

USING SUBSCRIPTIONS IN CSI LAWYER

VERSION 7.1

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1. BASIC IDEA OF SUBSCRIPTIONS

A subscription offers a possibility to invoice a customer periodically (e.g monthly) with a fixed fee, which often covers a variety of services delivered by your organization. You can register actual work related to the fee as transactions, and when attached to the subscription the system sets those transactions as zero-priced. You can still use them for monitoring that your fixed-fee deal remains profitable, for compensating your lawyers according to their hours worked, and also display the actual transactions in a customer's invoice specification if required.

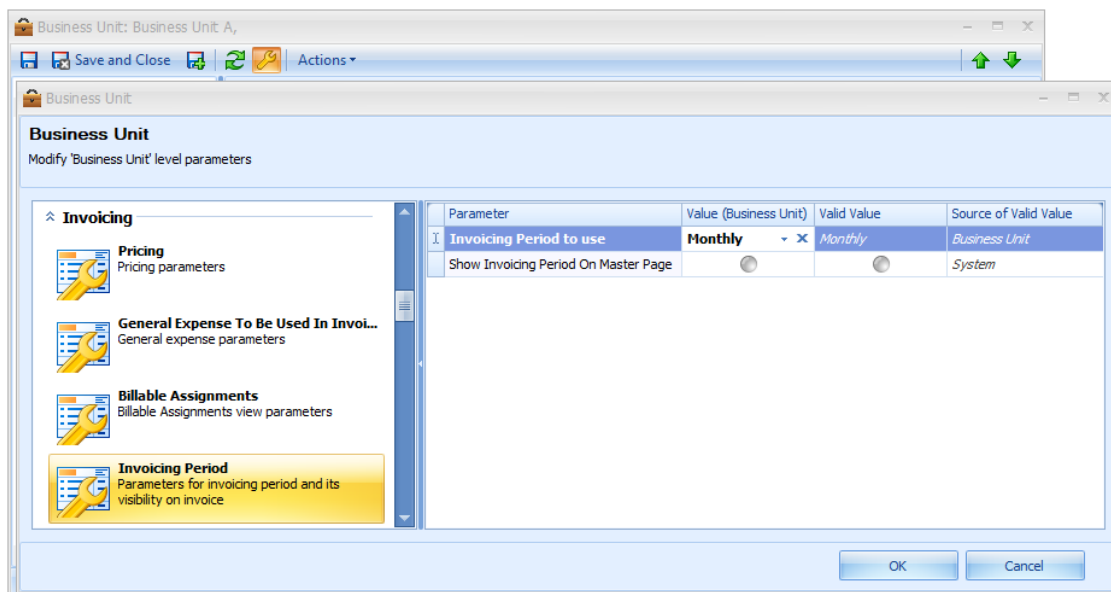
You can define how often and when the fixed fee is to be invoiced, and how long the subscription will be valid. Based on the definitions, the system automatically creates the required transactions with a fixed fee.

By default, the feature is not in use. You can activate it in the system level parameters (General > Application Features > Subscription in Use). Using an invoicing period with subscriptions is recommended.

2. CREATING A NEW SUBSCRIPTION

You can create one or multiple subscriptions for an assignment. A new subscription is added in the Subscriptions subfolder of an assignment.

1. Set the invoicing period in the Business Unit, Customer or Assignment parameters (Invoicing > Invoicing Period > Invoicing Period to Use). In the following example, we have defined an invoicing period of one month in the business unit parameters.



2. Create an assignment or open an existing one.
3. In the Subscriptions subfolder, click New to open a new Subscription window.

Assignment: 989 - Assignment 3

View: Active Subscriptions

Subscription: Assignment 3

Details

Information

Parties

Role Pricing

Team Members

Transaction Types

Insider Register

Phases

Subscriptions

Sub-assignments

Activities

Transactions

Expenses

Activities

Work Time Entries

Documents

Invoicing

Preliminary Invoices

Proof Invoices

Invoices

Advance Invoices

Credit Invoices

Preliminary Invoice R

Assets

Customer Fund Tran

Reminders: 0

General Description

Assignment Assignment 3

Transaction Information

Start Date 1.1.2018 Author Marika Tiepuoli

Transaction Consultation - Monthly Fee

Transaction Type Consultation - Monthly Fee

Invoicing Information

EUR

Unit Price 1 500,00

Units 1,00 pc.

Price 1 500,00

Recurrence Information

Calculation method Recurrence pattern

Daily

Weekly Day 1 of every 1 month(s)

Monthly The First Tuesday of every 1 month(s)

Yearly

Range of recurrence

No end date

End after: 10 occurrences

End by: 1.11.2018

Status: Active History

4. Select Start Date (in our example, the 1st of the month).
5. Select a transaction type, if applicable.
6. Edit the author and/or transaction, if needed. Note that the fee will be registered for the user in this field.
7. Edit the invoicing information, if needed.
8. Set the recurrence pattern (in our example, one transaction is created on the 1st day of each month).
9. Set the range of recurrence, if needed (not set in the example).
10. Save the subscription.

The transaction for the current month is created automatically, according to the price in the subscription. You can view the transaction in the Transactions subfolder of the Subscription window.

When an invoice is created of the transaction in question, a new transaction for the next month is automatically created. Even if you do not invoice the transaction, you can create a new transaction for the next month by selecting the "Create Next Subscription Fees" function in the Subscription window. In case no invoicing period has been set, only one transaction is created at a time.

If you change the subscription settings on the General tab, you will be asked whether the uninvoiced subscription fees should be removed and new ones created. Selecting Yes deletes any uninvoiced subscription fees and creates new subscription fees according to the new settings. Selecting No leaves the uninvoiced subscription fees as they are.

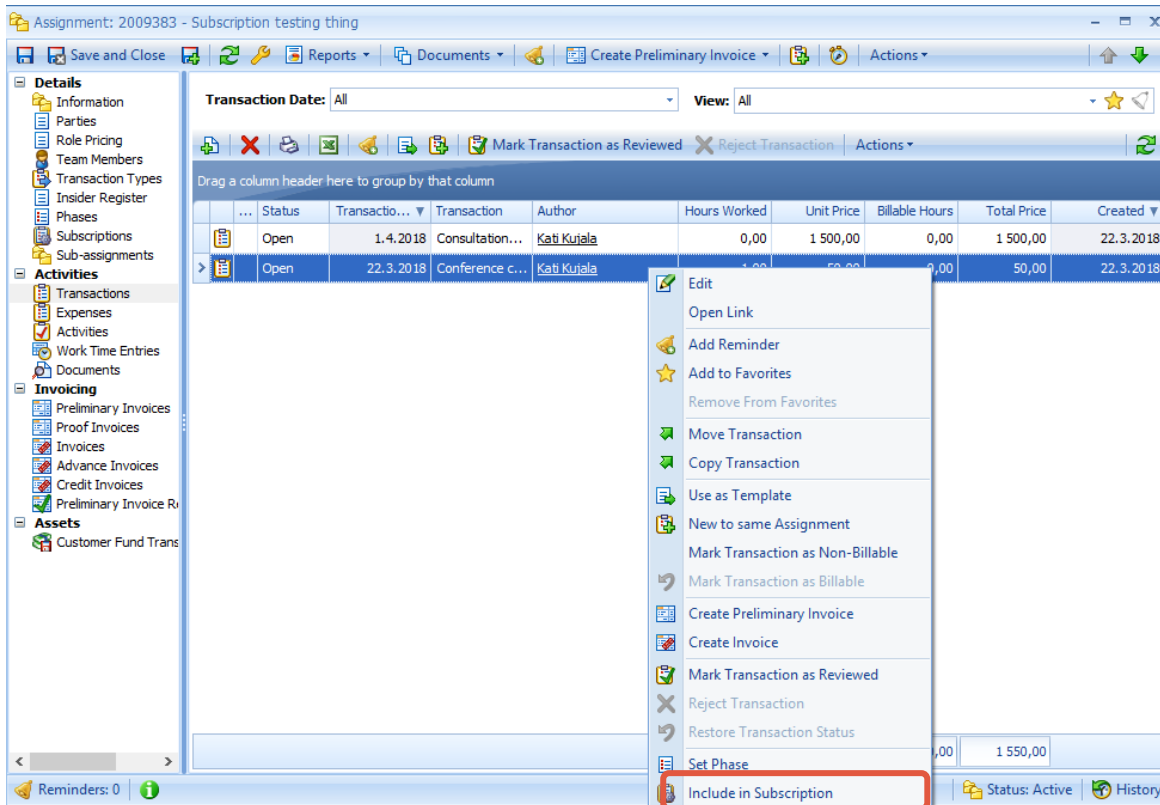
3. DEFINING A DEFAULT SUBSCRIPTION

For an assignment, you can define a default subscription to be used for all new transactions automatically. The Default Subscription field is located on the Invoicing tab of the assignment.

If you have defined a default subscription to an assignment, the system automatically adds it to every new transaction added to the assignment. However, you can remove or change the subscription on the transaction's Invoicing Info tab.

4. ADDING TRANSACTIONS TO A SUBSCRIPTION

When an assignment has a subscription, you can add transactions to it normally. If a transaction belongs to the subscription deal, select it and Actions > Include in Subscription. The system then links the transaction to the subscription and sets its total price to zero.



Some of the transactions added to an assignment may not be covered by the subscription but should be invoiced separately. When you leave them “independent”, they’ll appear in a customer’s invoice as normal billable transactions.

5. EDITING SUBSCRIPTION-LINKED TRANSACTIONS

You can edit subscription-based transactions only to a certain extent. In the Transactions subfolder of the Subscription window, editing transactions is not allowed at all.

In the Assignment window, you can edit them within certain limitations: Automatically created transactions cannot be deleted nor their dates changed. Furthermore, you cannot remove the subscription link on the Invoicing Info tab.

When a transaction has been manually linked to a subscription, its total price is set to zero and you can no longer edit it. If you remove the subscription link, the total price of the transaction is recalculated.

6. INVOICING SUBSCRIPTION-LINKED TRANSACTIONS

It is important to remember that invoicing of a fixed-fee transaction **does not mean** that transactions that have been manually added to a subscription get invoiced, too. You have to ensure that all those zero-priced transactions are included in the invoice, too. Otherwise, they remain in the system as open and uninvoiced.

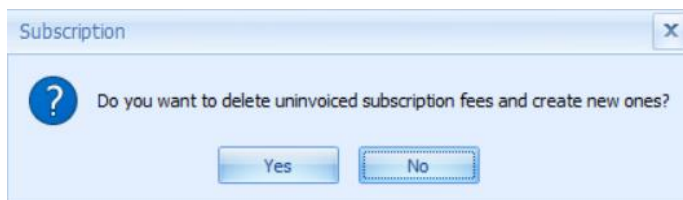
If you do not want to show zero-priced transactions in the invoice specification, you can define it in the Invoice Printing Criteria window.

7. DELETING SUBSCRIPTION FEES

Sometimes you need to delete one or more automatically created subscription fees. This may be the case e.g. if the system has created too many subscription fees based on the subscription definitions given, or the subscription fees have e.g. wrong date or price.

The transactions list does not allow you to delete any subscription fees directly. To delete subscription fees, do the following:

1. Go to the subscription window.
2. Edit the required subscription fields, e.g. correct the price or recurrence.
3. When you select Save, the system asks whether the open subscription fees should be deleted and new ones created.




4. When selecting Yes, the system replaces the former subscription fees with one ones according to your new definitions.

8. DEACTIVATING A SUBSCRIPTION

A subscription can be deactivated in the Subscription subfolder by selecting Actions > Activation > Deactivate.

If you choose to deactivate a subscription, the system asks you to confirm whether the automatically created, open transactions should be deleted or not. If you really want to deactivate the subscription, your only option is to respond Yes. It deletes any open, automatically created subscription fees, leaves under the assignment all transactions which have been manually added to the subscription and deactivates the subscription. Selecting No just leaves all the transactions and the subscription as they are.

If you click Delete  on an active subscription that has transactions, you are prompted to disable the subscription instead. Selecting Yes disables the subscription but leaves all the transactions - including the automatically created fixed fee - as they are.

In both cases, you need to manage the transactions manually. Whether you deactivate or disable a subscription, all its manually added transactions remain under the assignment with a status "open" but zero-priced. In order to return the total price from zero to their actual price, you have to delete the link to a subscription on each transaction's Invoicing Info tab. You can do it as a mass function, by selecting all the transactions and Actions > Include in Subscription. This function returns their actual price.

In case you have disabled a subscription, its subscription fee transaction remains open, too. To remove it from the list of open transactions you can e.g. define it as non-billable.

Both deactivated and disabled subscriptions can be reactivated in the assignment's Subscription subfolder by first selecting the Inactive Subscriptions view, and then selecting the desired subscription and Actions > Activation > Activate.

All active and passive subscriptions are also displayed in the Financial Management task area (Assignments > Subscriptions folder).