



STATE BAR
OF ARIZONA

practice^{2.0}
602.340.7332 State Bar of Arizona

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.

The screenshot shows the Smokeball Web App interface. At the top, there's a header with the user's name 'Raymond Reddington...' and a close button. Below this, the matter name 'Raymond Reddington' is displayed along with the date '2022-01-0018' and a green 'Open' button. The matter description 'Children and Property' and 'Child support request' are also visible. On the right, there's a balance of '\$204.0' and a 'Trust' indicator. A horizontal menu contains several tabs: 'Overview', 'Documents', 'Messages', 'Time & Fees', 'Disbursements', 'Invoices', 'Transactions' (which is highlighted with an orange box), 'Intake', and 'View More'. Below the menu, there's a section titled 'ACCOUNTS' with a toggle switch. Under 'ACCOUNTS', there's a sub-section 'Trust Accounts' which is highlighted. Below this, there's a table with columns: 'Account Name', 'Display Name', 'Bank Name', 'Branch', 'BSB', and 'Account Number'. The table contains two rows of data:

Account Name	Display Name	Bank Name	Branch	BSB	Account Number
Hoyle Law	Hoyle Law	Macquarie Bank	Shelley ...	182-222	325665
- Protected Funds	NSW General ...	Westpac	Bay Vill...	842-123	13784332

2. Select the Trust Account:

- If there are multiple trust accounts, choose the relevant one from the list



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State Bar of Arizona Demo #1

Search

Dashboard

Matters

Contacts

Calendar

Tasks

Time/Fees

Invoices

Accounts

Reports

Messages

Martha Washington
Employment General

Charlie Chaplin
Motor Vehicle Accide...

Dani Smith | Follo...
Pre Decree

Dani Smith

Open Pre Decree
Dissolution of Marriage

Overview

Documents

Messages

Activities

Time & Fees

Expenses

Invoices

Transactions

ACCOUNTS

Trust Accounts

Main IOLTA Trust Account

- Protected Funds

Operating Retainer Account

LEDGER

Invoice Ledger

Credit Memo Ledger

Main IOLTA Trust Account

Deposit Funds

Trust Payment

Transfer Funds

Protect Funds

View

Transaction

Description

Reference

Contact(s)

01/24/2025 Payment to Sec... Check # 5... Contact, Second FU

01/24/2025 Check deposit Check #1... Contact, Second FU

01/23/2025 Bank Transfer d... 85itstemp Smith, Dani

12/19/2024 Transfer to Ope... Invoice #1 Smith, Dani

3. View the Statement:

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

Dani Smith

Open Pre Decree
Dissolution of Marriage

Overview

Documents

Messages

Activities

Time & Fees

Expenses

Invoices

Transactions

Events

Tasks

ACCOUNTS

Trust Accounts

Main IOLTA Trust Account

- Protected Funds

Operating Retainer Account

LEDGER

Invoice Ledger

Main IOLTA Trust Account

Deposit Funds

Trust Payment

Transfer Funds

Protect Funds

View Statement

Transaction

Description

Reference

Contact(s)

Debit

01/24/2025 Payment to Sec... Check # 5... Contact, Second FU \$500.00

01/24/2025 Check deposit Check #1... Contact, Second FU

01/23/2025 Bank Transfer d... 85itstemp Smith, Dani

- 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”**

Reports

Account Balance Transfers

Account Balances

Account Statement →

Aging Summary

Audit Logs

Billed Fees & Expenses - Details

Billed Fees & Expenses - Summ...

Client - Full List

Credit Balances

Credit History

Dormant Trust Balances

Income Allocation - Details →

Income Allocation - Summary

Report period

All Time

Show invoices for

Smith, Dani | Conta... x

Select a contact ...

All matters

Print view

Include firm header

Include firm logo

Include firm name

View options

Show invoice history

Show invoice summary

Show account summary

Show transaction history

Show invoice numbers for transactions

Show fees and expenses

Initials →

Show ledger

Show trust account name

Show deleted transactions

Generate CSV PDF Print

Smith, Dani | Contact, Follow Up - Pre Decree

- 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):

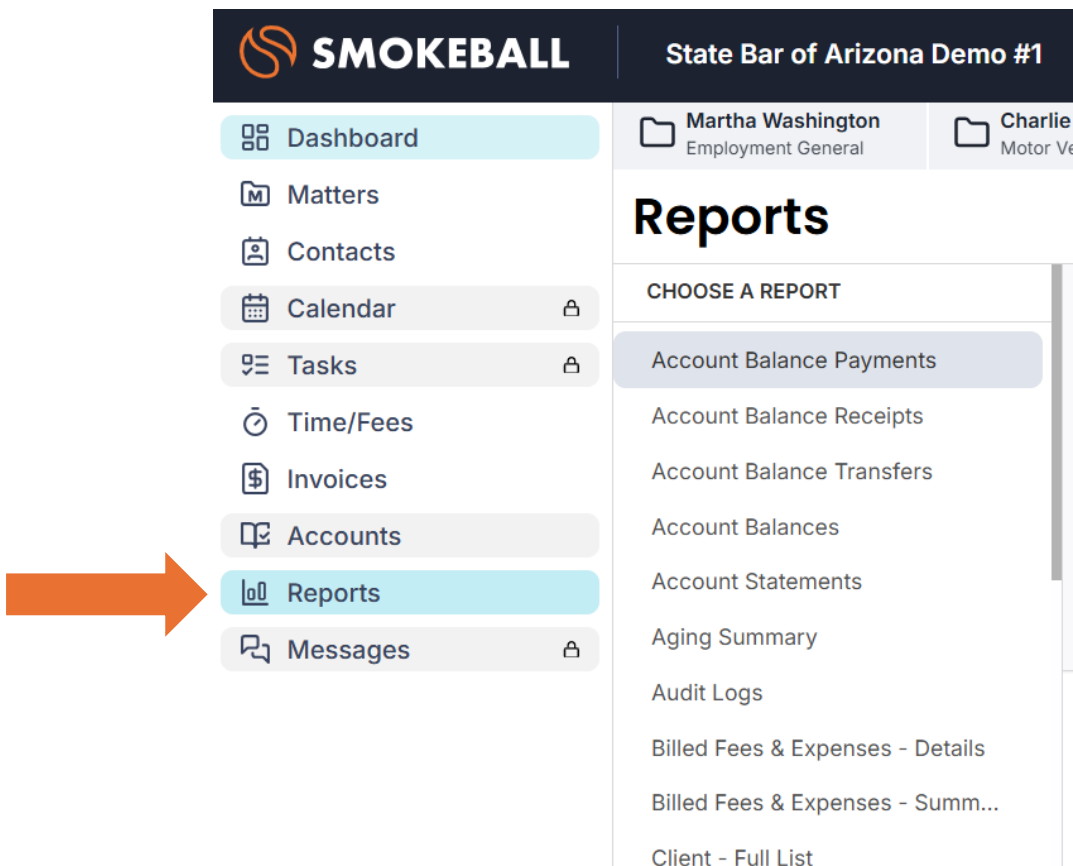
- Click the **downloads icon** in the top-right corner of the browser.
- Or open the **Downloads** folder from the **Dock** or **Finder**.

◇ 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.





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- 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**

Firm Settings

Firm Details

Firm Name *

State Bar of Arizona Demo #1

Area Code

202

Phone Number

6023407313

Area Code

Fax Number

Street Address

Address Search

Q Enter address here

Address Line 1

Edit Logo

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



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Firm Settings

Firm Details

Staff & Users

Internal Reference

Time & Activities

Rate Sets

Invoice Settings

Email Templates

Accounts

QuickBooks

Payment Provider

Trust Account Settings

Trust & Operating Check

Evergreen Retainer

Trust Transaction Numbering

Trust Account Settings

[+ ADD TRUST ACCOUNT](#)

☐ Show closed

Account Name	Display Name	Bank Name	State
Main IOLTA Trust Account			Arizona

Default Payment Account for Arizona

Select...



Trust and Operating Account Options

- ☐ Always open PDF when creating a Trust Payment
- ☐ Always open PDF when creating an Operating Payment
- ☐ Always open PDF detail when creating a Trust Transfer

Save

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