

Client Posting

Client Account Posting

All moneys paid into or out of the client/deposit account must use this program. This can be found in the accounts posting menu list.

There are two versions of this program, a single screen posting and a wizard style that will take you through all the options available.

Single Screen Posting

The screenshot shows the 'Client Account Posting' window within the 'Solace Millennium - Cashier's Desktop' application. The window title bar includes 'Solace Millennium - Cashier's Desktop - Brundle Blair and Baker' and standard window controls. The application menu bar includes 'File', 'Setup', 'Printing', 'View', 'Links', 'Backups', 'Tools', 'Window', and 'Help'. The main window contains the following fields and controls:

- Post into financial year:** 2001
- Period:** 3
- Date:** 06/08/2001
- Posting type:** Use client bank
- Bank:** 020 Client Account
- Matter:** / /
- Transaction type:** Payment (selected), Receipt
- Our reference:** [Empty field]
- Detail:** [Empty field]
- Amount:** 0.00
- Status:** Not rendered
- Detail code:** [Empty field]
- Transaction method:** Cheque
- Ref / chq no:** 000001
- Cheque details:**
 - Payee:** [Empty field]
 - Amount:** 0.00
 - Print cheque
 - The next posting will add to this cheque
- Batch totals:**
 - Payments:** 0.00
 - Receipts:** 0.00
 -
- Buttons:** Notes, Undertakings, Help, Clear, Post, Close
- Save into batch:**

The status bar at the bottom of the window displays 'MASTER' and '6/08/2001 8:32'.

Save in to batch This should only be selected when setting up a repeating transaction

Financial year Allows the user to select which financial year this posting relates to. This can only be selected if the previous year has not been closed (Default is Current Year)

Period Is the accounting period into which the posting will be made. The period must still be open (Default is current period)

Date: The transactions date, this will be remembered during this batch of transactions. (Default is today's date)

Posting type There are two options -
Use Client Bank - does a normal posting using a client bank.

Forward transaction to client - will post a receipt and a payment to the matter for the same amount. No bank account will be affected. (Default is Use Client Bank)

Bank The Client or Deposit Bank to which this transaction is being made (Default is the Client Bank specified in the practice options)

Client Posting

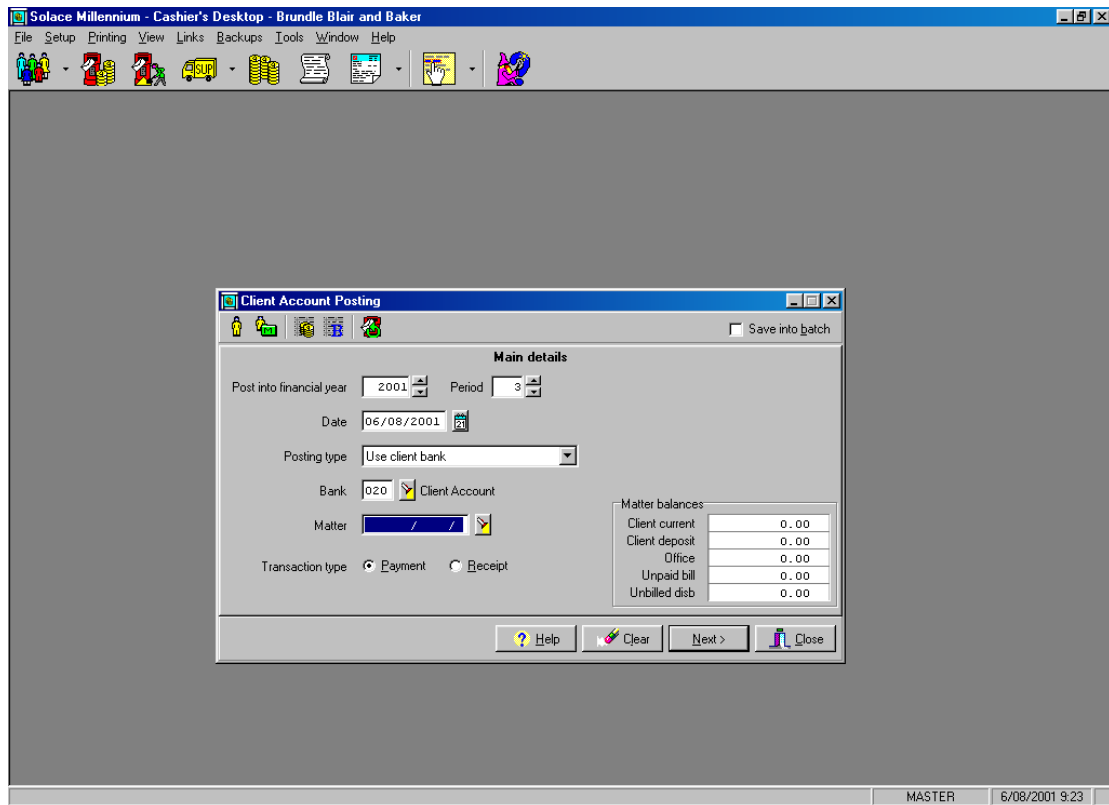
Matter	Enter the client ledger to which this transaction should be made
Transaction type	Click on payment or receipt (Default is payment)
Our reference	The reference number/code relating to this transaction (optional)
Detail	Enter a description of the transaction
Amount	The value of the transaction
Status	Rendered Not rendered Collected
Detail code	A choice of detail code set up (optional)
Transaction Method	Select from the list of transaction methods set up
Ref/Chq No.	The cheque or receipt number relating to this transaction.
Cheque Details Payee	If paying by cheque the payee details
Amount	This will show the value of the cheque
Print cheque	If ticked the system will automatically produce the cheque
The next posting will add to cheque	If ticked the value of this entry will be added to the value of the next cheque
Batch Totals Payments	Shows the sum of the payments made in this batch
Receipts	Shows the sum of the receipts made in this batch
Clear batch total	If this is clicked the system will clear the batch totals

If additional notes are required to be made relating to this posting then click on the Notes button

If there are any outstanding undertakings the Undertakings button will become available – click on this button to see any outstanding undertakings

Client Posting

Wizard Style Posting



Save in to batch This should only be selected when setting up a repeating transaction

Financial year Allows the user to select which financial year this posting relates to. This can only be selected if the previous year has not been closed
(Default is Current Year)

Period Is the accounting period into which the posting will be made. The period must still be open
(Default is current period)

Date: The transactions date, this will be remembered during this batch of transactions.
(Default is today's date)

Posting type There are two options -
Use Client Bank
Forward transaction to client
(Default is Use Client Bank)

Bank The Client or Deposit Bank to which this transaction is being made
(Default is the Client Bank specified in the practice options)

Matter Enter the client ledger to which this transaction should be made

Transaction type Click on payment or receipt
(Default is payment)

Click on Next or press return to go to the next screen

Client Posting

The screenshot shows a Windows desktop environment with a window titled "Solace Millennium - Cashier's Desktop - Brundle Blair and Baker". The window contains a menu bar with "File", "Setup", "Printing", "View", "Links", "Backups", "Tools", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window is a large gray rectangle. In the center of this area is a smaller window titled "Client Account Posting - Post a client current payment on 000105/0001". This window has a "Save into batch" checkbox in the top right corner. The main content area of the "Client Account Posting" window is titled "Detail & amount" and contains the following fields and controls:

- "Our reference" text input field
- "Detail code" text input field with a dropdown arrow icon
- "Status" dropdown menu with "Not rendered" selected
- "Detail" text input field with a dropdown arrow icon
- "Amount" text input field with "0.00" and a currency symbol icon

At the bottom of the "Client Account Posting" window are four buttons: "Help" (with a question mark icon), "< Back", "Next >", and "Close" (with a window icon).

At the bottom right of the main desktop window, the status bar shows "MASTER" and "6/08/2001 9:26".

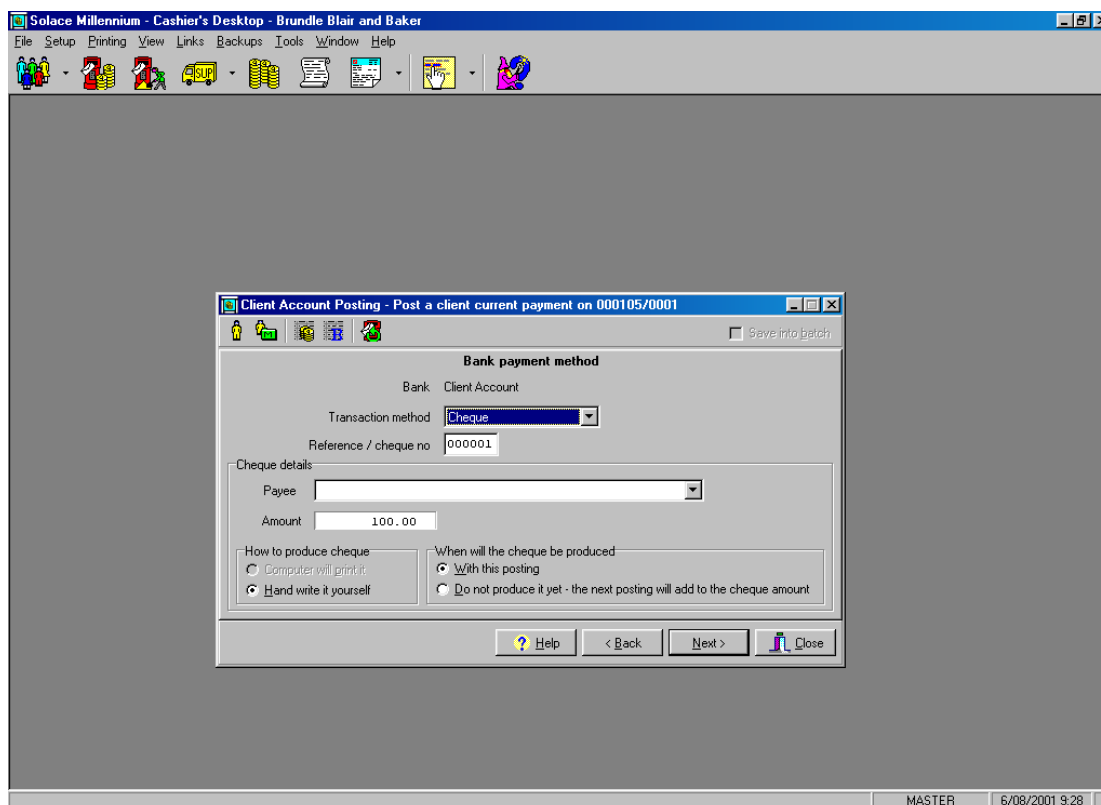
Our reference The reference number/code relating to this transaction (optional)

Detail Enter a description of the transaction

Amount The value of the transaction

Click on Next or press return to go to the next screen or back to go to the previous screen

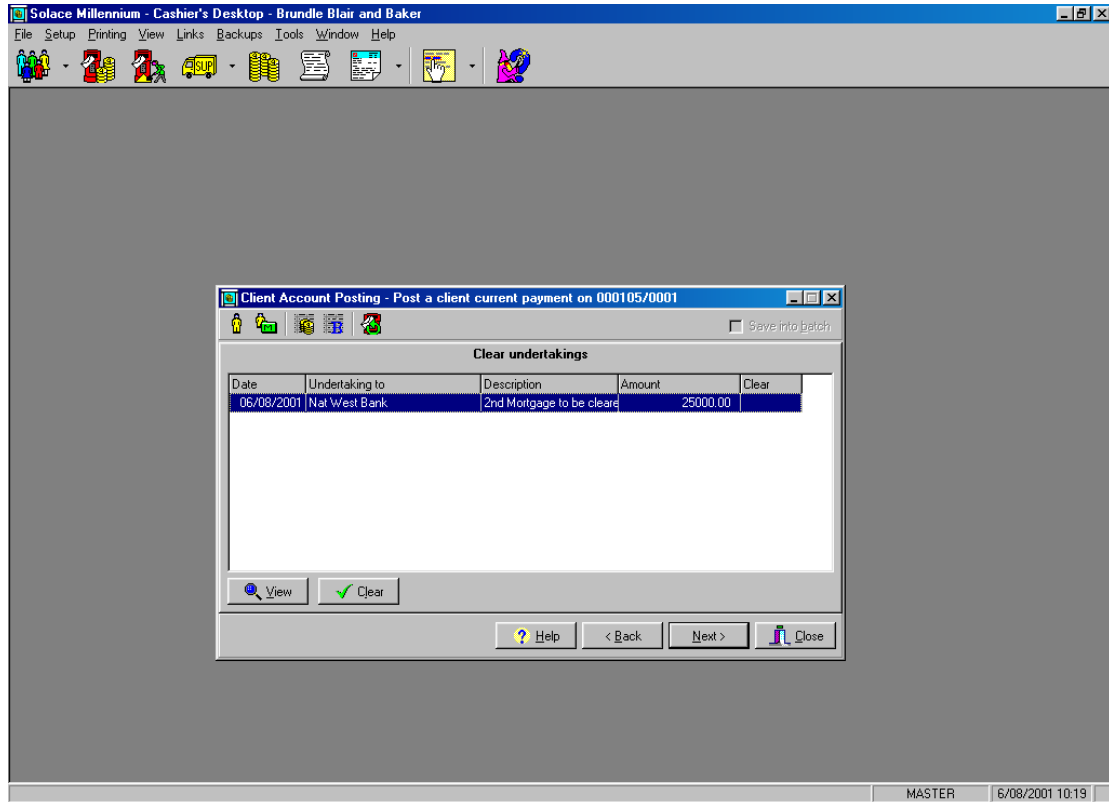
Client Posting



- | | |
|-------------------------------------|--|
| Transaction Method | Select from the list of transaction methods set up |
| Ref/Chq No. | The cheque or receipt number relating to this transaction. |
| Cheque Details
Payee | If paying by cheque the payee details |
| Amount | This will show the value of the cheque |
| Computer will Print it | If ticked the system will automatically produce the cheque |
| Hand write it Yourself | If ticked the system will not produce a cheque |
| With this Posting | If ticked will produce the cheque when posted |
| The next posting will add to cheque | If ticked the value of this entry will be added to the value of the next |
- Click on Next or press return to go to the next screen or back to go to the previous screen**

Client Posting

If there are any outstanding undertakings then the following screen will be displayed



If this payment clears the outstanding undertaking then click on the Clear button otherwise click on next

Client Posting

The screenshot shows a Windows-style desktop environment. The main window is titled "Solace Millennium - Cashier's Desktop - Brundle Blair and Baker" and has a menu bar with "File", "Setup", "Printing", "View", "Links", "Backups", "Tools", "Window", and "Help". Below the menu bar is a toolbar with various icons. In the center, a smaller window titled "Client Account Posting - Post a client current payment on 000105/0001" is open. This window has a "Summary" section with a "Transaction amount" field containing "100.00". Below this is a "Notes" text area. The "Batch totals" section shows "Payments" as "100.00" and "Receipts" as "0.00". There is a checkbox labeled "This is the end of the batch so clear these totals after posting" which is currently unchecked. At the bottom of the window are buttons for "Help", "< Back", "Post", and "Close". The status bar at the bottom right of the main desktop window shows "MASTER" and "6/08/2001 9:32".

Transaction Amount This will show the value of this transaction

Notes Enter any additional notes relating to this transaction

Batch Totals
Payments Shows the sum of the payments made in this batch

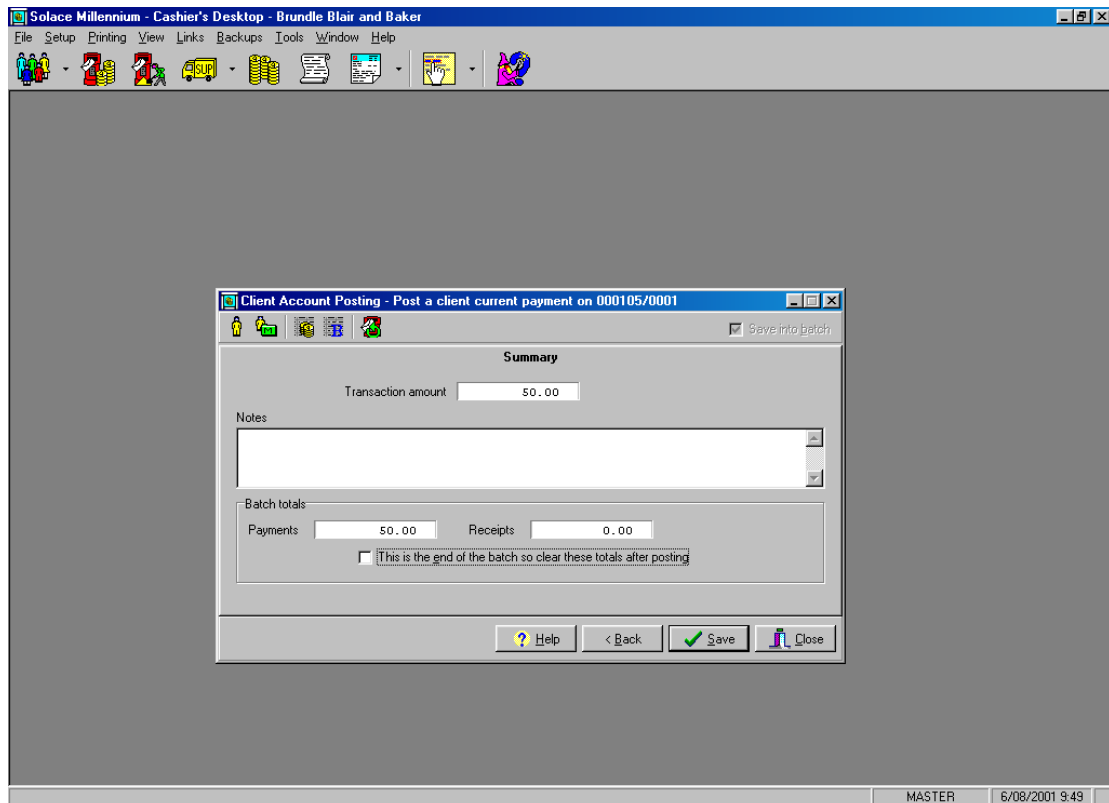
Receipts Shows the sum of the receipts made in this batch

End Batch If a tick is entered here the system will clear the batch totals after this transaction

Click post to complete the posting or back to go to the previous screen close aborts the posting entry

Client Posting

If the save into batch option has been selected then following screen will be displayed instead



Transaction Amount This will show the value of this transaction

Notes Enter any additional notes relating to this transaction

Batch Totals
Payments Shows the sum of the payments made in this batch

Receipts Shows the sum of the receipts made in this batch

End Batch If a tick is entered here the system will clear the batch totals after this transaction

Click on Save to save the batch posting back to go to previous screen

Client Posting

Accounts Transaction Batch Record

Setup by user: MASTER

Requested by fee earner: [Blue square icon]

Schedule | Notes

Next due on: 06/08/2001 [Calendar icon]

Amount (excl. VAT): 50.00 [Calculator icon]

VAT amount: 0.00 [Calculator icon]

Repeat: None [Dropdown arrow]

[? Help] [X Cancel] [✓ OK]

- Requested by Fee Earner Enter the fee earner code who authorised this repeating transaction
- Next Due on The date on which the next repeat transaction is to be made
- Amount (excl. VAT) The value of the repeating transaction
- VAT amount **No VAT** can be entered on client postings
- Repeat specify the repeating frequency of this transaction
 None (one off posting)

Client Posting

For ever

Accounts Transaction Batch Record [X]

Setup by user: MASTER

Requested by fee earner: [] []

Schedule | Notes

Next due on: 06/08/2001 []

Amount (excl. VAT): [] 50.00 []

VAT amount: [] 0.00 []

Repeat: For ever []

Every: 1 [] Month []

Regular amount (excl. VAT): [] 50.00 []

Regular VAT amount: [] 0.00 []

[?] Help [X] Cancel [✓] OK

Client Posting

Until end date

Accounts Transaction Batch Record [X]

Setup by user: MASTER

Requested by fee earner: [] []

Schedule | Notes

Next due on: 06/08/2001 []

Amount (excl. VAT): 50.00 []

VAT amount: 0.00 []

Repeat: Until end date []

Every: 1 [] Month []

Regular amount (excl. VAT): 50.00 []

Regular VAT amount: 0.00 []

End date: / / []

[?] Help [X] Cancel [✓] OK

Client Posting

Untill zero total

Accounts Transaction Batch Record

Setup by user: MASTER

Requested by fee earner:

Schedule | Notes

Next due on: 06/08/2001

Amount (excl. VAT):

VAT amount:

Repeat:

Every:

Regular amount (excl. VAT):

Regular VAT amount:

Total amount (excl. VAT):

Total VAT amount:

Help Cancel OK