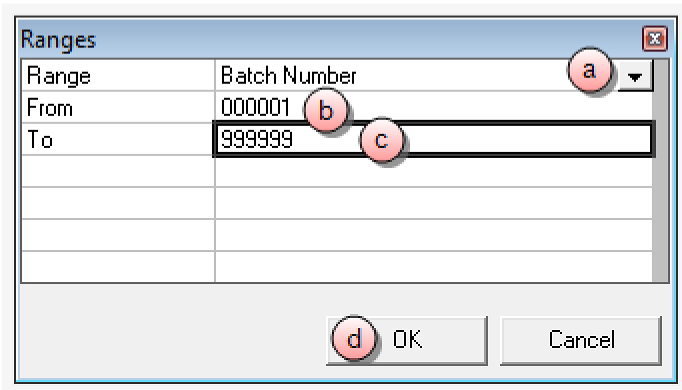
e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.

To select a range:



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Batch Number*.

b. Click in the **From** text box and type the starting batch number.

c. Click in the **To** text box and type the ending batch number.

d. Click **OK**.

   The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Word Wrap Codes** check box to select it, if you want the contents to wrap so all content shows in the display. If you only want to see the content that fits in the content column, then ensure that this check box is not checked.

8. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

9. Click the **Print** button on the toolbar to generate your report.

Time Entry Batch Audit List Report Reference

Report options

Screen element	Description
Ranges	
Batch Number	Run a report that displays a particular batch number or range of batch numbers.
Last Run Date	Run a report showing only the information that has changed or been added since the date on which the report was last run. *This option is only available when the report is run as part of a report queue*.
Sorts	
Batch Number	Sort selected items by batch number.
Record Number	Sort selected items by record number.
Options	
Word Wrap Codes	*Checked* - The contents in the text box wrap to the next line. *Unchecked* - The text box displays only the content that fits within its confines.
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Batch Number.'

Text boxes (fields)

Text box label	Description
Rec #	Runs a report that displays a particular batch or range of batches.
Client	Code used to identify the client.
Client Name	Short name that identifies the client.
ID	The employee's ID.
Phase	Budget phase.
Matter	Code used to identify the matter.
Matter Reporting Name	Name used to identify the matter for reporting purposes.
Activity	A code that identifies the type of activity.
Hrs. Worked	Actual hours worked as entered on the Time Entry form.
Amount	Time entry amount as entered on the Time Entry form.
Phase	Budget phase
Code 1	Optional Code 1
Code 2	Optional Code 2
Code 3	Optional Code 3

Text box label	Description
Date	Date of the time entry as entered on the Time Entry form.
Hrs. Billed	Actual hours that were billed.
Rate	Time entry rate as entered on the Time Entry form.
Task	A code that indicates the type of task.
Batch Total Hours Worked	Total hours worked for all entries within the batch.
Batch Total Hours to Bill	Total hours to bill for all entries within the batch.
Batch Total Amount	Sum of all time entries within the batch.

NOTE: The report does not include 'purged time entries.'

Trust Adjustment Audit Report Overview

The Trust Adjustment Audit reports posted adjustment entries entered through the Trust Adjustment function.

Purpose

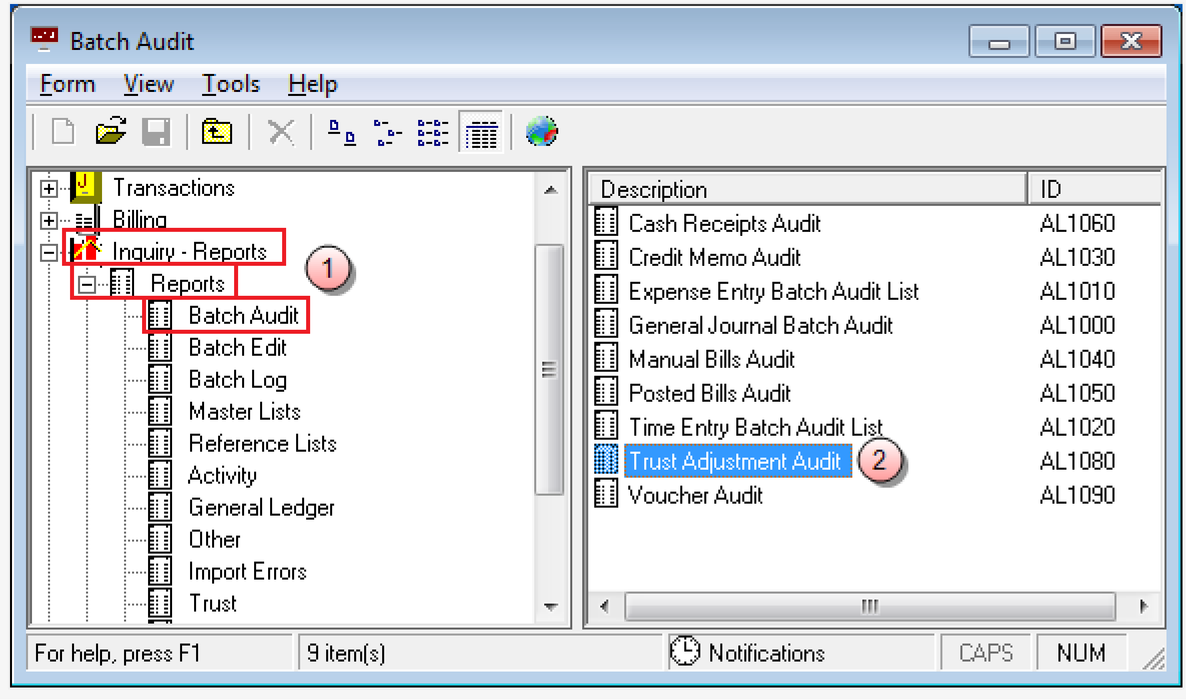
Audit Lists provide information concerning transactions entered into Juris, and ancillary information relative to the entry such as the method of entry, batch information, and totals. The Trust Adjustment Audit provides this information for posted trust adjustments.

Create a Trust Adjustment Audit Report

To create a Trust Adjustment Audit report:

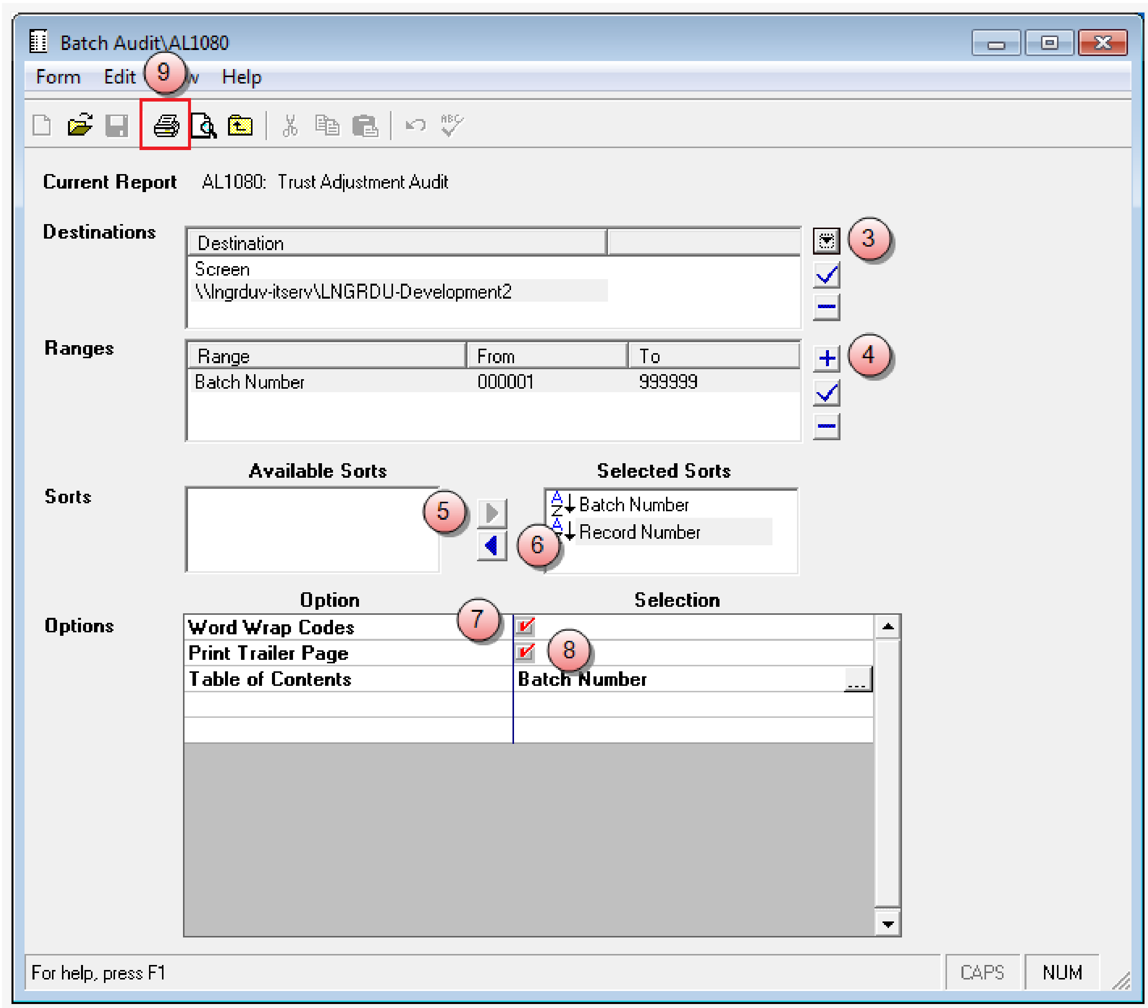
1. Select **Inquiry - Reports** > **Reports** > **Batch Audit**.

   The right pane displays a list of all available batch audit reports.



2. Double-click **Trust Adjustment Audit**.

   The Batch Audit\AL1080 window opens.



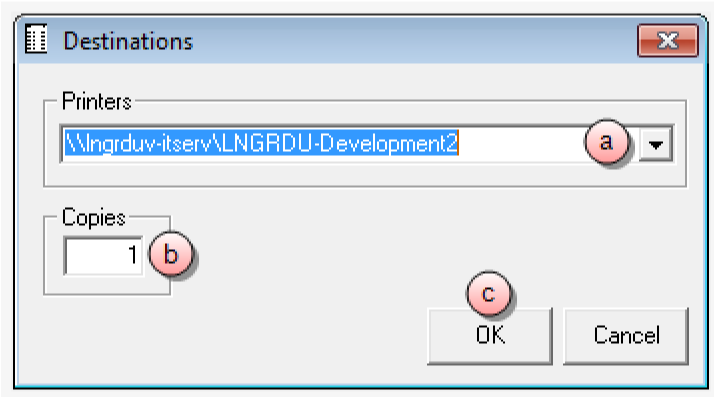
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



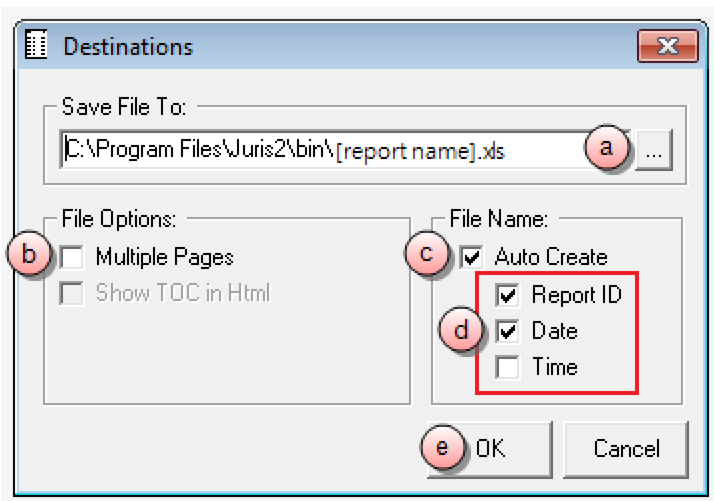
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

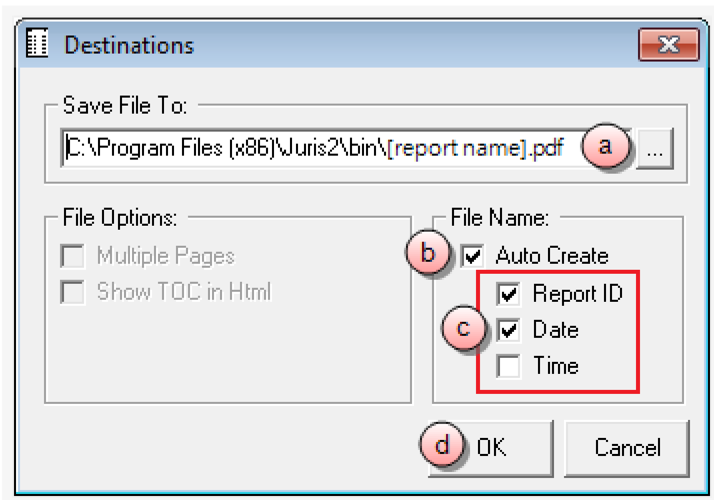
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

   'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

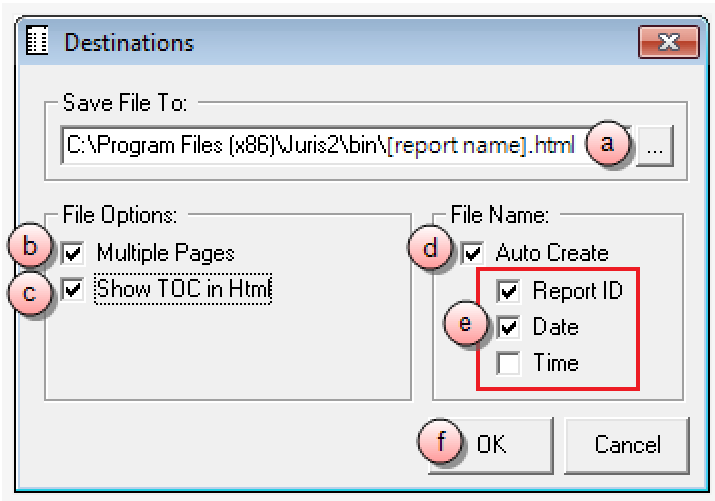
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

   The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

d. Click the **Auto Create** check box if you want the file name to be automatically created.

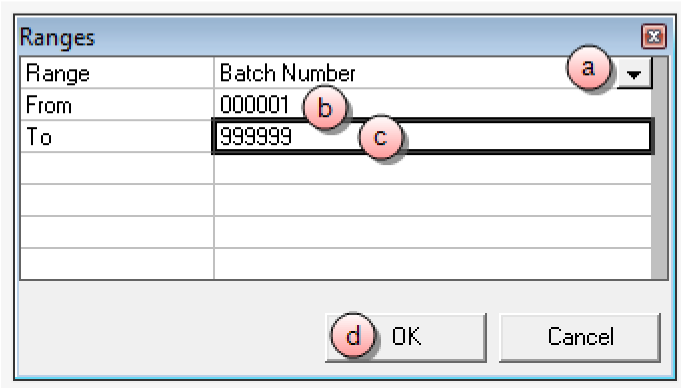
e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.

To select a range:



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Batch Number*.

b. Click in the **From** text box and type the starting batch number.

c. Click in the **To** text box and type the ending batch number.

d. Click **OK**.

The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Word Wrap Codes** check box to select it, if you want the contents to wrap so all content shows in the display. If you only want to see the content that fits in the content column, then ensure that this check box is not checked.

8. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

9. Click the **Print** button on the toolbar to generate your report.

Trust Adjustment Audit Report Reference

Report options

Screen element	Description
Ranges	
Batch Number	Run a report that displays a particular batch number or range of batch numbers.
Sorts	
Batch Number	Sort selected items by batch number.
Record Number	Sort selected items by record number.
Options	
Word Wrap Codes	*Checked* - The contents in the text box wrap to the next line. *Unchecked* - The text box displays only the content that fits within its confines.
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Batch Number.'

Text boxes (fields)

Text box label	Description
Rec Nbr.	The assigned record number of each line item in a batch, starting with "1".
Client	Code used to identify the client.
Matter	Code used to identify the matter.
Reporting Name	Name used to identify the client/matter for reporting purposes.
NonCash Expenses (Balance)	Prior Amount + Adjustment
Bank Code	Code to identify the trust bank account.
Date	Date of the entry.
Amount	Amount of the entry.

Voucher Audit Report Overview

The Voucher Audit reports voucher batches entered and posted through the Voucher function and vouchers created through the Quick Check function that are automatically posted.

Purpose

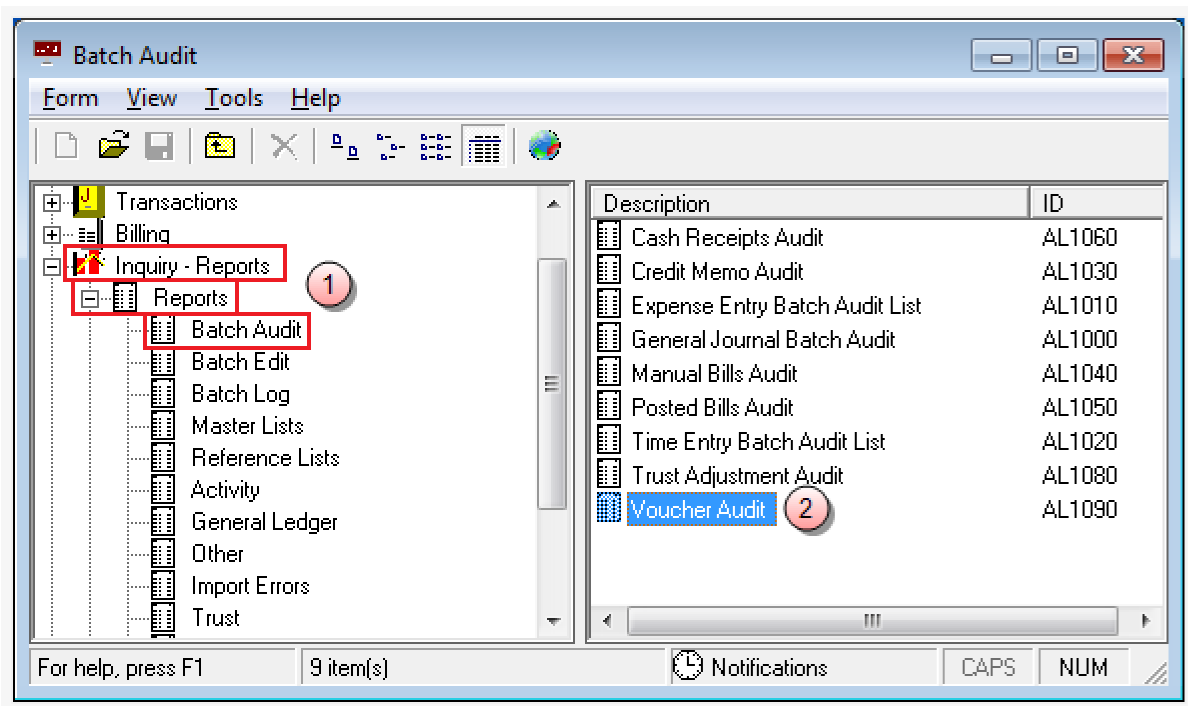
Audit Lists provide information concerning transactions entered into Juris, and ancillary information relative to the entry such as the method of entry, batch information, and totals. The Voucher Audit provides this information for posted vouchers.

Create a Voucher Audit Report

To create a Voucher Audit report:

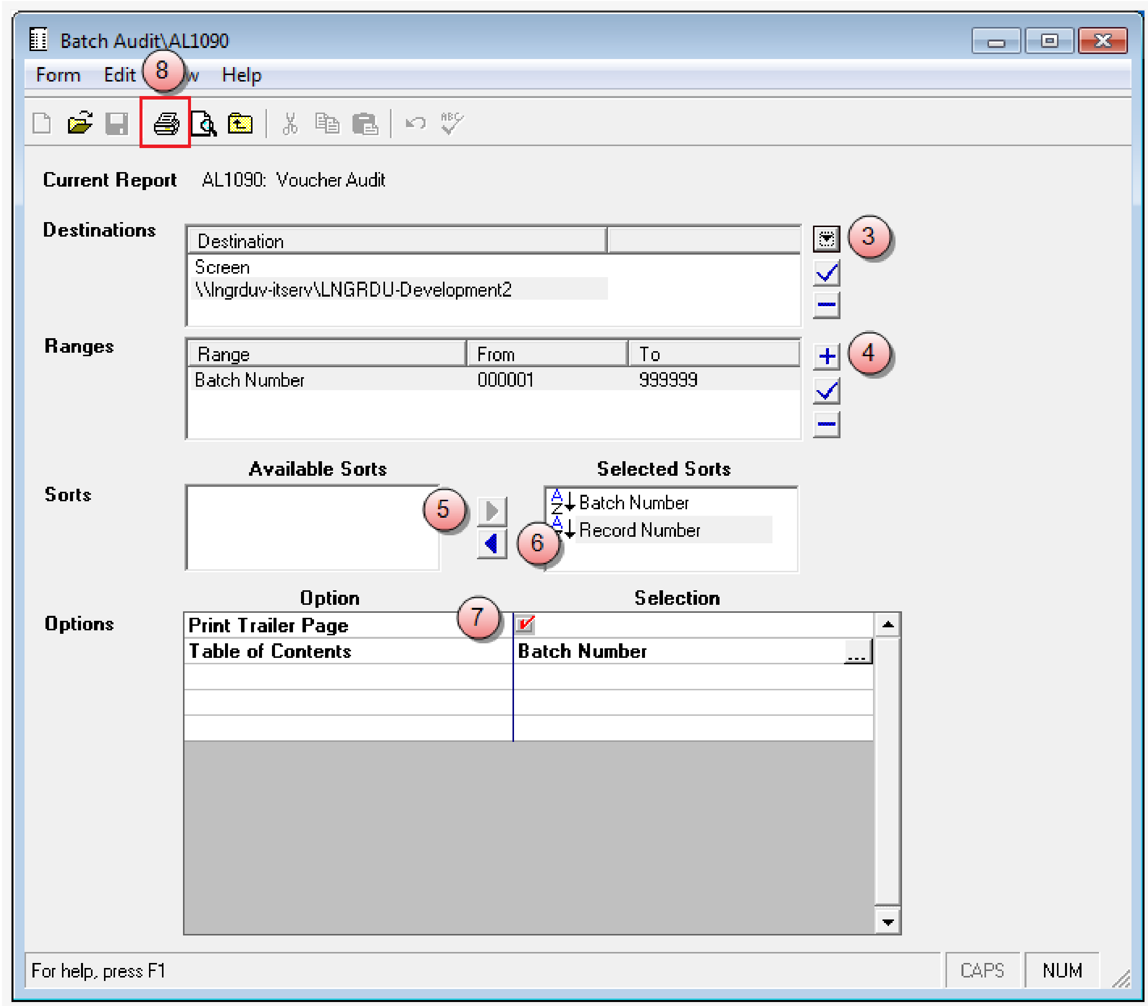
1. Select **Inquiry - Reports** > **Reports** > **Batch Audit**.

   The right pane displays a list of all available batch audit reports.



2. Double-click **Voucher Audit**.

   The Batch Audit\AL1090 window opens.



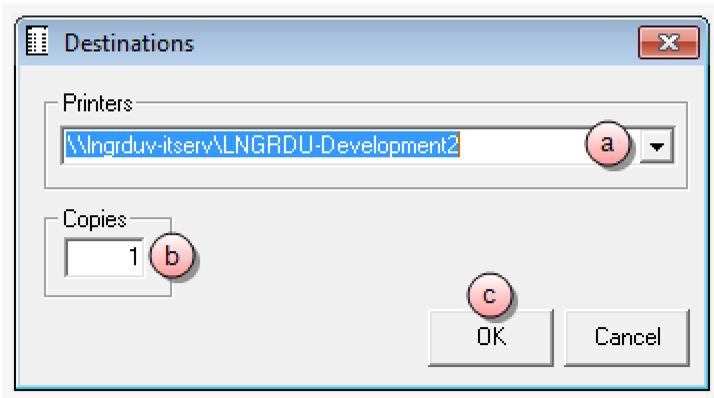
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



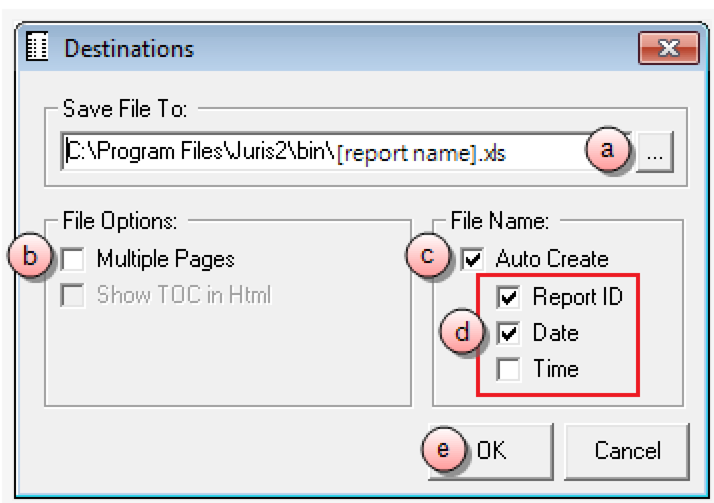
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

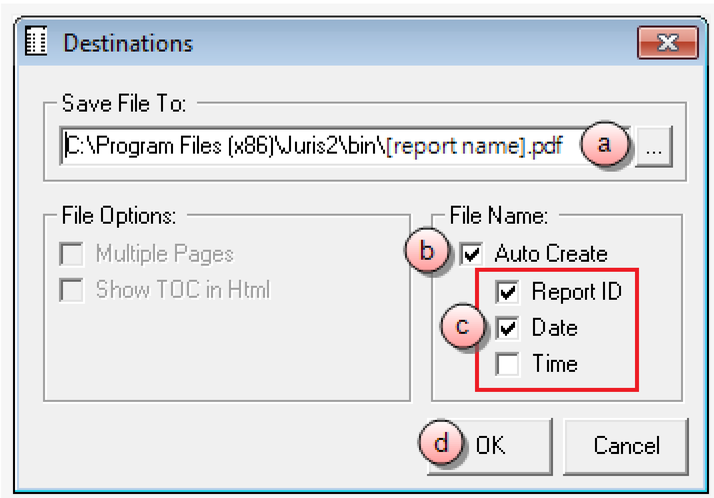
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

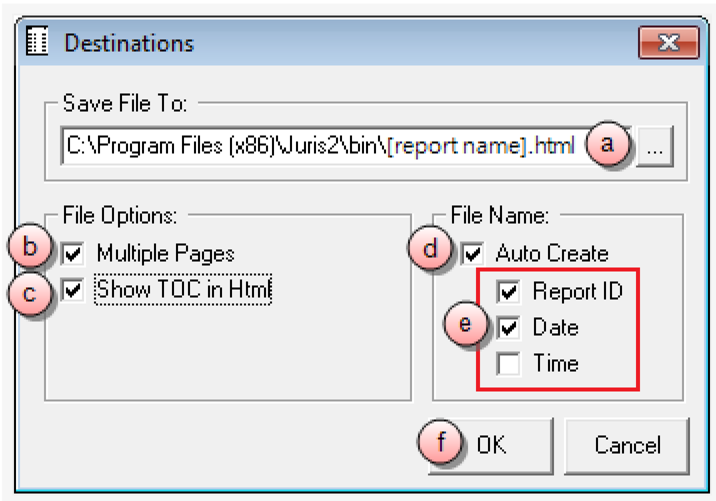
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

d. Click the **Auto Create** check box if you want the file name to be automatically created.

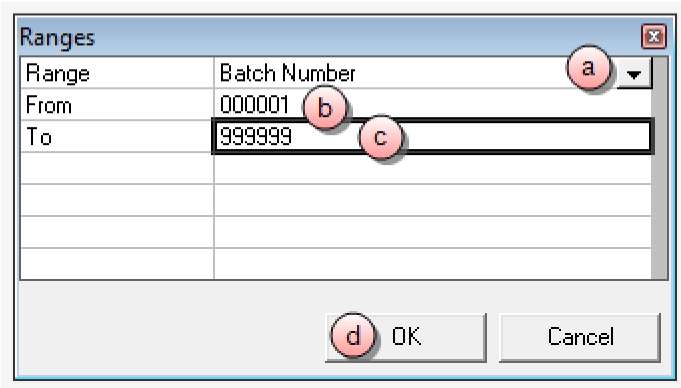
e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

   'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.

To select a range:



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Batch Number*.

b. Click in the **From** text box and type the starting batch number.

c. Click in the **To** text box and type the ending batch number.

d. Click **OK**.

   The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

8. Click the **Print** button on the toolbar to generate your report.

Voucher Audit Report Reference

Report options

Screen element	Description
Ranges	
Batch Number	Run a report that displays a particular batch number or range of batch numbers.
Sorts	
Batch Number	Sort selected items by batch number.
Record Number	Sort selected items by record number.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Batch Number.'

Text boxes (fields)

Text box label	Description
Rec #	The system assigned record number of each line item in a batch.
Vch #	The assigned voucher number of each line item in a batch.
Vendor Code/Vendor Name	The code and name used to identify each vendor.
Voucher Type	Indicates whether a line item is an A/P Voucher or Trust Voucher.
AP Account	A/P account on the voucher.
Vendor Terms	Indicates the type of terms, Due day or Proximo (D or P).
Distribution Date	Date of the voucher.
Bank Code for Trust	Displays the code that identifies the trust bank. *Only listed for Trust vouchers*.
P.O. Number	Purchase order number for each line item.
Invoice Number	Invoice number for each line item.
Due Date	Due date for each line item.
Separate Check	*Yes* - indicates that a separate check was defined during the voucher entry.

Text box label	Description
	No - indicates that a separate check was not defined during the voucher entry.
Invoice Date	Date on which the line item was invoiced.
Discount Date	Date on which the line item was discounted.
Discount Account	Account from which the discount was issued.
Invoice Amount	Amount of the invoice for each line item.
Discount Amount	Discount amount issued for each line item.
Non Discount Amount	All non-discounts issued for each line item.

Batch edit reports

General Journal Batch Edit List Report Overview

The General Journal Batch Edit List lists unposted Journal Entry batches. You can print this report for a specific batch, range of batches, or all unposted batches.

Purpose

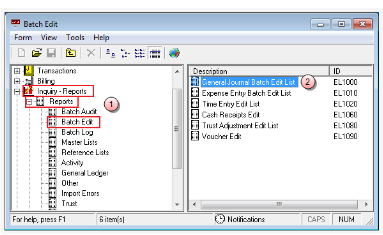
Edit Lists are detail level tools specifically designed for verification of data after being input, but prior to posting. Edit Lists provide the user with a safety net which, when diligently used, prevents posting incorrect transactions to the system. Edit Lists provide information concerning the transaction, and ancillary information relative to the entry such as the method of entry, batch information, and totals. The General Journal Batch Edit List provides this information only for unposted general journal entries.

Create a General Journal Batch Edit List Report

To create a General Journal Batch Edit List report:

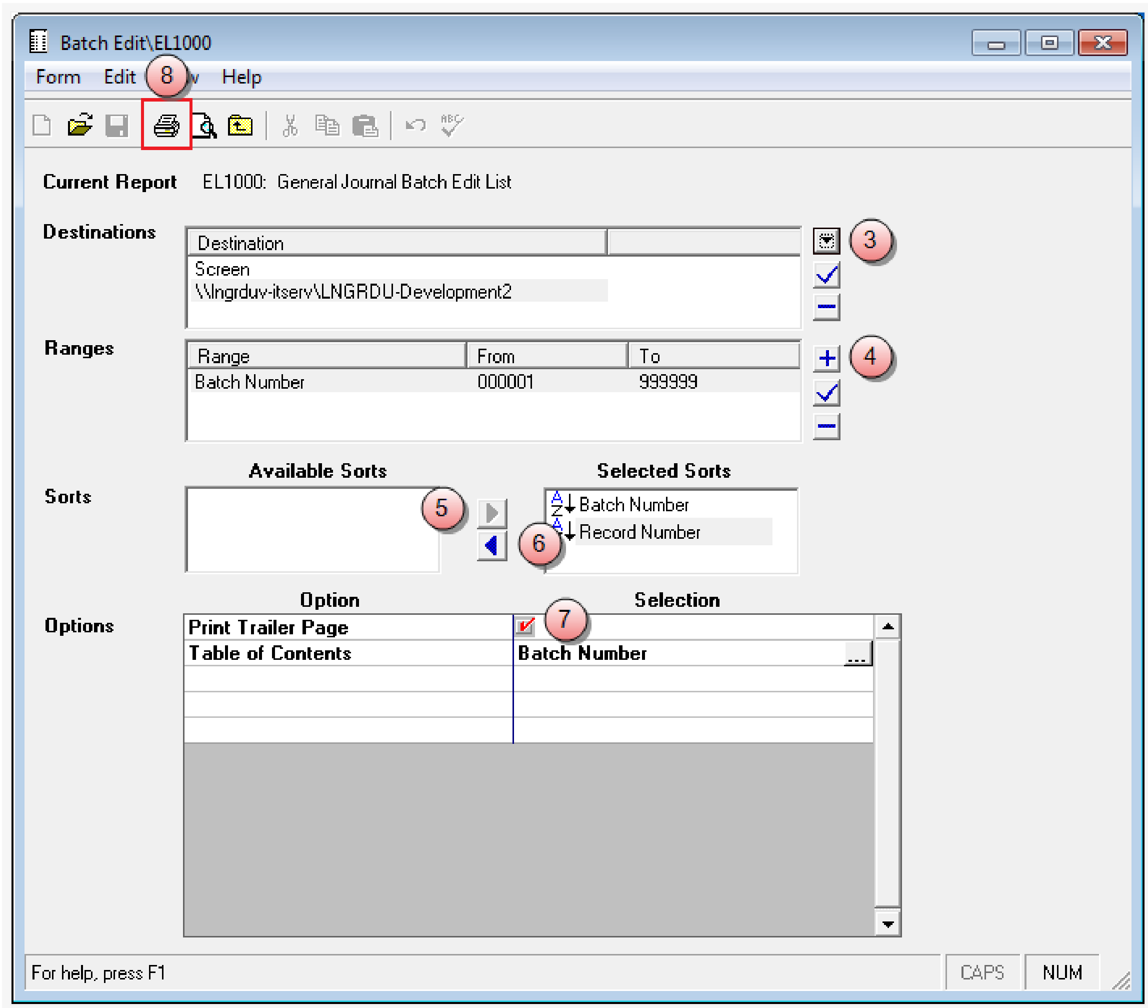
1. Select **Inquiry - Reports** > **Reports** > **Batch Edit**.

   The right pane displays a list of all available batch edit reports.

2. Double-click **General Journal Batch Edit List**.

   The Batch Edit\EL1000 window opens.



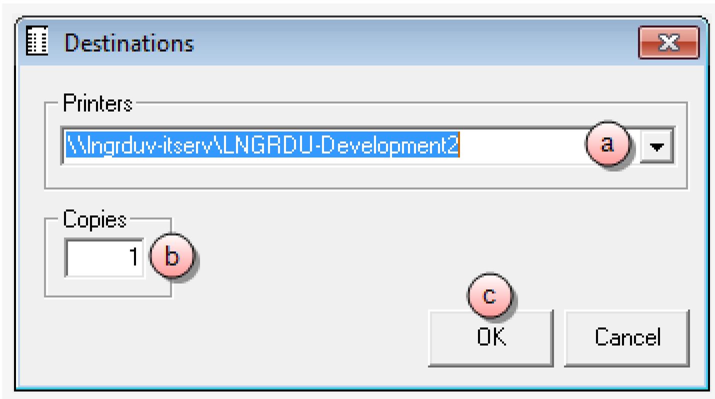
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



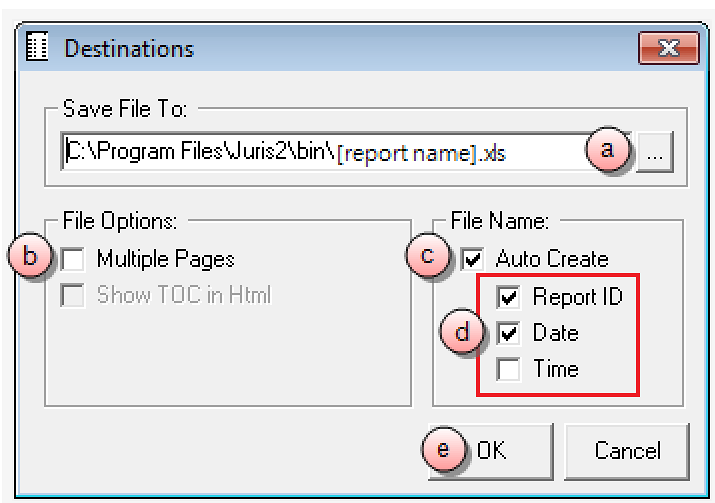
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

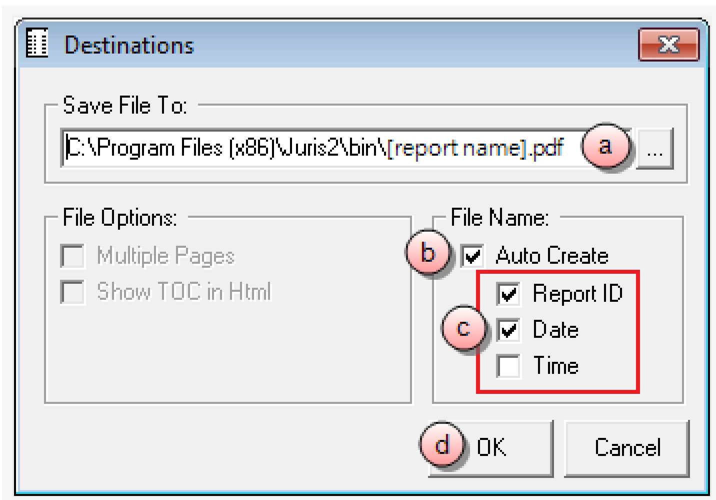
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

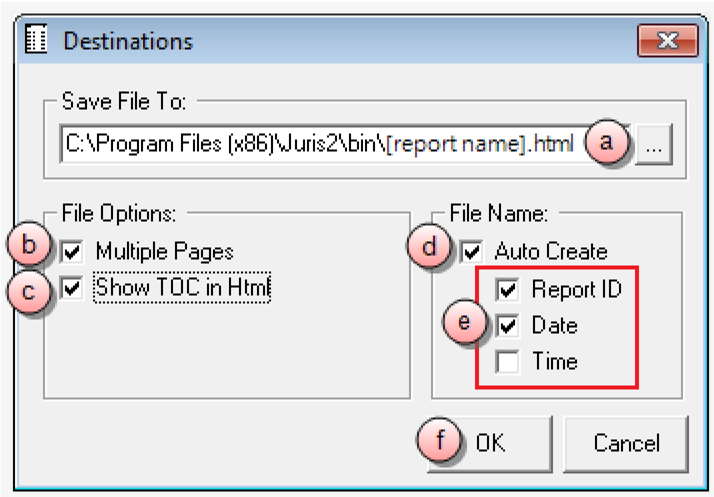
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

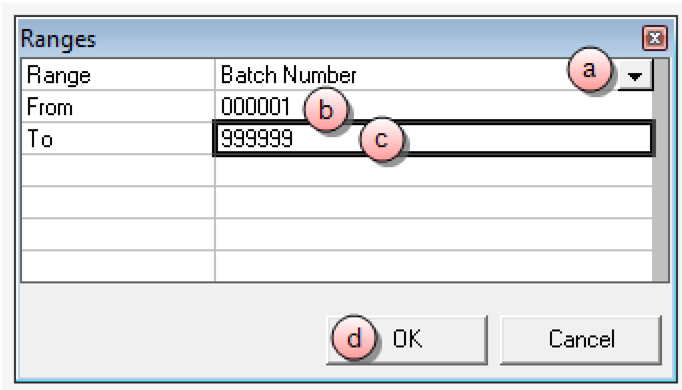
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Batch Number*.

b. Click in the **From** text box and type the starting batch number.

c. Click in the **To** text box and type the ending batch number.

d. Click **OK**.

The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

8. Click the **Print** button on the toolbar to generate your report.

General Journal Batch Edit List Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Batch Number	Run a report that displays a particular batch number or range of batch numbers.
Since Last Run Date	Run a report showing only the information that has changed or been added since the date on which the report was last run. *This option is only available when the report is run as part of a report queue*.
Sorts	
Batch Number	Sort selected items by batch number.
Record Number	Sort selected items by record number.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Batch Number.'

Text boxes (fields)

Text box label	Description
Rec Number	Record number of the entry in the batch.
Account	Account number associated with this part of the transaction.
Date	Date of the journal entry.
Source	Source of the journal entry.
Reference	Reference of the journal entry.
Journal Nbr.	A number that indicates the journal entry.
Doc Nbr.	A number that indicates the document.
Amount	Amount that has been credited or debited.
Rev	*Yes* - reverse this entry in the next accounting period.

Text box label	Description
	No - do NOT reverse this entry in the next accounting period.
CE	*Yes* - indicates that this is a correcting entry. *No* - indicates that this is NOT a correcting entry.

Expense Entry Batch Edit List Report Overview

The Expense Entry Batch Edit List reports all unposted expense batches. You can print this report for a specific batch, range of batches, or all unposted batches.

Purpose

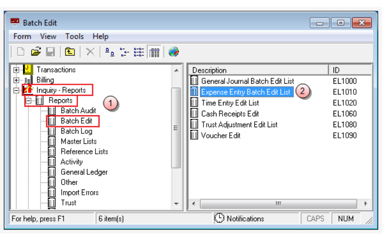
Edit Lists are detail level tools specifically designed for verification of data after being input, but prior to posting. Edit Lists provide the user with a safety net which, when diligently used, prevents posting incorrect transactions to the system. Edit Lists provide information concerning the transaction, and ancillary information relative to the entry such as the method of entry, batch information, and totals. The Expense Entry Batch Edit List provides this information for unposted expense entries.

Create a Expense Entry Batch Edit List Report

To create a Expense Entry Batch Edit List report:

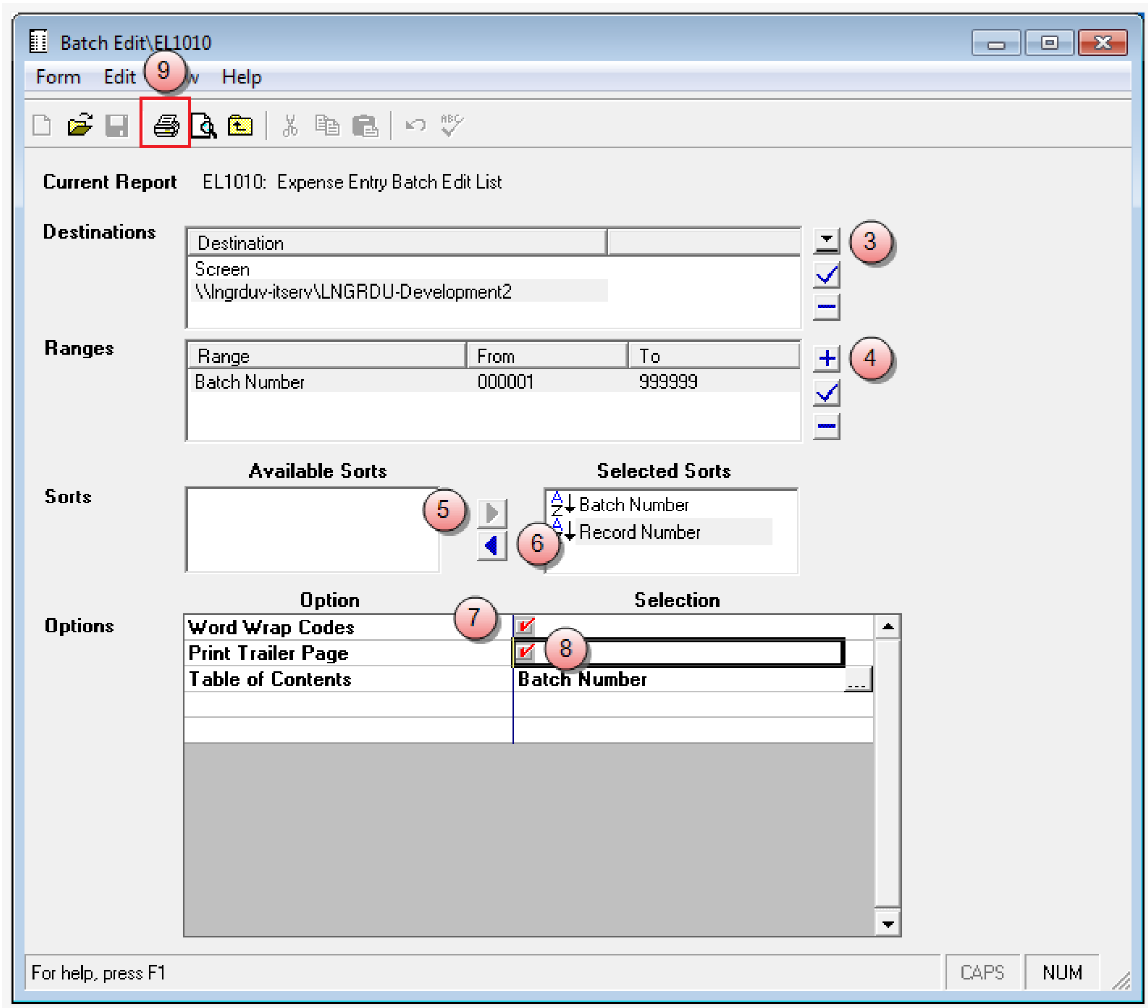
1. Select **Inquiry - Reports** > **Reports** > **Batch Edit**.

   The right pane displays a list of all available batch edit reports.

2. Double-click **Expense Entry Batch Edit List**.

   The Batch Audit\EL1010 window opens.



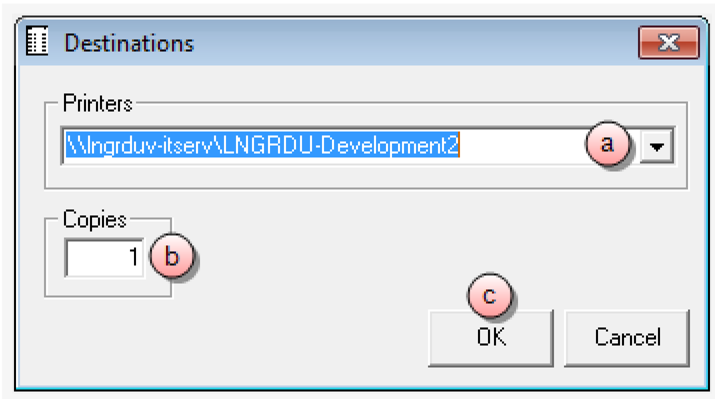
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



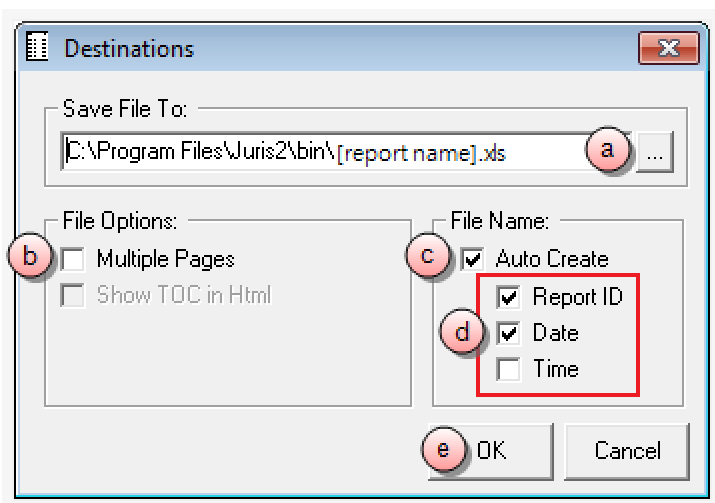
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

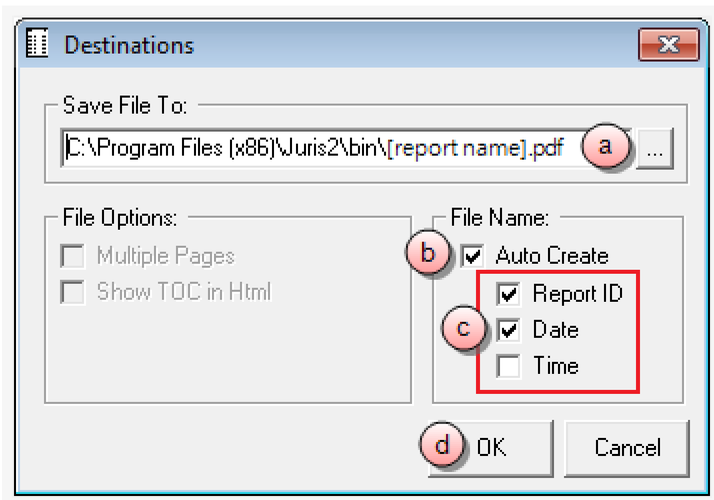
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

   'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

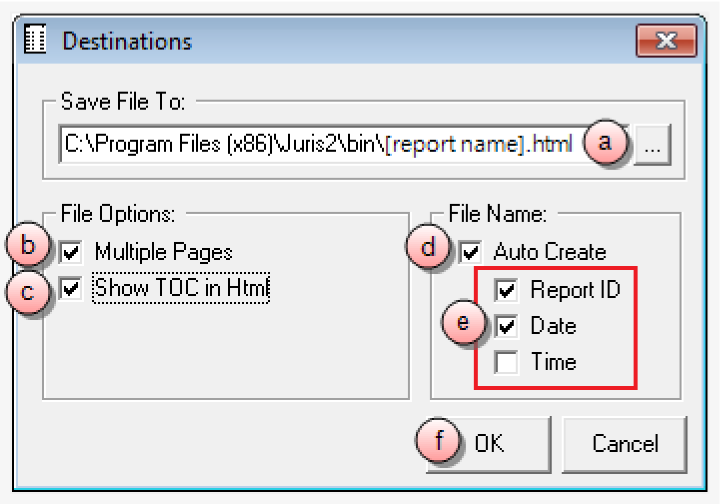
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

   The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

d. Click the **Auto Create** check box if you want the file name to be automatically created.

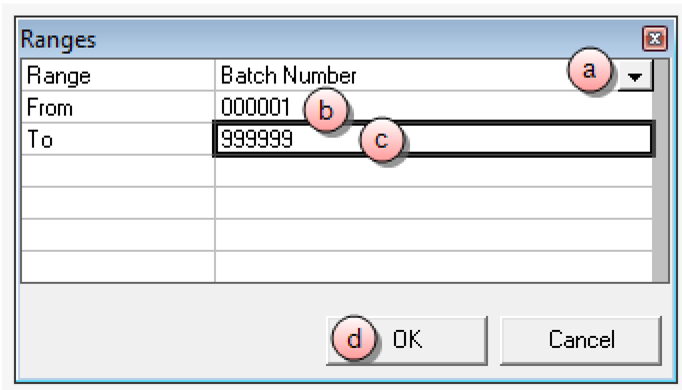
e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.

To select a range:



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Batch Number*.

b. Click in the **From** text box and type the starting batch number.

c. Click in the **To** text box and type the ending batch number.

d. Click **OK**.

   The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Word Wrap Codes** check box to select it, if you want the contents to wrap so all content shows in the display. If you only want to see the content that fits in the content column, then ensure that this check box is not checked.

8. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

9. Click the **Print** button on the toolbar to generate your report.

Expense Entry Batch Edit List Report Reference

Report options

Screen element	Description
Ranges	
Batch Number	Run a report that displays a particular batch number or range of batch numbers.
Since Last Run Date	Run a report showing only the information that has changed or been added since the date on which the report was last run. *This option is only available when the report is run as part of a report queue*.
Sorts	
Batch Number	Sort selected items by batch number.
Record Number	Sort selected items by record number.
Options	
Word Wrap Codes	*Checked* - The contents in the text box wrap to the next line. *Unchecked* - The text box displays only the content that fits within its confines.
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Batch Number.'

Text boxes (fields)

Text box label	Description
Rec #	The assigned record number of each line item in a batch, starting with "1".
Date	Date of the entry.
Client Matter	Codes that identify the client and matter.
Reporting Name	Name used to identify the client and matter for reporting purposes.
Exp. Code	Code to indicate the type of expense.
Units	Units used for each line item.
Amount	Expense amount for each line item.
Incurred by	The employee ID for the employee who incurred the expense.

Text box label	Description
Phase	Budget phase
Task	Budget task code
Code 1	Optional code 1 from the expense entry.
Code 2	Optional code 2 from the expense entry.
Code 3	Optional code 3 from the expense entry.

Time Entry Edit List Report Overview

The Time Entry Edit List reports all unposted time entry batches. You can print this report for a specific batch, range of batches, or all unposted batches.

Purpose

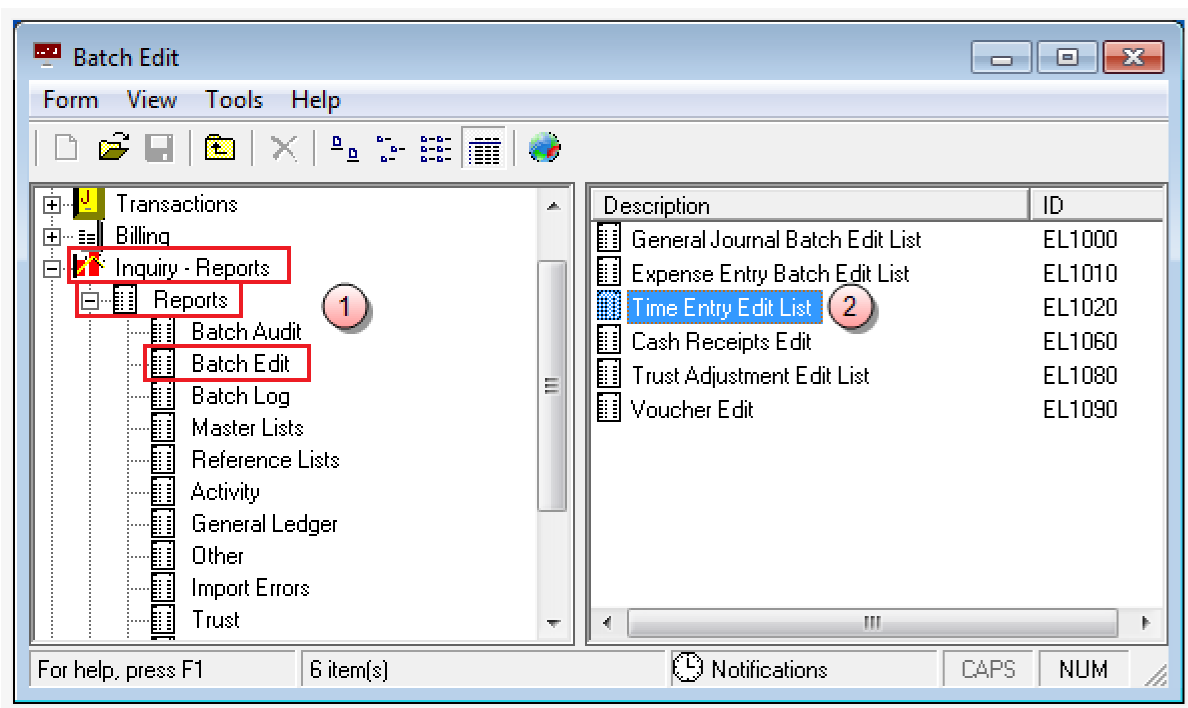
Edit Lists are detail level tools specifically designed for verification of data after being input, but prior to posting. Edit Lists provide the user with a safety net which, when diligently used, prevents posting incorrect transactions to the system. Edit Lists provide information concerning the transaction, and ancillary information relative to the entry such as the method of entry, batch information, and totals. The Time Entry Edit List provides this information for unposted time entries.

Create a Time Entry Edit List Report

To create a Time Entry Edit List report:

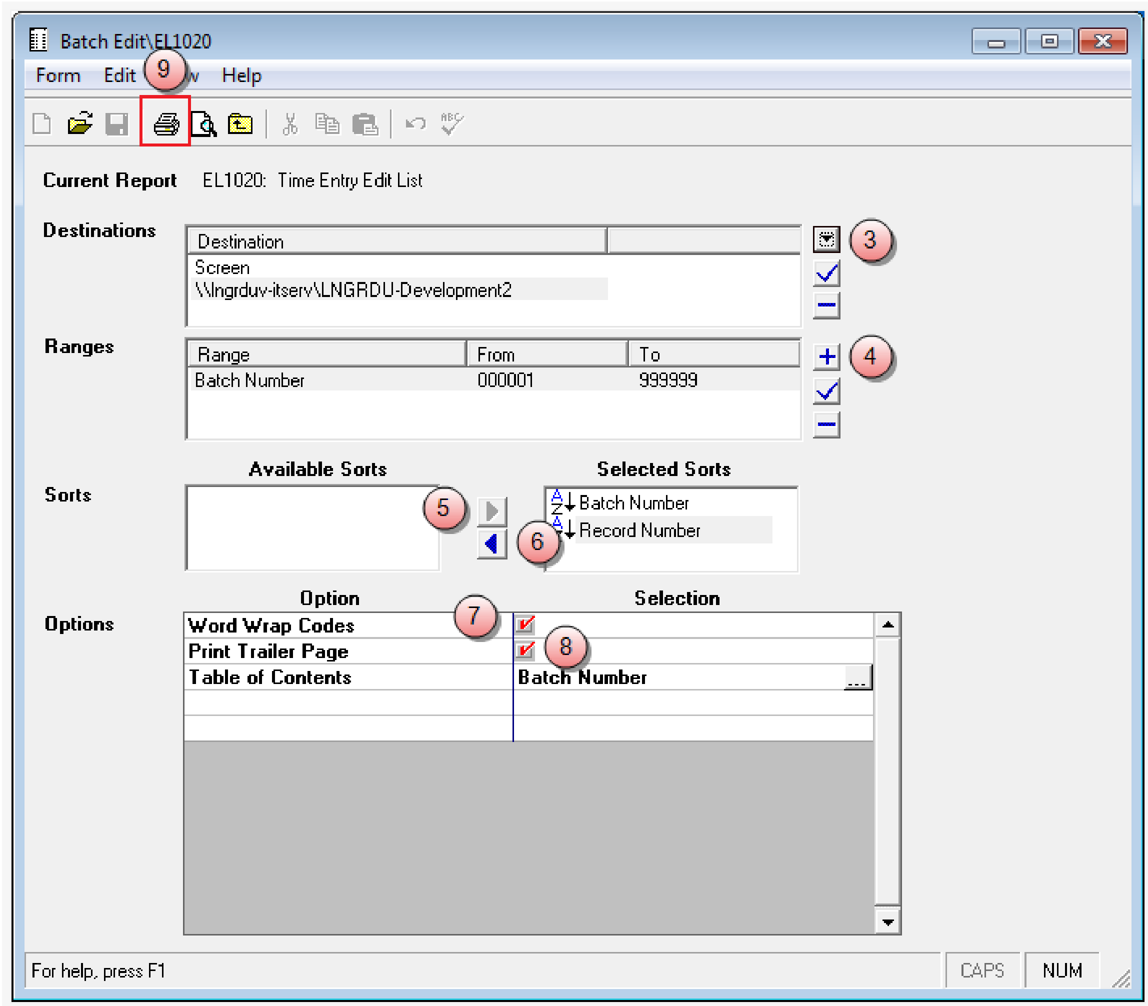
1. Select **Inquiry - Reports** > **Reports** > **Batch Edit**.

   The right pane displays a list of all available batch edit reports.



2. Double-click **Time Entry Edit List**.

The Batch Audit\EL1020 window opens.



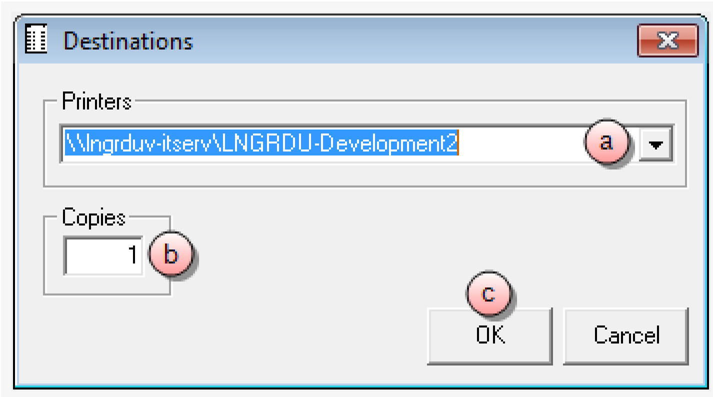
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



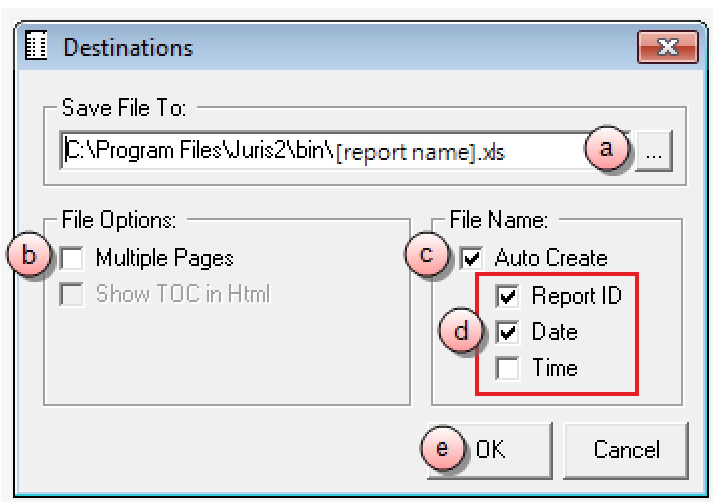
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

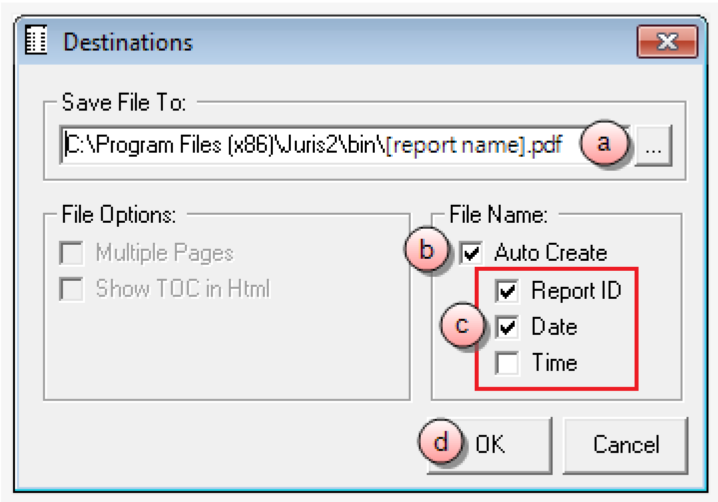
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

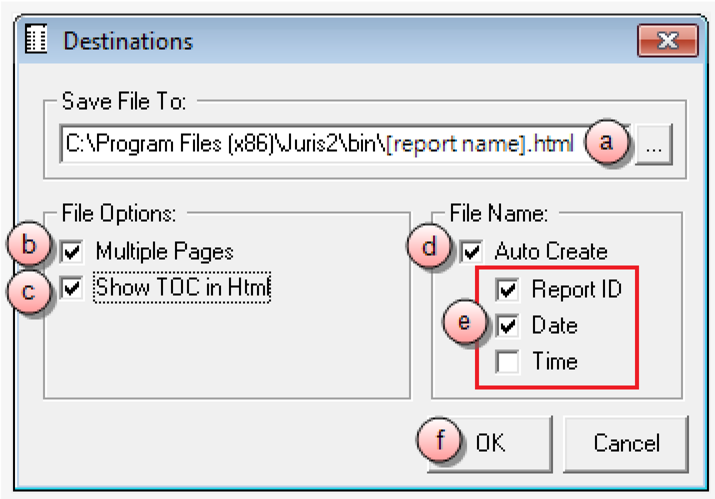
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

d. Click the **Auto Create** check box if you want the file name to be automatically created.

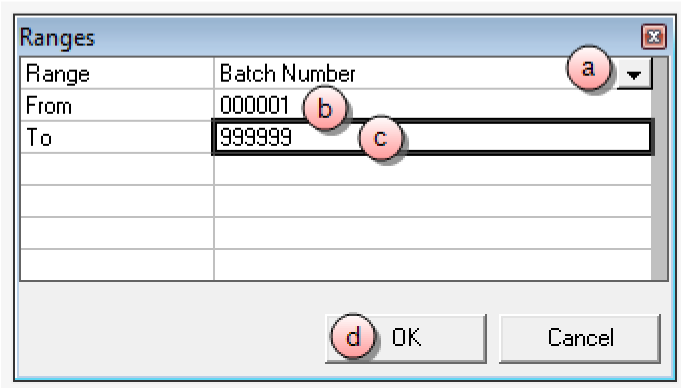
e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.

To select a range:



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Batch Number*.

b. Click in the **From** text box and type the starting batch number.

c. Click in the **To** text box and type the ending batch number.

d. Click **OK**.

The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the  check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the  right arrow button to add the sort option.
6. Optionally, under **Selected Sorts**, click on a sort option and then click the  left arrow button to remove the sort option.
7. Optionally, click the **Word Wrap Codes** check box to select it, if you want the contents to wrap so all content shows in the display. If you only want to see the content that fits in the content column, then ensure that this check box is not checked.
8. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.
9. Click the **Print**  button on the toolbar to generate your report.

Time Entry Edit List Report Reference

Report options

Screen element	Description
Ranges	
Batch Number	Run a report that displays a particular batch number or range of batch numbers.
Since Last Run Date	Run a report showing only the information that has changed or been added since the date on which the report was last run. *This option is only available when the report is run as part of a report queue*.
Sorts	
Batch Number	Sort selected items by batch number.
Record Number	Sort selected items by record number.
Options	
Word Wrap Codes	*Checked* - The contents in the text box wrap to the next line. *Unchecked* - The text box displays only the content that fits within its confines.
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Batch Number.'

Text boxes (fields)

Text box label	Description
Rec #	The assigned record number of each line item in a batch, starting with "1".
Date	Date of the entry.
Client Matter	Codes that identify the client and matter.
Reporting Name	Name used to identify the client and matter for reporting purposes.
ID	Timekeeper ID
Hrs. Worked	Number of hours worked.
Hrs. to Bill	Number of hours that need to be billed.
Rate	The billing rate for the work done by the specific timekeeper.

Text box label	Description
Amount	The amount of hours billed at the indicated rate.
Phase	Budget phase
Task	Budget task code
Activity	Code that indicates the type of activity.
Code 1	Optional code 1 from the time entry.
Code 2	Optional code 2 from the time entry.
Code 3	Optional code 3 from the time entry.

Cash Receipts Edit List Report Overview

The Cash Receipts Edit List reports all unposted cash receipts batches. You can print this report for a specific batch, range of batches, or all unposted batches.

Purpose

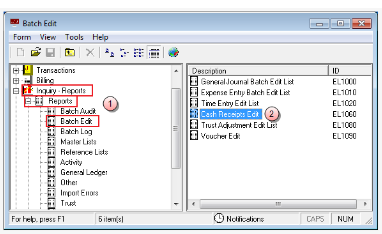
Edit Lists are detail level tools specifically designed for verification of data after being input, but prior to posting. Edit Lists provide the user with a safety net which, when diligently used, prevents posting incorrect transactions to the system. Edit Lists provide information concerning the transaction, and ancillary information relative to the entry such as the method of entry, batch information, and totals. The Cash Receipts Edit List provides this information for unposted cash receipt entries.

Create a Cash Receipts Edit List Report

To create a Cash Receipts Edit List report:

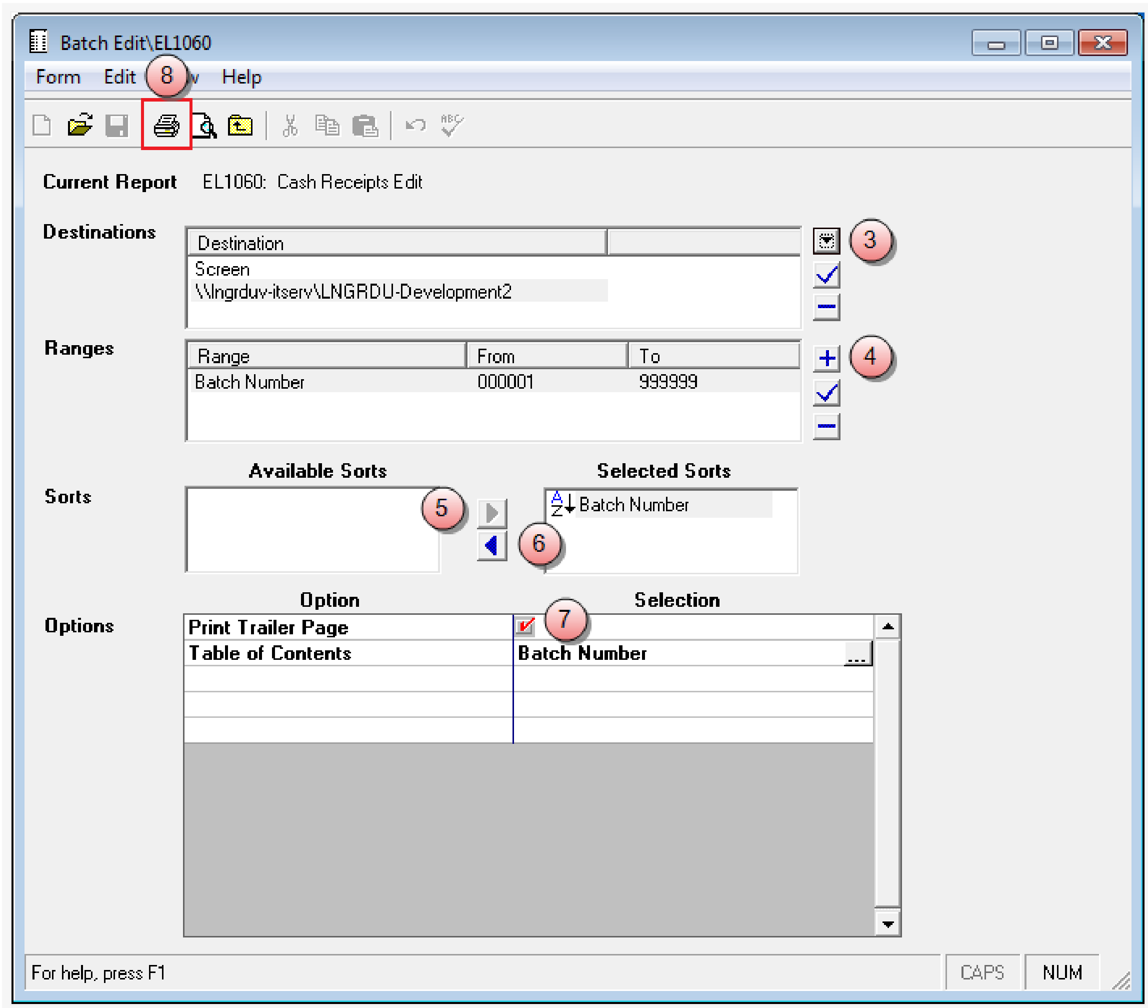
1. Select **Inquiry - Reports** > **Reports** > **Batch Edit**.

   The right pane displays a list of all available batch edit reports.

2. Double-click **Cash Receipts Edit List**.

   The Batch Edit\EL1060 window opens.



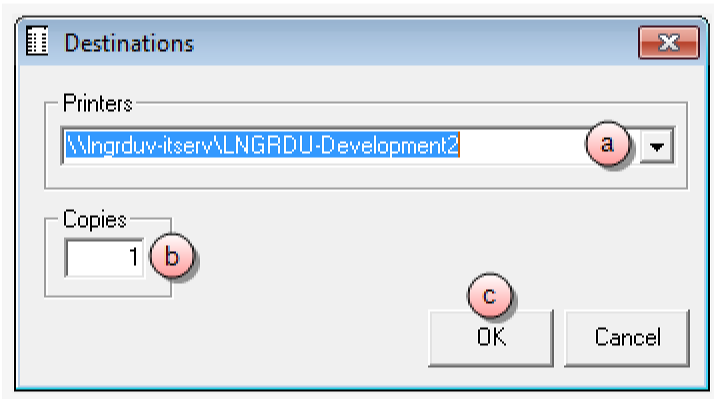
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



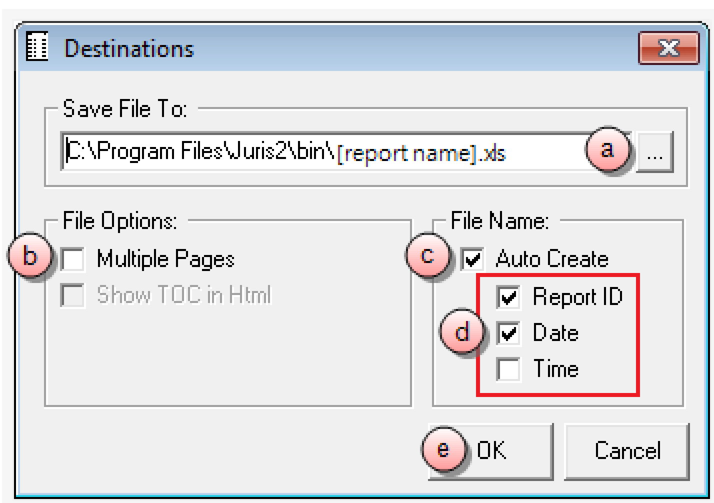
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

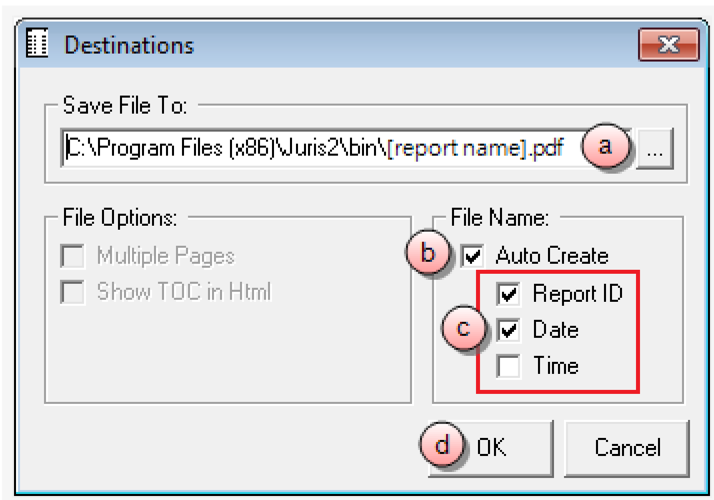
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

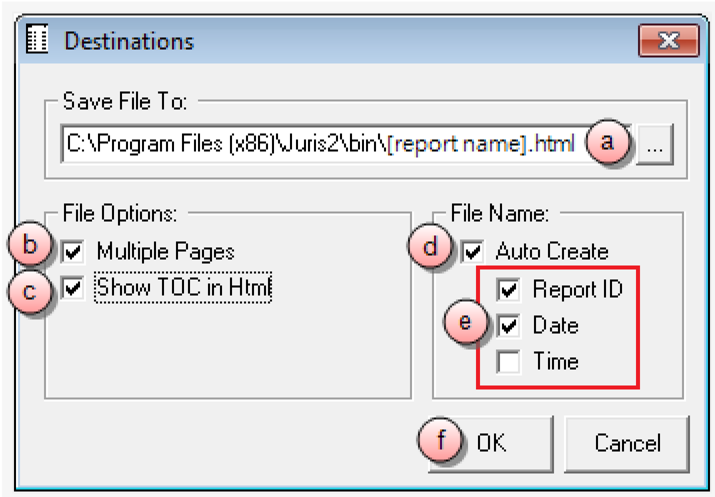
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

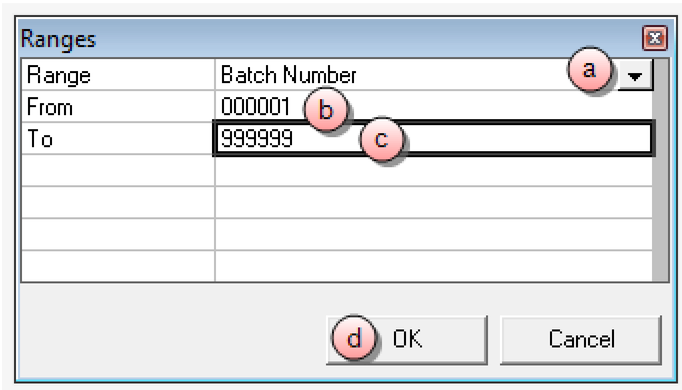
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Batch Number*.

b. Click in the **From** text box and type the starting batch number.

c. Click in the **To** text box and type the ending batch number.

d. Click **OK**.

The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

8. Click the **Print** button on the toolbar to generate your report.

Cash Receipts Edit List Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Batch Number	Run a report that displays a particular batch number or range of batch numbers.
Matter	Run a report that displays a particular matter number or range of matter numbers.
Sorts	
Batch Number	Sort selected items by batch number.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Batch Number.'

Text boxes (fields)

Text box label	Description
Rec#	Record number of the entry in the batch.
Bill Number	The bill number that cash was applied to (only for deposits on the A/R tab).
Check Number	The check number.
Check Amount	The total amount of the check.
Check Date	The date of the check.
Payor	The name of the person who wrote the check.
Information from the *A/R* tab	
Fees (Balance)	Beginning fee balance.
Fees (Pending)	Cash applied to fees in all other unposted cash receipt(s).
Fees (Applied)	Cash applied to fees from this cash receipt.

Text box label	Description
Fees (New Balance)	Calculated as "Fees (Balance) - Fees (Pending) - Fees (Applied)"
Cash Expenses (Balance)	Beginning cash expense balance.
Cash Expenses (Pending)	Cash applied to cash expenses in all other unposted cash receipt(s).
Cash Expenses (Applied)	Cash applied to cash expenses from this cash receipt.
Cash Expenses (New Balance)	Calculated as "Cash Expenses (Balance) - Cash Expenses (Pending) - Cash Expenses (Applied)"
Non-Cash Expenses (Balance)	Beginning non-cash expense balance.
Non-Cash Expenses (Pending)	Cash applied to non cash expenses in all other unposted cash receipt(s).
Non-Cash Expenses (Applied)	Cash applied to non-cash expenses from this cash receipt.
Non-Cash Expenses (New Balance)	Calculated as "Non-Cash Expenses (Balance) - Non-Cash Expenses (Pending) - Non-Cash Expenses (Applied)"
Total (Balance)	Beginning total balance.
Total (Pending)	Cash applied to total balance in all other unposted cash receipt(s).
Total (Applied)	Cash applied to the total balance from this cash receipt.
Total (New Balance)	Calculated as "Total (Balance) - Total (Pending) - Total (Applied)"
Expense Allocations	
Expense Code Expense Description (Balance)	Beginning expense code balance.
Expense Code Expense Description (Pending)	Cash applied to this expense code in all other unposted cash receipt(s).
Expense Code Expense Description (Applied)	Cash applied to this expense code from this cash receipt.
Expense Code Expense Description (New Balance)	Calculated as "Expense Code Expense Description (Balance) - Expense Code Expense Description (Pending) - Expense Code Expense Description (Applied)"
Information from the *Other* tab	
Bank Code	The code for the bank used to receive the funds.
Account Number	The account number associated with this part of the transaction.
Amount	The amount deposited under the *Other* tab.
Reference	Text entered in the Reference text box on the cash receipt.
Information from the *PPD* tab	

Text box label	Description
PPD Amount	The amount that applies to a prepaid account. (Client/Matter Reporting Name and Client/Matter Codes that funds were applied to are also listed here.)
Information from the *Trust* tab	
Client/Matter Codes	Client/matter reporting names.
Trust Bank	The bank account that was setup as the trust account for this cash receipt.
Trust amount	The amount deposited into the trust bank account.

Trust Adjustment Edit List Report Overview

The Trust Adjustment Edit List reports all unposted trust adjustment batches. You can print this report for a specific batch, range of batches, or all unposted batches.

Purpose

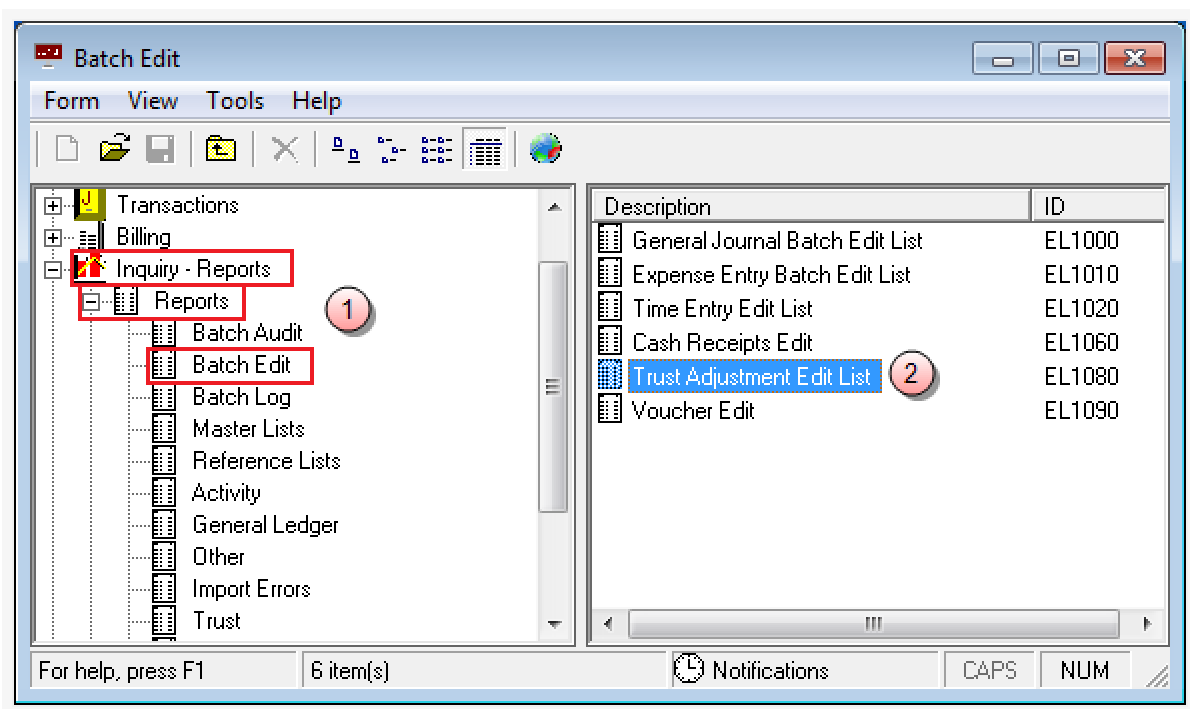
Edit Lists are detail level tools specifically designed for verification of data after being input, but prior to posting. Edit Lists provide the user with a safety net which, when diligently used, prevents posting incorrect transactions to the system. Edit Lists provide information concerning the transaction, and ancillary information relative to the entry such as the method of entry, batch information, and totals. The Trust Adjustment Edit List provides this information for unposted trust adjustments.

Create a Trust Adjustment Edit List Report

To create a Trust Adjustment Edit List report:

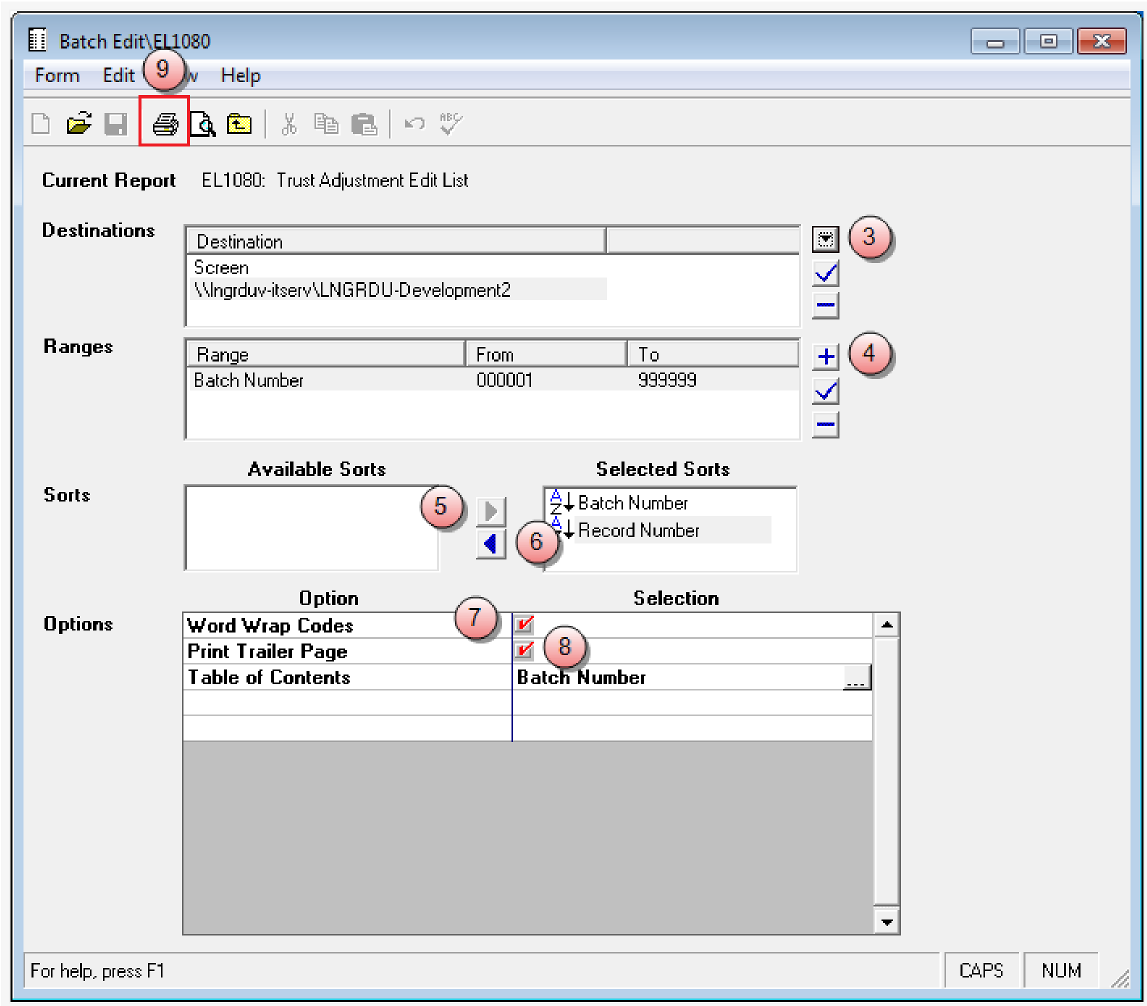
1. Select **Inquiry - Reports** > **Reports** > **Batch Edit**.

   The right pane displays a list of all available batch edit reports.

2. Double-click **Trust Adjustment Edit List**.

The Batch Edit\EL1060 window opens.



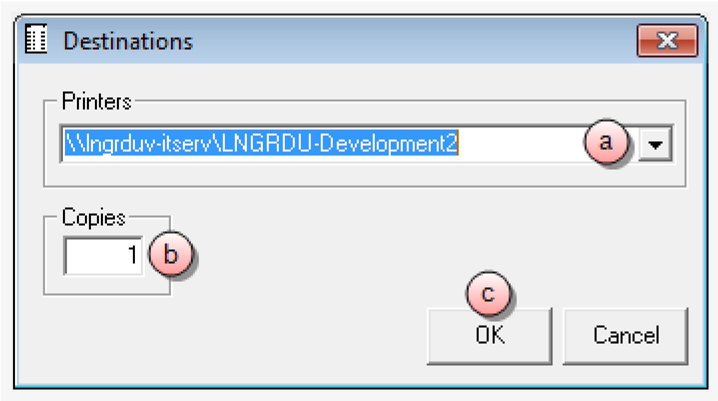
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



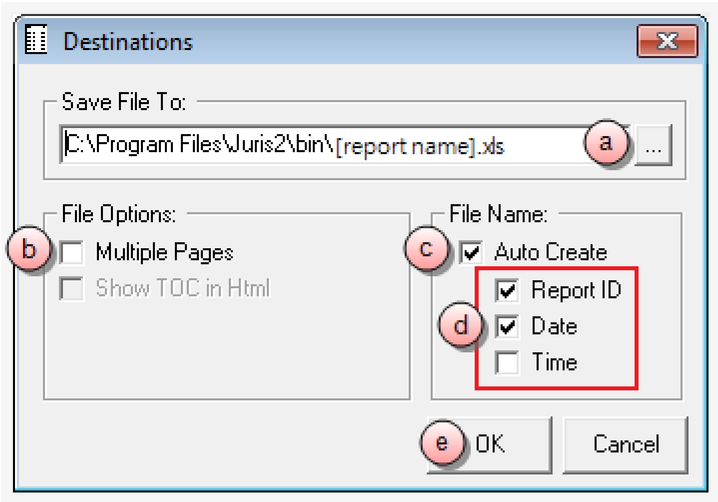
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

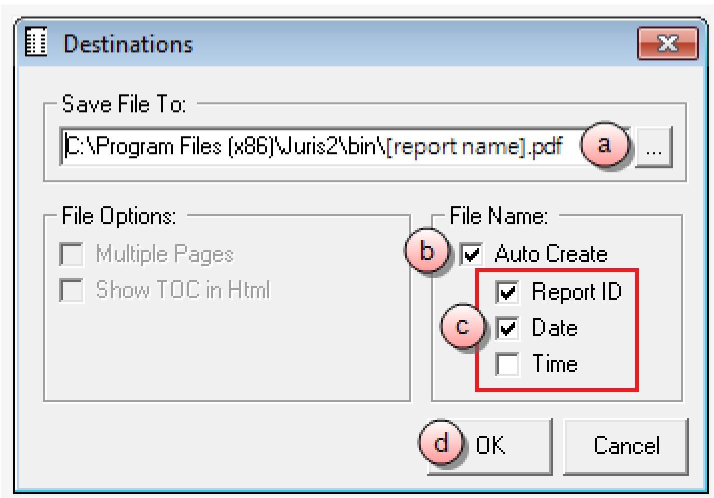
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

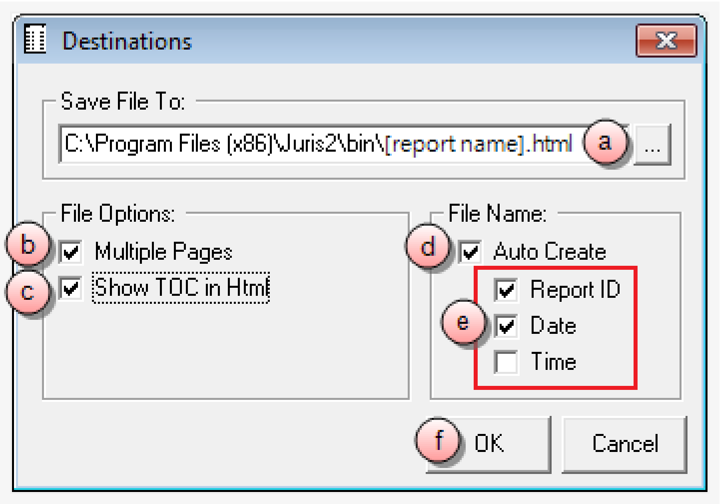
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

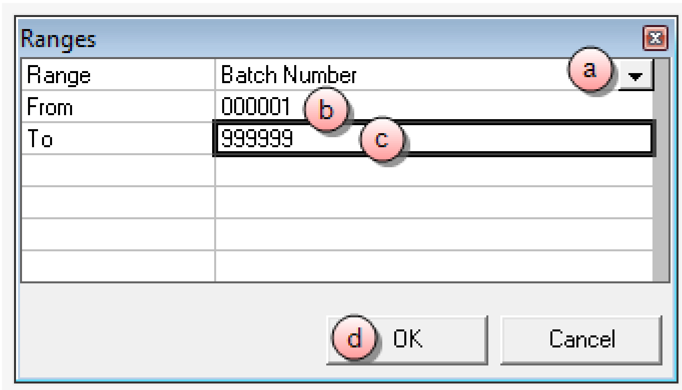
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Batch Number*.

b. Click in the **From** text box and type the starting batch number.

c. Click in the **To** text box and type the ending batch number.

d. Click **OK**.

The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.
6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.
7. Optionally, click the **Word Wrap Codes** check box to select it, if you want the contents to wrap so all content shows in the display. If you only want to see the content that fits in the content column, then ensure that this check box is not checked.
8. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.
9. Click the **Print** button on the toolbar to generate your report.

Trust Adjustment Edit List Report Reference

Report options

Screen element	Description
Ranges	
Batch Number	Run a report that displays a particular batch number or range of batch numbers.
Sorts	
Batch Number	Sort selected items by batch number.
Since Last Run Date	Run a report showing only the information that has changed or been added since the date on which the report was last run. *This option is only available when the report is run as part of a report queue*.
Record Number	Sort selected items by record number.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Batch Number.'

Text boxes (fields)

Text box label	Description
Rec Number	The assigned record number of each line item in a batch, starting with "1".
Client	Code used to identify the client.
Matter	Code used to identify the matter.
Reporting Name	Name used to identify the client/matter for reporting purposes.
Description	Description of the trust adjustment.
Bank Code	Code to identify the trust bank account.
Date	Date of the trust adjustment.

Voucher Edit Report Overview

The Voucher Edit reports voucher batches entered and posted through the Voucher function and vouchers automatically posted through the Quick Check function.

Purpose

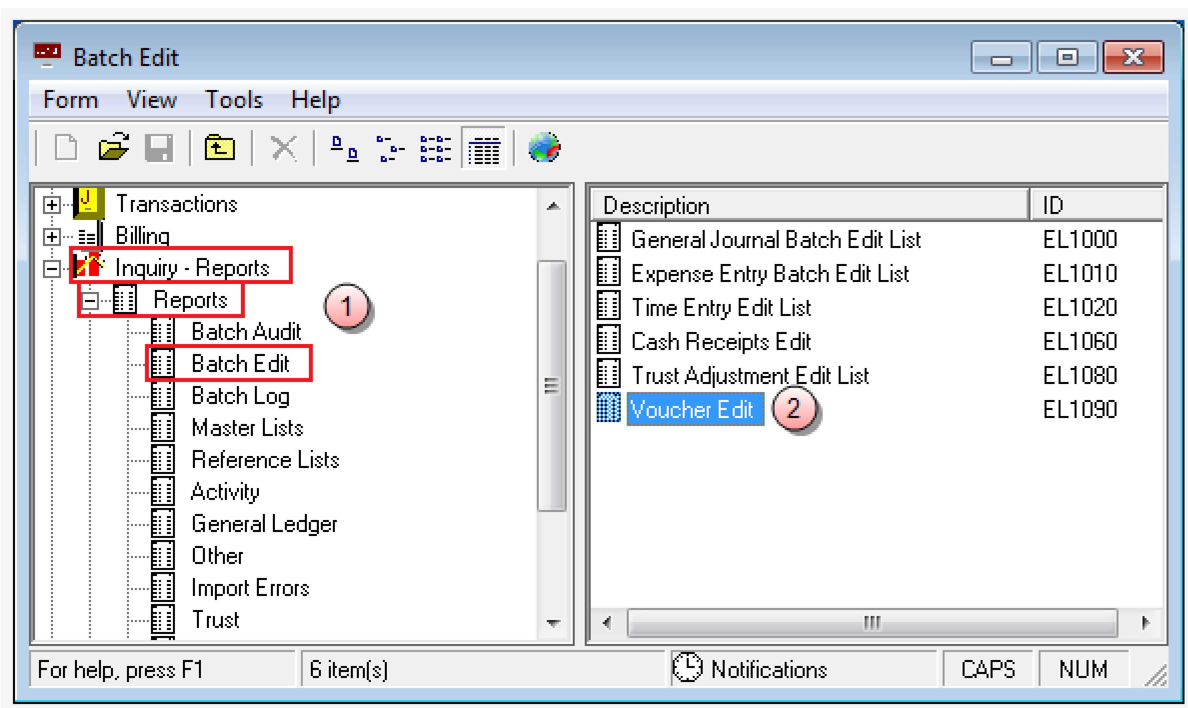
Edit Lists are detail level tools specifically designed for verification of data after being input, but prior to posting. Edit Lists provide the user with a safety net, which when diligently used, prevents posting incorrect transactions to the system. Edit Lists provide information concerning the transaction, and ancillary information relative to the entry such as the method of entry, batch information, and totals. The Voucher Edit list provides this information for unposted vouchers.

Create a Voucher Edit Report

To create a Voucher Edit report:

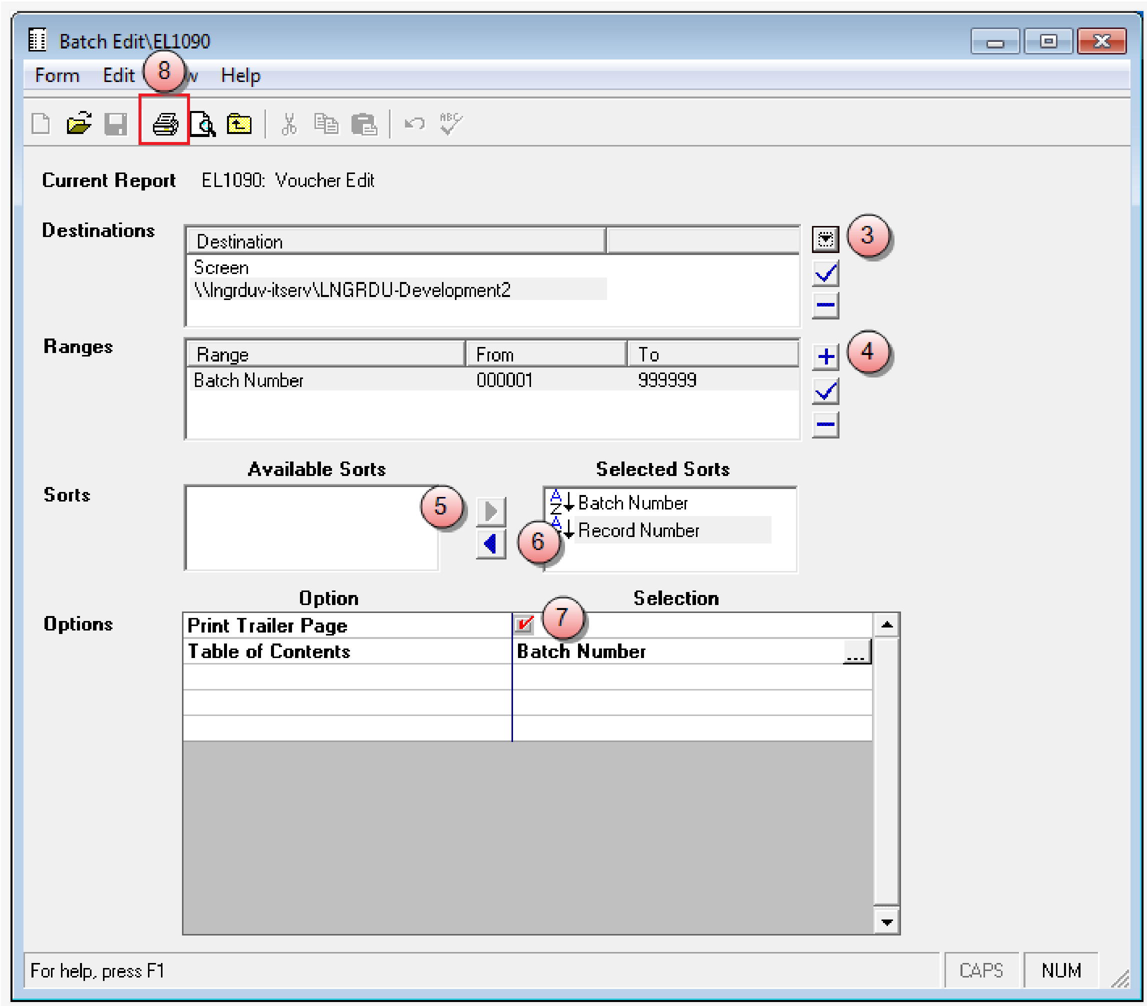
1. Select **Inquiry - Reports** > **Reports** > **Batch Audit**.

   The right pane displays a list of all available batch edit reports.



2. Double-click **Voucher Edit**.

The Batch Audit\EL1090 window opens.



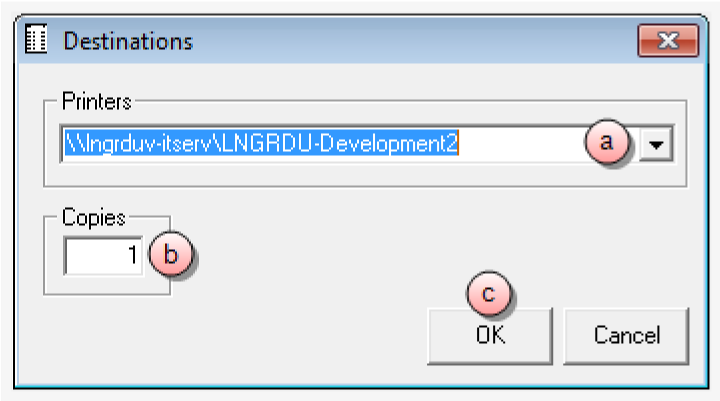
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



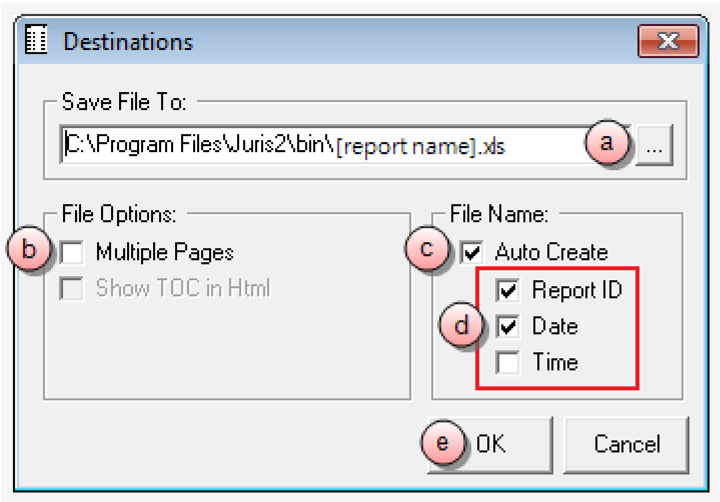
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

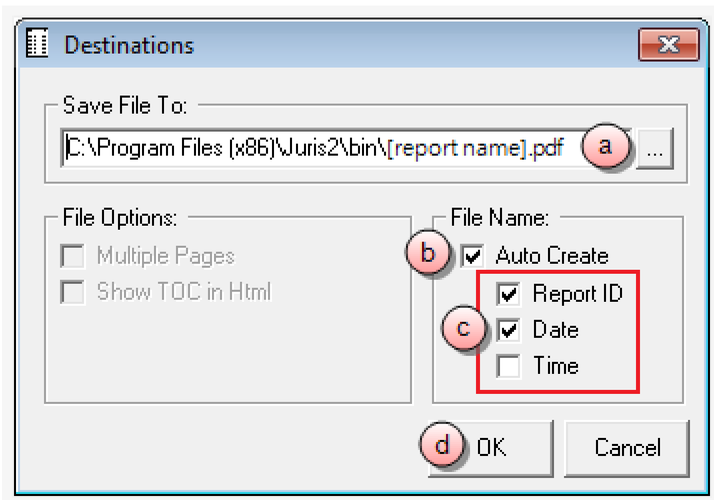
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

   'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

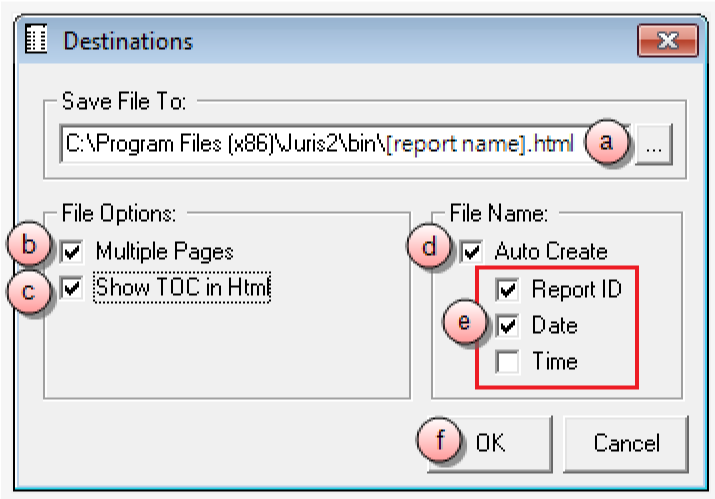
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

   The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

d. Click the **Auto Create** check box if you want the file name to be automatically created.

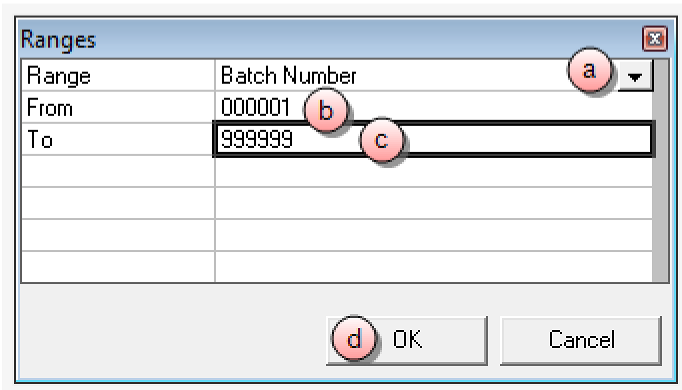
e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.

To select a range:



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Batch Number*.

b. Click in the **From** text box and type the starting batch number.

c. Click in the **To** text box and type the ending batch number.

d. Click **OK**.

   The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.
6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.
7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.
8. Click the **Print** button on the toolbar to generate your report.

Voucher Edit Report Reference

Report options

Screen element	Description
Ranges	
Batch Number	Run a report that displays a particular batch number or range of batch numbers.
Sorts	
Batch Number	Sort selected items by batch number.
Record Number	Sort selected items by record number.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Batch Number.'

Text boxes (fields)

Text box label	Description
Rec #	The system assigned record number of each line item in a batch.
Vch #	The assigned voucher number of each line item in a batch.
Vendor Code/Vendor Name	The code and name used to identify each vendor.
Voucher Type	Indicates whether a line item is an A/P Voucher or Trust Voucher.
AP Account	A/P account on the voucher.
Vendor Terms	Indicates the type of terms, Due day or Proximo (D or P).
Distribution Date	Date of the voucher.
Bank Code	Displays the code that identifies the trust bank. *Only listed for Trust vouchers*.
P.O. Number	Purchase order number for each line item.
Invoice Number	Invoice number for each line item.
Due Date	Due date for each line item.
Separate Check	Yes - indicates that a separate check was defined during the voucher entry.

Text box label	Description
	No - indicates that a separate check was not defined during the voucher entry.
Invoice Date	Date on which the line item was invoiced.
Discount Date	Date on which the line item was discounted.
Discount Account	Account from which the discount was issued.
Invoice Amount	Amount of the invoice for each line item.
Discount Amount	Discount amount issued for each line item.
Non Discount Amount	All non-discounts issued for each line item.

Batch log reports

General Journal Batch Log Report Overview

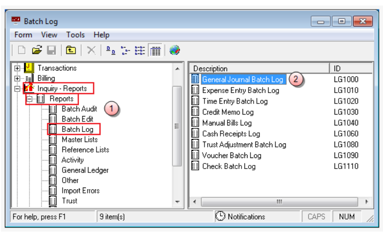
The General Journal Batch Log is a summary report that reflects the current batch status of all batches for the range selected.

Create a General Journal Batch Log Report

To create a General Journal Batch Log report:

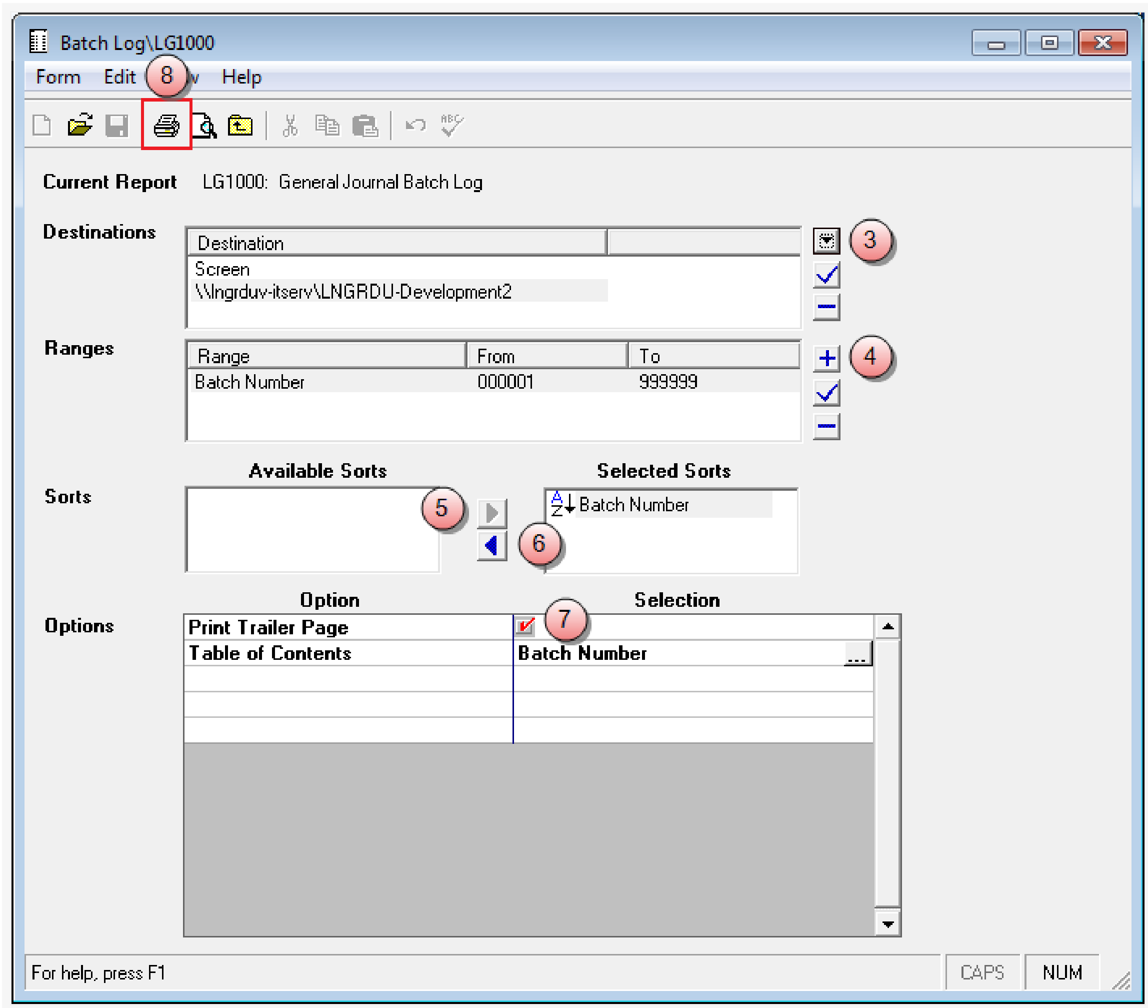
1. Select **Inquiry - Reports** > **Reports** > **Batch Log**.

   The right pane displays a list of all available batch log reports.

2. Double-click **General Journal Batch Log**.

   The Batch Log\LG1000 window opens.



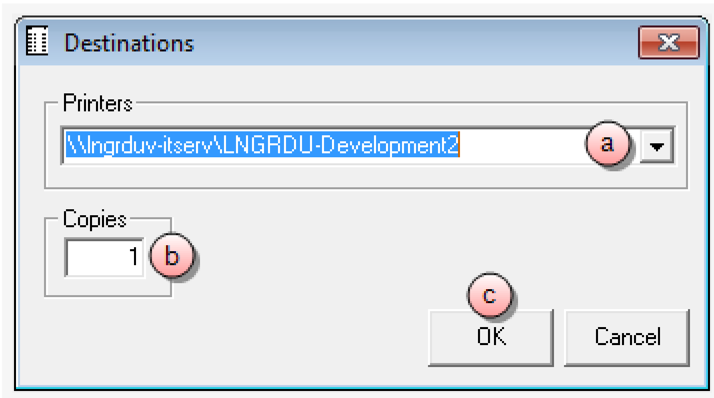
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



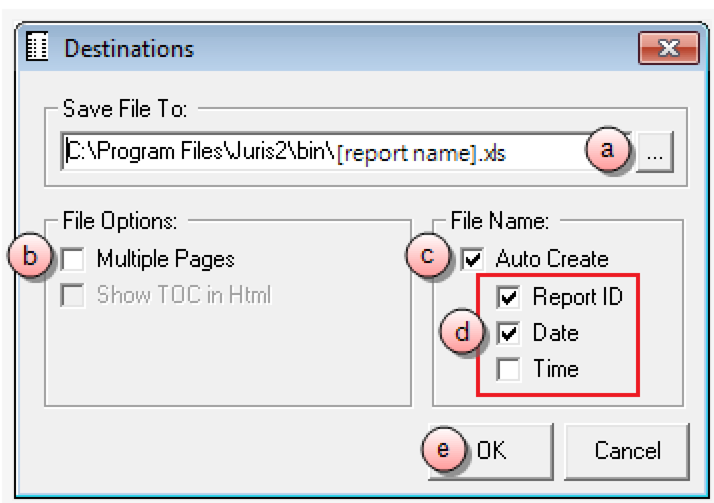
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

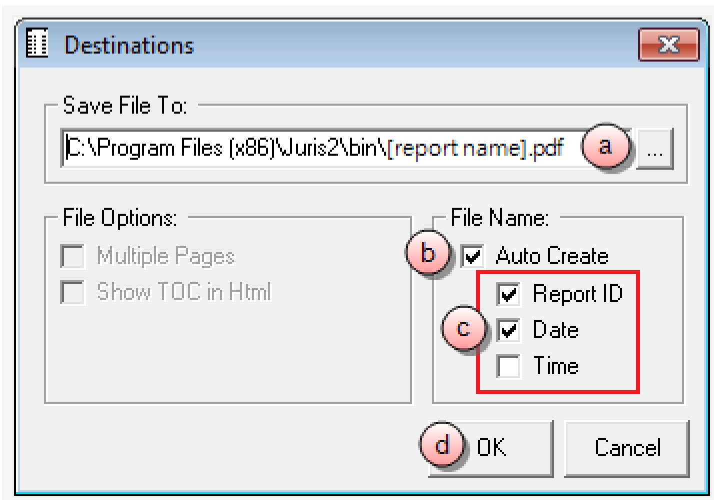
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

   'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

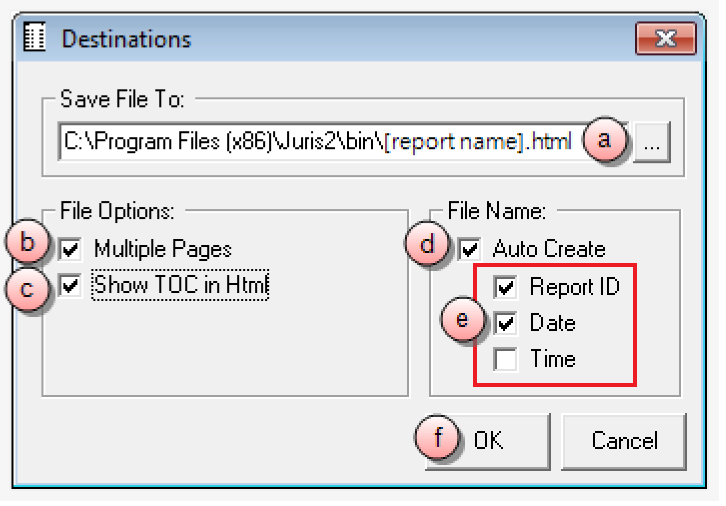
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

   The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

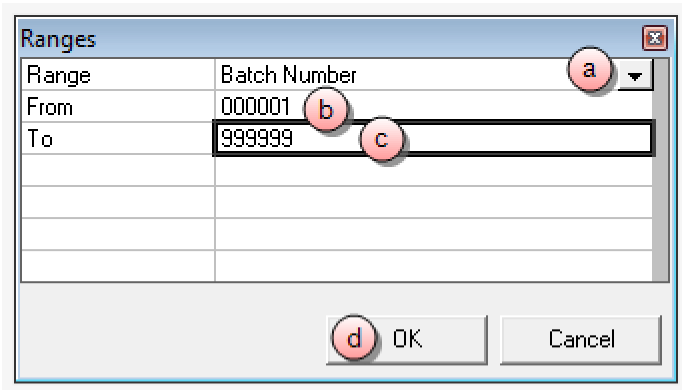
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Batch Number*.

b. Click in the **From** text box and type the starting batch number.

c. Click in the **To** text box and type the ending batch number.

d. Click **OK**.

The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

8. Click the **Print** button on the toolbar to generate your report.

General Journal Batch Log Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Batch Number	Run a report that displays a particular batch number or range of batch numbers.
Sorts	
Batch Number	Sort selected items by batch number.
Record Number	Sort selected items by record number.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Batch Number.'

Text boxes (fields)

Text box label	Description
Batch #	The number assigned to the batch.
Batch Comment	Text from the Comment text box in the batch form window.
Count	Number of records in the batch.
Batch Status	Status of the batch.
User ID	The ID of the person who created the batch.
Date	The date on which the batch was created.

Expense Entry Batch Log Report Overview

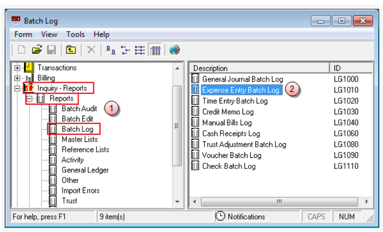
The Expense Entry Batch Log is a summary report that reflects the current batch status of all batches for the range selected.

Create an Expense Entry Batch Log Report

To create an Expense Entry Batch Log report:

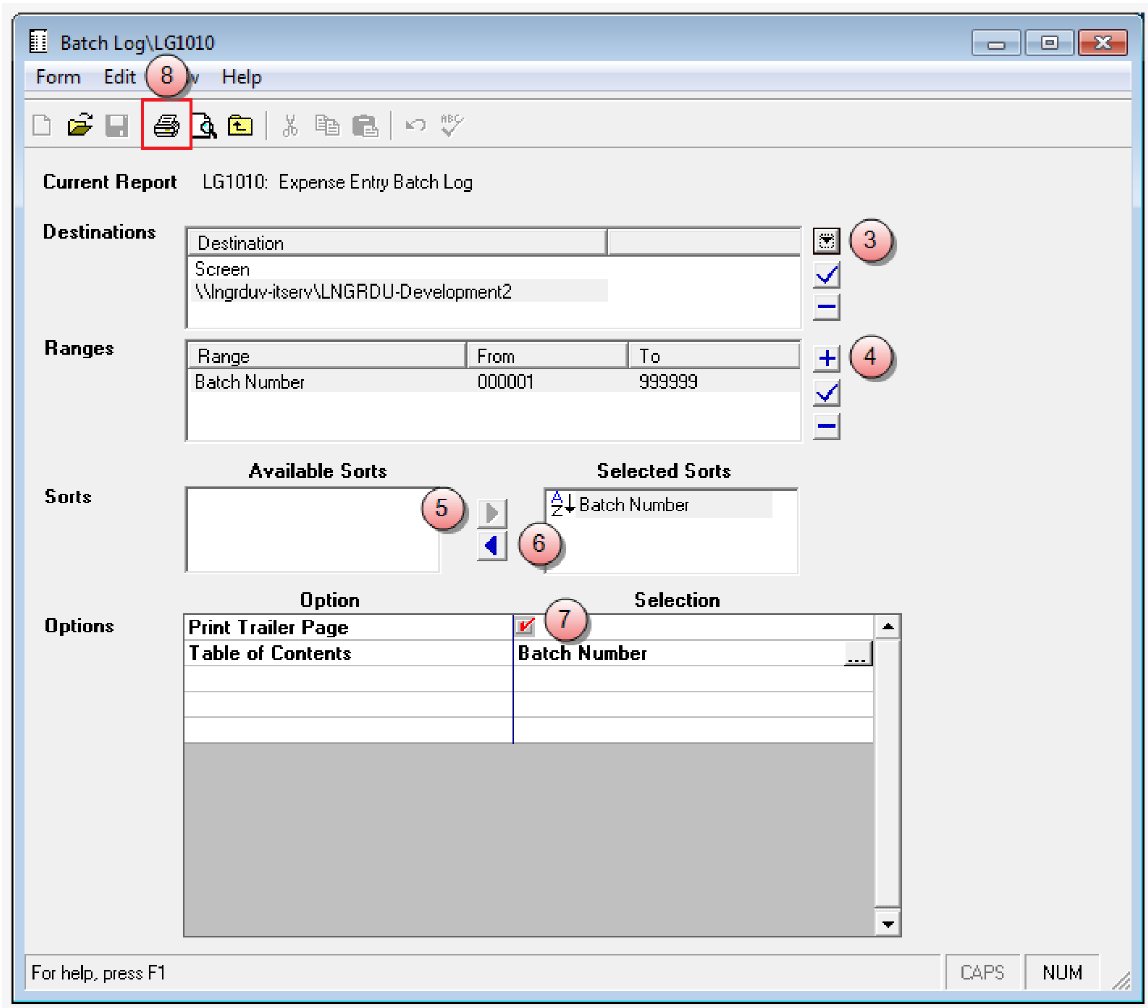
1. Select **Inquiry - Reports** > **Reports** > **Batch Log**.

   The right pane displays a list of all available batch log reports.

2. Double-click **Expense Entry Batch Log**.

   The Batch Log\LG1010 window opens.



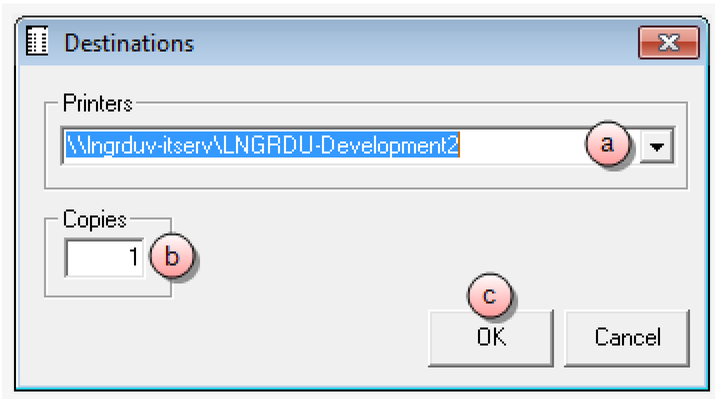
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



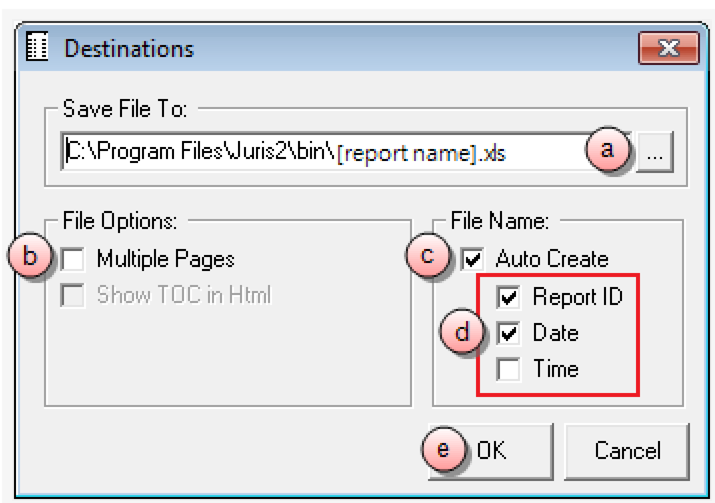
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

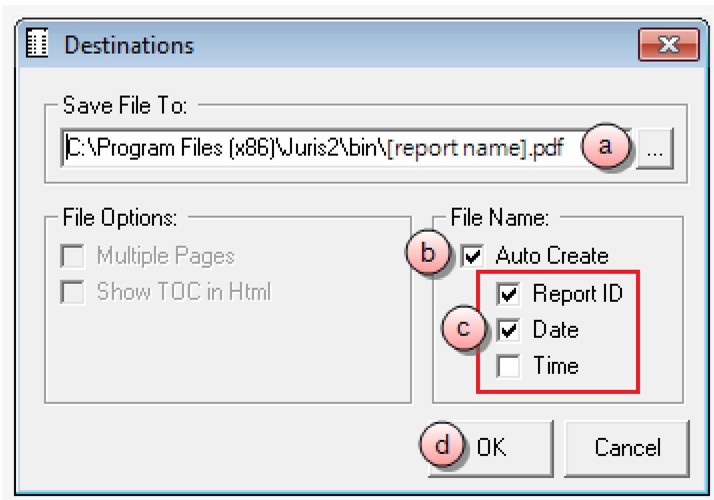
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

   'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

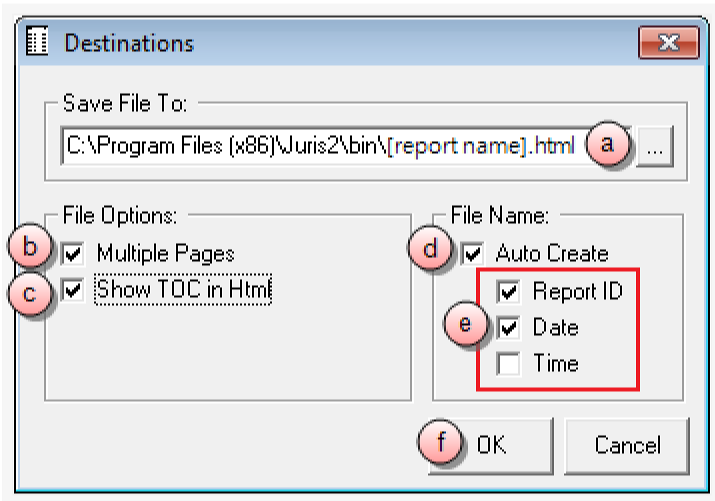
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

   The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

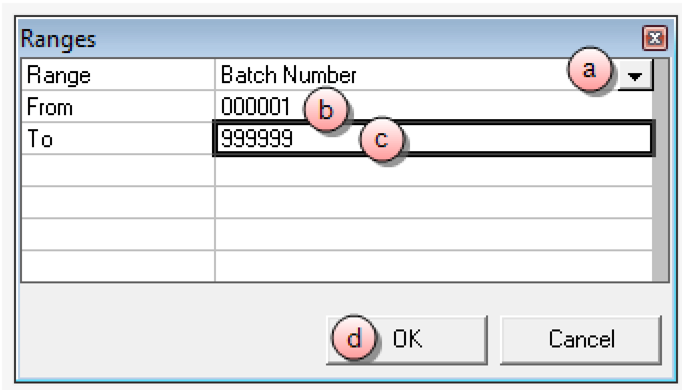
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Batch Number*.

b. Click in the **From** text box and type the starting batch number.

c. Click in the **To** text box and type the ending batch number.

d. Click **OK**.

The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

8. Click the **Print** button on the toolbar to generate your report.

Expense Entry Batch Log Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Batch Number	Run a report that displays a particular batch number or range of batch numbers.
Sorts	
Batch Number	Sort selected items by batch number.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Batch Number.'

Text boxes (fields)

Text box label	Description
Batch #	The number assigned to the batch.
Batch Comment	Text from the Comment text box in the batch form window.
Count	Number of records in the batch.
Batch Status	Status of the batch.
User ID	The ID of the person who created the batch.
Date	The date on which the batch was created.

Time Entry Batch Log Report Overview

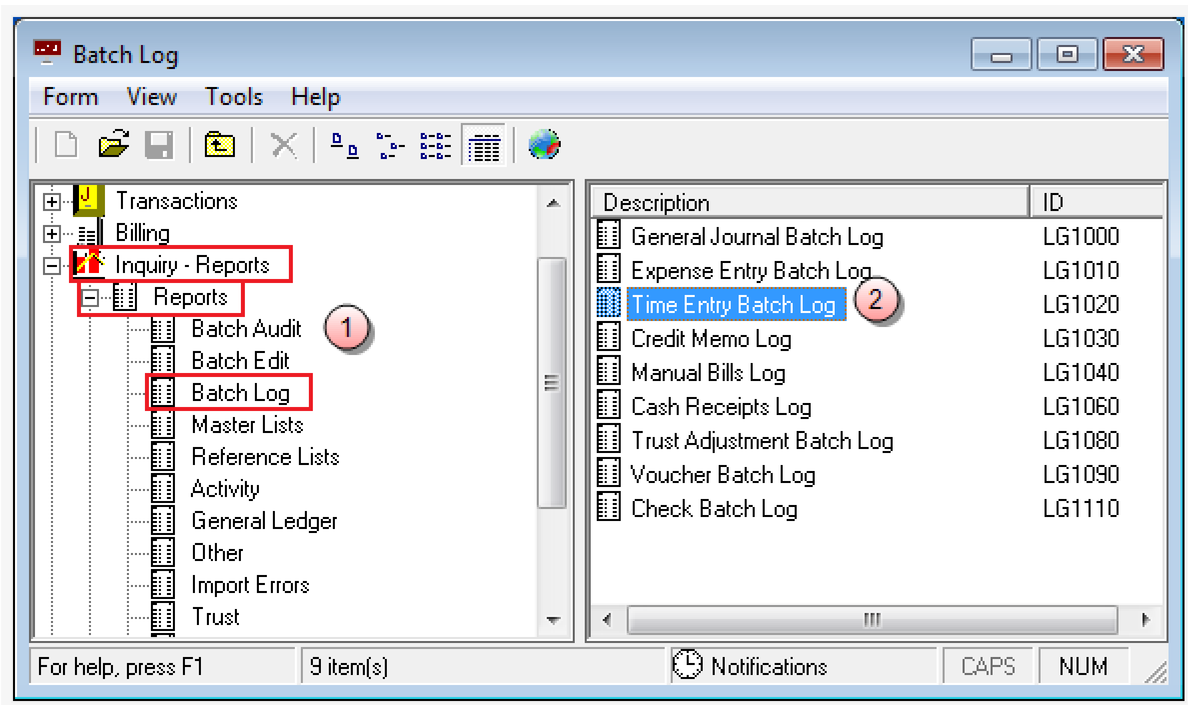
The Time Entry Batch Log is a summary report that reflects the current batch status of all batches for the range selected.

Create a Time Entry Batch Log Report

To create a Time Entry Batch Log report:

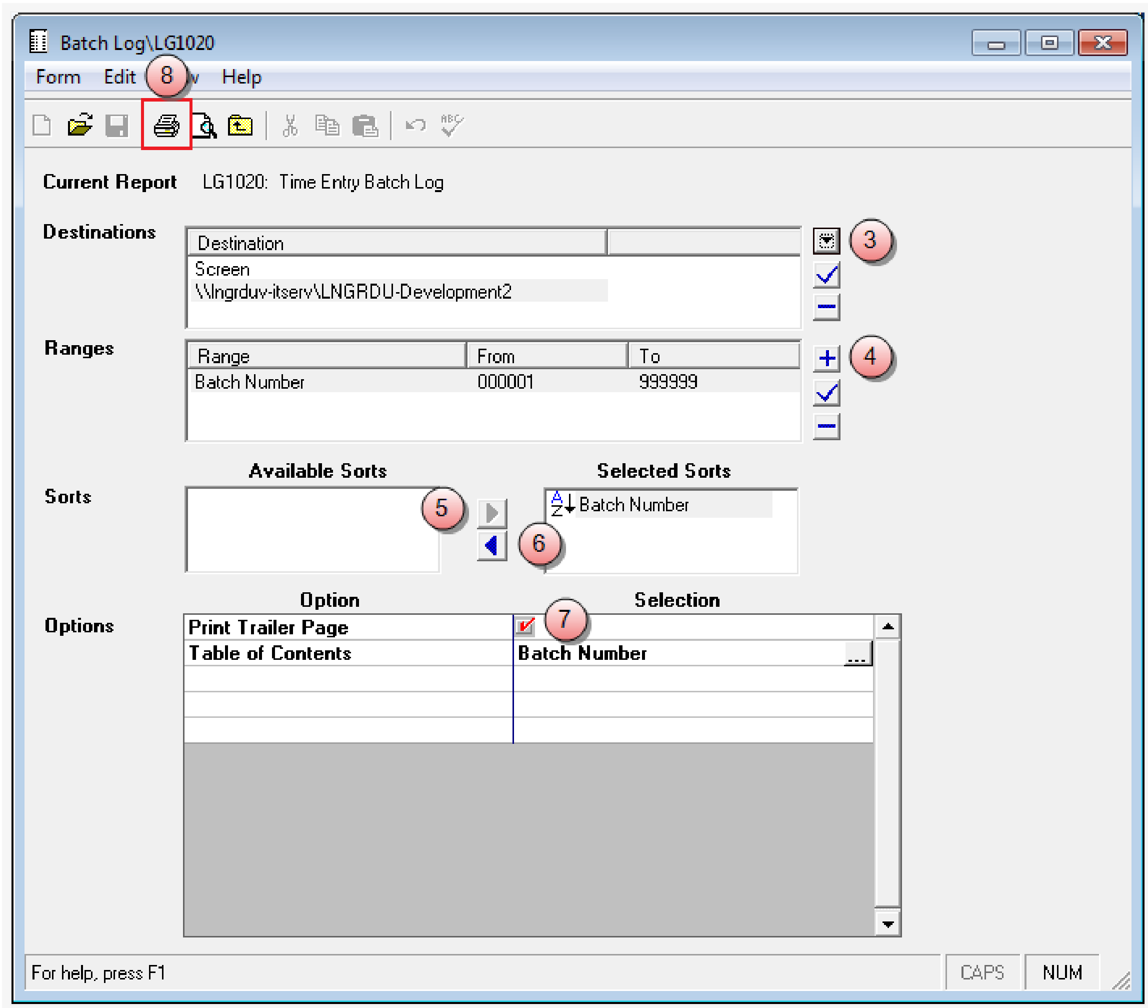
1. Select **Inquiry - Reports** > **Reports** > **Batch Log**.

   The right pane displays a list of all available batch log reports.



2. Double-click **Time Entry Batch Log**.

   The Batch Log\LG1020 window opens.



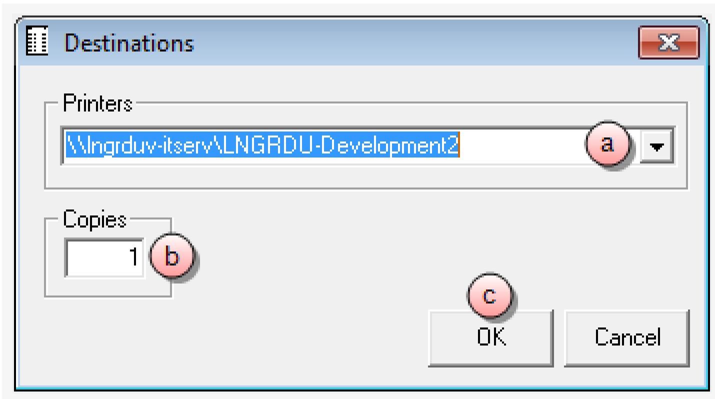
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



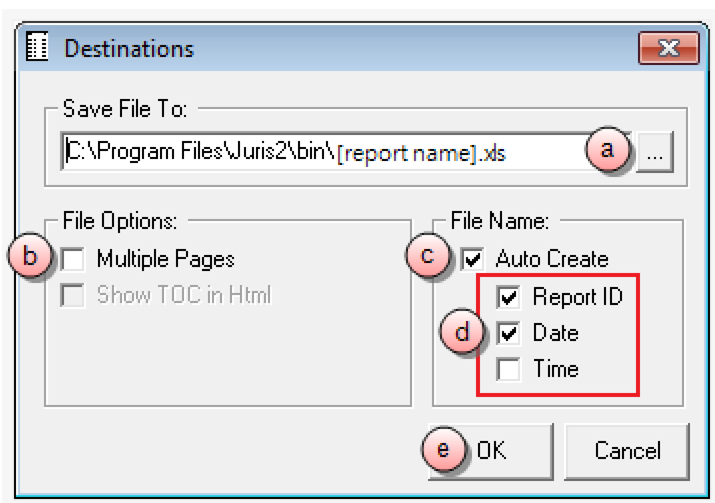
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

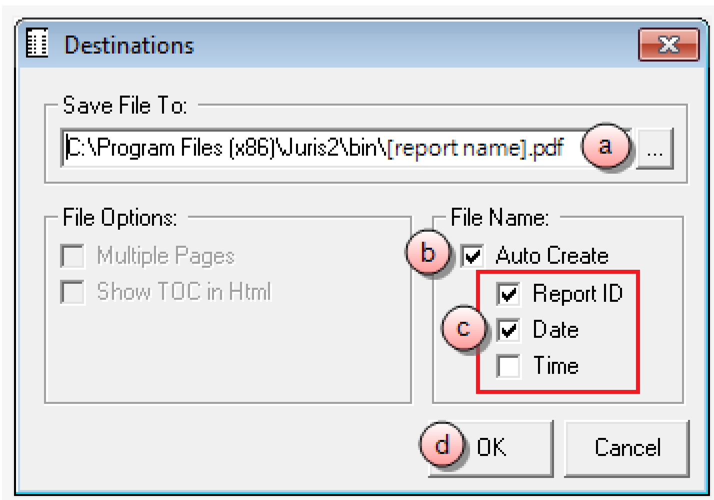
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

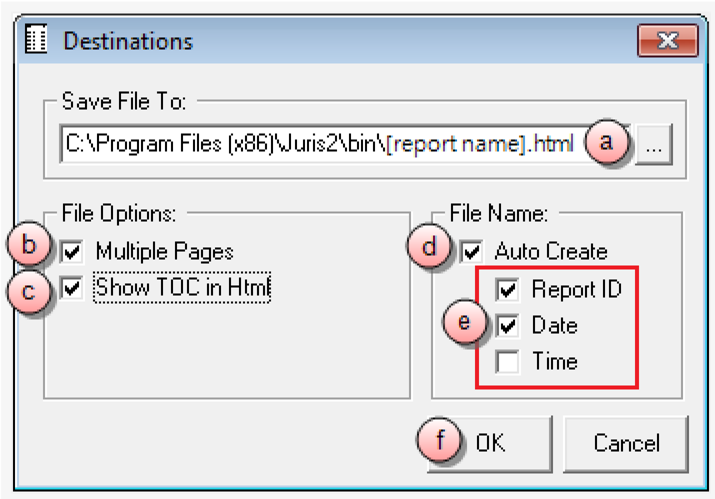
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

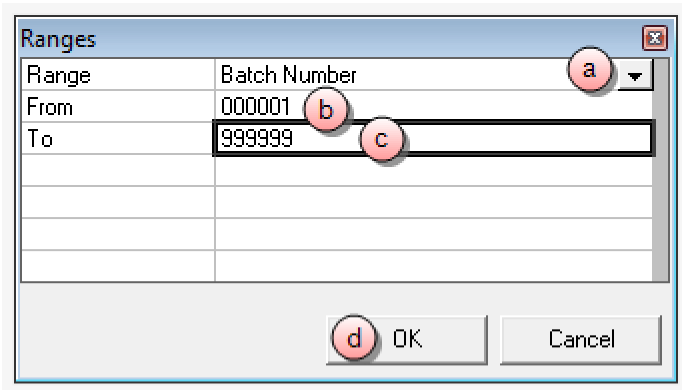
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Batch Number*.

b. Click in the **From** text box and type the starting batch number.

c. Click in the **To** text box and type the ending batch number.

d. Click **OK**.

The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.
6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.
7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.
8. Click the **Print** button on the toolbar to generate your report.

Time Entry Batch Log Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Batch Number	Run a report that displays a particular batch number or range of batch numbers.
Sorts	
Batch Number	Sort selected items by batch number.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Batch Number.'

Text boxes (fields)

Text box label	Description
Batch #	The number assigned to the batch.
Batch Comment	Text from the Comment text box in the batch form window.
Count	Number of records in the batch.
Batch Status	Status of the batch.
User ID	The ID of the person who created the batch.
Date	The date on which the batch was created.

Credit Memo Log Report Overview

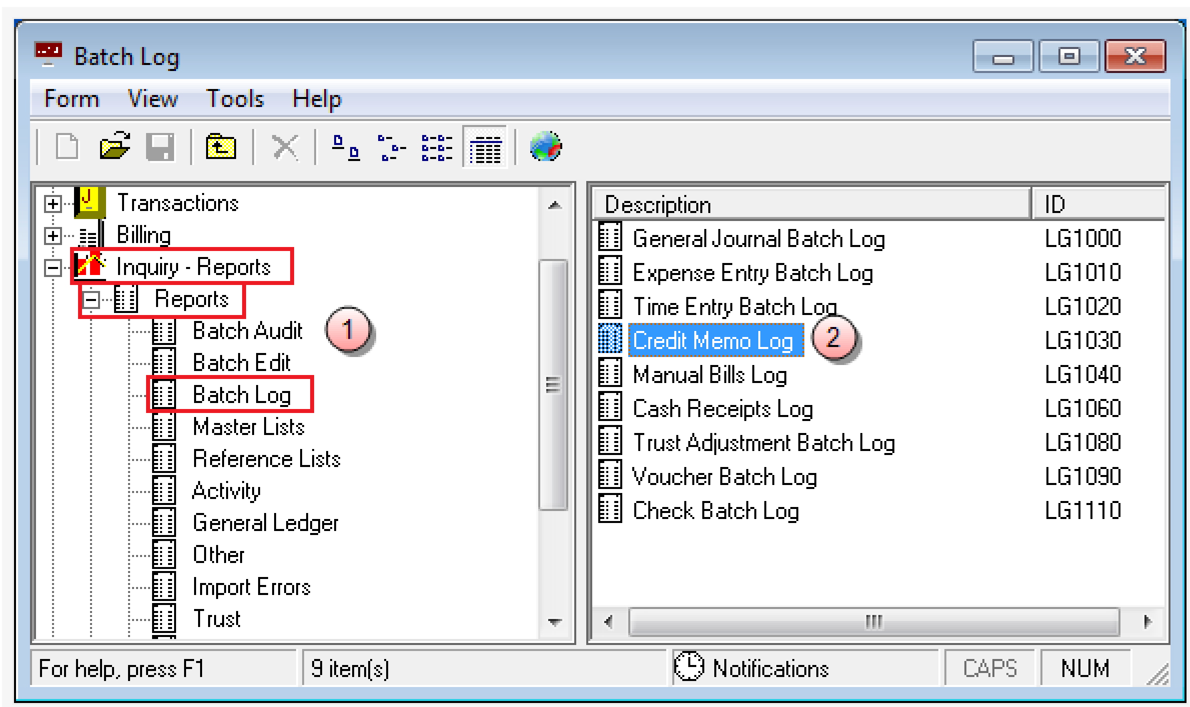
The Credit Memo Log is a summary report that reflects the current batch status of all batches for the range selected.

Create a Credit Memo Log Report

To create a Credit Memo Log report:

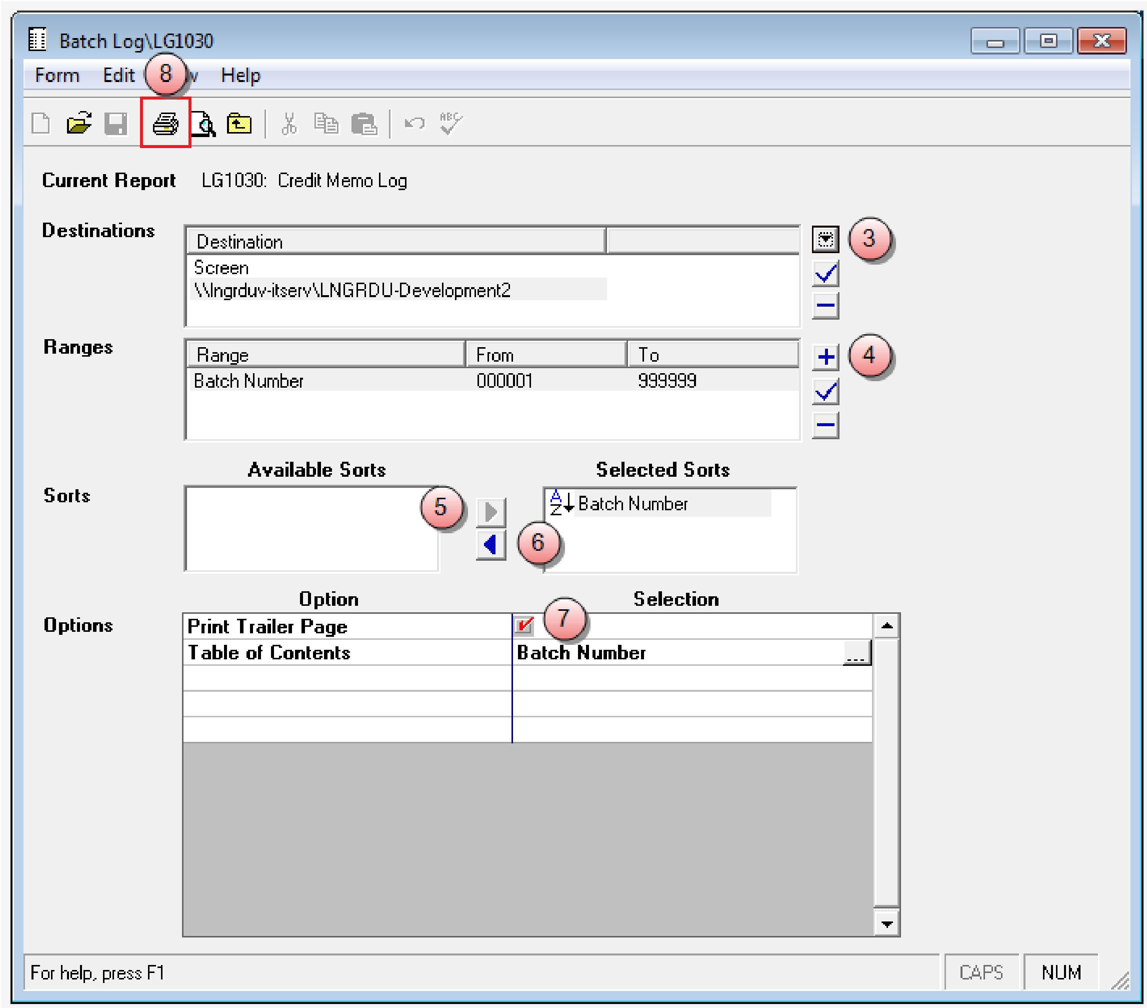
1. Select **Inquiry - Reports** > **Reports** > **Batch Log**.

   The right pane displays a list of all available batch log reports.



2. Double-click **Credit Memo Log**.

   The Batch Log\LG1030 window opens.



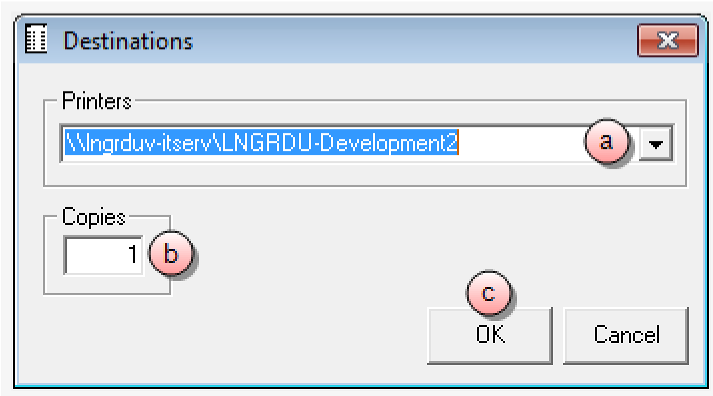
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



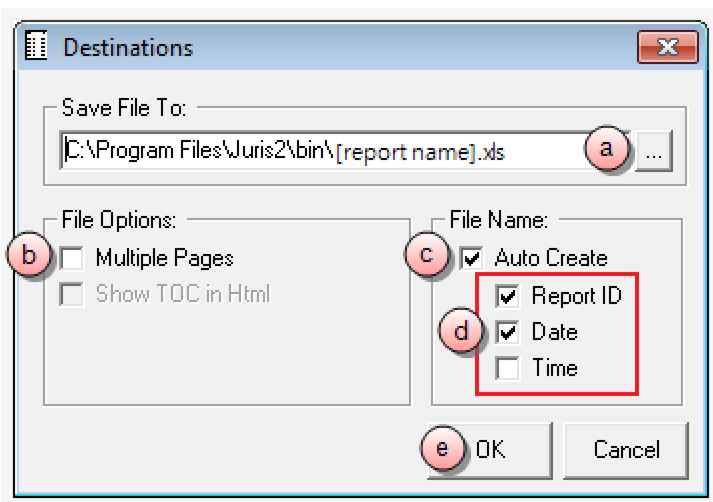
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

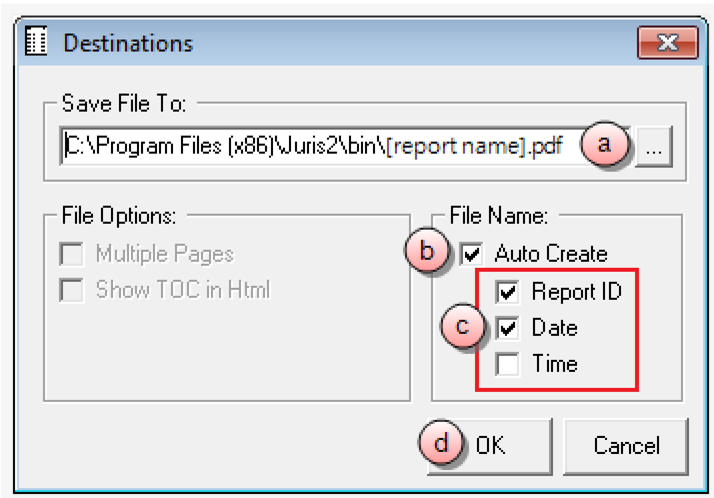
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

   'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

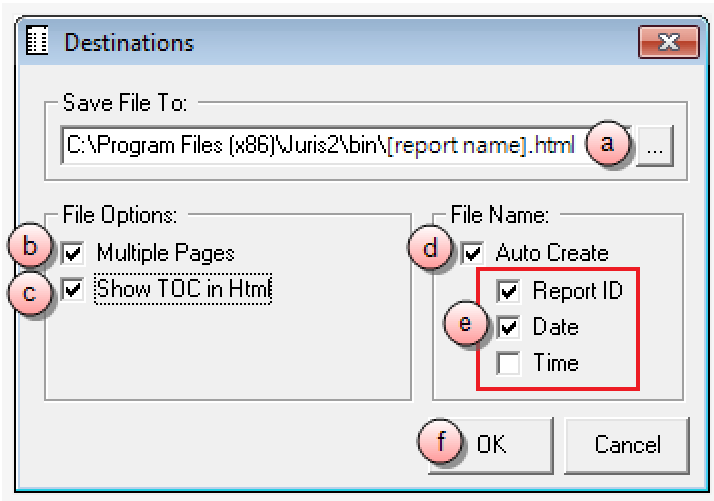
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

   The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

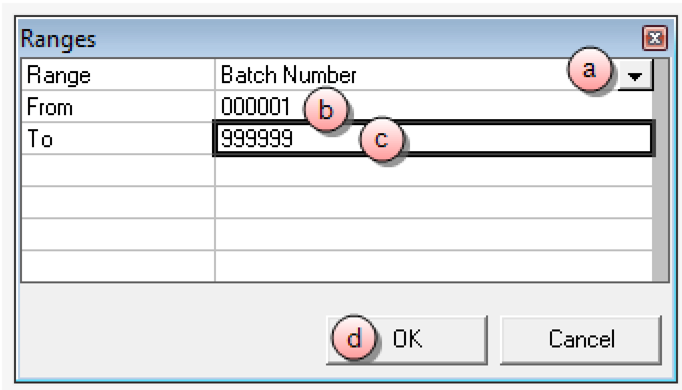
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Batch Number*.

b. Click in the **From** text box and type the starting batch number.

c. Click in the **To** text box and type the ending batch number.

d. Click **OK**.

The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

8. Click the **Print** button on the toolbar to generate your report.

Credit Memo Log Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Batch Number	Run a report that displays a particular batch number or range of batch numbers.
Sorts	
Batch Number	Sort selected items by batch number.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Batch Number.'

Text boxes (fields)

Text box label	Description
Batch #	The number assigned to the batch.
Batch Comment	Text from the Comment text box in the batch form window.
Count	Number of records in the batch.
Batch Status	Status of the batch.
User ID	The ID of the person who created the batch.
Date	The date on which the batch was created.

Manual Bills Log Report Overview

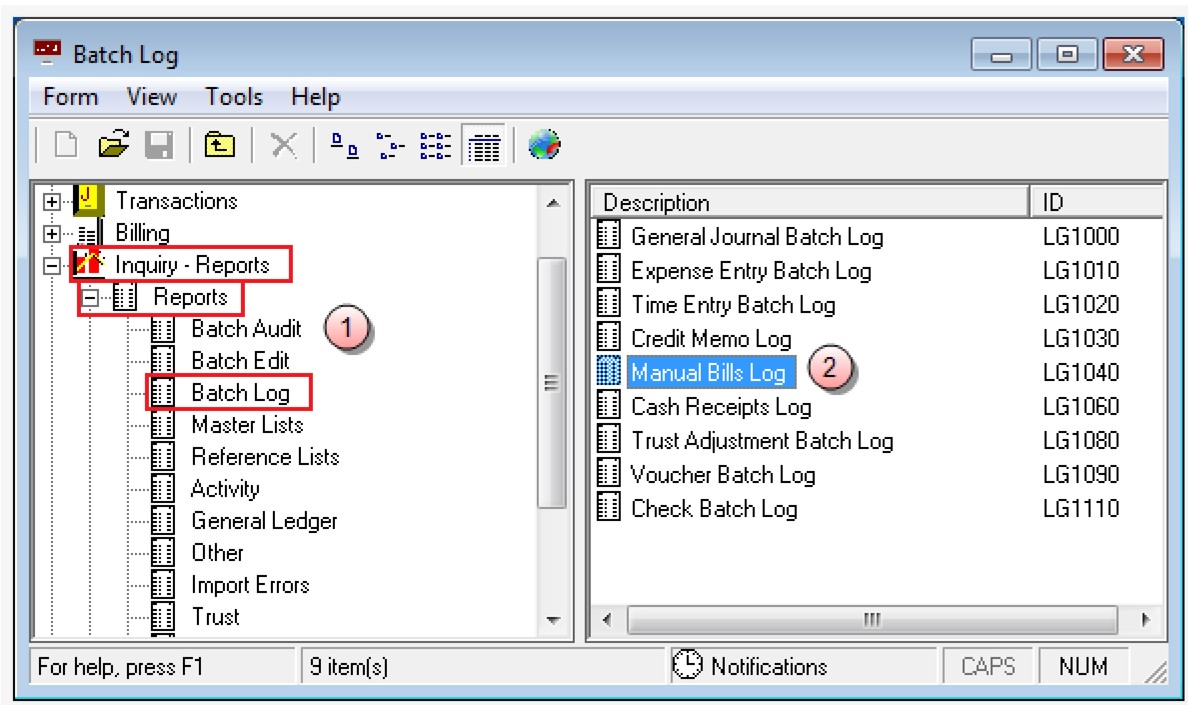
The Manual Bills Log is a summary report that reflects the current batch status of all batches for the range selected.

Create a Manual Bills Log Report

To create a Manual Bills Log report:

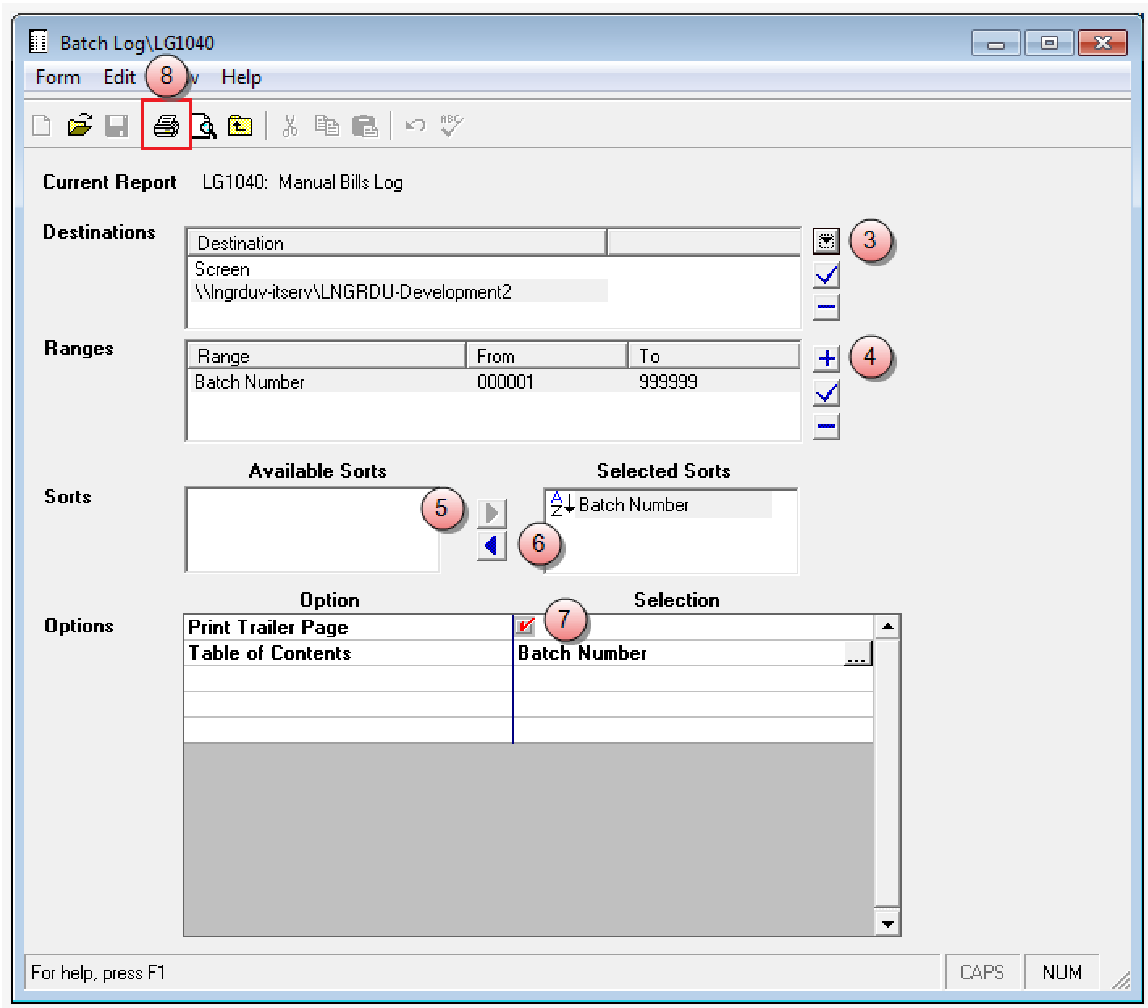
1. Select **Inquiry - Reports** > **Reports** > **Batch Log**.

   The right pane displays a list of all available batch log reports.



2. Double-click **Manual Bills Log**.

   The Batch Log\LG1040 window opens.



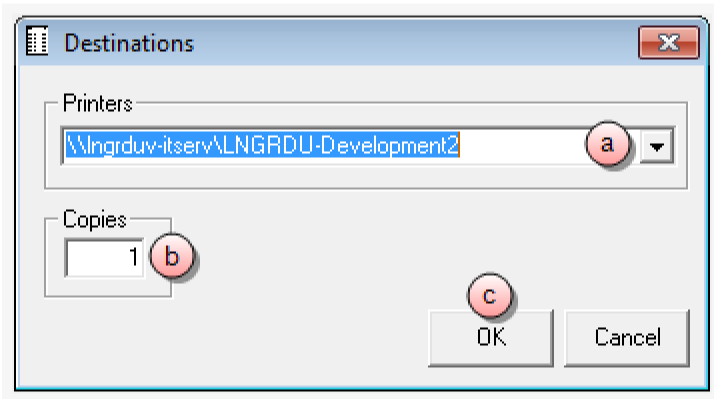
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



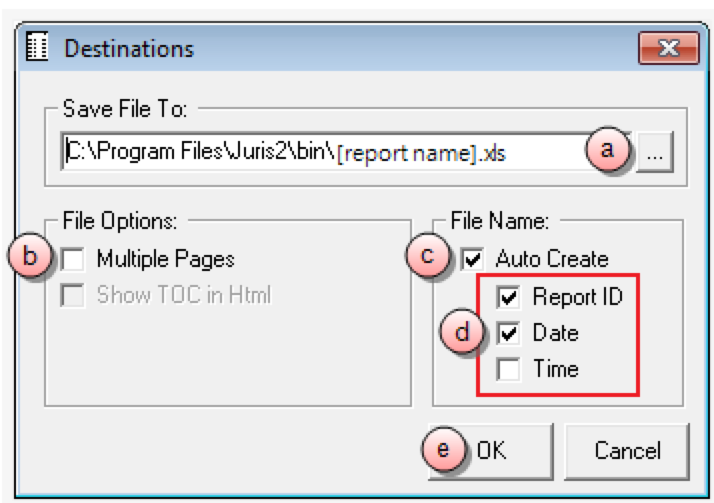
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

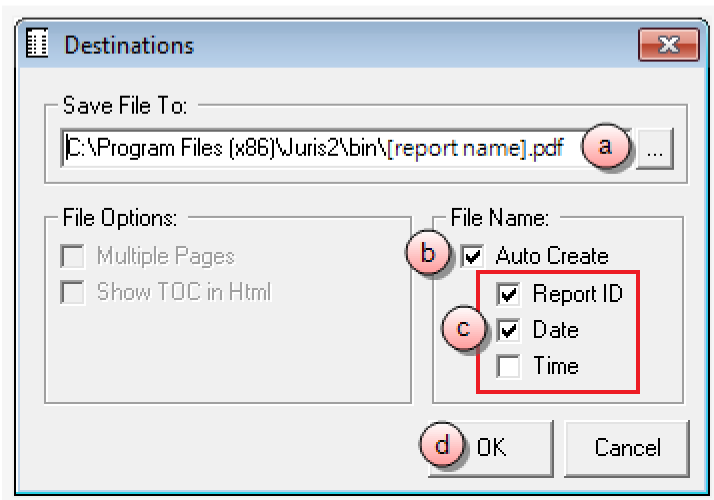
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

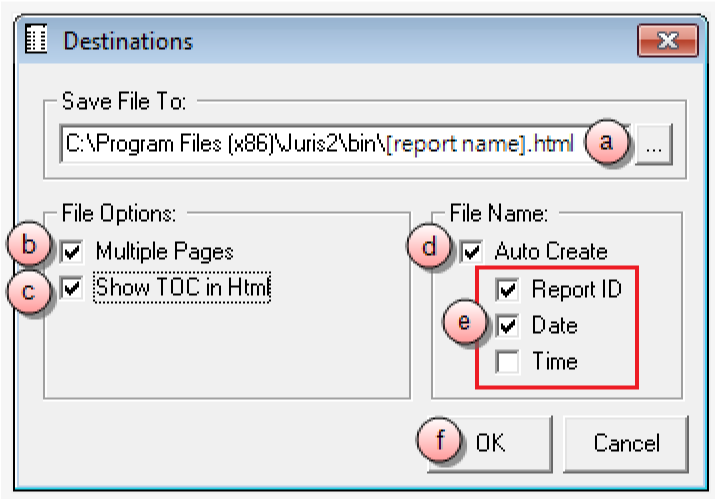
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

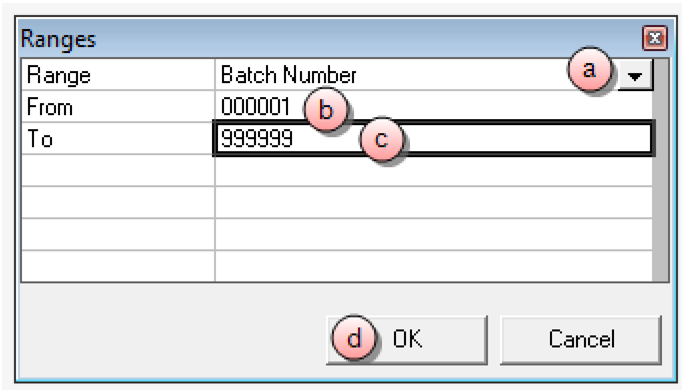
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Batch Number*.

b. Click in the **From** text box and type the starting batch number.

c. Click in the **To** text box and type the ending batch number.

d. Click **OK**.

The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

8. Click the **Print** button on the toolbar to generate your report.

Manual Bills Log Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Batch Number	Run a report that displays a particular batch number or range of batch numbers.
Sorts	
Batch Number	Sort selected items by batch number.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Batch Number.'

Text boxes (fields)

Text box label	Description
Batch #	The number assigned to the batch.
Batch Comment	Text from the Comment text box in the batch form window.
Count	Number of records in the batch.
Batch Status	Status of the batch.
User ID	The ID of the person who created the batch.
Date	The date on which the batch was created.

Cash Receipts Log Report Overview

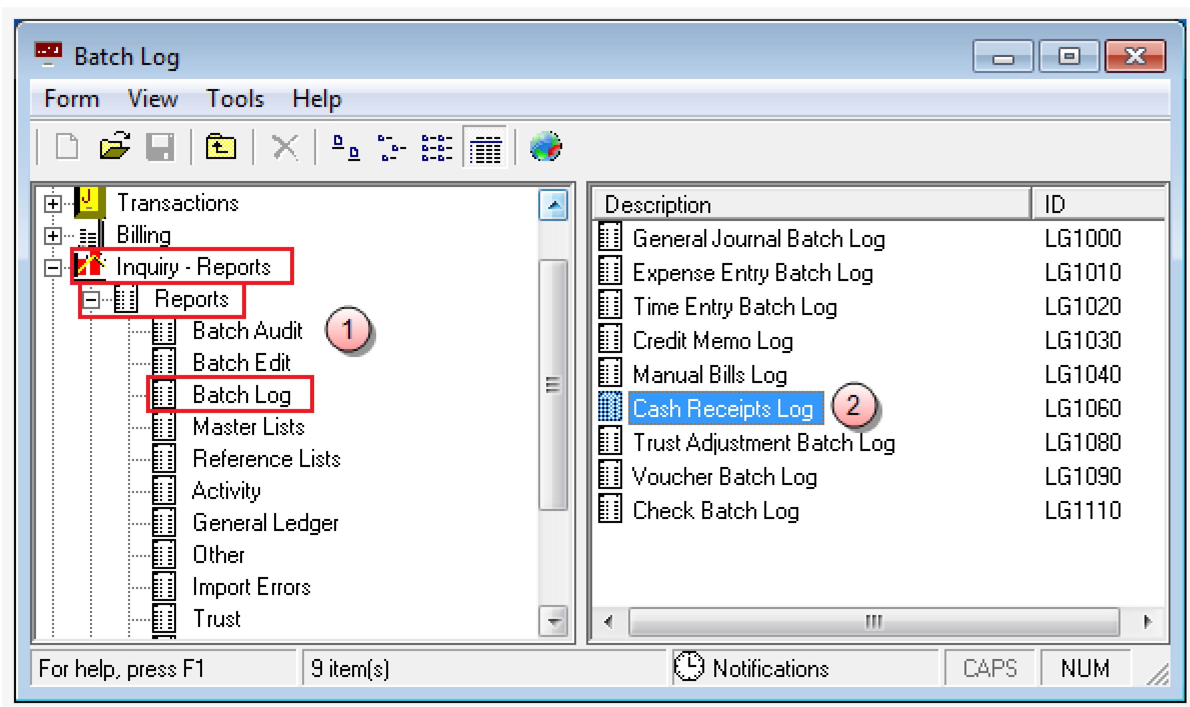
The Cash Receipts Log is a summary report that reflects the current batch status of all batches for the range selected.

Create a Cash Receipts Log Report

To create a Cash Receipts Log report:

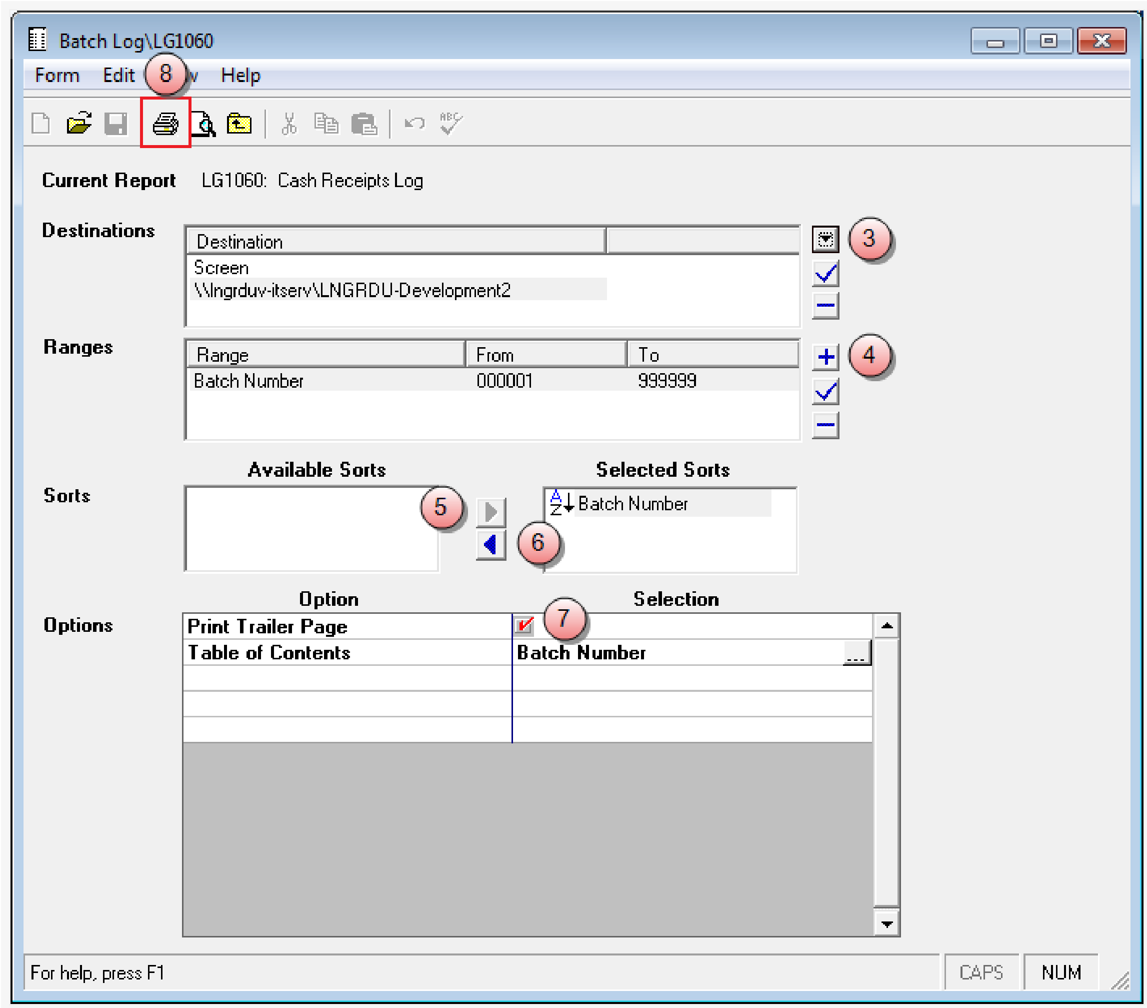
1. Select **Inquiry - Reports** > **Reports** > **Batch Log**.

   The right pane displays a list of all available batch log reports.

2. Double-click **Cash Receipts Log**.

   The Batch Log\LG1060 window opens.



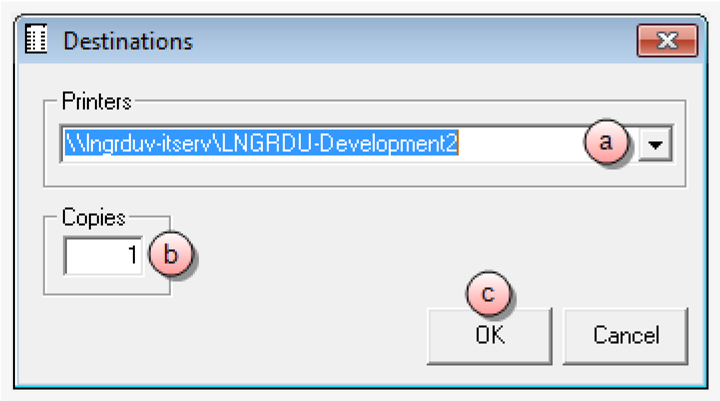
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



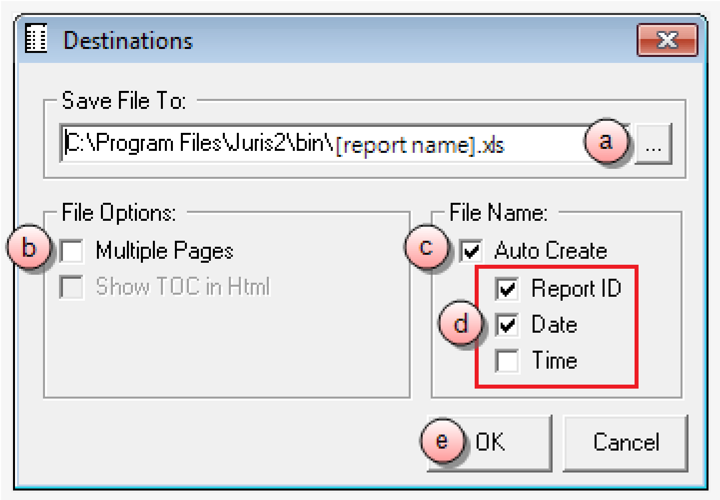
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

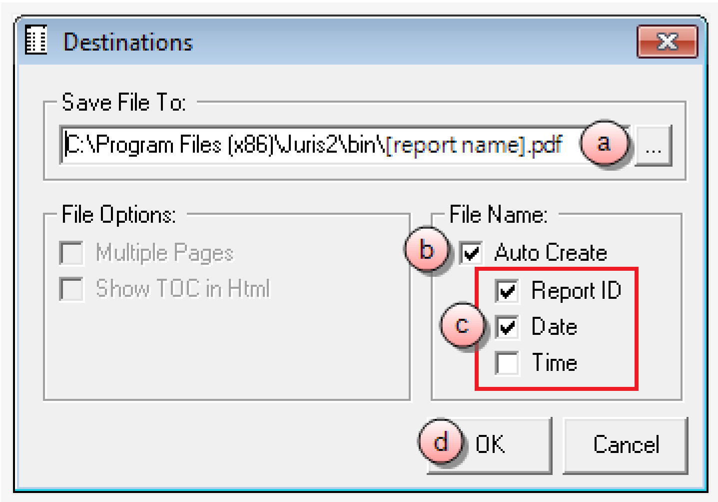
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

   'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

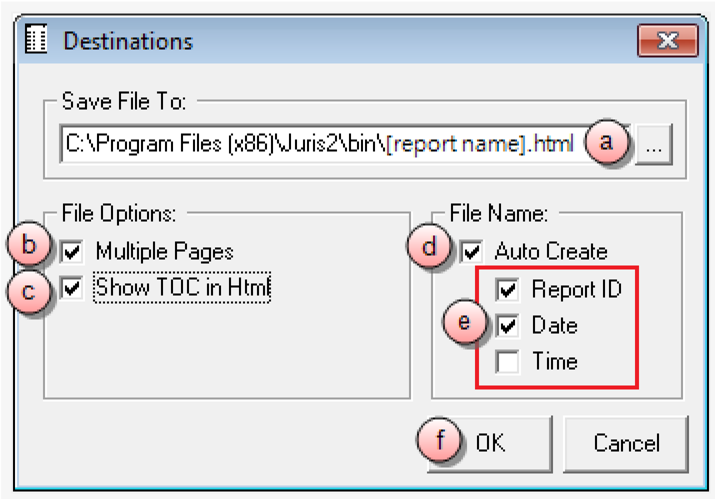
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

   The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

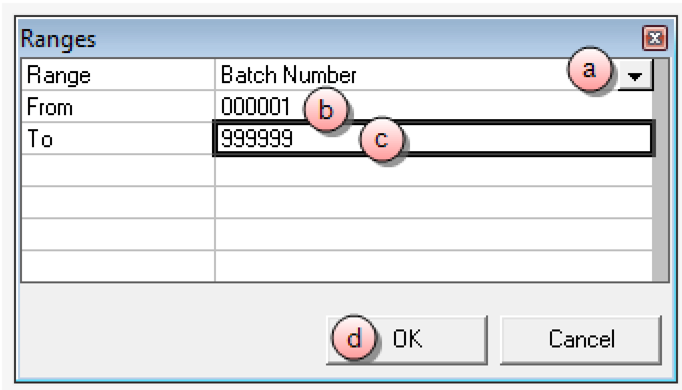
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Batch Number*.

b. Click in the **From** text box and type the starting batch number.

c. Click in the **To** text box and type the ending batch number.

d. Click **OK**.

The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.
6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.
7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.
8. Click the **Print** button on the toolbar to generate your report.

Cash Receipts Log Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Batch Number	Run a report that displays a particular batch number or range of batch numbers.
Sorts	
Batch Number	Sort selected items by batch number.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Batch Number.'

Text boxes (fields)

Text box label	Description
Batch #	The number assigned to the batch.
Batch Comment	Text from the Comment text box in the batch form window.
Count	Number of records in the batch.
Batch Status	Status of the batch.
User ID	The ID of the person who created the batch.
Date	The date on which the batch was created.

Trust Adjustment Batch Log Report Overview

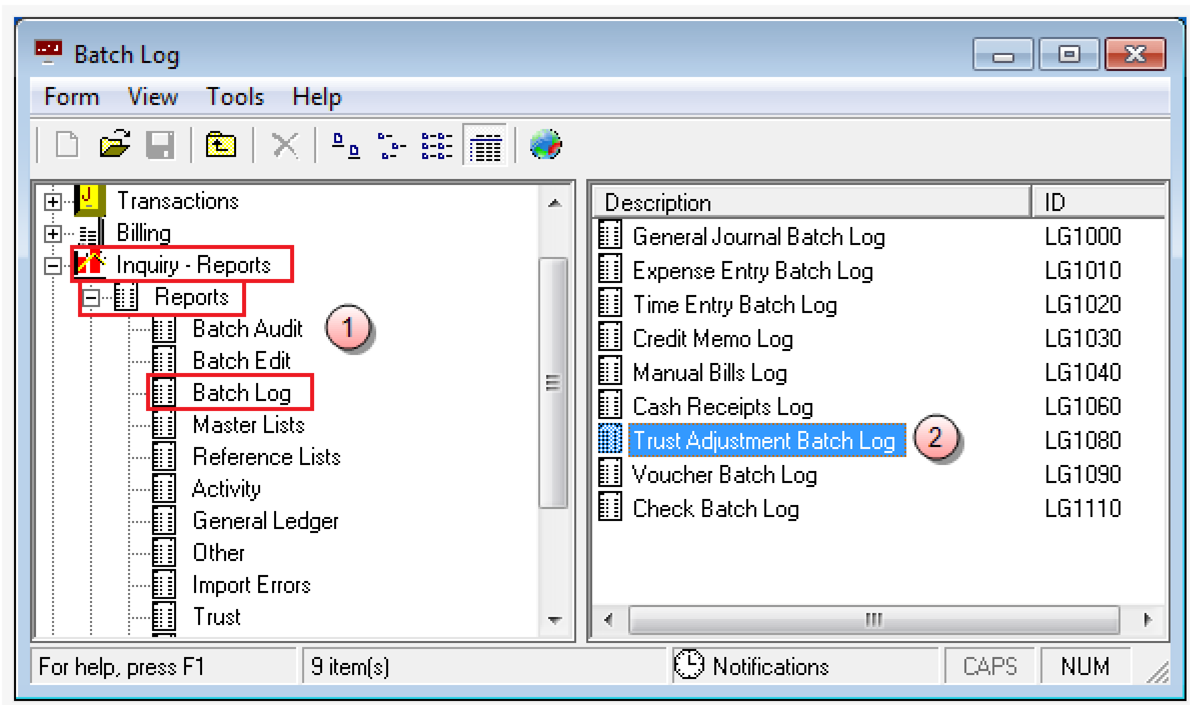
The Trust Adjustment Batch Log is a summary report that reflects the current batch status of all batches for the range selected.

Create a Trust Adjustment Batch Log Report

To create a Trust Adjustment Batch Log report:

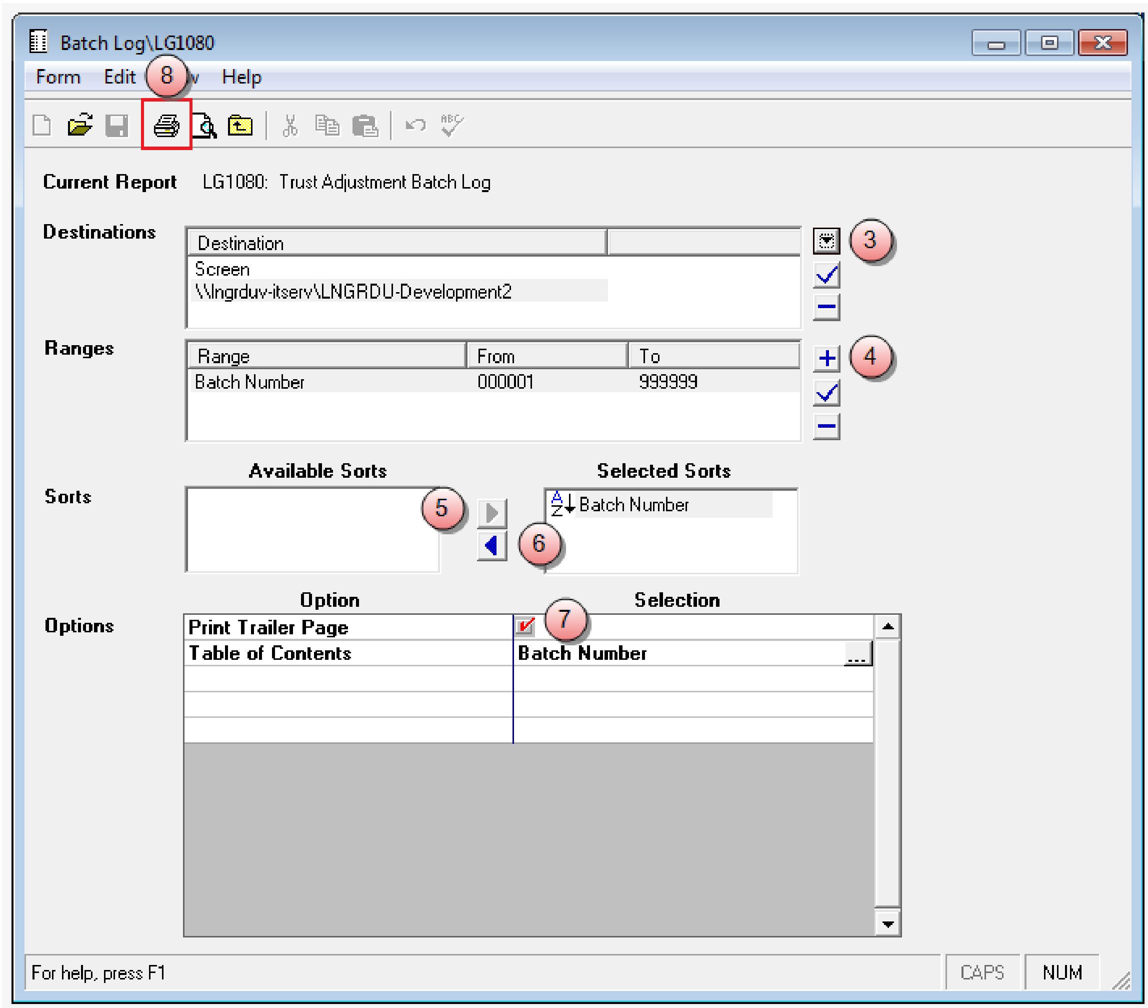
1. Select **Inquiry - Reports** > **Reports** > **Batch Log**.

   The right pane displays a list of all available batch log reports.



2. Double-click **Trust Adjustment Batch Log**.

   The Batch Log\LG1080 window opens.



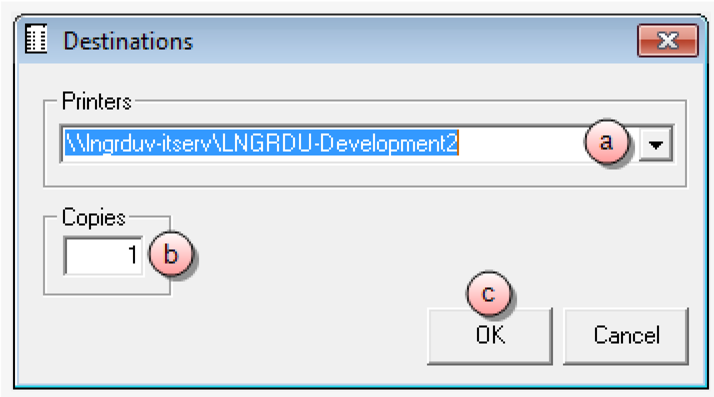
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



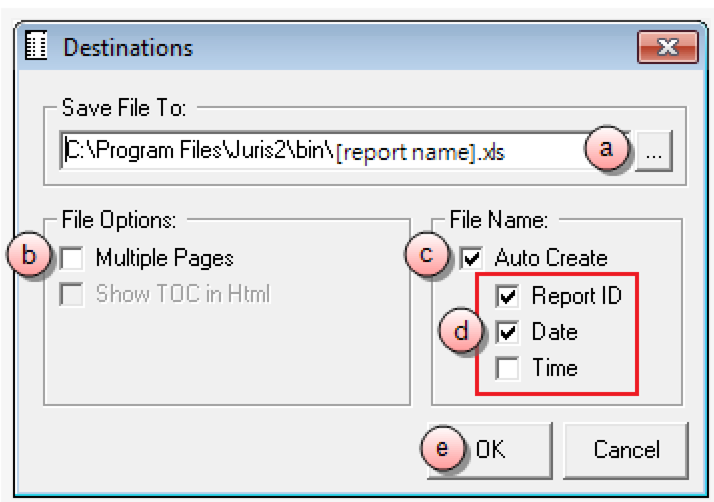
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

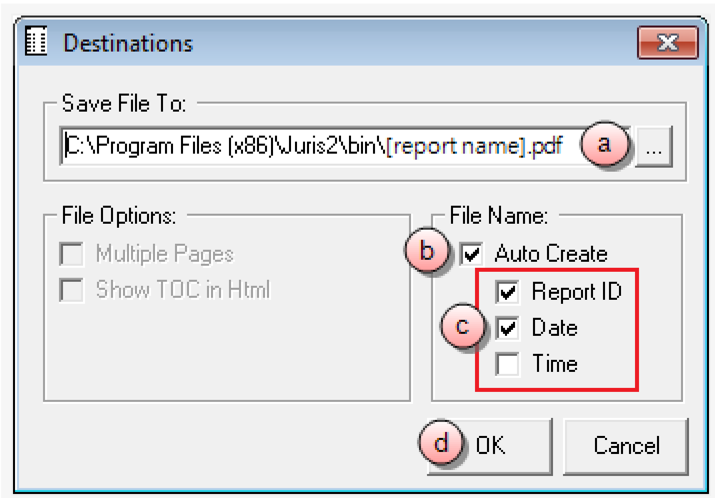
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

   'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

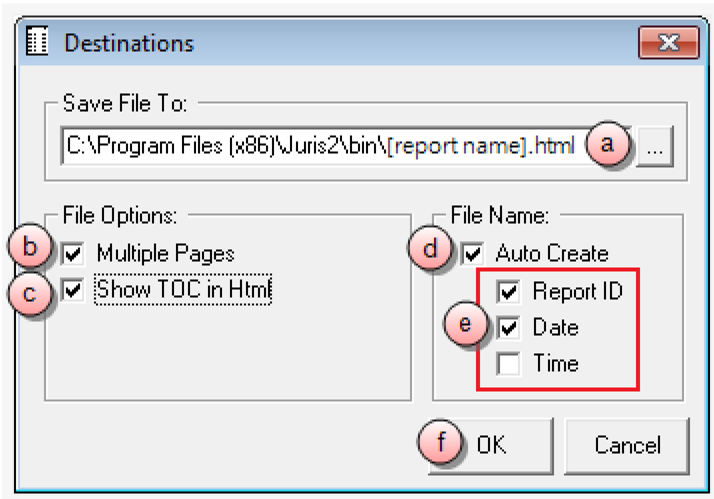
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

   The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

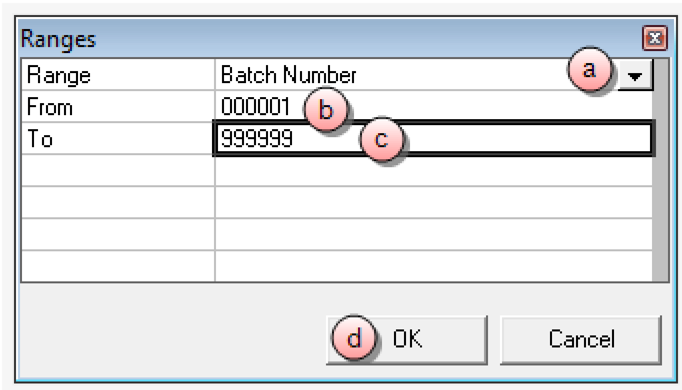
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Batch Number*.

b. Click in the **From** text box and type the starting batch number.

c. Click in the **To** text box and type the ending batch number.

d. Click **OK**.

The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.
6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.
7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.
8. Click the **Print** button on the toolbar to generate your report.

Trust Adjustment Batch Log Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Batch Number	Run a report that displays a particular batch number or range of batch numbers.
Sorts	
Batch Number	Sort selected items by batch number.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Batch Number.'

Text boxes (fields)

Text box label	Description
Batch #	The number assigned to the batch.
Batch Comment	Text from the Comment text box in the batch form window.
Count	Number of records in the batch.
Batch Status	Status of the batch.
User ID	The ID of the person who created the batch.
Date	The date on which the batch was created.

Voucher Batch Log Report Overview

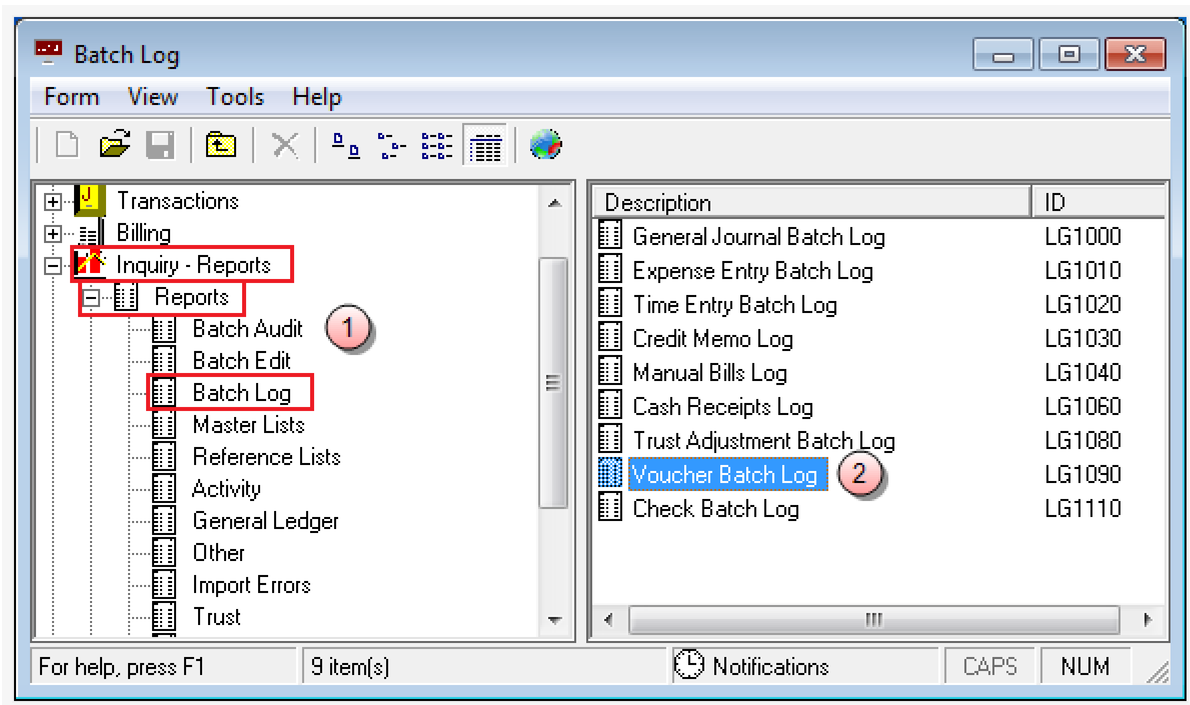
The Voucher Batch Log is a summary report that reflects the current batch status of all batches for the range selected.

Create a Voucher Batch Log Report

To create a Voucher Batch Log report:

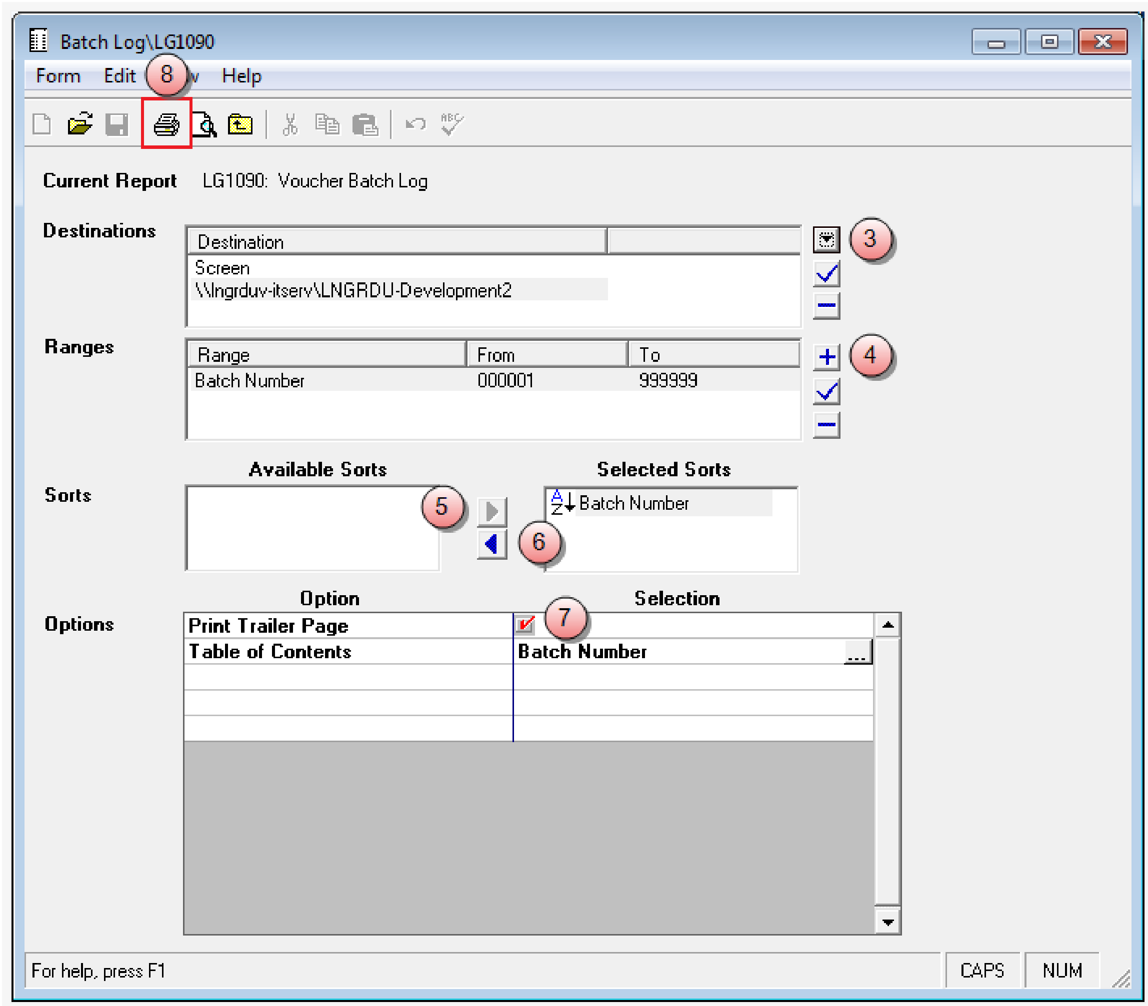
1. Select **Inquiry - Reports** > **Reports** > **Batch Log**.

   The right pane displays a list of all available batch log reports.



2. Double-click **Voucher Batch Log**.

   The Batch Log\LG1090 window opens.



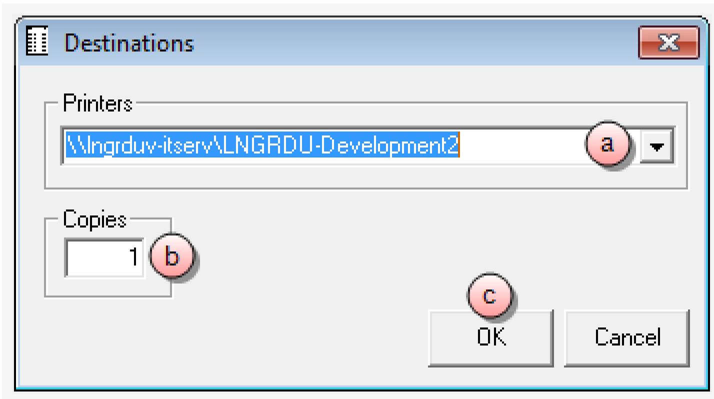
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



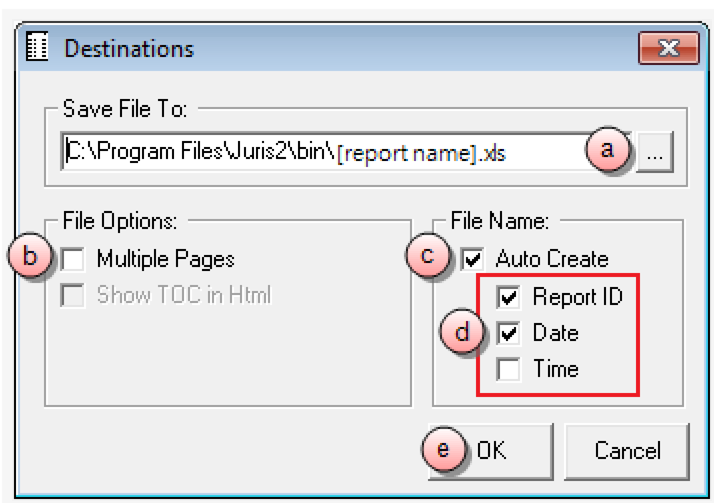
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

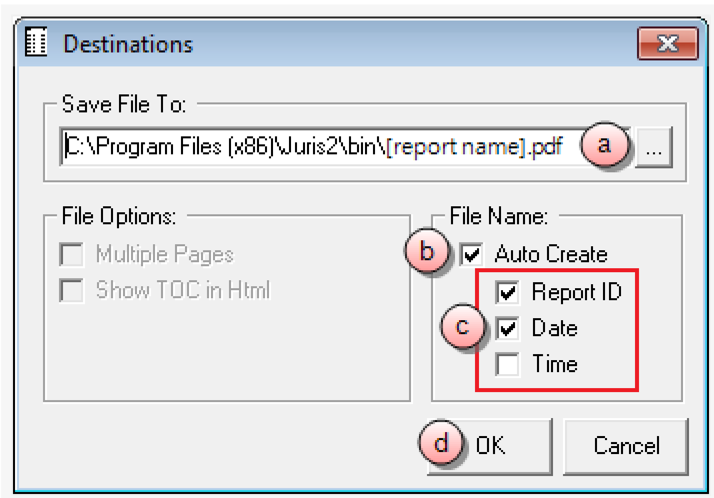
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

   'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

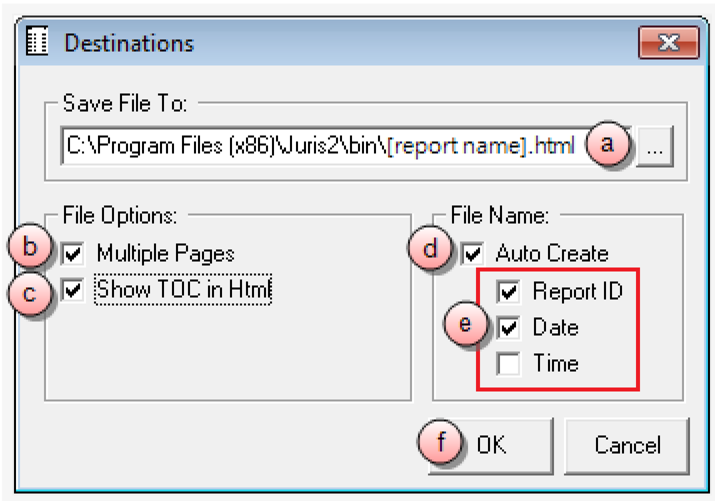
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

   The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

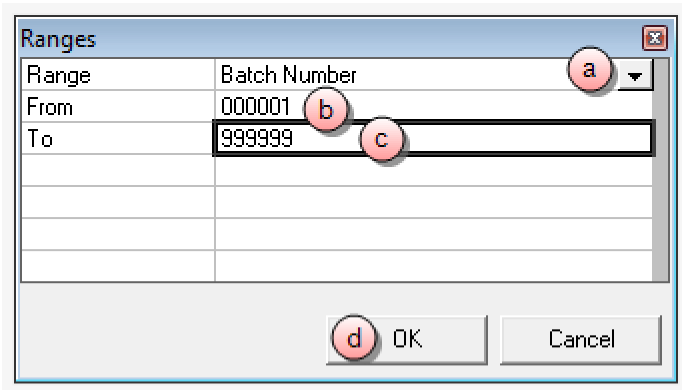
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Batch Number*.

b. Click in the **From** text box and type the starting batch number.

c. Click in the **To** text box and type the ending batch number.

d. Click **OK**.

The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

8. Click the **Print** button on the toolbar to generate your report.

Voucher Batch Log Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Batch Number	Run a report that displays a particular batch number or range of batch numbers.
Sorts	
Batch Number	Sort selected items by batch number.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Batch Number.'

Text boxes (fields)

Text box label	Description
Batch #	The number assigned to the batch.
Batch Comment	Text from the Comment text box in the batch form window.
Count	Number of records in the batch.
Batch Status	Status of the batch.
User ID	The ID of the person who created the batch.
Date	The date on which the batch was created.

Check Batch Log Report Overview

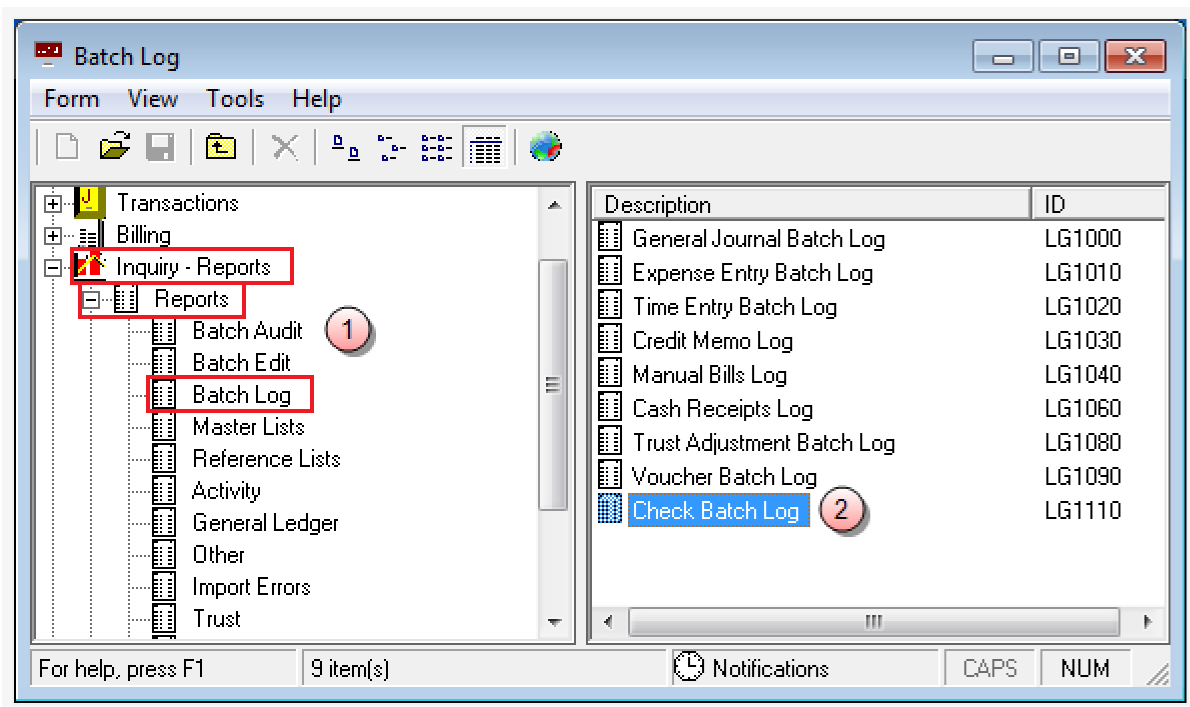
The Check Batch Log is a summary report that reflects the current batch status of all batches for the range selected.

Create a Check Batch Log Report

To create a Voucher Batch Log report:

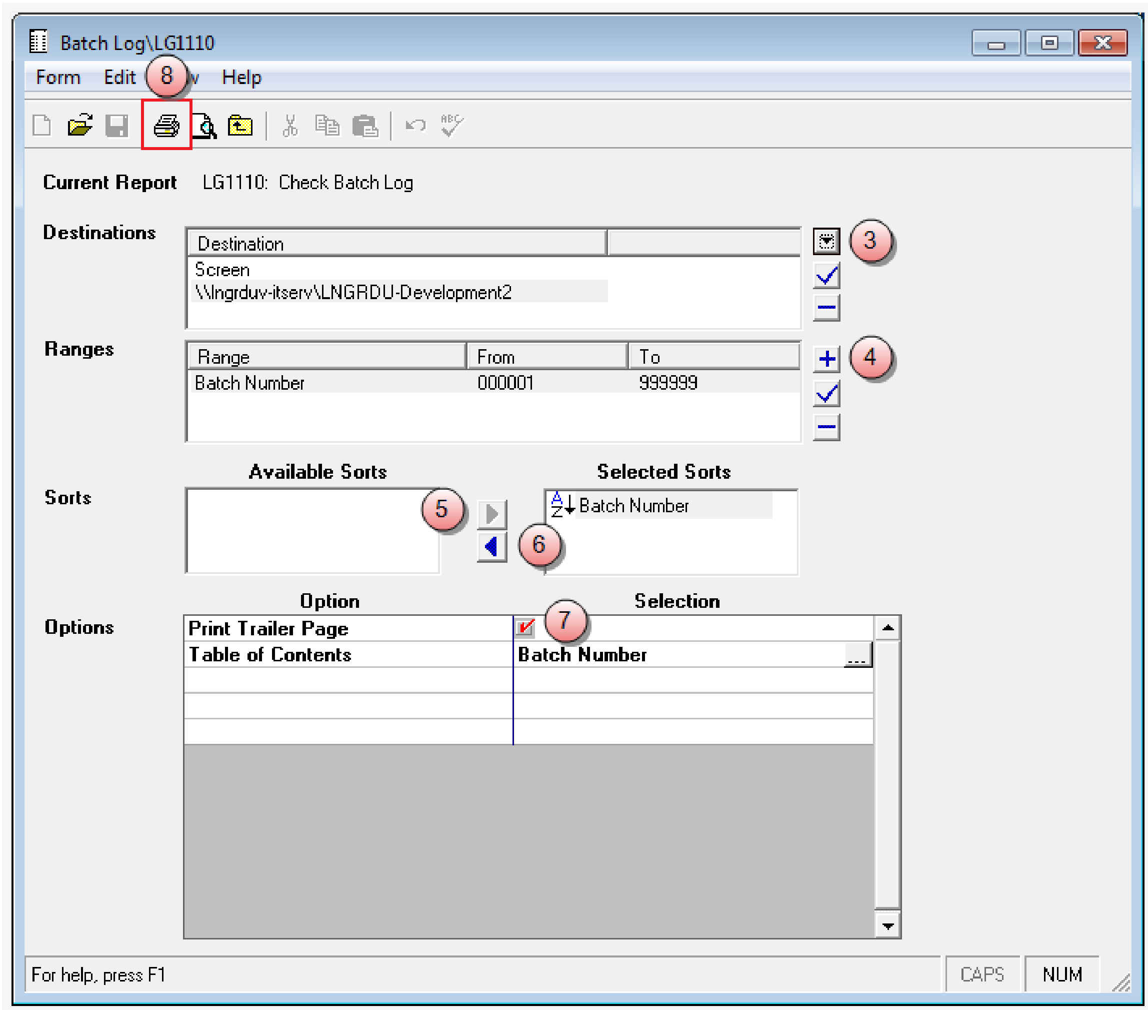
1. Select **Inquiry - Reports** > **Reports** > **Batch Log**.

   The right pane displays a list of all available batch log reports.



2. Double-click **Check Batch Log**.

   The Batch Log\LG1110 window opens.



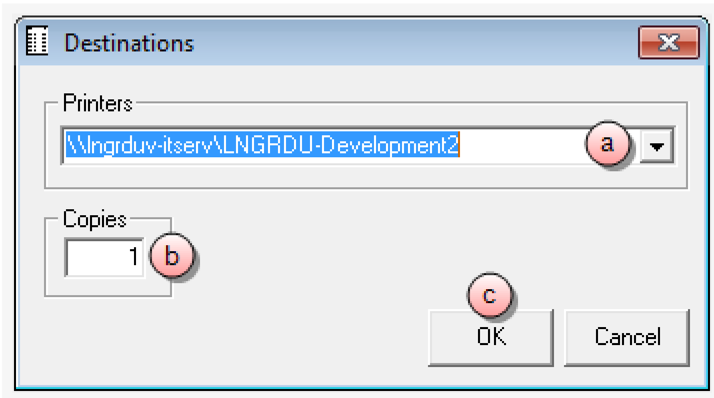
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



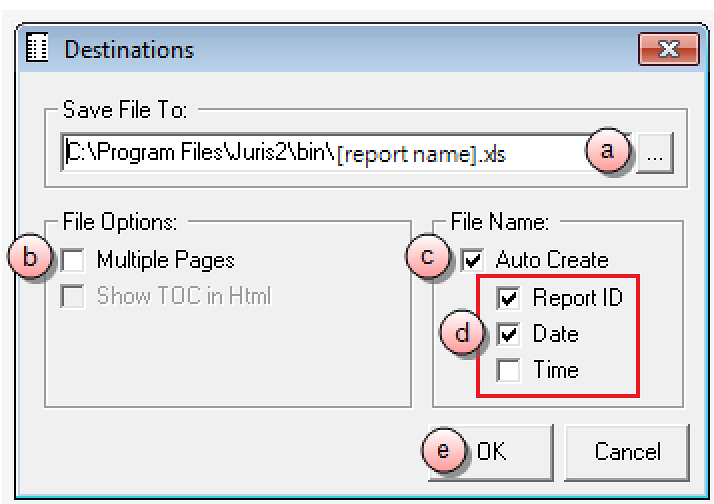
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

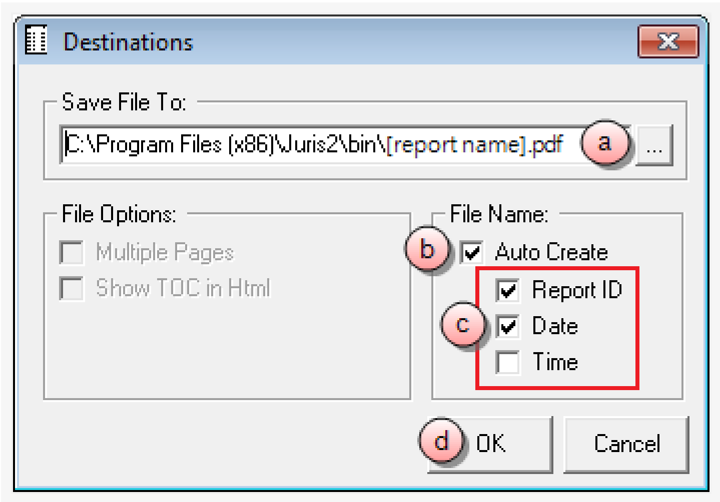
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

   'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

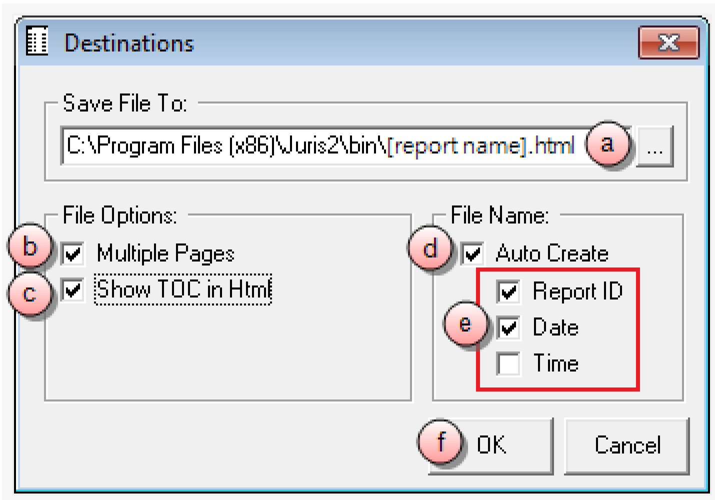
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

   The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

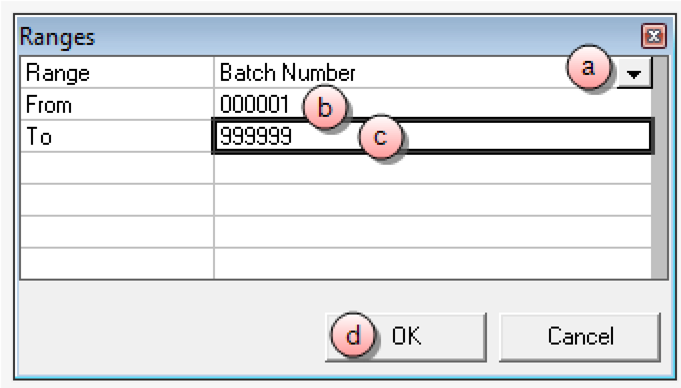
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Batch Number*.

b. Click in the **From** text box and type the starting batch number.

c. Click in the **To** text box and type the ending batch number.

d. Click **OK**.

   The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.
6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.
7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.
8. Click the **Print** button on the toolbar to generate your report.

Check Batch Log Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Batch Number	Run a report that displays a particular batch number or range of batch numbers.
Sorts	
Batch Number	Sort selected items by batch number.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Batch Number.'

Text boxes (fields)

Text box label	Description
Batch #	The number assigned to the batch.
Batch Comment	Text from the Comment text box in the batch form window.
Count	Number of records in the batch.
Batch Status	Status of the batch.
User ID	The ID of the person who created the batch.
Date	The date on which the batch was created.

Master lists reports

Accounting Period Master List Report Overview

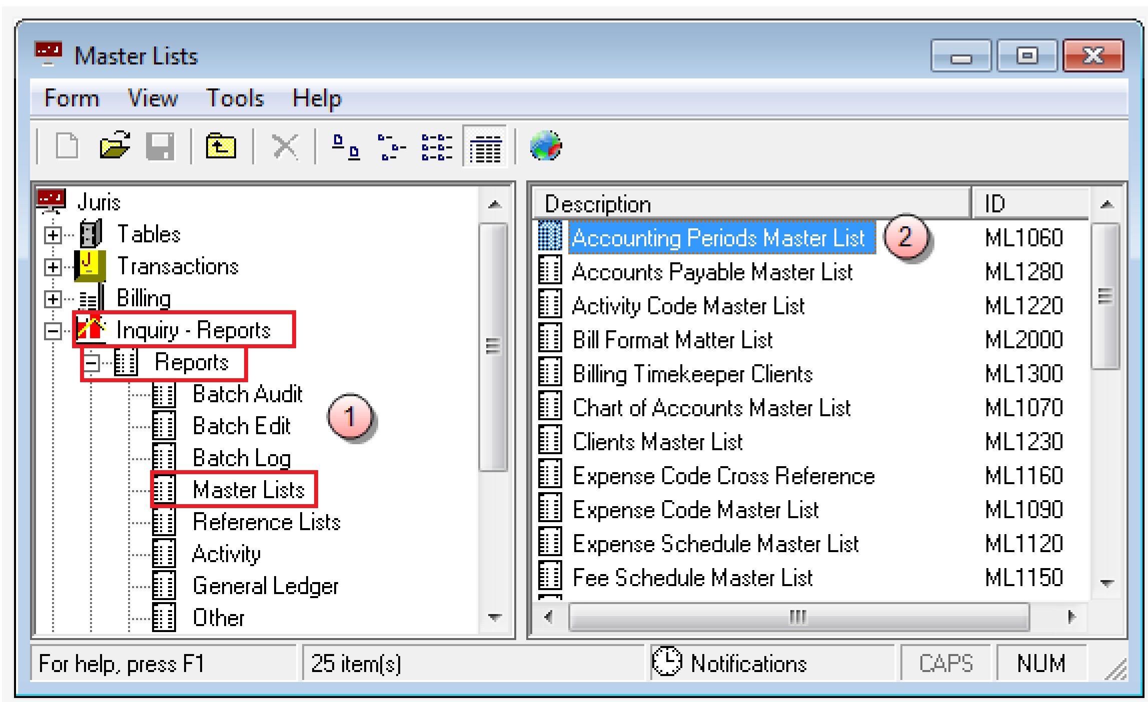
The Accounting Periods Master List is a listing of all accounting periods entered into the system through Setup and Manage/Accounting Periods or imported from conversion of an earlier version of Juris.

Create an Accounting Period Master List Report

To create an Accounting Period Master List report:

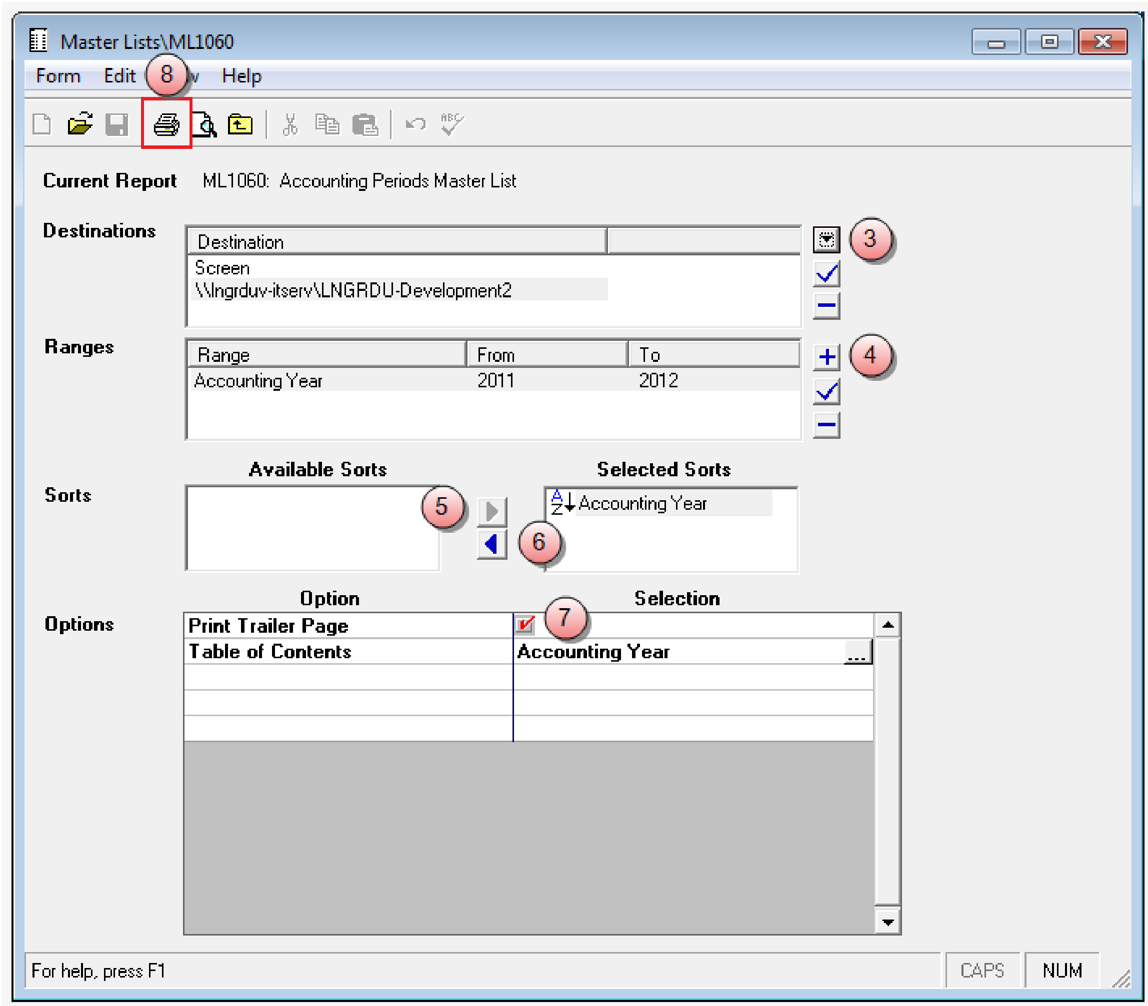
1. Select **Inquiry - Reports** > **Reports** > **Master Lists**.

   The right pane displays a list of all available master list reports.



2. Double-click **Accounting Period Master List**.

   The Master Lists\ML1060 window opens.



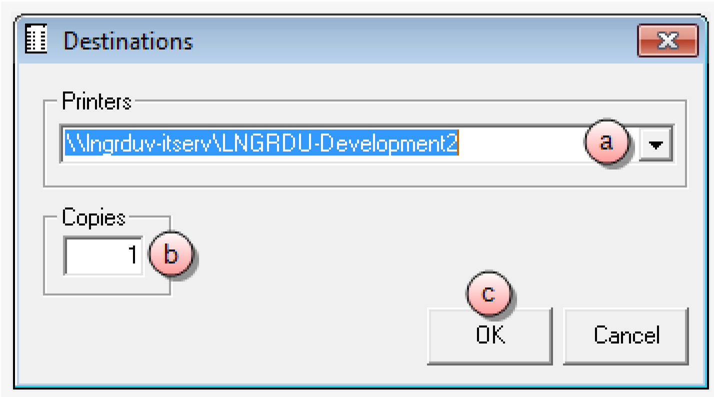
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



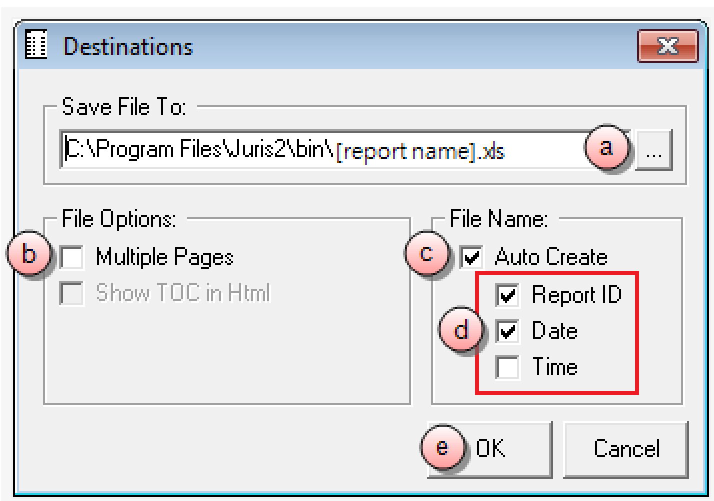
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

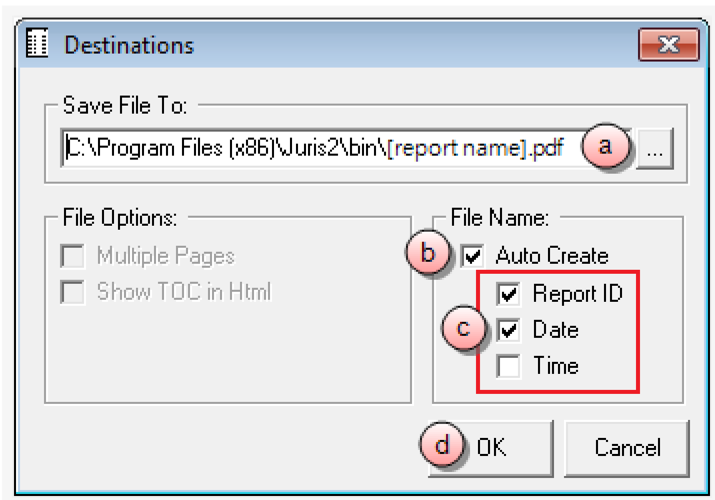
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

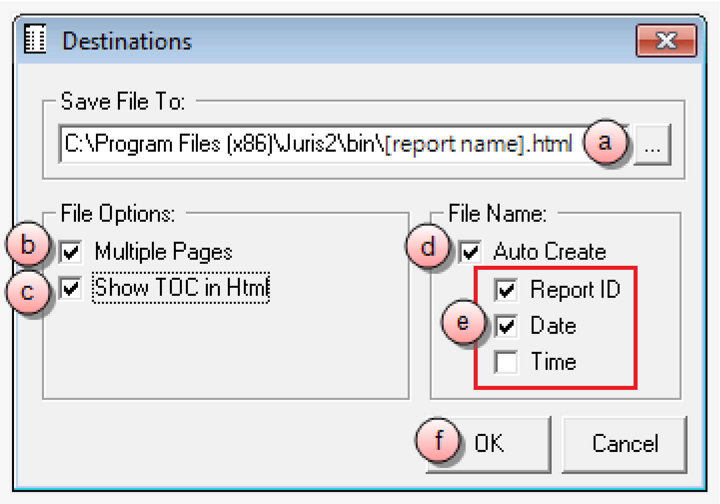
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

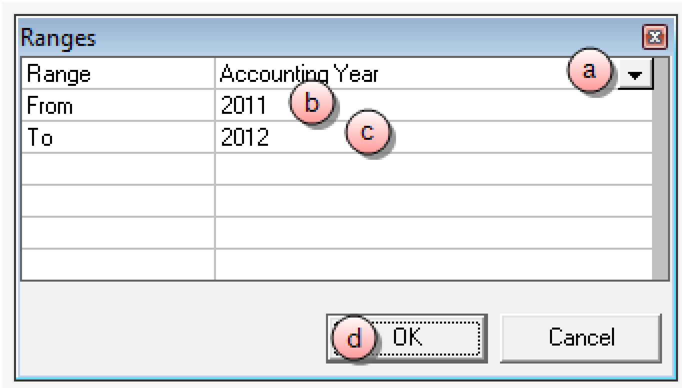
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Accounting Year*.

b. Click in the **From** text box and type the starting year.

c. Click in the **To** text box and type the ending year.

d. Click **OK**.

The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.
6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.
7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.
8. Click the **Print** button on the toolbar to generate your report.

Accounting Period Master List Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Accounting Year	Run a report that displays all accounting years, a particular accounting year, or range of accounting years.
Sorts	
Accounting Year	Sort selected items by accounting year.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Accounting Year.'

Text boxes (fields)

Text box label	Description
Accounting Year	The accounting year.
Period	Each accounting period within the selected accounting years.
Start Date	Beginning date of each accounting period.
End Date	Ending date of each accounting period.
Account Status	Indicates whether an accounting year has or has not been closed. Y - year has been closed N - year has not been closed

Activity Code Master List Report Overview

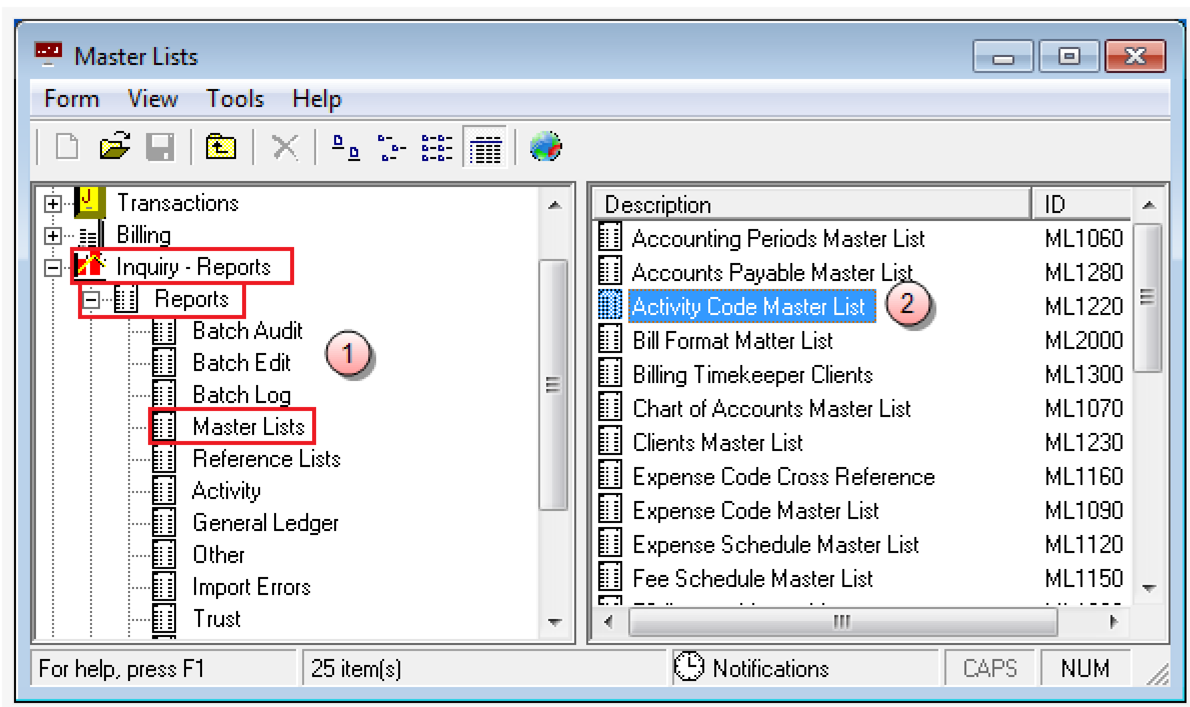
The Activity Code Master List is a listing of all activity codes entered into the system through Tables/Activity Codes.

Create an Activity Code Master List Report

To create an Accounting Period Master List report:

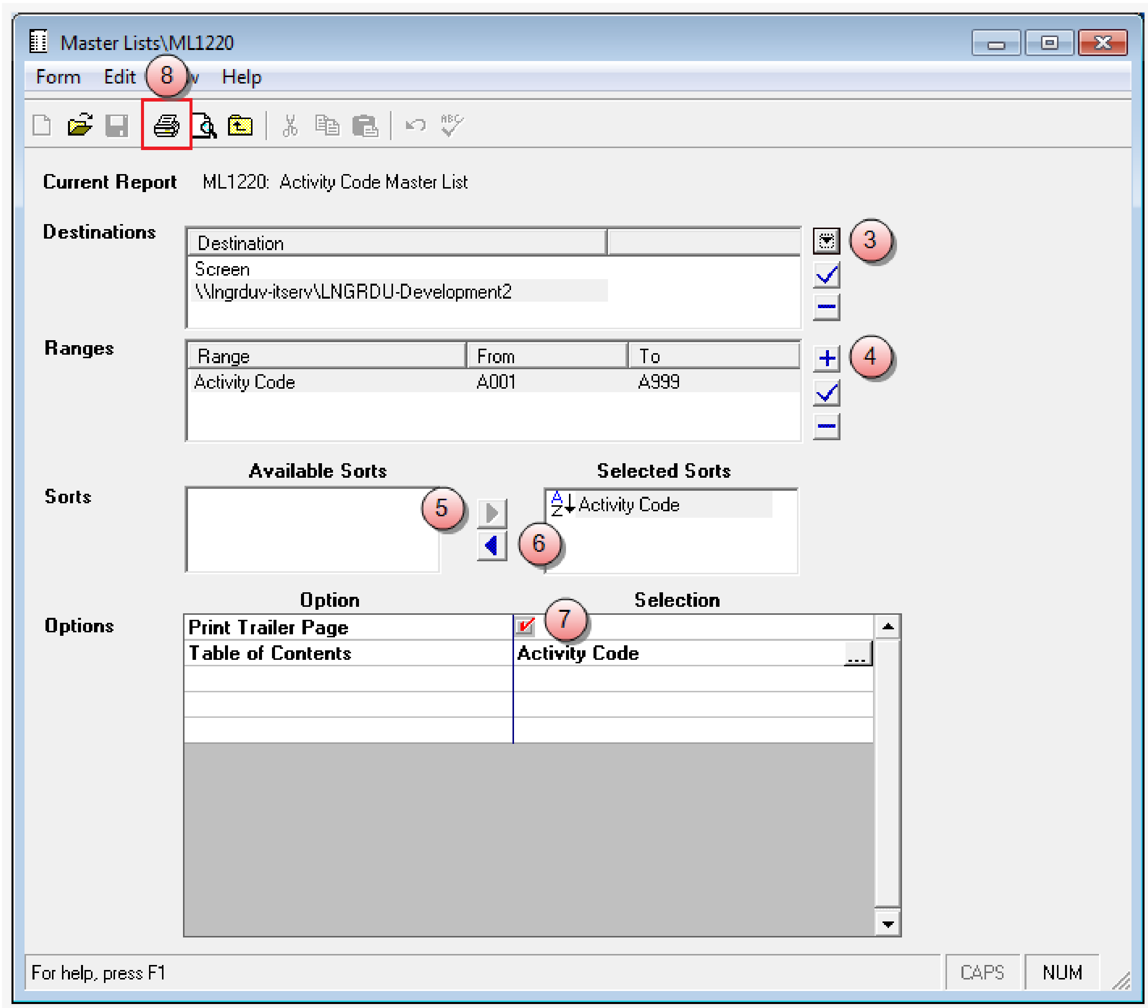
1. Select **Inquiry - Reports** > **Reports** > **Master Lists**.

   The right pane displays a list of all available master list reports.



2. Double-click **Activity Code Master List**.

   The Master Lists\ML1220 window opens.



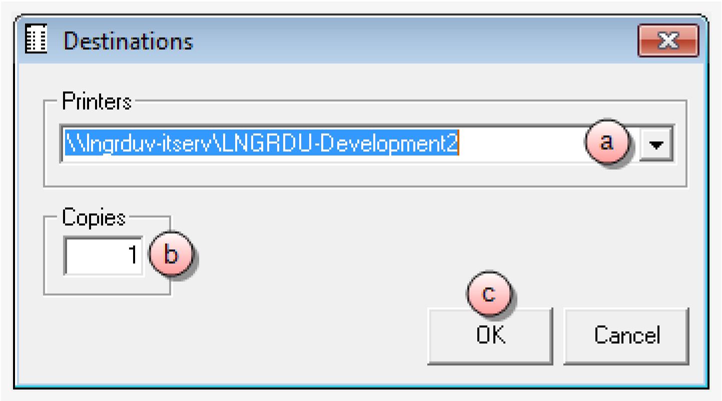
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



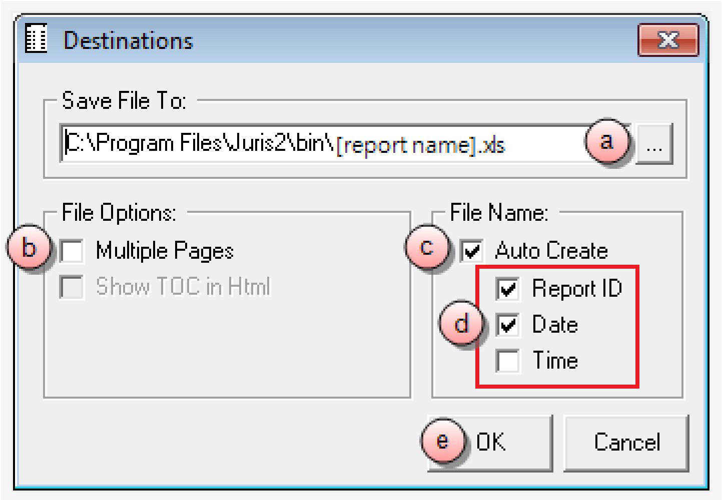
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

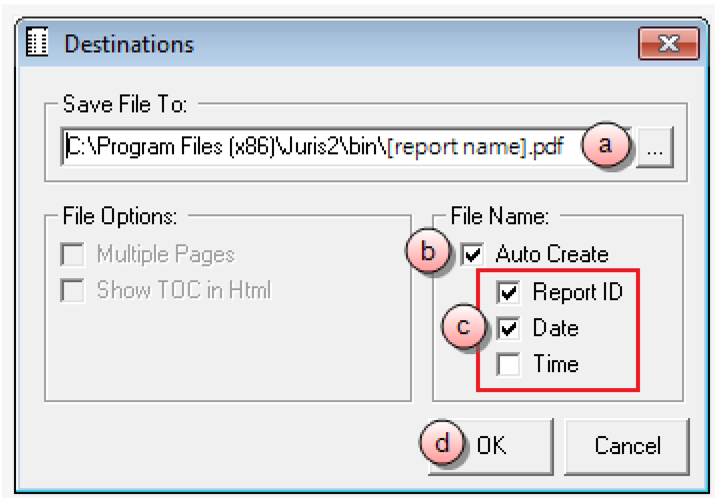
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

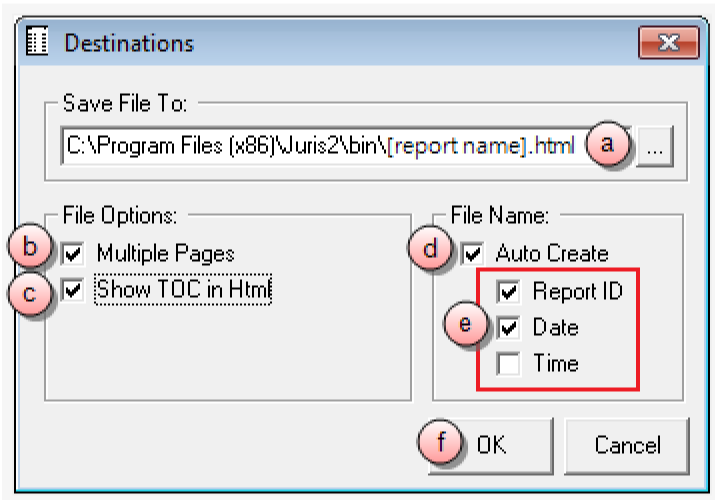
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

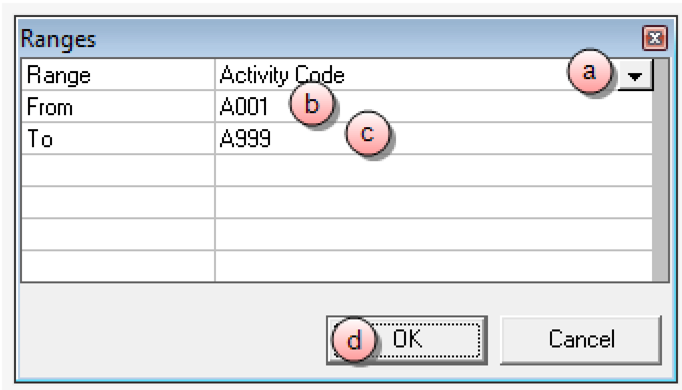
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Activity Code*.

b. Click in the **From** text box and type the starting year.

c. Click in the **To** text box and type the ending year.

d. Click **OK**.

   The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

8. Click the **Print** button on the toolbar to generate your report.

Activity Code Master List Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Activity Code	Run a report that displays all activity codes, a particular activity code, or range of activity codes.
Sorts	
Activity Code	Sort selected items by activity code.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Activity Code.'

Text boxes (fields)

Text box label	Description
Code	The activity code.
Description	A short description of the activity.
Narrative	A short explanation.

Bill Format Matter List Report Overview

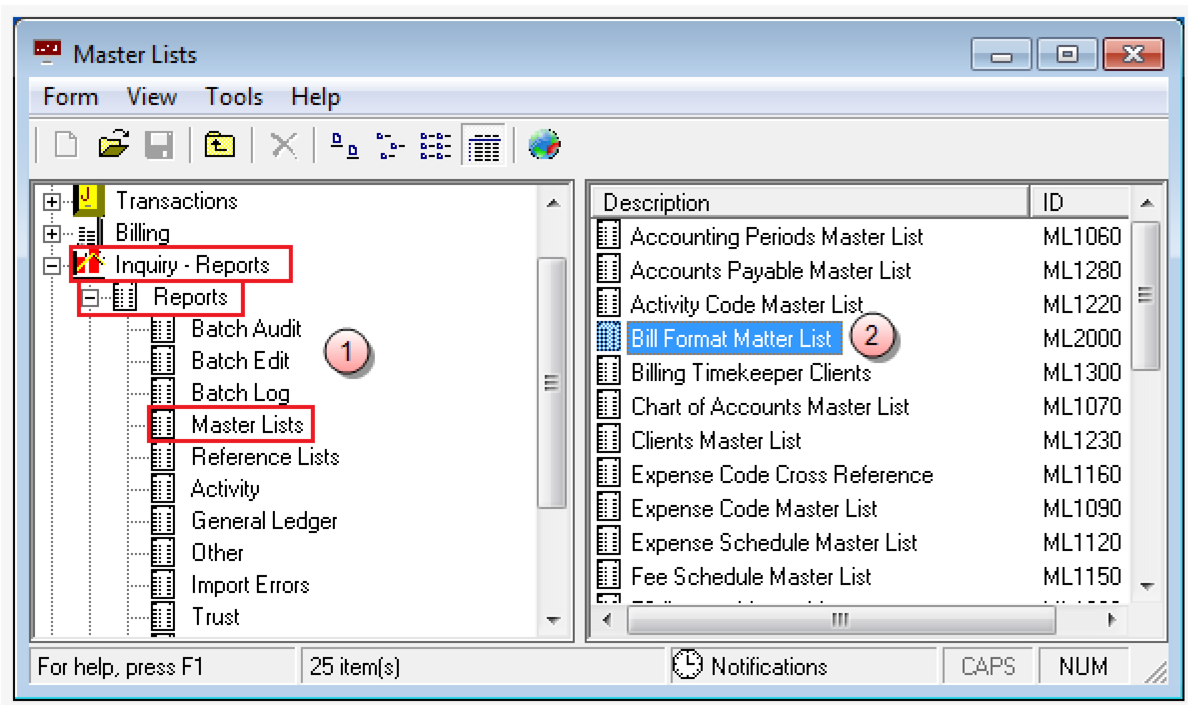
The Bill Format Master List is a listing of all bill formats entered into the system through Billing/Bill Designer.

Create a Bill Format Matter List Report

To create an Bill Format Matter List report:

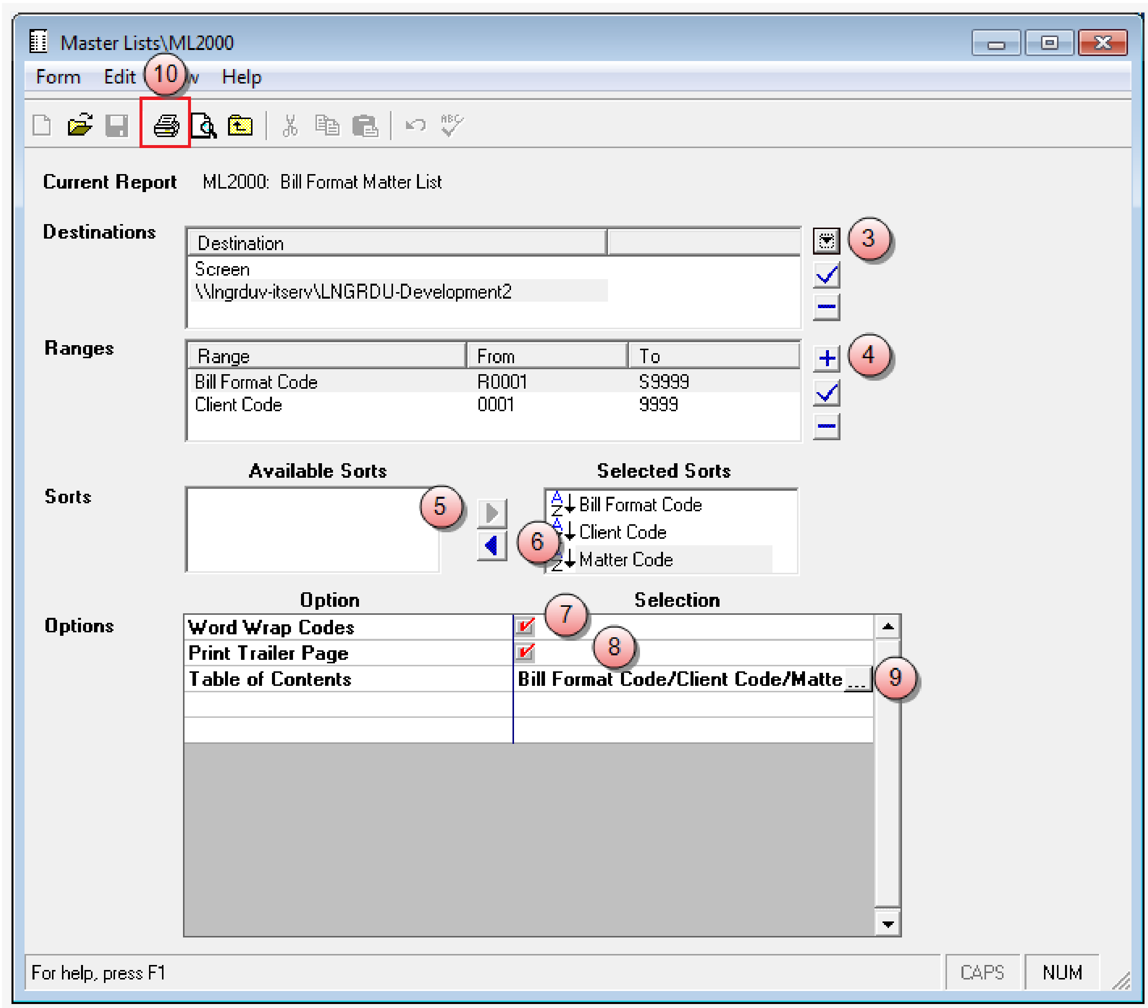
1. Select **Inquiry - Reports** > **Reports** > **Master Lists**.

   The right pane displays a list of all available master list reports.



2. Double-click **Bill Format Matter List**

   The Master Lists\ML2000 window opens.



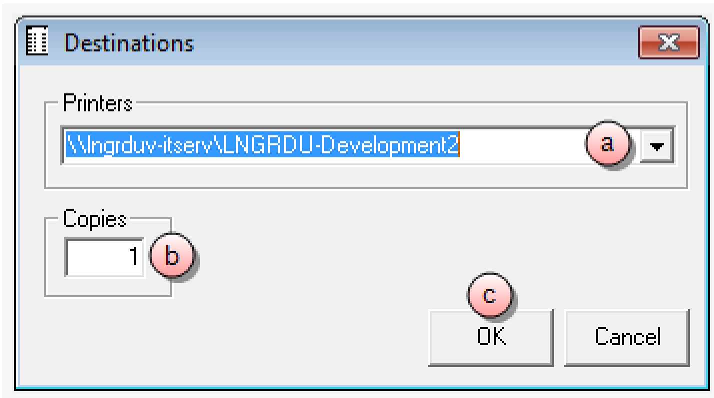
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



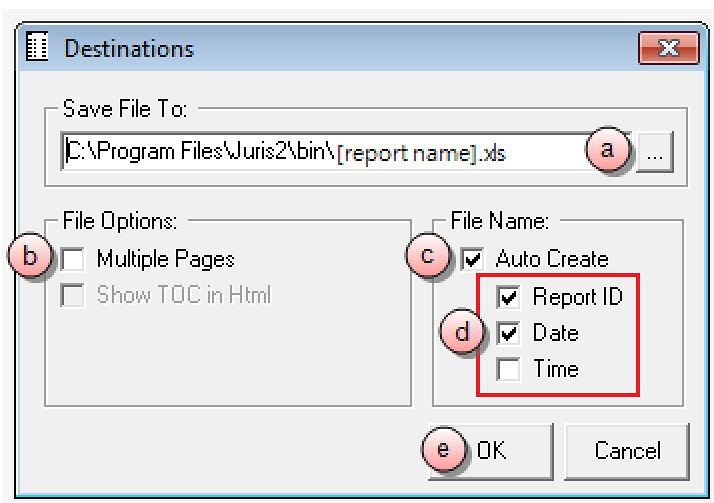
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

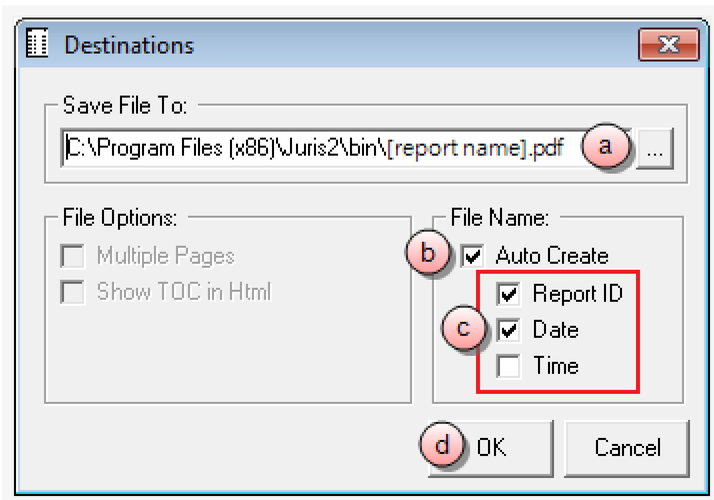
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

   'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

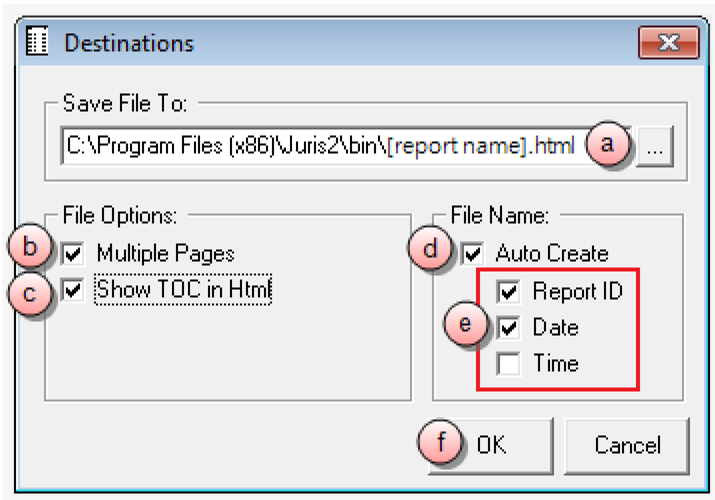
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

   The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

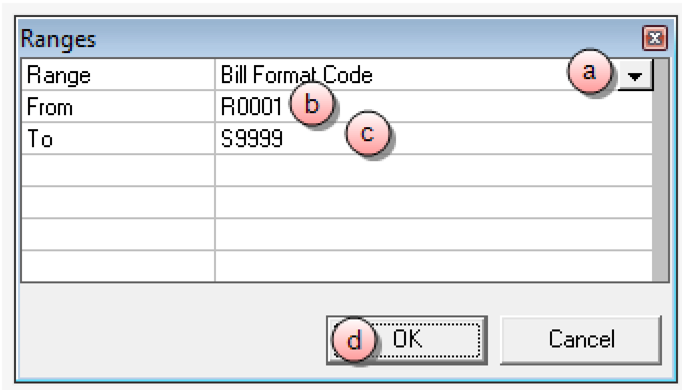
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify one of the range options. *For this report, the available options are Bill Format Code, and Client Code*.

b. Click in the **From** text box and type the starting year.

c. Click in the **To** text box and type the ending year.

d. Click **OK**.

   The range is added to the Range list.

e. Repeat steps **a** through **d** if you want to add another range option.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Click the **Word Wrap Codes** check box to select it, if you want the contents to wrap so all content shows in the display. If you only want to see the content that fits in the content column, then ensure that this check box is not checked.

8. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

9. Optionally, click on the **Table of Contents** ellipses button if you want to select the breakdown of the Table of Contents.

   Available selections are 'Bill Format Code,' 'Billing Format Code/Client Code,' and 'Bill Format Code/Client Code/Matter Code.'

10. Click the **Print** button on the toolbar to generate your report.

Bill Format Matter List Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Bill Format Code	Run a report that displays all bill format codes, a particular bill format code, or range of bill format codes.
Client Code	Run a report that displays all client codes, a particular client code, or range of client codes.
Sorts	
Bill Format Code	Sort selected items by Bill Format Code.
Client Code	Sort selected items by Client Code.
Matter Code	Sort selected items by Matter Code.
Options	
Word Wrap Codes	*Checked* - The contents in the text box wrap to the next line. *Unchecked* - The text box displays only the content that fits within its confines.
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Lets you select the breakdown of the Table of Contents. Available selections are 'Bill Format Code,' 'Billing Format Code/Client Code,' and 'Bill Format Code/Client Code/Matter Code.'

Text boxes (fields)

Text box label	Description
Bill Format Code	Code used to indicate the type of bill format.
Matter Name	The matter named used for reporting purposes.
Matter Code	The code that identifies the specific matter.
Bill Tmkp	Billing timekeeper assigned to the matter.
Client Name	The client name used for reporting purposes.

Text box label	Description
Client Code	The code that identifies the specific client.

Billing Timekeeper Clients Report Overview

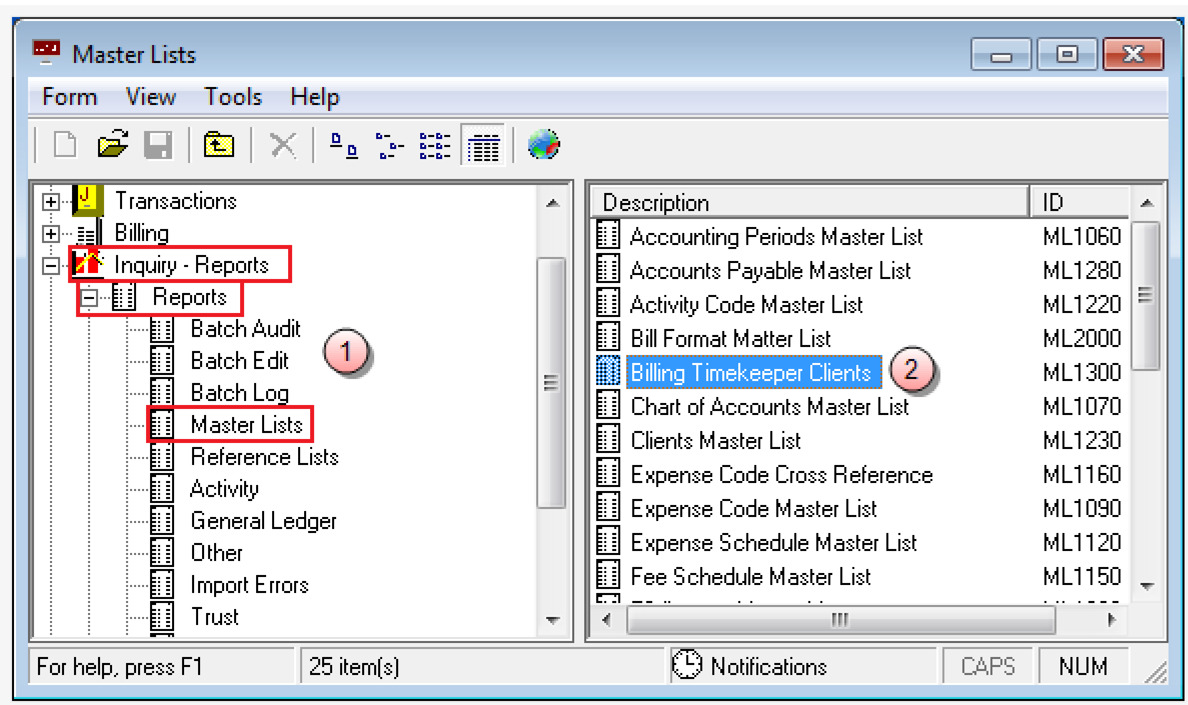
The Billing Timekeeper Clients is a listing of all clients by billing timekeeper entered into the system through Tables/Clients.

Create a Billing Timekeeper Clients Report

To create an Billing Timekeeper Clients report:

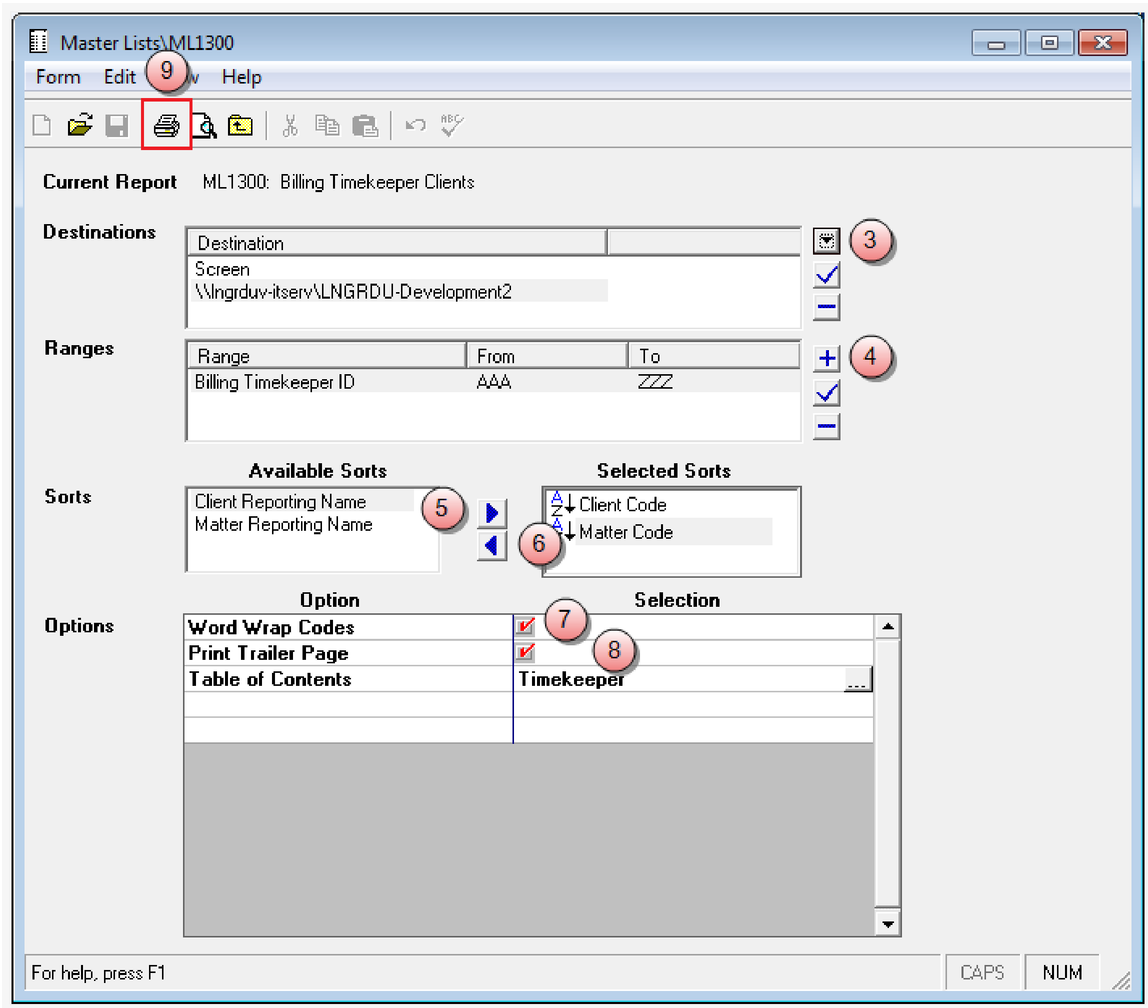
1. Select **Inquiry - Reports** > **Reports** > **Master Lists**.

   The right pane displays a list of all available master list reports.



2. Double-click **Billing Timekeeper Clients**.

   The Master Lists\ML1300 window opens.



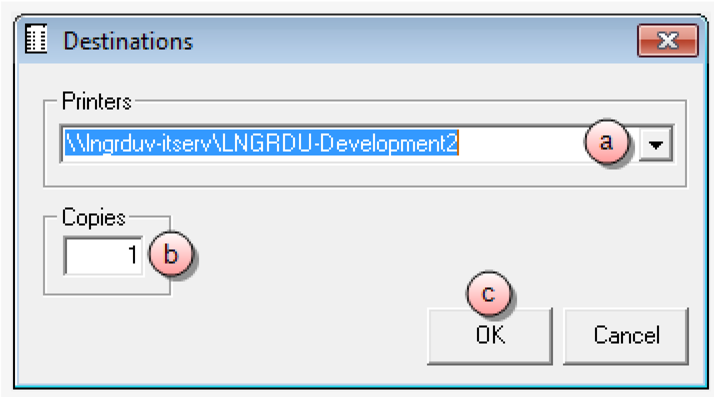
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



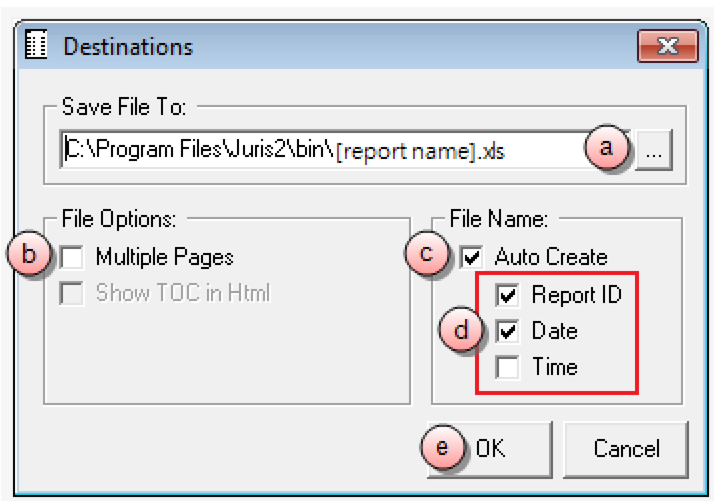
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

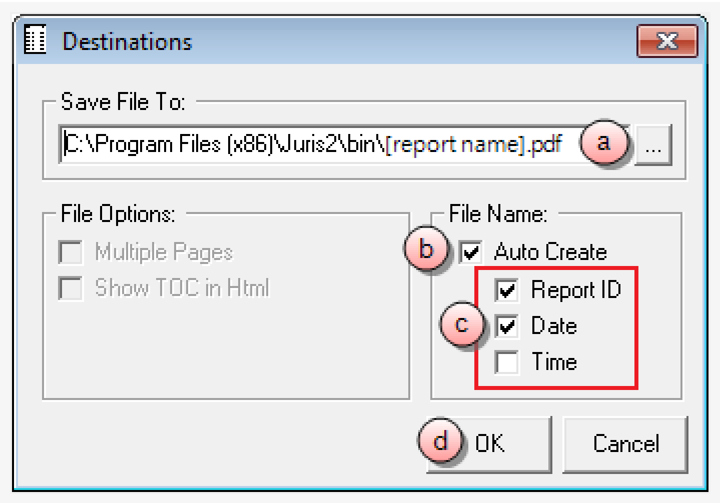
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

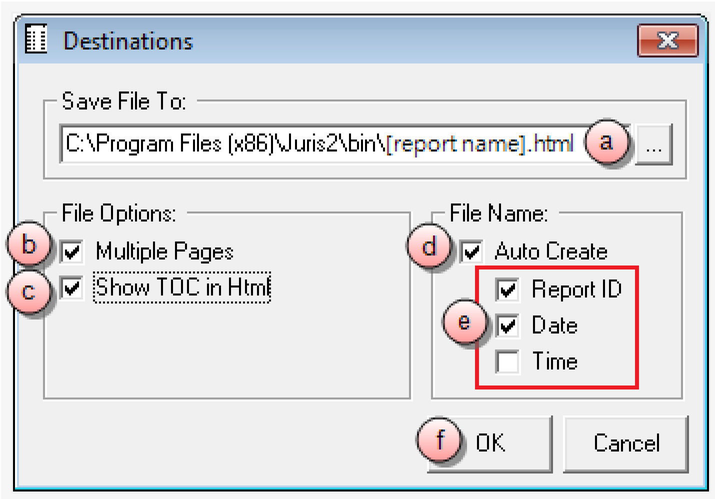
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

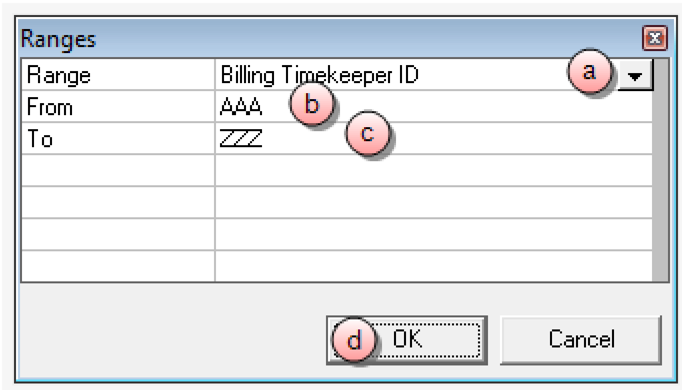
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify one of the range options. *For this report, the only available option is Billing Timekeeper ID*.

b. Click in the **From** text box and type the starting year.

c. Click in the **To** text box and type the ending year.

d. Click **OK**.

   The range is added to the Range list.

e. Repeat steps **a** through **d** if you want to add another range option.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Word Wrap Codes** check box to select it, if you want the contents to wrap so all content shows in the display. If you only want to see the content that fits in the content column, then ensure that this check box is not checked.

8. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

9. Click the **Print** button on the toolbar to generate your report.

Billing Timekeeper Clients Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Billing Timekeeper ID	Run a report that displays all billing timekeeper IDs, a particular billing timekeeper ID, or range of billing timekeeper IDs.
Sorts	
Client Code	Sort selected items by Client Code.
Matter Code	Sort selected items by Matter Code.
Client Reporting Name	Sort selected items by the client name used for reporting purposes.
Matter Reporting Name	Sort selected items by the matter name used for reporting purposes.
Options	
Word Wrap Codes	*Checked* - The contents in the text box wrap to the next line. *Unchecked* - The text box displays only the content that fits within its confines.
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Lets you select the breakdown of the Table of Contents. Available selections are 'Bill Format Code,' 'Billing Format Code/Client Code,' and 'Bill Format Code/Client Code/Matter Code.'

Text boxes (fields)

Text box label	Description
Client-Matter Code	Codes used to identify each client and matter.
Client	The client name used for reporting purposes.
Matter	The matter named used for reporting purposes.
Cons Group	List the Consolidation Name if the matter is part of a consolidation.
Practice Class	The matter's practice class.

Text box label	Description
Billing Agmt.	The matter's billing agreement.
Originating Timekeepers	Original timekeepers for each matter.
Pct.	Percentage splits for the matter's originating timekeepers.

Chart of Accounts Master List Report Overview

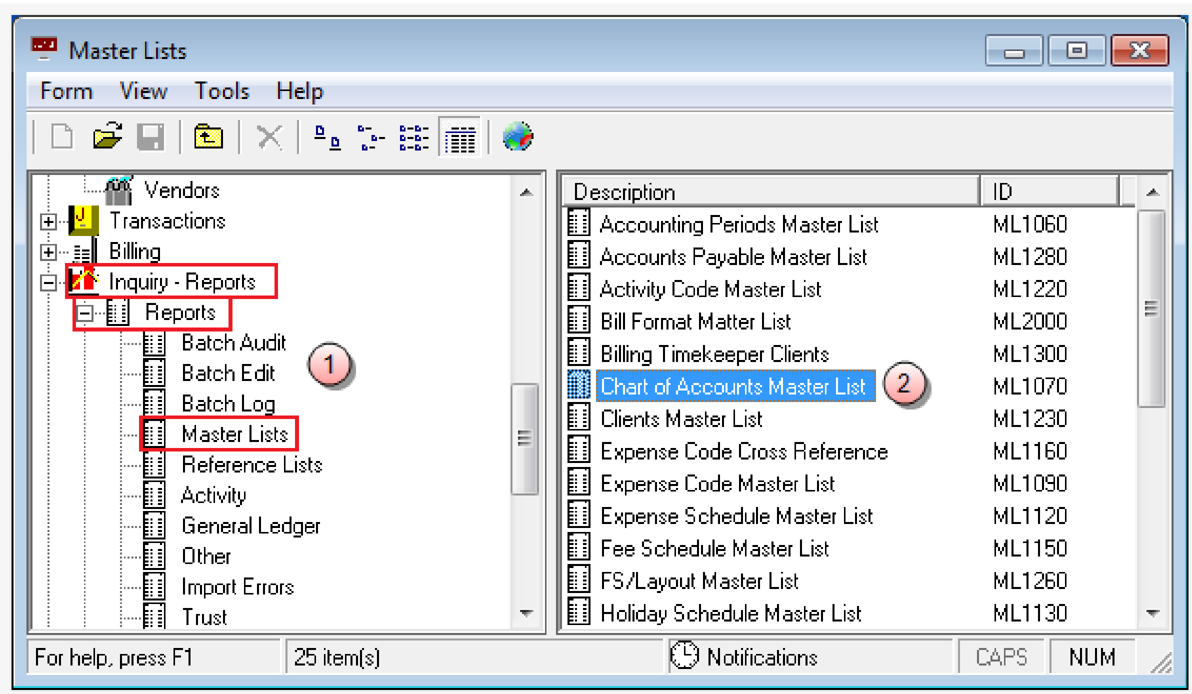
The Chart of Accounts Master List is a listing of all Chart of accounts entered into the system through Tables/Chart of Accts.

Create a Chart of Accounts Master List Report

To create a Chart of Accounts Master List report:

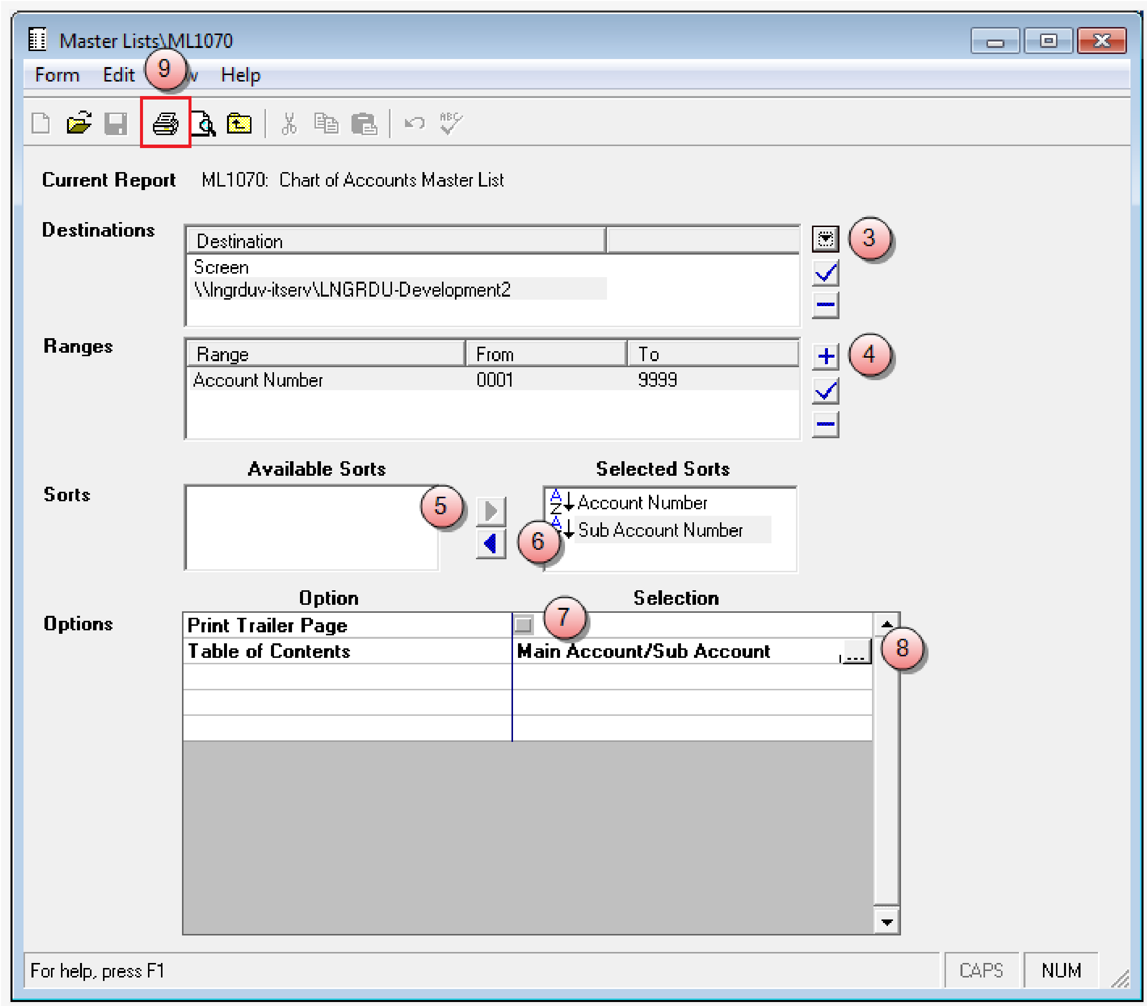
1. Select **Inquiry - Reports** > **Reports** > **Master Lists**.

   The right pane displays a list of all available master list reports.



2. Double-click **Chart of Accounts Master**

   The Master Lists\ML1070 window opens.



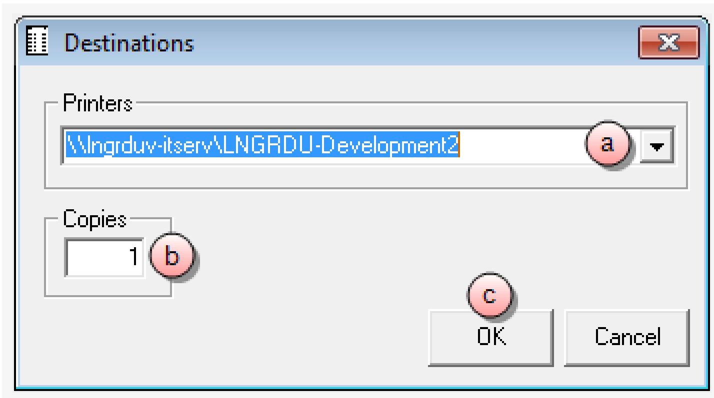
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



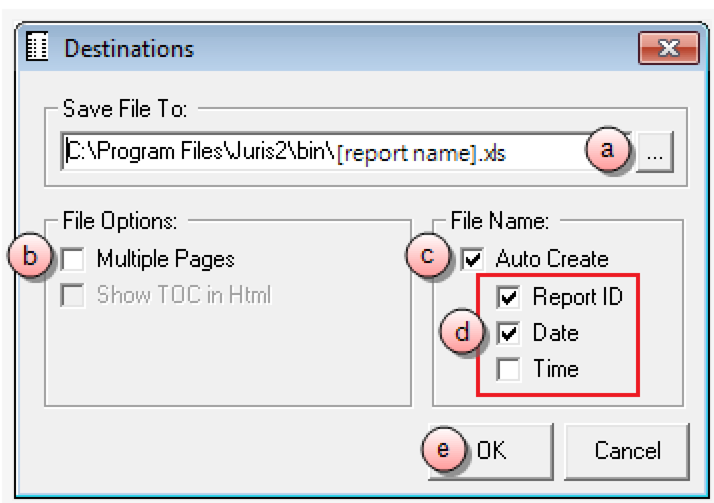
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

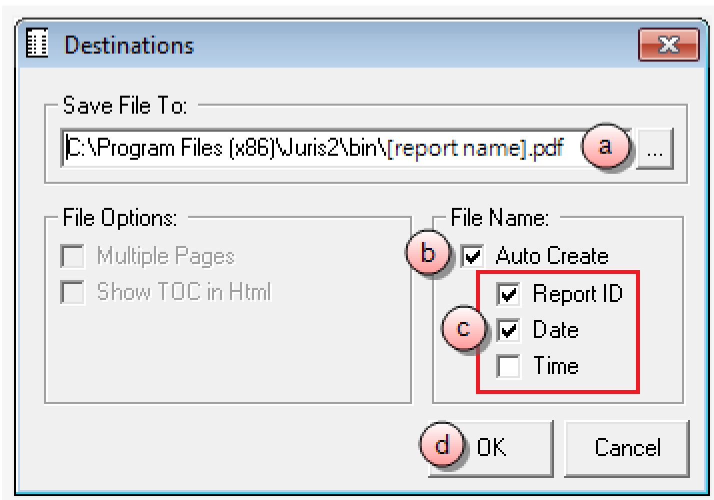
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

   'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

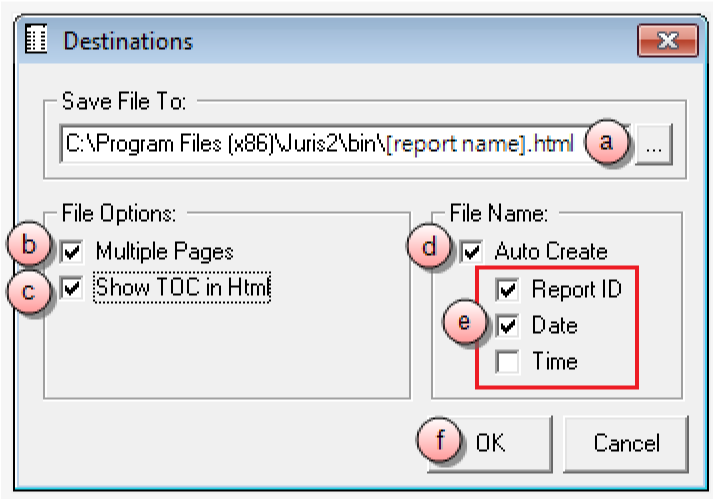
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

   The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

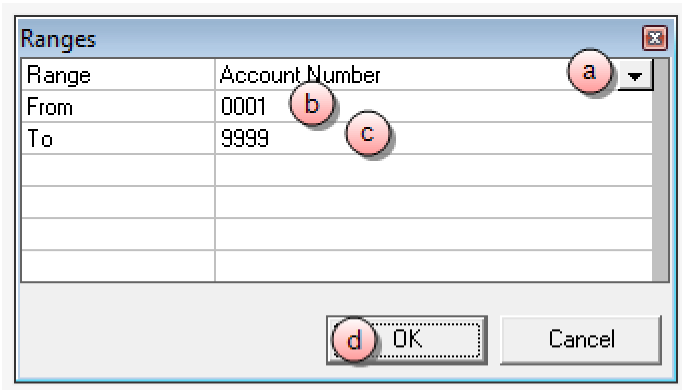
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify one of the range options. *For this report, the only available option is Account Number*.

b. Click in the **From** text box and type the starting year.

c. Click in the **To** text box and type the ending year.

d. Click **OK**.

The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

8. Optionally, click on the **Table of Contents** ellipses button if you want to select the breakdown of the Table of Contents.

   Available selections are 'Main Account' and 'Main Account/Sub Account.'

9. Click the **Print** button on the toolbar to generate your report.

Chart of Accounts Master List Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Account Number	Run a report that displays all account numbers, a particular account number, or range of account numbers.
Sorts	
Account Number	Sort selected items by Account Number.
Sub Account Number	Sort selected items by Sub Account Number.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Lets you select the breakdown of the Table of Contents. Available selections are 'Bill Format Code,' 'Billing Format Code/Client Code,' and 'Bill Format Code/Client Code/Matter Code.'

Text boxes (fields)

Text box label	Description
Account Number	G/L account number
Description	G/L account description
Sub Total Level	Subtotal as defined in Tables > G/L Accounts. Used when printing Financial Statements.
Account Type	Indicates the type of account. B = Balance Sheet P = Profit & Loss
Paren Control	Indicates which is encased in parenthesis - credit or debits. C = Credit D = Debit as defined in Tables > G/L Accounts.
Cash Flow Type	Indicates the type of cash flow. O = Operating F = Financing I = Investing

Text box label	Description
	X = Not used, as defined in Tables > G/L Accounts.

Clients Master List Report Overview

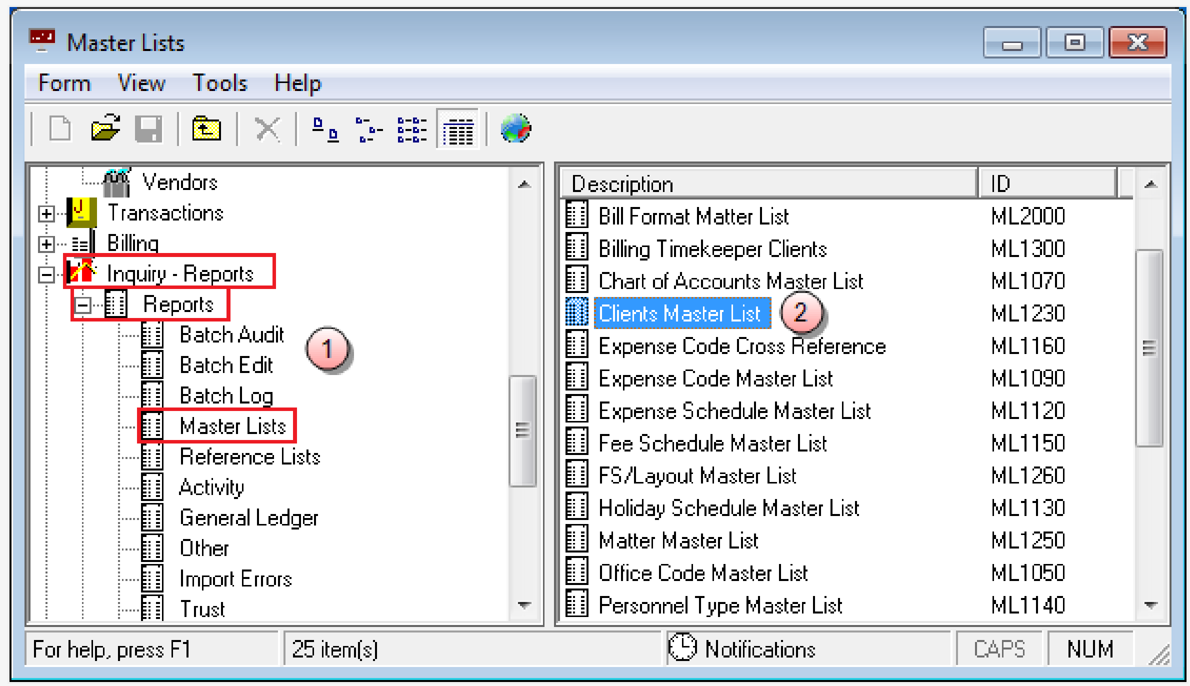
The Clients Master List is a listing of all clients entered into the system through Tables/Clients.

Create a Clients Master List Report

To create a Clients Master List report:

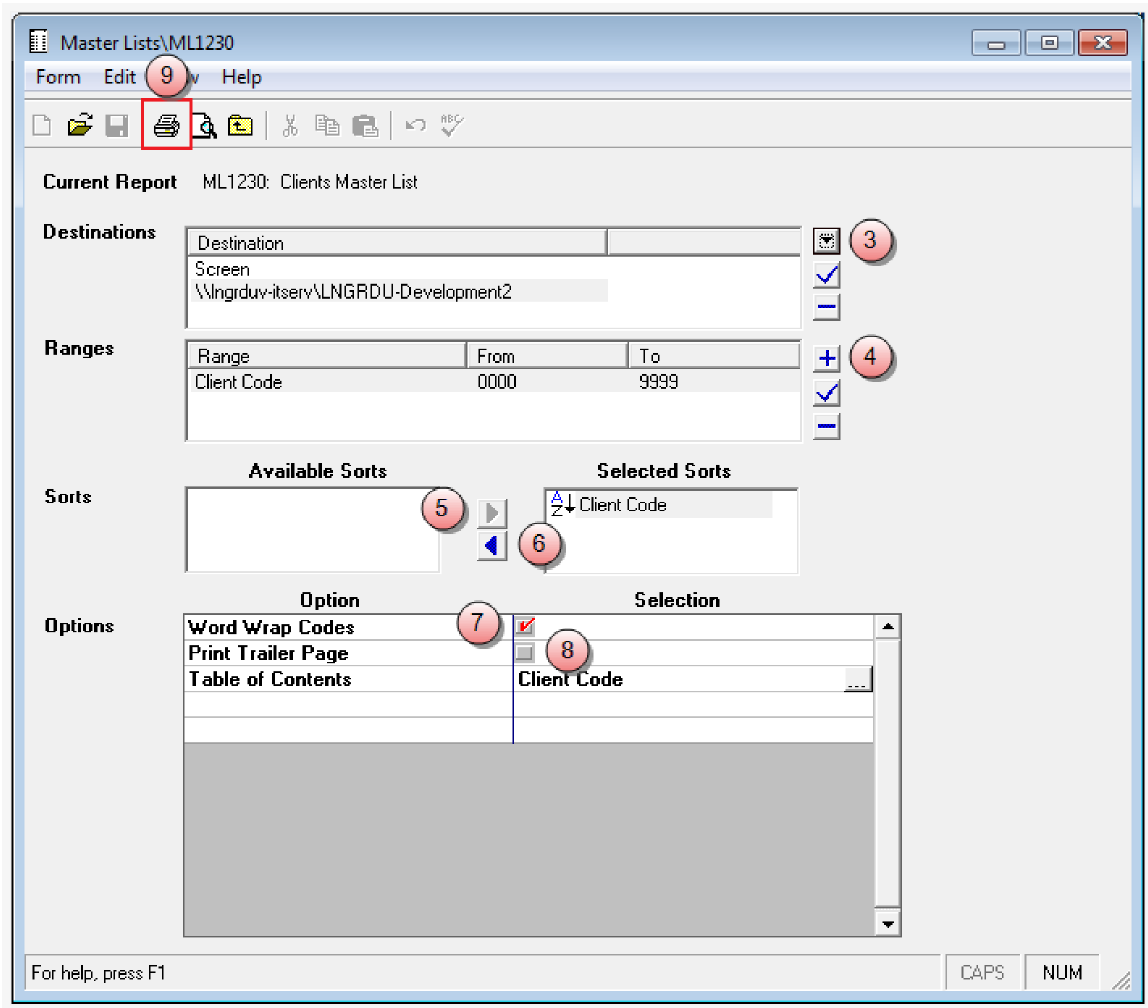
1. Select **Inquiry - Reports** > **Reports** > **Master Lists**.

   The right pane displays a list of all available master list reports.



2. Double-click **Clients Master List**.

   The Master Lists\ML1230 window opens.



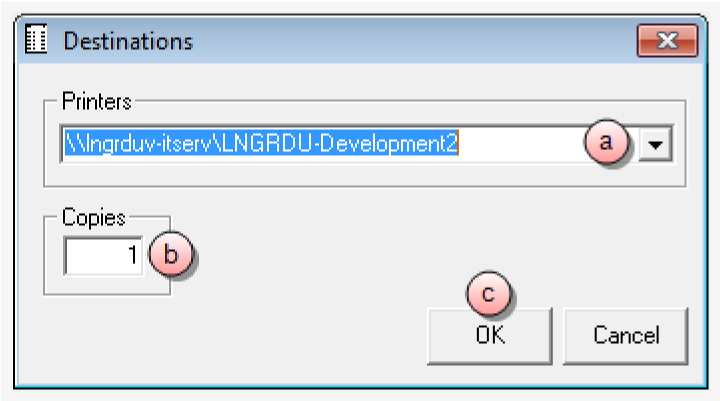
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



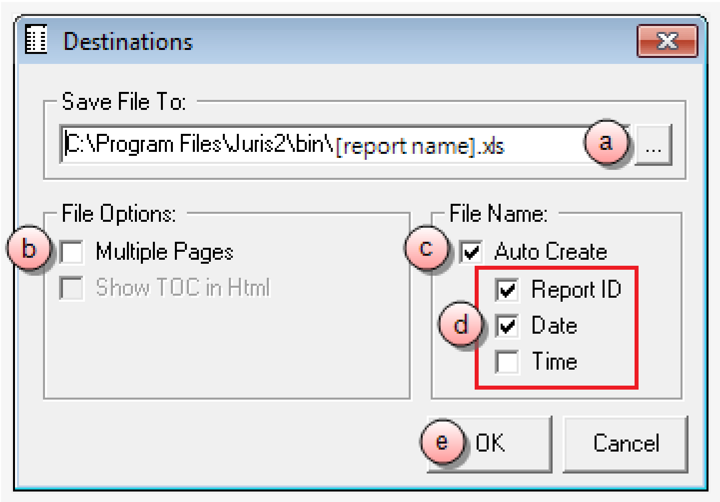
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

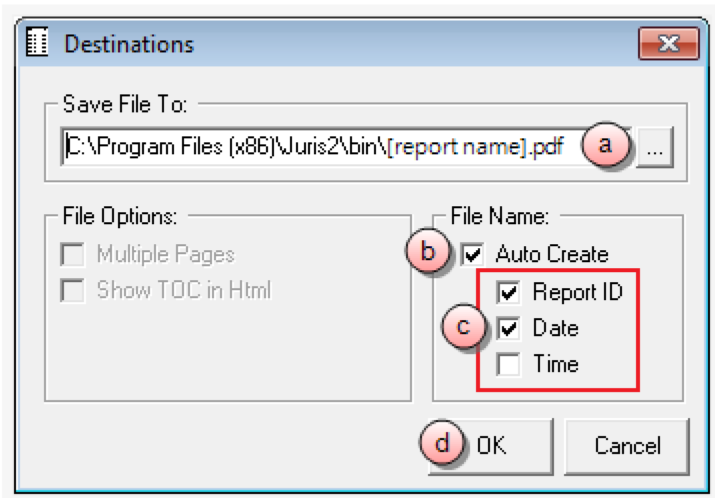
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

   'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

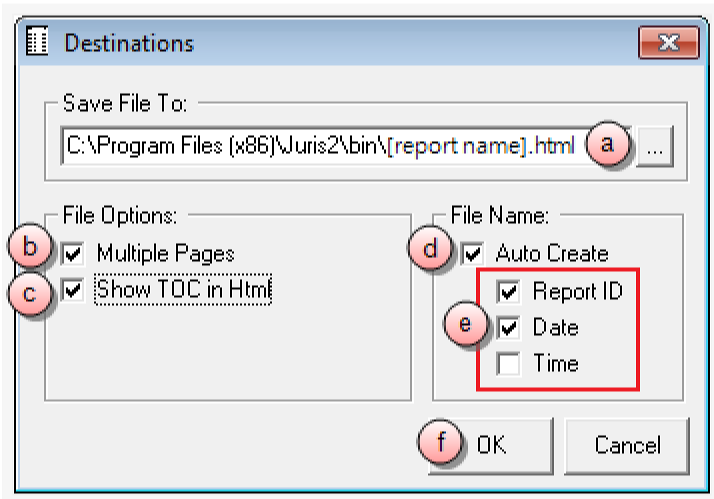
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

   The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

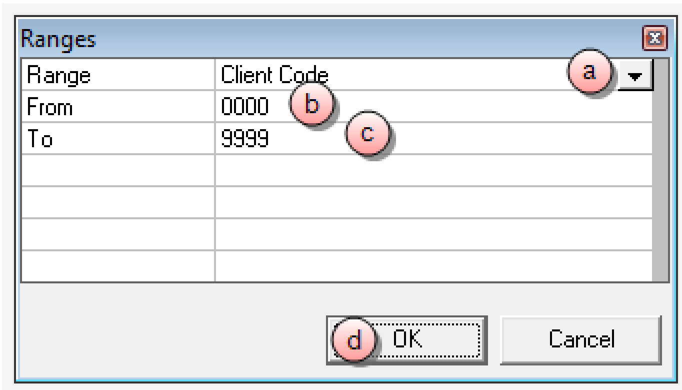
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify one of the range options. *For this report, the only available option is Client Code*.

b. Click in the **From** text box and type the starting year.

c. Click in the **To** text box and type the ending year.

d. Click **OK**.

   The range is added to the Range list.

e. Repeat steps **a** through **d** if you want to add another range option.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.
6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.
7. Optionally, click the **Word Wrap Codes** check box to select it, if you want the contents to wrap so all content shows in the display. If you only want to see the content that fits in the content column, then ensure that this check box is not checked.
8. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.
9. Click the **Print** button on the toolbar to generate your report.

Clients Master List Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Client Code	Run a report that displays all client codes, a particular client code, or range of client codes.
Sorts	
Client Code	Sort selected items by Client Code.
Options	
Word Wrap Codes	*Checked* - The contents in the text box wrap to the next line. *Unchecked* - The text box displays only the content that fits within its confines.
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Lets you select the breakdown of the Table of Contents. Available selection is 'Client Code.'

Text boxes (fields)

Text box label	Description
Client Code	Code used to identify each client.
Client Reporting Name	The client name (as defined on the Code tab) used for reporting purposes.
Client Nickname	The client nickname as defined on the Code tab.
Source of Business	Business source as defined on the Code tab.
Phone No.	Client's phone number as defined on the Code tab.
Fax No.	Client's fax number as defined on the Code tab.
Date Opened	Date on which the client was opened.
Office Code	Office code as defined on the Code tab.
Billing Timekeeper	Billing timekeeper for the client, as defined on the Billing tab.

Text box label	Description
Practice Class	Practice class as defined on the Billing tab.
Fee Schedule	Fee schedule as defined on the Billing tab.
Task Code Xref	Task code cross-reference as defined on the Billing tab.
Expense Schedule	Expense schedule as defined on the Billing tab.
Exp. Code Xref	Expense code cross-reference as defined on the Billing tab.
Bill Format	Bill layout as defined on the Billing tab.
Billing Agreement	Billing agreement as defined on the Billing tab.
Flat Fee Inc. Exp	As checked on the Billing tab. NA is displayed if the billing agreement is not set to a flat fee. *Yes* - Flat fee includes expenses. *No* - Flat fee does not include expenses.
Retainer Type	If Retainer is selected as the Billing Agreement, this column displays the retainer type as defined on the Billing tab.
Expense Frequency	Billing frequency for expenses as defined on the Billing tab.
Fee Frequency	Billing frequency for fees as defined on the Billing tab.
Billing Month	Billing month (if Billing Type is NOT Cycle Billing) as defined on the Billing tab.
Billing Cycle	Billing cycle (if Billing Type IS Cycle Billing) as defined on the Billing tab.
Expense Threshold	Expense threshold as defined on the Billing tab.
Fee Threshold	Fee threshold as defined on the Billing tab.
Interest Days	Interest days as defined on the Int/Disc tab.
Interest Percent	Percentage of interest as defined on the Int/Disc tab.
Discount Option	Discount option as defined on the Int/Disc tab.
Discount Percentage	Percentage of discount as defined on the Int/Disc tab.
Surcharge Option	Surcharge option as defined on the Int/Disc tab.
Surcharge Percentage	Percentage of surcharge as defined on the Int/Disc tab.
Tax Exemption 1	*Yes* - Tax Exemption 1 is checked on the Int/Disc tab. *No* - Tax Exemption 1 is NOT checked on the Int/Disc tab.
Tax Exemption 2	*Yes* - Tax Exemption 2 is checked on the Int/Disc tab. *No* - Tax Exemption 2 is NOT checked on the Int/Disc tab.
Tax Exemption 3	*Yes* - Tax Exemption 3 is checked on the Int/Disc tab.

Text box label	Description
	No - Tax Exemption 3 is NOT checked on the Int/Disc tab.
Budget Option	*Budget Enabled* - Enable budgeting is checked, as defined on the Int/Disc tab. *No Budget* - Enable budgeting is NOT checked, as defined on the Int/Disc tab.
Require Phase on Trans.	*Yes* - Require phase numbers on all transactions checked as defined on the Int/Disc tab. *No* - Require phase numbers on all transactions Not checked as defined on the Int/Disc tab.
Require Task Codes on Time	*Yes* - Require task codes on all time entries checked as defined on the Int/Disc tab. *No* - Require task codes on all time entries Not checked as defined on the Int/Disc tab.
Require Activity Code on Time	*Yes* - Require activity codes on all time entries checked as defined on the Int/Disc tab. *No* - Require task codes on all expense entries Not checked as defined on the Int/Disc tab.
Require Task Codes on Exp	*Yes* - Require task codes on all expense entries checked as defined on the Int/Disc tab. *No* - Require task codes on all expense entries Not checked as defined on the Int/Disc tab.
Originating Timekeeper(s)	Originating timekeepers (Name and Percentage(s)) as defined on the Code tab.
Consolidations	Provides the consolidation name, billing timekeeper, bill format, address nickname, number of copies, and comment as defined on the Consolidation Setup for each of the Client's consolidations.
Billing Address(es)	Provides the address nickname, full address, contact name, telephone, and fax numbers for each billing address in the Billing Addresses folder.

Expense Code Cross Reference Report Overview

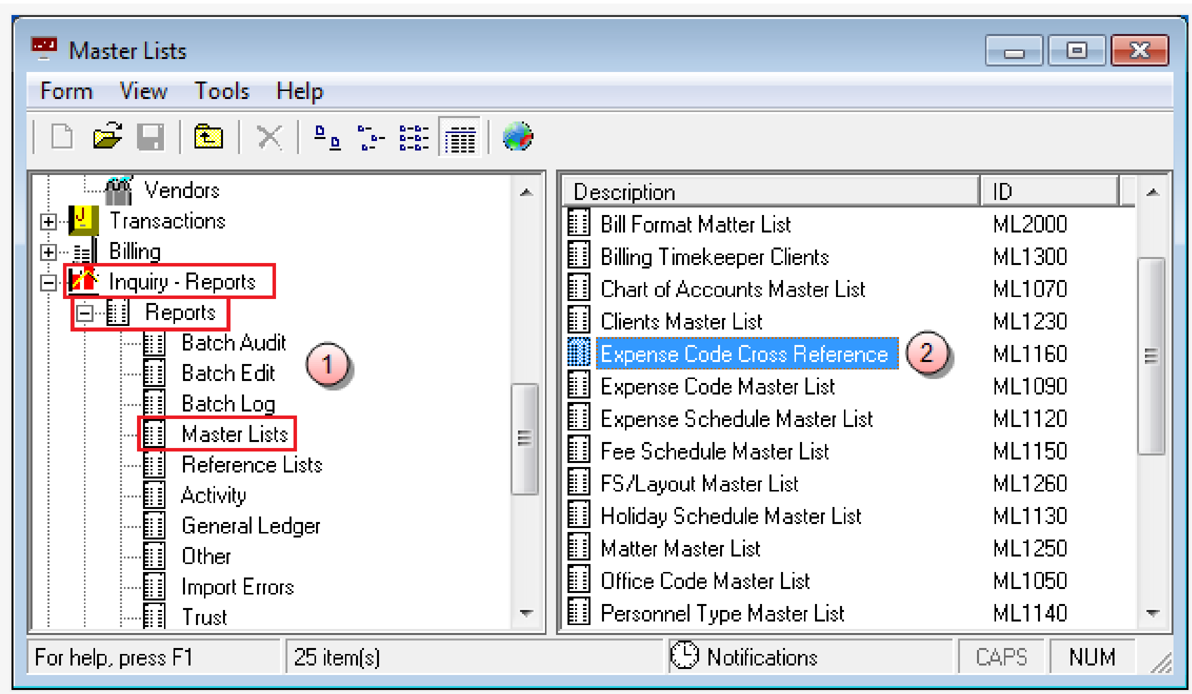
The Expense Code Cross Reference is a listing of all expense code cross reference codes entered into the system through Tables/Expense Code Cross Reference.

Create an Expense Code Cross Reference Report

To create an Accounting Period Master List report:

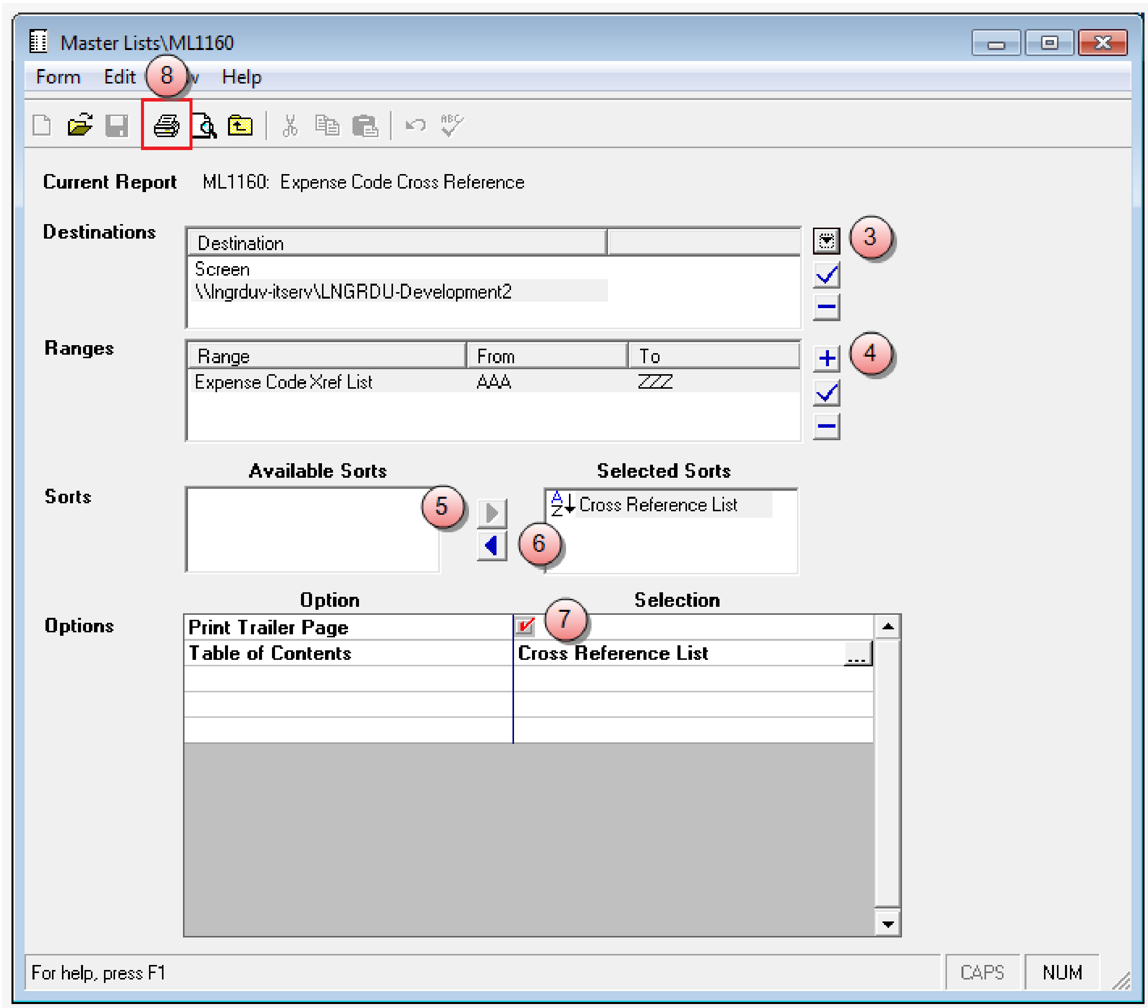
1. Select **Inquiry - Reports** > **Reports** > **Master Lists**.

   The right pane displays a list of all available master list reports.



2. Double-click **Expense Code Cross Reference**.

   The Master Lists\ML1160 window opens.



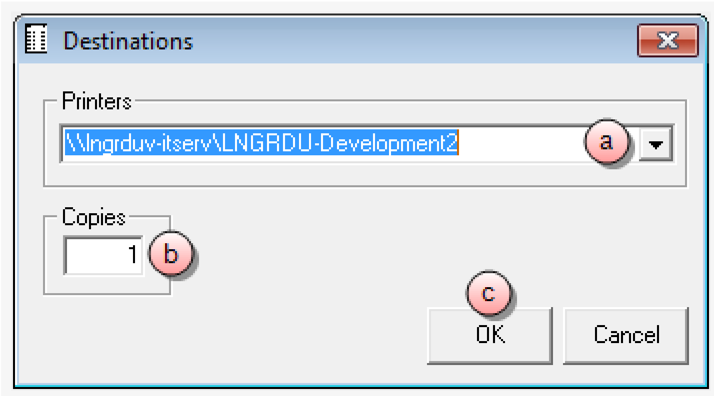
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



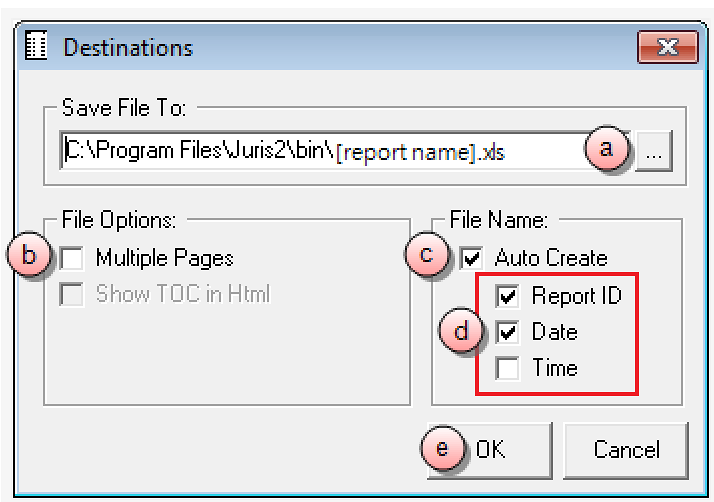
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

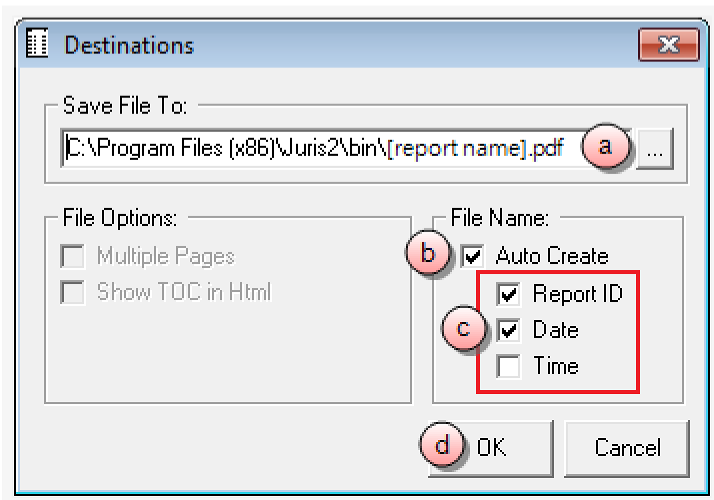
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

   'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

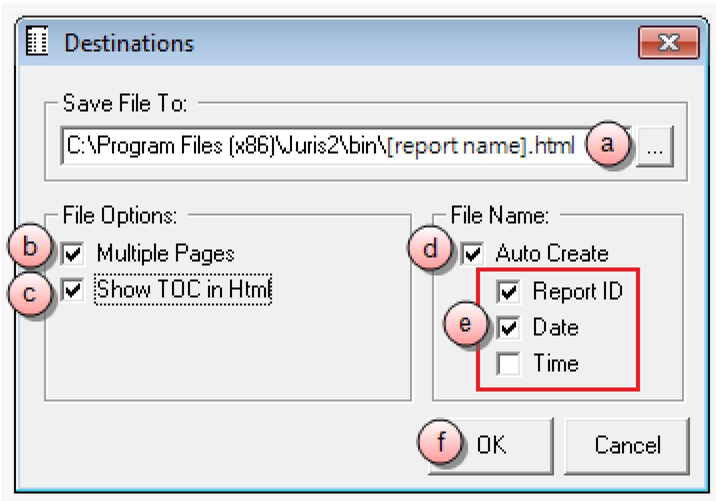
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

   The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

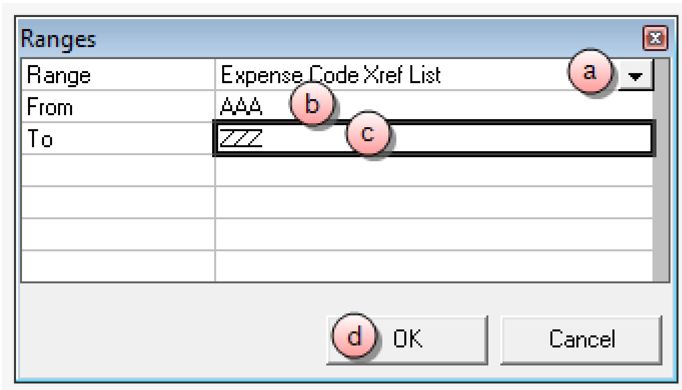
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Expense Code Xref List*.

b. Click in the **From** text box and type the starting year.

c. Click in the **To** text box and type the ending year.

d. Click **OK**.

The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.
6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.
7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.
8. Click the **Print** button on the toolbar to generate your report.

Expense Code Cross Reference Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Expense Code Xref List	Run a report that displays all expense code cross reference lists, a particular expense code cross reference list, or a range of expense code cross reference lists.
Sorts	
Cross Reference List	Sort selected items by cross reference list.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Activity Code.'

Text boxes (fields)

Text box label	Description
Code	The cross reference code.
Description	A short description of the cross reference.
Firm's Code	The firm's expense code (valid expense code)
Client's Code	Client expense code.
Client's Description	Client expense code description.

Expense Code Master List Report Overview

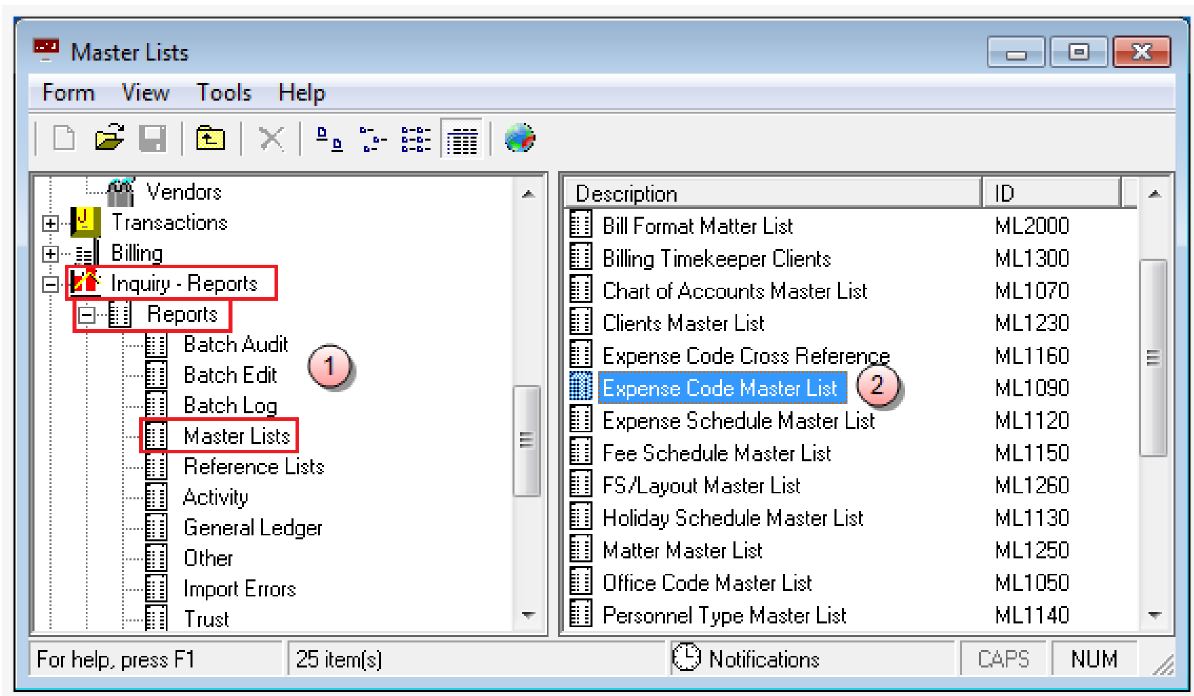
The Expense Code Master List is a listing of all expense codes entered into the system through Tables/Expense Codes.

Create an Expense Code Master List Report

To create an Expense Code Master List report:

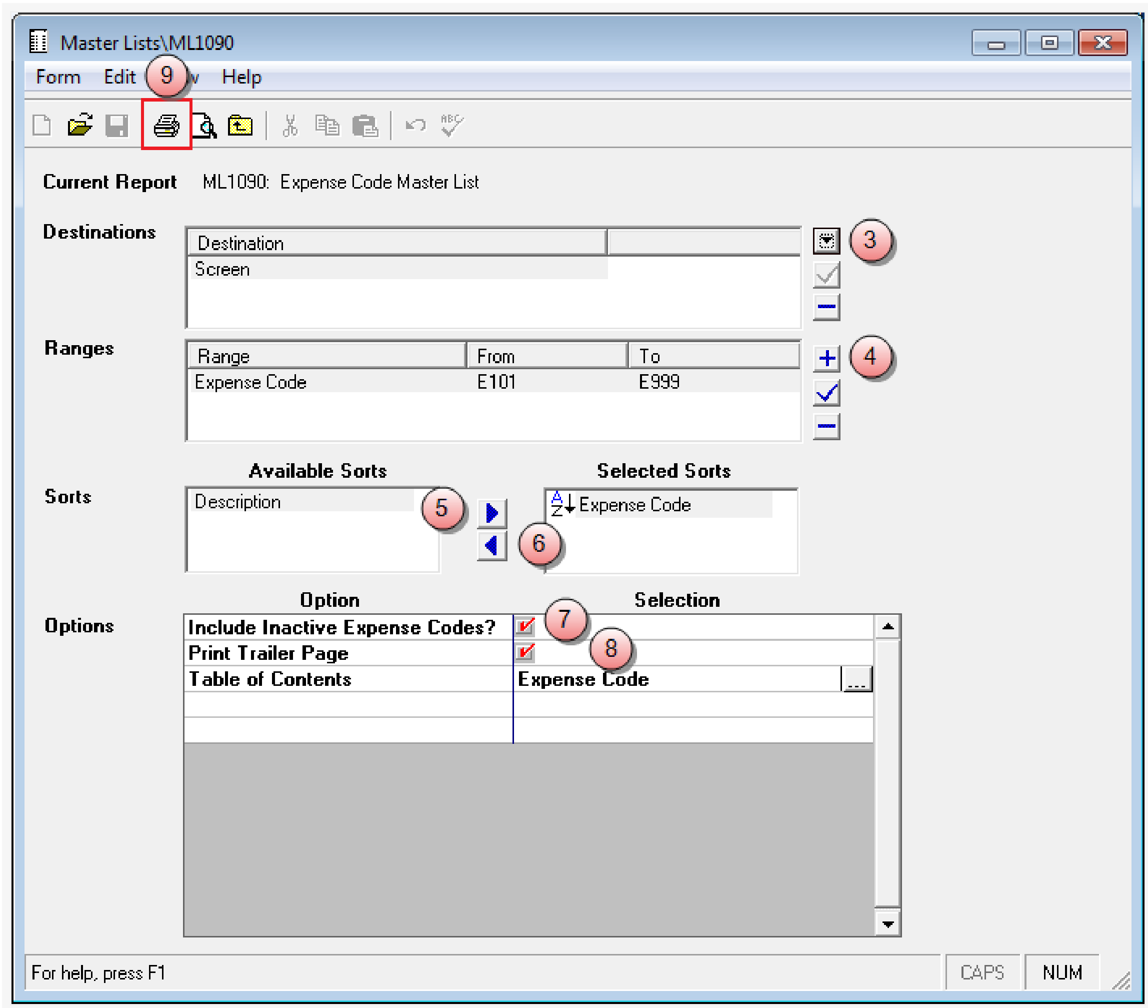
1. Select **Inquiry - Reports** > **Reports** > **Master Lists**.

   The right pane displays a list of all available master list reports.



2. Double-click **Expense Code Master List**.

   The Master Lists\ML1090 window opens.



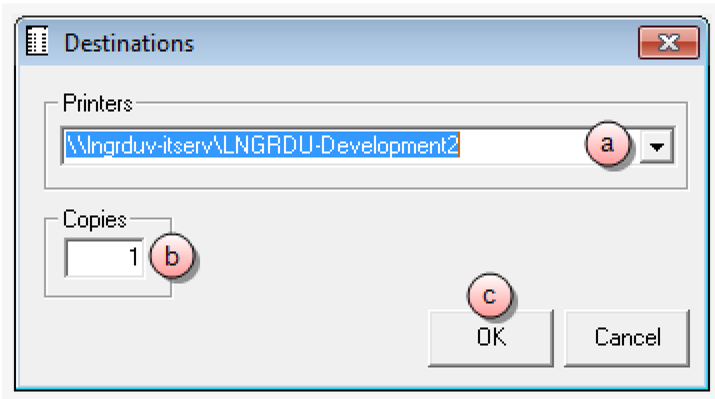
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



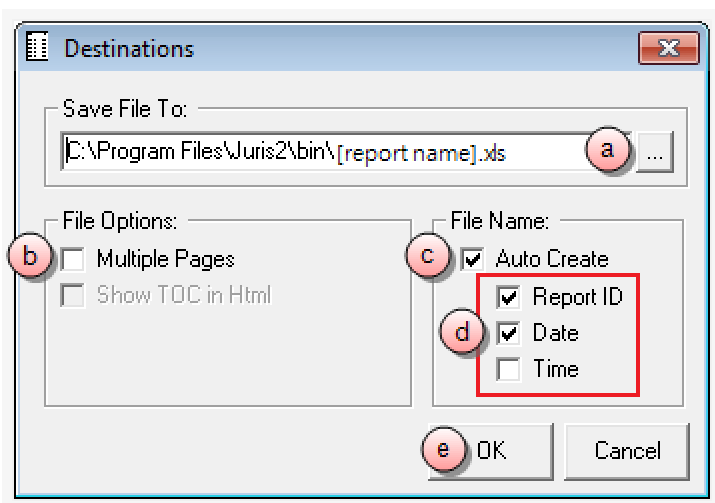
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

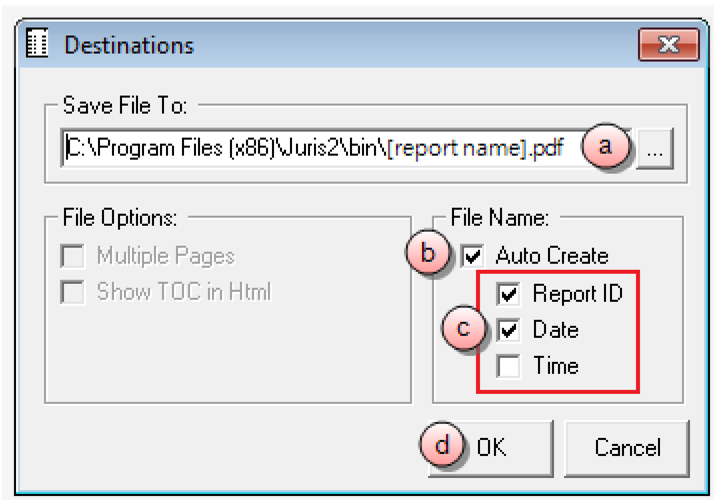
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

   'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

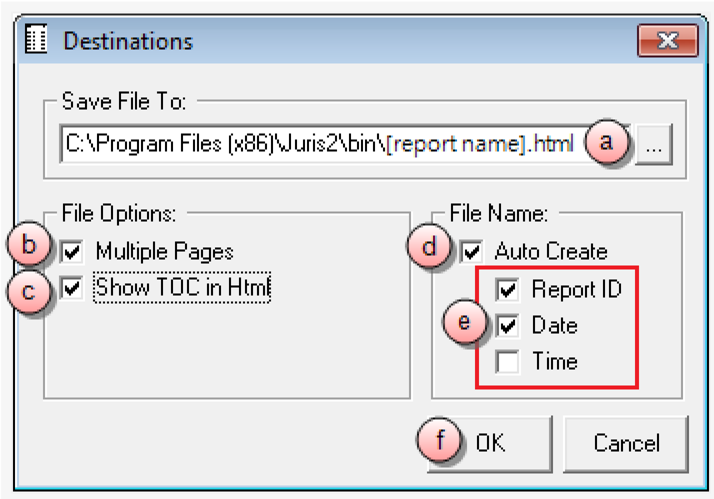
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

   The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

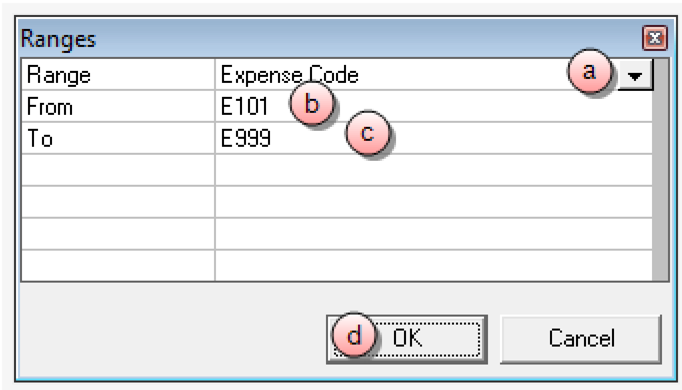
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify one of the range options. *For this report, the only available option is Expense Code*.

b. Click in the **From** text box and type the starting year.

c. Click in the **To** text box and type the ending year.

d. Click **OK**.

   The range is added to the Range list.

e. Repeat steps **a** through **d** if you want to add another range option.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.
6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.
7. Optionally, click the **Include Inactive Expense Codes?** check box to select it, if you want the report to include inactive expense codes. If you do not want to include inactive expense codes, leave the check box blank.
8. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.
9. Click the **Print** button on the toolbar to generate your report.

Expense Code Master List Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Expense Code	Run a report that displays all expense codes, a particular expense code, or range of expense codes.
Sorts	
Expense Code	Sort selected items by expense code.
Description	Sort selected items by description.
Options	
Include Inactive Expense Codes?	*Checked* - The inactive expense codes will be included. *Unchecked* - The inactive expense codes will not be included.
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Lets you select the breakdown of the Table of Contents. Available selection is 'Expense Code.'

Text boxes (fields)

Text box label	Description
Code	Code used to identify each client.
Description	Description of the expense code.
Narrative	Expense code narrative.
G/L Account #	General Ledger account number associated with the expense code.
G/L Account Type	General Ledger account type (Income or Adjustment).
G/L Account Description	Description of the General Ledger account.
Type	The kind of expense (Cash or Non Cash).
Tax Exempt 1	Y - Exempt from Tax 1. N - Not exempt from Tax 1.
Tax Exempt 2	Y - Exempt from Tax 2.

Text box label	Description
	N - Not exempt from Tax 2.
Tax Exempt 3	Y - Exempt from Tax 3. N - Not exempt from Tax 3.
Active	Y - Expense code is active. N - Expense code is not active.

Expense Schedule Master List Report Overview

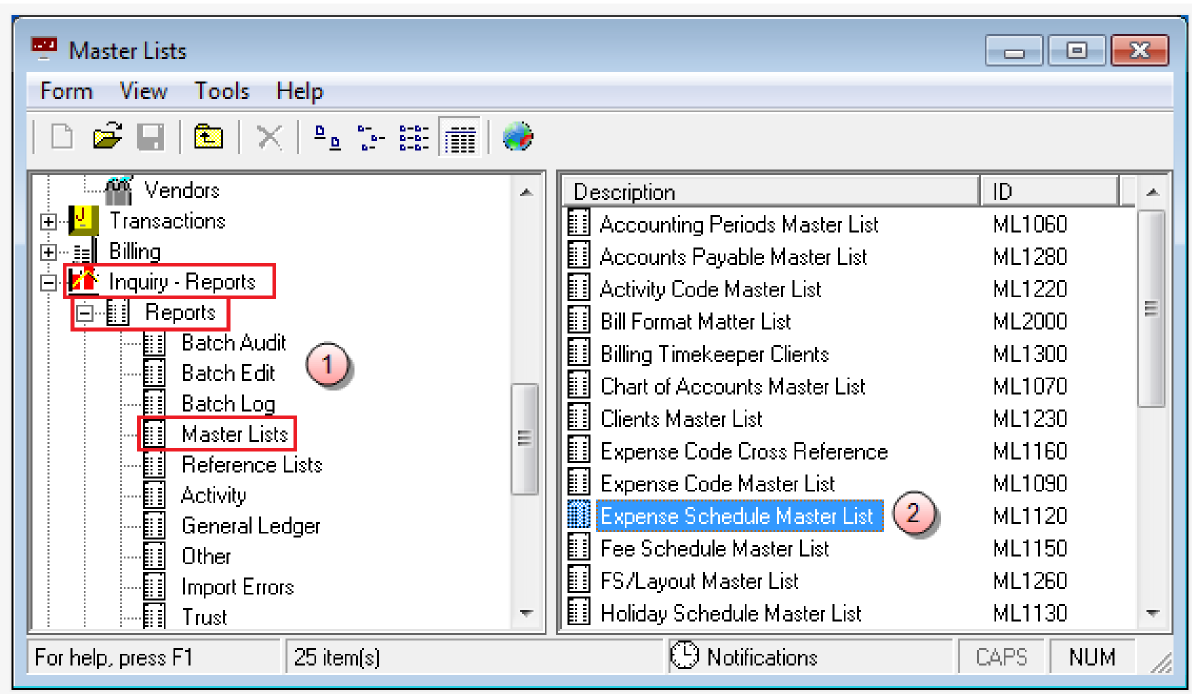
The Expense Schedule Master List is a listing of all expense schedules entered into the system through Tables/Expense Schedule Master List.

Create an Expense Schedule Master List Report

To create an Expense Schedule Master List report:

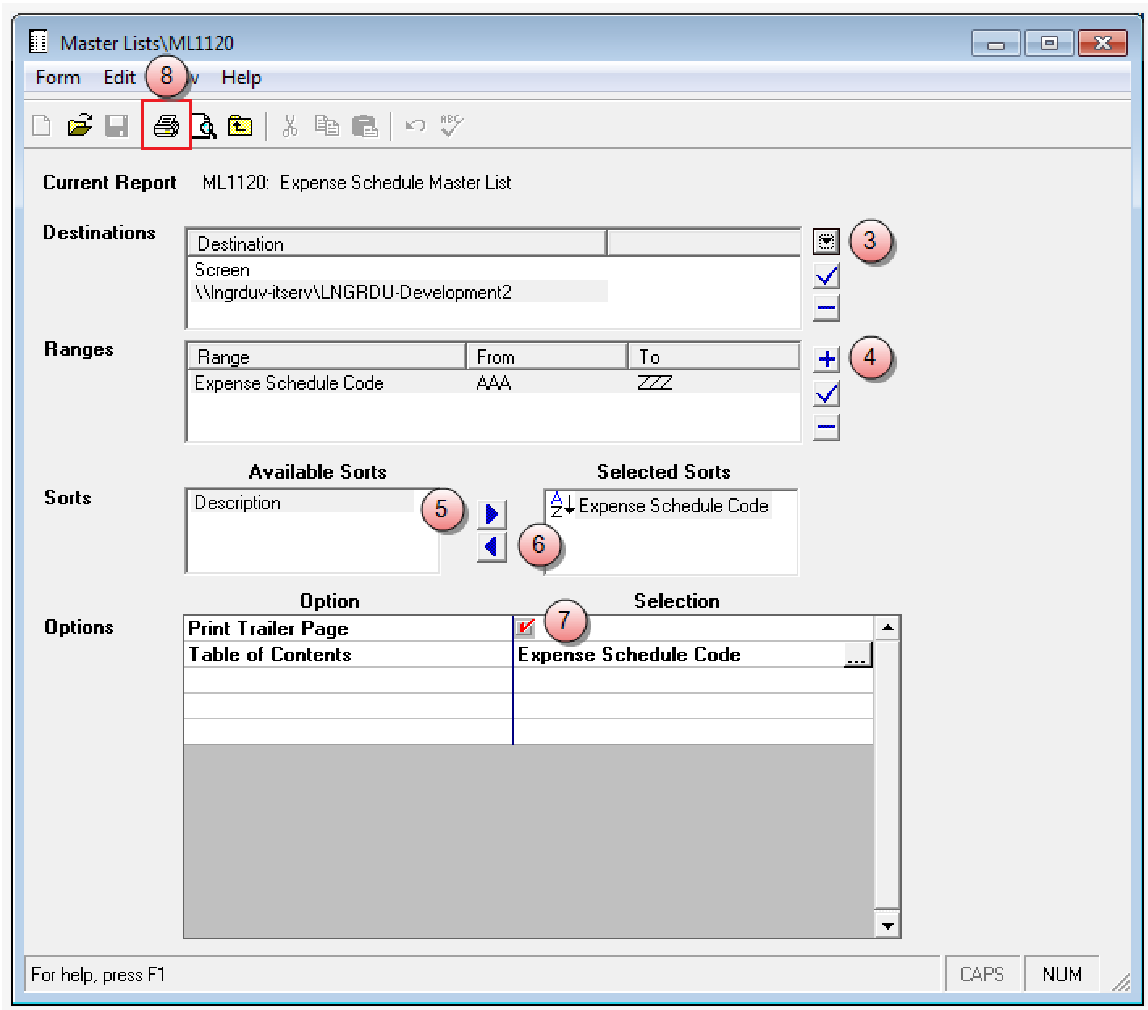
1. Select **Inquiry - Reports** > **Reports** > **Master Lists**.

   The right pane displays a list of all available master list reports.

2. Double-click **Expense Schedule Master List**.

   The Master Lists\ML1120 window opens.



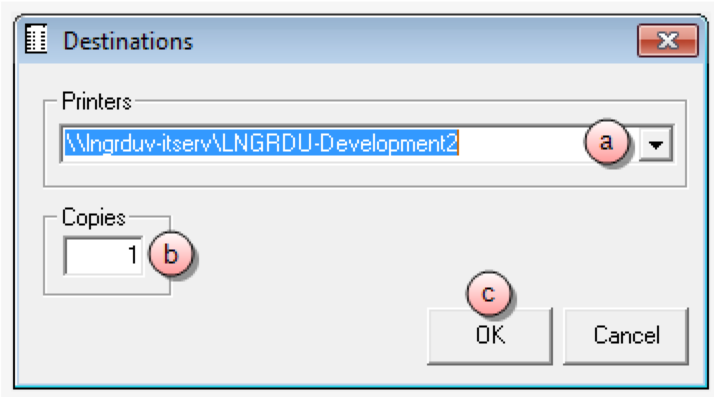
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



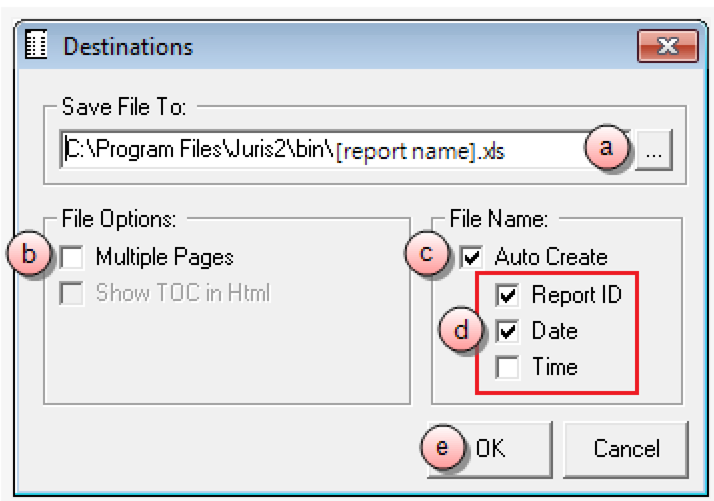
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

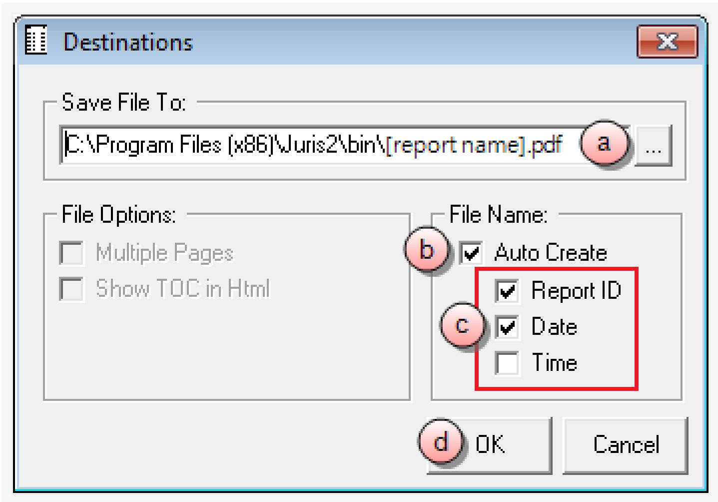
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

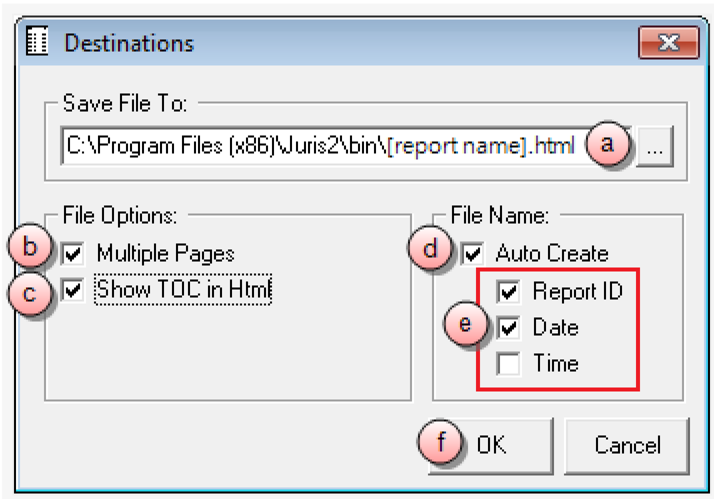
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

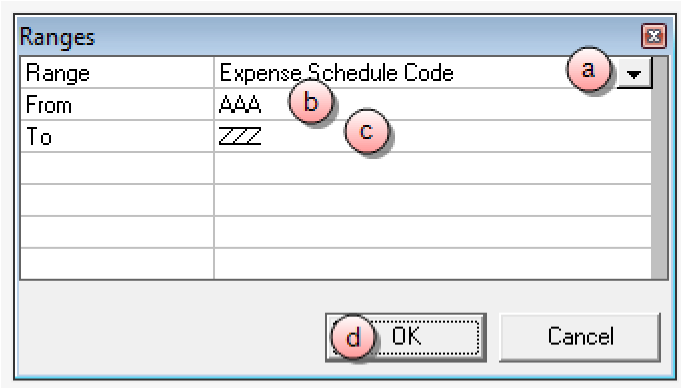
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Expense Schedule Code*.

b. Click in the **From** text box and type the starting year.

c. Click in the **To** text box and type the ending year.

d. Click **OK**.

The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

8. Click the **Print** button on the toolbar to generate your report.

Expense Schedule Master List Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Expense Schedule Code	Run a report that displays all expense schedule codes, a particular expense schedule code, or range of expense schedule codes.
Sorts	
Expense Schedule Code	Sort selected items by expense schedule code.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Expense Schedule Code.'

Text boxes (fields)

Text box label	Description
Code	The expense schedule code.
Description	Expense schedule code description.
Expense Code	Expense code on the expense schedule.
Expense Description	Expense code description.
Type	Type of expense (Cash or NonCash).
Summarize	Indicates whether expense is set to summarize on this expense schedule. Y - Expense is set to summarize. N - Expense is not set to summarize.
Show Units	Indicates whether expense is set to show units on this expense schedule. Y - Expense is set to show units. N - Expense is not set to show units.
Multiplier	Multiplier for expense code as set on the expense schedule.

Fee Schedule Master List Report Overview

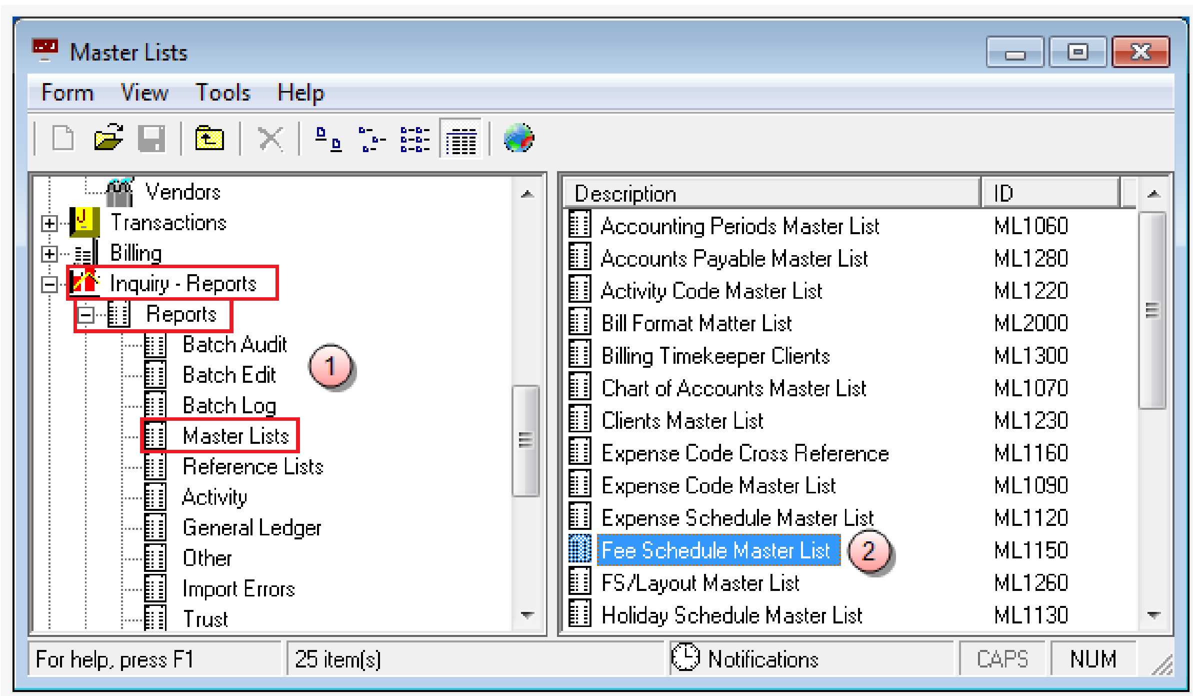
The Fee Schedule Master List is a listing of all fee schedules entered into the system through Tables/Fee Schedules.

Create a Fee Schedule Master List Report

To create a Fee Schedule Master List report:

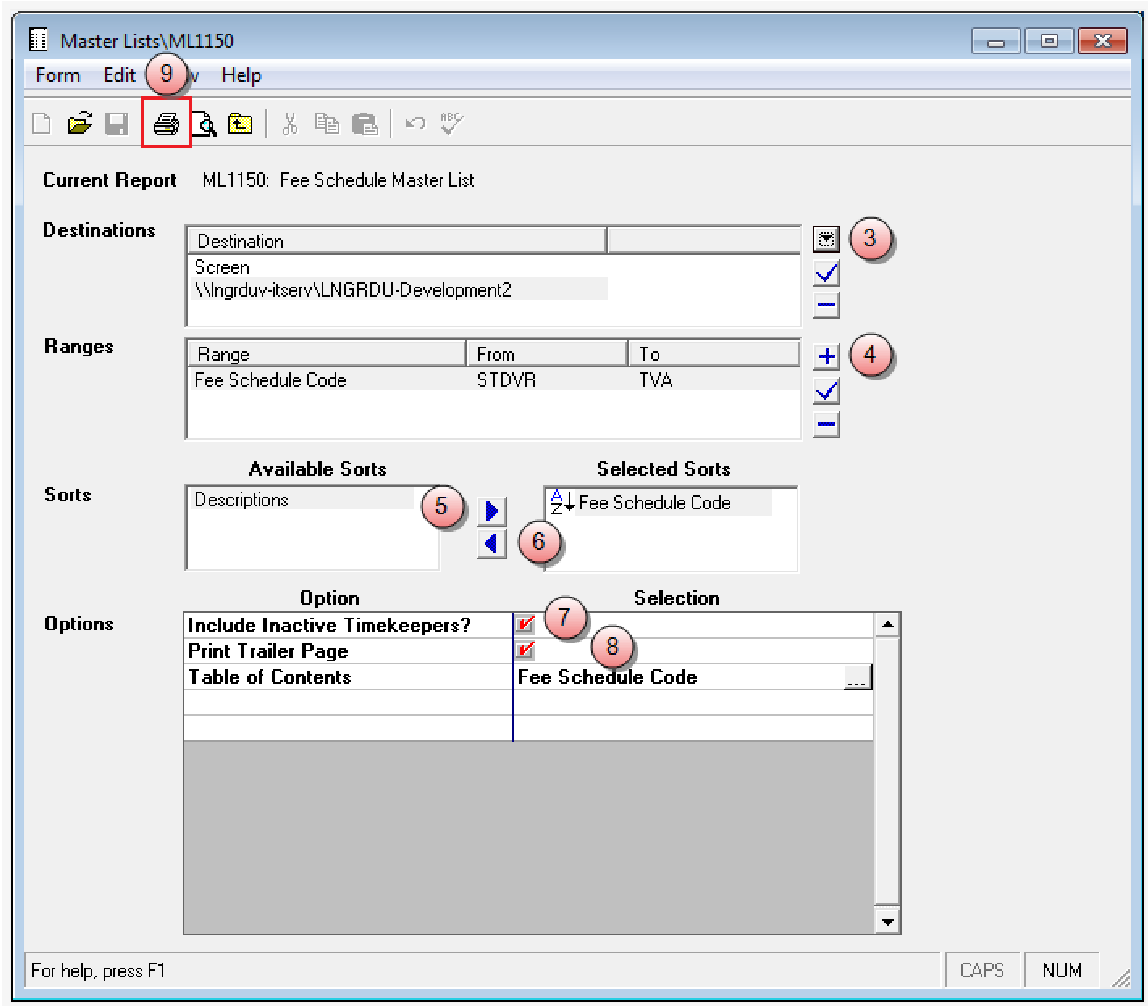
1. Select **Inquiry - Reports** > **Reports** > **Master Lists**.

   The right pane displays a list of all available master list reports.



2. Double-click **Fee Schedule Master List**.

   The Master Lists\ML1150 window opens.



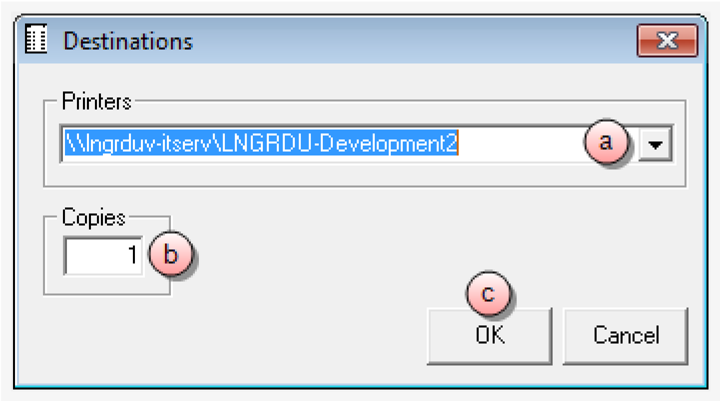
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



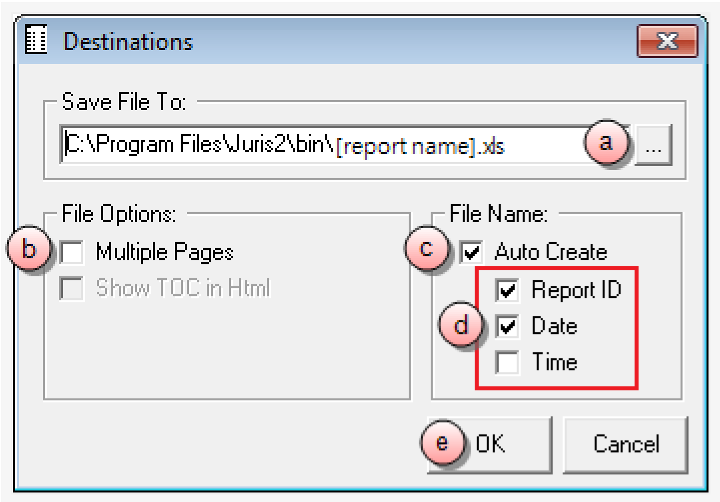
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

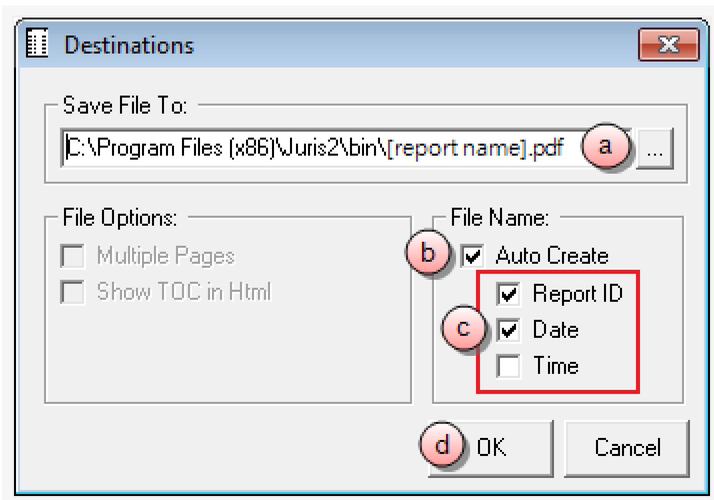
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

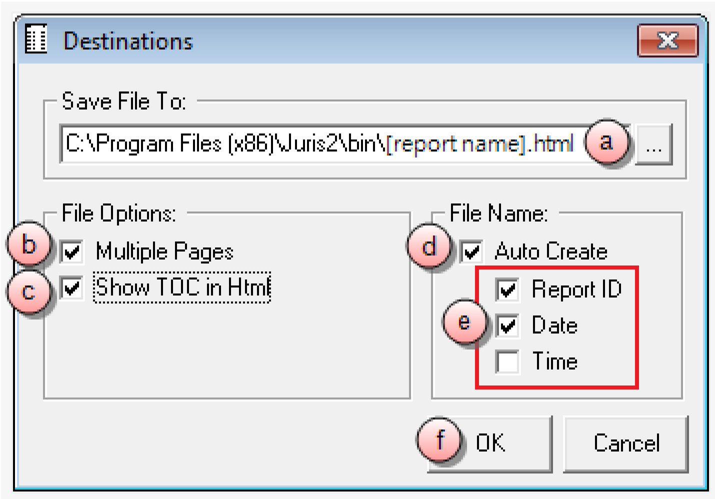
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

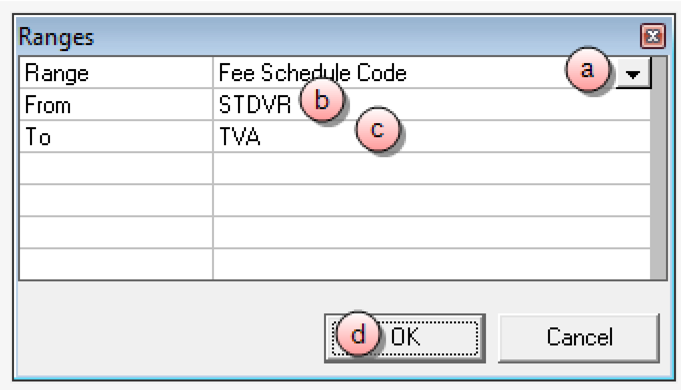
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify one of the range options. *For this report, the only available option is Fee Schedule Code*.

b. Click in the **From** text box and type the starting year.

c. Click in the **To** text box and type the ending year.

d. Click **OK**.

The range is added to the Range list.

e. Repeat steps **a** through **d** if you want to add another range option.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the ✓ check button. To remove a destination or range, click on it to select it, and then click the − minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Include Inactive Timekeepers** check box to select it, if you want to include them in the report. If you only want to see active timekeepers, then ensure that this check box is not checked.

8. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

9. Click the **Print** button on the toolbar to generate your report.

Clients Master List Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Fee Schedule Code	Run a report that displays all fee schedule codes, a particular fee schedule code, or range of fee schedule codes.
Sorts	
Fee Schedule Code	Sort selected items by Fee Schedule Code.
Options	
Include Inactive Timekeepers?	*Checked* - Include inactive timekeepers on the report. *Unchecked* - Do not include inactive timekeepers on the report.
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Lets you select the breakdown of the Table of Contents. Available selection is 'Fee Schedule Code.'

Text boxes (fields)

Text box label	Description
Code	Fee Schedule Code used to identify each fee.
Description	Fee schedule code description.
Timekeeper	Name of the timekeeper.
Rate	Timekeeper's rate on the fee schedule.
Personnel Type	Code and description of the personnel type.
Personnel Type Rates	Personnel type rate on the fee schedule.
Task Code	Task code and description on the fee schedule.
Task Code Hrs/Rate/Amt	Hours/rate/amount of task code on the free schedule, if the hours/rate/amount are used on time entries.

FS/Layout (Financial Statement Layout) Master List Report Overview

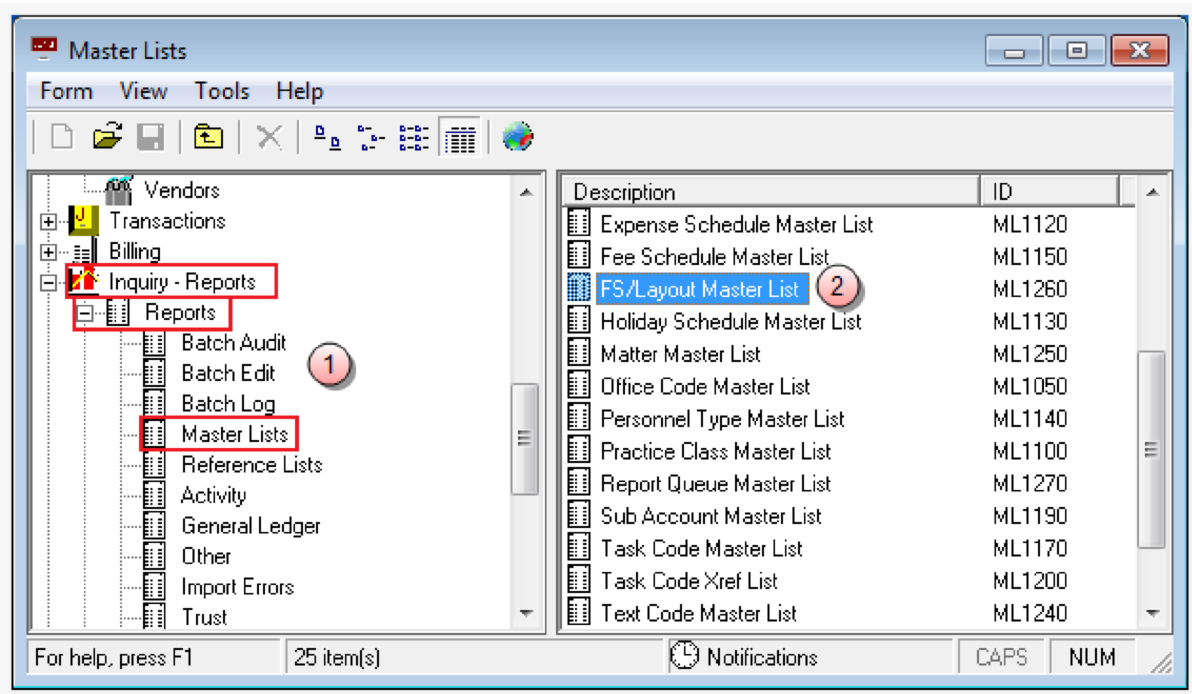
The FS/Layout Master List is a listing of all financial statement layouts entered into they system through Tables/Fin. Stmt. Layout.

Create an F/S Layout Master List Report

To create an F/S Layout Master List report:

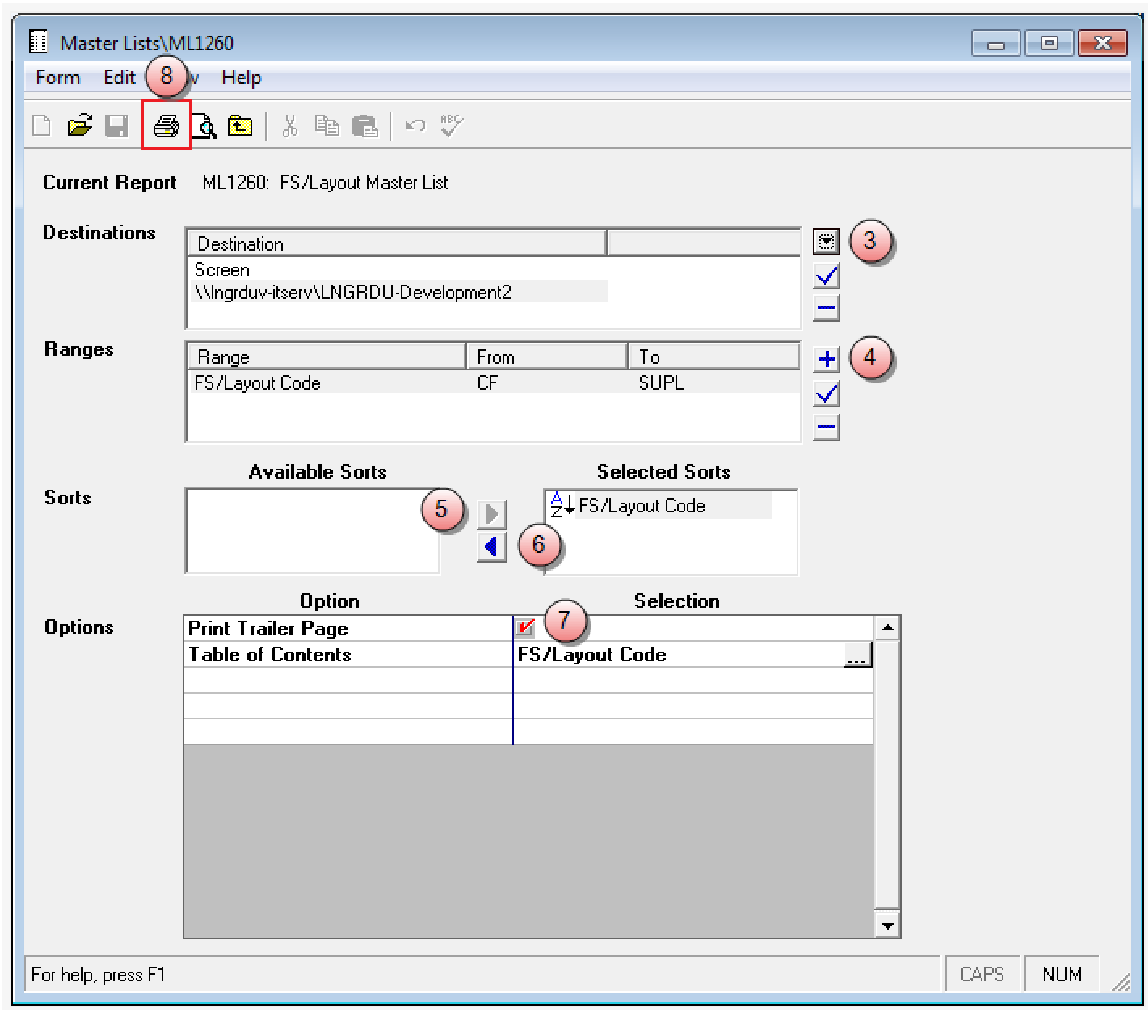
1. Select **Inquiry - Reports** > **Reports** > **Master Lists**.

   The right pane displays a list of all available master list reports.



2. Double-click **F/S Layout Master List**.

   The Master Lists\ML1260 window opens.



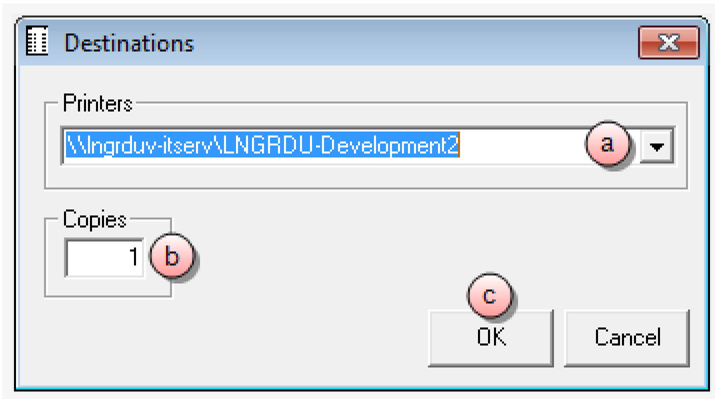
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



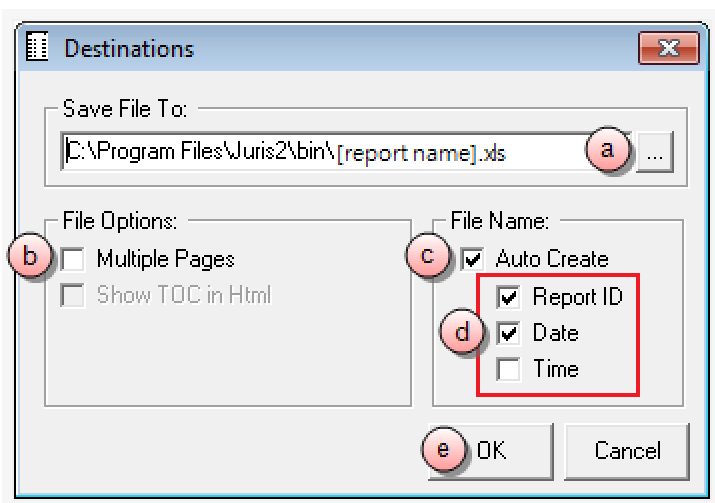
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

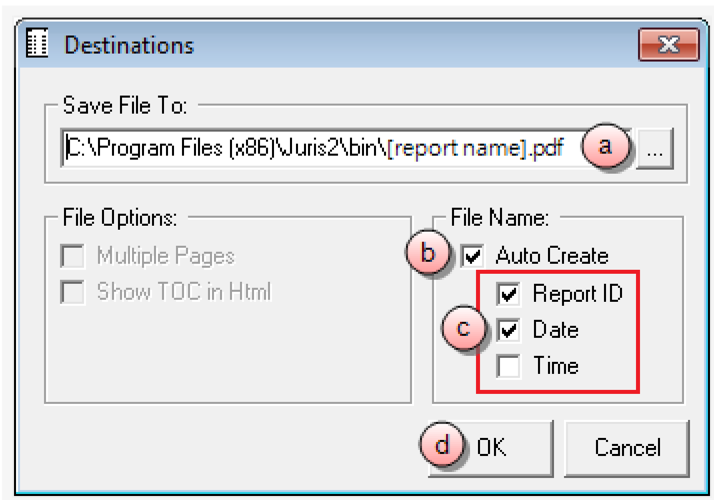
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

   'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

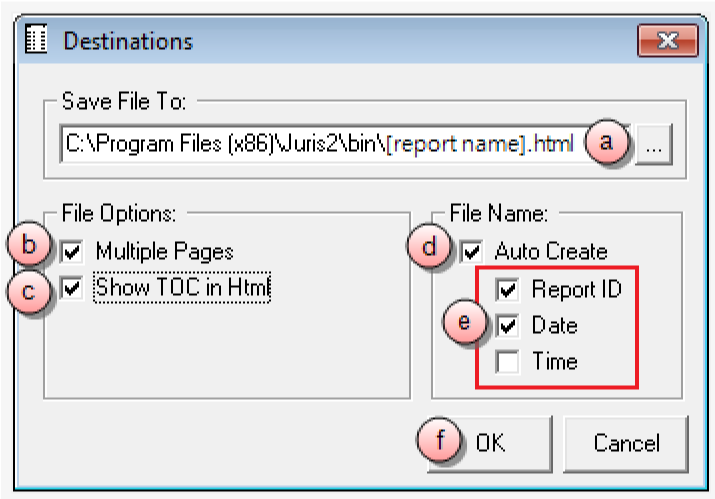
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

   The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

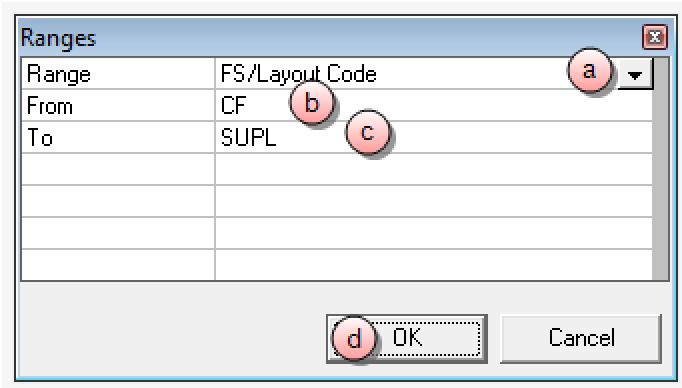
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

   'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is F/S Layout Code*.

b. Click in the **From** text box and type the starting year.

c. Click in the **To** text box and type the ending year.

d. Click **OK**.

   The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

8. Click the **Print** button on the toolbar to generate your report.

F/S Layout (Financial Statement Layout) Master List Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
F/S Layout Code	Run a report that displays all financial statements layout codes, a particular financial statements layout code, or range of financial statements layout codes.
Sorts	
F/S Layout Code	Sort selected items by financial statements layout code.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'F/S Layout Code.'

Text boxes (fields)

Text box label	Description
Layout Code	Code that indicates the type of layout.
Description	Description of the layout.
Sequence	Number that indicates the layout sequence.
Function	Function of the line.
Description	Field value on the Financial Statement.
Print/Accum	Print or accumulate (as set when entering a G/L account on the Financial Statement.)
Paren Control	Credit or debit (as set in the Chart of Accounts.)
Print Column	Column 1, 2, or 3 (as set when entering a G/L account on the Financial Statement.)
Balance Type	Balance type (as set when entering a G/L account on the Financial Statement.)

Holiday Schedule Master List Report Overview

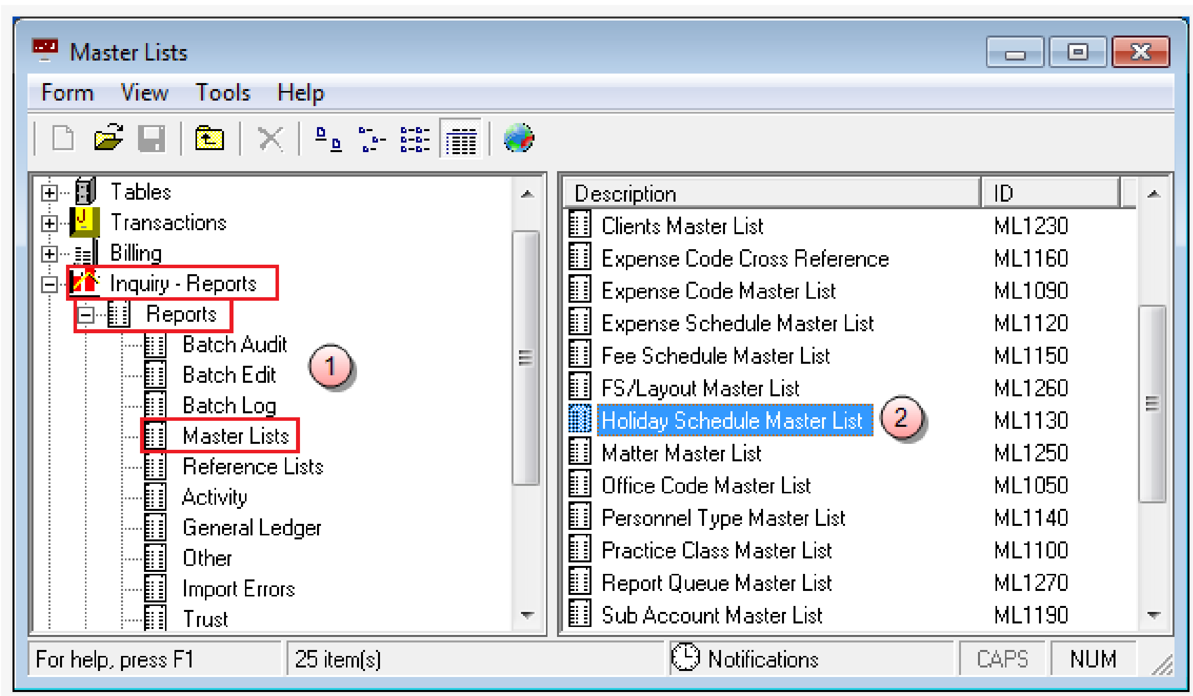
The Holiday Schedule Master List is a listing of all holiday schedules entered into the system through Tables/Holidays.

Create a Holiday Schedule Master List Report

To create a Holiday Schedule Master List report:

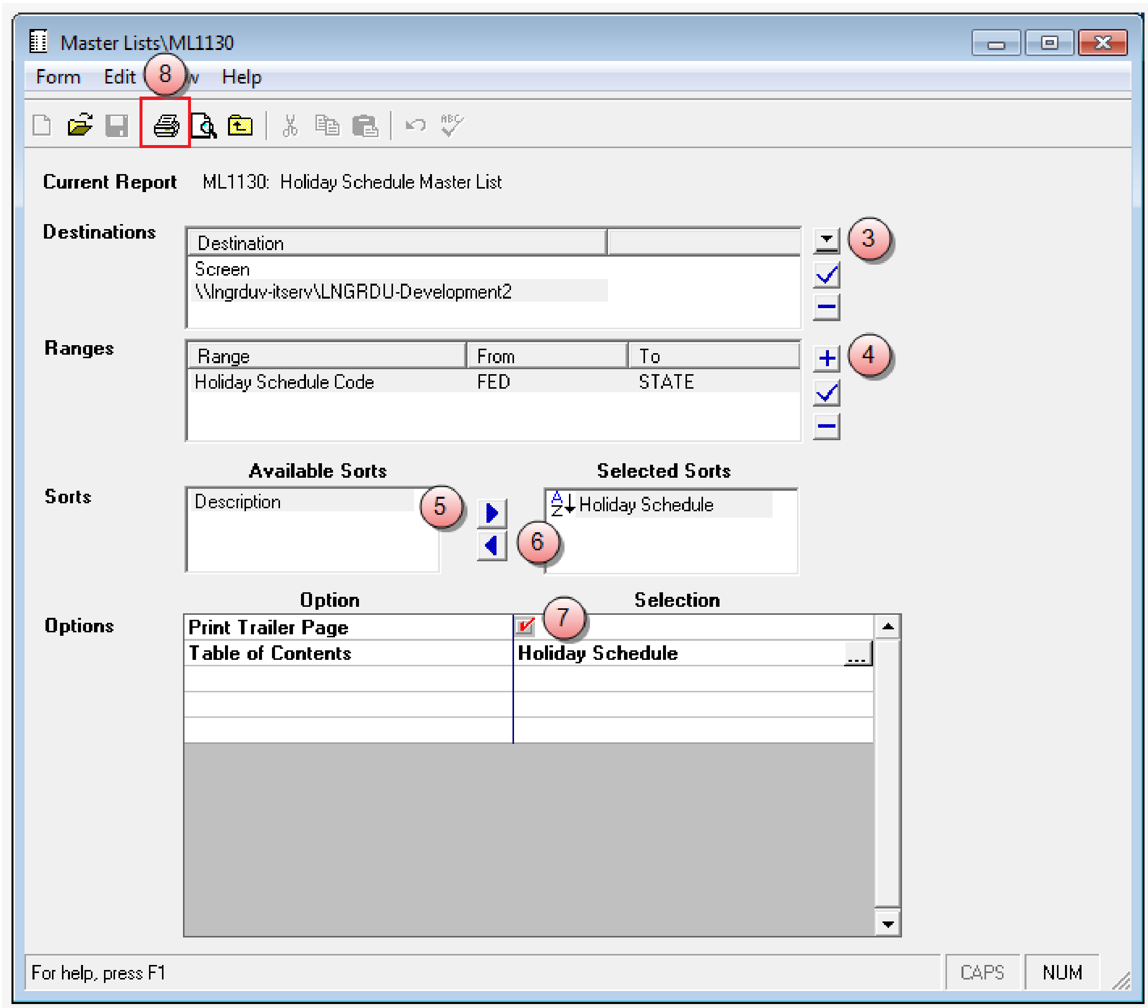
1. Select **Inquiry - Reports** > **Reports** > **Master Lists**.

   The right pane displays a list of all available master list reports.



2. Double-click **Holiday Schedule Master List**.

   The Master Lists\ML1130 window opens.



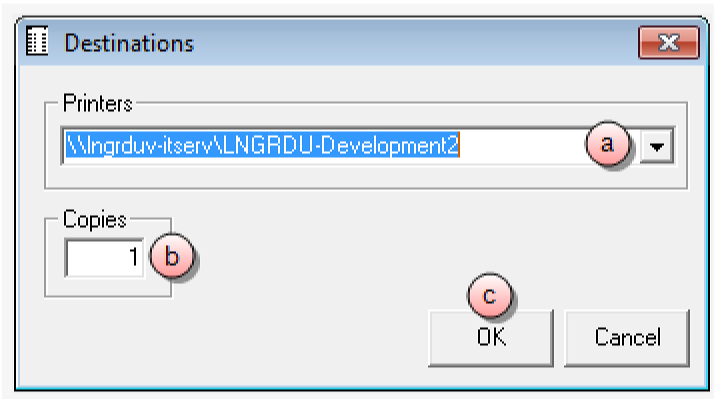
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

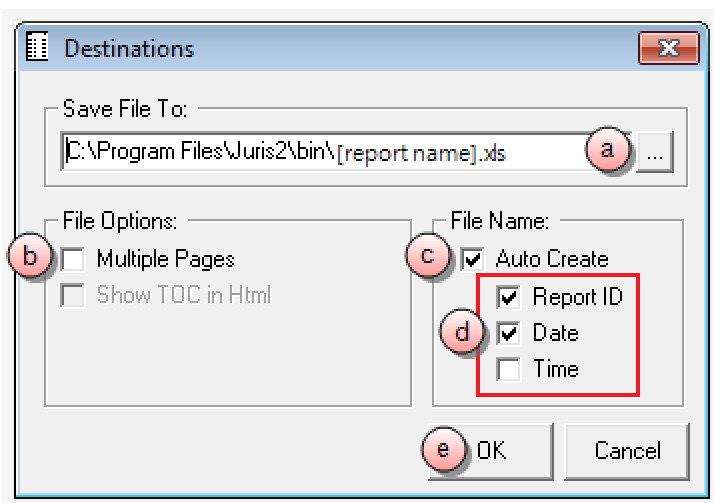
Printer - an additional window appears where you make your printer selections.



a. Click the **Printers** arrow and select the printer to which you want to send the report.
b. Click in the **Copies** text box and type the number of copies you want to print.
c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



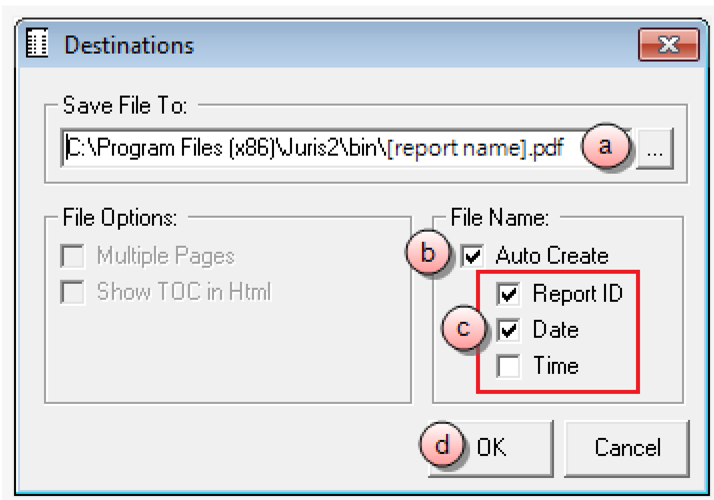
a. Click the **Save File To:** ellipses button and select where you want to save the file.
b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

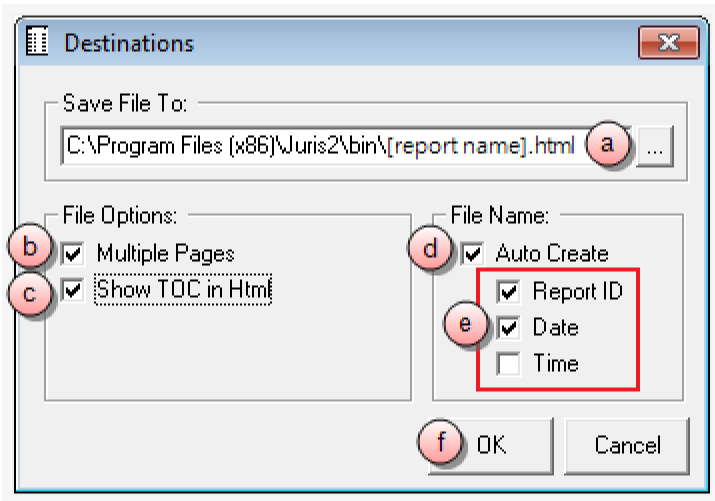
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

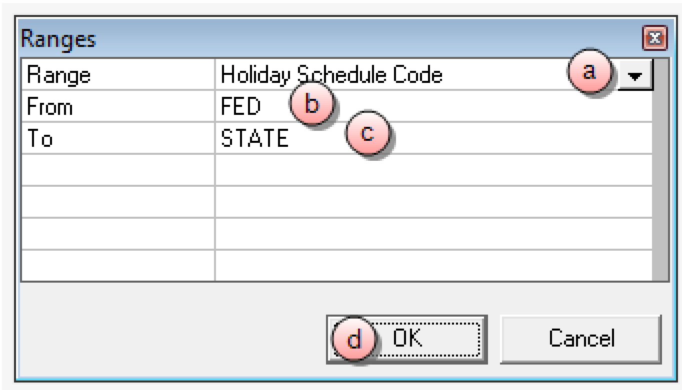
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Holiday Schedule Code*.

b. Click in the **From** text box and type the starting year.

c. Click in the **To** text box and type the ending year.

d. Click **OK**.

   The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.
6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.
7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.
8. Click the **Print** button on the toolbar to generate your report.

Holiday Schedule Master List Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Holiday Schedule Code	Lets you run a report that displays all holiday schedule codes, a particular holiday schedule code, or range of holiday schedule codes.
Sorts	
Holiday Schedule	Lets you sort selected items by Holiday Schedule Code.
Description	Lets you sort selected items by Description.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Holiday Schedule Code.'

Text boxes (fields)

Text box label	Description
Code	Holiday Schedule Code
Description	Holiday Schedule description
Date	Date of the holiday
Description	Description of the holiday
Substitute Date	Substitute date for the holiday

Matter Master List Report Overview

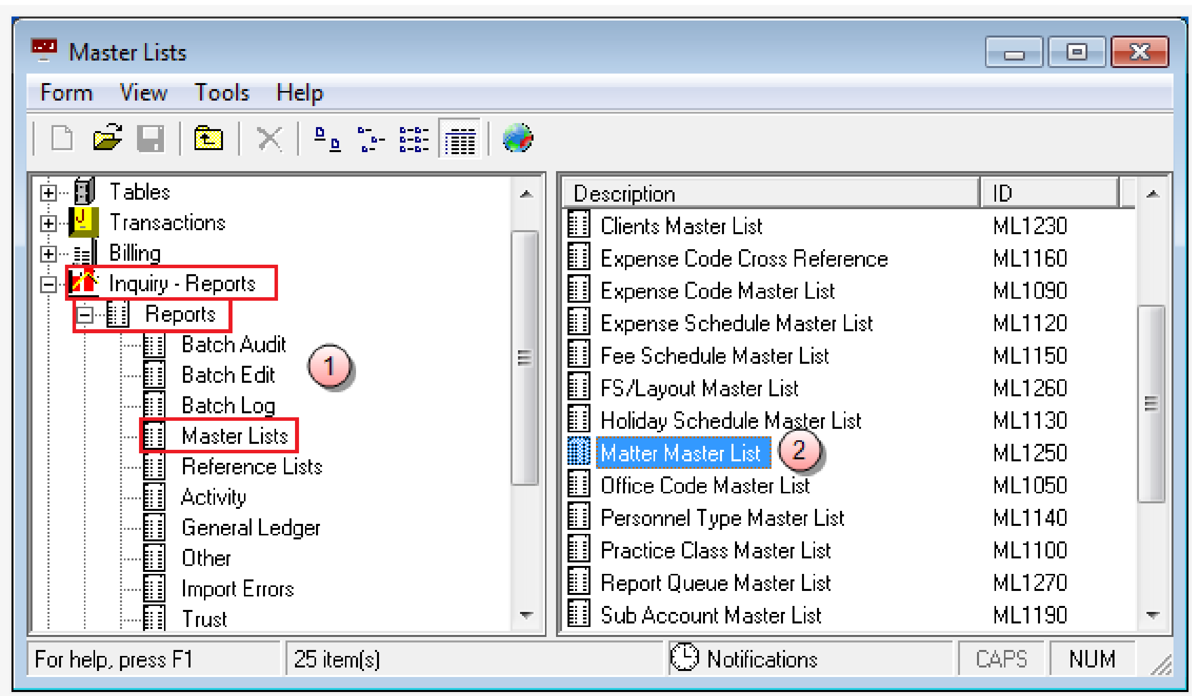
The Matter Master List is a listing of all clients and their associated matters entered into the system through Tables/Clients.

Create a Matter Master List Report

To create a Matter Master List report:

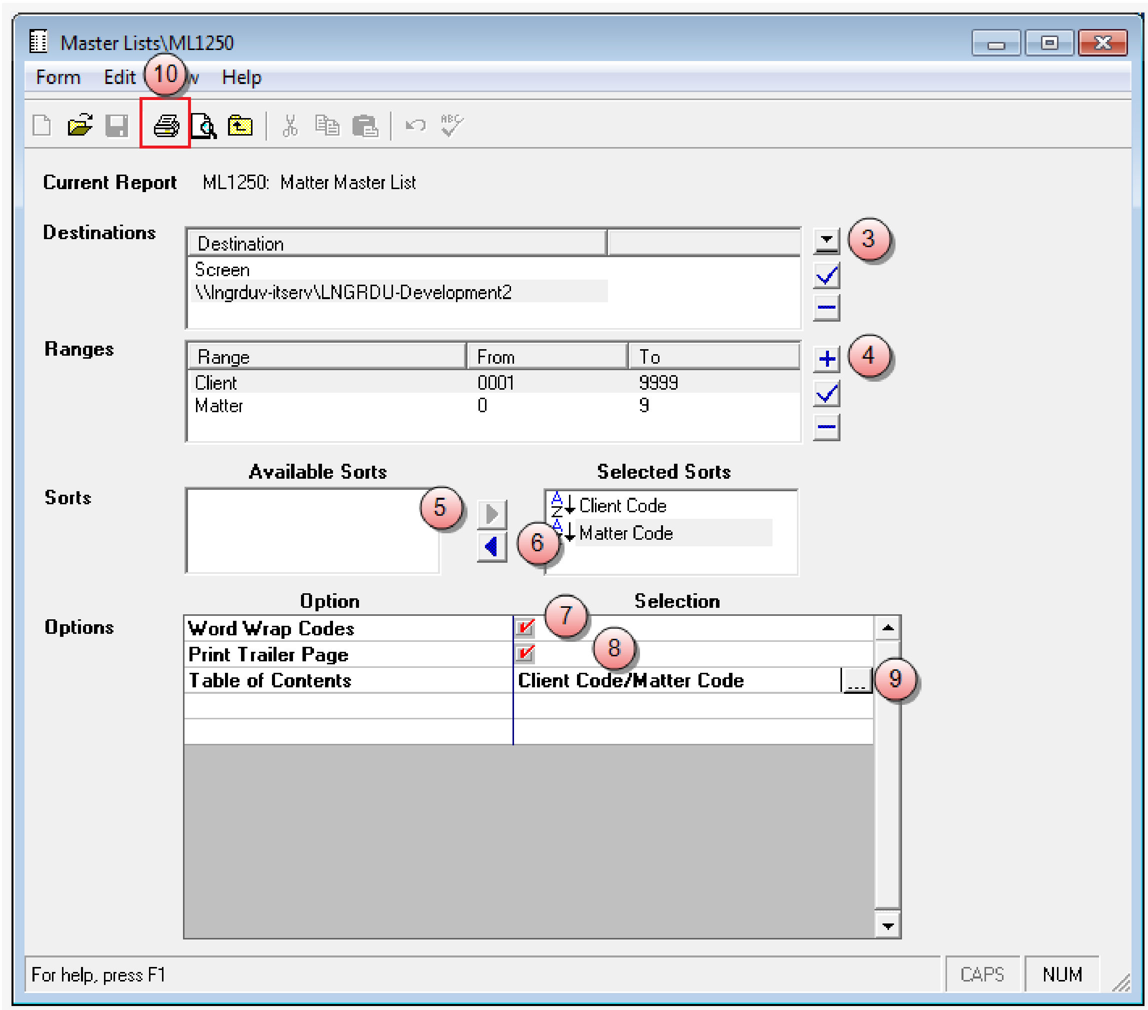
1. Select **Inquiry - Reports** > **Reports** > **Master Lists**.

   The right pane displays a list of all available master list reports.



2. Double-click **Matter Master List**.

   The Master Lists\ML1250 window opens.



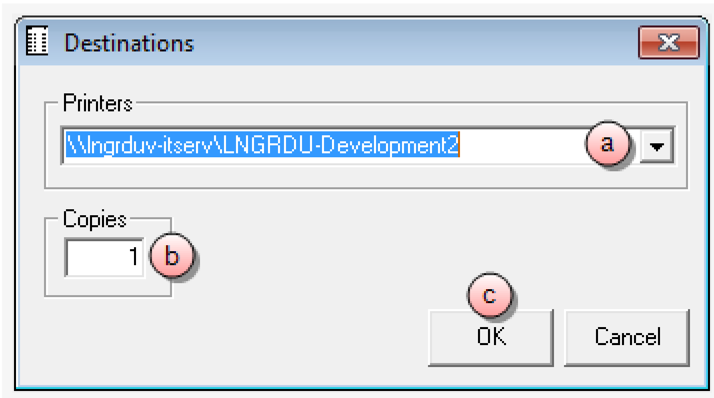
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



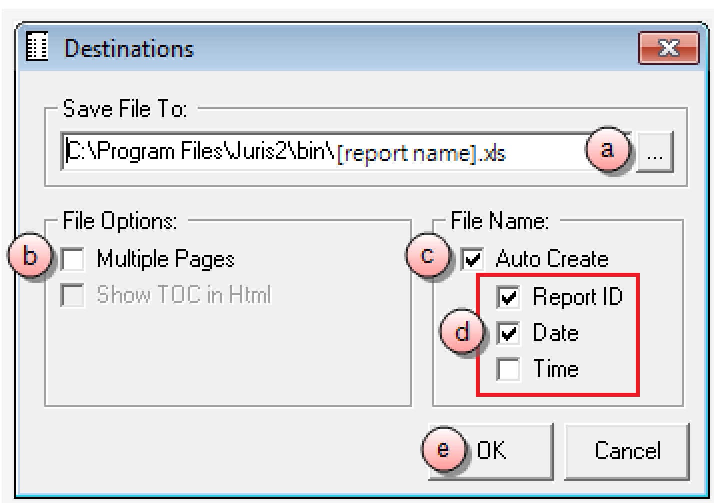
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

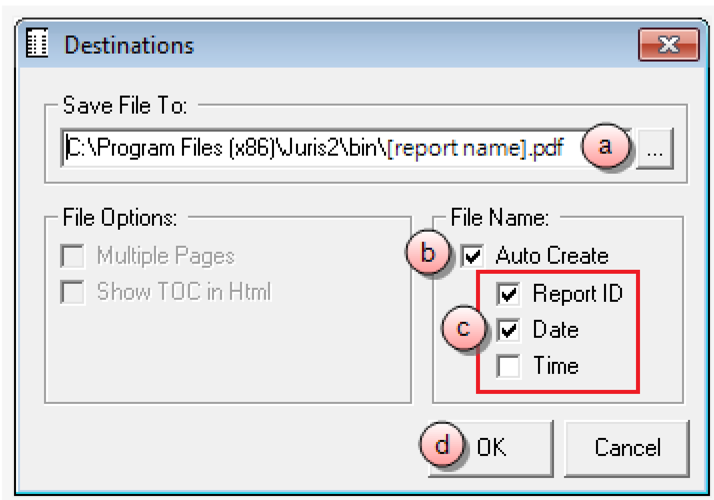
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

   'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

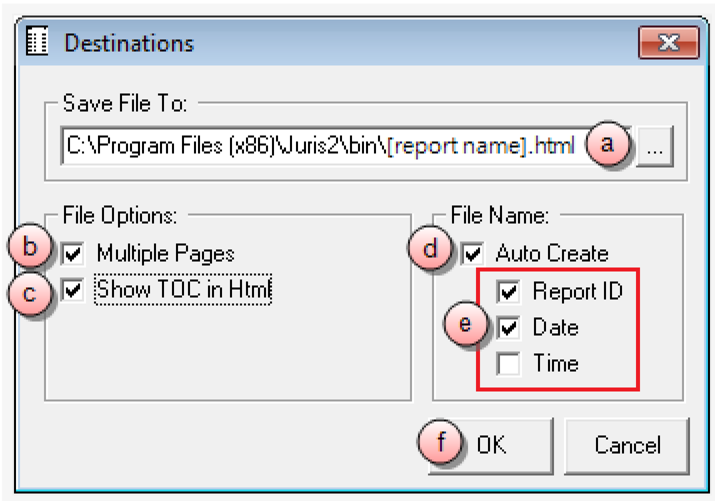
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

   The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

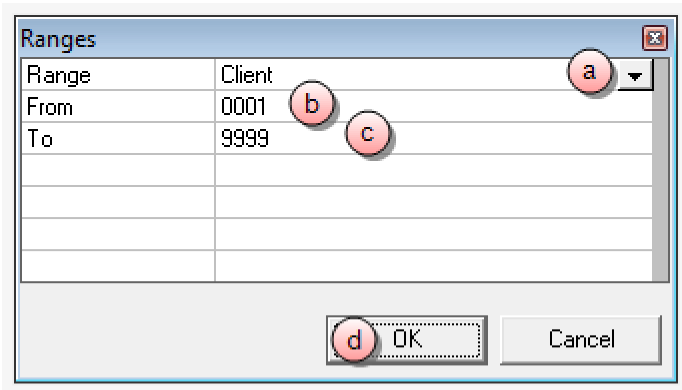
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Holiday Schedule Code*.

b. Click in the **From** text box and type the starting year.

c. Click in the **To** text box and type the ending year.

d. Click **OK**.

The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Click the **Word Wrap Codes** check box to select it, if you want the contents to wrap so all content shows in the display. If you only want to see the content that fits in the content column, then ensure that this check box is not checked.

8. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

9. Optionally, click on the **Table of Contents** ellipses button if you want to select the breakdown of the Table of Contents.

Available selections are 'Client Code' and 'Client Code/Matter Code.'

10. Click the **Print** button on the toolbar to generate your report.

Holiday Schedule Master List Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Client	Lets you run a report that displays all client codes, a particular client code, or range of client codes.
Matter	Lets you run a report that displays all matter numbers, a particular matter number, or range of matter numbers.
Sorts	
Client Code	
Matter Code	Lets you sort selected items by Client Code.
Options	Lets you sort selected items by Matter Code.
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Client Code.'

Text boxes (fields)

Text box label	Description
Client Code	The code used to identify the client.
Client Reporting Name	The client name used for reporting purposes, as defined on the Code tab.
Client Nickname	The client's nickname as defined on the Code tab.
Matter Code	The code used to identify a particular matter.
Matter Nickname	The matter nickname as defined on the Code tab.
Matter Reporting Name	The name used for reporting purposes, as defined on the Code tab.
Matter Description	The description of the matter as defined on the Description tab.
Matter Remarks	Remarks pertaining to the matter, as defined on the Description tab.
Date Opened	The date on which the matter was opened.

Text box label	Description
Date Closed	The date on which the matter was closed. (If applicable.)
Status Flag	The current status of the matter as defined on the Code tab.
Lock Flag	Indicates whether or not there is a lock on the matter, as defined on the Code tab.
Contact	The person to contact regarding the matter as defined on the Code tab.
Phone number	The phone number as defined on the Code tab.
Fax number	The fax number as defined on the Code tab.
Office	The office code as defined on the Code tab.
Consolidation	Whether or not the matter is part of a consolidation as defined on the Address tab.
Billing Timekeeper	The billing timekeeper for the matter as defined on the Address tab, if the matter is not consolidated.
Bill Format	The bill format assigned to the matter as defined on the Address tab, if the matter is not consolidated.
Fee Schedule	The fee schedule as defined on the Billing tab.
Task Code Xref	Task code Xref (cross reference) as defined on the Billing tab.
Expense Schedule	The expense schedule as defined on the Billing tab.
Quick Action	Quick action as defined on the Billing tab.
Billing Agreement	The billing agreement as defined on the Billing tab.
Date Last Worked	Date of the most recent posted time entry.
Date Last Bill	Date of the last bill for the matter.
Last Payment Amount	The last payment received for the matter.
Date Last Statement	Date of the last A/R Statement.
Discount Option	Discount option as defined on the Int/Disc tab.
Discount Percentage	Discount percentage as defined on the Int/Disc tab.
Surcharge Option	Surcharge option as defined on the Int/Disc tab.
Surcharge Percentage	Surcharge percentage as defined on the Int/Disc tab.
Tax Exemption 1	**Yes** - Tax Exemption 1 is checked on the Int/Disc tab. **No** - Tax Exemption 1 is not check on the Int/Disc tab.
Tax Exemption 2	**Yes** - Tax Exemption 2 is checked on the Int/Disc tab. **No** - Tax Exemption 2 is not check on the Int/Disc tab.

Text box label	Description
Tax Exemption 3	**Yes** - Tax Exemption 3 is checked on the Int/Disc tab. **No** - Tax Exemption 3 is not check on the Int/Disc tab.
Budget Option	**Budget Enabled** - Enable budgeting is checked, as defined on the Int/Disc tab. **No Budget** - Enable budgeting is not checked, as defined on the Int/Disc tab.
Require Phase on Trans.	**Yes** - Require phase numbers on all transactions is checked, as defined in the Int/Disc tab. **No** - Require phase numbers on all transactions is not checked, as defined in the Int/Disc tab.
Require Task Codes on Time	**Yes** - Require task codes on all expense entries is checked, as defined in the Int/Disc tab. **No** - Require task codes on all expense entries is not checked, as defined on the Int/Disc tab.
Require Activity Code on Time	**Yes** - Require activity codes on all time entries is checked, as defined in the Int/Disc tab. **No** - Require activity codes on all time entries is not checked, as defined in the Int/Disc tab.
Require Task Codes on Exp	**Yes** - Require task codes on all expense entries is checked, as defined in the Int/Disc tab. **No** - Require task codes on all expense entries is not checked, as defined in the Int/Disc tab.
A/R Last Bill	The amount of the last A/R bill.
Date of Last Payment	The date of the last payment.
Payments Since last Bill	Cash receipt payments on the matter since the last bill.
Adjustments Since Last Bill	Credit memos on the matter since the last bill.
PPD Balance	Current pre-paid balance.
Originating Timekeeper(s)	The originating timekeepers (name and percentages) as defined on the Code tab.
Billing Address(es)	The address nickname, full address, contact name, telephone, and fax numbers for each billing address ont he Addresses tab.

Office Code Master List Report Overview

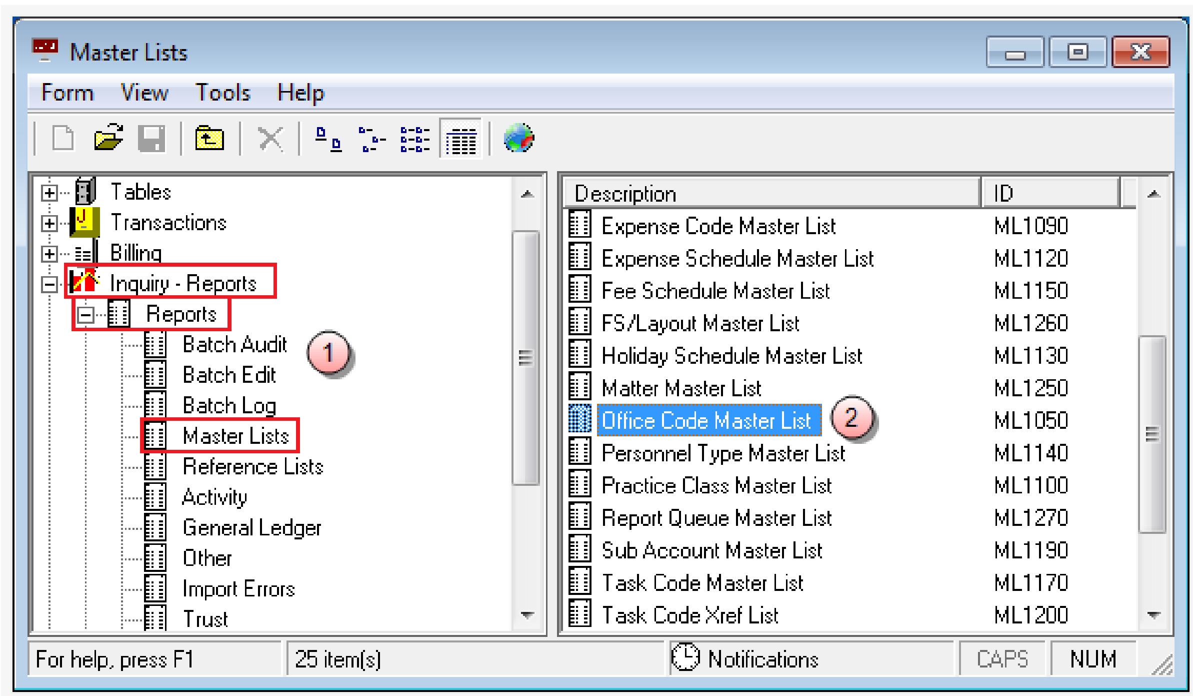
The Office Code Master List is a listing of all office codes entered into the system through Tables/Offices.

Create an Office Code Master List Report

To create an F/S Layout Master List report:

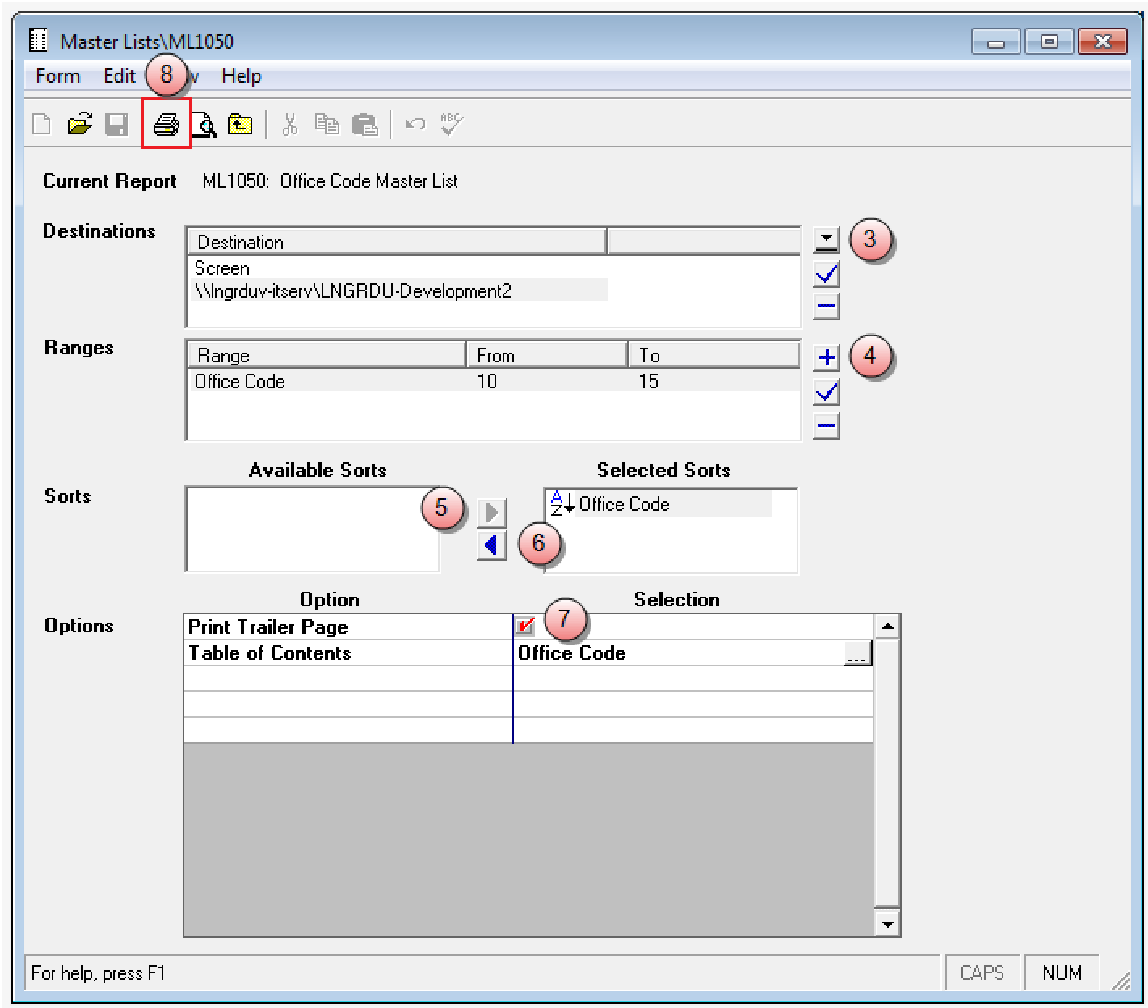
1. Select **Inquiry - Reports** > **Reports** > **Master Lists**.

   The right pane displays a list of all available master list reports.



2. Double-click **Office Code Master List**.

   The Master Lists\ML1050 window opens.



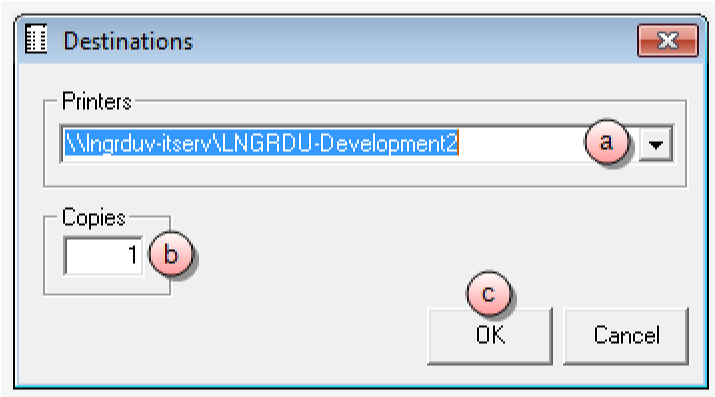
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



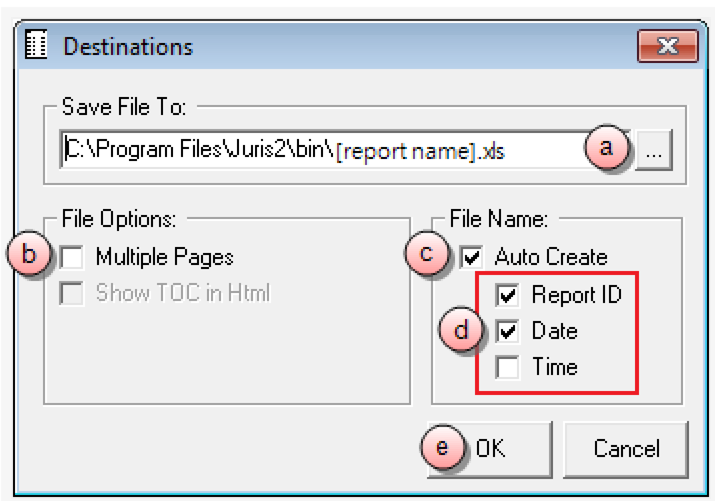
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

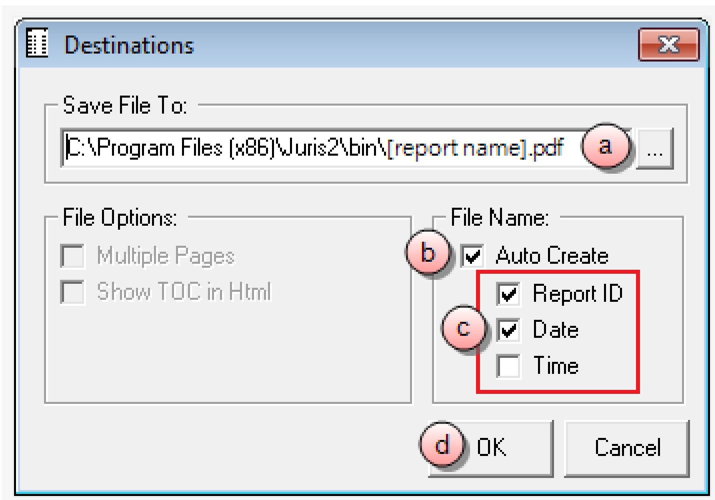
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

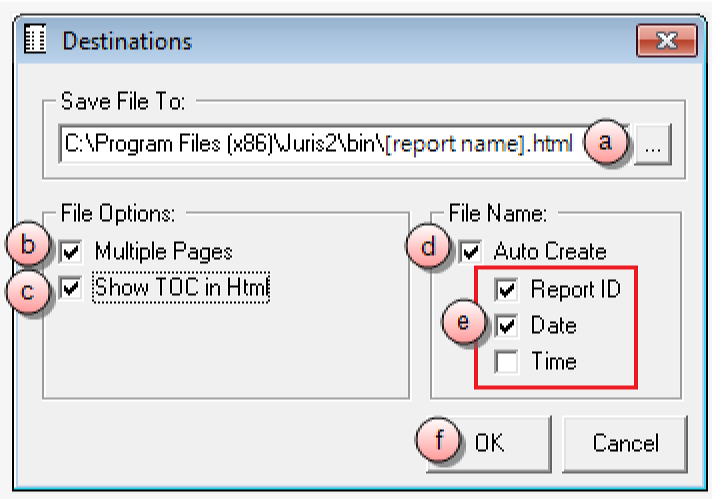
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

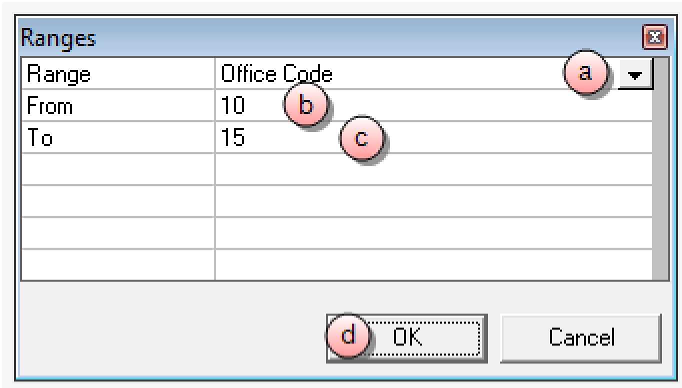
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Office Code*.

b. Click in the **From** text box and type the starting year.

c. Click in the **To** text box and type the ending year.

d. Click **OK**.

The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.
6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.
7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.
8. Click the **Print** button on the toolbar to generate your report.

Office Code Master List Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Office Code	Lets you run a report that displays all office codes, a particular office code, or a range of office codes.
Sorts	
Office Code	Lets you sort selected items by office code.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Office Code.'

Text boxes (fields)

Text box label	Description
Code	The code that indicates the office.
Name and Address	Name, address and phone number of the office.
Tax Accounting Method	Indicates whether the office tax accounting method is billed or cash based.
Fees	Indicates whether or not fees are included in Tax 1, Tax 2 and Tax 3. **Y** = fees are included, as defined in Tables > Offices. **N** = fess are not included.
Noncash Expenses	Indicates whether or not non-cash expenses are included in Tax 1, Tax 2 and Tax 3, as defined in Tables > Offices. **Y** = non-cash expenses are included. **N** = non-cash expenses are not included.
Cash Expenses	Indicates whether or not cash expenses are included in Tax 1, Tax 2 and Tax 3, as defined in Tables > Offices. **Y** = cash expenses are included. **N** = cash expenses are not included.
Surcharges	Indicates whether or not surcharges expenses are included in Tax 1, Tax 2 and Tax 3, as defined in Tables > Offices.

Text box label	Description
	Y = surcharges expenses are included. **N** = surcharges expenses are not included.
Rate %	The rate percentage of Tax 1, Tax 2, and Tax 3, as defined in Tables > Offices.
Max Tax	The maximum tax for Tax 1, Tax 2, and Tax3, as defined in Tables > Offices.
Account Type	The account types that are associated with the particular office.
Acct Number	G/L account numbers assogined to the account type.
Account Name	The name of the account.

Personnel Type Master List Report Overview

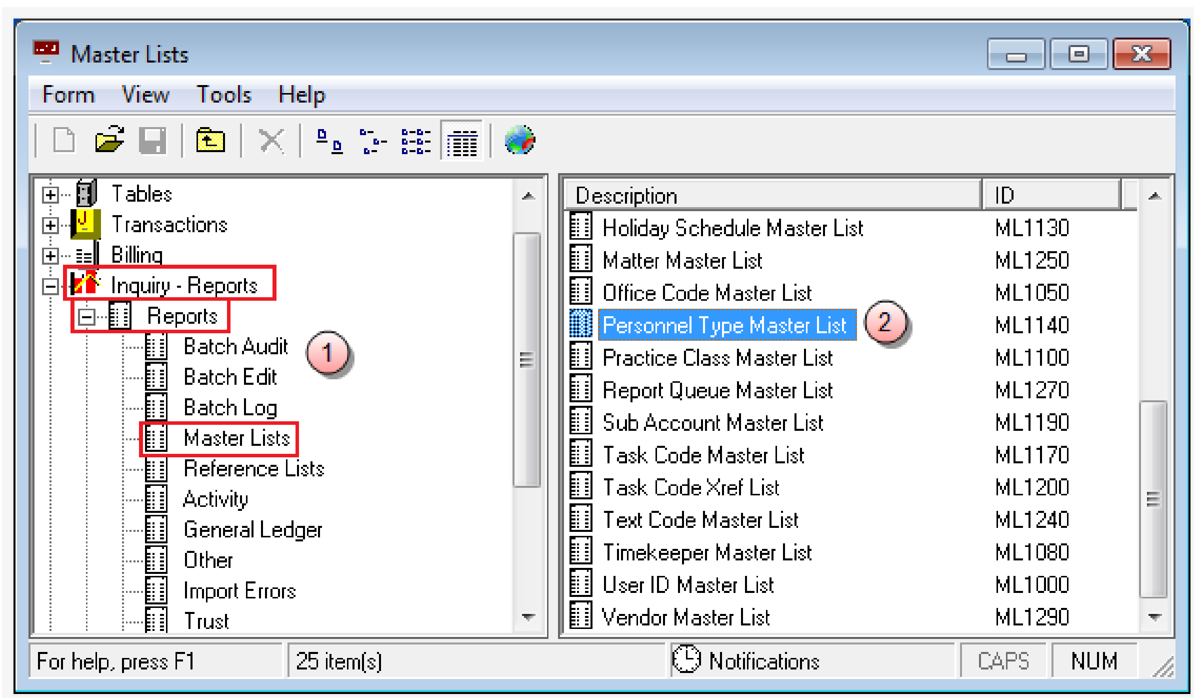
The Personnel Type Master List is a listing of all personnel types entered into the system through Tables/Personnel Types.

Create a Personnel Type Master List Report

To create a Personnel Type Master List report:

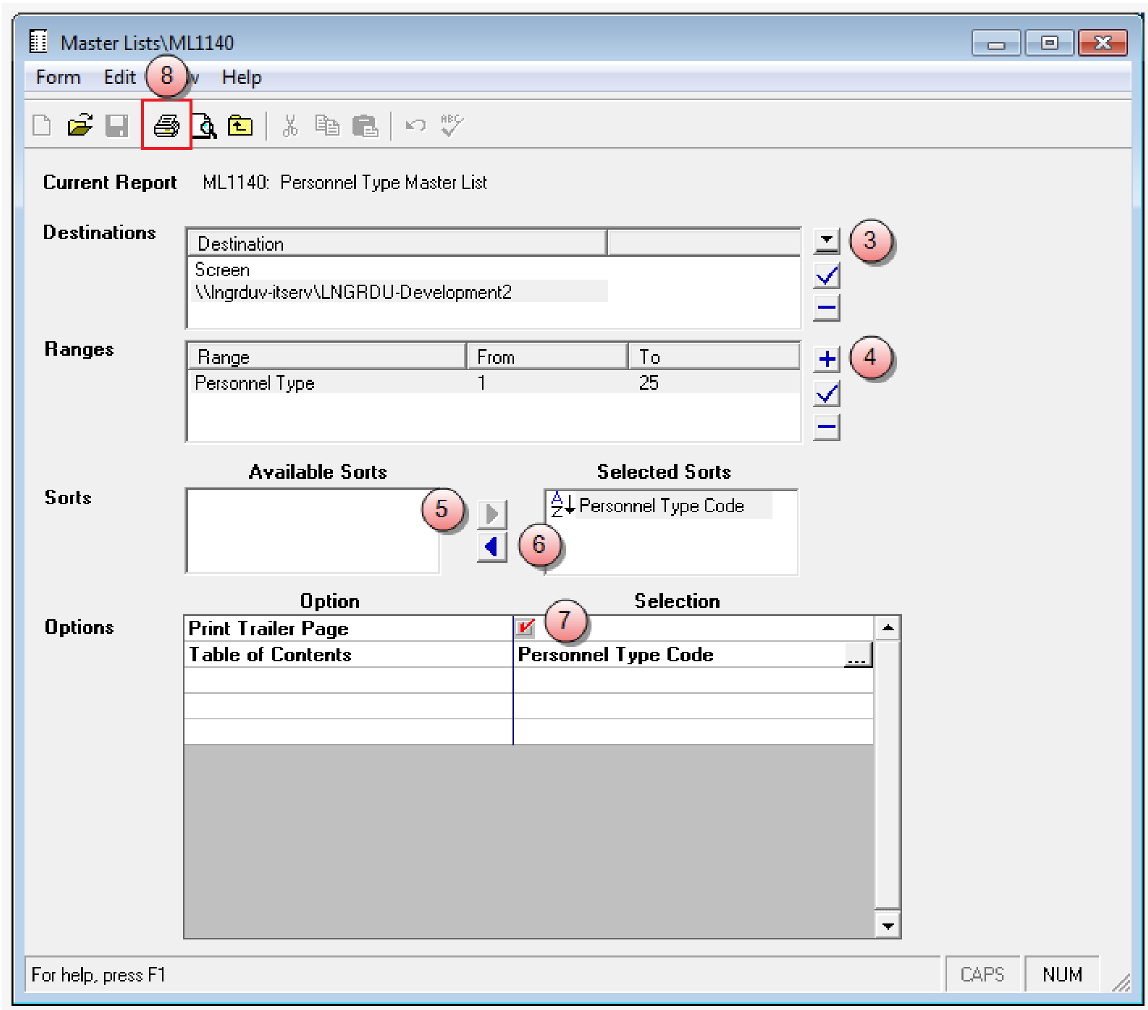
1. Select **Inquiry - Reports** > **Reports** > **Master Lists**.

   The right pane displays a list of all available master list reports.



2. Double-click **Personnel Type Master List**.

   The Master Lists\ML1140 window opens.



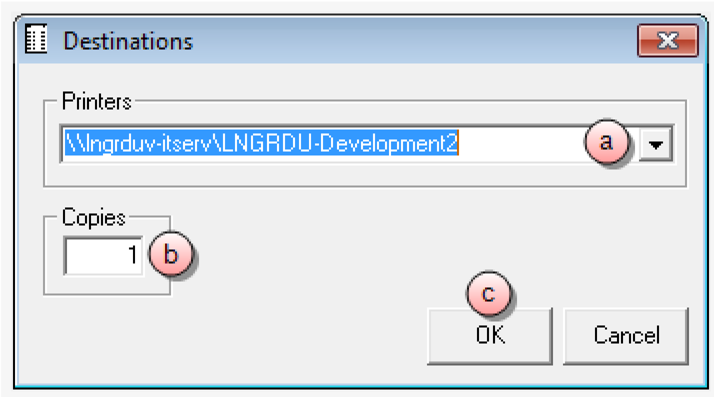
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



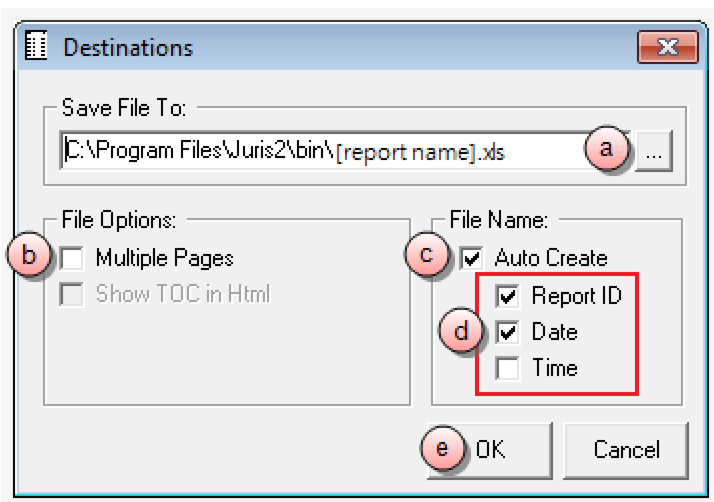
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

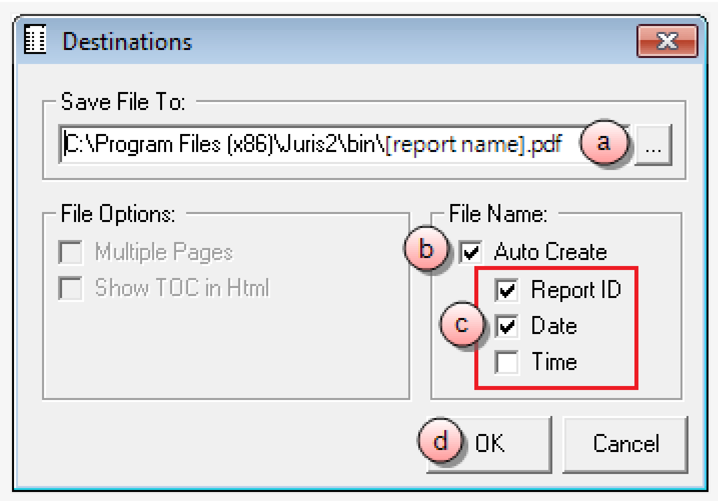
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

   'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

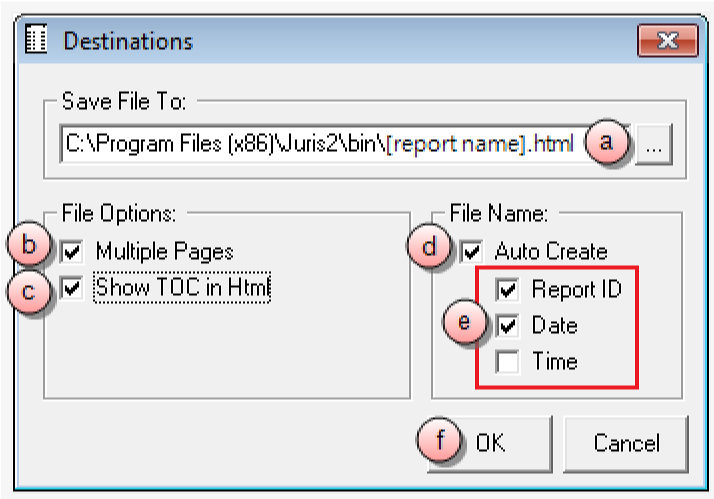
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

   The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

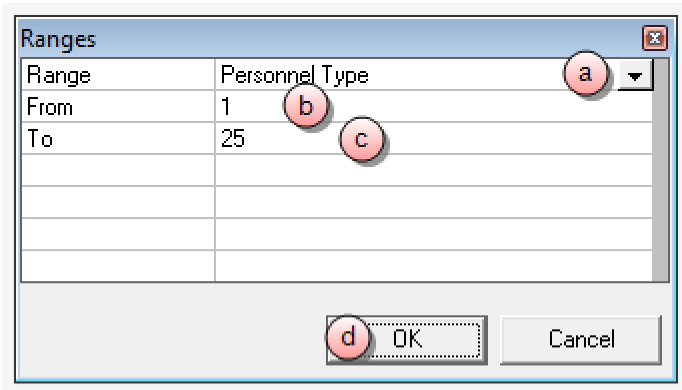
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Personnel Type*.

b. Click in the **From** text box and type the starting year.

c. Click in the **To** text box and type the ending year.

d. Click **OK**.

The range is added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.
6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.
7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.
8. Click the **Print** button on the toolbar to generate your report.

Personnel Type Master List Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Personnel Type	Let you run a report that displays all personnel type codes, a particular personnel type code, or a range of personnel type codes.
Sorts	
Personnel Type Code	Lets you sort selected items by personnel type code.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Personnel Type Code.'

Text boxes (fields)

Text box label	Description
Code	The code used to identify the personnel type.
Description	The description for the personnel type code.
Fee Schedule	The fee schedules that the personnel type is on.
Fee Schedule Rate	The fee schedule rate for the fee schedules that the personnel type is found on.

Practice Class Master List Report Overview

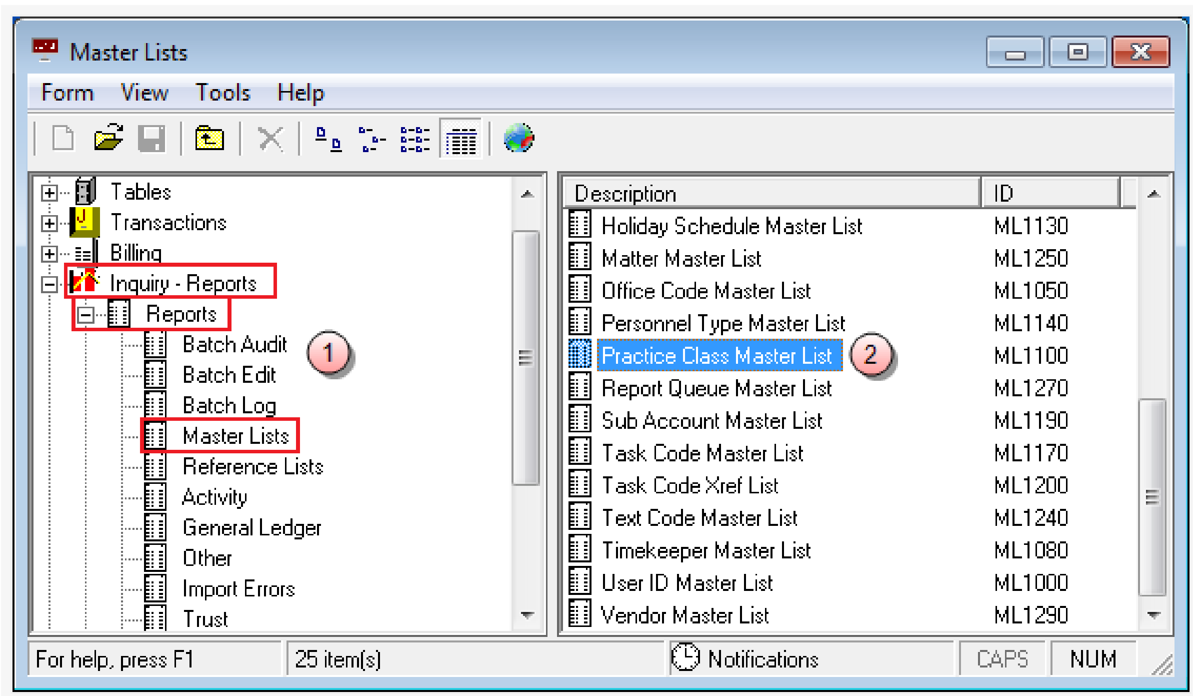
The Practice Class Master List is a listing of all practice classes entered into the system through Tables/Practice Classes.

Create a Practice Class Master List Report

To create a Practice Class Master List report:

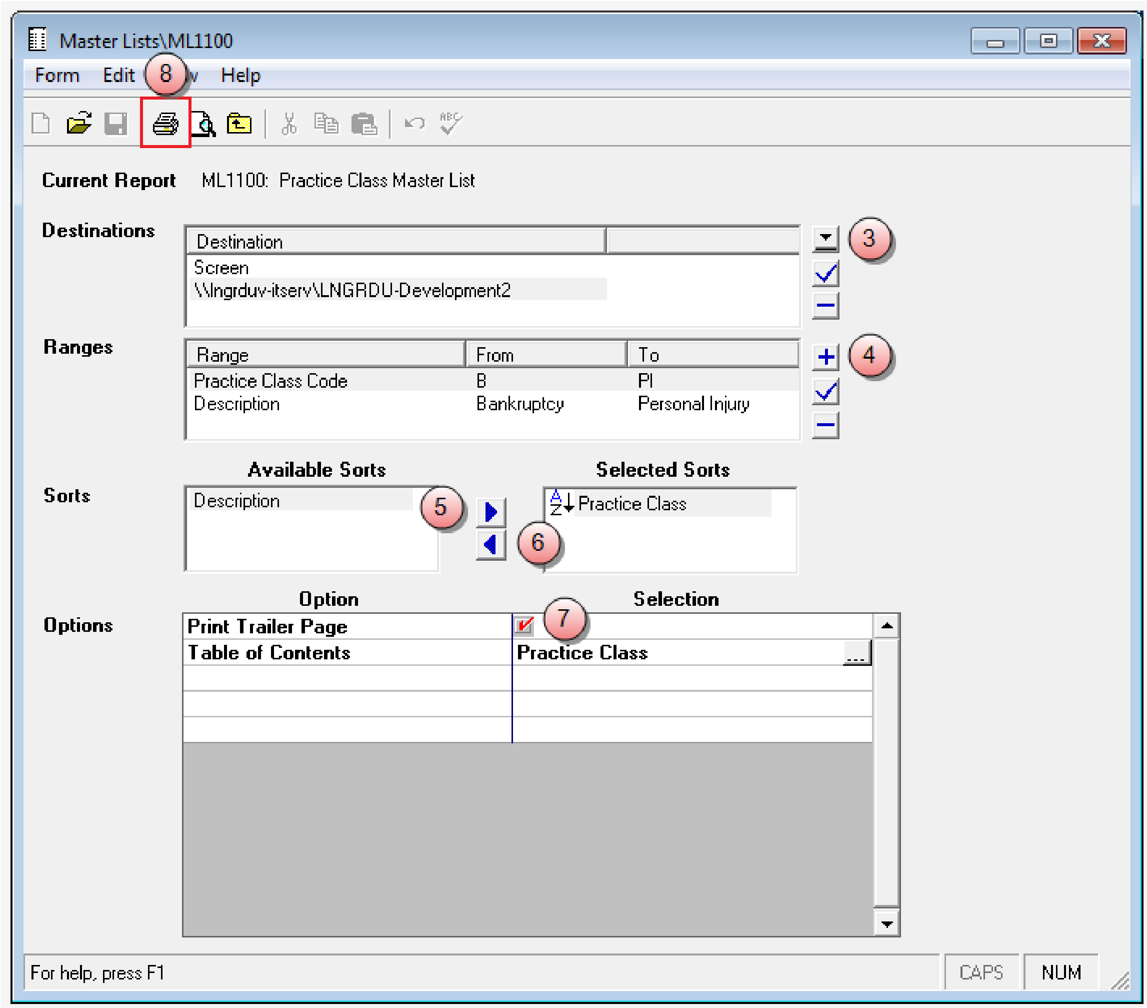
1. Select **Inquiry - Reports** > **Reports** > **Master Lists**.

   The right pane displays a list of all available master list reports.



2. Double-click **Practice Class Master List**.

   The Master Lists\ML1100 window opens.



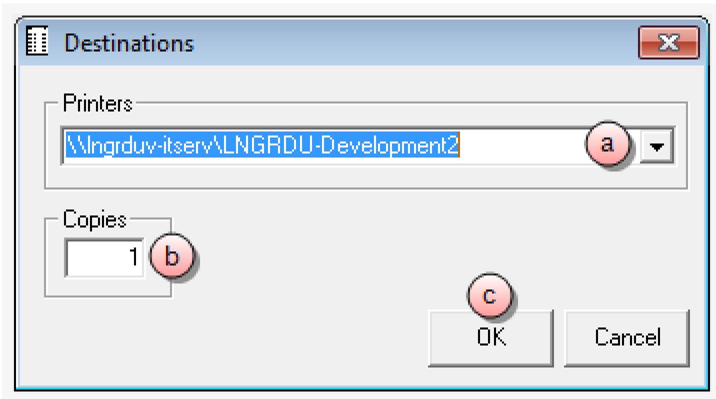
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



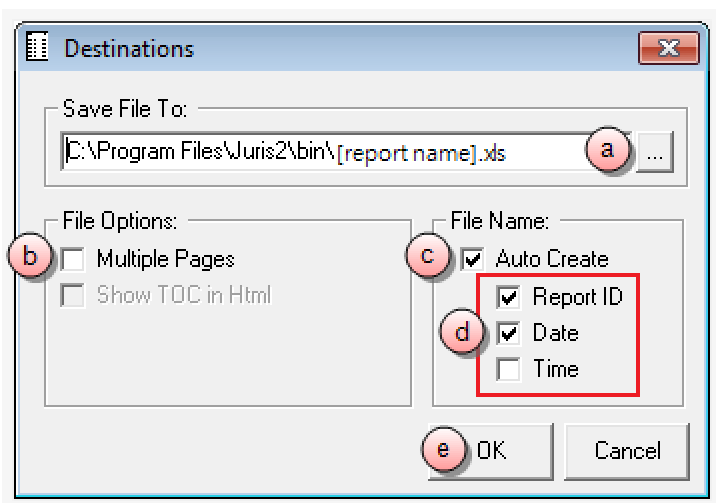
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

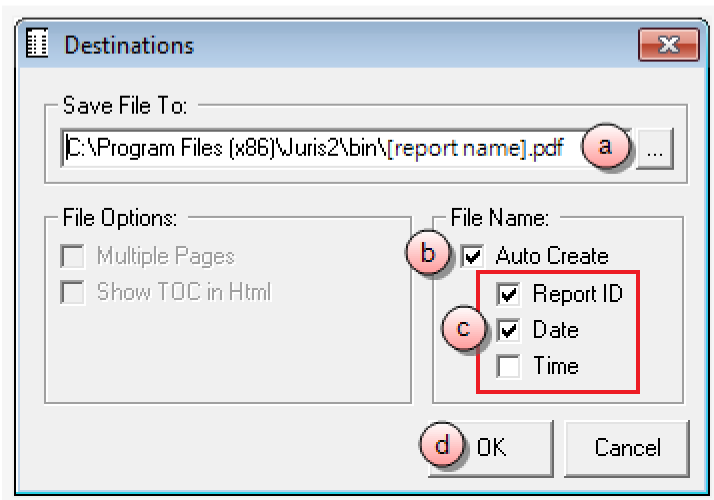
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

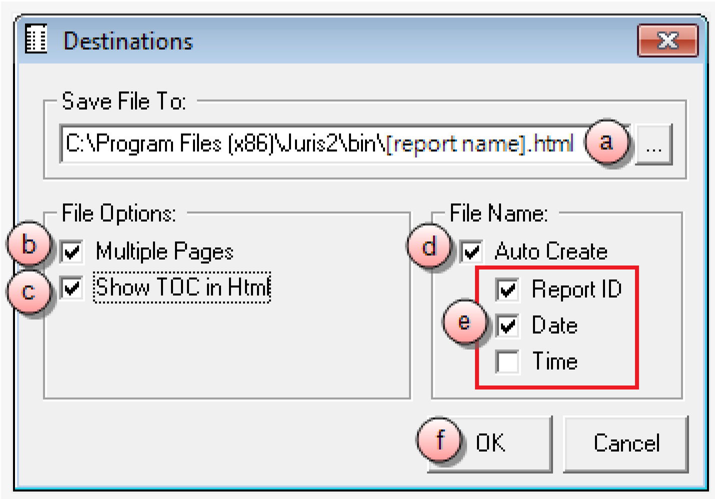
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

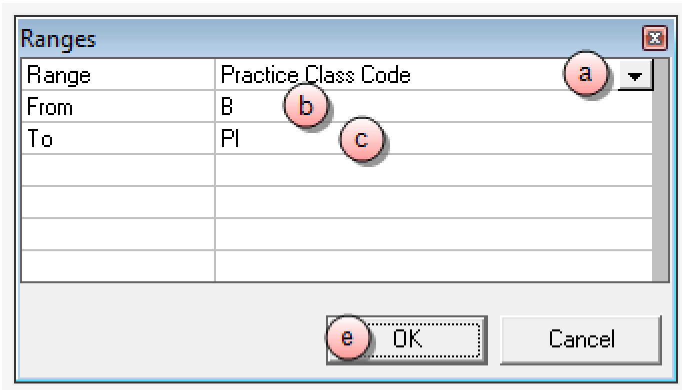
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the available options are Practice Class Code and Description*.

b. Click in the **From** text box and type the starting range.

c. Click in the **To** text box and type the ending range.

d. Repeat **steps a through d** to add another range.

e. Click **OK**.

   Your selections are added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.
6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.
7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.
8. Click the **Print** button on the toolbar to generate your report.

Practice Class Master List Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Practice Class Code	Lets you run a report that displays all practice class codes, a particular practice class code, or a range of practice class codes.
Description	Lets you run a report that displays all practice class code descriptions, a particular practice class code description, or a range of practice class code descriptions.
Sorts	
Practice class	Lets you sort selected items by practice class.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Personnel Type Code.'

Text boxes (fields)

Text box label	Description
Code	The code used to identify the practice class.
Description	The description for the practice class code.

Report Queue Master List Report Overview

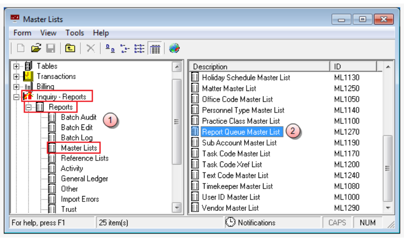
The Report Queue Master List is a listing of a report queues entered into the system through Inquiry - Reports/Report Queues.

Create a Report Queue Master List Report

To create a Report Queue Master List report:

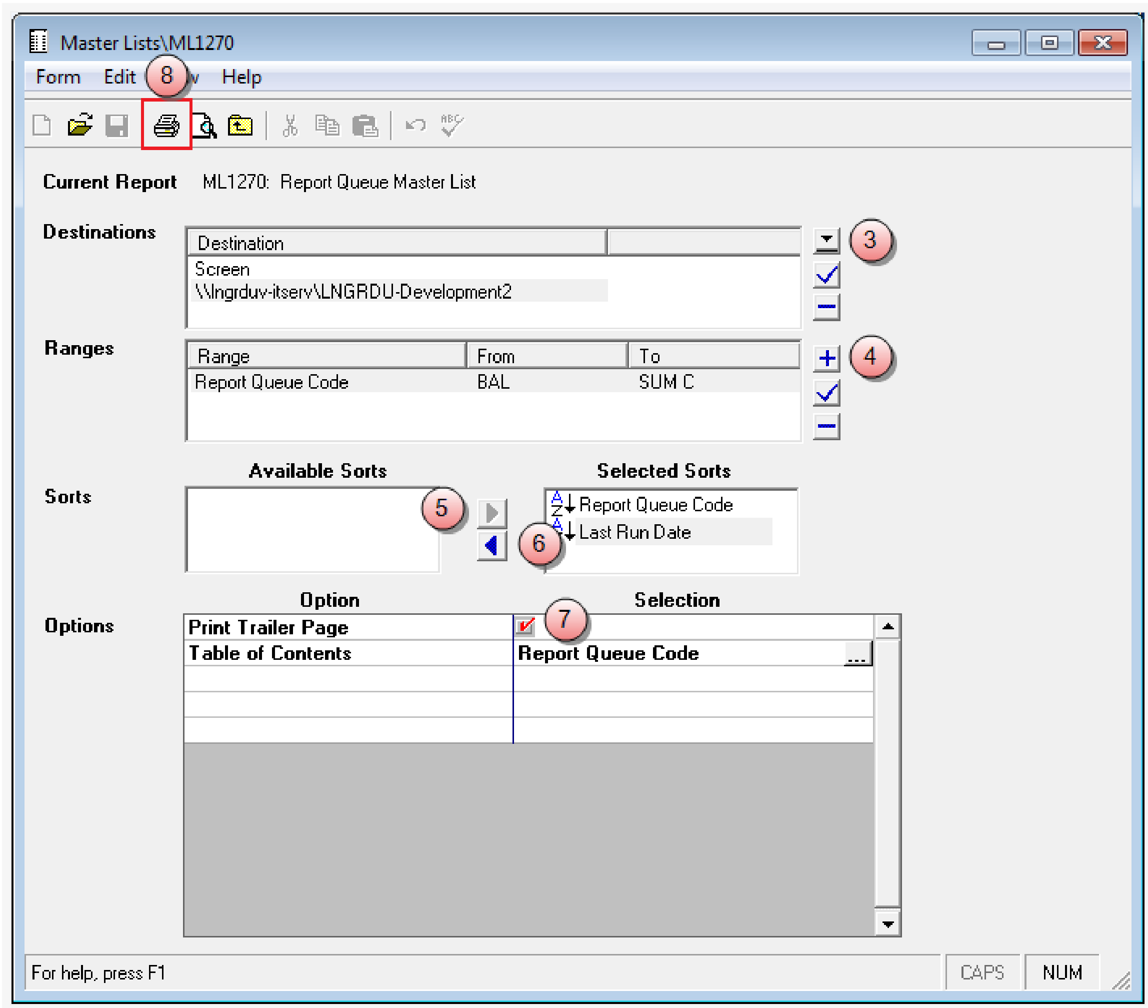
1. Select **Inquiry - Reports** > **Reports** > **Master Lists**.

   The right pane displays a list of all available master list reports.

2. Double-click **Report Queue Master List**.

   The Master Lists\ML1270 window opens.



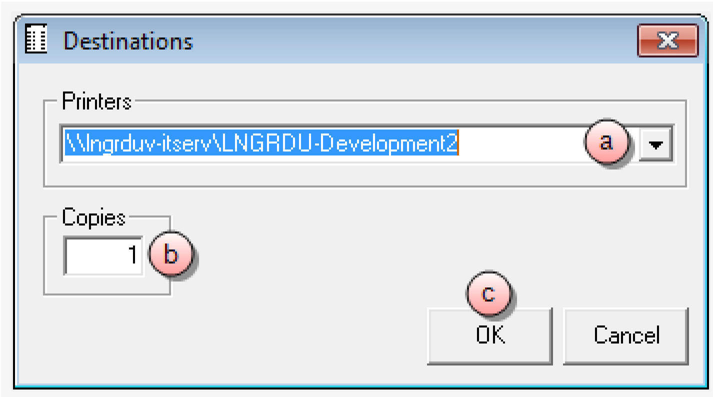
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



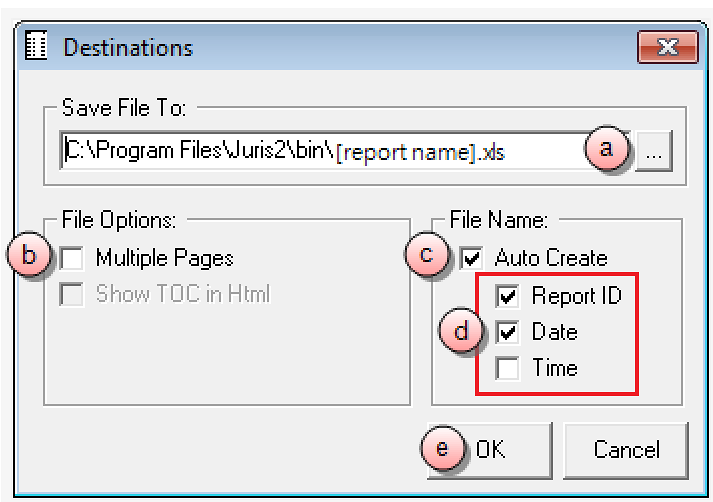
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

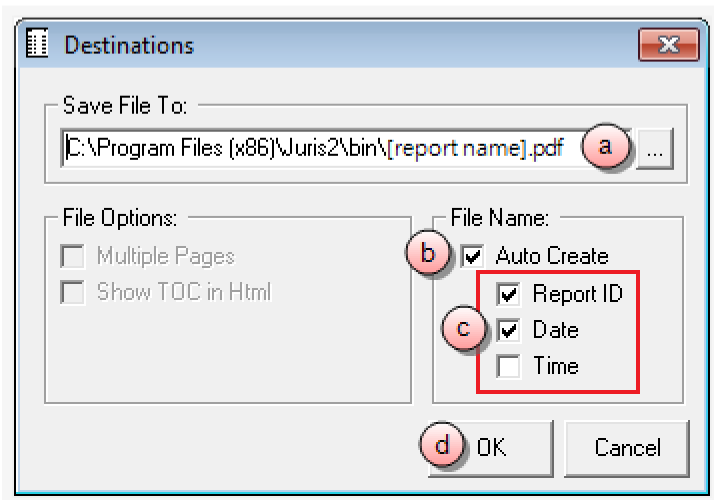
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

   'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

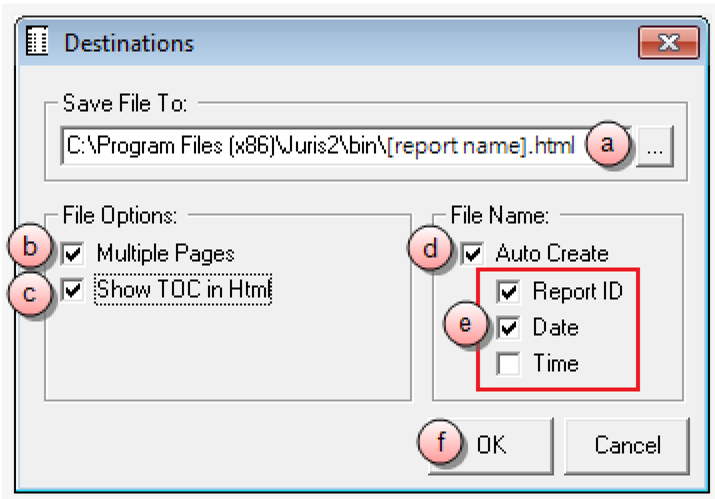
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

   The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

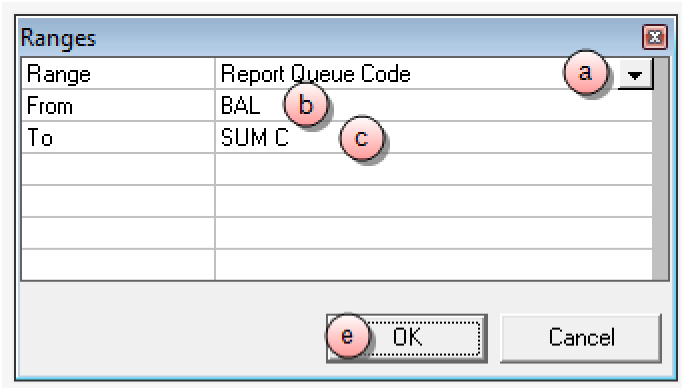
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Report Queue Code*.

b. Click in the **From** text box and type the starting range.

c. Click in the **To** text box and type the ending range.

d. Repeat **steps a through d** to add another range.

e. Click **OK**.

Your selections are added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

8. Click the **Print** button on the toolbar to generate your report.

Report Queue Master List Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Report Queue Code	Lets you run a report that displays all report queue codes, a particular report queue code, or range of report queue codes.
Sorts	
Report Queue Code	Lets you sort selected items by report queue code.
Last Run Date	Lets you sort selected items by last date on which the report was run.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Report Queue Code.'

Text boxes (fields)

Text box label	Description
Queue Code	The report queue code.
Queue Description	A short description of the report queue code.
Queue Last Run Date	The last date on which the report was run.
Print Sequence	Order in which the report is printed in the queue.
Report Code	The report code.
Report Description	A short description of the report code.
Sort(s)	The selected sorts.
Range(s)	The selected ranges.

Sub Account Master List Report Overview

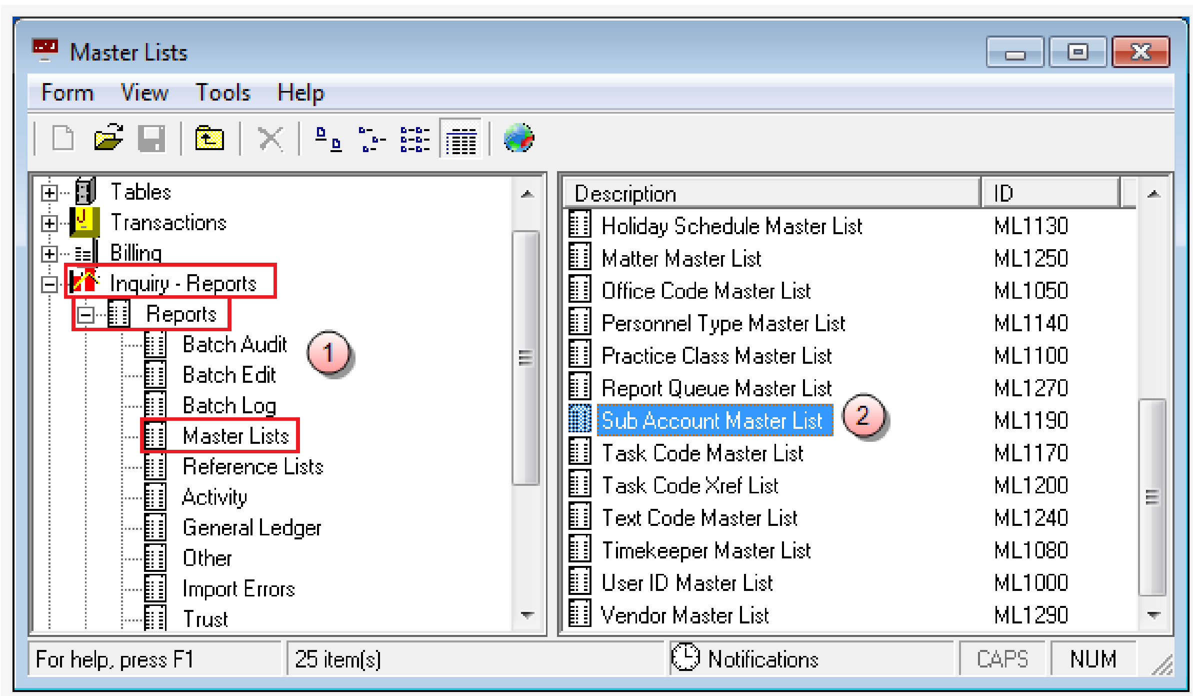
The Sub Account Master List Report shows a list of Sub Accounts and their description as defined in Sub Accounts found under Profit Centers.

Create a Sub Account Master List Report

To create a Sub Account Master List report:

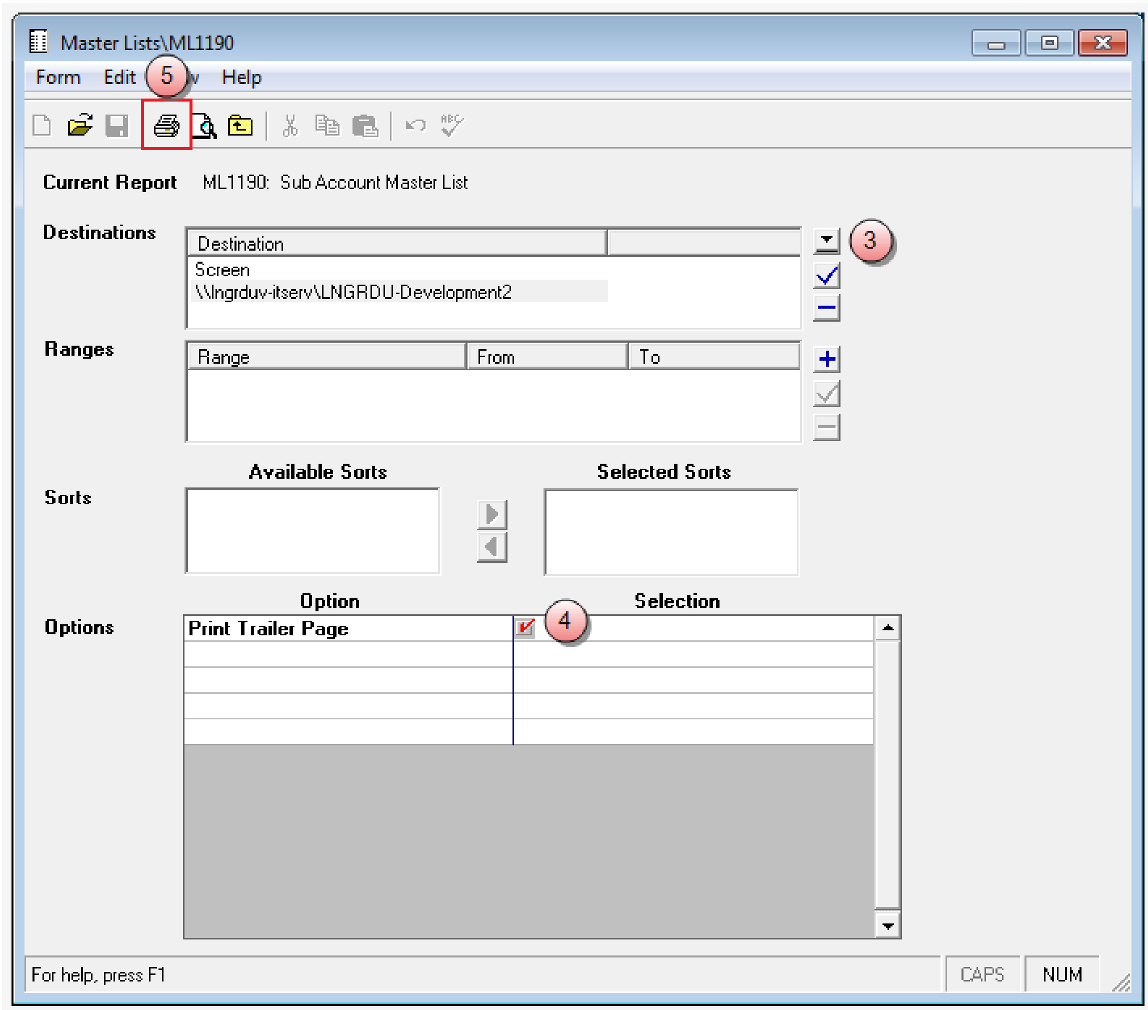
1. Select **Inquiry - Reports** > **Reports** > **Master Lists**.

   The right pane displays a list of all available master list reports.



2. Double-click **Sub Account Master List**.

   The Master Lists\ML1190 window opens.



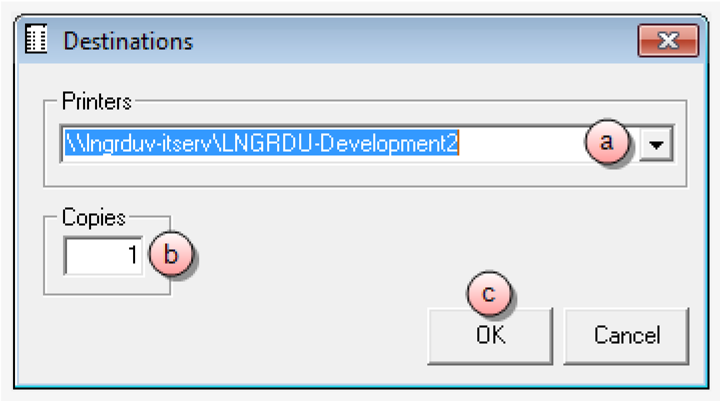
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



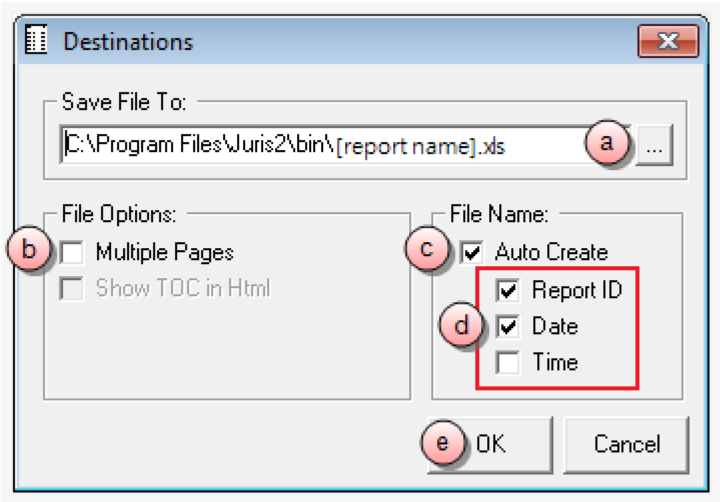
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

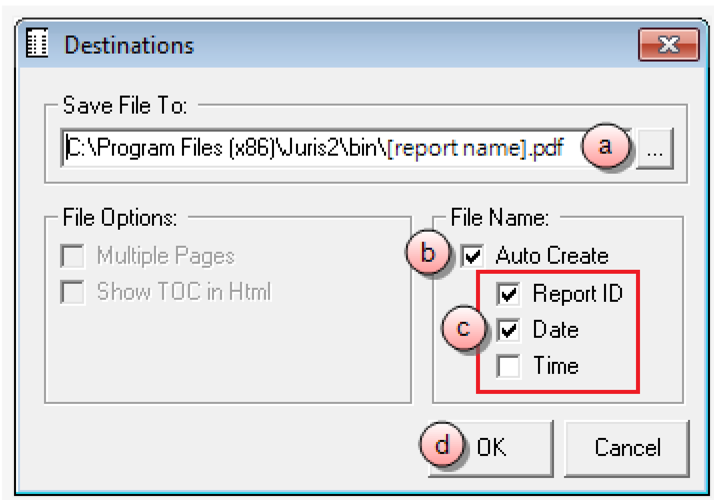
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

   'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

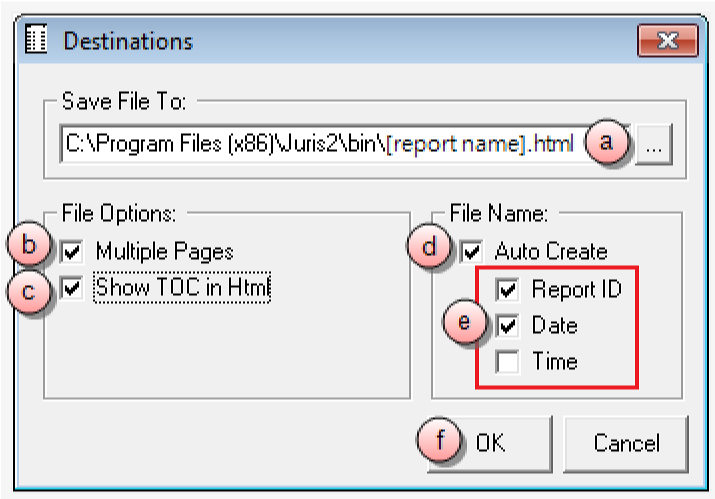
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

   The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

5. Click the **Print**  button on the toolbar to generate your report.

Sub Account Master List Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
n/a	
Sorts	
n/a	
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.

Text boxes (fields)

Text box label	Description
Code	The sub account code.
Description	A short description of the sub account code as defined in sub accounts under Profit Centers.

Task Code Master List Report Overview

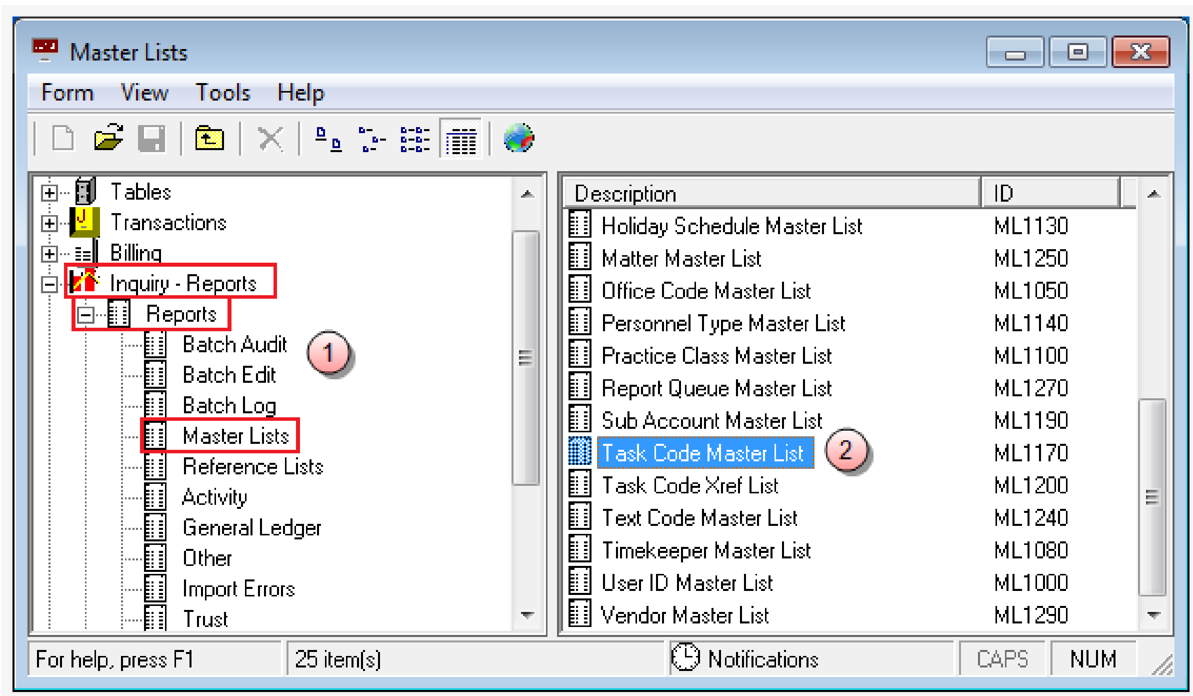
The Task Code Master List is a listing of all task codes entered into the system through Tables/Task Codes.

Create a Task Code Master List Report

To create a Task Code Master List report:

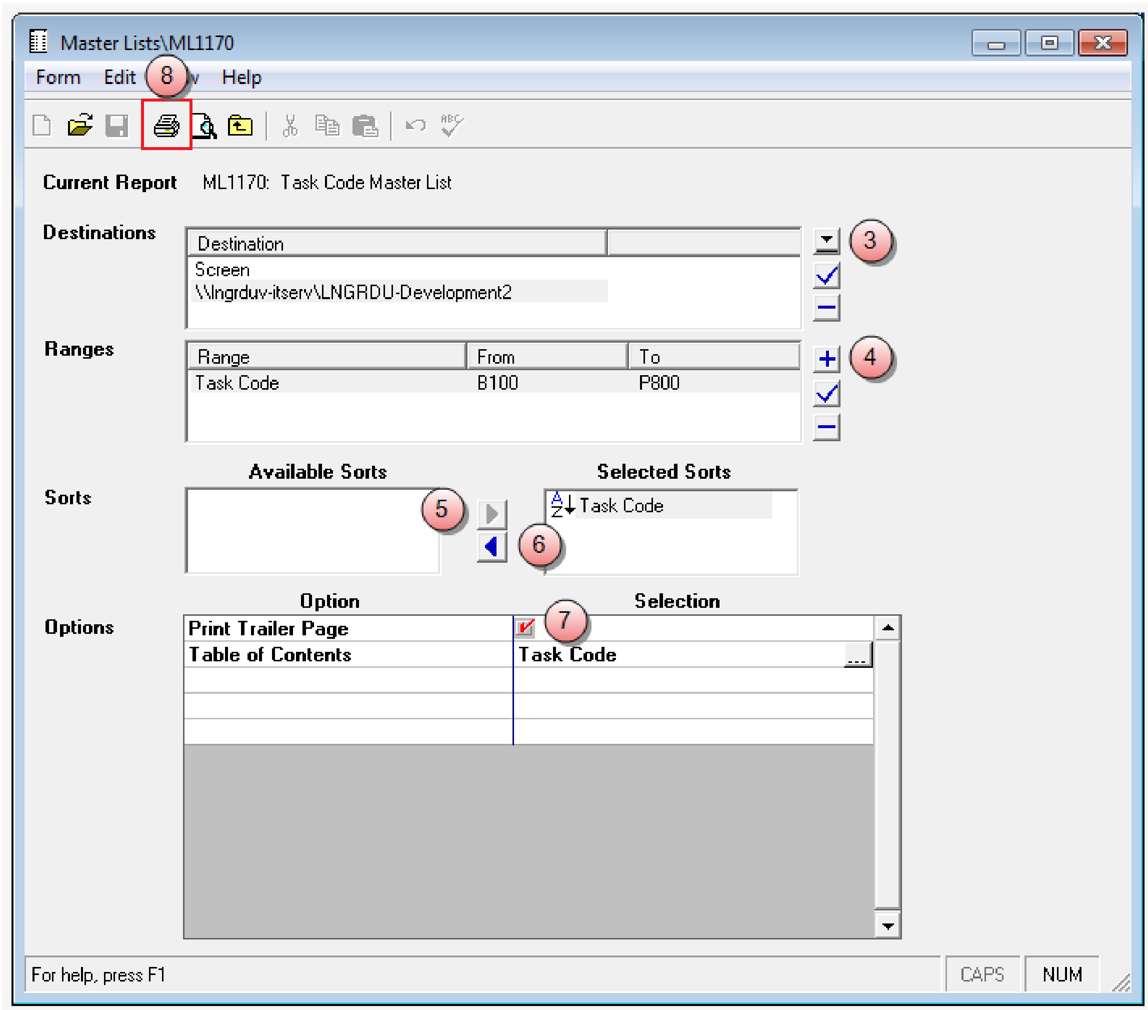
1. Select **Inquiry - Reports** > **Reports** > **Master Lists**.

   The right pane displays a list of all available master list reports.



2. Double-click **Task Code Master List**.

   The Master Lists\ML1170 window opens.



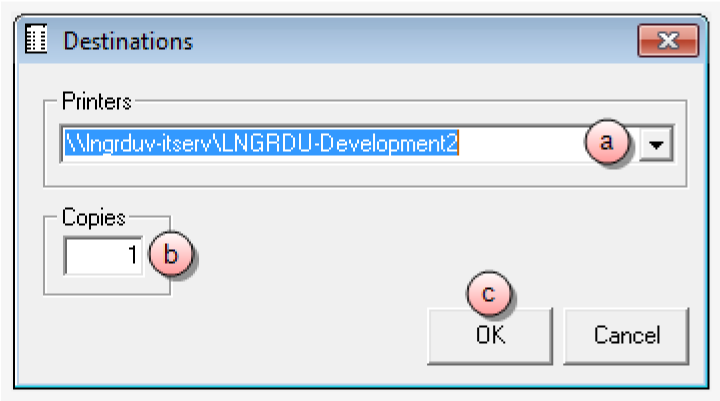
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



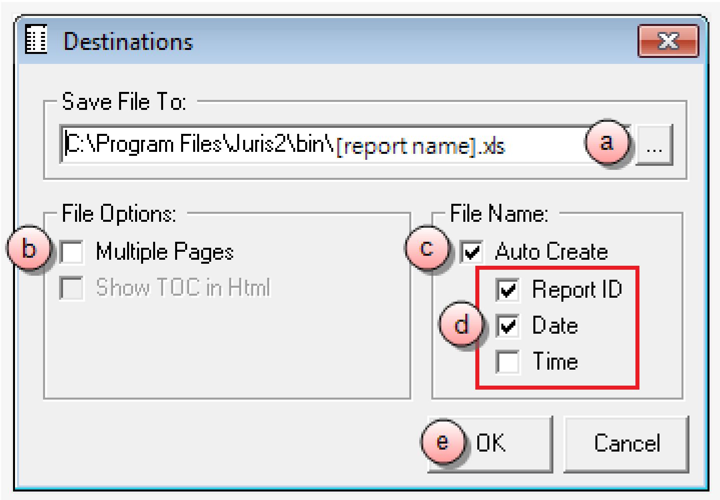
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

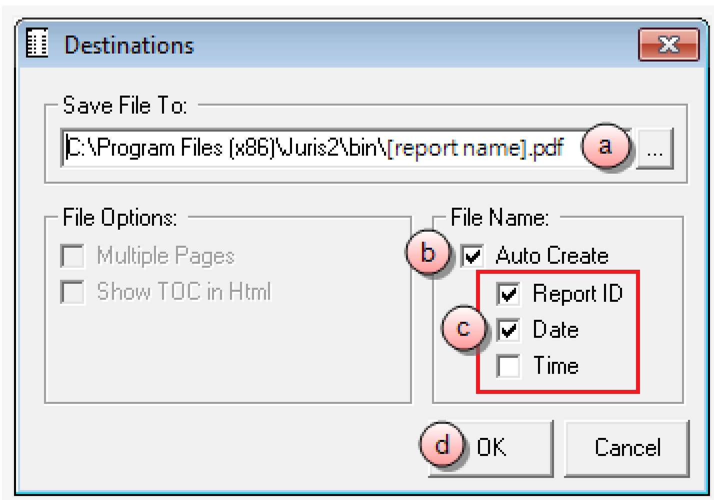
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

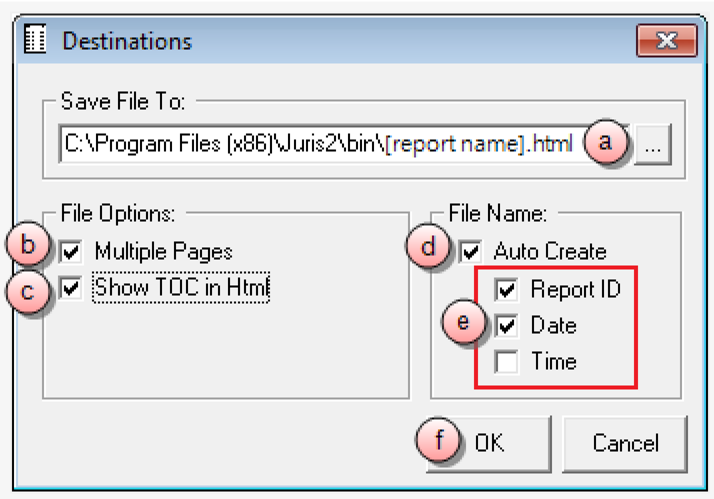
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

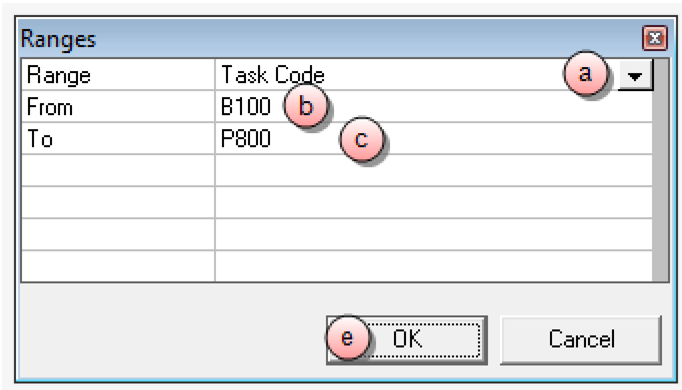
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

   'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Task Code*.

b. Click in the **From** text box and type the starting range.

c. Click in the **To** text box and type the ending range.

d. Repeat **steps a through d** to add another range.

e. Click **OK**.

Your selections are added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

8. Click the **Print** button on the toolbar to generate your report.

Task Code Master List Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Task Code	Lets you run a report that displays all task codes, a particular task code, or range of task codes.
Sorts	
Task Code	Lets you sort selected items by task code.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Task Code.'

Text boxes (fields)

Text box label	Description
Code	A code that represents the specific task.
Description	A short description of the task code.
Use Hours	**Y** - Indicates that *Use Hours* is checked in *Task Code Setup*. **N** - Indicates that *Use Hours* is not checked in *Task Code Setup*.
Use Rate	**Y** - Indicates that *Use Rate* is checked in *Task Code Setup*. **N** - Indicates that *Use Rate* is not checked in *Task Code Setup*.
Use Amount	**Y** - Indicates that *Use Amount* is checked in *Task Code Setup*. **N** - Indicates that *Use Amount* is not checked in *Task Code Setup*.

NOTE: For each fee schedule a Task Code is on, Juris lists the fee schedule and description, as well as the amount entered for Hours, Rate, and Amount.

Task Code Xref List Report Overview

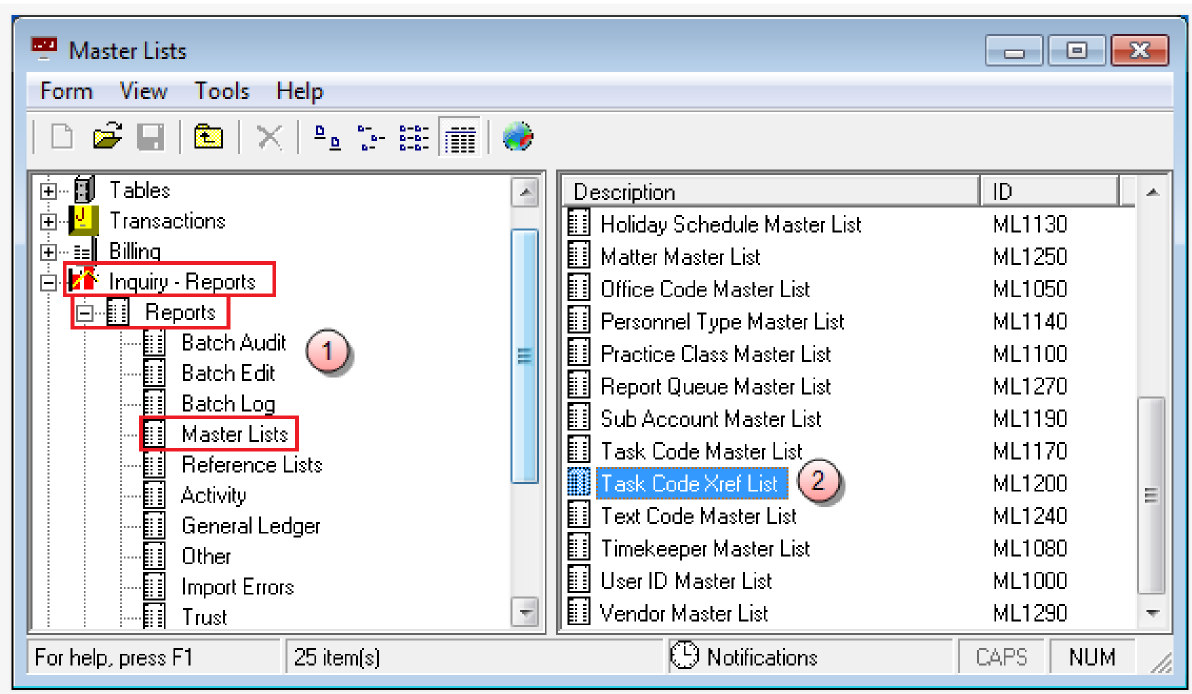
The Task Code Master List is a listing of all task codes entered into the system through Tables/Task Codes.

Create a Task Code XRef List Report

To create a Task Code XRef List report:

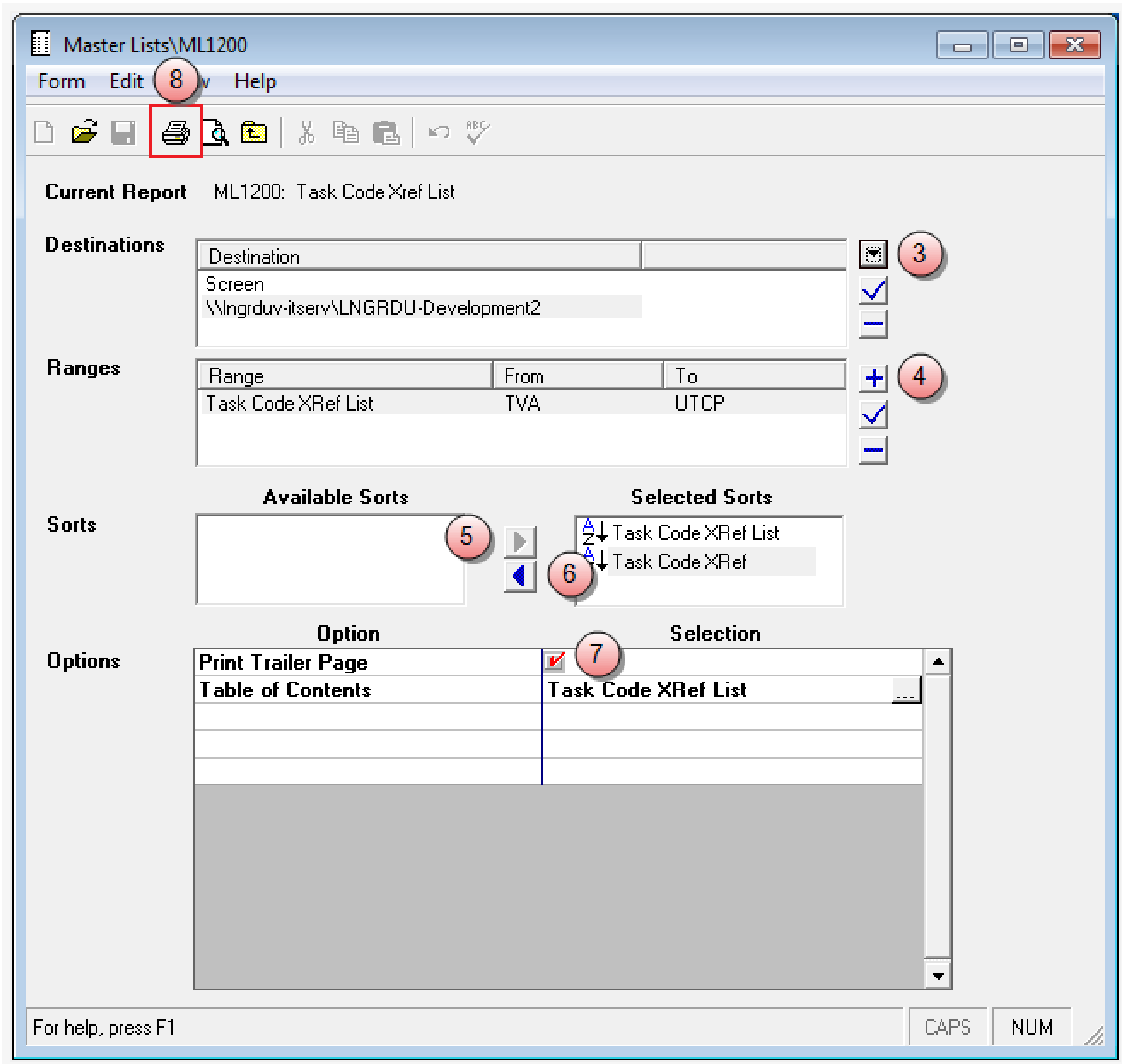
1. Select **Inquiry - Reports** > **Reports** > **Master Lists**.

   The right pane displays a list of all available master list reports.



2. Double-click **Task Code Xref List**.

   The Master Lists\ML1200 window opens.



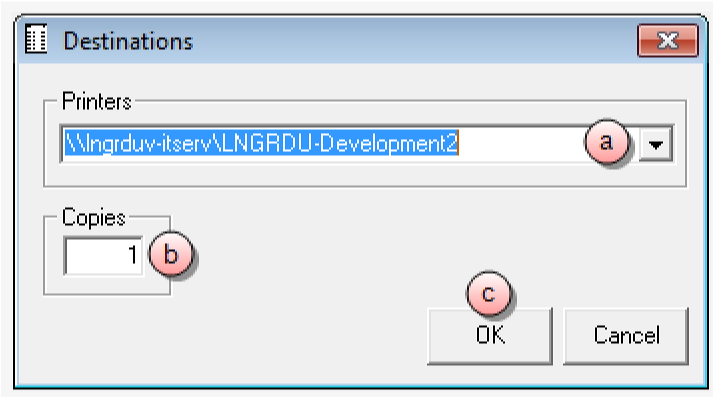
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



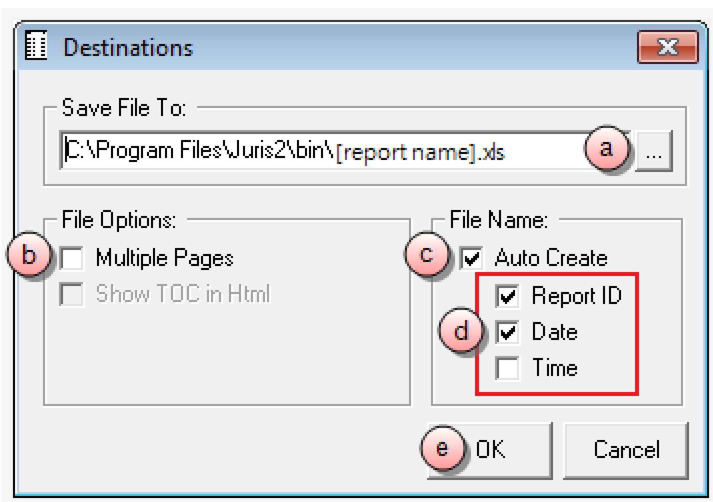
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

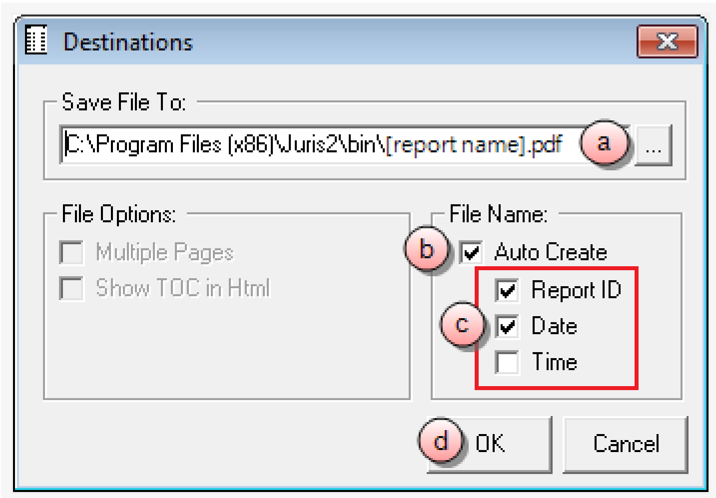
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

   'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

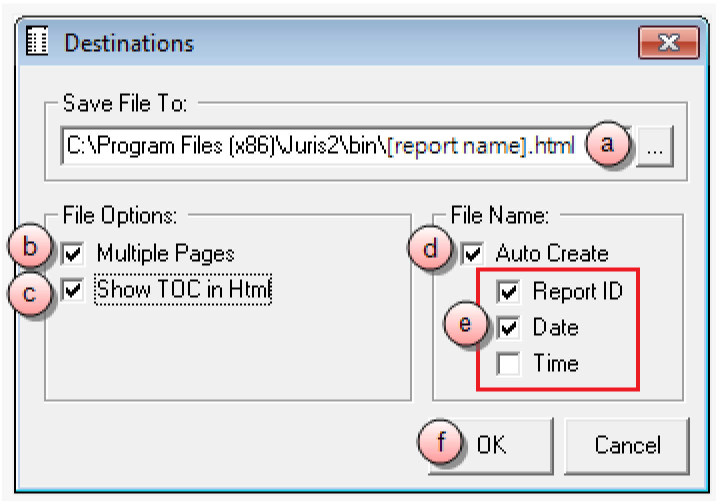
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

   The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

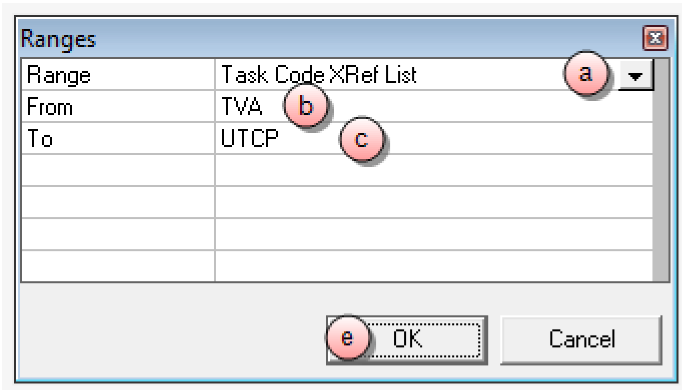
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Task Code XRef List*.

b. Click in the **From** text box and type the starting range.

c. Click in the **To** text box and type the ending range.

d. Repeat **steps a through d** to add another range.

e. Click **OK**.

Your selections are added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

8. Click the **Print** button on the toolbar to generate your report.

Task Code Master List Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Task Code XRef	Lets you run a report that displays all task code cross references, a particular task code cross reference, or range of task code cross references.
Sorts	
Task Code XRef	Lets you sort selected items by task code cross reference.
Task Code XRef List	Lets you sort selected items by task code cross reference list.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Task Code XRef List.'

Text boxes (fields)

Text box label	Description
Code	A code that represents the specific task code cross reference list.
Description	A short description of the task code cross reference list.
Firm's Code	The firm's task code.
Client's Code	The client's task code equivalent to the firm's code.
Client's Description	A description of the client's task code.

Reference lists reports

Accounts Payable Reference List Report Overview

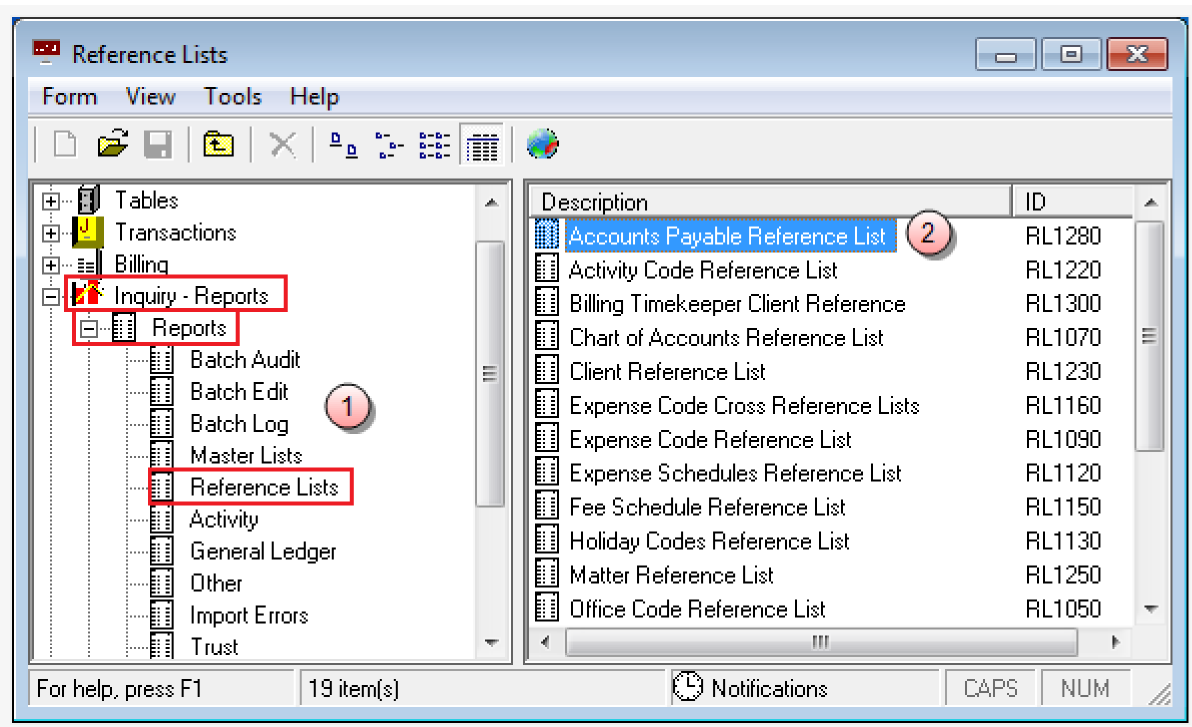
The Accounts Payable Reference List is a summary listing of all accounts payable codes entered through Tables/A/P Accounts.

Create an Accounts Payable Reference List Report

To create an Accounts Payable Reference List report:

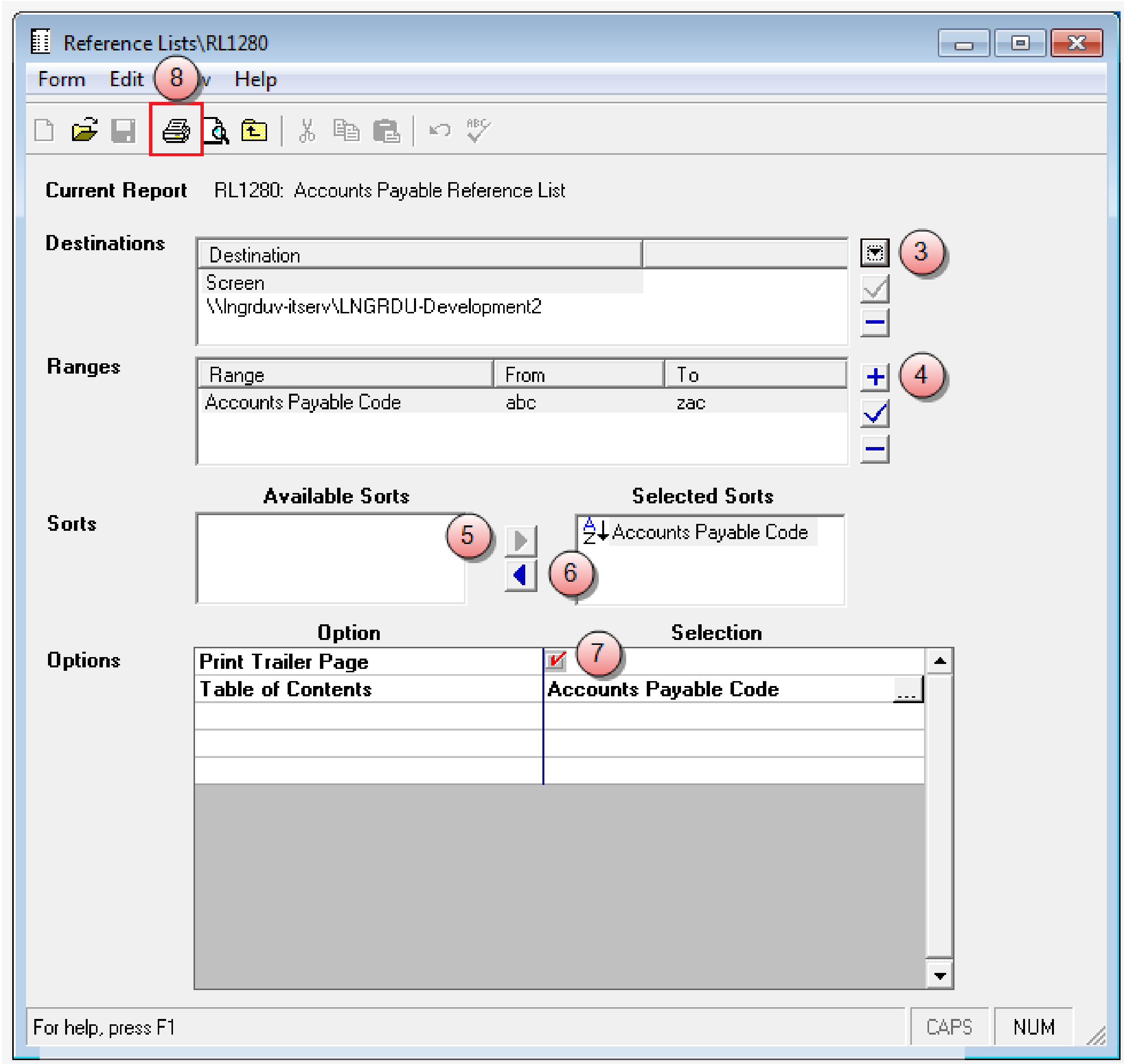
1. Select **Inquiry - Reports** > **Reports** > **Reference Lists**.

   The right pane displays a list of all available reference list reports.



2. Double-click **Accounts Payable Reference List**.

   The Master Lists\RL1280 window opens.



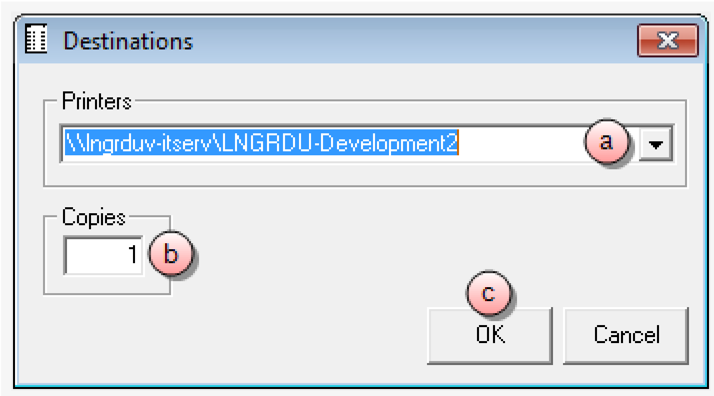
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



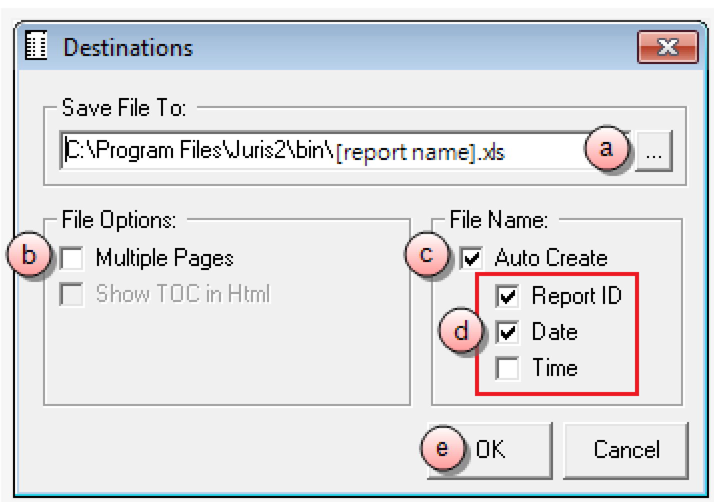
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

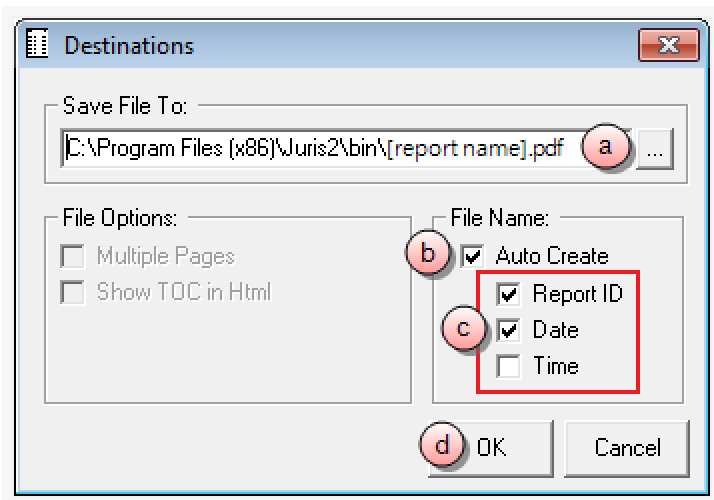
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

   'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

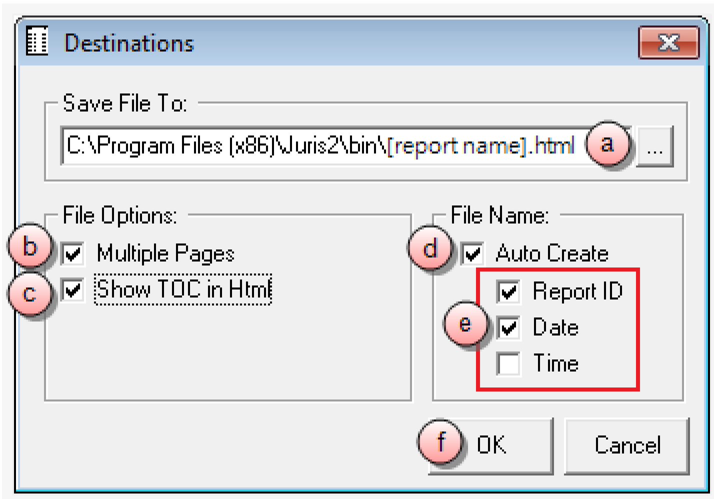
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

   The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

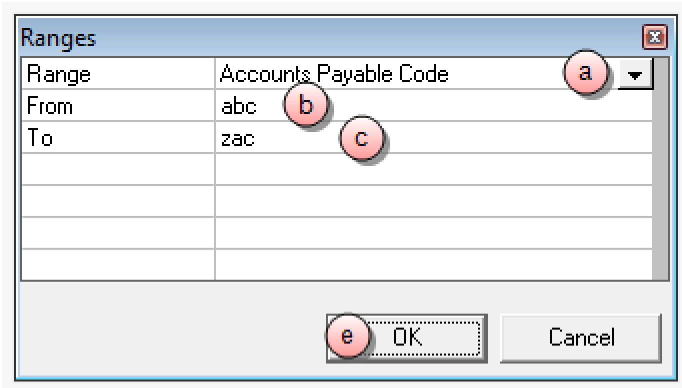
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Accounts Payable Code*.

b. Click in the **From** text box and type the starting range.

c. Click in the **To** text box and type the ending range.

d. Repeat **steps a through d** to add another range.

e. Click **OK**.

Your selections are added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

8. Click the **Print** button on the toolbar to generate your report.

Accounts Payable Reference List Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Accounts Payable Code	Lets you run a report that displays all accounts payable codes, a particular accounts payable code, or range of accounts payable codes.
Sorts	
Accounts Payable Code	Lets you sort selected items by accounts payable code.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Accounts Payable Code.'

Text boxes (fields)

Text box label	Description
Code	A code that represents the specific accounts payable account.
Description	A short description of the account.

Activity Code Reference List Report Overview

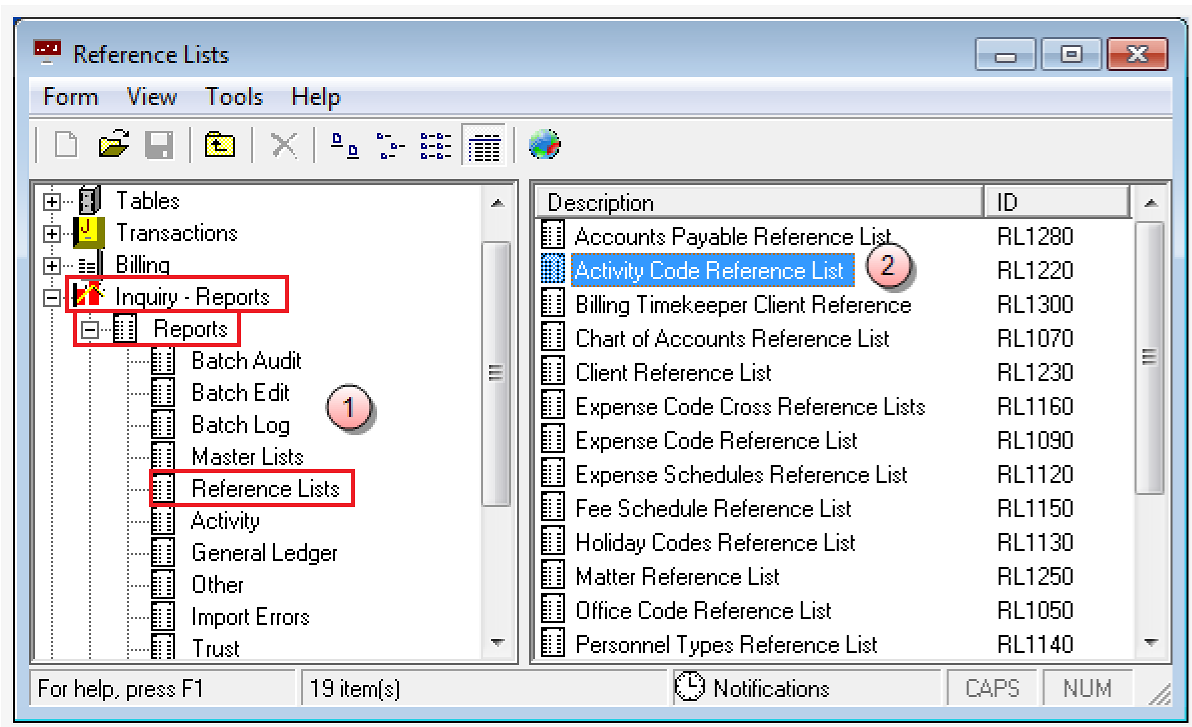
The Activity Code Reference List is a summary listing of all activity codes entered into the system through Tables/Activity Codes.

Create an Activity Code Reference List Report

To create an Activity Code Reference List report:

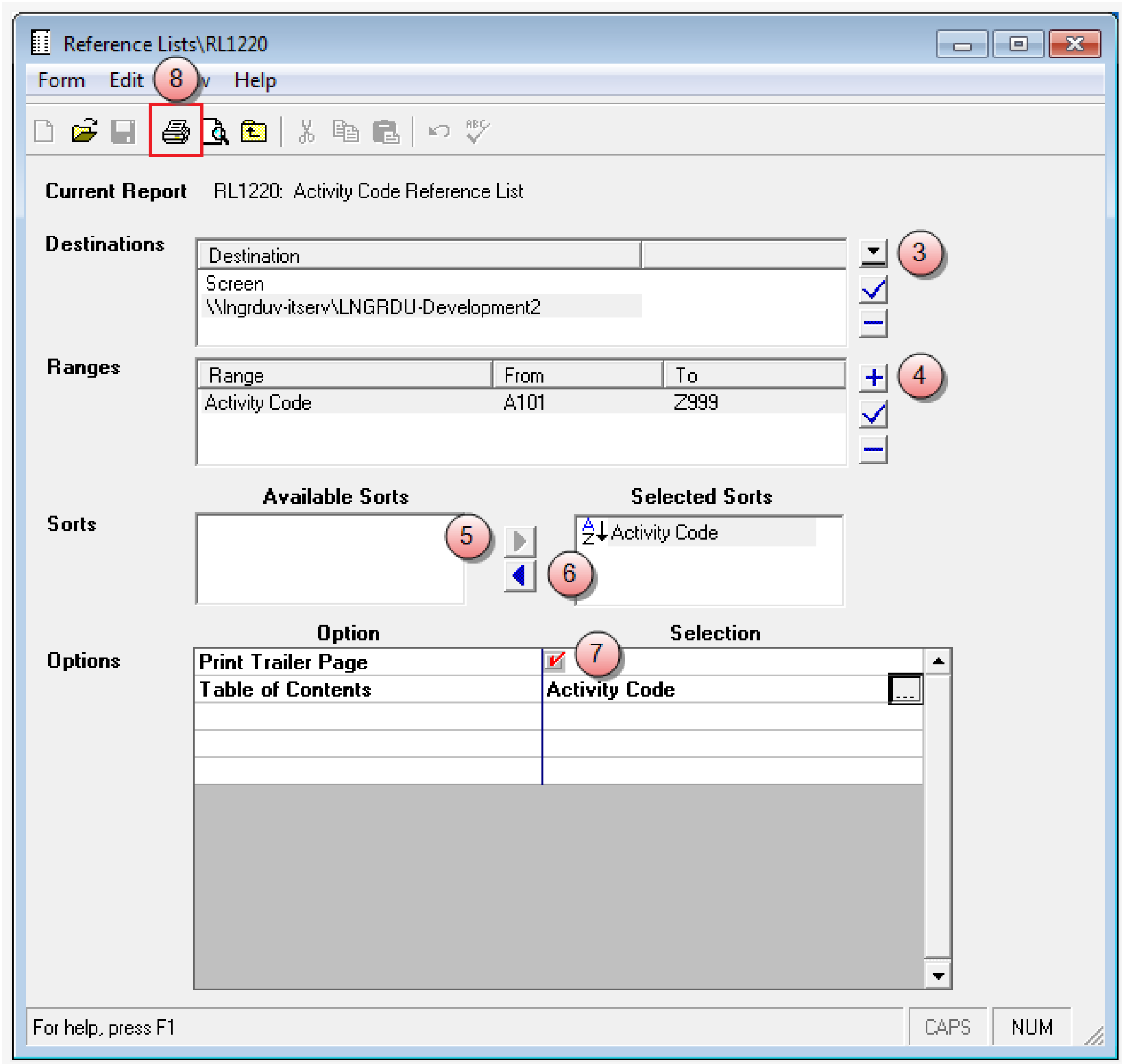
1. Select **Inquiry - Reports** > **Reports** > **Reference Lists**.

   The right pane displays a list of all available reference list reports.



2. Double-click **Activity Code Reference List**.

   The Master Lists\RL1220 window opens.



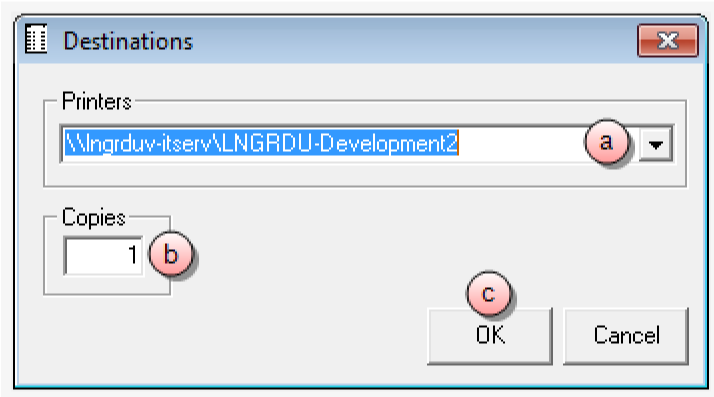
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



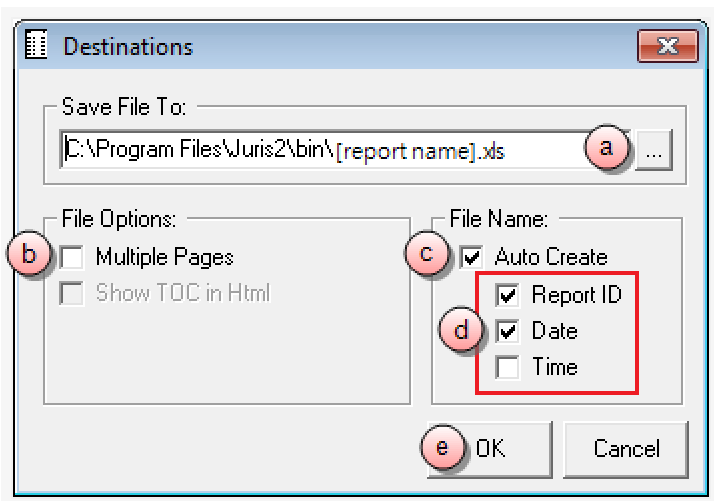
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

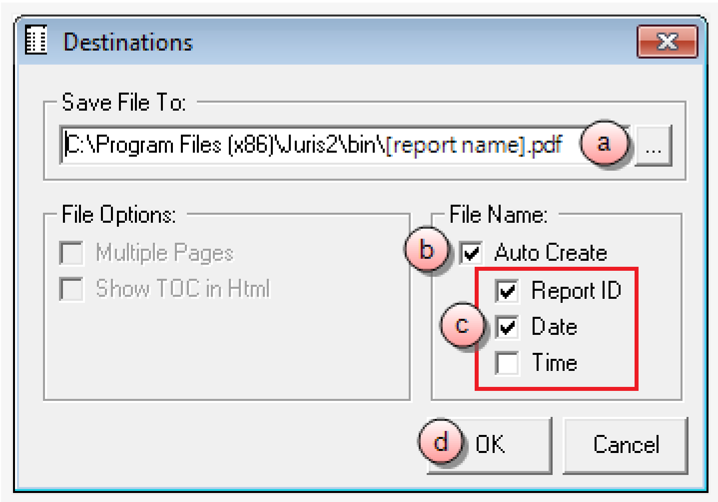
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

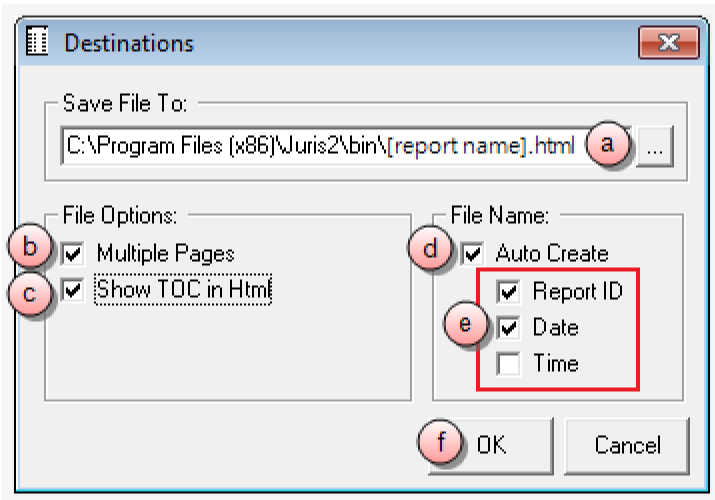
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

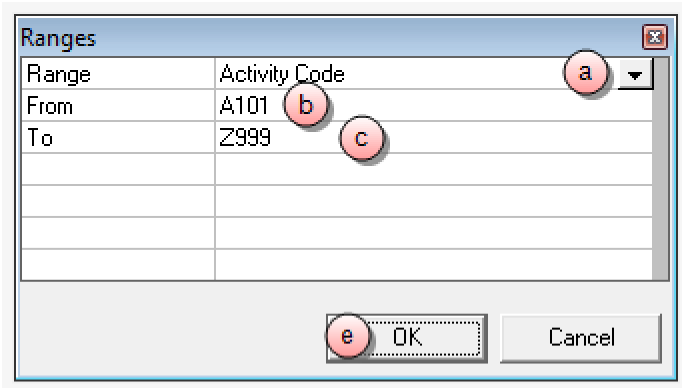
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Activity Code*.

b. Click in the **From** text box and type the starting range.

c. Click in the **To** text box and type the ending range.

d. Repeat **steps a through d** to add another range.

e. Click **OK**.

Your selections are added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

8. Click the **Print** button on the toolbar to generate your report.

Activity Code Reference List Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Activity Code	Lets you run a report that displays all activity codes, a particular activity code, or range of activity codes.
Sorts	
Activity Code	Lets you sort selected items by activity code.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Activity Code.'

Text boxes (fields)

Text box label	Description
Code	A code that represents the specific activity.
Description	A short description of the activity.

Billing Timekeeper Client Reference Report Overview

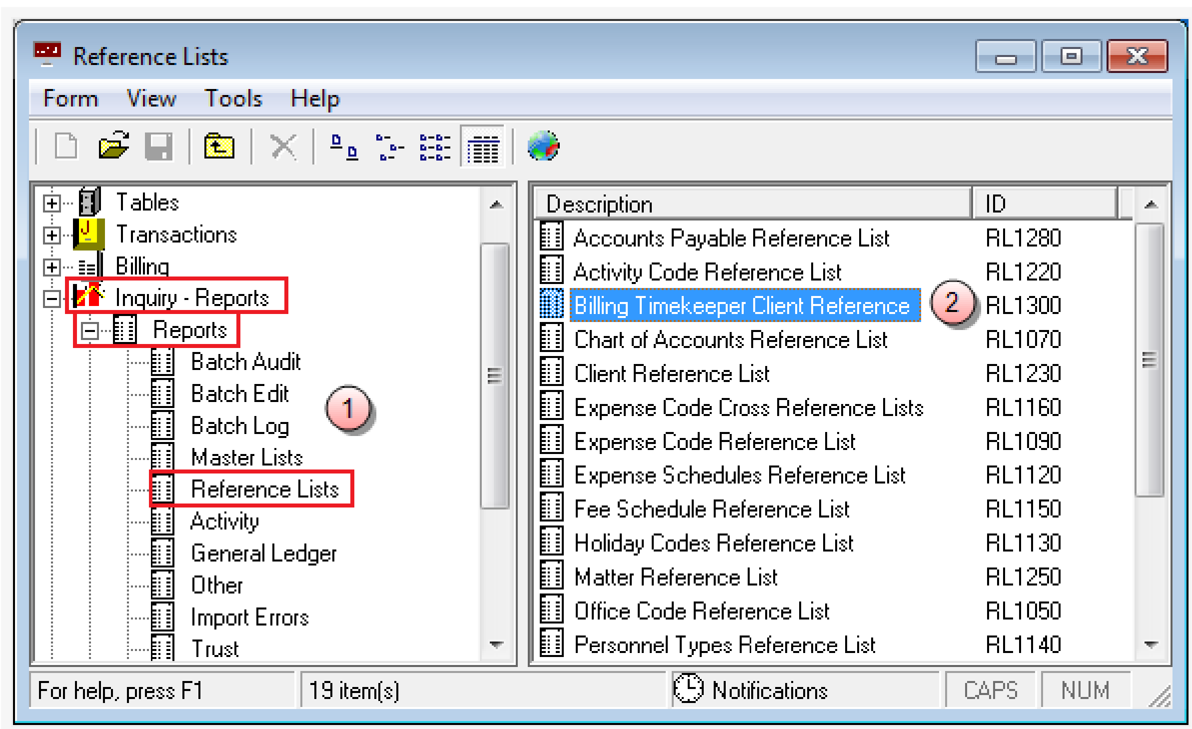
The Billing Timekeeper Client Reference is a summary listing of all clients by billing timekeeper entered into the system through Tables/Clients.

Create a Billing Timekeeper Client Reference Report

To create a Billing Timekeeper Client Reference report:

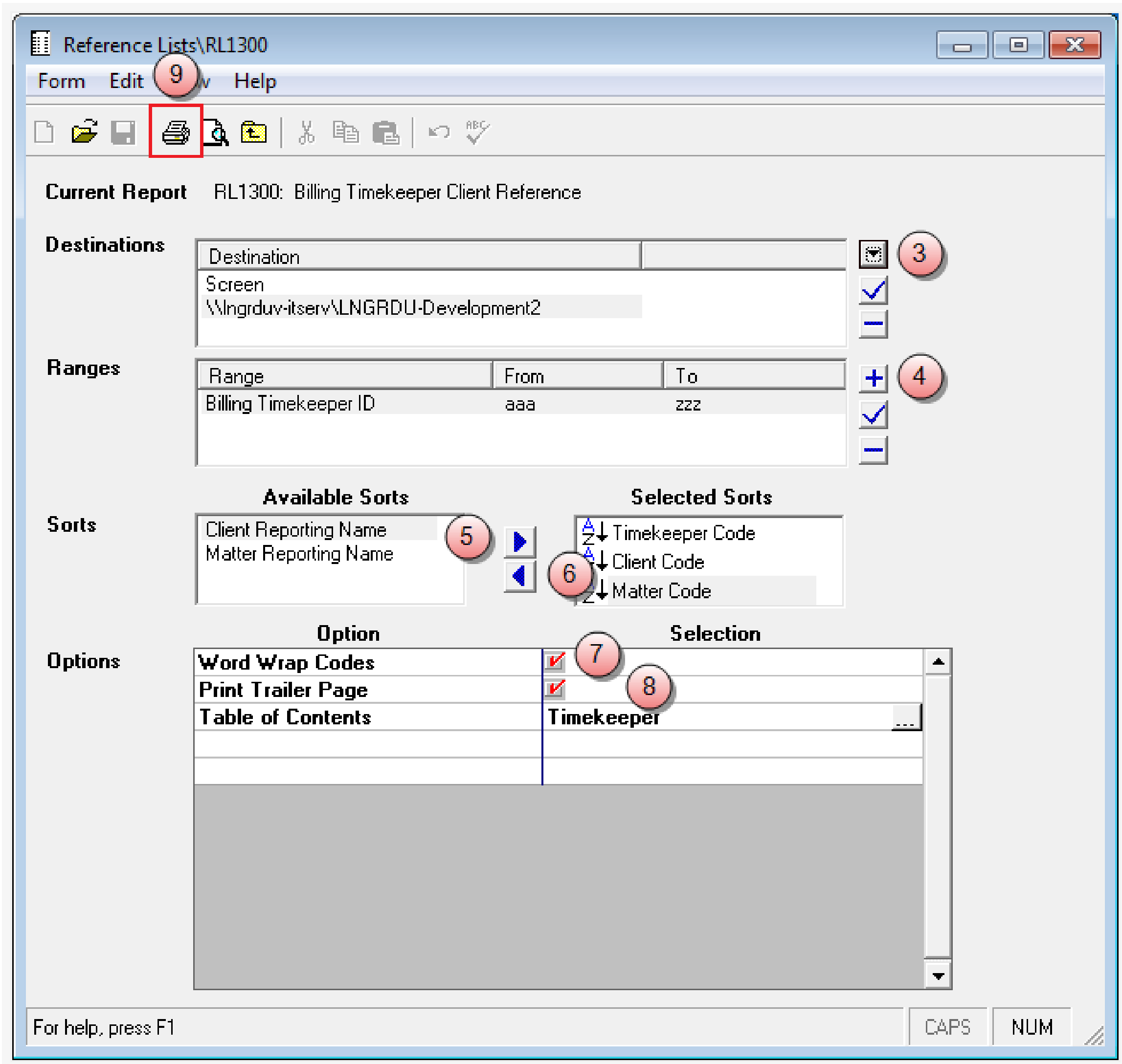
1. Select **Inquiry - Reports** > **Reports** > **Master Lists**.

   The right pane displays a list of all available master list reports.



2. Double-click **Billing Timekeeper Client Reference**.

   The Master Lists\RL1300 window opens.



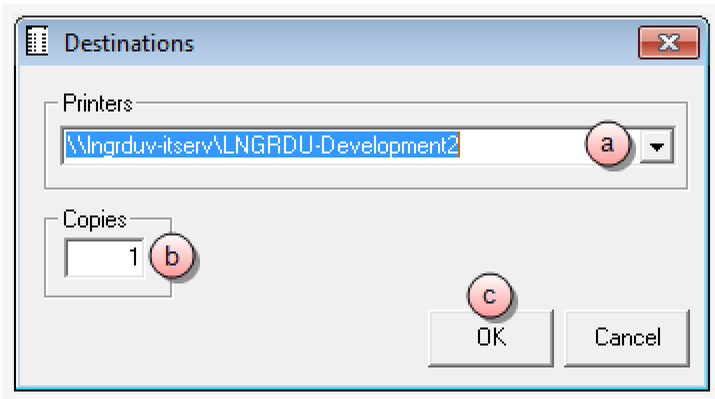
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



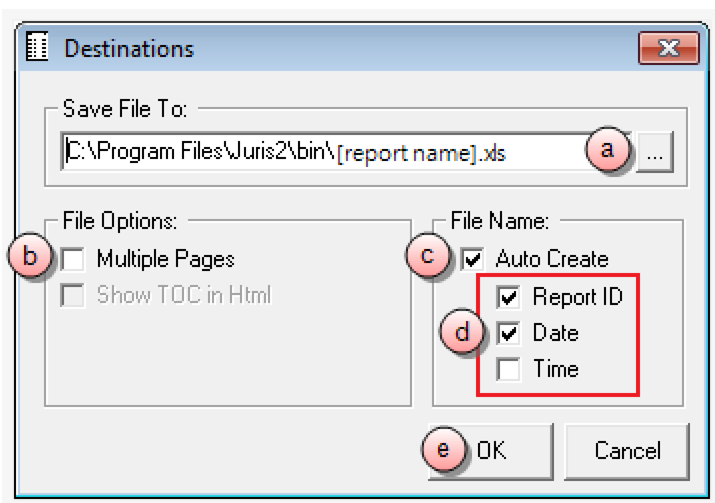
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

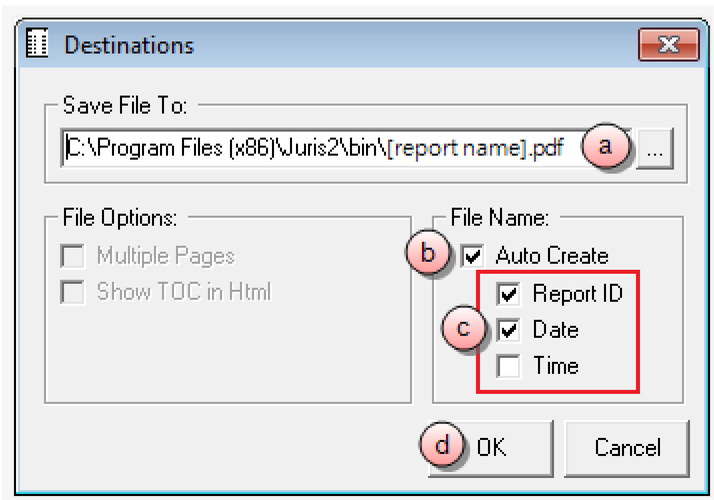
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

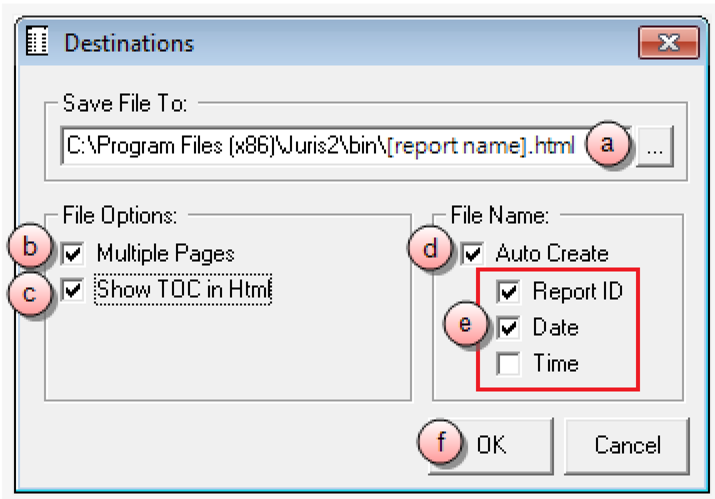
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

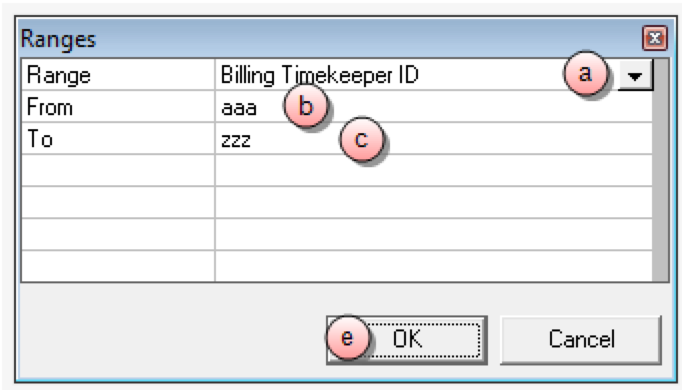
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify one of the range options. *For this report, the only available option is Billing Timekeeper ID*.

b. Click in the **From** text box and type the starting year.

c. Click in the **To** text box and type the ending year.

d. Click **OK**.

   The range is added to the Range list.

e. Repeat steps **a** through **d** if you want to add another range option.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Word Wrap Codes** check box to select it, if you want the contents to wrap so all content shows in the display. If you only want to see the content that fits in the content column, then ensure that this check box is not checked.

8. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

9. Click the **Print** button on the toolbar to generate your report.

Billing Timekeeper Clients Reference Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Billing Timekeeper ID	Run a report that displays all billing timekeeper IDs, a particular billing timekeeper ID, or range of billing timekeeper IDs.
Sorts	
Timekeeper Code	Sort selected items by Timekeeper Code.
Client Code	Sort selected items by Client Code.
Matter Code	Sort selected items by Matter Code.
Client Reporting Name	Sort selected items by the client name used for reporting purposes.
Matter Reporting Name	Sort selected items by the matter name used for reporting purposes.
Options	
Word Wrap Codes	**Checked** - The contents in the text box wrap to the next line. **Unchecked** - The text box displays only the content that fits within its confines.
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Lets you select the breakdown of the Table of Contents. Available selection is 'Timekeeper.'

Text boxes (fields)

Text box label	Description
Client-Matter Code	Codes used to identify each client and matter.
Client	The client name used for reporting purposes.
Matter	The matter named used for reporting purposes.

Chart of Accounts Reference List Report Overview

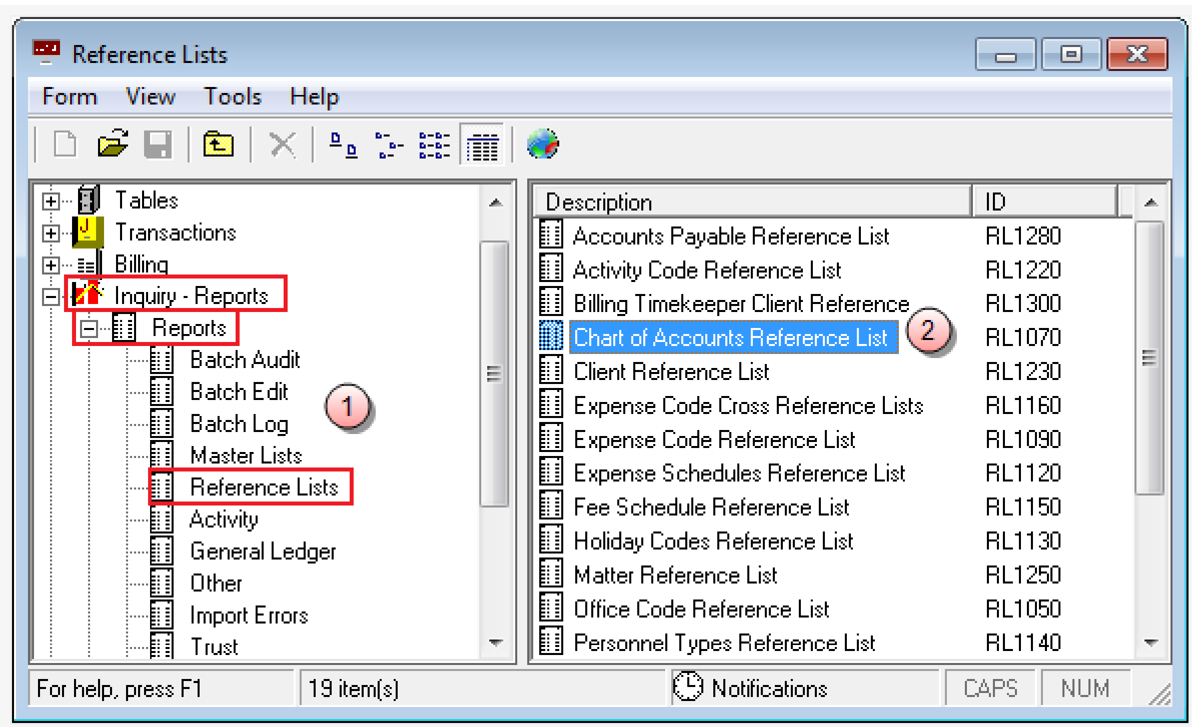
The Chart of Accounts Reference List is a summary listing of all general ledger account numbers entered through Tables/Chart of Accts.

Create a Chart of Accounts Reference List Report

To create a Chart of Accounts Reference List report:

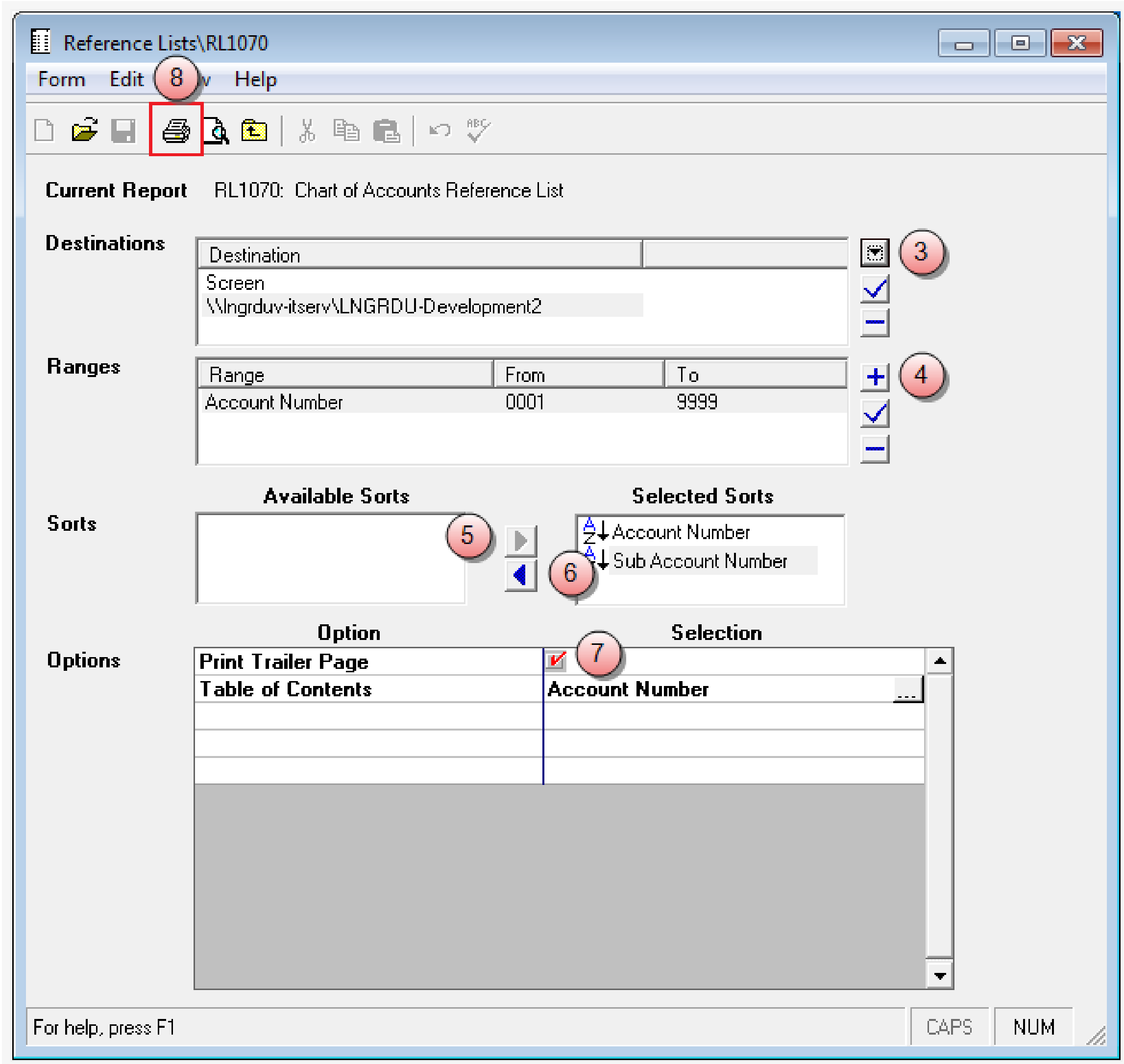
1. Select **Inquiry - Reports** > **Reports** > **Reference Lists**.

   The right pane displays a list of all available reference list reports.



2. Double-click **Chart of Accounts Reference List**.

   The Master Lists\RL1070 window opens.



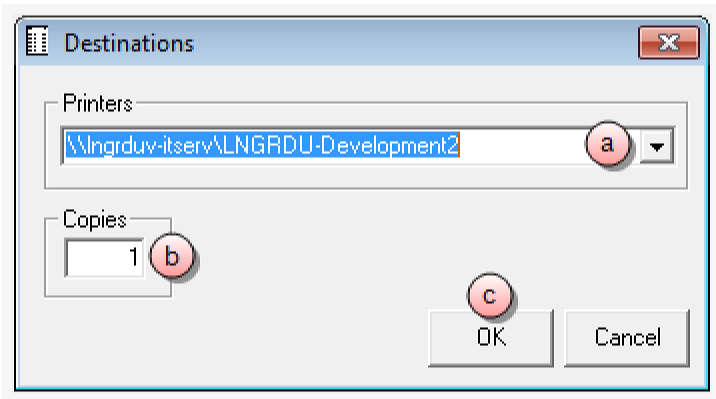
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



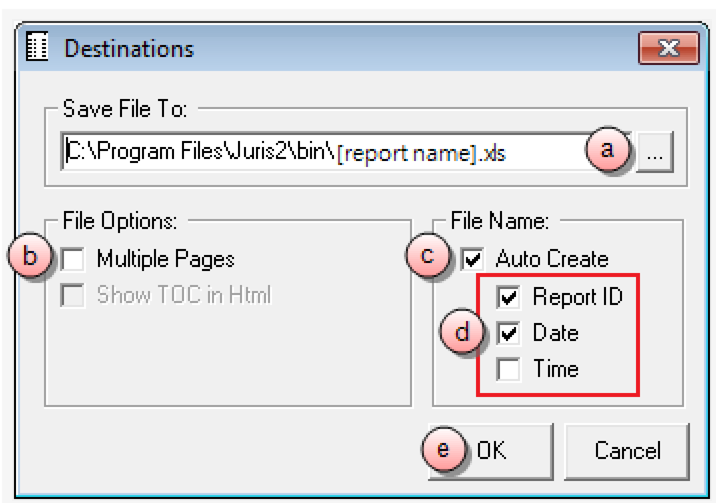
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

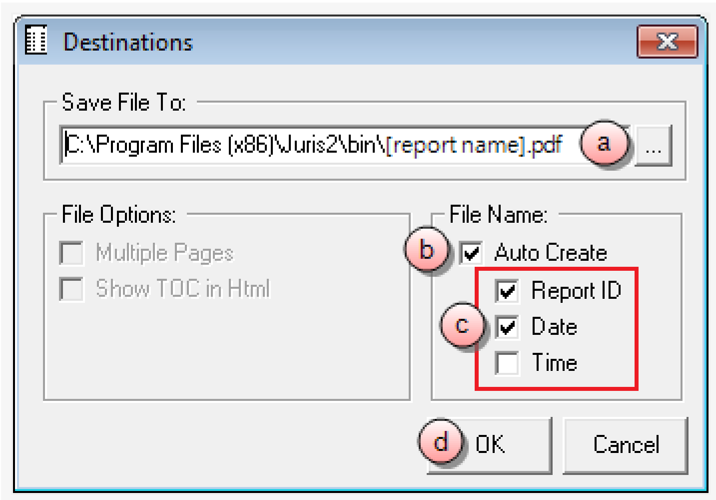
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

   'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

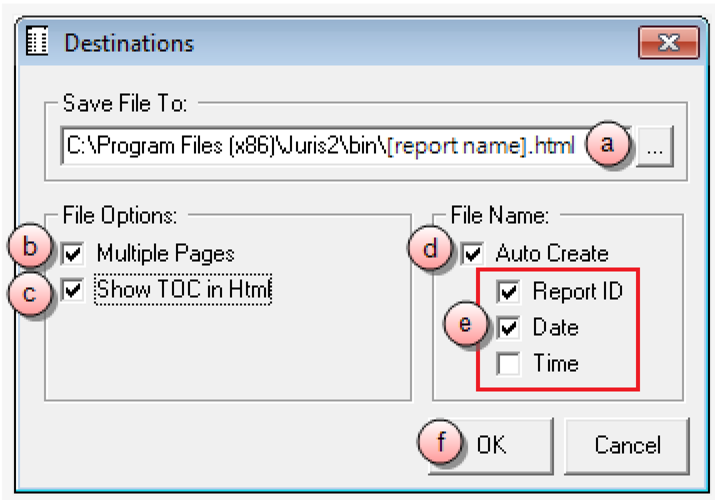
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

   The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

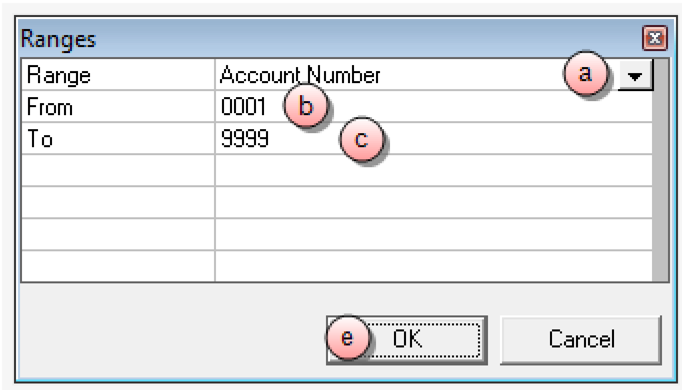
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify a range option. *For this report, the only available option is Account Number*.

b. Click in the **From** text box and type the starting range.

c. Click in the **To** text box and type the ending range.

d. Repeat **steps a through d** to add another range.

e. Click **OK**.

Your selections are added to the Range list.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

8. Click the **Print** button on the toolbar to generate your report.

Chart of Accounts Reference List Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Account Number	Lets you run a report that displays all account numbers, a particular account number, or range of account numbers.
Sorts	
Account Number	Lets you sort selected items by account number.
Sub Account Number	Lets you sort selected items by sub-account number.
Options	
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Select the breakdown of the Table of Contents. Available selection is 'Activity Code.'

Text boxes (fields)

Text box label	Description
Account Number	A number that represents the account.
Description	A short description of the account.

Client Reference List Report Overview

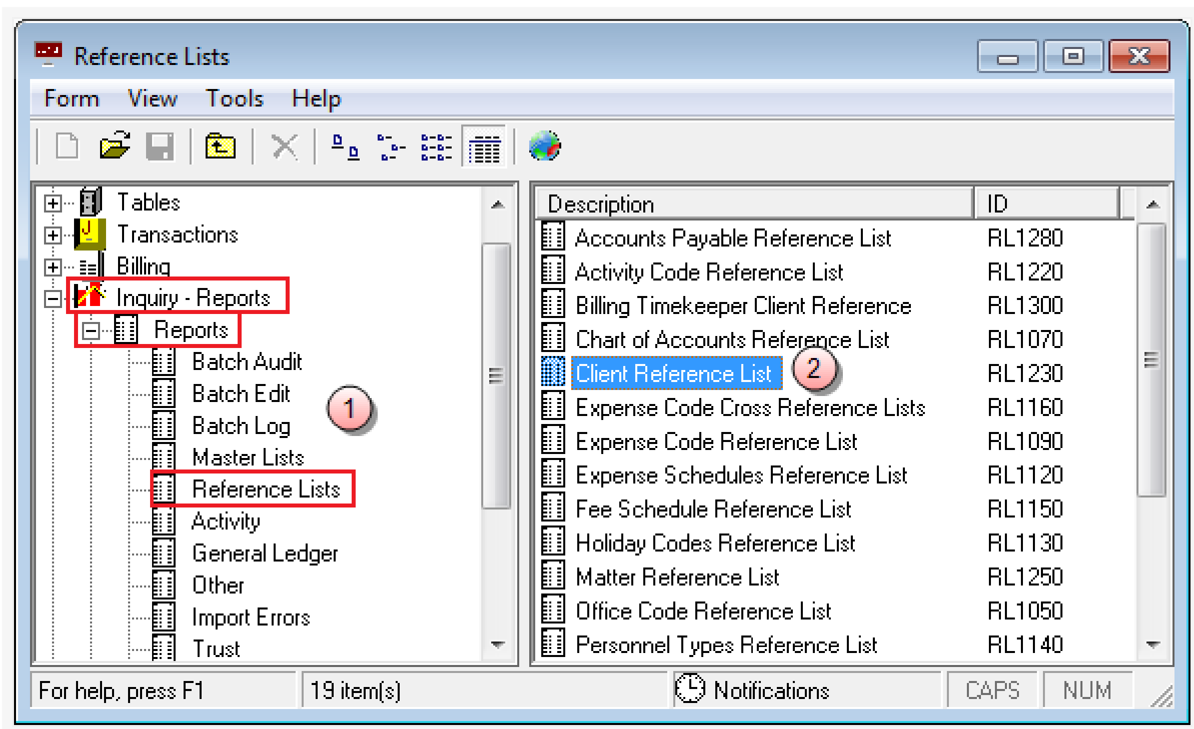
The Client Reference List is a summary listing of all clients entered into the system through Tables/Clients.

Create a Client Reference List Report

To create a Client Reference List report:

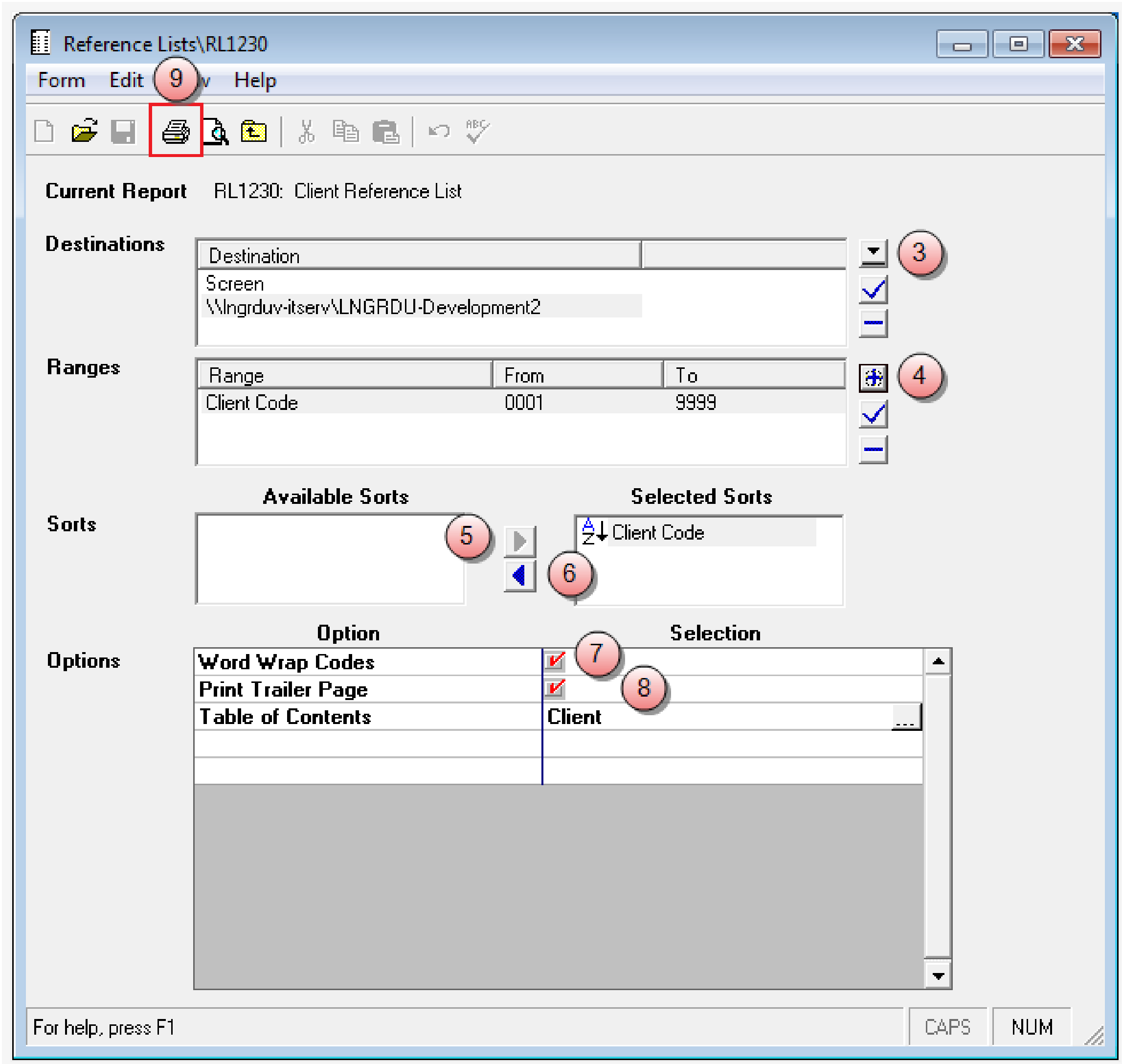
1. Select **Inquiry - Reports** > **Reports** > **Master Lists**.

   The right pane displays a list of all available master list reports.



2. Double-click **Client Reference List**.

   The Master Lists\RL1230 window opens.



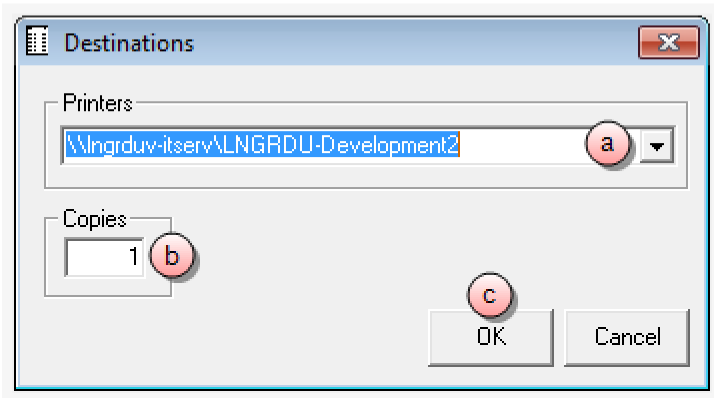
3. Click the **Destinations** arrow and select a destination for the report.

> **TIP:** You can select multiple destinations for your report. For example, if you want to view the report on screen and print it, select the 'Screen' option and then the 'Printer' option.

Depending on the option you select, there may be additional options that appear in a smaller window.

Screen - no additional window opens, but 'Screen' is added to your Destination list.

Printer - an additional window appears where you make your printer selections.



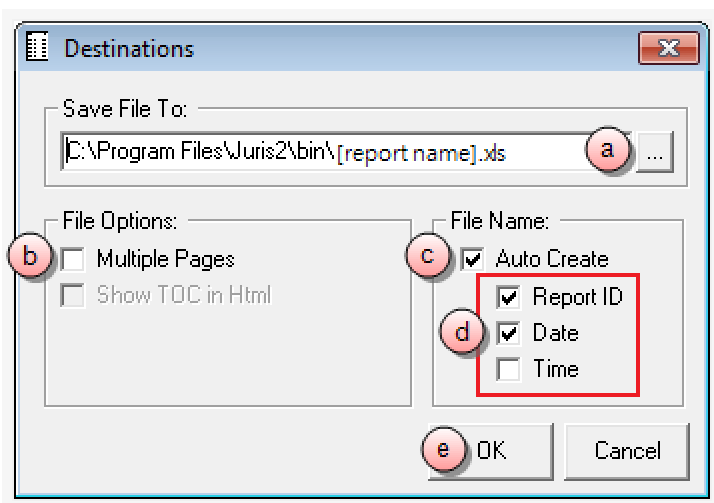
a. Click the **Printers** arrow and select the printer to which you want to send the report.

b. Click in the **Copies** text box and type the number of copies you want to print.

c. Click **OK**.

   'Printer' is added to your Destination list.

Excel File - an additional window appears where you make your Excel file selections:



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own page in Excel.

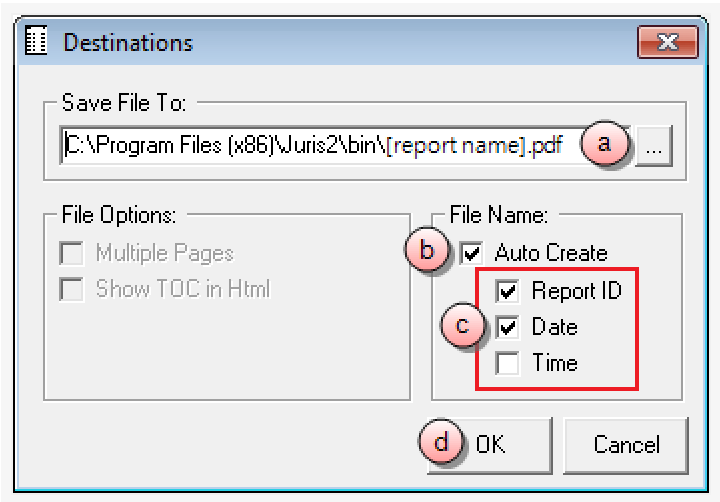
c. Click the **Auto Create** check box if you want the file name to be automatically created.

d. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

e. Click **OK**.

   'Excel File' is added to your Destination list.

PDF File, **RTF File**, **Text File** or **TIFF File** - an additional window appears where you make your file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the report file.

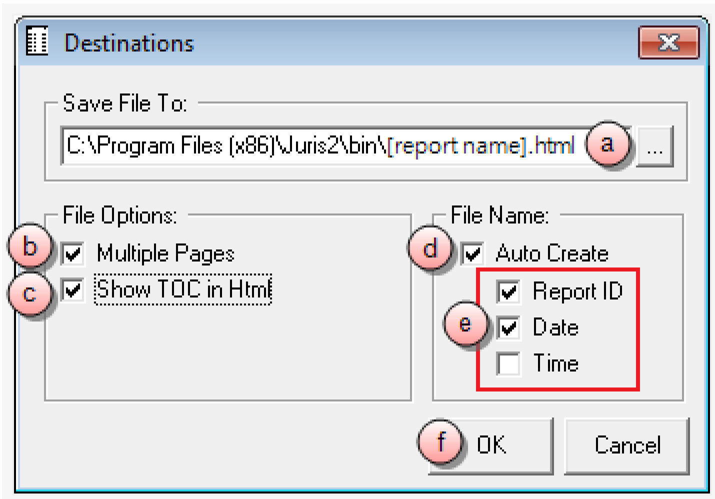
b. Click the **Auto Create** check box if you want the file name to be automatically created.

c. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
   Options are: **Report ID**, **Date** and **Time**.

d. Click **OK**.

   The file type is added to your Destination list.

HTML File - an additional window appears where you make your HTML file selections.



a. Click the **Save File To:** ellipses button and select where you want to save the file.

b. Click the **Multiple Pages** check box if you want to separate each record out to its own HTML page.

c. Click the **Show TOC in Html** check box if you want to add a Table of Contents in HTML format.

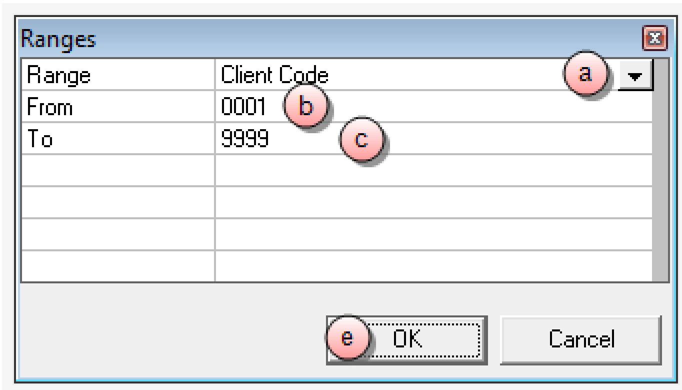
d. Click the **Auto Create** check box if you want the file name to be automatically created.

e. If you selected 'Auto Create,' you must also check the attributes you want included in the file name.
Options are: **Report ID**, **Date** and **Time**.

f. Click **OK**.

'HTML File' is added to your Destination list.

4. Click on the **Ranges +** plus button to open a window where you can select a range to include in your report.



a. Click the **Range** arrow and specify one of the range options. *For this report, the only available option is Client Code*.

b. Click in the **From** text box and type the starting year.

c. Click in the **To** text box and type the ending year.

d. Click **OK**.

   The range is added to the Range list.

e. Repeat steps **a** through **d** if you want to add another range option.

> **NOTE:** To edit an existing destination or range, click on it to select it, and then click the check button. To remove a destination or range, click on it to select it, and then click the minus button.

5. Optionally, under **Available Sorts**, click on a sort option and then click the right arrow button to add the sort option.

6. Optionally, under **Selected Sorts**, click on a sort option and then click the left arrow button to remove the sort option.

7. Optionally, click the **Word Wrap Codes** check box to select it, if you want the contents to wrap so all content shows in the display. If you only want to see the content that fits in the content column, then ensure that this check box is not checked.

8. Optionally, click the **Print Trailer Page** check box, if you want to print a separate page that lists the report selections for the accompanying report.

9. Click the **Print** button on the toolbar to generate your report.

Client Reference List Report Reference

Report options

Screen element	Description
Destinations	
Destination	Where you want to send the report (i.e., printer, view on screen export to an Excel file, etc.)
Ranges	
Client Code	Run a report that displays all client codes, a particular client code, or range of client codes.
Sorts	
Client code	Sort selected items by Client Code.
Options	
Word Wrap Codes	**Checked** - The contents in the text box wrap to the next line. **Unchecked** - The text box displays only the content that fits within its confines.
Print Trailer Page	Prints a separate page that lists the report selections for the accompanying report.
Table of Contents	Lets you select the breakdown of the Table of Contents. Available selection is 'Client Code.'

Text boxes (fields)

Text box label	Description
Code	Code used to identify each client.
Reporting Name	The client name used for reporting purposes.

Downloadable Reports

Free downloadable Juris reports are available from the Juris Downloads page on the Juris Support Center at https://lexisnexis.custhelp.com/app/answers/answer_view/a_id/1096425#2.