Lawyer Client's Account
User Manual

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INTRODUCTION

UBS Client's Accounts – Windows Version includes many new features that enable user to do his/her work easier and faster. We enhance our product by retaining all current features and improve them continuously.

In this windows version, user will improve productivity with time-saving windows features. All command bars and drop down menus are logically organised in a systematic manner that will enable user to operate smoothly.

For report writing, we have a variety of standard reports with built-in customisation features. User can make use of the existing reports to create a new report layout to meet up with the organisation's specific needs. You are able to see the changes immediately because all screens are updated instantly.

UBS Client's Accounts – Windows Version is highly respected because of its high performance, user friendly and data integrity. We therefore strive for the best improvement to support customers in term of quality.

Getting Started

After the installation procedure, create a shortcut to provide easy access to your program. Double-click the shortcut icon to open UBS Client's Account system.

When you see the main screen appears, you have to type in the correct information so that you can enter into the system.

① At the **Password** field, type in a password to maintain the confidentiality in accessing into this program.

② At the **Date** field, type in the transaction date.

③ Once you have completed, click on the **OK** button.

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(Accounts)

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❶ **Accounts**

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    2. View Accounts
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    4. Maintain Balance B/F
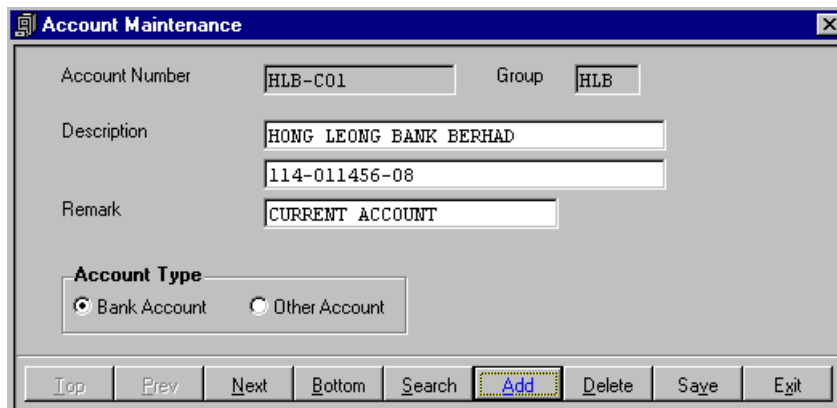
C h a p t e r   1

This section allows you to maintain bank's current account and other accounts, e.g. fixed deposit. You may also print a chart of account and maintaining opening balances.

Add Accounts

This option enables you to create a new bank account with its information, search for an existing account, modify or delete it from your database.

- Click on the **Account** menu and select **Add Accounts**.

Add a new account

- Click on the **Add** button and complete the information on screen.

Account Number   :   Every account must have an account number.

This account number can be in alphabets, numbers or the combination of both and to a maximum of 16 characters only.

E.g.

Account No.	Group	Description
MBB-C01	MBB	Malayan Banking Bhd 800-443261-01
HLB-C02	HLB	Hong Leong Bank Bhd 114-011456-08
MBB-F01	MBB	Malayan Banking Bhd 62489-7
HLB-F02	HLB	Hong Leong Bank Bhd 72447-6

Group   :   Assign a code that enables all accounts in the same bank to categorise under the same group.

E.g.

Account No.	Group	Description
MBB-C01	**MBB**	Malayan Banking Bhd 800-443261-01
HLB-C02	**HLB**	Hong Leong Bank Bhd 114-011456-08
MBB-F01	**MBB**	Malayan Banking Bhd 62489-7
HLB-F02	**HLB**	Hong Leong Bank Bhd 72447-6

Description   :   This is the name of the account number. Each description allows 2 rows with 40 characters per row.

E.g.

Account No.	Group	Description
MBB-C01	MBB	**Malayan Banking Bhd 800-443261-01**
HLB-C02	HLB	**Hong Leong Bank Bhd 114-011456-08**
MBB-F01	MBB	**Malayan Banking Bhd 62489-7**
HLB-F02	HLB	**Hong Leong Bank Bhd 72447-6**

Remark   :   This system allows you to enter additional information or important note about this account.

E.g.

Account No.	Remark
MBB-C01	**Current Account**
HLB-C02	**Current Account**
MBB-F01	**Fixed Deposit**
HLB-F02	**Fixed Deposit**

Account Type   :   Define the correct account type for each account.

E.g.

| Account No.	Account Type
MBB-C01	**Bank Account**
HLB-C02	**Bank Account**
MBB-F01	**Other Account**
HLB-F02	**Other Account**

- Once you have completed, click on the **Save** button to save the account's information.

Search for an existing account

- There are several options for you to find an existing account in your database.

- Click on the **Top** button and it will show the first account on the record.

- Click on the **Previous** button and it will show the prior record of the present account.

- Click on the **Next** button and it will show the following record of the present account.

- Click on the **Bottom** button and it will show the last account on the record.

- Click on the **Search** button and a dialog box will prompt you to search by account description.

  (Left) indicates the alphabet or word on the left of the description, and (Mid) indicates the middle alphabet or word of the description.

  A list of account numbers with the description of your choice will appear on screen.
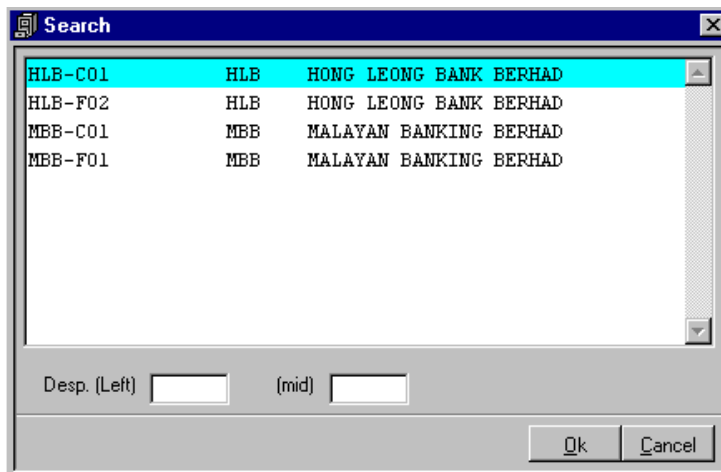

Modify an existing account

- First of all, you have to search for the account you want modify and then directly click on the screen to modify the changes.

- You may modify all information except the account number and group code.

- Once you have completed the modifications, click on the **Save** button to save the changes.

Delete an existing account

- Accounts can only be deleted providing there are no transactions entered and the balance must be zero.

- Search for the account you want to remove from your database and then click on the **Delete** button.

- The system will prompt you a dialog box to confirm your deletion on this account. Click on the **OK** button to approve this command, but if you want to cancel it, then click on the **Cancel** button.
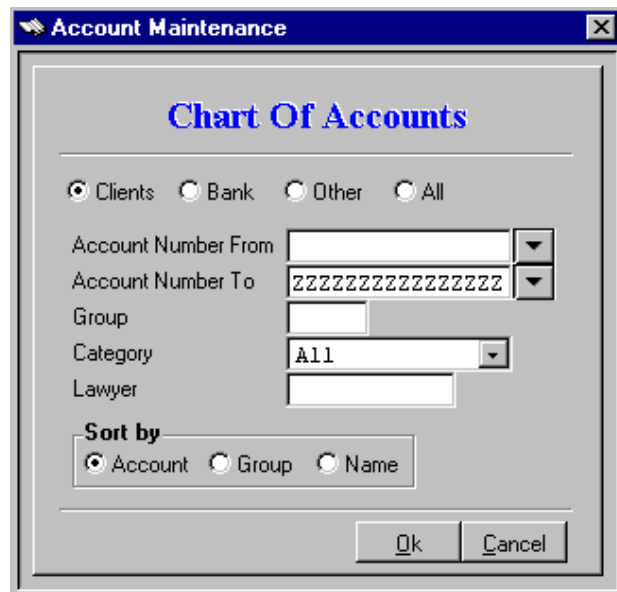
This option enables you to view account's information by listing the total monthly figure and balance available for each period.

- Click on the **Accounts** menu and select **View Accounts**.

- You can choose to view any one of the three accounts given, or the combination of all the accounts.

- Use the search button to search for the required account.
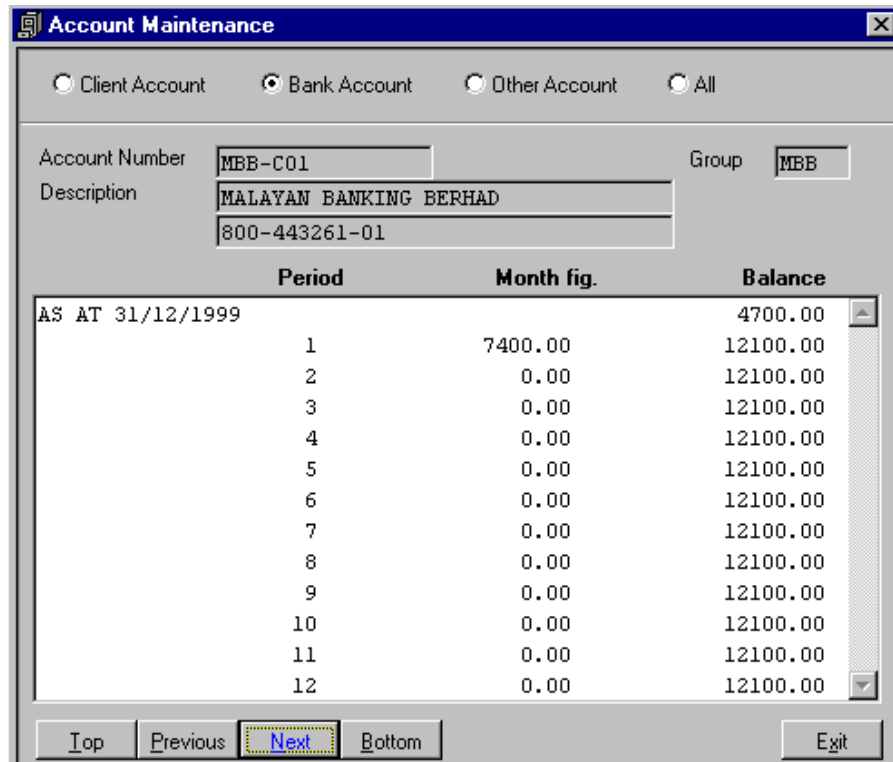
This option enables you to view and print chart of accounts for client's accounts, bank accounts and other accounts.

- Click on the **Accounts** menu and select **Chart of Accounts**.

- You can choose to print any one of the three accounts given, or the combination of all the accounts.

- Additional to it, you can select a range of account numbers, a particular group, category and lawyer. If no entry is made, leave it all blank and the system will print all accounts found in the database.

- When printing this report, you can select to list the chart of accounts by account code, group or name.

- Click on the **OK** button and then select **Print** to print on hard copy, **Preview** to view actual report, or **Customize** to enable you to alter the format setting of this report from the standard setting. Refer to **HouseKeeping →Run Setup → Report Setting** for further information on report setting.

Maintain Balance B/F

This option enables you to enter the brought forward balance amount of client's account, bank account and other account. Subsequently, the system will generate the opening balance constantly each year after performing 'Year End Processing'.

- Click on the **Accounts** menu and select **Maintain Balance B/F**.

- The system will display all accounts on screen. Directly click on the account number and start entering the brought forward balance amount in debit or credit column accordingly.

- After entering the brought forward balance amount, you can click on the **Lock** button to freeze the balance amount, so that no modifications can be made thereafter.

- You can view and print this report by clicking on the **View** button and then select the type of accounts, a particular group and a range of account numbers.

- Click on the **OK** button and then select **Print** to print on hard copy, **Preview** to view actual report, or **Customize** to enable you to alter the format setting of this report from the standard setting. Refer to **HouseKeeping →Run Setup → Report Setting** for further information on report setting.

Account Maintenance

Accno	Group	Desp	Debit	Credit
00-C0001	MBB	JOHARI HASSAN	0.00	1700.00
00-L0001	MBB	LIM LEE HUI	0.00	3000.00
HLB-C01	HLB	HONG LEONG BANK BERHAD	0.00	0.00
HLB-F02	HLB	HONG LEONG BANK BERHAD	0.00	0.00
MBB-C01	MBB	MALAYAN BANKING BERHAD	4700.00	0.00
MBB-F01	MBB	MALAYAN BANKING BERHAD	0.00	0.00

[View] [Lock] [Exit]

Account Maintenance

Opening Balance

○ Clients   ○ Bank   ○ Other   ○ All

Group [   ]

Account Number From [   ] ▼

Account Number To [ZZZZZZZZZZZZZZZZZ] ▼

[Ok] [Cancel]

Lawyer Client's Account

User Manual

(Clients)

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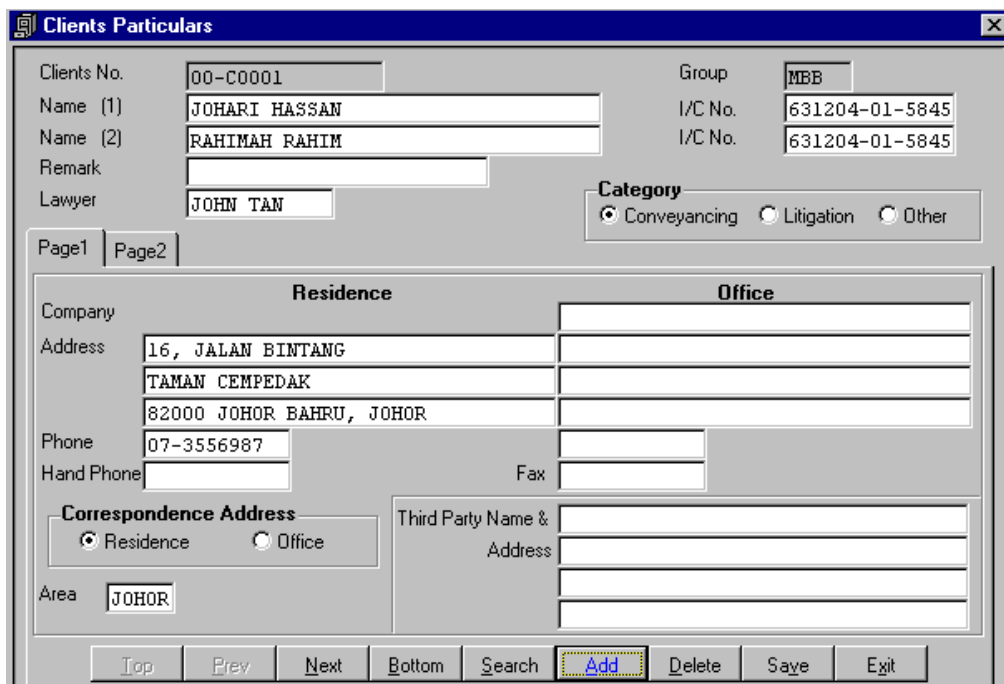
❷ **Clients**

C h a p t e r   2

This section allows you to maintain client's account with its information. After maintaining client's information, you can print client listing, labels and other important particulars.

This option enables you to create a new client account with its information, search for an existing client, modify or delete it from your database.

• Click on the **Clients** menu and select **Add Clients**.

Add a new client

• Click on the **Add** button and complete the information on screen.

Clients No.   :   Assign an account number for every new client account.

This account number can be in alphabets, numbers or the combination of both and to a maximum of 16 characters only.

E.g.

Client No.	Group	Name
00-C0001	MBB	Johari Hassan
00-C0002	MBB	Tay Chin Huat
00-L0001	HLB	Lim Lee Hui
00-L0002	HLB	Jamaluddin Rahmat

Group : Assign a code that enables all clients in the same bank to categorise under the same group.

E.g.

Client No.	**Group**	Name
00-C0001	**MBB**	Johari Hassan
00-C0002	**MBB**	Tay Chin Huat
00-L0001	**HLB**	Lim Lee Hui
00-L0002	**HLB**	Jamaluddin Rahmat

Name : This is the name of the client. Type in the client's name follows by his/her identity card number. If it is a joint name account, please fill in the second name at 'Name (2)' column follows by his/her identity card number.

Remark : The system allows you to enter additional information or important note about this client.

Lawyer : Type in the name of the lawyer who handles this case.

Category : The system provides 3 types of category.
- ⊙ Conveyancing
- ⊙ Litigation
- ⊙ Other

Select the correct category and then enter the relevant information, which is divided into 2 pages.

Page 1 allows you to enter client's personal information that includes the following.
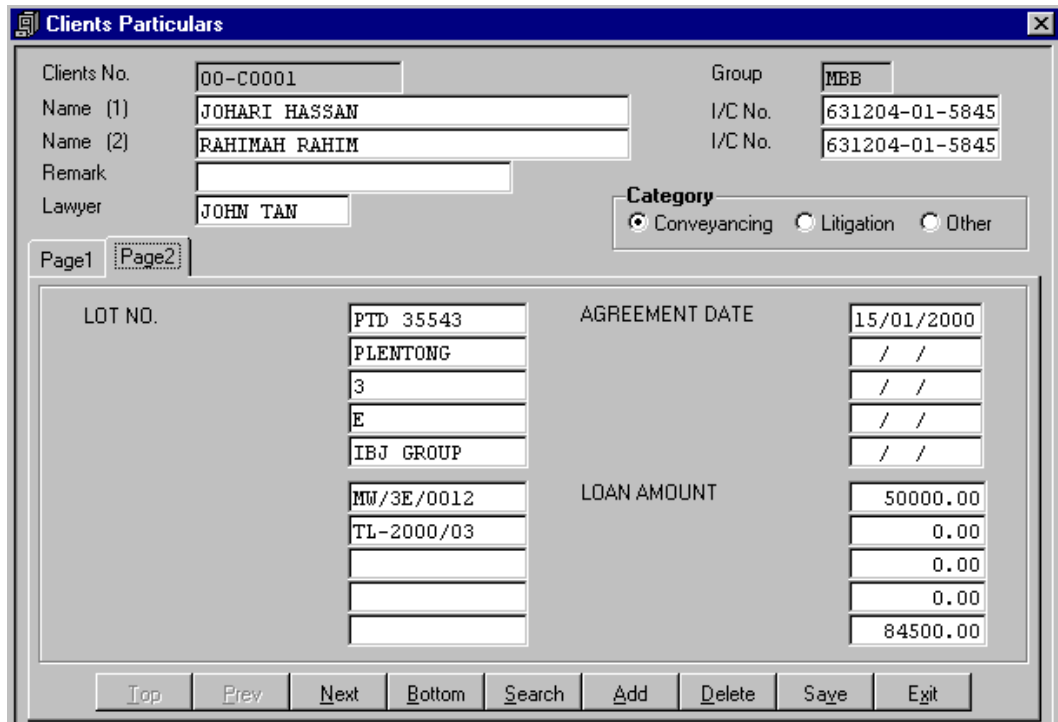
1. Client's residential address, telephone number and hand phone number.
2. The name of the company that the client is currently working with, office address, office telephone number and facsimile number.
3. Indicate the correct correspondence address, whether it is a residential address or office address.
4. Indicate the client's area code or location code, to enable the classification of clients according to geographical location.
5. Third party's information such as name and address. (Third party means the other party of the case).

Page 2 allows you to enter client's other particulars in details.
Page 2 – Conveyancing information
Page 3 – Litigation information

You will find that all headings in this column are preset. You can change them in **HouseKeeping → Run Setup → General Setup** at Page 2 and 3, before proceeding into this option.

- Once you have completed, click on the **Save** button to save the client's information.

Search for an existing client

- There are several options for you to find an existing client number in your database.

- Click on the **Top** button and it will show the first client number on the record.

- Click on the **Previous** button and it will show the prior record of the present client number.

- Click on the **Next** button and it will show the following record of the present client number.

- Click on the **Bottom** button and it will show the last client number on the record.

- Click on the **Search** button and a dialog box will prompt you to search by client number or client description.

   (Left) indicates the alphabet or word on the left of the description, and (Mid) indicates the middle alphabet or word of the description.

   A list of client numbers with the description of your choice will appear on screen.
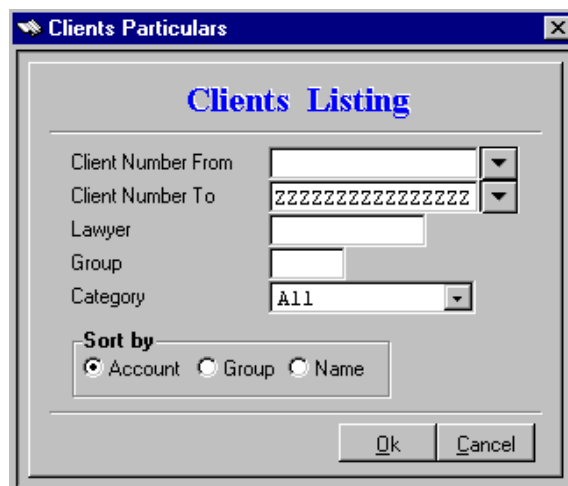
Modify an existing client

- First of all, you have to search for the client you want modify and then directly click on the screen to modify the changes.

- You may modify all information except the client number and group code.

- Once you have completed the modifications, click on the **Save** button to save the changes.

Delete an existing client

- Clients can only be deleted providing there are no transactions entered and the balance must be zero.

- Search for the client you want to remove from your database and then click on the **Delete** button.

- The system will prompt you a dialog box to confirm your deletion on this client. Click on the **OK** button to approve this command, but if you want to cancel it, then click on the **Cancel** button.

This option enables you to view and print client's listing showing important information such as, client number, group code, name, address, telephone numbers and etc.
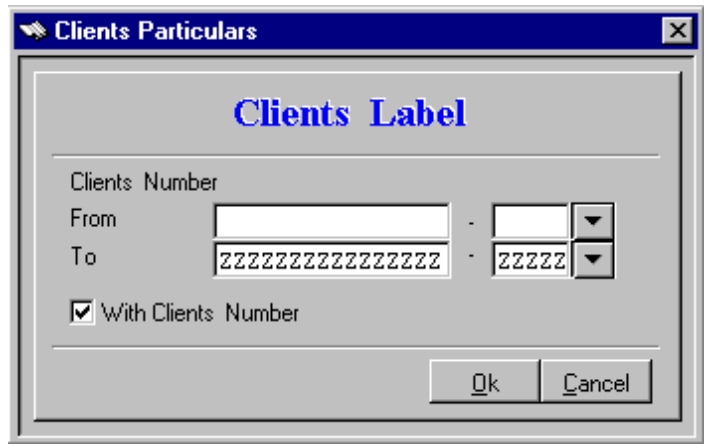
- Click on the **Clients** menu and select **List Clients**.

- When you print client listing, you can select a range of client numbers, the name of the lawyer in charge, a particular group and category. The correct classification of each case is shown below.

    CON   – Conveyancing
    LIT   – Litigation
    OTH   – Other

- Additional to it, you can define to print this report either sort by account number, group code or client's name.

- Click on the **OK** button and then select **Print** to print on hard copy, **Preview** to view actual report, or **Customize** to enable you to alter the format setting of this report from the standard setting.
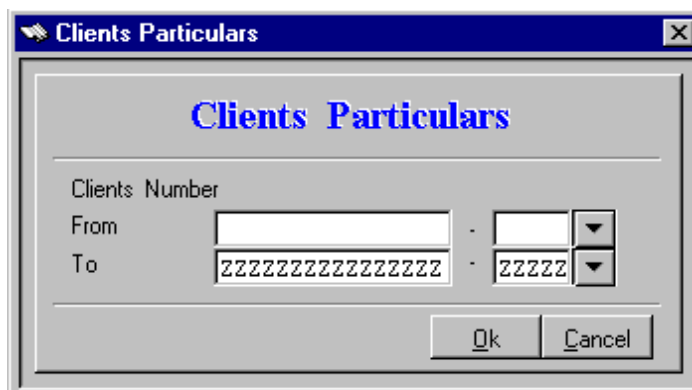

This option enables you to print client's address and other information on label stickers. You can use it for correspondence or filing purposes.

- Click on the **Clients** menu and select **Print Labels**.

- When printing client's label, you have to enter a range of client numbers and group codes. If no entry is made, leave it all blank and the system will print all clients found in the database.

- Additional to it, you may also include client number on the label.

- Click on the **OK** button and then select **Print** to print on hard copy, **Preview** to view actual report, or **Customize** to enable you to alter the format setting of this report from the standard setting.

This option enables you to print client's particulars, which you have entered in 'Add Clients' option.

- Click on the **Clients** menu and select **Print Particulars**.

- When printing client's particulars, you have to enter a range of client numbers and group codes. If no entry is made, leave it all blank and the system will print all clients found in the database.

- Click on the **OK** button and then select **Print** to print on hard copy, **Preview** to view actual report, or **Customize** to enable you to alter the format setting of this report from the standard setting.

This option enables you to generate all clients' data by listing the number of clients available.

- Click on the **Clients** menu and select **Generate Clients**.

- You may proceed to generate clients by clicking on the **Generate** button.

- A moment later, the system will display the number of clients generated on screen.
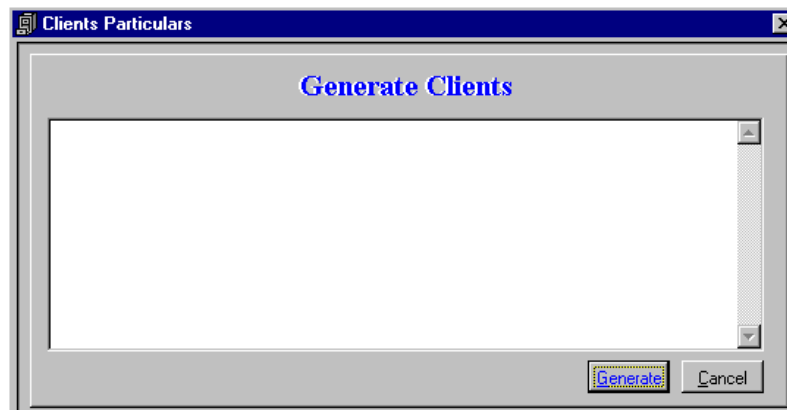
# Lawyer Client's Account

User Manual

(Transaction)

CONTENTS

❸ **Transactions**

C h a p t e r   3

This section allows you to organise batches and then enter daily client's transactions into the batches.

The system will then automatically update all transactions instantly to individual ledgers. The advantage of organising transactions into batches is that you can locate a transaction easily.

| Transactions | → | **Batches** | → | Ledgers | → | Reports |
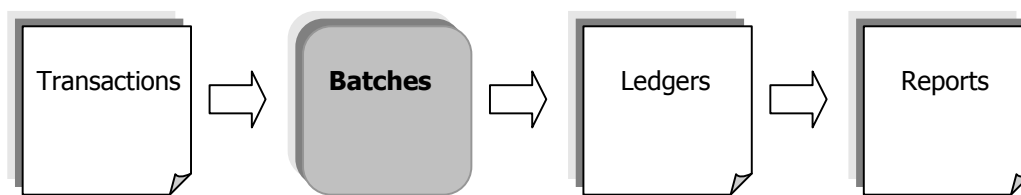
Definition:

A transaction is a single entry of debit or credit

A batch is a group of transactions

Note: It is advisable to organise new batches systematically before keying any transaction because:-

1. *You can readily select the batches that are well organised.*

2. *When entering transactions, you can immediately retrieve the correct batch easily.*

3. *This will reduce the error of entering transactions into wrong batch.*

4. *You will not create the same batch twice.*

Add Transactions

This option enables you to add a new transaction, search for an existing transaction and edit it to modify its information.

- Click on the **Transactions** menu and select **Add Transactions**.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ ▤  Transaction Maintenence                                                ✕ │
├─────────────────────────────────────────────────────────────────────────────┤
│ Batch Title    JAN'00-MBB RECEIPTS                                           │
│ Batch No.      1  ▼                                                          │
│ Tran. No.      2                                                            │
│ Period         1  ▼                                                          │
│    January    2000      MALAYAN BANKING BERHAD                              │
│ Date/Accno         Ref.No.   Description              Debit        Credit    │
│ 01/01/2000                                                                  │
│ MBB-C01            R0001     JOHARI HASSAN            2000.00         0.00   │
│ MBB                          RAHIMAH RAHIM                                   │
│                                                                             │
│                                                         10000.00    10000.00 │
│  Top   Prev   Next   Bottom  Search  Quick  Add   Edit  Cancel  Save  Exit  │
└─────────────────────────────────────────────────────────────────────────────┘
```

- **Add transaction** is a single transaction entry procedure. When you enter a debit entry, you have to add a credit entry, or vice-versa. This is to complete the double entry concept.

- Click on the **Add** button and complete the information on screen.

Batch No.   :   Assign a new batch number and name the batch title according to the group of transactions you entered. The maximum batches allowed to create are 9999.

If you have prior organised your batches, you may enter '0' at the batch number to obtain a batch listing, and from there you can locate the correct batch easily. Refer to **Transactions → Organise Batch**.

E.g.

Batch No.	Batch Title
1	Jan '00 – MBB Receipts
2	Jan '00 – MBB Payment
3	Jan '00 – HLB Receipts

4	Jan '00 – HLB Payment
5	Jan '00 – Journal
6	Feb '00 – MBB Receipts
7	Feb '00 – MBB Payment
8	Feb '00 – HLB Receipts
9	Feb '00 – HLB Payment
10	Feb '00 - Journal

Tran. No.   :   The system will generate a number for every new transaction entered in sequence. Transaction number helps in keeping a clear audit trail, and easy for reference. The maximum transactions allowed to input are 9000.

Period   :   In this system, period means accounting month. The first period indicates the first accounting month, the second period indicates the second accounting month, and so on.

This system allows a maximum of 18 periods, and then you have to run year-end processing to close all your accounts. The system will update Period 13, 14, 15, 16, 17 and 18 to Period 1, 2, 3, 4, 5 and 6 of a new accounting year.

E.g.

Accounting Period : **January '00 to December '00**

January '00	Period 1
February '00	Period 2
March '00	Period 3
April '00	Period 4
May '00	Period 5
June '00	Period 6
July '00	Period 7
August '00	Period 8
September '00	Period 9
October '00	Period 10
November '00	Period 11
December '00	Period 12
January '01	Period 13
February '01	Period 14
March '01	Period 15
April '01	Period 16
May '01	Period 17
June '01	Period 18

Date   :   This is the date of the source documents. The format given is **dd/mm/yyyy** (date/month/year)

E.g.   15th January 2000 will be **15/01/2000**

Make sure that your transaction date matches the accounting month, or else the system will not accept it.

A/C No.   :   Enter the correct account number of every transaction and you will find the account name appears on top of the line.

You may also create a new account that is not in the database. Enter a new account number, and the system will prompt a message saying '**Account Not Found, add new account**?' Select the correct Account Type and then click on the **Yes** button to create a new account. Once you have completed, the system will put you back to the current **Add Transactions** screen.

Ref. No.   :   This reference number comes in 2 rows with 8 characters per row. The first reference number is for own reference, while the second reference number is for supporting reference. For example, payment voucher number, official receipt number and etc.

E.g.
  Payment Voucher
  Ref. No. 1 : **PV 001**
  Ref. No. 2 : **MBB 201136**

  Official Receipt
  Ref. No. 1 : **OR 1001**
  Ref. No. 2 : **Cash**

Description   :   This is the narration of the transaction. It can be the name of the account or the particulars of the document. Each description allows 2 rows with 25 characters per row.

Debit/Credit   :   This is the 'double entry' concept. For every debit, you must have an equal credit.

At the **DEBIT** column;
Enter the transaction amount of a debit entry.

At the **CREDIT** column;
Enter the transaction amount of a credit entry.

You can only add one transaction at a time. After entering a debit entry, you have to save this entry before continuing to a credit entry.

E.g.
  Amount received from Johari Hassan   RM2000
  Amount received from Lim Lee HuiRM3000

The following transactions will be shown in UBS Client's A/C:

A/C No.	Description	DEBIT	CREDIT
00-C0001	MBB-Legal fees		2000
MBB-C01	Johari Hassan	2000	
00-L0001	MBB-Legal fees		3000
MBB-C01	Lim Lee Hui	3000	

- Once you have completed, click on the **Save** button to save the transaction's information.

Quick Entry

- **Quick Entry** is a double transaction entry procedure. When you enter a debit entry, the system will generate a credit entry, or vice-versa.

- It is an alternative entry to **Add Transactions** function and it has many advantages;

  1). It is an advance method that conveniently allowing the same group of transactions to be entered into one Master Account.
  2). You only need to enter a transaction and the system will generate the other entry by itself. This can reduce the repetitive typing during data entry.
  3). You may enter transactions very quickly and it saves a lot of time.

- Click on the **Quick** button and a dialog box will prompt you to enter a Master Account Number.
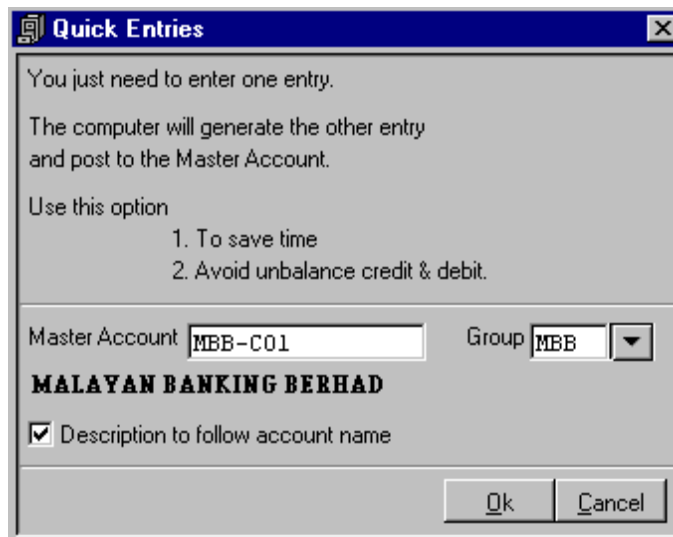
First of all, you have to nominate a 'Master Account'. This account is usually the most utilized account in a particular batch of transaction.

    E.g.   MBB-C01   Malayan Banking Berhad
                HLB-C01   Hong Leong Bank Berhad

- At the same time, indicate whether you want the transaction's description to follow Master Account's name.

    ☑ *Description to follow Account Name*

If you select this feature, the description in Master Account's transaction will be contra account's name.

E.g.   Account No.   Description   Debit   Credit
         00-C0001   **Malayan Banking Bhd**   2000
         MBB-C01   **Johari Hassan**   2000

Account No.	Description	Debit	Credit
00-L0001	**Malayan Banking Bhd**		3000
MBB-C01	**Lim Lee Hui**	3000	

If you deselect this feature, the description in Master Account's transaction will follow according to the description you type in contra account.

E.g.	Account No.	Description	Debit	Credit
	00-C0001	**MBB-Legal fees**		2000
	MBB-C01	**Johari Hassan**	2000	
	00-L0001	**MBB-Legal fees(part payment)**		3000
	MBB-C01	**Lim Lee Hui**	3000	

- Click on the **OK** button and you may begin entering transactions by completing the information on screen. These information are the same as **Add Transactions**.

- Basically, entering an entry in **Add Transactions** and **Quick Entry** are the same but their concepts are different.

- Refer to the example given below, you have to enter transactions for clients only, and the program will automatically generate other transactions according to Master Account. (as shown in bold)

E.g.	Legal fees received from Johari Hassan	RM2000	
	Legal fees received from Lim Lee Hui		RM3000

Master Account: **MBB-C01**   **Malayan Banking Berhad**

Account No.	Description	Debit	Credit
00-C0001	MBB-Legal fees		2000
MBB-C01	**Johari Hassan**	**2000**	
00-L0001	MBB-Legal fees (part payment)		3000
MBB-C01	**Lim Lee Hui**	**3000**	

Search for an existing transaction
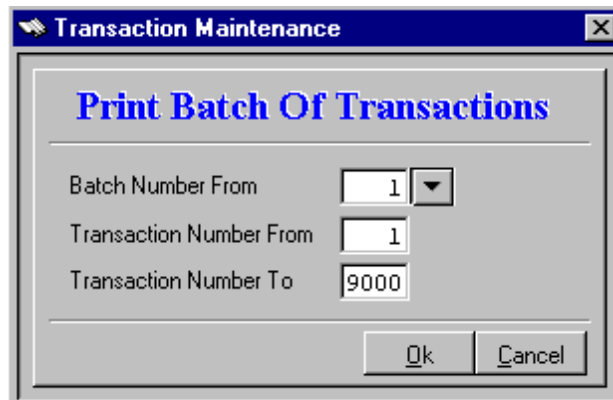
- There are several options for you to find an existing transaction in your database.

- Click on the **Top** button and it will show the first transaction of the first batch on the record.

- Click on the **Previous** button and it will show the prior record of the present transaction.

- Click on the **Next** button and it will show the following record of the present transaction.

- Click on the **Bottom** button and it will show the last transaction of the last batch on the record.

- Click on the **Search** button and a dialog box will prompt you to search by batch number and transaction number.

Modify an existing transaction

- First of all, you have to search for the transaction you want modify and then click on the **Edit** button.

- Once you have completed your modifications, click on the **Save** button but if you want to cancel it, then click on the **Cancel** button.

This option enables you to view and print all transactions in a batch.

- Click on the **Transactions** menu and select **Print Batch**.

- You have to enter the batch number, and select a range of transaction numbers. If no selection is made, leave it all blank and the system will print all transactions found in the database.

- Click on the **OK** button and then select **Print** to print on hard copy, **Preview** to view actual report, or **Customize** to enable you to alter the format setting of this report from the standard setting.

Organise Batch

This option enables you to organise the number of batches required. It is advisable to arrange and organise the batches before keying any transaction.

- Click on the **Transactions** menu and select **Organise Batch**.

- Click on the **Add** button and assign a batch title. It helps in identifying the type of transactions in the batch.

E.g.   Batch No.   Batch Title
         1   Jan '00 – MBB Receipts
         2   Jan '00 – MBB Payment
         3   Jan '00 – HLB Receipts
         4   Jan '00 – HLB Payment
         5   Jan '00 – Journal
         6   Feb '00 – MBB Receipts
         7   Feb '00 – MBB Payment
         8   Feb '00 – HLB Receipts
         9   Feb '00 – HLB Payment
         10   Feb '00 - Journal

- After entering transactions into a batch, you can click on the **Lock** button to freeze it, so that no modifications can be made thereafter. This is also a security against accidental or deliberate tampering information.
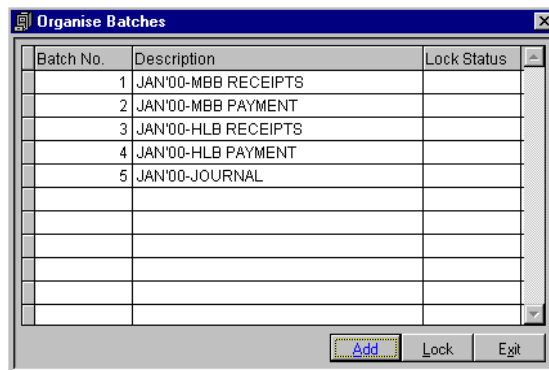
This option enables you to view and print a summary of all batches showing every batch's information in brief.

- Click on the **Transactions** menu and select **Print Batch Summary**.

- You are required to enter a range of batch numbers. If no entry is made, the system will print report showing all the batches found in the database.

- Click on the **OK** button and then select **Print** to print on hard copy, **Preview** to view actual report, or **Customize** to enable you to alter the format setting of this report from the standard setting.
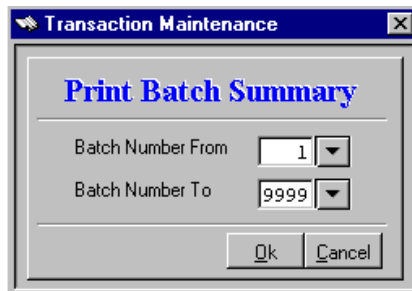
This option enables you to scan through the transactions of all batches and obtain the status of each batch. If you have problems getting your trial balance correct, use this option to detect batches with error.

- Click on the **Transactions** menu and select **Scan Batches**.

- You are required to enter a range of batch numbers. If no entry is made, the system will scan through all the batches found in the database and then print a summary report.

- Click on the **OK** button and then select **Print** to print on hard copy, **Preview** to view actual report, or **Customize** to enable you to alter the format setting of this report from the standard setting.
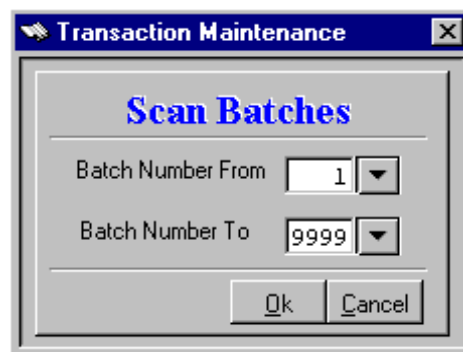
Lawyer Client's Account

User Manual

(Reports)

CONTENTS

❹ **Reports**

1. View G/L Listing
2. Print G/L Listing
3. Trial Balance
4. Clients Accounts Balances
5. Bank Accounts Balances
6. Other Accounts Balances
7. Bank Reconciliation
8. Tax Listing
9. Check Transactions

C h a p t e r 4

This section allows you to view and print ledgers, trial balance, account balances, bank reconciliation statement, tax listing and etc.

UBS Clients Account system updates all transactions instantly and able to access up-to-date financial information, therefore you can print your financial reports at any time.

**Enter
Transactions**

**Program to update
Ledgers**

Generate

Financial Reports
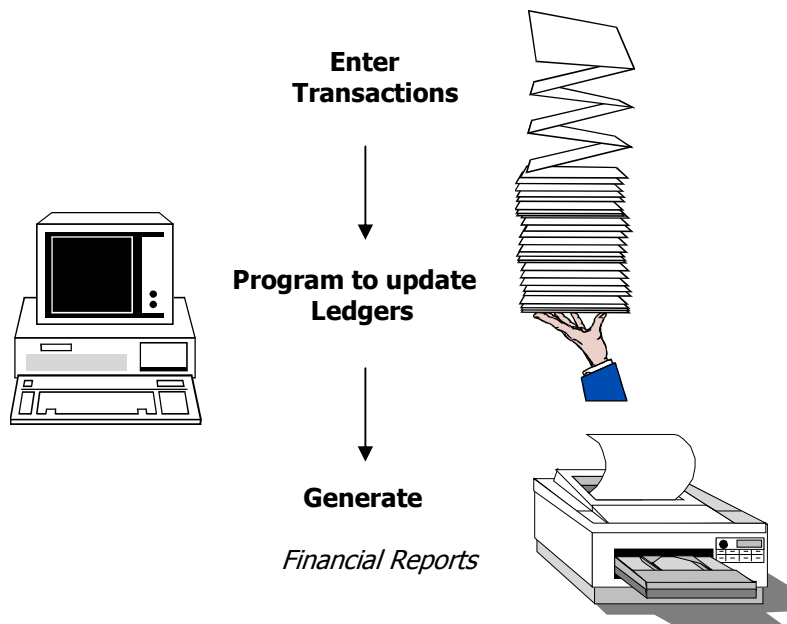
This option enables you to view individual ledger for client, bank and others.

- Click on the **Reports** menu and select **View G/L Listing**.

- When you view ledger, you can fix the limits of selection given by the system.

    Account Number   : Client, bank or other account number
    Group   : A code for grouping the same account
    Period From   : The starting period
    Period To   : The ending period

- Additional to it, you can choose either to display with or without Period, Batch number, Transaction number, Bill type, Age and Project in ledger.
- Click on the **OK** button and then select **Print** to print on hard copy, **Preview** to view actual report, or **Customize** to enable you to alter the format setting of this report from the standard setting.
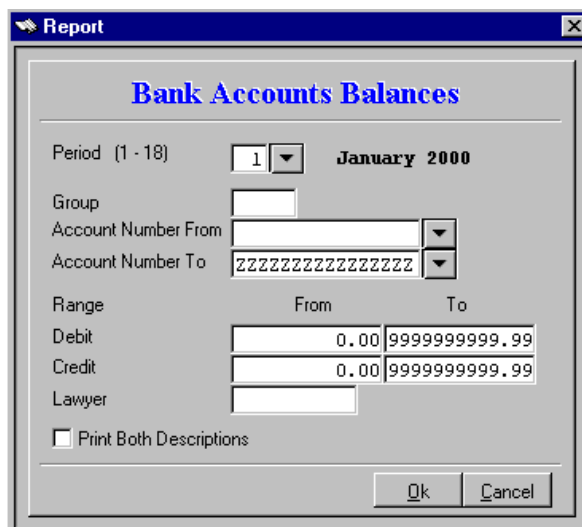
This option enables you to view and print individual or a group of ledger for client, bank and others.

- Click on the **Reports** menu and select **Print G/L Listing**.

- You are required to enter a range of period. After that, select the type of ledger for clients, bank and other accounts or the combination of the three main accounts.

- You may also enter a range of account numbers with the specified groups or a particular group only. If no entry is made, leave it all blank and the system will print all accounts found in the database.

- Click on the **OK** button and then select **Print** to print on hard copy, **Preview** to view actual report, or **Customize** to enable you to alter the format setting of this report from the standard setting.

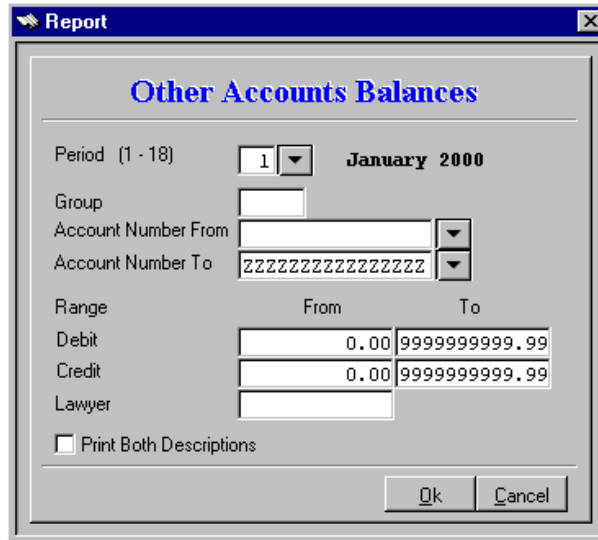This option enables you to view and print Trial Balance report. It ascertains the totals of debits are equal to the totals of credits and to find out whether your accounts are balance or not.

- Click on the **Reports** menu and select **Trial Balance**.

- You are required to enter a period and specified a particular group.

- This report comes with 2 additional features.

  ☑ *Print Both Description*

    Report will include 2 rows of description.

  ☑ *Individual Client Balance*

    Report will list individual client's balance amount. If you deselect this feature, it will print one client control account balance amount

- Click on the **OK** button and then select **Print** to print on hard copy, **Preview** to view actual report, or **Customize** to enable you to alter the format setting of this report from the standard setting.

   Note:-
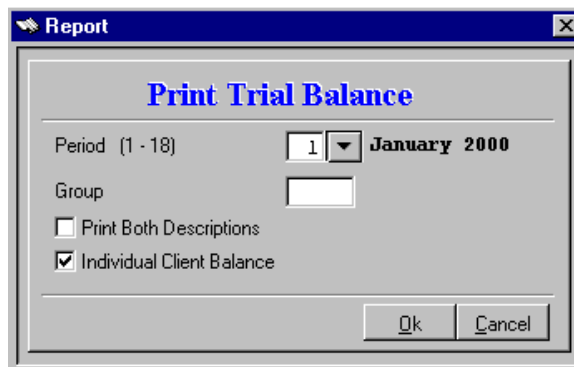
If Trial Balance report does not balance, it will prompt a message "Account Not Balance" when printing the report. Go to **Transactions → Scan Batches** and detect batches with error.

This option enables you to view and print clients accounts balances.

- Click on the **Reports** menu and select **Clients Accounts Balances**.

- When printing this report, you can fix the limits of selections given by the system.

   Period   : The total period of the report

E.g.

     3   (Report prints from Period 1 to Period 3)
   10   (Report prints from Period 1 to Period 10)

Group	: A code for grouping the same account
Account No. From	: The starting client account number
Account No. To	: The ending client account number
Debit (Range)	: Enter a range of debit balance
Credit (Range)	: Enter a range of credit balance
Lawyer	: The name of the lawyer in charge

- Additional to it, you can choose to print report including 2 rows of descriptions.

- Click on the **OK** button and then select **Print** to print on hard copy, **Preview** to view actual report, or **Customize** to enable you to alter the format setting of this report from the standard setting.

This option enables you to view and print bank accounts balances.

- Click on the **Reports** menu and select **Bank Accounts Balances**.

- When printing this report, you can fix the limits of selections given by the system.

Period	: The total period of the report
	E.g.
	3 (Report prints from Period 1 to Period 3)
	10 (Report prints from Period 1 to Period 10)
Group	: A code for grouping the same account
Account No. From	: The starting bank account number

Account No. To   : The ending bank account number
Debit (Range)   : Enter a range of debit balance
Credit (Range)   : Enter a range of credit balance
Lawyer   : The name of the lawyer in charge

- Additional to it, you can choose to print report including 2 rows of descriptions.

- Click on the **OK** button and then select **Print** to print on hard copy, **Preview** to view actual report, or **Customize** to enable you to alter the format setting of this report from the standard setting.

This option enables you to view and print other accounts balances.

- Click on the **Reports** menu and select **Other Accounts Balances**.

- When printing this report, you can fix the limits of selections given by the system.

Period   : The total period of the report
                          E.g.
                              3   (Report prints from Period 1 to Period 3)
                             10   (Report prints from Period 1 to Period 10)
Group   : A code for grouping the same account
Account No. From   : The starting other account number
Account No. To   : The ending other account number
Debit (Range)   : Enter a range of debit balance
Credit (Range)   : Enter a range of credit balance
Lawyer   : The name of the lawyer in charge

- Additional to it, you can choose to print report including 2 rows of descriptions.

- Click on the **OK** button and then select **Print** to print on hard copy, **Preview** to view actual report, or **Customize** to enable you to alter the format setting of this report from the standard setting.

This option enables you to maintain Bank Reconciliation Statement by comparing the entries in Bank Account with those in the bank statement by means of ticking them.

Enter Last Year Transactions

- Click on the **Reports** menu, go to **Bank Reconciliation** and select **Enter Last Year Transactions**.

- You can enter last accounting year's transactions in the Bank Account that are not cleared by the bank. These transactions will not affect your Bank Account balance.
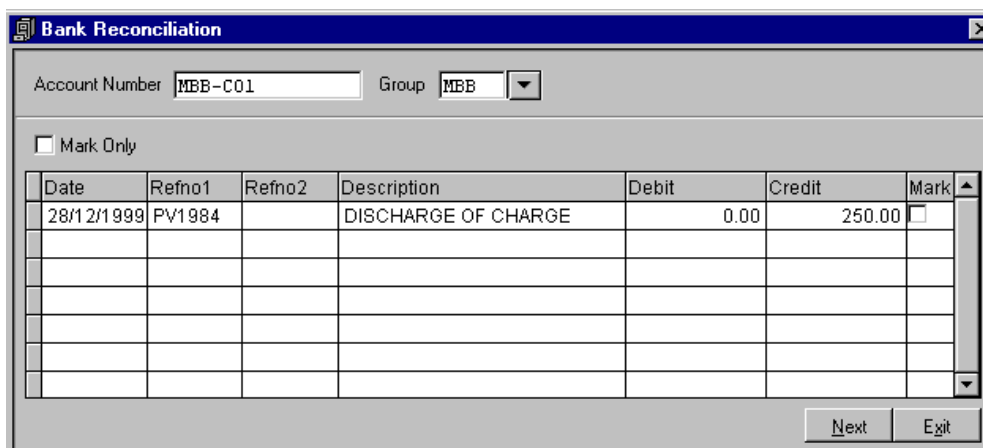
- Click on the **Add** button to enter last accounting year's transactions.

Mark Last Year Transactions

- Click on the **Reports** menu, go to **Bank Reconciliation** and select **Mark Last Year Transactions**.

- Compare these transactions with those in bank statement and place a tick at the 'mark' column for cleared transactions.

- Additional to it, the system provides an additional feature, where it will display all transactions that are not cleared. Tick at ☑ Mark Only option. If you deselect it, the system displays all transactions that are cleared and not cleared.

- If you want to move on to the next bank account, click on the **Next** button.

Note:-
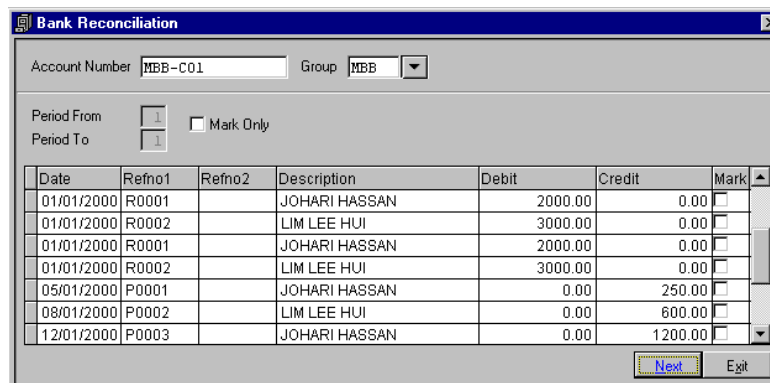
This feature helps when your bank reconciliation is not balance and you would like to re-tick it again.

Remove Last Year Marked Transactions

- Click on the **Reports** menu, go to **Bank Reconciliation** and select **Remove Last Year Marked Transactions**.

- The system will prompt you a dialog box to confirm whether you want to remove last year marked transactions.

- Click on the **Yes** button to approve this command or **No** button to cancel it.

Mark This Year Transactions

- Click on the **Reports** menu, go to **Bank Reconciliation** and select **Mark This Year Transactions**.

- You have to enter the Bank Account Number, the group code and a range of periods.

- Compare these transactions with those in bank statement and place a tick at the 'mark' column for cleared transactions.

- Additional to it, the system provides an additional feature, where it will display all transactions that are not cleared. Tick at ☑ Mark Only option. If you deselect it, the system displays all transactions that are cleared and not cleared.

- If you want to move on to the next bank account, click on the **Next** button.

Print Bank Reconciliation

- Click on the **Reports** menu, go to **Bank Reconciliation** and select **Print Bank Reconciliation**.

- You have to enter the Bank Account Number, the group code the period.

- Click on the **OK** button and then select **Print** to print on hard copy, **Preview** to view actual report, or **Customize** to enable you to alter the format setting of this report from the standard setting.

This option enables you to list bills that are taxable with the tax amount payable. In order to generate the tax listing, you have to mark at project code as 'ST' on transactions that are taxable.

- Click on the **Reports** menu and select **Tax Listing**.

- Enter a range of periods and specified the range of account numbers together with the group codes.

- You can select to print this report by sorting according to Account number, Batch number, date, reference number or 2nd reference.

- Indicate whether the tax is directed on debit or credit amount.

- Click on the **OK** button and then select **Print** to print on hard copy, **Preview** to view actual report, or **Customize** to enable you to alter the format setting of this report from the standard setting.
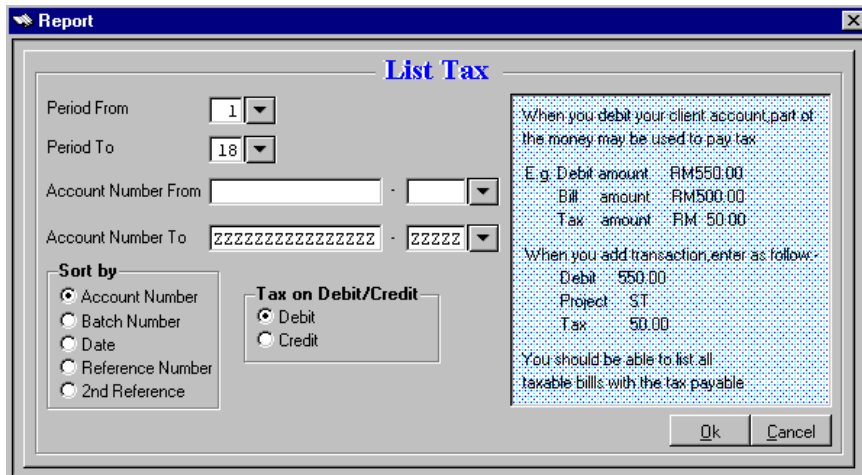
This option enables you to check selected or all transactions in the database by choosing the related fields.

- Click on the **Reports** menu and select **Check Transactions**.

- When you print this report, you can fix the limits of selection given by the system.

Period From	: The starting month of your report
Period To	: The ending month of your report
Group	: A code for grouping the same account
Account No. From	: The starting account number
Account No. To	: The ending account number
Project code	: A code assigned to a project (For Project Account use only)
Date	: To check on a specific date
Ref. No. 1	: The first reference number
Ref. No. 2	: The second reference number
Debit	: The range of debit amount
Credit	: The range of credit amount

E.g.

Debit	**0.00**	**1000.00**
Credit	**0.00**	**1000.00**

All entries with the amount between **0.00** to **1000.00** will be listed.

Debit	**100.00**	**1000.00**
Credit	**1000.00**	**5000.00**

All debit entries with the amount between **100.00** to **1000.00** and all credit entries with the amount between **1000.00** to **5000.00** will be listed.
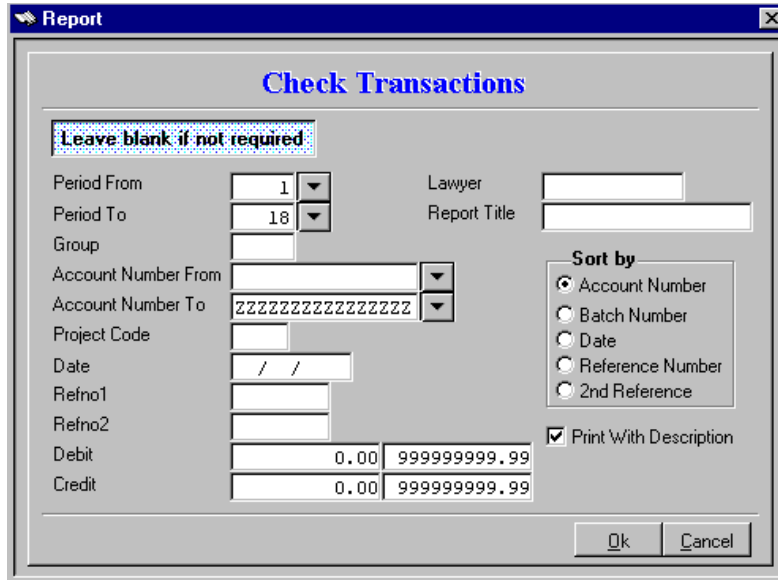
Lawyer	: The name of he lawyer in charge
Report Title	: The title or name given to this report

- You can select to print this report according to the preference as follows:

⊙ Account Number
⊙ Batch Number
⊙ Date
⊙ Reference Number
⊙ 2nd Reference

• Additional to it, you can print report including transaction's description.

• Click on the **OK** button and then select **Print** to print on hard copy, **Preview** to view actual report, or **Customize** to enable you to alter the format setting of this report from the standard setting.

Lawyer Client's Account

User Manual

(Bills)

CONTENTS
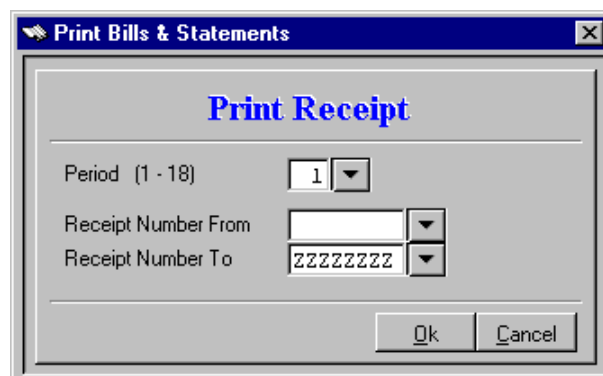
C h a p t e r 5

This section allows you to view and print bills generated by this system. All information obtained are up-to-date and therefore, you may print them at any time and as often as necessary.

This option enables you to print receipt after you have received a payment from client, either in cash or cheque.
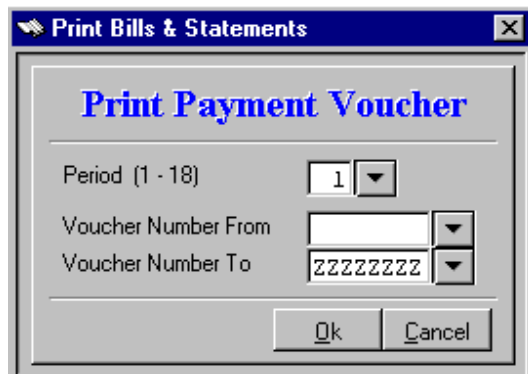
- Click on the **Bills** menu and select **Print Receipt**.

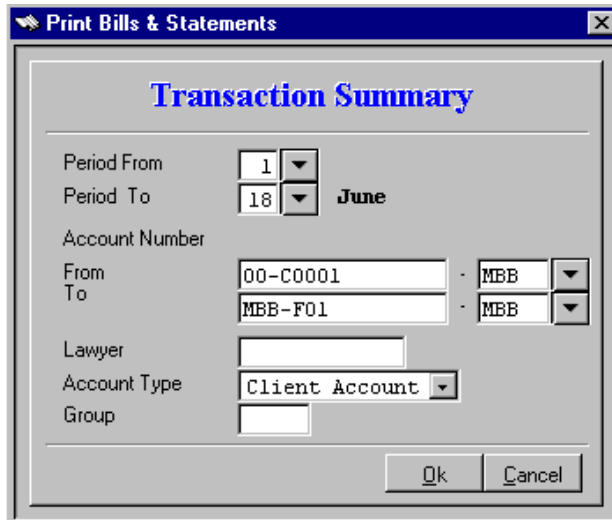- When printing receipt, enter the period and the range of receipt numbers.

- Click on the **OK** button and then select **Print** to print on hard copy, **Preview** to view actual bill, or **Customize** to enable you to alter the format setting of this bill from the standard setting.

This option enables you to print payment voucher. When a payment is made either in full or in part, a payment voucher has to be issued to verify the payment.

- Click on the **Bills** menu and select **Print Payment Voucher**.

- When printing payment voucher, enter the period and the range of payment voucher numbers.
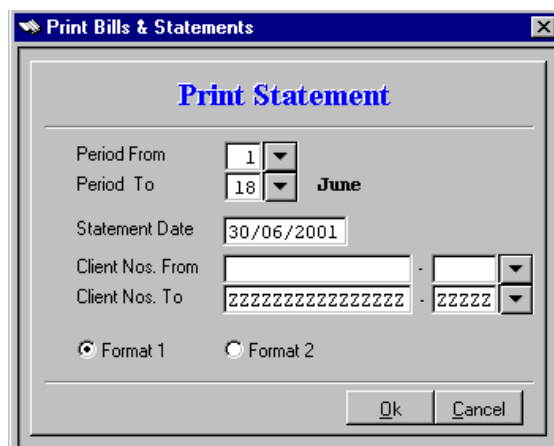
- Click on the **OK** button and then select **Print** to print on hard copy, **Preview** to view actual bill, or **Customize** to enable you to alter the format setting of this bill from the standard setting.

This option enables you to print a summary listing of transactions with the total outstanding amount. Generally, the statement of account is printed every month.

- Click on the **Bills** menu and select **Print Statements**.

- When printing statement of account, enter the range of periods, indicate the statement date and select a range of client numbers together with the group codes.

- The are 2 types of format given by the system. The first format is quite a standard statement, whereas the second format includes more client's particulars.

- Click on the **OK** button and then select **Print** to print on hard copy, **Preview** to view actual statement, or **Customize** to enable you to alter the format setting of this statement from the standard setting.

This option enables you to print a summary of client ledger's transactions by showing the opening balance, total amount of all debit and credit entries and the total brought forward balances.

- Click on the **Bills** menu and select **Print Transaction Summary**.

- When printing this report, you can fix the limits of selections given by the system.

Period From	: The starting month of the report
Period To	: The ending month of the report
Account No. From	: The starting client account number
Account No. To	: The ending client account number
Lawyer	: The name of the lawyer in charge
Account Type	: The correct classification of each account
Group	: A code for grouping the same account

- Click on the **OK** button and then select **Print** to print on hard copy, **Preview** to view actual bill, or **Customize** to enable you to alter the format setting of this bill from the standard setting.

Lawyer Client's Account

User Manual

(Periodic)

CONTENTS

❻ **Periodic**

C h a p t e r   6

This section allows you to process year-end closing, transferring data through import, export, backup and restore, view audit list and checking missing accounts.

This option enables you to close your year-end accounts. Check through the accounts and assure that all transactions have been entered correctly and the batches are balance.

Ensure that you have completed the following procedure before performing year end processing.
1. All reports are printed.
2. Back up all data files.

After performing year end processing, the following will take place.
1. All transactions from period 1 to 12 will be removed.
2. The system will generate all balance brought forward amount.
3. Transactions from Period 13 to 18 will be adjusted to Period 1 to 6.

• Click on the **Periodic** menu and select **Year End Processing**.

• Enter the password correctly and then click on the **OK** button to perform year end processing or **Cancel** button to cancel it.
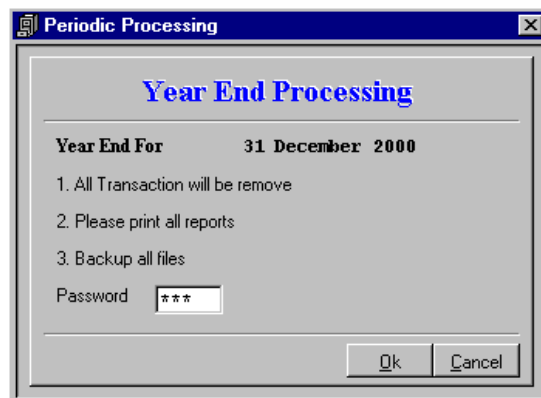
Note:-

1. Year end processing updates all data in the accounting year, therefore this process may take some time depending on the total of transactions and the size of your files.

2. Generally, closing year-end accounts include period 1 to 12, however there is an option where you can choose to close accounts at any other period. (Refer to **Housekeeping → Run Setup → General Setup**, at Page 1)

This option enables you to import transactions from other client's account directories to your main client's account directory and then merge them together. You may also export transactions to hardisk or floppy disk in Drive A or B.

Export Transactions

- You wanted to export transactions to floppy disk in Drive A or B.

- Firstly, you can view at all un-exported transactions found in the system. Click on the **Periodic** menu, go to **Export / Import Transactions** and select **List Un-exported Transactions**.

Date	T	Reference	A/C No.	Group	Debit	Credit	Batch	Rec.	Pd.
05/01/2000	P	P0001	00-C0001	MBB	250.00	0.00	2	5	1
05/01/2000	P	P0001	MBB-C01	MBB	0.00	250.00	2	6	1
08/01/2000	P	P0002	00-L0001	MBB	600.00	0.00	2	7	1
08/01/2000	P	P0002	MBB-C01	MBB	0.00	600.00	2	8	1
12/01/2000	P	P0003	00-C0001	MBB	1200.00	0.00	2	9	1
12/01/2000	P	P0003	MBB-C01	MBB	0.00	1200.00	2	10	1
16/01/2000	P	P0004	00-L0001	MBB	550.00	0.00	2	11	1
16/01/2000	P	P0004	MBB-C01	MBB	0.00	550.00	2	12	1
01/01/2000	P	R0001	00-C0001	MBB	0.00	2000.00	1	13	1
01/01/2000	P	R0001	MBB-C01	MBB	2000.00	0.00	1	14	1
01/01/2000	P	R0002	00-L0001	MBB	0.00	3000.00	1	15	1
01/01/2000	P	R0002	MBB-C01	MBB	3000.00	0.00	1	16	1

- After viewing the transactions, you may proceed to edit and enter a file name for the exported file. Click on the **Periodic** menu, go to **Export / Import Transactions** and select **Edit Exported File Name**.

- Insert a blank disk into Drive A and enter the file name, i.e. **A:GLPOST9.DBF**. (If export transactions into hardisk, enter file name as **C:GLPOST9**)

- Now you are ready to export transactions. Click on the **Periodic** menu, go to **Export / Import Transactions** and select **Export From Daccount**. You have to enter batch number and the period to be exported. Click on the **OK** button to proceed the export transaction procedure.
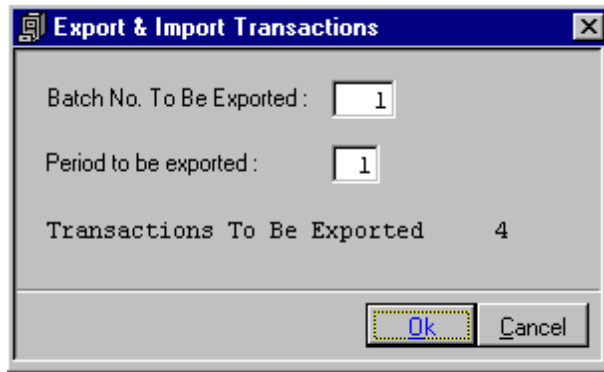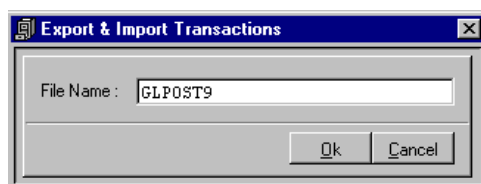

Export Transactions

- You have some transactions in floppy disk at Drive A and wanted to import them to your main client's account directory in hardisk.

- First of all, you may view at the transactions before importing them into the hardisk. Click on the **Periodic** menu, go to **Export / Import Transactions** and select **List Transaction In Exported File**.

Date	T	Reference	A/C No.	Group	Debit	Credit	Batch	Rec.	Pd.
01/01/2000	P	R0001	00-C0001	MBB	0.00	2000.00	1	1	1
01/01/2000	P	R0001	MBB-C01	MBB	2000.00	0.00	1	2	1
01/01/2000	P	R0002	00-L0001	MBB	0.00	3000.00	1	3	1
01/01/2000	P	R0002	MBB-C01	MBB	3000.00	0.00	1	4	1

After viewing the transactions, you may proceed to edit and enter the exported file name. Click on the **Periodic** menu, go to **Export / Import Transactions** and select **Edit Exported File Name**.

- Insert the exported file disk into Drive A and enter the file name, i.e. **A:GLPOST9.DBF**. (If export transactions into hardisk, enter file name as **C:GLPOST9**)

- You have to edit the account number in the exported file that you have done earlier. Click on the **Periodic** menu, go to **Export / Import Transactions** and select **Edit Account Number In Exported File**. Enter the record number and the account number correctly.

- Now you are ready to import transactions. Click on the **Periodic** menu, go to **Export / Import Transactions** and select **Import Into Daccount**. Enter the following information correctly.

Period to import	: The month of transactions you want to import.
Last date to import	: The last date of transactions to import.
Source batch to import	: The source batch number to import. You only can import one batch at a time. If you type in 0, it will import all the batches.
Import to batch number	: The target batch number of imported transactions.
Batch Title	: The name of the batch.

- Click on the **OK** button to proceed the import transaction procedure and the system will display the results on screen.

This option enables you to list all transactions in sequence as they have entered into the system.

- Click on the **Periodic** menu and select **View Audit List**.

- You have to enter a range of periods.
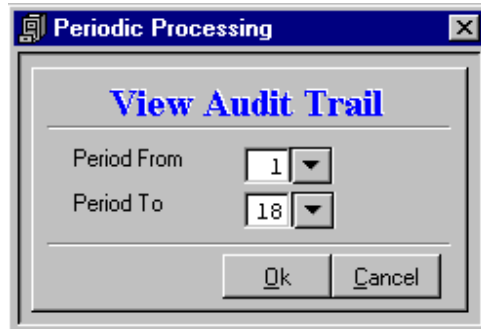
- Click on the **OK** button and then select **Print** to print on hard copy, **Preview** to view actual bill, or **Customize** to enable you to alter the format setting of this bill from the standard setting.

This option enables you to backup all your data into floppy disk or hardisk and restore them when needed.

- Click on the **Periodic** menu and select **Backup and Restore**.
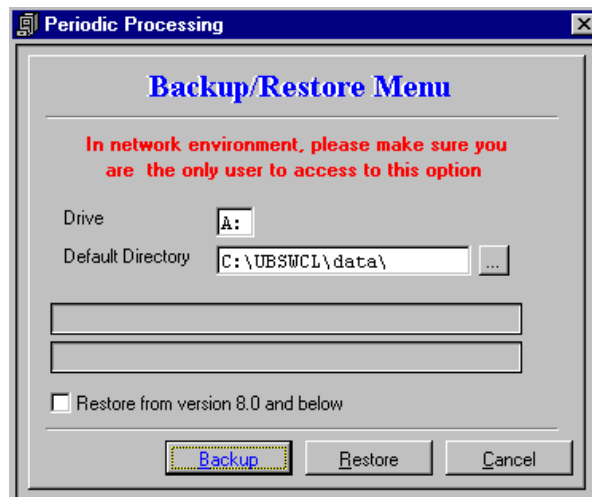
Backup Data Files

- You have to specify the correct drive you are going to load your backup files.

- Click on the **Backup** button and define the disk drive, i.e. **A:** or **B:**.

- Insert a blank diskette into drive A or B and click on the **OK** button to proceed.

Restore Data Files

- This procedure is the reverse of 'Backup Data Files'. You have to specify the correct drive you want to load your restore files.

- Click on the **Restore** button and define the disk drive, i.e. **A:** or **B:**.

- Insert diskette with backup files into drive A or B and click on the **OK** button to proceed.

Restore From Version 8.0 and below

- This option enables you to load your restore files of UBS Client's Account Version 8.0 and below.

- Firstly, you have to tick at the '**Restore From Version 8.0 and Below**' checkbox and specify the correct drive you want to load your restore files.

- Click on the **Restore** button and define the disk drive, i.e. **A:** or **B:**.

- Insert diskette with backup files into drive A or B and click on the **OK** button to proceed.

This option enables you to check through all the records in files to detect whether there are any missing accounts.

- Click on the **Periodic** menu and select **Check Missing A/C**.
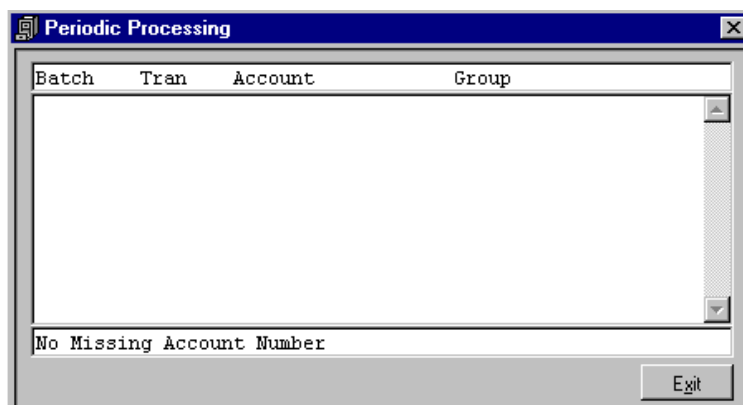
- If there are accounts found missing, the system will display them on screen.

Lawyer Client's Account

User Manual

(Housekeeping)

CONTENTS

❼ HouseKeeping

Chapter 7
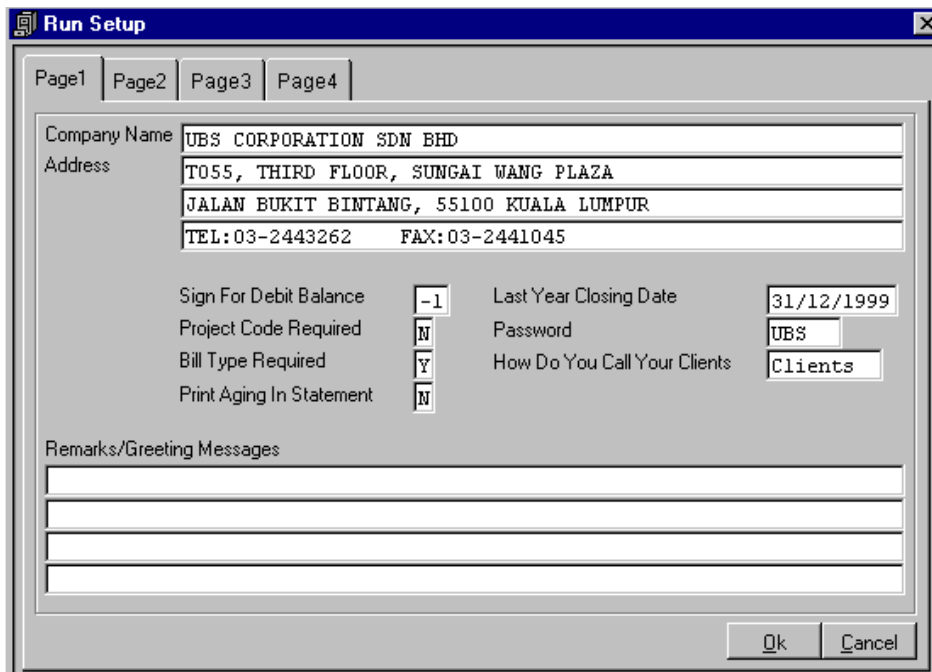
This section allows you to maintain general setting of the system according to the individual company's requirement, report's format setting, indexing and recovering data files, deleting unwanted transactions, upgrading and clearing transaction files.

Generally, it is advisable to set the requirements before you start off with Chapter 1.

This option enables you to enter or edit your company's name and address and check some other settings and amend the labels for conveyancing and litigation information.

General Setup

- Click on the **HouseKeeping** menu, go to **Run Setup** and select **General Setup**.

- The dialog box has several 'pages', which can be accessed using the index tab buttons arranged along the top: Page 1/ Page 2/ Page 3/ Page 4.

Page 1 allows you to do the following settings.

Company Name   : Enter or edit your company's name and it will appear on all the reports.

Address   : Enter the company's correspondence address and it will appear on statements, vouchers and other reports. You may also include the company's telephone and facsimile number.

Sign For Debit Balance : Select '-' to show debit balance as negative and credit balance as positive.

Select '+' to show debit balance as positive and credit balance as negative.

Project Code Required : Select 'Y' to enable the use of project code.
When entering transactions, the system will add a field for you to enter the project code.
(For Project Accounts only)

Bill Type Required : When entering transactions, the system will prompt you to enter the Bill Type.

Print Aging in Statement : Select 'Y' to enable you to print aging analysis at the bottom of the statement.

Last Year Closing Date : This is the last date of the previous accounting year. The system will base on this date to generate the current accounting year's date and will be shown at the bottom page.
E.g.
This year accounting period:
        01/01/2000 to 31/12/2000
Last year closing date: **31/12/99**

Password : This is the management password of the system.

How Do You Call
Your Clients : Generally, the correct 'term' of a person under patronage is called client. If you have other term instead of client, you may edit and enter into this column.

Remarks/Greeting
Messages : You may enter remarks that you want it to appear on your statement.
      E.g. Happy New Year

UBS
User Business System

Page 2 allows you to enter and edit some of the text labels for conveyancing, which appear in **Clients →Add Clients**.

Page 3 allows you to enter and edit some of the text labels for litigation, which appear in **Clients →Add Clients**.
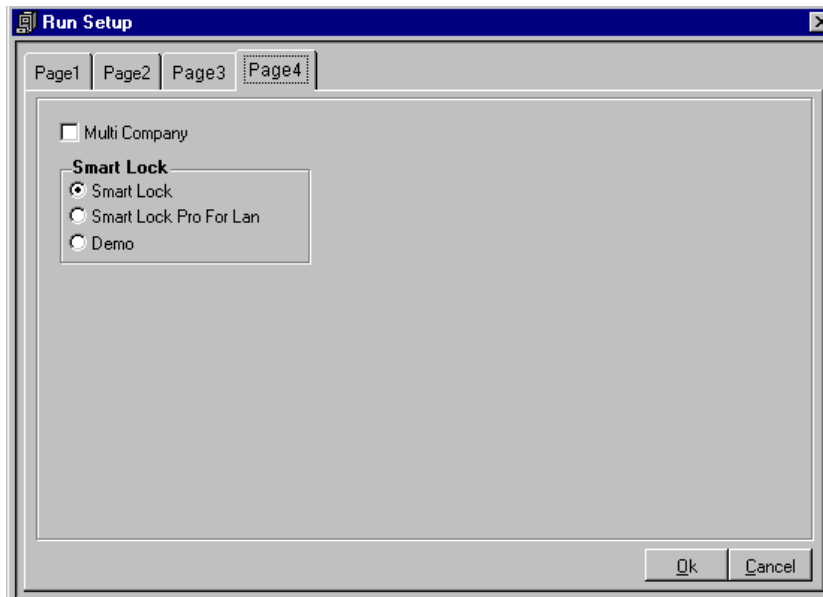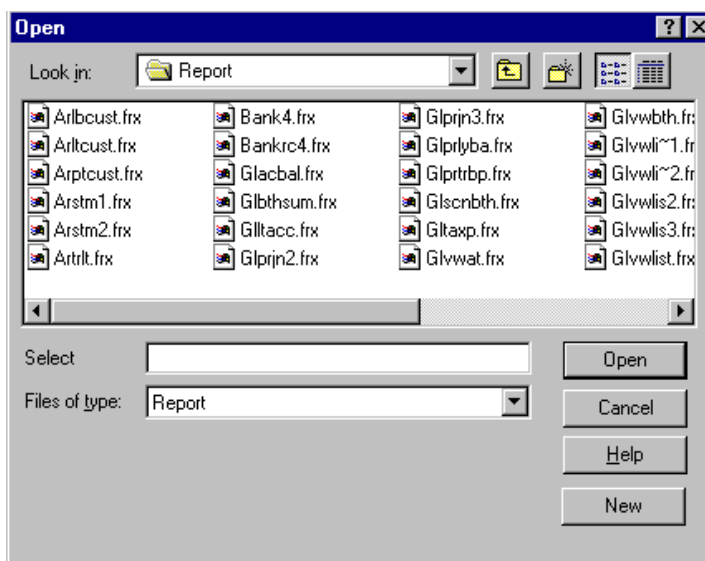
Page 4 allows you to configure whether the system is using for more than one company and the type of security control that is used.

> Smart Lock (for stand alone PC)
> Smart Lock Pro for Lan (for networking)
> Demo Set (for educational purpose)

Report Setting

- Click on the **Housekeeping** menu, go to **Run Setup** and select **Report Setting**.

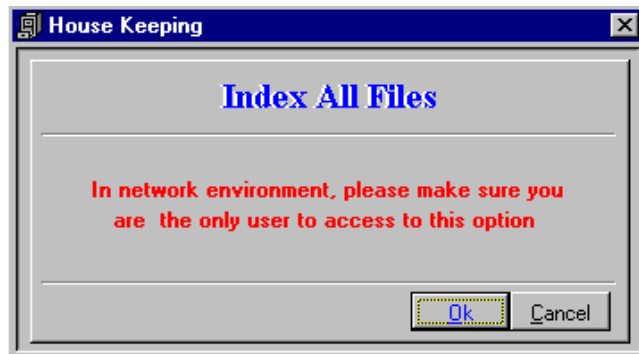- The system will display all report files found in the database.

Statement Setting

- Statement setting enables you to maintain statement's format of your choice using the code description given by the system.

- Select file name **Arstm1.frx** and then click on the **Open** button.

- It is divided into three main grouping consisting of header, detail and footer.

- If you want to add a new field, go to the designated place, click on the right hand mouse and select **Data Environment**. Click on the field and then drag and drop it into the statement setting.

- If you want to change the font of a certain field, click on the field to highlight it and then go to **Format** menu and select **Fonts**. Choose the appropriate fonts from the font menu.

- If you want to duplicate a certain field, click on the field to highlight it and then click on the right hand mouse to select **Copy**. After that, click on the right hand mouse again and this time select **Paste**. Click on the duplicate field and then drag and drop it into the designated place.

- If you want to remove a certain field, click on the field to highlight it and then click on the right hand mouse to select **Cut**.

● The statement setting procedure is applicable to all files found in the **Reports** sub-directory.
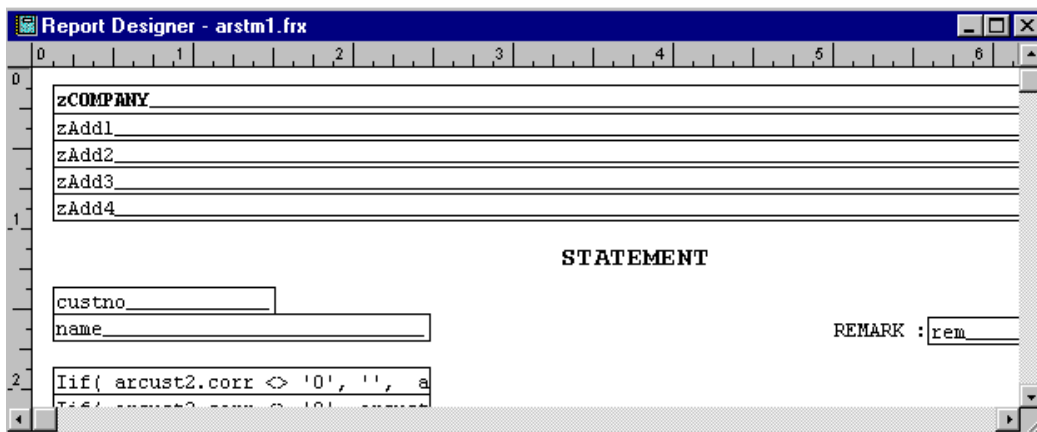
This option enables you to reorganise all the index files found in the system.

● Click on the **HouseKeeping** menu and select **Index All Files**.

House Keeping

Index All Files

In network environment, please make sure you are the only user to access to this option
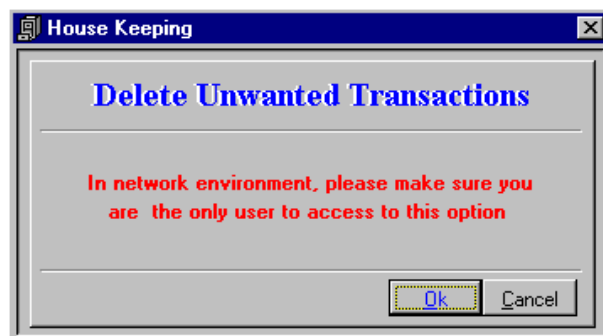
Ok   Cancel

- The system will prompt you a dialog box to confirm this procedure. Click on the **OK** button to approve this command and **Cancel** to cancel it.

This option enables you to remove all unwanted transactions in the system. First of all, you have to modify the transactions as follows.

1. Replace the reference number with 8 asterisks ********
2. Replace the debit amount with **zero**
3. Replace the credit amount with **zero**

After you have done these modifications, the system will distinguish them and ready for deletion.

- Click on the **HouseKeeping** menu and select **Delete Unwanted Transactions**.

- The system will prompt you a dialog box to confirm this procedure. Click on the **OK** button to approve this command and **Cancel** to cancel it.

House Keeping

Delete Unwanted Transactions

In network environment, please make sure you are the only user to access to this option

Ok   Cancel

This option enables you to recover all data files after power failure or power disruption. This is an essential tool for it regenerates a proper set of accounts by posting again all transactions in your existing batches to the general ledger.
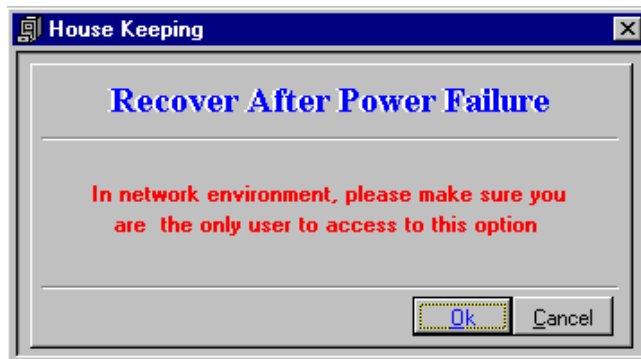
This option is useful when;

1. A power failure occurs while processing the client's account system.
2. The computer is accidentally switched off while processing the data.

However, data recovery is not guaranteed when;
1. Data corruption due to accidents, carelessness, etc.
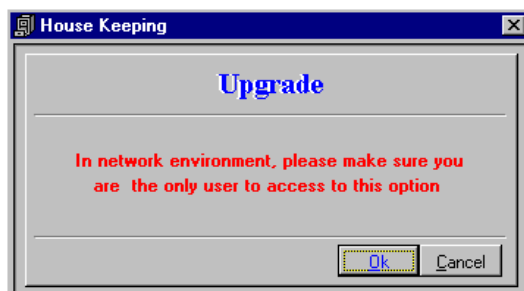2. Hardware failure.

- Click on the **HouseKeeping** menu and select **Recover After Power Failure**.

- The system will prompt you a dialog box to confirm this procedure. Click on the **OK** button to approve this command and **Cancel** to cancel it.

This option enables you to upgrade current data files when you upgrade your system into a new version.

- Click on the **HouseKeeping** menu and select **Upgrade**.

- The system will check at the hardisk for the disk space available and required for upgrading data files.
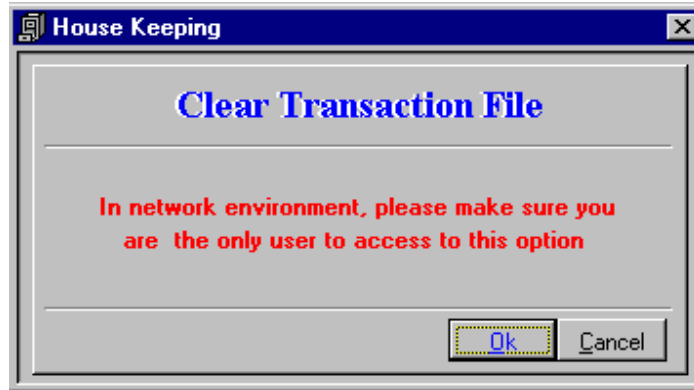

- Click on the **OK** button to approve this command and **Cancel** to cancel it.

This option enables you to purge all data files in this system. After proceeding this option, deleted files are no way to recover back.

Note: This option is only available for UBS Educational Set.

- Click on the **HouseKeeping** menu and select **Clear Transaction File**.

- The system will prompt you a dialog box to confirm this procedure. Click on the **OK** button to approve this command and **Cancel** to cancel it.

This option enables you to purge all master files including transaction files. After proceeding this option, deleted files are no way to recover back.

Note: This option is only available for UBS Educational Set.

- Click on the **HouseKeeping** menu and select **Clear Master File**.

- The system will prompt you a dialog box to confirm this procedure. Click on the **OK** button to approve this command and **Cancel** to cancel it.