

Check list for Take on Balances

In *Millennium* there are three separate posting screens to enter the balances from a previous accounts system, these are

1. Take on Ledgers
2. Take on Nominals
3. Uncleared Cheques


These can be found from the **Account Posting** icon



It is **important** therefore, that certain information has been collated from your previous accounting system. Suggested reports are

1. Complete client ledgers of all accounts (with balances)
2. Trial Balance for the end of month balances that are to be carried forward
3. List of all outstanding (unpresented) cheques and credits for each of the banks that the practice uses.

The first thing to do once the database has been created, and all the set up has been done, is to open all the clients and matters. Once these have been opened, all the balances on the matters can be entered using the client ledger sheets. To enter the

balances, click on the Accounts Posting icon  and select **Take on Ledgers** from the list.

Once these have been entered, produce a **Trial Balance** and a **Matter Listing**, so that the figures can be agreed. If all of these agree, then the nominals can be entered by clicking on the Account Posting icon and selecting **Take on Nominals**. *(Some of the figures are already going to appear on the new trial balance, so care is needed.)*

The outstanding cheques and credits can now be entered. These can be done by clicking on the Account Posting icon and selecting **Take on Uncleared Cheques**.

Once all the client ledgers, nominal balances, and un-presented cheques print off another Trial Balance, so that the figures can be checked again. Check that the 'Client Account Control' agrees with the 'Master Control' on the matter listing report.

You should now be able to close the take on period, and do postings in your first live period on *Millennium*. **If the figures do not agree then some investigation will have to be done to find out why. It is not recommended that you proceed any further unless you are absolutely clear on why the figures do not agree.**