



BILLING

In This Document:

- Gain an understanding of the billing cycle in Soluno®.
- Learn how to request an invoice.
- Explore how to review invoice charges.
- Walkthrough the creation of a pre-bill.
- Understand how to release and adjust an invoice.

OVERVIEW

In Soluno, billing entries are created with the intention of generating invoices. All client and lawyer productivity and profitability reporting, including financials are a product of the billing cycle.

To create an invoice, click on the **BILLING** icon on the main toolbar.



The menu tabs that appear represent the four stages of creating invoices and producing statements; [Request Invoice](#), [Review Charges](#), [Release Invoice](#), [Adjust Invoice](#), and [Statements](#).

The screenshot shows the Soluno billing interface. At the top, there is a toolbar with the same icons as in the previous image. Below the toolbar, there are five tabs: 'Request Invoice', 'Review Charges', 'Release Invoice', 'Adjust Invoice', and 'Statements'. The 'Request Invoice' tab is selected and highlighted with a red box. Below the tabs, there are several sections: 'Dates for bill run' with fields for 'Invoice Date', 'Entries Up To', 'Receipts and Trust Up To', and 'Ignore Trust Before'; 'What files to scan for billing' with a table of columns: 'File', 'Contact', 'Area of Practice', 'Responsible', and 'Bill Frequency Automatic'; and 'Options' with checkboxes for 'Include held charges' and 'Only include files with trust balance', and a 'Force Billing Display' checkbox.

Note: If some of these tabs do not appear in your system, it may be related to your security permissions or system settings.

If this is the case, contact your administrator or review your security settings in [ADMINISTRATOR SETTINGS](#) → [USERS](#) → [SECURITY](#).

We will explore each of these tabs now.

REQUEST INVOICE

The **REQUEST INVOICE** tab is where the billing criteria is selected for this billing run.

You can determine the scope of an invoice by date range, area of practice, billing frequency or responsible fee earner. You can also indicate whether the invoice is to be mass billed or billed on demand.

Request Invoice					Review Charges	Release Invoice	Adjust Invoice	Statements
Dates for bill run								
Invoice Date	Entries Up To	Receipts and Trust Up To	Ignore Trust Before					
Jan 1, 2020	Jan 1, 2020	Jan 1, 2020						
What files to scan for billing								
File	Contact	Area of Practice	Responsible	Bill Frequency				
				Automatic				
Options								
<input type="checkbox"/> Include held charges								
<input type="checkbox"/> Only include files with trust balance								
Force Billing Display								

The following is a breakdown of the various filters you can apply to an invoice.

DATES FOR BILL RUN

INVOICE DATE: The date the invoice is created. This will default to the system date, which can be changed to desired date.

ENTRIES UP TO: The date(s) of entries that are included on the invoice.

Note: In many cases the invoice date may include the day you are billing. However, there are times when you may only want the entries up until the last day of the previous month.

RECEIPTS AND TRUST UP TO: The date(s) of any receipt(s) that are included on the invoice.

Example: You are creating an invoice for October 31st, but there are receipts that were applied November 5th. To include these payments, enter November 5th in this field.

IGNORE TRUST BEFORE: Allows the user to filter out any entries whose date(s) occur before this date.

Note: This is this function is optional and can be turned on/off in [ADMINISTRATOR SETTINGS](#) → [FIRM](#) → [SETTINGS](#) → [FEATURES](#).

SCAN FILES FOR BILLING

In this section, you can set criteria to determine exactly which files will be selected for billing.

What files to scan for billing

File	Contact	Area of Practice	Responsible	Bill Frequency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Automatic

FILE: For billing on demand, enter the file to be billed. To select a file, begin typing in the file number, contact name or file description, and choose from the drop-down list that appears.

What files to scan for billing

File	Contact	Area of Practice
far		
5-001 5	Farrell, Ronald	Purchase of 4432 Tetrick Road
5-002 5	Farrell, Ronald	Farrell vs. Acme Corporation
5-003 5	Farrell, Ronald	Farrell Inc. - Corporate file
5-004 5	Farrell, Ronald	Ronald Farrell - Prenuptial agreement
5-005 5	Farrell, Ronald	Ronald Farrell - Estate planning
8-001 8	Farwell, Freddy	Slip and fall

If you need to verify basic file information before continuing, click the **INFORMATION** icon to pull up the **FILE INFO** window.



CONTACT: To bill all files for a single contact/client, enter the number or name of the contact and a drop-down list will appear.

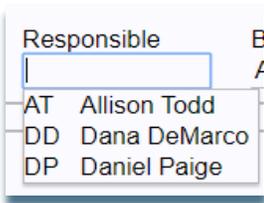
Contact

<input type="text"/>	Area of Practice
1	Bartlett, John; Bartletss Co
10	ABC Law Firm
19	Test, Sarah
22	Rocket, Johnny
33	Daughtrey, Carolyn
4	Evenson, Patrick
5	Farrell, Ronald

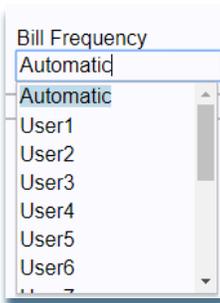
AREA OF PRACTICE: To bill all files by area of practice, select the area to be billed by clicking in the field and choosing from the list.



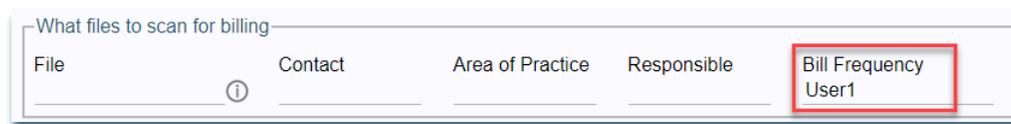
RESPONSIBLE: To bill for a specific responsible fee earner, select the fee earner from the list.



BILL FREQUENCY: This option can be used to further filter which files you wish to invoice. Soluno defaults to **AUTOMATIC**, which allows the system to determine the files that should be billed based on their billing criteria. To use overriding billing options set in **FILE GROUPS**, select one of the user-defined billing frequencies. The advantage of grouping files into frequencies is it allows a firm to process large quantities of files in stages.



In this example, only files associated with User1's billing frequency are eligible to be billed.



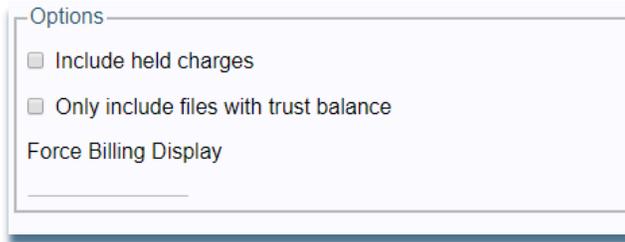
To set up a Bill Frequency for a file, you need to create a **FILE GROUP** in **ADMINISTRATOR SETTINGS** → **CONTACT/CASEFILE** → **FILE GROUPS**.

To assign a file with a file group, go to **CONTACTS AND FILES** → **FILE MANAGER** → **GENERAL** → **BILLING SETTINGS** → **FILE GROUP**.

For more details, review the *File Groups* document.

OPTIONS

Additional options are available to further filter which files/entries are required for invoicing.



Options

- Include held charges
- Only include files with trust balance

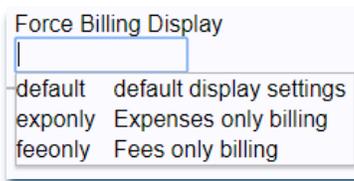
Force Billing Display

INCLUDE HELD CHARGES: In some cases, there may be charges to a file that are placed on hold from invoicing. This option allows you to override the hold status of individual charges and include them on the invoice. You do not have to go back to each charge and remove its hold status.

ONLY INCLUDE FILES WITH TRUST BALANCE: This option will filter which casefiles appear on the invoice based on whether the file has trust funds available to apply to the invoice.

FORCE BILLING DISPLAY: In Soluno you can create multiple Bill Displays. These displays allow the firm to customize how their invoices will appear to their clients. Each file can have its own display assigned to it. In the Force Bill Display option, you can select a display format that will be applied to all files being processed. To do this, click in the **FORCE BILLING DISPLAY** field and select from a list of bill displays.

Example: To create a disbursement-only bill, select the display that has been set up to include disbursements only.



Force Billing Display

- default default display settings
- exponly Expenses only billing
- feonly Fees only billing

To create a new **BILL DISPLAY**, go to **ADMINISTRATION SETTINGS** → **BILLING** → **BILL DISPLAY**. For more in-depth information, please refer to the *Bill Display* document.

ACTION

After selecting the appropriate billing criteria for the requested files, choose how the invoice is to be processed. Once your desired action is selected, click the **PROCESS** button.



SEND TO REVIEW: By selecting this option and clicking on the **PROCESS** button you will be directed to the [Review Charges](#) stage.

SEND TO RELEASE: If you have the **RELEASE INVOICE** option selected for your firm, choosing this option and clicking **PROCESS** will skip the **REVIEW CHARGES** stage. The files to be billed will appear in the [Release Invoice](#) tab, where you can complete the billing process.

FINALIZE (SINGLE FILE ONLY): This option allows the user to create a single-click bill by skipping all review stages of the billing process and immediately processing the bill. Due to the nature of billing the file without review, Soluno only allows this option for single files.

DETERMINE BILLABLE STATUS: Use the eligible file list to see which files will automatically be billed and those that will not be included along with a reason description.

Request Invoice										
Review Charges										
Release Invoice										
Adjust Invoice										
Statements										
Files ready to be billed										
Included	File	Client	Responsible	Area of Practice	Description	Bal Fwd	New Charges	Trust	Operating Retaine...	
<input checked="" type="checkbox"/>	1-001	Bartlett, John	DL	re	John Bartlett - House purchase - 123 Main Street	756.50	950.00	195.00	0.00	
<input checked="" type="checkbox"/>	10-001	Cunningham, Michelle	DL	lit		0.00	600.00	0.00	0.00	
<input checked="" type="checkbox"/>	6-001	Jackson, Olivia	DL	re	test for billing	3,964.50	1,804.00	775.00	0.00	
<input checked="" type="checkbox"/>	9-001	Melrose, Melanie	DL	wil		0.00	3,000.00	0.00	0.00	
Files not meeting billing criteria										
Included	File	Client	Responsible	Area of Practice	Description	Reason				
<input type="checkbox"/>	2-001	Cappello, Jane	DL	misc	Jane Cappello - General Matter	No New Charges				
<input type="checkbox"/>	2-002	Cappello, Jane	DL	lit	Jane Cappello vs. Jack Cappello	No New Charges				
<input type="checkbox"/>	3-001	Daughtrey, Carolyn	DL	misc	General matter for Carolyn Daughtrey	No New Charges				
<input type="checkbox"/>	3-002	Daughtrey, Carolyn	DL	lit	Carolyn Daughtrey vs. Paul Daughtrey	No New Charges				
<input type="checkbox"/>	3-003	Daughtrey, Carolyn	DL	re	Purchase of 3205 Harvest Moon Drive	No New Charges				
<input type="checkbox"/>	4-001	Evenson, Patrick	DL	misc	General file for Patrick Evenson	No New Charges				
<input type="checkbox"/>	4-002	Evenson, Patrick	DL	lit	Patrick Evenson vs. Janet Evenson	No New Charges				
<input type="checkbox"/>	4-003	Evenson, Patrick	DL	corp	Incorporation of Patrick Evenson Consulting	No New Charges				
<input type="checkbox"/>	4-004	Evenson, Patrick	DL	est	Will file for Patrick Evenson	No New Charges				
<input type="checkbox"/>	5-001	Farrell, Ronald	DL	re	Purchase of 4432 Tetrick Road	No New Charges				
<input type="checkbox"/>	5-002	Farrell, Ronald	DL	lit	Farrell vs. Acme Corporation	No New Charges				

As you can see from the above example, two sections are displayed when you choose **GENERATE ELIGIBLE FILE LIST**. The top section displays all the files that have met the billing criteria and the bottom section lists the files which did not meet that criteria.

Let's break down each section of this screen.

DETERMINE BILLABLE STATUS: FILES READY TO BE BILLED

Here you will see all the files which have met the criteria to be billed. Notice that the **INCLUDED** checkbox for each file is automatically selected. You can remove a file from the billing process by deselecting the corresponding checkbox.

Included	File ▲	Client
<input checked="" type="checkbox"/>	1-001	Bartlett, John
<input checked="" type="checkbox"/>	10-001	Cunningham, Michelle
<input checked="" type="checkbox"/>	6-001	Jackson, Olivia
<input checked="" type="checkbox"/>	9-001	Melrose, Melanie

There may be times when invoices appear on the list that you decide not to issue. For instance there might be a residual \$2 charge on the file for which the client will not be billed.

Normally, in order to clear up the accounting on the file, you would have to invoice the file and then use the adjustment feature to zero out the amount. This results in a file with zero unbilled and zero AR; allowing the file to be closed.

By clicking on the **BILLING WRITE OFF ICON** at the far right side of the file listing, the invoicing and adjustment steps are automatically completed thus allowing you to write off the amount.



When you click on this icon, you will receive the following warning. Click **YES** to confirm this is what you want to do.

Request Invoice

WARNING: A bill will be created with an adjusting entry to cause the WIP to be billed and the AR on the new bill to be zero.

Do you want to continue?

DETERMINE BILLABLE STATUS: FILES NOT MEETING BILLING CRITERIA

In addition to the details of each file, the reason a file is not eligible for billing is provided in the [REASON](#) column. You can filter files by reason using the search box beneath the column heading.

Reason
No New Charges
No New Charges
Does not meet Billing Frequency Requirements

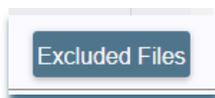
The reason a file is excluded from an invoice is dependent on the file's settings as well as the filters used in the [REQUEST INVOICE](#) tab.

Note: Soluno does not allow you to bill a file prior to an existing invoice date, or twice on the same calendar date. This is to prevent incorrect balance information from being sent to the client. The system identifies these files with the reason description "File has already been billed on or after the requested Invoice Date".

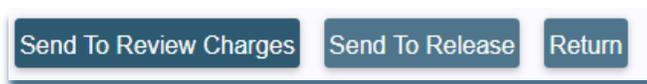
If you need to add any files that do not meet the billing criteria to the current billing, you can simply select the [INCLUDE CHECKBOX](#) for each of the required files.

Included	File	Client
<input type="checkbox"/>	2-001	Cappello, Jan
<input type="checkbox"/>	2-002	Cappello, Jan
<input type="checkbox"/>	3-001	Daughtrey, Ce
<input type="checkbox"/>	3-002	Daughtrey, Ce

If a file does not appear in either section of the screen, it is possible that it was excluded from the billing process. To see a list of excluded files with explanations, click on the [EXCLUDED FILES](#) button in the lower right corner of the screen.



Once you have reviewed both sections and made any changes to the billing status of the files, you can now select one of three possible actions.

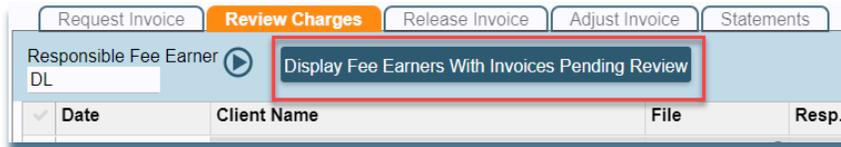


You can either send the files to the [Review Charges](#) stage, send the files to the [Release Invoice](#) stage, or click on [RETURN](#) to go back to the [Request Invoice](#) stage.

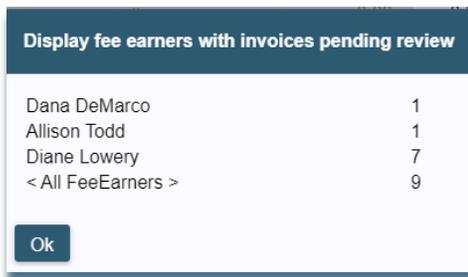
REVIEW CHARGES

The **REVIEW CHARGES** stage allows a user with the proper security clearance to review, edit, produce pre-bills, make billing adjustments, and apply any available trust to the invoices.

To see a list of responsible fee earners with invoices that are awaiting review, click on the **DISPLAY FEE EARNERS WITH INVOICES PENDING REVIEW** button.



You can click on each fee earner's name to display their respective **REVIEW CHARGES** screen.



Note: You can also look through each fee earner's invoices by adjusting the **RESPONSIBLE FEE EARNER** field in the top left corner of the screen.



Once a Responsible Fee Earning is selected the invoices to be reviewed will appear in the list.

LIST OF INVOICES PENDING REVIEW

Let's review each of the columns in this listing.

Date	Client Name	File	Resp.	Area of Practice...	Bal Fwd	Fees	Disb.	Other	Total Inv	Trust Availa...	Trust Appi...		
Jan 31, 2020	Daughtrey, Carolyn	3-003	DL	re	0.00	280.00	0.00	0.00	280.00	0.00	0.00		

DATE: The date you wish the invoice to be recorded in the system. You can change this date depending on your requirements.

CLIENT: The name of the contact with which the file is associated. This field can be edited later if needed.

FILE: The file that is being billed. This field can be edited later if needed.

RESP: The Responsible Fee Earning on the file that being billed. This field can be edited later if needed.

AREA OF PRACTICE: The area of practice associated with the file. This field can be edited later if needed.

BAL FWD: The current outstanding balance for this file. This field can be edited later if needed.

FEES: The fees calculated for this invoice. This includes all unbilled fee entries in the file records. You can adjust this number by clicking into the field and typing a new amount.

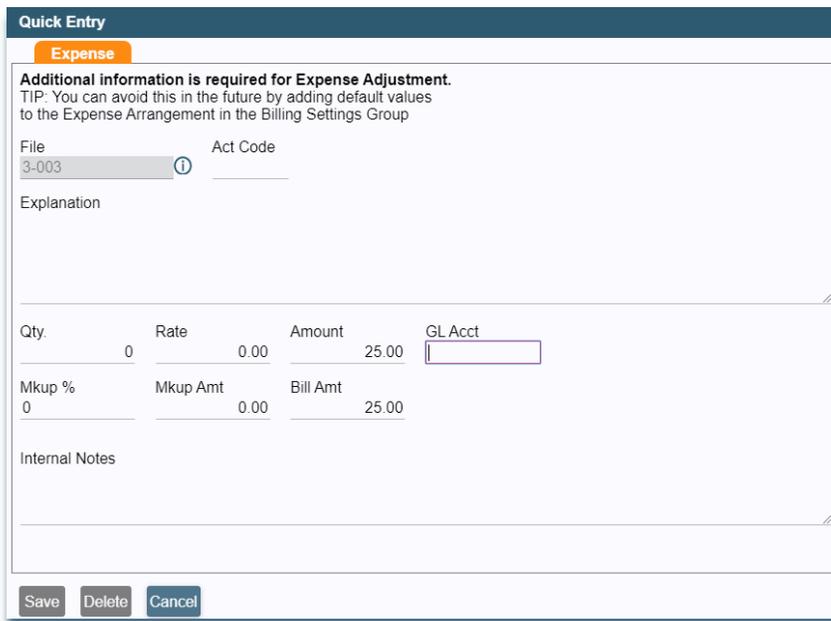
If a change is made, the **FEE ADJUSTMENT** window will appear where you can enter the relevant information regarding the change.



The **Fee Adjustment** dialog box has a dark blue header with the title. Below the header, it says "Enter the details for the Fee Adjustment". There are two input fields: "Task" and "Act Code". The "Task" field is currently empty. Below these is an "Explanation" text area. At the bottom, there are "Ok" and "Cancel" buttons.

DISB. (DISBURSEMENT): Any unbilled costs associated with the file. You can change the disbursement amount by clicking into the field and typing a new amount.

If a change is made, you will be prompted by a **QUICK ENTRY** window to add the new cost to the system. The new cost represents the change between the costs already present and the new value entered.



The **Quick Entry** dialog box has a dark blue header with the title. Below the header, there is an orange "Expense" tab. A message reads: "Additional information is required for Expense Adjustment. TIP: You can avoid this in the future by adding default values to the Expense Arrangement in the Billing Settings Group". There are two input fields: "File" (containing "3-003" and a help icon) and "Act Code". Below these is an "Explanation" text area. A table is displayed with the following data:

Qty.	Rate	Amount	GL Acct
0	0.00	25.00	<input type="text"/>

Below the table, there are two more rows of data:

Mkup %	Mkup Amt	Bill Amt
0	0.00	25.00

At the bottom, there is an "Internal Notes" text area and "Save", "Delete", and "Cancel" buttons.

OTHER: This field displays any other charges which will appear on the invoice outside of fees, costs, and payments. To understand the origin of these charges, click the **INFORMATION ICON** at the right side of the field.

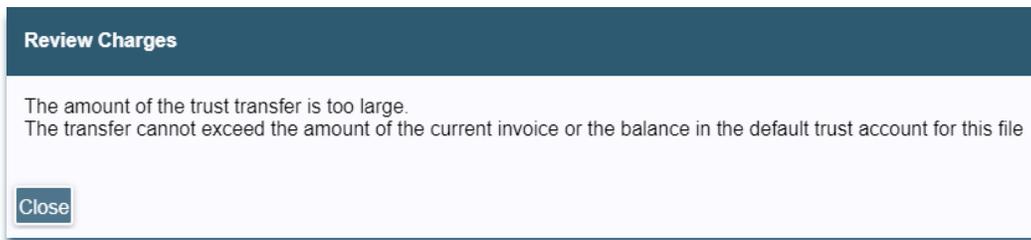


Note: You cannot edit this field.

TOTAL INVOICE: The total amount to be billed for this file at the time of the review.

Note: You cannot edit this field.

TRUST APPLIED: If trust (**IOLTA**) needs to be applied to this invoice, enter the amount to be transferred. You will receive a warning if the amount entered in this field is greater than the trust balance associated with the file or is more than the amount of the current invoice.



Note: You can allow Soluno to automatically apply trust transfers at the time of billing by setting this option for each billing group. See the *Billing Group* document for more details.

SELECT FILES TO BE PROCESSED

To choose which files will be processed, select the **CHECKBOX** on the far left of the desired file.



<input checked="" type="checkbox"/>	Date	Client	Client Name	File	Resp.	Area of Practice...	Bal Fwd	Fees	Disb.	Other	Total Inv	Trust Availa...	Trust Appli...	
<input type="checkbox"/>	Feb 1, 2020	3	Daughtrey, Carolyn	3-003	DL	re		0.00	280.00	56.25	0.00	336.25	336.25	336.25

To select all the listed files, click the checkmark column heading directly to the left of the **DATE** heading.

REVIEW TOOLS

There are three main tools to use when reviewing your charges. We will explore these tools: PDF, EDIT and NOTE in the following sections.

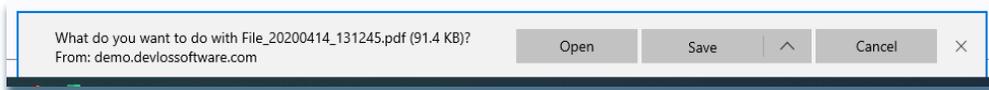


GENERATE PRE-BILLS: SINGLE INVOICE

To get a preview of a single invoice, click on the red PDF icon to the right of the desired listing.



This will generate a PDF image of the pre-bill for you to view. Depending on your browser, a pop-up window will appear asking if you'd like to OPEN, SAVE or CANCEL the pre-bill file.



Alternatively, you can open the file when it appears in the bottom left corner of your screen



Pre-bills have the following format:

Soluno Law Firm

Carolyn Daughtrey
3205 Harvest Moon Drive
Unit 2
New York, New York 10014

February 1, 2020
File #: 3-003
Invoice #: -draft-

RE: Purchase of 3205 Harvest Moon Drive

FEES		Task	Hours	Rate	Amount
1/1/2020	Title searches and execution of documents.	BW	2.00	300.00	600.00
Total FEES			2.00		\$600.00

TASK SUMMARY		Hours	Effective Rate	Amount
BW	Billable Work	2.00	300.00	600.00

EXPENSES		Activity	Amount
	Photocopies	ph	56.25
Total EXPENSES			\$56.25

New Charges \$656.25

Balance Due \$656.25

Tax Number: 98764321

Soluno Law Firm
Per:

Diane Lowery

GENERATE PRE-BILLS: ALL INVOICES

To create one PDF for all pre-bills, click the PDF icon located to the right of the TRUST APPLIED heading.



Soluno will notify you if there are pre-bills to be reviewed.

To see the invoice image, click on the NOTIFICATIONS AND DOCUMENTS icon in the main tool bar.

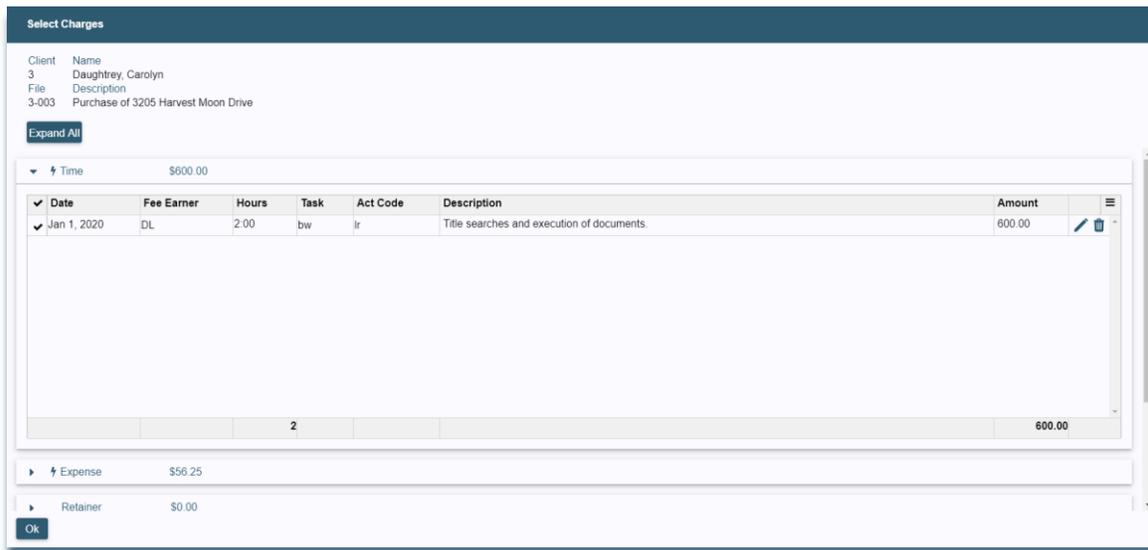


EDIT AN INVOICE

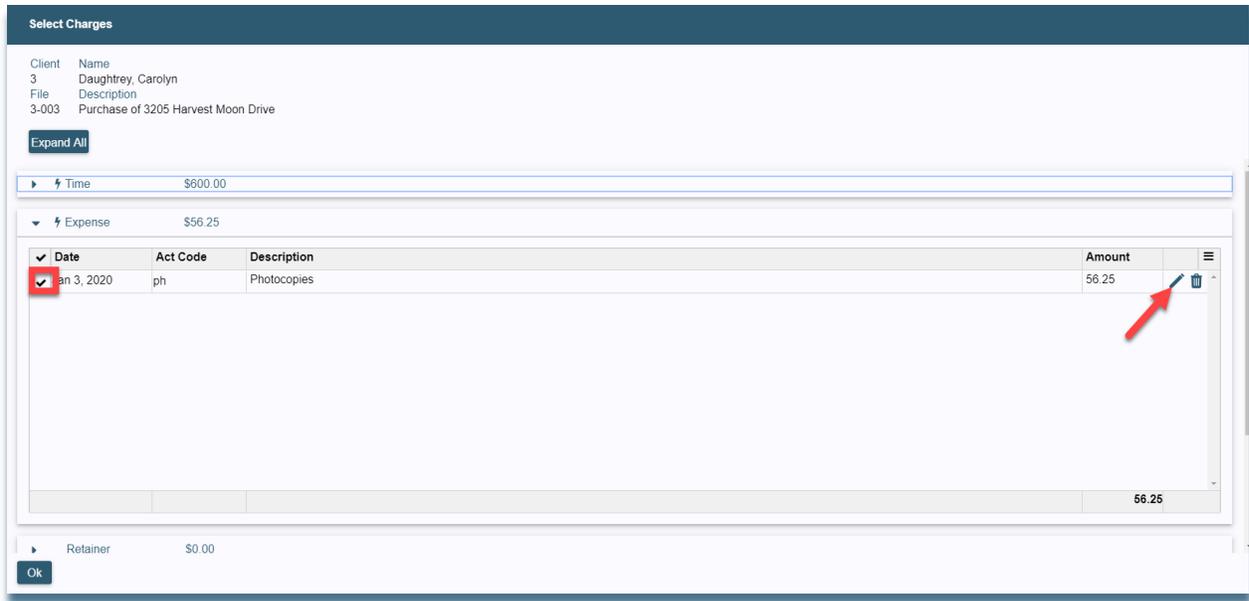
To add to, change, or even hold back charges on an invoice, click on the EDIT icon.



The SELECT CHARGES window will appear. In this window you can review the details of the entries that make up the invoice under review.



In the following example, the disbursement of the invoice is not correct. To view the details of the disbursement in question, click on the EXPENSE section. You can hold back the entry from billing by deselecting the INCLUDE checkbox. Alternatively, you can adjust the expense's original information by clicking the EDIT icon and opening the QUICK ENTRY window.



Note: If you choose to edit the expense using the [QUICK ENTRY](#) window, you will not be able to remove the expense from the system. If you need to delete an expense, you will need to go back to the view/report that provides the ability to remove the entry.

Example: A detailed client ledger is one of the reports that will allow you to change/remove entries. Go to [VIEWS AND REPORTS](#) → [CONTACTS](#) → [CLIENT LEDGER](#).

ADD NOTES

Some firms may have multiple users reviewing invoices before they are released. The [NOTE](#) tool in the [REVIEW CHARGES](#) window allows users to leave comments or notes on the entry prior to release.



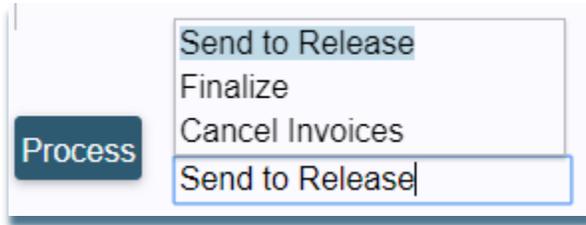
Example: A bookkeeper requests an invoice and requires a lawyer’s input before making any adjustments and releasing the bills. The lawyer can leave notes identifying which pre-bills need to be modified. The bookkeeper can then act upon those notes before releasing the invoices.

An entry with an associated note will be identified by a filled-in icon.



FINISH REVIEWING CHARGES

Once the invoice is satisfactory you can move the invoice to the next stage of the billing process.



If the SEND TO RELEASE option is turned on, the invoice can be sent to the [Release Invoice](#) stage.

You can also FINALIZE the selected invoices or CANCEL and redo the review process at another time.

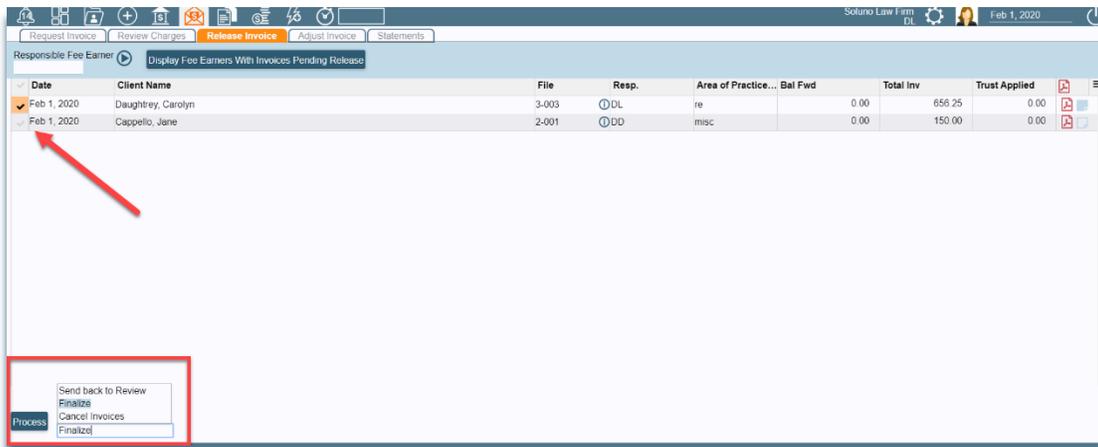
Once you have made your choice, click the PROCESS button.

RELEASE INVOICE

The Release Invoice stage is an optional step in the billing process that takes place after the charges have been reviewed. Users with the proper security clearance have the option to add this additional step.

To turn on/off the RELEASE INVOICE stage, go to ADMINISTRATOR SETTINGS → FIRM → SETTINGS → FEATURES and either select or deselect ENABLE RELEASE INVOICE stage in billing.

In this stage you can select invoices that are ready to be finalized, select invoices that need to be re-reviewed, or cancel the process altogether.



ACTION TO PERFORM ON SELECTED INVOICES

SEND TO REVIEW CHARGES: If there is an invoice that needs to be re-examined in the Review Charges stage before finalization, select them and then select the **SEND TO REVIEW CHARGES** button.

FINALIZE: Select the invoices ready for finalization using the same [checkmark process](#) described in the Review Charges section of this document. When you have reviewed and selected the invoices that need to be sent to clients, complete the billing process by selecting the **FINALIZE** option.

CANCEL: If you do not want to continue the billing process, select this button to stop.

FINALIZE INVOICE

Soluno will automatically generate an invoice record once you select **FINALIZE** and then **PROCESS ACTIONS**. You can save invoice records to another location in your firm's system when you are prompted to **OPEN** or **SAVE** the generated PDF.

Soluno will always save invoice records in the **NOTIFICATIONS AND DOCUMENTS** function in your main menu and will make sure they are attached to billing-related reports.



All successfully completed bills will also appear in the **COMMUNICATIONS** tab for each client. You can view a client's entire billing history from the **CONTACT MANAGER**.

ADJUST INVOICE

At times you may need to adjust the contents of an invoice after the bill has been created or sent out. To adjust an invoice, click on the **ADJUST INVOICE** tab.

	Existing	New	Change GL Acct	Task
Fees	0.00	0.00	0.00	
Hard Costs	0.00	0.00	0.00	
Soft Costs	0.00	0.00	0.00	
Less: Payments	0.00	0.00		
Balance	0.00	0.00	0.00	

Select the **FILE** that corresponds to the invoice by typing in the file number, contact name, or file description, and choosing from the drop-down list that appears.

File	Contact	Invoice #
dau		
3-001 3	Daughtrey, Carolyn	General matter for Carolyn Daughtrey
3-002 3	Daughtrey, Carolyn	Carolyn Daughtrey vs. Paul Daughtrey
3-003 3	Daughtrey, Carolyn	Purchase of 3205 Harvest Moon Drive

Selecting a file will automatically populate the **CONTACT** information. To complete the selection for an adjustment, click into the **INVOICE** field to select from a full list of associated invoices. When you have selected the invoice, the invoice details will appear.

File	Contact	Invoice #
3-003	3	
Date	Memo	14 2/1/2020 3-003 3 Daughtrey, Carolyn

You can select the date of the invoice adjustment, as well as add a memo to the entry to explain the reason for the change.

File	Contact	Invoice #
3-003	3	
Date	Memo	
Mar 1, 2020		

You can adjust both the fees and expenses of an invoice on the Adjust Invoice screen. Depending on your firm's accounting settings, expenses will either be separated into **HARD COSTS** and **SOFT COSTS**, or kept together under one row entitled **EXPENSES**.

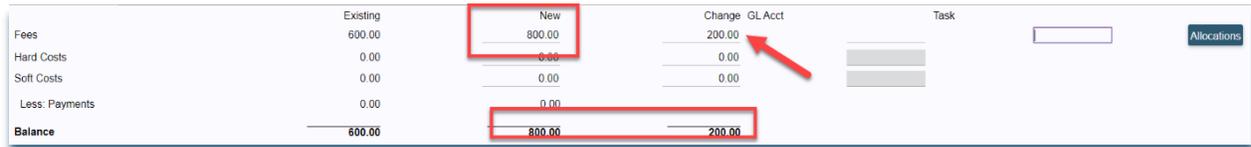
Fees Hard Costs Soft Costs Less: Payments Balance	Fees Expenses Less: Payments Balance
--	--

Note: To learn about the differences of each accounting model, review the *Accounting Information* document.

Regardless of your accounting method, the adjustment screen will consist of five columns:

EXISTING: This field contains the current balance of fees, expenses, payments and the overall remaining total for the invoice.

NEW: The **NEW** column is where you can enter the new desired amounts for fees and expenses. When the New amount is changed, the adjustment screen automatically populates the **CHANGE** column and updates the **BALANCE**.



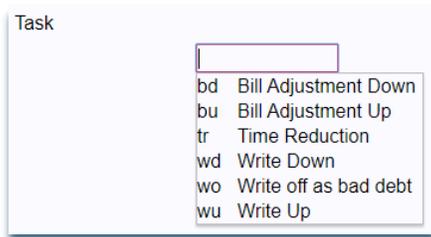
	Existing	New	Change	GL Acct	Task	Allocations
Fees	600.00	800.00	200.00			
Hard Costs	0.00	0.00	0.00			
Soft Costs	0.00	0.00	0.00			
Less: Payments	0.00	0.00				
Balance	600.00	800.00	200.00			

CHANGE: If you do not know the end total but know how much you need to change the amount by, enter the amount (either as a negative or positive) in the Change field. The New field will be adjusted automatically.

GL ACCT: When adjusting expenses on an invoice you are required to provide the general ledger account to which the adjustment will be posted to.

Note: For Cash/Modified cash systems this only applies to the expense, you do not need to apply fee adjustments to GL accounts

TASK: Any changes to invoices requires a Task code associated to the adjustment. By clicking into the task field, you can select the appropriate task from the drop-down list.



Task

- bd Bill Adjustment Down
- bu Bill Adjustment Up
- tr Time Reduction
- wd Write Down
- wo Write off as bad debt
- wu Write Up

Once you have made the necessary changes, click the **SAVE** button to complete the invoice adjustment.

If at any time an adjustment results in a negative balance, Soluno will disable the **SAVE** button.

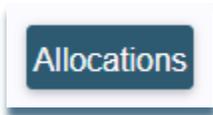
File 3-003 Contact 3 Invoice # 16
 Date Feb 1, 2020 Memo

	Existing	New	Change	GLAcct	Task
Fees	600.00	600.00	0.00		
Hard Costs	0.00	0.00	0.00		
Soft Costs	200.00	0.00	-200.00		
Less: Payments	700.00	700.00			
Balance	100.00	-100.00	-200.00		

Save Cancel

ADJUST FEES

There are times when adjusting a fee may involve changing Fee earners fee credit. To change this, click on the **ALLOCATIONS** button.



In the **FEE ALLOCATIONS** window, you can then assign the breakdown of the fees for the invoice.

Fee Allocations

Fee Earner	Existing	New	Change
DL	600.00	800.00	200.00
	0.00	0.00	0.00
	600.00	800.00	200.00

Ok Cancel

In this example we have increased our fees by \$200.00. The additional fees need to be allocated to a different fee earner.

Click in the empty field in the **FEE EARNER** column and select from the list of fee earners.

Fee Earner	Existing	New	Change
DL	600.00	800.00	200.00
	0.00	0.00	0.00
AT Allison Todd			
DD Dana DeMarco			
DL Diane Lowery			
DP Daniel Paige	600.00	800.00	200.00

Ok Cancel

Apply the new fee distribution to the appropriate fee earner.

Fee Earner	Existing	New	Change
DL	600.00	600.00	0.00
AT	0.00	200.00	200.00
	0.00	0.00	0.00
	600.00	800.00	200.00

Ok Cancel

Select **OK** to accept the fee allocation changes and return to the adjustment screen.

Note: If you change the allocation to be greater than the fee totals, the adjustment screen will automatically adjust the overall balance.

ADJUST EXPENSES

When adjusting expenses on an invoice you are required to provide the general ledger account to which the adjustment will be posted.

	Existing	New	Change	GL Acct	Task
Fees	600.00	600.00	0.00		
Expenses	200.00	400.00	200.00		
Less: Payments	700.00	700.00			
Balance	100.00	300.00	200.00		

Allocations

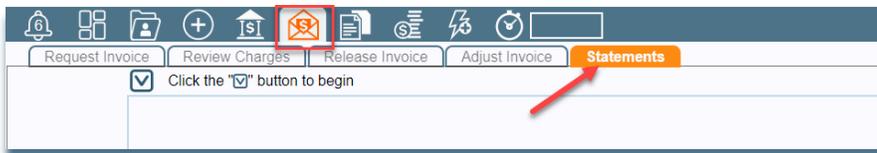
You can either type in an account number or click in the field to search and select from the list of General Ledger accounts.

	Existing	New	Change	GL Acct	Task
Fees	600.00	600.00	0.00		
Expenses	200.00	400.00	200.00		
Less: Payments	700.00	700.00			
Balance	100.00	300.00	200.00		

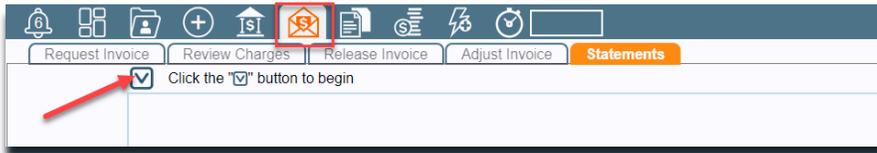
Task	Category	Type
5100	Bank Charges	Expense
5120	Bookkeeping	Expense
5140	Business Taxes	Expense
5160	Cash Payment Write Down	Expense
5170	Corporate Income Tax	Expense
5180.exp	Courier Expense	Expense
5180.rec	Courier Recovery	Expense
5200	Depreciation Expense	Expense
5220	Disbursement - Unbilled W/Os	Expense
5240	Donations	Expense
5260	Equipment Lease	Expense
5280	Insurance	Expense
5300	Insurance - Professional liability	Expense
5320	Interest Expense	Expense
5340	Legal Research	Expense

STATEMENTS

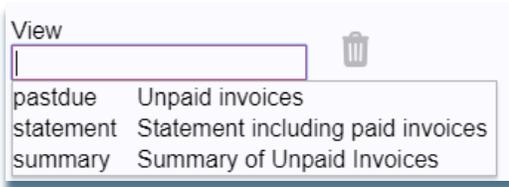
To create Statements, select the STATEMENTS tab.



Click on the View icon to bring up the options screen for Statements.



Select the VIEW from the drop-down menu.



Select the parameters to be used to produce the Statements.

Statements Options

View Unpaid invoices

View Parameters

Start Date End Date Contact Collecting Ignore contacts invoiced within X days

File Responsible Area of Practice

Include fully paid invoices

Ignore files with invoice in request stage

Billing Group Tax Group Interest Group Rate Group File Group Tag

Generate to:

Select where to generate the statements from the options listed.

- Screen
- PDF
- PDF Attachment
- Excel
- CSV
- Screen

Click the run icon to produce the statements.



Or **CANCEL** to close this screen without generating Statements.

PAY INVOICE

Now that you have gone through a billing cycle you will need to receive payment for the invoices.

Please review the *Operating In* and *Transfer of Funds* documents to understand how payments are applied to outstanding invoices.

DELETE INVOICE

If, for some reason, you need to delete an invoice that has already been created, Soluno makes it possible. First, you will need to view a report which shows the invoice (either the [CLIENT LEDGER](#) or [BILLINGS JOURNAL](#) are recommended). The date entry for which the invoice was created can be deleted from the report you select.

DELETE INVOICE FROM CLIENT LEDGER

To access the Client Ledger, go to [VIEWS AND REPORTS](#) → [CONTACTS](#) → [LEDGER](#).

- In the [VIEW](#) box, select [CLIENT LEDGER](#).
- Locate the invoice you would like to remove.

Note: The Description on the client ledger will show **INV: Billing on Invoice ___**.

The invoice can be deleted by clicking on the trash can icon at the far right side of the screen.

2/1/2020 4386	INV: Billing on Invoice 16 Daughtrey, Carolyn: Fees: 600.00 Soft: 200.00	16	
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DELETE INVOICE FROM BILLINGS JOURNAL

To access the Billings Journal, go to [VIEWS AND REPORTS](#) → [RECEIVABLES](#) → [RECEIVABLES](#).

- In the [VIEW](#) box, select [BILLINGS JOURNAL](#).
- Locate the invoice you would like to remove.
- Delete the invoice by clicking on the trash can icon at the far right side of the screen.

3 3-003 2/1/2020	Daughtrey, Carolyn Purchase of 3205 Harvest Moon Drive 4386 16	DL	2.00	600.00	200.00	0.00	0.00	0.00	800.00	61-90	
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Note: If a payment has been made (either full or partial), the trash can, will no longer be available. Payments made after the invoice creation must be removed first.

2/1/2020 4386	INV: Billing on Invoice 16 Daughtrey, Carolyn: Fees: 600.00 Soft: 200.00	16		
2/2/2020 4389	IN: Carolyn Daughtrey receipt of payment	ob-11 16	100.00 o1 OUT	

Note: If a Trust to General Transfer was performed at the time of billing and you delete an invoice, the transfer is not deleted. Before deleting a transfer, you must be sure the funds have not been transferred at the bank. The funds will apply as a general retainer on the next invoice. If you want to delete the transfer you must perform that step after you have removed the invoice.

On the client ledger, click on the edit pencil on the right side of the transfer. The transfer screen will appear and the delete button will be available. Or you can go to the Transfer Journal by clicking [VIEWS AND REPORTS](#) → [BANKING](#) → [TRANSFER](#)

- In the [VIEW](#) box, select [TR TO OP](#).
- There will be a trash can icon on the right side of the entry

REVIEW REPORTS

You may need to review a few different Reports during the billing cycle and after it is complete. Here is a quick directory of some of the reports and where to find them.

CLIENT LEDGER

[VIEWS AND REPORTS](#) → [CONTACTS](#) → [LEDGER](#)

- In the [VIEW](#) box, select [CLIENT LEDGER](#).

BILLINGS JOURNAL

[VIEWS AND REPORTS](#) → [RECEIVABLES](#) → [RECEIVABLES](#)

- In the [VIEW](#) box, select [BILLINGS JOURNAL](#).

TIME LISTING

[VIEWS AND REPORTS](#) → [OTHER](#) → [TIME](#)

- In the [VIEW](#) box, select [TIME LISTING](#).

CLIENT COST LISTING

[VIEWS AND REPORTS](#) → [OTHER](#) → [EXPENSE](#)

- In the [VIEW](#) box, select [CLIENT COST LISTING](#).
- Read the *Client Cost Listing Reports* document to learn more.