Accountable Technology

RELEASE NOTES

FOR

ADVANCE PRACTICE MANAGEMENT VERSION 10

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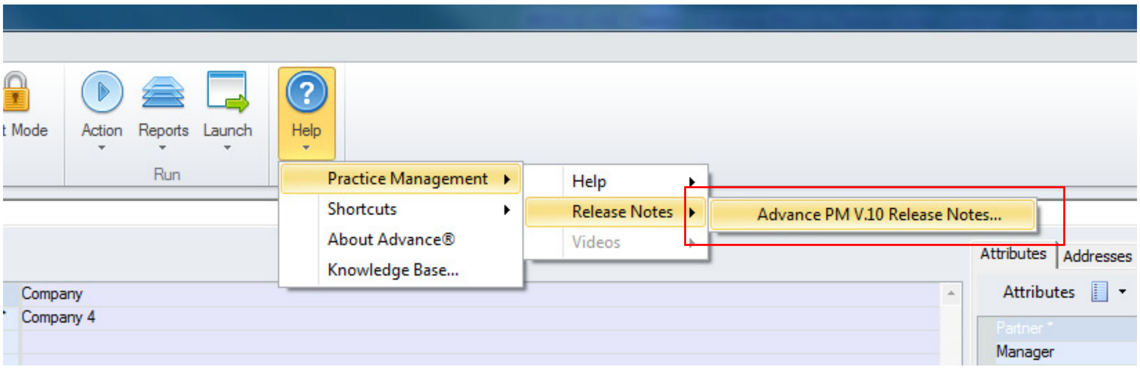
Contents

Introduction

If you are new to PM V.10, please read the release notes that are part of your package and are installed in the location shown below. Please note that if you do not have the previous version of PM installed, you are able to download release notes from the APS Client Portal.



These release notes contain all of the information relevant to PM V.10.

The following convention is used throughout this document:

★ Enhancement

✓ Correction

Marks a highlight in this release, the item may also have been selected by our voting system that you had the opportunity to contribute to!

For PM V.10, the release notes cover PM and any associated amendments to CRM, CM, VB, WM and RP.

If you are not a licensed user of a product mentioned in the list above, some sections of these release notes may not be of use to you.

Known Issues

A knowledge base article has been created to record any new known issue as a result of this release - Knowledge Base article #12558.
The known issues are detailed separately in the knowledge base article, linked to the knowledge article #. For each 'FIXED' article the linked Knowledge Article will contain details on how to obtain the update. For each 'LOGGED' article, the issue has been logged for development and will be resolved in a future release.

To review the Knowledge Base Article #12558, visit the MyAPS Portal, enter the article number and press the search button.

MyAPSPortal - http://myaps.aps-advance.com/vsm_prod/Servicemanager.aspx?lite

Reference Numbers

Each item in this document is prefixed by a corresponding reference number. From time to time an APS staff member may advise you of a reference number for an outstanding issue or enhancement request. Once that change has been released, the release notes document will include the reference and an explanation of the change.

Credit Management Users

Appendix 1 gives an explanation of changes to Credit Management.

Client Relationship Management Users

Appendix 2 gives an explanation of changes to Client Relationship Management.

Value Billing Users

Appendix 3 gives an explanation of changes to Value Billing.

Resource Planning Users

Appendix 4 gives an explanation of changes to Resource Planning.

Workpaper Management Users

Appendix 5 gives an explanation of changes to Workpaper Management.

Things to Consider

The Loading and Navigation of Consoles

The new (.NET) consoles do offer more functionality as well as fresher look and feel. You may notice that the way you drive the consoles is subtly different. The first time you load a console, it also has to load the Microsoft .NET Framework. This is noticeable on the first load of a console because it will take marginally longer to load.

The second thing you may notice is that a visual progress cue is shown while the console prepares all the pages you have on your custom or default layout. In the past this happened in the back ground but, if one was impatient and started clicking elsewhere, you could cause an unexpected outcome as not all pages may have finished loading. This was very dependent on the style of your custom layout and the amount of data it had to retrieve, and of course the 'hardware environment' at your disposal.

The new style console may appear to be slower in certain circumstances than you are used to but the .NET world brings us extra responsibilities in terms of our applications. We believe that the benefits outweigh the 'costs'.

Grids within Consoles

- More of our grids have been replaced. This style of grid has already been used in other areas of Advance e.g. for WIP Browser and General Audit. If you want to maximise the features and navigate well around the new grids efficiently, please refer to Appendix 6. In most cases, if we used a grid previously, you will need to re-set your grid layouts. The version control has to ship a default grid layout.

Grids that have been replaced:

The Debt page uses a grid we started in the Credit Management application. In CM it was called the Transactions page.

The Matter List page uses the new grid. This offers more filtering functionality.

The Milestone page uses a grid we started in the Resource Planning application.

The Fee Narration grid uses a new version of the previous grid to better support rich text ability.

Invoice and Statement Layouts

This release sees us being able to take the first step towards easier customisations. This new layout does mean that your current invoice and statement, if it is not standard, will need to be re-customised. (A new version of our standard invoice and statement is part of our package.)

Once you change over to the new layouts, you will need to make changes to some of your settings so that the system is aware of your change over. Please make these changes after consultation with Support or your consultant. A User Guide will be available once you decide to make the transition.

Please note that if you are going to move towards bulk e-mailing of invoice and/or statements, you will need to have your invoice and statement re-customised (if you have not already done so as discussed above) before you embark on the bulk e-mail route.

- #10865. A new invoice layout is needed to take advantage of the rich text improvements in Fees. Your current invoice and statement will continue to work with PM V.10. If you wish to take advantage of the presentation improvements, the preparation of your new invoice and statement needs to be managed through our Support Desk. Both your invoice and statement will need to be converted to the new forms for consistency.

Bulk Invoice and Statement Email functionality

- #868/10892. We now have the ability to email statements and/or invoices in a single batch. This is controlled by the new SUPS group CORRESPONDENCE. By default this will be turned off. For more detail, please refer to Appendix 7. This functionality is complex and configuration is required. Please contact APS to arrange a consultant to assist you with its implementation. You will also need to use the new invoice and statement layouts (.repx files). If you have a customised invoice or statement, this needs to be re-customised in the new layout before you can move to bulk emailing.

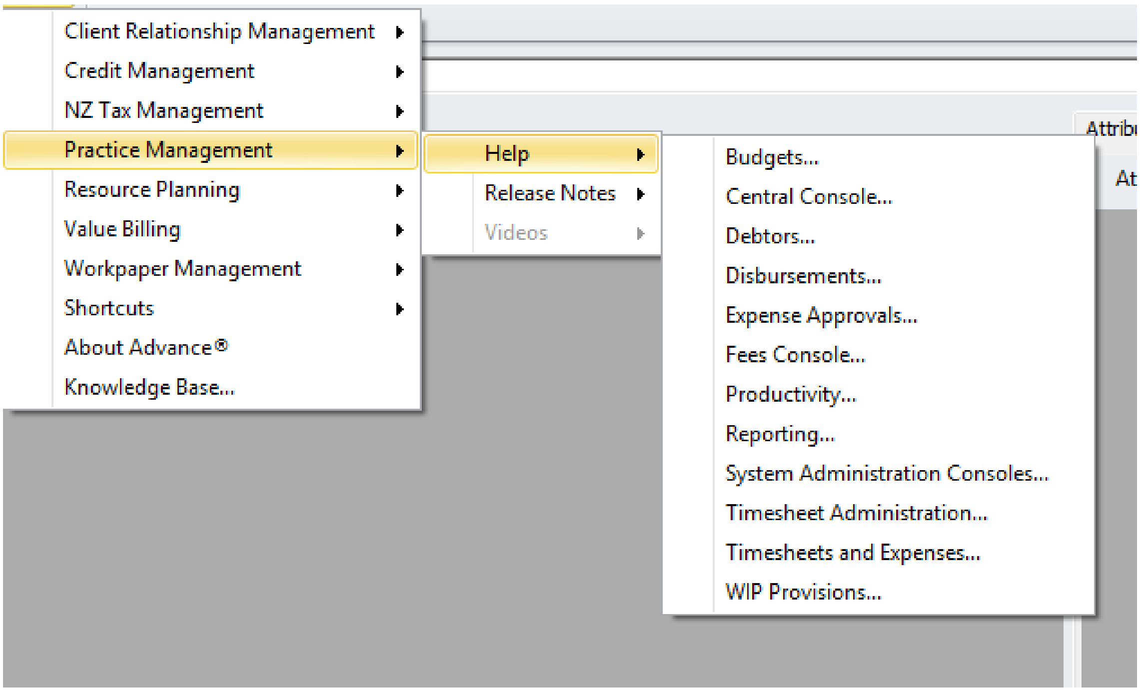
Using a Second Folder

If you have previously used second folders to allow users access to a second database, there is now a requirement to use a different component.

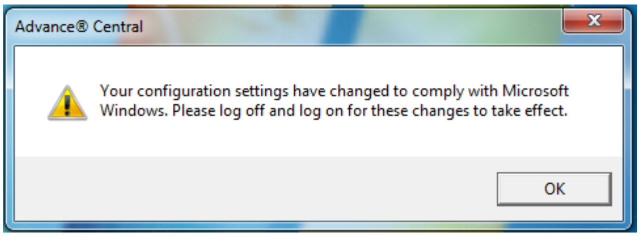
If your desktop shortcut does not work, please refer to the Upgrade and Installation Notes, or contact your IT administrator to correct it for you.

Applications

- There are many more help files available in the usual location.



- #10489. This situation no longer requires a restart. The new registry settings are now activated by logging off then logging on again.

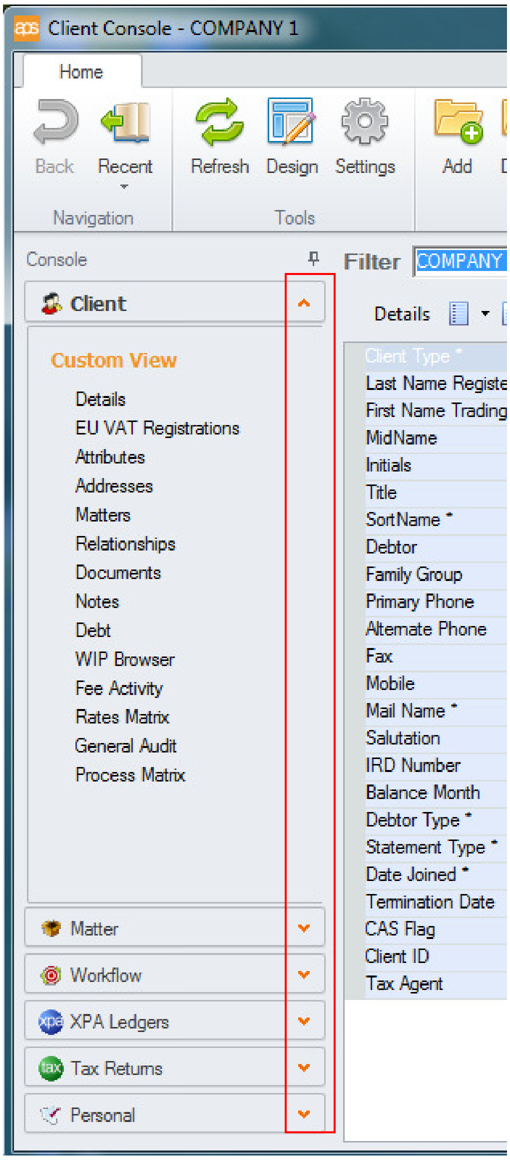


- ✓ #10531. Integrated Login failed where the Active Directory Login Name contained an apostrophe. This situation has been corrected.

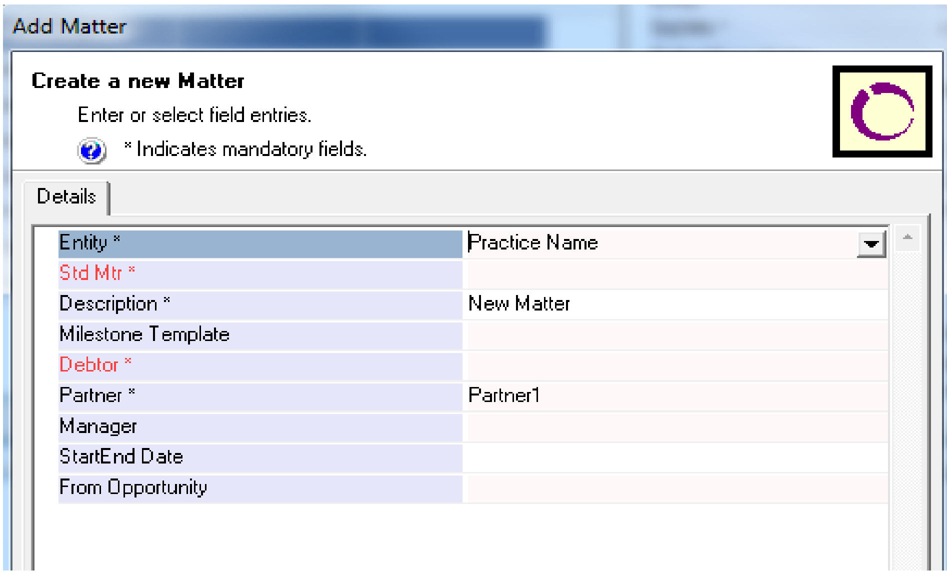
All Consoles

The new console ribbon is explained in Appendix 10. On the previous console, we used a 'menu bar'.

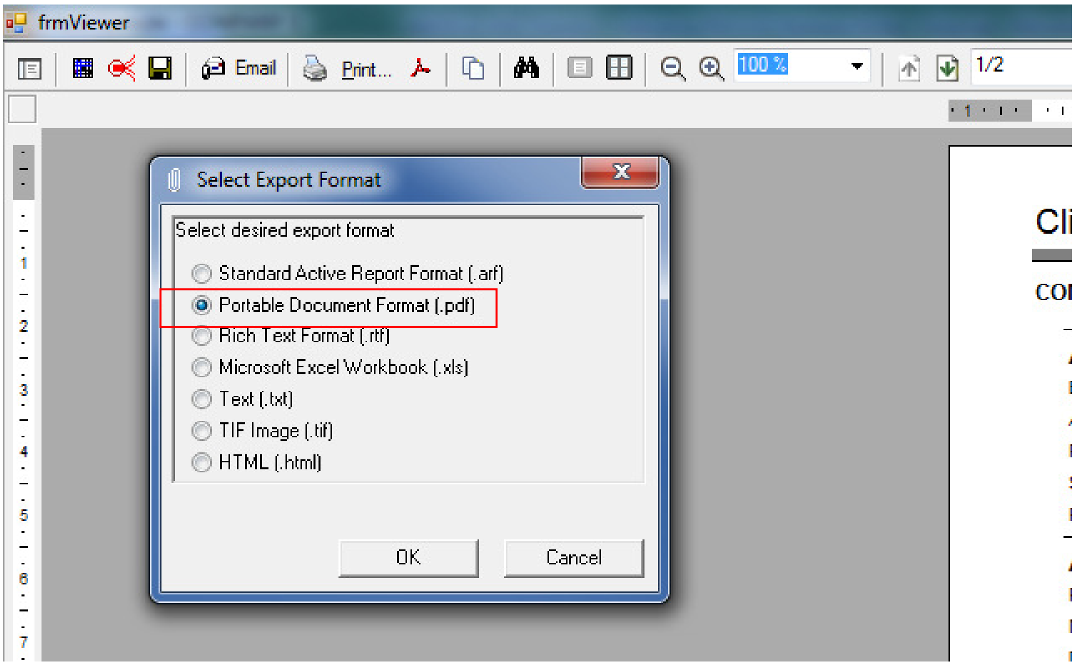
On the bands of the new console, please note that you need to click on ˄ to navigate between the bands.



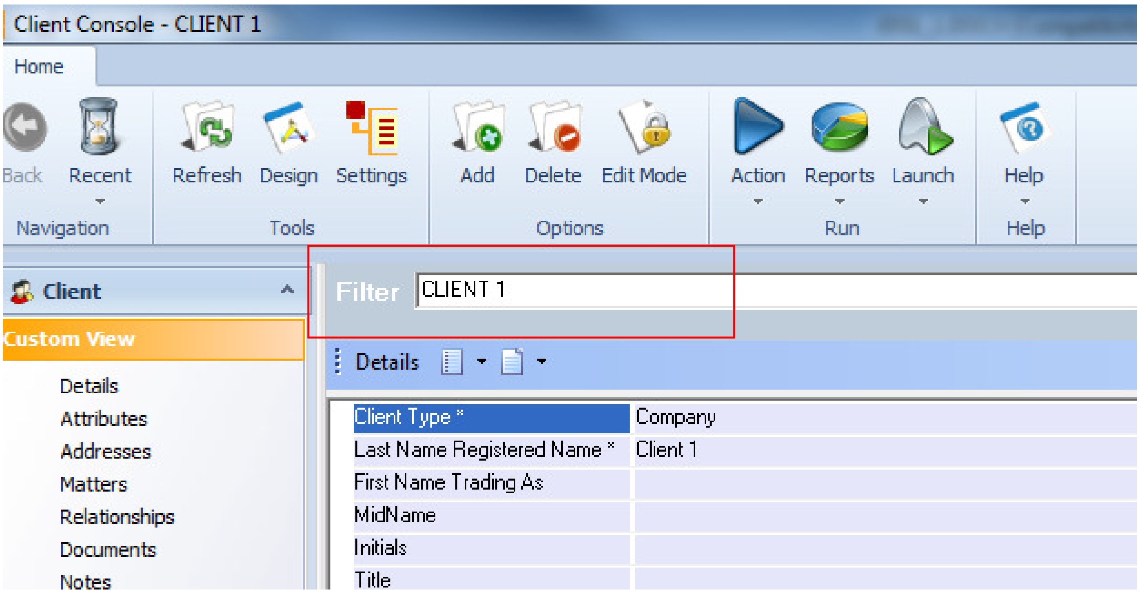
- #10433. The new console now hosts the newer versions of Internet Explorer accurately. The previous console could not always show some web pages for newer versions of IE, (eg Version 9 and up) correctly.
- #16759. Secure website addresses (https://address) are now recognized as a url in text fields.
- #8979. A visual cue has been added to highlight, in red, an incomplete mandatory field. This can be seen on the 'On Add' form as well as the normal details pages.



#5576. When saving reports, .pdf is now the default file type.

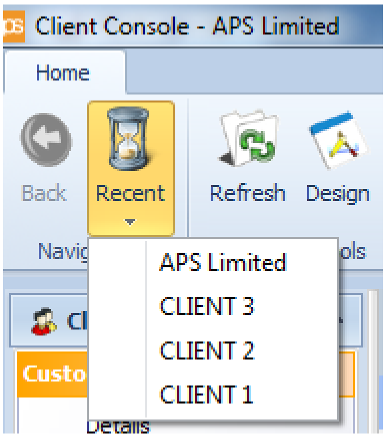


- #8403. Your focus (cursor) will be set to the **Filter** control when a console is loaded. This means that you can start typing directly into the field.



The F9 function is still the hot key to return focus to the main filter on the form, except if your focus is already there. For example you may have used the Client ID or Matter ID quick search feature in which case, F9 cannot set your focus to the main filter for that console.

- #5575. The 'History Selection' /'Recent' toggle has been extended to show up to 10 of the previous selections made.



- ✓ #3308. In certain circumstances an 'unable to load the skin aAClassicLogin.advLogin' error was generated and it was not possible to log into Advance. This was because of a corrupt user setting.
- ✓ #873. When emailing from within Advance, the check box to create a Note was incorrectly labelled.
- ✓ #6220/6439. There were some fields on the Details page where you could continue typing beyond the appropriate length. Only the amount of data that fitted into the field was saved, the rest was truncated. Now you cannot type beyond what fits in the field.

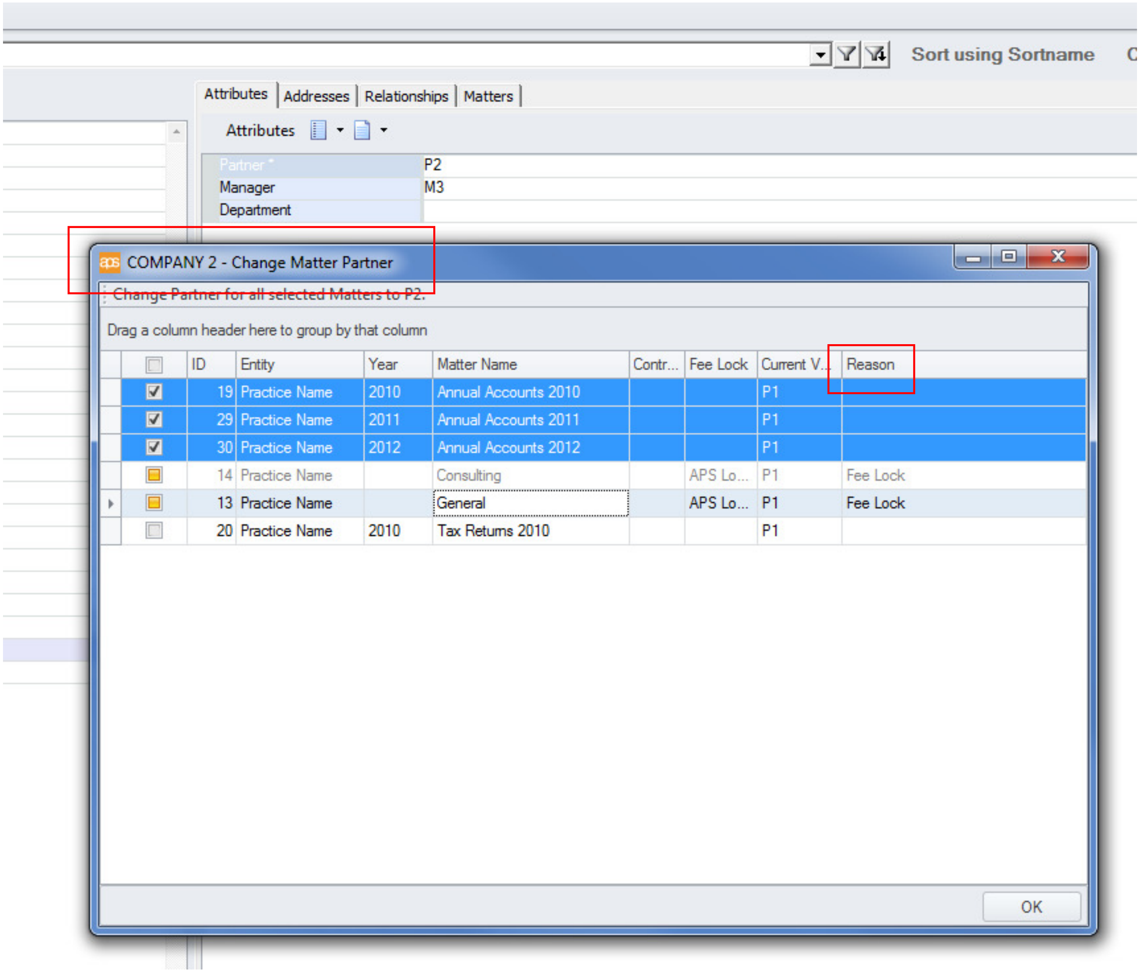
✓ #8373. In a multi-line text field which already contained an apostrophe, editing the field doubled the apostrophes.

These situations have been corrected.

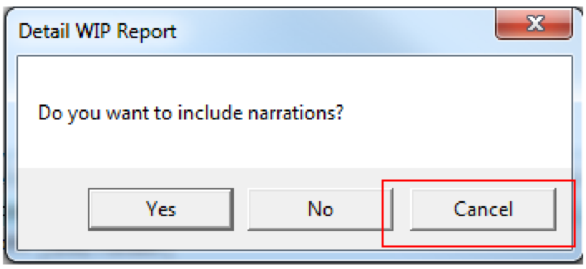
Central Console

★ #5026/4867/12281. Changing a Debtor, Partner, Manager or Department on the Client Console now gives you the opportunity to update related OPEN matters. If the matter is part of a contract or a fee, then this is noted on the Reason column, and you are not able to update that matter using this method.

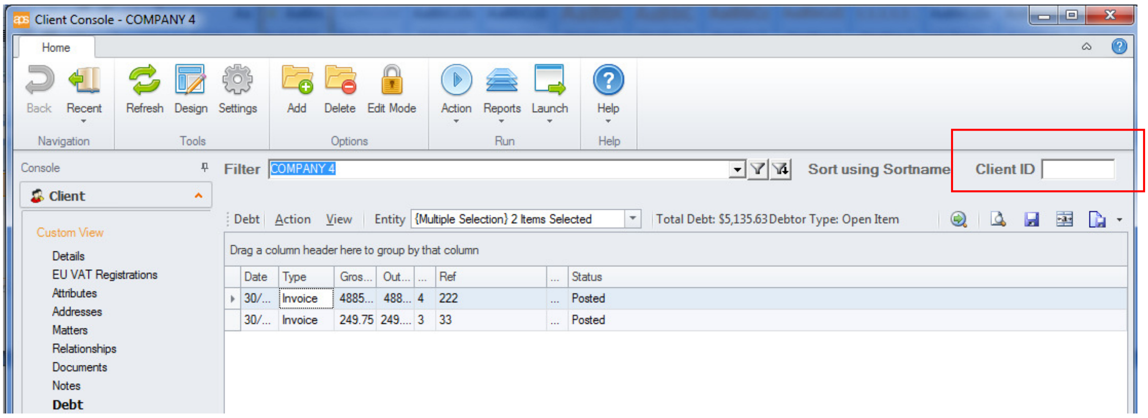
Select the matters you wish to update using the check boxes on the left of the form and press OK to continue.



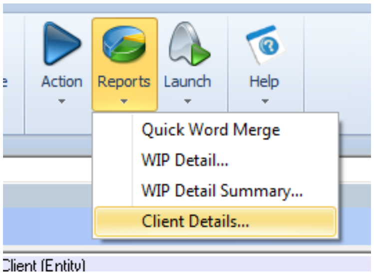
★ #6229. On the WIP reports available on the console, we have added a 'Cancel' option to all 3 option pop-up messages.



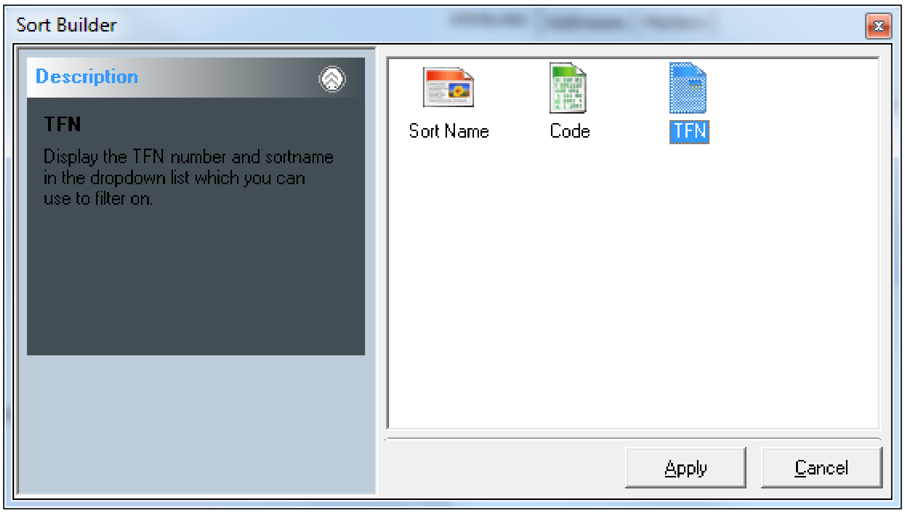
- #3052. For Word Merging – the Office 2007 template type .dotm has been added to the list of available file extensions.
- #2805. We have added the ability to search for clients using the new **Client ID** field. The client ID is a field on the **Filter** bar.



- #5560. A more informative warning message is shown when adding or modifying a client sort name if the proposed sort name already exists.
- #12741. The Client Details report now maps to your Client Console JOE rights and only prints information accordingly. You will only see pages that you have permission to. If you need to see more pages, then discuss your system permissions with your administrator.



- #5795. Client Sort Builder, when Locale is AUS, TFN number replaces IRD number as search criteria.



- ✓ #2598. When Central Console was set to 'auto launch' and Outlook Contact Integration was turned on, the application froze and Advance did not launch.
- ✓ #5230. It was possible to add a client with the same sort name as an existing client by changing the client type.
- ✓ #4258. The Client Detail report did not show Notes descriptions.
- ✓ #8034. On the Attributes page, when removing a date value using the delete or backspace key updated the database incorrectly.
- ✓ #793. Leaving the console inactive for a long period of time after making a change to Partner/Manager/Department fields updated the database incorrectly.
- ✓ #802. When more than one user made a change to the same Partner/Manager/Department field at the same time for the same client, the database was not updated correctly.
- ✓ #11465. When exporting to a datasheet, it was possible to generate a 'run-time' error if editing the property 'Edit Mask'.
- ✓ #11270. When doing a Quick Word Merge with a Document Store in place, it was possible to generate a 'run time' error if the merge document was closed before closing the profile window.
- ✓ #11075. In some circumstances it was possible for newly added fee earners to have additional unusable pages show in their consoles. The default user settings were found to be corrupt.
- ✓ #11432. Client detail report did not print folder links when a DSNless connection string was used.
- ✓ #1697. The client type data type has been changed to accommodate more records in this table. For some larger clients, there were not enough unique numbers to store the volume of records required.

  These situations have been corrected.

Addresses

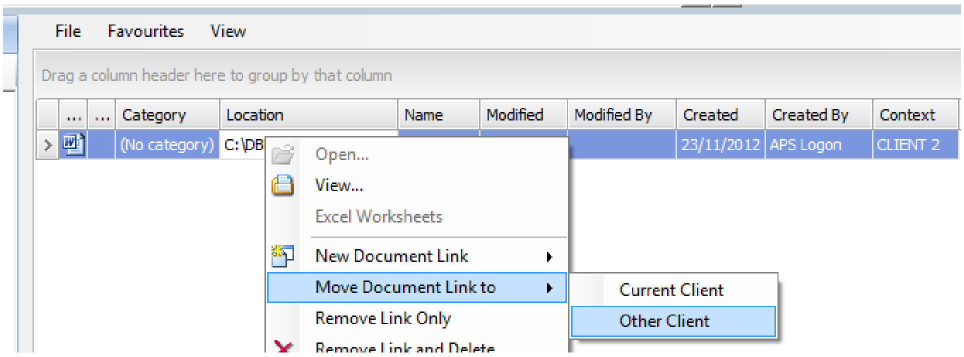
- ✓ #11774. Auditing changes made to addresses did not show the full address in the General Audit page. This situation has been corrected.

Australian File Numbers

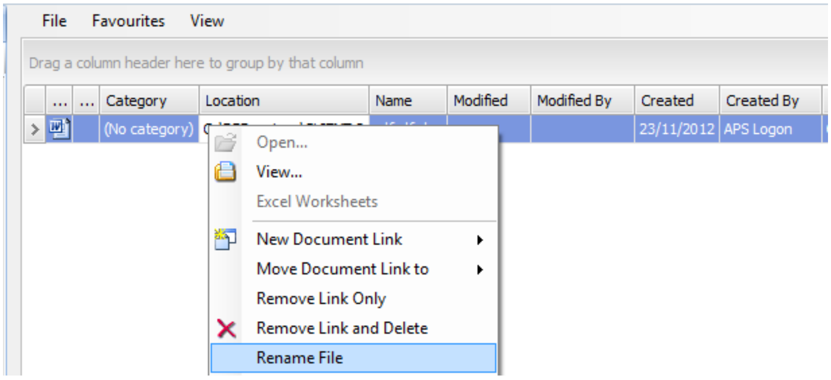
- ✓ #13280. Deleting an instance on this page generated an 'Unable to execute' error. This situation has been corrected

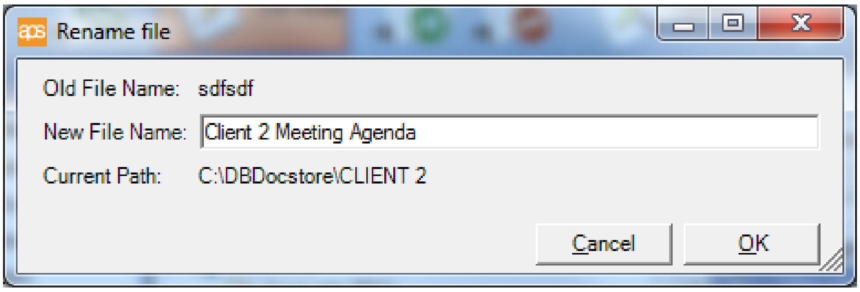
Documents

- ★ #4232. Where Document Store is filing by Client Sortname, it is now possible to rename the managed folder. For more details, see Appendix 8.
- ★ #11497. It is now possible to move a document from one client to another when a document has been filed to the wrong client using a new option on the right mouse click.

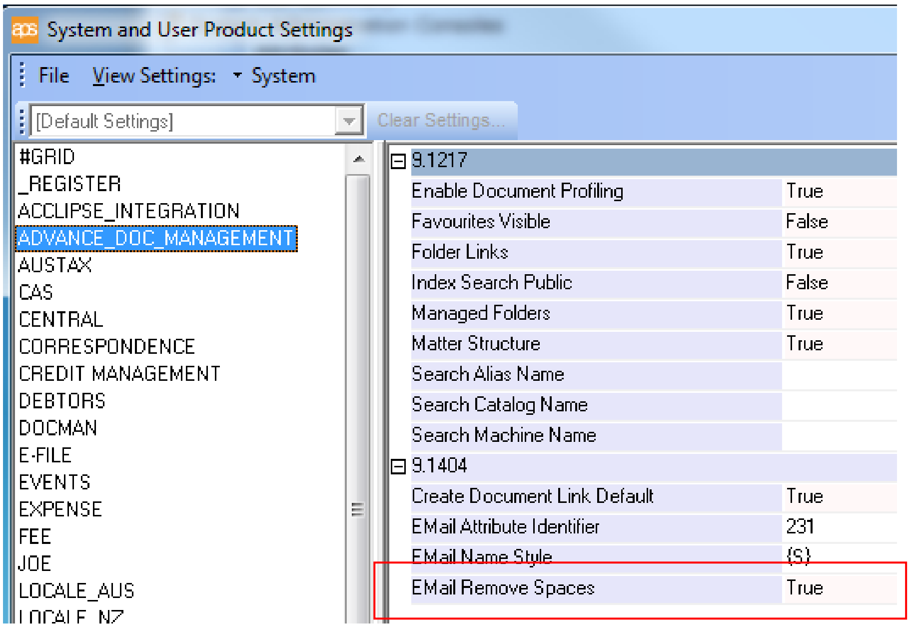


⭐ #3876. We have made it easier to rename linked documents with a new option on the right mouse click.





⭐ #6321. A new SUPS setting, 'Email Remove Spaces', controls if the filename, (derived when saving an email into Advance), will be the email subject intact with spaces or without spaces. By default this will be set to True, excluding spaces from the file name. This is a choice whereby you can keep the exact message Subject intact with all spacing etc., or drop the spaces and store more of the words on the Subject line.

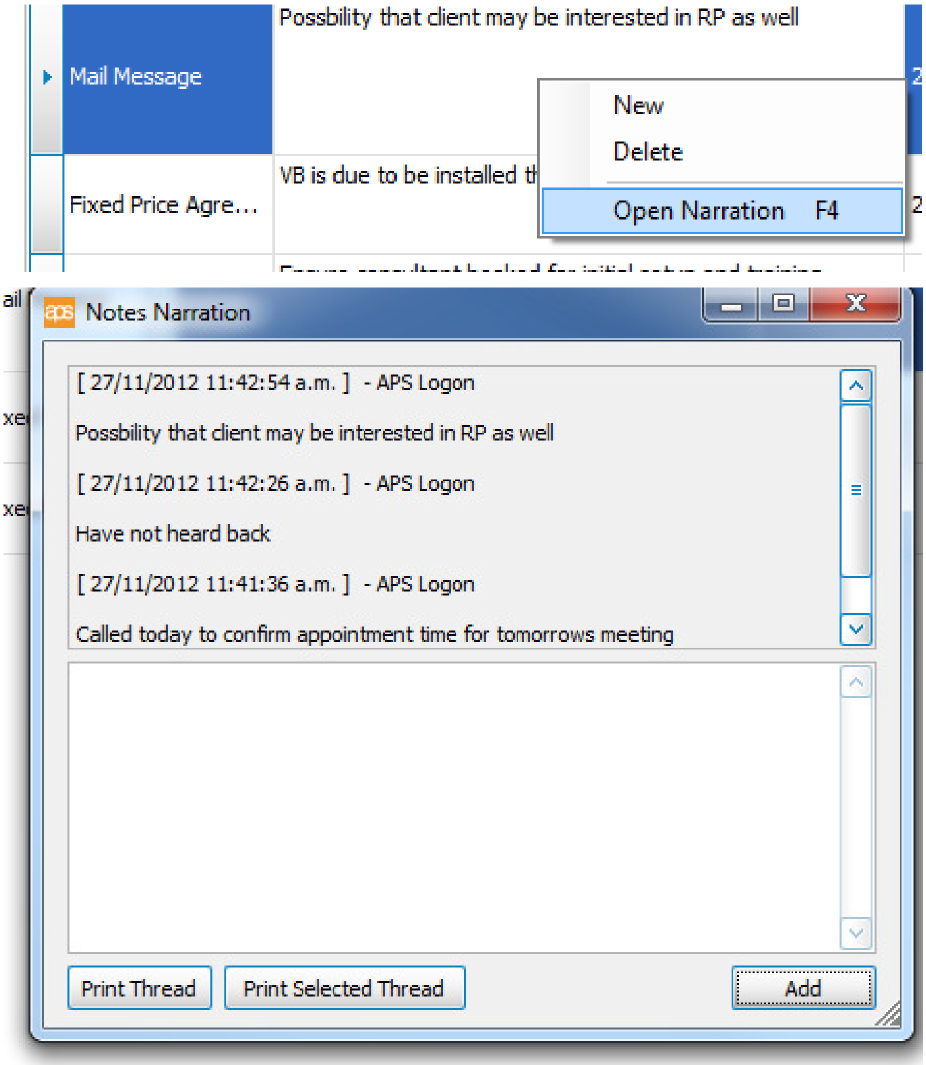


- ✓ #4489. In some circumstances it was possible for a user with View Only JOE rights to create folder links.
- ✓ #4649. The client email address was not defaulting when the email option was used from the Documents page.
- ✓ #10843. A spreadsheet containing macros gave an ‘already open’ message.
- ✓ #10419. Excel spread sheets where a sheet name contained an apostrophe caused issues. A prompt to save changes sometimes gave an error - ‘object reference’ message when setting up entry pointers on the profile.
- ✓ #7535. When Document Store settings involved the inclusion of Alpha level, in some circumstances the folder view did not display correctly and it was possible to get ‘Network not found’ error.
- ✓ #12835. In some circumstances it was possible to cause a ‘The console has stopped working’ error when Document Store was in place.
- ✓ #12587. With Document Store in place Client and/or Matter names containing Windows invalid filename characters (\ / : * ? ” < > |) were not handled correctly.
- ✓ #7878. Save Into Advance – when a file with the same name already exists, we have improved the error message and made it possible to profile the document.
- ✓ #10846. ‘Save into Advance’ gave a ‘Table 0’ error.
- ✓ #11457. In some circumstances it was possible for a user without JOE rights to add a new document.
- ✓ #15316. ‘View document’ could not locate the document when the Client ID was 3.

These situations have been corrected.

Notes

- #2916. It is now possible to print individual Notes from the Notes **Narrations** area. 'Print Thread' will print the parent and its children in descending time order. 'Print Selected Thread' will print only the Note selected.

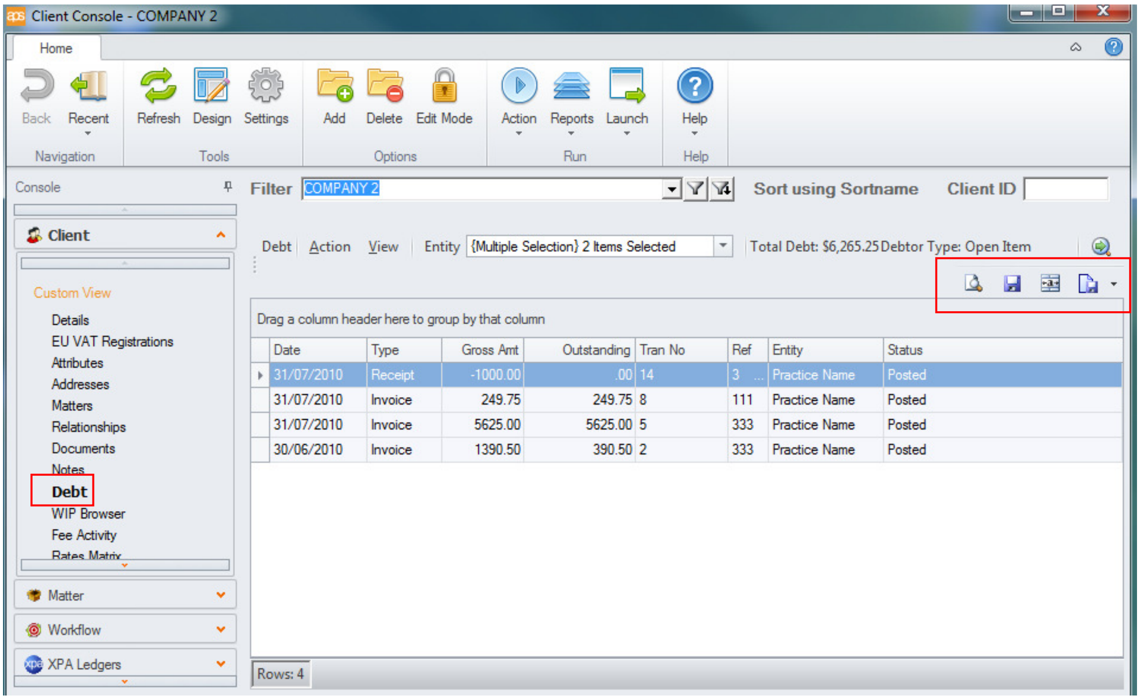


- #3244. 'Created by' was not displayed if the fee earner had a 'termination date' set – this was resolved for PM 9.1.4 as well.
- #5038/5588. The Note report did not show XPA Ledger or Client name at the top of the report.

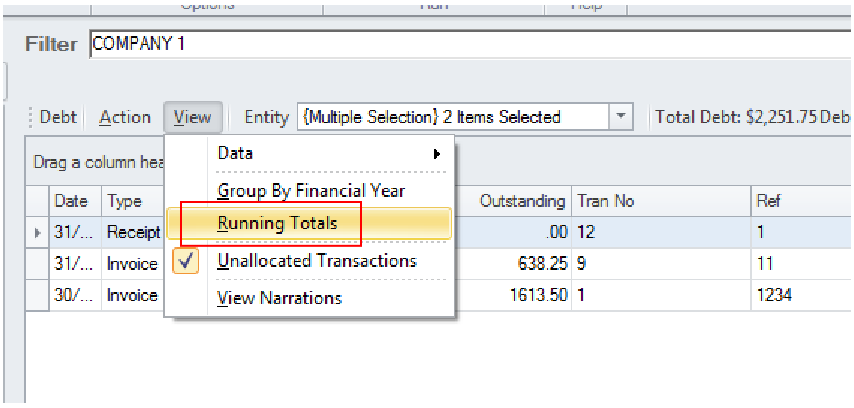
  These situations have been corrected.

Debt

- #5590. This Debtors transactions grid has been replaced. CM users will be familiar with this page where it used to be called the Transaction page. See Appendix 6 for more details on 'new' grid functionality.

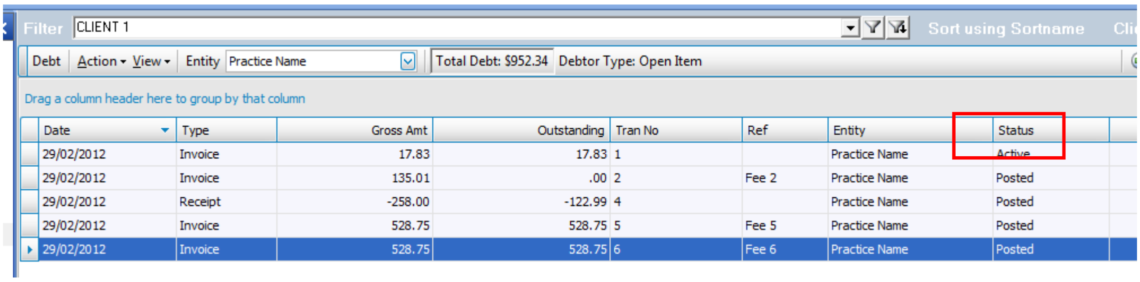


- #5556/5586/10772. It is now possible to save your grid layout for the Debt page. There is a button on the right hand side of the form to specifically save your layout. (Outlined above). If you add the Running Total to the layout, that will be saved as well. But this can only be used when Grouping is not in place.

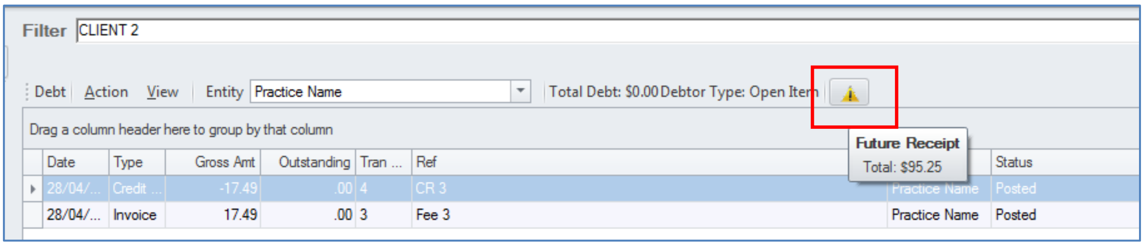


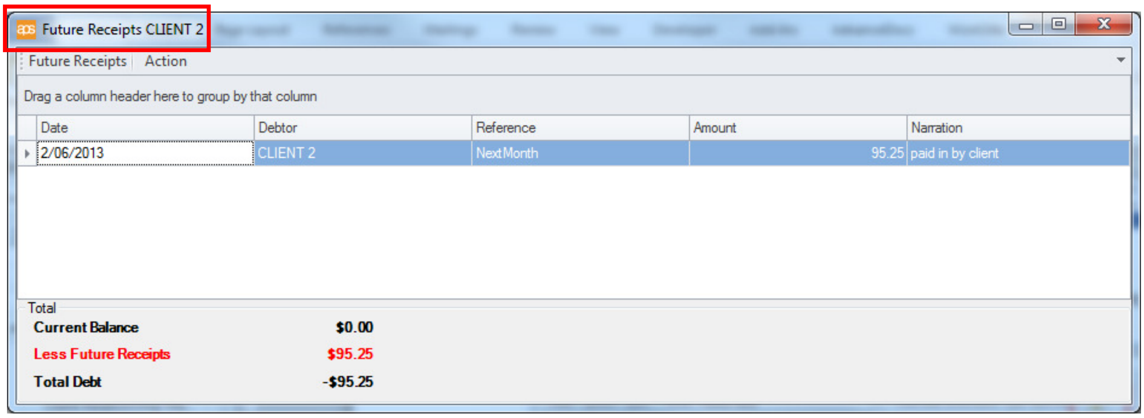
If you wish to use the grouping ability of this grid, you need to remove the Running Total. The reason for this is that the running total can only be calculated when the transactions in the grid are not presented in groups, e.g. Entities.

- #5633. The column 'Status' has been added to the grid – this indicates whether the transaction has been posted or is still active – particularly relevant for transactions created via the Debtors application where a batch may still be ACTIVE.



- #4868. A visual cue will now indicate that Future Receipts exist for this client; this can be expanded to show the details.





- #10773. The Entity selector has been made wider.
- ✓ #2142. The column 'Narrations' did not remain in the grid when columns were repositioned.
- ✓ #10771/10870. We now retain the columns displayed when changing a view or resetting the grid.

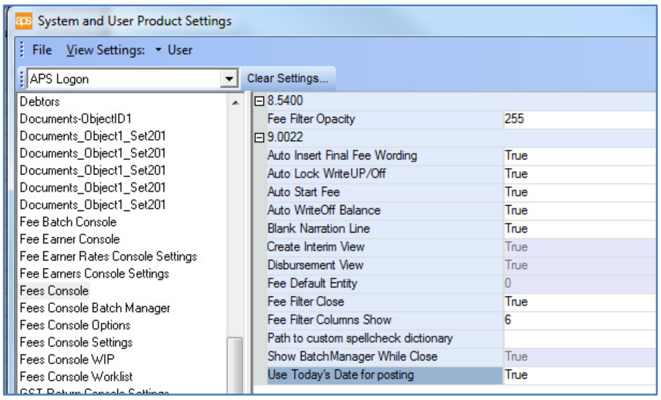
These situations have been corrected.

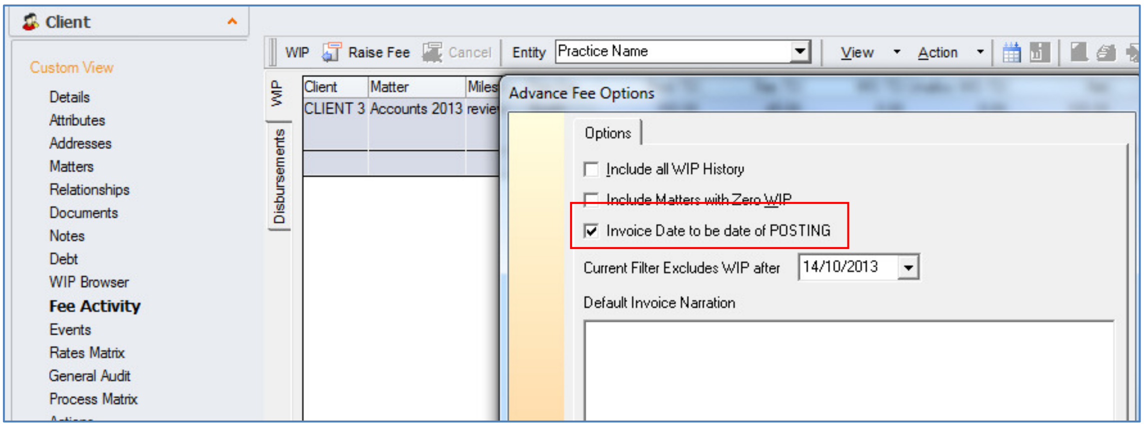
WIP Browser

- #7180. Extract WIP Entries report now includes the client name at all levels.
- ✓ #10023. Totals at the bottom of the form were not correct – interims were not being added to the recovered figure. This has been corrected.

Fee Activity

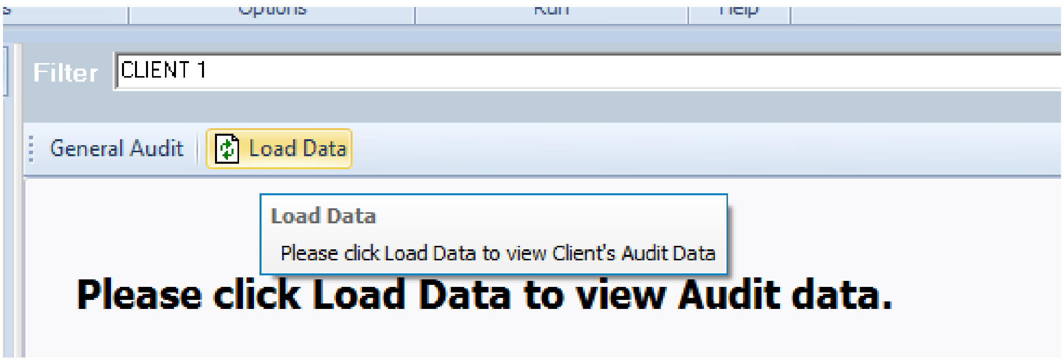
- #6500. The ‘Invoice Date to be Date of Posting’ default will be based on the user’s SUPS settings, in the same way as it does if creating Fees via the Fees Console.





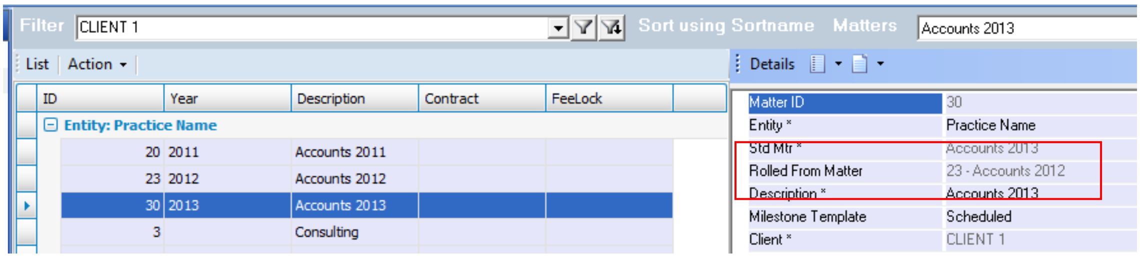
General Audit

- #12738/12895/12763. On the General Audit page, there is now a Load Data button. Audit data will no longer automatically be shown. The reason for this is that we feel it needs to be a conscious decision by the user to load this data as it could be of a significant size.

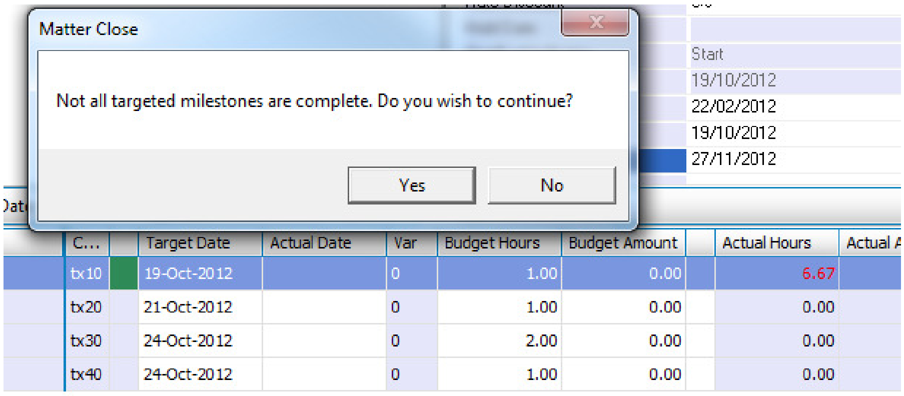


Matter Console

- #7905. The 'Rolled from Matter' is now stored against the new matter created by a rollover and is visible in the Matter Details page. This may be a useful field on any Workflow based PIQ reports. Within PM, this is a reference field only at this stage.



- #9011. When a Matter is closed, a warning will be given if there are milestones yet to be completed. This gives the user an opportunity to complete the workflow.



- #8682. When setting the 'Date Closed' field the 'Allow Timesheets' / 'Allow Disbursements' fields will automatically be set to No.

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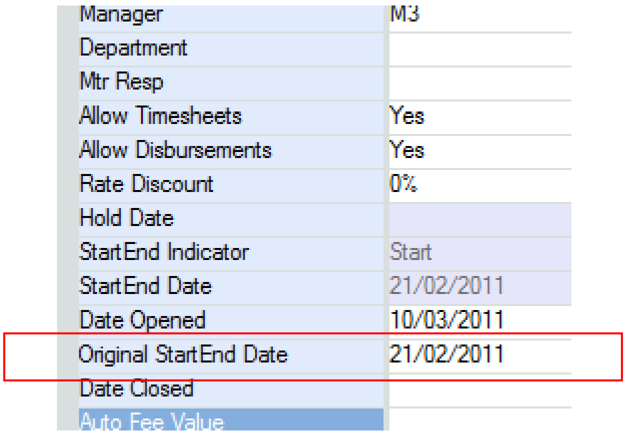
If you have addressed this functionality in a custom fashion, you may wish to address this with your consultant if there is any overlap in functionality.

- #11474. Adding a Matter to a Client, it will now default the new values set up in the Standard Matter: **Allow Timesheets** and **Allow Disbursements**. A blank value in Standard Matters will default to Yes on a client:matter.

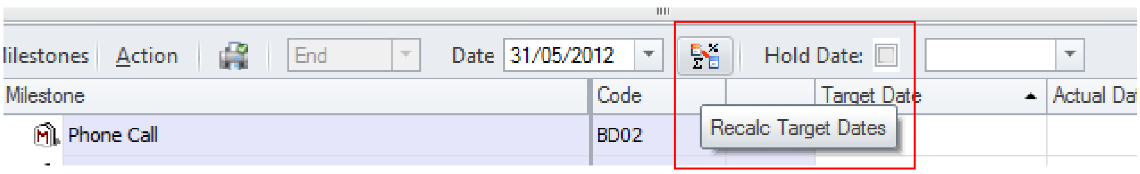
  If you have addressed this functionality in a custom fashion, you may wish to address this with your consultant if there is any overlap in functionality.

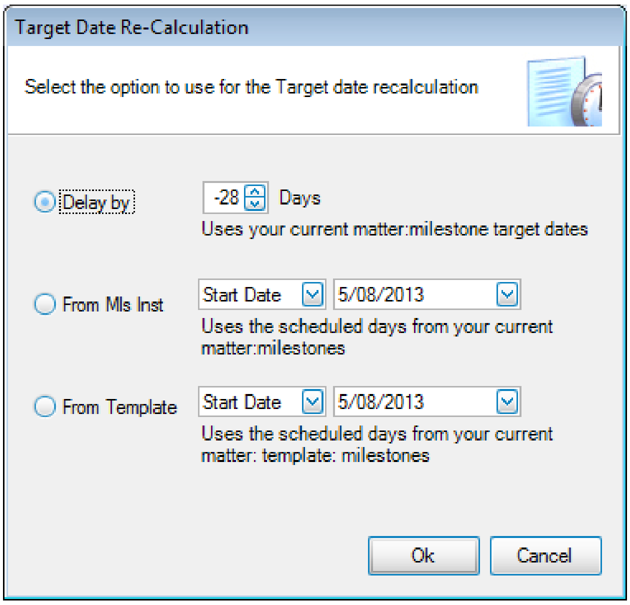
- **'Original StartEnd Date'** - the purpose of this field is to be able to record what the first proposed start/end date was for the matter.

  In the screen shot below (Details page), this new date field is set when you add a matter and/or edit the start/end date *until* the first milestone is completed. Once that has happened, the **Original StartEnd Date** is 'locked'. This means that any further alteration to the normal matter 'start/end date' does not affect this 'Original Start Date' field. The new field remains an editable field.



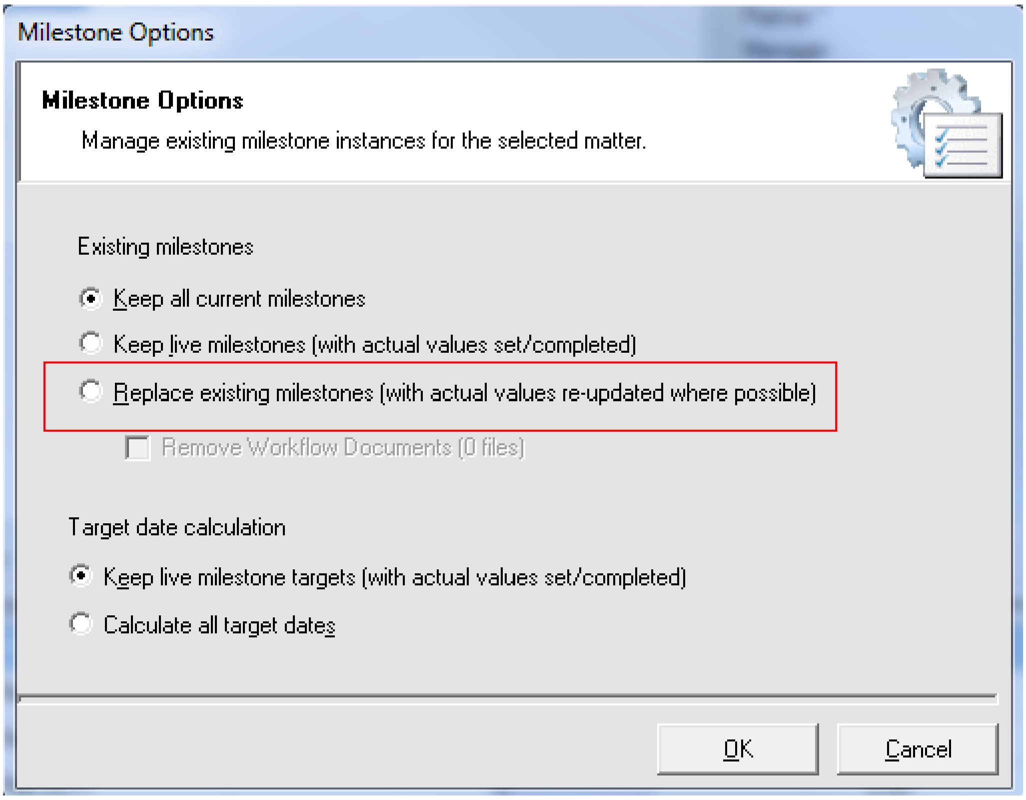
- Recalculation of Target Dates. If you wish to enter a new start or end date, use the new button to 'Recalc Target Dates'. You will be given three options for this new target date.



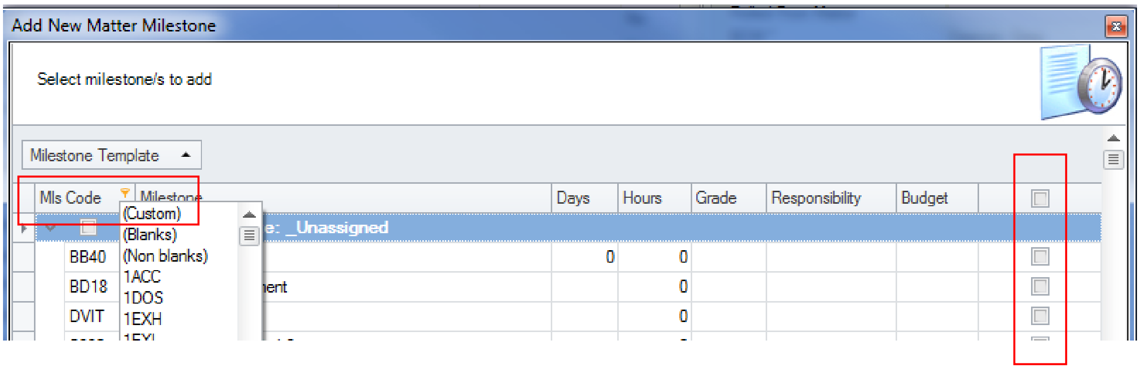


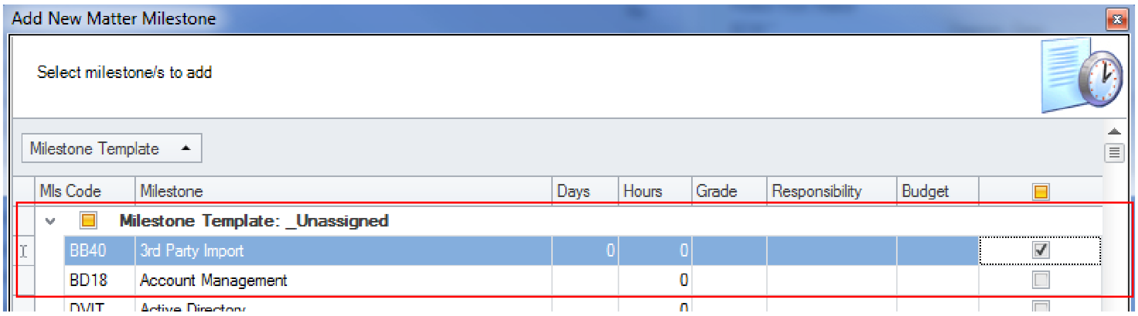
Please note, the only way to change the start/end date to an *earlier* date after the matter is added is by using the 'Recalc' button highlighted above, (even when no milestones have been completed).

- #14333. When a milestone template is replaced on a matter, where the milestones existed previously, the data from any WIP entries will be added to the new milestone actual totals.



- There is a new form when you wish to add another milestone to an existing matter. There are various filters on this form to allow to you fast track your selection to a smaller set of records. Each column has a filter available. Once you find the milestone you wish to add, remember to check the box on the row on the right hand side.



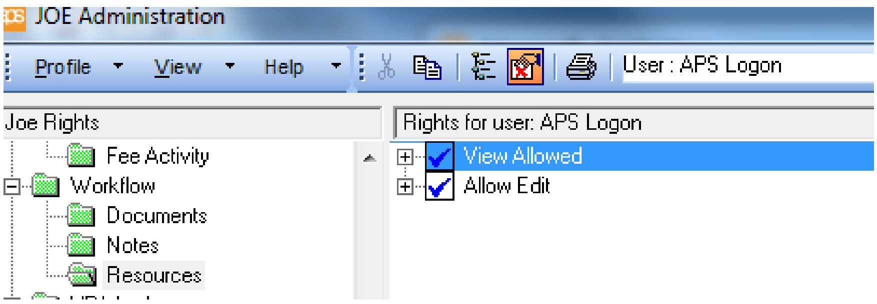


- ✓ #7203. Entering a description greater than the length of the field did not give a meaningful message. Because it is no longer possible to enter more text than the field length, this will no longer occur.
- ✓ #10823. Deleting all the Matters for a Client resulted in the Client being removed from the client filter.
- ✓ #4204. It was possible to edit a Matter's description to that of another Matter for that client – no duplicate check was done.
- ✓ #12369. On Hold is only a valid option for Matters with scheduled milestones.
- ✓ #12594. When a client has no matters, the right mouse option 'Browse to Add' will take you to the Matter Band. You will then need to click the 'Add' button to add a Matter.

  These situations have been corrected.

Milestones

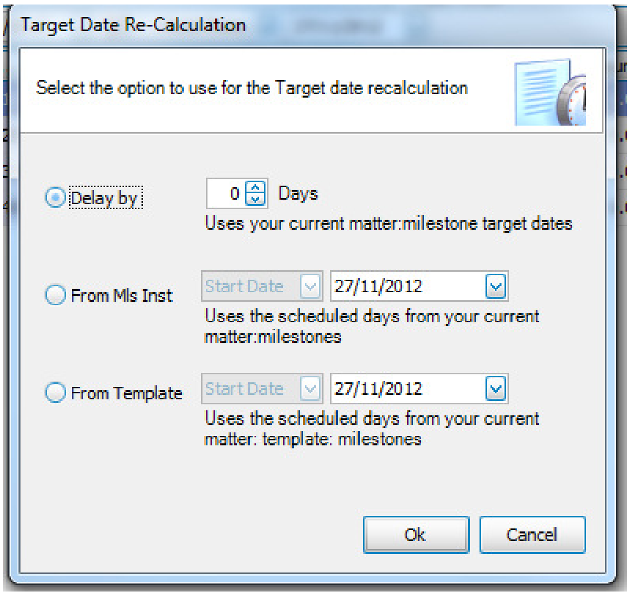
JOE rights have changed. To be able to see the Milestone page within the Matter Console, JOE rights have to be allowed for the Resource page in Workflow.



- ★ #10133/10415. We have replaced the Milestone page. Resource Planning users will be familiar with this layout. This introduces such features as Milestone Status for 'On-Hold'.

Refer to Appendix 11 for more detail. Please make sure you assess the information in the Appendix regarding new JOE settings.

- #5959. Removing the 'On Hold' date will now offer the options shown below to update the matter start date.

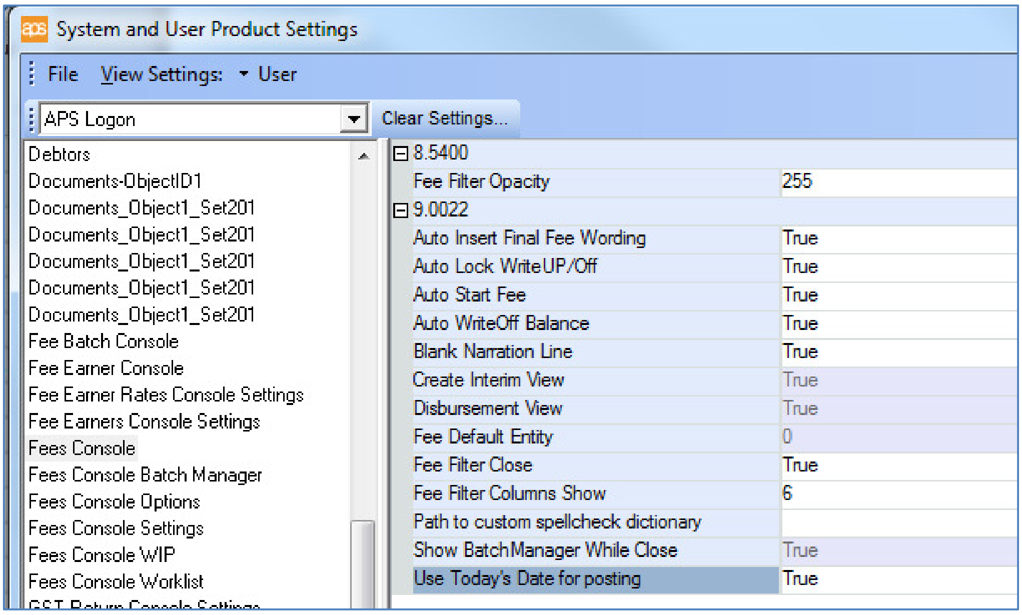


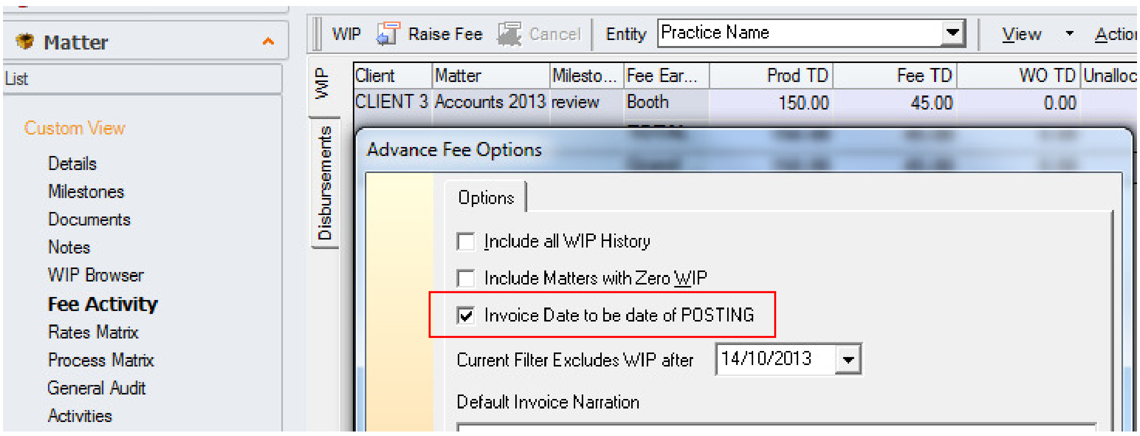
- #15431. Non Scheduled Milestones can now be assigned an Actual Date and a Hold Date.
- ✓ #2860. On the menu item 'Action', 'Print' on the 'Matter Lists' page did not show the Client name.
- ✓ #2860. The Milestone page print did not show the Client : Matter name.
- ✓ #6826. In Workflow, it was still possible to view the right mouse option called 'Resource Allocation' and edit the responsibility without having JOE edit/add or delete rights.

These situations have been corrected.

Fee Activity

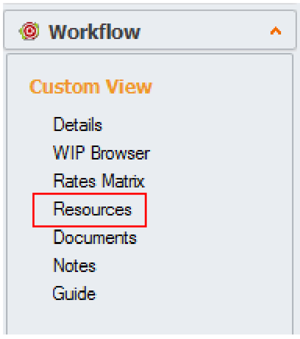
- #6500. The 'Invoice Date to be Date of Posting' default will be based on the user's SUPS settings, as occurs when raising fees via the Fees Console.


System and User Product Settings
File View Settings: User
APS Logon
Clear Settings...
Debtors
Documents-ObjectID1
Documents_Object1_Set201
Documents_Object1_Set201
Documents_Object1_Set201
Documents_Object1_Set201
Documents_Object1_Set201
Fee Batch Console
Fee Earner Console
Fee Earner Rates Console Settings
Fee Earners Console Settings
Fees Console
Fees Console Batch Manager
Fees Console Options
Fees Console Settings
Fees Console WIP
Fees Console Worklist
8.5400
Fee Filter Opacity 255
9.0022
Auto Insert Final Fee Wording True
Auto Lock WriteUP/Off True
Auto Start Fee True
Auto WriteOff Balance True
Blank Narration Line True
Create Interim View True
Disbursement View True
Fee Default Entity 0
Fee Filter Close True
Fee Filter Columns Show 6
Path to custom spellcheck dictionary
Show BatchManager While Close True
Use Today's Date for posting True

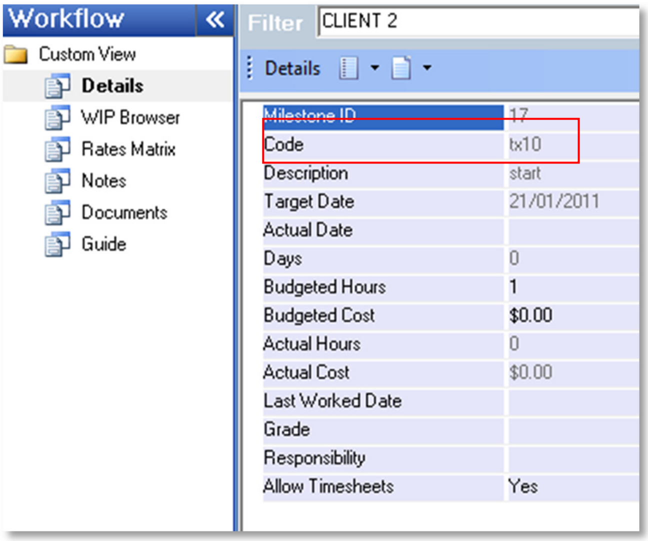

Matter
List
Custom View
Details
Milestones
Documents
Notes
WIP Browser
Fee Activity
Rates Matrix
Process Matrix
General Audit
Activities
WIP Raise Fee Cancel Entity Practice Name View Action
WIP
Disbursements
Client Matter Milesto... Fee Ear... Prod TD Fee TD WO TD Unalloc
CLIENT 3 Accounts 2013 review Booth 150.00 45.00 0.00
Advance Fee Options
Options
Include all WIP History
Include Matters with Zero WIP
Invoice Date to be date of POSTING
Current Filter Excludes WIP after 14/10/2013
Default Invoice Narration

Workflow Console

The **List** page has been replaced by the **Resources** page on the Workflow console.
This is the same as the Milestones page on the Matter console. JOE settings need to be assessed to make sure that the users who need permission to this page are granted access.



#5940. Milestone code is now shown on the Details page on the Workflow Console.



Budgets

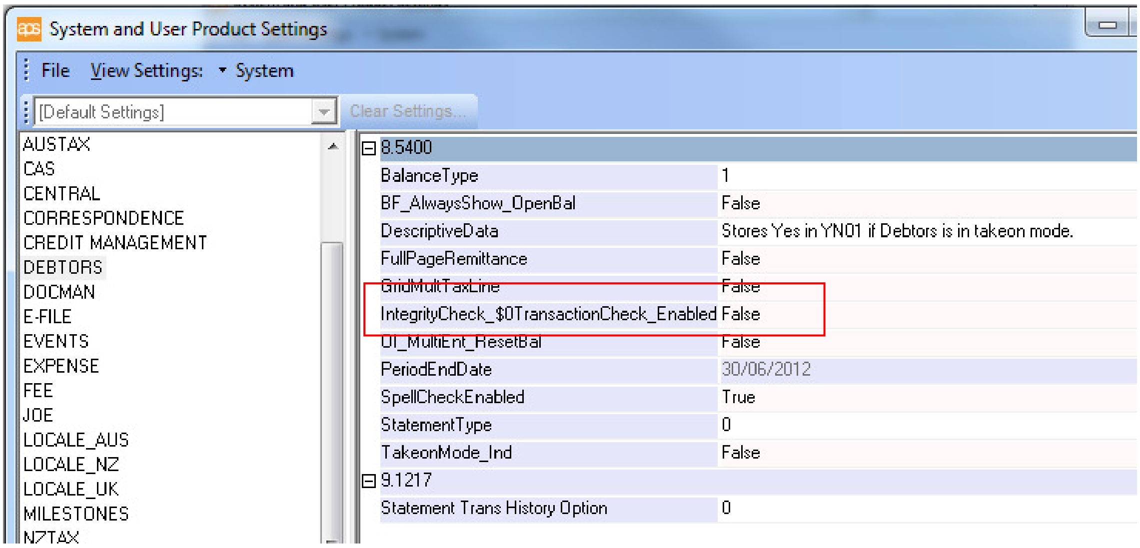
My Budgets

- ✓ #6529. It was not possible to select the year to view Budgets if the User did not have JOE edit rights.
- ✓ #10817. It was possible for a User without JOE edit rights to edit budget data.
- ✓ #12044. The Fee Earner name was no longer visible when the Financial page was in focus.
- ✓ #12051. On the Financial tab, using Services Lines and the Rates Matrix did not produce the correct extension of value based on multiple rates matrix records.

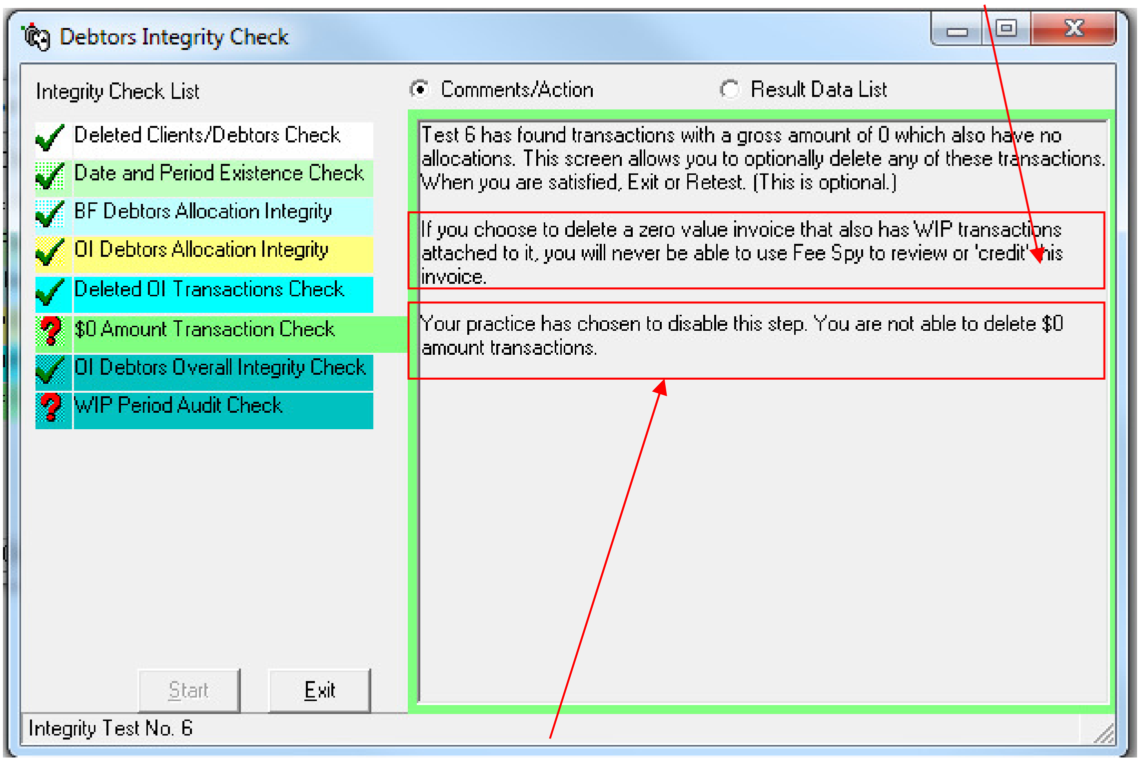
These situations have been corrected.

Debtors

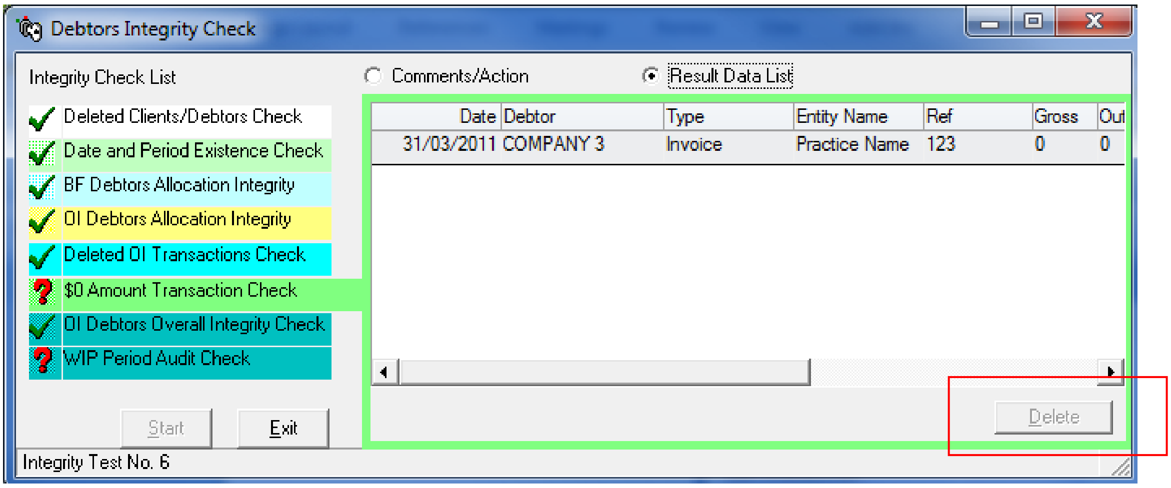
#5957/7813. New flexibility for Period End Integrity Check Number 6. The ability to ‘delete zero value transactions’ is now controlled by a new SUPS setting. You may choose to remove this step altogether. We have also added a warning to the message box setting out the consequences of choosing to delete zero value transactions. This is to discourage users from using this option erroneously if their practice allows this step in the period end.



By default, this value is set as ‘True’. When the setting is True you will see this message.

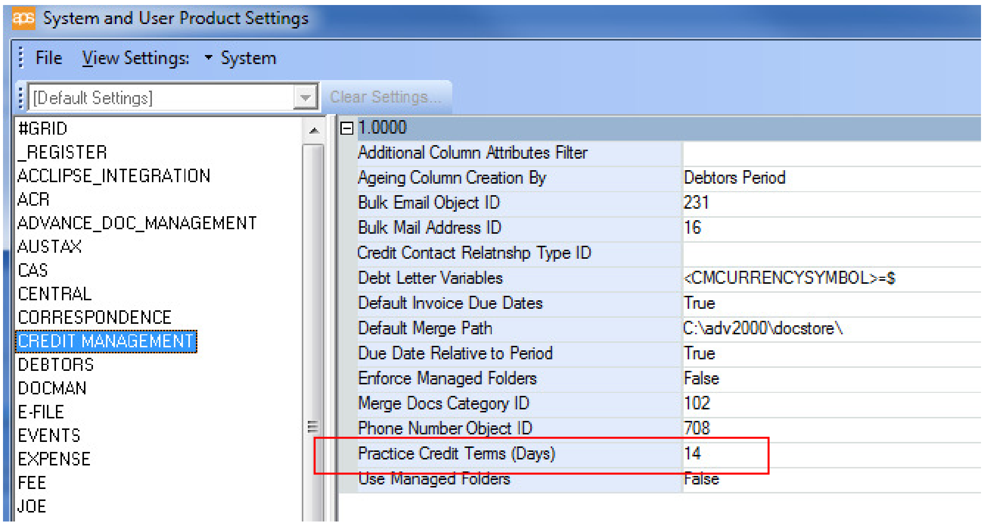


When it is false, you will see both messages. If you do move to the Results radio button, the Delete button will be disabled as shown below.

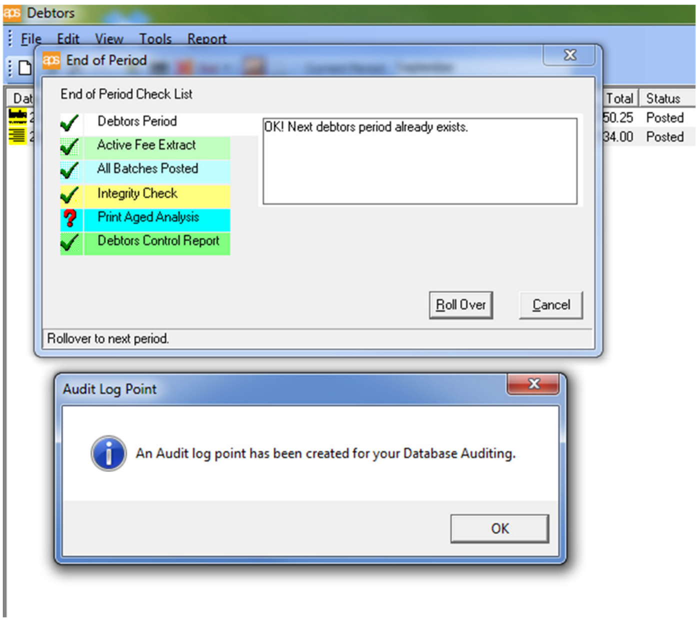


- Due Dates were introduced to Fees some time ago. There is a now a SUPS setting to allow the calculation of Due dates. The setting applies practice wide. Any invoice or fee raised will automatically have the due date calculated based on the number of days held in this setting.

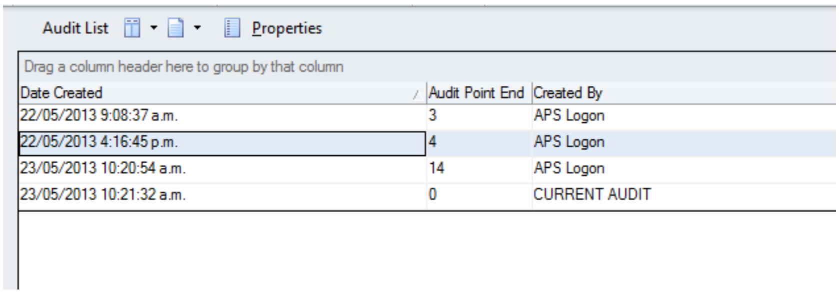
  Until now, you would have had to enter this date on the Fee Details form. Credit Management users have more flexibility with the Due Date, being able to set it at a client level as well. If this is of interest to you, please contact APS to find out more about Credit Management. By default the value is 14 days. If you are not a CM user, this is the only SUPS setting to consider.



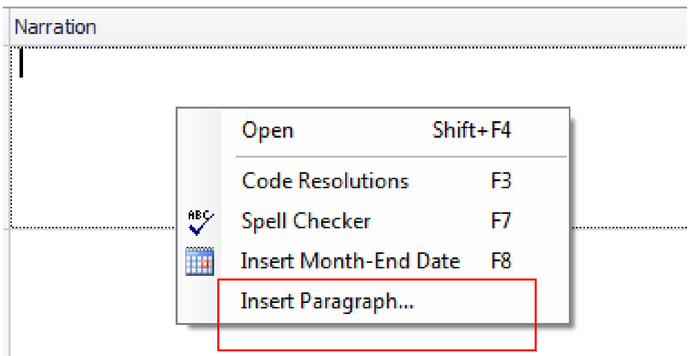
- #13729. There is a new feature in the Debtors rollover **if you use** database auditing. When you do the rollover, there is a new message to indicate that an audit log point has been written to the log table to create an audit point. The reason for this enhancement was to create more manageable sets of audit data on a monthly basis.



In Audit Management, a new log will have been created automatically. An audit log records the last transaction number covered for that audit point. It groups data making it more efficient to show the data again on a form if necessary. The 'Audit Point End' is a line in the sand which allows you to 'collect' the transactions in the ledger based on the normal data entry time line (rather than a date on the transaction).



- The previous Edit menu option has been removed as it is now redundant. Management of the invoice/credit note narration lines is now done using normal keyboard to delete a line and clicking in the next space to add a new line. Please see Appendix 6 for navigation options.
- On the previous menu bar, there was an option for Paragraphs. This is now located on right mouse options once you produce an invoice or credit note.



- Right mouse options to increase/decrease the tax amount are only available when the tax column has focus.

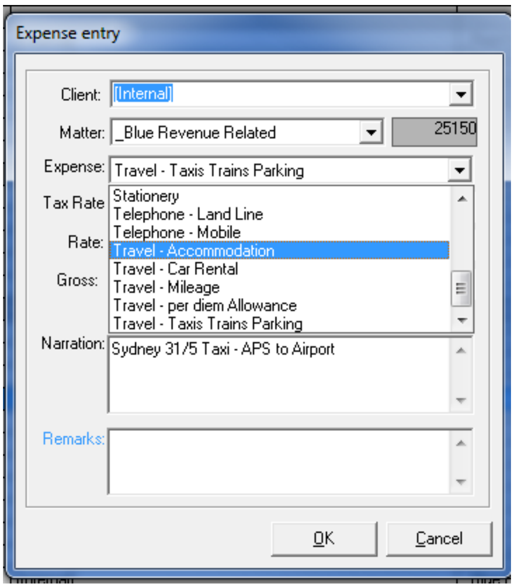
- ⭐ #15246. A check has been added to ensure the batch you are editing has not already been deleted or posted by another user.

- ✓ #1190. On the Batch listing, the Invoice Number field was too small to accommodate large invoice numbers.
- ✓ #2295. In a Future Receipts batch, the narration column was 'totalling'.
- ✓ #862. For a Future Receipts batch, in some circumstances the print option did not report future receipts correctly.
- ✓ #13083. When processing future receipts, in some instances, debtor's data was being incorrectly updated.
- ✓ #11892/1146/2621. When running the period end with regional settings set to **English US**, it was possible to generate .NET errors.
- ✓ #3397. There were text inconsistencies in the statement options compared to the Debt page in the Client console.
- ✓ #1114. Statements for a partner with an apostrophe in their name generated an error.
- ✓ #920. In some circumstances it was possible to swap allocated amounts when changing the sort order in an Adjustments batch.
- ✓ #15147. Using a DSN-less connection to a 2nd instance of SQL (i.e. not the default SQL server) caused End of Period Rollover to fail.
- ✓ #6073. The Debtors reconciliation report did not report negative credit notes correctly.

These situations have been corrected.

Expense Approvals

- ⭐ #10807. It is now possible to change the expense type when approving expenses provided Approver Editing is allowed in the SUPS settings.



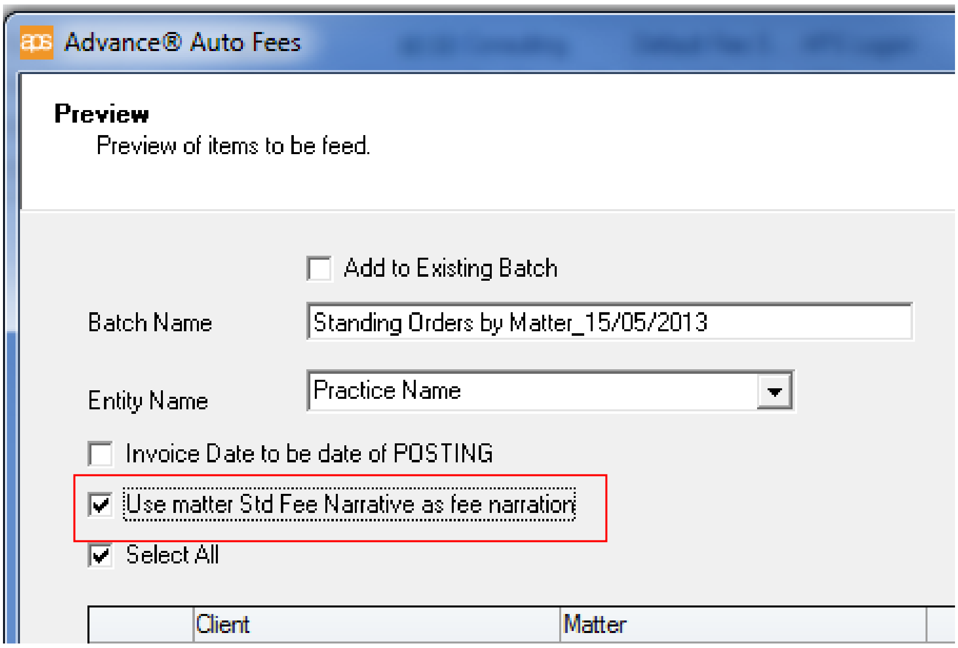
✓ #15341. Where **SUPS Filterby_attributeSet_Billable** was set to 4 (Partner) it was possible to generate an error when selecting to display expenses which were unassigned.

This situation has been corrected.

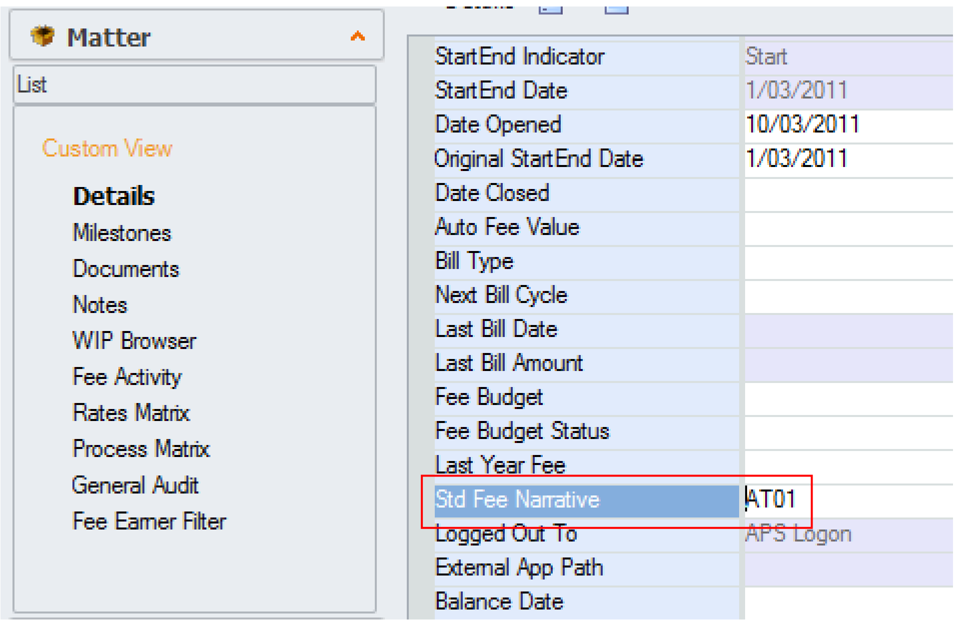
Fees Console

Fee Wizard

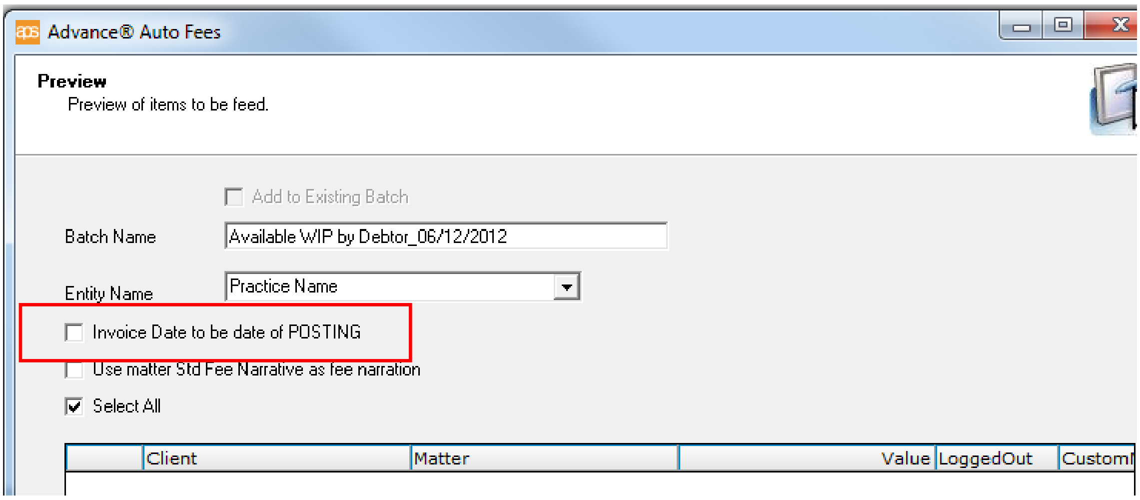
★ #1650. We have included the ability to make use of the Standard Fee Narratives from the Matter Details page when creating Auto Fees.



This narration is found on the Details page as shown below.



- #8405. For any auto billing, we have added the ability to flag invoice date to be the date of posting.



- #8683. We now default the entity in the entity drop down list to be the entity where the Display Order field = 1.
- ✓ #8183. The behaviour of the option ‘Include matters with Zero WIP’ is now consistent between Fees raised in the Fees Console and Fees raised via the client Fee Activity page. A matter that has never had any WIP entries will now be found when using this option in the Fees Console.
- ✓ #6143. Auto billing – using matter ‘Std Fee Narrative’ field in the selector generated an error.

Worklist

- #1747. Deleting a fee will now prompt to confirm the fee deletion.
- #15085. Improvements have been made to the performance of the Fees Filter.
- #15367. Improvements have been made to the matter locking, specifically as related to releasing locks on WIP entries.

- ✓ #16340. Removing the matter column from the Debtors page generated an error when raising the fee.

WIP

- #5579. Using the Re-Start Fee option, it is now possible to cancel out of this option without losing your fee details.
- Tool tips now display for the menu bar options.

- ✓ #2367. In some circumstances it was possible to lose the ‘Interim to Allocate’ amount.
- ✓ #6985. JOE Rights to ‘Allow Unallocated WO’ were overwritten by the Re-Start Fee option.
- ✓ #6474. It was not possible to remove a reason (write off) once it had been entered.
- ✓ #11490. Interims - In some circumstances it was possible to cause a WIP out of balance issue. It was possible to enter a negative interim amount.

✓ #11427. In some circumstances, when absorbing multiple interims, the pro-rata logic was leaving rounding errors in the result WIP column.

✓ #15303. It was possible to enter an interim amount with more than 2 decimal places – this would result in an 'out of balance' error when posting.

These situations have been corrected.

Fee Entry

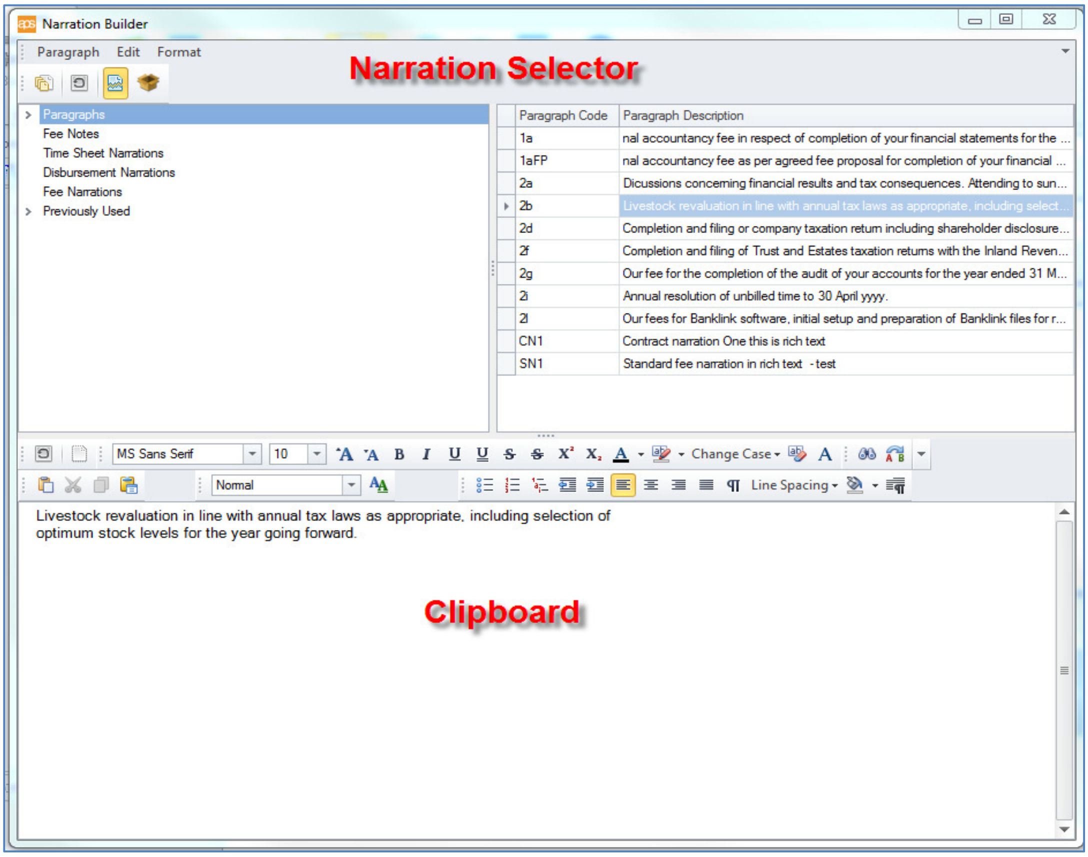
★ #10853/10664/12015/8565. We have a new Fees narration grid which handles rich text formatting more accurately. If you wish to benefit from this, it requires the new style invoice layout (.repx). If you have a customised invoice, it will need to be re-customised.

★ #10826. The Narration field should always have the focus eliminating the need to double click.

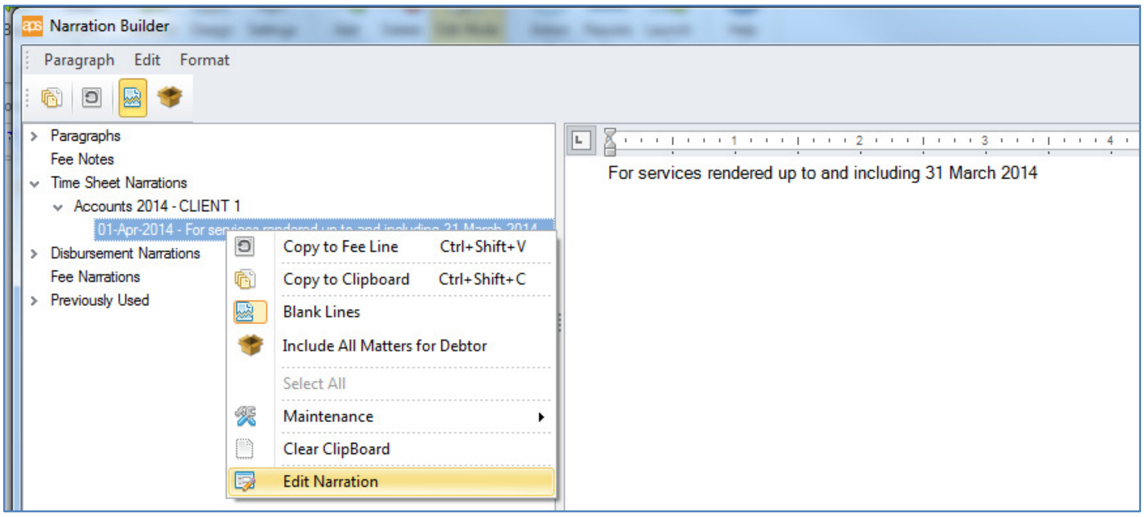
★ #4364/15382. Standard Narrations can now be formatted with rich text in the Standard Narration console. This will eliminate the need to format the narration each time it is added to a fee line. To facilitate this we have a new Narration builder page – this replaces the old Fee Line Narration. This opens wider with a wider paragraph column. *Navigation of this form has changed slightly, please make sure you read Appendix 15 so that you can see the subtle differences.*

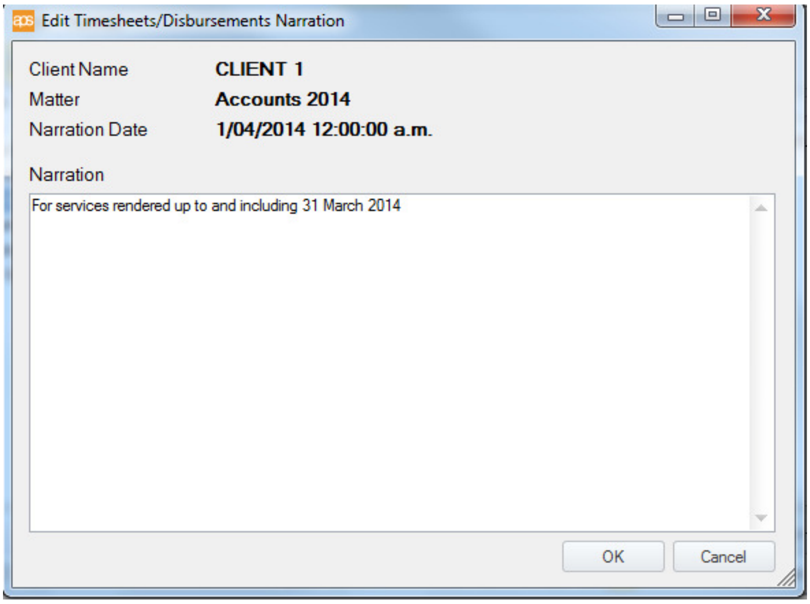
This will make it possible to utilise some standard windows shortcuts - CTRL O to open documents, for example, so images can be added to narration line (note, these will only print on the invoice if SUPS .repx is enabled).

See Appendix 15 for more detailed information.



★ #6828. We have added the ability to edit posted timesheet and disbursement narrations. Obviously, you are not able to add timesheet/disbursement narrations if none previously existed. Only WIP entries are updated, not the original entry, as this forms part of an audit trail of original data.





- ✓ #2762. The ‘Standard Narrations’ list was not in code order, nor did the function key F3 show the list if nothing was typed.
- ✓ #4311. Standard narrations were shown in an increased font size in some circumstances.
- ✓ #3230. When adding bullet points to an existing line with text it was possible to generate a .NET error.
- ✓ #2642. Right alignment was not showing correctly on the invoice.
- ✓ #3404. The column widths were too small for some of the amount fields.
- ✓ #7938. Insert Line Above – in some circumstances, using this right mouse option, it was possible to generate an error.
- ✓ #7419. Improvements have been made to the ‘Copy to Fee Line’ functionality – specifically when using the tab to navigate to the next narration line.
- ✓ #8242. The space bar did not give space when the ‘Shift’ key was active.
- ✓ #2752. In the Open narration (shift F4), the short cut keys to set bold, underline and italics were not enabled.

- ✓ #2753. Previewing an invoice did not show the selected standard narration if the focus remained at that narration.
- ✓ #4170. Standard Narration codes of only 1 digit were not recognized and did not populate the fee narration.
- ✓ #16575. It is now no longer possible to edit narrations of a posted fee as the fee is then part of the Debtors system. Any changes should be made in the Debtors system or via Fee Spy.

These situations have been corrected.

Approvals

- ★ #11346. Terminated processes will no longer be displayed for selection. See ‘Process Engine’ section for details

Batch Manager

- ✓ #5593/8749. Where Fee Approvals were not in use, it was possible to post an invoice with no fee line or write-off as a ‘WIP only Adjustment’.
- ✓ #6419. ‘Export to Datasheet’ of WIP Detail/Summary reports generated an error.

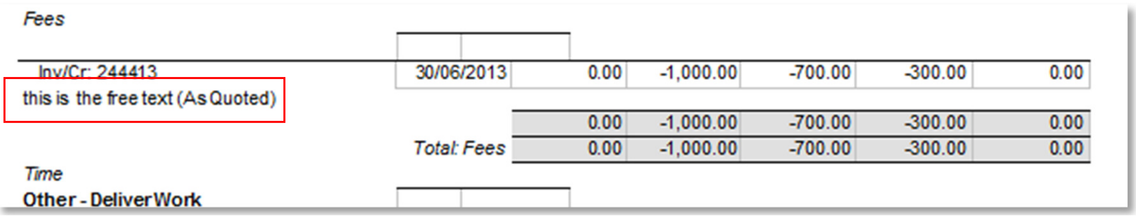
These situations have been corrected.

Fees To Do

- ✓ #2277. On the Personal band, Fees To Do were controlled by Personal To Do JOE rights. This was not the intention; this should be controlled by the user’s Fees Master Access JOE rights. This situation has been corrected.

Fee Spy

- ★ #11463. The Invoice narration part of Fee Spy now uses the new Fee Narration grid.
- ★ #6222. The reason code has been appended in brackets to the write off reason text on the Allocation Report.



Fees						
Inv/Cr: 244413	30/06/2013	0.00	-1,000.00	-700.00	-300.00	0.00
this is the free text (As Quoted)						
		0.00	-1,000.00	-700.00	-300.00	0.00
	Total: Fees	0.00	-1,000.00	-700.00	-300.00	0.00
Time						
Other - Deliver Work						

- ★ #15286. We have added Extract logging to the Fee Spy ‘Credit Fee’ function to ensure it is not possible for 2 users to credit the same fee simultaneously.
- ✓ #8949. It was possible to generate an error if the OK button was pressed for a client with no transactions.
- ✓ #6543. The Fee Allocation report did not show the hours and production figures correctly for unallocated write-offs.
- ✓ #15117. Fee Spy Credit failed if using a DSN-less connection string and a second instance of SQL (i.e. not the default SQL server).

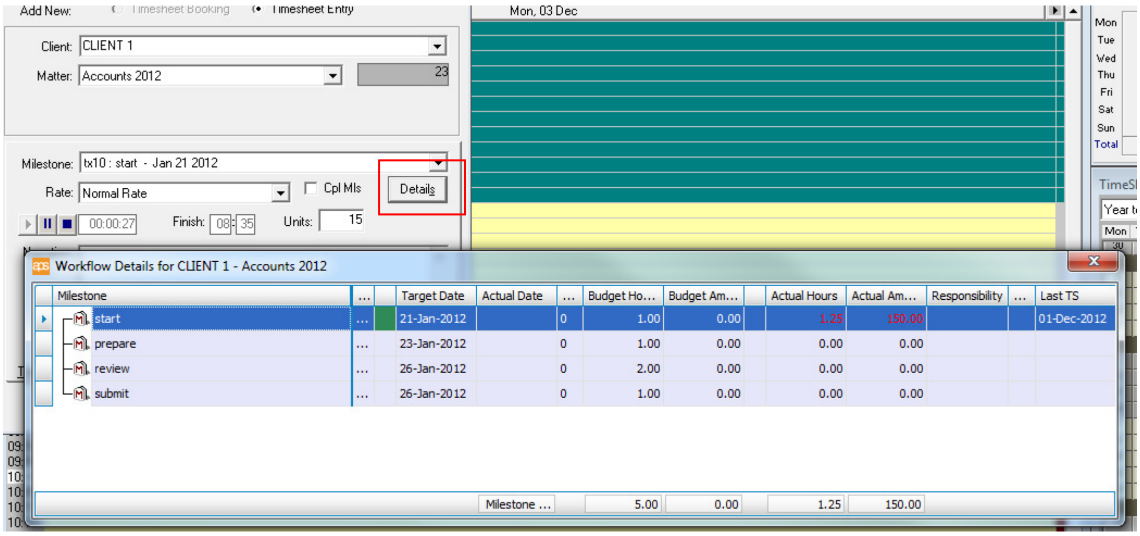
- ✓ #11451. Credit of a Fee Final which additionally billed another interim amount did not update the database correctly – this was only apparent in PIQ.
- ✓ #4477. Emailing an invoice from the viewer did not default with the client's email address or name. It also did not 'Create Note' if that box was ticked.

These situations have been corrected.

Timesheets

Time entry

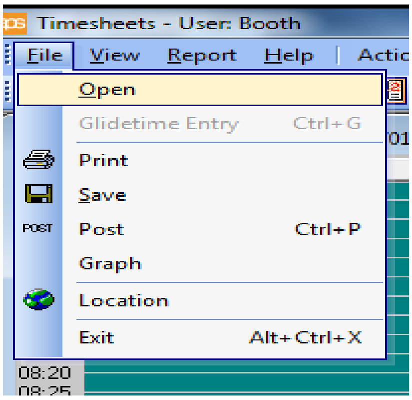
- ★ #11259. Control-X is now the 'Cut' command and CTRL+ALT+X is the exit timesheet command.
- ★ #7899. Milestone responsibility, where empty, will be set to the fee earner who marks the milestone as complete.
- ★ #5768/12595. The widths of the timesheet entry fields have been increased for Client Name, Matter and Milestone.
- ★ #851. We have added the ability to use the mouse wheel to scroll up and down your timesheet.
- ★ #11467. For Diary style users, we have added the ability to show the Details for Workflow in the timesheet popup. This is a read only view for the user and is intended to add clarity to the current status of the matter.

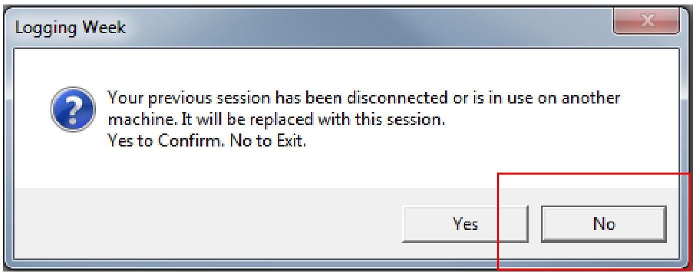


- ★ #13220. For Standard style users, it is now possible to continuously enter new timesheets – we have eliminated the need to use the 'Add Entry' option for each new entry.
- ✓ #1232. When editing only the units for a copied entry gave a 'You have changed the client but not selected a matter' message. This issue has been corrected.
- ✓ #13758. The weekly summary did not always agree with the same summary produced in Timesheet Administration. This was because of some data collection weakness in the 'report' when produced in Timesheets where some bad data in milestones affect the query results.

Other

- #2861/11224. ‘No’ will be the default option when opening another user’s timesheet if they already have it open.





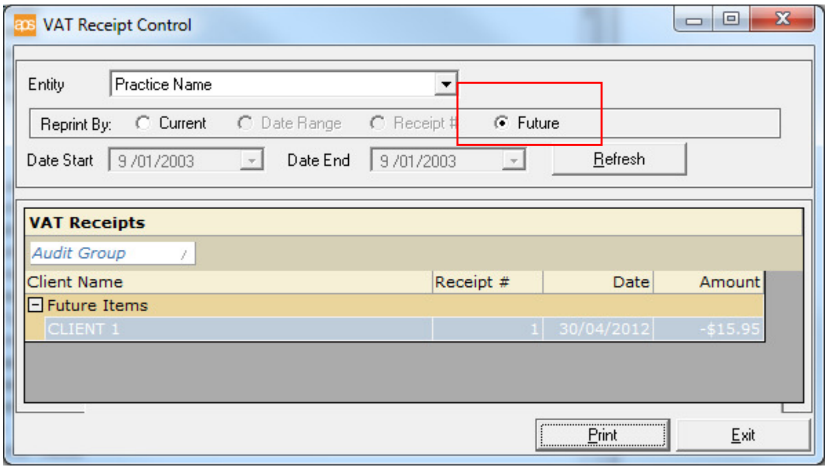
- #6849. Open another user’s timesheet, selecting the ‘No’ option for the message ‘your previous setting…’ did not close down timesheets correctly. This situation has been corrected.

Timesheet Administration

- #12689. We have added more functionality to timesheet reconciliation options. Please see Appendix 12 for an explanation of these changes.
- #5721. The Timesheet Detailed report did not show the milestone code and description for Internal Matters. This situation has been corrected.

VAT/GST Receipts

- #862. We have added a ‘Future Receipts’ radio button to this application, thus making it possible to ‘Print’ a Future Receipt.



Reporting

Client Lists

- #10787. Family Group selection choices have been extended with the 'Does not Exist' option.

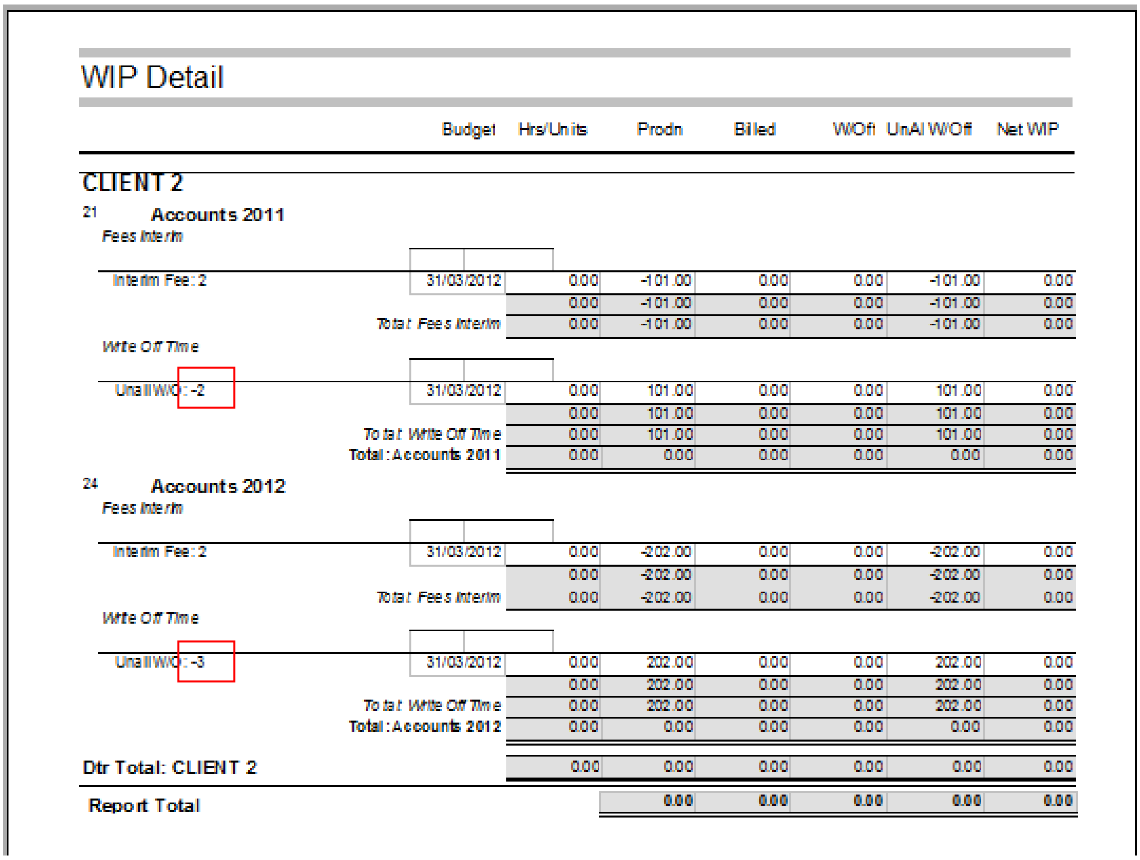
Excel Reporting

- #12093. The maximum number of rows a report can contain has been extended to one million (1,000,000).

Standard Reporting

Within Standard Reporting we are not able to extend the file types list beyond what the third party reporting tool offers us. Where ever possible we have extended file type lists to cover the 'newer' file types offered with the more modern versions of MS Office.

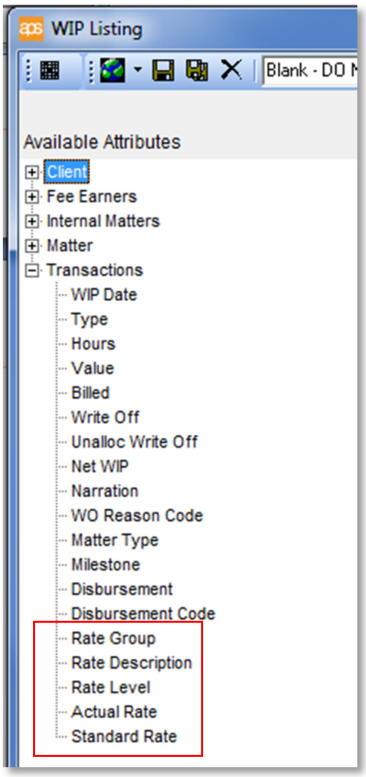
- #7149. On the WIP Detail Report, particularly for straight profit fees, the internal reference of the unallocated write off will now show on the report to assist with fee spy crediting.



WIP Detail

	Budget	Hrs/Units	Prodn	Billed	WOff	UnAl WOff	Net WIP
CLIENT 2							
21 **Accounts 2011**							
Fees Interim							
Interim Fee: 2	31/03/2012	0.00	-101.00	0.00	0.00	-101.00	0.00
		0.00	-101.00	0.00	0.00	-101.00	0.00
Total Fees Interim		0.00	-101.00	0.00	0.00	-101.00	0.00
Write Off Time							
UnallWO: -2	31/03/2012	0.00	101.00	0.00	0.00	101.00	0.00
		0.00	101.00	0.00	0.00	101.00	0.00
Total Write Off Time		0.00	101.00	0.00	0.00	101.00	0.00
Total: Accounts 2011		0.00	0.00	0.00	0.00	0.00	0.00
24 **Accounts 2012**							
Fees Interim							
Interim Fee: 2	31/03/2012	0.00	-202.00	0.00	0.00	-202.00	0.00
		0.00	-202.00	0.00	0.00	-202.00	0.00
Total Fees Interim		0.00	-202.00	0.00	0.00	-202.00	0.00
Write Off Time							
UnallWO: -3	31/03/2012	0.00	202.00	0.00	0.00	202.00	0.00
		0.00	202.00	0.00	0.00	202.00	0.00
Total Write Off Time		0.00	202.00	0.00	0.00	202.00	0.00
Total: Accounts 2012		0.00	0.00	0.00	0.00	0.00	0.00
Dtr Total: CLIENT 2		0.00	0.00	0.00	0.00	0.00	0.00
Report Total			0.00	0.00	0.00	0.00	0.00

- #8381. For WIP Listings, the transactions node has been extended to include the Rate Level fields.



- #8660. For Debtors Transactions Listing by Transaction Type, the tax was displayed as positive instead of negative where negative and positive amounts were mixed in the same fee.

- ✓ #6468. For ‘Fees in Progress’, it was not possible to export this report to Excel.
- ✓ #13257. The Report viewer ‘Print from Pdf’ button generated an ‘error has occurred connecting to Acrobat’ error.
- ✓ #10827. The ‘Save into Advance’ add-in was not loaded into Excel from the Export to Excel button.

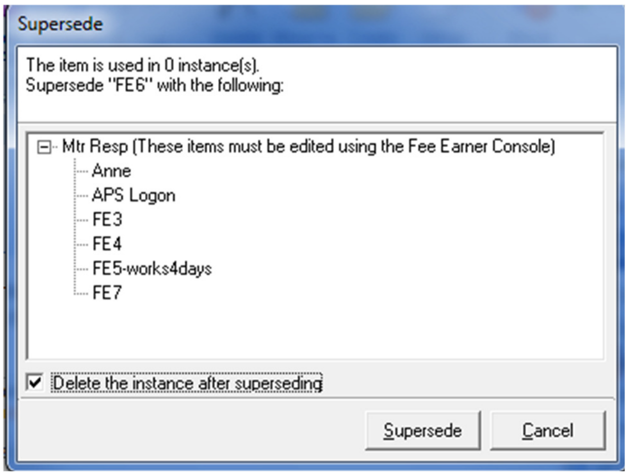
These situations have been corrected.

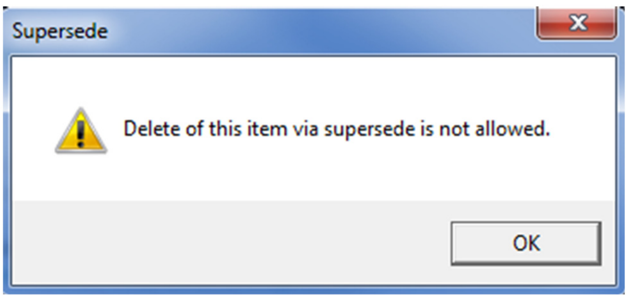
System Administration Consoles

Attributes

- ✓ #9168. For address formats, in some circumstances changing definition did not follow the correct format rules for Australia.
- ✓ #15875. In Attribute maintenance, if the supersede option was used on attributes that had Fee Earner, Partner, Manager or Department as their value list, and you checked the box to delete the ‘old’ value, it would delete the master value.

In the following screen shot, you can see that the checkbox has been ticked. In the subsequent screen shot, you will see that you are notified that you may not delete this item from the master list.

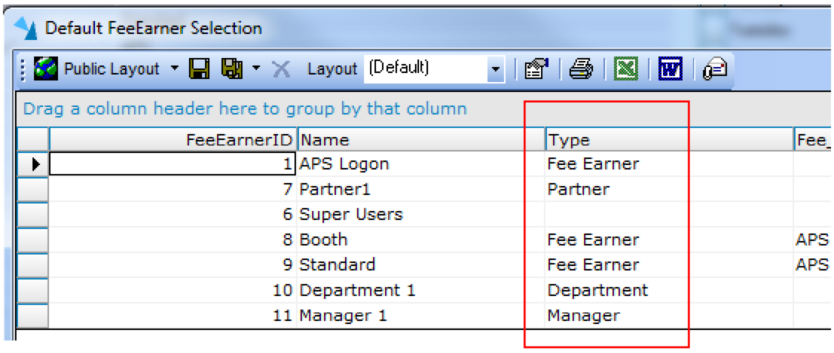




These situations have been corrected.

Fee Earners

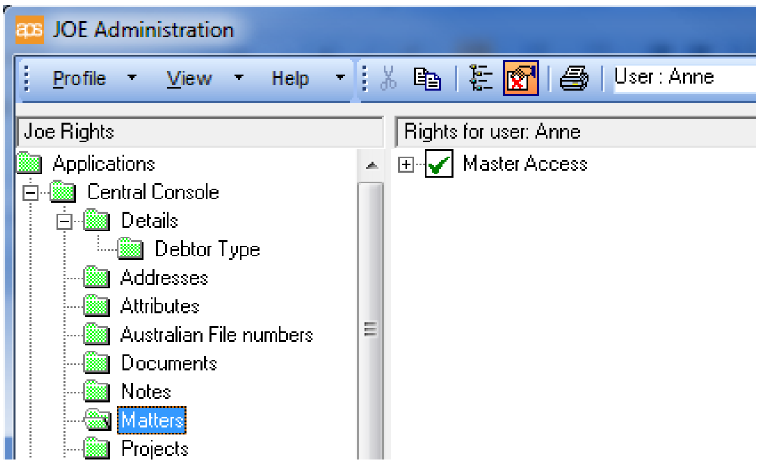
- #3153. Under Reports, the Fee Earner list, the column 'Type' describes the 'type' of record reported e.g. Partner/Manager/Department or Fee Earner. User profiles are shown as Type = blank.



- #5567. On the Fee Earner Rates report, we have added the ability to filter out terminated Fee Earners. The report will take into account JOE rights for Rate 6.
- #8696/11116. We have cleaned up and improved the management of the fee earners (user) settings data. When the version control runs, all settings for terminated fee earners will be deleted.
- ✓ #9520. We have corrected the spelling mistake in the 'Change Password' security policy message.

JOE Admin

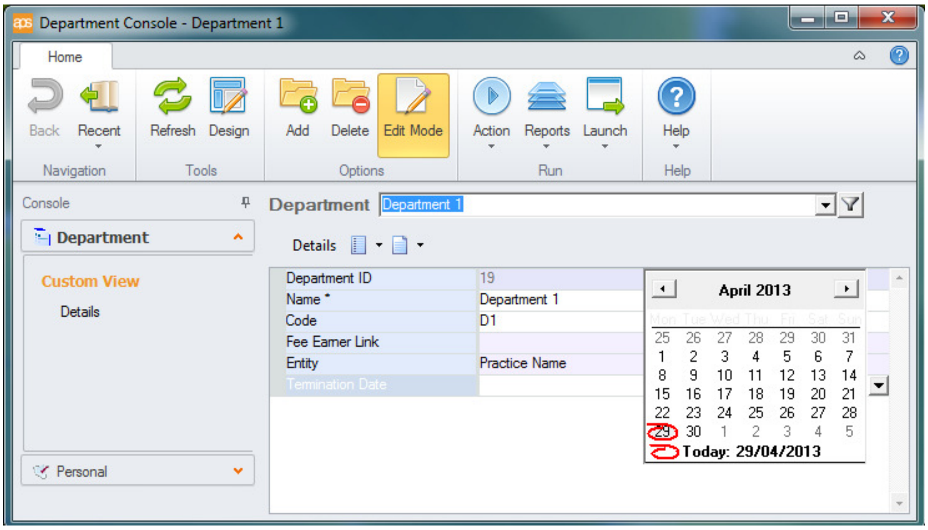
- #5956. We have removed the obsolete 'Citrix Usage' button. All applications that you have permission for will be presented either on a desktop or a Citrix/Terminal Server session. This means that you will no longer need to double click on 'Show all Applications' if you toggle between a desktop or terminal server environment.
- #7689. We have removed the redundant Personal Band To Do JOE rights
- #15154.There is a new JOE setting to allow/disallow access to the Matters list on the Client Console. By default, this setting is on (ticked).



Should you wish to alter the default setting to deny access to this page *on the Client Console*, you will need to re-clone your Client custom layout.
This setting does not affect any access to the Matter Console.

Partners, Managers and Departments

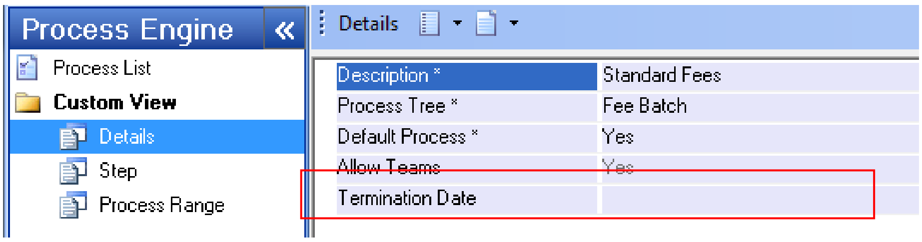
- #5616. For each of these 'lists' when a record/person is marked as terminated, the value will no longer appear in the value lists when adding new records. This prevents fresh data being created with a person who no longer works in the practice. It does not affect existing data.



- #2597. Entering a termination date would generate an error. This situation has been corrected.

Process Engine

- #5599. We have added Termination Date functionality to this console. In Fees, Approvals list will now only contain active processes.



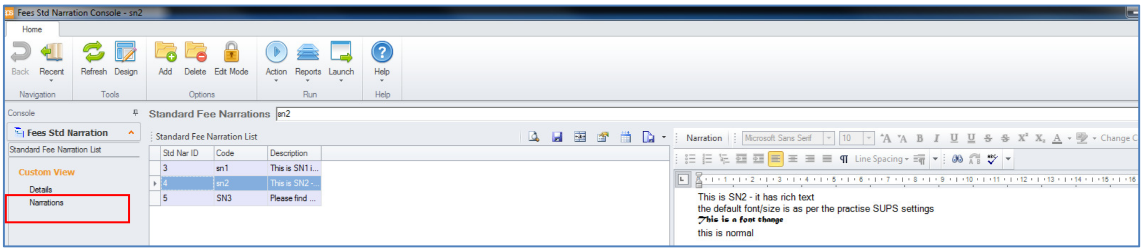
Relationship Types

- #9284. We have exposed the Relationship ID on the console. A number of SUPS settings within a variety of products make use of this ID, so it makes sense to have an easy reference to it.
- #10744. It was possible to delete a relationship type without first removing all instances with the type. This left the relationship visible on the Documents page. This situation has been corrected.

Standard Fee Narrations

- #4364. Standard Narrations can now be formatted in the Standard Narration console.

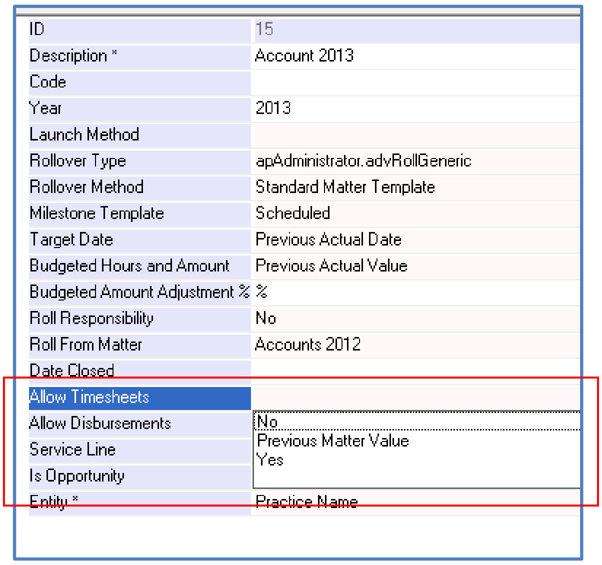
  This will eliminate the need to format the narration once you have copied it to the fee narration line for use within a fee. We have created the new Narration page – this enables rich text editing. The default font will be as set up in SUPS.



- ✓ #1086. Adding a new Standard Fee Narration where the code contained an apostrophe generated an error. This situation has been corrected.

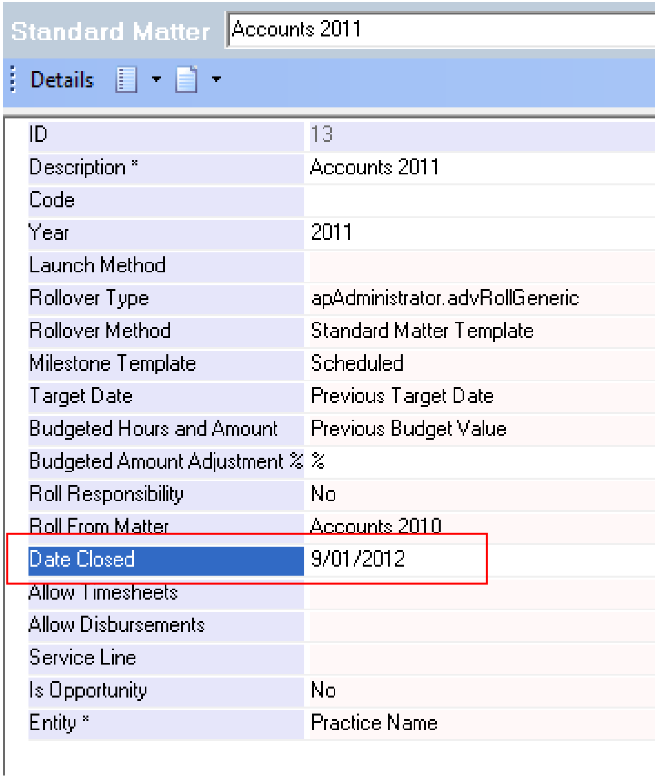
Standard Matters

- #9006. 'Allow Timesheets' and 'Allow Disbursements' fields now show on the Details page so they can be included in matter rollover.



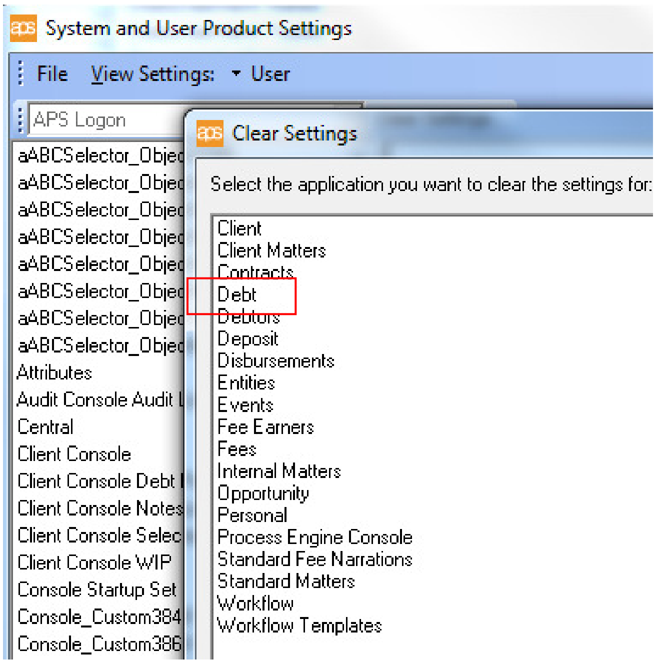
ID	15
Description *	Account 2013
Code	
Year	2013
Launch Method	
Rollover Type	apAdministrator.advRollGeneric
Rollover Method	Standard Matter Template
Milestone Template	Scheduled
Target Date	Previous Actual Date
Budgeted Hours and Amount	Previous Actual Value
Budgeted Amount Adjustment %	%
Roll Responsibility	No
Roll From Matter	Accounts 2012
Date Closed	
Allow Timesheets	
Allow Disbursements	No Previous Matter Value Yes
Service Line	
Is Opportunity	
Entity *	Practice Name

- #2278. We now have the ability to flag Standard Matters as closed so they can no longer be used.



System and User Settings (SUPS)

⭐ #9164. We have added the ability to Clear Settings for the Debt page under the 'Clear Settings' button.



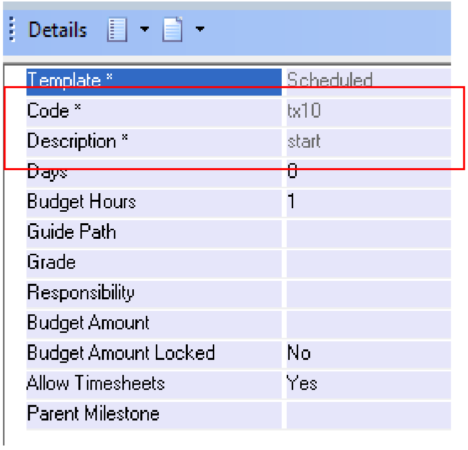
Teams

✓ #11439. An error occurred if you created a team with an apostrophe in the description. This has been corrected.

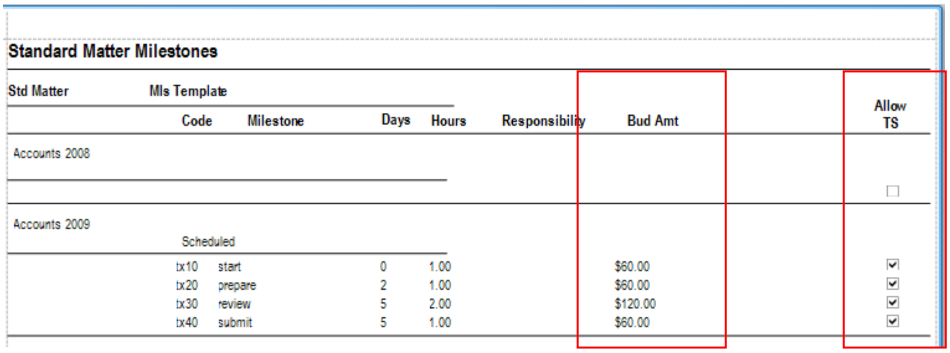
Workflow Templates

Milestones

- #5940. The Milestone code and description are now shown on the Details page.



- #7220. Reports for Milestone Template Details and Standard Matter Milestones now include the Budget Amount and 'Allow Timesheets' indicator.



- ✓ #14209. All scheduled milestones need to have a 'Days' value. The version control will look for master milestones, template records and client:matter:milestone records and where there is a 'NULL', these will be replaced with zero for scheduled milestones.

  In order to provide more functionality in the workflow world, we have to have better data. A scheduled milestone needs to have a 'days' value. In addition to this, when adding new milestones, the 'Days' value will default to zero if you leave it blank.

- ✓ #15472. Unscheduled milestones – it will not be possible to assign days, days are not relevant in an unscheduled scenario. It is still possible to assign hours.

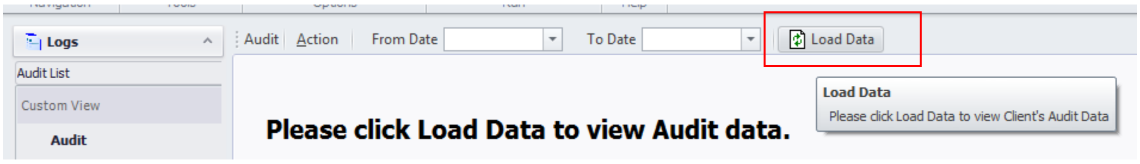
Advanced Actions

Audit Setup

- #8406. You are now able to capture AUS Tax File number changes.

Audit Management

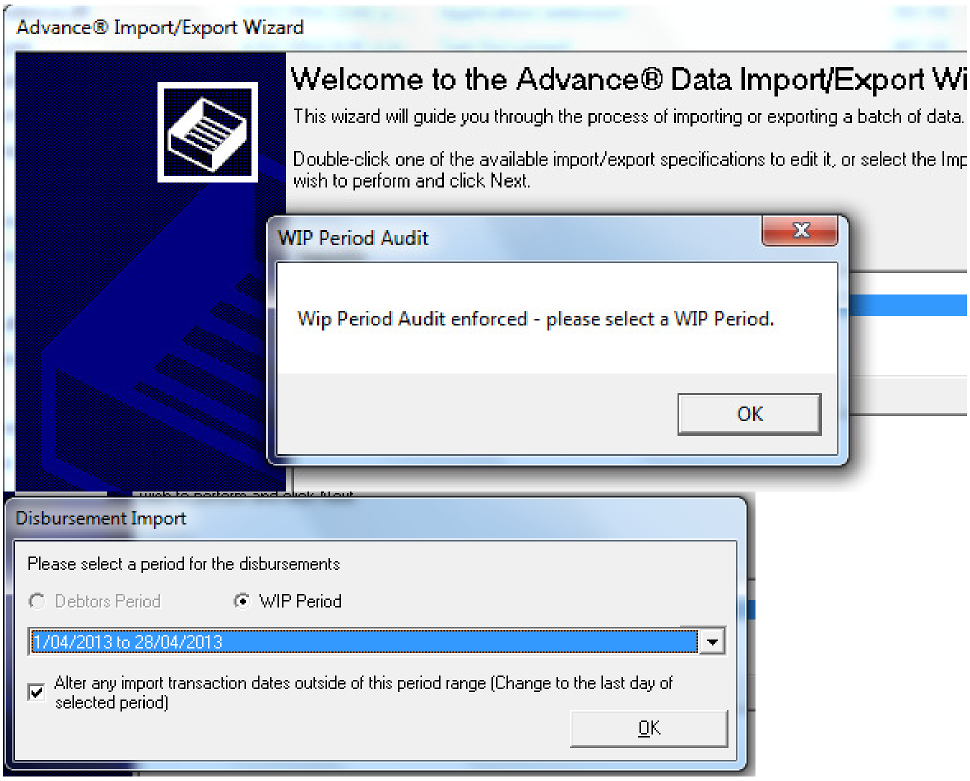
- #12738/12895/12763. This now includes a 'Load Data" button. Audit data will not be presented until this button is used. The number of audit data records can be enormous. By making this a conscious decision, the user will be able to make a good choice. There are also date filters that can be used to prepare smaller lists.



- #13729. As mentioned in the Debtors section, at period end rollover a new audit log point is automatically created. This will help create sets of audit data that are more manageable where large numbers of audit records are captured.

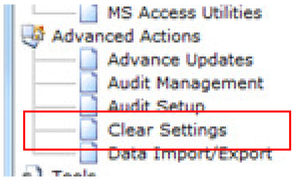
Data Import/Export

- #8386. If WIP period audit is enforced for the practice, picking a Debtors period has been disallowed. Only currently open WIP periods can be selected. This is to ensure data cannot be imported to 'out of bounds' periods and that the rules around WIP period audit are adhered to.

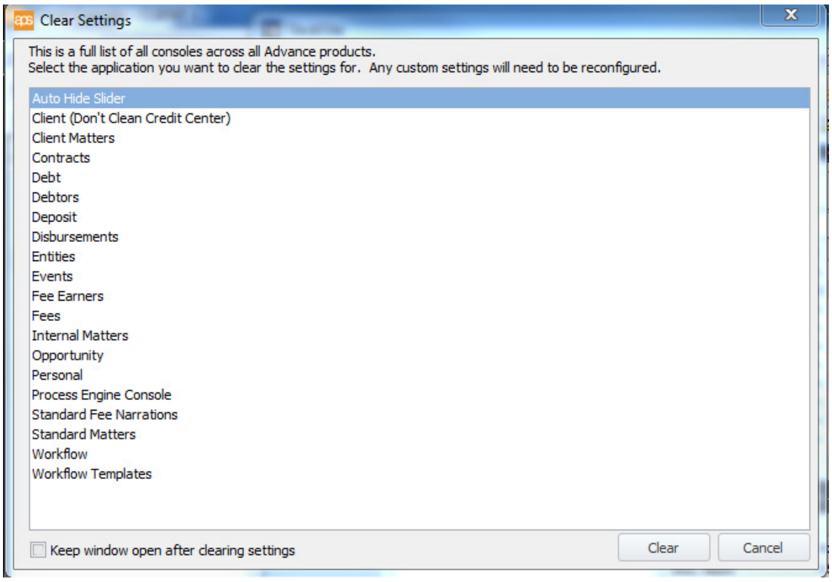


Clear settings

- #7969. We have added the ability for a single user to clear their own grids. See Appendix 13 for more detailed information on how to set this up. It can be launched from the main menu under Advanced Actions as shown on the next screen shot.



This will launch the form below.



Document Store Settings

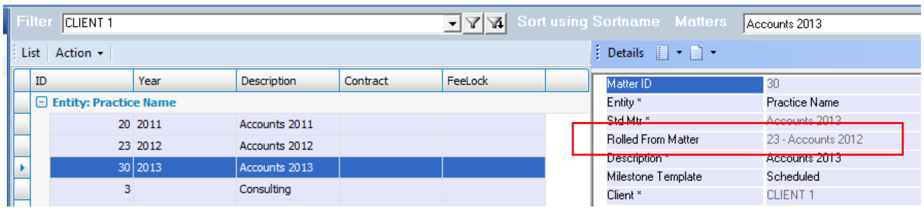
- ⭐ #5587. 'Year' folders will not be created for terminated clients where the client has setup their Document Store to include year folders.
- ⭐ #8684. 'Year' folders – Next year folders can be created ahead of time without having to change the system date to do so.
- ⭐ #14221. When creating a Document Store, folders will not be created for any client:matters that are closed.
- ✓ #12564. Clients with longer names had two managed folders created, one with a truncated name. This situation has been corrected.

Extract Log Maintenance

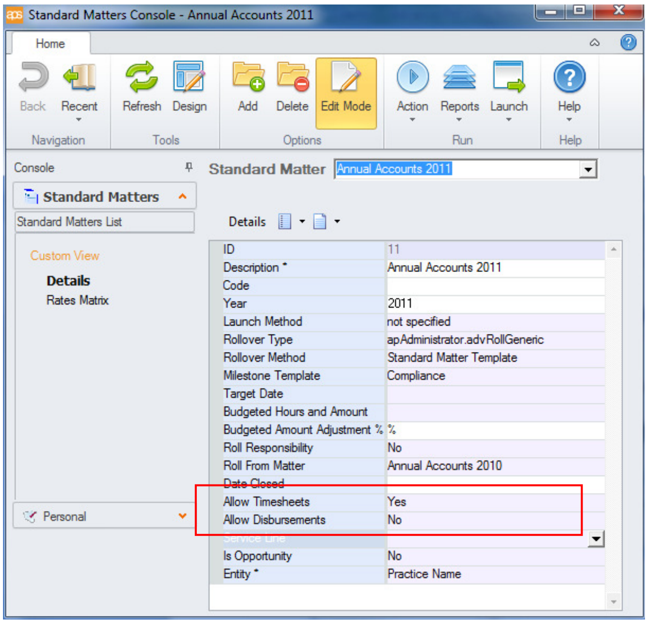
- ✓ #15370. Inactive Fee Log Check, the date range selection now works correctly under all conditions.

General Matter Rollover

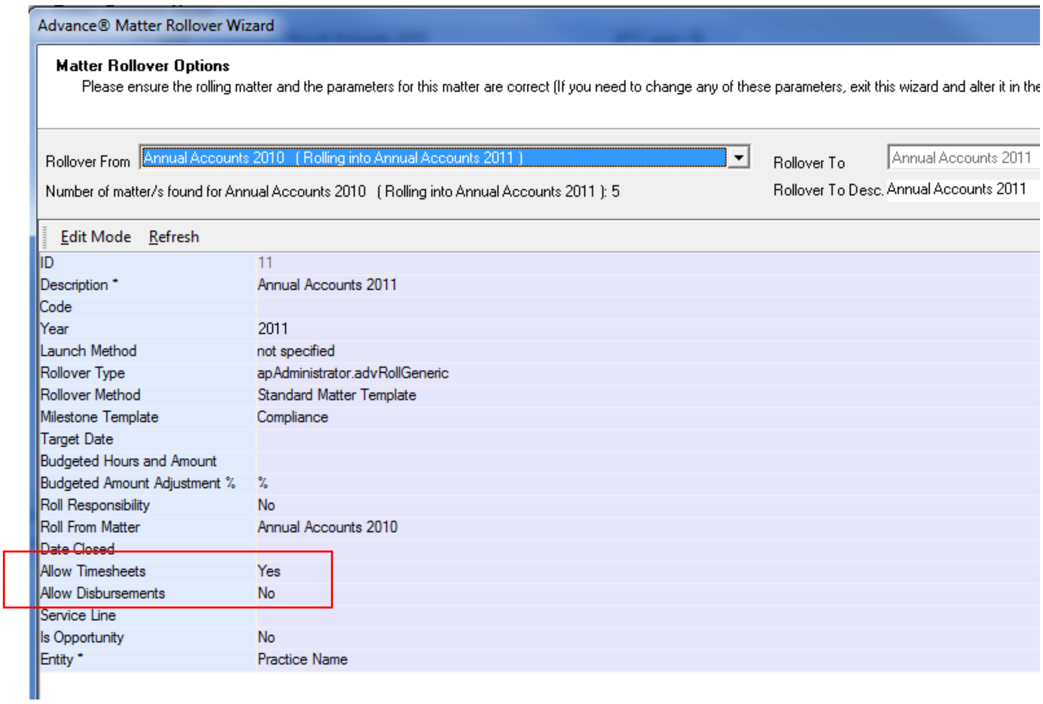
- ⭐ #5740. Terminated clients will not be eligible for rollover.
- ⭐ #2862/7905. The rollover will update the 'Rolled from Matter' field on a client:matter. It is visible on the Matter Details page.



★ #9066. 'Allow Timesheets' and 'Allow Disbursements' flags are included in the roll criteria.



You may alter these settings at rollover time if necessary.



✓ #1746. The Debtor and WIP provision values were carried forward. They should not be.

✓ #10675. Where a client had Document Store at client level only, in some circumstances the client managed folder record was recreated.

- ✓ #12716. In some circumstances the matter responsibility field was not being rolled to the new matter.
- ✓ #12442. Client sortnames containing both an apostrophe and a comma prevented the roll from completing successfully if Document Store was set up to create links at both client and matter level.
- ✓ #14145. Multiple Rates Matrix records on a matter to be rolled caused problems during the rollover. Only active rates matrix records are rolled with the new matter.
- ✓ #14147. Invalid characters in the standard matter description meant that matter folders were not created. Invalid characters are \ / : * ? " < > |. These are now being stripped and the folders are created without these characters.
- ✓ #14146. If the client sortname contained a semi colon, this was used as a delimiter. You are no longer allowed to use this character when adding a new client.

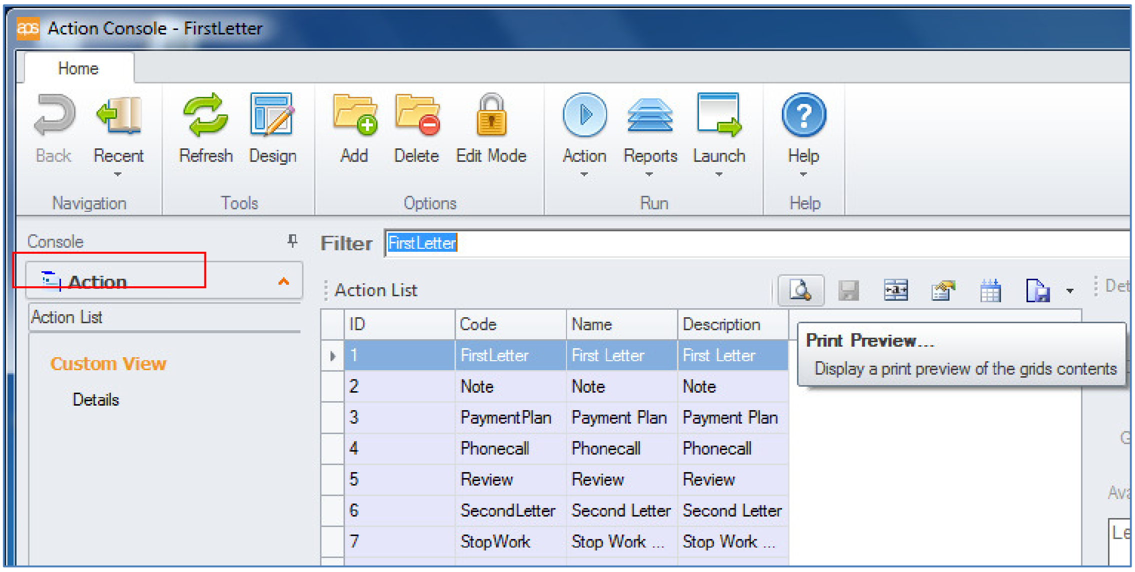
  These situations have been corrected.

WIP Move

- ★ #15046, 858. WIP Move has been enhanced to provide the ability to move WIP between Milestones. It will follow the rules set up for Timesheets. See Appendix 14 for more detail.

Appendix 1 Credit Management Users

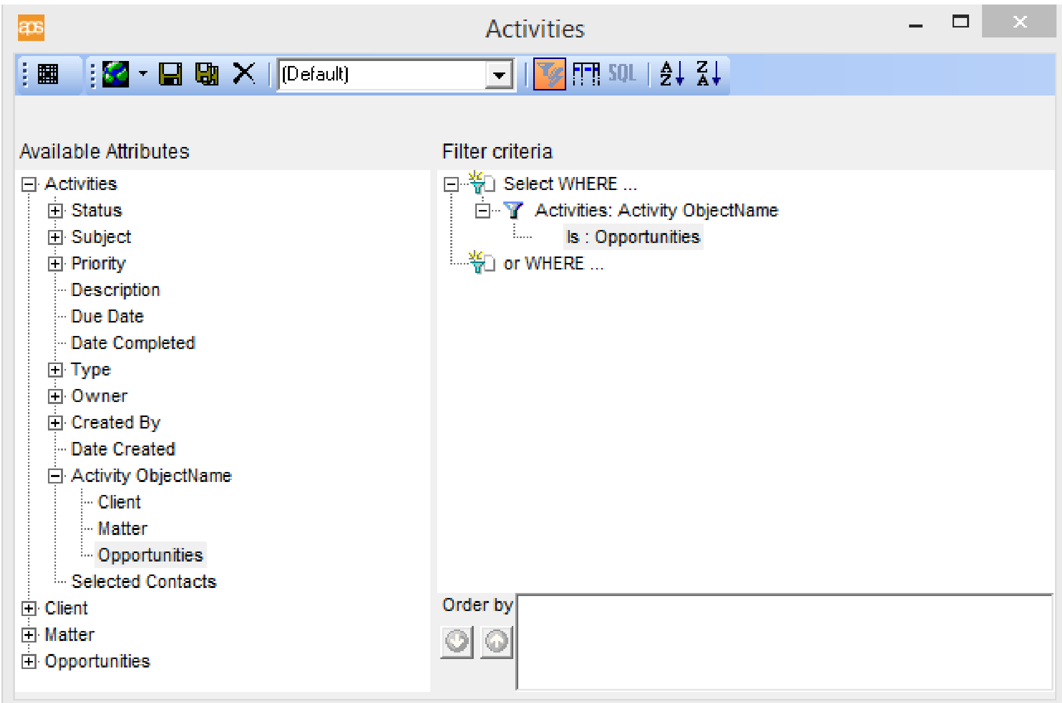
- #15409. Action maintenance – we now show a list of Actions which makes it possible to print a list of all the Actions created.



- #11579. When an Entity name contained an apostrophe, bulk correspondence actions could not be created.
- #10898. We have improved the ability to e-mail from the Credit Centre page.
- #15218. Accessing the Credit Centre caused an error IF the user had a 'high number' fee earner id.
- #11894. In some circumstances (**US regional settings and DSN-less connection**) it was not possible to raise a fee. The CM stored procedure needs to be updated manually to the correct US date conversion format. Please see KB 11516 if this affects you.
- #15407. Terminated Fees Earners were available in the 'Responsibility' dropdown list when adding / changing actions.
- #15408. Add a new action will default the entity as defined by the display order setup in the Entity console.

Appendix 2 Client Relationship Management Users

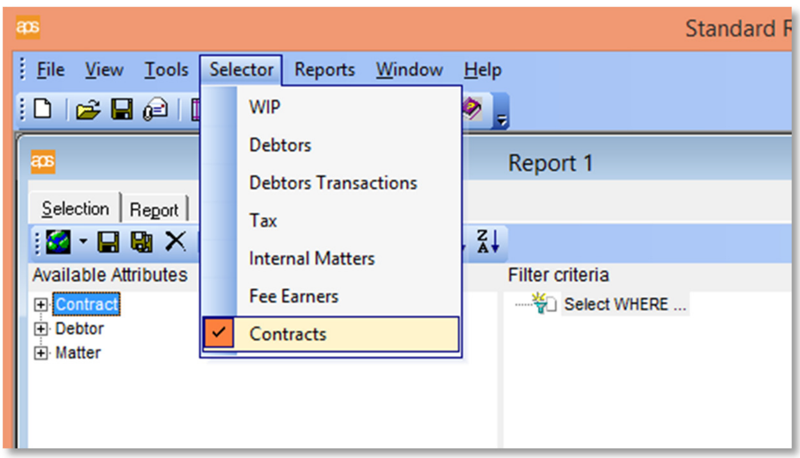
- #15386. There is a new field on the Activities selector for Activity Lists called 'Activity ObjectName'. The purpose of this field is to allow you to be able to pick specific sets of Activities. For example, select only Activities raised against Opportunities, as the next screen shot demonstrates.

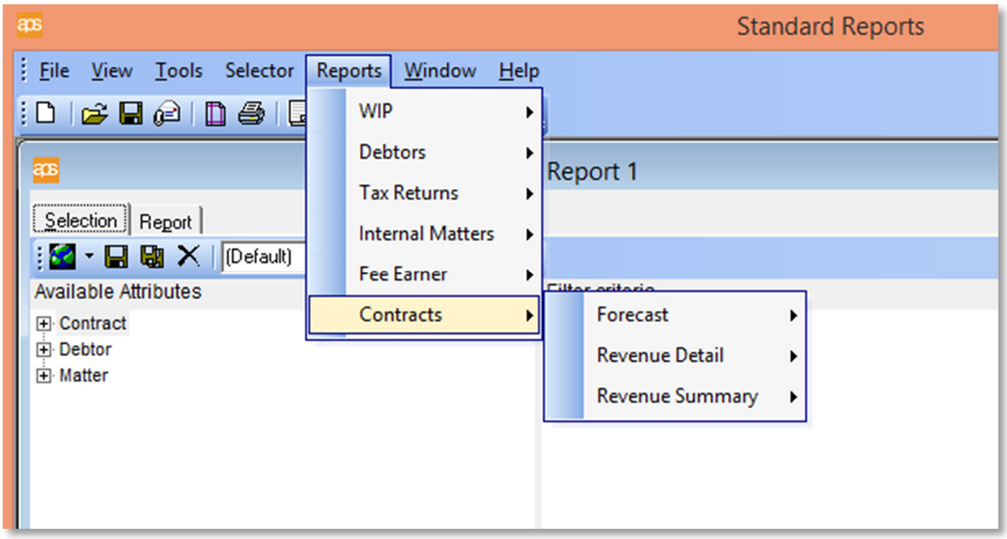


- ✓ #11986. Adding a new Prospect via the Opportunity console, using the back button then editing other prospect fields' generated errors.
- ✓ #12072. Adding an opportunity with a description of more than 50 characters failed to create the opportunity when using a DSN-less connection.
- ✓ 15827. Personal Activity page now includes the Action menu – from where it will be possible to print Activities.

Appendix 3 Value Billing Users

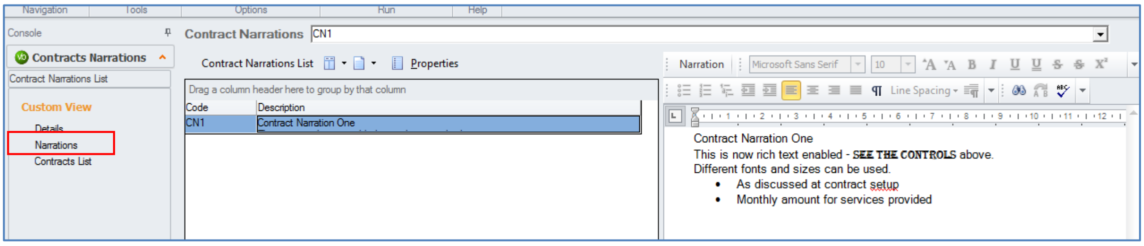
- ★ #10415. The Contract Console follows the new Console look and feel. The 'Milestone' page is now the same on the Matter form and on the Contract form.
- ★ #16006. Standard Reporting now includes the Contract reports previously available from the Contract / Reports band using RSS, in the selector. The RSS reports are replaced by this system of reporting for the future. This selector has a specific JOE permission associated with its use, as usual.





These three reports are available by Debtor or by Family Group.

⭐ #16360. Contract Narrations are now rich text enabled. We have created the new Narration page in the Navigation pane on the left as shown below – this enables rich text editing. The default font will be as set up in SUPS.

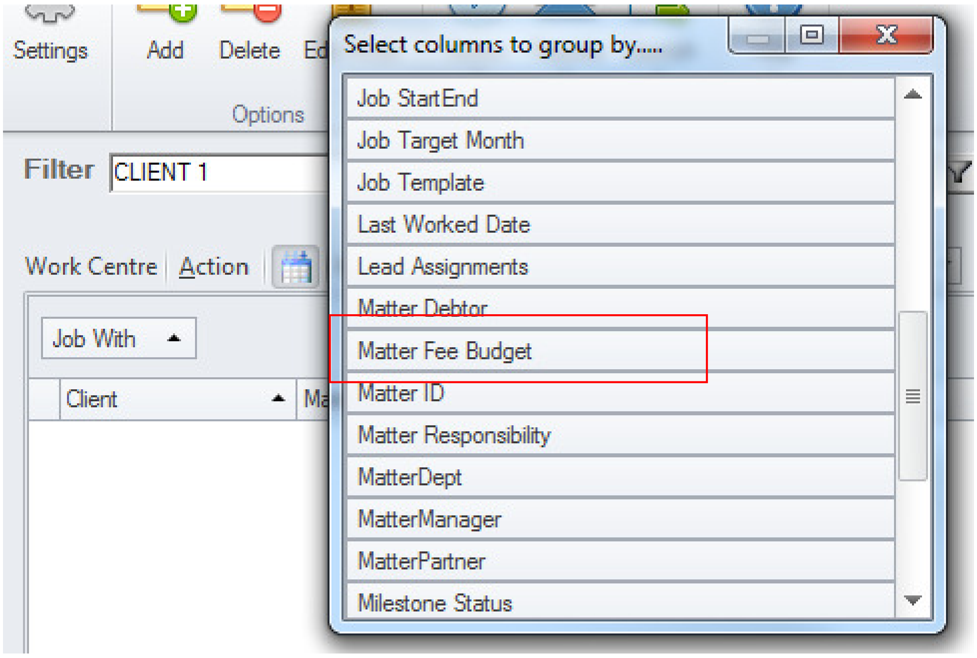


- ✓ #12006. The Client Matter list page did not show the Contract.
- ✓ #12003. It was possible to change the Entity and/or Debtor of a Client Matter while under Contract.
- ✓ #12694. It was possible to edit the Contract description to be the same as an existing Contract.

These situations have been corrected.

Appendix 4 Resource Planning Users

- Work Centre now offers ‘Matter Fee Budget’ as a column choice from the Column Selector.



See Appendix 6 for more details on ‘new’ grid functionality if you are not yet familiar with the newer grids options.

- ✓ #13019. Using the ‘sum’ button on the Allocations page did not update the milestone hours correctly when the allocation spanned more than one time period.
- ✓ #13298. It was not possible to roll a matter which had no milestones attached.
- ✓ #17611. The Work Centre Matter Fee Budget column displayed to 4 decimal places instead of 2.

  These situations have been corrected.

Appendix 5 Workpaper Management Users

- ✓ 15510. It was possible to delete a matter with projects. Projects have been included in the pre-delete check. This situation has been corrected.

Appendix 6 Grids within Consoles

Grid Layouts

You may find that for certain grids, you will need to set up and save your favourite layouts again. As the grids provide more functionality in their column functions, we need to remove previous layouts.

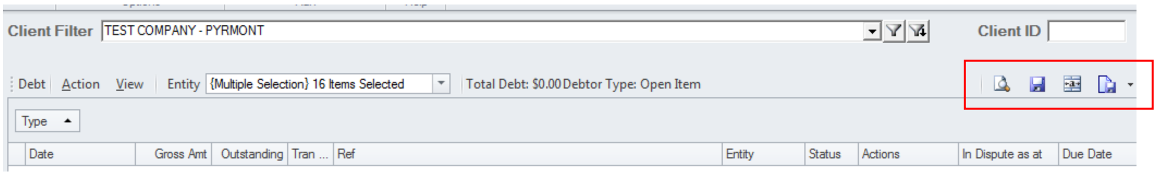
Within Fees, you will need to reset your layouts for both the WIP and Invoice pages.

The new invoice/fee narration grid used on Debtors Invoices and Credit Notes and within Fees does offer more control over any rich text formatting. This does require you to use the new invoice and statement layout files (.repx) for much improved WYSIWYG. This has been discussed earlier in this document.

Column Resizing

For column resizing to save, you must first access another page – e.g. resize your list column, then click on the details page – when you return to the list, you will see that your resize changes have been saved.

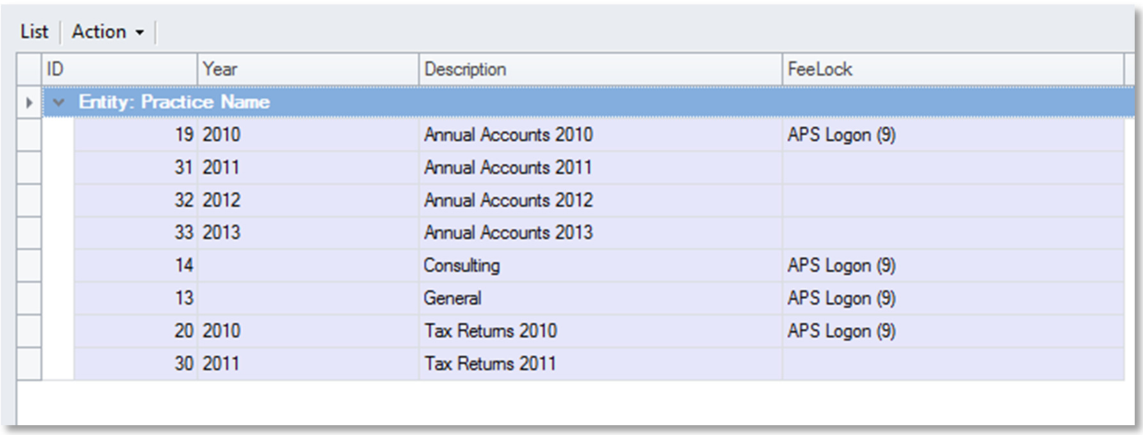
The new Debt page has specific 'save' controls because of the nature of this grid. There is extra functionality on this grid, adding other fields for example. This requires extra controls.



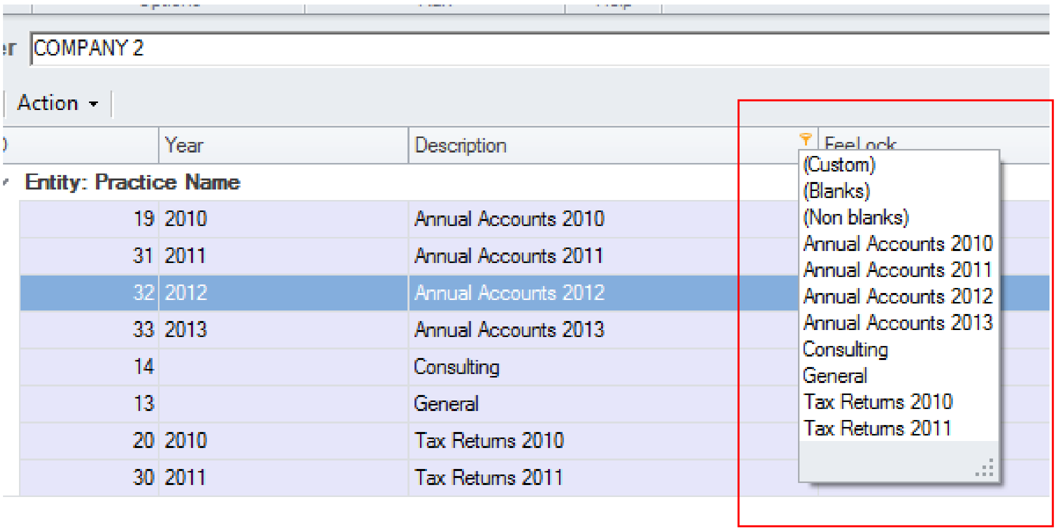
Filtering

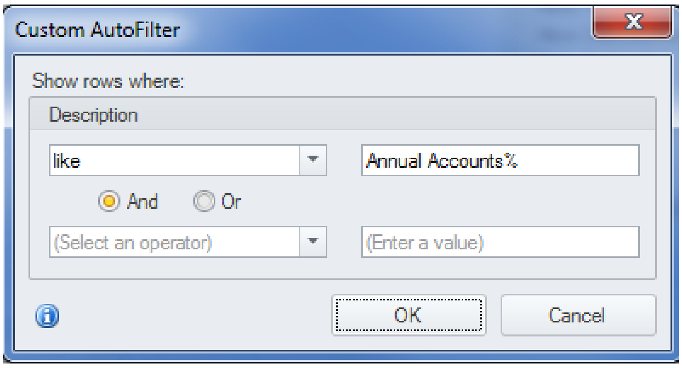
The new grids come with more functionality on the columns. As you start to use this filtering, remember that these settings are saved! You may forget what filter you last used. For example, you might browse to your Matter console and find there are no matters. This could be because of a custom filter left in place. So if something looks odd, look for your filters!

When no filters are in place, no funnels will be visible as below.

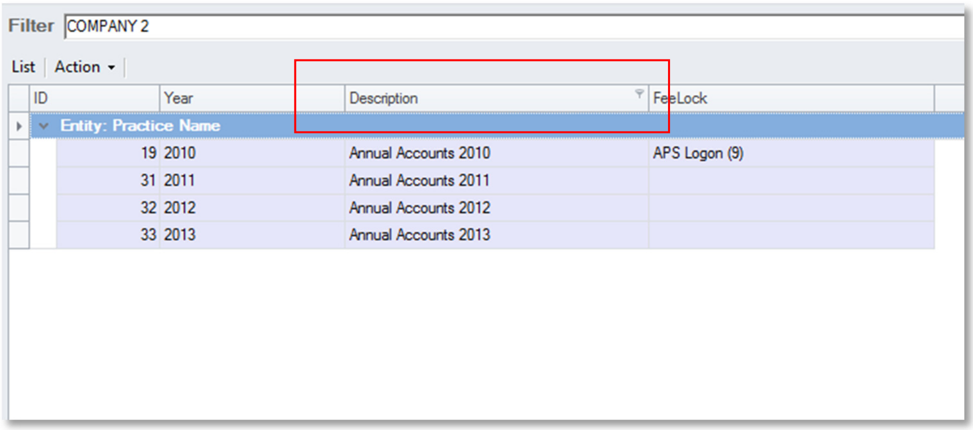


Add a filter, e.g. anything starting with 'Annual Accounts%' using the (Custom) option at the top.



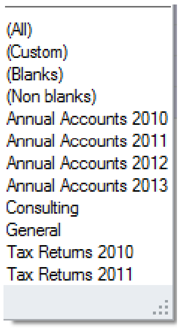


Then your form will look like the next screen shot.



Note the funnel on the Description column.

To remove the filter, click on the funnel and make a different choice.



Navigation on Grids

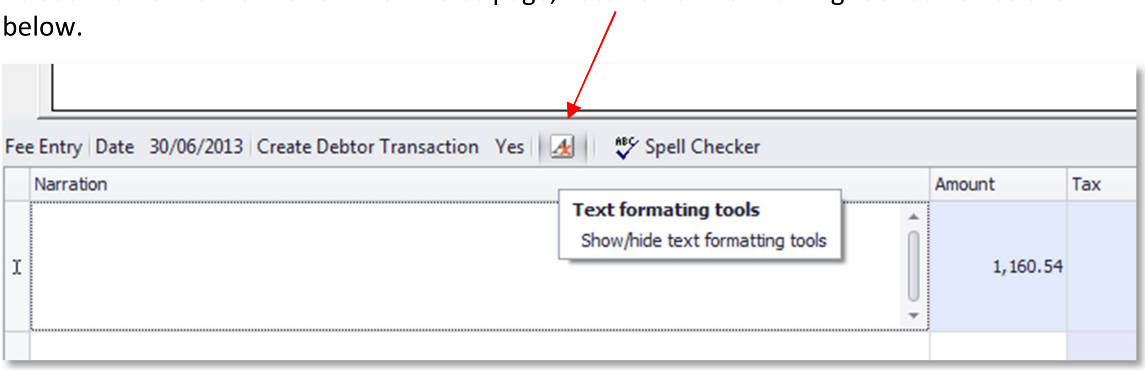
You will also notice that the ‘tab’ and ‘enter’ keys are not the best way to move around these new grids if you are a keyboard navigator.

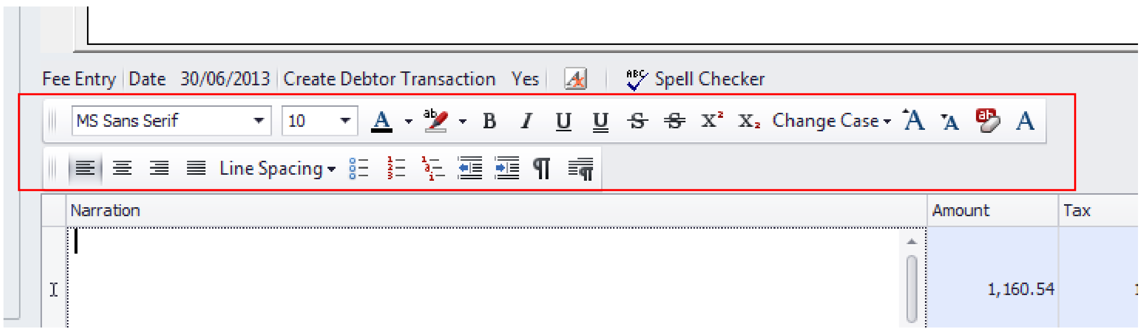
To move from the narration field to the Amount field, use Alt+Right Arrow, and then the Arrow again (or the mouse). There is a tooltip offered to show you this. Within the narration, the tab key is actually a tab within the text rather than a key to move to the next cell on the invoice line.

The ‘Arrow’ key is the best way to move between the fields as you move from amount field to amount field or to a new line if you have reached the end of a line.

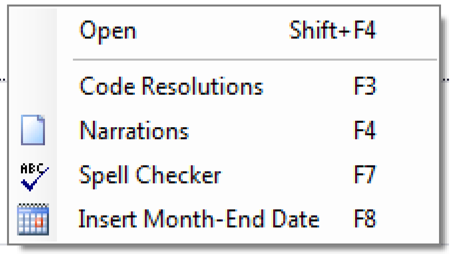
Using the ‘Enter’ key on an amount field will move you to the next amount field, but only the right arrow key will move you along the line and then to a new line.

To see the rich text editor on the Invoice page, use the Text formatting tool button as shown below.





Right Mouse options on the invoice grid are still available.



We suggest you familiarise yourself with this new method of navigation so that you can decide what suits you best.

Appendix 7 New Invoice/ Statement Email functionality

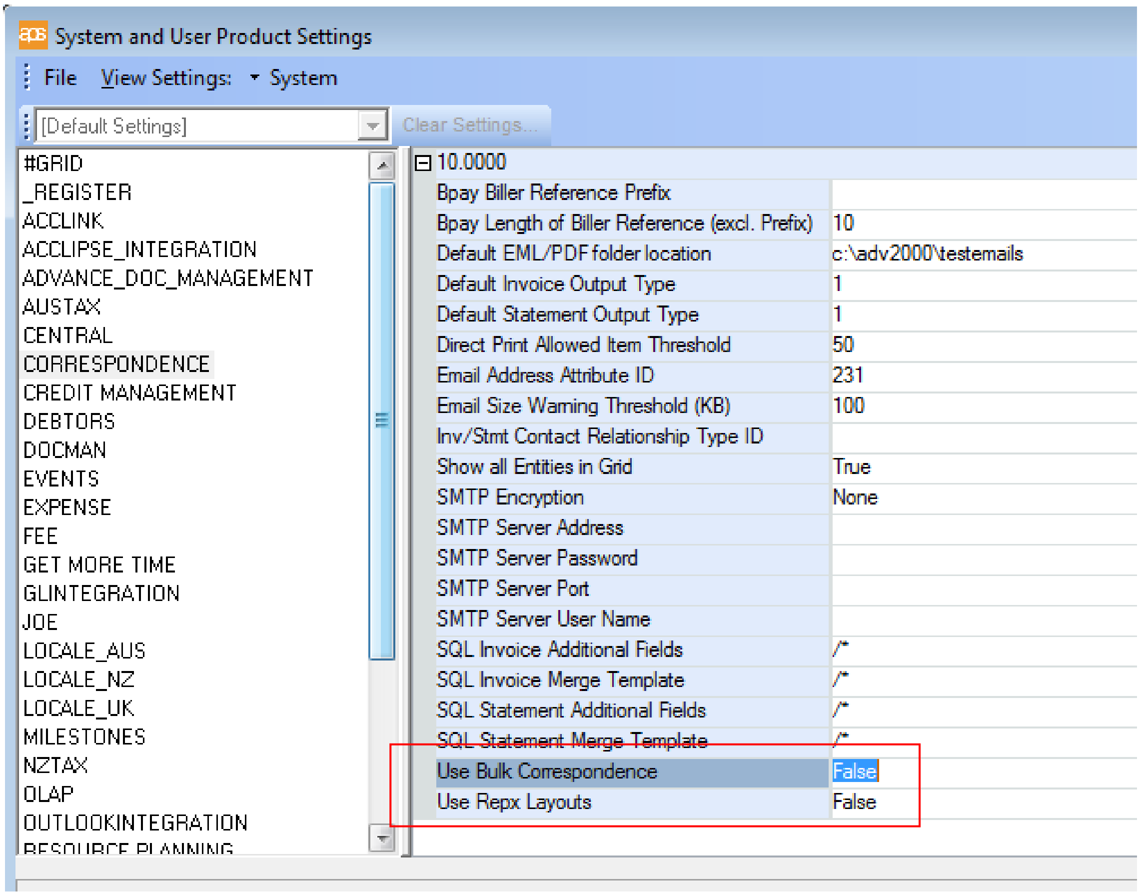
Bulk Emailing

Please do not try and implement ‘Bulk’ email functionality without discussing this with your APS consultant. There are consequences to making this choice.

APS would like the opportunity to discuss this with you before you embark on this route. We have a full User Guide available once the pre-implementation is complete and your invoice and statement layouts have been prepared in the new format.

New SUPS settings

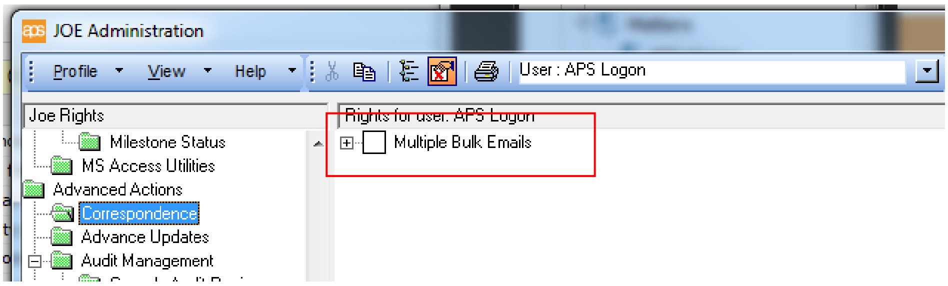
There are many new settings to support the new options for invoices and statements. The first two we are interested in are outlined below. By default these will be turned off.



Once you decide to move to the new style of invoice and statement, the SUPS setting for ‘Use Repx Layouts’ will need to be set to True and you will be led through the rest of the process with the assistance of a special user guide. Many settings are configured on the Entity Console, Correspondence page. These are discussed in detail in our user guide for this new process.

New JOE Settings

A new JOE setting controls which users are able to prepare Bulk Emails. By default this will be turned off.



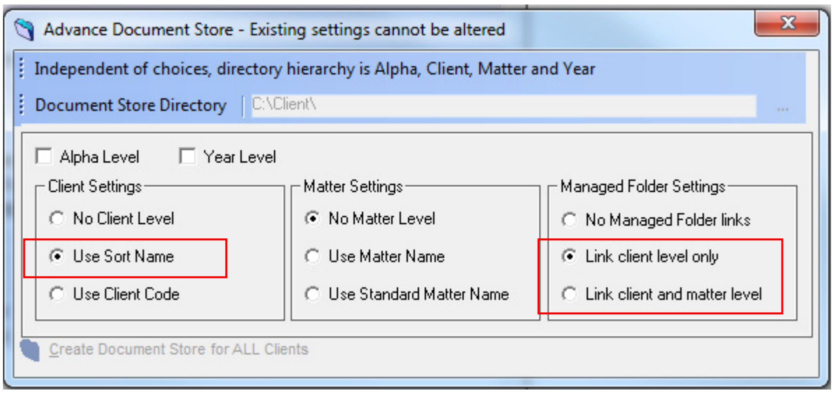
Do not turn these settings on without following the process to turn on Bulk E-mailing with your Consultant.

Appendix 8 Documents

Renaming client folders

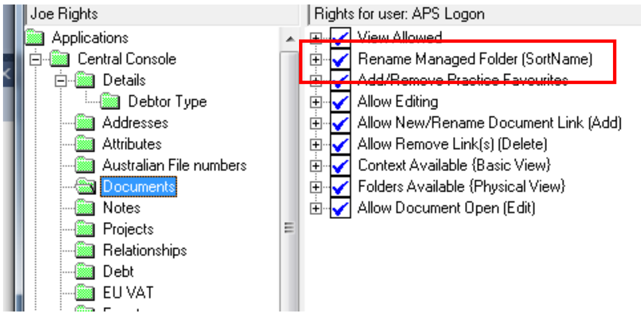
This will only be allowed if the Document Store Settings are set up for 'Use Sort Name'. There is no impact from the Matter settings chosen.

- When the client sortname is changed but the physical folder on network reflects the old client name, you may wish to rename the client folder. Obviously all sub-folders (created via Matter Settings) would be 'moved' as well.



JOE Settings

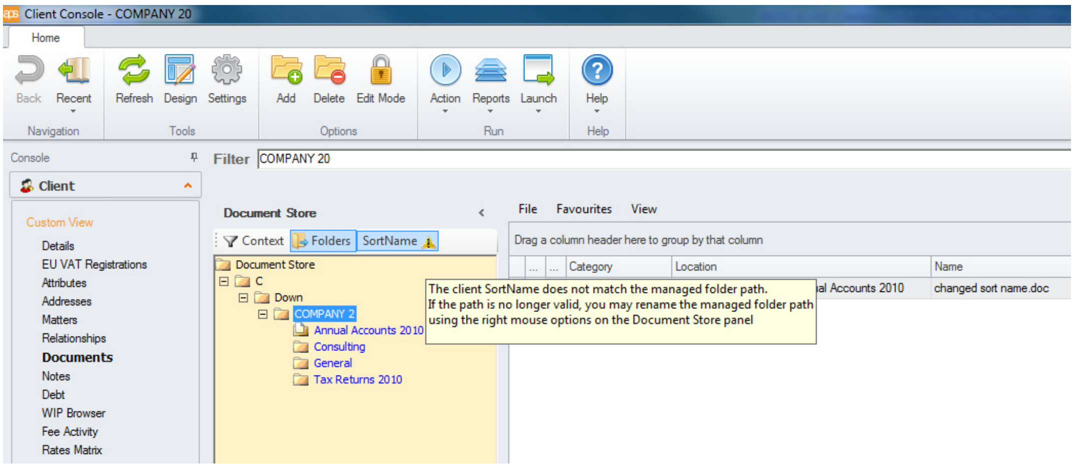
- A new JOE setting 'Rename Managed Folder (SortName)' will need to be assigned to the fee earner.



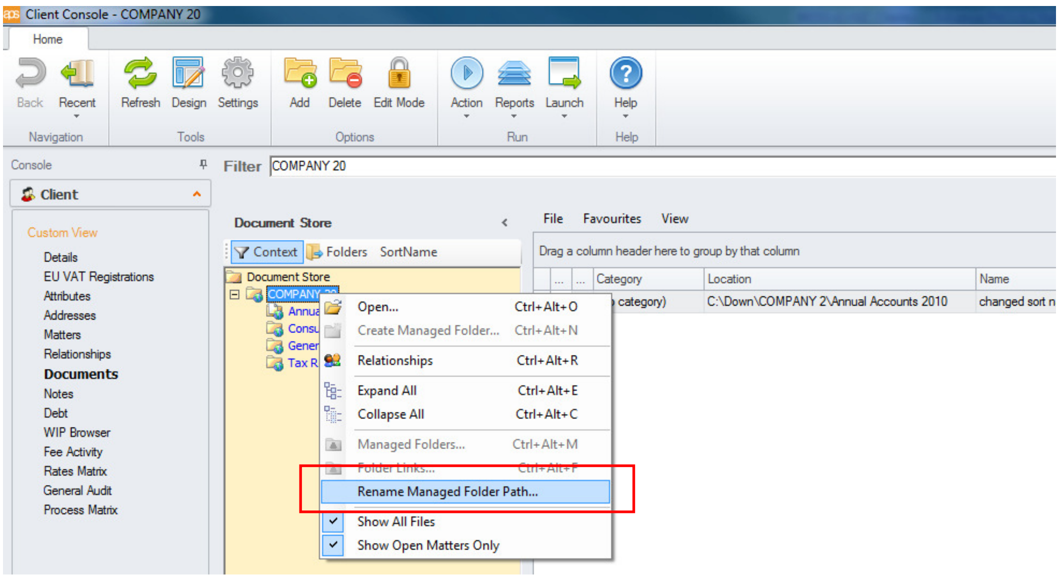
Documents Page

If the client sortname and the main directory client name are not a match, the background of the folder selection will change to orange and a warning icon will flash with the message in the tooltip. All users will see the warning on the screen.

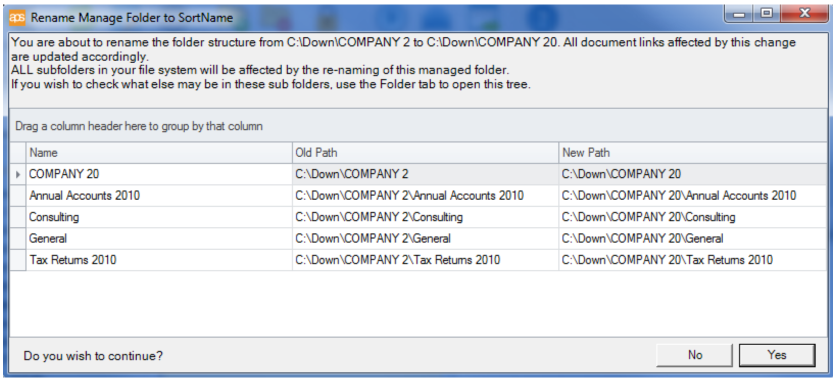
In our example following, the client used to be called COMPANY 2. The name has been edited to COMPANY 20.



The folder structures will still reflect CLIENT 2.
If you have JOE rights to rename the managed folder you will see the following menu item.



This will open a window as shown below. It will indicate the new name of the folder. You cannot change anything on this form; you can only accept or reject the changes.



If you accept the changes, all the records in the associated folders will be updated with the new path.

Note

If Alpha level is set in the Docstore settings and the client sortname changes, then the new structure will be moved to a correct Alpha Level.

This will only change Managed folders and not linked folders.

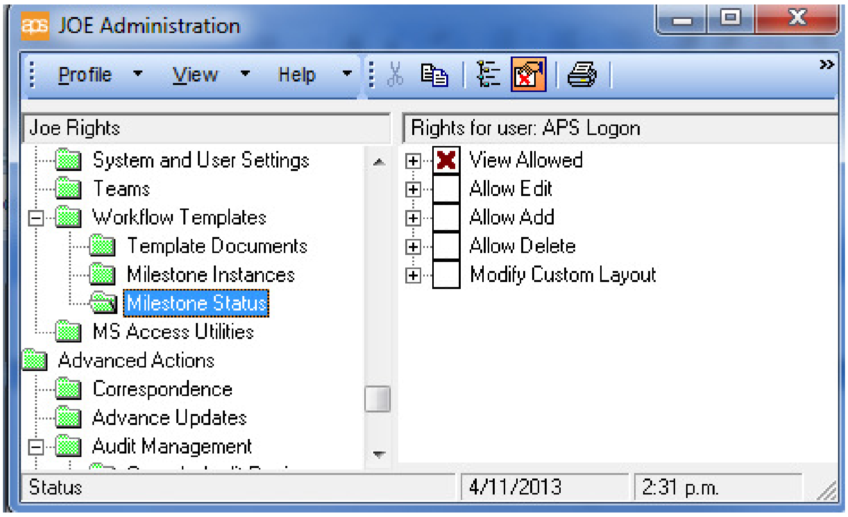
Appendix 9 - The Milestone Status band

Milestone Status

- This Status console allows you to add your own status descriptions and colours for use when a matter is put on hold. This means that when you put a matter on hold, you can pick a status and add a note to the current step for your Workflow.

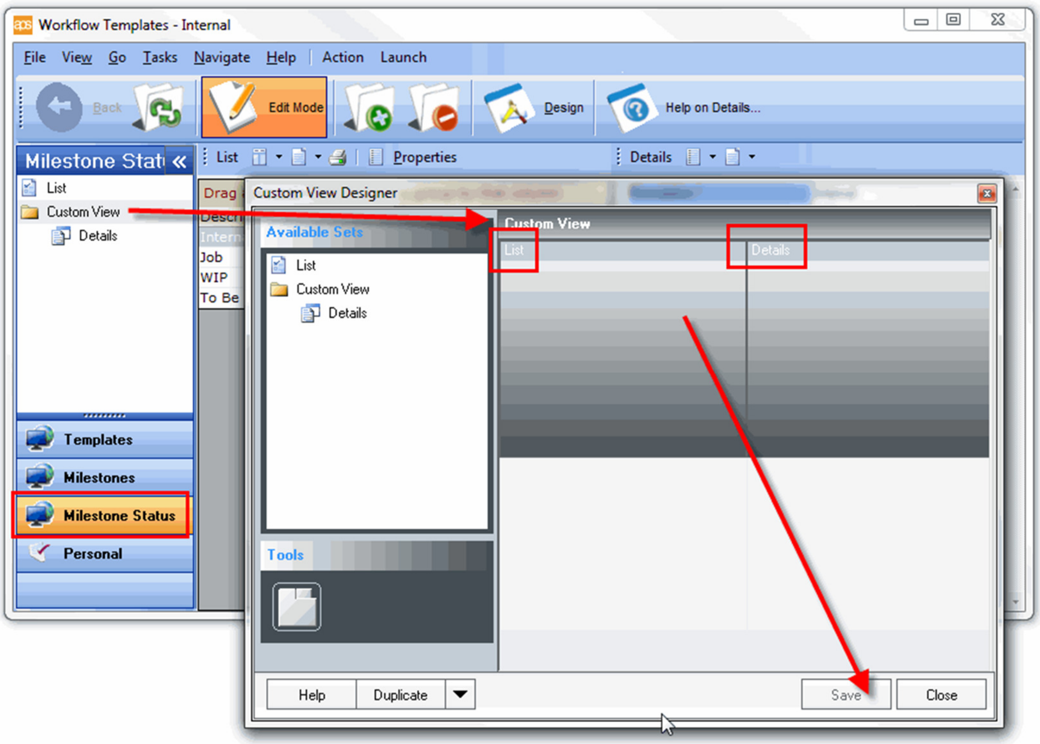
JOE Settings

As you can see in the next screen shot, permission to this new feature is granted under your existing Workflow Template settings

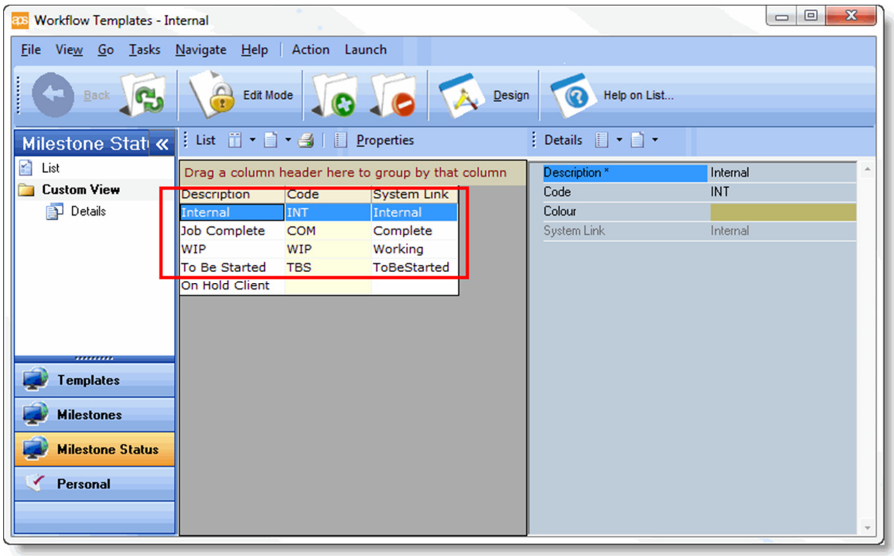


Access Rights	What it does
View Allowed	Controls visibility of the Milestone Status Console
Allow Edit, Add, Delete Access	Controls the availability of Add, Edit and Delete of Milestone Status records
Modify Custom Layout	Controls the ability to create a custom layout for this console

In Workflow Templates, Milestone Status band, create a Custom View that places List on the left and Details on the right.



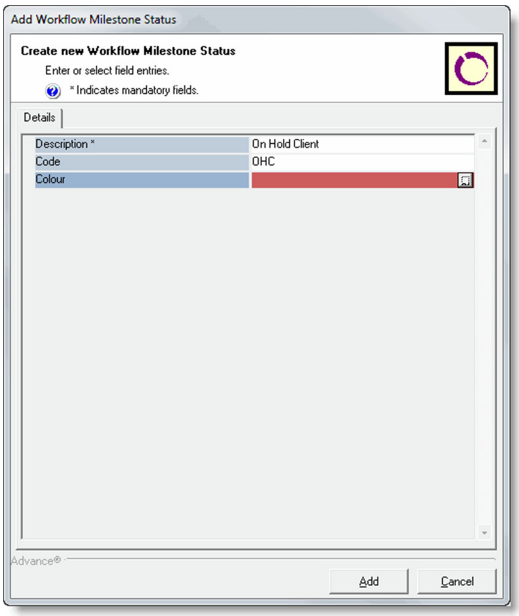
When you click on the Milestone Status band you will notice that the first four Status records are system records. They are used in other areas of Workflow. You may alter the descriptions and/or colours.



The last record in the screen shot above is not shipped but can be added. These user defined records can be added and are relevant when a Status is picked when you put a Matter on hold.

To add your own Status to the list of available Status Records, click on the Add button.

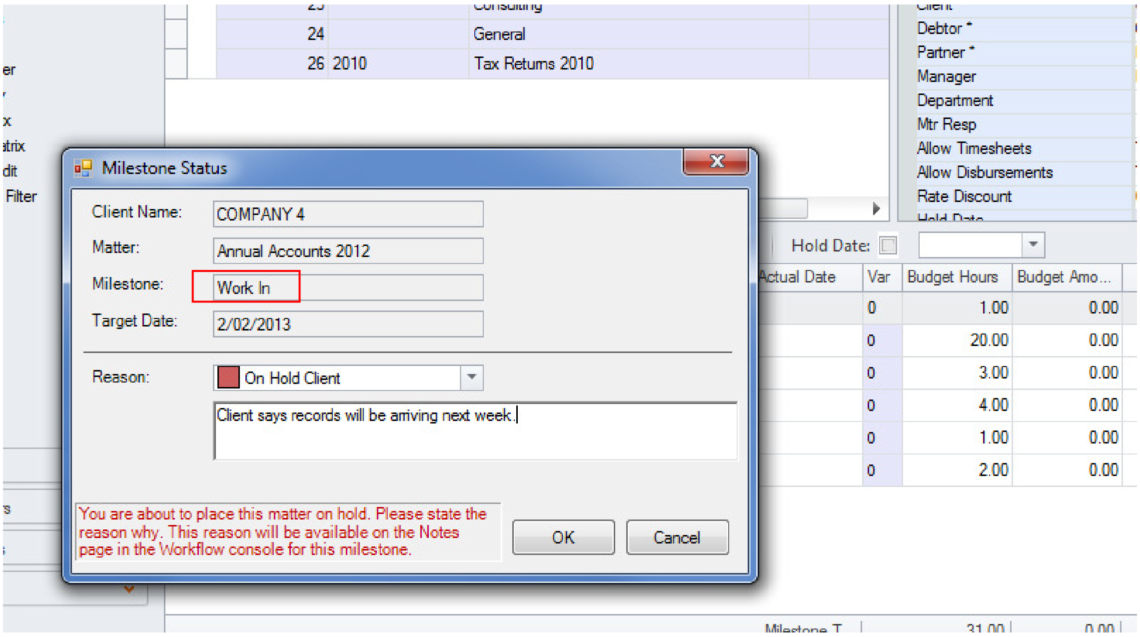
Add a description, code and colour.



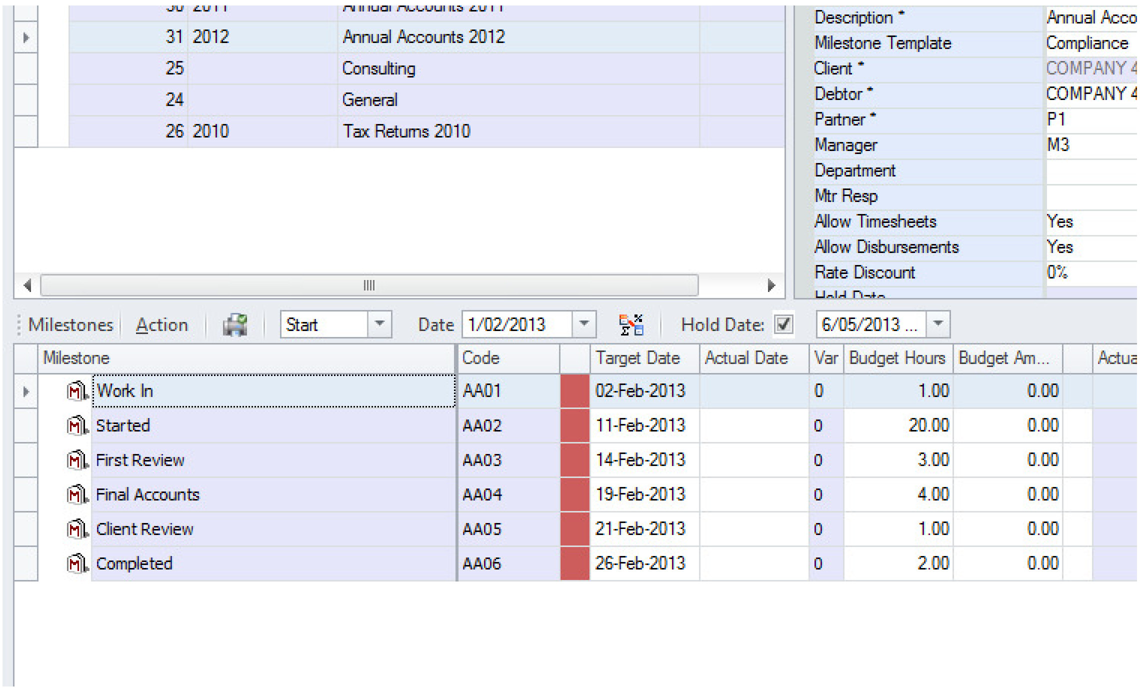
Click “Add” to add the record.

These customised 'Milestone Status' records are used on the Milestone page when a matter is placed on Hold. In the example below we are going to apply the newly added Milestone Status of "On Hold Client" to Company 4: Annual Accounts 2012.

Tick the box for **Hold Date** and complete the Milestone Status as required.
This description is recorded as a note on the next scheduled milestone.

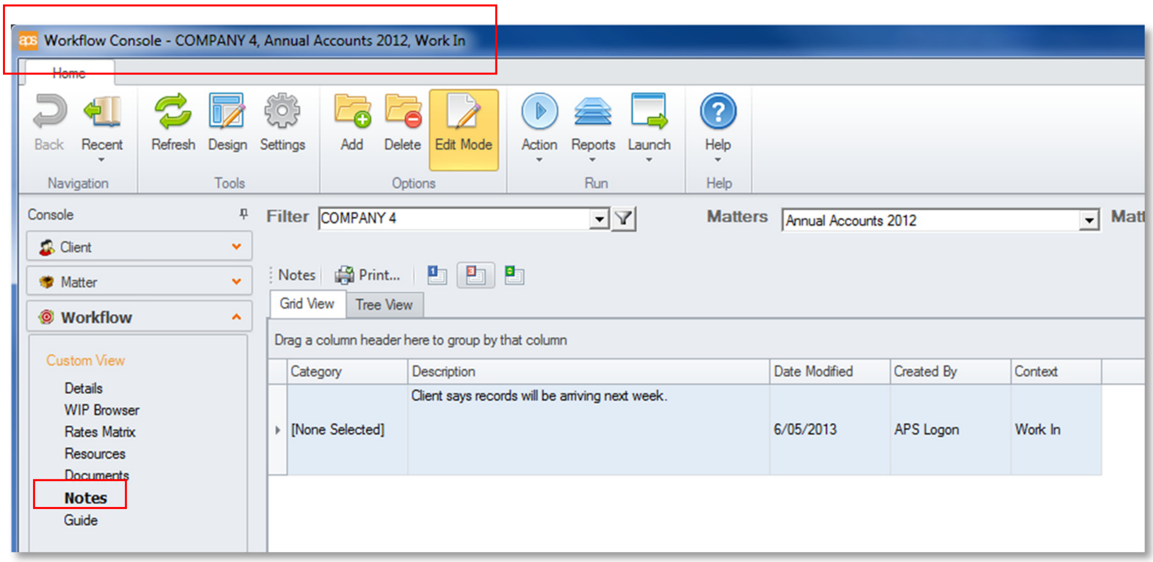


The matter has been placed on hold and in this case, the first Milestone called 'Work In' will have had a note added.



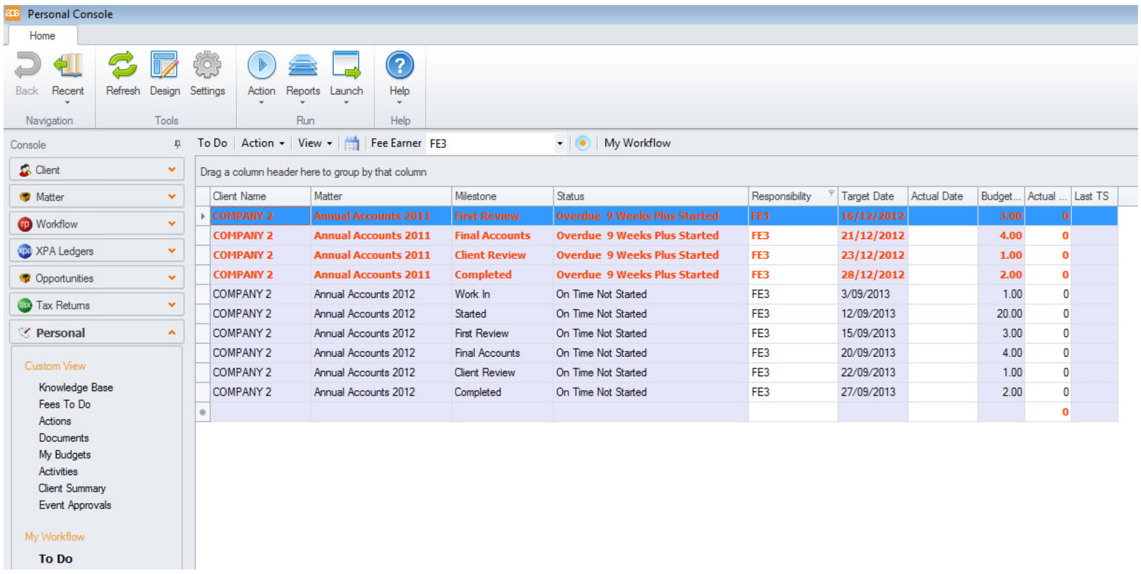
Notice that the colour associated with this status has been applied to the current milestone and any subsequent scheduled milestones.

The next screen shot demonstrates where the note is to be seen.

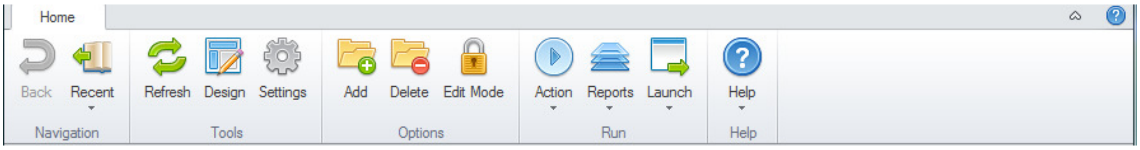


On the Client:Matter:Milestone band, for the specific milestone that was active when the matter was placed on hold.

On your Personal band, To Do list, these milestone status colours are also shown.

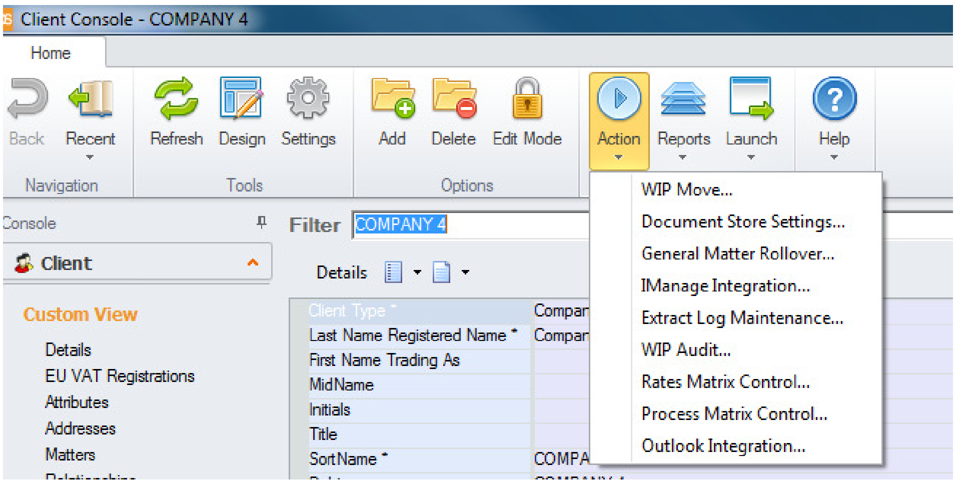


Appendix 10 – The Console Ribbon

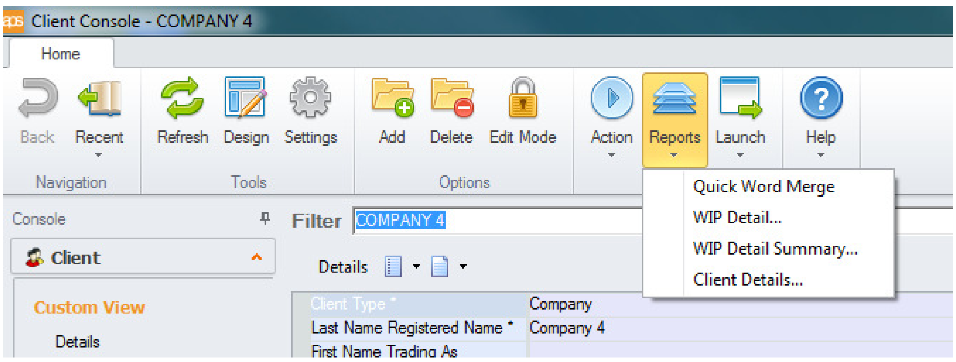


Back – this will take you back to the console you came from if it is enabled
Recent – this will give you a list of the last 10 clients that you accessed
Refresh – refreshes the current console
Design – starts the Design form so that you may create a custom layout
Settings – allows you to choose certain default settings for the Details page
Add – adds a new record for the current console
Delete – deletes the current selected record if all the criteria are met
Edit Mode – allows you to edit data for the console you are currently working in

Action – offers you access, JOE permission permitting, to the applications shown below:



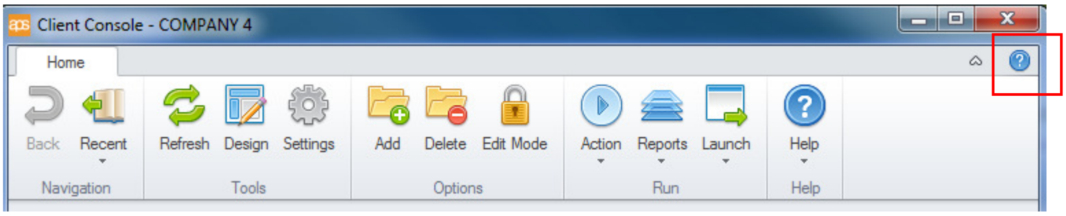
Reports – offers you access to certain Reports depending on the console you have open. Previously some reports where accessed under the old 'File' option.

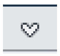


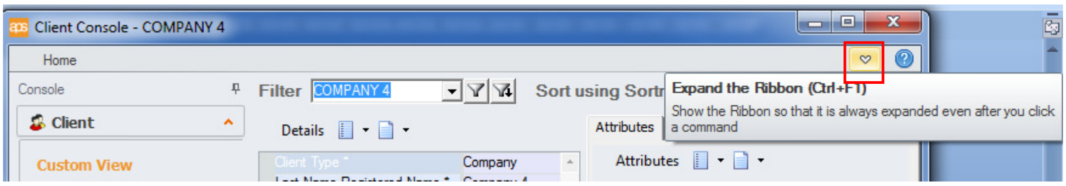
Notice that the Quick Word Merge and Client Details functions now live on this **Reports** menu.

Launch – You are able to navigate to other applications from the Launch menu.
Help – takes you to the On-Line help files for our applications. More help files have been added with this release.

Older Style 'htm' based Help is now launched from the  button on the top right corner of the console form.



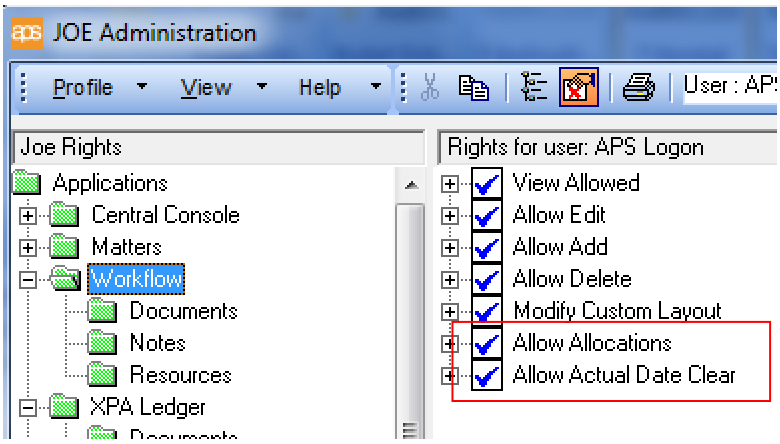
The  button on the top right corner of the console form will hide the ribbon.



Appendix 11 – The Milestone page

JOE Settings

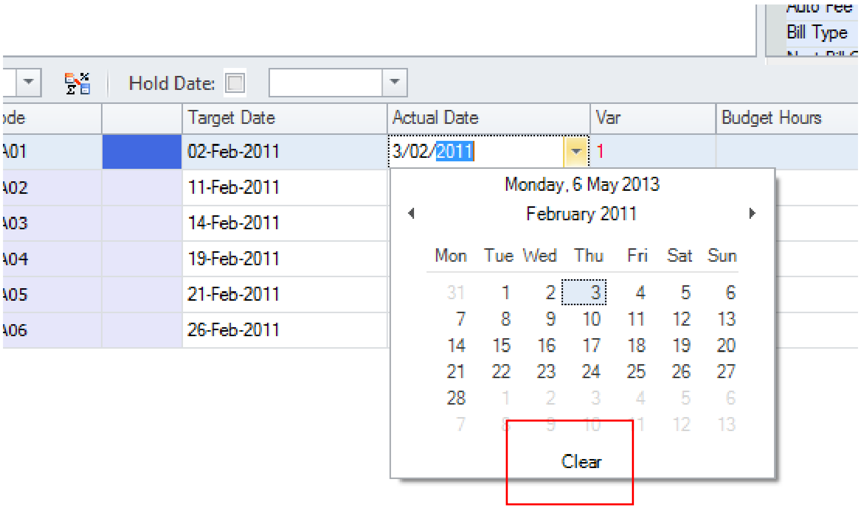
The new Milestone page requires some specific JOE settings. These need to be considered as soon as you start to implement this release.
The JOE Settings for Workflow look like this.



There are two new permissions:

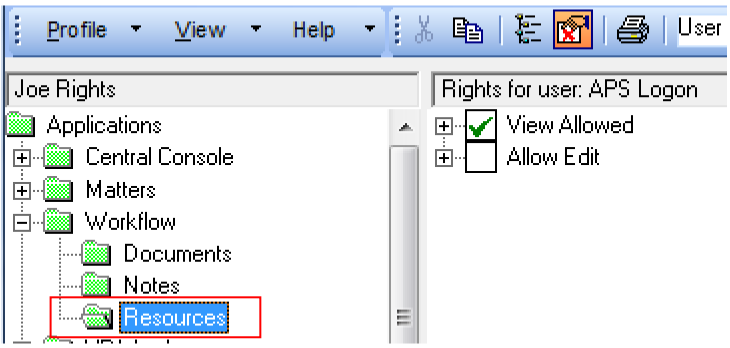
Allow Allocations – you need to assign this permission if the user is to be allowed to allocate responsibilities to milestones.

Allow Actual Date Clear – you need to assign this permission if the user is to be allowed to edit existing Actual Dates or remove them altogether. The way the new Milestones page works is that in order to edit an existing Actual Date, you first need to clear it.



First clear the existing date, and then pick the new date.

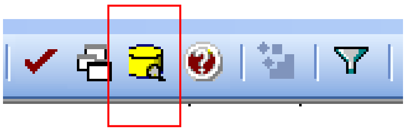
Under Resources, you need to consider these settings. This is a new JOE setting for PM users. It will be familiar to Resource Planning users.



Make sure that any users who need to see or edit anything on the Milestones page are granted this permission.

Appendix 12 – Timesheet Reconciliation Enhancements

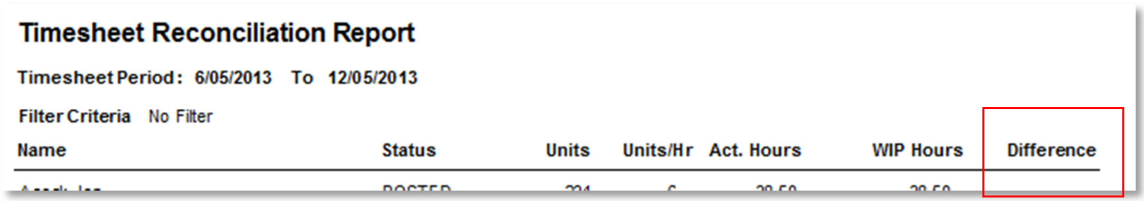
There is a new option on this tool bar.



The purpose of this option is to provide a form that will allow the timesheet administrator to correct any discrepancies highlighted by the Reconciliation report. The form allows you to de-select any transaction that you may wish to leave as they are.

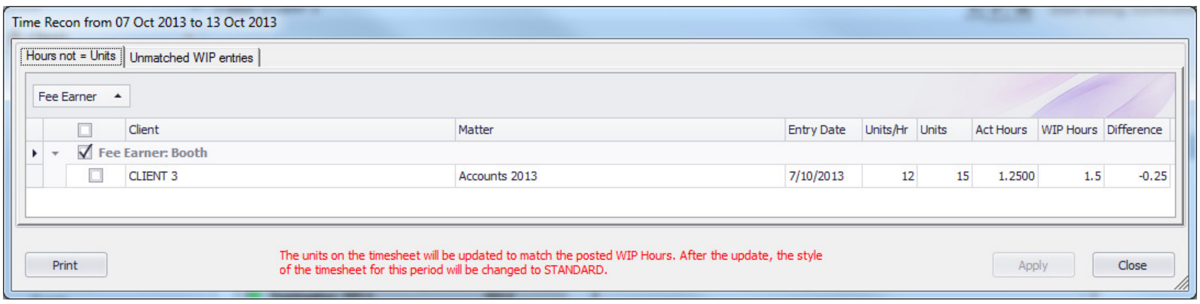
There are two situations that can occur.

On the reconciliation report, a difference may be noted for a particular week for a particular fee earner.



Hours not = Units

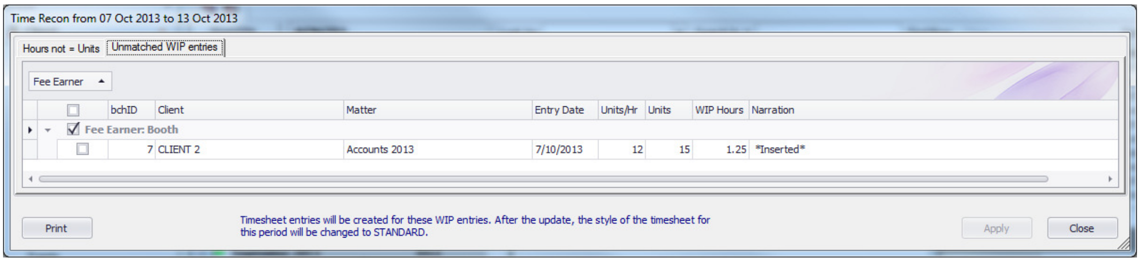
The first situation that can be detected is when the hours on a posted timesheet entry do not match the units of the original timesheet entered by the fee earner.



Any transactions that fit this scenario will be shown on this form. Pressing the Apply button will correct the original timesheet entries. The style of the timesheet header will be changed to STANDARD in case there are some records that could not be presented correctly on a DIARY style timesheet.

Unmatched WIP Entries

The second situation that can be detected is when there are two posted time entries but only one matching entry can be found in the original timesheet.



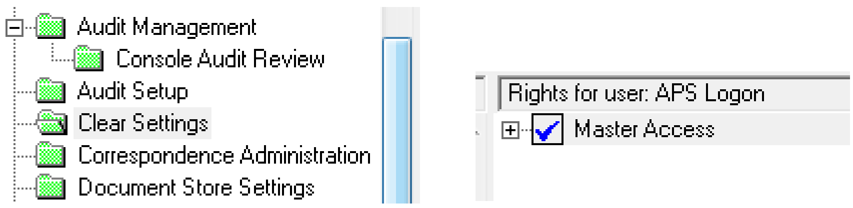
Any transactions that fit this scenario will have a corresponding entry added to the fee earners time sheet for that period with an appropriate narration. The style will be changed to STANDARD. The reason for choosing this course of action is because some of the WIP may already have been billed. It is much safer to process timesheet adjustments should these be necessary.

Once you have corrected these entries, run the Reconciliation report again. If differences remain after these corrections and are significant, you will need to contact support.

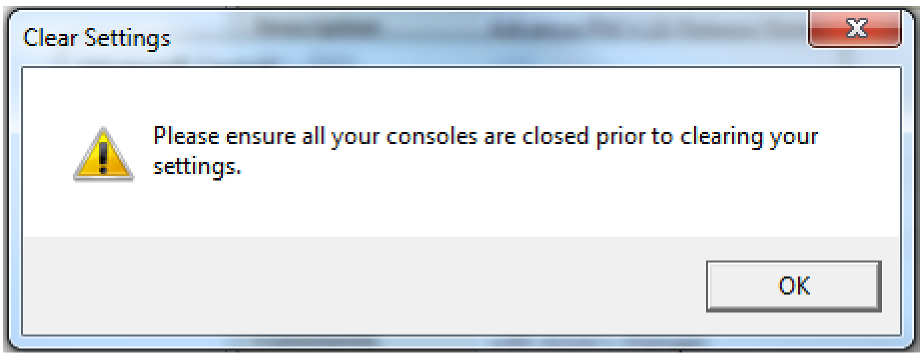
Appendix 13 Clear Settings

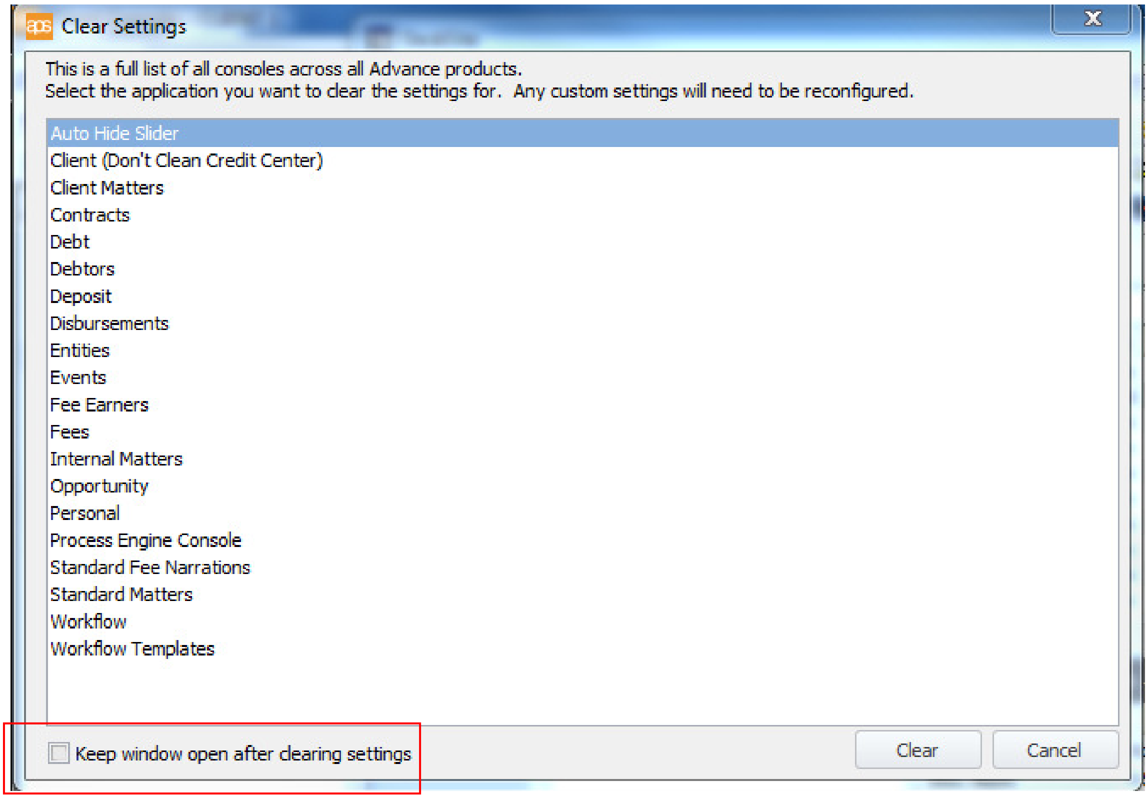
New JOE Settings

A new JOE setting controls which users are able to access Clear Settings from the Advanced Actions menu. By default this will be turned off.



Clear Settings



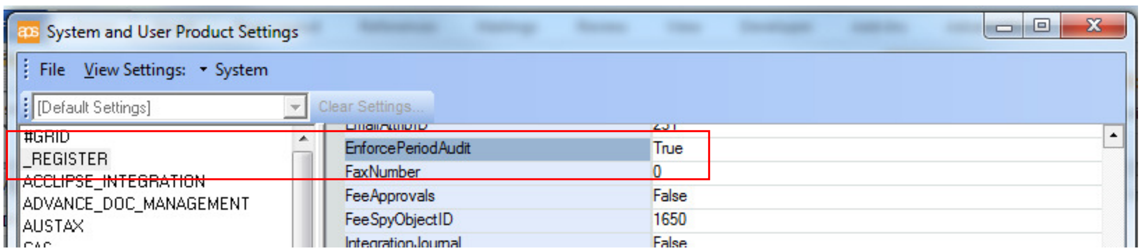


By ticking the 'Keep window open after clearing settings', it is possible to clear more than 1 application.

Appendix 14 WIP Move

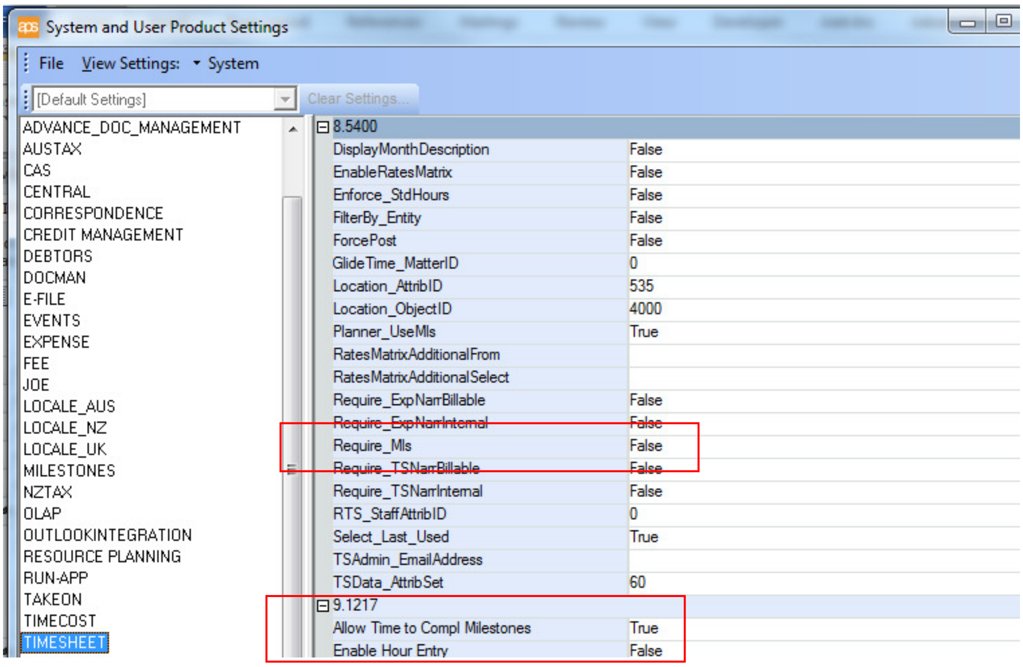
If you use Resource Planning, you are not able to use WIP Move at all. This is because of the resource data. Best practice should be used applying timesheet adjustments as required. This application will disallow any WIP Move if it detects that you are using the Resource Planning product.

SUPS Settings



If **EnforcePeriodAudit** is set to true, only WIP for the unaudited periods will show in the source grid. Otherwise all available WIP will be shown.

Accountable Technology

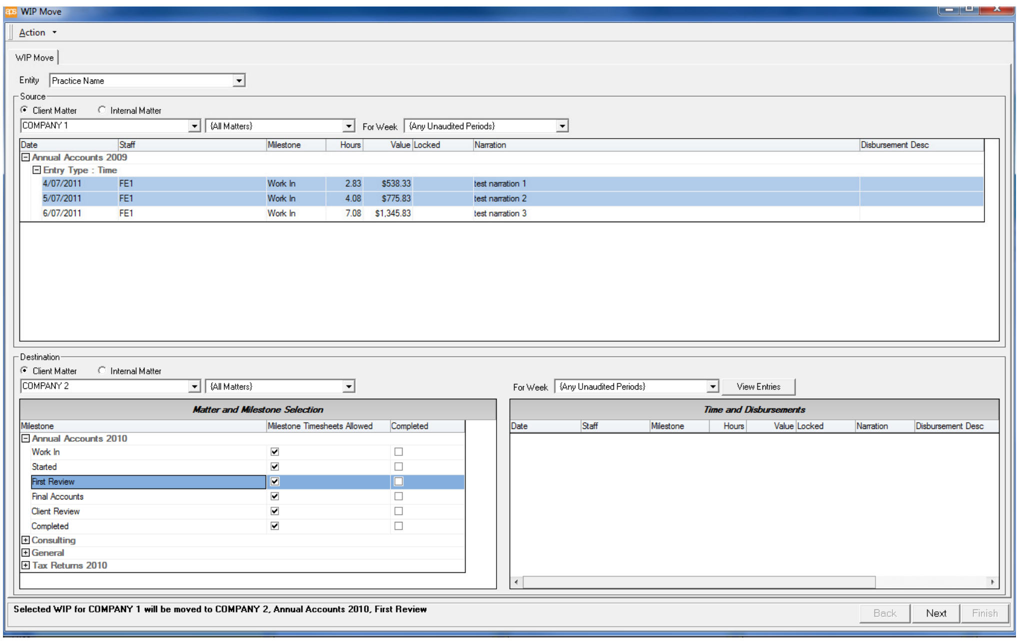


When the **Require_Mls** setting is true the user then needs to specify a milestone in the Destination section of the WIP Move application for client/matter moves only – this is not relevant for internal matters. If this setting is false, no milestone ([None]) is a valid destination.

If the **Allow Time to compl Milestones** setting is set to True Client/Matter WIP entries can be moved to milestones that are completed. Set to False, Client/Matter WIP cannot be moved to completed milestones.

The new WIP Move Form

The on-line help that is part of your software will give a description of how to use the improved form.

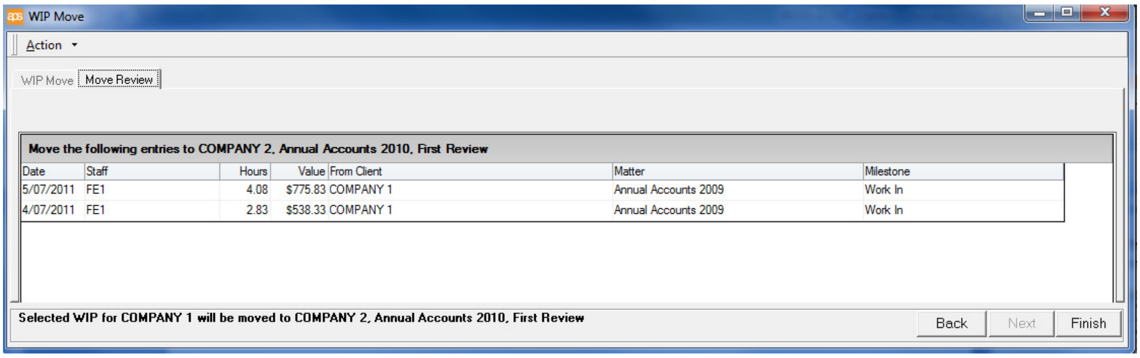


This form will offer a more 'wizard' like approach to moving entries.

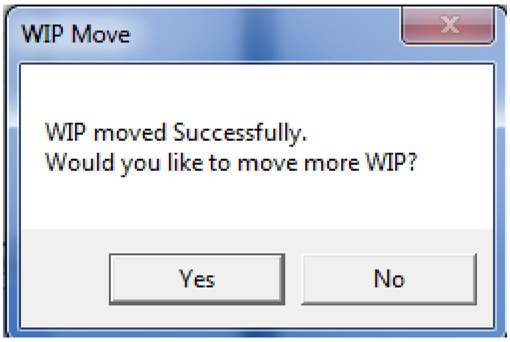
The top half of the form is largely unchanged but the lower half offers a tree based on the Destination filter you apply.

The status information in Red/Black at the bottom will build a sentence as you make your choices as to where to move the WIP entries to.

The Next button will take you to the Review form.

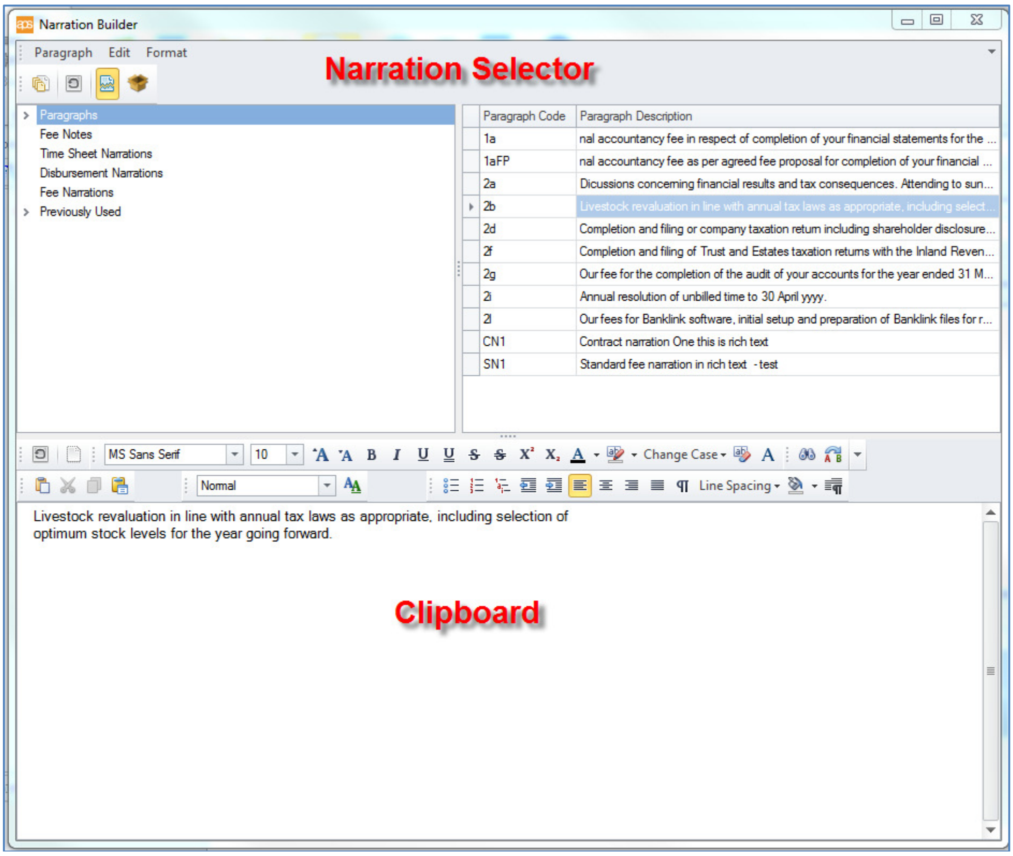


Clicking on Finish will process the move.

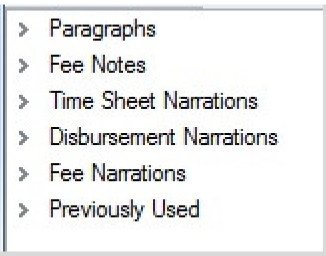


Once done, you will need to answer this question and continue.

Appendix 15 Narration Builder



Narration Selector



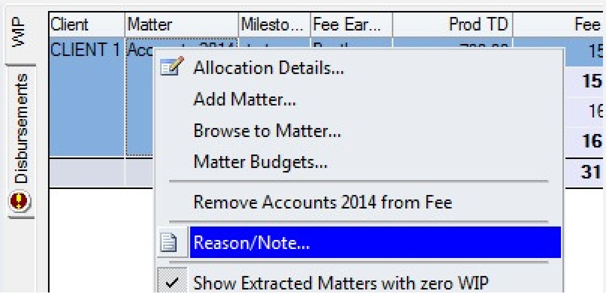
Paragraphs – Standard Fee Narrations (System Administration Console)

Fee Notes – fee notes which had been added to posted timesheets for the matter(s) via the Fee Note tab.

Time Sheet Narrations – Narrations from posted timesheets for the matter(s)

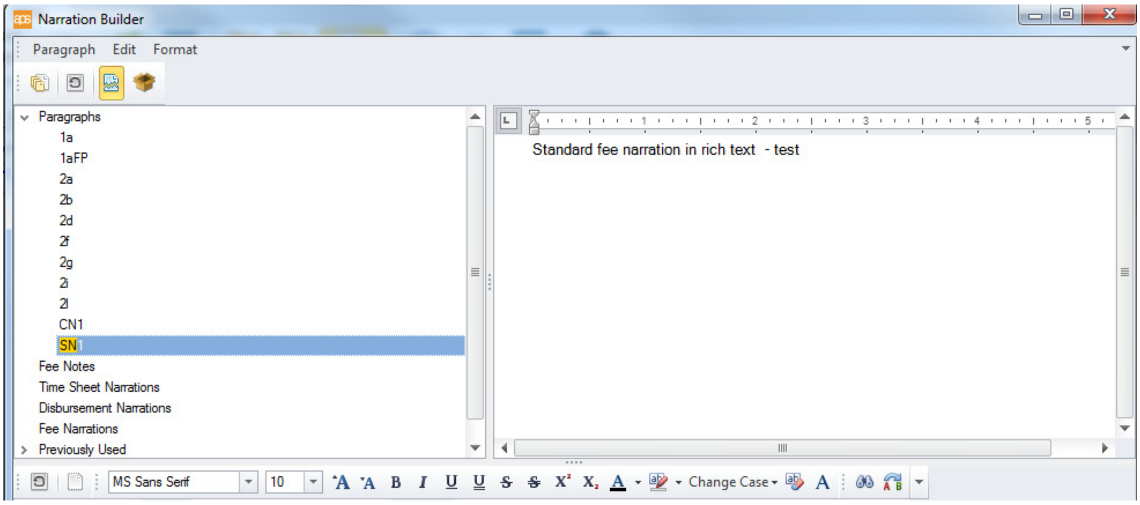
Disbursement Narrations – narrations from posted disbursements for the matter(s).

Fee Narrations – previously posted fees for this matter which had a Reason/Note added.



Previously used – the narrations used in other fees for this matter(s).

You are able to search for a particular narration in the Paragraph Source section, by simply typing the first part of the text which will become highlighted in yellow as you type.

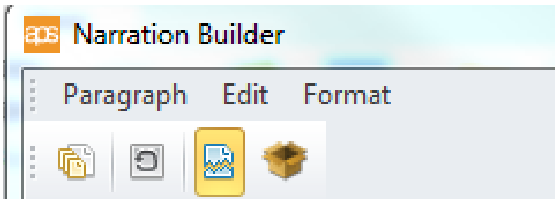


The item is then selected and displayed on the right hand side.

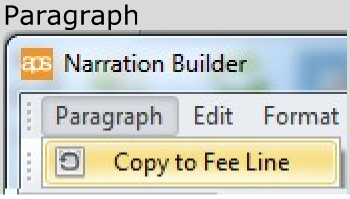
To begin another search, move off the current selection, and begin typing again. The search will not function if the current item is still selected. You can either click on a different item, use up/down arrows, Enter or Esc key on the keyboard to reset the search.

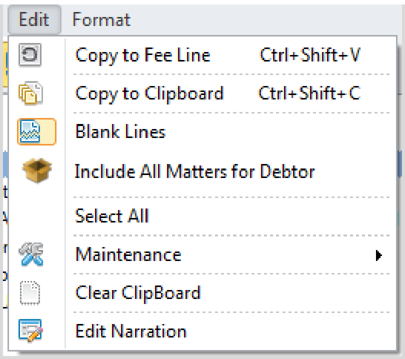
The search facility can be used on any part of the tree view with Paragraph Source section.

Narration Selector Toolbar



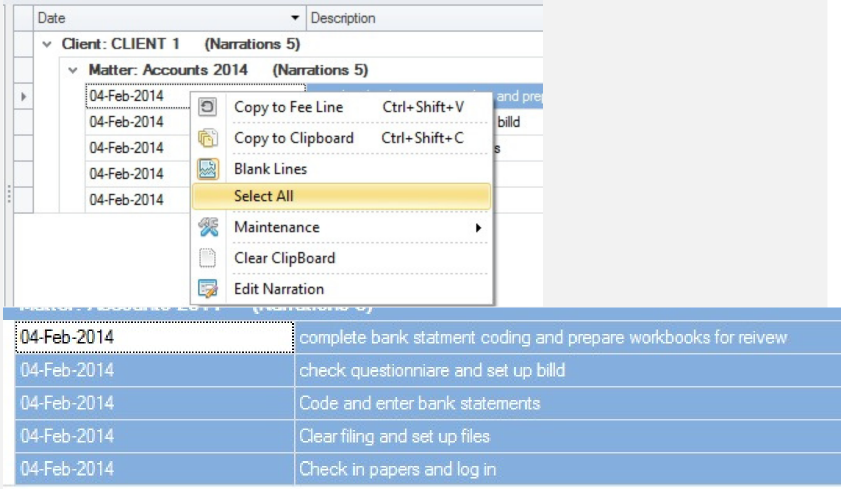
This section describes the tool bar in the top half of the Narration Builder.

Paragraph 	 Copies the selected paragraph from the Narration Selector right hand side, directly to the fee line.
Edit	 Copy to Fee Line - copy the selected paragraph from the Narration Selector right hand side, directly to the fee line.
	 Copy to Clipboard - copy the selected paragraph from the Narration Selector right hand side, to the Clipboard.
	 Blank Lines – inserts blank lines into the Clipboard.

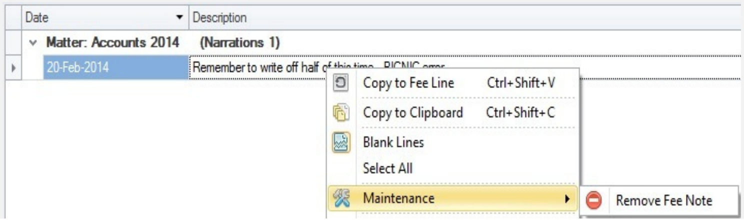


Include all Matters for Debtor - shows all Matter paragraphs billed to this Debtor, not just those relating to matters billed in this fee. *This is a change in behaviour for performance reasons*.

Select All – useful on the right side of the Narration Selector to select all the (expanded) narrations for an item. These may then be copied to the Clipboard or the Fee Line.



Maintenance – only relevant for Fee Notes. Gives the option to remove a fee note from the fee - a dialog box prompts you to confirm removal.

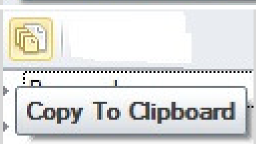


Clear Clipboard – clears the contents of the Clipboard.

Edit Narration – only available for Timesheet/Disbursement Narrations. Makes it possible to edit posted Timesheet/Disbursement narrations IF these narrations exist.

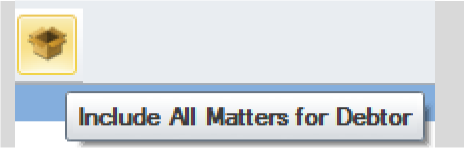
Format

Include the date of the narration in the right hand side Narration Selection – not relevant for Paragraphs.

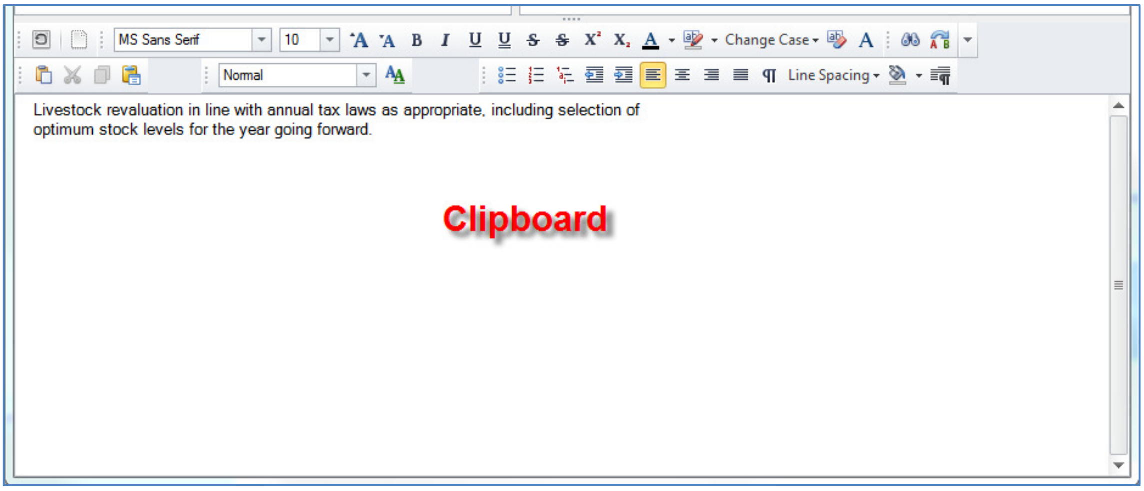


Copies the selected paragraph to the Clipboard.

Copies the selected paragraph directly to the fee line.

	Includes a blank line between items.
	Show all Matter paragraphs billed to this Debtor, not just those relating to matters billed in this fee. *This is a change in behaviour for performance reasons*.

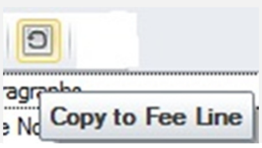
Clipboard



Full rich text editing is available on the clipboard in the top toolbar. The selected narration may be edited in the clipboard area, if required.

Clipboard Toolbar

Use the Clipboard Toolbar to copy to the Fee line or clear the Clipboard. *This is a change in behaviour because if you use the 'Copy to Fee Line' option at the top of the form, you will not be copying the contents of the clipboard.*

	Copies the contents of the clipboard to the fee line
	Clears the contents of the clipboard.