

### CLNG Matter Finance Options

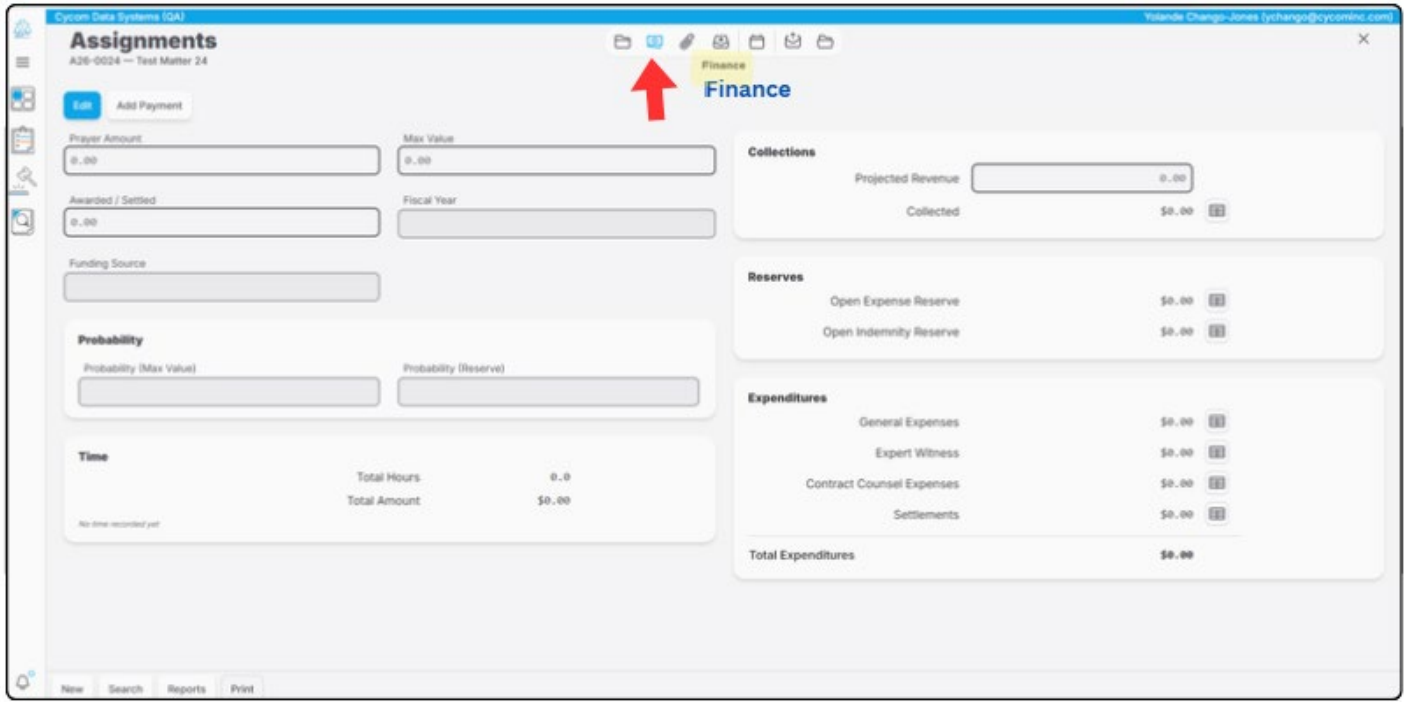
These notes are provided by **Cycom Data Systems, Inc.** to support the use of **CLNG (CityLaw/CountyLaw Next Gen)** and are intended to be used for review of general topics covered during training.

If you discover an error in this document, or if you encounter any problems performing any steps described, please contact **Cycom Support** at [support@cycominc.com](mailto:support@cycominc.com) or by calling **888-292-6688**.

# Finance

All Finance related data are managed in the Matter **Finance** view which can be accessed by clicking on the **Dollar icon** from the **Module Tool Bar**.

If you hover over the icon, the label **Finance** will appear. Once you have clicked on it, the word **Finance** will be visible under the Toolbar (highlighted in yellow in the image below).



The screenshot shows the 'Assignments' page for 'A36-0024 - Test Matter 24'. The 'Finance' tab is selected in the top navigation bar, indicated by a red arrow. The page is divided into several sections:

- Form Fields:** Prayer Amount (\$0.00), Max Value (\$0.00), Awarded / Settled (\$0.00), Fiscal Year, Funding Source, Probability (Max Value), Probability (Reserve), Time (Total Hours: 0.0, Total Amount: \$0.00).
- Collections:** Projected Revenue (\$0.00), Collected (\$0.00).
- Reserves:** Open Expense Reserve (\$0.00), Open Indemnity Reserve (\$0.00).
- Expenditures:** General Expenses (\$0.00), Expert Witness (\$0.00), Contract Counsel Expenses (\$0.00), Settlements (\$0.00), Total Expenditures (\$0.00).

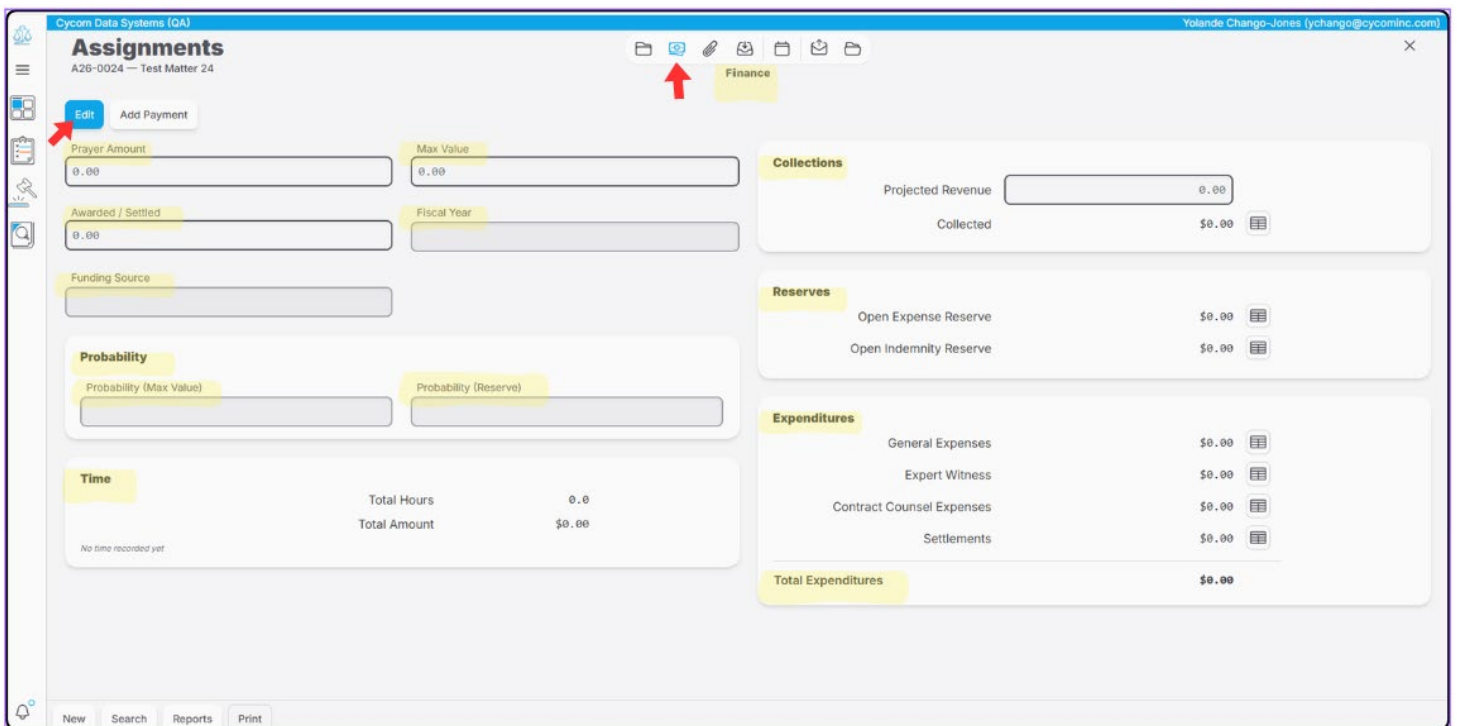
The **Finance** option is for tracking any type of expense related to a matter.

### Contents for Finance:

- [General Layout & Organization](#)
- [Add Payment View](#)
- [Finance Matter Data Fields](#)

### General Layout & Organization

The example view below is from the Assignments Module, but the **Finance** view will look the same in all Modules.

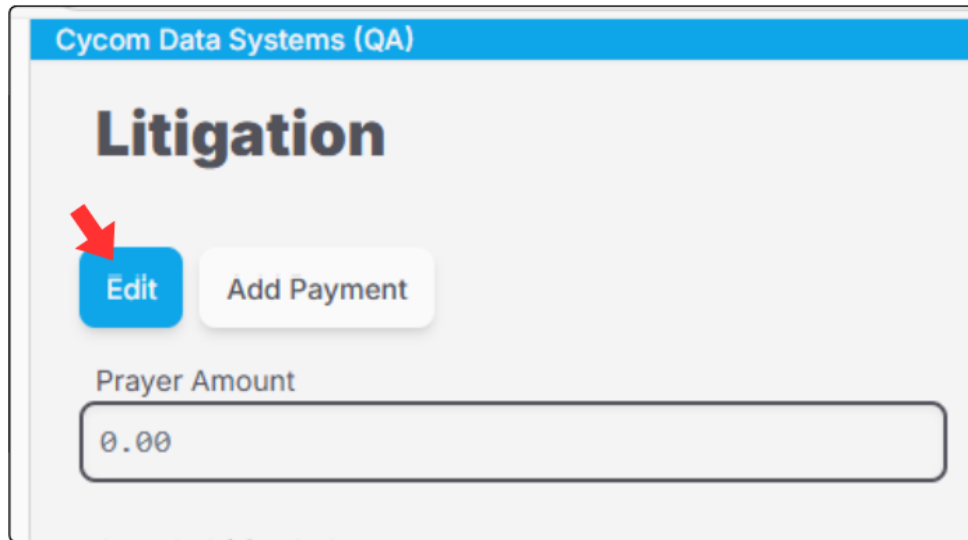


The screenshot displays the 'Assignments' module interface for 'A26-0024 - Test Matter 24'. The 'Finance' tab is active, showing a form with the following sections:

- Prayer Amount:** Input field with value 0.00.
- Max Value:** Input field with value 0.00.
- Awarded / Settled:** Input field with value 0.00.
- Fiscal Year:** Input field.
- Funding Source:** Input field.
- Probability:** Includes 'Probability (Max Value)' and 'Probability (Reserve)' input fields.
- Time:** Summary table showing 'Total Hours' (0.0) and 'Total Amount' (\$0.00). Below it, it states 'No time recorded yet'.
- Collections:** Includes 'Projected Revenue' (0.00) and 'Collected' (\$0.00).
- Reserves:** Includes 'Open Expense Reserve' (\$0.00) and 'Open Indemnity Reserve' (\$0.00).
- Expenditures:** Includes 'General Expenses' (\$0.00), 'Expert Witness' (\$0.00), 'Contract Counsel Expenses' (\$0.00), and 'Settlements' (\$0.00). The 'Total Expenditures' is \$0.00.

Navigation and action buttons include 'Edit' (highlighted with a red arrow), 'Add Payment', 'New', 'Search', 'Reports', and 'Print'.

To make data entries, click **Edit** first in the top left corner of the screen. Once the button is clicked, it will be replaced by the **Save** and **Cancel** buttons.



Cycom Data Systems (QA)

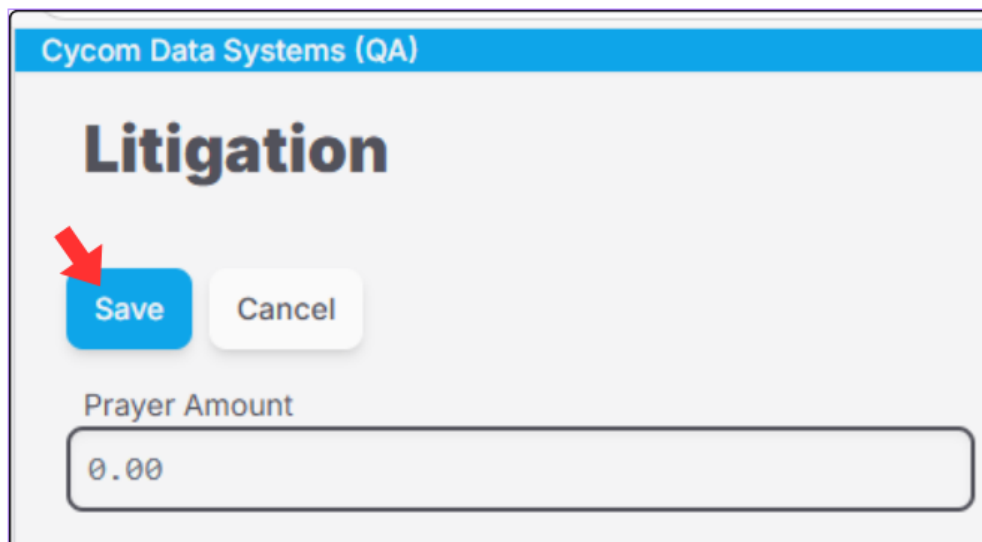
### Litigation

**Edit** Add Payment

Prayer Amount

0.00

Once the data has been entered, click **Save** to retain the information, or click **Cancel** to return to the original screen.



Cycom Data Systems (QA)

### Litigation

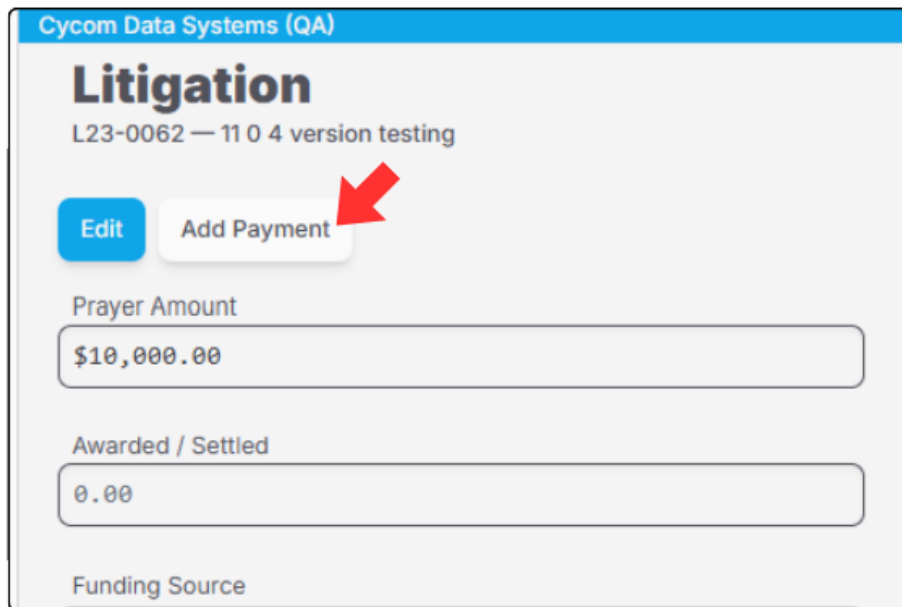
**Save** Cancel

Prayer Amount

0.00

### Add Payment View

The **Add Payment** button to the right of the Edit button is for a quick entry of information. If you already know the **Object Code** for your entry, you can use this quick access button to enter your data, and it will populate in the correct field.



Cycom Data Systems (QA)

### Litigation

L23-0062 — 11 0 4 version testing

Edit Add Payment

Prayer Amount

\$10,000.00

Awarded / Settled

0.00

Funding Source

If the **Object Code is for a reserve fund**, the proper form will appear as soon as you select the appropriate reserve **Object Code from the drop down**.

### Add Payment

Create Payment Cancel

**General**

3

Payment Date: 01/27/2026 1

Amount: 0.00

Object Code: 2

Requestor:

- Billable charge to Client (CHG)
- Bodily Injury (BI)
- Contract Counsel Expense (CCE)
- Expenses (ERE)
- Expert Witness Expenses (EW)
- Expert Witness Requested Amount (EWREQ)
- Expert Witness Reserve (EWR)
- Filing Fees 2 (FF2)
- General Funding Reserve (GEN)
- Indemnity Reserve (IRE)
- Initial Demand (INIT-DM)
- Munis Object Code Collection (MOC3)
- Munis Object Code Expense (MOC)
- Munis Object Code Settlement (MOC2)
- Outside Contracts (OC)
- Outside Counsel Reserve (OCR)
- Property Damage (PROP)
- Reserves - Initial (RSPRI)

Address 1:

City:

ZIP:

Tax ID:

Incorporated

An example of General Funding Reserve Form.

### Add Payment

Create Payment Cancel

**Payment Information**

Payment Date: 01/27/2026

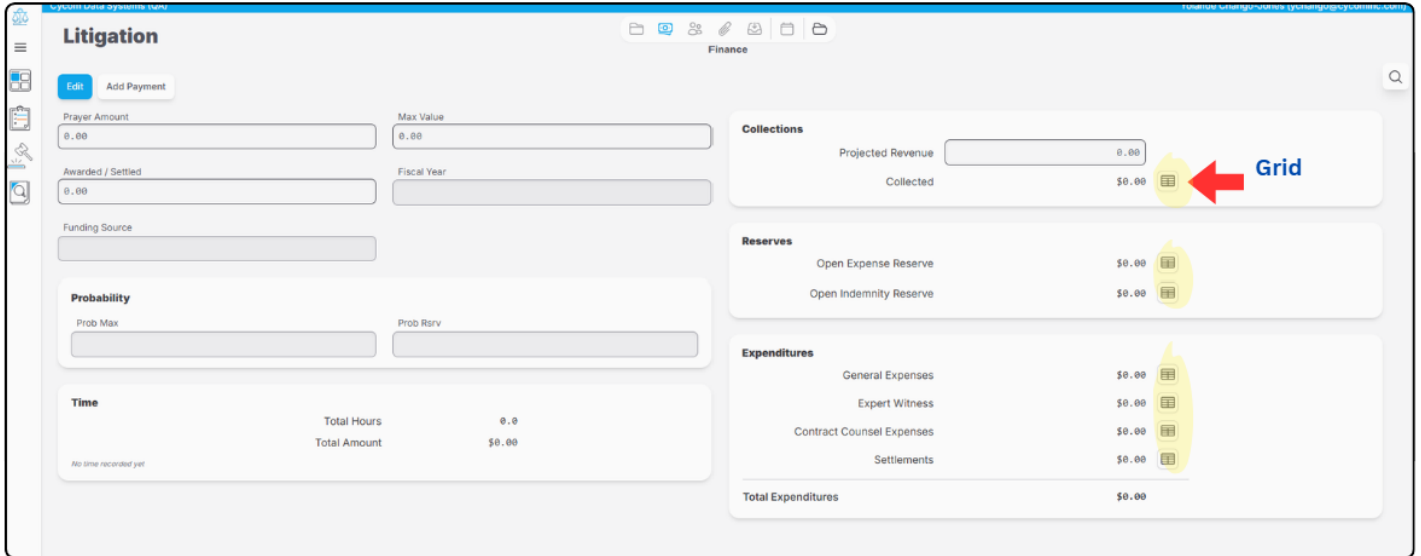
Total Amount: 0.00

Object Code: General Funding Reserve (GEN)

Description:

Notes:

If you don't know the **Object Code**, go to the field you wish to enter the data for, and click on the **Grid Icon** to the right of that field. The proper form will show.



The screenshot displays the 'Litigation' interface with a 'Finance' tab. It includes several data entry sections:
 

- Prayer Amount:** Input field with value 0.00.
- Max Value:** Input field with value 0.00.
- Awarded / Settled:** Input field with value 0.00.
- Fiscal Year:** Input field.
- Funding Source:** Input field.
- Probability:**
  - Prob Max:** Input field.
  - Prob Rsv:** Input field.
- Time:**
  - Total Hours:** 0.0
  - Total Amount:** \$0.00

 On the right side, there are three summary sections:
 

- Collections:** Projected Revenue (0.00), Collected (\$0.00). A red arrow points to a 'Grid' icon next to the Collected value.
- Reserves:** Open Expense Reserve (\$0.00), Open Indemnity Reserve (\$0.00). Grid icons are present next to the values.
- Expenditures:** General Expenses (\$0.00), Expert Witness (\$0.00), Contract Counsel Expenses (\$0.00), Settlements (\$0.00). Grid icons are present next to the values.
- Total Expenditures:** \$0.00.

## Finance Matter Data Fields

The **Finance View** includes the following sections and fields:

- [Prayer Amount](#)
- [Max Value](#)
- [Awarded/Settled](#)
- [Fiscal Year](#)
- [Funding Source](#)

### Probability

- [Probability \(Max Value\)](#)
- [Probability \(Reserve\)](#)

### Time

- [Total Hours](#)

- **Total Amount**

### **Collections**

- **projected Revenue**
- **Collected**

### **Reserves**

- **Open Expense Reserve**
- **Open Indemnity Reserve**

### **Expenditures**

- **General Expenses**
- **Expert Witness**
- **Contract Counsel Expenses**
- **Settlements**
- **Total Expenditures**

## **Prayer Amount**

This is the amount the claimant or plaintiff is asking for.

## **Max Value**

This is the maximum amount the Attorney expects to pay.

## **Awarded/Settled**

This is the actual amount paid to the claimant or plaintiff.

## **Fiscal Year**

The year the Attorney expects this Awarded/Settled amount to be paid.

### Funding Source

The fund the Awarded/Settled amount is being paid to the claimant or Plaintiff. For example, Insured Fund, Liability Insurance or Professional Negligence Insurance Fund, etc.

### Probability

The label for this field is customizable as well as the data within the drop-down list.

#### Probability (Prob Max)

The maximum value the probability that the city or county will end up paying.

#### Probability (Prob Rsrv)

The reserve value the probability that the city or county will end up paying.

### Time

A way to track staff hours and payments. If your site uses **Time Accounting**, this is where the total hours and their associated dollar amount will show.

#### Total hours

These are the hours spent by staff working on the matter.

#### Total Amount

If rates have been associated with staff members, the total rate amount times the hours will be shown in this field.

### Collections

This is the same as subrogation or third-party claims. It is the projected amounts that the city or county expects to collect on a matter from other sources.

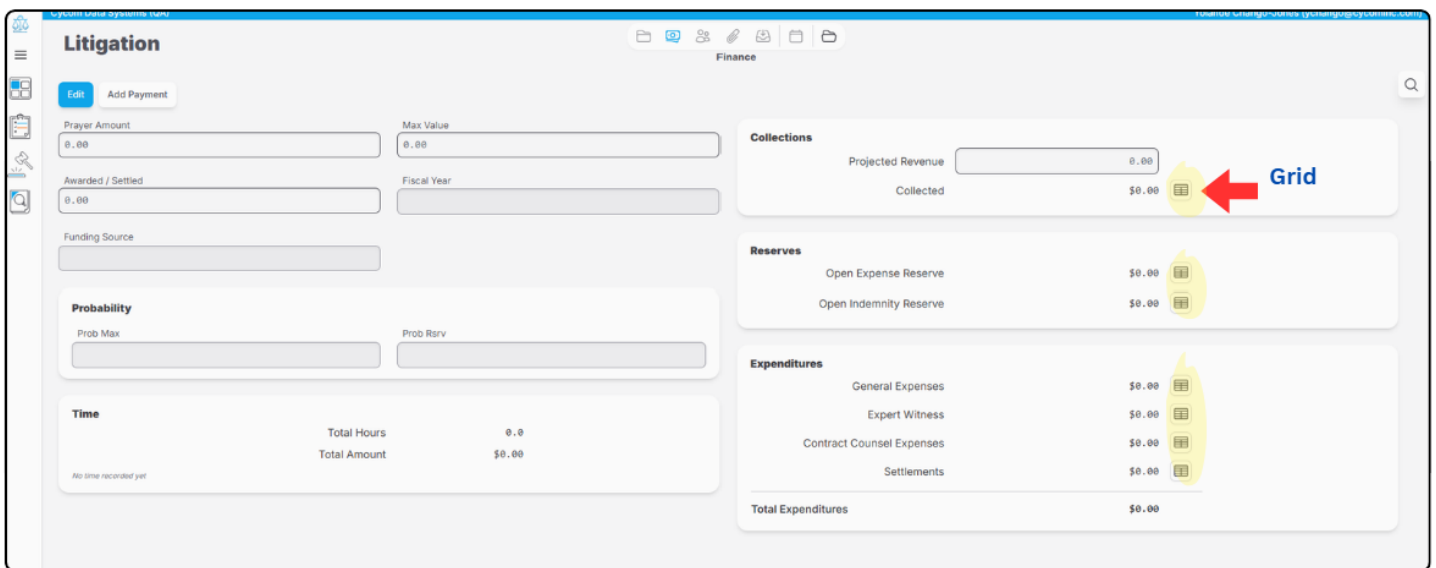
#### Projected Revenue

The total projected amount that the municipality (city/county) will be able to collect.

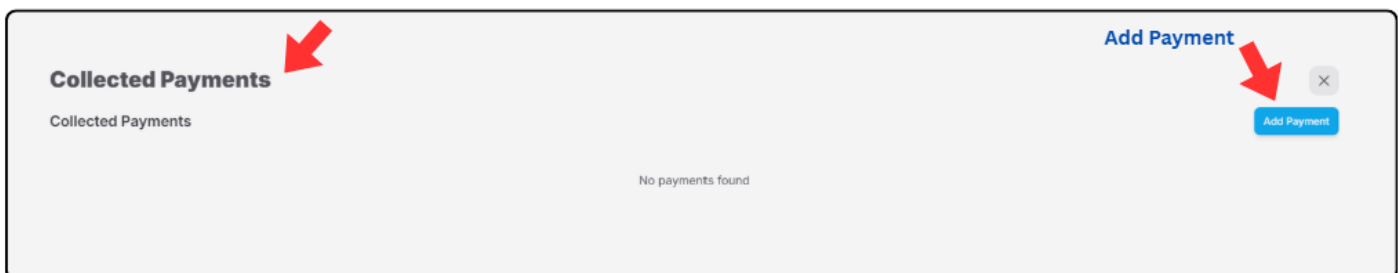
## Collected

The actual Total amount collected from various sources.

Clicking the **Grid** to the right of the field will allow you to enter individual amounts collected from various sources.



When you click the **Grid Icon**, a **Collected Payments** window will open.



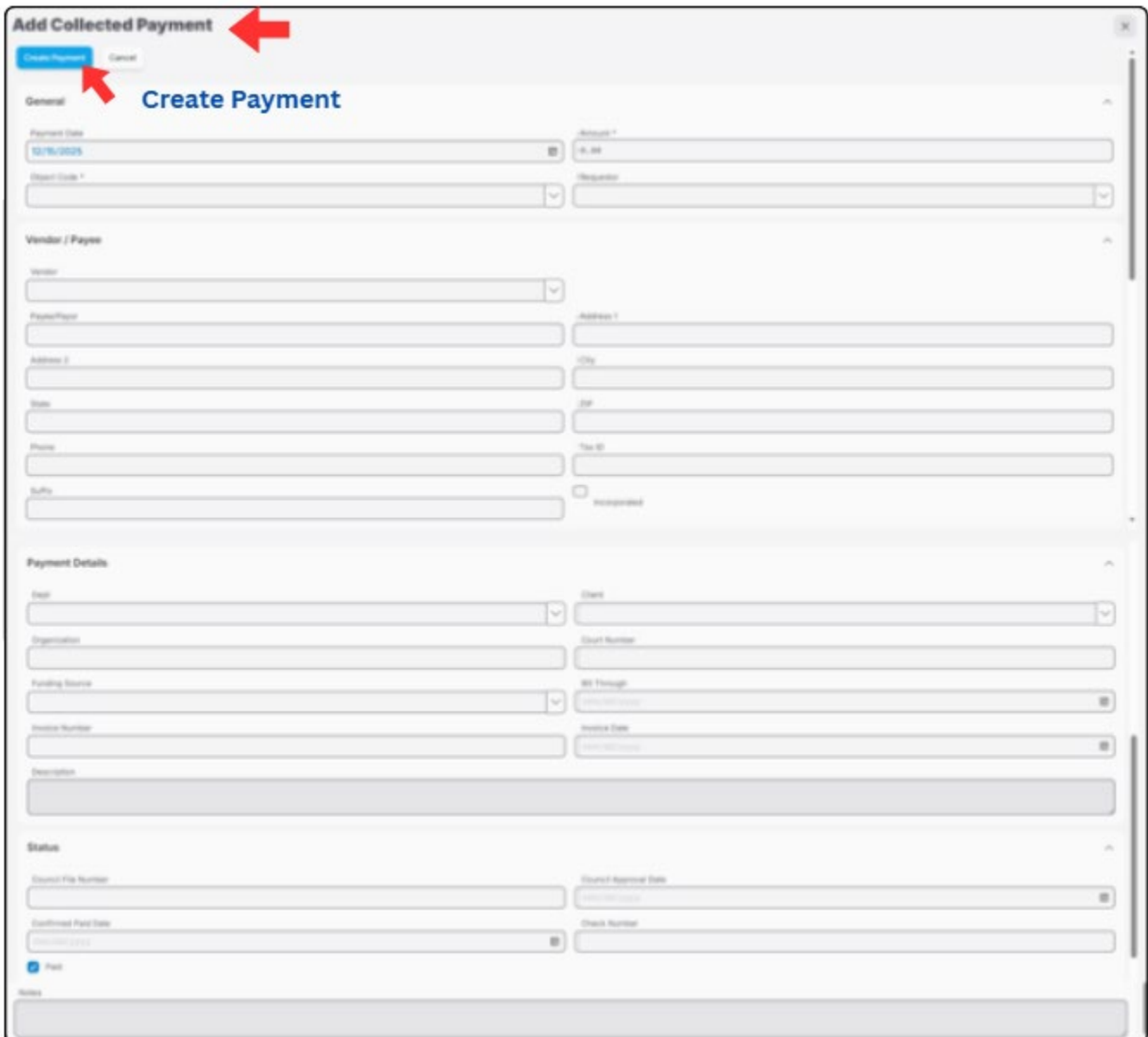
## Training Notes Matter Finance Options

Click the blue **Add Payment** button to the right of the screen. An **Add Collected Payment** view will open with data fields to be filled out. You will need to **scroll down** to view the remainder of the fields within the **Add Collected Payment view**.

The fields include **General information:** Payment Date, Amount, Object Code, Requestor.

**Vendor/Payee:** Vendor/CCP1, Payee/Payor, Address, Phone, Tax ID. **Payment Details:** Dept., Client, Organization, Court Number, Funding Source, Bill Through, Invoice Number, Invoice Date, Description.

**Status:** Council File Number, Council Approval Date, Confirmed Paid Date, Check Number, Paid, Notes.



**Add Collected Payment** X

**General** ^

**Create Payment**

Payment Date: 12/15/2025  Amount: \$1.00

Object Code:  Requestor:

**Vendor / Payee** ^

Vendor:

Payee/Payor:  Address 1:

Address 2:  City:

State:  ZIP:

Phone:  Tax ID:

Entity:   Incorporated

**Payment Details** ^

Dept:  Client:

Organization:  Court Number:

Funding Source:  Bill Through:

Invoice Number:  Invoice Date:

Description:

**Status** ^

Council File Number:  Council Approval Date:

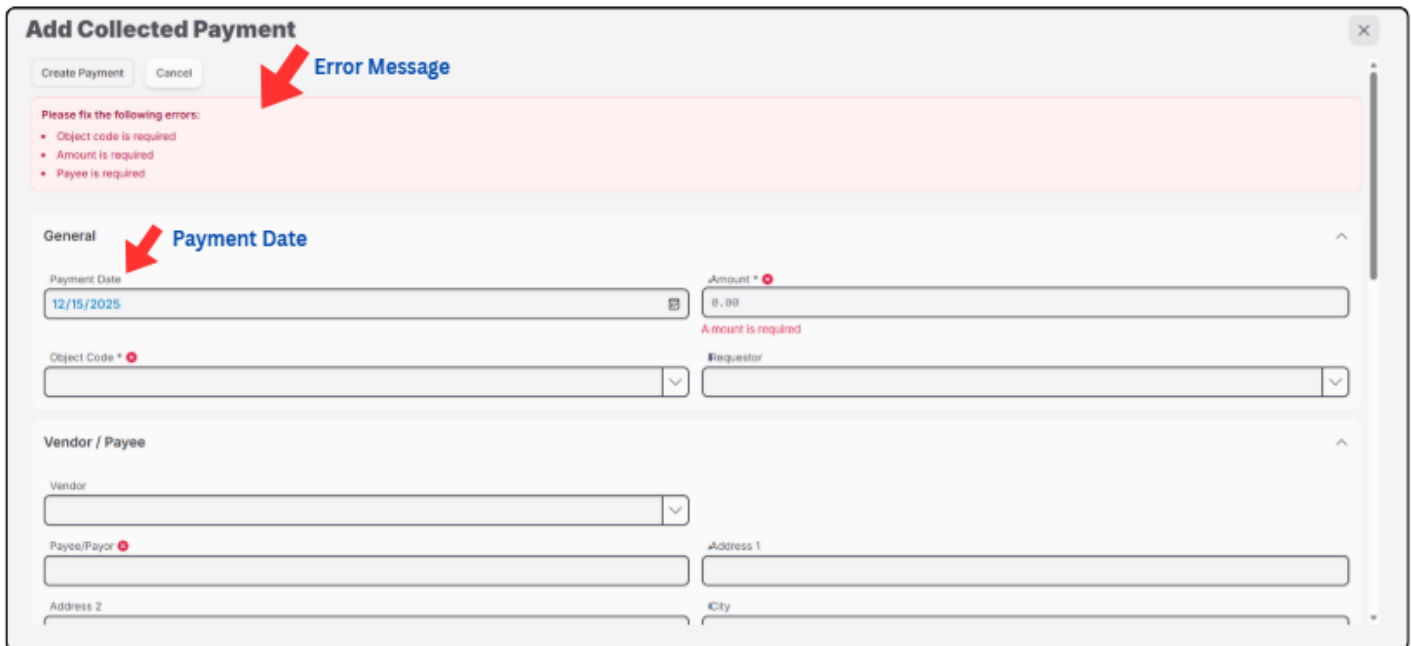
Confirmed Paid Date:  Check Number:

Paid

Notes:

## Training Notes Matter Finance Options

The **Payment Date** field will **auto-populate**; the fields labeled with an **asterisk (\*) are mandatory**. It is best practice to fill out as many fields as possible. An error message will notify you, should you forget to fill out the mandatory fields.



**Add Collected Payment**

Create Payment Cancel **Error Message**

Please fix the following errors:

- Object code is required
- Amount is required
- Payee is required

**General** **Payment Date**

Payment Date 12/15/2025 Amount \* 0.00  
Amount is required

Object Code \* Requestor

**Vendor / Payee**

Vendor

Payee/Payor \* Address 1

Address 2 City

## Reserves

A way of encumbering funds so that the finance department can properly plan for their financial risk.

### Open Expense Reserve

What is remaining in the reserve fund will be shown in this field.

The **Open Expense Payment Grid fields** include **Payment Information**: Payment Date, Total Amount, Object Code, Description, Notes.

The **Payment Date** will auto-populate. The fields with an **asterisk (\*) are mandatory**.

### Open Expense Reserve Grid Fields

**Add Expense Payment** ✕

Create Payment Cancel

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**Payment Information**

Payment Date \*  Amount \*

Object Code \*

Description

Notes

### Open Indemnity Reserve

The amount encumbered to cover anticipated settlement costs, for example, bodily injury, the plaintiff's vehicular damage, medical bills, etc.

The **Open Indemnity Payment Grid fields** include **Payment Information**: Payment Date, Total Amount, Object Code, Description, Notes.

The **Payment Date** will auto-populate. The fields with an **asterisk (\*) are mandatory**.

### Open Indemnity Reserve Grid Fields

**Add Indemnity Payment** ✕

Create Payment Cancel

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**Payment Information**

Payment Date \*  Amount \*

Object Code \*

Description

Notes

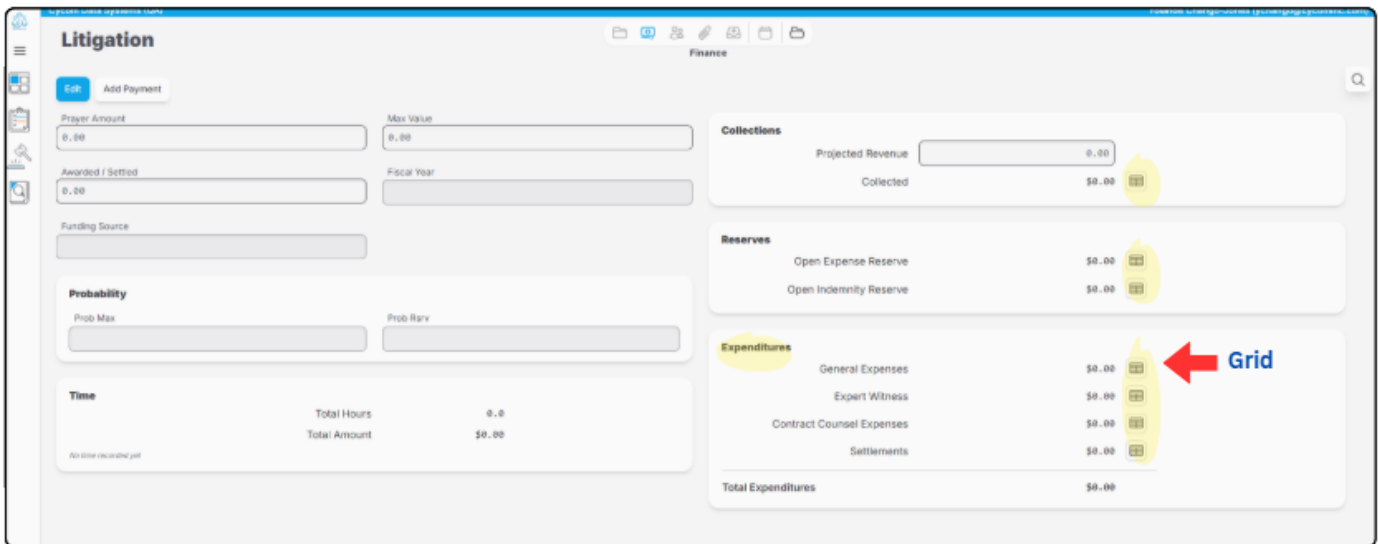
## Expenditures

The tracking of expenses relating to a matter.

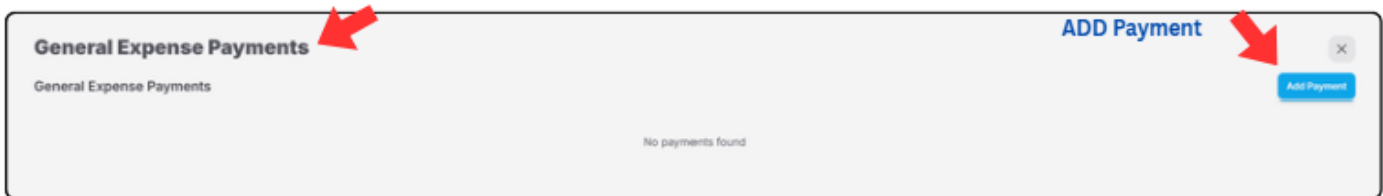
### General Expenses

Various expenses relating to the matter, such as courier costs, copier costs, filing fees, etc.

Clicking the **grid** to the right of the field will allow you to enter individual amounts relating to **General Expenses**.



When you click the **grid icon**, a **General Expense Payments** window will open.

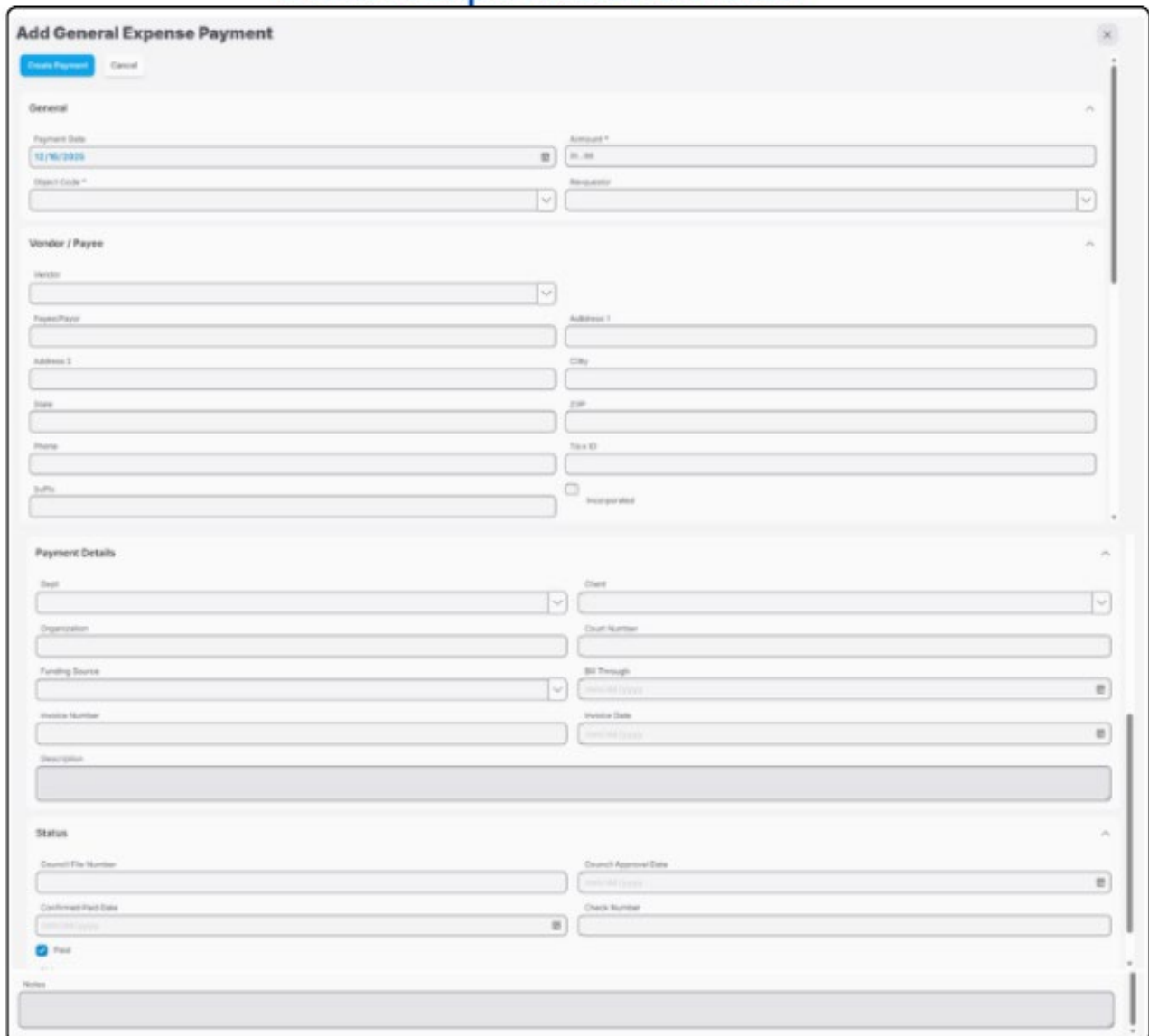


## Training Notes Matter Finance Options

Click the blue **Add Payment** button to the right of the screen. An **Add General Expense Payment** view will open with data fields to be filled out. You will need to **scroll down** to view the remainder of the fields within the **Add General Expense Payment** view.

The fields include **General information:** Payment Date, Amount, Object Code, Requestor. **Vendor/Payee:** Vendor, Payee/Payor, Address, Phone, Tax ID. **Payment Details:** Dept., Client, Organization, Court Number, Funding Source, Bill Through, Invoice Number, Invoice Date, Description. **Status:** Council File Number, Council Approval Date, Confirmed Paid Date, Check Number, Paid, Notes.

### General Expenses Grid Fields



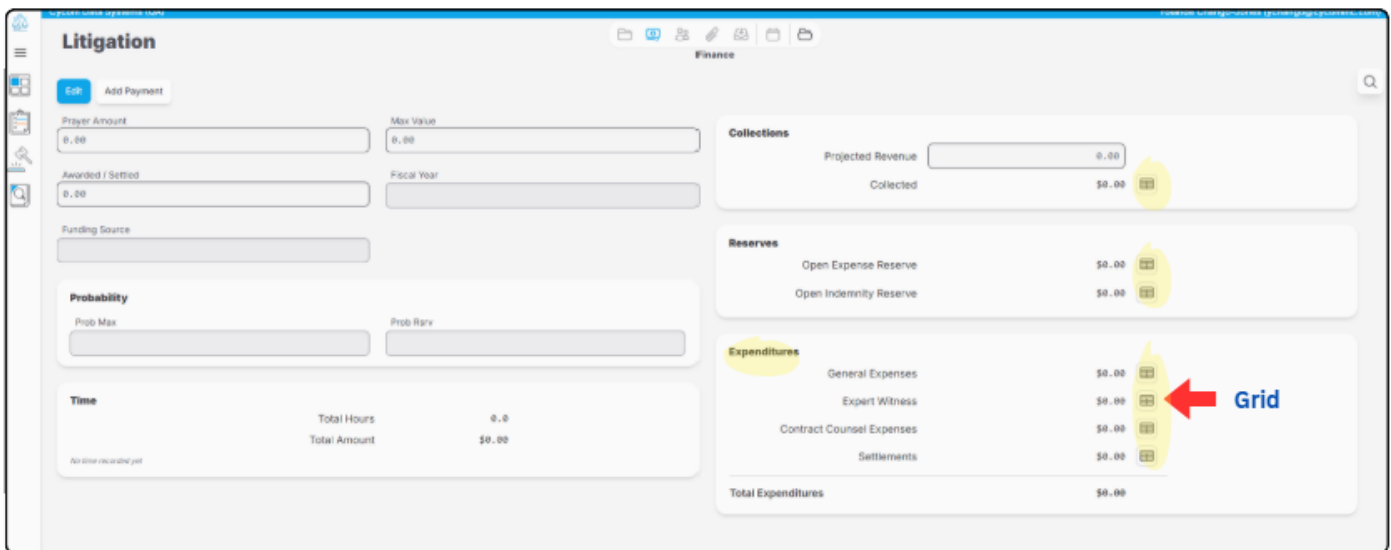
The screenshot shows a web form titled "Add General Expense Payment" with a "Create Payment" button and a "Cancel" button. The form is organized into several sections:

- General:** Includes fields for "Payment Date" (12/16/2025), "Amount" (\$ 00), "Object Code", and "Requestor".
- Vendor / Payee:** Includes fields for "Vendor", "Payee/Payor", "Address 1", "Address 2", "City", "State", "ZIP", "Phone", "Tax ID", and a checkbox for "Incorporated".
- Payment Details:** Includes fields for "Dept", "Client", "Organization", "Court Number", "Funding Source", "Bill Through", "Invoice Number", "Invoice Date", and a "Description" text area.
- Status:** Includes fields for "Council File Number", "Council Approval Date", "Confirmed Paid Date", and "Check Number". There is also a "Paid" checkbox.
- Notes:** A large text area at the bottom for additional information.

## Expert Witness

The cost of having contracted expert witnesses on behalf of the municipality (city/county).

Clicking the **Grid** to the right of the field will allow you to enter individual amounts relating to **Expert Witness Expenses**.



When you click on the **Grid Icon**, an **Expert Witness Payments window** will open.



## Training Notes Matter Finance Options

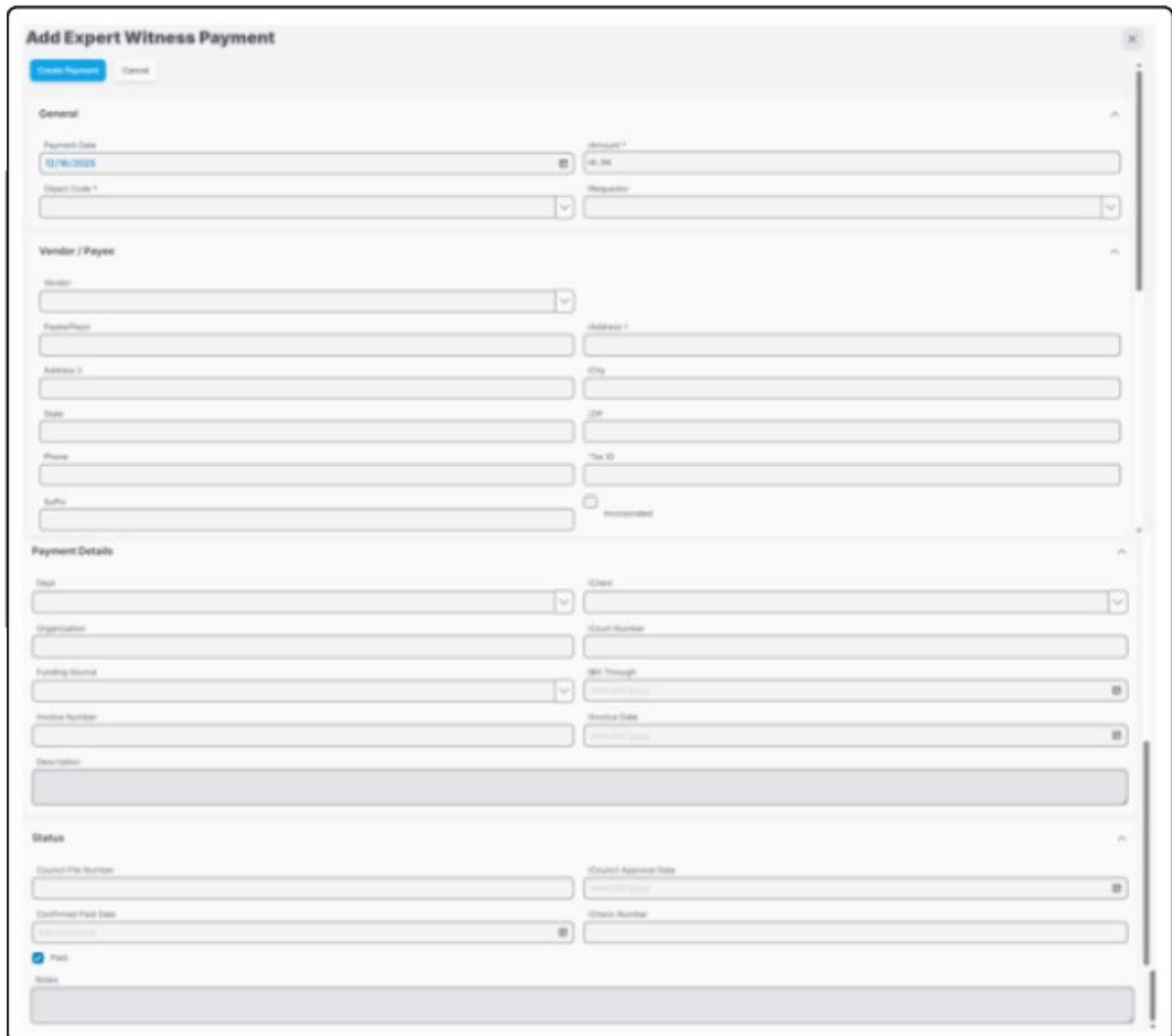
Click the blue **Add Payment** button to the right of the screen. An **Add Expert Witness Payment** View will open with data fields to be filled out. You will need to **scroll down** to view the remainder of the fields within the **Add Expert Witness Payment view**.

The fields include **General information:** Payment Date, Amount, Object Code, Requestor.

**Vendor/Payee:** Vendor, Payee/Payor, Address, Phone, Tax ID. **Payment Details:** Dept., Client, Organization, Court Number, Funding Source, Bill Through, Invoice Number, Invoice Date, Description.

**Status:** Council File Number, Council Approval Date, Confirmed Paid Date, Check Number, Paid, Notes.

### Expert Witness Expenses Grid Fields

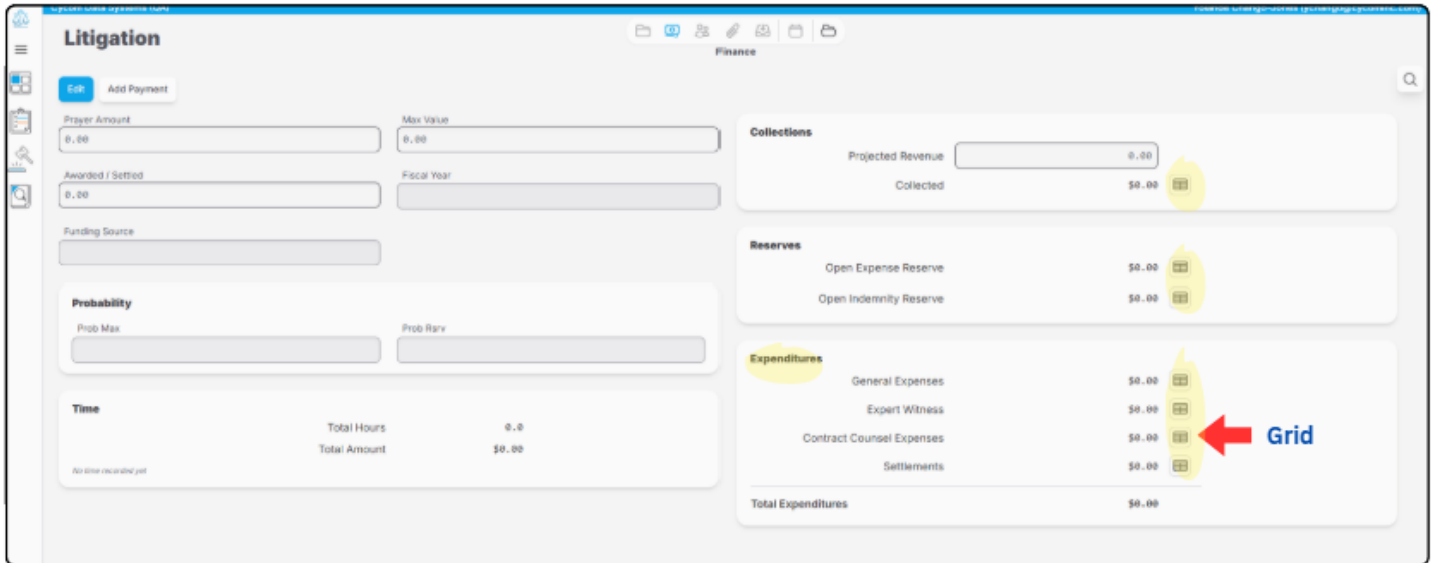


The screenshot shows a web form titled "Add Expert Witness Payment" with a "Cancel" button in the top right corner. The form is organized into several sections:

- General:** Includes fields for "Payment Date" (with a calendar icon), "Amount" (with a currency icon), "Object Code" (dropdown), and "Requestor" (dropdown).
- Vendor / Payee:** Includes fields for "Vendor" (dropdown), "Payee/Payor", "Address 1", "Address 2", "City", "State", "ZIP", "Phone", "Tax ID", and "Suffix". There is also a checkbox for "Nonresident".
- Payment Details:** Includes fields for "Dept" (dropdown), "Client" (dropdown), "Organization", "Court Number", "Funding Source" (dropdown), "Bill Through" (dropdown), "Invoice Number", "Invoice Date" (with a calendar icon), and a large "Description" text area.
- Status:** Includes fields for "Council File Number", "Council Approval Date" (with a calendar icon), "Confirmed Paid Date" (with a calendar icon), and "Check Number".
- At the bottom, there is a "Paid" checkbox (checked) and a "Notes" text area.

## Contract Counsel Expenses

The cost for an outside attorney firm contracted to assist with this matter.



When you click the **Grid Icon**, a **Contract Counsel Payments window** will open.



Click the blue **Add Payment** button to the right of the screen. An **Add Contract Counsel Payment** view will open with data fields to be filled out. You will need to **scroll down** to view the remainder of the fields within the **Add Contract Counsel Payment View**.

The fields include **General information:** Payment Date, Amount, Object Code, Requestor. **Vendor/Payee:** Vendor, Payee/Payor, Address, Phone, Tax ID. **Payment Details:** Dept., Client,

## Training Notes Matter Finance Options

Organization, Court Number, Funding Source, Bill Through, Invoice Number, Invoice Date, Description.  
**Status:** Council File Number, Council Approval Date, Confirmed Paid Date, Check Number, Paid, Notes.

### Contract Counsel Payment Grid Fields

**Add Contract Counsel Payment**
✕

Create Payment
Cancel

**General**

Payment Date <span style="font-size: 0.8em; color: #666;">(MM/DD/YYYY)</span> 12/31/2025	Amount ** 4.00
Client Code *	Responsible

**Vendor / Payee**

Vendor	
Payment	Address 1
Address 2	City
State	ZIP
Phone	Tax ID
Suffix	<input type="checkbox"/> Incorporated

**Payment Details**

Date	Client
Organization	Court Number
Funding Source	Bill Through <span style="font-size: 0.8em; color: #666;">(MM/DD/YYYY)</span>
Invoice Number	Invoice Date <span style="font-size: 0.8em; color: #666;">(MM/DD/YYYY)</span>
Description	

**Status**

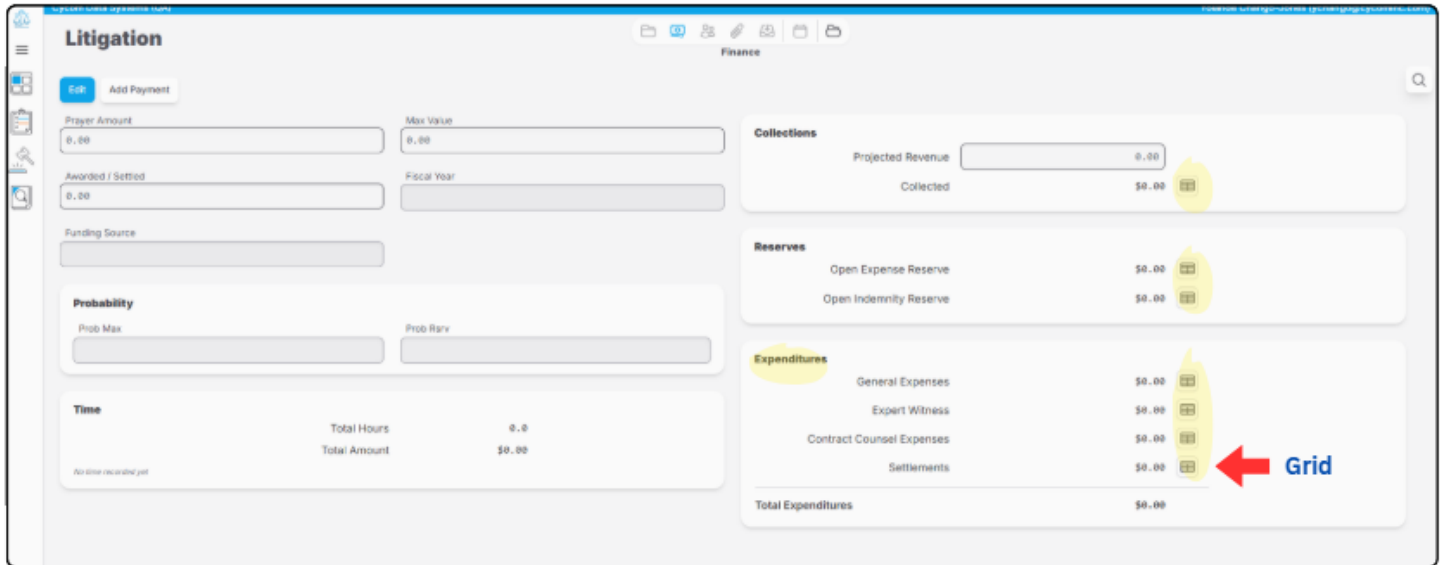
Council File Number	Council Approval Date <span style="font-size: 0.8em; color: #666;">(MM/DD/YYYY)</span>
Confirmed Paid Date <span style="font-size: 0.8em; color: #666;">(MM/DD/YYYY)</span>	Check Number

Paid

Notes

### Settlements

Indemnity expense payments, such as awards, settlements, bodily injury, etc.



Category	Value	Action
Projected Revenue	\$0.00	
Collected	\$0.00	Grid
Open Expense Reserve	\$0.00	Grid
Open Indemnity Reserve	\$0.00	Grid
General Expenses	\$0.00	Grid
Expert Witness	\$0.00	Grid
Contract Counsel Expenses	\$0.00	Grid
Settlements	\$0.00	Grid
Total Expenditures	\$0.00	

When you click the **grid icon**, a **Settlement Payments window** will open.



Click the blue **Add Payment** button to the right of the screen. An **Add Settlement Payment** view will open with data fields to be filled out. You will need to **scroll down** to view the remainder of the fields within the **Add Settlement Payment view**.

The fields include **General information**: Payment Date, Amount, Object Code, Requestor. **Vendor/Payee**: CCP1, Payee/Payor, Address, Phone, Tax ID. **Payment Details**: Dept., Client,

## Training Notes Matter Finance Options

Organization, Court Number, Funding Source, Bill Through, Invoice Number, Invoice Date, Description.  
**Status:** Council File Number, Council Approval Date, Confirmed Paid Date, Check Number, Paid checkbox, Notes.

### Settlement Payment Grid Fields

#### Add Settlement Payment

Create Payment
Cancel

**General**

Payment Date <span style="font-size: 0.8em;">12/17/2025</span>	Amount <span style="font-size: 0.8em;">A.00</span>
Check Code <span style="font-size: 0.8em;">-</span>	Requestor <span style="font-size: 0.8em;">-</span>

**Vendor / Payee**

Vendor <span style="font-size: 0.8em;">-</span>	Address 1
Payee/Person	City
Address 2	State
Phone	Fax ID
Suffix	<input type="checkbox"/> Independent

**Payment Details**

Step <span style="font-size: 0.8em;">-</span>	Class <span style="font-size: 0.8em;">-</span>
Organization	Court Number
Funding Source <span style="font-size: 0.8em;">-</span>	Bill Through <span style="font-size: 0.8em;">12/18/2025</span>
Invoice Number	Invoice Date <span style="font-size: 0.8em;">12/18/2025</span>
Description	

**Status**

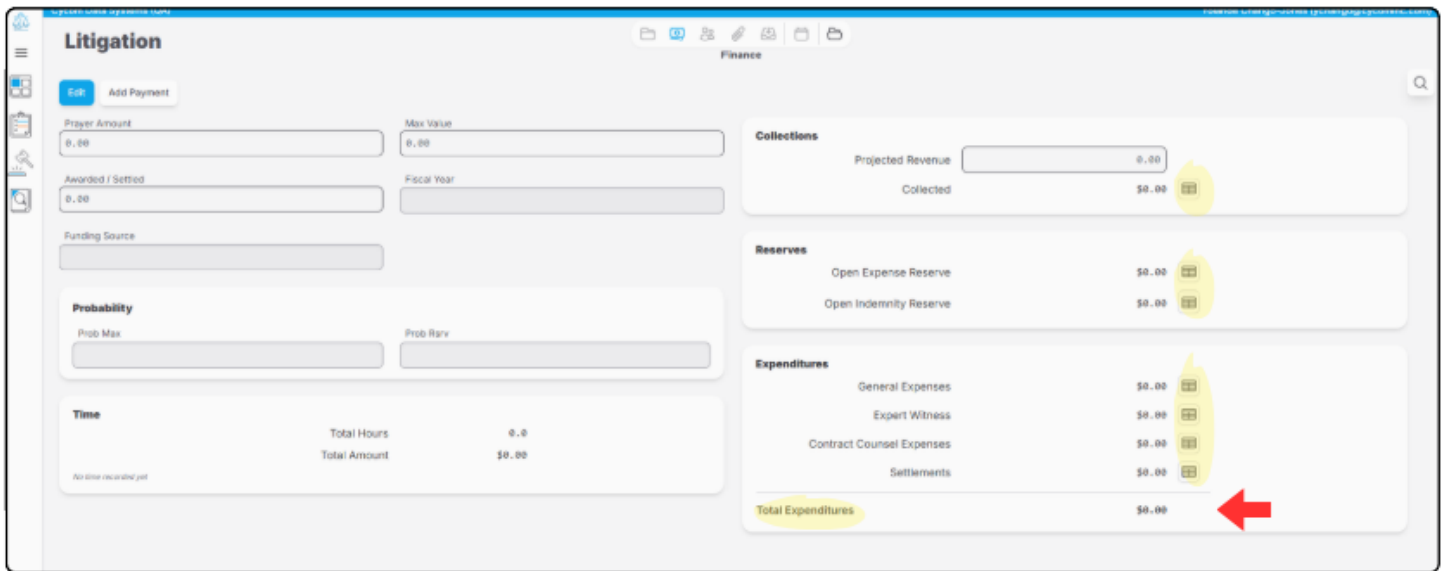
Council File Number	Council Approval Date <span style="font-size: 0.8em;">12/18/2025</span>
Confirmed Paid Date <span style="font-size: 0.8em;">12/18/2025</span>	Check Number

Paid

Notes

## Total Expenditures

Total of all the expense categories. This is calculated and adjusted automatically as values are entered in the expense fields.



The screenshot displays the 'Litigation' interface with a 'Finance' sub-section. It includes several input fields for 'Prayer Amount', 'Max Value', 'Awarded / Settled', and 'Fiscal Year'. A 'Probability' section contains 'Prob Max' and 'Prob Rev' fields. A 'Time' table shows 'Total Hours' as 0.0 and 'Total Amount' as \$0.00. The right-hand side features three summary sections: 'Collections' (Projected Revenue: \$0.00, Collected: \$0.00), 'Reserves' (Open Expense Reserve: \$0.00, Open Indemnity Reserve: \$0.00), and 'Expenditures' (General Expenses: \$0.00, Expert Witness: \$0.00, Contract Counsel Expenses: \$0.00, Settlements: \$0.00). A 'Total Expenditures' row at the bottom of the Expenditures section shows a total of \$0.00, highlighted with a yellow background and a red arrow pointing to it.

Category	Value
Projected Revenue	\$0.00
Collected	\$0.00
Open Expense Reserve	\$0.00
Open Indemnity Reserve	\$0.00
General Expenses	\$0.00
Expert Witness	\$0.00
Contract Counsel Expenses	\$0.00
Settlements	\$0.00
<b>Total Expenditures</b>	<b>\$0.00</b>