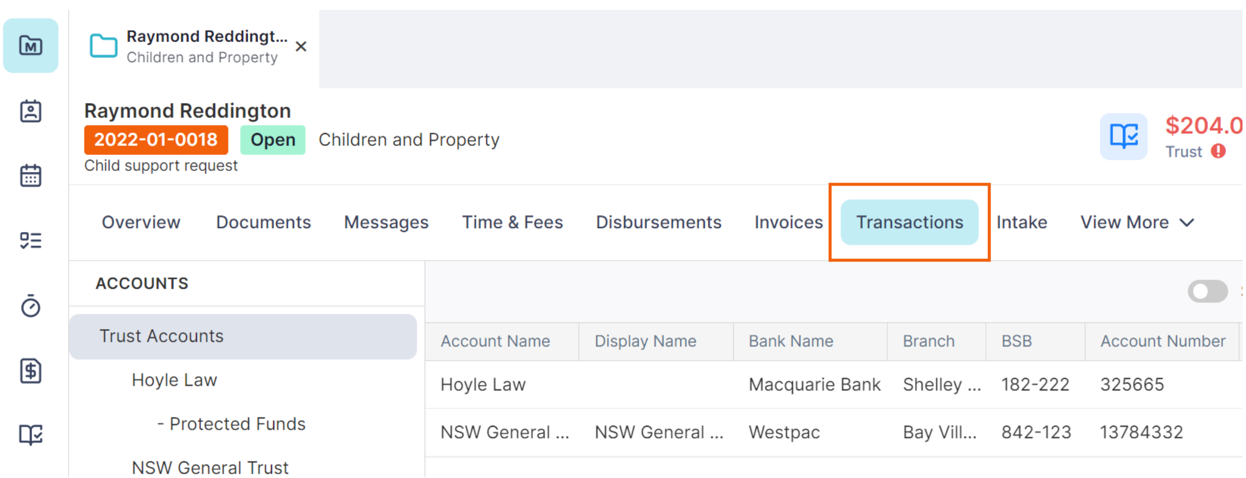
HOW TO GUIDES

How to Obtain an Individual Client Ledger

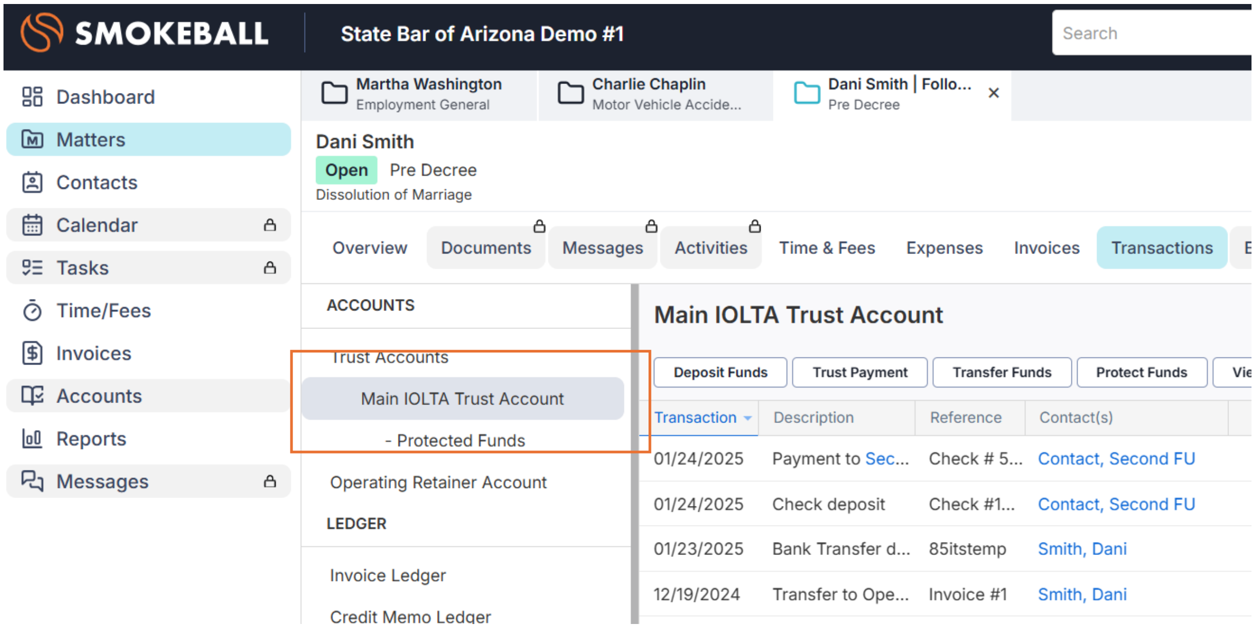
in Smokeball Billing and Trust Software

The State Bar of Arizona is pleased to offer Smokeball Billing and Trust Software as an included member benefit. In this document, you will learn how to generate an individual client ledger which you can use to remain compliant with trust accounting best practices.

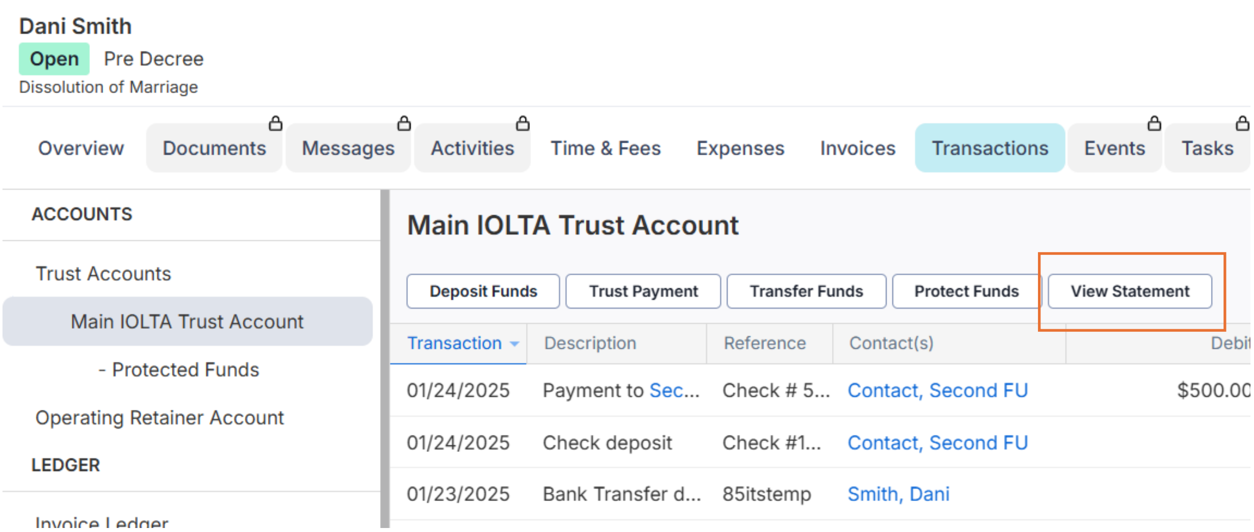
1. **Open the Matter then select the Transactions tab**:
    - Log into the **Smokeball Web App**.
    - Navigate to the specific matter for which you want to generate the trust ledger.
    - Within the matter, click on the **"Transactions"** tab.



2. **Select the Trust Account**:
    - If there are multiple trust accounts, choose the relevant one from the list

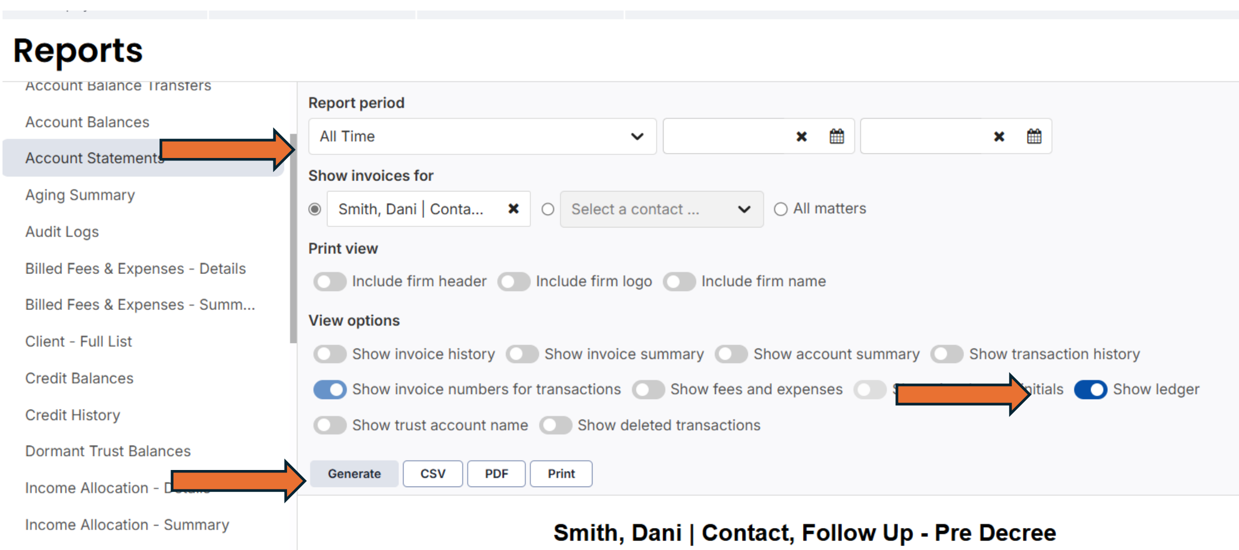


3. **View the Statement**:
    - Click **"View Statement"** to generate the Trust Ledger.



    - Leave the Report Period as **"All Time"**
    - Ensure that **"Show Ledger"** is toggled on (the switch is to the left and the oval surrounding it is blue).

- Click **"Generate"**



- The report will show in the box underneath

4. **Download and Save**:
   - From here, you can choose CSV or PDF format to save the file and download it. Or you can print the file.
   - The PDF or CSV will be saved to your computer's **Downloads** folder.
   - You can open it using any PDF reader to view or print the ledger

5. **Access the file in your Downloads Folder:**

Generic Instructions to Access the Downloads Folder in Most Browsers:

A. **Google Chrome / Microsoft Edge / Brave**:

- Press **Ctrl + J** (Windows) or **Cmd + J** (Mac) to open the Downloads page.
- Or click the **three-dot menu** in the top-right corner → **Downloads**.

B. **Mozilla Firefox**:

- Click the **downloads icon** (downward arrow) in the toolbar.
- Or press **Ctrl + J** (Windows) or **Cmd + J** (Mac).

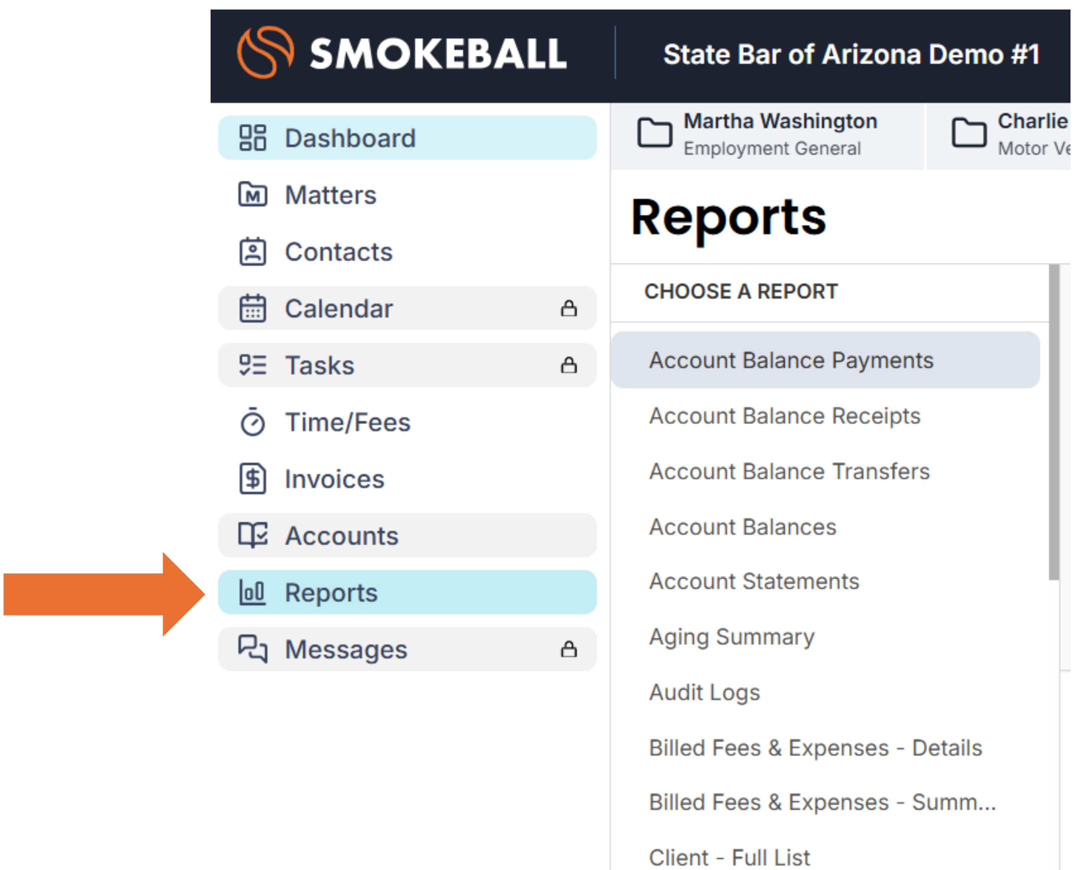
C. **Safari (Mac)**:

- Click the **downloads icon** in the top-right corner of the browser.
- Or open the **Downloads** folder from the **Dock** or **Finder**.

◇ Optional: Running the Ledger from Reports

An alternate to running the ledger directly from the matter is to generate it from the available reports.

1. **Navigate to the Reports**
   - Select the “Reports” option from the menu on the left side of the screen.

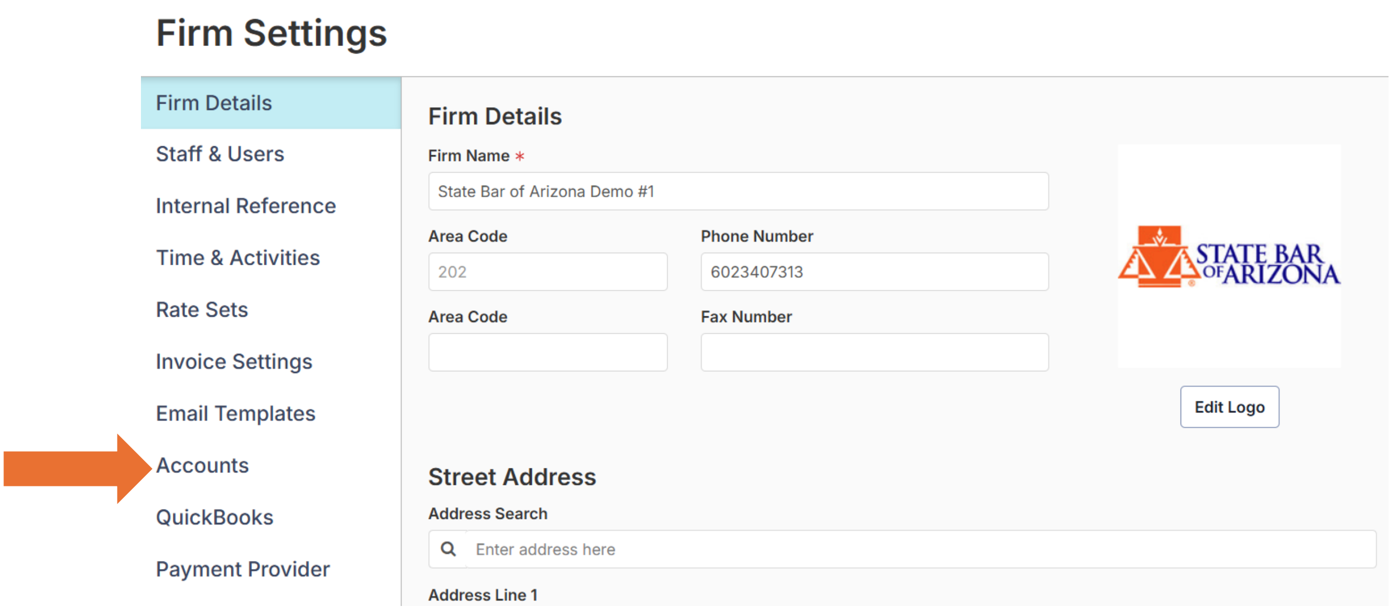


- Under **"Choose a Report"** select **"Ledger Export",** then follow the same steps from above, ensuring that "**All Time"** is selected and selecting the specific Matter for which you want to generate a report.

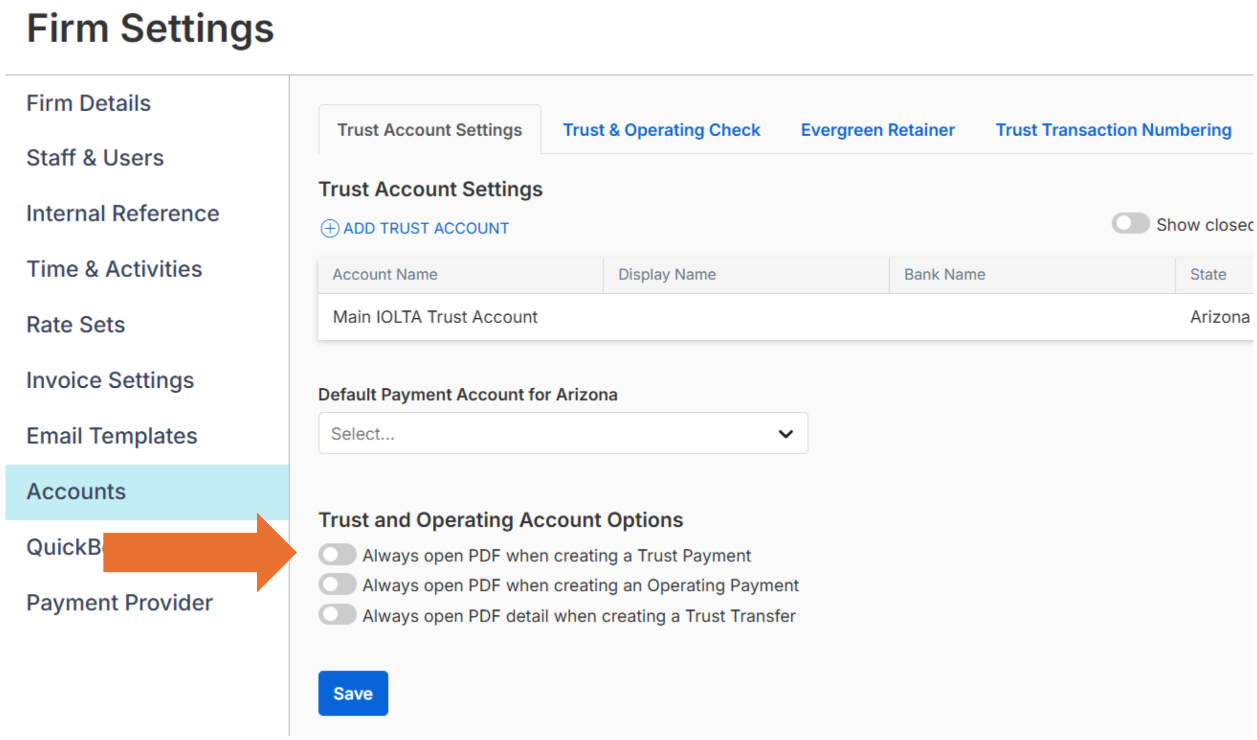
◇ Optional: Set Up Trust Receipting (If Not Already Done)

To ensure proper trust accounting setup:

- Go to **Settings > Firm Settings**. (Look for the gear in the lower left corner)
- From Firm Settings, Select **Accounts**



- Select **Trust Account Settings** and toggle all the receipting options that you would like to have to on.



- This should generate a receipt whenever you create a transaction in the trust account.

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