# Lawgic Firm Management System

## Maximize Productivity in Your Firm!
Lawgic's FMS incorporates all of the time-saving features law firms look for in an easy-to-use time, billing, accounting and practice management solution. From time and expense entry to calendaring to realization reports, Lawgic's features will help your firm maximize productivity!

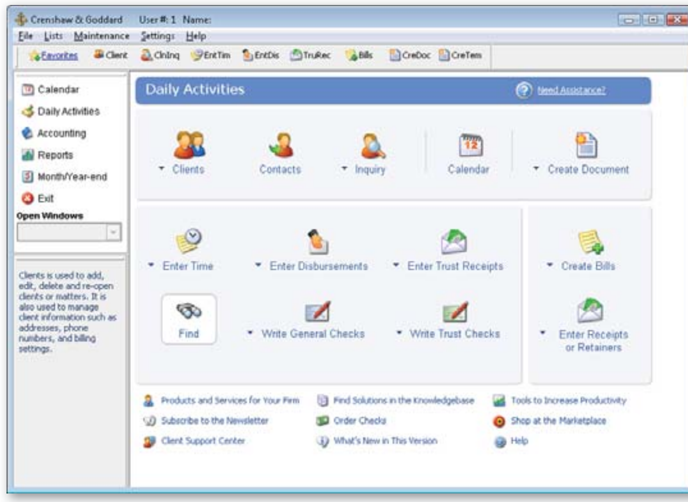
### Core Features

- Shared Calendaring - Appointment/Task Management
- Outlook E-mail Integration
- Document Assembly and Management
- Client/Matter and Contact Manager with Import/Export
- Time and Disbursement/Expense Tracking
- Check Writing and Printing
- Single or Multi-Client/Matter Billing
- Split Billing, Task-based Billing and E-billing
- Accounts Receivable Tracking, Reporting, and Reminders
- Trust Accounting, Transfers, Checks, and Reporting
- Client, Lawyer/Timekeeper, and Expense Reporting
- Management and Productivity Reporting
- Realization Reports for Billing and Collection
- Integrated General Ledger, Financial Reporting, Budgeting
- Bank Reconciliation and Deposit Slips
- Conflict Checking, Diary with Automatic Reminders
- Accounts Payable, Payroll, Report Writer
- Cost Recovery Interface for Importing Client/Firm Expenses
- Remote Time Tracking
- Integrated Backup, Restore, and Web-update
- Network Ready with User Account and Group Security
- Learn-as-you-go with Follow Me Help

***Detailed Feature List on Reverse***

## The Best Billing Solution Available!
A powerful billing toolset combines ease of use with unmatched flexibility to provide the best law firm billing solution available. Generate quick bills, single bills, or large bill runs using a wide range of criteria. Easily modify time and expense entries prior to billing, apply trust or retainer payments to bills, and generate split bills, electronic bills, or RTF bills for editing in your word processor.

## Shared Calendaring for Appointments & Tasks!
Integrated shared calendaring tools give you complete control over appointments and tasks. Enter appointments and tasks, set up recurring appointments, set reminders, and post time to client files from your appointments and tasks. Works seamlessly with your client and contact database!




## Simplifies Firm Management
Fully integrated General Ledger and financial reports, bank reconciliation tools, month-end and year-end processing and other management tools to help you manage all aspects of your firm.

## Complete Set of Management Reports
Analyze your firm's position with a comprehensive set of management and productivity reports that cover clients, lawyers/timekeepers, work-in-progress, receipts, write-offs, trust, productivity, and more!

## Billing and Collection Realization Reports
Track firm profitability with billing and collection realization reports. Easily determine your realization rates for hours billed by client or lawyer and for receivables!

## Everything You Need is Included
When you purchase everything you need is included. You will receive multiple updates and unlimited support for the first year. Support and updates are renewed *on an annual basis at a much reduced rate. Please contact our sales department for details.*

## Create and Manage Documents
Easily create documents using Microsoft Word-based templates and populate them with client or matter fields without having to type a keystroke. Documents you create can be linked to clients or matters at the time you save them, so you can quickly and easily find them without having to search your computer or the network!

***"Chosen by over 15,000 legal professionals to help maximize productivity!"***

## Easier to Use Than Any Other Solution!
Intuitive menus, user-friendly navigators, and exclusive Follow Me Help make finding your way around and using features easier than you ever thought possible. No more fumbling through complex manuals - just install it and learn as you go!

***Maximize your productivity and billings with Lawgic's Firm Management System!***

Lawgic

**www.lawgic.com | *877-2-LAWGIC (252-9442)* | support@lawgic.com**

# Detailed Feature List



**Clients/Matters and Contacts**
- Designed for use with clients or matters (sub-files) and contacts
- Open and closed client tracking and reporting
- Automatic client numbering
- Access time, expense, trust, and A/R details
- View open and closed files and details, summaries, and balances
- Sort entries on-screen and identify transactions by color code
- View and print work-in-progress, history, and balances
- Instant view of balances, year-to-date and life-to-date
- Produce balance summary reports by client
- Generate client information sheets and draft statements
- Work-in-progress client to client transfers
- Process time, expense, and A/R write-offs
- Client/contact import and export tools

**Calendaring, Document and E-mail Management**
- Easily track appointments and tasks and share calendars with others
- Create and manage documents for clients or matters
- File, track and organize e-mail in Outlook with Quickfile 4Outlook

**Lawyers/Timekeepers**
- Use responsible, originating, assigned timekeepers and secretaries
- Assign unlimted rates per timekeeper
- Create budgets for lawyers/timekeepers and generate budget reports

**Time Entry**
- Hourly or flat fee time entry, billable and non-billable entries
- Use unlimited preset codes and/or descriptions
- Built-in timer (Timetracker) and spell checker
- Remote Time Entry

**Expense/Disbursement Entry**
- Fixed rate or unit rate items
- Anticipated expenses/disbursements
- Use unlimited preset codes and/or descriptions
- Import data from third party cost recovery solutions

**Realization Reports**
- Billing and collection realizaton reports with realization rates

**Billing**
- Quickbill, single bill, and multi-client/matter billing
- Select clients and transactions to bill using a variety of criteria
- Modify time and expense entries in billing
- Apply payments on-the-fly or auto-pay bills by client
- Print checks and receipts for payments
- Set billing allocation globally, at the client level, or on-the-fly
- Generate billing summary reports for draft/final bills
- Show statement of account and trust ledger on bills
- Task-based billing (task, activity, expense) and e-billing (ICBC, etc.)
- Easily reverse or reprint bills
- Split billing
- Optional automatic invoice numbering
- Customize billing templates and assign templates to client files
- Print envelopes

**Accounts Receivable**
- Produce A/R reminders and detailed A/R statements/letters
- Interest option to automatically calculate and apply reminder interest
- Aging reports by client, timekeeper, or firm
- Print receipts for payments
- Prorate receipts based on billings by timekeeper
- Single-click write-offs and write-off reversals for time, expenses, and A/R

**Accounts Payable**
- Streamlined Invoice Entry, Check Entry, and A/P Register
- Vendor Inquiry, Aging, and Cash Requirements reports
- Vendor Inquiry, Aging, Cash Requirements, and Form 1099 reports

**Additional Productivity Software**
- US Payroll for all states, including local taxes
- Automated Amicus Attorney interface for client and time transfers
- Cost Recovery Interface for importing client/firm expense transactions

**Checks and Check Printing**
- Generate/print general check
- Automatically recall payee names and addresses
- One-step client expense and check entry
- Regular and trust checks with automatic check numbering

**Trust Accounting**
- Generate/print trust checks, receipts, and transfers
- Handle regular and interest-bearing trust
- Trust overdraft protection
- Trust reports by bank for regular and interest-bearing trust

**Reports - General**
- Lawyer/timekeeper, matter, area of law, conflict, trust, and A/R reports
- Preview reports on screen or print them
- Automatic report runner for scheduling batch printing of reports
- Custom Report Writer for writing custom reports

**General Ledger and Financial Reporting**
- Cash, Modified Cash, Billings as Revenue, WIP as Revenue methods
- Preset G/L with default chart of accounts, fully customizable
- G/L reports including trial balance, balance sheet, and income statement
- Assign, track, and report on budgets
- Financial statements with budgets and year-to-year comparisons
- Summarize operating statement accounts on reports
- Drill down on G/L balances and export G/L reports to Excel
- Detailed audit trail, single page audits, print/reprint audits
- User, audit, posting month, and financial year displays on screen

**Banking, Month-end, and Year-End Functionality**
- Single-click bank balance summary window
- Deposit slips for firm and trust receipts
- Simplified bank reconciliation with balancing formula
- Month-end and year-end processing
- Password protected posting into previous year
- System balance and file health report verifies balances and integrity
- Tax reports
- Print previous year audits created after year-end

**Other Features**
- Track appointments, deadlines, and produce reminder reports
- Track conflicts, perform searches and generate reports
- Label printing with customizable client and file label formats

**Login and Security Features**
- Quick-add user set up with group functionality, allows for roaming

**Closing and Purging**
- Track closed files, including inquiry and reports
- Closed file maintenance, cross reference, and destruction reports
- Archive time, expense, A/R, and closed file client details
- Purge/close A/P vendors

**General Features**
- Easy transaction entry and transaction reversals
- Easy-to-navigate menu system
- True multi-tasking allows you to use multiple programs simultaneously
- Add-to-Toolbar for instant access to commonly used features
- US (State, Federal) and custom rate tax settings
- Quickfill memorized abbreviations for recurring descriptions
- Supports MDY, DMY, and YMD date formats
- Consolidated database utilities and data archive utilities
- Integrated backup, restore, and web-update
- On-line help and direct access to web-based client support center

**Third Party Interfaces**
- Automated Amicus Attorney interface for client and time transfers
- Cost Recovery Interface for importing client/firm expense transactions

**Operating System Compatibility**
- All Microsoft Supported Windows Operating Systems
- Windows, Novell, or Linux networks