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.

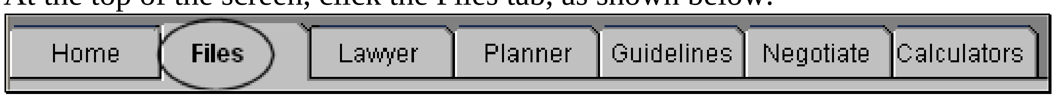
The first time you install the software, it will ask for your KeyCode, then your Professional Information. Please install the software now, if you have not done so already.

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.

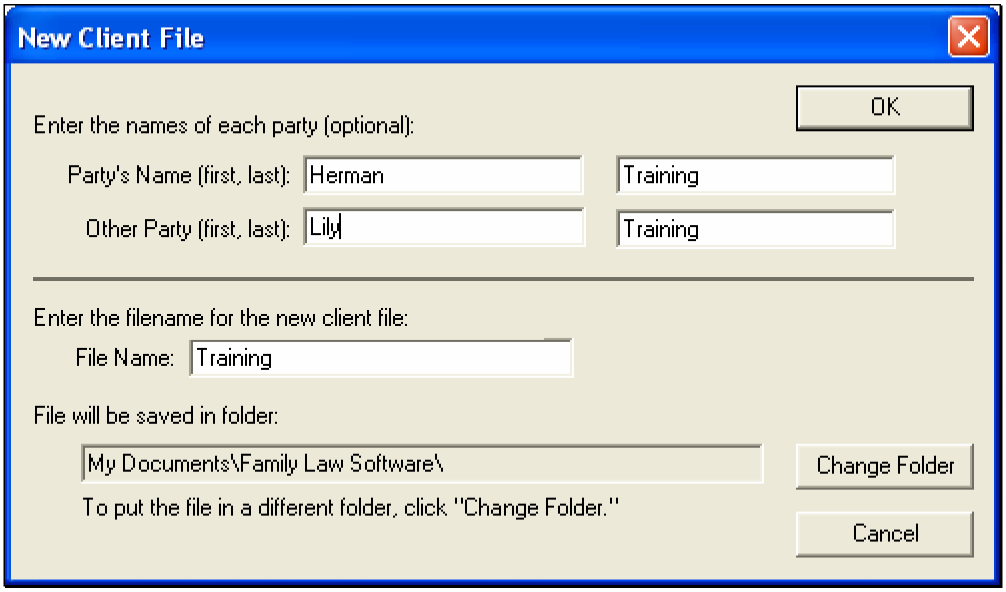
At the top of the screen, click the Files tab, as shown below.



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

.

A dialog box will appear, as shown below.



Enter “Herman” and “Lily” Training, as shown above.

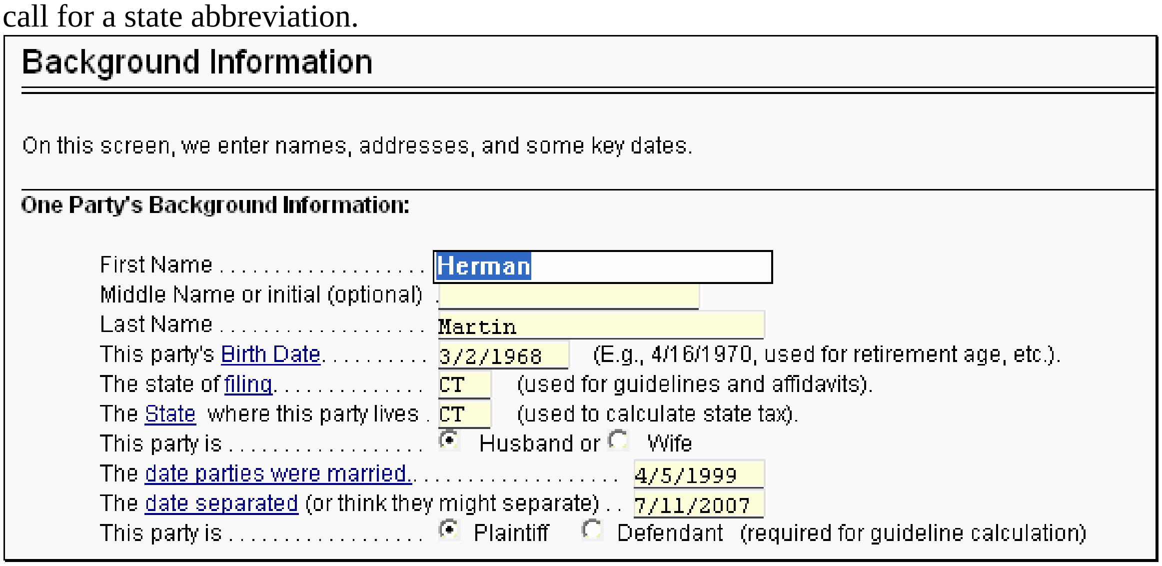
If you wish to store your files on a network drive, click “Change Folder” and navigate to the folder you wish to use.

When you are ready, click “OK.”

2. Entering Background Information.

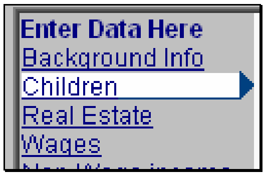
Click on the Planner tab (you may already be there).

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

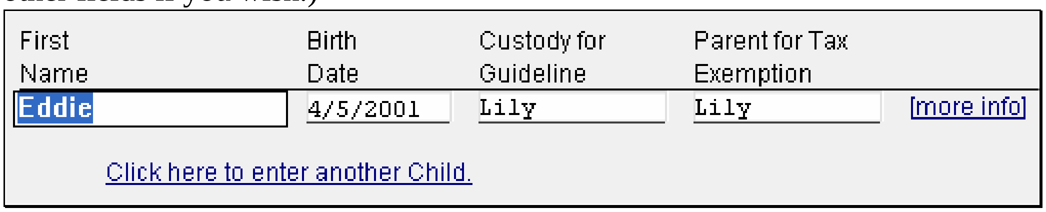


3. Entering a Child.

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

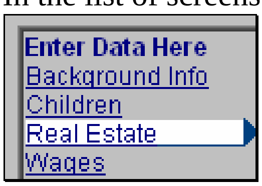


Then click the link to enter a child, and enter child information as shown below. You only need to enter the child's name and date of birth. (You may change the other fields if you wish.)



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]."

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.

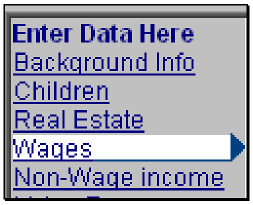
Calculated Mortgage Payments

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

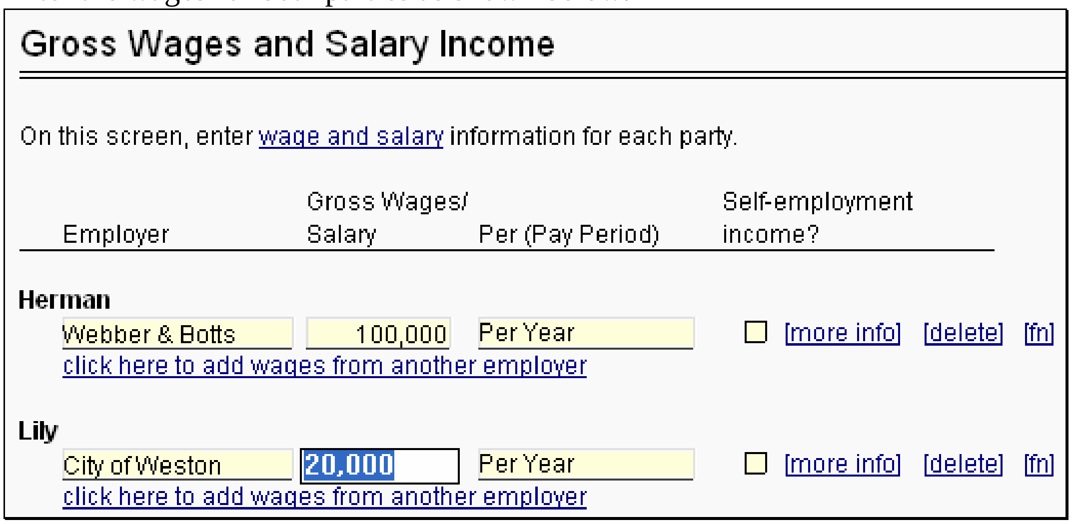
Then click the "Back" button at the bottom of the screen to get back to the Real estate Details screen.

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.

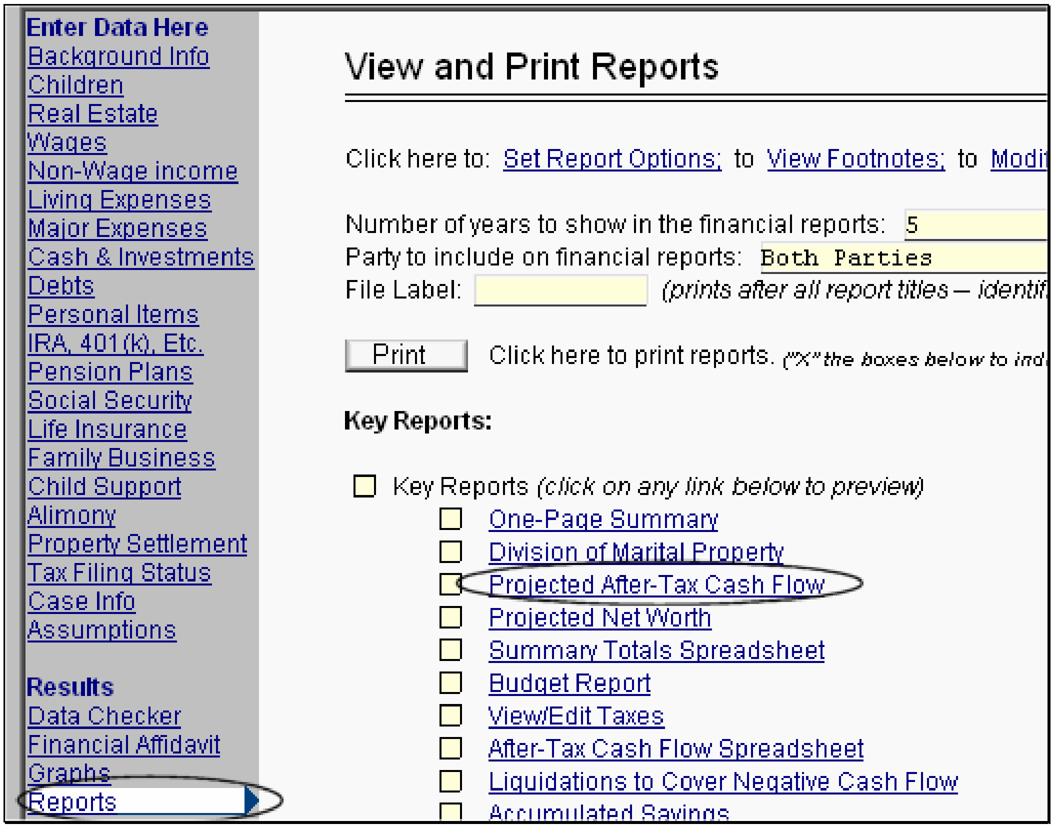


6. Getting Financial Projections.

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.

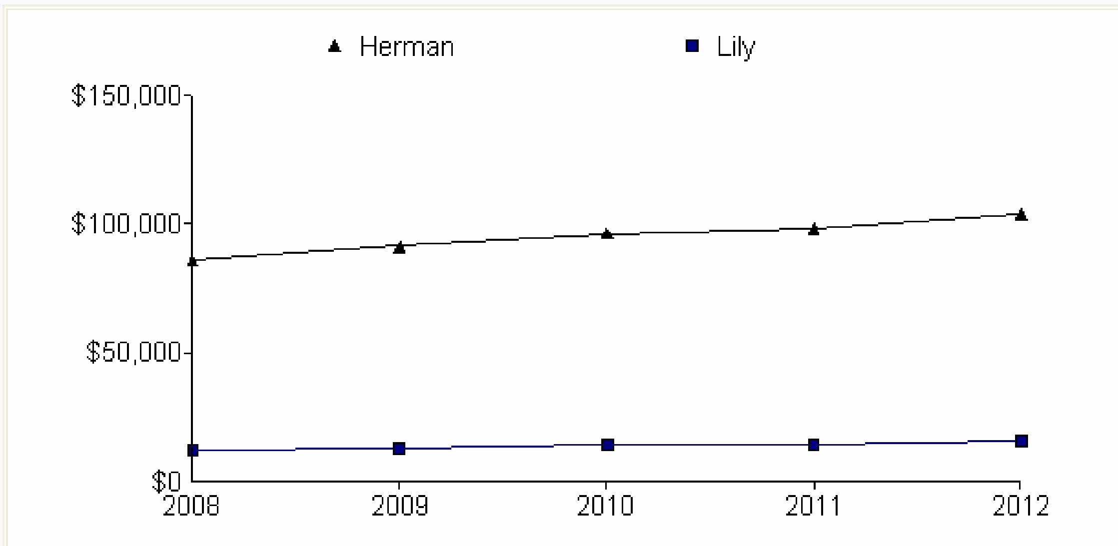


You will see a graph like the one shown below (your numbers will probably be different, because state taxes, which are estimated automatically, vary from state to state):

Projected After-Tax Cash Flow

Projected After-Tax Cash Flow for Herman Martin or Lily Martin for 5 years.

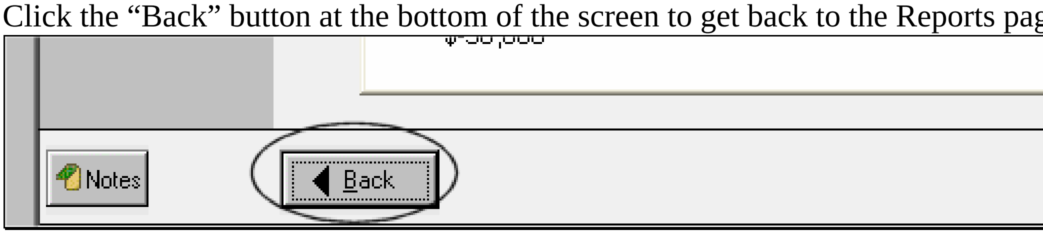
	Herman	Lily
2008	$ 86,347	$ 12,200
2009	$ 91,461	$ 13,220
2010	$ 96,397	$ 14,302
2011	$ 98,464	$ 14,546
2012	$ 104,049	$ 15,623



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 Accm 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:		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
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 Accm 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:		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
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	1,456	3,724	15,623

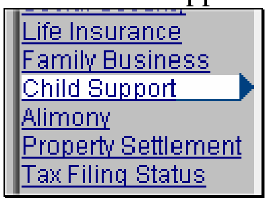
You see each party's wages, and the mortgage appearing as "Real Estate Expenses." Notice also that the software has calculated Federal Income Tax, FICA, and estimated State Income Tax automatically.

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

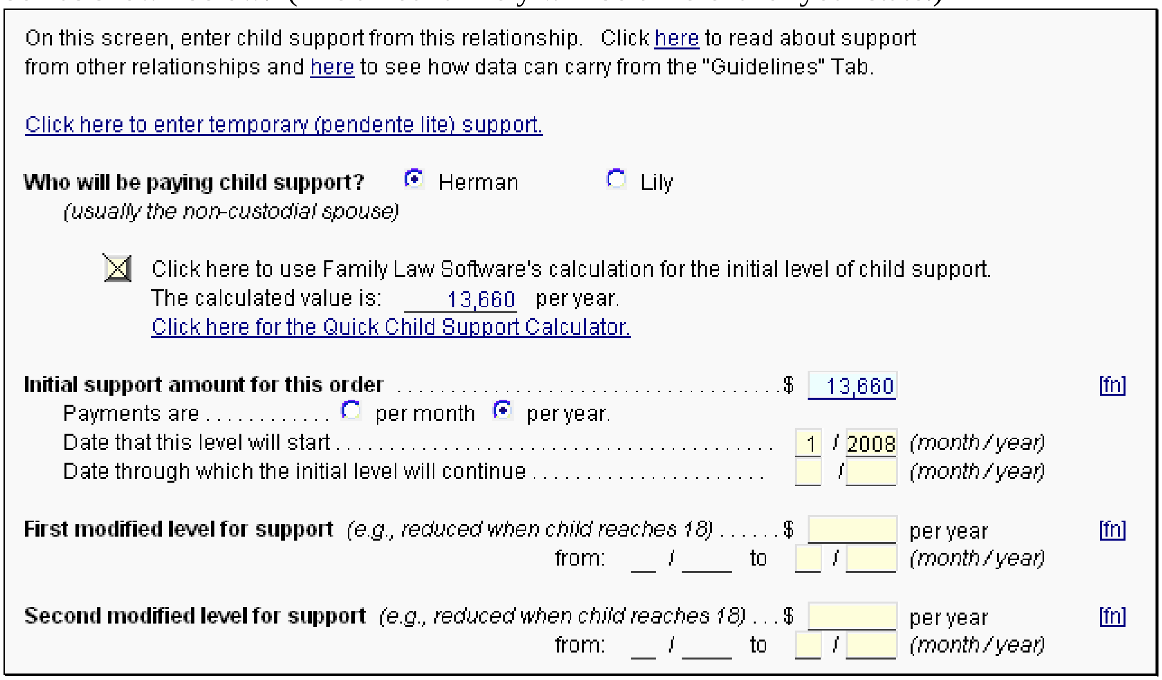
You may wish to take a few moments now to click the other Reports screens, especially the ones designated as Key Reports.

7. Entering ing 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.)



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.

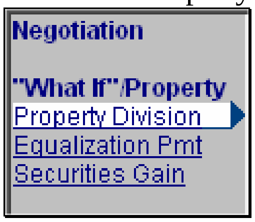
8. Helping the Parties Divide the Property.

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

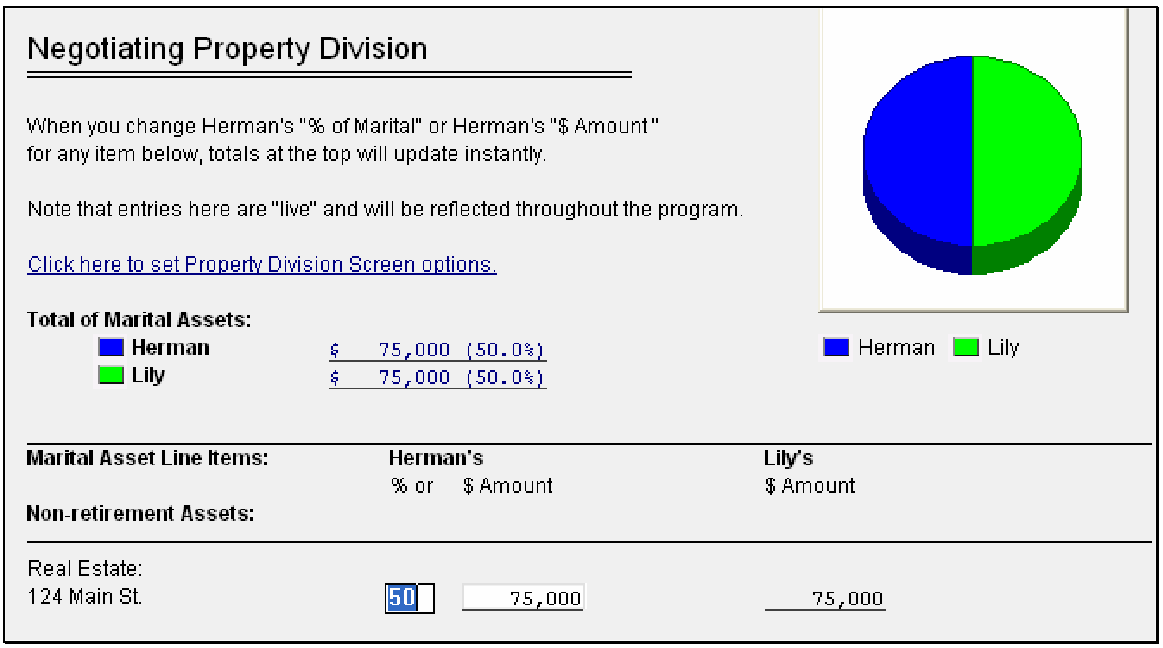
Let’s take a look.

Click the “Negotiate” tab.

Click the “Property Division” link, as shown below.



You will see a screen that looks like this.



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.

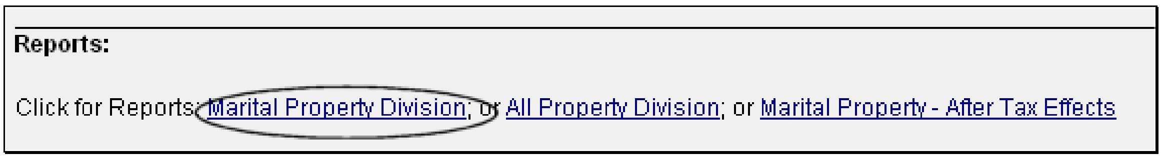
Now click the “50” opposite 124 Main St as shown above, and make it “25.” Then press <Enter>. See the totals at the top of the screen update instantly.

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.

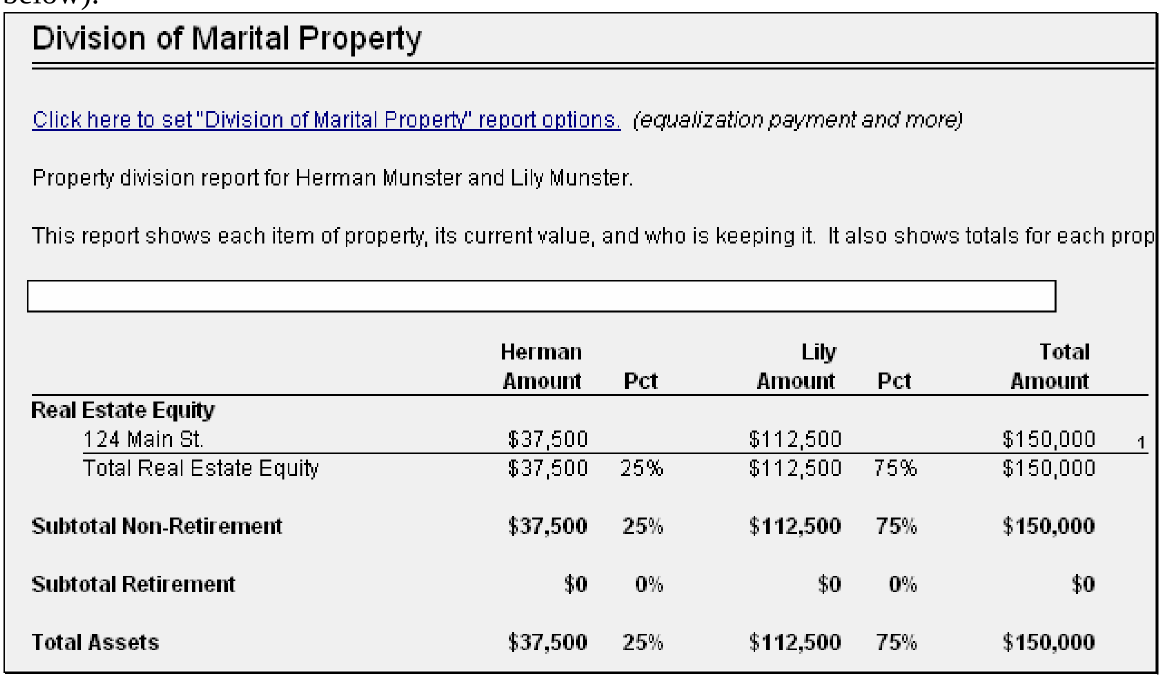
Note at the top of the screen a link that says, "Click here to set Property Division Screen options." If you click that link, you'll see options to display separate property; to display more columns of information about each asset; to display retirement property and non-retirement property separately;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



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.

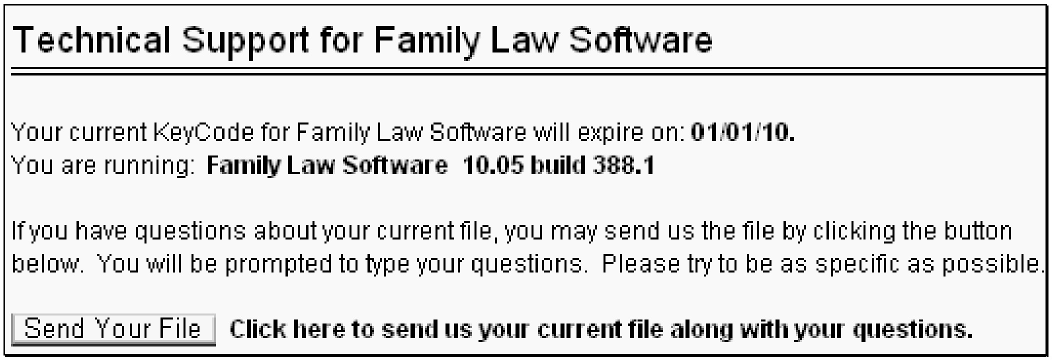
This report shows each item of property, its current value, and who is keeping it. It also shows totals for each prop

	Herman Amount	Pct	Lily Amount	Pct	Total Amount	
Real Estate Equity						
124 Main St.	$37,500		$112,500		$150,000	1
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.



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.