


How to enter 'Take On Balances'

This is the procedure that you should implement when you want to enter existing accounts onto a new Millennium database.

There are three posting applications that can be used to simplify take on balances:

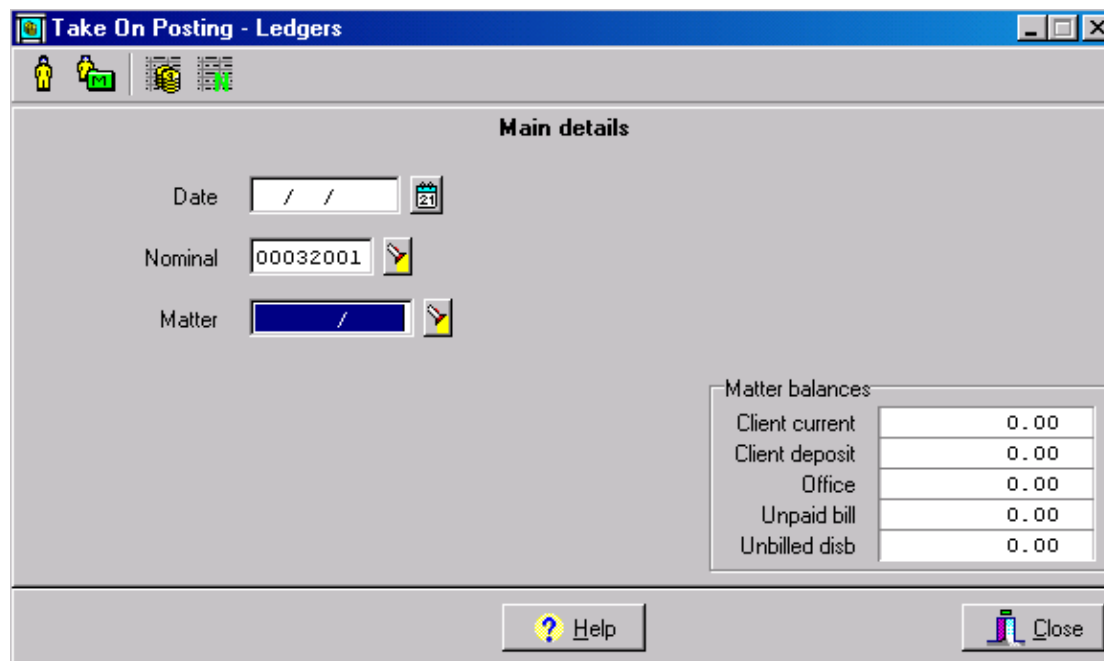
Take on ledgers
Take on nominals
Un-cleared cheques

These applications are available from the Accounts Posting icon , but only whilst the system is in the first period it has been set to.

Notes:-Once the period has been closed these applications will no longer be available.

Take on ledgers

From the Accounts Posting icon select **Take On Ledgers**. This will open up the following screen:-



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

To complete the 'Main Details' screen, use the following procedure:

Accept today's date or type a different one into the Date field. The wizard uses this date as the default for all transactions you enter during the Take On Posting process. You can still change the individual date, if necessary, while entering a transaction on any of the tabs in the second screen.

Type the correct code for the 'Take On Balances' Nominal account or accept the default. Since this is a special account, you can check that the code is correct by running the Special Accounts command in the 'Setup' menu.

Now type the code number for the matter against which you are entering data.

When you have finished, click on the 'Next' button to advance to the next screen.

Notes: The Take On Posting wizard is designed so that you can type in all the necessary transactions for a matter at one time. You can enter further transactions another time, but if you do, the system displays a box warning you that the matter already contains some transactions.

There are five tab pages available:

- Bills
- Credit Notes
- Unbilled Disbursements
- Unallocated Cash
- Client Current

Bills

Use this tab, as part of the 'Take On Posting' wizard, to enter outstanding bill transactions onto the new database. You can also remove a transaction you may have entered in error.

Click the Add button. The system inserts today's date into the Date field and activates all the data entry fields in the lower part of the window. If necessary, you can change the date.

Now type the bill number and a description into the Bill no and Detail fields.

Accept the default or choose another option from the VAT code drop-down list box.

For each of the Fees, Misc Fees, Disbs. and Disbs. not paid fields, type the appropriate Amounts (excl. VAT) and the applicable VAT.

Repeat the above 4 steps until you have added all of your bills.

If you need to delete a transaction, first highlight it in the list and click on the Remove button. Then click Yes to confirm the deletion.

If you are finished with all your transactions, click Next to advance to the next screen. However, if you still have some to enter, click the appropriate tab in this screen and type in the data.

Credit notes

Use this tab, as part of the 'Take On Posting' wizard, to enter any outstanding credit note transactions onto the new database. You can also remove a transaction you may have entered in error.

Click on the Add button. The system inserts today's date into the Date field and activates all the data entry fields in the lower part of the window. If necessary, you can change the date.

Now type the credit note number and a description into the Bill no and Detail fields.

Accept the default or choose another option from the VAT code drop-down list box.

For each of the Fees and Misc Fees fields, type the appropriate Amounts (excl. VAT) and the applicable VAT.

Repeat the above 4 steps until you have added all of your credit notes.

If you need to delete a transaction, first highlight it in the list and click the Remove button. Then click Yes to confirm the deletion.

If you are finished with all your transactions, click on the 'Next' button to advance to the next screen. However, if you still have some to enter, click the appropriate tab in this screen and type in the data.

Unbilled disbursements

Use this tab, as part of the 'Take On Posting' wizard, to enter unbilled disbursement transactions into the new database. You can also remove a transaction you may have entered in error.

Click on the Add button. The system inserts today's date into the Date field and activates all the data entry fields in the lower part of the window. If necessary, you can change the date.

Now type the disbursement amount into the Amount (inc. VAT) field.

Type a reference number into the Our Ref field if appropriate.

Type in the cheque number or paying-in slip number into the Chq/Pay in no field if known.

If this is a service disbursement, as defined by the Inland Revenue, which becomes VATable when billed, insert a tick mark in this box.

Type a description of this disbursement into the Detail fields.

Accept the default or choose another option from the VAT code drop-down list box.

Type in the VAT amount.

Repeat the above 8 steps until you have added all of your unbilled disbursement transactions.

If you need to delete a transaction, first highlight it in the list and click the Remove button. Then click Yes to confirm the deletion.

If you are finished with all your transactions, click on 'Next' to advance to the next screen. However, if you still have some to enter, click the appropriate tab in this screen and type in the data.

Unallocated Cash

Use this tab, as part of the 'Take On Posting' wizard, to enter unallocated cash transactions into the new database. You can also remove a transaction you may have entered in error.

Click on the Add button. The system inserts today's date into the Date field and activates all the data entry fields in the lower part of the window. If necessary, you can change the date.

Type a reference number into the Our reference field if appropriate.

Now type a description into the Detail fields.

Type in the cheque number or paying-in slip number into the 'Chq/Pay in no' field if you have the information to hand.

Type in the Amount of this transaction.

Repeat the previous 5 steps until you have added all of your unallocated cash transactions.

If you need to delete a transaction, first highlight it in the list and click the Remove button. Then click Yes to confirm the deletion.

If you are finished with all your transactions, click on the Next button to advance to the next screen. However, if you still have some to enter, click the appropriate tab in this screen and type in the data.

The screenshot shows a software window titled "Take On Posting - Post transactions on 000011/0001". The window has a tabbed interface with the following tabs: "Bills", "Credit notes", "Unbilled disbursements", "Unallocated cash", and "Client current". The "Client current" tab is selected. The main area contains the following fields and controls:

- "Client current amount": A text input field containing "0.00" with a calculator icon to its right.
- "Bank": A dropdown menu showing "001" and a list arrow, with "Client Current Account" displayed below it.
- "Transaction type": Two radio buttons, "Payment" (unselected) and "Receipt" (selected).

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

Client current balance

Use this tab, as part of the 'Take On Posting' wizard, to post a matter balance to the Client Current account when setting up Millennium.

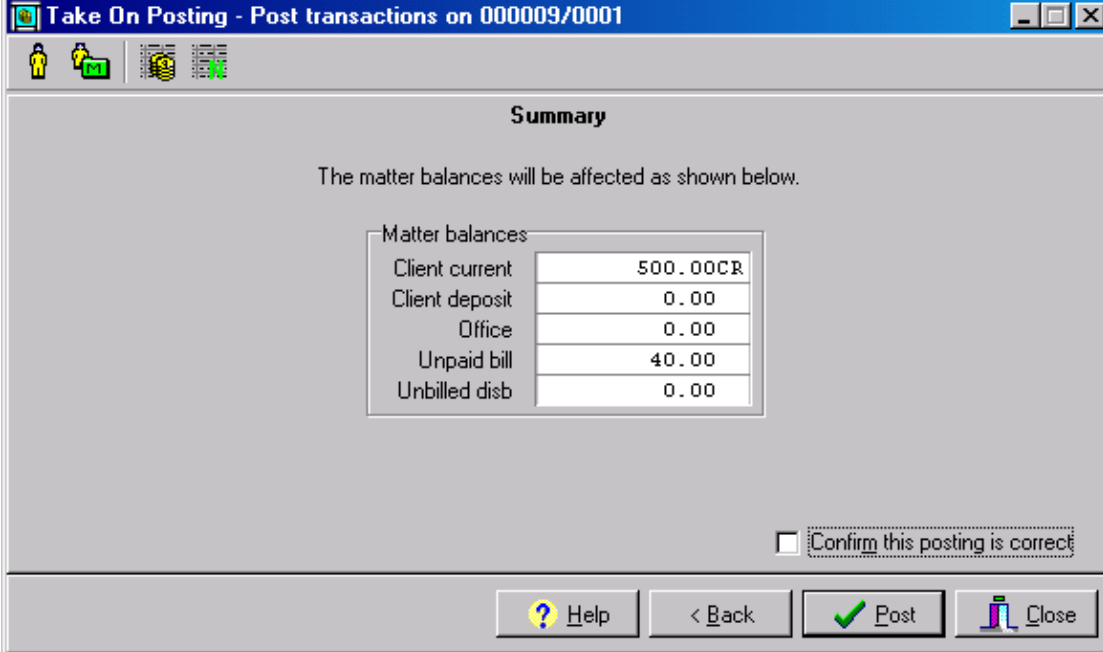
Note:- This is only for balances on the general client account, deposit account balances need to be entered in a different way.

Type the balance into the Client current amount field.

Type the code of the Client Current account into the Bank field. (The default is the client bank set in the Practice options)

Indicate whether this posting is a payment or receipt by clicking on the appropriate Transaction type radio button. (The default is receipt)

When you have finished with all the tabs, click on the Next button to advance to the next screen.



Summary

The matter balances will be affected as shown below.

Matter balances	
Client current	500.00CR
Client deposit	0.00
Office	0.00
Unpaid bill	40.00
Unbilled disb	0.00

Confirm this posting is correct

Help < Back Post Close


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.

If you have enabled 'Confirm postings' in Local Options, you must tick the

Confirm this posting is correct box before the system allows you to continue.

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

Client Deposit Balances


To enter balances for deposit accounts, a bank account needs to be created first. To do this, go to Set Up > Banks, and select the  Add button.

The screenshot shows a software window titled "Add a Bank record" with two tabs: "Main details" and "Banking details". The "Banking details" tab is selected. The form contains the following fields and controls:

- Code:** 900
- Nominal code:** 00013000
- Chart of accounts:** A button with a pencil icon.
- Description:** Barc Bank Re Walker 89743597
- Account type:** Client deposit (dropdown menu)
- Access level:** 1 (spinners)
- Bank type:** Bank (dropdown menu)
- Default status:** Un-checked (dropdown menu)
- Branch:** (empty dropdown menu)
- Department:** (empty dropdown menu)
- Cheque format:** (empty dropdown menu)
- Next cheque no:** 1 (spinners)
- Paying in no:** 1 (spinners)
- Notes:** (empty text area)
- Buttons:** "Delivered budgets", "Received budgets", "Help", "Cancel", and "OK".

- Code - Unique code for the bank account
- Nominal code - Control nominal account for the bank account this would normally be within a range of number from 00013000 to 0019999
- Description - Description of the bank account, for a deposit account this should include the client name and the bank account number
- Account Type - This will need to be changed to read 'Client deposit'
- Bank type - This will need to be on 'Bank'

Now click on 'OK'.

To post the balance to the account click on the accounts posting icon  and select 'Client Account'.

Single Screen Entry

The screenshot shows the 'Client Account Posting' window with the following fields and values:

- Post into financial year:** 2004
- Period:** 9
- Date:** 24/11/2004
- Posting type:** Use client bank
- Bank:** 900 Barc Bank Re Walker 89743597
- Matter:** W00002/0002 Walker, Mr Barry_Mrs Elizabeth : P 71 Ben Culey Drive, Gt Ellingham
- Transaction type:** Payment Receipt
- Our reference:** [Empty]
- Detail:** balance brought forward
- Amount:** 30000.00
- Status:** Not rendered
- Detail code:** [Empty]
- Transaction method:** Transfer
- Ref / pay in no:** 000000
- Name --> Drawer:** [Empty]
- Clearance days:** 0 (adjusted for weekends)
- Batch totals:**
 - Payments: 0.00
 - Receipts: 0.00

Buttons at the bottom include: Notes, Undertakings, Help, Clear, Post, and Close. A 'Save into batch' checkbox is located in the top right corner.

Change the bank code to the code for the deposit account

Enter in the matter code

Select receipt as the transaction type

Enter in some detail in the detail box

Enter in the amount that is on the deposit account.

Click on Post to complete the transaction.

Setting opening Bank Balances

These postings are done through the nominal posting screen and are for office banks only. This is reached by clicking on the Accounts Posting icon and selecting Nominals.

The nominal posting screen has two options single screen or a wizard style.

Single screen

The screenshot shows the 'Nominal Posting' window with the following details:

- Post into financial year:** 2001
- Period:** 11
- Date:** 20/10/2003
- Source account:** Bank (selected)
- Account code:** 500
- Transaction type:** Payment (selected)
- Amount:** 0.00
- Destination account:** Nominal (selected)
- Transaction method:** Cheque
- Ref / chq no:** 000807
- Batch totals:** Payments: 0.00, Receipts: 0.00

Change the date to read the date of the take on balances.

Select the source account as bank and specify the bank code required.

Transaction type will be receipt if moneys are available at the bank or payment if the balance is overdrawn.

Enter whatever text you wish in the detail field i.e. Balance brought forward

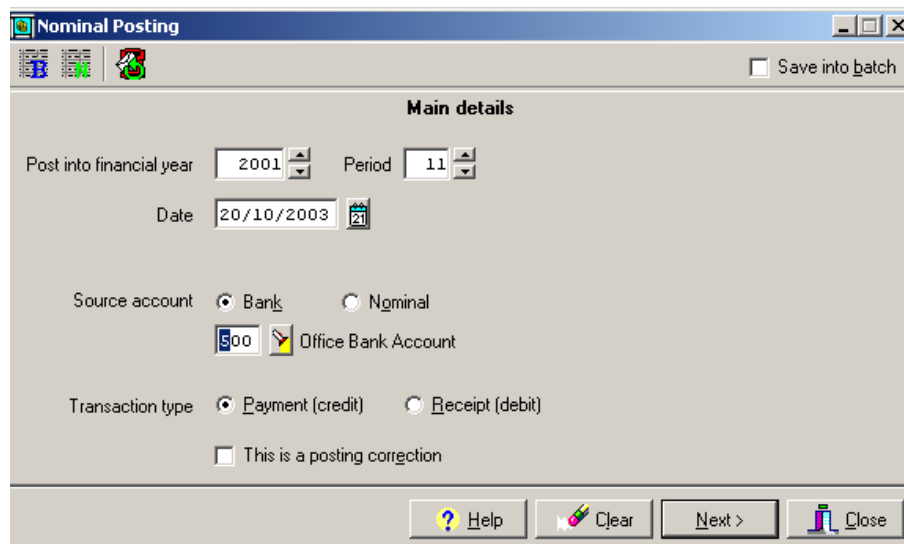
In the amount box enter the reconciled balance figure i.e the balance of the account if everything has been taken into account.

Destination account is nominal and the account code is the take on balances nominal.

Transaction method should be set to Transfer.

Click on the Post button to make the posting, and confirm depending you the setting you have on the local options.

Wizard style posting



The screenshot shows the 'Nominal Posting' window with the following details:

- Post into financial year: 2001
- Period: 11
- Date: 20/10/2003
- Source account: Bank (selected), Office Bank Account
- Transaction type: Payment (credit) (selected), Receipt (debit)
- This is a posting correction

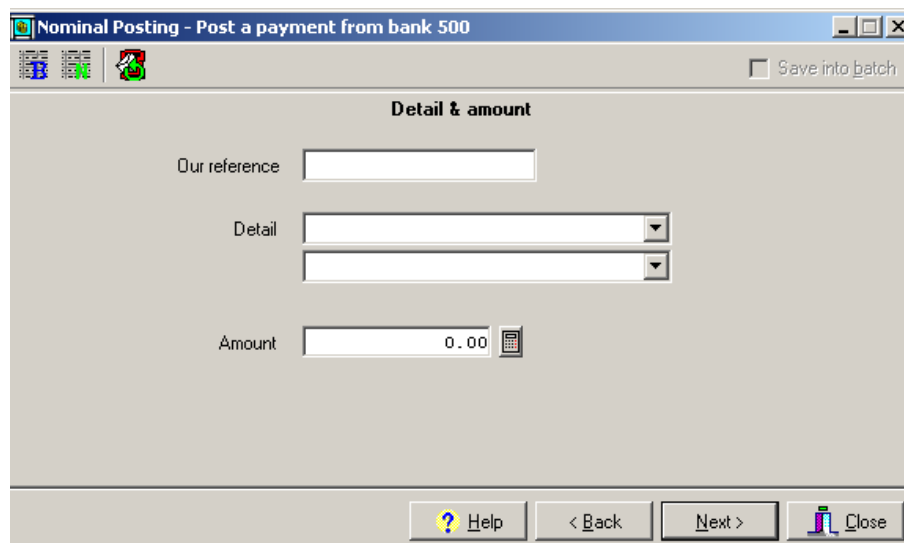
Buttons at the bottom: Help, Clear, Next >, Close.

Change the date to read the date of the take on balances.

Select the source account as bank and specify the bank code required.

Transaction type will be receipt if moneys are available at the bank, or payment if the bank balance is overdrawn.

Click on the Next button to move to the next screen.



The screenshot shows the 'Nominal Posting - Post a payment from bank 500' window with the following details:

- Our reference: [Text input field]
- Detail: [Dropdown menu]
- Amount: 0.00

Buttons at the bottom: Help, < Back, Next >, Close.

Enter whatever text you wish in the detail field i.e Balance brought forward.

In the amount box enter the reconciled balance figure i.e the balance of the account if everything has been taken into account.

Click on the Next button to move to the next screen or Back to go to the previous screen.

Nominal Posting - Post a receipt to bank 500

Save into batch

Destination account(s)

Nominal

Please add some nominal codes below Amount left 0.00

Code	Description	Amount	VAT code	VAT
		1526.32		0.00

+ Add
- Remove
Adjust

Nominal code VAT code Non VAT-able

Amount (inc. VAT) 1526.32 VAT amount 0.00

Help < Back Next > Close

Click on the Add button and then enter the take on balance nominal code.

Click on the Next button to move to the next screen or Back to go to the previous screen.

Nominal Posting - Post a receipt to bank 500 from nominal(s)

Save into batch

Bank receipt method

Bank Office Bank Account

Transaction method Transfer

Reference / paying in slip no 000001

Drawer

Clearance days 5 (adjusted for weekends)

Help < Back Next > Close

Set the transaction type to transfer.

Click on the Next button to move to the next screen or Back to go to the previous screen.

Nominal Posting - Post a receipt to bank 500 from nominal(s)

Save into batch

Summary

Transaction amount 1526.32

Notes

Batch totals

Payments 0.00 Receipts 1526.32

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

Help < Back Post Close

This screen concludes the wizards that guide you through all posting processes.

It will allow you to do some of the following:

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.


If this is the end of the batch, tick the box to clear these totals, i.e. set them to zero, 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 on the Post button. You can now go repeat the procedure to post another transaction or begin a new batch of transactions for another bank.

Setting up Nominal Balances



This screen is available from the Accounts Posting icon  but only whilst the system is in the first initial period set up. Once the period is completed this screen will no longer be available.

Take On Posting - Nominals

Transaction date: 20/10/2003

Balancing account: 00032001 Take On Balances

Code	Description	Debit	Credit
00000100	Property - Cost	0.00	0.00
00000101	Property - Additions	0.00	0.00
00000102	Property - Dep	0.00	0.00
00000200	Building Improvements - Cost	0.00	0.00
00000201	Building Improvements - Add	0.00	0.00
00000203	Building Improvements - Dep	0.00	0.00
00000300	Office Equipment - Cost	0.00	0.00
00000301	Office Equipment - Add	0.00	0.00
00000302	Office Equipment - Dep	0.00	0.00
00000500	Furniture & Fittings - Cost	0.00	0.00
00000501	Furniture & Fittings - Add	0.00	0.00

Description: Property - Cost Debit: 0.00 Credit: 0.00

Buttons: ? Help X Cancel ✓ Post

Take on nominal balances is only available during the initial period.

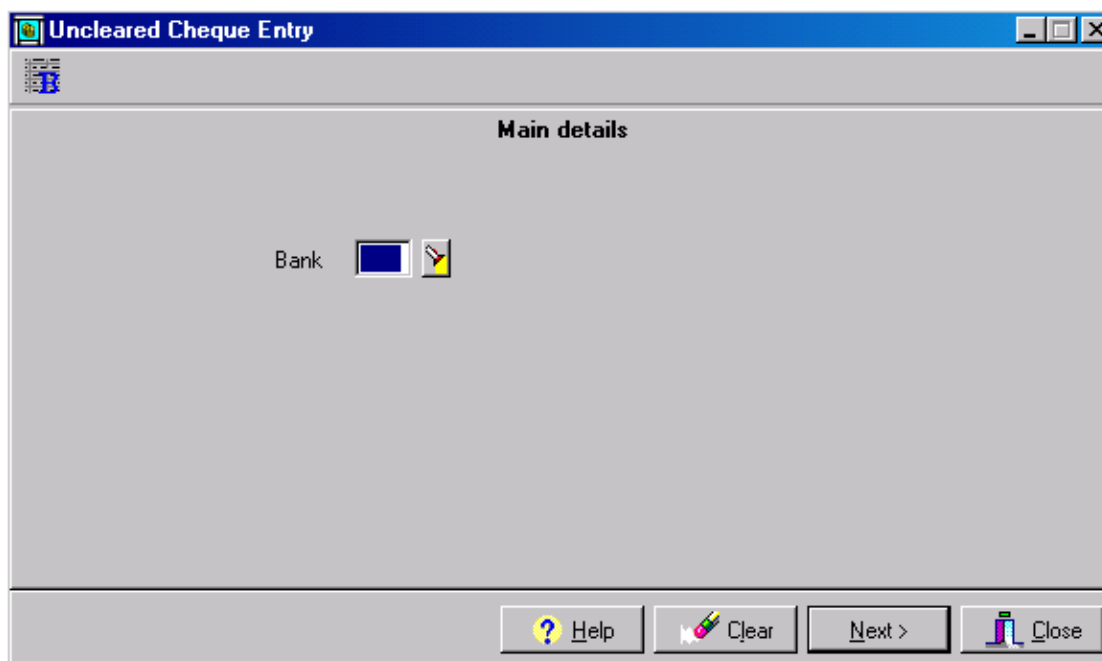
Specify in the transaction date the date on which the balances are being transferred.

Balancing account will default to the Take on Balances nominal, or can be set to any other required nominal.

The screen will display all nominal accounts and the current balance. To update, highlight the required nominal and enter the actual balance, the system will calculate the actual value of the posting required. These figures should be taken from the final and agreed Trial Balance report from your previous accounting system. When you have completed your entries, click on the Post button and the postings will be made to the relevant nominals.

Setting up Unpresented Cheques and Credits

This screen is available from the Accounts Posting icon only whilst the system is in the first period set up. Once the period is completed this screen will no longer be available.



To complete the wizard:

Type the code for the correct bank account or click on the torch to search for the correct bank code..

Click on the Next button to move to the next screen:

The screenshot shows the 'Uncleared Cheque Entry on bank 500' window with the 'Cheques' tab selected. The window contains a table with the following columns: Date, Cheque No, Our reference, Detail, Detail 2, and Amount. Below the table, there are input fields for Date (format: / /), Our reference, Detail (with a dropdown arrow), Cheque no, and Amount (set to 0.00). On the right side of the table, there are '+ Add' and '- Remove' buttons. At the bottom of the window, there are buttons for '? Help', '< Back', 'Next >', and 'Close'.

Cheques

On the Cheques tab, click on the Add button to add a new un-presented cheque entry. The system inserts today's Date and activates the other data entry fields at the bottom of the window. Type the cheque Date (if different from today's), a description into the Detail fields, plus the Cheque no and Amount.

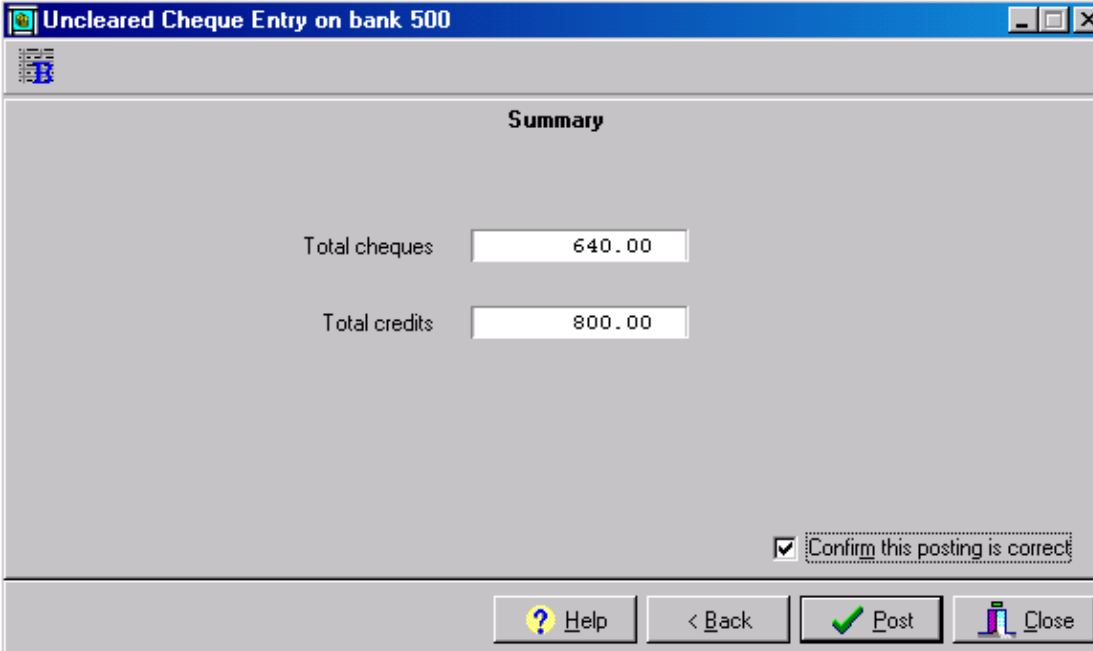
The screenshot shows the 'Uncleared Cheque Entry on bank 500' window with the 'Credits' tab selected. The window contains a table with the following columns: Date, Our reference, Detail, Detail 2, and Amount. Below the table, there are input fields for Date (format: / /), Our reference, Detail (with a dropdown arrow), and Amount (set to 0.00). On the right side of the table, there are '+ Add' and '- Remove' buttons. At the bottom of the window, there are buttons for '? Help', '< Back', 'Next >', and 'Close'.

Credits

On the Credits tab, click on the Add button and type similar information for uncleared credits except that there is no cheque number.

If you have made a mistake and want to delete an entry, first highlight the entry and click the Remove button. Then click Yes to confirm the deletion.

When you have finished with all the cheques and credits, click Next to move to the next screen.



The screenshot shows a software window titled "Uncleared Cheque Entry on bank 500". The window has a blue title bar and a standard Windows-style window control bar (minimize, maximize, close). Below the title bar is a menu bar with a file icon and a printer icon. The main area of the window is titled "Summary" and contains two rows of data: "Total cheques" with a value of "640.00" and "Total credits" with a value of "800.00". Each value is displayed in a white text box. At the bottom right of the main area, there is a checkbox labeled "Confirm this posting is correct" which is checked. Below the main area is a grey bar containing four buttons: "Help" (with a question mark icon), "< Back", "Post" (with a green checkmark icon), and "Close" (with a window icon).

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 on the Post button. You can now go repeat the procedure again to post another transaction or begin a new batch of transactions.

Once all the client balances, nominal balances, un-presented cheques/credits, and the balances for the office bank accounts have been entered, it is important that a trial balance report and matter listing are printed out so that the figures can be compared and agreed with your previous accounting system.

To get the client balance to agree with the bank statement, it is necessary to run a reconciliation on the bank account. To do this, go to View > Financial > Bank Account, and select the client bank account.

Code	Description	Bank type	Nominal type
001	Client Current Account	Bank	Client current
002	Clients Suspense A/C	Bank	Client current
500	Office Bank Account	Bank	Office
520	Petty Cash	Bank	Office
900	Barc Bank - Walker 87334457	Bank	Client deposit
997	Office Suspense Account	Bank	Office
HM	H M Land Registry Control Acc	Bank	Office
JW	James Whittaker	Balance sheet	Office
KW	Karen Walker	Balance sheet	Office

Select the client current account, and then click on 'OK'.

This will then list all the transactions that have been entered on the client bank

Status	Date	Balancing ledger	Type	Detail	Our ref	Reference	Amount	Payee
U	13/09/2004	Mat:E00001/0001	CC-RC	BF client balance		000000	600.00	
U	13/09/2004	Nom:00012000	JN-PY	Cheque		000876	(32.00)	
U	13/09/2004	Nom:00012000	JN-PY	Cheque		000877	(48.00)	
U	13/09/2004	Nom:00012000	JN-PY	Cheque		000878	(700.00)	
U	13/09/2004	Nom:00012000	JN-RC	Cancel uncleared cheques		000878	780.00	

The transactions that have **BF client balance** and **Cancel uncleared cheques** need to be marked as **Presented**. Select the relevant transactions and then click on **Presented**.

As the items are presented then the 'Presented' figure in the top of the screen will change. Once all the items as mentioned above have been presented this figure should agree with the last bank statement that has been reconciled.

Bank Account: 001 - Client Current Account

Transactions Search Total for date & reference search

Balance 5750.00 Presented 1380.00 Outstanding/unchecked 4370.00

Total of listed transactions 600.00 Clear search

Status	Date	Balancing ledger	Type	Detail	Our ref	Reference	Amount	Payee
P	13/09/2004	Mat:E00001/0001	CC-RC	BF client balance		000000	600.00	
U	13/09/2004	Nom:00012000	JN-PY	Cheque		000876	(32.00)	
U	13/09/2004	Nom:00012000	JN-PY	Cheque		000877	(48.00)	
U	13/09/2004	Nom:00012000	JN-PY	Cheque		000878	(700.00)	
P	13/09/2004	Nom:00012000	JN-RC	Cancel uncleared cheques		000878	780.00	

Mark transaction as Presented Outstanding Un-checked Statement date / /

Bank View Preview Advanced Pay in Help Close

Once everything has been agreed, if now possible to change the period number and do 'live' postings.