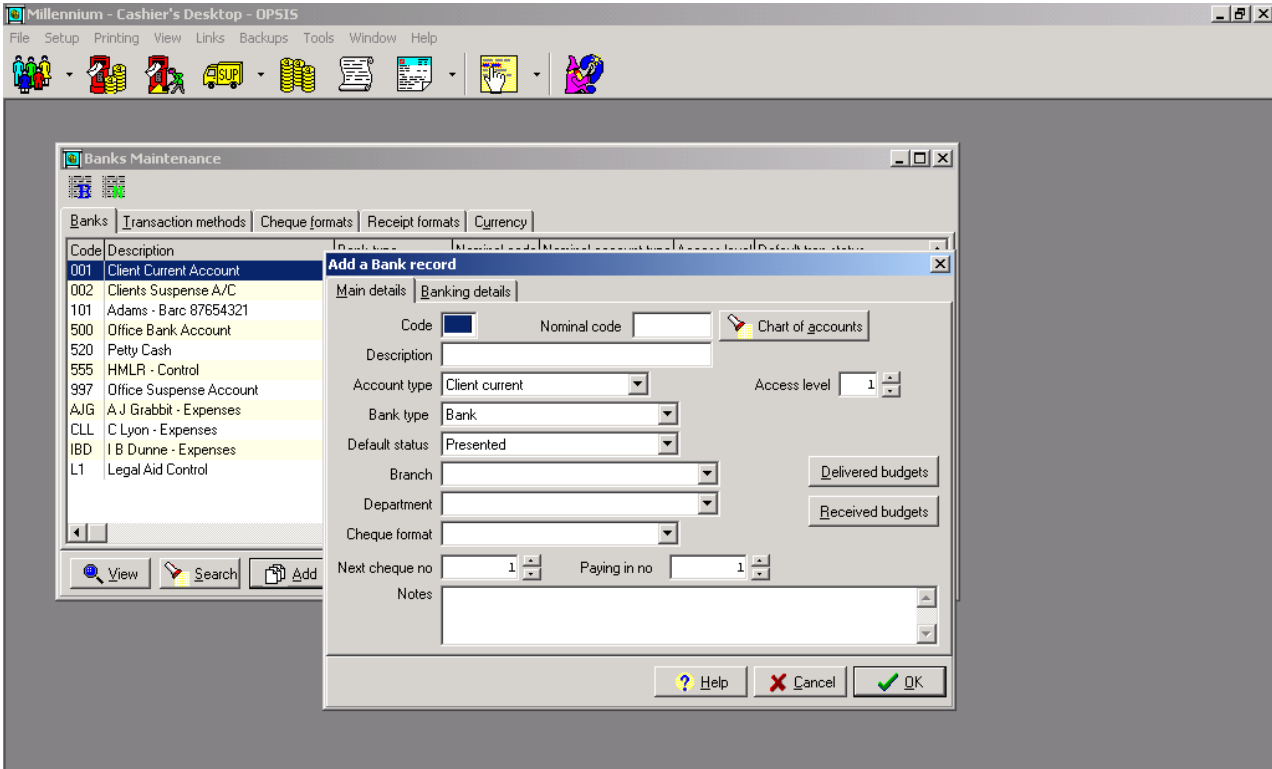


## How to enter HMLR search fees.

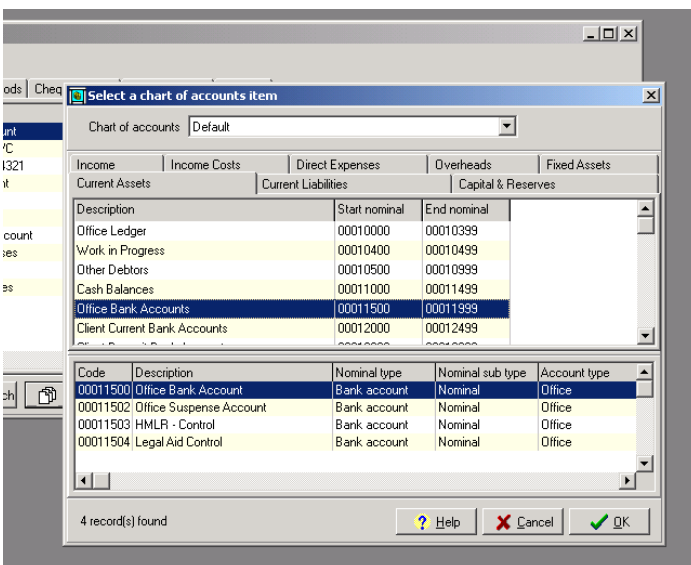
Firstly we need to set up a new bank.

To do this go to **Set Up > Banks**. Then click on **'Add'**.



Enter a code i.e **HM**

Now click on **'Chart of Accounts'** click on the tab **'Current Assets'** then hi-light the section that says **'Office Bank Accounts'**.



Now click on **'OK'** (The next available code will now drop into the nominal code box)

Fill in a **description** and change the **account type** (this must be an office account)

Now click on **'OK'**. The bank account is now ready to use.

### Posting the search fees (using the 'single screen' posting)

Posting the search fees to the individual matters is quite simple. When you know how much needs to be debited to a matter go into the **'Office Account'** posting screen

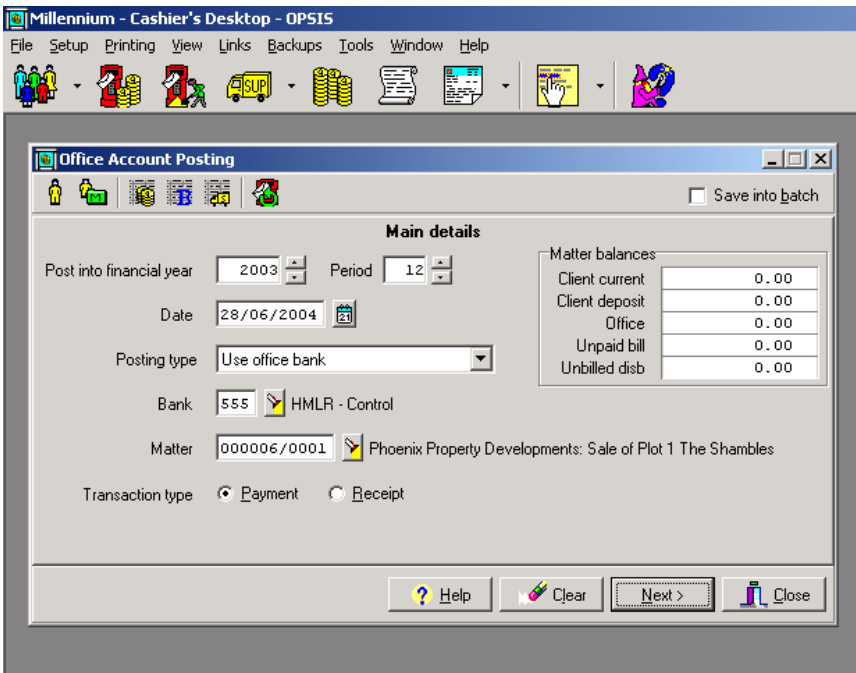
**View > Accounts Posting > Office Account**

Instead of using your normal office account bank code number, change this to the 'HM Land Registry' bank code. Select **Payment** and enter some detail. Change the 'Transaction Method' to 'Transfer'. See above screen shot.

Posting the search fees (using the ‘wizard screens’ posting)

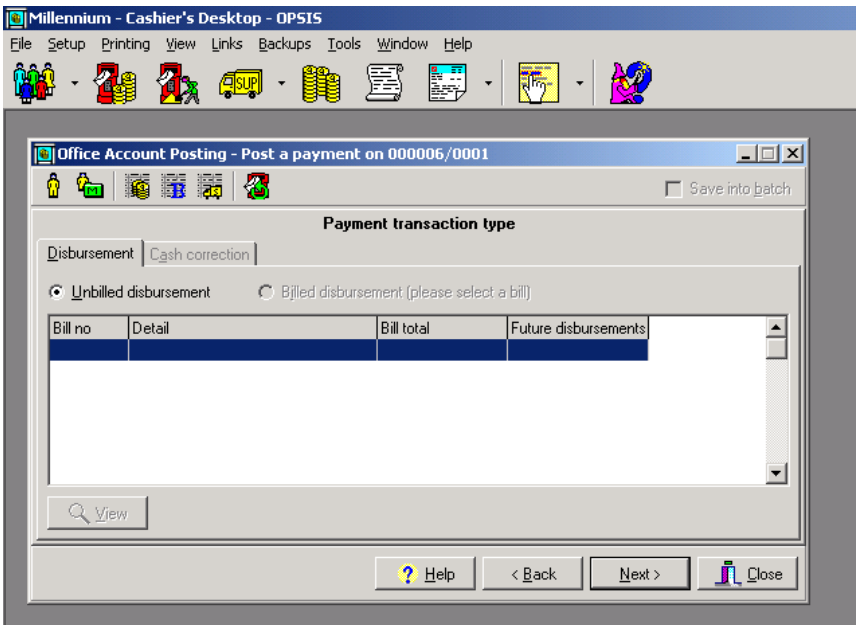
Posting the search fees to the individual matters is quite simple. When you know how much needs to be debited to a matter go into the ‘**Office Account**’ posting screen

**View > Accounts Posting > Office Account**



Instead of using your normal office account bank code number, change this to the ‘HM Land Registry’ bank code. Select ‘**Payment**’. Enter the matter number as required.

Click on ‘**NEXT**’



Generally, this would be an unbilled disbursement as most Land Charge searches are done at the beginning of the matter.

Click on 'NEXT'

Millennium - Cashier's Desktop - OPSIS

File Setup Printing View Links Backups Tools Window Help

Office Account Posting - Post an unbilled disbursement on 000006/0001

Save into batch

**Payment detail & amount**

Our reference

Detail code

Detail Bankruptcy search

Amount (inc. VAT) 4.00

This is a service disbursement and will become VATable when billed

VAT code Non VAT-able

VAT amount 0.00  This disbursement is counsel fees

Help < Back Next > Close

Fill in some detail about what the search is for i.e. Bankruptcy Search, and fill in the amount to be debited to the matter.

Click on 'NEXT'

Millennium - Cashier's Desktop - OPSIS

File Setup Printing View Links Backups Tools Window Help

Office Account Posting - Post an unbilled disbursement on 000006/0001

Save into batch

**Bank payment method**

Bank HMLR - Control

Transaction method Transfer

Reference / cheque no 000001

**Cheque details**

Payee

Amount 4.00

How to produce cheque

Computer will print it

Hand write it yourself

When will the cheque be produced

With this posting

Do not produce it yet - the next posting will add to the cheque amount

Help < Back Next > Close

Change the 'Transaction Method' to 'Transfer' as a cheque is not going to be drawn at the point.

Click on 'NEXT'

Millennium - Cashier's Desktop - OPSIS

File Setup Printing View Links Backups Tools Window Help

Office Account Posting - Post an unbilled disbursement on 000006/0001

Save into batch

Summary

Transaction amount 4.00

Notes

Batch totals

Payments 4.00 Receipts 0.00

This is the end of the batch so clear these totals after posting

Confirm this posting is correct

Help Back Post Close

Now **'Confirm this posting is correct'** and click on **'POST'**

Posting the payment to the HMLR (using the 'single screen' posting)

Go to **View > Accounts Posting > Nominal**

Millennium - Cashier's Desktop - OPSIS

File Setup Printing View Links Backups Tools Window Help

Nominal Posting

Save into batch

Post into financial year 2003 Period 12 Date 28/06/2004

Source account Bank Account code 500 Office Bank Account

Transaction type Payment Our reference

Detail October Statement

Amount 240.00

Destination account Bank Account code 555 HMLR - Control

This is a posting correction

Transaction method Cheque Ref / chq no 000817

Cheque details

Payee H M Land Registry Amount 240.00

Print cheque  The next posting will add to this cheque

Batch totals

Payments 0.00 Receipts 0.00

Clear totals

Notes Help Clear Post Close

The source account will be the bank you are making the payment from i.e. general office account  
Enter in some **'detail'** about what the payment is for

The destination account will be the bank code for the HMLR

Make sure that **'cheque'** is in the transaction method and that the correct cheque number is entered  
Enter in the **'cheque details'**, and not post the transaction.

### Posting the payment to the HMLR (using the 'wizad screens' posting)

Go to **View > Accounts Posting > Nominal**

The screenshot shows the 'Nominal Posting' window in the Millennium Cashier's Desktop software. The window title is 'Nominal Posting' and it has a 'Save into batch' checkbox. The 'Main details' section contains the following fields and options:

- Post into financial year: 2003
- Period: 12
- Date: 28/06/2004
- Source account:  Bank,  Nominal. The selected bank account is '500 Office Bank Account'.
- Transaction type:  Payment (credit),  Receipt (debit).
- This is a posting correction.

At the bottom of the window, there are four buttons: 'Help', 'Clear', 'Next >', and 'Close'.

The bank code will generally be your general office bank account, and **'payment'** will need to be selected.

Click on **'NEXT'**

Millennium - Cashier's Desktop - OPSIS

File Setup Printing View Links Backups Tools Window Help

Nominal Posting - Post a payment from bank 500

Save into batch

**Detail & amount**

Our reference

Detail

Amount

Help < Back Next > Close

Enter in some detail, and enter in the amount that needs to be paid to the HMLR.

Click on 'NEXT'

Millennium - Cashier's Desktop - OPSIS

File Setup Printing View Links Backups Tools Window Help

Nominal Posting - Post a payment from bank 500

Save into batch

**Destination account(s)**

Bank

Bank code

Help < Back Next > Close

In the bank code box enter in the bank code for the HMLR.

Click on 'NEXT'

Millennium - Cashier's Desktop - OPSIS

File Setup Printing View Links Backups Tools Window Help

Nominal Posting - Post a payment from bank 500 to bank 555

Save into batch

**Bank payment method**

Bank Office Bank Account

Transaction method Cheque

Reference / cheque no 000817

**Cheque details**

Payee

Amount 240.00

How to produce cheque

Computer will print it

Hand write it yourself

When will the cheque be produced

With this posting

Do not produce it yet - the next posting will add to the cheque amount

Help < Back Next > Close

Make sure that **'cheque'** is in the transaction method and that the correct cheque number is entered  
Enter in the **'cheque details'**.

Click on **'NEXT'**

Millennium - Cashier's Desktop - OPSIS

File Setup Printing View Links Backups Tools Window Help

Nominal Posting - Post a payment from bank 500 to bank 555

Save into batch

**Bank receipt method**

Bank HMLR - Control

Transaction method Cheque

Reference / paying in slip no 000817

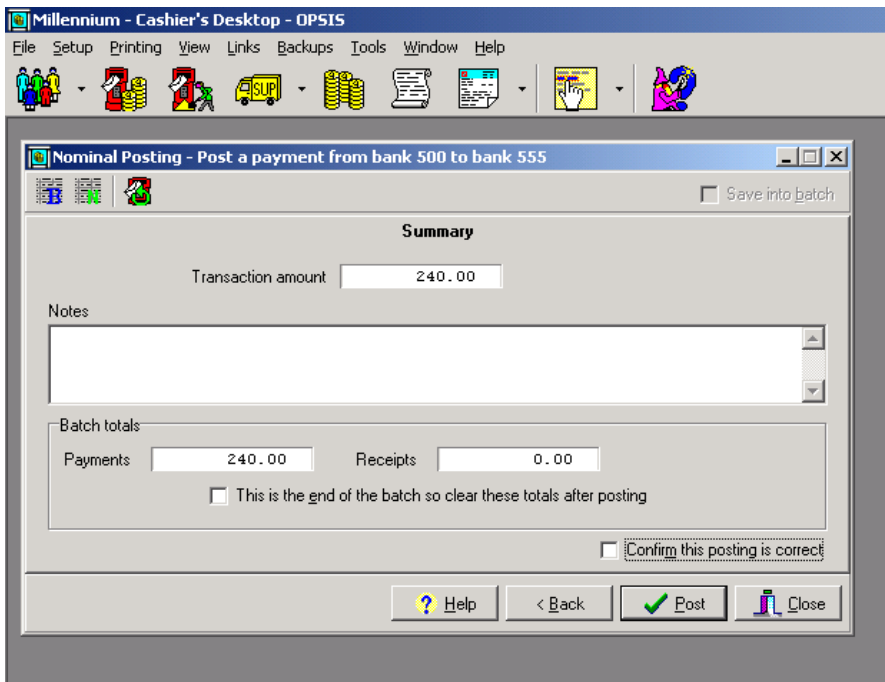
Drawer

Clearance days 5 (adjusted for weekends)

Help < Back Next > Close

This screen is just entering the receipt onto the HMLR bank, therefore just

Click on **'NEXT'**



Confirm the posting is correct, then **POST**.