Case Ledgers and Costs Manual

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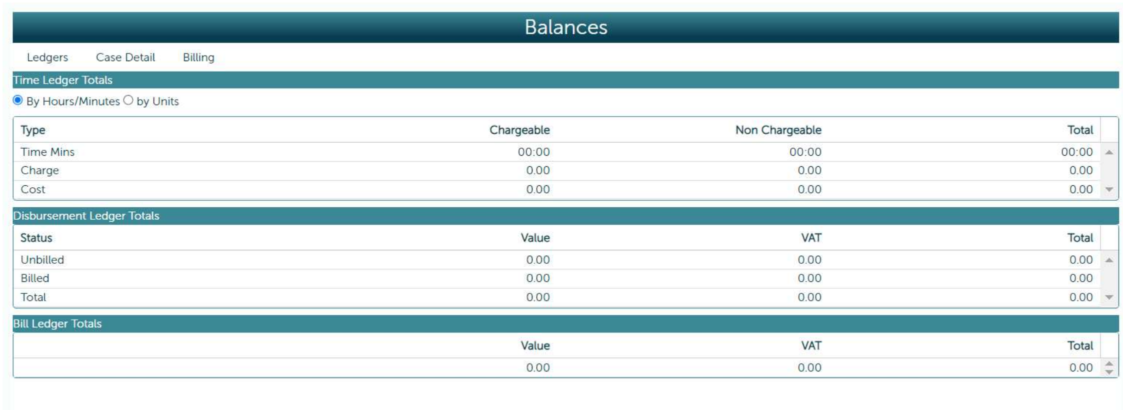
Contents

Case Ledgers and Costs Manual

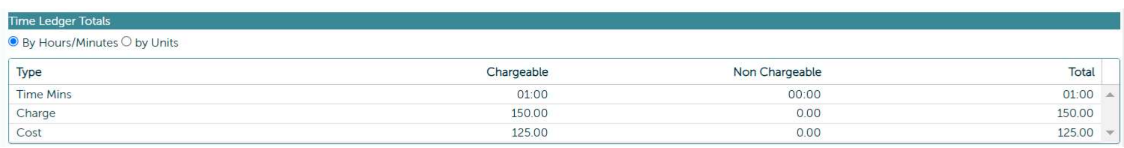
All case costs and ledger information are held under the Case Costs tab within a case

Upon selecting ‘Case Costs’ this will default to ‘Balances’ which will preview a running total of balances across all Ledgers (Time, Disbursement, Bill).



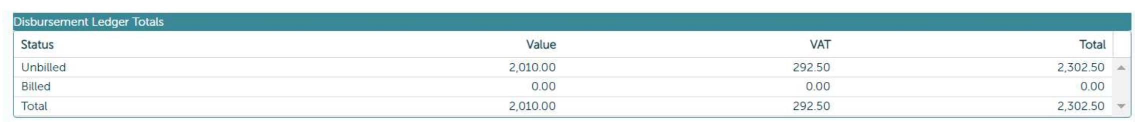
Time Ledger Totals

This can be interchangeable between minutes and units, displaying all chargeable and non-chargeable time providing a clear breakdown between Time/Units, Charge, and cost.



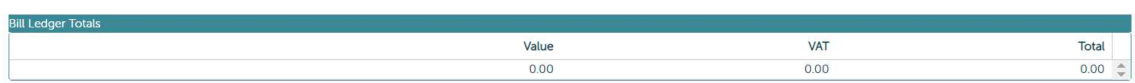
Disbursement Ledger Totals

This will display all unbilled and billed disbursements including running totals and VAT.



Bill Ledger Totals

All outstanding Bills will be displayed here.



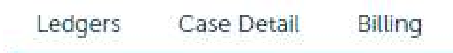
Working in Ledgers

To begin to add to one of the above ledgers, select ‘Ledgers’ which will allow you to select which Ledger you would like to review

Time Ledger

Adding charge rate

New cases will be created against the default charge rate, if users wish to adjust this then users must firstly go into the Case costs and then into Case Detail.



Then users can set the charge rate for that case by clicking on edit and save once selected.

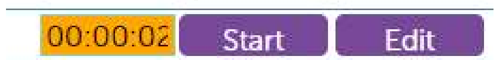
Note - New cases will default to the default charge rate when first opened. It is possible to configure an alternate charge rate if this has been configured for selected scenarios.

Recording in a case

Unallocated clock

To start an unallocated clock within a case, select the clock symbol

Select an activity and enter 0 minutes. Then Save and you will be able to start the clock. You can only do 1 unallocated clock at a time within a case.



Once you have finished your activity/tasks, select Edit next to the clock. Edit the details accordingly and select Either post or save.

If you are in My Timesheet, then select the plus sign.

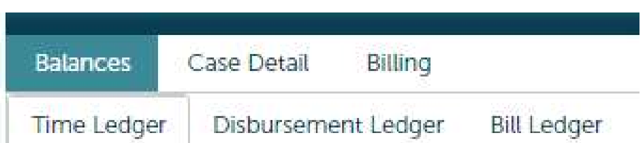
Give you unallocated entry an appropriate name and select save. Then right click on your entry and select start clock.
Once you have finished, right click and select Stop Clock. Once the clock has stopped counting, you can either right click to select Edit or highlight and select the pen icon to edit the entry.

Manual Entry

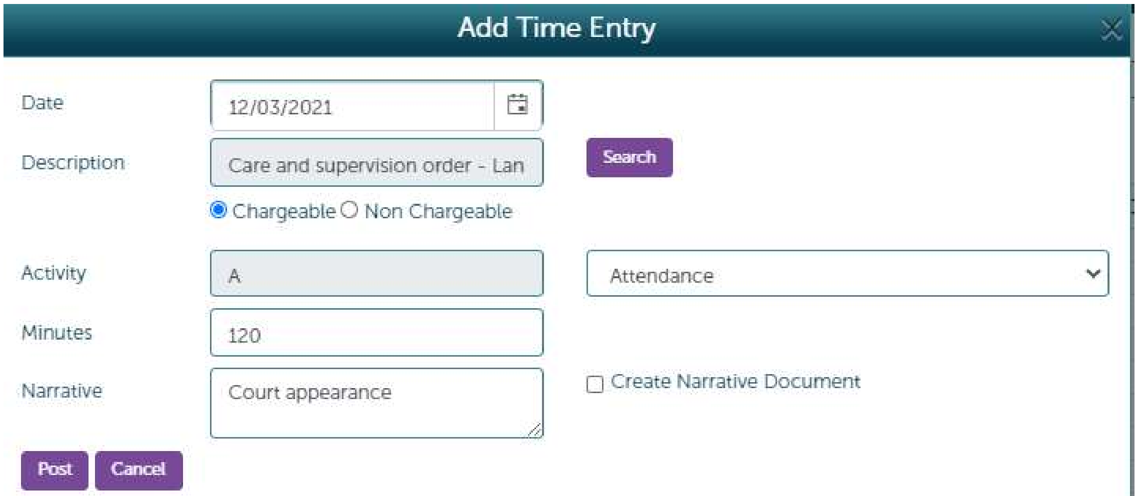
You can record a time against a case by selecting a case in the system and clicking on

Cases costs - Ledgers – Time Ledger

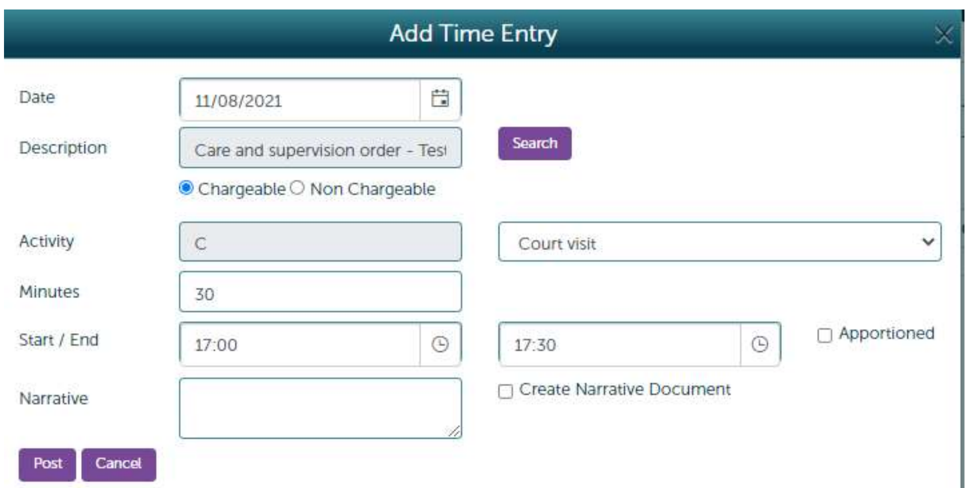
Such as below, once this is done you can click on the plus sign to Add a time entry by clicking on the plus sign



Once this is clicked the below options will appear for the user to complete. Enter or select the required values into here and then click on Post

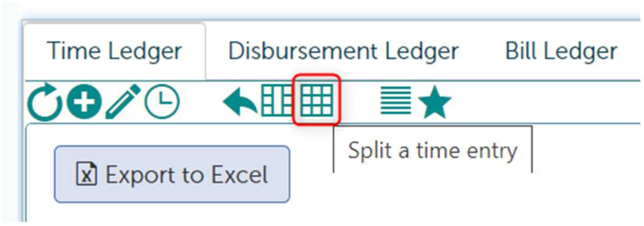


If the Start and End times have been enabled then the manual time entry screen will display these



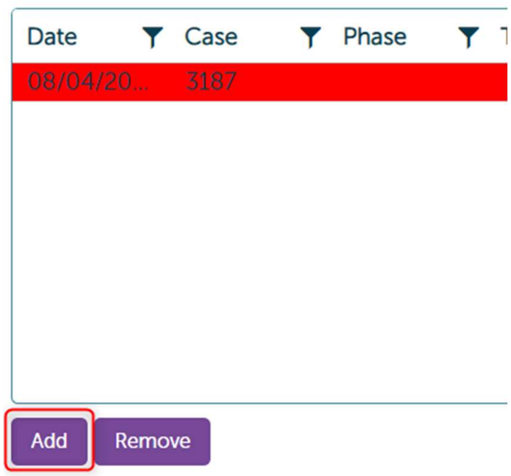
Splitting a time entry

Users can split a single time entry into different entries by pressing the grid symbol at the top of the Time Ledger screen. This functionality is also available in My Timesheet.

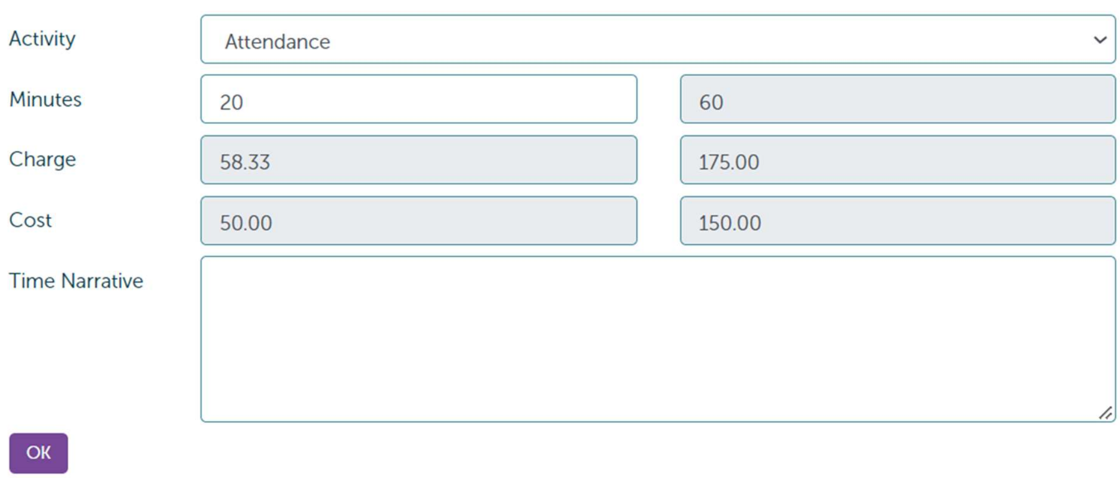


Ensure the time entry that requires splitting is selected then select this symbol.

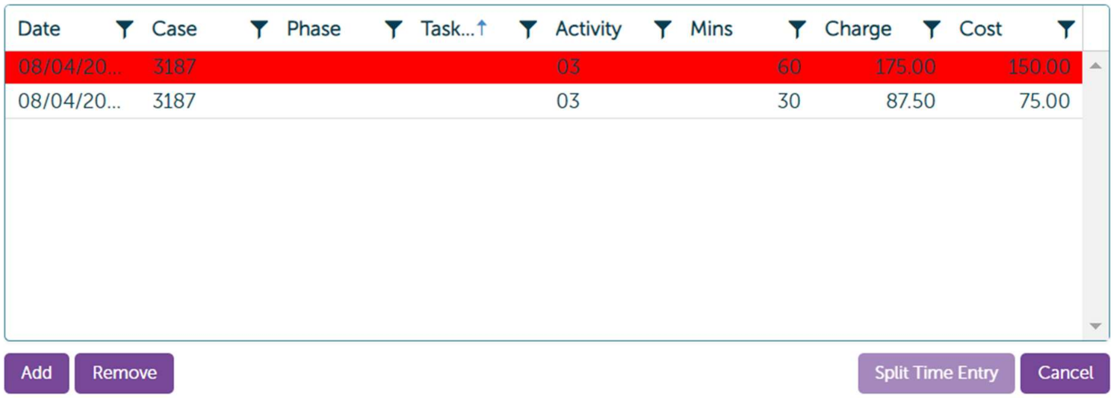
On this screen you will see the single time entry in red, click the Add button at the bottom to begin splitting the time.



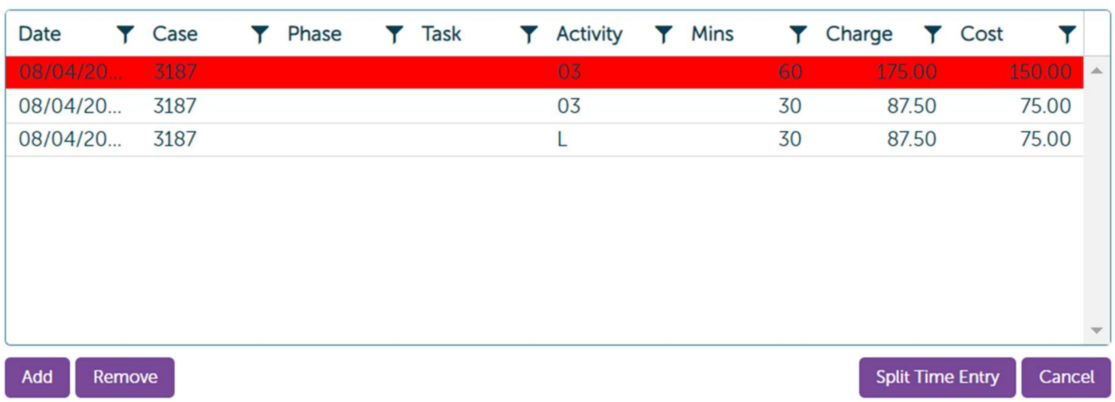
At the top of the screen select what activity is needed in the split then select the amount of minutes you want to allocate to this activity, click OK once finished.



At the bottom of the screen you'll notice there is now another entry below the original time entry, but the Split Time Entry button is still greyed out.



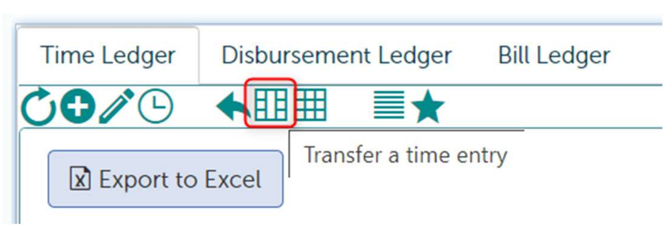
You must add in all the time entries to calculate to the original time entry time, use the Add button to add further entries in this list. In this example I've split the original time entry into 2 time entries, both of the new entries calculate up to the original 60 minutes therefore allowing me to split the time.



Click Split Time Entry, the Time Ledger page will refresh and the original time entry will now be split into 2 entries.

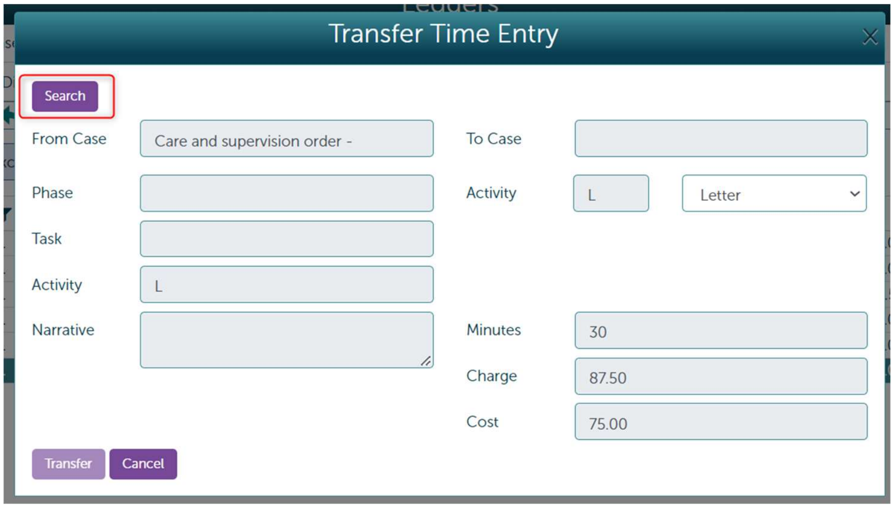
Transferring a time entry

Users can transfer time entry into a different case by pressing the grid symbol at the top of the Time Ledger screen. This functionality is also available in My Timesheet.

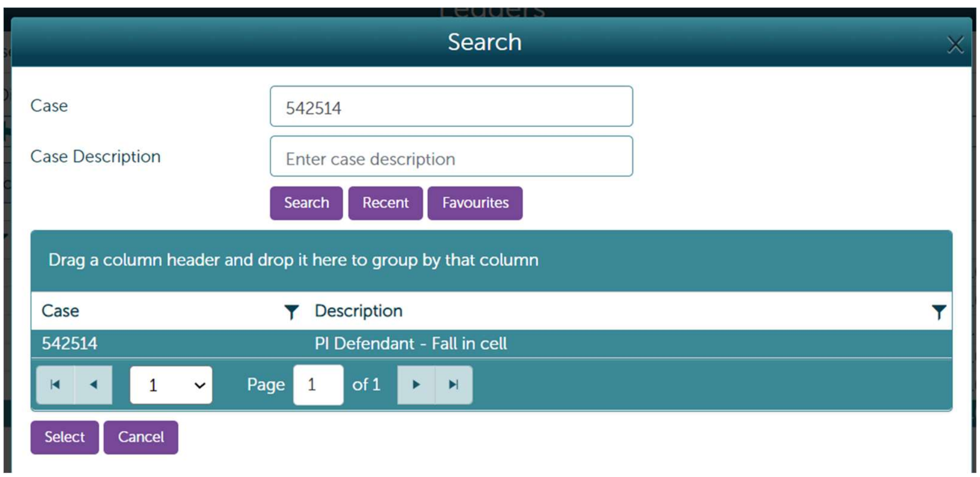


Ensure the time entry that requires transferring is selected then select this symbol.

The case the time is being transferred from will already be populated on this screen, click Search to select the case you wish to transfer the time to.



You can search for the case either via the Case ID number (use the Case field to search for this) or by the Case title (use the Case Description to search for this). Highlight the case and click Select once the case has been found.

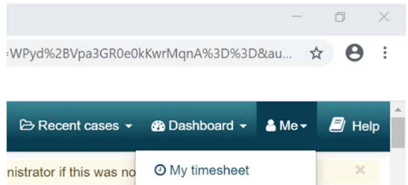


This will populate the rest of this screen, click Transfer to complete the action.

My timesheet

Users can also manually time record using the timer within iCasework.

To access the timer you will need to select the “Me” tab in the top right hand corner. You can then access the timer by selecting the caption "My timesheet”.



This option will then bring up your timesheet.

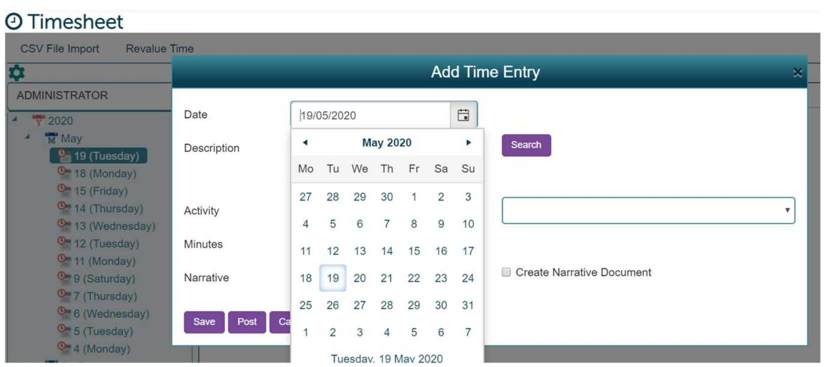
To add a time entry, you will need to select the icon at the top of the page with the white plus button and the green circle surrounding it. If you hover over this icon it displays that this button will “Add a time entry”.

There are 13 icons at the top of the timesheet which allow the user to (in order of the icons)

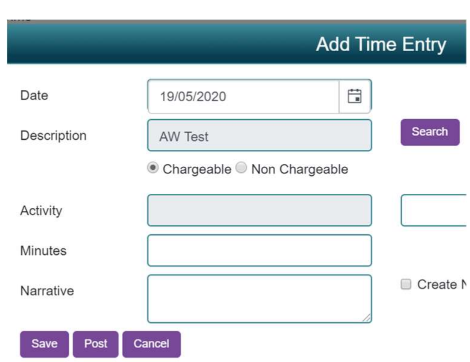
Show/Hide clocks	
Show/Hide totals	
Reload a Timesheet	
Add a time entry	
Start an unallocated clock	
Edit a time entry	
Remove a time entry	
Copy a time entry	
Post a time entry	
Post all time entries	
Reverse a time entry	
Transfer a time entry	
Split a time entry	

When adding a time entry you can select which day you would like to record this on. This can be accessed on the left hand side of the screen. Which displays the days and dates.

Alternatively when the "Add a time entry" icon is selected, you can instead select a date by using the calendar drop down list.



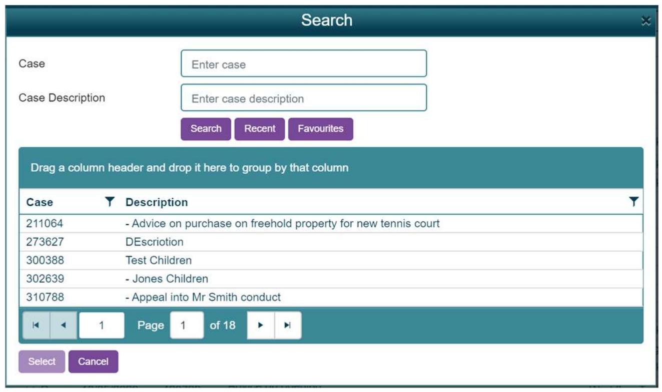
After you have selected a date, the following options below will appear:



The “Description” box will display the most recent case that you have been working on.

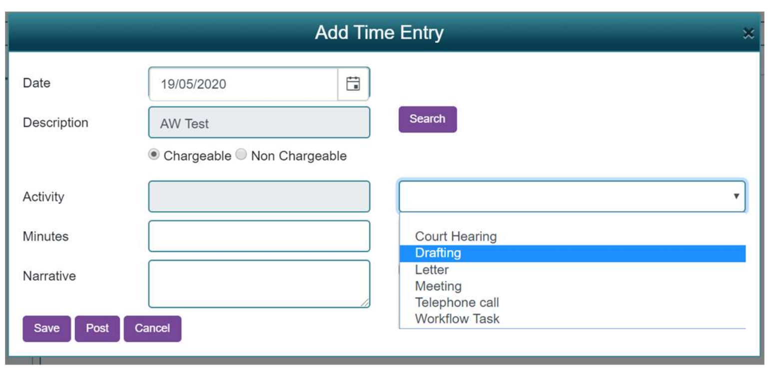
*Alternatively the user can either type the case they would like add a time entry to by manually typing the description into the box.

Or they can select the ‘Search’ icon which will display this screen below:



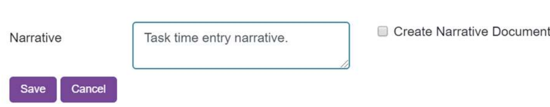
For your convenience, you can select on the ‘Recent’ icon or the ‘Favourites’ icon to quickly select a case instead of searching for one.

Once you have selected the case that you would like to add the time against you can select whether this needs to be listed as chargeable or non-chargeable and will need to select what this activity was.



You can select which activity by using the drop down list on the right hand side such as “Drafting”.

Once you have selected your desired option, you can enter the minutes that you have spent on this and add in any other notes (if required) in the “Narrative” box. You also have the option to “Create a Narrative Document” by checking the tick box.



When you have finished filling out the fields, there are three options at the bottom called “Save” “Post” or “Cancel”.

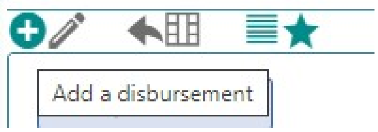
This gives you the options to save the time entry, should you need to record something for the moment and revisit this later to edit this before posting or you can simply post the time or cancel the entry.

Disbursements

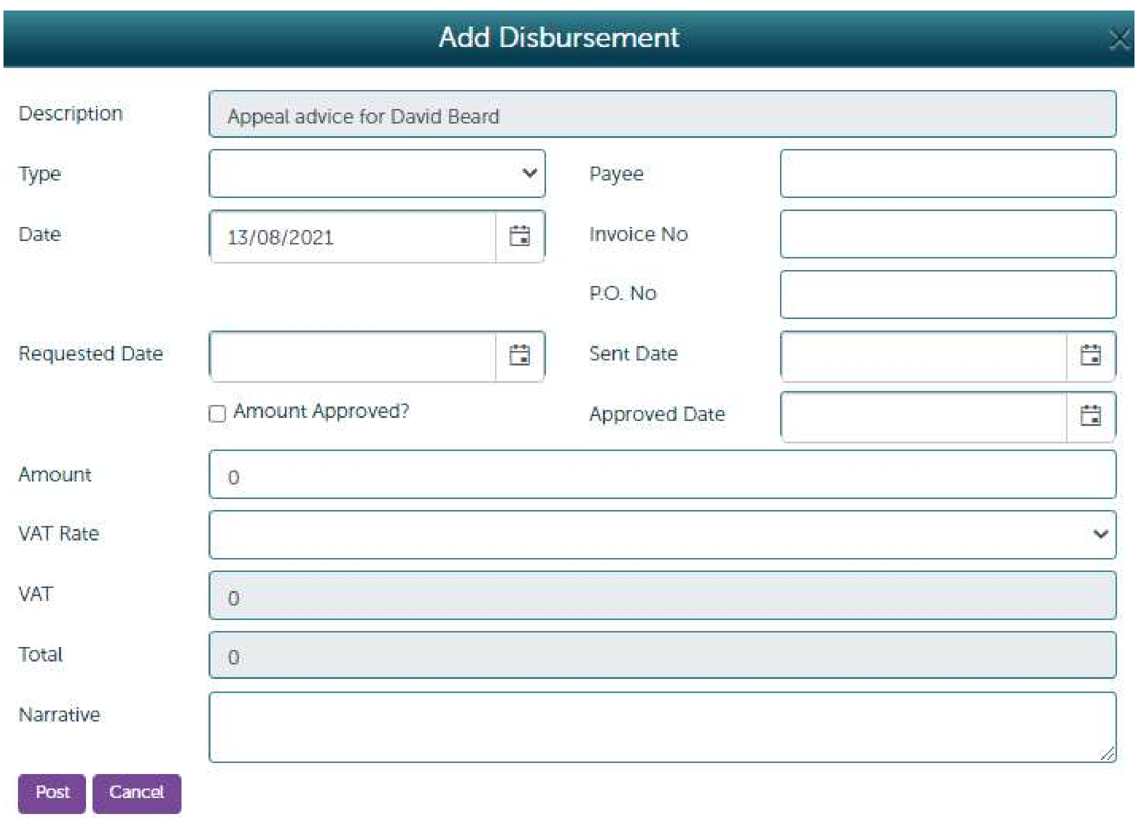
Disbursements can be added by going into the Time Spent and then click on Disbursement Ledger

Add a disbursement

To add a new disbursement, click on Add a disbursement



You will then be presented with the below screen



Description – This will display the case name

Type – Select the type of disbursement from the pre-defined list

Payee – Enter the name of the Payee

Date – Enter the date that the invoice relates to

Invoice No – Enter the number of the invoice

PO No – The PO number that the disbursement relates to

Requested Date – The date that the disbursement was requested

Sent Date – The date that the disbursement was sent

Amount approved – If the amount for the disbursement has been approved

Approved date – The date that the approval for the disbursement was given

Amount – Enter the amount of the invoice excluding VAT

VAT Rate – Select the VAT rate from a list of pre-defined rates

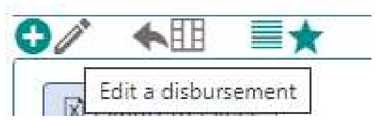
VAT – This will show the VAT amount added, this field is not editable as is a calculated value

Total – This will show the total of the invoice (Amount + VAT). This field is not editable

Narrative – Enter an applicable narrative for the disbursement

Amending a Disbursement

Once added a disbursement can be edited by highlighting the required entry and clicking on the edit button. This will allow the details entered earlier to be adjusted if required.



The disbursement can also be reversed (these cannot be cancelled once added). This will reverse the entry added will the balance been removed.

The disbursement can also be transferred by clicking on the transfer button, this allows the disbursement to be transferred to another case.