

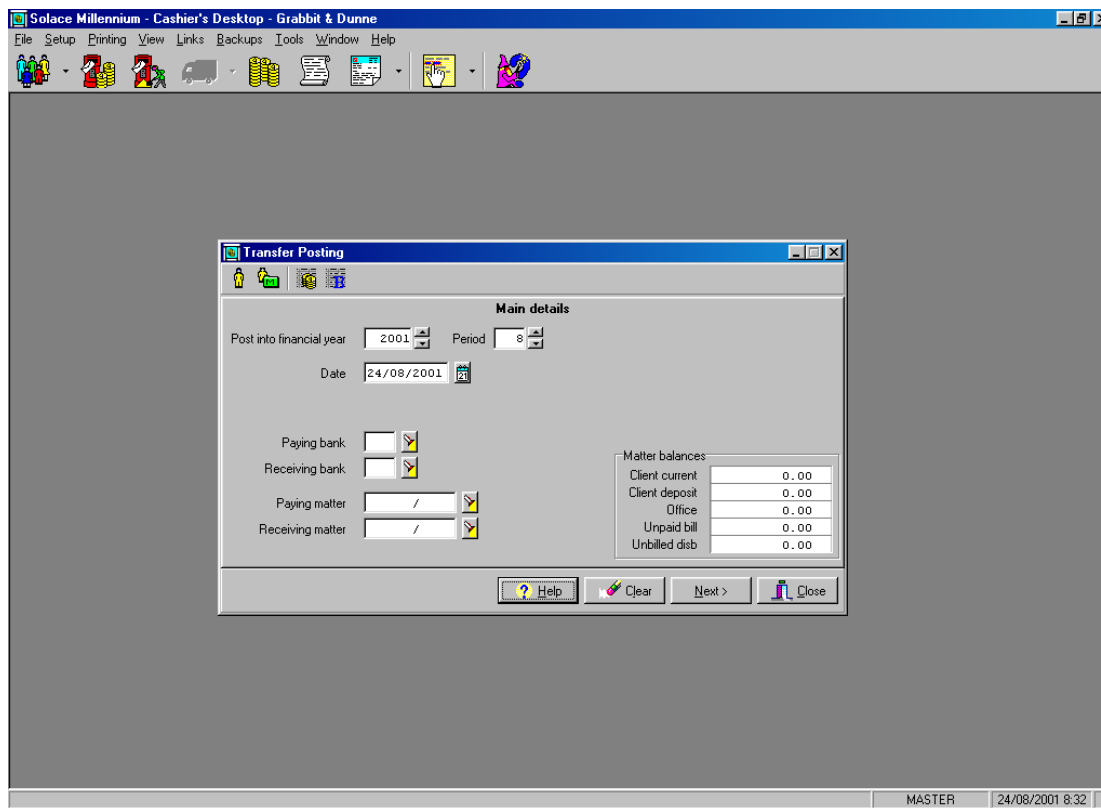
Transfer Posting

Transfer Posting

This program is for transferring money on a matter ledger card.

You can transfer between two banks (office or client) on one matter or two matters using one bank.

Access this program from the accounts posting menu or from a tool button.



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.

Transfer specifies whether to use banks for the transfer or to use the float accounts instead. This field is only shown when in Scotland.

Paying bank is the bank account to pay out of. This can be an office or client bank.

Receiving bank is the bank account to pay into.

Paying matter is the matter to pay out of.

Receiving matter is the matter to pay into.

Examples

To transfer money from client account to office account on a matter:- Enter the client bank code as the paying bank and the office bank code as the receiving bank. Enter the same matter code for the paying and receiving matter.

Transfer Posting

To transfer money between two matters on client account: Enter the client bank code for both banks. Enter the first matter code as the paying matter and the second matter code as the receiving matter.

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

The screenshot shows a software window titled "Transfer Posting - Client to office transfer on 000001/0001". The window contains a "Detail & amount" section with the following fields:

- Our reference:
- Detail code:
- Status:
- Detail:
- Amount:

To the right of the "Detail" field is a "Matter balances" table:

Matter balances	
Client current	(555.00)
Client deposit	0.00
Office	15.45
Unpaid bill	0.00
Unbilled disb	15.45

At the bottom of the window are buttons for "Help", "< Back", "Next >", and "Close". The taskbar at the bottom of the screen shows "MASTER" and "24/08/2001 8:34".

This screen appears if you are doing a client account to client account transfer on a matter or matters.

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

Detail code is an optional code to describe more about this transaction.

Status is the client transaction's current status.

Detail is a description of the posting.

Amount is the value to be posted.

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

Transfer Posting

If the transfer is from client to office then the following screen will appear

The screenshot shows the 'Solace Millennium - Cashier's Desktop - Grabbit & Dunne' application. The main window is titled 'Transfer Posting - Client to office transfer on 000001/0001'. It features a 'Receipt allocation' section with the following fields:

- Receipt type: Unallocated cash, Allocated (select from below)
- Amount (inc. VAT): 15.45
- VAT code: Non VAT-able
- VAT amount: 0.00

Below these fields are three tabs: 'Pay bills', 'Pay disbursements', and 'Credit/cancel a disbursement'. The 'Pay disbursements' tab is active, showing a table with the following data:

Date	Detail	Amount outstanding	Pay
21/08/2001	witness summons	15.45	

At the bottom of the window, there are buttons for 'View', 'Pay', 'Help', '< Back', 'Next >', and 'Close'. A status bar at the bottom right shows 'MASTER' and '24/08/2001 8:35'. The 'Cash left unallocated' field at the bottom right of the window shows '15.45'.

This screen appears when you are receiving money into an office account on a matter. 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 bills

Pay disbursements

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.

Transfer Posting

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.

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

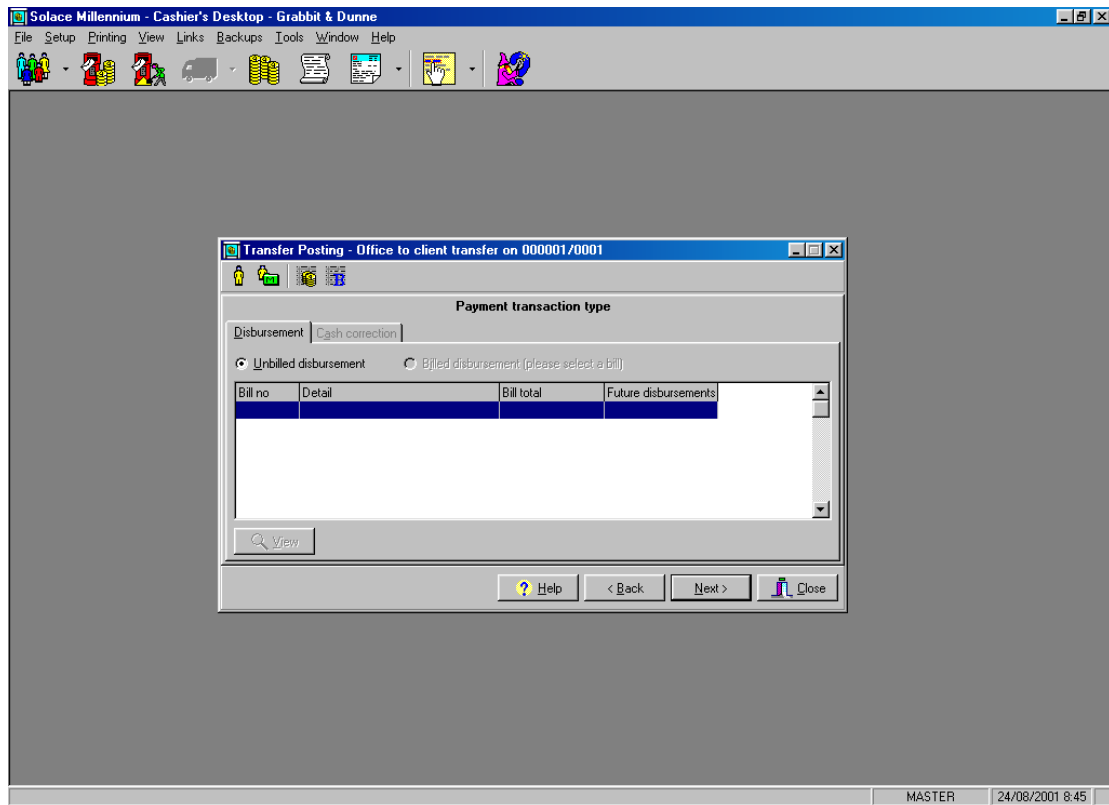
Unbilled disbursements for this matter with their outstanding amounts will be shown.

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.

Transfer Posting

If the transfer is from office to client then the following screen will appear



This screen appears when you are paying money out of an office account on a matter. You can either post a Disbursement or a Cash correction by selecting the appropriate tab.

Click the Next button to advance to the next screen.

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.

Transfer Posting

The screenshot shows a software window titled "Solace Millennium - Cashier's Desktop - Grabbit & Dunne" with a menu bar (File, Setup, Printing, View, Links, Backups, Tools, Window, Help) and a toolbar. A smaller dialog box titled "Transfer Posting - Office to client transfer on 000001/0001" is open in the center. The dialog box has a title bar with a person icon, a printer icon, and a help icon. Below the title bar is a section titled "Payment detail & amount". It contains the following fields and controls:

- "Our reference": a text input field.
- "Detail": a dropdown menu.
- "Amount (inc. VAT)": a text input field containing "0.00" and a currency symbol icon.
- A checkbox labeled "This is a service disbursement and will become VATable when billed", which is currently unchecked.
- "VAT code": a dropdown menu showing "Non VAT-able".
- "VAT amount": a text input field containing "0.00".

At the bottom of the dialog box are four buttons: "Help" (with a question mark icon), "< Back", "Next >", and "Close" (with a close icon).

At the bottom right of the main software window, there is a status bar showing "MASTER" and "24/08/2001 8:46".

This screen appears when you are paying money out of an office account on a matter.

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.

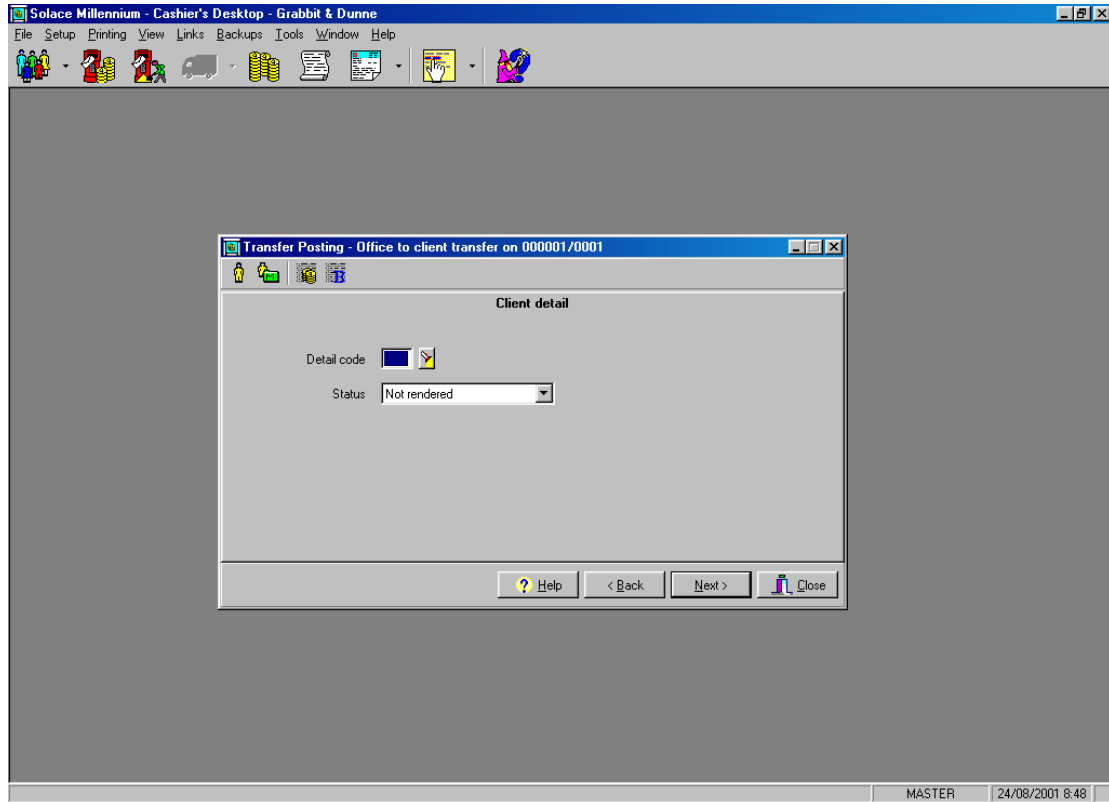
This is a service disbursement and will become VATable when billed. Tick this when you are paying out a non-VATable disbursement but you want it to become VATable when it gets billed.

VAT code is the VAT code.

VAT amount is the VAT amount.

Click the Next button to advance to the next screen.

Transfer Posting



This screen appears if you are doing a office to client transfer on a matter.

Detail code is an optional code to describe more about this transaction.

Status is the client transaction's current status.

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

Transfer Posting

The screenshot shows a software window titled "Solace Millennium - Cashier's Desktop - Grabbit & Dunne". Inside, a smaller window titled "Transfer Posting - Client to office transfer on 000001/0001" is open. This window contains the following fields and options:

- Bank payment method**
 - Bank: Client Current Account
 - Transaction method: Transfer (dropdown menu)
 - Reference / cheque no: 000000
- Cheque details**
 - Payee: (dropdown menu)
 - Amount: 15.45
- 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

At the bottom of the window are buttons for Help, Back, Next, and Close. The status bar at the bottom right of the main desktop window shows "MASTER" and "24/08/2001 8:39".

Bank payment method information is requested when you are making an accounts posting and paying money out of a bank.

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 your self. If the bank has a cheque format setup 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.

Transfer Posting

The screenshot shows a software window titled "Solace Millennium - Cashier's Desktop - Grabbit & Dunne". Inside, a smaller dialog box titled "Transfer Posting - Client to office transfer on 000001/0001" is open. The dialog box has a "Bank receipt method" section with the following fields:

- Bank: Office Bank Account
- Transaction method: Transfer (dropdown menu)
- Reference / paying in slip no: 000000 (text input)
- Drawer: (empty dropdown menu)
- Clearance days: 0 (spin box) (adjusted for weekends)

At the bottom of the dialog box are four buttons: Help, < Back, Next >, and Close. The status bar at the bottom of the main window shows "MASTER" and "24/08/2001 8:40".

Bank receipt method information is requested when you are making an accounts posting and paying money into a bank.

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.

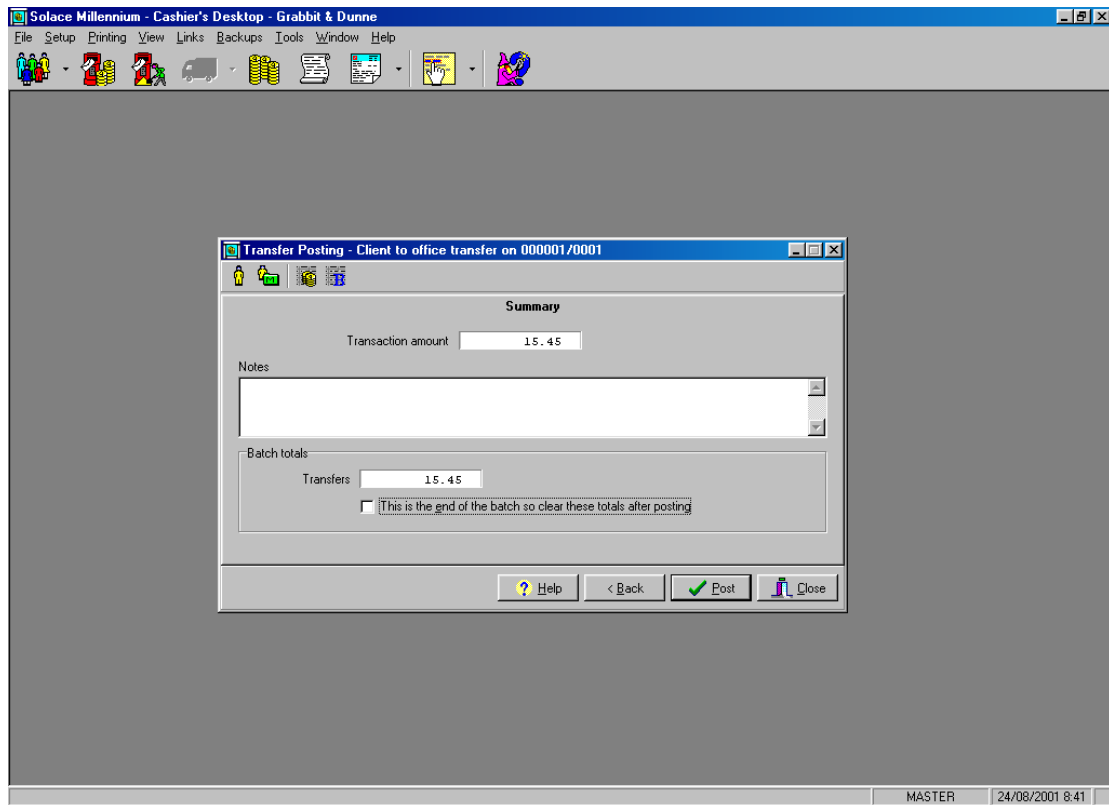
The Reference / paying in slip no is the reference or the paying in slip no. A local options setting specifies whether this will default to the paying in slip no from the bank record.

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.

Transfer Posting



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.

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.