

# User Guide for CivilWare Version 4.1

## Table of Contents

### 1.0 Overview

### 2.0 Window Hierarchy

### 3.0 Window Definitions

#### 3.1 Start Window

- 3.1.1 Start Window Controls
- 3.1.2 Start Window Helpful Hints

#### 3.2 ChildWare Child Support Calculator

- 3.2.1 General Child Support Data Window
  - 3.2.1.1 General Child Support Data Window Controls
  - 3.2.1.2 General Child Support Data Window Helpful Hints
- 3.2.2 Worksheet A, Basic Shared Parenting Window
  - 3.2.2.1 Worksheet A, Basic Shared Parenting Window Controls
  - 3.2.2.1 Worksheet A, Basic Shared Parenting Window Helpful Hints
- 3.2.3 Worksheet B, Extended Shared Parenting Window
  - 3.2.3.1 Worksheet B, Extended Shared Parenting Window Controls
  - 3.2.3.2 Worksheet B, Extended Shared Parenting Window Helpful Hints
- 3.2.4 Salary and Wages Calculation Window
  - 3.2.4.1 Salary and Wages Calculation Window Controls
  - 3.2.4.2 Salary and Wages Calculation Window Helpful Hints
- 3.2.5 Other Earnings, Payments, or Income Window
  - 3.2.5.1 Other Earnings or Income Window Controls
  - 3.2.5.2 Other Earnings or Income Window Helpful Hints
- 3.2.6 Work Related Child Care Costs Calculation Window
- 3.2.7 Split Parenting Window

#### 3.3 HouseWare Equitable Distribution Calculator Window

- 3.3.1 HouseWare Window Controls
- 3.3.2 HouseWare Window Helpful Hints

#### 3.4 BeWare Arrearage Calculator Window

- 3.4.1 BeWare Window Controls
- 3.4.2 BeWare Window Helpful Hints

- 3.5 AWare Income and Expense Calculator
  - 3.5.1 Income and Expense Summary Window
    - 3.5.1.1 Income and Expense Summary Window Controls
    - 3.5.1.2 Income and Expense Summary Window Helpful Hints
  - 3.5.2 Monthly Net Income Calculation Window
    - 3.5.2.1 Monthly Net Income Calculation Window Controls
    - 3.5.2.2 Monthly Net Income Calculation Window Help Hints
  - 3.5.3 Other Earnings or Income Window
    - 3.5.3.1 Other Earnings or Income Window Controls
    - 3.5.3.2 Other Earnings or Income Window Helpful Hints
  - 3.5.4 Expense Calculation Window
    - 3.5.4.1 Other Earnings or Income Window Controls
    - 3.5.4.2 Other Earnings or Income Window Helpful Hints

4.1 **System Requirements**

5.0 **Technical Support**

## 1.0 Overview

West Virginia CivilWare Version 4.1 contains four software programs: "ChildWare", "HouseWare", "BeWare", and "AWare". ChildWare performs child support order calculations, HouseWare performs divorce equitable distribution calculations, BeWare performs arrearage calculations for past due child support or alimony payments, and AWare performs Income and Expense calculations. Each program generates summary and detailed reports for use in court and working with clients. This user's guide describes the features for and operation of all these programs. For ease of use, CivilWare uses a Microsoft Windows operating system and user interface. Commands for operating this software are visible on the windows and can be selected with a mouse or invoked via keyboard shortcuts. The equivalent keyboard shortcut for a visible command button or drop-down menu by pressing the "Alt" key and the letter that is underlined on the item. Once the drop down menu appears typing the underlined character (without alt) invokes the selection. Client data is automatically stored in a database and can be easily retrieved for later use.

### **ChildWare:**

The ChildWare program automates the calculations for West Virginia Basic Shared, Extended Shared, and Split Parenting Child Support Orders and prints the resulting worksheets. ChildWare was designed to enable users to perform detailed and comprehensive Child Support Order calculations or quick "what-if" analyses with a minimal number of input. Context sensitive help for the current cursor position is provided by typing Alt-H.

### **HouseWare:**

The HouseWare program automates property allocations and calculations for divorce equitable distributions. HouseWare also prints a distribution summary sheet and a property allocation sheet. HouseWare was designed to allow rapid allocation (and re-allocation) of property, debts, cash from sales, and debts paid from sales greatly simplifying the process of evaluating different scenarios.

### **BeWare:**

The BeWare program automates the calculation of child support arrearage and prints summary and detailed reports. BeWare has tables for entering the Child Support order schedule, the schedule of payments made and the schedule of interest rates if interest is calculated.

### **AWare:**

The AWare program automates the calculation of Monthly client Net income and expenses and prints an Income and Expense Summary Statement with a monthly balance as well as detailed reports with Income and Expense itemizations.

Section 2.0 of this document describes the structure of the hierarchy of windows presented to the user. Section 3.0 of this document provides detailed descriptions of each of these windows including specific user commands and controls and helpful hints. Section 4.1 specifies computer system requirements to run CivilWare and Section 5.0 contains technical support information.

## 2.0 Window Hierarchy

Various windows serve specific roles in operating the CivilWare programs. These windows are accessed by navigating through the hierarchy outlined below. The standard CivilWare Help window is available for each of the windows listed below but were not included in this hierarchy outline. Additionally, a calculator can be accessed by selecting the underlined plus sign button in many windows.

### Start Window

#### ChildWare (General Child Support Data)

- Worksheet A, Basic Shared Parenting

  - Salary and Wages Calculation

  - Other Income Calculation

  - Work Related Child Care Costs

- Worksheet B, Extended Shared Parenting

  - Salary and Wages Calculation

  - Other Income Calculation

  - Extended Shared Parenting Adjustment

  - Work Related Child Care Costs

- Split Parenting

  - Salary and Wages Calculation

  - Other Income Calculation

  - Work Related Child Care Costs

#### HouseWare Equitable Distribution Calculator

#### BeWare Arrearage Calculator

#### AWare Income and Expense Summary

- Monthly Net Income Calculator

- Other Earnings or Income Calculator

- Expense Calculator

## **3.0 Window Definitions**

### **3.1 Start Window**

This window is the first window that appears. From this window the user can "Start" the ChildWare, HouseWare, BeWare, and AWare programs. This window also provides the controls for entering and retrieving general client and preparer's information. Menu items are also provided to give the user database file control, access to an on-line user guide, vendor technical support information, system requirements, and on-line access to West Virginia Chapter 48A, Enforcement of Family Obligations.

#### **3.1.1 Start Window Operator Controls**

##### **"File" menu item:**

Provides access to:

"Open Database" - Select a data source other than the default data source file cso.mdb in the installation directory.

"Compact Database" - Compact the database thereby removing deleted information and making the database smaller.

"Copy Database" - Copy the current in-use database to another location. The user is provided a window to specify the location where the copy will be stored. This should be used to create backups of the database or transport client data to other users.

"BeWare Setup" - This opens a window that allows users to enter the default Interest Rate schedule for arrearage calculation. These values will be the defaults used when starting a new client calculation. Users can also specify whether support payments are first applied to the current support and cumulative arrearage or to the cumulative interest.

"AWare Setup" - This opens a window for defining default expense categories and expense items for specific categories. These defaults are used when a new client account is created (When the "New" button is selected)

"Exit" - quits execution of the CivilWare program.

##### **"Help" menu item:**

Provides access to:

"Using CivilWare" - On-line users guide and on-line Virginia State Code for Child Support determination

"Technical Support" - How to contact LawTech for technical support

"Purchasing CivilWare" - Allows users to enter LawTech provided passwords to activate purchased programs

"About CivilWare Version 1.0" - Defines computing system requirements and copyright restrictions, and liability disclaimer

"ChildWare" Start:

Initiates execution of the ChildWare program.

"HouseWare" Start:

Initiates execution of the HouseWare program.

"BeWare" Start:

Initiates execution of the BeWare program.

"AWare" Start:

Initiates execution of the AWare program.

### **General Client Data and Preparer's Data:**

In the upper left corner, text boxes are provided for input of the client last name, first name, address, phone number, and notes. This data is not used in any calculations but is printed in CivilWare reports. This data is for managing and accessing clients with this tool. In order to access a client's information at a later date using the Client Search feature, enter the client's last name. The Preparer's data can also be entered.

### **Client Search:**

This control allows the user to find and retrieve clients from the database. There are two features: the "Client Scroll", and the "Find Next". The "Client Scroll" allows the user to scroll backward and forward one client at a time (inside arrows) or go directly to the first or last client in the database (outside arrows). When the "Find Next" button is selected, the search engine will find the first client with the last name specified in the "Last Name Search" text box. Selecting the button again will find the next client with this last name.

### **New:**

Selecting this button saves all data for the current working client and creates a new client account in the database. All values for the new client are reset to zero except for the Preparer's information which is retained.

### **Duplicate:**

Selecting this button creates a duplicate of the data for the current working client. The "DUP" characters will appear in the Notes text box to distinguish this client in the database from the original. The notes text box can be used further to distinguish this client record from the original. The Duplicate feature is useful when creating and storing different scenarios for the same client.

**Delete:**

Selecting this button deletes all data associated with a particular client. The user is prompted for confirmation of the delete before the deletion is executed.

**Exit:**

Selecting this button will end execution of CivilWare.

**3.1.2 Start Window Helpful Hints**

- 1) Use the "Notes" section for specific details about the client's situation. This is useful when distinguishing between different scenarios for the same client when searching through the database.
- 2) Use the "Compact database" feature in the "File" menu to decrease the size of the database file. This may be needed if the file grows very large and the user wishes to copy the database file to a floppy disk.
- 3) To transport client data to other users, copy the database file using the "Copy Database" feature in the "File" menu. Copy the database to a common file server or to a floppy disk. The other user can then access this database using the "Open Database" option in the "File" menu.
- 4) Use the "Copy Database" feature in the "File" menu to create backups of your data. Backups may be needed to retrieve client data if the storage media (i.e., hard drive) on your PC is damaged or lost.
- 5) Use the Duplicate feature to create and store different scenarios for the same client.

**3.2 ChildWare**

ChildWare calculates Child Support orders for Basic Shared, Extended Shared, and split parenting and prints reports. Upon first execution of ChildWare for a new client and if income data already exists for the same client in AWare, ChildWare will ask the user if the ChildWare income data should be initially set to the income data values from AWare and whether to use the data for the Mother or Father. Changes made to income data in ChildWare will not affect the income data in AWare.

**3.2.1 General Child Support Data Window**

This Window is the primary window for managing and accessing general child support information and defining the type of parenting (Basic Shared, Extended Shared, or split) and number of children. As a minimum, the number of children and parenting type must be defined in order to proceed with calculations of a Child Support Order and generation of a worksheet via the "Prepare Worksheet" command. If extended shared parenting is selected, the number of overnights with each parent must be entered.

**3.2.1.1 General Child Support Data Window Operator Controls****Children Information:**

Text boxes are provided for input of the names, social security numbers, and birth dates for children subject to the Child support order calculation. When child names are entered or deleted,

the value in the "Number of Children" text box is automatically incremented or decremented. This Children Information is needed in the worksheets.

**Number of Children:**

This text box provides input of an integer value for the number of children subject to the Child support order calculation. The value will be automatically calculated when names are added or deleted in the Children Information text boxes. However, the user can overwrite the automatic calculation by simply entering an integer value in the Number of Children text box. A value is needed in this box to proceed with the preparation of a worksheet.

**Parenting Type:**

Check boxes are provided to select the parenting type. A parenting type must be selected in order to proceed with the preparation of a worksheet. If "Extended Shared" parenting is selected, then the "Extended Shared Parenting Overnights With Each Parent" must also be entered in order to proceed with the preparation of a worksheet.

**Extended Shared Overnights With Each Parent:**

The Mother and Father text boxes provide input of integer values for the number of overnight stays with each parent in an Extended Shared Parenting arrangement. If "Extended Shared" parenting is selected, then the "Extended Shared parenting Overnights With Each Parent" must also be entered in order to proceed with the preparation of a worksheet. Values must be greater than 127 and less than 237. Note that when one valid number is entered the other parent's value is automatically calculated.

**Case Data:**

Text boxes are provided to input Case specific data required on the printed worksheets.

**Prepare Worksheet:**

When this button is selected, the Basic Shared, Extended Shared, or Split Window Worksheet is displayed.

**Help:**

Provides access to the on-line user guide and West Virginia Chapter 48A, Enforcement of Family Obligations.

**Exit:**

Saves current data and returns to the "Start" window.

**3.2.1.2 General Child Support Data Window Helpful Hints**

- 1) To do "Quick-Look analyses", simply enter the number of children value and select a parenting type. If extended shared parenting is selected, enter the number of overnight stays.
- 2) Use the "Notes" section for specific details about the client's situation. This is useful when distinguishing between different scenarios for the same client when searching through the database.



### **3.2.2 Worksheet A: Basic Shared Parenting Window**

This window provides for the entry of data necessary to calculate the Child Support Order for Basic Shared Parenting. Data is entered in the white cells. The values in the yellow cells are calculated and can not be altered. On line context sensitive help can be obtained for the cell in which the cursor is positioned by typing "Alt - H" simultaneously. It is from this window that the Worksheet is printed. Users can enter values for the Monthly Gross Income on line 1 or invoke detailed calculations of these items by selecting the "Calculate" button provided in the right margin of line 1. Use of the "Calculate" option is recommended unless the user is performing a "Quick-Look" Child Support Order determination not intended for official use.

#### **3.2.2.1 Worksheet A: Basic Shared Parenting Window Operator Controls**

##### **Data Entry Cells:**

The white cells for the mother and father columns on lines 1, 1a, 1b, 1c, 1\*, 5b, 5c, 5d, and 9b are the valid cells for data entry. The Child Support Order is automatically calculated once data is entered in these cells and the user moves off the cell (to another cell or control such as "Print Worksheet").

##### **"Comments ...":**

The text box at the bottom of the window provides for entry of comments regarding extraordinary expenses to be included at the bottom of the printed worksheet A.

##### **Monthly Gross Income "Calculate" button:**

This button in the right margin of line 1 displays the "Salary and Wages Calculation" window used to calculate the monthly gross income.

##### **Work Related Child Care Costs "Calculate" button:**

This button in the right margin of line 5a displays the "Work Related Child Care Costs Calculation" window used to calculate the work related child care costs adjusted as necessary for federal tax credits.

##### **"Help" Button:**

Provides access to the on-line user guide and West Virginia Chapter 48A, Enforcement of Family Obligations.

##### **"Print Worksheet" button:**

Prints Worksheet A for Basic Shared Parenting to the default printer. The default printer must be set outside of the ChildWare program

##### **"Exit" button:**

Saves current values and returns to the "General Client Data" window.

#### **3.2.2.2 Worksheet A: Basic Shared Parenting Window Helpful Hints**

- 1) Use of the "Calculate" option for Monthly Gross Income on line 1 is recommended unless the user is performing a "Quick-Look" Child Support Order determination not intended for official use.
- 2) Use the tab key to move quickly from one input cell to another.

### **3.2.3 Worksheet B: Extended Shared Parenting Window**

This window provides for the entry of data necessary to calculate the Child Support Order for Extended Shared Parenting. Data is entered in the white cells. The values in the yellow cells are calculated and can not be altered. On line context sensitive help can be obtained for the cell in which the cursor is positioned by typing the "Alt - H" keys simultaneously. It is from this window that the Extended Shared Parenting Worksheet is printed. Users can enter values for the Monthly Gross Income on line 1 or invoke detailed calculations of these items by selecting the "Calculate" button provided in the right margin of line 1. Use of the "Calculate" option is recommended unless the user is performing a "Quick-Look" Child Support Order determination not intended for official use.

#### **3.2.3.1 Worksheet B: Extended Shared Parenting Window Operator Controls**

##### **Data Entry Cells:**

The white cells for the mother and father columns on lines 1, 1a,1b, 1c,1\*,7, 12b,12c,12d, and 17b are the valid cells for data entry. The Child Support Order is automatically calculated once data is entered in these cells and the user moves off the cell (to another cell or control such as "Print Worksheet").

##### **"Comments ...":**

The text box at the bottom of the window provides for entry of comments regarding extraordinary expenses to be included at the bottom of the printed worksheet A.

##### **Monthly Gross Income "Calculate" button:**

This button in the right margin of line 1 displays the "Salary and Wages Calculation" window used to calculate the monthly gross income.

##### **"Part II. Extended Shared Parenting Adjustment View Details" button :**

This button allows the user to view lines 5 through 11. No data entry is required for these lines.

##### **Work Related Child Care Costs "Calculate" button:**

This button in the right margin of line 12a displays the "Work Related Child Care Costs Calculation" window used to calculate the work related child care costs adjusted as necessary for federal tax credits.

##### **"Help" Button:**

Provides access to the on-line user guide and West Virginia Chapter 48A, Enforcement of Family Obligations.

##### **"Print Worksheet" button:**

Prints Worksheet B for Extended Shared Parenting to the default printer. The default printer must be set outside of the ChildWare program

**"Exit" button:**

Saves current values and returns to the "General Client Data" window.

**3.2.3.2 Worksheet B: Extended Shared Parenting Window Helpful Hints**

- 1) Use of the "Calculate" option for Monthly Gross Income on line 1 is recommended unless the user is performing a "Quick-Look" Child Support Order determination not intended for official use.
- 2) Use the tab key to move quickly from one input cell to another.

**3.2.4 Salary and Wages Calculation Window**

This window calculates salary and wages on a monthly basis and provides access to the "Other Earnings, Payments, or Income Window". The calculated monthly gross income value is returned to line one of the Worksheet A or Worksheet B window upon exit of this window. Calculations are automatically performed when the cursor is moved. On line context sensitive help can be obtained for the cell in which the cursor is positioned by typing the "Alt - H" keys simultaneously.

**3.2.4.1 Salary and Wages Calculation Window Operator Controls**

**"Amount of Pay Per Period":**

For the mother and father, enter the amount paid on a salary basis for each pay period.

**"Frequency of Pay" Check Boxes:**

Select the frequency of the pay period. For example, if the mother is paid once a week, select the "Weekly" check box for the mother column.

**"Hourly Rate of Pay":**

If Earnings are based on an hourly rate, enter the rate of pay per hour.

**"Hours Per Week":**

If Earnings are based on an hourly rate, enter the number of hours worked per week.

**"Other Earnings, Payments, or Income":**

Enter the monthly income from other sources not included in Salary or Wages. Unless performing a "Quick-Look" analysis, select the "Calculate" button in the right margin of this row. Selecting this button will display the "Other Earnings, Payments, or Income" window which provides for itemized entry of twenty income sources.

**"Other Earnings, Payments, or Income" button:**

Selecting the "Calculate" button in the right margin of the "Other Earnings, Payments, or Income" row will display the "Other Earnings, Payments, or Income" window which provides for itemized

entry of twenty income sources. Use of the "Other Earnings, Payments, or Income" window is recommended if not performing "Quick-Look" analyses.

**"Help" button:**

Provides access to the on-line user guide and West Virginia Chapter 48A, Enforcement of Family Obligations.

**"Exit" button:**

Calculates the Monthly Gross Income, closes this window, displays the Worksheet window, and returns the value Monthly Gross Income to the worksheet line 1.

### **3.2.4.2 Salary and Wages Calculation Window Helpful Hints**

- 1) Use the "Other Earnings, Payments, or Income" button option if not performing "Quick-Look" analyses

### **3.2.5 Other Earnings, Payments, or Income Window**

This window provides for input of itemized sources of monthly gross income other than Salary and Wages and in accordance with 48A-1A-19. The total for Other Earnings, Payments, or Income is automatically calculated when moving from one cell to another. On line context sensitive help can be obtained for the cell in which the cursor is positioned by typing the "Alt - H" keys simultaneously. The total for Other Earnings, Payments, or Income is returned to the Salary and Wages Calculation window upon exit of this window.

#### **3.2.5.1 Other Earnings, Payments, or Income Window Operator Controls**

**Data Entry Cells:**

The white cells for the mother and father columns are the valid cells for data entry. The total for Other Earnings, Payments, or Income is automatically calculated when moving from one cell to another. On line context sensitive help can be obtained for the cell in which the cursor is positioned by typing the "Alt - H" keys simultaneously.

**"Exit" button:**

The total for Other Earnings, Payments, or Income is calculated, this window is closed and the total is returned to the is returned to the Other Earnings, Payments, or Income row of the Salary and Wages Calculation window.

**"Help" button:**

Provides access to the on-line user guide and West Virginia Chapter 48A, Enforcement of Family Obligations.

#### **3.2.5.2 Other Earnings, Payments, or Income Window Helpful Hints**

1) Use this window to keep a detailed accounting of income sources other than salary and wages.

### **3.2.6 Work Related Child Care Costs Calculation Window**

This window determines the adjustments to the work related child care costs based on an approximated deduction for federal tax credit. The resulting adjusted work related child care costs are returned to the worksheet window.

### **3.2.7 Split Parenting Window**

This window performs calculation of a split Parenting Child Support Order for which there is no approved State form. The results of two Basic Shared Parenting calculations for both the Mother and Father are performed simultaneously according to the number of custodial children entered in line 4 for both parents. When printing reports, both parent's Basic Shared Parenting worksheets are printed along with a Split Parenting Summary that shows the payor's net monthly payment. This window operates much the same as the Basic Shared Parenting Window described in section 3.2.2.

## **3.3 HouseWare Equitable Distribution Calculator Window**

This window is used to allocate marital property and debts and perform equitable distribution calculations. Property or debts are entered in the grid at the top of the window and distribution calculations are displayed at the bottom of the window. Once a description and value (positive for property and negative for debts) are entered in the "description" and "value" columns, the allocation is performed by clicking the "Husband", "Wife", or "Sell/Pay from Sale" allocation buttons at the top of the window. When the "Calculate" button is visible at the top of the window, it must be selected in order to update the calculated distribution values at the bottom of the window with correct data. Only line 1 at the bottom of the window is used for input.

### **3.3.1 HouseWare Equitable Distribution Calculator Operator Controls**

**Print Button:**

Displays the Print dialog box for printing the Equitable Distribution Reports. In the Print dialog box, the user can choose to print "all" which prints the summary of the distribution (of property, sales proceeds, and cash payments) and the summary of the allocation of all property and debts. The user can also choose to print a range of pages by selecting the "pages" option and then entering the "from" and "to" range of pages. In this option page 1 represents the summary of the distribution and 2 represents the summary of the allocation of all property and debts.

**Help Button:**

Displays HouseWare use instructions.

**Calculate Button:**

Performs the following distribution calculations with results displayed at the bottom:

line 2: Allocation of Retained Marital Property (total property allocated to the husband and wife)

line 3: Allocation of Assumed Marital Debt (total debts allocated to the husband and wife)

- line 4: Net Marital Property (total property less debts )
- line 5: Gross Proceeds from sales (total of property allocated to be sold)
- line 6: Debts to Pay From Sales (total of debts to be paid as a result of items sold)
- line 7: Less Cost of Sale (cost of selling an item such as real estate fees per the "SaleRate" percentage in the far right grid column)
- line 8: Net Sales (Lines 5, 6, and 7 combined)
- line 9: Net Marital Estate (Lines 4 and 8 combined for the total, distributed to the husband and wife according to the percentages in Line 1)
- line 10: Distribution of Net Sale Proceeds (Distribution of line 8 to equalize the marital estate according to the values of line 4 and line 9)
- line 11: Cash Payments To or (From) to equalize marital estate (Payments beyond line 10 and line 4 to equalize the estate)

**Allocate to Husband Button:**

Allocates the value of a grid item in the row containing the cursor to the husband.

**Allocate to Wife Button:**

Allocates the value of a grid item in the row containing the cursor to the wife.

**Sell/Pay from Sale Button:**

Allocates the value of a grid item in the row containing the cursor to the Sell column of the grid.

**Exit Button:**

Ends execution of HouseWare and returns control to the Welcome/Client Data Manager Window.

**Grid Description Column:**

Provides for definition of the description of the item to be allocated.

**Grid Value Column:**

Provides for definition of the value of the item to be allocated.

**Grid Husband Column:**

Lists all property and debts allocated to the husband.

**Grid Wife Column:**

Lists all property and debts allocated to the wife.

**Grid Sell Column:**

Lists all property to be sold and all debts to pay as a result of sales.

**Grid SaleRate Column:**

Defines the percentage of any fees to be paid as a result of a sale. The SaleRate percentage times the value of the item to be sold is tracked as a "Debt to Pay From Sale" in line 6 used to calculate the net sales.

**3.3.2 Helpful Hints**

- 1) Grid Columns can be resized to view longer descriptions by selecting the column boundary in the top row and dragging it to the desired location.
- 2) Arrow keys can be used to navigate the grid when a cell's contents are highlighted in blue.

### **3.4 BeWare Arrearage Calculator**

BeWare calculates support arrearage based on the support order schedule, history of payments made, interest rate schedule, and calculation end date. First, enter the support orders in the "Child Support Order" Table. Next enter the interest to be calculated, if applicable, and the type of interest (simple or compound). Then enter support payments in the "Payment History" table (Or, enter payments using the "On Time Payment" button described below.) The arrearage is calculated by selecting the "Calculate" Button. The history of arrearage is displayed in the arrearage table at the bottom with totals displayed in the upper right. An "Arrearage Summary" and "Detailed Arrearage Calculation Report" can be printed. See section 3.1.1 for specifying whether support payments are first applied to the current support and cumulative arrearage, or to the cumulative interest. Always enter four digit years, e.g., "2/3/1998". Also, set the Windows short date format to use four digit years.

#### **3.4.1 BeWare Window Controls**

##### **General Table Operation:**

Operate the tables as follows. To enter a new row, put the cursor in the row containing the asterisk "\*" in the left table margin. To delete a row, click on the gray cell in the left margin for the row to be deleted and press the keyboard delete key. Make sure the cursor is flashing in the row you are trying to delete. You may have to correct erroneous data before deleting the row. Entries do not have to be in chronological order to perform calculations. BeWare will sort them.

##### **"Child Support Order" Table:**

This table is used to enter the court ordered support in terms of the first effective "Date Due" of the order, the amount of "Support Due", and the frequency of payments. "Date Due" requires a valid date in the MM/DD/YYYY format. To select the frequency of payments, double-click in the cell corresponding to the desired frequency. A "Y" will then appear in the cell.

##### **"Interest Rate Schedule" Table:**

This table is used to enter the schedule of changing interest rates over time. The user can enter a default schedule of interest rates from the Start Window by selecting "BeWare Setup" in the "File" menu. The table "Effective Date" is the date the interest rate takes effect. The rate is entered in the "Interest Rate" column. The "# Days Late For Interest Accrual" is the number of days after a payment is due at which time interest begins to accrue. BeWare calculates Interest daily. Two checkboxes below the table allow users to select simple or compound interest.

##### **"Payment History" Table:**

This table is used to enter the history of payments that were made in terms of the "Date Paid" and the "Amount Paid". Two entries for the same date are not permitted.

**"Calculate" button:**

This button is displayed when a calculation is needed to update the arrearage calculation values.

**"On Time Payment" Button:**

Populates the "Payment History" table with payments made on time and for the required amount. It takes the date and support due data from the user selected arrearage table row (the row with arrow in left margin) and enters it into the "Payment History" table. The arrearage table is active once the calculate button is selected. Once this button is selected, the cursor moves to the next payment due, so the user can click this button consecutive times for consecutive payments made.

**"Calculation End Date:"**

Allows entry of the date to stop calculating arrearage. It defaults to the current day.

**"Date Prepared:"**

Allows entry of the preparation date to appear on the reports.

**Arrearage Summary Data:**

Arrearage summary data is displayed in the upper right section of the window including Total sum of payments made, total support past due (not including interest), total interest due, and total amount due (support and interest).

**"Print" Button:**

Displays the Print dialog box for printing the arrearage Reports. The user can choose to print "all" pages or a range of pages with the "pages" option.

**"Help" Button:**

Accesses the on-line user guide.

**"Exit" Button:**

Quits BeWare.

**3.4.2 BeWare Helpful Hints**

1. To indicate that a support order has ended, enter the date it ended and a "Support Due" of \$0.00.
2. To enter on time support payment made use the "On Time Payments" button.
3. To re-size table columns, click on the vertical line between columns in the top margin and drag the line.
4. Always enter 4 digit years and set the Windows short date format to 4 digit years

**3.5 AWare Income and Expense Calculator**

The AWare program calculates a Monthly Balance of Net Income less all Expenses and prints Income and Expense Statement Reports. Various windows are provided for entering detailed expense and income data. A default set of expense categories and items is provided although the



user has full freedom to create, add, or modify the categories or items. The user can enter expenses and income according to the frequencies of the specific items and AWare normalizes all the data to a monthly basis. AWare creates four types of reports. The first report is an Income and Expense Statement Summary, the second report is a summary of Net Income, the third report is a detailed itemization of Income sources other than salary and wages, and the fourth report is an itemization of expense category totals and the individual expense items for each category. Upon first execution of AWare for a new client and if income data already exists for the same client in ChildWare, AWare will ask the user if the AWare income data should be initially set to the income data values from ChildWare and whether to use the data from the Mother or Father. Changes made to income data in AWare will not affect the income data in ChildWare.

### **3.5.1 Income and Expense Summary Window**

This window is the main window for calculating a Monthly Balance of Net Income less all Expenses and prints Income and Expense Statement Reports. This window provides access to other windows in order to specify detailed income and expense information and calculate monthly totals for each. 18 expense categories are provided, such as "Housing" or "Utilities". The user has the option of entering monthly totals in the 18 categories for a quick-look evaluation of total expenses, or the user can select the "details" button in the right margin of each expense category to specify itemized expenses for the category and have the monthly total for the category automatically calculated. The user also has the option of entering the Net Monthly Income for a quick look evaluation, or the user can select the "calculate" button to perform detailed and itemized Net Monthly Income calculations. The Monthly Balance of Net Income and expenses is automatically calculated after the currency value is entered and the user moves the cursor to a new location. A table is provided for entering information on dependents. Blank forms can also be printed for clients to complete in advance.

#### **3.5.1.1 Income and Expense Summary Window Controls**

##### **"Expense Category Table":**

This table provides the user the option of entering monthly totals in 18 expense categories for a quick-look evaluation of total expenses, or the user can select the "details" button in the right margin of each expense category (which then displays the "Expense Calculation Window"). The expense category names are defaulted to the set defined in the AWare setup as described in section 3.1.1 of this user's guide. These category names can be edited in this table for the current client in work. To modify the default categories to be used for every client see section 3.1.1 The "Monthly Totals" column of this table displays the monthly total expense for the various categories. The user has the option of entering monthly totals in the 18 categories for a quick-look evaluation of total expenses, or the user can select the "details" button in the right margin of each expense category to specify itemized expenses for the category and have the monthly total for the category automatically calculated.

##### **"Totals Summary":**

Totals for Net Monthly Income, Monthly Expenses, and the Monthly Balance are displayed in the upper right of this window. The "Total Net Monthly Income" text box allows entry of the net monthly Income (Gross Income less taxes and other deductions) or the user can choose to have this

value automatically calculated. Selecting the "calculate" button in the right margin of this text box will display the "Monthly Net Income Calculation" window which performs this calculation. The yellow "Total Monthly Expenses" text box displays the sum of Monthly Totals from the Expense Category Table. The yellow "Monthly Balance" text box displays the balance of Income less expenses. Data entry in these yellow text boxes is not allowed. The "Date Prepared" text box provides user entry of the date to be printed on the reports.

**"Dependents Table":**

This table provides user entry of dependent name, age, and relationship data to be printed on the report.

**"Forms" Button:**

Prints blank forms for clients. These forms can be filled out by clients to collect input data on income and expenses.

**"Print" Button:**

Displays the Print dialog box for printing the AWare Reports. In the Print dialog box, the user can choose to print "all" which prints the:

1. Income and Expense Statement Summary Report
2. Income Summary Report
3. Other Gross Monthly Earnings, Payments, or Income Report
4. Expense Summary Report

The user can also choose to print a range of reports by selecting the "pages" option and then entering the "from" and "to" range of pages. In this option page 1 represents the "Income and Expense Statement Summary Report" and 2 represents the "Income Summary Report", etc. A calculation will be automatically performed if needed before printing the reports to ensure data integrity.

**"Help" Button:**

Provides access to the on-line user guide.

**"Exit" Button:**

Quits AWare and returns control to the "Start" window.

**3.5.1.2 Helpful Hints**

1. Print blank forms with the "Forms" button and give the blank forms to your clients. When the client has completed the form the data in this form can be used as input in this program.
2. To perform a quick-look analysis enter estimated expense category totals and monthly net income directly in this window
3. Use the AWare setup function described in section 3.1.1 to customize the default sets of expense categories and expense items.

**3.5.2 Monthly Net Income Calculation Window**

This window calculates the net monthly income according to gross salary and wages, tax/payroll deductions, and other monthly deductions. The resulting Monthly Net Income is returned to Income and Expense Summary Window upon exit of this window. This window also provides access to the "Other Earnings, Payments, or Income Window". The calculated net monthly income value Calculations are automatically performed when the cursor is moved.

### **3.5.2.1 Monthly Net Income Calculation Window Operator Controls**

#### **"Amount of Pay Per Period":**

Enter the amount paid on a salary basis for each pay period.

#### **"Frequency of Pay" Check Boxes:**

Select the frequency of the pay period. For example, if the client is paid once a week, select the "Weekly" check box.

#### **"Hourly Rate of Pay":**

If Earnings are based on an hourly rate, enter the rate of pay per hour.

#### **"Hours Per Week":**

If Earnings are based on an hourly rate, enter the number of hours worked per week.

#### **"Other Earnings, Payments, or Income":**

Enter the monthly income from other sources not included in Salary or Wages. Unless performing a "Quick-Look" analysis, select the "Calculate" button in the right margin of this row. Selecting this button will display the "Other Earnings, Payments, or Income" window which provides for itemized entry of other income sources.

#### **"Other Earnings, Payments, or Income" button:**

Selecting the "Calculate" button in the right margin of the "Other Earnings, Payments, or Income" row will display the "Other Earnings, Payments, or Income" window which provides for itemized entry of other income sources. Use of the "Other Earnings, Payments, or Income" window is recommended if not performing "Quick-Look" analyses.

#### **"Payroll Deductions Table":**

This table allows input of payroll deductions according to the frequency of pay input above. These values are then adjusted to a monthly basis according to the frequency of pay selection.

#### **"Other Monthly Deductions Table":**

This table allows input of other monthly deductions from gross income. A column is provided for a description of the deduction and another column for the monthly deduction amount. Values in this table must be entered according to the monthly amount of the deduction.

#### **"Help" button:**

Provides access to the on-line user guide.

#### **"Exit" button:**

Exits this window and returns the value of Monthly Net Income to the Income and Expense Summary.

### **3.5.2.2 Monthly Net Income Calculation Window Helpful Hints**

- 1) Use the "Other Earnings, Payments, or Income" button option if not performing "Quick-Look" analyses
- 2) Make sure that "Other Monthly Deductions" table input values are on a monthly basis.

### **3.5.3 Other Earnings, Payments, or Income Window**

This window provides for input of itemized sources of monthly gross income other than Salary and Wages. The total for Other Earnings, Payments, or Income is returned to the Monthly Net Income Calculation window upon exit of this window.

#### **3.5.3.1 Other Earnings, Payments, or Income Window Operator Controls**

##### **"Other Income Table":**

The Other Income Table allows the user to specify an unlimited number of other income sources. The type of income is specified in the "Income Source" column. The amount of the income is input in the "Income Amount" column and the user selects the frequency of income by double clicking the cell in the appropriate column (Weekly, Bi-Weekly, Semi-Monthly, Monthly, and Yearly) to calculate the Monthly Amount. General instructions for operating the table is as follows. To enter a new row in the table put the cursor in the row containing the asterisk "\*" in the left table margin and begin entering data. To delete a row, click on the grey cell in the left margin for the row to be deleted (this highlights the entire row) and press the delete key on the keyboard. Make sure the cursor is flashing in the row you are trying to delete. When erroneous data has been entered it is sometimes necessary to correct the data before deleting the row. For example if an invalid currency value of "2WW0.34" is entered, you can not delete the row until a valid value is entered. Sometimes the data in the row you want to delete appears correct but is not in the data buffer and requires that new valid numbers be entered.

##### **"Calculate" button:**

Selecting this button calculates a new monthly total.

##### **"Exit" button:**

The total for Other Earnings, Payments, or Income is calculated, this window is closed and the total is returned to the is returned to the Other Earnings, Payments, or Income row of the Monthly Net Income Calculation window.

##### **"Help" button:**

Provides access to the on-line user guide.

#### **3.5.3.2 Other Earnings, Payments, or Income Window Helpful Hints**

- 1) Use this window to keep a detailed accounting of income sources other than salary and wages.

### **3.5.4 Expense Calculation Window**

This window provides for input of itemized expenses specific to an expense category. The total monthly expense for a category is returned to the Income and Expense Summary window upon exit of this window.

#### **3.5.4.1 Expense Calculation Window Operator Controls**

##### **"Expense Item Table":**

The Expense Calculation window allows the user to itemize expenses for specific expense categories. The expense items for an expense category are initially set to the default items. These items can be edited in the AWare setup as described in section 3.1.1 The expense item is specified in the "Item" column. The amount of the expense is input in the "Expense Amount" column and the user selects the frequency of the expense by double clicking the cell in the appropriate column (Weekly, Bi-Weekly, Semi-Monthly, Monthly, Quarter Yearly, and Yearly) to calculate the Monthly Amount. General instructions for operating the table is as follows. To enter a new row in the table put the cursor in the row containing the asterisk "\*" in the left table margin and begin entering data. To delete a row, click on the grey cell in the left margin for the row to be deleted (this highlights the entire row) and press the delete key on the keyboard. Make sure the cursor is flashing in the row you are trying to delete. When erroneous data has been entered it is sometimes necessary to correct the data before deleting the row. For example if an invalid currency value of "2WW0.34" is entered, you can not delete the row until a valid value is entered. Sometimes the data in the row you want to delete appears correct but is not in the data buffer and requires that new valid numbers be entered.

##### **"Calculate" button:**

Selecting this button calculates a new monthly total.

##### **"Exit" button:**

The total for Other Earnings, Payments, or Income is calculated, this window is closed and the total is returned to the is returned to the Other Earnings, Payments, or Income row of the Monthly Net Income Calculation window.

##### **"Help" button:**

Provides access to the on-line user guide.

#### **3.5.4.2 Other Earnings, Payments, or Income Window Helpful Hints**

- 1) Use this window to keep a detailed accounting of expense items.
- 2) Use the AWare setup function described in section 3.1.1 to customize the default sets of expense category items.

#### **4.1 System Requirements**

- 1) Microsoft Windows 2000 or later operating system, running in standard or enhanced mode
- 2) 80386 Microprocessor or higher
- 3) VGA or higher resolution screen supported by Microsoft Windows
- 4) 8MB of RAM
- 5) 8MB of available Hard Disk space

16MB of RAM and a 80486 Microprocessor or higher are recommended.

#### **5.0 Technical Support**

Registered users can obtain Technical Support by calling LawTech at (304) 842-0179 or writing LawTech at:

P.O. Box 269  
Bridgeport, WV 26330

Or

Via e-mail at:  
Conley@LawtechLLC.com