

Office Posting

Office Posting

This allows the posting of payments and receipts of moneys on the office account.

There are two types of posting

Single screen

Wizard type

Single screen

The screenshot shows the 'Office Account Posting' window in the Solace Millennium software. The window title is 'Office Account Posting'. The interface includes a menu bar (File, Setup, Printing, View, Links, Backups, Tools, Window, Help) and a toolbar with various icons. The main form area contains the following fields and controls:

- Post into financial year:** 2001
- Period:** 3
- Date:** 09/08/2001
- Posting type:** Use office bank
- Bank:** 001 Office Account
- Matter:** / /
- Transaction type:** Payment (selected), Receipt
- Our reference:** [empty field]
- Detail:** [empty field]
- Amount (inc. VAT):** 0.00
- VAT code:** Non VAT-able
- Service disb.:** [checkbox]
- VAT amount:** 0.00
- Allocation:** [button]
- Transaction method:** Cheque
- Ref / chq no:** 000457
- Cheque details:**
 - Payee:** [empty field]
 - Amount:** 0.00
- Batch totals:**
 - Payments:** 0.00
 - Receipts:** 0.00
 - Clear totals:** [button]
- Print cheque:** [checkbox]
- The next posting will add to this cheque:** [checkbox]
- Notes:** [button]
- Help:** [button]
- Clear:** [button]
- Post:** [button]
- Close:** [button]

The status bar at the bottom right of the window displays 'MASTER' and '9/08/2001 8:33'.

Save into batch. If this is ticked this entry will be saved into the accounts batch for future processing instead of being posted. Any fields/options that do not get saved in the batch will not be shown. When you click the Save button you will then see the batch transaction screen to set up the batch schedule details.

View batch details. If this button is visible it means this posting entry is coming from the accounts batch. By clicking on this button you can view the batch details and notes. When this entry is posted the batch transaction will be moved onto the next due date.

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.

Date is the real date of the posting.

Posting type has the following options:

Use office bank does a normal posting using an office bank.

Write off allows you to write off bills and payments. The bad debt write off nominal account is used instead of the bank. Set this account up in the special accounts.

Reverse write off allows you to write off receipts. The bad debt write off nominal account is used instead of the bank.

Office Posting

Bank is the office bank account to use.

Matter is the matter account to post to.

Transaction type can be Payment or Receipt.

Our reference is your practice's optional reference for this posting.

Detail is a description of the posting.

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

VAT code is the VAT code.

Service disb. Tick this when you are paying out a non-VATable disbursement but you want it to become VATable when it gets billed.

VAT amount is the VAT amount.

Allocation To allocate the transaction you are posting, use the Allocation button. If you do not do this the transaction will be posted as unallocated.

Payment only

Transaction method specifies how the money will be paid out of the bank account.

Ref / chq no is the reference or cheque no. If it is a cheque then the next cheque no is obtained from the bank record.

If the transaction method chosen is a cheque type (it has the produce cheque field set to Yes) then you will be required to enter some cheque information:

Payee specifies who the cheque is to be paid to.

Print cheque allows you to choose that either the computer will print the cheque or you must hand write it your self. If the bank has a cheque format setup the print option will automatically be selected otherwise you can only hand write it.

The next posting will add to this cheque allows you to choose when to produce the cheque. Normally you produce it with this posting but you can choose to have the next posting add to the same cheque amount thus accumulating several transactions onto the same cheque.

Receipt only

Transaction method specifies how the money will be paid into the bank account.

The Ref / pay in no is the reference or the paying in slip no. A local options setting specifies whether this will default to the paying in slip no from the bank record.

Drawer is who paid out the money.

Clearance days is how long this money will take to clear in the bank. If this is a client transaction it will effect the client interest calculation.

Batch totals

Payments and Receipts are the total amounts you have posted since you opened this window. You can clear these totals by using the Clear totals button.

Office Posting

Notes

You can enter notes about this transaction by using the Notes button.

Use the Post button to post the transaction.

The Clear button will clear the screen fields and reset the posting.

Allocation of moneys

If posting a payment and pressing allocation the following screen will appear

Date	Reference	Detail	Amount	Outstanding amount
19/11/1990	012136	from client	200.00	90.50

Billed disbursement

Use this tab to post a billed disbursement.

Existing bills for the matter will be listed if they have future disbursements (disbursements not yet paid out).

Select a bill to bill the disbursement against.

If the bill has itemised future disbursements, you will be asked to select one.

You can use the View button to look at the bill details.

Cash correction.

Use this tab to correct an existing cash transaction.

Transactions that have unallocated cash will be listed. Select one of these transactions to post a credit against it.

You can use the View button to look at the transaction details.

If posting a receipt and pressing allocation the following screen will appear

Office Posting

Date	Bill no	Detail	Total outstanding	Future disbs outst.	Pay
14/07/1995	021000043	feff	117.50	0.00	
14/07/1995	021000044	fee2	235.00	0.00	

Pay bills

Use this tab to pay bills. You can also pay disbursements at the same time.

Bills for this matter with their outstanding amounts will be shown.

Use the Pay button to tick a bill for paying. You can pay more than one bill if you have enough money. A large green tick means the bill will be fully paid or a small blue tick means the bill will be partly paid.

Cash left unallocated shows how much money will be left after paying the bills that you have ticked.

Normally you should not pay for the future disbursements (disbursements not yet paid out) on bills but you can choose to do so by ticking the Pay for future disbursements box.

You can use the View button to look at the bill details.

Pay disbursements

Use this tab to pay disbursements. You can also pay bills at the same time.

Unbilled disbursements for this matter with their outstanding amounts will be shown.

Use the Pay button to tick a disbursement for paying. You can pay more than one disbursement if you have enough money. A large green tick means the disbursement will be fully paid or a small blue tick means the disbursement will be partly paid.

Cash left unallocated shows how much money will be left after paying the disbursements that you have ticked.

You can use the View button to look at the disbursement details.

Credit/cancel a disbursement

Use this tab to credit/cancel an existing disbursement transaction.

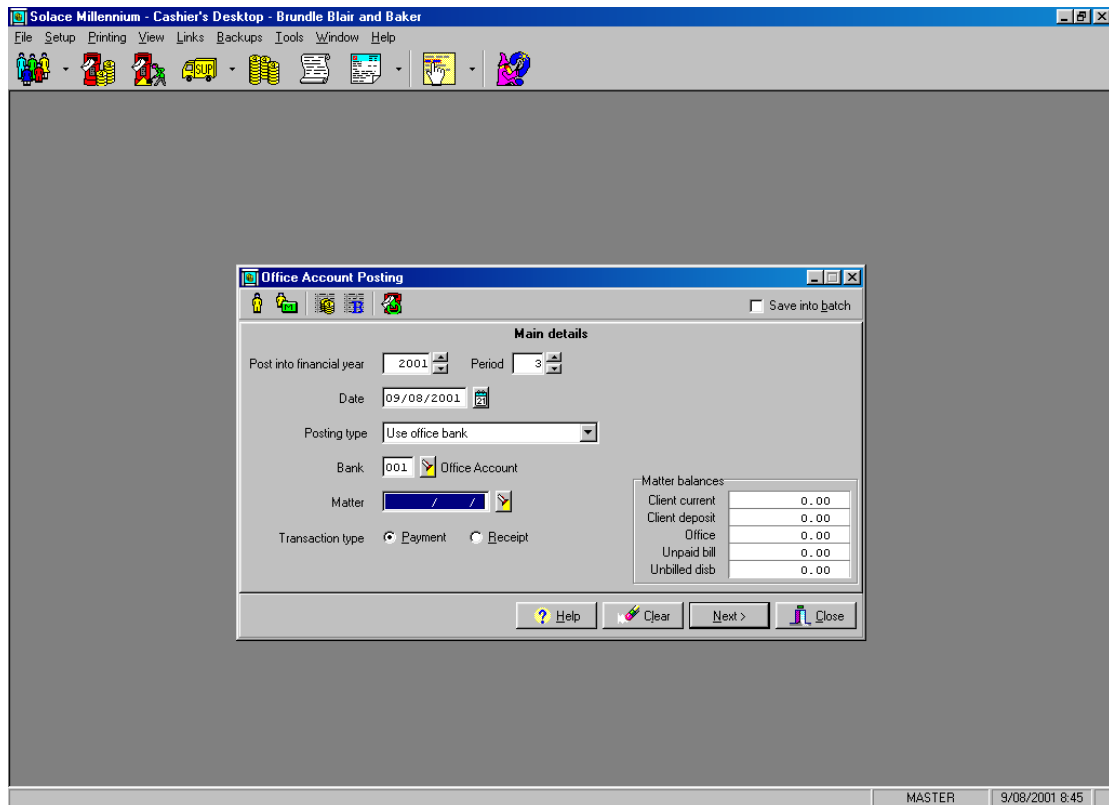
Unbilled disbursements for this matter with their outstanding amounts will be shown.

You can select one disbursement to credit against. The disbursement will be cancelled or part cancelled if you have entered a lower amount. This cancellation cannot be reversed.

You can use the View button to look at the disbursement details.

Office Posting

Wizard Posting screens



The main details screen contains the following fields/options:

Save into batch. If this is ticked this entry will be saved into the accounts batch for future processing instead of being posted. Any fields/options that do not get saved in the batch will not be shown. When you click the Save button you will then see the batch transaction screen to set-up the batch schedule details.

View batch details. If this button is visible it means this posting entry is coming from the accounts batch. By clicking on this button you can view the batch details and notes. When this entry is posted the batch transaction will be moved onto the next due date.

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)

Date is the real date of the posting.

Posting type has the following options:

Use office bank does a normal posting using an office bank.

Write off allows you to write off bills and payments. The bad debt write off nominal account is used instead of the bank. Set this account up in the special accounts.

Reverse write off allows you to write off receipts. The bad debt write off nominal account is used instead of the bank.

Bank is the office bank account to use.

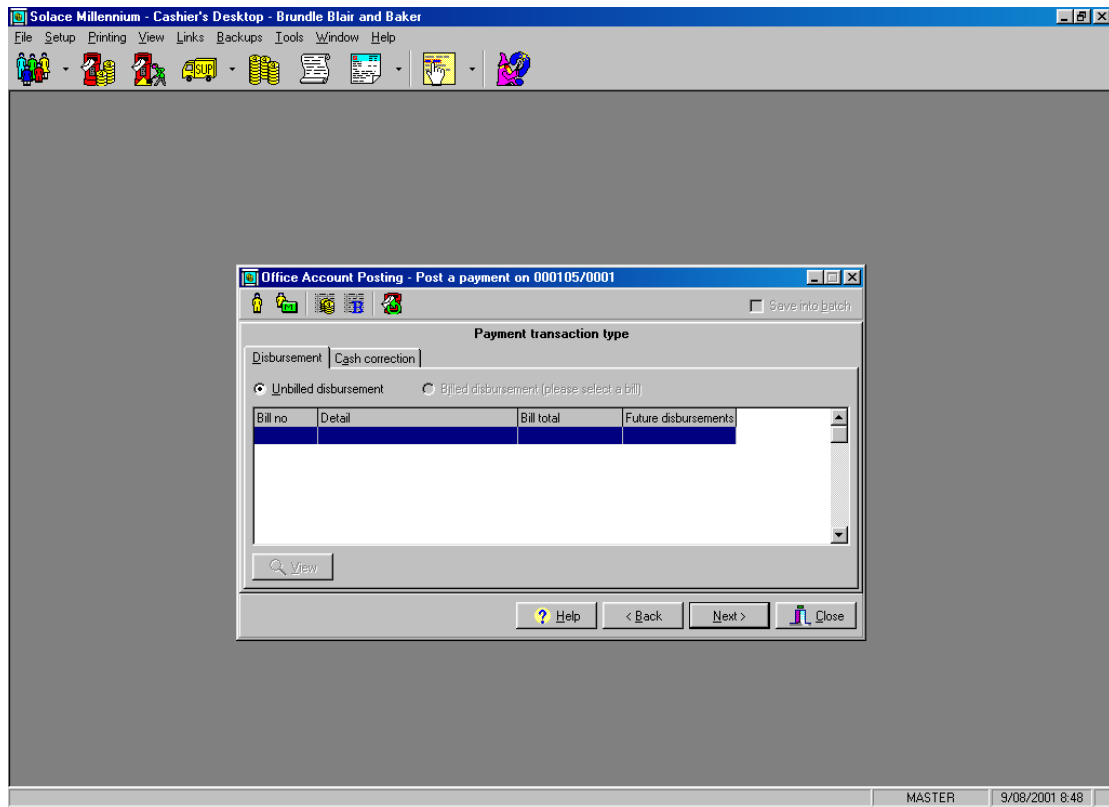
Matter is the matter account to post to.

Transaction type can be Payment or Receipt.

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

Office Posting

If **payment** transaction has been selected



Disbursement

Existing bills for the matter will be listed if they have future disbursements (disbursements not yet paid out).

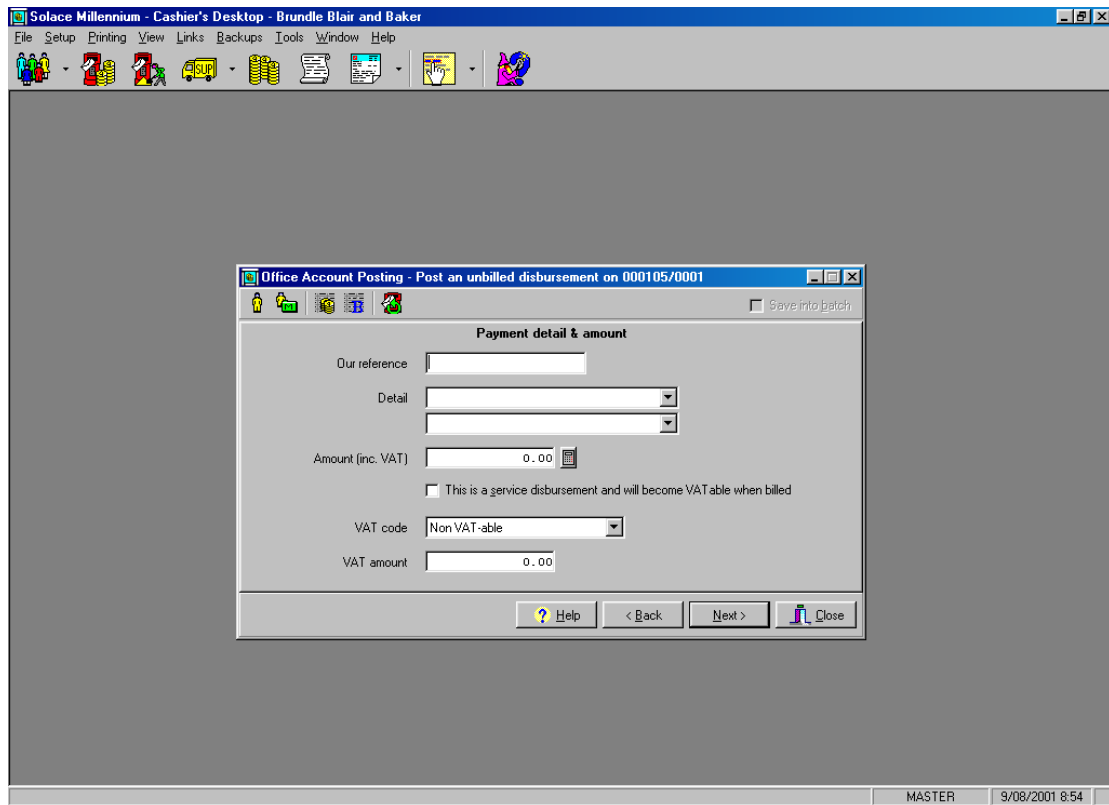
If this disbursement has not been billed yet, choose the Unbilled disbursement option.

If this is a disbursement that has already been billed, select the Billed disbursement option and select one of the listed bills.

Cash correction.

Transactions that have unallocated cash will be listed. Select one of these transactions to post a credit against it.

Office Posting



Some of the following fields will be shown depending on what type of transaction you are posting:

Our reference is optional for you to put a reference into.

Detail is the transaction description.

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

This is a service disbursement and will become VATable when billed. Tick this when you are paying out a non-VATable disbursement but you want it to become VATable when it gets billed.

VAT code is the VAT code.

VAT amount is the VAT amount.

Click the Next button to advance to the next screen.

Office Posting

The screenshot shows a software window titled "Solace Millennium - Cashier's Desktop - Brundle Blair and Baker". Inside, a smaller window titled "Office Account Posting - Post an unbilled disbursement on 000105/0001" is open. The dialog box has a "Bank payment method" section with the following fields: "Bank" set to "Office Account", "Transaction method" set to "Cheque", and "Reference / cheque no" set to "000457". Below this is a "Cheque details" section with a "Payee" dropdown menu and an "Amount" field containing "93.50". There are two groups of radio buttons: "How to produce cheque" with options "Computer will print it" and "Hand write it yourself"; and "When will the cheque be produced" with options "With this posting" and "Do not produce it yet - the next posting will add to the cheque amount". At the bottom of the dialog are buttons for "Help", "< Back", "Next >", and "Close". The status bar at the bottom right of the main window shows "MASTER" and "9/08/2001 8:56".

At the top of the window is the bank code and description.

The Transaction method specifies how the money will be paid out of the bank account.

The Reference / cheque no is the reference or cheque no. If it is a cheque then the next cheque no is obtained from the bank record.

If the transaction method chosen is a cheque type (it has the produce cheque field set to Yes) then you will be required to enter some cheque information:

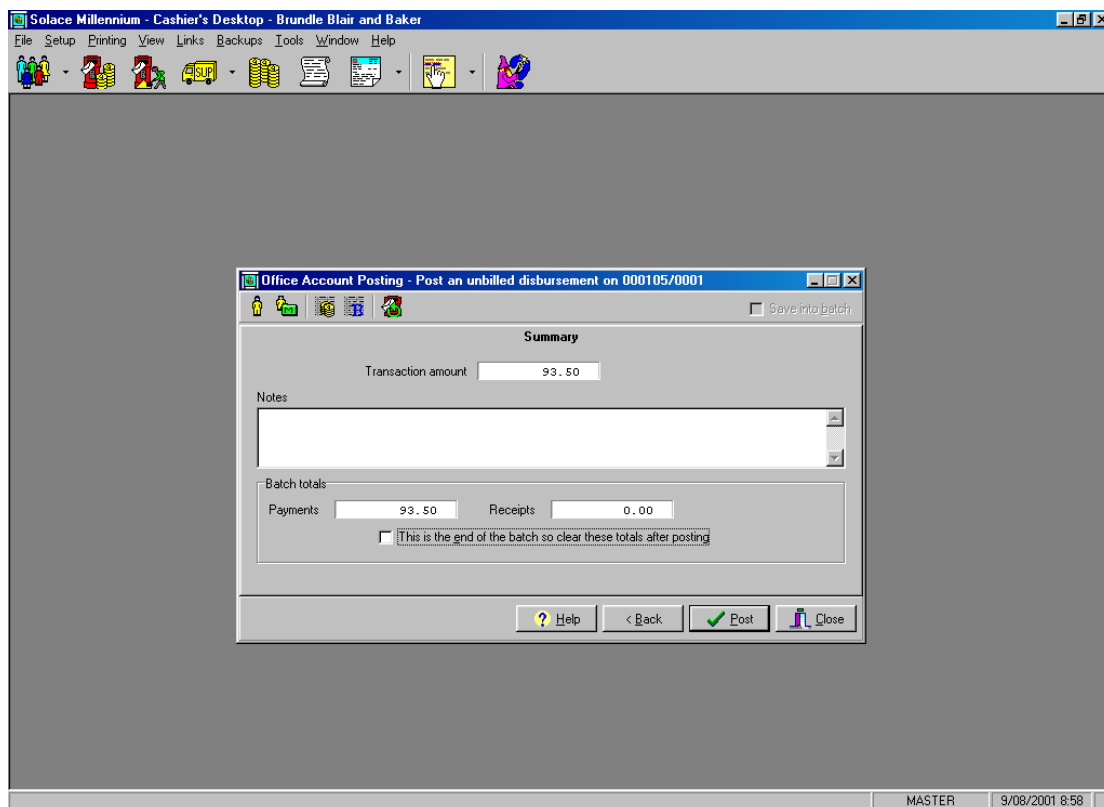
Payee specifies who the cheque is to be paid to.

How to produce cheque allows you to choose that either the computer will print the cheque or you must hand write it yourself. If the bank has a cheque format set-up the print option will automatically be selected otherwise you can only hand write it.

When will the cheque be produced (when available) allows you to choose when to produce the cheque. Normally you produce it with this posting but you can choose to have the next posting add to the same cheque amount thus accumulating several transactions onto the same cheque.

Click the Next button to advance to the next screen.

Office Posting



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.

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.

Office Posting

If **receipt** transaction has been selected

Solace Millennium - Cashier's Desktop - Brundle Blair and Baker

File Setup Printing View Links Backups Tools Window Help

Office Account Posting - Post a receipt on 000105/0001

Save into batch

Receipt allocation

Receipt type Unallocated cash Amount (inc. VAT) 0.00

Allocated (select from below) VAT code Non VAT-able

VAT amount 0.00

Date	Bill no	Detail	Total outstanding	Future disbs outst.	Pay
14/07/1995	021000043	leff	117.50	0.00	
14/07/1995	021000044	tee2	235.00	0.00	

View Pay Pay for future disbursements Cash left unallocated 0.00

Help < Back Next > Close

MASTER 9/08/2001 9:00

You can choose from the following options:

Unallocated cash if you want to leave the transaction outstanding.

Allocated if you want to allocate the receipt. You must then select from the following tabs and choose some transactions to allocate against:

- Pay bill.
- Pay disbursements
- Credit/cancel a disbursement

You can pay a combination of bills and disbursements if you want.

You must enter the amount of money you are receiving:

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

VAT code is the VAT code.

VAT amount is the VAT amount.

Click the Next button to advance to the next screen.

Pay bills

Bills for this matter with their outstanding amounts will be shown.

Use the Pay button to tick a bill for paying. You can pay more than one bill if you have enough money. A large green tick means the bill will be fully paid or a small blue tick means the bill will be partly paid.

Office Posting

Cash left unallocated shows how much money will be left after paying the bills that you have ticked.

Normally you should not pay for the future disbursements (disbursements not yet paid out) on bills but you can choose to do so by ticking the Pay for future disbursements box.

You can use the View button to look at the bill details.

Pay disbursements

Unbilled disbursements for this matter with their outstanding amounts will be shown.

Use the Pay button to tick a disbursement for paying. You can pay more than one disbursement if you have enough money. A large green tick means the disbursement will be fully paid or a small blue tick means the disbursement will be partly paid.

Cash left unallocated shows how much money will be left after paying the disbursements that you have ticked.

You can use the View button to look at the disbursement details.

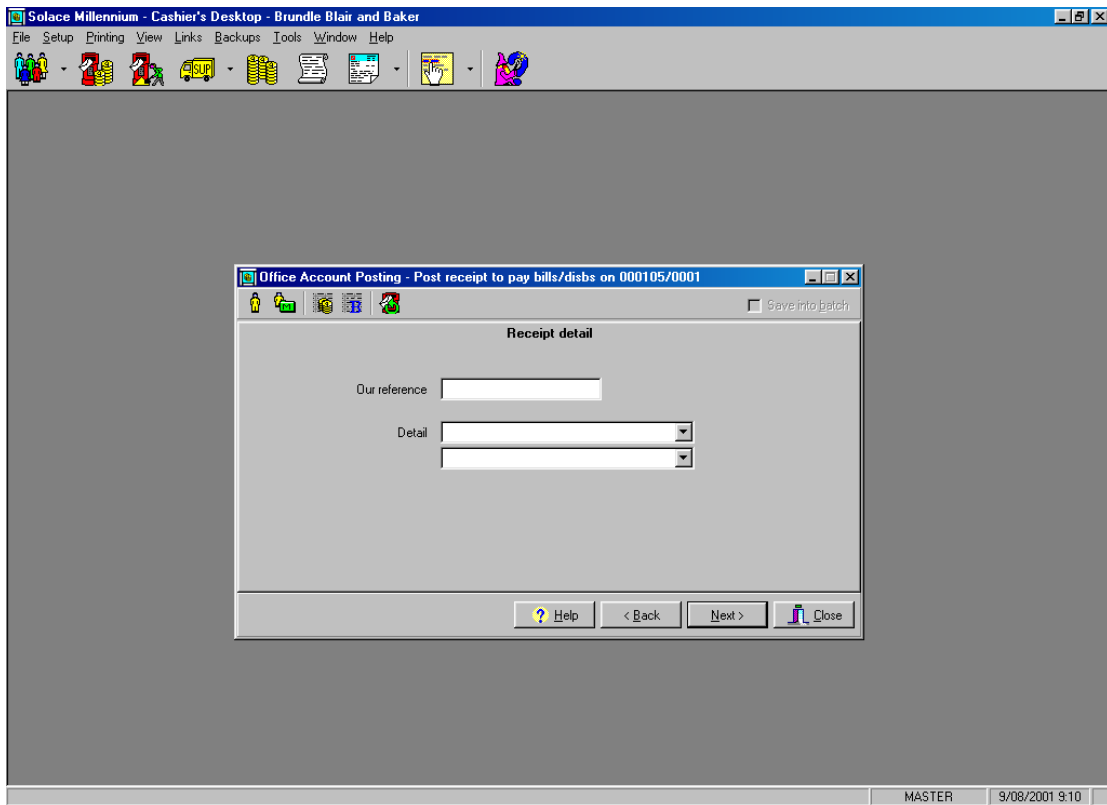
Credit/cancel a disbursement

Unbilled disbursements for this matter with their outstanding amounts will be shown.

You can select one disbursement to credit against. The disbursement will be cancelled or part cancelled if you have entered a lower amount. This cancellation cannot be reversed.

You can use the View button to look at the disbursement details.

Office Posting



Our reference is optional for you to put a reference into.

Detail is the transaction description.

Click the Next button to advance to the next screen.

Office 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 of the desktop is a smaller dialog box titled "Office Account Posting - Post receipt to pay bills/disbs on 000105/0001". The dialog box has a "Save into batch" checkbox in the top right corner. The main content area is titled "Bank receipt method" and contains the following fields:

- Bank: Office Account
- Transaction method: Cheque (dropdown menu)
- Reference / paying in slip no: [empty text box]
- Drawer: [empty dropdown menu]
- Clearance days: [empty spinner box] (adjusted for weekends)

At the bottom of the dialog box are four buttons: "Help" (with a question mark icon), "< Back", "Next >", and "Close" (with a close icon). The status bar at the bottom of the main window shows "MASTER" and "9/08/2001 9:11".

At the top of the window is the bank code and description.

The Transaction method specifies how the money will be paid into the bank account.

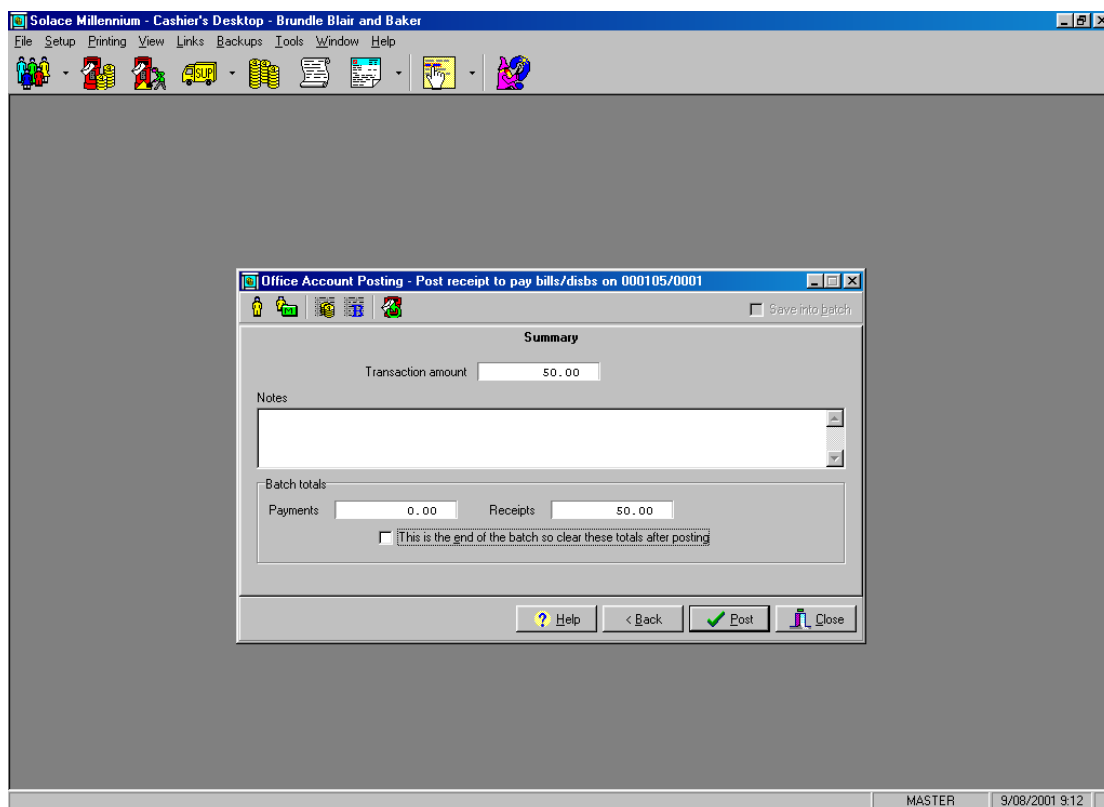
The Reference / paying in slip no is the reference or the paying in slip no. A local options setting specifies whether this will default to the paying in slip no from the bank record.

The Drawer is who paid out the money.

The Clearance days is how long this money will take to clear in the bank. If this is a client transaction it will effect the client interest calculation.

Click the Next button to advance to the next screen.

Office Posting



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.

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.