

## Introduction to Lexis® Back Office Powered by PCLaw™

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## Introduction

Thank you for your interest in Lexis Back Office Powered by PCLaw, the fully integrated time, billing and accounting solution designed specifically for law firms. Lexis Back Office Powered by PCLaw is the system of choice for more than 25,000 law firms, making it the most widely used legal-specific back-office management system in North America.

### Complete Back-Office Solution

Lexis Back Office Powered by PCLaw is an integrated back-office solution that reduces the administrative workload of running your practice so you can better serve your clients. Lexis Back Office helps you track time and expenses, write checks, produce bills, gain important productivity metrics and manage your books.

### Small and Medium Firm Solutions

Lexis Back Office Powered by PCLaw is an easy-to-use, integrated system designed for firms with 1 to 9 timekeepers. Lexis Back Office Powered by [PCLawPro](#) is a more comprehensive system for law firms with 10 or more timekeepers.

## Why Law Firms Prefer Lexis Back Office Powered by PCLaw

### Responding to Client Needs

Since 1982, the maker of this legal-specific billing and accounting software has sought suggestions from users. The input we receive continues to be central to the enhancement of existing features and the development of new ones.

### Getting started made easy

Online resources and videos will quickly teach you the basics. The unique "Start-Up" section makes it fast and easy to enter your current accounting information. Lexis Back Office provides free technical support for 60 days to help get your new system up and running.

### Providing The Products You Need

No other legal-specific time, billing and accounting product helps you deal with regional rules and regulations as well as Lexis Back Office Powered by PCLaw. Whether you are in the United States, in Canada or overseas, Lexis

Back Office will satisfy your local accounting and reporting requirements including:

- Trust accounting
- Cash, modified cash or accrual accounting methods
- Goods and services tax (GST), harmonized sales tax (HST) and state sales tax
- Insurance Corporation of British Columbia (ICBC)

### **Exceptional Support**

Lexis Back Office technical support service is unmatched in the legal software business and is backed by live-answer, e-mail and online support.

### **Customizable Security**

Lexis Back Office Powered by PCLaw contains a customizable security system enabling you to restrict access to sensitive areas of the program such as clients, check writing and system settings. An audit trail feature tracks all entries in the system.

### **Information at a Glance**

You can use Lexis Back Office to easily access current information about your cases and firm:

- View all your general and trust bank account balances
- Obtain a quick summary of client accounts
- Generate an income statement or productivity report
- Access client address information

### **Convert From Your Current Software**

Lexis Back Office Powered by PCLaw provides competitive fee-based conversion service to migrate your data from other systems, including:

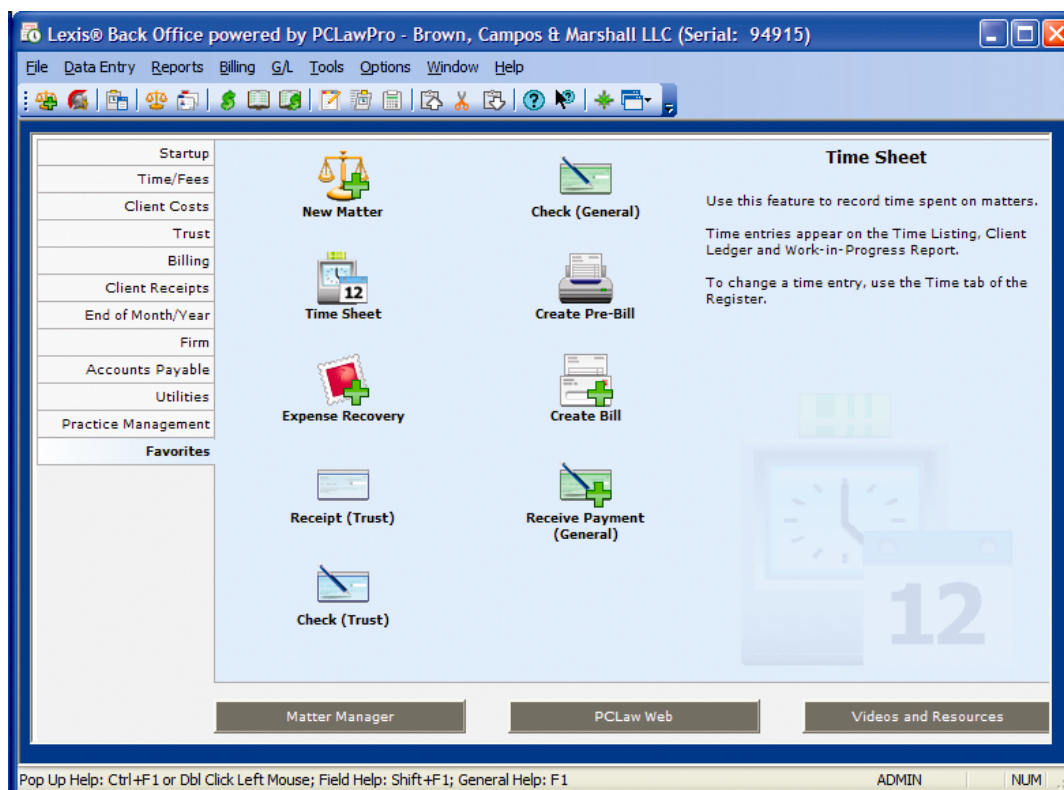
- Timeslips®
- QuickBooks®
- Tabs 3®
- Manac®
- EsiLaw®
- and more

A free conversion utility is included for Timeslips. QuickBooks users can send us their data for a free conversion. Call sales support for details.

## **Quick Step Menu**

## A Navigation "Road Map"

Quick Step provides a logical and uncluttered interface that allows you to easily find and use the features you need.



**The Quick Step interface makes learning Lexis Back Office Powered by PCLaw fast and easy.**

### Logical Interface

In the above Quick Step example, the Favorites option has been selected in the left-hand column. The associated sub-group of features appears in the middle of the screen, including: New Matter, Check (General), Time Sheet, Create Pre-Bill and Receive Payment.

You can access any of these features or related reports with a single mouse click. An optional help screen can be displayed in the right-hand column to provide more detail about the menu items.

### Customized Menus

You can customize the Quick Step menu to suit each user's needs. All the needed features can be placed in the Quick Step menu, including links to other programs and URLs, making Lexis Back Office easy to learn and use.

## Time Tracking Made Easy

Lexis Back Office Powered by PCLaw provides multiple ways to help you record and bill for every billable minute.

| Timer | Date      | Matter     | Lwyr | Task | Hours | Rate   | Amount | Expl. Code | Explanation                        |
|-------|-----------|------------|------|------|-------|--------|--------|------------|------------------------------------|
|       | 8/15/2007 | 03-1236.1  | RSE  | BW   | 1.00  | 155.00 | 155.00 | ct         | Correspondence to opposing counsel |
|       | 8/15/2007 | 04-7458.22 | DB   | BW   | 2.50  | 115.00 | 287.50 | atc        | Attendance at court                |
|       | 8/16/2007 | 04-1236.2  | ASM  | BW   | 1.75  | 200.00 | 350.00 | prep       | Preparation of settlement offer    |

Non-Billable: 0.00    Billable: 5.25    Total Hours: 5.25    Amount: 792.50

Matter: 03-1236.1    Client: 001    Name: Able, Barry  
 Re Line: Able v. State of Florida  
 Unbd D: 318.25    Unbd Hrs: 12.53    Unbd Fees: 1074.95  
 A/R: 366.00    Gen Rtnr: 0.00    Trust: 2440.00

**More easily record and bill for every minute you spend on a case with the Time Sheet.**

### Capture Time and Expenses

The easy-to-use Time Sheet lets you record billable and non billable time entries and flat fees.

### Works the Way You Do

Time can be entered in parts of an hour, or you can run an automatic timer to track the time spent while working on a case. Just enter the matter number, and the lawyer and billing rate information is automatically retrieved for the matter.

### Time-Saving Features

You can strive to capture billable work with greater accuracy using time-saving features, including:

- Automatic spell checking
- User-defined explanation codes that let you enter a common billing narrative with a few keystrokes
- Custom matter billing rates
- Unlimited lawyer billing rates
- Automatic timers
- Flexibility to enter a flat fee or time entry from the same screen

### Flexible Time Tracking

Capture more time while working on:

- Non-networked computers—capture time on your laptop or home computer, and easily transfer it to Lexis Back Office for billing.
- Handheld computers—track time and transfer it to Lexis Back Office from your Windows Mobile®, BlackBerry® wireless handheld, Pocket PC or Palm® OS handheld device (requires optional module).
- LexisNexis Total Practice Advantage™ or Lexis® Front Office Powered by Time Matters—Capture time with any item you enter in these front-office applications

## General Checks & Preprinted Forms

### Check Writing Made Easy

Writing checks in Lexis Back Office from your trust or general bank accounts is even easier than using your checkbook. You can write checks in Lexis Back Office for all your firm and client expenses. Every check entry

updates the journals, client ledger and general ledger, providing you with up-to-date balances. Checks can be printed individually or as a batch.

| Matter    | Expl. Code | Explanation              | Amount | G/L Account | Description       |
|-----------|------------|--------------------------|--------|-------------|-------------------|
| 04-4878.1 | cr         | Courier to Patent Office | 78.00  | 5501        | Delivery Recovery |
|           |            |                          |        |             |                   |
|           |            |                          |        |             |                   |

|             |           |          |                   |     |
|-------------|-----------|----------|-------------------|-----|
| Unallocated | Allocated | Bank Bal | Recurring Entries |     |
| 278.00      | 0.00      | 51426.29 | Create            | Use |

|          |               |           |      |            |               |
|----------|---------------|-----------|------|------------|---------------|
| Matter:  | 04-4878.1     | Client:   | 004  | Name:      | Arthur, Betty |
| Re Line: | Arthur Patent |           |      |            |               |
| Unbd D:  | 9.00          | Unbd Hrs: | 0.00 | Unbd Fees: | 0.00          |
| A/R:     | 0.00          | Gen Rtnr: | 0.00 | Trust:     | 3800.00       |

**Write checks quickly and accurately.**

### Firm Expenses

Issue a check for a firm expense such as rent, and Lexis Back Office automatically updates your running bank balance, the bank journal and the general ledger expense account.

You can also print your checks on preprinted forms with laser, inkjet or dot-matrix printers.

## Client Costs & Disbursements

### Writing a Check for a Client

Write a check for a client expense, and Lexis Back Office updates the bank journal and places the charge on the client ledger ready for billing.

One entry updates your bank account and allocates the expense to the client. This integration allows you to recover expenses that might otherwise be missed.

### Client Costs from Accounts Payable

When you enter a payable in Lexis Back Office, you can allocate a portion of the expense to a matter. This allows you to bill the client for the charge before you issue a check for the payment.

Trust Receipt

Brown, Campos & Marshall LLC Acct: 1 Main IDLTA Trust Acc. Rcpt #: 00001

Received: Two Thousand \*\*\*\*\* 00/100

From: Barry Able Date: 8/15/2007 Amount: 2000.00

Explanation: ret Retainer Spell..

Hold Receipt for 7 Days Client Check #: 23412 Pmnt Method: Certified Check

| Matter    | Expl. Code | Explanation | Amount  | New Balance |
|-----------|------------|-------------|---------|-------------|
| 03-1236.1 | ret        | Retainer    | 2000.00 | 4440.00     |

Unallocated: 0.00 Allocated: 2000.00 Bank Bal: 7765.64

Recurring Entries: Create Use

Matter: 03-1236.1 Client: 001 Name: Able, Barry  
 Re Line: Able v. State of Florida  
 T/Bals: 2440.00 1  
 Unbd D: 318.25 A/R: 366.00 Gen Rtnr: 0.00 Trust: 2440.00

Print... OK Register Cancel Help

**Easily pay client expenses from the matter's trust funds.**

### Expenses Paid From Trust

Trust checks issued to pay client expenses update the trust bank account and the client ledger all in one step. All trust activity can optionally appear on a client's bill.

A trust security feature in Lexis Back Office ensures that you do not overdraw on a client's trust account.

### Non-Cash Disbursements—Soft Costs

The Expense Recovery function lets you easily record non-cash client expenses such as photocopy and fax charges. Charges appear on the client ledger ready for billing.

## Work In Progress & Prebilling

### Review Your Work before Billing

You can view and edit unbilled time and disbursements before final billing by producing a Work in Progress (WIP) report or creating prebills.

### Work in Progress

The WIP report helps you determine whom to bill by showing a client's unbilled items. It details the value of unbilled time and disbursements for any client and is aged to highlight matters requiring attention.

| Date   | Paid To/Fee/Time                |         | Che/Inv    | Disbursement | Fee/Time    | Current A/R Bal.   |         |         |
|--|---------------------------------|---------|------------|--------------|-------------|--------------------|---------|---------|
| Entry#   | Explanation                     |         |            |              |             | Current Trust Bal. |         |         |
| Client: 8  | Rescovic, Morgan                |         |            |              |             | 2625.00            |         |         |
| Matter: 8-001-abc                                    | Morgan Rescovic vs. Palmer Inc. |         |            |              |             | 1500.00            |         |         |
| Jan 2/2003   | Quick Courier Service           |         | 00012      | 168.00       |             |                    |         |         |
| 153  | Courier Expense                 |         |            |              |             |                    |         |         |
| Jan 2/2003   | Expense Recovery                |         | 00002      | 45.00        |             |                    |         |         |
| 154  | Photocopies                     |         |            |              |             |                    |         |         |
| Mar 4/2003   | Expense Recovery                |         | 00002      | 72.50        |             |                    |         |         |
| 155  | Photocopies                     |         |            |              |             |                    |         |         |
| Mar 13/2003  | Lawyer: wr 1.50 Hrs X 250.00    |         |            |              | 375.00      |                    |         |         |
| 147  | Attendance at court             |         |            |              |             |                    |         |         |
| Apr 15/2003  | Lawyer: sb 2.50 Hrs X 300.00    |         |            |              | 750.00      |                    |         |         |
| 148  | Legal Research                  |         |            |              |             |                    |         |         |
| Apr 15/2003  | Lawyer: rb 1.95 Hrs X 200.00    |         |            |              | 390.00      |                    |         |         |
| 149  | Reviewing Settlement Offer      |         |            |              |             |                    |         |         |
| May 6/2003   | Expense Recovery                |         | 00002      | 36.25        |             |                    |         |         |
| 156  | Photocopies                     |         |            |              |             |                    |         |         |
| May 7/2003   | Lawyer: rb 4.00 Hrs X 175.00    |         |            |              | 700.00      |                    |         |         |
| 150  | Preparation of counter proposal |         |            |              |             |                    |         |         |
| Jun 18/2003  | Lawyer: wr 1.00 Hrs X 200.00    |         |            |              | 200.00      |                    |         |         |
| 151  | Telephone call from client      |         |            |              |             |                    |         |         |
| Last Time Entry                                      | Unbilled                        | Current | 31-60 Days | 61-90 Days   | 91-120 Days | >=121 Days         | Total   |         |
| Jun 18/2003  | Hours                           | 1.00    | 4.00       | 4.45         | 1.50        | 0.00               | 10.95   |         |
|  | Fees                            | 200.00  | 700.00     | 1140.00      | 375.00      | 0.00               | 2415.00 |         |
|  | Disb                            | 0.00    | 36.25      | 0.00         | 72.50       | 213.00             | 321.75  |         |
|  | Total:                          | 200.00  | 736.25     | 1140.00      | 447.50      | 213.00             | 2736.75 |         |
| *** Work In Progress - Summary by Working Lawyer *** |                                 |         |            |              |             |                    |         |         |
| rb - Richard Black                                   | Unbilled                        | Current | 31-60 Days | 61-90 Days   | 91-120 Days | >=121 Days         | Total   | Percent |
|  | Hours                           | 0.00    | 4.00       | 1.95         | 0.00        | 0.00               | 5.95    | 54.34   |
|  | Fees                            | 0.00    | 700.00     | 390.00       | 0.00        | 0.00               | 1090.00 | 45.13   |
|  | Disb                            | 0.00    | 36.25      | 0.00         | 72.50       | 213.00             | 321.75  | 100.00  |
|  | Total:                          | 0.00    | 736.25     | 390.00       | 72.50       | 213.00             | 1411.75 | 51.58   |
| sb - Susan Brito                                     | Hours                           | 0.00    | 0.00       | 2.50         | 0.00        | 0.00               | 2.50    | 22.83   |
|  | Fees                            | 0.00    | 0.00       | 750.00       | 0.00        | 0.00               | 750.00  | 31.06   |
|  | Disb                            | 0.00    | 0.00       | 0.00         | 0.00        | 0.00               | 0.00    | 0.00    |
|  | Total:                          | 0.00    | 0.00       | 750.00       | 0.00        | 0.00               | 750.00  | 27.40   |
| wr - Walter Reif                                     | Hours                           | 1.00    | 0.00       | 0.00         | 1.50        | 0.00               | 2.50    | 22.83   |
|  | Fees                            | 200.00  | 0.00       | 0.00         | 375.00      | 0.00               | 575.00  | 23.81   |
|  | Disb                            | 0.00    | 0.00       | 0.00         | 0.00        | 0.00               | 0.00    | 0.00    |
|  | Total:                          | 200.00  | 0.00       | 0.00         | 375.00      | 0.00               | 575.00  | 21.01   |
| *** Work In Progress - Firm Summary ***              |                                 |         |            |              |             |                    |         |         |
|  | Unbilled                        | Current | 31-60 Days | 61-90 Days   | 91-120 Days | >=121 Days         | Total   |         |
|  | Hours                           | 1.00    | 4.00       | 4.45         | 1.50        | 0.00               | 10.95   |         |
|  | Fees                            | 200.00  | 700.00     | 1140.00      | 375.00      | 0.00               | 2415.00 |         |
|  | Disb                            | 0.00    | 36.25      | 0.00         | 72.50       | 213.00             | 321.75  |         |
|  | Total:                          | 200.00  | 736.25     | 1140.00      | 447.50      | 213.00             | 2736.75 |         |

**Monitor unbilled charges by client, and take appropriate action.**

**Prebill**

Before you bill, you can run prebills (below). Prebills look like bills and provide you with the information you need to make billing decisions and expedite the billing process.

Timekeepers can review details of unbilled time, disbursements and retainers before final billing.

Alumni Law Firm  
1301 Main Street  
Anytown, AnyState 12345

Tel: (555) 555-3265 Fax: (555) 555-2493

Oscar Tam  
265 Euclid Avenue  
New York, NY 10000

August 10, 2004

Attention: Oscar  
RE: Oscar Tam vs. Big Corporation

File #: ostar-001  
Inv #: Sample

| DATE      | DESCRIPTION   | TASK | HOURS | AMOUNT   | LWYR |
|-----------|---|------|-------|----------|------|
| Jul-14-04 | Meeting with expert Joanna Wietz in preparation for her deposition. | BW   | 1.25  | 312.50   | NM   |
| Jul-15-04 | Prepare interrogatories to plaintiff.                               | BW   | 0.75  | 225.00   | JL   |
| Jul-21-04 | Attend Deposition of witness Marilyn Shoniker.                      | BW   | 1.00  | 275.00   | ML   |
| Totals    |   |      | 3.00  | \$812.50 |      |

**FEE SUMMARY:**

| Lawyer      | Hours | Effective Rate | Amount   |
|-------------|-------|----------------|----------|
| Janet Lund  | 0.75  | \$300.00       | \$225.00 |
| Maria Lopez | 1.00  | \$275.00       | \$275.00 |
| Neil Manne  | 1.25  | \$250.00       | \$312.50 |

| DISBURSEMENTS                         |                 | Disbursements | Receipts        |
|---------------------------------------|-----------------|---------------|-----------------|
| Aug-10-04                             | Courier Expense | CE 32.00      |                 |
| Totals                                |                 | \$32.00       | \$0.00          |
| <b>Total Fees &amp; Disbursements</b> |                 |               | <b>\$844.50</b> |
| Previous Balance                      |                 |               | \$0.00          |
| Previous Payments                     |                 |               | \$0.00          |
| <b>Balance Due Now</b>                |                 |               | <b>\$844.50</b> |

**Double-click any item to edit the entry.**

**Edit Entries before Billing**

Changing unbilled fees and disbursements prior to final billing is easy with the Prebill Drill-Down feature. Edit charges directly from the onscreen prebill or from the BillFlow Manager.

**Billing**

Lexis Back Office offers unsurpassed flexibility in client billing. You can bill matters individually or en masse. Lexis

Back Office supports flat-fee, task-based, split, contingency, retainer and electronic billing.

### **Customize Your Bill Formats**

Select any one of the formats that come with the system, modify them to suit your needs, or build an unlimited number of your own formats from scratch. You can even create a different custom-designed bill format for every matter. You control every facet of the bill—from the level of detail shown to the actual wording. You can customize bills to include standard bill paragraphs, logos, personal messages or custom information. Fees can be sorted by date, lawyer or task code. You can add bill memos to individual invoices.

### **Select What to Bill**

Select what kind of entries you want to include on your bill, including: fees, client disbursements, general and trust retainers and trust checks and receipts.

### **Choose Whom to Bill**

Lexis Back Office provides billing by: matter, client, responsible lawyer, type of law or billing frequency (monthly, quarterly or user-defined groups), You can also itemize by value of unbilled fees, disbursements or total unbilled charges.

### **Bill Clients with Many Matters**

Options for billing include: All matters for one client on one invoice; selected matters for one client on one invoice; all matters for one client on separate invoices; and some matters for one client on separate invoices.

### **Completely Integrated**

Every time you bill a client, Lexis Back Office saves you time and effort by updating accounts receivable, the client ledger and work in progress. Should you generate an incorrect bill, it can easily be "unbilled" without correcting entries appearing on your reports.

### **Quick Bill—One-Step Billing**

The Quick Bill feature lets you quickly create a bill by entering fees, disbursements, retainers and payments all from one screen.

**Quick Bill**

Matter: 03-1236.1    Date: 8/15/2007    Template: QUIKBILL    Invoice: 11

Collecting/Fee Credit Lawyer: RSB - Robert S. Brown

Fees: fsr    For Services Rendered    1229.95    Allocation...

| Ant                      | Expl. Code | Explanation                                   | Amount |
|--------------------------|------------|---|--------|
| <input type="checkbox"/> |            | Depositions and Transcript for Harry Caldwell | 318.25 |
| <input type="checkbox"/> |            |   |        |
| <input type="checkbox"/> |            |   |        |

Sales Tax: 0.00  
GST Amount: 0.00  
Total: 1548.20

Payment

Transfer from Trust: Trust Balance 4440.00    0.00

Receive Payment: Barry Able    0.00

Payment Method: Credit Card    Orig Bank: [ ]

Account #: 1    Client Check #: [ ]

Payment Received by Credit Card    Spell...

Matter: 03-1236.1    Client: 001    Name: Able, Barry  
Re Line: Able v. State of Florida  
T/Bals: \* Trust Hold to 8/22/2007 \* 4440.00 1  
Unbd D: 318.25    A/R: 366.00    Gen Rtnr: 0.00    Trust: 4440.00

Load Last    Preview    OK    Cancel    Help

Create bills quickly with the Quick Bill Feature.

## Bill Samples

### Customize Bills to Suit Your Needs

Lexis Back Office Powered by PCLaw is so flexible that you can create a different custom-designed bill format for every matter. You control every facet of the bill—from the level of detail shown to the actual wording. You even decide the position of information on the page and insert standard bill paragraphs, logos or personal messages.

Click any image for a more detailed view of the bill.



**Get the bills out.** This invoice is created using a standard format provided with Lexis Back Office. This example is for clients who require a detailed description of services without the detail of the hours and amounts assessed for each fee entry.

**Itemized disbursements show explanations.** Lexis Back Office draws fee, disbursement and tax entries directly from the client ledger, totals the invoice and updates accounts receivable.

**Preset paragraph.** This format for the invoice includes a preset paragraph in place of the detailed time entries on the client ledger card.

The values of the time and flat-fee entries are added to arrive at the total fee charged. The invoice also includes a courtesy discount. If you prefer different wording or more detail on this bill, you would use a different Lexis Back Office bill format.

**Three matters on one invoice.** This invoice uses a detailed format that shows all details for the fees and disbursements. Notice that this example shows three matters for the client on one invoice.

**Trust statement.** Invoices can include a detailed trust statement. The trust statement details disbursements and receipts for each matter and calculates the remaining balance. A retainer replenishment request may be added to the trust statement to remind the client to top off the retainer.

**Summary invoice.** You may have a client with many matters. When you bill, the system can detail each matter as a separate bill. Lexis Back Office can then print a summary of all bills to use as a cover page for the group of bills you are sending the client.

**Multiple matters on separate invoices.** Clients can receive separate invoices for each matter. These invoices can use a detailed format so clients can see the particulars of each matter, including fees, disbursements and hours billed.

**Accounts Receivable**

Lexis Back Office makes it easy for your firm to collect outstanding balances promptly. Client payments for fees can be automatically allocated to the responsible lawyer, prorated by working lawyer or manually allocated.

When payments are received, they can be applied to specific bills or automatically applied to the oldest outstanding invoices.

### Process Client Credit Card Payments

Optional credit card Processing provides the means to accept client payments via credit cards directly from Lexis Back Office Powered by PCLaw. Payments can be made to both operating and trust bank accounts, and the information automatically updates client and accounting files, saving you valuable time and keystrokes.

### Identify Outstanding Receivables

The Receivables by Client report has been designed to expedite payment.

The report details:

- Client names and phone numbers for easy follow-up
- Collection notes to assist in follow-up
- Date and amount of last payment to identify partial payments
- Trust balances to highlight matters eligible for trust transfers

Dec 30/2002 Page 1

Alumni Law Firm  
Receivables By Client  
To Dec 30/2002

| Client Information    |              | Intro Lawyer                 |                   | Outstanding |              |        |          |         |          | Trust     |       |
|-----------------------|--------------|------------------------------|-------------------|-------------|--------------|--------|----------|---------|----------|-----------|-------|
| Matter                |              |                              |                   |             |              |        |          |         |          |           |       |
| Inv                   | AR Date      | Last Receipt Date            | Collecting Amount | Lawyr       | Billed       | <= 30  | <= 60    | <= 90   | > 90     | Total     | Trust |
| 1869 - Allison, Peter |              | PBL                          |                   |             |              |        |          |         |          |           |       |
| B                     | 212-555-1212 | F                            | 212-555-6521      | H           | 212-555-1214 |        |          |         |          |           |       |
| abc-124               |              | Peter Allison - Divorce      |                   |             |              |        |          |         |          | \$1000.00 |       |
| 1389                  | Jan 26/2001  | Feb 8/2001                   | 250.00            | JL          | 1980.80      |        |          |         | 1730.80  | 1730.80   |       |
| 5267                  | Apr 7/2002   |                              |                   | JL          | 3038.54      |        |          |         | 3038.54  | 3038.54   |       |
| 5278                  | Jul 23/2002  |                              |                   | JL          | 7500.00      |        |          |         | 7500.00  | 7500.00   |       |
| 5285                  | Oct 28/2002  |                              |                   | JL          | 500.00       |        |          | 500.00  |          | 500.00    |       |
| Matter Total          |              |                              |                   |             |              | 0.00   | 0.00     | 500.00  | 12269.34 | 12769.34  |       |
| 88981 - Daily, Ronald |              | AY                           |                   |             |              |        |          |         |          |           |       |
| B                     | 212-555-3254 | F                            | 212-555-2018      | H           | 212-555-0125 |        |          |         |          |           |       |
| 2001-ack-a            |              | Post-divorce alimony issues. |                   |             |              |        |          |         |          | 25750.00  |       |
| 1343                  | Dec 5/2000   | Aug 30/2001                  | 100.00            | EM          | 220.00       |        |          |         | 120.00   | 120.00    |       |
| 1388                  | Jan 15/2001  |                              |                   | JL          | 275.00       |        |          |         | 275.00   | 275.00    |       |
| 5266                  | Sep 7/2001   |                              |                   | JL          | 7150.00      |        |          |         | 7150.00  | 7150.00   |       |
| 5269                  | May 7/2002   |                              |                   | JL          | 805.00       |        |          |         | 805.00   | 805.00    |       |
| 1                     | May 16/2002  |                              |                   | JL          | 500.00       |        |          |         | 500.00   | 500.00    |       |
| 5265                  | May 16/2002  | May 16/2002                  | 500.00            | JL          | 6250.00      |        |          |         | 7750.00  | 7750.00   |       |
| 5282                  | Aug 9/2002   |                              |                   | JL          | 745.65       |        |          |         | 745.65   | 745.65    |       |
| 5279                  | Sep 23/2002  |                              |                   | JL          | 1680.00      |        |          |         | 1680.00  | 1680.00   |       |
| 5288                  | Oct 2/2002   |                              |                   | JL          | 230.00       |        |          | 230.00  |          | 230.00    |       |
| 5287                  | Oct 16/2002  | Oct 16/2002                  | 50.00             | JL          | 2568.00      |        |          | 2518.00 |          | 2518.00   |       |
| 5289                  | Nov 21/2002  | Nov 21/2002                  | 1000.00           | JL          | 13330.00     |        | 12330.00 |         |          | 12330.00  |       |
| 5286                  | Dec 1/2002   |                              |                   | JL          | 650.00       | 650.00 |          |         |          | 650.00    |       |
| Matter Total          |              |                              |                   |             |              | 650.00 | 12330.00 | 2748.00 | 19025.65 | 34753.65  |       |
| 1858 - Linguist, Mike |              | PBL                          |                   |             |              |        |          |         |          |           |       |
| B                     | 555-212-5487 | H                            | 555-212-8968      |             |              |        |          |         |          |           |       |
| abc-123               |              | Wrongful Dismissal           |                   |             |              |        |          |         |          | 30500.00  |       |
| 1387                  | Jan 10/2001  | Jan 10/2001                  | 200.00            | AY          | 2625.00      |        |          |         | 425.00   | 425.00    |       |
| 5270                  | Jun 7/2002   |                              |                   | AY          | 7505.50      |        |          |         | 7505.50  | 7505.50   |       |
| Matter Total          |              |                              |                   |             |              | 0.00   | 0.00     | 0.00    | 7930.50  | 7930.50   |       |
| Firm Total            |              |                              |                   |             |              | 650.00 | 12330.00 | 3248.00 | 39225.49 | 55453.49  |       |

Take control over your client receivables, and follow up with clients requiring attention.

## Client Ledger

### Client Tracking Made Easy

The client ledger can be called up quickly to let you view all financial information for a client, including billed and unbilled fees, disbursements, accounts receivable and trust activity.

### Full Client History & Status

Similar to a manual one-write (pegboard) accounting system, the client ledger provides a full history of each

matter. Every entry remains on the client ledger even after billing until you summarize, archive, purge or close the matter.

| Date  |        | Received From/Paid To                            | Ches#   | General | Bld     | Trust    |       | Balance         |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
|---|--------|--|---------|---------|---------|----------|-------|-----------------|----------|-------------|----------|----------|-------|---------|---------|--------|-------|----------|----------|-------|--------|--------|--------|---------|---------|--------|---------|------|--------|-------|---------|----------|----------|--------|--------|---------|---------|--------|----------|------|--------|-------|----------|----------|
| Entry#  |        | Explanation                                      | Rspts#  | Disbs   | Fees    | Inv#     | Acc   | Rspts           | Disbs    |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| SB981 Daily, Ronald   |        |  |         |         |         |          |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| 2001-ack-a Post-divorce alimony issues.   |        |  |         |         |         |          |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| May 16/2002   | 21903  | Alumni Law Firm                                  | 1278    |         |         |          | 1     | JL - Janet Lund | 500.00   | 250.00      |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| May 16/2002   | 21905  | Payment for invoice: 5265                        |         |         |         |          |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| May 16/2002   | 21906  | Transferred from Trust                           | 00640   | 250.00  |         |          |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| May 16/2002   | 21907  | PMT - Payment for invoice: 5265                  |         |         |         |          |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| May 16/2002   | 21908  | Transferred from Trust                           | 00640   | 242.60  |         |          |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| May 16/2002   | 21909  | PMT - Payment for invoice: 5265                  |         |         |         |          |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| May 16/2002   | 21910  | Transferred from Trust                           | 00640   | 7.40    |         |          |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| May 29/2002   | 21908  | Lawyer: NM 0.45 Hrs X 200.00                     |         |         | 90.00   | 5273     |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| May 29/2002   | 21908  | Telephone call from client regarding court date. |         |         |         | RBQ      |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| May 29/2002   | 21909  | Lawyer: NM 1.50 Hrs X 200.00                     |         |         | 300.00  | 5273     |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| May 29/2002   | 21909  | Telephone conference with opposing counsel.      |         |         |         | RBQ      |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| May 30/2002   | 21910  | Lawyer: NM 0.75 Hrs X 200.00                     |         |         | 150.00  | 5273     |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| May 30/2002   | 21910  | Trial preparation                                |         |         |         | RBQ      |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| Jun 18/2002   | 21936  | Acne Courier Services                            | 6096    | 214.00  |         | 5273     |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| Jun 18/2002   | 21936  | Courier Service NY to Washington DC              |         |         |         | RBQ      |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| Jul 4/2002  | 21956  | Expense Recovery                                 | 02654   | 247.20  |         |          |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| Jul 4/2002  | 21956  | Courier Fees                                     |         |         |         |          |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| Jul 4/2002  | 21957  | Lawyer: NM 2.75 Hrs X 300.00                     |         |         | 825.00  |          |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| Jul 4/2002  | 21957  | Trial Preparation                                |         |         |         |          |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| Aug 9/2002  | 21999  | Billing on Invoice 5282                          |         | 0.00    |         | 5282     |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| Aug 9/2002  | 21999  | FEEs 745.65                                      |         |         |         |          |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| Aug 9/2002  | 22000  | Fees To Lawyer JL                                |         |         | 745.65  | 5282     |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| Aug 14/2002   | 22014  | Expense Recovery                                 | 02655   | 30.00   |         |          |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| Aug 14/2002   | 22014  | Long Distance Charges                            |         |         |         |          |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| Sep 17/2002   | 21981  | Client   | 00032   |         |         |          | 1     | 25000.00        |          | 25250.00    |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| Sep 17/2002   | 21981  | Retainer   |         |         |         |          |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| Sep 23/2002   | 21993  | Billing on Invoice 5279                          |         | 0.00    |         | 5279     |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| Sep 23/2002   | 21993  | FEEs 1680.00                                     |         |         |         |          |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| Sep 23/2002   | 21994  | Fees To Lawyer JL                                |         |         | 1680.00 | 5279     |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| Sep 23/2002   | 21994  |  |         |         |         |          |       |                 |          |             |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| <table border="1"> <thead> <tr> <th>TOTALS</th> <th>CHE+</th> <th>UNBILLED</th> <th>FEEs+</th> <th>= TOTAL</th> <th>DISBS +</th> <th>FEEs +</th> <th>TAX -</th> <th>RECEIPTS</th> <th>BALANCES</th> <th>TRUST</th> </tr> <tr> <td>PERIOD</td> <td>214.00</td> <td>381.00</td> <td>1615.00</td> <td>2210.00</td> <td>275.00</td> <td>3515.65</td> <td>0.00</td> <td>500.00</td> <td>= A/R</td> <td>3290.65</td> <td>25250.00</td> </tr> <tr> <td>END DATE</td> <td>214.00</td> <td>471.00</td> <td>2235.00</td> <td>2920.00</td> <td>470.00</td> <td>19155.65</td> <td>0.00</td> <td>600.00</td> <td>= A/R</td> <td>19025.65</td> <td>25750.00</td> </tr> </thead> </table>      |        |  |         |         |         |          |       |                 |          | TOTALS      | CHE+     | UNBILLED | FEEs+ | = TOTAL | DISBS + | FEEs + | TAX - | RECEIPTS | BALANCES | TRUST | PERIOD | 214.00 | 381.00 | 1615.00 | 2210.00 | 275.00 | 3515.65 | 0.00 | 500.00 | = A/R | 3290.65 | 25250.00 | END DATE | 214.00 | 471.00 | 2235.00 | 2920.00 | 470.00 | 19155.65 | 0.00 | 600.00 | = A/R | 19025.65 | 25750.00 |
| TOTALS  | CHE+   | UNBILLED   | FEEs+   | = TOTAL | DISBS + | FEEs +   | TAX - | RECEIPTS        | BALANCES | TRUST       |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| PERIOD  | 214.00 | 381.00   | 1615.00 | 2210.00 | 275.00  | 3515.65  | 0.00  | 500.00          | = A/R    | 3290.65     | 25250.00 |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| END DATE  | 214.00 | 471.00   | 2235.00 | 2920.00 | 470.00  | 19155.65 | 0.00  | 600.00          | = A/R    | 19025.65    | 25750.00 |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
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| FIRM TOTALS   | CHE+   | UNBILLED   | FEEs+   | = TOTAL | DISBS + | FEEs +   | TAX - | RECEIPTS        | BALANCES | TRUST       |          |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| PERIOD  | 214.00 | 381.00   | 1615.00 | 2210.00 | 275.00  | 3515.65  | 0.00  | 500.00          | = A/R    | 3290.65     | 25250.00 |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |
| END DATE  | 214.00 | 471.00   | 2235.00 | 2920.00 | 470.00  | 19155.65 | 0.00  | 600.00          | = A/R    | 19025.65    | 25750.00 |          |       |         |         |        |       |          |          |       |        |        |        |         |         |        |         |      |        |       |         |          |          |        |        |         |         |        |          |      |        |       |          |          |

**A chronological view of each matter outlines summary totals and all activities related to the matter.**

### View All Client Accounting

The client ledger can include/exclude:

- Client disbursements
- Time & fees
- Billing
- Payments received
- Write-ups/write-downs
- Trust disbursements and receipts
- Detail or summary
- Complete entry details or matter totals only

## Matter Manager

### The Core of Your Practice

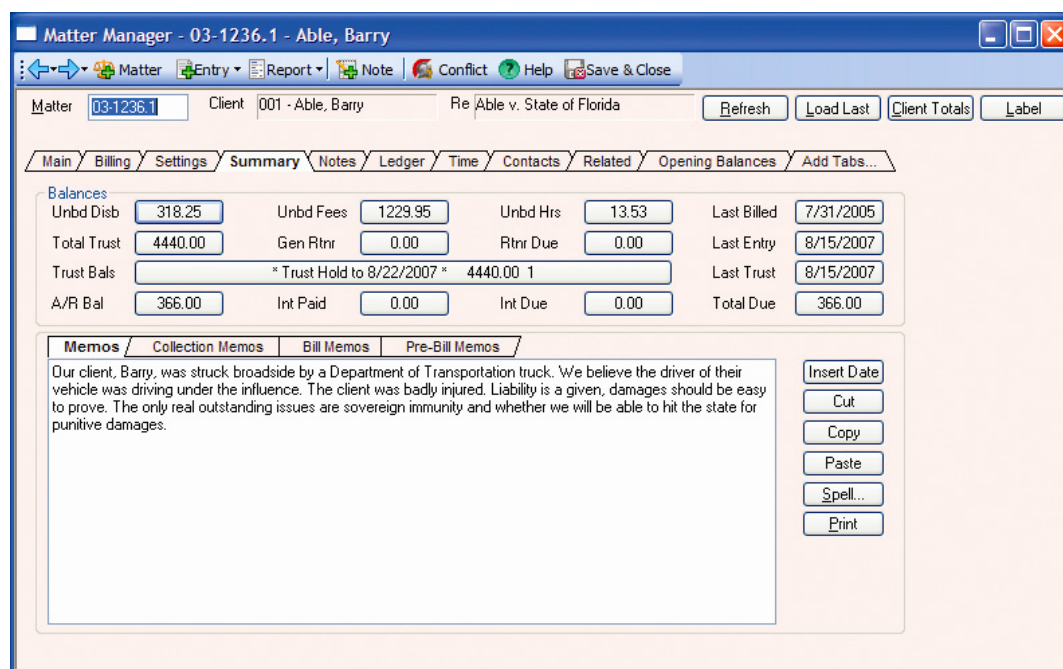
The Matter Manager is a powerful, yet easy-to-use tool that organizes and tracks all matter-related information from one location. Use the Matter Manager to view and access:

- Accounting balances
- Collection notes
- Client ledger

- Related contacts and matters
- Custom information

### Quick Access to Details

Drill-down capabilities provide you with access to more information quickly.



**The Matter Manager provides full matter information at your fingertips.**

### View it Your Way

Organized into tabs that represent different areas of client data, the Matter Manager can be customized to display only tabs that are relevant to the user.

### Custom Tabs—Track Custom Information

Create custom tabs and user-defined fields to track case-specific information for your matters.

### Conflict Search

**Have complete contact information at your fingertips.**

### Powerful Conflict Search

The powerful conflict search will reach deeper than just the client and matter. This search tool reviews all records within the application to include calendar entries, notes, billing records, checks, etc.

Use the Conflict Search to see if new clients will cause a conflict with existing files.

**Conflict Search** [?] [X]

Search

Client/Vendor/Contact Name     Matter Description  
 Billing Last Name                     Memos

Find Names that Begin With the Specified Word     Show Associated Matters for Contacts  
 Find Names that Contain the Specified Word         Show Associated Matters for Clients

Other

Mem. Payees

Active and archived matters will be searched

Look For

|              |       |
|--------------|-------|
| Name: Smith  | Name: |
| Name: Willis | Name: |
| Name:        | Name: |
| Name:        | Name: |
| Name:        | Name: |
| Name:        | Name: |

**Perform a conflict search for 12 names simultaneously.**

In addition to active and archived matters, Lexis Back Office also checks against vendors, description lines, memorized payees and contacts. The Conflict Search includes information contained in the custom tabs.

# Banking, Accounts Payable & Bank Reconciliation

## Manage Operating Accounts

Lexis Back Office can manage your disbursement and receipt transactions for thousands of general bank accounts.

| Date       |                                    | Alumni Law Firm<br>General Bank Journal (Full Report)<br>From Jan 1/2003 |               |       |                      | Page 1           |         |           |
|------------|------------------------------------|--|---------------|-------|----------------------|------------------|---------|-----------|
| Date       | Received From/Paid To              | Matter   | Client        | Acct# | Chk#/Rec#            | Allocated Amount |         | Entry Tot |
| Entry#     | Explanation                        |  |               |       | G/L Acct             | Check            | Receipt |           |
| Oct 2/2003 | Telephone Company                  |  |               | 1     | 6100                 |                  |         |           |
| 22010      | Long Distance call to Syracuse New | abc-123  | Linguist      |       | 5540 - Telephone     | 26.65            |         |           |
|            | Telephone Recovery                 | abc-124  | 3242343       |       | 5540 - Telephone     | 49.56            |         |           |
|            | Telephone Recovery                 | dax-147  | Howell        |       | 5540 - Telephone     | 62.37            |         | 138.58    |
|            | <b>Total for Oct 2/2003:</b>       | <b>-138.58</b>   |               |       |                      |                  |         |           |
| Jan 2/2003 | Clerk of the Court                 |  |               | 1     | 6101                 |                  |         |           |
| 22018      | Court Reporting                    | 2001-ack-a   | Daily         |       | 5210 - Client Co     | 195.00           |         |           |
|            | Court Reporting @ 0.00             | abc-123  | Linguist      |       | 5210 - Client Co     | 170.00           |         | 365.00    |
| Jan 2/2003 | Property Management Services       |  |               | 1     | 6102                 |                  |         |           |
| 22021      | Monthly Office Rent                |  |               |       | 5002 - Rent          | 1500.00          |         | 1500.00   |
| Jan 2/2003 | The Lawter Corp.                   |  |               | 1     | 00644                |                  |         |           |
| 22024      | Payment of account                 | cri-149  | The Lawter Co |       | 4000.VLG - Fees-Mari |                  | 727.57  |           |
|            | Payment of account                 | cri-149  | The Lawter Co |       | 4000.VLG - Fees-Mari |                  | 22.43   |           |
|            | Payment of account                 | cri-149  | The Lawter Co |       | 4000.VLG - Fees-Mari |                  | -87.43  |           |
|            | Payment of account                 | cri-149  | The Lawter Co |       | 4999 - Interest      |                  | 22.43   |           |
|            | Payment of account                 | cri-149  | The Lawter Co |       | 5011 - Client So     |                  | 65.00   | 750.00    |
|            | <b>Total for Jan 2/2003:</b>       | <b>-1115.00</b>  |               |       |                      |                  |         |           |

### \*\*\* General Bank Journal - Bank Account Summary \*\*\*

| Bank Account             | Open Bal         | Check Tot      | Rept Tot      | Balance         |
|--------------------------|------------------|----------------|---------------|-----------------|
| 1 - First National Genar | 542155.29        | 2003.58        | 750.00        | 540901.71       |
| 2 - Citi Group Operating | 14376.73         |                |               | 14376.73        |
| <b>Total:</b>            | <b>556532.02</b> | <b>2003.58</b> | <b>750.00</b> | <b>55278.44</b> |

### \*\*\* General Bank Journal - G/L Account Summary \*\*\*

| G/L Account                                | Debit          | Credit         |
|--|----------------|----------------|
| Citi Operating Acct - 1850428291 First Nat | 750.00         | 2003.58        |
| 4000.VLG - Fees-Maria Lopez                | 0.00           | 662.57         |
| 4999 - Interest Income                     | 0.00           | 22.43          |
| 5002 - Rent                                | 1500.00        | 0.00           |
| 5011 - Client Soft Costs                   | 0.00           | 65.00          |
| 5210 - Client Costs                        | 365.00         | 0.00           |
| 5540 - Telephone Expense                   | 138.58         | 0.00           |
| <b>Total:</b>                              | <b>2753.58</b> | <b>2753.58</b> |

**Always have up-to-date information on cash balances for each general bank account.**

## General Bank Features:

- Record and print checks for firm and client expenses
- Track and print receipts for client payments, general retainers and capital contributions
- Manage vendors and payables
- Produce deposit slips

Every check or receipt you enter automatically updates the appropriate journals and ledgers.

## General Bank Journal

The General Bank Journal details each entry, including:

- General ledger account
- Amount of check or receipt
- Date, explanation and payee

Produce the report by date range, general ledger account or bank account. At the end of the report, Lexis Back Office summarizes the general ledger postings and total cash disbursements and receipts.

## Accounts Payable

Easily track payments you will make in the future. With a mouse click, you can pay invoices from vendors, see a complete payment history and keep track of purchases. Each entry automatically updates the client ledger and journals.

## Track 1099 Information

Lexis Back Office tracks information for 1099 forms and can print on government approved 1099-MISC forms.



| Date       | Received From/Paid To                    | Matter    | Client     | Acct# | Che #/<br>Rec # | Allocated Amount | Check    | Receipt  | Entry Tot | Daily Tot |
|------------|--|-----------|------------|-------|-----------------|------------------|----------|----------|-----------|-----------|
| Jan 2/2003 | J. Doe                                   |           |            |       | 1 00001         |                  |          |          |           |           |
|            | 121 Retainer                             | 2-001     | Doe        |       |                 |                  |          | 1500.00  | 1500.00   | 1500.00   |
| Jan 8/2003 | John Goodenough                          |           |            |       | 1 00003         |                  |          |          |           |           |
|            | 126 Funds for three months child support | 6-001     | Goodenough |       |                 |                  |          | 1800.00  | 1800.00   |           |
| Jan 8/2003 | Doctor Nathan Greenberg                  |           |            |       | 1 00002         |                  |          |          |           |           |
|            | 128 Medical Report                       | 7-001     | Campbell   |       |                 |                  | 750.00   |          | 750.00    | 1050.00   |
| Jan 3/2003 | Morgan Rescovic                          |           |            |       | 1 00004         |                  |          |          |           |           |
|            | 133 Retainer                             | 8-001-abc | Rescovic   |       |                 |                  |          | 15000.00 | 15000.00  | 15000.00  |
| Jan 9/2003 | Alumni Law Firm                          |           |            |       | 1 00003         |                  |          |          |           |           |
|            | 135 Payment on Account                   | 8-001-abc | Rescovic   |       |                 |                  | 15000.00 |          | 15000.00  | -15000.00 |
| Jan 6/2003 | Nancy Campbell                           |           |            |       | 1 00002         |                  |          |          |           |           |
|            | 139 Retainer for January 2003            | 7-001     | Campbell   |       |                 |                  |          | 7000.00  |           |           |
|            | Retainer February 2003                   | 7-001     | Campbell   |       |                 |                  |          | 18000.00 | 25000.00  | 25000.00  |

\*\*\* Trust Bank Journal - Bank Account Summary \*\*\*

| Bank Account          | Open Bal | Check Tot | Rept Tot | Balance  |
|-----------------------|----------|-----------|----------|----------|
| 1 - Trust Bank Acct 1 | 1738.16  | 15750.00  | 43300.00 | 29288.16 |

**View the movement of monies in all your trust accounts at a glance.**

Lexis Back Office can manage disbursement and receipt transactions for all of your clients and thousands of trust bank accounts.

### Easy to Use

Managing your trust accounting in Lexis Back Office Powered by PCLaw is easy. Simply attach a matter to trust checks you write and trust monies you receive; Lexis Back Office manages the rest.

### Security and Safeguards

Built-in safeguards for your trust accounting help to ensure:

- You do not overdraw on a client's trust funds
- You do not write a trust check until the funds have been cleared
- Clients are notified on their bill if their retainer balance falls below a minimum balance

### Integrated with Billing and General Ledger

Every time you enter a trust check or receipt, the information flows to all the appropriate journals, general ledger and client ledger.

When you are billing, Lexis Back Office can automatically transfer client trust funds to your operating account to pay invoices. The client's bill details all trust activity.

### Trust Bank Journal

The Trust Bank Journal details each trust entry including the client, matter, amount, date and explanation.

### Flexible Report Output Options

View, print or e-mail the Trust Bank Journal by:

- Date range
- Check number
- Bank account

Customize the report by selecting which data fields to include on the report, and save the format for use later.

### Client Trust Listing

The Client Trust Listing provides a matter-by-matter list of trust activity.

Display complete details of each transaction or just the matter's ending trust balance.

### Trust Bank Reconciliation

The Bank Reconciliation program makes it easy to reconcile your trust accounts.

## Income Statement, Balance Sheet & General Ledger

The Lexis Back Office General Ledger and Financial Statements provide you with quick access to up-to-date critical financial information.

Printed on: July 31, 2000

**Alumni Law Firm**  
**12 Month Comparative Income Statement**  
 For the Period Ending: Jul 31/2000

Page 1

| REVENUE              | YTD              | Jul 00         | Jun 00         | May 00         | Apr 00         | Mar 00         | Feb 00         | Jan 00         | Dec 99         | Nov 99         | Oct 99         | Sep 99         | Aug 99         |
|----------------------|------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Fees-Richard Black   | 775,967          | 96,167         | 82,181         | 72,500         | 62,776         | 64,142         | 64,830         | 62,725         | 55,306         | 58,054         | 56,611         | 54,811         | 45,764         |
| Fees-Susan Brito     | <u>3,185,180</u> | <u>366,674</u> | <u>324,862</u> | <u>306,006</u> | <u>313,864</u> | <u>299,981</u> | <u>281,626</u> | <u>290,324</u> | <u>284,620</u> | <u>217,606</u> | <u>208,225</u> | <u>158,620</u> | <u>144,706</u> |
| <b>Total Revenue</b> | <b>3,971,157</b> | <b>461,741</b> | <b>407,140</b> | <b>377,536</b> | <b>376,620</b> | <b>364,123</b> | <b>366,626</b> | <b>353,049</b> | <b>339,926</b> | <b>275,660</b> | <b>264,836</b> | <b>213,531</b> | <b>190,470</b> |
| <b>EXPENSES</b>      |                  |                |                |                |                |                |                |                |                |                |                |                |                |
| Office Supplies      | 10,608           | 545            | 571            | 677            | 888            | 750            | 750            | 837            | 914            | 1,071          | 1,141          | 1,584          | 1,080          |
| Postage              | 2,531            | 360            | 0              | 310            | 300            | 0              | 300            | 295            | 310            | 0              | 344            | 300            | 22             |
| Telephone            | 6,795            | 685            | 614            | 188            | 762            | 479            | 742            | 439            | 633            | 614            | 649            | 478            | 602            |
| Rent                 | 42,000           | 3,500          | 3,500          | 3,500          | 7,000          | 0              | 3,500          | 3,500          | 3,500          | 3,500          | 3,500          | 3,500          | 3,500          |
| Utilities            | 4,090            | 393            | 247            | 286            | 413            | 440            | 290            | 275            | 268            | 329            | 389            | 348            | 414            |
| Liability Insur.     | 6,697            | 0              | 0              | 0              | 0              | 0              | 6,697          | 0              | 0              | 0              | 0              | 0              | 0              |
| Travel               | 2,530            | 397            | 140            | 381            | 0              | 61             | 0              | 495            | 0              | 80             | 0              | 491            | 485            |
| <b>Total Expense</b> | <b>75,261</b>    | <b>5,870</b>   | <b>4,972</b>   | <b>5,362</b>   | <b>9,163</b>   | <b>1,730</b>   | <b>12,279</b>  | <b>5,841</b>   | <b>5,623</b>   | <b>5,684</b>   | <b>6,083</b>   | <b>6,701</b>   | <b>6,103</b>   |
| <b>Net Income</b>    | <b>3,895,906</b> | <b>445,871</b> | <b>402,168</b> | <b>372,184</b> | <b>367,457</b> | <b>362,393</b> | <b>344,247</b> | <b>347,208</b> | <b>334,303</b> | <b>270,066</b> | <b>258,813</b> | <b>206,830</b> | <b>184,367</b> |

**See a comparative view of all your revenue and expenses for the previous 12 months in a spreadsheet format.**

### Automatic Posting—Real-Time General Ledger

You don't have to be a bookkeeper to use Lexis Back Office billing and legal accounting software. Lexis Back Office automatically posts entries from each journal to the general ledger.

You may view and/or print the general ledger in both detailed and non-detailed formats.

### Departmental Reporting

Departmentalize your general ledger accounts by practice area or lawyer so you can analyze the productivity of different profit centers of your firm.

### Review Your Income Statements at any Time

Multiple statement formats detail income and expenses for the period, and Lexis Back Office calculates the profit or loss. Income statements can be created for any period at any time. Lexis Back Office permits you to work month-to-month without having to close prior accounting periods.

### Balance the Books

The Balance Sheet highlights the assets, liabilities and equity position of the firm at a point in time.

### Cash, Modified Cash or Accrual

The General Ledger can handle cash, accrual or modified cash accounting for partnerships and professional corporations.

## Client Payment Allocation

### Monitor Client Payments

The Payment Allocation Listing shows all monies received by client, by matter or for any specified time period.

| Date  |                      | Client #  | Name                                     | Payment # | Inw No | Lwyr  | Allocation | Payment Applied to: | Fee Tot | Disb    | Tax | Total   |
|---|----------------------|-----------|--|-----------|--------|-------|------------|---------------------|---------|---------|-----|---------|
| Entry #   | Matter #             |           | Description                              |           |        |       |            |                     |         |         |     |         |
|   |                      |           | Intro Resp Type of Law                   |           |        |       |            |                     |         |         |     |         |
| Jan 15/2000   | 6                    | 24 6-001  | Goodenough,John<br>Matrimonial           | 00001     | 4      | rb    | 600.00     | 600.00              | 0.00    | 0.00    |     | 600.00  |
| Jan 18/2000   | 5                    | 32 5-001  | Smith, Daniel<br>Separation Agreement    | 00002     | 6      | rb    | 500.00     | 500.00              | 0.00    | 0.00    |     | 500.00  |
| Jan 18/2000   | 6                    | 117 6-001 | Goodenough,John<br>Matrimonial           | 00003     | 4      | rb    | -600.00    | -600.00             | 0.00    | 0.00    |     | -600.00 |
| Jan 21/2000   | 4                    | 35 4-001  | DEF Corporation,<br>Incorporation        | 00003     | 5      | rb    | 535.00     | 535.00              | 0.00    | 0.00    |     | 535.00  |
| Feb 15/2000   | 2                    | 101 2-001 | Doe,John<br>Purchase - 153 Blackmore Ave | 00004     | 9      | sb    | 600.00     | 600.00              | 112.00  | 49.84   |     | 761.84  |
| Total Adjustments:  |                      |           |  |           |        |       |            | 0.00                | 0.00    | 0.00    |     | 0.00    |
| Total Payments and Adjustments:   |                      |           |  |           |        |       |            | 1635.00             | 112.00  | 49.84   |     | 1796.84 |
| *** Payment Allocation Listing - Summary by Fee Credit Lawyer ***                         |                      |           |  |           |        |       |            |                     |         |         |     |         |
|   |                      |           |  |           |        | %     | Fees       | Disb                | Tax     | Total   |     |         |
| rb  | - Richard Black      |           |  |           |        | 63.30 | 1035.00    | 0.00                | 0.00    | 1035.00 |     |         |
| sb  | - Susan Brito        |           |  |           |        | 36.70 | 600.00     | 112.00              | 49.84   | 761.84  |     |         |
| Total:  |                      |           |  |           |        |       | 1635.00    | 112.00              | 49.84   | 1796.84 |     |         |
| *** Payment Allocation Listing - Summary by Responsible Lawyer ***                        |                      |           |  |           |        |       |            |                     |         |         |     |         |
|   |                      |           |  |           |        | %     | Fees       | Disb                | Tax     | Total   |     |         |
| rb  | - Richard Black      |           |  |           |        | 63.30 | 1035.00    | 0.00                | 0.00    | 1035.00 |     |         |
| sb  | - Susan Brito        |           |  |           |        | 36.70 | 600.00     | 112.00              | 49.84   | 761.84  |     |         |
| Total:  |                      |           |  |           |        |       | 1635.00    | 112.00              | 49.84   | 1796.84 |     |         |
| *** Payment Allocation Listing - Summary by Introducing Lawyer ***                        |                      |           |  |           |        |       |            |                     |         |         |     |         |
|   |                      |           |  |           |        | %     | Fees       | Disb                | Tax     | Total   |     |         |
| rb  | - Richard Black      |           |  |           |        | 63.30 | 1035.00    | 0.00                | 0.00    | 1035.00 |     |         |
| sb  | - Susan Brito        |           |  |           |        | 36.70 | 600.00     | 112.00              | 49.84   | 761.84  |     |         |
| Total:  |                      |           |  |           |        |       | 1635.00    | 112.00              | 49.84   | 1796.84 |     |         |
| *** Payment Allocation Listing - Summary by Type of Law ***                               |                      |           |  |           |        |       |            |                     |         |         |     |         |
|   |                      |           |  |           |        | %     | Fees       | Disb                | Tax     | Total   |     |         |
| corp  | - General Corporate  |           |  |           |        | 32.72 | 535.00     | 0.00                | 0.00    | 535.00  |     |         |
| mat   | - Matrimonial/Family |           |  |           |        | 30.58 | 500.00     | 0.00                | 0.00    | 500.00  |     |         |
| re  | - Real Estate        |           |  |           |        | 36.70 | 600.00     | 112.00              | 49.84   | 761.84  |     |         |
| Total:  |                      |           |  |           |        |       | 1635.00    | 112.00              | 49.84   | 1796.84 |     |         |
| *** Payment Allocation Listing - Summary of Fees by Responsible Lawyer by Type of Law *** |                      |           |  |           |        |       |            |                     |         |         |     |         |
|   |                      |           |  |           |        | %     | Fees       | Disb                | Tax     | Total   |     |         |
| corp  | - General Corporate  |           |  |           |        |       |            |                     |         |         |     |         |
| rb  | - Richard Black      |           |  |           |        | 32.72 | 535.00     | 0.00                | 0.00    | 535.00  |     |         |
| mat   | - Matrimonial/Family |           |  |           |        |       |            |                     |         |         |     |         |
| rb  | - Richard Black      |           |  |           |        | 30.58 | 500.00     | 0.00                | 0.00    | 500.00  |     |         |
| re  | - Real Estate        |           |  |           |        |       |            |                     |         |         |     |         |
| sb  | - Susan Brito        |           |  |           |        | 36.70 | 600.00     | 112.00              | 49.84   | 761.84  |     |         |
| Total:  |                      |           |  |           |        |       | 1635.00    | 112.00              | 49.84   | 1796.84 |     |         |

**Monitor each client's payments by matter.**

### Monitor Payments Applied Against each Lawyer's Fees

The summary section shows payments applied against fees and disbursements.

### Monitor Cash Flow by Lawyer

The report details and summarizes collections by responsible lawyer, fee-credit lawyer and type of law.

### Find Any Payment

The powerful Find feature makes it easy to find specific entries on the Payment Allocation Listing.

## Collection Summary—Productivity Reporting

### View the Big Picture

The Collection Summary provides a summary listing of billings and collections by lawyer by month. It includes monthly totals by allocated lawyer for the following:

- Fees billed
- Disbursements billed
- Taxes billed
- General retainers received
- Payments received
- How payments were used
- Outstanding accounts receivable balance

Alumni Law Firm  
Collection Summary  
From Jan 1/2004

| Month        | Fees          | Net Billed       |                 | Total            | Cash In          |                  | Payment Used     |                  | A/R Balance     |                  |                 |
|--------------|---------------|------------------|-----------------|------------------|------------------|------------------|------------------|------------------|-----------------|------------------|-----------------|
|              |               | Fees             | Disb+Tax        |                  | Retainers        | Receipts         | Fees             | Disb+Tax         |                 |                  |                 |
| Jan 04       | 141.70        | 50781.58         | 21417.21        | 37721.13         | 5184.48          | 50411.72         | 31714.72         | 4974.97          | 5184.75         | 71714.72         | 23248.70        |
| Feb 04       | 71.30         | 11004.66         | 1205.20         | 12661.68         | 1000.00          | 13604.74         | 23404.34         | 1153.13          | 1481.61         | 13604.34         | 23288.66        |
| Mar 04       | 121.50        | 40513.33         | 17354.97        | 57861.30         | 2100.00          | 44128.95         | 46028.05         | 4280.00          | 5461.63         | 58204.23         | 23192.67        |
| Apr 04       | 121.00        | 68881.80         | 8189.01         | 76361.88         | 4500.00          | 122653.64        | 147463.00        | 7540.73          | 7824.14         | 103244.87        | 24632.68        |
| May 04       | 88.20         | 13861.05         | 4514.13         | 17871.24         | 103100.00        | 16581.68         | 117883.70        | 1314.56          | 3241.61         | 16386.57         | 24501.35        |
| Jun 04       | 32.50         | 10075.00         | 3254.31         | 13551.39         | 0.00             | 14077.10         | 14077.10         | 1019.25          | 3984.35         | 14080.60         | 24552.14        |
| Jul 04       | 2.50          | 1064.30          | 2422.21         | 3511.56          | 28100.00         | 7855.77          | 34355.77         | 1342.17          | 4453.60         | 7655.77          | 24112.91        |
| <b>Total</b> | <b>595.70</b> | <b>288133.70</b> | <b>97938.31</b> | <b>259887.98</b> | <b>152100.00</b> | <b>216855.70</b> | <b>454555.70</b> | <b>217011.80</b> | <b>15409.69</b> | <b>274888.10</b> | <b>24529.76</b> |
| Jan 04       | 32.93         | 12125.50         | 2150.00         | 14971.50         | 0.00             | 15280.00         | 25280.00         | 2495.00          | 275.00          | 2566.00          | 25661.10        |
| Feb 04       | 98.50         | 17149.17         | 1652.00         | 19101.23         | 0.00             | 18779.77         | 18779.77         | 1620.00          | 2489.77         | 18779.77         | 24504.50        |
| Mar 04       | 111.75        | 42170.18         | 1143.87         | 43411.20         | 0.00             | 46254.50         | 46254.50         | 4620.00          | 4.50            | 46254.50         | 23744.27        |
| Apr 04       | 171.70        | 28186.75         | 895.00          | 19781.75         | 0.00             | 23850.00         | 23850.00         | 2290.00          | 1950.00         | 23850.00         | 25291.39        |
| May 04       | 114.15        | 33254.93         | 256.81          | 33701.77         | 0.00             | 38211.00         | 38211.00         | 6250.00          | 6711.00         | 38211.00         | 23846.56        |
| Jun 04       | 82.80         | 11021.22         | 4605.27         | 12081.36         | 0.00             | 9521.00          | 9521.00          | 541.00           | 5521.00         | 9521.00          | 21602.27        |
| Jul 04       | 47.40         | 6130.43          | 7528.00         | 14951.43         | 0.00             | 36588.60         | 36588.60         | 3480.00          | 1748.60         | 36588.60         | 24159.91        |
| <b>Total</b> | <b>619.80</b> | <b>139139.30</b> | <b>18836.14</b> | <b>158171.20</b> | <b>0.00</b>      | <b>215474.90</b> | <b>225474.90</b> | <b>21175.80</b>  | <b>13719.92</b> | <b>225474.90</b> | <b>24259.94</b> |

**Monitor unbilled charges by client, and take appropriate action.**  
click graphic to view larger image

### Manage Cash Flow

At a glance, the Cash Flow Planner report provides your firm's monthly cash position, helping you to forecast cash requirements.

The report includes totals for:

- Cash on hand
- Accounts receivable
- Cash in for the month
- Outstanding payables
- Work in progress
- Bills for the month

### Alumni Law Firm Cash Flow Planner To Sep 15/2004

|                                 |                  |
|---------------------------------|------------------|
| <b>Cash on Hand</b>             | <b>129210.32</b> |
| 1 First National Bank           | 125350.05        |
| 2 Citi Bank Operating Account   | 3860.27          |
| <b>Accounts Payable</b>         | <b>5215.08</b>   |
| Due Now                         | 2655.02          |
| Due in 7 Days                   | 850.00           |
| Due in 8 - 30 Days              | 1285.00          |
| Due over 30 Days                | 425.06           |
| <b>Accounts Receivable</b>      | <b>52157.34</b>  |
| Current                         | 17256.00         |
| 31-60 Days                      | 18659.32         |
| 61-90 Days                      | 4256.04          |
| Over 90 Days                    | 11985.98         |
| <b>Work in Progress</b>         | <b>118765.00</b> |
| Current                         | 63259.00         |
| 31-60 Days                      | 29654.00         |
| 61-90 Days                      | 18596.00         |
| Over 90 Days                    | 7256.00          |
| <b>Bills sent month to date</b> | <b>63885.65</b>  |
| Fees                            | 59000.00         |
| Disbs                           | 4885.65          |
| Tax                             | 0.00             |
| <b>Cash in month to date</b>    | <b>167839.05</b> |
| Fees                            | 912500.00        |
| Disbs                           | 13589.05         |
| Taxes                           | 0.00             |
| Retainer                        | 45000.00         |
| Firm                            | 18000.00         |

**View your firm's cash position at any time.**

# Time Summary

## Analysis of Time

The Time Summary analyzes time entered for any period. It shows hours and fees by lawyer in each area of practice.

| Jan 2/2003                            | Alumni Law Firm<br>Time Summary<br>ALL DATES | Page 1   |           |        |         |  |
|---------------------------------------|--|----------|-----------|--------|---------|--|
| Categories/Fee Credit Lawyer          | Value  | %(Value) | Hours(Hr) | %(Hrs) | Rate/Hr |  |
| ***Billable ***                       |  |          |           |        |         |  |
| <b>BW - Billable Work</b>             |  |          |           |        |         |  |
| Richard Black                         | 5456.25                                      | 32.68    | 27.95     | 36.58  | 195.21  |  |
| Susan Brito                           | 4212.50                                      | 25.23    | 18.85     | 24.67  | 221.47  |  |
| Walter Reif                           | 7025.00                                      | 42.08    | 29.60     | 38.74  | 237.33  |  |
| Total:                                | 16693.75                                     | 100.00   | 76.40     | 100.00 | 218.50  |  |
| *** Write Up/Downs ***                |  |          |           |        |         |  |
| Total:                                | 0.00   | 100.00   | 0.00      | 100.00 | 0.00    |  |
| *** Non-Billable ***                  |  |          |           |        |         |  |
| <b>NBW - Non-Billable Work</b>        |  |          |           |        |         |  |
| Richard Black                         | 0.00   | 100.00   | 2.00      | 33.33  | 0.00    |  |
| Susan Brito                           | 0.00   | 100.00   | 2.00      | 33.33  | 0.00    |  |
| Walter Reif                           | 0.00   | 100.00   | 2.00      | 33.33  | 0.00    |  |
| Total:                                | 0.00   | 100.00   | 6.00      | 100.00 | 0.00    |  |
| ***Time Summary - Summary by Task *** |  |          |           |        |         |  |
| *** Billable ***                      |  |          |           |        |         |  |
| Billable Work                         | 16693.75                                     | 100.00   | 76.40     | 92.72  | 218.50  |  |
| Total Billable                        | 16693.75                                     | 100.00   | 76.40     | 92.72  | 218.50  |  |
| *** Write Up/Downs ***                |  |          |           |        |         |  |
| Total WriteUps/Downs                  | 0.00   | 0.00     | 0.00      | 0.00   | 0.00    |  |
| *** Non-Billable ***                  |  |          |           |        |         |  |
| Non-Billable Work                     | 0.00   | 0.00     | 6.00      | 7.28   | 0.00    |  |
| Total:                                | 0.00   | 0.00     | 6.00      | 7.28   | 0.00    |  |
| *** Summary by Working Lawyer ***     |  |          |           |        |         |  |
| rb - Richard Black                    | 5456.25                                      | 32.68    | 29.95     | 36.35  | 182.18  |  |
| sb - Susan Brito                      | 4212.50                                      | 25.23    | 20.85     | 25.30  | 202.04  |  |
| wr - Walter Reif                      | 7025.00                                      | 42.08    | 31.60     | 38.35  | 222.31  |  |
| Firm Total:                           | 16693.75                                     | 100.00   | 82.40     | 100.00 | 202.59  |  |

**Get an accurate view of the profitability of each practice area and each lawyer's contribution.**

## Summary of Firm Totals

At the end of the report, firm totals summarize hours and fees by area of practice, showing each as a percentage of the total.

## Monitor Changes in Your Practice

By comparing the Time Summary and Billing by Lawyer reports, you can monitor changes and trends in your various areas of practice. This gives you the ability to stay ahead of your competitors and helps you organize your firm to make the most of opportunities.

## Billing by Lawyer

### A Powerful Practice Management Tool

The Billing by Lawyer report provides a powerful tool for measuring the productivity and/or profitability of individual lawyers, as well as the profitability of various areas of practice.

Jan 3/2003

Alumni Law Firm  
Billing by Lawyer  
ALL DATES

| Categories/Fee Credit Lawyer                   | Billed   | Hours (Hr) | Rate/Hr | Rcvd   | Rcvd(%) |
|--|----------|------------|---------|--------|---------|
| <b>corp - General Corporate</b>                |          |            |         |        |         |
| CY - Chris Young                               | 1250.00  | 5.00       | 250.00  | 0.00   | 0.00    |
| GA - Georges Alves                             | 1250.00  | 5.00       | 250.00  | 0.00   | 0.00    |
| Total:   | 2500.00  | 10.00      | 250.00  | 0.00   | 0.00    |
| <b>lit - Litigation</b>                        |          |            |         |        |         |
| CY - Chris Young                               | 3000.00  | 6.50       | 461.54  | 250.00 | 8.33    |
| GA - Georges Alves                             | 5900.00  | 5.00       | 1180.00 | 0.00   | 0.00    |
| Total:   | 8900.00  | 11.50      | 773.91  | 250.00 | 2.81    |
| <b>*** Firm Summary - All Categories ***</b>   |          |            |         |        |         |
| corp - General Corporate                       | 2500.00  | 10.00      | 250.00  | 0.00   | 0.00    |
| lit - Litigation                               | 8900.00  | 11.50      | 773.91  | 250.00 | 2.81    |
| Total Billable                                 | 11400.00 | 21.50      | 530.23  | 250.00 | 2.19    |
| <b>*** Lawyer Summary - All Categories ***</b> |          |            |         |        |         |
| CY - Chris Young                               | 4250.00  | 11.50      | 369.57  | 250.00 | 5.88    |
| GA - Georges Alves                             | 7150.00  | 10.00      | 715.00  | 0.00   | 0.00    |
| Firm Total-All Categories                      | 11400.00 | 21.50      | 530.23  | 250.00 | 2.19    |

**Measure the productivity and profitability of individual lawyers and areas of practice.**

### Billing by Lawyer

The Billing by Lawyer report analyzes fees billed during a specified date range. It shows fees billed by lawyer in each area of practice.

### Firm Profitability by Area of Practice

At the end of the report, Firm Totals summarize fees billed by area of practice, showing each as a percentage of total billing.

## Training and Support

Lexis Back Office is packed with useful resources. It is also backed by a dedicated and capable technical support department and dealer network.

### Accessible from the Quick Step menu, the Resource Center includes:

- Lexis Back Office Powered by PCLaw User Guide
- Access to the Lexis Back Office Powered by PCLaw Web Site
- Contact information for technical support
- Step-by-step instructions

### Easy Updates Over the Web

The Lexis Back Office "Live Update" feature makes it easy to update your system. You access the Live Update feature from within Lexis Back Office on a workstation with Web access.

The Live Update checks the Lexis Back Office Web site to determine if you are running the most current software. If a newer update is found, it will automatically update your system quickly and easily.

### World-Class Technical Support

Every new Lexis Back Office order includes 60 days of free technical support. Support is available by telephone, fax

and e-mail. The Lexis Back Office technical support department has a state-of-the-art telephone system and dedicated staff that will handle your calls promptly and efficiently.

### **Nationwide Consultant Network**

A nationwide Certified Independent Consultant (CIC) network is available for firms who want local support. CICs are always available for demonstrations, sales, implementation training and support.

[Find a CIC near you](#)

### **Training**

Many Lexis Back Office CICs offer classroom training and one-on-one training for firms who wish to be trained in their offices. Please call us for more information.

## **Practice Mobility**

### **Are You a Lawyer on the Move?**

Many lawyers work away from the office. Tracking work performed outside the office and getting it into your accounting system for billing can be a burdensome experience that delays your firm's billing process and results in lost billable time. To prevent those problems, Lexis Back Office provides innovative solutions for the mobile attorney.

With optional modules, you can use tools on a handheld computer (Windows Mobile, BlackBerry wireless, Pocket PC or Palm OS handheld device) and non-networked computers to:

- Capture time
- Record client expenses
- Access client information
- Manage your schedule

### **Travel Edition**

The Travel Edition provides you with a fast, easy way to [capture billable time](#) and [contacts](#), and record [client expenses](#) on a Windows Mobile, BlackBerry wireless, Pocket PC or Palm OS handheld device. [Learn more.](#)

### **Satellite (for the non-networked computer)**



The Satellite Remote Module lets you capture time, fees and client expenses from a non-networked computer and import that data into Lexis Back Office. The Satellite Remote is ideal for timekeepers who want to work on their home computer.

Data can be transferred between the satellite and the user computer via e-mail, removable disk or hard drive.

### **Express Module (for the networked portable computer)**



The Express Module runs your office's Lexis Back Office software when your laptop is connected to the network. When disconnected, you use the Express Module to create time, fees and expense entries. This information is downloaded to Lexis Back Office on your network when you reconnect.

## Product Features & Comparison

Lexis Back Office is designed to support your success. As your firm grows, you may want to add optional features. Please contact our sales department for product and pricing information.

Once your firm exceeds nine timekeepers, you can upgrade to Lexis Back Office Powered by PCLawPro and gain options that larger firms need to include:

| Feature  | Lexis Back Office Powered by PCLaw | Lexis Back Office Powered by PCLawPro |
|--|------------------------------------|---------------------------------------|
| Time & Billing   | YES                                | YES                                   |
| Customize Your Bill Design   | YES                                | YES                                   |
| Task-Based Billing   | YES                                | YES                                   |
| Split-Fee Billing  | YES                                | YES                                   |
| Electronic Billing   | YES                                | YES                                   |
| Trust Accounting   | YES                                | YES                                   |
| Accounts Receivable  | YES                                | YES                                   |
| Accounts Payable   | YES                                | YES                                   |
| General Ledger   | YES                                | YES                                   |
| Past-Due Notices   | YES                                | YES                                   |
| Bank Reconciliation  | YES                                | YES                                   |
| Deposit Slips  | YES                                | YES                                   |
| Sales Tax  | YES                                | YES                                   |
| Check Writing and Disbursements  | YES                                | YES                                   |
| Running Bank Balances  | YES                                | YES                                   |
| Calendar   | YES                                | YES                                   |
| Conflict Checking  | YES                                | YES                                   |
| Management Reports   | YES                                | YES                                   |
| Matter Manager   | YES                                | YES                                   |
| Telephone Messaging  | YES                                | YES                                   |
| Contact Manager  | YES                                | YES                                   |
| Customizable Reports   | YES                                | YES                                   |
| Report Drill Down  | YES                                | YES                                   |
| Spell Check  | YES                                | YES                                   |
| E-mail Enabled   | YES                                | YES                                   |
| Extensive Security Settings  | YES                                | YES                                   |
| Satellite Remote/Express Module  | YES                                | YES                                   |
| Remote Cost Recovery   | YES                                | YES                                   |
| Check Requisition  | N/A                                | YES                                   |
| Budgeting (G/L)  | YES                                | YES                                   |
| Budgeting (Lawyer, Matter)   | N/A                                | YES                                   |
| Extended Productivity Reports  | N/A                                | YES                                   |
| Microsoft® SQL Ready   | N/A                                | YES                                   |
| Travel Edition for your Windows Mobile, BlackBerry wireless handheld, Pocket PC or Palm OS handheld device | Optional                           | Optional                              |
| Number of Timekeepers  | Up to 9                            | Greater than 10                       |
| Warranty and Free Technical Support  | 60 days                            | 60 days                               |

### Case Management Integration

Lexis Back Office works with many of today's popular case management systems, including LexisNexis Total Practice Advantage, Lexis Front Office Powered by Time Matters and Amicus Attorney. Please contact sales support for more information.

## Technical Requirements

| Item                       | Minimum  | Recommended  |
|----------------------------|--|--|
| <b>Processor</b>           | Pentium II   | Pentium IV   |
| <b>Memory (RAM)</b>        | Microsoft® Windows® 2000—128 MB<br>Windows® XP—256 MB<br>Windows Vista™—512 MB   | Windows 2000—256 MB<br>Windows XP—512 MB<br>Windows Vista—1 GB   |
| <b>Hard Drive Space</b>    | 1 GB available to Lexis Back Office  | 2 GB or more for data growth (stand-alone environment)   |
| <b>Operating System</b>    | Windows XP 32-bit  | Windows XP Home 32-bit (stand-alone)<br>Windows XP Professional 32-bit (network)<br>Windows Vista 32-bit<br><br><b>64 BIT Operating Systems are not supported.</b> |
| <b>Network</b>             | 10 Base-T Ethernet   | 100 Base-T Ethernet<br><b>Not Recommended</b><br>Wireless networks (for security and performance considerations)   |
| <b>Screen Resolution</b>   | 800x600  | 1024x768 pixels at 32-bit color resolution<br><br>Higher resolutions supported—individual preference may vary.   |
| <b>Browser Application</b> | Internet Explorer 6.0 with all critical updates  | Internet Explorer 7.0 (or higher) with all critical updates  |
| <b>PDF Reader</b>          | Adobe® Acrobat® Reader 4.0 or higher is required to view the help files and manual.                                    |  |
| <b>Word Processing</b>     | Microsoft Word 97 or higher is required for integration. Corel® WordPerfect® 10 or higher is required for integration. |  |

Call 800.387.9785 to order Lexis Back Office Powered by PCLaw or PCLawPro today!