

Quick Start Guide for Accountants

You may wish to print out this Quick Start guide and follow along in it as you make entries in the software.

This guide should take just a few minutes to go through and will enable you to start using Family Law Software quickly and effectively.

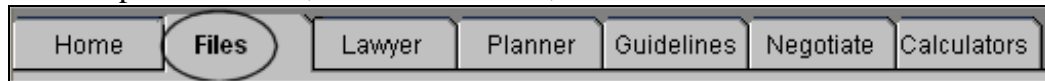
The first time you install the software, it will ask for your KeyCode, then your Professional Information. Please install the software now, if you have not done so already.

Then follow the steps below, which will walk you through the following key items:

- Starting a new client file.
- Entering information on the parties' names, a child, wages, and a mortgage.
- Viewing financial projections.
- Figuring child support and spousal support.
- Working with the division of property.

1. Starting a new client file.

At the top of the screen, click the Files tab, as shown below.



Look at the buttons on the screen: New, Open, Save, Save As, and Delete. Click:



A dialog box will appear, as shown below.

New Client File [Close]

Enter the names of each party (optional): [OK]

Party's Name (first, last): Herman Training

Other Party (first, last): Lily Training

Enter the filename for the new client file:

File Name: Training

File will be saved in folder:

My Documents\Family Law Software\ [Change Folder]

To put the file in a different folder, click "Change Folder."

[Cancel]

Enter "Herman" and "Lily" Training, as shown above.

If you wish to store your files on a network drive, click "Change Folder" and navigate to the folder you wish to use.

When you are ready, click "OK."

2. Entering Background Information.

Click on the Planner tab (you may already be there).

Home Files Lawyer **Planner** Guidelines Negotiate Calculators

Enter Background Info as shown below. Enter your own state in the fields that call for a state abbreviation.

Background Information

On this screen, we enter names, addresses, and some key dates.

One Party's Background Information:

First Name Herman

Middle Name or initial (optional)

Last Name Martin

This party's Birth Date 3/2/1968 (E.g., 4/16/1970, used for retirement age, etc.).

The state of filing CT (used for guidelines and affidavits).

The State where this party lives . CT (used to calculate state tax).

This party is Husband or Wife

The date parties were married..... 4/5/1999

The date separated (or think they might separate) .. 7/11/2007

This party is Plaintiff Defendant (required for guideline calculation)

3. Entering a Child.

In the list of screens at the left, click the link for “Children” (near the top).



Then click the link to enter a child, and enter child information as shown below. You only need to enter the child’s name and date of birth. (You may change the other fields if you wish.)

First Name	Birth Date	Custody for Guideline	Parent for Tax Exemption	
<input type="text" value="Eddie"/>	<input type="text" value="4/5/2001"/>	<input type="text" value="Lily"/>	<input type="text" value="Lily"/>	[more info]

[Click here to enter another Child.](#)

4. Entering Real estate and Mortgage for both parties.

In the list of screens at the left, click the link for “Real Estate” (as shown below).



On the screen that appears, click the link to enter a real estate property, enter a Description, then click “[more info].”

Financial Data

[Background Info](#)

[Case Info](#)

[Assumptions](#)

[Children](#)

[Wages](#)

[Non-Wage income](#)

[Living Expenses](#)

[Major Expenses](#)

[Real Estate](#) (highlighted)

[Cash & Investments](#)

[Debts](#)

[Personal Items](#)

Real Estate

Enter a description, then click "[more info]" to enter information for each property, including real estate currently owned and property not yet purchased.

Real Estate Description

[\[more info\]](#) [\[fn\]](#) [\[delete\]](#)

[Click here to enter another Real Estate Property.](#)

A screen labeled "Real Estate Details" will appear. Fill in the basic information and mortgage fields, as shown below.

Real Estate Details

Real Estate Description.....124 Main St

Yes No Is this property currently owned?
 Yes No Is this a rental income property?
 Yes No Is there a second mortgage or home equity line?
 Yes No Will this property be sold?

Value and Appreciation

1. Current [value](#)\$ 470,000

2. Anticipated rate of appreciation of property:
 Same as inflation; or % of appreciation per year (e.g., 5 for 5%).
[View / Edit Annual Value](#)

First Mortgage

1. Will the mortgage be a new / [refinancing](#) / "buyout" mortgage? Yes No

2. Select [method to use](#) to enter the mortgage:
 Statement Method Detail Method Rough Method (not recommended)

3. Current mortgage balance.....\$ 270,000

4. Monthly payment (principal and interest only).....\$ 2,450.00

5. Interest rate (required for tax calc; we use 6.0% if blank)..... 5.900 %

6. Month/year of this mortgage statement..... 11 / 2008

7. Who will pay the mortgage?
 Herman Lily 50/50. Or, % paid by Herman
[\[more info\]](#) Click here to see more info and a mortgage amortization.

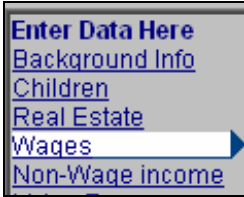
Now click the “[more info]” link at the bottom of the section on “First Mortgage,” below line 8 of that section. You will see that the software has automatically amortized the remainder of mortgage, as shown below.

Year	Interest	Principal	Payment	Mtg Balance
2008	15,813	13,587	29,400	267,749
2009	15,423	13,977	29,400	253,773
2010	14,576	14,824	29,400	238,949
2011	13,677	15,723	29,400	223,226
2012	12,724	16,676	29,400	206,550

Then click the “Back” button at the bottom of the screen to get back to the Real estate Details screen.

5. Entering Wages for both parties.

In the list of screens at the left, click on the “Wages” screen, as shown below.



Enter the wages for both parties as shown below.

Gross Wages and Salary Income			
On this screen, enter wage and salary information for each party.			
Employer	Gross Wages/ Salary	Per (Pay Period)	Self-employment income?
Herman			
Webber & Botts	100,000	Per Year	<input type="checkbox"/> [more info] [delete] [fn]
click here to add wages from another employer			
Lily			
City of Weston	20,000	Per Year	<input type="checkbox"/> [more info] [delete] [fn]
click here to add wages from another employer			

6. Getting Financial Projections.

For an actual case, you will continue entering the rest of the client information by clicking each screen on the left and completing the information there. Always click “[more info]” when you see it, to see what other information may be useful.

Now we will look at some financial projections the software will make for you.

In the list of screens at the left, click the bottom link, for Reports. Then click “Projected After-Tax Cash Flow,” as shown below.

Enter Data Here

[Background Info](#)

[Children](#)

[Real Estate](#)

[Wages](#)

[Non-Wage income](#)

[Living Expenses](#)

[Major Expenses](#)

[Cash & Investments](#)

[Debts](#)

[Personal Items](#)

[IRA, 401\(k\), Etc.](#)

[Pension Plans](#)

[Social Security](#)

[Life Insurance](#)

[Family Business](#)

[Child Support](#)

[Alimony](#)

[Property Settlement](#)

[Tax Filing Status](#)

[Case Info](#)

[Assumptions](#)

Results

[Data Checker](#)

[Financial Affidavit](#)

[Graphs](#)

[Reports](#)

View and Print Reports

Click here to: [Set Report Options](#); to [View Footnotes](#); to [Modif](#)

Number of years to show in the financial reports:

Party to include on financial reports:

File Label: (prints after all report titles – identif

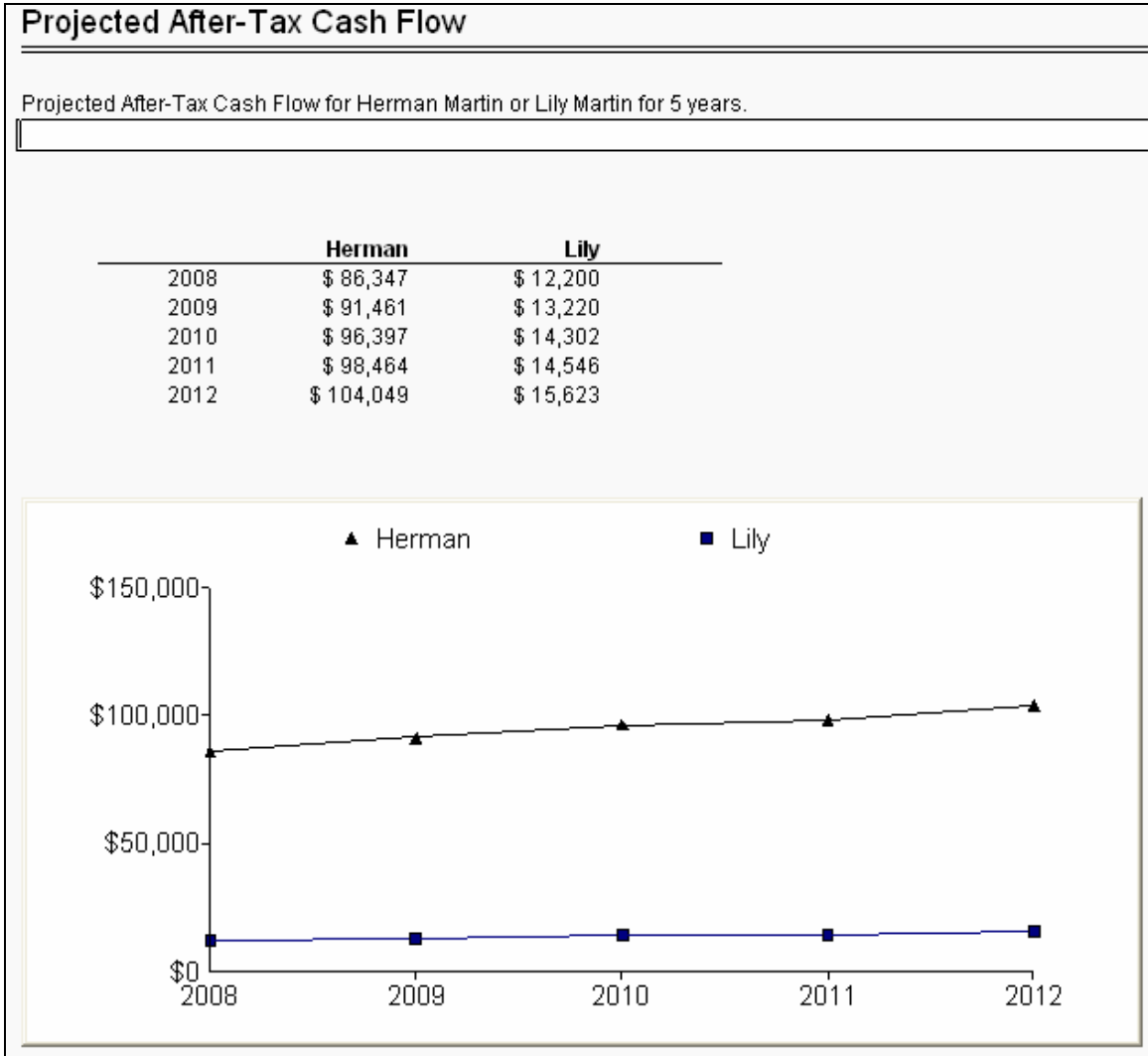
Click here to print reports. ("X" the boxes below to ind

Key Reports:

Key Reports (click on any link below to preview)

- [One-Page Summary](#)
- [Division of Marital Property](#)
- [Projected After-Tax Cash Flow](#)
- [Projected Net Worth](#)
- [Summary Totals Spreadsheet](#)
- [Budget Report](#)
- [View/Edit Taxes](#)
- [After-Tax Cash Flow Spreadsheet](#)
- [Liquidations to Cover Negative Cash Flow](#)
- [Accumulated Savings](#)

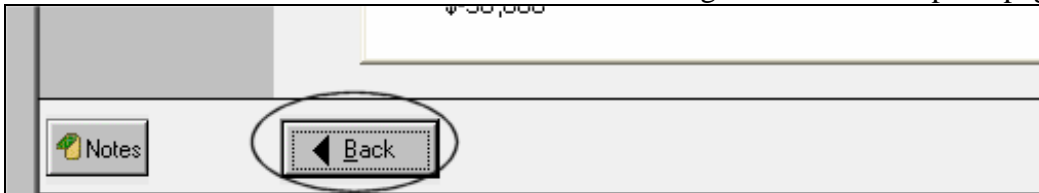
You will see a graph like the one shown below (your numbers will probably be different, because state taxes, which are estimated automatically, vary from state to state):



Reports like this can be very powerful in persuading clients to make necessary changes and compromises, and in helping the parties to understand the likely consequences of their proposed decisions.

Now let’s drill down and take a look at the supporting detail behind these numbers.

Click the “Back” button at the bottom of the screen to get back to the Reports page.



Click “After-Tax Cash Flow Spreadsheet,” as shown below.

Key Reports:

- Key Reports (click on any link below to preview)
 - [One-Page Summary](#)
 - [Division of Marital Property](#)
 - [Projected After-Tax Cash Flow](#)
 - [Projected Net Worth](#)
 - [Summary Totals Spreadsheet](#)
 - [Budget Report](#)
 - [View/Edit Taxes](#)
 - [After-Tax Cash Flow Spreadsheet](#)
 - [Liquidations to Cover Negative Cash Flow](#)
 - [Accumulated Savings](#)
 - [Net Worth Spreadsheet](#)
 - [Key Entries and Assumptions](#)

You will see a page that looks like this. (Your numbers will be different than these; this is just a sample of this report.)

After-Tax Cash Flow Spreadsheet															
Herman After-Tax Cash Flow Spreadsheet															
Year	Age	Wages & Salary	Interest on Accom Svg	Child Support	Total Income	Mortgage Payments	Child Supt Pd	Total Expenses	Pre-tax Cash flow	Federal Inc Tax	FICA / Soc Sec	State Inc Tax	Total Taxes	After-tax Cash	
"X" to not print:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2008	40	150,000	0	0	150,000	0	15,084	15,084	134,916	33,049	8,220	7,300	48,569	86,347	
2009	41	153,750	2,590	0	156,340	0	15,084	15,084	141,256	33,883	8,425	7,487	49,795	91,461	
2010	42	157,594	5,334	0	162,928	0	15,084	15,084	147,844	35,131	8,636	7,680	51,447	96,397	
2011	43	161,534	8,226	0	169,760	0	15,084	15,084	154,676	39,483	8,852	7,877	56,212	98,464	
2012	44	165,572	11,180	0	176,752	0	15,084	15,084	161,668	40,466	9,074	8,079	57,619	104,049	

Lily After-Tax Cash Flow Spreadsheet															
Year	Age	Wages & Salary	Interest on Accom Svg	Child Support	Total Income	Mortgage Payments	Child Supt Pd	Total Expenses	Pre-tax Cash flow	Federal Inc Tax	FICA / Soc Sec	State Inc Tax	Total Taxes	After-tax Cash	
"X" to not print:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2008	37	30,000	0	15,084	45,084	30,480	0	30,480	14,604	(1,191)	2,295	1,300	2,404	12,200	
2009	38	30,750	366	15,084	46,200	30,480	0	30,480	15,720	(1,190)	2,353	1,337	2,500	13,220	
2010	39	31,519	763	15,084	47,366	30,480	0	30,480	16,886	(1,203)	2,411	1,376	2,584	14,302	
2011	40	32,307	1,192	15,084	48,583	30,480	0	30,480	18,103	(329)	2,471	1,415	3,557	14,546	
2012	41	33,115	1,628	15,084	49,827	30,480	0	30,480	19,347	(265)	2,533	1,466	3,724	15,623	

You see each party's wages, and the mortgage appearing as "Real Estate Expenses." Notice also that the software has calculated Federal Income Tax, FICA, and estimated State Income Tax automatically.

Note: There is no child support or alimony, yet. But when we enter them, they will appear here automatically.

You may wish to take a few moments now to click the other Reports screens, especially the ones designated as Key Reports.

7. Entering Child Support and Spousal Support.

If you are in one of the states for which the software calculates child support, click Child Support screen, as shown below. (If you are not, skip this section.)



This brings you to the screen where you specify child support for the financial projections. To use the calculated child support guideline amount, click the “X” box as shown below. (The amount likely will be different for your state.)

On this screen, enter child support from this relationship. Click [here](#) to read about support from other relationships and [here](#) to see how data can carry from the "Guidelines" Tab.

[Click here to enter temporary \(pendente lite\) support.](#)

Who will be paying child support? Herman Lily
(usually the non-custodial spouse)

Click here to use Family Law Software's calculation for the initial level of child support.
The calculated value is: 13,660 per year.
[Click here for the Quick Child Support Calculator.](#)

Initial support amount for this order \$ 13,660 [\[fn\]](#)
Payments are per month per year.
Date that this level will start 1 / 2008 (month/year)
Date through which the initial level will continue / (month/year)

First modified level for support (e.g., reduced when child reaches 18) \$ per year [\[fn\]](#)
from: / to / (month/year)

Second modified level for support (e.g., reduced when child reaches 18) ... \$ per year [\[fn\]](#)
from: / to / (month/year)

Or you may clear the “X” box and enter a “what if” or negotiated value.

You may also enter up to three tiers of child support, specifying the start date and amount for each.

For spousal support, click the next link on the left below Child Support (labeled Spousal Support or Alimony).

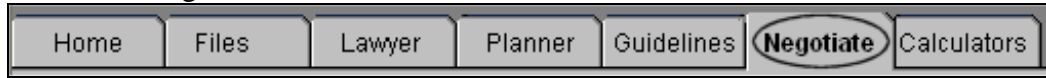
The entries for spousal support work similarly to child support, except that in most states there is no calculated spousal support amount.

8. Helping the Parties Divide the Property.

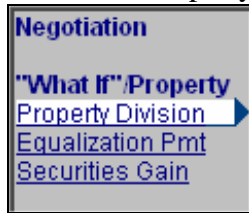
Now let’s help the parties divide the property (perform an equitable distribution). The software has a built-in spreadsheet for doing this.

Let's take a look.

Click the "Negotiate" tab.



Click the "Property Division" link, as shown below.



You will see a screen that looks like this.

Negotiating Property Division

When you change Herman's "% of Marital" or Herman's "\$ Amount" for any item below, totals at the top will update instantly.

Note that entries here are "live" and will be reflected throughout the program.

[Click here to set Property Division Screen options.](#)

Total of Marital Assets:		
Herman	\$ 75,000 (50.0%)	Herman Lily
Lily	\$ 75,000 (50.0%)	

Marital Asset Line Items:	Herman's % or \$ Amount	Lily's \$ Amount
Non-retirement Assets:		
Real Estate:		
124 Main St.	<input style="width: 40px;" type="text" value="50"/> <input style="width: 80px;" type="text" value="75,000"/>	75,000

The totals are at the top.

Below them, you will see one line listed for each property.

To allocate or divide each property, you may change either the percent (50% in the image above) or the dollar amount (\$75,000 in the image above). When you do that, the totals at the top will update automatically.

Now click the "50" opposite 124 Main St as shown above, and make it "25." Then press <Enter>. See the totals at the top of the screen update instantly.

This ability lets you quickly try different property divisions until you reach one that is acceptable to the parties. This screen really helps parties focus on the property division issues from a practical perspective and get to agreement more readily.

Note at the top of the screen a link that says, "Click here to set Property Division Screen options." If you click that link, you'll see options to display separate property; to display more columns of information about each asset; to display retirement property and non-retirement property separately; and to display the equalization payment -- how far away you are from a 50/50 division.

Now let's view the Property Division Report.

Scroll to the bottom of this screen. You will see three links. Click the left link as shown below.

Reports:

Click for Reports: [Marital Property Division](#); or [All Property Division](#); or [Marital Property - After Tax Effects](#)

On the screen, a report on the division of marital property will appear (as shown below).

Division of Marital Property					
Click here to set "Division of Marital Property" report options. (equalization payment and more)					
Property division report for Herman Munster and Lily Munster.					
This report shows each item of property, its current value, and who is keeping it. It also shows totals for each prop					
	Herman		Lily		Total
	Amount	Pct	Amount	Pct	Amount
Real Estate Equity					
124 Main St.	\$37,500		\$112,500		\$150,000
Total Real Estate Equity	\$37,500	25%	\$112,500	75%	\$150,000
Subtotal Non-Retirement	\$37,500	25%	\$112,500	75%	\$150,000
Subtotal Retirement	\$0	0%	\$0	0%	\$0
Total Assets	\$37,500	25%	\$112,500	75%	\$150,000

This is a very useful report to present to clients or judges. It clearly says, "This is our proposal." Or, "this is what we have been talking about. Take it home to study it."

9. Getting Technical Support.

If you have any questions, click the Home tab, then the “Tech Support” screen, as shown below.

Technical Support for Family Law Software
Your current KeyCode for Family Law Software will expire on: 01/01/10 . You are running: Family Law Software 10.05 build 388.1
If you have questions about your current file, you may send us the file by clicking the button below. You will be prompted to type your questions. Please try to be as specific as possible.
<input type="button" value="Send Your File"/> Click here to send us your current file along with your questions.

We have several means of supporting you: by phone, e-mail, and sending your file. Of these, getting support by sending your file is probably the best.

To send us your file, just click the “Send Your File” button as shown below. (You will have an option to strip identifying details to preserve client confidentiality.)

Click the “Send Your File” button now, but do not actually send the file.

After the file is transmitted -- no e-mail necessary! -- you will be prompted to type your question.

We will then be able to see what you have done so far, and to respond accordingly. We find this is a very effective way for us to support you as you use the software.

10. First Case!

Needless to say, for actual clients, there is more data you will enter, more financial reports you will want to print, and more “what-if” analysis you will want to do.

But this Quick Start guide should be enough to get you started entering data and using the software.

Now it’s time to plunge in and enter your first case!

We are sure this software will make you more effective in your practice and enable you to help your clients reach better outcomes.

We expect that you will have questions as you get going, and we look forward to hearing from you.