User Guide for CivilWare Version 7.0

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1.0   Overview

Virginia CivilWare Version 7.0 contains five software applications: "ChildWare", "SWare", "HouseWare", "BeWare", and "AWare". ChildWare performs child support order calculations, SWare performs spousal support 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 application 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 applications. 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 application automates the calculations for Virginia Sole Physical Custody, Split Physical Custody and Shared Physical Custody 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.

SWare:
The SWare application automates the calculations for Virginia Spousal Support using the Fairfax formula, or Harrisonburg formula, or Districts 12, 13, and 14, and prints the resulting worksheets. SWare 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. A Fairfax combined Spousal Support and Child Support worksheet can be printed from ChildWare.

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 4.0 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 applications. 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.

Start Window

      ChildWare (General Child Support Case Data)
          Sole Physical Custody
              Salary and Wages Calculation
                  Other Income Calculation
              Child Care Calculation
          Split Physical Custody
              Salary and Wages Calculation
                  Other Income Calculation
              Child Care Calculation
          Shared Physical Custody
              Salary and Wages Calculation
                  Other Income Calculation
              Child Care Calculation

      SWare (General Case Data)
          Fairfax Spousal Support Window
              Salary and Wages Calculation
                  Other Income Calculation
          Harrisonburg Spousal Support Window
              Salary and Wages Calculation
                  Other Income Calculation

      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 when the user executes the CivilWare application. Like many windows, this window can be minimized, maximized or closed using the controls in the upper right corner of the title bar. From this window the user can "Start" the ChildWare, SWare, HouseWare, Aware, and BeWare applications. 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 copyright restrictions, and on-line access to the Virginia State code for Child Support determination.

3.1.1   Start Window Operator Controls

"File" menu item:
Provides access to:

"Open Database" - allows the user to select a data source other than the default data source file cso.mdb located in the installation directory

"Compact Database" - allows the user to compact the database thereby removing deleted information and making the database smaller.

"Copy Database" - allows the user to copy the current in-use database to another location. When this option is selected 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.

"SWare Setup" - Allows the user to select Fairfax or Harrisonburg as the formula to use by default for new clients.

"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)

"Set Poverty Level" – This is used to get the Federal Poverty Level. This figure changes annually.

"Exit" - quits execution of the CivilWare application.

"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 LLC for technical support

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

"About CivilWare Version 7.0" - Defines computing system requirements and copyright restrictions, and liability disclaimer

"ChildWare" Start:
Selecting this button will initiate execution of the ChildWare application.

"SWare" Start:
Selecting this button will initiate execution of the SWare application.

"HouseWare" Start:
Selecting this button will initiate execution of the HouseWare application.

"BeWare" Start:
Selecting this button will initiate execution of the BeWare application.

"AWare" Start:
Selecting this button will initiate execution of the AWare application.

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 (including results of Child Support Order, equitable distribution, or arrearage calculations)using the Client Search feature, enter the client's last name. The Preparer's data can also be entered. This data is printed on the footer of some reports.

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. When moving to another client from your current working client, data from the working client is automatically saved.

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 or null except for the Preparer's information and court system 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 record 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. This includes General Client Data, ChildWare child support data, SWare Spousal Support data, HouseWare equitable distribution data, and BeWare arrearage data. 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 shared and sole custody 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.

For cases where Spousal Support calculations are needed, calculate Spousal Support in SWare prior to calculating the Child Support in ChildWare to assure that the correct Spousal Support values are transferred from SWare to ChildWare.

Note:
        Virginia Code 20-108.2(G)(3)(d) requires the Court to consider using the sole custody calculation instead of a shared custody calculation in shared custody situations when the payee's "gross income" is less than 150% of the federal poverty level. In determining whether the sole custody calculation is required, there are two issues to be resolved:

1.   Whether to include only the payee parent, or the payee parent and other household members, in determining the size of the "family unit" used to calculate the "federal poverty level". Because of the many complicating factors that could be involved if the "family unit" could include anyone other than the payee parent, ChildWare defaults to a "family unit" size of one. However, we realize the user may want some flexibility in calculating the federal poverty level. Accordingly, ChildWare allows the size of the "family unit" to be changed to another number in the General Child Support Case Data Window.

2.   Whether "gross income", as used in determining if the payee's income is less than 150% of the federal poverty level should be taken from items "1" and "2" (Monthly Gross Income), or from items "9" and "10" (Available Gross Income) of the shared custody worksheet. In light of Virginia Code 20-108.2 (C) and Frazer v. Frazer, ChildWare uses items "9" and "10" to determine whether the payee's income is less than 150% of the federal poverty level. If the income is less than said amount, ChildWare issues a warning that the sole custody worksheet should be used. If the user desires to use items "1" and "2" to make this determination, simply compare the payee's income entered in either item "1" or "2" with $1,073.75 (150% of the current monthly poverty level of a "family unit" of one).

3.2.1   General Child Support Case Data Window

This Window is the primary window for defining general child support case information and selecting the type of custody (sole, split, or shared). The user can enter the plaintiff and defendant names, case number, date prepared, or notes about the case.

Also provided is the ability to enter the number of Family Unit members for calculating the federal poverty level for the payee. This is used for Shared custody calculations to determine whether the sole custody guideline shall apply when the payee income is less than 150% of the federal poverty level. Because of the many complicating factors that could be involved if the "family unit" could include anyone other than the payee parent, ChildWare defaults to a "family unit" size of one. However, we realize the user may want some flexibility in calculating the federal poverty level. Accordingly, ChildWare allows the size of the "family unit" to be changed to another number in the General Child Support Case Data Window.

3.2.1.1 General Child Support Case Data Window Operator Controls

Prepare Worksheet:
When this button is selected, the Sole or Shared Worksheet Window is displayed depending on the custody type check box selected.

Help:
Provides access to the on-line user guide and Virginia Child Support Determination Guidelines.

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

3.2.2   Sole Custody Window

This window provides for the entry of data necessary to calculate the Child Support Order for a sole physical custody. Data is entered in the white cells. The values in the yellow cells are calculated and can not be altered. It is from this window that the Sole Custody 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 to the left of the data entry box. 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 Sole Custody Window Operator Controls

Data Entry Cells:
The white cells for the mother and father columns 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".

Monthly Gross Income "Calculate" button:
This button to the left margin of the line 1 data entry box displays the "Salary and Wages Calculation" window used to calculate the monthly gross income.

Child Care Costs "Calculate" button:
This button to the left margin of the line 6d data entry box displays the "Child Care Costs Calculation" window used to calculate the child care costs.

"Help" Button:
Provides access to the on-line user guide and Virginia Child Support Determination Guidelines.

"Print" button:
Displays the Print dialog box for printing the Sole Custody Worksheet. In the Print dialog box, the user can choose to print "all" which prints the worksheet and the Child Support Detailed Data Sheets. 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 worksheet and 2 represents the Child Support Detailed data Sheets. If Spousal Support was calculated in SWare, the user will be prompted to print a combined Spousal Support and Child Support Worksheet according to the Fairfax guidelines.

"Exit" button:
Saves current values and returns to the General Case Data window.

Pay Period Toggle:
Select this button at the bottom of the window allows to see what the obligation would be for "Weekly", "Bi-Weekly", or "Semi-Monthly" support payments.

3.2.2.2 Sole Custody 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   Shared Custody Window

This window provides for the entry of data necessary to calculate the Child Support Order for a shared physical custody. Data is entered in the white cells. The values in the yellow cells are calculated and can not be altered. It is from this window that the Sole Custody 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 to the left of the data entry box. Use of the "Calculate" option is recommended unless the user is performing a "Quick-Look" Child Support Order determination not intended for official use.

A warning message will appear on this window indicating that the sole custody guideline shall apply when the payee income (Available Gross Income on line 9 or 10) is less than 150% of the federal poverty level. The poverty level is based on the family unit size specified in the General Child Support Case Data Window.

Note: **The Federal Poverty levels are changed annually. To change the levels, go to "Set Poverty Level" under the "File" menu.**

A warning message also appears indicating that the Sole Custody guideline should be used for a shared custody when the Sole Custody Support calculation is less than the shared calculation. The Sole Custody obligation values are always displayed for comparison but are not printed on the worksheet.

3.2.3.1 Shared Custody Window Operator Controls

Data Entry Cells:
The white cells for the mother and father columns 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".

Monthly Gross Income "Calculate" button:
This button to the left margin of the line 1 data entry box displays the "Salary and Wages Calculation" window used to calculate the monthly gross income.

Child Care Costs "Calculate" button:
This button to the left margin of the line 10b data entry box displays the "Child Care Costs Calculation" window used to calculate the child care costs.

"Help" Button:
Provides access to the on-line user guide and Virginia Child Support Determination Guidelines.

"Print" button:
Displays the Print dialog box for printing the Sole Custody Worksheet. In the Print dialog box, the user can choose to print "all" which prints the worksheet and the Child Support Detailed Data Sheets. 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 worksheet and 2 represents the Child Support Detailed data Sheets.

"Exit" button:
Saves current values and returns to the General Case Data window.

Pay Period Toggle:
Select this button at the bottom of the window allows to see what the obligation would be for "Weekly", "Bi-Weekly", or "Semi-Monthly" support payments.

3.2.3.2 Shared Custody 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 1 of the Sole Custody or Shared Custody Worksheet window upon exit of this window. Calculations are automatically performed when the cursor is moved.

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 user guide and Virginia Child Support Determination Guidelines.

"Exit" button:
Calculates the Monthly Gross Income, closes this window, displays the Worksheet window, and returns the value of 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. The total for Other Earnings, Payments, or Income is automatically calculated when moving from one cell to another. 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.

"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 Virginia Child Support Determination Guidelines.

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   Child Care Costs Window

This window calculates monthly child care costs and returns the results to the Sole or Shared custody worksheet window.

3.2.6.1 Child Care Costs Window Operator Controls

"Periodic Child Care Costs:"
Enter the amount of child care paid for a certain period of time in the "Amount Paid per Period" cells and select the "frequency of payments" to identify how often these payments are made.

"Hourly Child Care Costs:"
If child care is paid on an hourly basis, enter the "Amount paid per Hour" and the number of "Hours per Week".

"Daily Child Care Costs:"
If Child Care is Paid at a fixed price per day, enter the "Cost Per Day" and the "Number of Days" per Week, Month, or Year.

3.2.7   Split Custody Window

This window provides for the entry of data necessary to calculate the Child Support Order for a split physical custody. Data is entered in the white cells. The values in the yellow cells are calculated and can not be altered. It is from this window that the Split Custody 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 to the left of the data entry box. Use of the "Calculate" option is recommended unless the user is performing a "Quick-Look" Child Support Order determination not intended for official use.

3.2.7.1 Split Custody Window Controls

Data Entry Cells:
The white cells for the mother and father columns 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".

Monthly Gross Income "Calculate" button:
This button to the left margin of the line 1 data entry box displays the "Salary and Wages Calculation" window used to calculate the monthly gross income.

Child Care Costs "Calculate" button:
This button to the left margin of the line 7d data entry box displays the "Child Care Costs Calculation" window used to calculate the child care costs.

"Help" Button:
Provides access to the on-line user guide and Virginia Child Support Determination Guidelines.

"Print" button:
Displays the Print dialog box for printing the Split Custody Worksheet. In the Print dialog box, the user can choose to print "all" which prints the worksheet and the Child Support Detailed Data Sheets. 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 worksheet and 2 represents the Child Support Detailed data Sheets.

"Exit" button:
Saves current values and returns to the General Case Data window.

Pay Period Toggle:
Select this button at the bottom of the window allows to see what the obligation would be for "Weekly", "Bi-Weekly", or "Semi-Monthly" support payments.

3.2.7.2 Split Custody 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.

3.3   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 Start 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.   To enter data: Type a description of the property in the first column (the items are identified by default with "Item" numbers. Next, place a value of the property in the second column. Dollar signs need not be entered. For debts, use the "minus" key on your keyboard prior to entering the amount. Finally, the item should be allocated by clicking "Husband", "Wife", or "Sell/Pay From Sale" above the columns. Use "Sell/Pay From Sale" to allocate any debt being paid from the sales proceeds of property allocated from sale.

2.   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.

3.   Arrow keys can be used to navigate the grid when a cell's contents are highlighted in blue.

3.4   BeWare Arrearage Calculator

This window is used to calculate child support arrearage based on the child support order schedule, schedule of payments made, interest rate schedule, and calculation end date. First, the user enters the schedule of child support orders in the "Child Support Order" Table. Next the user enters the interest to be calculated if applicable and the type of interest (simple or compound). The user then enters child support payments in the "Payment History" table (Alternatively, the user can enter payment using the "On Time Payment" button as described below. The arrearage is then calculated by selecting the "Calculate" Button. The history of arrearage is displayed in the arrearage table at the bottom of the window with totals displayed in the upper right section of the window. An "Arrearage Summary" and "Detailed Arrearage

Calculation Report" can be printed. Section 3.1.1 of this user's guide describes the method for specifying whether support payments are first applied to the current support and cumulative arrearage or to the cumulative interest.

3.4.1 BeWare Window Controls

General Table Operation:
General instructions for operating the three tables are as follows. To enter a new row in the table put the cursor in the row containing the asterisk "*" in the left table margin. 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 a date of 3/222/98 is entered, you can not delete the row until a valid date is entered, i.e., 3/22/98. 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. Entries do not have to be in chronological order to perform valid calculations. BeWare will automatically sort them.

"Child Support Order" Table:
This table is used to enter the court ordered child support in terms of the first effective "Date Due" of the order, the amount of "Support Due", and the frequency of payments either "Weekly", "Bi-Weekly", "Semi-Monthly", or "Monthly". The "Date Due" requires a valid date in the MM/DD/YY format. To select the frequency of payments simply double-click in the cell corresponding to the desired frequency. A "Y" will then appear in the cell. Valid data and a frequency selection are needed to perform calculations.

"Interest Rate Schedule" Table:
This table is used to enter the schedule of interest rates. This schedule of interest rates is often based on state order rates at certain times. Because of this the user has an option to enter a default schedule of interest rates in the Start Window by selecting "BeWare Setup" in the "File" menu. The table "Effective Date" is the date at which time the interest rate takes effect. The rate is entered in the "Interest Rate" column (entering 8.5 results in a rate of 8.5%). 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 trhe table give the user the option to choose 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. To input payments that were made on time for the required amount see the "On Time Payment" button description below.

"Calculate" button:
This button is displayed when new data has been entered and a calculation is needed to update the arrearage values. Selecting this button will calculate the arrearage, populate the arrearage table at the bottom of the window, and update the arrearage summary data in the upper right section of the window.

"On Time Payment" Button:
This button automatically populates the "Payment History" table with payments that are made on time and for the required amount. When this button is selected, it takes the date and support due data from the selected arrearage table row and enters it into the "Payment History" table. The arrearage table is active once the calculate button is selected. A right arrow head in the left margin represents the current row selected in the arrearage tabel. Here is an example usage scenario. The user enters a support order of $500 a month due monthly starting on 1/1/97 (and applicable interest data) and selects calculate. Because no payments were entered yet the arrearage is calculated without any payments being made. Because the non-custodial parent did make payments in January through June, all the user has to do is place the cursor in the 1/1/97 row of the arrearage table and select the "On Time Payment" button. The selected row in the arrearage table now moves to the next due date (2/1/97) so the user can then click the "On Time Payment" again and again until the June payment is placed in the Payment table.

"Calculation End Date:"
The user enters the date at which to stop calculating arrearage. For example in order to stop calculating arrearage on 12/5/97 enter this date into the text box. If no entry is made in this box, it will default to the date on which the calculation was originally performed.

"Date Prepared:"
This text box allows the user to enter the preparation date to appear on the reports

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

"Print" Button:
Displays the Print dialog box for printing the arrearage Reports. In the Print dialog box, the user can choose to print "all" which prints the "Arrearage Summary" and the "Detailed Arrearage Calculation Report". 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 "Arrearage Summary" and 2 represents the "Detailed Arrearage Calculation Report". 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 BeWare and returns control to the "Start" window.

3.4.2   BeWare Helpful Hints

1.   To indicate that a child support order has ended, enter the date that it ended and a "Support Due" value of $0.00.
2.   To enter support payment made on time use thew "On Time Payments" button after running an arrearage calculation (See description of this button above).
3.   If number values do not fit in the column size of the arrearage table, click on the vertical line between columns in the top margin and drag the line over to resize the column.
4.   See "General Table Operation" above for table operation.

3.5   AWare Income and Expense Calculator

The AWare application 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 application.
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. It is not necessary to select "calculate" prior to exiting the window.

"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 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 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.

3.6   SWare Spousal Support Calculator

SWare calculates Spousal Support using the Fairfax Formula or Harrisonburg formula. From SWare, Spousal Support worksheets can be created and printed for Spousal Support without Child Support and for Spousal Support with child support. For cases where there is child custody, the spousal support calculated in SWare is transferred to ChildWare for the Child Support Calculations. If Spousal Support is calculated without child custody, the spousal support value is not transferred to ChildWare for child support calculations. For cases with Child Support, calculate the Spousal Support prior to calculating the Child Support in ChildWare.

A Fairfax combined Spousal Support and Sole Custody Child Support Worksheet can be printed from ChildWare. To create and print the combined worksheet, first enter all data for income and adjustments in SWare. Next, return to the Start Window and select the ChildWare program. ChildWare will use the income data, income adjustments, and resultant spousal support data entered in SWare to calculate child support.

3.6.1 General Spousal Support Case Data Window

This Window is the primary window for defining general spousal support case information and selecting the type of custody (sole, shared, split, or none) or the formula to be used (Fairfax or Harrisonburg). Upon initial entry to this screen for a new client, the formula to be used defaults to the formula selected from the SWare Setup under the file menu on the Start Window. The user can enter the plaintiff and defendant names, case (chancery) number, date prepared, and other data pertinent to the case.

3.6.1.1 General Spousal Support Case Data Window Operator Controls

Prepare Worksheet:
When this button is selected, a Spousal Support Worksheet Window is displayed. The Spousal Support Worksheet Window is automatically configured according to whether there is child support and the which formula is to be used.

Help:
Provides access to the on-line user guide.

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

3.6.2 Fairfax Spousal Support Worksheet Window

This window provides for the entry of data necessary to calculate the Spousal Support for cases with or without child support using the Fairfax formula. Data is entered in the white cells. The values in the yellow cells are calculated and can not be altered. It is from this window that the Spousal Support Worksheets are 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 to the left of the data entry box. Use of the "Calculate" option is recommended unless the user is performing a "Quick-Look" Spousal Support determination not intended for official use.

3.6.2.1 Fairfax Spousal Support Worksheet Operator Controls

Data Entry Cells:
The white cells for the wife and husband columns are the valid cells for data entry. The Spousal 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".

Monthly Gross Income "Calculate" button:
This button to the left margin of the line 1 data entry box displays the "Salary and Wages Calculation" window used to calculate the monthly gross income. A description of this window is provided in section 3.2.4 of this user's guide.

"Help" Button:
Provides access to the on-line user guide.

"Print" button:
Displays the Print dialog box for printing the Spousal Support Worksheet. In the Print dialog box, the user can choose to print "all" which prints the worksheet and the Detailed Income Data Sheet. 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 worksheet and 2 represents the Detailed data Sheet. A combined Spousal Support and Sole Custody Child Support Worksheet can be printed from ChildWare.

"Exit" button:
Saves current values and returns to the General Case Data window.

3.6.2.2 Fairfax Spousal Support Worksheet 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" Spousal Support Order determination not intended for official use.

2.   Use the tab key to move quickly from one input cell to another.

3.   Enter all sources of positive income (and positive adjustments/attributed income) in the Salary and Wages calculation window. Enter only negative adjustments on line 2 so that the Adjusted Gross Income used for Child Support calculations is correct.

4.   To print the combined child and spousal support worksheet, complete the SWare form, exit to the General Client Data screen, prepare a child support calculation and select "print". A prompt will then be displayed offering the opportunity to print the combined worksheet.

3.6.3   Harrisonburg Spousal Support Worksheet Window

This window provides for the entry of data necessary to calculate the Spousal Support for cases with or without child support using the Harrisonburg formula. Data is entered in the white cells. The values in the yellow cells are calculated and can not be altered. It is from this window that the Spousal Support Worksheets are 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 to the left of the data entry box. Use of the "Calculate" option is recommended unless the user is performing a "Quick-Look" Spousal Support determination not intended for official use. Not all data printed to the worksheet is displayed on the window. To view all calculations in the worksheet, select the view/print worksheet button.

3.6.3.1 Harrisonburg Spousal Support Worksheet Operator Controls

Data Entry Cells:
The white cells for the wife and husband columns are the valid cells for data entry. The Spousal 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".

Monthly Gross Income "Calculate" button:
This button to the left margin of the line 1 data entry box displays the "Salary and Wages Calculation" window used to calculate the monthly gross income. A description of this window is provided in section 3.2.4 of this user's guide.

"Help" Button:
Provides access to the on-line user guide.

"View/Print Worksheet" button:
Displays the Print dialog box for printing the Spousal Support Worksheet. In the Print dialog box, the user can choose to print "all" which prints the worksheet and the Detailed Income Data Sheet. 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 worksheet and 2 represents the Detailed Income data Sheet. The Worksheet will first be displayed for viewing. From the Worksheet view window, the user can choose to print the worksheet by selecting the printer icon, view the second page of the worksheet by selecting the right scroll arrow, or exit the Worksheet view window by selecting the close button.

"Exit" button:
Saves current values and returns to the General Case Data window.

3.6.3.2 Spousal Support Worksheet 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" Spousal Support Order determination not intended for official use.

2.   Use the tab key to move quickly from one input cell to another.

3.   Enter all sources of positive income (and positive adjustments/attributed income) in the Salary and Wages calculation window. Enter only negative adjustments on line 2 so that the Adjusted Gross Income used for Child Support calculations is correct.

3.6.4   12th,13th, and 14th Judicial Circuit Spousal Support Worksheet Window

Data Entry Cells:
The white cells for the wife and husband columns are the valid cells for data entry. The Spousal 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".

Monthly Gross Income "Calculate" button:
This button to the left margin of the line 1 data entry box displays the "Salary and Wages Calculation" window used to calculate the monthly gross income. A description of this window is provided in section 3.2.4 of this user's guide.

4.0   System Requirements

1.   Microsoft Windows 95 or Windows NT 3.51 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 an 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