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KEYHOUSE LAWOFFICE

SOLICITOR ACCOUNTS MANUAL

SAM 3.6

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Introduction

What is SAM 3.6

SAM (Solicitor Accounts Management) is accounting software, designed specifically for the legal and accountancy market. This software allows users to:

- Maintain Clients & Matters
- Maintain Suppliers & Third Parties
- Make EFT Payments
- Complete Bank Reconciliations

Basic Operations

- Maintain Client Accounts in accordance with Solicitors Accounts Rules.
- Record and track Outlays incurred and Billed.
- Record and track Fee Negotiation Letters (FNL).
- Record and track Invoices issued and paid.
- View/Print up to date Matter Ledgers (showing Client A/c, Outlays and Bills).
- Record payments for office purchases and expenses.
- Record sundry office receipts.
- Maintain Cheques Journal, Cash Book, Fees Book and Purchases Book.
- Monitor monies owed by clients.
- Correct entries.
- Transfer funds between accounts.
- Write-off fees or outlays.
- VAT Returns on Invoice or Cash Receipts basis.
- Produce an up to date set of accounts.
- Perform a System Reconciliation to ensure the system balances.
- Report all information required for annual Third-Party Returns.
- Record Money Laundering check.
- Excel/Word/PDF options in reporting facilities.

Advanced Facilities

- Aged Debt Analysis and Credit Control.
- Full Creditors Ledger with integrated outlay charging.
- Key Performance Indicator Analysis by Department, Work Type and Fee Earner.
- Set Client A/c minimum balances for a Matter (reserve deposits etc).
- Apply outlay limits to Matters.
- Record undertakings.
- Monitor and forecast cash flow.
- Monitor Fee Earner performance.

In addition, SAM 3.6 has a comprehensive built in security facility allowing the user to control access to various aspects of the system.

Exception Reports

- Dormant Matters
- Client A/c with Debit Balances
- Office A/c with Credit Balances
- Outlay A/c Exceeding Budget
- Statute of Limitations

All standard reports can be exported to Adobe while all Crystal Reports can be exported to Word, Excel and Adobe.

How the System Works

The system requires the entry of all types of accounting transactions. (Receipts, payments, invoices, purchase bills and journals). The entries are made using on-screen forms; e.g. to enter details of a cheque, a cheque like form is filled out on-screen. This simple idea is carried through all five types of transactions and once completed can be updated. SAM 3.6 takes the basic transaction and posts it to all the relevant accounts.

Basic Codes, Nominal Accounts, Contacts and Matters must be set up before any transactions can be entered. (NOTE: Contacts and Matters can also be set up in the Case Management System). Once the general setup is completed, tasks may be carried out routinely as suggested below:

Daily

- Open Client & Matter Accounts.
- Open Supplier Accounts (Third Party Returns).

- Enter Payments, Receipts, Invoices, Fee Negotiation Letters (FNLs), and Transfers for Costs, etc.
- Enter comments on Matter Ledgers.
- Place reserves on Client A/c's as required.
- View/Print Ledgers.
- Basic System check and System Reconciliation Report.
- Money Laundering.

Monthly

- Monthly Cheques Journal, Cash Book, Fees Book reports.
- Bank Reconciliation.
- Monthly Accounts (if required).
- Exception Reports.
- Monitor Fees owed.
- Monitor Fee Negotiation Letters (FNLs).

Occasionally

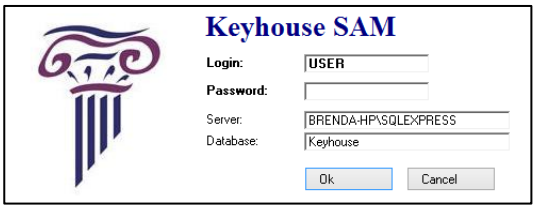
- Add/Change Fee Earner, Department, VAT Code details.
- Add/Change Nominal Account/Nominal Structure details.
- Close Matter Accounts.
- VAT Report (bi-monthly).

Annually

- Accounts Reports and Year-end procedure.

In addition, the system can produce reports if conditions, such as outlay credit balances, arise.

Logging In



1. Double clicking on the SAM 3.6 icon displays the logon screen.
2. Enter Log on Name as the **Login Name** and also the **Password**.
3. Click **OK**.

NOTE: Server and Database details should not be changed.

The password needs to be changed immediately. To do this Select **Change Password** from the **File** menu

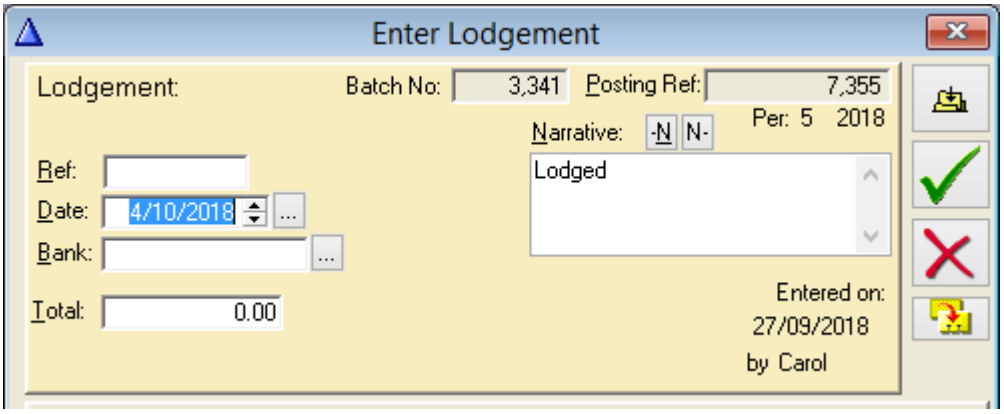
NB: This password should not be shared with anyone. There is also a Keyhouse User set up on SAM 3.6. It is important that the Keyhouse user is left as supplied. Without this we cannot give support.

Forms and Browser Lists

SAM 3.6 contains a variety of forms and browser lists and the user's understanding of each function is important.

Forms

'Forms' in SAM 3.6 are the windows where all information relating to an account is entered. They are designed to look like normal transaction forms e.g. the top section of the **Enter Lodgement Form** resembles a bank lodgement slip.



1. Each entry space on a form is called a **Field**.
2. To move from field to field in sequence press the **TAB** key on the keyboard.
3. A **Browse** button (marked**…**) displayed beside a field will be reached first in sequence.
4. Press **SHIFT + TAB** to move backward in sequence.
5. To move to a particular field either use the mouse to click in the entry area, or if the field prompt has a letter underlined, press **Alt+ the underlined letter**.

6. When any button has focus, it will be edged by a dotted line. Clicking **Enter** when a button has focus is the same as clicking on it.

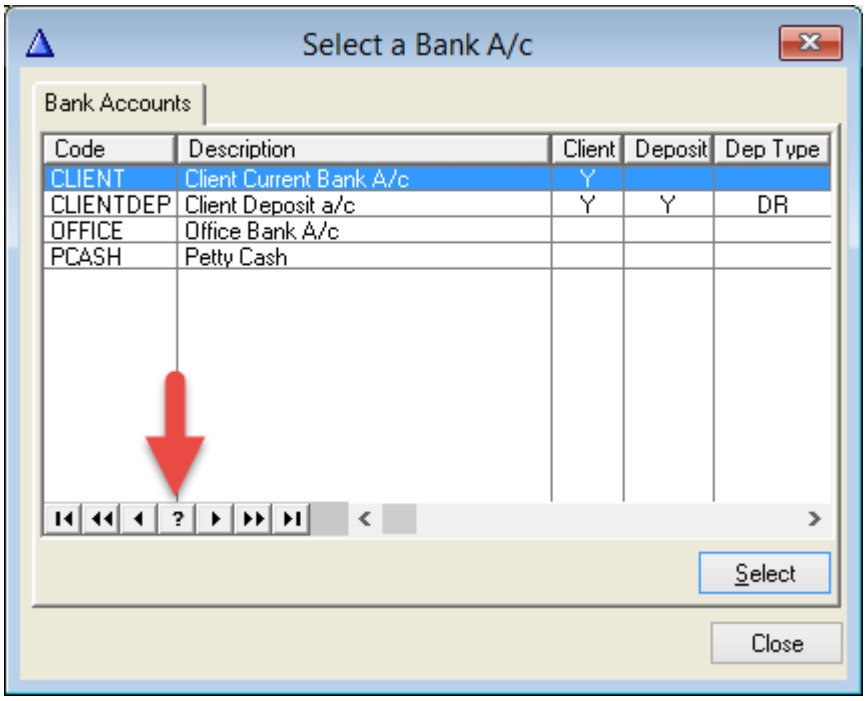
7. Use the **Space Bar** to put a ✓ in a check box. E.g. 'Transfer from Client A/c' in the window above or point and click.

8. A **Browse** button on a form provides access to a selection list where the user may choose a record instead of entering it manually, e.g. a client account. The small button beside **Bank A/c** is clicked and the 'Select a Bank A/c' list is displayed. To select a record either double click or highlight the bank account and click **Select**.

9. The selection list then closes, and the selected information is displayed in the field.

Browsers

- Browsers are List Boxes dedicated to displaying database records in rows and columns.
- The columns in a List Box can be resized by dragging the column border with the mouse.
- A browser may contain of a number of **'Tabs'**.
- Each **'Tab'** displays the database records in an alternative sequence.
- The controls that allow the user to scroll through the records contained in the Browser are located at the bottom of the List Box.



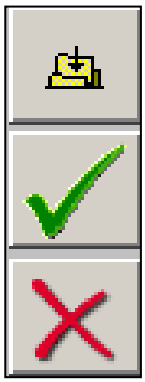
Description of Controls on List Box

|<	Top of list	(Or use **Home** key)
<<	Page Up	(Or use **PgUp** key)
<	Line Up	(Or use **Up** arrow)
?	Not used	
>	Line Down	(Or use **Down** arrow)
>>	Page Down	(Or use **PgDn** key)
>|	Bottom of list	(Or use **End** key)

Scroll Bar to go sideways (Or use **Arrow** keys)

- **Alphabetic Searching** is another facility available on the browsers and look up lists. It allows the user to initiate a search by typing the first letters of the required record; the cursor will go automatically to the nearest possible match. To begin a new search the cursor must be at the top of the list.
- The **Insert, Change** and **Delete** buttons located on the browser window allow the user to add change or remove records held in the database.

Updating Transactions

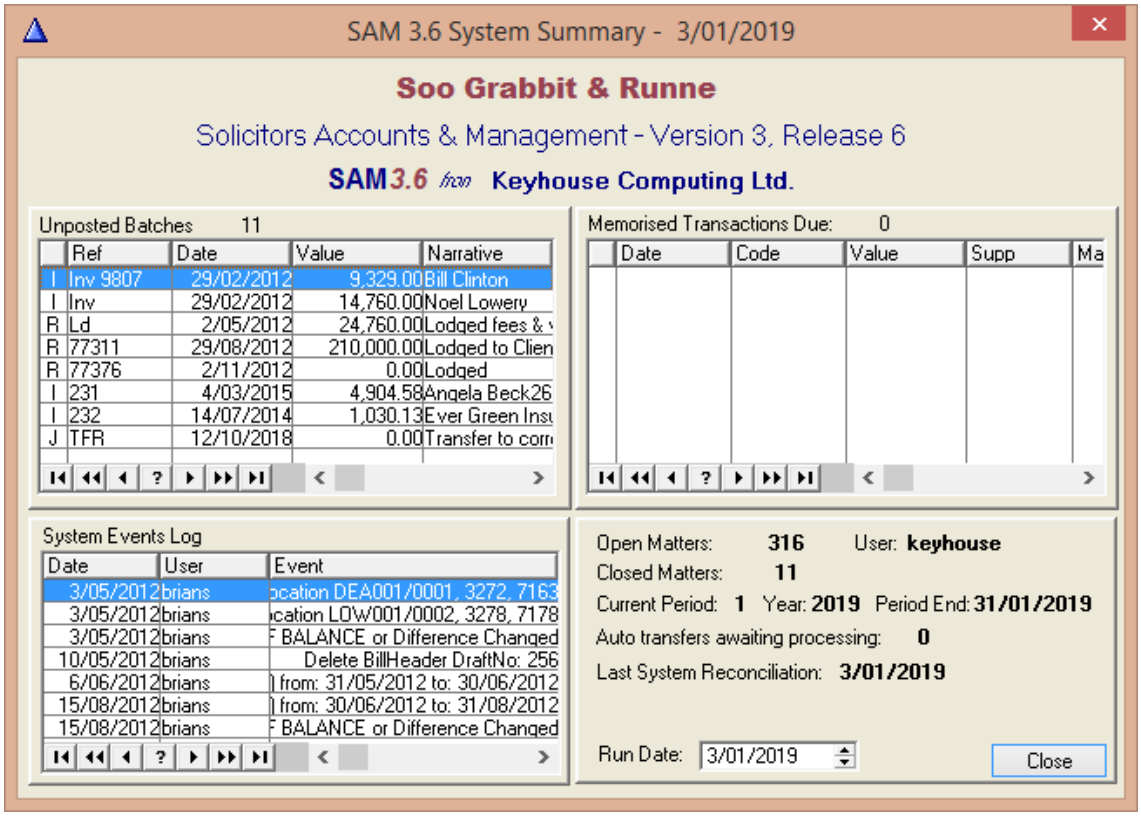


Transactions on the system are **updated** using this button. Once updated this will appear on the accounts and a correction needs to be done to reverse the transaction.

The Green tick allows you to **save** a posting before updating. This will show on the transaction browser (e.g. the receipts browser if it was a receipt). Double click to continue to update or delete.

This is the **Cancel** button and the transaction will be cancelled when this is clicked.

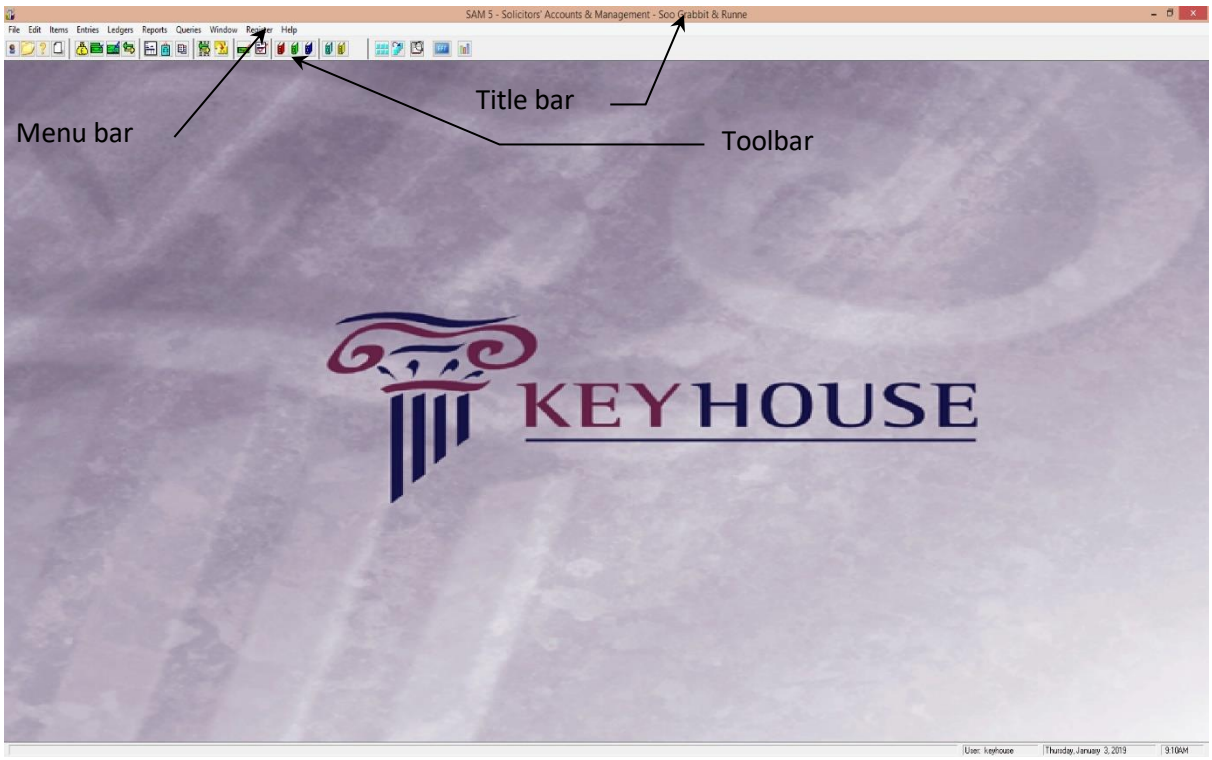
Chapter 1 Quick Overview



This information screen appears when you open the accounts program. It is divided into four parts.

Unposted batches section	lists any postings saved and awaiting update on the browser screen.
Memorised Transactions Due section	lists transactions that have been memorised for update. The transactions only appear here on and after the due date.
System Events Log	gives information on changes made on the system.
Last section	gives general information on your system close the screen to continue.

The Opening Screen



The Title Bar – It contains the name of the firm to which SAM 3.6 is registered and the window control buttons. These buttons are used to resize the window and are located on the top right-hand corner of the title bar.

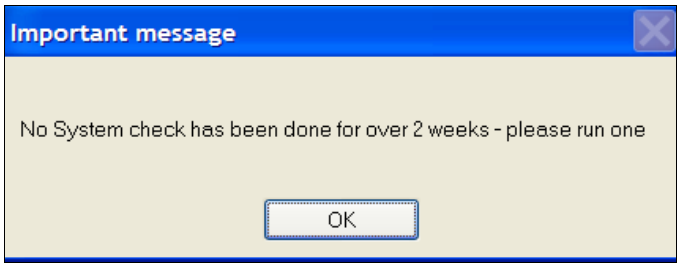
The Menu Bar – The menu bar contains the menus associated with SAM 3.6. Each menu contains a list of commands or sub-menus that call the various functions in SAM 3.6.

The Toolbars - The toolbar contains a row of buttons that correspond with commands already contained in the menus. To view a command, place the mouse pointer over a button and a help box will appear describing the content. Click the button to access the command.

The Status Bar - The status bar is situated at the bottom of the window. It displays extra information that may be important to the user. It displays the current time, day and date as well as the name of the user. It also displays what operation is in progress, e.g. Browsing Records when in the **Contacts Browser**.

System Check

The following message may appear when logging in.



This indicates that a System Reconciliation Report has not been run for over two weeks. This report checks that all control accounts are balancing within SAM.

The report can be found under the **Reports** menu and **System Reconciliations, System Reconciliation Report**. Any imbalance will be highlighted by asterisks.

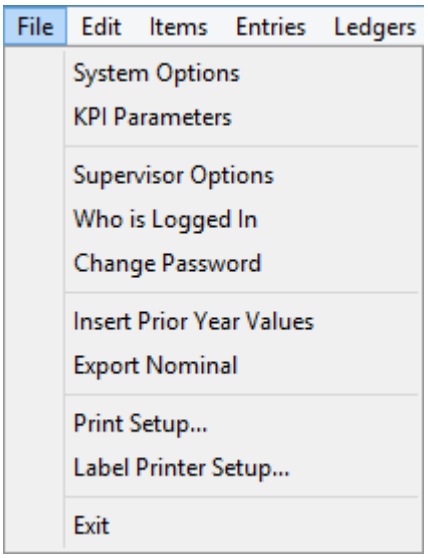
Keyhouse suggests this report should be run at the end of every day with a hard copy printed and filed. This means that any difference that may occur on the system will be noticed early and should be easier to find and rectify. ** beside a figure indicates a difference on the system. (Keyhouse Support may be contacted to help resolve the issue.)**

Getting Around Windows

Form windows and particularly the account transaction entry forms, are designed to enable the user to enter data using the keyboard without recourse to the mouse.

Using the **TAB** key (and Shift TAB to go backwards) it is possible to move through the form in sequence. If a lookup button (see above) is tabbed to, pressing enter will activate it. The resulting selection list can be navigated using the keyboard keys.

The File Menu



System Options

The Nominal Control Accounts are set up here as default settings. In certain cases, these may need to be taken out, e.g. journals being done to a control account, but in general do not need to be touched.

Supervisor Options

The user views are set up here.

Change Password

The user may change their password here.
N.B. Use the tab key on the keyboard to move between fields.

Insert Prior Year Values

Prior year monthly balances may be inserted here in the first year of using the system if a comparison is needed. This comes in on the Profit and Loss report automatically once a year end is completed on the system.

Print Set-up

Defaults to the printer usually used and allows the user to change the default settings of the printer, the page size and orientation.

Label Printer Setup

The label printer is set up in here.

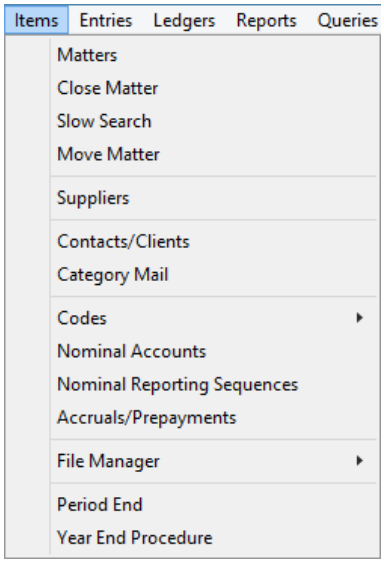
The Edit Menu

Green Line Reports

If the green lines on reports are printing too dark, then change the tick here and it will take them off.

The Items Menu

This is where you can enter or change most of the codes.



Suppliers

The user may enter and change Supplier details and third parties.

Codes

The user may enter or change most of the codes here e.g. Fee Earners, Department VAT, Payment Methods.

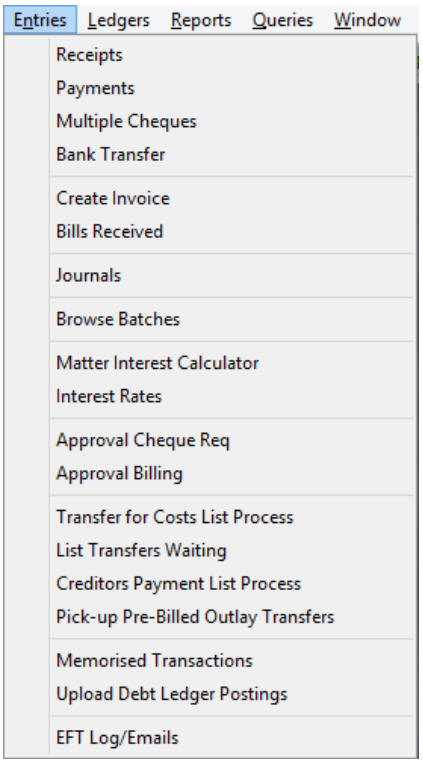
Nominal accounts

The user may setup or change information on nominals and banks.

The Entries Menu

Most of the options on the first half of this menu may be found on the Toolbar.

Transfer for Costs List Process



The user can produce a list of invoices awaiting payment where there is enough money in the client account to pay.

List Transfers Waiting

The user can view a list of transfers waiting.

Creditors Payment List Process

The user can produce a list of Purchase bills waiting to be paid and can produce a multi-cheque batch on the system to pay them.

Pick-up Pre-Billed Outlay Transfers

The user can view a list of outlay credit balances and produce a journal to correct them.

Memorised Transactions

The user can produce a memorised transaction to be updated in the future when it comes due.

The Ledgers Menu

Month end reports are found under this menu. These are covered in the chapter on Reports.

The Reports Menu

Management Reports are found under this menu. These are covered in the Chapter 22 Reporting.

The Queries Menu/ Archive Enquiry

This opens the Closed Matter Browser.

The Help Menu

You can view or print your Manual from here.

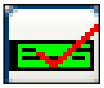
About

Displays detail of the release and support information on SAM 3.6

Manual

You can view or print your Manual from here.

The Toolbar

	Insert and Maintain Contacts	Add and maintained Clients
	Insert and Maintain matters	Add and maintain cases/matters
	Printable Search	This is in the form of a report that can be printed off.
	Contact and Matter Wizard	Quick and easy way to enter Contacts and Matters.
	Receipts	Recording Receipts
	Multiple Payments	One bank with multiple cheques.
	Single Payments	One cheque that may be split over different matters.
	Bank Transfers	Transfer of money between two Client Banks or two Office banks
	Fee Invoices	Recording Debtors' Bills
	Purchase Bills	Recording Creditors' Bills
	Journals	Entering adjustments
	Costs Transfer List	This lists any invoices where there is enough money on the Client Account to transfer to the Office.
	Memorised Transactions	Transactions (e.g. Standing Orders) may be memorised to a future date.
	Cheque Requisitions	View requisitions for approval

	Bill Drafting	View bills for approval
	Matter Ledgers	Red book is the Matter Ledger. Green book shows Running Balances.
	Debtors Ledger	Allocate through the debtor's Ledger.
	Supplier Ledger	View supplier ledgers or allocate here.
	Nominal Ledger	View nominal ledgers and banks.
	Screen Lock	Locks system — does not shutdown. To unlock, enter the password.
	Item Enquiry	See notes on the File Manager (p.g. 49).
	Welcome Screen	This is the screen that comes up when you Login. It details general information about the system
	EFT	Only visible when the EFT Module is in use. Allows users to create an EFT File to make payments to suppliers, clients and third parties.
	My Reports	Access to reports that have been added to favourite reports list.

Chapter 2 Getting Started

After installing the system and logging on, some preparatory work must be done before putting SAM 3.6 into daily use.

System Options and Codes

1. It is important to check your set up in File and System Options before you begin.
   - Check the system year is correct.
   - Check you are in the correct period.
   - Check you have entered the period and year end dates.
   - The Control Accounts under File and System Options are normally set up for you on the system.

2. Before starting to enter transactions on the system you will need to set up various codes.
   - Fee Earners
   - Departments
   - Work Types
   - Suppliers
   - Third Parties
   - Nominal Accounts for Banks and Office expenses
   - Contacts and Matters

The system comes with a selection of Nominal Accounts set up which may be changed or deleted if not used.

Please note, if the nominals set up as control accounts differ from the original setup, they **MUST** be changed in System Options as well as being set up as new nominals.

Coding

Codes are used in SAM 3.6 to enable the system to recognise all information relating to a specific record. For Example, if a fee earner is called John P Smith he could be entered sometimes as John Smith, J Smith, JS, JPS, John P Smith, etc. The system would be unable to recognise these as being the same but by using a code related to the record all data pertaining to the fee earner can be entered and retrieved quickly and efficiently.

Codes should be made up of letters and/or numbers. There should be no spaces or punctuation used (e.g. for the contact name O'Brien the code should be OBR001, not O'BR01). The description will show the full description of the code.

In the case of banks or other nominal accounts, it is helpful to group the client banks by starting them all with CLIENT in the code or OFFICE for the Office banks.

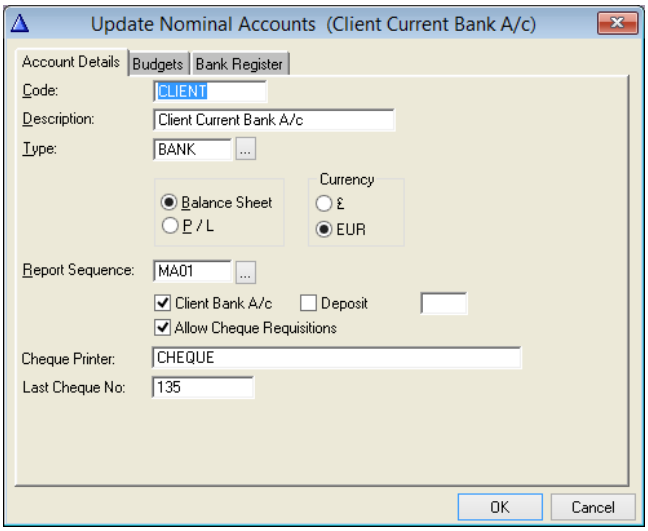
Add Nominal Accounts

SAM 3.6 comes with some of the basic nominal accounts already set up, 'OFFICE' for the general office Bank Account, 'CLIENT' for the client current account and 'CLIENTDEP' for a Client Deposit Account. However, the system can be adapted to meet the specific requirements of the user and by following the procedure outlined below, accounts that are unique can be created. **All accounts operated by a firm must be set up in the nominal Ledger.**

A list of Nominals may be printed from Items, Nominal Accounts and selecting the print button.

Add Bank Account Details

1. From the **Items Menu** select **Nominal Accounts**. This opens up the **Nominal Accounts Browser**.
2. Click the **Insert** button that displays the **Update Nominal Accounts (New)** window.
3. Enter a code for the Bank A/c in the **Code** box. Up to 10 characters are allowed.
4. In the **Description** box enter a description of the Bank A/c.
5. Select **BANK** from the **Type** drop down list.
6. Click on **Balance Sheet** making this a balance sheet item.
7. The **Currency** should default to **Eur.**

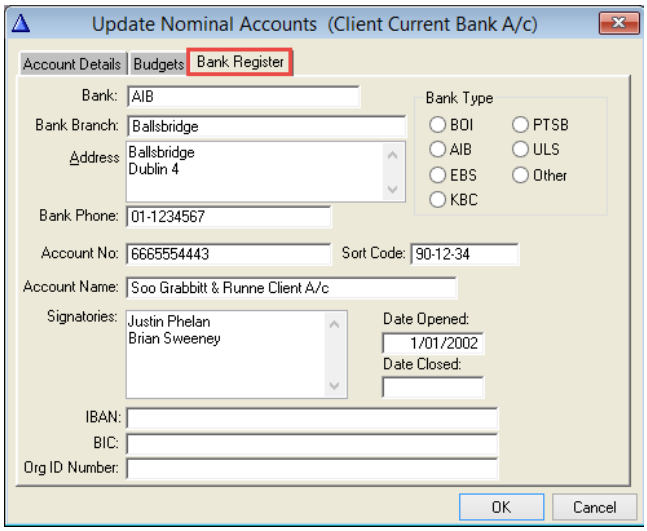


8. From the **Report Sequence** drop down list select **Bank Accounts**.
9. Tick **Client Bank A/c.** If you are setting up a Client Deposit Account, you must also click Deposit as well and enter a **Type**.
10. In the Cheque Printer box enter the name and path of the cheque printer. (Check with the network manager before doing this)
11. Click **OK**.

Bank Account Register

To assist SAM users in complying with Solicitor's Regulations, a Bank Register facility allows all essential bank account details to be recorded.

1. From the **Items Menu** select **Nominal Accounts**.
2. Scroll through the list and select a bank account, such as **Client**, then click **Change**.
3. The **Update Nominal Accounts** screen will appear. Click the **Bank Register** tab at the top of the screen to access the bank account fields as shown below.
4. Complete each of the displayed fields and click **Ok** to return to the **Browse Nominal Accounts** screen.
5. Repeat for each of the other bank accounts.

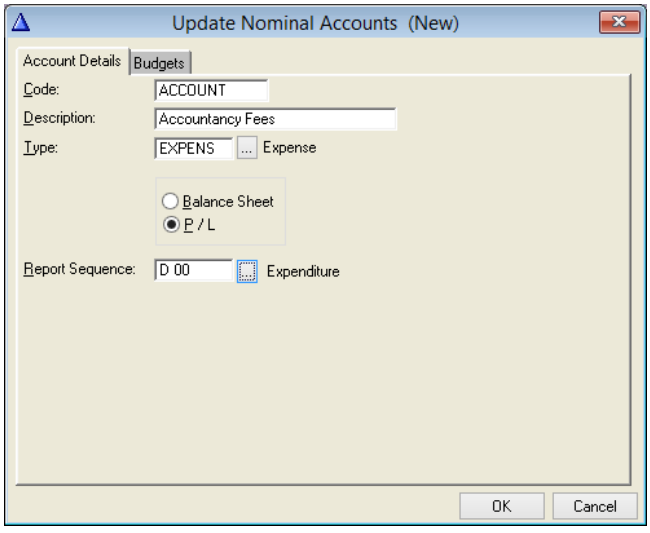


Note: If you are using EFT then the IBAN, BIC and Org ID Number must be added.

Add Individual Nominal Expense Accounts

Although SAM 3.6 provides a set of basic Nominal Ledger Expense accounts, there may be some specific accounts that are maintained in the nominal Ledger that are unique to the user.

1. From the **Items Menu** select **Nominal Accounts**. This opens up the **Nominal Accounts Browser**.
2. Click the **Insert** button that displays the **Update Nominal Accounts (New)** window.
3. Enter a code for the Nominal A/c in the **Code** box. Up to 10 characters are allowed.
4. In the **Description** box enter a description for the Nominal A/c.
5. Select **EXPENSE** from the **Type** drop down list.

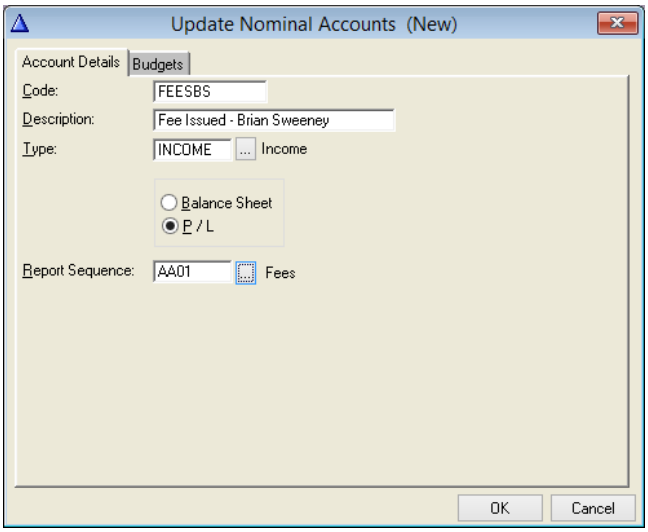


6. Select **P/L** to make this account a Profit and Loss A/c item.
7. Select an appropriate expense group heading from the **Report Sequence** drop down list.
8. Click **OK**.

Add Fee Income Accounts

Usually, each fee earner is given an individual nominal fee account so that income information per fee earner can be seen at a glance.

1. From the **Items Menu** select **Nominal Accounts**. This opens up the **Nominal Accounts Browser**.
2. Click the **Insert** button that displays the **Update Nominal Accounts (New)** window.
3. Enter a code for the Nominal A/c in the **Code** box. Up to 10 characters are allowed. Start the code for fee earners as FEES and the initials of the person. This will group all the fee nominals together.
4. If Contacts and Matters are set up through the wizard or in Framework, the Fee earner may be automatically set up for you already. Check it is not already done.

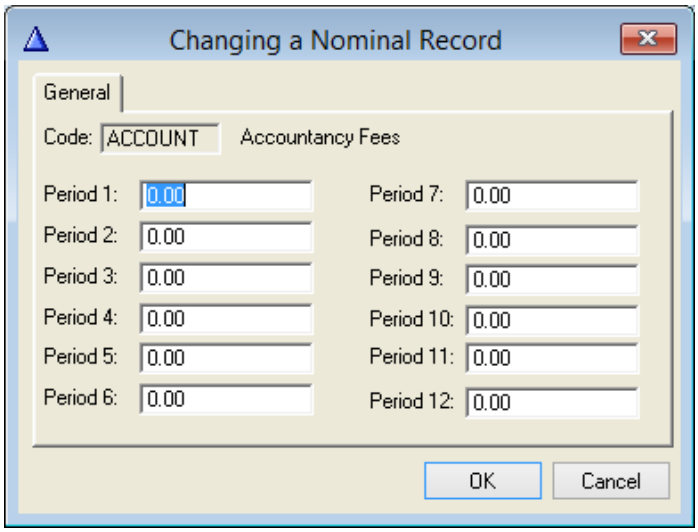


6. Select **INCOME** from the **Type** drop down list.
7. Select **P/L** to make this account a Profit and Loss A/c item.
8. Select a code from the **Report Sequence** drop down list.
9. Click **OK**.

Insert Prior Year Values into Nominal

The balance of the prior year periods in each nominal is recorded for reporting purposes. This only needs to be done when setting up the system as the information will populate automatically from year to year.

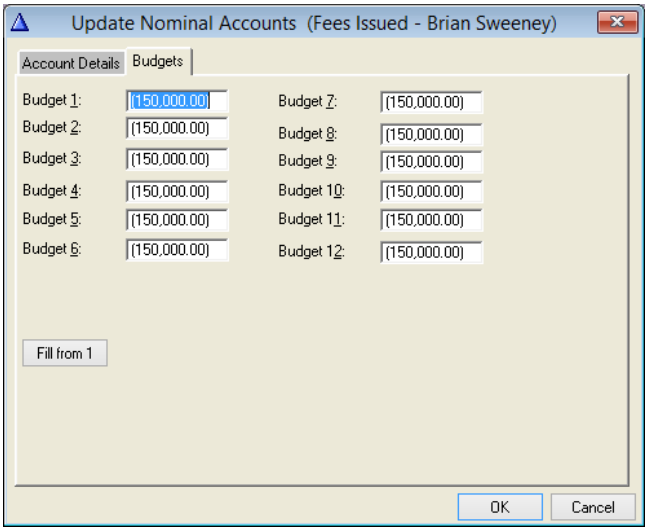
1. From the **File Menu** select **Insert Prior Year Values**.
2. From the **Nominal Accounts Browser** select the required nominal account.
3. Click **Change**.
4. Enter the balances for each of last year's periods in the boxes provided.
5. Click **OK**.



Enter Budgets

It is possible to set a budget on nominal accounts to keep spending within acceptable parameters and for reporting purposes.

1. From the **Items Menu** select **Nominal Accounts**.
2. Select the required nominal account from the **Nominal Accounts Browser**.
3. Click **Change**.
4. Click the **Budgets** tab.
5. In each of the boxes on the Budgets tab, enter the budget for the corresponding period.
6. If the budget for each period is the same, enter the budget for period 1 in **Budget 1** and click the **Fill from 1** button to automatically fill all of the boxes.



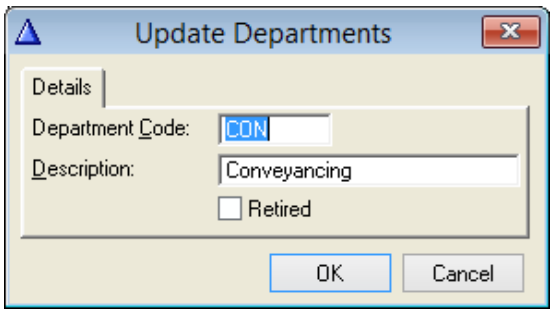
NOTE: The fields can be edited if necessary.

7. Click **OK**.

Add Department Codes

Most Practices can divide their workload into at least four broad categories — Conveyancing, Litigation, Probate and Commercial — whether they have formal departments or not. It can be useful to analyse the workload and income for each category and to this purpose at least one department code must be set up to operate the system.

1. In the **Items Menu** click to **Codes** and select **Departments**. This opens the **Department Codes Browser**.
2. Click the **Insert** button to display the **Update Departments** window.
3. In the **Department Code** box enter a three-character code for the department.
4. Enter a description for the department in the **Description** box.

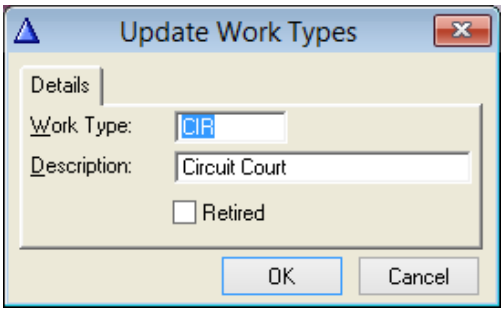


5. Click **OK**.
6. Repeat for each department. When completed, press the **Close** button on the browser list.
7. If a Department is no longer to be used, it cannot be deleted but may be ticked as Retired. This will remove it from drop down lists and prevent it being selected in error. It can, however, be seen on the All Departments Tab. means it will only appear on the All Departments listing.

Add Work Type Codes

Work Type is a more detailed breakdown of work carried out within a department and can be useful for the analysis of work and income and for reporting purposes. There must be at least one work

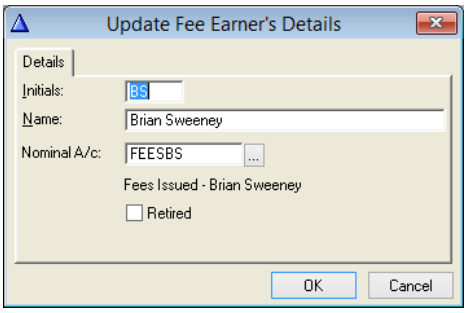
type to operate the system. If this level of analysis is not required, simply enter a work type as 'General'.



1. In the **Items Menu** click to **Codes** and select **Work Types**. This opens the **Work Types Browser**.
2. Click **Insert** to open the **Update Work Types** window.
3. In the **Work Type** box enter a three or four character code for the work type.
4. Enter a description for the work type in the **Description** box.
5. Click **OK**.
6. If a Work Type is no longer to be used, it may be ticked as Retired. This means it will only appear on the All Work Types listing.

Add Fee Earner Codes

A code must be set up for each fee earner in the practice and the **'Update the Fee Earners Details'** form is used for this purpose. However, where the Keyhouse Framework is being used, new Fee Earners should **NOT** be set up in SAM 3.6. Using the Keyhouse Framework to create new fee earners will enable Nominal Ledgers to be created automatically.

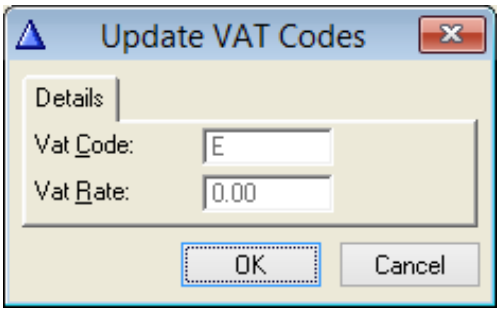


1. In the **Items Menu** click to **Codes** and select **Fee Earners**. This displays the **Fee Earner Codes Browser**.
2. Press the **Insert** button to display the **Update Fee Earner details** window.
3. In the **Initials** box enter the fee earners initials.
4. In the **Name** box enter the full name of the fee earner.
5. From the **Nominal A/c** drop down list select the Nominal account to where the fee earners fees will be posted.
6. Click **OK**.
7. If a Fee Earner leaves the Company, the name may be ticked as Retired. This means their name will only appear on the All Fee Earners listing.

Check VAT Codes

The system is supplied with a set of VAT codes. These are set to the VAT rates prevailing at the time. One of these is exempt (always E). Transactions with this code will be excluded from VAT returns (e.g. outlays).

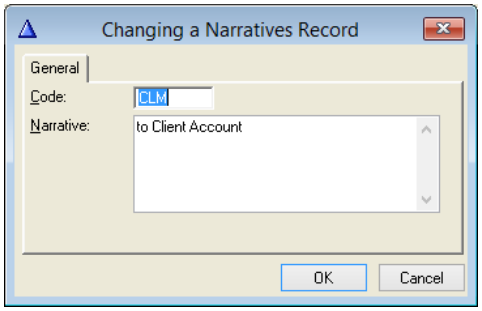
1. In the **Items Menu** click to **Codes** and select **VAT Codes**. This opens the **VAT Codes Browser**.
2. Press the **Insert** button to display the **Update VAT Codes** window.
3. In the **VAT Code** box enter the code for the VAT.
4. In the **VAT Rate** box enter the rate of VAT.
5. Click **OK**.



Standard Narratives

Standard Narratives are predefined descriptions of transactions that can save time and effort for the user.

1. In the **Items Menu** click to **Codes** and select **Standard Narratives**. This displays the **Standard Narratives Browser**.
2. Click **Insert** to display the **Adding a Narratives Record** box.
3. In the **Code** box enter a code for the description, (e.g. CF).



4. In the **Narrative** box enter the description to be used throughout the system, (e.g. Counsels Fees).
5. Click **OK**.

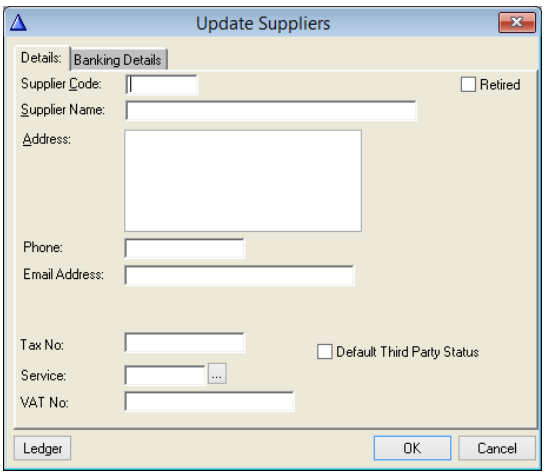
Other Codes

Nominal Types	Holds the type of nominal account (e.g. Bank, Asset etc).
Category Types	The type of categories e.g. System or User defined, that contacts/clients can be split into.
Contact Categories	**T**he categories into which the contacts/clients are split.
Nationality Codes	**T**he nationality of the contact/client.
Deposit Types	The type of deposit Bank Account.
Outlay Codes	The type of outlay e.g. CF – Counsels' Fees allow the outlay to be grouped for reporting purposes.
Third Party Service Descriptions	Shows the type services rendered by Third Party suppliers.

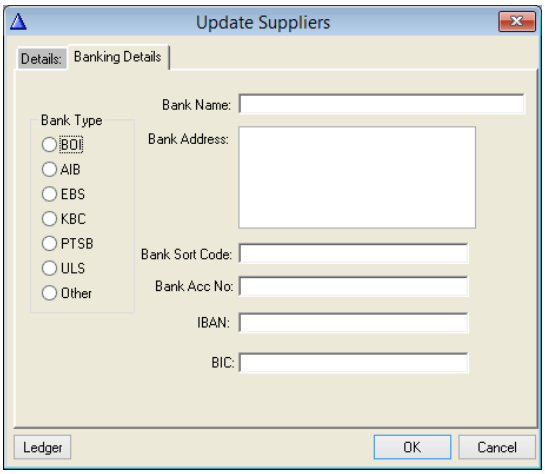
Supplier Accounts

Suppliers' details are maintained in SAM 3.6 for two purposes, Third Party Returns data and if required, as accounts in the Creditors Ledger. Suppliers and Third-Party details are both maintained in SAM 3.6 on the Item Menu under Codes and Suppliers.

Open a Supplier Account



1. From the **Items Menu** select **Suppliers**.
2. In the **Suppliers Browser** click **Insert**. The **Update Suppliers form** is displayed.
3. In the **Supplier Code** box enter a code for the supplier based on the supplier's name. This may consist of up to a 6-character combination of letters and numbers.
4. In the **Supplier Name** box enter the supplier's full name.
5. In the **Address** box enter the address of the supplier.
6. Enter the **Phone No**.
7. In the case of a third party enter the suppliers **Tax No**. in the field provided. This is used to generate a third party returns report.
8. Only tick the **Default Third Party Status** if this is a third party.
9. In the case of a third-party supplier, click on the **Service** browse button to select the type of service provided by the supplier.
10. In the case of a third party fill in the VAT No.
11. Click **OK** to accept the information and create the supplier account.
12. If using EFT, click to Banking Details
13. Enter all the banking details

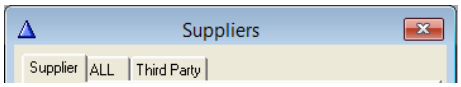


NOTE: Edit the supplier and tick **Retired** if you are no longer using the supplier, there is no balance and you do not want the name to appear on the Drop-Down list.

Modify the Suppliers Details

1. From the **Items Menu** select **Suppliers**.
2. Select the required supplier from the **Suppliers Browser**.
3. Click **Change**.
4. Change the information in the **Supplier Update** form.
5. To view the **Supplier Ledger,** click **Ledger**.
6. Click **OK**.

Supplier Tabs

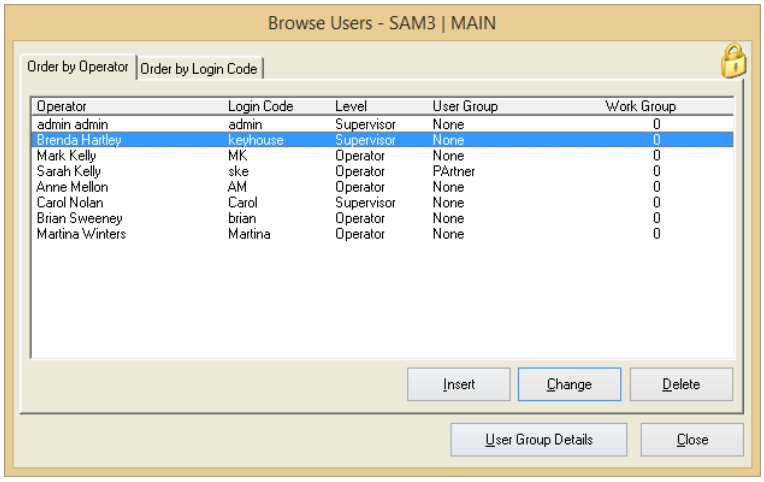


1. The **All tab** shows all the suppliers and third parties.
2. The **Suppliers Code tab** shows the Suppliers that are not set up as third parties
3. The **Third-Party tab** shows anyone set up as a third party.
4. If suppliers (i.e. people for whom purchase bills are entered) are also ticked as third parties, then they will appear under the Third Party or All tabs.

Adding a New Users

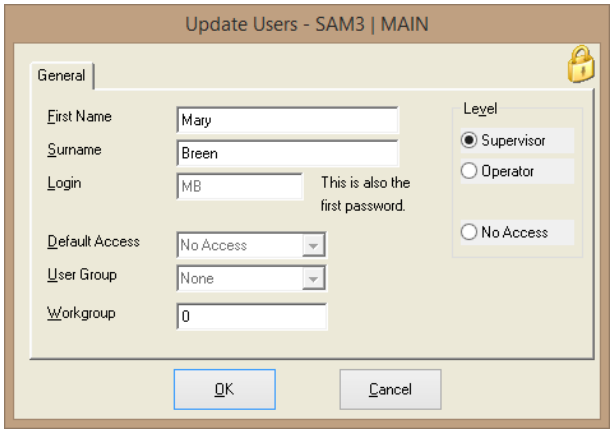
When SAM is set up initially, Keyhouse Support will add the users. However, as staff change, additional users may need to be added. For SAM to work correctly across all its functionality, each SAM user must have a profile in the Keyhouse Framework system. The handler's ID Code must be the same. For information on setting up a user profile in the Keyhouse Framework, please refer the Keyhouse Framework Admin Manual.

1. Click on the File Menu and select Supervisor Options.



2. Click Insert
3. Enter the User's Name and set the Access Level to Supervisor. The Default Access or User Group are no longer in use.

   NOTE: The users ID and password are created automatically.

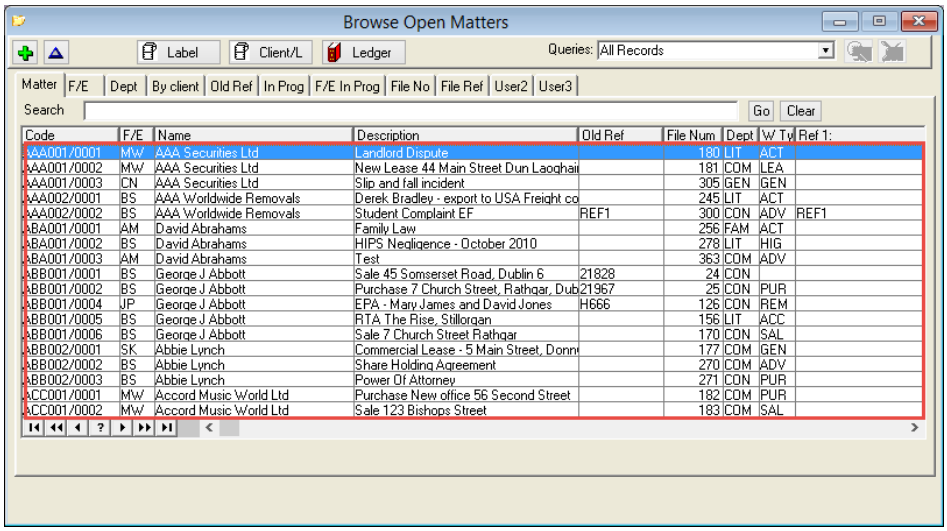


4. Click OK to save.

Chapter 3 Searches

Searching for a Contact or Matter by Code

1. Click into the **Contact** or **Matter** Icons on the Toolbar.

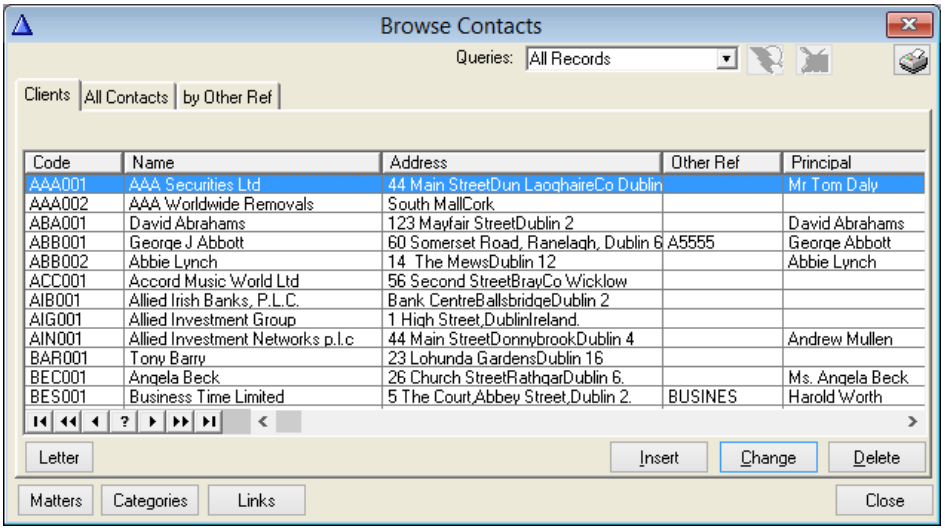


2. To find a Contact/Matter by code, click into the body of the Contacts/Matters and type in the exact code on the keyboard.

3. As you type the system will move, taking you to matters that meet your criteria. The slash and all the zeros need to be included. If you only type in BEC then it will go to BEC001/0001.

Search for a Contact Name or Address

1. Click into **Contacts** and on the **Toolbar**.



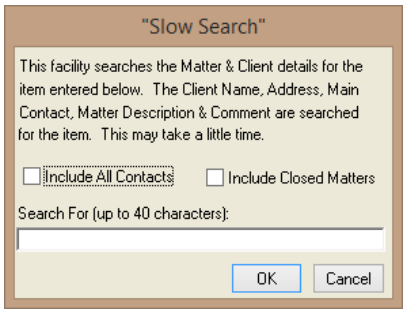
2. Click into the **Search field**.

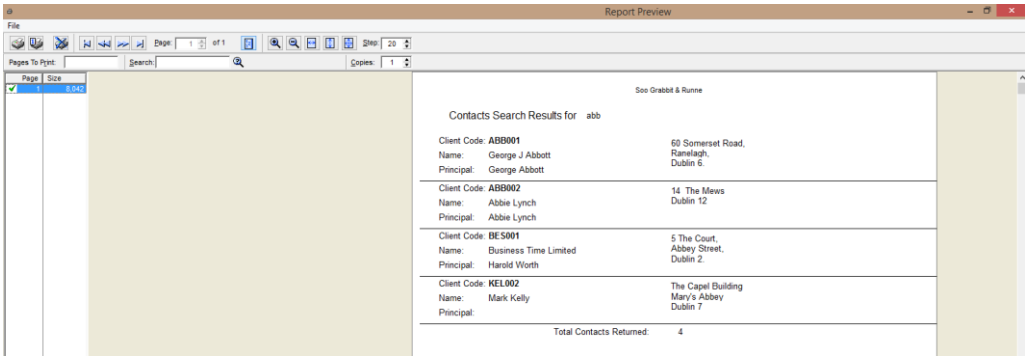
3. **Type in** the **code** to be searched for and **click Go**.

4. Click **Clear** to do a new search.

The Slow Search

1. Open Items and Slow Search or double click on the toolbar.
2. This search reports to the screen and may then be printed. It is not slow as the name suggests!
3. Search on a name or part of an address in the contacts or matters and print off the report.
4. Fill in the screen as required.





5. Print out the search.

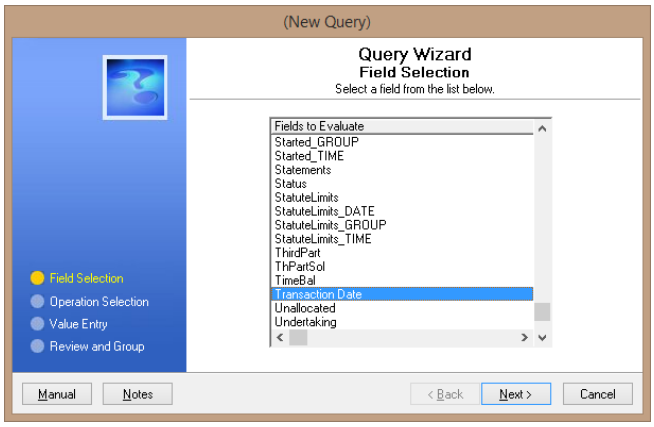
Custom Queries

Custom Queries are used to extract specified information from data. This is helpful in finding transactions that may be causing errors in the System Reconciliation out. A query written in Query Batches, for example, can find all the postings for a certain amount or date or transactions between dates.

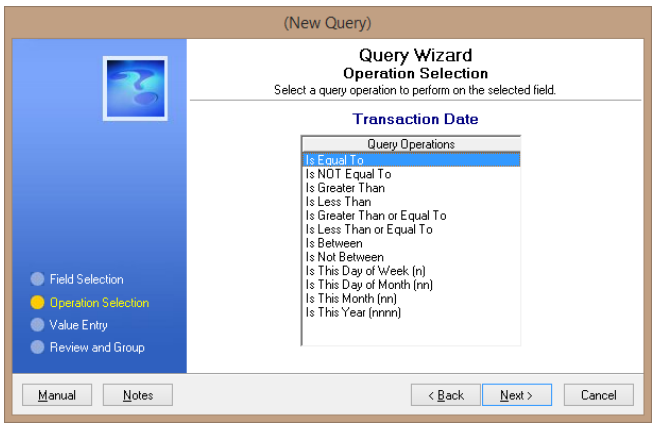
The queries box appears in the Matters Browser, the Matter Ledger, the Supplier Ledger and the Bank Nominal Ledger. Before creating a query, it is important to know what information is required and design the query accordingly.

To Create a Query

1. Open the **Matter Browser**, the **Matter Ledger** or the **Bank Nominal Ledger** or the **Query Batches screen.** The Query Batch screen is located on the Report Menu on the System Reconciliation sub menu.
2. From the **Queries** drop down list select **Custom Query** to start the **Query Wizard**.
3. The **Field Selection** box is displayed. The fields may vary depending which screen you are doing the query from.

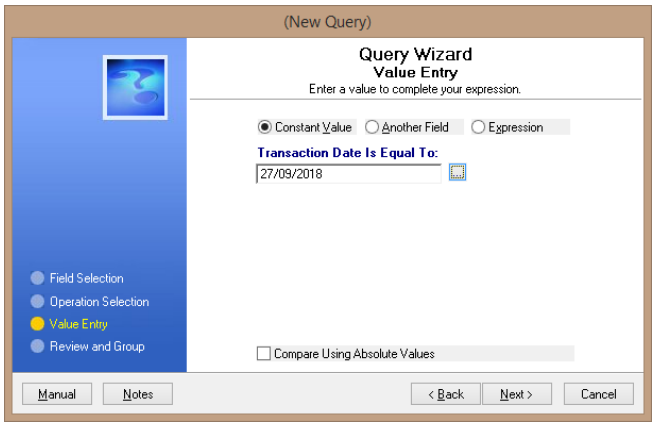


4. Select the field under which the information to be extracted is stored. (e.g. if the query is to display the transactions entered on a certain date select **Transaction Date**).
5. Click **Next**.
6. In the **Query Operations** box select the operator that is suited to the query (e.g. **Is Equal To**)

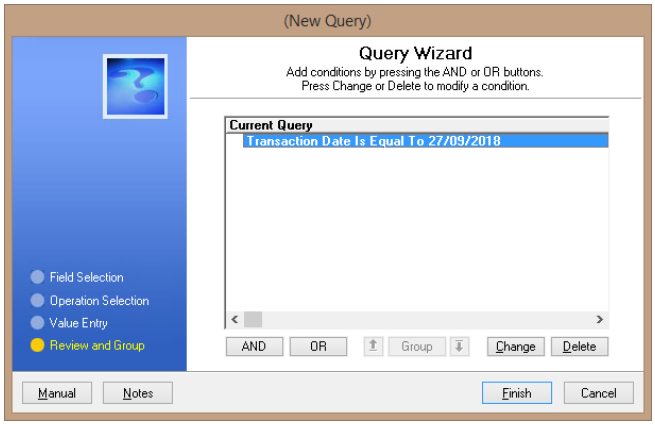


7. Click **Next**.
8. Select the type of value to be entered:
   Constant Value – this is a value that is entered by the user.
   Another Field – this is the value that is already entered in another field.
   Expression – this is a Boolean expression.

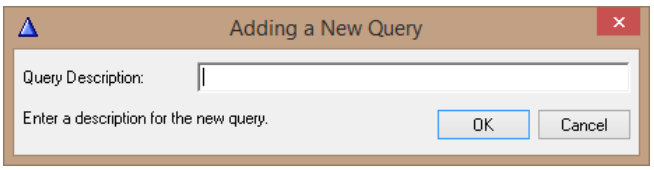
9. Enter the **Value** into the box provided. If **Absolute Values** are required place a tick in the box provided.



10. Click **Next**. The **Current Query** box is displayed

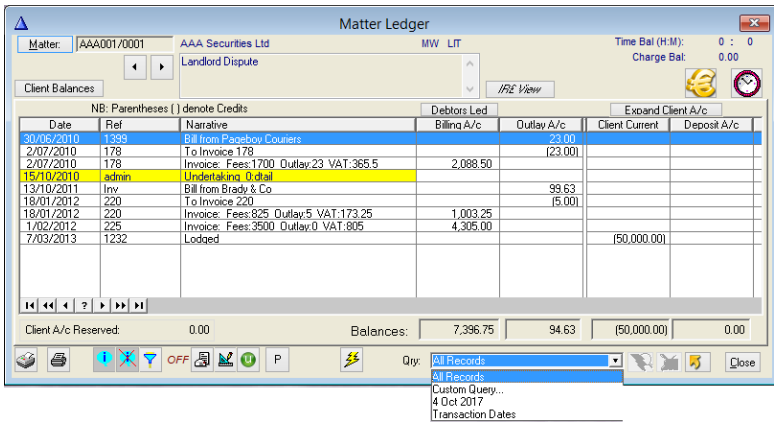


11. If the required query is to have two conditions, click the **AND** or **OR** buttons to add the second condition. This repeats the above steps for the second condition.
12. To change the query click **Change**.
13. To delete the query click **Delete**.
14. To finish the query, click **Finish**.
15. A warning box is displayed. To save the query click **Yes**.
16. Enter a description of the query in the **Query Description box** and click **OK**.



17. The data extracted is then displayed in the browser and may be printed

18. To view all the records, select **All Records** from the **Queries** drop down list.

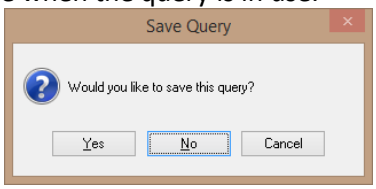


19. To go back to the saved query, double click on the name given to the query on the Drop-Down menu.

To Modify A Query

1. It is possible to modify a saved query that is out of date. The query must be in use so it can be modified.
2. Select the query to be modified from the **Queries** box.

3. Click the **Modify Query** button. This button becomes active when the query is in use.
4. The **Current Query** window on the **Wizard** is displayed.
5. Make the required changes and click **Finish**.
6. A warning box is displayed; click **Yes** to **Save** the query.
7. A second warning box is displayed asking **Do you want to overwrite**. Click **Yes**.



8. To change the description of the query, enter the new description into the **Query Description** box and click **OK**.
9. The modified query is then applied.

To Delete A Query

1. If a query is out of date and will not be used again it is possible to delete it from the system. The query must be selected so it can be deleted.
2. Select the query from the **Queries** drop down list.

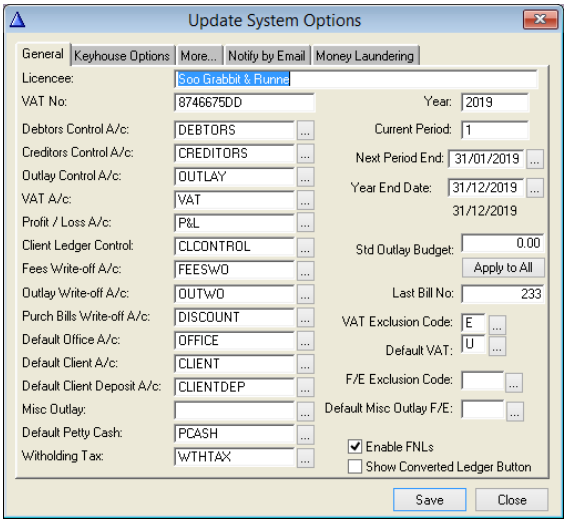
3. Click the **Delete Current Query** button.
4. A confirm deletion warning box is displayed. Click **OK**.

Chapter 4 System Options Screen

The System Options on the system will normally be set up for you. This screen shows all the Control Accounts and other system information.

General Tab

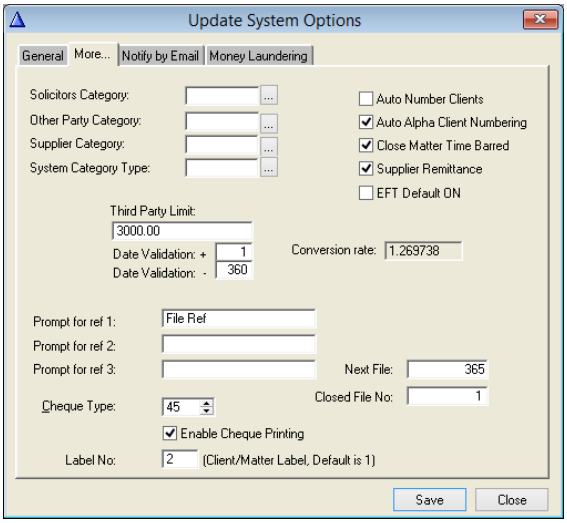
1. Select File and System Options to open the General Tab.
2. The **Licensee field** should show the name of the company.
3. The **VAT No** refers to the Company VAT Number.
4. The **Control Accounts** are set up on the left. This will normally be set up for you on your new system.
5. The **Year** refers to the financial year the company is in.
6. The **Current Period** corresponds to the month in your financial year. (If you begin the new financial year in January then January is period 1, February period 2 etc).
7. The **Next Period End** is usually the end of the month.



8. The **Year End Date** must be entered here. This refers to the financial year end.
9. The **Std Outlay Budget** (optional) may be entered if you want to have an outlay budget on all matters.
10. The **Last Bill No** shows here.
11. The **VAT Exclusion Code** should always be E.
12. The **Default VAT** should be the current VAT rate for invoicing.
13. The **Fee Exclusion Code** applies a fee earner to purchase invoices. This is no longer used.
14. The **Default Miscellaneous Fee Earner** may be entered to come up on Miscellaneous Outlay. This option can be used if you want to have outlay posted to a specific fee earner e.g. an Admin Fee Earner.
15. The **Enable FNLs** enable fee negotiation letters on the matter ledger.
16. The **Show Converted Ledger Button** allows the user to go back into their old data before conversion in certain cases.

More Tab

1. The **Categories** at the top of the screen are related to the old database.
2. The **Third-Party Limit**



3. The **Date Validation** indicates how far back you can post entries, in days, before a warning appears asking you to check the date being used.
4. The **Prompts 1-3** provide the option for extra search fields if needed.
5. The **Cheque Type** and **Enable Cheque Printing** need to be filled in if you are printing cheques from the system.
6. The **Auto Number Clients –** this option ensures that your client numbers are numeric only e.g. 123456/0001.
7. The **Auto Alpha Client Numbering** – this option ensures client codes are alpha numeric e.g. BAR001/0001.
8. The **Close Matter Time Barred** will prevent people posting time to closed matters.
9. The **Supplier Remittance** should be ticked if you want to print supplier remittances from the Supplier Ledger

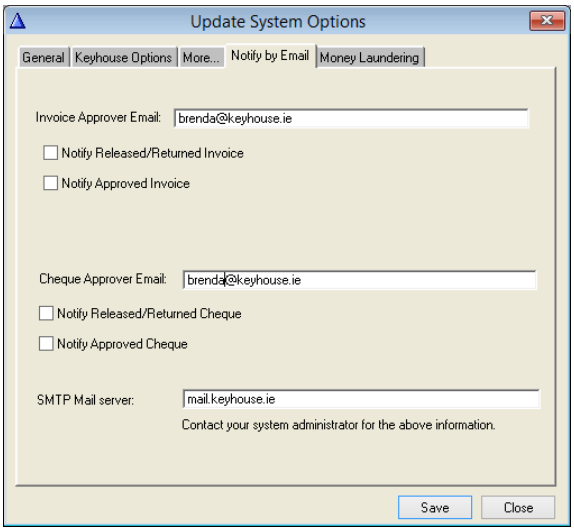
Notify by Email Tab

The Notify by email facility allows emails to be sent to notify accounts or a user when a certain action has been performed.

It currently applies to the following modules and **SMTP Mail Server is required** which your IT provider should have.

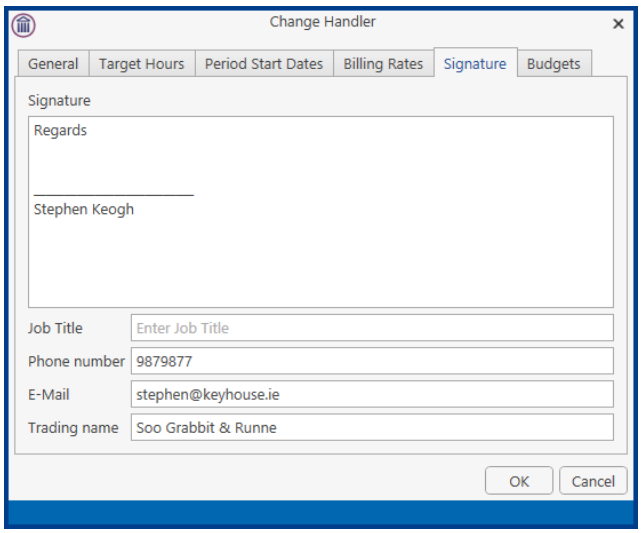
Cheque requisitions
Bill drafting
Digital dictation

If you want to send **notification emails** set up the following System Parameters in SAM Accounts.



1. Fill in the **Invoice Approver email address**.
2. Fill in the **Cheque Approver email address.**
3. The tick boxes for the Invoice and Cheque are a default setting that can be changed by the user requesting the action.
4. Enter the SMTP Mail Server.
5. Click **Save**.

In the Framework program under **Maintain, Handlers/Time Recorders/Teams**, **double** click on the **handler** and click the **Signature tab**. Make sure that all the handlers using the notify facility has an email address entered here.



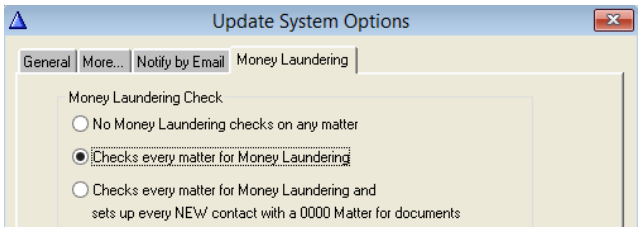
Money Laundering Tab

Compliance with money laundering obligations is one of the greatest challenges for solicitors. To assist solicitors meet those obligations, Keyhouse has added a facility to keep track of new clients regarding money laundering.

The Money Laundering facility blocks the posting of financial transactions to any matter for a new client until the user indicates to the system that all the checks have been completed. In conjunction with our Document Management System, the facility also allows you to keep track of the relevant documentation required.

Money Laundering Setup

There are three options available for Money Laundering



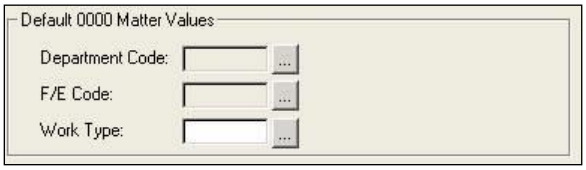
No Money Laundering Checks on any matter	If you do not wish to use the Money Laundering facility, tick the option No Money Laundering checks on any matter and then Save.
Checks every matter for Money Laundering	If you wish to use the Money Laundering facility, select the **Approved** tick box when setting up new Contacts to approve the client for Money Laundering. The Radio Button will automatically default to Checks every matter for Money Laundering

Checks every matter for Money Laundering and sets up every New Contact with a 0000 Matter for Documents

In addition to checking matters are approved for Money Laundering, this option also creates a new Matter with a \0000 code.

This should primarily be used to store documentation relevant to the associated matters.

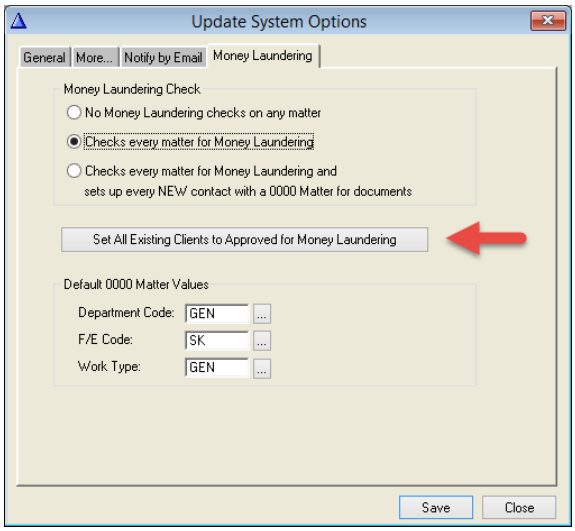
Fill in the options as required.



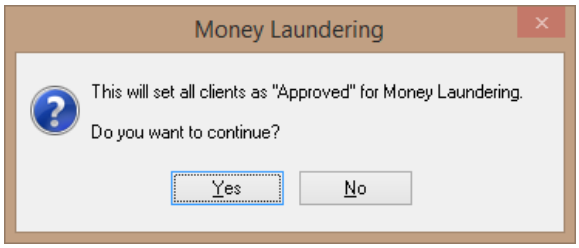
The system will not allow financial transactions to be entered for a client where Money Laundering has not been completed.

In the majority of instances, AML will have been completed. However, there may be a few clients where the documentation may be outstanding. It will be quicker to remove the approval from these clients rather than applying it on a client by client basis.

Select the Set All Existing Clients to Approval for Money Laundering option.

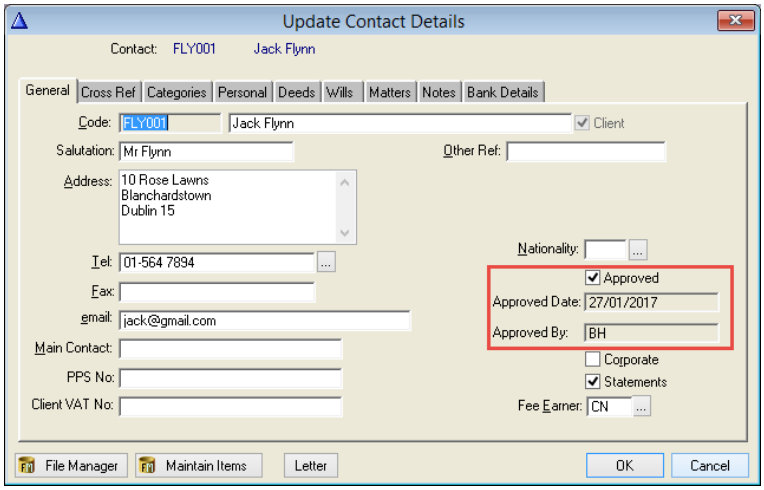


When you click Save the following message will appear.



Remove Money Laundering Approval

1. Click on the Client Icon on the Toolbar
2. Locate the client
3. Remove the tick from the Approved Box



4. Click OK

Chapter 5 Client & Matter Accounts

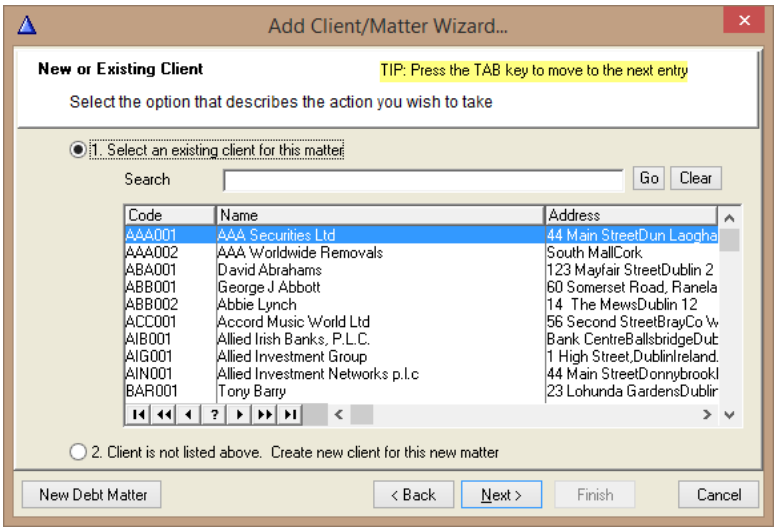
A Contact's details are entered via the Clients/Contacts facility in SAM or through the Desktop. A Contact only becomes a Client after a Matter has been opened for them as a result Contact and Matter information is kept separately.

The Contact and Matter Wizard

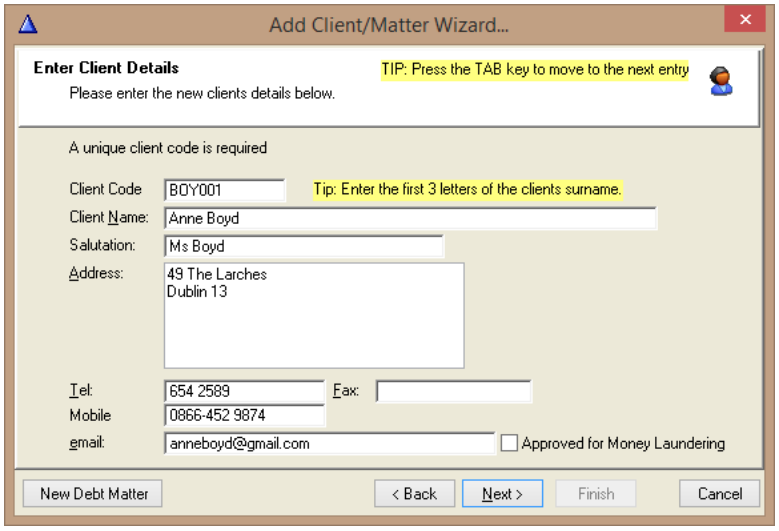
This Wizard is an easy way to enter Contacts and Matters from the one screen.

Create a new Contact and Matter through the Wizard

1. Double click on the Matter Wizard icon on the toolbar .
2. Click **Next** on the Welcome Screen and the following screen appears.



3. Click the radio button for **Option 2** and **Next**
4. In the **Client Code** enter the first three letters of the surname and click to the Client Name. The system will generate the next code in the sequence. If using Numeric codes, leave the field blank and the system will generate the code.

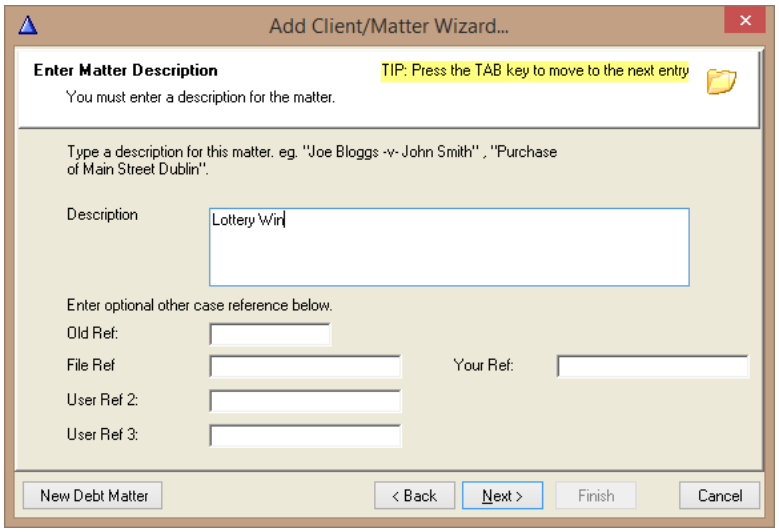


5. Enter the Contact Details and click **Next**.

6. Enter the Matter Description.

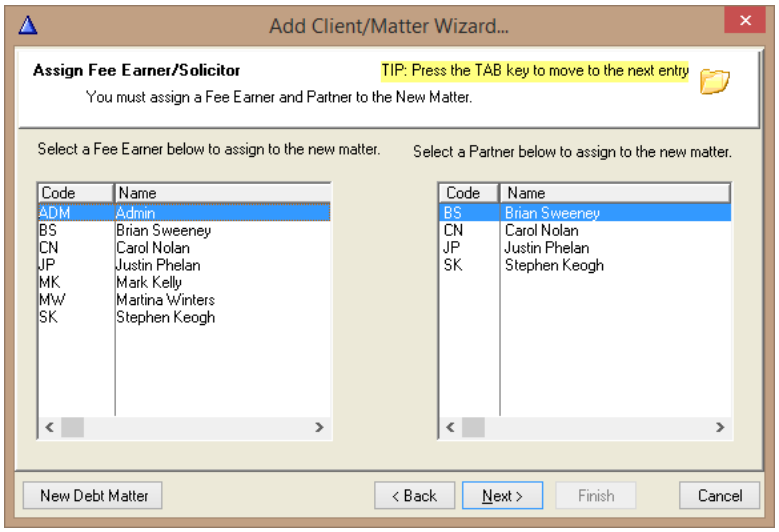
7. Enter an Old Ref if you want to use the field. This reference field can be used when entering information from another system.

8. File Ref, User Ref 2 and User Ref 3 can be used to hold additional information. Your Ref relates to the client's reference for the matter.

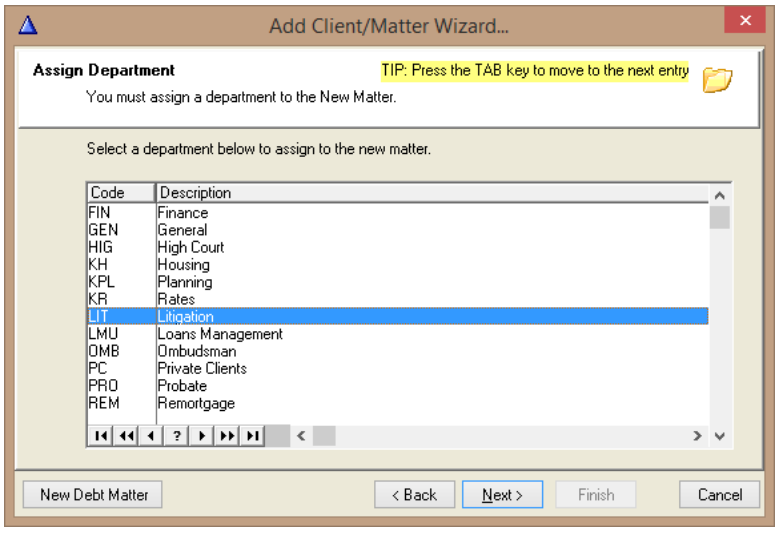


9. Click **Next.**

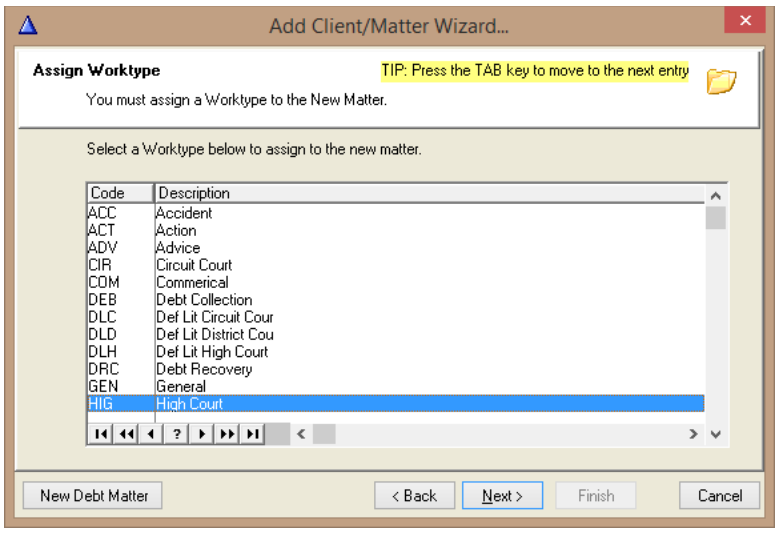
10. Assign a Fee Earner by selecting one and clicking **Next**.



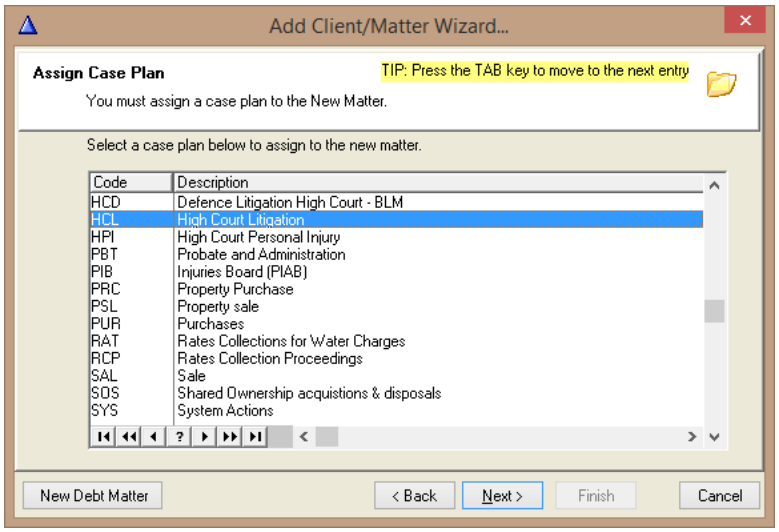
11. Assign a Department, by selecting one and clicking **Next**.



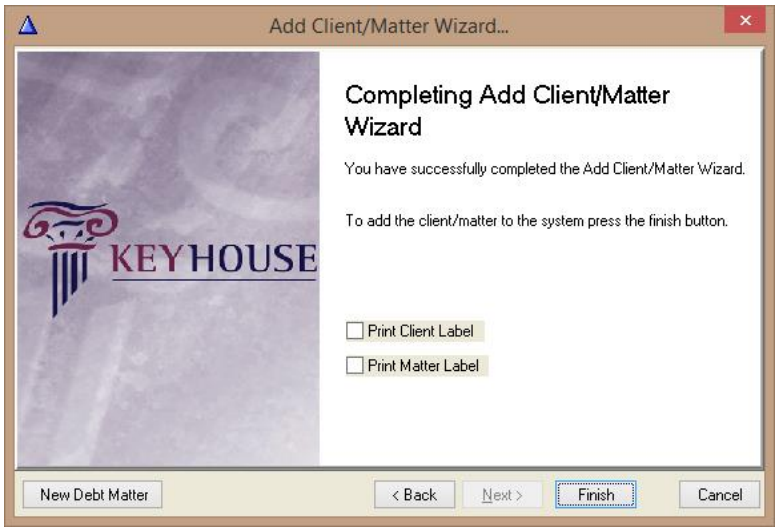
12. Assign a Worktype by selecting one and clicking **Next**.



14. Assign a Caseplan by selecting one and clicking **Next.**



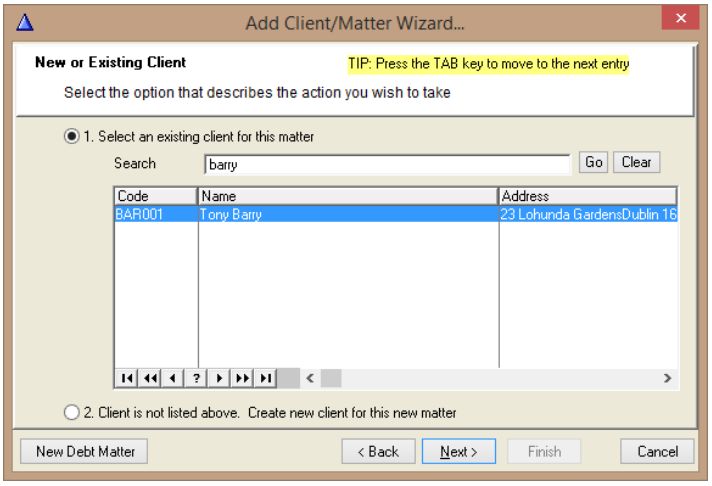
15. Labels may be printed from here if a label printer is set up.



16. Click **Finish.**

To Enter a new <u>Matter only</u> through the Wizard

1. Click on the **first option** to enter a new matter on an existing client when the Contact is already on the system.
2. Search for the client name by entering the name in the **Search** field.
3. Click **Go** and the Contact name should come up. Double click to select the correct one
4. Click **Next**



5. Complete as per creating a new client and matter from Step 6

Maintaining a Matter

Once a matter has been created, additional information can be added, or existing information amended in relation to each client and matter.

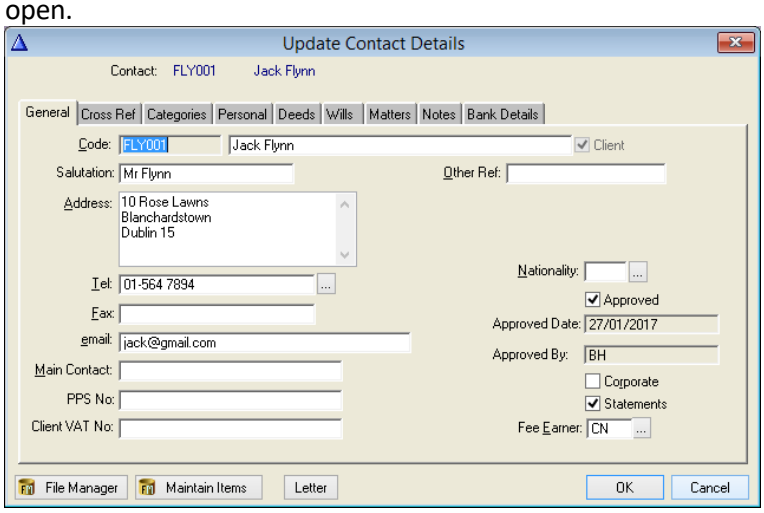
5. From the Items Menu, select either Matter or Contact/Client. Alternatively click the Contact/Clients button on the Toolbar.
6. The Contacts Browser is displayed.
7. Locate the client/matter to be amended.
8. When using the Item | Matter option, click on the Change icon to open the matter.

Matter	Basic matter information can be amended, and additional information added. Use the Your Ref to enter your client's reference for the matter.
Admin	Contains information relating to fees and billing. The Charge Rates for individual matters can be set or amended. The charge out rates link to the handlers' rates. The Statute Date can also be maintained on this screen.
File Details	Details items held for specifically relating to the matter e.g. Deeds and Wills. See the section on File Manager (p.g. 49).
Archive	Enables matters to be closed. Note all tasks must be completed in the Framework and all financial transactions complete before a matter can be closed.
Ledger	Takes the user to the Matter Ledger for the matter.
Label	Prints a label for the matter when a label printer has been connected
Client/L	Prints the Client Ledger

NOTE: It is also possible to create a new matter for an existing client from the Items | Matters screen. Use the to create a new matter.

Maintaining a Client

1. When using the Items | Contacts/Clients, locate the client using the code then double click to open.



General	Holds the basic client information. Note if the client is a company, tick the Corporate Box.
Cross Ref	Allows the linking of two or more related clients e.g. Parent and Child
Categories	Allows for the profile of client e.g. how to keep in contact following completion of the current matter/s.
Personal	Additional information in relation the client. If the client is set as a corporate this screen will not be visible.
Deeds & Wills	Details all items being held on behalf of the client. Additional items can be added using the appropriate tab and clicking Insert. See the section on File Manager (p.g. 49).
Matters	Lists all matters for the client
Notes	Allows the user to add notes specific to the client
Bank Details	Facilitates the holding of a client's banking information
File Manager	See Section on File Manager (p.g. 49).

2. Click OK to save the contact.

   NOTE: The new Contact will be found on the All Contacts Tab. It will only appear on the Client list when a Matter is opened for it.

3. The **Letter Button** when pressed copies the name and address of the contact to the Windows Clipboard. Open a document and click paste for the name and address to be included.

File Manager

The File Manager is used to keep track of the locations of physical items such as wills, deeds, tapes, share registers etc. It records details of the physical storage location of the item, which client owns the item and which cases it is connected to.

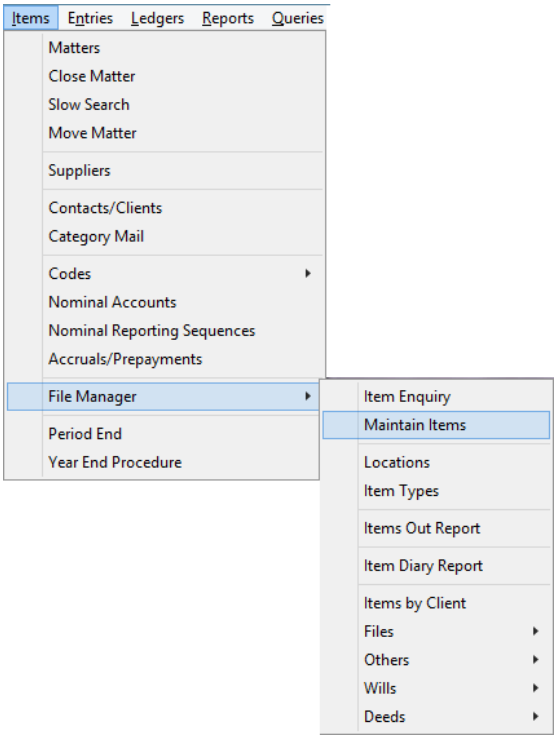
The File Manager also keeps a record of the date the item has been withdrawn and when it has been returned and by whom. The history of the item is recorded for tracking purposes.

In the Framework this program is known as the Strong Room.

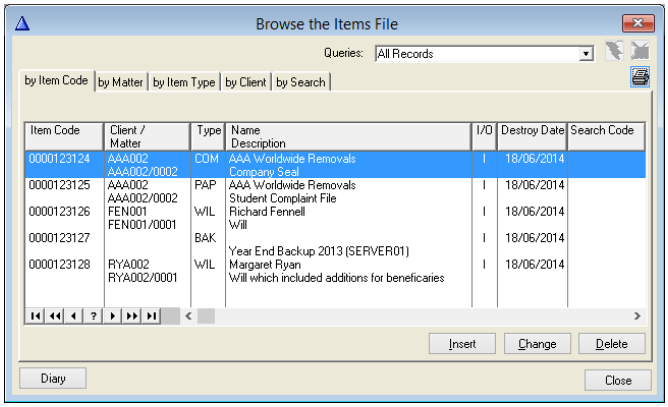
Add an Item to the File Manager

NOTE: This feature should only be used if the Keyhouse Framework has **NOT** been installed.

1. On the Menu Bar select Item | File Manager | Maintain Items

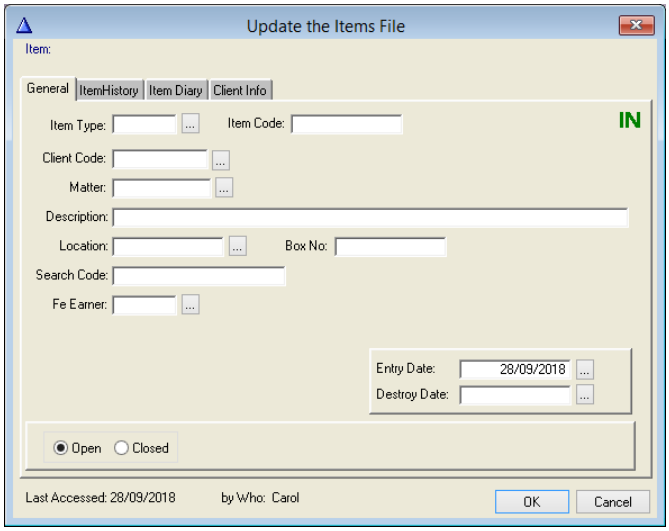


2. The following dialog box will appear



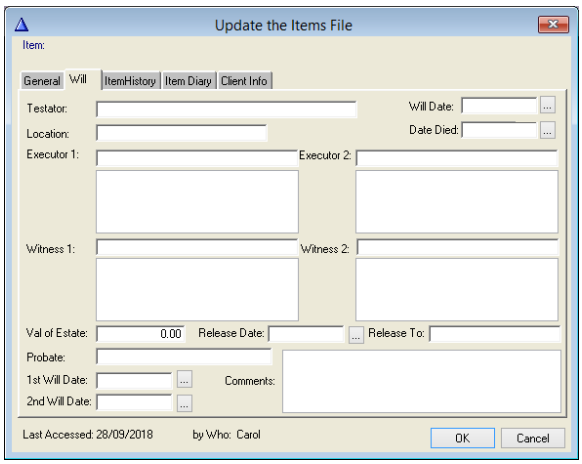
3. Click Insert to add a new Item

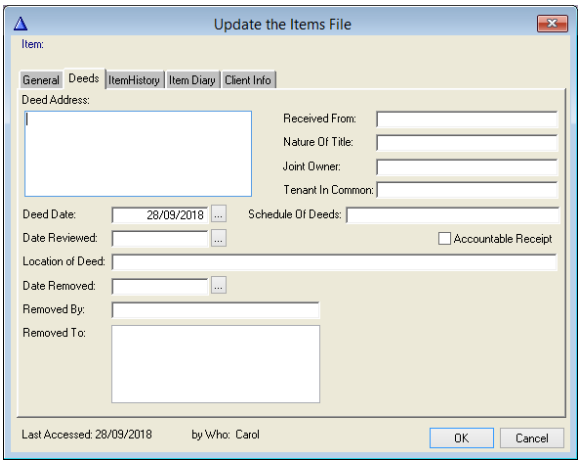
4. Enter the required information



Item Type:	Select the Item Type from the drop-down list
Item Code:	Input an Item Code
Client Code:	Select a client if required or alternatively leave blank if a matter does not exist
Matter Code:	Select a matter if required or alternative leave blank if a matter does not exist
Description:	Input the description of the item
Location:	Select a storage location
Box No:	Likewise, select a Box number from the drop-down list
Search Code:	Populates from the Description
Fee Earner:	Use the drop-down list to select the Fee Earner with responsibility for the item
Entry Date:	The date on which the item was entered on the system: normally today's date
Destroy Date:	The date, if any, on which the item is to be destroyed
Open/Closed:	This will default to open

5. When the item code Will or Deed is selected, an additional tab will appear allowing additional information to be entered.

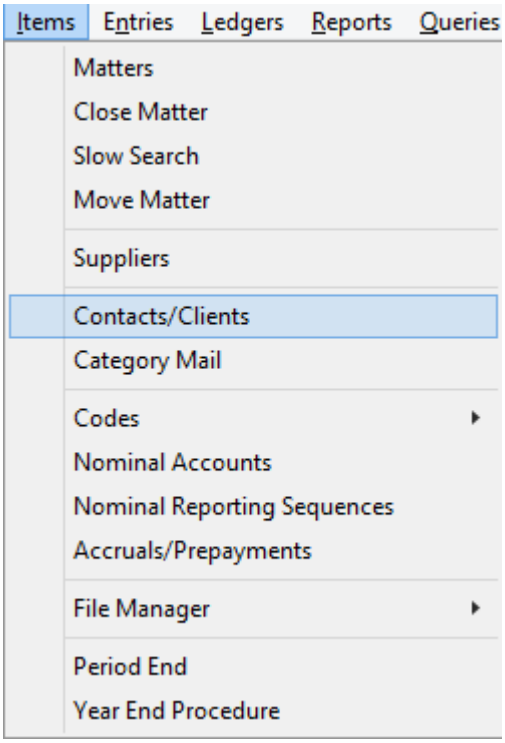




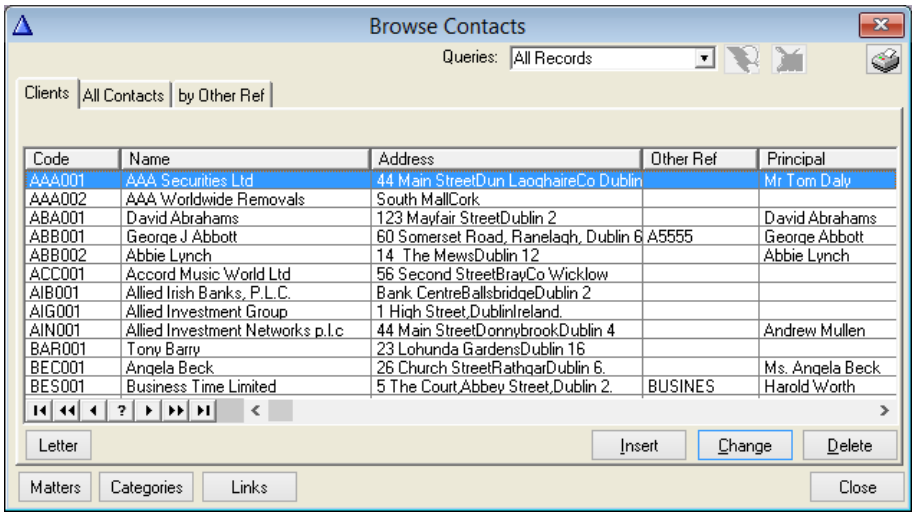
6. Click OK to save the record

View, Withdraw and Replace an Item by Client

1. Click on the Contact/Clients Icon on the Toolbar or click Items | Contact/Clients on the Menu Bar.

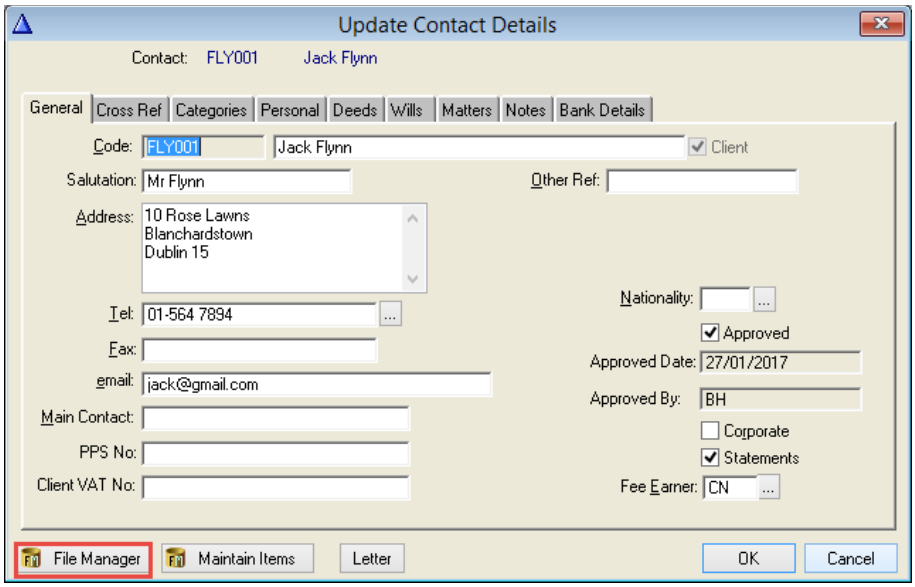


2. This open the Browse Contact dialog box.

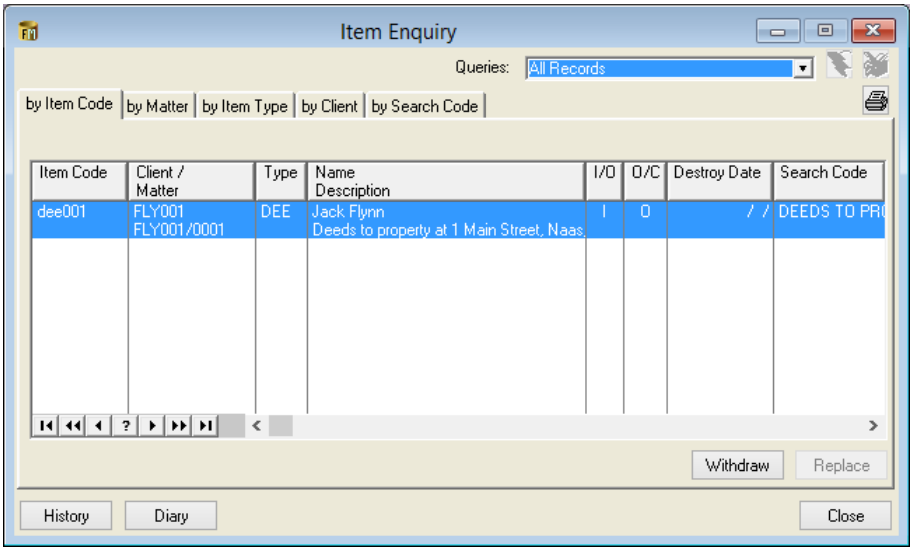


3. Select the client required and double click to open

4. Click on File Manager in the bottom left of the screen.

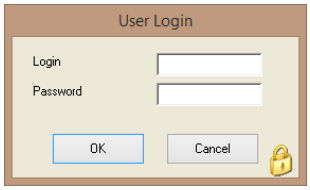


5. All records for this client will be visible.



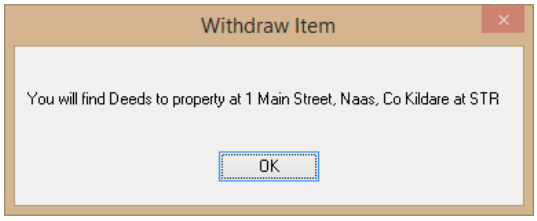
6. To withdraw an item, select the item required and click the Withdraw Button.

7. Enter your login and password and click OK

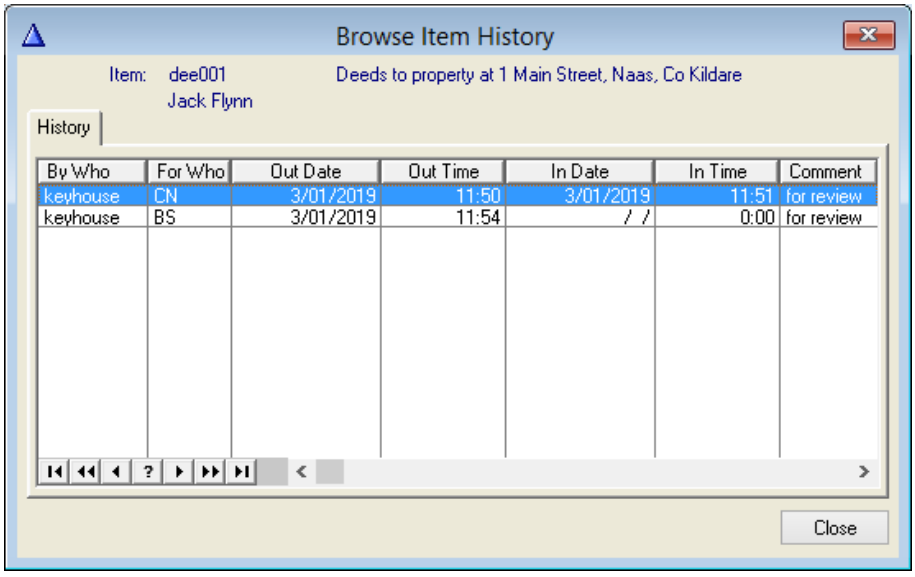


8. Enter the required details and confirm the withdrawal

9. The system will then advise the location of the item

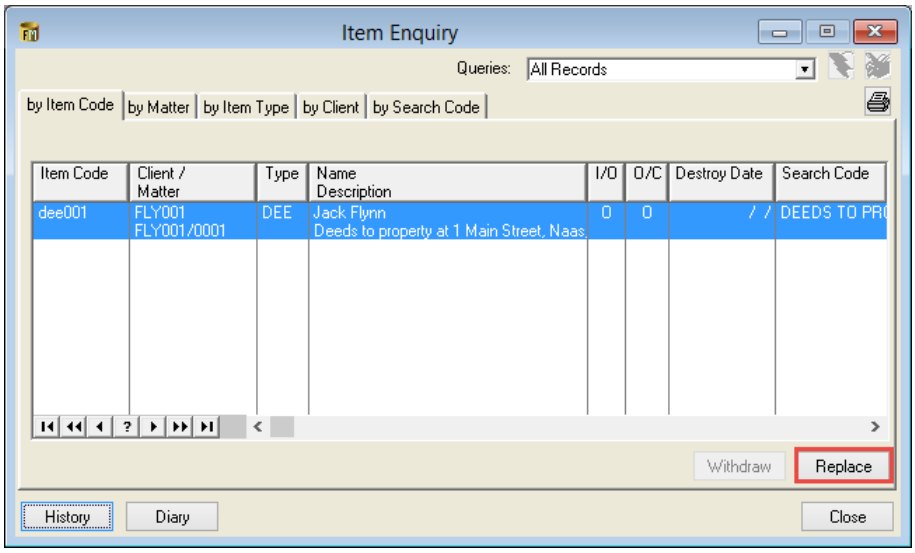


10. Once the item has been removed, a record is created. To see the record, click History in the bottom left of the screen.

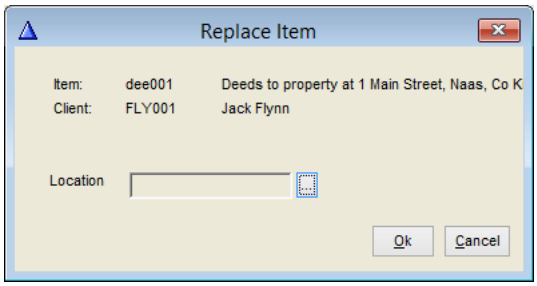


11. The item can then be returned by navigating to the client.

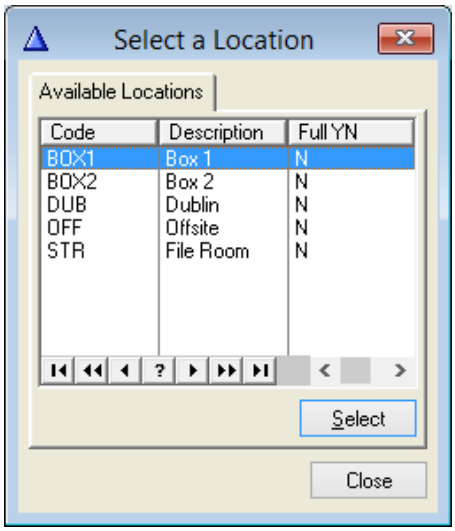
12. Select the record and click the Replace button



13. The following dialog box will appear

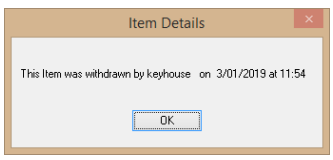


14. Click on the Browse button to enter the location



15. Click Close and the OK

16. The following dialog box will appear



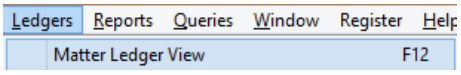
17. The History will be updated.

Chapter 6 The Matter Ledger

The Matter Ledger shows details of all transactions relating to a specified Matter. It is divided into four columns, Billing, Outlay, Client Current and Client Deposit Accounts.

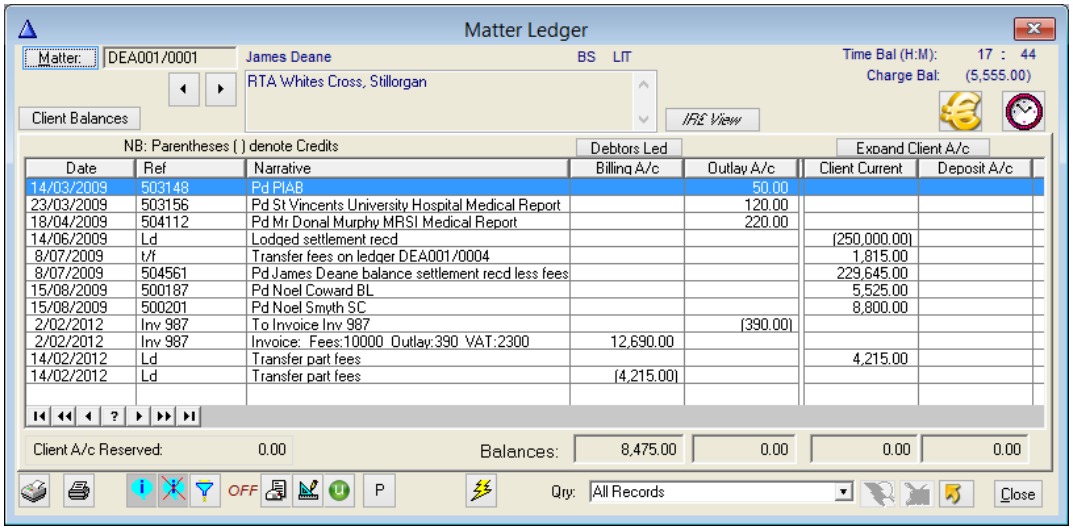
- The Client Current and Deposit Accounts hold Client monies. **Brackets show credits.**
- The Billing and Outlay Account together represent the traditional Office account.
- The Outlay shows un-billed outlays and the Billing A/c shows the amounts billed and received from the client.

1. To view the Matter Ledger, select **Matter Ledger View** from the **Ledgers Menu** or click the **Matter Ledger** button on the toolbar.



2. Click the **Matter** button and select the Matter to be viewed from the list.

3. The description of the Matter is displayed. The names of the client, the Fee earner and the department are also listed.



4. To see a summary of the client balances, click the **Client Balances** button.

5. To see a fuller view of the Billing account, click on the **Debtors Ledger** button.

6. To see a fuller view of the client account, click on **Expand Client A/c.**

7. Double click on any transaction on the Ledger to view the full original entry forms.

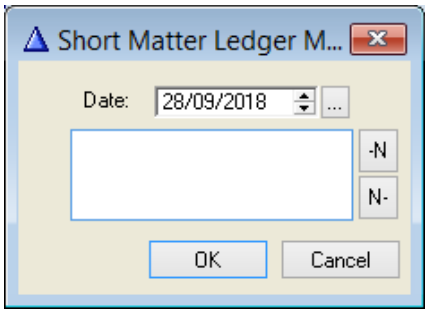
8. To print a Matter Ledger Card, click on the printer icon.

9. The Matter Ledger will print to screen and may then be printed by clicking on the printer icon on the left of the toolbar. For more information on Matter printouts, see the **Matter Reports** section (p.g. 129) at the end of this chapter.

To Add a Comment to a Ledger Card

1. Click on the **Add Comments** button.

2. The following dialog box will appear.



3. The **Date** will appear as today. Use the arrows or click on the Browse Button to change the date if required. The date dictates location of the comment on the Matter Ledger.
4. Enter the comment
5. Stored Narratives can be added before or after the comment using the N- or the -N buttons.
6. Click OK
7. The comment is now visible on the Matter Ledger, highlighted in blue.
8. To view the Ledger without the comments, click the **Filter** button. **ON** or **OFF** is displayed beside the **Filter** button depending on whether or not it is activated.

To Remove a Comment

1. Select the comment to be removed
2. Click the **Remove Comment** button. This button is only available if the user is logged in as a supervisor.
3. Click **OK** to accept the warning.

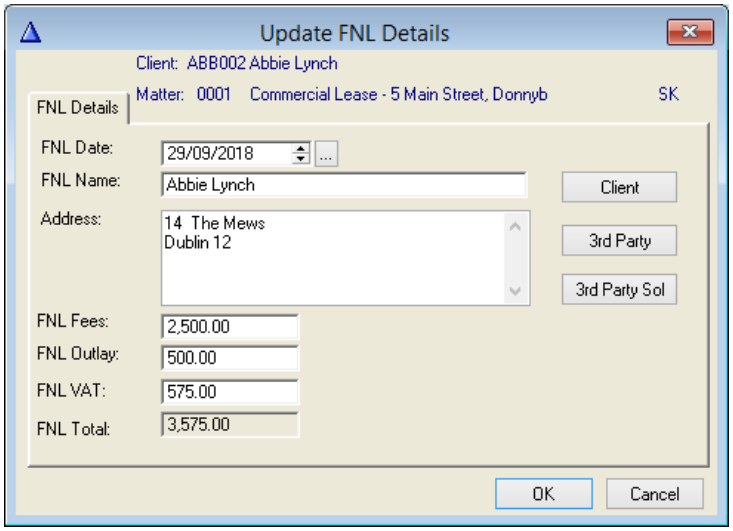
Fee Negotiation Letters

The Fee Negotiation Letter (FNL) facility enables a firm to keep a record of fees under negotiation. When an FNL is entered, a record is created for the Matter and a comment is placed on the Matter Ledger.

To Enter an FNL

1. Click the **Fee Negotiation Letters** button.
2. The **Update FNL Details** window displays the Client and Matter description.
3. The **FNL Date** defaults to today's date. To change the date, click the arrows or click the lookup button to select a date from the calendar.

4. Select the person to whom the FNL is going by clicking on the **Client**, **3rd Party** or **3rd party Sol** buttons or type in
5. The details of the recipient are displayed in the **FNL Name** and **Address** fields.
6. Enter the estimated fees owed in the **FNL Fees** box.
7. Enter the estimated outlay in the **FNL Outlay** box.
8. Enter any VAT owed in the **FNL VAT** box.
9. The total monies owed are automatically updated in the **FNL Total** box.
10. Click **OK** to update the FNL.



11. The Filter button will also show and hide the FNL.

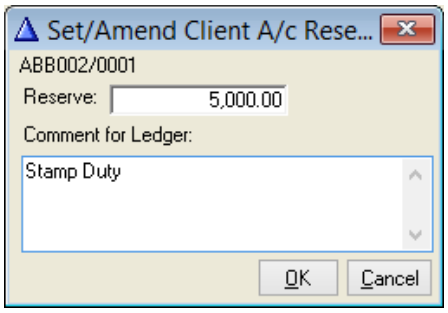
The Client Reserve

The Client Reserve facility allows a reserve to be entered to ensure a minimum balance is kept on the Client Account. SAM 3.6 will not allow the balance to fall below the reserve and will therefore prevent outlay being posted if it causes the account to fall below the minimum balance.

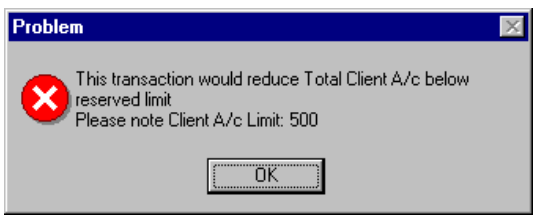
When the reserve is set a comment is entered and the reserve amount is then displayed in the Matter Ledger window.

To Set the Client Reserve

1. Click the **Client Reserve** button.
2. In the **Set Client A/c Reserve** form enter the amount of the reserve in the **Reserve** box.
3. In the **Comment for Ledger** box enter a comment that will appear on the Matter Ledger.
4. Click **OK** to set the reserve.



5. If an attempt is made to withdraw an amount that would reduce the Client Account balance below the reserve, the following message is displayed.



6. Clicking **OK** only closes the Problem-warning box. It does not allow the user to make the withdrawal unless no barring has been specified.

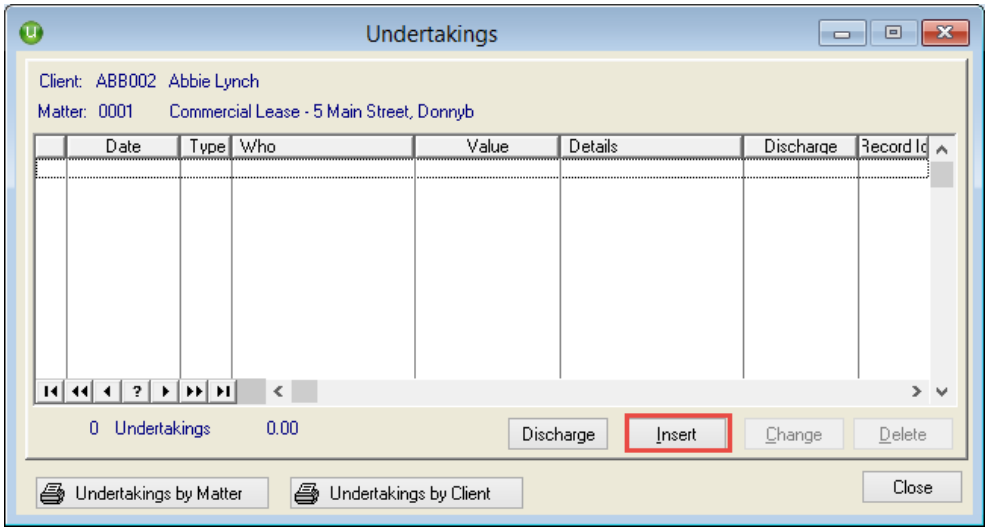
Undertakings

An undertaking is where the solicitor assumes the responsibility for paying out money in a specific order, (e.g. the bank is paid before the client in a repossession order), or returning documents held on behalf of the client.

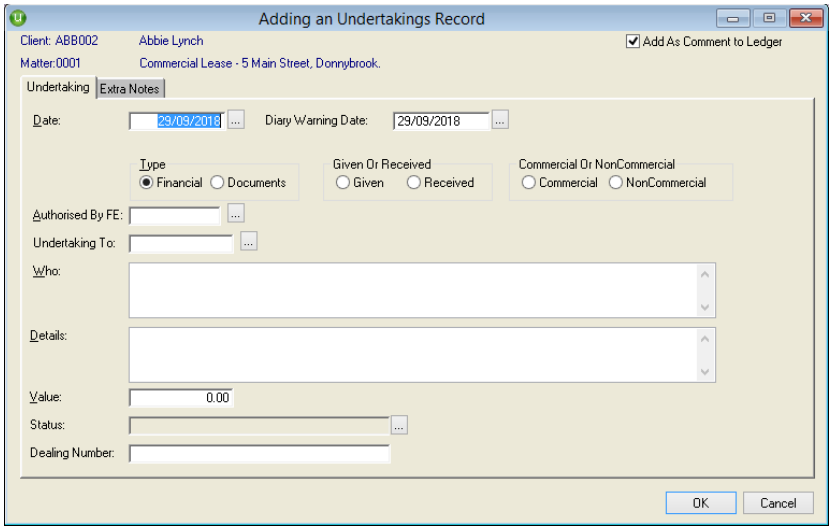
There are Undertaking Reports available under the Reports Menu and the Crystal Reports Menu.

To Record Undertakings

1. Click the **Record Undertakings** button.
2. In the **Undertakings browser** click the **Insert** button.

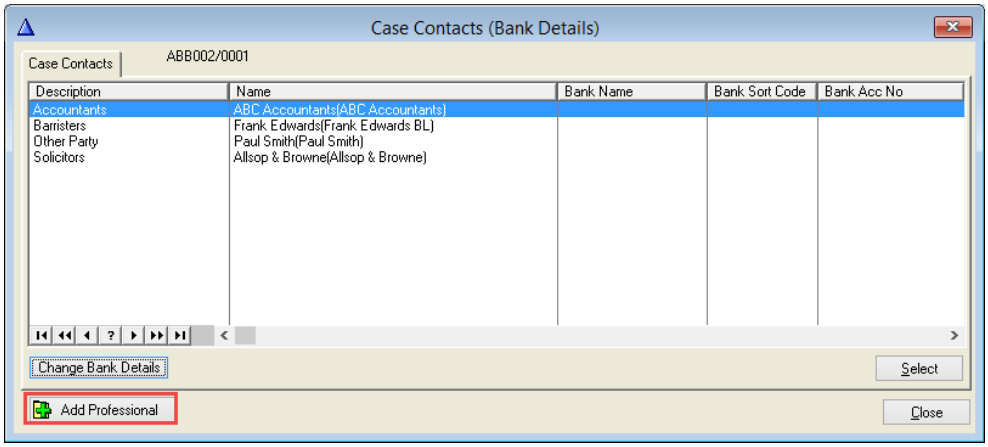


3. The Undertaking is added by default to the Matter Ledger. If this is not required, untick the **Add As Comment to Ledger.**

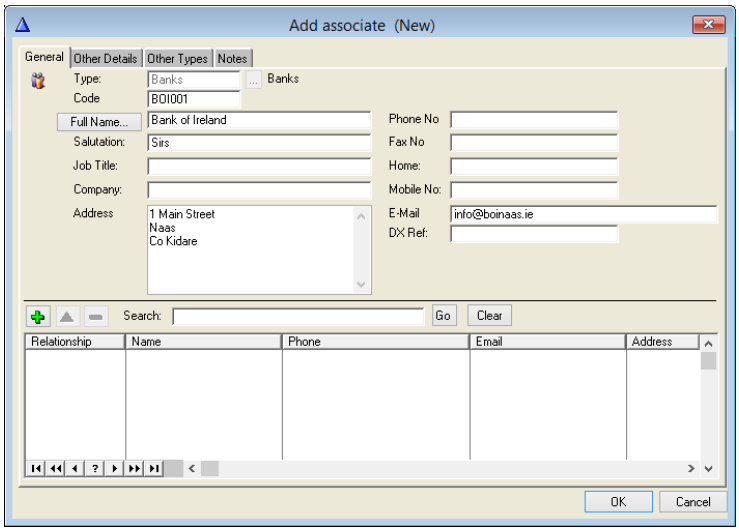


4. The **Date** field defaults to today's date. To change the date, click the browse button to select a date from the calendar. This field is designed to hold the date the undertaking is due.

5. The **Diary Warning Date** will calculate automatically to set the warning date. This is usually 10 days prior to the due date but the length of warning can be amended in the System setting of the Framework.
6. Select one option from the Type, Given or Received and Commercial or Non-Commercial fields.
7. Enter the name of the Fee Earner giving/received the undertaking in the **Authorised By F/E.**
8. Choose between the two types of undertakings by clicking **Financial** or **Documents**.
9. To add a comment into the Matter Ledger, place a tick in **Add Comment to Ledger**.
10. Click on the browse button on the **Undertaking To** field to add the name of the other party.
11. If the associate has not been added to the matter, click the **Add Professional** button.

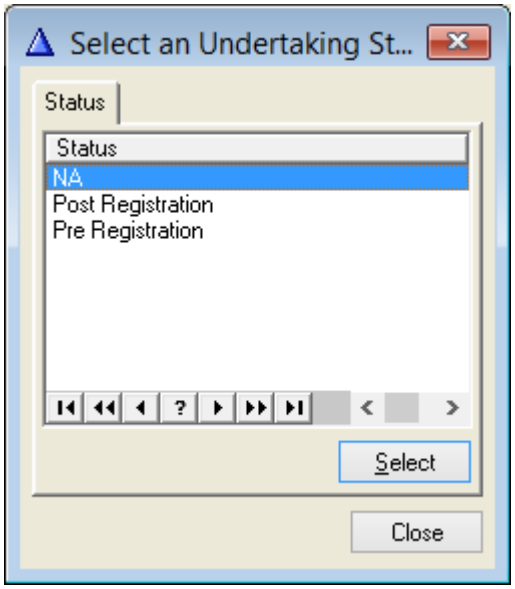


12. Select the Associate Type from the Panel on the left e.g. Bank and then select the bank from the list. If the associate is not in the list, click the **Green Plus** to add a new record.
13. In the Code field, enter the Alpha element of a code and click to Full Name. The system will enter the numeric element of the code. Alternatively leave blank and the system will generate a numeric code once OK is clicked.
14. Enter the Full Name, Salutation, Address and email address and click OK.

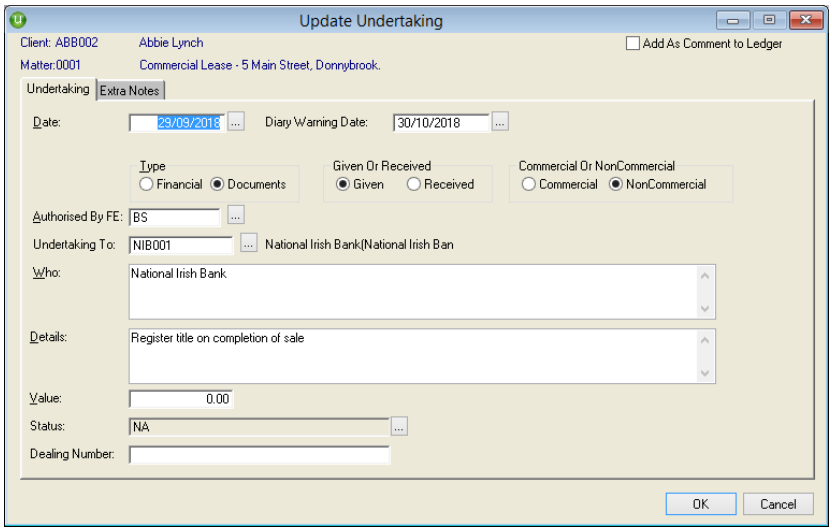


15. The associate has now been added to the database and can now be added to the matter.
16. The **Who** box will be populated automatically once the **Undertaking To** field is populated.

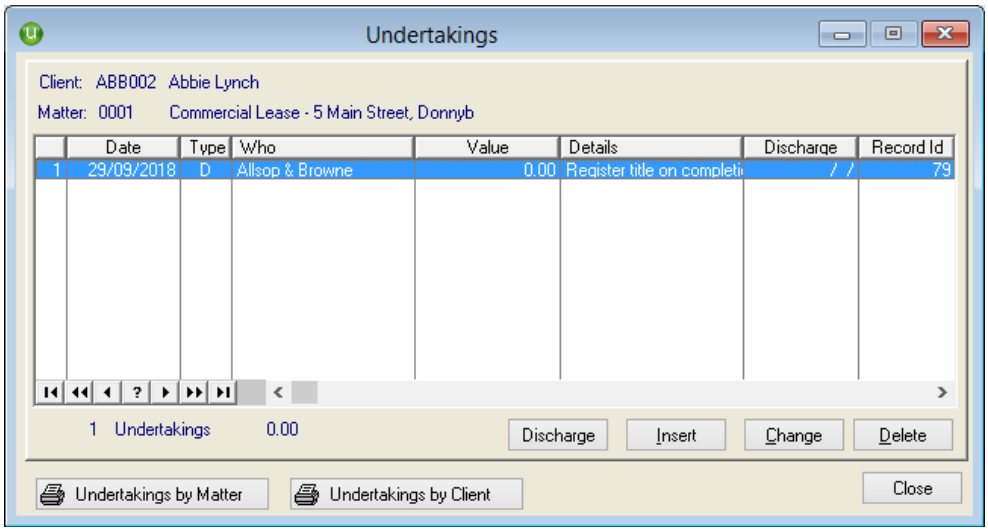
17. Enter the **Details** of the Undertaking
18. If the undertaking is a financial one, the value of the undertaking must be entered in the **Value** field.
19. Highlight the required option and click select.



20. The Dealing Number relates to the Land Registry number and may not always be required.
21. Click OK to save the undertaking



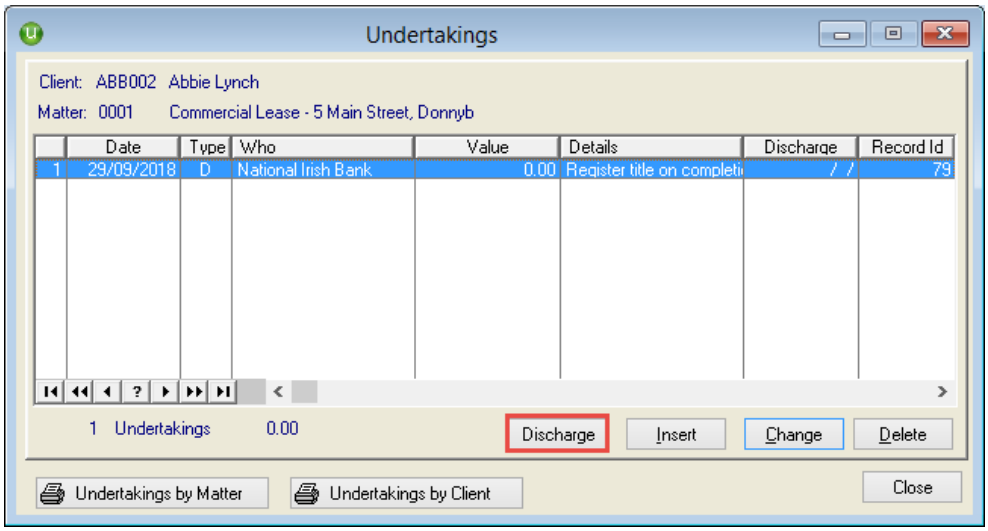
22. The Undertaking will be added to the Matter and will also create an entry on the Undertakings Risk Register.



To Discharge an Undertaking

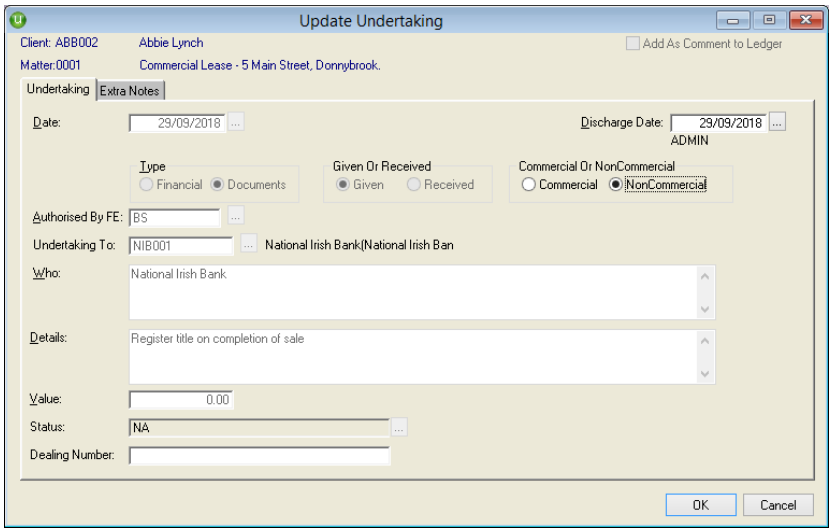
NOTE: This feature should only be used when the Keyhouse Framework has **NOT** been installed.

1. Open the **Matter Ledger** for the case
2. Click the **Record Undertakings** button.
3. Highlight the undertaking on the Matter Ledger.

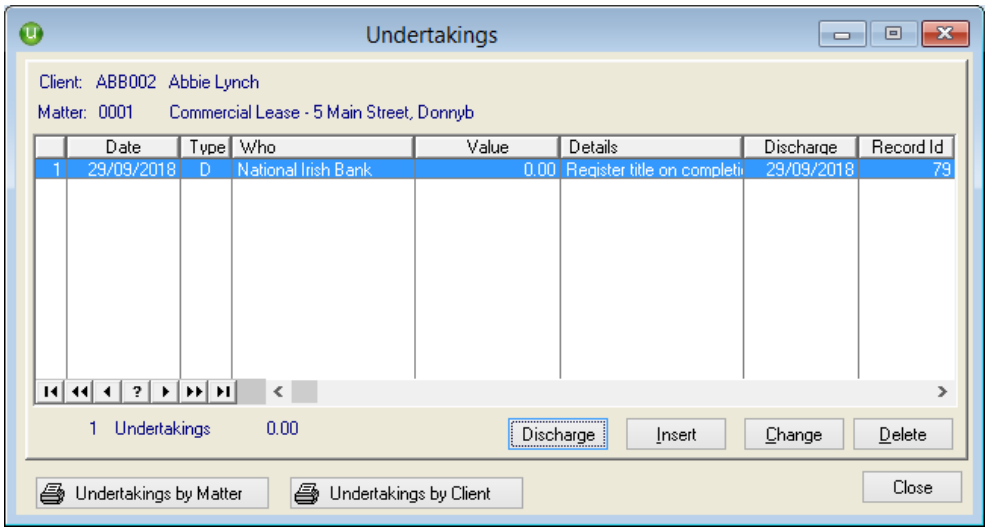


4. Click on the Discharge button.

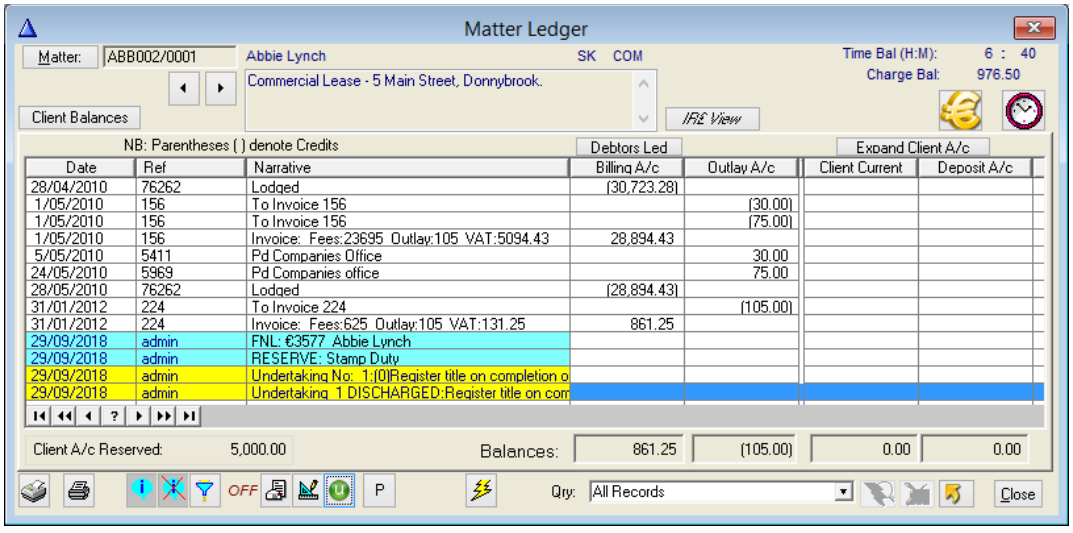
5. The **Discharge Date** will always be today. Click on the **Browse** Button to change the date.



6. Click OK to compete the discharge



7. The Matter Ledger will record that it has been discharged.



NOTE: The ability to discharge undertakings may be controlled.

To Delete an Undertaking

Undertakings can only be deleted from the Matter if they have not been discharged.

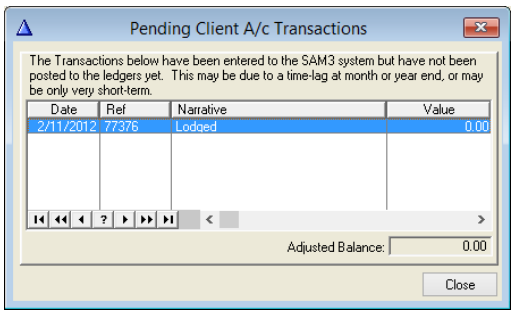
1. Open the **Matter Ledger** for the case
2. Click the **Record Undertakings** button
3. In the **Undertakings Browser** select the undertaking to be deleted
4. Click the **Delete** button and click close

   NOTE: The ability to delete undertaking may be controlled

Pending Client Account Postings

The Pending Client Account Postings option shows any posting awaiting update to the Matter Ledger card which have been saved in the course of entering the transaction.

P



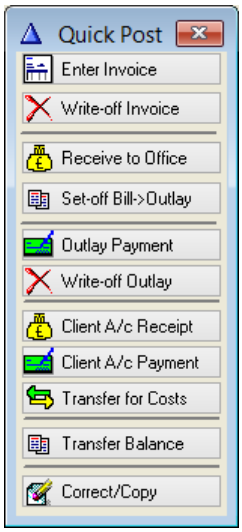
Quick Posting

When you already in the Matter Ledger for a matter, the Quick Postings option can be used as it is the quickest way to post transactions.

It is used for a single posting on a matter or a transfer between two matters. The system has been set up with certain defaults so much of the transaction is automatically filled in for you as the system already knows the defaults (e.g. the default Client Bank and the matter you are working on).

1. Select the Matter for the posting.

2. Click on the Accounts Actions icon and select the type of posting you want to do.

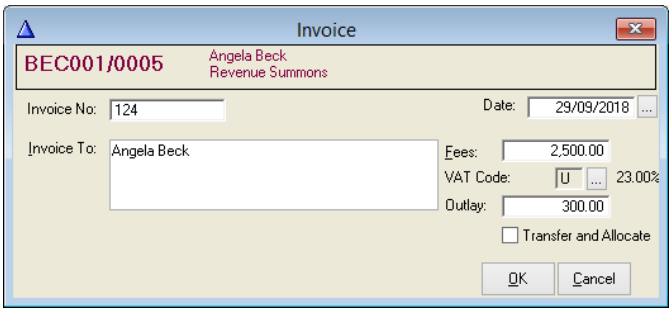


Enter an Invoice

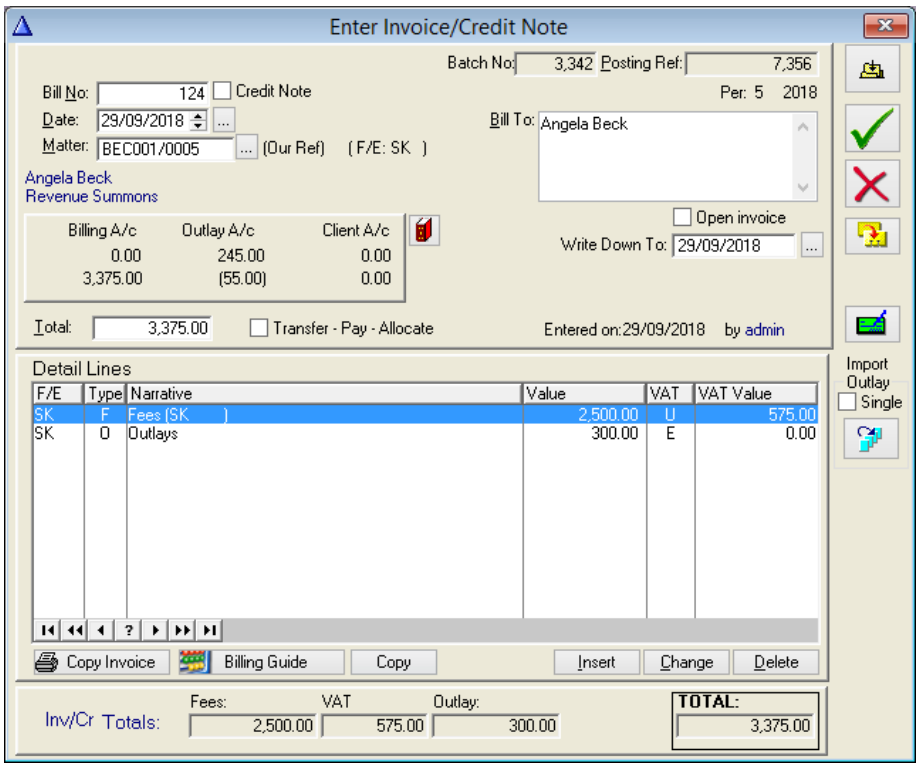
This option allows for the creation of manual client invoices.

However, it is recommended that the Billing Module be used when creating client invoices.

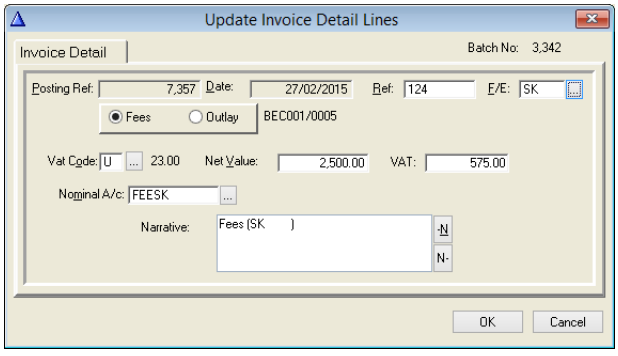
1. Select the relevant matter from the **Matter Ledger** and click the **Quick Post** button.
2. Click on **Enter Invoice.**
3. The **Matter Code**, **Date** and **Invoice To** information are already displayed.
4. Enter the **Invoice Number**, **Fees, Outlay** values, and click **Ok**.



5. A standard **Invoice** form appears where you may add or alter items, such as Outlay from the Matter.



6. Select the item to be amended, right click and select Change



7. Make the necessary change e.g. change the Narrative can click OK
8. Click **Update the Invoice,** then **Save** or **Cancel**
9. The Invoice is now visible on the Matter Ledger

   NOTE: This can also be done from the **Issue Invoices** button on the Toolbar.

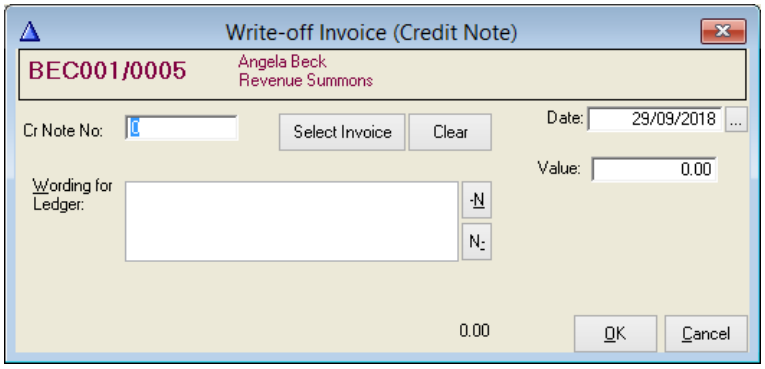
Write Off an Invoice / Credit Note

This option is used to manually write off Client Invoices, or part thereof via the use of a Credit Note. It is recommended that the Billing Module be used where possible to complete these transactions.

NOTE: We would advise that you do not issue partial credit notes. Credit the entire bill and issue a new invoice for the reduced amount.

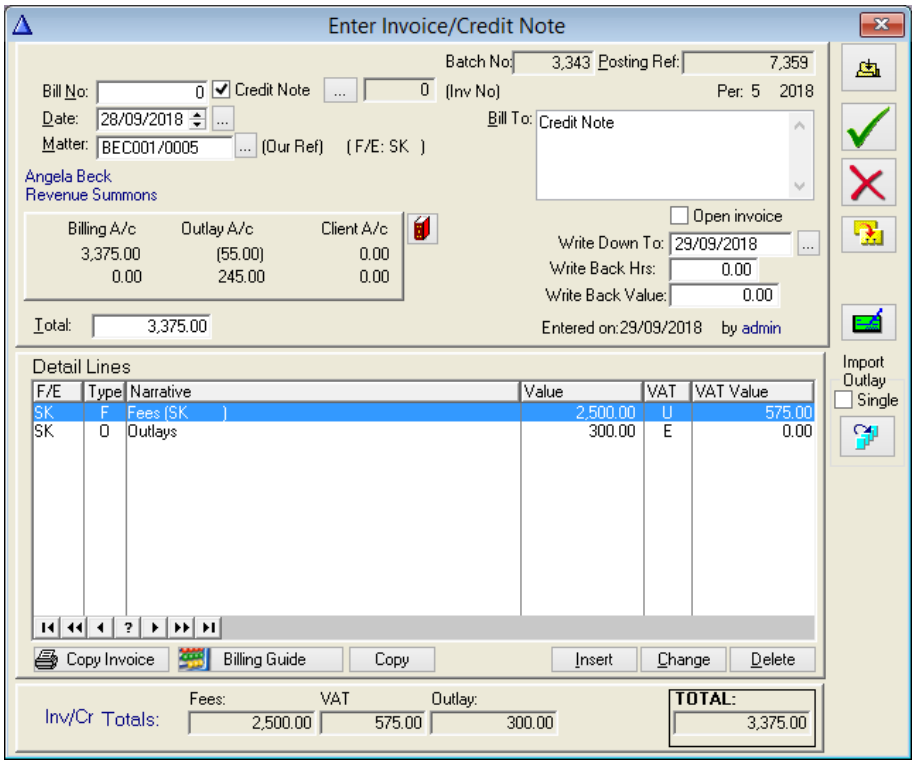
1. Select the relevant matter from the **Matter Ledger** and click the **Quick Post** button.
2. Click **Write-off Invoice**
3. The **Matter Code** and **Date** are displayed.
4. Enter the Credit Note number, click **Select Invoice** and choose from the list.

   NOTE: The Credit Note Number must be numeric only as it may have implications for time recording.



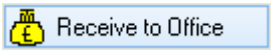
5. Enter the Credit Note number
6. Click Select Invoice and the total value is entered automatically. Adjust if required, then click **Ok**

7. A standard **Credit Note** form appears, with the breakdown automatically calculated.

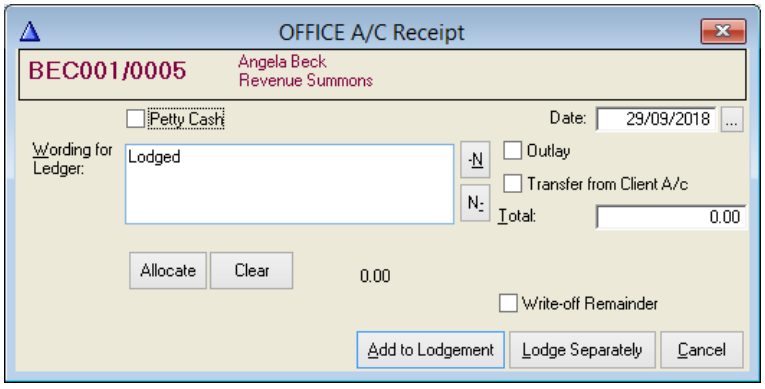


8. Enter the Invoice Number if it has not been pre-populated.
9. Make the necessary changes to the Detail Lines. If desired, change the Fees and Outlay nominals to the relevant Write-Off nominals.
10. After checking all details click **Update the Invoice**, **Save** or **Cancel** as required.

Lodge to Office

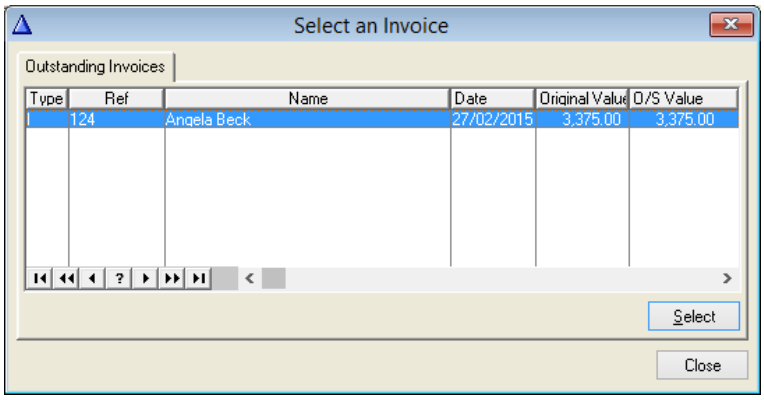
This option is used to lodge client money to the Office Bank A/c. 

1. Select the relevant matter from the **Matter Ledger** and click the **Quick Post** button.
2. Click **Receive to Office**
3. The **Matter Code** and **Date** are displayed. Enter a **Narrative** and **Amount.**
4. Tick the **Outlay** if all the money is to be paid to the Outlay Account.
5. Click the **Transfer from Client A/c** box if money is being transferred from the Client's account to the Debtor's account.

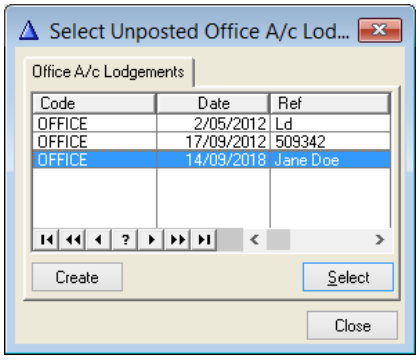


6. Tick **Write-off Remainder** if applicable.
7. Click **Allocate** if you need to match the lodgement with an existing invoice.

8. Highlight the required invoice and click Select

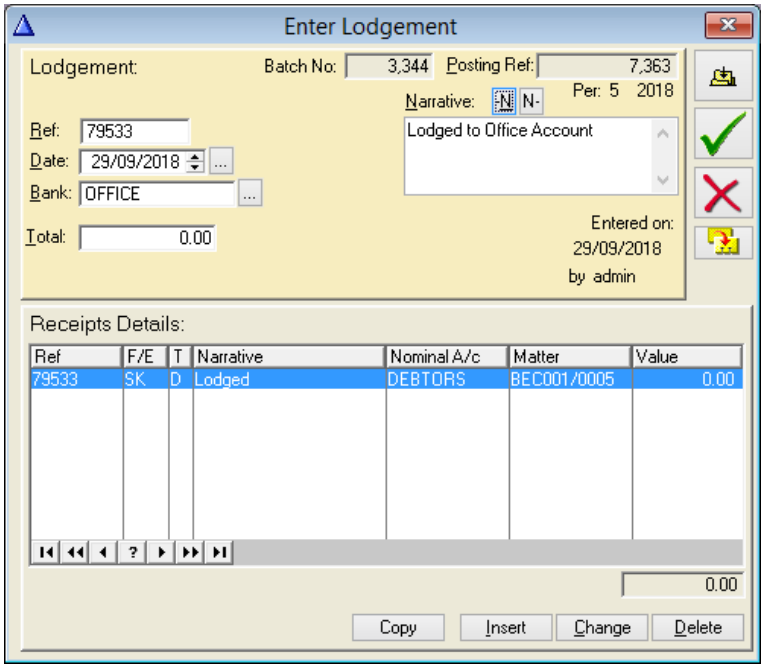


9. Click **Add to Lodgement** (to add to an existing unposted lodgement) or **Lodge Separately.**



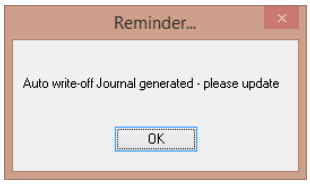
10. If Add to Lodgement is selected, click on the lodgement to be used and select. Note: Create will create a new lodgement.

11. A standard **Lodgement** form appears, having either been added to an existing Office A/c lodgement or created separately with all the essential information included.



12. Click **Update**, **Save** or **Cancel** as required.

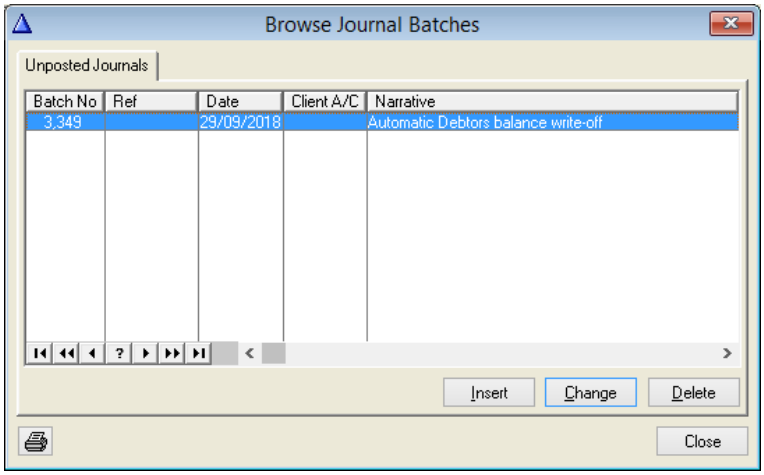
13. If Write Off Reminder has been ticked, the following message will appear



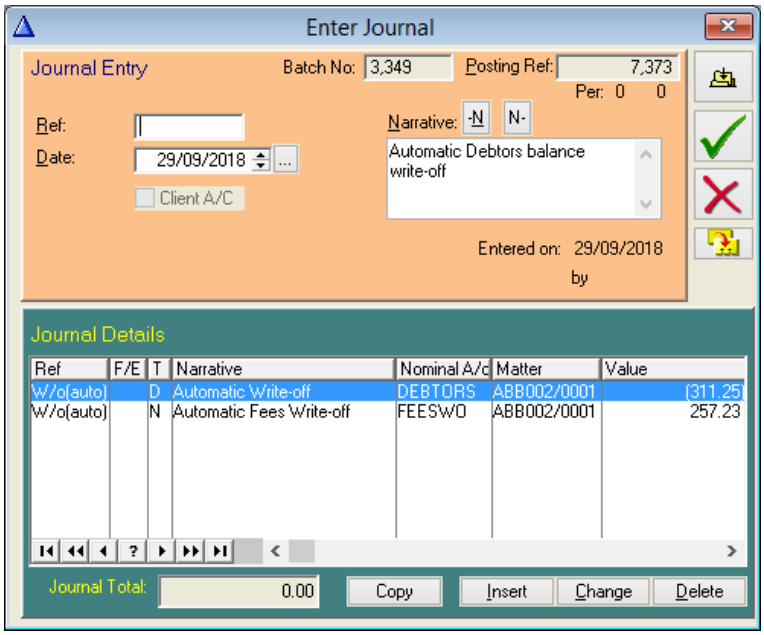
14. Click OK

15. Click on the Journal Icon on the Toolbar

16. Select the line to be used and click Change



17. The following dialog box appears



18. Enter a Reference e.g. W/o

19. The value of the write off will be adjusted to allow for VAT

20. The Journal Total must be zero to enable the payment to be posted

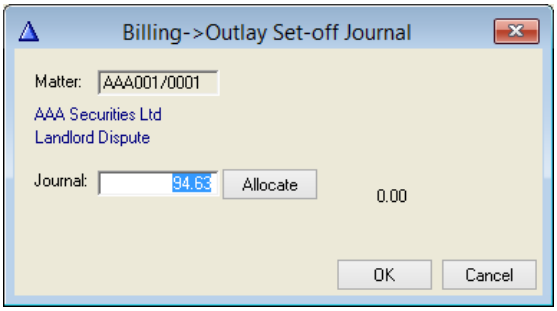
21. Click **Update, Save** or **Cancel** as required

22. If a message appears saying it cannot be posted forward journals, please contact SAM Support.

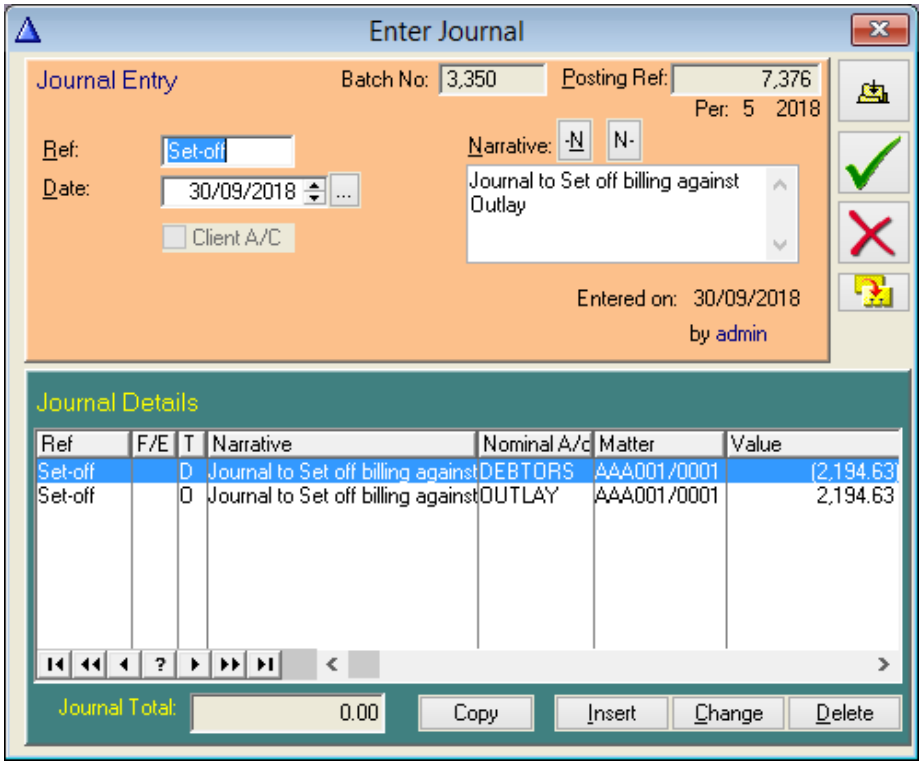
Set Off Bills Against Outlay

If you have issued an invoice for outlay which has yet to be paid, credit will appear on the Outlay Account. To remove the credit, use the Set Off Journal.

1. Select the relevant matter from the **Matter Ledge** and click the **Quick Post** button.
2. Click **Set-off Bill -> Outlay**.
3. The **Matter Code** and **Outlay** balance are automatically displayed.
4. Click **Allocate** to match the journal value against an existing invoice.



5. Click **Ok**.
6. A standard **Journal** form appears with all essential information.

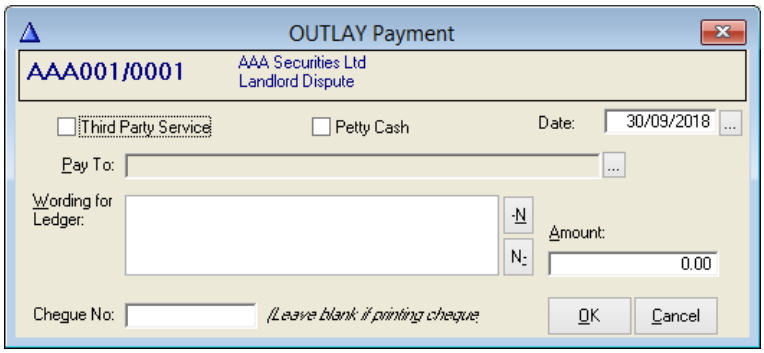


7. Click **Update**, **Save** or **Cancel** as required.

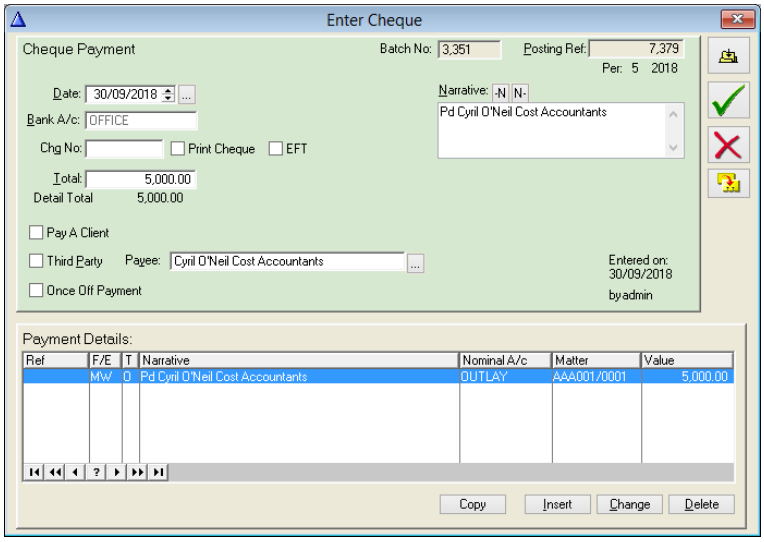
Outlay Payments

Use this option to make standard cheque payments for Outlay on a Matter.

1. Select the relevant matter from the **Matter Ledger** and click the **Quick Post** button.
2. Click on the **Outlay Payment** box.
3. The **Matter Code** and **Date** are automatically displayed.
4. Tick the **Third-Party Service** box if applicable, then click on the browser box next to the **Pay To** field to select a Payee from your Supplier list or type manually if not on the list.

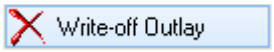


5. The **Wording for Ledger** appears automatically but additional information may be added.
6. Enter the **Amount** and **Cheque No** if applicable, then click OK. A **Cheque** form with essential information.

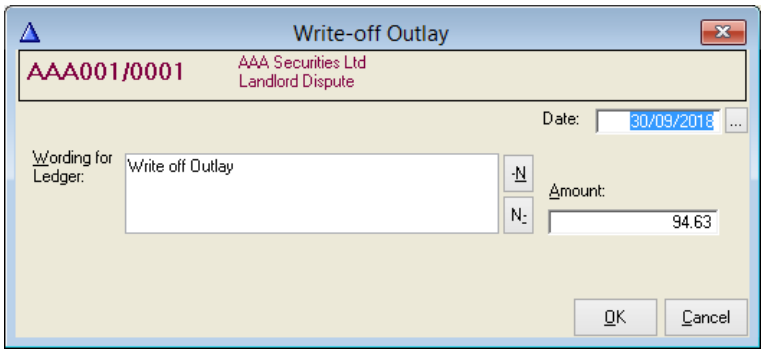


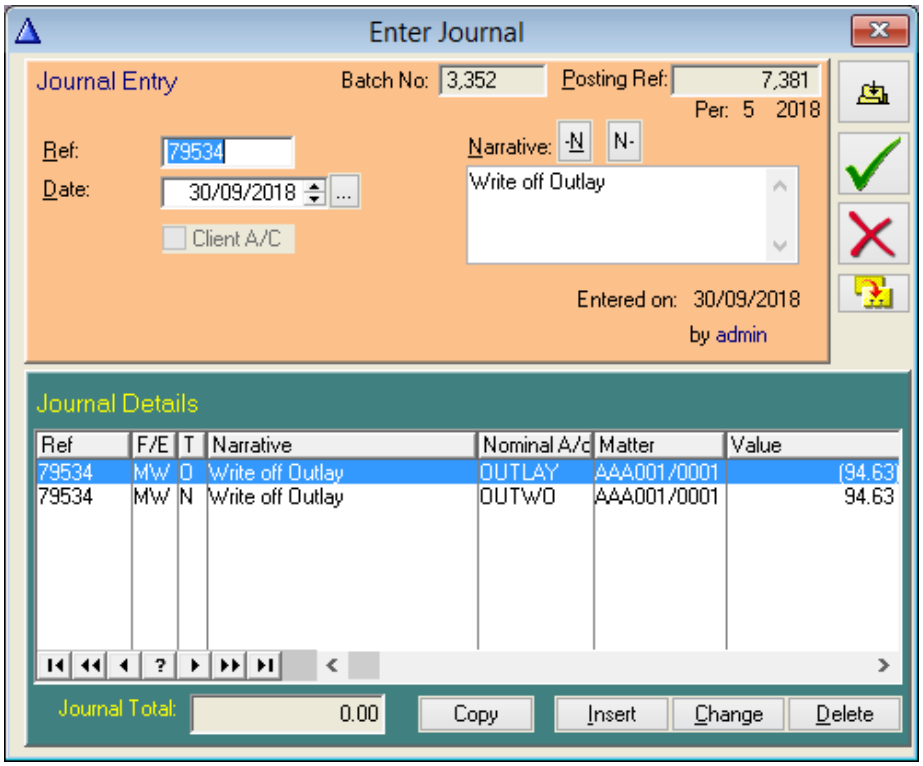
7. Click **Update**, **Save** or **Cancel** as required.

Write-Off Outlay

This facility can be used to quickly and easily write off unrecoverable Outlay. 

1. Select the relevant matter from the **Matter Ledger** and click the **Quick Post** button.
2. Click on the **Write-off Outlay** box.
3. The **Matter Code**, **Date**, **Narrative** and **Outlay** balance are automatically displayed.
4. Click **Ok** if correct.
5. A **Journal** form appears with all essential information.

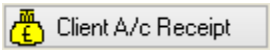




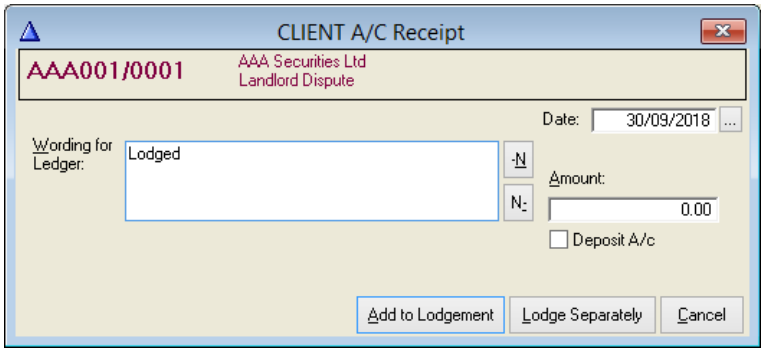
6. Click **Update**, **Save** or **Cancel** as required.

Client Account Lodgements

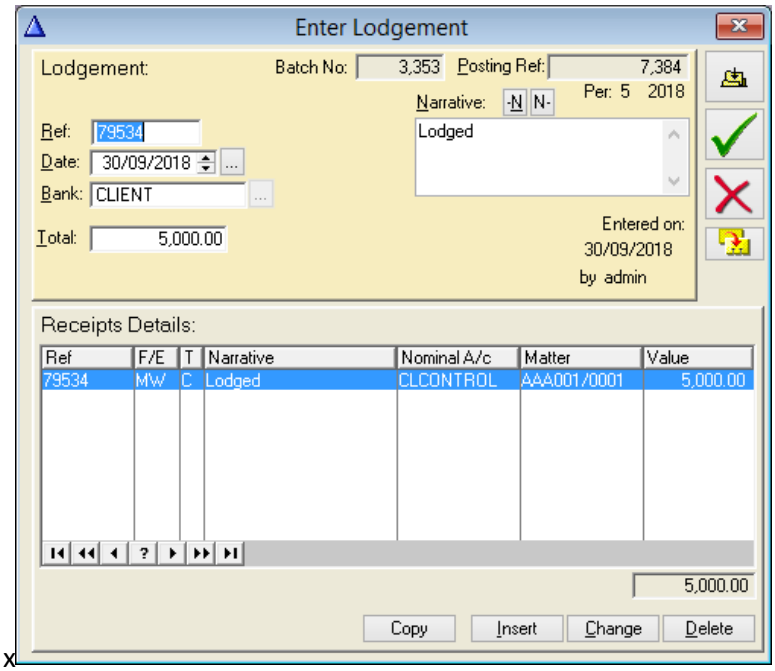
Use this option to lodge client funds to a Client Current or Deposit Bank A/c on a Matter.



1. Select the relevant matter from the **Matter Ledger** and click the **Quick Post** button.
2. Click on the **Client A/c Receipt** box.
3. The **Matter Code** and **Date** are automatically displayed.
4. Enter the **Wording for Ledger**, **Amount** and tick the **Deposit A/c** box if applicable.



5. Click **Add to Lodgement** (to add to an existing unposted lodgement) or **Lodge Separately.**
6. A standard **Lodgement** form appears, having either been added to an existing Client A/c lodgement or created separately with all the essential information included.



x

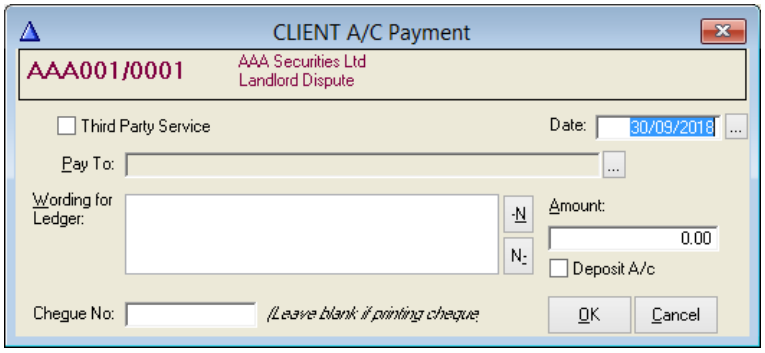
7. Click **Update**, **Save** or **Cancel** as required.

Client Account Payments

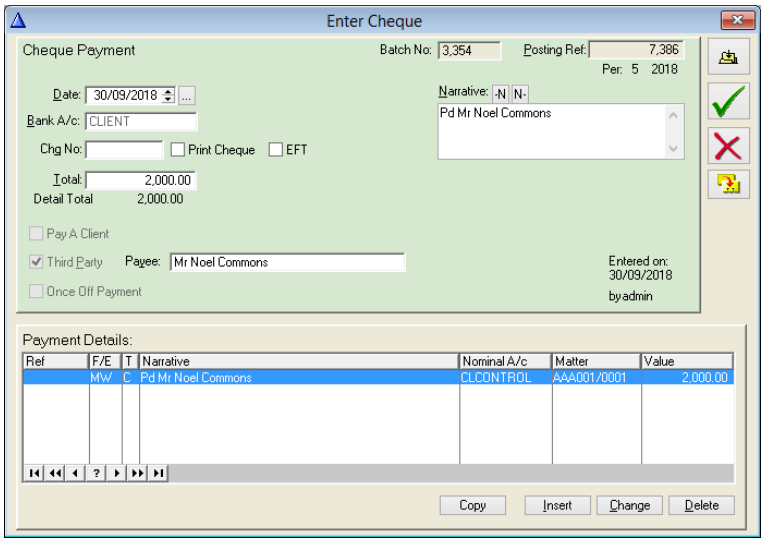
This option is used to make cheque payments out of the Client Current or Deposit Bank A/c.

1. Select the relevant matter from the **Matter Ledger** and click the **Quick Post** button.

2. Click on the **Client A/c Payment** box.
3. The **Matter Code** and **Date** are automatically displayed.
4. Tick the **Third-Party Service** box if applicable, then click on the browser box next to the **Pay To** field to select a Payee from your Supplier list or type manually if not on the list.
5. The **Wording for Ledger** appears automatically. Enter the



6. **Amount** and **Cheque No.** if applicable, then click **Ok**. A **Cheque** form appears with all essential information.

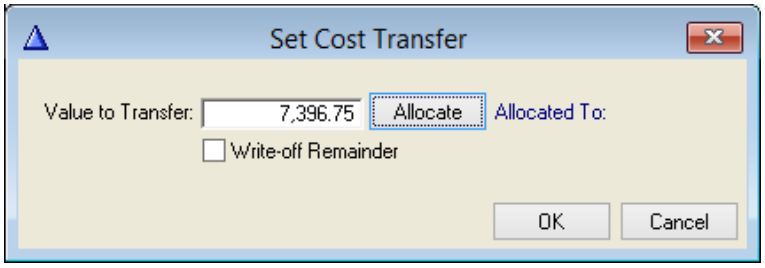


7. Click **Update**, **Save** or **Cancel**.

Transfer for Costs

Use this option for Client to Office bank A/c transfers with only the amount to be entered.

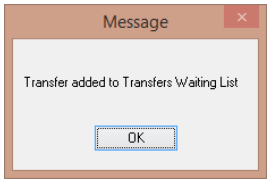
1. Select the relevant matter from the **Matter Ledger** and click the **Quick Post** button.
2. Click on Transfer for Costs.
3. The **Billing A/c** balance is automatically displayed in the Value to Transfer field. Alter as required.



4. Click **Allocate** to match the transfer against an existing invoice, and tick the **Write-off Remainder** box if applicable, then click **Ok**.

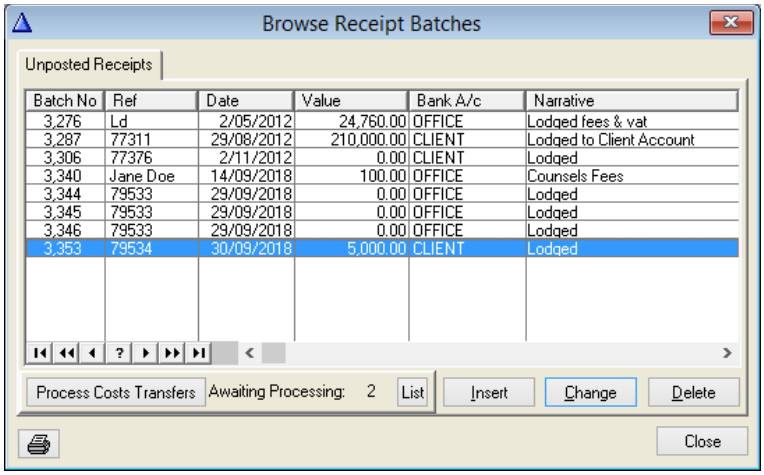
5. By ticking the write off remainder a journal will be created on the journal browser for the write off. This needs to be updated.

6. A message will appear advising that this transfer has been added to the **Transfers Waiting** list.

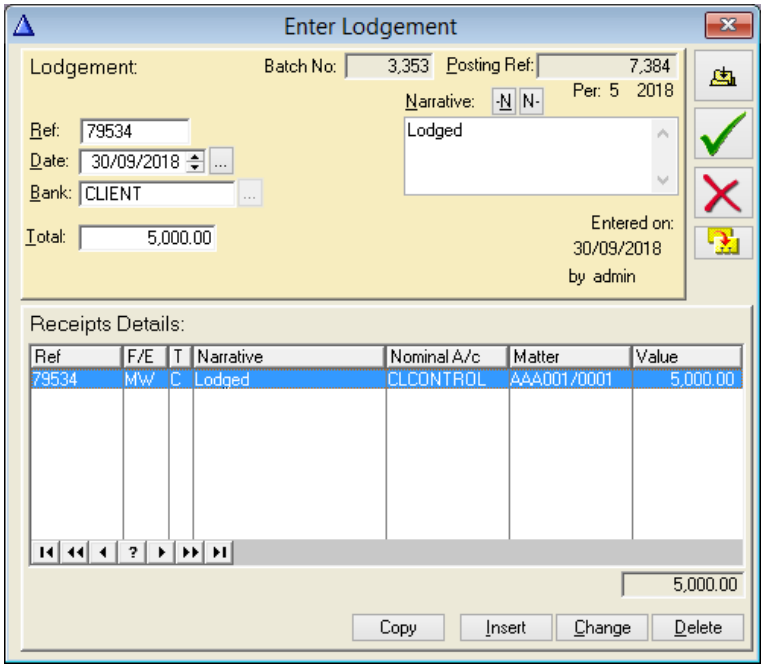


Click the **Receipts** button on the Toolbar

7. Click **Process Costs Transfer** in the lower left corner of the screen.



8. The Lodgement Form appears



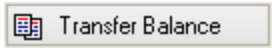
9. Enter the reference and select each line of the detail in turn and click change and then OK

10. The Ref will be added to each line

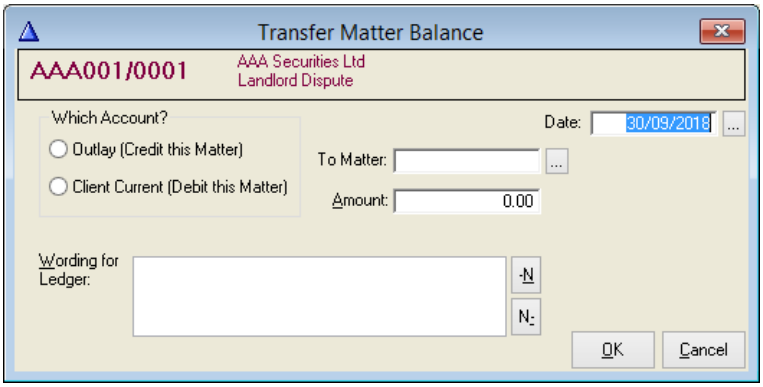
11. Click **Update, Save** or **Cancel** as required.

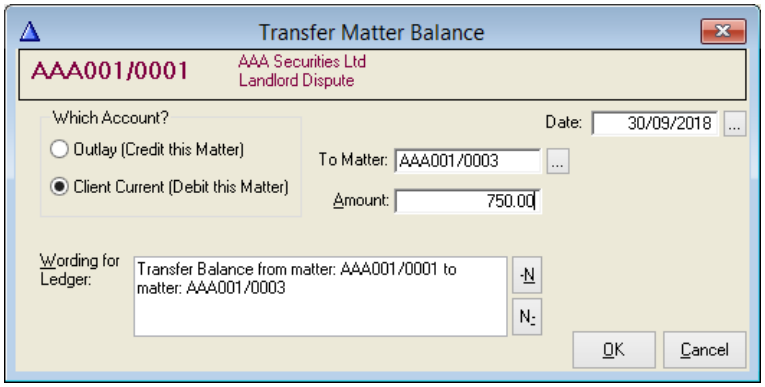
Transfer Funds Between Two Matters

This journal facility quickly and easily transfers Outlay or Client A/c balances between Matters and will not affect the Banks.

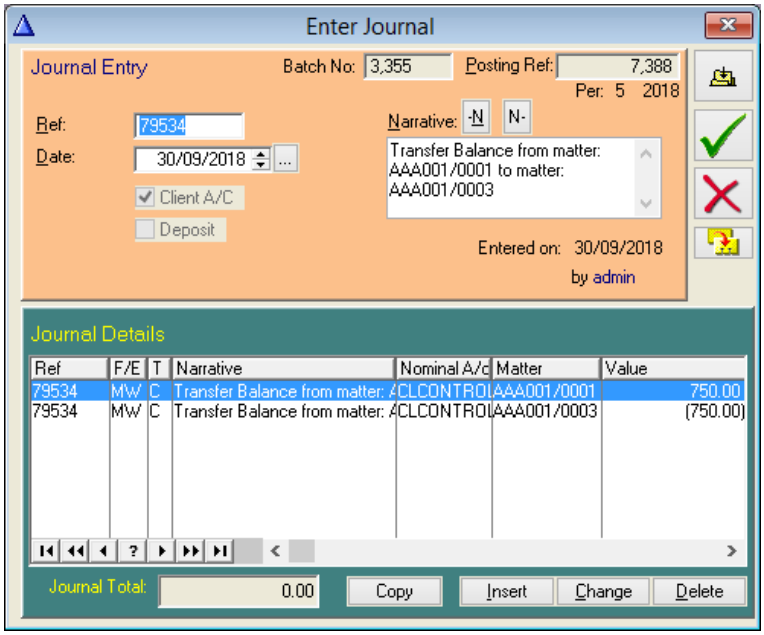


1. Select the relevant matter from the **Matter Ledger** and click the **Quick Post** button.
2. Click on the **Transfer Balance** box.
3. The **Matter Code** and **Date** are automatically displayed.
4. Tick **Outlay** or **Client Current**, which determines the account affected in each **Matter**.
5. Click **To Matter** browser button to select the receiving matter.
6. The relevant account's balance will appear in Amount – alter if required.
7. The **Wording for the Ledger** is inserted automatically.





8. Click **OK** if correct.
9. A **Journal** form appears. If transferring between two client account, tick the Client A/c box. To transfer between Client Deposit A/c's tick the **Deposit** box as well.

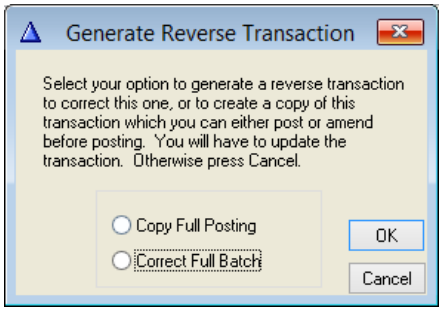


10. Click **Update, Save** or **Cancel as required.**

Correct or Copy a Posting

1. **Click on an existing posting** on the Matter Ledger.

2. Select the **Quick Post menu** option.
3. Click on **Copy** or **Correct**.



4. The system copies the original batch in full and shows it as a correction in the narrative with a negative value.
5. Please be aware that this cannot be changed and will correct all the detail lines entered originally.
6. Click **Update**, **Save** or **Cancel** as required.

Please note:

- If you choose the **Correct** option, the system will correct the whole batch. If there is more than one detail line, it may not be the best option.
- The posting can always be corrected by re-entering as before with a minus.
- You cannot correct a posting that has already been corrected or one from a previous year.
- The **Copy** option allows changes to be made on the posting.

Matter Ledger Reports

There are three types of Matter reports:

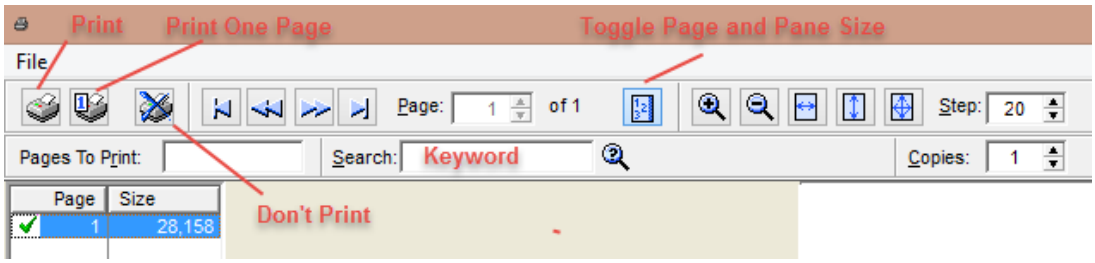
- The report generated from the Matter Ledger print button
- The Matter Ledger Full Detail Report
- The Matter Ledger Multiple Full Detail Report.

The Matter Ledger Printout

This report is generated when the print button is pressed in the Matter Ledger window. It generates a report on the whole Matter Ledger.

1. In the **Matter Ledger** window select the Matter to be reported on.
2. Click the Print the Ledger Button.

3. The report will now be generated and will take a few seconds depending on the size of the Matter Ledger.



4. The **Report Preview** is opened

5. To move from page to page in the report click on the arrows in the **Page** box.

6. To display more than one page on the screen at a time, click on the arrows in the **Across** box to select the number of pages across and the arrows in the **Down** box to select the number of pages down.

7. The Matter Ledger below is showing the Report Preview with Office and Client Running Balances to be printed out.

Soo Grabbit & Runne
3/01/2019 12:01

Matter Ledger **EUR** Page 1

N

Matter ABB001/0002 George J Abbott
Matter merged with ABB001/0001
Client Ref: A5555 **Client F/E:** BS
File Ref

F/E: BS Brian Sweeney
Dept: CON Conveyancing
Work Type: PUR Purchase

Date	*Ref*	*Post.*	*Narrative*	*Debtors A/c*	*Outlay A/c*	*Office Bal*	*Client Current*	*Deposit*	*Client Balance*
Balances for Client:	**ABB001**	4	Matters	6,232.10	(933.24)		(335,588.57)	0.00	
			Current Matter Balances:	2,722.30	(1,011.00)	1,711.30	614.00	0.00	614.00
27/02/2008	St 168	2,589	Lodged SDMT from BOSI			0.00	(325,000.00)		(325,000.00)
28/02/2008	7	4,203	To Invoice 7		(20.00)	(20.00)			(325,000.00)
28/02/2008	7	4,199	Invoice: Fees:3666.19 Outlay:20 VAT:769.9	4,456.09		4,436.09			(325,000.00)
29/02/2008	14492	2,683	Bill from Brady & Co		102.44	4,538.53			(325,000.00)
1/03/2008	503178	2,591	Pd GE Money loan redemption			4,538.53	1,601.75		(323,398.25)
5/03/2008	503179	2,593	Pd Ulster Bank redeem mortgage			4,538.53	209,157.92		(114,240.33)
5/05/2008	503180	2,595	Pd Ranelagh & District Credit Union balance loan			4,538.53	8,272.00		(105,968.33)
6/05/2008	503182	2,597	Pd Rochford Brady Search Fees			4,538.53	308.77		(105,659.56)
6/05/2008	10108	4,606	Transfer fees & vat			4,538.53	4,456.09		(101,203.47)
6/05/2008	10108	4,606	Transfer fees & vat	(4,456.09)		82.44			(101,203.47)
6/05/2008	503184	2,599	Pd George Abbott balance due from remortgage			82.44	101,028.47		(175.00)
26/05/2008	pc	2,603	Pd Commissioner for Oaths		20.00	102.44			(175.00)
15/07/2008	503293	2,601	Pd Property Registration Authority			102.44	175.00		0.00
15/12/2008	w/o	3,760	Write off Outlay		(102.44)	0.00			0.00
12/05/2011	45678	6,894	Pd Commissioner for Oaths			0.00	60.00		60.00
12/05/2011	54	6,897	To Invoice 54		(1,234.00)	(1,234.00)			60.00
12/05/2011	54	6,895	Invoice: Fees:1230 Outlay:1234 VAT:258.3	2,722.30		1,488.30			60.00
18/01/2012	231234	7,025	Lodged			1,488.30	(10.00)		50.00
18/01/2012	501234	7,027	Pd Commissioner for Oaths			1,488.30	564.00		614.00
15/03/2012	908765	7,096	Bill from Brady & Co		123.00	1,611.30			614.00
19/06/2014	12321	7,289	Bill from Brady & Co		100.00	1,711.30			614.00
						1,711.30			
			Total between selected dates:	**2,722.30**	**(1,011.00)**		**614.00**	**0.00**	

8. To zoom in on the page, click the **Zoom** button or select the type of **Zoom** from the **Zoom Menu**.

9. To exit the report without printing, click the **Exit** button or select **Exit** from the **File Menu**.

10. To print the report, click the **Print** button or select **Print** from the **File Menu**.

Matter Ledger Full Detail Report

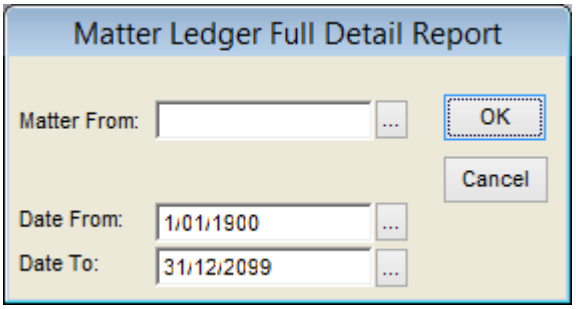
The Matter Ledger Full Detail Report is a report on a specified Matter Ledger between two specific dates.

1. To run this report first click the **Matter Ledger Full Detail Report** button on the toolbar.

   Or

   From the **Ledgers Menu** select **Matter Ledger Detail**.

2. The **Matter Ledger Full Detail Report** form is then displayed.

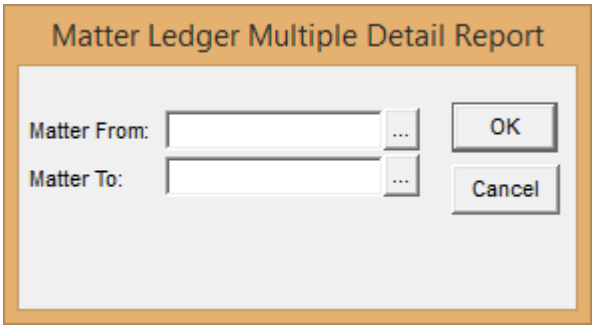


3. Click the Browse button on the **Matter Box** and select the required Matter from the list.
4. In the **Date From** box, enter the start date for the report or click on the Browse button and select the date from the calendar.
5. In the **Date To** box, enter the end date for the report or click the Browse button to select the date from the calendar.
6. Click **OK** to generate the report.
7. The **Report Preview** window is opened.

Matter Ledger Multiple Detail Report

The Matter Ledger Multiple Detail Report is a report on a specified sequence of Matters and it is not dependant on dates.

1. From the **Ledgers Menu** select **Matter Ledger Full Detail – Multiple**.
2. The **Matter Ledger Multiple Detail Report** form is displayed.



3. Click on the lookup Browse button in the **Matter From** box and select the first Matter in the sequence that is to be included in the report.
4. Click on the Browse button in the **Matter To** box and select the last Matter in the sequence that is to be included in the report.
5. Click **OK**.
6. The report is displayed in the **Report Preview** window.

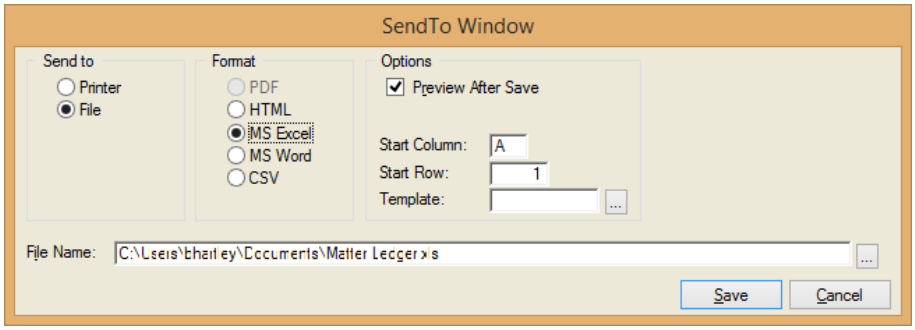
Export Matters

1. To export any Matter Ledger to a spreadsheet, print the Ledger to screen only. Open Excel and select Paste.

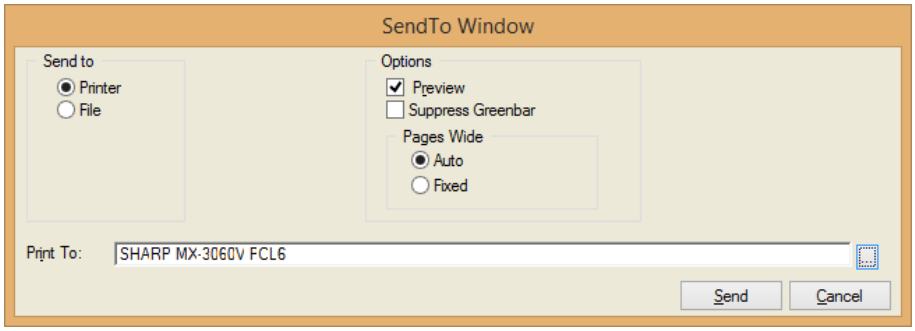
   Alternatively

2. Use the yellow arrow icon at the end of the matter ledger and export.

3. To export to a file, choose **File** as the **Send To Option**, the **Format** and a **location** and click Save.



4. When exporting to a printer, choose Printer, select the options required and the printer to be used and click Send



Chapter 7 Receipts

All receipt/lodgement entries regardless of type are entered through the Receipts browser - Client receipts, Outlay receipts, Transfers for Costs and sundry office receipts.

SAM 3.6 applies a checking mechanism for all transaction entries. The sum of the detail lines on a posting must add up to the total or it will not update.

Create a New Lodgement

The **Enter Lodgement** form comes in two parts:

- The top part of the form is equivalent to a **bank lodgement slip**.
- The bottom part of the form shows the receipt details, i.e. the breakdown of the lodgement total.

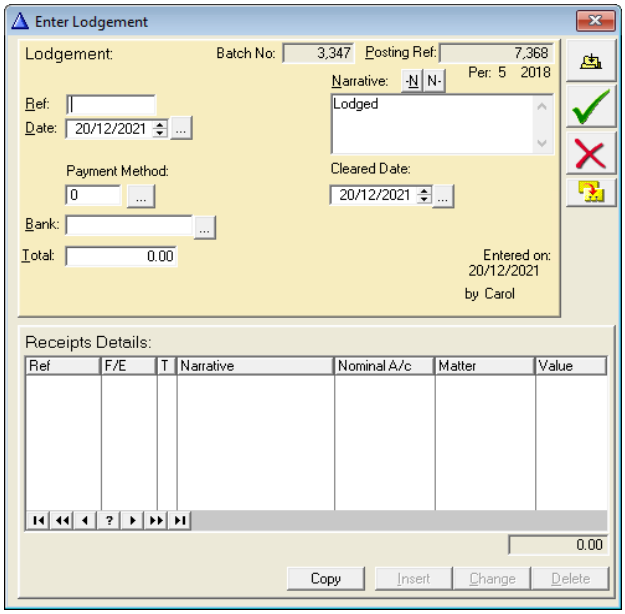
If you have lodged different amounts on the one lodgement docket, then this will be entered as one batch on SAM.

The ledgers are designed to facilitate entering clearance dates for transactions. This prevents users drawing on uncleared funds. However, this is option.

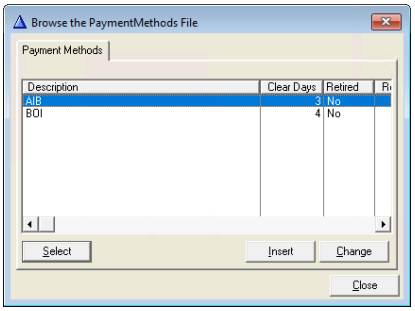
Client Account Receipts

Enter Client Lodgement

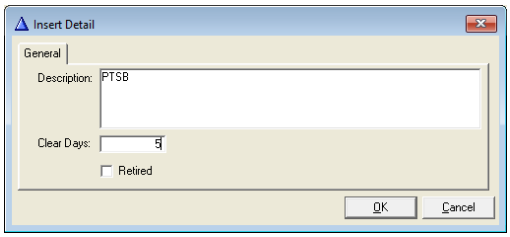
1. From the **Entries Menu** select **Receipts** or click the **Receipts** button on the toolbar.
2. The **Receipts Browser** is displayed, and this lists any un-posted lodgement batches.
3. Click **Insert** to display the **Enter Lodgement** form.
4. The **Batch No** and **Posting Ref** are both system generated.
5. In the **Ref** field enter a reference for the lodgement (usually the bank lodgement number from the lodgement book).
6. The **Date** field automatically defaults to today's date. To pick another date for the lodgement, click on the up/down arrows in the entry box or type in the date.



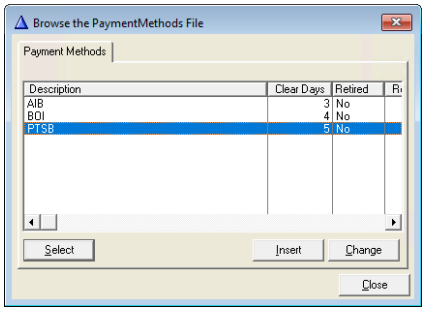
7. If payment is by cheque, select the Payment Method. If this feature is not being used, move to Step 12.



8. If the required bank is missing, click Insert.

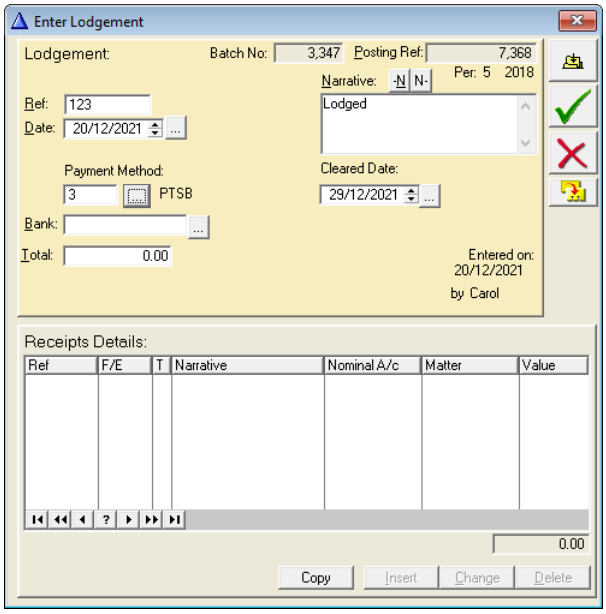


9. Enter the name of the bank and the number of days it takes to clear a cheque. Click OK



10. Select the bank and click OK.

11. The Cleared Date will be completed automatically.



12. Select the Bank Account e.g. Client or Office.

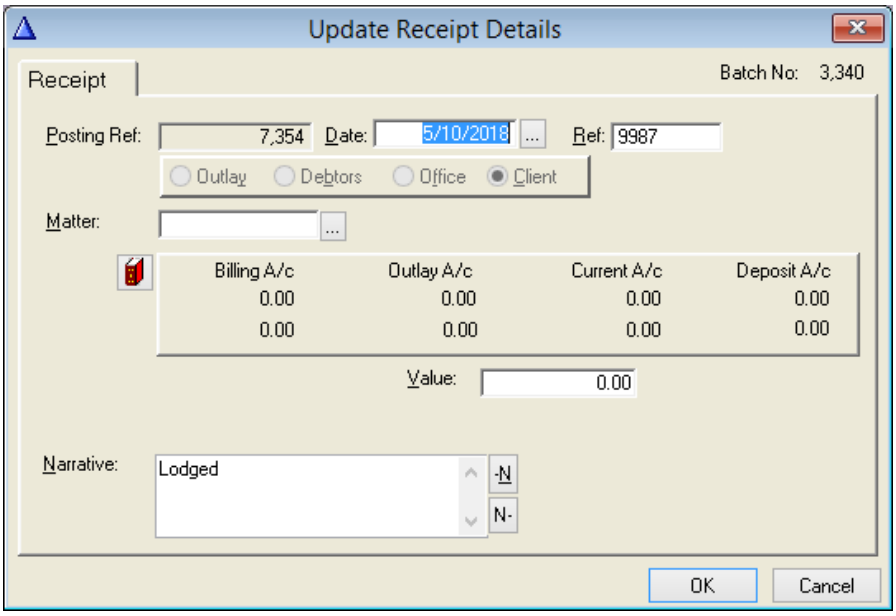
13. Enter the total for all client lodgements in the **Total** field. This will then be allocated to each matter using the Receipt Details.

14. In the **Narrative** field enter a full description of this transaction or click on the **Narrative** buttons to select a narrative from the list. This narrative appears on the Bank Account Nominal Ledger.

Update Client Receipt Details

1. Click **Insert** to display the **Update Receipt Details** form.

2. This form varies depending on the type of receipt is being posted. Each type of receipt will be covered individually below. This is a Client lodgement below as we selected the Client Bank on the first screen.



3. The **Posting Ref** is generated by the system – it is not the same as the **Lodgement Ref which the user fills in.**

4. The **Date** automatically defaults to today's date, to pick another date click on the arrows.

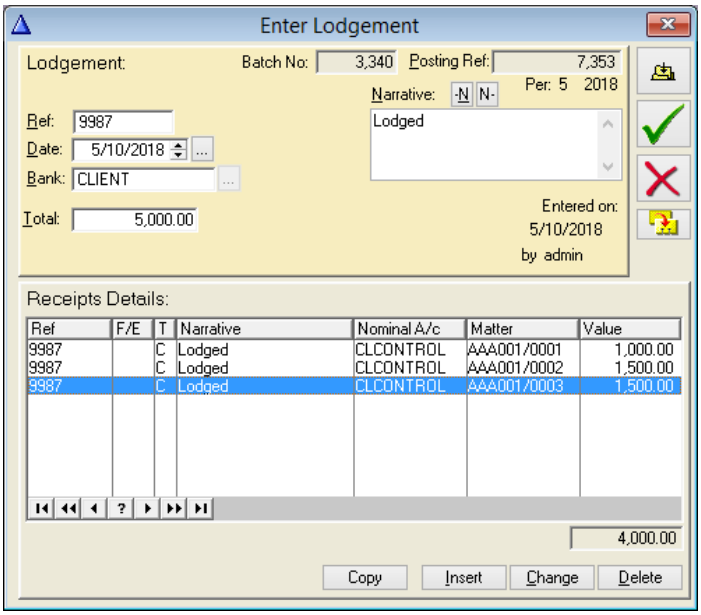
5. The reference entered in the **Enter Lodgement** form is automatically displayed in the **Ref** box.

6. Select the **Matter** from the **Matter list.**

7. To access the Matter Ledger, click the red **Matter Ledger** button. This is not usually necessary as the Matter balances are displayed on the screen already. The first line shows the matter balances to date. The line below will show you what the balance will be after this posting is completed.

8. Enter the value of the lodgement for this specific Matter in the **Value** box.

9. The description of the transaction in the **Narrative** box is copied from the Lodgement Screen.



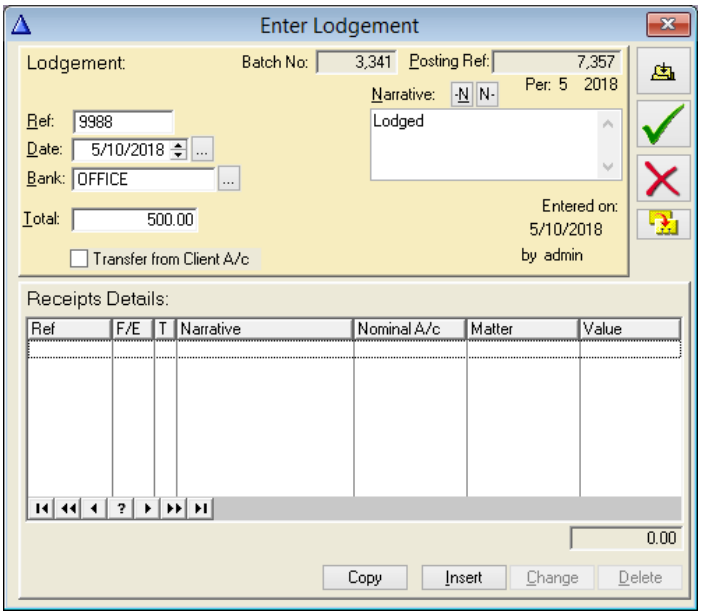
10. It is not recommended that the content be changed except to add additional information.
11. Click **OK**.
12. Click **Insert** and repeat Step 2 for all other matters for this lodgement.
13. When the details of the lodgement have been entered, they should agree with the total value of the lodgement. The **Enter Lodgement** form is then displayed with the lodgement details listed in the **Receipt Details**.
14. Click the Update button to update the accounts associated with the lodgement. Clicking the update button posts the transaction and closes the entry lodgement window returning to the **Receipt Batches Browser**.
15. Click the Save button to save the lodgement details without updating them.
16. To delete the batch, click the red X button.

Office Account Receipts

There are three main types of Office Account Receipts; Receipts for Outlays, Receipts for Debtors and Receipts to Office.

Enter Office Lodgement

1. The bank details for the lodgement are entered on this screen. Enter the **Ref** as the number from the Lodgement Book
2. Change the Date as necessary.
3. Select the Office Account from the **Bank A/c browser** list.
4. In the **Total** field enter the **Total figure** of the lodgement. Click **Insert**



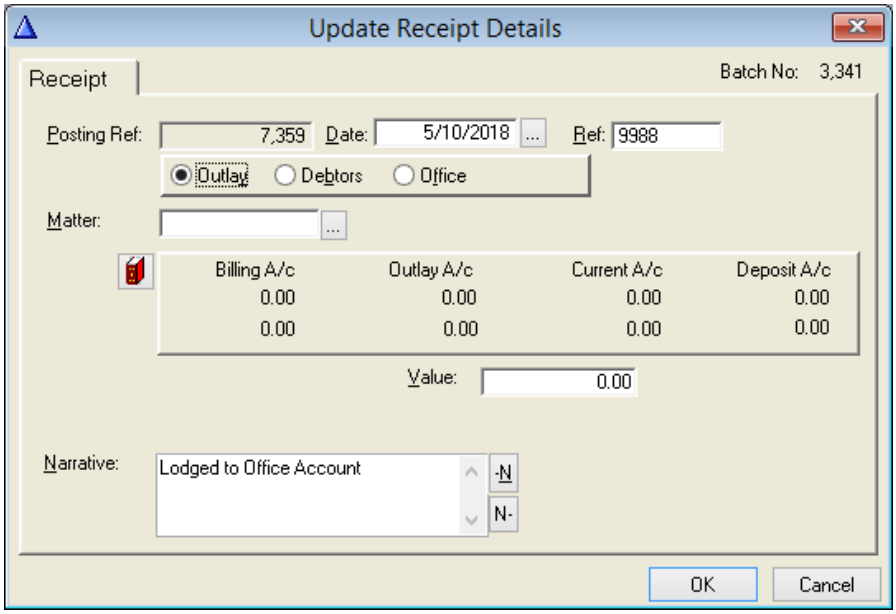
The Office **Enter Lodgement Screen** will be the same as this for both outlay and office lodgements. (Transfers are dealt with separately).

Update Office Receipt Details

Having entered in the Enter Office Lodgement, the detail lines will be different for Outlay and Office postings and are shown as follows:

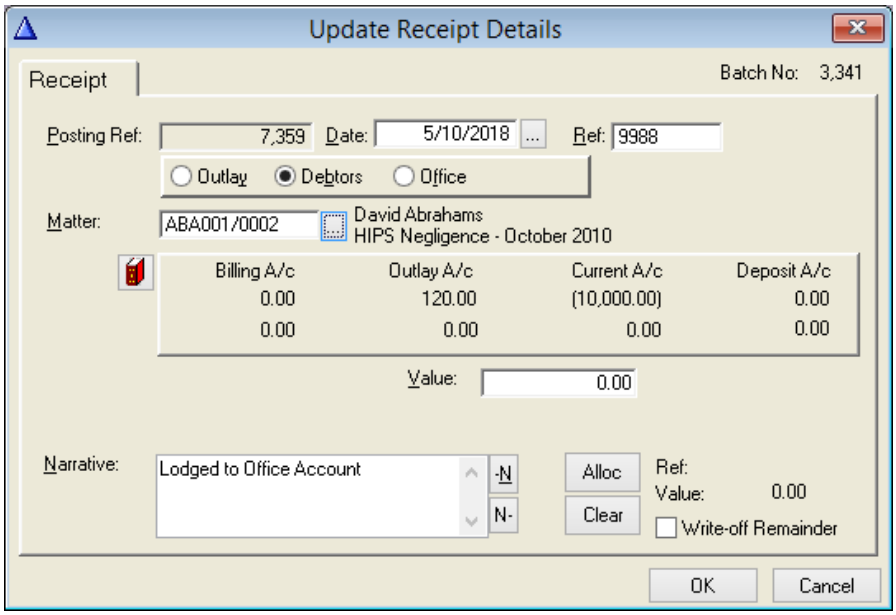
Receipts for Outlays

1. The Matter Ledger details are entered here.
2. The **Posting Ref, Date** and **Ref** are displayed from the enter office lodgement screen.
3. Select **Outlay** as the type of receipt.
4. Select the Matter from the **Matter** list.
5. To display the Matter Ledger, click the red **Matter Ledger** button.
6. Enter the value of the receipt in the **Value** box.
7. The description of the transaction in the **Narrative** box is copied from the Lodgement Screen. It is not recommended that the content be changed except to add additional information.
8. Click **Update, Save** or **Delete.**



Receipts to Debtors

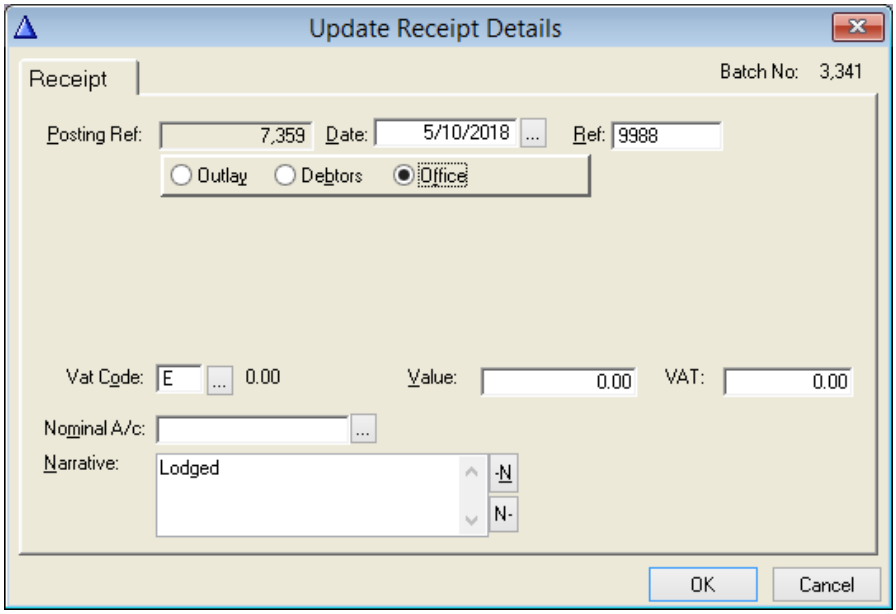
1. The Matter Ledger details are entered here.
2. In the **Update Receipt Details** form the **Posting Ref, Date** and **Ref** are displayed from the **Enter Lodgement** screen.
3. Select **Debtors** as the type of receipt.
4. Enter the Value of the receipt in the **Value** box.
5. The matter balance is displayed on the screen. Click on the **Red Book** to view the matter ledger



6. The description of the transaction in the **Narrative** box is copied from the Lodgement Screen. It is not recommended that the content be changed except to add additional information
7. Click the **Alloc** button to allocate the amount against an invoice or **Clear** to remove an allocation already done. The **Ref** and **Value** will appear on the screen when the allocation is done.
8. If the full amount of the invoice has not been received tick **Write off Remainder** and a journal will be found on the journals browser to be updated for the remainder.
9. Click **Update, Save** or **Delete**.
10. To post the Write off, click on the Journals Entries button on the Toolbar and select the entry to be updated. See **Chapter 15 – Journal Entries** (p.g. 129) for information on posting Journal entries.

Receipts to Office (e.g. expenses)

1. The Office Nominal details are entered here.
2. In the **Update Receipt Details** form the **Posting Ref, Date** and **Ref** are displayed from the **Enter Lodgement** screen.
3. Select **Office** as the type of receipt.
4. **VAT Code** defaults to **E** and should only be changed by exception.
5. Enter the Value of the receipt in the **Value** box.
6. The value of the **VAT** is displayed automatically.
7. Select a nominal code for the posting from the browser button.



8. The description of the transaction in the **Narrative** box is copied is copied from the Lodgement Screen. It is not recommended that the content be changed except to add additional information.
9. Click **Update, Save** or **Delete**

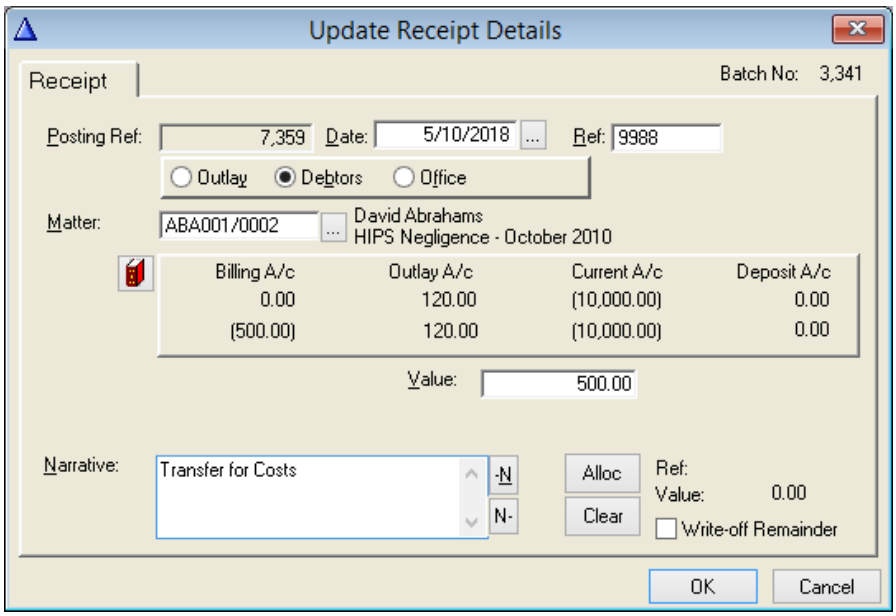
Transfer for Costs

A Transfer for Costs transfers money from the client account to debtors in the office account and allocates the money being lodged against the relevant invoice.

Only one invoice may be allocated at a time. If more than one invoice is being paid on the same Matter, then separate detail lines must be entered for each invoice. It is preferable to allocate at this point but not essential. Receipts for debtors may be allocated later see **Chapter 18 – Allocations** (p.g. 123).

Enter Lodgement for a Transfer for Costs

1. Enter the Ref and Date.
2. Select the Office Bank and click the **Transfer from Client A/c** box.
3. Select the Client Bank Account from the browser box at the end of the field.
4. Click **Insert** to display the **Update Receipt Details** form.
5. The **Posting Ref, Date** and **Ref** are displayed from the Enter Lodgement screen.



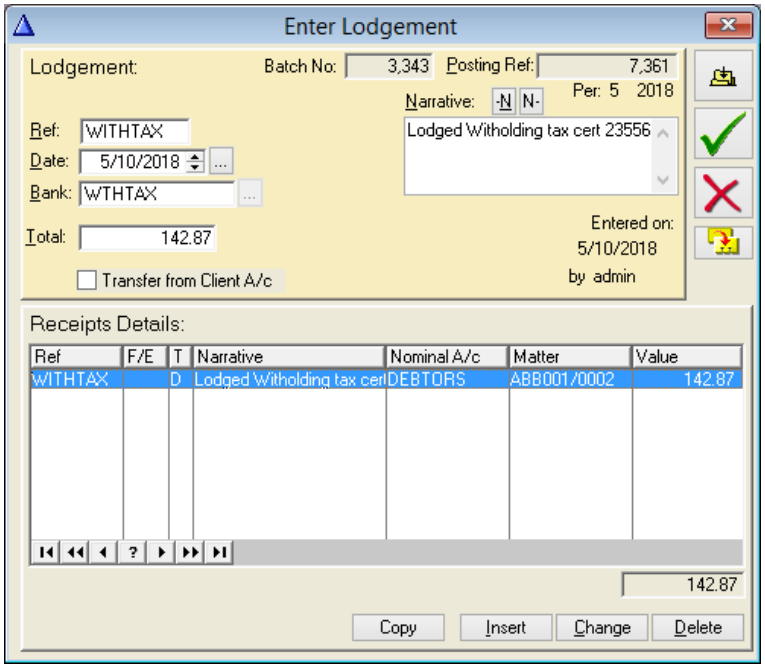
6. Select **Debtors** to transfer to the Billing column.
7. Select a **Matter** from the **Matter list**.
8. In the **Value** box enter the amount received from the debtor.
10. The description of the transaction in the **Narrative** box is copied is copied from the Lodgement Screen. It is not recommended that the content be changed except to add additional information.
9. Click the **Alloc** button to select the associated invoice and **Select**.
10. To delete the allocation on an invoice, click the **Clear** button
11. Click **Update, Save** or **Delete.**

**Please refer to the chapter on Transfer for Costs for further information.

Receipts where Withholding Tax is Deducted

Withholding Tax is tax deducted from the value of an invoice by defined bodies for professional services. A list of these bodies can be obtained from www.ros.ie. A Certificate is issued Confirming the value being withheld. In SAM 3.6 it is possible to process withholding tax easily using an office bank account called Withholding Tax.

1. The full invoice should be entered as normal.
2. Enter a receipt in the normal way for the amount received from the client into the Office Bank
3. Allocate as a part payment on the invoice and update.
4. Enter a second receipt for withholding tax and enter the Ref as **Withtax.**
5. Include the Certificate No in the narrative**.**
6. Select the **Withholding Tax** Bank Account**.**
7. Enter the **Total** and **Insert**
8. Select Debtors.
9. Enter **the Matter Code** and **Total.**
10. Allocate the remainder of the invoice.



By processing the withholding tax receipts in this way, the balance of the bill is paid in full. The amount in the Withholding Tax Bank Account in SAM 3.6 at the end of the year will equal the withholding tax vouchers received.

Writing Off the Remainder of an Invoice

If the amount of money received from a debtor is less than the total of the invoice, it is possible to write off the remainder.

1. Enter in the actual amount received as the total.
2. Allocate the receipt against the Invoice in the **Update Receipt Details** form.
3. Tick the **Write off Remainder** box.
4. Update the receipt.
5. A reminder to update the Write Off Journal will appear on screen.
6. Go into the Journals screen and enter the Reference.
7. Double click on the detail lines to bring in the new information and update.

Chapter 8 Single Payments

The Payment function handles single payments regardless of type, Client A/c payments, payments to suppliers and other sundry office payments can be entered here.

SAM 3.6 applies a checking mechanism for all transaction entries i.e. the total of the payment on the top screen must equal the sum of the Payment Details in the second screen, otherwise, no update is allowed.

The **Enter Cheque** form comes in two parts:

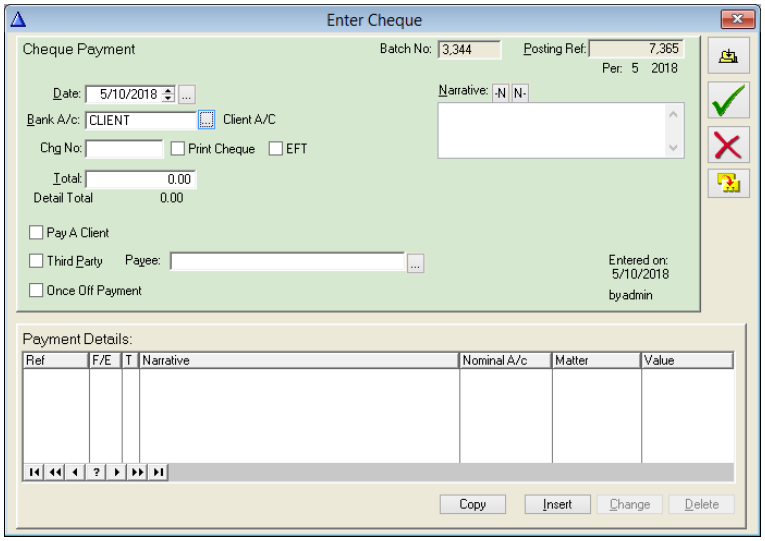
- The Cheque Payment screen is equivalent to a cheque stub and holds all the bank details and the total of the cheque.
- The Payment Details screen shows the ledger details and the breakdown of the payment total.

Creating a New Client Payment

Every transaction entered through payment details and the Client Bank is automatically posted to the Matter Ledger, Client Control Ledger and Client Bank.

1. From the **Entries Menu** select **Payments** or click the **Payments** button on the toolbar.

2. The **Payments Browser** is displayed which lists any un-posted payment batches. This is usually empty but may have entries saved (green tick) but not updated. Select the print button if you require details



3. Select a Client A/c from the Bank A/c list.

4. Enter the Cheque number if the cheque is a manual cheque, tick Print Cheque where the cheque is printed or tick EFT if money is being transferred using the SAM EFT Function.

5. There are different options depending on who is being paid:

   Pay a Client: Tick the box and then enter the client name from the list. **Note:** This option is only available if the SAM EFT module is in use otherwise leave blank. This should tick automatically once the 3rd Party is selected from the list.

   Third Party: Select the payee from the list. If the payee is a Third Party then the Third Party Tick Box will be ticked automatically.

   Payee: Enter the payee name in the Payee box or select supplier or 3rd party from the list.

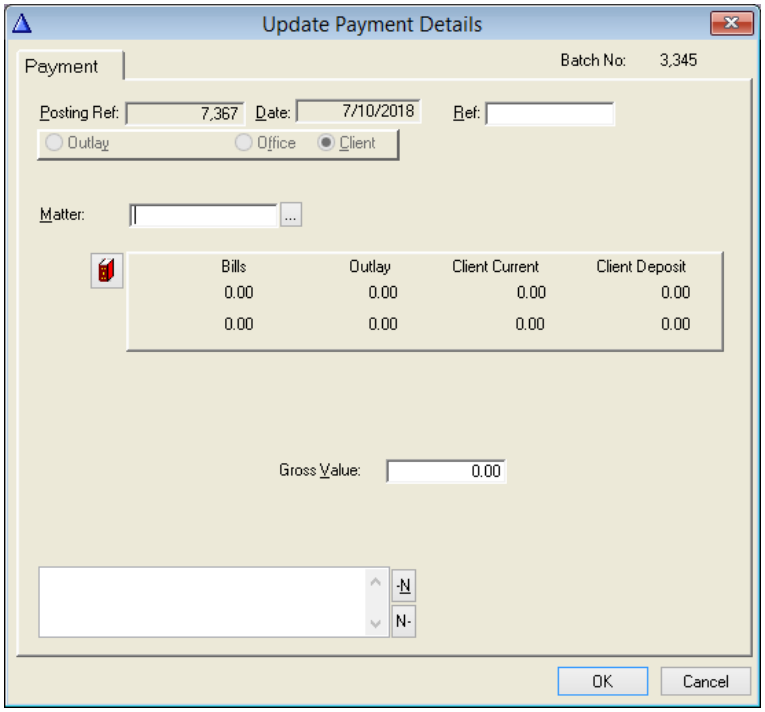
   Once Off The box, the payee will then be select from the associates from the matter in

Payment: the Payment Details screen. **Note:** This option is only available if the SAM EFT module is in use. Otherwise leave blank.

6. The Narrative box will be completed based on the option chosen in Step 6. This can be amended either by adding a stored narrative or by typing in additional required text. It is not recommended that the default narrative be deleted.

The Payment Details Section

1. The Posting Ref is generated by the system. The Payment Ref is usually the cheque number.
2. The Date (automatically defaults to today's date) comes from the previous screen
3. The reference entered in the Enter Payment form is automatically displayed in the Ref box.
4. The options on this screen are dependent on the option chosen in Step 6 of the Create a New Client Payment section.
5. Select the related Matter from the Matter list by clicking on the browse button



6. Select the Case Associate from the Case Associate list by clicking on the browse button. This is only if using EFT.
7. To access the Matter Ledger, click the Matter Ledger button.
8. Enter the value of the payment for this specific Matter in the Gross Value box.
9. The narrative will be copied from the Enter Cheque form or be entered once the Case Associate is selected. This can be changed but it is not recommended.
10. Click OK.
11. Click **Update**, **Save** or **Delete** as required.

Creating a New Office Payment

Every Office Payment is automatically posted to the chosen nominal account and the Office bank. If the posting is to a supplier, it will also appear on the Supplier Ledger and if the payment is for Outlay then it will also post to the matter ledger.

1. From the **Entries Menu** select **Payments** or click the **Payments** button on the toolbar.

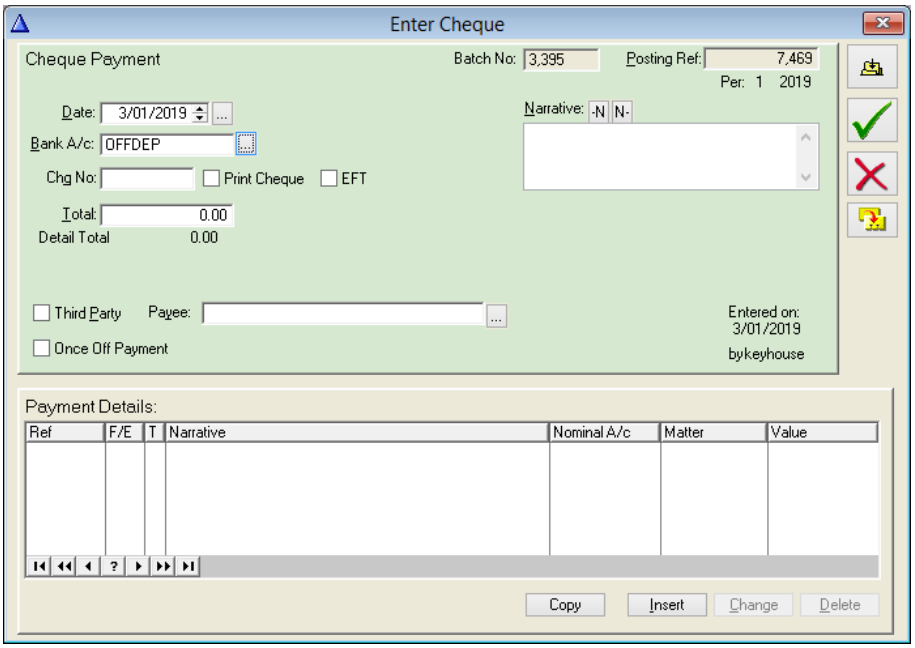
2. The **Payments Browser** is displayed which lists any un-posted payment batches. This is usually empty but may have entries saved (green tick) but not updated. Select the print button if you require details.

The Cheque Payment Section

This top half of the screen is similar for all the Office postings. All the information for the bank is entered here.

1. The **Batch No**, and **Posting Ref** are both system generated.

2. When recording a payment the **Date** box automatically defaults to today's date. To select a different date, click on the arrows within the entry box or click on the Browse button.



3. Enter the Cheque number if cheque is a manual cheque is printed or tick EFT if money is being transferred using the SAM EFT function.

4. Enter the total of the payment in the **Total** box

5. There are different options depending on who is being paid:

   Pay of Client: Tick the box and then enter the client name from the list. **Note:** This option is only available if the SAM EFT module is in use.

6. Third Party: If the Payee is a **Third Party,** select the name from the list using the browser box. The tick will automatically appear in the Third-Party box if it is correctly set up. (See **Open a Supplier Account** p.g.31). Enter the Payee name from the list. If the Payee is a Third Party, the Third Party box will be ticked automatically.

   Payee: Enter the supplier name in the Payee box or select from the list

   Once Off box, the payee will then be selected from the associates for the matter in the

   Payment: Payment Details screen. **Note:** This option is only available if the SAM EFT module is in use.

7. In the **Narrative** box Pd and the Payee's name will default. Additional information may be added by typing it in or by clicking on the **Narrative** button to select a narrative from the list. It is not recommended that the existing narrative be deleted. This narrative appears on the Bank Account Nominal Ledger.

The Payment Details Section

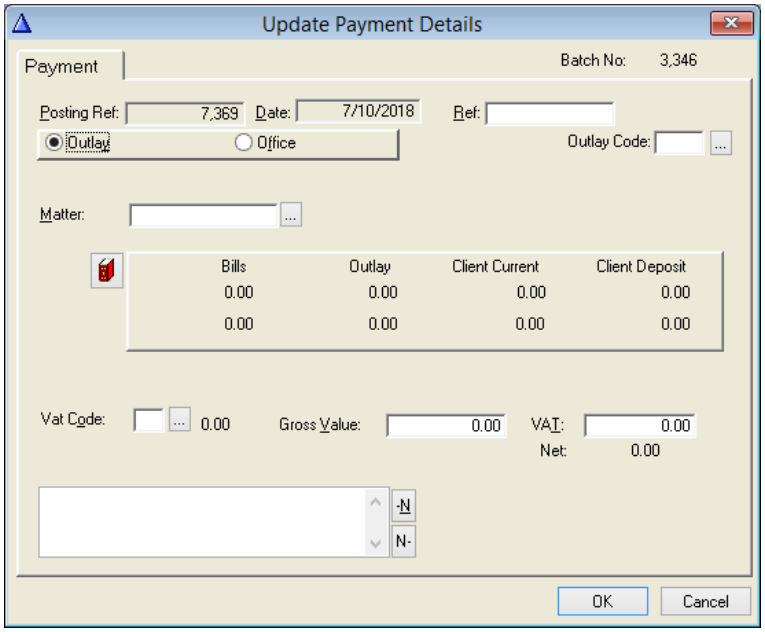
This will vary depending on whether you select outlay or office.

- Select **Outlay** and it will post to the matter
- Select **Office** to post for office expenses

While the Cheque Entry form is similar throughout for Office postings showing the Bank details, the Payment Details form will differ depending on whether the line relates to Outlay or the Office

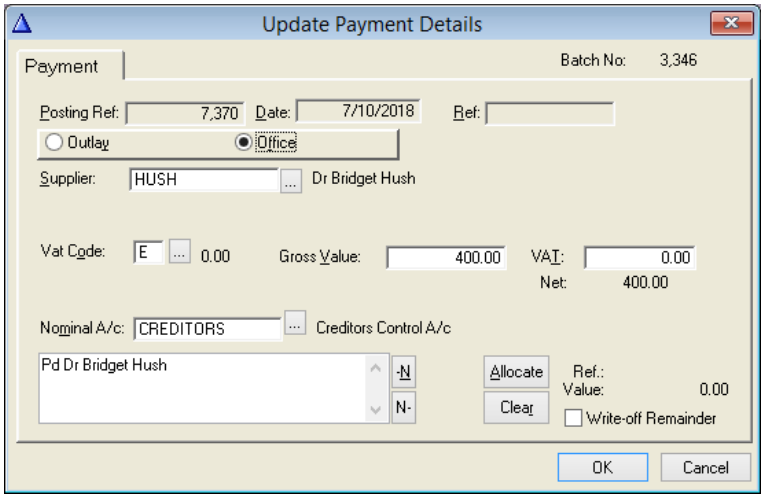
Outlay Payments

1. In the Update Payment Details form the Posting Ref, Date and Ref are displayed automatically.
2. For an Outlay payment, select the Outlay button
3. Enter the Outlay Code if required
4. Select the Matter, use the Matter Ledger button to view the Matter Ledger.
5. The system will default to E as the Vat code if you chose Outlay.
6. Enter the value of the payment in the Gross Value box.
7. The Narrative will be copied from form the Enter Cheque. Additional information may be added however, it is not recommended that the existing narrative be deleted.

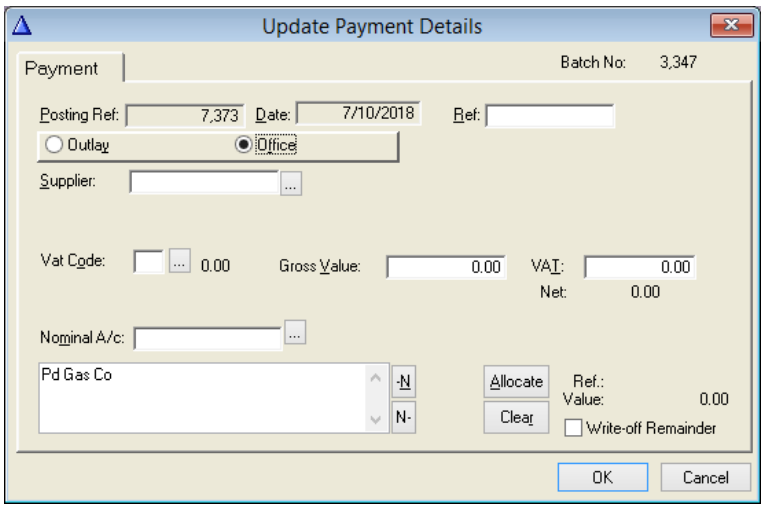


8. Click OK to return to the Enter Payment form.
9. Enter each of the payment details for each associated Matter as before until the total value of the payments equals that of the cheque.
10. Click the **Update, Save** or **Delete** as required

Office Payment



1. In the Update Payment Details form the Posting Ref, Date and Ref are displayed automatically.
2. From the Office payment, select button.
3. Select the supplier from the Supplier List if the payee has been set up as a supplier. If the payee has not be set up, leave blank.
4. When the payee is a supplier, the VAT Code defaults to E and the Nominal A/c is set to Creditors.

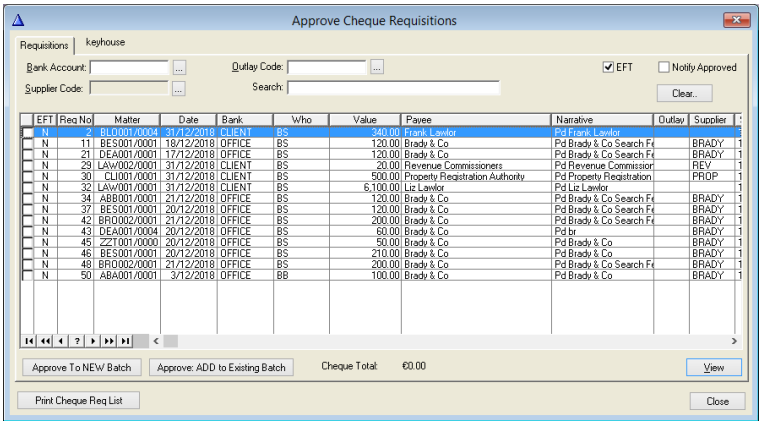


5. Enter the value of the payment.
6. If the payee is not a supplier, select the correct VAT code and Nominal A/c.
7. The Narrative will be copied from the Entry Cheque Form. This can be changed but is not recommended.
8. Click the update on the top right of the screen
9. Click **Update, Save** or **Delete** as required.

Cheque Requisitions

Cheques requisitioned through the Framework may be approved in SAM3.5

1. Click the **Approve Cheque Requisitions** toolbar button to list cheques awaiting approval.



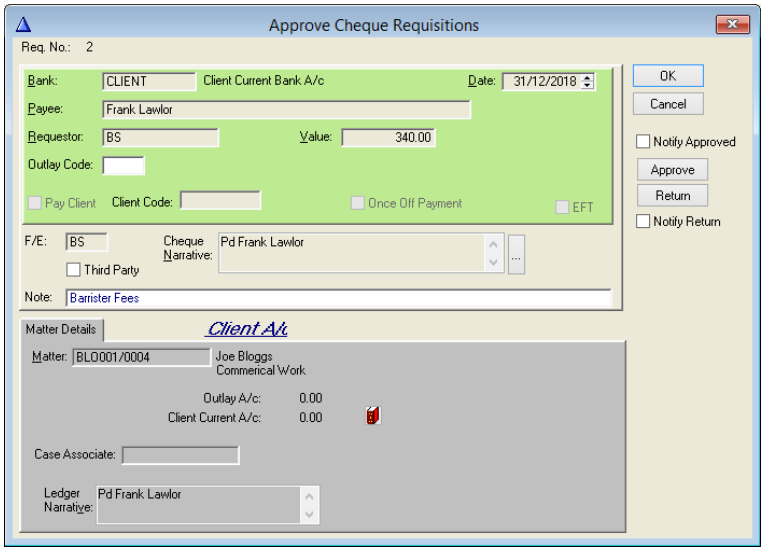
2. Double click on each entry to review the request.

3. The request can be either **Returned** to the requisitioner or **Approved.**

4. If the Notify option has been turned on, it can be used to advise requisitioners by email of the status of the cheque requisition.

5. **Returned Cheques** can be amended and the resubmitted.

6. **Approved Cheques** are sent to the Payment Batches Browser where they are updated into the accounts in the normal way.



Chapter 9 Multiple Cheque Payments

This facility handles multiple payments regardless of type to be entered as one batch on the system to a chosen bank. If the office bank is chosen then the batch may be mixed between Outlay, Suppliers or expense cheques provided the postings all go to the same bank. Likewise, multiple Client cheques may be entered to the Client Bank Account.

SAM 3.6 applies a checking mechanism for all transaction entries - the total of the cheque payments must equal the batch total entered, otherwise, no update is allowed.

Creating a New Batch of Payments

The Multi cheque form allows several cheques to be entered for one bank e.g. Office or Client as one batch. They will all appear as single cheques after update. **Note:** Use a single cheque option if you want to split an amount over different ledger cards for the same payee.

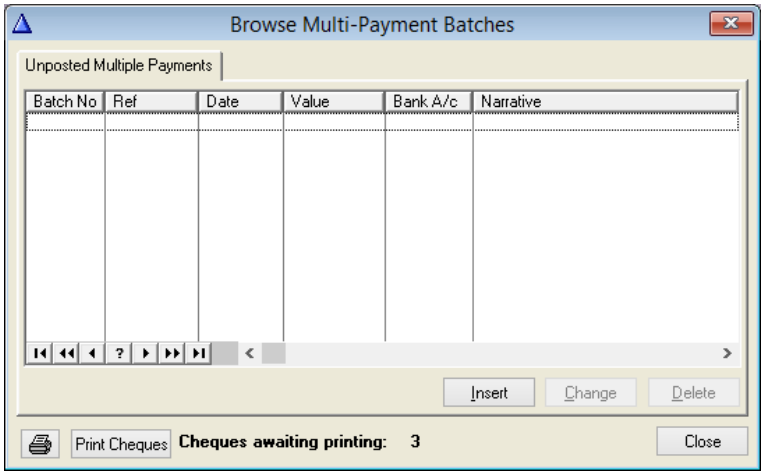
The **Multi-Payment Batches Browser** displays any un-posted multi-payment batches.

The **Enter Multi-Cheque Batch** form is in two parts.

- The Batch Totals (top part of the form) shows the Bank and the Batch Total value.
- The bottom part of the form shows the cheque payment details, i.e. the details of each cheque paid.

The Multi-Cheque Batch Section

1. Click the **Multiple Cheques** button on the Toolbar or from the Entries Menu select the **Multiple Cheques** button on the toolbar.
2. The Browse Multi-Payment Batches screen appears.



3. Click Insert to enter a new batch payment.
4. The **Date** box automatically defaults to today's date. To change the date, click on the arrows within the entry box or use the Browse Button to the right of the date box to select a date.

5. The **Batch No**, and **Posting Ref** are both system generated.
6. Enter the required bank in the **Bank A/**c box. This will be the Bank for the whole batch of cheques e.g. Office A/c, Client A/c.
7. Enter the total of the multi payment in the **Total** box. This is the total of all the cheques to be entered in the batch.
8. Enter the details of the payments in the Cheque Details section. See **The Payment Details Section** below.

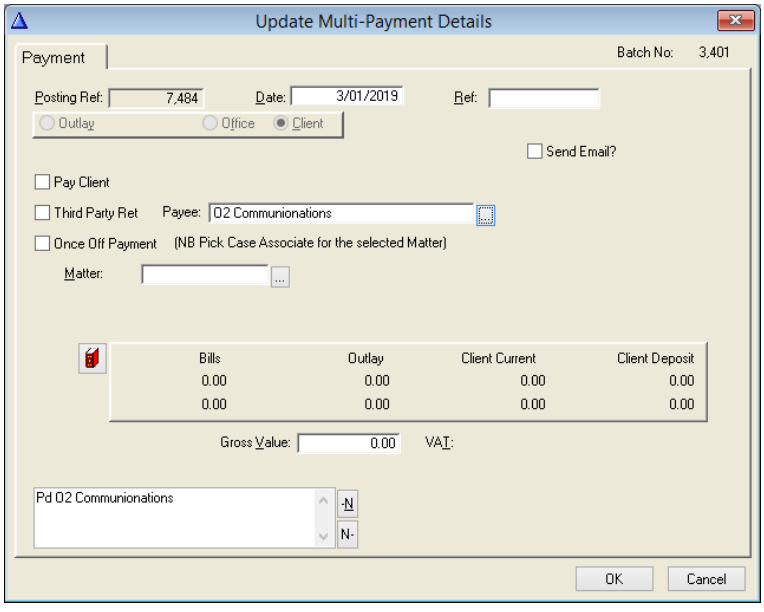
The Payment Detail Section

Click **Insert** to display the **Update Multi-Payment Details** form. This form varies depending on the type of payment being posted. Each type of Cheque will be covered individually below.

Multi-Payments from the Client Account

Every transaction entered through payment details is automatically posted to the Matter Ledger, Client Control Ledger and Client Bank.

1. Click **Insert** to display the **Update Multi-Payment Details** form.
2. The **Posting Ref** is generated by the system.
3. The **Date** automatically defaults to the date selected on the Enter Multi-Cheque Batch screen.
4. Enter the cheque number in the **Ref box** as each detail line refers to a different cheque.
5. Do not click the **Pay Client, Send Email** or **Once off Payment** options unless the SAM EFT module is being used.
6. Enter the cheque payee in the **Payee** box or click on the Browse button to select a third party from the list.



7. Select the related Matter from the **Matter** list. To access the Matter Ledger, click the red **Matter Ledger** button.
8. Enter the value of the Cheque payment for this specific Matter in the **Gross Value** box.
9. When the Payee is entered a description is automatically entered in the **Narrative** box. It is not recommended to remove the default narrative. However, additional information can be added by using the narratives or typing into the field.
10. Click **OK**.

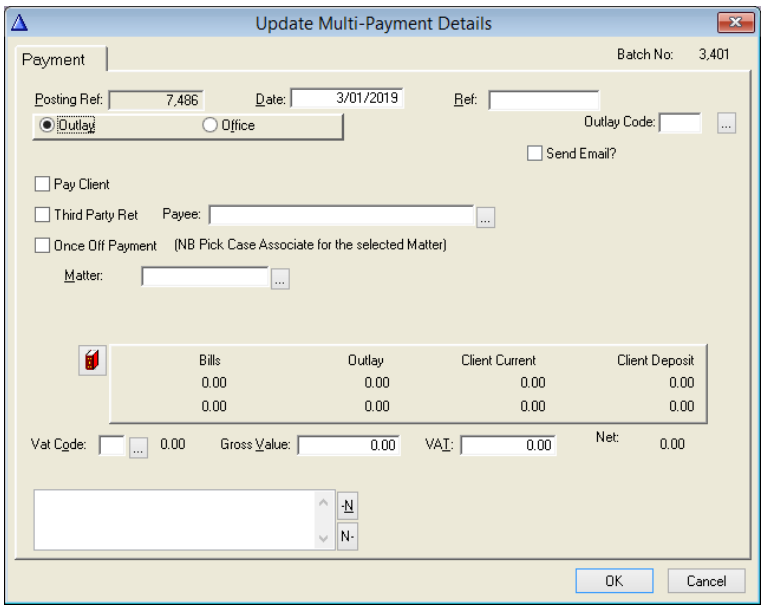
Multi-Payments from the Office Account

There are four main types of Office Account – Payments, Outlay, Suppliers and Expenses.

The options offered in the **Update Multi-Payment Details** form vary according to what type of payment is being processed. Each type of office payment is covered individually below.

Multi-Payments for Outlays

1. Click **Insert** to display the **Update Multi-Payment Details** form.
2. On the **Update Multi-Payment Details** form the **Posting Ref** and **Date** are displayed.
3. Enter the cheque number in the **Ref** box.
4. Select **Outlay** as the type of payment and enter an Outlay Code if used.
5. Place a tick in the **Third Party Ret** box if the payment is to a third party.
6. Click the Browse button to select from the list of suppliers and third-party suppliers.

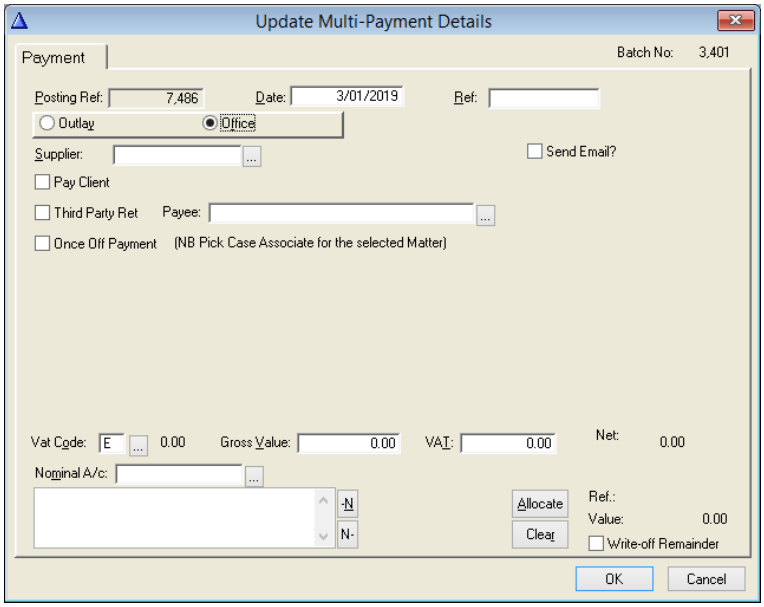


7. Alternatively, type the name of the payee in the **Payee** box if the payee is not a supplier.
8. If the payment is a once off payment to a case associate, tick the **Once Off Payment** box and select the associate from the list. **Note:** this option is only available if the SAM EFT module is being used.
9. Select the Matter from the **Matter** list. To display the Matter Ledger, click the **Matter Ledger** button.
10. The VAT Code is automatically displayed as E. This can be changed by exception by clicking the Browse button and selecting from the list.
11. Enter the value of the Cheque in the **Gross Value** box.
12. The **Narrative** box is populated once the Payee is entered. It is not recommended that the default narrative be removed. However, use the predefined narratives to add additional information or type directly into the field.
13. Click **Ok** to return to the **Enter Multi-Cheque Batch** form.
14. Repeat the process until all payments have been entered.
15. When the totals agree, click the **Update** button to post the entries.

Multi-Payments for Suppliers

Where a bill has been entered in SAM3.5, the multi-payments option can be used. This type of payment is posted directly to the Suppliers Ledger. The VAT code is usually E.

1. Click **Insert** to display the **Update Multi-Payment Details** form.
2. In the **Update Multi-Payment Details** form the **Posting Ref** and **Date** are displayed automatically.
3. Enter the Cheque No in the **Ref** box.
4. Select **Office** as the type of payment.
5. Click on the Browse button to the right of Supplier to select the supplier and select either a supplier or a Third-Party supplier from the list.
6. The Payee box will be populated automatically.
   Note: if the supplier is a Third-Party supplier then the Third-Party Ref box will also be ticked automatically.



7. When the Supplier's name is entered, the **VAT Code** box displays E as VAT has been entered on the invoice. If the payee is not a supplier, the VAT Code will have to be set from the list.
8. Enter the Value of the payment in the **Value** box.
9. By default, **Creditors** is displayed as the nominal account when the payee is a supplier. If the payee is not a supplier, the Nominal A/c must be selected from the list. Use the Browse button to select from the list.
10. The Narrative box is populated once the Payee is entered. Use the predefined narratives to add additional information. Although the narrative can be changed manually, this is not recommended.
11. Click **OK** to return to the **Enter Multi-Cheque Batch** form.
12. Repeat the process until all payments have been entered.
13. When the totals agree, click the Update button to post the entries.

Chapter 10 Bank Transfers

The Transfer function in SAM3.5 allows for the easy transfer of monies between Bank Accounts.

There are two types of transfer done through this screen:

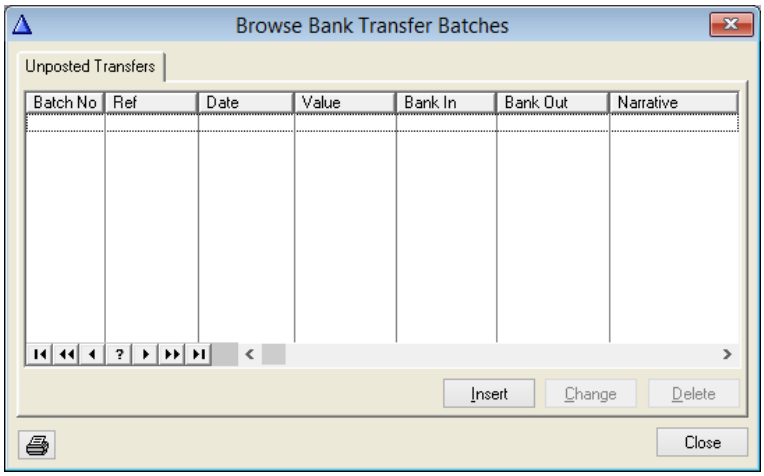
- Transfer between two client accounts.
- Transfer between two office accounts.

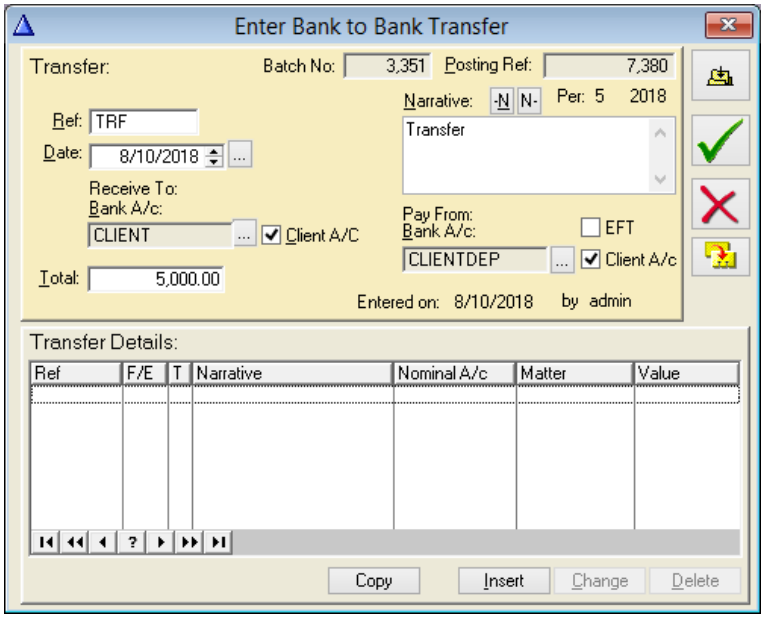
Transfer between two Client Accounts.

This can be used to transfer funds between a client's current account and deposit account. However, the transfer for costs must be done using the Receipts process.

The Transfer form is in two parts. The top part is the equivalent of a Bank Giro Slip and the bottom shows the transfer details.

1. From the Entries Menu, select Bank Transfer or click on the toolbar.
2. The Bank Transfer Batches Browser is displayed. This displays any unposted Transfer batches.
3. Click Insert to display the **Enter Transfer** form.
4. The **Batch No**, and **Posting Ref** are both system generated.
5. In the **Ref** box enter a reference for the transfer.
6. The **Date** box automatically defaults to today's date, to select another date, click on the arrows.
7. In the **Receive To Bank A/c** box enter the Client Bank A/c to which the money is being transferred.
8. In the **Pay From Bank A/c** enter the Client Bank Account from which the money is being transferred.
9. Enter the total of the transfer in the **Total** box





10. Transfer will appear automatically in the **Narrative box. E**nter a full description of this transaction or click on the Narrative buttons to select a narrative from the list. This narrative appears on the Bank Account Nominal Ledger.

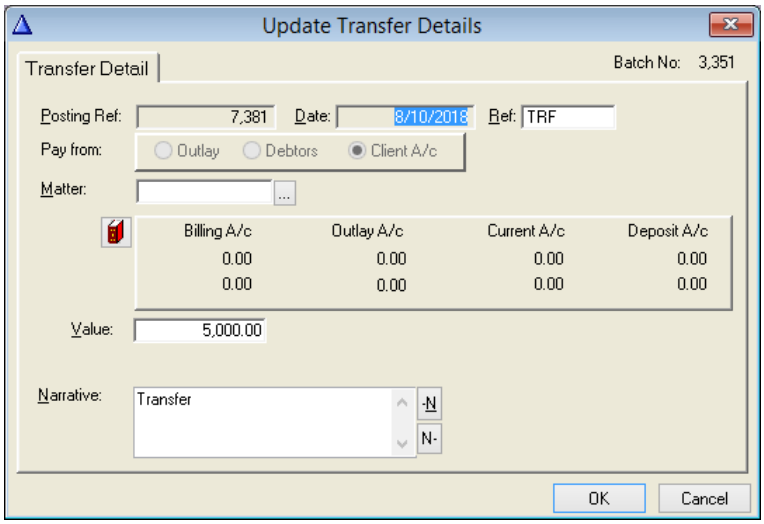
11. Click **Insert** to add the detail line.

12. The **Posting Ref, Date** and **Ref** will all default from the first screen.

13. Select the **matter code** from the browser box.

14. The **value** is automatically populated.

15. The Narrative detail is automatically populated. This can be edited.



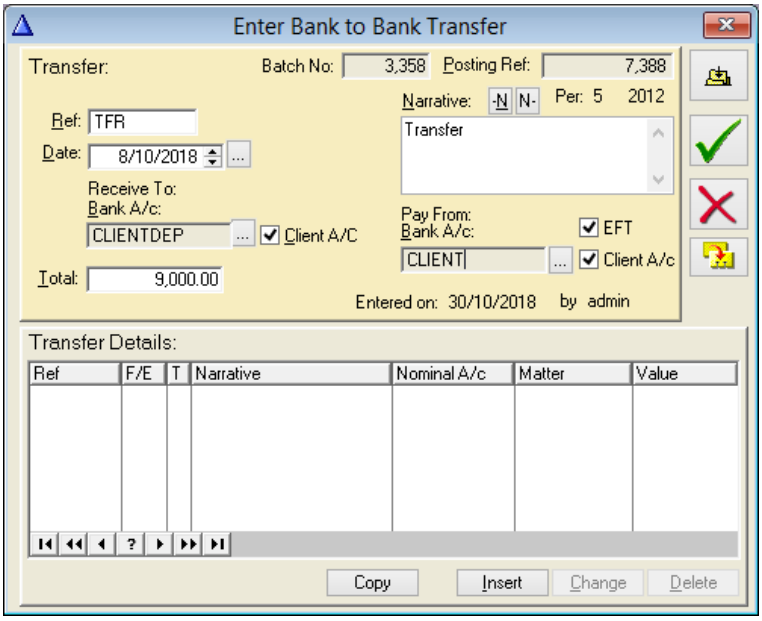
16. Click **OK**.

17. Click **Update, Save** or **Delete** to finalise the transaction.

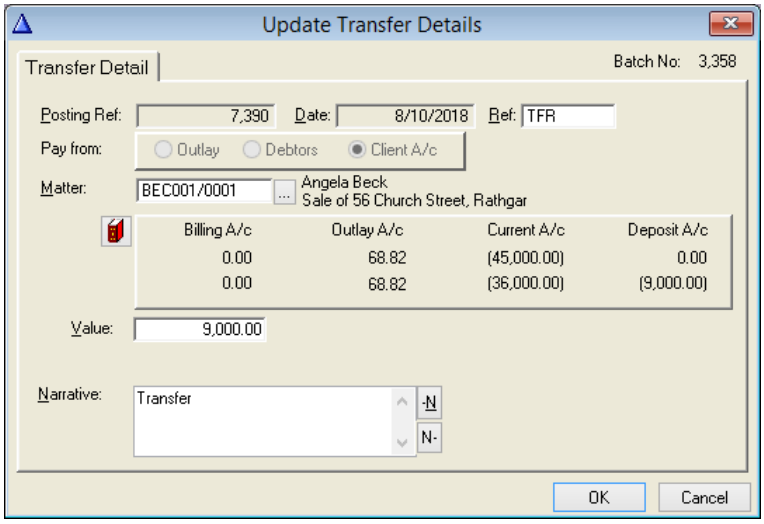
Transfer between Client and Client Deposit on a Matter

This transfer moves money between the client and client deposit accounts on a particular Matter. There can be more than one detail line here but for the sake of simplicity, the example only shows one line.

1. Enter the details in the Transfer section as before, selecting the two client accounts as the receive to and the pay from accounts.



2. Click Insert to open the Transfer Details window.

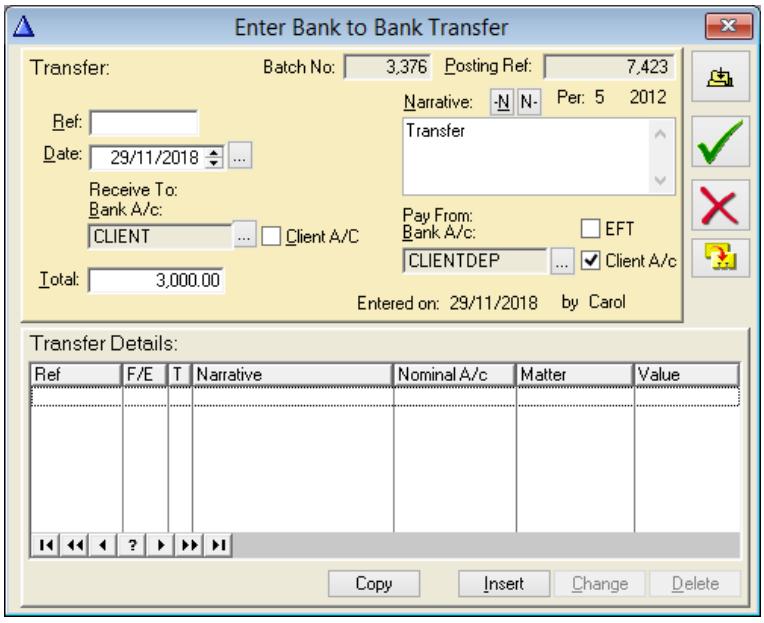


3. The Posting Ref is system generated.
4. The Ref box contains the reference entered in the Enter Transfer section.
5. In the Matter box, select the related Matter by clicking on the lookup button and picking from the list.
6. The value entered in the Transfer section is carried to the Value box and can be changed if it is not the value required.
7. The matter balances show what the transfer is going to do on the matter.
8. The Narrative is the same as in the Transfer section but again can be changed if not suitable.
9. Click OK to add the detail line to the Transfer Details section.
10. Repeat Step 2 until all the required detail lines are entered.
11. Click Save, Cancel or Update as required.

Transfers between two Client Banks without a Matter

This transfer moves money between a Client and a Client Deposit Account without showing on a matter.

1. Click the **Bank Transfer** button on the toolbar or from the **Entries Menu** select **Bank Transfer**.
2. The **Bank Transfer Batches Browser** is displayed, click **Insert** to display the **Enter Transfer** form.
3. Enter a reference for the transfer in the **Ref** box.
4. In the **Receive To Bank A/C** box enter the **Client Current** A/c and take off the Client A/c tick.
5. In the **Pay From Bank A/c,** enter the **Client Deposit** A/c and take off the Client A/c tick.



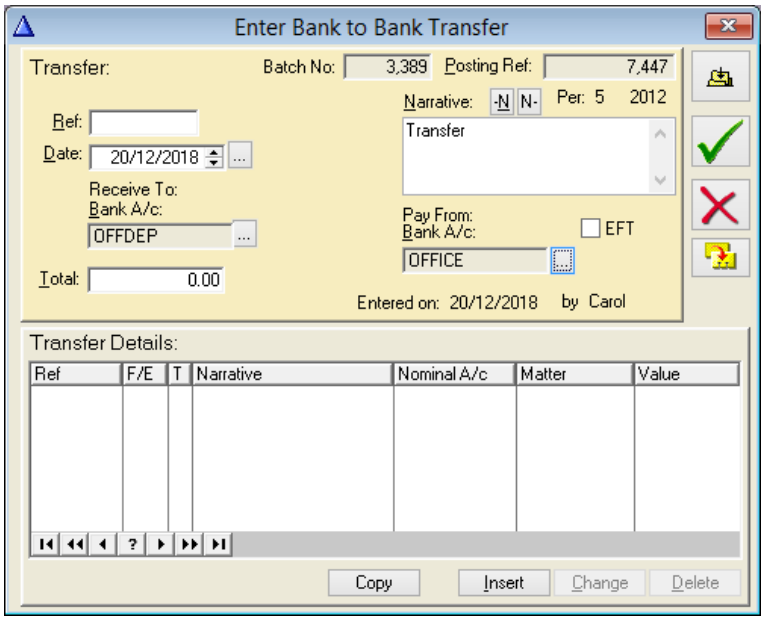
6. In the **Total** box enter the total amount for the transfer.

7. In the **Narrative** box enter a description of the transfer. Use the predefined narratives to add additional details
8. Click **Update, Save** or **Cancel** as required**.**

Transfers between Office Deposit and Office Current

Transferring from an Office Deposit Account to an Office Current Account is the most frequently used of all transfers. It is not necessary to use the Transfer Details screen when performing this function.

1. Click the **Bank Transfers** button on the toolbar or from the **Entries Menu** select **Bank Transfer**.
2. The **Bank Transfer Batches Browser** is displayed, click **Insert** to display the **Enter Transfer** form.
3. Enter a reference for the transfer in the **Ref** box.
4. In the **Receive to Bank A/C** box enter the **Office Current** A/c.
5. In the **Pay from Bank A/c** enter the **Office Deposit** A/c.
6. In the **Total** box enter the total amount for the transfer.



7. In the **Narrative** box enter additional information to the description if needed.
8. Click **Update**, **Save** or **Cancel** as required.

Transfers between Office and Petty Cash

1. Click the **Bank Transfers** button on the toolbar or from the **Entries Menu** select **Bank Transfer**.
2. The **Bank Transfer Batches Browser** is displayed.

3. Click **Insert** to display the **Enter Transfer** form.

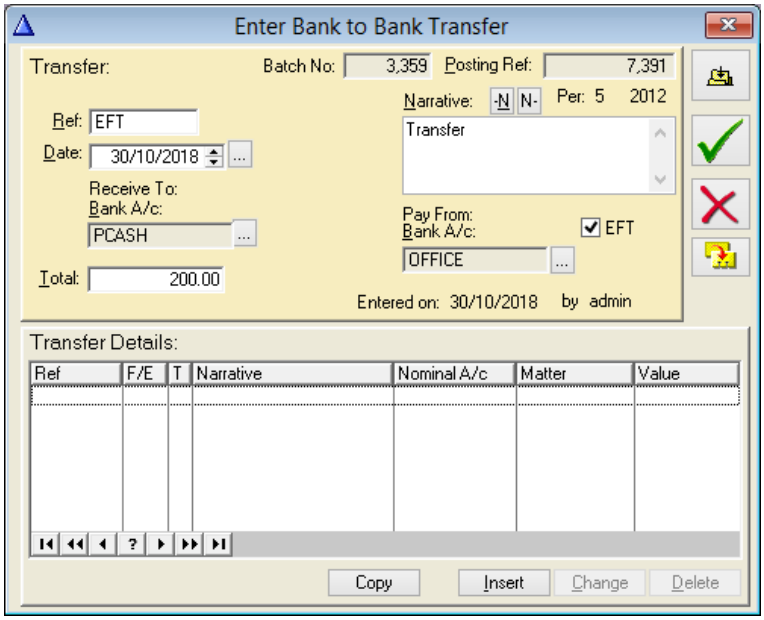
4. Enter a reference for the transfer in the **Ref** box.

5. In the **Receive To Bank A/C** box enter the **Office Current** A/c.

6. In the **Pay From Bank A/c** enter the **Office Deposit** A/c.

7. In the **Total** box enter the total amount for the transfer.

8. In the **Narrative** box add additional information to the description of the transfer or use the predefined narrative button.



Office transfers do not require any detail lines and can just be updated once the above information has been completed.

Chapter 11 Fee Invoices

Create a New invoice

All invoices and Credit Notes issued by a firm are recorded against the Matter and are broken down between Fees, VAT and Outlays.

Like other transactions the Enter Invoice/Credit Note form is in two sections:

- The top section holds the main information pertaining to the Matter
- The Detail Lines show the item details for which the client is being billed, i.e. professional fees or outlays.

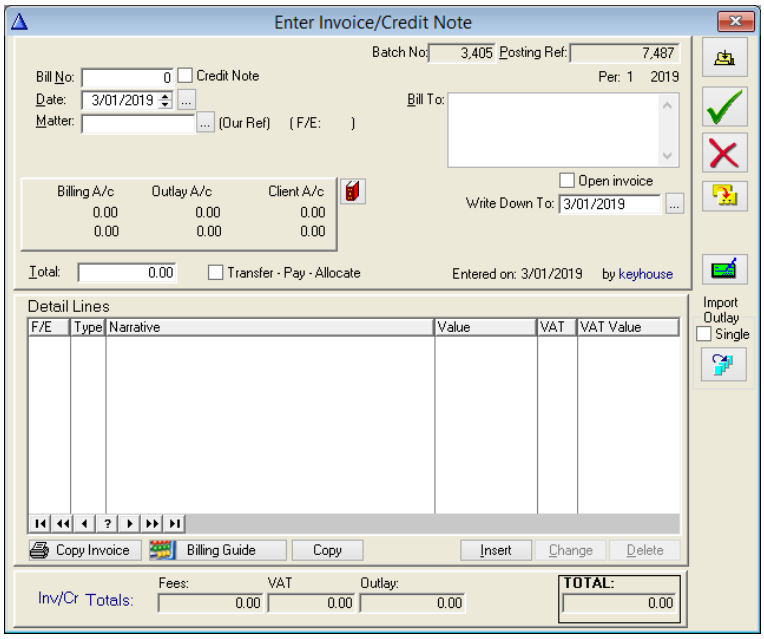
From the **Entries Menu** select **Invoice** or click the **Issue Invoices** button on the toolbar.

The **Invoice Batches Browser** is displayed. Click **Insert** to display the **Enter Invoice/Credit Note** form.

NOTE: It is not possible to print invoices entered through SAM 3.6. Invoices should be created in the Keyhouse Framework using the Billing process. This will enable a hard copy to be printed. Bills entered in SAM 3.6 are only for recording the details on the Matter Ledger.

To Enter an Invoice/Credit Note

1. Enter the **Bill number** into the **Bill No** box.
2. The **Credit Note** box should be ticked for a Credit Note.
3. The **Date** defaults to today's date. Click on the arrows to change if necessary.
4. **Batch No** and **Posting Ref** are generated by the system.
5. Select the related Matter from the **Matter** list.
6. Click on the **Bill to** box to enter the description automatically. If the description is not appropriate, modify it.
7. The Matter balances are displayed on the screen or you can click on the **Red** Book to go into the matter ledger.



8. The **Open invoice** box should only be used for time recording where the invoice being issued in the final invoice and where additional time may be accrued on the matter. This will allow

all additional time to be marked as billed using the Open Invoice number. **Note:** If an additional invoice needs to be issued, the open invoice must be closed before a new invoice can be created.

9. The **Write Down To** box refers recorded time and is the date to which you want to bill the record time. This can be ignored if you are billing all recorded time or billing where invoicing is not based on time.

10. **Transfer-Pay-Allocate** box adds to a transfer batch (client to office) created in receipts waiting to be posted. **Note:** Only use this option if there are sufficient funds in the Client Account to clear the invoice in full.

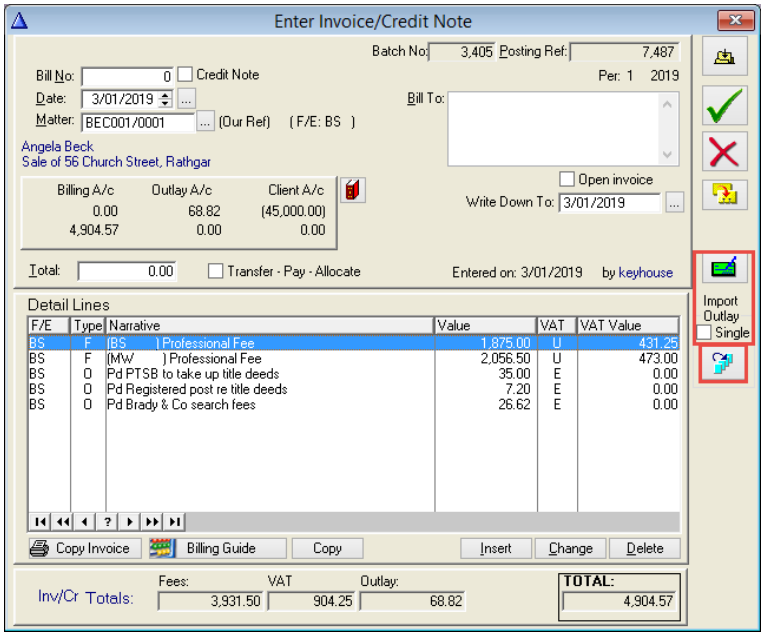
11. Enter the total of the Bill in the **Total** field if known. Otherwise, enter the value after all the entries have been made.

12. Add Detail lines until the Invoice Total on the top screen equals the detail line total. (See below for details on adding detail lines.)

13. To import posted Outlay to a single line, click the Import Outlay Single. This is only used if the Billing Guide is not being used.

14. Click to import all posted Outlay since the last bill was issued.

15. The **Enter Invoices/Credit Note** form is displayed with the added detail lines displayed.



16. Click **Update, OK** or **Cancel** button

The Invoice Detail Lines

1. Click **Insert** to display the **Update Invoice Detail Lines** form.

2. The **Posting Ref** is system generated.

3. The **Date** defaults to today's date.

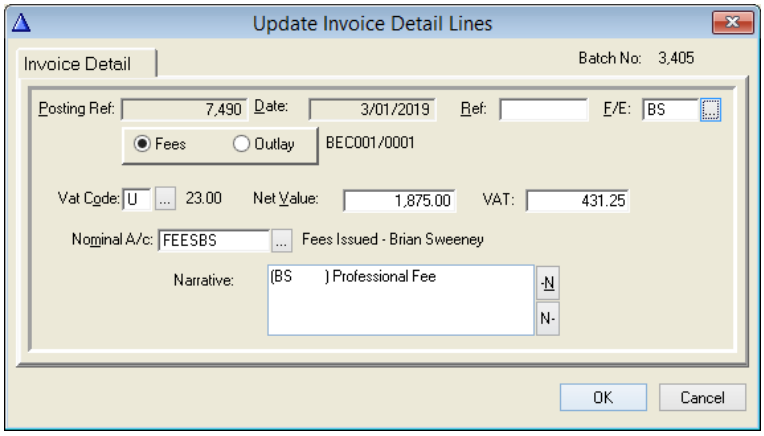
4. The **Ref** is entered from the Invoice/Credit Note form.

5. The fee earner code from the Matter is displayed in the **F/E box**.

6. Choose between **Fees** and **Outlay** for the invoice.

To Enter Fees

1. Select the Fees radio button and VAT code
2. Enter the Net Value.
3. The fee earner nominal should default but if not, pick it from the list on the browser button beside Nominal A/c.
4. Click OK



To Enter Outlay

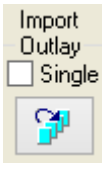
Outlay can be added to an invoice in one of two ways, depending on where the outlay has been posted to the matter ledger or not.

Option 1 – Updated Outlay

1. Select the **Outlay radio button** and the VAT code should default to E (Exempt).
2. Enter the **Net Value**.
3. The Nominal A/c will come in automatically as Outlay.
4. Add additional information to the Narrative field if required.
5. Click **OK**

Option 2 – Posted Outlay

The Import Outlay option can be used where outlay has already been posted to the matter letter. Any unposted will need to be added using the steps set out in Option 1.



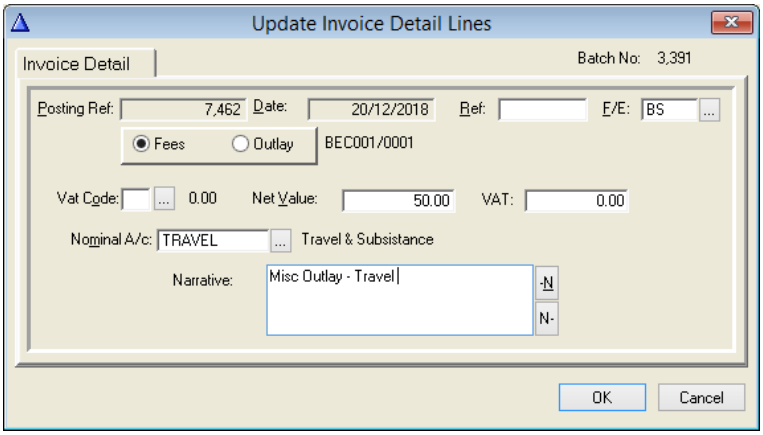
1. Click on the I**mport outlay** button to bring the outlay in automatically by line.
2. If the **Import Outlay Single** box is ticked, the outlay will be imported as one line.
3. If the outlay detail lines need to be amended, click the Change Button.

To Enter Miscellaneous Outlay

Miscellaneous Outlay e.g. postage, photocopying etc is subject to VAT.

1. The **Ref** and **Fee Earner** are copied from the Invoice Screen. However, it is possible to change the Fee Earner if necessary.
2. Click the Fees radio button and enter the appropriate VAT code.

3. Enter the Net Value. The VAT will be calculated based on the rate chosen in Step 2
4. Change the nominal to the correct nominal for the type of miscellaneous outlay.
5. Change the narrative to Miscellaneous Outlay and add the specific details.
6. Click OK.



Fee Credit Notes

PLEASE NOTE: This option should only be used if the Keyhouse Framework is not in use.

Fee Credit Notes are processed in the same way as Invoices, except the Credit Note option is selected. You will, however, need to select the invoice you are crediting by clicking on the browser box beside the Credit Note box. This will populate the field from the original invoice. Do not enter a Credit Note as a negative value. The system automatically recognises it as such and treats it accordingly.

When creating credit notes, it is essential that the write down date is considered. If the write down date is not changed to a date prior to the invoice, all time recorded since that date will be marked as billed.

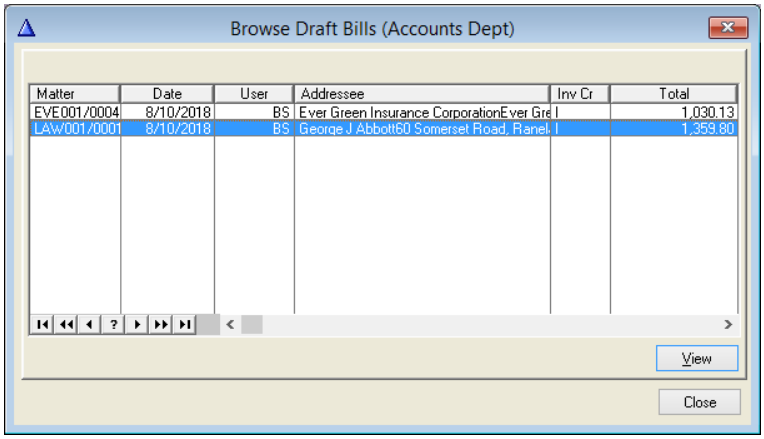
Using this method, the details of the credit note must be entered in again. However, to avoid the need to rekey all the details, use the Quick Posting option on the Matter Ledger. See the section on **Quick Posting** (p.g. 63) for details.

Credit Notes/Invoices are updated in the same way. The allocation of a Credit Note against the relative invoice uses the allocation function in the Debtors Ledger. See **Chapter 15 – Debt Ledger** (p.g. 129) for further information.

Approving Draft Invoices

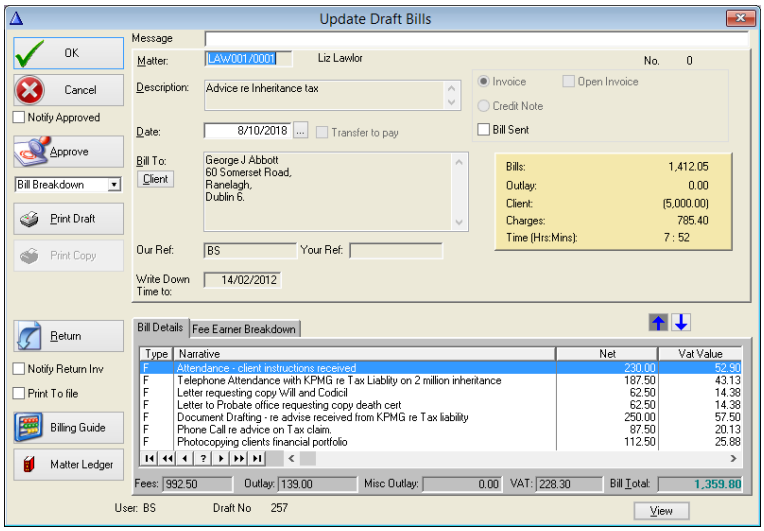
This is now fully integrated into SAM. Note that only those using the Keyhouse Framework module will need to use this option.

1. Click the **Approve Draft Invoices** toolbar button to see list draft bills (entered by desktop users) awaiting approval.
2. Double click on an invoice to see the details.



3. The invoice can now be approved for posting or returning to the user.

   If being returned, a message can be added advising the reason for the return and once the change has been made and the invoice released again, it will appear in the list again.



4. The required **Bill Layout** should have been set by the user, but it can be changed by clicking on the drop-down arrow.

5. If the **invoice** is approved, it goes to the Invoice Browser in SAM where it can be posted to the matter ledger.

6. The **Invoice** will appear on the screen.

7. The invoice can be exported to **PDF, Word, Excel** or **To the Case**. Alternatively click Close Report to remove from screen.

8. The **Fee Earner Breakdown** will then appear on the screen.

9. The **Fee Earner Breakdown** can be exported to **PDF, Word, Excel** or **To the Case**. Alternatively click Close Report to remove from the screen.

10. Credit Notes should be **linked** to the **original** invoice. To ensure errors do not occur to the recorded time, credit the **entire** invoice and reissue for the correct value.

11. Credit Notes are approved and posted the same way as an invoice.

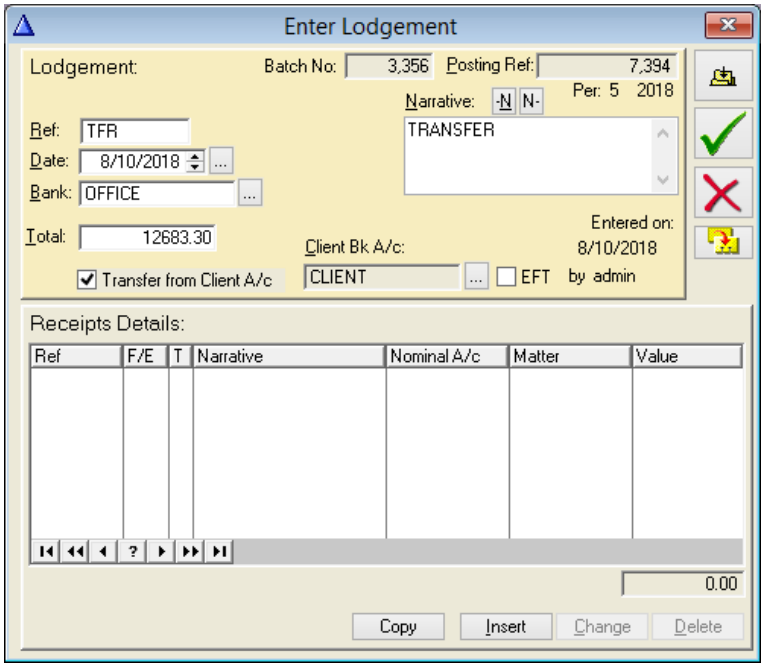
Chapter 12 Transfer for Costs

Transfers to Debtors (Transfer of Costs) transfer money from the Client account to the Office account.

- If more than one invoice is being paid, enter the Total of all the invoices on the Enter Lodgement Screen and insert a separate detail line for each invoice until the detail lines agree with the Total.
- Only one invoice may be allocated at a time. If more than one invoice is being paid on the same matter, then separate detail lines must be entered for each invoice.
- It is good practice and easier to allocate on screen, but not essential, as it can be done later through the Debtors Ledger by Matter. See **Chapter 14 – Allocations** (p.g. 123) for further details.

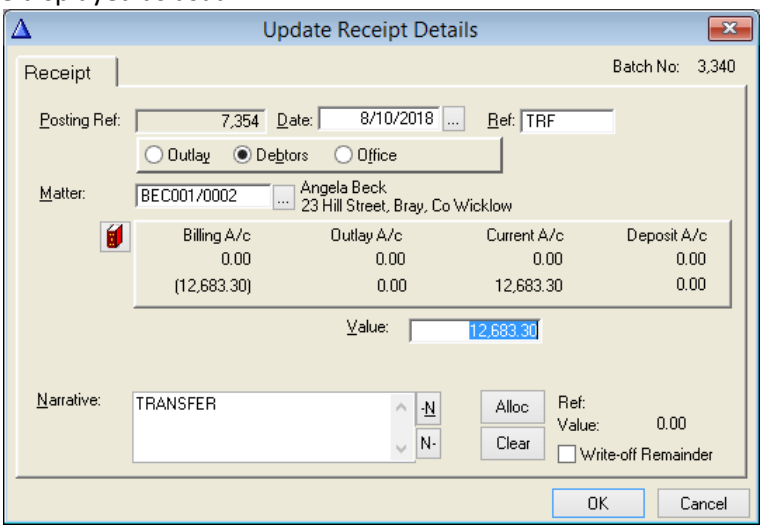
Enter Lodgement Screen

1. Open a lodgement from the Toolbar.
2. Enter the transaction **Reference**
3. The **Date** will default to today, but this can be amended using the arrows.
4. Select the **Office Bank.**
5. Select the **Transfer from Client A/c** box.
6. Select the client Bank Account from the **Client Bank A/c** list.
7. Click **Insert** to display the **Update Receipt Details** form.



Update Receipt Details

1. The **Posting Ref, Date** and **Ref** are displayed as usual.
2. Select **Debtors**.
3. Select a Matter from the **Matter list browser**.
4. In the **Value** box enter the amount received from the debtor.
5. The narrative is populated from the lodgement screen and additional information can be added.
6. Click the **Alloc** button to select the associated invoice. The invoice reference and the value of the invoice will be populated.



7. To unallocate an invoice, click the **Clear** button.
8. Click **OK**

Note: If this posting needs to be reversed, enter as above with a minus value.

Automatic Transfer for Costs

If the invoices are being put up all together after receipt of the money to the Client Account, then it is possible to click the Transfer Pay Allocate tick box at the time of entering the invoice and this will start a batch of transfers to be found on the Receipts browser.

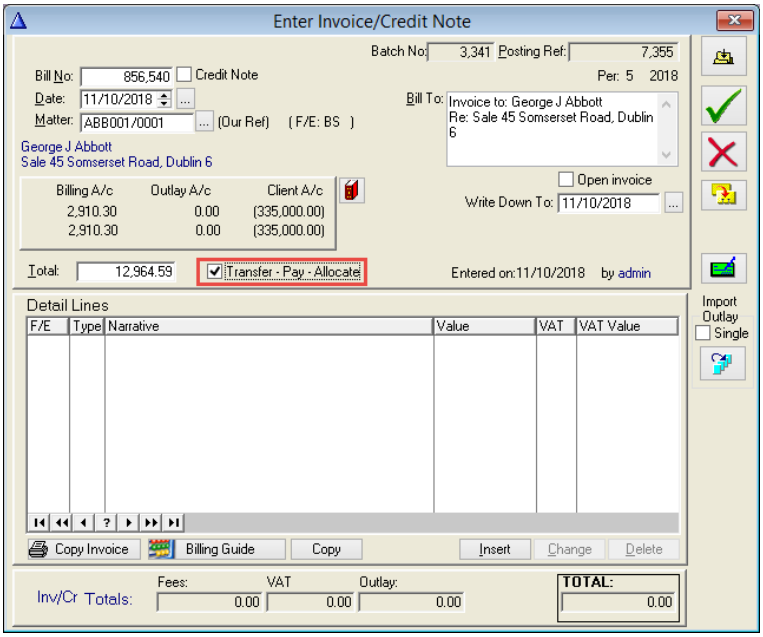
However, if you want to see a list of invoices where there is enough money available on the Client Account to meet the fee invoices, use the Transfer Costs Process.

Paying Invoices – Transfer-Pay-Allocate

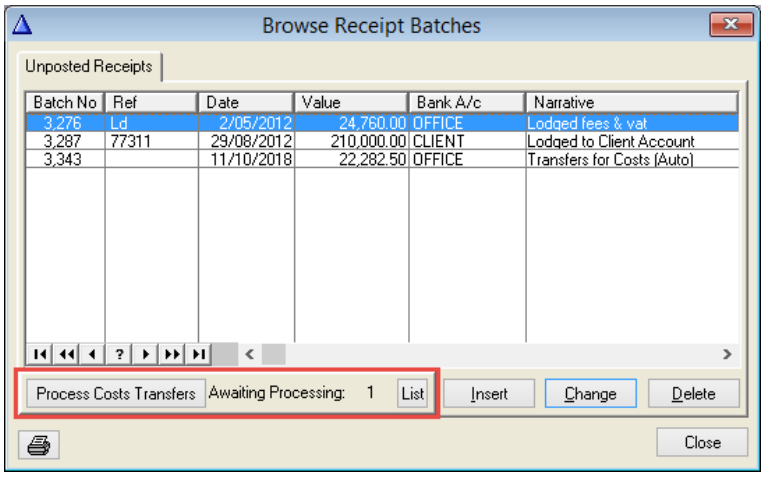
Invoices may be paid with an office receipt or a transfer from the client account. There are two ways to create a transfer automatically on the system

The **Transfer-Pay-Allocate** function on an invoice may be used to process transfers automatically when you know the money is already in the client account.

1. In the **Enter Invoice/Credit Note** enter the invoice detail and **tick Transfer-Pay-Allocate** and **Update**.



2. Click the **Receipts** button on the toolbar or use the **Entries Menu** select **Receipts**.

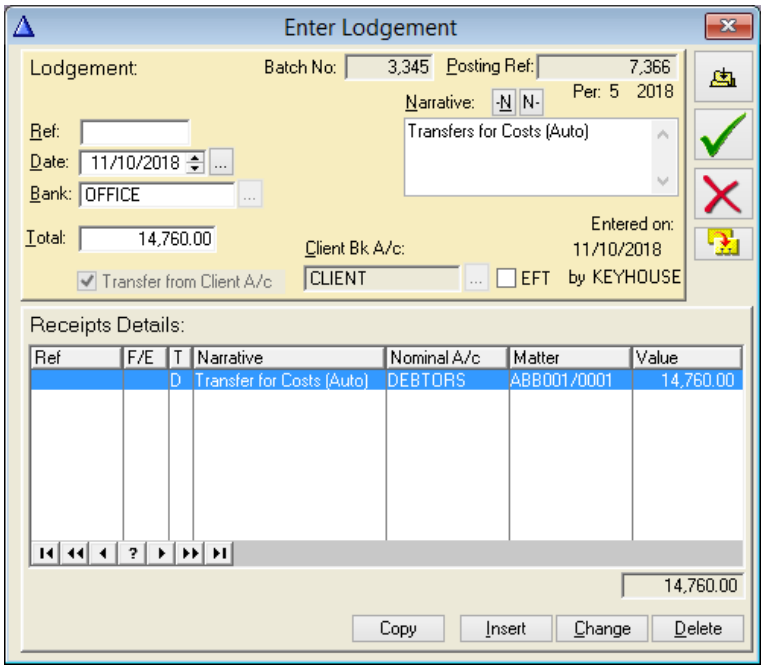


3. There is one Transfer Awaiting Processing**. (**Be careful **not to** Insert and put it in again).

4. In the **Receipt Batches** Browser click on the **Process Costs Transfers** button when the batch is ready to be updated.

5. The transfer will appear on the Receipts browser. Double click to open for update.

6. The **Enter Lodgement** form is already filled in. Enter a **reference** and **double click on each of the detail lines** to bring the reference in.



7. Click **OK** and then click Update to finalise the transaction.

Paying Invoices - Cost Transfers Listing

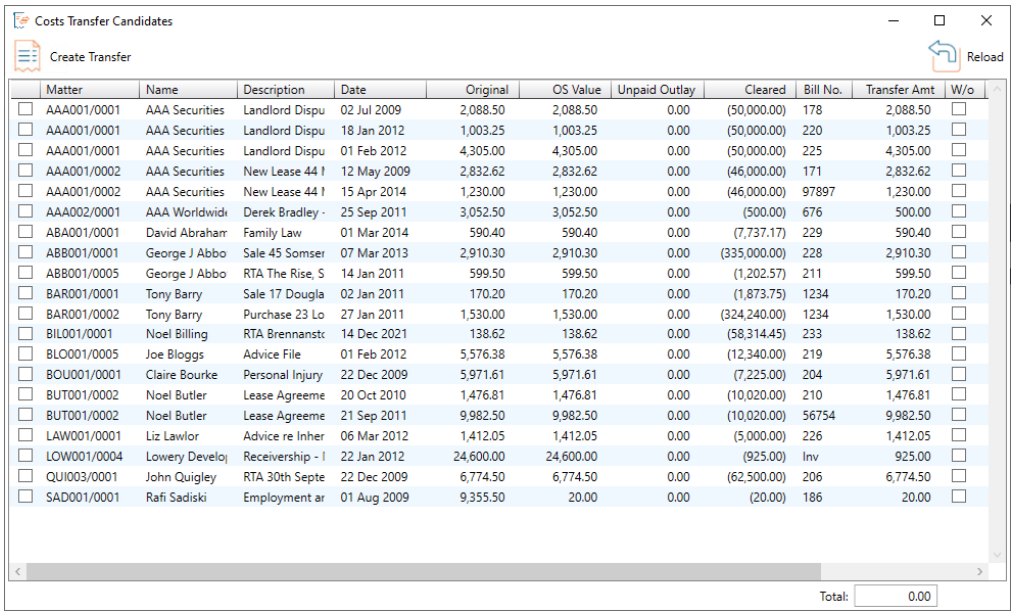
Only matters where there is enough money on the client account to cover the full amount of the invoice will be listed here on the **Cost Transfer Candidates** list. Individual invoices can be selected for payment from this list. These items are then added to the **Transfer for Costs** list, where you can create one receipt batch containing all the selected transfers almost ready for update.

This is the same **Transfer for Costs** list that holds pending transfers that are created when the **Transfer–Pay–Allocate** box is ticked while posting an invoice

Creating a Cost Transfer Candidates List

1. Select from the toolbar or use **Entries** and **Transfer for Cost List Process** on the menu bar.

2. This screen shows a list of outstanding invoices where there is enough money on the client account to pay each one.

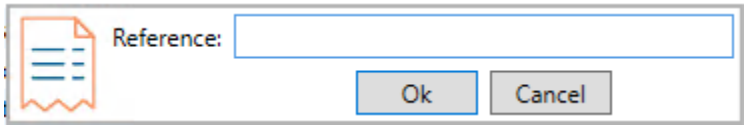


Matter	Name	Description	Date	Original	OS Value	Unpaid Outlay	Cleared	Bill No.	Transfer Amt	W/o
AAA001/0001	AAA Securities	Landlord Dispu	02 Jul 2009	2,088.50	2,088.50	0.00	(50,000.00)	178	2,088.50	
AAA001/0001	AAA Securities	Landlord Dispu	18 Jan 2012	1,003.25	1,003.25	0.00	(50,000.00)	220	1,003.25	
AAA001/0001	AAA Securities	Landlord Dispu	01 Feb 2012	4,305.00	4,305.00	0.00	(50,000.00)	225	4,305.00	
AAA001/0002	AAA Securities	New Lease 44 I	12 May 2009	2,832.62	2,832.62	0.00	(46,000.00)	171	2,832.62	
AAA001/0002	AAA Securities	New Lease 44 I	15 Apr 2014	1,230.00	1,230.00	0.00	(46,000.00)	97897	1,230.00	
AAA002/0001	AAA Worldwid	Derek Bradley -	25 Sep 2011	3,052.50	3,052.50	0.00	(500.00)	676	500.00	
ABA001/0001	David Abraham	Family Law	01 Mar 2014	590.40	590.40	0.00	(7,737.17)	229	590.40	
ABB001/0001	George J Abbo	Sale 45 Somser	07 Mar 2013	2,910.30	2,910.30	0.00	(335,000.00)	228	2,910.30	
ABB001/0005	George J Abbo	RTA The Rise, S	14 Jan 2011	599.50	599.50	0.00	(1,202.57)	211	599.50	
BAR001/0001	Tony Barry	Sale 17 Dougla	02 Jan 2011	170.20	170.20	0.00	(1,873.75)	1234	170.20	
BAR001/0002	Tony Barry	Purchase 23 Lo	27 Jan 2011	1,530.00	1,530.00	0.00	(324,240.00)	1234	1,530.00	
BIL001/0001	Noel Billing	RTA Brennanstc	14 Dec 2021	138.62	138.62	0.00	(58,314.45)	233	138.62	
BLO001/0005	Joe Bloggs	Advice File	01 Feb 2012	5,576.38	5,576.38	0.00	(12,340.00)	219	5,576.38	
BOU001/0001	Claire Bourke	Personal Injury	22 Dec 2009	5,971.61	5,971.61	0.00	(7,225.00)	204	5,971.61	
BUT001/0002	Noel Butler	Lease Agreeme	20 Oct 2010	1,476.81	1,476.81	0.00	(10,020.00)	210	1,476.81	
BUT001/0002	Noel Butler	Lease Agreeme	21 Sep 2011	9,982.50	9,982.50	0.00	(10,020.00)	56754	9,982.50	
LAW001/0001	Liz Lawlor	Advice re Inher	06 Mar 2012	1,412.05	1,412.05	0.00	(5,000.00)	226	1,412.05	
LOW001/0004	Lowery Develo	Receivership - I	22 Jan 2012	24,600.00	24,600.00	0.00	(925.00)	Inv	925.00	
QUI003/0001	John Quigley	RTA 30th Septe	22 Dec 2009	6,774.50	6,774.50	0.00	(62,500.00)	206	6,774.50	
SAD001/0001	Rafi Sadiski	Employment ar	01 Aug 2009	9,355.50	20.00	0.00	(20.00)	186	20.00	

3. Select the entries to be transferred by ticking the box to the left of the code. The bottom right details the running total.

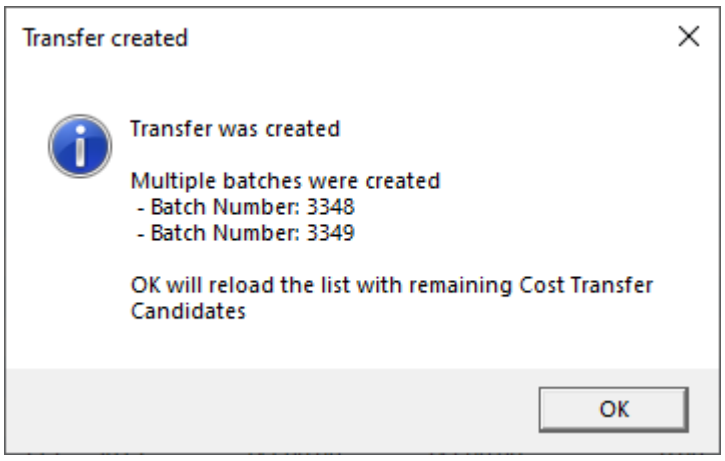
4. Click the Create Transfer button to include them in a batch for posting.

5. The following dialog box appears.



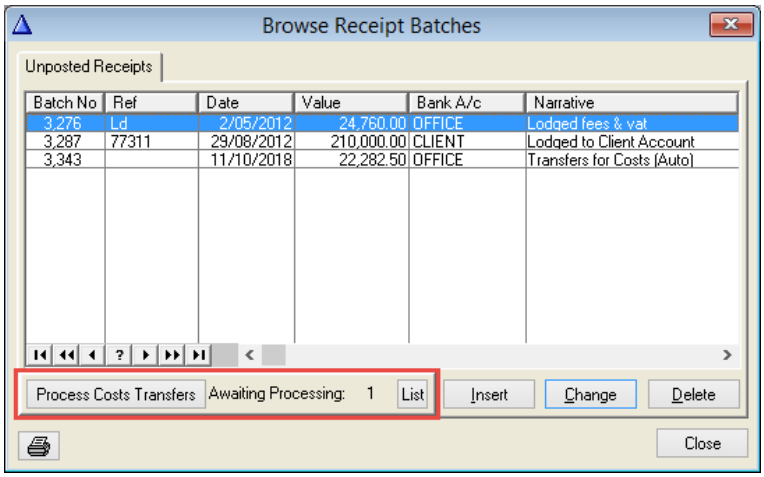
6. Enter the reference for the transaction and click OK.

7. The following dialog box appears.



8. Click OK to return to the revised list.

9. Go to the Receipts button on the Toolbar.



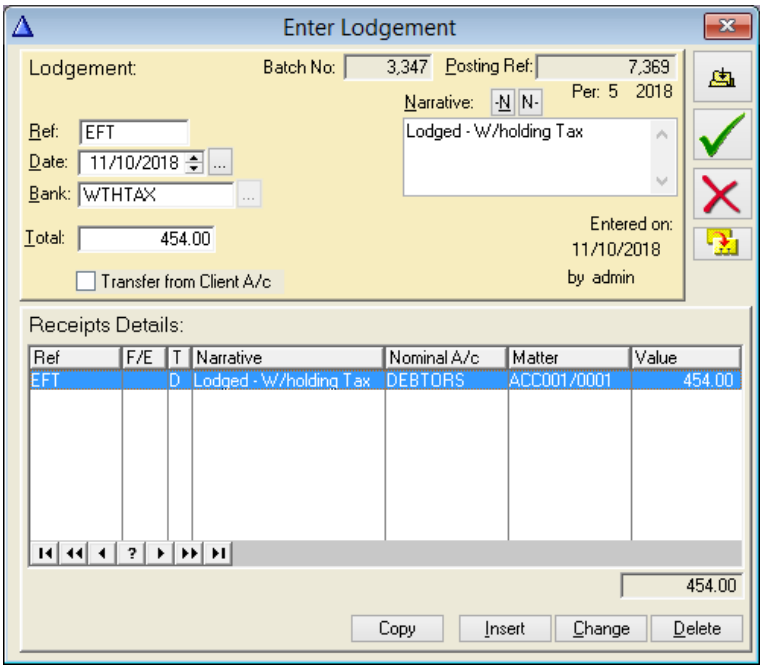
10. The number of awaiting transactions is shown. Click Process Costs Transfers to pull the transaction onto the list. **NOTE:** All transfers will appear on one slip.
11. Insert the reference and go into each detail line to apply the reference.
12. Click **Update** to finalise the posting.

Receipts with Withholding Tax Deducted

It is possible to process Withholding tax easily and quickly using the receipt details. A bank account called **Withholding Tax** is the only extra item required. See the section on **Adding Bank Account Details** (p.g. 25) for information on setting up banks.

1. Create a new lodgement using the Lodgement button on the Toolbar or select **Entries** then **Receipts** for the Menu Bar
2. Enter the reference and then select the **Office Bank**.
3. Enter a receipt in the normal way for the actual amount received from the client.
4. Allocate as a part payment on the invoice and update
5. Enter a second receipt selecting the **Withholding Tax Bank Account** and enter the value of the withholding tax.

6. Continue to process in the normal way choosing the debtors option and allocating against the balance of the invoice.



7. The amount in the Withholding Tax Bank Account at the end of the year will equal the withholding tax vouchers received.

Chapter 13 Purchase Bills

Purchase bill record invoice by the firm from suppliers/creditors. There are two different types of Purchase Bills.

- Outlay – paid to a creditor, by a firm, on behalf of a client
- Office – for the day-to-day operation of a firm

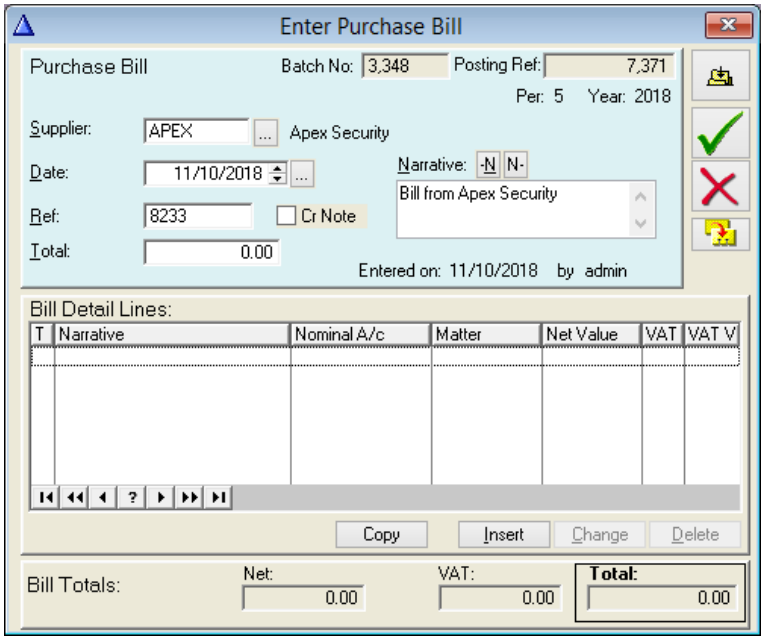
Creating a New Purchase Bill

The Enter Purchase Bill window has two sections. The Purchase Bill form section contains the relevant information relating to a particular creditor and the Detail Lines section displays the details of each item being charged.

1. Click the **Issue Purchase Bills** button on the Toolbar or from the **Entries Menu** select **Purchase Bill**
2. The **Enter Purchase Bill** form is displayed.

Enter a Purchase Bill for the Office

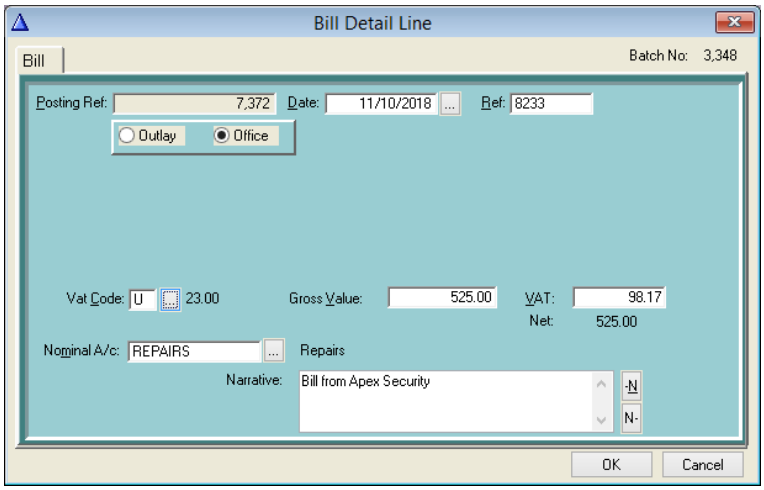
1. The Batch No. and Posting Ref are both generated by the system.
2. Enter the name of the supplier in the Supplier box or click on the lookup button and select from the list.
3. The Date automatically defaults to today but can be changed by clicking on the arrows.
4. In the Ref box enter the number of the Bill.
5. The Narrative is automatically displayed when the supplier name is entered. Additional information may be added if required.



6. Click **Insert** to insert a new Bill Detail Line

Bill Detail Lines for the Office

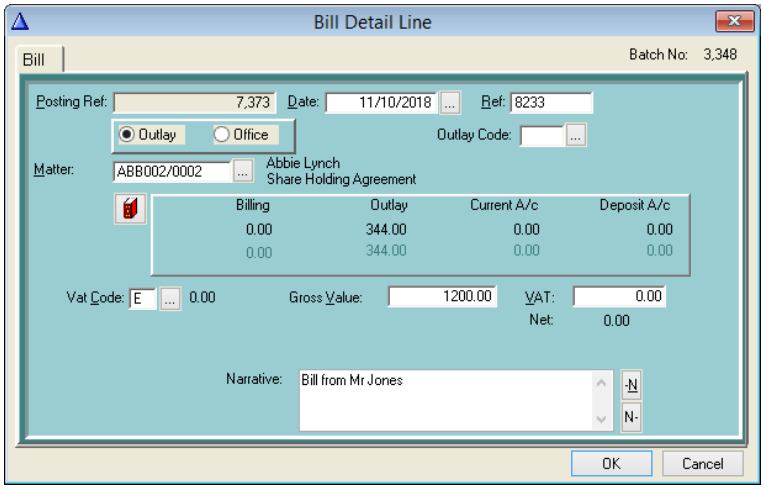
1. The Posting Ref is generated by the system.
2. The Date defaults to today's date but can be changed by clicking on the arrows.
3. The Ref is the Bill number that was entered in the Purchase Bill form.
4. Select Office.
5. Enter the VAT Code in the VAT code box by clicking on the Browse button and selecting from the list.
6. In the Gross Value box enter the value of the Bill. The VAT element will be calculated automatically based on the rate applied



7. Enter the Nominal account in the Nominal A/c box or click on the lookup button and select from the list.
8. The Narrative is displayed automatically when the Nominal A/c is selected. Additional information may be added if required.
9. Click OK to return to the Enter Purchase Bill form.
10. Enter more detail lines if necessary.
11. If the VAT on the bill is at different rates, then enter it as separate detail lines.
12. Click **Update**, **Save** or **Cancel** as required.

Entering a Bill for Outlay

1. Enter the details in the Enter Purchase Bill Form as for the office above.
2. Click Insert to insert a new Bill Detail Line.
3. The Posting Ref is generated by the system.
4. The Date defaults to today's date but can be changed by clicking on the arrows.
5. The Ref is carried through from the Purchase Bill form.
6. Select Outlay.
7. Enter the Matter in the Matter box or click on the lo



Browse button and select from the list.

8. Click on **the Matter Ledger** Button to select the Matter Ledger.
9. The VAT code of **E** (Exempt) is automatically displayed when the Matter is selected.
10. Enter the value of the Bill in the Gross Value box.
11. The Narrative from the Enter Purchase Bill form is displayed. This can be added to if required.
12. Click OK to return to the Enter Purchase Bill form.
13. If this entry is split over several matters, insert additional detail lines until the detail lines total the Purchase Bill Screen.
14. When they agree, click **Update, Save** or **Cancel** as required.

Purchase Credit Notes

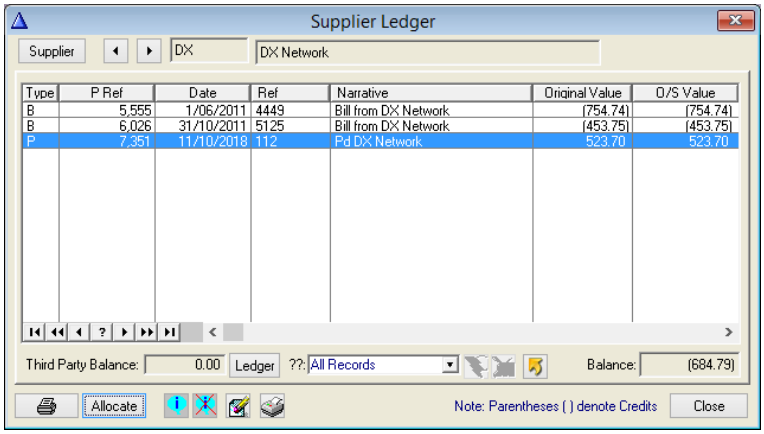
Purchase Credit Notes are entered in the same way as Purchase Bills, except the Credit Note option is selected. It is unnecessary to enter a Credit Note as a negative value as the system automatically recognises it as such and treats it accordingly.

Purchase Credit Notes are updated in the same way as a Purchase Bill. The allocation of a Purchase Credit Note against the related Bill uses the allocation function in the Creditors Ledger. (See the section **Allocating Payment/Credit Notes** (p.g. 144) for further details.

Allocating Office Purchase Bills

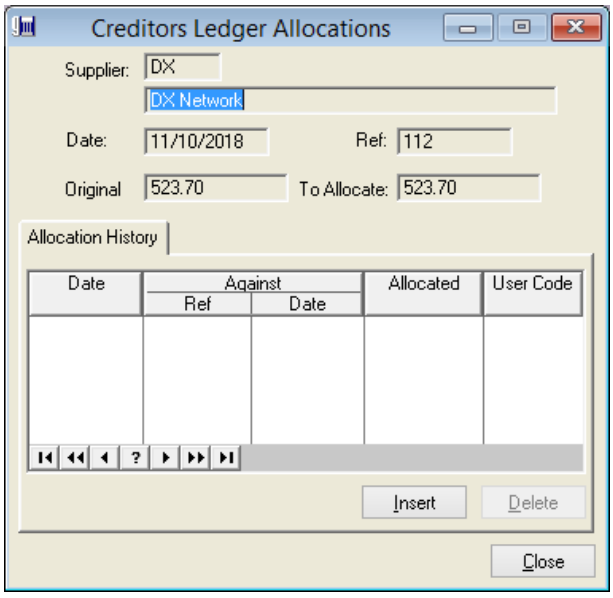
It is possible to allocate payments against an outstanding Bill in the Creditors if the payment has not been allocated as part of the posting process.

1. Open the Creditors Ledger and select the Supplier.

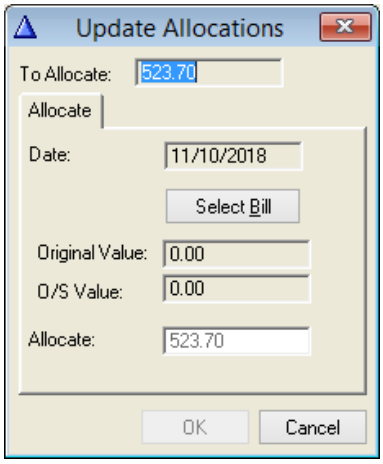


2. Select the payment to be allocated and click the **Allocate** Button.

3. In the **Creditors Ledger Allocations** window click **Insert.**

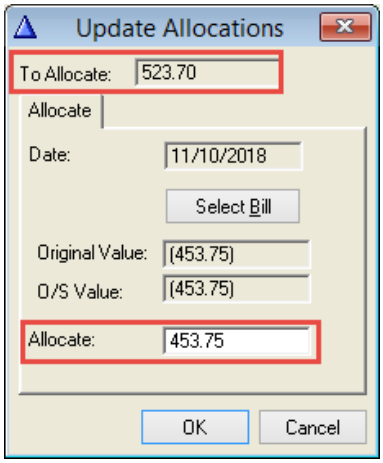


4. Click Select Bill



5. Select the outstanding Bill from the list.

6. If the value of the allocation differs from the value of the invoice, modify the Allocation Field to reflect the value of the allocation.

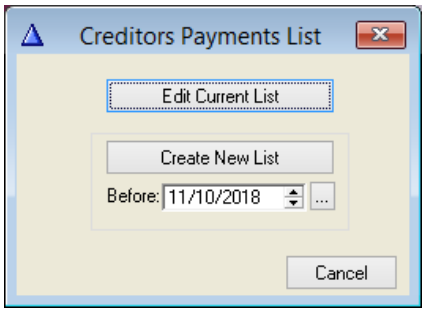


7. Click OK

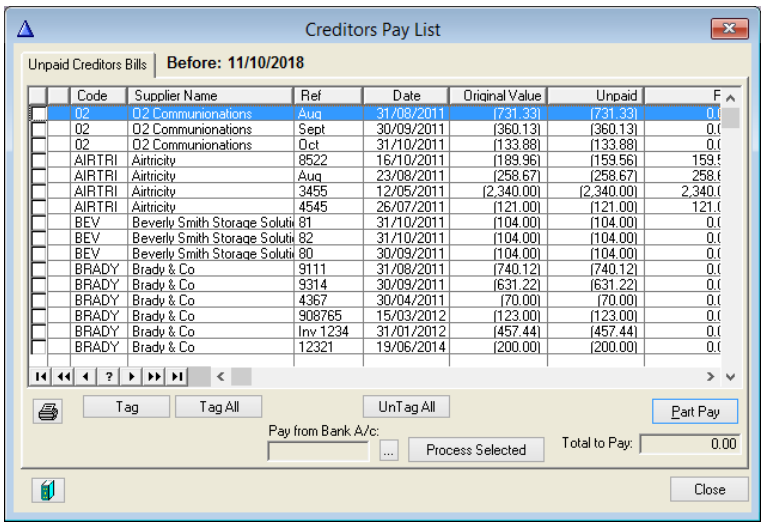
8. Repeat until the full value of the payment has been allocated.
9. Close to go back to the Creditors Ledger.

Creditors Payments List

Using the Creditors Payment List, the system allows you to generate a list of outstanding bills and select the ones to be paid. The system will then produce a Multi-cheque posting.



1. Select **Entries** from the main menu, then **Creditors Payment List Process**.
2. To view a previously created list, click **Edit Current List**. To start a new list, select a cut-off date or just click **Create New List** to use today's date.
3. Tick the box beside the invoice to be paid.
4. Tick the box beside the invoices to be paid or use the **Tag All** option to select all the invoices.

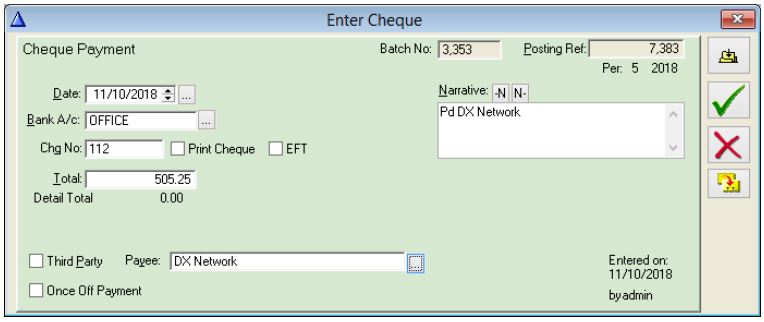


5. There is an option on the right, to change the amount listed to part pay a bill.
6. To print the list for authorisation or record keeping purposes, click the **Printer** button.
7. The **Total to Pay** will be the Total of the selected bills ticked.
8. To do allocations or check an individual Supplier's Ledger, click the **Creditors Ledger** Button
9. Fill in the **Office** bank in pay from Bank A/c and click **Process Selected**.
10. To access the multi cheque batch, click the **Multiple Cheques** button on the toolbar.
11. Select the newly created batch from the list.
12. Click **Change**.
13. Enter the cheque number in the Ref field on each individual detail line. Everything else should be filled in for you.
14. Update the Multi batch as normal. See the section **Multi-Payments for Suppliers** (p.g. 97) for further details.

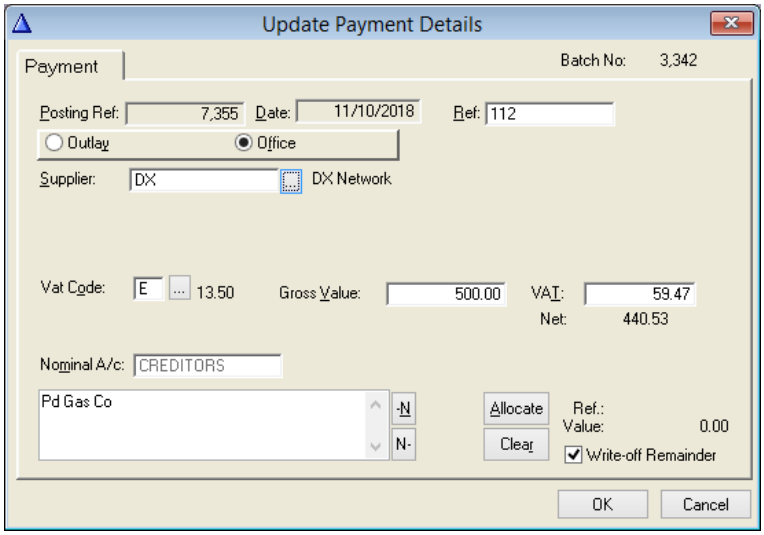
Writing Off the Remainder of a Purchase Bill

If the money paid to a Creditor/Supplier is less than that stated on the Bill, it is possible to write off the remainder.

1. Create the payment in the normal way, entering the value of the invoice to be paid on the **Enter Cheque** screen.



2. On the Detail Line, enter the value of the payment being made.
3. Click Allocation and select the invoice being paid.
4. Tick the **Write Off Remainder** box in the **Update Payment Details** form.



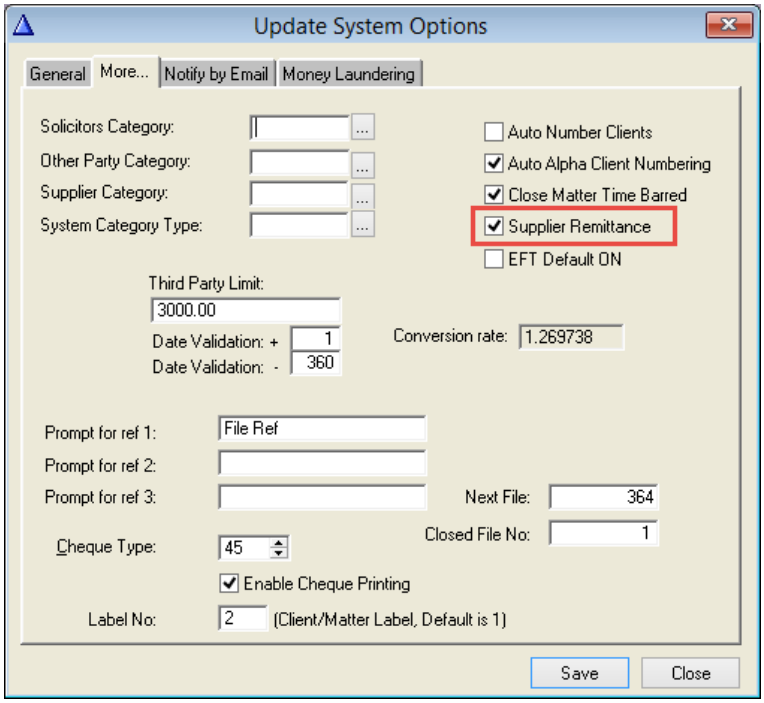
5. **Update** the payment in the normal way.

See **Chapter 15 – Journal Entries** (p.g. 129) for details updating the write off Journal.

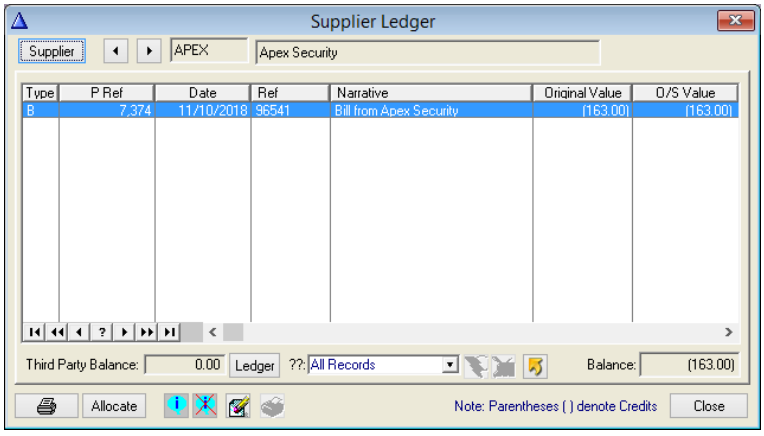
Supplier Remittance Advice

Supplier Remittances can be generated by the system. For this to happen, the option needs to be turned on.

1. Click on **File, System Options** and then the **More** Tab.
2. Tick Supplier Remittance.



3. Save
4. Select the Supplier Code from the Supplier Ledgers and then highlight the cheque for the remittance.



5. Select the Supplier code from the Supplier Ledgers and then highlight the cheque for the remittance.

6. Click on and print the remittance.

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Remittance Advice

Data Date : 03/01/2019:15:35

Creditor Ref :	CROWE
Payment Ref :	7366
Reference :	952
Amount :	€2,500.00
Date :	03/01/2019

Dr John Crowe

Bill Details	Ref	Date	Amount	VAT	Total	Amount Paid
Bill from Dr John Crowe	2365	03/01/2019	2,500.00	0.00	2,500.00	2,500.00

Cheque Amount: €2,500.00

Chapter 14 Allocations

What are allocations?

Allocating a receipt against an invoice or purchase bill tells the system which invoice is paid and matches the invoice/bill with the payment for that particular receipt/payment.

Allocations may be done at different stages:

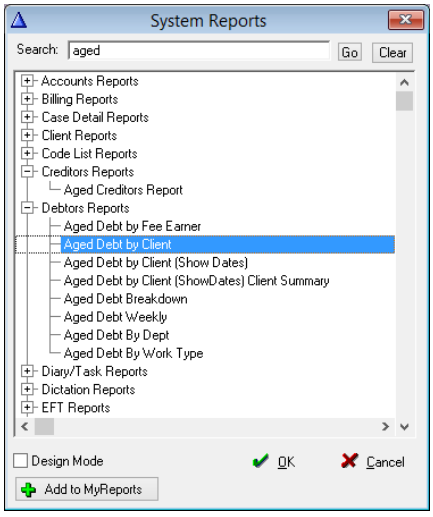
- When putting up a debtor's invoice the option to transfer, pay and allocate can be ticked if the money has been received.
- When entering the receipt, the allocation can be done on screen.
- If not completed at the above stages, then the allocation may be done through the Debtors Ledger on a matter by matter basis after the invoice and receipt have been updated. However, where possible, the allocation should be done on the prior to update.

It is essential to have your allocations up to date if you are on VAT on Cash Receipts. Transactions are only included on the VAT report when they are allocated.

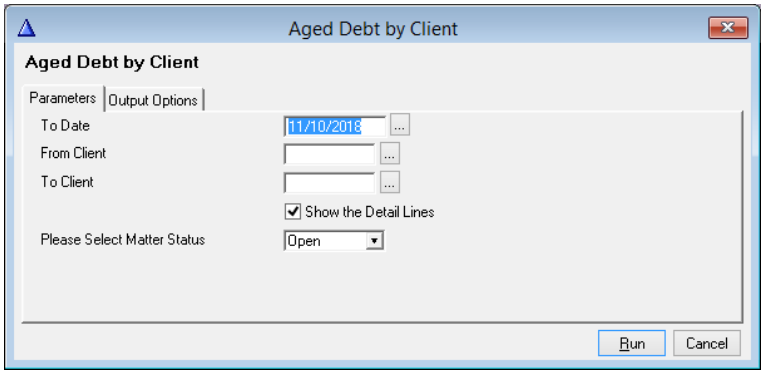
The Aged Debtors and Aged Creditors reports will be up to date and easy to read if the allocations are carried out.

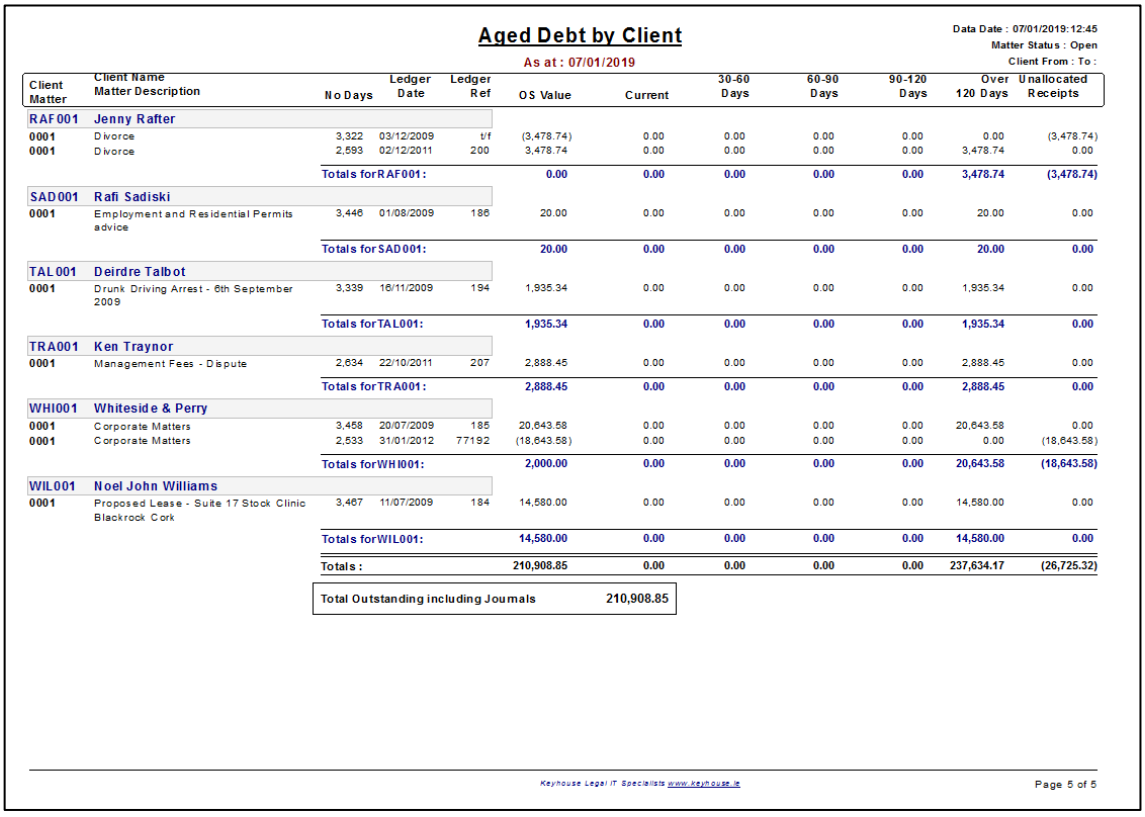
To Check for Unallocated Fee Invoices

1. To run reports, go to the Report Menu and select Crystal Reports.
2. Go to the Debtors Reports or type Aged into the Search Box and click Go.
3. Select Aged Debtors Report by Client or Fee Earner.



4. Enter the required parameters and click Run.





Aged Debt by Client

As at : 07/01/2019

Data Date : 07/01/2019:12:45
Matter Status : Open
Client From : To :

Client Matter	Client Name / Matter Description	No Days	Ledger Date	Ledger Ref	OS Value	Current	30-60 Days	60-90 Days	90-120 Days	Over 120 Days	Unallocated Receipts
RAF001	Jenny Rafter										
0001	Divorce	3,322	03/12/2009	t/f	(3,478.74)	0.00	0.00	0.00	0.00	0.00	(3,478.74)
0001	Divorce	2,593	02/12/2011	200	3,478.74	0.00	0.00	0.00	0.00	3,478.74	0.00
	Totals for RAF001:				0.00	0.00	0.00	0.00	0.00	3,478.74	(3,478.74)
SAD001	Rafi Sadiski										
0001	Employment and Residential Permits advice	3,446	01/08/2009	186	20.00	0.00	0.00	0.00	0.00	20.00	0.00
	Totals for SAD001:				20.00	0.00	0.00	0.00	0.00	20.00	0.00
TAL001	Deirdre Talbot										
0001	Drunk Driving Arrest - 6th September 2009	3,339	16/11/2009	194	1,935.34	0.00	0.00	0.00	0.00	1,935.34	0.00
	Totals for TAL001:				1,935.34	0.00	0.00	0.00	0.00	1,935.34	0.00
TRA001	Ken Traynor										
0001	Management Fees - Dispute	2,634	22/10/2011	207	2,888.45	0.00	0.00	0.00	0.00	2,888.45	0.00
	Totals for TRA001:				2,888.45	0.00	0.00	0.00	0.00	2,888.45	0.00
WHI001	Whiteside & Perry										
0001	Corporate Matters	3,458	20/07/2009	185	20,643.58	0.00	0.00	0.00	0.00	20,643.58	0.00
0001	Corporate Matters	2,533	31/01/2012	77192	(18,643.58)	0.00	0.00	0.00	0.00	0.00	(18,643.58)
	Totals for WHI001:				2,000.00	0.00	0.00	0.00	0.00	20,643.58	(18,643.58)
WIL001	Noel John Williams										
0001	Proposed Lease - Suite 17 Stock Clinic Blackrock Cork	3,467	11/07/2009	184	14,580.00	0.00	0.00	0.00	0.00	14,580.00	0.00
	Totals for WIL001:				14,580.00	0.00	0.00	0.00	0.00	14,580.00	0.00
	Totals :				210,908.85	0.00	0.00	0.00	0.00	237,634.17	(26,725.32)

Total Outstanding including Journals	210,908.85

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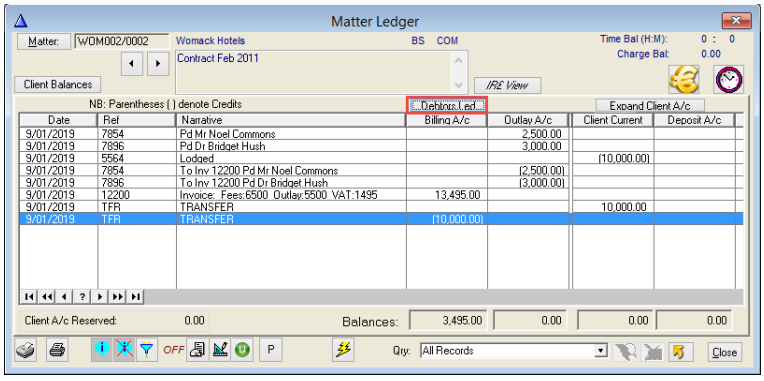
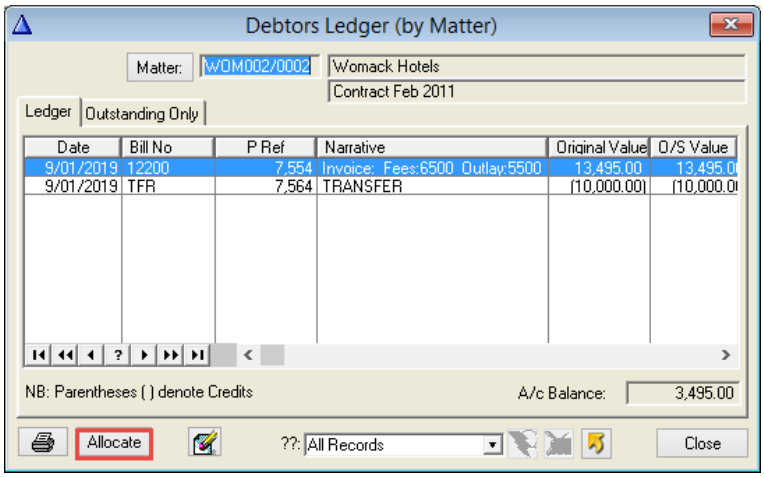
5. The receipts that need to be allocated appear in the Unallocated Receipts column on the right of the report.

To Allocate Debtor Invoices

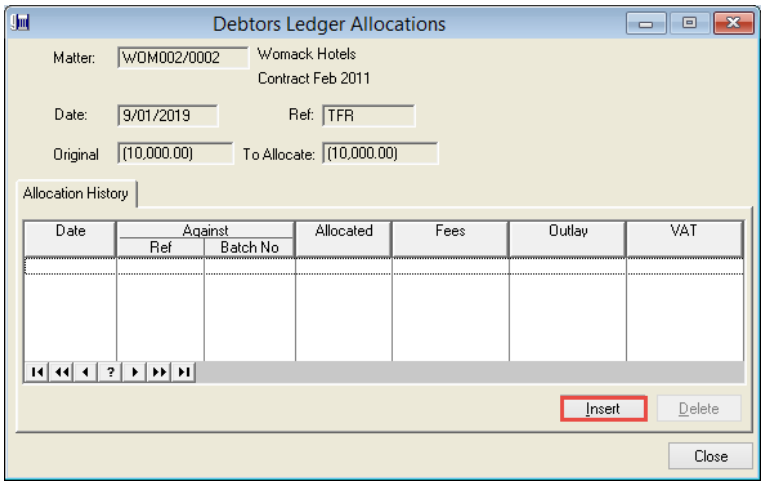
1. Open the Matter Ledger related to the unallocated payment and click on Debtors Led.



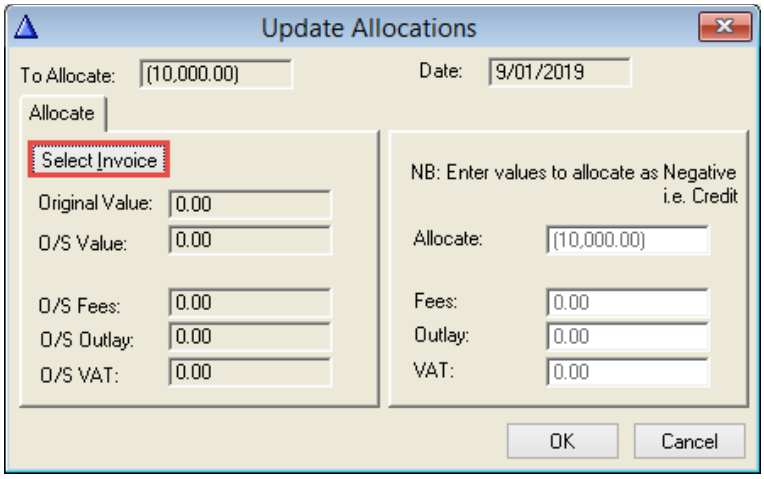
2. Highlight the lodgement to be allocated and click Allocate



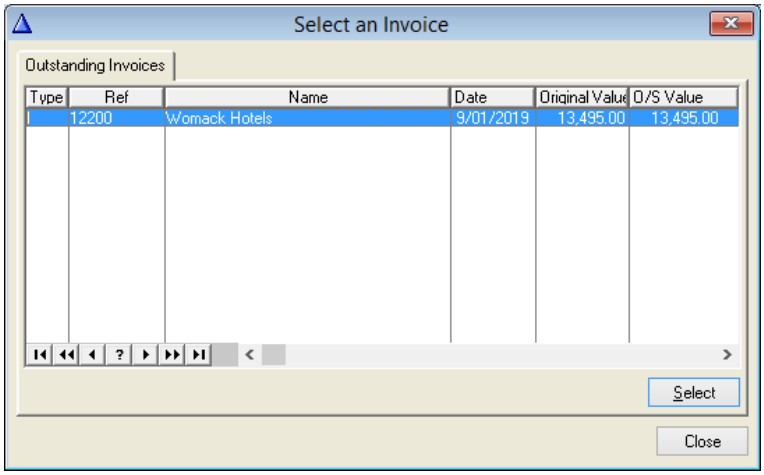
3. Click **Insert**.



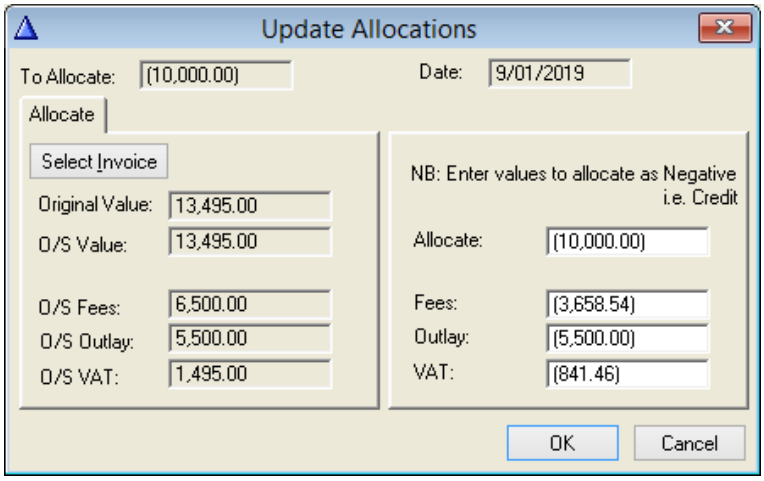
4. Click on the Select Invoice.



5. Click on the invoice to receive the allocation and click Select.



6. Enter a breakdown of the fees as minus values and click OK

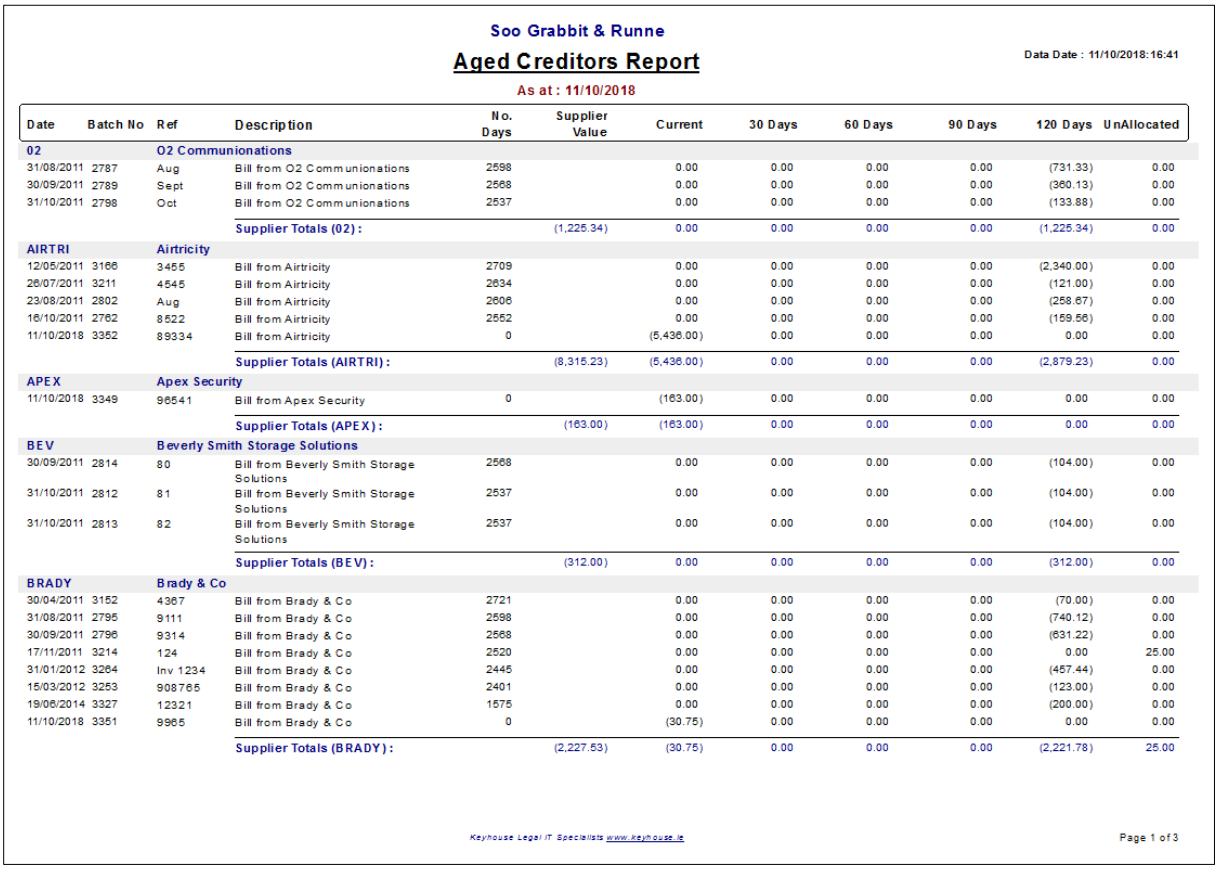


7. Repeat the process from Step 8 until all the money on the matter has been allocated.

8. Close the allocation screen and close the matter ledger.

Check for Unallocated Purchase Invoices

Click on Reports and Aged Creditors Report to generate the report.



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Aged Creditors Report

Data Date : 11/10/2018:16:41

As at : 11/10/2018

Date	Batch No	Ref	Description	No. Days	Supplier Value	Current	30 Days	60 Days	90 Days	120 Days	UnAllocated
02		O2 Communionations									
31/08/2011	2787	Aug	Bill from O2 Communionations	2598		0.00	0.00	0.00	0.00	(731.33)	0.00
30/09/2011	2789	Sept	Bill from O2 Communionations	2568		0.00	0.00	0.00	0.00	(360.13)	0.00
31/10/2011	2798	Oct	Bill from O2 Communionations	2537		0.00	0.00	0.00	0.00	(133.88)	0.00
			Supplier Totals (02) :		(1,225.34)	0.00	0.00	0.00	0.00	(1,225.34)	0.00
AIRTRI		Airtricity									
12/05/2011	3166	3455	Bill from Airtricity	2709		0.00	0.00	0.00	0.00	(2,340.00)	0.00
26/07/2011	3211	4545	Bill from Airtricity	2634		0.00	0.00	0.00	0.00	(121.00)	0.00
23/08/2011	2802	Aug	Bill from Airtricity	2606		0.00	0.00	0.00	0.00	(258.67)	0.00
16/10/2011	2762	8522	Bill from Airtricity	2552		0.00	0.00	0.00	0.00	(159.56)	0.00
11/10/2018	3352	89334	Bill from Airtricity	0		(5,436.00)	0.00	0.00	0.00	0.00	0.00
			Supplier Totals (AIRTRI) :		(8,315.23)	(5,436.00)	0.00	0.00	0.00	(2,879.23)	0.00
APEX		Apex Security									
11/10/2018	3349	96541	Bill from Apex Security	0		(163.00)	0.00	0.00	0.00	0.00	0.00
			Supplier Totals (APEX) :		(163.00)	(163.00)	0.00	0.00	0.00	0.00	0.00
BEV		Beverly Smith Storage Solutions									
30/09/2011	2814	80	Bill from Beverly Smith Storage Solutions	2568		0.00	0.00	0.00	0.00	(104.00)	0.00
31/10/2011	2812	81	Bill from Beverly Smith Storage Solutions	2537		0.00	0.00	0.00	0.00	(104.00)	0.00
31/10/2011	2813	82	Bill from Beverly Smith Storage Solutions	2537		0.00	0.00	0.00	0.00	(104.00)	0.00
			Supplier Totals (BEV) :		(312.00)	0.00	0.00	0.00	0.00	(312.00)	0.00
BRADY		Brady & Co									
30/04/2011	3152	4367	Bill from Brady & Co	2721		0.00	0.00	0.00	0.00	(70.00)	0.00
31/08/2011	2795	9111	Bill from Brady & Co	2598		0.00	0.00	0.00	0.00	(740.12)	0.00
30/09/2011	2796	9314	Bill from Brady & Co	2568		0.00	0.00	0.00	0.00	(631.22)	0.00
17/11/2011	3214	124	Bill from Brady & Co	2520		0.00	0.00	0.00	0.00	0.00	25.00
31/01/2012	3264	Inv 1234	Bill from Brady & Co	2445		0.00	0.00	0.00	0.00	(457.44)	0.00
15/03/2012	3253	908765	Bill from Brady & Co	2401		0.00	0.00	0.00	0.00	(123.00)	0.00
19/06/2014	3327	12321	Bill from Brady & Co	1575		0.00	0.00	0.00	0.00	(200.00)	0.00
11/10/2018	3351	9965	Bill from Brady & Co	0		(30.75)	0.00	0.00	0.00	0.00	0.00
			Supplier Totals (BRADY) :		(2,227.53)	(30.75)	0.00	0.00	0.00	(2,221.78)	25.00

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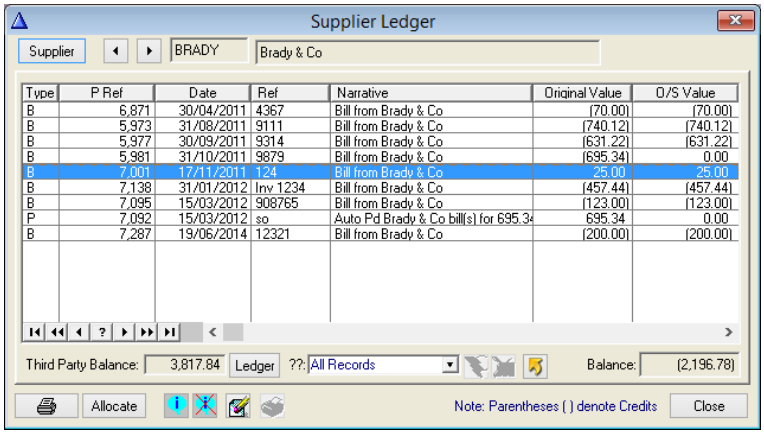
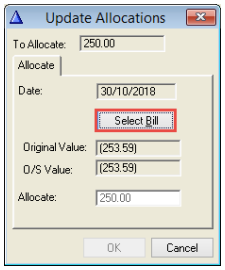
The amounts in the unallocated column on the right may be allocated. These will be showing in the outstanding column on the Supplier Ledger.

To Allocate Purchase Invoices

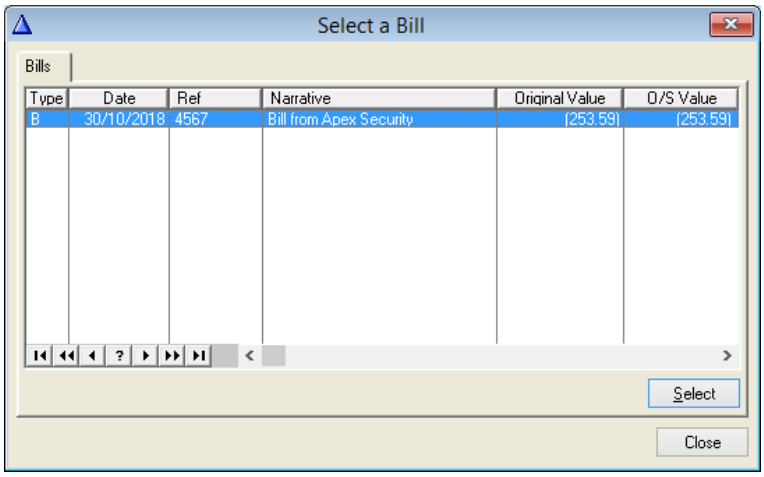
1. From the Supplier Ledger, select the supplier and highlight the payment to be allocated.



2. Click on **Allocate** and then select Insert.
3. Click select Bill.



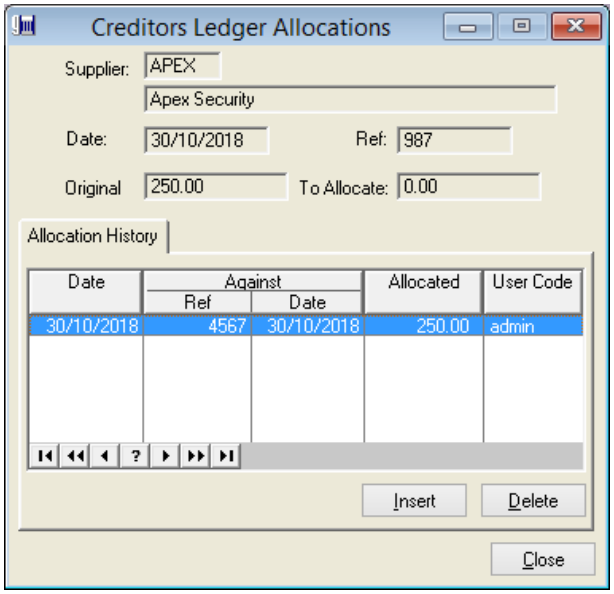
4. Highlight the line to be allocated and click Select.



5. The value of the amount to be allocated appears in the Allocation field. However, this can be reduced if required. The payment must match or be less than the value of the outstanding invoice.

6. Click insert to repeat the process until the full value has been allocated.

7. The Creditors Ledger Allocations screen appears showing the history of the allocation. To remove an allocation, highlight the line and **Delete**.



8. Click Close and close again.

9. Close the supplier ledger and the allocation will be unallocated on the Aged Creditors Listing.

Chapter 15 Journal Entries

Client Journal entries may be used to transfer funds between matters or transfer between two nominals without hitting the bank.

The **Enter Journal** form is in two sections.

- The Journal Entry section contains the standard fields for all Journal entries.
- The Journal Details section shows each transaction's details.

Entering Client Adjustments

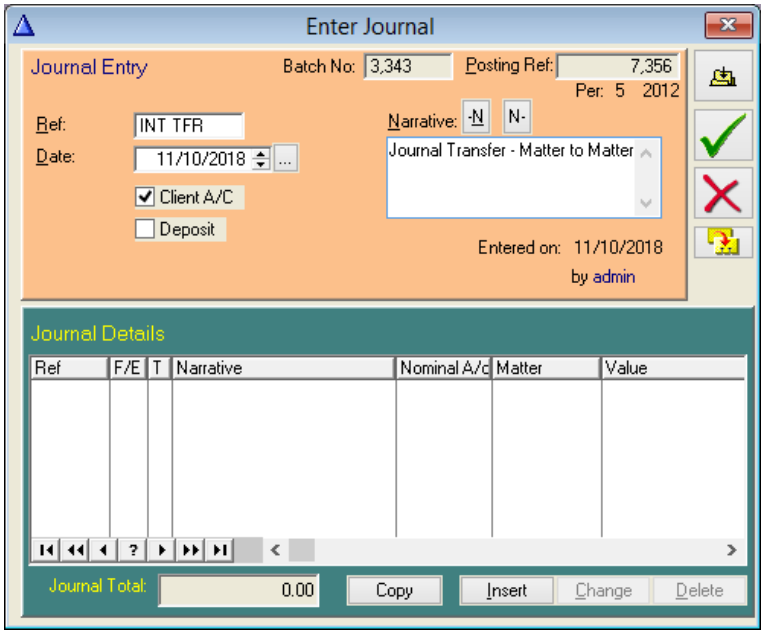
1. Click the **Journal Entries** button on the toolbar or from the **Entries Menu** select **Journals.**
2. The **Journal Batches Browser** is displayed.
3. Click **Insert** to display the **Enter Journal** form.
4. The Journal Total must always be 0.00 before update.

Journal Client Money Between Matters

The Journal Entry Section

This section is almost the same for each type of entry. If a client journal is being done, pick either the Client A/c or both Client A/c and Deposit A/c if the journal is to affect the Deposit account on the matter.

1. The **Batch No**, and **Posting Ref** are both system generated.
2. In the **Ref** box enter a reference for the entry.
3. The **Date** box automatically displays today's date, to pick another date, click on the arrows or use the Browser button.
4. In the **Narrative** box enter a description of the transaction or click on the lookup button to select a predefined narrative from the list.
5. If the Journal refers to a **Client A/c,** tick in the Client A/c box.

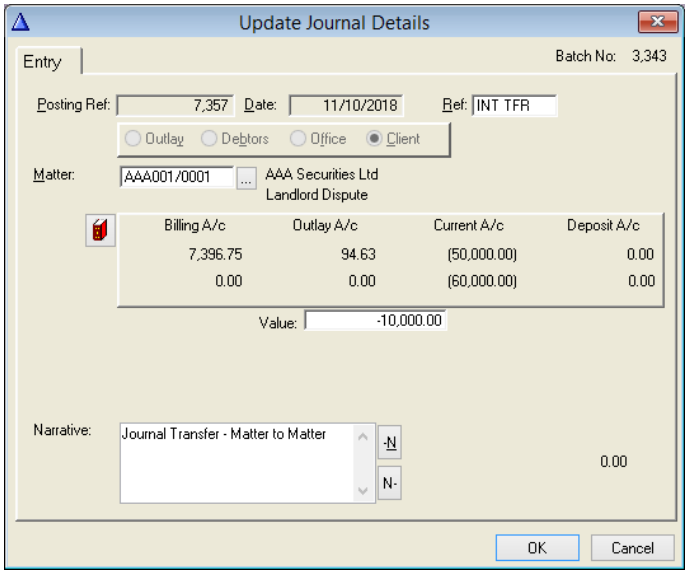


6. If transferring money using the client **Deposit** a/c, tick in this the Deposit box as well as the **Client A/c** box. **Note:** The Deposit A/c option is only available if the Client A/c is ticked.

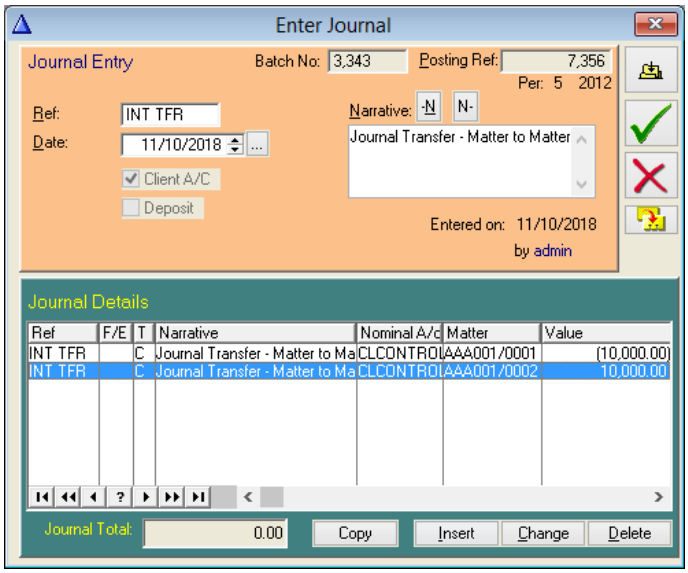
The Journal Details Section

If money is being transferred between two matters, the first line of the Journal entry is for the Matter from which the money is being debited and the second is for the Matter to which the money is being credited.

1. Click Insert to display the Update Journal Details form.
2. Enter the matter code from which the money is being moved. Enter the value of the transfer. This must be a negative number.



3. Click OK
4. Click Insert again to create a new entry and enter the matter code to receive the transfer. Entry the value of the transfer as a positive number and click OK.



NOTE: The Journal Total must equal Zero when the entries have been entered.

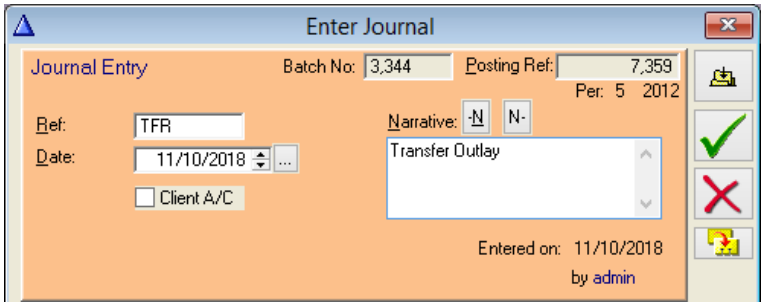
5. Click the Save button to save the Journal details without updating them.
6. To cancel any changes made to the Journal Entry, click the Cancel Changes button.
7. To save the changes and update the accounts associated with the Entry, click the Update button.

Transfer of Outlay Between Two Matters

The quickest and easiest way to transfer outlay between two matters is to use the Transfer Balances Quick Posting option. (See **Transfer Balances** p.g. 75). Alternatively, transfers can be made using journal entries.

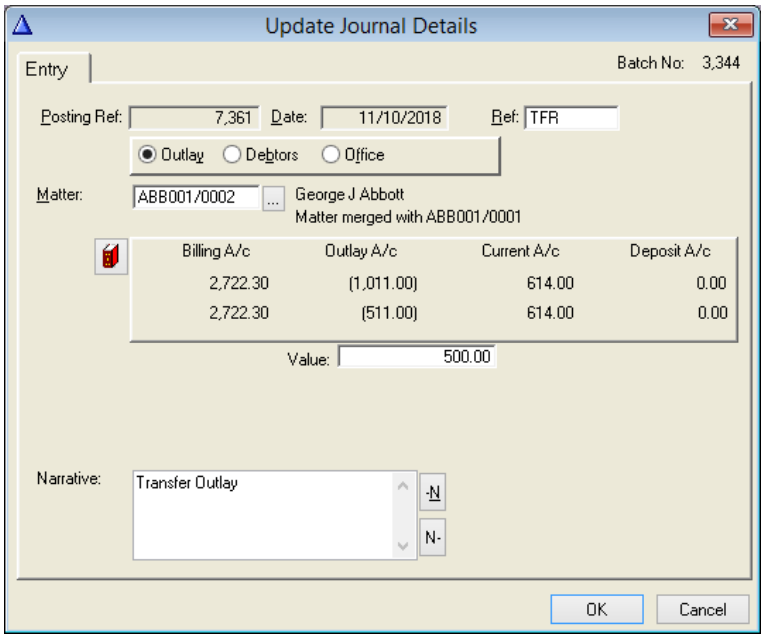
Journal Entry Section

1. Enter the **Reference, Date.**
2. Add a **Narrative** or use the pre-existing narratives**.**
3. Do not select the Client A/c as this is an office outlay journal.



Journal Details Section

1. Click **Insert** to display the **Update Journal Details** form.
2. The **Posting Ref** is generated by the system – it is not the same as the **Journal Entry Ref** which is entered by the user.
3. The **Ref** box holds the reference entered in the **Journal Entry** section.
4. The **Date** defaults to today's date, to change it, click on the arrows.
5. Select **Outlay** from the selection bar.
6. Enter the details into the **Update Journal Details** form. The value must be a negative number.
7. Repeat **Step 2** for the destination account ensuring the value is a positive number.

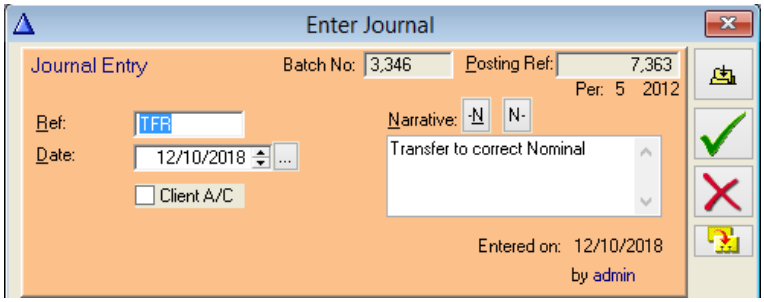


8. **Update**, **Save** or **Cancel** the Journal Entry as required.

Adjustments in Office Nominal Accounts

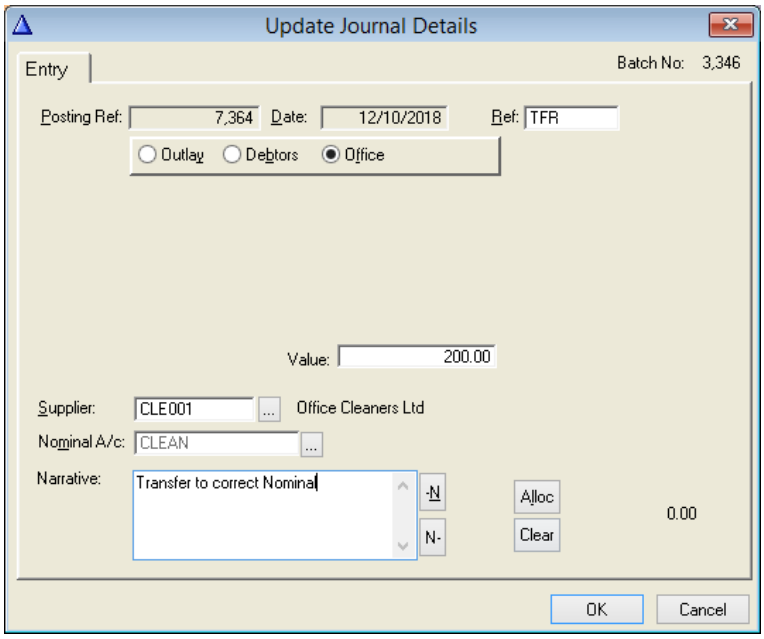
Journal Entry Section

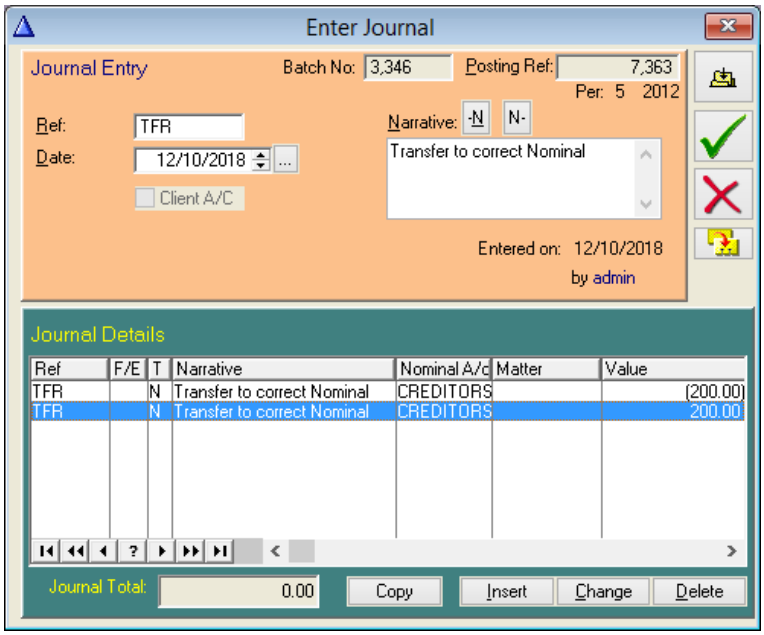
1. Enter the **Date, Reference and Narrative** as normal



Journal Details Section

1. Click **Insert** to display the **Update Journal Details** form.
2. The **Posting Ref** is generated by the system – it is not the same as the **Journal Entry Posting Ref**.
3. The **Ref** box holds the reference entered in the **Journal Entry** section.
4. The **Date** defaults to today's date, to change it, click on the arrows.
5. Select **Office** from the selection bar.
6. Enter the amount to be transferred in the **Value** box as a negative number.
7. Enter the nominal account from where the money is to be removed in the **Nominal A/c** box or click on the Browse button to select from the list.
8. Enter the description in the **Narrative** box.
9. Click **OK** to close the **Update Journal Details** form and to return to the **Enter Journal** form
10. Repeat **Step 2** for the destination nominal account,





ensuring the value is a positive number and entering the nominal account to receive the funds.

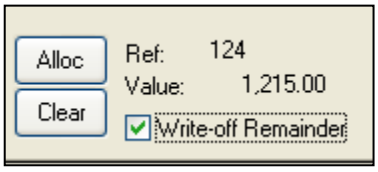
11. **Update**, **Save** or **Cancel** the Journal Entry as required.

    NOTE: It is not advisable to use the Journal to transfer payments from supplier to supplier or invoices from debtor to debtor.

Writing Off the Remainder of a Fee Invoice

If the amount of money received from the debtor is less than the total of the invoice, it is possible to write off the balance. An automatic Journal will be created, and this Journal is used in conjunction with the receipts Enter Lodgement form. See **Chapter 7 – Receipts for the Receipts** (p.g. 80) section of this manual.

1. Ensure the payment has been allocated to the invoice by clicking the **Alloc** button and selection the invoice.
2. Click **Write-off Remainder** box in the **Update Receipt Details** form.
3. Update the receipt.
4. Enter in a second Receipt Detail Line for the amount being written off.



5. Update the receipt.
6. From the **Entries Menu** select **Journals** or click the **Journal Entries** icon on the toolbar.
7. In the **Journal Batches Browser** select the Journal entry associated with the receipt. (It will have **automatic debtors balance write-off** in the narrative).
8. Select **Change**.
9. In the **Enter Journal** form enter a reference in the **Ref** box.
10. Click the **Update** button.

Writing Off the Remainder of a Bill

If the amount of money paid to a Creditor/Supplier is less than that stated on the Bill, it is possible to write off the remainder. (With this write off the Payments Function is used instead of the Receipts.)

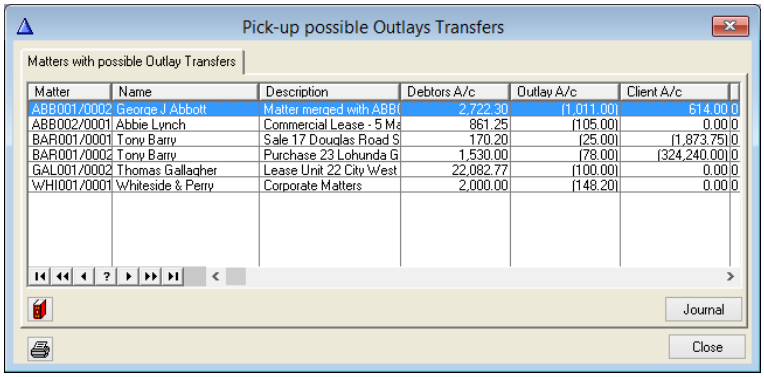
The option to Write off the remainder must be used when posting the payment. This will create a Journal entry. This entry must then be posted.

1. From the **Entries Menu** select **Journals** or click the **Journal Entries** icon on the Toolbar.
2. In the **Journal Batches** Browser select the Journal entry associated with the receipt. (It will have **Automatic Creditors Balance Write-Off** in the narrative).
3. Select Change.
4. In the **Entry Journal** form, enter a reference in **Ref** box.
5. Click the **Update** button to finalise the posting.

Pre-Billed Outlay

This screen shows a list of Outlay credit balances where anticipated outlay has been invoiced before being paid out. To remove any of these Outlay credit balances, it is possible to journal these balances back to the Billing A/c.

1. To generate a list of possible instances of Pre-Billed Outlay, select **Entries** from the main menu, then **Pick-Up Pre-Billed Outlays**.

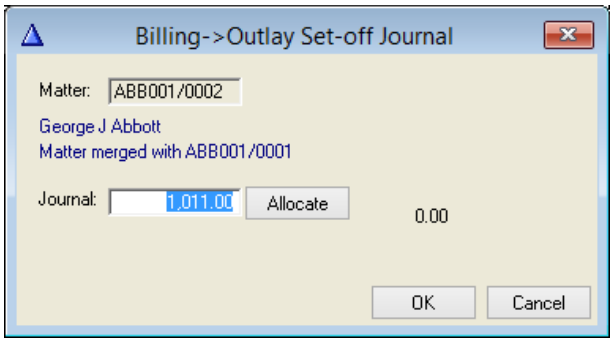


2. If required, click the **Report** button in the lower left corner of the screen to generate a report of the items listed.

3. To view the Matter Ledger of any item on the list, click on the line, then click the Matter Ledger button and the Matter will be displayed. Click **Close** to return.

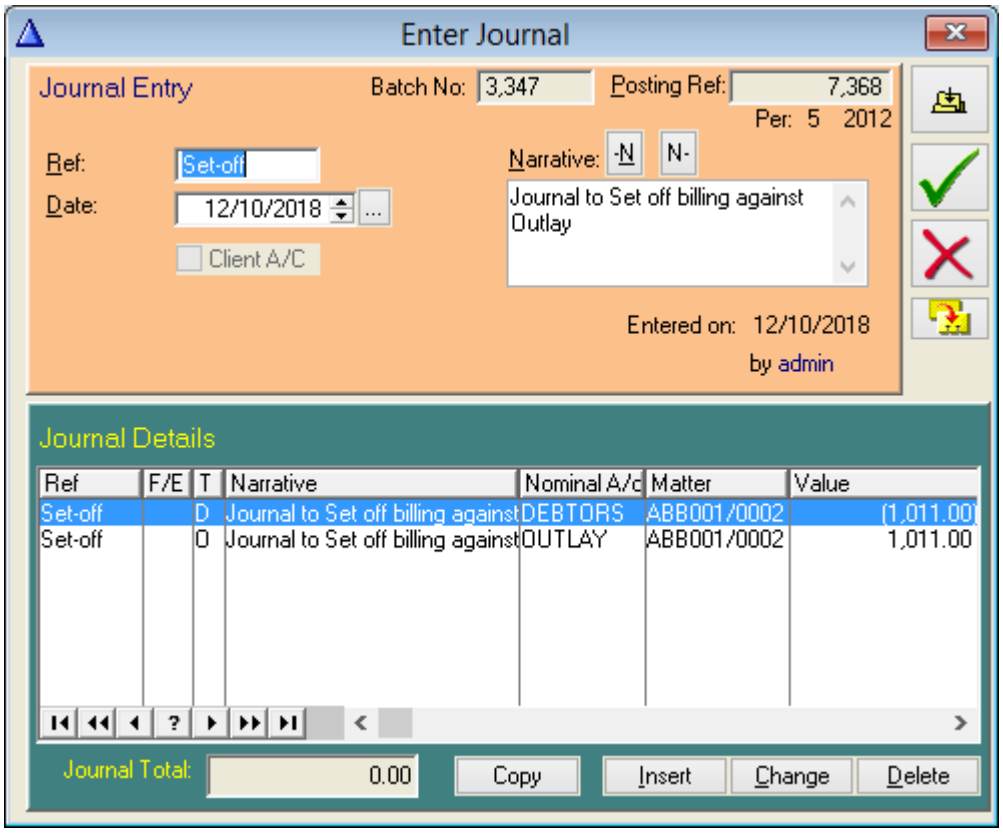
4. To Journal back the Outlay balance from the Billing A/c (effectively zeroing the Outlay A/c), click **Journal**.

5. The Matter code and Outlay A/c balance are automatically displayed.



6. Click Allocate to match the Journal against the invoice, then click **Ok**. (**Note:** if the message: **'Value greater than outlay outstanding on invoice'** appears, you will need to allocate the journal manually).

7. A Journal form appears, with the essential data already inserted.



8. Click **Update**, **Save** or **Cancel** as required.

Accruals & Prepayments

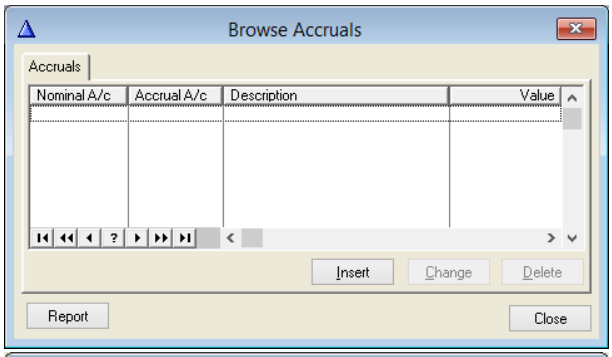
Journals may be done as normal for accruals and prepayments but you have the option to enter them, so they are included on the profit and loss and balance sheet (if ticked appropriately) but do not appear on the nominal account.

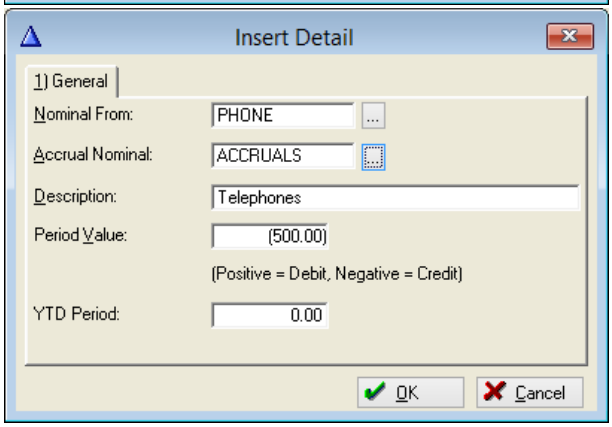
Please note:

- **Historical** Profit & Loss and Balance Sheet reports **cannot** be generated to include these accruals and prepayments. The facility is only applicable for reporting purposes in the **current** month.
- The values need to be updated from month to month. When finished entering details for each month, print and hold the report on file for your records.

Creating/Editing Accruals & Prepayments

1. From the main menu click **Items**, then **Accruals/Prepayments**.
2. Click Insert to create a new item.
3. Enter the nominal to be adjusted in the **Nominal Form** field. E.g. Telephone
4. Enter the Accrual/ Prepayment Nominal in the **Accrual Nominal** field. E.g. Accruals
5. Enter the **Description**, **Period Value** and **Year-To-Date** (for P&L Rpt) values of the Accrual. E.g. To show a €100 expense on the Telephone nominal, enter negative €100.00 here for the Accrual nominal. Click **Ok**.
6. After entering all adjustments for each month, click **Report** on the Browse Accruals screen, and keep the list for your records.



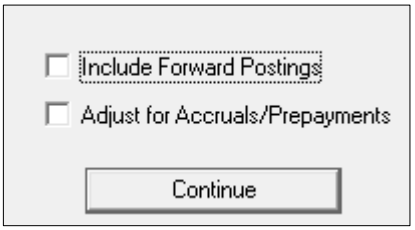


Reporting Accrual/Prepayment Adjustments

Note that while the Accrual/Prepayment list is adjustable before month end, only the **current** P&L and Balance Sheet reports can be printed with Accrual/Prepayment adjustments included. The printing of historical reports will exclude these adjustments.

Having said that, the inclusion of these adjustments in current P&L and Balance Sheet reports is optional:

1. Select Reports from the main menu, then **Profit/Loss Report (Summary)** or **(Budget)**.
2. The adjacent screen appears.
3. See **Forward Postings** (p.g. 137) for information on the first option here.



4. Tick the **Adjust for Accruals/Prepayments** box to include listed items in that report. (Both items may be ticked if applicable).

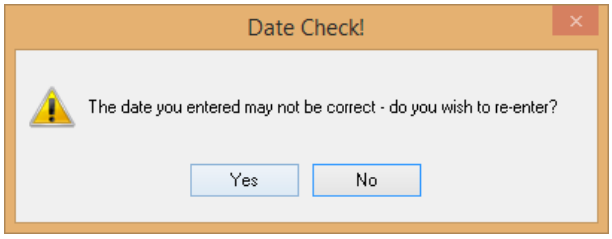
The same options are available for the **Balance Sheet (Current) Report**, under **Reports** in the main menu.

Chapter 16 Forward Posting and Month End

Users can post any transaction into the next accounting period, before the current period has been closed off. This means that transactions can be kept up to date even if the period has not been completed. It is especially useful at year end when postings can be done for the first period of the new year while waiting to close the current year.

To Forward Post

1. Enter the transaction as normal with the date being after the month end.
2. The system will ask you if you have entered the correct date and then will ask you **'do you want to forward post?'** If you say **Yes** then it will take the date in the future and update the posting into the next period.



3. If you say **No**, then the system will update the transaction taking the last day of the month end as the date.

WARNING

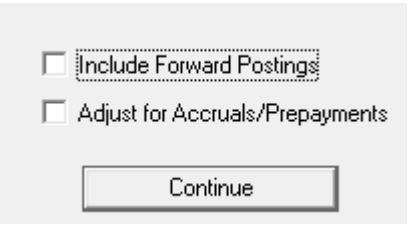
- Although it is possible to forward post journals, it is not recommended and is only activated on request by contacting Keyhouse Support.
- At your Year End, you must be in period 12. You cannot post forward into a new financial year while in any other period,

Reports Incorporating Forward Postings

When a transaction is forward posted it will appear on the ledger cards at the forward date, but some reports may be taken off with or without forward postings.

The **current** Profit & Loss and Balance Sheet Reports both have options to include or exclude Forward Postings.

1. E.g. Select **Reports** from the main menu, click **Balance Sheets**, then click **Balance Sheet (Current).**
2. Tick the **Include Forward Postings** box if so desired and click **Continue** to generate the report.
3. For information on Accruals & Prepayments please see the following section.



The Month End Procedure

If you are using the Bank Reconciliation programme it is probably only necessary to print off the following reports at the Month End as most of the other reports may be run by period/date at any time.

- System Reconciliation
- Profit and Loss
- Balance Sheet
- Trial Balance
- Matter List
- Aged Debtors
- Aged Creditors
- VAT Report (2 monthly)
- Exception Reports - Client Account Debit Balances
  Office Account Credit Balances
- The Bank Reconciliation should be completed and printed before doing the Month End Procedure

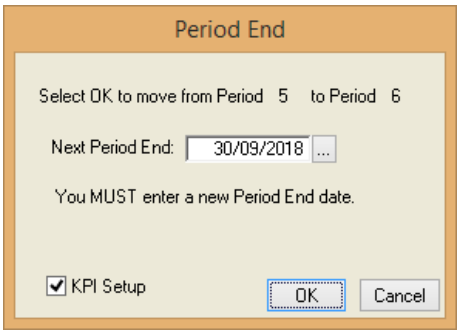
We would recommend that you print off this page as a Quick Reference Guide.

Period End

This facility is very simple. When all the bank reconciliations are completed, and all of the month end reports are produced, select this option from the **Items Menu**. It closes off the current period and moves to the next one.

1. From the **Items menu** select **Period End**.
2. **Enter** the '**Next Period End'** date.

   (This is usually the last day of the month).
3. If the **KPI Setup** is ticked, the system will roll forward the KPI's for users both in SAM and in the Framework.
4. Select **OK** to move from the current period to the next
5. The period is then closed off and the next period is started.



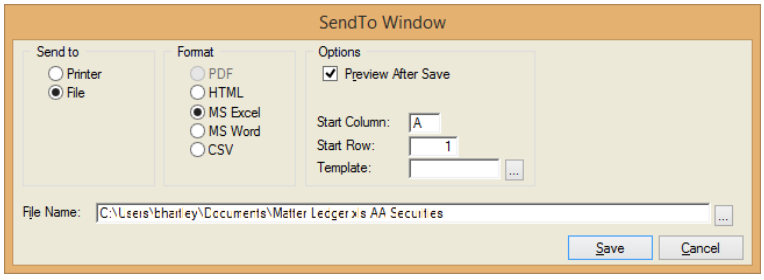
To check the period number, select **File** and **System Options**.

Please Note: If you are on VAT on Cash Receipts then ALL allocations for the current period must be done prior to doing the Period End.

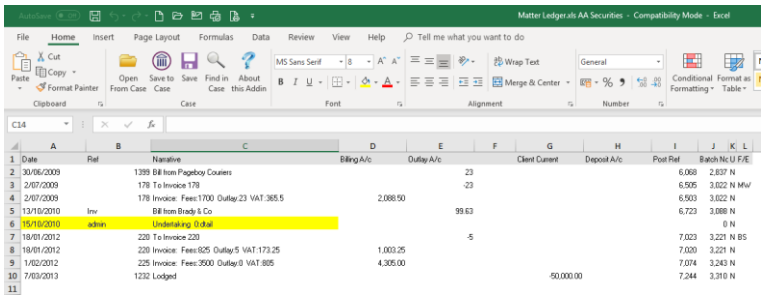
Exporting Ledgers

Keyhouse allows the user to export individual Nominal Accounts to Excel, Word or HTML.

1. Select the required Nominal Account, Matter Ledger, Debtor's Ledger or Supplier Ledger.
2. Select the SendTo option
3. Select File in the Send To, choose the format, set the options for Excel if required and choose the file location and file name.



4. Click Save to create the Excel Report.



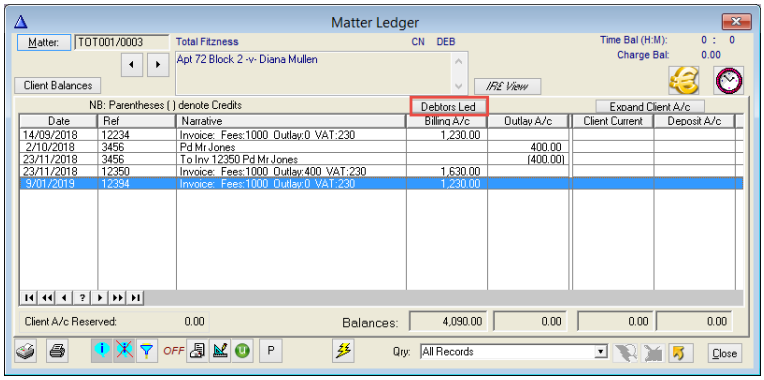
5. Alternatively select Printer and choose the printer to print without saving.

Exporting Other Reports

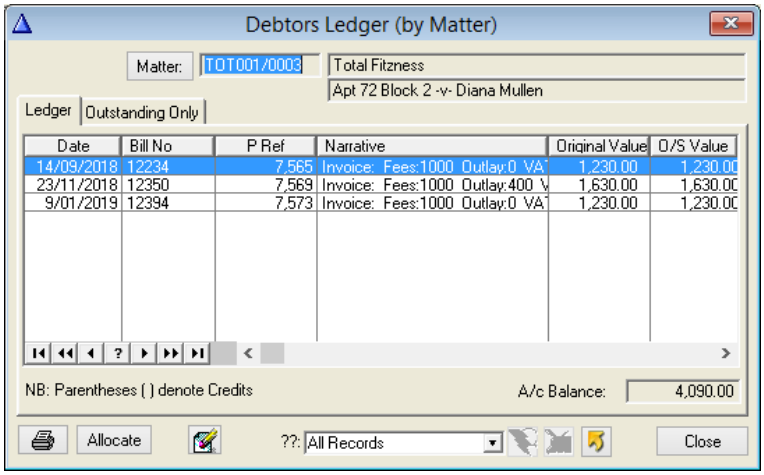
Keyhouse is changing the Reports in SAM to Crystal Reports. If the following icons are visible at the top of the preview screen when you run a report then it is possible to export to different formats such as Excel, Word and PDF.

Chapter 17 The Debtors Ledger

1. On the Menu bar click **Ledgers** and **Debtors Ledger by Matter** or open the **Matter Ledger** and click **DebtorsLed**.



2. The following screen will open. If there is a figure in the **O/s Value column** in relation to a payment received, the amount has not been allocated to an invoice. To allocate click the Allocate button. See **Chapter 14 – Allocations** (p.g.123) for further information.



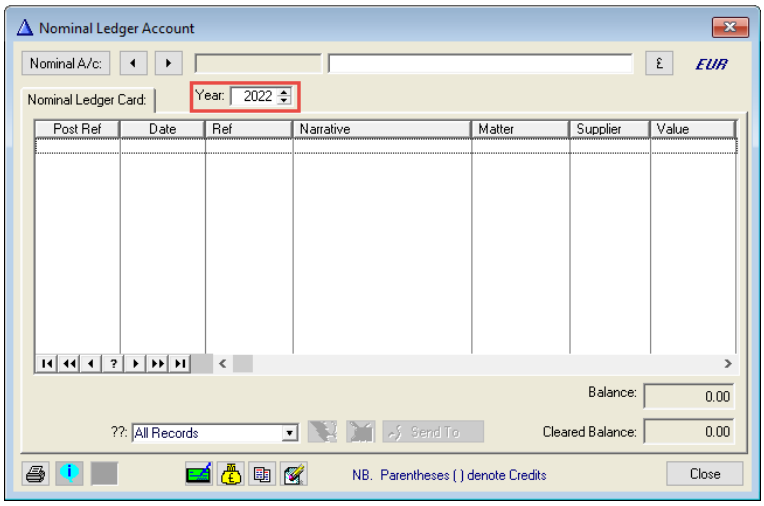
3. View outstanding invoices only by clicking on the '**Outstanding Only'** tab.
4. Click the print button (bottom left of the screen) to print the Debtors Ledger (by Matter).
5. The 'All Records' field is for Custom Queries, see Custom Queries (p.g. 34)
6. The yellow arrow is for exporting the Debtors Ledger by Matter. See Chapter 16 – Forward Posting and Month End (p.g. 139) for details on how to export ledgers.

Chapter 18 Nominal Ledger

A Nominal Ledger contains accounts for all aspects of a firm. When viewing the Nominal Ledger, all the transactions in a particular account are displayed.

To Open a Nominal Ledger

1. Click the **Bank Nominal Ledger** button on the toolbar or From the **Ledgers Menu** select **Bank Nominal/Account View**.
2. Click the **Nominal A/c** button and select the required account from the list. If required, previous years can be viewed by changing the year.



3. All the transactions are listed in order of the **Date** in which they occurred.
4. The **Post Ref** column lists the posting reference number for each transaction.
5. The reference of each transaction is listed under **Ref**.
6. The description that was entered in each transactions form is listed under **Narrative**.
7. The Matter, if any, the transaction is related to, is displayed in the **Matter** column.
8. The supplier, if any the transaction is related to, is displayed in the **Supplier** column.
9. The value of the transaction is listed under **Value**.
10. The account balance is displayed in the **Balance** box.
11. Add and remove Comments using the **Comment** buttons. See the section on **Custom Queries** (p.g. 34) for further information.
12. Click **Close** to close the window.

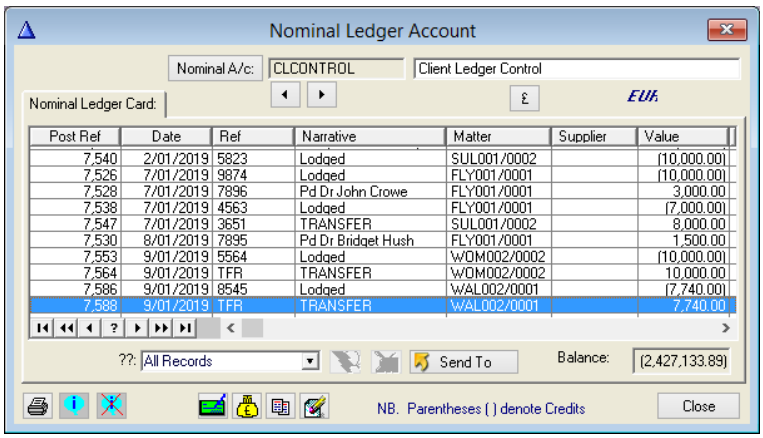
Nominal Ledger Reports

Like the Matter Ledger, there are three types of Nominal Ledger reports, the report generated when the nominal Ledger is printed, the Nominal Ledger Full Detail Report and the Nominal Ledger Multiple Detail Report.

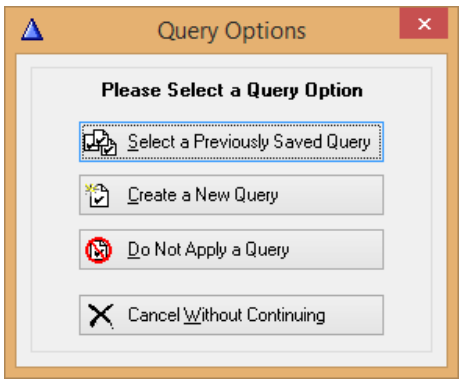
The Bank/Nominal View

This report is generated when the print button is pressed in the Nominal Ledger window. It generates a report on the total Nominal Ledger.

1. In the **Nominal Ledger** window, select the Nominal to be reported on.

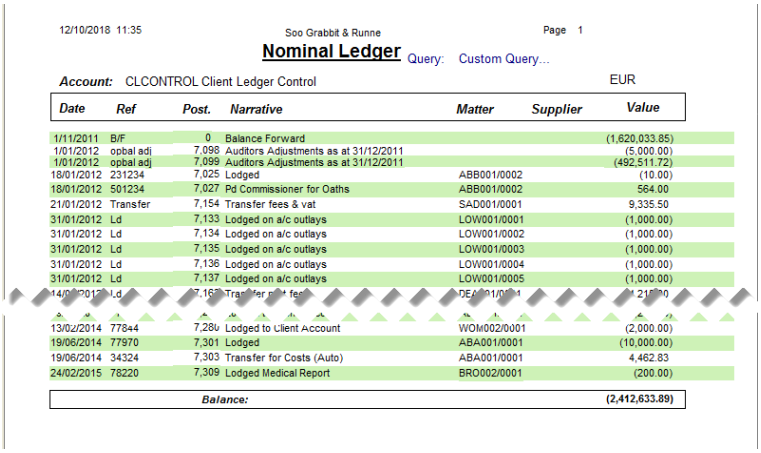


2. Click the **Print** Button.
3. The following dialog box appears.



4. Queries can be created to help analyse the information. See the section **To Create a Query** (p.g. 35) for information on queries. For the report, click **Do not Apply a Query.**
5. The report will generate and will take a few seconds depending on the size of the nominal ledger.

6. The **Report Preview** is opened.



12/10/2018 11:35 Soo Grabbit & Runne Page 1

Nominal Ledger Query: Custom Query...

Account: CLCONTROL Client Ledger Control EUR

Date	Ref	Post.	Narrative	Matter	Supplier	Value
1/11/2011	B/F	0	Balance Forward			(1,620,033.85)
1/01/2012	opbal adj	7,098	Auditors Adjustments as at 31/12/2011			(5,000.00)
1/01/2012	opbal adj	7,099	Auditors Adjustments as at 31/12/2011			(492,511.72)
18/01/2012	231234	7,025	Lodged	ABB001/0002		(10.00)
18/01/2012	501234	7,027	Pd Commissioner for Oaths	ABB001/0002		564.00
21/01/2012	Transfer	7,154	Transfer fees & vat	SAD001/0001		9,335.50
31/01/2012	Ld	7,133	Lodged on a/c outlays	LOW001/0001		(1,000.00)
31/01/2012	Ld	7,134	Lodged on a/c outlays	LOW001/0002		(1,000.00)
31/01/2012	Ld	7,135	Lodged on a/c outlays	LOW001/0003		(1,000.00)
31/01/2012	Ld	7,136	Lodged on a/c outlays	LOW001/0004		(1,000.00)
31/01/2012	Ld	7,137	Lodged on a/c outlays	LOW001/0005		(1,000.00)
13/02/2014	77844	7,280	Lodged to Client Account	WOM002/0001		(2,000.00)
19/06/2014	77970	7,301	Lodged	ABA001/0001		(10,000.00)
19/06/2014	34324	7,303	Transfer for Costs (Auto)	ABA001/0001		4,462.83
24/02/2015	78220	7,309	Lodged Medical Report	BRO002/0001		(200.00)
			Balance:			(2,412,633.89)

7. To move from pate to page in the report, click on the arrows in the **Page** box.

8. To display more than one page on the screen at a time click on the arrows in the **Across** box to select the number of pages across and the arrows in the **Down** box to select the number of pages down.

9. To **zoom** in on the page click the Zoom button or select the type of Zoom from the Zoom Menu.

10. To **exit** the report without printing it, click the Exit button or select Exit from the File Menu

11. To **print** the report, click the Pint button or select Print from the File Menu

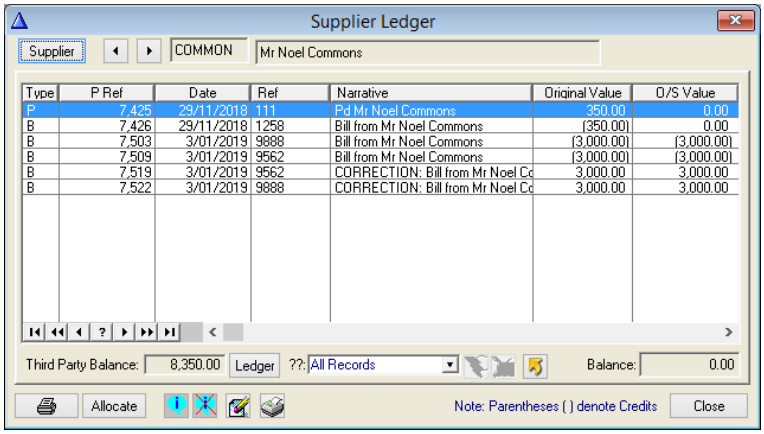
Chapter 19 The Supplier Ledger

The Creditors or Supplier Ledger shows all invoices received and Bills and payments made to a supplier.

To Open a Supplier Ledger

1. To open the **Supplier Ledger,** click on the **Creditors Ledger** button on the toolbar or from the **Ledgers Menu** select **Creditors Ledger Account**.

2. Click the **Supplier** button to select the required creditor.

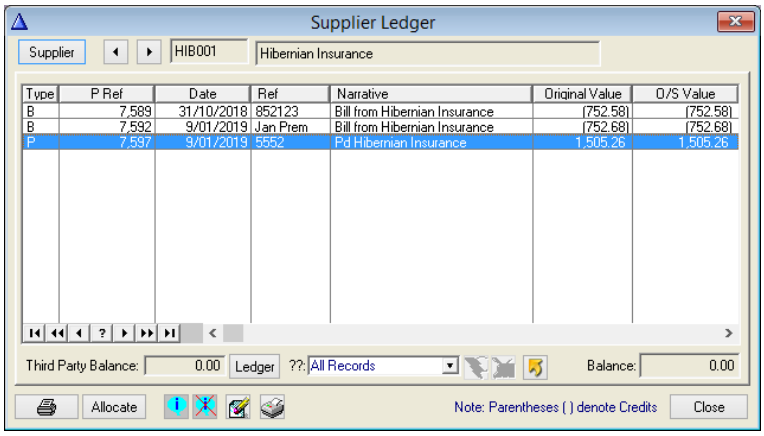


3. In the Ledger, all the Bills and payments are listed in order of the **Date** on which they occurred.
4. The codes in the **Type** column denote the type of transaction. E.g. 'B' is a Bill, 'P' is a payment, etc.
5. The **P Ref** column lists the posting reference number for each transaction.
6. The reference of each transaction is listed under **Ref**.
7. The description that was entered in each transactions form is listed under **Narrative**.
8. The original value of the Bill or payment is listed under **Original Value** and any outstanding value is listed under **O/S Value**.
9. The account balance is displayed in the **Balance** box.
10. If the supplier has been treated as a third party due to the services supplied, the total amount paid to date is displayed in the **Third-Party Balance** box.
11. To view the third party, click the **Ledger** button.
12. To print a report on the Ledger click **Print**. The report is displayed in the **Report Preview** window.

Allocating Payments/Credit Notes

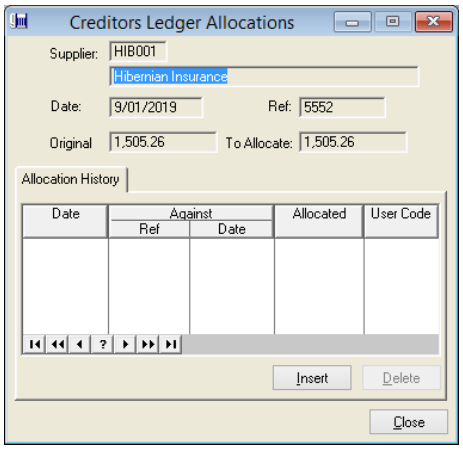
It is possible to allocate payments against an outstanding Bill in the Creditors Ledger as well as in the payments form.

1. In the **Supplier Ledger,** select the payment or Credit Note to be allocated.

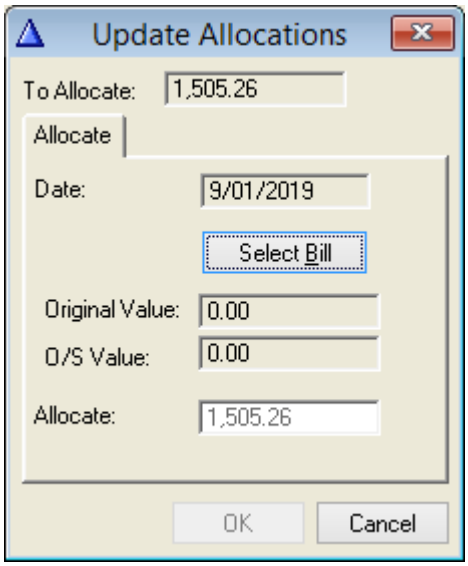


2. Click **Allocate.**

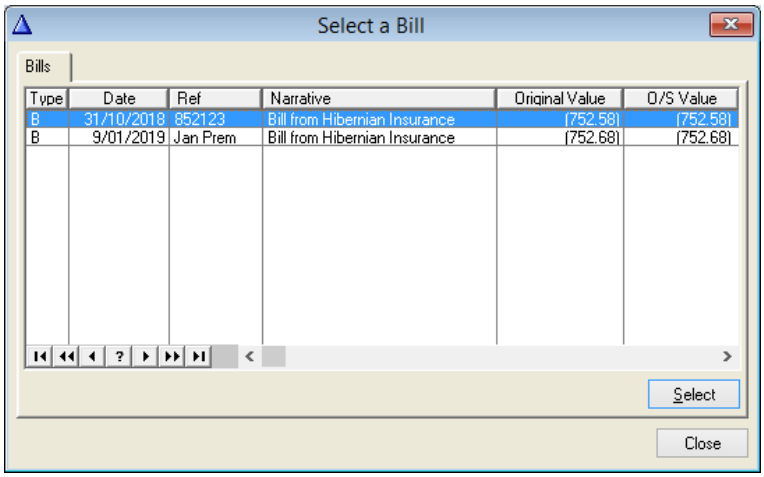
3. In the **Creditors Ledger Allocations** window click **Insert**.



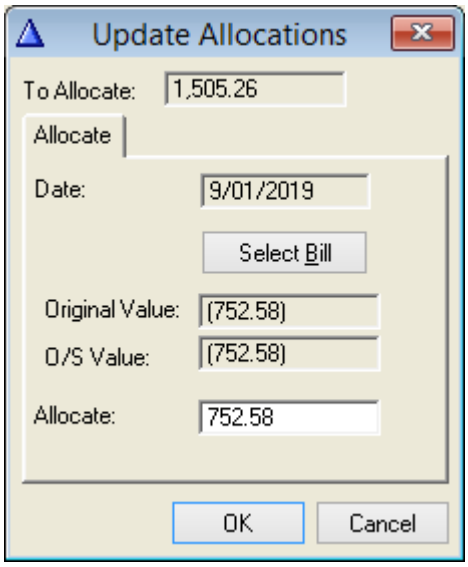
4. Enter the allocation details in the **Update Allocations** form



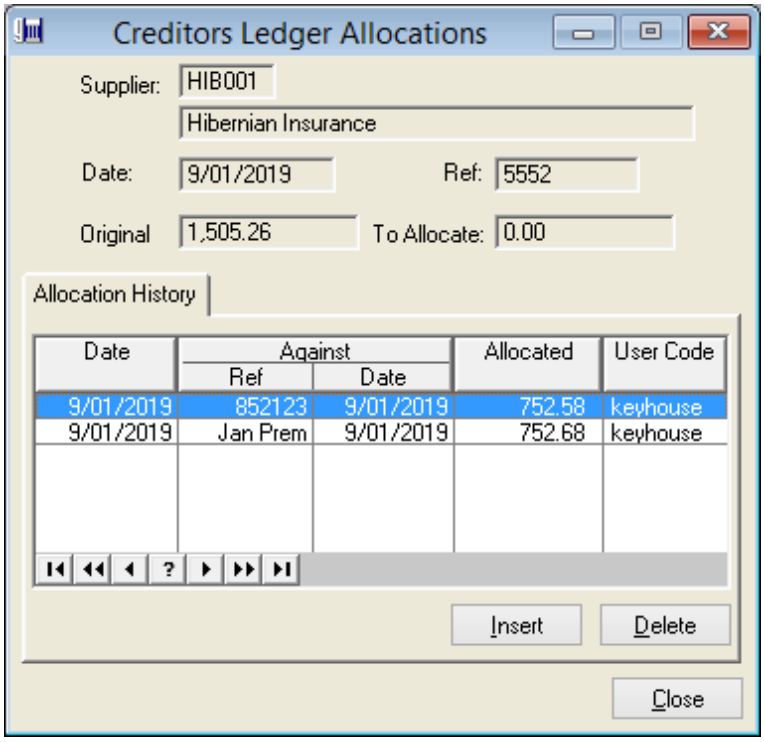
5. Click **Select Bill** and select the outstanding Bill from the list.



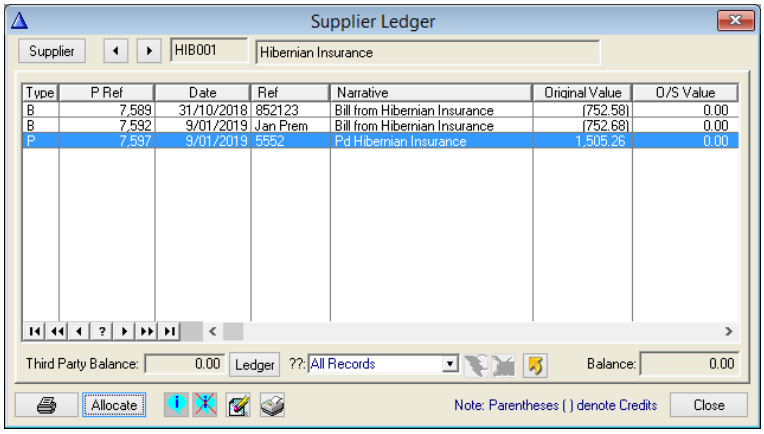
6. Modify the allocation if the payment is to cover more than one invoice.



7. Click **OK** and repeat as needed to complete the allocation.



8. Click **Close**



9. The Outstanding Value is now zero for all allocated invoices.

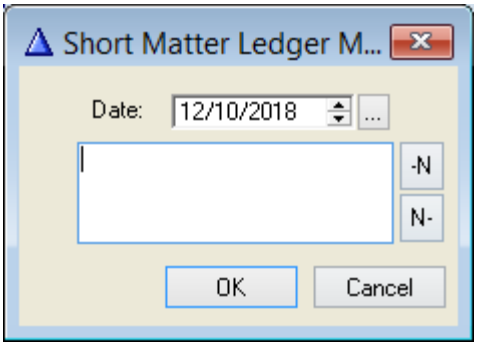
Comments

The Comment button allows the user to enter a comment line on the Ledger. The comments are dated and will be in sequential order. Comments may be removed by clicking on the Add/Remove button.

Adding Comments

1. Click on the **Add Comments** button.

2. In the **Comments on Creditors Ledger** form, the **Date** defaults to today's date. To change the date, click on the arrows or click on the lookup button to select a date from the calendar.
3. Enter the comment in the box provided.
4. Click **OK**.
5. The comment is then entered under the last transaction listed in the **Supplier Ledger**.



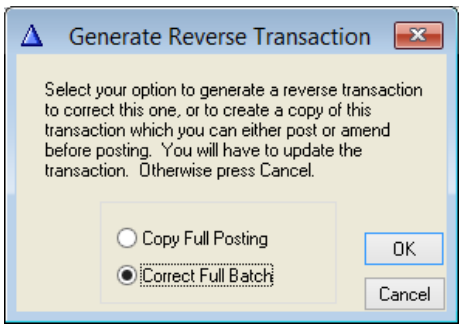
Removing Comments

Unlike comments on the Matter Ledger, everyone can delete comments on the Creditors Ledger.

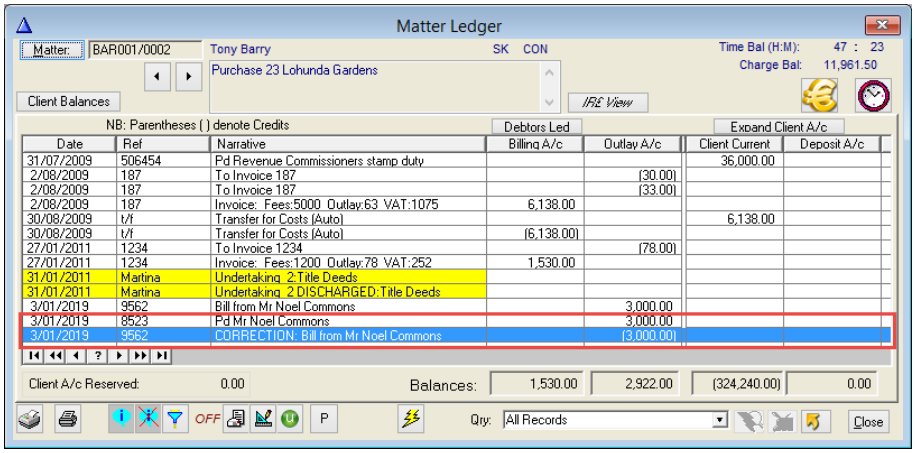
1. Select the comment and then click the **Remove Comments** button.
2. Click **OK** to accept the warning.

Corrections

1. Open the Supplier Ledger
2. Select the line to be corrected and click on **Reverse/Copy the Selected Transaction** button.
3. Click on **Correct Full Batch** and the system will do the correction for you.



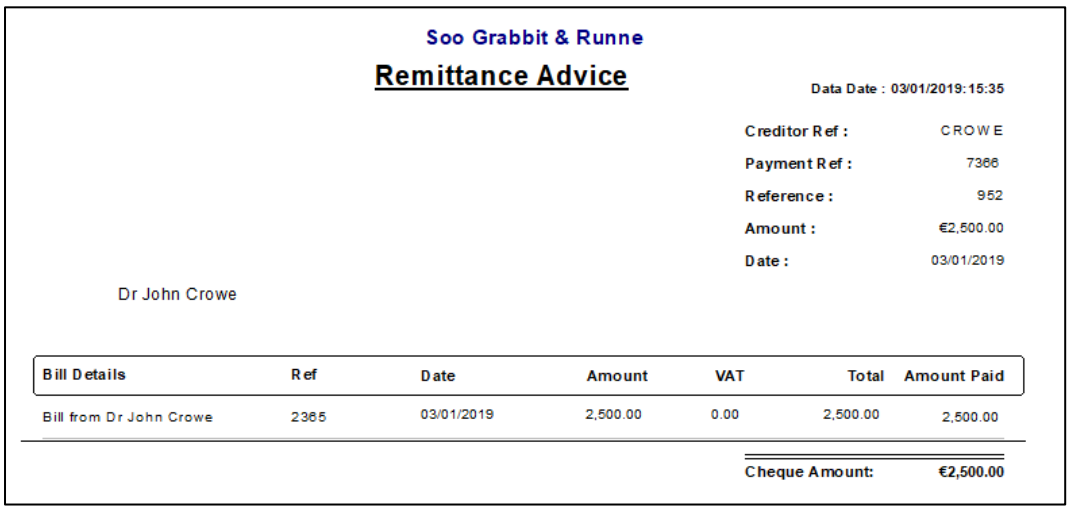
4. Click **OK**
5. Click Update the Bill and Close
6. To see the correction, close the Supplier Ledge and reopen.



NOTE: Corrections cannot be carried out on entries from previous years, reconciled or allocated transactions. They must be entered manually as a separate minus transaction.

Remittance Advice

If the Supplier emittance option is turned on in the System Options, a Supplier Remittance will print automatically if the payment is allocated at the time of posting. However, it is possible to print a remittance at any time by clicking the Print Supplier Remittance for selected payment icon.



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Remittance Advice

Data Date : 03/01/2019:15:35

Creditor Ref :	CROWE
Payment Ref :	7366
Reference :	952
Amount :	€2,500.00
Date :	03/01/2019

Dr John Crowe

Bill Details	Ref	Date	Amount	VAT	Total	Amount Paid
Bill from Dr John Crowe	2365	03/01/2019	2,500.00	0.00	2,500.00	2,500.00

Cheque Amount: €2,500.00

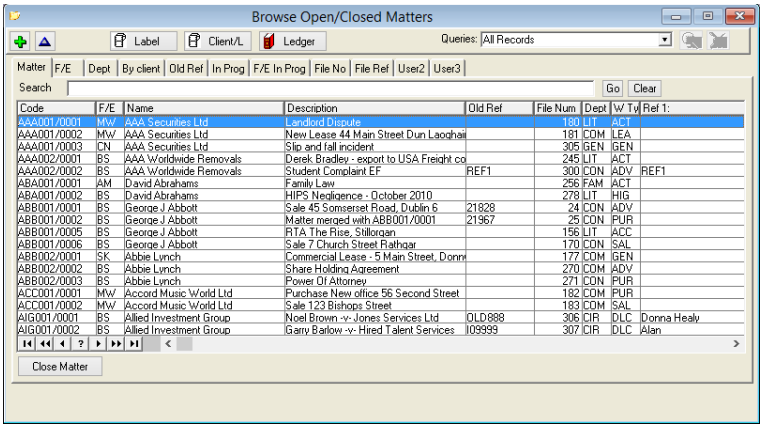
Chapter 20 The Archive

Closing Matters

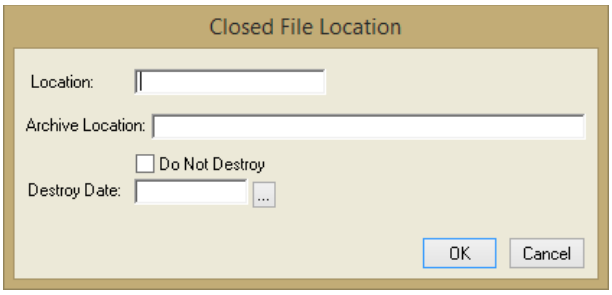
Closing matters that have no activity and have a zero balance means that the Open Matter List is only showing matters that are current. SAM 3.6 allows the user to close a Matter but also to re-open it again if necessary. Where possible matters should be closed through the Keyhouse Framework rather than in SAM 3.6. However, if the Framework is not being used, the following process can be used to close matters.

To Close a Matter

1. From the **Items Menu** select **Close Matter**.
2. In the **Close Matters** Browser select the Matter to be closed.



3. Click **Close Matter**.
4. The following dialog box appears.



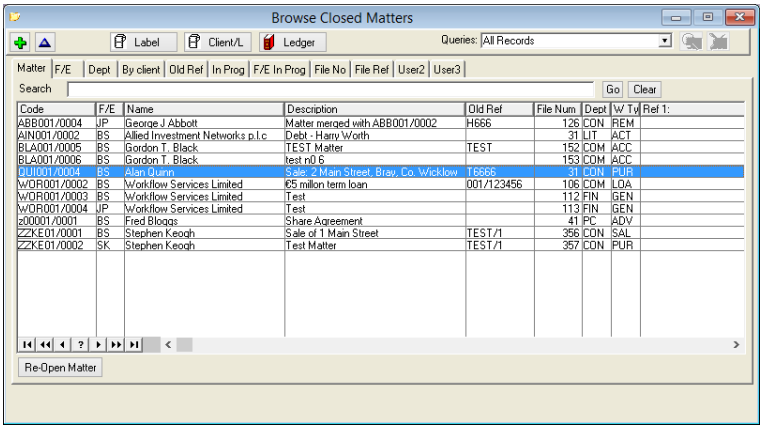
5. Enter the relevant information and select OK to close the Matter.
6. The **Browse Stored Items for the Closed Matter Browser** is displayed.
7. Click **Close** to close the browser.
8. A warning box stating that the Matter has been closed is displayed. Click **OK**.

9. If a matter has any outstanding financial transactions or open tasks in the Framework, a warning message appears detailing the reasons the matter cannot be closed.

The Archive

When a Matter is closed it is not automatically deleted. It is stored in an archive, which can be accessed through the Queries menu. The Matter Ledger can be viewed as can all details such as fee earner, third parties etc. A destroy date can be set on the Matter.

1. From the **Queries Menu** select **Archive Enquiry**.
2. The **Closed Matters Archive browser** is displayed which lists the closed Matters in alphabetical order.
3. **Select** a Matter.



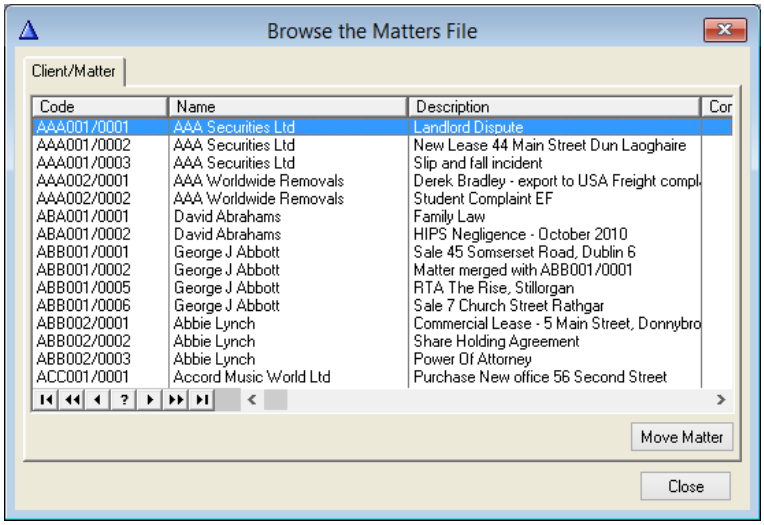
4. To reopen the matter, click the **Reopen Matter** button.
5. To view the Matter Ledger, click the **Ledger** button.
6. To view and edit the matter details, double click on the matter.
7. Click **OK** to save any changes or click **Cancel** to close without saving.

Moving Matters

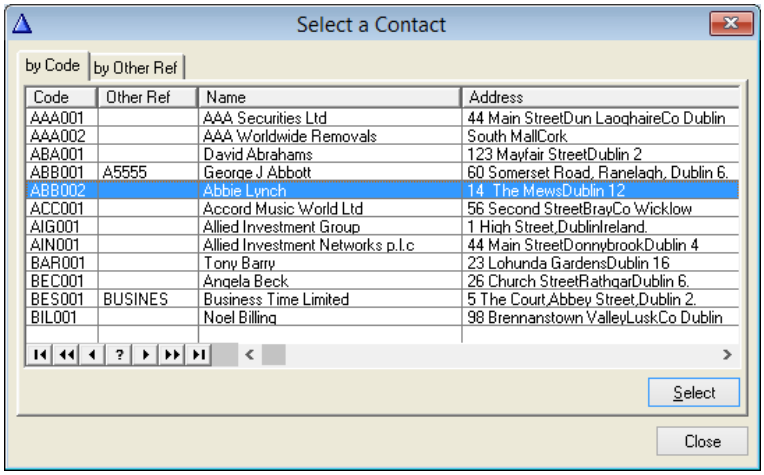
If a matter has been set up against the wrong client, this function is used to move a matter to another client. This function is primarily carried out in the Case Management system as the matter may have considerable additional data recorded that is not visible in the SAM system. This function should only be used in SAM when the Case Management system is not being used.

1. Create a **Contact/Client** if required.

2. From the **Items** Menu select **Move** Matter.
3. The **Matter File** Browser is displayed.



4. Select the **Matter** to be moved.
5. Click **Move Matter**.
6. The **Select a Contact** list is displayed.



7. Select a contact and click **Select**.
8. A **Confirmation** box is displayed. Click Yes to complete the move.
9. The Matter is now visible under the new contact/client.

NOTE: Matters can only be moved one at a time. It is not possible to move Matters in batches. Once a Matter is moved it is possible to view the old references in the **Archive Enquiry Browser,** but it is not possible to reopen the old matter.

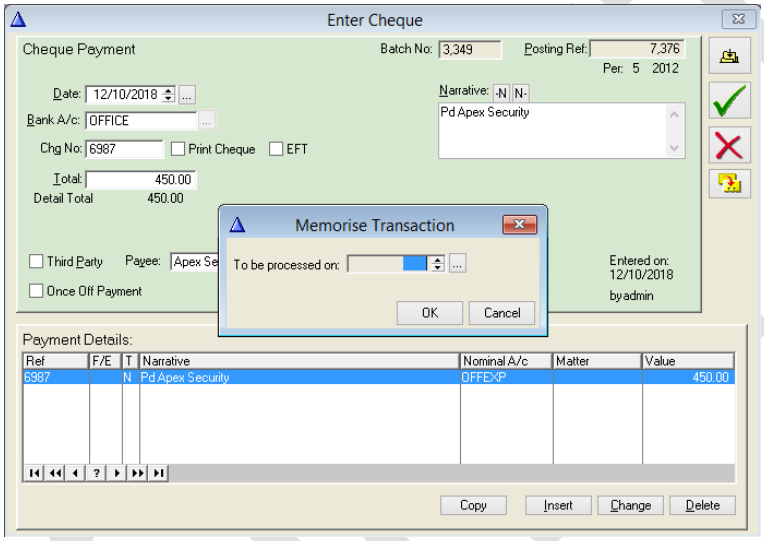
Chapter 21 Memorised Transactions

Memorised Transactions may be used for transactions such as Standing Orders, Direct Debits, etc, where you are regularly entering the same posting. Once created, you can forget about the item until it appears in the **Memorised Transactions Due** window of the **Welcome Screen**.

Creating a Memorised Transaction

To create a Memorised Transaction, open the relevant posting form from the Toolbar. Any type of transaction can be created as Memorised Transaction. In this example, a **Cheque** is used.

1. Enter the payment with all required details or bring one already posted to screen.
2. Once all details are in, click the **Memorised Transactions** button on the right.



3. Fill in the next date in the future when you will be posting this cheque and click **Ok**.
4. Your transaction has now been saved on the **Memorised Transactions Browser**. See the following section for posting.
5. Post the payment in the normal way.

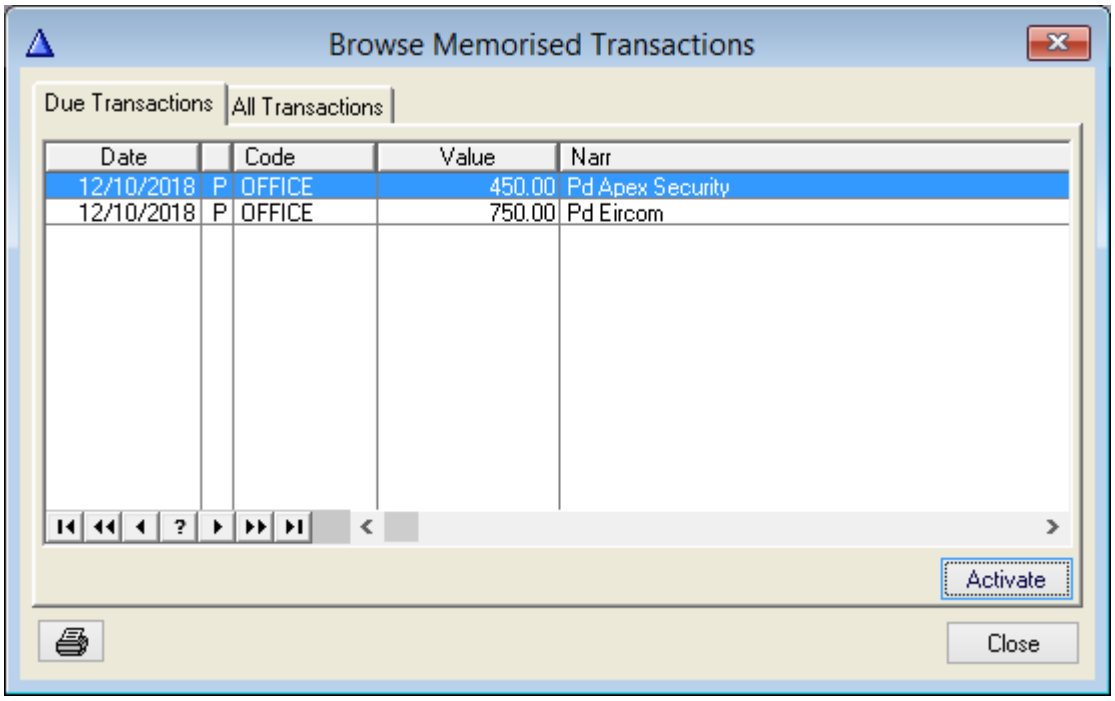
Posting a Memorised Transaction

As memorised transactions are created, they are added to the **Memorised Transactions Browser**. To view this, click **Entries** and **Memorised Transactions** or double click on the Toolbar icon.

On the date due, the transaction will appear on the Welcome Screen as a reminder.

1. Double click on the icon above

2. On the due date the transaction will be on the **Due Transactions** tab. When first posted it may be viewed in the **All Transactions** tab.



3. To update the transaction, click once on the transaction to highlight it and click Activate. Enter the new Cheque Number and other fields as appropriate for the posting and update.

4. The following dialog box appears

5. Click Yes to set a new memorised transaction or No to cancel.

Chapter 22 Reporting in SAM 3.6

There are two different kinds of report on the SQL version of the system:

Clarion Reports

The **Ledger Menu** displays the **Clarion Reports**. These are mainly the everyday reports – e.g. Cheques Journal, Cash Book, Bank Transfers and the Fees, Purchases and Journal reports.

Crystal Reports

These reports may be found under the Reports Menu or run from Reports/Crystal Reports. A lot of these reports may be exported to Excel, Word or HTML.

Rather than listing all the reports here, it is a good idea to run through the reports yourself to see which ones will be appropriate to your office.

A list of the most commonly used month end reports is as follows:

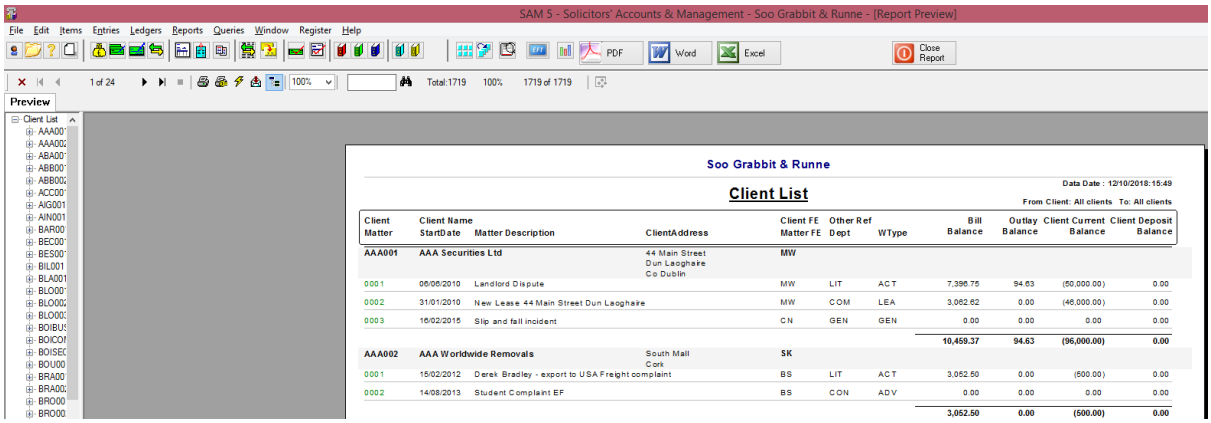
- System Reconciliation
- Profit and Loss
- Balance Sheet
- Trial Balance
- Matter List
- Aged Debtors
- Aged Creditors
- FNL
- VAT Report (2 monthly)
- Exception Reports - Client Account Debit Balances
  Office Account Credit Balances

These reports can be added to the My Reports section to make for easy future access.

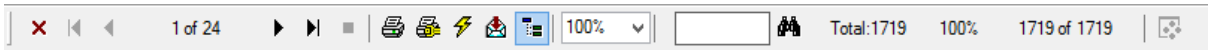
Normally the Bank Reconciliation is completed before doing the Month End Procedure.

Crystal Report Preview

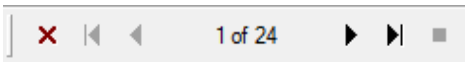
All the Crystal reports are shown in the following format.



Toolbar



The Toolbar allows the user to view the report page by page, print and refresh the report as well as search for specific recordds.

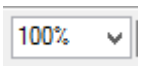


Use the arrows to move forward and back through the report

Print button will allow the user to set the print requirements such as no of copies while the print settings button enable the user to choose the printer.

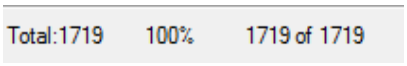
Report refresh button

Export reports to another program



Show/Hide the Preview Pane

Search for specific records

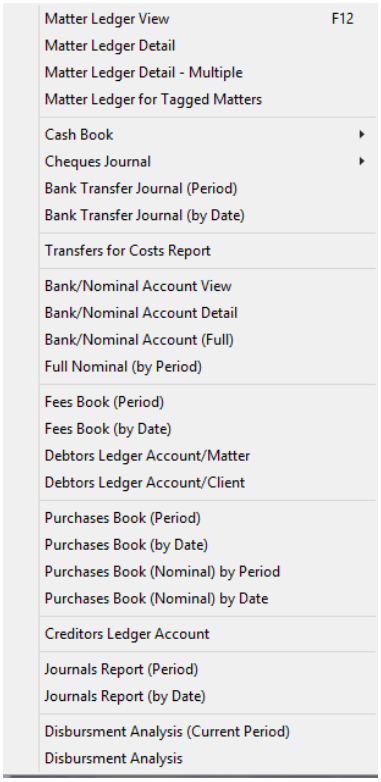


No of records found

Exporting a Report to PDF, Word or Excel

In addition to using the Export Button on the Taskbar, it is also possible to export to PDF, Word or Excel by clicking directly on the Icon.

Ledger Menu — Monthly Reports



This menu displays all the reports you may want to check regularly on a day-to-day/monthly basis. It is best to check them out in relation to your own Company and decide what is needed.

The **Matter Ledger for tagged matters** in the first section allows you to tick various matter ledgers within a date range and print them.

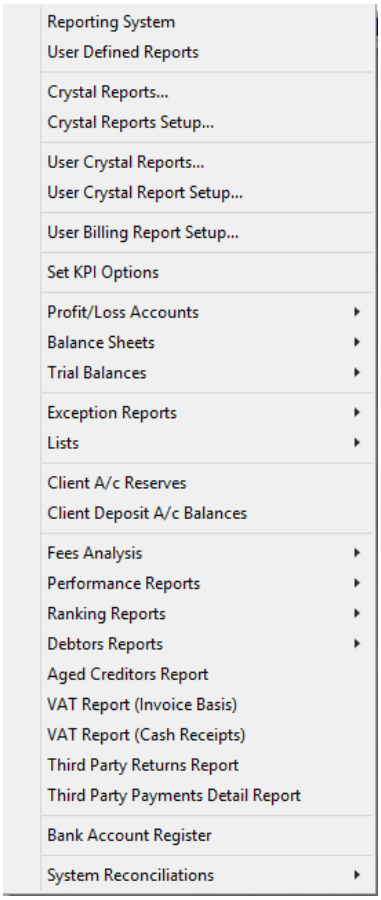
To see the lodgements in the **Cash Book** or **Cheques posted** within a period or date range, select the **Cash Book or Cheques Journal,** select Full and fill in the dates on screen.

If you are not using the Keyhouse Bank Reconciliation, the **Cash Book, Cheques Journal and Transfer for Costs** reports will give the necessary information on postings. Select the **bank account** and **date/period number** and the **Full** report to get the most information.

If you are comparing two reports, always make sure they are both by period or both by date to be correct.

All reports may be printed or analysed on screen.

Reports Menu — Management Reports



The Reports Menu shows the crystal reports. The reports that are used most are available under the Reports Menu, but other options may be found under **Reports**, **Crystal Reports** or, if special reports have been written for your company, they may be under **Reports**, **User Crystal Reports**.

Reports may usually be taken off by period or date except for VAT which is always by period. You will be given all the options on the report when you go to generate it.

All reports come to screen first. You can decide to analyse them on screen or print or cancel.

Double click on the report you are looking for and, depending on which one you choose, it will either bring you into a sub menu or open the report.

Profit and Loss, Balance Sheet and Trial Balance - are all on this Menu and may be printed with or without Forward Balances and by Period or Date.

Exception Reports - these include the Client Debit Balance and Office Credit Balance reports. If the report flashes up and disappears there is no information to report on.

Lists – **include the Matter List reports**

Fees Analysis - Breakdown of fees issued or fees received by Department and Worktype.

Debtors – Aged Debtor Report

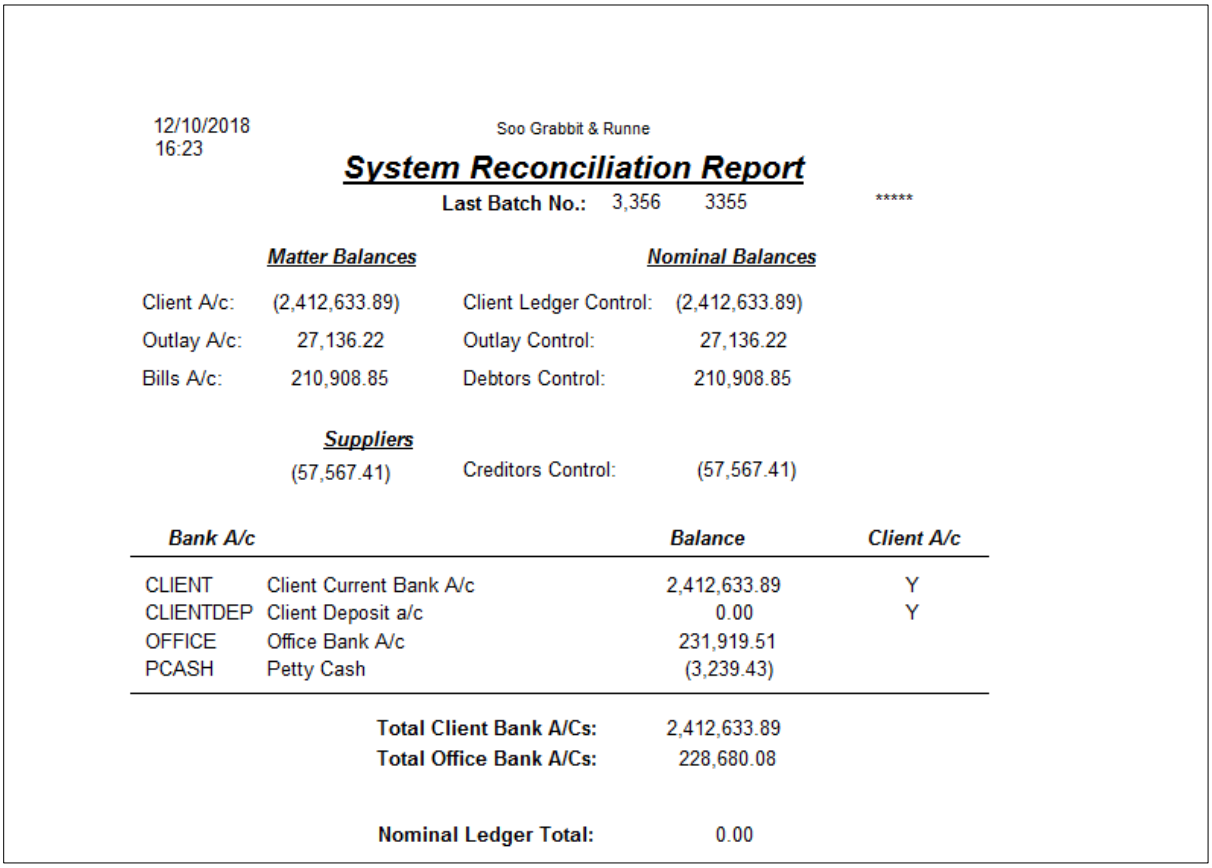
VAT Reports - The SAM 3.6 System contains two VAT reports – Invoice basis and Cash Receipts basis. Choose whichever one is appropriate. The reports list the transactions relevant to VAT grouped by type and rate. Each group has a sub-total. Extract the totals for entry to your VAT return.

Note: It is imperative that all allocations are done if you are on VAT on Cash Receipts. The receipt only goes on the VAT report when the allocation is done.

The System Reconciliation Report

This is very important in checking your system is in balance.

If you are posting on a daily basis, it is recommended that this is run daily, and a hard copy filed. This means if the report goes out you can trace back to the batch where everything is in balance and save time in finding the problem.



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System Reconciliation Report

Last Batch No.: 3,356 3355 *****

	Matter Balances		Nominal Balances
Client A/c:	(2,412,633.89)	Client Ledger Control:	(2,412,633.89)
Outlay A/c:	27,136.22	Outlay Control:	27,136.22
Bills A/c:	210,908.85	Debtors Control:	210,908.85
	Suppliers		
	(57,567.41)	Creditors Control:	(57,567.41)

Bank A/c		Balance	Client A/c
CLIENT	Client Current Bank A/c	2,412,633.89	Y
CLIENTDEP	Client Deposit a/c	0.00	Y
OFFICE	Office Bank A/c	231,919.51	
PCASH	Petty Cash	(3,239.43)	

Total Client Bank A/Cs: 2,412,633.89
Total Office Bank A/Cs: 228,680.08

Nominal Ledger Total: 0.00

- On the top of the report you can see the Last Batch No.
- On the left of the report you have the total matter balances for the Client, Outlay and Billing accounts and also Suppliers.
- On the right you have the nominal balances of the Client ledger Control account, the Outlay Control and the Debtors Control and the Creditors Control. The left and the right sides of the System Reconciliation report should always agree. The Client Banks should also agree with the Client balances and the Client Ledger Control Account.
- The Nominal Ledger Total should always = 0.00.
- Differences on the report will be highlighted with asterisks against the figures on the right-hand side. Asterisks against the batch no are not normally a problem.

If there is a difference, it is advisable to try and find it as soon as possible. Check back on the filed reconciliations to see when the system was balancing correctly. Check the batches entered since in case a mistake has been made.

The Movements Report

This is the Audit Trail on the system.

Query Batches

If you are searching for a particular batch then you can find it from this listing and drill down to see how it was entered.

Professional Indemnity Reports

Keyhouse has included reports to make reporting to the insurance companies easier. They may be accessed by clicking on **Reports, Crystal Reports** and **PI Reports**. They include the Firm Case Analysis Report, Undertakings Report and the Statute of Limitations Report which may be taken off as all entries, filtered as discharged only or not discharged.

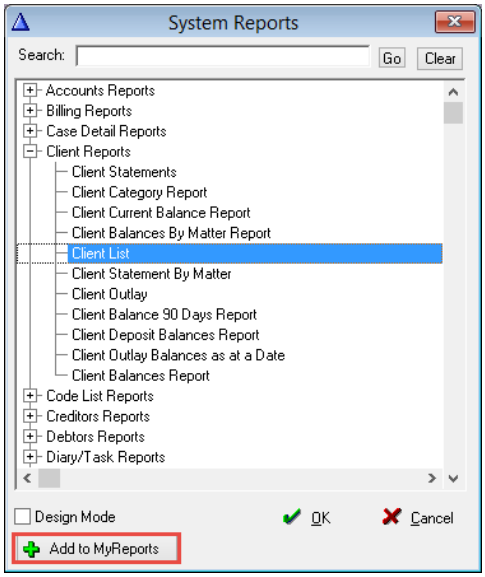
Key Performance Indicator Reports

When targets have been set for Fee Earners, the KPI Reports provides reports giving comparisons between actual and targets on an individual basis. The KPI Parameters must be set and moved forward after each month end to enable the reports to generate with accurate information. The Parameters can be set up by using the File Menu and selecting KPI Parameters. The system can also be set to do this automatically after the Period End has been run.

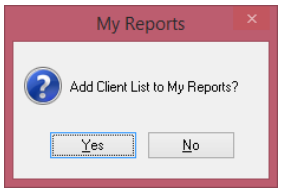
My Reports

There are a substantial number of reports available in the SAM 3.6 system. However, not all are used on a regular basis. To make it easier to locate the regularly reports, My Reports has been added to the program. This allows the user to create a list of frequently used reports rather than searching through all reports each time a report is needed.

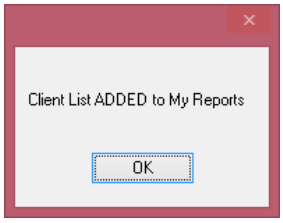
1. Click on the **Reports** Menu and select **Crystal Reports** from the list.
2. Locate the required reports.
3. Click the **Add to My Reports** Button.



4. Click Yes to add the report



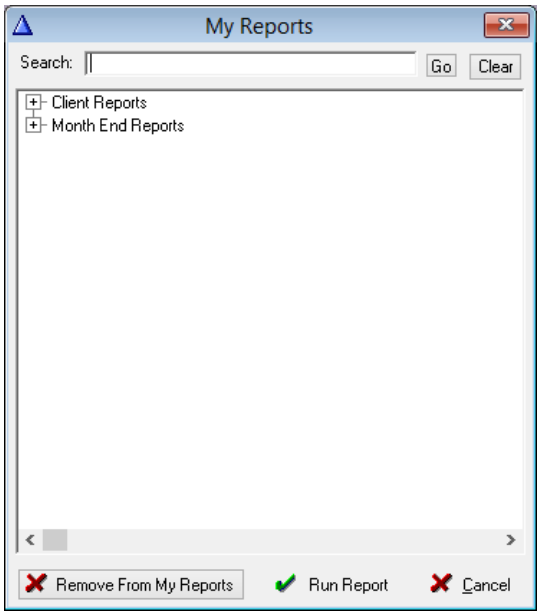
5. The following dialog box appears



6. Click OK
7. Repeat until all the required reports as added.
8. Click OK to run the report or Cancel to close the window

Using My Reports

1. Click on the **My Reports** Icon on the Toolbar to view and run reports.



2. Click on the **+** to expand the report group.
3. To **remove** a report from My Report, select the report.
4. Click **Remove from My Report.**
5. To run reports, select the report and click **Run Report** (due to Crystal limitations, double click will not work)**.**
6. Click **Cancel** to close the dialog box.

Chapter 23 Electronic Fund Transfer

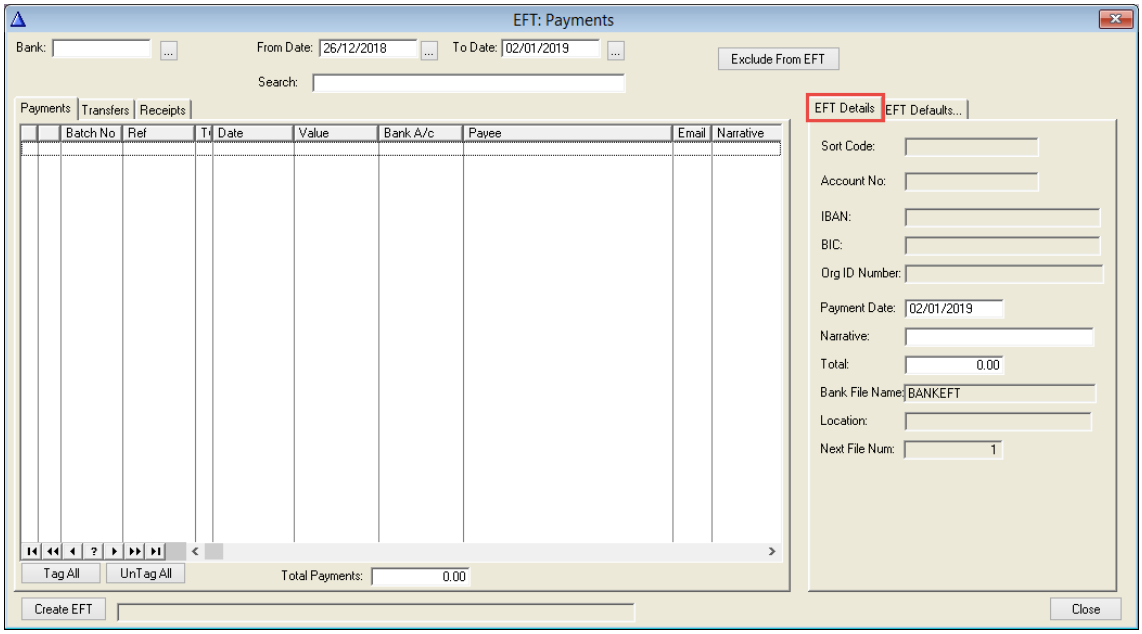
EFT will allow users to effectively and efficiently make payments both on behalf of the client and firm. It will reduce the reliance on cheques and ensure there is no delay in getting payments made once they are approved. Please contact Keyhouse Support to arrange the activation of the software.

Setting up the EFT Program

Prior to using the EFT Module, information has to be added to the system

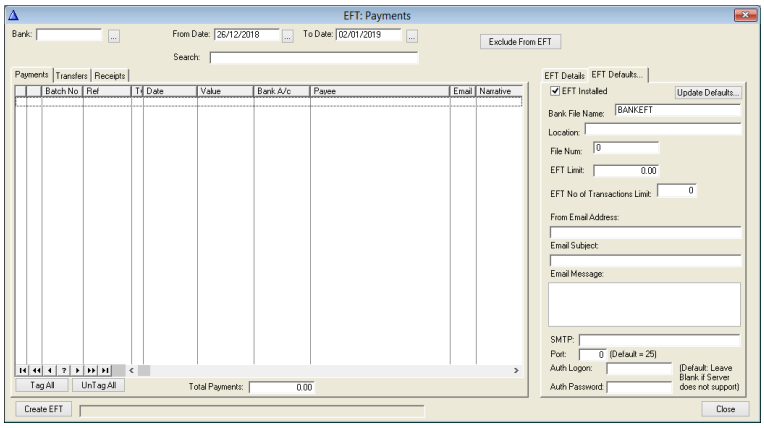
1. Click the EFT Button .

2. On the EFT Details Tab enter the required information.



Sort Code:	Picked up from the Bank that you are working on
Account No:	Picked up from the Bank that you are working on
IBAN:	Picked up from the Bank that you are working on
BIC:	Picked up from the Bank that you are working on
Org ID Number:	Picked up from the Bank that you are working on
Payment Date:	This is the Date the File will be uploaded and defaults to today's date.
Narrative:	This is the name you can give to the File eg BOI010119 ie bank and date.
Total:	This is the total of transactions to be electronically transferred.
Bank File Name:	This is set up on the EFT Defaults tab.
Location:	This is set up on the EFT Defaults tab.
Next File Num:	This is a system generated number.

3. Select the EFT Default tab and enter the required information.



EFT Installed:	Please tick this option to commence using the EFT Module
Bank File Name:	The name you want to call the file to be sent to the bank.
Location:	The location the file is saved in. You will need to check if there is a specified file location where the EFT is uploaded from either on the C:\ Drive or the Network.
File Num:	This is a system number and will increment as each EFT is done. **Note**: You can change this prior to using the EFT module, however once this is set, you should avoid making changes to this field.
EFT Limit:	This is the total value of the EFT payment that can be uploaded to the Client. **Note**: Leave as 0 to have no restriction on the Value of transactions. You may need to check with your bank if they have a restriction on the Value of entries per EFT File.
EFT No of Transactions Limit:	This restricts the number of transactions that can included in any one EFT File. **Note**: Leave as 0 to have no restriction on the number of transactions. You may need to check with your bank if they have a restriction on the number of entries per EFT File.
From Email Address:	Enter a default email address to be used to send the EFTs to the bank.
Email Subject:	Set a default subject for emails
Email Message:	Enter a default message for emails being set to the bank
SMTP:	***Clients Exchange Server Name (e.g. clientname-ie.mailprotectection.outlook.com***
Port:	Must be Port 587 (Port 25 on local PC)
Auth Logon:	Admin Logon (may not always be required)
Auth Password:	Admin Password (may not always be required)

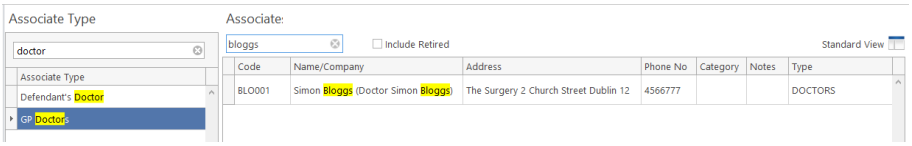
4. For information on setting up banks see the section on the Bank Account Register (p.g.25).

5. For information on setting up suppliers see the section on Opening a Supplier Account (p.g. 31).

Adding Case Associates

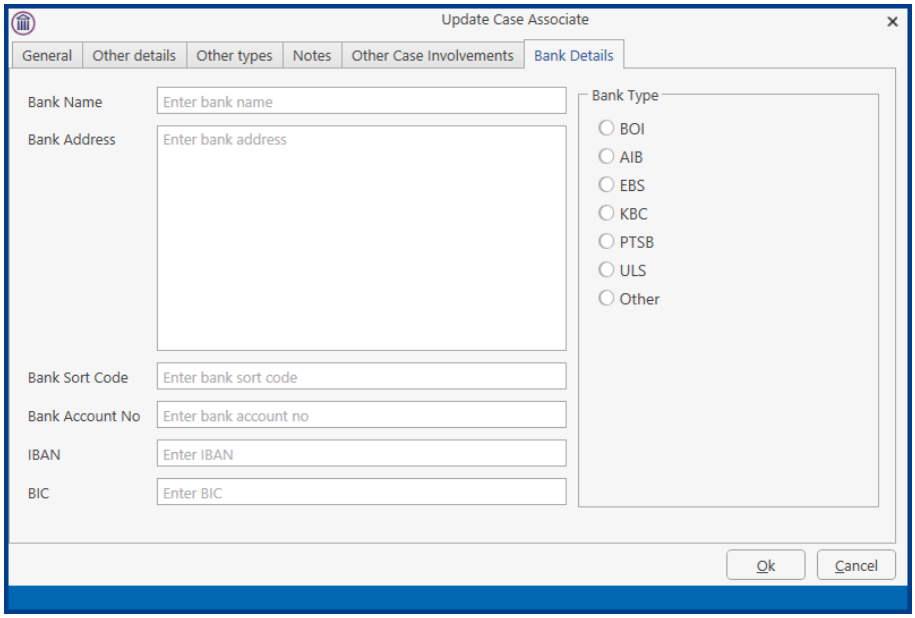
To ensure that payments can be made to case associates, they must be added to the system. This is done from the Keyhouse Framework and is usually done by a user. However, they may not have maintained the banking information.

1. Open the Keyhouse Framework
2. Click on Open Case/Matter
3. Click on Associates on the panel on the left
4. In the Associate Type search box, enter the associate category e.g. Doctor
5. In the Associate search box, enter the name of the associate



Note: If the associate's name is visible, then just select it.

6. Double click to open and click to Bank Details.
7. Enter the information and click OK.



EFT Transactions and Creating the EFT File

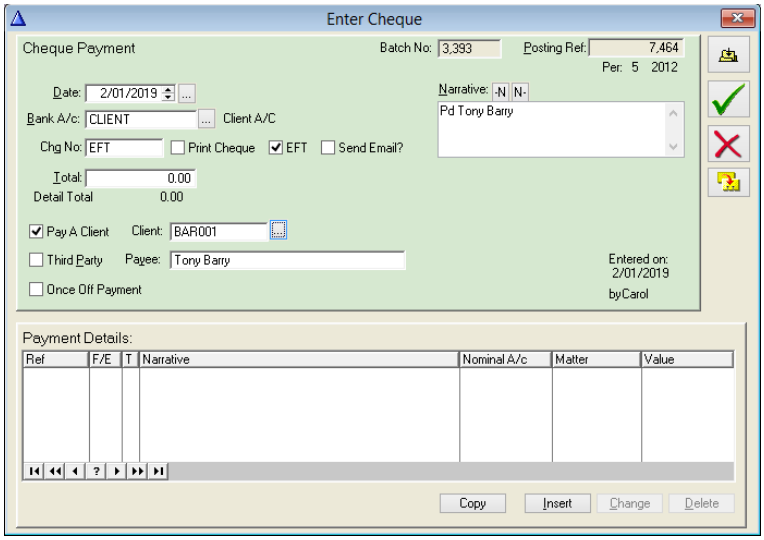
When entering a Cheque, there will be a default option tick on EFT. If you do not wish to include the payment as part of an EFT transfer, untick the EFT option. If you wish to print a cheque, tick the Print

Cheque option. Note you will not be able to choose Print Cheque and EFT at the same time. You will also need to add in a cheque number/Ref number when using EFTs.
All payees will need to be set up as Suppliers when using EFTs. This is to enable the system to capture the Payees Bank account details.

Client Payments

This allows you to make a payment to a Client.

1. Create a payment and click Insert.
2. Select a Client Bank Account and ensure that EFT is ticked.
3. Tick Pay a Client then click on the browse button to select the client.

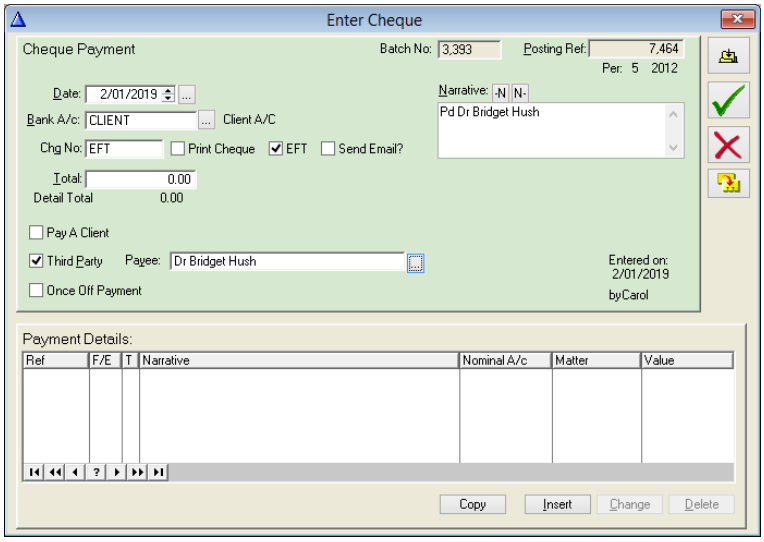


4. Click Insert and complete the payment in the normal way.

Third Party Payments

This option allows you to make payments to Third Party Suppliers on behalf of your clients.

1. Create a payment and click Insert.
2. Select the ***Client Bank Account*** option and ensure ***EFT*** is ticked
3. The Third Party then click on the brose button to select the payee

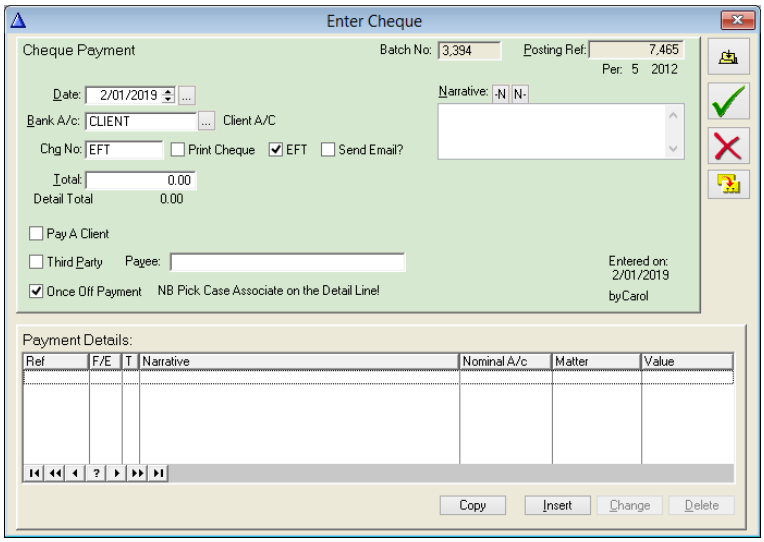


4. Click Insert and complete the payment in the normal way.

Client Only Once Off Payment

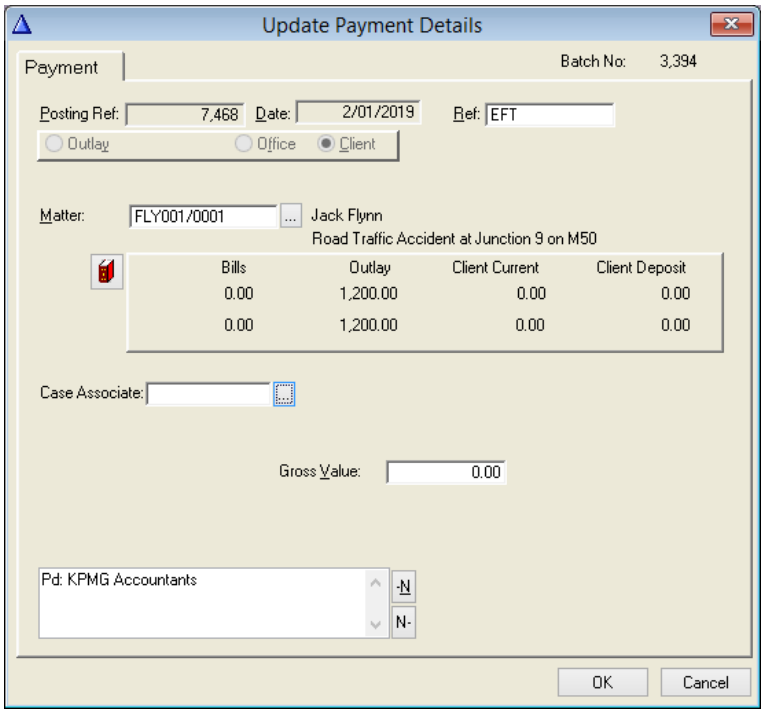
The Once Off Payment option allows you to make EFT Payments for individuals that would not be regular Suppliers, for example it allows you to pay Beneficiaries of probate electronically.
You will need to set up each of the Beneficiaries individually so that their Bank details may be recorded on the system in order for payment to be processed correctly. This should be done through the Associates option in the Keyhouse Framework.

1. Create a payment and click Insert.
2. Select a Client Bank Account and ensure that EFT is ticked.
3. Tick Pay a Client then click on the browse button to select the client.

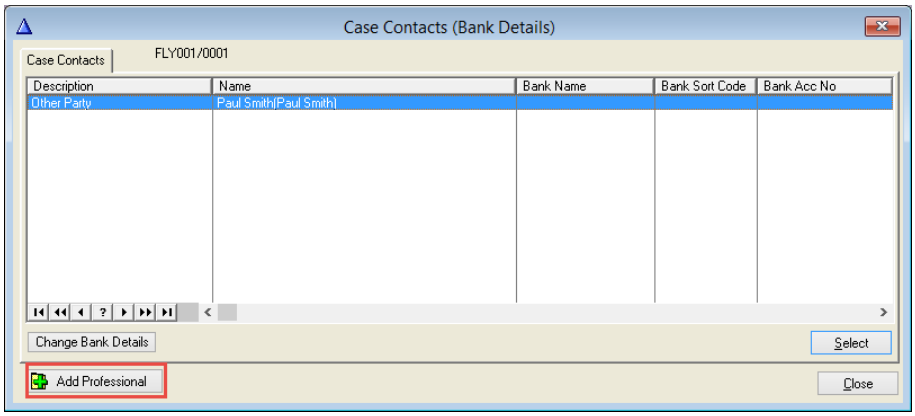


4. Click Insert.

5. Select the matter.

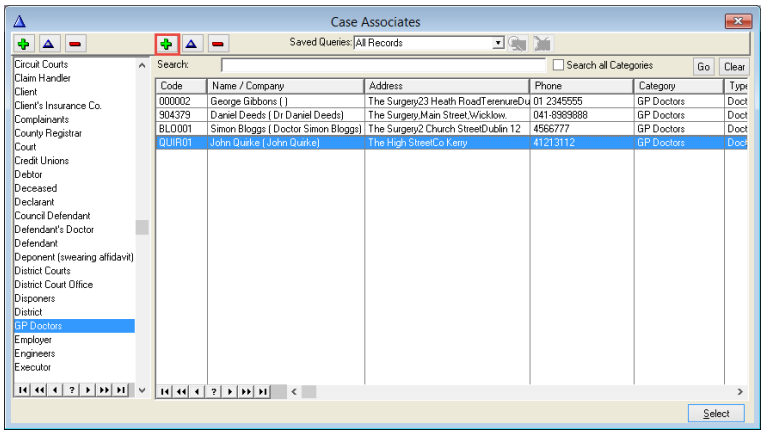


6. Click the browse button beside Case Associate to see the associates currently connected to the matter.

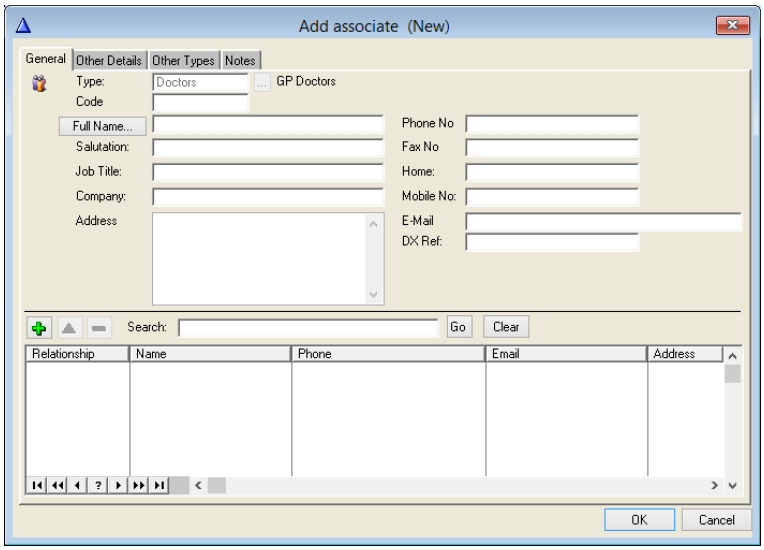


7. If the required associate is missing, click Add Professional.

8. Select the Associate Group and then the specific associate



9. If the associate does not exist, click the highlighted Green Plus to add the associated. The banking information is located on the Other Details Tab.

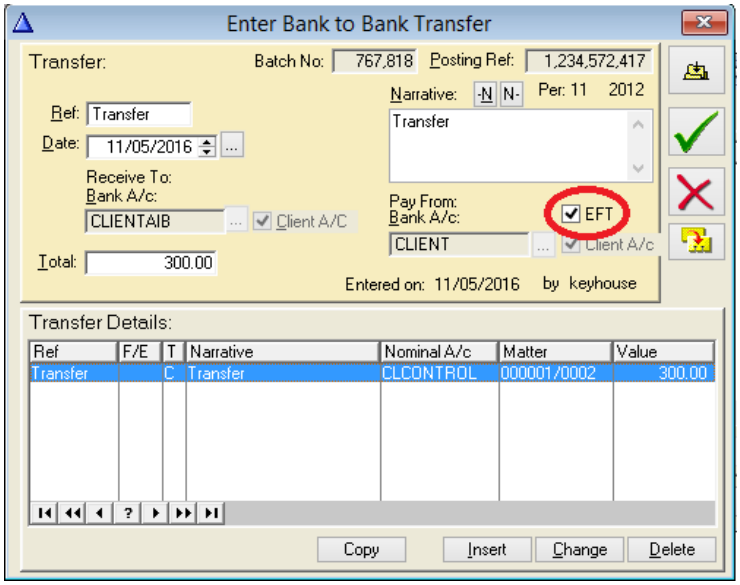


10. Click OK and then Select to add to the matter.
11. Click Select to add to the payment.
12. Enter the Gross Value of the payment and click OK
13. Complete as normal.

EFT Bank to Bank Transfers

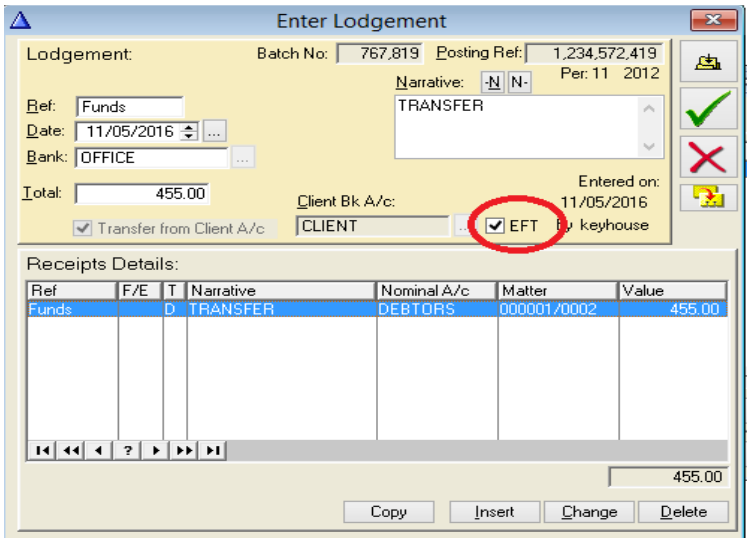
To use the Bank to Bank Transfer between client banks, you need to ensure that the Bank details for both banks you are transferring between have been setup. See Setting up the EFT Program (p.g. 162).

1. Click the Cost Transfer List Button on the main menu.
2. Enter your details as normal and ensure that you tick the ***EFT box*** for the ***Pay From Bank A/c.***



Entering an EFT Transfer from Client To Office

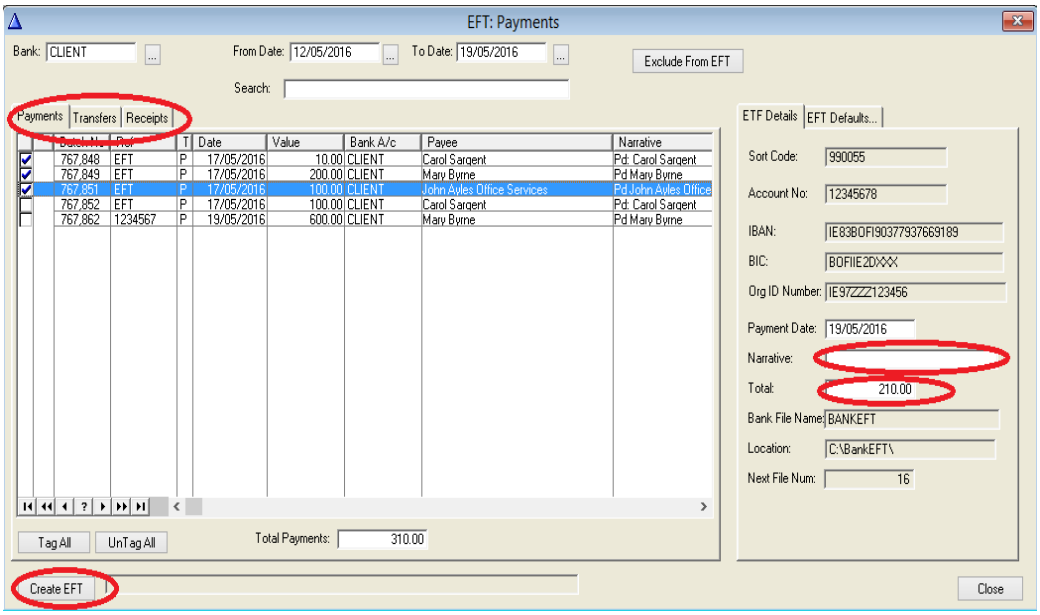
1. To transfer money from the Client to the Office click on the lodgement button .



2. Select the Office Bank and tick *Transfer from Client A/c.*
3. Tick the *EFT box* for the Client Bank Account
4. *Click* Update the transaction once the other relevant details have been entered.

Creating an EFT file

1. On the top Toolbar, click the EFT button.
2. The following window will appears.



3. Select the Bank and the date range to select the eligible ***Payments, Transfers*** and ***Receipts*** (payments done through the Lodgements Menu) bank.
4. Tick the items to include in the EFT by clicking on each Tab. The ***Total*** will increment by the value of each item that you tick.
5. Name the file in the ***Narrative*** box, eg AIB160516.
6. Click on **Create EFT** to create the file.
7. Upload the file from the saved location to your Bank, contact your Bank's EFT department should you need assistance with this.

Exclude from EFT: This allows you to mark entries that were originally included as EFT entries but now will not be included in an EFT Batch. If you do not want to include an entry on this list in an EFT batch, tick the box on the right of the entry and click on ***Exclude from EFT.***

EFT Reports

In order to print reports on the EFT programme, click on ***Reports***, ***Crystal Reports*** and ***EFT Reports***.

Bank Account Register	Gives a list of all Bank Accounts and their EFT details. You can filter by ***Open/Closed*** or ***All***.
EFT Case Associate Bank Accounts	Allows the user to check if EFT details have been added for the Case Associates. You can filter by ***Incomplete/Complete*** or ***All***. You can also filter by typing in the ***Case Associate Type***. Tick the Check box if you want to include ***deceased Case Associates***.
EFT Client Bank Accounts	Shows Clients with EFT details set up. You can Filter by ***All/Complete*** or ***InComplete*** and select a range of clients by using the ***From*** and ***To Client***.

EFT Completed Transactions	Gives a list of the transactions included in an EFT file. Type the number in ***Please enter an EFT number*** to bring up the required report.
EFT Outstanding Transactions	Provides a list of outstanding items that have not been included in an EFT transfer.
EFT Supplier Bank Accounts	Allows the user to select Suppliers with ***All/Completed*** or ***Incomplete*** bank account details. You can also select ***All\Third Party*** or ***Non third Party*** and tick to include retired Suppliers

Appendix 1 – EFT Quick Guide Sheet

Client Bank

1. Pay a Client directly – Pay the client directly, you can pay 1 or more matters for the same client.
2. Pay a Third-Party Supplier – Pay for a third-party service must be marked 3rd party.
3. Pay a Once Off Payment – Pay Case Associates e.g. Beneficiaries.

Multi Payments Client Bank

1. Pay a Client directly – Pay the client directly, you can pay 1 or more matters for the same client.
2. Pay a Third-Party Supplier – Pay for a third-party service must be marked 3rd party.
3. Pay a Once Off Payment – Pay Case Associates e.g. Beneficiaries.

Office Bank

1. Pay a Third-Party Supplier – Pay for a third-party service must be marked 3rd party.
2. Pay a Once Off Payment – Pay Case Associate e.g. Beneficiaries.
3. Pay a Supplier – Enter the Payee as normal, do not tick either option for 3rd party or once off supplier.

Multi Payment Client Bank

1. Pay a Third-Party Supplier – Pay for a third-party `service must be marked 3rd party.
2. Pay a Once Off Payment – Pay Case Associate e.g. Beneficiaries.
3. Pay a Supplier – Enter the Payee as normal, do not tick either option for 3rd party or once off supplier.

Reports

1. Bank Accounts Register – Used to check if your Banks' have the relevant EFT details.
2. EFT Case Associates Bank Accounts – Used to check whether Case Associates Bank details have been entered.
3. EFT Client Bank Accounts – Reports on the Bank accounts for the client.
4. EFT Completed Transactions – Enter an EFT number to see the Transactions that were included in an EFT payment.
5. EFT Outstanding Transactions – Select the required Bank Account to see the Outstanding Transactions that are waiting to be included in an EFT Transfer
6. EFT Supplier Bank Account – Reports on the Supplier Bank details.

Chapter 24 Bank Reconciliation

Every month each bank a/c should be reconciled with the bank statements. The SAM system maintains a complete history of each reconciled Bank Account.

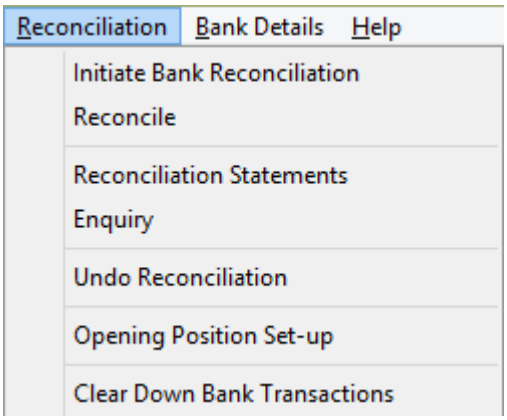
Please note: Bank charges should not be charged on the Client Bank Account.

It is important to have the following information ready before beginning your first bank reconciliation:

- Your correct closing balance from the last manual bank reconciliation.
- A list of the outstanding lodgements and payments to enter on the system.

To open the program, double click on the bankrec shortcut.

Bank Reconciliation Menu



Initiate Bank Reconciliation: Initiate to start a reconciliation from scratch each month.

Reconcile: To continue working on an open reconciliation after it is started.

Reconciliation Statements: Shows a history of reconciliations on the system.

Enquiry: Shows transactions not yet brought into a reconciliation.

Undo Reconciliation: Allows an uncompleted bank reconciliation to be undone.

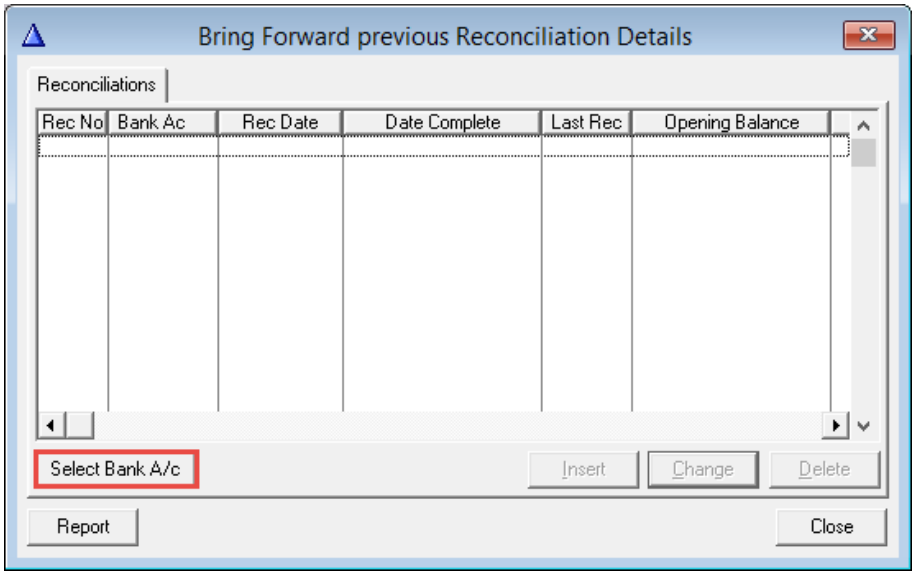
Opening Position Set-up: This shows the history for a brand new reconciliation.

Cleardown Bank Transactions: This is to cleardown banks not reconciled at year end.

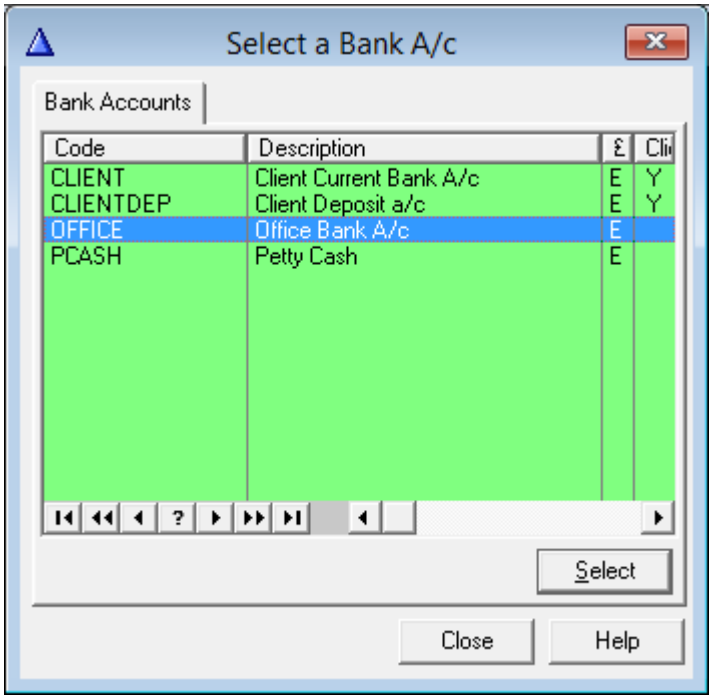
Opening Position Set-up

The first step when starting a new bank reconciliation from scratch on the SAM system is to enter an Opening Position Setup.

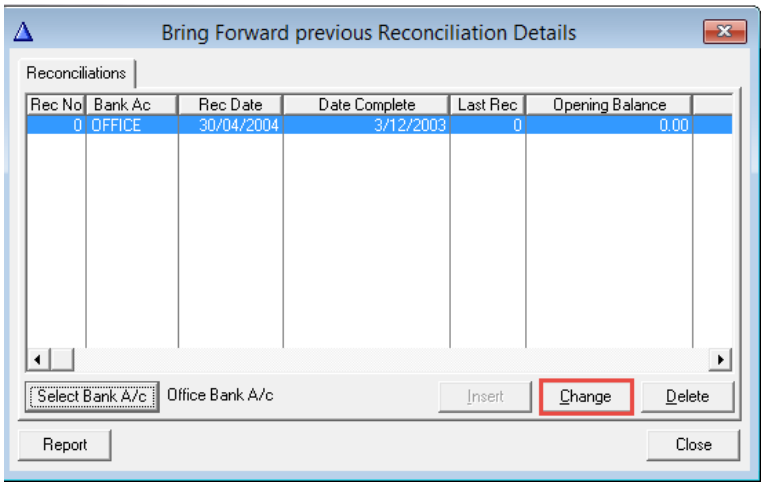
1. Go to Reconciliation (on the menu bar) and Opening Position Setup.



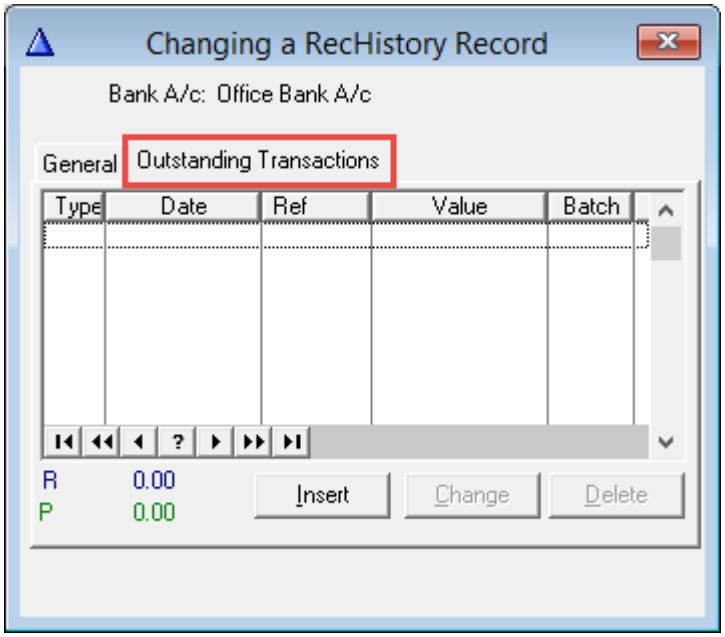
2. Select the Bank to be reconciled and click Select.



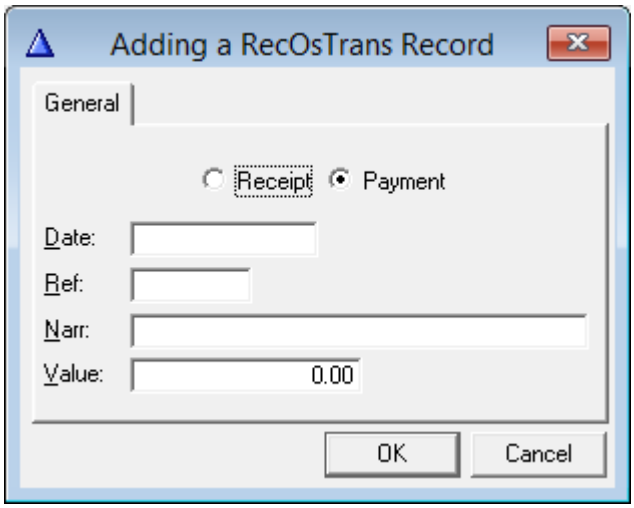
3. Click Change



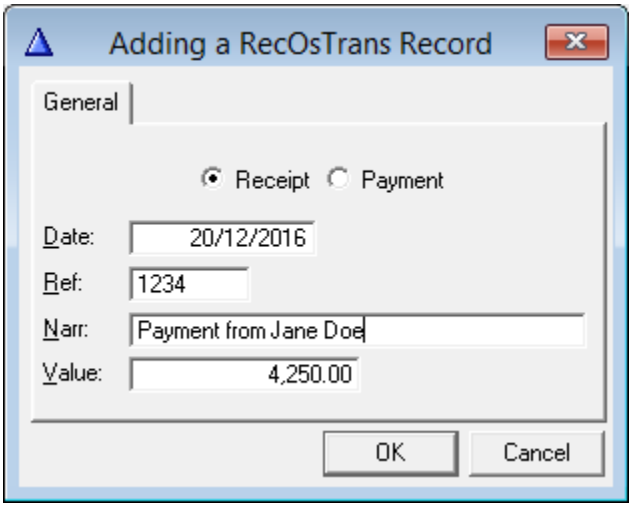
4. Select the Outstanding Transactions Tab.



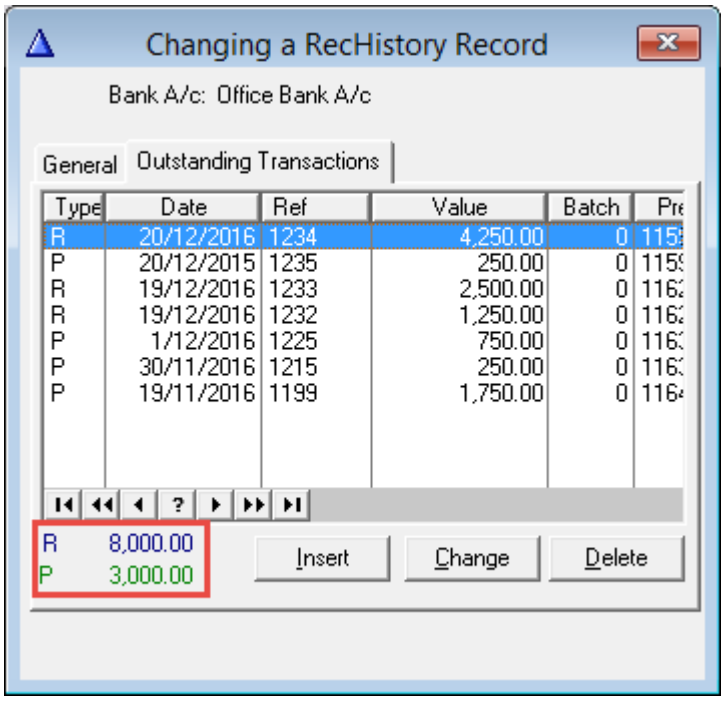
5. Click Insert



6. Enter the outstanding transactions on this screen selecting the type of transaction and details and click OK.

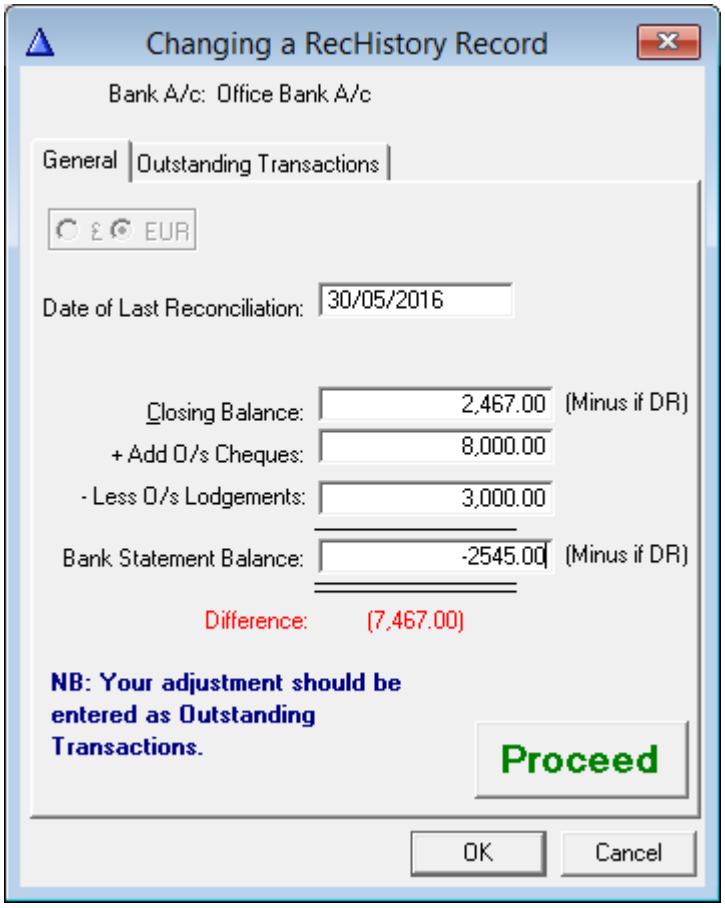


7. Insert again for a new entry and complete all entries



8. A running total is displayed at the bottom of the screen that can be checked against the total lodgements/payments on the last manual reconciliation.

9. Return to the General Tab and fill in the details from your last reconciliation.



10. Enter the closing date from the last reconciliation.

11. Enter the closing balance and outstanding cheques and lodgements from your last completed reconciliation.

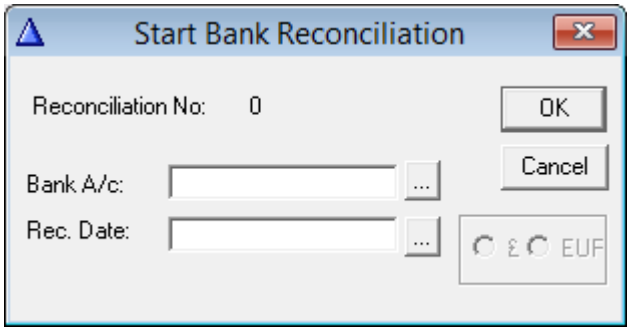
12. Enter the Bank Statement balance at the closing date of the last reconciliation (as shown above).

13. The difference should be 0 and this will be an exact record of the opening position for your first bank reconciliation on the accounts.

14. When the figures are entered, Click Proceed and OK, OK and OK. Print and file the report for the Opening Position.

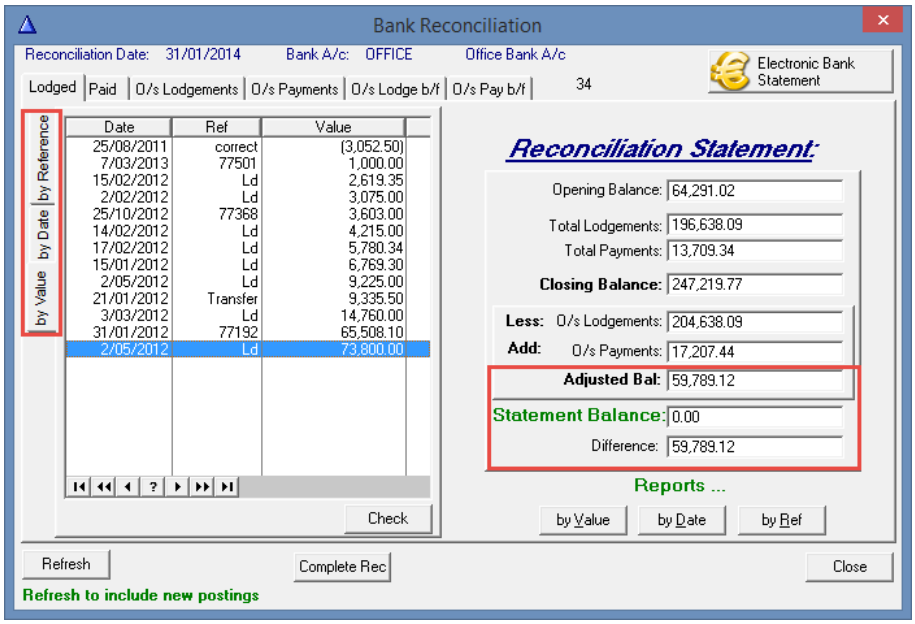
Start a New Reconciliation

1. Select Initiate Reconciliation to start a new reconciliation



2. Select the bank and fill in the required date you want to reconcile to (usually the end of the month).

3. Click OK on the warning message



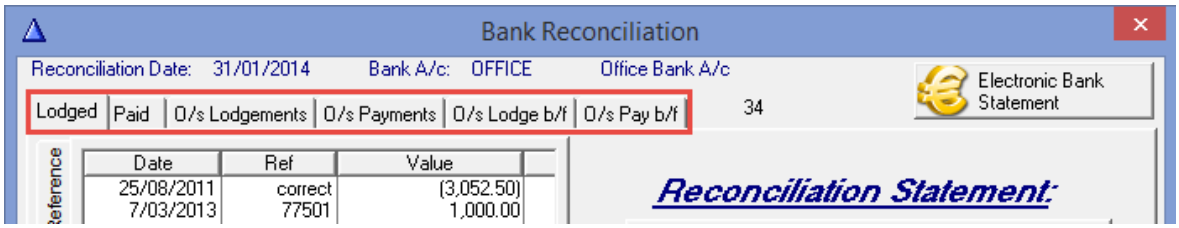
All the balances will show on the right-hand side. Before anything is ticked, the Adjusted Balance should agree with the last closing bank statement balance.

Enter the Statement Balance from your bank statement for the new reconciliation.

The transactions may be viewed by value, by date or by reference using the tabs on the left of the screen.

Reconcile Transactions

There are 6 tabs across the top of the transactions.



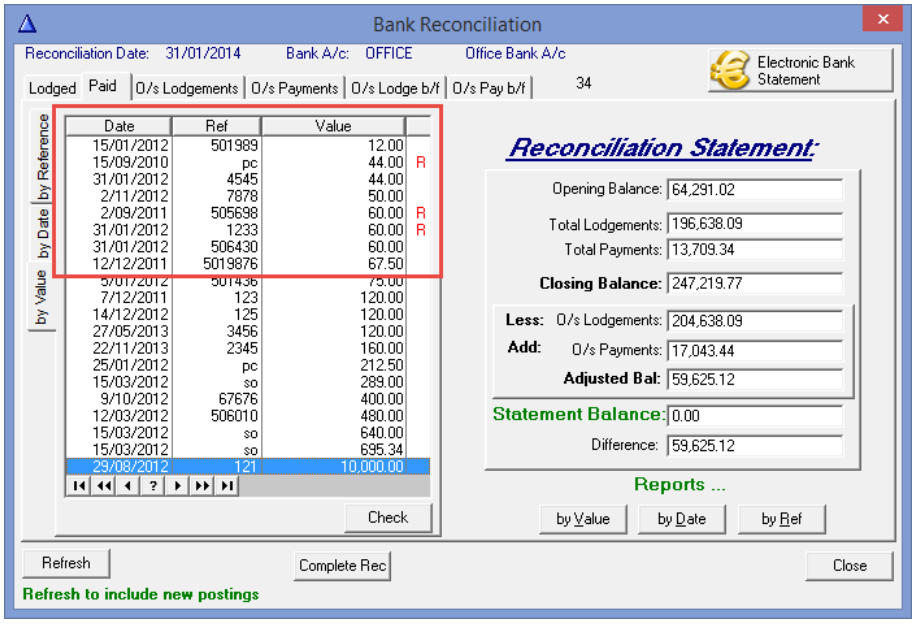
Lodged and Paid: These will show any new transactions coming in on the bank reconciliation.

O/s Lodged b/f and O/s Pay b/f: List all the transactions that have already been included in a previous reconciliation. They are highlighted in green to show they are brought forward.

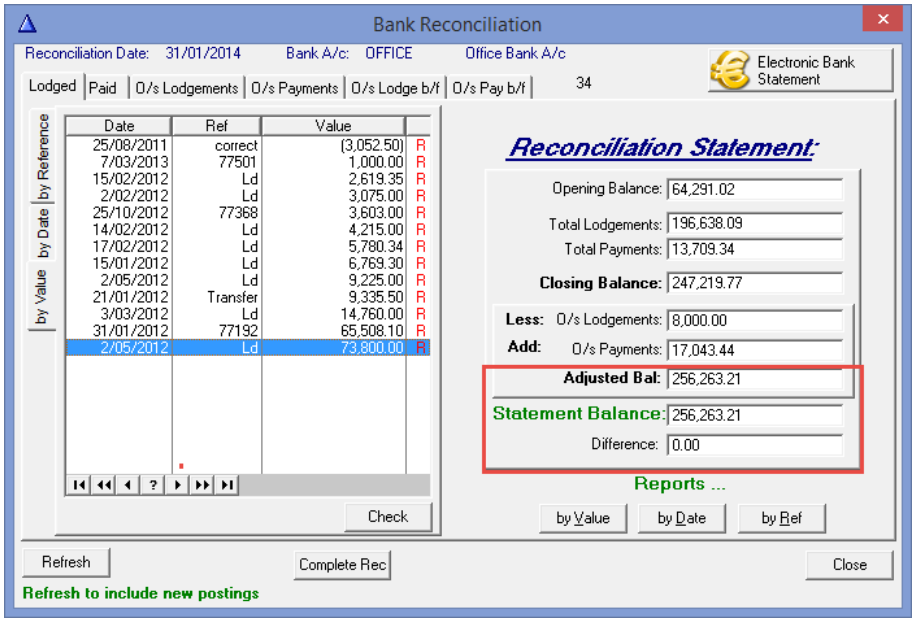
O/s Lodgements or O/s Payments: Tabs in the middle (as highlighted) bring in all the lodgements or payments together.

1. Open the O/s Lodgements or O/s Payments tab
2. Select a transaction to reconcile and either double click or select Check.
3. The transaction will disappear when checked reducing the Outstanding list.

Transactions may be viewed on the relevant tab with an 'R' beside it to show it is reconciled and will change the adjusted balance. e.g. a payment coming into the reconciliation for the first time will be seen reconciled under the left-hand current Paid tab.



An o/s lodgement/payment that has already been in a bank will show in green and be found in the O/s lodgements / O/s payments tab.



Opening balance: The closing balance figure from the last reconciliation.

Total Lodgements and payments: Refers to the current lodgements and payments for the month

O/s Lodgements and Payments: Total of the current and b/f transactions

Statement Balance: Bank Statement Balance for the date you are reconciling to.

Difference: Difference between the adjusted balance and the Bank Statement Balance. This should be 0.00 in order to move on.

The Reconciliation Report

When you are ready to complete the reconciliation, print the report (usually by Date).

Soo Grabbit & Runne

Bank Reconciliation

Full Transaction List

Bank A/c: OFFICE **Rec No.** 34 **Rec Date:** 31/01/2014 **Currency:** E

Date:	Ref.	Post Ref	Receipts	Payments	Ticked	OS Rec
15/09/2010	pc	7,054	0.00	44.00	R	
2/09/2011	505698	7,056	0.00	60.00	R	
1/10/2011	786540	6,968	0.00	492.50		1
5/10/2011	340984	6,952	0.00	5.60		1
7/12/2011	123	7,013	0.00	120.00		
12/12/2011	5019876	7,068	0.00	67.50		
5/01/2012	501436	7,062	0.00	75.00		
15/01/2012	501989	7,066	0.00	12.00		
25/01/2012	pc	7,030	0.00	212.50		
31/01/2012	1233	7,050	0.00	60.00	R	
31/01/2012	4545	7,052	0.00	44.00		
31/01/2012	506430	7,122	0.00	60.00		
12/03/2012	506010	7,127	0.00	480.00		
15/03/2012	so	7,089	0.00	289.00		
15/03/2012	so	7,091	0.00	695.34		
15/03/2012	so	7,093	0.00	640.00		
29/08/2012	121	7,202	0.00	10,000.00		
9/10/2012	67676	7,221	0.00	400.00		
2/11/2012	7878	7,231	0.00	50.00		
14/12/2012	125	7,239	0.00	120.00		
27/05/2013	3456	7,264	0.00	120.00		
22/11/2013	2345	7,268	0.00	160.00		
20/12/2015	1235	115,948	0.00	250.00		1
19/11/2016	1199	116,443	0.00	1,750.00		1
30/11/2016	1215	116,398	0.00	250.00		1
1/12/2016	1225	116,348	0.00	750.00		1
25/08/2011	correct	7,005	(3,052.50)	0.00	R	
15/01/2012	Ld	7,147	6,769.30	0.00	R	
21/01/2012	Transfer	7,153	9,335.50	0.00	R	
31/01/2012	77192	7,145	65,508.10	0.00	R	
2/02/2012	Ld	7,190	3,075.00	0.00	R	
14/02/2012	Ld	7,162	4,215.00	0.00	R	
15/02/2012	Ld	7,149	2,619.35	0.00	R	

The report will print as follows in two parts:

- The Full Transaction List shows all the transactions being brought in and what has been reconciled.
- When the first report is printed or cancelled the second one will automatically come to screen. It is advisable to print both reports before completing the bank reconciliation.

Soo Grabbit & Runne

Bank Reconciliation

Reconciliation Report

Bank A/c: OFFICE **Rec No.** 34 **Rec Date:** 31/01/2014 **Currency:** E

Opening Balance:	64,291.02
Add Lodgements:	196,638.09
Less Payments:	13,709.34
Closing Balance:	247,219.77
Less O/S Lodgements:	8,000.00
Add O/S Payments:	17,043.44
Adjusted Balance:	256,263.21
Balance per Bank Statement:	256,263.21
Difference:	**0.00**

Outstanding Transactions:

Date:	Ref.	Post Ref	Matter Code	Payee	Receipts	Payments
1/10/2011	786540	6,968			0.00	492.50
5/10/2011	340984	6,952			0.00	5.60
7/12/2011	123	7,013	EVE001/0010	Brady & Co	0.00	120.00
12/12/2011	5019876	7,068	BRO002/0001	Brady & Co	0.00	67.50
5/01/2012	501436	7,062	LAW001/0001	Brady & Co	0.00	75.00
15/01/2012	501989	7,066	LAW001/0001	Probate Office	0.00	12.00
25/01/2012	pc	7,030	KEO003/0001	Registered Post	0.00	212.50
31/01/2012	4545	7,052	ABB002/0002	Commissioner for Oaths	0.00	44.00
31/01/2012	506430	7,122	LOW001/0001	Companies Registration C	0.00	60.00
12/03/2012	506010	7,127	LOW001/0005	Dublin Local Authority	0.00	480.00
15/03/2012	so	7,089		Airtricity	0.00	289.00
15/03/2012	so	7,091		Brady & Co	0.00	695.34
15/03/2012	so	7,093		Eircom	0.00	640.00
29/08/2012	121	7,202	WEL001/0001	stamp	0.00	10,000.00
9/10/2012	67676	7,221	EVE001/0010	Dr John Crowe	0.00	400.00
2/11/2012	7878	7,231	BEC001/0005	Brady & Co	0.00	50.00
14/12/2012	125	7,239	BRO002/0002	Commissioner for Oaths	0.00	120.00
27/05/2013	3456	7,264	ABA001/0002	Brady & Co	0.00	120.00
22/11/2013	2345	7,268	ABA001/0001	Brady & Co	0.00	160.00
20/12/2015	1235	115,948			0.00	250.00
19/11/2016	1199	116,443			0.00	1,750.00
30/11/2016	1215	116,398			0.00	250.00
1/12/2016	1225	116,348			0.00	750.00
19/12/2016	1233	116,266			2,500.00	0.00
19/12/2016	1232	116,299			1,250.00	0.00
20/12/2016	1234	115,917			4,250.00	0.00
				Totals:	8,000.00	17,043.44

The Reconciliation Report shows the calculations and gives a list of the outstanding transactions to be brought into the next bank reconciliation.

Save a Reconciliation

The system will save the reconciliation automatically. If you want to go back into the bank reconciliation to continue from where you were

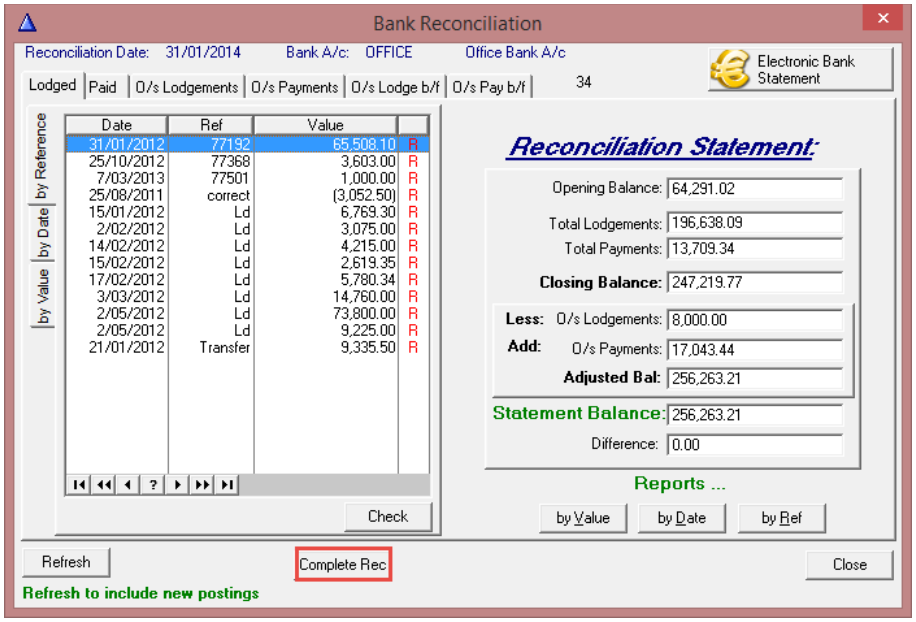
1. Select Reconcile from the Reconciliation menu
2. Select the bank and click OK.

Refresh a Reconciliation

If you find you need to enter direct debits or do a correction, enter the transactions in the accounts as normal.

1. Select Reconcile from the Reconciliation menu
2. Select the bank and click OK.
3. Click on Refresh to bring everything into the bank reconciliation.

Complete a Reconciliation

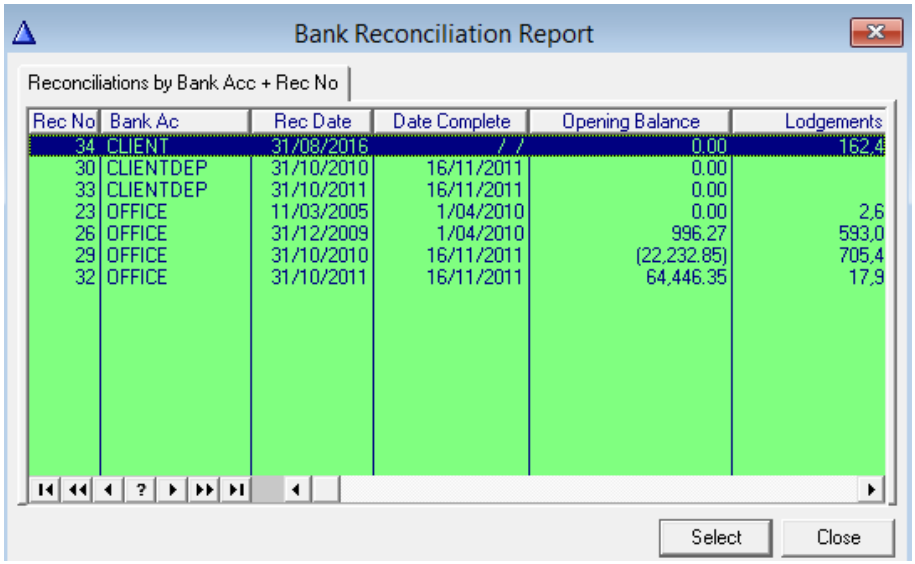


Once the difference is 0.00 the reconciliation may be completed by clicking Complete Rec.Reconciliation Statements

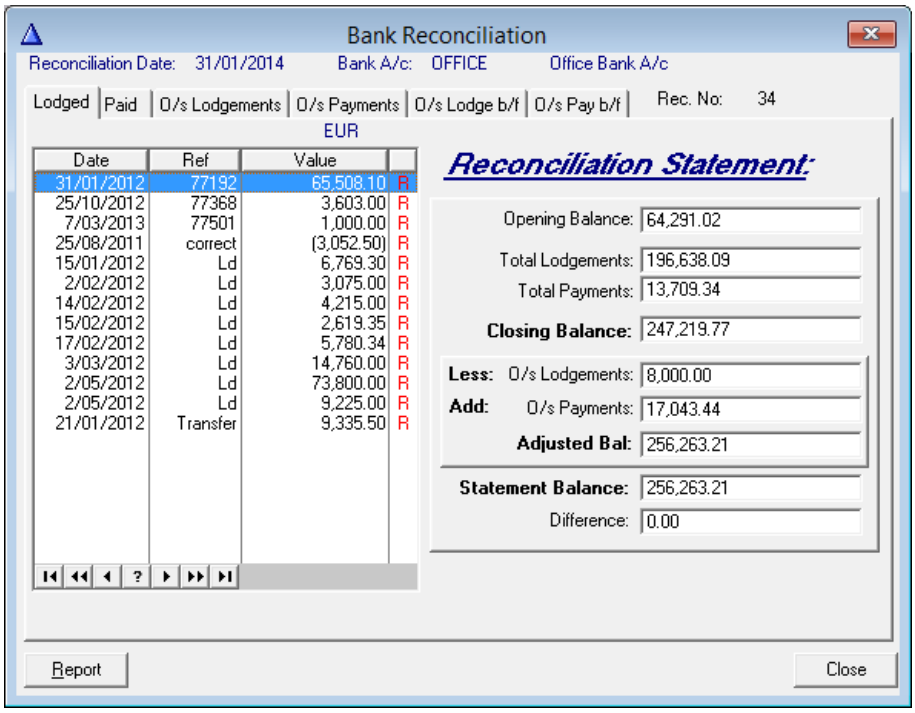
All bank reconciliations are listed under Reconciliation Statements. Completed bank reconciliations show a date complete and if you double click on the line and can view the history and print from the screen.

Current Reconciliations (that have not been finished) will not have a date in the Date Complete column. To open a completed Bank Reconciliation:

1. Go to Reconciliation and select Reconciliation Statement



2. Highlight the required line and click Select. Alternatively, double click on the line

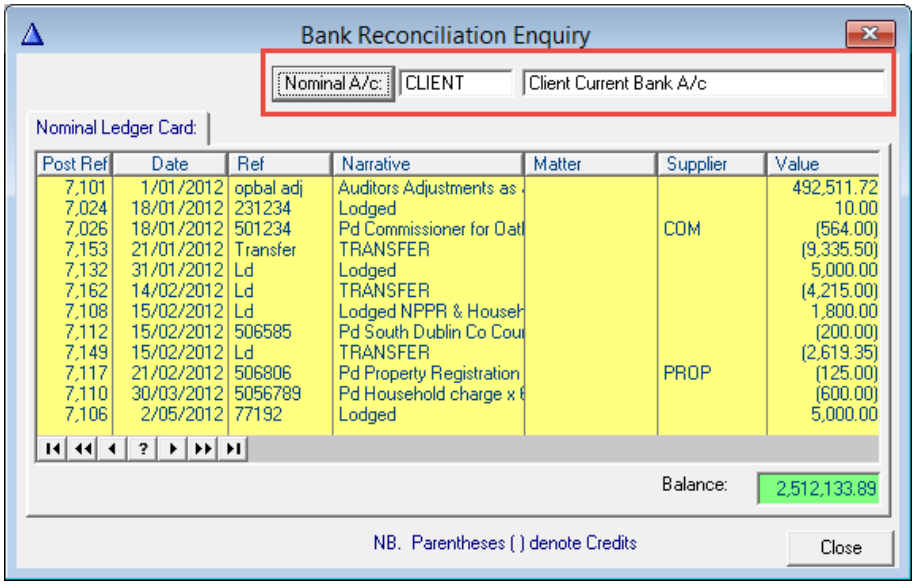


3. To open the reconciliation being worked on, go to Reconcile on the Reconciliation Menu and enter the bank.

The Enquiry Screen

This screen displays any transactions that have not yet been brought into a bank reconciliation

1. Go to the Reconciliation Menu and select Enquire
2. Choose a Nominal Account to view the information

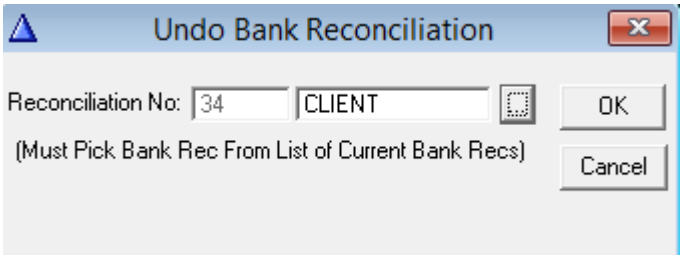


3. Double click on a line to see the details

Undo a Reconciliation that is not Completed

Using this option Bank Reconciliations can be undone provided they have not been completed.

1. Go to the Reconciliation Menu and select Undo Bank Reconciliation
2. Click on the Browse button to select from the list of open reconciliations

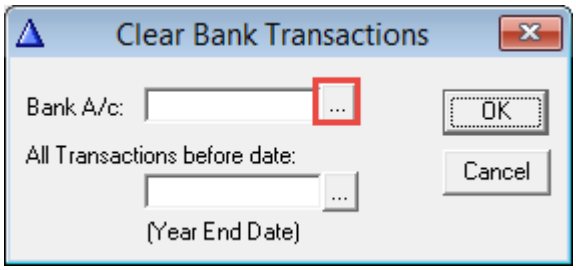


3. Click OK.
4. Click OK

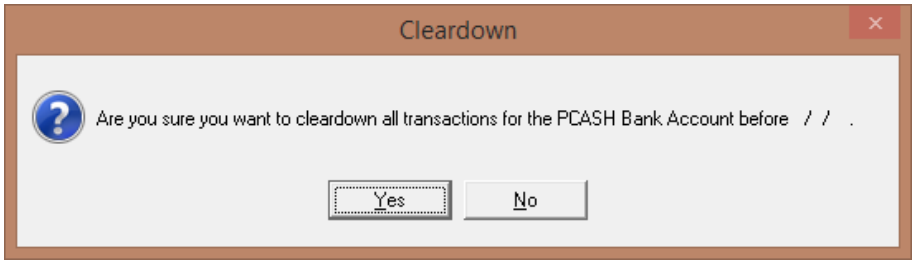
CLEAR DOWN BANK TRANSACTIONS

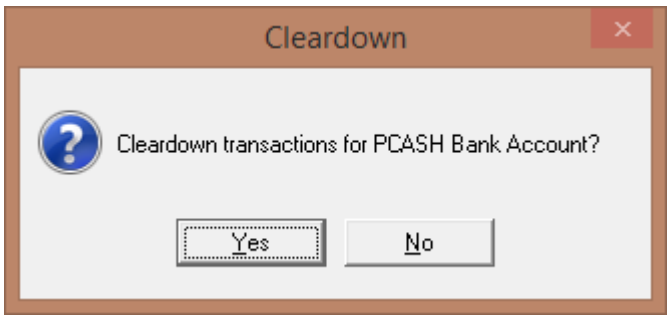
This action is **only** done on bank accounts that have **not** been reconciled. This must be done to allow the Year End to run.

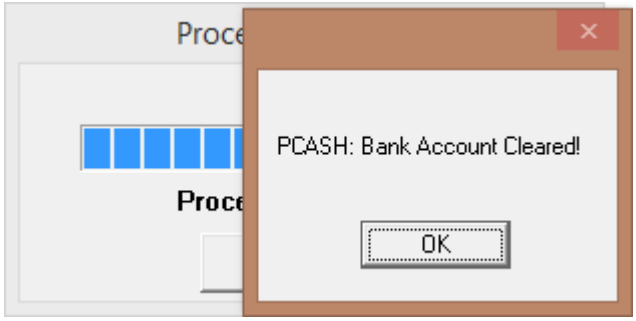
1. Click on the Reconciliation Menu



2. Select the bank to be cleared down
3. Click Yes on the messages to continue







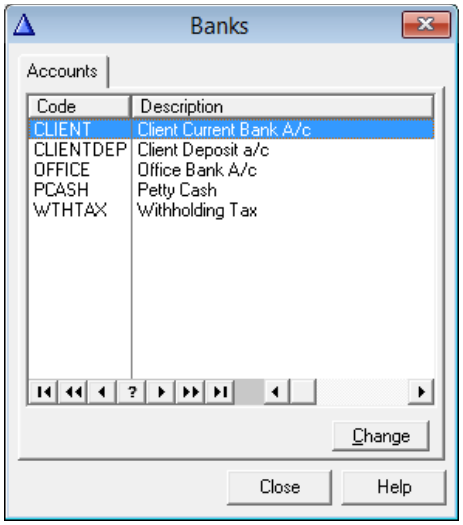
4. Repeat for all other banks to be cleared down

Chapter 25 Electronic Bank Reconciliation

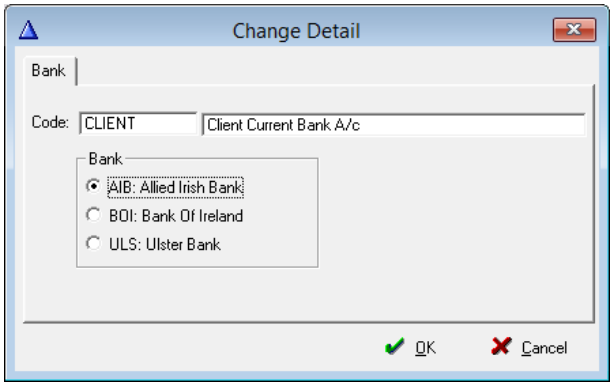
Import Electronic Bank Statement

Visit your bank's website and download the electronic bank statement for the relevant period. In the case of AIB, this will be a file with an **.out** extension; Bank of Ireland and Ulster Bank both produce files with a **.csv** extension, which indicates that they contain comma-separated values.

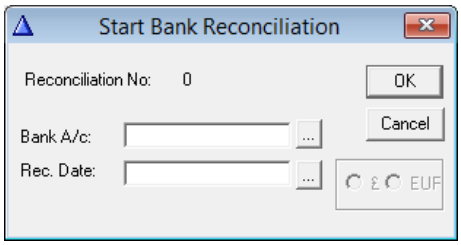
1. Open the Bank Reconciliation programme.
2. Click on the **Bank Details** Menu and choose **Banks.**
3. Select the account you wish to reconcile and click **Change.**



4. Check the radio button corresponding to the bank who issued the electronic bank statement and click OK to close the window.

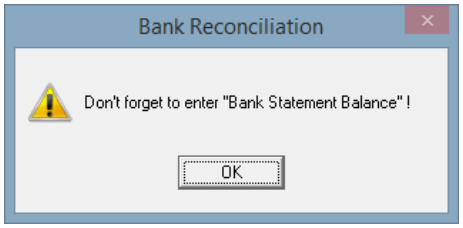


5. On the Reconciliation Menu select either Initial Bank Reconciliation (to start a new one) or Reconcile to continue with an existing one.

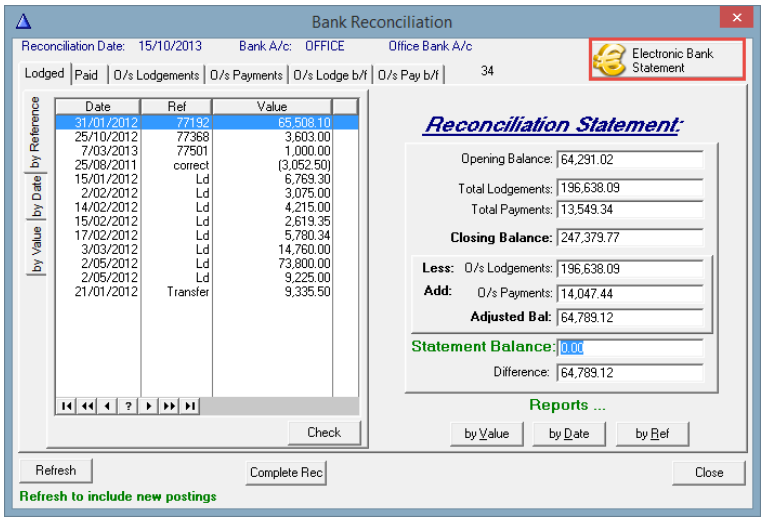


6. Enter the required information and click OK on the warning.

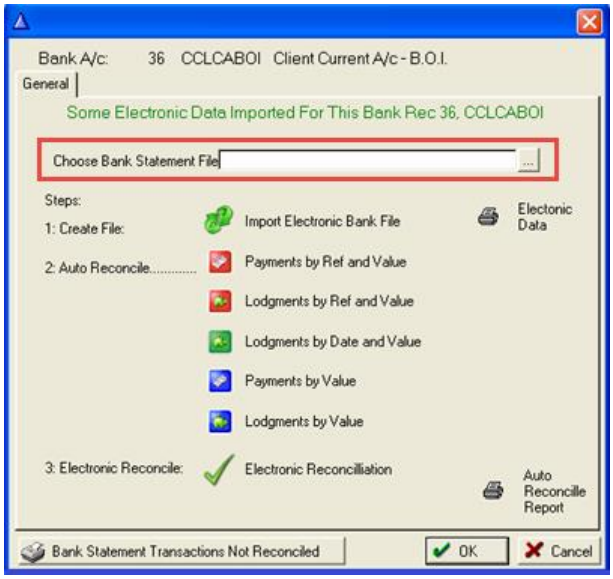
7. Click OK on the reminder



8. Select Electronic Bank Statement.



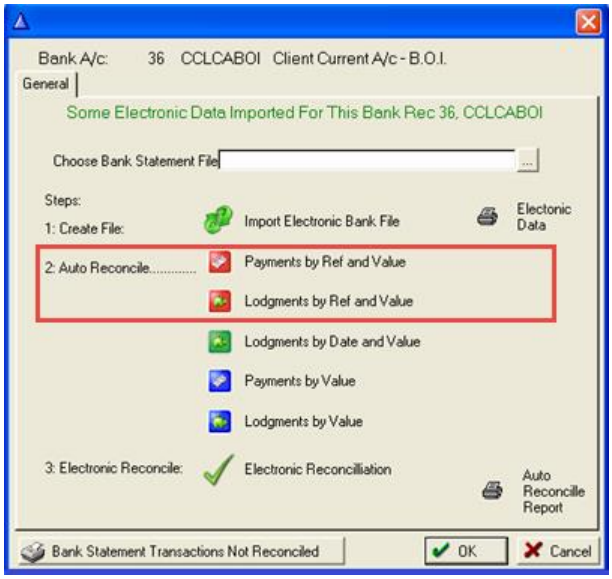
9. Locate the downloaded bank statement, using the Browse button. Your internet browse may have saved it by default in a Download folder.



10. Click **Import the Electronic Bank File.**

Auto Reconcile

1. Begin the automatic reconciliation by clicking Payments by Ref and Value and then Lodgements by Ref and Value.



2. If there remain transactions that have not been reconciled, continue down the list of buttons under 2. Auto Reconcile.

   NOTE: You should be aware that **Payments by Value** and **Lodgements by Value** attempt to match the transactions by value only – they do not take reference or date into account and may, therefore, lead to false matches. For this reason, you may prefer to skip them and move to the next step, Electronic Reconciliation.

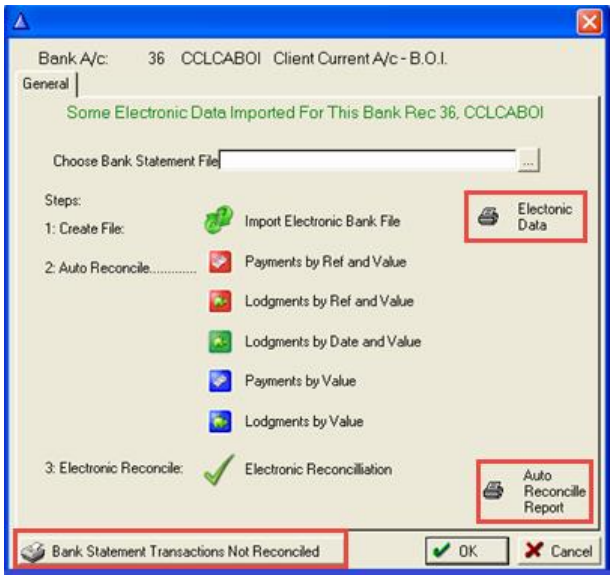
Electronic Reconciliation

To reconcile a transaction using this method, you must select it on both sides of the screen.

You can unmatch a transaction by selecting it and clicking **Unreconcile**. It will appear on both sides of the screen.

Reports

Reports can be generated from the Bank Reconciliation screen.



Electronic Data Report shows the statement value imported at the beginning of the reconciliation for the bank file

Auto Reconcile Report shows what has been reconciled automatically on both the accounts and the bank statement.

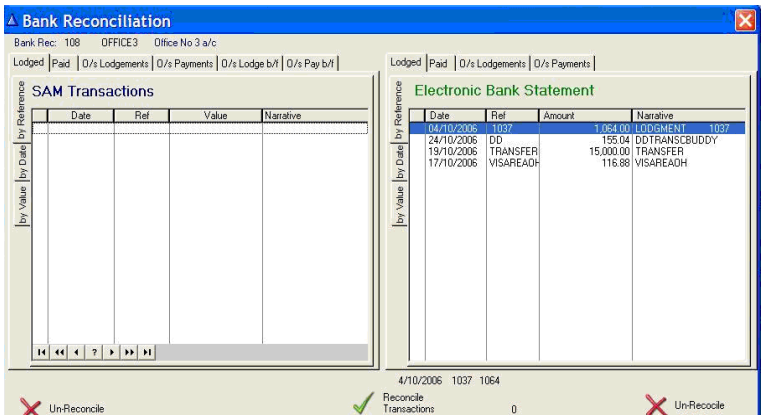
Bank Statement Transactions Not Reconciled show all the bank statement transactions that remain unmatched.

Finish the Reconciliation Manually

It may be necessary to manually finish the reconciliation as the system may not have been able to reconcile all items in the list.

1. Run the **Auto Reconcile Report** and/or **Bank Statement Transaction Not Reconciled**, to get a list of outstanding items.
2. Click OK to go to a screen showing the remaining transactions as they appear in SAM on the left-hand side and those from the electronic bank statement on the right.
3. You match a transaction by clicking it on both sides of this screen.

4. Go to the Reconciliation Menu and click on Reconciliation Statement.



5. Select the uncompleted reconciliation.

6. Check off anything that does not match exactly (e.g. corrections/contras or more than one transaction in the account against one amount of the bank statement).

Undo a Reconciliation

Until the reconciliation has been completed, you can undo it.

1. Go to the **Reconciliation** Menu.

2. Click **Undo Reconciliation.**

   NOTE: You can import the bank file again and start the reconciliation from the beginning.

Chapter 26 Year End Procedure SAM 3.6

End of Year Procedure

We would recommend that Keyhouse completes the Year End procedure for you as you will not be covered by Support if it is done incorrectly.

Check list: before you start the year-end

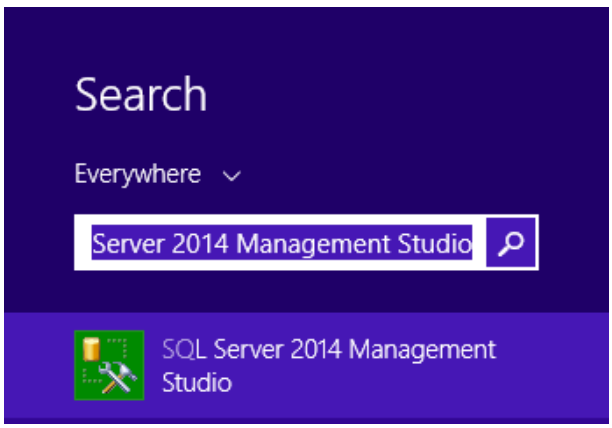
1. Make sure you are in period 12 and that everything is updated.
2. Everything should balance at the end of period 12. Any forward postings for the new year should be in period 13.
3. Print off any reports that you may need to have on file.
4. Complete all bank reconciliations to the year-end date. If adjustments are subsequently made to the accounts, another bank reconciliation must be done to the same date.
5. Check that **all** the entries in **Reconciliation | Enquiry** in Bank Reconciliation are forward posted dates.
6. Still in Bank Reconciliation, run **Reconciliation | Cleardown Bank Transactions** for banks that will never have a reconciliation done e.g. petty cash and withholding tax.

Never run **Cleardown Bank Transactions** on a bank that will be reconciled.

Backing Up and Restoring in SQL Server 2014

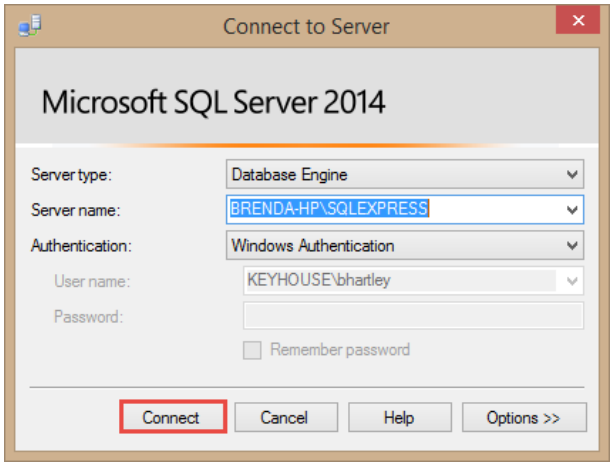
To Back up in SQL

In Windows 8 or above, SQL Server Management may be pinned to the Start screen, the Desktop or the Taskbar. If not visible, type the letters **sql** at the Start Screen or the Search Icon on the Taskbar and select **SQL Server Management** from the resulting list of Apps.

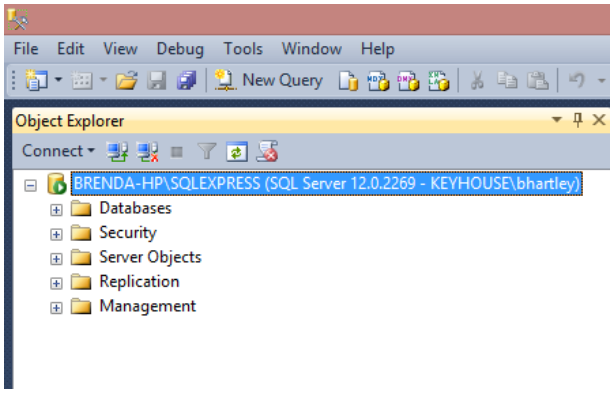


In any version of Windows earlier than Windows 8, from the Start Menu, select **Programs | Microsoft SQL Server 2014 | SQL Server Management.**

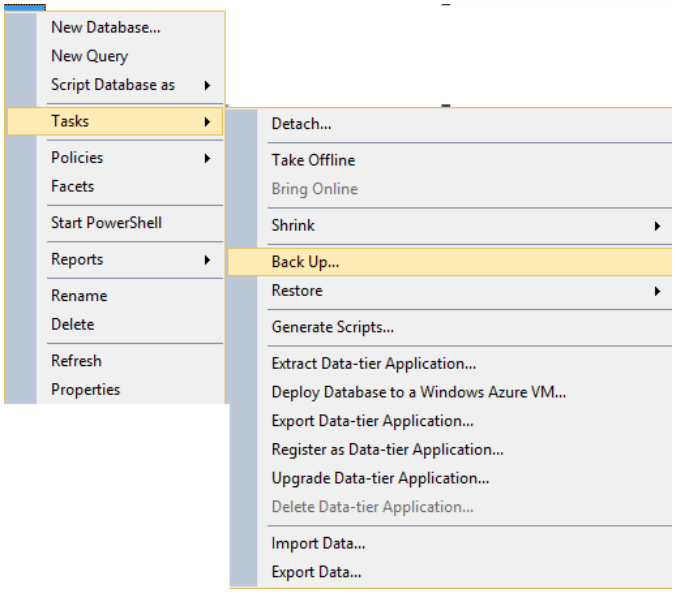
Ensure the correct Server name is the box then click Connect.



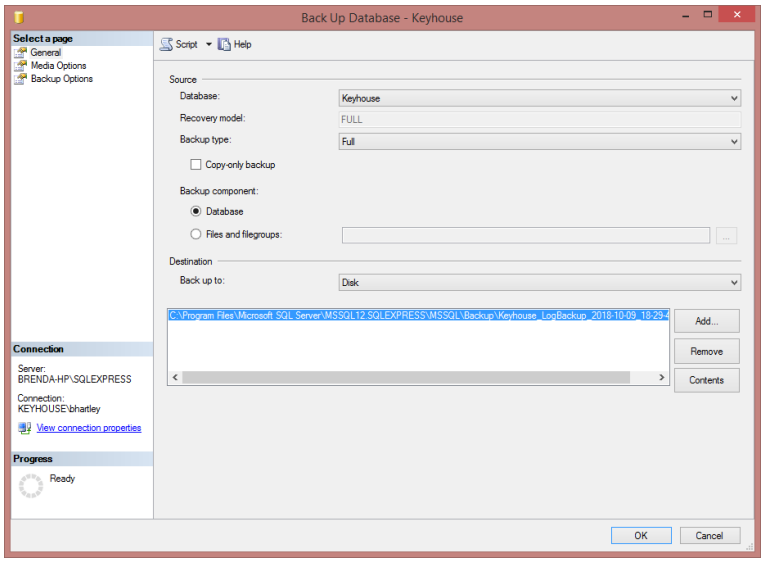
1. From the panel on the left click on the **+** sign beside Databases to expand the list of databases available.



2. Right click on the database to be backed up and select **Tasks** then **Back Up**.

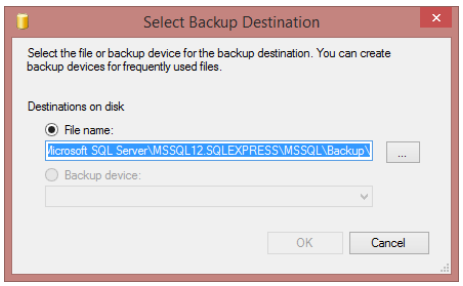


3. The following screen appears.

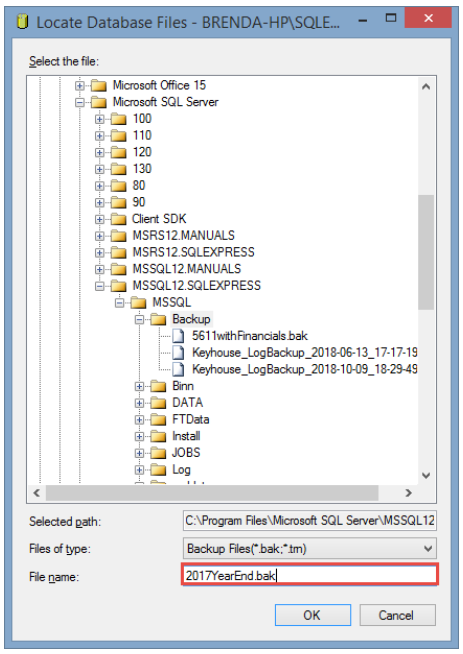


4. If there is a backup already created, click the Remove box before clicking the Add button to create a new backup.

5. The following Dialog box appears

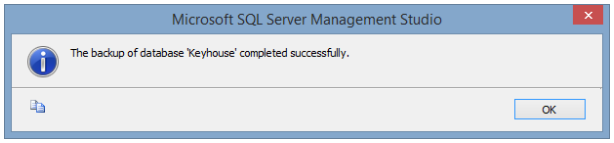


6. Click on the browse button to choose the location and create a file name.



NOTE: There cannot be any spaces in the file name and the file extension must be .**bak** e.g. 2017YearEnd.bak.

7. Click OK and the OK again. Details of the new backup will be shown on the screen.
8. Click OK to create the backup.
9. Once completed, the following dialog box will appear.

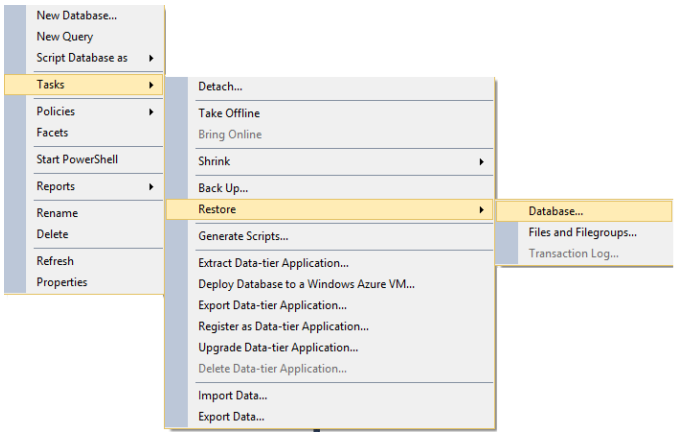


10. Click OK to close the box.

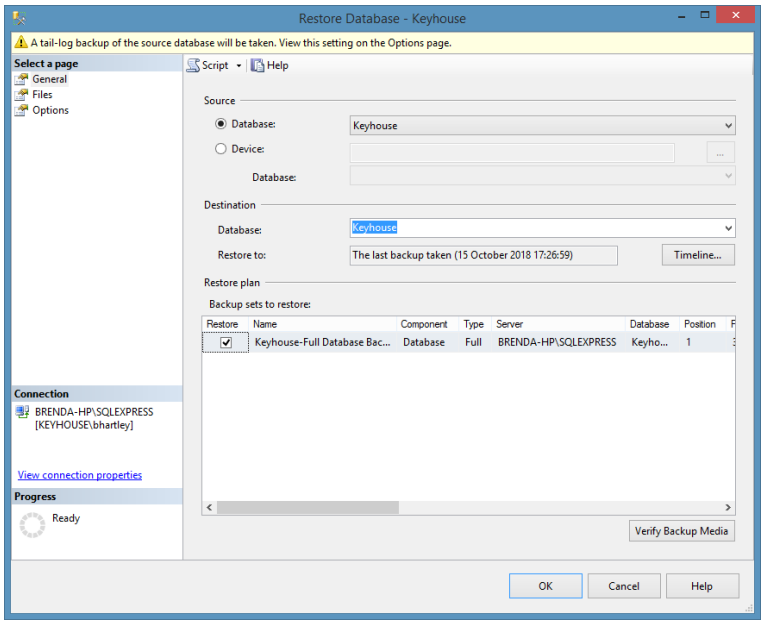
To Restore in SQL Backup

Before starting to restore a backup, ensure that everyone is out of the system.

1. Start SQL Server Management. See the section **Backing Up and Restoring in SQL Server 2014** (p.g. 192 for details on how to start SQL Server Management.
2. Click on the + sign beside **Databases** and then right click on the database to be restored.
3. Select Tasks | Restore | Database

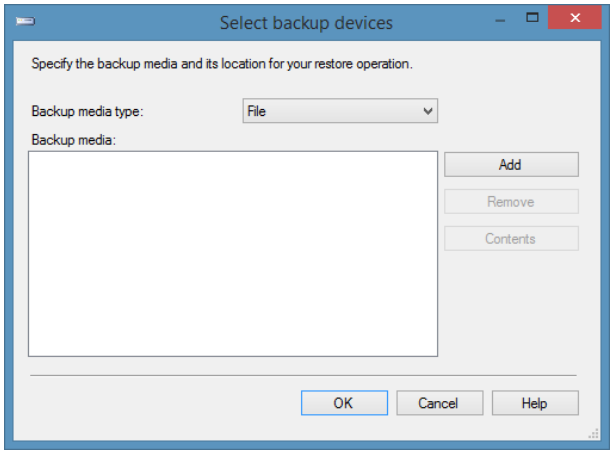


4. The following screen appears.

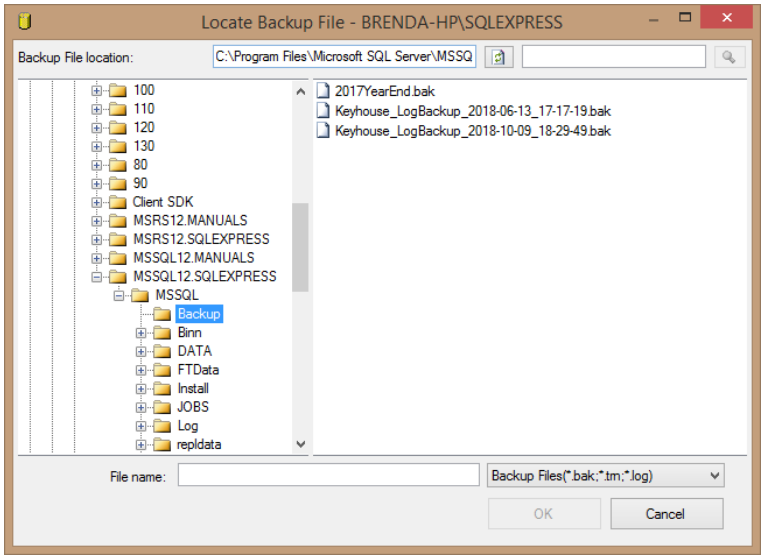


5. Click Device and then click on the browse button.

6. Click Add.



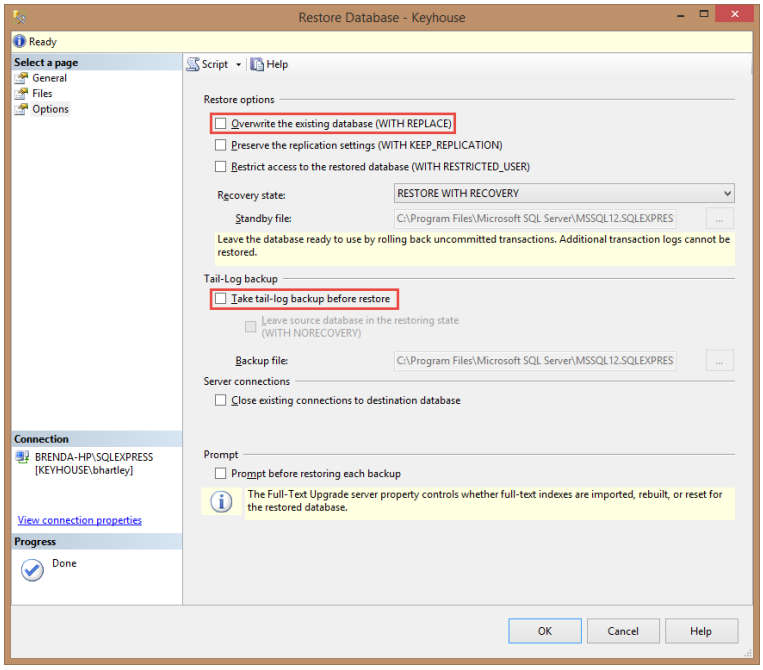
7. From the Dialog box, navigate to the location of the backup and select it.



8. Click OK and the click OK again.

9. From the screen, click Options

10. Ensure **Overwrite the existing database (WITH REPLACE)** and **Take tail-log backup before restore** are unticked.



11. Click OK

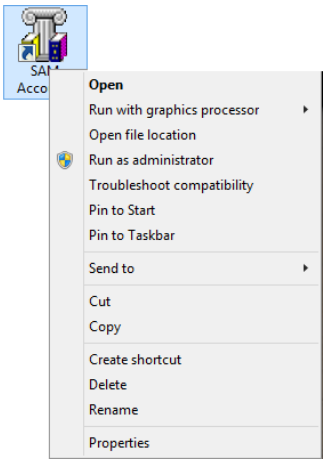
12. Once finished, a dialog box appears to confirm the database was successfully restored. Click OK.

Essential Backup

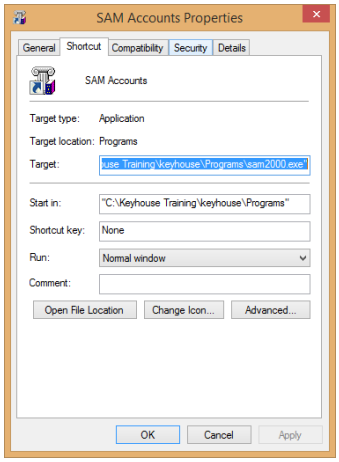
Make a copy of your SQL Database (see notes on Backing up and Restoring in SQL Server 2014 (p.g. 192)

> **Nobody** should be in the system while you are backing up the database.

1. Find the path to your current accounts by right clicking on your current shortcut icon on your desktop and selecting Properties.



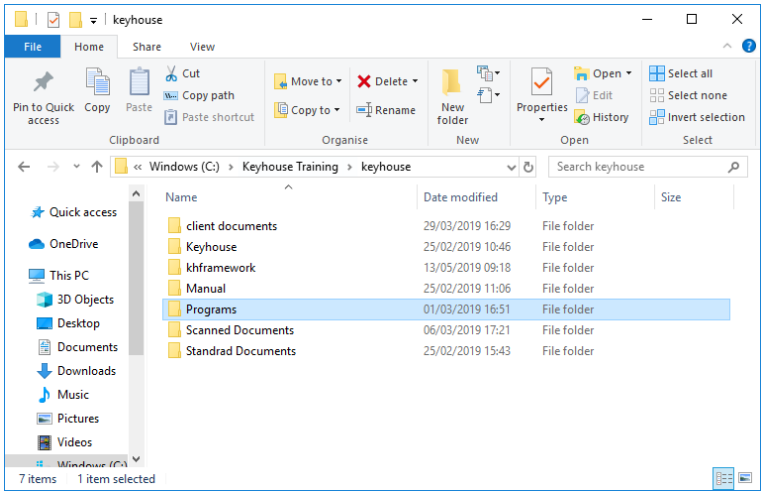
2. Make a copy of the folder



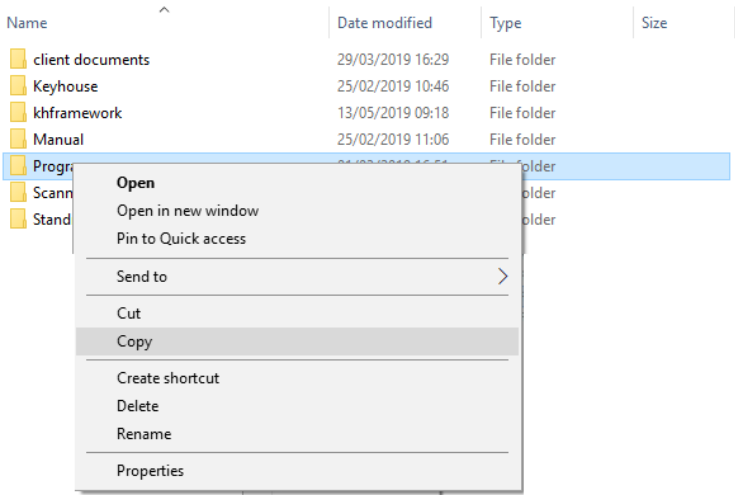
3. The folder location differs from company to company. However, copy the date in the Target Box excluding the last 2 pieces of data. In the example above that is \Programs\sam2000.exe.

4. Note the name of the Folder contains the program. In the example above that is Programs.

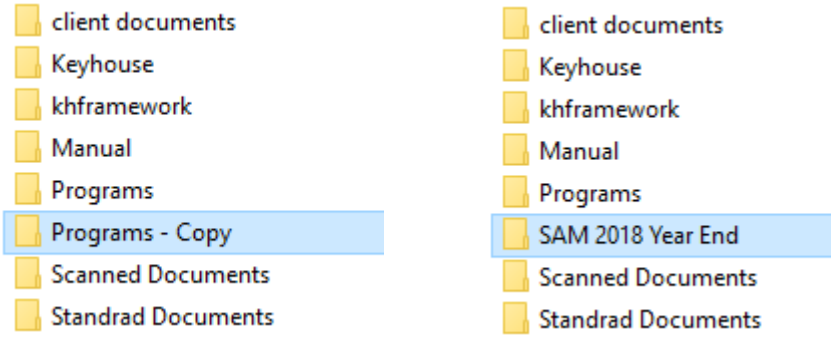
5. Open Windows Explorer and paste the location in the address bar.



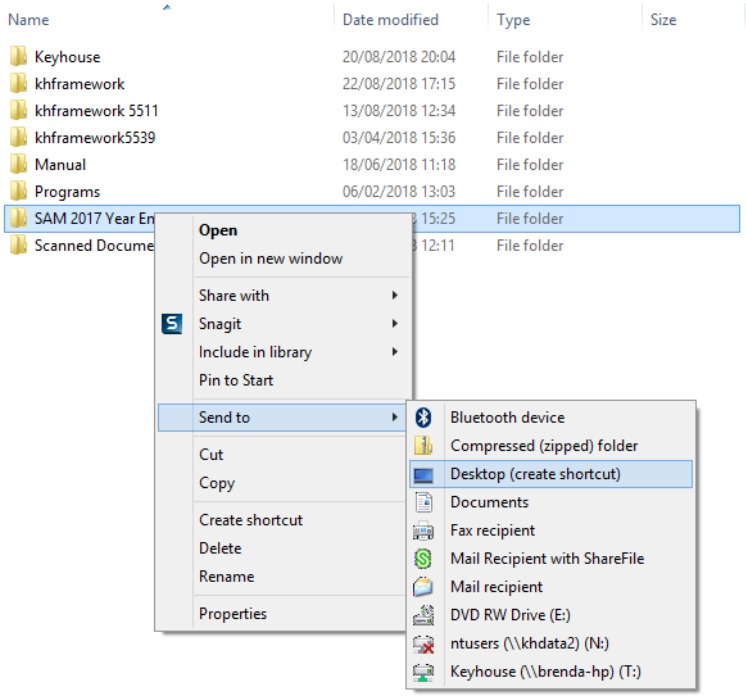
6. Make a copy of the folder and post it in the same folder. This will create a copy of the folder which can then be renamed e.g. SAM2018 Year End



7. This will create a copy of the folder which can then be renamed e.g. SAM 2018 Year End.



8. Right click on the new file and select Send To, then Desktop (create shortcut) to create a shortcut to the folder.



9. Change your password: **File | Change Password.** (This is a safeguard against accidentally posting entries to the old year's accounts after the year-end).

10. You may wish to change the icon on the desktop (right click on your desktop icon and select Properties | Shortcut Tab| Change Icon button).

11. Open this new folder in My Computer and locate a file named **sam.ini.**

12. Edit this file and change the Database to **Keyhouse 2018** or **Keyhouse 2019** (See **Restoring and Backing up** (p.g.192 for details).

    For example

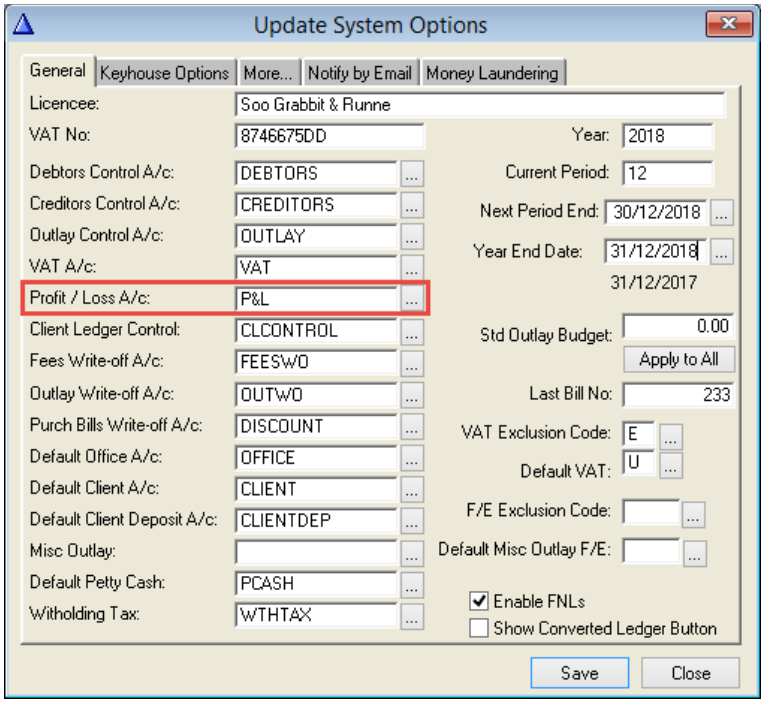
    - [database]
    - server=(local)
    - database=**keyhouse2018**
    - DSNServer=keyhouse

13. Double-click on the new shortcut to check that you can access the accounts and have a valid copy.

The Year-End Procedure

Nobody should be in the system while you are running the Year-End Procedure.

1. In the Sam Accounts select **File | System Options**
2. Check the Current Period No is 12
3. Check that the P&L Forward Account is correctly set up. Go to File, select System Options and check that P&L is in the P&L Box. Click Save.



4. Select **Items | Year End Procedure**.
5. Enter the first day of the new financial year as the **Balance Forward Date**.
6. Click **OK** to start the Year-End Procedure.

When the message **Clearing down batches 100% complete** comes up, it is important that you should **be patient** and wait for it to disappear. **Do not Cancel**.

The year-end may take a while, depending on how much data you have. The message **Year end complete** will appear when it is finished.

After the Year-End Procedure has finished

- Check that the period has been reset to Period 1 in File and System Options.
- Print a trial balance to make sure that all the balances are brought forward.

- Check the balance sheet to ensure that the balances have been brought forward.
- Check that forward postings are now in period 1.

You have successfully started a new accounting year.

You may now add new nominals and delete unwanted nominals, **provided** they have a zero balance and have had no postings for more than a year.

Chapter 27 SAM Security

Security is a very important feature of the SAM 3.6 system, the security is tight and easily implemented.

There are three different types of security

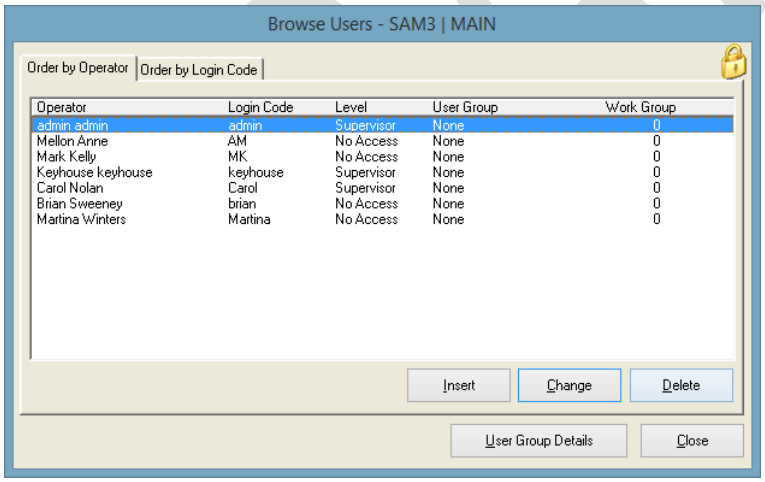
- **Supervisor Options** which allow the system administrator to set access permissions on the system
- **Change Password** facility which allows the user to change his/her password
- **Screen Lock** which blackens the screen and only allows the password holder access. Each of these is explained in detail below.

Supervisor Options

This function is the most important of the security functions offered by SAM 3.6. It is here that the administrator sets up the user permissions to the system. Only an Administrator can access the supervisor options. The Keyhouse user must be left on the list as without this user no support can be given.

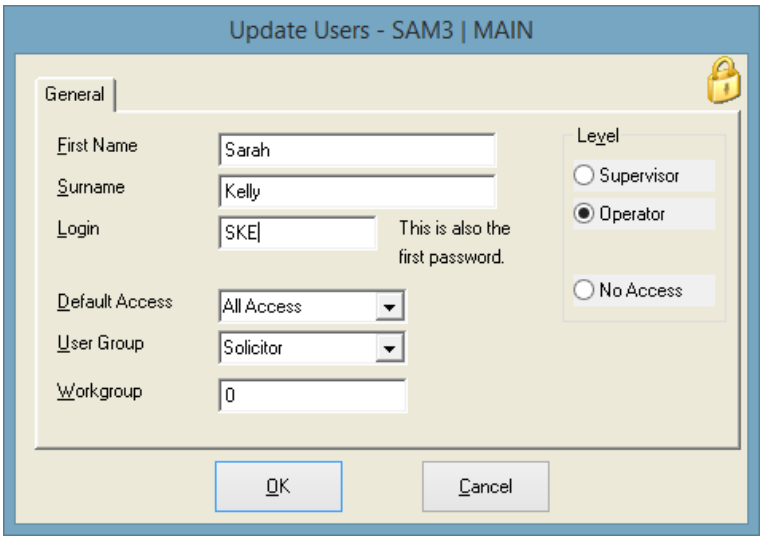
Inserting a New User

1. From the **File Menu** select **Supervisor Options**. The **User Browser** is displayed.



2. Click **Insert** to insert a new user.
3. The **Update Users** form is displayed.
4. In the **First Name** and **Surname** boxes enter the names of the user.
5. In the **Login** box enter the name that the user will use to log into the system.

6. In the **Level** section change the level to **Operator** to unlock the rest of the screen. (This can be changed back later if required).
7. From the **Default Access** Drop Down list select the type of access required – usually All Access.
8. In the User Group select the user group required.
9. Enter the **Workgroup** number if applicable in the Workgroup box.



10. Click **OK** to return to the **Users Browser**.

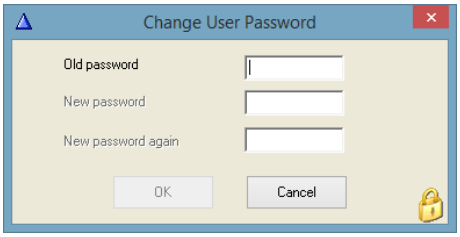
Deleting Users

1. From the **File Menu** select **Supervisor Options**. The **User Browser** is displayed.
2. Select the user to be deleted.
3. Click **Delete**.
4. Select **OK** on the warning box.

Change Password

All users can access this security function. It is extremely important for supervisors to change their passwords when they first log on to the system.

1. From the **File Menu** select **Change Password.**
2. The **Change User Password** window is displayed.
3. Enter the **Old password** into the box provided and tab on the keyboard.
4. In the **New password** box enter the new password. Tab again.



5. Repeat the new password in the **New password again** box.
6. Click **OK**.

The Screen Lock

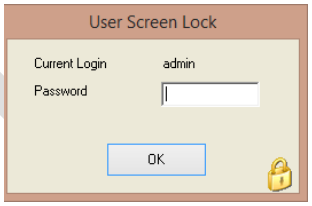
This function acts like a screen saver. When the user needs to leave the computer for any amount of time the screen lock can be applied. This prevents unauthorised persons from accessing the system but also means that anytime the user leaves the computer, the SAM 3.6 application does not have to be switched off.

To Apply the Screen Lock

1. Click the **Screen Lock** button on the toolbar.
2. The background of the screen goes black and the **User Screen Lock** window is displayed.

To Switch the Screen Lock Off

1. Enter the user login password into the **User Screen Lock** window.
2. Click **OK**.
3. SAM 3.6 returns to the window that opened before the screen lock was applied.



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