

Bill posting (private)

How to post a Private Bill

This program is for posting bills to a matter ledger card.
Access this program from the accounts posting menu or from a tool button.

Main Details

The screenshot shows the 'Bill Posting' dialog box within the Millennium software. The dialog box is titled 'Main details' and contains the following fields and options:

- Post into financial year: 2001
- Period: 11
- Date: 19/03/2002
- Matter: /
- Operation: Bill, Proforma, Credit note, Set instalments on existing bill
- Matter balances table:

Matter balances	
Client current	0.00
Client deposit	0.00
Office	0.00
Unpaid bill	0.00
Unbilled disb	0.00

Buttons at the bottom of the dialog box include Help, Clear, Next >, and Close. The background of the software interface is a repeating pattern of the word 'Millennium' and various legal terms like 'Accounts', 'Wills', 'Deeds', 'Legal aid', 'Time', and 'Documents'.

The main details screen contains the following fields:

Post into financial year & period default to the current financial year and period. You can change these to post into previous open periods if required (the period must be still open, see Period maintenance).

Date is the real date of the posting.

Matter is the matter account to post to.

Operation is the task you wish to perform:

Bill will post a bill. You can also turn an existing proforma into a bill.

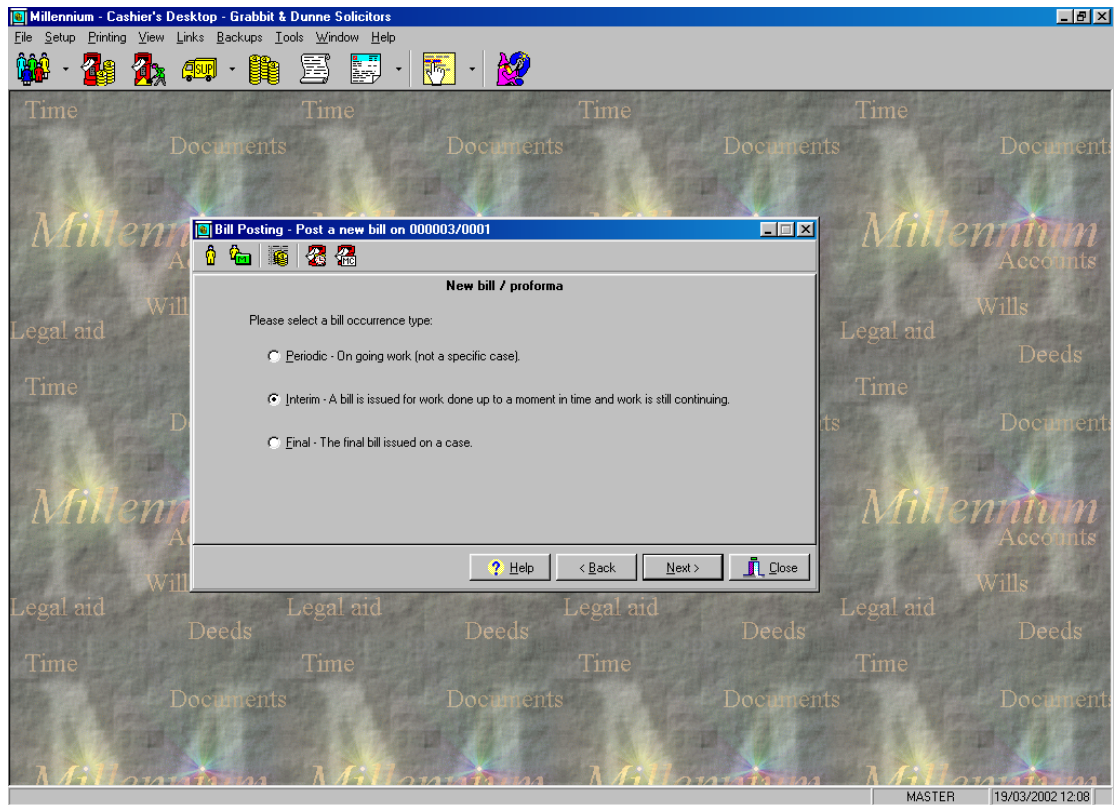
Proforma will post a proforma. This is a sort of draft bill that affects the work in progress but has no affect on the accounts or the VAT. You can turn it into a real bill later.

Credit note will post a credit note. This is normally so you can correct an existing bill by reducing its value but you can also post a stand alone credit note.

Set instalments on existing bill will allow you to setup an existing bill so the customer can pay by instalments.

When you have finished, click the Next button to display the next screen.

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This screen appears as part of bill posting.

Please select a bill occurrence type

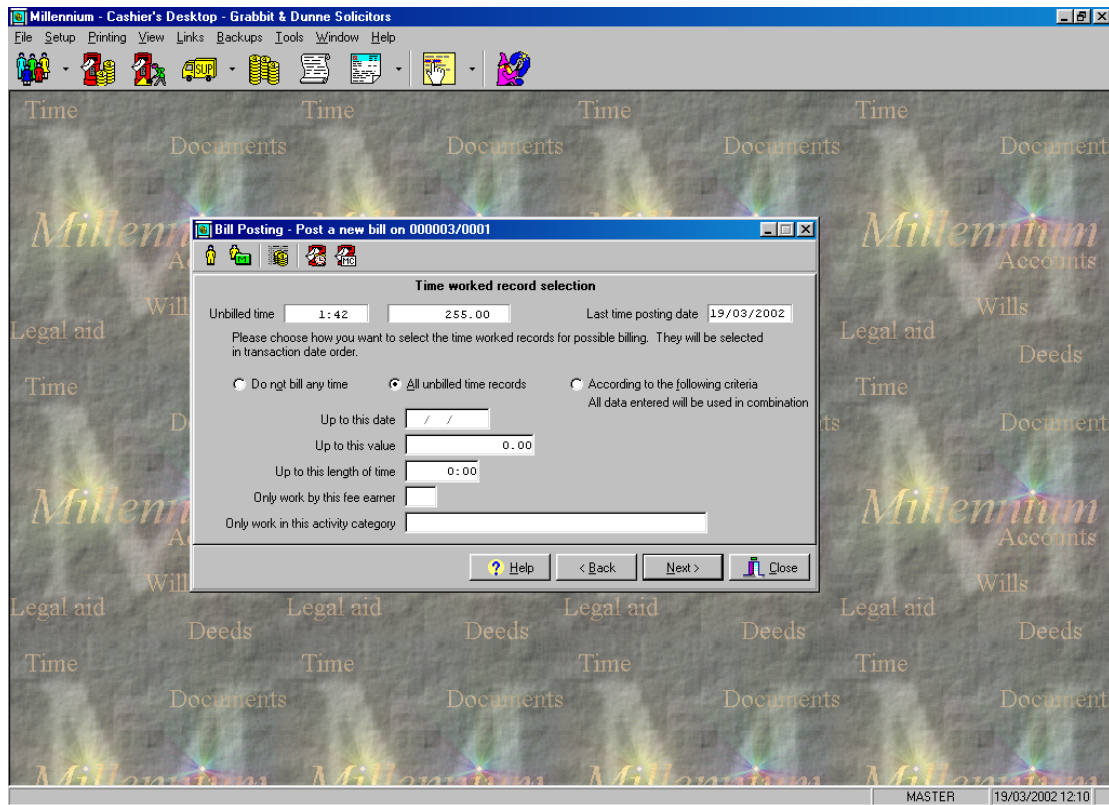
Periodic - On going work (not a specific case).

Interim - A bill is issued for work done up to a moment in time and work is still continuing.

Final - The final bill issued on a case.

When you have finished, click the Next button to display the next screen.

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This screen is where you choose some rules for the billing of time entries. The time entries will be selected in date order.

Choose from the following:

Do not bill any time - will leave all time entries unbilled.

All unbilled time records - will select all unbilled time entries for billing.

According to the following criteria - will select time records for billing according to the criteria entered below. You can combine criteria e.g. bill up to a certain date for a particular fee earner.

Up to this date - will select all unbilled time entries that were done, up to and including the date you enter.

Up to this value - will select all unbilled time entries (from the top down) up to the value you enter.

Up to this length of time - will select all unbilled time entries (from the top down) up to the length of time you enter.

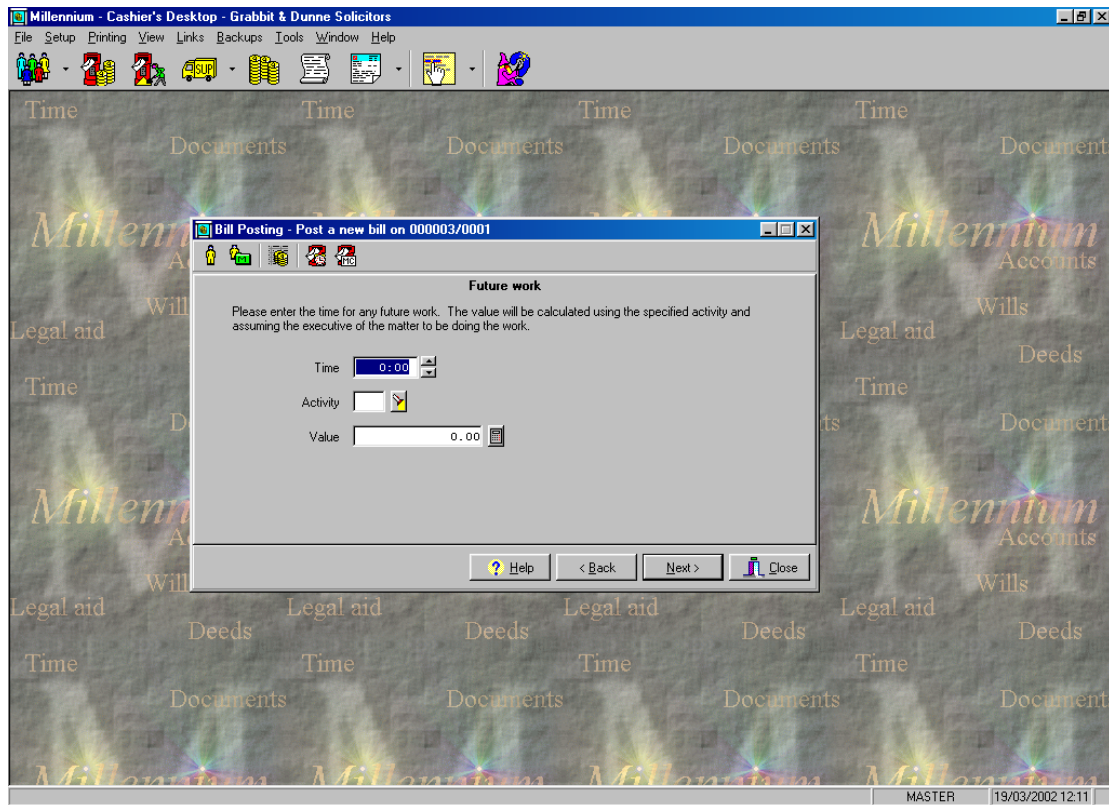
Only work by this fee earner - will select all unbilled time entries that were made by the specified fee earner.

Only work in this activity category - will select all unbilled time entries in the activity category you enter.

When you bill entries that are up to a value or a length of time it will try to split time entries if they are too large (creating one billed entry and one new unbilled entry). It can only split entries that were entered as an hourly rate. Note: If you enter a value and a length of time it will stop when one or the other is reached.

When you have finished, click the Next button to display the next screen.

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This screen is where you specify any future (time) work that is included in this bill. This is work that you are billing for but have yet to do.

If there is no future work then leave this screen empty.

Primarily you need to enter the Time of the future work. After this bill is posted and more time is recorded those time entries will automatically get billed against this bill reducing this future time. The future time on the bill will keep getting reduced until it gets to zero, after which all new time entries will be un-billed.

You do not have to enter the Activity code but if you do it will be used to calculate the Value for you. Value is the estimated value of the future work.

When you have finished, click the Next button to display the next screen.

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The screenshot shows a Windows desktop environment with the Millennium Cashier's Desktop application open. A dialog box titled "Bill Posting - Post a new bill on 000003/0001" is displayed in the foreground. The dialog box has a "Fee details" section with the following fields:

Field	Value
Detail	Costs
Billed time	1:42
Value	255.00
Fee (excl. VAT)	255.00
VAT code	Standard
VAT amount	44.62

At the bottom of the dialog box, there are four buttons: "Help", "< Back", "Next >", and "Close". The background of the desktop is a repeating pattern of the word "Millennium" and other legal terms like "Accounts", "Wills", "Deeds", "Legal aid", "Documents", and "Time". The taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft Outlook, Office Desktop, Grabbit & Dunne Sol..., Solace Millennium Help, Microsoft Word - How to...), and the system tray with the date and time (19/03/2002 12:26).

Detail is the bill description.

Billed time and Value is the amount of time billed.

Fee (excl. VAT) is the fee amount excluding VAT. When doing a new bill or proforma this will default to the value of time you are billing.

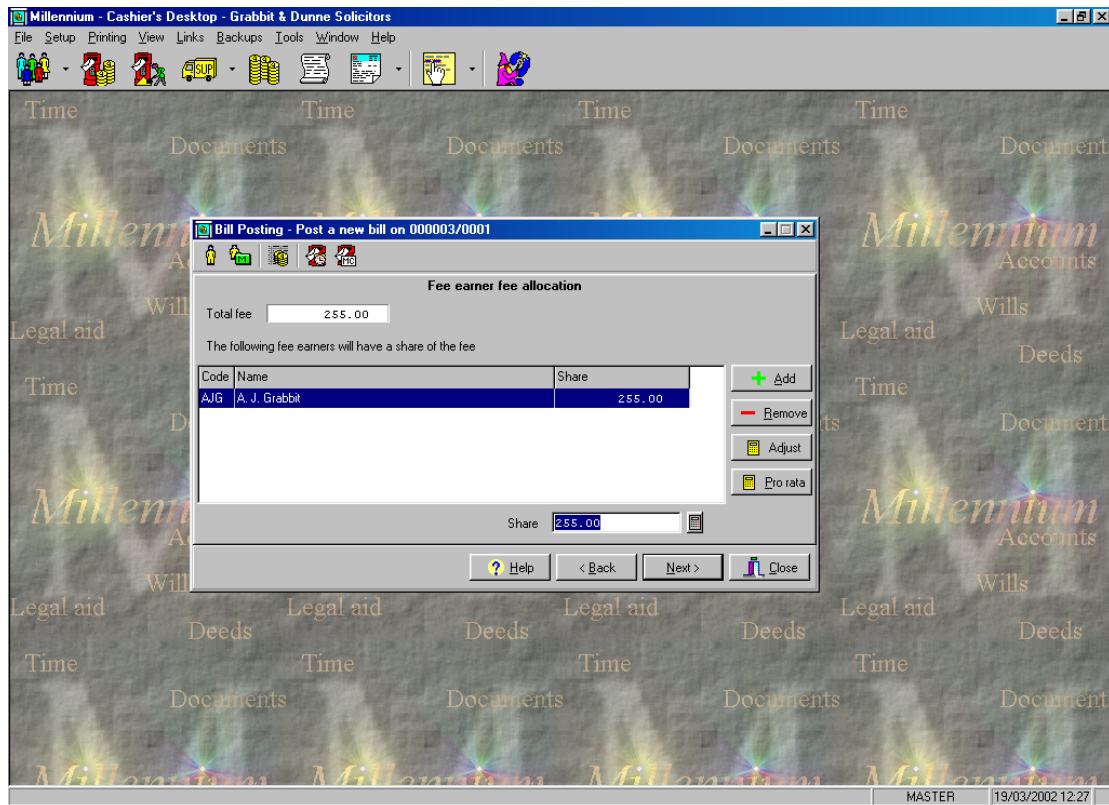
VAT code is the VAT code to use.

VAT amount is the amount of VAT.

Note: If you are crediting an existing bill the details you enter here will be the details on the credit note. By default the details shown are what is outstanding on the existing bill. If you leave these details as they are, then you will fully cancel the amounts on the existing bill. If you reduce these amounts then only this amount will be cancelled on the existing bill and the rest will be left outstanding. If you want to re-use the bill number then you must fully cancel the bill.

When you have finished, click the Next button to display the next screen.

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You must allocate how much of the fee goes to each fee earner. By default all of the fee goes to the executive of the matter.

A list of fee earners is shown with their share of the fee.

To add another fee earner to the list use the Add button and select a fee earner.

To delete a fee earner from the list use the Remove button.

To alter a share select the required fee earner line and alter the amount in the Share box. If you use the Adjust button it will subtract all other shares from the total fee amount and put the remainder in the share for this fee earner.

If you are billing time records you can use the Pro rata button to allocate shares according to which fee earners have worked on the time that you are billing. Any future work you have entered is assumed to be done by the executive of the matter.

When you have finished, click the Next button to display the next screen.

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The screenshot shows a software window titled "Bill Posting - Post a new bill on 000003/0001". The window contains a form for entering miscellaneous fee charges. At the top, there are two input fields: "Total fee" with the value "0.00" and "Total VAT" with the value "0.00". Below these is a table with four columns: "Code", "Description", "Amount", and "VAT amount". To the right of the table are two buttons: "+ Add" and "- Remove". Below the table, there are three more input fields: "Fee (excl. VAT)" with the value "0.00", "VAT code" with a dropdown menu showing "Non VAT-able", and "VAT amount" with the value "0.00". At the bottom of the window are four buttons: "Help", "< Back", "Next >", and "Close". The background of the desktop shows a repeating pattern of the word "Millennium" and other terms like "Accounts", "Wills", "Deeds", "Documents", and "Time".

You must enter the fees for any miscellaneous charges on this matter.

If you are posting a new bill or proforma these fees will default to the amount of miscellaneous charges you are billing.

Use the Add button to select and add a miscellaneous charge.

To delete a charge use the Remove button.

When adding or editing a charge use the following fields:

Fee (excl. VAT) is the fee excluding VAT

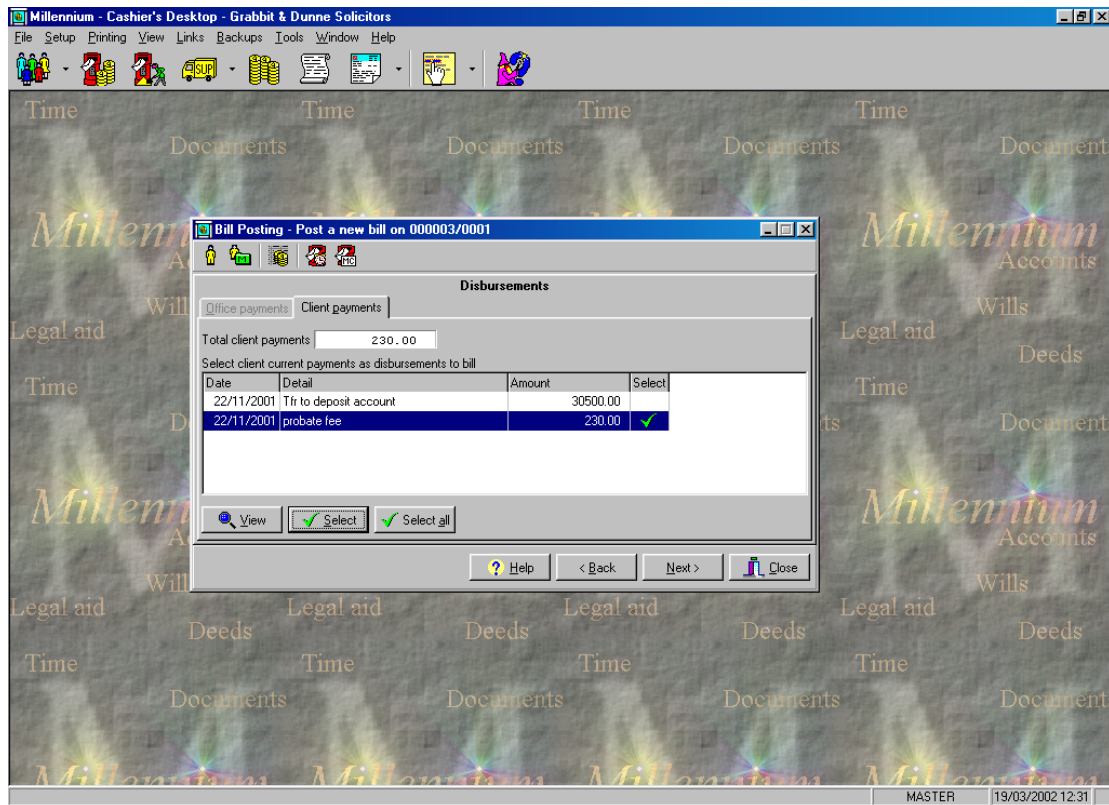
VAT code is the VAT code

VAT amount is the VAT amount.

Note: If you are crediting an existing bill the details you enter here will be the details on the credit note. By default the details shown are what is outstanding on the existing bill. If you leave these details as they are, then you will fully cancel the amounts on the existing bill. If you reduce these amounts then only this amount will be cancelled on the existing bill and the rest will be left outstanding. If you want to re-use the bill number then you must fully cancel the bill.

When you have finished, click the Next button to display the next screen.

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This is where you can attach disbursements paid out to the bill. Office payments and client current payments can be attached. Click on the Office payments or Client payments tab to see the relevant transactions.

Office payments

Unbilled disbursements for this matter are listed with the Amount and VAT. The Type column shows the VAT details:

N - Non-VATable

V - VATable

S - Service. This was posted as non-VATable but specified as a service disbursement to become VATable when billed or you have just made the disbursement VATable.

Use the Select button to tick a disbursement for billing or use the Select all button to select all of the disbursements. If you want to clear a tick, use the Select button again.

The View button lets you see more information about the disbursement.

If you want to make a non-VATable disbursement VATable use the Make VATable button.

You can edit the VAT amount on VATable disbursements that you have selected by editing the VAT amount field.

Client payments

Unbilled client current payment transactions for this matter are listed.

Use the Select button to tick a disbursement for billing or use the Select all button to select all of the disbursements. If you want to clear a tick, use the Select button again.

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The View button lets you see more information about the disbursement.

When you have finished, click the Next button to display the next screen.

The screenshot shows a software window titled "Millennium - Cashier's Desktop - Grabbit & Dunne Solicitors". The main window 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. The background of the desktop is a repeating pattern of the word "Millennium" and other terms like "Accounts", "Wills", "Legal aid", "Deeds", "Time", and "Documents".

The "Bill Posting - Post a new bill on 000003/0001" dialog box is open. It has a title bar with a question mark icon and a close button. The dialog box contains the following elements:

- A section titled "Disbursements not yet paid out (future disbursements)".
- Totals: Non-VATable 0.00, VATable 0.00, VAT 0.00.
- A table with 5 columns: Detail 1, Detail 2, Amount, VAT code, and VAT. The table is currently empty.
- Buttons: "+ Add" and "- Remove" on the right side of the table.
- Input fields: "Detail" (dropdown), "Amount (inc. VAT)" (text box, value 0.00), "VAT code" (dropdown, value "Non VAT-able"), and "VAT amount" (text box, value 0.00).
- Buttons: "? Help", "< Back", "Next >", and "Close" at the bottom.

The status bar at the bottom right of the window shows "MASTER" and "19/03/2002 12:32".

You must enter any disbursements that you want to bill for but have not yet been paid out. These are often referred to as future disbursements.

Use the Add button to add a new future disbursement.

To delete a future disbursement use the Remove button.

When adding or editing a future disbursement details you will use the following fields:

Detail is the disbursement description.

Amount (inc. VAT) is the amount including VAT.

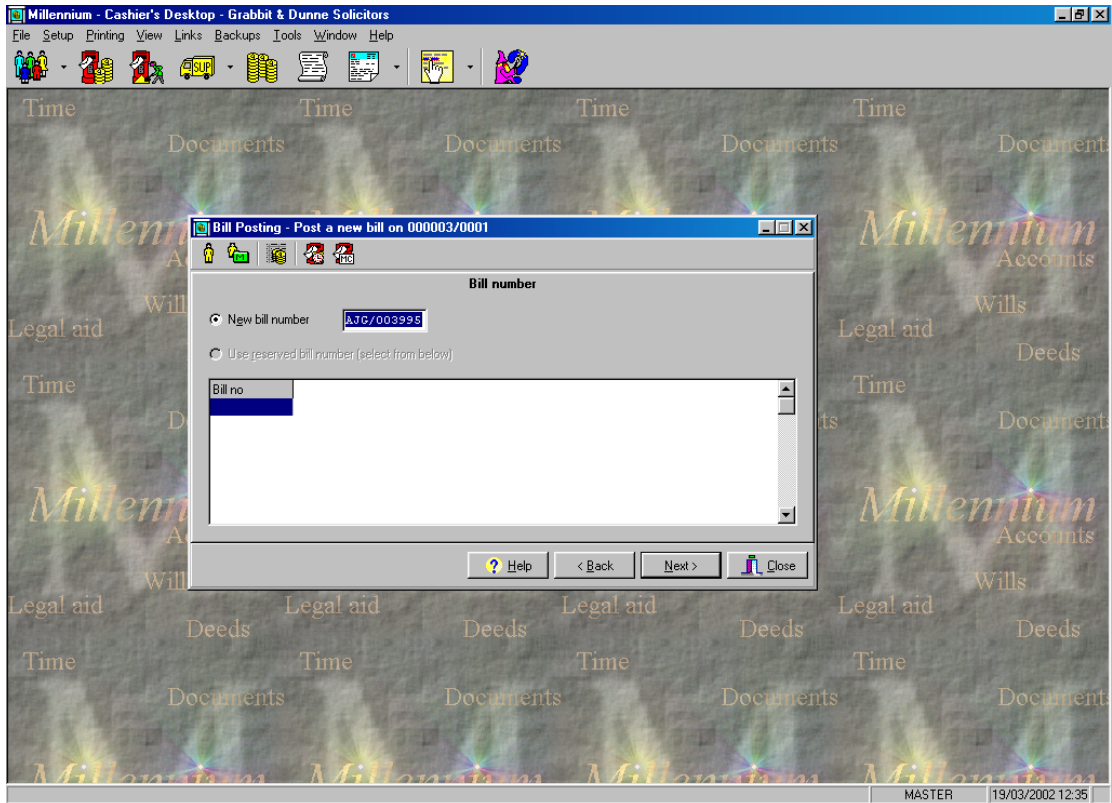
VAT code is the VAT code.

VAT amount is the VAT amount.

Note: If you are crediting an existing bill the details you enter here will be the details on the credit note. By default the details shown are what is outstanding on the existing bill. If you leave these details as they are, then you will fully cancel the amounts on the existing bill. If you reduce these amounts then only this amount will be cancelled on the existing bill and the rest will be left outstanding. If you want to re-use the bill number then you must fully cancel the bill.

When you have finished, click the Next button to display the next screen.

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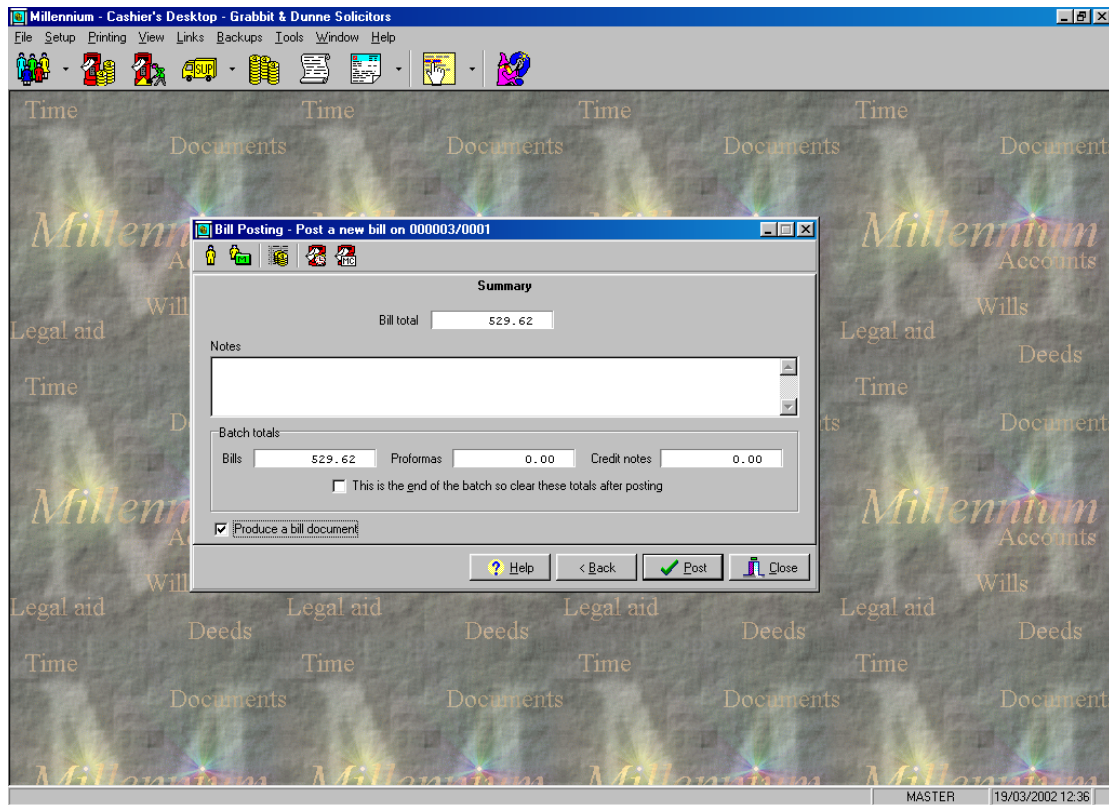


The bill number is a unique reference number that the system assigns to this bill. You can accept the default or alter this number.

The first 3 digits can be alpha or numeric and the last 6 digits are numeric. The first 3 digits will default to the executive of the matter if the box is ticked in the practice options otherwise they will be the same as the last posting. The last 6 digits will default to one greater than the last bill number posted.

Click Next to advance to the next screen.

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This screen concludes the wizards that guide you through all posting processes. It may allow you to do the some of the following:

You can enter Notes for the transaction. These may then appear against this transaction on the matter ledger.

Check that the transaction amount and your batch totals are correct. Batch totals refer to the totals of all the postings you have made for a specific batch of transactions.

Tick the box to clear these totals, i.e. set them to zero, after posting if this is the end of the batch so that you can start another batch. If this is not the end of the batch, leave this box empty so that you can add the next transaction amount to the overall total.

If you have enabled 'Confirm postings' in Local Options, you must tick the Confirm this posting is correct box for each transaction before the system allows you to continue.

The bill posting summary screen has the Produce a bill document tick box. If you tick this the bill document production program will run after the bill has been posted. The default setting for this option is specified in the local options.

When you have finished with the summary screen, click the Post button. You can now go through the procedure again to post another transaction or begin a new batch of transactions.

If the produce bill document is ticked then the following screen will appear.

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Bill Document Production

Matter: 000003/0001 Adams, Mrs Vicky: Probate

Bill type: Draft bill Existing bill (select from below)

Use document template

Document template: Criminal form FR1

Bill title: FEE for professional services rendered:

Existing bills

Bill No.	Type	Date	Description 1	Total
AJG003995	Bill	19/03/2002	Costs	299.62

View bill Help Start Close

This program produces bill documents. If you have Hot Docs installed you can produce bill documents to your own design otherwise a fixed format bill can be produced.

Access this program from the matter reports credit control menu or the matter ledger. The bill posting summary screen has an option to run this program automatically when a bill is posted.

You can produce a document from an existing bill (or proforma) or a draft bill using the outstanding transactions on the matter.

To see an example of a bill production document template look at Doc\Samples\Templates\BillRpt.DOT. Its associated Hot Docs component file (with .CMP extension) has all variables that this program produces so when creating a new template its best to use variables from that.

The following fields are available:

Matter is the matter to produce a bill for.

Bill type:

Draft bill will produce a draft bill document using all outstanding transactions for the matter. This can be used to see how work is progressing on the matter.

Existing bill will produce a bill document using a bill you have selected from below.

Use document template - specifies if you want to produce the bill using the document template and Hot Docs otherwise a fixed format bill will be produced.

Document template - the document template that will be used.

Bill title - is the description of the bill.

Existing bills - shows existing bills for the specified matter.

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You can select one of the following options from the multi choice button. The default option is run by just clicking on the button. Click on the down arrow on the right of the button for the other choices.

Start - produces the document.

Save - saves the data entered as a task.