{\_date\_output='US'}{\_FORMAT='CD2('}{REPEAT MATTER\_INFO}

**\* \* \* \* \* \* PLEASE RETURN TO ACCOUNTING BY THE 10th OF THIS MONTH \* \* \* \* \* \***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| BILLING ATTORNEY: {m\_bill\_tkpr\_first} {IF NOT EMPTY(m\_bill\_tkpr\_middle)}{SUBSTR(m\_bill\_tkpr\_middle, 1, 1)}. {END IF}{m\_bill\_tkpr\_last} | | | | | | | | | BILLING COORDINATOR: {m\_bill\_tkpr\_assist\_first\_name} {IF NOT EMPTY(m\_bill\_tkpr\_assist\_middle\_name)}{SUBSTR(m\_bill\_tkpr\_assist\_middle\_name, 1, 1)}. {END IF}{m\_bill\_tkpr\_assist\_last\_name} | | | | |
| CLIENT NAME: {m\_client\_name} | | | | | | | | |  | | | | |
|  | | {m\_client\_code}-{m\_code} {m\_long\_name} | | | | | | | | | | | |
|  | |  | | | | | | | | | | | |
| {xx\_name = ''}{IF NOT EMPTY (p\_address\_name)}{xx\_name = p\_address\_name}{ELSE}{IF p\_name\_type = 'O'}{xx\_name = p\_long\_name}{ELSE}{xx\_name = p\_first}{IF NOT EMPTY(p\_middle)}{xx\_name = xx\_name + ' ' + SUBSTR(p\_middle, 1, 1) + "."}{END IF}{xx\_name = xx\_name + ' ' +p\_last}{END IF}{END IF} | | | | | | | | | | | | | |
| BILLING ADDRESS | | | |  | | | | |  | | | | |
| {xx\_name} | | | | | | | | |  | | |  |  |
| {p\_address1}{IF NOT EMPTY(p\_address2)}{"[HRT]"}{p\_address2}{END IF}{IF NOT EMPTY(p\_address3)}{"[HRT]"}{p\_address3}{END IF}{IF NOT EMPTY(p\_address4)}{"[HRT]"}{p\_address4}{END IF} | | | | | | | | |  | | |  |  |
| {IF NOT EMPTY(p\_city)}{p\_city}, {p\_state\_prov\_code}{END IF} {p\_zip\_code} | | | | | | | | |  |  | |  |  |
|  |  | | | | |  | | |  |  | |  |  |
| BILLING INSTRUCTIONS | | | | | |  | | |  |  | |  |  |
| Transfers (To/From): | | | | | |  | |  | Comments: |  | | | |
| Write-off (>$1,000 Requires Approval): | | | | | |  | |  |  | |  | | |
| Fees: | | | | | |  | |  |  | | | | |
| Costs: | | | | | |  | |  |  | | | | |
| Approval: | | | | | |  | |  |  | | | | |
|  |  | | | | |  | | |  | | | | |
| Billing Instructions: | | | {m\_bill\_narrative} | | | | | | Claim #: {m\_claim\_number} | | | | |
| Discount: | | | {%FORMAT(m\_adv\_premdisc\_pcnt)}% | | | | | |  | | | | |
|  |  | |  | | | | | |  | | | | |
| Rate Level: | | | {m\_rate\_level} | | | | | |  | | | | |
|  |  | |  | | | | | |  | | | | |
| Special Rates | | | | | | |  | |  | | | | |
| {select execute "select a.rate as xxRate, b.employee\_name as xxName from tbm\_rate\_fee a inner join hbm\_persnl b on a.empl\_uno = b.empl\_uno where a.matter\_uno = "+ NUM\_TO\_TEXT(m\_id) + " and a.eff\_date = (select max(c.eff\_date) from tbm\_rate\_fee c where c.matter\_uno = a.matter\_uno and c.empl\_uno = a.empl\_uno and c.rank\_code = 0)"} | | | | | | | | | | | | | |
| {xxName} | | | | | {FORMAT(xxRate)} | |  | |  | | | | |
| {END SELECT}{select execute "select a.rate as xxRate, b.rank\_desc as xxRank from tbm\_rate\_fee a inner join tbl\_rank b on a.rank\_code = b.rank\_code where a.matter\_uno = "+ NUM\_TO\_TEXT(m\_id) + " and a.eff\_date = (select max(c.eff\_date) from tbm\_rate\_fee c where c.matter\_uno = a.matter\_uno and c.rank\_code = a.rank\_code and c.empl\_uno = 0)"} | | | | | | | | | | | | | |
| {xxRank} | | | | | {FORMAT(xxRate)} | |  | |  | | | | |
| {END SELECT}{select execute "select a.rate as xxRate, b.employee\_name as xxName from tbm\_rate\_fee a inner join hbm\_persnl b on a.empl\_uno = b.empl\_uno where a.client\_uno = "+ NUM\_TO\_TEXT(m\_clientid) + " and a.eff\_date = (select max(c.eff\_date) from tbm\_rate\_fee c where c.client\_uno = a.client\_uno and c.empl\_uno = a.empl\_uno and c.rank\_code = 0) and a.empl\_uno not in (select d.empl\_uno from tbm\_rate\_fee d where d.matter\_uno = " + NUM\_TO\_TEXT(m\_id) + ")"} | | | | | | | | | | | | | |
| {xxName} | | | | | {FORMAT(xxRate)} | |  | |  | | | | |
| {END SELECT}{select execute "select a.rate as xxRate, b.rank\_desc as xxRank from tbm\_rate\_fee a inner join tbl\_rank b on a.rank\_code = b.rank\_code where a.client\_uno = "+ NUM\_TO\_TEXT(m\_clientid) + " and a.eff\_date = (select max(c.eff\_date) from tbm\_rate\_fee c where c.client\_uno = a.client\_uno and c.rank\_code = a.rank\_code and c.empl\_uno = 0) and a.rank\_code not in (select d.rank\_code from tbm\_rate\_fee d where d.matter\_uno = " + NUM\_TO\_TEXT(m\_id) + ")"} | | | | | | | | | | | | | |
| {xxRank} | | | | | {FORMAT(xxRate)} | |  | |  | | | | |
| {END SELECT} | | | | |  | |  | |  | | | | |

| Outstanding Invoices | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | |
| Invoice # | Invoice Date | Fees | Costs | Total | Payment | Writeoffs | Balance |
| {xx\_fees = 0}{xx\_disb = 0}{xx\_Amount = 0}{xx\_OverUnder = 0}{xx\_hours = 0}{xx\_PaidAmount = 0}{xx\_Writeoff = 0}{xx\_Balance = 0}{xx\_WOFees = 0}{xx\_WODisb = 0}{REPEAT MATTER\_BILL\_HISTORY where mh\_mar\_status = "O" ORDER BY mh\_bill\_date}{xx\_bill = mh\_bill\_number}{IF mh\_tran\_type = 'WO' or mh\_tran\_type = 'WOX'}{xx\_WOFees = xx\_WOFees + (mh\_fees \* mh\_sign \* -1)}{xx\_WODisb = xx\_WODisb + ((mh\_hard + mh\_soft) \* mh\_sign \* -1)}{END IF}{IF ON\_LAST\_UNIQUE\_ROW(1)} {xx\_billedhours = SUM(TIME\_HISTORY\_INFO, "th\_hrs", "th\_matterid = m\_id and th\_bill\_number = mh\_bill\_number")}{xx\_lastpay = MAX(MATTER\_BILL\_HISTORY, "mh\_tran\_date", "mh\_bill\_number = xx\_bill and (mh\_tran\_type = 'CR' OR mh\_tran\_type = 'RA')")} | | | | | | | |
| {mh\_bill\_number} | {mh\_bill\_date} | {FORMAT(mh\_billed\_fees)} | {FORMAT(mh\_billed\_disb)} | {FORMAT(mh\_billed\_fees + mh\_billed\_disb)} | {FORMAT(mh\_billed\_fees – mh\_ar\_fees – xx\_WOFees + mh\_billed\_disb – mh\_ar\_hard – mh\_ar\_soft – xx\_WODisb)} | {FORMAT(xx\_WOFees + xx\_WODisb)} | {FORMAT(mh\_ar\_fees + mh\_ar\_hard + mh\_ar\_soft)} |
| {xx\_Amount = xx\_Amount + mh\_billed\_fees + mh\_billed\_disb}{xx\_OverUnder = xx\_OverUnder + mh\_billed\_fees – mh\_billed\_base\_fees + mh\_billed\_disb – mh\_billed\_base\_disb}{xx\_hours = xx\_hours + xx\_billedhours}{xx\_PaidAmount = xx\_PaidAmount + mh\_billed\_fees – mh\_ar\_fees – xx\_WOFees + mh\_billed\_disb – mh\_ar\_hard – mh\_ar\_soft – xx\_WODisb}{xx\_Writeoff = xx\_Writeoff + xx\_WOFees + xx\_WODisb}{xx\_Balance = xx\_Balance + mh\_ar\_fees + mh\_ar\_hard + mh\_ar\_soft}{xx\_WOFees = 0}{xx\_WODisb = 0}{xx\_fees= xx\_fees + mh\_billed\_fees}{xx\_disb = xx\_disb + mh\_billed\_disb}{END IF}{END REPEAT} | | | | | | | |
| Total | | {FORMAT(xx\_Fees)} | {FORMAT(xx\_Disb)} | {FORMAT(xx\_Amount)} | {FORMAT(xx\_PaidAmount)} | {FORMAT(xx\_Writeoff)} | {FORMAT(xx\_Balance)} |

| BILLING & PAYMENT HISTORY | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Inception to Current | | | | | | | | |
| Bill Type | Last Bill | Amount | Over/Under (-) Realization | Billed Hours | Last Payment | Amount | Writeoffs | Balance |
| {xx\_basefees =0}{xx\_basedisb = 0}{REPEAT MATTER\_BILL\_HISTORY ORDER BY mh\_bill\_number}{IF ON\_LAST\_UNIQUE\_ROW(1)}{xx\_basedisb = xx\_basedisb + mh\_billed\_base\_disb}{xx\_basefees = xx\_basefees + mh\_billed\_base\_fees}{END IF}{END REPEAT}{xx\_billedhours = SUM(TIME\_HISTORY\_INFO, "th\_hrs", "th\_matterid = m\_id and (th\_wstatus = 'P' or th\_wstatus = 'B')")}{xx\_lastpaydate = MAX(MATTER\_BILL\_HISTORY, "mh\_tran\_date", "mh\_tran\_type = 'CR' or mh\_tran\_type = 'RA'")} | | | | | | | | |
| Fees | {m\_last\_bill\_date} | {FORMAT(m\_billed\_fees)} | {FORMAT(m\_billed\_fees – xx\_basefees)} | {FORMAT(xx\_billedhours)} | {xx\_lastpaydate} | {FORMAT(m\_paid\_fees)} | {FORMAT(m\_woff\_fees)} | {FORMAT(m\_ar\_fees)} |
| Disb | {m\_last\_bill\_date} | {FORMAT(m\_billed\_disb)} | {FORMAT(m\_billed\_disb – xx\_basedisb)} |  | {xx\_lastpaydate} | {FORMAT(m\_paid\_disb)} | {FORMAT(m\_woff\_hard + m\_woff\_soft)} | {FORMAT(m\_ar\_disb)} |
| Total |  | {FORMAT(m\_billed\_fees + m\_billed\_disb)} | {FORMAT(m\_billed\_fees – xx\_basefees + m\_billed\_disb – xx\_basedisb)} |  |  | {FORMAT(m\_paid\_fees + m\_paid\_disb)} | {FORMAT(m\_woff\_fees + m\_woff\_hard + m\_woff\_soft)} | {FORMAT(m\_ar\_fees + m\_ar\_disb)} |

{IF m\_bill\_fees <>0}

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| TIME SUMMARY BY ATTORNEY | | | | | | | |
|  |  |  |  |  |  |  |  |
| Timekeeper | Hours | Standard Value | Worked Value | Billed Value | Amount to Bill | $/hr | Last WIP Date |
| {xx\_hrs = 0}{xx\_standard = 0}{xx\_worked = 0}{REPEAT TIME\_INFO WHERE t\_matterid = m\_id and t\_prt = "Y" GROUP BY t\_tkpr AGGREGATE sum(t\_hrs), sum(t\_samt), sum(t\_bamt), sum(t\_amt) ORDER BY t\_tkpr}{xx\_tkpr = t\_tkpr}{xx\_lastwip = MAX(TIME\_INFO, "t\_date", "t\_tkpr = xx\_tkpr")} | | | | | | | |
| {SUBSTR(t\_tkpr\_first, 1,1)}. {t\_tkpr\_last} | {FORMAT(Aggregate\_Value(1))} | {FORMAT(Aggregate\_Value(2))} | {FORMAT(Aggregate\_Value(3))} | {FORMAT(Aggregate\_Value(4))} |  | {FORMAT(Aggregate\_Value(4) / Aggregate\_Value(1))} | {xx\_lastwip} |
| {xx\_hrs = xx\_hrs + Aggregate\_Value(1)}{xx\_standard = xx\_standard + Aggregate\_Value(2)}{xx\_worked = xx\_worked + Aggregate\_Value(3)}{END REPEAT} | | | | | | | |
| Total Fees | {FORMAT(xx\_hrs)} | {FORMAT(xx\_standard)} | {FORMAT(xx\_worked)} | {FORMAT(m\_bill\_fees)} |  | {FORMAT(m\_bill\_fees / xx\_hrs)} |  |
| Total Disbursements |  | {FORMAT(m\_disb\_std\_amt)} | {FORMAT(m\_disb\_base\_amt)} | {FORMAT(m\_bill\_disb)} |  |  |  |
| Grand Total |  | {FORMAT(xx\_standard + m\_disb\_std\_amt)} | {FORMAT(xx\_worked + m\_disb\_base\_amt)} | {FORMAT(m\_bill\_fees + m\_bill\_disb)} |  |  |  |

{END IF}

{IF m\_bill\_disb <>0}

| DISBURSEMENT CODE SUMMARY | | | | |
| --- | --- | --- | --- | --- |
| Code | Description | Quantity | Amount |  |
| {REPEAT DISBURSEMENT\_INFO WHERE d\_matterid = m\_id and d\_prt = "Y" GROUP BY d\_cost AGGREGATE sum(d\_amt), sum(d\_qty) ORDER BY d\_cost} | | | | |
| {d\_cost} | {d\_cost\_desc} | {FORMAT(Aggregate\_Value(2))} | {FORMAT(Aggregate\_Value(1))} |  |
| {END REPEAT} | | | | |
|  | Total Disbursements | | {FORMAT(m\_bill\_disb)} |  |

{END IF}

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| {xx\_trust = SUM(MATTER\_TRUST\_INFO, "mt\_balance")} | | | | | | |
| Total in Unapplied |  | {FORMAT(m\_bal\_unapplied)} |  |  |  |  |
| Total in Trust |  | {FORMAT(xx\_trust)} |  |  |  |  |
| Total in On-Account Fees |  | {FORMAT(m\_bal\_oafees)} |  |  |  |  |
| Total in On-Account Disbursements | | {FORMAT(m\_bal\_oadisb)} |  |  |  |  |
| Total in Retainer | | {FORMAT(m\_bal\_retainer)} |  |  |  |  |

{IF m\_bill\_fees <>0}

| Timekeeper | Date | Hours  Worked Billed | Value  Worked  Billed | Task | Activity | Description of Services Rendered | Index |
| --- | --- | --- | --- | --- | --- | --- | --- |
| {xx\_bhrs = 0}{xx\_bamt = 0}{xx\_hrs = 0}{REPEAT TIME\_INFO WHERE t\_matterid = m\_id and t\_prt = "Y" ORDER BY t\_date, t\_sort\_id, t\_tkpr\_name}{xx\_bhrs = xx\_bhrs + t\_bhrs}{xx\_bamt = xx\_bamt + t\_bamt}{xx\_hrs = xx\_hrs + t\_hrs} | | | | | | | |
| {SUBSTR(t\_tkpr\_first, 1, 1)}. {t\_tkpr\_last} | {t\_date} | {FORMAT(t\_bhrs)} | {FORMAT(t\_bamt)} |  |  |  |  |
| {IF m\_task\_plan <> ""} | |  |  |  |  |  |  |
|  |  | {FORMAT(t\_hrs)} | {FORMAT(t\_amt)} | {t\_client\_task} | {t\_activity} | {t\_narrative} {IFF(NOT EMPTY(t\_prebill\_narrative), t\_prebill\_narrative, "")} | {t\_id} |
| {ELSE} |  |  |  |  |  |  |  |
|  |  | {FORMAT(t\_hrs)} | {FORMAT(t\_amt)} |  | {t\_activity} | {t\_narrative} {IFF(NOT EMPTY(t\_prebill\_narrative), t\_prebill\_narrative, "")} | {t\_id} |
| {END IF} |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| {END REPEAT} |  |  |  |  |  |  |  |
| Fees Total |  | {FORMAT(xx\_bhrs)} | {FORMAT(xx\_bamt)} |  |  |  |  |
|  |  | {FORMAT(xx\_hrs)} | {FORMAT(m\_bill\_fees)} |  |  |  |  |

{END IF}

{IF m\_bill\_disb <>0}

| Timekeeper | Date | Check | Quantity | Disb Amt | Decription of Disbursements | Index |
| --- | --- | --- | --- | --- | --- | --- |
| {REPEAT DISBURSEMENT\_INFO WHERE d\_matterid = m\_id and d\_prt = "Y" ORDER BY d\_date} | | | | | | |
| {SUBSTR(d\_tkpr\_first, 1, 1)}. {d\_tkpr\_last} | {d\_date} | {IFF(d\_check\_number <> 0, d\_check\_number, "-")} | {FORMAT(d\_qty)} | {FORMAT(d\_amt)} | {d\_narrative} | {d\_id} |
|  |  |  |  |  |  |  |
| {END REPEAT} | |  |  |  |  |  |
| Disb Total |  |  |  | {FORMAT(m\_bill\_disb)} |  |  |

{END IF}{IF NOT ON\_LAST\_ROW()}

{END IF}{END REPEAT}{IF bill\_type = "C"}

|  |  |
| --- | --- |
| {DRAFT OFF}{xx\_hrs = SUM(TIME\_INFO, "t\_hrs", "t\_prt = 'Y'")}{xx\_fbase = SUM(TIME\_INFO, "t\_bamt", "t\_prt = 'Y'")}{xx\_dbase = SUM(DISBURSEMENT\_INFO, "d\_bamt", "d\_prt = 'Y'")}{DRAFT ON} | |
| Total Hours | {FORMAT(xx\_hrs)} |
| Total Fees | {FORMAT(p\_bill\_fees)} |
| Total Disbursements | {FORMAT(p\_bill\_disb)} |
| Total Fee Adjustments | {FORMAT(p\_bill\_fees – xx\_fbase)} |
| Total Cost Adjustments | {FORMAT(p\_bill\_disb – xx\_dbase)} |
|  |  |
| Total Current Charges | {FORMAT(p\_bill\_fees + p\_bill\_disb)} |
|  |  |
| Total A/R Balance | {FORMAT(p\_ar\_total)} |

| Client | Client Name | Matter | Description | Hours | Standard Value | Matter Value | Costs | Rate Code |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| {xx\_std = 0}{xx\_fees = 0}{xx\_disb = 0}{xx\_thrs = 0}{REPEAT MATTER\_INFO order by m\_code}{xx\_hrs = SUM(TIME\_INFO, "t\_hrs", "t\_matterid = m\_id and t\_prt = 'Y'")}{xx\_std = xx\_std + m\_fees\_std\_amt}{xx\_fees = xx\_fees + m\_bill\_fees}{xx\_disb = xx\_disb + m\_bill\_disb}{xx\_thrs = xx\_thrs + xx\_hrs} | | | | | | | | |
| {m\_client\_code} | {m\_client\_name} | {m\_code} | {m\_name} | {FORMAT(xx\_hrs)} | {FORMAT(m\_fees\_std\_amt)} | {FORMAT(m\_bill\_fees)} | {FORMAT(m\_bill\_disb)} | {m\_rate\_level} |
| {END REPEAT} | |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |
| Matter Summary Total | |  |  | {FORMAT(xx\_thrs)} | {FORMAT(xx\_std)} | {FORMAT(xx\_fees)} | {FORMAT(xx\_disb)} |  |

| Time and Fee Summary | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Timekeeper | | Hours | Standard Value | Matter Value | Matter Rate | Latest Date on System |
| {REPEAT TIME\_INFO WHERE t\_prt = "Y" GROUP BY t\_tkpr AGGREGATE sum(t\_hrs), sum(t\_samt), sum(t\_amt) ORDER BY t\_tkpr}{xx\_tkpr = t\_tkpr}{xx\_date = MAX(TIME\_INFO, "t\_date","t\_tkpr = xx\_tkpr")} | | | | | | |
| {t\_tkpr} | {t\_tkpr\_first} {IFF(NOT EMPTY(t\_tkpr\_middle), SUBSTR(t\_tkpr\_middle,1, 1) + ". ","")}{t\_tkpr\_last} | {FORMAT(Aggregate\_Value(1))} | {FORMAT(Aggregate\_Value(2))} | {FORMAT(Aggregate\_Value(3))} | {FORMAT(Aggregate\_Value(3) / Aggregate\_Value(1))} | {xx\_date} |
| {END REPEAT} | |  |  |  |  |  |
| {REPEAT TIME\_INFO WHERE t\_prt = "Y" GROUP BY t\_rank AGGREGATE sum(t\_hrs), sum(t\_samt), sum(t\_amt) ORDER BY t\_rank} | | | | | | |
| Subtotal for {t\_rank\_desc} | | {FORMAT(Aggregate\_Value(1))} | {FORMAT(Aggregate\_Value(2))} | {FORMAT(Aggregate\_Value(3))} | {FORMAT(Aggregate\_Value(3) / Aggregate\_Value(1))} |  |
| {END REPEAT} | |  |  |  |  |  |
|  | |  |  |  |  |  |
| Time and Fe Summary Total | | {FORMAT(xx\_hrs)} | {FORMAT(xx\_std)} | {FORMAT(xx\_fees)} | {FORMAT(xx\_fees / xx\_hrs)} |  |

| Worked Location Summary | |
| --- | --- |
| Location | Amount |
| {REPEAT TIME\_INFO GROUP BY t\_income\_office AGGREGATE sum(t\_amt) ORDER BY t\_income\_office} | |
| {t\_income\_office\_desc} | {FORMAT(Aggregate\_Value(1))} |
| {END REPEAT} |  |
|  |  |
| Location Total | {FORMAT(xx\_fees)} |

| Cost Code Summary |  |
| --- | --- |
| Cost Code | Amount |
| {REPEAT DISBURSEMENT\_INFO WHERE d\_prt = "Y" GROUP BY d\_cost AGGREGATE sum(d\_amt) ORDER BY d\_cost} | |
| {d\_cost\_desc} | {FORMAT(Aggregate\_Value(1))} |
| {END REPEAT} |  |
|  |  |
| Cost Code Total | {FORMAT(p\_bill\_disb)} |

{END IF}