

## Management Reports List

### Accounting Reports

General Ledger Detail Backup By Account  
 General Ledger Report - By Account  
 General Ledger Report - By Account By Date  
 General Ledger Report - By Account By Month

### 4 Accounting Reports

### Billing | WIP | Summary Reports

Aged Work In Process By Client  
 Aged Work In Process By Client By Staff  
 Aged Work In Process By Client Number  
 Aged Work In Process By Client Number By Staff  
 Aged Work In Process By Client Number By Staff  
 Aged Work In Process By Matter Number  
 Aged Work In Process By Matter Ref  
 Aged Work In Process By Responsible By Client  
 Aged Work In Process By Staff By Client  
 Aged Work In Process By Staff By Client Number  
 Aged Work In Process By Staff By Matter Ref  
 Billed With % Collected By Client  
 Billed With % Collected By Invoice  
 Billed With % Collected By Matter Code  
 Billed With % Collected By Matter Ref  
 Billed With % Collected By Month  
 Billed With % Collected By Responsible By Matter Code  
 Billed With % Collected By Responsible By Matter Ref  
 Billed With % Collected By Responsible By Month  
 Billed With % Collected By Staff (Summary)  
 Billing History By Client  
 Billing History By Client No  
 Billing History By Matter No  
 Billing History By Matter Ref  
 Billing Records By Responsible By Month Invoiced  
 Billing Records By Responsible By Staff By Month Invoiced  
 Billing Records By Staff By Month Invoiced  
 Billing Records Paid/Unpaid By Client  
 Billing Records Paid/Unpaid By Matter Ref  
 Billing Records Paid/Unpaid By Staff  
 Fees Billable | Received By Originating  
 Fees/Costs Billed With % Collected (Detail)  
 Hours Entered | Billed | Collected By Staff  
 Matter Over-View Report - By Matter Number  
 Matter Over-View Report - By Matter Reference

# Management Reports List

Matter Over-View Report - By Originating Attorney  
Matter Over-View Report - By Responsible Attorney  
Matter Slip History Report - By Matter Number  
Matter Slip History Report - By Matter Reference  
Monthly Billing Trend By Client  
Monthly Billing Trend By Client By Matter Ref  
Monthly Billing Trend By Client By Staff  
Monthly Billing Trend By Matter No  
Monthly Billing Trend By Matter Ref  
Monthly Billing Trend By Responsible  
Monthly Billing Trend By Responsible By Matter Ref  
Monthly Billing Trend By Responsible By Staff  
Monthly Billing Trend By Staff  
Monthly Billing Trend By Staff By Bill Code  
Monthly Billing Trend By Staff By Client  
Monthly Billing Trend By Staff By Client No  
Payment Listing By Originating By Client No  
Pre-Bill Report (Portrait)  
Pre-Bill Report (Portrait) - By Matter By Phase By T/E  
Pre-Bill Report (Portrait) - By Matter By T/E By Phase  
WIP By Client By Staff  
WIP By Staff  
Work In Process By Responsible By Client  
Work in Process By Staff By Matter Number  
Work In Process Summary By Originating Attorney

## 60 Billing | WIP | Summary Reports

### Calendar Reports

Calendar - Text + 12-Month Graphic  
Six Week Calendar (Print)  
Six Week Calendar (Screen)

## 3 Calendar Reports

### Client Specific Reports

Budget Hrs/Rev vs. Actual Hrs/Rev By Staff By Week  
Collections W/ Special Originating Allocation  
Firm Rev vs. Coll and Booked vs. Target By Week  
Flat Fee Matters Variance Analysis  
Matters With Last Three Notes  
Productivity By Matter Code  
Productivity By Matter Code By Matter Ref  
Productivity By Matter Code By Matter Ref By Invoice  
Profit / (Loss) By Client By Staff (Detail)  
Profit / (Loss) By Client By Staff (Summary)  
Profit / (Loss) By Matter Code  
Profit / (Loss) By Matter Ref By Staff (Detail)  
Profit / (Loss) By Matter Ref By Staff (Summary)

# Management Reports List

Retainer Applied Report (Detail) By Matter No  
Retainer Applied Report (Detail) By Matter Ref  
Retainer Applied Report (Summary) By Matter No  
Retainer Applied Report (Summary) By Matter Ref  
Revenue Sharing By Staff By Matter (Detail)  
Revenue Sharing By Staff By Matter (Summary)

## 19 Client Specific Reports

### Invoice | Receivables Reports

Cash Flow Projection Worksheet By Client  
Cash Flow Projection Worksheet By Client Number  
Cash Flow Projection Worksheet By Matter No  
Cash Flow Projection Worksheet By Matter Ref  
Cash Flow Projection Worksheet By RA By Client  
Cash Flow Projection Worksheet By RA By Client Number  
Invoice History By Client By Invoice  
Invoice History By Client By Invoice  
Invoice History By Invoice  
Invoice History By Matter Ref  
Invoice History By Matter Ref By Invoice  
Invoice History By Originating  
Invoice History By Originating By Client By Invoice  
Invoice History By Originating By Invoice  
Invoice History By Originating By Matter Ref  
Invoice History By Originating By Matter Ref By Invoice  
Invoice History By Responsible  
Invoice History By Responsible By Client By Invoice  
Invoice History By Responsible By Invoice  
Invoice History By Responsible By Matter Ref  
Invoice History By Responsible By Matter Ref By Invoice  
Invoice Listing By Month By Matter No  
Invoice Listing By Month By Matter Ref  
Invoice Payment Distribution By Matter  
Invoice Payment Listing With Memo  
Open Invoice Listing By Matter  
Open Invoice Listing By Originating By Matter  
Open Invoice Listing By Responsible By Matter  
Prior Period Aged A/R W/ Future Activity (Detail)  
Prior Period Aged A/R W/ Future Activity (Summry)  
Prior Period Aged A/R By Matter Ref  
Prior Period Aged A/R By Responsible By Matter Ref  
Prior Period Aged AR By Responsible By Client No  
Recap of Open Invoice Analysis By Client  
Recap of Open Invoice Analysis By Matter Ref  
Recap of Open Invoice Analysis By Originating  
Recap of Open Invoice Analysis by Responsible By Matter  
Simple Aged AR By Client Name

# Management Reports List

Simple Aged AR By Client Number  
Simple Aged AR By Matter Ref  
Simple Aged AR By Originating By Client Number  
Simple Aged AR By Originating By Matter Ref  
Simple Aged AR By Responsible By Client Number  
Simple Aged AR By Responsible By Highest \$  
Simple Aged AR By Responsible By Matter Ref

## 45 Invoice | Receivables Reports

### Productivity | Budget Variance Reports

Chargeability Analysis By Staff  
Client Fee Analysis By Staff  
Graphical Productivity By Staff - Monthly  
Monthly Productivity Trend By Client  
Monthly Productivity Trend By Staff  
Monthly Productivity Trend By Staff By Client  
Monthly Productivity Trend By Staff By Matter Ref  
Overhead Variance  
Overhead Variance By Maatter Code By Staff  
Overhead Variance By Matter Ref By Staff  
Overhead Variance By Staff  
Phase Budget Variance By Matter Ref By Phase  
Phase Budget Variance By Responsible By Matter Ref By Phase  
Productivity By Invoice W/ Fees/Costs Billed/Collected  
Productivity By Matter Code By Matter RefW/ Fees/Costs Billed/C  
Productivity By Matter Code W/ Fees/Costs Billed/Collected  
Productivity By RA By Matter Code W/ Fees/Costs Billed/Collecte  
Productivity By Staff W/ Fees/Costs Billed/Collected  
Productivity By Staff W/ Fees/Costs Billed/Collected  
Productivity By Staff W/ Fees/Costs Billed/Collected  
Productivity By Staff W/ Fees/Costs Billed/Collected  
Productivity By Staff W/ Fees/Costs Billed/Collected  
Productivity By Staff W/ Fees/Costs Billed/Collected  
Productivity Summary By Matter Ref  
Productivity Summary By Staff By Matter Ref  
Profitability Report By Staff  
Recap - Value of Time Entered vs. Collections by Staff  
Staff Fee Analysis By Client  
Staff Fee Analysis By Matter  
Staff Hours and Fees Recap Report - By Month  
Staff Hours and Fees Recap Report - By Staff (Detail)  
Staff Hours and Fees Recap Report - By Staff (Summary)  
Staff Hours and Fees Recap Report - By Staff By Month  
Staff Hours By Day (Calendar Format)  
Staff Hours By Day (Calendar with Weekly Summary)  
Staff Hours By Staff By Day  
Staff Time Analysis By Client  
Staff Time Analysis By Matter No

# Management Reports List

Staff Time Analysis By Matter Ref  
Time Analysis By Staff  
Value of Time Entered Trend By Responsible By Month  
Value of Time Entered Trend By Responsible By Staff By Month  
Value of Time Entered Trend By Staff By Bill Code  
Value of Time Entered Trend By Staff By Month

## 43 Productivity | Budget Variance Reports

### Receipt Allocation | Transaction Reports

Fee Receipt Allocation By Date (Specified %)  
Fee Receipt Allocation By Originating (Specified %)  
Fee Receipt Allocation By Originating By Matter Ref (Specified %)  
Fee Receipt Allocation By Originating By Matter Ref By Staff (Spe  
Fee Receipt Allocation By Staff (Specified %)  
Fee Receipt Allocation By Staff By Matter Ref (Specified %)  
Fees For Staff By Originating  
Fees For Staff By Originating By Staff  
Fees For Staff By Other  
Fees For Staff By Referring  
Fees For Staff By Responsible  
Fees For Staff With Subtotals By Originating By Matter Ref  
Fees For Staff With Subtotals By Responsible By Matter Ref  
Fees For Staff With Subtotals By Staff By Matter Ref  
Fees For Staff With Subtotals By Staff By Originating  
Financial History (Matter)  
Funds Acitivity W/ Balance Forward  
Funds Activity (Matter)  
Funds Balance By Trust Account By Matter  
Payment Listing By Client No  
Payment Listing By Date  
Payment Listing By Date By Mat Ref  
Payment Listing By Mat Ref By Date  
Payment Listing By Matter Code  
Payment Listing By Month  
Payment Listing By Originating  
Payment Listing By Originating By Matter Code  
Payment Listing By Originating By Matter Ref  
Payment Listing By Originating By Month By Matter Ref  
Payment Listing By Responsible By Client No  
Pro Rata Collections By Client  
Pro Rata Collections By Client By Matter Ref  
Pro Rata Collections By Client By Responsible  
Pro Rata Collections By Client By Staff  
Pro Rata Collections By Client Code  
Pro Rata Collections By Matter Code  
Pro Rata Collections By Matter Ref  
Pro Rata Collections By Matter Ref By Staff

# Management Reports List

Pro Rata Collections By Originating  
Pro Rata Collections By Originating By Staff  
Pro Rata Collections By Responsible  
Pro Rata Collections Detail By Client Code By Matter Ref  
Pro Rata Collections Summary By Client Code By Matter Ref  
Staff Collections W/ Pro Rata Fee Allocation (Detail)  
Staff Collections W/ Pro Rata Fee Allocation (Summary)  
Transaction Listing By Date  
Transaction Listing By Matter Ref By Invoice  
Transaction Listing By Responsible By Client Number  
Transaction Listing By Type By Date

**49 Receipt Allocation | Transaction Reports**

**223 Total Reports**