{DRAFT OFF}

File Name:

Author: Terri Bishop

Purpose: Sample Prebill

**User Variables**

{x\_ua\_bal=SUM(Matter\_info,"m\_bal\_unapplied")+p\_bal\_unapplied}

{x\_ret\_bal=SUM(Matter\_info,"m\_bal\_retainer")+p\_bal\_retainer}

{x\_mt\_bal=SUM(Matter\_info,"mt\_balance")}

{x\_cr\_bal=x\_ua\_bal+x\_ret\_bal+x\_mt\_bal}

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|  |  |  |
| --- | --- | --- |
| {if not empty(p\_address\_name)}{p\_address\_name}{else}{p\_name}{end if}  {if not empty(p\_contact\_name)}{p\_contact\_first}{p\_contact\_last}{"[HRT]"}{end if}{if not empty(p\_address1)}{p\_address1}{"[HRT]"}{end if}{if not empty(p\_address2)}{p\_address2}{"[HRT]"}{end if}{if not empty(p\_address3)}{p\_address3}{"[HRT]"}{end if}{if not empty(p\_address4)}{p\_address4}{"[HRT]"}{end if}{p\_city}, {p\_state\_prov\_code} {p\_zip\_code} | Type of Work: {m\_type}-{m\_type\_desc}  Billing Frequency: {m\_bill\_freq}-{m\_bill\_freq\_desc}  Estimated Fees: {m\_estimated\_fees} |  |
| {if not empty (p\_narrative)}**Client Comments:**  {p\_narrative}{end if} | | |
| {if not empty (m\_bill\_comments)}**Matter Bill Narrative:**  {m\_bill\_comments}{end if} | | |
| {if not empty (m\_narrative)}**Matter Comments:**  {m\_narrative}{end if} | | |

**FOR SERVICES RENDERED AND COSTS ADVANCED THRU {date\_to\_text(to\_time\_date,’STD\_C’)}**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MATTER | NAME | FEES | COSTS | TAXES | TOTAL |
| {REPEAT MATTER\_INFO} | | | | | |
| {m\_code} | {m\_name} | {comma(m\_bill\_fees)} | {comma(m\_bill\_disb)} | {comma(m\_bill\_tax)} | {comma(m\_bill\_total)} |
| {END REPEAT}{REPEAT TAX\_INFO GROUP BY tax\_code AGGREGATE sum(tax\_fees), sum(tax\_hard + tax\_soft) ORDER BY tax\_code} | | | | | |
|  | {tax\_code} | {comma(Aggregate\_Value(1))} | {COMMA(Aggregate\_Value(2))} |  |  |
| {END REPEAT} | |  |  |  |  |
|  | AMOUNT TO BILL |  | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **RETAINER** | **UNAPPLIED** | **TRUST** | **TOTAL** |
| CREDIT FUNDS AVAILABLE | **{COMMA(x\_ret\_bal)}** | **{comma(x\_ua\_bal)}** | **{comma(x\_mt\_bal)}** | **{comma(x\_cr\_bal)}** |
| AMOUNT OF FUNDS TO APPLY | **\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

{REPEAT MATTER\_INFO}

{IF COUNT(TIME\_INFO,"m\_id=t\_matterid")>0}

**DETAIL OF UNBILLED TIME THRU {date\_to\_text(to\_time\_date,’STD\_C’)}** **FOR MATTER {m\_code}**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| TIME ID | | DATE | TIMEKEEPER | HRS | TASK | RATE | DESCRIPTION | AMOUNT | EDITS |
|  | {x\_hrs=0}{REPEAT TIME\_INFO where m\_id=t\_matterid ORDER BY t\_date,t\_tkpr\_name,t\_id OPTIMIZE t\_narrative} | | | | | |  |  |  |
| {t\_id} | | {t\_date} | {t\_tkpr\_name} | {t\_hrs}{x\_hrs=x\_hrs+t\_hrs} | {t\_client\_task} | {t\_rate} | {t\_narrative} | {comma(t\_amt)} | \_\_\_\_\_\_ |
| {END REPEAT} | |  |  |  |  |  |  |  |  |
|  | | TOTAL SERVICES | | {x\_hrs} |  |  |  | {comma(m\_bill\_fees)} |  |

TIMEKEEPER SUMMARY

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | TIMEKEEPER | HOURS | REALIZED RATE | AMOUNT | EDITS | ADJUSTMENT REASON |
| {s\_hrs=0}{REPEAT TIME\_INFO where m\_id=t\_matterid GROUP BY t\_tkpr AGGREGATE SUM(t\_hrs),SUM(t\_amt)} | | | | | | |
| {t\_tkpr} | {t\_tkpr\_name} | {aggregate\_value(1)} {s\_hrs=s\_hrs+aggregate\_value(1)} | {COMMA(aggregate\_value(2)/aggregate\_value(1),2)} | {COMMA(aggregate\_value(2))} | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| {END REPEAT} |  |  |  |  |  |  |
|  | TOTAL SERVICES | {s\_hrs} |  | {COMMA(m\_bill\_fees)} |  |  |

{END IF}

{IF COUNT(DISBURSEMENT\_INFO,"m\_id=d\_matterid")>0}

**DETAIL OF UNBILLED COSTS THRU** **{date\_to\_text(to\_disb\_date,’STD\_C’)} FOR MATTER {m\_code}**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| DISB ID | DATE | EXPENSE | QTY | REF NO. | DESCRIPTION | AMOUNT | EDITS |
| {REPEAT DISBURSEMENT\_INFO where m\_id=d\_matterid ORDER BY d\_date,d\_id OPTIMIZE d\_cost\_desc,d\_amt,d\_qty,d\_check\_number,d\_narrative} | | | | |  |  |  |
| {d\_id} | {d\_date} | {d\_cost\_desc} | {IF(d\_qty!=0)}{round(d\_qty)}{END IF} | {IF(d\_check\_number!=0)}{d\_check\_number}{END IF} | {d\_narrative} | {comma(d\_amt)} | \_\_\_\_\_\_\_ |
| {END REPEAT} | |  |  |  |  |  |  |
|  | | TOTAL EXPENSES |  |  |  | {comma(m\_bill\_disb)} |  |

**SUMMARY OF UNBILLED DISBURSEMENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DISB** | **DESCRIPTION** | AMOUNT | EDITS | **ADJUSTMENT REASON** |
| {REPEAT DISBURSEMENT\_INFO where m\_id=d\_matterid GROUP BY d\_cost AGGREGATE sum(d\_amt)} | | | | |
| {d\_cost} | **{d\_cost\_desc}** | **{comma(aggregate\_value(1))}** | **\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| {END REPEAT} |  |  |  |  |
|  | **TOTAL DISBURSEMENTS** | **{comma(m\_bill\_disb)}** |  |  |

{END IF}

**SUMMARY OF BILLING HISTORY** SERVICES EXPENSES TOTAL LAST BILL DATE

{b\_other=m\_billed\_interest+m\_billed\_premdisc}{b\_total=m\_billed\_fees+m\_billed\_disb+m\_billed\_interest+m\_billed\_premdisc}

{p\_other=m\_paid\_interest+m\_paid\_premdisc}{p\_total=m\_paid\_fees+m\_paid\_disb+m\_paid\_interest+m\_paid\_premdisc}

{w\_other=m\_woff\_interest+m\_woff\_premdisc}{w\_total=m\_woff\_fees+m\_woff\_disb+m\_woff\_interest+m\_woff\_premdisc}

{ar\_other=m\_ar\_interest+m\_ar\_premdisc}

TOTAL BILLED {comma(m\_billed\_fees)} {comma(m\_billed\_disb)} {comma(b\_total)}

TOTAL RECEIVED {comma(m\_paid\_fees)} {comma(m\_paid\_disb)} {comma(p\_total)}

TOTAL WRITE-OFFS {comma(m\_woff\_fees)} {comma(m\_woff\_disb)} {comma(w\_total)}

OUTSTANDING BALANCE {comma(m\_ar\_fees)} {comma(m\_ar\_disb)} {comma(m\_ar\_fees + m\_ar\_disb)} {m\_last\_bill\_date}

{IF(m\_ar\_total!=0)}

## SUMMARY OF OUTSTANDING BILLS THRU {DATE()}

BILL DATE BILL NO. SERVICES EXPENSES TAXES TOTAL

{REPEAT MATTER\_AR\_INFO where mar\_total !=0 ORDER BY mar\_bill\_date}

{mar\_other=mar\_tax}

{mar\_bill\_date} {mar\_bill\_number} {comma(mar\_fees)} {comma(mar\_disb)} {comma(mar\_other)} {comma(mar\_total)}

{END REPEAT}

TOTAL OUTSTANDING BILLS {comma(m\_ar\_fees)} {comma(m\_ar\_disb)} {comma(ar\_other)} {comma(m\_ar\_total)}

{END IF}

**TIMEKEEPER BILLING INSTRUCTIONS**

Hours Amount Bill Thru Date Amount to Bill Transfer To

TOTAL TIME {If m\_bill\_fees > 0}{s\_hrs}{END IF} {comma(m\_bill\_fees)} \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

TOTAL DISBURSEMENTS {comma(m\_bill\_disb)} \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

STANDARD BILL FORMAT {p\_bill\_fmt}

OVERRIDE FORMAT \_\_\_\_\_\_

CLOSE FILE ? Yes No HOLD BILLING ? Yes No

FINAL BILL ? Yes No WRITE-OFF BILL ? Yes No

BILL DATE \_\_/\_\_/\_\_ Bill Number \_\_\_\_\_\_\_\_\_\_\_\_ Billing Timekeeper \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

{END REPEAT}