

## CLAS Time and Billing NEW!! Version 5

Time and Billing accounts for time, costs and payments, and produces billing statements. We've designed the newest version of CLAS to give you the same flexibility and intuitive operation you expect from CLAS ... and more.

Date	Who	Hours	Amount	Type	Description
01-03-2005	JM	1.20	\$270.00	MEETING	Conference with corporate officers regarding upcoming annual meetings for shareholders and directors.
01-06-2005	JM	0.90	\$202.50	PREPARE	Prepare checklist for consideration of agenda items for shareholders meeting.
01-14-2005	JM	0.60	\$135.00	REVIEW	Examine minutes of 2004 shareholder and board of director meetings.
02-20-2005	DL	1.40	\$210.00	PREPARE	Prepare agenda items for annual meetings.
02-22-2005	JM	0.50	\$112.50	PREPARE	Prepare for Annual Meetings.
02-24-2005	JM	4.40	\$990.00	MEETING	Attend shareholder board of director meetings.
02-28-2005	JM	1.20	\$270.00	MEETING	Telephone conference with client

Office: TRAINING User: OFFICIAL File: 1001 Watching On Totals \$2190

Open Billing File

Matter: 1001 New Re: General Corporate Matters

Open Date: 01-01-2003 Owner: JM Type: BUC Manager: DL Status: +

Name: Valley Business Inc. Address: 1223 State Street Suite 201 City: Salem St: OR Zip: 97301

Business Inc. 1 General Corporate Matters

TRAINING User: OFFICIAL File: 1001 Watching On

We know the needs of law offices. You've come to expect virtually unlimited flexibility in billing methods, statement formats and billing reports.

CLAS Version 5 continues this tradition and includes the following features:

- Access to all Windows printing functions including use of fonts
- Simultaneous viewing of multiple screens (for example, open and edit screens)
- Spell check at entry or when editing
- Find and replace
- Locate and Sort entries by date, amount, category
- Ability to create a customized "My Menu" that contains your most commonly accessed functions
- Create pdf files of reports or statements that can be attached to email
- Revise option allows revision to a group of entries
- Even more flexible database
- Speedy entries with default to current date, repeat of prior entries and a more powerful macro function
- Faster running reports

Previewing "TRAFF" results

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# 1003.13  
Through 11-11-05  
Printed 11-03-05  
Managed by KB

RE: Dissolution of Marriage

Previous Balance: \$101.88

SERVICES PROVIDED

01-07-04	Conference with client.	KB
01-05-04	Telephone to opposing attorney regarding our settlement proposal.	KB
01-09-04	Letter to opposing attorney regarding responsive settlement proposal.	KB
01-12-04	Review letter received from opposing attorney. Telephone to KB client.	KB
01-17-04	Attend pre-trial conference; prepare practical order.	KB
01-25-04	Organize financial records received from client.	JTY
01-25-04	Assemble potential trial exhibits and prepare schedules of DL assets, liabilities, income and expenses.	JTY
Total Hours:		7.80
Total Services:		\$498.00

Summary of Services

David Learn (\$85/hr Associate)	1.40
Jean Third Year (\$30/hr Clerk)	2.10
Karen Bucks (\$130/hr Partner)	4.30

COSTS INCURRED

01-07-04	Photocopies charges.	5.76
Total Costs:		\$5.76
AMOUNT DUE:		\$605.04

Include your invoice number on all payments.

And much, much more ...

**CLAS is designed to move you efficiently from data entry to final product.**

Whether you want to view the current billing status of a client, prepare documents for opening a new file, produce client/billing summary reports, review timekeeper information, or access archived client billing information, **CLAS** can help you make the most of your time.

Create client specific data entry screens. Custom design client specific bill formats. **CLAS works for you.**

	Unbilled	Billing	Billed To Date	This Year	Total Due
<b>Time</b>	2,190.00	2,190.00	3,219.25	3,219.25	\$2,346.73
<b>Fees</b>	0.00	0.00	0.00	0.00	
<b>Costs</b>	31.68	31.68	980.53	980.53	
<b>Advances</b>	0.00	0.00	0.00	0.00	
<b>Payments</b>	0.00	0.00	4,074.73	4,074.73	
<b>Interest</b>	0.00	0.00	0.00	0.00	
<b>Service Adj+</b>	0.00	0.00	0.00	0.00	
<b>Service Adj-</b>	0.00	0.00	0.00	0.00	
<b>BALANCES</b>	2,221.68	2,221.68	125.05	125.05	
<b>Hours</b>	10.20	10.20	46.15	46.15	

Fred Ferguson, Pres.  
Valley Business Inc.  
1223 State Street  
(503) 364-7666  
(503) 364-6777 fax  
Owning Atty: JM  
Resp. Person: DL  
Opened: 01-01-2003

Category: Billing Reports

Print List for Reports  
Select Report(s) to print, or right click for options

- Aged Accounts Receivable
- Aged Work in Process
- Analysis of Administrative Time
- Analysis of Receivables by Month
- Analysis of Write Up & Downs
- Attorney Productivity Analysis
- Cases Opened and Closed by Attorney
- Client Alphabetical List
- Client Billing Summary
- Client Ledger
- Client Numeric Listing
- Daily TimeSheets
- File Invoice Summary
- Items of Costs posted
- Payments Received by Timekeeper
- Prebilling Worksheet
- Services Billed by Area of Law
- Time Entries by Date
- Timekeeper hourly billing analysis
- Top 50 Paying Clients
- Unpaid Invoices

Print Options:  
 Screen Preview  
 Show definition before printing  
 Prompt for Dates  
 Use File: 1001  
 Printing Setup...  
 Dates:  
 Cur: 12/01/05..12/31/05  
 YTD: 01/01/05..12/31/05  
 As of: 12/31/05  
 Change Dates...  
 In the Print List show:  
 Reports  
 Report Sets  
 Report Scripts  
 Go to

You choose the level of detail included in your statements. Choose from thousands of the standard format combinations provided or customize statements and reports to meet your needs and the needs of your clients.

Open Billing File

Matter: Billing Database

Template: INS-DEF

Additional Insurance Info

1 Insured : Rachel and Steven Brown

2 Claimant : Steven West

3 Date of Loss: 03-14-05

4 Policy # : 565-436768-0112

5 Your File # : 87652

6 Adverse : Represented by Jones & Smith, LLC

7 Adjuster : Robert C. Stone

8 Comments :

Home and Farm Insurance Co.  
1005 Brown/West Auto Accident

Office: TRAINING User: OFFICIAL File: 1005 Watching On Rachel and Steven Brown

### System Requirements

Windows 98/ME/2000/XP, 900 MHz processor, 256 MB RAM, 30 MB free hard disk space (recommended: 2.0 GHz processor, 512 MB RAM)

**DOS Users:** CLAS Version 5 is designed to be backward compatible—Run your DOS CLAS and Version 5 simultaneously